



# Microsoft Dynamics GP Fixed Assets

## Agenda

### *Curriculum Highlights:*

- Fixed Assets Setup Check List
- Transferring Assets
- Retiring Assets
- Reconcile Fixed Assets to General Ledger
- Purge Purchasing Transactions
- Fixed Assets Year End Check List
- Year-End Reports and Routine
- Build Fixed Assets Fiscal Year Calendar File
- Purge Inactive Asset Records
- Fixed Assets Period-End and Year-End Reports

**Microsoft**  
**GOLD CERTIFIED**  
*Partner*

## Synopsis:

Fixed Assets is designed to teach the basic features of the accounting cycles and the process required to enter, depreciate, and retire fixed assets. You will also learn how to perform additional functions such as changing asset information, mass changes, partial transfers, partial retirements and retirement undo.

## By actively participating in this class, you should learn how to:

- Perform all Fixed Assets data entry functions
- Maintain assets records using transfers, changes, and retirements
- Print detailed reports to verify data and financial analysis for audit trail purposes such as posting journals, depreciation registers, financial details and other asset reports
- Troubleshoot and correct input errors including incorrect posting period, and how to delete records

## Who Should Attend?

Customers wishing to learn the basic features and develop a working knowledge of the typical day-to-day procedures required to effectively use each Microsoft Dynamics Fixed Assets.