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TC SULEYMAN DEMIREL UNIVERSITY CIVIL AVIATION COLLEGE DIRECTORATE	**Document Issuance Date:** 14.05.2024 **Document Number:** 001	
	Transaction Name: Purchase of Movable Property	

PROCESS	WORKFLOW PROCESS	PROCESS (Process Flow) (Diagram)		TO BE RETURNED K PERIOD STEP	RESPONSIBLE R	RELATING TO LEGISLATION-LAW-MANAGE LIK/TOKÜ MAN (etc.)
		Suitable	Suitable Not			
1	Materials purchased by the purchasing unit are inspected and accepted by the Goods Inspection and Acceptance Committee along with their invoices.	↓	→	If there are broken, defective or missing materials The company completes it.	Firm Authorized Person/Property Examination and Acceptance Commission Members	
2	The materials are delivered to the movable property registration and control authority with the approval of the Goods Inspection and Acceptance Committee and the invoice. Materials are checked and counted before being stored in the warehouse.	↓	→	1. process (The missing parts will be completed.)	Movable Property Registration Control Official	Movable Property Regulations
3	After the purchased movable assets are received, **they can be entered** into the KBS Movable Asset Registration and Management System (TKYS) via **the Movable Asset Transactions** tab , according to the account codes in the Movable Asset Code List. **The transactions** are recorded by clicking the "Transactions' tab, and three copies of the Movable Asset Transaction Slip are prepared. KBS Movable Asset Registration and Management From the System (TKYS), under the **Movable Property Transactions** tab, **you can access the Entry Transactions section.** From the screen that appears when the tab is clicked; The following information is entered: TIF type, Inspection and Acceptance Committee Report Date and Number, Supporting Document Date and Number, Company Name, and Total Amount (including VAT). **Add Material** To the button When clicked, a list of previously defined materials appears on the screen. From this list, the materials to be entered are selected, and when the **"Add Material"** tab is clicked, the following interface opens: Material Name, Process Measurement Unit, Invoice Amount (excluding VAT), Warehouse	↓	→	The amount on the invoice invoice if there is a mistake by the company corrected It gets cut again.	Movable Property Registration Control Official	Movable Property Regulations

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	Enter the name and warranty period **and save.** It is saved using the button. This process is done separately for each item. Materials that are not defined can be found in **the Definitions** menu. **Movable Asset Code List and Materials** The relevant material is defined in the tab. All materials After the entry is made, the amount on the invoice is compared with the amount in TKYS. If the amount is correct, an unconfirmed TIF is created by **clicking the Save** button.					
4	When you click on **"Approval Transactions"** in the Movable Property Transactions menu, entering " **Entry TIFs"** in the TIF type field will show unapproved TIFs. The entered TIF can be reviewed by clicking on it and using the **"Show Report"** button. It is then approved by clicking the **"Approve** " button.	↓	→	3rd process	Movable Property Registration Control Official	Movable Property Regulations
5	The approved Transaction Slip (TIF) is found in the **Approved Movable Asset Transaction Slips** tab using the Approval button, and then sent to the Expenditure Management System **(HYS)** using the **Send to Expenditure Management System** button.	↓			Movable Property Registration Control Official	Movable Property Regulations
6	The Expenditure Management System is accessed from the KBS module. When **the transaction** is clicked under Movable Assets (TKYS), the interface that opens is as follows: By entering the tax number of the company to which the payment will be made in **the "Recipient's Turkish Republic Identity Number"** section and searching with the **"Bank"** button, the bank account numbers of the relevant company will appear on the screen. The account number on the invoice is selected and chosen using the **"Select"** button. When **the description** section is filled out and **the "Query Movable Assets"** button is clicked, the interface that opens will show: **Transaction Type:** Purchase **Transaction Type Details:** Direct Procurement, Account for Issued Shipping Orders	↓			Unit Representative	HYS Module/ MYHBY

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	Stamp Duty on Other Payments After the fields are written/marked, the TIF we sent from TKYS will appear on the screen when the **"Query TIF"** button is clicked. When the TIF is selected and clicked, the data is transferred to the main page. On the main page, the Function and Finance Codes are entered and **the Appropriation Control is performed.** When the button is clicked, the system checks if there is sufficient funding. After clicking the Funding Check button, the **Create Payment Order Document (ÖEB)** button becomes active. When the **Create ÖEB** button is clicked, the system creates the Payment Order Document by making the necessary adjustments. The data is sent **to the accounting department** using the "Send to Accounting Department" button. After sending to the accounting department, the system assigns an accrual number to the TIF (Transaction Invoice Form).					
7	The movable asset registration control officer unit trustee's accounting information from HYS. He obtains 3 copies of the TIF (with accrual number) that he sent to his unit. Two of the signed TIFs are sent to the unit's authorized representative to be attached to the Payment Order.				Movable Property Registration Control Official	TKYS Module/ MYHBY

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	TC SULEYMAN DEMIREL UNIVERSITY CIVIL AVIATION COLLEGE DIRECTORATE	**Document Issuance Date:** 14.05.2024 **Document Number:** 002 **Transaction Name:** Transfer of Movable Assets

PROCESS	WORKFLOW PROCESS	PROCESS (Process Flowchart)		TO BE RETURNED K PERIOD STEP	RESPONSIBLE R	RELEVANT LEGISLATION - LAWS - REGULATIONS HR/DOCUMENTATION N (etc.)
		Suitable	Suitable Not			
1	For movable property acquired through donations and aid, if the donor or aider has provided supporting documentation proving its value, that value shall be used; if no specific value is available, the value determined by the valuation committee shall be used. The valuation committee is formed by at least three people, including the movable asset registration and control officer and a specialist in the field, with the approval of the spending authority. The commission may utilize information from chambers of commerce, chambers of industry, stock exchanges, professional organizations, other relevant institutions, or administrations that have purchased similar movable assets, as well as price results, in determining the value. Materials received as donations under projects such as TÜBýTAK and BAP are recorded based on their invoice price; if no value is specified, they are recorded based on the value determined by the Valuation Committee.	↓			Movable Property Registration Control Official	Movable Property Regulations
2	KBS Movable Asset Registration and Management System (TKYS) **Movable Asset Transactions** From the " **Login** " tab, click **the "Receiving Donations or Aid" option** on the screen that opens. The tab is clicked. From the screen that opens; **The type of the TIF (Traffic Input Form), the supporting document date and number, and the place of origin** are entered. When you click the **Add Material** button, a list of previously defined materials appears on the screen. Materials to be entered are selected from this list. If there are any undefined materials, they are defined **in the Movable Asset Code List and Materials** section of the **Definitions** menu , and then the materials are entered. In the interface that opens tab when you click **Add Material ;** The materials are registered by filling in the relevant fields (Transaction Unit, Transaction Quantity, Unit Price (VAT Included), Warehouse Name, and Warranty Period) and clicking the **Save** button.	↓			Movable Property Registration Control Official	Movable Property Regulations

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	TC SULEYMAN DEMIREL UNIVERSITY CIVIL AVIATION COLLEGE DIRECTORATE	**Document Issuance Date:** 14.05.2024 **Document Number:** 002 **Transaction Name:** Transfer of Movable Assets

3	After the materials entry process is complete, the amount on the invoice is compared with the amount in the TKYS system. If the amount is correct, **Save.** Clicking this button will create an unapproved TIF (Traffic Information Form).	↓	→	2nd process	Movable Property Registration Control Official	Movable Property Regulations
4	When you click on **"Approval Transactions"** in the **Movable Property Transactions** menu , entering "Entry TIFs" **in the TIF type field** will show unapproved TIFs. The entered TIF can be reviewed by clicking on it and using the **"Show Report"** button. It is then approved by clicking the **"Approve** " button.	↓	→	3rd process	Movable Property Registration Control Official	Movable Property Regulations
5	After **clicking** the "Confirm " button, the approved Transaction Form (TIF) can be found in the **"Approved Movable Property Transaction Forms"** section and printed. The first copy of the form is given or sent to the donor/assistant. The other copy is added to the file and archived.				Movable Property Registration Control Official	Movable Property Regulations

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PROCESS	WORKFLOW PROCESS	PROCESS (Process Flowchart) Suitable	Suitable Not	TO BE RETURNED K PERIOD STEP	RESPONSIBLE R	RELEVANT LEGISLATION - LAWS - REGULATIONS HR/DOCUMENTATION N (etc.)
1	For movable property acquired through donations and aid, if the donor or aider has provided supporting documentation proving its value, that value shall be used; if no specific value is available, the value determined by the valuation committee shall be used. The valuation committee is formed by at least three people, including the movable asset registration and control officer and a specialist in the field, with the approval of the spending authority. The commission may utilize information from chambers of commerce, chambers of industry, stock exchanges, professional organizations, other relevant institutions, or administrations that have purchased similar movable assets, as well as price results, in determining the value. Materials received as donations under projects such as TÜBÝTAK and BAP are recorded based on their invoice price; if no value is specified, they are recorded based on the value determined by the Valuation Committee.	↓			Movable Property Registration Control Official	Movable Property Regulations
2	KBS Movable Asset Registration and Management System (TKYS) **Movable Asset Transactions** From the " **Login** " tab, click **the "Receiving Donations or Aid" option** on the screen that opens. The tab is clicked. From the screen that opens; **The type of the TIF (Traffic Input Form), the supporting document date and number, and the place of origin** are entered. **"Add Material"** button is When the clicked, a list of previously defined materials appears on the screen. Materials to be entered are selected from this list. If there are any undefined materials, they are defined **in the "Movable Asset Code List and Materials"** section of **the Definitions** menu , and then the materials are entered. In the interface that opens tab when you click **Add Material ;** The materials are registered by filling in the relevant fields (Transaction Unit, Transaction Quantity, Unit Price (VAT Included), Warehouse Name, and Warranty Period) and clicking the **Save** button.	↓			Movable Property Registration Control Official	Movable Property Regulations

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3	After the materials entry process is complete, the amount on the invoice is compared with the amount in the TKYS system. If the amount is correct, **Save.** Clicking this button will create an unapproved TIF (Traffic Information Form).			2nd process	Movable Property Registration Control Official	Movable Property Regulations
4	When you click on **"Approval Transactions"** in the **Movable Property Transactions** menu , entering "Entry TIFs" **in the TIF type field** will show unapproved TIFs. The entered TIF can be reviewed by clicking on it and using the **"Show Report"** button. It is then approved by clicking the **"Approve** " button.			3rd process	Movable Property Registration Control Official	Movable Property Regulations
5	After **clicking** the "Confirm " button, the approved Transaction Form (TIF) can be found in the **"Approved Movable Property Transaction Forms"** section and printed. The first copy of the form is given or sent to the donor/assistant. The other copy is added to the file and archived.				Movable Property Registration Control Official	Movable Property Regulations

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	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 004 **Transaction Name:** Movable Asset Consumption Discharge Transaction

PROCESS	WORKFLOW PROCESS	PROCESS (Process Flowchart)		WE WILL RETURN K PERIOD STEP	RESPONSIBLE R	RELEVANT LEGISLATION - LAWS - REGULATIONS K/DOCUMENT (etc.)
		Suitable	Suitable Not			
1	Consumable materials are recorded as being outgoing using a Movable Asset Transaction Slip issued in response to a Movable Asset Request Form. No consumable materials can be released without a Movable Asset Transaction Slip. Records of consumable materials are kept on a **"first in, first out"** basis, considering their priority order upon entry into the warehouses and based on their entry costs. Movable asset requests are prepared by Request Unit Authorities who have been given authorization codes by the Movable Asset Registration Control Authority.	↓			Request Unit Official	Movable Property Regulations
2	Request unit officials KBS Module The information prepared in the Movable Asset Registration and Management System (TKYS) appears on the screen of the TIB Movable Asset Registration and Control Authority.	↓			Movable Property Registration Control Official	Movable Property Regulations
3	Movable asset registration and control authority to TKYS You can complete the request process by logging in with your ID number and password. To do this: From **the Movable Property Transactions section, under Movable Property Requests** menu , clicking **on "Movable Property Request Document List"** opens the page containing the request documents created in your name. On this page, incoming requests can be viewed as a list. You can access up-to-date information on the status of previously submitted requests from this screen. The report can be generated from the TIB (Temporary Inventory Management) document using the " **Report** " button. Clicking the **"CREATE TIF"** button displays a list of requested materials. On the consumable material request fulfillment screen, the requested quantities are compared with the quantities in the warehouse. The quantities to be fulfilled are entered in the "Fulfilled" column. If all consumable materials are to be fulfilled, click the **"Fulfill All Consumable Materials"** button in the top bar. After determining the quantities to be fulfilled, clicking the **"Material List"** button in the top bar transfers the list to the interface. The **"Create Movable Property Transaction/Assignment Slip"** button creates an unapproved TIF.	↓			Movable Property Registration Control Official	Movable Property Regulations

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4	When you click on "Approval Transactions" from the Movable Property Transactions menu, the "Exit" option is selected as the TIF type. Searching by typing TIFs will return unapproved TIFs. The exported TIF can be reviewed by clicking on it and then selecting the **"Show Report"** button. **Approve .** It is confirmed with the button. In accordance with the first-in, first-out principle, the unit prices of consumables are not shown on the unapproved TIF (Transaction Invoice Form) during the consumables dispatch process. After the TIF is approved, it receives a number, and the latest updated unit prices of the consumables are shown on the approved TIF. With the approval process, the dispatch of consumables is completed.			3rd process	Movable Property Registration Control Official	Movable Property Regulations
5	According to the Movable Property Management Regulation, the Movable Property Transaction Slips prepared for the exit of consumable materials tracked in the "150 - Raw Materials and Supplies Account" in the accounting records are not sent to the accounting unit. Instead, an approved list of used consumable materials, organized according to the second-level detail code of the movable property, is sent to the accounting unit no later than the end of the last working day of the relevant period, on a quarterly basis in public administrations within the scope of the general budget, and within a period not exceeding three months in other administrations, as determined by the senior managers. By selecting the consumable material output TIF among the TIFs, and pressing the **"Send to Expenditure Management System"** button, the TIF is sent to the Expenditure Management System (EMS).				Movable Property Registration Control Official	Movable Property Regulations

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TC SULEYMAN DEMIREL UNIVERSITY CIVIL AVIATION COLLEGE DIRECTORATE	**Document Issuance Date:** 14.05.2024 **Document Number:** 005 **Transaction Name:** Movable Asset Quarterly Withdrawal Transaction	

PROCESS	WORKFLOW PROCESS	PROCESS (Process Flowchart)		WE WILL RETURN K PERIOD STEP	RESPONSIBLE R	RELEVANT LEGISLATION - LAWS - REGULATIONS K/DOCUMENT (etc.)
		Suitable	Suitable Not			
1	According to the Movable Property Management Regulation, "Movable Property Transaction Slips issued for the outgoing goods of consumables tracked in the "150-Raw Materials and Supplies Account" in the accounting records are not sent to the accounting unit." Instead, in public administrations within the general budget, a certified list of used consumables, organized according to the Level II detailed code of movable assets, is sent to the accounting unit no later than the end of working hours on the last business day of the relevant period. This is done on a quarterly basis, and in other administrations, it is sent to the accounting unit on a period determined by the senior management, not exceeding three months. According to the relevant article, the consumable material expenditures within three-month periods must be sent to the accounting unit starting from the first day of the first month of the following period. In the KBS Module, the process of sending the Outgoing Transaction Forms (TIFs) created for consumption and sent to the Expenditure Management System (HYS) during the period to the accounting unit is carried out via the Expenditure Management System (HYS).	↓			Financial Affairs Unit	Movable Property Regulations
2	Log in to the Expenditure Management System (EMS) using your username and password. From **the Movable Assets (MPS)** menu , click on **"Transaction Outside of the** Expenditure Management System". On the screen that opens, enter our unit's tax number in the **"Relevant Person's TC/V.No:"** section and **provide the "Description".** When you enter "Consumption Output" in that section and click the **"Query Movable Asset"** button, the interface that opens will show: **Transaction Type:** Consumption Output **Period Selection:** Select the period for which the transaction is being performed. (January, February, March 1st Period - April, May, June 2nd Period) Period - July, August, September III. Period - October, November, December (IV. Period) After entering the information, clicking the "Query TIF" button will display a list of outgoing TIFs that we sent to HYS during that period. When the TIF (Traffic Information Form) is **selected ,** the information related to the TIF is transferred to the main screen. After checking the information on the main screen...	↓			Financial Affairs Unit / Movable Asset Registration Control Official	Movable Property Regulations

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	The TIF (Traffic Information Form) is saved using the **save** button. Using the **"Send to Accounting Unit"** button, the TIF (Transaction Information Form) is sent to the accounting unit, and the system automatically assigns an accrual number to the TIF. (KBS Module) The Transaction Invoice Form (TIF) that the system assigns an accrual number to in the Movable Asset Registration and Management System (TKYS) can be printed out from the **Approved TIF** menu , under the **Output TIF** tab.					
3	The Outgoing TIF (Transfer of Import/Output) and the Consumable Materials Period Outgoing Report will be attached to the document sent to the accounting department. The Consumable Materials Period Outgoing Report should be uploaded to the KBS Module. In the interface that opens when you click on the Movable Asset Reports tab under the Movable Asset Transactions menu in the Movable Asset Registration and Management System (TKYS): **Select Report:** Consumable Materials Period Exit Report **Year of Transaction:** Select the year in which the transaction was made. **Period:** Select the period for which the report will be generated. When the report button is clicked, the consumption figures for that period are displayed on the screen. Consumables End of Term A printout of the report is made.				Movable Property Registration Control Official	Movable Property Regulations
4	The relevant period's TIFs (Traffic Inventory Forms) and Consumable Materials Period Exit Report are sent to the Strategy Development Department with a cover letter.				Movable Property Registration Control Official	

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PROCESS	WORKFLOW PROCESS	PROCESS (Process Flowchart) Suitable	PROCESS (Process Flowchart) Suitable Not	TO BE RETURNED K PERIOD STEP	RESPONSIBLE R	RELEVANT LEGISLATION - LAWS - REGULATIONS HR/DOCUMENT AN (etc.)
1	A request for durable movable assets from the spending unit of the same public administration is forwarded to the movable asset registration and control officer.	↓			Editorial Office Unit	Incoming Documents Process/EDMS
2	The Movable Asset Registration Control Officer checks the status of the requested products among the existing products in the warehouse via the **"Current Products"** tab in the **Reports** menu of the KBS Module . The total amount of movable assets requested under the approval of the spending authority cannot exceed the limit determined in the transfer process between spending units within the public administration. If the limit is exceeded, it must be submitted for approval to the senior manager.	↓	→	The requested products are in the warehouse If not available, the warehouse status will be provided to the requesting spending unit. It is written that it is negative.	Movable Property Registration Control Official	TKYS Module/ General circular regarding monetary limits and rates. (2014/1-28893RG)
3	According to the Movable Property Management Regulation, "A Movable Property Transaction Slip shall be prepared for movable properties transferred between the warehouses of various expenditure units of the same public administration, and the first copy of the slip shall be given to the movable property registration and control officer of the expenditure unit to which the transfer is made." According to the article, after logging into the KBS Movable Asset Registration and Management System (TKYS) to prepare a TIF (Transaction Form), the **"Exit Transactions"** tab is clicked from the **"Movable Asset Transactions"** tab . The process begins by clicking **Transfer** in the window that opens . As with all transaction options, first, by clicking the **"Select Material Description"** button, you will access the warehouse inventory list from which you can select the materials you wish to transfer. In the list that opens, click once on the row containing the material to be transferred. If the material is durable, its material to be transferred registration numbers will be listed in the area on the right. - The fact that some products in the list are highlighted in red indicates that the same material is registered in more than one warehouse. To transfer materials, click on the row corresponding to the warehouse where the material is located, then click on the field in the " **Transaction Quantity"** column of that row and enter the quantity to be transferred as a numerical value.	↓			Movable Property Registration Control Official	Movable Property Regulations

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	- The registration number of the durable movable asset to be transferred is selected from the column on the right. - After entering the transaction quantity and selecting the registration numbers, click the **"Add Materials"** button at the top **and continue** from the small screen that opens. The button is clicked. When the continue button is clicked, the materials are transferred to the main screen. The process is repeated for each item to be transferred.					
4	After completing the Material Addition process, the next step is to enter the information containing the header details of the Movable Asset Transaction Slip (Exit Slip) that will be created. **The supporting document's date and number** (the date and number of the letter from the requesting spending unit) are written. In **the Inter-Institutional Transfer** or **Inter-Expenditure Unit** Transfer options, the institution or unit to which the transfer will be made is selected from the list. To do this, **the transfer type** must be selected. Different information must be entered in the window that opens depending on the selected transfer type. **-Let's assume the "Transfer Between Spending Units" option is selected:** Through the open window, **Please select the Treasurer:** Recep Tayyip Erdoÿan University **Spending Unit:** The spending unit to which the materials will be sent is selected from the list. When a spending unit is selected from the list, the information is transferred to the main page, to the field indicating where the movable asset was given. **-Let's assume Inter-institutional Transfer is selected:** transfer fee between public administrations The amount cannot exceed **3,400 TL .** If it exceeds this amount, approval from a senior manager is required. Through the open window, **Budget Type:** General budget, special budget, etc. The institution to which the movable property will be sent is chosen based on its budget situation. **Department:** The institution to which the movable property is sent is written here. **Treasury:** The treasury of the institution to which the movable property will be sent is written here. When the relevant fields are filled in, the information is transferred to the main page, to the section where the movable property was given. After the header information for the movable property has been created and all the materials have been selected	↓			Movable Property Registration Control Official	TKYS Module/ Movable Property Regulations

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	Clicking **the save** button created an unapproved Movable Property Transaction Receipt.					
5	When we select "Outgoing Movable Asset Transaction Slip" under the **"** Transfer Slip Type" section in **the Approval Transactions** tab , the unapproved outgoing Movable Asset Transaction Slips awaiting approval appear on the screen. We click on the Movable Asset Transaction Slip we created from among the unapproved Movable Asset Transaction Slips and approve it. When we approve the Movable Asset Transaction, the slip we created is transferred to the KBS Movable Asset Registration and Management System (TKYS) of the expenditure unit to which we will transfer the movable asset. Three copies of the approved Movable Asset Transaction Slip are signed by the movable asset registration control authority.	↓			Movable Property Registration Control Official	Movable Property Regulations
6	The Movable Asset Transaction Slip, created as an attachment to the cover letter, is sent to the unit to which the movable asset was sent via the Electronic Document Management System.	↓			Movable Property Registration Control Official	Outgoing Documents The process/ EBYS
7	The movable asset registration and control officer of the unit receiving the movable asset **takes over** the movable assets via the KBS Movable Asset Registration and Management System (TKYS) and sends the Outgoing Notification. The employee signs the Movable Asset Transaction Slip and sends one copy of the received Movable Asset Transaction Slip to the transferring unit via the Electronic Document Management System.					

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PROCESS	WORKFLOW PROCESS	PROCESS (Process Flowchart)		TO BE RETURNED K PERIOD STEP	RESPONSIBLE R	RELEVANT LEGISLATION - LAWS - REGULATIONS K/ DOCUMENT (etc.)
		Suitable	Suitable Not			
1	Movable assets belonging to public administrations are counted when the movable asset registration and control officers leave their posts, at the end of the year, and at other times deemed necessary by the spending authority. These counts are conducted by **an inventory committee** consisting of at least three people, chaired by the spending authority or a person they designate, and including the movable asset registration and control officer .	↓			Movable Property Registration Control Official	Movable Property Regulations
2	The inventory committee first ensures that the necessary procedures are carried out for movable assets that the movable asset registration and control officer has indicated are either in the warehouse or have left the warehouse but for which no documentation has been issued and records have not been made. After the **"Quantity in Warehouse According to Records"** column of the Inventory Report is filled in based on the ledger entries, the movable assets in the warehouses are physically counted, and the quantities found are recorded in the **"Quantity Found in Warehouse"** column of the Inventory Report . After the inventory count is completed, movable assets located in common areas such as rooms, offices, sections, halls, workshops, garages, and service areas are counted based on the Durable Movable Asset Lists and the Assignment Slips issued at the time of their distribution, and the counting results are shown in the Inventory Report. For movable assets assigned to individuals for use, the information in the "Amount Given to Individuals According to Records" column of the Inventory Report is considered without conducting a count. The values found as a result of the physical count by the Inventory Board are recorded in the Inventory Report. The values in the Inventory Report are entered into the Inventory Warehouse Quantity and Inventory Joint Asset Columns on **the Year-End Inventory Report** page in the Movable Asset Registration and Management System (TKYS). Data entries are made. After data entry, the differences between the counting result and the warehouse quantity are recorded as Excess Quantity and Short Quantity. Values are transferred to the columns.	↓	→	If there are any shortages or surpluses during the counting process, the counting is repeated.	Movable Property Registration Control Official	Movable Property Regulations

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3	**There are three possible outcomes. A) The data from the physical count matches the data in the warehouse.** **B) The actual count results in a higher amount of data than the data in the warehouse.** **C) The physical count results in a discrepancy (shortage) between the data and the data in the warehouse.** **A- If the data from the physical count match the data in the warehouse:** Access to the Movable Asset Registration and Management System (TKYS) is made. Inventory **counting and year-end procedures** are carried out. From the menu, **select "Create Inventory Count Report".** When this tab is clicked, the Year-End Inventory Report page appears on the screen. On the screen that opens, enter **"Year:** The year the census was conducted." **Warehouse:** The name of the movable warehouse is written here. After entering the Year and Warehouse information, all movable assets in the warehouse will be displayed on the screen. Since the counting results showed neither a shortage nor a surplus (data can also be entered individually). **(Automatically complete the counting amount)** The data is automatically transferred to the Inventory Warehouse Quantity using this button. After saving the data using the **Save** button , the Inventory Report is created using the **Final** Inventory Report button. The created Inventory Report can be accessed on the **Inventory Reports** page. This process is performed for each defined warehouse. **2- If the actual count results in a higher number than the data in the warehouse:** When you click the **"Create Inventory Report"** tab in the **Inventory and Year-End Procedures** menu , the Year-End Inventory Report page appears on the screen. On the screen that opens, enter **"Year:** The year the census was conducted." **Warehouse:** The name of the movable warehouse is written here. After entering the Year and Warehouse information, all movable assets in the warehouse will be displayed on the screen. When the inventory count results are entered into the Inventory Warehouse Quantity and Inventory Shared Assignment columns, any inventory surpluses are transferred to the **Surplus Quantity** column. After saving the report using the **Save** button, clicking **the Final Inventory Report** button will open the Surplus Inventory List screen.	↓			Movable Property Registration Control Official	Movable Property Regulations

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Input for materials that appear in excess on this screen. Since movable asset transaction slips will be created, the price of the materials must be entered in the Unit Price column.

In determining the price, the following provision in the Movable Property Management Regulation is taken into consideration: "Movable assets found in excess as a result of the inventory are recorded by preparing a Movable Property Transaction Slip. When recording the surplus movable assets, if there is a movable asset of the same type that has been entered within the last year, that value is taken as the basis; otherwise, the value determined by the valuation committee is taken as the basis."

After entering prices for each item on the list, clicking the **"Create TIF"** button **will generate Approved Surplus TIFs** for the items on the list.

A warning will appear, click **Yes** and **the Approved TIFs will** be sent
The approved input TIFs are created, and the minutes are finalized upon creation. Census

The generated census report can be accessed from the **Census Reports** page.
This process is performed for each defined warehouse.

C) If the data from the physical count differs (is missing) from the data in the warehouse;

According to the provision in the Movable Property Management Regulation, "In cases of losses due to changes in the characteristics, weight, or quantity of consumable materials, movable assets found to be missing during inventory, movable assets lost due to theft or disappearance, or movable assets rendered unusable due to wear, breakage, or deterioration, as well as in the event of the death of a living movable asset, a Deletion Proposal and Approval Report and a Movable Property Transaction Slip shall be prepared and the assets shall be removed from the records."

When you click the **"Create Inventory Report"** tab in the **Inventory and Year-End Procedures** menu , the Year-End Inventory Report page appears on the screen.

On the screen that
opens, enter **"Year:** The year the census was conducted."
Warehouse: The name of the movable warehouse is written here.

After entering the Year and Warehouse information, all movable assets in the warehouse will be displayed on the screen.
The inventory count results were recorded in the Inventory Warehouse Quantity and Inventory Shared Asset columns.

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	When entries are made, inventory shortages are transferred to the Missing Amount column. After saving the report using the **Save** button , clicking **the Final Inventory Report** button will open **the Inventory Shortage List** screen. On this screen, you need to fill in the "Reason for Deletion" and "Registration Number" columns. The reason for deletion is written in the Deletion Proposal and Approval Report. The registration number of the missing item is entered in the Registration Number column. After entering data into both columns, clicking the **Create KDTO** button will open the "Action to be Taken After Deletion" screen. Select the relevant row and click the "(Other) **Create KDTO"** button. After the relevant parties sign the resulting approval report, the relevant report is marked on the **"Removal from Registration Proposal and Approval Reports"** page, and the approved Exit TIFs are created using the **"Create TIF"** button. Approved Exit The census report is finalized upon the creation of the TIFs (Traffic Inventory Forms). The generated census report can be accessed from the **Census Reports** page. This process is performed for each defined warehouse.					
4	**Year-end procedures are completed** after the Inventory Report is created for all registered warehouses. On the main page accessed via the tab, after entering **"Year:** (year the inventory was conducted)", the processes in the Movable Asset Registration and Management System (TKYS) are completed by clicking the " **Finish Year-End Operations"** button.	↓			Movable Property Registration Control Official	TKYS Module/ Movable Property Regulations
5	From the **Movable Asset Reports** menu in the Movable Asset Registration and Management System (TKYS), three (3) copies **of the Expenditure Unit Movable Asset Management Account Table (Sample Table No. 14)** are printed separately for each account code, signed by the TKKY and the Expenditure Authority, and then submitted to the Strategy Development Department for review and approval.	↓			Spending Official / TKKY	Movable Property Regulations
6	All three copies **of the Expenditure Unit Movable Asset Management Account Schedule (Sample Schedule No. 14),** signed by the Strategy Development Department, are returned.	↓			Movable Property Registration Control Official	Movable Property Regulations
7	The documents related to the inventory count and year-end procedures are sent via the Electronic Document Management System of the Strategy Development Department with a cover letter. **Attachments to the document:** 1- Year-End Inventory Count Report (2 Copies)				Movable Property Registration Control Official	Movable Property Regulations

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	2- Inventory List of Movable Assets (List No. 13) (2 Copies) 3- Expenditure Unit Movable Asset Management Account Ruler (Sample Ruler No. 14) (2 Copies) 4-Latest Update as of Year-End Shows the serial number of the movable asset transaction slip. Minutes (2 Copies)					

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PROCESS	WORKFLOW PROCESS	PROCESS (Process Flowchart) Suitable	Suitable Not	TO BE RETURNED K PERIOD STEP	RESPONSIBLE R	RELEVANT LEGISLATION - LAWS - REGULATIONS K/ DOCUMENT (etc.)
	in the properties, **(1) In** case of losses due to changes weights or quantities of consumable materials , movable assets that are found to be missing during the count, movable assets that are lost due to theft, loss or other reasons, or movable assets that become unusable due to wear, breakage or deterioration, or in case of the death of a living movable asset, they are removed from the records by preparing a Proposal and Approval Report for Deletion from Records and a Movable Asset Transaction Slip.					
1	Movable assets in the unit inventory and in use that have completed their economic lifespan or, if they have not completed their economic lifespan , are deemed unusable for technical and physical reasons and are reported by the relevant parties or a commission established within the framework of special legislation, are evaluated by a commission consisting of at least three people determined by the spending authority. The Scrap Sorting Commission consists of three people determined by the Spending Authority.	↓			Movable Property Registration Control Official	Law No. 5018 Movable Property Regulations
2	**Article 28: (2)** The reasoned decision regarding movables that are deemed unsuitable to be scrapped as a result of the evaluation made by the Commission is notified to the spending authority. **Article 28: (3)** For those decided by the Commission to be scrapped, a Deregistration Proposal and Approval Report is prepared. **Article 28: (4)** Movable assets decided to be scrapped, up to the amount determined by the Ministry, are removed from the records with the approval of the spending authority, and movable assets exceeding the determined amount are removed with the approval of the senior executive of the public administration. The Deregistration Proposal and Approval Report is prepared through the KBS Movable Asset Registration and Management System (TKYS).	↓			Scrapping Commission	TKYS Module/ Monetary limits and general circular about rates (2014/1-28893RG)

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3	To create the Deregistration Proposal and Approval Report, an entry is made to the KBS Movable Asset Registration and Management System (TKYS). The page for Movable Property Transactions, Exit Transactions, and Deregistration is accessed. **Select the Transaction Receipt Type:** Movable Asset Transaction Receipt The process continues by clicking the **"Add Material"** button. A list showing warehouse inventories will open. In the opened list, click once on the row containing the material to be removed from the records. The row will be removed from the records when the relevant row is clicked. If the material is durable and transportable, the registration numbers are listed in the area on the right. To remove an item from the records, click on the row corresponding to the warehouse where the item is located. The field corresponding to **the "Transaction Amount"** column of the row is clicked, and the amount to be deducted from the records is entered as a numerical value. The registration number of the durable movable asset to be removed from the records is selected by checking the box next to it in the column on the right. After entering the quantity and selecting the serial numbers, click the **"Add Material"** button. When you click the **"Add Material"** button, a window will open where you can verify the accuracy of the information. After completing the necessary checks, click the **"Continue"** button. When you press the **"Continue"** button, the products added will be listed below the "Create Deletion Offer and Approval Report" screen. After the checks are completed, select "Reason for Deletion" and "Action to be Taken After Deletion" and press the **"Save"** button. When the **"Save"** button is pressed, the following page opens. By hovering over the report and clicking the **"Show Report"** button, the prepared "Record Deletion Proposal and Approval Report" is prepared in 3 copies and approved by the senior manager or spending authority within the scope of the given authorization. One copy of the Movable Asset Transaction Slip, which serves as the basis for the exit record, is attached to the Movable Asset Transaction Slip to be sent to the accounting unit. The other copy is kept in the file.	↓			Movable Property Registration Control Official	Movable Property Regulations/ KBS/ TKYS Module

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4	Once the signing stages of the minutes are completed From the **"Movable Property Transactions" section > "Proposal and Approval Report for Deletion from Registry"** The Transaction Form (TÿF) is created based on the aforementioned record by clicking the **"Create Movable Property Transaction Slip"** button. The TIF (Transaction Information Form) prepared here is placed among the unapproved TIFs. To complete the process, click "Unapproved exit". This TIF, created from the TIFs tab, needs to be approved.	↓			Spending Official/ Movable Property Registration Control Official	TKYS Module/ Movable Property Regulations
5	When we select **"Exit TIF"** as the TIF Type in **the Approval** Processes tab, an unapproved exit TIF awaiting approval will appear on the screen. We created the TIF from among the unapproved TIFs. It is clicked, confirmed, and sent to the Expenditure Management System (EMS). Three copies of the Approved Movable Property Transaction Receipt are printed. It is signed by the Movable Asset Registration Control Officer. The HYS System HYS Module is accessed using username and password. The movable asset (TKYS) system is accessed by selecting the "External Transaction" button, and the approved TÿF is sent to the accounting unit.	↓			Movable Property Registration Control Official	TKYS Module/HYS/ Movable Property Regulations Movable Property Regulations
6	**Article 28: (5)** Movable assets which are deemed by the commission to be formed by the spending authority pursuant to the first paragraph to have no economic value or to be destroyed for technical, health, safety and similar reasons, are destroyed with the approval of the spending authority. The destruction is carried out by the commission or by expert persons under the supervision of the commission. A destruction report is also prepared for this process. Specific legal provisions are primarily considered in the destruction process. In accordance with the ruling, the destruction commission that is established carries out the process of destroying movable assets that have no scrap value.	↓			Movable Property Registration Control Official	
7	The movable assets whose destruction process has been completed are reported to the Strategy Development Department with a cover letter. Attachments to the article: 1) Movable Asset Transaction Receipt 2) Deletion Proposal Approval Report 3) Scrap Metal Commission Report 4) Destruction Commission Report The process is complete.				Movable Property Registration Control Official	Outgoing Documents Process/EBYS

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	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 009 **Transaction Name:** Purchase-Direct Procurement (22-a) Transaction

PROCESS	WORKFLOW PROCESS	PROCESS (Process Flowchart) TO BE		RETURNED TO K PERIOD STEP	RESPONSIBLE R	RELEVANT LEGISLATION - LAWS - REGULATIONS HR/DOCUMENT AN (etc.)
		Suitable	Suitable Not			
1	A request document is prepared according to the emerging need and sent to the purchasing unit. If necessary, technical specifications and documents regarding factors affecting the cost are prepared and attached to the request document.	↓			Relevant Unit	
2	The purchasing unit reviews the request document and any accompanying documents to determine their compliance.	↓	→	The process is repeated from step 1.	Financial Affairs Unit	
3	If the procurement is to be done through direct procurement, according to which paragraph of Article 22? It is decided that the purchase will be made. (22/a, 22/b, 22/c, 22/d, 22/e, 22/f, 22/g, 22/i)	↓			Financial Affairs Unit	Law No. 4734 Public Procurement The law
4	If a purchase is to be made under article 22/a, the adequacy of the allocation is checked against the estimated cost, which is determined to see if it exceeds the budget limit. Is there sufficient funding in the budget item?	↓	→	From the budget department transfer of funds or Additional funds are requested.	Financial Affairs Unit	e-budget
5	The spending authority will conduct market price research to procure the necessary goods and services and will designate the individuals responsible for the purchase in a written assignment; this assignment will be communicated to the relevant parties.	↓			Spending Official	Assignment His writings
6	A form is prepared for goods procured from a single source under subparagraphs (A)/(B)/(C) Article 22. The form includes: of the nature of the need, detailed technical specifications of the goods in question and the purpose for which they will be used, and other products that can meet the stated purpose with at least the same efficiency, effectiveness and functionality. The document should include information on whether the models, brands, etc., are available, and if not, the reasons why; whether there are other companies selling the required goods; and the reasons for purchasing from a single real or legal person should be written in detail.	↓			Financial Affairs Unit	Law No. 4734 Public Procurement Law / Approval document

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	Supporting documents related to the written reasons are attached to the form. An approval document is prepared. The items in the approval document are filled out correctly. A brief explanation of the process is provided. (If no official assignment letter is provided, the names and titles of the assigned personnel, as well as the names and titles of the personnel serving on the inspection committee, may be included on the approval document.) The price survey is conducted by the person or persons authorized in the approval document, and the documents related to the price survey are attached to the aforementioned form.					
7	The approval document and its attachments are first signed with a wet signature for review, and then sent to the implementing officer via the Electronic Document Management System (EBYS).	↓			Financial Affairs Unit /Realization Officer	MYHBY
Is **8** suitable?		↓	→	The process is repeated from step 6.	Realization Officer	
9	The approval document and its attachments are first signed with a wet signature for review, and then sent to the spending authority via the Electronic Document Management System (EBYS).	↓			Realization Officer	
Is **10** suitable?		↓	→	The process is repeated from step 6.	Spending Official	
11	The approval document is recorded in the outgoing documents register.	↓			Financial Affairs Unit	Outgoing Documents The process
12	A price quotation letter is prepared to determine the prices of the materials to be purchased. The prepared price quotation letter is sent to the relevant companies electronically or by fax.	↓			Financial Affairs Unit	MYHBY
13	Personnel assigned to conduct market price research carry out the market price research related to the purchase and A market price research report is prepared and signed by the officials.	↓			Market Price Research Commission	MYHBY
14	After researching market prices, an order is written to the company deemed suitable for purchasing materials.	↓			Market Price Research Commission	

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15	The goods/materials delivered to the company are inspected and accepted by the inspection and acceptance committee.	↓			Peak MYHBY Commission	
16.	Is the product suitable for purchase?	↓	→	The missing items will be completed.	Inspection Acceptance Commission	
17.	Have the missing parts been completed?	↓	→	The purchase is cancelled.		
18	The inspection and acceptance report is signed by the commission members, the goods/ materials are counted by the officer and taken to the warehouse, and an invoice is prepared Transaction by issuing a Movable Asset Slip.	↓			Inspection Acceptance Commission /TKKY	MYHBY Movable Property Regulation/K BS Module
19	The purchasing officer checks for tax clearance certificates and any outstanding debts for purchases exceeding 1,000.00 TL excluding VAT. They complete all necessary documents, including invoices, approval certificates, estimated cost schedules, TIFs (Technical Specifications and Contracts (if applicable), stamp duty amounts, and inspection and acceptance committee reports, and prepare the Payment Order Document, sending it to the implementing officer.	↓			Financial Affairs Unit	KBS Module/MHB Y
20	The implementing officer checks the payment order and its accompanying documents for any missing signatures, compliance with regulations, absence of material errors, and the accuracy of the company information.	↓			Realization Officer	MYHBY
21.	Are the prepared documents suitable?	↓	→	It is repeated from process 19.	Realization Officer	MYHBY
22	"It has been checked and is suitable." It is sent to the spending authority with the note "seen."	↓			Realization Officer	MYHBY
23	The spending authority reviews the documents. Are the prepared documents satisfactory?	↓	→	It is repeated from process 19.	Spending Official	MYHBY
24	The relevant payment documents are submitted to the Strategy Development Department along with the Accrual Delivery Report.				Financial Affairs Unit	

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	The Payment Order Document is sent to the Accounting Department via the **"Send Payment Order Document to Accounting Department"** button in the Expenditure Management System (EMS) .					

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	TC **SULEYMAN DEMIREL UNIVERSITY** **CIVIL AVIATION COLLEGE DIRECTORATE**	**Document Issuance Date:** 14.05.2024 **Document Number:** 010 **Transaction Name:** Purchase-Direct Procurement (22-a) Transaction

PROCESS	WORKFLOW PROCESS	PROCESS (Process Flowchart)		RETURNED ADDITIONAL PERIOD STEP	RESPONSIBLE R	RELEVANT LEGISLATION - LAWS - REGULATIONS K/DOCUMENT N (etc.)
		Suitable	Suitable Not			
1	A request document is prepared according to the emerging need and sent to the purchasing unit. If necessary, technical specifications and documents regarding factors affecting the cost are prepared and attached to the request document.	↓			Relevant Unit	
2	The purchasing unit reviews the request document and any accompanying documents to determine their compliance.	↓	→	1. process	Financial Affairs Unit	
3	If the procurement is to be made through direct procurement, it is decided according to which paragraph of Article 22 the procurement will be made. (22/a, 22/b, 22/c, 22/d, 22/e, 22/f, 22/g, 22/i)	↓			Financial Affairs Unit	Law No. 4734 Law
4	If a purchase is to be made under article 22/d, it is checked whether the monetary limit has been exceeded and whether the allocation is sufficient according to the estimated cost. Is there sufficient allocation in the budget item?	↓	→	From the budget department transfer of funds or Additional funds are requested.	Financial Affairs Unit	e-budget
5	The spending authority designates the officer(s) who will conduct the market price research for the and this procurement to meet the need, assignment is communicated to the relevant parties.	↓			Spending Official	Assignment His writings
6	In the purchasing department, an approximate cost estimate is determined when necessary, and then an approval document is prepared. The items in the approval document are filled in correctly. A brief explanation of the process is provided. (If no assignment letter is written, the names, surnames, and titles of the assigned personnel, as well as the names, surnames, and titles of the personnel on the inspection committee, can also be written on the approval document.)	↓			Financial Affairs Unit	MYHBY/Approval document
7	The approval document and its attachments are sent to the implementing officer for review.	↓			Financial Affairs Unit /Realization Officer	MYHBY

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Is **8** suitable?		↓	→	The process is repeated from step 5.	Realization Officer	
9	The approval document and its attachments are sent to the spending authority for review.	↓			Realization Officer/ Spending Official	
Is **10** suitable?		↓	→	The process is repeated from step 5.	Spending Official	
11	The approval document is recorded in the outgoing documents register.	↓			Financial Affairs Unit	Outgoing Documents The process
12	In order to determine the prices of the materials to be purchased, a letter of offer is written to request price quotations from the companies.	↓			Financial Affairs Unit	MYHBY
13	Personnel assigned to conduct market price research carry out the market price research related to the procurement, and a market price research report is prepared and signed by the assigned personnel.	↓			Market Price Research Commission	MYHBY
14	After researching market prices, an order is written to the company deemed suitable for purchasing materials.	↓			Financial Affairs Unit	
15	The goods/materials brought in by the company are inspected and accepted by the inspection and acceptance committee.	↓			Inspection Acceptance Commission	Law No. 4734 Law/ MYHBY
16. Is the product suitable for purchase?		↓	→	The missing parts will be completed.	Inspection Acceptance Commission	
17. Have the missing parts been completed?		↓	→	The purchase is cancelled.	Financial Affairs Unit	
18	The inspection and acceptance report is signed by the members, and the goods/materials are counted by the officer and taken to the warehouse. An invoice will be issued and a Movable Property Transaction Slip will be prepared. It is arranged.	↓			Inspection Acceptance Commission /TKKY	MYHBY Movable Property Regulations/ KBS Module

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19	The purchasing manager checks for tax clearance certificates and any outstanding debts for purchases exceeding 1,000.00 TL excluding VAT. All relevant documents such as invoices, approval certificates, cost estimates, TIFs, technical specifications and contracts (if applicable), stamp duty amounts, and inspection and acceptance committee reports are also checked. After completing the necessary documents, the payer prepares the Payment Order and sends it to the implementing officer.	↓			Financial Affairs Unit	KBS Module/ MYHBY
20	The implementing officer checks the payment order and its accompanying documents for any missing signatures, compliance with regulations, absence of material errors, and the accuracy of the company information.	↓			Realization Officer	MYHBY
21.	Are the prepared documents suitable?	↓	→	It is repeated from the 18th process.	Realization Officer	MYHBY
22	"Checked and found suitable." And It is sent to the spending authority with the note "seen."	↓			Realization Officer	MYHBY
23	The spending authority reviews the documents. Are the prepared documents satisfactory?	↓	→	It is repeated from the 18th process.	Spending Official	MYHBY
24	The relevant payment documents are submitted to the Strategy Development Department with the Accrual Delivery Report. The Payment Order Document **is sent from the Expenditure Management System (EMS) to the Accounting Unit.** It sends it to the Accounting department using the button.					