

Fixed Asset Management Training

Topic	Description	Duration
Introduction of FAM Training	<ul style="list-style-type: none"> • Introduction of Facilitator • Introduction of Participants • Agenda/Topics 	15mins
FAM Overview	<ul style="list-style-type: none"> • Overview • System Setup • Asset Types • Depreciation Methods • Alternate Methods 	30mins
FAM Transactions	<ul style="list-style-type: none"> • Asset Proposal • Manage Asset Proposal • Asset Creation • Asset Depreciation • Asset Disposal • Asset Revaluation • Asset Split • Asset Transfer 	45mins
Hand-on Exercise	<ul style="list-style-type: none"> • Asset Creation • Asset Transactions 	45mins
Break		15mins
FAM Lease Overview	<ul style="list-style-type: none"> • Generate Lease Schedules • Record Lease Interest • Finalize Migrated Leases 	30mins
FAM Lease Hands on Exercise		30mins
FAM Reports	<ul style="list-style-type: none"> • Asset Register • Asset Summary 	30mins

Fixed Asset Management Training

	<ul style="list-style-type: none">• Depreciation Schedule Net Book Value• Depreciation Schedule Period Depreciation• Depreciation Monthly Report• Fixed Asset Listing	
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