

sage Fixed Assets

Training Catalog



For additional information or to register, visit us at www.sageu.com/fixedassets
or call 1-855-SageUni. For a free skills assessment visit www.sageu.com/sfaexpert

Introduction

Committed to the right training solutions for your needs.

Sage training will help you improve your proficiency as an accounting professional. Whether you already have experience with Sage Fixed Assets or are just starting out, our courses will help you make a significant contribution to the success of your company's operations. Moreover, Sage training will help you build a more successful career. Our professional training team will provide you with the knowledge and guidance you need to succeed.

Why attend Sage training?

A few of the benefits which accrue to students who complete Sage training include:

- Improve workflows and increase productivity in the workplace.
- Eliminate wasted time trying to learn how to use the Sage software yourself.
- Learn from trainers who thoroughly understand Sage Fixed Assets and subject matter.
- Advance your career with Sage certification which may elevate you from others in the accounting field.
- Earn Continuing Professional Education (CPE) credits while learning.

The value of Sage certification.

Obtaining a Sage certification should be a priority as it signifies:

- The ability to deliver a significant return on investment using Sage Fixed Assets.
- Competency in performing tasks related to Sage Fixed Assets.
- The determination and ability to complete a task.
- The ability to apply skills immediately after completing accredited training.
- Globally accepted credentials of your skill set in the accounting field.

Completing a Sage assessment.

To make it easier for our customers pursuing certification, Sage assessments are conducted online.

- You can take the exam on your schedule and from the location of your choice.
- All examinations are open book.

What is Sage University?

Sage University is the ultimate resource for all your Sage training needs. It gives you the freedom to choose the courses and methods that best suit your business and learning style. It even includes free resources to help you get started. The courses you choose will help you master each application, maximize your software investment, and streamline your workflow. As a result, you will deliver more value to the stakeholders at your workplace.

How the process works.

Enroll in classes on the Sage U website or contact your Sage Account Rep to schedule onsite training for your team.

Seminar classes are offered in both East Coast and West Coast time zones

- East Coast virtual Seminar classes are scheduled to run from 8:30 am to 5:30 pm EST
- West Coast virtual Seminar classes are scheduled to run from 8:00 am PT to 5:00 pm PST.

Best Practices are scheduled twice a day. Based on the Eastern Time Zone, one starts 8:30 am EST, and the other at 1:00 pm EST.

Except for Best Practices, all Instructor Led Training is 8 hours per day, and CPE equals 8 credits per day. Best Practices may run up to 3 hours, and the CPE equals 3.5 credits per class.

Contents

Introduction	2
Training Methods	4
Training Course Details.....	5
Principles of Fixed Asset Accounting	5
Fundamentals of Fixed Asset Accounting	5
Basic Sage Fixed Assets—Depreciation.....	6
Basic Depreciation – Anytime Learning	6
Intermediate Sage Fixed Assets—Depreciation.....	7
Intermediate Depreciation – Anytime Learning	7
Advanced Sage Fixed Assets—Depreciation.....	8
Basic Sage Fixed Assets—Reporting	9
Basic Reporting—Anytime Learning	9
Advanced Sage Fixed Assets—Reporting	10
Basic Sage Fixed Assets—Tracking	11
Basic Tracking—Anytime Learning	11
Basic Sage Fixed Assets—Planning.....	12
Basic Planning—Anytime Learning.....	12
Closing Your Books at Year End—Anytime Learning	13
Customizing Depreciation—Anytime Learning.....	13
Best Practices	14
Preparing for Success	14
Managing the Life Cycle of Fixed Assets	15
Using Your Reports Effectively	16
Data Integrity and Safety	17
Adjusting Current Methods to Best Practices.....	18
Certifications	19
Sage Fixed Assets – Depreciation Specialist.....	19
Sage Fixed Assets – Reporting Specialist	20
Sage Fixed Assets – Tracking Specialist	21
Sage Fixed Assets – Planning Specialist.....	22
Sage Fixed Assets – Master Application Specialist.....	23
Onsite Classes	24
Making the Most	24
Schedule an Onsite	24
How to Enroll.....	25
Sign up on Sage U	25

Training Methods

All training classes are available at www.sageu.com/fixedassets. We have a variety of training methods available to help you become knowledgeable using Sage Fixed Assets. What learning opportunities best fit your busy lifestyle, providing you with the optimal value for your time and money?

Virtual seminar classes

Online, instructor-led classes are scheduled for a specific date and time.

These courses include a hands-on lab for each student to actively use the product and conduct practice exercises.

Your knowledgeable instructor will share their desktop to demonstrate the software and answer your questions regarding software use and practices.

Continuing Professional Education (CPE) available for all classes taught by a live instructor

Best Practices courses are led by an instructor without the hands-on lab component.

Anytime Learning

These courses offer self-paced, recorded videos, available to view whenever is convenient.

All you need is a computer, speakers, and a high-speed Internet connection.

Assessments to Earn Certification

Assessments are online and consist of multiple-choice, multiple-response, and true-false questions.

Assessments are open book. You may use training manuals (if provided), class notes, product documentation, or online help during the assessment; however, you cannot run Anytime Learning videos while in an assessment.

The minimum acceptable score is 80%.

You receive 2 attempts per registration.

Each exam expires 120 or 180 days from registration, so remember to take the exam before it expires.

A complimentary sample Expert Challenge is available for practice. You may take it once.

For help navigating Sage U, call **1- 855-724-3864** or email **SageUniversity@Sage.com**.

Training Course Details

Principles of Fixed Asset Accounting

Overview

This class is mostly taught by lecture and partially software driven as the student is shown how to apply some of the principles learned. This class covers the basics of both financial and tax reporting. Roughly half of the class focuses on the Internal Revenue Code.

Target Learners

Accounting managers or accountants seeking a deeper understanding of the principles for managing the life of a fixed asset as well as the tax law that applies to fixed asset accounting.

Prerequisites

None

Delivery Method

Instructor Led

Duration

8 hours

Course Syllabus

- Fundamentals of Depreciation
- Amortization
- Depreciation for Financial Reporting
- Tax Reporting – Tangible Property Regulations
- Tax Reporting – First Year Expensing
- Tax Reporting – MACRS
- Tax Reporting – Listed Property
- Application to Sage Fixed Assets

Price

List: \$750

Silver: \$650

Gold: \$600

Fundamentals of Fixed Asset Accounting

Overview

This class explains how to determine which assets should be capitalized and depreciated.

Delivery Method

Anytime Learning

Duration

42 minutes

Price

List: \$125

Silver: \$112.50

Gold: \$0 (No charge)

Basic Sage Fixed Assets—Depreciation

Overview

This class presents a one-day overview of the basic functionality of the Sage Fixed Assets-Depreciation program. The focus of this class is on financial reporting.

Target Learners

Accountants who are new to Sage Fixed Assets or accounting managers who may be supervising those with responsibility for the management of fixed assets.

Prerequisites

None

Delivery Method

Instructor Led

Duration

8 hours

Course Syllabus

- Sage Fixed Assets-Depreciation Interface
- Customize Your System
- Working with Assets
- Disposing of Assets
- Calculating Depreciation
- Finding Help

Price

List: \$750
Silver: \$650
Gold: \$600

Basic Depreciation – Anytime Learning

Overview

This recording explains the basic functionality of the Sage Fixed Assets—Depreciation program. It is the same content covered in the Basic Depreciation seminar class.

Delivery Method

Anytime Learning

Duration

3 hours and 10 minutes

Price

List: \$400
Silver: \$360
Gold: \$0 (No charge)

Intermediate Sage Fixed Assets—Depreciation

Overview

This class builds on the topics taught in the Basic Depreciation class but covers more advanced operations and procedures. This class places a greater emphasis on tax reporting, especially focusing on recommended preparations before filing the tax return at the end of the year.

Target Learners

Accountants or Accounting managers who are responsible for the management of fixed assets.

Prerequisites

None required, but completion of the Basic Sage Fixed Assets—Depreciation class is recommended.

Delivery Method

Instructor Led

Duration

2 days, 8 hours per day

Course Syllabus

- Working with Assets
- Grouping and Sorting Assets
- Disposing of Assets
- Transferring Assets
- Managing the Depreciation Process
- Managing Assets
- Year-End Procedures
- Reporting

Price

List: \$1495
Silver: \$1295
Gold: \$1195

Intermediate Depreciation – Anytime Learning

Overview

This recording builds on the topics taught in the Basic Depreciation class, covering operations and procedures to a higher level. It is the topics taught in the Intermediate Depreciation seminar class.

Delivery Method

Anytime Learning

Duration

5 hours and 30 minutes

Price

List: \$800
Silver: \$720
Gold: \$0 (No charge)

Advanced Sage Fixed Assets—Depreciation

Overview

This class is intended to be a lab where students can bring problems seeking the instructor's help to resolve. A textbook with advanced topics is provided to the student but the syllabus is driven by what the student wants to cover.

Target Learners

Advanced users of the Sage Fixed Assets-Depreciation program.

Prerequisites

None required, but completion of the Intermediate Sage Fixed Assets-Depreciation class is recommended.

Delivery Method

Instructor Led

Duration

8 hours

Course Syllabus

- Student driven topics
- Interactive Forum
- Knowledge Assessment
- Lab Exercises
- Security Setup and Maintenance
- Replacement Value
- Business % Use
- Custom Depreciation Methods

Price

List: \$750

Silver: \$650

Gold: \$600

Basic Sage Fixed Assets—Reporting

Overview

The focus of this class teaches basic tools and techniques for creating, editing, and formatting a Crystal report. Additionally, the class teaches how to customize a standard report.

Target Learners

Customers with a license to use the Reporting module, including those licensed to use the Premier Depreciation program, and who want to learn how to customize a standard report and/or create their own report using the Crystal Reports application.

Prerequisites

None.

Delivery Method

Instructor Led

Duration

8 hours

Course Syllabus

- Planning to create or customize a report
- The SAP Crystal Reports for 2016 for Sage Interface
- Creating and Editing a Crystal report
- Formatting a Crystal report
- Customizing a standard report

Price

List: \$750
Silver: \$650
Gold: \$600

Basic Reporting—Anytime Learning

Overview

This recording explains basic tools and techniques for designing and creating a report in Crystal. It is a recorded version the Basic Reporting seminar class.

Delivery Method

Anytime Learning

Duration

2 hours and 40 minutes

Price

List: \$400
Silver: \$360
Gold: \$0 (No charge)

Advanced Sage Fixed Assets—Reporting

Overview

This class teaches advanced tools and techniques for altering the display of data presented in a Crystal report.

Target Learners

Customers with a license to use the Reporting module, including those licensed to use the Premier Depreciation program, and who want to learn advanced operations and procedures for use when working with Crystal Reports.

Prerequisites

None required, but completion of the Basic Reporting class is recommended.

Delivery Method

Instructor Led

Duration

8 hours

Course Syllabus

- Overview of Sage Fixed Assets—Reporting
- Crystal Formulas
- Using Parameter Fields
- Advanced Formatting and Additional Crystal Features
- Creating Cross-tab and Form Letter reports
- Exporting and Distributing reports

Price

List: \$750

Silver: \$650

Gold: \$600

Basic Sage Fixed Assets—Tracking

Overview

This class teaches how to build and work with the assets in the Sage Fixed Assets-Tracking program including how to perform an inventory and reconcile the results against the database of Depreciation assets.

Target Learners

Customers with a license to use the Tracking program. Accounting managers, inventory specialists, Information Technology personnel, or anyone supervising inventory operations would benefit from taking this course.

Prerequisites

None required, but completion of the Basic Depreciation class is recommended.

Delivery Method

Instructor Led

Duration

8 hours

Course Syllabus

- Sage Fixed Assets-Tracking Interface
- Working with Assets
- Managing your Assets
- Conducting Inventories using the Virtual Reader
- Reconciling Inventories
- Running Reports
- Creating and Working with Databases and Companies

Price

List: \$750
Silver: \$650
Gold: \$600

Basic Tracking—Anytime Learning

Overview

This recording explains basic operations and features in the Tracking software. It includes the topics taught in the Basic Tracking seminar class.

Delivery Method

Anytime Learning

Duration

2 hours and 30 minutes

Price

List: \$400
Silver: \$360
Gold: \$0 (No charge)

Basic Sage Fixed Assets—Planning

Overview

This class teaches how to use the tools within the Sage Fixed Assets—Planning program to manage projects with Construction in Progress (CIP) assets.

Target Learners

Anyone managing capital projects and their budgets. Customers with a license to use the Planning program.

Prerequisites

None required, but completion of the Basic Depreciation class is recommended.

Delivery Method

Instructor Led

Duration

8 hours

Course Syllabus

- Getting Started
- Customizing your System
- Working with Line Items
- Working with Transactions
- Search and Replace Data
- Grouping and Sorting Data
- Managing Projects
- Reporting
- Sending Line Items to Sage Fixed Assets—Depreciation

Price

List: \$750
Silver: \$650
Gold: \$600

Basic Planning—Anytime Learning

Overview

This recording explains basic operations and features in the Planning software. It includes the topics taught in the Basic Planning seminar class.

Delivery Method

Anytime Learning

Duration

2 hours and 9 minutes

Price

List: \$400
Silver: \$360
Gold: \$0 (No charge)

Closing Your Books at Year End—Anytime Learning

Overview

This class recommends best practices to follow at the end of the year including how to prepare your tax books for filing your federal tax return and period close operations, including how to set a period close.

Target Learners

Anyone seeking an overview of recommended year-end procedures from watching a video.

Prerequisites

None

Delivery Method

Anytime Learning

Duration

44 minutes

Price

List: \$425 (No charge)

Silver: \$0 (No charge)

Gold: \$0 (No charge)

Customizing Depreciation—Anytime Learning

Overview

This class explains how to set up the Sage Fixed Assets—Depreciation and customize it for managing fixed assets.

Target Learners

Anyone seeking get started procedures from watching a video.

Prerequisites

None

Delivery Method

Anytime Learning

Duration

52 minutes

Price

List: \$125

Silver: \$112.50

Gold: \$0 (No charge)

Best Practices

Preparing for Success

Overview

This class is a “show-and-tell” teaching the new customer how to set up and get started using the Sage Fixed Assets—Depreciation software.

Target Learners

New customers who may not have the time for a full day of training.

Prerequisites

None

Delivery Method

Instructor Led

Duration

3 hours

Course Syllabus

- Set up different kinds of database files.
- Get started with each of your licensed programs.
- Manage the use of the data in the Sage programs.
- Perform forecasting and budgeting in the software.
- Manage the use of standard reports.
- Recognize program upgrades available from Sage.

Price

List: \$249
Silver: \$219
Gold: \$200

Managing the Life Cycle of Fixed Assets

Overview

This class is a “show-and-tell” presenting best practices to use while managing fixed assets from creation to early disposition or full depreciation.

Target Learners

Customers who do not have the time for a full day of training and are seeking a process overview.

Prerequisites

None

Delivery Method

Instructor Led

Duration

3 hours

Course Syllabus

- Integrate their licensed program with their AP/PO (Accounts Payable/Purchase Order) software.
- Create and use templates.
- Add new assets.
- Edit asset records.
- Make global asset changes.
- Transfer assets.
- Perform disposals.
- Depreciate an asset to the end of its life.

Price

List: \$249

Silver: \$219

Gold: \$200

Using Your Reports Effectively

Overview

This class is a “show-and-tell” presenting best practices for using the reports available in the Sage Fixed Assets—Depreciation software.

Target Learners

Customers who do not have the time for a full day of training and are seeking a better understanding of the reports provided in the software.

Prerequisites

None

Delivery Method

Instructor Led

Duration

3 hours

Course Syllabus

- Complete a company setup to facilitate reporting.
- Generate a report when needed.
- Understanding how to read the data in the reports.
- Customizing data in the reports.
- Tax forms and worksheets provided in the Depreciation program.

Price

List: \$249
Silver: \$219
Gold: \$200

Data Integrity and Safety

Overview

This class is a “show-and-tell” focusing on the protection of data in the Sage Fixed Assets software

Target Learners

Accounting managers responsible for presenting accurate data to upper level management.

Prerequisites

None

Delivery Method

Instructor Led

Duration

3 hours

Course Syllabus

- Set up and use program features which help protect fixed asset data.
- Set up and maintain security controls.
- Utility reports
- Prepare for disaster recovery.
- Compliance with IRS requirements
- Perform an inventory in the Tracking program.
- Create an asset in the Depreciation program from the Planning program.

Price

List: \$249
Silver: \$219
Gold: \$200

Adjusting Current Methods to Best Practices

Overview

This class is a “show-and-tell” presenting recommended best practices for the fixed asset manager to adopt in their current operations

Target Learners

Accounting managers already familiar with Sage Fixed Assets, but looking for greater efficiency and effectiveness when using the software

Prerequisites

None

Delivery Method

Instructor Led

Duration

3 hours

Course Syllabus

- Recognize and understand the different options for original input of data into Planning, Tracking, and Depreciation programs.
- Recognize and understand month/year end procedures to balance and validate reports.
- Understand data collection for projects (Planning).
- Determine when a Planning line item becomes a fixed asset and how to add the fixed asset record to Depreciation.
- Recognize how to ensure data consistency using SmartLists, groups, and data scrubbing.
- Bring tax accounting in-house and create tax books.
- Recognize the issues of exporting data into Excel using the custom export.
- Merge multiple companies into one.
- Create new companies by extracting a group of assets from another company.
- How to set new tag numbers in the Tracking program.

Price

List: \$249
Silver: \$219
Gold: \$200

Certifications

Sage Fixed Assets – Depreciation Specialist

Overview

This certification is awarded to students who pass the competency exam following the completion of the classes listed in the course curricula below.

Target Learners

Accounting managers seeking credentials to demonstrate their skill set with the Sage Fixed Assets—Depreciation software.

Prerequisites

None

Delivery Method

Instructor Led

Duration

7 classes, up to 49 hours of classroom training, plus the exam

Course Curricula

- Principles of Fixed Assets.
- Basic Depreciation.
- Intermediate Depreciation.
- Advanced Depreciation.
- Best Practices – Adjusting Current Methods to Best Practices.
- Best Practices – Data Integrity and Safety.
- Best Practices – Managing the Life Cycle of Fixed Assets.

Price

List: \$3995
Silver: \$3199
Gold: \$2699

Assessment

The student must demonstrate competency by passing the applicable certification exam with a score of 80% or higher. The test consists of 150 questions with a 320-minute time limit, and the student is afforded two attempts to pass. Certification must be completed within 120 days after purchase.

Sage Fixed Assets – Reporting Specialist

Overview

This certification is awarded to students who pass the competency exam following the completion of the classes listed in the course curricula below.

Target Learners

Accounting managers seeking credentials to demonstrate their skill set with the Sage Fixed Assets—Depreciation software.

Prerequisites

None

Delivery Method

Instructor Led

Duration

3 classes, up to 19 hours of classroom training, plus the exam

Course Curricula

- Basic Reporting.
- Advanced Reporting.
- Best Practices - Using Your Reports Effectively

Price

List: \$1300
Silver: \$1105
Gold: \$889

Assessment

The student must demonstrate competency by passing the applicable certification exam with a score of 80% or higher. The test consists of 50 questions with a 100-minute time limit, and the student is afforded two attempts to pass. Certification must be completed within 120 days after purchase.

Sage Fixed Assets – Tracking Specialist

Overview

This certification is awarded to students who pass the competency exam following the completion of the classes listed in the course curricula below.

Target Learners

Accounting managers, inventory specialists, or anyone seeking credentials to demonstrate their skill set with the Sage Fixed Assets—Tracking software.

Prerequisites

None

Delivery Method

Instructor Led

Duration

3 classes, up to 14 hours of classroom training, plus the exam

Course Curricula

- Tracking.
- Best Practices – Adjusting Current Methods to Best Practices.
- Best Practices – Preparing for Success.

Price

List: \$1000
Silver: \$850
Gold: \$699

Assessment

The student must demonstrate competency by passing the applicable certification exam with a score of 80% or higher. The test consists of 30 questions with a 60-minute time limit, and the student is afforded two attempts to pass. Certification must be completed within 120 days after purchase.

Sage Fixed Assets – Planning Specialist

Overview

This certification is awarded to students who pass the competency exam following the completion of the classes listed in the course curricula below.

Target Learners

Accounting managers seeking credentials to demonstrate their skill set with the Sage Fixed Assets—Planning software.

Prerequisites

None

Delivery Method

Instructor Led

Duration

3 classes, up to 14 hours of classroom training, plus the exam

Course Curricula

- Planning.
- Best Practices – Adjusting Current Methods to Best Practices.
- Best Practices – Preparing for Success.

Price

List: \$850
Silver: \$740
Gold: \$599

Assessment

The student must demonstrate competency by passing the applicable certification exam with a score of 80% or higher. The test consists of 30 questions with a 60-minute time limit, and the student is afforded two attempts to pass. Certification must be completed within 180 days after purchase.

Sage Fixed Assets – Master Application Specialist

Overview

This certification is awarded to students who pass the competency exam following the completion of the classes listed in the course curricula below.

Target Learners

Accounting managers seeking credentials to demonstrate their skill set with all of Sage Fixed Assets software.

Prerequisites

None

Delivery Method

Instructor Led

Duration

11 classes, up to 81 hours of classroom training, plus the series of exams

Course Curricula

- Principles of Fixed Assets.
- Basic Depreciation.
- Intermediate Depreciation.
- Advanced Depreciation.
- Best Practices – Adjusting Current Methods to Best Practices.
- Best Practices – Data Integrity and Safety.
- Best Practices – Managing the Life Cycle of Fixed Assets.
- Basic Reporting.
- Advanced Reporting.
- Tracking.
- Planning.

Price

List: \$5950
Silver: \$4499
Gold: \$3599

Assessment

The student must demonstrate competency by passing the following certification exams with a score of 80% or higher:

- Depreciation Specialist Exam (150 questions with a 320-minute time limit).
- Reporting Specialist Exam (50 questions with a 100-minute time limit).
- Tracking Specialist Exam (30 questions with a 60-minute time limit).
- Planning Specialist Exam (30 questions with a 60-minute time limit).

The student is afforded two attempts to pass. Certification must be completed within 180 days after purchase.

Onsite Classes

Making the Most

Overview

This class is typically sold as a 2-day training package. The Making the Most textbook is a compilation of all topics taught in the Basic and Intermediate Depreciation seminar classes. The syllabus may also be tailored to adapt to the customer's focus of interest, and this includes but is not limited to the type of entity such as:

- U.S. Company
- Government agency or non-profit organization
- Canadian organization

Target Learners

Accounting teams who are new to the Sage Fixed Assets or are seeking a better understanding of how to use the software. The onsite is the most cost-effective option where three or more students need the training.

Prerequisites

None

Delivery Method

Instructor Led, Available on site at the customer's location or in a virtual classroom

Duration

8 hours per day

Course Syllabus

- Sage Fixed Assets—Depreciation Interface
- Customizing your System
- Working with Assets
- Grouping and Sorting Assets
- Disposing of Assets
- Transferring Assets
- Calculating Depreciation
- Managing Assets
- Year-End Procedures
- Reporting
- Find Help

Price

On site: \$1,800 per day, up to 5 students, plus Travel expenses; \$300 for each additional student.

Virtual: \$1,895 per day, up to 5 students; \$300 for each additional student.

Prices include free shipment of textbooks to one site: \$75 for each additional shipping address.

Note

Any of the one-day seminar classes may also be delivered as part of an onsite training package.

Schedule onsite training

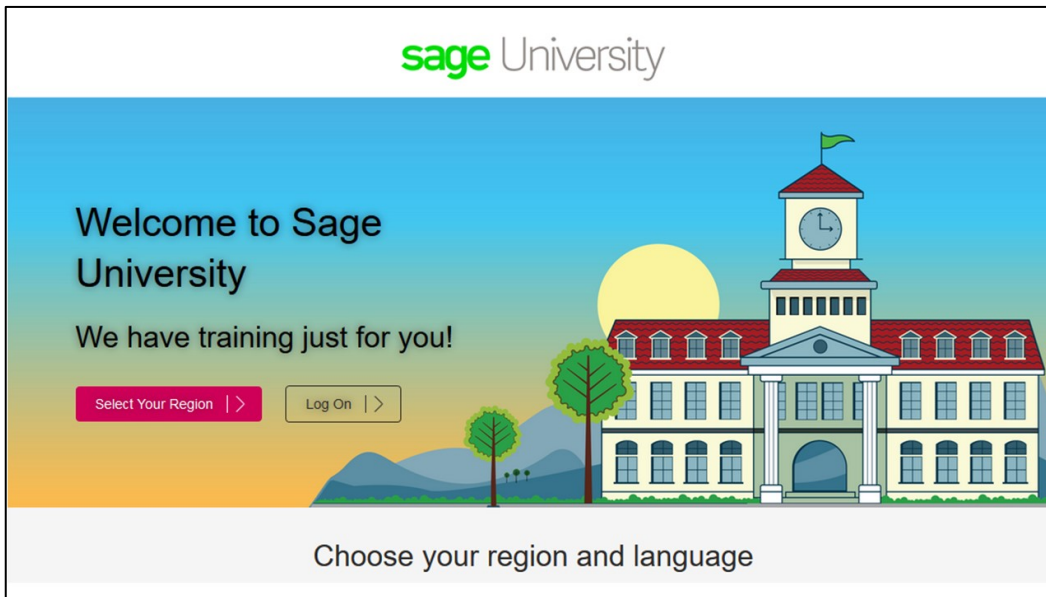
To schedule a custom private onsite or virtual onsite, contact your Account Representative at 1-800-368-2405.

How to Enroll

Sign up on Sage U

Follow these step-by-step instructions to sign up online:

1. Visit www.sageu.com/fixedassets



2. Click on your region and language and log on.
3. New to Sage U? Select your product and then Create your profile.
4. Complete the form. Make sure you enter your account number.
5. Put your password in a safe place.
6. Select Log on.
7. Select Get started to choose your required training
8. Once you select your course, log on anytime to view your Sage U account details, launch training sessions from your transcript, and print completion certificates.

For help navigating Sage U, call **1-855-724-3864** or email **SageUniversity@Sage.com**.

Each participant enrolls in a SageU class individually. If there are two students from the same company who would like to take a class, each enrolls in the course. One tuition paid per student. Several students might enroll in a class, bringing experiences from different companies, organizations, and industries. A class will run with only one student.

www.sageu.com/fixedassets