

## How to use the Disposal form on SOLERO

- This form should be used when notifying Herts Finance that an item of furniture, equipment (including ICT hardware and software) or a vehicle, known or likely to have been purchased from capital, is being removed from your school.
- From the Herts Grid webpage for Solero (<http://www.intra.thegrid.org.uk/solero/index.shtml>), click onto Solero and enter your School details. Select 'Plant and Asset Disposals'

| System available  |  |
|---|--|
| Click on the System Name to run it                                      |  |
| System Name   | Description  |
| <a href="#">Free School Meals Report</a>                                | List of all children eligible for Free School Meals. New Additions/Removals report option available. |
| <a href="#">Sharp Pay Reports (new)</a>                                 | Sharp Pay Reports  |
| <a href="#">Sharp Milk System</a>                                       | Sharp Milk System (coming soon)  |
| <a href="#">HertsDirect (external link)</a>                             | HCC Website  |
| <a href="#">Milk Monitor (Ordering) System</a>                          | Milk Monitor (Ordering) System   |
| <a href="#">Milk Monitoring KITCHENS</a>                                | Milk Monitoring KITCHENS   |
| <a href="#">SOLA</a>  | Schools Online Admissions  |
| <a href="#">CP Questionnaire</a>  | Submit your CP Questionnaire by end March 2008   |
| <a href="#">RMFi Remission of Music Fees</a>                            | Applications via HCWH for remission of music fees  |
| <a href="#">Your School Details</a>                                     | Keep your school details up to date  |
| <a href="#">Racist Incidents &amp; Bullying Data Collection</a>         | Please enter your data for academic year 2006/7  |
| <a href="#">School term dates &amp; times</a>                           | Please enter your SPRING 2012 term dates, start/end times and Inset days                             |
| <a href="#">Out of Hours Emergency Contacts</a>                         | Out of Hours Emergency Contacts for Health & Safety and Property                                     |
| <a href="#">Long Service Awards - Collection of Eligibility Details</a> | Please submit details of eligible staff members by 13/02/2009  |
| <a href="#">Plant and Asset Disposals</a>                               | Schools Plant and Asset Disposals for Capital Finance  |

Logout >>

• An asset disposal form will appear as shown below:

Enter brief description of asset. You may group assets eg 10 PC's

If paid for by the school then click here

Click on the drop down menu and select the reason for disposal

Enter date of disposal

Type in the person's name and telephone number for any queries

| ASSET DETAILS   |  |
|---|--|
| Asset type *  | <input type="text" value="Please select"/> |
| Asset description   | <input type="text"/>                       |
| Serial no / Vehicle reg   | <input type="text"/>                       |
| Original purchase cost £ *  | <input type="text"/>                       |
| Invoice paid at school?   | <input type="checkbox"/>                   |
| Original purchase date  | <input type="text"/>                       |
| - OR - Best estimate of Financial Year of purchase, eg 2010/11  | <input type="text"/>                       |
| DETAILS OF SALE / DISPOSAL  |  |
| Reason for disposal *   | <input type="text" value="Please select"/> |
| Date of disposal *  | <input type="text"/>                       |
| Sales proceeds £ *  | <input type="text"/>                       |
| Proceeds received in school's own bank account?   | <input type="checkbox"/>                   |
| CONTACT DETAILS   |  |
| Contact person *  | <input type="text"/>                       |
| Phone / Comnet no *   | <input type="text"/>                       |
| Press the <b>Submit</b> button to transmit the disposal information to Capital Finance. The data will be saved and appear to confirm this. An email confirmation will be sent to your school admin email address after submission |  |
| <input type="button" value="Submit"/>   |  |

Check everything entered is correct and then click on 'Submit'

Click on the drop down menu and click on the type of asset

Type in serial no/ Vehicle reg, if available; and original cost

Select purchase date or if not known then type best estimate in the box below

Please type in the amount of cash received from selling the asset. If no sale proceeds, enter '0'

Tick if sales proceeds paid into the Schools bank account

- Once submitted, you will receive an email in your schools admin inbox confirming that the form has been transmitted. Continue to enter further disposals, if required