

## **MICROSOFT<sup>®</sup> DYNAMICS - NAV - FIXED ASSETS**

### ***Introduction***

The 1 day Microsoft Business Solutions – Navision Fixed Assets course covers all aspects of the Fixed Assets granules that are available for Microsoft Navision. This course demonstrates how to set up Fixed Assets, how to perform a wide variety of Fixed Asset transactions, as well as how to handle reclassification, maintenance, and insurance where Fixed Assets are concerned.

A thorough understanding of these topics allows you to streamline your Fixed Asset depreciation and reporting processes by learning how to automate these routine activities. This course shows you how to accelerate data entry by copying Fixed Assets, it teaches you how to define default values that automatically populate data fields, and it shows you how to gather the information you need to make better business decisions by exploring powerful inquiry and reporting options.

### ***Audience***

The intended audience for this course is partners wanting to learn how to set up Fixed Assets in Microsoft Navision for their customers.

The class is targeted toward sales people, consultants, and implementers who need to understand the technical aspects of Microsoft Navision Fixed Assets and gain foundational knowledge of the application functionality.

It is also targeted at anyone who wants to become certified in Microsoft Navision 4.0 Financial Management, as there are questions on the Financial Management test, which are related to the Fixed Assets area.

### ***At Course Completion***

After completing this course, students should be able to:

- Set up Fixed Assets
- Perform a variety of Fixed Asset transactions
- Reclassify Fixed Assets
- Handle maintenance of their Fixed Assets
- Handle insurance on their Fixed Assets

### ***Prerequisites***

Before attending this course, students must have:

- General knowledge of Windows
- Complete the Microsoft Navision Financial Management Training or on-line Tutorials
- Basic knowledge of Fixed Assets and accounting principles