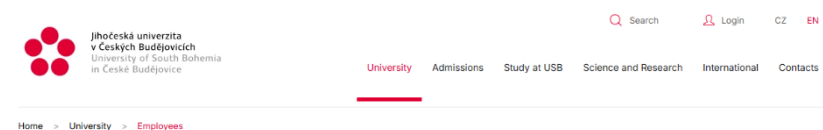


1. Access to the Verso module – Assets

USB website, link for employees:



Employees

Important links

→ Verso access

Log in to Verso using your username and password (same as for logging in to your computer) and select the Assets tab.

2. Viewing assets and creating reports

After logging in, the **My Property** tab displays a list of assets registered to the logged-in user.

Individual items can be selected according to specified criteria – use the **Filter** for this.

Using the Exports task, you can print or convert all or only selected checked assets (by checking the box in front of the inventory number) to an Excel report.

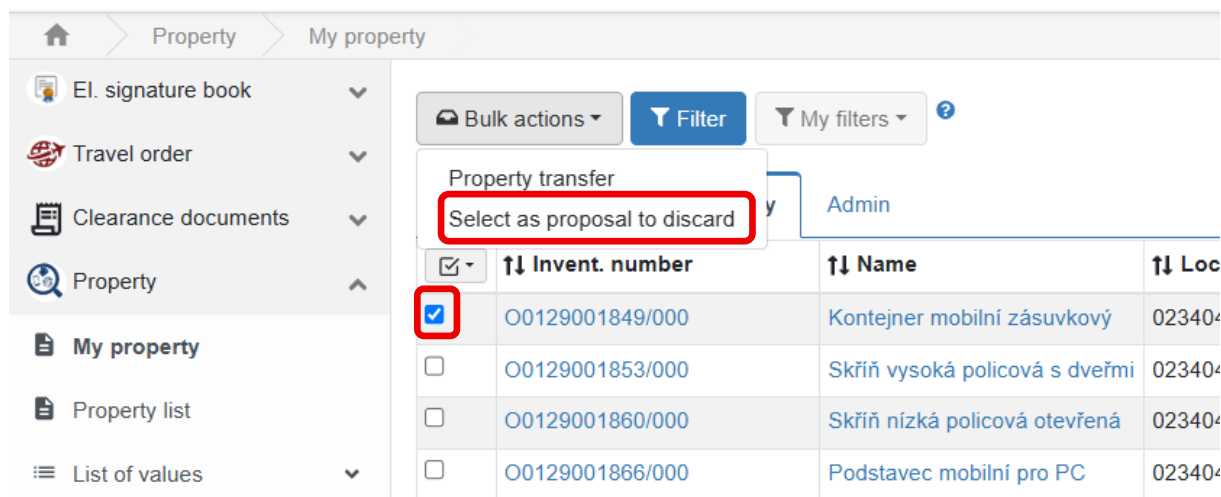
The screenshot shows the 'My property' tab in the Verso system. On the left is a sidebar with a tree view containing 'El. signature book', 'Travel order', 'Clearance documents', 'Property', and 'My property'. The 'My property' item is selected and highlighted with a red box. Above the table is a 'Bulk actions' dropdown and a 'Filter' button (highlighted with a red box). To the right of the filter is a 'My filters' dropdown. In the top right corner, there is an 'Exports' button (highlighted with a red box). The table below has columns: 'Invent. number', 'Name', 'Location - room', 'State', 'Date of acquisition', 'Date of decommissioning', and 'Date of last action'. The first row is a header. The following three rows are data entries, each with a checkbox in the first column. The 'State' column for all three data rows shows 'Active' in a green box.

<input checked="" type="checkbox"/>	Invent. number	Name	Location - room	State	Date of acquisition	Date of decommissioning	Date of last action
<input type="checkbox"/>	O0129001849/000	Kontejner mobilní zásuvkový	023404047 - kancelář	Active	2009-10-27		2024-09-05 15:27
<input type="checkbox"/>	O0129001853/000	Skříň vysoká policová s dveřmi	023404047 - kancelář	Active	2009-10-27		2024-09-05 15:27
<input type="checkbox"/>	O0129001860/000	Skříň nízká policová otevřená	023404047 - kancelář	Active	2009-10-27		2024-09-05 15:27
<input type="checkbox"/>	O0129001866/000	Podstavec mobilní pro PC	023404047 - kancelář	Active	2009-10-27		2024-09-05 15:27

3. Discarding assets

In Verso, a proposal to discard, which the user then prints out, signs, and submits for further discussion in the usual way, is easily generated.

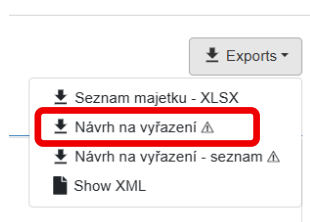
3.1 Mark the inventory number for discarding and select the Select as proposal to discard option in the Bulk actions menu (this option is only available after the item has been marked).



The screenshot shows the 'My property' section of the Verso application. On the left is a sidebar with navigation options: 'El. signature book', 'Travel order', 'Clearance documents', 'Property', 'My property', 'Property list', and 'List of values'. The main area displays a table of assets with columns for 'Invent. number', 'Name', and 'Loc'. The first row is selected, and a 'Bulk actions' dropdown menu is open, showing the option 'Select as proposal to discard' highlighted with a red box. The table data is as follows:

<input checked="" type="checkbox"/>	↑↓ Invent. number	↑↓ Name	↑↓ Loc
<input checked="" type="checkbox"/>	O0129001849/000	Kontejner mobilní zásuvkový	023404
<input type="checkbox"/>	O0129001853/000	Skříň vysoká policová s dvěma	023404
<input type="checkbox"/>	O0129001860/000	Skříň nízká policová otevřená	023404
<input type="checkbox"/>	O0129001866/000	Podstavec mobilní pro PC	023404

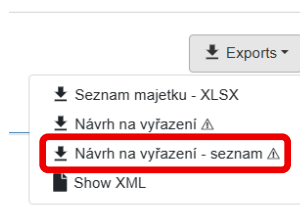
In the 'Notes on the proposal to discard' field, write down the reason for disposal as accurately as possible, then click 'Confirm' and the document is ready. To print, click the Export button: Proposal to discard



The screenshot shows the 'Exports' dropdown menu. The options are: 'Seznam majetku - XLSX', 'Návrh na vyřazení', 'Návrh na vyřazení - seznam', and 'Show XML'. The option 'Návrh na vyřazení - seznam' is highlighted with a red box.

3.2 Bulk proposals

To be used only for assets of the same type with the same reason for disposal (e.g. 30 worn-out chairs of the same appearance and age). Then you can select these items at the same time, add a uniform reason for disposal in the notes and generate a print report in the Exports section: Proposal to discard – list.



The screenshot shows the 'Exports' dropdown menu. The options are: 'Seznam majetku - XLSX', 'Návrh na vyřazení', 'Návrh na vyřazení - seznam', and 'Show XML'. The option 'Návrh na vyřazení - seznam' is highlighted with a red box.

4. Property transfer

In the list, tick the inventory number (one or more) to be transferred and select Property transfer in the Bulk actions menu.

The screenshot shows the 'My property' section of a web application. On the left is a sidebar with navigation items: 'El. signature book', 'Travel order', 'Clearance documents', 'Property', 'My property', 'Property list', and 'List of values'. The main area displays a table of properties with columns for 'Invent. number', 'Name', and 'Loc'. The first row is selected with a checkbox. Above the table, there is a 'Bulk actions' dropdown menu, which is open, showing 'Property transfer' as the selected option. Other options include 'Select as proposal to discard' and 'Admin'. There are also 'Filter' and 'My filters' buttons.

	↑↓ Invent. number	↑↓ Name	↑↓ Loc
<input checked="" type="checkbox"/>	O0129001849/000	Kontejner mobilní zásuvkový	023404
<input type="checkbox"/>	O0129001853/000	Skříň vysoká policová s dvěma	023404
<input type="checkbox"/>	O0129001860/000	Skříň nízká policová otevřená	023404
<input type="checkbox"/>	O0129001866/000	Podstavec mobilní pro PC	023404

In the newly opened window, fill in only the fields you want to change – transfer to another owner, centre, or location.

(You can ignore the 'Keep original owner' checkboxes. It is useful to use them, for example, when changing centres, as this narrows down the selection of centres to only those where we are registered.)

Property transfer

☐ Keep original owner

New owner

New cost structure

☐ Keep original location

New location - room

4.1 Change of location

New location – room – usually marked with a **nine-digit AMI code** in the following format:
XXXXYYZZZ

XXXX = Building

ZZ = Floor

YYY = Room

The AMI code is usually indicated on a sticker on the door frame. On the jcu.cz website – Employees – Employee catalogue, you can find the room for each employee by entering the required person and clicking on the 'Detail' field.

(Only for a few small buildings or leased spaces that are not focused on a specific purpose, there is a different code in the dial in combination with a letter or abbreviation of the name: E - ENTÚ, K - Sádky ČB, NEM - Hospital, P - Institute of Parasitology, U - ÚMBR).

For the location of property outside buildings, we enter:

AUTO – Car park

TER – Terrain

POZ – Land and paved areas

Z - Loans

Most often, we enter the entire location code directly, or after clicking on the dials (menu on the right), we can also search for the location by name, address or part of this information.

Confirm by selecting *Confirm*. The location change is now complete without further approval.

4.2 Change of person – New owner

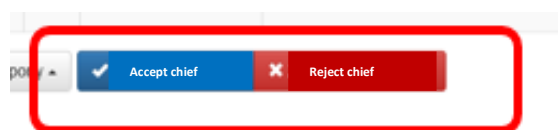
Select the new owner; if they are at a different centre, they will be added automatically. After confirming with *Confirm*, the transfer is sent for approval to the ‘approver’ (who is usually the head of the individual centre) and the new owner.

4.3 Change of centre

Select a new centre. After confirming with *Confirm*, the transfer is sent for approval to the managers of both the original and new centres and to the new owner.

4.4 Transfer approval

The head of the cost centre receives a notification to approve the transfer of assets (notification by email) - they can approve or reject the transfer.



The easiest way to access the Verso application for approval is directly via the link in the email or via standard login. After logging into the Verso ASSETS module, select the **Processing tab**. To approve, select one or more items by ticking individual items or collectively in the *Bulk Actions* option – *approve transfers* (all will be offered).

4.5 Transfer status indication

The status of the asset item changes gradually according to the transfer approval phase: ‘Awaiting approval by new owner’, ‘Awaiting approval by manager’.

Finally, the status ‘Waiting for change in ES’ – i.e. in FIS – is displayed.

Waiting for change in
ES

We usually transfer data to FIS for the same period in which the document was created in Verso. Because FIS is always about a month behind reality due to the processing of all accounting documents for each month, the transfer to FIS is usually done later, only when accounting for the given period begins. Technically, it is possible, upon agreement, to transfer immediately to the currently open period in FIS (with the exception of transfers to new employees who joined later).

4.6 Exceptions

Buildings (E) and land (K) are not normally located in specific locations, and their location (responsible person, centre) is rarely changed; here, we continue to assume changes will be made using a paper transfer form outside Verso. Immovables are always transferred between constituent parts only on the basis of a signed agreement on the transfer of assets in accordance with USB Rector's Ordinance on the Management of USB Assets

4.7 Questions and requests

- Verso system: Please send them to the helpdesk at verso@rt.jcu.cz
- AMI locations: Michal Pancíř
- Asset items: Asset Records Office
- Organisational structure centres assigned to employees: Please contact the Human Resources Office

4.8 Transfers in Verso are technically feasible in full if the assets are located at centres that are entered in the valid organisational structure.

27 October 2025