

Asset List By Location

Report Module Guide: Asset List by Location

Module Location

Fixed Asset > Reports > Asset List by Location

Module Objective

The **Asset List by Location** module is used to generate a complete list of all company fixed assets, grouped by their location or responsible department. This report is crucial for the purposes of physical inventory counts (asset tagging), asset audits, and managing asset allocation throughout the company.

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 from all departments, or select **Selected Asset Location** to choose one or more specific departments/locations.

- **Acquisition Date:**

- Specify the reference date ("as of" date) for the report. The system will display all assets acquired up to that date.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, especially the location filter and the reference 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 structured list of assets, grouped by Department or location.

This report displays complete details for each asset, including:

- Asset Name
- Status
- Acquisition Date
- Acquisition Cost
- Current Balance (Book Value).

Tips & Important Notes

- Use this report as a **checklist** when conducting periodic physical inventory counts or **asset tagging**.
- This report is very useful for department managers to know which assets are their responsibility.
- The accuracy of this report depends on the correct **Department** or **Cost Center** being filled in when registering an asset in the **Asset List** module.

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