# Fixed Asset Program
# User's Manual



# MEDSYS

**Kaiser - dela Cruz Consulting, Inc.**

**December 14, 2022**

# Copyright© 2018

## ALL RIGHTS RESERVED

# Table of Contents

# Introduction

## Overview



The **Fixed Asset Program** aims to help personnel in governing a better control and reporting of assets. From acquisition, custody and disposition, it sets to record and monitor every assets of the company to ensure appropriate management and internal control.

The program itself is protected by the use of password and defined rights to secure all user-entered data and to maintain its confidentiality.

# Objectives

- To provide an organized method of controlling fixed assets
- To reduce clerical workload
- To have a powerful new information tool for decision-making purposes

# Features:

- **Data-entry restriction** - Warning messages are flashed for possible invalid entries. This ensures all data inputted would be made useful for any transaction that may occur.
- **Password-protected** - The use of password is necessary to restrict unauthorized access. Thus the program only accepts passwords which are registered into it. This feature ensures the confidentiality and integrity of data entered in the program.
- **Auto-report generation** - The program is capable of generating reports and can be readily printed
- **User-friendly** - The program user is guided by instructions in doing the next step providing an easy-use to process transactions.

# Getting Started

## How to Start the Program

1 Double-click the ![icon] **Fixed Asset Program** executable file icon located in your computer desktop.

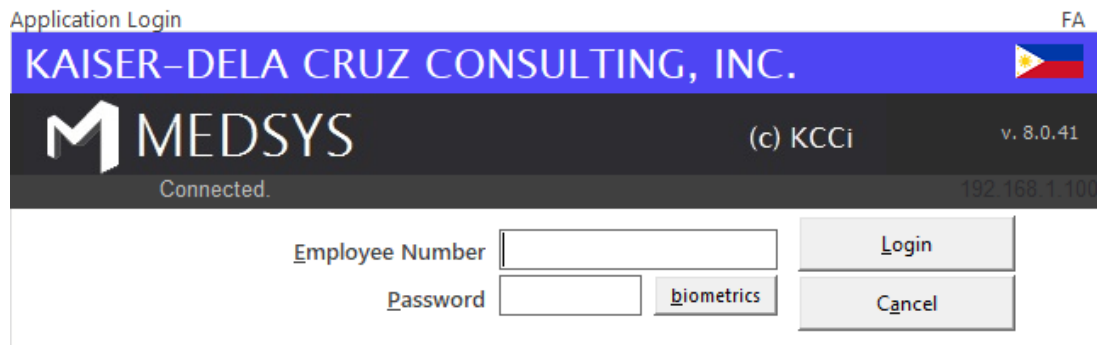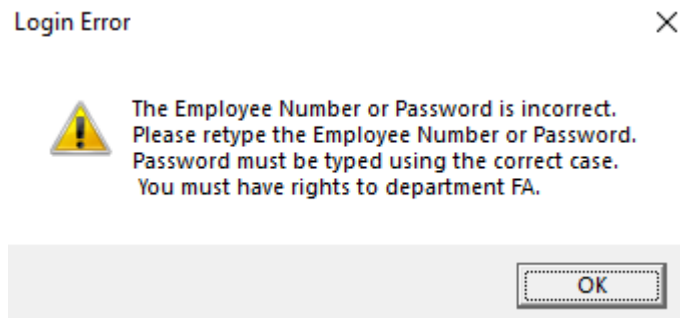2 The Login window will be displayed asking you to enter your employee number and password for security purposes.



**Figure 1: Login Window**

3 If accepted, you can now start a transaction. Otherwise, a message below will be displayed

# How to Change Password

It is advisable to change your password as often as possible for security reasons. To change you current password, follow these steps.

1 From the **Login** window, type your employee number and then press <Enter>.

2 Under the **Password** entry, press <F12>. Pressing this function key will invoke the **Change Password** window.



**Figure 2: Change Password Window**

3 Under the **Change Password** window, type the following data.

- Old Password - Type your existing password.

- New Password - Type your new password not exceeding to 15 characters.

- Confirm Password - Retype your new password to confirm and then press <Enter> or you can click the **Save** button.

# How to End the Program

It is important for users to close the program when they are done to end-up their session. Other users might use the open program using the same password.

To close the program:

- Click  which is located at the upper right corner of the main window or
- Click **Exit** from **Transaction Entry** pull-down menu or
- Press **Ctrl + X**

# Program Operation

## Maintenance

## General Settings

Use this option to enter the default settings of data to be used in all transactions.

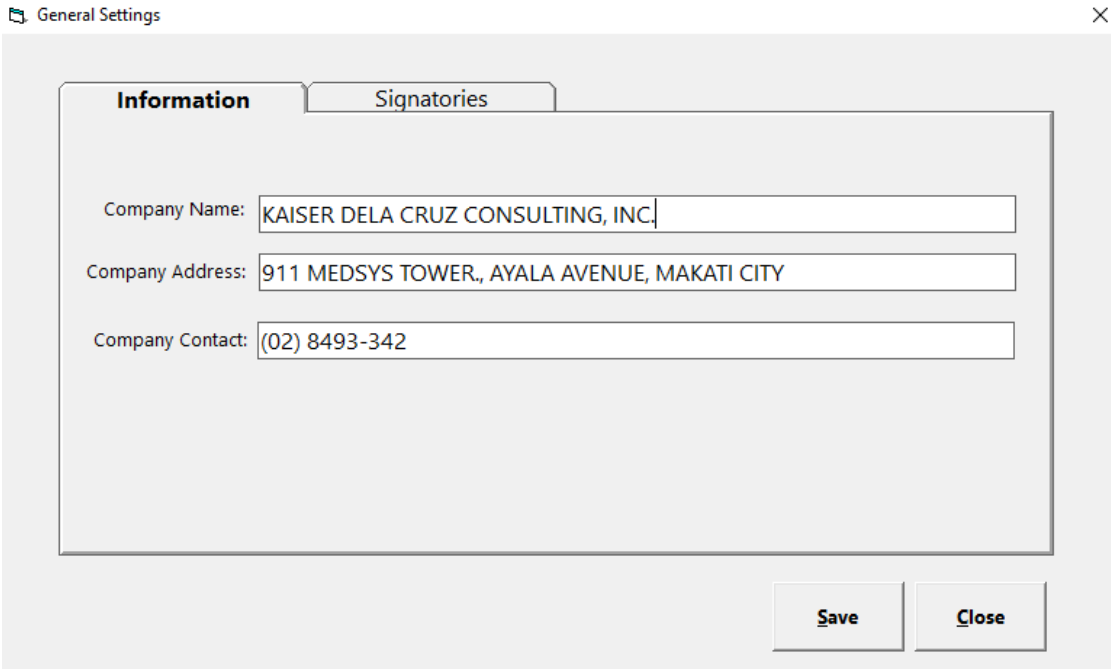1. **Click Maintenance** > **General Setting** to open the window below.



**Figure 3.1:  System Settings Window**

**Figure 3.2:  System Settings Window**

2.  Enter company name, address and contact number
3.  Enter Signatories for reporting purposes
4.  Click **Save** button to save changes

# User Settings

This option is where you can control the access rights of a particular user

1. Click **Maintenance > System Settings** to open the window below



**Figure 4: User Settings: Password Entry**

This window asks for a password to restrict the access of unauthorized users. Just type the password and then click the **OK** button. If accepted, the User Setting window will be displayed. Search employee under **User** button and set the access rights needed.  See figure below.
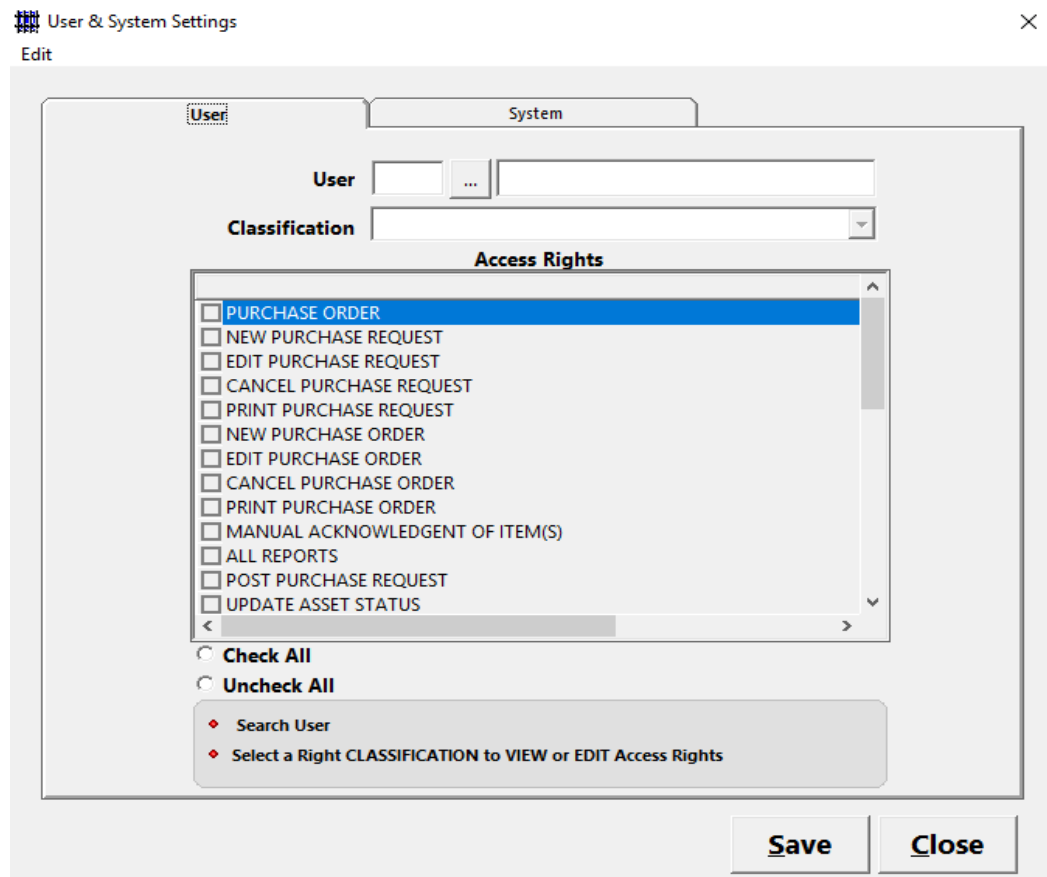


**Figure 5: User and System Settings: Access Rights**

# Adding / Editing of Item in Master File

This option allows you to add or edit items in master file.

1. To open its window,
   - Press **F8** or
   - Click **Maintenance > Master Item**



**Figure 6: Adding/Editing of Item in the Master File: Main Window**

2. **To search for a particular item**, type its first few characters under '**Item Name'** textbox and then press <Enter> or click Search button. Listings will be displayed just below it to match your query.

3. **To edit an item,** double-click it to display its information. Click the **Save** button afterwards to save change(s) done.

4. **To add an item to the master file**, click the **Add** button under the Options entry. The window below will be displayed.

**Figure 7: Item (Master File) Entry**

Enter the following data:

- **Item Code** – A program - generated code
- **Item Name** – Asset/item name
- **Unit Cost** – Unit cost of item
- **Quantity** – Number of item
- **Brand Name** – The brand or model name of asset/item
- **Account Classification** – Type of account code in link to the accounting system
- **Major Category** - Type of account category in link to the accounting system
- **Description** – Details/specifications of item

The following button options can be clicked from:

- **Save** - This will add and save the item classification.
- **Cancel** - This will close the window without saving the entered item classification.

3 To close the window,

- Click ✖ at the upper right corner of the window or

- Click the **Exit** button on the lower left side of the window

# Adding / Editing of Account Code

This option allows you to add/edit account codes in connection to accounting system.

1. To open its window,
   - Click **Maintenance > Account Code**
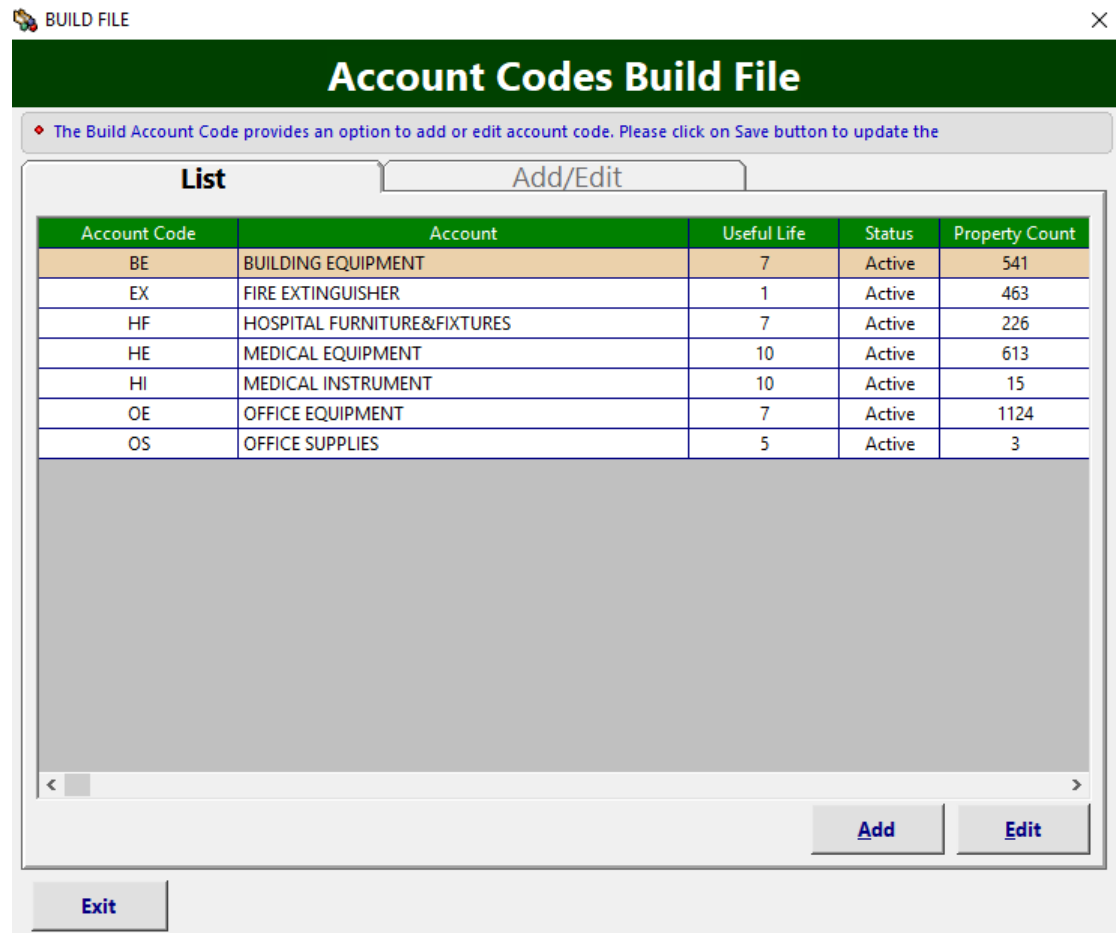


**Figure 8: Account Codes Build File: Main Window**

2. **To edit an account code**, double-click the Account to display its information or you can click the **Edit** button on the lower right side of the window. Click the **Save** button afterwards to save change(s) done.

3. **To add an account code**, click the **Add** button under the **List** tab. Its window will be displayed.

**Figure 9: Account Codes Entry Window**

Enter the following data:

- **Account Code** – Two (2) digits code in reference to accounting
- **Account Name** – Account name to be used for assets
- **Useful Life** – Life in years of assets
- **Salvage Value** – Estimated resale value of an asset at the end of its useful life
- **Note** – Additional remarks for the account

The following button options can be clicked from:

- **Save** - This will add and save the item classification.
- **Cancel** - This will close the window without saving the entered item classification.

4. To close the window,

- Click ❌ at the upper right corner of the window or
- Click the **Exit** button on the lower left side of the window

# Adding / Editing of Major Category

This option is where you can add/edit asset major categories

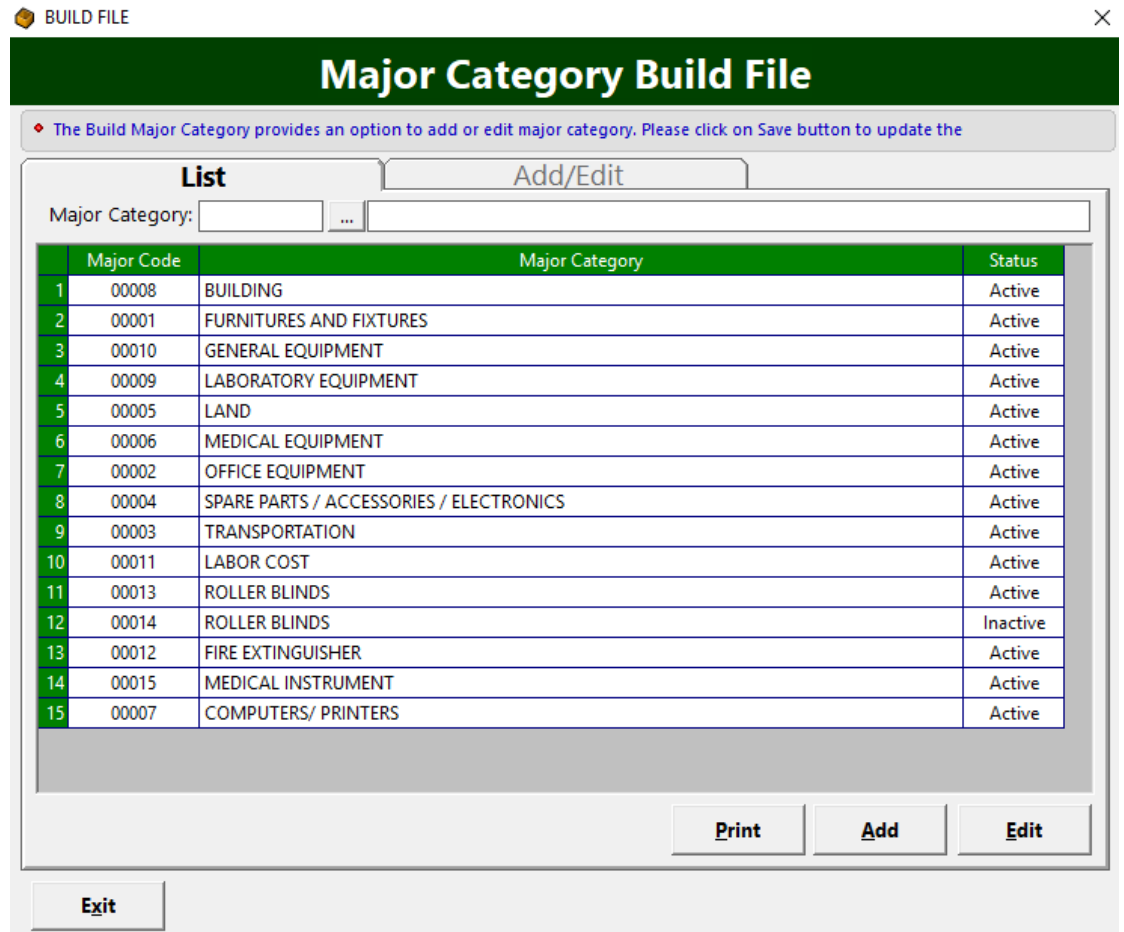1. To open its window,

   - Click **Maintenance > Major Category**



**Figure 10: Major Category Build File: Main Window**

2. **To edit a major category**, double-click its name to display its information or you can click the **Edit** button on the lower right side of the window under the **List** tab. Click the **Save** button afterwards to save change(s) done.

3. **To add a major category**, click the **Add** button under the **List** tab. Its window will be displayed.
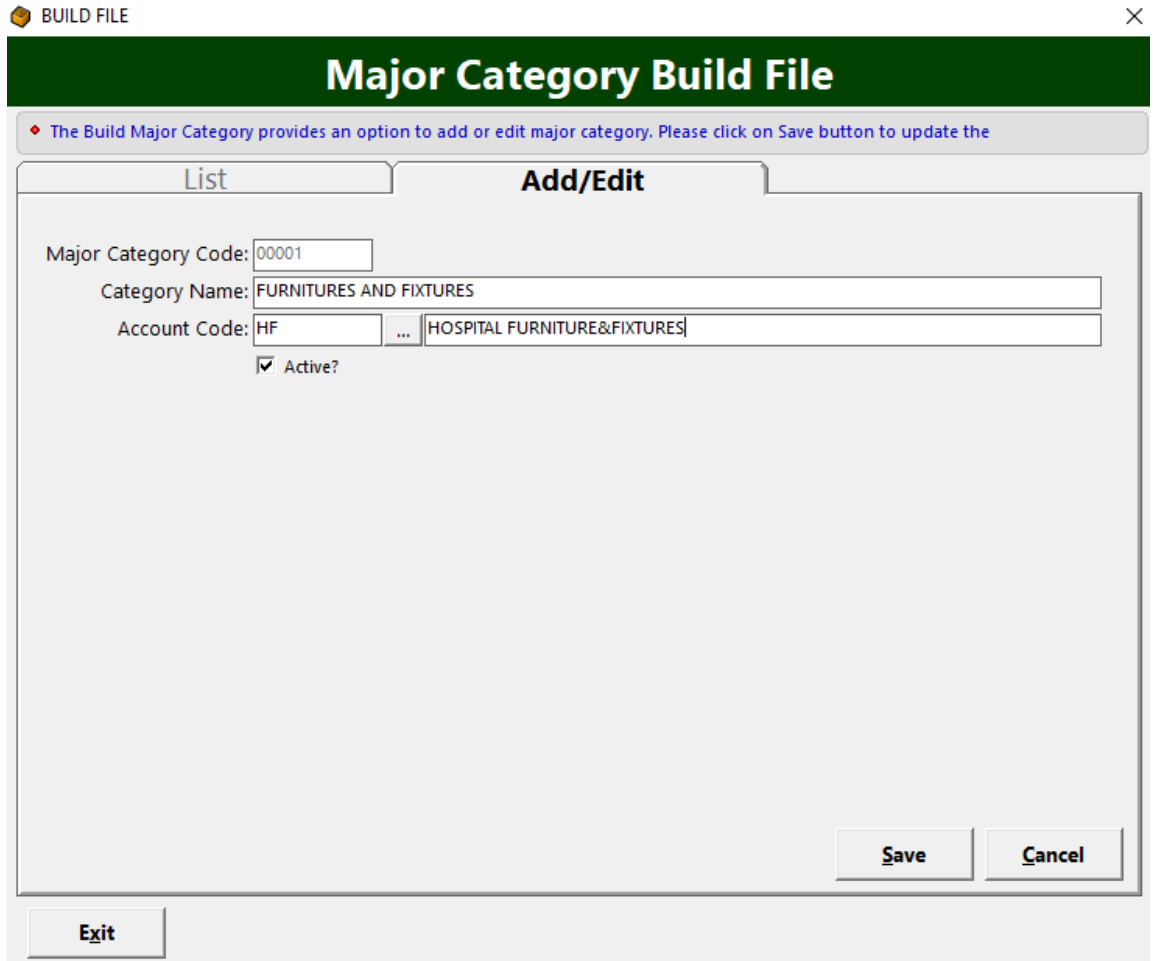
**Figure 11:  Major Category Entry Window**

Supply the following data:

- **Major Category Code** – A system-generated code.
- **Category Name** – Name/description of category
- **Account Code** – Tagging of account codes in reference to accounting

The following button options can be clicked from.

- **Save** - This will add and save the location/department.
- **Cancel** - This will close the window without saving the entered location/department.

4.  To close the window,

- Click  at the upper right corner of the window or
- Click the **Exit** button on the lower left side of the window

# Adding / Editing of Department

This option is where you can add/edit a department to be used in tagging asset's accountability

1.  To open its window,

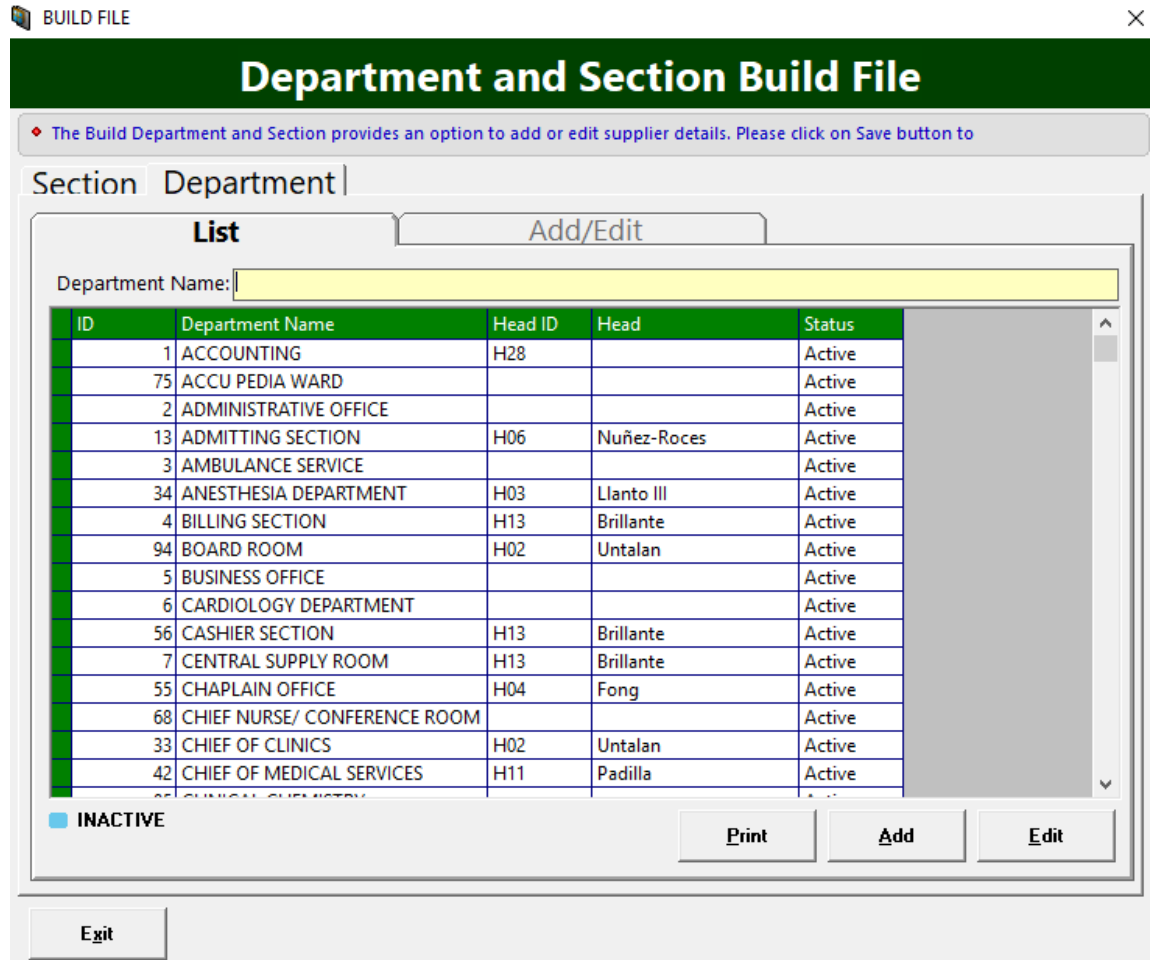    ▪ Click **Maintenance > Section/Department**



**Figure 12: Department Main Window**

2.  **To edit a department**, double-click the department name to display its information or you can click the **Edit** button on the lower right side of the window under the **List** tab. Click the **Save** button afterwards to save change(s) done.

3.  **To add a department**, click the **Add** button under the **List** tab. Its window will be displayed.
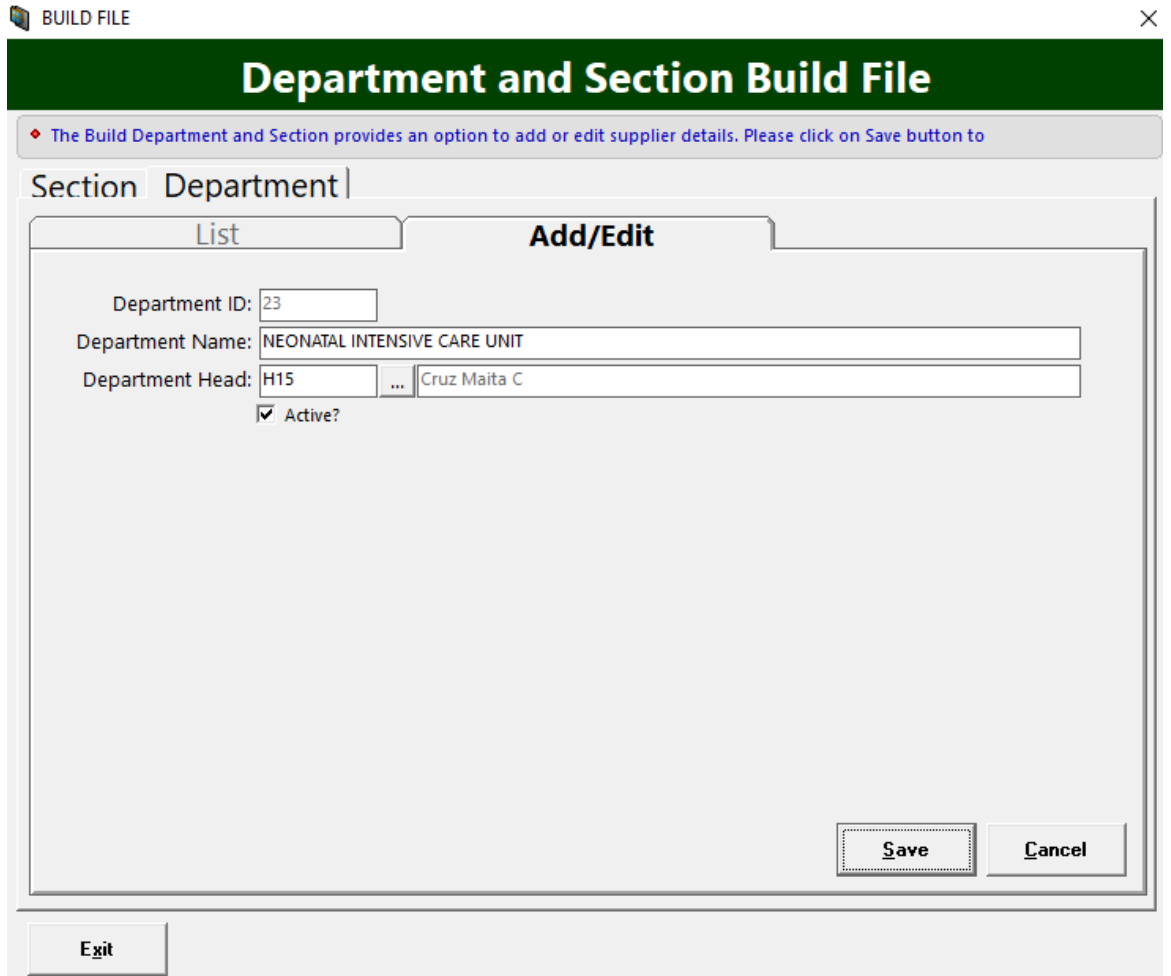
**Figure 12.1: Department Entry Window**

Supply the following data.

- **Department ID** – A system-generated code
- **Department Name** – Name of the department or location
- **Department Head** – Head of the department

The following button options can be clicked from.

- **Save** - This will add and save the location/department.
- **Cancel** - This will close the window without saving the entered location/department.

4. To close the window,

- Click ✖ at the upper right corner of the window or
- Click the **Exit** button on the lower left side of the window

# Adding / Editing of Section

This option is where you can add/edit a section to be used in tagging asset's accountability

5. To open its window,

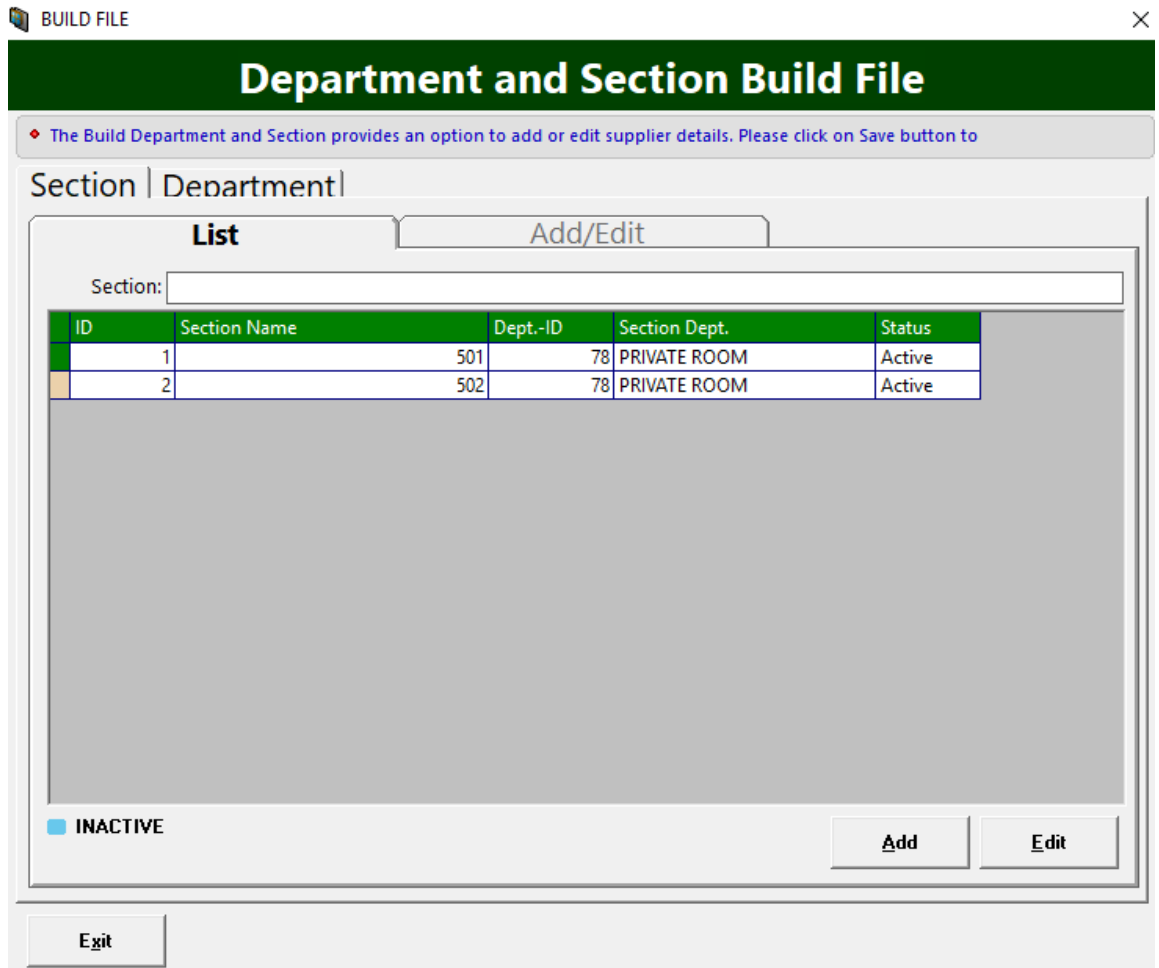   ▪ Click **Maintenance > Section/Department**. Go to **Section** tab.



**Figure 13: Section Main Window**

6. **To edit a section**, double-click it to display its information or you can click the **Edit** button on the lower right side of the window under the **List** tab. Click the **Save** button afterwards to save change(s) done.

7. **To add a section**, click the **Add** button under the **List** tab. Its window will be displayed.
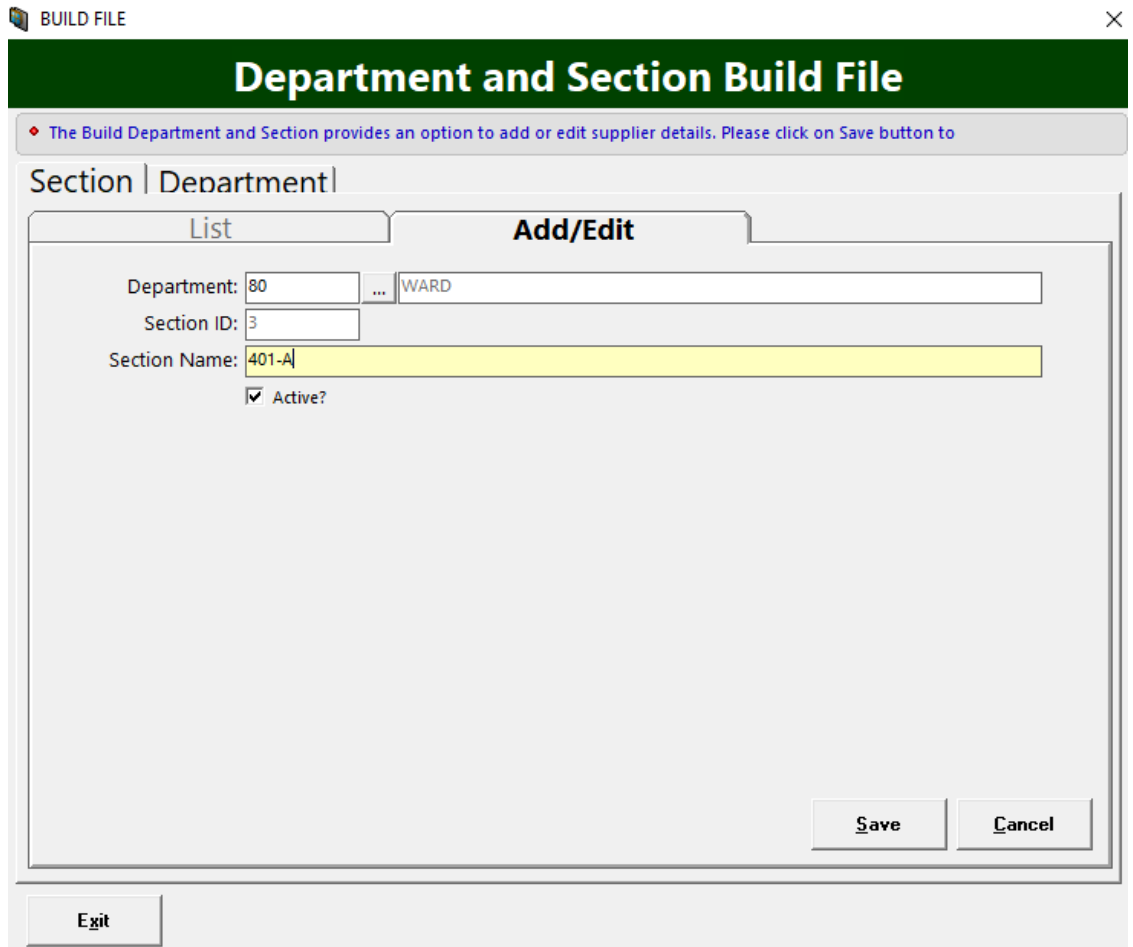
**Figure 13.1:  Section Entry Window**

Supply the following data.

- **Department** – Tag the department where the section belong
- **Section ID** – A system-generated code
- **Section Name** – Name of the section

The following button options can be clicked from.

- **Save** - This will add and save the location/department.
- **Cancel** - This will close the window without saving the entered section.

8.  To close the window,

- Click ✖ at the upper right corner of the window or
- Click the **Exit** button on the lower left side of the window

# Adding / Editing of Supplier

This option is where you can add/edit a supplier

1. To open its window,

   ▪ Click **Maintenance > Supplier**



**Figure 14: Supplier Build File: Main Window**

2. **To search for a particular supplier**, type its first few characters under '**Supplier'** textbox and then press <Enter>. Listings will be displayed just below it to match your query.

3. **To edit a supplier**, double-click it to display its information or you can click the **Edit** button on the lower right side of the window under the **List** tab. Click the **Save** button afterwards to save change(s) done.

4. **To add a supplier**, click the **Add** button under the **List** tab. Its window will be displayed.



**Figure 15: Supplier Entry Window**

Enter the following data.

- **Supplier Code** – A system-generated code.
- **Supplier Name** – Name of supplier
- **Address** - Supplier's address
- **Contact Person** - Supplier's contact person
- **Telephone #** - Supplier's telephone number.
- **Fax #** - Supplier's fax number.
- **Supplier Type** - Type of supplier

The following button options can be clicked from.

- **Save** - This will add and save the supplier.
- **Cancel** - This will close the window without saving the entered supplier.


2. To close the window,

- Click  at the upper right corner of the window or
- Click the **Exit** button on the lower left side of the window

# Fixed Asset Procedure

## Step 1: Purchase Requisition Entry

This option allows you to enter, edit or view purchase requests

1. Click **Transaction Entry** > **Purchase Request Slip** or hit **<Ctrl + A>**. The window below will appear



| PRS # | PRS Date | PRS Required Date | Requisitioner | Requesting Dept. |
|---|---|---|---|---|
| 1827 | 2/1/2018 | 2/1/2018 | Dominic L. Binene | ENGINEERING AND MAINTENANCE DEPARTM |
| 1826 | 2/1/2018 | 2/1/2018 | LUISITO ONOFRE | ENGINEERING AND MAINTENANCE DEPARTM |
| 1825 | 2/1/2018 | 2/1/2018 | LUISITO ONOFRE | ENGINEERING AND MAINTENANCE DEPARTM |

**Figure 16: Purchase Requisition: Main Window**

**Note**: You can view the status of purchase requisition at the bottom of the window. **Green** color indicates 'Pending Order'; **Blue** color indicates 'Posted'; **Orange** color indicates 'Cancelled'

### To EDIT purchase requisition

a. Select the PRS number from the lists.

b. Click **Edit** button. The list of items under the selected PRS number will be displayed. You can now add or delete items from the grid.

c. Click **Save** Entries button to update changes made.

**To DELETE purchase request**

a. Select the PRS number from the lists

b. Click [icon] **Cancel** button. A message will appear. Choose **Yes** to confirm. The PRS number including its ordered items will be removed automatically from the list.

**To CREATE new purchase request**

a. Click [icon] **New** button. The window below will appear.



**Figure 17: New Purchase Requisition Window**

b. Enter **Date Required** (Current date by default).

c. Supply **Posting Remarks**.

d. Enter **Requisitioner** (Current user login by default)

e. Supply **Department** of the requisitioner.

f. Fill in **Purpose/Reason**

g.  Search item to be purchased on the Item Name textbox. Click on **Search Master File** button once supplied.

h.  Select item to be purchased by double-clicking it or clicking the 'Select' button

    *NOTE: If the item is not on the master list, create it by clicking on the **Build File** button located on the lower left side of the **Search Listing** window and supply the necessary information.*

i.  Enter **Quantity** and **Unit Cost**

j.  Click **ADD TO GRID** to add item on the grid list of items to be purchased. Repeat step G to J if you wish to add more items. If you want to remove an item, click on **Remove Item** button located on the lower left side of the window.

k.  Once completed, click on **SAVE** button.

l.  To print the PRS, select it on the PR list window and click on the 🖶 **Print** button.

m.  Finalized PR needs to be posted for the PO pending list communication. Select PR to be posted and click on ▦ **Post** button. A warning message will appear:
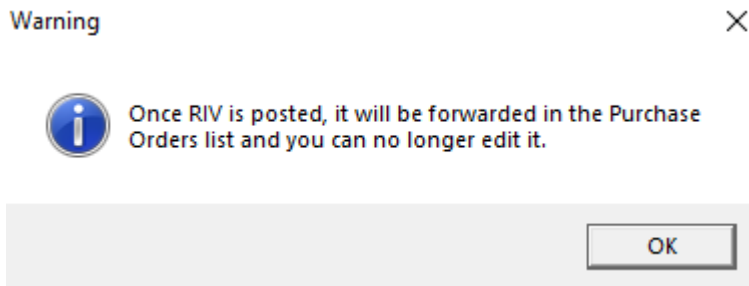


n.  Click **OK** button. A prompt message below will appear.
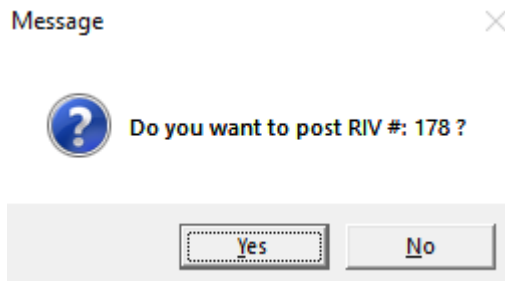


o.  Click on **Yes** button to post it. Otherwise, click the **No** button to return to PR list window

p.  A confirmation window will appear showing the successful posting of your PR

2.  To close the window,

    ▪ Click ✖ at the upper right corner of the window or

    ▪ Click the **Close** button on the lower right side of the window

## Step 2: Purchase Order Entry

This option allows you to enter, edit or view Purchase Orders

1. Click **Transaction Entry** > **Purchase Order** or hit **<Ctrl + B>**. The window below will appear.



**Figure 18: Purchase Order: Main Window**

**Note**: You can view the status of purchase order at the bottom left of the window. **Green** color indicates 'Pending Order'; **Blue** color indicates 'Posted'; **Orange** color indicates 'Cancelled'

### To EDIT purchase order

a. Select the purchase order number from the list.

b. Click _____ **Edit** button. The list of items under the selected purchase order number will be displayed. You can now add or delete items from the grid.

c. Click **Save Only / Save&Print** button to update changes made.

### To DELETE purchase order

a. Select the purchase order number from the list.

b. Click  **Cancel** button. A message will appear. Choose **Yes** to confirm. The PO number including its ordered items will be removed automatically from the list.


**To CREATE new purchase order**


a. Click  **New** button. The window below will appear.



**Figure 19: New Purchase Order Entry Window**


Choose **Order Type**

* Regular

* Job Order

**Note:** If direct PO, click on **Manual Entry** checkbox and supply the necessary

data needed.

b. Click on **Purchase Requisition** button located on the right side of the window. The list of purchase requisition will appear.

**Note:** Filter search by clicking on the 'Search by' drop-down and select the

preferred filter

c. Double-click PRS on the 'List of Requests' grid and click the **Add** button. All items under the selected PRS will automatically enlist on the PO entry window

d. Enter the **Terms.**

e. Click the **With VAT** checkbox if with VAT. Otherwise, disregard it.

f. Enter **Supplier.**

g. Supply **Warranty** textbox if needed.

h. Enter **Remarks** if necessary.

i. If you wish to remove an item, select item and click on the **Remove Row** button.

j. Click on **Save Only** button to save your final PO. A printout will be provided if you click on the **Save&Print** button

k. Finalized PO needs to be posted for the Receiving Report (RR) communication.

Select PO to be posted and click on  **Post** button to post it. A confirmation message will appear.

## *Step 3: Receiving Report Entry*

This option allows you to enter, edit or view receiving reports (RR).

1. Click **Transaction Entry** > **Receiving Report** or hit **<Ctrl + C>**. The window below will appear.



| RR # | RR Date | Supplier | ORDER # | Total Amt. | Delivery Status | isJobOrder |
|---|---|---|---|---|---|---|
| 1846 | 01/16/2018 | COOPER ENTERPRISES | 1858 | 8,400.00 | Complete Delivery | |
| 1849 | 01/15/2018 | COOPER ENTERPRISES | 1757 | 34,800.00 | Complete Delivery | |
| 1859 | 02/28/2018 | N.L MINERA TRADING | 1872 | 2,000.00 | Complete Delivery | |
| 1731 | 10/28/2017 | CUMPER ENTERPRISES | 3 ORDER# 1 | 189,796.84 | Complete Delivery | |
| 1732 | 11/04/2017 | CUMPER ENTERPRISES | 1730 | 132,848.26 | Complete Delivery | |
| 1855 | 01/25/2018 | MALLARE LINENS UPHOLSTERY / | 1748 | 40,488.00 | Complete Delivery | |
| 1857 | 02/12/2018 | MALLARE LINENS UPHOLSTERY / | 1741 | 7,600.00 | Complete Delivery | |
| 1858 | 02/12/2018 | MALLARE LINENS UPHOLSTERY / | 1740 | 20,400.00 | Complete Delivery | |
| 1743 | 10/30/2017 | KING JOHN ART GALLERY | 1732 | 7,000.00 | Complete Delivery | |
| 1845 | 12/18/2017 | FIL-AMERICAN HARDWARE CO,I | 1756 | 6,500.00 | Complete Delivery | |
| 1744 | 12/18/2017 | FIL-AMERICAN HARDWARE CO,I | 1756 | 6,500.00 | Complete Delivery | |
| 1852 | 01/20/2018 | TECHNO CHI ENTERPRISES | 1886 | 186,375.00 | Complete Delivery | |
| 1853 | 01/20/2018 | TECHNO CHI ENTERPRISES | 1886 | 186,375.00 | Complete Delivery | |

**Figure 20:  Receiving Report: Main Window**

### To EDIT RR

a.  Select the RR number from the list.

b.  Click [icon] **Edit** button. The list of items under the selected RR number will be displayed. You can now add or delete items from the grid.

c.  Click **Save Only / Save&Print** button to save change(s) made.

**Note:**  Posted RR can no longer be edited. Please review entries before doing the final posting.

### To DELETE RR

a.  Select the RR number from the list.

b. Click  **Cancel** button. A message will appear. Choose **Yes** to confirm. The RR number including its items will be removed automatically from the list.

**To CREATE new RR**

a. Click  **New** button. The window below will appear.



**Figure 21: Receiving Report Entry Window**

b. Select **Trans Type** and click on **Proceed Entry** button.

c. Enter **Supplier**.

d. Fill in **Remarks** if necessary

e. Enter **Invoice No.**

f. Select **Delivery Status** by clicking on the drop-down

g. Enter **Warranty Period**

h. Fill in ERF No. if needed

i. Locate PO by clicking on the **PO** button located on the right side of the window beside BO button. List of posted purchase orders for the selected supplier will appear. You can filter search by PO #, PR # and by Date Range.

j. Double click on the grid to select item to be received.

k. Enter **Quantity**.

l. Enter **Unit Cost.**

m. Enter **Department**.

n. Fill in **Officer.**

o. Click **Add to List** button to add it to your Item List for RR.

p. Repeat from step I to O if the RR contains more than one (1) item.

q. Once completed, click on **Save** button.

r. To print the RR, locate it on the Receiving Report list window and click on the  **Print** button.

s.  To post RR, click on the  **Post** button. **Make sure to review first the RR before doing the final posting.** A confirmation message will appear.

**NOTE:** Posted RR will automatically be forwarded to Acknowledgment for posting to

Asset list

2. To close the window,

- Click  at the upper right corner of the window or
- Click the **Exit** button

## *Step 4: Property Acknowledgement*

This option allows user to post and print delivered and posted items from RR. Once posted, the new asset will automatically be added to the Asset Management list.

1. Click **Transaction Entry** > **Property Acknowledgement** or click on the

 Acknowledgement button. The window below will appear.



**Figure 22: Property Acknowledgement: Main Window**

**To POST item/asset**

  a.  Enter **Receiving #** and click on **Search** button.

  **NOTE:** RR will only be searchable here if posted on the Receiving Report entry

b.  Double-click on the searched item. The window below will appear.



**Figure 23:  Property Acknowledgement Entry Window**

c.  Fill in other data necessary before saving.

d.  Click **Save** button to save change(s) made.

   **Note:**  Once saved, it will be automatically added to Assets List.

The following button options can be clicked from.

- **Print Ledger** - This will print the monthly depreciation and accumulated depreciation of item/asset.

- **Print Tag** - This will print the property tag or sticker of the item/asset.

- **Save** - This will save and post the item/asset in Asset Management list

- **Close** - This will close the window

**To PRINT Property Acknowledgement**

    a. Click **Acknowledgement** drop-down menu and go to **Print Delivered and Posted Item(s)**. The window below will appear:



**Figure 24: Property Acknowledgement: Print Delivered and Posted Items Window**

    b. Enter item or asset on the **Item Name** textbox. Click on **Search** button to search it.

    c. Click on RR Number checkbox to select it.

    d. Fill in the **Acct. Employee**.

    e. Enter **Remarks** if needed.

    f. Click on **Save & Print** button to save and print the acknowledgement form.

**To REPRINT Property Acknowledgement**

    a.  Click **Acknowledgement** drop-down menu and go to **Print Delivered and Posted Item(s)**. The window below will appear:



    b.  Click the **POSTED ITEMS (for Reprinting)** checkbox.

    c.  Enter item or asset name on the **Item Name** textbox. Click on **Search** button to search it.

    d.  Select the preferred asset on the list and click on RR Number checkbox.

    e.  Click **Reprint** button to reprint the property acknowledgement.

## Manual Posting of Assets

This option allows you to enter assets manually in the system. These are the assets with no PR-PO-RR.

1. Click **Transaction Entry** > **Manual Add Asset** or hit **<Ctrl + N>**. The window below will appear.



**Figure 25: Property Acknowledgement: Manual Posting of Items Window**

a. Supply the necessary data needed before saving.

b. Click on  to generate property number.

c. Click on **Save** button to save change(s) made.

**Note:** Once saved, it will be automatically added to Assets List.

The following button options can be clicked from.

- **Print Tag** - This will print the property tag or sticker of the item

- **Save** - This will save and post the item in asset master list
- **Close** - This will close the window

2. To close the window,

- Click  at the upper right corner of the window or
- Click the **Close** button

# Property Tag / Sticker

This is used to identify assets using a unique property serial number or **barcode**

1. To open its window,

- Press **<Ctrl + M)** or

- Click  button

2. **To search for a particular item**, type its first few characters under **'Search By'** textbox and then press <Enter> or click **Search** button. Listings will be displayed just below it to match your query. You can also search by Property Number if you wish to be more specific.

3. Double-click the item or asset. The window below appear:

**Figure 26: Property Acknowledgement Window**

4. Click on **Print Tag** button located just below the window to print property tag or sticker of asset.
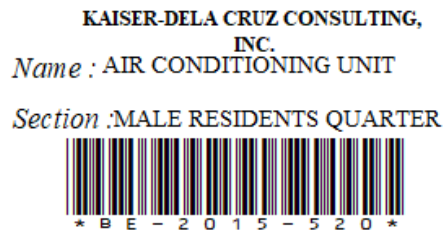


**Figure 27: Property Tag / Sticker**

## BATCH PRINTING OF BARCODE / PROPERTY TAG

- Go to Reports->Print Property Barcode to print barcode stickers per batch

# Asset Management

## A. Asset List

This is the master list of posted assets.

      1.   To open its window,

- Press **<Ctrl + M)** or

- Click  button

**Figure 28: Fixed Asset List: Main Window**

2. **To search for a particular item**, type its first few characters under **'Search By'** textbox and then press <Enter> or click **Search** button. Listings will be displayed just below it to match your query. You can also search by Property Number if you wish to be more specific.

**Other Search Filters:**

a. Department

b. Section

c. Asset Category

d. Serial No.

e. Account Code

# B. Asset Transfer

This option allows you to transfer asset from one department to another.

1. To open its window,

   ▪ Press **<Ctrl + M)** or

   ▪ Click  button

2. **To search for item to be transferred**, fill in the **Search By** textbox and click on **Search** button or hit **<Enter>** .

3. Click on ![icon] **Asset Transfer** button located on the icons at the right side of the window.

The window below will open.



**Figure 29: Asset Transfer Entry Window**

3. Enter the following data:

- **Transfer Date** – Date of transfer (current date by default)
- **Control #** – A system-generated code
- **Receiving Officer** – Personnel of the receiving department
- **Receiving Dept.** – Tag the receiving department
- **Section** – The department section
- **Reason of Transfer** – Enter the reason of transfer

4. Click **Save & Print** to process the transfer. Otherwise, click **Reset** to clear entries or **Exit** to close the window

# C. Asset Repair

This option allows you enter assets for JOB ORDER

1. To open its window,

- Press **<Ctrl + M)** or

- Click [Asset Management] button

2. **To search for item to be repaired**, fill in the **Search By** textbox and click on **Search** button or hit **<Enter>** .

3. Click on [Asset Repair icon] **Asset Repair** button located on the icons at the right side of the window.

The window below will open.



**Figure 30: Asset Repair Entry Window**

4. Enter the following data:

- **Date Posted** – Date of posting (current date by default)
- **Control #** – A system-generated code
- **Repairing Findings** – Enter findings if necessary
- **Repairing Remarks** – Enter repairing remarks if needed
- **Repair Type** – Tag if In House or Job Order
  If In House, tag the **Receiving Dept.**
  If Job Order (Outside), tag the **Repairing Vendor**

5. Click **Save & Print** to save and process the repairing form. Otherwise, click **Reset** to clear entries or **Exit** to close the window

# Gate Pass

This option is used when bringing out items outside hospital premises.

1. To open its window,

   ▪ Click **Transaction Entry > Fixed Asset Management > Gate Pass**
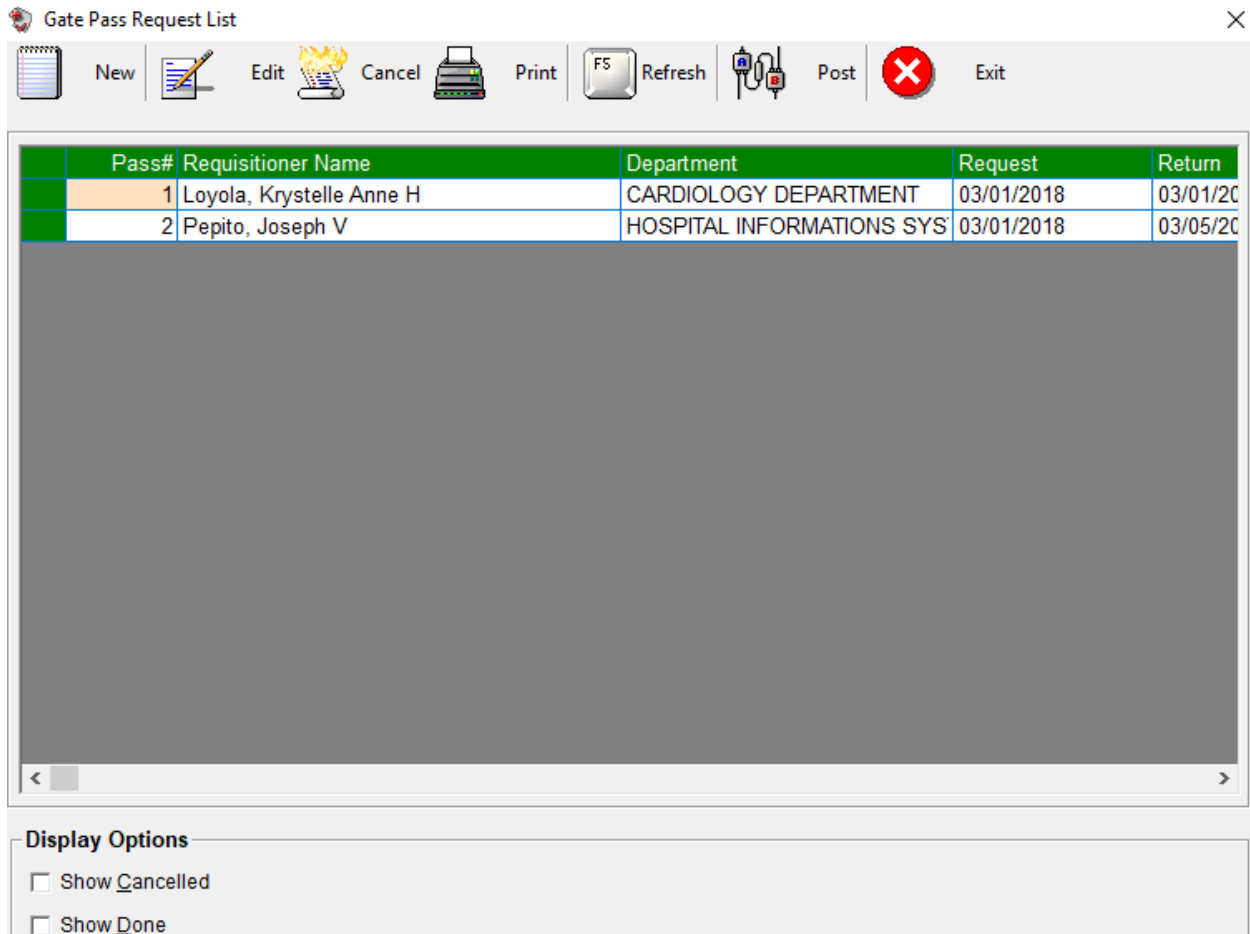


**Figure 31: Gate Pass Request List: Main Window**

**To EDIT gate pass request**

a. Select the gate pass number from the lists.

b. Click [icon] **Edit** button. The list of items under the selected gate pass number will be displayed. You can now add or delete items from the grid.

c. Click **Save** Entries button to update changes made.

**To DELETE gate pass**

a. Select the gate pass number from the lists.

b. Click  **Cancel** button. A message will appear. Choose **Yes** to confirm. The gate pass number including its items will be removed automatically from the list.

**To POST returned gate pass**

c. Select the gate pass number from the lists.

d. Click  **Post** button. A confirmation message will appear. Choose **Yes** to confirm.

e.

**To CREATE new gate pass**

a. Click  **New** button. The window below will appear.

## Fixed Asset List

**ADVANCE SEARCH FIELDS**

| Search By | STAND | Department | | ... | Serial No. | |
| By Condition | ▼ | Section | | ... | Account Code | |
| Limit Search | All Assets ▼ | Asset Category | | ... | Item Sort By | ▼ |

| | Property Number | Item Name | Department | Description |
|---|---|---|---|---|
| ☑ | BE-2014-2024 | STAND FAN-PANASONIC AEROPITCH BLA... | ENGINEERING AND M... | ELECTRIC STAND FAN-PANASONIC AEROPITCH B... |
| ☐ | BE-2014-2025 | STAND FAN-PANASONIC AEROPITCH BLA... | PROPERTY MANAGEM... | ELECTRIC STAND FAN-PANASONIC AEROPITCH B... |
| ☐ | BE-2014-2026 | STAND FAN-PANASONIC AEROPITCH BLA... | PROPERTY MANAGEM... | ELECTRIC STAND FAN-PANASONIC AEROPITCH B... |
| ☐ | BE-2014-2027 | STAND FAN-PANASONIC AEROPITCH BLA... | SOCIAL SERVICE SECTI... | ELECTRIC STAND FAN-PANASONIC AEROPITCH B... |
| ☐ | BE-2014-2028 | STAND FAN-PANASONIC AEROPITCH BLA... | PROPERTY MANAGEM... | ELECTRIC STAND FAN-PANASONIC AEROPITCH B... |
| ☐ | BE-2014-2029 | STAND FAN-PANASONIC AEROPITCH BLA... | HEMODIALYSIS | ELECTRIC STAND FAN-PANASONIC AEROPITCH B... |
| ☐ | BE-2014-2030 | STAND FAN-PANASONIC AEROPITCH BLA... | PROPERTY MANAGEM... | ELECTRIC STAND FAN-PANASONIC AEROPITCH B... |
| ☐ | BE-2014-2031 | STAND FAN-PANASONIC AEROPITCH BLA... | INFORMATION SECTI... | ELECTRIC STAND FAN-PANASONIC AEROPITCH B... |
| ☐ | BE-2014-2032 | STAND FAN-PANASONIC AEROPITCH BLA... | OUT PATIENT DEPART... | ELECTRIC STAND FAN-PANASONIC AEROPITCH B... |
| ☐ | BE-2014-2033 | STAND FAN-PANASONIC AEROPITCH BLA... | PROPERTY MANAGEM... | ELECTRIC STAND FAN-PANASONIC AEROPITCH B... |

Search [F5]

Gatepass

Close

**Figure 32: Gate Pass Request: Search Window**

b. **To search for item you wish to pull out**, fill in the **Search By** textbox and click on **Search** button or hit **<Enter>** .

c. Click on the  Gatepass button to go to Gate Pass entry.

**Figure 33: Gate Pass Request: Entry Window**

Fill in the following data:

a.  Gate Pass No. – A system-generated code

b.  Request Date – Date of request

c.  Return Date – Estimated date of return

d.  Requisitioner – The personnel who requested

e.  Department – The department or section of requisitioner

Click on **Save** button to save change(s). Otherwise, click **Clear** to ignore entries or **Close** to close or exit the window

# C. Asset Status

This option allows you to view and update asset status for inventory purposes.

1.  To open its window,

- Press **<Ctrl + M)** or

- Click ![Asset Management] button

2. **To search for item**, fill in the **Search By** textbox and click on **Search** button or hit **<Enter>** .

3. Click on ![icon] **Asset Status** button located on the icons at the right side of the window.

   The window below will open.



## Asset Status for Inventory Count

| Property# | Department | Item Name | OLD STATUS | >>NEW STATUS<< |
|---|---|---|---|---|
| BE-2015-566 | HEMODIALYSIS | AIR CONDITIONING UNIT | | - |
| BE-2015-567 | HEMODIALYSIS | AIR CONDITIONING UNIT | | - |
| BE-2015-568 | HEMODIALYSIS | AIR CONDITIONING UNIT | | - |
| BE-2015-569 | OPD WAITING AREA | AIR CONDITIONING UNIT | | - |
| BE-2015-570 | OPD WAITING AREA | AIR CONDITIONING UNIT | | - |
| BE-2015-571 | OPD WAITING AREA | AIR CONDITIONING UNIT | | - |
| BE-2015-572 | OPD WAITING AREA | AIR CONDITIONING UNIT | | - |
| BE-2015-573 | OPD WAITING AREA | AIR CONDITIONING UNIT | | - |
| BE-2015-574 | OPD WAITING AREA | AIR CONDITIONING UNIT | | - |
| BE-2015-575 | HMO | AIR CONDITIONING UNIT | | - |
| BE-2015-576 | ACCU PEDIA WARD | AIR CONDITIONING UNIT | | - |
| BE-2015-577 | LABORATORY | AIR CONDITIONING UNIT | | - |
| BE-2015-578 | RADIOLOGY DEPARTMENT | AIR CONDITIONING UNIT | | - |
| BE-2015-579 | EMERGENCY MEDICINE DEF | AIR CONDITIONING UNIT | | - |
| BE-2015-580 | EMERGENCY MEDICINE DEF | AIR CONDITIONING UNIT | | - |
| BE-2015-581 | OPERATING ROOM | AIR CONDITIONING UNIT | | - |
| BE-2015-582 | ADMINISTRATIVE OFFICE | AIR CONDITIONING UNIT | | - |
| BE-2015-586 | ENGINEERING AND MAINTEN | AIR CONDITIONING UNIT | InActive | |
| BE-2015-587 | ENGINEERING AND MAINTEN | AIR CONDITIONING UNIT | InActive | |
| BE-2015-588 | OPTHA | AIR CONDITIONING UNIT | | - |
| BE-2015-589 | ISOLATION ROOM | AIR CONDITIONING UNIT | | - |
| BE-2015-590 | PRIVATE ROOM | AIR CONDITIONING UNIT | | - |

**Print Report**   **Save**   **Close**

**Figure 34: Asset Status Window**

4. **To update status**, click on button under NEW STATUS column. List of choices to choose: Active, Inactive, Dispose, Repair

5. Click **Save** button to save change(s) made. Otherwise, click **Close** button to ignore change(s) and close the window

6. **To print report**, click on **Print Report** button.

# Reports

## *Reports*

The following list of reports is generated by the program. Just click on the **Reports** menu and then select the desired report to be generated.

- Fixed Asset Countsheet
- DOH List of Equipment/Instrument
- Asset Report
  a. Summary by Department
  b. Summary by Category
  c. Detailed by Department
- Depreciation Expense by Period
- PRS Report
  a. Pending
  b. Posted
  c. Cancelled
- PO Report
- Equipment Received Report
  a. Regular
  b. Job Order
- Year End Report
- Gate Pass Report