

## Knowledge Base

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### Add a New Asset

Last updated on May 11th, 2023

#### Add a New Asset

Note: An Asset created in this way will not be synced into Xero. This may be advantageous if you don't want to add the assets onto your fixed asset register in Xero, or if you'd like to add assets on hire for example.

To add a new asset directly into Gojee, navigate to **Inventory & Assets, Add New Asset**. This will take you to the add asset page.

## Create a new asset

General

Instances

Name

Truck

Usage Cost and Price

Select Unit of Measure to add... | v

Unit of Measure	Cost/Unit	Price/Unit	Markup (%)	Pricing Option
Km/h	\$ 10.00	\$ 15.00	50	<input type="checkbox"/> Set Price by Markup on Cost

Create Cancel

Enter the details of the class of the asset on the **General** Tab:

- Name (**\*Required field**): Enter the name of the item
- Usage Cost and Price (**\*Required field**): Select a relevant unit of measure from the dropdown for the asset
- Cost per Unit: Enter the cost for the item, i.e. what you pay your suppliers.
- Price per Unit: Enter the sale price of the item, i.e., the price you will charge your customers.
- Markup %: This field is either calculated based off the price and cost, or its set by the user and used to calculate the price (see details below).
- Set Price by Markup on Cost: If this option is ticked, then the price of the item will be updated whenever the cost is updated by applying the markup % to the cost. If its not ticked, then the price will be static and not change when the cost of the item is updated.
- Enter each individual instance of this asset class on the **Instances** tab
  - Hit the Add button.
  - Enter a name for the individual asset instance.
  - Hit the Create button.

The item will then show in the instance list as follows:

## Create a new asset


General

Instances

Asset Instances

Search instances

Add


Name ▾	Active	
Truck with License EAD-156	Yes	

Create

Cancel

## Sync a Xero Asset

If you have fixed assets of type “Registered” in Xero, these will be automatically synced across from Xero into Gojee. An example of registered assets in Xero is provided below:



Track business assets to manage their depreciation and disposals

Record tax depreciation and group assets into depreciation pools

See our step-by-step guide to [setting up fixed assets](#)

Hide Help

+ New Asset

Run Depreciation

Import

Export

Settings

Last depreciation: none

Draft (11)

Registered (2)

Sold & Disposed (0)

2 items

Asset Name, Number, Type or Description

Asset Name	Asset Number	Asset Type	Purchase Date ▾	Purchase Price	Book Value
LCD Display	FA-0003	Computer Equipment	4 Apr 2023	6,500.00	6,500.00
Photocopier	FA-0002	Office Equipment	4 Apr 2023	12,000.00	12,000.00

If you have created a new asset in Xero, this will be synced across to Gojee on the daily sync. If you'd like to pull it into Xero on demand, refer to the Settings section for more information on the Sync Now function.

Next: [View and Edit Assets](#).