

1. Create New Asset Category

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

The screenshot displays the 'New Asset Category' form in a software application. The interface is organized into several sections:

- Navigation:** The top bar includes tabs for 'Property', 'Tenants', 'Finance' (highlighted with a red box and a yellow circle '1'), 'Maintenance', 'Portal', and 'Control Panel'. The left sidebar has a menu where 'Fixed Asset' (highlighted with a red box and a yellow circle '2') and 'New Asset Category' (highlighted with a red box and a yellow circle '3') are visible.
- Form Fields:** The main area contains the following fields:
 - Asset Category Code:** F&F
 - Asset Category Name:** FURNITURE & FITTINGS
 - Posting Account Details:**
 - Fixed Asset:** 11110 Furniture & Fittings (highlighted with a yellow circle '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)
- Buttons:** At the bottom right, there is a 'Save' button (highlighted with a red box and a yellow circle '5') and a 'Close' button.

2. Create New Fixed Asset

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

Navigation: Demo Cornerstone > Finance > Fixed Asset > New Fixed Asset

Form Sections:

- 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]
- 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

Summary Values:

- Asset Code: FRS0001
- Serial Number: [Empty]
- Purchase Date: 14 Apr 2022
- Purchase Amount: 3,000.00
- Purchase Quantity: [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

Buttons: Save, Close