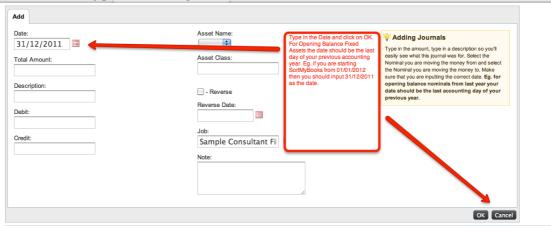
How to Input Opening Fixed Assets and Accumulated Depreciation through the Journals Screen – also How to input Fixed Assets in total for a Fixed Asset class instead of listing individual Assets

## Click on Accounts and Journals

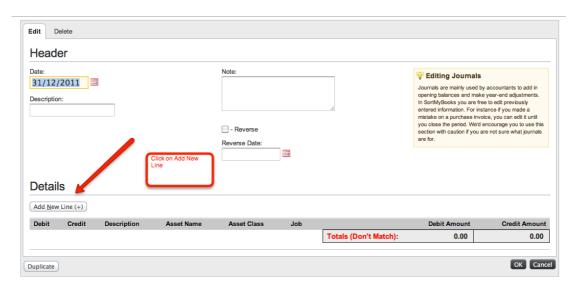
## Click on Add

Type in the date - for opening balance Fixed Assets this should be the last day of your previous accounting year.

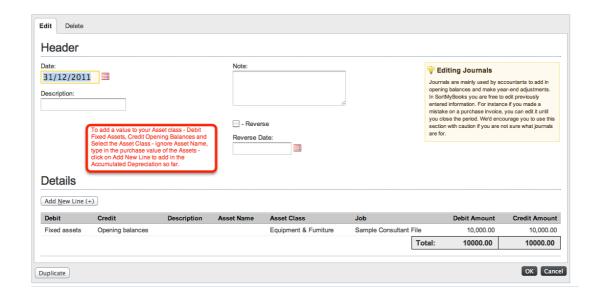
Click on OK – type in nothing else on the screen – see screenshot below



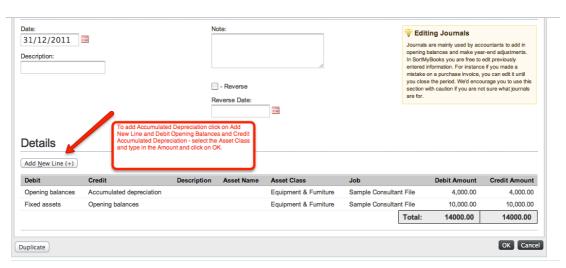
## On the next screen click on Add New Line



Credit Opening Balances and Debit Fixed Assets, leave Asset Name blank and select the Asset Class from the Drop Down list. Type in the Amount and click on OK. See screenshot.



To add in the Accumulated Depreciation click on Add New Line and Debit Opening Balances and Credit Accumulated Depreciation.



You can continue to click on Add New Line until you have entered in the balances for all your Asset Classes.