

Fixed Assets

Business Central Fixed Assets Module

- [Fixed Assets](#)
 - [Setup Fixed Assets](#)
 - [Acquire and Create Fixed Assets](#)
 - [Fixed Asset Depreciation](#)
 - [Transfer, Split, or Combine Fixed Assets](#)
 - [Fixed Asset Disposal](#)
 - [Fixed Asset Import](#)
 - [Fixed Asset Analysis and Reporting](#)

Fixed Assets

The fixed assets functionality in Business Central provides an overview of the fixed assets and helps ensure that their depreciation is correct. It also helps keep track of maintenance costs, manage insurance policies, post fixed asset transactions, and generate various reports and statistics.

See standard Business Central Overview for Fixed Assets: [Overview](#)

Setup Fixed Assets

The below list details the setups required for Fixed Assets. Select link for detail

To..	Learn More Here...
FA Setup	Fixed Asset Setup
FA Classes	FA Class Setup
FA Subclasses (Optional)	FA Subclass Setup
FA Locations (Optional)	FA Location Setup
Insurance Types (Optional)	FA Insurance Setup
Maintenance (Optional)	FA Maintenance Setup
Depreciation Books	Depreciation Books Setup
Depreciation Tables	Set Up FA User-Defined Depreciation Tables
FA Journal Templates	FA Journal & Other Templates Setups
FA Reclass. Journal Templates	FA Reclass. Journal Setup
Insurance Journal Templates	FA Insurance Journal Setup
FA Posting Groups	FA Posting Groups Setups

Acquire and Create Fixed Assets

There are a few options for acquiring and creating fixed assets in Business Central.

- Create a new fixed asset card by selecting new from the fixed asset list and completing the required fields
- Copy from an existing fixed asset card
- Create the fixed asset when capturing the acquisition purchase order or purchase invoice
- Capture the acquisition cost from the FA G/L Journal

Learn more at [Acquire and create fixed assets](#)

Fixed Assets

Fixed Asset Depreciation

The **Calculate Depreciation** function may be used to systematically calculate fixed asset depreciation periodically. The function creates a depreciation journal for review and posting.

Learn more at [Depreciate FA](#)

Transfer, Split, or Combine Fixed Assets

Fixed assets can be transferred, split or combined if necessary, utilising the **Fixed Asset Reclassification Journal**.

For example, 10 desk chairs are purchased, and the acquisition cost is captured to 1 FA no., later 1 of the 10 chairs are broken and needs to be disposed of.

The **Fixed Asset Reclassification Journal** can be used to split the FA in order to dispose of 1.

Learn more at [Reclassify fixed assets](#)

Fixed Assets

Fixed Asset Disposal

When fixed assets are sold or otherwise disposed of, a disposal entry is posted.

Learn more at [Dispose or retire FA](#)


Fixed Asset Import

The **Fixed Asset Import** function may be used to create fixed assets and related fixed asset ledger entries in bulk. This is usually when taking on data from another system.

The [FA import template.xlsx](#) should be populated with the fixed asset no's and their related fixed asset ledger entries to create the acquisition cost and depreciation entries.


1. Complete the import template in excel per the sample lines provided in the template
2. Delete the sample lines
3. Save the file as CSV (comma delimited) .csv
4. Open the file with notepad and delete the headings and save

The **Fixed Asset Import** function can be accessed by navigating to the **Fixed Asset List**.


1. Select **Search** (Alt+Q)  in the upper-right corner, enter **Fixed Assets** and open the **Fixed Assets List**
2. Choose **Import Fixed Assets** under the **Actions** ribbon button
3. Select OK to Import
4. Upload the completed .csv import template file

The **Fixed Assets** and related **Depreciation Books** will be created by the import.

The Fixed Asset ledger entries can now be created by posting the **Fixed Asset Journal** that were created by the import. The **Fixed Asset Journal** will only post fixed asset ledger entries and not G/L entries as these are posted as part of the financial take on, therefore before being able to post the Fixed Asset Journal, the **FA G/L Integration** must be disabled.

1. Select **Search** (Alt+Q)  in the upper-right corner, enter **Depreciation Book** and open the Depreciation Book administration
2. Edit the **Depreciation Book** used in the import file
3. Under the **Integration** FastTab disable **G/L Integration** for the fixed asset posting types used in the import, ie G/L Integration - Acq. Cost, G/L Integration - Depreciation


Once G/L Integration is disabled, the **Fixed Asset Journal** can be posted

1. Select **Search** (Alt+Q)  in the upper-right corner, enter **Fixed Asset Journals** and open the **Fixed Asset Journal**
2. The imported fixed asset acquisition cost and depreciation journal lines can be posted
3. The **Fixed Asset Book Value** will now be visible on the Fixed Asset List and Card after posting the FA ledger entries

Fixed Asset Analysis and Reporting

Business Central has many built-in fixed asset reports and analytics tools

The **Fixed Asset Book Value 01** report is most commonly used for periodic reporting of detailed or summarized information about acquisition cost, depreciation, disposal and book values for groups of fixed assets.

1. Select **Search** (Alt+Q)  in the upper-right corner, enter **Fixed Asset Book Value 01**
2. Enter the Depreciation Book
3. Starting and Ending Dates for the reporting period
4. Group Totals by as required, ie FA Class, or FA Posting Group
5. Select Print per Fixed Asset if a detailed report is required

Learn more at [Fixed assets reports](#) and [Fixed assets analytics](#)