Asset List By Acquisition Period

Report Module Guide: Asset List by Acquisition Period

Module Location

Fixed Asset > Reports > Asset List by Acquisition Period

Module Objective

The **Asset List by Acquisition Period** module is used to generate a list of all fixed assets that were acquired (purchased or registered) within a specific date range. This report is often called an **"Asset Addition Report"** and is crucial for tracking **Capital Expenditure (CAPEX)** as well as for preparing the fixed asset mutation report.

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:

- **Acquisition Date**:
  - This is the primary filter. Specify the **From** and **To** date range to display all assets whose acquisition date falls within that period.
- **Group Filter**:

- You can select **All Groups** or **By Asset Group** to filter the asset additions for specific categories only.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, especially the **Acquisition Date** range.

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 list of all assets whose acquisition date is within the period you selected.

This report displays complete details of the newly added assets, including:

- Asset Group
- Acquisition Cost
- Acquisition Date

- Accumulated Depreciation (usually zero or a small amount for newly purchased assets)
- Book Value.

Tips & Important Notes

- Use this report every month, quarter, or year to monitor and summarize the company's **capital expenditure (CAPEX)**.
- This report is a key component for preparing a **"fixed asset mutation report" or "roll-forward schedule"**, which shows the beginning balance, additions, reductions, and ending balance of the total fixed asset value.
- This is a very important report for the **Controller and Accounting Manager** for financial reporting.

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