



# Fixed Assets Manager Client Training Outline

## Fixed Assets Manager Basics

### Module 1: Introducing Fixed Assets Managers

- Overview
- Workflow
- Opening FAM
- Review/Polling

### Module 2: Navigating in Fixed Assets Manager

- Overview
- FAM Preferences
- Explorer Pane
- View Pane
- Output Pane
- Menu Options
- Toolbar Icons
- Find
- Function Keys and Keyboard Shortcuts
- Saving in Fixed Assets Manager
- Review/Polling

### Module 3: Using Fixed Assets Manager Performance Support

- Overview
- Using Online Help
- Finding a Topic in Online Help
- Using Online Help Links and Popups
- Using Context-Sensitive Online Help Topics
- Customizing Online Help
- Activity 3.1: Using Fixed Assets Manager Online Help
- Contacting Customer Support
- Review/Polling

### Module 4: Setting Up Entities

- Overview
- Entities
- Activity 4.1: Creating an Entity
- Activity 4.2: Creating a 52/53-Week Year Entity
- Activity 4.3: Editing an Entity
- Navigating Between Entities
- Activity 4.4: Navigating Between Entities
- Review/Polling



## **Module 5: Setting Up Books**

Overview

Books

Activity 5.1: Creating Books

Book Types

Activity 5.2: Creating Book Types

Review/Polling

## **Module 6: Accounting Information Fields**

Overview

Accounting Information Fields

Activity 6.1: Selecting Accounting Information Fields

Creating and Editing Accounting Information Fields

Activity 6.2: Creating a New Accounting Information Field

Activity 6.3: Creating Custom Views

Review/Polling

## **Module 7: Creating Asset Types**

Overview

Setting Up Asset Types

Activity 7.1: Setting Up Asset Types

Creating Asset Types

Activity 7.2: Creating a New Asset Type

Copying Asset Types

Activity 7.3: Copying Asset Types

Reapplying Asset Types

Activity 7.4: Reapplying Asset Types

Contact Information

Review/Polling

## **Fixed Assets Manager Intermediate**

### **Module 1: Working With Assets**

- Workflow
- 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
- Copying Assets as Templates
- Activity 1.4: Copying an Asset as a Template
- Renumbering Assets
- Activity 1.5: Renumbering Assets
- Review/Polling

### **Module 2: Retiring, Transferring, and Splitting Assets**

- Overview
- Activity 2.1: Retiring Assets
- Transferring Assets
- Activity 2.2: Transferring Assets Within the Same Entity
- Activity 2.3: Transferring Assets Between Two Entities
- Splitting Assets
- Activity 2.4: Splitting Assets
- Activity 2.5: Unsplitting Assets
- Review/Polling

### **Module 3: Calculating Assets**

- Overview
- Calculating Assets
- Activity 3.1: Calculating from Asset Input
- Activity 3.2: Calculating All Assets
- Review/Polling

### **Module 4 - Working with Period Data**

- Overview
- Setting Up Periods
- Activity 4.1: Setting Up Periods
- Maintaining Period Data
- Activity 4.2: Closing a Period
- Activity 4.3: Reversing a Closed Period
- Activity 4.4: Exporting Data for a Closed Period
- Activity 4.5: Viewing Period Data
- Overriding Period Amounts
- Activity 4.6: Overriding Period Amounts
- Review/Polling
- Contact Information

### **Appendix A: Calculations**



Section 280F  
Section 280F Recapture  
Declining Balance Method  
Calculating MACRS Deduction Without Tables  
Straight Line Switch Method  
Applying the Convention  
Depreciation Scenario 1 - Half-Year Convention  
Depreciation Scenario 2 - Mid-Month Convention  
Depreciation Scenario 3 - Mid-Quarter Convention  
Depreciation Scenario 4 - Section 179  
Depreciation Scenario 5 - Straight Line Method  
MACRS Deduction in a Short Year  
Calculating Depreciation in a Short Tax Year  
Dispositions  
Depreciation Recapture  
ITC Recomputed  
Monthly Calculations  
Section 179  
First-Year Elections  
Indian Reservation Property  
Luxury Auto Limitations  
Electronic Vehicle Limitations  
Section 179 Expense  
Section 190/179A Expense  
Qualified Enterprise Zone  
ACRS Assets - Treatment of ACRS Other Real Property  
Foreign Assets  
Special Depreciation Allowance (Bonus Depreciation)  
Bonus Depreciation Election Hierarchy  
AMT Adjustment on Bonus Depreciation Property Eliminated  
Section 1400L Qualified Revitalization Expenditures

**Appendix B: Working with Assets**

IRS Code Section Description table  
Method and Convention table  
Investment Tax Credit Recapture Percentage table



## **Fixed Assets Manager Advanced**

### **Module 1: Importing**

Workflow

Overview

Using the Text File Import Wizard

Activity 1.1: Importing a Text File Using the Create Asset by Book Import Type

Review/Polling

### **Module 2: Creating Reports and Forms**

Overview

Finding Assets

Activity 2.1: Finding Assets

Previewing View Pane and Output Pane Information

Selecting Program Options

Activity 2.2: 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

Activity 2.3: Setting Print Options

Activity 2.4: Previewing Reports

Activity 2.5: Reviewing and Printing Forms

Activity 2.6: Creating Report Sets

Activity 2.7: Editing a Report Set

Review/Polling

### **Module 3: Using Fixed Assets Manager Tools and Utilities**

Overview

Performing Year-End Close

Activity 3.1: Performing Year-End Close

Performing Reverse Year-End Close

Activity 3.2: Performing Reverse Year-End Close

Customizing Depreciation Methods

Activity 3.3: Creating a Custom Depreciation Method

Selecting Options for Depreciation Projection

Activity 3.4: Generating a Depreciation Projection Report

Working with Life-to-Date

Activity 3.5: Generating a Life-to-Date Report

Duplicating Book Data

Activity 3.6: Duplicating Book Data

Database Utilities

Activity 3.7: Backing Up the Database

Activity 3.8: Restoring the Database

Activity 3.9: Maintaining the Database

Maintaining Entities

Activity 3.10: Copy an Entity

Activity 3.11: Restoring an Entity

Viewing Events



Activity 3.12: Viewing Events/Tasks  
Contact Information  
Review/Polling

## **Fixed Assets Manager Tips and Tricks**

### **Module 1 Working with Reports**

Overview  
Activity 1.1: Setting Up and Saving Multiple Reports  
Activity 1.2: Exporting Reports in a PDF Format  
Review/Polling

### **Module 2 Applying Bonus Depreciation**

Overview  
Accessing Bonus Depreciation in Fixed Assets Manager  
Activity 2.1: Verifying Bonus Depreciation is Set for the Federal Book Type  
Activity 2.2: Turning Bonus Depreciation Off for an Asset Type  
Activity 2.3: Verifying Bonus Depreciation is Turned On for an Asset in a Book  
Activity 2.4: Creating a Minnesota Book  
Activity 2.5: Duplicating Federal Book Data into Minnesota  
Activity 2.6: Creating and Applying a Custom Method for Minnesota 5-Year Assets  
Activity 2.7: Previewing Bonus Depreciation Report and State Bonus Adjustment Report  
Review/Polling

### **Module 3 Using Other Import Options**

Overview  
Activity 3.1: Creating Assets by Asset Type  
Activity 3.2: Creating Retired Asset Import  
Activity 3.3: Creating Transfer Asset Import  
Review/Polling

### **Module 4 Using Accounting Information Fields**

Overview  
Activity 4.1: Previewing a Depreciation Report by State  
Activity 4.2: Tying a Group of Assets Together  
Activity 4.3: Tying an Adjusting Entry to an Asset  
Contact Information  
Review/Polling