

Identify where open transactions can be modified if necessary

Identify what can be modified for a pending transaction

Identify why a pending transactions may need to be deleted

Demonstrate how to edit a pending transaction

Demonstrate how to delete a pending transaction

Identify when depreciation calculation must be run

Demonstrate how to depreciate assets

Identify when an asset is to be retired in the system

Demonstrate how to retire an asset

Demonstrate how to retire an asset that has been traded in

Identify when a retired asset may need to be reinstated

Identify what type of asset should not be reinstated after being retired

Demonstrate how to reinstate a retired asset

Lessons:

Lesson 1: Introduction to Working with Existing Assets

Lesson 2: Physical Asset Changes

Lesson 3: Financial and Book Asset Changes

Lesson 4: Asset Depreciation Lesson 5: Asset Retirements

Practice Exercises:

Practice Exercise #1:

Practice Exercise #2: Transferring an Asset to a New Chartfield

Practice Exercise #3: Transferring an Asset to a New Location and Department

Practice Exercise #4: Adding Component Costs and Adjusting Useful Life

Practice Exercise #5: Adjusting Asset Costs

Practice Exercise #6: Re-Categorizing Assets

Practice Exercise #7: Adding Salvage Value to Assets

Practice Exercise #8: Changing the In Service Date of an Asset

Practice Exercise #9: Depreciation Calculation #1

Practice Exercise #10: Depreciation Calculation #2

Practice Exercise #11: Depreciation Calculation #3

Practice Exercise #12: Marking an Asset as Missing

Practice Exercise #13: Retir 23: BDC BTF7 1 BTFm 1cta/mExe-#Tf 6etire a TF8(ire)12()9(a TF8(7 11.04 Tf1 2T1 0 0 1



Prerequisites:

AM Course 1: Introduction to Asset Management

AM Course 2: Creating Assets Manually

AM Course 4: Integrating Asset Management with Purchasing and Accounts Payable

Course Number: