

Fixed Assets Training

Course Synopsis	
Duration	1.5 Days
Course Outline	This course provides attendees with an understanding of the functionality required to perform Fixed Asset tasks in the system.
Attendees	Attendees are expected to be familiar with TechnologyOne Financial Concepts.
Course Objectives	The purpose of the course is to facilitate achieving the following objectives: <ul style="list-style-type: none"> • Maintain Asset Configuration • Create and Maintain Fixed Assets • Perform Fixed Asset processing
Course Topics	During this course participants will be given the opportunity to learn: <ul style="list-style-type: none"> • Asset System configuration elements • Asset Attributes • Asset Account Codes • Creating and maintaining Assets • Asset Processing • Enquiries and Reporting
Areas not covered in this course	This course does not include Works System or aspects of Operational Assets.

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Course Agenda Day 1	
Time/Duration	Topic
9:00am - 9:30am	Welcome and Introduction
9:30am - 10:15am	Assets Overview and Demonstration Configuration Options <ul style="list-style-type: none"> • Related Exercises
10:15am - 10:30am	Morning Break
10:30am - 12:30pm	System Configuration <ul style="list-style-type: none"> • Asset Attributes • Account Code and Financial Transactions • Asset Register • Related Exercises
12:30pm - 1:15pm	Lunch Break
1:15pm - 3:00pm	Asset Creation <ul style="list-style-type: none"> • Asset Maintenance • Importing Assets • Related Exercises Asset Processing <ul style="list-style-type: none"> • Life Cycle Processing • Related Exercises
3:00pm - 3:15pm	Afternoon Break
3:15pm - 4:15pm	Asset Processing <ul style="list-style-type: none"> • Life Cycle Processing cont'd • Adjustments • Transfers • Impairments • Related Exercises
4:15pm - 4:30pm	End of Day Wrap Up

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Course Agenda Day 2	
Time/Duration	Topic
9:00am - 9:30am	Overview
9:30am - 10:15am	Asset Processing <ul style="list-style-type: none"> • Stocktake • Auditing • Related Exercises Bulk Asset Maintenance
10:15am - 10:30am	Morning Break
10:30am - 12:15pm	Asset Purchases <ul style="list-style-type: none"> • Asset Purchase Transactions • Related Exercises Enquiries and Reporting
12:15pm - 12:30pm	End of Day Wrap Up