

# SunSystems 6 – Fixed Assets - Training Agenda

### 1 – About this guide

#### 2 – Introduction

#### 3 – Creating Fixed Asset Records:

- Asset Analysis / Class
- Depreciation Methods
- Fixed Asset Record
- Overview
- Uploading Assets using Q&A
- Asset Posting Presets / Notes / Budgets
- Depreciation Timing Rules

### 4 – Transaction Processing:

- Options 1 & 2
- Journal Types
- Posting a Fixed Asset Invoice
- Entering other Fixed Asset Journals

#### 5 – Procedures:

- Depreciation
- Asset Disposal

## 6 – Asset Inquiries

## 7 – Reporting:

Asset Register / Status / Query & Analysis

# 8 – Hints and Tips