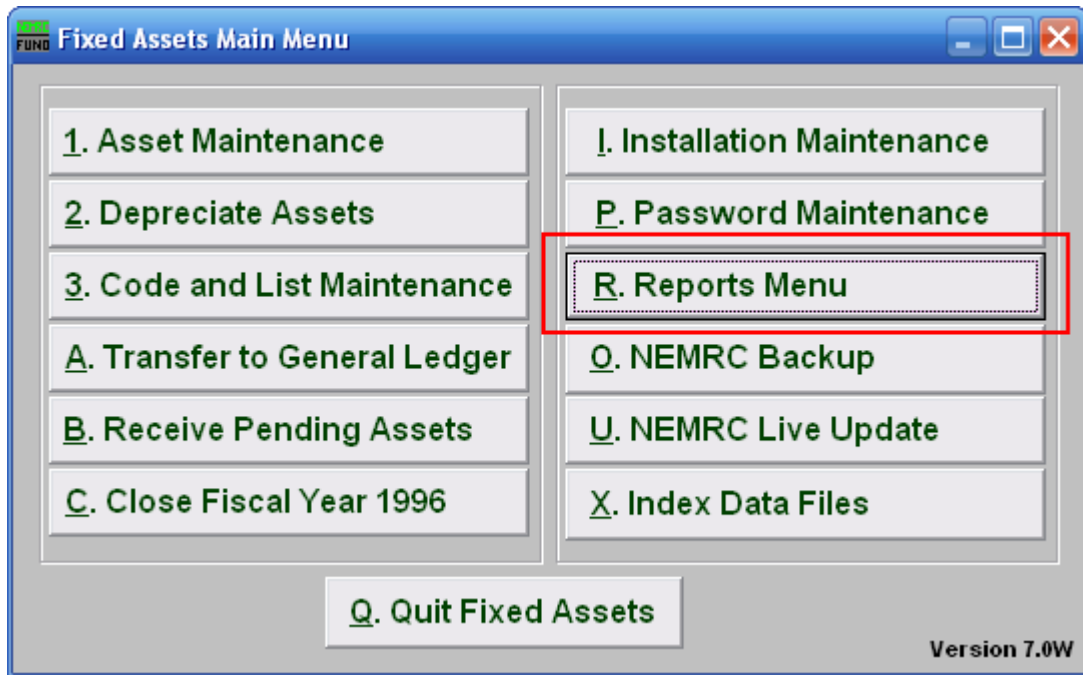


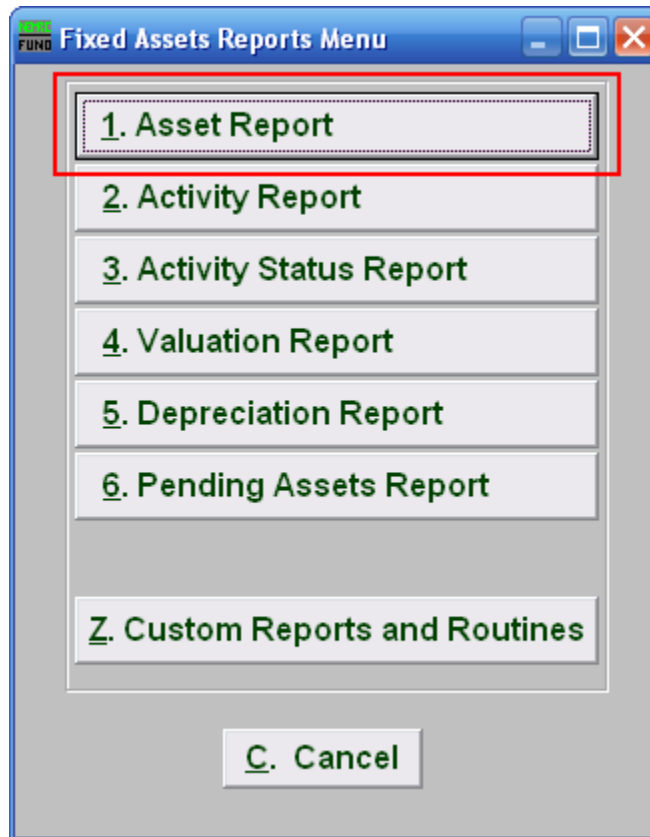
## Fixed Assets

### R. Reports Menu: 1. Asset Report



Click on “R. Reports Menu” from the Main Menu and the following window will appear:

## Fixed Assets



Click on “1. Asset Report” from the Reports Menu and the following window will appear:

# Fixed Assets

## Asset Report

### Data ranges and grouping

**Fixed assets report**

Data ranges and grouping

Miscellaneous

1 ☐ All asset tags  
☒ Range of asset tags

Tag range: (blanks for all)

2 to 2

Find Find

3 ☐ All departments  
☒ Individual department

4

5 ☐ All groups  
☒ Individual group

6

7 ☐ All categories  
☒ Individual category

8

9 Group by: ☒ No grouping, asset tag order  
☐ Department and group  
☐ Department, group, and category  
☐ Department

10 Include the following asset types:

☒ Partially depreciated assets ☒ Sold assets ☒ Retired assets  
☒ Fully depreciated assets ☒ Unsold assets ☒ Unretired assets  
☒ Undepreciated assets  
☒ Non-depreciated assets

PreView 11 Print 12 13 Cancel

1. **All asset tags OR Range of asset tags:** Select whether you want the report to be for All asset tags or a Range of asset tags.
2. **Tag range:** If you chose Range of asset tags, this field will become available for you to enter the Asset tag or you may click on the “Find” button and select from the drop down menu.
3. **All departments OR Individual department:** Select whether you want the report to be for All departments or an Individual department.
4. **Selector:** If you chose Individual department, click on the drop down arrow and select from the table.
5. **All groups OR Individual group:** Select whether you want the report to be for All groups or an Individual group.

## Fixed Assets

- 6. Selector:** If you chose Individual group, click on the drop down arrow and select from the table.
- 7. All categories Or Individual category:** Select whether you want the report to be for All categories or an Individual category.
- 8. Selector:** If you chose Individual category, click on the drop down arrow and select from the table.
- 9. Group by:** Select how you would like the report to group the assets by.
- 10. Include the following asset type:** Select the type of assets you would like the report to include.
- 11. PreView:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 12. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 13. Cancel:** Click “Cancel” to cancel and return to the previous screen.

## Fixed Assets

### Miscellaneous

Click on the “Miscellaneous” tab and the following window will appear:

The screenshot shows a window titled "Fixed assets report" with a blue header bar. Below the header, there are two tabs: "Data ranges and grouping" and "Miscellaneous". The "Miscellaneous" tab is selected and highlighted. The main area of the window is titled "Miscellaneous field ranges" and contains a table with five rows. Each row has a field name on the left, an empty input box in the middle, and a "to" label followed by another empty input box on the right. The field names are BUILDING, LOCATION, FILE COMP, PREV CAPIT, and NEW #. At the bottom of the window, there are three buttons: "PreView", "Print", and "Cancel". Each button has a red number above it: 2 for PreView, 3 for Print, and 4 for Cancel.

<u>Miscellaneous field ranges</u>		
<b>BUILDING</b>	<input type="text"/>	to <input type="text"/>
<b>LOCATION</b>	<input type="text"/>	to <input type="text"/>
<b>FILE COMP</b>	<input type="text"/>	to <input type="text"/>
<b>PREV CAPIT</b>	<input type="text"/>	to <input type="text"/>
<b>NEW #</b>	<input type="text"/>	to <input type="text"/>

**2** PreView      **3** Print      **4** Cancel

- 1. Miscellaneous field ranges:** These fields are user defined in “I. Installation” from the Main Menu.
- 2. PreView:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 3. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 4. Cancel:** Click “Cancel” to cancel and return to the previous screen.