

# 個人保管品建檔

如各類設備或後續有維修保養之必要者，於固定資產作業系統建檔原代輸入「7」，後續依新增流程步驟辦理。

The screenshot displays the 'Fixed Asset Management System' (固定資產管理電腦作業) interface. The main window shows a form for adding asset data, with the 'Original Code' (原代) field highlighted by a red box. A dialog box titled '新增原代清單' (New Original Code List) is open, showing a table of original codes and their descriptions. The code '7' and its description '保管品' (Preservation Item) are highlighted with a red box. A red arrow points from the '原代' field in the main form to the '7' in the dialog box.

原代	說明
1	新增
2	改良增值
3	調整
4	盤盈
5	受贈
7	保管品