HARDCAT REPORTING
USER GUIDE

KZN PROVINCIAL TREASURY

Table of content

1. Introduction

The Hardcat system has been designed to facilitate the controlling of all assets within the Departments in accordance with the National Treasury directive, in fulfilling the provisions of the Public Finance Management Act (PFMA).

Hardcat has become a very valuable reporting tool to Management. The system allows for the retrieval of information in the form of reports which can be used for reporting purposes. On Hardcat, users are able to draw General Reports, Fixed Reports and Custom Reports on different entities.

2. Performance Outcomes:

Learners will be able to draw general, fixed and custom reports on the following entities:

- Assets
- Suppliers
- Locations
- Cost Centres
- People
- Products

3. User Security Options

Reports generated within the systems are fixed to the information that was captured. The reports give a proper indication of each function that had taken through the system. The reports also play an important role when auditing the asset management with a section.The system allows a user to login with a unique user id and password. This information can be used for audit trail purposes.

4. Login in to Hardcat

- Double click on the Hardcat Icon.
- System will take the user to next screen below.

Note: When logging onto Hardcat the user must use a unique username and password. The user names and passwords are created by the systems controller (Syscon) at each department.

Hardcat User Logon

This Hardcat installation is LICENCED EXCLUSIVELY for use at the premises of:

KwaZulu-Natal Provincial Treasury

Licence Number:
04234-324B-001

User ID:

Password:

Change Password...

Help   OK   Cancel
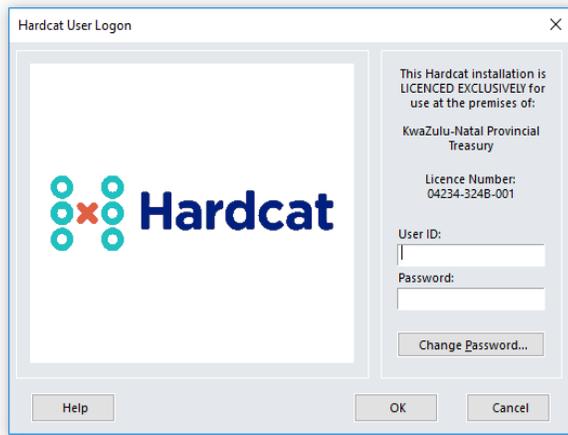
- Click in User ID and enter in your allocated User ID Code.
- Click in Password and enter in your allocated Password Code
- Click the OK

Hardcat Asset Management
File   Modules   Lists   Reports   Configuration   Help

KwaZulu-Natal Provincial Treasury, Licence: 04234-324B-001, Version: 6.10

Note: The New Password field will only be used to renew the password once it has expired.

5. HARDCAT REPORTS

Through Hardcat you are able to draw three types of reports:

- General
- Fixed reports
- Custom reports

They can be accessed in the following way:
1. Click on the reports function from the tool bar.
2. Click on General
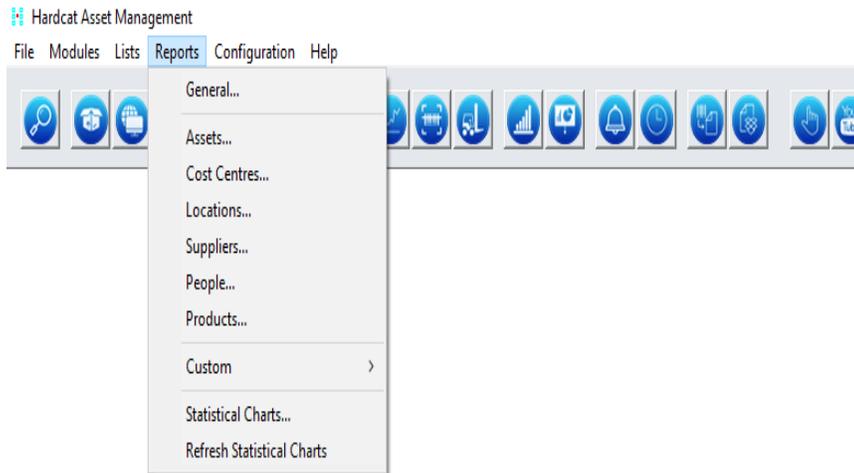
5.1 General Reports

Used for stats purposes to obtain the summary of data in the System
They are available on the following selections:

5.1.1 Attached Files – reports on attached files eg Departments logo

Entity Code	File Name		Size (bytes)	Created By	Date	Modified By	Date
Files							
LOGO	KZN-Logo-01.wmf		81468	SUPER	2005/07/28	SUPER	2005/07/28

5.1.2 Base Stats – reports that display summarized information about assets such as: total number of assets in the register, number of sold assets, total number of leased assets etc

Base Statistics

Total number of current Assets:	7302		Total number of Products:	1673
Number of current Assets owned:	7302		Total number of Suppliers:	268
Number of current Assets leased:	0		Total number of Locations:	637
Number of current Assets rented:	0		Total number of Cost Centres:	6171
Total number of disposed Assets:	5077		Total number of People:	977
Total number of Assets in system:	12379			

Asset Type	Description	Current	Disposed	Total
ATT000	Heater/Vacuum/Fan	28	21	49
ATT003	CD/DVD/VCRs	7	6	13
ATT005	Desktops	368	642	1010
ATT006	Monitors	417	645	1062
ATT007	Notebooks/Laptops/iPad	600	744	1344
ATT008	Printers	95	168	263
ATT010	CD/DVD Reader/Writers	4	6	10
ATT011	Servers	52	31	83

5.1.3 Regions – list of regions

5.1.4 Standard List – list of product types

Standard Lists for KZN Provincial Government Hardcat Training

Standard List: Radio type   (SD000000)

Code	Description
SF000000	Philips
SF000001	JVC

5.1.5 Generate General Reports

From the main screen:

Click **Reports** -> **General**
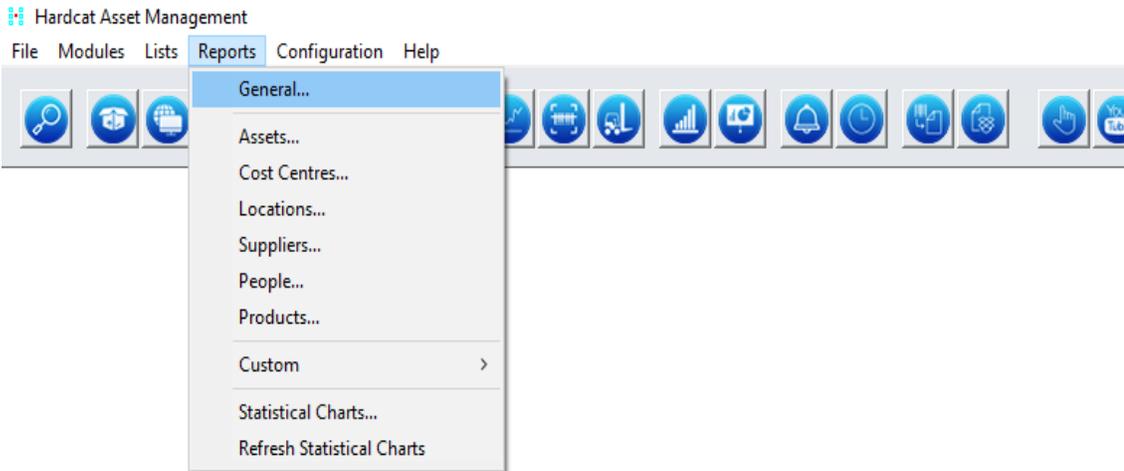
The screen below is displayed
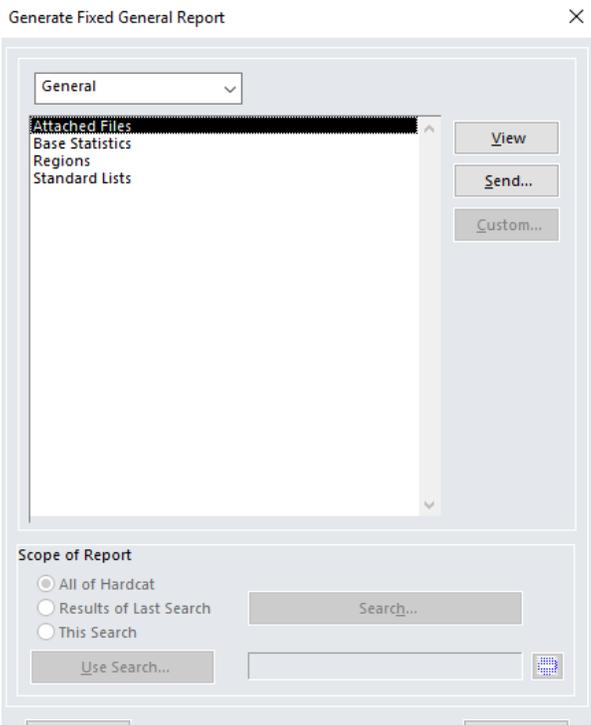
Select the report of your choice from the list
Click **View** and screen below is displayed

Base Statistics 63053756 20210219143054.pdf - Adobe Acrobat Reader DC (32-bit)

File Edit View Sign Window Help

Home | Tools | Base Statistics pm... | Regions 6305375... | Standard Lists 63... | Base Statistics 63... ×

1 / 3   80,7%

Print file (Ctrl+P)

Base Statistics

Total number of current Assets:	7302	Total number of Products:	1673	
Number of current Assets owned:	7302	Total number of Suppliers:	268	
Number of current Assets leased:	0	Total number of Locations:	637	
Number of current Assets rented:	0	Total number of Cost Centres:	6171	
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Asset Type	Description	Current	Disposed	Total
ATT000	Heater/Vacuum/Fan	28	21	49
ATT003	CD/DVD/VCRs	7	6	13
ATT005	Desktops	368	642	1010
ATT006	Monitors	417	645	1062
ATT007	Notebooks/Laptops/iPad	600	744	1344
ATT008	Printers	95	168	263
ATT010	CD/DVD Reader/Writers	4	6	10
ATT011	Servers	52	31	83
ATT012	Modems/Data Cards	2	9	11
ATT013	Scanners	645	127	772
ATT016	Data Cabinets	5	2	7
ATT017	Hubs/Hard Drive/Router	98	83	181
ATT018	Calculators	8	71	79
ATT019	Cameras/Batteries/Flash	27	7	34
ATT020	Cutting machines	7	1	8
ATT021	Fax machines	0	2	2
ATT022	Laminators	12	6	18

Search 'Extract Page'

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Select PDF File

Base Stati...9143054.pdf ×

Convert to

Microsoft Word (*.docx)

Document Language:
English (U.S.) Change

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From the screen above select the Printer icon to print the report.

Or alternatively,

Click on File to save the report on Adobe:

5.2 Fixed Reports

These reports are used to obtain information on different types of Hardcat entities.
They are standard/pre-configured reports.

Fixed reports are available on the following selection:
- Assets
- Suppliers
- Locations
- Cost Centres
- People
- Products

5.2.1 Fixed Reports on Assets

Reports used to obtain information on assets on the Hardcat Asset Register
They are available on the following selection:

Generate Fixed Asset Report   ✕

Asset

Asset Additional Costs
Asset Additional Costs by Cost Type
Asset Additional Costs in Date Range
Asset Attachments
Asset Child Attachments
Asset Condition History
Asset History Details
Asset History Details (Landscape)
Asset Individual Details
Asset Lease Expiry in Date Range
Asset Location Movement History
Asset Maintenance Expiry in Date Range
Asset Movement by Cost Centre Report
Asset Movement by Location Report
Asset Movement by Person Report
Asset Service Levels
Asset Service Notes
Asset Type Configuration Detail
Asset Type Configuration Summary
Asset Units History
Discarded Assets
Preset Class Configuration

View

Send...

Custom...

Scope of Report

◯ All of Hardcat
◯ Results of Last Search   Search...
◉ This Search

Use Search...   IA-Risk   ⊖

5.2.1.1 Assets Additional Costs – displays list of asset with additional costs type such as Part Costs, Labor Costs etc.

All	Asset Additional Costs for KZN Provincial Government Hardcat Training					
Asset Code	Asset Name	Cost Type Name	Description	Date	Quantity	Cost
AA000020	Ordinary Wooden Desk	Parts Cost	kdfgklgdfjklgjkl	6/6/2009	2.000	R300.00
Total Costs for AA000020						R300.00
Total Additional Costs						R300.00

5.2.1.2 Asset Additional Costs by Cost Type –list of assets with additional costs sorted by their Additional Cost Types.

Asset Code	Asset Name	Description	Date	Quantity	Cost
AA000020	Ordinary Wooden Desk	kdfgklgdfjklgjkl	6/6/2009	2.000	R300.00
Total 1 for Parts Cost					R300.00
Total Costs for AA000020					R300.00
AA000039	2-Door Side Unit Cupboard	Shelves	2/28/2008	3.000	R300.00
Total 1 for Labour Cost					R300.00
Total Costs for AA000039					R300.00
AA000051	Plastic Chair	Trans	6/29/2008	3.000	R50.00
Total 1 for Fuel Cost					R50.00
Total Costs for AA000051					R50.00
AA007554	Dell Latitude E6400	TV Card	3/4/2010	1.000	R500.00
Total 1 for Parts Cost					R500.00
Total Costs for AA007554					R500.00
Total Additional Costs					R1,150.00

5.2.1.3 Assets Additional Costs in Date Range – list of all assets with additional costs sorted by Cost types in a specific date range.

Asset Code	Asset Name	Description	Date	Quantity	Cost
AA000020	Ordinary Wooden Desk	kdfgklgdfjklgjkl	6/6/2009	2.000	R300.00
Total 1 for Parts Cost					R300.00
Total Costs for AA000020					R300.00
AA000051	Plastic Chair	Trans	6/29/2008	3.000	R50.00
Total 1 for Fuel Cost					R50.00
Total Costs for AA000051					R50.00
AA007554	Dell Latitude E6400	TV Card	3/4/2010	1.000	R500.00
Total 1 for Parts Cost					R500.00
Total Costs for AA007554					R500.00
		Summary of Total Costs by Type			
Total 1 for Fuel Cost					R50.00
Total 2 for Parts Cost					R800.00
Total of 3 Additional Costs between 6/1/2008 and 6/29/2010					R850.00

5.2.1.4 Assets Attachments Report– list of all assets together with their attachments (other assets attached to them).

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Asset Code	Barcode	Asset Name	Asset Type	Preset Class
AA000326	**AA000326**	**Mecer Monitor**	**Monitors**	**Monitors**

   Has Parts - Number of Children: 1

AA000332	AA000332	Mecer P4 Desktop	Desktops	Computers
AA000332	**AA000332**	**Mecer P4 Desktop**	**Desktops**	**Computers**

   Is Part Of - Number of Parents: 1

AA000326	AA000326	Mecer Monitor	Monitors	Monitors
AA000542	**AA000542**	**Dell Monitor**	**Monitors**	**Monitors**

   Has Parts - Number of Children: 1

AA000543	AA000543	Dell GX260 Desktop	Desktops	Computers

5.2.1.5 Asset Child Attachments Report

Asset Code	Barcode	Asset Name	Location	Purchase Price	Current Value
AA000326	AA000326	Mecer Monitor	1st Floor Strong Room Asset	R1,00	R0,00
AA000332	AA000332	Mecer P4 Desktop	Tender Board Room (SCM)	R1,00	R0,00
Total:				R2,00	R0,00
AA000542	AA000542	Dell Monitor	Annual Audit IT	R1,00	R0,00
AA000543	AA000543	Dell GX260 Desktop	Annual Audit IT	R1,00	R0,00
Total:				R2,00	R0,00
AA000895	AA000895	Dell Monitor	1st Floor Strong Room Asset	R1,00	R0,00
AA002772	AA002772	Dell P4 Desktop	1st Floor Strong Room Asset Mar	R5 567,54	R0,00
Total:				R5 568,54	R0,00
AA000937	AA000937	4-Drawer Steel Filing Cabinet	Ground Floor Dustbin Area	R1,00	R0,00
AA000936	AA000936	4-Drawer Steel Filing Cabinet	Ground Floor Dustbin Area	R1,00	R0,00
Total:				R2,00	R0,00
AA001122	AA001122	IBM Monitor	1st Floor Strong Room Asset	R1,00	R0,00
AA001144	AA001144	Dell GX260 Desktop	Room 120 CFO Storeroom	R1,00	R0,00
Total:				R2,00	R0,00
AA001132	AA001132	Mecer Monitor	Room 120 CFO Storeroom	R1,00	R0,00
AA001136	AA001136	Mecer P4 Desktop	1st Floor Strong Room Asset Mar	R1,00	R0,00
Total:				R2,00	R0,00
AA001185	AA001185	Mecer Monitor	1st Floor Strong Room Asset	R1,00	R0,00
AA001189	AA001189	Mecer P4 Desktop	G 23 Storage Area	R1,00	R0,00
Total:				R2,00	R0,00

5.2.1.6 Asset Condition History

```
All                          Asset Condition History

Asset Code:          AA000001                    Barcode No:        AA000001
                                                 Serial No:
Asset Type:          Ladders
Description:         Steel Ladder

                               Details

Location:            Ground Floor Dustbin Area              :
Supplier:                                                   :
Person:              Ngobese SJ. 63317931
Cost Centre:         Dir : Corp Services Current - No projects Current Condition:        Functional

                               History

MARTHA       Condition Code changed from SYSTEM to 3                2004/12/06    13:59:38
```

5.2.1.7 Asset History Details Report – Asset Individual history details displaying information such as when was the asset created, who created it and changes that have made on it throughout its lifecycle.

```
All                          Asset History Details              *** CANCELLED ***

Asset Code:          AB728059                     Barcode No:        AB728059
                                                  Serial No:
Asset Type:          Cabinets
Description:         4-Drawer Steel Filing Cabinet

                               Details

Location:            No 45 Natalia Building                  :
Supplier:            REGENCY OFFICE FURNITURE                :
Person:              Adams AM 63982978
Cost Centre:         Ministry Supp*No Proj Cur*EQP<5000 Off Furn*KZN

                               History

63935414     Created, Refer Purchase Order #FE00001186                  2014/07/30    14:52:30
63935414     Person Code changed from <none> to Mthethwa-Dubazane Z.62538888   2014/07/30    15:37:57
63935414     Location Code changed from 2nd Floor Natalia Building to No 45 Registry   2014/07/30    15:38:32
```

5.2.1.8 Asset History Details (Landscape)

Asset Code:	AB728059	Barcode No:	AB728059
		Serial No:	
Asset Type:	Cabinets		
Description:	4-Drawer Steel Filing Cabinet		

Details

Location:	No 45 Natalia Building	:
Supplier:	REGENCY OFFICE FURNITURE	:
Person:	Adams AM 63982978	
Cost Centre:	Ministry Supp*No Proj Cur*EQP<5000 Off Furn*KZN	

History

63935414	Created, Refer Purchase Order #FE00001186	2014/07/30	14:52:30
63935414	Person Code changed from <none> to Mthethwa-Dubazane Z.62538888	2014/07/30	15:37:57
63935414	Location Code changed from 2nd Floor Natalia Building to No 45 Registry	2014/07/30	15:38:32
63935414	Condition Code changed from <Unclassified> to New	2014/07/30	15:39:11
63935414	Depreciation Status Code changed from Depreciate to Don't Depreciate	2014/07/30	15:39:44
63935414	Purchase Date changed from 2014/07/30 to 2014/07/18	2014/07/30	15:40:19
63935414	Purchase Price changed from R0,00 to R1 995,00	2014/07/30	15:40:50
63935414	Dep. Start Date changed from 2014/07/30 to 2014/07/18	2014/07/30	15:41:19
63935414	Purchase Date changed from 2014/07/18 to 2014/08/05	2014/07/31	08:46:35
63935414	Dep. Start Date changed from 2014/07/18 to 2014/08/05	2014/07/31	08:46:40
63935414	Scanned Barcode Audit	2015/03/24	12:16:42
63935414	Details changed	2015/03/24	12:16:42
CASS	Condition Code changed from New to Functional, via Import	2015/05/27	12:08:32
CASS	Asset Name changed from 4-Drawer Steel Filing Cabinet to 3-Drawer Steel Filing Cabinet, via Import	2015/05/27	12:08:44
64758320	Attached to Child Asset #Mecer 23" Monitor	2015/09/01	13:35:30
64758320	Detached from Child Asset #Mecer 23" Monitor	2015/09/01	13:35:33

Run by 63053756 on 2021/02/19 at 15:07:12　　　*** CANCELLED ***　　　Hardcat 6.10 Build 921 - Page 1 of 28 page(s)

5.2.1.9 Asset Individual Details Report –displays individual asset information such as Asset Description, Location, Supplier, Custodian and Cost Centre.

Asset Number:	AA000045	Barcode No:	AA000045
Asset Status:	Active	RFID:	
Disposal Status:	Active	Serial No:	
Finance Flag:	Owned	Depreciate Flag:	Depreciate
Asset Type:	Chairs	Maintenance Flag:	Maintain
Product Name:	Bar Stool Chair		
Description:	Bar Stool Chair		

Details

Location:	G 57 SMME/Growth Fund/Data Base	:	
Default Location:		:	
Supplier:		Install Date:	
Person:	Hadebe S.P. 25629816	Condition:	Functional
Cost Centre:	Supp Chain Man Current - No projects C	Maintenance Ref:	
Maintenance:		Preset Class:	
Service Level:		Last Audit Date:	2020/12/17

Finance

Purchase Price:	R1,00	Purchase Order:	
Other Currency:		Purchase Date:	2004/03/31
Maintenance Cost:	R0,00	Invoice No:	

5.2.1.10 Asset Lease Expiry in Date Range Report – List of all leased assets with expiry date within the specified date range by locations.

Asset Lease Expiry in Date Range

Lease Reference	End Date	Barcode	Description	Serial Number
	2010/02/22	LS000128	Nokia N73	358634016180782

Sub Total for Location LN000016 - G 15 CFO Demand Manager : 1

| | 2010/08/04 | LS000131 | Nokia 6500 Slide | 35099028786775 |

Sub Total for Location LN000094 - Room 318A : 1

| | 2010/04/26 | LS000058 | Nokia N81 | 356993013313453 |

Sub Total for Location LN000168 - Room 618 : 1

| | 2010/09/01 | LS000109 | Nokia 6500 Slide | 354837023078105 |

Sub Total for Location LN000266 - No 02 Drivers Waiting Room Natalia Building : 1

| | 2010/06/10 | LS000105 | Data Card | 356846011804438 |
| | 2010/06/23 | LS000125 | Nokia 6500 Slide | 353077020532652 |

Sub Total for Location LN000269 - No 05 Natalia Building : 2

| | 2009/05/30 | LS000088 | Data Card | 35866100145703 |
| | 2009/08/10 | LS000138 | Nokia 6230 Grey | 35250500779664 |

Sub Total for Location LN000292 - No 33 Natalia Building : 2

| | 2010/03/27 | LS000070 | Data Card | 358954009253788 |

5.2.1.11 Asset Location Movement History

Asset Location Movement History

Asset Code:	AA000003		Barcode No:	AA000003
			Serial No:	
Asset Type:	Ladders			
Description:	Wood Ladder			

Details

Location:	No 01 Main Entrance Natalia Building	:
Supplier:		:
Person:	Memela I (Private Security)	
Cost Centre:	Dir : Corp Services Current - No projects Current	

5.2.1.12 Asset Maintenance Expiry in Date Range – displays list of assets with maintenance expiry date falling within the specified date range.

5.2.1.13 Asset Movement by Cost Centre Report – tracks asset movement by cost centre and the date and time on which those movement occurred.

All   *** CANCELLED ***   Asset Movement by Cost Centre Report for KZN Provincial Government Hardcat Training   *** CANCELLED ***

Asset Code	Barcode	Description	Cost Centre From	Cost Centre To	Date	Time
AA000032	AA100032	Bar Stool Chair		Dir : Corp Services Current	1/31/2006	2:23:17 PM
AA000032	AA100032	Bar Stool Chair	Dir : Corp Services Current	Supp Chain Man Current	2/27/2006	3:28:06 PM
AA000032	AA100032	Bar Stool Chair	Supp Chain Man Current	Dir : Corp Services Current	3/16/2006	3:09:43 PM
AA000033	AA100033	Steel Ladder			2/3/2005	2:01:18 PM
AA000033	AA100033	Steel Ladder		Dir : Corp Services Current	1/31/2006	2:23:18 PM
AA000034	AA100034	Swivel Fabric Chair			2/3/2005	2:01:34 PM
AA000034	AA100034	Swivel Fabric Chair		Dir : Corp Services Current	1/31/2006	2:23:19 PM
AA000035	AA100035	Steel Tender Box			2/3/2005	1:51:29 PM
AA000035	AA100035	Steel Tender Box		Dir : Corp Services Current	1/31/2006	2:23:20 PM
AA000035	AA100035	Steel Tender Box	Dir : Corp Services Current	Supp Chain Man Current	2/27/2006	3:27:59 PM
AA000035	AA100035	Steel Tender Box	Supp Chain Man Current	Dir : Corp Services Current	3/16/2006	3:10:29 PM
AA000036	AA100036	Plastic Chair			3/30/2005	10:56:17 AM
AA000036	AA100036	Plastic Chair		Dir : Corp Services Current	1/31/2006	2:23:21 PM
AA000036	AA100036	Plastic Chair	Dir : Corp Services Current	Supp Chain Man Current	2/27/2006	3:45:42 PM
AA000036	AA100036	Plastic Chair	Supp Chain Man Current	Dir : Corp Services Current	3/16/2006	2:06:08 PM
AA000037	AA100037	Plastic Chair			11/25/2004	4:46:26 PM
AA000037	AA100037	Plastic Chair		Dir : Corp Services Current	1/31/2006	2:23:23 PM
AA000037	AA100037	Plastic Chair	Dir : Corp Services Current	Supp Chain Man Current	2/27/2006	3:28:13 PM
AA000037	AA100037	Plastic Chair	Supp Chain Man Current	Dir : Corp Services Current	3/16/2006	3:10:58 PM
AA000038	AA100038	Steel Trolley			3/30/2005	10:56:28 AM
AA000038	AA100038	Steel Trolley		Dir : Corp Services Current	1/31/2006	2:23:24 PM
AA000038	AA100038	Steel Trolley	Dir : Corp Services Current	Supp Chain Man Current	2/27/2006	3:45:55 PM
AA000038	AA100038	Steel Trolley	Supp Chain Man Current	Dir : Corp Services Current	3/16/2006	2:06:41 PM
AA000039	AA000039	2-Door Side Unit Cupboard			2/3/2005	2:01:57 PM
AA000039	AA000039	2-Door Side Unit Cupboard		Dir : Corp Services Current	1/31/2006	2:23:25 PM
AA000041	AA000041	Office Arm Chair			2/3/2005	2:02:16 PM
AA000041	AA000041	Office Arm Chair		Dir : Corp Services Current	1/31/2006	2:23:27 PM
AA000042	AA000042	Sofa Leather Chair			11/25/2004	4:46:27 PM
AA000042	AA000042	Sofa Leather Chair		Dir : Corp Services Current	1/31/2006	2:23:28 PM
AA000043	AA000043	Wooden Computer Desk		Supp Chain Man Current	1/31/2006	2:55:19 PM
AA000044	AA000044	Wooden Computer Desk			11/25/2004	4:46:27 PM
AA000044	AA000044	Wooden Computer Desk		Supp Chain Man Current	1/31/2006	2:55:22 PM
AA000044	AA000044	Wooden Computer Desk	Supp Chain Man Current	Dir : Corp Services Current	2/27/2006	3:25:06 PM
AA000045	AA000045	Bar Stool Chair		Supp Chain Man Current	1/31/2006	2:55:24 PM
AA000045	AA000045	Bar Stool Chair	Supp Chain Man Current	Dir : Corp Services Current	2/27/2006	3:47:23 PM
AA000045	AA000045	Bar Stool Chair	Dir : Corp Services Current	Supp Chain Man Current	2/1/2006	3:45:59 PM
AA000046	AA000046	Bar Stool Chair		Supp Chain Man Current	1/31/2006	2:55:27 PM
AA000046	AA000046	Bar Stool Chair	Supp Chain Man Current	Dir : Corp Services Current	4/11/2006	3:08:46 PM
AA000046	AA000046	Bar Stool Chair	Dir : Corp Services Current	Supp Chain Man Current	2/4/2006	8:41:33 AM
AA000047	AA000047	Bar Stool Chair		Supp Chain Man Current	1/31/2006	2:55:28 PM
AA000048	AA000048	Steel Ladder		Supp Chain Man Current	1/31/2006	2:55:29 PM

Run by SHAZIM on 6/30/2010 at 10:00:30 AM   *** CANCELLED ***   Hardcat 3.27c Build 716 - Page 2 of 5 page(s)

5.2.1.14 Asset Movement by Location Report – asset movement by location and the date and time on which movements took place

All   *** CANCELLED ***   Asset Movement by Location Report for KZN Provincial Government Hardcat Training   *** CANCELLED ***

Asset Code	Barcode	Description	Location From	Location To	Date	Time
1234	1234	Mahogany Bookcase	Room 404 Training	Room 406	5/26/2010	10:00:04 AM
AA000001	AA000001	Dell Monitor	G 23 Storage Area Awaiting	3rd Floor Handyman's Office	2/14/2007	12:08:56 PM
AA000003	AA000003	Wood Ladder	G 23 Storage Area Awaiting	3rd Floor Handyman's Office	2/14/2007	12:09:34 PM
AA000006	AA100006	Mecer Monitor	G 25 Storage Area Office M	G 22 Office Manager	11/25/2004	12:13:01 PM
AA000006	AA100006	Mecer Monitor	G 22 Office Manager	G 23 Storage Area Awaiting	11/25/2004	4:46:23 PM
AA000006	AA100006	Mecer Monitor	G 23 Storage Area Awaiting	Annual Audit Furniture	2/12/2007	3:33:10 PM
AA000006	AA100006	Mecer Monitor	Annual Audit Furniture	G 24 Storage Area Office M	2/14/2007	9:25:33 AM
AA000006	AA100006	Mecer Monitor	G 24 Storage Area Office M	1st Floor Store Room	2/18/2008	3:12:07 PM
AA000008	AA100008	Mecer P4 Desktop	G 23 Storage Area Awaiting	G 22 Office Manager	11/25/2004	4:46:23 PM
AA000008	AA100008	Mecer P4 Desktop	G 22 Office Manager	Ground Floor Building Man	4/11/2006	3:13:02 PM
AA000008	AA100008	Mecer P4 Desktop	Ground Floor Building Man	G 22 Office Manager	2/14/2007	10:18:26 AM
AA000009	AA100009	Rediview Server	G 23 Storage Area Awaiting	G 22 Office Manager	11/25/2004	4:46:24 PM
AA000009	AA100009	Rediview Server	G 22 Office Manager	Ground Floor Building Man	4/11/2006	3:13:22 PM
AA000009	AA100009	Rediview Server	Ground Floor Building Man	Annual Audit Furniture	2/12/2007	1:59:46 PM
AA000009	AA100009	Rediview Server	Annual Audit Furniture	Room 414	12/3/2008	1:53:17 PM
AA000010	AB123456	2-Door Wooden Cupboard	G 23 Storage Area Awaiting	G 22 Office Manager	11/25/2004	4:46:24 PM
AA000010	AB123456	2-Door Wooden Cupboard	G 22 Office Manager	Ground Floor Building Man	4/11/2006	3:13:40 PM
AA000010	AB123456	2-Door Wooden Cupboard	Ground Floor Building Man	G 22 Office Manager	2/14/2007	10:18:47 AM
AA000011	AA100011	Swivel Fabric Arm Chair	G 23 Storage Area Awaiting	G 22 Office Manager	11/25/2004	4:46:24 PM
AA000011	AA100011	Swivel Fabric Arm Chair	G 22 Office Manager	Ground Floor Building Man	4/11/2006	3:14:19 PM
AA000011	AA100011	Swivel Fabric Arm Chair	Ground Floor Building Man	Annual Audit IT	2/12/2007	2:01:24 PM
AA000011	AA100011	Swivel Fabric Arm Chair	Annual Audit IT	G 25 Storage Area Office M	2/14/2007	9:59:47 AM
AA000011	AA100011	Swivel Fabric Arm Chair	G 25 Storage Area Office M	G 05 SITA Storage	8/7/2008	11:06:46 AM
AA000012	AA100012	Fujitech Monitor	G 23 Storage Area Awaiting	G 22 Office Manager	11/25/2004	4:46:24 PM
AA000012	AA100012	Fujitech Monitor	G 22 Office Manager	G 23 Storage Area Awaiting	12/13/2004	1:23:19 PM
AA000013	AA100013	LG Monitor	G 23 Storage Area Awaiting	G 22 Office Manager	11/25/2004	4:46:24 PM
AA000013	AA100013	LG Monitor	G 22 Office Manager	Ground Floor Building Man	4/11/2006	3:15:01 PM
AA000013	AA100013	LG Monitor	Ground Floor Building Man	G 22 Office Manager	2/14/2007	10:19:09 AM
AA000014	AA100014	Swivel Fabric Chair	G 23 Storage Area Awaiting	G 22 Office Manager	11/25/2004	4:46:24 PM
AA000014	AA100014	Swivel Fabric Chair	G 23 Storage Area Awaiting	G 05 SITA Storage	8/7/2008	10:58:59 AM
AA000015	AA100015	Swivel Fabric Chair	G 23 Storage Area Awaiting	G 22 Office Manager	11/25/2004	4:46:24 PM
AA000015	AA100015	Swivel Fabric Chair	G 22 Office Manager	G 23 Storage Area Awaiting	12/13/2004	1:22:38 PM
AA000015	AA100015	Swivel Fabric Chair	G 23 Storage Area Awaiting	G 22 Office Manager	2/27/2006	3:47:58 PM
AA000015	AA100015	Swivel Fabric Chair	G 22 Office Manager	Ground Floor Building Man	4/11/2006	3:17:15 PM
AA000015	AA100015	Swivel Fabric Chair	Ground Floor Building Man	G 22 Office Manager	2/14/2007	10:19:31 AM
AA000015	AA100015	Swivel Fabric Chair	G 22 Office Manager	Annual Audit IT	8/21/2008	8:49:55 AM
AA000015	AA100015	Swivel Fabric Chair	Annual Audit IT	G 05 SITA Storage	11/12/2008	11:52:06 AM
AA000016	AA100016	Acer Celeron Desktop	G 23 Storage Area Awaiting	G 22 Office Manager	11/25/2004	4:46:24 PM
AA000016	AA100016	Acer Celeron Desktop	G 22 Office Manager	Ground Floor Building Man	4/11/2006	3:17:50 PM
AA000016	AA100016	Acer Celeron Desktop	Ground Floor Building Man	G 22 Office Manager	2/14/2007	10:20:01 AM
AA000018	AA100018	Fujitech Desktop	G 23 Storage Area Awaiting	G 22 Office Manager	11/25/2004	4:46:24 PM

Run by SHAZIM on 6/30/2010 at 10:39:09 AM   *** CANCELLED ***   Hardcat 3.27c Build 716 - Page 1 of 5 page(s)

5.2.1.15 Asset Movement By Person Report – movement of assets between different custodians showing the date and time these changes occurred

Asset Code	Barcode	Description	Person From	Person To	Date	Time
AA000015	AA100015	Swivel Fabric Chair	Barnard JJ.60088494	Nel EM.60088265	3/30/2005	10:50:18 AM
AA000015	AA100015	Swivel Fabric Chair	Nel EM.60088265	Hadebe BJ. 62730827	2/12/2007	2:27:53 PM
AA000015	AA100015	Swivel Fabric Chair	Hadebe BJ. 62730827	Annual Audit IT	8/21/2008	8:49:51 AM
AA000015	AA100015	Swivel Fabric Chair	Annual Audit IT	Nyuswa Z Awaiting Donatio	11/12/2008	11:52:02 AM
AA000016	AA100016	Acer Celeron Desktop		Barnard JJ.60088494	12/6/2004	1:35:59 PM
AA000016	AA100016	Acer Celeron Desktop	Barnard JJ.60088494		3/30/2005	10:43:35 AM
AA000016	AA100016	Acer Celeron Desktop		Nel EM.60088265	7/20/2005	8:18:31 AM
AA000016	AA100016	Acer Celeron Desktop	Nel EM.60088265	Hadebe BJ. 62730827	2/12/2007	2:28:21 PM
AA000018	AA100018	Fujitech Desktop		Barnard JJ.60088494	12/6/2004	1:38:40 PM
AA000018	AA100018	Fujitech Desktop	Barnard JJ.60088494	Vacant, P7830242	10/27/2005	2:05:31 PM
AA000018	AA100018	Fujitech Desktop	Vacant, P7830242	Nzuza P.18942024	7/1/2009	2:29:21 AM
AA000019	AA100019	Ordinary Wooden Desk		Barnard JJ.60088494	12/6/2004	1:39:19 PM
AA000019	AA100019	Ordinary Wooden Desk	Barnard JJ.60088494	Nel EM.60088265	3/30/2005	10:44:42 AM
AA000019	AA100019	Ordinary Wooden Desk	Nel EM.60088265	Hadebe BJ. 62730827	2/12/2007	2:28:52 PM
AA000019	AA100019	Ordinary Wooden Desk	Hadebe BJ. 62730827	Nzuza P.18942024	11/5/2007	3:57:00 PM
AA000020	AA100020	Ordinary Wooden Desk		Barnard JJ.60088494	12/6/2004	1:39:36 PM
AA000020	AA100020	Ordinary Wooden Desk	Barnard JJ.60088494	Nel EM.60088265	3/30/2005	10:45:01 AM
AA000020	AA100020	Ordinary Wooden Desk	Nel EM.60088265	Hadebe BJ. 62730827	2/12/2007	2:29:18 PM
AA000020	AA100020	Ordinary Wooden Desk	Hadebe BJ. 62730827	Nzuza P.18942024	11/5/2007	3:57:21 PM
AA000022	AA100022	Swivel Fabric Arm Chair			11/25/2004	12:13:01 PM
AA000022	AA100022	Swivel Fabric Arm Chair		Nel EM.60088265	3/30/2005	10:48:08 AM
AA000022	AA100022	Swivel Fabric Arm Chair	Nel EM.60088265	Nyuswa Z Awaiting Donatio	4/11/2006	3:19:47 PM
AA000022	AA100022	Swivel Fabric Arm Chair	Nyuswa Z Awaiting Donatio	Annual Audit Furniture	2/14/2007	7:48:14 AM
AA000022	AA100022	Swivel Fabric Arm Chair	Annual Audit Furniture	Nyuswa Z. Storage Area	2/14/2007	9:57:03 AM
AA000023	AA100023	Swivel Fabric Arm Chair			11/25/2004	12:13:02 PM
AA000023	AA100023	Swivel Fabric Arm Chair		Nel EM.60088265	3/30/2005	10:48:28 AM
AA000023	AA100023	Swivel Fabric Arm Chair	Nel EM.60088265	Annual Audit IT	2/12/2007	2:30:44 PM
AA000023	AA100023	Swivel Fabric Arm Chair	Annual Audit IT	Nzuza P.18942024	11/5/2007	3:58:43 PM
AA000023	AA100023	Swivel Fabric Arm Chair	Nzuza P.18942024	Nyuswa Z Awaiting Donatio	11/12/2008	11:50:28 AM
AA000024	AA100024	2-Door Side Unit Cupboard			11/25/2004	12:13:02 PM
AA000024	AA100024	2-Door Side Unit Cupboard		Nel EM.60088265	3/30/2005	10:48:55 AM
AA000024	AA100024	2-Door Side Unit Cupboard	Nel EM.60088265	Hadebe BJ. 62730827	2/12/2007	2:31:17 PM
AA000024	AA100024	2-Door Side Unit Cupboard	Hadebe BJ. 62730827	Nzuza P.18942024	11/5/2007	3:58:04 PM
AA000024	AA100024	2-Door Side Unit Cupboard	Nzuza P.18942024	Annual Audit IT	8/21/2008	9:10:28 AM
AA000024	AA100024	2-Door Side Unit Cupboard	Annual Audit IT	Shabalala PS.60129549	3/25/2009	10:55:17 AM
AA000025	AA100025	Office Arm Chair		Barnard JJ.60088494	12/6/2004	1:39:51 PM
AA000025	AA100025	Office Arm Chair	Barnard JJ.60088494	Nel EM.60088265	3/30/2005	10:50:35 AM
AA000025	AA100025	Office Arm Chair	Nel EM.60088265	Hadebe BJ. 62730827	2/12/2007	2:31:48 PM
AA000025	AA100025	Office Arm Chair	Hadebe BJ. 62730827	Nzuza P.18942024	11/5/2007	3:59:06 PM
AA000025	AA100025	Office Arm Chair	Nzuza P.18942024	Nyuswa Z Awaiting Donatio	8/7/2008	11:39:00 AM
AA000026	AA100026	Office Arm Chair		Barnard JJ.60088494	12/6/2004	1:40:09 PM

5.2.1.16 Asset Service Levels Report – List of assets with their respective service levels.

Asset Service Levels

Service Code	Description	Day	Begin Time	End Time	Available Time

5.2.1.17 Asset Service Notes Report – list of assets with their respective service notes.

Asset Code	Asset Type	Notes

5.2.1.18 Asset Type Configuration Detail Report – list of asset types together with their respective configuration details such as Preset Class, Depreciation Class etc

Asset Type Configuration Detail

Code	Description	Life (Months)				Asset Defaults
ATT000	Heater/Vacuum/Fan	0				
			Preset Class:			
			Depreciation Class:	DC000003	Office Equipment	Depreciate
			Maintenance Class:			Maintain
ATT003	CD/DVD/VCRs	0				
			Preset Class:			
			Depreciation Class:	DC000001	Audio Visual Equipment	Depreciate
			Maintenance Class:			Maintain
ATT005	Desktops	0				
			Preset Class:			
			Depreciation Class:	DC000004	Computer Hardware Min	Depreciate
			Maintenance Class:			Maintain
ATT006	Monitors	0				

5.2.1.19 Asset Type Configuration Summary Report – displays a list of Asset Types with the summary of their respective configuration such as Preset Class, Depreciation Class etc.

Description	Life (Months)	Preset Class	Depreciation Class	Maintenance Class	Dep. Flag	Maint. Flag
			Asset Type Configuration Summary			
Heater/Vacuum/Fan	0		Office Equipment		Depreciate	Maintain
CD/DVD/VCRs	0		Audio Visual Equipment		Depreciate	Maintain
Desktops	0		Computer Hardware Minor		Depreciate	Maintain
Monitors	0	Monitors	Computer Hardware Minor		Depreciate	Maintain
Notebooks/Laptops/iPad	0		Computer Hardware Minor		Depreciate	Maintain
Printers	0		Computer Hardware Minor		Depreciate	Maintain
Multifunction Output Equipm	0		Computer Hardware Minor		Depreciate	Maintain
CD/DVD Reader/Writers	0		Computer Hardware Minor		Depreciate	Maintain
Servers	0		Computer Hardware Major		Depreciate	Maintain
Modems/Data Cards	0		Computer Hardware Minor		Depreciate	Maintain
Scanners	0		Computer Hardware Minor		Depreciate	Maintain
Data Cabinets	0		Computer Hardware Minor		Depreciate	Maintain
Hubs/Hard Drive/Router	0		Computer Hardware Minor		Depreciate	Maintain
Calculators	0		Office Equipment		Depreciate	Maintain
Cameras/Batteries/Flash	0		Office Equipment		Depreciate	Maintain
Cutting machines	0		Office Equipment		Depreciate	Maintain
Fax machines	0		Office Equipment		Depreciate	Maintain
Laminators	0		Office Equipment		Depreciate	Maintain
Paper shredders	0		Office Equipment		Depreciate	Maintain
Safes	0		Office Equipment		Depreciate	Maintain
Franking machines	0		Office Equipment		Depreciate	Maintain
Trolleys	0		Office Equipment		Depreciate	Maintain
Voice recorders	0		Office Equipment		Depreciate	Maintain
Specialised equipment	0		Office Equipment		Depreciate	Maintain

5.2.1.20 Assets Units History Report – reports which displays assets unit history.

All   Asset Units History   *** CANCELLED ***

Asset Number:	AB728059	Barcode No:	AB728059
Asset Status:	Disposed	Serial No:	
Disposal Status:	Sold	Depreciate Flag:	Don't Depreciate
Finance Flag:	Owned	Maintenance Flag:	Maintain
Asset Type:	Cabinets		
Product Name:	4-Drawer Steel Filing Cabinet		
Description:	4-Drawer Steel Filing Cabinet		

Asset Units

Date	Time	Units	Comment

5.2.1.21 Discarded Assets

Barcode	Serial Number	Asset Name	Location Name	Condition	Status	Reference

Person:

Barcode	Serial Number	Asset Name	Location Name	Condition	Status	Reference
AA348465	35Y3GB3	Dell Latitude E5510 Laptop	Room 112 CFO	New	Active	
AA348466	FFWJFB3	Dell Latitude E5510 Laptop	Room 112 CFO	New	Active	
AA348467	FDSKFB3	Dell Latitude E5510 Laptop	Room 112 CFO	New	Active	
AA348468	DBSKFB3	Dell Latitude E5510 Laptop	Room 112 CFO	New	Active	
AA348469	JQ7KFB3	Dell Latitude E5510 Laptop	Room 112 CFO	New	Active	
AA348470	CRM01GB3	Dell Latitude E5510 Laptop	Room 112 CFO	New	Active	
AA348471	1Q4JFB3	Dell Latitude E5510 Laptop	Room 112 CFO	New	Active	
AA348472	39RPL43	Dell Dock WD19 130W	Room 112 CFO	New	Active	
AA348473	6M22023	Dell 27" Monitor	Room 112 CFO	New	Active	
AA348475	8GMKFB3	Dell Latitude E5510 Laptop	Room 112 CFO	New	Active	
AA348476	B7N3GB3	Dell Latitude E5510 Laptop	Room 112 CFO	New	Active	
AA348479	TH078851VM	HP Officejet Mobile	Room 112 CFO	New	Active	

Total: 12 for Person -

Person: Ramsamooj N.10920561

Barcode	Serial Number	Asset Name	Location Name	Condition	Status	Reference
AA000723		Swivel Fabric Arm Chair	Room 909	Functional	Active	

5.2.1.22 Preset Class Configuration Report – displays list of Preset Classes together with their respective preset questions.

Preset Class Configuration

Preset Class: Vehicles   (AC000000)   **Global:**   No

Preset   **Default Text**   **Standard List**

000 - Colour
001 - Engine No.
002 - Chassis No.
003 - Registration Number
004 - Vin Number
005 - Fuel Type
006 - Date Manufactured

         Asset Types:

         ATT111   Double Cab
         ATT145   Sub Urban Vehicles

5.2.1.23 Generate Fixed Reports on Assets

From the main screen:

Select **Reports** -> **Assets**
The screen below is displayed
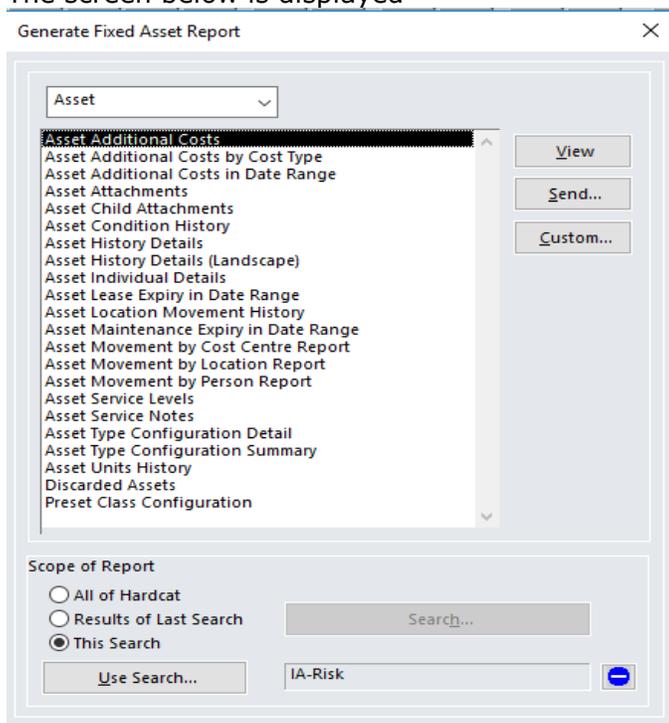
Select the report from the list
To search all of Hardcat, select the **All of Hardcat** radio button from the **Scope of Report** section
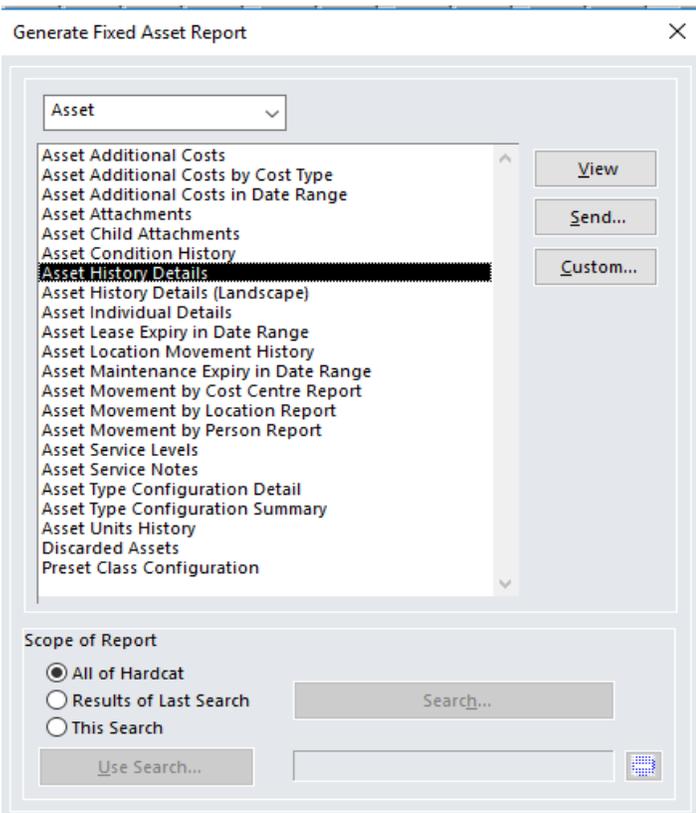
To set up the scope of search, i.e. search for a specific bit of information,
Select the **Result of Last Search** radio button from the **Scope of Report** Section
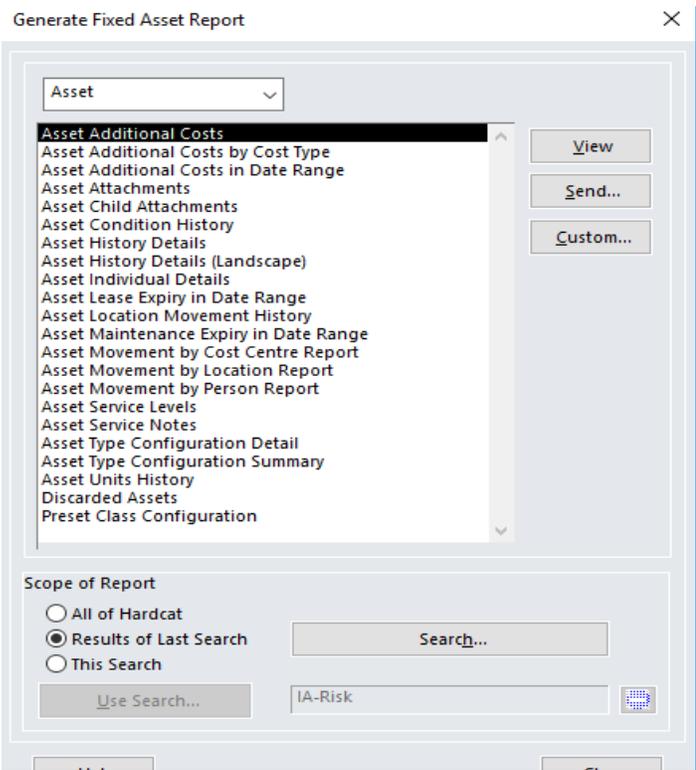
Click on the Search button
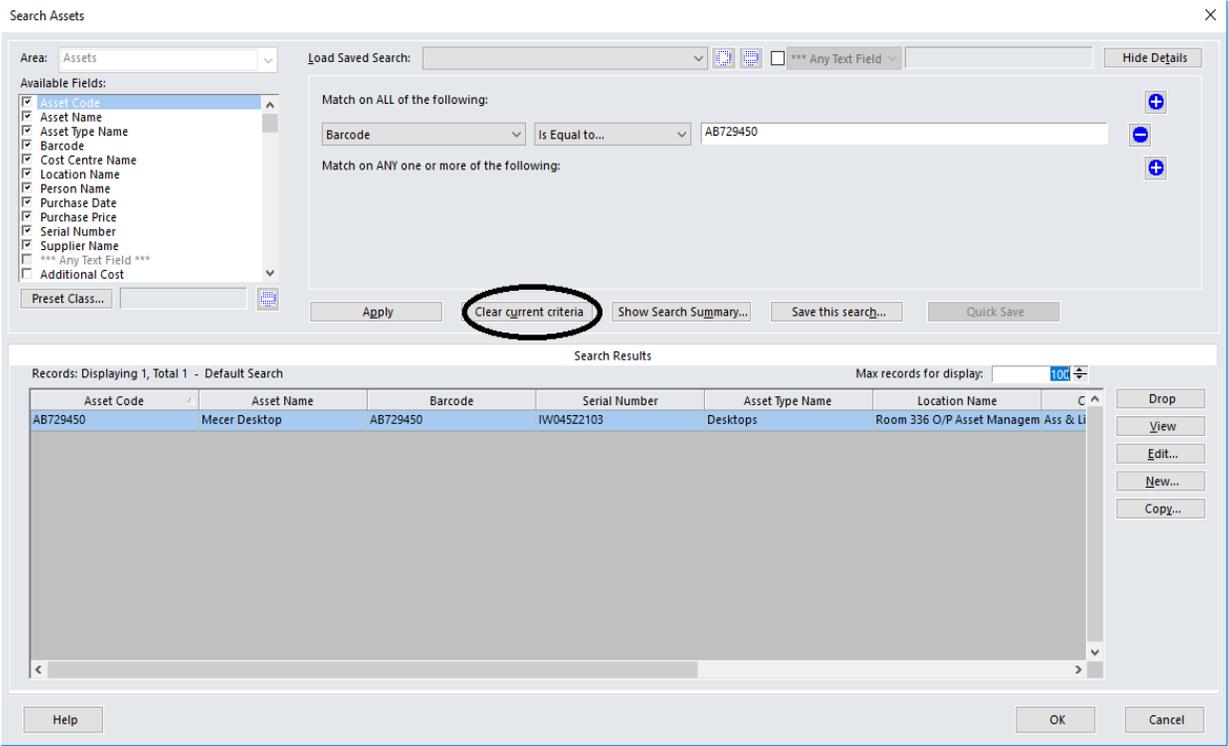
Click on the **Clear the List**, to delete the previous search results
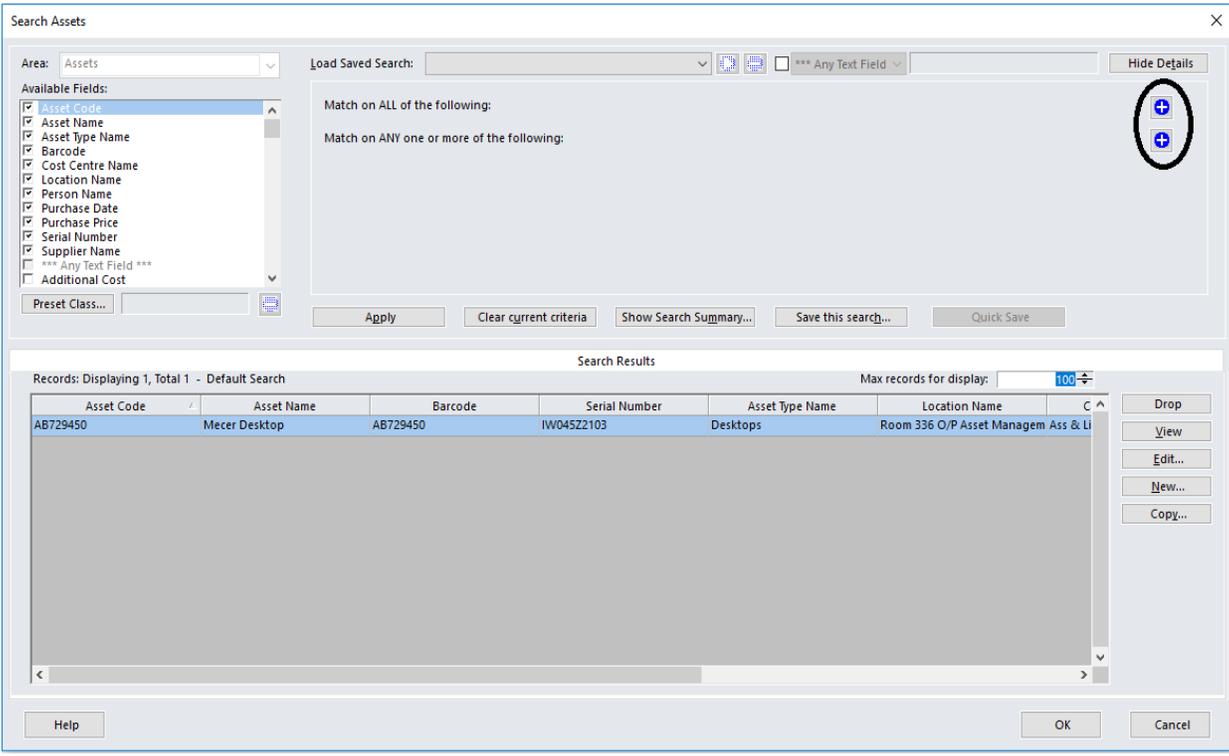
Select the to select the search criteria screen
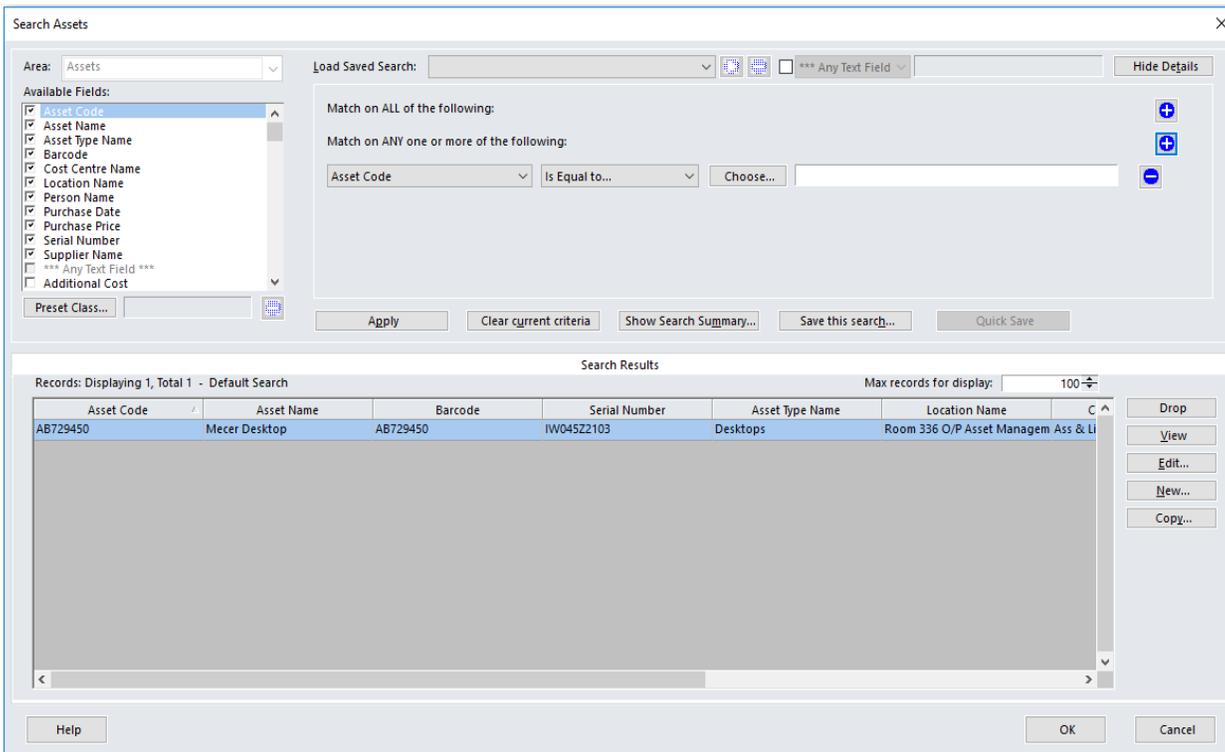
Select the search field from the list.
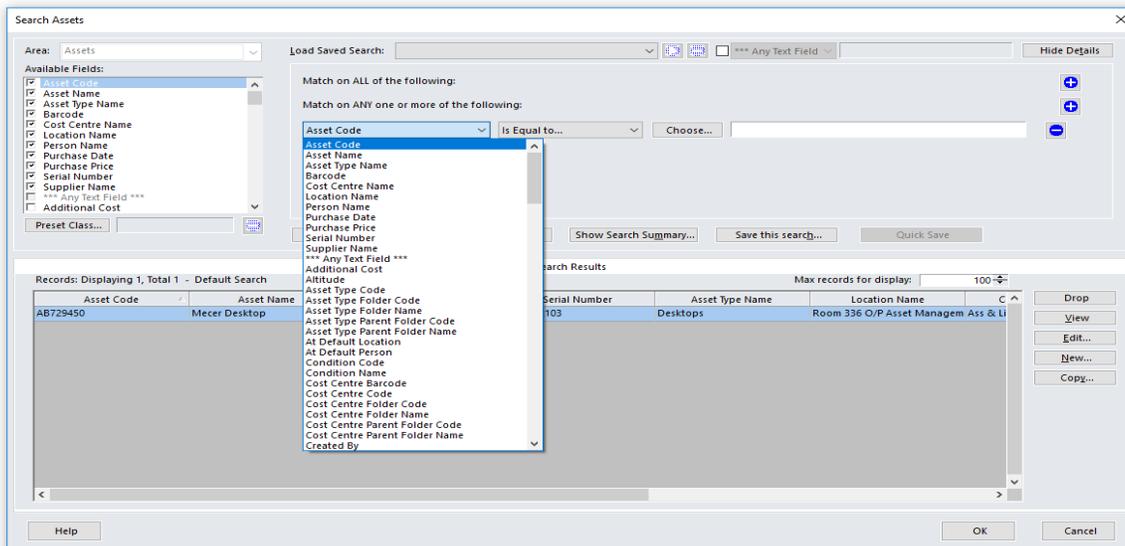
Select the weighing criteria(ie Is equal To..,Contains the Text etc)
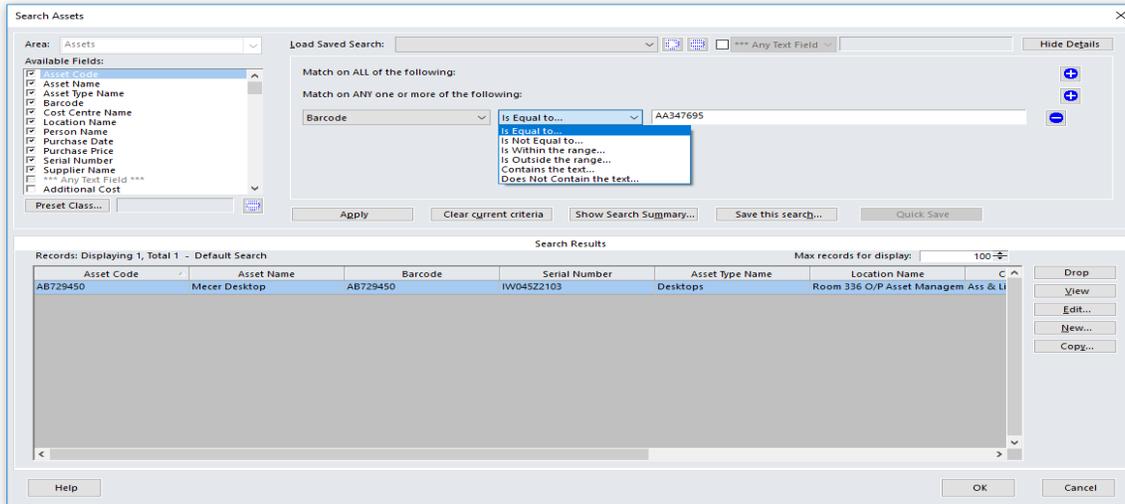
Complete the search field value by selecting or typing in the search value.
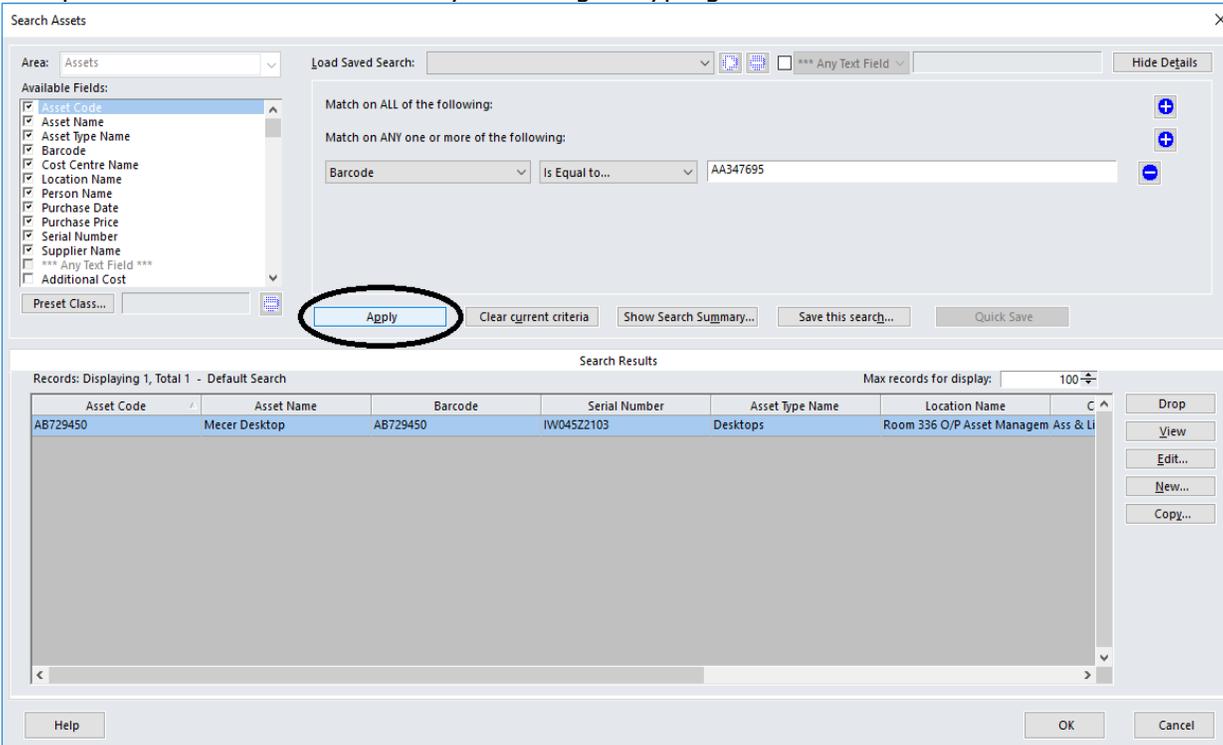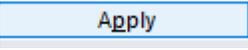
Click on the [Apply] button.

NB: The fields for the search can be more than one.

    Click on ⊕ to add another search field

The **Search Results** screen above will be displayed

Click on the **OK** button
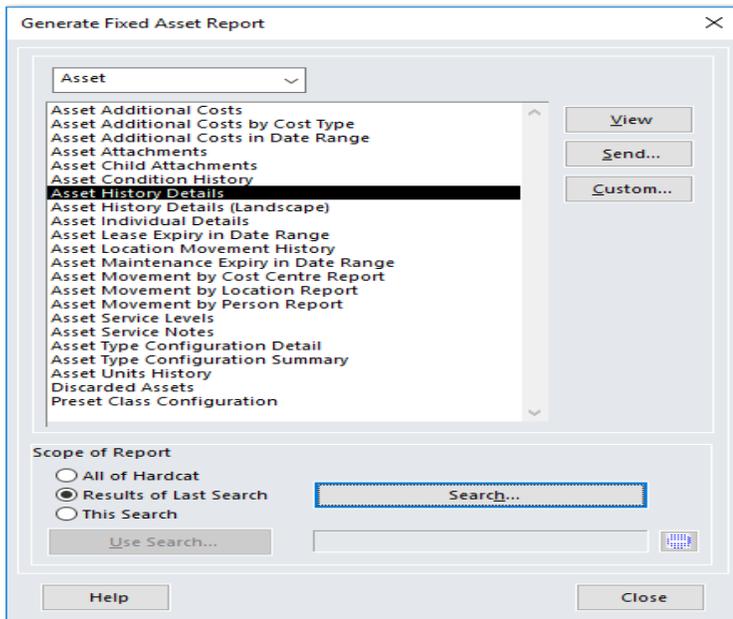
The **Generate Fixed Report** screen above will be displayed
Select the **Send** button to View/Print/File/mail the report
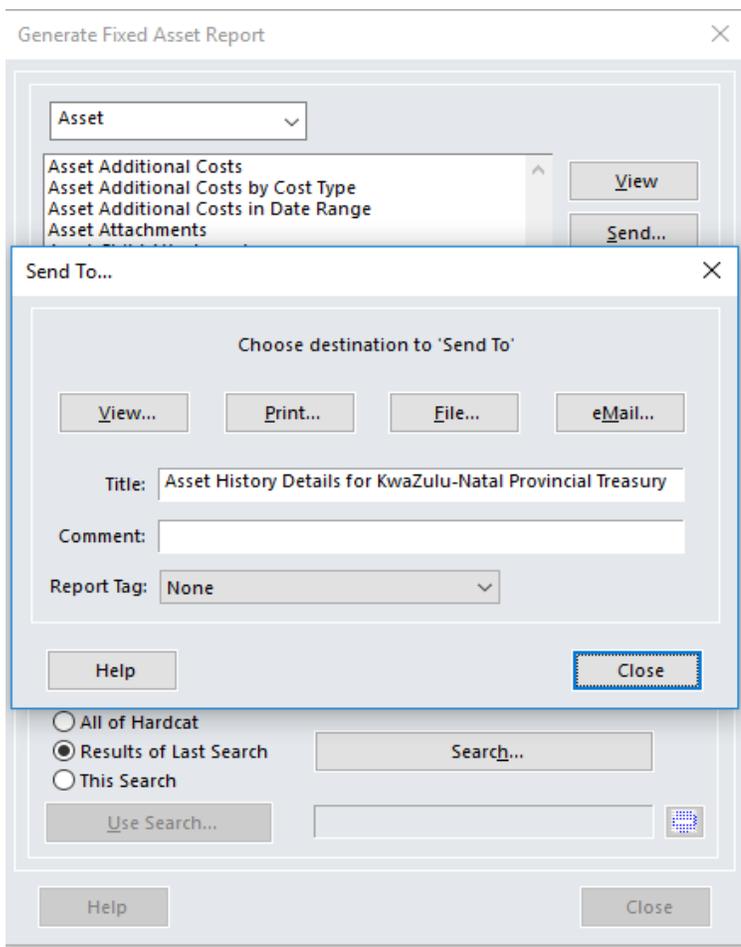
5.2.2 Fixed Reports on Suppliers

There are available on the following selections:

1. Supplier Configuration Report
2. Supplier Individual Detail Report

5.2.2.1 Supplier Configuration Report – displays the Preset Class and Preset Questions associated with the supplier entity.

```
All                        ┌─ Supplier Configuration for KZN Provincial Government Hardcat Training ─┐

Preset Class      Description                    Preset Questions              Defaults
──────────────────────────────────────────────────────────────────────────────────────
001               Suppliers
                                                 000 - Bank Branch Number
                                                 001 - Account Type
                                                 002 - Bank Account Number
                                                 003 - Account Name
002               Distributors
                                                 000 - Type of Account
003               Traders
```

5.2.2.2 Supplier Individual Details Report – displays supplier individual details such as : Address, Contact Details, Banking Details, Assets supplied, and the history.

```
All                        ┌─── Supplier Individual Details ───┐          *** CANCELLED ***
─────────────────────────────────────────────────────────────────────────────────────
Supplier Code:          HC000000
Supplier Preset Class:  Suppliers
Description:            REGENCY OFFICE FURNITURE
Address Line 1:         P O BOX 98              City:              LUXMI
Address Line 2:         LUXMI                   State:
Address Line 3:         LUXMI                   Country:
Zip/Post Code:          3207
Title:                                          Cell Phone:        0828997189
Contact Name:          Sandy Rajah              Fax Number:        033-3874920
Contact Position:                               Email Address:
Phone Number:          033-3873340
Web Site:
FTP Site:
ZNT Number:            MAAA0107488              :
─────────────────────────────────────────────────────────────────────────────────────
                              Presets: Suppliers
─────────────────────────────────────────────────────────────────────────────────────
Bank Branch Number           057525
Account Type                 01
Bank Account Number          052177998
Account Name                 Regency Shopfiters
─────────────────────────────────────────────────────────────────────────────────────
                              Assets Associated
─────────────────────────────────────────────────────────────────────────────────────
Code                 Name                               Type
 AB728059            4-Drawer Steel Filing Cabinet      Cabinets
AA001530             2-Door Wooden Cupboard             Cupboards
AA001640             2-Door Wooden Cupboard             Cupboards
AA001701             Vtugela Desk 2200 x 1000           Desks
AA001703             Leather High Back Chairs B107      Chairs
AA001711             Office Arm Chair                   Chairs
AA001715             Stationery Cabinet with Shelves    Cabinets
```

5.2.2.3 Generate Fixed Reports on Suppliers

From the main screen below,
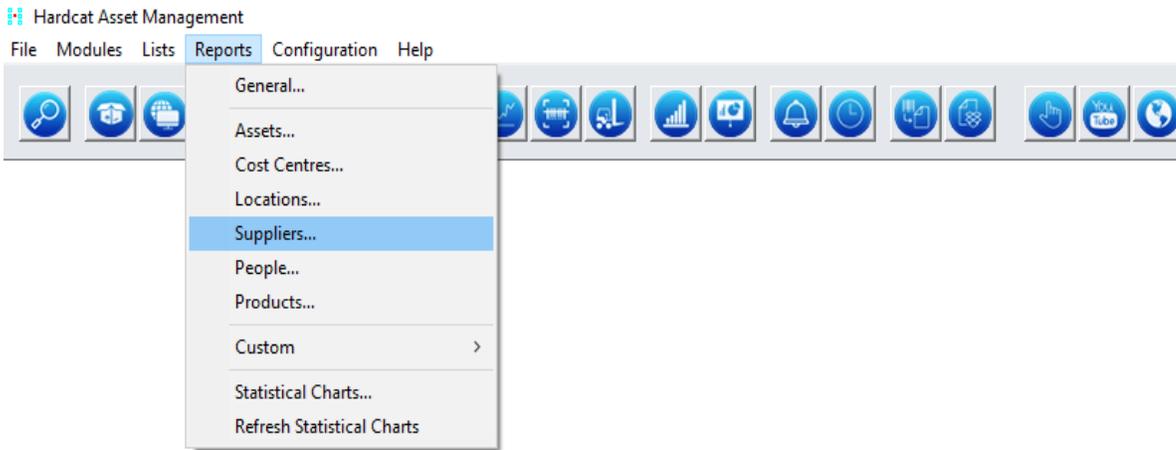
Select **Reports** -> **Suppliers**
The screen below is displayed
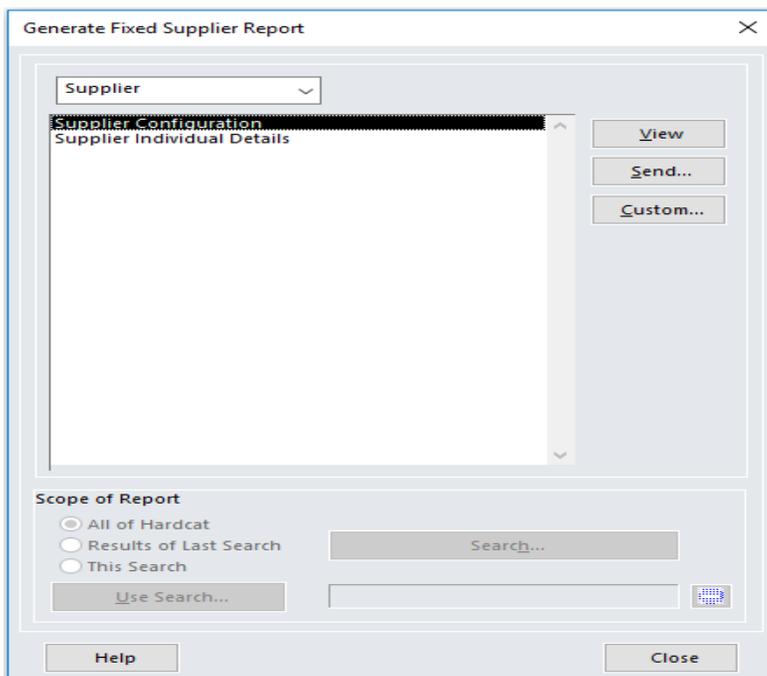
Select the report of your choice from the list.
Select the scope of the search i.e. **Search All of Hardcat** or **Result of Last Search**
Select the **Send** button to View/Print/File/Mail the report.

5.2.3 Fixed Reports on Locations

They are available on the following selections:
1. Location Asset Attachments & Movement History
2. Location Configuration Report
3. Location Individual Detail Report

5.2.3.1 Location Asset Attachments & Movement History

Location Asset Attachments & Movement History   *** CANCELLED ***

Location Code:	L2500205	Location Folder:	LN000006
Location Preset Class:			
Description:	Room 508 Budget		
Address Line 1:		City:	
Address Line 2:		State:	
Address Line 3:		Country:	
Zip/Post Code:			
Contact Name:		Cell Phone:	
Contact Position:		Fax Number:	
Phone Number:		Email Address:	
Web Site:			
FTP Site:			
:		:	

Assets currently at this Location

Barcode	Description	Serial No	Asset Type	Person Name
AB725937	L-Shaped Veneer Desk		Desks	Luthuli NE 64973565
AA004788	Office Arm Chair		Chairs	Twala J 17959381
AA004789	Executive Oak Desk		Desks	Twala J 17959381
AA347495	Office Arm Chair		Chairs	Twala J 17959381
AA347736	Office Arm Chair		Chairs	Twala J 17959381
AA004800	Octagonal Oak Conference Table		Tables/Server	Twala J 17959381
AA000160	2-Door Veneer Credenza		Credenzas/Pedenza	Twala J 17959381
AB727017	Highback Swivel & Tilt Chair		Chairs	Sihlali N.63155311
AB727015	Year Planner White Boards		Boards	Twala J 17959381
AB729765	Lenovo ThinkPad T530		Notebooks/Laptops/iPad	Mhlongo M. 61937673 LOCO CAS
AB725777	2-Door Filing Cabinet		Cabinets	Twala J 17959381
AB727450	Dell Latitude E5550	3CFL262	Notebooks/Laptops/iPad	Strachan SC. LOCO CASE

Run by 63053756 on 2021/02/24 at 14:48:51   *** CANCELLED ***   Hardcat 6.10 Build 921 - Page 1 of 22 page(s)

5.2.3.2 Location Configuration Report – displays location preset classes together with their respective preset questions.

All   Location Configuration

Preset Class	Description	Preset Questions	Defaults

Run by 63053756 on 2021/02/24 at 14:51:49   Hardcat 6.10 Build 921 - Page 1 of 1 page(s)

5.2.3.3 Location Individual Details Report – displays location individual details such as Location Preset Class, Assets associated with, History etc

Search   Location Individual Details

Location Code: LN000113
Location Preset Class:
Description: Room 336 O/P Asset Management
Address Line 1:   City:
Address Line 2:   State:
Address Line 3:   Country:
Zip/Post Code:
Title: Cell Phone:
Contact Name: Fax Number:
Contact Position: Email Address:
Phone Number:
Web Site:
FTP Site:
:   :

                          Assets Associated

Code   Name   Type

AA000143   L-Shaped Veneer Desk   Desks
AA000177   Mecer Monitor   Monitors
AA000236   2-Door Wooden Cupboard   Cupboards
AA000252   Mecer P4 Desktop   Desktops
AA000308   Mecer P4 Desktop   Desktops
AA000414   Mecer Monitor   Monitors
AA000416   2-Door Veneer Credenza   Credenzas/Pedenza
AA000421   L-Shaped Veneer Desk   Desks
AA000465   Sharp EL2195L Print & Display   Calculators
AA001016   4-Drawer Wooden Filing Cabinet   Cabinets
AA001160   Dell Monitor   Monitors
AA001161   Dell GX240 Desktop   Desktops
AA001454   Dell Monitor   Monitors
AA001487   Steel Turn O File   Turn O Files

5.2.3.4 Generate Fixed Reports on Locations

From the main screen below,

Select **Reports** -> **Locations**
The screen below is displayed:
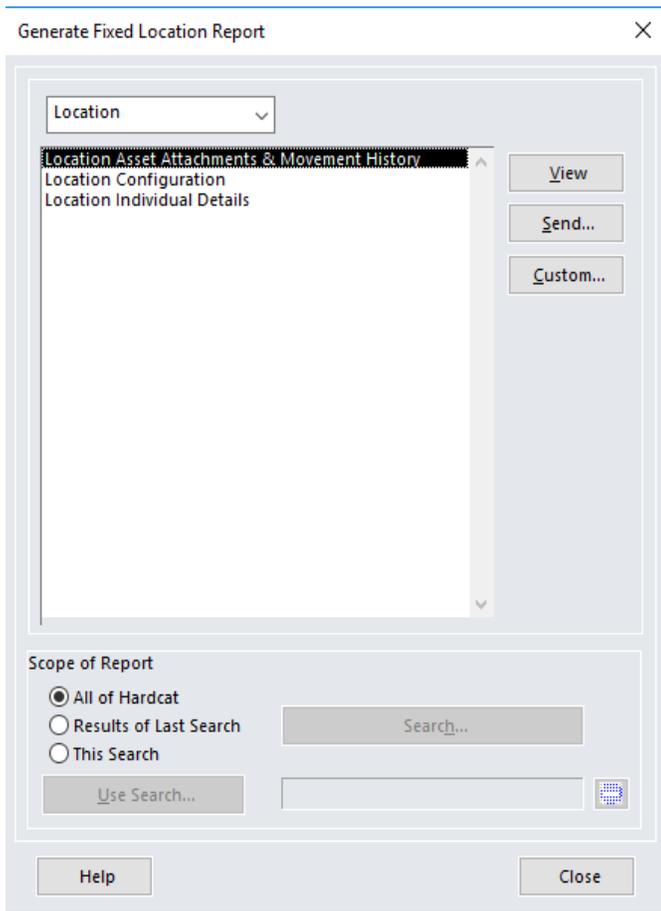
Select the report from the list
Select the scope of the search(ie All of Hardcat or Result of Last Search)
Follow the steps outlined in section 4.3 and 2.2 above
Click on the **Send** button to View/Print/File/mail the report.

5.2.4 Fixed Report on Cost Centres

They are available on the following selection:

1. Cost Centre Configuration Report
2. Cost Centre Individual Details Report

5.2.4.1 Cost Centre Configuration Report – displays cost centre Preset Classes together with their Preset questions.

Preset Class	Description	Preset Questions	Defaults
0	BAS CODES & DESCRIPTIONS	000 - Fund Code	559732
		001 - Fund Name	Voted Fund
		002 - Project Code	
		003 - Project Name	
		004 - Objective Code	
		005 - Objective Name	
		006 - Asset Category Code	
		007 - Asset Category Description	
		008 - Regional Identifier Code	
		009 - Regional Identifier Description	
		S00 - Purchase Cost GL A/c	
		S01 - Depr. Expense GL A/c	
		S02 - Acc. Depr. GL A/c	
		S03 - Proceeds of Sale GL A/c	
		S04 - Gain on Sale GL A/c	
		S05 - Loss on Sale GL A/c	
1	Test March		
		S00 - Purchase Cost GL A/c	
		S01 - Depr. Expense GL A/c	
		S02 - Acc. Depr. GL A/c	
		S03 - Proceeds of Sale GL A/c	
		S04 - Gain on Sale GL A/c	
		S05 - Loss on Sale GL A/c	
2	1		
		S00 - Purchase Cost GL A/c	
		S01 - Depr. Expense GL A/c	
		S02 - Acc. Depr. GL A/c	
		S03 - Proceeds of Sale GL A/c	
		S04 - Gain on Sale GL A/c	
		S05 - Loss on Sale GL A/c	

5.2.4.2 Cost Centre Individual Details – contains Cost Centre individual details such as Preset Class, Assets associated with it etc

Search   Cost Centre Individual Details for KZN Provincial Government Hardcat Training

Cost Centre Code:	CCC4477KZN	Allow Asset Association:	
	BAS CODES & DESCRIPTIONS		
Description:	Supp & Intlnkd Fin Sys*No Proj Cur*EQP<5000 Comp H&Sys*KZN		
Address Line 1:		City:	
Address Line 2:		State:	
Address Line 3:		Country:	
Zip/Post Code:			
Contact Name:		Cell Phone:	
Contact Position:		Fax Number:	
Phone Number:		Email Address:	
Web Site:			
FTP Site:			
Resp. Code:	10016732	Resp. Description:	SUPP&INTLNKD FII

Presets

Purchase Cost GL A/c	
Depr. Expense GL A/c	
Acc. Depr. GL A/c	
Proceeds of Sale GL A/c	
Gain on Sale GL A/c	
Loss on Sale GL A/c	
Fund Code	559732
Fund Name	Voted Fund
Project Code	16732
Project Name	No Projects (STND/ALNE) Cur
Objective Code	10007732
Objective Name	Support & Intlnked Fin Systems
Asset Category Code	10090732
Asset Category Description	EQP<R5000:COMP HARDWARE & SYS
Regional Identifier Code	222732
Regional Identifier Description	KZN: WHOLE PROVINCE

Assets Associated

Code	Name	Type
AA007267	Patch Panel & Cabinets	Data Cabinets
AB419590	Dell LCD Monitor	Monitors
AB678363	D Link 5 or 8 Port 10/100 Desktop Switch	Hubs/Hard Drive
AB678364	D Link 5 or 8 Port 10/100 Desktop Switch	Hubs/Hard Drive
AB678365	D Link 5 or 8 Port 10/100 Desktop Switch	Hubs/Hard Drive
AB678375	HP Laser Jet CP1515n	Printers
NB000450	Krone Data Points	Network Points/Upgrade
NB000451	Krone Data Points	Network Points/Upgrade
NB000452	Krone Data Points	Network Points/Upgrade
NB000453	Krone Data Points	Network Points/Upgrade
NB000454	Krone Data Points	Network Points/Upgrade
NB000455	Krone Data Points	Network Points/Upgrade

5.2.4.3 Generate Fixed Reports on Cost Centres

From the Hardcat main screen below,
Select **Reports → Cost Centres**
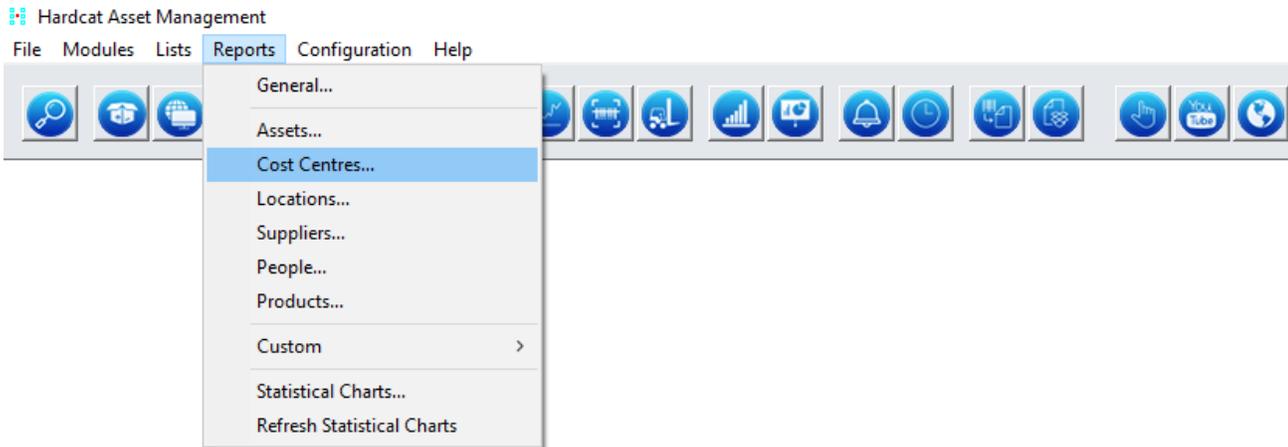
The **Generate Fixed Cost Centres Report** screen below will be displayed.
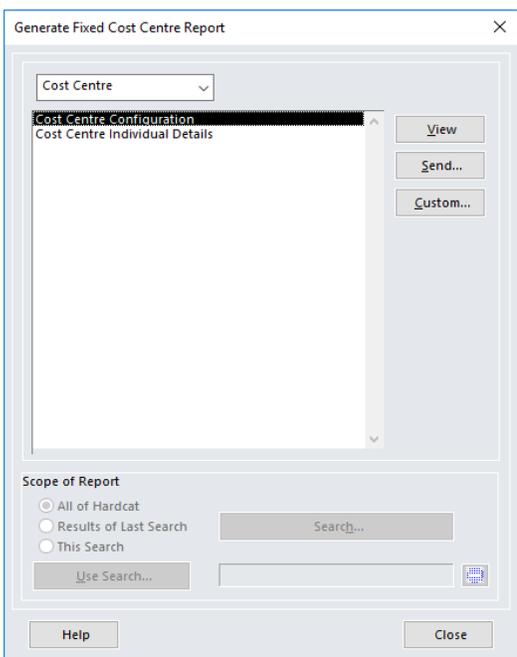
Select the report of your choice from the list
Select the scope of the search(ie All of Hardcat or Result of Last Search)
Follow the steps outlined in section 4.5 and 2.2 above.
Click on the **Send** button to View/Print/File/mail the report.

5.2.5 Fixed Reports on People

They are available on the following selections:

1. Person Configuration Report
2. Persons Individual Details Report

5.2.5.1 Person Configuration Report – displays the People folder together with their Preset Class and Preset questions.

Preset Class	Description	Preset Questions	Defaults
		Person Configuration for KZN Provincial Government Hardcat Training	
T001	Treasury People		
		000 - Title	
		001 - Room Number	
		002 - Floor Number	
USER	Hardcat User		

5.2.5.2 Persons Individual Details Report – details people's individual information such as Name, Address, Presets, and Assets associated with him/her.

Search   Person Individual Details

Person Code: 62252941
Person Preset Class:
Description: Bhengu P 62252941
Location:
Supplier:
Cost Centre:
Address Line 1:   City:
Address Line 2:   State:
Address Line 3:   Country:
Zip/Post Code:
Title: Cell Phone:
Contact Name: Fax Number:
Contact Position: Email Address:
Phone Number:
Web Site:
FTP Site:
Persal No: 62252941   :

Assets Associated

Code	Name	Type
AA000130	Wooden Trolley	Trolleys
AA001334	Steel Trolley	Trolleys
AA001350	Scriber cs 110 NC	Specialised equipment
AA001963	Post Trolley	Trolleys
AA003019	Office Arm Chair	Chairs
AA003369	Steel Trolley	Trolleys
AA004387	Swiviel Leather Arm Chair	Chairs
AA004937	Steel Coat Stand	Stands
AA004950	L-Shaped Veneer Desk	Desks
AA004952	3-Drawer Oak Veneer Pedestal	Pedestals
AA004956	2-Door Wooden Cupboard	Cupboards

5.2.5.3 Generate Fixed Reports on People

From the Hardcat main screen below,
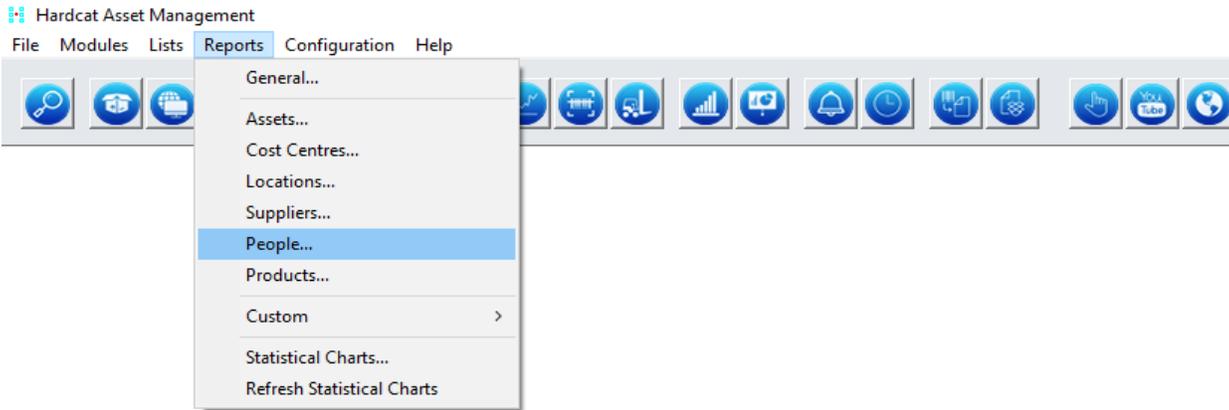
Select Reports → People

The **Generate Fixed Person Report** screen below will be displayed:
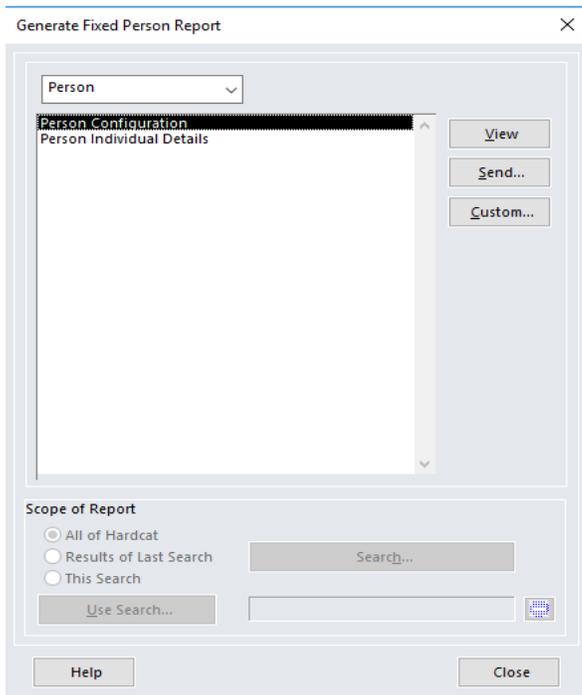
Select the report of your choice from the list(**Person Configuration** and/ **Individual Details**)
Select the scope of the search(ie All of Hardcat or Result of Last Search)
Follow the steps outlined in section 4.5 and 2.2 above.
Click on the **Send** button to View/Print/File/mail the report.

5.2.6 Fixed Reports on Products

They are available on the following selections:

1. Product Individual Details Report
2. Products

5.2.6.1 Product Individual Details Report – displays Product individual details such as Description and the Asset Type linked to.

5.2.6.2 Products Report – displays list of all Products available in the System

Product Code	Description	Supplier P/NTax (None) (%)	Tax (None) (%)	Price	Supplier	Warranty (Months)	On Delivery Stk Ass S/N
123	Dell Latitude E7270	0,000	0,000	R0,00	PROSYSCOM / SILVER SOLUTIONS 3314	0	No No No
44545	Dezzo Visitors Chair - Black Sleighnase	0,000	0,000	R0,00		0	No Yes No
456567	Oak Veneer Desk 1800X1000 Credenza /Cable Ac	0,000	0,000	R0,00		0	No Yes No
FIAT005	SIENA 1.6 ELX	0,000	0,000	R0,00		0	No No No
ISUZ024	KB 280DT LX D/CAB	0,000	0,000	R0,00		0	No No No
MAGNIFIER	MAGNIFIER	0,000	0,000	R0,00		0	No No No
MERC017	E240 ELEGANCE	0,000	0,000	R0,00		0	No No No
OPEL016	ASTRA CLASSIC 2.0CDX	0,000	0,000	R0,00		0	No No No
PD000041	Electrical Heater	0,000	0,000	R0,00		0	No No No
PD007	CCTV-Phone monitor	0,000	0,000	R0,00		0	No No No
PD010	Server Cabinet	0,000	0,000	R0,00		0	No No No
PD011	Steel Tender Box	0,000	0,000	R0,00		0	No No No
PD012	Drill Press	0,000	0,000	R0,00		0	No No No
PD013	Fujitech Monitor	0,000	0,000	R0,00		0	No No No
PD015	Fujitech Desktop	0,000	0,000	R0,00		0	No No No
PD016	HP Scanner	0,000	0,000	R0,00		0	No No No
PD018	Vesta monitor	0,000	0,000	R0,00		0	No No No
PD020	Pedestal Freestanding	0,000	0,000	R0,00		0	No No No
PD021	Master-bar Refrigerator	0,000	0,000	R0,00		0	No No No
PD027	3-Drawer Oak Veneer Pedestal	0,000	0,000	R0,00		0	No No No
PD029	Sharp Conpet CS-2189 Calculator	0,000	0,000	R0,00		0	No No No
PD031	Brother HL 1660 Printer	0,000	0,000	R0,00		0	No No No
PD032	Dell P4 Desktop	0,000	0,000	R0,00		0	No No No
PD033	2-Door Short Wooden Cupboard	0,000	0,000	R0,00		0	No No No
PD035	Samsung Syn/M 400B Monitor	0,000	0,000	R0,00		0	No No No
PD036	4-Drawer Pigeon Hole Shelving	0,000	0,000	R0,00		0	No No No
PD037	HP Notebook	0,000	0,000	R0,00		0	No No No
PD038	Olivetti Logos 82 Calculator	0,000	0,000	R0,00		0	No No No
PD039	Olivetti Logos 84 Calculator	0,000	0,000	R0,00		0	No No No
PD040	Sharp 800 PD Print & Display Calculator	0,000	0,000	R0,00		0	No No No
PD041	Sharp EL2195L Print & Display Calculator	0,000	0,000	R0,00		0	No No No
PD042	Sharp EL2626H Print & Display Calculator	0,000	0,000	R0,00		0	No No No
PD043	Texas TI 5640 Print & Display Calculator	0,000	0,000	R0,00		0	No No No

Run by 63053756 on 2021/04/13 at 08:46:32   Hardcat 6.10 Build 921 - Page 1 of 51 page(s)

5.2.6.3 Generate Fixed Reports on Products

From the Hardcat main screen below,
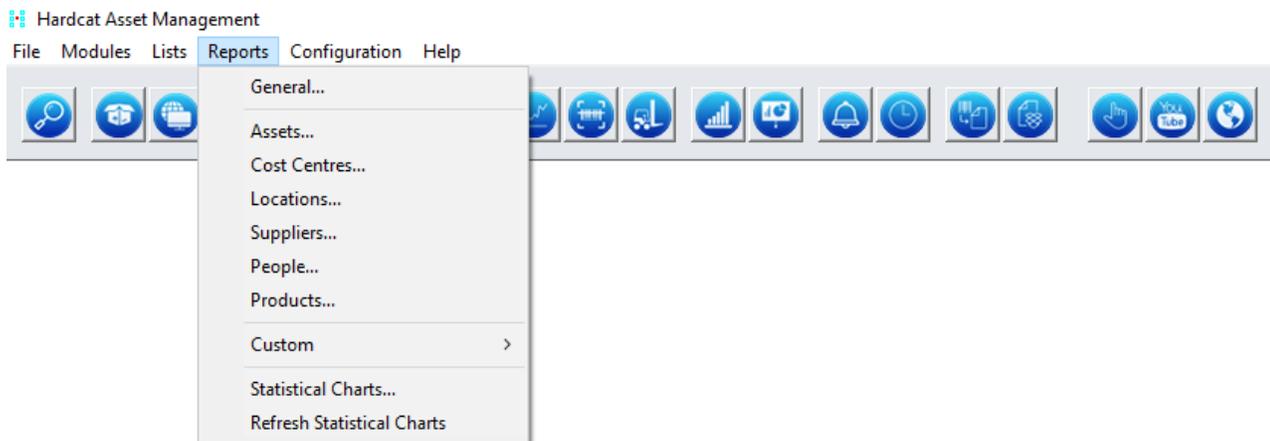
Select Reports → Products

The **Generate Fixed Product Report** screen below is displayed:
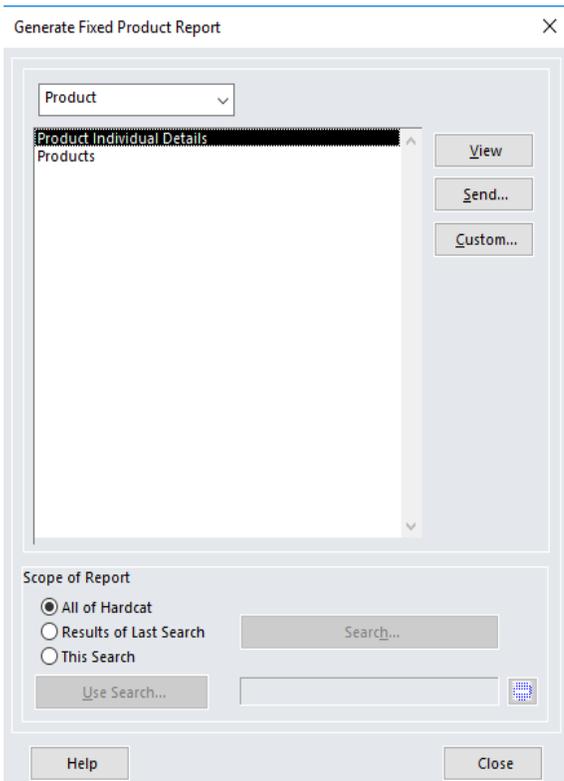
Select the report of your choice from the list displayed
Select the scope of the search(ie All of Hardcat or Result of Last Search)
Follow the steps outlined in section 4.5 and 2.2 above.
Click on the **Send** button to View/Print/File/mail the report.

5.3 Custom Reports

They are user defined reports (ie. User defines all the fields)
This allows the user to design how a report is to appear.

They are available in the following selections:

1. Assets
2. Suppliers
3. Locations
4. Cost Centres
5. People
6. Products

5.3.1 Generate Custom Reports

From the main screen below,
Select **Reports → Custom**
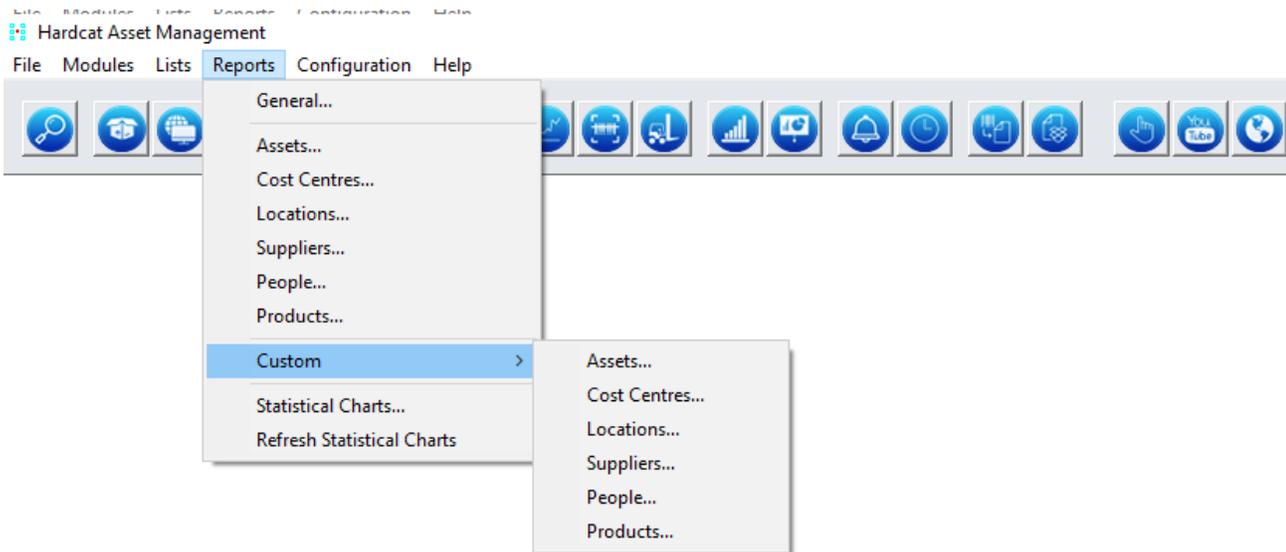
Select the entity for which you are reporting on (e.g. **Assets/Suppliers or People**)
The **Generate Custom Assets Report** screen below is displayed.
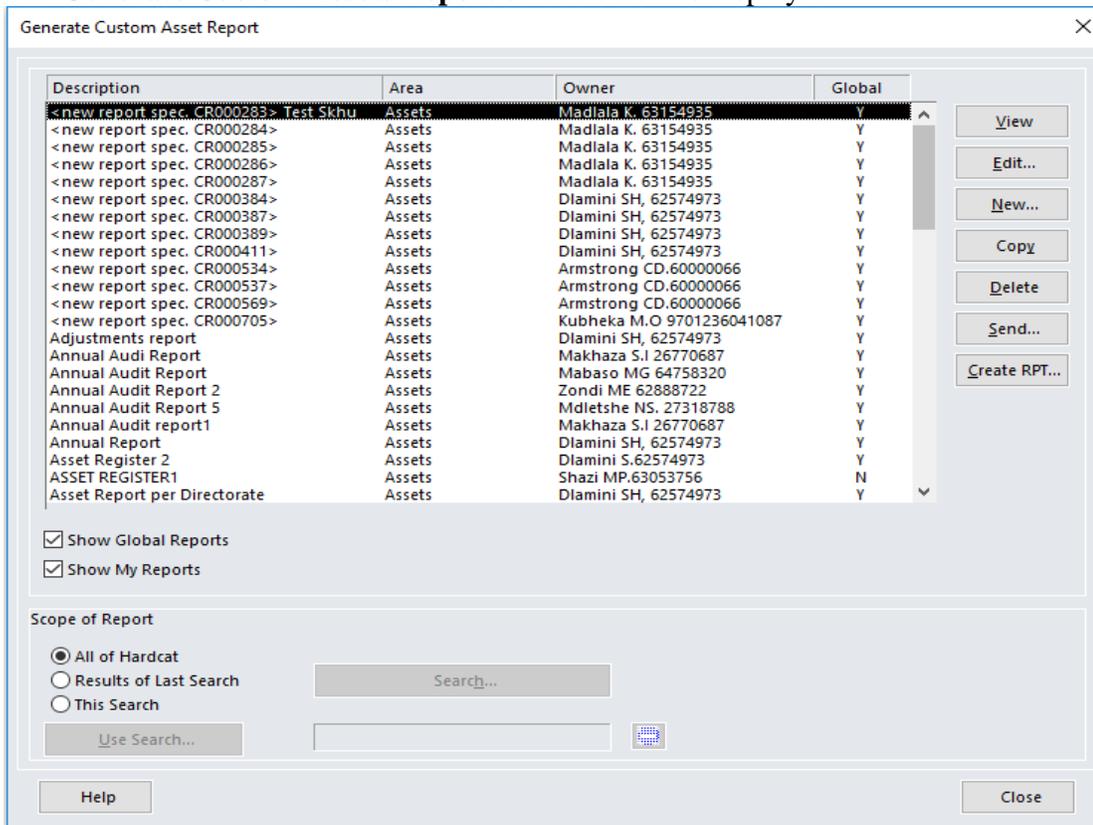
The screen above, display list of all saved custom reports in the system.
To create your own report,
To access the report that has already been customized and saved;
Scroll down and select the report from the list above
To access report that was customized and saved by you as the logged on user;
Select the **Show My Reports Only** radio box, and uncheck the **Show Global Reports** box
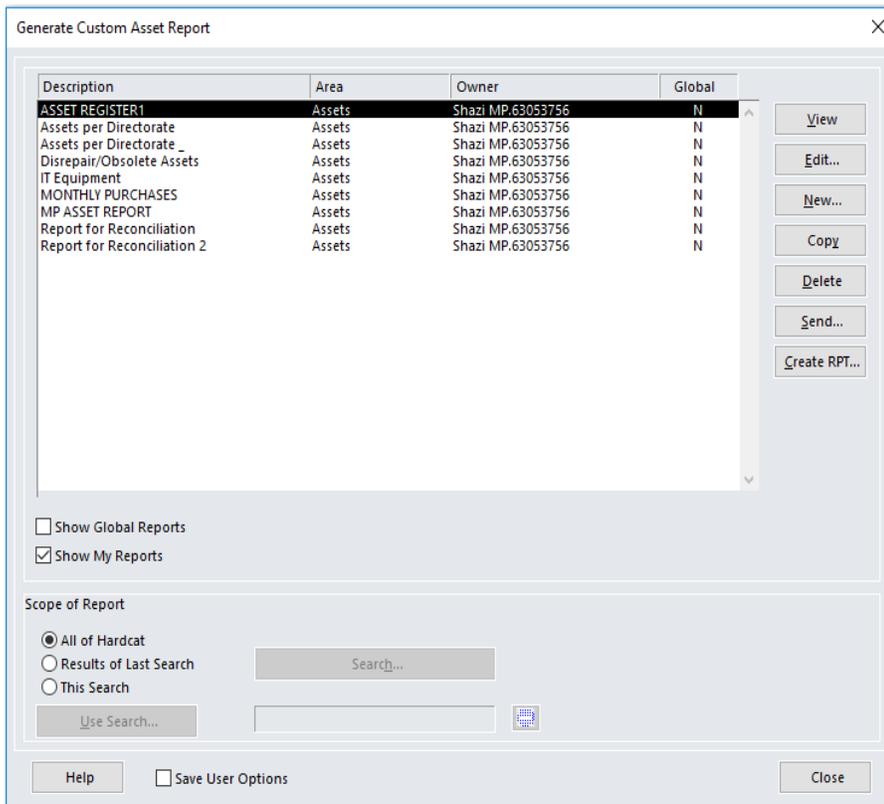
Select the desired report from the list of reports displayed above.
Select the scope of the search(ie All of Hardcat or Result of Last Search)
Follow the steps outlined in section 4.5 and 2.2 above.
Click on the **Send** button to View/Print/File/mail the report.

5.3.2 To create a new Custom Report

From the Generate Custom Report screen above,
Click on the **New** button
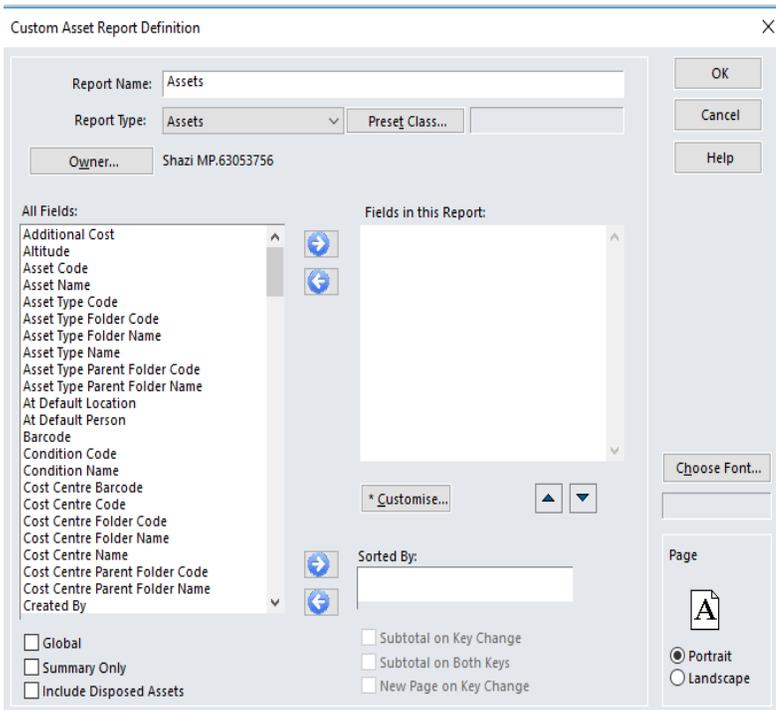
The **Custom Asset Report Definition** screen above is displayed.
Type in the report name in the **Report Name** field
Select the fields of your choice from the **All Fields** window on the left.

Click on the button to move the field to the **Fields in this Report** window on the right.
Repeat the above steps until all required fields have been moved.
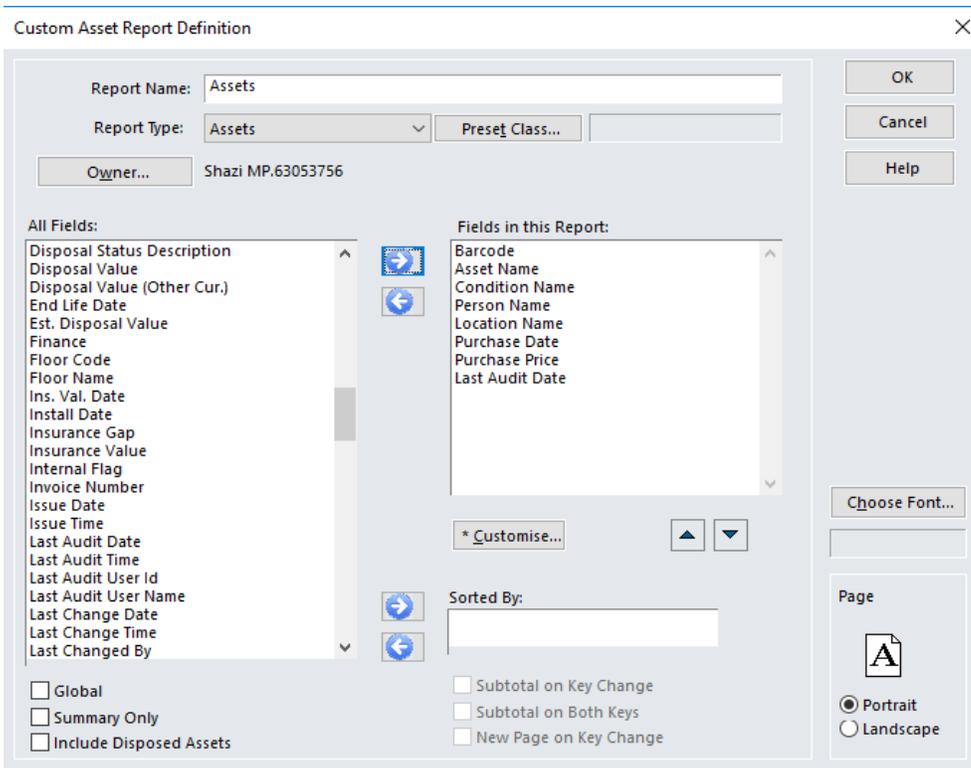
To change the order in which the fields are to be displayed on the report,
Highlight the field you wish to move,

Click on one of the following buttons ![up][down], this will move the field either up or down.
To select the field(s) to sort the report by,
Select the field(s) from the **All Field** window and transfer it to the **Sorted By** field.
The radio box below will be activated

Sorted By:
Purchase Date

☑ Subtotal on Key Change
☐ Subtotal on Both Keys
☑ New Page on Key Change
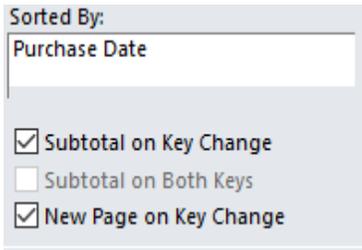
Select the **Subtotal on Key Changes** radio box to subtotal on each change.
Select the Subtotal on Both Keys if you have selected more than one field to sort by.
Select the **New Page on Key Change** to ensure that new data appears on a new page.

To format the length of the selected fields,
Select the field to be formatted, and then,
Click on ![Customise...] ,
The Folder Name screen below will appear

Barcode   ✕

Column Barcode

Alignment for field
Field Width: 30 ⬍   ● Left   ○ Centered ○ Right

Choose Font...

Help   OK   Cancel
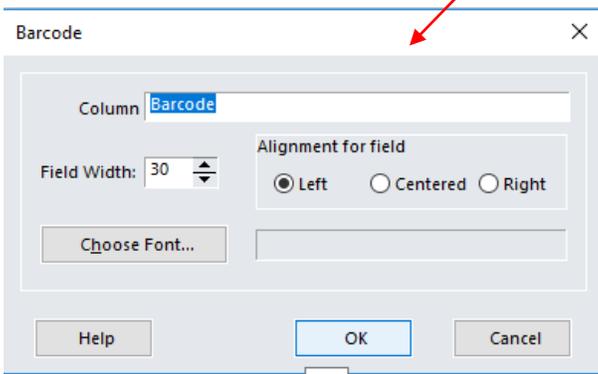
Adjust the Field Width and Alignment as required.

By clicking on ![Use Font...] ,
Select a Font screen will appear allowing the user to change the font of the information on the report.

List of Fonts   X
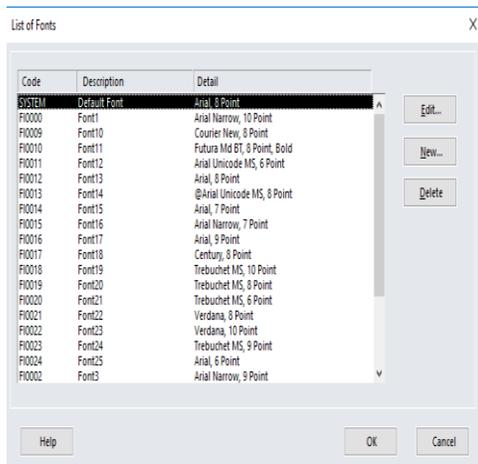
Code	Description	Detail
SYSTEM	Default Font	Arial, 8 Point
FI0000	Font1	Arial Narrow, 10 Point
FI0009	Font10	Courier New, 8 Point
FI0010	Font11	Futura Md BT, 9 Point, Bold
FI0011	Font12	Arial Unicode MS, 6 Point
FI0012	Font13	Arial, 8 Point
FI0013	Font14	@Arial Unicode MS, 8 Point
FI0014	Font15	Arial, 7 Point
FI0015	Font16	Arial Narrow, 7 Point
FI0016	Font17	Arial, 9 Point
FI0017	Font18	Century, 8 Point
FI0018	Font19	Trebuchet MS, 10 Point
FI0019	Font20	Trebuchet MS, 8 Point
FI0020	Font21	Trebuchet MS, 6 Point
FI0021	Font22	Verdana, 8 Point
FI0022	Font23	Verdana, 10 Point
FI0023	Font24	Trebuchet MS, 9 Point
FI0024	Font25	Arial, 6 Point
FI0002	Font3	Arial Narrow, 9 Point

Edit...
New...
Delete

Help   OK   Cancel

Users are also able to change the page orientation on the Custom Report Definition screen.
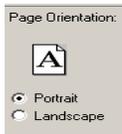
The following radio box's are used to get the summarized version of the data

Global radio box – to obtain global data
Summary Only radio box – to obtain the summarized version of the data.
Include Disposed Assets radio box – to include disposed assets in the report
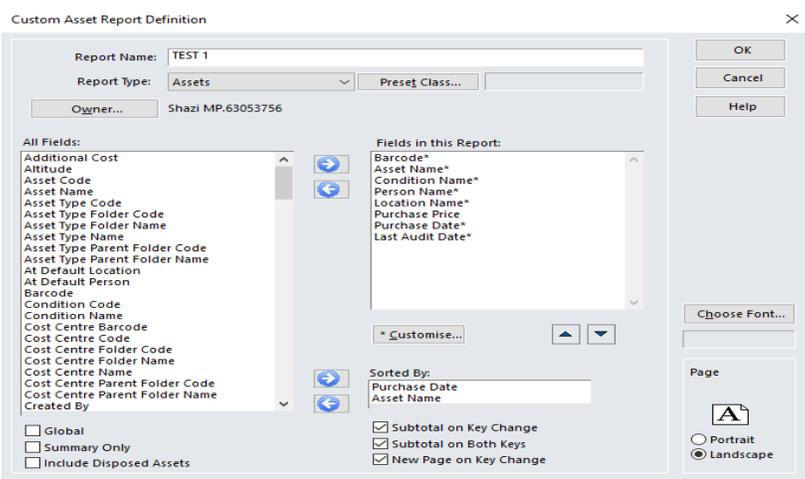
Once all the fields have been selected,
Click on the **OK** button
The Generate Custom Report screen below will be displayed.

To request Custom Report:
Select the scope of the search(ie All of Hardcat or Result of Last Search)
Follow the steps outlined in section 4.5 and 2.2 above.
Click on the **Send** button to View/Print/File/mail the report.

5.3.5 By selecting ![Copy], the user will be able to copy an existing report.

5.3.6 By selecting ![Delete], the user will be able to delete a report.

6. **CHARTS**

Statistical Charts may be selected from the drop down menu,

or by clicking on the toolbar.

The Statistical Charts screen will appear,
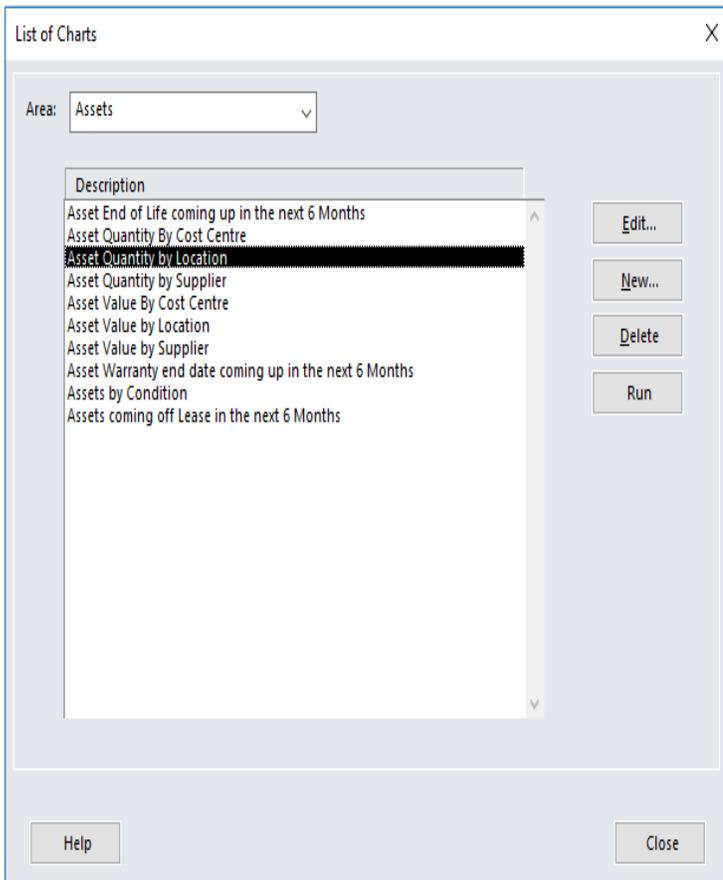
Select to create new chart

Specify the details of the Chart by completing the fields on the Detail of Chart Screen

Click on OK

Run

Click on

The Chart below will be displayed
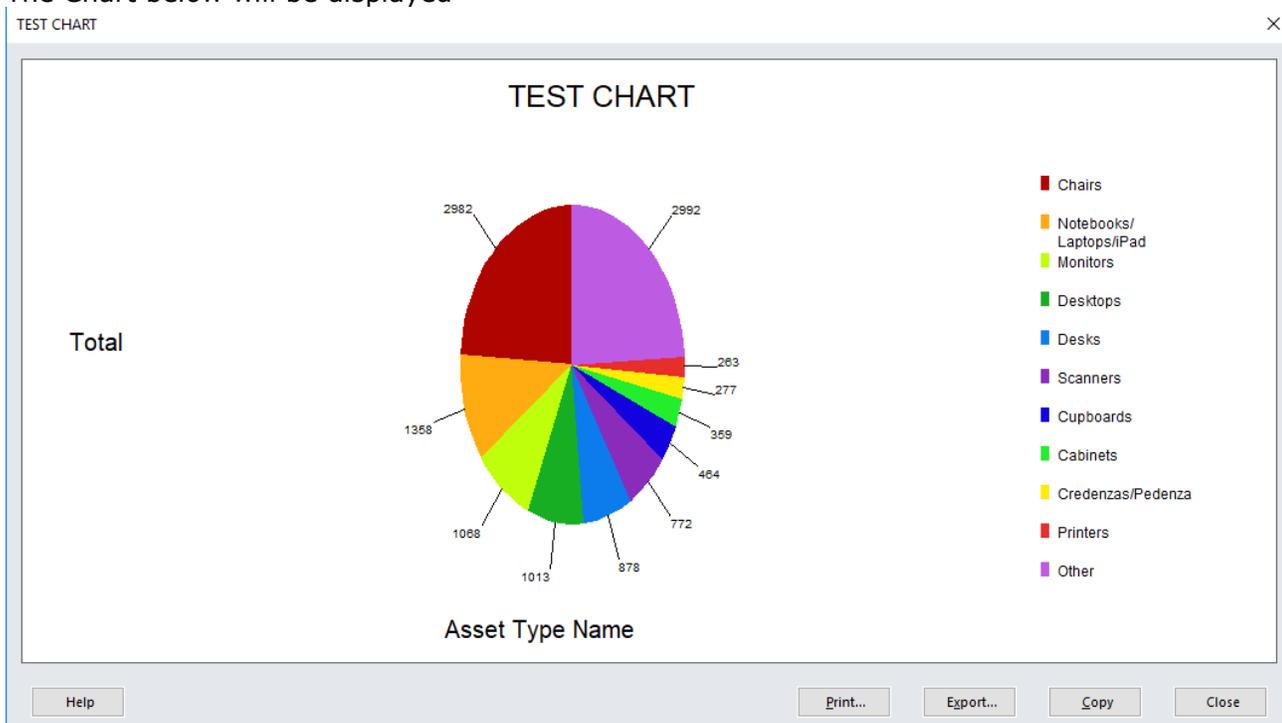
Click on Print/Export/Copy to either print or save or copy your chart

6.1 Editing a Chart

Select the Chart Name from List of Chart Screen and click on [Edit...]

List of Charts ✕

Area: Assets

Description
Asset End of Life coming up in the next 6 Months
Asset Quantity By Cost Centre
Asset Quantity by Location
Asset Quantity by Supplier
Asset Value By Cost Centre
Asset Value by Location
Asset Value by Supplier
Asset Warranty end date coming up in the next 6 Months
Assets by Condition
Assets coming off Lease in the next 6 Months
TEST CHART

Edit...
New...
Delete
Run

Help   Close

Make the desired changes on the details of the chart

Details of Chart ✕

Description: Asset Quantity by Location

Group By: Location Name

◉ Count records within Group By
○ Sum Field within Group By

Use Search...

Type and Style:
3D Pie   % Labels

Show top:
10
☐ Axis Ticks   ○ Monochrome
☐ Grids   ◉ Colour

Help   OK   Cancel

Click Ok then [Run]
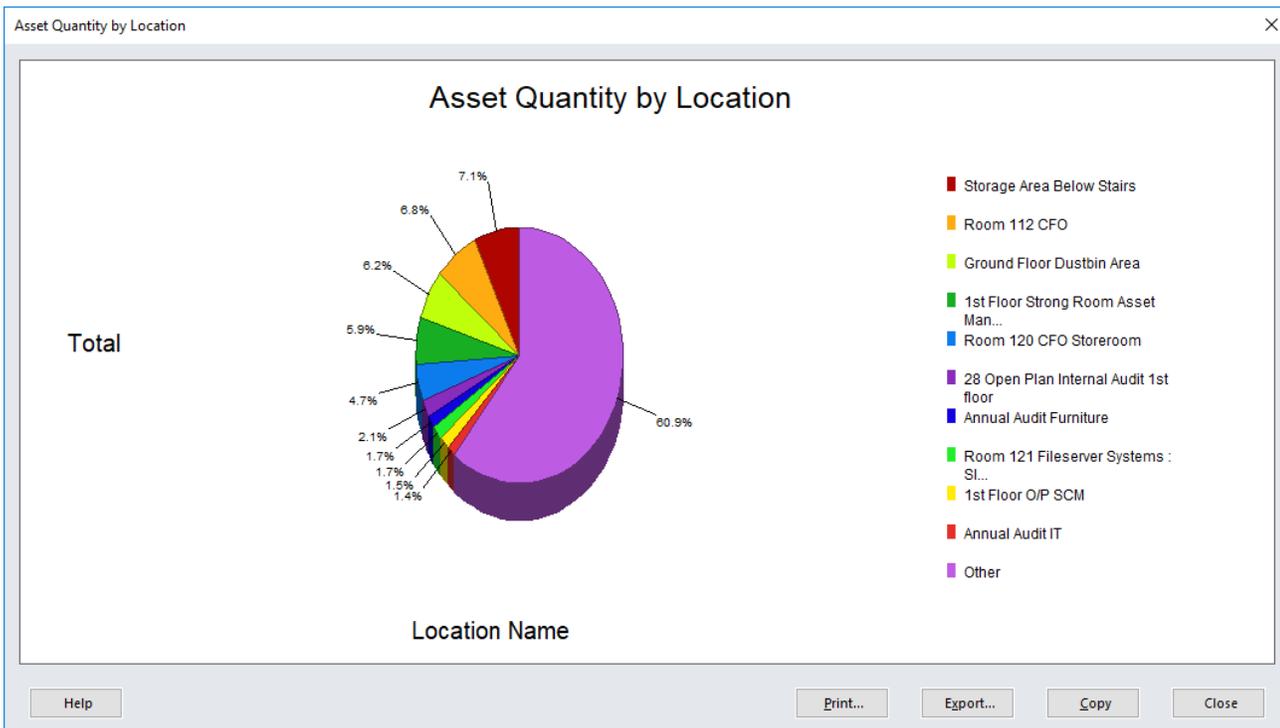
6.2 STATISTICAL CHARTS

Statistical Charts may be selected from the drop down menu,
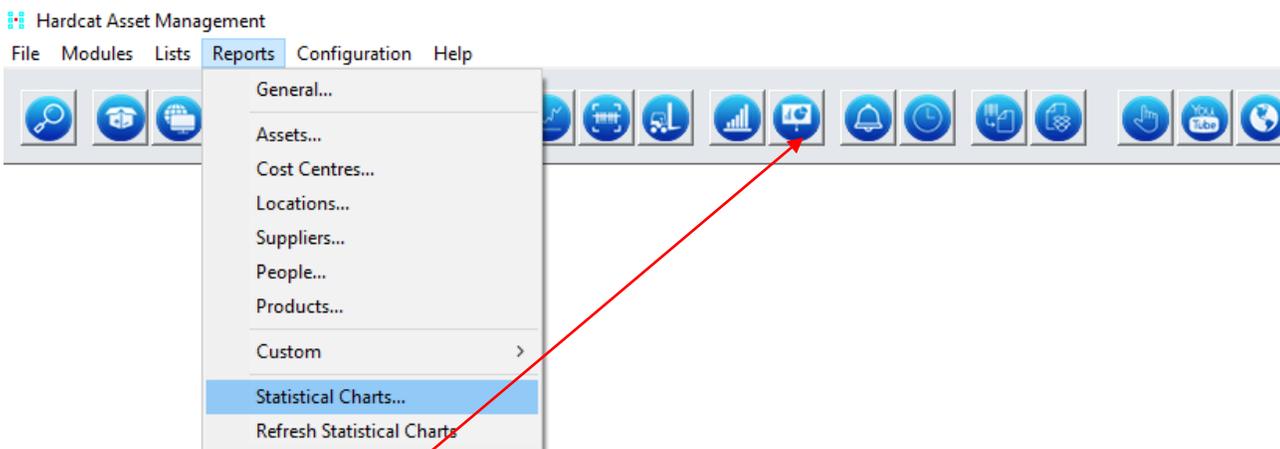
or by clicking on the toolbar.

The Statistical Charts screen will appear,
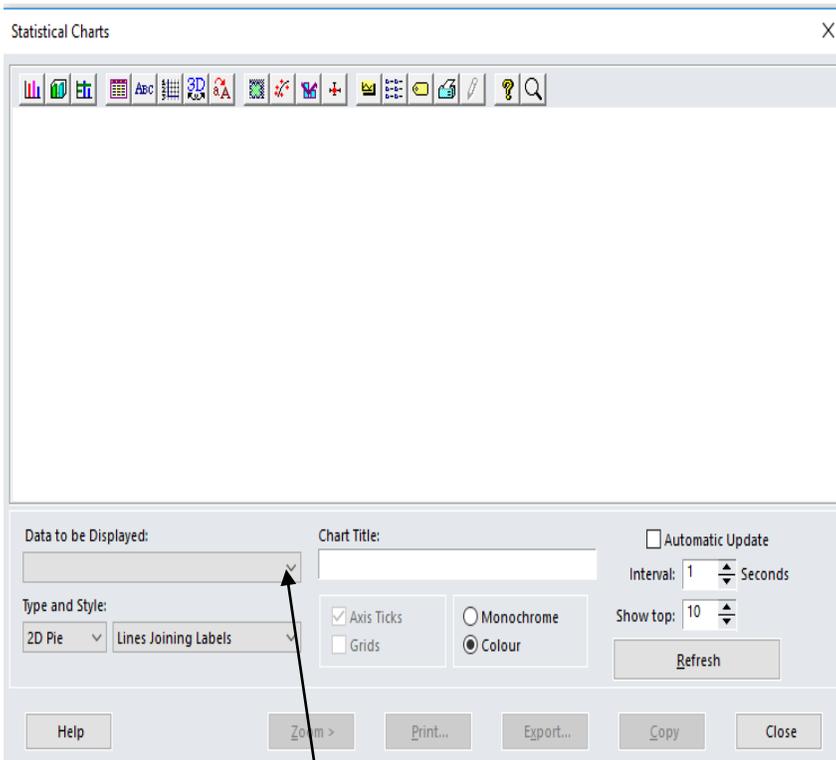
By selecting the down arrow in the Data to be Displayed section of the Statistical Charts screen a drop down menu will appear allowing the user to select what type of data is required to be seen in chart form.
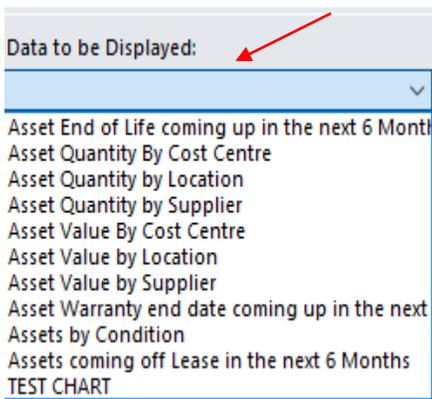
Once the user has selected the data required, a chart will be displayed with the relevant information.
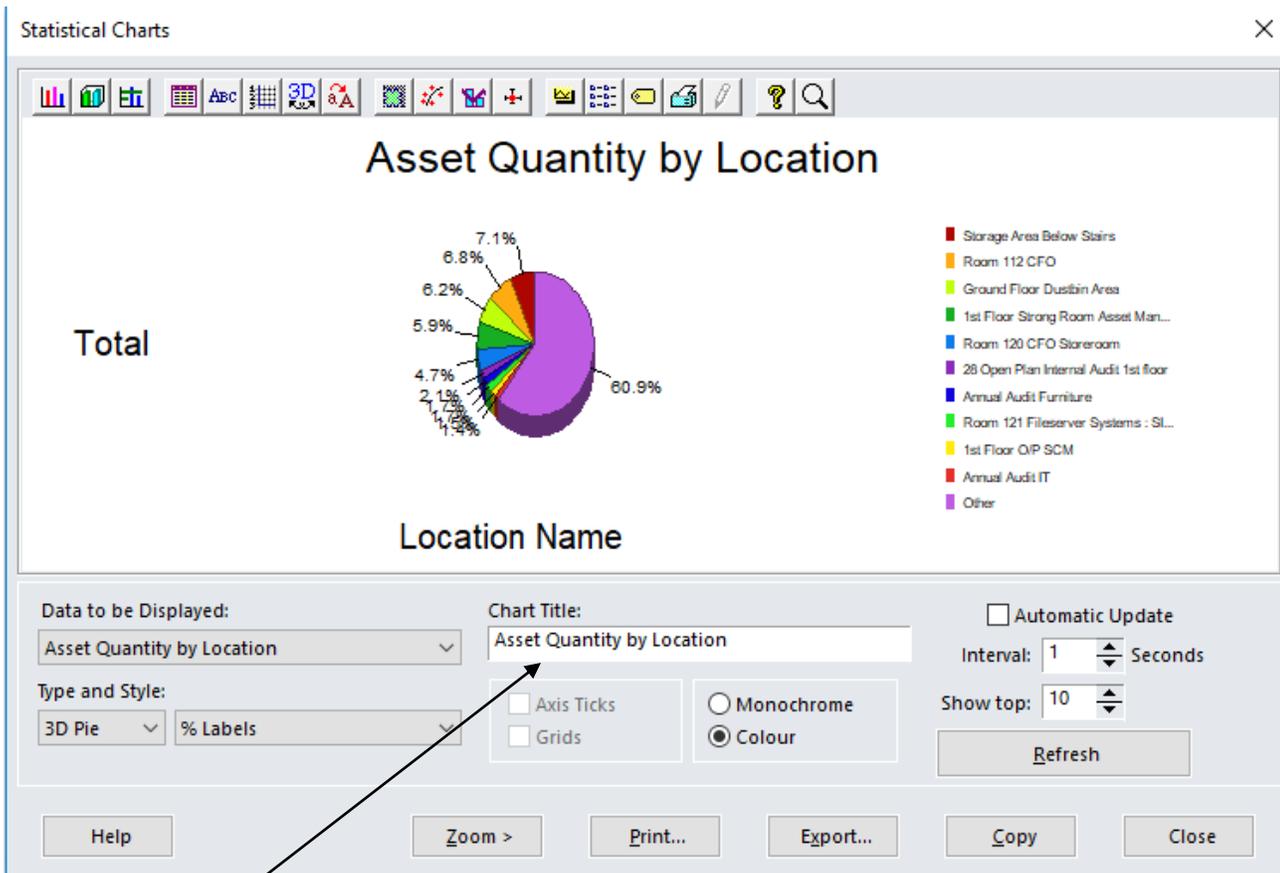
The Chart Title section of the screen will display the type of data chosen in the Data to be Displayed box. This title can be overwritten to suit the user's preference.

By activating the automatic update checkbox in the lower right hand section of the screen, the system updates the chart with the value and number of any assets that are added as the chart is being displayed. The interval will determine how often this update will occur.
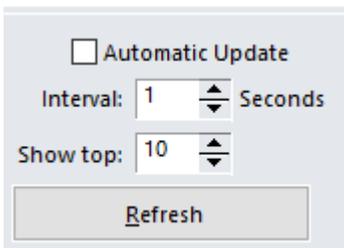
The Show Top function will allow the user to select only certain data to be displayed in the chart, eg. Top 10 locations with the most assets.

After selecting the amount, click on the refresh button to display the new chart.

6.3 EDITING A STATISTICAL CHART

Charts may be edited to suit the users requirements by using various functionalities displayed on the Statistical Charts screen.

By selecting any of the buttons on the toolbar, a Graph Control screen will be displayed where any of the functionalities may be accessed. The buttons represent a quick link to the functionality.

Allows the user to select whether a 2D or 3D chart is required.

Allows the user to select whether eg, Labels are required, connecting lines etc.
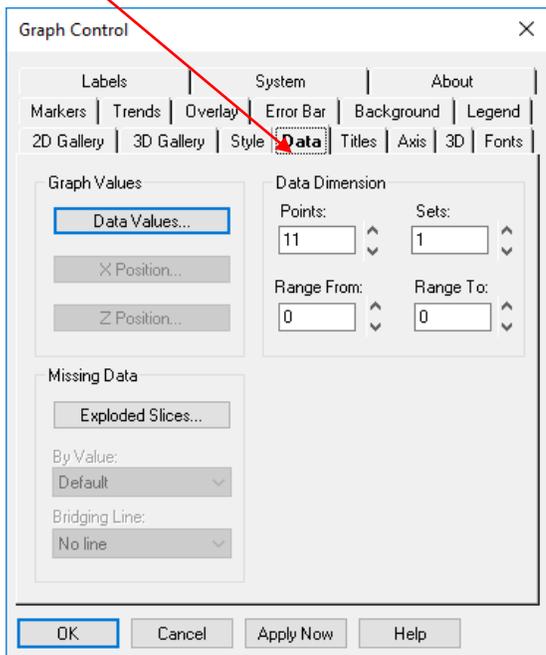
The Data button allows the user to manipulate Graph Values, Labels, Data Dimension Legend and Data Labels.

By selecting any of the Graph Value, Label or Legend functions the following type of screen will appear allowing the user to change data and labels.
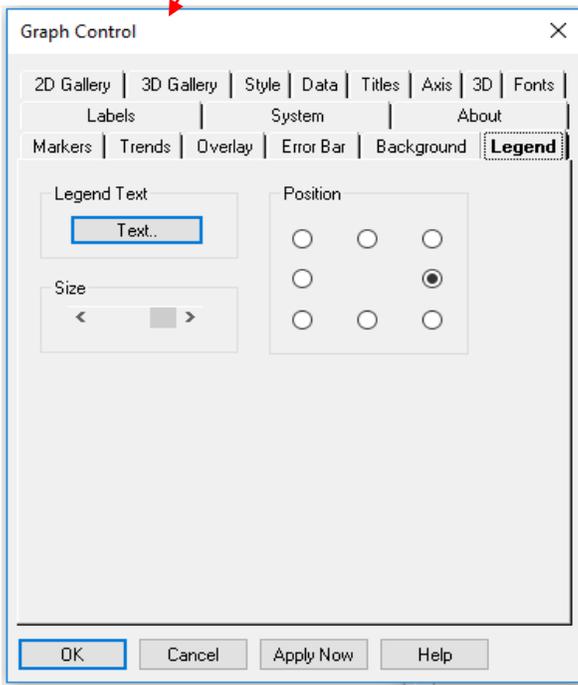
Data Dimension may be changed using the up and down buttons.
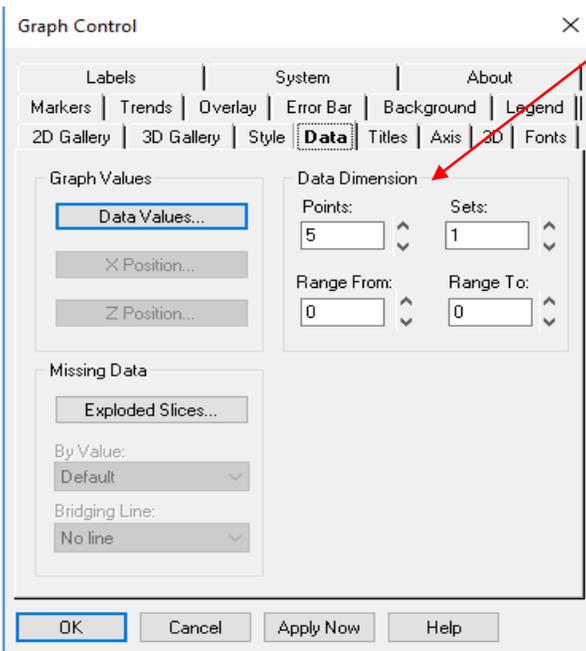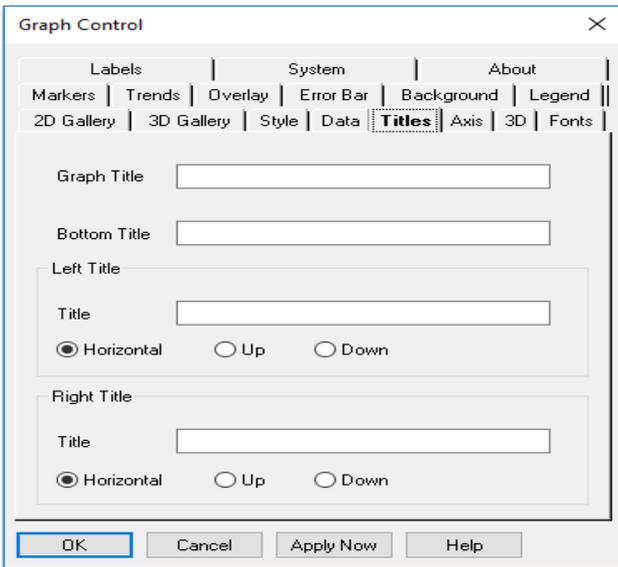
Allows the user to change the titles on the graph
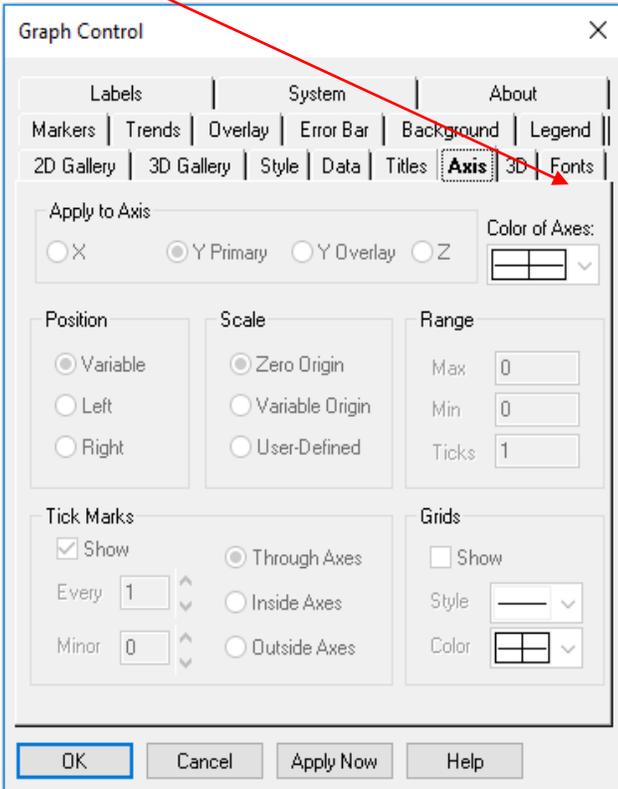
Allows the user to change the Axis on bar graphs.
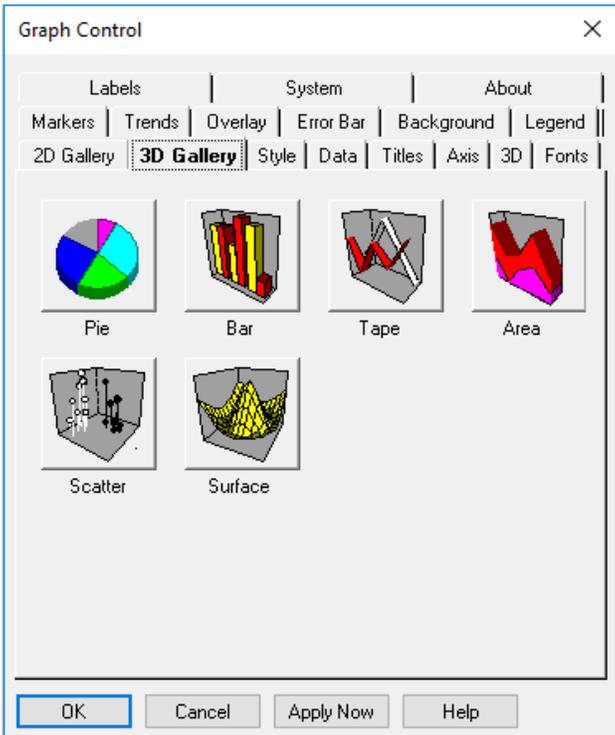
Allows the user to further enhance 3D charts.
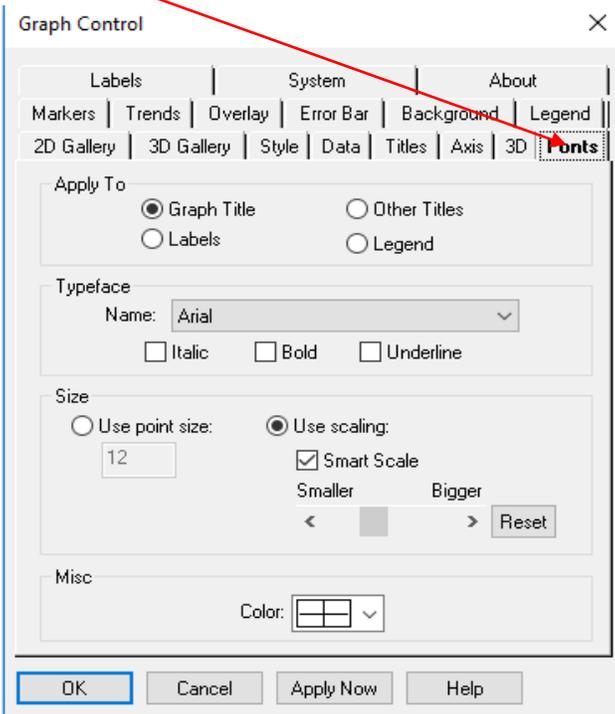
Allows the user to change fonts within the charts.
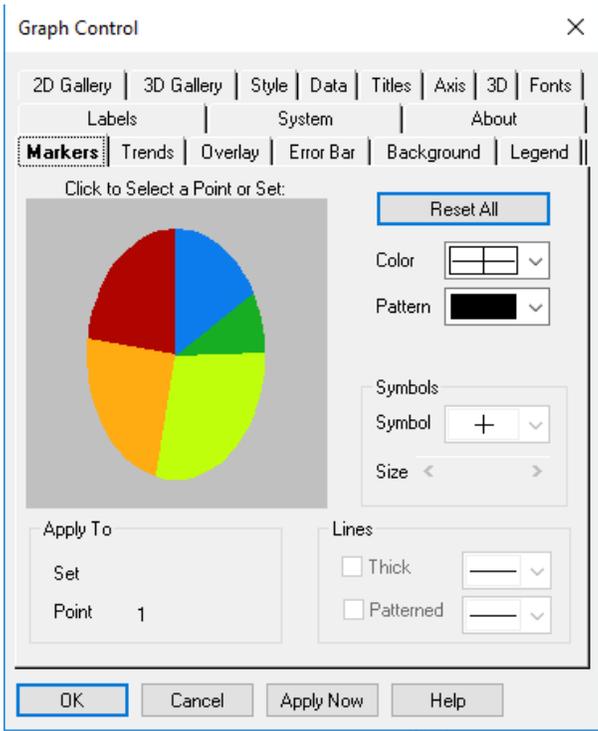
Allows the user to Highlight one specific section of the chart.
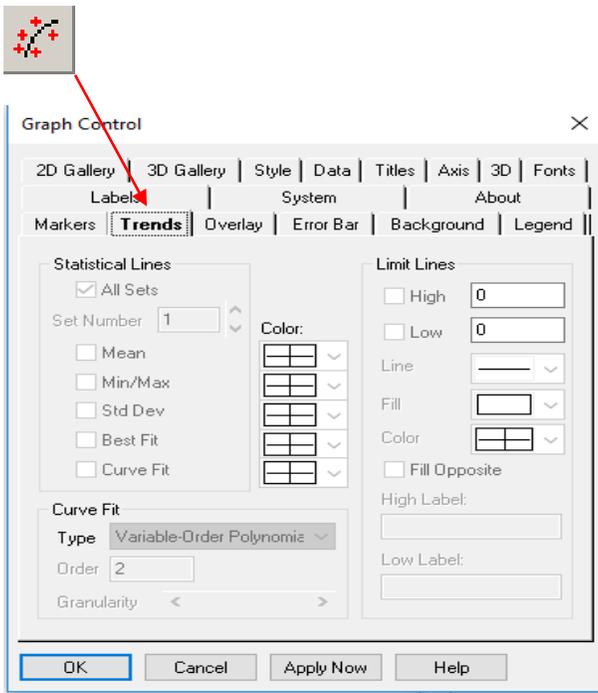
This functionality allows the user to add trend lines to the chart.
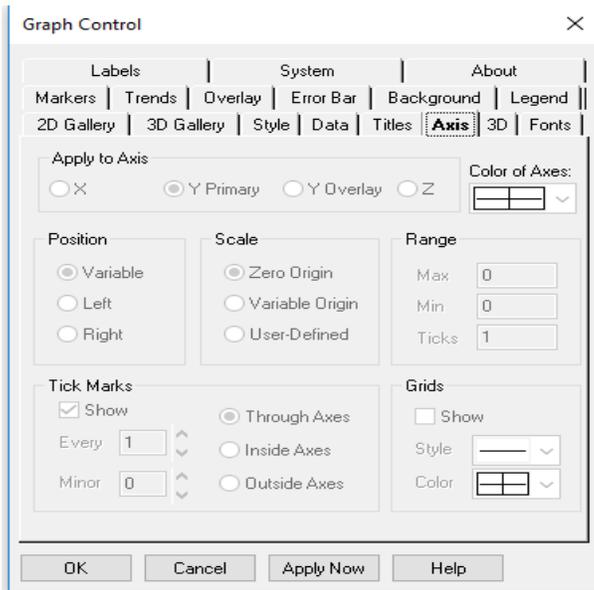
Allows the user to add extra axis.
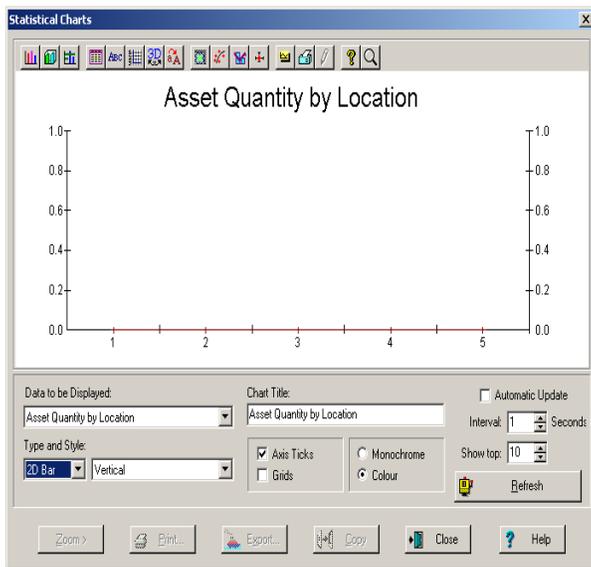
Allows the user to change styles, markers and Y-labels
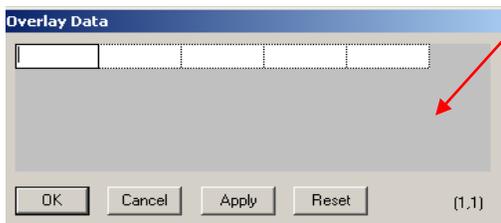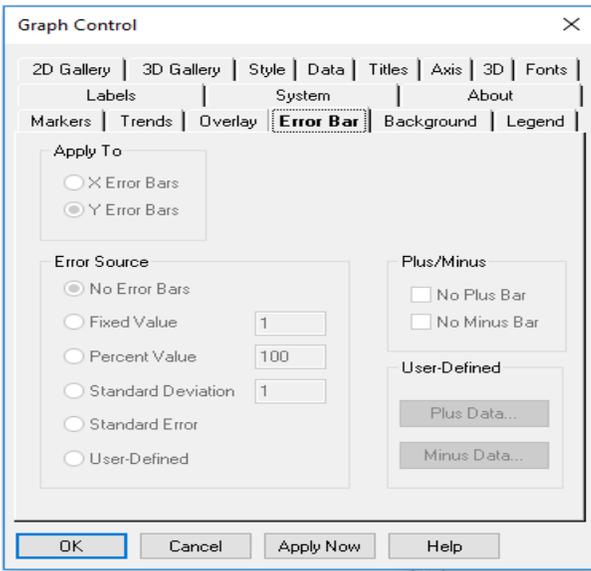
Allows the user to manipulate the chart further.
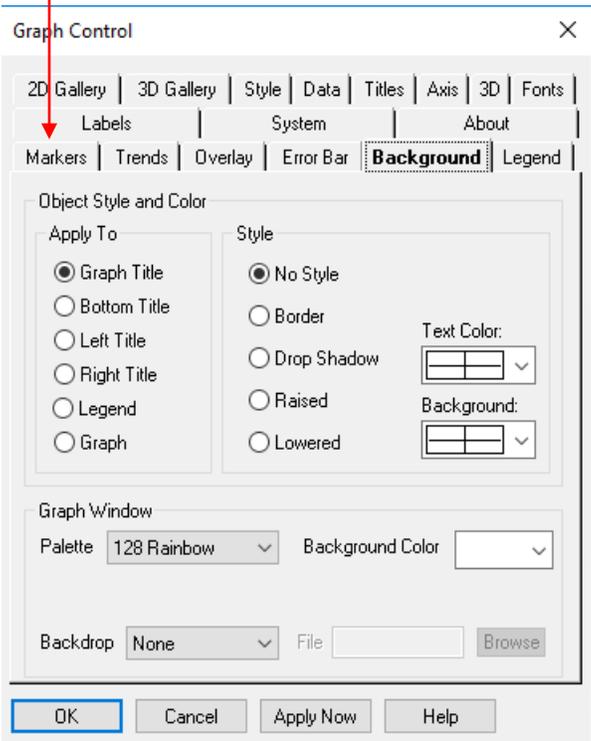
Allows the user to change the object style and colour.
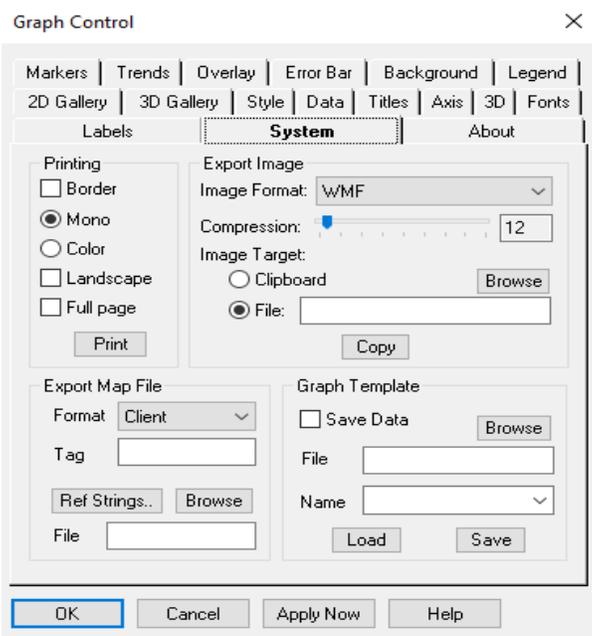
Allows the user to choose how the chart will be printed and where it can be exported to.

This button allows the user to access the help function.
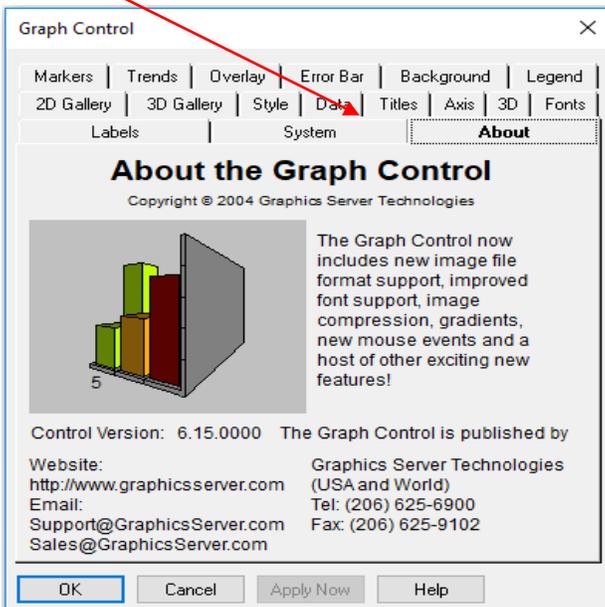
This function gives is only information screen about the charts.

The type and style of a chart can also be changed by clicking on the down buttons and choosing the relevant selection.

Type and Style:

2D Pie

2D Pie
3D Pie
2D Bar
3D Bar

Lines Joining Labels

Lines Joining Labels
No Label Lines
Coloured Labels
Coloured Labels without lines
% Labels
% Labels without lines
% Coloured labels
% Coloured labels without lines
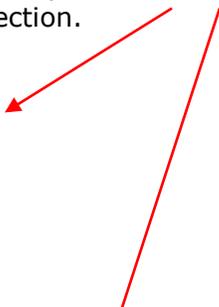
The chart can also be changed between monochrome and colour by activating the relevant button .

Monochrome
Colour

By activating the zoom button on the bottom of the Statistical Charts screen, the user will be able to zoom in and out of the chart
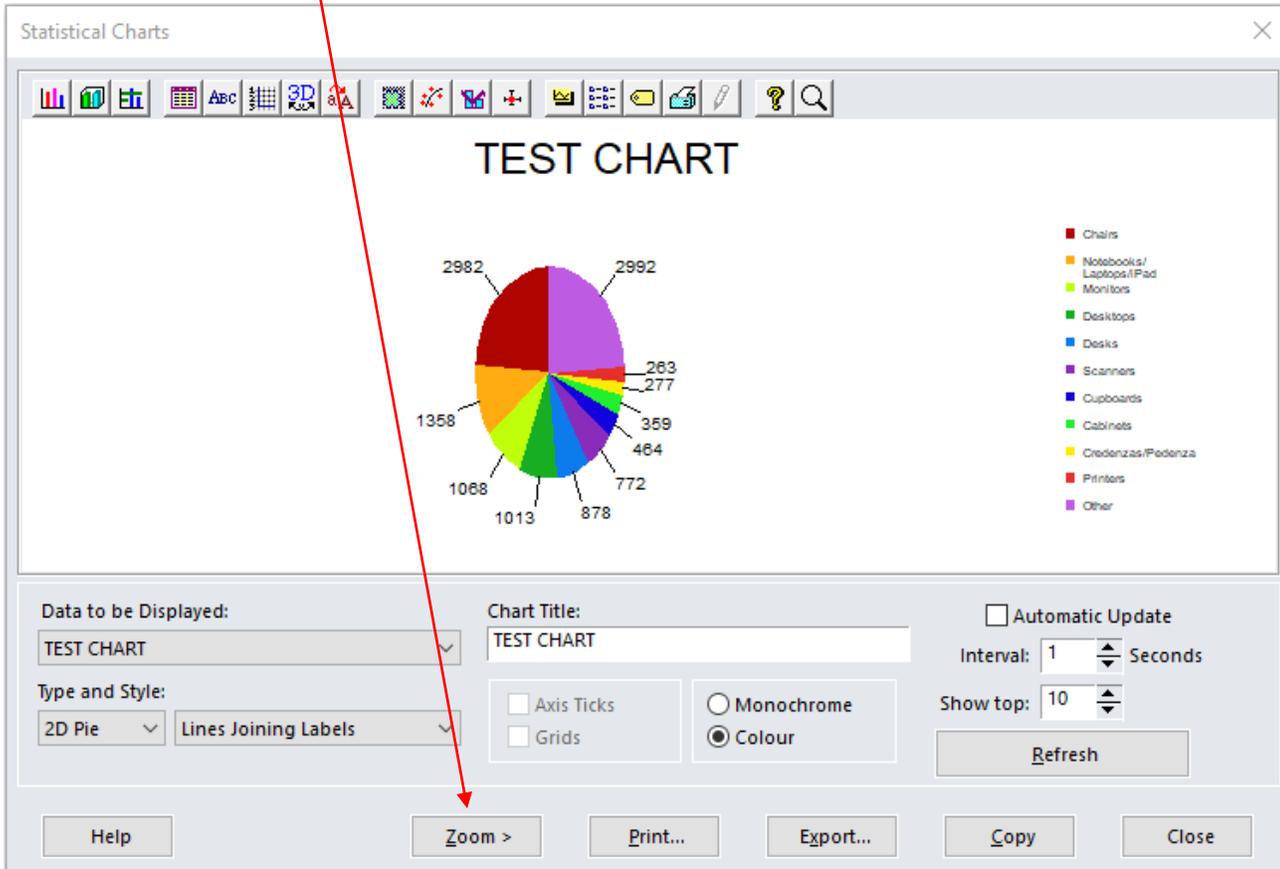
The **Print button** will allow the user to print the chart.