

Asset Transaction Report

Report Module Guide: Asset Transaction Report (Lifecycle Events)

Module Location

Fixed Asset > Reports > Asset Transaction Report

Module Objective

The **Asset Transaction Report** module is used to generate a historical report of all major transactions that occur in an asset's lifecycle. This report summarizes all activities such as **asset sales, asset write-offs, and asset revaluations** that happened within a specific period.

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:

- **Report Type:**

- This is the primary filter to select the specific transaction type you want to see, for example, only **Asset Sale** or **Write-off Asset**. Leave it as "All" to display all transaction types.

- **Asset:**

- Select **All** to see the history of all assets, or **Selected** if you want to see the transaction history for one or more specific assets.

- **From / To:**

- Specify the date range of the transactions you wish to see in the report.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the date range and other filters you need to focus the report.

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 list of transactions grouped by their type, such as **Asset Sale**, **Write-off Asset**, and **Revalue Asset**.

This report displays important financial details from each transaction, including:

- **Current Value:** The book value of the asset at the time of the transaction.
- **Selling Price:** The asset's selling price (specifically for sale transactions).
- **Gain or Loss:** The gain or loss recognized from the sale transaction.

Tips & Important Notes

- This report is a recapitulation of all data recorded in the transactional **Asset Transaction** module.
- Use this report to prepare the "reductions" or "disposal" section in the **fixed asset roll-forward schedule** for Financial Statement purposes.
- This is a crucial audit report for verifying that all asset disposals have been recorded correctly.

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