



Course Aim

To create and maintain a Fixed Asset register within the organisation.

Pre-requisites

The course pre-requisites are that the delegates have an understanding of the Agresso QL-x desktop functions.

Suggested Attendees

The course is intended for personnel within the organisation who will be operating and maintaining the Fixed Asset module on a daily basis.

Course Content

Discuss the fixed asset processes currently used within the organisation and the varying ways the Agresso QL-x fixed asset module can be implemented.

- Parameters/Maintenance**
 Setting of module parameters. Explanation and creation of fixed asset categories, general ledger groups and depreciation methods. Direct entry of an asset into the module in addition to editing and deleting an asset.
- Document Entry**
 Use of Acquisition, Disposal, Write Off, Revaluation, Splits and Transfer batches. Creation and amendment of a depreciation batch.
- Enquiries/Reports**
 Use of the enquiry and reporting tools available within the module to easily analyse and interrogate fixed assets using various selection criteria.
- Period End Process**
 The procedures required to execute the month end including the ability to carry out the depreciation process.

Course Objectives

The course delegates will be able to set up the fixed asset module to satisfy requirements of the organisation. Additionally they will be able to operate and maintain a fixed asset register and follow an asset through the cycle of acquisition to disposal/write off.

Methodology

Course leader to demonstrate module functions followed by course attendees participating in hands on sessions to reinforce knowledge gained.

Duration

1 day
From 10.00 a.m. - 16.30 p.m.

Location

Agresso's Swansea Training Centre or customer site

Cost

POA - dependant on location.

