

# 1. Create New Fixed Asset

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

**1** Finance

**2** Fixed Asset

**3** New Fixed Asset

**4** Asset Location

**5** Save

**Asset Details**

Asset Description: Function Room Sofa

Asset Category: FF Furniture and Fittings

Profit Centre: [Empty]

Asset Location: [Empty]

Specification: [Empty]

**Purchase Details**

Purchase Info: [Empty]

Remarks: [Empty]

Purchase Date: 14 Apr 2022

Purchase Amount: 3,000.00

Purchase Quantity: [Empty]

**Depreciation Details**

Enable Asset Depreciation

Depreciation Start: 14 Apr 2022

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

Edit depreciation amount

First Month Dep.	28.54	per Month
Subsequent Month Dep.	50.36	per Month
Final Month Dep.	50.58	per Month
Total Depreciation	3,000.00	

**Right Sidebar:**

Asset Code: FRS0001

Serial Number: [Empty]

Initial Net Book Value: 3,000.00

Residual Amount: 0.00

Amount to be Depreciated: 3,000.00

Accumulated Dep.: 0.00

Net Book Value: 0.00

**Callout Boxes:**

- Untick the box if the assets has been fully depreciated (points to 'Edit depreciation amount')
- First depreciation to be generated in Cornerstone (points to 'Depreciation Start')
- Tick the box to edit the depreciation amount manually. Note: Total Depreciation must equal to amount to be depreciated (points to 'Enable Asset Depreciation')
- If the asset is migrated from other system, please input the Net Book Value and remaining useful life of the asset as per the cut off date. Note: The difference between Purchase Amount and Initial New Book Value will be deemed as the depreciated cost and not recorded/calculated in Q.Estate. (points to 'Initial Net Book Value')

**Footer:** New | Last Updated By is Not Available | Save | Close