Asset List By Acquisition Date

Report Module Guide: Asset List by Acquisition Date

Module Location

Fixed Asset > Reports > Asset List by Acquisition Date

Module Objective

The **Asset List by Acquisition Date** module is used to generate a complete list of all company fixed assets, sorted chronologically and grouped by their acquisition year. This report format is ideal for analyzing the age profile of assets and for preparing fixed asset schedules in formal financial reporting.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

Here is an explanation for each parameter:

- **Location Filter**:
  - Select **All Locations** to display all assets, or **Selected Asset Location** to choose one or more specific departments/locations.
- **As of**:

- This is the primary filter to define the report's reference date ("as of" date). The report will display all assets acquired up to this date.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, especially the **As of** date.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the report directly on your screen.
- **[Export to MS Excel]**: To download the report data in an Excel file format.

3. Reading the Report (Report Content)

The generated report will be a complete asset list grouped by its acquisition year (e.g., 2017, 2018, 2021, etc.).

This report displays all important financial details for each asset, including:

- Acquisition Cost
- Accumulated Depreciation
- Book Value

- Remaining Useful Life.

Tips & Important Notes

- Use this report to prepare the **fixed asset schedule** that is attached to the Financial Statements. The grouping by year is very helpful in creating an asset mutation report (roll-forward schedule).

- This report provides insight into the **age profile of the company's assets** and can help in planning for future investment or asset replacement.

- This is a very important audit report for the **Fixed Asset Accountant and Controller**.

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