



Title of document	How to use Assets
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Purpose

This procedure introduces the basic controls of Assets in SQLWorks.

Scope

This procedure is aimed at the SQLWorks end user using Assets either as an asset list for in-house assets, or for sales ledger assets that require service/invoicing history.

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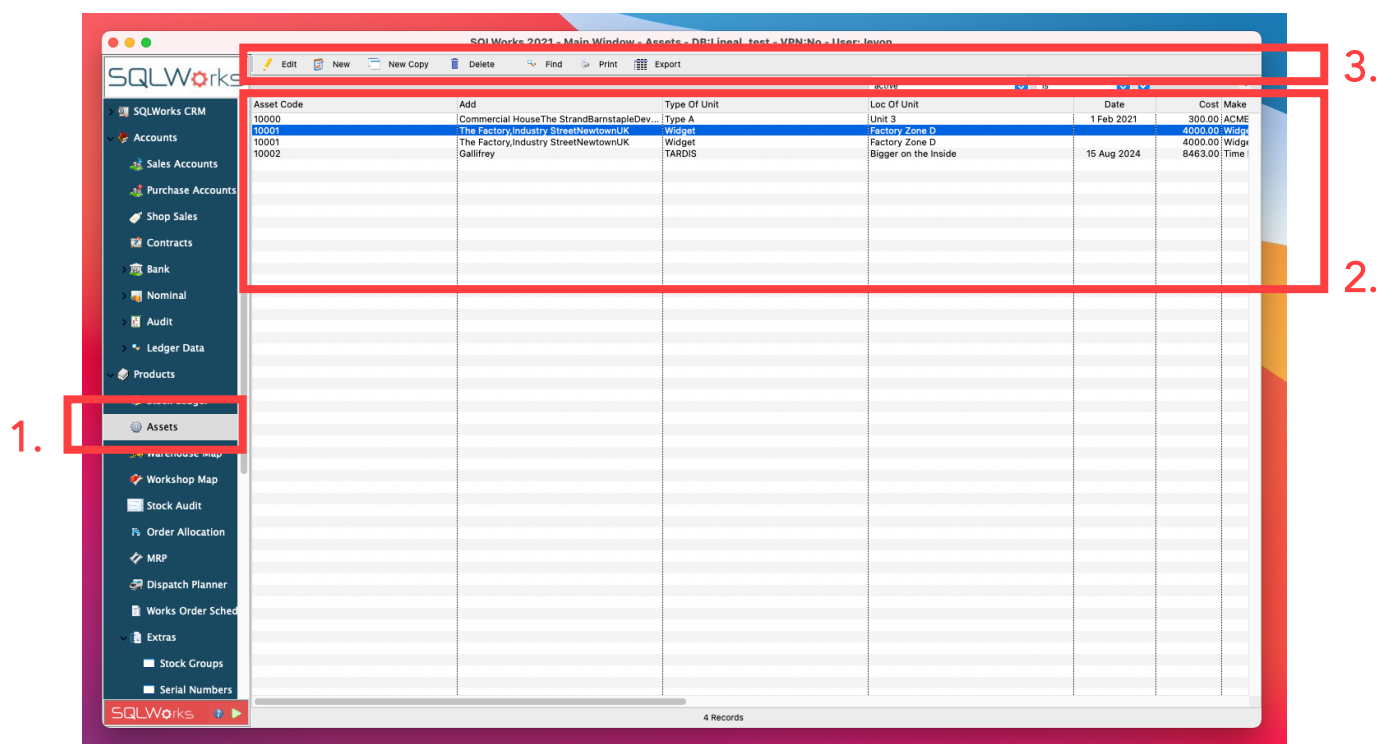
Change History:

Date	Version	Created by	Description of change	Approved by
04.03.21	1.0	JW	Document created	WA

Introduction to Assets

SQLWorks helps businesses with equipment, machinery and other owned-assets keep a convenient asset register, and record associated purchase order expense (such as maintenance or repair costs) onto each asset's history.

A global list of assets can be found in the main Nav Bar under **Products >> Assets** (1). This table shows all saved assets (2), including those registered to specific purchase or sales accounts, and users can use this list to search, create new assets, export asset data, or edit information about a specific asset (3).

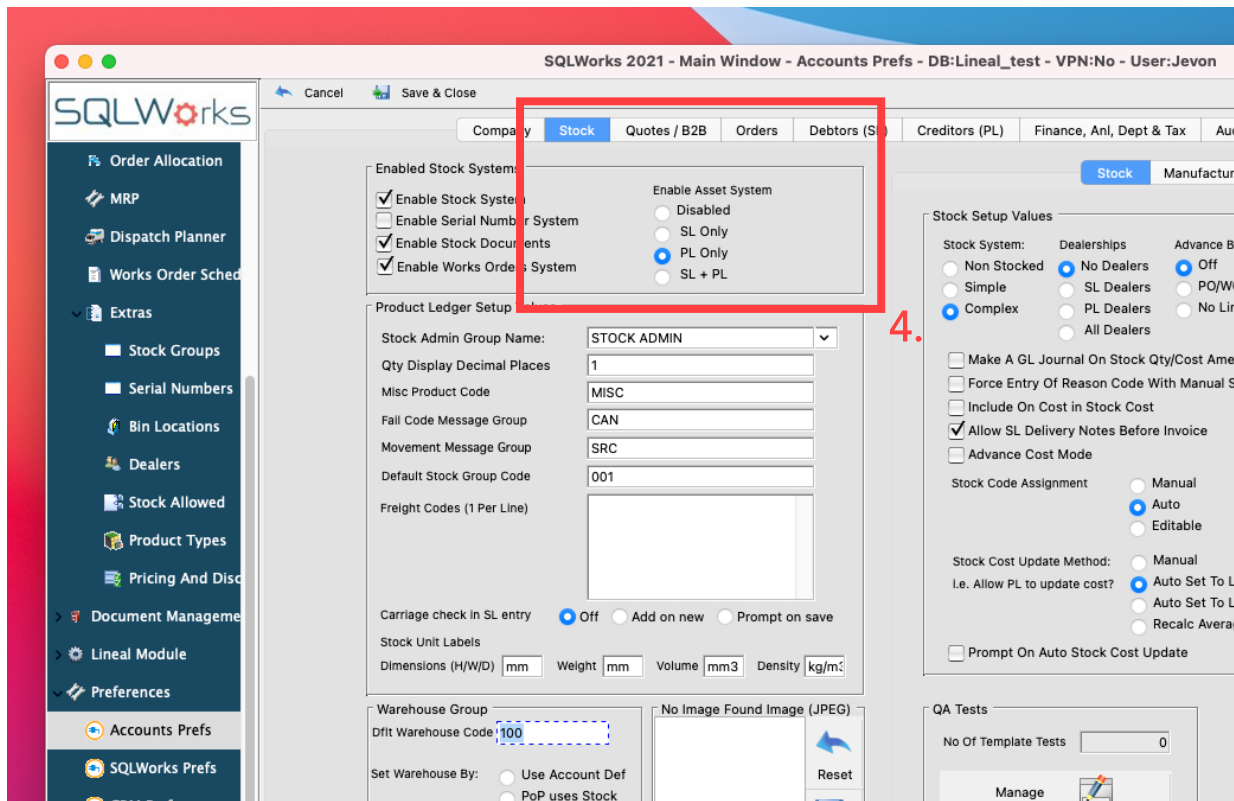


Enabling Assets in Sales/Purchase Ledger

Assets may be linked either to:

- A Supplier's Purchase Account in the Purchase Ledger (your in-house assets which, for example, use a specific supplier for maintenance.)
- A Customer's Sales Account in the Sales Ledger (designating them as owned by another company, but with saved information you wish to store - such as where your business maintains this asset.)

To begin linking assets to companies in SQLWorks, your SQLWorks administrator must enable the 'Assets' Tab via **Preferences >> Accounts Prefs >> Stock** tab. Here you can designate Assets tabs in the Sales and Purchase Ledgers as 'disabled', 'SL Only', 'PL Only' or 'SL + PL' (4) When you have chosen the correct setting, click 'Save and Close.' Note that for this preference change to be applied, you may need to restart SQLWorks.



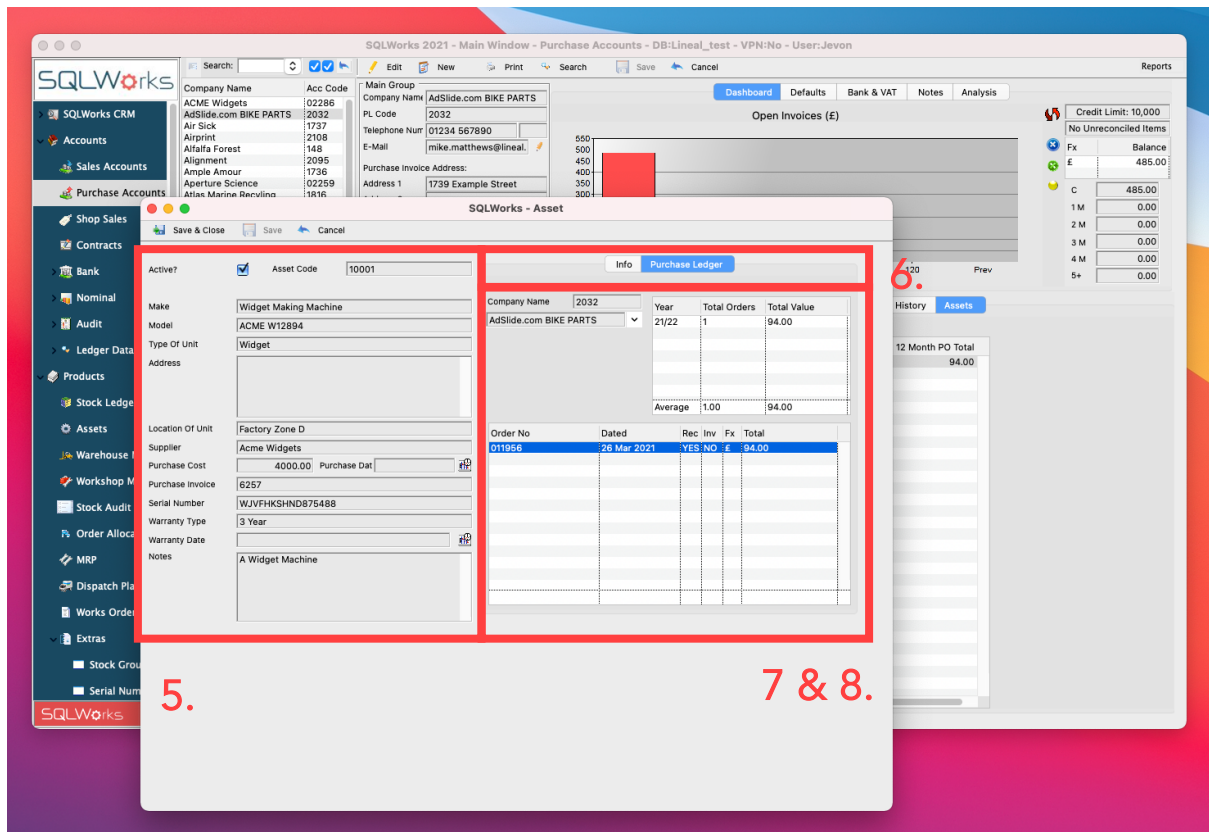
In-house Assets & Purchase Values

In the Purchase Ledger, the 'Assets' tab can be found in the lower half of the main SQLWorks window, after selecting a supplier's purchase account.

The table lists assets that have been linked to this supplier, either by editing an asset to associate it with this supplier, or by creating a new asset here that is linked automatically. Users can create a new asset here by right clicking on the table, or edit an existing asset by double-clicking on it.

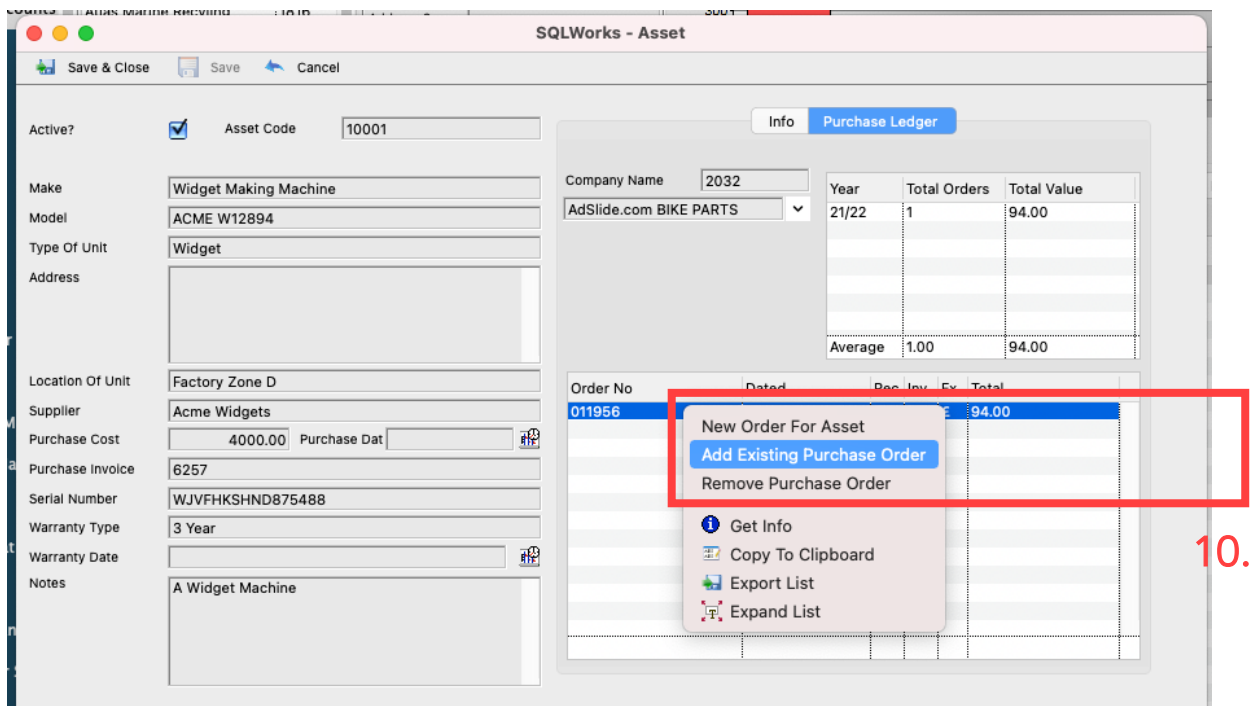
Double clicking on an asset opens the asset edit window. Here a user can enter a range of information about each asset, including the make, model, serial number, warranty information and more. (5)

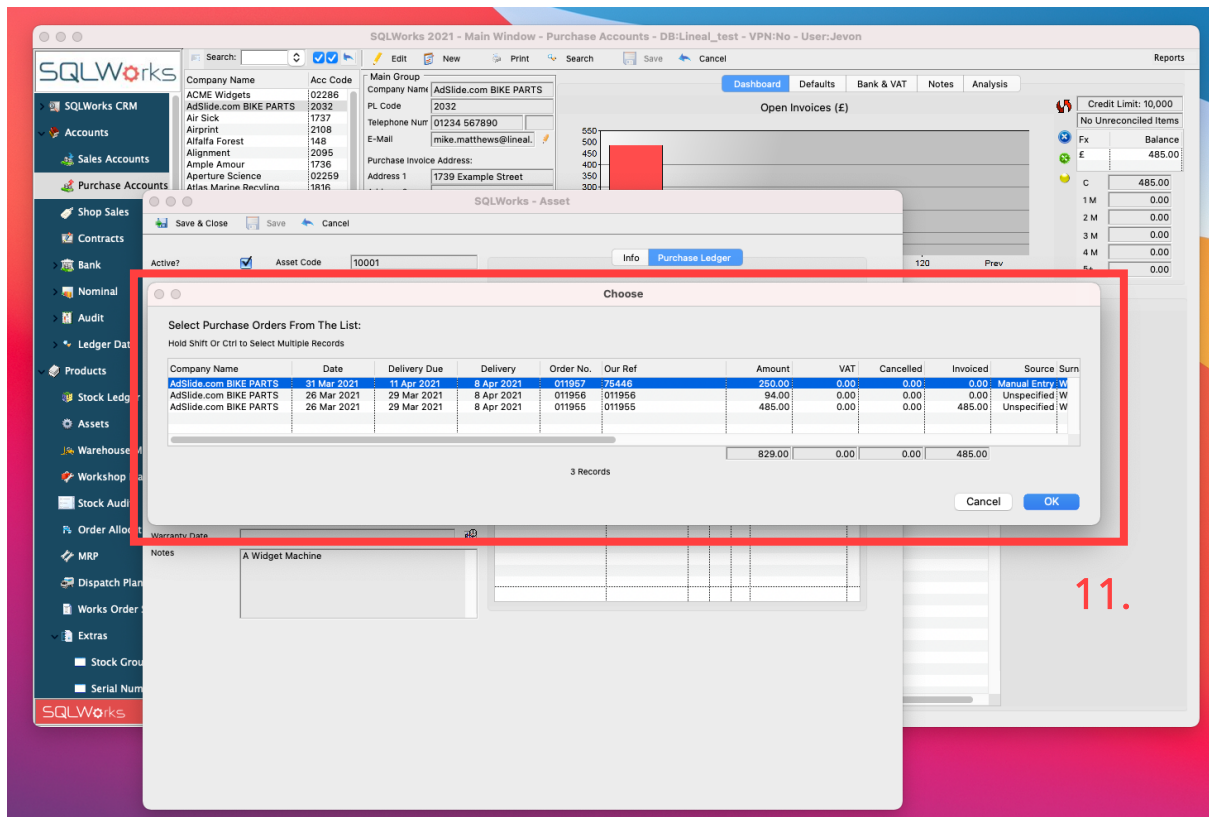
On the right hand side are the 'info' and 'Purchase Ledger' (6) tabs – these show which supplier purchase account the asset is linked to, any purchase orders that relate to this asset (7) and the total expense by financial year (8).



Right-clicking on this Asset's Purchase Order table and clicking 'New Order for Asset' (9) allows the user to add a new Purchase Order (for example buying parts or ordering repairs.)

Alternatively, existing Purchase Orders can be retrospectively linked up to the asset by selecting 'Add Existing Purchase Order' (10) and selecting from the prompted list (11).





11.

An asset may be moved to a new supplier purchase account at any point by selecting a new purchase account from the dropdown under its 'Purchase Ledger' tab, and clicking save.

The asset still retains its cost history of past purchase orders, even if these originated from other suppliers.

Asset control allows SQLWorks Companies to keep a practical register of not just valuable company property, but maintain detailed equipment cost histories for each asset, to help make smarter business decisions.