Last Modified on 09/29/2026 9:00 am EDT

Asset Tasks

Records > Objects > Asset Object Type

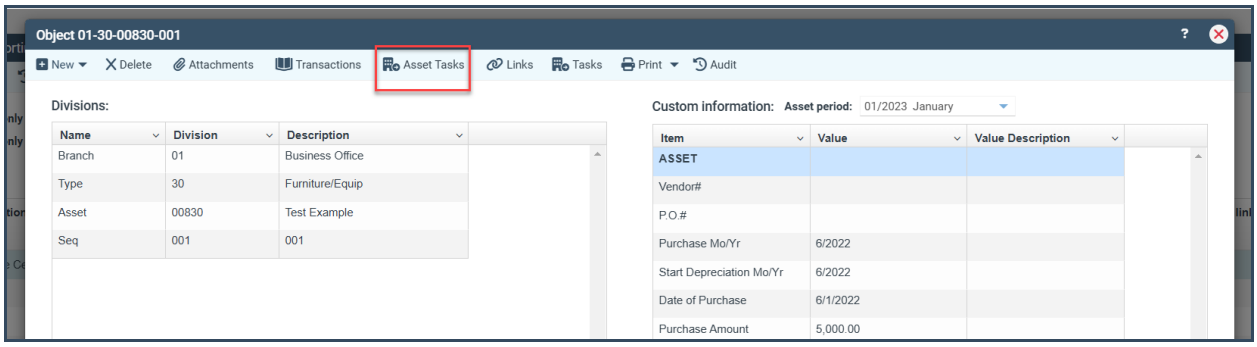
The Fixed Asset module allows all tasks to be performed on existing assets. Select the Asset Object Type from the drop-down menu.

There are two ways to access Asset Tasks:

1.

2. Double-click the Asset to open the Object Screen and click Asset Tasks.

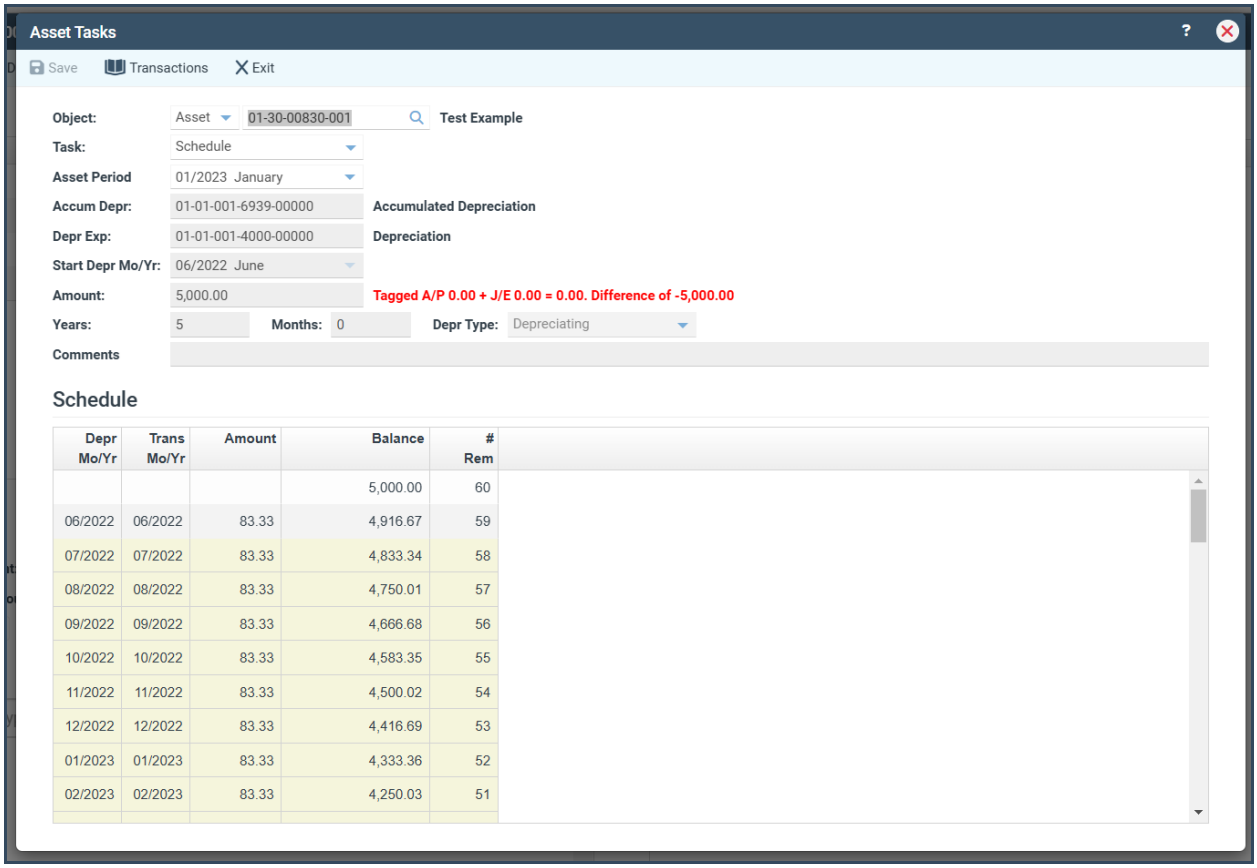
3. Left-click the Asset to select and click Asset Tasks.



Asset Period: Determines which GL month your task(s) entries will start to take effect. The Asset Period does not update when accounting periods are closed; the Asset Period must be changed manually.

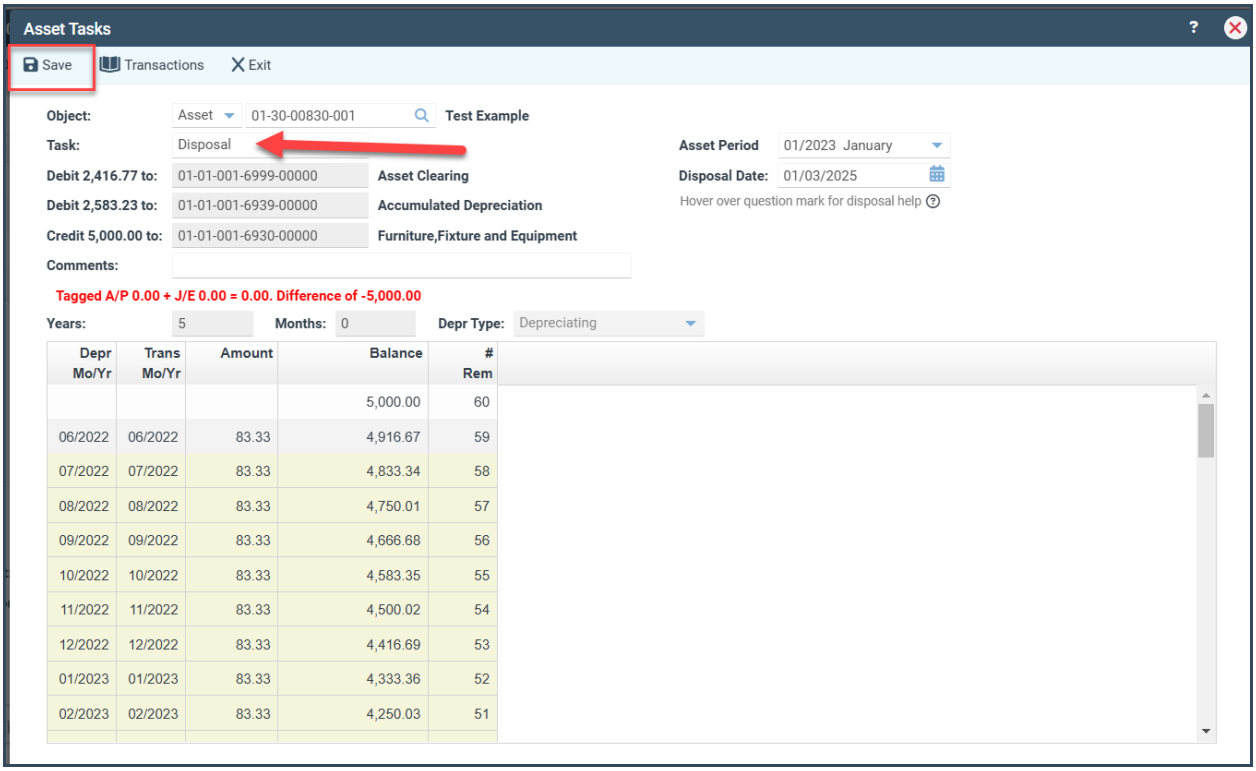
Schedule: This allows viewing of the Asset Cost & Useful Life Schedule; when viewing the Schedule, white shading indicates posted, and yellow shading indicates unposted.

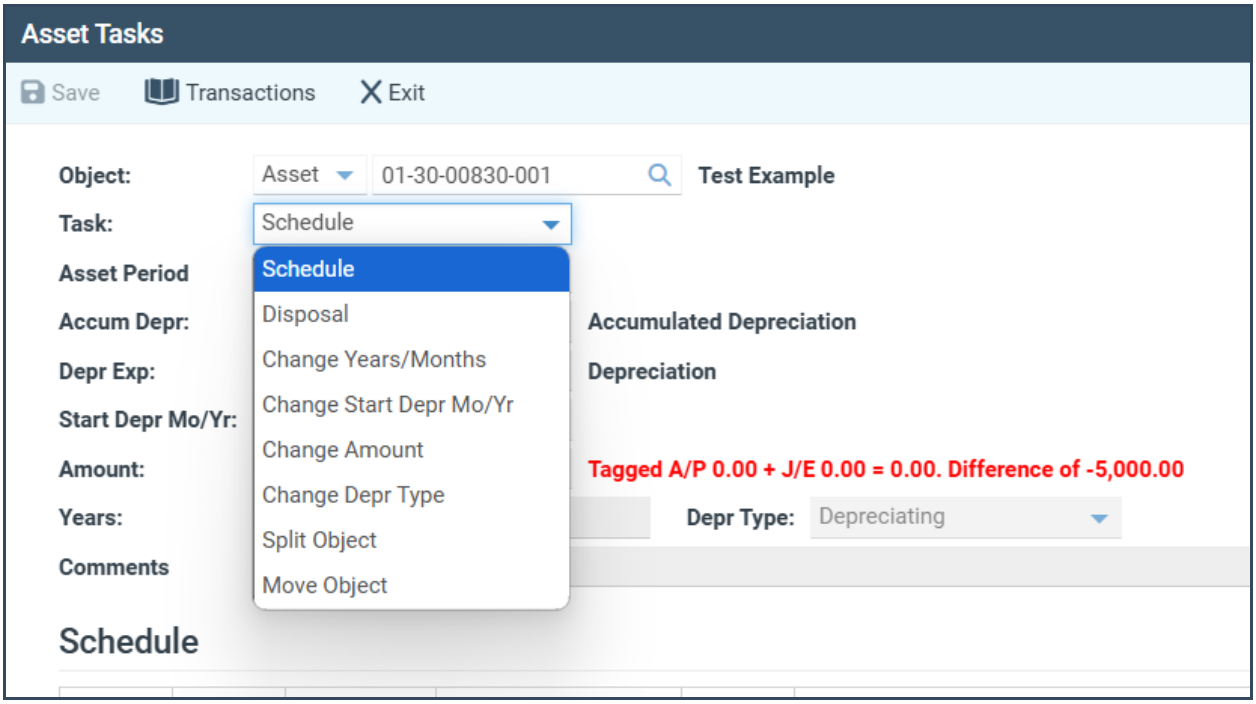
- When performing **Asset Tasks***, the system will display two Schedules. The one on the left is current, and the one on the right is the schedule that will be in effect when you save the Task.



Disposal: Allows for the disposal of a Single Asset

- See **Mass Disposals** if disposing of multiple assets.
- Choose **Disposal** from the Task drop-down.
- Verify the Asset Period.
- Enter Disposal Date.
  - 1st - 15th = no depreciation expense captured for disposal month.
  - 16th - end of month = depreciation expense captured for the disposal month.
- Add Disposal Comment.
- The Entry that will be available for posting through Asset Entry Batches after clicking save is displayed below the Task drop-down for you to review before saving the disposal.
- Click **Save**.





Change Years/Months*: This option allows you to modify the Years and months over which the asset will be depreciated and add Comments. The Schedule associated with the Change/Task is displayed to the right of the existing schedule.

Change Start Depr Mo/Yr*: This option allows modification to the Start Depr Mo/Yr and the ability to add Comments. The Schedule associated with the Change/Task is displayed to the right of the existing schedule.

Change Amount*: This option allows you to modify the amount of the Asset and add Comments. The Schedule associated with the Change/Task is displayed to the right of the existing schedule.

Change Depr Type*: You can modify the Depreciation Type and add Comments. The Schedule associated with the Change/Task is displayed to the right of the existing schedule.

- **Depreciation Types**
  - D= Depreciating
  - I = Inventory Only
  - M = Immediately Depreciating
  - N – Non-Depreciating

Split Object: Allows an Asset to be split into two.

- Choose **Split Object** from the Task drop-down.
- Click OK to proceed to the asset add screen to define the split amount.
  - ***Note:*** *When the asset add screen displays, the asset number will default to the original asset number but be replaced with a new seq number.*
- Change the **purchase cost** to the amount to be split into a new asset.
- Click **Save**.

Move Object: Allows an Asset to be Moved.

- Choose **Move Object** from the Task drop-down.
- Click OK to proceed to the asset add screen to define the split amount.
  - ***Note:*** *When the New Moved Asset screen displays, you can change all Object Divisions.*
- Update the Object Divisions to represent where the Asset should be moved.
- Click **Save**.

All Asset Activity is posted to the GL via Asset Entry Batches.