Asset Status Report

Report Module Guide: Asset Status Report

Module Location

Fixed Asset > Reports > Asset Status Report

Module Objective

The **Asset Status Report** module is used to generate a simple report that displays a list of assets along with their current lifecycle status. This report provides a quick overview to know which assets are still active, which are inactive, or which have been disposed of from the asset register.

1. Report Parameters (Filter)

The main page of this module is a simple form for selecting the assets to be displayed.

- **Asset**:
    - Select **All** to display the status of all registered assets, or select **Selected** to check the status of one or more specific assets.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Decide whether you want to see all assets or only selected assets.

Step 2: Generate the Report

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

- **[Display Report]**: To preview the asset status 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 an informative and easy-to-read list of assets.

- **Key Column**: The main focus of this report is the **Asset Status** column. This column shows the current condition of each asset in the system, such as:
  - **Active**: The asset is still in use.
  - **INACTIVE**: The asset is no longer in use but is still on record.
  - **Asset Has Been Disposed**: The asset has been disposed of (sold or written off) from the register.

Tips & Important Notes

- Use this report to conduct a quick audit to ensure that the status of all assets in the system matches their physical condition.

- This report provides a concise overview that complements other, more detailed asset reports.
- This is a useful report for **Asset Managers and Internal Audit Teams**.

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