

(Course 80434A) –Fixed Assets in Microsoft Dynamics NAV 2013

OBJECTIVE

This one-day instructor-led course provides students with the knowledge and skills to set up all aspects the Fixed Assets granules available for Microsoft Dynamics NAV 2013. This course demonstrates how to set up Fixed Assets, how to perform a wide variety of Fixed Asset transactions, as well as how to handle reclassification, maintenance, and insurance where Fixed Assets are concerned.

COURSE TOPICS

Module 1: Fixed Assets Setup

- Fixed Assets Process Flow
- Fixed Assets Setup
- Fixed Assets Posting Groups
- Depreciation Books
- Fixed Asset Card
- Fixed Asset Allocation Keys
- Main Assets and Asset Components
- Record Open Transactions
- Make Duplicate Entries
- Copy Fixed Assets and FA Ledger Entries

Module 2: Fixed Asset Transactions

- Journals for Fixed Assets
- Purchase Fixed Assets
- Calculate and Post Depreciation
- Write-down and Appreciation of Fixed Assets
- Fixed Asset Disposals
- Correct an Entry
- Document Fixed Asset Transactions
- Fixed Asset Reports
- Budget Fixed Asset Transactions
- Cost Accounting Depreciation
- Indexation
- Minor Assets

Module 3: Fixed Asset Reclassification

- Asset Transfers
- Combining Assets

Module 4: Fixed Assets Maintenance

- Setting Up Maintenance Information
- Maintenance Registration and Costs
- Maintenance Cost Reporting

Module 5: Fixed Asset Insurance

- Setting Up Insurance Information
- Attaching Assets to Insurance Policies
- Monitoring Insurance Coverage
- Updating Insurance Information
- Indexing Insurance

After completing this course, students will be able to:

- Set up Fixed Assets
- Perform a variety of Fixed Asset transactions
- Reclassify Fixed Assets
- Handle maintenance of their Fixed Assets
- Handle insurance on their Fixed Assets

PREREQUISITES

Before attending this course, students must have:

- Attended or knowledge of the course Introduction in Microsoft Dynamics NAV 2013
- Attended or knowledge of the course Finance Essentials in Microsoft Dynamics NAV 2013
- Basic knowledge of Fixed Assets and accounting principles

TRAINING APPROACH

This course includes lectures, course notes, exercises and hands-on practice.

COURSE DURATION

6 Hours (in 1 days)

CERTIFICATION COMPLETION

A certificate of completion is provided for all trainees attending the course