

## **Fixed Assets for SunSystems v5.3**

---

**Duration:** ½ Day

**Prerequisite:** SunSystems Financial concepts.  
Some understanding of Asset Depreciation.

**Who Should Attend:** Any user required to manage your company's assets.

**What You Will Learn:** At the completion of this training session participants will be competent to:

- Apply the principles for setting up the module
- Create and process asset transactions
- Identify the different methods of depreciation
- Dispose of an asset
- Report on asset transactions and balances

**Please see over page for course content**

## **Course Content – Fixed Assets for SunSystems v5.3**

### ***Structuring the Ledger***

- Defining the rules for your Asset Register
- Using depreciation timing rules
- Analysing assets in the Asset Register

### ***Setting up the Asset Register***

- Creating new asset records
- Creating and maintaining asset notes
- Maintaining asset posting presets
- Defining journal types and journal presets for asset entries
- Using Journal Entry to record the purchase of a new asset
- Understanding the use of asset indicators
- Working through an asset take on example

### ***Depreciating Assets***

- Examining the depreciation methods available within SunSystems
- How is the depreciation amount calculated?
- Depreciation calculation options
- Running calculate depreciation
- Manually entering depreciation
- Asset revaluation

### ***Asset Budgets***

- Defining and maintaining Asset Budget Records

### ***Disposal of Assets***

- What is asset disposal
- The stages of asset disposal
- Selecting assets for disposal
- Running asset disposal to automatically dispose of assets

### ***Asset Inquiries and Reports***

- Performing an asset inquiry
- Running an asset register report