

How to Duplicate Fixed Asset

Precondition:

- Create Depreciation Method: [Create Depreciation Methods](#)
- Create Fixed Asset: [How to Create Fixed Asset](#)

1. Still in Fixed Asset screen, click Duplicate button

Should show:

- Asset Description = Duplicate (1) of Asset created <[How to Create Fixed Asset](#)>
- Asset No = <Asset No. Created in Precondition> + 1

The screenshot shows the 'Fixed Asset - AM-12' window. The menu bar includes 'New', 'Save', 'Search', 'Delete', 'Undo', 'Duplicate', 'Create Asset', 'Depreciate', 'Reverse', 'Reverse All', 'Retire', 'Export', and 'Close'. The 'Duplicate' button is highlighted. Below the menu bar, there are tabs: 'Details', 'GL Accounts', 'History', 'Depreciation Methods', 'Activities', 'Attachments', and 'Audit Log'. The 'Details' tab is active. On the left, under 'Details', the 'Asset No' field contains 'AM-12', the 'Asset Description' field contains 'Duplicate (1) of AM-11', and the 'Asset Group' field contains 'V'. On the right, under 'Asset Info', the 'Serial No' field contains 'T38-01' and the 'Notes' field contains 'Test Notes-T38'.

2. Enter these information

Details tab:

- Asset Description: FA Test-T39-<unique no.>
- Location: 0000 - Home Office
- Serial No: T39-2
- Notes: Test Notes-T39dup

3. Click Save button

Fixed Asset - AM-12

New Save Search Delete Undo Duplicate Create Asset Depreciate Reverse Reverse All Retire Export Close

Details GL Accounts History Depreciation Methods Activities Attachments Audit Log

Asset No AM-12

Asset Description FA Test-T39-2

Asset Group V

Department

Location * 0000 - Home Office

Date Acquired * 10/10/2022

Default placed in service * 10/11/2022

Depreciation Method * Straight Line-1

Default Cost * 100,000.00

Forex Rate

Currency * USD

Default Salvage Value 10,000.00

Basis Description

Asset Status

Acquired ☐

Depreciated ☐

Fully Depreciated ☐

Disposed ☐

Asset Info

Serial No T39-2

Notes Test Notes-T39dup

Market Value 0.00

Insurance Value 0.00

Pool ID

Manufacturer Name

Model No

Import

Imported ☐

Imported Dep Thru Date

Depreciation Tax to date

Depreciation GAAP to date

Legacy Id

Disposal

Disposition Date

Disposition No

Disposition Comment

Disposition Amount

? 0.61s

Saved

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