



Consulting and Training | Reach New Heights

Course Name

Fixed Asset Management

Sector Name

Finance, Accounting and Banking

Document Type

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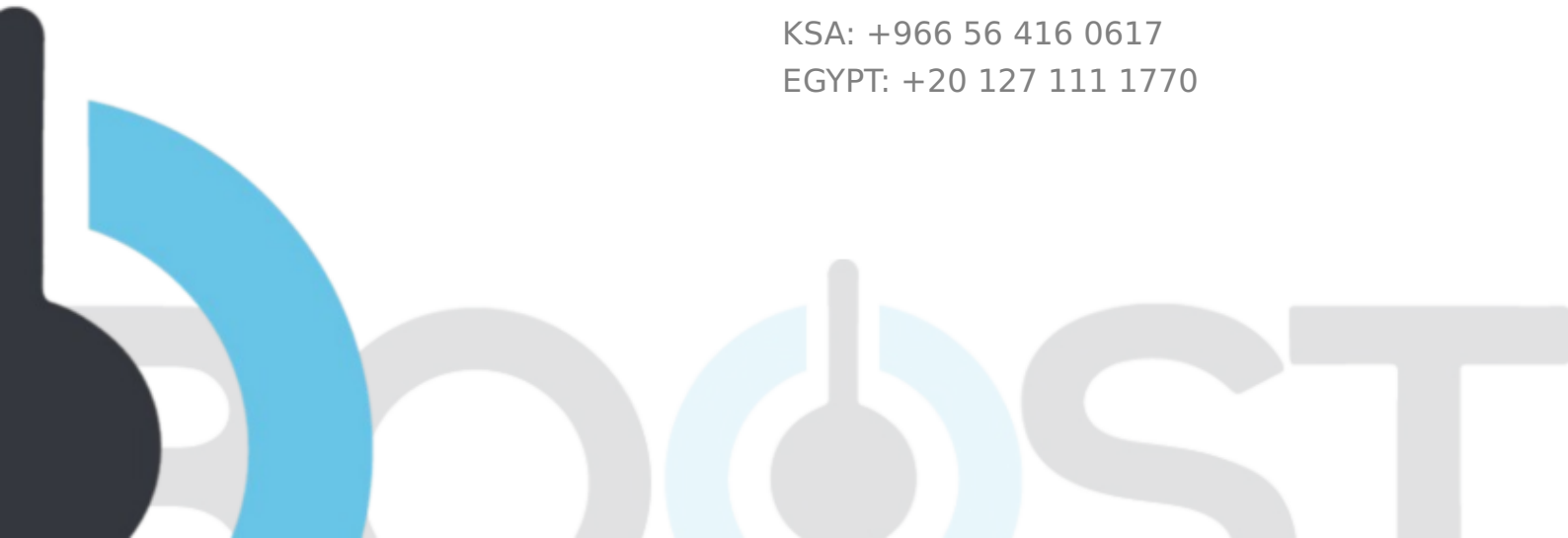
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Fixed Asset Management

Course Introduction

Fixed assets are among the most valuable organizational resources, requiring effective management to ensure financial accountability, operational efficiency, and long-term value creation. Beyond recording assets in financial statements, modern fixed asset management encompasses planning, acquisition, capitalization, tracking, utilization, verification, depreciation, auditing, and disposal. A well-structured fixed asset management system enables organizations to safeguard their investments, maintain accurate financial records, comply with regulatory requirements, and make informed decisions regarding asset replacement and capital expenditure.

Designed by **Boost Consulting & Training**, this comprehensive program provides participants with the knowledge, practical methodologies, and best international practices required to establish and manage an effective fixed asset management system. Participants will gain practical skills in controlling fixed assets from acquisition to retirement while strengthening financial controls, operational visibility, and asset accountability across the organization.



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Fixed Asset Management

Target Audience

- ✓ Fixed Asset Accountants
- ✓ Finance and Accounting Professionals
- ✓ Asset Controllers
- ✓ Internal Auditors
- ✓ Administration and General Services Managers
- ✓ Professionals responsible for fixed asset administration and reporting

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Fixed Asset Management

Learning Objectives

- ✓ Understand the principles and lifecycle of fixed asset management.
- ✓ Establish effective systems for asset registration, tracking, and control.
- ✓ Apply asset capitalization, depreciation, and valuation principles.
- ✓ Conduct physical verification and asset reconciliation activities.
- ✓ Improve fixed asset utilization and support informed replacement decisions.
- ✓ Strengthen governance, compliance, and audit readiness for fixed assets.

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Fixed Asset Management

Course Outline

✓ Day 01

Building an Effective Fixed Asset Framework

Understanding Fixed Assets

- ✓ Categories and characteristics of fixed assets
- ✓ Asset ownership and accountability
- ✓ The role of fixed assets in organizational performance

Establishing Asset Control

- ✓ Creating fixed asset policies
- ✓ Developing asset coding structures
- ✓ Building an accurate fixed asset register

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Fixed Asset Management

Course Outline

✓ Day 02

Asset Acquisition, Capitalization & Recording

Managing Asset Acquisition

- ✓ Asset procurement workflow
- ✓ Acceptance and commissioning procedures
- ✓ Asset handover and ownership assignment

Financial Recognition of Assets

- ✓ Capitalization principles
- ✓ Initial asset valuation
- ✓ Recording fixed assets within financial systems

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Fixed Asset Management

Course Outline

✓ Day 03

Asset Monitoring, Verification & Utilization

Tracking Organizational Assets

- ✓ Asset movement control
- ✓ Location and custodian management
- ✓ Digital asset tracking technologies

Physical Verification

- ✓ Conducting fixed asset counts
- ✓ Reconciling physical and financial records
- ✓ Resolving discrepancies and missing assets

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Fixed Asset Management

Course Outline

✓ Day 04

Asset Value Management & Financial Reporting

Managing Asset Value

- ✓ Depreciation methodologies
- ✓ Asset impairment considerations
- ✓ Revaluation concepts and practical implications

Fixed Asset Reporting

- ✓ Fixed asset reporting requirements
- ✓ Supporting financial statements
- ✓ Asset analysis for management decision-making

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Fixed Asset Management

Course Outline

✓ Day 05

Asset Disposal, Audit Readiness & Governance

Asset Retirement and Disposal

- ✓ Asset replacement planning
- ✓ Disposal, write-off, and retirement procedures
- ✓ Managing documentation throughout the disposal process

Governance & Asset Assurance

- ✓ Internal controls over fixed assets
- ✓ Audit preparation and compliance requirements
- ✓ Developing a sustainable Fixed Asset Management framework

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Fixed Asset Management

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Aug. 16, 2027	Aug. 20, 2027	5 days	4250.00 \$	UAE , Abu Dhabi

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