Asset Tasks

Last Modified on 01/03/2025 4:42 pm EST

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

New 👻 🗙 Delete	Attachments	U Transactions	Ro Asset Tasks	🖉 Links	Ro Tasks	🖶 P	rint 🔻 🏐 Audit				
Divisions:							Custom information: Ass	et period: 01/2023 January	•		
Name ~	Division	 Description 	~				ltem v	Value ~	Value Description	~	
Branch	01	Business Office					ASSET				-
Туре	30	Furniture/Equip					Vendor#				
Asset	00830	Test Example					P.O.#				
Seq	001	001					Purchase Mo/Yr	6/2022			
							Start Depreciation Mo/Yr	6/2022			
							Date of Purchase	6/1/2022			
							Purchase Amount	5,000.00			

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.

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ave 🛄	J Transac	tions 🗙 Exit				
Object:		Asset 🔻 01-30-	00830-001	Q Test Exan	ample	
Task:		Schedule	•			
sset Perio	d	01/2023 January	-			
ccum Dep	r:	01-01-001-6939-00	0000 Accur	nulated Depred	eciation	
epr Exp:		01-01-001-4000-00	D000 Depre	ciation		
Start Depr N	Mo/Yr:	06/2022 June	•			
mount:		5,000.00	Tagge	d A/P 0.00 + J	J/E 0.00 = 0.00. Difference of -5,000.00	
/ears:		5 M e	onths: 0	Depr Type:	e: Depreciating 👻	
Comments						
Schedul		0	Balan	4		
		Amount	Balan	co #	a	
Depr Mo/Yr	Tran Mo/Y		Balan	ce # Rem		
Depr	Tran		Balan 5,000.	Rem	n	
Depr	Tran	'r		Rem	n)	
Depr Mo/Yr	Tran Mo/Y	2 83.33	5,000.	Rem 00 60 67 59	n 0 2	
Depr Mo/Yr 06/2022	Tran Mo/Y 06/202	2 83.33 2 83.33	5,000. 4,916.	Rem 00 60 67 59 34 58	n 2 3 3	
Depr Mo/Yr 06/2022 07/2022	Tran Mo/Y 06/202: 07/202:	r 83.33 2 83.33 2 83.33	5,000. 4,916. 4,833.	Rem 00 600 67 59 34 58 01 57	n 0 0 3 0 4 0 5	
Depr Mo/Yr 06/2022 07/2022 08/2022	Tran Mo/Y 06/2023 07/2023	 r a a	5,000. 4,916. 4,833. 4,750.	Rem 00 600 57 59 34 58 01 57 84 56	n 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	
Depr Mo/Yr 06/2022 07/2022 08/2022 09/2022	Tran Mo/Y 06/2022 07/2022 08/2022	 r a a	5,000. 4,916. 4,833. 4,750. 4,666.	Rem 00 600 37 589 34 588 01 577 38 566 35 555	n 2 2 3 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	
Depr Mo/Y 06/2022 07/2022 08/2022 09/2022 10/2022	Tran Mo/Y 06/202: 07/202: 08/202: 09/202:	r 2 83.33 2 83.33 2 83.33 2 83.33 2 83.33 2 83.33	5,000. 4,916. 4,833. 4,750. 4,666. 4,583.	Rem 00 600 37 559 34 558 01 677 38 556 35 555 02 554	n 2 2 3 4 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	
Depr Mo/Y	Tran Mo/Y 06/2022 07/2022 08/2022 09/2022 10/2022	r 2 83.33 2 83.33 2 83.33 2 83.33 2 83.33 2 83.33 2 83.33	5,000. 4,916. 4,833. 4,750. 4,666. 4,583. 4,583.	Rem 00 600 67 599 34 588 01 577 68 556 02 554 03 554	n 2 3 4 5 5 5 6 6 7	

Disposal: Allows for 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.
 - $\circ~1^{st}$ 15^{th} = no depreciation expense captured for disposal month.
 - \circ 16th end of month = depreciation expense captured for 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.

		A	0 00000 001							
)bject: Task:		Asset 🔻 01-3 Disposal	30-00830-001 Q	Test Exam	iple	Asset Period	01/2023 January	•		
			opring		Disposal Date:					
Debit 2,416.77 to: Debit 2,583.23 to:		01-01-001-6939		lated Deprec	iation					
		01-01-001-6930		e,Fixture and						
comments:		0.0.0010000		o, marciale and						
Tagged A	P 0.00 + 、	J/E 0.00 = 0.00.	Difference of -5,000.00							
ears:			Months: 0	Depr Type:	Depreciating	•				
Depr	Trans		Balance	#						
Mo/Yr	Mo/Yı	r	5,000.00	Rem 60						
00/0000	00/0000									
06/2022	06/2022		4,916.67	59						
07/2022			4,833.34	58						
08/2022	08/2022	83.33	4,750.01	57						
09/2022	09/2022	83.33	4,666.68	56						
10/2022	10/2022	83.33	4,583.35	55						
	11/2022	83.33	4,500.02	54						
11/2022		83.33	4,416.69	53						
11/2022 12/2022	12/2022									
	12/2022 01/2023	83.33	4,333.36	52						

Asset Tasks B Save Transactions X Exit Object: Asset 🔻 01-30-00830-001 Q Test Example Schedule Task: Schedule Asset Period Disposal Accum Depr: Accumulated Depreciation Change Years/Months Depreciation Depr Exp: Change Start Depr Mo/Yr Start Depr Mo/Yr: **Change Amount** Amount: Tagged A/P 0.00 + J/E 0.00 = 0.00. Difference of -5,000.00 Change Depr Type Years: Depr Type: Depreciating Split Object Comments Move Object Schedule

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.