

End Of Life Assets

Report Module Guide: Fully Depreciated Assets

Module Location

Fixed Asset > Reports > End of Life Assets

Module Objective

The **End of Life Assets** report module is used to generate a list of all fixed assets that have reached the end of their useful life (economic life) and are **fully depreciated** as of a specific date. This report is crucial for identifying which assets are due to be disposed of (sold or written off) and replaced.

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:**

- Select **All Groups** or **By Asset Group** to filter the report for a specific asset category.

- **As of:**

- This is the primary filter to define the reference date. The report will display all assets whose useful life ends on or before this date (e.g., October 31, 2025).

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, especially 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 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 assets whose book value has reached its salvage value (or zero) and whose useful life has ended.

This report displays basic asset details such as **Asset Name**, **Acquisition Cost**, and **Acquisition Date** to make it easy to identify the assets that require follow-up.

Tips & Important Notes

- Use the list from this report as the basis for starting the **asset disposal process** (either sale or write-off) in the **Asset Transaction** module.
- This report is very important for future **capital expenditure (CAPEX) budget planning**, as it shows which assets are old and may need to be replaced.
- Running this report periodically (e.g., annually) helps to maintain a **clean and accurate** fixed asset register.

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