

Asset Entry Batches

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Asset Entry Batches

Daily > General Ledger > Asset Entry Batches

All Fixed Asset GL activity is posted via Asset Entry Batches.

The screenshot shows the 'Asset Entry Batches' interface. At the top is a navigation menu with items: Home, Records, Daily, Budgets, Reporting, Month End, Tools, Users, Settings, Favorites, and Help. Below the menu is a toolbar with three buttons: 'New Batch' (with a plus icon), 'Post' (with a downward arrow), and 'Reports' (with a document icon). Below the toolbar are filter options: 'Period: 04/1988 April' to '01/2023 January', 'Object Type: Asset', and a checkbox for 'Separate Old Batches'. There is a 'Display' button and a link to 'Advanced Filters'. Below the filters is a table with columns: Batch#, Month/Year, Source, Nbr of Recs, Total Amount, Comments, Object, and Modify User. The table contains one row with the following data: Batch# 216930, Month/Year 01/2023, Source MA, Nbr of Recs 4, Total Amount 0.00, Comments 'Moved from 01-10-00821-001 to 10-20-00821-001', Object 01-10-00821-001, and Modify User SGA. A header row for the table contains the text '* Older Batches Exist*'. The table is partially obscured by a light blue bar at the bottom.

Batch#	Month/Year	Source	Nbr of Recs	Total Amount	Comments	Object	Modify User
* Older Batches Exist*							
216930	01/2023	MA	4	0.00	Moved from 01-10-00821-001 to 10-20-00821-001	01-10-00821-001	SGA

Menu Buttons

New Batch: Opens the Asset Tasks screen and will allow you to perform an Asset Task to be added to Asset Entry Batches.

Post Recent: Provides Period & Batch filters for posting the Asset activity to the GL

Post All Batches: Posts all Asset batches through the To: Period

Reports: Options to Print, Preview, or export the Batch grid that is displayed on the screen

Dropdowns

Period: The first period selection defaults in the system to the oldest period for which there was fixed asset activity; this period should not be changed

Period To: Select the period through which you would like to Display &/or Post Fixed Asset Batches

Object Type: Select the object type for the asset.

Separate Old Batches: Select this checkbox to see the batches in the period range selected for assets with an addition date in a prior period (recommended to select when displaying Asset Batches)

Posting Asset Entry Batches posts the Fixed Asset activity to the GL and flags each entry as posted on the [Asset Transactions](#)

Batch#s are reassigned upon POs.