

Link to Invoices or Journal Entries

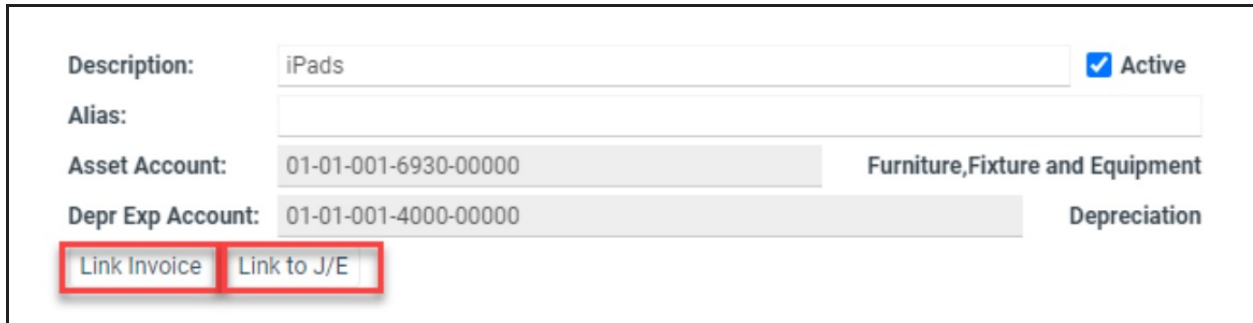
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Linking of Assets to Invoices or Journal Entries

There are two options for linking assets to invoices or J/E.

Option 1

Use the Link Invoice & Link to J/E buttons on the asset data display.

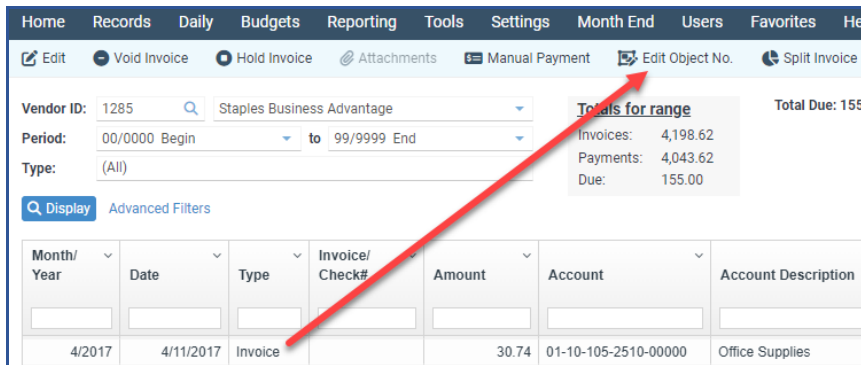


The screenshot shows a form for an asset named 'iPads'. The 'Description' field contains 'iPads' and there is a checked 'Active' checkbox. The 'Asset Account' is '01-01-001-6930-00000' with the label 'Furniture, Fixture and Equipment'. The 'Depr Exp Account' is '01-01-001-4000-00000' with the label 'Depreciation'. At the bottom, there are two buttons: 'Link Invoice' and 'Link to J/E', both of which are highlighted with a red rectangular box.

Note: You can only link to one of the two types at a time. After linking to invoice(s), save. Open the asset a second time to link to JE and save.

Option 2

Link transactions by entering the object number from the Browse History of a vendor or account.



The screenshot shows a software interface for vendor transactions. At the top, there are navigation tabs: Home, Records, Daily, Budgets, Reporting, Tools, Settings, Month End, Users, Favorites, and Help. Below these are action buttons: Edit, Void Invoice, Hold Invoice, Attachments, Manual Payment, Edit Object No. (highlighted with a red arrow), and Split Invoice. The main area shows search criteria: Vendor ID: 1285 (Staples Business Advantage), Period: 00/0000 Begin to 99/9999 End, and Type: (All). A 'Totals for range' box shows: Invoices: 4,198.62, Payments: 4,043.62, Due: 155.00, and Total Due: 155.00. Below this is a table with columns: Month/Year, Date, Type, Invoice/Check#, Amount, Account, and Account Description. The first row of data is: 4/2017, 4/11/2017, Invoice, [blank], 30.74, 01-10-105-2510-00000, Office Supplies.

Linked items are displayed on [Asset Transactions](#) if the source is set to be shown.