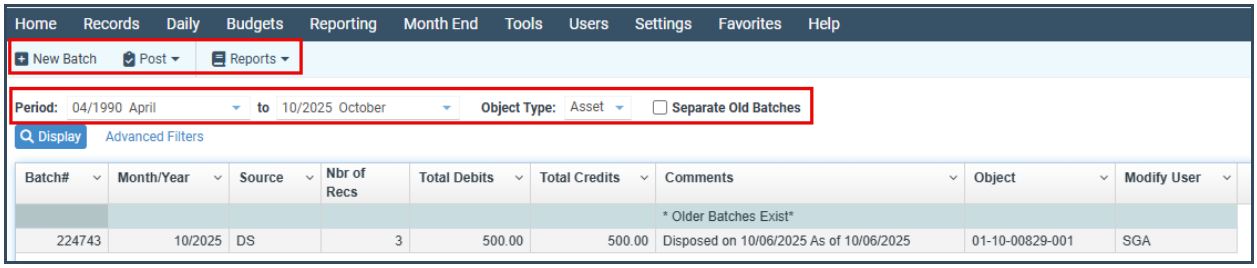
Last Modified on 09/29/2026 8:57 am EDT

Asset Entry Batches

Daily > General Ledger > Asset Entry Batches

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



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 and/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.