



## Course Syllabus

### Microsoft® Business Solutions - Axapta® Fixed Assets

*Elements of this syllabus are subject to change.*

#### Key Data

**Course #:** 8354A

**Number of Days:** 2

**Available:** July 2004

**Languages:**

- US English

**Format:**

- Instructor-Led Training (Lecture and Labs)

**Student Materials:**

- Student Courseware

**Certification Exam:**

W1 AX-01-010 - Axapta Finance v. 3.0

(The W1 prefix indicates the world wide version of the exam. Before taking the world wide exam, verify whether a localized exam is available. The localized exam would have the same name but the exam prefix would correspond to the localized version.)

**Certification Track:** None

**This course syllabus should be used to determine whether the course is appropriate for the students, based on their current skills and technical training needs.**

**Course content, prices, and availability are subject to change without notice.**

**Key Related Courses:**

Microsoft Axapta Introduction

Financial Series I – Microsoft Axapta

Financial Series II – Microsoft Axapta

#### Introduction

This course is specifically designed for Microsoft® Business Solutions–Axapta® customers. As an attendee, you will gain an in-depth understanding of the Fixed Assets module. You will become familiar with the components of the module, as well as the integration between Fixed Assets and other modules within Microsoft Axapta. You will learn the initial setup of Fixed Assets along with updating your fixed assets periodically. You will be asked to complete different exercises to help familiarize you with the product in every way.

#### Audience

This course is intended for professionals involved with implementing Microsoft Axapta in the Financials area, or anyone who wants to pursue certification in Finance and Fixed Assets. This audience typically includes individuals who are tasked with assessing a customer's business needs and advising them on the use, configuration and customization of the application. Additionally, individuals responsible for training or supporting Microsoft Axapta benefit from the course.

#### At Course Completion

After completing this course, students will understand:

- How to setup the Fixed Assets Module.
- The setup of assets and the structure of the asset register.
- How to perform asset transactions.
- Which reporting and Inquiries options you have.

#### Prerequisites

Before attending this course, students must have:

- Basic knowledge of accounting principles.
- An understanding on how to navigate within Microsoft Axapta.

In addition, it is recommended, but not required, that students have completed:

- The Microsoft Axapta Introduction course.
- The Financial Series I – Microsoft Axapta course.
- The Financial Series II – Microsoft Axapta course.

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**For a referral to a Microsoft Certified Partner Learning Solution in your area, see the Microsoft Training and Certification Web site at <http://www.microsoft.com/traincert>. Call your local Microsoft Certified Technical Education Center for more information and to register for classes.**

## Chapter 1: Introduction to Fixed Assets

This chapter provides students with a better understand of the general functions and need for a software package able to assist companies in tracking the intricacies of fixed assets- not only the basic tracking of fixed assets, but also the integration to other financial modules. Students will be given a look at fixed assets, the functionality required for fixed asset accounting, and the structure and integration of Microsoft Axapta Fixed Assets with other modules within Axapta. Also discussed will be the importance of maintaining sound financial records as they relate to companies fixed assets.

Lessons
<ul style="list-style-type: none"><li>▪ Introducing Fixed Assets</li><li>▪ Functionality required for Fixed Asset Accounting</li><li>▪ Microsoft Axapta Fixed Assets – Structure and Integration</li></ul>

By the end of this chapter, students will be able to:

- Comprehend the basics of Microsoft Axapta Fixed Assets
- Identify with the basic set up of fixed assets in Microsoft Axapta
- See how Fixed Assets integrates to General Ledger, Accounts Payable, and Accounts Receivable

## Chapter 2: Setup of the Fixed Assets Module

In this chapter, the basic, general, and advanced setup features of the Fixed Assets module will be presented. Additional details will be described relating to how Fixed Assets integrates with the other financial modules described in Chapter One. Students will learn the setup of the general parameters for Fixed Assets and perform a basic and advanced setup of a fixed asset in Microsoft Axapta.

Lessons
<ul style="list-style-type: none"><li>▪ General Setup of Fixed Assets</li><li>▪ Basic Setup of Fixed Assets</li><li>▪ Advanced Setup of Fixed Assets</li></ul>
Exercises
<ul style="list-style-type: none"><li>▪ General Setup of Fixed Assets</li><li>▪ Basic Setup of Fixed Assets</li></ul>

By the end of this chapter, students will be able to:

- Set up the general parameters for Fixed Assets
- Perform a basic and advanced setup of a fixed asset in Microsoft Axapta

### Chapter 3: Setup of Asset

This chapter discusses in more detail the tasks involved to set up an individual asset as a fixed asset in Microsoft Axapta. A description of the structure and functionality of the fixed asset register will give a better idea as to how Microsoft Axapta can assist in the management of fixed assets. Students will learn to distinguish between financial and non-financial information about an asset, to manage fixed asset groups, and gain an overview of inquiries.

<b>Lessons</b>
<ul style="list-style-type: none"><li>▪ Structure of Asset Register</li><li>▪ Setting up Assets in the Fixed Assets Module</li></ul>
<b>Exercises</b>
<ul style="list-style-type: none"><li>▪ Setup of Fixed Assets</li></ul>

By the end of this chapter, students will be able to:

- Recognize the structure and functionality of the Fixed Asset Register
- Manage fixed asset groups
- Distinguish between financial and non-financial information about an asset
- Have an overview of inquiries available in the Fixed Asset Register

### Chapter 4: Asset Transactions

This chapter focuses on a more in depth description on how to record the fixed asset transactions into the accounting journals of Microsoft Axapta. The discussion will look at some preferred, and some alternative approaches, to record fixed asset transactions.

<b>Lessons</b>
<ul style="list-style-type: none"><li>▪ Available Transaction Types</li><li>▪ Recording Asset Transactions</li></ul>
<b>Exercises</b>
<ul style="list-style-type: none"><li>▪ Fixed Asset Transactions</li></ul>

By the end of this chapter, students will be able to:

- Determine what transaction types are available to post Fixed Asset transactions.
- Know how to manage fixed asset transactions for accounting and tax purposes.
- Know what alternatives are available for entering fixed asset transactions

## Chapter 5: Inquiries, Reports, and Additional Features

This chapter explains in more detail the features regarding inquiring and reporting against the data created through the previous chapters. Also shown, are a few additional features within the Fixed Assets module. Students will be given a look at what data inquiries are available in Fixed Assets, as well as what reports are available. Students will be taught how to record and document lending of assets, along with how to assign bar codes to assets, and to recognize the features of asset budgeting.

Lessons
<ul style="list-style-type: none"><li>▪ Inquiries</li><li>▪ Reports</li><li>▪ Recording of Lending, Assigning Bar Codes, and Asset Budgeting</li></ul>

By the end of this chapter, students will be able to:

- Understand what data inquiries are available in Fixed Assets.
- Know what reports are available for Fixed Assets.
- Be able to document and record lending of assets.
- Know how to assign bar codes to assets.
- Recognize the features of asset budgeting.