

Anlæg

 **AGIDON** Course book
Streamline your procedures!

Introduction	0-1
Welcome	0-1
Microsoft Dynamics Courseware Contents	0-2
Documentation Conventions	0-3
Student Objectives	0-4
Chapter 1: Fixed Assets Setup	1-1
Objectives.....	1-1
Introduction.....	1-1
Fixed Assets Setup	1-2
Fixed Assets Posting Groups	1-3
Depreciations Books	1-5
Depreciation Tables	1-13
FA Journals Templates	1-14
Fixed Asset Card.....	1-15
Main Assets and Asset Components.....	1-22
Record Open Transactions	1-25
Making Duplicate Entries.....	1-26
Copying Fixed Assets and FA Ledger Entries.....	1-28
Summary	1-31
Quick Interaction: Lessons Learned.....	1-32
Chapter 2: Fixed Asset Transactions	2-1
Objectives.....	2-1
Introduction.....	2-1
Journals for Fixed Assets	2-2
Purchasing Fixed Assets.....	2-3
Calculation and Posting Depreciation.....	2-4
Write-Down and Appreciation of Fixed Assets	2-12
Fixed Asset Disposals	2-14
Correction of Entries.....	2-19
Documenting Fixed Asset Transactions.....	2-20
Fixed Asset Reports	2-21
Budgeting Fixed Asset Transactions.....	2-28
Cost-Accounting Depreciation.....	2-36
Indexation.....	2-40
Minor Assets.....	2-44
Summary	2-46
Quick Interaction: Lessons Learned.....	2-47
Chapter 3: Fixed Asset Reclassifications	3-1
Objectives.....	3-1
Introduction.....	3-1
Asset Transfers	3-2
Partial Disposal of an Asset.....	3-4
Combining Assets	3-4
Summary	3-4
Quick Interaction: Lessons Learned.....	3-5

Chapter 4: Fixed Assets Maintenance	4-1
Objectives.....	4-1
Introduction.....	4-1
Setting up Maintenance Information.....	4-2
Maintenance Registration and Costs	4-5
Maintenance Cost Reporting	4-10
Summary	4-13
Quick Interaction: Lessons Learned.....	4-14
Chapter 5: Fixed Asset Insurance	5-1
Objectives.....	5-1
Introduction.....	5-1
Setting up Insurance Information.....	5-2
Assigning Assets to Insurance Policies	5-8
Monitoring Insurance Coverage	5-12
Updating Insurance Information	5-13
Indexing Insurances	5-15
Summary	5-17
Quick Interaction: Lessons Learned.....	5-18

CHAPTER 1: FIXED ASSETS SETUP

Objectives

The objectives are:

- Describe the fields on the Fixed Assets Setup page.
- Describe Fixed Assets Posting Groups.
- Explain Depreciations Books for Fixed Assets.
- Explain Depreciation Tables.
- Set up FA Journals Templates.
- Set up Fixed Asset Card.
- Set up Main Assets with Asset Components.
- Explain recording for opening transactions.
- Explain duplicate entries to the Depreciations Books.
- Explain copying for fixed assets and FA ledger entries.

Introduction

Microsoft Dynamics® NAV 2009 Fixed Assets provides a fully integrated Fixed Asset management functionality. This functionality helps a company effectively and efficiently manage its assets.

Microsoft Dynamics NAV 2009 Fixed Assets helps a company to keep track of all information relevant to Fixed Assets, such as maintenance costs and schedules, acquisition costs, and related insurance information.

Fixed Asset has unlimited depreciation books that track the depreciation expense reliably. In addition, all the ordinary methods of depreciation are available, plus the ability to create custom depreciation methods. With the flexibility and real-time nature of a fixed assets, this means the periodic income and expense figures are always accurate and up-to-date.

Before processing with Fixed Assets, in Microsoft Dynamics NAV 2009, the following areas must be set up

- Fixed Assets Card
- Fixed Assets Posting Group
- Depreciations Books
- Depreciation Tables
- Fixed Assets Journals

Other features are possible in Fixed Assets:

- Main Assets with Asset Components
- Recording opening transactions
- Duplicate entries to the Depreciations Books
- Copying for fixed assets and Fixed Assets ledger entries

Fixed Assets Setup

Use the **Fixed Assets Setup** page to specify the default settings for the Fixed Assets.

The page has two FastTabs:

- General
- Numbering

To access the **Fixed Assets Setup** page, on the Navigation Pane, click **Departments**, click **Administration**, click **Application Setup**, click **Financial Management**, click **Fixed Assets**, and then select **FA Setup**.

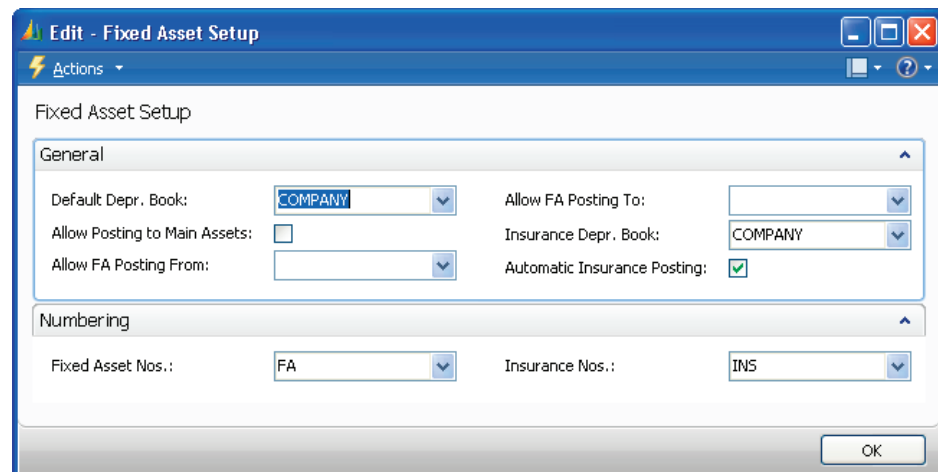


FIGURE 1.1 FIXED ASSET SETUP

General FastTab

The **General** FastTab contains the basic setup fields for Fixed Assets.

The **Default Depr. Book** field contains the default depreciation book. Notice that having a default does not prevent the existence of multiple depreciation books.

If the asset is split into main assets and components, you can keep track of the components by posting directly to a main asset. Select the **Allow Posting to Main Assets** option to post to a main asset.

In this field, you can enter one of the depreciation book codes. If you use the , you must enter a code in order to be able to post insurance coverage ledger entries. The program uses the code in this field when it automatically disconnects sold fixed assets from insurance policies.

Click the AssistButton in the field, and then select a code. To ensure full disconnection of sold assets, select a depreciation book code that has been assigned to all fixed assets.

If the configuration includes insurance facilities, enter a code in the **Insurance Depr. Book** field to enable the posting of insurance coverage ledger entries. This code is the default depreciation book. The Default Depreciation Book must be set up before the Insurance Depreciation Book. The code in this field is also used when a fixed asset is sold and the values from insurance policies changes.

If the **Automatic Insurance Posting** field is selected, the program allows for the acquisition costs posted to fixed assets to automatically post to the insurance coverage ledger.

Numbering FastTab

The **Numbering** FastTab has two fields:

- Fixed Assets Nos.
- Insurance Nos.

Both fields is used to assign a number series for the fixed assets and the insurance policies that cover them.

To see the number series that are set up in the field click the drop-down list.

Fixed Assets Posting Groups

Fixed Assets Posting Groups must be set up to relate transactions to the fixed assets.

The Fixed Assets Posting Groups is set up in the **FA Posting Group** page.

To open the **FA Posting Groups** page, in the Navigation Pane, click **Departments**, click **Administration**, click **Application Setup**, click **Financial Management**, click **Posting Groups**, and then select **FA Posting Groups**.



FI 1 2 FA IN

Enter a code for each group of assets and specify the following G/L accounts for different types of expenses and costs:

- Acquisition costs
- Accumulated depreciation amounts
- Acquisition costs on disposal
- Accumulated depreciation on disposal
- Gains on disposal
- Losses on disposal
- Maintenance expenses
- Depreciation expenses

Allocation

The **Allocation** option shows an overview of the allocated percentage on the different types of expenses and costs with an asset.

To set up allocation keys, select **Related Information**, point to **Posting Gr.**, click **Allocations**, and select the type of expense to allocate to.

Select an allocation type to open the **FA Allocations** page.

Use the **FA Allocations** page to specify the account number in the general ledger to post to and allocate the percentage for that particular asset.

To use global dimensions, select **Related Information**, point to **Line** and then select **Dimensions**. Set up the **Dimension Code** in the fields in the lines.

FIND COURSES AT

www.agidon.dk/kurser

calendar

WWW.AGIDON.DK/KURSER

Find the course calendar on our website

- Order courses: phone +45 70 20 02 22
- Email: kursus@agidon.dk



types of courses

AGIDON
offer the following courses:

- **Standard course**
Our standard courses cover the essential areas of Microsoft Dynamics NAV.
- **Closed standard courses**
We offer closed standard courses for individual companies.
- **Tailored day courses**
We offer tailored courses specific for your company. (6 educational hours DKK. 9.900,- + VAT and transport). Please phone us for more information.
- **Webinar (online mini course)**
Save time, transport and money with our online mini courses. All you have to do is to sign in on the webinar from your own computer. Log in information will be sent to you after you book the webinar.
- **1-to-1 web education**
You will receive 100% tailored web education. Hourly current rate (min. of 15 minutes at a time)
Please phone for more information.

ticket coupon

PRICES (1. AUGUST 2010 - EX. VAT AND COURSE BOOKS)

Course ticket coupon (Can be used for all our course concepts)

Ticket coupon 1	Value DKK. 8.700,-	(equalling 3 courses of DKK. 2.900,-)	SAVE DKK. 435,-	8.265,-
Ticket coupon 2	Value DKK. 14.500,-	(equalling 5 courses of DKK. 2.900,-)	SAVE DKK. 1.015,-	13.485,-
Ticket coupon 3	Value DKK. 29.000,-	(equalling 10 courses of DKK. 2.900,-)	SAVE DKK. 2.610,-	26.390,-



▲ Sct. Cathrine Vej 21
9800 Hjørring
☎ Phone +45 70 20 02 22
✉ kursus@agidon.dk
🌐 www.agidon.dk