Asset Group

Module Guide: Asset Group

Module Location

Fixed Asset > Asset Group

Module Objective

The **Asset Group** module serves as the master data hub for creating and managing the classifications or categories for all of the company's fixed assets. This grouping is crucial for organizing assets, applying uniform depreciation policies per group, and for presentation in the financial statements (Balance Sheet).

1. Main View (Asset Group List)

The main page of this module displays a list of all fixed asset categories or groups that have been defined in the system.

View Explanation

This page is for viewing and managing all existing asset groups.

- **Group List**: The main table displays the names of existing asset groups, such as **BUILDING AND IMPROVEMENTS, EQUIPMENTS, LAND, VEHICLES,** etc.

Button Functions

- **[New]**: The primary button to create a new Asset Group.

- **[Delete]**: To delete a selected asset group.

2. Steps to Create a New Asset Group

Step 1: Create a New Group

From the Main View, click the **[New]** button to open the **Add Asset Group** form.

Step 2: Fill in Group Details

On the form that appears, fill in the required details:

- **Group Name**: Enter a clear and specific category name (e.g., Production Machinery, Operational Vehicles, Office Equipment, Computers & Laptops).
- **Related To**: You can use this dropdown to create a sub-group structure. For example, you could create a "Laptop" group and link it to the parent group "Computers & Laptops".
- **CostCenter**: Select a default department or cost center if assets in this group generally belong to a single department.

Step 3: Save

After all data is filled in, click the **[Save]** button to save the new asset group.

Tips & Important Notes

- The Asset Group you create here will become a **mandatory selection** when registering a new asset in the **Asset List** module.

- A good and well-structured grouping from the beginning will greatly simplify the management and reporting of fixed assets in the future.

- This is the **first and most fundamental step** in configuring and managing the Fixed Asset module.

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