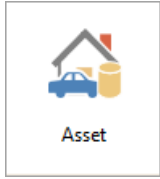


Asset Register

Last Modified on 07/06/2023 1:55 pm AEST



The instructions in this article relate to the **Asset** register. The icon may be located on your [StrataMax Desktop](#) or found using the [StrataMax Search](#).

The Asset register is for keeping track of all assets acquired by a property, which is a legislative requirement (for QLD), and will produce on a Certificate. This register is available for all States.

We also have the [Registers Video](#), which covers the Asset Register.

Add an Asset

1. Search or select **Asset**.
2. Click *Add*.
3. Type in the Asset Reference Name, this name is used to identify this asset on any lists and can be left as a number.
4. Type in a Description for this asset. There are four lines you may utilise for the description if required.
5. Type in supplier details including the address.
6. Select the Acquisition Date.
7. Select the Nature of Acquisition.
8. Select the Asset Type.
9. Type in the Depreciation Rate (for information purposes only).
10. Type in the Market Value.
11. Click *OK*.
12. The Asset will now appear on the register.
13. Click *Close* to exit.

The screenshot shows a software dialog box titled "Add - 70000003". It contains the following fields and controls:

- Asset Reference Name:** POOL FURNITURE
- Description:-** 2 x Amani Sunlounges
- Supplied by:-** Bunnings
- Acquisition Date..:** 25/07/19
- Nature of Acquisition:** Purchase
- Asset Type:** Furniture & Fittings
- Depreciation Rate:** 0.00
- Market Value:** 379.00
- Buttons:** OK, Cancel
- Entry Assistant:** Enter a number (12 digits including decimal point), Overwrite

Asset Field Names

Asset Reference Name: This reference name is used only within the system to describe a group of assets.

Description: Up to four lines of description of the asset may be typed in.

Supplied by: Up to four lines of supplier information may be typed in.

Acquisition Date: The date of the acquisition of the asset.

Nature of Acquisition: Select from a pick list.

Asset Type: Select the asset type from a pick list.

Depreciation Rate: The Depreciation Rate. Type in as a percentage.

Market Value: The Market Value of the asset.

Asset Details Report

1. Search or select **Asset**.
2. Highlight the asset you wish to view details for.
3. Click *Details Report*.
4. Click *Finished* once you have viewed the Asset information.

Update Asset

1. Search or select **Asset**.
2. Select *Update Value*.
3. Click on one of the following:
 - Add from Ledger: when the transaction has been entered already as a creditor invoice (select the Expense Code transaction).
 - Add Custom: when the transaction will not previously have been recorded in StrataMax.
 - Delete Record: to delete a value record from the asset.
 - Edit Record: edit a value transaction record.
4. If *Add from Ledger* is selected - locate the transaction and click on it. EG if it was a creditor invoice, look for the expense code associated with the transaction.
5. Highlight and click *Select*.
6. Click on the transaction type, select from:
 - Original Cost
 - Additional Cost
7. Click *OK*.
8. Check the details are correct, if not then *Cancel* and select another record.
9. Click *OK*.
10. Click *Finished*.

Edit an Asset

To edit and change information on an asset;

1. Search or select **Asset**.
2. Highlight the asset.
3. Click *Edit* and make the change.
4. Click *OK*.

Delete an asset

1. Search or select **Asset**.
2. Highlight the asset.
3. Click *Delete*.
4. Click *OK* and click *Yes* to the message are you sure you want to delete the asset.

Asset Register Report

1. Search or select **Asset**
2. Select *Register Report*.
3. Select the order to print the assets on the report by clicking next to the option listed.
4. Click *OK*.

5. Set printing options as you require, Screen, Printer or Excel.

6. Click OK.

Example: Asset Register

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Description	Type	Method of Acquisition	Date of Acquisition	Acquired from	Original Cost	Cost to date	Market Value
2 x Sunlounges 1 x Small Table 2 x Chairs	Furniture & Fittings	Purchase	01/07/19	Bunnings Bunnings Bunnings	500.00	500.00	550.00
2 x Amani Sunlounges	Furniture & Fittings	Purchase	25/07/19	Bunnings		0.00	379.00
100 Series MY18 Ride on Mower	Plant and Machinery	Purchase	23/07/19	John Deere Australia		0.00	3,729.00