

SHAUN LEDBETTER

# Using Post to GL in Fixed Assets



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A FEW THINGS FIRST

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Evaluate risks before acting based on ideas from this presentation.

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# Shaun Ledbetter

IMPLEMENTATION TEAM



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## Fixed Asset Accounting

THE TYPICAL EXPERIENCE



- High volume of manual calculations and validations
- Manual journal entries to create and correct assets
- Inefficient drill down to original asset costs
- Many painful hours spent reconciling fixed assets in spreadsheets
- **YUCK!!!**



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# Fixed Asset Accounting

AFTER MASTERING POST TO GL IN ACTIVITYHD



- Easily post asset costs from AP invoices or CIP
  - Drill-down to the original purchase invoice
- Add additional asset costs without manual entry
- Self-correct your assets using the Post to GL process
- Flexible asset retirement process
- Reconcile your fixed assets in **3 easy steps!**



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# Fall in Love with Fixed Assets

LET ACTIVITYHD POST TO GL TAKE CONTROL!

- Start Your New Assets Off Right
- Add Additional Asset Costs with Ease
- Let ActivityHD Do the Math For You
- Give Your Assets a Proper Sendoff
- Stress Free Three-Step Asset Reconciliation



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# Building a Solid Foundation

CREATING ASSETS IN ACTIVITYHD

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## Starting Off Right

ADDING NEW ASSETS IN ACTIVITYHD

- Multiple Options for Adding Asset Costs
- You can use the Post to GL Option
  - Reference an AP invoice line
  - Add offset account(s)
  - Great for posting from CIP accounts
- Assign date driven attributes like location and department
  - Gives a more detailed view of asset inventory
- Correct Asset Class selection provides you lots of time saving defaults.
  - Asset Account
  - Calculation Control
  - Accumulated Account
  - Deprecation Expense Account
  - Useful Life Years and Months
    - Can be changed from default

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# Create a New Asset

BUILD A SOLID FOUNDATION

### Asset for Payroll Demo

Code:  Class:  Acquisition Date:  Original Cost:  Retired Date:   Retired Lock

Description:  Parent:  In Service Date:  Salvage Value:  Retired Type:

Asset Cost Detail

Line	Invoice Line	Date	Cost	Post to GL	Offset Account	Remark

Attributes

FA Location:  [No current value](#)

DeptAttr:  [No current value](#)

Ledgers

Line	Ledger	Begin Date	Calculation Control	Life Years	Life Months	Asset Account	Accumulated Account	Total Cost

Ledger Cost Detail

Line	Date	Cost	Prior Depr	Added Life Years	Added Life Months	Remark

Ledger Extra Depreciation

Line	Date	Type	Type Description	Expense	Remark

Asset Retirement Custom Other

New

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# Add Asset Details

THE STARTING POINT

### Asset for Payroll Demo

Code: 850172 Class: BUILD Acquisition Date: 4/19/2023 Original Cost:  Retired Date:   Retired Lock

Description: Maintenance Workshop Parent:  In Service Date: 4/19/2023 Salvage Value: 10,000.00 Retired Type:

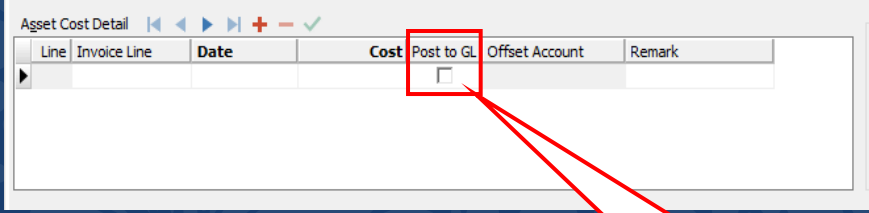
Be consistent with your asset codes

Add a salvage value if desired.

Select your class code. Remember, this will default accounts used for asset postings, calculation control, and asset life.

Acquisition date can't be later than the In Service date.


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Let's discuss the Post to GL option and how to use it further

**Post to GL Option**

ADDING ASSET COSTS



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# Navigate Decisively

## WHEN TO USE THE POST TO GL FLAG



- Post to GL replaces manual entries
- If Post to GL is used you must add an offset account
  - Where your "credit" entry is recorded
- This is useful when:
  - Adding assets from CIP
  - Adding an asset that was previously expensed
- Not useful when:
  - Asset cost was already posted to the asset account

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# Adding Asset Costs

USING POST TO GL OPTION

Reference to AP invoice makes drilling to original purchase a breeze.

Use this setup when adding assets from CIP or other accounts.

Line	Invoice Line	Date	Cost	Post to GL	Offset Account	Remark
▶ 1	AP - 1 - 2	4/19/2023	2,500,000.00	<input checked="" type="checkbox"/>	192005-00-A	Reclass from CIP

Make sure your asset cost date is not later than the in-service.

Using Post to GL option to reclass the asset from CIP.



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# Adding Asset Costs

WITHOUT POST TO GL OPTION

Optional AP invoice reference.

Use this setup when adding assets that have already been posted to the asset account.

Line	Invoice Line	Date	Cost	Post to GL	Offset Account	Remark
I 1		4/19/2023	2,500,000.00	<input type="checkbox"/>		

Simply enter your asset cost and the date.



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# Easy Assignment

## ASSIGN ATTRIBUTES TO ASSETS

Attributes

FA Location:  ...

DeptAttr:  ...

- Attributes can be date driven or non-date driven
- To add attributes to new assets
  - Click “No Current Value”
  - Enter the current date
  - Select the desired attribute item
  - Click the “Close” box



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Asset for Payroll Demo

Code: 850172 Class: BUILD Acquisition Date: 4/19/2023 Original Cost: 2,500,000.00 Retired Date: Retired Lock:

Description: Maintenance Workshop Parent: In Service Date: 4/19/2023 Salvage Value: 10,000.00 Retired Type:

Line	Invoice Line	Date	Cost	Post to GL	Offset Account	Remark
1	AP - 1 - 2	4/19/2023	2,500,000.00	<input checked="" type="checkbox"/>	192005-00-A	New Workshop

Ledgers

Line	Ledger	Begin Date	Calculation Control	Life Years	Life Months	Asset Account	Accumulated Account	Total Cost
1	Book	4/19/2023	SL-PM	30		196000-00-A	196500-00-A	2,500,000.00

Ledger Cost Detail (Book)

Line	Date	Cost	Prior Depr	Added Life Years	Added Life Months	Remark

Ledger Extra Depreciation (Book)

Assigning Attributes  
ATTRIBUTES IN ACTION



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# Intelligent Assets

USING ASSET CLASS DEFAULTS

Defaults from the In-Service date

Keep your Asset Class setup updated. This will save you time with asset entry.

Line	Ledger	Begin Date	Calculation Control	Life Years	Life Months	Asset Account	Accumulated Account	Total Cost
1	Book	4/19/2023	SL-FM	30		196000-00-A	196500-00-A	2,500,000.00

All this information is based on Asset Class selection and setup. These can be changed as needed.



# Asset Created

IT'S THAT EASY IN ACTIVITYHD

Click "Save" and you are done!

Asset for Payroll Demo

Code: 850172    Class: BUILD    Acquisition Date: 4/19/2023    Original Cost: 2,500,000.00    Retired Date:     Retired Lock

Description: Maintenance Workshop    Parent:    In Service Date: 4/19/2023    Salvage Value: 10,000.00    Retired Type:   

Line	Invoice Line	Date	Cost	Post to GL	Offset Account	Remark
1	AP - 1 - 2	4/19/2023	2,500,000.00	<input checked="" type="checkbox"/>	192005-00-A	New Workshop

Attributes

FA Location: 2050    Maintenance

DeptAttr: 70    Operations

Asset Cost Detail: As of 4/19/2023

Line	Ledger	Begin Date	Calculation Control	Life Years	Life Months	Asset Account	Accumulated Account	Total Cost
1	Book	4/19/2023	SL-FM	30		196000-00-A	196500-00-A	2,500,000.00





# Room for Expansion

ADDING ASSET ADDITIONAL ASSET COSTS IN ACTIVITYHD

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# Overhaul Your Assets

SIMPLE ASSET COST CHANGES



- Add additional in the Asset Cost Detail section
  - Click the “+” to add a new line
  - Add your asset cost detail
    - Add invoice line detail if applicable
  - Select the Post to GL checkbox if needed
    - Add an offset account
- Then click “Save” to save changes
- Ledger Cost Detail section used to add useful life to the asset

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# Additional Asset Costs

SIMPLE ASSET COST ADDITIONS

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# Additional Asset Costs

SIMPLE ASSET COST ADDITIONS

Add a reference to an invoice line where applicable.

You have the the Post to GL option available to reclass to the asset account if needed.

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**Projecting Change**  
THE DEPRECIATION SCHEDULE

Notice this is a projection, not based on actuals.

**Depreciation Schedule**  
Book Ledger  
(1/1/2024 - 12/31/2024)

Payroll Demo  
ACW - admin\_sledbetter  
Wednesday, April 19, 2023 2:32:57PM Page 1

Code	Description	In-Service	CalcCtl	Life	Salv	Begin	End	Cost	Prior Depr	Period Depr	Bonus	Total Depr	Remain Depr
850172	Maintenance Workshop	4/19/2023	SL-FM	30	10,000.00	1/1/2024	12/31/2024	2,500,000.00	62,250.00	83,000.00	0.00	145,250.00	2,344,750.00
<b>Number of Assets: 1</b>					10,000.00			2,500,000.00	62,250.00	83,000.00	0.00	145,250.00	2,344,750.00

**Depreciation Schedule**  
Book Ledger  
(1/1/2024 - 12/31/2024)

Payroll Demo  
ACW - admin\_sledbetter  
Wednesday, April 19, 2023 2:36:05PM Page 1

Code	Description	In-Service	CalcCtl	Life	Salv	Begin	End	Cost	Prior Depr	Period Depr	Bonus	Total Depr	Remain Depr
850172	Maintenance Workshop	4/19/2023	SL-FM	30	10,000.00	1/1/2024	12/31/2024	2,750,000.00	68,500.00	91,333.33	0.00	159,833.33	2,580,166.67
<b>Number of Assets: 1</b>					10,000.00			2,750,000.00	68,500.00	91,333.33	0.00	159,833.33	2,580,166.67

Great tool for budgeting!



# Behind the Curtain

USING THE POST TO GL WIZARD IN ACTIVITYHD

# Calculated vs Original Dates

## Post to GL Wizard Basics



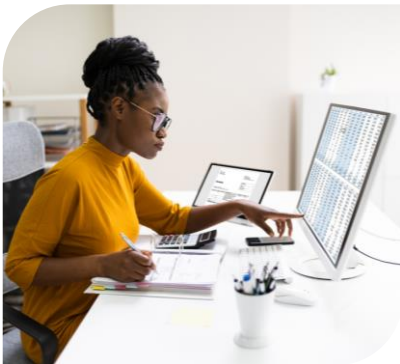
- Calculated Dates = Override Dates you choose
  - Allows you **full control** of the period corrections post in
- Original Dates = Original Asset GL Post Date
  - Corrections post in original period
  - Consider if the period is closed



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# Calculated vs Original Accounts

## POST TO GL WIZARD BASICS



- Original Account posts reversals where original entry was posted
- Calculated Accounts = Override Accounts you choose
  - Not recommended using this setting with override accumulated depreciation account
  - Reversals with overrides can bring accounts out of balance



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# Setting Up Post to GL

TIME SAVING SAVED ANSWERS

Make sure to click "Save" and name your saved answer distinctively

These values default for you!

Only use this area when doing corrections

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# Running Post to GL

POST TO GL IN ACTION

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# Post to GL Results

ACTIVITYHD DOES IT ALL

### Asset GL Detail for Payroll Demo

Filters:  Lookup:


Entry #	Asset	Asset Description	Ledger	Source	FA Date	GL Date	Amount	Debit Account	Credit Account	GL Entry
11155	850169	Network Infrastructure-Admi...	Book	Depreciation	3/31/2023	3/31/2023	133.42	900000-11-A	197500-00-A	FA - 100
11156	850021	Patio Furniture	Book	Depreciation	3/31/2023	3/31/2023	74.29	900000-70-A	193500-00-A	FA - 100
11157	850022	Modular Restroom	Book	Depreciation	3/31/2023	3/31/2023	79.46	900000-70-A	196500-00-A	FA - 100
11158	850023	Magnolia Tree Rings-37 10" di...	Book	Depreciation	3/31/2023	3/31/2023	559.69	900000-70-A	193500-00-A	FA - 100
11159	850025	Heritage Farm-Move Heritage...	Book	Depreciation	3/31/2023	3/31/2023	686.08	900000-70-A	194500-00-A	FA - 100
11160	850026	Grandstand Improv-repair	Book	Depreciation	3/31/2023	3/31/2023	353.74	900000-70-A	194500-00-A	FA - 100
11161	850027	Restrooms-on grounds	Book	Depreciation	3/31/2023	3/31/2023	520.29	900000-70-A	196500-00-A	FA - 100
11162	850028	Parking Lot Lights	Book	Depreciation	3/31/2023	3/31/2023	29.77	900000-70-A	193500-00-A	FA - 100
11163	850029	Paving	Book	Depreciation	3/31/2023	3/31/2023	2,297.07	900000-70-A	193500-00-A	FA - 100
11164	850030	Fire Risers	Book	Depreciation	3/31/2023	3/31/2023	154.55	900000-60-A	196500-00-A	FA - 100

Total: 10 Selected: 10 Amount: 4,888.36 Order: \*Entry #

<< Back Next >> **Finish** Cancel

ActivityHD creates all your asset postings in 1 process!

Click "Finish" and your done!



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# Post to GL Wizard

POST TO GL ERRORS

Post FA to GL for Payroll Demo - ACW - admin\_sledbetter

Steps: Specify Options, **Post Depreciation to GL**, View GL Detail


Progress:   
Status:

Post to GL Assets for Payroll Demo - ACW - admin\_sledbetter

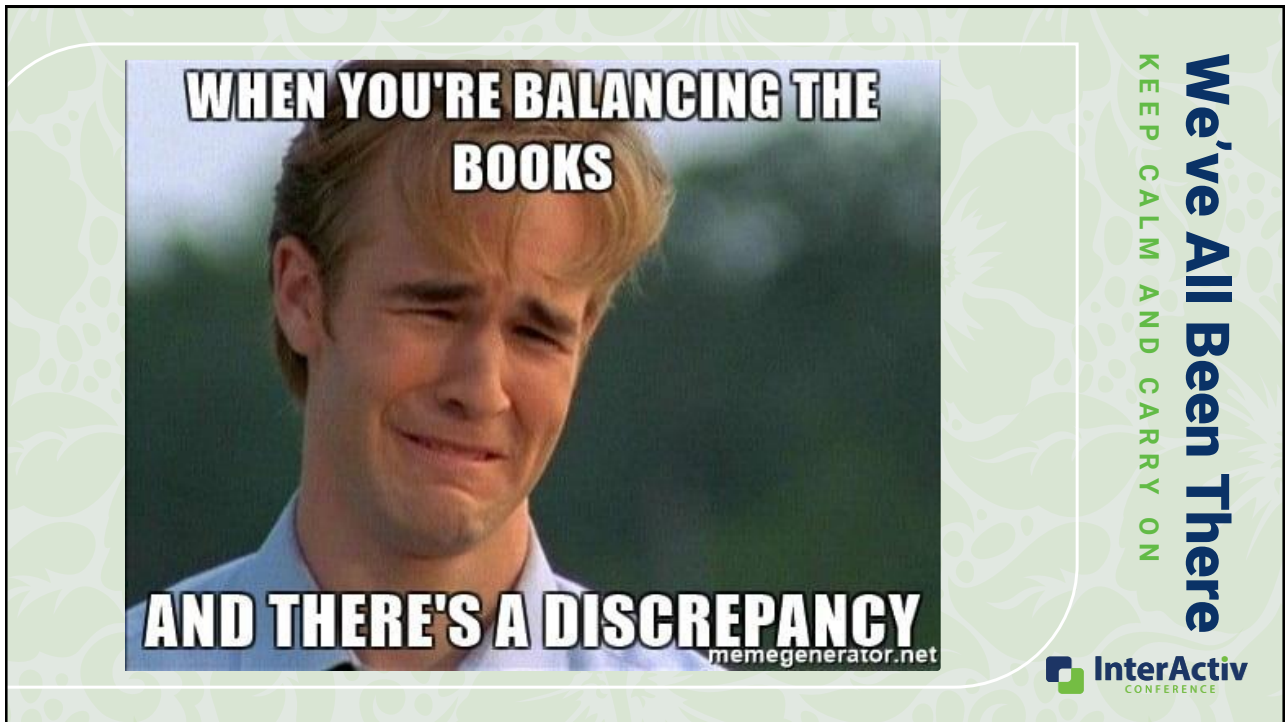
Are you sure you want to Post FA to GL for 35 Asset/Ledgers?

Yes No


<< Back Next >> **Pause** Cancel



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## Stay The Course

### TRUE MEANING OF ERRORS

- ActivityHD is doing the math for you
  - Calculates what the net book value should be based on current setup
- Errors occur when this calculation doesn't match current asset GL detail
- Gives **YOU** the option to choose:
  - GL post dates for corrections
  - New account codes, if needed

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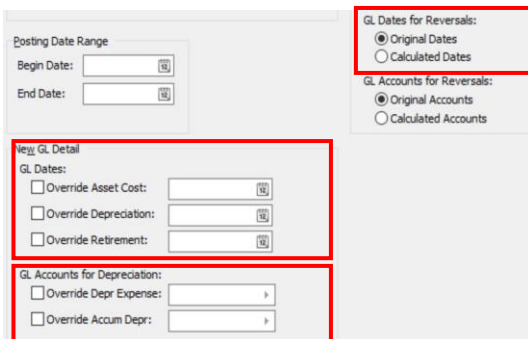
## Common Post to GL Errors

Common Post to GL Errors	What Does This Mean?	How Can I Troubleshoot This?
Earlier calculated depreciation does not match the posted total	Could be that one or more months of depreciation are missing.	Review your asset GL detail to locate the missing month(s). Run the Post to GL process to post depreciation for the date range(s) needed.
Earlier calculated asset costs do not match the posted total	This indicates that the asset costs were not posted within fixed assets.	Verify no manual entry exists for the asset. If not, run the Post to GL process using the acquisition date for the date range to post asset costs.
GL Date not found in GL Calendar	Indicates that the GL calendar period available for the posting, or the asset end of life date extends beyond the last calendar period available.	Check the calendar setup under GL to ensure the period(s) you are posting to are setup and open. If not, you will need to add the additional periods.
Invalid Account code for either an Asset, Deprecation, or Retirement Posting	This error will indicate the specific account that is either invalid or has been obsolete.	Any account in the error can be located on either the asset or retirement tab of the asset. Highlighted yellow accounts will indicate invalid accounts.

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## Word of Caution

### LIMIT ASSET SELECTION WHEN DOING CORRECTIONS



Posting Date Range  
Begin Date:   
End Date:

GL Dates for Reversals:  
 Original Dates  
 Calculated Dates

GL Accounts for Reversals:  
 Original Accounts  
 Calculated Accounts

New GL Detail  
GL Dates:  
 Override Asset Cost:   
 Override Depreciation:   
 Override Retirement:

GL Accounts for Depreciation:  
 Override Depr Expense:   
 Override Accum Depr:

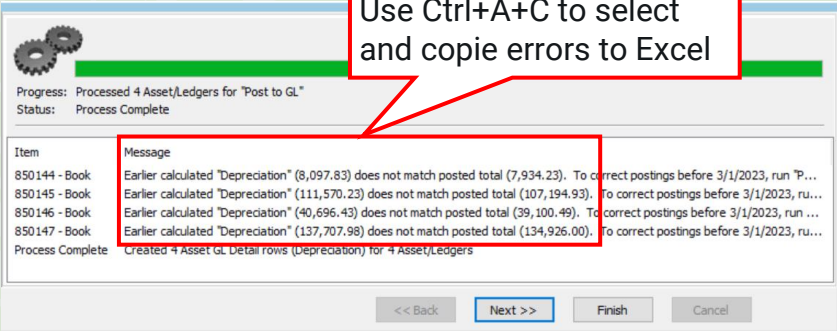
- Specific Post to GL options may be used for corrections
  - May not be the same as options used for monthly postings
  - Can lead to unintended effects
- Applies when:
  - Using Original GL Dates
  - Using an override account code
  - Using override GL dates
- Handle corrections separately from monthly Post to GL process

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Handling Errors

STAYING BALANCED


This information is key!  
Use Ctrl+A+C to select and copie errors to Excel



Progress: Processed 4 Asset/Ledgers for "Post to GL"  
Status: Process Complete

Item	Message
850144 - Book	Earlier calculated "Depreciation" (8,097.83) does not match posted total (7,934.23). To correct postings before 3/1/2023, run "P...
850145 - Book	Earlier calculated "Depreciation" (111,570.23) does not match posted total (107,194.93). To correct postings before 3/1/2023, ru...
850146 - Book	Earlier calculated "Depreciation" (40,696.43) does not match posted total (39,100.49). To correct postings before 3/1/2023, run ...
850147 - Book	Earlier calculated "Depreciation" (137,707.98) does not match posted total (134,926.00). To correct postings before 3/1/2023, ru...
Process Complete	Created 4 Asset GL Detail rows (Depreciation) for 4 Asset/Ledgers

Common Post to GL Errors	What Does This Mean?	How Can I Troubleshoot This?
Earlier calculated depreciation does not match the posted total	Could be that one or more months of depreciation are missing.	Review your asset GL detail to locate the missing month(s). Run the Post to GL process to post depreciation for the date range(s) needed.



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Problem Solved

LOCATE ERRORS QUICKLY

**Asset for Payroll Demo**


Code: 850144    Class: LEASE    Acquisition Date: 12/29/2014    Original Cost: 9,815.54    Retired

Description: Bldg 5-Electric    Parent:    In Service Date: 12/29/2014    Salvage Value:    Retired

**Asset GL Detail**

Entry #	Asset	Asset Description	Ledger	Source	FA ...	GL Date	Amount	Debit Account	Credit Account	GL Entry
11267	850144	Bldg 5-Electric	Book	Depreciation	3/31/2023	3/31/2023	81.80	900000-70-A	194500-00-A	FA - 100
10733	850144	Bldg 5-Electric	Book	Depreciation	12/31/2022	12/31/2022	81.79	900000-70-A	194500-00-A	FA - 97
10739	850144	Bldg 5-Electric	Book	Depreciation	11/30/2022	11/30/2022	81.80	900000-70-A	194500-00-A	FA - 96
10738	850144	Bldg 5-Electric	Book	Depreciation	10/31/2022	10/31/2022	81.79	900000-70-A	194500-00-A	FA - 95
10737	850144	Bldg 5-Electric	Book	Depreciation	9/30/2022	9/30/2022	81.80	900000-70-A	194500-00-A	FA - 94
10736	850144	Bldg 5-Electric	Book	Depreciation	8/31/2022	8/31/2022	81.79	900000-70-A	194500-00-A	FA - 93
10735	850144	Bldg 5-Electric	Book	Depreciation	7/31/2022	7/31/2022	81.80	900000-70-A	194500-00-A	FA - 92
10734	850144	Bldg 5-Electric	Book	Depreciation	6/30/2022	6/30/2022	81.79	900000-70-A	194500-00-A	FA - 91

Note that Jan and Feb 2023 depreciation is not recorded.



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Options

Ledgers: Available Ledgers, Assigned Ledgers (Book)

Posting Date Range:  
 Begin Date: 1/1/2023  
 End Date: 2/28/2023

Options:  
 Amount is Different  
 GL Dates are Different  
 GL Accounts are Different  
 Attributes are Different

GL Dates for Reversals:  
 Original Dates  
 Calculated Dates

GL Accounts for Reversals:  
 Original Accounts  
 Calculated Accounts

Asset GL Detail for Payroll Demo

Filters: [dropdown] Lookup: [input]

Entry #	Asset	Asset Descr...	Ledger	Source	FA ...	GL Date	Amount	Debit Account	Credit Account	GL Entry
11288	850144	Bldg 5-Electric	Book	Depreciation	2/28/2023	3/31/2023	81.80	900000-70-A	194500-00-A	FA - 100
11290	850145	Bldg 5-Floor	Book	Depreciation	2/28/2023	3/31/2023	2,187.65	900000-70-A	194500-00-A	FA - 100
11292	850146	Bldg 5-Paint	Book	Depreciation	2/28/2023	3/31/2023	797.97	900000-70-A	194500-00-A	FA - 100
11294	850147	Bldg 5-Roof	Book	Depreciation	2/28/2023	3/31/2023	1,390.99	900000-70-A	194500-00-A	FA - 100
11287	850144	Bldg 5-Electric	Book	Depreciation	1/31/2023	3/31/2023	81.80	900000-70-A	194500-00-A	FA - 100
11289	850145	Bldg 5-Floor	Book	Depreciation	1/31/2023	3/31/2023	2,187.65	900000-70-A	194500-00-A	FA - 100
11291	850146	Bldg 5-Paint	Book	Depreciation	1/31/2023	3/31/2023	797.97	900000-70-A	194500-00-A	FA - 100
11293	850147	Bldg 5-Roof	Book	Depreciation	1/31/2023	3/31/2023	1,390.99	900000-70-A	194500-00-A	FA - 100

Total: 8 Selected: 1 Amount: 81.80 Order: \*FA Date

Buttons: << Back, Next >>, Finish, Cancel

**NO MANUAL JOURNAL NEEDED**

**Post to GL Corrections**

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Use the missing depreciation dates as the posting date range.

Use an override date if the prior periods are closed.

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# Happy Retirement!

RETIRING FIXED ASSETS IN ACTIVITYHD

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# Partial Versus Full

## FLEXIBLE ASSET RETIREMENT IN ACTIVITYHD



- You can partially or fully retire an asset in ActivityHD
- Partial retirement retires a percentage of the asset value
  - Great for impaired fixed assets
  - Sell a portion of an asset (building)
- Full retirement retires the full asset value
  - Permanent retirement



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# Retirement Planning

## BASICS OF RETIREMENT TYPES

- Reason code for the retirement
  - Becomes part of your asset record
- Use any retirement type for full retirement
  - Option to allow partial retirements
- Can set a default gain/loss account
  - Great for multi-user setup
- Optional to allow proceeds or not
  - Can set the bank account
- Good for Asset Retirement Report
  - Impairment loss reporting
  - Reconciling gain/loss or proceeds received



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# Retirement Types

IMPAIRMENT TYPE EXAMPLE

The screenshot shows a software window titled "Retirement Type - 'Impairment' for Payroll Demo - ACW - admin\_sledbetter". The form contains the following fields and options:

- Code:** Impairment
- Description:** Impairment Losses
- Allow Partial Retirement
- Allow Proceeds
- Gain/Loss Account:** 810000-00-A
- Bank Account:** [Dropdown menu]

A red box highlights the "Allow Partial Retirement" checkbox and the "Gain/Loss Account" field. A callout box with arrows pointing to these elements contains the text: "Select to allow partial retirements and add a gain/loss account specific to impairment losses".

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# Semi-Retired Asset

PARTIAL ASSET RETIREMENT

The screenshot shows a software window titled "Asset for Payroll Demo". The form contains the following fields and options:

- Code:** 850172
- Class:** BUILD
- Acquisition Date:** 4/19/2023
- Original Cost:** 2,750,000.00
- Retired Date:** [Empty]
- Retired Lock
- Description:** Maintenance Workshop
- Parent:** [Empty]
- In Service Date:** 4/19/2023
- Salvage Value:** 10,000.00
- Retired Type:** [Dropdown menu]

Below the main form are sections for "Retirement Detail" and "Ledgers". The "Ledgers" section has a "Book" dropdown menu highlighted with a red box. At the bottom of the window, the "Asset" dropdown menu is also highlighted with a red box, showing "Retirement" as the selected option.

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# Semi-Retired Asset

PARTIAL ASSET RETIREMENT

Make sure to click "Save" when you are done!

Asset for Payroll Demo

Code: 850172    Class: BUILD    Acquisition Date: 4/19/2023    Original Cost: 2,750,000.00    Retired Date:    Retired Lock:

Description: Maintenance Workshop    Parent:    In Service Date: 4/19/2023    Salvage Value: 10,000.00    Retired Type:    Retired Type:    Retired Type:

Line	Date	Type	Percent	Amount	Proceeds	Post to GL	Remark
1	7/31/2023	Casualty Loss	30			<input checked="" type="checkbox"/>	Writedown due to storm damage

Set your retirement type.

Enter either a percentage or amount less than 100% of the value.

Check Post to GL to post the retirement entries for you!

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# Semi-Retired Asset

PARTIAL ASSET RETIREMENT

The asset has no retirement date, since it was partially retired.

Asset for Payroll Demo

Code: 850172    Class: BUILD    Acquisition Date: 4/19/2023    Original Cost: 2,750,000.00    Retired Date:    Retired Type:    Retired Type:

Description: Maintenance Workshop    Parent:    In Service Date: 4/19/2023    Salvage Value: 10,000.00    Retired Type:    Retired Type:    Retired Type:

Line	Date	Type	Percent	Amount	Proceeds	Post to GL	Remark
1	7/31/2023	Casualty Loss	30			<input checked="" type="checkbox"/>	Writedown due to storm damage

Line	Date	Type	Amount	Depreciation	Net Value	Proceeds	Gain/Loss	Gain/Loss Account	Bank Account	Remark
1	7/31/2023	Casualty Loss	825,000.00	9,133.33	815,866.67		815,866.67-	850001-00-A	113007-00-A	

Look at this beautiful accounting. All done by ActivityHD!

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**Fully-Retired Asset**  
FULL ASSET RETIREMENTS

Click "Save" to complete!

Asset for Payroll Demo

Code: 850157 Class: IT Acquisition Date: 12/29/2016 Original Cost: 11,148.96  
 Description: IT Hardware-Server Parent: In Service Date: 12/29/2016 Salvage Value:

Line	Date	Type	Percent	Amount	Proceeds	Post to GL	Remark
1	4/20/2023	Obsolete	100			<input checked="" type="checkbox"/>	Server has left the building!

Set your retirement type.

Set your percentage retirement to 100%.

Set the Post to GL option to handle all your entries!

InterActiv CONFERENCE

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**Fully-Retired Asset**  
FULL ASSET RETIREMENT

Since the asset is fully retired, the retired date populates automatically.

Asset for Payroll Demo

Code: 850157 Class: IT Acquisition Date: 12/29/2016 Original Cost: 11,148.96 Retired Date: 4/20/2023 Retired Lock  
 Description: IT Hardware-Server Parent: In Service Date: 12/29/2016 Salvage Value: Retired Type: Obsolete

Line	Date	Type	Percent	Amount	Proceeds	Post to GL	Remark
1	4/20/2023	Obsolete	100			<input checked="" type="checkbox"/>	Server has left the building!

Ledgers

Line	Date	Type	Amount	Depreciation	Net Value	Proceeds	Gain/Loss	Gain/Loss Account	Bank Account	Remark
1	4/20/2023	Obsolete	11,148.96	10,219.88	929.08		929.08	850001-00-A	113007-00-A	

All the calculations handled by ActivityHD! No manual journal needed.

InterActiv CONFERENCE

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# Retirement Lock vs Obsolete

## ORDER OF OPERATIONS



- Retirement lock prevents further retirement entries
  - Use once the asset is retired in full
  - Confirm the asset is “zeroed” out
  - Can be removed if needed
- Obsolete removes the asset from the HD View
- Use retirement lock, then obsolete your assets



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# Reconciling Assets in ActivityHD

SIMPLE THREE STEP RECONCILIATION WITH ACTIVITYHD

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# Keys to Success

## RECONCILING FA IN ACTIVITYHD

- Avoid posting manual journal entries
  - Manual journals are not reflected on the asset detail
  - Make corrections to the asset instead
- Remember to reprocess Post FA to GL
  - This will self-correct your assets
- Choose the right reports to reconcile



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## Fixed Asset Reporting Playbook

Fixed Asset Report	Good Choice For	Reconciling	Budgeting	Inventorying
Asset GL History Report	Seeing <b>CURRENT</b> or <b>PRIOR</b> asset costs, retirements, and depreciation from the Fixed Asset package posted using the Post to GL process.	X		
Depreciation Schedule	Projecting depreciation for <b>FUTURE</b> periods based on the current asset setup. This is also a good way to see the <b>FUTURE</b> effects of changes to your asset setup.		X	
Assets Listing	Giving you a snapshot of the setup of your fixed assets as of a date you specify with the options to include attribute, cost, retirement, memos, and timestamps.			X



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# Done and Dusted

RECONCILING FIXED ASSETS IN 3-EASY STEPS



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## Complete Step 1

ASSET GL HISTORY REPORT

**Annotations:**

- Answers:** Reconcile GL
- Options:** Create your saved answer with these options!
- Sort and subtotal by asset account**
- Exclude Assets:** Make sure you uncheck Include Voiced Detail and Show Assets

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# Complete Step 1

ASSET GL HISTORY REPORT

### Asset GL History

Book Ledger  
Reconcile GL  
(3/1/2023 - 3/31/2023)

Payroll Demo  
ACW - admin\_sledbetter

Wednesday, April 19, 2023 11:56:43PM  
Page 1

	Beginning Totals			Detail Totals		Ending Totals		
	Capitalized Cost	Accum Depr	Net Value	Cost	Depreciation	Capitalized Cost	Accum Depr	Net Value
Asset Account: 193000-00-A (56 assets)	2,581,746.94	1,574,045.72	1,007,701.22	0.00	24,907.87	2,581,746.94	1,598,953.59	982,793.35
Asset Account: 194000-00-A (15 assets)	1,206,550.75	645,019.10	561,531.65	0.00	17,379.81	1,206,550.75	662,398.91	544,151.84
Asset Account: 195000-00-A (15 assets)	217,179.99	145,737.29	71,442.70	0.00	2,964.61	217,179.99	148,701.90	68,478.09
Asset Account: 196000-00-A (41 assets)	2,989,613.10	1,295,720.69	1,693,892.41	0.00	14,268.96	2,989,613.10	1,309,989.65	1,679,623.45
Asset Account: 197000-00-A (24 assets)	1,153,442.14	771,908.49	381,533.65	0.00	13,846.14	1,153,442.14	785,754.63	367,687.51
Asset Account: 198000-00-A (1 asset)	1,500,000.00	0.00	1,500,000.00	0.00	0.00	1,500,000.00	0.00	1,500,000.00
<b>Grand Totals (152 assets)</b>	<b>9,648,532.92</b>	<b>4,432,431.29</b>	<b>5,216,101.63</b>	<b>0.00</b>	<b>73,367.39</b>	<b>9,648,532.92</b>	<b>4,505,798.68</b>	<b>5,142,734.24</b>

Notice everything is summarized since Show Detail was removed.

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# Complete Step 2

FIXED ASSET TRIAL BALANCE

Trial Balance Report for Payroll Demo - ACW - admin\_sledbetter

Answers: Reconciling FA to GL

Filters:

Conditions:  
Segments Ledger = 'A'  
AND (...)  
Rollups BalSheetGroup = 'FIXASSETS'  
OR Rollups BalSheetGroup = 'ACCDEPR'

Use your rollup as a grouping for comparative totals

Grouping

Available Sort Options

BalSheetGroup Code (Rollup)

Assigned Sort Options

BalSheetGroup Code (Rollup)

Subtotal Level: BalSheetGroup Code (Rollup)

Create a saved answer with these options!

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### Trial Balance

Reconciling FA to GL (3/1/2023 - 3/31/2023)  
Unit Of Measure: \$

Payroll Demo  
ACW - admin\_sledbetter

Thursday, April 20, 2023 12:35:49AM  
Page 1

Account	Beginning Balance	Debits	Credits	Net Activity	Ending Balance
<b>BalSheetGroup: ACCDEPR</b>					
193500-00-A Accum Depreciation - Equipment	1,574,045.72-		24,907.87	24,907.87-	1,598,953.59-
194500-00-A Accum Depreciation - Leasehold Improvements	645,019.10-		17,379.81	17,379.81-	662,398.91-
195500-00-A Accum Depreciation - Vehicles	145,737.29-		2,964.61	2,964.61-	148,701.90-
196500-00-A Accum Depreciation - Buildings	1,295,720.69-		14,268.96	14,268.96-	1,309,989.65-
197500-00-A Accum Depreciation - Computer Equip & IT	771,908.49-		13,846.14	13,846.14-	785,754.63-
<b>BalSheetGroup: ACCDEPR Totals</b>	<b>4,432,431.29-</b>		<b>73,367.39</b>	<b>73,367.39-</b>	<b>4,505,798.68-</b>
<b>BalSheetGroup: FIXASSETS</b>					
193000-00-A Equipment - Capitalized	2,581,746.94			0.00	2,581,746.94
194000-00-A Leasehold Improvements - Capital	1,206,550.75			0.00	1,206,550.75
195000-00-A Vehicles - Capitalized	217,179.99			0.00	217,179.99
196000-00-A Buildings - Capitalized	2,989,613.10			0.00	2,989,613.10
197000-00-A Computer Equipment & IT - Capitalized	1,153,442.14			0.00	1,153,442.14
198000-00-A Land - General - Actual	1,500,000.00			0.00	1,500,000.00
<b>BalSheetGroup: FIXASSETS Totals</b>	<b>9,648,532.92</b>			<b>0.00</b>	<b>9,648,532.92</b>
<b>\$ Grand Totals</b>					
	Beginning Balance	Debits	Credits	Net Activity	Ending Balance
	5,216,101.63		73,367.39	73,367.39-	5,142,734.24

FIXED ASSET TRIAL BALANCE

# Complete Step 2



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### Trial Balance

Reconciling FA to GL (3/1/2023 - 3/31/2023)  
Unit Of Measure: \$

Payroll Demo  
ACW - admin\_sledbetter

Thursday, April 20, 2023 12:35:49AM  
Page 1

Account	Beginning Balance	Debits	Credits	Net Activity	Ending Balance
<b>BalSheetGroup: ACCDEPR</b>					
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195500-00-A Accum Depreciation - Vehicles	145,737.29-	2,964.61	2,964.61-		148,701.90-
196500-00-A Accum Depreciation - Buildings	1,295,720.69-	14,268.96	14,268.96-		1,309,989.65-
197500-00-A Accum Depreciation - Computer Equip & IT	771,908.49-	13,846.14	13,846.14-		785,754.63-
<b>BalSheetGroup: ACCDEPR Totals</b>	<b>4,432,431.29-</b>	<b>73,367.39</b>	<b>73,367.39-</b>		<b>4,505,798.68-</b>
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194000-00-A Leasehold Improvements - Capital	1,206,550.75			0.00	1,206,550.75
195000-00-A Vehicles - Capitalized	217,179.99			0.00	217,179.99
196000-00-A Buildings - Capitalized	2,989,613.10			0.00	2,989,613.10
197000-00-A Computer Equipment & IT - Capitalized	1,153,442.14			0.00	1,153,442.14
198000-00-A Land - General - Actual	1,500,000.00			0.00	1,500,000.00
<b>BalSheetGroup: FIXASSETS Totals</b>	<b>9,648,532.92</b>			<b>0.00</b>	<b>9,648,532.92</b>
<b>\$ Grand Totals</b>					
	Beginning Balance	Debits	Credits	Net Activity	Ending Balance
	5,216,101.63		73,367.39	73,367.39-	5,142,734.24

### Asset GL History

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Reconcile GL  
(3/1/2023 - 3/31/2023)

Payroll Demo  
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Asset Account: 198000-00-A (1 asset)	1,500,000.00	0.00	1,500,000.00	0.00	0.00	1,500,000.00	0.00	1,500,000.00
<b>Grand Totals (152 assets)</b>	<b>9,648,532.92</b>	<b>4,432,431.29</b>	<b>5,216,101.63</b>	<b>0.00</b>	<b>73,367.39</b>	<b>9,648,532.92</b>	<b>4,505,798.68</b>	<b>5,142,734.24</b>

VERIFY THE REPORTS MATCH

# Complete Step 3



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**“I do not want the peace  
which passeth understanding,  
I want the understanding  
which bringeth peace.”**

**– Helen Keller**



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## Find Peace of Mind

HOW DO YOU GET THERE?



- No more manual entries and complex reconciliations for Fixed Assets
- Let ActivityHD FA Post to GL handle:
  - Asset cost additions
  - Depreciation calculation and entry
  - All your asset retirements
  - Validating your asset data for you
- Use the simple 3-step reconciliation



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THANKS FOR JOINING!

# Using Post to GL in Fixed Assets

Shaun Ledbetter

[support@accountingware.com](mailto:support@accountingware.com)

<https://accountingware.com/help>