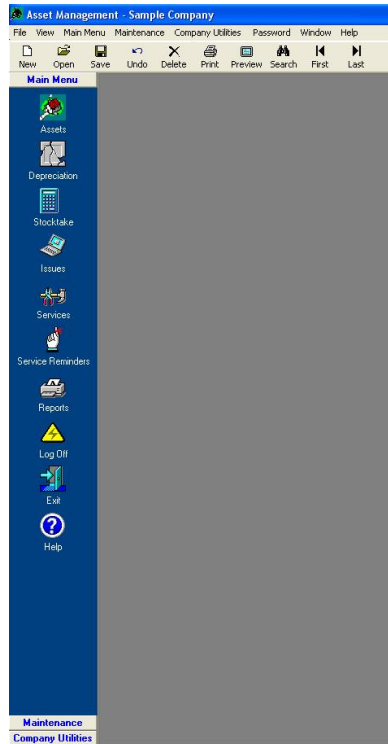


C.S. PACKAGES



CS ASSETS

TRAINING PROCEDURES



CS Assets Training

<u>Introduction</u>	<u>Notes:</u>
Set today's goals and aims	
About CS Assets	
CS Assets Menus	
<p>Components of CS Assets</p> <ul style="list-style-type: none">- System & System Processes- Categories- Grid Functions & Sorting- Assets- Depreciation- Reporting & View Data- Services- Issues & Returns- Stocktake- Periodic Procedures- Leasing	



CS Assets Training

<u>System Setups</u>	<u>Notes:</u>
<ul style="list-style-type: none">- System Utilities<ul style="list-style-type: none">- Company Details- Security - Categories<ul style="list-style-type: none">- Depreciation Method- Depreciation Rate- Accounts - Locations - Departments - Suppliers - Employees - Purchase Type - Sale Type - Status - Service Units - Service Type	



CS Assets Training

<u>Categories Setup</u>	<u>Notes:</u>
<ul style="list-style-type: none">- Depreciation Method/Rate<ul style="list-style-type: none">- Book- Tax - Control Accounts - Expense Accounts - Clearing Accounts - Leasing Accounts - Linking to Accounting Software - Sub Categories	



CS Assets Training

<u>Grid Functions & Sorting</u>	<u>Notes:</u>
<ul style="list-style-type: none">- Grid Functions - Sorting Capabilities - Reordering the Columns - Moving around the Grid - Choosing Columns - Filters - Advanced Search	



CS Assets Training

<u>Assets</u>	<u>Notes:</u>
<ul style="list-style-type: none">- Lookup<ul style="list-style-type: none">- Code- Description - Searching<ul style="list-style-type: none">- Multiple searches - Details<ul style="list-style-type: none">- Purchasing- Selling- Revaluation- Transferring- Servicing - Balances<ul style="list-style-type: none">- Depreciation Book/Tax- Dates- Quantity- Values - History<ul style="list-style-type: none">- Display Book/Tax- Audit - Insurance/Service<ul style="list-style-type: none">- Details- Maintenance- Warranty - Leasing<ul style="list-style-type: none">- Details- Schedule	



CS Assets Training

<u>Depreciation</u>	<u>Notes:</u>
<ul style="list-style-type: none">- Calculate<ul style="list-style-type: none">- Book & Tax- Tax only- Book only - Depreciation Reversals - Asset Selection<ul style="list-style-type: none">- All Assets- Selected Assets- Selected Category - Depreciation Dates - Postings Summary<ul style="list-style-type: none">- Checking valid entries- Print or Export- Automatic Postings - Depreciation Reports<ul style="list-style-type: none">- Register- Schedules- Projected- Summaries	



CS Assets Training

Reporting & View Data

- Selecting Reports
- Report options
- Report classifications
- Job streams
- Export Data

Notes:



CS Assets Training

<u>Services</u>	<u>Notes:</u>
<ul style="list-style-type: none">- Maintenance<ul style="list-style-type: none">- Costs- Audit- History - Reminders - Service Units - Service Types - Cost Centres - Service Reports<ul style="list-style-type: none">- Work Orders- Audit- History- Due By	



CS Assets Training

Issues & Returns

- **Lookup**
 - Code
 - Name
 - Description

- **Employee Details**

- **Issues/Returns**
 - Import
 - Transfer
 - History

- **Issue Reports**
 - Assets Issued
 - History
 - Overdue

Notes:



CS Assets Training

Stocktake

- **Type**
 - All Assets
 - Selected Asset Codes
 - Selected Categories
 - Selection Location

- **Initialise and Export**
 - Tab delimited text file

- **Import Stocktake Data**

- **Update Assets**

- **Maintenance**
 - Enter Details
 - Manually Adjust

- **Stocktake Reports**
 - Breakdown
 - Exceptions
 - Missing Assets

Notes:



CS Assets Training

<u>Periodic Procedures</u>	<u>Notes:</u>
<ul style="list-style-type: none">- Depreciation<ul style="list-style-type: none">- Reports- Processing - End of Year<ul style="list-style-type: none">- Pre EOY Housekeeping- End of Year- Reports - Backups and Restores	



CS Assets Training

Leasing

- **Lease Details**
 - Payment Frequency
 - Repayment Amounts
 - No of Payments

- **Lease Methods**
 - Finance/Capital Lease
 - Operation/Service Lease
 - Hire Purchase

- **Lease Schedule**
 - Calculate
 - Edit
 - Insert
 - Delete
 - Clear

- **Account Postings**

- **Lease Reports**
 - Summary
 - Schedules
 - Due By

Notes:



CS Assets Training

Questions:

- Using the On-line Manual Help