

RM Asset Manager—COURSE OUTLINE

Helping to keep track of your school's assets

Have you ever stopped to wonder just how many valuable assets you have in school—desktop PCs, laptops, projectors, electronic whiteboards etc. Also, would you know the collective value of these assets and where to locate them when needed? RM Asset Manager is a powerful, yet easy to operate modular asset management system, with the ability to track your assets from initial purchase through to final disposal. At RM School Management Solutions we recognise that the burden of asset management placed on schools serves to underline the growing importance of easy to understand, simple to use asset tracking systems.

Delivered by one of our finance training experts, this one-day course will explore all the functions and features of RM Asset Manager, firmly in the context of schools-based asset accounting.

What's covered:

- System Setup
- Asset Record Entry
- Posting Transactions
- Period End procedures
- Reporting
- Import / Export Facilities

Course Benefits

An opportunity to get to grips with the actual processes involved in day to day asset accounting.

Allocating dedicated time to understand the operation and use of all product areas, under the guidance of our expert trainer.

An opportunity to practice new skills through worked examples and understand how to use the software to meet the financial management requirements of the school.

Maximising the opportunities afforded by good asset management in terms of both compliance with financial regulations and informative management data.

Who should attend?

Aimed at school bursars and finance officers, this comprehensive one day course is designed to give all users, regardless of previous experience, the chance to learn about asset accounting and to use the product to support best practice.

Whilst a formalised financial background is not essential, familiarity with basic accounting concepts and terminology is assumed. The course is also relevant for local support and training teams who will be offering bursary/technical services to schools and colleges on the RM Asset Manager product.

Everyone considering the course should possess both relevant computer experience and a working knowledge of the Microsoft Office suite, as a prerequisite.

Course Outline

System Setup

Selecting the system defaults to characterise how the system will operate, as well as specifying a range of user-defined values and sorting options -

- Organisation
- Currency
- Users
- Options
- Links to RM Finance

Asset Record Entry

A comprehensive introduction to the creation and maintenance of asset records -

- Setting up Categories
- Adding records
- Editing records
- Additions
- Disposals
- Revaluations

Posting Transactions

Covering all the transaction postings employed on a frequent basis and gaining the knowledge to interpret the resulting figures -

- Depreciation
- Revaluations
- Additions

Period End Procedures

Providing a dry-run of the period- and year-end processes and plotting the effects of each -

- Period End
- Year End

Import / Export Facilities

RM Asset Manager provides the facility to import assets from third-party applications, export transactional data and link to assets from RM Finance. In this section we will show you how to -

- Import existing school asset records
- Export asset-based transaction data
- Use the Accounts Link (RM Finance)

Reporting

Introducing all the system reports available, their location and key functions (searching, sorting and subtotalling options), together with their most effective use -

- Records Reporting
- Transaction-based Reporting
- Management Reporting
- Ad-hoc Reporting

Related Courses

To explore all the functions and features of our combined financial accounting suite, we also offer product-specific foundation level courses on RM Finance, RM CFR Assistant and RM Financial Planning.

We are also happy to discuss the feasibility of delivering bespoke courses upon request.

Contact us:

Should you require further clarification on the course content, or would like to register your interest, please contact our Training Administrator, Susan Marsh, on (01235) 401842 or via e-mail (see address below).