

Amortization and Expense Allocation Training

Topic	Description	Duration
Introduction of the Amortization and Expense Allocation Training	<ul style="list-style-type: none"> • Introduction of Facilitator • Introduction of Participants • Agenda/Topics 	10mins
Amortization: Feature Overview		15mins
Setup for Amortization	<ul style="list-style-type: none"> • Enabling the feature • Setting Amortization Preferences • Specifying Deferral Accounts for Amortization 	10mins
Amortization Templates	<ul style="list-style-type: none"> • Creating Amortization Templates • Configuration for Amortization • Associating Amortization Template with Expenses 	20mins
Amortization Reports		10mins
Hands on – Amortization	<ul style="list-style-type: none"> • Demo • Exercise 	25mins
Break		15mins
Expense Allocation Overview		5mins
Creating Expense Allocation Schedules	<ul style="list-style-type: none"> • Fixed Allocation • Dynamic Allocation 	45mins
Creating Expense Allocation Journal Entries		10mins



Amortization and Expense Allocation Training

Creating an Allocation Batch		10mins
Hands on – Expense Allocation	<ul style="list-style-type: none">• Demo• Exercise	30mins
Q&A		15mins