DEPRECIATION BOOK

Lesson Plan - March 20, 2023

At the end of the *Depreciation Book* lesson, the client and targeted users will be able to perform all the necessary configurations, operations, and calculations linked to depreciations in **maestro***.

UnitDEPR01 - Preliminary Analysis and Configuration

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
The objective of this lesson is to clarify the needs, requirements, and basic configurations linked to the calculation and management of depreciations in **maestro***. *PREREQUISITES* • *General Ledger;* • *Projects;* • *Security.* *OPTIONAL PREREQUISITES* • *Equipment Management;*	• Analysis; • General Settings (**General Ledger** module): • Depreciation.	• Discussion on the current and future depreciation process (strengths and weaknesses); • Setting up the required configurations for the implementation; • Decision-making. *HOMEWORK* • *Reflect on the discussions.*	30 min	• Training document DEPR01	Pilot

UnitDEPR02 - Depreciation Settings

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson, the client and designated users will be able to define and set up the parameters necessary to calculating depreciations in **maestro***.	• Category Management; • Define Depreciation Groups; • Define Status Codes (optional); • Define Depreciation Rates; • Depreciation Book.	• Review of previous concepts and validation of tasks completed as homework; • Explanation and completion of the different setting windows linked to depreciations, according to the client's needs and system requirements, to automate data entry. *HOMEWORK* • *Finalize the entry of databases.*	1h	• Training document DEPR02	Pilot and/or Super-Users

maestro technologies

UnitDEPR03 - Operations - Depreciations 101

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson, the client and designated users will be able to perform calculations and apply depreciations in **maestro***.	• Update of setting according to the client's decisions; • Calculation of monthly depreciations; • Calculation of annual depreciations.	• Review of previous concepts and validation of completed tasks as homework; • User training according to the process established at the time of the analysis; • Demonstration on how the different options work and ways to perform depreciation calculations. *HOMEWORK* • *Practice calculating depreciations.*	30 min	• Training document DEPR03 • Integrated tests	Pilot and/or Super-Users

UnitDEPR04 - Operational Depreciation Management Training

Optional Session - Training of the client's employees with the implementation specialist

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson, users will be able to set up the configurations and understand the depreciation calculation process in **maestro***.	• Update of setting according to the client's decisions; • Calculation of monthly depreciations; • Calculation of annual depreciations.	• Review of previous notions; • User training according to the process established at the time of the analysis; • Demonstration on how the different options work and ways to perform depreciation calculations. HOMEWORK • *Practice depreciation calculations.*	30 min	• Training document DEPR01, DEPR02, DEPR03	Pilot Super-Users and/or Users

UnitDEPR05 - Analysis and Inquiry

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson, the client will be able to view calculated depreciations in **maestro***.	• Depreciation Schedule; • Project Inquiry; • Journal Entry Inquiry.	• Validate journal entries. *HOMEWORK* • *Validate data entries.*	30 min		Pilot and/or Super-Users

UnitDEPR06 - Form Validation

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
S/O	S/O	S/O			Pilot

maestro technologies

UnitDEPR07 - Tests and Validation

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
At the end of this session, the client and the designated users will have carried out the tests and verifications to validate the previously made configurations and will be able to attest to the adequacy of these configurations with the established processes.	• Validate monthly and annual calculations; • Validate journal entries.	• Review of previous concepts and validation of completed tasks as homework; • Test assistance; • Validation of transactions; • Validation of reports and inquiries; • Review settings, if needed; • Review processes, if needed. *HOMEWORK* • *Complete integrated tests.*	0.75h		Pilot and/or Super-Users

maestro technologies

UnitDEPR08 - Conclusion

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson, the client will have shown the necessary knowlegde and skills to manage depreciations in **maestro***.	• Validate learnings; • Review the security settings applied to the option.	• Prepare next training lessons according to the plan.	15 min	Aquired competencies Form - DEPR	Pilot