

Asset Entry Batches

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Asset Entry Batches

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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, Help. Below the menu are three buttons: 'New Batch', 'Post', and 'Reports'. A search bar contains filters: 'Period: 04/1990 April to 10/2025 October', 'Object Type: Asset', and a checkbox for 'Separate Old Batches'. Below the search bar is a 'Display' button and a link to 'Advanced Filters'. The main area is a table with columns: Batch#, Month/Year, Source, Nbr of Recs, Total Debits, Total Credits, Comments, Object, and Modify User. A row is visible with Batch# 224743, Month/Year 10/2025, Source DS, Nbr of Recs 3, Total Debits 500.00, Total Credits 500.00, Comments 'Disposed on 10/06/2025 As of 10/06/2025', Object 01-10-00829-001, and Modify User SGA. A note '* Older Batches Exist*' is also present in the comments column.

Batch#	Month/Year	Source	Nbr of Recs	Total Debits	Total Credits	Comments	Object	Modify User
224743	10/2025	DS	3	500.00	500.00	* Older Batches Exist* Disposed on 10/06/2025 As of 10/06/2025	01-10-00829-001	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

Drop-downs

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.