



Fixed Assets Training

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Company: _____ Signed: _____

Name: _____ Position: _____ Date: _____

Trainee to complete: Please tick

1. [] **Asset Types**
Have you set-up asset types?
2. [] **Preferences**
Where do you set your preferences for Fixed Assets?
3. [] **Accounts**
Have you defined your default account postings for your fixed assets?
4. [] **Chart of Accounts**
Can you view your fixed asset accounts?
5. [] **Depreciation Settings**
How do you set your depreciation frequency?
6. [] **Finding in Help**
How do you open your help file?
7. [] **Show Postings**
Where can I see the depreciation postings for the future?
8. [] **New Asset**
How to add a fixed asset?
9. [] **Insurance**
Where can you add insurance details for the asset?
10. [] **Warranty**
Where can you add warranty details for the asset?
11. [] **Tax Value**
Why is there two depreciation tabs, referring to Tax value and Book value?
12. [] **Altering Accounts**
Can you alter the individual accounts per fixed asset?
13. [] **Depreciation Method**
Where do you change how each asset depreciates?
14. [] **Book Value**
Why is there two depreciation tabs, referring to Tax value and Book value?
15. [] **Show Postings**
Can you see the fixed asset posting in your chart of accounts?

16.[] **Service Logs**
How do you set-up a service log?

17.[] **Warranty**
Do you understand where warranty details display?

18.[] **Customisable Fields**
Can you add your own fields?

19.[] **Disposal**
Where do you dispose of the asset?

Notes:

Are there any aspects in this area that more training would be useful?
