

## Fixed Assets I in Microsoft Dynamics GP 10.0

### IN BRIEF

**Delivery:** Instructor Led

**Duration:** 1 day

**Class size:** 10 Students Max.

**Cost:** \$650.00+GST

**Inclusions:** Microsoft expert instructor, comprehensive course manual, individual computer access and refreshments.

**Prerequisites:** Before attending this course, students must have:

- General knowledge of Microsoft Windows
- Basic knowledge of accounting principles

### Audience

Customers wanting to learn the basic features and to develop a working knowledge of the typical day-to-day procedures required to effectively use Fixed Assets. The class is targeted toward data entry clerks, administrators; office managers, CEOs, and consultants who need to understand the technical aspects of Fixed Assets and gain foundational knowledge of the application's functionality.

### Products Covered:

Microsoft Dynamics GP 10.0

### Course Description

The one-day Microsoft Dynamics GP Fixed Assets course delves into the accounting cycle and the processes required to enter, depreciate, and retire fixed assets. This course shows how to perform additional functions such as changing asset information, mass changes, partial transfers, partial retirements, and retirement undo.

A thorough understanding of these topics allows companies to keep accurate records and learn to use comprehensive reporting features to present data in different ways. This course also teaches how to define default values that automatically populate data fields and gather the information you need to make better business decisions by exploring powerful inquiry and lookup functions.

### Objectives:

- Perform all Fixed Assets related data entry functions including creating asset records
- Maintain asset records using transfers, changes, and retirements
- Print detailed reports to verify data and financial analysis for audit trail purposes such as posting journals, depreciation registers, financial details and other asset reports
- Identify the impact of the Fixed Assets module on other Microsoft Dynamics GP modules
- Troubleshoot and correct input errors including an incorrect posting period and how to delete records

### Topics Covered

#### Overview and Set Up Procedures

- Customize settings for the Fixed Assets module
- Create Asset Classes and assign assets appropriately
- Create Asset Records
- Enter beginning balances for each existing asset

#### Daily Procedures

- Add assets in Fixed Assets using various methods
- Create book and class records in Fixed Assets and assign appropriate characteristics to an asset
- Understand the interface from Payables and purchase Order to Fixed Assets

#### Maintaining Records

- Select a group of assets
- Perform depreciation projections for assets change asset information
- Transfer or retire assets
- Inquire and report on asset transactions

#### Period End Procedures

- Complete the processes that are performed at the end of an accounting period
- Complete the processes that performed at the end of a calendar or fiscal year
- Perform the Year-end closing process

#### Job Aids

- Use the job aid tools to perform the associated tasks