

SOFTWARE ASSISTANT

Importing Assets into Asset Manager

The file must be in **CSV (Comma Delimited Values)** format and to make it easier, please use the same headings as in the [sample file](#). The headings should be:

Description

Category (Please see below for valid categories)

Purchase Price

Purchase Date (Should be in 'DD/MM/YYYY' format)

OWDV (Original Written Down Value)

Depreciation Rate (percentage without the % sign eg. 15)

Depreciation Method (**D** - Diminishing, **W** - Write Off, **P** - Prime Cost)

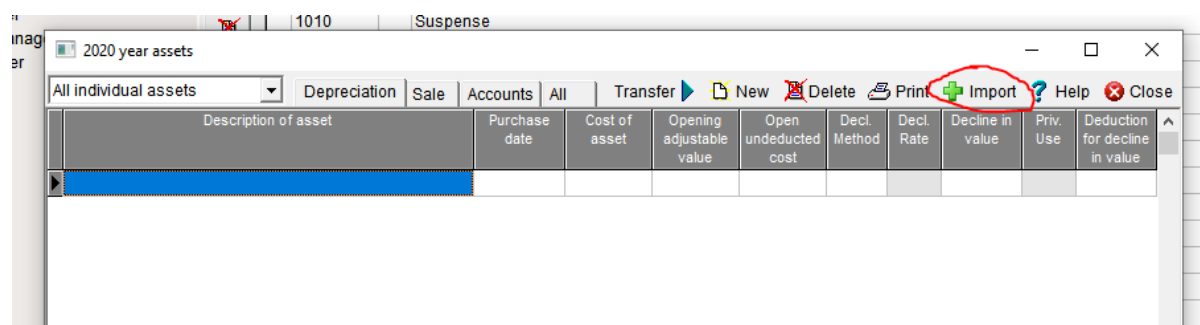
For Category, please use the following:

B	Buildings
F	Furniture and Fittings
M	Motor Vehicles
O	Office Equipment
P	Plant & Equipment
S	Staff Amenities
N	Freehold Land
D	Leasehold Land
I	Leasehold Improvements
V	Low value Pool
G	General Small Business Pool

If you are exporting the CSV file from another source, please check the CSV file to make sure there are no blank lines or unnecessary columns.

Once you have the CSV file in a suitable format, please follow the steps below:

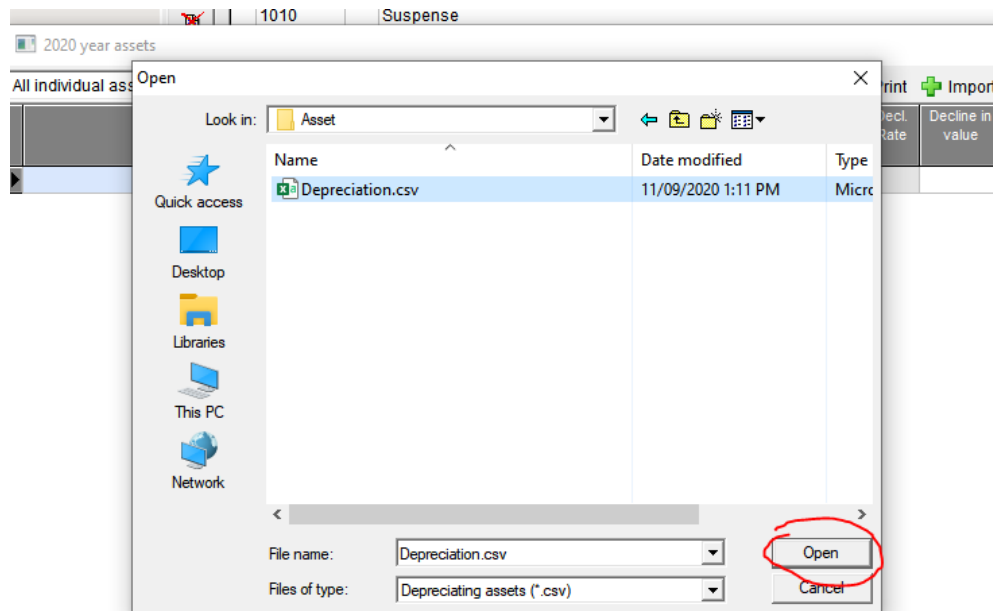
1. Open **Asset Manager** and click on the **Import** button



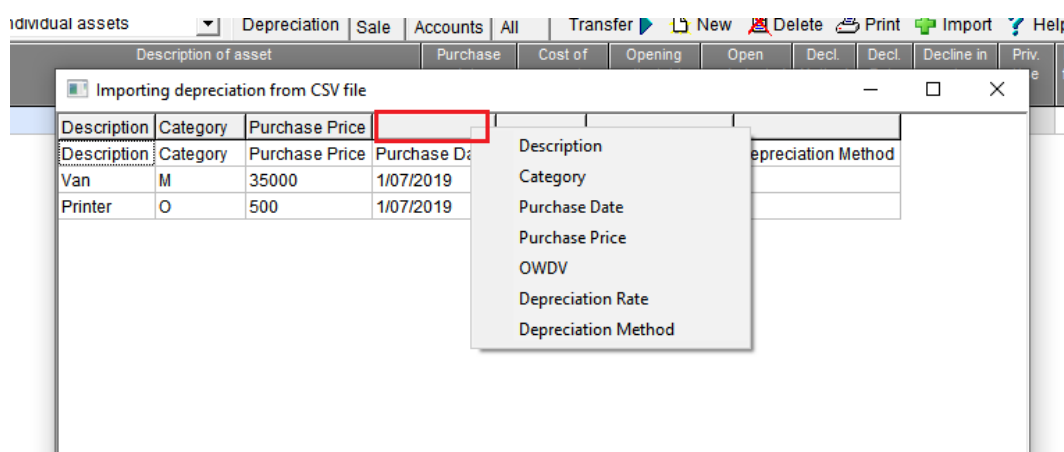
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2. Locate the CSV file and then click **Open**



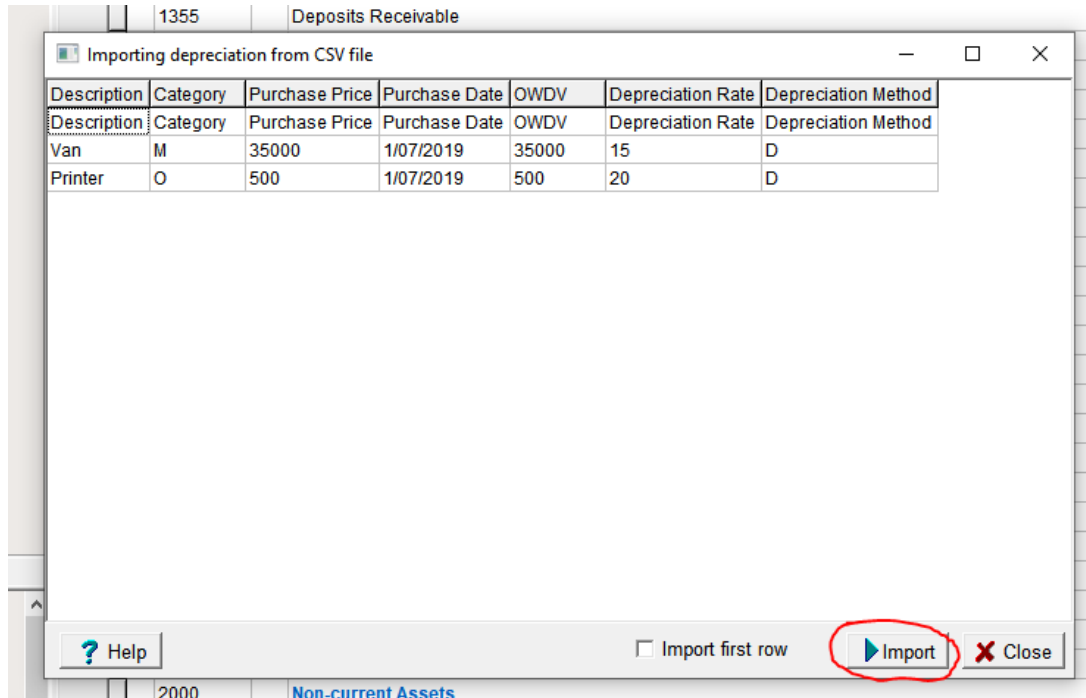
3. You then need to match the columns and headings up. Click on the grey boxes at the top and then select the correct column name



4. Once you have finished matching up the columns, click on the **Import** button at the bottom

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5. The assets will then be imported into the Asset Manager

