

SAGE BUSINESS CLOUD ACCOUNTING

ASSETS - USER MANUAL

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Assets

Accounting allows you to record your company's assets.

To access this function click on Company...Assets. The Assets menu displays.

The following Asset master files need to be created:

- List of Assets
- Asset Categories
- Asset Locations

Before you create your Assets, it is recommended to create your Asset Categories and Locations first. You can also create them on the fly.

Create your Assets

To create your company's assets, click on Company Menu...Assets...List of Assets. Click on the Add Asset button to create a new asset.

The following screen displays:

New Asset

Record Navigation: |◀◀▶▶|

Description

Category Location

Date Purchased

Serial Number

Bought From

Purchase Price Replacement Value

Current Value

User Defined Fields Notes

Text Values	Yes/No Values
Text Field 1 <input type="text"/>	Yes/No Field 1 <input type="checkbox"/>
Text Field 2 <input type="text"/>	Yes/No Field 2 <input type="checkbox"/>
Text Field 3 <input type="text"/>	Yes/No Field 3 <input type="checkbox"/>
Numeric Values	Date Values
Numeric Field 1 <input type="text"/>	Date Field 1 <input type="text"/>
Numeric Field 2 <input type="text"/>	Date Field 2 <input type="text"/>
Numeric Field 3 <input type="text"/>	Date Field 3 <input type="text"/>

Record Navigation: |◀◀▶▶|

To skip between the master files, click on the next or previous links.

Enter a short description of the Asset in the Description field. Assign a Category and Location to the Asset using the drop down menus in the respective fields.

It is very important to record the date you bought the Asset. Enter the Serial Number of the Asset, if applicable. Enter the Supplier's details in the Bought From field. Enter the Purchase Price, Current Value and Replacement Value in the respective Fields.

The bottom part of the screen has two tabs, allowing you to add:

- User Defines Fields, and
- Notes

You can also add attachments by clicking the  button.

Individual files may not exceed 2 MB in size. A maximum of 5 attachments per note or transaction can be added.

Asset Categories

To create your Asset Categories, click on Company...Assets...Asset Categories. Click on the Add Category button. Enter a description of the Category in the Description field.

New Asset Category

Description

Click on Save or Save and New buttons to save the newly added category and/or create another one.

Asset Locations

To create your Asset Locations, click on Company menu...Assets...Asset Location. Click on the Add Location button. Enter a description of the Location in the Description field.

New Asset Location

Description

Click on Save or Save and New buttons to save the newly added location and/or create another one.

Accounting allows you to import all the assets in your company.

Asset Report

Reports are available both in the Reports menu and from the many Reports sections on screens in Accounting. You are able to drill down to the transactions by clicking on a line in the report if the reports are printed in detail.

You can change the dates to preview the report for in the Date Range drop down menus. Click on the Refresh button to refresh the details on the report.

Report	Summary
Asset Register Report	This report contains a list of all your company's assets.