



Inventory Module for Asset Tracking

Microix Requisition Module is Required

NOTE: Asset depreciation is handled in the MIP Fixed Asset Module.

The screenshot shows the 'Asset Maintenance' software interface with the following sections and callouts:

- Add/Modify Asset Information:** Points to the top section containing fields for Asset ID (3002), Description (Latitude 3510 Laptop), Category (Fleet), Assign To (Cherry Carlock), Item ID (47852), Status (A), Asset Type (car), and Location (Florida).
- Capture Warranty Information:** Points to the Warranty Information section with a Notes field (N/A).
- Capture Model Information:** Points to the Model Information section with fields for Mfr Model (DELL), Serial Num (486377512221), Size Info (15 In), Color Info (Gray), Mac Address (85:DC:45:34:dfe2), and IP Address (192.168.1.201).
- Purchase Information (If purchased using our Requisition Module):** Points to the Purchase Information section with fields for Document No (PO-1007), Document Date (2/1/2021), Vendor ID (DELL), Acquisition (Asset Acquisition Code), Verified By (AB), Verified Date (3/10/2021), and Current Cost (\$719.00).
- Capture Asset Related Activities:** Points to the Activities table below.
- Add Asset Image:** Points to the 'Asset Image' section on the right, which contains an image of a laptop.
- Asset Information:** Points to the bottom right corner of the interface.

Action Type	Date	User Name	Notes/Comments
AssetType	7/27/2021	Anna Belle Martin	AssetType was changed from Computer to car
AssetType	7/27/2021	Anna Belle Martin	AssetType was changed from Computer to Computer
AssignTo	7/27/2021	Anna Belle Martin	Assign To was changed from Anna Bell Martin to Cherry Carlock
Location	7/27/2021	Anna Belle Martin	Location was changed from Georgia to Florida
Location	7/27/2021	Anna Belle Martin	Location was changed from Texas to Georgia

Asset Details

- Import assets from an Excel (CSV) file
- Import assets from MIP Fund Accounting
- Import assets purchased via a Microix Requisition/Purchase Order

Please note: It does not have the ability to do depreciation.

Budget Purchase Order/Invoice **Inventory** Timesheet Maintenance Support

Home Page Asset List x

Drag a column header here to group by that column

Asset ID	Asset Image	Item ID	Status	Description	Category	Asset Type	Condition	Assign To	Location	IP Address	Serial Num	Warranty Expire	Last Verified/Inventoried
3000		A1005	A	No Motorized Wheel Chair	Medical Supplies	Equipment	Good	Room3	Florida	N/A	6464533123324	2/2/2020	
3001		A1006	A	Motorized Wheel Chair	Medical Supplies	Equipment	Good	Client 84574	Florida	N/A	8798765453132	2/2/2022	
3002		47852	A	Latitude 3510 Laptop	Fleet	car	New	Cherry Carlock	Florida	192.168.1.201	48654451212211	7/31/2021	

Asset Log

Asset ID	Action Type	Date	User Name	Notes
3002	Location	7/27/2021	Anna Belle Martin	Location was changed from Texas to Georgia
3002	Location	7/27/2021	Anna Belle Martin	Location was changed from Georgia to Florida
3002	AssignTo	7/27/2021	Anna Belle Martin	Assign To was changed from Anna Bell Martin to Cherry Carl...
3002	AssetType	7/27/2021	Anna Belle Martin	AssetType was changed from Computer to Computer
3002	AssetType	7/27/2021	Anna Belle Martin	AssetType was changed from Computer to car

3003		3003	A	2021 GMC SIERRA 1500 CREW CAB	Fleet	Fleet	New	Bobby Smith	Georgia	N/A	WEDS45FCD214...	1/1/2023	
3004		3004	A	F-550 Super Duty Chassis Cab	Fleet	Bus	Good	Michael	Georgia	N/A	WE45654YD23C...	1/1/2023	
3005		R820-1	A	Dell PowerEdge R820 16-Port Chassis	Computer Supplies	Server	New	Computer Room	Georgia	192.168.1.2	343KRKD3435DFES	1/1/2022	
3006		1001-JGA171	A	8' Racetrak Conference Table by Office Source	Office Supplies	Conference Room	New	Room 101	Georgia	N/A	895635	2/2/2099	
3007		101-IGA053	A	Reception Box Arm Chair by BOSS Office Chairs	Office Supplies	Chair	Average	Room 101	Georgia	N/A	785424512	1/1/2099	
				U-Shaped Reception Desk with									

Print Grid
Print Grid With Details

Using the Asset List grid sorting and filtering options, you can select the specific assets or asset information you need.

Print or export the asset information in the format you need (Excel, CSV, PDF, etc.)

Asset List

Provides read-only asset information for users.



Asset Tracking Report

Asset Master List Report

The screenshot displays two reports from the software interface. The top report, 'Asset Tracking Report', shows a detailed history for a specific asset (Latitude 3510 Laptop). The bottom report, 'Asset Master List Report', shows a list of various assets with their details.

Asset Tracking Report Details

Asset No	Description	Category	Asset Type	Date	Recorded By	Notes
Action: AssetType						
3002	Latitude 3510 Laptop	Fleet	car	7/27/2021	Anna Belle Martin	AssetType was changed from Computer to Computer
3002	Latitude 3510 Laptop	Fleet	car	7/27/2021	Anna Belle Martin	AssetType was changed from Computer to car
Action: AssignTo						
3002	Latitude 3510 Laptop	Fleet	car	7/27/2021	Anna Belle Martin	Assign To was changed from Anna Bell Martin to Cherry Carlock
Action: Location						
3002	Latitude 3510 Laptop	Fleet	car	7/27/2021	Anna Belle Martin	Location was changed from Texas to Georgia
3002	Latitude 3510 Laptop	Fleet	car	7/27/2021	Anna Belle Martin	Location was changed from Georgia to Florida

Asset Master List Report Data

Asset ID	Item ID	Stat...	Description	Category	Asset Type	Assigned...	Locat...	Warranty...	Warranty Ex...	Mfr M...	Size	Color	Serial No	Mac Address	IP Addr...	Vendor	Purchase Ord...	PO D...	Cost	Last Verified/Inv...	Acquisi...	Asst Co...																								
A1005	A		No Motorized Wheel Chair	Medical Su...	Equipment	Room3	Florida	1 Year	2/2/2020	ABC	N/A	Black	6464533123...	N/A	N/A	ABC	1253	2/20...	\$899,000			Good																								
A1006	A		Motorized Wheel Chair	Medical Su...	Equipment	Client 84...	Florida	2 Yr	2/2/2022	ABC	N/A	Black	8798765453...	N/A	N/A	Abc	879864	2/20...	\$3,500			Good																								
47852	A		Latitude 3510 Laptop	Fleet	car	Cherry ...	Florida	N/A	7/31/2021	DELL	15 In	Gray	4865445121...	85:DC:45:...	192.16...	DELL	PO-1007	2/1/...	\$719,000		N/A	New																								
<table border="1"> <thead> <tr> <th>Action</th> <th>Action Date</th> <th>Action Recorded By</th> <th>Action/Notes</th> </tr> </thead> <tbody> <tr> <td>Location</td> <td>7/27/2021</td> <td>Anna Belle Martin</td> <td>Location was changed from Texas to Georgia</td> </tr> <tr> <td>Location</td> <td>7/27/2021</td> <td>Anna Belle Martin</td> <td>Location was changed from Georgia to Florida</td> </tr> <tr> <td>AssignTo</td> <td>7/27/2021</td> <td>Anna Belle Martin</td> <td>Assign To was changed from Anna Bell Martin to Cherry Carlock</td> </tr> <tr> <td>AssetType</td> <td>7/27/2021</td> <td>Anna Belle Martin</td> <td>AssetType was changed from Computer to Computer</td> </tr> <tr> <td>AssetType</td> <td>7/27/2021</td> <td>Anna Belle Martin</td> <td>AssetType was changed from Computer to car</td> </tr> </tbody> </table>																							Action	Action Date	Action Recorded By	Action/Notes	Location	7/27/2021	Anna Belle Martin	Location was changed from Texas to Georgia	Location	7/27/2021	Anna Belle Martin	Location was changed from Georgia to Florida	AssignTo	7/27/2021	Anna Belle Martin	Assign To was changed from Anna Bell Martin to Cherry Carlock	AssetType	7/27/2021	Anna Belle Martin	AssetType was changed from Computer to Computer	AssetType	7/27/2021	Anna Belle Martin	AssetType was changed from Computer to car
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3003	A		2021 GMC SIERRA 1500 CREW CAB	Fleet	Fleet	Bobby S...	Geor...	3yrs 48K ...	1/1/2023	GMC ...	V8 1500	White	WEDS45FCD...	N/A	N/A	GMC	859-85452	1/1/...	\$49,000			N/A	New																							
3004	A		F-550 Super Duty Chassis Cab	Fleet	Bus	Michael	Geor...	4Yrs 50K	1/31/2023	FORD	V10 6.7L	Black	WE45654YD...	N/A	N/A	FORD	84523	1/31...	\$98,000			N/A	Good																							
R820-1	A		Dell PowerEdge R820 16-Port Chassis	Computer ...	Server	Comput...	Geor...	2yr	1/1/2022	DELL	2U Rac...	Gray	343KRKD34...	DE:134:F5:...	192.16...	DELL	EN-34423	1/1/...	\$79,800			N/A	New																							
1001-J...	A		8' Racetrack Conference Table by Office Source	Office Sup...	Conferen...	Room 101	Geor...	Lifetime	2/2/2099	Racet...	8'	Cherry	895635	N/A	N/A	Staples	PO-3431	3/15/...	\$1,180			N/A	New																							

Other Available Reports

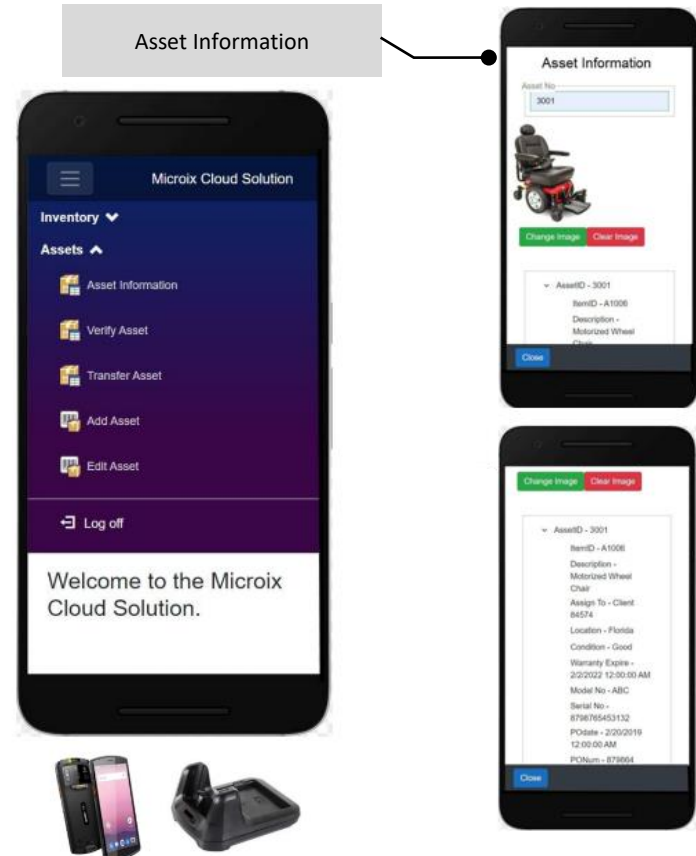
Microix Cloud Solution (MCS)

Main Menu:

- **Asset Information**-Retrieve information about an asset
- **Verify Asset**-Verify the existence of the asset and record it's condition
- **Transfer Asset**-Assign asset to a person and or location
- **Add Asset**- Create a new asset
- **Edit Asset**- Edit an existing asset
- **Physical Count**-Inventory your assets (Ability to print asset barcode labels)



Hardware | Barcode Scanner Model DT50Q



Optional Hardware - Barcode Scanner

(Please Note: Will include the Microix Cloud Solution MCS)

Click this link for the latest information on Barcode scanner along with the spec sheet:

[Microix Sales - Microix Barcode Scanner Available Options-For Microix Inventory Module - Knowledge base](#)

Send us an email at sales@microix.net so we can connect you to your MIP/Microix reseller for a live demonstration and to request a quote.

Visit us at www.microix.net

Thank you!