Asset Repot

Report Module Guide: Asset Report (Master Asset Register)

Module Location

Fixed Asset > Reports > Asset Report

Module Objective

The **Asset Report** module is used to generate the primary and most comprehensive report of all company fixed assets, often called the **Master Asset Register**. This report can display all assets based on their status (active, written-off, or sold) and presents a complete picture of the financial details of each asset as of a specific date.

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:

- **Group**:
  - Filter the report by **All Groups** or select **By Asset Group** for a specific category.
- **Asset Status**:

- This is a very important filter. Check the status of the assets you want to display in the report:
- **Active**: Assets that are still in use.
- **WrittenOff**: Assets that have been written off.
- **Sold**: Assets that have been sold.

- **As of**:
  - Specify the reference date ("as of" date) for the report's position. The report will display asset data as of this date.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, especially checking the relevant **Asset Status** and specifying 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 asset register 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 is the most complete list of assets, grouped by its asset category.

This report displays all the important details from the asset card, including:

- Asset Description
- Department
- Acquisition Date
- Asset Cost (Acquisition Cost)
- Monthly Depreciation
- Cost After Depreciation (Current Book Value).

Tips & Important Notes

- This is the **"master" report** for Fixed Assets. Use this report for **year-end audits** or to get the most complete asset data.
- By checking all the **Asset Status** boxes, you can generate an asset mutation report that shows active assets, plus assets that have been disposed of (sold/written-off) in the period.
- This is the main summary report that recapitulates all data from the **Asset Register** module.

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