

1. Create New Asset Category

Finance > Fixed Asset > New Asset Category > Asset Category Details > Save

Navigation Menu:

- Property
- Tenant
- Finance** (1)
- Maintenance
- Portal
- Control Panel

Left Sidebar:

- General Ledger
- Banking
- Customer
- Supplier
- Fixed Asset** (2)
- Asset Manager
 - New Fixed Asset
 - New Asset Category** (3)
 - Asset Register
 - Asset Categories
- Asset Transactions
 - New Asset Depreciation
 - New Asset Reclassification
 - New Asset Disposal
 - Asset Depreciations
 - Asset Reclassifications
 - Asset Disposals
- IRAS Submission
- Reports

Main Form:

Asset Category

Asset Category Code: F&F

Asset Category Name: FURNITURE & FITTINGS

Posting Account Details

Fixed Asset	11110 Furniture & Fittings	(4)
Fixed Asset Depreciation	62910 Dep - Furniture & Fittings	
Accumulated Depreciation	11115 For Dep Furniture & Fitting	
Fixed Asset Disposal	62990 Disposal Gain/Loss	

Depreciation Details

Depreciation Period: 5 Year(s) and 0 Month(s)

Callouts:

- 1: Finance menu item
- 2: Fixed Asset menu item
- 3: New Asset Category menu item
- 4: Posting Account Details section
- 5: Save button

Annotations:

- Orange box: "Select the correct accounts code by click on the dropdown arrow" (points to dropdown arrows in account selection fields)
- Orange box: "Depreciation period for this asset category" (points to the depreciation period dropdown)

Bottom Bar:

New | Last Updated By is Not Available | **Save** (5) | Close