



Fixed Assets Manager Client Training Outline

Fixed Assets Manager Basics

Module 1: Introducing Fixed Assets Managers

- Session Objectives
- Session Concepts
- Session Overview
- Objectives
- Overview
- FAM Workflow
- Key Benefits
- Review
- Questions and Answers

Module 2: Navigating in Fixed Assets Manager

- Objectives
- Overview
- FAM Windows
 - Explorer Pane
 - View Pane
 - Output Pane
- Status Bar
- Menu Options
- Toolbar Icons
- Function Keys and Keyboard Shortcuts
- Review
- Questions and Answers

Module 3: Using Fixed Assets Manager Online Help

- Objectives
- Overview
- Help Menu
- FAM Version Information
- Accessing Online Help
- Finding a Topic in Online Help
- Online Help Links and Popup
- Review
- Questions and Answers

Module 4: Setting Up Entities

- Objectives
- Overview
- Entity Setup
- Activity 4.1: Creating an Entity
- 52/53-Week Year Entity Setup
- Removing an Entity
- Editing an Entity
- Activity 4.2: Editing an Entity
- Navigating Between Entities
- Review
- Questions and Answers

Module 5: Books and Book Types

- Objectives
- Overview
- Program-Defined Books and Book Types Books
- Activity 5.1: Adding ACE Book
- User-Defined Book Types
- Activity 5.2: Creating a User-Defined Book Types
- Editing Book or Book Type
- Deleting a Book or Book Type
- Review
- Questions and Answers

Module 6: Accounting Information Fields

- Objectives
- Overview
- Accounting Information Fields (AIFs)
- Selecting a System-Defined AIF
- Activity 6.1: Selecting a System-Defined AIF
- Creating a New Als
- Activity 6.2: Creating a New AIF
- Additional Information about AIFs
- Review
- Questions and Answers

Module 7: Asset Types

- Objectives
- Overview
- Selecting System-Defined Asset Types
- Activity 7.1: Selecting System-Defined Asset Types
- Creating User-Defined Asset Types
- Activity 7.2: Creating a User-Defined Asset Type
- Copying Asset Types
- Activity 7.3: Copying Asset Types
- Editing an Asset Type
- Deleting an Asset Type
- Reapplying Asset Types
- Activity 7.4: Reapplying Asset Types
- Using Asset Types
- Review
- Questions and Answers

Module 8: Customizing the FAM Database

- Objectives
- Overview
- Custom Views
- Activity 8.1: Creating a Global Custom View
- Activity 8.2: Creating a Private Custom View
- Customizing the View Pane
- Activity 8.3: Adjusting View Pane Columns
- Modifying the Asset View
- Activity 8.4: Changing Asset View Selections
- Review
- Questions and Answers

Fixed Assets Manager Intermediate

Module 1: Working With Assets

- Session Objectives
- Session Concepts
- Session Overview
- Objectives
- Overview
- Asset Input
- Activity 1.1: Creating Assets
- Activity 1.2: Depreciating an Asset with a Negative Cost
- Copying Assets
- Activity 1.3: Copying Assets
- Renumbering Assets
- Activity 1.4: Renumbering Assets
- Review
- Questions and Answers

Module 2: Calculating Assets

- Objectives
- Overview
- Calculating Assets
- Activity 2.1: Calculating from Asset Input
- Activity 2.2: Calculating All Assets
- Review
- Questions and Answers

Module 3: Retiring, Transferring, and Splitting Assets

- Objectives
- Overview
- Asset Retirement
- Activity 3.1: Retiring Assets
- Transferring Assets
- Activity 3.2: Transferring Assets Within the Same Entity (Intra-Entity Transfer)
- Activity 3.3: Transferring Assets Between Two Entities (Inter-Entity Transfer)
- Splitting Assets
- Activity 3.4: Splitting Assets
- Activity 3.5: Unsplitting Assets
- Review
- Questions and Answers

Module 4 - Working with Period Data

- Objectives
- Overview
- Setting Up Periods
- Activity 4.1: Setting Up Periods
- Maintaining Period Data
- Activity 4.2: Closing a Period
- Activity 4.3: Exporting Data for a Closed Period
- Activity 4.4: Viewing Period Data
- Activity 4.5: Reversing a Closed Period
- Overriding Period Amounts

- Activity 4.6: Overriding Period Amounts
- Review
- Questions and Answers

Appendix A: Calculations

Appendix B: Working with Assets

Fixed Assets Manager Advanced

Module 1: Creating Reports and Forms

- Session Objectives
- Session Concepts
- Session Overview
- Objectives
- Overview
- Printing View Pane and Output Pane Detail
- Selecting Program Options
- Previewing and Printing Reports, Report Sets, and Forms
- Activity 1.1: Previewing a Report
- Activity 1.2: Previewing Forms
- Using Form/Report Properties
- Finding Assets
- Activity 1.3: Finding Assets
- Activity 1.4: Previewing a Report using Properties
- Activity 1.5: Grouping Tab and Extra Fields Tab
- Multiple Reports
- Activity 1.6: Report Sets
- Activity 1.7: Editing a Report Set
- Review
- Questions and Answers

Module 2: Using Fixed Assets Manager Tools and Utilities

- Objectives
- Overview
- Performing Year-End Close
- Activity 2.1: Performing Year-End Close
- Performing Reverse Year-End Close
- Activity 2.2: Performing Reverse Year-End Close
- Selecting Options for Depreciation Projection
- Activity 2.3: Generating a Depreciation Projection Report
- Working with Life-to-Date
- Activity 2.4: Generating a Life-to-Date Report
- Database Utilities
- Maintaining Entities
- Activity 2.5: Copy an Entity
- Activity 2.6: Restoring an Entity
- Viewing Events
- Activity 2.7: Viewing Events/Tasks

- Print the Event Viewer Report
- Review
- Questions and Answers

Module 3: Importing

- Objectives
- Overview
- Using the Text File Import Wizard
- Activity 3.1: Importing a Text File
- Review
- Questions and Answers

Fixed Assets Manager Import

Module 1: Formatting the Import File

- Session Objectives
- Session Concepts
- Session Overview
- Objectives
- Overview
- Common Adjustments for Import Files
- Activity 1.1: Formatting the Import File
- Review
- Questions and Answers

Module 2: Determining Import Type and Required Fields

- Objectives
- Overview
- Import Types
- Review
- Questions and Answers

Module 3: Using the Import Wizard

- Objectives
- Overview
- The Import Wizard
- Activity 3.1: Using the Import Wizard
- Import Errors
- Scenario Files
- Assignment Files
- Activity 3.2: Using Scenario and Assignment Files
- Review
- Questions and Answers

Module 4 – Other Types of Imports

- Objectives
- Overview
- Importing Asset Updates
- Activity 4.1: Update Asset Import

- Importing Retired Assets
- Activity 4.2: Creating Retired Asset Import
- Importing Asset Transfers
- Activity 4.3: Create Transferred Asset Import
- Review
- Questions and Answers

Appendix A: Import Types and Required Data