Fixed Asset Register Format – CSV Sample

CSV Columns:

Asset ID	Asset Name	Category	Location	Date of Purchase	Purchase Cost	Depreciation Rate (%)	Current Value	Serial Number	Status
FA001	Laptop Dell XPS 13	IT Equipment	Head Office	2022-01-15	1200	20	900	DX13-1122	Active
FA002	Office Desk	Furniture	Branch A	2021-09-10	300	10	255	OD-3098	Active
FA003	Canon Printer LBP6030	Office Equipment	Branch B	2020-03-21	150	25	67	CNP6030-07	Disposed

Important Notes:

- Ensure all mandatory fields are filled for each asset record.
- Asset details should be kept up to date, including current value and status.
- Use unique Asset IDs to avoid duplication.
- The depreciation rate and current value should be calculated as per company policy.
- CSV files must be saved with UTF-8 encoding for compatibility.