



FAM Basic Training Topics

Navigating in Fixed Assets Manager

- FAM Preferences
- Explorer Pane
- View Pane
- Output Pane
- Menu Options
- Toolbar Icons
- Expandable Dialog Boxes
- Find
- Function Keys and Keyboard Shortcuts
- Saving in Fixed Assets Manager

Using Fixed Assets Manager Online Help

- Using Online Help
- Finding a Topic in Online Help
- Using Online Help Links and Pop-ups
- Using Context-Sensitive Online Help Topics
- Customizing Online Help
- Using Fixed Assets Manager Online Help
- Contacting Customer Support

Setting Up Entities

- Entities
- Creating an Entity
- Creating a 52/53-Week Year Entity
- Editing an Entity
- Navigating Between Entities
- Navigating Between Entities

Setting Up Books

- Books
- Creating Books
- Book Types
- Creating Book Types

Basic Training Topics-continued

Working with Accounting Information Fields

- Accounting Information Fields
- Selecting Accounting Information Fields
- Creating and Editing Accounting Information Fields
- Creating a New Accounting Information Field
- Custom Views
- Creating Custom Views

Creating Asset Types

- Setting Up Asset Types
- Setting Up Asset Types
- Creating Asset Types
- Creating and Using a New Asset Type
- Editing Asset Types
- Copying Asset Types
- Reapplying Asset Types
- Reviewing Asset Changes

FAM Intermediate Training Topics

Working with Assets

- Asset Input
- Creating Assets
- Attaching a File to an Asset
- Depreciating an Asset with a Negative Cost
- Copying Assets
- Copying Assets as Templates
- Renumbering Assets

Retiring, Transferring, and Splitting Assets

- Asset Retirement
- Transferring Assets
- Transferring Assets Within the Same Entity
- Transferring Assets Between Two Entities
- Splitting Assets
- Unsplitting Assets

Calculating Assets

- Calculating Assets
- Calculating from Asset Input
- Calculating All Assets

Intermediate Training Topics-continued

Working with Period Data

- Setting Up Periods
- Maintaining Period Data
- Closing a Period
- Exporting Data for a Closed Period
- Viewing Period Data
- Reversing a Closed Period
- Overriding Period
- Previewing and Printing Period Data on Reports

FAM Advanced Training Topics

Importing

- Using the Text File Import Wizard
- Importing a Text File Using the Create Asset by Book Import Type

Creating Reports and Forms

- Finding Assets
- Previewing View Pane and Output Pane Information
- Selecting Program Options
- Previewing and Printing Reports, Report Sets, and Forms
- Selecting General Options for Reports and Forms
- Selecting Report Grouping Options
- Selecting Extra Fields for Depreciation Reports
- Setting Print Options
- Previewing Reports
- Previewing and Printing Forms
- Creating Report Sets
- Editing a Report Set

Using Fixed Assets Manager Tools and Utilities

- Performing Year-End Close
- Performing Reverse Year-End Close
- Customizing Depreciation Methods
- Creating a Custom Depreciation Method
- Selecting Options for Depreciation Projection
- Generating a Depreciation Projection Report
- Working with Life to Date
- Generating a Life to Date Report

Advanced Training Topics-continued

- Duplicating Book Data
- Duplicating Book Data
- Database Utilities
- Backing Up the Database (local installations)
- Restoring the Database (local installations)
- Maintaining the Database
- Maintaining Entities
- Copying an Entity
- Restoring an Entity
- Viewing Events
- Viewing and Printing Events