

Fixed Assets



Recording, Analysing and Tracking Your Assets...

This course will give you the skills required to store and streamline your asset management, helping your organisation gain the insight needed to improve management decisions in a timely manner maintaining control over asset maintenance and depreciation, comprehensive reporting and enquiry skills are key skills covered throughout this course.

Duration: Half Day**Cost: \$800 + GST + Travel****Additional Manuals +\$50 per attendee****Who Should Attend:**

- Anyone associated with managing your assets eg accountants, assist accountants, appropriate clerks.

Pre-Requisites:

- Windows knowledge.
- Introduction to Microsoft Dynamics GP.

- Identify and setup different asset books and different depreciation methods.
- Setup Fixed Asset Classes and Account Groups.
- Identify the most appropriate way to add assets purchased, including adding an asset from Payables Management.
- Perform depreciation on individual assets or a range of assets. Identify the benefits and outcomes of projecting depreciation.
- Manage the disposal of assets.
- Locate information using various enquiry screens.
- Print a variety of reports using the most efficient means eg date ranges, report groups, macros.

Professional Advantage training is costed in either half or full day sessions. Half day (approx 4 hrs) and full day (approx 7.5 hrs) training sessions may vary in length depending on competencies required by the customer. Room hire available upon request.

For additional information regarding this course, please email mstraining@pa.com.au