Asset Mutation Report

Report Module Guide: Asset Quantity Mutation

Module Location

Fixed Asset > Reports > Asset Mutation Report

Module Objective

The **Asset Mutation Report** module is used to generate a report that tracks the movement or mutation of fixed assets based on **quantity (number of units)**, not value. This report shows the beginning balance, additions, reductions, and ending balance of asset units, and is used as the primary tool for the physical reconciliation process or **stocktake** of assets.

1. View and How to Read the Report

The main page of this module is the quantity mutation report for all fixed assets.

Key Column Explanation

This report is read like a stock mutation report:

- **Beginning Balance**: The quantity (number of units) of the asset at the start of the period.
- **Additions**: The number of new asset units added (e.g., from purchases) during the period.

- **Reductions**: The number of asset units that were removed (e.g., because they were sold or written off) during the period.
- **Book Balance**: The quantity of the asset that should exist according to the system's records, calculated with the formula: **Beginning Balance + Additions - Reductions**.
- **Stocktake**: This column is used to input the results of the actual physical count of the asset in the field.
- **Difference**: The variance between the Book Balance and the Stocktake. A number in this column highlights any missing or excess assets.

2. Usage Steps

1. **Generate the Report**: Open the module to display the mutation report. You can use the Asset filter to search for a specific asset.
2. **Perform a Physical Count**: Use this report (printed or exported to Excel) as a checklist when conducting a physical count of assets in the field.
3. **Input Stocktake Results**: Enter the physical count results into the **Stocktake** column.
4. **Analyze the Difference**: Check the **Difference** column to identify assets with a mismatch between the system's records and the physical condition.

Tips & Important Notes

- The main focus of this report is **quantity (units)**, not value (price).
- Use this report as the primary tool when conducting a periodic **stocktake or physical inventory** of fixed assets (e.g., annually).
- Any significant difference must be investigated further. If an asset is proven to be lost, its write-off needs to be processed through the **Asset Transaction** module.
- This is a crucial **physical control report** for **Asset Managers and Internal Audit Teams**.

Revision #1
Created 9 October 2025 14:13:45 by Sayu
Updated 9 October 2025 14:15:04 by Sayu