

Add

To Add an asset,

1. From the section menu bar, click '**Add**';
2. A dialog panel slides from the right side of the screen for you to enter data;
3. To know the steps in filling-up the data-entry form, click the '?' icon located at the upper right-hand corner of the dialog panel;

Fill-up the fields as follows:

1. **Date Acquired** - pick the date from the calendar;
2. **Asset Description** - type-in the name of the asset, describing it with specifications if possible;
3. **Supplier** - if the supplier is already entered in the '**Suppliers List**', you can select it from the choices in the combo box control. If not, exit and run **System Up-Keeping App, 'Supplier's List'**, then add this supplier in the list;
4. **Asset Value** - amount of this asset in Peso;
5. **Quantity** - number of this asset (1, 2, etc.);
6. **Unit of measure** - choices: PCS, KGS, L, ML, etc.;
7. **Depreciation Rate** - leave this empty, it will be calculated later;
8. **Enter in Years** - enter how many years is the expected **service life** of this asset, 5, 10 years, etc. After entering the number of years, hit the ENTER key to open the '**Calculate**' button;
9. Click the '**Calculate**' button;
10. **Depreciation Yearly** - after '**Calculate**' click, result of calculation;
11. **Depreciation Monthly** - after '**Calculate**' click, result of calculation;
12. **Depreciation Hourly** - after '**Calculate**' click, result of calculation;
13. **Due Date** - after '**Calculate**' click, result of calculation.
14. **Asset ID** - select from choices:
 - a. POB - Plant/Office Building
 - b. MACHINERY (example: pumps, Jug cleaning machine, etc.)
 - c. EQUIPMENT (example: Softener Tank, Carbon Adsorption Tank, Sediment Tank, etc)
 - d. INSTRUMENT (example: TDS meter, pH meter, etc)
 - e. TOOL (example: screw driver, hammer, etc.)
 - f. VEHICLE (example: Kolong-Kolong delivery trike, etc)
 - g. LAND (parcel of land bought by the company)
 - h. JUG (example: Round Jug Pet, Slim Jug, etc.)
15. **Asset Account No. in COA** - select from COA (chart of accounts) for the appropriate account number. It is important to select the correct account!
16. When done, click '**Ready to Save**' button;
17. To save, click the '**Save Data**' button.

System Settings

Microbusiness Setup

Owner Name: **Elas Quijano**
 Business Address: **786 Brgy. 07, San Roque Subd., Hantolip, San Jose, Tacloban**
 API Key: **AZza5yBhK4UjR9QZf00-XdfvTDg@BuxKmeIvI**
 Weekend: **Sunday**

To change Logo, Letterhead, Api key, Address, and Owner name, click the section menu.

Assets

- Add
- Edit
- Delete

Description	Unit	Stax	Liter	Price	Amount
DELIVERY TRIKE	ACE HARDWARE			P3,000.00	2.00 PCS P6,000.00
DELIVERY TRIKE	ACE HARDWARE			P3,000.00	2.00 PCS P6,000.00
2LITER JUG	ACE HARDWARE			P20.00	147.00 PCS P2,940.00
2LITER JUG	ACE HARDWARE			P20.00	147.00 PCS P2,940.00
2.5 GALLON ROUND JUG	PCS	16.00			
4LITER ROUND JUG (PQ)	PCS	20.00	147		
ROUND PLASTIC JUG 5-GAL	PCS	20.00	148		
CAP FOR 5 GAL PET WATER JUG	PCS	20.00	135		

To add, edit, and delete, click the section menu. After clicking add, a new form will open at the bottom. To add, edit, and delete, click the section menu. After clicking add, a new form will open at the bottom.

ASSETS LIST

Assets Data Entry

Reference No: **030822173845**
 Date Acquired: **06/02/2022**
 Asset Description: **KOLONG-KOLONG DELIVERY TRIKE**
 Supplier: **ACE HARDWARE**
 Asset Value: **50000.00**
 Quantity: **1.00**
 Unit of Measure: **UNIT**
 Amount: **50000.00**
 Depreciation Rate: **6.200** Enter in Years: **5.00**
 Depreciation Yearly: **10000.00**
 Depreciation Monthly: **833.33**
 Depreciation Hourly: **1.16**
 Due Date: **06/02/2027**
 Asset ID: **VEHICLE**
 Asset Account No in CDA: **180-Machineries, Egpent, Tools, Instruments**
 CDA Account No: **180**
 Payment: **Cash**
 OR No: **033**

Buttons: **Save Data**, **Ready to Save**, **Calculate**, **Activate Windows**, **Go to Settings to activate Windows**, **Abort and Close**

Annotations:

- Help** (icon)
- From the Assets menu bar, click Add**
- Fill-up the form and for a step-by-step guide, click the help icon.**
- Save Data**
- Ready to Save**