

# IM4Sapiens

*Companies assets are fundamental to achieve the companies defined targets and therefore assets has a major role on the operational activity.*

*Typically assets stay in the company's balance sheet for long period of time and in this way it's necessary to elaborate a rigorous, updated inventory and perform the adequate and correct depreciation, re-evaluation and abate.*

*IM4Sapiens solution was developed to address these requirements, providing improvement in productivity to companies activities.*



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# Fiscal Tables / Parameters

Some parameters are required to be defined prior to the assets be loaded into the system. These parameters include the localization table, organic structure and official codes as per Portaria 671/2000. The general classification table includes depreciation tax rate and information for accounting.

Nº Inventário	Descrição	Identificação	Classificador	Orgânica	Localização	Data Inv.	Estado
0000	COMPUTADOR		360006	12001	01	06-07-2007	Activo
0001	COMPUTADOR		360006	12001	01	06-07-2007	Activo
0002	COMPUTADOR		360006	12001	01	06-07-2007	Activo
0003	COMPUTADOR		360001	11102	01	06-07-2007	Activo
0004	CADERNA		340003	11101	01	07-07-2007	Activo
0005	ESTRETOCADOR		310013	12006	01	12-07-2007	Activo
0006	ESTRETOCADOR		310013	12006	01	12-07-2007	Activo
0007	ALFAPAO		310029	200	01	16-07-2007	Activo
0008	ALFAPAO		310029	200	01	16-07-2007	Activo
0009	AFETADOR		310029	200	01	16-07-2007	Activo
0010	AFETADOR		310029	200	01	16-07-2007	Activo
0011	CADERNEIRO		410062	11002	01	10-07-2007	Activo
0012	IMPRESSORA		430029	4005	01	19-07-2007	Activo
0013	IMPRESSORA		430029	4005	01	19-07-2007	Activo
0014	IMPRESSORA		430029	4005	01	19-07-2007	Activo

## Assets

Nº Inventário	03023	Descrição	IMPRESSORA
Estado	Activo	Abreviatura	IMPRESSORA
Chave Única		Nº Série	
Nº Inv. Principal		Classificador	HARDWARE
Estrutura Orgânica	SERVICOS DE INFORMATICA	Estado Aquisição	Novo
Agrupamento		Turnos	Sem Turnos
Local	HOSPITAL	Taxa Amortização	25,00%
Actividade	seleccione	Valor Aquisição	302,50 €
Projeto		Fin Amortização	
Forneecedor	EQUIPAMENTOS E SERV.INF	Valor Reduzido	
Documento		Reavaliar	
Documento Interno		Valor Residual	
Valor Líquido		Reinvestimento	0,00 €
Valor Líquido	302,50 €	Valor Máx. Fiscal	
Taxa IVA		Quantidade	1
IVA Deducível			

## Identification

Assets can have the following classification: **Inventory number**, sequential number or sequential number per year; **Identification**, unique number which identifies the asset. For the case of cars the number plate can be used; **Precedent Inventory**, for the case the assets were previously subject to inventory, the precedent number can be used; **Label number**, unique number of the designated label of the asset.

## Characterization

The information asset provides the characterization at fiscal level and also a comprehensive data base of the asset. The information is assembled in several topics:

- General
- Purchase
- Fiscal
- CIBE
- Contracts
- Assurance

# Accounting



Depreciation values, re-evaluation and abate are automatically obtained in function of the previously defined parameters. An interface with the financial management system is available.

## CIBE / Public Administration

The solution was developed to address the public administration requirements. The presented version begins by the use of a general classification and the other official tables defined by the portaria. This characterization allows the assets management from the operation, fiscal and accounting perspectives and also specific information, like the maps.

## Mobility

This module is installed in mobile terminals. Depending on the selected hardware, terminals can have the capability of bar code reading and printing labels.



Through the data synchronization function, data is copied into the terminal, being possible to perform the following tasks:

### ***Printing/Labels issuing***

Based on the assets list, it's possible to generate labels (for assets without label) and print labels.

### ***Inventory***

Assets list in a defined location.

### ***Synchronization***

This process has two functions. Download into the terminal the assets and send to the central system the information produced. The sent information refers to the issued and printed labels and to the assets list existing on the local subject to the inventory.



After the synchronization it's possible to analyse modifications related to the existing information on the system and to provide updates.

# Intranet Portal for Managers

This software addresses the need to provide to Managers an asset management tool.

## Functionalities

- Process list
- Asset list
- Asset data
- Transfer process
- Abate process

### Process list

Workflow is used to ensure the process management; tasks in progress by the user and tasks that are stand-by waiting for the intervention of the user.

### Transfer process

Process that allows the modification of the asset local/service. It's a process which implies a request, accept by the designated manager and on the last level, accept by the asset manager.

### Abate process

Process that allows the administrative treatment of abatements.

From the request task, the necessary signatures are requested and on the last level, the asset manager confirms the abatement.

### Asset list

Asset list, responsibility by the software user

The asset list allows the following tasks:

- Data consultation
- Transfer request
- Abate request

