

Asset Tasks

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All tasks that can be performed on existing assets in the Fixed Asset module.

Records > Objects & choose the Asset Object Type from the Object Type drop-down

There are two ways to access Asset Tasks: 1) double-click the Asset to open the Object Screen and click Asset Tasks, or 2) left click the Asset to select and click Asset Tasks.

Asset Period: Determines which GL month the entries of your task(s) will start to take effect. The Asset Period does not update when accounting periods are closed; the Asset Period must be changed manually.

Schedule: Allows viewing of the Asset Cost & Useful Life Schedule; when viewing the Schedule - white shading indicates posted and yellow shading indicates unposted.

- When performing **Asset Tasks***, the system will display two Schedules. The one on the left is current, and the one on the right is the schedule that will be in effect when you save the Task.

Disposal: Allows for disposal of a single Asset

- See **Mass Disposals** if disposing of multiple assets
- Choose 'Disposal' from Task drop-down
- Verify the Asset Period
- Enter Disposal Date
 - 1st - 15th = no depreciation expense captured for disposal month
 - 16th - end of month = depreciation expense captured for disposal month
- Add Disposal Comment
- The Entry that will be available for posting through Asset Entry Batches after clicking save is displayed below the Task drop-down for your review prior to saving the disposal
- Click Save

Change Years/Months*: Allows modification to the Years & Months over which the asset will be depreciated with the ability to add Comments. The Schedule associated with the Change/Task is displayed to the right of the existing schedule.

Change Start Depr Mo/Yr*: Allows modification to the Start Depr Mo/Yr with the ability to add Comments. The Schedule associated with the Change/Task is displayed to the right of the existing schedule.

Change Amount*: Allows modification to the Amount of the Asset with the ability to add Comments. The Schedule associated with the Change/Task is displayed to the right of the existing schedule.

Change Depr Type*: Allows modification to the Depreciation Type with the ability to add Comments. The Schedule associated with the Change/Task is displayed to the right of the existing schedule.

- **Depreciation Types**

- D= Depreciating
- I = Inventory Only
- M = Immediately Depreciating
- N - Non-Depreciating

Split Object: Allows an Asset to be Split into two.

- Choose 'Split Object' from Task drop-down
- Click OK to proceed to the asset add screen to define the split amount
 - Note: when the asset add screen displays - the Asset # will default to the original Asset #, but with a new Seq #
- Change the Purchase Cost to the amount that represents the amount to split into a new Asset
- Click Save

Move Object: Allows an Asset to be Moved

- Choose 'Move Object' from Task drop-down
- Click OK to proceed to the asset add screen to define the split amount
 - Note: when the New Moved Asset screen displays, you will have the ability to change all Object Divisions.
- Update the Object Divisions to represent to where the Asset should be moved
- Click Save

All Asset Activity is posted to the GL via [Asset Entry Batches](#)
