

# 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

## **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