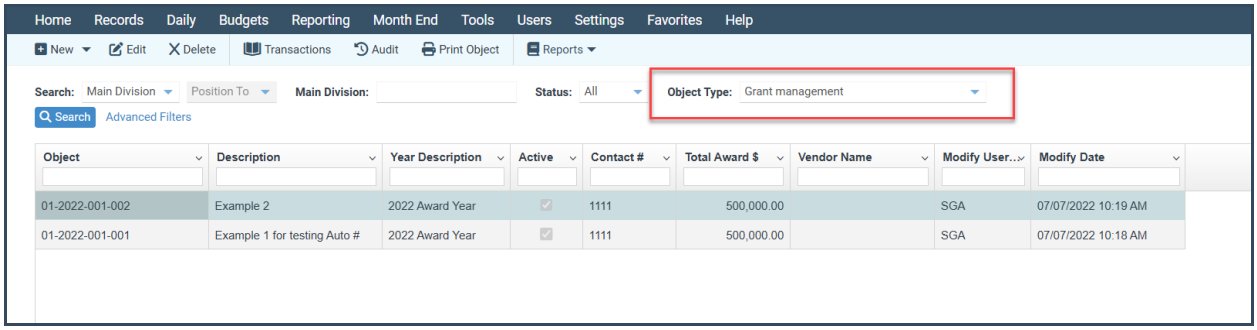
Last Modified on 09/29/2026 9:01 am EDT

Asset Additions

Records > Objects

Select the Asset Object Type from the Object Type drop-down to filter to specific object accounts.



New: The down arrow to the right of **New** will display the following three options for an Asset Addition.

Single Object: Displays the entry screen for an Asset Addition.

- Verify the Asset Period is accurate before adding the asset.
- Complete the Division fields.
- Options to Link Invoice, Link to J/E, & Add Attachments are available but not required.
- Complete the Required Asset Custom information (other fields may be required based on individual client setup; the following are system requirements):
  - Purchase Month/Year
  - Date of Purchase
  - Start Depreciation Month/Year
  - Purchase Amount
  - Depreciation Type
  - Years to Depreciate
  - Months to Depreciate
- The system calculates the helpful life of an asset as the combination of the Years to Depreciate & Months to Depreciate values (e.g., if an asset is to be depreciated over 5 years, input 5 years; **not** 5 years and 60 months).
- When all information is complete, click **Save**.

Clone: This option clones the information from the asset you choose and prefills the information in the entry screen for an Asset Addition; all fields can be modified.

- Verify the Asset Period is accurate before adding the Asset.
- Options to Link the Invoice, Link to J/E, & Add Attachments are available but not required.
- When all fields have been updated to reflect the new Asset, click **Save**.

Import: Import of Asset Additions.

- Please get in touch with support@sgasoftware.com to set up the asset import.

All Asset Activity is posted to the GL via Asset Entry Batches.