

# 大仁科技大學 線上財產系統操作流程

## 全校財產與非消耗品查詢流程

1. 大仁科技大學首頁→右上角點選**教職員工**→總務會計系統。



The screenshot shows the top navigation bar of the Tajen University website. The '教職員工' (Faculty and Staff) link is highlighted with a red box. Below the navigation bar, the university logo and name are displayed, along with various service links. Two main service categories are shown: '教師服務' (Faculty Services) and '校園服務' (Campus Services). In the '校園服務' section, the '總務會計系統' (General Accounting System) link is highlighted with a red box.

2. 進入總務會計系統 (<https://web89.tajen.edu.tw/alltop/>) 輸入帳號密碼(同校務平台帳密)。



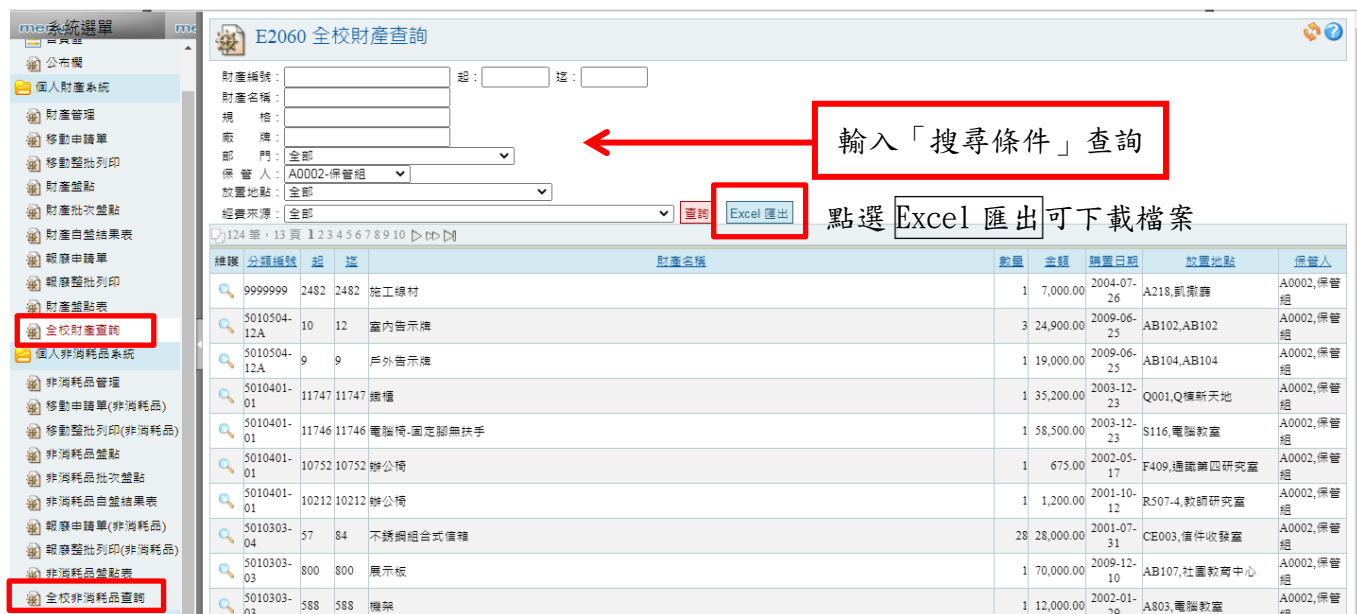
The screenshot shows the login page for the 'eOffice' system. The page title is 'eOffice 校園e化整合系統 大仁科技大學\_總務會計系統'. The login form includes fields for '帳號:' (Account), '密碼:' (Password), and '驗證碼:' (Captcha). The captcha code is 'b286'. A '登入系統' (Login System) button is located at the bottom of the form. The page also features a grid of images on the left side, including a group of people working at computers and a presentation slide.

- 系統程式、登入帳密問題，請洽校資組，分機1939葉小姐
- 作業流程問題請依欲詢問的問題，洽總務處、人事室、會計室、出納組
- 如遇新學期，密碼需修改，請回雲端平台做修正

3. 請於左側選單，點選「個人財產系統-全校財產查詢」和「個人非消耗品系統-全校非消耗品查詢」



4. 輸入搜尋條件(如:財編、名稱、部門、保管人、地點等)查詢即可，另可點選 **Excel 匯出** 下載檔案查閱。



※財產與非消耗品需分開查詢，查詢方法相同。