

# Fixed Assets — Practical User Scenario

A step-by-step guide for Fixed Asset Accountants on creating assets, capitalizing, running depreciation, and reviewing accounting entries and book value.

# Before You Begin



## Asset Categories

Asset categories and depreciation rules are ready and configured.



## GL Accounts

Fixed asset, accumulated depreciation, and depreciation expense accounts are set up.



## Access Permissions

Access to Fixed Assets, Depreciation/Schedule, and GL reports is granted.

# Step 1: Open Fixed Assets Workspace

## Action

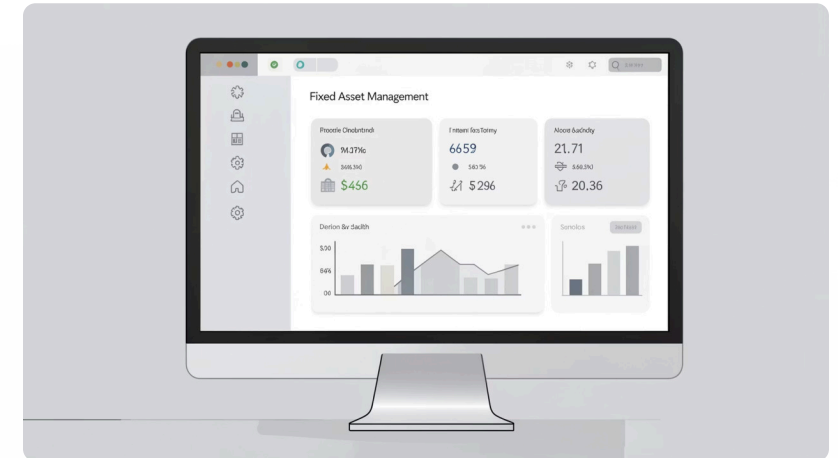
Navigate to Fixed Assets workspace.

## Expected Result

Fixed asset shortcuts and tracking indicators appear on screen.

## Screen

FA\_01\_WORKSPACE.png



# Step 2: Create Fixed Asset Record

01

## Open Fixed Asset

Click "New" to create a new asset record.

02

## Enter Details

Input asset name, category, company, and location (if applicable).

03

## Save Record

Click Save to create the asset in Draft or initial status.

 Screen: FA\_02\_ASSET\_CREATED.png

# Step 3: Enter Purchase/Capitalization Data

## Purchase Date

Enter the acquisition date of the asset.

## Purchase Value

Input the total capitalized cost.

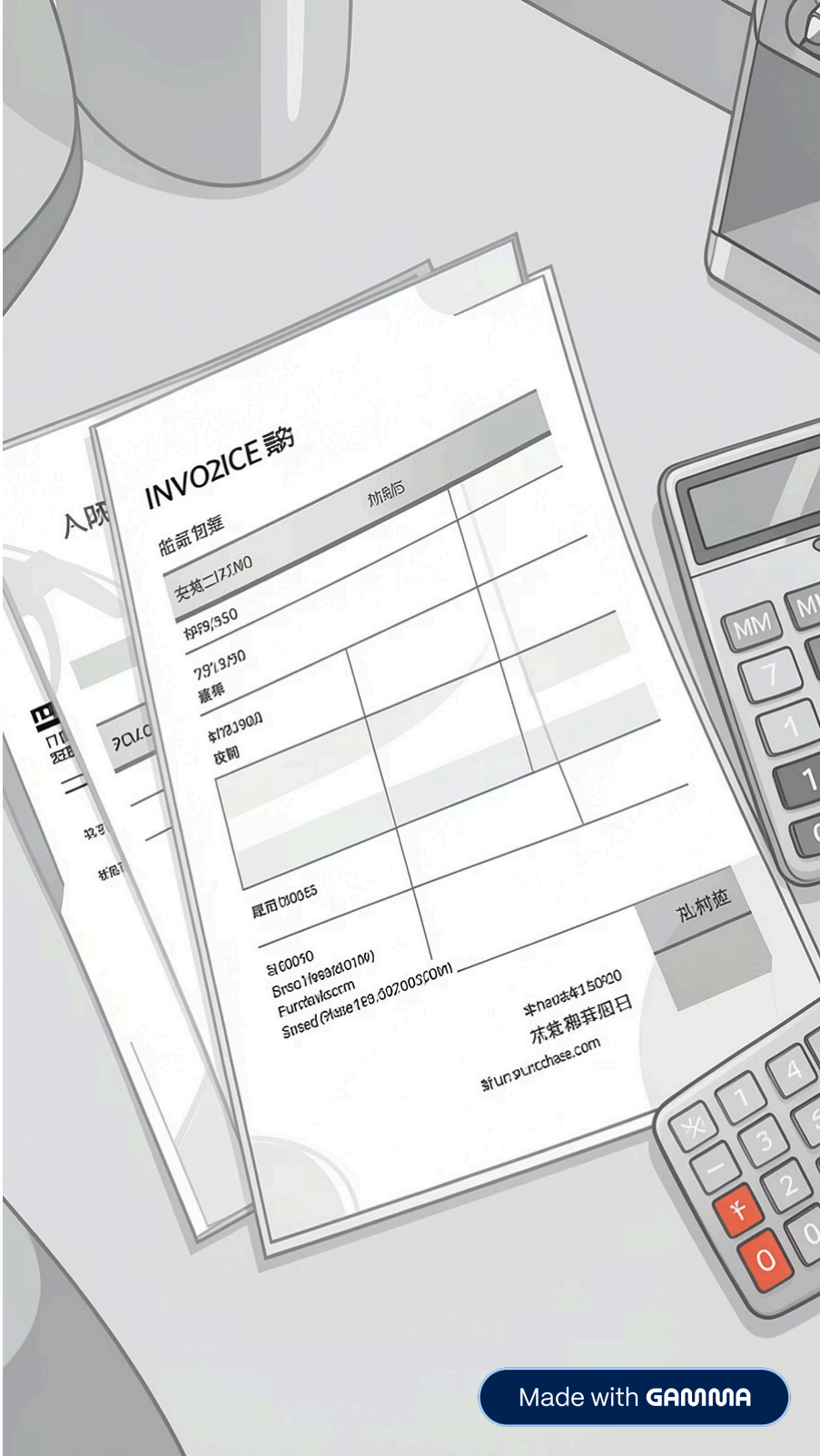
## Ready for Use

Set the date the asset becomes operational.

## Link Invoice

Optionally connect to purchase invoice if applicable.

**Expected Result:** Asset is capitalized or ready for capitalization. **Screen:** FA\_03\_CAPITALIZATION\_DETAILS.png



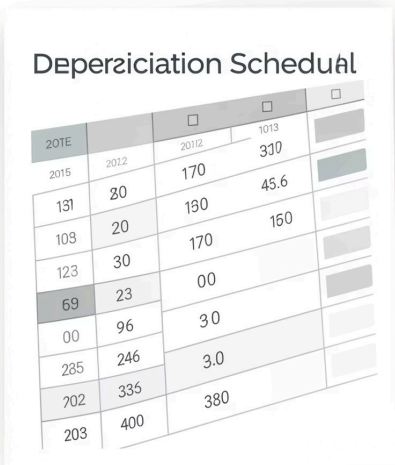
# Step 4: Create/Review Depreciation Schedule

## Action

Execute the "Create Depreciation Schedule" procedure or review the existing schedule.

## Expected Result

Depreciation periods and values for each period are displayed.



The screenshot displays a 'Depreciation Schedule' window with a table. The table has four columns: '201E', '2012', '2012', and '1013'. The data rows show various values for each column, including 131, 108, 123, 69, 00, 285, 702, 203, 20, 30, 23, 96, 246, 335, 400, 170, 190, 170, 00, 3.0, 3.0, and 380. The table is presented as a document with a shadow effect.

201E	2012	2012	1013
131	20	170	330
108	20	190	45.6
123	30	170	150
69	23	00	
00	96	3.0	
285	246	3.0	
702	335	380	
203	400		



Screen: FA\_04\_DEPRECIATION\_SCHEDULE.png

# Step 5: Post Depreciation



## Run Depreciation

Execute depreciation for the first period.



## Approve Entry

Review and approve the depreciation journal entry.



## Post to GL

Post depreciation expense and update accumulated depreciation.

Screen: FA\_05\_DEPRECIATION\_POSTED.png

**JOURNAL POST ENTRY**

Journal Posting

流義戻

差引戻

期 縮短の期 形式

期月 33.0

Account	Amount	Balance
520000	✓	0
506000		0
590200		0
230900	✓	10
100000		0
15/19.0		0

録帳番

Path6

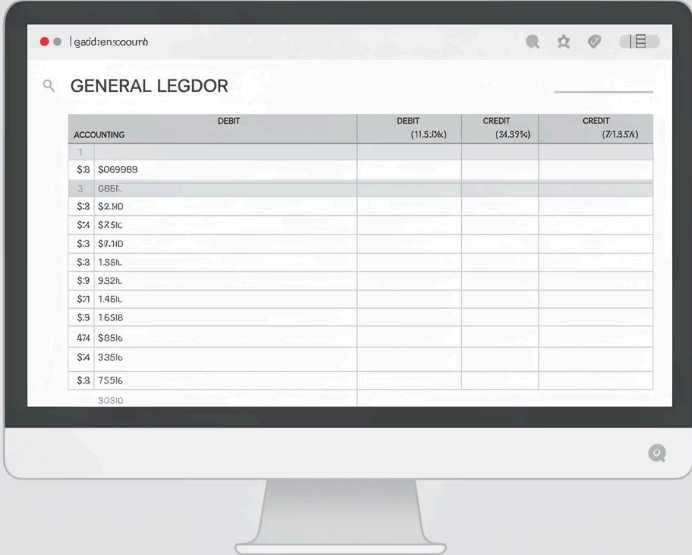
# Step 6: Review GL Entries

## Action


Open General Ledger report filtered by posting date and asset/depreciation accounts.

## Expected Result

Depreciation expense entries appear against accumulated depreciation accounts.



ACCOUNTING	DEBIT	DEBIT (11.5.0%)	CREDIT (24.39%)	CREDIT (71.5.5%)
1				
\$8 \$069088				
3 GBEI				
\$8 \$2.10				
\$4 \$2.51				
\$3 \$9.10				
\$8 1.35				
\$9 9.32				
\$71 1.46				
\$9 1.65				
474 \$0.6				
\$4 3.35				
\$8 7.59				
30810				

 Screen: FA\_06\_GL\_DEPRECIATION.png



## ACSETA CARD

ORIGINAL COST  
ACCUMULATED DEPRECIATION

$$\begin{array}{r} \text{₹} \quad \text{₹} \quad \text{₹} \\ \text{ACCOTEID} \quad \text{—} \quad \text{—} \quad \text{=} \quad \text{₹} \\ \text{= BOOK VALUE} \end{array}$$

# Step 7: Verify Asset Book Value

1

## Open Asset Record

Navigate to the asset master record.

2

## Review Values

Check current and book value fields.

3

## Verify Calculation

Book value reflects posted depreciation.

Screen: FA\_07\_BOOK\_VALUE.png

# Complete Fixed Asset Cycle

## Create & Capitalize

Asset record and purchase data entry

## Accounting Review

Verify entries and book value



## Depreciation Schedule

Generate periods and values

## Post to GL

Journal entries and account updates

Your fixed asset workflow is now complete with full audit trail from creation through depreciation posting.