

Asset Management Cross-Reference - FIN2400

Table of Contents

Asset Management Cross-Reference - FIN2400 1

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Finance > Tables > Asset Management Cross-Reference > Object/Subobject Codes

This tab uses the object and subobject codes of the account numbers to identify assets that are considered either capital assets or inventory.

When a purchase order is processed for payment, items that were purchased under matching account codes are identified by the system for inclusion in the Extract to Asset Management utility.

In addition, you can generate the Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > FIN1200 - Capital Outlay Expenditure Report to help identify the object codes that need to be set up.

Set up the Asset Management cross-reference table::

Field	Description
Object/Subobject	Type the four-digit object and the two-digit subobject codes for each item tracked by the Asset Management application.
Object Description	This field is automatically populated and cannot be changed.
Type	Click ⌄ to select the asset type.

Click **Save**.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
+Add	Click to add a row to the grid or press ALT+1. **Note**: When using ALT+1 to add a new row to the grid, you must use the 1 key on the keyboard, not the 1 key on the numeric keypad.

Print	**Review the report using the following buttons**: Click First to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.


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Back Cover