

## Fixed Assets for SunSystems v4

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**Duration:** ½ Day

**Prerequisite:** Ledger Accounting concepts.  
Some understanding of Asset Depreciation.

**Who Should Attend:** Any user required to manage your company's assets.

**What You Will Learn:** At the completion of this training session participants will be competent to:

- Apply the principles for setting up the module
- Create and process asset transactions
- Identify the different methods of depreciation
- Dispose of an asset
- Report on asset transactions and balances.

## **Course Content – Fixed Assets for SunSystems v4**

### ***Structuring the Ledger***

- Defining the rules for your asset register
- Applying spread ratio codes
- Analysing assets in the asset register
- Creating new analysis codes

### ***Setting up the Asset Register***

- Creating new asset records
- Creating an asset diary record
- Reviewing journal definitions and journal presets for asset entries
- Using journal entry to record the purchase of a new asset
- Understanding the use of asset markers
- Working through an asset take on example

### ***Asset Depreciation***

- Understanding the depreciation calculation formula used by SunSystems for straight line depreciation

- Examining the depreciation methods available within SunSystems
- Running calculate depreciation
- Manually entering depreciation
- Revaluing an asset

### ***Additional Asset Functions***

- Defining and maintaining asset budget records
- Creating asset analysis records

### ***Asset Disposal***

- Marking assets for disposal
- Running asset disposal to automatically dispose of assets

### ***Asset Inquiries and Reports***

- Performing an asset inquiry
- Running an asset listing report
- Running an asset status report