# Level 3 Advanced Training

FIXED ASSETS

Palladium Accounting Enterprise comes standard with a Fixed Assets register. Fixed Assets are assets you use in the course of operating your business entity. Examples of fixed assets are furniture, computers, and delivery vehicles. In running your Business you have to keep track of the companies fixed assets. The value of the asset/s will change over time, either by going up (appreciating) or by going down (depreciating).
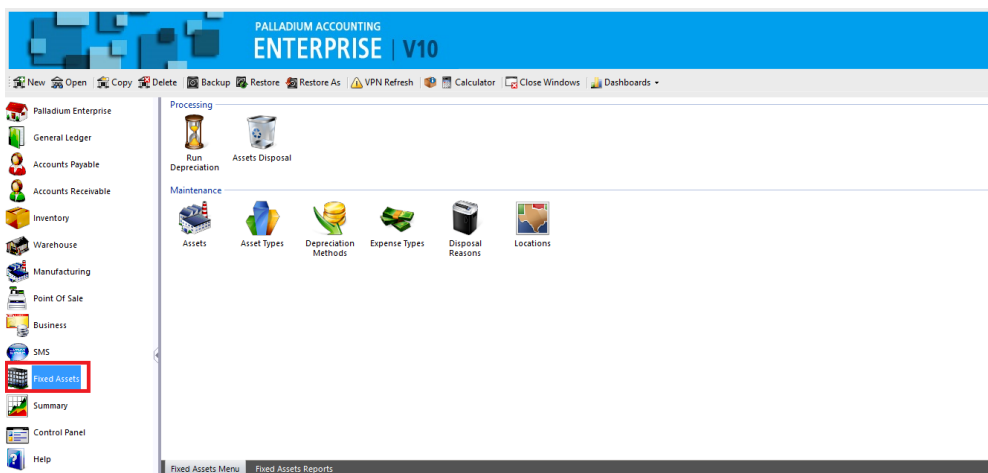
Setting up the fixed asset – Asset Types

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Before running a depreciation, you would need to first create an asset type. When you click on the asset type icon, the below window will appear where you would need to set up the type and the GL accounts the depreciation will write to.

Depreciation Methods

Depreciation methods also need to be set up either Straight Line, Equal Allowance, Reducing balance, immediate write-variable or 0% depreciation.

Disposable Reasons

Disposal Reasons

Here you would set up the various disposable reason you would want to attach to the asset when it is due for disposing.

Assets – Creating the asset

Assets

After this is set up, you would need to create the asset/s that you would like to depreciate bearing in mind that you would have to enter as much information as possible as so to allow you a more accurate depreciation.

Running the depreciation

Run Depreciation

In this option you would run the actual depreciation and view the depreciation amount for that particular date.

POINT OF SALE

Sales

Palladium Accounting Enterprise Edition comes standard with a point of sale system. A point of sale system is used for a till point in your business where customers come to ring up their purchases and pay for them.

Point of Sale Explained

Each POS cashier in Palladium must be assigned a drawer before they can begin to ring up sales. Because of this, you must have users in your Palladium company to run the POS module. There are many different options to running the POS module, and all of them are explained under the company options topic in this manual. Please read though the company options topic before you continue with this section. The most important option is if you will be running in cash mode (no customer is required for each sale) or customer mode (the cashier selects a customer for each sale).

Point of Sale Hardware

Palladium Accounting can use any standard barcode scanner that conforms to the keyboard wedge standard; this includes USB scanners as well. You can also print from any slip printer (80mm form templates are provided but you can use others including a full A4 sheet printer and form template). The cash drawer must connect to the printer and must be controlled by the printer (serial attached cash drawers are not supported).

POS Managers

Many functions inside the POS system require a manager authorization to perform them (returns are an example). If the cashier does not have permission to assign drawers (POS Manager), and wants to perform a protected function, they must have a manager or system administrator approve the transactions. A window will appear for the POS manager or administrator to select their user account and enter their password to approve the transaction.

Cash Drawers
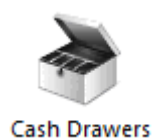
Cash Drawers

In Palladium Accounting all sales and float cash are tracked though the use of a cash drawer. At the beginning of each shift, the POS manager or administrator assigns a cash drawer to a particular user for use through their shift. Note: it is possible for more than one till point to share the same cash drawer by sharing the same user account, however, this is not recommended.

You access cash drawers by clicking on the cash drawers icon in the home window. The following window will appear:

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