

Asset Additions

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Asset Additions

Records > Objects

Select the Asset Object Type from the Object Type drop-down to filter to specific object accounts.

The screenshot shows a software interface for 'Asset Additions'. At the top, there is a navigation bar with tabs: Home, Records, Daily, Budgets, Reporting, Month End, Tools, Users, Settings, Favorites, and Help. Below this is a toolbar with icons for New, Edit, Delete, Transactions, Audit, Print Object, and Reports. A search bar contains 'Main Division' and 'Position To'. A dropdown menu for 'Object Type' is highlighted with a red box and shows 'Grant management'. Below the search bar is a table with columns: Object, Description, Year Description, Active, Contact #, Total Award \$, Vendor Name, Modify User..., and Modify Date. The table contains two rows of data.

Object	Description	Year Description	Active	Contact #	Total Award \$	Vendor Name	Modify User...	Modify Date
01-2022-001-002	Example 2	2022 Award Year	<input checked="" type="checkbox"/>	1111	500,000.00		SGA	07/07/2022 10:19 AM
01-2022-001-001	Example 1 for testing Auto #	2022 Award Year	<input checked="" type="checkbox"/>	1111	500,000.00		SGA	07/07/2022 10:18 AM

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

Single Object: Displays the entry screen for an Asset Addition.

- Verify the Asset Period is accurate before 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 helpful 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: This option clones the information from the asset you choose and prefills the information in the entry screen for an Asset Addition; all fields can be modified.

- Verify the Asset Period is accurate before adding the Asset
- Options to [Link the 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 get in touch with support@sgasoftware.com to set up the asset import.

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