

## Introduction

Microsoft Dynamics Courseware Overview.....	0-2
Student Objectives.....	0-3

## Module 1: OVERVIEW AND SETUP PROCEDURES

Features and Benefits.....	1-5
Fixed Assets Processes and Integration.....	1-7
Configure the Fixed Assets Calendar .....	1-10
Enter Account Groups .....	1-13
<b>Lab A:</b> Account Group Setup .....	1-18
Enter Fixed Assets Post Accounts .....	1-20
<b>Lab B:</b> Purchasing Posting Accounts Setup .....	1-22
Create Insurance and Asset Class Records.....	1-23
<b>Lab C:</b> Class Setup.....	1-26
Create Book Records.....	1-27
<b>Lab D:</b> Book Setup.....	1-30
<b>Create Book</b> Class Records.....	1-31
<b>Lab E:</b> Book Class Setup .....	1-40
Fixed Assets Company Setup .....	1-42
<b>Lab F:</b> Fixed Assets Company Setup .....	1-47
Create Location and Physical Location Records .....	1-49
Create Lease, Retirement and Structure Records.....	1-51
Fixed Assets User Preferences.....	1-52
Enter Existing Assets .....	1-54

## Module 2: DAILY PROCEDURES

Asset General Information .....	2-2
<b>Lab A:</b> Asset General Information .....	2-9
Asset Account Information .....	2-11
Asset Book Information.....	2-15
<b>Lab B:</b> Asset Book Information .....	2-25
<b>Lab C:</b> Asset Book ITC Information .....	2-27
Asset Insurance and Lease Records .....	2-28
Asset User Data .....	2-30
Payables Management Interface.....	2-30
<b>Lab D:</b> Payables Management Interface .....	2-34
Purchase Order Processing Interface .....	2-36
<b>Lab E:</b> Enter a Purchase Order for a Capital Item.....	2-43
<b>Lab F:</b> Receive the Capital Items .....	2-46
<b>Lab G:</b> Enter a Capital Item in Fixed Assets.....	2-49

## Module 3: MAINTAINING RECORDS

Select Assets .....	3-2
<b>Lab A:</b> Select Assets.....	3-5
Depreciation Projections .....	3-6
<b>Lab B:</b> Depreciation Projection.....	3-9
Changing Asset Information .....	3-10
<b>Lab C:</b> Mass Change.....	3-18
Transferring Assets.....	3-19
<b>Lab D:</b> Transfer an Asset.....	3-25

## Table of Contents

---

Retire Assets .....	3-26
<b>Lab E:</b> Partial Retirement.....	3-33
Retire Undo.....	3-34
<b>Lab F:</b> Retire Undo.....	3-35
Asset Utilities .....	3-35
Using Inquiries.....	3-37
Report Options and Printing.....	3-48
Report List .....	3-50

### **Module 4: PERIOD-END PROCEDURES**

Period-End Procedures .....	4-2
<b>Lab A:</b> Depreciation .....	4-12
<b>Lab B:</b> Fixed Assets to General Ledger Posting .....	4-13
Year-End Procedures.....	4-14

