


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

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