



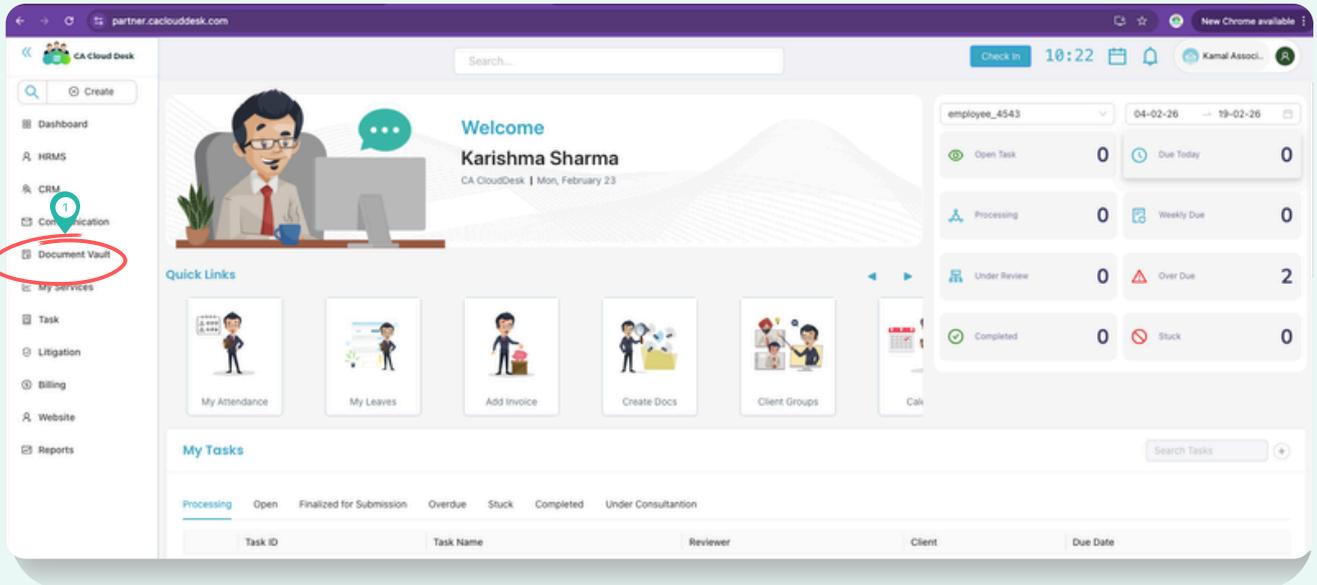
Fixed Asset Register

CA CloudDesk



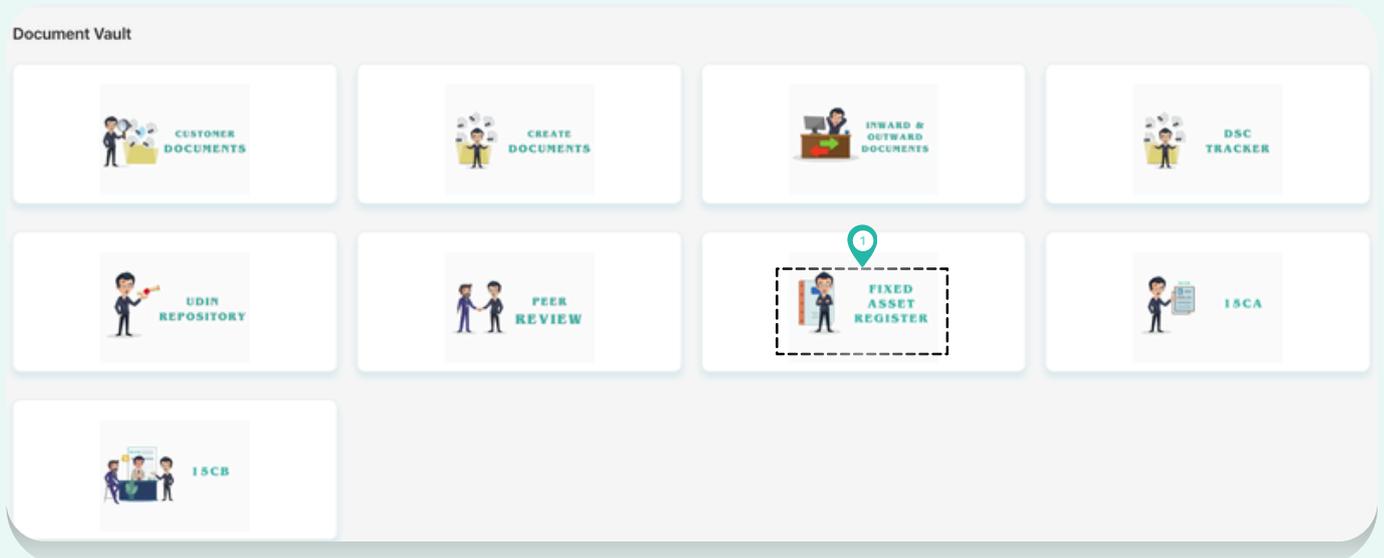
Step 1: Login

1. Login to CA Cloud Desk Partnerdesk.
2. From the left panel, click **Document Vault**.



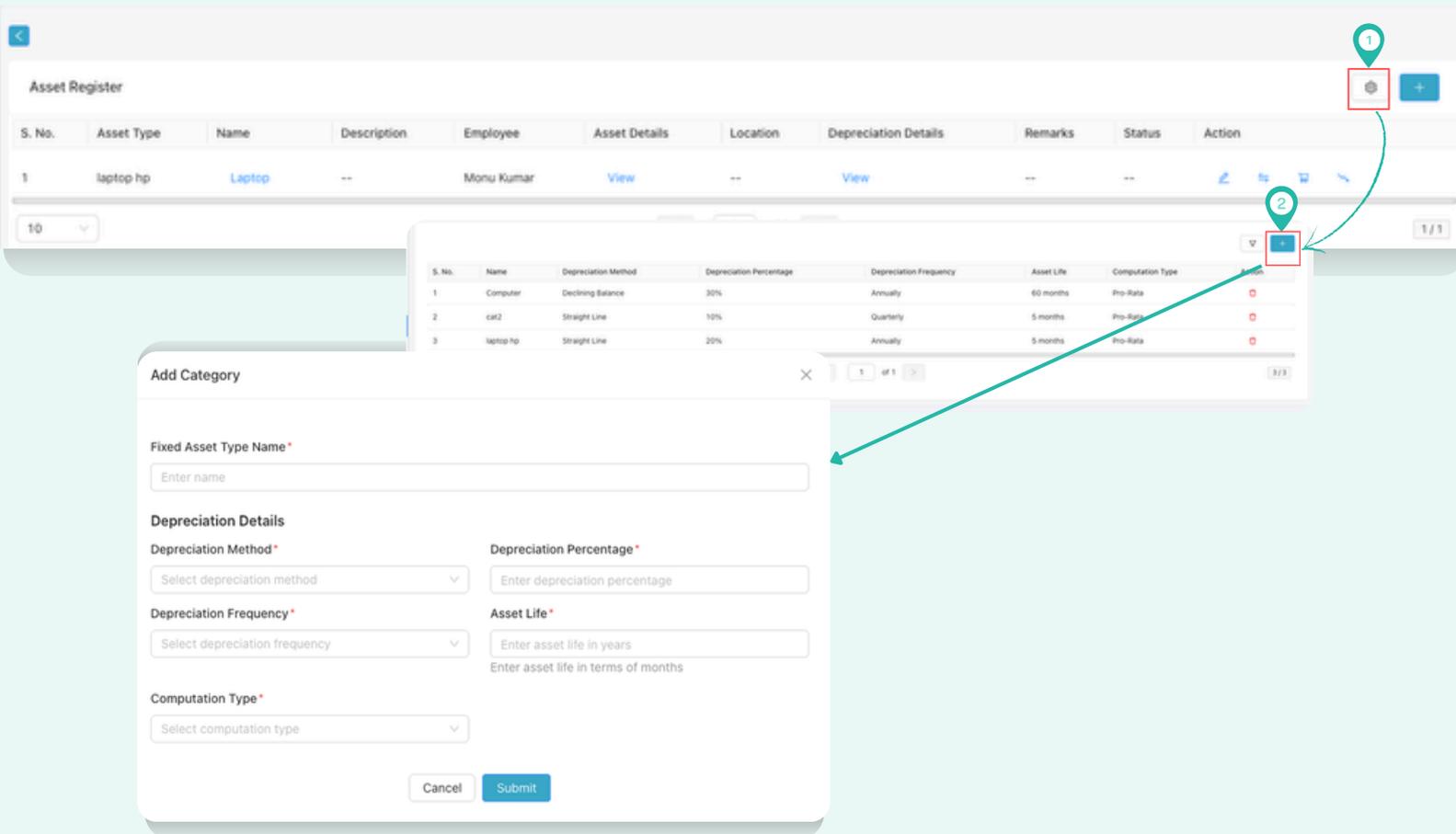
Step 2: Select Document Vault , then select Fixed Asset Register.

From the available options, click **Fixed Asset Register**.



Step 3: Fixed Asset Register screen.

1. On the Fixed Asset Register page, click the Settings (gear) icon.
2. Click the + icon to add a new category.
3. Enter the Fixed Asset Type Name and required depreciation defaults (if asked), then click Submit.

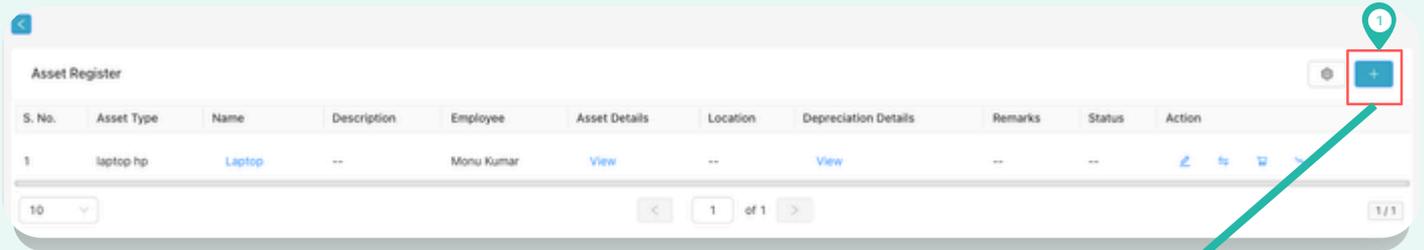



The screenshot shows the 'Asset Register' interface. At the top, there is a table with columns: S. No., Asset Type, Name, Description, Employee, Asset Details, Location, Depreciation Details, Remarks, Status, and Action. Below the table, there is a search bar and a pagination control. An 'Add Category' modal is open, showing fields for 'Fixed Asset Type Name', 'Depreciation Method', 'Depreciation Percentage', 'Depreciation Frequency', 'Asset Life', and 'Computation Type'. A red callout '1' points to the settings gear icon in the top right corner of the main interface. A red callout '2' points to the plus icon in the top right corner of the modal.

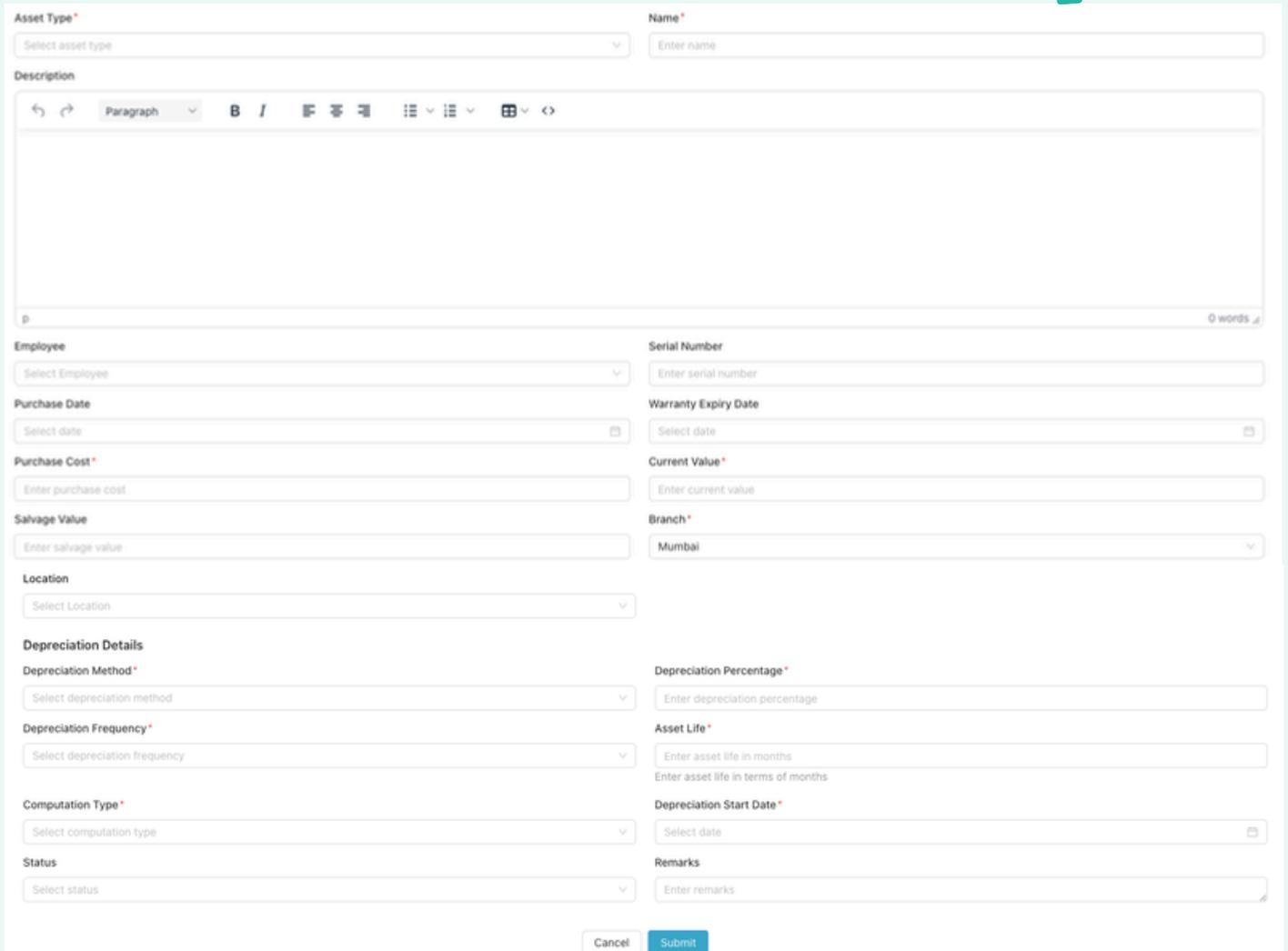
Step 4: Register an Asset

1. Click the + icon to create a new asset entry.
2. Fill the asset details (basic, employee/branch/location, depreciation).
3. Click Submit to register the asset.





S. No.	Asset Type	Name	Description	Employee	Asset Details	Location	Depreciation Details	Remarks	Status	Action
1	laptop hp	Laptop	--	Monu Kumar	View	--	View	--	--	Edit Delete Print Refresh



Asset Type*

Name*

Description

0 words

Employee

Serial Number

Purchase Date

Warranty Expiry Date

Purchase Cost*

Current Value*

Salvage Value

Branch*

Location

Depreciation Details

Depreciation Method*

Depreciation Percentage*

Depreciation Frequency*

Asset Life*

Computation Type*

Depreciation Start Date*

Status

Remarks

A. Basic asset details

- **Asset Type:** Select asset type/category (example: Laptop).
- **Name:** Asset name (example: Laptop HP).
- **Description:** Optional notes/specifications.
- **Employee:** Select employee (if asset is assigned).
- **Serial Number:** Asset serial number (if available).

B. Purchase & valuation

- Purchase Date
- Warranty Expiry Date
- Purchase Cost
- Current Value
- Salvage Value



C. Branch & location

- **Branch:** Select the branch where asset belongs.
- **Location:** Select the location (for example: Office/Room/City).
- **Status:** Select status (Active/Inactive as per your setup).
- **Remarks:** Any internal remarks.

D. Depreciation details

- **Depreciation Method:** Select depreciation method.
- **Depreciation Percentage:** Enter percentage.
- **Depreciation Frequency:** Select frequency (Monthly/Quarterly/Yearly as available).
- **Asset Life:** Enter asset life in terms of months.
- **Computation Type:** Select computation type.
- **Depreciation Start Date:** Select start date.

After filling all the details click on **Submit Button**

