

Adding and Editing Fixed Assets

In Add/Edit Fixed Assets, you can track your organization's fixed assets. You can track general information such as the purchase or acquired date, serial number, and condition. You can also set up each asset's depreciation method and other base-line information, as well as keep track of maintenance information.

You can add assets manually, or import asset information from a bar code scanner. In addition, you can print a list of fixed assets.