

FIXED ASSET MANAGEMENT

A **Fixed Asset** is property with a useful life greater than one reporting period, and which exceeds an entity's minimum capitalization limit. A fixed asset is not purchased with the intent of immediate resale, but rather for productive use within the entity. Also, it is not expected to be fully consumed within one year of its purchase. Listed in *Figure 1* are the Fixed Assets created in the Accounting System.

Figure 1

| + New Asset Print Export <input type="text" value="Search :"/> | | | | |
|--|--|--------------|-------------------|--------|
| Asset Code | Description | Location | Category | Action |
| 00201220025100-5 | Dell Intel i5 1TB 8GB RAM 17 Inches Laptop | Admin Office | Office Equipments | |
| 00201220025100-4 | Dell Intel i5 1TB 8GB RAM 17 Inches Laptop | Admin Office | Office Equipments | |
| 00201220025100-3 | Dell Intel i5 1TB 8GB RAM 17 Inches Laptop | Admin Office | Office Equipments | |
| 00201220025100-2 | Dell Intel i5 1TB 8GB RAM 17 Inches Laptop | Admin Office | Office Equipments | |
| 00201220025100-1 | Dell Intel i5 1TB 8GB RAM 17 Inches Laptop | Admin Office | Office Equipments | |
| Showing 1 to 5 of 5 entries | | | | |
| < Previous 1 Next > | | | | |

Use the **Search Field** to search for the information from inside the table. Click the **Trash Button** to delete, **Pencil Button** to edit. Clicking the **+ Button** will open the *Movement of Asset* as shown in *Figure 2*. It can be printed and downloaded as pdf. Click the **Print Button** to print the Fixed Asset Master File (*Figure 3*), and **Export Button** to save the Master File to an Excel File (*Figure 4*).

Figure 2

| | | | | | |
|--|------------------|--|--------------|-------------------|--|
| | 00201220025100-5 | Dell Intel i5 1TB 8GB RAM 17 Inches Laptop | Admin Office | Office Equipments | |
|--|------------------|--|--------------|-------------------|--|

Movement of Asset

| | | | |
|--------------------|--|----------------|-------------------|
| Asset Code: | 00201220025100-5 | Life in Years: | 5 |
| Asset Description: | Dell Intel i5 1TB 8GB RAM 17 Inches Laptop | Salvage Value: | 1.00 |
| Acquisition Cost: | 35,000.00 | Department: | IT |
| Serial Number: | | Category: | Office Equipments |

| Reference No | Date | Present Location | Status | Remarks |
|---------------|------------|-------------------|--------|-----------------------------------|
| Acquisition | 2019-07-26 | Admin Office | Active | |
| AM-20190806-3 | 2019-08-06 | Central Warehouse | Active | Mr. Brace Lee as the point person |

[Print](#)

Figure 3

Fixed Asset Management

| Asset Code | Asset Description | Present Location | Present Status | Date | Record |
|------------------|--|-------------------|----------------|------------|----------|
| 00201220025100-1 | Dell Intel i5 1TB 8GB RAM 17 Inches Laptop | Admin Office | Active | 2019-07-26 | Acquired |
| 00201220025100-2 | Dell Intel i5 1TB 8GB RAM 17 Inches Laptop | Admin Office | Active | 2019-07-26 | Acquired |
| 00201220025100-3 | Dell Intel i5 1TB 8GB RAM 17 Inches Laptop | Admin Office | Active | 2019-07-26 | Acquired |
| 00201220025100-4 | Dell Intel i5 1TB 8GB RAM 17 Inches Laptop | Admin Office | Active | 2019-07-26 | Acquired |
| 00201220025100-5 | Dell Intel i5 1TB 8GB RAM 17 Inches Laptop | Central Warehouse | Active | 2019-08-06 | Moved |

Figure 4

| | A | B | C | D | E | F | G |
|----|--|--|-------------------------|-----------------------|-------------|---------------|---|
| 1 | JDEV OFFICE SOLUTIONS INC. | | | | | | |
| 2 | 4776 Montang Ave., Service Rd, Diamond Subd., Balibago, Angeles City | | | | | | |
| 3 | (045) 900-3988 / 0955-283-3018 | | | | | | |
| 4 | jdevtechsolution@gmail.com | | | | | | |
| 5 | | | | | | | |
| 6 | Fixed Asset Management | | | | | | |
| 7 | | | | | | | |
| 8 | Asset Code | Asset Description | Present Location | Present Status | Date | Record | |
| 9 | 002012200 | Dell Intel i5 1TB 8GB RAM 17 Inches Laptop | Admin Office | Active | 2019-07-26 | Acquired | |
| 10 | 002012200 | Dell Intel i5 1TB 8GB RAM 17 Inches Laptop | Admin Office | Active | 2019-07-26 | Acquired | |
| 11 | 002012200 | Dell Intel i5 1TB 8GB RAM 17 Inches Laptop | Admin Office | Active | 2019-07-26 | Acquired | |
| 12 | 002012200 | Dell Intel i5 1TB 8GB RAM 17 Inches Laptop | Admin Office | Active | 2019-07-26 | Acquired | |
| 13 | 002012200 | Dell Intel i5 1TB 8GB RAM 17 Inches Laptop | Central Warehouse | Active | 2019-08-06 | Moved | |
| 14 | | | | | | | |
| 15 | | | | | | | |
| 16 | Date Printed: 2019-08-06 10:18:03 | | | | | | |
| 17 | Printed by: System Administrator | | | | | | |
| 18 | | | | | | | |

Click the **New Asset Button** to create. Fill the form (Figure 5) and click the **Save Button** to save.

Figure 5

Add Fixed Asset
X

Asset Code :

00201220025100-5

Asset Description :

Dell Intel i5 1TB 8GB RAM 17 Inches Laptop

Serial No. :

Acquisition Cost :

35,000.00

Notes

Salvage Value :

1.00

Acquisition Date :

07/26/2019

Location :

Admin Office

Category :

Office Equipments

Life (in Years) :

5

Asset / Property Status :

Active

Department :

IT

SAVE

CANCEL