

Asset Additions

Last Modified on 05/19/2022 4:21 pm EDT

Records > Objects & select the Asset Object Type from the Object Type drop-down

New: The down arrow to the right of New will display the following 3 options for an Asset Addition

Single Object: Displays the entry screen for an Asset Addition

- Verify the Asset Period is accurate prior to adding the Asset
- Complete the Division fields
- Options to [Link Invoice](#), [Link to J/E](#), & Add Attachments are available but not required
- Complete the Required Asset Custom information (other fields may be required based on individual client setup, the following are system requirements):
 - Purchase Month/Year
 - Date of Purchase
 - Start Depreciation Month/Year
 - Purchase Amount
 - Depreciation Type
 - Years to Depreciate
 - Months to Depreciate
- The system calculates the useful life of an asset as the combination of the Years to Depreciate & Months to Depreciate values (e.g., if an asset is to be depreciated over 5 years, input 5 years; **not** 5 years and 60 months)
- When all information is complete, click Save

Clone: Clones the information from the asset you choose & prefills the information in the entry screen for an Asset Addition; all fields can be modified.

- Verify the Asset Period is accurate prior to adding the Asset
- Options to [Link Invoice](#), [Link to J/E](#) & Add Attachments are available but not required
- When all fields have been updated to reflect the new Asset, click Save

Import: Import of Asset Additions

- Please contact support@sgasoftware.com for Asset import setup

All Asset Activity is posted to the GL via [Asset Entry Batches](#)
