SERVICE BROCHURE

Edition 2026

Lagos · Nigeria

ASSET MANAGEMENT SOFTWARE

Know what you own, what it is *worth*, and who has it

AssetMotion is a complete fixed-asset platform — a tagged register of everything your organisation owns, custody tracked to the individual, maintenance history on every item, and a valuation trail that satisfies **IAS 16**, **IAS 36** and **IFRS 5** at period end.

5 ITEM TYPES TRACKED	IFRS 16 · 36 · 5 READY	100+ DISCRETE PERMISSIONS	24/7 CLOUD ACCESS

- ◆ Barcode & QR labels
- ◆ Maker–checker control
- ◆ Multi-branch ready

PREPARED FOR

Finance, Operations & Internal Audit

Banks · Manufacturers · Hospitals · Schools · Public sector

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01

OVERVIEW

What AssetMotion does, and what you get

One record per asset, from the day it is bought to the day it leaves the books — with the custody trail operations needs and the valuation trail finance needs, on the same record.

The dashboard — asset counts, total value in Naira, and distribution by branch and status

One REGISTER, EVERY ITEM	**Every** MOVE LOGGED FOR AUDIT	**Any** DATE VALUATION	**Zero** PER-ASSET LICENCE FEES

The short version. Most asset systems stop at a depreciation schedule. AssetMotion carries the asset the whole way — acquisition, custody, maintenance, revaluation, impairment, held-for-sale and disposal — and produces the notes your external auditor asks for at year end.

CONTENTS

In this brochure

Twenty-five sections covering the register, custody, valuation under IFRS, controls, reporting, implementation and commercial terms.

How to read it. Sections 01 to 09 cover the register and day-to-day operation. Sections 10 to 14 cover valuation under IFRS and the controls around it — the part most often scrutinised at audit. Sections 15 to 25 cover reporting, security, delivery and commercial terms.

02

THE CASE FOR CHANGE

Why organisations move to AssetMotion

Spreadsheets survive until the first real audit. These are the failures we are most often called in to fix.

❓ Nobody knows what exists

- Assets bought and never tagged
- Registers years out of date
- Items counted twice, or not at all
- No single source of truth

🔍 Custody cannot be proved

- No record of who signed for what
- Staff leave with equipment
- Nothing to show at exit clearance
- Disputes with no evidence

📉 Book values are guesswork

- Depreciation run in a spreadsheet
- No valuation as at year end
- Revaluations held in a side file
- Impairment never formally tested

⚠️ Audit findings repeat

- No trail of who changed a figure
- One officer controls end to end
- Disposals with no approval
- Same finding, every single year

ON A SPREADSHEET

- × Last updated by someone who has left
- × Two versions in circulation, both edited
- × No record of who changed a cost figure
- × Custody is an email, if it exists at all
- × Year-end value reconstructed by hand
- × Disposals recorded after the fact

ON ASSETMOTION

- ✓ One register, current by construction
- ✓ One version, with every edit attributed
- ✓ Before-and-after values on every change
- ✓ Custody signed for by the holder
- ✓ Valuation produced for any date on demand
- ✓ Disposals approved before they take effect

WHAT CHANGES ON DAY ONE

- ✓ **Every asset carries a tag** and its own permanent record, scannable from any phone.
- ✓ **Custody is signed for** — the holder accepts the item against your own terms.
- ✓ **Book value is calculated**, not typed, and can be produced as at any date.
- ✓ **Valuations live on the asset**, with the valuer's report attached as evidence.
- ✓ **Impairment is tested on a schedule**, and the system shows what is outstanding.
- ✓ **Financial changes need two people** — preparer and approver, enforced.
- ✓ **Nothing is ever deleted**; corrections leave the original record standing.
- ✓ **The auditor gets a file**, not a login and a walkthrough.

The recurring audit finding. In most organisations the same officer can create an asset, change its cost, revalue it and dispose of it — with no second signature and no trail. AssetMotion closes that on the day it goes live.

03

WHO IT IS FOR

What different organisations track

The mechanics are the same everywhere — tag it, know who has it, know what it is worth. What changes is the asset mix and which reports matter most.

🏦 Banks & financial services

IFRS-LED

- Branch premises, fittings and generators
- ATMs, POS terminals and cash-handling equipment
- Core IT, data centre and network hardware
- **Drives:** IAS 16 revaluation, IAS 36 impairment by branch, examiner-ready audit trail

🏥 Hospitals & clinics

- Diagnostic and theatre equipment
- Beds, monitors and ward assets
- Calibration and safety-test records
- **Drives:** maintenance history, warranty cover, verification by ward

🏭 Manufacturing & industrial

- Plant, machinery and tooling
- Spare parts held as components
- Vehicles and materials-handling equipment
- **Drives:** cost per asset, impairment on idle lines, disposal control

🎓 Schools & universities

- IT suites, laboratory and library assets
- Furniture across blocks and halls
- Buses and generators
- **Drives:** custody by staff member, verification per term, grant reporting

🏛 Public sector & NGOs

- Assets across many dispersed sites
- Donor-funded equipment held separately
- Vehicles and field equipment
- **Drives:** stewardship reporting, disposal approval, full audit trail

🏢 Corporates & groups

- IT equipment issued to staff
- Software licences and seat counts
- Fit-out across multiple offices
- **Drives:** exit clearance, licence renewals, multi-entity separation

One deployment, several entities. Where a group runs subsidiaries with separate books, each entity's register is scoped so users see only their own — while group finance can report across all of them from a single platform.

04

THE REGISTER

Five item types, one connected register

Not everything you own behaves like a laptop. AssetMotion tracks five distinct types, each with the behaviour that actually fits it.

Assets

SERIALISED

- Unique tag and full history
- Model, make, category, supplier
- Purchase cost, date, order number
- Photos, documents and notes
- Checked out to one holder at a time

Consumables

BY QUANTITY

- Stock held per location
- Minimum level per item
- Issued out, quantity falls
- Low-stock email alerts

Accessories

POOLED

- Keyboards, chargers, cables
- Quantity in and out
- Assigned to a named person
- Who holds what, at a glance

Components

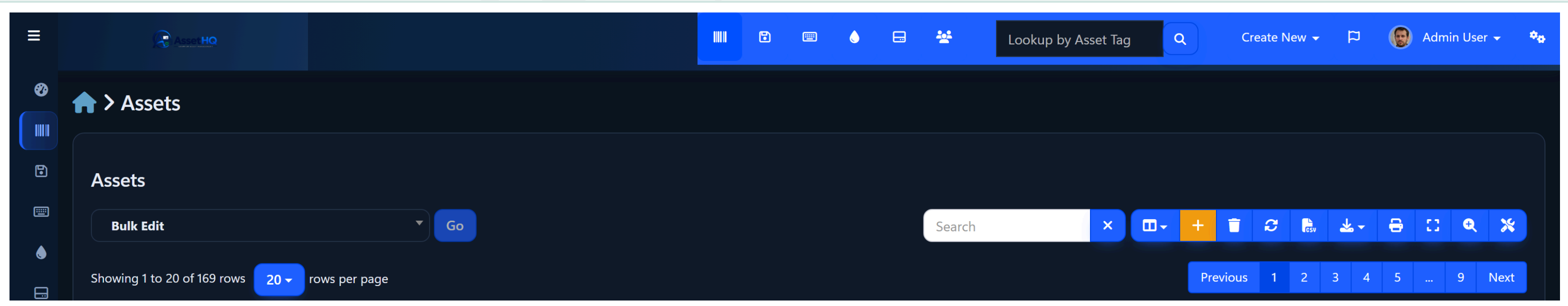
INTO ASSETS

- RAM, drives, spare parts
- Fitted into a parent asset
- Remaining stock tracked
- Cost carried per unit

Licences & subscriptions

SEATS

- Seat count per licence, with seats assigned to a person or to a machine
- Expiry and renewal alerts before the date, not after
- Product keys held encrypted, visible only to those entitled
- Reclaimed automatically when a holder leaves



The asset register — tag, model, category, status, current holder and location on one line

ON EVERY RECORD

Identification	Asset tag, serial number, model, manufacturer, category and supplier
Financial	Purchase cost, purchase date, order number, warranty months, depreciation schedule
Custody	Current holder, home location, current location, expected return date
Condition	Status label, maintenance history, next audit due date, disposal state
Custom fields	Any field your assets need — grouped into fieldsets, applied per model, encrypted where sensitive
Evidence	Photos, invoices, valuer reports, warranty documents and free-text notes

05

TAGGING

Barcode, QR codes & label printing

A register is only as good as the tags on the floor. AssetMotion generates the codes and prints the labels — no third-party software in between.

Codes generated for you

- QR codes and 1D barcodes
- Unique tag per asset, never reused
- Encoded to open the record directly
- Configurable tag prefix and sequence

Printers supported

- Avery and generic sheet labels
- Brother and Dymo label tapes
- Zebra thermal printers over ZPL
- Print one, or a whole batch

Scanning in the field

- Any phone camera — no app to buy
- Handheld scanners supported
- Scan to open, check in, or audit
- Works on the warehouse floor

Label design

- Your logo on the label
- Choose the fields printed
- Label size set per printer
- Preview before committing a run

WHAT GOES ON A LABEL

N: NCR SelfServ 22
T: BANK-0003

Printed to a Zebra over ZPL — asset name, tag and barcode

N: NCR SelfServ 22
T: BANK-0003

Same label for any class — ATMs, plant, vehicles or IT

N: NCR SelfServ 22
T: BANK-0003

Your logo and chosen fields, sized to your label stock

Practical note. Most organisations tag in one sweep at go-live. We supply the label stock specification, print the first run with your team, and leave a documented process so new purchases are tagged at the point of receipt rather than months later.

WHAT SCANNING REPLACES

- ✓ Typing asset numbers into a spreadsheet during stock-take
- ✓ Walking back to a desk to look up what an item is
- ✓ Guessing whether two similar items are the same record
- ✓ Manual reconciliation between the floor and the register

06

CUSTODY

Check-out, check-in & signed acceptance

Custody is where most registers fall down. AssetMotion records who holds each item, when it is due back, and — crucially — that they agreed to hold it.

Check out to	A member of staff, a location or department, or another asset (a monitor to a workstation)
Expected return	A due date per checkout, with an overdue report and automatic reminders
Acceptance	The holder receives a notice and must **accept or decline** — with a typed or drawn signature
Your terms	Your own acceptance-use policy attached to the sign-off, so the agreement is on record
Unaccepted items	Anything issued but not yet signed for appears on its own report until it is resolved
Bulk actions	Issue a full new-branch or new-hire set in one action; scan items back in on return

PREDEFINED KITS

Build a standard bundle once — a branch opening pack, a new-hire set, an engineer's toolkit — and issue the whole thing in a single action. Everything in the kit is checked out, signed for and tracked individually, but nobody has to assemble the list each time.

Staff exit clearance

- One screen shows everything held
- Signed record of each item issued
- Nothing signed off until returned
- Clean handover, no disputes

Transfers between sites

- Move an asset to another branch
- Home location kept separate from current
- Movement written to history
- Location confirmed at next audit

07

ACCESS

Six roles, one set of records

Everyone works from the same register, but nobody sees more than their job requires. Permissions are assigned per group across more than a hundred discrete rights.

Finance

ASSET ACCOUNTANT

Owns the numbers. Values the register, books valuations and impairment, produces the notes.

- Depreciation schedules by category
- Revaluation and impairment entry
- Disclosure reports and journal export
- Valuation as at any date

Asset administrator

OPERATIONS

Owns the register. Creates records, tags assets, maintains categories and locations.

- Asset creation, editing and import
- Label printing and tagging
- Categories, models and custom fields
- Bulk operations

Store officer

INVENTORY

Owns what moves. Issues stock and equipment, records returns, watches levels.

- Check-out and check-in
- Consumables and accessories
- Low-stock monitoring
- Kit issuing

Technician

MAINTENANCE

Owns condition. Logs repairs and servicing, records cost, flags damage.

- Maintenance jobs and history
- Supplier and cost capture
- Warranty claims
- Condition and status updates

Branch manager

LOCAL CUSTODY

Owns the site. Sees only their own branch, and what is held by their own people.

- Assets at their location
- Who holds what locally
- Verification for their site
- Requests and approvals in scope

Internal audit

ASSURANCE

Owns nothing, sees everything. Read-only across the register and the full activity trail.

- Complete activity log
- Approvals granted and refused
- Verification coverage
- Every report, exportable

Segregation of duties is the point. The officer who creates an asset should not be the one who revalues it, and neither should be the one who approves its disposal. Permissions and approval rules are configured together at implementation to match your delegated authority framework.

08

UPKEEP

Maintenance, warranties & repairs

Every intervention on an asset is recorded against it — what was done, by whom, what it cost and whether it was under warranty.

Work recorded

- Repairs, servicing and upgrades
- Safety and calibration tests
- Start and completion dates
- Supplier and responsible officer

Cost per asset

- Cost captured on every job
- Lifetime spend per asset
- Spend by category or branch
- Evidence for replace-or-repair

Warranty tracking

- Warranty months on the record
- Expiry calculated automatically
- Alerts before cover lapses
- Warranty jobs flagged separately

Full service history

- Every job on the asset record
- Attach invoices and reports
- Visible to whoever holds it
- Feeds the impairment review

WHAT GETS RECORDED AGAINST A JOB

Type	Repair, preventive service, upgrade, inspection, calibration or safety test — your own list, defined at setup
Dates	Started and completed, so time out of service is visible and not just the cost
Supplier	Who carried out the work, with their record linked so spend per vendor is reportable
Cost	Captured per job and accumulated per asset over its life
Warranty flag	Marks whether the work was covered, separating recoverable from chargeable spend
Responsible officer	Who raised the job and who signed it off on completion
Attachments	Invoices, engineer reports, calibration certificates and photographs

PLANNED AGAINST UNPLANNED

Scheduled servicing is set per category with a recurrence, so the work is raised automatically rather than remembered. Unplanned repairs are logged as they happen. Holding both on one record is what makes the comparison useful: an asset consuming far more corrective work than its schedule predicted is usually an asset approaching the end of its economic life, and the register can show you that before it fails.

Per job	Per asset	Per vendor	Per branch
COST CAPTURED	LIFETIME SPEND	SPEND COMPARED	REPORTED

Where maintenance meets the accounts. Damage recorded here is one of the indicators IAS 36 asks you to look for. An administrator marks which maintenance types signify damage or deterioration, and those assets are flagged automatically in the next impairment review — so the workshop and the finance office stop keeping separate lists.

09

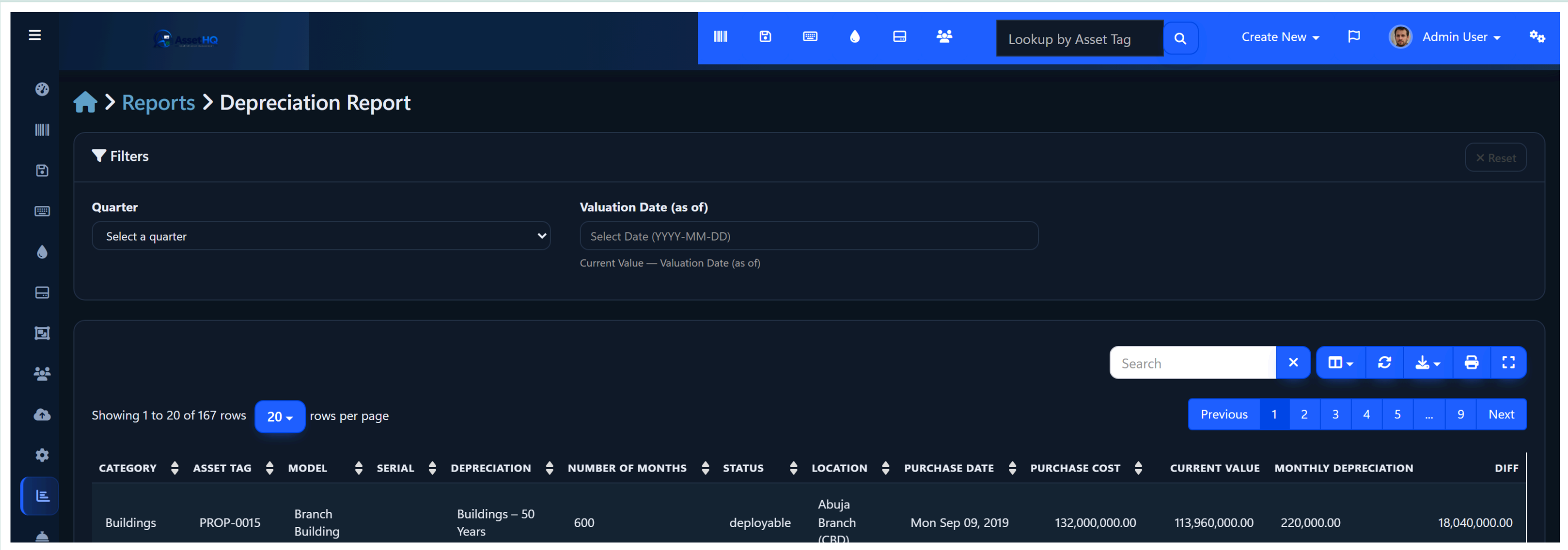
VALUATION

Depreciation & book value

Book value is calculated from the record, not maintained by hand — and can be produced as at any date, which is what your auditor actually asks for.

Method	Straight-line over a defined term in months, applied per category
Residual floor	A salvage value per schedule, as a fixed amount or a percentage of cost
Applied by	Asset model and category, so a whole class depreciates consistently
As at any date	Value the entire register at a prior financial year end, not just today
Reporting	Depreciation report with cost, accumulated depreciation and net book value per asset

Why "as at any date" matters. Auditors do not want today's figure. They want the register as it stood on 31 December. AssetMotion rebuilds the valuation for any date you name, which removes the annual scramble to reconstruct year-end numbers from a spreadsheet.



The depreciation report — cost, accumulated depreciation and net book value, as at any date

BEYOND STRAIGHT-LINE

Depreciation is where most asset systems stop. For land, buildings and other property carried at valuation, and for any asset whose recoverable amount falls below its book value, the accounting standards require more than a schedule. The next four pages cover what AssetMotion does about it.

IAS 16	IAS 36	IFRS 5	Notes
REVALUATION MODEL	IMPAIRMENT	HELD FOR SALE	PRODUCED AT PERIOD END

10

FINANCIAL REPORTING

Built for the standards your auditor works to

Most asset systems produce a depreciation schedule and stop. AssetMotion carries the asset through revaluation, impairment and disposal, and produces the disclosure notes at period end.

THE THREE STANDARDS THAT GOVERN A FIXED-ASSET REGISTER

IAS 16 — Revaluation	Where property is carried at valuation rather than cost. An increase goes to the revaluation surplus in equity; a later decrease consumes that surplus before it touches reported profit.
IAS 36 — Impairment	Where an asset is carried above what it is actually worth. Tested on cash-generating units, with losses allocated, floors applied and reversals capped.
IFRS 5 — Held for sale	Where an asset is being sold rather than used. Measured differently, depreciation stops, and it falls outside impairment testing entirely.

WHAT THE PLATFORM DOES WITH THEM

- ✓ **One carrying amount** — impairment, revaluation and depreciation feed a single calculation used by every screen and report.
- ✓ **One surplus balance** — revaluation and impairment movements draw on the same reserve and cannot drift apart.
- ✓ **Evidence attached** — the valuer's name, registration number, basis and report reference sit on the record.
- ✓ **Backdating handled** — a valuation entered out of sequence restates everything that follows it.
- ✓ **Dual control** — no single officer can prepare and approve a change to a carrying amount.
- ✓ **Notes produced** — losses and reversals by asset class and segment, with the assumptions behind each assessment.

What this is not. IAS 36 governs non-financial assets — buildings, equipment, vehicles, fittings, leased premises and intangibles. Impairment of loans and financing receivables is a separate exercise under a different standard, and belongs in your core banking or lending system rather than an asset register.

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IAS 16

Revaluation & appreciation

Land and buildings usually appreciate. Where they are carried under the revaluation model, each professional appraisal establishes a new carrying amount — and the accounting treatment of the movement is not straightforward.

THE REVALUATION REGISTER

Each appraisal holds	Valuation date, valued amount, valuer name, registration number, valuation basis and report reference
Basis options	Open market value, depreciated replacement cost, existing use value or investment value
Evidence	The valuer's report itself attached to the record, not filed separately
After revaluation	The new amount is depreciated over the remaining useful life; land, which is not depreciated, is held flat
Applied by class	One valuer's report covering a whole class of property is booked against every asset in one action

WHERE THE MOVEMENT GOES

This is the part that gets done wrong in spreadsheets. An **increase** first reverses any loss previously charged against profit for that same asset, and only the remainder goes to the revaluation surplus in equity. A **decrease** is set against that asset's existing surplus first, and only the excess is charged to profit or loss. AssetMotion performs that split automatically and keeps a running balance per asset.

Backdated valuations restate the chain. Valuations rarely arrive in date order. Enter one late, amend one, or remove one, and every subsequent valuation on that asset is recalculated — surplus balances, profit-and-loss charges and carrying amounts — exactly as the accounting requires. The period-end surplus movement note reconciles from opening balance to closing balance by construction.

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IAS 36

Impairment of assets

An asset is impaired when it is carried above what it is actually worth. The standard requires you to look for the signs, test formally, record the loss, and disclose it.

1 · INDICATORS, FOUND FOR YOU

Each period AssetMotion reviews the register and flags candidates from data it already holds: assets idle or withdrawn from service, damage logged against maintenance history, assets held beyond their assessed useful life, items earmarked for disposal, assets carried above their latest professional valuation, and locations closed or suspended. Indicators an asset register cannot know — market and interest rate movements, restructuring decisions — are captured as a checklist against each assessment. The same review also tests whether an impairment recognised in an earlier period may no longer apply.

2 · THE TEST

Unit of account	An individual asset or a **cash-generating unit** — the smallest group of assets generating largely independent cash inflows. For a bank, typically the branch.
Recoverable amount	The **higher** of fair value less costs of disposal and value in use
Fair value	Taken from the valuer's report, with the same evidence trail as the revaluation register
Value in use	Calculated from cash-flow projections, discount rate, growth rate and projection period
Testing calendar	Tracks what is due, applies annual testing to goodwill and indefinite-life intangibles regardless of indicators, and reports anything outstanding

A practical saving. Because recoverable amount is the higher of the two measures, a current professional valuation above the carrying amount completes the test on its own — no cash-flow modelling needed. For branch premises that will often be the case.

01	02	03	04	05	06
Indicators	**Recoverable**	**Compare**	**Allocate**	**Approve**	**Disclose**
System flags candidates; finance adds external factors	Higher of fair value and value in use	Against carrying amount on the unit	Across assets, with the floor applied	Second officer signs before it posts	Note produced at period end

3 · LOSSES AND REVERSALS

- ✓ **Allocation** — a loss on a unit is spread across its assets in proportion to their carrying amounts.
- ✓ **The floor** — no asset is reduced below the highest of its own fair value less costs of disposal, its value in use, or nil.
- ✓ **Against surplus first** — where an asset is carried at valuation, the loss consumes its revaluation surplus before reaching profit.
- ✓ **Reversals capped** — a write-back cannot exceed the carrying amount the asset would have reached had it never been impaired.
- ✓ **Goodwill** — impairment of goodwill is never reversed.

13

IFRS 5 & END OF LIFE

Held for sale, disposal & write-off

An asset being sold is accounted for differently from one still in use — and an asset that has gone must leave the books cleanly.

ASSETS HELD FOR SALE

Classification	Held for sale is a distinct state, separate from disposed — forward-looking, not a record of something already gone
Measurement	The lower of carrying amount and fair value less costs to sell
Depreciation	Ceases from the date of classification
Impairment	Falls outside IAS 36 testing — the system enforces the boundary rather than relying on the preparer to remember it
Register	A held-for-sale register maintained separately for disclosure

DISPOSAL & WRITE-OFF

♻ Methods recorded

- Sold, scrapped, donated, recycled
- Lost or stolen, returned to supplier
- Date, method and explanatory note
- Approval required before it takes effect

What happens on disposal

- Checked in first, so nobody still holds it
- Removed from valuation totals
- Kept in the disposal register permanently
- Restorable if the item is recovered

Disposal is a known fraud vector. An asset written off as scrapped and then quietly resold leaves no trace in most registers. In AssetMotion a disposal is an approved action: it requires a second officer, it names a method and a reason, and the record survives permanently whether or not the asset does.

14

CONTROL

Approvals, audit trail & segregation of duties

The control that examiners test first: can one person change a carrying amount on their own, and can you prove who did what?

MAKER–CHECKER DUAL CONTROL

Two officers	One prepares, a different officer approves. Enforced by the system, not by policy alone
No self-approval	An officer cannot approve their own work, at any level of seniority
Until approved	A pending entry has **no effect on any reported figure** — unapproved values never reach the register
Once approved	The entry is locked. A correction is a fresh dated entry, which preserves the original record
Gated actions	Revaluation, impairment, disposal, cost-basis changes and bulk operations — configured to your delegated authority framework
Value tiers	Higher-value changes can require a more senior approver; further sign-off stages added where governance requires

01
Prepared
Officer enters the valuation or disposal with evidence attached

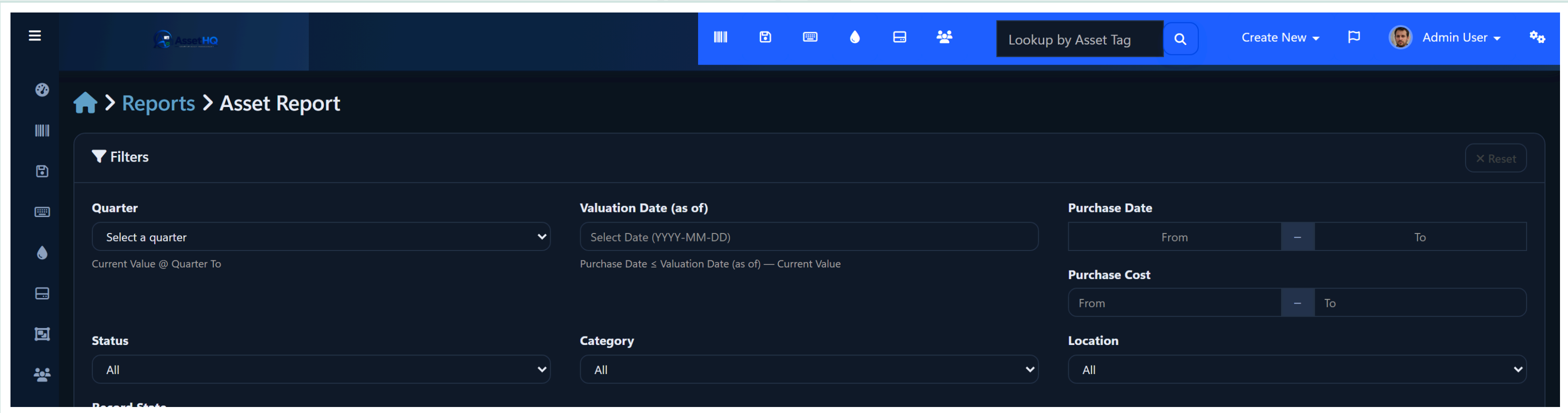
02
Pending
Held. No effect on any reported figure

03
Reviewed
A different officer sees exactly what changed

04
Approved or refused
Either way it is logged, with a reason on refusal

05
Locked
Corrections become a new dated entry

THE AUDIT TRAIL



The asset report — every asset with its cost, book value, location and current holder, exportable in full

- ✓ **Every movement, edit and approval** logged with user, date, location and the values before and after.
- ✓ **Records cannot be deleted** — nothing disappears from the history.
- ✓ **Refused entries stay visible** on the asset's own history, so a rejected write-down is discoverable.
- ✓ **Rule changes are logged too**, closing the route by which a control is switched off and back on.
- ✓ **Evidence attaches** to the entry it belongs to — valuer reports, invoices, approvals.
- ✓ **Exportable in full** for internal audit, external auditors and examiners.

The question an examiner asks. "Show me every revaluation approved last quarter, who approved it, and confirm nobody approved their own." All three are single queries — and the last should return no rows, ever.

15

VERIFICATION

Physical verification & stock-take

The register has to match the floor. Scan-based verification turns an annual ordeal into a routine exercise anyone can run.

Audit by scanning

- Scan the tag, confirm the asset
- Location captured on the spot
- Condition and notes recorded
- Works offline-tolerant on a phone

Due dates per asset

- Next-audit date on every record
- Set by category or individually
- Automatic reminders before due
- Nothing silently skipped

Discrepancies surfaced

- Found somewhere it should not be
- Not found where it should be
- Held by someone with no record
- Exception list, not a full re-count

Evidence for the auditor

- Who verified each item, and when
- Audit-due report for coverage
- Signed-off verification history
- Exportable as a working paper

HOW A VERIFICATION ROUND RUNS

BEFORE

Pull the expected list

The system produces what should be at that location, according to the register. No printing required — it is worked from a phone.

DURING

Walk and scan

Each tag is scanned and confirmed. Anything found that is not on the list is captured on the spot, including items that belong to another branch.

AFTER

Work the exceptions, not the whole list

The output is a short list of differences rather than a full re-count — items not found, items in the wrong place, and items held by someone with no record of receiving them.

THE THREE DISCREPANCIES, AND WHAT EACH MEANS

FINDING	USUALLY MEANS	ACTION
Not found	Moved without being recorded, or genuinely missing	Trace through the history; write off with approval if confirmed lost
Wrong location	Transferred informally between sites	Update location; the movement is written to history
Unrecorded holder	Passed between staff without a check-out	Issue formally so custody is signed for
Not on register	Bought and never tagged	Create the record and tag it during the round

Coverage is the control. Verifying assets is straightforward; proving you verified *all* of them is the part that fails audit. The audit-due report answers that directly — it lists what was due in the period and what has not yet been done, by branch, so nothing is quietly skipped and the gap is visible before the auditor finds it.

16 REPORTING

The reports library

Built-in reports for the questions that get asked every month, a custom builder for the ones that do not, and alerts so problems arrive before they become findings.

THE REPORTS LIBRARY

REPORT	ANSWERS
Asset register	Everything owned, filtered by branch, category, status or holder
Depreciation	Cost, accumulated depreciation and net book value — as at any date
Revaluation surplus	Opening balance, movements through equity and profit, closing balance by class
Impairment	Losses and reversals by asset class and segment, with assumptions disclosed
Indicator review	What was flagged this period, retained as audit evidence
Testing due	Units due for impairment assessment but not yet completed
Held for sale	Assets classified under IFRS 5 and their measurement basis
Disposals	What left the books, when, by which method and on whose approval
Audit due	Physical verification outstanding, by branch
Unaccepted items	Issued to staff but not yet signed for
Maintenance	Work done, cost per asset, warranty versus chargeable
Activity log	Every change, by user, with before-and-after values

Custom report builder

- Pick your own columns and filters
- Save and re-run each period
- Export to spreadsheet in full
- Scheduled exports available

Getting data out

- Every report exports in full
- Spreadsheet format for the auditor
- Journal export for the ledger
- REST API for your own systems

AUTOMATION

17

Alerts that arrive before the problem does

Most asset losses are not theft. They are things nobody was told about in time — a warranty that lapsed, a licence that expired, an item nobody chased.

ALERT	GOES TO	PREVENTS
Warranty expiring	Asset administrator	Paying for a repair that was still covered
Licence renewal due	IT / administrator	Software going dark mid-operation
Low consumable stock	Store officer	Running out mid-month
Asset due back	Holder and manager	Equipment quietly becoming permanent
Overdue check-in	Branch manager	Items lost track of entirely
Item not yet accepted	Holder	Custody with no signature behind it
Verification due	Branch manager	Assets unverified for years
Impairment test due	Finance	Missing a required assessment at year end
Approval pending	Approving officer	Entries sitting unactioned

Channels	Email as standard, with Slack or a webhook where you want alerts in an existing channel
Timing	Lead time set per alert type — thirty days before a warranty lapses, on the day for an overdue item
Recipients	By role and by branch, so a manager is told about their own site rather than everyone's
Digests	Grouped into a single daily or weekly summary where individual emails would be too much

Inventory statements. Every member of staff can be sent a periodic statement of what they currently hold, signed for and dated. It resolves most custody disputes before they start, and it makes exit clearance a formality rather than an argument.

18

PLATFORM

Security, access control & reliability

Who can see what, who can do what, and how AssetMotion connects to the systems you already run.

ACCESS CONTROL

Permissions	Over 100 discrete rights across assets, users, reports and settings — view, create, edit, delete, check-out and audit assigned individually per group
Scoping	Access limited by branch, department and function, so no single officer holds end-to-end control
Multi-entity	Separate subsidiaries or companies within one platform, with data visibility enforced per entity
Authentication	Two-factor authentication, login-attempt logging, and single sign-on via SAML or Google
Directory sync	LDAP and Active Directory synchronisation for staff records
Hosting	Secure cloud hosting with daily backups, encrypted in transit and at rest. On-premise deployment available

PERMISSIONS IN PRACTICE

A USER CAN BE PERMITTED TO…	WITHOUT ALSO BEING ABLE TO…
View assets at their own branch	See any other branch's register
Check items out to staff	Change an asset's purchase cost
Log maintenance and costs	Dispose of an asset
Run reports	Edit the records behind them
Book a revaluation	Approve their own entry
Read the full activity log	Alter a single record

RELIABILITY

Backups	Taken daily and retained, with restoration tested rather than assumed
Encryption	In transit and at rest; sensitive custom fields encrypted individually
Availability	Accessible from any device, on any network, without a client install
Audit of access	Login attempts logged, successful and failed, with the account and time recorded
Session control	Idle timeout and forced re-authentication, configurable to your security policy
Deployment	Secure cloud hosting as standard; on-premise within your own data centre where policy requires it

Least privilege by default. New user groups start with nothing and are granted only what the role requires. It is a slower way to set up and a considerably safer one — and it means the permission matrix itself becomes evidence you can hand to an examiner.

19 DATA

Moving your records in, and connecting what you run

Migration is where asset projects usually stall. It is worth understanding exactly what happens to your existing register before you commit.

GETTING YOUR RECORDS IN

STEP 01

We map what you have

Your existing register — spreadsheet, legacy system or both — is reviewed and mapped field by field. Gaps are identified now rather than discovered at go-live.

STEP 02

A trial load

A sample is imported first so you can see how your data looks in the system, and correct the mapping before the full load runs.

STEP 03

Opening balances

Accumulated depreciation, any revaluation surplus and any impairment previously recognised are loaded alongside the assets. This matters more than it sounds: without it, later write-backs are calculated from the wrong base.

STEP 04

Reconciliation and sign-off

Imported totals are reconciled against your current figures, line by line, and signed off by your finance team before the register goes live.

CONNECTING WHAT YOU ALREADY RUN

Directory	LDAP and Active Directory synchronisation, so staff records and leavers stay current without double entry
Sign-on	SAML and Google single sign-on, so users keep one set of credentials
General ledger	Reviewable journal export with supporting schedules as standard; a direct interface available as a priced option
API	REST API with issued tokens, for pulling asset data into dashboards or pushing records in from procurement
Scheduled exports	Any report delivered on a schedule to a destination you nominate

Your data stays yours. All asset data remains the sole property of the client and is exportable in full at any time, including on termination. There is no proprietary format and no lock on the contents of your own register.

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IN PRACTICE

A day in the life of your asset register

What actually happens, on an ordinary Tuesday, once the system is running.

08:15 · STORE

A new laptop is received and tagged

The store officer creates the record from the delivery note, prints a QR label and applies it. Cost, supplier, order number and warranty months go on at the point of receipt — not months later when someone tries to reconstruct it.

09:40 · BRANCH

It is issued to a new employee

Checked out to them with a return date. They receive a notice, read the acceptance terms and sign — typed or drawn. Until they do, the item sits on the unaccepted-items report.

11:20 · WORKSHOP

A generator comes in damaged

The technician logs the job against the asset with cost and supplier, and marks the type as damage. That single flag puts the asset into the next impairment indicator review automatically — the workshop and finance stop keeping separate lists.

13:00 · FINANCE

A valuer's report arrives for two branch buildings

Both are booked in one action against the property class, with the valuer's name, registration number and report reference attached. The surplus is split between equity and profit automatically. A second officer approves before anything reaches the register.

14:30 · BRANCH

Verification round

A branch champion walks the floor scanning tags with a phone. Items found are confirmed with their location; anything missing drops onto an exception list. Twenty minutes, not a day.

16:00 · HEAD OFFICE

An officer resigns

HR opens their record: four items held, each with a signed acceptance behind it. Exit clearance is a checklist, and the laptop is checked back in and reissued rather than written off as untraceable.

17:30 · OVERNIGHT

Alerts go out

Two warranties expiring within thirty days, one licence up for renewal, one branch with verification falling due, and a pending approval waiting on a manager. Everyone gets only what concerns them.

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DELIVERY

Implementation roadmap

A typical deployment runs ten to fifteen working days from kick-off to go-live, subject to your data readiness and the availability of nominated stakeholders.

STAGE 01

Requirements workshop

We agree your branch and department structure, asset categories, depreciation schedules, approval matrix and — where IFRS reporting is in scope — your cash-generating unit structure and annual test date. This is where the decisions that shape everything else get made.

STAGE 02

Configuration

Locations, departments, categories, custom fields, status labels, user groups and the permission matrix are configured to match what was agreed. Your logo, currency and date format are applied.

STAGE 03

Data migration

Your existing register is mapped and imported, together with opening balances for accumulated depreciation and any impairment previously recognised. We reconcile the imported totals with your current figures before signing the load off.

STAGE 04

Tagging & verification

Labels are printed and applied, and a first physical verification is run so the register and the floor agree from day one. We work alongside your team for the first branch and hand over a documented process for the rest.

STAGE 05

Training

Train-the-trainer sessions for administrators and nominated branch champions, with user guides and recorded sessions provided. Additional on-site rounds available on request.

STAGE 06

Go-live & support

Cutover with support on hand, followed by a review at the end of the first month and again before your first period close using the system.

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AFTERCARE

Training, support & what's included

What you get for the subscription, and what happens after go-live.

INCLUDED IN THE SUBSCRIPTION

- ✓ **Unlimited users** — no per-seat charges as your team grows.
- ✓ **Unlimited assets** — no tiering by register size.
- ✓ **Unlimited branches** — open new locations at no additional licence cost.
- ✓ **Every module** — nothing held back behind a higher plan.
- ✓ **Hosting and backups** — secure cloud hosting with daily backups.
- ✓ **All product updates** — new features as they ship, at no extra charge.
- ✓ **Support during business hours** — by email and phone.
- ✓ **Full data export** — at any time, including on termination.

TRAINING

Administrators	Full configuration, permissions, approval rules, depreciation schedules and reporting
Finance	Valuation, revaluation entry, impairment assessment, disclosure reports and journal export
Branch champions	Check-out, acceptance, scanning, physical verification and day-to-day custody
Materials	Written user guides plus recorded sessions your team keeps and can re-use for new joiners

The first period close. The point at which an asset system either works or does not is your first year end using it. We schedule a review before that date specifically to walk the valuation reports and disclosure notes with your finance team while there is still time to adjust anything.

COMMERCIAL

23 Investment summary

Two charges: a one-off professional services fee to get you live, and an annual subscription that covers everything thereafter.

ITEM	BASIS	COVERS
Professional services	One-off	Requirements workshop, configuration, branch and role structure, data migration, tagging support, train-the-trainer and go-live support
Annual subscription	Per year, renewable	Full platform, every module, hosting, daily backups, support and all product updates. Unlimited users, assets and locations
On-premise option	Quoted separately	Deployment within your own data centre, where cloud hosting is not permitted by policy
Ledger interface	Optional	Direct interface into your general ledger, in place of the standard reviewable journal export

PAYMENT TERMS

Professional services	50% on execution of the agreement, 50% at go-live
Subscription	Annually in advance
Commencement	Implementation begins once the first payment is confirmed
Contract	Twelve months from go-live, renewable annually
From year two	The annual subscription only — professional services do not recur

No hidden charges. There are no per-user, per-branch, per-asset or per-module fees, and no additional licence cost as you open new locations or onboard more staff. A written quotation is issued against your specific requirements.

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QUESTIONS

Frequently asked questions

01 Can we start with tracking and add the IFRS reporting later?

Yes. Many organisations go live on the register, tagging and custody first, then bring revaluation and impairment in ahead of their next period close. The valuation modules sit on the same records, so nothing needs re-entering when you switch them on.

02 Does it work with our existing asset numbering?

Yes. Your existing asset tags can be imported as-is and kept, or a new scheme can be generated with a prefix and sequence you choose. Both can coexist during a transition.

03 What happens to assets we have already revalued or impaired?

Opening balances are loaded during migration — accumulated depreciation, any revaluation surplus and any impairment previously recognised. This matters: without it, later reversals would be calculated from the wrong base.

04 Who supplies the cash-flow projections for value in use?

Your finance team. The register holds assets, not income — it has no record of revenue by location — so projections come from management accounts or budgets and are entered against the assessment. The system performs the discounting and the comparison. In many cases a current valuation settles the test without projections at all.

05 Can it run several companies or subsidiaries?

Yes. Multiple entities run within one platform with data visibility enforced per entity, so a user in one subsidiary cannot see another's register unless you permit it.

06 Do we need special scanners?

No. Any phone camera reads the QR codes. Handheld scanners are supported where you already have them or where volume justifies them, but nothing is required to start.

07 Can we host it ourselves?

Yes. On-premise deployment within your own data centre is available and quoted separately, for organisations whose policy does not permit cloud hosting.

08 What does the auditor actually receive?

Files, not a login. Every report exports in full — the valuation reports, the disclosure notes, the indicator review, the verification history and the complete activity log — so they can sample and recompute independently.

09 Can we see it before committing?

Yes. A live demonstration environment runs with sample data, and we will walk it against your own use case. Book a guided session at webmotionhq.com.

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NEXT STEPS

Three steps to a register you can rely on

STEP 01

See it against your own case

A guided walkthrough using your asset categories and your reporting requirements, rather than a generic demonstration.

STEP 02

Receive a written proposal

Scope, timeline and a fixed investment figure, with the implementation requirements set out plainly so there are no surprises.

STEP 03

Go live in two to three weeks

Configuration, migration, tagging and training, with your first period close supported.

Let's look at your register

Tell us how many assets you hold, how many branches you run and when your financial year ends. We will show you exactly what changes.

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FOR THE CLIENT

Name, position & date

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