

Link to Invoices or Journal Entries

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Linking of Assets to Invoices or Journal Entries

Option 1

Use the Link Invoice & Link to J/E buttons on the asset data display

Description: iPads Active

Alias:

Asset Account: 01-01-001-6930-00000 Furniture, Fixture and Equipment

Depr Exp Account: 01-01-001-4000-00000 Depreciation

Note: you can only link to one of the two types at a time. After linking to invoice(s), save. Open the asset a second time to link to JE and save.

Option 2

Link transactions by entering the object number from the Browse History of a vendor or account.

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Vendor ID: 1285 Staples Business Advantage Total Due: 155

Period: 00/0000 Begin to 99/9999 End

Type: (All)

Advanced Filters

Month/Year	Date	Type	Invoice/Check#	Amount	Account	Account Description
4/2017	4/11/2017	Invoice		30.74	01-10-105-2510-00000	Office Supplies

Linked items are displayed on **Asset Transactions** if the source is set to be shown

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+ New Edit Delete Transactions Asset Tasks Initiate Mass Disposal Audit

Search: Object Position To Object Status: All Object

Search Advanced Filters

Object	Description	Type Description	Alias
01-30-00426-001	iPads	Furniture/Equip	

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Attachments Reports Asset Tasks

Object: 01-30-00426-001 iPads (All) Sources

Period: 00/0000 Begin to 99/9999 End

Date: to 12/31/9998

Display Show Only Posted Object Type: Asset

Tag Sources

Tag	Source	Name
<input type="checkbox"/>	AJ	Adjusting Entry
<input type="checkbox"/>	AM	Asset Management
<input type="checkbox"/>	AP	Accounts Payable
<input type="checkbox"/>	AR	Accounts Receivable
<input type="checkbox"/>	AS	Asset
<input type="checkbox"/>	AU	Audit Entries
<input type="checkbox"/>	BD	Back Draft
<input type="checkbox"/>	BU	Budget
<input type="checkbox"/>	CC	Credit Card Refunds
<input type="checkbox"/>	CD	Cash Disbursements