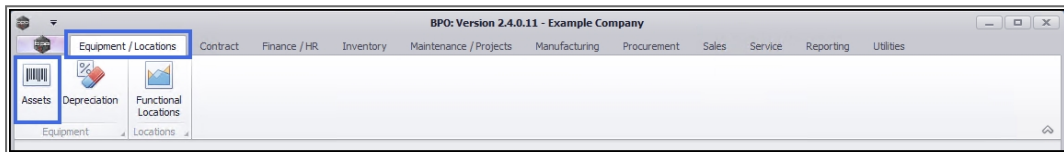


EQUIPMENT

ASSETS - PRINT - ASSET REGISTER REPORT

Ribbon Access: *Equipment and Locations* > *Assets*



1. The **Machine List for []** screen will be displayed.

THE SITE AND TYPE FILTERS

2. The screen will open with the default **Site** setting configured on the user and the Equipment **Type** filter set to '**All**' (machines).
 - **Note:** You do not need to select the **Site** or **Type** to access this report.

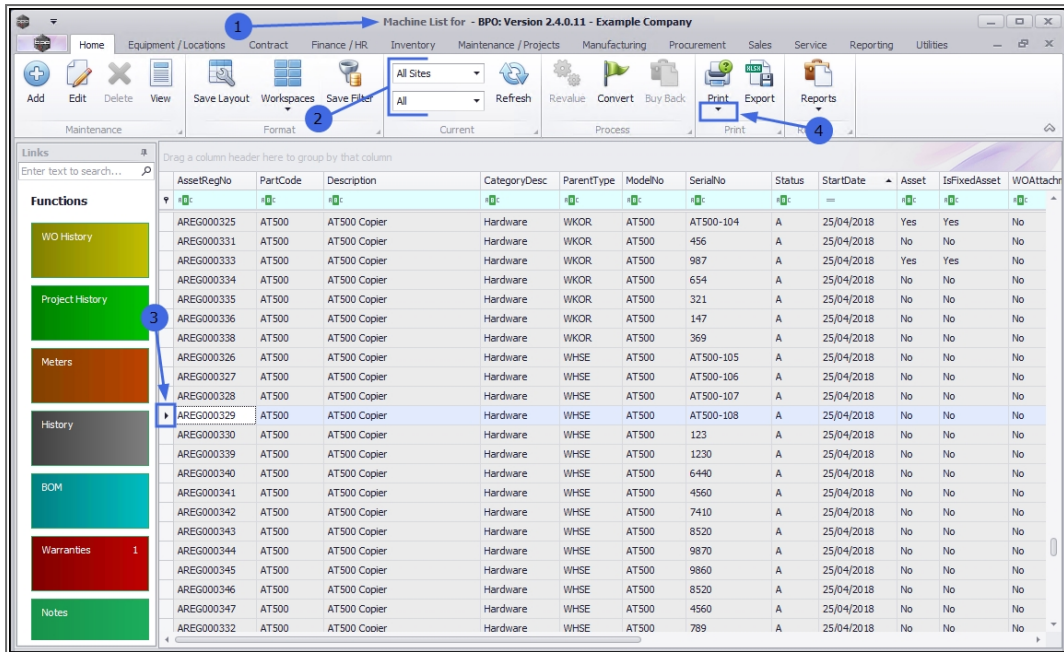
Note: Refer to [Site Selection](#) for more information about Site settings.

SELECT ASSET

3. Ensure that you have selected an asset row.
 - **Note:** The **Print** button will not display the Print **menu** unless an asset row is selected.

SELECT PRINT OPTION

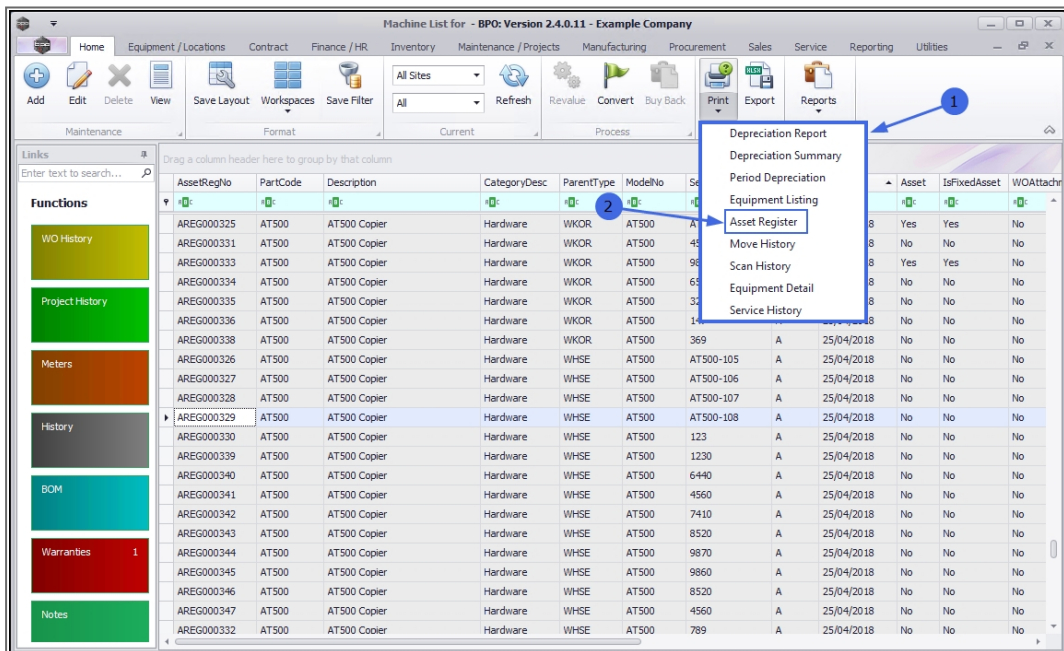
4. Click on the **drop-down arrow** in the **Print** icon.



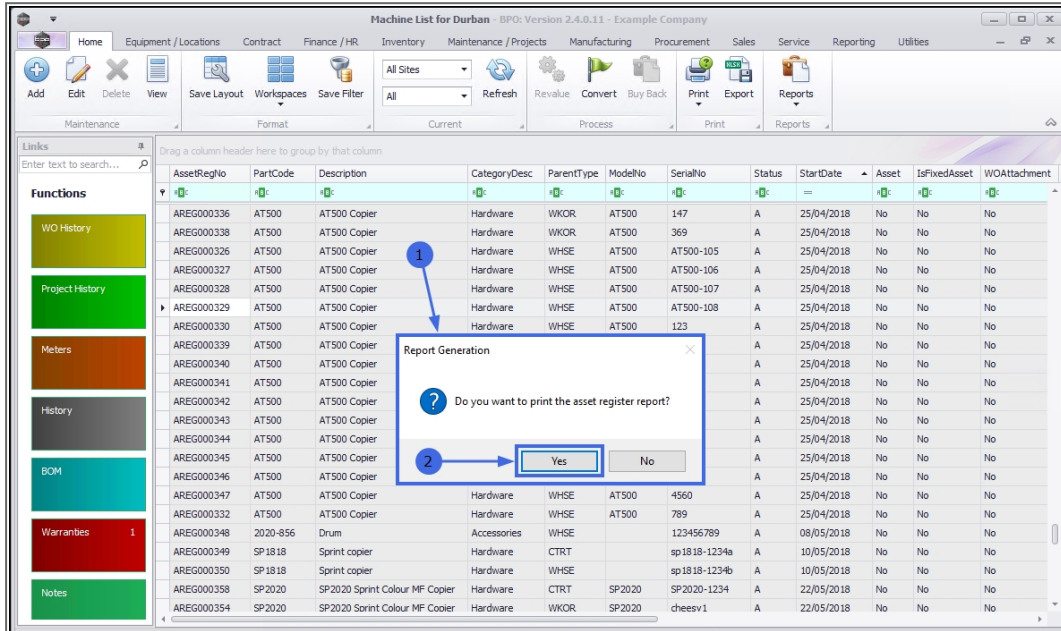
1. The *Print options menu* will be expanded.

SELECT REPORT OPTION

2. Click on *Asset Register*.



- A **Report Generation** message box will appear with the following prompt:
 - *Do you want to print the Asset Register report for []?*
- Click on **Yes**.

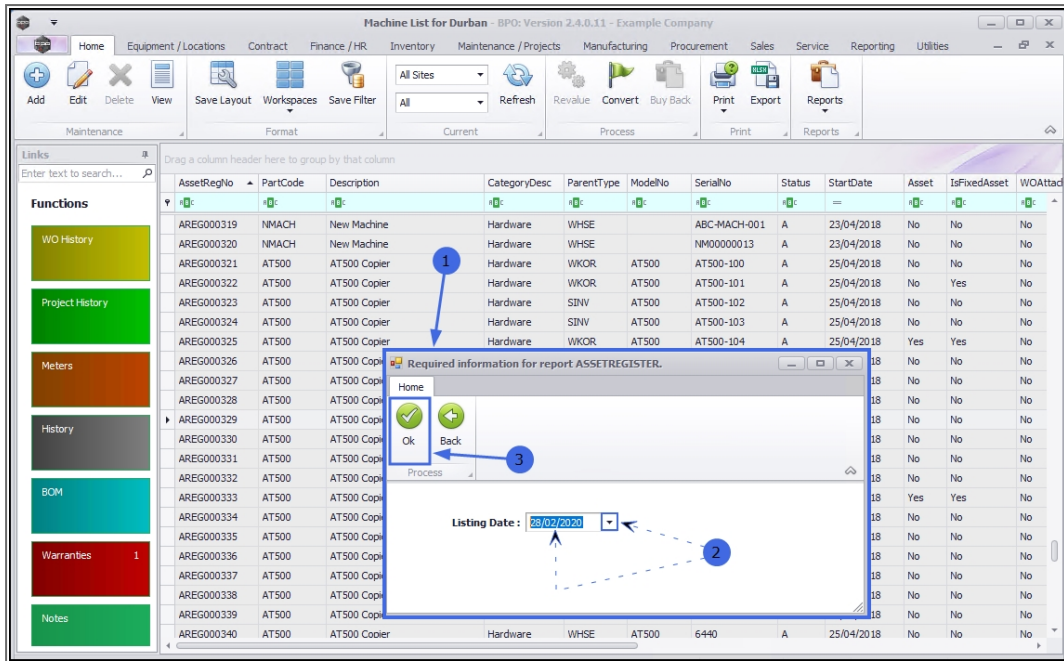


1. A **Required information...** pop up screen will appear.

SELECT LISTING DATE

For the Asset Register report to run, a **Listing Date** must be selected.

2. Either **type in** or click on the **drop-down arrow** and use the displayed **calendar function** to select the date you require.
3. Click on **Ok**.



VIEW ASSET REGISTER REPORT

- The **Report Preview** screen will be displayed.
- From here you can **View, Print, Export** or **Email** the Asset Register report.
- **Close** the Report Preview screen when done.

Asset Register As At Date: 28/02/2020

Example Company
 Street No and Road Name PO Box 1234
 Area New Town
 City Durban
 South Africa South Africa
 0000 1234
 Reg No.: 0000000asa4521 Fax No.: 031 12 4545
 VAT No.: 0000000 Tel No.: 031 123 4567

Asset Reg No.	Serial No.	Part Code	Description	Ops Life	Asset Acq.	Source Doc No.	Cost	Acc Dep	Net Value
18-30200		SP1818	Sprint copier	35	03/05/2019 00:00:00	GR00000021	2,500.00	642.86	1,857.14
20-857485		SP1919	SP1919 Sprint Colour MFC	60	23/05/2017 00:00:00	GR00000031	500.00	275.00	225.00
abc147a		SP2020	SP2020 Sprint Colour MF Copier	60	03/05/2019 00:00:00	GR00000039	3,500.00	525.00	2,975.00
cbk123		SP1919	SP1919 Sprint Colour MFC	57	14/06/2017 00:00:00	GR00000039	3,800.00	2,133.33	1,666.67
1912-102030		SP19-123456	SP19-12 Colour Copier	60	04/07/2017 00:00:00	GR00000064	500.00	258.33	241.67
2020-102040		SP2020	SP2020 Sprint Colour MF Copier	60	20/04/2018 00:00:00	GR00000073	4,000.00	1,466.67	2,533.33
2020-102041		SP2020	SP2020 Sprint Colour MF Copier	60	17/11/2017 00:00:00	GR00000073	500.00	225.00	275.00
2020-102042		SP2020	SP2020 Sprint Colour MF Copier	60	21/01/2015 00:00:00	GR00000073	15,000.00	15,000.00	.00
2020-102043		SP2020	SP2020 Sprint Colour MF Copier	60	30/10/2015 00:00:00	GR00000073	15,000.00	13,000.00	2,000.00
2020-102044		SP2020	SP2020 Sprint Colour MF Copier	60	25/04/2018 00:00:00	GR00000073	15,000.00	5,500.00	9,500.00
2020-102045		SP2020	SP2020 Sprint Colour MF Copier	60	02/05/2019 00:00:00	GR00000073	15,000.00	2,250.00	12,750.00
2020-102046		SP2020	SP2020 Sprint Colour MF Copier	57	24/06/2016 00:00:00	GR00000073	13,000.00	10,035.09	2,964.91
2020-102048		SP2020	SP2020 Sprint Colour MF Copier	60	27/05/2016 00:00:00	GR00000073	15,000.00	11,250.00	3,750.00
1912-102045		SP19-123456	SP19-12 Colour Copier	60	22/04/2016 00:00:00	GR00000073	14,500.00	11,116.67	3,383.33
1912-102046		SP19-123456	SP19-12 Colour Copier	60	22/04/2016 00:00:00	GR00000073	14,500.00	11,116.67	3,383.33

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