Training Presenter Guide – Fixed Assets

Fixed Asset

1. Create New Asset
2. *Go to Fixed assets > Fixed assets > Fixed assets.*
3. *Click New.*
4. *In the Fixed asset group field, enter or select a value.*
5. *In the list, select a row.*
6. *In the list, click the link in the selected row.*
7. *In the Name field, type a value.*
8. *In the Unit of measure field, type a value.*
9. *In the Asset activity code field, enter or select a value.*
10. *In the list, select the row.*
11. *In the list, click the link in the selected row.*
12. *Click Save.*
13. *Click Books.*
14. *In the Acquisition date field, enter a date.*
15. *In the Acquisition price field, enter a number.*
16. *In the Acquisition method field, enter or select a value.*
17. *In the list, select the row.*
18. *In the list, click the link in the selected row.*
19. *Click Save.*
20. *Close the page.*
21. *Close the page.*
22. *Go to Fixed assets > Fixed assets > Fixed assets.*
23. *End sub-task: CreateFA.*
24. Add FA to existing asset
25. *Go to Fixed assets > Fixed assets > Fixed assets.*
26. *In the list, find and select the desired record.*
27. *In the list, click the link in the selected row.*
28. *Click Fixed asset additions.*
29. *Click New.*
30. *In the list, mark the selected row.*
31. *In the Name field, type a value.*
32. *In the Acquisition date field, enter a date.*
33. *In the Unit cost field, enter a number.*
34. *Click Save.*
35. *Close the page.*
36. Verify valuation (Profile)
37. Verify Fixed Asset Groups
38. Verify Fixed Asset Major Type
39. Verify Fixed Asset activity code
40. Verify Fixed Asset not acquired
41. Create New Asset from PO (during Receipt)
42. Create New Asset from Vendor Invoice
43. Acquire Fixed Asset Acquisition Proposal and acquire
44. Create depreciation proposal

Asset Leasing

1. Create new asset leasing
2. Verify leased group.
3. Vendor account needed for GASB 87 report
4. Create verify payment schedule lines

Payment

Inquiries & Reports

1. Print Fixed Asset listing report
2. FA Acquisition
3. FA transactions
4. FA balances
5. FA Statement