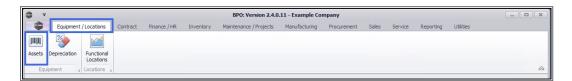


We are currently updating our site; thank you for your patience.

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 <u>not</u> display the Print menu unless an asset row is selected.

SELECT PRINT OPTION

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

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7				1		Machine List for	r - BPO: Version 2	.4.0.11 - Exan	nple Compa	ny				_	
	Home	Equi	ipmen	/Locations	Contract	Finance / HR Inventory M	laintenance / Project	ts Manufac	turing Pr	ocurement Sale	s Serv	vice Reporting	Utilit	ies —	8 ×
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100	History			AREG000325	AT500	AT500 Copier	Hardware	WKOR	AT500	AT500-104	A	25/04/2018	Yes	Yes	No
000	riistory			AREG000331	AT500	AT500 Copier	Hardware	WKOR	AT500	456	A	25/04/2018	No	No	No
				AREG000333	AT500	AT500 Copier	Hardware	WKOR	AT500	987	A	25/04/2018	Yes	Yes	No
				AREG000334	AT500	AT500 Copier	Hardware	WKOR	AT500	654	Α	25/04/2018	No	No	No
Proj	ect History			AREG000335	AT500	AT500 Copier	Hardware	WKOR	AT500	321	A	25/04/2018	No	No	No
			3	AREG000336	AT500	AT500 Copier	Hardware	WKOR	AT500	147	A	25/04/2018	No	No	No
				AREG000338	AT500	AT500 Copier	Hardware	WKOR	AT500	369	Α	25/04/2018	No	No	No
Meters			AREG000326	AT500	AT500 Copier	Hardware	WHSE	AT500	AT500-105	Α	25/04/2018	No	No	No	
			T	AREG000327	AT500	AT500 Copier	Hardware	WHSE	AT500	AT500-106	A	25/04/2018	No	No	No
				AREG000328	AT500	AT500 Copier	Hardware	WHSE	AT500	AT500-107	Α	25/04/2018	No	No	No
Histo	2 51/		Þ	AREG000329	AT500	AT500 Copier	Hardware	WHSE	AT500	AT500-108	A	25/04/2018	No	No	No
11.50				AREG000330	AT500	AT500 Copier	Hardware	WHSE	AT500	123	A	25/04/2018	No	No	No
				AREG000339	AT500	AT500 Copier	Hardware	WHSE	AT500	1230	Α	25/04/2018	No	No	No
				AREG000340	AT500	AT500 Copier	Hardware	WHSE	AT500	6440	A	25/04/2018	No	No	No
BOM				AREG000341	AT500	AT500 Copier	Hardware	WHSE	AT500	4560	A	25/04/2018	No	No	No
				AREG000342	AT500	AT500 Copier	Hardware	WHSE	AT500	7410	A	25/04/2018	No	No	No
				AREG000343	AT500	AT500 Copier	Hardware	WHSE	AT500	8520	A	25/04/2018	No	No	No
Wan	ranties			AREG000344	AT500	AT500 Copier	Hardware	WHSE	AT500	9870	Α	25/04/2018	No	No	No
				AREG000345	AT500	AT500 Copier	Hardware	WHSE	AT500	9860	A	25/04/2018	No	No	No
				AREG000346	AT500	AT500 Copier	Hardware	WHSE	AT500	8520	A	25/04/2018	No	No	No
Note	s			AREG000347	AT500	AT500 Copier	Hardware	WHSE	AT500	4560	A	25/04/2018	No	No	No
				AREG000332	AT500	AT500 Copier	Hardware	WHSE	AT500	789	A	25/04/2018	No	No	No

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

SELECT REPORT OPTION

2. Click on Asset Register.

• •				Machine List for	- BPO: Version 2	.4.0.11 - Exan	nple Compa	any					
Home Equip	pmen	t / Locations	Contract F	inance / HR Inventory Ma	aintenance / Projec	ts Manufac	turing Pr	rocurement S	Sales Serv	vice Repo	orting	Utilities	_ 8 >
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		AREG000333	AT500	AT500 Copier	Hardware	WKOR.	AT500		History		8 Y	es Yes	No
		AREG000334	AT500	AT500 Copier	Hardware	WKOR	AT500	<i>c</i> -	pment Detai		8 N	o No	No
Project History		AREG000335	AT500	AT500 Copier	Hardware	WKOR.	AT500	31		' I	8 N	o No	No
		AREG000336	AT500	AT500 Copier	Hardware	WKOR	AT500	14 Serv	ice History		8 N	o No	No
		AREG000338	AT500	AT500 Copier	Hardware	WKOR	AT500	369	A	25/04/201	8 N	o No	No
Meters		AREG000326	AT500	AT500 Copier	Hardware	WHSE	AT500	AT500-105	A	25/04/201	8 N	o No	No
		AREG000327	AT500	AT500 Copier	Hardware	WHSE	AT500	AT500-106	A	25/04/201	8 N	o No	No
		AREG000328	AT500	AT500 Copier	Hardware	WHSE	AT500	AT500-107	A	25/04/201	8 N	o No	No
History	Þ	AREG000329	AT500	AT500 Copier	Hardware	WHSE	AT500	AT500-108	A	25/04/201	8 N	o No	No
		AREG000330	AT500	AT500 Copier	Hardware	WHSE	AT500	123	A	25/04/201	8 N	o No	No
		AREG000339	AT500	AT500 Copier	Hardware	WHSE	AT500	1230	A	25/04/201	8 N	o No	No
вом		AREG000340	AT500	AT500 Copier	Hardware	WHSE	AT500	6440	A	25/04/201	8 N	o No	No
DOM		AREG000341	AT500	AT500 Copier	Hardware	WHSE	AT500	4560	A	25/04/201	8 N	o No	No
		AREG000342	AT500	AT500 Copier	Hardware	WHSE	AT500	7410	A	25/04/201	8 N	o No	No
		AREG000343	AT500	AT500 Copier	Hardware	WHSE	AT500	8520	A	25/04/201	8 N	o No	No
Warranties 1		AREG000344	AT500	AT500 Copier	Hardware	WHSE	AT500	9870	A	25/04/201			No
		AREG000345	AT500	AT500 Copier	Hardware	WHSE	AT500	9860	A	25/04/201			No
		AREG000346	AT500	AT500 Copier	Hardware	WHSE	AT500	8520	A	25/04/201	8 N	o No	No
Notes		AREG000347	AT500	AT500 Copier	Hardware	WHSE	AT500	4560	A	25/04/201	8 N	o No	No
		AREG000332	AT500	AT500 Copier	Hardware	WHSE	AT500	789	A	25/04/201	8 N	o No	No



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

	Home Equip	ment	/Locations	Contract F	inance / HR	Inventory Ma	urban - BPO: Ve intenance / Proje				les Se	rvice Reportir	ng Ut	tlities	&	x x
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_			AREG000336	AT 500	AT500 Copier		Hardware	WKOR	AT500	147	A	25/04/2018	No	No	No	
WO His	story		AREG000338	AT500	AT500 Copier		Hardware	WKOR	AT500	369	A	25/04/2018	No	No	No	
			AREG000326	AT500	AT500 Copier		Hardware	WHSE	AT500	AT500-105	A	25/04/2018	No	No	No	
			AREG000327	AT500	AT500 Copier	-	Hardware	WHSE	AT500	AT500-106	A	25/04/2018	No	No	No	
Project	t History		AREG000328	AT 500	AT500 Copier		Hardware	WHSE	AT500	AT500-107	A	25/04/2018	No	No	No	
		Þ	AREG000329	AT500	AT500 Copier		Hardware	WHSE	AT500	AT500-108	A	25/04/2018	No	No	No	
			AREG000330	AT500	AT500 Copier		Hardware	WHSE	AT500	123	A	25/04/2018	No	No	No	
Meters	5		AREG000339	AT500	AT500 Copier	Report Gene	ration			×	А	25/04/2018	No	No	No	
			AREG000340	AT500	AT500 Copier						A	25/04/2018	No	No	No	
			AREG000341	AT500	AT500 Copier						A	25/04/2018	No	No	No	
History			AREG000342	AT500	AT500 Copier	? □	o you want to p	rint the asset r	egister repor	t?	A	25/04/2018	No	No	No	
HIStory	Ŷ		AREG000343	AT500	AT500 Copier						A	25/04/2018	No	No	No	
			AREG000344	AT500	AT500 Copier		_				A	25/04/2018	No	No	No	
			AREG000345	AT500	AT500 Copier	2-	▶[□	Yes	No		A	25/04/2018	No	No	No	
BOM			AREG000346	AT500	AT500 Copier						A	25/04/2018	No	No	No	
			AREG000347	AT500	AT500 Copier		Hardware	WHSE	AT500	4560	A	25/04/2018	No	No	No	
_			AREG000332	AT500	AT500 Copier		Hardware	WHSE	AT500	789	A	25/04/2018	No	No	No	
Warrar	nties 1		AREG000348	2020-856	Drum		Accessories	WHSE		123456789	A	08/05/2018	No	No	No	
			AREG000349	SP 18 18	Sprint copier		Hardware	CTRT		sp1818-1234a	A	10/05/2018	No	No	No	
			AREG000350	SP 18 18	Sprint copier		Hardware	WHSE		sp1818-1234b	A	10/05/2018	No	No	No	
Notes			AREG000358	SP2020	SP2020 Sprint	Colour MF Copier	Hardware	CTRT	SP2020	SP2020-1234	Α	22/05/2018	No	No	No	
			AREG000354	SP2020	SP2020 Sprint	Colour MF Copier	Hardware	WKOR	SP2020	cheesv1	A	22/05/2018	No	No	No	

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.



	Home	Equip	ment	/Locations Co	ontract F	nance / HR	Inventory	Maint	enance / Projec	ts Manufac	turing Pro	curemer	t Sales	Serv	vice Re	porting	Utilitie	es —	8
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				AREG000320 AREG000321	AT500	AT500 Copie		1	Hardware	WHSE	AT500	AT500	000013	A	23/04/2		No	No	No
				AREG000321 AREG000322	AT500	AT500 Copie		7	Hardware	WKOR	AT500	AT 500		A	25/04/2		No	Yes	No
Projec	ct History			AREG000322	AT500	AT500 Copie			Hardware	SINV	AT500	AT500		A	25/04/2		No	No	No
in oje.	cernotory			AREG000324	AT500	AT500 Copie			Hardware	SINV	AT500	AT500		A	25/04/2		No	No	No
				AREG000325	AT500	AT500 Copie	-		Hardware	WKOR	AT500	AT500		A	25/04/2		Yes	Yes	No
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				AREG000328	AT500	AT500 Copi	Home	-								18	No	No	No
			•	AREG000329	AT500	AT500 Copi		$\langle \rangle$								18	No	No	No
Histor	'Y			AREG000330	AT500	AT500 Copi	Ok	Back	_							18	No	No	No
				AREG000331	AT500	AT500 Copi			-3							18	No	No	No
				AREG000332	AT500	AT500 Copi	Proces	S "I								18	No	No	No
BOM				AREG000333	AT500	AT500 Copi										18	Yes	Yes	No
				AREG000334	AT500	AT500 Copi		Listin	Date : 28/0	2/2020 🝷						18	No	No	No
				AREG000335	AT500	AT500 Copi				<u>۸</u>	۲	-				18	No	No	No
Warra	anties	1		AREG000336	AT500	AT500 Copi				1		- 2				18	No	No	No
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				AREG000338	AT500	AT500 Copi										18	No	No	No
Notes				AREG000339	AT500	AT500 Copi										18	No	No	No
				AREG000340	AT500	AT500 Copie	r		Hardware	WHSE	AT500	6440		A	25/04/2	2018	No	No	No

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.



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	Company Lo		2			Asset Register Example Company Street No and Road Name Area	PO Box 1: New Town	234	2/2020
		15				City South Africa	Durban South Afr		
		ſ				0000	1234	ica	
						RegNo.: 0000000asa45 VATNo.: 0000000	21 Fax No.: Tel No.:	031 12 4545 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	GR0000021	2,500.00	642.86	1,857.14
	20-857485	SP1919	SP1919 Sprint Colour MFC	60	23/05/2017	GR0000031	500.00	275.00	225.00
	abc147a	SP2020	SP2020 Sprint Colour MF Copier	60	03/05/2019	GR0000039	3,500.00	525.00	2,975.00
	cvb123	SP1919	SP1919 Sprint Colour MFC	57	14/06/2017 00:00:00	GR0000039	3,800.00	2,133.33	1,666.67
	1912-102030	SP19-123456	SP19-12 Colour Copier	60	04/07/2017 00:00:00	GR0000064	500.00	258.33	241.67
	2020-102040	SP2020	SP2020 Sprint Colour MF Copier	60	20/04/2018	GR0000073	4,000.00	1,466.67	2,533.33
	2020-102041	SP2020	SP2020 Sprint Colour MF Copier	60	17/11/2017	GR0000073	500.00	225.00	275.00
	2020-102042	SP2020	SP2020 Sprint Colour MF Copier	60	21/01/2015 00:00:00	GR0000073	15,000.00	15,000.00	.00
	2020-102043	SP2020	SP2020 Sprint Colour MF Copier	60	30/10/2015 00:00:00	GR0000073	15,000.00	13,000.00	2,000.00
	2020-102044	SP2020	SP2020 Sprint Colour MF Copier	60	25/04/2018 00:00:00	GR0000073	15,000.00	5,500.00	9,500.00
	2020-102045	SP2020	SP2020 Sprint Colour MF Copier	60	02/05/2019	GR0000073	15,000.00	2,250.00	12,750.00
	2020-102046	SP2020	SP2020 Sprint Colour MF Copier	57	24/06/2016	GR0000073	13,000.00	10,035.09	2,964.91
	2020-102048	SP2020	SP2020 Sprint Colour MF Copier	60	27/05/2016	GR0000073	15,000.00	11,250.00	3,750.00
	1912-102045	SP19-123456	SP19-12 Colour Copier	60	22/04/2016 00:00:00	GR0000073	14,500.00	11,116.67	3,383.33
	1912-102046	SP19-123456	SP19-12 Colour Copier	60	22/04/2016 00:00:00	GR0000073	14,500.00	11,116.67	3,383.33

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