

Fixed Asset Items – Equipment Purchases

1. Set up the item on the

The screenshot shows the 'Edit Item' window with the following fields and values:

- Type:** Fixed Asset (dropdown menu). Description: Use for property you purchase, track, and may eventually sell. Fixed assets are long-lived assets, such as land, buildings, furniture, equipment, and vehicles.
- Asset Name/Number:** Ambir Dockport DS485 Scanner
- Asset Account:** Computers, Software & Equipment (dropdown menu)
- Purchase Information:**
 - Item is: new used
 - Purchase Description: Ambir Dockport DS485 Scanner
 - Date: 03/08/2007 (calendar icon)
 - Cost: 306.04
 - Vendor/Payee: provantage.com
- Sales Information:**
 - Item is sold:
 - Item is inactive:
 - Sales Description: (empty field)
 - Sales Date: (empty field with calendar icon)
 - Sales Price: 0,00
 - Sales Expense: 0,00
- Asset Information:**
 - Asset Description: Ambir Dockport DS485 Scanner
 - Location: (empty field)
 - PO Number: (empty field)
 - Serial Number: (empty field)
 - Warranty Expires: (empty field with calendar icon)
 - Notes: (empty text area)

Buttons on the right side: OK, Cancel, Custom Fields, Spelling.

2. Purchase the item using the Items tab:

Enter Credit Card Charges - CitiBusiness #5945/4976 (\$9K) (Editing Transaction...)

Previous Next Find Download Card Charges Journal

Credit Card CitiBusiness #5945/4976 (\$9K) Ending Balance 8,056.76

Purchase/Charge Refund/Credit

Credit Card Purchase/Charge

Purchased From Provantage Date 03/08/2007

Ref No. 2979475

Amount 306.04

Memo Ambir Dockport D5485 Scanner

[Are you ready to pay a bill from this credit card company?](#)

Expenses \$0.00 **Items \$306.04**

Item	Description	Q..	Cost	Amount	Customer:...	B...	Class
Ambir Dockp	Ambir Dockport D5485 Scanner		306.04	306.04			

Clear Splits Recalculate Save & Close Save & New Clear

3. Add the depreciation on the Expenses tab:

Enter Credit Card Charges - CitiBusiness #5945/4976 (\$9K) (Editing Transaction...)

Previous Next Find Download Card Charges Journal

Credit Card CitiBusiness #5945/4976 (\$9K) Ending Balance 8,056.76

Purchase/Charge Refund/Credit

Credit Card Purchase/Charge

Purchased From Provantage Date 03/08/2007
Ref No. 2979475
Amount 306.04

Memo Ambir Dockport D5485 Scanner

Are you ready to pay a bill from this credit card company?

Expenses \$0.00 Items \$306.04

Account	Amount	Memo	Customer:Job	Billa...	Class
ip Purch-Sec 179	306.04	Ambir Dockport D5485 ...			Office
Accumulated Sec1...	-306.04	Ambir Dockport D5485 ...			

Clear Splits Recalculate Save & Close Save & New Clear

When the equipment arrives, edit the Item to add Serial Number, Warranty and other notes.