

# 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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