

***Fixed Asset Program
User's Manual***



MEDSYS

Kaiser - dela Cruz Consulting, Inc.

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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  **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.

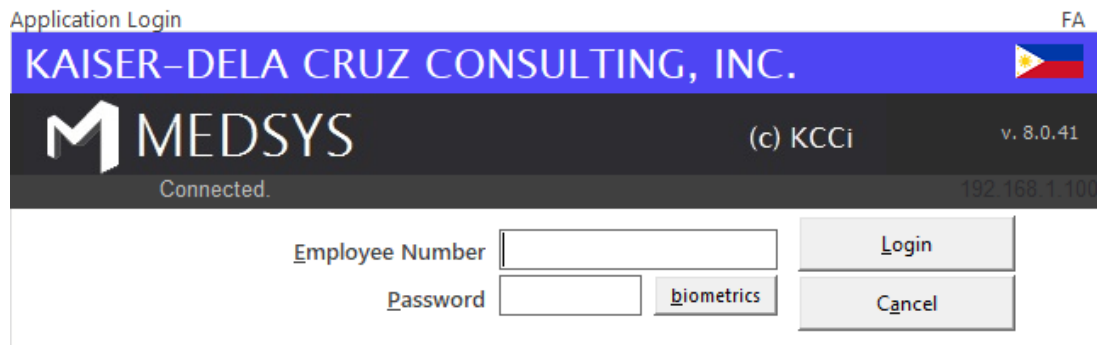
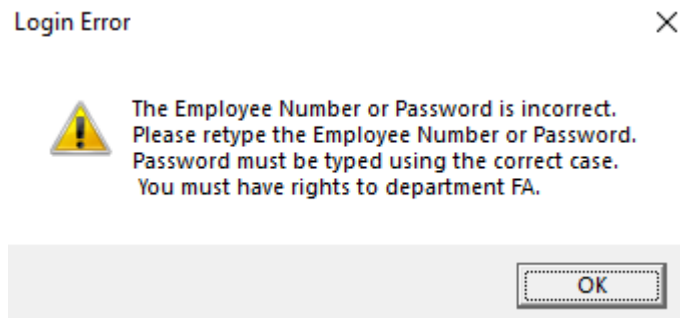


Figure 1: Login Window

- 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.

Change User Password

User ID: 8

User Name: MEDSYS, MEDSYS MEDSYS

Old Password:

New Password:

Confirm Password:

Save Close

Tips:

1. Use at least 5 characters
2. Use numbers and special characters
3. Use mixed-case letters
4. Remember your password, do not write it down
5. Do not share your password
6. Do not use your name or employeeid as your pw

skip


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.

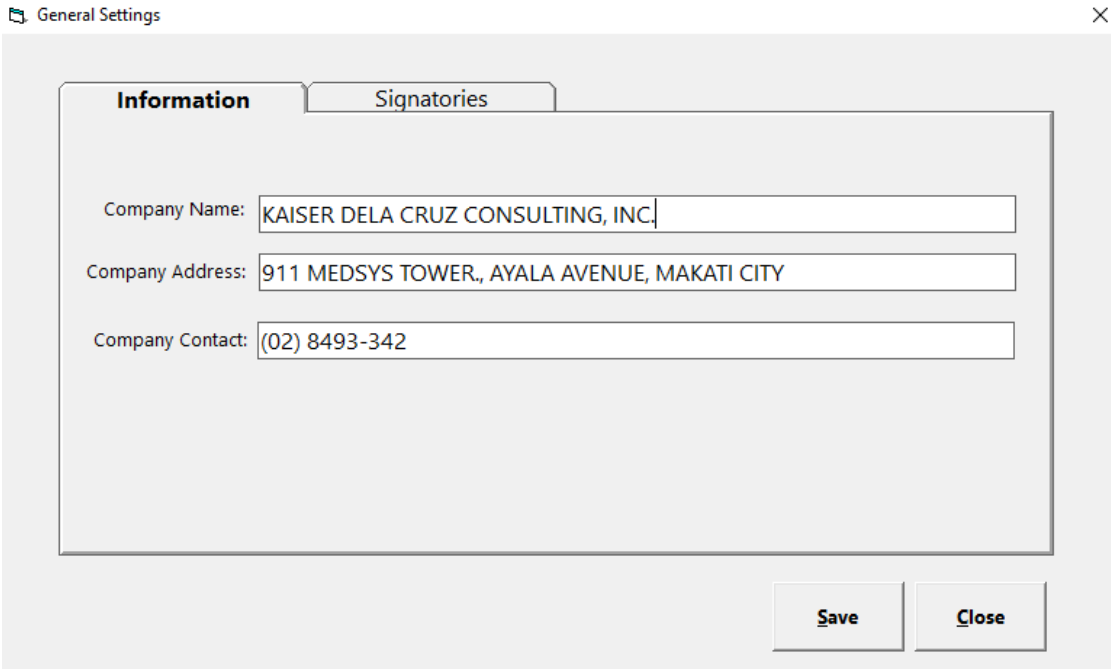


Figure 3.1: System Settings Window

The screenshot shows a software window titled "General Settings" with two tabs: "Information" and "Signatories". The "Signatories" tab is active. It contains a table with six rows, each representing a different role. Each row has a label, a text input field containing the number "8", a dropdown menu with three dots, and a text field containing "MEDSYS MEDSYS MEDSYS".

Role	Input	Dropdown	Text
Validating Officer:	8	...	MEDSYS MEDSYS MEDSYS
Property Custodian:	8	...	MEDSYS MEDSYS MEDSYS
Receiving Officer:	8	...	MEDSYS MEDSYS MEDSYS
Noted By :	8	...	MEDSYS MEDSYS MEDSYS
Reviewed By :	8	...	MEDSYS MEDSYS MEDSYS
Approved By :	8	...	MEDSYS MEDSYS MEDSYS

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.

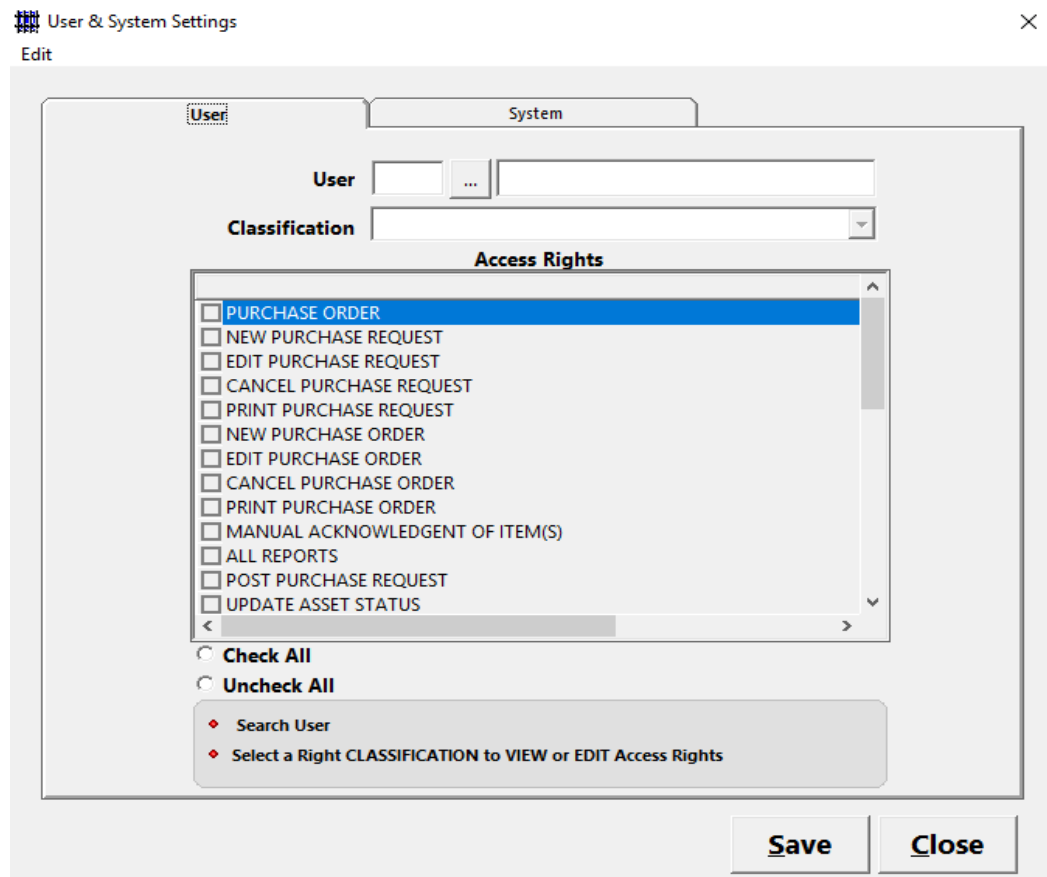


Figure 5: User and System Settings: Access Rights

Adding / Editing of Item in Master File

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

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

BUILD FILE X

Fixed Asset Master Build File

◆ The Fixed Asset Master Build File provides an option to add or edit an item. Please click on Save button to update the

List
Add/Edit

Item Name:

Item Code:

Acct Code: ...

List Option: FIXED ASSET INVENTORY

Search

Item Code	Item Name	Brand Name	Description	Account	Major Category
156	18.5 LED MONITOR - PHILIPS 193V5 LS B23/71		18.5 LED MONITOR - PHILIPS 193V5 LS B23/71	OFFICE ELECTRO	
222	24" WIDE SCREEN MONITOR SN:CN-00FFX0-7426		24" WIDE SCREEN MONITOR SN:CN-00FFX0-7426	OFFICE ELECTRO	
347	2D ECHO ULTRASOUND MACHINE ALOKA F37	HITACHI		HOSPITAL USE EQ	MEDICAL EQUIP
149	4 OUTLET SURGE PRO - BELKIN F9E400TH 1.8 M E		4 OUTLET SURGE PRO - BELKIN F9E400TH 1.8 M E	OFFICE ELECTRO	
146	4 STEPS LADDER		4 STEPS LADDER	BUILDING USE EQ	
154	4-OUTLET SURGE PROTECTOR CORD/ BELKIN F9E		4-OUTLET SURGE PROTECTOR CORD/ BELKIN F9E	OFFICE ELECTRO	SPARE PARTS /
142	58" SMART LED TV		58" SMART LED TV - DEVANT 58DTV700	OFFICE ELECTRO	
157	ACER ASPIRE ZC606/A10/BING CELERON		ACER ASPIRE ZC606/A10/ BING CELERON	OFFICE ELECTRO	
161	ACER TRAVELMATE TMP 245-MG-745 50861TMNI		ACER TRAVELMATE TMP 245-MG-745 50861TMNI	OFFICE ELECTRO	
16	AIR CONDITIONING UNIT		CW-SC185EPH PANASONIC WINDOW MANUAL T	BUILDING USE EQ	
15	AIR CONDITIONING UNIT		CW-SC125VPH PANASONIC WINDOW MANUAL T	BUILDING USE EQ	
14	AIR CONDITIONING UNIT		CW-SC105VPH PANASONIC WINDOW MANUAL T	BUILDING USE EQ	
12	AIR CONDITIONING UNIT		CW-SC65JPH PANASONIC WINDOW MANUAL TY	BUILDING USE EQ	
13	AIR CONDITIONING UNIT		CW-SC85JPH PANASONIC WINDOW MANUAL TY	BUILDING USE EQ	
22	AIR CONDITIONING UNIT		CS/U-PS28PKV PANASONIC INVERTER SPLIT TYP	BUILDING USE EQ	
17	AIR CONDITIONING UNIT		CW-XC245EPH PANASONIC WINDOW MANUAL T	BUILDING USE EQ	
18	AIR CONDITIONING UNIT		CS/U-PS9QKQ PANASONIC INVERTER SPLIT TYP	BUILDING USE EQ	
19	AIR CONDITIONING UNIT		CS/U-PS12QKQ PANASONIC INVERTER SPLIT TYP	BUILDING USE EQ	
35	AIR CONDITIONING UNIT		CW-SC185EPH PANASONIC STANDARD MANUAL IRI III DINING USE FO		

448 row(s) found.

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

- 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.
- To edit an item**, double-click it to display its information. Click the **Save** button afterwards to save change(s) done.
- To add an item to the master file**, click the **Add** button under the Options entry. The window below will be displayed.

Fixed Asset Master Build File

♦ The Fixed Asset Master Build File provides an option to add or edit an item. Please click on Save button to update the

List
Add/Edit

Fixed Asset
 Materials /Spare Parts

Item Name:	<input type="text" value="39"/> <input type="text" value="AIR CONDITIONING UNIT"/>	Brand Name:	<input type="text" value="PANASONIC"/>
Unit Cost:	<input type="text" value="26,600.00"/>	Quantity:	<input type="text" value="1"/>
Labor Cost:	<input type="text" value="0.00"/>	UOM:	<input type="text" value="2"/> <input type="text" value="UNIT"/>
Account Classification:	<input type="text" value="BE"/> ...	MajorCategory:	<input type="text" value="00008"/> ...
			<input type="text" value="BUILDING USE EQUIPMENT"/>
			<input type="text" value="BUILDING"/>

Description:

Active

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**

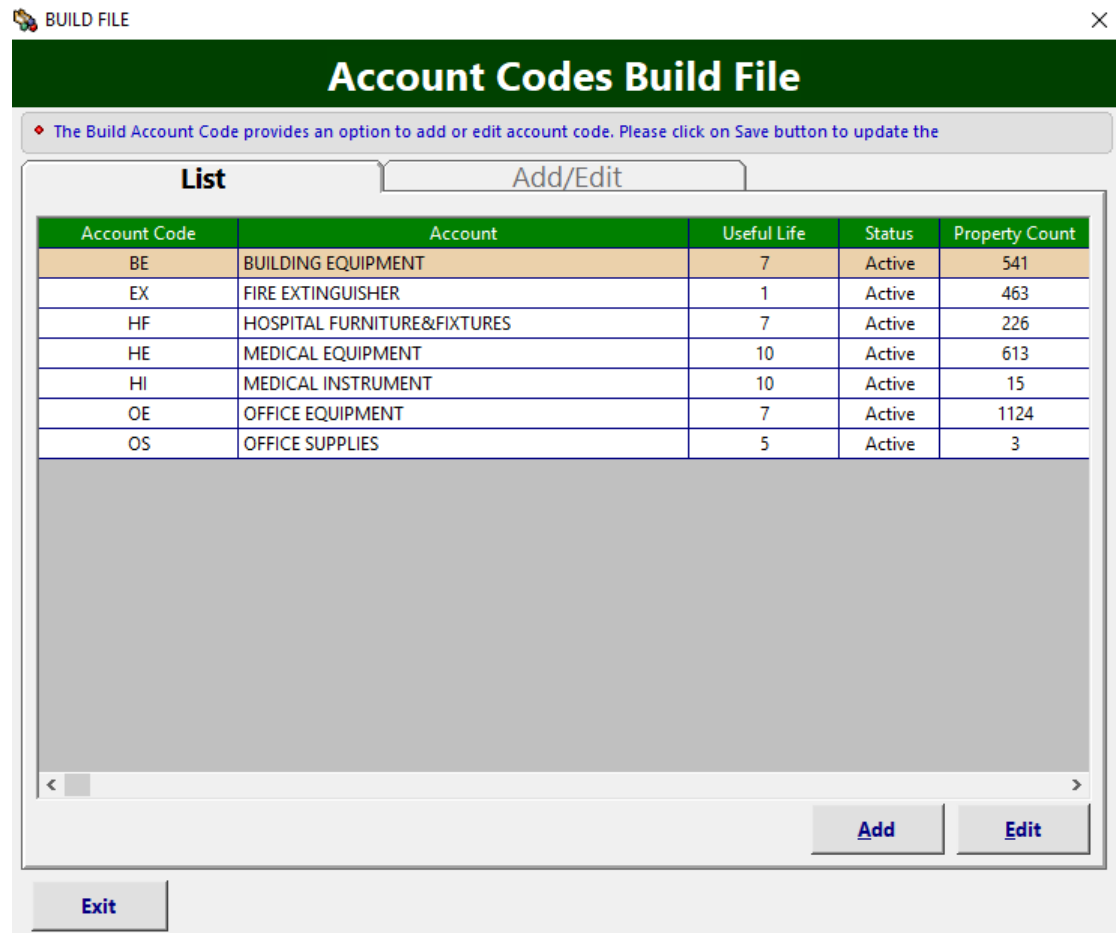


Figure 8: Account Codes Build File: Main Window

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.

Account Codes Build File

♦ The Build Account Code provides an option to add or edit account code. Please click on Save button to update the

List
Add/Edit

Account Code: <input type="text" value="BE"/>	Tag Series
Account Name: <input type="text" value="BUILDING EQUIPMENT"/>	<input type="text" value="541"/>
Useful Life: <input type="text" value="7"/> (in years)	
Salvage Value: <input type="text"/>	
Note: <div style="background-color: #ffffcc; height: 40px; border: 1px solid gray;"></div>	
<input checked="" type="checkbox"/> Active?	

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**

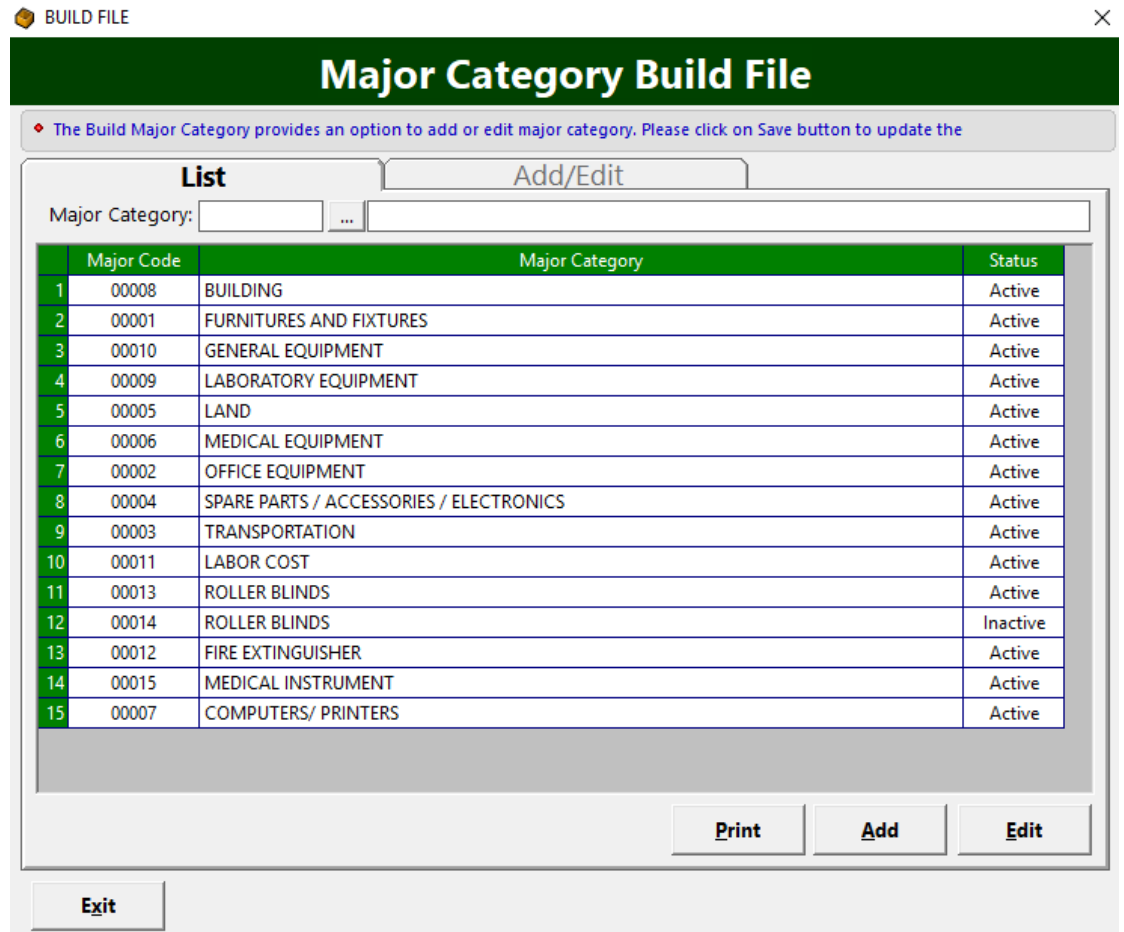


Figure 10: Major Category Build File: Main Window

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.

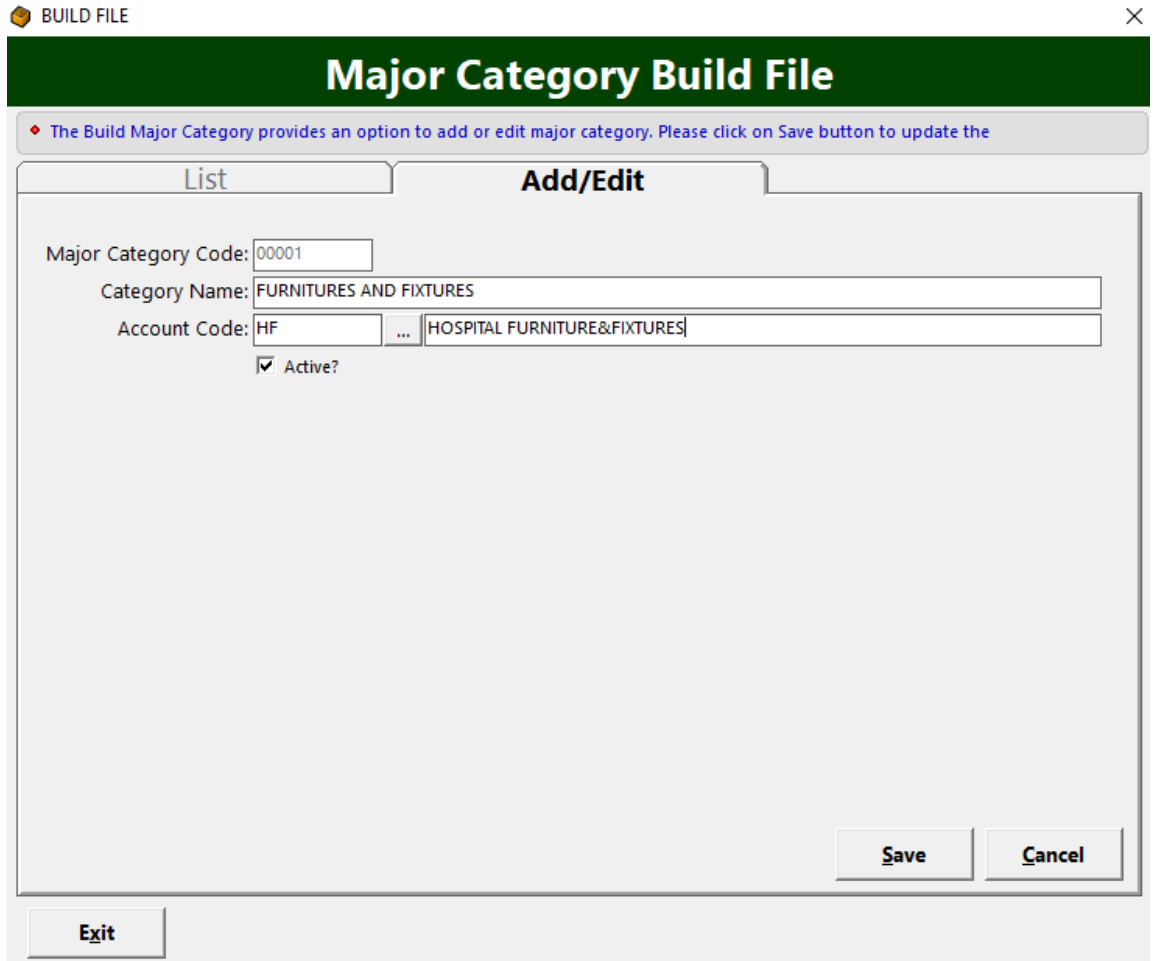


Figure 11: Major Category Entry Window


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**

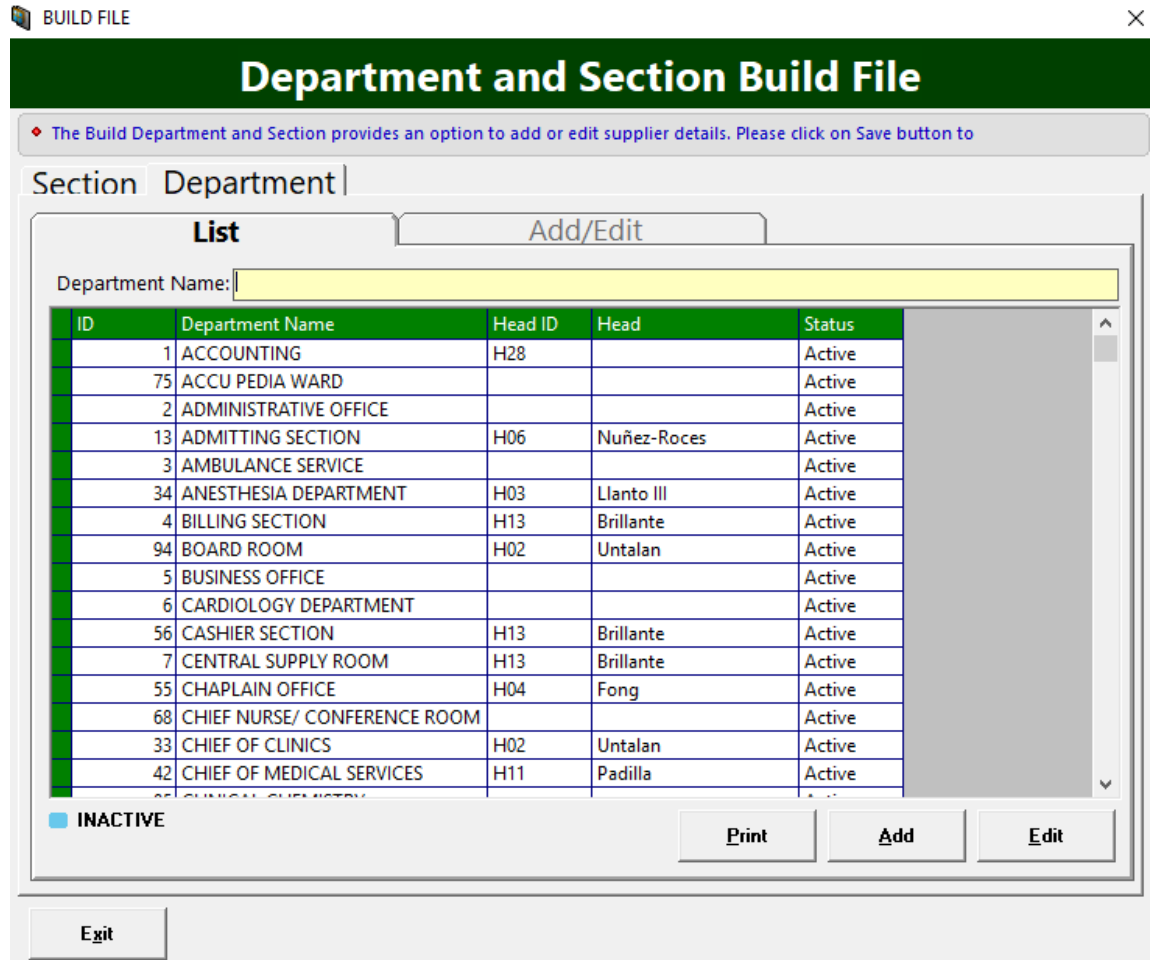


Figure 12: Department Main Window

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.

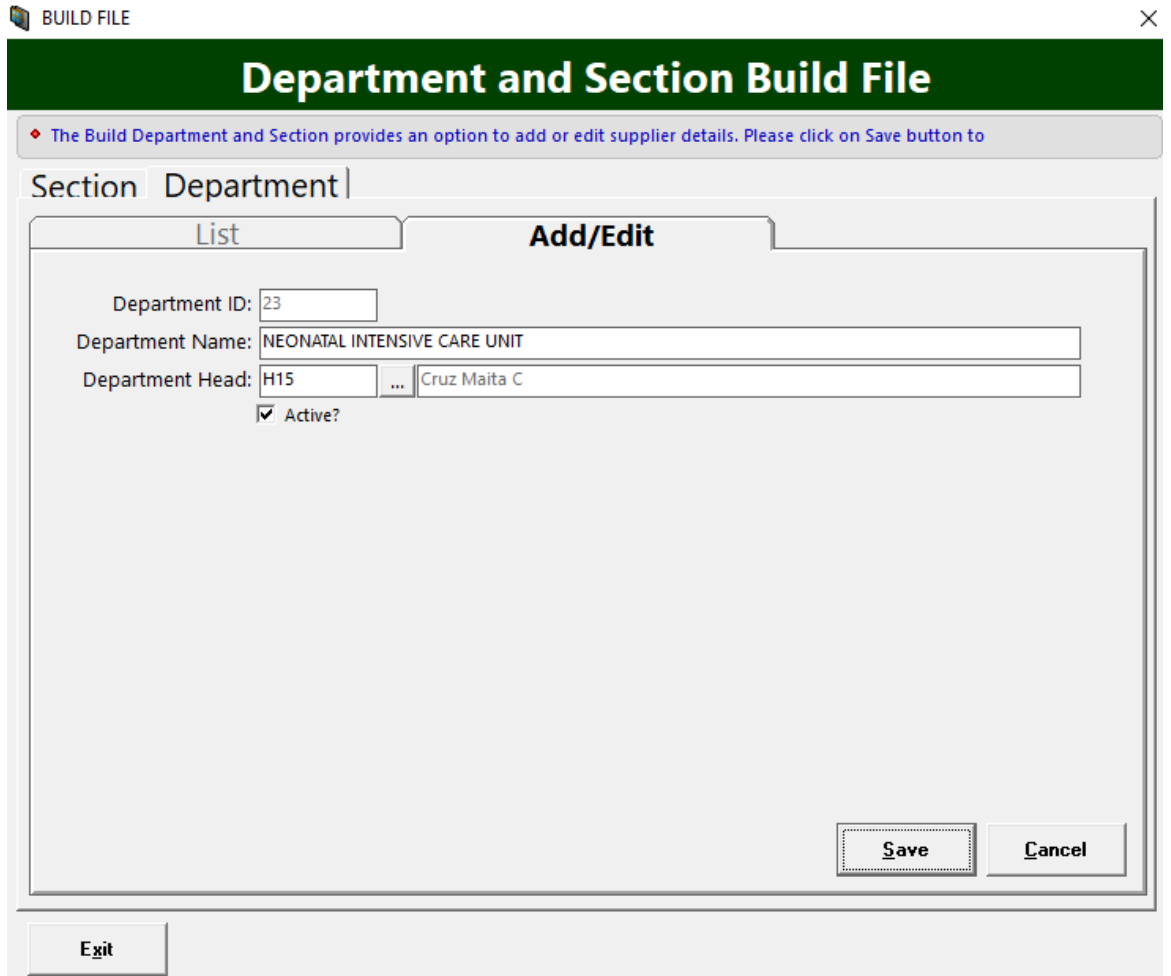


Figure 12.1: Department Entry Window


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

- To open its window,
 - Click **Maintenance > Section/Department**. Go to **Section** tab.

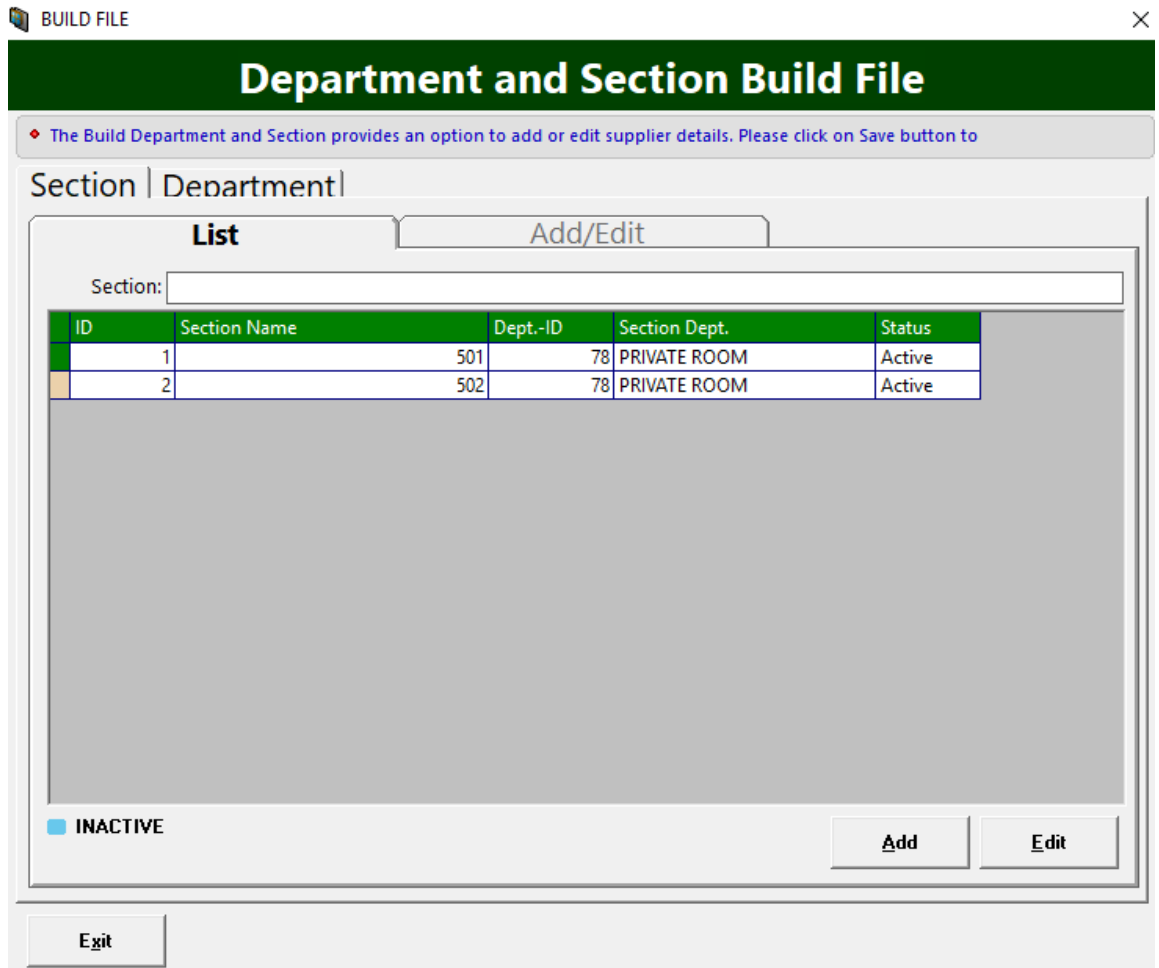


Figure 13: Section Main Window

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

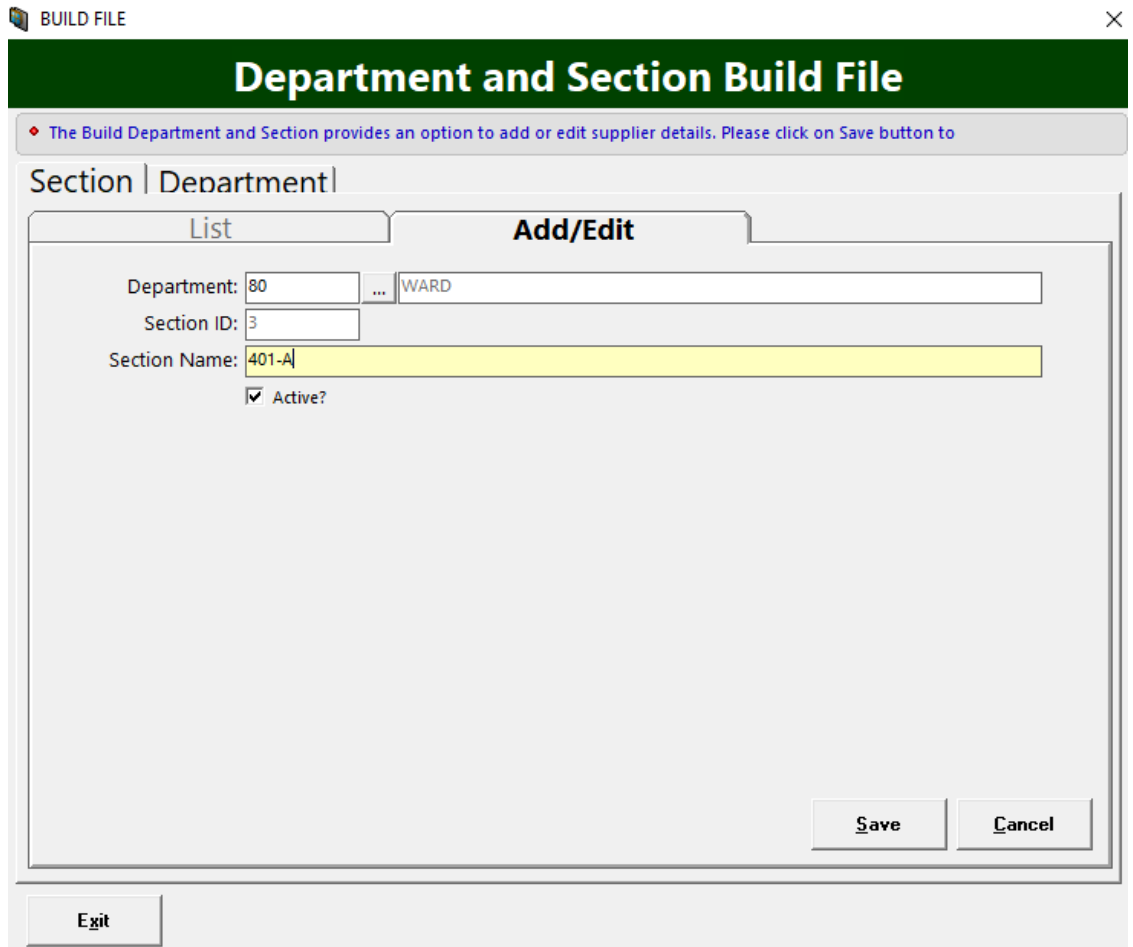


Figure 13.1: Section Entry Window


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

- To open its window,
 - Click **Maintenance > Supplier**

Supplier Build File

The Build Supplier provides an option to add or edit supplier details. Please click on Save button to update the changes

Supplier:

Supplier ID	Supplier	Address 1	Contact Person	Tel Num	Fax
38	2012 PURCHASES	CHMC	CHMC	75638952	
63	A.HALNIN ENTERPRISES	B3 L20 DURIAN ST. MUTUAL HOMES	ANNABELLE O. HALNIN	0	
17	A.L. DUMAO CARPET FURNISHING 8	VILLA ESPERANZA, MAGDIWANG, M	CATHERINE FABIA) 4440121	2) 39
86	ABENSON	MACARIA BUSS.PARK CARMONA CA	MAM BARLIS	520-8071	
21	ABENSON VENTURES, INC.	MACARIA COMPLEX BRGY. MABUH	C/O MRS. NELIA A. BAR	7-434-035	-149
66	ACCENTHUB, INC.	FESTIVAL MALL, ALABANG, MUNTIN	ACCENTHUB, INC.	0	
69	ACCENTHUB, INC.	LEVEL 3 3081 3/F FESTIVAL SUPERMA	GARRY V.	.771-0779	
60	ACE HARDWARE PHILIPPINES, INC.	CITY OF STA. ROSA, LAGUNA	ACE HARDWARE	534-9881	
51	AHENSER ENTERPRISES CORPORATI	G/F LANDRITO BLDG., ALABANG RO	ANNABELLE O. HALNIN	2 3840516	(2 84
72	AIRTAC ENTERPRISES PHILS. CO., LTI	LOT 1947 GREAT LUCK BLDG., NATIO	AIRTAC ENTERPRISES PH	123	
88	ALABANG SUPERMARKET	ALABANG TOWN CENTER MUNTINL	MAM BARLIS	850-7687	
2	ALCON LABORATORIES (PHILS), INC.	801 8/F TOWER 1, ROCKWELL BUSINE	ALCON LAB	25556565	
56	AMS TECHNOLOGY INCORPORATED	117 SOLIVEN ALVENDIA AVE. SOUTH	N/A	N/A	
22	ANSON EMPORIUM CORPORATION	ALABANG TOWN CENTER, ALABANG	C/O MRS. NELIA A. BAR	772-3680	2) 77
40	AVID SALES CORPORATION	3RD LEVEL FESTIVAL MALL, FILINVES	AVID SALES CORPORATI	2 8503666	(2 85
11	B.BRAUN AVITUM PHILS., INC.	ADB AVENUE, PASIG CITY 2/F JMT CC	B.BRAUN AVITUM PHILS	588-5600	2) 58
93	BIO-TED MEDICAL EQUIPMENT AND	BAMBANG ST.STA.CRUZ, MANILA	DOMINIC	-495-2119	
6	BIOMEDICA HEALTH CARE, INC.	G/F PIEDRA BLDG., 1174 DON CHINC	ANNALYN MOTOL-MOF	890-3359	2) 89

Print Add Edit

Exit

Figure 14: Supplier Build File: Main Window

- 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.
- 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.

Supplier Build File

The Build Supplier provides an option to add or edit supplier details. Please click on Save button to update the changes

List Add/Edit

Supplier : AUTO ... KING-PIN WALWAL ENTERPRISE

Address: 1) 12874 MATALINO ST., PROJECT 2, QUEZON CITY

2)

3)

TIN : 111-3332

Contact Person : KING PIN

Telephone # : 958-777

Fax # :

Supplier Type : Regular Outside Miscellaneous

Active?

Save Cancel

Exit

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

PURCHASE REQUISITION

New Edit Print Cancel Refresh Post Close

Requests List

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

Legend

- with PRS
- Posted
- Cancelled

Show Cancelled PRs

Show Posted PRs

From 2/1/2018 Search

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

Purchase Requisition Details

P.R.S. Number: Requisitioner: MEDSYS MEDSYS MEDSYS
P.R.S. Date: Department: CARDIOLOGY DEPARTMENT
Date Required: Purpose/Reason:
Posting Remarks:

Item Entry

Item Name: [Search Master File](#) *(With Item Buildfile)*
Specification: **ADD TO GRID**
UOM: Quantity: Unit Cost:

Items Grid

Item ID	Item(s)	Specification	Quantity	Unit Cost	UoM


To edit request, double-click the item from the Items List.

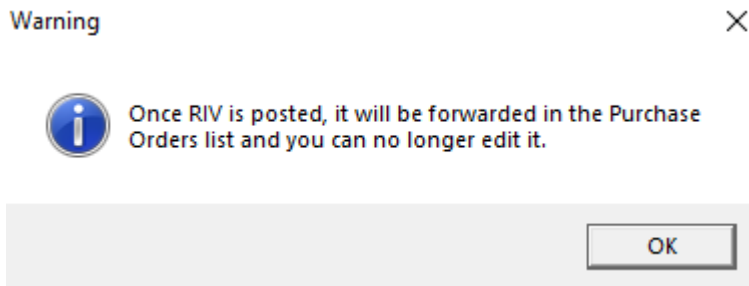
Figure 17: New Purchase Requisition Window

- 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**

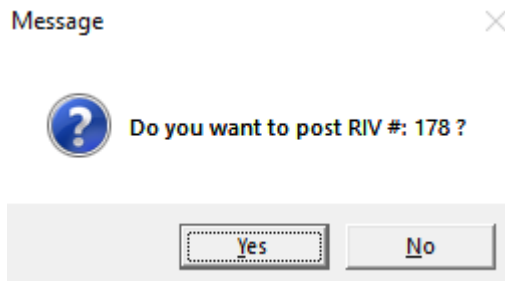
- g. Search item to be purchased on the Item Name textbox. Click on **Search Master File** button once supplied.
- h. Select item to be purchased by double-clicking it or clicking the 'Select' button
*NOTE: If the item is not on the master list, create it by clicking on the **Build File** button located 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.

The screenshot shows a window titled "PURCHASE ORDER" with a toolbar containing buttons for New, Edit, Print, Cancel, Refresh, Post, and Close. Below the toolbar is a table with the following data:

PO #	PO Date	Supplier	Total Amt. (Php)	Discount (Php)	Net Cost	Remarks
1872	2/10/2018	N.L MINERA TRADING	2,600.00	0.00	2,600.00	
1871	2/10/2018	N.L MINERA TRADING	38,116.25	0.00	38,116.25	
1870	2/7/2018	NILO'S MOTOR REWINDING	15,000.00	0.00	15,000.00	
1869	2/2/2018	MEN AT WORK ENTERPRISES	15,200.00	0.00	15,200.00	
1868	2/1/2018	POWER BANK ELECTRICAL ANG GENER	35,000.00	0.00	35,000.00	
1867	2/1/2018	MET CARE	31,500.00	0.00	31,500.00	
1866	1/20/2018	TECHNO CHI ENTERPRISES	186,375.00	0.00	186,375.00	they have already p.o inv
1865	1/18/2018	DEECO ELECTRONICS	245.00	0.00	245.00	for laboratory and rehab
1864	1/18/2018	MRC TELECOM	850.00	0.00	850.00	for opd
1863	1/15/2018	COOPER ENTERPRISES	43,800.00	0.00	43,800.00	
1862	1/11/2018	TOUCHSTAR ENTERPRISES	1,500.00	0.00	1,500.00	FOR CALIBRATION
1861	1/8/2018	COPYLANDIA	198,801.00	0.00	198,801.00	hospital use

At the bottom left, there is a legend:

- Posted (Green square)
- With PO (Blue square)
- Cancelled (Orange square)

There are also two checkboxes: Show Cancelled P.O.s and Show Posted P.O.s.

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.

The screenshot shows a software window titled "RECEIVING REPORT" with a standard toolbar (New, Edit, Cancel, Print, Refresh, Post, Exit). Below the toolbar is a "Request for Receiving Report" section containing a table with the following data:

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	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 A	1748	40,488.00	Complete Delivery	
1857	02/12/2018	MALLARE LINENS UPHOLSTERY A	1741	7,600.00	Complete Delivery	
1858	02/12/2018	MALLARE LINENS UPHOLSTERY A	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	

Below the table is a "Legend" section with "Emergency" (red square) and "Free Goods" (green square). To the right is a "Search RR" section with radio buttons for "Posted" (selected) and "Cancelled", and input fields for "Date From" (2/28/2018), "To" (2/28/2018), and "Supplier" with a "Search" button.

Figure 20: Receiving Report: Main Window

To EDIT RR

- a. Select the RR number from the list.



- b. Click **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 l 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.

Property Acknowledgement - [UPDATE ITEM DETAILS] ×


Property Acknowledgement - [UPDATE ITEM DETAILS]

Delivered List

SEARCH FIELDS

SHOW POSTED ITEMS

Receiving # : Acct. Code :

Department : Asc Desc  Search

RR Number	Received Item Name	Status
1734	COFFEE SET	PENDING
1739	OFFICE TABLE	PENDING
1739	OFFICE TABLE	PENDING
1740	GANG CHAIR 4 SEATER	PENDING
1740	GANG CHAIR 4 SEATER	PENDING
1740	GANG CHAIR 4 SEATER	PENDING
1741	GANG CHAIR 4 SEATER	PENDING
1741	GANG CHAIR 4 SEATER	PENDING
1741	GANG CHAIR 4 SEATER	PENDING
1742	LIVING ROOM SET	PENDING
1742	DINING SET	PENDING
1742	COUCH SET	PENDING
1742	COUCH SET	PENDING
1742	COUCH SET	PENDING
179	OFFICE TABLE STEEL W/ DRAWER	PENDING
179	OFFICE CHAIR	PENDING
179	OFFICE CHAIR	PENDING
1846	FIRE EXTINGUISHER 10LBS	PENDING

Color Legend
 Pending Posted Selected

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.

Property Acknowledgement - [UPDATE ITEM DETAILS] X

Property Acknowledgement - [UPDATE ITEM DETAILS]

Edit/Post

RECEIVING DETAILS	ASSET DETAILS																				
Receiving No <input type="text" value="1723"/> Order No <input type="text"/> Invoice No <input type="text" value="test"/> Date Acquired <input type="text" value="05/19/2017"/> Delivery No <input type="text"/> Unit Cost <input type="text" value="45,900.00"/> Warranty Start <input type="text" value="05/19/2017"/> Warranty End <input type="text" value="05/19/2017"/> Supplier <input type="text" value="SUPPLIER SAMPLE"/> Manufacturer <input type="text"/> Description <input type="text" value="ECART"/>	<div style="background-color: yellow; text-align: center; padding: 5px; font-weight: bold;">2017-16-30</div> <div style="text-align: center; font-weight: bold; font-size: small;">Property Number</div> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Item Name</td><td><input type="text" value="4"/> ... <input type="text" value="EMERGENCY CART"/></td></tr> <tr><td>Account Code</td><td><input type="text" value="16"/> <input type="text" value="HOSPITAL EQUIPMENT"/></td></tr> <tr><td>Major Category</td><td><input type="text" value="00012"/> <input type="text" value="MEDICAL EQUIPMENTS"/></td></tr> <tr><td>Accountable Emp</td><td><input type="text" value="8"/> ... <input type="text" value="MedSys KCCI"/></td></tr> <tr><td>Department</td><td><input type="text" value="4"/> ... <input type="text" value="Nursing Services"/></td></tr> <tr><td>Section</td><td><input type="text" value="3011"/> ... <input type="text" value="COVID WARD"/></td></tr> <tr><td>Location Description</td><td><input type="text" value="6F NORTHWING"/></td></tr> <tr><td>Serial Number</td><td><input type="text" value="112233"/></td></tr> <tr><td>Remarks</td><td><input type="text" value="REPLACEMENT"/></td></tr> </table>	Item Name	<input type="text" value="4"/> ... <input type="text" value="EMERGENCY CART"/>	Account Code	<input type="text" value="16"/> <input type="text" value="HOSPITAL EQUIPMENT"/>	Major Category	<input type="text" value="00012"/> <input type="text" value="MEDICAL EQUIPMENTS"/>	Accountable Emp	<input type="text" value="8"/> ... <input type="text" value="MedSys KCCI"/>	Department	<input type="text" value="4"/> ... <input type="text" value="Nursing Services"/>	Section	<input type="text" value="3011"/> ... <input type="text" value="COVID WARD"/>	Location Description	<input type="text" value="6F NORTHWING"/>	Serial Number	<input type="text" value="112233"/>	Remarks	<input type="text" value="REPLACEMENT"/>		
Item Name	<input type="text" value="4"/> ... <input type="text" value="EMERGENCY CART"/>																				
Account Code	<input type="text" value="16"/> <input type="text" value="HOSPITAL EQUIPMENT"/>																				
Major Category	<input type="text" value="00012"/> <input type="text" value="MEDICAL EQUIPMENTS"/>																				
Accountable Emp	<input type="text" value="8"/> ... <input type="text" value="MedSys KCCI"/>																				
Department	<input type="text" value="4"/> ... <input type="text" value="Nursing Services"/>																				
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Serial Number	<input type="text" value="112233"/>																				
Remarks	<input type="text" value="REPLACEMENT"/>																				
<div style="border: 1px solid #ccc; padding: 5px; font-weight: bold; text-align: center; background-color: #004a99; color: white;">ATTACH PHOTO/DOCUMENTS</div> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="border: 1px solid #ccc; padding: 2px;">Path</td></tr> <tr><td style="border: 1px solid #ccc; height: 20px;"></td></tr> <tr><td style="border: 1px solid #ccc; height: 20px;"></td></tr> <tr><td style="border: 1px solid #ccc; height: 20px;"></td></tr> </table>	Path				<div style="border: 1px solid #ccc; padding: 5px; font-weight: bold; text-align: center; background-color: #004a99; color: white;">DEPRECIATION DETAILS</div> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Life in Yrs.</td><td><input type="text" value="5"/></td><td>Salvage Value</td><td><input type="text" value="0"/></td></tr> <tr><td>Life in Mos.</td><td><input type="text" value="60"/></td><td>Montly Depre.</td><td><input type="text" value="765"/></td></tr> <tr><td>Depr. Date</td><td><input type="text" value="05/19/2022"/></td><td>Accu. Depre.</td><td><input type="text" value="51255"/></td></tr> <tr><td>Rem. Life Mos</td><td><input type="text" value="-7"/></td><td>Rem. Value</td><td><input type="text" value="-5355"/></td></tr> </table>	Life in Yrs.	<input type="text" value="5"/>	Salvage Value	<input type="text" value="0"/>	Life in Mos.	<input type="text" value="60"/>	Montly Depre.	<input type="text" value="765"/>	Depr. Date	<input type="text" value="05/19/2022"/>	Accu. Depre.	<input type="text" value="51255"/>	Rem. Life Mos	<input type="text" value="-7"/>	Rem. Value	<input type="text" value="-5355"/>
Path																					
Life in Yrs.	<input type="text" value="5"/>	Salvage Value	<input type="text" value="0"/>																		
Life in Mos.	<input type="text" value="60"/>	Montly Depre.	<input type="text" value="765"/>																		
Depr. Date	<input type="text" value="05/19/2022"/>	Accu. Depre.	<input type="text" value="51255"/>																		
Rem. Life Mos	<input type="text" value="-7"/>	Rem. Value	<input type="text" value="-5355"/>																		
<input type="button" value="Print Ledger"/> <input type="button" value="Print Tag"/> <input type="button" value="Save"/> <input type="button" value="Close"/>																					

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:

Property Acknowledgement - [PRINTING OF DELIVERED AND POSTED ITEM(S)]

Property Acknowledgement - [PRINTING OF DELIVERED AND POSTED ITEM(S)]


Printing

SEARCH FIELDS

POSTED ITEMS (for Reprinting)

Item Name : Employee : ...

Receiving No : Department : ...

 Search

Auto Search

	RR Number	Item Name	DeptID	DeptName	Employee ID
<input type="checkbox"/>	1720	STETHOSCOPE	12		228
<input checked="" type="checkbox"/>	1721	BATH ROOM WEIGHING SCALE	12		228
<input type="checkbox"/>	1723	PULSE OXIMTER ADULT	93		082
<input type="checkbox"/>	1724	PULSE OXIMTER ADULT	12		228
<input type="checkbox"/>	1726	SPINE BOARD	12		228
<input type="checkbox"/>	1726	SPINE BOARD	12		228
<input type="checkbox"/>	1727	COFFE TABLE 2 SAETERS	97		050
<input type="checkbox"/>	1729	PENLIGHT ORDINARY	12		228
<input type="checkbox"/>	1730	OFFICE TABLE STEEL W/ DRAWER	71		184
<input type="checkbox"/>	1733	MICROWAVE MIDEA	70		050
<input type="checkbox"/>	1733	MICROWAVE MIDEA	97		050
<input type="checkbox"/>	1733	MICROWAVE MIDEA	97		050
<input type="checkbox"/>	1733	KETTLE 1.5 L	98		050
<input type="checkbox"/>	1733	KFTTIF 1.5 L	70		050

ITEM DETAILS ENTRY

MR Date : 3 / 1 / 2018 MR No. : 2

Acct. Employee : 048 Masangkay Jose Cholo H

Remarks : for ADMIN office

Reprint

Save & Print

Reset

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:

Property Acknowledgement - [PRINTING OF DELIVERED AND POSTED ITEM(S)]

Property Acknowledgement - [PRINTING OF DELIVERED AND POSTED ITEM(S)]

Printing

SEARCH FIELDS

POSTED ITEMS (for Reprinting)

Item Name : dell Employee : ...

Receiving No : Department : ...

Search

Auto Search

RR Number	Item Name	Serial Number	DeptID	DeptName
<input type="checkbox"/>	DELL OPTIPLEX 3080 SFF (CORE I5) ...		30	HOSPITAL INFORMATION MANAGE...

ITEM DETAILS ENTRY

MR Date : 12/14/2022 MR No. : 2

Acct. Employee : ...

Remarks :

Reprint

Save & Print

Reset

- 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.

Property Acknowledgement - [MANUAL POSTING OF ITEMS] ×

Property Acknowledgement - [MANUAL POSTING OF ITEMS]

Edit/Post

RECEIVING DETAILS	ASSET DETAILS
Receiving No <input style="width: 100%;" type="text"/>	Property Number
Order No <input style="width: 100%;" type="text"/>	Item Name <input style="width: 100%;" type="text"/>
Invoice No <input style="width: 100%;" type="text"/>	Account Code <input style="width: 100%;" type="text"/>
Date Acquired <input style="width: 100%;" type="text" value="03/01/2018"/>	Major Category <input style="width: 100%;" type="text"/>
Delivery No <input style="width: 100%;" type="text"/>	Accountable Emp <input style="width: 100%;" type="text"/>
Unit Cost <input style="width: 100%;" type="text" value="0.00"/>	Department <input style="width: 100%;" type="text"/>
Warranty Start <input style="width: 100%;" type="text" value="03/01/2018"/>	Section <input style="width: 100%;" type="text"/>
Warranty End <input style="width: 100%;" type="text" value="03/01/2018"/>	Location Description <input style="width: 100%;" type="text"/>
Supplier <input style="width: 100%;" type="text"/>	Serial Number <input style="width: 100%;" type="text"/>
	Remarks <input style="width: 100%; height: 20px;" type="text"/>
ATTACH PHOTO/DOCUMENTS	DEPRECIATION DETAILS
Path <input style="width: 100%; height: 40px;" type="text"/>	Life in Yrs. <input style="width: 50%;" type="text"/> Salvage Value <input style="width: 50%;" type="text"/>
	Life in Mos. <input style="width: 50%;" type="text"/> Monthly Depr. <input style="width: 50%;" type="text"/>
	Depr. Date <input style="width: 50%;" type="text"/> Accu. Depr. <input style="width: 50%;" type="text"/>
	Rem. Life Mos <input style="width: 50%;" type="text"/> Rem. Value <input style="width: 50%;" type="text"/>
<input type="button" value="Print Tag"/> <input type="button" value="Save"/> <input type="button" value="Close"/>	

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  **Asset Management** 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:

Property Acknowledgement - [UPDATE ITEM DETAILS] ×

Property Acknowledgement - [UPDATE ITEM DETAILS]

Edit/Post

RECEIVING DETAILS	ASSET DETAILS
Receiving No: DR 664	BE-2015-520
Order No: 0666	Property Number
Invoice No: DR 664	Item Name: 18 AIR CONDITIONING UNIT
Date Acquired: 07/13/2015	Account Code: BE BUILDING USE EQUIPMENT
Delivery No:	Major Category: 10
Unit Cost: 24,600.00	Accountable Emp: 050 Allan Jennard P. Austria
Warranty Start: 07/13/2015	Department: 36 MEDICINE DEPARTMENT
Warranty End: 07/13/2016	Section:
Supplier:	Location Description: MALE RESIDENTS QUARTERS
	Serial Number: 3469204047
	Remarks: SERIAL NO. OUTDOOR 6908204243

ATTACH PHOTO/DOCUMENTS	DEPRECIATION DETAILS
Path:	Life in Yrs.: 5
	Salvage Value: 0
	Life in Mos.: 60
	Monthly Depr.: 410
	Depr. Date: 07/13/2020
	Accu. Depr.: 13120
	Rem. Life Mos.: 28
	Rem. Value: 11480

Figure 26: Property Acknowledgement Window

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

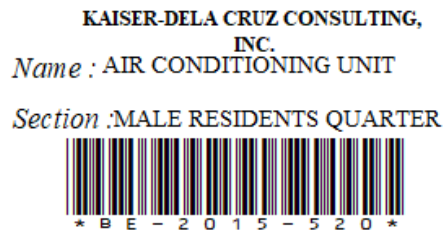


Figure 27: Property Tag / Sticker

BATCH PRINTING OF BARCODE / PROPERTY TAG

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

Property Barcode Printing

Date Acquired

From: 06/01/2022 To: 12/14/2022 Asset: 5 ... GOOSENECK LAMP WITH BULB Display

List of Properties


	Date Acquired	Property No.	Item Id	Description
<input checked="" type="checkbox"/>	08/25/2022	2022-08-011	5	GOOSENECK LAMP WITH BULB
<input checked="" type="checkbox"/>	08/25/2022	2022-08-012	5	GOOSENECK LAMP WITH BULB
<input checked="" type="checkbox"/>	12/14/2022	2022-12-021	5	GOOSENECK LAMP WITH BULB
<input checked="" type="checkbox"/>	08/09/2022	2022-08-007	5	GOOSENECK LAMP WITH BULB

Check All Print Close

Asset Management

A. Asset List

This is the master list of posted assets.

- To open its window,
 - Press **<Ctrl + M>** or
 - Click  **Asset Management** button

Fixed Asset List

ADVANCE SEARCH FIELDS

Search By: Department: Serial No.: Employee:

By Condition: Section: Account Code:

Limit Search: Asset Category: Item Sort By: Asc Desc

Property Number	Item Name	Date Acquired	Account	Employee	Department
BE-2015-654	AIR CONDITIONING UNIT	2015-07-13	BUILDING USE EQUIPMENT	Garcia,Marte	ICU
BE-2015-655	AIR CONDITIONING UNIT	2015-07-13	BUILDING USE EQUIPMENT	Garcia,Marte	ICU
BE-2015-656	AIR CONDITIONING UNIT	2015-07-13	BUILDING USE EQUIPMENT	Garcia,Marte	ICU
BE-2015-657	AIR CONDITIONING UNIT	2015-07-13	BUILDING USE EQUIPMENT	Austria,Allan Jennard	ICU
BE-2015-658	AIR CONDITIONING UNIT	2015-07-13	BUILDING USE EQUIPMENT	Manalo,Lou Errline	CLINICAL CHEMISTRY
BE-2015-659	AIR CONDITIONING UNIT	2015-07-13	BUILDING USE EQUIPMENT	Bote,Jerome	SECURITY SECTION
BE-2015-660	AIR CONDITIONING UNIT	2015-07-13	BUILDING USE EQUIPMENT	POLICARPIO,LORENA	ADMINISTRATIVE OFFICE
BE-2015-661	AIR CONDITIONING UNIT	2015-07-13	BUILDING USE EQUIPMENT	Manalo,Lou Errline	LABORATORY
BE-2015-662	AIR CONDITIONING UNIT	2015-07-13	BUILDING USE EQUIPMENT	Mijares,Sheryl Ann	RADIOLOGY DEPARTMENT
BE-2015-663	AIR CONDITIONING UNIT	2015-07-13	BUILDING USE EQUIPMENT	Mijares,Sheryl Ann	RADIOLOGY DEPARTMENT
BE-2015-664	AIR CONDITIONING UNIT	2015-07-13	BUILDING USE EQUIPMENT	Layos,Randolito	MEDICAL RECORDS DEPARTMI
BE-2015-665	AIR CONDITIONING UNIT	2015-07-13	BUILDING USE EQUIPMENT	Diongco,Irish Cindy	ACCOUNTING
BE-2015-666	AIR CONDITIONING UNIT	2015-07-13	BUILDING USE EQUIPMENT	Diongco,Irish Cindy	ACCOUNTING
BE-2015-667	AIR CONDITIONING UNIT	2015-07-13	BUILDING USE EQUIPMENT	Diongco,Irish Cindy	ACCOUNTING
BE-2015-668	AIR CONDITIONING UNIT	2015-07-13	BUILDING USE EQUIPMENT	Jose,Maria Stacey Yvonne	HR DEPARTMENT
BE-2015-669	AIR CONDITIONING UNIT	2015-07-13	BUILDING USE EQUIPMENT	POLICARPIO,LORENA	PRESIDENT
BE-2015-670	AIR CONDITIONING UNIT	2015-07-13	BUILDING USE EQUIPMENT	Bote,Jerome	ISOLATION ROOM
BE-2015-671	AIR CONDITIONING UNIT	2015-07-13	BUILDING USE EQUIPMENT	Bote,Jerome	ISOLATION ROOM
BE-2015-672	AIR CONDITIONING UNIT	2015-07-13	BUILDING USE EQUIPMENT	Bote,Jerome	ENT
BE-2015-673	AIR CONDITIONING UNIT	2015-07-13	BUILDING USE EQUIPMENT	Bote,Jerome	DERMA

Asset Count : 295

Figure 28: Fixed Asset List: Main Window


- 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:

- Department
- Section
- Asset Category
- Serial No.
- Account Code

B. Asset Transfer

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

- To open its window,
 - Press <Ctrl + M> or
 - Click  Asset Management button
- To search for item to be transferred, fill in the Search By textbox and click on Search button or hit <Enter> .

- Click on  **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


- 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
- 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

- 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** 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**

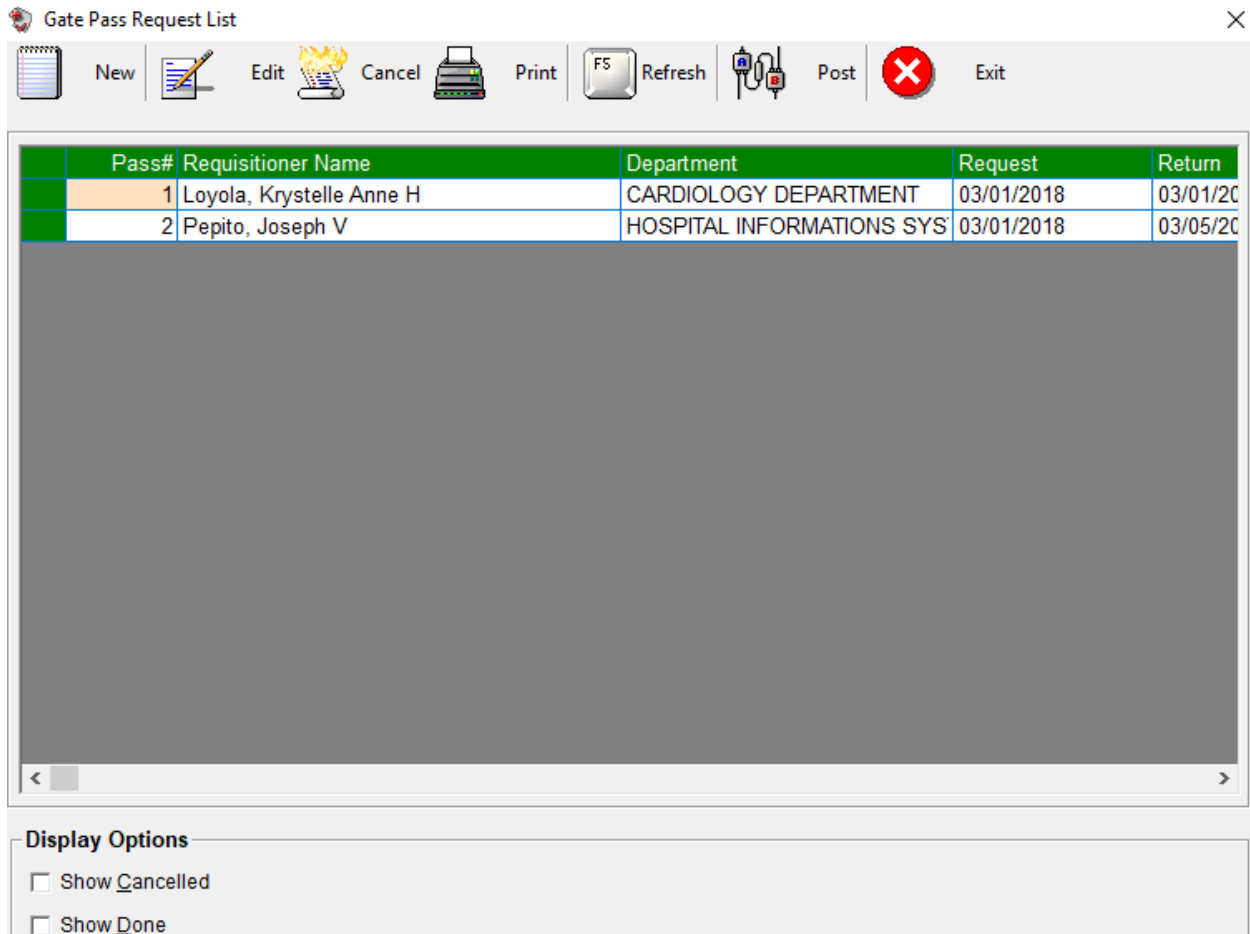



Figure 31: Gate Pass Request List: Main Window

To EDIT gate pass request

- a. Select the gate pass number from the lists.
- b. Click  **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
<input checked="" type="checkbox"/>	BE-2014-2024	STAND FAN-PANASONIC AEROPITCH BLA...	ENGINEERING AND M...	ELECTRIC STAND FAN-PANASONIC AEROPITCH B...
<input type="checkbox"/>	BE-2014-2025	STAND FAN-PANASONIC AEROPITCH BLA...	PROPERTY MANAGEM...	ELECTRIC STAND FAN-PANASONIC AEROPITCH B...
<input type="checkbox"/>	BE-2014-2026	STAND FAN-PANASONIC AEROPITCH BLA...	PROPERTY MANAGEM...	ELECTRIC STAND FAN-PANASONIC AEROPITCH B...
<input type="checkbox"/>	BE-2014-2027	STAND FAN-PANASONIC AEROPITCH BLA...	SOCIAL SERVICE SECTI...	ELECTRIC STAND FAN-PANASONIC AEROPITCH B...
<input type="checkbox"/>	BE-2014-2028	STAND FAN-PANASONIC AEROPITCH BLA...	PROPERTY MANAGEM...	ELECTRIC STAND FAN-PANASONIC AEROPITCH B...
<input type="checkbox"/>	BE-2014-2029	STAND FAN-PANASONIC AEROPITCH BLA...	HEMODIALYSIS	ELECTRIC STAND FAN-PANASONIC AEROPITCH B...
<input type="checkbox"/>	BE-2014-2030	STAND FAN-PANASONIC AEROPITCH BLA...	PROPERTY MANAGEM...	ELECTRIC STAND FAN-PANASONIC AEROPITCH B...
<input type="checkbox"/>	BE-2014-2031	STAND FAN-PANASONIC AEROPITCH BLA...	INFORMATION SECTI...	ELECTRIC STAND FAN-PANASONIC AEROPITCH B...
<input type="checkbox"/>	BE-2014-2032	STAND FAN-PANASONIC AEROPITCH BLA...	OUT PATIENT DEPART...	ELECTRIC STAND FAN-PANASONIC AEROPITCH B...
<input type="checkbox"/>	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.

Gate Pass Request Details

Property Number	Item Code	Item Description	Department
BE-2014-2024	193	STAND FAN-PANASONIC AER	ENGINEERING AND MAINTENANCE DE

Item Details

Item Tag: _____ Department: _____
RR Number: _____
Item Code: _____
Item Description: _____

Gate pass details

Gate Pass No: Request Date: Return Date:

Requisitioner: ...

Department: ...

Remarks:

Figure 33: Gate Pass Request: Entry Window

Fill in the following data:


- Gate Pass No. – A system-generated code
- Request Date – Date of request
- Return Date – Estimated date of return
- Requisitioner – The personnel who requested
- 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.

- 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  **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	OPHTHA	AIR CONDITIONING UNIT		-
BE-2015-589	ISOLATION ROOM	AIR CONDITIONING UNIT		-
BE-2015-590	PRIVATE ROOM	AIR CONDITIONING UNIT		-

Buttons: **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