

Workflow 1: Asset Stolen Write-Off

Context: This form facilitates the workflow for reporting and writing off assets that have been stolen. It includes a covering letter with reference details, confirmation of the write-off reason (stolen), and a schedule of affected assets. The form captures preparer, reviewer, and approver details, and ensures assets are amended in the register. It is designed for submission in sets, with copies distributed to finance and asset monitoring teams. The form supports multiple assets via a repeatable schedule section.

Field Name	Data Type	Control Type
Reference Number	String	Text Input
Region/Core Function	String	Text Input
Write-Off Reason	String	Select (Fixed: "Asset Stolen")
Prepared By: Full Name	String	Text Input
Prepared By: Signature	String (or File)	Text Input (or File Upload for digital signature)
Prepared By: Date	Date	Date Picker
Reviewed By: Full Name	String	Text Input
Reviewed By: Signature	String (or File)	Text Input (or File Upload)
Reviewed By: Date	Date	Date Picker
Approved By Finance Head: Full Name	String	Text Input
Approved By Finance Head: Signature	String (or File)	Text Input (or File Upload)
Approved By Finance Head: Date	Date	Date Picker
Asset No (Schedule - Repeatable)	String	Text Input
Bar Code (Schedule - Repeatable)	String	Text Input
Asset Class (Schedule - Repeatable)	String	Text Input
Description/Details (Schedule - Repeatable)	String	Textarea
Serial No (Schedule - Repeatable)	String	Text Input
Historical Cost (Schedule - Repeatable)	Decimal	Number Input
Accumulated Depreciation (Schedule - Repeatable)	Decimal	Number Input
Source of Funding (Schedule - Repeatable)	String	Select (e.g., options like 360)
Reason (Schedule - Repeatable)	String	Select (Fixed: "Stolen")
Asset Monitoring Review: Full Name	String	Text Input
Asset Monitoring Review: Signature	String (or File)	Text Input (or File Upload)
Asset Monitoring Review: Date	Date	Date Picker
Asset Monitoring Manager Review: Full Name	String	Text Input
Asset Monitoring Manager Review: Signature	String (or File)	Text Input (or File Upload)
Asset Monitoring Manager Review: Date	Date	Date Picker
Asset Monitoring Approved By: Full Name	String	Text Input
Asset Monitoring Approved By: Signature	String (or File)	Text Input (or File Upload)
Asset Monitoring Approved By: Date	Date	Date Picker

Workflow 2: Variance Matching Schedule

Context: This form handles the matching of variances in asset inventories, categorizing them into "Gain/Founds" (newly found assets) and "Unmatched/Unverified" (discrepancies). It is a simple schedule for listing barcodes, asset numbers, and details under each category. The form is useful for reconciliation during audits or verifications, with no approval sections but focused on tabular data entry for reporting mismatches.

Field Name	Data Type	Control Type
Gain/Founds: Barcodes (Repeatable)	String	Text Input
Gain/Founds: Asset Number (Repeatable)	String	Text Input
Gain/Founds: Condition (Repeatable)	String	Select (e.g., Good, Damaged)
Gain/Founds: Asset Description (Repeatable)	String	Textarea
Gain/Founds: Cost Centre (Repeatable)	String	Text Input
Gain/Founds: Room Number (Repeatable)	String	Text Input

Field Name	Data Type	Control Type
Gain/Founds: Location (Repeatable)	String	Text Input
Unmatched/Unverified: Barcodes (Repeatable)	String	Text Input
Unmatched/Unverified: Asset Number (Repeatable)	String	Text Input
Unmatched/Unverified: Asset Description (Repeatable)	String	Textarea
Unmatched/Unverified: Cost Centre (Repeatable)	String	Text Input
Unmatched/Unverified: Room Number (Repeatable)	String	Text Input
Unmatched/Unverified: Location (Repeatable)	String	Text Input

Workflow 3: Assets Donated for Capitalisation

Context: This form manages the donation of assets for capitalization into the asset register. It includes a covering letter specifying the donor type (e.g., private enterprise, government), with required source documents. The schedule lists donated assets for amendment in the register. It captures preparer, reviewer, and approver details, and is submitted in sets with copies for users, finance, and asset monitoring. The form ensures quick submission within one week of donation acceptance.

Field Name	Data Type	Control Type
Reference Number	String	Text Input
Region/Core Function	String	Text Input
Donor Type	String	Checkbox (Options: Private Enterprise, Inter Council, National Government, Provincial Government, Other)
Prepared By: Name	String	Text Input
Prepared By: Signature	String (or File)	Text Input (or File Upload)
Prepared By: Date	Date	Date Picker
Reviewed By: Name	String	Text Input
Reviewed By: Signature	String (or File)	Text Input (or File Upload)
Reviewed By: Date	Date	Date Picker
Approved By Finance Head: Name	String	Text Input
Approved By Finance Head: Signature	String (or File)	Text Input (or File Upload)
Approved By Finance Head: Date	Date	Date Picker
Asset No (Schedule - Repeatable)	String	Text Input
Asset Class (Schedule - Repeatable)	String	Text Input
COJ Asset Type (Schedule - Repeatable)	String	Text Input
Barcode (Schedule - Repeatable)	String	Text Input
Physical Address/Location (Schedule - Repeatable)	String	Text Input
Room No (Schedule - Repeatable)	String	Text Input
Asset Description (Schedule - Repeatable)	String	Textarea
Serial No (Schedule - Repeatable)	String	Text Input
Fair Value (Schedule - Repeatable)	Decimal	Number Input
Source of Funding (Schedule - Repeatable)	String	Select (e.g., options like 0.00)
Donor (Schedule - Repeatable)	String	Text Input
AM&A Asset Official Review: Name	String	Text Input
AM&A Asset Official Review: Signature	String (or File)	Text Input (or File Upload)
AM&A Asset Official Review: Date	Date	Date Picker
AM&A Reviewed By: Name	String	Text Input
AM&A Reviewed By: Signature	String (or File)	Text Input (or File Upload)
AM&A Reviewed By: Date	Date	Date Picker

Field Name	Data Type		Control Type
AM&A Approved By: Name	String	Text Input	
AM&A Approved By: Signature	String (or File)	Text Input (or File Upload)	
AM&A Approved By: Date	Date	Date Picker	

Workflow 4: Ordinary Write-Offs

Context: This form is for ordinary write-offs of assets due to reasons like damage or erroneous capitalization. It includes a covering letter with ticked reasons and a schedule of assets. Similar to the stolen write-off but with flexible reasons. It captures preparer, reviewer, and approver details, and is submitted in sets for asset register amendments.

Field Name	Data Type		Control Type
Reference Number	String	Text Input	
Region/Core Function	String	Text Input	
Write-Off Reason	String	Checkbox (Options: Damaged, Erroneous Capitalisation, Other)	
Other Reason (if selected)	String	Textarea	
Prepared By: Full Name	String	Text Input	
Prepared By: Signature	String (or File)	Text Input (or File Upload)	
Prepared By: Date	Date	Date Picker	
Reviewed By: Full Name	String	Text Input	
Reviewed By: Signature	String (or File)	Text Input (or File Upload)	
Reviewed By: Date	Date	Date Picker	
Approved By Finance Head: Full Name	String	Text Input	
Approved By Finance Head: Signature	String (or File)	Text Input (or File Upload)	
Approved By Finance Head: Date	Date	Date Picker	
Asset No (Schedule - Repeatable)	String	Text Input	
Bar Code (Schedule - Repeatable)	String	Text Input	
Asset Class (Schedule - Repeatable)	String	Text Input	
Description/Details (Schedule - Repeatable)	String	Textarea	
Serial No (Schedule - Repeatable)	String	Text Input	
Historical Cost (Schedule - Repeatable)	Decimal	Number Input	
Accumulated Depreciation (Schedule - Repeatable)	Decimal	Number Input	
Source of Funding (Schedule - Repeatable)	String	Select (e.g., options like 360)	
Reason (Schedule - Repeatable)	String	Textarea	
Asset Monitoring Review: Full Name	String	Text Input	
Asset Monitoring Review: Signature	String (or File)	Text Input (or File Upload)	
Asset Monitoring Review: Date	Date	Date Picker	
Asset Monitoring Manager Review: Full Name	String	Text Input	
Asset Monitoring Manager Review: Signature	String (or File)	Text Input (or File Upload)	
Asset Monitoring Manager Review: Date	Date	Date Picker	
Asset Monitoring Approved By: Full Name	String	Text Input	
Asset Monitoring Approved By: Signature	String (or File)	Text Input (or File Upload)	
Asset Monitoring Approved By: Date	Date	Date Picker	

Workflow 5: Transfer of Assets - External (Cost Centre Change)

Context: This form handles external transfers of assets involving a cost centre change. It includes details for the transferor and transferee departments, with old/new locations and approvals. The schedule lists transferred assets. It is submitted in sets, with copies for issuer, receiver, asset official, and monitoring team.

Field Name	Data Type	Control Type
------------	-----------	--------------

Field Name	Data Type	Control Type
Old Department	String	Text Input
Old Room No	String	Text Input
Old Location	String	Text Input
Date of Asset Transfer	Date	Date Picker
Prepared By: Full Name	String	Text Input
Prepared By: Signature	String (or File)	Text Input (or File Upload)
Prepared By: Date	Date	Date Picker
Approved By Finance Head (Transferor): Full Name	String	Text Input
Approved By Finance Head (Transferor): Signature	String (or File)	Text Input (or File Upload)
Approved By Finance Head (Transferor): Date	Date	Date Picker
Receiving Department	String	Text Input
New Room No	String	Text Input
New Location	String	Text Input
Date of Asset Receipt	Date	Date Picker
Received By: Full Name	String	Text Input
Received By: Signature	String (or File)	Text Input (or File Upload)
Received By: Date	Date	Date Picker
Approved By Finance Head (Transferee): Full Name	String	Text Input
Approved By Finance Head (Transferee): Signature	String (or File)	Text Input (or File Upload)
Approved By Finance Head (Transferee): Date	Date	Date Picker
Inventory/Barcode No (Schedule - Repeatable)	String	Text Input
SAP Asset No (Schedule - Repeatable)	String	Text Input
Asset Description (Schedule - Repeatable)	String	Textarea
New Room No (Schedule - Repeatable)	String	Text Input
New Location (Schedule - Repeatable)	String	Text Input
New Physical Address (Schedule - Repeatable)	String	Text Input
Serial No (Schedule - Repeatable)	String	Text Input
First Review Asset Officer: Name	String	Text Input
First Review Asset Officer: Signature	String (or File)	Text Input (or File Upload)
First Review Asset Officer: Date	Date	Date Picker
Second Review: Name	String	Text Input
Second Review: Signature	String (or File)	Text Input (or File Upload)
Second Review: Date	Date	Date Picker
Asset Monitoring Authorised By: Name	String	Text Input
Asset Monitoring Authorised By: Signature	String (or File)	Text Input (or File Upload)
Asset Monitoring Authorised By: Date	Date	Date Picker

Workflow 6: Transfer of Assets - Internal

Context: This form is for internal transfers within the same cost centre or department. Similar to external transfers but simplified, focusing on old/new rooms and locations without cost centre emphasis. It includes transferor/receiver details and approvals, with a schedule for assets. Submitted in sets for distribution.

Field Name	Data Type	Control Type
Old Department	String	Text Input
Old Room No	String	Text Input
Old Location	String	Text Input
Date of Asset Transfer	Date	Date Picker
Prepared By: Full Name	String	Text Input
Prepared By: Signature	String (or File)	Text Input (or File Upload)

Field Name	Data Type	Control Type
Prepared By: Date	Date	Date Picker
Receiving Department	String	Text Input
New Room No	String	Text Input
New Location	String	Text Input
Date of Asset Receipt	Date	Date Picker
Received By: Full Name	String	Text Input
Received By: Signature	String (or File)	Text Input (or File Upload)
Received By: Date	Date	Date Picker
Approved By Finance Head: Full Name	String	Text Input
Approved By Finance Head: Signature	String (or File)	Text Input (or File Upload)
Approved By Finance Head: Date	Date	Date Picker
Inventory/Barcode No (Schedule - Repeatable)	String	Text Input
SAP Asset No (Schedule - Repeatable)	String	Text Input
Asset Description (Schedule - Repeatable)	String	Textarea
New Room No (Schedule - Repeatable)	String	Text Input
New Location (Schedule - Repeatable)	String	Text Input
New Physical Address (Schedule - Repeatable)	String	Text Input
Serial No (Schedule - Repeatable)	String	Text Input
First Review Asset Officer: Name	String	Text Input
First Review Asset Officer: Signature	String (or File)	Text Input (or File Upload)
First Review Asset Officer: Date	Date	Date Picker
Second Review: Name	String	Text Input
Second Review: Signature	String (or File)	Text Input (or File Upload)
Second Review: Date	Date	Date Picker
Asset Monitoring Authorised By: Name	String	Text Input
Asset Monitoring Authorised By: Signature	String (or File)	Text Input (or File Upload)
Asset Monitoring Authorised By: Date	Date	Date Picker

Workflow 7: Scrapping of Redundant Assets

Context: This form manages the scrapping (impairment) of assets due to redundancy, obsolescence, or economic factors. It includes a covering letter with reasons and a schedule for assets to be amended in the register. Captures preparer, reviewer, and approver details, with requirements for storage and auction within one month. Submitted in sets, including to stores and procurement.

Field Name	Data Type	Control Type
Reference Number	String	Text Input
Region/Core Function	String	Text Input
Scrapping Reason	String	Checkbox (Options: Redundant, Technological Obsolescence, Other Economical Factors)
Other Reason (if selected)	String	Textarea
Prepared By: Name	String	Text Input
Prepared By: Signature	String (or File)	Text Input (or File Upload)
Prepared By: Date	Date	Date Picker
Reviewed By: Name	String	Text Input
Reviewed By: Signature	String (or File)	Text Input (or File Upload)
Reviewed By: Date	Date	Date Picker
Approved By Finance Head: Name	String	Text Input
Approved By Finance Head: Signature	String (or File)	Text Input (or File Upload)

Field Name	Data Type	Control Type
Approved By Finance Head: Date	Date	Date Picker
Asset No (Schedule - Repeatable)	String	Text Input
Bar Code (Schedule - Repeatable)	String	Text Input
Coj Asset Class (Schedule - Repeatable)	String	Text Input
Description/Details (Schedule - Repeatable)	String	Textarea
Super No (Schedule - Repeatable)	String	Text Input
Date of Acquisition (Schedule - Repeatable)	Date	Date Picker
Physical Address (Schedule - Repeatable)	String	Text Input
Location (Schedule - Repeatable)	String	Text Input
Room No (Schedule - Repeatable)	String	Text Input
Serial No (Schedule - Repeatable)	String	Text Input
Historical Cost (Schedule - Repeatable)	Decimal	Number Input
Accumulated Depreciation (Schedule - Repeatable)	Decimal	Number Input
Source of Funding (Schedule - Repeatable)	String	Select (e.g., options like 350, 360)
Reason for Scrapping (Schedule - Repeatable)	String	Textarea

Workflow 8: Asset Capitalisation Schedule

Context: This form facilitates the workflow for capitalizing assets incurred during a specific fiscal period (e.g., month in FY 2024/25). It captures company details, total expenditure amounts for categories like laptops and desktops, a schedule of individual assets (repeatable for multiple entries), and multi-level approvals from preparers, reviewers, and finance heads. The form supports different categories or vendors via a category field (e.g., Mobile Trailers, SAGE). It ensures asset register updates and includes date fields defaulting to the document's reference date (2025-07-30). Truncated data in the document suggests fields like asset descriptions, serials, and costs are key. Auxiliary sheets (e.g., Sheet1, Sheet8) appear to list codes or serials, which can be integrated as repeatable sub-entries if needed.

Field Name	Data Type	Control Type
Category/Sheet Name	String	Text Input (e.g., Mobile Trailers, SAGE)
Company Code	String	Text Input (Default: 0100)
Fiscal Period	String	Text Input (e.g., FY 2024/25)
Month of Expenditure	Date	Date Picker (Default: 2025-07-30)
Amount Paid - Laptops	Decimal	Number Input
Amount Paid - Desktops	Decimal	Number Input
Other Amount Paid (Optional)	Decimal	Number Input
Asset No (Schedule - Repeatable)	String	Text Input
Barcode (Schedule - Repeatable)	String	Text Input
Asset Class (Schedule - Repeatable)	String	Select (e.g., Laptop, Desktop)
Description/Details (Schedule - Repeatable)	String	Textarea
Serial No (Schedule - Repeatable)	String	Text Input
Historical Cost (Schedule - Repeatable)	Decimal	Number Input
Source of Funding (Schedule - Repeatable)	String	Text Input
Auxiliary Code/List No (Repeatable - Optional)	String	Text Input (For codes like 508v5d)
Auxiliary Code Part 1 (Repeatable - Optional)	String	Text Input (e.g., 508)
Auxiliary Code Part 2 (Repeatable - Optional)	String	Text Input (e.g., v)
Auxiliary Code Part 3 (Repeatable - Optional)	String	Text Input (e.g., 5d)
Prepared By: Full Name	String	Text Input

Field Name	Data Type	Control Type
Prepared By: Signature	String (or File)	Text Input (or File Upload)
Prepared By: Date	Date	Date Picker
Reviewed By: Full Name	String	Text Input
Reviewed By: Signature	String (or File)	Text Input (or File Upload)
Reviewed By: Date	Date	Date Picker
Approved By Finance Head: Full Name	String	Text Input
Approved By Finance Head: Signature	String (or File)	Text Input (or File Upload)
Approved By Finance Head: Date	Date	Date Picker
Asset Monitoring Review: Full Name	String	Text Input
Asset Monitoring Review: Signature	String (or File)	Text Input (or File Upload)
Asset Monitoring Review: Date	Date	Date Picker
Asset Monitoring Approved By: Full Name	String	Text Input
Asset Monitoring Approved By: Signature	String (or File)	Text Input (or File Upload)
Asset Monitoring Approved By: Date	Date	Date Picker

Process 1: Asset Acquisition via Donation

Context: This process handles the intake and capitalization of donated assets into COJ's inventory system. It ensures compliance with financial and asset management policies, including verification of donor details, fair value assessment, and integration into the SAP asset register. The workflow involves user departments, finance, and ICT for system updates. Assets must be submitted for capitalization within one week of acceptance. Key stakeholders include user department reps (e.g., Tendani Munyai) for input, finance reps (e.g., Vusumuzi Antonio Mulaudzi) for compliance, and ICT specialists (e.g., Nezisa Phakathi) for software-related donations.

Workflow Steps:

- Initiation and Documentation:** User department (e.g., represented by Tendani Munyai) receives donation, verifies source documents, and prepares the donation schedule with details like asset description, fair value, and donor type.
- Review and Approval:** Reviewed by department head or delegate (e.g., Colleen Ntsalong for SRM input), then approved by Finance Head (e.g., Vusumuzi Antonio Mulaudzi) to ensure financial compliance.
- System Integration:** Submitted to Asset Monitoring and Accounting (e.g., via Luvo Dyantyi) for SAP registration and API updates in the inventory system.
- Final Verification:** ICT rep (e.g., Ndumiso Somdyala) confirms integration; PAX team (e.g., Moihlobudi Moabelo) handles any custom development for tracking.
- Closure:** Copies distributed to user, finance, and asset monitoring; system updates logged.

Signatories and Roles:

Step	Responsible Role	Stakeholder Example	Signature Requirement
1	Preparer (User Department)	Tendani Munyai (Asset Manager)	Digital/Physical Signature
2	Reviewer (User Department)	Colleen Ntsalong (Acting Deputy Director)	Digital/Physical Signature
2	Approver (Finance Head)	Vusumuzi Antonio Mulaudzi (Finance Representative)	Digital/Physical Signature
3	Asset Official (AM&A)	Luvo Dyantyi (Financial Systems Specialist)	Digital/Physical Signature
4	ICT Reviewer	Ndumiso Somdyala (ICT Representative)	Approval Stamp in System

Process 2: Asset Capitalization

Context: This workflow capitalizes incurred expenditures (e.g., purchases or developments) into the asset register, focusing on categories like laptops, desktops, or software. It aligns with FY budgeting (e.g., 2024/25) and ensures accurate historical costs, depreciation, and SAP integration via "cap sheets." Involves finance for accounting and ICT for system interfacing. Stakeholders like Luvo Dyantyi manage cap sheets, while Karabelo Sehlabo handles depreciation alignment.

Workflow Steps:

- 1. **Expenditure Recording:** User department or procurement (e.g., via Ndumiso Somdyala) records actual capital expenditure, including amounts paid and asset details.
- 2. **Schedule Preparation:** Prepare capitalization schedule with asset codes, descriptions, and costs; categorize by type (e.g., laptops).
- 3. **Financial Review:** Reviewed for compliance and depreciation by core accounting (e.g., Karabelo Sehlabo).
- 4. **SAP Integration and Approval:** Finance specialist (e.g., Luvo Dyantyi) updates SAP via API; approved by finance head.
- 5. **System Update and Audit:** PAX developer (e.g., Moihlobudi Moabelo) ensures inventory system sync; project coordinator (e.g., Keikanetswe Teme) logs for audit.

Signatories and Roles:

Step	Responsible Role	Stakeholder Example	Signature Requirement
1	Preparer (User/Procurement)	Ndumiso Somdyala (ICT Representative)	Digital/Physical Signature
2	Reviewer (Accounting)	Karabelo Sehlabo (Accountant)	Digital/Physical Signature
4	Approver (Finance Specialist)	Luvo Dyantyi (Financial Systems Specialist)	Digital/Physical Signature
4	Finance Head Approver	Vusumuzi Antonio Mulaudzi (Finance Representative)	Digital/Physical Signature
5	Technical Reviewer (PAX)	Moihlobudi Moabelo (Lead Software Developer)	System Approval Log

Process 3: Asset Transfer (Internal)

Context: Internal transfers occur within the same cost centre or department, updating room/location details without major financial changes. This ensures continuity in tracking and insurance. User departments initiate, with ICT ensuring system updates. Stakeholders like Tendani Munyai represent users, while Siphamandla Cele oversees alignment.

Workflow Steps:

- 1. **Request Initiation:** Transferor department (e.g., user rep like Tendani Munyai) prepares transfer form with old/new details and asset schedule.
- 2. **Receiver Confirmation:** Receiving department verifies and signs receipt.
- 3. **Approval Chain:** Reviewed by department heads; approved by finance delegate if needed.
- 4. **System Update:** Submitted to asset monitoring (e.g., via Keikanetswe Teme for API coordination); PAX handles workflow automation.
- 5. **Documentation Closure:** Copies distributed; inventory system updated for new location.

Signatories and Roles:

Step	Responsible Role	Stakeholder Example	Signature Requirement
1	Preparer (Transferor)	Tendani Munyai (Asset Manager)	Digital/Physical Signature
2	Receiver	Colleen Ntsalong (Acting Deputy Director)	Digital/Physical Signature
3	Reviewer (Department)	Siphamandla Cele (Project Manager)	Digital/Physical Signature

Step	Responsible Role	Stakeholder Example	Signature Requirement
3	Approver (Finance)	Karabelo Sehlabo (Accountant)	Digital/Physical Signature
4	Asset Official	Keikanetswe Teme (NASAP Specialist)	System Approval Log

Process 4: Asset Transfer (External - Cost Centre Change)

Context: External transfers involve cost centre changes, requiring more scrutiny for financial impacts. Similar to internal but with added finance oversight for reallocation. Involves stakeholders from finance (e.g., Vusumuzi Antonio Mulaudzi) and ICT (e.g., Akhona Nkebe for software assets).

Workflow Steps:

1. **Form Preparation:** Transferor (e.g., department rep) details old/new cost centres, locations, and assets.
2. **Receiver Acknowledgment:** Receiving department confirms receipt and new details.
3. **Finance and Compliance Review:** Finance rep checks for capitalization impacts; ICT ensures licensing transfers.
4. **Approval and Integration:** Approved by finance heads; updated in SAP and inventory system via API.
5. **Final Logging:** PAX project manager (e.g., Mokgadi Lishaba) oversees timeline; copies archived.

Signatories and Roles:

Step	Responsible Role	Stakeholder Example	Signature Requirement
1	Preparer (Transferor)	Ndumiso Somdyala (ICT Representative)	Digital/Physical Signature
2	Receiver	Akhona Nkebe (Software Asset Management Specialist)	Digital/Physical Signature
3	Reviewer (Finance)	Vusumuzi Antonio Mulaudzi (Finance Representative)	Digital/Physical Signature
4	Approver (Finance Head)	Karabelo Sehlabo (Accountant)	Digital/Physical Signature
4	Technical Coordinator	Keikanetswe Teme (NASAP Specialist)	System Approval Log

Process 5: Asset Write-Off (Stolen or Damaged)

Context: This covers writing off assets due to theft, damage, or errors, amending the register and notifying insurance. User departments report, finance approves, and ICT updates systems. Stakeholders like Tendani Munyai provide insurance input, while Luvo Dyantyi handles register amendments.

Workflow Steps:

1. **Incident Reporting:** User department prepares write-off schedule with reasons (e.g., stolen) and asset details.
2. **Internal Review:** Reviewed by department head; evidence attached (e.g., police reports for theft).
3. **Finance Approval:** Approved by finance for compliance and depreciation write-off.
4. **System Amendment:** Submitted to asset monitoring; SAP updated via API (e.g., by Luvo Dyantyi).
5. **Closure and Notification:** Insurance linkage updated; PAX ensures audit trail in system.

Signatories and Roles:

Step	Responsible Role	Stakeholder Example	Signature Requirement
------	------------------	---------------------	-----------------------

Step	Responsible Role	Stakeholder Example	Signature Requirement
1	Preparer (User Department)	Tendani Munyai (Asset Manager)	Digital/Physical Signature
2	Reviewer (Department)	Colleen Ntsalong (Acting Deputy Director)	Digital/Physical Signature
3	Approver (Finance Head)	Vusumuzi Antonio Mulaudzi (Finance Representative)	Digital/Physical Signature
4	Asset Official (AM&A)	Luvo Dyantyi (Financial Systems Specialist)	Digital/Physical Signature
5	Project Coordinator	Keikanetswe Teme (NASAP Specialist)	System Approval Log

Process 6: Asset Scrapping (Redundant/Obsolete)

Context: For scrapping redundant or obsolete assets (e.g., due to tech obsolescence), leading to auction or disposal. Ensures economic factors are considered and assets are stored pending sale. Involves accounting for depreciation write-off and ICT for software license reclamation.

Workflow Steps:

1. **Assessment and Scheduling:** User department assesses redundancy and prepares scrapping schedule.
2. **Review for Reasons:** Reviewed by ICT (e.g., for tech obsolescence) and finance.
3. **Approval Chain:** Approved by finance head; reasons specified (e.g., technological).
4. **Disposal Coordination:** Delivered to stores; auctioned within one month.
5. **System Update:** Register amended; PAX developer integrates disposal tracking.

Signatories and Roles:

Step	Responsible Role	Stakeholder Example	Signature Requirement
1	Preparer (User Department)	Nezisa Phakathi (Asset Management Specialist)	Digital/Physical Signature
2	Reviewer (ICT/Finance)	Akhona Nkebe (Software Asset Management Specialist)	Digital/Physical Signature
3	Approver (Finance Head)	Karabelo Sehlabo (Accountant)	Digital/Physical Signature
4	Asset Official	Luvo Dyantyi (Financial Systems Specialist)	Digital/Physical Signature
5	Technical Lead (PAX)	Moihlobudi Moabelo (Lead Software Developer)	System Approval Log

Process 7: Inventory Variance Matching and Verification

Context: This process reconciles inventory discrepancies (gains/founds vs. unmatched/unverified) during audits or verifications. Ensures accurate tracking and resolution of variances. User departments verify physical assets, finance reconciles financially.

Workflow Steps:

1. **Inventory Scan:** User department conducts physical verification and lists variances.
2. **Schedule Preparation:** Categorize into gains/unmatched; include details like barcodes and locations.
3. **Review and Investigation:** Reviewed by asset manager; investigate discrepancies (e.g., theft or errors).
4. **Finance Alignment:** Finance rep aligns with SAP records.
5. **System Correction:** Updates applied; variances resolved in inventory system.

Signatories and Roles:

Step	Responsible Role	Stakeholder Example	Signature Requirement
1	Preparer (User Department)	Tendani Munyai (Asset Manager)	Digital/Physical Signature
3	Reviewer (Asset Management)	Nezisa Phakathi (Asset Management Specialist)	Digital/Physical Signature
4	Finance Reviewer	Vusumuzi Antonio Mulaudzi (Finance Representative)	Digital/Physical Signature
5	Project Manager	Siphamandla Cele (Project Manager)	System Approval Log
5	ICT Coordinator	Keikanetswe Teme (NASAP Specialist)	Digital/Physical Signature

The workflows are presented in a logical sequence, from the initial request to the final disposal, integrating forms, steps, signatories, and system integrations as discussed.

Overall Asset Lifecycle Workflow Summary

The following table provides a high-level overview of the entire asset management process, showing how each form and process connects throughout the asset's life.

Phase	Primary Workflow / Form	Description	Key Integration (Target System)
1. Request & Plan	Asset Request Form	User department requests a new asset. Triggers inventory check.	Service Desk System (Query)
2. Acquire & Register	Procurement Process	Handled via external E-Procurement system.	E-Procurement System (External)
	Inventory Batch Form	Record receipt of a batch of procured assets.	-
	Asset Registration Form	Register individual assets from the batch; critical for capitalization.	SAP (Create/Update)
3. Deploy & Maintain	Asset Allocation Form	Allocate asset to a user or a department.	-

Phase	Primary Workflow / Form	Description	Key Integration (Target System)
	Maintenance & Repair Form	Report issues, track repairs, and manage warranties.	-
	Asset Verification Form	Conduct scheduled or random physical verification of assets.	SAP (Update - Condition)
	Transfer/Reallocation Form	Transfer asset between users or departments (Internal/External).	SAP (Update - Location/Custodian)
4. Manage Changes			
5. Retire & Dispose	Incident Report Form	Report asset as lost, stolen, or damaged.	Active Directory (Notification)
	Disposal Request Form	Formally request to dispose of an asset (e.g., after incident).	SAP (Update - Decommission)
	Sell-Off Request Form	Manage the process of selling an asset.	SAP (Update - Sale)
	Trade-In Form	Manage the process of trading in an asset.	SAP (Update - Trade)
	Scrapping of Redundant Assets	Formally scrap obsolete/redundant assets.	SAP (Update - Decommission)

Detailed Workflow Breakdowns

Here are the detailed steps, forms, and signatories for each critical workflow.

Workflow 1: Asset Acquisition & Capitalization (New Purchase)

This workflow covers the process from requesting an asset to it being fully capitalized and ready for use.

Step	Process / Form	Description & Key Fields	Signatories / Roles	System Integration
1	Asset Request Form	User requests an asset. Fields: Specifications (not brand), Quantity, Budget Estimate, Description, Attachments.	Prepared By: Requester (User Dept)	Service Desk System (Query) to check inventory.
2	Approval Form	The request is reviewed and approved. This is often a read-only version of the request form in a workflow.	Reviewed By: Department Head / Manager Approved By: Compliance/Finance Delegate	-
3	Procurement	If asset is not in inventory, the request is forwarded to the external E-Procurement system.	(Handled by Procurement Dept)	E-Procurement System (External Process)
4	Inventory Batch Form	Upon delivery, the batch of assets is recorded. Fields: PO Number, Delivery Date, List of Assets (at a high level).	Prepared By: Receiving Officer (e.g., from ICT)	-
5	Asset Registration Form	Each asset in the batch is individually registered. Fields: Asset Description, Barcode, Serial No, Location, Cost, Vendor, Warranty Expiry.	Prepared By: Asset Official (ICT/Finance)	SAP (Create) - Sends "Cap Sheet" data for capitalization.
6	Asset Allocation Form	The newly registered asset is allocated to a user or department. Fields: Asset ID, Employee/User ID, Department, Allocation	Prepared By: Asset Manager / ICT Official	-

Step	Process / Form	Description & Key Fields	Signatories / Roles	System Integration
		Date.		

Workflow 2: Asset Acquisition & Capitalization (Donation)

This is a specialized workflow for capitalizing donated assets, based on *Workflow 3* and *Process 1*.

Step	Process / Form	Description & Key Fields	Signatories / Roles	System Integration
1	Initiation & Documentation	User department receives and verifies the donation. Prepares the donation schedule.	Prepared By: User Department Rep (e.g., Tendani Munyai)	-
2	Assets Donated for Capitalisation Form	Formal form for donation. Fields: Donor Type, Asset Details (Description, Fair Value, Serial No), Source Documents.	Reviewed By: Department Head (e.g., Colleen Ntsalong) Approved By: Finance Head (e.g., Vusumuzi Mulaudzi)	-
3	System Integration	The form is submitted for system registration.	Asset Official: AM&A (e.g., Luvo Dyantyi)	SAP (Create) - Integrates donated assets into the register.
4	Final Verification	ICT confirms software-related integrations.	ICT Reviewer: (e.g., Mdumiso Somdya)	-

Workflow 3: Maintenance & Repair

This workflow manages the upkeep of assets, triggered by user reports.

Step	Process / Form	Description & Key Fields	Signatories / Roles	System Integration
1	Maintenance & Repair Form	User reports an issue. Fields: Asset ID, Issue Description, Date Reported.	Prepared By: Asset User	-
2	Diagnosis & Recommendation	Resolver (End User Computing team) diagnoses the issue. Fields: Diagnosis, Warranty Status, Repair Cost Estimate, Recommendation (Repair/Replace).	Reviewed By: Resolver / Technician	-
3	Approval & Action	If repair is out-of-warranty and costly, approval may be required. The asset status is updated to "In Repair".	Approved By: Department Manager / Budget Holder	-
4	Closure	Once repaired, the asset is returned to the user and its status is updated.	Updated By: Asset Official	-

Workflow 4: Transfer & Reallocation

This covers moving assets, both internally and externally (with cost centre change).

Step	Process / Form	Description & Key Fields	Signatories / Roles	System Integration
1	Transfer/Reallocation Form	Transferor department initiates the request. Fields: Asset ID, Old Dept/Location, New Dept/Location, Reason for Transfer.	Prepared By: Transferor Dept Rep	-
2	Receiver Confirmation	Receiving department verifies and accepts the asset.	Received By: Receiver Dept Rep	-

Step	Process / Form	Description & Key Fields	Signatories / Roles	System Integration
3	Finance & Compliance Review	Finance checks for capitalization impacts (especially for external transfers).	Reviewed By: Finance Representative	-
4	Approval & System Update	The transfer is formally approved and systems are updated.	Approved By: Finance Head (both transferor and transferee for external) Asset Official: For system update	SAP (Update) - Updates asset location and custodian.

Workflow 5: Incident Management & Write-Off

This process handles assets that are lost, stolen, or damaged beyond repair.

Step	Process / Form	Description & Key Fields	Signatories / Roles	System Integration
1	Incident Report Form	User reports the incident. Fields: Asset ID, Incident Details (Date, Venue, Description), Police Report Number (if stolen).	Prepared By: Asset User	Active Directory (Notification) - Alerts infra team to consider account suspension.
2	Internal Review	The report is investigated and reviewed by management. Evidence is attached.	Reviewed By: Department Head / Manager	-
3	Write-Off Approval	Based on the incident, a formal write-off is requested (using Stolen or Ordinary Write-Off forms).	Approved By: Finance Head	-
4	System	The asset is formally decommissioned in	Asset Official:	SAP (Update) - Triggers disposal

Step	Process / Form	Description & Key Fields	Signatories / Roles	System Integration
	Amendment & Disposal	the system.	AM&A (e.g., Luvo Dyantyi)	and removal from the active register.

Workflow 6: Disposal & Decommissioning

This covers the planned end-of-life for assets, including scrapping, selling, or trading.

Step	Process / Form	Description & Key Fields	Signatories / Roles	System Integration
1	Disposal Request Form <i>(or Sell-Off/Trade-In/Scrapping Form)</i>	The need for disposal is identified (redundancy, obsolescence, sale). Form includes asset details and reason.	Prepared By: User Department	-
2	Review & Approval	The request is reviewed by ICT (for tech obsolescence) and Finance.	Reviewed By: ICT/Finance Specialist Approved By: Finance Head	-
3	Disposal Execution	Asset is delivered to stores, auctioned, sold, or traded in as per the form.	Actioned By: Stores/Procurement Team	-
4	System Update	The asset register is updated to reflect the disposal.	Asset Official: AM&A	SAP (Update) - Finalizes decommissioning and records financial transaction.

Workflow 7: Asset Verification & Audit

This is a continuous process for ensuring data accuracy and physical control of assets.

Step	Process / Form	Description & Key Fields	Signatories / Roles	System Integration
1	Planning	Verification cycles are planned (monthly, quarterly, annually).	Initiated By: Finance / Asset Monitoring	-
2	Physical Verification	Verifier uses the Asset Verification Form to check assets. Fields: Asset ID, Barcode, Physical Condition, Location, Verified By, Date.	Actioned By: Asset Verifier / Auditor	-
3	Variance Matching	Discrepancies (Gains/Founds vs. Unmatched) are recorded in the Variance Matching Schedule .	Reviewed By: Asset Manager	-
4	System Reconciliation & Update	The inventory system and SAP are updated based on verification results.	Updated By: Asset Official / Finance	SAP (Update) - Updates asset condition and status.

Cross-Cutting Process: Warranty & Refresh Management

This is not a single form but a time-based trigger that feeds into other workflows (like Acquisition and Disposal).

Step	Process / Form	Description & Key Fields	Signatories / Roles	System Integration
1	Automated Notification	The system automatically flags assets approaching warranty expiry (e.g., 60 days in advance).	(System Generated)	-

Step	Process / Form	Description & Key Fields	Signatories / Roles	System Integration
2	Review & Decision	The relevant department (e.g., End User Computing) reviews the list and decides on action: Extend Warranty, Plan for Refresh, or Schedule for Disposal.	Reviewed By: ICT / Procurement Teams	-
3	Trigger Action	<p>The decision triggers another workflow:</p> <p>- Refresh -> Asset Request Form.</p> <p>- Dispose -> Disposal Request Form.</p>	<p>Actioned By: Various</p> <p>(as per triggered workflow)</p>	-

This comprehensive breakdown ensures that every stage of the asset's lifecycle is documented, with clear responsibilities and system touchpoints, forming a robust foundation for the new inventory management system.

Asset Request Form

Purpose: To formally request a new asset, triggering an internal inventory check and, if necessary, initiating the procurement process. This form is the entry point into the asset lifecycle for requested (non-donated) assets.

Context from Transcript:

- It must not specify brands/models (e.g., "Lenovo") but rather technical specifications (e.g., "i7 laptop, 16GB RAM, 512GB SSD").
- It is a necessary workflow that integrates with the service desk.
- It includes budget estimates but not necessarily a live budget check from SAP.

Form Structure & Fields

Section	Field Name	Data Type	Control Type	Required ?	Notes & Validation
Requestor	Requestor Full	String	Text Input	Yes	Auto-populated from user profile (AD

Section	Field Name	Data Type	Control Type	Required ?	Notes & Validation
Information	Name				Integration).
	Employee Number	String	Text Input	Yes	Auto-populated from user profile.
	Department/Cost Centre	String	Dropdown	Yes	Auto-populated from user profile, but editable if requesting for another cost centre.
	Contact Email	String	Email Input	Yes	Auto-populated.
	Contact Phone	String	Text Input	Yes	Auto-populated.
	Date of Request	Date	Date Picker	Yes	Default: current date.
Request Details	Priority	String	Select (Dropdown)	Yes	Options: Low, Medium, High, Critical.
	Required By Date	Date	Date Picker	No	
Assets	Asset Category	String	Select (Dropdown)	Yes	Options: Laptop, Desktop, Monitor, Tablet, Mobile Phone, Server, Network Equipment, Software, Other.
Specifications	Technical	String	Textarea	Yes	Critical Field. Detailed description of required specs (CPU, RAM, Storage, Screen Size, etc.).

Section	Field Name	Data Type	Control Type	Required ?	Notes & Validation
	Specifications				Brand names are not allowed.
	Quantity	Integer	Number Input	Yes	Minimum: 1.
	Justification / Business Need	String	Textarea	Yes	Reason for the request (e.g., "New employee," "Project requirement," "Replacement for damaged asset").
Financial Information	Budget Estimate (ZAR)	Decimal	Number Input	No	Estimated cost per unit.
	Total Estimated Budget (ZAR)	Decimal	Calculated Field	(Auto)	Auto-calculated: $\text{Quantity} * \text{Budget Estimate}$. Read-only.
	Source of Funding	String	Select (Dropdown)	No	Options: e.g., Operational Budget, Project Budget - [Project Code], Capital Budget.
	Budget Confirmation Attached?	Boolean	Checkbox	No	To indicate if a signed budget confirmation from the CFO is attached.
Attachments	Supporting Documents	File	File Upload	No	Upload field for budget confirmations, project charters, or other justification documents.
Workflow &	Service Desk	String	Text Input	No	Read-only. To be populated by the system once

Section	Field Name	Data Type	Control Type	Required ?	Notes & Validation
Integration	Ticket				the request is logged with the service desk.
	Reference				
	Current Status	String	Text Input	Yes	Read-only. Default: Draft. Other values: Submitted, Under Review, Approved, Rejected, Sent to Procurement, Fulfilled from Inventory.

Proposed Workflow & Logic for the Form

1. **User Fills & Submits Form:** The user completes the form and clicks "Submit."
2. **Status Change:** Form status changes from Draft to Submitted.
3. **API Call (Read/Query):** The system automatically creates a ticket in the **Service Desk System** via an API.
 - **Data Sent:** Requestor details, asset specifications, quantity, justification.
 - **Service Desk Action:** The service desk team uses this ticket to:
 - Check internal inventory (Chain 360) for available assets.
 - If available, trigger the **Asset Allocation Form** workflow.
 - If not available, update the ticket and the form status to **Sent to Procurement**.
4. **Approval Routing:** Based on the organization's workflow rules, the form is routed for approval.
 - **Reviewer:** Department Head / Manager (e.g., Colleen Ntsalong's role).
 - **Approver:** Finance Delegate / Compliance Officer (for budget sign-off).
5. **Final Disposition:**
 - **Approved:** The form moves to the service desk for inventory check or procurement.
 - **Rejected:** The status is updated, and the requestor is notified. Reason for rejection is logged.

Key Integration Points for this Form

Integration Point	Type	Target System	Purpose
User Authentication	Read/Query	Active Directory	Auto-populate requestor details (Name, Employee Number,

Integration Point	Type	Target System	Purpose
		(AD)	Department, Email).
Service Desk Ticketing	Read/Query	Service Desk System	Create a ticket to trigger inventory checks and procurement workflows.

This structure captures the business rules discussed (no models, only specs), includes all necessary financial and justification fields, and defines the workflow and integrations.

We have the following forms to cover:

1. Asset Request Form (already done as an example)
2. Approval Form (a variation of the Asset Request Form in read-only mode for approval)
3. Inventory Batch Form
4. Asset Registration Form
5. Asset Allocation Form
6. Maintenance & Repair Form
7. Transfer/Reallocation Form
8. Incident Report Form
9. Disposal Request Form (and related: Sell-Off, Trade-In, Scrapping)
10. Asset Verification Form
11. Warranty Expiry Notification (may be more of a notification than a form, but we can define a form for handling the expiry)
12. Compliance Review Form (embedded in various workflows)

Additionally, we have forms for donations and other specific processes, but we can start with the core ones.

Let's proceed with the next form.

2. Approval Form

Purpose: To approve or reject an Asset Request. This is essentially the Asset Request Form in a read-only mode with additional fields for approval.

Context from Transcript:

- It is a read-only version of the Asset Request Form with added approval fields.

Form Structure & Fields

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
Request Information	(All fields from Asset Request Form)	(Various)	(Read-only)	(N/A)	Display all the information from the original request.
Approval Details	Approver Full Name	String	Text Input	Yes	Auto-populated from user profile (AD Integration).
	Approver Role	String	Text Input	Yes	Auto-populated (e.g., Department Head, Finance).
	Approval Decision	String	Select (Dropdown)	Yes	Options: Approved, Rejected.
	Approval Comments	String	Textarea	No	Comments from the approver.
	Date of Approval	Date	Date Picker	Yes	Default: current date.
	Signature	String (or File)	Text Input (or File Upload)	Yes	Digital signature or file upload for physical signature.

3. Inventory Batch Form

Purpose: To record the receipt of a batch of procured assets (before individual asset registration).

Context from Transcript:

- This form is for recording a batch of assets (e.g., 10 laptops) received against a Purchase Order (PO).
- It is not at the individual asset level.

Form Structure & Fields

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
Batch Information	Batch ID	String	Text Input	Yes	Auto-generated (e.g., BATCH-YYYY-MM-XXX).
	Purchase Order Number	String	Text Input	Yes	Must reference a valid PO from the procurement system.
	Delivery Note Number	String	Text Input	No	
	Invoice Number	String	Text Input	No	
	Supplier Name	String	Text Input	Yes	
	Date Received	Date	Date Picker	Yes	Default: current date.
	Received By	String	Text Input	Yes	Auto-populated from user profile.
Batch Contents	Asset Category	String	Select (Dropdown)	Yes	Same as Asset Request Form.
	Model/Description	String	Text Input	Yes	General description of the assets in the batch (e.g., "Lenovo ThinkPad T14 Gen 2").

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
	Quantity	Integer	Number Input	Yes	Total number of assets in the batch.
	Unit Price (ZAR)	Decimal	Number Input	No	If known.
	Total Amount (ZAR)	Decimal	Calculated Field	(Auto)	Quantity * Unit Price. Read-only.
	Attachments	File	File Upload	No	Upload delivery note, invoice, etc.

4. Asset Registration Form

Purpose: To register individual assets from a batch into the system, capturing unique identifiers and details. This form is used for both purchased and donated assets.

Context from Transcript:

- This form is filled for each asset in a batch.
- It sends data to SAP for capitalization (via "Cap Sheet").
- It captures details like barcode, serial number, cost, etc.

Form Structure & Fields

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
Asset Identification	Batch ID	String	Dropdown	Yes	Linked to the Inventory Batch Form.

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
	Asset Tag / Barcode	String	Text Input	Yes	Unique identifier. Ideally scanned.
	Serial Number	String	Text Input	Yes	
	Asset Description	String	Text Input	Yes	Auto-filled from batch but can be adjusted.
	Asset Category	String	Select (Dropdown)	Yes	Auto-filled from batch.
	Model	String	Text Input	No	
Financial & Acquisition	Historical Cost (ZAR)	Decimal	Number Input	Yes	From invoice or fair value for donations.
	Source of Funding	String	Select (Dropdown)	Yes	Options: e.g., Operational Budget, Donation, Project Budget.
	Date of Acquisition	Date	Date Picker	Yes	Default: batch receipt date.
	Capitalization Date	Date	Date Picker	Yes	Date when the asset is capitalized in SAP.
Warranty & Maintenance	Warranty Start Date	Date	Date Picker	No	

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
Initial Location	Warranty End Date	Date	Date Picker	No	
	Warranty Details	String	Textarea	No	Warranty terms and conditions.
	Initial Cost Centre	String	Dropdown	Yes	The cost centre that will be charged for the asset.
	Initial Location	String	Text Input	Yes	Building, room, etc.
	Initial Room No	String	Text Input	No	
System Integration	SAP Asset Number	String	Text Input	No	Read-only. To be populated after successful integration with SAP.

5. Asset Allocation Form

Purpose: To allocate a registered asset to a user or a department.

Context from Transcript:

- There was a discussion about allocating to a department vs. an individual. The form should allow both but with a preference for individual allocation for accountability.

Form Structure & Fields

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
Asset Information	Asset Tag / Barcode	String	Text Input	Yes	Scanning capability preferred.
	Asset Description	String	Text Input	(Auto)	Auto-populated from asset registry. Read-only.
	Current Custodian (if any)	String	Text Input	(Auto)	Read-only.
Allocation Details	Allocate To	String	Select (Dropdown)	Yes	Options: Employee, Department.
	Employee	String	Dropdown	Conditional	Required if Allocate To is Employee. Populated from AD.
	Department	String	Dropdown	Conditional	Required if Allocate To is Department. Populated from AD.
	Allocation Date	Date	Date Picker	Yes	Default: current date.
	Reason for Allocation	String	Textarea	Yes	e.g., "New hire", "Replacement", "Project requirement".
	Expected Return Date	Date	Date Picker	No	For temporary allocations.
Approval	Approved By	String	Text Input	Yes	Auto-populated from user profile

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
					(manager).
	Approval Date	Date	Date Picker	Yes	Default: current date.

6. Maintenance & Repair Form

Purpose: To report and track maintenance and repair activities for an asset.

Context from Transcript:

- This form is initiated by the user or the service desk when an asset requires repair.
- It includes diagnosis, warranty status, and repair recommendations.

Form Structure & Fields

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
Asset Information	Asset Tag / Barcode	String	Text Input	Yes	
	Asset Description	String	Text Input	(Auto)	Auto-populated. Read-only.
	Current Custodian	String	Text Input	(Auto)	Read-only.
Issue Reporting	Reported By	String	Text Input	Yes	Auto-populated from user profile.

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
Diagnosis & Repair	Date Reported	Date	Date Picker	Yes	Default: current date.
	Issue Description	String	Textarea	Yes	
	Priority	String	Select (Dropdown)	Yes	Options: Low, Medium, High, Critical.
	Diagnosed By	String	Text Input	No	Technician.
	Diagnosis Date	Date	Date Picker	No	
	Diagnosis Details	String	Textarea	No	
	Warranty Status	String	Select (Dropdown)	No	Options: In Warranty, Out of Warranty.
	Repair Cost Estimate (ZAR)	Decimal	Number Input	No	
	Repair Recommendation	String	Textarea	No	e.g., Repair, Replace, Write-Off.
	Actual Repair Cost (ZAR)	Decimal	Number Input	No	
	Repair Start Date	Date	Date Picker	No	

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
Closure	Repair End Date	Date	Date Picker	No	
	Repair Notes	String	Textarea	No	
	Status	String	Select (Dropdown)	Yes	Options: Open, In Progress, Closed, Written Off.
	Closed By	String	Text Input	No	
	Closure Date	Date	Date Picker	No	

7. Transfer/Reallocation Form

Purpose: To transfer an asset from one custodian (user or department) to another.

Context from Transcript:

- This form is for both internal (within the same cost centre) and external (different cost centre) transfers.
- It requires approvals from both the transferor and transferee sides for external transfers.

Form Structure & Fields

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
Asset Information	Asset Tag / Barcode	String	Text Input	Yes	

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
Transfer Details	Asset Description	String	Text Input	(Auto)	Auto-populated. Read-only.
	Current Custodian	String	Text Input	(Auto)	Read-only.
	Current Department	String	Text Input	(Auto)	Read-only.
	Transfer Type	String	Select (Dropdown)	Yes	Options: Internal, External.
	New Custodian (Employee)	String	Dropdown	Conditional	Required if transferring to an employee.
	New Department	String	Dropdown	Conditional	Required if transferring to a department or if External.
	New Location	String	Text Input	Yes	Building, room, etc.
	New Room No	String	Text Input	No	
	Date of Transfer	Date	Date Picker	Yes	Default: current date.
	Reason for Transfer	String	Textarea	Yes	
Approvals	Prepared By (Transferor)	String	Text Input	Yes	Auto-populated from user profile.

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
	Approved By (Transferor Dept)	String	Text Input	Yes	Department head of transferor.
	Received By (Transferee)	String	Text Input	Yes	New custodian or department head.
	Approved By (Transferee Dept)	String	Text Input	Conditional	Required for External transfers.
	Finance Approval	String	Text Input	Conditional	Required for External transfers.

8. Incident Report Form

Purpose: To report an incident related to an asset (theft, loss, damage).

Context from Transcript:

- This form triggers a notification to Active Directory for potential account suspension if a laptop is stolen.
- It does not immediately update SAP; only after disposal is approved.

Form Structure & Fields

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
Asset Information	Asset Tag /	String	Text Input	Yes	
	Barcode				

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
Incident Details	Asset Description	String	Text Input	(Auto)	Auto-populated. Read-only.
	Current Custodian	String	Text Input	(Auto)	Read-only.
	Incident Type	String	Select (Dropdown)	Yes	Options: Stolen, Lost, Damaged.
	Incident Date	Date	Date Picker	Yes	
	Incident Venue	String	Text Input	Yes	Where the incident occurred.
	Incident Description	String	Textarea	Yes	
	Police Report Number	String	Text Input	Conditional	Required if Stolen.
Attachments	Police Station	String	Text Input	Conditional	Required if Stolen.
	Supporting Documents	File	File Upload	No	Police report, photos, etc.
Review & Action	Reported By	String	Text Input	Yes	Auto-populated from user profile.
	Reviewed By	String	Text Input	Yes	Department head.

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
	Review Date	Date	Date Picker	Yes	Default: current date.
	Recommended Action	String	Select (Dropdown)	Yes	Options: Write-Off, Repair, Investigate Further.
	Notification to AD	Boolean	Checkbox	(Auto)	Read-only. Indicates if AD was notified (for stolen laptops).

9. Disposal Request Form

Purpose: To request the disposal of an asset (for various reasons: obsolete, damaged, stolen, etc.).

Context from Transcript:

- This form is used for disposal, sell-off, trade-in, and scrapping. We can have one form with a disposal type.
- It updates SAP upon approval.

Form Structure & Fields

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
Asset Information	Asset Tag / Barcode	String	Text Input	Yes	
	Asset Description	String	Text Input	(Auto)	Auto-populated. Read-only.
	Current Custodian	String	Text Input	(Auto)	Read-only.

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
Disposal Details	Disposal Type	String	Select (Dropdown)	Yes	Options: Scrap, Sell, Trade-In, Donate, Write-Off.
	Reason for Disposal	String	Textarea	Yes	
	Disposal Date	Date	Date Picker	Yes	Default: current date.
	Estimated Proceeds (ZAR)	Decimal	Number Input	Conditional	For Sell or Trade-In.
	Trade-In Value (ZAR)	Decimal	Number Input	Conditional	For Trade-In.
	New Asset Details (for Trade-In)	String	Textarea	Conditional	For Trade-In.
Approvals	Prepared By	String	Text Input	Yes	Auto-populated from user profile.
	Department Head Approval	String	Text Input	Yes	
	Finance Approval	String	Text Input	Yes	
	Asset Monitoring Approval	String	Text Input	Yes	

10. Asset Verification Form

Purpose: To record the physical verification of an asset during audits or spot checks.

Context from Transcript:

- This form is used for scheduled or random verifications.
- It updates the asset's condition in SAP.

Form Structure & Fields

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
Verification Plan	Verification ID	String	Text Input	Yes	Auto-generated.
	Verification Type	String	Select (Dropdown)	Yes	Options: Scheduled, Random, Audit.
	Verification Date	Date	Date Picker	Yes	Default: current date.
	Verified By	String	Text Input	Yes	Auto-populated from user profile.
Asset Verification	Asset Tag / Barcode	String	Text Input	Yes	
	Asset Description	String	Text Input	(Auto)	Auto-populated. Read-only.
	Expected Location	String	Text Input	(Auto)	Read-only.

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
	Actual Location	String	Text Input	Yes	
	Condition	String	Select (Dropdown)	Yes	Options: Good, Damaged, Not Found, Needs Repair.
	Verification Result	String	Select (Dropdown)	Yes	Options: Verified, Variance.
	Comments	String	Textarea	No	
Variance Details	Variance Type	String	Select (Dropdown)	Conditional	Required if Result is Variance. Options: Found, Not Found.
	Variance Explanation	String	Textarea	Conditional	Required if Result is Variance.

11. Warranty Expiry Notification Form

Purpose: To handle warranty expiry notifications and plan actions (refresh, extend warranty, etc.).

Context from Transcript:

- This is triggered by the system when a warranty is about to expire.
- It is more of a workflow with a form to record the decision.

Form Structure & Fields

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
Asset Information	Asset Tag / Barcode	String	Text Input	Yes	
	Asset Description	String	Text Input	(Auto)	Auto-populated. Read-only.
	Warranty End Date	Date	Date Picker	(Auto)	Read-only.
Notification Details	Notification Date	Date	Date Picker	Yes	Default: current date.
	Days Until Expiry	Integer	Calculated Field	(Auto)	Read-only.
Action Plan	Recommended Action	String	Select (Dropdown)	Yes	Options: Refresh, Extend Warranty, No Action, Dispose.
	Action Details	String	Textarea	No	
	Responsible Person	String	Dropdown	Yes	From AD.
	Deadline for Action	Date	Date Picker	Yes	

12. Compliance Review Form

Purpose: To record compliance checks at various stages of the asset lifecycle.

Context from Transcript:

- This form is embedded in various workflows (e.g., approval steps).

Form Structure & Fields

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
Compliance Check	Related Form	String	Text Input	Yes	e.g., "Asset Request", "Disposal Request".
	Related Form ID	String	Text Input	Yes	The ID of the form being checked.
	Compliance Checkpoint	String	Text Input	Yes	e.g., "Budget Compliance", "Policy Compliance".
	Compliance Status	String	Select (Dropdown)	Yes	Options: Compliant, Non-Compliant.
	Compliance Comments	String	Textarea	No	
	Reviewed By	String	Text Input	Yes	Auto-populated from user profile.
	Review Date	Date	Date Picker	Yes	Default: current date.

This covers the core forms. We can adjust and add more details as needed.

Of course. Here is the detailed structure and content for all the remaining forms in the asset lifecycle, following the same format as the Asset Request Form.

2. Approval Form

Purpose: A read-only version of a submitted form (like the Asset Request Form) with added fields for review, approval, or rejection. It is not a standalone form but a state within a workflow.

Context: This is the "gateway" step for many workflows, where a manager or finance delegate signs off.

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
Request Summary	(All fields from the originating form, e.g., Asset Request)	(Various)	(Read-only)	(N/A)	The entire original request is displayed in a non-editable format.
	Reviewer/Approver Name	String	Text Input	Yes	Auto-populated from user profile (AD).
	Reviewer/Approver Role	String	Text Input	Yes	Auto-populated (e.g., "Department Head", "Finance Manager").
	Decision	String	Select (Dropdown)	Yes	Options: Approved, Rejected, Pending More Info.
	Comments/Reason	String	Textarea	Conditional	Required if status is Rejected or Pending More Info.

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
	Date of Decision	Date	Date Picker	Yes	Default: current date.
	Signature	String (or File)	Text Input (or File Upload)	Yes	Digital signature or file upload for physical signature.

3. Inventory Batch Form

Purpose: To record the receipt of a batch of procured assets before individual asset registration.

Context: This form captures delivery at a high level, not individual asset details. It's the container for a new purchase.

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
Batch Information	Batch ID / GRN Number	String	Text Input	Yes	Auto-generated (e.g., BATCH-YYYY-MM-XXX).
	Purchase Order (PO) Number	String	Text Input	Yes	Must reference a valid PO.
	Supplier Name	String	Text Input	Yes	
	Delivery Note Number	String	Text Input	No	

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
	Invoice Number	String	Text Input	No	
	Date Received	Date	Date Picker	Yes	Default: current date.
	Received By	String	Text Input	Yes	Auto-populated from user profile.
	Asset Category	String	Select (Dropdown)	Yes	Same as Asset Request Form.
	General Description	String	Text Input	Yes	High-level description of the batch (e.g., "Dell Latitude Laptops").
Batch Contents	Quantity	Integer	Number Input	Yes	Total number of items in the batch.
	Total Invoice Amount (ZAR)	Decimal	Number Input	No	
	Attachments	File	File Upload	No	Upload delivery note, invoice, etc.

4. Asset Registration Form

Purpose: To register individual assets from a batch into the system, capturing unique identifiers and details. This is the critical step for capitalization in SAP.

Context: This form sends "Cap Sheet" data to SAP. Each asset in a batch gets its own form.

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
Source Information	Linked Batch ID	String	Dropdown	Yes	Select from received Inventory Batches.
	Asset Tag / Barcode	String	Text Input	Yes	Unique identifier. Ideally scanned.
Asset Identification	Serial Number	String	Text Input	Yes	
	Asset Description	String	Text Input	Yes	Detailed description (e.g., "Dell Latitude 7440 Laptop").
	Asset Class	String	Select (Dropdown)	Yes	Options: Laptop, Desktop, Software, etc. (COJ-specific list).
	COJ Asset Type	String	Select (Dropdown)	Yes	More granular classification within an asset class.
	Historical Cost (ZAR)	Decimal	Number Input	Yes	From invoice or fair value for donations.
Financial & Acquisition	Source of Funding	String	Select (Dropdown)	Yes	Options: e.g., 350, 360 (COJ-specific codes).
	Date of Acquisition	Date	Date Picker	Yes	Default: batch receipt date.
Location &	Physical	String	Text Input	Yes	Building, floor.

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
Condition	Address/Location				
	Room Number	String	Text Input	Yes	
	Condition	String	Select (Dropdown)	Yes	Options: New, Used, Refurbished.
Warranty & Lifecycle	Warranty Start Date	Date	Date Picker	No	
	Warranty End Date	Date	Date Picker	No	
System Integration	SAP Asset Number	String	Text Input	No	Read-only. Populated by SAP after successful API call.

5. Asset Allocation Form

Purpose: To allocate a registered asset to a user or a department.

Context: There was significant discussion about allocating to a department vs. an individual. This form supports both.

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
---------	------------	-----------	--------------	-----------	--------------------

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
Asset Information	Asset Tag / Barcode	String	Text Input	Yes	Scanning capability preferred.
	Asset Description	String	Text Input	(Auto)	Auto-populated from asset registry. Read-only.
	Current Status	String	Text Input	(Auto)	Read-only. Must be Available for allocation.
Allocation Details	Allocate To	String	Select (Dropdown)	Yes	Options: Employee, Department.
	Employee	String	Dropdown	Conditional	Required if Allocate To is Employee. Populated from AD.
	Department/Cost Centre	String	Dropdown	Conditional	Required if Allocate To is Department.
	Allocation Date	Date	Date Picker	Yes	Default: current date.
	Reason for Allocation	String	Textarea	Yes	e.g., "New hire", "Replacement".
	Expected Return Date	Date	Date Picker	No	For temporary allocations.

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
Approval	Approved By (Manager)	String	Text Input	Yes	Auto-populated from workflow.
	Approval Date	Date	Date Picker	Yes	Default: current date.

6. Maintenance & Repair Form

Purpose: To report and track maintenance and repair activities for an asset.

Context: Initiated by a user or the service desk. Integrated with end-user computing workflows.

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
Asset & Reporter Info	Asset Tag / Barcode	String	Text Input	Yes	
	Asset Description	String	Text Input	(Auto)	Auto-populated. Read-only.
	Reported By	String	Text Input	Yes	Auto-populated from user profile.
	Date Reported	Date	Date Picker	Yes	Default: current date.
Issue Details	Issue Description	String	Textarea	Yes	

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
Diagnosis & Action	Priority	String	Select (Dropdown)	Yes	Options: Low, Medium, High, Critical.
	Diagnosed By	String	Text Input	No	Technician name.
	Diagnosis Date	Date	Date Picker	No	
	Diagnosis Details	String	Textarea	No	
	Warranty Status	String	Select (Dropdown)	No	Options: In Warranty, Out of Warranty.
	Repair Cost Estimate (ZAR)	Decimal	Number Input	No	
	Repair Recommendation	String	Select (Dropdown)	No	Options: Repair, Replace, Write-Off.
	Actual Repair Cost (ZAR)	Decimal	Number Input	No	
	Repair Start Date	Date	Date Picker	No	
	Repair End Date	Date	Date Picker	No	

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
Closure	Final Status	String	Select (Dropdown)	Yes	Options: Open, In Progress, Repaired, Written Off.
	Resolution Notes	String	Textarea	No	

7. Transfer/Reallocation Form

Purpose: To transfer an asset from one custodian (user or department) to another.

Context: Used for both internal and external transfers. External transfers require more approvals.

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
Asset Information	Asset Tag / Barcode	String	Text Input	Yes	
	Asset Description	String	Text Input	(Auto)	Auto-populated. Read-only.
	Current Custodian/Dept	String	Text Input	(Auto)	Read-only.
Transfer Details	Transfer Type	String	Select (Dropdown)	Yes	Options: Internal, External (Cost Centre Change).

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
	New Custodian (Employee)	String	Dropdown	Conditional	Populated from AD.
	New Department/Cost Centre	String	Dropdown	Yes	
	New Location	String	Text Input	Yes	Building, floor, room.
	Date of Transfer	Date	Date Picker	Yes	Default: current date.
	Reason for Transfer	String	Textarea	Yes	
Signatories (Transferor)	Prepared By	String	Text Input	Yes	Auto-populated.
	Approved By (Transferor Finance)	String	Text Input	Yes	
	Signature & Date	Signature/Date	File Upload/Date Picker	Yes	
Signatories (Transferee)	Received By	String	Text Input	Yes	
	Approved By	String	Text Input	Conditional	Required for External transfers.

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
	(Transferee Finance)				
	Signature & Date	Signature/Date	File Upload/Date Picker	Yes	

8. Incident Report Form

Purpose: To report an incident related to an asset (theft, loss, damage).

Context: Triggers a notification to Active Directory. Does not immediately update SAP; only after disposal is approved.

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
Asset Information	Asset Tag / Barcode	String	Text Input	Yes	
	Asset Description	String	Text Input	(Auto)	Auto-populated. Read-only.
	Current Custodian	String	Text Input	(Auto)	Read-only.
Incident Details	Incident Type	String	Select (Dropdown)	Yes	Options: Stolen, Lost, Damaged.

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
	Incident Date	Date	Date Picker	Yes	
	Incident Venue	String	Text Input	Yes	Where the incident occurred.
	Incident Description	String	Textarea	Yes	
	Police Report Number	String	Text Input	Conditional	Required if Stolen .
	Police Station	String	Text Input	Conditional	Required if Stolen .
	Supporting Documents	File	File Upload	No	Police report, photos, etc.
Reporting	Reported By	String	Text Input	Yes	Auto-populated from user profile.
	Date Reported	Date	Date Picker	Yes	Default: current date.

9. Disposal Request Form (Covers: Ordinary Write-Off, Stolen Write-Off, Scrapping, Sell-Off, Trade-In)

Purpose: To formally request the disposal of an asset for various reasons. This is a master form with sections that conditionally appear based on the disposal type.

Context: This form, upon approval, triggers the update in SAP to decommission the asset.

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
Disposal Header	Reference Number	String	Text Input	Yes	Auto-generated.
	Disposal Type	String	Select (Dropdown)	Yes	Options: Stolen, Damaged, Obsolete, Scrap, Sell, Trade-In.
	Reason for Disposal	String	Textarea	Yes	
Asset Schedule (Repeatable)	Asset Number	String	Text Input	Yes	
	Barcode	String	Text Input	Yes	
	Asset Description	String	Text Input	(Auto)	Read-only.
	Historical Cost	Decimal	Number Input	(Auto)	Read-only.
	Accumulated Depreciation	Decimal	Number Input	(Auto)	Read-only.

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
Financial Details (Conditionally)	Disposal-Specific Reason	String	Textarea	Yes	e.g., "Screen cracked beyond repair."
	Sell-Off Value	Decimal	Number Input	Conditional	For Sell type.
	Trade-In Value	Decimal	Number Input	Conditional	For Trade-In type.
	Prepared By	String	Text Input	Yes	
	Reviewed By	String	Text Input	Yes	
Approval Workflow	Approved By (Finance Head)	String	Text Input	Yes	
	Asset Monitoring Approval	String	Text Input	Yes	
	(All Signatures	Signature/Data	File Upload/Data	Yes	For each role above.

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
	& Dates)	te	e Picker		

10. Asset Verification Form

Purpose: To record the physical verification of an asset during audits or spot checks.

Context: This data is used to update the asset's condition in SAP and reconcile variances.

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
Verification Header	Verification ID	String	Text Input	Yes	Auto-generated.
	Verification Type	String	Select (Dropdown)	Yes	Options: Scheduled, Random, Audit.
	Verification Date	Date	Date Picker	Yes	Default: current date.
	Verified By	String	Text Input	Yes	Auto-populated from user profile.
Asset Verification	Asset Tag / Barcode	String	Text Input	Yes	

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
(Repeatable)	Asset Description	String	Text Input	(Auto)	Read-only.
	Expected Location	String	Text Input	(Auto)	Read-only.
	Actual Location	String	Text Input	Yes	
	Condition	String	Select (Dropdown)	Yes	Options: Good, Fair, Poor, Damaged.
	Verification Result	String	Select (Dropdown)	Yes	Options: Verified, Not Found, Found - Different Specs.
	Comments	String	Textarea	No	
Variance Reporting	Variance Category	String	Select (Dropdown)	(Auto)	Read-only. Populated as Gain/Found or Unmatched/Unverified based on result.

11. Warranty Expiry Notification & Action Form

Purpose: To manage assets approaching warranty expiry and decide on an action (refresh, extend, etc.).

Context: This is a system-triggered form that initiates a workflow for the IT/Procurement team.

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
Notification Details	Trigger Date	Date	Date Picker	(Auto)	Read-only. Date the system flagged the asset.
	Days Until Expiry	Integer	Calculated Field	(Auto)	Read-only.
Asset Information	Asset Tag / Barcode	String	Text Input	(Auto)	Read-only.
	Asset Description	String	Text Input	(Auto)	Read-only.
	Warranty End Date	Date	Date Picker	(Auto)	Read-only.
Action Plan	Recommended Action	String	Select (Dropdown)	Yes	Options: Plan for Refresh, Extend Warranty, No Action, Schedule for Disposal.
	Action Details	String	Textarea	No	
	Responsible Person/Team	String	Dropdown	Yes	Populated from AD (e.g., End User Computing, Procurement).
	Deadline for Action	Date	Date Picker	Yes	

Section	Field Name	Data Type	Control Type	Required?	Notes & Validation
Closure	Action Completed	Boolean	Checkbox	No	
	Completion Notes	String	Textarea	Conditional	Required if Action Completed is checked.

This completes the set of core forms for the asset management lifecycle. Each form is designed to capture the necessary data, enforce business rules, and integrate with the required external systems like SAP and Active Directory.

Specific Overlapping Components

Shared APIs (Used by Multiple Forms)

API Service	Used By Forms	Purpose
SAP Asset Create/Update	Asset Registration, Donation, Capitalization	Create/update assets in SAP
SAP Asset Decommission	Disposal, Write-Off, Scrapping, Sell-Off	Remove assets from active register
Active Directory Query	Asset Request, Allocation, Transfer	Get user/department data
Active Directory Notification	Incident Report	Suspend accounts for stolen assets
Service Desk Integration	Asset Request, Maintenance	Create service tickets

Shared Validation Rules

- **Employee Number:** Used in Allocation, Transfer, Incident forms
- **Cost Centre Format:** Used in Request, Allocation, Transfer forms
- **Asset Barcode Format:** Used in ALL asset-touching forms
- **Date Logic:** Future dates, reasonable date ranges

Shared Business Rules

- **Approval Routing:** Based on amount, department, transfer type
- **Status Transitions:** Asset lifecycle state management
- **Compliance Checks:** Policy enforcement across all forms