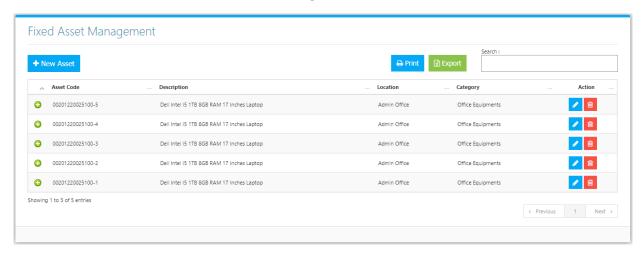**FIXED ASSET MANAGEMENT**

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

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)*.
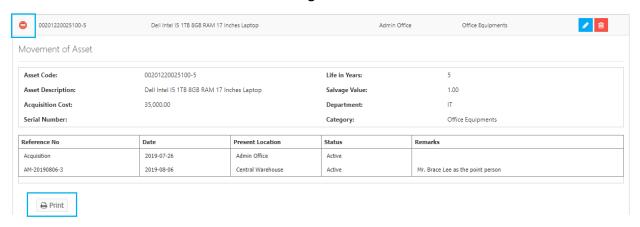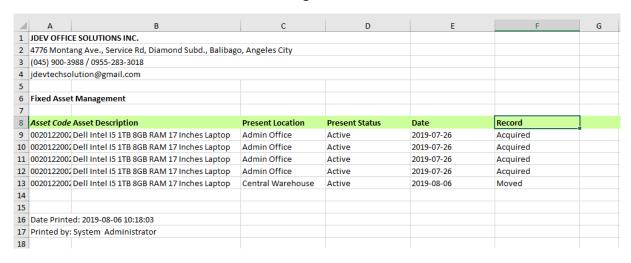
Figure 2

Figure 3

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	0020122002	Dell Intel I5 1TB 8GB RAM 17 Inches Laptop	Admin Office	Active	2019-07-26	Acquired	
10	0020122002	Dell Intel I5 1TB 8GB RAM 17 Inches Laptop	Admin Office	Active	2019-07-26	Acquired	
11	0020122002	Dell Intel I5 1TB 8GB RAM 17 Inches Laptop	Admin Office	Active	2019-07-26	Acquired	
12	0020122002	Dell Intel I5 1TB 8GB RAM 17 Inches Laptop	Admin Office	Active	2019-07-26	Acquired	
13	0020122002	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

Asset Code : 00201220025100-5

Salvage Value : 1.00

Life *(in Years)* : 5

Asset Description : Dell Intel I5 1TB 8GB RAM 17 Inches Laptop

Acquisition Date : 07/26/2019

Asset / Property Status : Active

Serial No. :

Location : Admin Office

Department : IT

Acquisition Cost : 35,000.00

Category : Office Equipments

Notes

SAVE   CANCEL