

Fixed Assets Management Using MS Office 2003/2007

3 Days

Rationale/General Objective

Physical assets, being the most important internal infrastructure for organisations, ought to be well managed because they are critical to revenue generation, effective daily operation and financial valuation. This programme provides participants with modelling skills to, on one hand integrate output from accounting applications and on the other hand, automate assets tracking, transaction, recording, analysis, reporting and audit.

Modules

- Challenges of Asset Management
- Microsoft Excel Appreciation
- Interfacing Excel applications with accounting applications
- Modelling Asset Management function
- Incident Automation and Replacement Analysis
- Modelling Asset Management Audit
- Designing User-specific Asset Reports

Target Participants (Limited Class Size of 25)

- Fixed Asset Managers
- Admin Managers
- Auditors

Dates & venues

Please call us to confirm.