TRAINING PROGRAM

SAGE 100C FIXED ASSETS

Duration: 14 hours (2 days)

WHO IS THIS TRAINING FOR?

Trainee profile:

- Accounting and financial departments

Prerequisites:

- Good knowledge of asset management. Regular use of the Windows environment

LEARNING OBJECTIVES:

- Install, configure, and manage various fixed assets within a company's accounting system

CONTENT (TRAINING PROGRESSION):

- **Setting up the file**
    - o Customizing the file
    - o Asset locations

- **Fixed assets**
    - o Fixed asset categories
    - o Fixed assets: owned assets, lease financing (credit lease), and rentals
    - o Composite assets
    - o Management of previous depreciations

- **Managing fixed assets**
    - o Recording different asset disposals
    - o Depreciation plans
    - o Calculating depreciations
    - o Automatic creation of assets

- **Posting transfers**
    - o Changing the accounting allocation

- **Asset splitting**
    - Splitting an asset
    - Splitting window

- **Mass disposal**
    - Batch disposal of assets
    - Calculation button

- **Accounting inventory**
    - Recording of depreciation and management of write-backs (native plan)
    - Impact on depreciation plans
    - Before / after inventory
    - Inventory procedure

- **Depreciation plan revision**
    - Adjustment of depreciation period or value
    - Adjustment of residual value and revision procedure

- **Optimization of exceptional depreciations**
    - Optimization of exceptional depreciation management
    - Reversal value
    - Impact on the asset sheet

- **Disposals**
    - Simple or global disposal
    - Scrapping and destruction
    - Renewal of a component

- **Asset renumbering**
    - Renumbering of asset codes

- **Transfer to tax package and year-end**
    - Transfer to tax package
    - accounting update
    - Year-end closing and archiving
    - Creation of a new fiscal year

ORGANIZATION

-> Instructor

Educational and technical resources
- Participants are welcomed in a dedicated training room
- Projected training materials
- Theoretical presentations
- Case studies
- In-class quizzes
- Online access to supporting documents after training

Monitoring and evaluation system for training outcomes
- Attendance sheets
- Oral or written questions (multiple-choice quizzes)
- Practical exercises
- Training evaluation forms