



網路版財產管理系統操作手冊

亞東科技大學-保管人

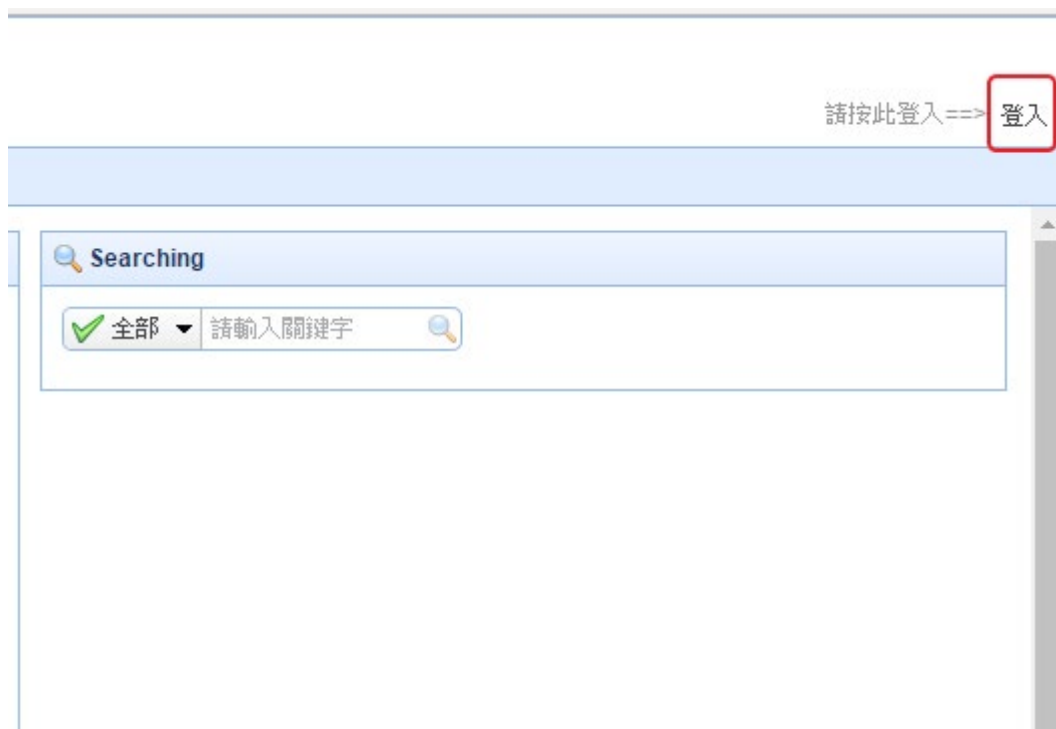


Derjing 得晶科技有限公司
TECHNOLOGY

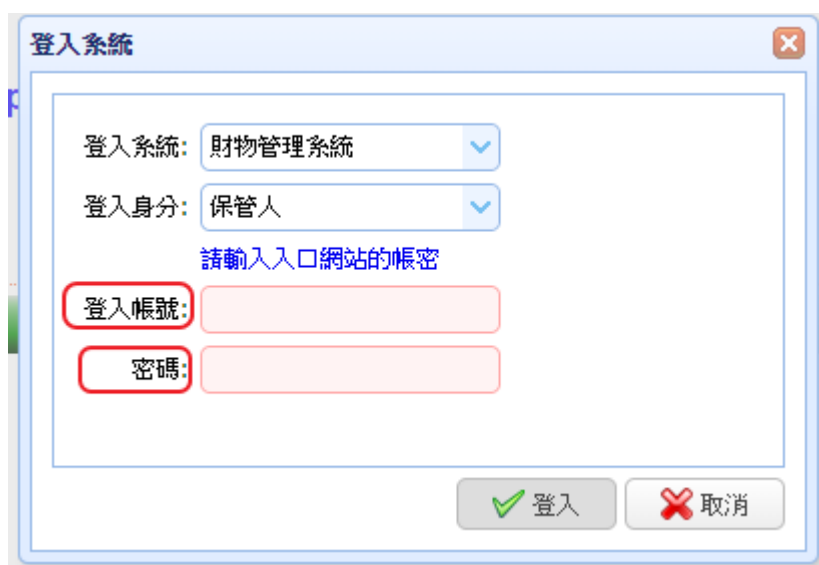
進入網頁

(<https://assetweb.aeust.edu.tw/dj/>)

一、 進入財管系統：點選桌面右上角"登入"。



二、 登入系統：請輸入登入帳號密碼。

A screenshot of a login dialog box titled "登入系統". The dialog box has a blue header bar with a close button (X) on the right. Inside the dialog, there are two dropdown menus: "登入系統:" with the value "財物管理系統" and "登入身分:" with the value "保管人". Below these is a blue text label "請輸入入口網站的帳密". There are two text input fields: "登入帳號:" and "密碼:", both of which are highlighted with red rectangular boxes. At the bottom right of the dialog, there are two buttons: a green checkmark icon followed by "登入" and a red X icon followed by "取消".

功能選擇

財物管理系統

系統功能 報表列印

申請單管理 查詢異動作業

佈告欄

系統管理 連線軟體下載連結

遠端遙控軟體 Teamviewer 免安裝版

簡單又能穿越防火牆的遠端遙控軟體 - Teamviewer

下載完成後，直接執行

並告知 您的ID 及 密碼，即可遠端教導系統使用方式

一、本機下載 [TeamViewerQS\(v12\)](#)

二、官方網站：[下載點](#)，請選擇 **【Version 12.x】**

Teamviewer 12 QuickSupport 下載選擇

使用者

登出

變更密碼

個人資訊 顯示個人資訊同時可以申請變更使用身分

分頁重新載入

系統首頁

主題樣式

JQuery版本

分頁全部關閉

隱藏抬頭

軟體 Teamviewer 免安裝版

越防火牆的遠端遙控軟體 - Teamviewer

，直接執行

，即可遠端教導系統使用方式

三、申請單管理：

〈一〉、待報廢申請表操作說明及注意事項：

1. **待報廢原因**:依實際狀況挑選。
2. **備註**:可依實際狀況有需要可填入。
3. **上級核准文號**:依實際狀況填入。
4. **本機關奉准文號**:依實際狀況填入。
5. **繳存地點**:可依實際狀況挑選。
6. **財產是否繳回**:可依實際狀況挑選。
7. 上述欄位挑選完畢即可點選**可待報廢查詢**。(此時出現之財產都是年限已達可待報廢之財產) 如下圖

	<input type="checkbox"/> 分類編號	序號	財產摘要	廠牌	型式	單位	原始成本	累計折舊	殘值	帳面價值
1	<input type="checkbox"/> 3013404-19	3	碎紙機	EBA	1524 C	台	21,000	17,496	3,504	3,504
2	<input checked="" type="checkbox"/> 3013404-25	6	護貝機	漢光	HK-330DS	台	17,000	14,168	2,832	2,832
3	<input type="checkbox"/> 3140101-03	9255	個人電腦	ASUS	(MD750)+(VE228TR)	套	29,950	23,962	5,988	5,988
4	<input type="checkbox"/> 3140101-03	10181	個人電腦	DELL	(OptiPlex 9020MT)+(P2214Hb)	套	29,500	23,596	5,904	5,904
5	<input type="checkbox"/> 3140101-03	10183	個人電腦	DELL	(OptiPlex 9020MT)+(P2214Hb)	套	29,500	23,596	5,904	5,904
6	<input checked="" type="checkbox"/> 3140101-03	11010	平板電腦	Apple	A1567	台	23,900	19,124	4,776	4,776
7	<input type="checkbox"/> 3140101-03	11012	平板電腦	Apple	A1567	台	23,900	19,124	4,776	4,776
8	<input type="checkbox"/> 3140101-03	11440	個人電腦主機	hp	EliteDesk 800 G2 TWR	台	22,500	18,000	4,500	4,500
9	<input type="checkbox"/> 3140101-03	11532	個人電腦主機	DELL	OptiPlex 7040	台	33,000	26,400	6,600	6,600
10	<input checked="" type="checkbox"/> 3140103-06	7	掌上型資料收集器	unitech	HT682	台	26,000	21,668	4,332	4,332
11	<input type="checkbox"/> 3140103-06	8	掌上型資料收集器	unitech	HT682	台	26,000	21,668	4,332	4,332
12	<input type="checkbox"/> 3140103-06	9	掌上型資料收集器	unitech	HT682	台	26,000	21,668	4,332	4,332

8. 資料出來後請點選欲待報廢之財產,點選後請按**儲存待報廢單**。(此時會出現資料儲存

OK)

9. 出現儲存 OK 確定後請按查詢列印。

財產待報廢申請表

整批待報廢 單據作業

財產待報廢單

管理單位: 310992700Q:亞東科技大學

待報廢單號: []

分類編號: [] 序號: [] ~ []

填單日期: [] 入帳: []

覆核狀態: ☒ 未覆核 ☐ 已覆核 ☐ 待覆核 ☐ 全部

顯示群組: ☒ 入帳日 ☐ 填單日

進階查詢 條件清除 查詢

狀態 待報廢單號 入帳日期 填單日期

111.05月份 (1張單)

序號	狀態	待報廢單號	入帳日期	填單日期
1	1.未送出	111050900001	111.05.09	111.05.09

新增單據 修改 刪除 欄位查詢 儲存 取消 列印

待報廢單號: 111050900001 審核日期: [] 管理單位: []

入帳日期: 111.05.09 填單日期: 111.05.09 填單人: []

管理編號: B1100000001 待報廢總號: 6-111050900001 填單日期: []

停止折舊日: 111.05.31 併單註記: []

新增項次 刪除項次 轉新單據

1.基本資料 2.帳務資料 財產影像資料

項次: 1

權屬類別: 1.私有

分類編號: 3013404-25:護貝機

數量單位: 1 台

待報廢原因: 0

序號起止: []

單價: []

10. 左邊會出現今天日期資料請點選。

11. 資料出現後就可按上方列印。

財產摘要	數量	序號 (起)	序號 (止)	單價	待報廢金額	次數	次單位	已使用月數
護貝機	1	6	6	17000.00	17000.00	0		146
平板電腦	1	11010	11010	23900.00	23900.00	0		75

12. 報廢申請表列印後請點選右上方申請送出即可。

亞東科技大學

財產報廢減損申請表

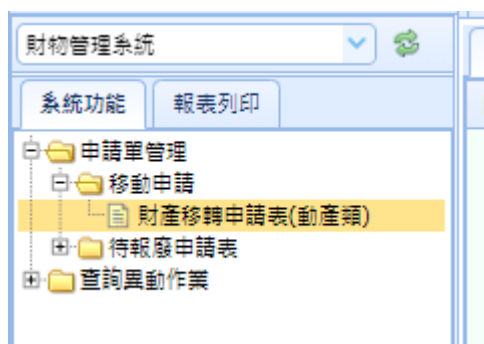
填造單位：DC2:總務處保管組

填單日期：111.05.09

第 1 頁共 1 頁

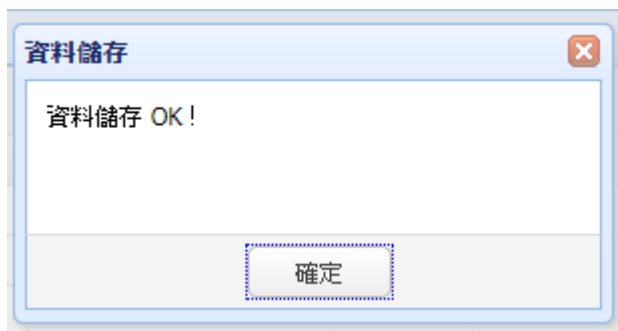
項次	增加日期	財產編號 (含分號)	財產名稱	耐用 年限	已使用 年數	廠牌 型式	規 格	單位	數量	單 價	總 價	存置地點	減損原因
1	099.02.23	3013404-25 (6-6)	護貝機	5年	12年 2月	漢光 HK-330DS	1.護貝尺寸:A3. 2.觸控式面板; 3.側邊裝置。	台	1	17,000	17,000	總務處保管組(50213)	老舊不堪使用
2	105.01.13	3140101-03 (11010-11010)	平板電腦	4年	6年 3月	Apple A1567	1.型號:A1567 2.容量:128GB,512GB 3.顏色:銀色,黑色,玫瑰金,深空灰 4.作業系統:iOS 11.0,11.1,11.2,11.3,11.4,11.5,11.6,11.7,11.8,11.9,12.0,12.1,12.2,12.3,12.4,12.5,12.6,12.7,12.8,12.9,13.0,13.1,13.2,13.3,13.4,13.5,13.6,13.7,13.8,13.9,14.0,14.1,14.2,14.3,14.4,14.5,14.6,14.7,14.8,14.9,15.0,15.1,15.2,15.3,15.4,15.5,15.6,15.7,15.8,15.9,16.0,16.1,16.2,16.3,16.4,16.5,16.6,16.7,16.8,16.9,17.0,17.1,17.2,17.3,17.4,17.5,17.6,17.7,17.8,17.9,18.0,18.1,18.2,18.3,18.4,18.5,18.6,18.7,18.8,18.9,19.0,19.1,19.2,19.3,19.4,19.5,19.6,19.7,19.8,19.9,20.0,20.1,20.2,20.3,20.4,20.5,20.6,20.7,20.8,20.9,21.0,21.1,21.2,21.3,21.4,21.5,21.6,21.7,21.8,21.9,22.0,22.1,22.2,22.3,22.4,22.5,22.6,22.7,22.8,22.9,23.0,23.1,23.2,23.3,23.4,23.5,23.6,23.7,23.8,23.9,24.0,24.1,24.2,24.3,24.4,24.5,24.6,24.7,24.8,24.9,25.0,25.1,25.2,25.3,25.4,25.5,25.6,25.7,25.8,25.9,26.0,26.1,26.2,26.3,26.4,26.5,26.6,26.7,26.8,26.9,27.0,27.1,27.2,27.3,27.4,27.5,27.6,27.7,27.8,27.9,28.0,28.1,28.2,28.3,28.4,28.5,28.6,28.7,28.8,28.9,29.0,29.1,29.2,29.3,29.4,29.5,29.6,29.7,29.8,29.9,30.0,30.1,30.2,30.3,30.4,30.5,30.6,30.7,30.8,30.9,31.0,31.1,31.2,31.3,31.4,31.5,31.6,31.7,31.8,31.9,32.0,32.1,32.2,32.3,32.4,32.5,32.6,32.7,32.8,32.9,33.0,33.1,33.2,33.3,33.4,33.5,33.6,33.7,33.8,33.9,34.0,34.1,34.2,34.3,34.4,34.5,34.6,34.7,34.8,34.9,35.0,35.1,35.2,35.3,35.4,35.5,35.6,35.7,35.8,35.9,36.0,36.1,36.2,36.3,36.4,36.5,36.6,36.7,36.8,36.9,37.0,37.1,37.2,37.3,37.4,37.5,37.6,37.7,37.8,37.9,38.0,38.1,38.2,38.3,38.4,38.5,38.6,38.7,38.8,38.9,39.0,39.1,39.2,39.3,39.4,39.5,39.6,39.7,39.8,39.9,40.0,40.1,40.2,40.3,40.4,40.5,40.6,40.7,40.8,40.9,41.0,41.1,41.2,41.3,41.4,41.5,41.6,41.7,41.8,41.9,42.0,42.1,42.2,42.3,42.4,42.5,42.6,42.7,42.8,42.9,43.0,43.1,43.2,43.3,43.4,43.5,43.6,43.7,43.8,43.9,44.0,44.1,44.2,44.3,44.4,44.5,44.6,44.7,44.8,44.9,45.0,45.1,45.2,45.3,45.4,45.5,45.6,45.7,45.8,45.9,46.0,46.1,46.2,46.3,46.4,46.5,46.6,46.7,46.8,46.9,47.0,47.1,47.2,47.3,47.4,47.5,47.6,47.7,47.8,47.9,48.0,48.1,48.2,48.3,48.4,48.5,48.6,48.7,48.8,48.9,49.0,49.1,49.2,49.3,49.4,49.5,49.6,49.7,49.8,49.9,50.0,50.1,50.2,50.3,50.4,50.5,50.6,50.7,50.8,50.9,51.0,51.1,51.2,51.3,51.4,51.5,51.6,51.7,51.8,51.9,52.0,52.1,52.2,52.3,52.4,52.5,52.6,52.7,52.8,52.9,53.0,53.1,53.2,53.3,53.4,53.5,53.6,53.7,53.8,53.9,54.0,54.1,54.2,54.3,54.4,54.5,54.6,54.7,54.8,54.9,55.0,55.1,55.2,55.3,55.4,55.5,55.6,55.7,55.8,55.9,56.0,56.1,56.2,56.3,56.4,56.5,56.6,56.7,56.8,56.9,57.0,57.1,57.2,57.3,57.4,57.5,57.6,57.7,57.8,57.9,58.0,58.1,58.2,58.3,58.4,58.5,58.6,58.7,58.8,58.9,59.0,59.1,59.2,59.3,59.4,59.5,59.6,59.7,59.8,59.9,60.0,60.1,60.2,60.3,60.4,60.5,60.6,60.7,60.8,60.9,61.0,61.1,61.2,61.3,61.4,61.5,61.6,61.7,61.8,61.9,62.0,62.1,62.2,62.3,62.4,62.5,62.6,62.7,62.8,62.9,63.0,63.1,63.2,63.3,63.4,63.5,63.6,63.7,63.8,63.9,64.0,64.1,64.2,64.3,64.4,64.5,64.6,64.7,64.8,64.9,65.0,65.1,65.2,65.3,65.4,65.5,65.6,65.7,65.8,65.9,66.0,66.1,66.2,66.3,66.4,66.5,66.6,66.7,66.8,66.9,67.0,67.1,67.2,67.3,67.4,67.5,67.6,67.7,67.8,67.9,68.0,68.1,68.2,68.3,68.4,68.5,68.6,68.7,68.8,68.9,69.0,69.1,69.2,69.3,69.4,69.5,69.6,69.7,69.8,69.9,70.0,70.1,70.2,70.3,70.4,70.5,70.6,70.7,70.8,70.9,71.0,71.1,71.2,71.3,71.4,71.5,71.6,71.7,71.8,71.9,72.0,72.1,72.2,72.3,72.4,72.5,72.6,72.7,72.8,72.9,73.0,73.1,73.2,73.3,73.4,73.5,73.6,73.7,73.8,73.9,74.0,74.1,74.2,74.3,74.4,74.5,74.6,74.7,74.8,74.9,75.0,75.1,75.2,75.3,75.4,75.5,75.6,75.7,75.8,75.9,76.0,76.1,76.2,76.3,76.4,76.5,76.6,76.7,76.8,76.9,77.0,77.1,77.2,77.3,77.4,77.5,77.6,77.7,77.8,77.9,78.0,78.1,78.2,78.3,78.4,78.5,78.6,78.7,78.8,78.9,79.0,79.1,79.2,79.3,79.4,79.5,79.6,79.7,79.8,79.9,80.0,80.1,80.2,80.3,80.4,80.5,80.6,80.7,80.8,80.9,81.0,81.1,81.2,81.3,81.4,81.5,81.6,81.7,81.8,81.9,82.0,82.1,82.2,82.3,82.4,82.5,82.6,82.7,82.8,82.9,83.0,83.1,83.2,83.3,83.4,83.5,83.6,83.7,83.8,83.9,84.0,84.1,84.2,84.3,84.4,84.5,84.6,84.7,84.8,84.9,85.0,85.1,85.2,85.3,85.4,85.5,85.6,85.7,85.8,85.9,86.0,86.1,86.2,86.3,86.4,86.5,86.6,86.7,86.8,86.9,87.0,87.1,87.2,87.3,87.4,87.5,87.6,87.7,87.8,87.9,88.0,88.1,88.2,88.3,88.4,88.5,88.6,88.7,88.8,88.9,89.0,89.1,89.2,89.3,89.4,89.5,89.6,89.7,89.8,89.9,90.0,90.1,90.2,90.3,90.4,90.5,90.6,90.7,90.8,90.9,91.0,91.1,91.2,91.3,91.4,91.5,91.6,91.7,91.8,91.9,92.0,92.1,92.2,92.3,92.4,92.5,92.6,92.7,92.8,92.9,93.0,93.1,93.2,93.3,93.4,93.5,93.6,93.7,93.8,93.9,94.0,94.1,94.2,94.3,94.4,94.5,94.6,94.7,94.8,94.9,95.0,95.1,95.2,95.3,95.4,95.5,95.6,95.7,95.8,95.9,96.0,96.1,96.2,96.3,96.4,96.5,96.6,96.7,96.8,96.9,97.0,97.1,97.2,97.3,97.4,97.5,97.6,97.7,97.8,97.9,98.0,98.1,98.2,98.3,98.4,98.5,98.6,98.7,98.8,98.9,99.0,99.1,99.2,99.3,99.4,99.5,99.6,99.7,99.8,99.9,100.0,100.1,100.2,100.3,100.4,100.5,100.6,100.7,100.8,100.9,101.0,101.1,101.2,101.3,101.4,101.5,101.6,101.7,101.8,101.9,102.0,102.1,102.2,102.3,102.4,102.5,102.6,102.7,102.8,102.9,103.0,103.1,103.2,103.3,103.4,103.5,103.6,103.7,103.8,103.9,104.0,104.1,104.2,104.3,104.4,104.5,104.6,104.7,104.8,104.9,105.0,105.1,105.2,105.3,105.4,105.5,105.6,105.7,105.8,105.9,106.0,106.1,106.2,106.3,106.4,106.5,106.6,106.7,106.8,106.9,107.0,107.1,107.2,107.3,107.4,107.5,107.6,107.7,107.8,107.9,108.0,108.1,108.2,108.3,108.4,108.5,108.6,108.7,108.8,108.9,109.0,109.1,109.2,109.3,109.4,109.5,109.6,109.7,109.8,109.9,110.0,110.1,110.2,110.3,110.4,110.5,110.6,110.7,110.8,110.9,111.0,111.1,111.2,111.3,111.4,111.5,111.6,111.7,111.8,111.9,112.0,112.1,112.2,112.3,112.4,112.5,112.6,112.7,112.8,112.9,113.0,113.1,113.2,113.3,113.4,113.5,113.6,113.7,113.8,113.9,114.0,114.1,114.2,114.3,114.4,114.5,114.6,114.7,114.8,114.9,115.0,115.1,115.2,115.3,115.4,115.5,115.6,115.7,115.8,115.9,116.0,116.1,116.2,116.3,116.4,116.5,116.6,116.7,116.8,116.9,117.0,117.1,117.2,117.3,117.4,117.5,117.6,117.7,117.8,117.9,118.0,118.1,118.2,118.3,118.4,118.5,118.6,118.7,118.8,118.9,119.0,119.1,119.2,119.3,119.4,119.5,119.6,119.7,119.8,119.9,120.0,120.1,120.2,120.3,120.4,120.5,120.6,120.7,120.8,120.9,121.0,121.1,121.2,121.3,121.4,121.5,121.6,121.7,121.8,121.9,122.0,122.1,122.2,122.3,122.4,122.5,122.6,122.7,122.8,122.9,123.0,123.1,123.2,123.3,123.4,123.5,123.6,123.7,123.8,123.9,124.0,124.1,124.2,124.3,124.4,124.5,124.6,124.7,124.8,124.9,125.0,125.1,125.2,125.3,125.4,125.5,125.6,125.7,125.8,125.9,126.0,126.1,126.2,126.3,126.4,126.5,126.6,126.7,126.8,126.9,127.0,127.1,127.2,127.3,127.4,127.5,127.6,127.7,127.8,127.9,128.0,128.1,128.2,128.3,128.4,128.5,128.6,128.7,128.8,128.9,129.0,129.1,129.2,129.3,129.4,129.5,129.6,129.7,129.8,129.9,130.0,130.1,130.2,130.3,130.4,130.5,130.6,130.7,130.8,130.9,131.0,131.1,131.2,131.3,131.4,131.5,131.6,131.7,131.8,131.9,132.0,132.1,132.2,132.3,132.4,132.5,132.6,132.7,132.8,132.9,133.0,133.1,133.2,133.3,133.4,133.5,133.6,133.7,133.8,133.9,134.0,134.1,134.2,134.3,134.4,134.5,134.6,134.7,134.8,134.9,135.0,135.1,135.2,135.3,135.4,135.5,135.6,135.7,135.8,135.9,136.0,136.1,136.2,136.3,136.4,136.5,136.6,136.7,136.8,136.9,137.0,137.1,137.2,137.3,137.4,137.5,137.6,137.7,137.8,137.9,138.0,138.1,138.2,138.3,138.4,138.5,138.6,138.7,138.8,138.9,139.0,139.1,139.2,139.3,139.4,139.5,139.6,139.7,139.8,139.9,140.0,140.1,140.2,140.3,140.4,140.5,140.6,140.7,140.8,140.9,141.0,141.1,141.2,141.3,141.4,141.5,141.6,141.7,141.8,141.9,142.0,142.1,142.2,142.3,142.4,142.5,142.6,142.7,142.8,142.9,143.0,143.1,143.2,143.3,143.4,143.5,143.6,143.7,143.8,143.9,144.0,144.1,144.2,144.3,144.4,144.5,144.6,144.7,144.8,144.9,145.0,145.1,145.2,145.3,145.4,145.5,145.6,145.7,145.8,145.9,146.0,146.1,146.2,146.3,146.4,146.5,146.6,146.7,146.8,146.9,147.0,147.1,147.2,147.3,147.4,147.5,147.6,147.7,147.8,147.9,148.0,148.1,148.2,148.3,148.4,148.5,148.6,148.7,148.8,148.9,149.0,149.1,149.2,149.3,149.4,149.5,149.6,149.7,149.8,149.9,150.0,150.1,150.2,150.3,150.4,150.5,150.6,150.7,150.8,150.9,151.0,151.1,151.2,151.3,151.4,151.5,151.6,151.7,151.8,151.9,152.0,152.1,152.2,152.3,152.4,152.5,152.6,152.7,152.8,152.9,153.0,153.1,153.2,153.3,153.4,153.5,153.6,153.7,153.8,153.9,154.0,154.1,154.2,154.3,154.4,154.5,154.6,154.7,154.8,154.9,155.0,155.1,155.2,155.3,155.4,155.5,155.6,155.7,155.8,155.9,156.0,156.1,156.2,156.3,156.4,156.5,156.6,156.7,156.8,156.9,157.0,157.1,157.2,157.3,157.4,157.5,157.6,157.7,157.8,157.9,158.0,158.1,158.2,158.3,158.4,158.5,158.6,158.7,158.8,158.9,159.0,159.1,159.2,159.3,159.4,159.5,159.6,159.7,159.8,159.9,160.0,160.1,160.2,160.3,160.4,160.5,160.6,160.7,160.8,160.9,161.0,161.1,161.2,161.3,161.4,161.5,161.6,161.7,161.8,161.9,162.0,162.1,162.2,162.3,162.4,162.5,162.6,162.7,162.8,162.9,163.0,163.1,163.2,163.3,163.4,163.5,163.6,163.7,163.8,163.9,164.0,164.1,164.2,164.3,164.4,164.5,164.6,164.7,164.8,164.9,165.0,165.1,165.2,165.3,165.4,165.5,165.6,165.7,165.8,165.9,166.0,166.1,166.2,166.3,166.4,166.5,166.6,166.7,166.8,166.9,167.0,167.1,167.2,167.3,167.4,167.5,167.6,167.7,167.8,167.9,168.0,168.1,168.2,168.3,168.4,168.5,168.6,168.7,168.8,168.9,169.0,169.1,169.2,169.3,169.4,169.5,169.6,169.7,169.8,169.9,170.0,170.1,170.2,170.3,170.4,170.5,170.6,170.7,170.8,170.9,171.0,171.1,171.2,171.3,171.4,171.5,171.6,171.7,171.8,171.9,172.0,172.1,172.2,172.3,172.4,172.5,172.6,172.7,172.8,172.9,173.0,173.1,173.2,173.3,173.4,173.5,173.6,173.7,173.8,173.9,174.0,174.1,174.2,174.3,174.4,174.5,174.6,174.7,174.8,174.9,175.0,175.1,175.2,175.3,175.4,175.5,175.6,175.7,175.8,175.9,176.0,176.1,176.2,176.3,176.4,176.5,176.6,176.7,176.8,176.9,177.0,177.1,177.2,177.3,177.4,177.5,177.6,177.7,177.8,177.9,178.0,178.1,178.2,178.3,178.4,178.5,178.6,178.7,178.8,178.9,179.0,179.1,179.2,179.3,179.4,179.5,179.6,179.7,179.8,179.9,180.0,180.1,180.2,180.3,180.4,180.5,180.6,180.7,180.8,180.9,181.0,181.1,181.2,181.3,181.4,181.5,181.6,181.7,181.8,181.9,182.0,182.1,182.2,182.3,182.4,182.5,182.6,182.7,182.8,182.9,183.0,183.1,183.2,183.3,183.4,183.5,183.6,183.7,183.8,183.9,184.0,184.1,184.2,184.3,184.4,184.5,184.6,184.7,184.8,184.9,185.0,185.1,185.2,185.3,185.4,185.5,185.6,185.7,185.8,185.9,186.0,186.1,186.2,186.3,186.4,186.5,186.6,186.7,186.8,186.9,187.0,187.1,187.2,187.3,187.4,187.5,187.6,187.7,187.8,187.9,188.0,188.1,188.2,188.3,188.4,188.5,188.6,188.7,188.8,188.9,189.0,189.1,189.2,189.3,189.4,189.5,189.6,189.7,189.8,189.9,190.0,190.1,190.2,190.3,190.4,190.5,190.6,190.7,190.8,190.9,191.0,191.1,191.2,191.3,191.4,191.5,191.6,191.7,191.8,191.9,192.0,192.1,192.2,192.3,192.4,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〈二〉、財產移轉申請表(動產類) 操作說明及注意事項：



分類編號	序號起	序號止	摘要	數量	單位	總價	廠牌	型式
3090202-16	7	7	雷射測距儀	1	台	15,246	HILTI	PD30
3140101-03	8030	8030	個人電腦	1	套	60,000	(佳博)+(ASUS)	(PC001)+(MS238H)
3140101-03	11011	11011	平板電腦	1	台	23,900	Apple	A1567
3140101-03	11531	11531	個人電腦主機	1	台	33,000	DELL	OptiPlex 7040
3140307-01	640	640	液晶螢幕	1	台	7,800	ASUS	VW2235
3140307-03	104	104	液晶螢幕	1	台	10,300	DELL	U2417Ht
3140308-13	71	71	數位相機	1	台	28,000	SONY	DSC-RX100M3
5010302-10	107	107	隔屏組	1	組	24,120	天下	單人組
5010302-10	235	235	三人隔屏組	1	組	17,500	天下	PA-3P
5010302-10	236	237	二人隔屏組	2	組	60,000	天下	PA-2P

1. 【移入保管人資料】設定: 要移入的**保管人**挑選確定後, **使用單位**、**經管單位**、**存置地點**等欄位請確認正確與否。(欄位若為**空白**, 則是照【移出保管人資料】帶入)。
 2. 【移出條件】設定: **保管人**確定後, 直接點選**可移動查詢**, 此時保管人所有財產都會呈現, 可用滑鼠直接點選欲移動之財產即可。
- ※**序號組合**用意: 1. 組合 (是指序號未切割) 2. 不組合 (是指序號已切割)
- ※**數量 2 以上**的財產若只需移動某序號就需要先點選不組合, 就會幫你切割序號了。
3. 可移動資料點選好之後請按**儲存移動單**, 會出現資料儲存 OK, 再按確定。(如圖一)
 4. 接著點選**查詢列印**。(如圖二)
 5. 會出現 (如圖三) 出現今天日期**未送出**資料請點選。
 6. 資料出現後就可按上方**移動單列印**。
 7. 最後點選**申請送出**再按**確定**即可。(如圖四)



(圖一)

[可 移 動 資 料 (可逐筆點選或分頁全選)]

	分類編號	序號起	序號止	摘要	數量	單位	總價	廠牌	型 式
9	3100508-034	1	1	電源突波保護器	1	台	29925	Wei Saint Crop	SM60
10	3110102-02	2	2	紫外線除菌機	1	臺	84000	3V HyperVision	HUV
11	3140101-03	5900	5900	筆記型電腦	1	臺	28465	acer	Aspir
12	3140101-03	10492	10492	個人電腦	1	臺	33529	ASUS AS-D792奇美	ASUS

(圖二)

移動單

管理單位: 310992700Q:亞東科技大學
 移動單號:
 分類編號: 序號:
 填單日期: 入帳日期:
 審核狀態: ☒ 未審核 ☐ 已審核 ☐ 待覆核 ☐ 全部
 顯示群組: ☒ 入帳日 ☐ 填單日

移動單號: 審核日期:
 入帳日期: 111.05.11 填單日期: 111.05.11
 管理編號: 移動編號: 5-111051100001
 填單單位: DC2:總務處保管組

管理單位: 310992700Q:亞東
 填單人: FA025:王小姐
 單據備註:

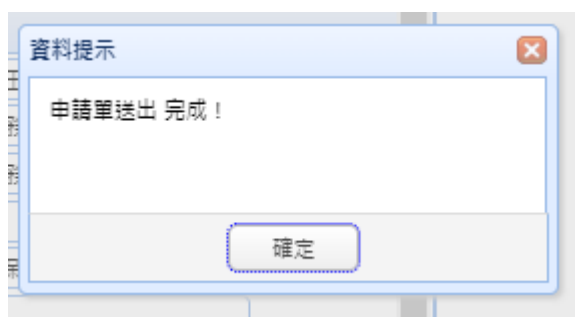
1.基本資料

項次: 1 (整批1) 權重類別: 1:私有
 分類編號: 3090202-16:雷射量測儀 序號起止: 7 ~
 數量單位: 1 台 財產摘要: 雷射測距儀
 已使用年數: 15 年 4 月 記錄字號:
 備 註:

(圖三)

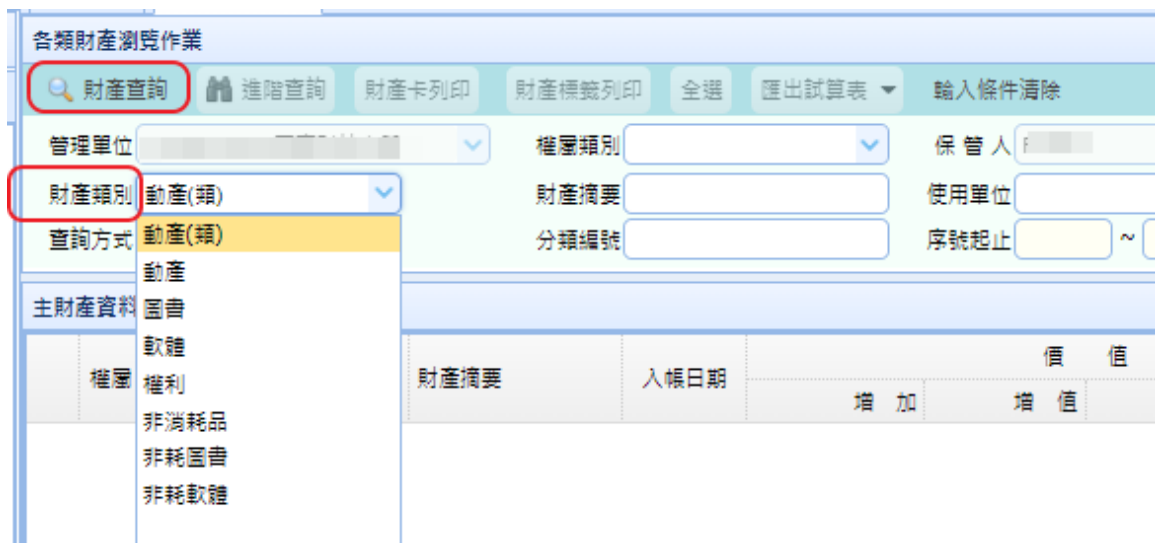
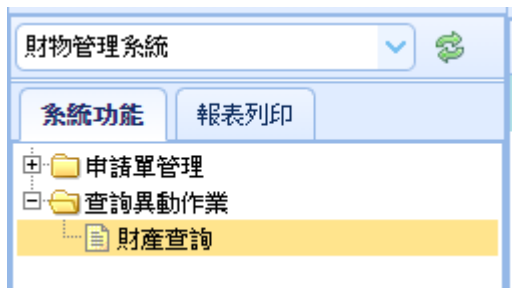
項次	分類編號 Class No	財產摘要	數量	序號 (起)	序號 (止)	次數	移入資料			移出資料	
							保管人	使用單位	存置地點	保管人	使用單位
1	3090202-16	雷射測距儀	1	7	7	0	00000	DB1	總務處保管組(502)	FA025	DC2
2	3140101-03	個人電腦主機	1	11531	11531	0	00000	DB1	總務處保管組(502)	FA025	DC2
3	5010302-10	隔屏組	1	107	107	0	00000	DB1	總務處保管組(502)	FA025	DC2

(圖四)



四、查詢異動作業：

〈一〉、查詢異動作業操作說明及注意事項：



1. 查詢異動作業:主要提供各保管人查詢自己的各類財產帳務紀錄移動紀錄等。
2. 請先選擇**財產類別**(動產、圖書、非消耗品、非耗圖書)再點選上方**財產查詢**即可。

※動產(類):是指分類編號 3. 4. 5. 6. 8 類的財產一併查詢。

※動產:是指分類編號 3. 4. 5 類的財產。

主財產資料									
權屬	分類編號	序號	財產摘要	價 值				增	
				增 加	增 值	減 值	餘額價值		
1	01	3140101-03	5296	電腦主機	18,017	0	0	18,017	
2	01	3140101-03	6751	個人電腦	18,797	0	0	18,797	
3	01	3140101-03	6822	個人電腦	21,180	0	0	21,180	
4	01	3140101-03	6823	個人電腦	21,180	0	0	21,180	
5	01	5010303-01B	2847	木製高櫃	13,800	0	0	13,800	

50 第 1 共 1 頁

----- 基本資料 -----

增加單號: 1010925004 入帳日期: 101.09.26 公用區分: 1:公務用
 財產摘要: 電腦主機 材質: 積體電路、金屬 單位: 臺

----- 管理資料 -----

保管人: CCD009:郭佳伶 經管單位: CCE:保管組 使用單位: CCE:保管組
 存置空間: *存置地點: 保管組 *使用人: 郭佳伶

----- 其他資料 -----

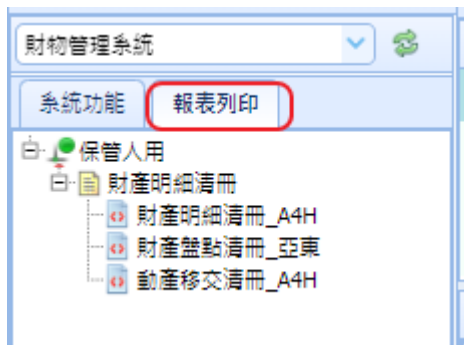
記帳字號: 採購單號: 廠牌: ASUS MD710

3. 資料出現後，點選**各別財產資料**，可提供保管人修改**存置地地點**及**使用人**欄位。

4. 請點選**修改**，修改完再按**儲存**即可。

五、報表列印：

〈一〉、報表列印操作說明及注意事項：



〈圖一〉



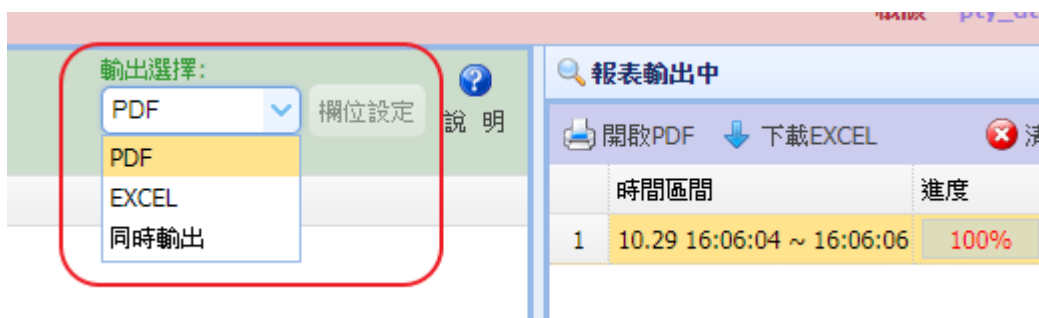
〈圖二〉



〈圖三〉

1. 左上角切換至**報表列印**即可列印保管人明細清冊。(如圖一)
2. 條件輸入:帳務資料日期只要在**資料內容(起/止)**輸入**截止日**即可。(如圖二)
3. 等進度跑至 100%即可點選**時間區間**那個欄位再點選上方**開啟 PDF**，或**下載 EXCEL**，報表即可呈現。(如圖三)

若需下載 EXCEL，請於產生報表前先輸出選擇 EXCEL



備註：(非消耗品操作流程與動產相同故不再詳敘)