

Fixed Assets in Microsoft Dynamics GP 2015

Course Details

Course Outline

Module 1: Overview and Setup Procedures

This module provides an overview of the features and benefits of using Fixed Assets in Microsoft Dynamics GP in an integrated environment. It examines the options available to customize this module to reflect the way your organization does business. You will learn how to set up assets to track depreciation information for a company and will discuss how to use asset classes and asset books to organize asset data.

Lessons

- Features and Benefits
- Fixed Assets Processes and Integration
- Configure the Fixed Assets Calendar
- Enter Account Groups
- Enter Fixed Assets Post Accounts
- Create Insurance and Asset Class Records
- Create Book Records
- Create Book Class Records
- Fixed Assets Company Setup
- Create Location and Physical Location Records
- Create Lease, Retirement and Structure Records
- Fixed Assets User Preferences
- Enter Existing Assets

Lab : Account Group Setup

Lab : Purchasing Posting Accounts Setup

Lab : Class Setup

Lab : Book Setup

Lab : Book Class Setup

Lab : Fixed Assets Company Setup

Module 2: Daily Procedures

This module defines the ways that assets can be added in Fixed Assets. It explores the Payables Management and Purchase Order Processing interface and how to import new asset additions using the Asset Import/Export window. The major focus of this chapter is the interface from Payables and Purchase Order to Fixed Assets.

Lessons

- Asset General Information
- Asset Account Information
- Asset Book Information
- Asset Insurance and Lease Records
- Asset User Data
- Payables Management Interface
- Purchase Order Processing Interface

Lab : Asset General Information

Lab : Asset Book Information

Lab : Asset Book ITC Information

Lab : Payables Management Interface

- Enter the Invoice in Payables Management
- Add the Paper Shredder to Fixed Assets

Lab : Enter a Purchase Order for a Capital Item

Lab : Receive the Capital Item

Lab : Enter a Capital Item in Fixed Assets

Module 3: Maintaining Records

This module examines the functionality available to maintain Fixed Assets records. The process to perform depreciation projections, asset transfers, and asset retirements is discussed in detail. The utilities that ensure the integrity of data such as file maintenance, reconcile, and

deleting assets are examined. It also discusses the Inquiry windows and reports that can be generated from the Fixed Assets module.

Lessons

- Select Assets
- Depreciation Projections
- Changing Asset Information
- Transferring Assets
- Retire Assets
- Retire Undo
- Asset Utilities
- Using Inquiries
- Report Options and Printing
- Report List

Lab : Select Assets

Lab : Depreciation Projection

Lab : Mass Change

Lab : Transfer an Asset

Lab : Partial Retirement

Lab : Retire Undo

Module 4: Period-End Procedures

This module examines the processes that are completed at the end of the month, period, calendar, and fiscal year. It focuses on issues that may cause Fixed Assets to be out of balance with the General Ledger. It also discusses the reports that should be printed prior to performing the closing process.

Lessons

- Period-End Procedures
- Year-End Procedures

Lab : Depreciation

Lab : Fixed Assets to General Ledger Posting