

## MOVEMENT OF ASSETS

Listed in the *Figure 1* are the *Movement of Assets* recorded in the Accounting System. Click the **Record Movement Button** to create new. Click the **... Button** as shown in *figure 2* to choose from the fixed assets list in *figure 3*.

Figure 1

Movement of Assets

+ Record Movement

Asset No	Asset Code	Asset Description	Movement Date	Status	Remarks	Action
AM-20190806-4	00201220025100-4	Dell Intel i5 1TB 8GB RAM 17 Inches Laptop	2019-08-06	Damage	Moved to Central Warehouse. It was damaged due to typhoon	
AM-20190806-3	00201220025100-5	Dell Intel i5 1TB 8GB RAM 17 Inches Laptop	2019-08-06	Active	Mr. Brace Lee as the point person	

Showing 1 to 2 of 2 entries

< Previous 1 Next >

Figure 2

Movement of Assets | Record New

\*Asset Code:

Asset Description:

\*Movement Date:

\*Present Location:

\*Move To:

\*Status:

Document No (Auto):

Figure 3

Fixed Assets

Asset Code	Asset Description	Present Location	Present Status	Date	Record	Action
00201220025100-5	Dell Intel i5 1TB 8GB RAM 17 Inches Laptop	Central Warehouse	Active	2019-08-06	Moved	
00201220025100-4	Dell Intel i5 1TB 8GB RAM 17 Inches Laptop	Central Warehouse	Damage	2019-08-06	Moved	
00201220025100-3	Dell Intel i5 1TB 8GB RAM 17 Inches Laptop	Admin Office	Active	2019-07-26	Acquired	
00201220025100-2	Dell Intel i5 1TB 8GB RAM 17 Inches Laptop	Admin Office	Active	2019-07-26	Acquired	
00201220025100-1	Dell Intel i5 1TB 8GB RAM 17 Inches Laptop	Admin Office	Active	2019-07-26	Acquired	

Showing 1 to 5 of 5 entries

< Previous 1 Next >

Clicking the **+ Button** in this interface will show the *Movement of the Asset*. Click the **Check Button** to use the Asset in the Record. Then the **Details** of the Fixed Asset will be dropped down in the invoice (*Figure 4*). Click the **Save Button** to save the record.

Figure 4

Movement of Assets | Record New

\*Asset Code:

Asset Description:

\*Movement Date:

\*Present Location:

\*Move To:

\*Status:

Document No (Auto):

Remarks:

**SAVE** **CANCEL**