sage Fixed Assets

Sage Fixed Assets Depreciation

User guide

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Welcome to Sage Fixed Assets

Welcome to Sage Fixed Assets! Understanding fixed asset management takes the right experience. For information about the rest of the Sage Fixed Assets line of fixed asset management solutions, contact your Sage Fixed Assets sales representative, or visit our web site at www.SageFixedAssets.com.

Sage Fixed Assets Depreciation Network

If you have purchased the Network version, please read Appendix B, "Multi-User Features." This appendix describes the features not included in the standalone version of Sage Fixed Assets Depreciation and explains how it handles potential conflicts when two or more users are working in the same company or database.

The applicable installation & administration guide contains information on system requirements, installing and starting the application, converting databases, and troubleshooting. Please refer to it for information on these areas, as well as other network-related issues. To access the installation guide, see "Verifying Your Computer's Equipment," page 1-1.

Verifying Your Computer's Equipment

For information on the minimum system requirements for operating the application, please refer to the System Requirements documents on the Sage Customer Portal.

Follow the steps below to access the installation & administration guide for your application.

To access the system requirements

1. Point your browser to the Sage Customer Portal at https://customers.sagenorthamerica.com.
2. Click the Logon link and enter your Customer Logon information. The system opens the Sage Fixed Assets portal page.

3. Click the Sage Fixed Assets - Downloads/Updates link. The system opens a web page with downloads for system requirements, Sage Fixed Assets products, and their installation guides.
4. Click the Download link for the appropriate System Requirements document. The system opens the PDF file. You can print the document or save it to your computer.

Key Steps in Implementing the Application

There are numerous implementation plans you can develop in order to get the application up and running and working efficiently with your existing fixed asset management solution. Two benefits of the product are its extreme flexibility and its customization features. The following is just one implementation plan example.

- **Install the Application**
  Use the instructions provided in the applicable installation & administration guide to install the application on your computer.
- **Read the Introduction Chapter**
  This chapter introduces you to the basic concepts necessary for you to understand how the application works. Make your life easier, read this chapter. Don't skip this step.
- **Define User Security**
  Decide who is going to be the system supervisor for the product. The system supervisor has access rights to the entire application. The person responsible for setting up the application and defining company and user security is usually the system supervisor. For full details on setting up user security, see Chapter 2, "Getting Started."
- **Navigate through the Application**
  Familiarize yourself with the application's interface and two views of your assets. Learn how to accomplish some basic tasks. For more information, see Chapter 3, "Navigating the Application Interface."
- **Set Preferences**
  For full instructions on setting up preferences, see Chapter 4, "Setting Up the Product."
- **Set Up a Company/Define Books**
  Create and set up a new company to store your asset data. When creating a new company you can also set up the seven accounting books necessary for your individual accounting needs, from the Internal and Tax books to the two user-defined books. For full instructions on setting up a company and the seven depreciation books, see Chapter 4, "Setting Up the Product."
- **Customize Asset Fields**
  The application has numerous fields you can use to describe your assets (most of which are fully customizable). The majority of fields are pre-defined, using common fixed asset terminology. It also contains twelve user-defined fields, so you can tailor the application to meet the specific needs of your company. Since there are so many user-defined fields, you might not find it necessary to change any of the pre-defined fields. You can also create lists of valid entries for each of these fields. These lists are called SmartLists. For details on the customization process, see Chapter 4, "Setting Up the Product."
- **Enter Asset Data Information**
  If your asset data is not already contained in some electronic form, then you must enter your asset data from scratch. If this is the case, be sure to take advantage of the Template Manager, which allows you to create templates for easy data entry of similar assets. To help you gather your asset information, you can print blank forms of the data entry fields in Asset Detail. For details on entering asset information and using templates, see Chapter 6, "Working with Assets." If you currently use a spreadsheet to track your assets, you can quickly import your data

into the application using Custom Import. For more information on importing your data, see Appendix C, “Custom Import Helper.”

- **Create Groups**
  Use Group Manager to divide your assets into useful groups. Groups logically divide and order your assets, and make reporting on assets much easier. For a full conceptual discussion of groups, see "Understanding Groups," page 1-6. For detailed instructions on how to create groups, see Chapter 4, "Setting Up the Product."

- **Perform Asset Maintenance**
  Use the application to perform basic asset maintenance, such as adding assets, transferring assets, or disposing of assets. For information about the transferring and disposing of assets, see Chapter 7, "Performing Advanced Asset Functions."

- **Perform Depreciation-Related Tasks and Budgetary Projections**
  Calculate depreciation for the current period, past periods, and future periods. You can also reset depreciation, make changes to assets, and then recalculate depreciation. For details on running depreciation-related tasks, see Chapter 8, "Depreciation."

- **Run Reports**
  Run any or all of the reSage Fixed Assets Depreciationports available in the application. These reports provide information on every aspect of your asset maintenance, including, of course, budgetary projections and depreciation. For report information, see Chapter 9, "Standard Reports."

- **Customize Standard Reports (Requires Purchase of Sage Fixed Assets Reporting)**
  Using Sage Fixed Assets Reporting, you can customize a standard report from within the application. You get all of the report logic designed by the Sage Fixed Assets experts, but you are able to modify the report format to fit your company's needs. For example, you can add and remove columns, change the order of columns, and change the text in column headers. For information about customizing a report, see Chapter 11, "Customized Reports."

- **Create Custom Reports (Requires Purchase of Sage Fixed Assets Reporting)**
  Create your own customized reports that appear exactly the way you want. For details on using SAP® Crystal Reports 2011 (Crystal Reports) to create your own customized reports, see the online *Sage Fixed Assets Reporting User's Guide*.

Understanding Databases

The application stores your asset data in an internal software structure called a database. A database holds data in a way that makes it extremely easy to search, sort, organize, and retrieve. Additionally, you can create many databases to further organize your data.

Each company you create is stored in a database. You can store one or more companies in one database, or you can create multiple databases for storing multiple companies. To optimize application processing speed and convenience, determine which number of databases is best for you. Storing all your companies in one database is convenient because you do all your work in one place, and you can run comprehensive reports for all of your companies. However, distributing your companies among multiple databases optimizes application processing speed, particularly if you maintain more than about thirty thousand assets.

You can create more than one database in each directory (or file folder) on your computer. The database is a file with a BDB extension. You can give this file any name that conforms to Windows file naming standards. You can assign each database a unique name that you use to reference the database within the application. For example, you might create two databases named MACHINES and OFFICE.

Understanding Companies

A company is a collection of assets that you define as you prefer; it is not necessarily a legal entity. For example, you might want to define a company for the assets in each department or in each location of your organization. You store companies in one or more databases.

Why Use More than One Company

Even though you can group assets in a company, there are many reasons to create separate companies for different groups of assets:

- **Multiple Legal Entities**
  The most obvious reason for creating multiple companies to track assets is if your organization tracks or owns assets for separate legal entities. In this case, you would want to create at least one company for each of the legal entities. Remember, if you create those companies within the same database, you can still generate combined reports using Sage Fixed Assets Reporting (if purchased). You might also want to create more than one company for a legal entity if it meets other criteria as listed below.
- **Mergers or Acquisitions**
  If the legal entity that is your organization merges with another organization or acquires one, you might want to maintain the assets for these entities in separate companies in the application.
- **Different Fiscal Year Ends or Short Years**
  Fiscal year ends and short years must be the same within a single company. If this is not true for the different reporting units within your organization, you must create separate companies for each reporting unit. For example, if one organization with a December year-end acquired another organization with a September year-end, you might want to maintain the assets in two separate organizations.
- **Decentralized Corporate Structure**
  If the culture of your organization is decentralized, or if different organizational units maintain autonomous jurisdiction over assets or accounting, or if they track and report to a central authority separately, then you will want to create separate companies for each of these organizational units.
- **Multi-State Organization**
  If your organization owns assets in multiple states that require unique calculations, then you might need to enter these assets into different companies. Within the application you have one default state tax book. You also have two user-defined books that you can use for different state tax books. So, depending on how many states your organization has assets in and how many user-defined books you have used for purposes other than state tax books, you might need to create separate companies for those assets or for additional State books.
- **Large Number of Assets**
  The application processing speed depends on how many assets you store in your working database. Many functions in the application process *all* data in *all* companies in the working database. Therefore, if you maintain many assets (more than about thirty thousand), to gain optimal processing speed you should organize them into multiple companies stored in multiple databases. For example, you might organize your assets according to the reporting structure for different areas of your organization based on accounting principles.
- **Strict Separation of Asset Classifications/Diversified Products or Markets**
  Even if your organization is centralized, and accounting is controlled by one umbrella administrative unit, you might want to create separate companies for your assets if the assets are strictly divided by classification. For instance, one arm of your organization may be devoted to manufacturing and another to medical supplies.

When to Keep Assets in One Company?

Many of the situations outlined above are *special* situations. If your organization does not fit into any of the above situations, then you probably want to store all your assets in one company.

Use one company to store assets if:

- Your organization is a single legal entity.
- Your organization has a centralized management and accounting structure.
- Your organization does not have diversified products or markets.
- All units in your organization have the same fiscal year-end and short years.
- Your organization has a relatively low number of assets (say less than thirty thousand).

Understanding Groups

A group is a logical—not physical—subset of assets within a company. Groups are viewed in the Asset List. A group is a collection of assets grouped together for the purpose of tracking them, working on them, or reporting on them collectively.

You create groups using the Group Manager option. By specifying one or more criteria, you define which type(s) of assets to include in the group. For example, you might create a group that includes only the assets of a specific location during a specific time period. Defining a group is flexible; you can pinpoint your group with various types of criteria. You can also hand-pick individual assets for a group, and change a group definition at any time.

You can define multiple groups per company, and include any asset in multiple groups. For example, you might want to organize your assets into several groups because you have different reporting requirements for each group. In addition, because a group is simply a logical view of a company, it is always current—you never have to update a group created with Group Manager. (Groups created by selecting assets are not updated automatically.)

It is important that you understand how assets are grouped within the same company and why you would want to group your assets.

Using Groups

Creating a variety of distinct, logical groups gives you greater control of managing and reporting on your assets. For example, you might create groups to more precisely accomplish the following tasks:

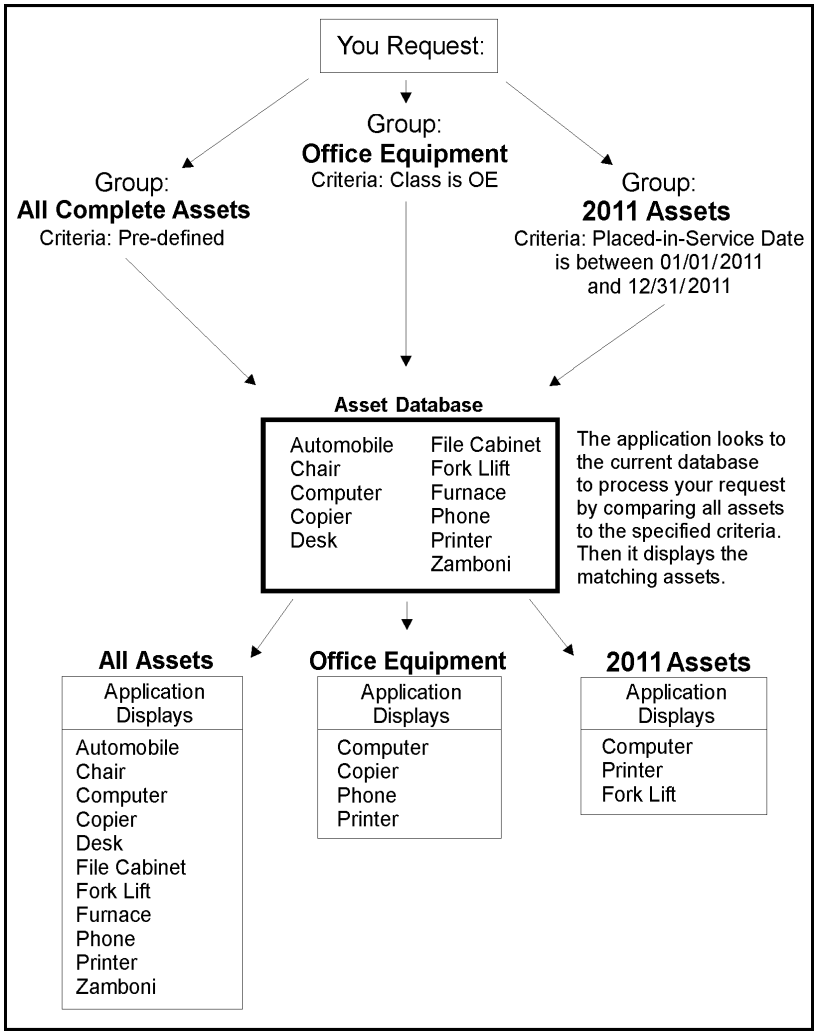
- Calculate depreciation
- Run reports
- Browse your asset list
- Sort your assets
- Find a specific asset
- Activate or inactivate assets
- Dispose of assets
- Replace data
- Transfer assets

- Perform a MACRS Convention Switch or a 168 Allowance Switch
- Reset depreciation

How the Application Updates Groups

The illustration below shows how the application processes your requests for a group.

How the Application Processes Requests for Groups



Understanding Asset Fields and SmartLists

Nearly everything you do in asset management is based on information about your assets. In order to identify an asset you must know its description, classification, location, serial number, purchase order number, or any of a myriad of bits of information available on an asset. The application contains asset fields for each of these bits of information and many more.

Nearly all of these asset fields are fully customizable. In addition, you can create SmartLists of valid entries for the descriptive fields of assets. For instance, you can create a SmartList for the Department field. You might only have three departments in your organization: Administration, Warehouse, and Machining. Why allow users to add other departments? Or to add them at random? Field entries are a prominent part of reports. Allowing users to add their own department at random can cause you to end up with a report that has this many variations of the same department:

- Machining
- machining
- MACHINING
- Mach
- Mchng
- MAC
- Machineing
- Masheening

There is beauty in consistency. In addition to the aesthetic problem posed by the above entries, it would not be possible for you to perform accurate sorts or create valid groups with these types of entries. To avoid this situation, you should create SmartLists from which the user can select a valid entry when needed. For details on customizing your fields and creating SmartLists, see Chapter 4, “Setting Up the Product.”

Chapter 2
Getting Started

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This chapter guides you through the initial tasks involved in getting the application up and running. You'll also learn how to protect your data by setting system and user security levels.

Starting the Application

The Depreciation software icon appears in the Sage Fixed Assets program group by default.

Note: You can also start the application by double-clicking the software icon on your desktop.

To start the application

1. Click the Start button on the Windows taskbar, and then select Programs (or All Programs) from the Start menu.
2. Select the Sage Fixed Assets program group.
3. Select the Depreciation software icon. The first time you start the application, the Update User Information dialog appears.
4. Do one of the following:
   - Complete the Update User Information dialog, and then click OK. For more information, see "Completing the Update User Information Dialog," page 2-2.
   - Click the Cancel button. You can enter the information next time you launch the application or at a later time from the Help menu.

   The application opens and displays the main window. If security is enabled, you must enter your user name and password. For more information, see "Entering a User Login and Password," page 2-2.

Completing the Update User Information Dialog

Follow the guidelines below to complete the Update User Information dialog.

- **Name**
  Use this field to enter your name.
- **Job Title**
  Use this field to enter your job title.
- **Email**
  Use this field to enter the email address you want to use for receiving the latest information from Sage Fixed Assets.
- **Company**
  Use this field to enter the name of your company.
- **Customer Number**
  Use this field to enter your customer number. Your customer number is located on the package list that comes with your software. If you cannot find your customer number, you can call Customer Service at 800-368-2405.

Entering a User Login and Password

If security is enabled, you must enter your user name and password to access the application.

Note: If you are using Windows Authentication and have entered a user name and password to log into your workstation, you do not need to enter a password to use the application. See "Switching to Windows Authentication," page 2-17.

You must get your user name from your Supervisor. Your temporary password is the same as your user name. Once you log into the application, you can change your password. For more information, see "Changing Passwords," page 2-3.

To enter a user name and password

1. Start the application. The main application window and the User Login dialog appear.

2. Type your user name in the User Name field.
3. If you are using the Windows Authentication security mode, type the domain name in the Domain field. For more information, see "Selecting a Security Mode," page 2-16.

Note: If you are logging in as the Supervisor, the Domain field is unavailable. Supervisors are not required to enter the Domain name.

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4. Type your password in the Password field, and then click OK.

Note: Passwords are case-sensitive. That is, MyPassword and MYPASSWORD are two different passwords.

The application closes the User Login dialog. You now have access only to those functions as defined by your Supervisor.

Changing Passwords

To change your password you must be logged into the application using your old password. If you've lost your old password, ask your Supervisor to reset it back to your user name. For more information, see "Resetting User Passwords," page 2-19.

To change your password

1. Select File/Password Security/Change Password from the menu bar. The Change Password dialog appears.
2. Complete the Change Password dialog, and then click OK.

Completing the Change Password Dialog

Follow the guidelines below to complete the Change Password dialog.

- **User Name**
  This field displays the name of the user currently logged in. You can only change the password for the currently logged-in user.
- **Old Password**
  Use this field to type your old password as a security verification.
- **New Password**
  Use this field to enter the new password you want to use.
- **Confirmation**
  Use this field to re-enter the new password. This ensures that you have not made a typing mistake and thereby typed in a password that you won't be able to replicate.

Note: Passwords are case-sensitive. That is, MyPassword and MYPASSWORD are two different passwords.

Using Demonstration Data

We have provided demonstration data for three sample companies (one for each entity type). This demonstration data makes it much easier for new users to learn the application. Use the data for a hypothetical company while you learn how to use the system; then you will not need to worry about affecting your own data. Depending on whether you are a new user, or the first user of the application for your company, a sample company might open automatically after startup. If not, you can open it as you would any other company.

Opening an Existing Company

You can have only one company open at a time.

To open an existing company

1. Select File/Open Company from the menu bar.

   If you currently have another company open, a message asks if you want to close the currently open company.

2. Click Yes to continue. The Open Company dialog appears.
3. Complete the Open Company dialog, and then click OK. See "Completing the Open Company Dialog," page 2-4. The application opens the company and displays the Asset List.

Completing the Open Company Dialog

Follow the guidelines below to complete the Open Company dialog.

- **Companies**
  Use this field to select the company you want to open from the list of existing companies. If the company you want to open is not displayed, you might be looking in the wrong database. To change the list of companies, select a different database in the Database field.
- **Show non-Sage Fixed Assets Companies**
  Select this check box to see all companies in the database that were created by other Sage Fixed Assets applications, such as Sage Fixed Assets Tracking, but have not been opened in Sage Fixed Assets Depreciation. After you have opened a company in the application, you no longer need to check this box to see it in the list of existing companies.
- **Database**
  Use this field to select the database that contains the company you want to open. Click the down arrow to view a drop-down list of available databases. If you do not see the database you want, click the Find Database button to locate and add the database to the system.
- **Find Database Button**
  Click this button to locate and add a database to the system. The Find Databases dialog appears. For more information, see "Completing the Find Databases Dialog," page 5-38.

Getting Help

There are many ways to learn to use the application. Your options include:

- Using the online Help system (see page 2-4)
- Viewing product documents.
- Accessing resources.

Using Online Help

Sometimes the quickest way to get help with the application is to use its extensive online Help. All Windows-based online Help systems contain three main sections—Contents, Index, and Search. The Contents section presents the information contained within the online system in an easy-to-follow manner. The Index and Search features allow you to quickly locate specific information.

To activate the online Help

Note: The Help menu changes, depending on whether a company is open.

1. Select Help/Help Topics.
2. Do one of the following:
   - Click the Contents tab to explore the Table of Contents.
   - Click the Index tab to find a topic by entering an index key word.
   - Click the Search tab to search for any word or phrase in the online Help.

Viewing Sage Fixed Assets Depreciation Fundamentals

Sage Fixed Assets Depreciation Fundamentals contains everything you need to know about depreciation for both Tax and GAAP purposes, written in easy-to-understand language.

You must have Adobe Reader installed on your computer to view the guide. You can download the Adobe Reader software from the Adobe website (www.adobe.com).

To view Sage Fixed Assets Depreciation Fundamentals

Select Help/Product Documents/<product version>/Depreciation Fundamentals from the menu bar. The application opens Adobe Reader and displays *Sage Fixed Assets Depreciation Fundamentals*.

Contacting Sage Fixed Assets

Sage Fixed Assets operates a website for our customers. You can quickly access various pages on this website from the Help menu.

To access the Sage Fixed Assets website

1. Select Help/Sage Fixed Assets Home.
2. Explore the Home page to find information about support hours and contact information.

Sage Live Connect

The Sage Live Connect option that allows you to connect your computer directly to a Customer Support representative. The Customer Support representative can then take control of your computer to more quickly diagnose your computer's problem.

Before using the Sage Live Connect feature, you must first contact Sage Fixed Assets Customer Support by calling 800-331-8514. If the Customer Support representative decides that taking control of your computer would be helpful, the representative will tell you how to start a session.

Viewing Your Customer Number

You must have your customer number when you call Customer Support with a question about using the application.

Select Help/About Sage Fixed Assets from the menu bar. A dialog appears containing information about your application, including your customer number.

Note: If you did not enter a customer number when the application was installed, call Customer Service at 800-368-2405.

Updating Your Customer Number

After you purchase the application, you will be given a customer number. Once you receive your customer number, you can enter it in a dialog so it will be readily available when you need it.

To update your customer number

1. Select Help/Update User Information from the menu bar. The Update User Information dialog appears.
2. Update your customer number and any other user information, and then click OK. For more information, see "Completing the Update User Information Dialog," page 2-2.

You can view your customer number at any time from the Help menu. For more information, see "Viewing Your Customer Number," page 2-6.

Setting User Security

The security feature allows you to define the kind of access each of the users in your organization has to the application's many functions. You might want some users to have access to data entry functions, while you might want others to be able to read but not change the information in the database. You can specify all of this and more using the security feature.

You implement security using login names, passwords, and security profiles. A security profile is a detailed specification of a security level; that is, what a user can and cannot do or what a user can or cannot access. You can have many security profiles. For instance, you might have a security profile named Managers that allows users assigned this profile to access everything in the application. You might have another security profile named Data Entry that allow access only to functions associated with data entry, and disables access to the application's more advanced functions.

The first profile you'll use is the Supervisor profile. This profile is pre-defined as having access rights to everything in the application.

Note: The first task you'll perform in setting up security is to assign a password to the Supervisor profile. Do not lose this password. If you lose the password assigned to the Supervisor, once you enable system security you'll be locked out of the application. To obtain a new supervisor password, fax your request to our Customer Support department (866-856-6844) on your company's letterhead. The fax should include a brief statement requesting a temporary password, your customer number, an authorized signature, and a job title. A customer support analyst will respond within 24 hours of receiving your fax.

There are two levels of password security:

- **System level security**
- **Company level security**

System level security specifies the type of access a user has to application functions. Company level security specifies what the user can and cannot do to the data in a company. You can assign a user to different profiles in different companies.

Setting user security is a four-step process.

1. Assign a supervisor password and enable system security. For more information, see page 2-7.
2. Create system level security profiles. For more information, see page 2-10.
3. Create company level security profiles. For more information, see page 2-11.
4. Assign privileges to users. For more information, see page 2-12.

Assigning Supervisor Password and Enabling System Security

To assign a supervisor password and enable system security

Once you enable system security, every user must have a user name and a password to enter the application. If you are using Windows Authentication security mode, you do not have to enter a password when you start the application (unless you are the Supervisor) because your Windows or network password becomes your password for using the Sage Fixed Assets application. For more information, see "Switching to Windows Authentication," page 2-17.

Note: Passwords are case-sensitive. That is, MyPassword and MYPASSWORD are two different passwords.

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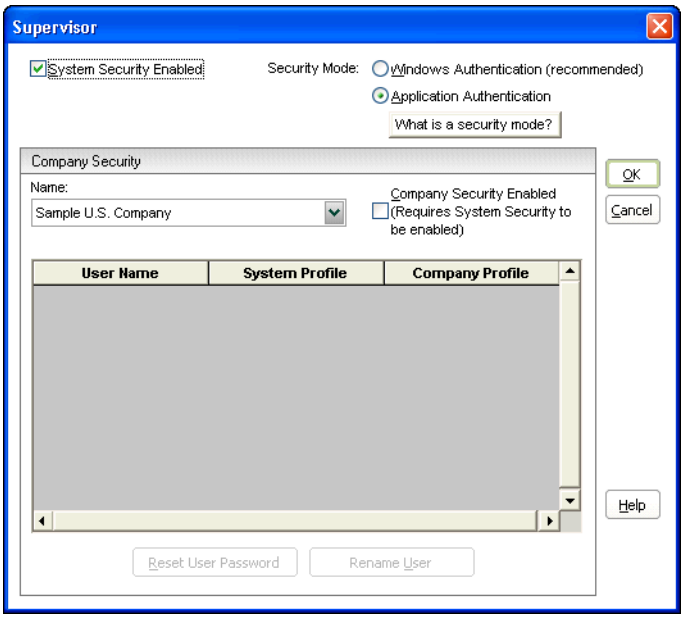
1. Select File/Password Security/Supervisor from the menu bar. The Assign Supervisor Password dialog appears.

2. Type a password in the Password field, and then retype the password in the Confirmation field.

3. Click OK. The Supervisor dialog appears. See "Completing the Supervisor Dialog," page 2-8.



4. Select the System Security Enabled check box.
5. Select a company from the Name field, and then select the Company Security Enabled check box to enable security for that company.
6. Complete the rest of the Supervisor dialog, then click OK.

Completing the Supervisor Dialog

Follow the guidelines below to complete the Supervisor dialog.

- **System Security Enabled**
  Select this check box to enable the system security. Once you enable system security, every user will need a login name and a password to enter the application.
- **Security Mode**
  Use this field to select how the application handles the rules regarding user names and passwords. For more information, see "Selecting a Security Mode," page 2-16.
  - **Windows Authentication (recommended)**
    Click this option to allow the Windows operating system to handle the rules regarding user names and passwords.
  - **Application Authentication**
    Click this option to allow the Sage Fixed Assets application to handle the rules regarding user names and passwords.
- **Name**
  Use this field to select a company for which you want to view user profiles or enable company level security. This field displays the names of all companies in the current database. If you want to access a company in a different database, you must exit this dialog and open a company in the desired database. See "Opening an Existing Company," page 2-4.

Tip: Select the <All Companies> option in the Name field to locate a user name when you don't know the company to which the user has been assigned. Selecting the <All Companies> option displays all of the users in the application, whether or not they have been assigned a system or company profile.

- **Company Security Enabled**
  Select this check box to enable security for the selected company. This check box is available only if you select the System Security Enabled check box.

  Note: This check box is not available if you select the <All Companies> option in the Name field.

- **User Profiles List**
  This field displays the profiles for each user in the selected company.

- **Reset User Password Button**
  Click this button to reset the password for the selected user. Select the desired user in the User Profile list, and then click the Reset User Password button. A message confirms that the password has been reset to the user name. For example, when you select user MSMITH and click the Reset User Password button, the password for that user becomes "MSMITH." See "Resetting User Passwords," page 2-19.

  Note: This button is available only if you are using Application Authentication security mode. For more information, see "Switching to Application Authentication," page 2-19.

- **Rename User Button**
  Click this button to rename the selected user. Select the desired user in the User Profiles list, and then click the Rename User button. A dialog appears that allows you to enter a new user name and, if you selected Windows Authentication, a new domain. See "Renaming a User," page 2-20.

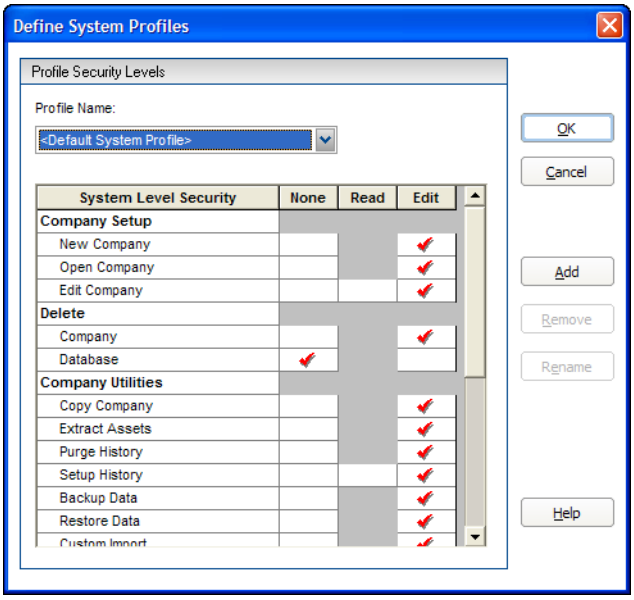
Creating System Level Security Profiles

System level security specifies the type of access a user has to application's functions. System level security is effective across all companies within the application. You must assign each user to a valid system security profile.

Note: To complete the steps below, you must be logged on to the system as a supervisor.

To create system level security profiles

1. Select File/Password Security/Define Profiles/Define System Profiles from the menu bar. The Define System Profiles dialog appears.



2. Complete the Define System Profiles dialog, and then click OK.

Completing the Define System Profiles Dialog

Follow the guidelines below to complete the Define System Profiles dialog.

- **Profile Name**
  Use this field to select the name of the profile you want to view or edit. Once you click the Add button to add a new profile, the application displays the new profile in this field.

- **System Security List**
  Use these fields to assign system security based on the following explanation of each field in the system security list. Shaded areas represent areas that are not applicable to a specific function.

  - **System Level Security**
    This column displays the names of all the application functions for which you can impose security restrictions. To specify a security level, select one of the three security options in the columns to the right.

  - **None**
    Click this field if you don't want users assigned this profile to have access to the specified application function.

  - **Read**
    Click this field if you want users assigned this profile to be able to read but not edit the data in the specified application function.

  - **Edit**
    Click this field if you want users assigned this profile to have all rights to the specified application function.

- **Add Button**
  Click this button to add a new profile to the application. The application displays the Add Profile dialog. Type a name for the new profile you want to add, and then click OK. The application returns to the Define System Profiles dialog and displays the new profile name in the Profile Name field.

- **Delete Button**
  Click this button to delete the security profile displayed in the Profile Name field. The application asks you to confirm your intention before deleting the profile.

- **Rename Button**
  Click this button to rename the security profile displayed in the Profile Name field. The application displays the Rename Profile dialog, with the old profile name at the top. Type the new name, and then click OK. The application returns to the Define System Profiles dialog.

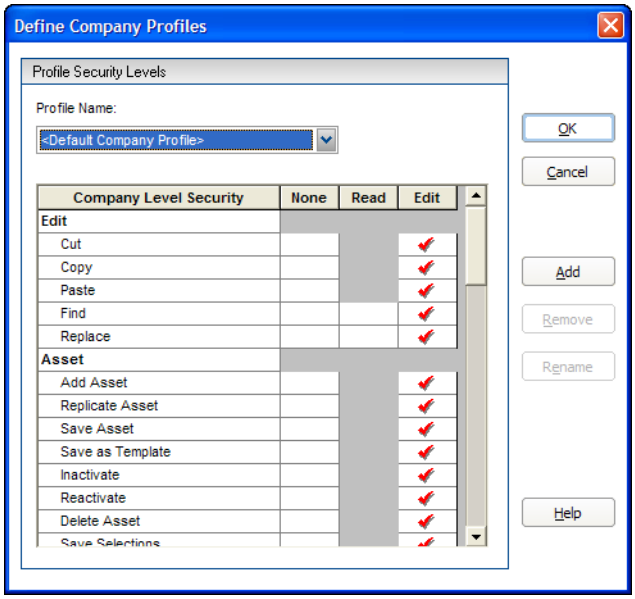
Creating Company Level Security Profiles

Company level security specifies what the user can and cannot do to the data in a company.

Note: To complete the steps below, you must be logged on to the system as a supervisor, and you must have a company open.

To create company level security profiles

1. Select File/Password Security/Define Profiles/Define Company Profiles from the menu bar. The Define Company Profiles dialog appears.



2. Complete the Define Company Profiles dialog, and then click OK.

Completing the Define Company Profiles Dialog

Follow the guidelines below to complete the Define Company Profiles dialog.

- **Profile Name**
  Use this field to select the name of the profile you want to view or edit. Once you click the Add button to add a new profile, the application displays the new profile in this field.
- **Company Security List**
  Use these fields to assign company security based on the following explanation of each field in the company security list. Shaded areas represent areas that are not applicable to a specific function.
  - **Company Level Security**
    This column displays the names of all the company level functions for which you can impose security restrictions. To specify a security level, select one of the three security options in the columns to the right.
  - **None**
    Click this field if you don't want users assigned this profile to have access to the specified company function.
  - **Read**
    Click this field if you want users assigned this profile to be able to read but not edit the data in the specified company function.
  - **Edit**
    Click this field if you want users assigned this profile to have all rights to the specified company function.
- **Add Button**
  Click this button to add a new security profile. The Add Profile dialog appears. Type a name for the new profile you want to add, and then click OK. The application returns to the Define Company Profiles dialog and displays the new profile name in the Profile Name field.
- **Delete Button**
  Click this button to delete the security profile displayed in the Profile Name field. The application asks you to confirm your intention before deleting the profile.
- **Rename Button**
  Click this button to rename the security profile displayed in the Profile Name field. The application displays the Rename Profile dialog, with the old profile name at the top. Type in the new name, and then click OK. The application returns to the Define Company Profiles dialog.

Assigning User Privileges

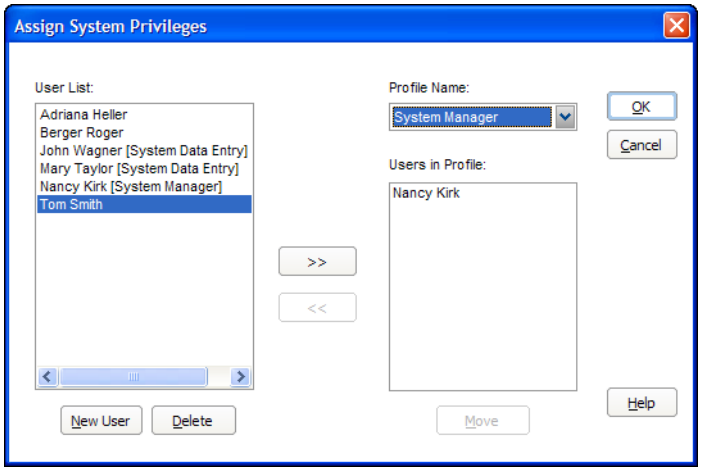
Once you've created security profiles, you must assign your users a system profile and a company profile. After you assign users a profile, they only have access to the functions as specified in their profile.

If you're assigning user privileges for the first time, you must first create a user list.

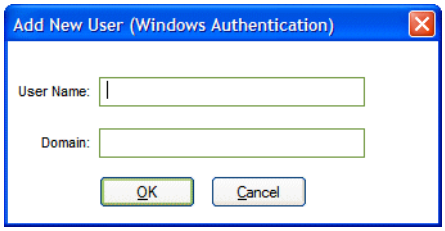
To create a user list

The application uses the names in the user list as the user's login IDs. Create names on the user list as you would any other login IDs. You might want to use the same standard as most network IDs: last name, followed by first initial.

1. Select File/Password Security/Assign User Privileges/Assign System Privileges from the menu bar. The Assign System Privileges dialog appears. See "Completing the Assign System Privileges Dialog," page 2-14.



2. Click the New User button. The Add New User dialog appears.



3. Type a new user name in the User Name field, and then click OK. If you are using Windows Authentication security mode, enter the Domain name. See "Selecting a Security Mode," page 2-16.

Tip: Enter the computer name in the Domain field if you are running a standalone computer or you are in a Windows for Workgroups environment.

Note: Do not enter "Supervisor" as a user name. The word "Supervisor" is reserved for use by the application.

The application returns to the Assign System Privileges dialog and adds the new user name to the User List. By default, the application initially creates case-sensitive user passwords that are the same as the user login.

4. Repeat steps 2 and 3 for additional names.
5. Click OK to exit the Assign System Privileges dialog or complete the rest of the dialog to assign profiles to your users (see below).

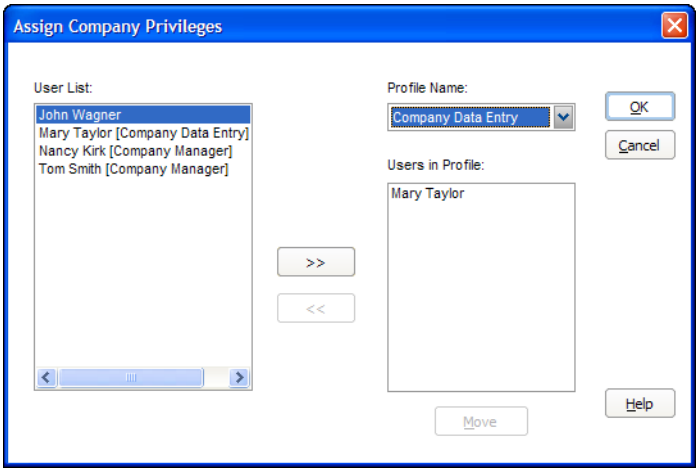
To assign system profiles

1. Select File/Password Security/Assign User Privileges/Assign System Privileges from the menu bar. The Assign System Privileges dialog appears.

2. Complete the Assign System Privileges dialog, and then click OK. For more information, see "Completing the Assign System Privileges Dialog," page 2-14.

To assign company profiles

1. Select File/Password Security/Assign User Privileges/Assign Company Privileges from the menu bar. The Assign Company Privileges dialog appears.



2. Complete the Assign Company Privileges dialog, and then click OK. For more information, see "Completing the Assign Company Privileges Dialog," page 2-15.

To view or make changes to user profiles

1. Select File/Password Security/Define Profiles from the menu bar.
2. Select either the Assign System Privileges dialog or the Assign Company Privileges dialog. The appropriate dialog appears.
3. Complete the dialog to view or make changes to the user profiles. See "Completing the Assign System Privileges Dialog," page 2-14 or "Completing the Assign Company Privileges Dialog," page 2-15.
4. Click OK to exit the dialog.

Completing the Assign System Privileges Dialog

Follow the guidelines below to complete the Assign System Privileges dialog.

- **User List**
  This field displays the names of all users in the system. If you are using Windows Authentication security mode, this field also displays the domain name; for example, USER@DOMAIN. After a profile has been assigned, the application displays the system profile assigned to that user next to each user name. Use this field to select user names you want to add to the Users in Profile list to the right, or to delete them from the user list.
- **New User Button**
  Click this button to add a new user to the application.
- **Delete Button**
  Click this button to delete selected users from the user list.

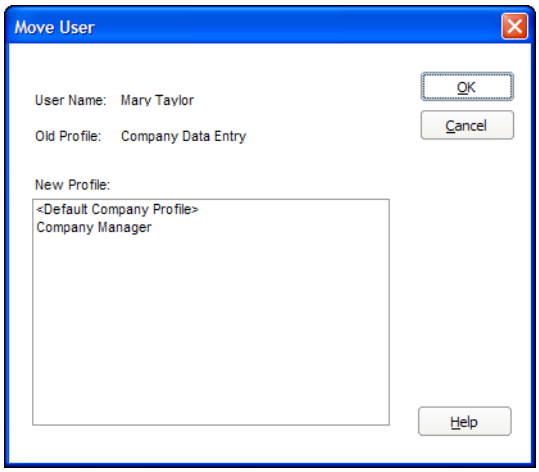
- **Profile Name**
  Use this field to select the system profile you want to assign to users. Once you select the profile, select users from the User List, and then click the Add button.
- **Users in Profile**
  This field displays the names of all users added to the system profile selected in the Profile Name field. Use this field to select names you want to remove from the profile or move to another profile by clicking the Move button.
- **Move Button**
  Click this button to move a selected user in the Users in Profile list to another profile. Clicking this button displays the Move User dialog. See "Completing the Move User Dialog," page 2-16.
- **>> (Add Button)**
  Click this button to add selected users from the User List to the Users in Profile list to the right.
- **<< (Remove Button)**
  Click this button to remove selected users from the Users in Profile list. Removing users from the Users in Profile list removes all privileges assigned to those users' login names. You must reassign each user a new profile or they won't have access to the application. You can also use the Move button to accomplish both tasks more efficiently.

Completing the Assign Company Privileges Dialog

Follow the guidelines below to complete the Assign Company Privileges dialog.

- **User List**
  This field displays the names of all users in the application. If you are using Windows Authentication security mode, this field also displays the domain name; for example, USER@DOMAIN. After a profile has been assigned, the application displays the company profile assigned to that user next to each user name. Use this field to select user names you want to add them to the Users in Profile list to the right.
- **Profile Name**
  Use this field to select the company profile you want to assign to users. Once you select the profile, select users from the User List, and then click the Add button.
- **Users in Profile**
  This field displays the names of all users added to the company profile selected in the Profile Name field. Use this field to select names you want to remove from the profile or move to another profile by clicking the Move button.
- **Move Button**
  Click this button to move a selected user in the Users in Profile list to another profile. Clicking this button displays the Move User dialog. See "Completing the Move User Dialog," page 2-16.
- **>> (Add Button)**
  Click this button to add selected users from the User List to the Users in Profile list to the right.
- **<< (Remove Button)**
  Click this button to remove selected users from the Users in Profile list. Removing users from the Users in Profile list removes all privileges assigned to those users' login names. You must reassign each user a new profile or they won't have access to the application. You can also use the Move button to accomplish both tasks more efficiently.

Completing the Move User Dialog



Follow the guidelines below to complete the Move User dialog.

- **User Name**
  This field displays the name of the selected user you want to move from one profile to another.
- **Old Profile**
  This field displays the name of the profile to which the selected user is currently assigned.
- **New Profile**
  Use this field to select the new profile you want to assign to the selected user.

Selecting a Security Mode

The Security Mode refers to how the application handles the rules regarding user names and passwords. You have two options:

Windows Authentication (recommended)

You allow the Windows operating system to handle the rules regarding user names and passwords. This option is recommended because password rules can be enforced by Microsoft Windows that are stricter, making your data more secure. For example, the rules can require that passwords have a minimum number of characters, contain both uppercase and lowercase characters, and expire after a certain amount of time. Under Windows Authentication, a unified logon process is enforced. You do not have to enter a password when you start the application (unless you are the Supervisor) because your Windows or network password becomes your password for using the Sage Fixed Assets application.

Note: If you select the Windows Authentication security mode, we recommend the following:

- Each user should become a member of the Domain.
- You should not use a blank password.

Application Authentication

The Sage Fixed Assets application handles the rules regarding your user name and password. These rules are less strict than under Windows Authentication, and a separate logon process is required at application startup.

To select a Security Mode

Do one of the following:

- To change to Windows Authentication security mode, see "Switching to Windows Authentication," page 2-17.
- To change to Application Authentication security mode, see "Switching to Application Authentication," page 2-19.

Switching to Windows Authentication

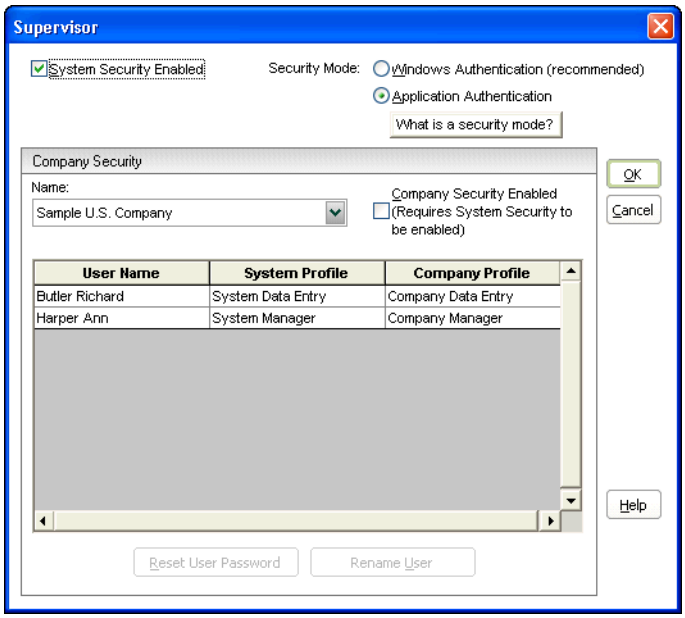
We recommend using Windows Authentication because your network administrator can establish stricter password rules, making your data more secure.

After you follow the steps below, current users can open and use the application without entering a password. Their Windows or network user account is used for establishing Sage Fixed Assets security. When you add new users to the application, you must enter their Windows user name and domain.

Follow the steps below to switch from Application Authentication security mode to Windows Authentication.

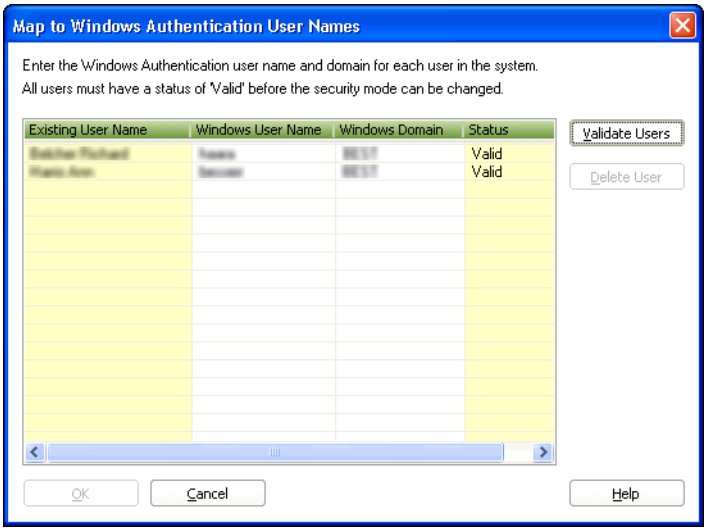
To switch to Windows Authentication

1. Select File/Password Security/Supervisor from the menu bar. The Supervisor dialog appears.



2. In the Security Mode field, select the Windows Authentication option. See "Completing the Supervisor Dialog," page 2-8.

3. Click OK. A message asks if you want to continue.
4. Click Yes to continue. If there are existing users in the system, then the Map to Windows Authentication User Names dialog appears.



5. For each existing Sage Fixed Assets user name, enter the Windows user name and domain. For more information, see "Completing the Map to Windows Authentication User Names Dialog," page 2-18.
6. Click the Validate Users button to make sure you have entered the correct user name and domain for each user.

Note: You must enter valid Windows Authentication user names and domains for all existing users before you can save your changes in this dialog. If you do not know the Windows Authentication user name or domain for a user, please obtain that information before attempting to switch to Windows Authentication. You can delete users from the list if they are no longer valid Sage Fixed Assets users. To delete a user from the list, highlight the user and click the Delete User button. Deleting a user removes all privileges assigned to the user in the security system.

---

7. Click OK. The application returns to the Supervisor dialog.
8. Click OK to close the Supervisor dialog.

Completing the Map to Windows Authentication User Names Dialog

Follow the guidelines below to complete the Map to Windows Authentication User Names dialog.

- **Existing User Name**
  This column displays the names of users already existing in the Sage Fixed Assets application using Application Authentication.
- **Windows User Name**
  Use this column to enter the name for users when then they log on to their computers or the network.

Note: Do not enter "Supervisor" as a user name. The word "Supervisor" is reserved for use by the application.

- **Windows Domain**
  Use this column to enter the domain for each Windows Authentication user name.

Tip: Enter the computer name in the Windows Domain field if you are running a standalone computer or you are in a Windows for Workgroups environment.

- **Status**
  After you click the Validate Users button, this column indicates whether the Windows user name and domain are valid for each existing user.
- **Validate Users Button**
  Click this button to validate the Windows Authentication user names and domains that you entered. After you click this button, the Status column indicates whether the Windows Authentication user name and domain are valid for each existing user.
- **Delete User Button**
  Use this button to delete an existing user from the list.

Note: Deleting a user removes all privileges assigned to the user in the security system.

Switching to Application Authentication

Follow the steps below to switch from Windows Authentication security mode to Application Authentication.

To switch to Application Authentication

1. Select File/Password Security/Supervisor from the menu bar. The Supervisor dialog appears.
2. In the Security Mode field, select the Application Authentication option. See "Completing the Supervisor Dialog," page 2-8.
3. Click OK to close the Supervisor dialog.

Note: When switching from Windows Authentication to Application Authentication, the user names remain the same and the Sage Fixed Assets system password is set to the user name.

Resetting User Passwords

You can reset a user's password to the user name. For example, when you reset user MSMITH's password, the password for that user becomes "MSMITH." This is a convenient way to create a new password if a user has forgotten his or her password.

To reset a user password

1. Select File/Password Security/Supervisor from the menu bar. The Supervisor dialog appears.

2. Select the user for which you want to reset the password from the User Profile list box. See "Completing the Supervisor Dialog," page 2-8.

Tip: Select the <All Companies> option in the Name field to locate a user name when you don't know the company to which the user has been assigned. Selecting the <All Companies> option displays all of the users in the application, whether or not they have been assigned a system or company profile.

3. Click the Reset User Password button. A message confirms that the password has been reset to the user name.

Note: The application resets the password as soon as you click the Reset User Password button. The password for the selected user will be his or her user name, even if you click the Cancel button on the Supervisor dialog.

Renaming a User

Follow the steps below to change the name of an existing user in the application.

To rename a user

1. Select File/Password Security/Supervisor from the menu bar. The Supervisor dialog appears.
2. In the User Profiles list, select the user that you want to rename. See "Completing the Supervisor Dialog," page 2-8.
3. Click the Rename User button. The Rename User dialog appears. See "Completing the Rename User Dialog," page 2-20.

4. Enter the new user name. If you have selected Windows Authentication security mode, you must also enter a domain name. For more information, see "Selecting a Security Mode," page 2-16.
5. Click OK.

Note: Do not enter "Supervisor" as a user name. The word "Supervisor" is reserved for use by the application.

Completing the Rename User Dialog

Follow the guidelines below to complete the Rename User dialog.

- **User Name**
  This field displays the current name of the user that you selected to rename.
- **Domain**
  This field displays the current domain of the user that you selected to rename. This field appears only if you selected Windows Authentication security mode.
- **New User Name**
  Use this field to enter the new name of the selected user.
- **New Domain**
  Use this field to enter the new domain name of the selected user. This field appears only if you selected Windows Authentication security mode.

Note: Enter the computer name in the Domain field if you are running a standalone computer or you are in a Windows for Workgroups environment.

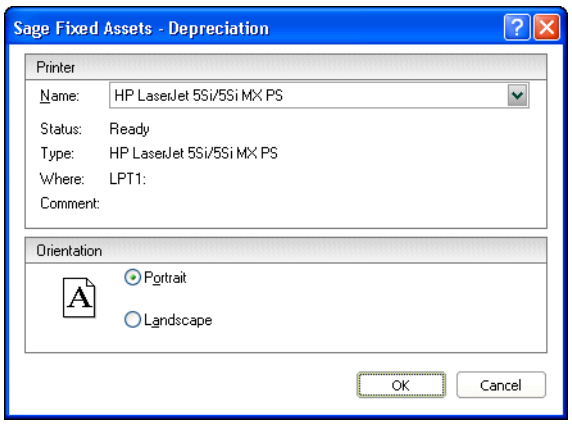
Setting Up Your Printer

The Print Setup option is a standard Windows option. It allows you to select a printer that you want to use to print asset information, asset images, and reports and change the orientation of the printed page (portrait or landscape).

When you open the Sage Fixed Assets application the first time, the system registers your default printer from your operating system. It will automatically use your default printer if you do not select a different printer.

To set up your printer

1. Select File/Print Setup from the menu bar. The Print Setup dialog appears.



2. Complete the Print Setup dialog, and then click OK.

The selected orientation on this dialog is the default setting for the standard Report Definition dialog. Once you change and save the setting on your Report Definition dialog, it overrides the Print Setup option for that specific report.

Note: For details about completing the Print Setup dialog, see your Windows documentation.

Chapter 3
Navigating the Application Interface

In this chapter:

Elements of the Main Application Window 3-1
Navigating the Application 3-2
Viewing Your Assets - Asset List, Asset Detail 3-9
Asset List 3-10
Asset Detail 3-19
Finding Specific Assets or Specific Data 3-25
Entering Dates in Date Fields 3-28
Keyboard Shortcuts 3-29
Accessing the Windows Calculator 3-30

This chapter introduces you to the application and describes the application's interface. You'll learn about the two views of your assets—the Asset List for looking at a group of assets and Asset Detail for looking at a single asset. You'll also learn how to accomplish some basic tasks, such as finding and selecting assets, replacing asset data, entering dates in date fields, and browsing the currently selected group of assets.

The main window contains all the elements of a standard Windows application, plus many features that are specific to the application.

Elements of the Main Application Window

Following are the most important elements of the main application window in both the Asset List and Asset Detail.

- **Menu Bar**
  The menu bar is a standard Windows interface tool used to access specific areas of an application. The menu bar contains menu headings that list specific functions or actions in the application. To initiate an action, click the menu heading that corresponds to the desired action, or use keyboard commands to access the menu heading. For more information, see "Keyboard Shortcuts," page 3-29.

- **Navigation Pane**
  The navigation pane contains tasks and buttons that give you quick access to many features in the application. The list of tasks changes, depending on what is currently displayed in the working area. For more information, see "Using the Navigation Pane," page 3-2.

- **System Number/Asset ID**
  To find an asset quickly, enter its System Number or Asset ID in this field. You choose whether to use System Number or Asset ID by selecting the Go option in the Preferences dialog. For more information, see "Setting Preferences," page 4-1.

- **Go Button**
  After you enter the System Number or Asset ID, click the Go button. If you are viewing the Asset List, the application finds and highlights the asset. If you are in Asset Detail, the application finds the asset and displays it in Asset Detail view.

- **Asset List**
  In the Asset List, the application displays all assets in your database that are contained in the currently selected group. A single horizontal row represents one asset. General information fields, which contain information about the asset, appear at the top of each vertical row. Use the horizontal scroll bar to view all general information field information. For more information, see "Asset List," page 3-10.

- **Asset Detail**
  In Asset Detail, the application displays detailed information about your assets. The Asset tabs display the following pages of detailed information about your assets: Main, Transactions, History, Images, and Notes. For more information, see "Asset Detail," page 3-19.

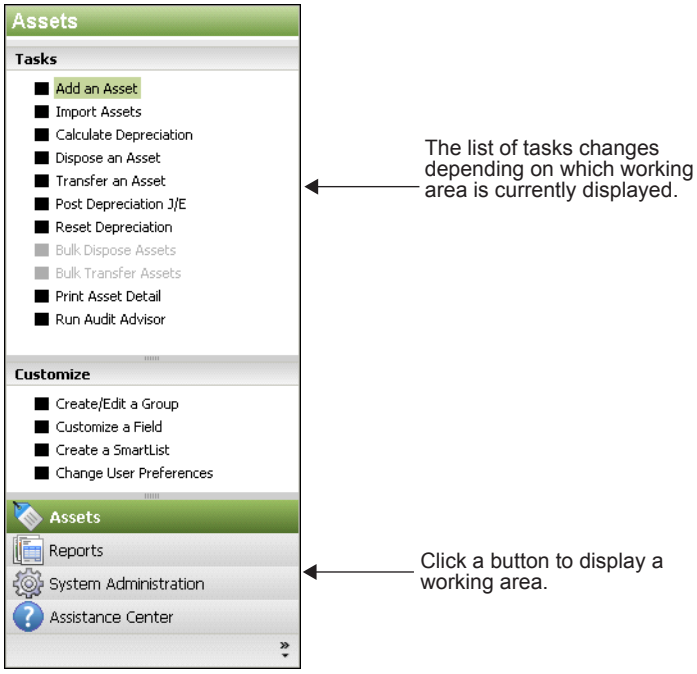
- **Asset Detail/Asset List Button**
  When you are in the Asset List, click this button to switch the view of your asset group to a detailed view of the selected asset. When you are in Asset Detail, this button changes to Asset List. Click this button to return to the Asset List.

Navigating the Application

It's easy to navigate to the various areas of the application using the buttons at the bottom of the navigation pane. Once you are in the appropriate work area, you can use either the menu bar or the tasks on the navigation pane to perform the desired functions.

Using the Navigation Pane

You navigate the application using the navigation pane.



To navigate to different areas of the application, click the buttons at the bottom of the navigation pane.

- Click the Assets button to view the Asset List.

  The Asset List displays the current group of assets in the working area of the application. For more information, see "Assets Area," page 3-4.

  To view information about a single asset, double-click the asset, or click the Asset Detail button at the bottom of the Asset List. The asset information appears in the Asset Detail view.

  To perform a task, such as adding an asset, disposing an asset, or calculating depreciation, use the task list on the navigation pane.

  The list of tasks changes depending on what is currently displayed in the working area.

- Click the Reports button to view the Reports working area.

  In the Reports working area, you can run the reports, create batch reports, create a list of favorite reports, and view the report layout. For more information, see "Reports Area," page 3-5.

- Click the System Administration button to view the System Administration working area.

  In the System Administration working area, you can perform tasks that relate to the entire system, such as managing your databases, backing up and restoring data, and setting up security. For more information, see "System Administration Area," page 3-6.

- Click the Assistance Center button to view the Assistance Center working area.

  In the Assistance Center, you can find answers to frequently asked questions and links for contacting customer support, sales, and training. For more information, see "Assistance Center Area," page 3-7.

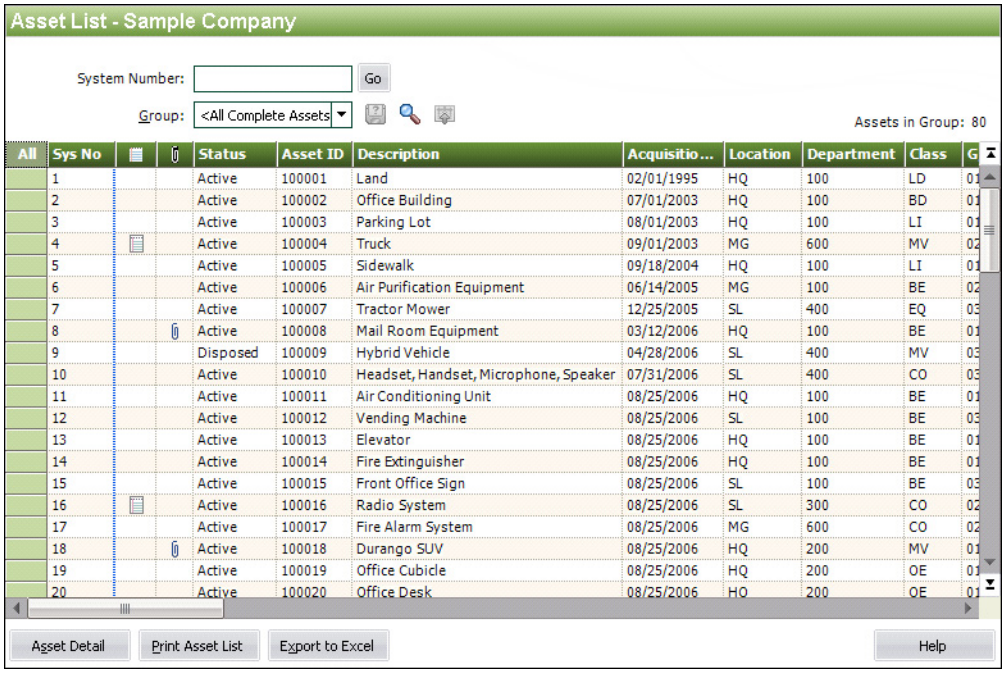
To hide and show the navigation pane

You can quickly enlarge the Assets working area by hiding the navigation pane.

- To hide the navigation pane, select View/Hide Navigation Pane from the menu bar.
- To show the navigation pane, select View/Show Navigation Pane from the menu bar.

Assets Area

Some commands on the Assets task list may be enabled or disabled based on the security settings and whether you select an asset from the Asset List.

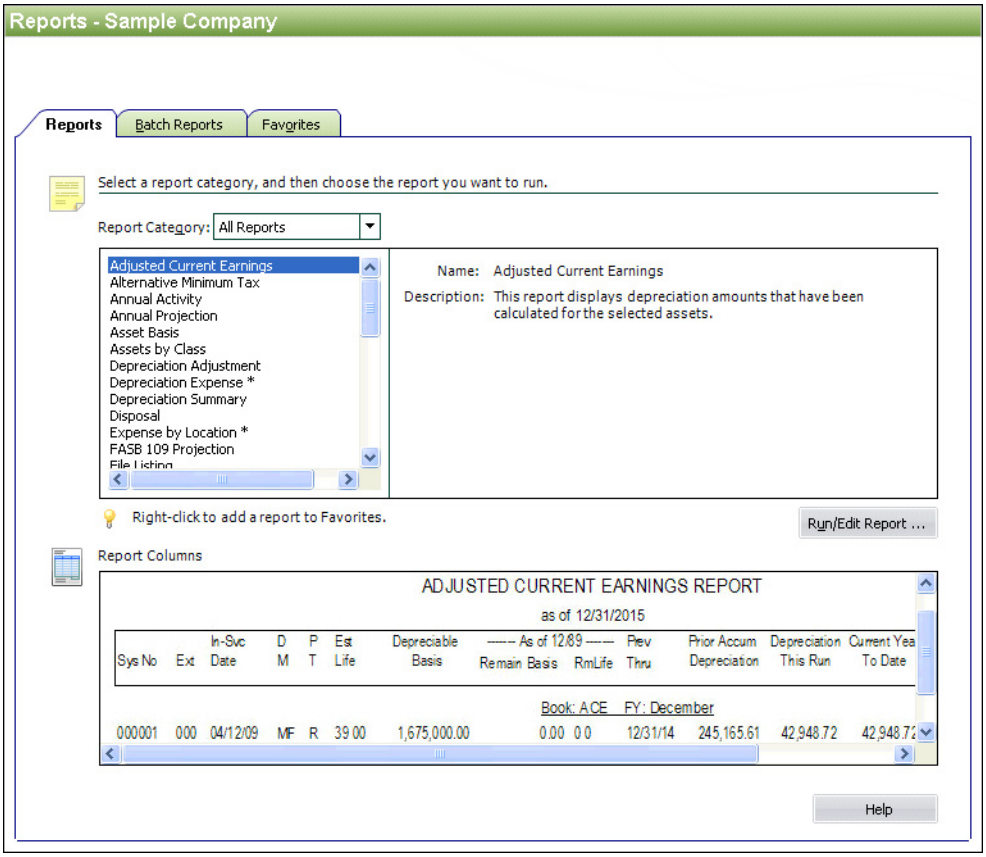


All	Sys No			Status	Asset ID	Description	Acquisitio...	Location	Department	Class	G
	1			Active	100001	Land	02/01/1995	HQ	100	LD	01
	2			Active	100002	Office Building	07/01/2003	HQ	100	BD	01
	3			Active	100003	Parking Lot	08/01/2003	HQ	100	LI	01
	4			Active	100004	Truck	09/01/2003	MG	600	MV	02
	5			Active	100005	Sidewalk	09/18/2004	HQ	100	LI	01
	6			Active	100006	Air Purification Equipment	06/14/2005	MG	100	BE	02
	7			Active	100007	Tractor Mower	12/25/2005	SL	400	EQ	03
	8			Active	100008	Mail Room Equipment	03/12/2006	HQ	100	BE	01
	9			Disposed	100009	Hybrid Vehicle	04/28/2006	SL	400	MV	03
	10			Active	100010	Headset, Handset, Microphone, Speaker	07/31/2006	SL	400	CO	03
	11			Active	100011	Air Conditioning Unit	08/25/2006	HQ	100	BE	01
	12			Active	100012	Vending Machine	08/25/2006	SL	100	BE	03
	13			Active	100013	Elevator	08/25/2006	HQ	100	BE	01
	14			Active	100014	Fire Extinguisher	08/25/2006	HQ	100	BE	01
	15			Active	100015	Front Office Sign	08/25/2006	SL	100	BE	03
	16			Active	100016	Radio System	08/25/2006	SL	300	CO	02
	17			Active	100017	Fire Alarm System	08/25/2006	MG	600	CO	02
	18			Active	100018	Durango SUV	08/25/2006	HQ	200	MV	01
	19			Active	100019	Office Cubicle	08/25/2006	HQ	200	OE	01
	20			Active	100020	Office Desk	08/25/2006	HQ	200	OE	01

For more information, see "Viewing Your Assets - Asset List, Asset Detail," page 3-9.

Reports Area

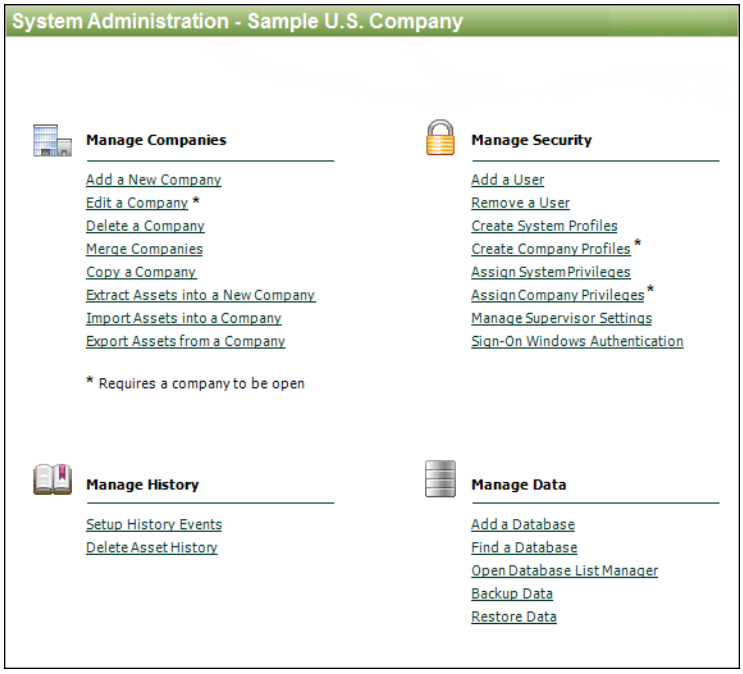
To access the Reports area, click the Reports button on the navigation pane. The application displays the Reports area.



For more information, see "Running a Standard Report," page 9-5.

System Administration Area

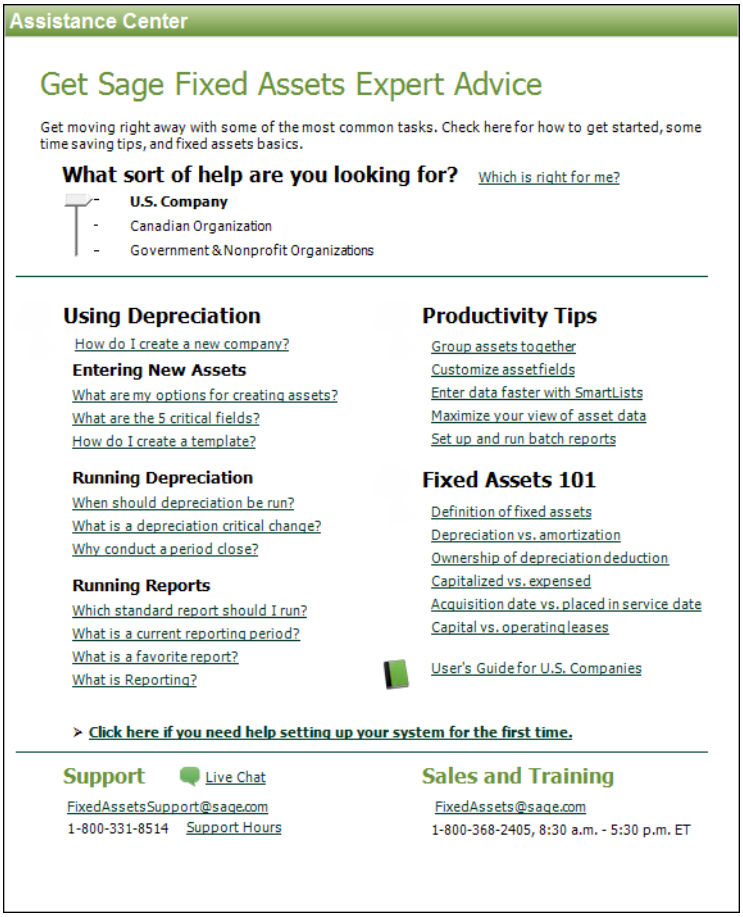
To access the System Administration area, click the System Administration button on the navigation pane. The application displays the System Administration area.



The System Administration area provides quick access to many of the administrative features of the application. System administration functions, such as managing databases, companies, history events and security, can be performed using this shortcut.

Assistance Center Area

In the Assistance Center, you can find answers to frequently asked questions and links for contacting customer support, sales, and training.



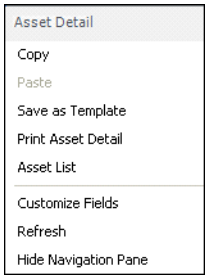
The links in the Assistance Center change, depending on whether you are working in a U.S. company, a Canadian organization, or a government or nonprofit organization. To view the links for each type of entity, move the slider at the top of the Assistance Center area. For more information, see "Choosing the Entity Type," page 4-5.

Using the Right Mouse Button

You can use the right mouse button to print the Asset List, navigate from Asset Detail to the Asset List, save an asset as a template, and more.

In the Asset List, right-click anywhere on the list of assets to display the following menu:

In Asset Detail, right-click anywhere on the Main tab of the current asset to display the following menu:



Browsing Your Assets

The application uses scroll buttons so you can easily browse the assets in the currently active group.

Asset List

In the Asset List, use the scroll buttons located on the right side of the screen as follows:

Use this button to display the top of the asset list.

Use this button to display the bottom of the asset list.

Use this button to move up through the assets one *row* at a time.

Use this button to move down through the assets one *row* at a time.

Asset Detail

In Asset Detail, you can use the scroll buttons next to the Go button, as shown below.

The Go field scroll buttons move forward or backward as follows:

Use this button to move to the *previous* asset in the currently active group.

Use this button to move to the *next* asset in the currently active group.

Viewing Your Assets - Asset List, Asset Detail

In the main application window, there are two ways you can view your assets - Asset List and Asset Detail. The Asset List displays all assets in the currently selected group. Asset Detail displays five tabbed pages of information about a single selected asset.

The application opens the company in the Asset List view. For information how to open an existing company, see "Opening an Existing Company," page 2-4.

To navigate to Asset Detail

1. Do any of the following:
   - Click the Asset Detail button at the bottom of the Assets working area.
   - Select Asset/Asset Detail from the menu bar.
   - Double-click on any asset in the Asset List.
   - Select any asset in the Asset List, then press Enter.

To navigate to the Asset List

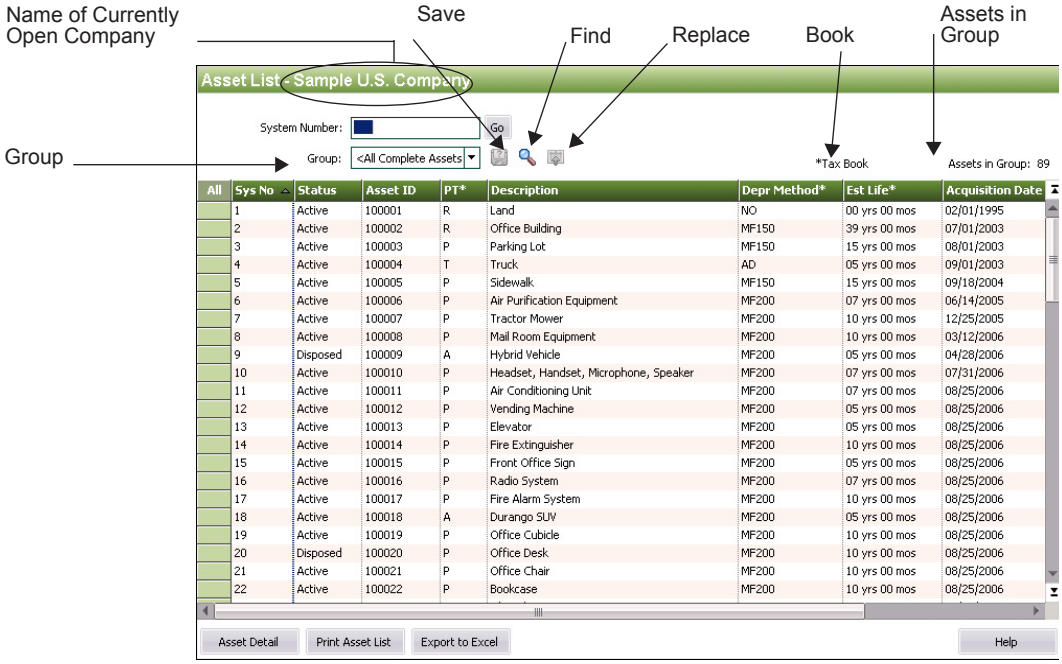
1. Do any of the following:
   - Click the Asset List button at the bottom of the Assets working area.
   - Select Asset/Asset List from the menu bar.
   - Click the Assets button on the navigation pane.

Note: If you don't have any asset selected, the application displays Asset Detail of the first asset listed in the Asset List view.

The diagrams on the following pages illustrate the most important elements of the main window in both the Asset List, page 3-10, and Asset Detail, page 3-19. Following the diagrams are brief explanations of most elements.

Asset List

The Asset List displays all assets of the currently selected group in your database. A single horizontal row represents one asset. General information fields, which contain information about the asset, appear at the top of each vertical row. Use the horizontal scroll bar to view all general information field information.



All	Sys No	Status	Asset ID	PT*	Description	Depr Method*	Est Life*	Acquisition Date
	1	Active	100001	R	Land	NO	00 yrs 00 mos	02/01/1995
	2	Active	100002	R	Office Building	MF150	39 yrs 00 mos	07/01/2003
	3	Active	100003	P	Parking Lot	MF150	15 yrs 00 mos	08/01/2003
	4	Active	100004	T	Truck	AD	05 yrs 00 mos	09/01/2003
	5	Active	100005	P	Sidewalk	MF150	15 yrs 00 mos	09/18/2004
	6	Active	100006	P	Air Purification Equipment	MF200	07 yrs 00 mos	06/14/2005
	7	Active	100007	P	Tractor Mower	MF200	10 yrs 00 mos	12/25/2005
	8	Active	100008	P	Mail Room Equipment	MF200	10 yrs 00 mos	03/12/2006
	9	Disposed	100009	A	Hybrid Vehicle	MF200	05 yrs 00 mos	04/28/2006
	10	Active	100010	P	Headset, Handset, Microphone, Speaker	MF200	07 yrs 00 mos	07/31/2006
	11	Active	100011	P	Air Conditioning Unit	MF200	07 yrs 00 mos	08/25/2006
	12	Active	100012	P	Vending Machine	MF200	05 yrs 00 mos	08/25/2006
	13	Active	100013	P	Elevator	MF200	05 yrs 00 mos	08/25/2006
	14	Active	100014	P	Fire Extinguisher	MF200	10 yrs 00 mos	08/25/2006
	15	Active	100015	P	Front Office Sign	MF200	05 yrs 00 mos	08/25/2006
	16	Active	100016	P	Radio System	MF200	07 yrs 00 mos	08/25/2006
	17	Active	100017	P	Fire Alarm System	MF200	10 yrs 00 mos	08/25/2006
	18	Active	100018	A	Durango SUV	MF200	05 yrs 00 mos	08/25/2006
	19	Active	100019	P	Office Cubicle	MF200	10 yrs 00 mos	08/25/2006
	20	Disposed	100020	P	Office Desk	MF200	10 yrs 00 mos	08/25/2006
	21	Active	100021	P	Office Chair	MF200	10 yrs 00 mos	08/25/2006
	22	Active	100022	P	Bookcase	MF200	10 yrs 00 mos	08/25/2006

The following describes the elements of the Asset List.

- **Group**
  This field provides easy access to the complete list of available asset groups. An asset group is a group of assets that you design for specific purposes such as running reports, calculating depreciation, and performing depreciation projections. The Asset List displays only the assets contained in the currently selected group.

- **Save Selections Icon**
  Create a group quickly by selecting assets. Select the assets in the Asset List that you want to save as a group, and then click this icon. For more information, see "Completing the Save Selections Dialog," page 4-25.

- **Find Icon**
  Use this icon to find one or more assets in the current group based on search criteria that you specify. For more information, see "Completing the Find Dialog," page 3-27.

- **Replace Icon**
  Use this icon to replace data in one or more assets in the current group. For more information, see "Completing the Replace on Selected Assets Dialog," page 3-18.

- **Book Name**
  Book that includes the book field columns (indicated by asterisks) displaying on the Asset List.

- **Assets in Group**
  This field displays the number of assets in the current group.

- **Asset Detail Button**
  Click this button to go to Asset Detail view for a selected asset. For more information, see "Asset Detail," page 3-19.

- **Print Asset List Button**
  Click this button to send the list of assets in the current group to the printer. For more information, see "Printing the Asset List," page 6-32.

- **Export to Excel Button**
  Click this button to export the list of assets in the current group to a file that can be opened in Microsoft® Excel®. For more information, see "Exporting the Asset List to Microsoft Excel," page 3-16.

Viewing Asset Groups

You can view all assets within a company by selecting the All Complete Assets group in the Group field at the top of the Asset List.

The application creates five default groups when a company is created:

- All Complete Assets
- All Incomplete Assets
- Active Assets
- Disposed Assets
- Inactive Assets

You can select one of these groups to see a subset of the assets within the company that qualify for the group. For more information, see "Predefined Groups," page 4-20.

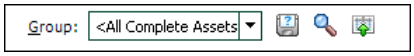
In addition, you can create your own groups using Group Manager. For more information, see "Creating Groups," page 4-23.

To view the assets in the group, you can scroll through the assets by using the scroll bar to the right of the spreadsheet, or use the Go field at the top to locate a specific asset within the group. When you select a group of assets, the Assets in Group field at the top of the view indicates how many assets qualify for the group.

Use the Group field in the Asset List to switch between groups.

To switch between groups

1. In the Group field, click the down arrow to display the list of available groups.



2. Select the group you want displayed from the list. The assets in the group appear in the Asset List view.

Selecting Assets

The Asset List allows you to select one or more assets in the view to perform asset functions, such as disposals, bulk transfers, or calculating depreciation using standard Windows controls. For more

information, see "Disposing Individual Assets," page 7-4, "Transferring Multiple Assets," page 7-24, and "Calculating Depreciation for Your Assets," page 8-4.

To select an asset, simply click anywhere within the row. To select multiple assets, you can use the Ctrl and Shift keys.

If you want to edit the attributes displayed in the list or view the asset in greater detail, you can switch to Asset Detail by double-clicking in a row or clicking the Asset Detail button. For more information, see "Asset Detail," page 3-19.

To select an individual asset from the Asset List

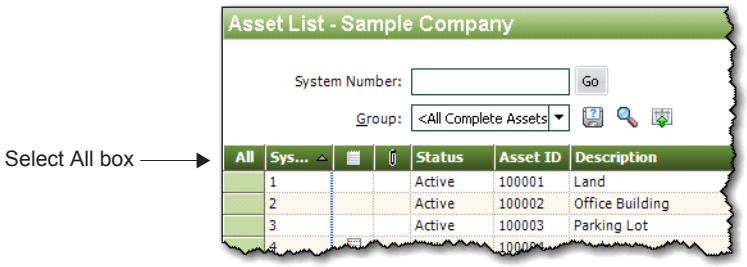
1. Do any of the following:
   - Click anywhere in the row that contains the asset you want to select.
   - Use the Go field to find and select the asset.

   The application highlights the asset you select.

To select all assets in the current group from the Asset List

You navigate the asset grid in a similar way as an Excel spreadsheet.

1. Do any of the following:
   - Select Edit/Select All from the menu bar.
   - Click the Select All box in the upper-left corner of the Asset List.



   The application highlights all assets in the current group.

To unselect all assets in the current group from the Asset List

1. Do any of the following:
   - Select Edit/Unselect All from the menu bar.
   - Click the Select All box in the upper-left corner of the Asset List.

   The application removes the highlight bar from all the assets in the current group.

To select contiguous assets

1. Select the first asset by clicking anywhere in the row that contains the asset.
2. Press and hold the Shift key on the keyboard.
3. Select the last asset by clicking anywhere in the row that contains the asset.

   The first and last assets and all of the assets in between are highlighted.

To select noncontiguous assets

1. Select the first asset by clicking anywhere in the row that contains the asset.
2. Press and hold the Ctrl key on the keyboard.
3. Select the next asset by clicking anywhere in the row that contains the asset.

   Each asset that you select is highlighted.

Customizing the Asset List View

You can customize the view of your assets in the Asset List by doing the following:

- Changing the order of the columns by moving them. See "Moving a Column in the Asset List," page 3-13.
- Sorting the assets temporarily by viewing any column in ascending or descending order. See "Temporarily Changing the Asset Sort Order," page 3-13.
- Freezing a column to keep it in view as you scroll through the columns. See "Freezing a Column in the Asset List," page 3-14.
- Changing the width of columns. See "Changing the Column Width," page 3-15.
- Hiding fields on the Asset List window. See "Hiding a Field," page 3-15.
- Selecting which fields display on the Asset List window. See "Adding and Removing Fields," page 3-15.

For information about restoring your Asset List view, see "Restoring Your Asset List View," page 3-16.

Moving a Column in the Asset List

To move a column in the Asset List

1. Click on the column header of the column that you want to move.
2. Drag the column header to its new location. Two red arrows indicate the new location of the column.
3. Release the mouse button.

Note: The column remains in its new position, even if you close the company. The column order is specific to each company; you can have a different column order in each company.

Temporarily Changing the Asset Sort Order

You can temporarily change the sort order of your assets in the Asset List.

The assets in the Asset List are displayed according to the Sort Criteria tab of the currently active group (most often by System Number). For more information, see "Completing the Sort Criteria Tab," page 4-28. To temporarily change asset sort order, select another general information field by which to sort the group. The general information field names are listed at the top of each column in the Asset List.

To temporarily change asset sort order

1. Do one of the following:
   - Double-click the column header of the field by which you want to sort the assets. The assets are sorted in ascending order by the selected field. Double-click the column header again to sort the assets in descending order.
   - Right-click the column header, and from the pop-up menu select **Sort By**. The assets are sorted in ascending order by the selected field. Right-click the column header and select Sort By again to sort the assets in descending order.

To return to the default sort order

1. Select Window/Restore Group Sort from the menu bar. The Asset List displays the original sort order of the current group, which could consist of more than one sort level.

Tip: You can use this procedure to find out if any asset fields are blank. For example, to quickly discover if any assets have blank entries in the G/L Expense Account field, sort your assets by that field. Any assets with blank entries in the G/L Expense Account field will appear at the top of the list.

Note: When you use this method to sort assets, the new sort order is only temporary. When you close the company and then re-open it, or you select another group to display, the assets will be sorted in their original order.

Freezing a Column in the Asset List

You can freeze a column in the Asset List so that it remains visible as you scroll to the right.

To freeze a column

1. Right-click the column header of the column that you want to freeze.
2. From the pop-up menu, select Freeze Column.

Note: The column remains frozen, even if you close the company. To unfreeze the column, follow the steps below.

To unfreeze the column

1. Right-click the column header of the column that you want to unfreeze.
2. From the pop-up menu, select Unfreeze Column.

Tip: Be careful about scrolling to the right and freezing a column. You may freeze a column and not be able to scroll to that column to see it. If this happens, you must unfreeze the column. Right-click anywhere in the Asset List, and select Unfreeze Column from the pop-up menu. To freeze the desired column, first move the column within the visible range of columns and then freeze it.

Changing the Column Width

You can change the width of columns in the Asset List. The columns retain their new width when you move between companies, as well as when you exit from the application and start it again.

To change the column width

1. Click and hold the vertical line separating the columns you want to change.
2. Drag the line left or right to decrease or increase the width of the column, and then release the line.

Note: The Asset List keeps the change made to the column width, even if you close the company.

To restore the column width

1. Select Window/Restore Default View from the menu bar. The columns return to their default widths.

To size the column to the data

1. Double-click the column divider to the right of the column header. The column enlarges or contracts so that the column header and the longest piece of data in the column are completely visible.

Hiding a Field

Follow the steps below to hide a field on the Asset List.

To hide a field

1. Select Customize/Customize Fields from the menu bar.
2. From the Asset Field list box, select the field that you want to remove from view.
3. From the View field drop-down list, select Hide.
4. Click OK.

Adding and Removing Fields

Follow the steps below to add or remove fields on the Asset List.

To add or remove fields

1. Select Customize/Asset List from the menu bar. The Customize Asset List window opens.
2. By default, all the general information fields are listed in the Selected Fields list, and the book fields are listed in the Available Fields list.
3. To display book fields on the Asset List, select the book in the Select Book field for which book fields you want displayed. The Tax book is selected by default. The selected book will be displayed on Asset List.
   - View the list of fields currently in the book in the Available Fields list and the Selected Fields list:

- To add fields to the Asset List for the book, select a field (or to select multiple fields, hold down the Shift key for contiguous fields or the Ctrl key for non-contiguous fields) then click the right arrow button to add it to the Selected Fields list, which will show the field on the Asset List.

Note: An asterisk next to a field name indicates that it is a book field and hidden fields are indicated as (Hidden).

- To remove a field from the Asset List, select it on the Selected Fields list and then click the left arrow button to move it back to the Available Fields list. The System Number, Status, Image, and Notes fields cannot be removed.
- Optionally, use the Up and Down buttons to change the order of the field columns on the Asset List. Select a field and then click the Up or Down arrow to move it up or down on the list. The System Number field must always be the first column so it cannot be moved.

4. If necessary, click Restore Defaults to restore the default general information fields for the book and to discard your changes.
5. Click OK to save your selections.

Note: If you add fields to the Asset List window and are experiencing performance issues, remove book fields and unused general information fields (including hidden fields) from the Selected Fields list on the Customize Asset List window.

Restoring Your Asset List View

If you have customized the Asset List, you can restore the default view of your assets.

To restore your asset view

1. Select Window/Restore Default View from the menu bar. The default view of the Asset List appears.

Exporting the Asset List to Microsoft Excel

The asset information in the Asset List view can be saved in a file that you can open in Microsoft Excel. After you save the file, the system opens the file in Microsoft Excel.

To export the Asset List to Microsoft Excel

1. If you are in Asset Detail, click the Asset List button.
2. Select the assets that you want to save to a file.

Note: If no assets are selected, then the application saves all of the assets in the currently displayed group to the file.

3. Click the Export to Excel button located at the bottom of the main application window. The application displays a dialog that allows you to select the folder where you want to save the Microsoft Excel file.

4. In the File Name field, enter a name for the Microsoft Excel file.
5. Click the Save button. The system saves the file and then attempts to launch Microsoft Excel and open the file.

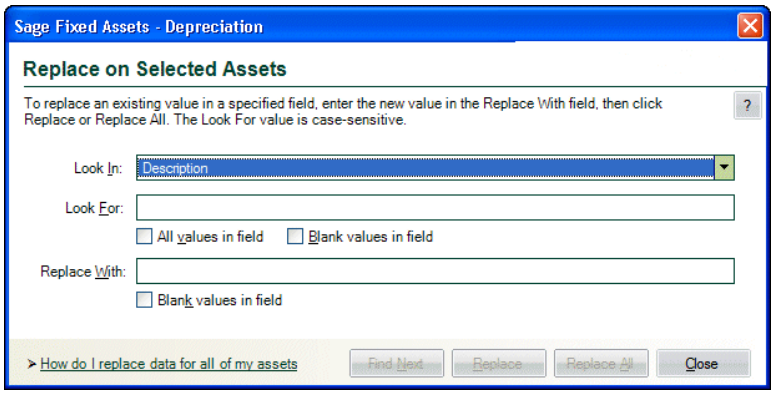
Note: The version of Microsoft Excel installed on your computer determines the version(s) available in the Save as Type drop-down list. If Microsoft Excel is not on your machine, an error message appears, but the file is still saved. You can copy the file to another machine that has Microsoft Excel to view the file.

Replacing Asset Data

You can replace data in any one of the general information fields for *selected* assets. The Replace feature is only available from the Asset List, and it operates only on assets that have been selected from the currently active group. That is, you must first select the assets from the currently active group before using the Replace command. For information on selecting assets, see "Selecting Assets," page 3-11.

To replace asset data

1. In the Asset List, select the assets in which you want to replace data. (To replace data for all assets in a company, make sure the currently active group in the Asset List is All Complete Assets.)
2. Select Edit/Replace from the menu bar. The Replace on Selected Assets dialog appears.



3. Complete the Replace on Selected Assets dialog, then click the Replace button. A message asks you to confirm your intention to replace the data. After you confirm your intention, a message tells you how many replacements were made, and then the Asset List appears. For more information, see "Completing the Replace on Selected Assets Dialog," page 3-18.

Note: The application reserves the word *Null* when you are using the Replace feature. Therefore, you cannot enter this word in the Look For field or the Replace With field on the Replace on Selected Assets dialog.

Replacing Data for All Assets

You can globally replace data in any one of the general information fields for *selected* assets. The Replace feature is only available in the Asset List, and it operates only on assets that have been selected from the currently active group. That is, you must first select the assets from the currently active group before using the Replace command. For information on selecting assets, see "Selecting Assets," page 3-11.

To replace data for all assets

1. Make sure the currently active group in the Asset List is All Complete Assets.
2. Select Edit/Select All from the menu bar.
3. Select Edit/Replace from the menu bar. The Replace on Selected Assets dialog appears.
4. Complete the Replace on Selected Assets dialog, and then click the Replace All button. A message asks you to confirm your intention to replace the data. After you confirm your intention, a message tells you how many replacements were made, and then returns to the Asset List.

Completing the Replace on Selected Assets Dialog

Follow the guidelines below to complete the Replace on Selected Assets dialog.

Tip: The application replaces data only in *selected* assets of the currently active group. You must first select the assets in the currently active group before using the Replace command. For information on selecting assets, see "Selecting Assets," page 3-11.

- **Look In**
  Use this field to select the General Information field for which you want to replace data.
- **Look For**
  Use this field to enter or select the specific data you want to replace in the selected field. If the field you selected contains a SmartList, you can select the value from a drop-down list.
  - **All Values in Field**
    Select this check box if you do not want to enter data in the Look For field, and you would rather have all data replaced in the specified field. If you select this check box, the Look For field is no longer available.
  - **Blank Values in Field**
    Select this check box if you want to replace fields that are blank. If you select this check box, the Look For field is no longer available.
- **Replace With**
  Use this field to enter or select the specific data you want to use to replace the old data. If the field you selected contains a SmartList, you can select the value from a drop-down list.
  - **Blank Values in Field**
    Select this check box to replace the old data with a blank field. If you select this check box, the Replace With field is no longer available.

Note: You cannot enter the word *Null* in the Look For or Replace With fields because it is reserved by the application.

- **Find Next Button**
  Click this button to display the next selected asset in the Asset List containing the old data that you want to replace. The application scrolls so that you can view the field that you selected in the Look In field, if necessary. You can move the Replace on Selected Assets dialog to view this asset. If you decide you want to replace the data, click the Replace button.

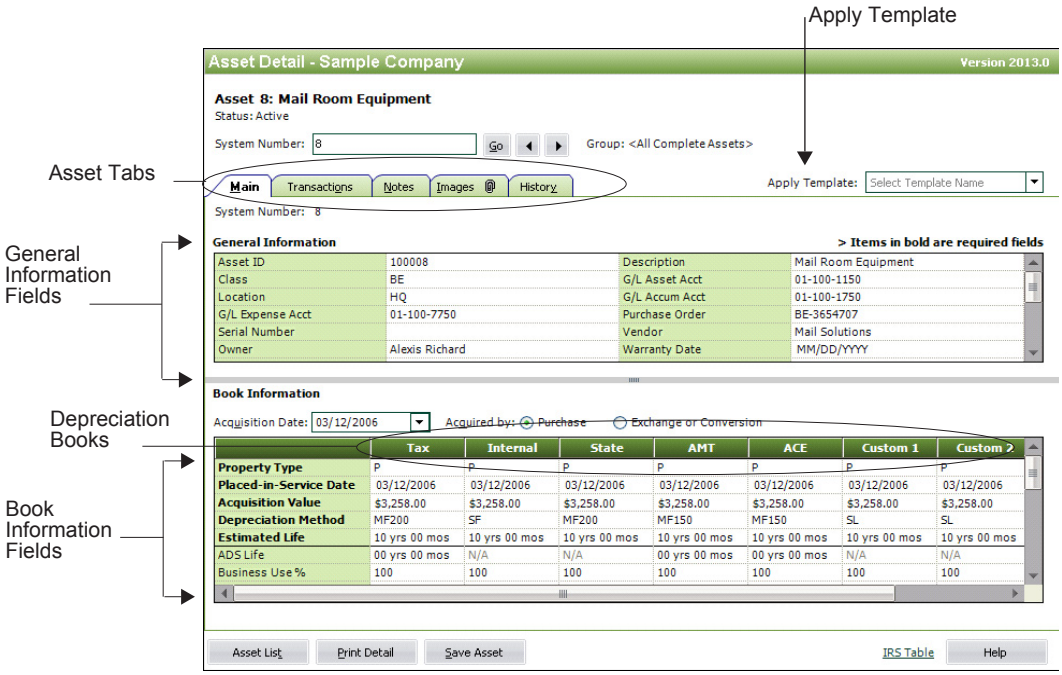
- **Replace Button**
  Click this button to replace the value entered in the Look For field with the value entered in the Replace With field. This button is not available until you have clicked the Find Next button. When you click the Replace button, the application replaces data for one field at a time. Therefore, after you replace the data for one asset, you must click the Find Next button again before you can click the Replace button for another asset.

- **Replace All Button**
  Click this button to replace the value entered in the Look For field with the value entered in the Replace With field for all selected assets in the Asset List.

Note: It is possible that after you replace data, one or more assets may no longer qualify for the group currently displayed in the Asset List. In that case, the asset will not appear in the Asset List when you close the Replace on Selected Assets dialog.

Asset Detail

Asset Detail allows you to view and/or edit the information for each asset individually. Asset Detail contains five asset pages. You can access the pages by clicking the corresponding tabs. For more information, see "Using the Tabs in Asset Detail," page 3-21.



The following describes the elements of Asset Detail.

- **Asset System Number and Description**
  The application displays the System Number and the contents of the Description field at the top of Asset Detail.

- **Status**
  This field displays the status of the asset (Active, Inactive, Disposed, or Transferred). If the asset was partially disposed or partially transferred, the application displays "Partial" in this field.

- **Go**
  Use this field to navigate to another asset while remaining in Asset Detail view. For more information, see "Browsing Your Assets," page 3-8.

- **Group**
  This field displays the most recently displayed group in the Asset List.

- **Asset Tabs**
  Asset tabs display additional information about your assets, such as disposals, transfers, history, and more. For more information, see "Using the Tabs in Asset Detail," page 3-21.

- **Apply Template**
  This field allows you to select from a list of available asset templates that you can apply to an existing asset or use to create a new asset. An asset template is a set of standard general-information-field and book-information-field entries that you create. For more information, see "Asset Templates," page 6-26.

- **General Information Fields**
  The general information fields contain general business information about your assets. These fields do not affect depreciation calculations. Whenever you add a new asset into the application, you enter data into the general information fields. These fields can be used to create asset groups. For more information, see "Completing the General Information Fields," page 6-3.

- **Book Information Fields**
  The book information fields display depreciation data specific to each book displayed in the column headings. In Asset Detail, you can view all depreciation data for a single asset. Use the scroll bars to the right to scroll through all available fields. For more information, see "Completing the Book Information Fields," page 6-5.

- **Sage Fixed Assets Depreciation Books**
  The seven depreciation books available in the application are displayed across each of these column headings. Data in each column relates to the book listed at the top of the column. For more information, see "Sage Fixed Assets Depreciation Books," page A-2.

- **Asset List Button**
  Click this button to go to the Asset List and view the current group of assets.

- **Print Detail Button**
  Click this button to send the information for the current asset to the printer. For more information, see "Completing the Print Asset Information Dialog," page 6-31.

- **Save Asset Button**
  Click this button to save changes made to the current asset.

- **IRS Table Link**
  The IRS Table link provides an easy-to-access method for determining an asset's MACRS GDS or ADS life for the Tax book. Click the link to display the IRS ADR Class Life Table, per Revenue Procedure 87-56, which we have reformatted and alphabetized for ease of use. By clicking the See Also button, you can navigate to three different tables:

  - Commonly used assets.

- Assets used in manufacturing, alphabetized by end product. (For example, assets used to manufacture photographic equipment are listed under “P” in this table.)
- Assets used in specialized businesses. (For example, assets used in recreational services are listed under “R” in this table.)

By locating an asset in the appropriate table and entering both its MACRS GDS life and ADS life, the application will default the correct lives into both the AMT and ACE books as needed.

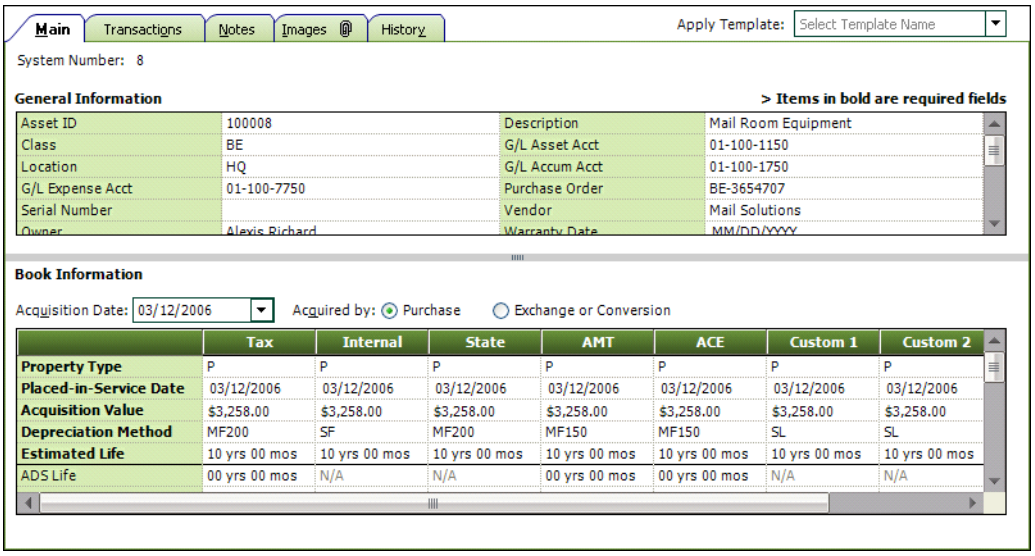
Using the Tabs in Asset Detail

Asset tabs display detailed information about each asset, such as depreciation amounts, disposal and transfer information, history events, and more.

Asset Detail contains the following tabs:

- Main tab, page 3-21
- Transactions tab, page 3-22
- Notes tab, page 3-23
- Images tab, page 3-24
- History tab, page 3-25

The Main Tab of Asset Detail



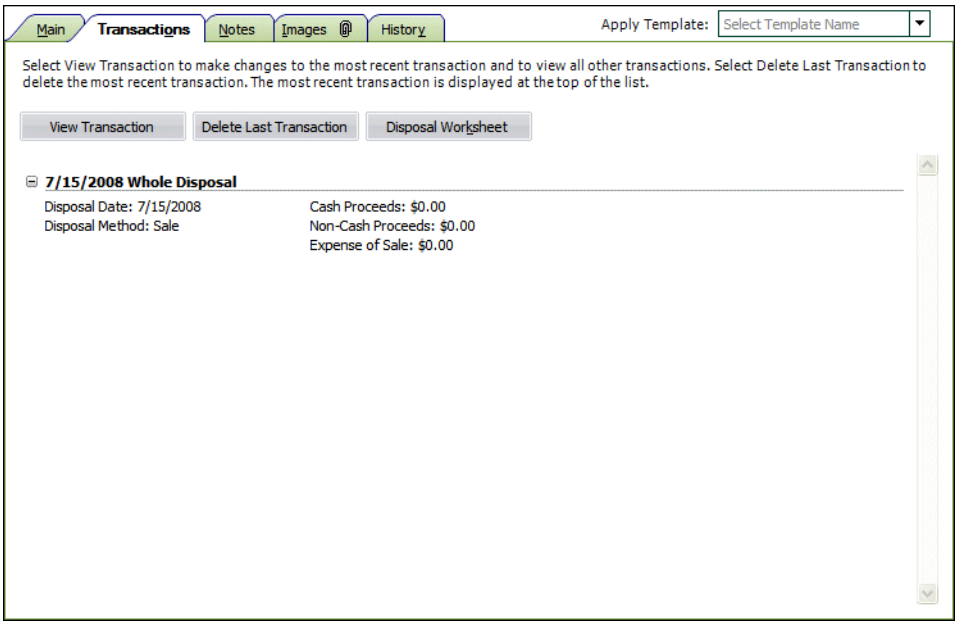
The Main tab of Asset Detail contains two categories of fields:

- **General Information Fields**
  Fields on the main system window that contain general business information about your assets; for example, G/L Asset Account and Purchase Order. This information does not affect the depreciation calculations, but is useful for asset management. You can customize these fields and also define and use 12 additional fields for your own purposes. For more information, see “Completing the General Information Fields,” page 6-3.

- **Book Information Fields**
  Data entry fields that accept or display depreciation data specific to each book displayed in the column headings. All of these fields affect the depreciation calculations. Examples include the Depreciation Method field and the Acquisition Value field. For more information, see "Completing the Book Information Fields," page 6-5.

Tip: You can move the gray divider between the General Information and Book Information fields to display more or fewer fields in each section.

The Transactions Tab of Asset Detail



The Transactions tab displays information about disposals and transfers for the selected asset. From this tab, you can:

- Make changes to the most recent disposal or transfer.
- Delete the most recent disposal or transfer.
- View all other disposals and transfers.
- View the disposal calculation for any disposal.

- **View Transaction Button**
  Click this button to edit or view information about a disposal or transfer.

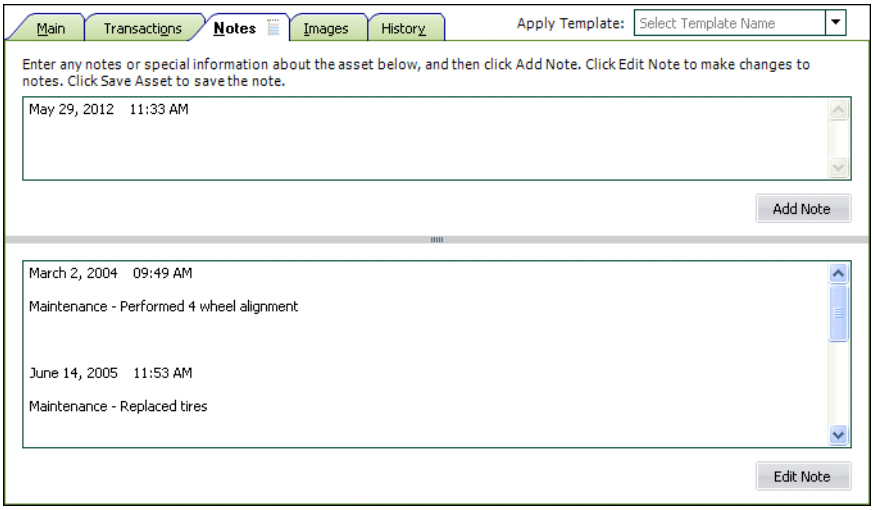
  Note: You can edit only the most recent transaction (transfer or disposal). If you select an earlier transaction, you can view the information but you cannot edit it.

- **Delete Last Transaction Button**
  Click this button to delete the most recent transaction. For more information, see "Deleting Asset Transactions," page 7-31.

- **Disposal Worksheet**
  Click this button to view the Disposal Worksheet. For more information, see "Viewing the Disposal Calculation," page 7-16.

Tip: You can collapse and expand the transaction information on the Transactions tab. To collapse the information for a transaction, click the minus (-) sign next to the transaction. To expand the information for a transaction, click the plus (+) sign.

The Notes Tab of Asset Detail



The Notes tab provides additional space for you to enter any notes or special information about the asset. You can document certain changes made to the asset or the reasons for the changes, or provide further detail on asset maintenance information.

To add a note to the asset

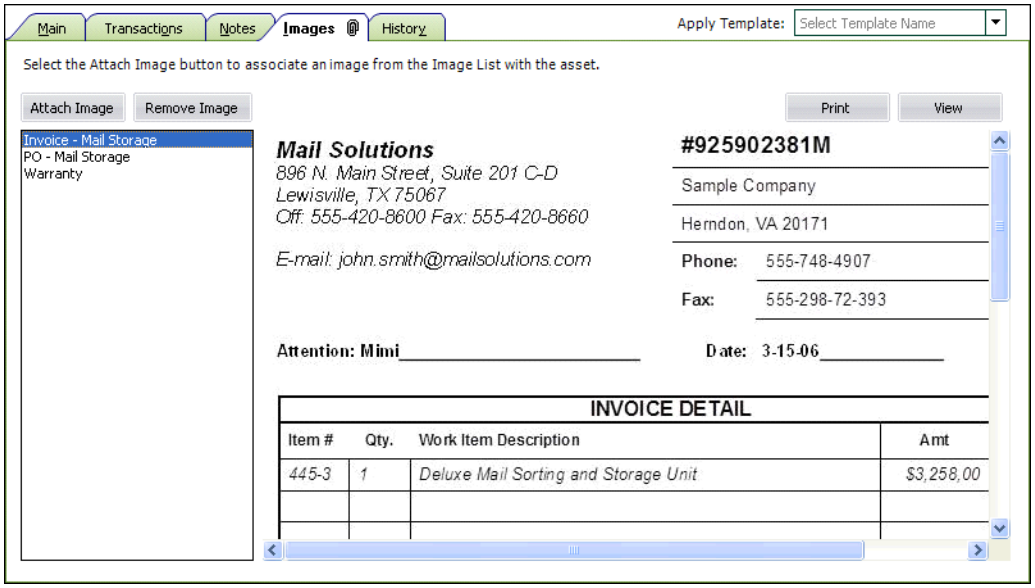
1. Select the Notes tab.
2. Enter the note in the upper section.
3. Click the Add Note button. The note is saved in the lower section of the tab.
4. Click the Save Asset button to save the note.

After a note has been added and saved, you can edit it by clicking the Edit Note button.

To edit a note

1. Click the Edit Note button on the Notes tab.
2. Make the desired changes to the note.
3. Click the Save Asset button to save your changes.

The Images Tab of Asset Detail



Use the Images tab to associate an image with the selected asset.

- **Attach Image Button**
  Click this button to display the Image Manager, which allows you to select the image you want to associate with the asset.

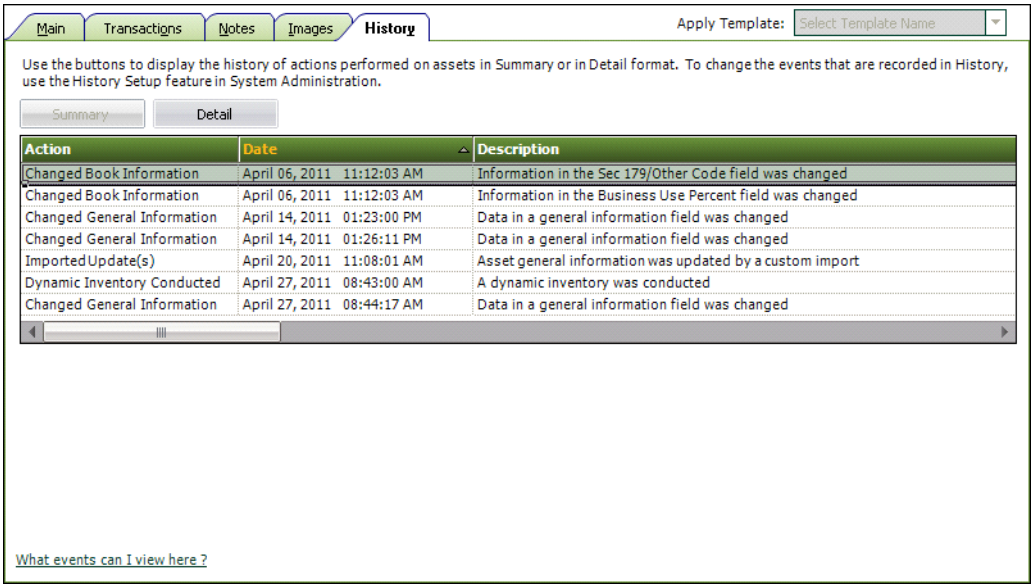
- **Remove Image Button**
  Click this button to remove the selected image from the Images tab. To remove the image, select the image from the list in the left-hand pane, and then click the Remove Image button. Removing the image does not delete the image from your computer. You can reattach the image to the asset at a later date, if desired.

- **Print Button**
  Click this button to send the selected image to a printer. To print an image, select the image from the list in the left-hand pane, and then click the Print button. Complete the Print dialog to send the image to the printer.

- **View Button**
  Click this button to display the selected image in its original size if it has been scaled down to display on the Images tab. To display the image in its original size, select the image in the left-hand pane, and then click the View button. The image appears in a separate window. Press the Escape key to return to the Images tab.

For more information, see "Storing and Viewing Asset Images," page 6-17.

The History Tab of Asset Detail



The History tab provides a history of major milestones and actions performed on an asset. The application automatically records and tracks specified actions, including the date and time they occurred.

You can decide which events in an asset's life you want to track. For more information, see "Setting Up History Events," page 5-26.

There are two different views you can use to view the History tab.

- **Summary Button**
  Click this button to see a quick look at asset history.
- **Detail Button**
  Click this button to view more in-depth historical information about individual events.

For a description of the historical actions that the application tracks and more information, see "Asset History Events," page 6-32.

Finding Specific Assets or Specific Data

The application provides two tools to help you find specific assets. The two tools are the Go field and the Find feature. The Find feature helps you find specific data in the general information or book information fields of an asset.

- **Go field**
  The Go field is available in both the Asset List and Asset Detail. It is useful when you know the System Number or the user-entered Asset ID of an asset you want to display in Asset Detail. (You use the Go Options field on the Preferences dialog to specify which of the two types of numbers you want to use. For more information, see "Setting Preferences," page 4-1.)

  Here is an illustration of the Go field.

- **Find feature**
  The Find feature is only available from the Asset List. It is useful when you do not know the System Number or the Asset ID for an asset, but you do know other information about the asset. You search for an asset or a group of assets based on data in the general information or book information fields.

To find an asset using the Go field

Tip: You may want to select the All Complete Assets group in the Group field before you follow the steps below.

---

1. In the Go field, enter the System Number or the Asset ID of the asset you want to find, and then click the Go button. (In the Go field, you must use the same number type you specified on the Preferences dialog.)

   The application highlights the asset if it is found in the currently active group.

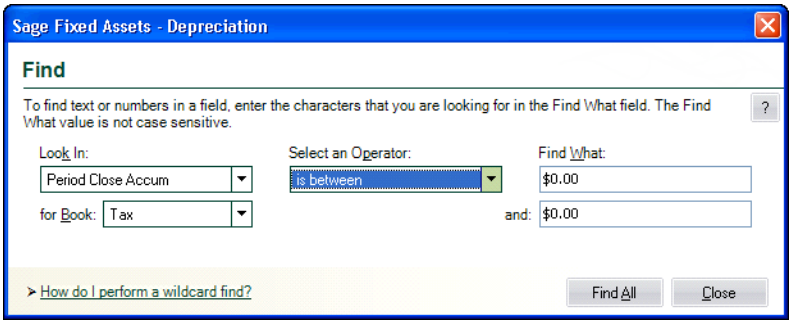
2. Press Enter to go to Asset Detail for the found asset.

   The Asset Detail of the specified asset appears. Once in Asset Detail, you can use the Go field scroll buttons to scroll through the assets in the currently active group. For more information, see "Browsing Your Assets," page 3-8.

To find an asset using the Find feature

When using the Find feature, do not worry about entering upper- or lowercase letters. This feature is not case-sensitive.

1. Select Edit/Find from the menu bar. The Find dialog appears.



2. Complete the Find dialog, and then click the Find All button. For more information, see "Completing the Find Dialog," page 3-27.

   The application displays the assets that meet the Find criteria in a group called <Temporary Group> in the Asset List view. You can select one of the assets that meet the criteria and view it in Asset Detail. You must return to the Asset List before you can use the Find command to perform another search.

Note: The application reserves the word *Null* when you are using the Find feature. Therefore, you cannot enter this word in the Find What field on the Find dialog.

To find an asset using a wildcard character

The asterisk (*) is a wildcard character that can help you search for assets. The asterisk represents any letter combination.

For example, to search for asset descriptions containing the letters D-E-S-K, follow these steps:

1. Go to the Asset List view.
2. Select Edit/Find from the menu bar. The Find dialog appears.
3. From the Look In drop-down list, select the Description field.
4. From the Select an Operator drop-down list, select one of the following:
   - contains (*abc*)
   - ends with (*abc)
   - begins with (abc*)

   If you select **contains (*abc*)** in the Find What field, the application finds assets with the letters D-E-S-K- anywhere in their descriptions.

   If you select **ends with (*abc)** in the Find What field, the application finds asset descriptions that end with the letters D-E-S-K.

   If you select **begins with (abc*)** in the Find What field, the application finds every asset description beginning with the letters D-E-S-K.
5. In the Find What field, enter the letters `D-E-S-K`.
6. Click the Find All button. The system displays the Find results in the Asset List.

Completing the Find Dialog

Follow the guidelines below to complete the Find dialog.

- **Look In**
  Use this field to select the field in which you want to look for specific data.
  - **For Book**
    Use this field to specify the book that contains the field you selected above. This field appears only if you select a book information field in the Look In drop-down list box.
- **Select an Operator**
  Use this field to specify the operator you want to use for the expression you are building to find the data. Operators are very much like mathematical symbols. For a full discussion of operators, see "Understanding and Specifying Criteria," page 4-20.
- **Find What**
  Use this field to type the specific value you want to find in the selected field.

  Note: You cannot enter the word *Null* in the Find What field because it is reserved by the application.

- **And**
  Use this field when you select an operator that requires a range of data, such as the *between* operator. The *between* operator looks for data between two values; for example, all assets with a System Number between 4 and 7. In this case, you would enter the 7 in this field. This field appears only if you select an operator that requires a range of data.

- **Find All Button**
  Click this button to find all assets in the currently displayed group that contain the specified data in the selected field. The application displays the assets in a group called <Temporary Group> in the Asset List view.

Entering Dates in Date Fields

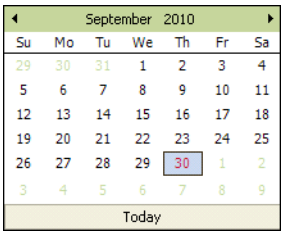
There are several ways you can enter the date in the date fields.

- Simply type the date.
- Use the built-in calendar.

The application contains an easy-to-use calendar that you can access in any date field.

To use the built-in calendar

1. Move the cursor to any date field, then click the down arrow button that appears in the field. The calendar appears.



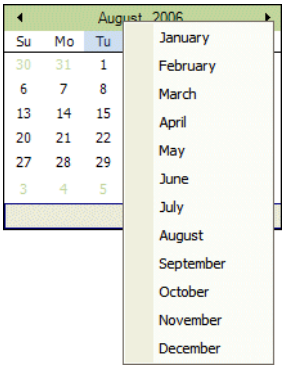
2. Select a date from the calendar. For more information, see "Selecting Dates in the Calendar," page 3-28.

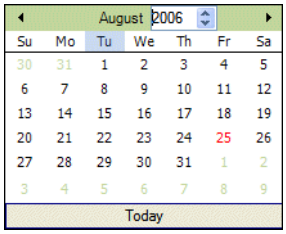
   The application enters the date you selected in the date field.

Selecting Dates in the Calendar

To move the calendar to the next month, click the arrow in the upper-right corner of the calendar. To move the calendar to the previous month, click the arrow in the upper-left corner.

You can also quickly change the month by clicking the month displayed in the center top of the calendar, and selecting a different month from the drop-down list. To quickly change the year, click the year displayed, and select the year by clicking the up or down arrows.





After you've displayed the appropriate year and month, click on the desired date.

Keyboard Shortcuts

Keyboard commands are sometimes faster than using the mouse. The following table shows keyboard commands specific to the application.

Key Combination	Feature
Working with Many Assets:	
Ctrl+R	Refresh the selected group
Working with an Asset:	
Ctrl+A	Create new asset
Ctrl+S	Save changes to an asset, or save a new asset
Ctrl+P	Print the detail of an asset
Moving between Fields in Asset Detail:	
Tab	Move to next entry field or button
Shift+Tab	Move to previous entry field or button
Ctrl+Right Arrow	Skip to next depreciation book
Ctrl+Left Arrow	Skip to previous depreciation book
Editing a Field in Asset Detail:	
Alt+Down Arrow	Open a drop-down list box, calendar, or other special function
Working with Depreciation Books in Asset Detail:	
Ctrl+D	Apply book defaults
Ctrl+Q	Quick depreciation projection
Standard Windows key combinations:	
Space	Toggle a check box
F1	Open the Help index
Ctrl+K	Launch the online calculator
Alt+A, Alt+B (etc.)	Execute the command that contains the underscored letter

Key Combination	Feature
Cut/Copy/Paste:	
Ctrl+X	Edit/Cut
Ctrl+C	Edit/Copy
Ctrl+V	Edit/Paste
Moving between Windows/Applications:	
Alt+F4	Exit the application

Accessing the Windows Calculator

You can easily access the Windows calculator while using the application.

To access the Windows calculator

1. Select Window/Calculator from the menu bar. The Windows calculator appears.
2. Click the Close button in the upper-right corner of the calculator dialog to close the calculator.

Chapter 4
Setting Up the Product

In this chapter:

Setting Preferences 4-1
Creating a New Database 4-4
Creating a New Company 4-5
Predefined Groups 4-20
Customizing Asset Fields 4-30

In Chapter 3, you learned about the most important elements of the application and about how those elements work together to make the application work for you. In this chapter you'll learn the steps necessary to making each of those elements a reality. Specifically, how to fine-tune the application by selecting preferences and creating databases, companies, and groups. You'll also learn how to customize your asset fields and create valid field entries with the SmartList feature.

Setting Preferences

You can use the Preferences dialog to make several decisions about how your application operates. You can increase your efficiency by changing the settings in the Preferences dialog. For more information, see "Setting Preferences to Increase Efficiency," page 4-2.

To set your preferences

1. Select File/Preferences from the menu bar. The Preferences dialog appears.
2. Complete the Preferences dialog. For more information, see "Completing the Preferences Dialog," page 4-2.
3. Click OK to exit the Preferences dialog.

Setting the Default Folder for File Creation

You can specify a default folder for files created by the application. After you specify the folder, it becomes the default folder for the following activities:

- exporting data to a file
- saving export field map files
- importing files
- saving import field map files
- backing up companies
- restoring backed-up companies

To specify the default folder for file creation

1. Select File/Preferences from the menu bar. The Preferences dialog appears.
2. Click the Browse button to select the default folder. After you select the folder, the directory path to the folder appears in the Default Path for File Creation field.
3. Click OK to close the Preferences dialog.

Setting Preferences to Increase Efficiency

You can use the Preferences dialog to make several decisions about how your application operates. Here are a few suggestions for using this dialog to increase your efficiency.

- Select the Activate Company on Startup check box. The last company opened will open automatically when you start the application.
- Clear the Automatically Show Assets Snapshot check box. Although the Assets Snapshot provides useful information at a glance, you probably do not need to view it every time you start the application.
- Clear the Group Refresh on Save option. This check box determines when the application updates the assets shown in the Asset List. Suppose you edit an asset in Asset Detail so that the asset no longer qualifies for the current group displayed in the Asset List. (For example, the current group shows assets in Location A, and you change the location of the asset to Location B.) If you select this check box, the application refreshes the Asset List every time you save changes to an asset in Asset Detail. You can save time by clearing this check box. You can then change as many assets as you want in Asset Detail, without waiting for the application to refresh the data shown in the Asset List. When you are ready to refresh the data, select View/Refresh View from the menu bar, or simply return to the Asset List.
- Select the Automatic Book Defaults check box. When you finish entering asset information in the Tax book, the application will enter default information in the other open books.
- Select a Favorite Link. If you use a Sage Fixed Assets link to a general ledger application, your favorite link will appear at the bottom of the Links menu, making it easier to select when you need it.

Completing the Preferences Dialog

Follow the guidelines below to complete the Preferences dialog.

- **Application Options**
  - **Activate Company on Startup**
    Select this check box if you want the last open company to open when you start the application.
  - **Automatically Show Assets Snapshot**
    Click this check box if you want to display the Assets Snapshot dialog every time you open a company. See "Turning the Assets Snapshot Off and On," page 5-12.
- **Refresh Option**
  - **Group Refresh on Save**
    If you select this check box, the list of assets in the current group is automatically refreshed when you save new assets or save changes to existing assets. If the additions or changes do not meet the criteria of the current group, you will no longer be able to locate the assets using the previous and next (arrow) buttons in the Go field. If you clear this check box, you can continue to use the Go field to find the assets until a refresh occurs. You can manually

refresh the current group by selecting View/Refresh View from the menu bar. See "Updating Groups," page 4-30.

- **Data Entry Options**
  - **Automatic Book Defaults**
    Select this check box to enable the automatic defaulting feature. This feature defaults information you've entered from the Tax book into the other open books. This is an extremely useful feature when you are adding a new asset. It saves data entry time.
  - **Display Asset Warnings**
    Select this check box if you want warning messages displayed each time you enter data that is inconsistent with depreciation concepts and rules. For more information, see "Setting Asset Warning Preference," page C-2.
  - **Disable Report Definition Warnings**
    Click this check box if you want a warning message displayed when you select another report without saving your changes in the Report Definition dialog. Clear this check box if you do *not* want the warning message displayed.
  - **Activate Non-Sage Fixed Assets Fields**
    Select this check box to use asset groups created in Sage Fixed Assets Tracking and to use Sage Fixed Assets Tracking fields when creating new groups and finding asset data. This option is available only if you have installed Sage Fixed Assets Tracking. You must open the company in Sage Fixed Assets Tracking to view these groups and fields.
  - **Display Network Warnings**
    Select this check box if you want warning messages displayed when you select a command that may affect other users. For more information, see "Turning Off Network Warning Messages," page B-3.

Note: This check box is available only for network products.

- **Go Options**
  Use this field to specify which of the two available fields you want to use as a search mechanism in the Go field. The Go field is a quick-find feature that allows you to enter a System Number or an Asset ID number, which is then located and displayed.
  - **System Number**
    Click this option button if you want to enter System Numbers in the Go field when switching between assets.
  - **Asset ID**
    Click this option button if you want to enter Asset ID numbers in the Go field when switching between assets.
- **Default Path for File Creation**
  Use this field to specify the default folder for creating files in the application. The folder that you select becomes the default folder for exporting data to a file, saving export field map files, importing files, saving import field map files, and backing up and restoring companies. See "Setting the Default Folder for File Creation," page 4-1.
  - **Browse Button**
    Click this button to select the default folder for file creation.
- **Favorite Link**
  Use this field to select the general ledger link that you use most often. The selected link appears at the bottom of the Links menu, making it easier to access. See "Selecting a Favorite Sage Fixed Assets Link," page E-2.

Creating a New Database

The application already has a default database containing the demonstration data for three sample companies (one for each entity type). You can store your new company in the default database, but you might also want to create databases with unique names to assist your database management.

Before creating your first database, make sure you read "Understanding Databases," page 1-4. A folder can contain two or more databases.

To create a new database

1. Select File/Database List Manager from the menu bar.

   If you currently have a company open, a message asks if you want to close the currently open company.

2. Click Yes to continue. The Database List Manager dialog appears. See "Completing the Database List Manager Dialog," page 5-37.

3. Click the New Database button. The New Database dialog appears.

4. Complete the New Database dialog, and then click OK. See "Completing the New Database Dialog," page 4-4.

   You should now see your new database name displayed in the Database Name field on the Database List Manager dialog.

5. Click the Close button to exit the Database List Manager dialog.

Completing the New Database Dialog

Follow the guidelines below to complete the New Database dialog. A folder can contain two or more databases.

- **Database Name**
  Use this field to enter a name for the database you are creating. This is the name that appears in the Database field of other dialogs in the application.

- **Database File Name**
  Use this field to enter the file name for the database you are creating. This is the name of the file as it appears in the Windows Explorer software. You do not need to enter a file extension because the application automatically adds a BDB extension to the file name.

- **Database Location**
  This field displays the folder where you want to store the database. (Long file names for folder names are supported by the application.)

  - **Browse Button**
    Click this button to select the folder.

Note: Each database name in the application must be unique. You cannot enter a database name that already exists in the Database List Manager.

Creating a New Company

There are many fields available to you when setting up a new company. Many of these fields do not have to be completed immediately. Depending on your implementation plan, you might want to set up a company quickly so you can begin data entry. If so, you can go back later and complete the rest of the fields in the company setup.

The most important fields are the book information fields. These fields set up your company so that the application can properly depreciate all assets in the company.

Note: If your company uses short fiscal years, make sure you complete the Short Years tab before you calculate depreciation. For more information, see "The Short Years Tab," page 4-12.

Before creating your first company, make sure you read "Understanding Companies," page 1-5.

Choosing the Entity Type

To create a new company, first you need to decide which type of entity meets your asset accounting requirements. Based on your selection, the application provides the appropriate depreciation books, depreciation methods, and reports for that entity type.

The table below shows the available options for each entity type:

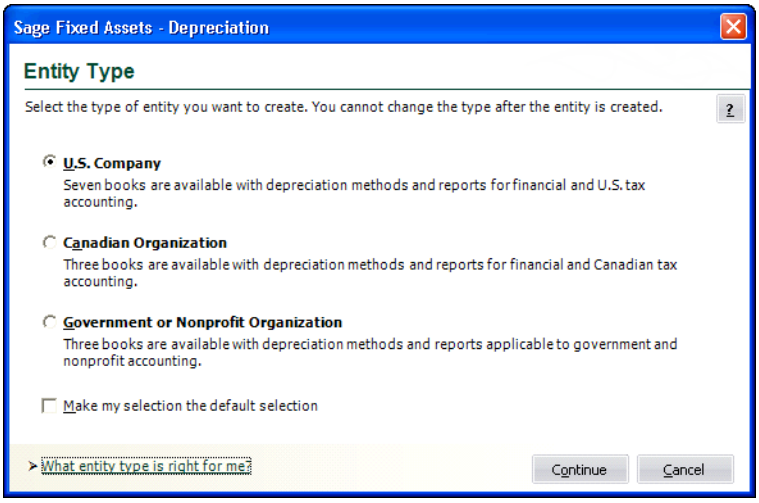
Entity Type	Available Options
U.S. Company	**Seven Depreciation Books:** Tax, Internal, State, AMT, ACE, Custom 1, Custom 2 **Tax-related fields in Asset Detail:** Business Use %, Section 179 Deduction, Investment Tax Credit, 168 Allowance % **Depreciation Options:** MACRS Convention Switch, 168 Allowance Switch **U.S. Tax Reports:** Adjusted Current Earnings, Alternative Minimum Tax, FASB 109 Projection, Midquarter Applicability, Form 3468 - ITC, Form 4255 - ITC Recapture, Form 4562 - Depreciation & Amortization, Form 4626 - Corporate AMT, Form 4797 - Sales of Property
Canadian Organization	**Three Depreciation Books:** Financial, Budgetary 1, Budgetary 2 **Allocations:** Apportion an asset's cost, depreciation expense, and accumulated depreciation among different funding sources and functions within your organization **T2S(8) Manager:** Calculate the annual Capital Cost Allowance for Canadian tax filings. **Additional Financial Reports:** Capital Assets Note Disclosure, Change in Capital Assets
Government & Nonprofit Organization	**Three Depreciation Books:** Financial, Budgetary 1, Budgetary 2 **Allocations:** Apportion an asset's cost, depreciation expense, and accumulated depreciation among different funding sources and functions within your organization **Additional Financial Reports:** Capital Assets Note Disclosure, Change in Capital Assets

Note: You cannot change the entity type after you create your company or organization. You can create another company using a different entity type.

Before you begin the steps outlined below, you must close any currently open company.

To create a new company

1. Select File/New Company from the menu bar. The Entity Type dialog appears.

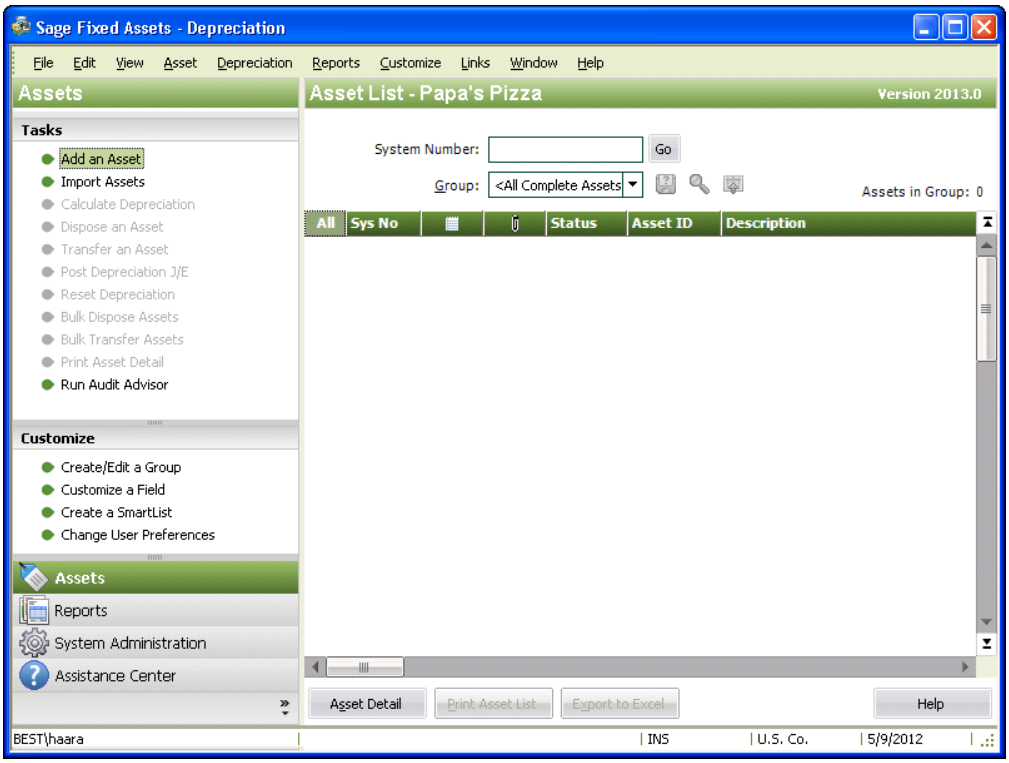


2. Click the U.S. Company option button to indicate the type of company you want to create. For more information, see "Completing the Entity Type Dialog," page 4-7.

3. Click the Continue button. The New Company dialog appears.

4. Complete the New Company dialog, and then click OK. For more information, see "Completing the New Company Dialog," page 4-7.

   The new company is opened showing the Asset List, so you can begin adding assets.



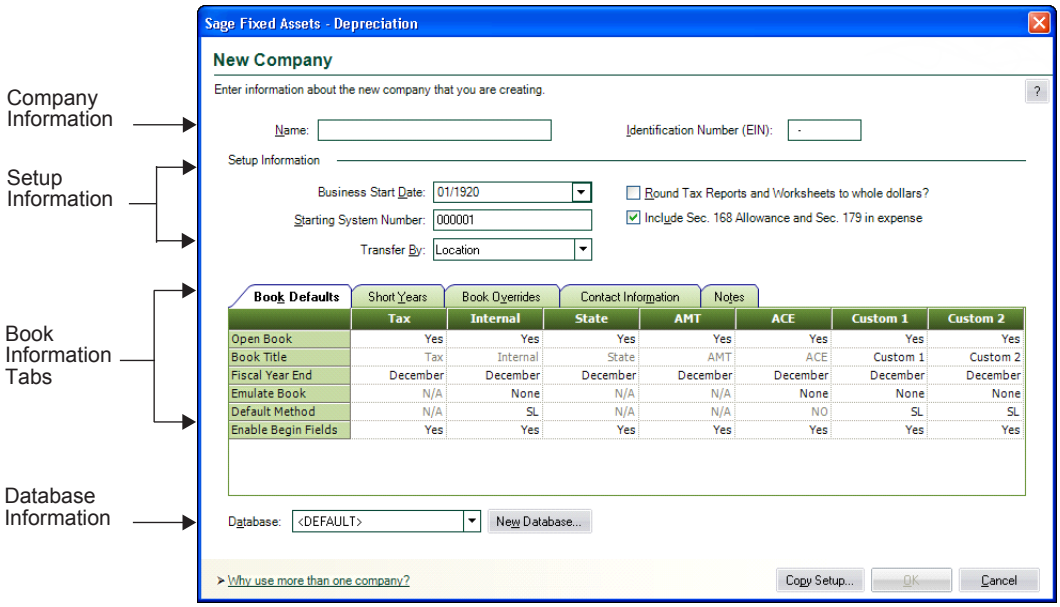
Completing the Entity Type Dialog

Follow the guidelines below to complete the Entity Type dialog. For more information, see "Choosing the Entity Type," page 4-5.

- **U.S. Company**
  Click this option button if you want to create a company using depreciation books for financial and U.S. tax accounting.
- **Canadian Organization**
  Click this option button if you want to create an organization using depreciation books for financial and Canadian tax accounting.
- **Government or Nonprofit Organization**
  Click this option button if you want to create an organization using depreciation books for government and nonprofit accounting.
- **Make My Selection the Default Selection**
  Select this check box to make your selection the default selection the next time you create a company or organization.

Completing the New Company Dialog

Follow the guidelines below to complete the New Company or Edit Company dialog.



The dialog is divided into the following sections:

- Company information at the top. See "The Company Information Section," page 4-8.
- Setup information. See "The Setup Information Section," page 4-8.
- Tabs in the middle: Book Defaults, page 4-10, Short Years, page 4-12, Book Overrides, page 4-14, Contact Information, page 4-17, and Notes, page 4-18.
- Database information at the bottom. See "The Database Information Section," page 4-9.

The Company Information Section

Follow the guidelines below to complete the company information section of the New Company or Edit Company dialog.

- **Name (Required Field)**
  Use this field to enter a unique name for the company you are creating (up to 32 characters). This name appears in the title bar of dialogs and reports. You can change the company name, if desired.

- **Identification Number (EIN)**
  Use this field to enter the EIN for the company. Enter the EIN as a 9-digit number in NN-NNNNNNN format. You must enter the first two digits, followed by a hyphen, and then enter the remaining seven digits.

The Setup Information Section

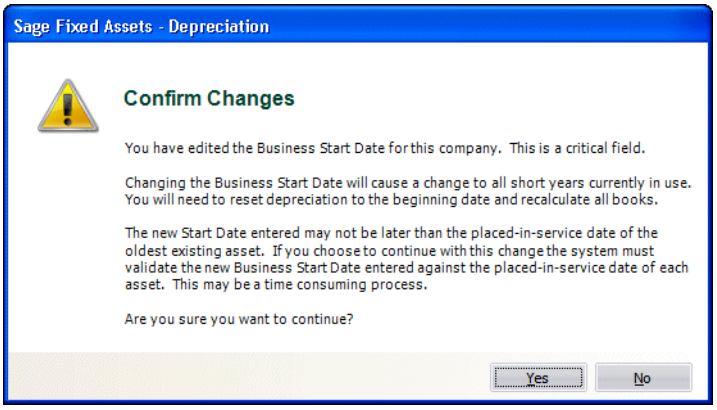
Follow the guidelines below to complete the setup information section of the New Company or Edit Company dialog.

- **Business Start Date (Required Field)**
  Use this field to specify the start date of your company. Enter the date in MM/YYYY format. For more information, see "Entering Dates in Date Fields," page 3-28. The date entered in this field cannot be later than the placed-in-service date of the company's oldest asset.

Note: If you have entered assets in a company, changing the Business Start Date affects your short years, which in turn may affect depreciation calculations. You may need to reset depreciation to the beginning date and recalculate depreciation for all seven books. For information on resetting depreciation, see "Resetting Depreciation," page 8-6.

If you change the Business Start Date, the application displays a warning message:

Click the Yes button to change the Business Start Date; otherwise, click the No button.



- **Starting System Number**
  Use this field to type the starting System Number. The application assigns a unique System Number to each asset you enter into the system. The System Number initially begins with 1. However, if you have more than one company, you might want your assets' System Numbers to remain unique. To ensure unique System Numbers, start the System Numbers for additional companies at a much higher level.

  For example, Company #1 might start at 1, Company #2 at 5001, and Company #3 at 10,001. Always leave plenty of room for growth. The highest available system number is 999,999.

Therefore, the starting System Number affects the number of assets a company can enter into the application. For example, if you entered a starting system number of 300,000, you could not create more than 700,000 assets for the company.

Note: This field is only available until the first asset is entered in a new company. You cannot change the starting System Number after you begin adding assets.

- **Transfer By**
  Use this field to select the general information field you want to use to conduct transfers of your assets. For instance, the most common type of transfer is by location. If you want to conduct transfers based on location, select the Location field here. You can *only* conduct transfers by the field selected in the company setup. If you need to conduct a transfer by another field at a later date, you can re-enter the company setup and change this field.

- **Round Tax Reports and Worksheets to Whole Dollars**?
  Select this check box if you want dollar amounts to print as whole dollars on tax reports (other than the Form 4562). This field does not affect dollar amounts in calculations and quick projections, because these amounts are never rounded.

- **Include Section 168 Allowance and Section 179 in Expense**
  Select this check box if you want to include the Section 168 Allowance and Section 179 expense in depreciation expense for reporting purposes.

  - If you select the check box, these two amounts are included when displaying the following columns on reports: Prior Accum Depreciation, Depreciation This Run, Current YTD, and Current Accum. Both the Section 179 expense and the Section 168 Allowance are claimed on the first day of the placed-in-service month. For transferred assets, the Section 179 expense and the Section 168 Allowance are claimed on the month-end following the Beginning Date.

  - If you clear the check box, the Section 168 Allowance and Section 179 expense are not included in depreciation expense on reports, they are stated separately.

  Whether you select the check box or not, the acquisition value is always reduced by the Section 168 Allowance and Section 179 expense, if applicable, when calculating the depreciable basis. Also, because the Section 168 Allowance and Sec. 179 expense can be both basis reductions and included in expense, selecting the check box does *not* change the amounts displayed in the Current YTD field and Current Accum field in Asset Detail. The Current YTD field and the Current Accum field in Asset Detail always display depreciation *without* inclusion of the Section 168 Allowance and Section 179 expense, which are displayed separately.

  Changing the selection in this field will affect the depreciation expense amounts shown on reports. However, you do not need to recalculate depreciation after changing the selection in this field because it does not affect the depreciation calculations displayed in Asset Detail.

The Database Information Section

Follow the guidelines below to complete the database information section of the New Company or Edit Company dialog.

- **Database**
  Use this field to select the database in which you want to store the company you are creating. You can select a database only when you first create a company.

- **New Database Button**
  Click this button if you want to create a new database to store the company you are creating. The New Database dialog appears. This button is available only when you first create a company. See "Completing the New Database Dialog," page 4-4.

- **Copy Setup Button**
  Click this button to display a dialog that allows you to copy the company setup information from another company to this company. For information on copying a company setup, see "Copying a Company Setup," page 5-15.

The Book Defaults Tab

Follow the guidelines below to complete the Book Defaults tab of the New Company or Edit Company dialog.

Book Defaults | Short Years | Book Overrides | Contact Information | Notes

	Tax	Internal	State	AMT	ACE	Custom 1	Custom 2
Open Book	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Book Title	Tax	Internal	State	AMT	ACE	Budget 1	Budget 2
Fiscal Year End	December	December	December	December	December	December	December
Emulate Book	N/A	None	N/A	N/A	AMT:Post-1993	None	None
Default Method	N/A	SF	N/A	N/A	N/A	SL	SL
Enable Begin Fields	Yes	Yes	Yes	Yes	Yes	Yes	Yes

The application can keep as many as seven depreciation books for each company. In brief, these books are:

Name	Description
Tax	For federal tax reporting
Internal	For internal depreciation calculations (GAAP)
State	For state tax reporting
AMT	For depreciation under the Alternative Minimum Tax rules
ACE	For Adjusted Current Earnings depreciation under Code Section 56(g)
Custom 1	For use as desired
Custom 2	For use as desired

The fields on the Book Defaults tab are arranged in columns and rows. One field is duplicated across a row and corresponds to the book listed at the top of each column. The information you enter on the Book Defaults tab affects the book information fields you access when adding a new asset. For more information, see "Completing the Book Information Fields," page 6-5.

- **Open Book**
  Use this field to specify whether you want to use the book listed at the top of the column.

  You can open and close individual books at any time. Closing a book does not affect data already entered, but you cannot access the data until you reopen the book. Also, the application will not enter default information in closed books.

  The Alternative Minimum Tax (AMT) was repealed for corporations by the Tax Cuts and Jobs Act of 2017, effective for tax years beginning January 1, 2018 and later. AMT is still in effect for individuals. If your business no longer needs to use the AMT book or related ACE book,

you can close the books. The existing data in the books will remain and the books can be re-opened if desired. (To close a book, select No in the Open Book field).

Note: The FASB 109 Projection report and the Form 4626 AMT worksheet require at least one financial statement book to be open before you can define and run the reports. The financial statement book can be the Internal book or the user-defined Custom 1 or Custom 2 books. For more information, see "FASB 109 Projection Report," page 10-25, and "Form 4626 - Corporate AMT Worksheet," page 10-65.

- **Book Title**
  This field displays the name of the book in the current column. You cannot edit the book title for the Tax, Internal, State, AMT, and ACE books because the purpose of these books is predefined. For the Custom 1 and Custom 2 books, you can change the title to identify your use of the book (for example, a state name).

- **Fiscal Year End**
  Use this field to select the last month of the company's *original* fiscal year. The end of the fiscal year may be different in different books. The default fiscal year-end is December.

Note: If the end of the fiscal year has changed since the company's first year, click the Short Years tab and enter the change(s) there. Afterwards, the fiscal year-end field will reflect the current fiscal year-end.

For information about this field when a short year has been entered, see "Short Years Example," page 4-13.

If the company's first year of business was less than 12 months and you later need to correct the original fiscal year-end date, you must first clear all the short years. The best way to do this is to select the Short Years tab and click the Clear Short Years button. The application clears the short years entered in Years 2 to 20 (if any). You can now return to the Book Defaults tab and enter the correct year-end dates for the company's first year in the Fiscal Year End field. For information on clearing short years, see "Clearing Short Years," page 4-13. If you have already calculated depreciation, you must also reset depreciation. See "Resetting Depreciation," page 8-6.

- **Emulate Book**
  Use this field to specify whether you want a book to emulate another book's default information.

  When you enter data into the Tax book, the application automatically applies data to the other books based on GAAP principles or IRS rules and regulations that pertain to the destination book. This procedure is referred to as setting the book defaults. You can also force the application to update default data anytime you change asset information. See "Applying Book Defaults," page 6-24.

  This feature is only effective if both the emulated book and the destination book are open. Book emulation is available for the Internal book, for the Custom 1 and Custom 2 books, and for the ACE book (the ACE book can emulate only the AMT book and only for post-1993 assets). To make the ACE book emulate the AMT book, see "Book Emulation for the ACE Book," page 4-18.

  After defaulting the Tax book data into the other open books, you can override the applied data if appropriate. Enter the override data directly in the field you want to change.

  When the application defaults Tax book data into other books, you can tell the application you want one of those books to receive the same data as another book, rather than receiving it directly from the Tax book. This is called book emulation. For instance, you can set Custom 1

book to emulate the AMT book. When you default the Tax book data, the application applies the default data to the AMT book, which is then copied into the Custom 1 book.

Generally, once the defaults are applied, any changes you make to the emulated book are not applied to the destination book. In the above example, this means that if you make changes to the AMT book, the changes will not automatically be applied to the Custom 1 book.

There is one exception: When you make changes to the Tax book and then use the Apply Book Defaults feature, all data is changed as specified. In the above example, the application would default data to the AMT book and then copy the AMT book defaults to the Custom 1 book. When you apply the defaults, the application overwrites all data previously entered. It also clears any depreciation that was calculated in all books except the Tax book.

Note: This feature does not affect previously existing assets, except in the case as specified in the above paragraph where you have used the Apply Book Defaults feature after changing Tax book data (or when making the ACE book emulate the AMT book). Therefore, you should specify your preferences in this field prior to adding assets.

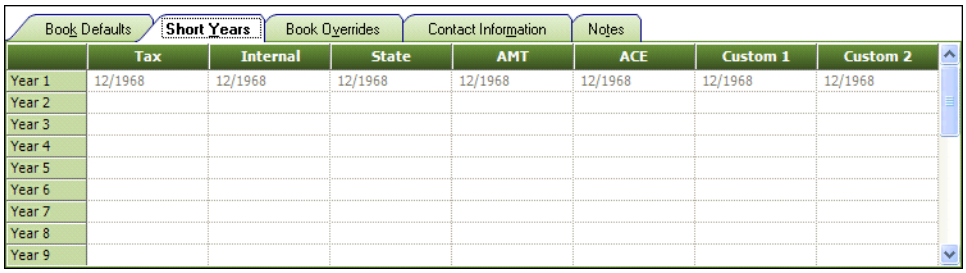
- **Default Method**
  Use this field to select a default depreciation method for the user books (Internal, Custom 1, and Custom 2). The default method for the user books is the straight-line method (method SL). This field is disabled if the Emulate Book field is set to anything but None. For more information, see "Depreciation Method," page 6-6.

- **Enable Begin Fields**
  Use this field to specify whether you want the application to allow users to enter beginning depreciation amounts for assets. The default allows users to enter beginning amounts in all books.

Note: After you have entered all assets previously maintained on another fixed asset system, you may want to disallow entry of beginning amounts in order to protect the data; these fields are not required for newly acquired assets.

The Short Years Tab

Follow the guidelines below to complete the Short Years tab of the New Company or Edit Company dialog.



	Tax	Internal	State	AMT	ACE	Custom 1	Custom 2
Year 1	12/1968	12/1968	12/1968	12/1968	12/1968	12/1968	12/1968
Year 2							
Year 3							
Year 4							
Year 5							
Year 6							
Year 7							
Year 8							
Year 9							

You need to use the Short Years tab only if you are entering a company's past history, or if you are editing a company setup and want to enter the dates of current or future short years. An initial short year is completed automatically if you complete the Book Defaults tab and indicate that the first year of business is less than 12 months.

You can enter up to twenty different short years for each book. If the first year of business was a short year, its fiscal year-end date appears in the dialog and is disabled. All fields on this tab are date fields. Enter dates in the MM/YYYY format, or use the calendar to select the fiscal year-end. For more information on entering dates, see "Entering Dates in Date Fields," page 3-28.

- **Year 1**
  When setting up a company that has a *first* year of less than 12 months duration based on the Business Start Date, this field is completed automatically based on the entries you made in the Company Information fields. If the *first* year of business is not a short year, this field is available for use in the future. See the explanation for Years 2-20 below.

- **Years 2-20**
  Use the fields in each row to enter the month and year of the new fiscal year-end for each book listed at the top of the column.

The application assumes that a fiscal year ends with the last day of the month. It also assumes the new fiscal year-end is in effect for subsequent years, unless you enter another new fiscal year-end.

Note: Ideally, you should enter a short year before you calculate depreciation for the given year. However, if you need to enter a short year after you've initially calculated depreciation for the year, or if you need to change a short-year date you've entered (including a short first year of business/operation), you must clear all previously calculated depreciation figures by resetting depreciation. See "Resetting Depreciation," page 8-6. You do not need to reset depreciation if you are adding a short-year date later than the date(s) through which you have calculated current depreciation for all assets.

Example: Company A has a fiscal year-end of December 2010. They have calculated depreciation through June when they realize they will have a short year ending in August 2010. Company A should reset depreciation on all active assets that were previously calculated through June because the original calculations assumed a full 12-month fiscal year.

Short Years Example

Suppose that the Original Company was established in May 2002 and decided to use a fiscal year-end of April. In 2005, the company adopted a new fiscal year-end of December. In 2010, the Bigger Company bought the Original Company and required that it change its fiscal year-end to September, to match its own. How would you enter this in the application?

Note that the first year of business for the Original Company was not a short year. Enter a Business Start Date of 5/2002. For the fiscal year-end, on the Book Defaults tab, you enter April. The company had two subsequent short years, so you select the Short Years tab. In the Year 1 field, you enter the first new fiscal year-end date, 12/2005. Then you enter the second new fiscal year-end date of 09/2010 in the Year 2 field.

The application considers the fiscal year-end from 12/2005 through 2009 to be December, and the fiscal year-end after 12/2009 to be September. The Fiscal Year End field on the Book Defaults tab now shows September. The application automatically makes all adjustments necessary to prorate depreciation for the short years when you update depreciation.

Clearing Short Years

You can click the Clear Short Years button to clear the short years entered in Years 2 to 20 on the Short Years tab. A message asks for your confirmation before clearing the short years.

To clear the Year 1 field, you must select the Book Defaults tab and enter a month in the Fiscal Year End field that is 12 months after the Business Start Date. For example, if the Business Start Date is 01/2010, then enter December in the Fiscal Year End field. Because the fiscal year-end is now 12

months after the date the business began, the application clears the short years in the Year 1 field on the Short Years tab.

If you clear short years, you must also reset depreciation for all assets that have system-calculated depreciation. For more information, see "Resetting Depreciation," page 8-6.

The Book Overrides Tab

Follow the guidelines below to complete the Book Overrides tab of the New Company or Edit Company dialog.

Book Defaults | Short Years | **Book Overrides** | Contact Information | Notes

	Tax	Internal	State	AMT	ACE	Custom 1	Custom 2
Midquarter	Half Year	Half Year	Half Year	Half Year	Half Year	Half Year	Half Year
Adjustments	Immediate	Immediate	Immediate	Immediate	Immediate	Immediate	Immediate
Reduce by ITC	Yes	No	Yes	Yes	Yes	Yes	Yes

The Book Overrides tab displays some of the default settings used to calculate the depreciation of your assets. You should review the Midquarter field annually to decide whether the midquarter convention applies to the current year asset additions. You can override any of the defaults on this tab by entering the field you want to change and then selecting another valid option.

The book default values for the fields are as follows:

- The application uses the half-year convention unless you specify the midquarter convention. See Midquarter below for a detailed explanation of the midquarter convention and for an important note concerning this field.
- The application does not take a depreciation adjustment amount into the accumulated depreciation calculations. The depreciation adjustment amount is the difference between the user-entered beginning depreciation amounts and the amounts the application calculates for the same period.The application reduces the asset's basis in all books except the Internal book if you take full Investment Tax Credit (ITC) for an asset.

You may want to change the default settings applied by the application.

- **Midquarter**
  Important: This field is extremely important to depreciation calculations for the tax-related books. It controls which averaging convention is used. After you select the midquarter convention and calculate depreciation, you cannot undo the depreciation results unless you use the MACRS Convention Switch (the most desirable method) or unless you reset depreciation for the asset (which is undesirable, since you lose asset history when you reset depreciation). However, this does not apply to depreciation projections. To change the application of the midquarter convention after calculating depreciation, first reset the application-calculated depreciation for the asset or use the MACRS convention switch. See "Performing a MACRS Convention Switch," page 8-19, and "Resetting Depreciation," page 8-6.

  Under the Tax Reform Act of 1986, if during the last three months of the tax year you place in service more than 40% of the aggregate basis of newly acquired qualifying MACRS property (generally, personal property), you must treat all such newly acquired MACRS property as though you placed in service in the middle of the quarter in which you purchased it.

Note: If you need help determining whether you should apply the midquarter convention, run the Midquarter Applicability report (accessible through the Reports menu). If the report indicates that the company's acquisitions of qualifying property in the last three months of the tax year exceed 40 percent, and you have not calculated depreciation on them yet, you must change this field to Midquarter and depreciate the assets. If you have already calculated depreciation on any assets placed in service in the current year, you must reset depreciation on them before recalculating depreciation. The easiest way to do this is to perform a MACRS Convention Switch. Select MACRS Convention Switch from the Depreciation menu. You should review midquarter applicability on an annual basis whenever you acquire new assets.

Note: For assets previously depreciated outside of a Sage Fixed Assets application, when you enter a date in the Beginning Date field in Asset Detail, the application asks you if you used the midquarter convention.

- **Adjustments**
  Use this field to specify how you want the application to adjust incorrect depreciation calculation amounts that result from mixing past calculation amounts (calculated outside of a Sage Fixed Assets application) with current Sage Fixed Assets Depreciation calculations. You need only concern yourself with this field if you added assets to Sage Fixed Assets for which another system previously calculated depreciation. Note that this option only affects assets that were underdepreciated before they were added to the application.

  When you add previously depreciated assets to the application, you can enter beginning depreciation amounts. These are the amounts previously calculated by another accounting system.

  The application then calculates depreciation for the same dates and arrives at its own depreciation amount. The difference between the two amounts, if any, is called the depreciation adjustment amount. The Depreciation Adjustment report lists all depreciation adjustment amounts for all assets in the application.

  After you know that you have depreciation adjustment amounts in the application, you might want to reconcile them.

  There are two kinds of depreciation adjustment amounts, only one of which you can do anything about (i.e., underdepreciated assets):

  - **Overdepreciated Assets**
    If you entered a Beginning Date and a Beginning Depreciation amount that is more than the application calculates to be correct, the asset is considered overdepreciated. The application continues to correctly calculate as much depreciation as you would be entitled to for that asset for each subsequent year. The application stops calculating depreciation when the asset is fully depreciated, thereby actually taking less depreciation than you would otherwise be entitled to in the last year of the asset's life. This is because you took that depreciation earlier in the asset's life than you should have.

  - **Underdepreciated Assets**
    If you entered a Beginning Date and a Beginning Depreciation amount that is less than the application calculates to be correct, the asset is considered underdepreciated. Again, the application continues to correctly calculate as much depreciation as you would be entitled to for that asset for each subsequent year. However, because the application generally does not calculate depreciation beyond an asset's estimated life, the asset might remain on the books indefinitely with a net book value remaining unless you set an adjustment

convention. There are a number of ways you can handle the adjustment, depending on which depreciation method you are using.

You have three options for handling underdepreciated assets. Each of these options contains at least one exception. The exceptions are explained below.

- **None**: Select this option to take no adjustment. The asset will never be fully depreciated, leaving a residual value of the adjustment amount. (This is not the case for the depreciation methods listed below. These methods handle the None option differently, as explained.)
- **Immediate**: Select this option to take an immediate adjustment. After entering the beginning depreciation amount, the application takes the adjustment amount the next time you calculate depreciation. The adjustment is included in the Depreciation This Run values. The adjustment is recorded in the month following the beginning date. If you run depreciation within the same fiscal year as the beginning date, it will be included in the Current Year to Date values. If the next time you run depreciation you skip the fiscal year of the beginning date, (for example, you calculate depreciation for a future period), then the adjustment will display in the Prior Accum Depreciation values. In reports, the Key Code column displays an “a” for adjustment.
  Note: This is not the case for depreciation method RV, which handles this adjustment type the same as it does for None and Postrecovery, as explained below.
- **Postrecovery**: Select this option to take a postrecovery period adjustment. The application takes the adjustment amount in the first period in the next fiscal year after the end of the asset’s life. The asset is then fully depreciated. On the Depreciation Expense report for the postrecovery period, the Year-to-Date columns reflect the adjustment amount, and the Key Code column displays an “a” for adjustment. (This is not the case for the depreciation methods listed below. These methods handle this adjustment type differently, as explained.)

If you are using the depreciation methods listed below, both the None and Post Recovery adjustment types prorate the adjustment amount over the asset’s remaining life. These methods do not make the adjustment as explained above, because the calculations are based on the remaining net book value.

- MACRS (MF, MA, MI, and MR)
- Declining-balance (DB)
- Declining-balance half-year (DH)
- Declining-balance modified half-year (DD)
- Declining balance, no switch to SL (DC)
- Declining-balance, half-year, no switch to SL (DI)
- Declining-balance, modified half-year, no switch to SL (DE)
- Remaining value over remaining life (RV)

There is an exception to how the application applies a Post Recovery adjustment for the MACRS and declining-balance depreciation methods listed above.

When an asset’s Beginning Date is during the fiscal year in which the asset’s life ends, the application takes the Post Recovery adjustment in the first period of the following fiscal year.

When an asset’s Beginning Date is after the fiscal year in which the asset’s life ends, the application takes the Post Recovery adjustment in the period following the Beginning Date.

Here are some examples:

An asset's life ends on 6/30/10, at which point it should be fully depreciated. XYZ Manufacturing, a calendar year company, has under-depreciated the asset in another solution and now enters it in the application.

Example A: XYZ Manufacturing enters a Beginning Date of 03/10 (that is, in the last year of the asset's life). The application takes the adjustment amount when it calculates depreciation for 1/31/11, the first period in the following fiscal year.

Example B: XYZ Manufacturing enters a Beginning Date of 03/11 (that is, in the fiscal year following the fiscal year in which the asset's life ends). The application takes the adjustment amount when it calculates depreciation for 4/30/11, the first period following the Beginning Date.

- **Reduce by ITC**
  Use this field to select which of the two ITC options you want to apply: reduce or not reduce the basis of assets qualifying for the Investment Tax Credit. The selection you make here applies to all assets in the application, whether previously depreciated or not.

  For assets that were placed in service after 1982 and before 1986, companies taking an Investment Tax Credit (ITC) had two choices:

  - Take the full ITC but reduce the basis of the asset.
  - Take a reduced ITC without adjusting the basis.

  For assets that were placed in service after 1985, only the first option applies.

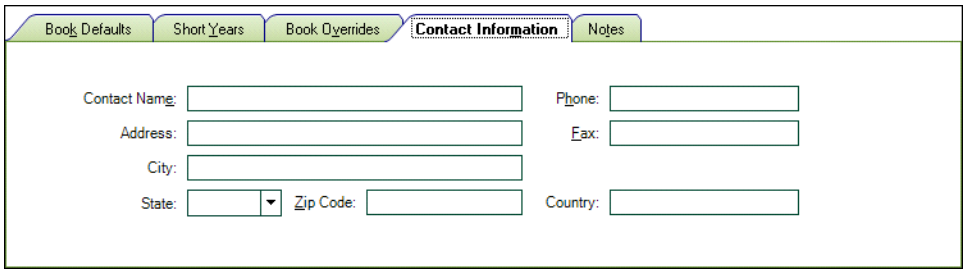
  The default setting is to reduce the basis of all assets for which the full ITC was taken. This reduction is taken for all books except the Internal book, to which the ITC does not apply.

  If you do not want the application to reduce the basis of appropriate assets in a book, select No.

  Depending on the book and the ITC option you choose for an asset, you may need to override the system-calculated ITC percentage and ITC amount in Asset Detail to conform to IRS regulations.

The Contact Information Tab

Follow the guidelines below to complete the Contact Information tab of the New Company or Edit Company dialog.

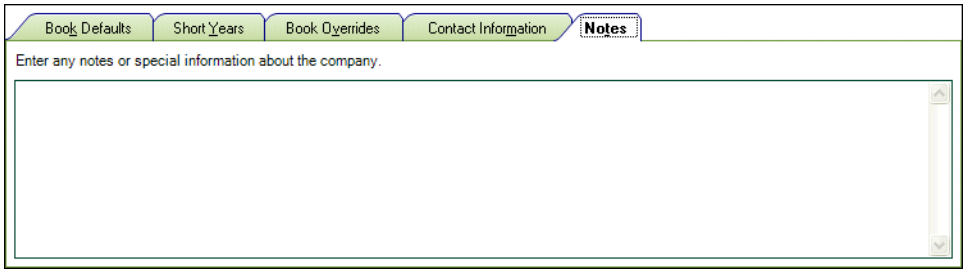


- **Contact Name**
  Use this field to enter the name of a contact person for the company you are creating.
- **Address**
  Use this field to enter the address of the company you are creating.

- **City**
  Use this field to enter the city in which the company you are creating is located.
- **State**
  From the drop-down list, select the state or territory in which the company you are creating is located.
- **Zip Code**
  Use this field to enter the zip code in which the company you are creating is located.
- **Country**
  Use this field to enter the country in which the company you are creating is located.
- **Phone**
  Use this field to enter the phone number of the company you are creating.
- **Fax**
  Use this field to enter the fax number of the company you are creating.

The Notes Tab

Use the Notes tab of the New Company or Edit Company dialog to enter any notes or special information about the company.



Book Emulation for the ACE Book

The Revenue Reconciliation Act of 1993 changed the tax rules for ACE depreciation when it eliminated the ACE Depreciation Adjustment for property placed in service after December 31, 1993. Although all property with a placed-in-service date prior to 1994 continues to be depreciated under the pre-Tax Act ACE rules, post-1993 property is handled differently.

In your company setup, if you have not specified a book emulation for the ACE book, then the Depreciation Method field automatically defaults to “No” in the ACE book for these assets. Therefore, in some reports, the application does not provide detail on these assets. Additionally, ACE depreciation information for these assets is not available in Asset Detail. All post-1993 assets display a zero in report columns referring to ACE Depreciation Adjustment amounts.

You can force the application to display depreciation information in reports and in Asset Detail by making the ACE book emulate the AMT book. If you choose to do so, the application still displays a zero in report columns referring to ACE Depreciation Adjustment amounts. The application does this in order to comply with the rule that post-1993 assets cannot have an ACE Depreciation Adjustment amount.

No matter which method you select, the application calculates the ACE Depreciation Adjustment by subtracting an asset’s ACE depreciation amount from its AMT depreciation amount. The difference is in how the information is presented. Both methods provide the same result, a zero ACE Depreciation Adjustment amount for post-1993 property.

Once you've set this option in the Emulate Book field, it affects only new assets added into the application. However, when you are actually setting this option, you have the opportunity to copy existing AMT book data into the ACE book for any previously-entered, post-1993 property. This process can take a long time if you have a great number of assets. You can return to this option later, if desired.

To display depreciation information for post-1993 assets in the ACE book

1. Select File/Edit Company from the menu bar if you are not already in the Edit Company or New Company dialog. The Edit Company dialog appears.
2. On the Book Defaults tab, change the Emulate Book field for the ACE book from None to AMT: Post-1993. A message appears asking you to confirm your intention.
3. Click OK to continue. The application returns to the Edit Company dialog.
4. Click OK to save your changes to the company. This message appears if you are editing an already existing company:
5. Click Yes or No based on the information below:
   - Click Yes to override existing data (including depreciation and gain/loss calculations) in the ACE book for any previously entered, post-1993 assets with AMT information.
   - Click No if you do not want to override existing data. This action does not void the AMT book emulation in the ACE book for newly entered assets.

   The application copies data into the ACE book, then returns to your previous view.

Predefined Groups

The ability to create groups is a very powerful feature for managing a company's fixed assets. By using a predefined group you can quickly and efficiently view information, run reports, and project depreciation for a very select group of assets. After you identify the assets to define as a group, you can also decide the order in which you want them to appear. In addition, you can decide whether you want to subtotal the assets in a group during reports.

The more groups you have, the more control you have over your assets. Groups provide you with a way to permanently sort selected assets into logical formations. Groups can also narrow-down the number of assets you have to browse in order to find a specific asset.

The application contains five predefined groups for you to use:

- All Complete Assets: Activity codes A, D, F, I, J, K, L, M, and N. For a description of each activity code, see "Understanding Activity Codes," page 7-3.
- All Incomplete Assets: Assets created by other Sage Fixed Assets applications, such as Sage Fixed Assets Tracking. (For information about other Sage Fixed Assets products, call 800-368-2405 or visit www.SageFixedAssets.com/products.)
- Active Assets: Activity codes A, D, F, J, K, L, M, and N. (Disposals are included in the Active Assets group because they are considered to have current activity in the year of disposal.)
- Inactive Assets: Activity code I.
- Disposed Assets: Activity codes D and F.

Note: The group All Incomplete Assets is used for assets created by other Sage Fixed Assets applications that Sage Fixed Assets Depreciation can open. You can even create groups based on fields inside Sage Fixed Assets Tracking that don't exist in Sage Fixed Assets Depreciation. Read about the Activate Non-Sage Fixed Assets Fields option in "Completing the Preferences Dialog," page 4-2.

Understanding and Specifying Criteria

In the Group Manager, you write a criteria string to specify which assets to include in a group. A criteria string—also known as an expression—is a statement or series of statements that qualifies the characteristics of assets to include in a group. An expression can search for multiple criteria (a complex expression) or just one criterion (a simple expression).

In addition, you can sort groups any way you want. For more information, see "Sorting Groups," page 4-26.

Simple Expressions

When you specify criteria for a group, only those assets that satisfy the expression criteria are included in the group. For example, to define a group that includes only those assets with the location code *Admin*, you would write the expression *Location is Admin*. The word *is* is an operator, which is equivalent to the mathematical symbol for the EQUAL SIGN (=). Conversely, the operator *is not* would exclude all assets with Location code *Admin*.

The table below lists each available operator and its equivalent mathematical symbol (if any). In addition, the *If* and *Then* columns provide an example of results returned by each operator. The example for the *Is* operator reads: *"If the criteria for the selected field Is 5, then the asset selected for the group will be 5."*

Operator	Mathematical Symbol	If	(Given a Set of 10) Then
contains (*abc*)		xyz	All occurrences of the specified string, xyz
does not contain		xyz	All occurrences not containing the string, xyz
begins with (abc*)		xyz	All occurrences beginning with the string, xyz
ends with (*abc)		xyz	All occurrences ending with the string, xyz
is	=	5	5
is not	≠	5	1, 2, 3, 4, 6, 7, 8, 9, 10
is less than	<	5	1, 2, 3, 4
is greater than	>	5	6, 7, 8, 9, 10
is between [1]		5, 8	5, 6, 7, 8
is not between [1]		5, 8	1, 2, 3, 4, 9, 10
is not blank	∈	Any	Include all with any data
is blank	∉		Include only those with no data
equals	=	5	5
does not equal	≠	5	1, 2, 3, 4, 6, 7, 8, 9, 10
equals or is less than	≤	5	1, 2, 3, 4, 5
equals or is greater than	≥	5	5, 6, 7, 8, 9, 10

[1] The *is between* and *is not between* operators do not have an equivalent mathematical symbol. They search for all values *through* the specified value range—including the first and last values.

Complex Expressions

A complex expression is one that searches for multiple criteria. The *and* operator or the *or* operator connect these criteria (much the same way you would connect these types of statements in a sentence).

The decision to use an *and* or an *or* in a sentence specifies the relationship between the two variables. For example, look at these two sentences.

1. For the meeting, you must bring a pen *and* a pencil.
2. For the meeting, you must bring a pen *or* a pencil.

These statements written in the same format as an expression specifying a group would read:

> We separated the individuals attending the meeting into two groups. Group One brought a pen *and* a pencil. Group Two brought a pen *or* a pencil.

This example illustrates how the use of the *or* statement tends to create a larger group.

The application applies the *and* and *or* statements automatically.

- An *and* operator connects multiple expressions specifying criteria for different fields.
- An *or* operator connects multiple expressions specifying criteria for the same field.

To illustrate this important point further, here is an example of each type:

- **An *And* Operator Connecting a Complex Expression**
  A series of statements connected by the *and* operator indicates that the criteria of all statements must be satisfied. For example, to define a group that includes all assets whose Class is not CE and whose Tax book Depreciation Method is MF, write this expression:

  `Class is not CE`

  `Tax book Depreciation Method is MF`

  Note that you do not have to enter the *and* operator; when you specify two different fields, the application assumes the *and* operator.

- **An *Or* Operator Connecting a Complex Expression**
  A series of statements connected by the *or* operator indicates that the criteria of any one of the statements must be satisfied. For example, to define a group that includes all assets whose Tax book Depreciation Method is either MF or MT, write this expression:

  `Tax book Depreciation Method is MF`

  `Tax book Depreciation Method is MT`

  Note that you do not have to enter the *or* operator; when you specify the same field twice, the application assumes the *or* operator.

  Note: Be careful when you specify criteria for the same field while using the *is not* operator; you may obtain a surprising result. Suppose you create a group using the following expression:

  `Class is not CE`

  `Class is not FF`

  You may be surprised to discover that the group using this expression contains all assets, including assets in the CE class and the FF class. Because you specified the same field (Class), the application employs the *or* operator. An asset in the AA class is not in the CE or FF class, so it satisfies the criteria. An asset in the CE class is not in the FF class, so it satisfies the criteria. And of course, an asset in the FF class is not in the CE class, so the group contains that asset as well. (Remember, when the application employs the *or* operator, the asset is included in the group if one of the criteria is true.)

- **An *And* Operator Connecting Multiple Criteria for a Single Field**
  If a single statement searches a single field for multiple criteria connected by the *and* operator, all criteria must be satisfied. For example, to define a group that includes all assets acquired in 2010, you would write the expression:

  `Acquisition Date is between 01/01/2010 and 12/31/2010`

  Note that in this case, you must enter the *and* operator.

You can write an expression combining all search criteria specified above, plus more if needed. Here is an example of a more complex expression:

`Acquisition Date is between 01/01/2010 and 12/31/2010`

`Class is not CE`

`Tax book Depreciation Method is MF`

`Tax book Depreciation Method is MT`

```
Acquisition Date is between 01/01/2010 and 12/31/2010
Class is not CE
Tax Book Depreciation Method is MF
Tax Book Depreciation Method is MT
```

Here is how it reads:

- Create a group where the Acquisition Date *is between* 01/01/2010 and 12/31/2010 AND
- where the Class *is not* equal to CE AND
- where the Tax book Depreciation Method *is* equal to MF *OR*
- where the Tax book Depreciation Method *is* equal to MT.

Creating Groups

You can create groups of assets based on any asset attributes specified in the general information or book information fields, unless the field has been hidden from view. For more information, see "Hiding a Field," page 3-15. Therefore, a group is a request to search the current company for assets matching criteria you specify. To create groups, you should understand how to apply criteria to build expressions. See "Understanding and Specifying Criteria," page 4-20.

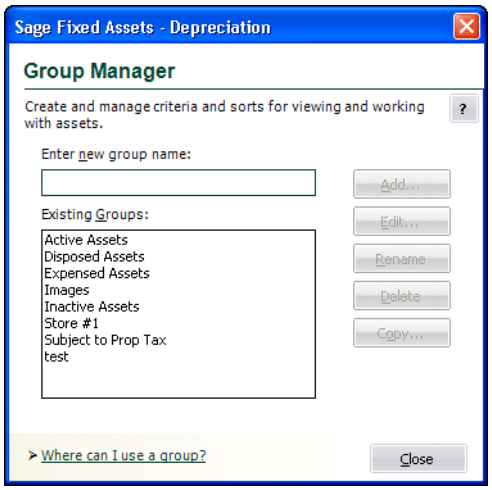
You can use Group Manager to create a new group, and to edit, rename, delete, or copy an existing group.

Note: As a precaution, the application does not permit you to edit or delete the All Complete Assets group or the All Incomplete Assets group.

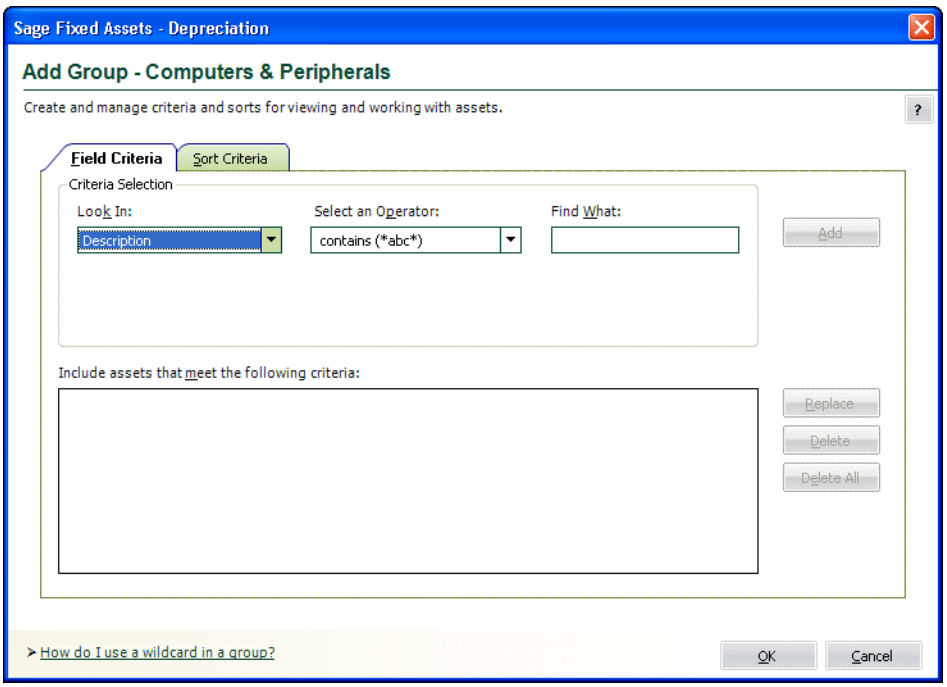
Before creating your first group, make sure you read "Understanding Groups," page 1-6.

To create a group using Group Manager

1. Select Customize/Group Manager from the menu bar. The Group Manager dialog appears.



2. In the Enter New Group Name field, type a name for the group you are creating, then click the Add button. The Add Group - [*Group Name*] dialog appears.



3. Complete the Field Criteria tab and Sort Criteria tab, then click OK. See "Completing the Field Criteria Tab," page 4-26 and "Completing the Sort Criteria Tab," page 4-28. The application returns to the Group Manager dialog.

4. Click the Close button to close the Group Manager dialog.

Completing the Group Manager Dialog

Follow the guidelines below to complete the Group Manager dialog. To access this dialog, select Customize/Group Manager from the menu bar.

- **Enter New Group Name**
  Use this field to enter the name of the group you want to add. Choose a unique name that describes the purpose of the group.

- **Existing Groups**
  This list box displays the names of all the groups in the current company. Use this list box to select a group on which to perform one of the functions listed on the buttons to the right of this list box (Edit, Rename, Delete, or Copy).

- **Add Button**
  Click this button to add the group name that you enter in the Enter New Group Name field to the Existing Groups list box. When you add a new group name to the Existing Groups list box, the Add Group - [*Group Name*] dialog appears, which allows you to define the criteria for the new group. See "Completing the Add/Edit Group - [Group Name] Dialog," page 4-26.

- **Edit Button**
  Click this button to display a dialog that allows you to edit the criteria for the selected group. See "Completing the Add/Edit Group - [Group Name] Dialog," page 4-26.

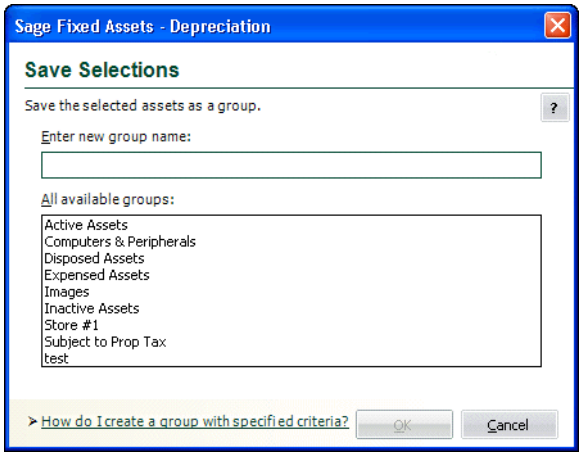
- **Rename Button**
  Click this button to rename the selected group. Select the group you want to rename in the Existing Groups list box. Enter the new name in the Enter New Group Name field, and then click the Rename button.

- **Delete Button**
  Click this button to delete the selected group. When you delete a group, that logical organization of assets is deleted; the assets that belonged to the deleted group are not deleted.

- **Copy Button**
  Click this button to copy the selected group. In the Existing Groups list box, select the group you want to copy. On the Copy Group dialog, enter the name of the new group. The group name is not case-sensitive. That is, “active” and “Active” are names for the same group.

To create a group from selected assets

1. Select the assets in the Asset List that you want to form into a group.
2. Select Asset/Save Selections from the menu bar. The Save Selections dialog appears.



3. Type a name for the group in the Enter New Group Name field, and then click OK. The application saves the selected assets as a group. The application defines the criteria of the group based on the System Numbers of the selected assets.

Completing the Save Selections Dialog

After you have selected assets in the Asset List, you can save the selected assets as a group. Select Asset/Save Selections from the menu bar, and follow the guidelines below to complete the Save Selections dialog.

- **Enter New Group Name**
  Type a name for the new asset group (25 alphanumeric characters maximum, uppercase or lowercase).

- **All Available Groups**
  This field shows the names of the existing groups in the current company.

Sorting Groups

You can sort groups any way you want—by any field and any number of fields—using the Sort Criteria tab of the Add/Edit Group - [*Group Name*] dialog. For more information, see "Completing the Sort Criteria Tab," page 4-28. The default sort field is System Number. In addition, you can specify whether to sort in ascending order (the default) or descending order.

After you define your preferred sort order, you can set it permanently (for any group except the All Complete Assets and the All Incomplete Assets groups) or temporarily just for the current session. A temporary sort overrides a permanent sort.

Completing the Add/Edit Group - [*Group Name*] Dialog

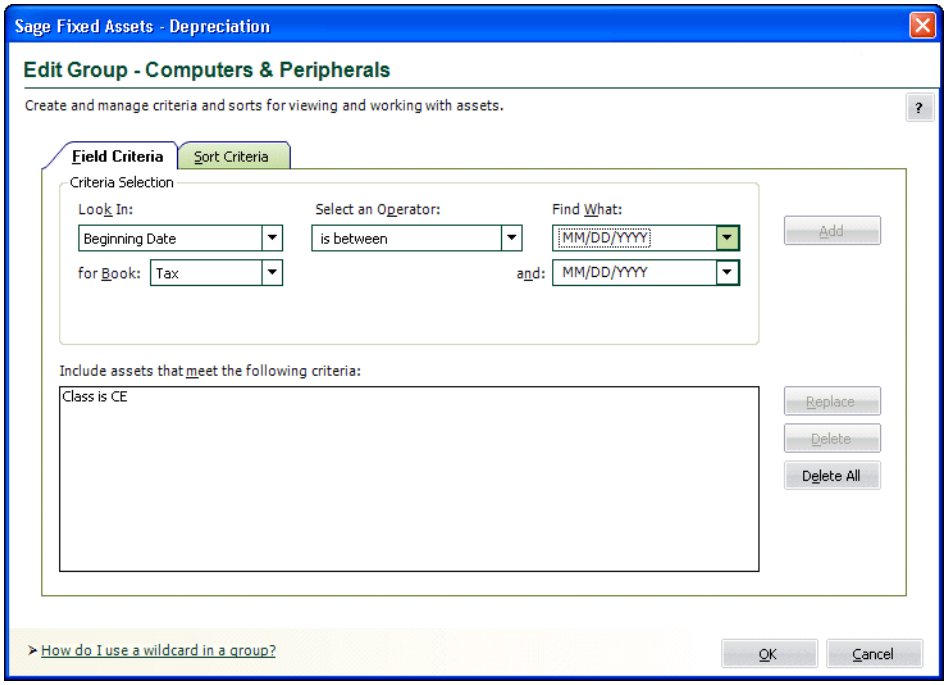
The Add/Edit Group - [*Group Name*] dialog contains two tabs:

- On the Field Criteria tab, you define the group. See "Completing the Field Criteria Tab," page 4-26.
- On the Sort Criteria tab, you define how the group is sorted. See "Completing the Sort Criteria Tab," page 4-28.

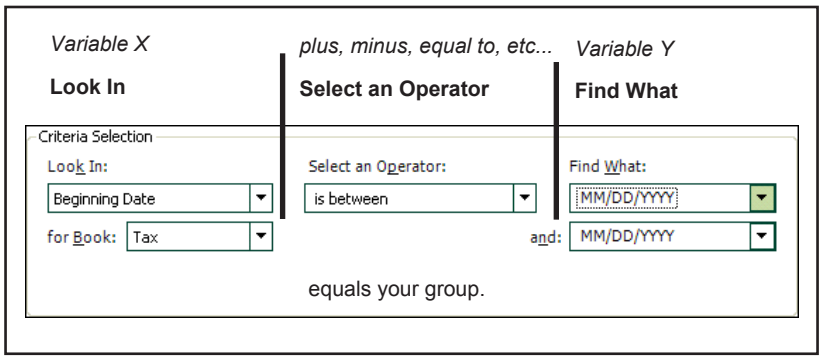
If you intend to specify complex criteria to build a group, there is information critical to both of these tabs in "Understanding and Specifying Criteria," page 4-20.

Completing the Field Criteria Tab

You use the fields on the Field Criteria tab of the Add/Edit Group dialog to specify the criteria for building a group.



Think of the fields outlined above as being divided into three sections, like a mathematical equation.



The three sections together form an expression that defines the group.

- The Look In field tells the application where to look for the data you want to use to define the group.
- The Select an Operator field tells the application how to look at the data in the Find What field.
- The Find What field tells the application what specifically to look for in the selected field. The application then compares what it finds based on how it is looking at it as specified in the Select an Operator field.

After you create an expression, you add that expression to the Include Assets that Meet the Following Criteria field. You can create multiple expressions to define a group. Each added expression further restricts the asset selection for the group. For example, suppose you choose to select by date placed-in-service and then by location. The application selects assets that match both criteria. However, if you add two expressions using the same field but requesting different data, the application selects all assets that fall in either range (for instance, location is New York or location is Chicago). For detailed information on criteria. expressions, see "Understanding and Specifying Criteria," page 4-20

Follow the guidelines below to complete the Field Criteria tab of the Add/Edit Group dialog.

- **Look In**
  Use this field to specify the asset field you want to use to define your group. For non-Depreciation fields, the system displays the application name in parentheses next to the field name in the drop-down list. For information on activating non-Depreciation fields to include them in the list of fields, see "Completing the Preferences Dialog," page 4-2.
- **For Book**
  Use this field to specify the book that contains the field you selected above. This field appears only if you select a book information field in the Look In drop-down list.
- **Select an Operator**
  Use this field to specify the operator you want to use for the expression you are building to define the group. Operators are very much like mathematical symbols. For a full discussion of operators, see "Understanding and Specifying Criteria," page 4-20.
- **Find What**
  Use this field to specify the data you want to find or not find in the field you selected above. This is not a case-sensitive field. That is, if you enter Bakery, the application will find assets that contain BAKERY in their location fields. Enter dates in MM/DD/YYYY format. For operators that require a range, enter the first value in the range in this field (for more information, see below).

- **And**
  Use this field when you select an operator that requires a range of data, such as the *between* operator. The *between* operator looks for data between two values; for example, all assets with a System Number between 4 and 7. In this case, you would enter the 7 in this field. Enter dates in MM/DD/YYYY format. This field appears only if you select an operator that requires a range of data.

- **Include Assets that Meet the Following Criteria**
  This field displays all the expressions you created for this group.

- **Add Button**
  Click this button to add an expression you have created into the Include Assets that Meet the Following Criteria field.

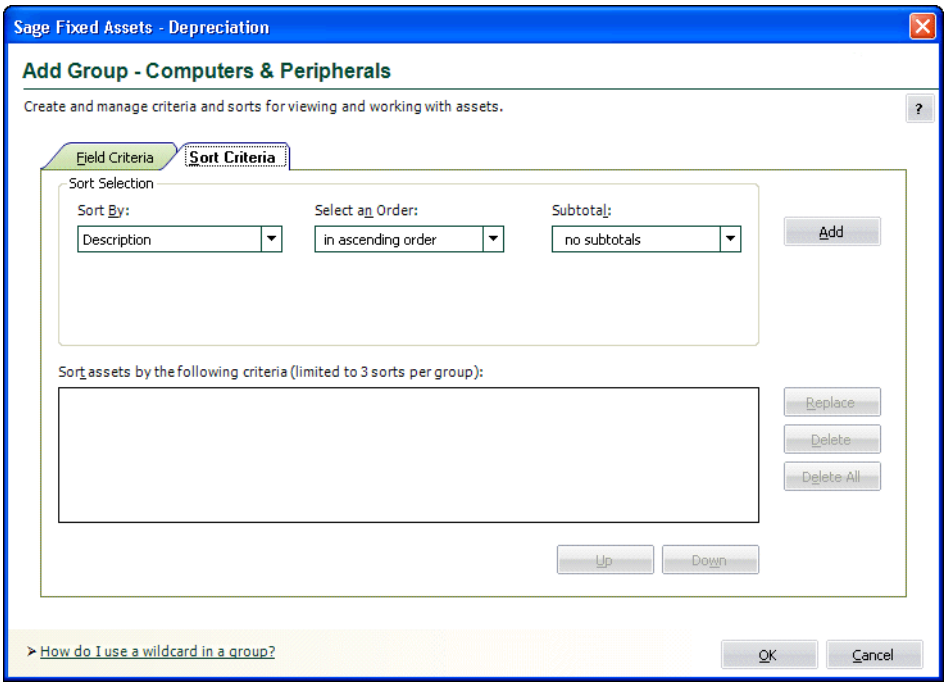
- **Replace Button**
  Click this button to replace an expression selected in the Include Assets that Meet the Following Criteria field with a newly created expression. Select the expression you want to change in the Include Assets that Meet the Following Criteria field, make the desired changes, and then click the Replace button.

- **Delete Button**
  Click this button to delete a selected expression from the Include Assets that Meet the Following Criteria field.

- **Delete All Button**
  Click this button to clear the Include Assets that Meet the Following Criteria field of all expressions.

Completing the Sort Criteria Tab

By default, assets are listed in the Asset List according to System Number. In reports, they are also ordered by book. The Sort Criteria tab of the Add/Edit Group dialog allows you to change the order in which assets are listed in the Asset List and in reports. You can also indicate whether you want subtotals to appear for each sort level in reports. There is information critical to creating complex sort criteria in "Complex Expressions," page 4-21. Refer to it if you plan to build such a sort.



Note: You can override the sort criteria that you select on the Sort Criteria tab when you run reports.

The application sorts fields first by number, then by uppercase letters, and finally by lowercase letters. If you select descending order, this order is reversed.

The order in which you select fields to sort is important. The first field determines the primary sort order. The next field determines the sort order within the primary group. The third field determines the sort order within the secondary group. If you do not select a secondary sort field, the assets are listed within the primary sort group in order by System Number.

Follow the guidelines below to complete the Sort Criteria tab of the Add/Edit Group dialog.

- **Sort By**
  Use this field to select the field you want to use as the primary sort. For non-Sage Fixed Assets fields, the system displays the application name in parentheses next to the field name in the drop-down list. For information on activating non-Sage Fixed Assets fields to include them in the list of fields, see "Completing the Preferences Dialog," page 4-2.
- **Select an Order**
  Use this field to select whether you want the sort to list assets in ascending or descending order.
- **Subtotal**
  Use this field to indicate the type of subtotaling system, if any, that you want to use in reports for the selected field. Any type of subtotaling increases the size of your reports.
- **Add Button**
  Click this button to add the sort criteria to the Sort Assets by the Following Criteria field.
- **Sort Assets by the Following Criteria**
  This field displays the sort criteria that you have created.

- **Replace Button**
  Click this button to replace a sort criterion with a newly created sort criterion. Select the sort criterion you want to change in the Sort Assets by the Following Criteria field, make the desired changes, and then click the Replace button.
- **Delete Button**
  Click this button to delete a selected sort criterion from the Sort Assets by the Following Criteria field.
- **Delete All Button**
  Click this button to clear the Sort Assets by the Following Criteria field of all sort criteria.

Updating Groups

When you make changes to asset information, you might make a change that affects an asset in such a way that it no longer qualifies for the current group, or you might add an asset that should be part of the current group. In order for the current group to reflect such changes, a refresh group action must occur.

On the Preferences dialog, you can specify that you want to automatically update groups when you save changes to an asset in Asset Detail. For more information, see "Setting Preferences," page 4-1. You can also update groups anytime you want. When you use the manual refresh group option, the current group is refreshed when you perform the procedure. This eliminates the need for you to wait every time the application refreshes the group as specified in the Preference settings.

To update the current group

1. Select View/Refresh View from the menu bar. The application automatically updates the current group. Any assets you added are displayed if they meet the criteria of the current group.

For information about editing, renaming, deleting, or copying groups, see "Completing the Group Manager Dialog," page 4-24.

Customizing Asset Fields

You can customize the assets' general information fields to suit the individual needs of your organization. When customizing these fields, keep in mind that there are ten alphanumeric Custom Fields you can customize and two Custom Date fields. Therefore, you might not want to customize any of the pre-existing fields until you've exhausted the Custom Fields. You follow the same procedure to customize either the pre-existing fields or the Custom Fields.

You should not customize the four asset fields listed below so that their overall purpose is changed:

- Asset ID
- The three G/L asset account fields: G/L Asset Account, G/L Accum Account, and G/L Expense Account

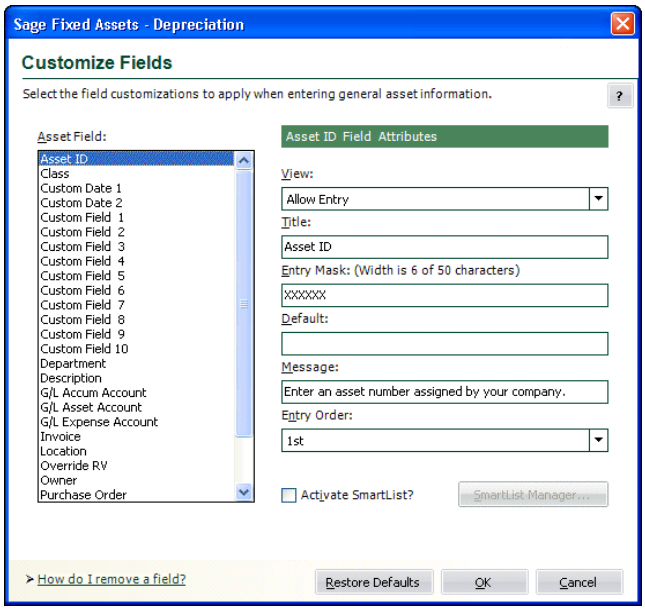
Before attempting to customize your fields for the first time, make sure you read "Understanding Asset Fields and SmartLists," page 1-8.

Note: Do not change the name of a field to a name that is already in use by a Sage Fixed Assets application. For a list of field names that should be avoided, see "Avoiding Field Names Used by the Application," page 4-33.

To customize asset fields

1. Do one of the following:
   - Select Customize/Customize Fields from the menu bar.
   - Click the Customize a Field task on the navigation pane.
   - In either Asset Detail or the Asset List, right-click on the field you want to customize, and select Customize Fields from the popup menu.

   The Customize Fields dialog appears.



2. Complete the Customize Fields dialog, and then click OK. See "Completing the Customize Fields Dialog," page 4-31.

Completing the Customize Fields Dialog

Follow the guidelines below to complete the Customize Fields dialog.

- **Asset Field**
  Use this field to select the asset field you want to customize. All customizable asset fields are listed here. The attributes of the selected field are displayed on the right.

- **Tag Field**
  This field displays the name of the field designated as the Tag field in Sage Fixed Assets Tracking. This field appears only if Sage Fixed Assets Tracking has been installed. If you have not yet designated a field as a Tag field, then "No Tag Field Selected" appears in this field.

- **Field Attributes**
  - **View**
    Use this field to specify the viewing or entry rights you want to allow users for the selected field. Following are the available options:
    - **Allow Entry**
      Select this option if you want to allow, but not require, users to enter data in the field. Users can view the data.

- **Require Entry**
  Select this option if you want to require users who are creating an asset to enter data in the field before saving the asset. Users can view the data.

- **View Only**
  Select this option if you want to allow users to view the default data, but not enter data in the field.

- **Hide**
  Select this option if you want to hide the entire field in both the Asset List and Asset Detail. This option is useful when you don't want to use a particular field. If you decide not to hide the field at a later time, select a different View option and the field will be available to you.

- **Title**
  This field displays the name of the currently selected field. To edit the field, type over the current name. After changing the name of a field, the original name is still displayed in the list of available fields to the left. This option is most often used for the user-defined fields.

Note: Do not change the name of a field to a name that is already in use by a Sage Fixed Assets application. For a list of field names that should be avoided, see "Avoiding Field Names Used by the Application," page 4-33.

- **Entry Mask**
  Use this field to specify the type of character (such as number or alphanumeric) or how many characters you want to allow users to type in the field. The default number is listed on top of the field; as you change the number of characters, the application tracks the number of characters you are typing. To change the number of characters allowed, type or delete the Xs. For more information, see "Completing the Entry Mask Field," page 4-33.

- **Default**
  Use this field to type in a default entry for the field. The user can overwrite the default.

- **Message**
  Use this field to enter a brief explanatory message to appear in the status bar when a user enters the field. For example, if you rename Custom Field 1 to Branch, you might want the prompt to read "Enter the branch office number where the asset is located."

- **Entry Order**
  Use this field to specify the order in which you want the fields to appear in Asset Detail. When changing the entry order of a field, the field previously holding that entry order swaps places with the new field.

  Example: Suppose you change the field in the 7th position to the 4th position. The field that was in the 4th position will now be in the 7th position.

- **Activate SmartList?**
  Select this check box to enable the SmartList Manager button.

- **SmartList Manager Button**
  Click this button to display the SmartList Manager dialog, which allows you to create valid entries for asset fields. A list of valid entries for an asset is called a SmartList. See "Creating Valid Field Entries with SmartLists," page 4-38.

- **Restore Defaults Button**
  Click this button to restore the default settings for this dialog. Clicking this button erases all modifications you've made to all the fields.

Completing the Entry Mask Field

An entry mask allows you to specify up to three characteristics about most general information fields:

- Field length
- Special characters to format the text (optional)
- Restrictions on data types (optional)

The total number of characters entered, including special characters, will correspond to the maximum number of characters allowed in the field. The information next to the field label will track this information as you enter it.

You can specify special characters (such as decimal points, hyphens, and slashes) that will appear in the field during and after data entry. These characters often help to segment the data into meaningful data elements, such as those found in a general ledger account. When entering data, the user cannot type over those characters. You can use all non-alphanumeric characters except an exclamation point (!), an apostrophe ('), or a pound sign (#).

You can also restrict the data entered to specific data types. The following table shows how you specify the kinds of characters the user can enter:

Character	Meaning
X	Any ASCII character (not allowed in combination with special characters)
9	Any number 0-9
N	Any alphanumeric character

Examples of valid Entry Masks include all Xs (such as XXXXX) or any combination of 9, N, and nonalphanumeric characters (such as NN-999-99).

Note: A decrease in entry mask size can cause you to lose existing data. Additionally, if you change the field entry mask to include characters such as hyphens and slashes, existing characters move to the right, past the fixed characters. If the addition of fixed characters pushes existing characters beyond the length of the field and you save the asset's data, the characters beyond the field length are lost.

When you click OK to exit the Customize Fields dialog in either of the above situations, the application prompts you with this message:

Click Yes to continue.

Avoiding Field Names Used by the Application

You can customize the names of fields so that you can tailor the application to meet the specific needs of your organization. However, you should not rename a field to a name that is already in use by Sage Fixed Assets Depreciation. In addition, we recommend that you avoid using a field name that is in use by Sage Fixed Assets Tracking.

Renaming a field to a field name used by the application creates duplicate fields. This causes problems while using certain features in the application, such as creating a group or changing the sort order when running a report. You could also experience problems when you add columns to a report. (This feature is available only if you have purchased Sage Fixed Assets Reporting.)

Below is a list of field names that you should avoid because they are used by a Sage Fixed Assets application. The left column displays the field name, and the right column displays the field name as it appears on the standard reports.

Tip: If the name that you want to use is a Sage Fixed Assets field name, then you can use a similar name instead. For example, if you want to change the name of a field to "Class," you might consider using "Classes" or "CLASS" instead.

The following field names should not be used when customizing a field.

Sage Fixed Assets Depreciation Field Names	Report Headers
168 Allowance Amount	168 Allowance
168 Expense	168 Expense
168 Allowance %	168 Pct
168 Transfer In Amount	n/a
168 Transfer Out Amount	n/a
179 Deduction	179 Deduction
179 Other Amount	Sec 179/Other Amt
179 Other Code	C S
179 Qualified?	S Q
1st Year Business Use %	n/a
ACE Basis	ACE Basis
ACE Remaining Life	ACE Rem Life
Acquired by	n/a
Acquisition Date	Acq Date
Acquisition Value	Acquired Value
Activity Code	A C
Adjustment Amount	Over (Under) Depreciated
ADS Life	ADS Life
Asset ID	Asset ID
Beginning Accum	Beginning Accum
Beginning YTD	Beginning YTD
Begin Prior Accum Depr	Beginning Prior Accum Depr
Beginning Date	Begin Date
Business Use 100%	F B
Cash Proceeds	Cash Proceeds
Child Company Name (1)	n/a
Child Company Name (2)	n/a
Child Company Name (3)	n/a
Child System Number (1)	n/a
Child System Number (2)	n/a
Child System Number (3)	n/a
Class	Cl
Creation Code	C C

Sage Fixed Assets Depreciation Field Names	Report Headers
Current 179 Recapture	Section 179 Recapture
Current Accum	Current Accum
Current Business Use %	Bus Use %
Current Depr This Run	Depreciation This Run
Current Prior Accum Depr	Prior Accum Depreciation
Current Remaining Life	Rem Life
Current Through Date	Thru Date
Current YTD	Current YTD
Custom Date 1	Custom Date 1
Custom Date 2	Custom Date 2
Custom Field 1	Custom Field 1
Custom Field 2	Custom Field 2
Custom Field 3	Custom Field 3
Custom Field 4	Custom Field 4
Custom Field 5	Custom Field 5
Custom Field 6	Custom Field 6
Custom Field 7	Custom Field 7
Custom Field 8	Custom Field 8
Custom Field 9	Custom Field 9
Custom Field 10	Custom Field 10
Date of Transfer In	Transfer Date-In
Date of Transfer Out	Transfer Date-Out
Declining Balance %	DB Pct
Deferred Code	G L
Deferred Date	Deferral Date
Department	Department
Depreciable Basis	Depreciable Basis
Depreciation Method	Depr Meth
Description	Description
Disposal Date	Disposal Date
Disposal Description	Disposal Description
Disposal Method	D M
Disposal Percent-In	Disp %-in
Disposal %	Disp %-out
n/a	Eff. Trans-In Date
n/a	Eff. Trans-Out Date
Entity	Entity
Estimated Life	Est Life
Exclude on Depr Report?	E D
Expense of Sale	Expense of Sale
Extension	Ext

Sage Fixed Assets Depreciation Field Names	Report Headers
G/L Accum Account	G/L Accum Acct
G/L Asset Account	G/L Asset Acct
G/L Expense Account	G/L Expense Acct
Gain/Loss	Realized Gain (Loss)
Invoice	Invoice
ITC Amount	ITC Amount
ITC Basis Reduction	n/a
ITC Option	I O
ITC %	ITC %
ITC Recapture	ITC Recap
Key Code	Key Code
Last Calc Date	Last Calc Date
Location	Location
Midquarter Convention	n/a
Net Book Value	Net Book Value
Non Cash Proceeds	Non-Cash Proceeds
Override RV	n/a
Owner	Owner
Parent Company Name	n/a
Parent System Number	n/a
Percent Transferred-In	Pct Trans-in
Percent Transferred-Out	Pct Trans-out
n/a	P E
Period Close Accum	Prd Close Accum
Period Close Date	Prd Close Date
Period Close YTD	Prd Close YTD
Placed-in-Service Date	In Svc Date
n/a	Prd Cl Key Code
n/a	Prd Close ACE Basis
n/a	Prd Close Depr Basis
Prd Close Depr This Run	Prd Close Depr This Run
n/a	Prd Close ITC Recap
Prd Close Net Book Value	Prd Close Net Book Value
Prd Close Prior Accum Depr	Prd Close Prior Accum
n/a	Prd Cls ACE Life
n/a	Prd Cls BU%
n/a	Prd Cls Rem Life
Prior Thru Date	Prior Thru
Property Type	P T
n/a	PT Acq Date
Purchase Order	Purchase Order

Sage Fixed Assets Depreciation Field Names	Report Headers
Quantity	Quantity
Replacement Value	Replacement Value
RV Override Amount	RV Override Amount
RV Override Date	RV Ovrd Date
Salvage Value	Salvage Value
Serial Number	Serial Number
System Number	Sys No
Transfer 168-In	Transfer 168-In
Transfer 168-Out	Transfer 168-Out
Transfer Book	n/a
Transfer By	Transfer By Field
Transfer From	Transfer From
Transfer In Amount	n/a
Transfer Out Amount	Amount Transferred
Transfer To	Transfer To
Transferred-In From	Trans-In From
Transferred-In To	Trans-In To
Vendor	Vendor
Zone Type	Z T

Sage Fixed Assets Tracking Field Names	Report Headers
Check-out Date	Check-out Date
Condition	Condition
Exception Status	E S
Expected Return Date	Exp. Return Date
Floor	Floor
Reconciliation Status	R S
Room	Class
Tracking Field 1	Tracking Field 1
Tracking Field 2	Tracking Field 2
Tracking Field 3	Tracking Field 3
Tracking Field 4	Tracking Field 4
Tracking Field 5	Tracking Field 5
Tracking Field 6	Tracking Field 6
Tracking Field 7	Tracking Field 7
Tracking Field 8	Tracking Field 8
Tracking Field 9	Tracking Field 9
Tracking Field 10	Tracking Field10
Tracking Field 11	Tracking Field11
Tracking Field 12	Tracking Field12

Creating Valid Field Entries with SmartLists

You can create valid entries for your assets' general information fields. A list of valid entries for an asset is called a SmartList. After you've created a SmartList for a field, a user can simply select an option from the available list, rather than having to manually enter the data in the field. In addition to saving data entry time, SmartLists also ensure consistency.

Creating a SmartList does not necessarily eliminate a user's ability to add an entry to a field that is not currently on the SmartList. You control the ability or inability to perform such an action in the SmartList Manager dialog.

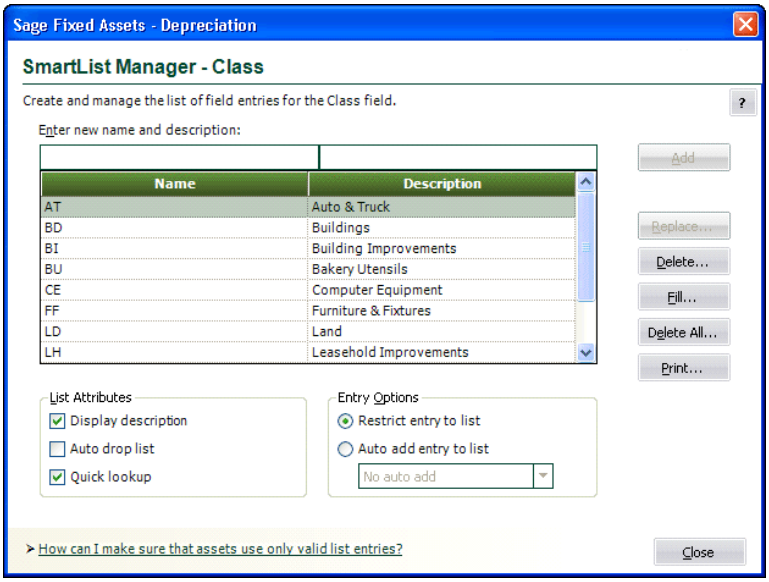
Another useful feature in the SmartList Manager dialog is the Fill button. The Fill button adds every previously entered unique value in a selected field to a SmartList. Although this is an extremely powerful feature, it is not appropriate for all situations.

You can copy SmartLists from one company to another by using the Copy Setup feature in the Edit Company dialog. For more information, see "Copying a Company Setup," page 5-15.

Before creating your first SmartList, make sure you read "Understanding Asset Fields and SmartLists," page 1-8.

To create asset SmartLists

1. Select Customize/Customize Fields from the menu bar. The Customize Fields dialog appears.
2. From the list, select the field for which you want to create a SmartList, and then select the Activate SmartList check box. See "Completing the Customize Fields Dialog," page 4-31.
3. Click the SmartList Manager button. The SmartList Manager dialog appears.



4. Complete the SmartList Manager dialog to build the list of valid entries for the selected field, and then click the Close button. The application returns to the Customize Fields dialog. See "Completing the SmartList Manager Dialog," page 4-39.
5. Click OK to exit the Customize Fields dialog.

Completing the SmartList Manager Dialog

Follow the guidelines below to complete the SmartList Manager dialog.

- **Enter New Name and Description**
  Use this field to type the valid entry you want your users to have the option of selecting from the SmartList when they create or edit an asset. The entry mask in the Customize Fields dialog dictates the maximum number of characters.

  You can also use this field to provide users with additional details about the SmartList entry. For example, if the name is HW, then a description of computer hardware would greatly aid your users. By using this field in conjunction with the Display Description field under List Attributes (see below), you can specify whether you want to display descriptions in a SmartList. If you do not want to display descriptions, skip this field.

- **SmartList List Box**
  This list box displays the names and descriptions of all SmartList entries that you have added to the list.

- **List Attributes**
  Use this field to select the attributes to apply to your SmartList:

  - **Display Description**
    Select this check box if you want to display the description beside the valid entry. This is extremely useful for fields where you are using codes instead of full names.

  - **Auto Drop List**
    Select this check box if you want the application to automatically open the drop-down list box whenever the cursor is in the field.

  - **Quick Lookup**
    Select this check box if you want to enable the Quick Lookup feature. If you select both the Auto Drop List and Quick Lookup check boxes, the application finds the first SmartList entry that matches the first character that you type in the field (it is case-sensitive). As you continue to type, the application continues to find the first SmartList entry that matches the second and third characters, and so on. Finally, you must select the highlighted value in the displayed drop-down list to enter it into the field, unless you type the complete value into the field.

Tip: If you select the Restrict Entry to List check box, the application will only allow you to enter values in the SmartList and will always match each character you type in the field with a matching value in the list (not case sensitive). It will not matter if you select the Quick Lookup check box.

- **Entry Options**
  Use this field to specify how you want the application to react to users making entries that are not currently in the SmartList.

  - **Restrict Entry to List**
    Click this option button if you want to require users to enter data in a field by using an entry from the SmartList. Selecting this option disables the Auto Add Entry to List options.

  - **Auto Add Entry to List**
    Click this option button if you want to allow users to make entries in the selected field that are not on the SmartList. From the drop-down list, select how you want the application to react to the user's entries

- **No Auto Add**
  Select this option if you want to allow users to make entries in the selected field that are not on the SmartList, but you don't want the application to add those entries to the SmartList.
- **Confirm Auto Add**
  Select this option if you want to allow users to make entries in the selected field that are not on the SmartList, but you want the application to prompt the user for confirmation before adding the entry into the SmartList.
- **Auto Add Always**
  Select this option if you want to allow users to make entries in the selected field that are not on the SmartList, and you also want the application to automatically add the entry into the SmartList.

- **Add Button**
  Click this button to add an entry to the SmartList. To add another entry, click in the Enter New Name and Description field, enter the new SmartList entry and description (if desired), and then click the Add button. The application adds the entry to the SmartList list box.
- **Replace Button**
  Click this button to replace the selected SmartList entry with another entry you have created. To replace a SmartList entry, select the entry, type a new entry in the Enter New Name and Description field, then click this button. If the SmartList entry you are replacing has already been used for an asset, the Replace Field List Entry dialog appears informing you of the number of existing assets in the current company that will be affected by the change. You then have three update options available:
  - **Keep the Original Entry**
    Click this option button to keep the original entry in the field for existing assets, but still replace the entry in the SmartList.
  - **Blank the Original Entry**
    Click this option button to remove the original entry from the field for existing assets and leave it blank.
  - **Globally Replace the Original Entry**
    Click this option button to replace the original entry in the field with the new entry for all existing assets.
- **Delete Button**
  Click this button to delete the selected SmartList entry. To delete a SmartList entry, select the entry, then click this button. If the SmartList entry you are deleting has already been used for an asset, the Delete Field List Entry dialog appears informing you of the number of existing assets in the current company that will be affected by the change. You then have two update options available:
  - **Keep the Original Entry**
    Click this option button to keep the original entry in the field for existing assets, but still delete the entry from the SmartList.
  - **Blank the Original Entry**
    Click this option button to remove the original entry from the field for existing assets and leave it blank.
- **Fill Button**
  Click this button to create a SmartList from all previously existing unique data in this field.

Note: A warning appears during the Fill process if over 1,000 unique entries are detected. This warning indicates that system performance may be affected by such a large volume of data in a single field.

- **Delete All Button**
  Click this button to delete all SmartList entries from the list. If the SmartList entries you are deleting have already been used for an asset, the Delete All Field List Entries dialog appears informing you of the number of existing assets in the current company that will be affected by the change. You then have two update options available (see Delete Button above).

- **Print Button**
  Click this button to send the SmartList report to the default printer. The report shows a field's SmartList entries. For more information, see "Printing a SmartList Report," page 4-42.

Printing a SmartList Report

A SmartList is a customized drop-down list box of available entries for a field. You can print a SmartList report that shows the entries for any field for which you have created a SmartList.

To print a SmartList report

1. Select Customize/Customize Fields from the menu bar. The Customize Fields dialog appears.
2. Select the field for which you want to print the SmartList report. See "Completing the Customize Fields Dialog," page 4-31.
3. Select the Activate SmartList check box.
4. Click the SmartList Manager button. The SmartList Manager dialog appears. For more information, see "Completing the SmartList Manager Dialog," page 4-39.
5. Click the Print button. A standard Print dialog appears.
6. Complete the standard Print dialog to send the SmartList report to the printer.

SmartList Report Sections

The SmartList report contains three sections:

- **Field Customizations**
  This section of the report displays the contents of the following fields on the Customize Fields dialog for the selected field:
  - Title field
  - View field
  - Entry Mask field
  - Default field
- **SmartList Manager**
  This section of the report displays the following information for the selected field:
  - List of available SmartList entries
  - Description of each available SmartList entry
  - Total number of available SmartList entries
- **List Options**
  This section of the report displays the following information about the fields on the SmartList Manager dialog for the selected field:
  - Which of the List Attributes have been selected
  - Which one of the Entry Options has been selected

Chapter 5
Working with Companies

In this chapter:

Viewing an Assets Snapshot 5-1
Editing a Company Setup 5-13
Copying a Company Setup 5-15
Deleting Companies and Databases 5-18
Using Company Utilities 5-19
Managing Your Databases 5-35

In Chapter 4 you learned how to create a new company. In this chapter, you'll learn to perform maintenance on your companies by using the company utility options. You will also learn about viewing the Assets Snapshot, which provides summary information about your company's assets.

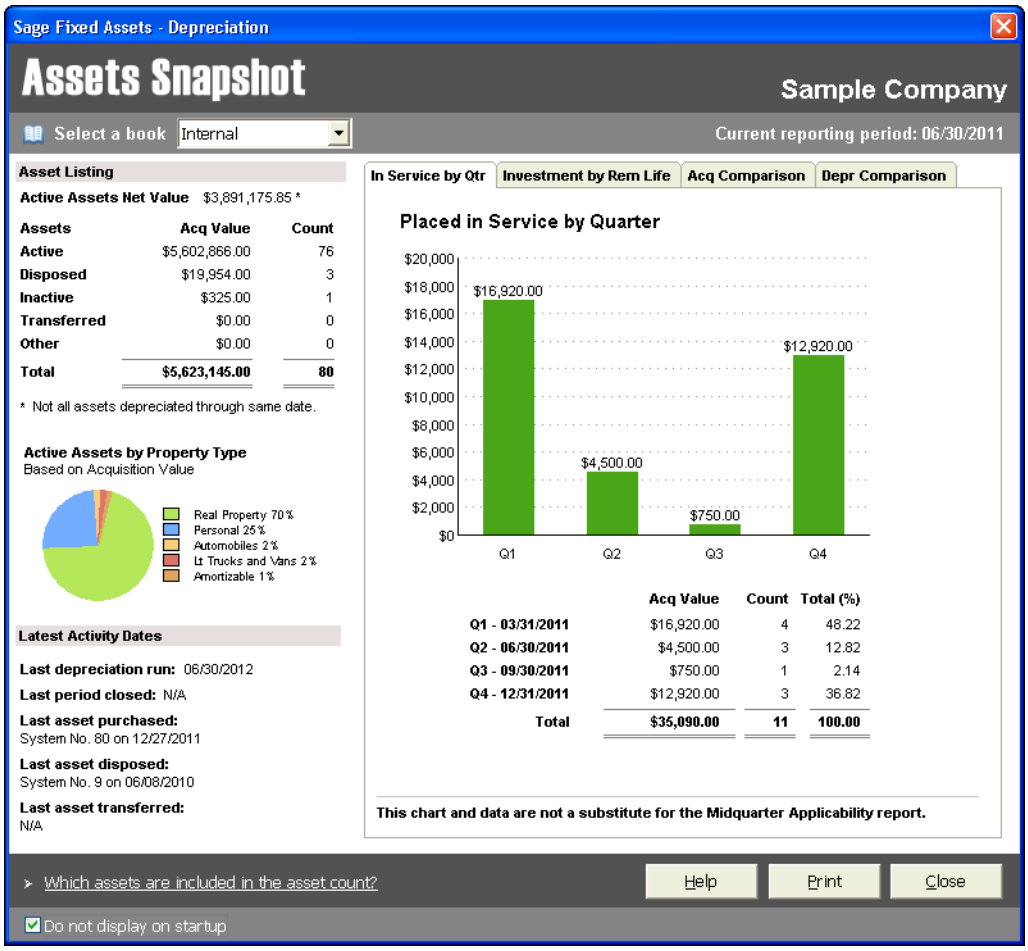
Viewing an Assets Snapshot

The Assets Snapshot provides summary information about the currently open company and its assets. The Assets Snapshot will not display automatically until an asset or assets have been created in a company. Once assets have been created, the snapshot appears automatically every time you open a company, unless you turn this option off or you don't have the appropriate security access to the snapshot. For more information, see "Turning the Assets Snapshot Off and On," page 5-12.

You can also view the Assets Snapshot at any time by accessing it from the Reports menu.

To view the Assets Snapshot

1. Open the company for which you want to view the Assets Snapshot dialog.
2. Select Reports/Assets Snapshot from the menu bar. The Assets Snapshot dialog appears. For more information, see "Assets Snapshot Dialog," page 5-2.



Assets Snapshot Dialog

The Assets Snapshot dialog displays summary information about the currently open company and its assets. It is divided into the following three main sections:

- **The Header** displays the name of the current company and the current reporting period. It also allows you to select one of the seven depreciation books. For more information, see "Assets Snapshot: Header," page 5-3.
- **Assets Overview** displays information about your assets and your latest asset activity. For more information, see "Assets Snapshot: Assets Overview," page 5-3.
- **Charts and Charts Data** display four different charts with chart data specific to the selected chart beneath. For more information, see "Assets Snapshot: Charts and Chart Data," page 5-6.

Assets Snapshot: Header

The Header appears at the top of the Assets Snapshot dialog.

It contains the following information about the currently open company:

- **Company Name**
  The Header displays the name of the currently opened company.
- **Select a Book**
  Select the depreciation book for which you want to display information in the Assets Snapshot dialog. When you select a different book from the drop-down list, the application refreshes the Assets Snapshot dialog. The next time you open the snapshot, the drop-down list displays the last selected book from the previous session, unless that book is closed. For more information, see "Sage Fixed Assets Depreciation Books," page A-2.
- **Current reporting period**
  The application displays the current reporting period date for the selected depreciation book. For more information, see "Setting the Current Reporting Period," page 9-9. If you select a new book with a different current reporting period, the application performs a refresh and updates the date in this field.

Assets Snapshot: Assets Overview

The Assets Overview section appears on the left side of the Assets Snapshot dialog. The section displays the following information about your assets and your latest asset activity:

- **Asset Listing** displays the net value of your active assets, as well as the number of your assets and their acquisition values broken down by their current status (active, disposed, inactive, or transferred). For more information, see page 5-4.
- **Active Assets by Property Type** chart shows the total acquisition values for the top four property types with all other property types grouped into a category called Other. For more information, see page 5-5.
- **Latest Activity Dates** displays the most recent date that various activities occurred, such as running depreciation, performing a period close, placing an asset in service, and disposing or transferring an asset. For more information, see page 5-6.

Asset Listing

The Asset Listing table is part of the Assets Overview section of the Assets Snapshot dialog.

Asset Listing

Active Assets Net Value $3,891,175.85 *

Assets	Acq Value	Count
Active	$5,602,866.00	76
Disposed	$19,954.00	3
Inactive	$325.00	1
Transferred	$0.00	0
Other	$0.00	0
Total	**$5,623,145.00**	**80**

* Not all assets depreciated through same date.

It displays the following information about your assets for the currently selected book:

- **Active Assets Net Value**
  The application displays the net book value amount for active assets (Activity Code = A). If any of the active assets have been depreciated through different dates, an asterisk appears next to the net value and a note appears below the table. The note informs you that not all assets were depreciated through the current reporting period and thus the total net book value displayed may not represent the value on your balance sheet.

- **Assets, Acquisition Value, and Count**
  The table groups your assets into five categories based on the assets' activity code status. For more information, see "Understanding Activity Codes," page 7-3. The table shows the acquisition value and number of assets in each category. The total acquisition value for all categories matches the total acquisition value on the File Listing report. For more information, see "File Listing Report," page 10-28. If an asset category does not have any saved assets, the application displays zeros in the Acq Value and Count columns.

  It is possible to have a different acquisition value for an asset from one book to another. Therefore, when a different book is selected, the values may change for the Active Assets Net Value and the Acquisition Values of the assets listed in the table.

  The following asset categories appear:

  - **Active** - assets with an activity code A
  - **Disposed** - assets with an activity code D
  - **Inactive** - assets with an activity code I
  - **Transferred** - assets with activity codes F, K, M, or N
  - **Other** - assets with activity code J

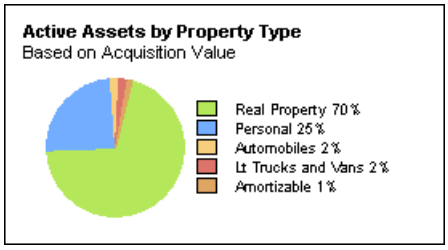
Note: The Count column includes all of the assets in your company, including partial disposals and partial transfers. The application counts each system number and extension number as a unique asset. This count matches the count on the File Listing report for the <All Complete Assets> group and the Asset Count option selected in the Configuration section of the Report Definition dialog.

The Assets in Group field at the top right of the Asset List works differently. It counts each system number displayed in the Asset List. This number does not include assets with extension numbers. For more information, see "Asset List," page 3-10.

Therefore, the "Count" column of the Assets Snapshot may not match the Assets in Group field on the Asset List.

Active Assets by Property Type

The Active Assets by Property Type chart is part of the Assets Overview section of the Assets Snapshot dialog.



The Active Assets by Property Type pie chart shows the relative percentage of total acquisition values for the top four property types. A category called Other combines all the other property types used by the company. If your company has assets in two property types, then the chart displays only those two property types.

The following property types may appear in the chart:

Description	Code
Personal	P
Automobiles	A
Light Trucks and Vans	T
Listed Personal	Q
Real Property	R
Listed Real	S
Real Conservation	C
Real Energy	E
Real Farm	F
Low Income Housing	H
Amortizable	Z
Vintage Account	V

Latest Activity Dates

The Latest Activity Dates area is part of the Assets Overview section of the Assets Snapshot dialog.

Latest Activity Dates

Last depreciation run: 06/30/2012

Last period closed: N/A

Last asset purchased:
System No. 80 on 12/27/2011

Last asset disposed:
System No. 9 on 06/08/2010

Last asset transferred:
N/A

The application displays the following asset activities:

- **Last depreciation run**
  Displays the most recent date for which you calculated depreciation for the currently selected book.
- **Last period closed**
  Displays the most recent date for which you performed a Period Close for the currently selected book.
- **Last asset purchased**
  Displays the System Number of the asset with the most recent placed in service date.
- **Last asset disposed**
  Displays the System Number of the asset with the most recent disposal date, including partial disposals.
- **Last asset transferred**
  Displays the System Number of the asset with the most recent transfer date.

Assets Snapshot: Charts and Chart Data

The Assets Snapshot Charts and chart data appear on the right side of the Assets Snapshot dialog. Beneath each chart, the application displays chart data specific to the selected chart.

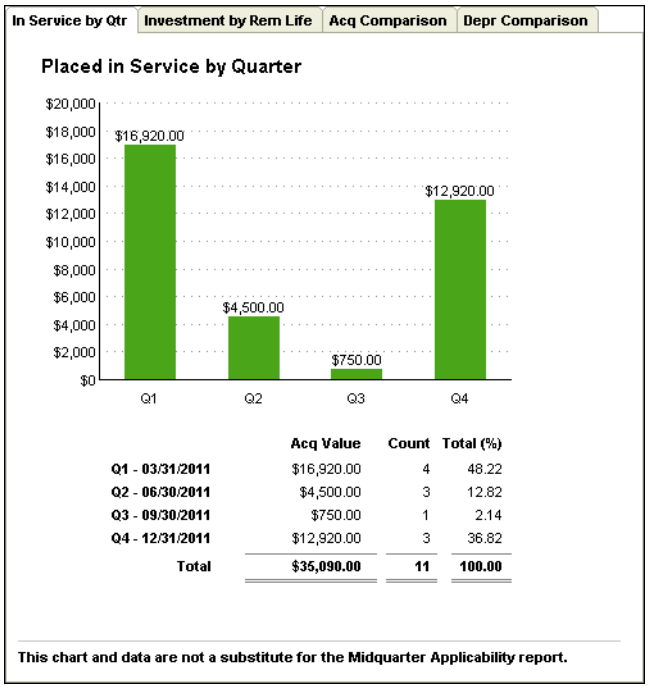
Click a tab to display one of the following charts:

- **Placed in Service by Quarter Chart** (In Service by Qtr tab) displays the total acquisition value of the assets placed in service in each quarter of the current year. For more information, see page 5-7.
- **Investment by Remaining Life Chart** (Investment by Rem Life tab) groups active assets (Activity Code = A) into four categories, according to how much time remains before the assets are completely depreciated, and compares the total acquisition values of each group. A fifth category displays active assets that have been fully depreciated or assets that have never been depreciated. For more information, see page 5-8.
- **Five Year Acquisition Comparison Chart** (Acq Comparison tab) shows the total acquisition value of assets placed in service in each of the last five fiscal years. For more information, see page 5-9.
- **Depreciation Comparison by Book Chart** (Depr Comparison tab) compares the total acquisition value and total accumulated depreciation for all active assets (Activity Code = A) for each open depreciation book. For more information, see page 5-11.

Placed in Service by Quarter Chart

The Placed in Service by Quarter chart shows the total acquisition value of assets placed in service in each quarter of the current year for the currently selected book.

You can view the chart by selecting it in the Assets Snapshot dialog.



	Acq Value	Count	Total (%)
Q1 - 03/31/2011	$16,920.00	4	48.22
Q2 - 06/30/2011	$4,500.00	3	12.82
Q3 - 09/30/2011	$750.00	1	2.14
Q4 - 12/31/2011	$12,920.00	3	36.82
Total	$35,090.00	11	100.00

The following guidelines apply to the Placed in Service by Quarter chart:

- The current year is determined by the year of the current reporting period for the currently selected book.
- The placed-in-service date determines whether an asset falls within a quarter.
- If the company did not acquire any assets for a quarter, then the chart displays zeros for that quarter.
- An asset that is acquired and disposed of within the same fiscal year is considered an acquisition for the purposes of this chart.

Note: Acquisition values and fiscal years could be different from one book to the next. The chart's information could change if you select a different book.

A table beneath the chart shows the following information for each quarter:

- **Acq Value**
  Displays the total acquisition value of assets placed in service.
- **Count**
  Displays the number of assets placed in service.
- **Total (%)**
  Displays the percentage of the total acquisition value.

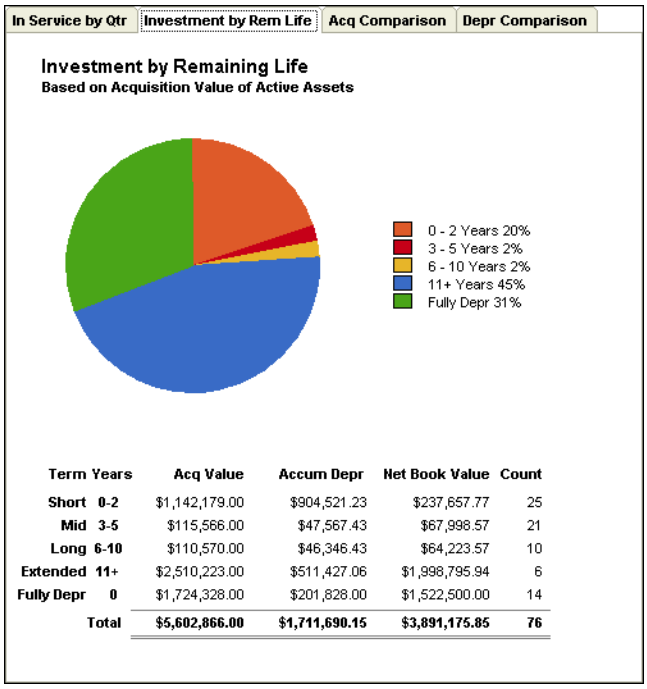
Note: The Placed in Service by Quarter chart and chart data are not a substitute for the Midquarter Applicability report because specific tax rules apply regarding which assets are subject to the midquarter test. You must run the Midquarter Applicability report to determine whether you are required to use the midquarter convention. For more information, see "Midquarter Applicability Report," page 10-36.

The data displayed on this chart should match the information reported on the Quarterly Acquisition report when run for the same fiscal year, as long as the acquisition date and placed in service date are the same. For more information, see "Quarterly Acquisition Report," page 10-54.

Investment by Remaining Life Chart

The Investment by Remaining Life pie chart groups active assets (Activity Code = A) into five categories, according to how much time remains before the assets are completely depreciated, and compares the total acquisition values of each group. If your company has assets in two categories, then the chart displays only those two categories.

You can view the chart by selecting it in the Assets Snapshot dialog.



Term	Years	Acq Value	Accum Depr	Net Book Value	Count
Short	0-2	$1,142,179.00	$904,521.23	$237,657.77	25
Mid	3-5	$115,566.00	$47,567.43	$67,998.57	21
Long	6-10	$110,570.00	$46,346.43	$64,223.57	10
Extended	11+	$2,510,223.00	$511,427.06	$1,998,795.94	6
Fully Depr	0	$1,724,328.00	$201,828.00	$1,522,500.00	14
Total		**$5,602,866.00**	**$1,711,690.15**	**$3,891,175.85**	**76**

The following guidelines apply to the Investment by Remaining Life chart:

- The Remaining Life and Accumulated Depreciation is determined based on the last Thru date of the asset.
- The chart displays only assets whose last status is active. Running depreciation back in time does not affect the status of the asset for the purpose of this chart.
- New assets do not appear in the chart until the assets have been depreciated. Otherwise, they will be grouped into the Fully Depreciated category.

The chart groups assets into the following categories:

Category	Remaining Life
Short	from 1 month to 2 years, 11 months
Mid	from 3 years to 5 years, 11 months
Long	from 6 years to 10 years, 11 months
Extended	from 11 years and above
Fully Depreciated	no remaining life left/assets not yet depreciated

Note: The remaining life for an asset is not calculated until depreciation has been run for the asset. Assets that have not been depreciated have a remaining life of zero and will be grouped in with the Fully Depreciated assets. For a correct representation of the remaining life of your assets, make sure all of your assets have been depreciated before viewing this chart.

A table beneath the chart shows the following information for each category:

- **Acq Value**
  Displays the total acquisition value for the assets in this category.
- **Accum Depr**
  Displays the total accumulated depreciation for the assets in this category.
- **Net Book Value**
  Displays the total net book value for the assets in this category.
- **Count**
  Displays the total number of assets in this category.

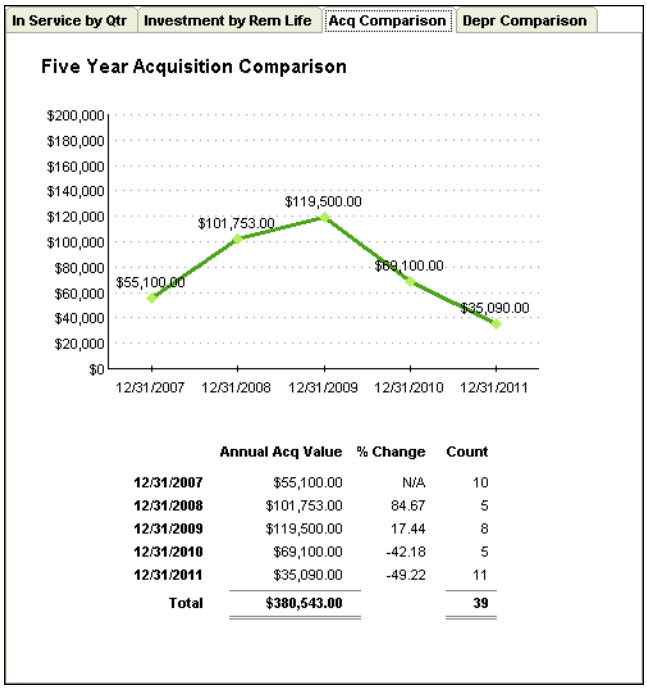
The data displayed on this chart should match the Net Grand Totals on the Net Book Value report for Current Accum Depreciation and Net Book Value when the report is run for a group with the criterion "Activity is currently A." For more information, see "Net Book Value Report," page 10-39.

Five Year Acquisition Comparison Chart

The Five Year Acquisition Comparison chart is a line graph that shows acquisitions for the last five fiscal years based on the placed in service date.

Note: The application uses the date when the asset was placed in service, NOT the date when the asset was acquired to determine the fiscal year.

You can view the chart by selecting it in the Assets Snapshot dialog.



	Annual Acq Value	% Change	Count
12/31/2007	$55,100.00	N/A	10
12/31/2008	$101,753.00	84.67	5
12/31/2009	$119,500.00	17.44	8
12/31/2010	$69,100.00	-42.18	5
12/31/2011	$35,090.00	-49.22	11
Total	**$380,543.00**		**39**

The following guidelines apply to the Five Year Acquisition Comparison chart:

- The chart displays up to five fiscal years from the current reporting period on the computer.
- The date of the fiscal year-end is determined using the Sage Fixed Assets calendar for the open book entered in the company definition.
- A fiscal year with no acquired assets will display a zero.
- A short year is considered a fiscal year for purposes of the five year display.
- An asset that is acquired and disposed of within the same fiscal year is considered an acquisition for the purposes of this chart.

Note: Acquisition values and fiscal years could be different from one book to the next. The chart's information could change if you select a different book.

A table beneath the chart shows the following information for each of the five fiscal years:

- **Annual Acq Value**
  Displays the total acquisition value of assets placed in service in the fiscal year.
- **% Change**
  Displays the difference in acquisition value from the previous fiscal year, shown as a percentage.
- **Count**
  Displays the number of assets placed in service in the fiscal year.

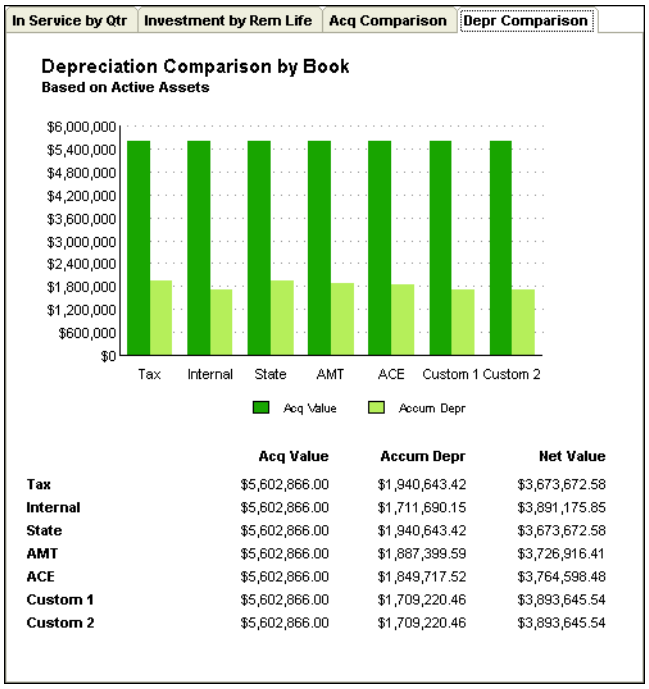
The data displayed on this chart should match the Current Year Acquisitions Grand Total on the Annual Activity report when run for groups set up for each of the five acquisition years. For more information, see "Annual Activity Report," page 10-8. For example, assuming a calendar year in acquisition year 2007, you would create a group for assets with the criterion "Placed in Service Date

is between 1/31/2007 and 12/31/2007." You would repeat this process for each of the acquisition years.

Depreciation Comparison by Book Chart

The Depreciation Comparison by Book chart compares the total acquisition value and total accumulated depreciation for all active assets (Activity Code = A) through the current reporting period for each open book. By selecting a different depreciation book, the chart and chart data will not change.

You can view the chart by selecting it in the Assets Snapshot dialog.



	Acq Value	Accum Depr	Net Value
Tax	$5,602,866.00	$1,940,643.42	$3,673,672.58
Internal	$5,602,866.00	$1,711,690.15	$3,891,175.85
State	$5,602,866.00	$1,940,643.42	$3,673,672.58
AMT	$5,602,866.00	$1,887,399.59	$3,726,916.41
ACE	$5,602,866.00	$1,849,717.52	$3,764,598.48
Custom 1	$5,602,866.00	$1,709,220.46	$3,893,645.54
Custom 2	$5,602,866.00	$1,709,220.46	$3,893,645.54

The Depreciation Comparison by Book chart displays double bars for:

- **Total Acquisition Value** of all active assets (Activity Code = A) for each open book
- **Total Accumulated Depreciation** of all active assets (Activity Code = A) for each open book

The books are in the same order as displayed in Asset Detail, with the first opened book on the far left side of the chart. If the book is closed or has no acquisition values, it will not appear in the chart.

Note: In order to get an accurate representation of the accumulated depreciation for each book, make sure all active assets are depreciated through the most recent date of activity in your general ledger.

A table beneath the chart shows the following information for each open book:

- **Acq Value**
  Displays the total acquisition value of all active assets for each open book.
- **Accum Depr**
  Displays the total accumulated depreciation of all active assets for each open book.

- **Net Value**
  Display the total net book value of all active assets for each open book.

The data displayed on this chart should match the Net Grand Totals for Acquisition Value and Salv/168 Allowance/Sec 179 + Current Accum Depreciation on the Depreciation Expense report. For more information, see "Depreciation Expense Report," page 10-17. The report should be run for a group with the criterion "Activity is currently A" and for each open book. The Current Accumulated Depreciation displayed on this chart and chart data will include Section 168 and Section 179 even if you had opted not to include it in expense on the Edit Company dialog. The Net Value displayed on the chart data will match the Net Book Value Grand Total on the Net Book Value report when run for each open book and the group with the criterion "Activity is currently A." For more information, see "Net Book Value Report," page 10-39.

Printing the Assets Snapshot

You can print a copy of the Assets Snapshot dialog by clicking the Print button on the Assets Snapshot dialog. The application sends the currently displayed chart and the assets overview data to the printer set as default printer in Print Setup located on the File menu. The Assets Snapshot always prints in landscape orientation.

Turning the Assets Snapshot Off and On

The Assets Snapshot appears automatically every time you open a company unless you turn it off.

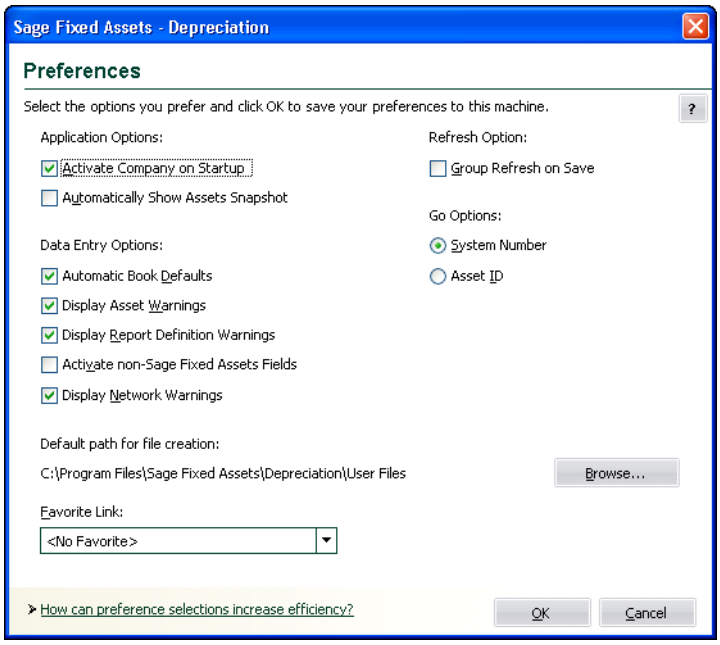
To turn off the snapshot, do one of the following:

- Select the Do not display on startup check box at the bottom of the Assets Snapshot dialog.
- Turn the display off on the Preferences dialog (see the steps below).

The snapshot no longer appears when you open a company.

To turn on or turn off the display of the Assets Snapshot

1. Open the company for which you want to turn on or turn off the Assets Snapshot dialog.
2. Select File/Preferences from the menu bar. The Preferences dialog appears.



3. Select the Automatically Show Assets Snapshot check box to display the snapshot. Clear the check box to turn off the display of the snapshot. For more information, see "Completing the Preferences Dialog," page 4-2.

4. Click OK to close the Preferences dialog.

Even if you turn off the display of the snapshot on the Preferences dialog, you can still view the Assets Snapshot for the currently open company at any time from the Reports menu. For more information, see "Viewing an Assets Snapshot," page 5-1.

Note: Preferences are saved for the user's machine rather than for the individual user.

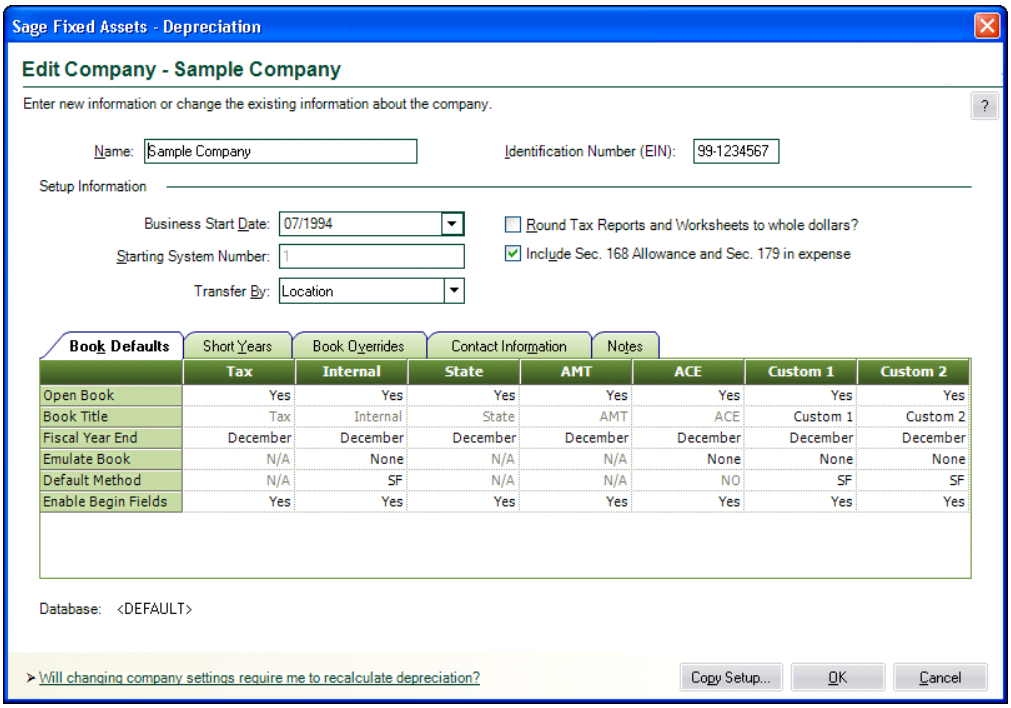
Editing a Company Setup

A company setup defines critical depreciation-related elements of a company, such as short years and depreciation methods. Without a proper company setup, the application cannot properly calculate depreciation on your assets. After you've defined a company setup, you can edit that setup.

To edit a company setup

1. Make sure the company you want to edit is open.

2. Select File/Edit Company from the menu bar. The Edit Company dialog appears.



	Tax	Internal	State	AMT	ACE	Custom 1	Custom 2
Open Book	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Book Title	Tax	Internal	State	AMT	ACE	Custom 1	Custom 2
Fiscal Year End	December	December	December	December	December	December	December
Emulate Book	N/A	None	N/A	N/A	None	None	None
Default Method	N/A	SF	N/A	N/A	NO	SF	SF
Enable Begin Fields	Yes	Yes	Yes	Yes	Yes	Yes	Yes

You can now make changes to the company setup. The Edit Company dialog is the same as the New Company dialog. For full details on the fields on this dialog, see "Completing the New Company Dialog," page 4-7.

Tip: Making changes to the company setup after assets have been added and depreciated will cause existing depreciation amounts to change. You will probably need to recalculate depreciation.

You can also use the Edit Company dialog to copy the company setup from another company. See "Copying a Company Setup," page 5-15.

Changing Company Settings

It is possible that changing company settings in the Edit Company dialog might require you to recalculate depreciation.

You must recalculate depreciation if you have existing assets for which you have already calculated depreciation and then you do one of the following:

- Enter a short year that exists during the life of any asset.
- Change a short year date that you have previously entered (including a short first year of business).
- Change the adjustment convention on assets.

In any of these cases, you must clear all system-calculated depreciation by resetting depreciation to the Beginning Date or the Period Close Date, and then recalculating depreciation to the current through date.

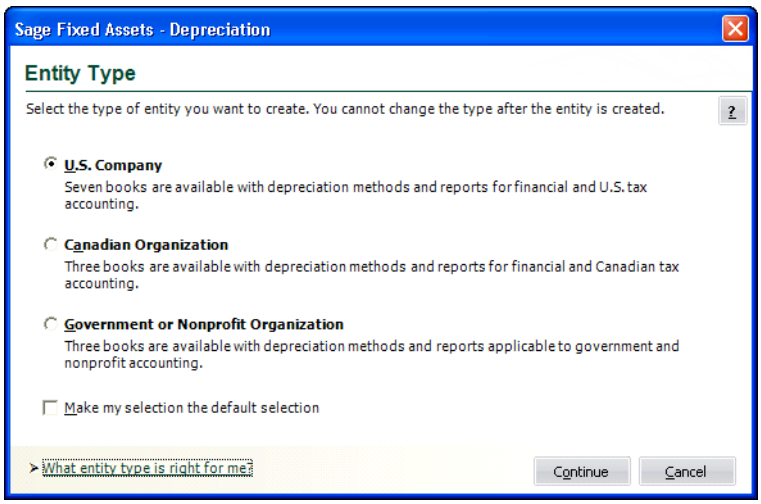
Copying a Company Setup

You can copy a company setup from an existing company and apply it to a new company or to another existing company.

Before you begin the steps outlined below, you must close any currently open company.

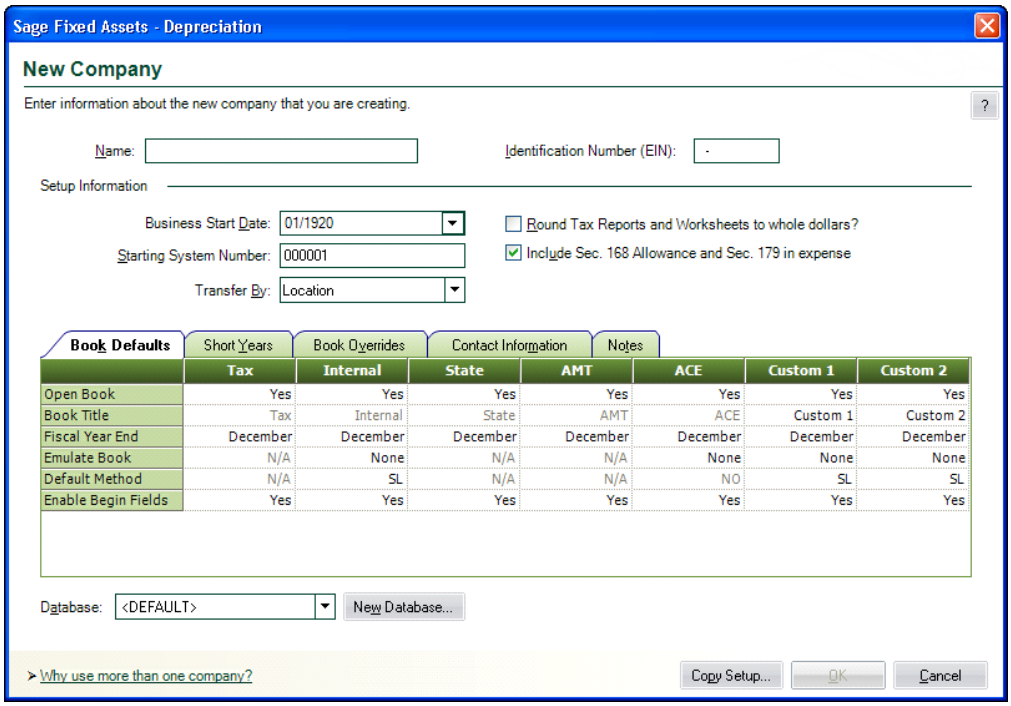
To copy a company setup into a new company

1. Select File/New Company from the menu bar. The Entity Type dialog appears.



2. Click the U.S. Company option button to indicate the type of company you want to create. For more information, see "Completing the Entity Type Dialog," page 4-7.

3. Click the Continue button. The New Company dialog appears.



4. Click the Copy Setup button. The Copy Setup dialog appears. In this dialog, select the company and the attributes of the company you want to copy.
5. Complete the Copy Setup dialog, and then click OK. For more information, see "Completing the Copy Setup Dialog," page 5-16 The application returns to the New Company dialog.
6. Complete the New Company dialog, and then click OK. Although most data should be copied from the originating company into the New Company dialog, you must name the new company in this dialog, plus you should enter any additional information not copied, or make changes to the company setup as needed. For full details on the fields in this dialog, see "Creating a New Company," page 4-5.

Note: The new company is not created until you click OK in step 6.

To copy a company setup into an existing company

Note: You cannot copy the Book Defaults, the Short Years, or the Book Overrides into an existing company. This prevents you from accidentally overriding the most critical elements of your already existing company's depreciation calculations.

1. Open the existing company.
2. Select File/Edit Company from the menu bar. The Edit Company dialog appears.
3. Click the Copy Setup button. The Copy Setup dialog appears. In this dialog, select the company and the attributes of the company you want to copy.
4. Complete the Copy Setup dialog, and then click OK. See "Completing the Copy Setup Dialog," page 5-16. The application returns to the Edit Company dialog.
5. Complete any changes to the Edit Company dialog, and then click OK. Although most data should be copied from the originating company, you should enter any additional information not copied. For full details on the fields in this dialog, see "Creating a New Company," page 4-5.

Completing the Copy Setup Dialog

The fields on this dialog pertain to the company whose setup you want to copy. Follow the guidelines below to complete the Copy Setup dialog.

- **Source Company**
  Use this field to select the company whose setup you want to copy.
- **Database**
  Use this field to select the database that contains the company whose setup you want to copy. You can select Database List Manager from the File menu if you don't see the database you want. Database List Manager helps you find hidden databases. See "Managing Your Databases," page 5-35.
- **Options**
  Use these fields to specify the setup options you want to copy into the new or existing company.
  - **Book Defaults**
    Select this check box to copy the information from the Book Defaults tab into the new company you are creating. This option is unavailable if you are copying the setup into an already existing company.

- **Short Years**
  Select this check box to copy the short years into the new company you are creating. This option is unavailable if you are copying the setup into an already existing company.

- **Book Overrides**
  Select this check box to copy the information from the Book Overrides tab into the new company you are creating. This option is unavailable if you are copying the setup into an already existing company.

- **Contact Information**
  Select this check box to copy the information from the Contact Information tab of the source company into the new company. This option is unavailable if you are copying the setup into an already existing company.

- **Company Notes**
  Select this check box to copy the information from the Notes tab of the source company into the new company. This option is unavailable if you are copying the setup into an already existing company.

- **Custom Depreciation Methods**
  Select this check box to copy any custom depreciation methods into the new company you are creating. If you are copying the setup into an existing company that contains custom methods with the same custom method codes as those you are copying, the application does not overwrite the already existing methods.

- **SmartLists**
  Select this check box to copy any SmartLists from the source company into the new company you are creating. If you are copying the setup into an existing company that contains SmartLists for the same fields in the company you are copying, the application overwrites the existing SmartLists.

- **Custom Fields**
  Select this check box to copy any custom fields from the source company into the new company you are creating. Custom fields include View, Title, Entry Mask, Default, Entry Order, and Message.

- **Customized Reports**
  Select this check box to copy any customized standard reports from the source company into the new company that you are creating. Expand the plus button to display a list of your customized reports then select the reports you want to copy. If you are copying customized reports into an existing company that contains customized reports with the same name, the application applies a numeric suffix to create a unique report name.

- **Templates**
  Select this check box to copy any Templates from the source company into the new company you are creating. If you are copying the setup into an already existing company that contains duplicate names for templates existing in the company you are copying, the application overwrites the duplicate existing templates.

- **Image List**
  Select this check box to copy the list of images in Image Manager from the source company into the new company you are creating. If you are copying the setup into an already existing company that contains duplicate names for images existing in the company you are copying, the application overwrites the duplicate existing images.

- **Group Definitions**
  Select this check box to copy group definitions from the source company into the new company you are creating. If you are copying the setup into an already existing company

that contains duplicate names for groups existing in the company you are copying, the application overwrites the duplicate existing groups.

- **Batch Report Definitions**
  Select this check box to copy batch report definitions into the new company you are creating. If you are copying the setup into an already existing company that contains duplicate names for batch reports existing in the company you are copying, the application overwrites the duplicate batch report definitions.

- **Replacement Value**
  Select this check box to copy the information from the Replacement Value dialog, including the RV Setup tab, the RV Index tab, and the Estimated Life Override tab. The application does not copy calculated Replacement Value or Replacement Value override information pertaining to individual assets.

Deleting Companies and Databases

You should delete a company only if you've moved all data into another company or into another location for a specific purpose. After you delete a company, the data contained within that company cannot be restored except from company data that you have backed up.

We recommend that you first back up a company before you delete it, especially if you think you may want to view the data at a later date. For more information, see "Backing Up Your Companies," page 5-29. After you have backed up the company, you can easily restore the company at a later date, even if you have deleted it. For more information, see "Restoring a Backed-Up Company," page 5-30.

You can delete only one company at a time. You cannot have any companies open when deleting a company.

To delete a database, you must first delete each of the companies within the database.

Before you begin the steps outlined below, you must close any currently open company.

To delete a company

1. Select File/Delete Company from the menu bar. The Delete Company dialog appears.
2. Complete the Delete Company dialog, and then click the Delete button. A message confirms the deletion of the company.
3. Click Yes to delete the company.
4. Click the Close button to close the Delete Company dialog.

To delete a database

1. Delete all companies within the database you want to delete.
2. Select the database you want to delete in the Database field of the Delete Company dialog, and then click the Delete button. A message confirms the deletion of the database.
3. Click Yes to delete the database.
4. Click the Close button to close the Delete Company dialog.

Note: You may want to use Windows Explorer to delete the physical files associated with the database (that is, the BDB, ID, and LOG files).

Completing the Delete Company Dialog

Follow the guidelines below to complete the Delete Company dialog.

- **Companies**
  Use this field to select the company you want to delete from the list of existing companies. If the company you want to delete is not displayed, you might be looking in the wrong database. To change the list of companies, select a different database in the Database field.
- **Database**
  Use this field to select the database that contains the company you want to delete. If you do not see the database you want, select Database List Manager from the File menu to locate and add the database to the application. See "Managing Your Databases," page 5-35.
- **Delete Button**
  Click this button to delete the selected company.

Note: After you delete a company, the data contained within that company cannot be restored except from a backup.

Using Company Utilities

The company utilities enable you to manage the asset data in your companies. You can use the utilities to merge and copy companies, extract assets from one company into another, back up and restore your asset data, and more.

Merging Companies

You can merge two or more companies to create a third company. The companies you merge must all possess the same fiscal year-end dates and short years. The original companies used in the merge remain intact and are not affected by the merge.

The first company you select for merging is referred to as the primary company. The application uses the primary company to define many important aspects of the new company created during the merging process, including the fiscal year-end date and any short years. Once you select a primary company, the application makes available only those companies with data compatible for a merge with the primary company. The following information is copied directly from the primary company:

- Book defaults
- Book overrides
- Custom fields
- Group definitions
- Short years
- SmartLists
- Templates

- Batch report definitions
- Replacement Value setup

All company information for the new company, except for password security information, is copied from the primary company.

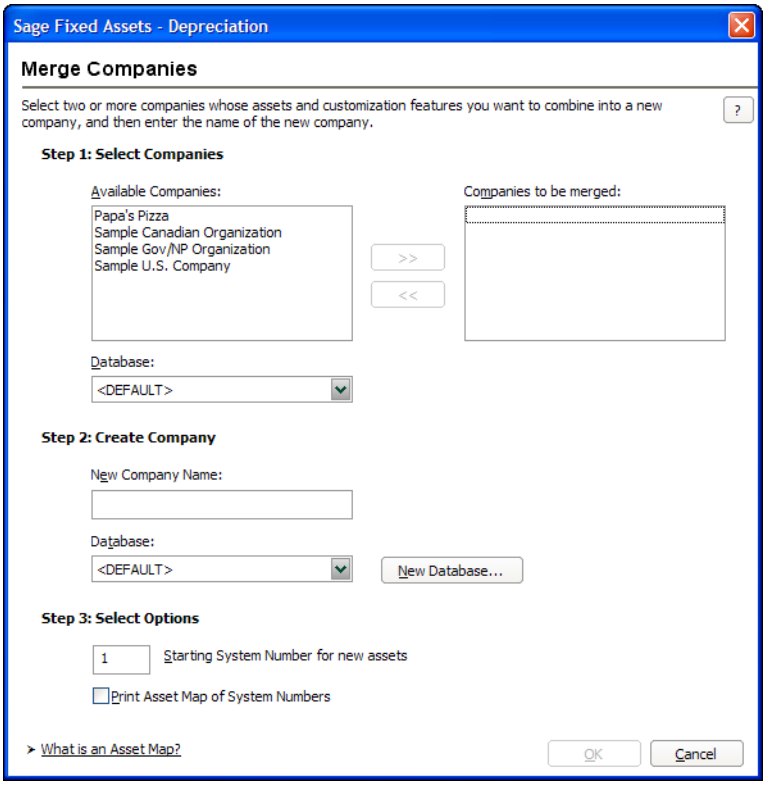
The assets in the company created by the merge will have different System Numbers than they did in their original companies. During the merge, you have the option of running an Asset Map report which matches up the old System Numbers with the new ones. This report is a one-time offer. You can only run it during the merge. If you want to keep this information, make sure you print the report and store it in your files.

Note: In order to merge companies, you must have security rights to all companies you are merging.

You must close any open company prior to initiating a merge.

To merge companies

1. Select File/Company Utilities/Merge Companies from the menu bar. The Merge Companies dialog appears.



2. Complete the Merge Companies dialog, and then click OK. See "Completing the Merge Companies Dialog," page 5-21. The application automatically merges the companies into the new company and returns you to the main application window. If you opted to run the Asset Map report, the report is displayed. Print the report, or click the Close button to return to the main application window.

If you are merging the company into a database containing a company with the same name, the Rename Company dialog appears.

3. Do one of the following:
   - Enter a new name for the merged company, and then click the Rename button.
   - Click the Append button if you want to add assets to an existing company without changing its name. For more information, see "Completing the Rename Company Dialog," page 5-22.

To view the merged company, open the company as you would any other.

Completing the Merge Companies Dialog

Follow the guidelines below to complete the Merge Companies dialog.

- **Step 1: Select Companies**
  - **Available Companies**
    Use this field to select the companies you want to merge. Select the primary company first, add it, then select the rest. You can select more than one company at a time.

    Note: After you select the primary company, the Available Companies field displays only companies having the same fiscal year-end dates and short years as the primary company. The available companies are the same entity type as the primary company.

  - **Database**
    Use this field to select the database that contains the companies you want to merge. You can merge companies from different databases.
  - **>> (Add Button)**
    Click this button to add companies you have selected for the merge into the list of companies to be merged.
  - **<< (Remove Button)**
    Click this button to remove companies from the list of companies to be merged.
  - **Companies to be Merged**
    This field displays the companies to be merged, and the order in which they are to be merged.
- **Step 2: Create Company**
  - **New Company Name**
    Use this field to specify a name for the new company that the merge will create.
  - **Database**
    Use this field to select the database in which to store the new company.
  - **New Database Button**
    Click this button to display a dialog that allows you to create a new database to store the company created by the merge. For more information, see "Completing the New Database Dialog," page 4-4.
- **Step 3: Select Options**
  - **Starting System Number for New Assets**
    Use this field to enter a number you want to use as the first System Number it assigns to the first asset in the new company. Thereafter, the application assigns all other assets System Numbers in sequential order.

- **Print Asset Map of System Numbers**
  Select this check box if you want to run the Asset Map report. This report displays the relationship between old System Numbers and new ones created by the merge. This report is available only during a merge; you cannot produce it at any other time.

Completing the Rename Company Dialog

Follow the guidelines below to complete the Rename Company dialog.

- **New Company Name**
  Use this field to enter a name for the new company that will contain the assets and customization features of the merged companies. To rename the company, click the Rename button.
- **Append Button**
  Click this button if you want to add assets to the merged company without changing its name.
- **Rename Button**
  Click this button to change the name of the company that will contain the merged assets and customization features. You must enter a new name in the New Company Name field to enable this button.

Copying a Company

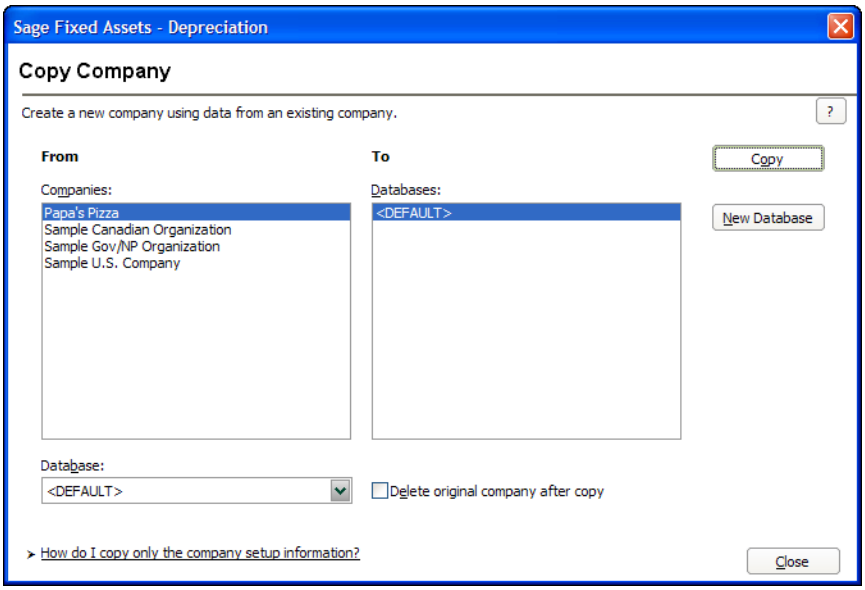
You might want to copy a company in order to create a new company using the same data. If all you want to copy is the company setup in order to create a new company, see "Copying a Company Setup," page 5-15.

When you copy a company in its entirety, an exact copy of the original company is created, including its assets. The System Numbers remain intact.

Before you begin the steps outlined below, you must close any currently open company.

To copy a company

1. Select File/Company Utilities/Copy Company from the menu bar. The Copy Company dialog appears.



2. Complete the Copy Company dialog, and then click the Copy button to copy the company. See "Completing the Copy Company Dialog," page 5-23. If you're copying the company into the same database, or into a database containing a company with the same name, the Rename Company dialog appears.
3. Enter a name for the new company. If you want to overwrite a company with the same name in the selected database, click the Overwrite button; otherwise, click the Rename button. The Overwrite button is not available if you are copying the company into the same database. See "Completing the Rename Company Dialog," page 5-23. The application begins the copy process, and then returns to the Copy Company dialog.
4. Click the Close button to close the Copy Company dialog.

Completing the Copy Company Dialog

Follow the guidelines below to complete the Copy Company dialog.

- **From**
  Use these fields to describe the original company you are copying.
  - **Companies**
    Use this field to select the company you want to copy from the list of existing companies. If the name of the company you want to copy is not displayed, you might be looking in the wrong database. To change the list of companies, select a different database in the Database field.
  - **Database**
    Use this field to select the database containing the company you want to copy. If you do not see the database you want, you can select Database List Manager from the File menu. See "Managing Your Databases," page 5-35.
  - **Delete Original Company After Copy**
    Select this check box if you want to delete the original company after the copy is created. When you click the Copy button, a message asks you to confirm the deletion.
- **To**
  Use this field to describe the company to create during the copying process.
  - **Databases**
    Use this field to select the database in which you want to store the new company created by the copying process.

Tip: We recommend copying a company to a new database. Copying a company to the database in which it currently resides may cause performance problems.

- **Copy Button**
  Click this button to copy the selected company.
- **New Database Button**
  Click this button to display a dialog that allows you to create a new database to store the company you are copying. For more information, see "Completing the New Database Dialog," page 4-4.

Completing the Rename Company Dialog

Follow the guidelines below to complete the Rename Company dialog.

- **New Company Name**
  Use this field to enter a new name for the company that you are copying. To rename the company, click the Rename button.
- **Overwrite Button**
  Click this button to overwrite the existing company with the same name as the one you are copying.
- **Rename Button**
  Click this button to change the name of the company that you are copying. You must enter a new name in the New Company Name field to enable this button.

Extracting Assets from Another Company

You can extract assets from an existing company and place them into a new company. When extracting assets, you are actually copying them and placing them into the new company. The company from which you extracted the assets is not affected.

Extractions are based on groups. You must extract an entire group of assets from a company. If you want to extract only a selection of assets from one company, create a group out of the selection in the original company, and then you can extract that group.

You can extract assets into a new company. You cannot extract assets into an existing company.

Note: The destination company that receives the extracted assets will be the same entity type as the source company. For example, if you extract assets from a U.S. Company, the destination company will be a U.S. Company. For more information about entity types, see "Choosing the Entity Type," page 4-5.

The application assigns System Numbers to the assets you extract, based on the starting System Number of the new company. For example, if you extract three assets with System Numbers of 51, 55, and 57, and you place them in a new company with a starting System Number of 1, the application assigns System Numbers 1, 2, and 3 to the assets.

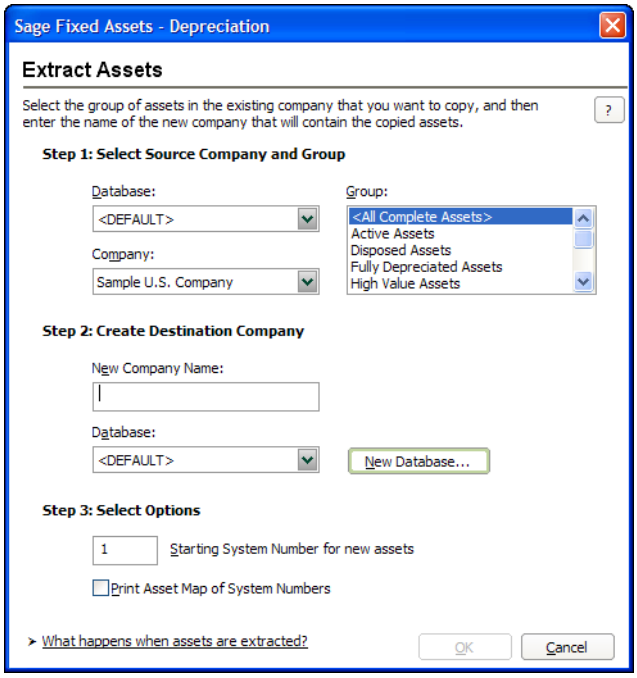
All company information for the new company, except for password security information, is copied from the company from which you are extracting the assets (including SmartLists and company setup information).

Note: To extract assets, you must have security rights to the company from which you are extracting the assets.

Before you begin the steps outlined below, you must close any currently open company.

To extract assets

1. Select File/Company Utilities/Extract Assets from the menu bar. The Extract Assets dialog appears.



2. Complete the Extract Assets dialog, then click OK. See "Completing the Extract Assets Dialog," page 5-25.

   If a company with the same name as the destination company already exists, the Rename Company dialog appears.

3. Enter a new name for the destination company, and then click the Rename button. See "Completing the Rename Company Dialog," page 5-26.

   The assets are automatically extracted, and the new company is created. The application returns to the Extract Assets dialog.

4. Click the Cancel button to close the Extract Assets dialog.

Completing the Extract Assets Dialog

Follow the guidelines below to complete the Extract Assets dialog.

- **Step 1: Select Source Company and Group**
  Use these fields to describe the company from which you are extracting the assets.
  - **Database**
    Use this field to select the database that contains the company from which you want to extract the assets.
  - **Company**
    Use this field to select the company from which you want to extract assets.
  - **Group**
    Use this field to select the group you want to extract from the company specified in the Company field.

- **Step 2: Create Destination Company**
  Use these fields to describe the company you are creating as a result of the extraction process.

  Note: The destination company that receives the extracted assets will be the same entity type as the source company. For example, if you extract assets from a U.S. Company, the destination company will be a U.S. Company. For more information about entity types, see "Choosing the Entity Type," page 4-5.

  - **New Company Name**
    Use this field to enter a name for the new company you are creating out of the extracted assets.
  - **Database**
    Use this field to select the database in which you want to store the new company you are creating.
  - **New Database Button**
    Click this button to display a dialog that allows you to create a new database. For more information, see "Completing the New Database Dialog," page 4-4.
- **Step 3: Select Options**
  - **Starting System Number for New Assets**
    Use this field to enter a number you want to use as the first System Number for the first asset in the new company. Thereafter, all other assets are assigned System Numbers in sequential order.
  - **Print Asset Map of System Numbers**
    Select this check box if you want to run the Asset Map report. This report displays the relationship between old System Numbers and new ones created by the extraction. This is a one-time-only option. You cannot generate the report at a later time.

Completing the Rename Company Dialog

Follow the guidelines below to complete the Rename Company dialog.

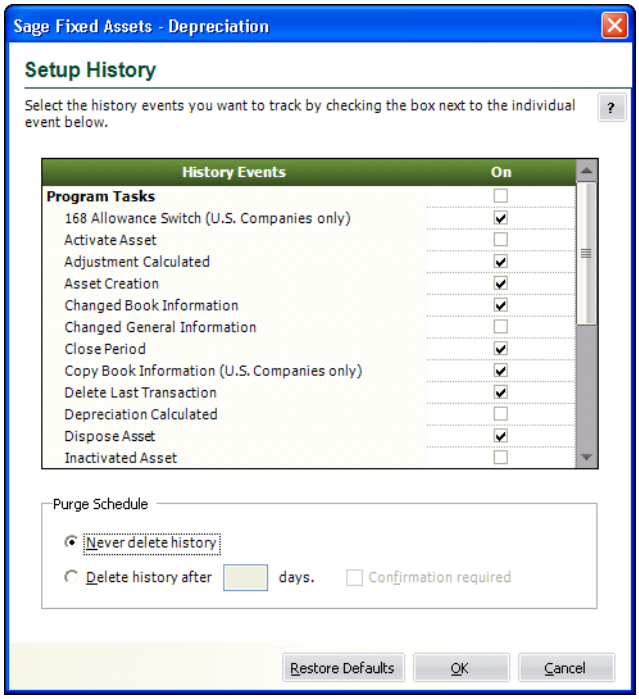
- **New Company Name**
  Use this field to enter a new name for the destination company that will contain the extracted assets. To rename the company, click the Rename button.
- **Rename Button**
  Click this button to change the name of the destination company that will contain the extracted assets. You must enter a new name in the New Company Name field to enable this button.

Setting Up History Events

You can decide which events in an asset's life you want the application to track. When you use the Setup History feature, the application tracks only the events that are important to you. For more information, see "Asset History Events," page 6-32.

To set up history events

1. Select File/Company Utilities/History/Setup History from the menu bar. The Setup History dialog appears.



2. Complete the Setup History dialog, and then click OK.

Completing the Setup History Dialog

Follow the guidelines below to complete the Setup History dialog.

- **History Events**
  This column displays the events in an asset's life that you can track.
- **On**
  Use this column to indicate whether you want to track an event in the asset's life. If a check mark appears in this column, then the application will track the event. Click once in this column if you want to track the event. Click on a check mark to remove it if you do not want to track the event.
- **Purge Schedule**
  - **Never Delete History**
    Click this option button if you do not want the application to delete asset history events.
  - **Delete History After X Days**
    Click this option button if you want the application to delete asset history events after a specified number of days. Enter the desired number of days in the text box.
    - **Confirmation Required**
      Select this check box if you want the application to display a confirmation message before the asset history is deleted.
- **Restore Defaults Button**
  Click this button to revert to the default settings for this dialog.

Purging Asset History

When you purge the asset history from a company, you lose the record of events that pertain to each asset. For more information, see "Asset History Events," page 6-32. Before you decide to do this, you may want to back up your company so that you can recover the asset history information at a later date. For information on backing up your company, see "Backing Up Your Companies," page 5-29.

You can purge asset history in one of two ways:

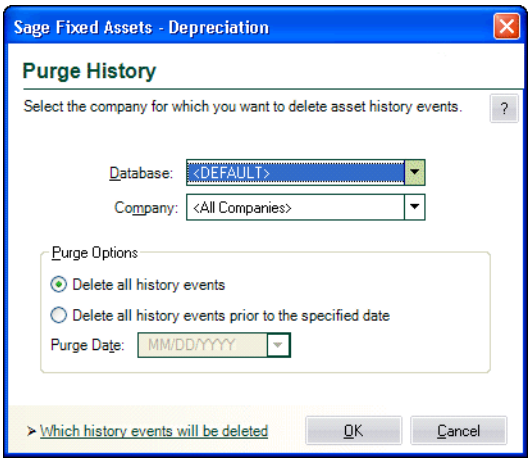
- Purge asset history manually using the Purge History dialog. See below for details.
- Purge asset history automatically after a specified number of days using the History Setup feature. For more information, see "Setting Up History Events," page 5-26.

When you purge history manually using the Purge History dialog, you can either delete all history events, or you can delete history events prior to a date that you specify.

You can delete the asset history from a single company, or you can delete the asset history from all of the companies in the selected database.

To purge asset history

1. Select File/Company Utilities/History/Purge History from the menu bar. The Purge History dialog appears.



2. Complete the Purge History dialog, and then click OK. See "Completing the Purge History Dialog," page 5-28. The application displays a confirmation message.
3. Click the Yes button to close the confirmation message. The application either deletes all history entries, or it deletes the history events prior to the date that you specified on the Purge History dialog.

Completing the Purge History Dialog

Follow the guidelines below to complete the Purge History dialog.

- **Database**
  Use the list of databases in this field to select the database that contains the company (or companies) from which you want to purge asset history. You can purge asset history from one database at a time.

- **Company**
  Use the list of companies in this field to select the company (or companies) from which you want to purge asset history. You can purge asset history from all of the companies in the selected database, or from a single company in the selected database.

- **Purge Options**
  - **Delete All History Events**
    Click this option button to delete all of the asset history events from the selected company (or companies).
  - **Delete All History Events Prior To the Specified Date**
    Click this option button to delete all of the asset history events prior to the date you specify in the date field.
  - **Purge Date**
    Use this field to specify the purge date. The application will delete all asset history events occurring before this date.

Backing Up Your Companies

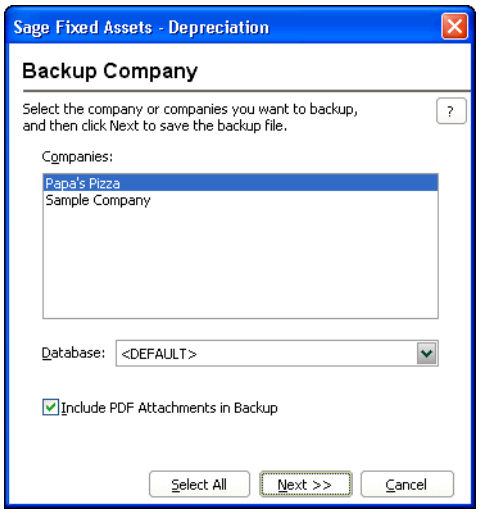
It is extremely important for you to make backup copies of the data in your companies in case you lose data due to computer-related problems. Making backups allows you to get up and running quickly after such an otherwise disastrous episode. You can easily make backup copies of your company data. If the need ever arises, you can restore the backed-up data by using the Restore Company function. For more information, see "Restoring a Backed-Up Company," page 5-30.

You might also want to back up your data before deleting groups of assets, performing a global field change, resetting depreciation, or deleting a company, in case you make an error or later discover you need the original data.

Before you begin the steps outlined below, you must close any currently open company.

To make a backup of your company data

1. Select File/Company Utilities/Backup Company from the menu bar. The Backup Company dialog appears.



2. Complete the Backup Company dialog, and then click the Next button. See "Completing the Backup Company Dialog," page 5-30. A dialog that allows you to name and save the backup file appears.
3. Enter a file name and select a location for the backup file, and then click the Backup button. The application saves the backup file and returns to the Backup Company dialog.

Note: If the name that you enter for the backup file already exists, the application asks if you want to overwrite the file. Click Yes to overwrite the existing backup file; otherwise, click No and enter a different file name. If you click Yes to overwrite the file and then cancel the backup process, the application deletes the backup file and you cannot recover it.

4. Click the Cancel button to close the Backup Company dialog.

The backed-up company (or companies) are stored in a file with a BBK extension. Because the data is compressed, you must use the Restore option to restore it. For more information, see "Restoring a Backed-Up Company," page 5-30.

Completing the Backup Company Dialog

Follow the guidelines below to complete the Backup Company dialog.

- **Companies**
  Use this field to select the company (or companies) you want to back up.

  Note: To select more than one company in the Companies field, hold down the Control key when you select the companies. The application highlights each company as you select it. To select several companies that appear consecutively in the list, hold down the Shift key, and then select the first and last companies. The application highlights the first and last companies and all of the companies in between them.

- **Database**
  Use this field to select the database that contains the company (or companies) you want to back up.
- **Include PDF Attachments in Backup**
  Select this check box to back up Adobe PDF files attached to assets. Selecting this check box increases the time for the backup. Clearing the check box detaches the PDF images from assets during the backup.
- **Select All Button**
  Click this button to select all of the companies displayed in the Companies field for the backup.
- **Next Button**
  Click this button to display a dialog that allows you to name and save the backup file.

Restoring a Backed-Up Company

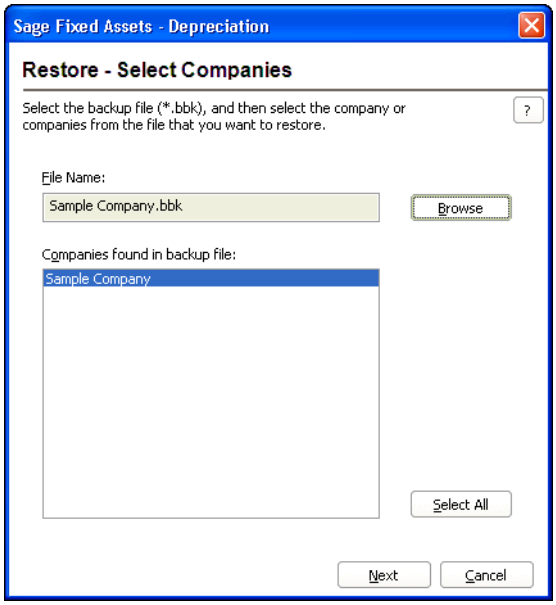
If you ever lose data due to a computer-related problem, or if you want to restore data to a previous state, you will need to restore the companies you have backed up.

During the restore process, you can choose whether to delete the Depreciate history events from the backed-up database that you are restoring. Deleting unwanted Depreciate history events can decrease the size of the database, speed up the restore process, and improve on-going application performance.

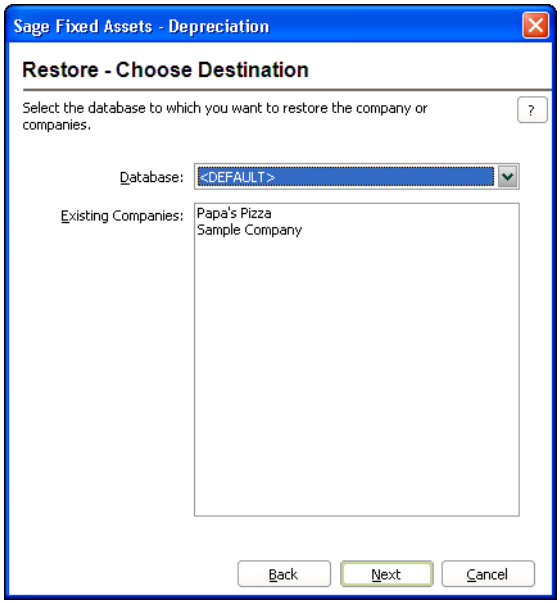
You must close any open company prior to initiating a restore. You can restore the company to the same database as the original company or to another database.

To restore a backed-up company

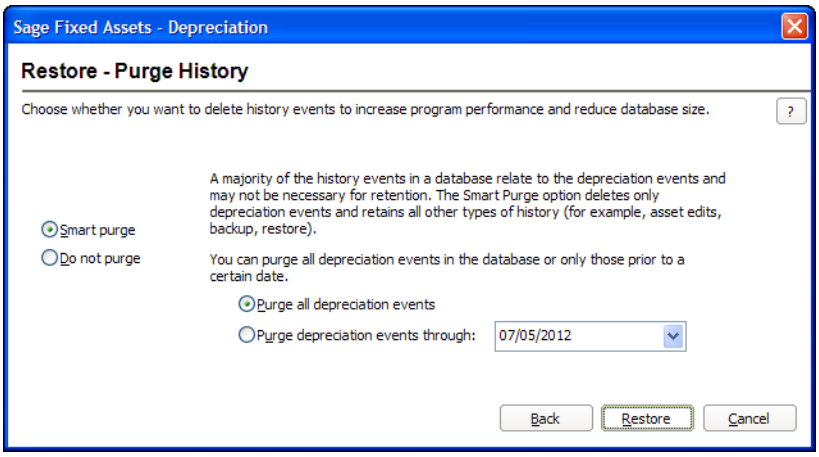
1. Select File/Company Utilities/Restore Company from the menu bar. The Restore - Select Companies dialog appears.



2. Complete the Restore - Select Companies dialog, and then click the Next button when finished. See "Completing the Restore - Select Companies Dialog," page 5-32. The Restore - Choose Destination dialog appears.



3. Complete the Restore - Choose Destination dialog, and then click the Next button. See "Completing the Restore - Choose Destination Dialog," page 5-33. The Restore - Purge History dialog appears.



4. Complete the Restore - Purge History dialog, and then click the Restore button. See "Completing the Restore - Purge History Dialog," page 5-33. The restore process begins. A series of status messages appears as it decompresses and restores the data.

Note: If you are restoring a backed-up company with the same name as a company already existing in the selected database, the Restore - Rename Company dialog appears. See "Completing the Restore - Rename Company Dialog," page 5-34.

- To rename the company that you are restoring, type a new name in the New Company Name field, and then click the Rename button.
- To replace the existing company that has the same name as the company you are restoring, click the Overwrite button.

  Caution: If you begin to overwrite an existing company and then you cancel the restore process, the application deletes the company from the database. You cannot recover it.
- If you are restoring more than one company and you want to replace all of the existing companies that have the same names as the companies you are restoring, click the Overwrite All button.

After the application completes the restore process, it returns to the Restore - Purge History dialog.

5. Click the Cancel button when the restore is complete to close the Restore - Purge History dialog.

Completing the Restore - Select Companies Dialog

Follow the guidelines below to complete the Restore - Select Companies dialog.

■ **File Name**
Use this field to enter the selected backup file, which holds the company (or companies) that you want to restore.

❑ **Browse Button**
Click this button to locate the folder containing the backed-up file.

- **Companies Found in Backup File**
  This field displays the name of the company (or companies) contained in the backed-up file. You can choose to restore one or more of the companies found in the backup file.

  Tip: To select more than one company in this field, hold down the Ctrl key when you select the companies. The application highlights each company as you select it. To select several companies that appear consecutively in the list, hold down the Shift key, and then select the first and last companies. The application highlights the first and last companies and all of the companies in between them.

  - **Select All Button**
    Click this button to select all of the companies displayed in the Companies Found in Backup File field.

- **Next Button**
  Click this button to display a dialog that allows you to select the database to which you want to restore the company or companies. See "Completing the Restore - Choose Destination Dialog," page 5-33.

Completing the Restore - Choose Destination Dialog

Follow the guidelines below to complete the Restore - Choose Destination dialog.

- **Database**
  Use this field to select the database where you want the company (or companies) restored.

  Tip: If you are renaming the company during the restore process, we recommend restoring the company to a new database. Restoring a company to the database in which it currently resides and renaming it may cause performance problems. You can overwrite an existing company without causing any problems.

- **Existing Companies**
  This field lists the companies already residing in the selected database.

  Note: If you begin to overwrite an existing company and then you cancel the restore process, the application deletes the company from the database. You cannot recover it.

- **Next Button**
  Click this button to display a dialog that allows you to delete history events from the company or companies that you are restoring. See "Completing the Restore - Purge History Dialog," page 5-33.

Completing the Restore - Purge History Dialog

Follow the guidelines below to complete the Restore - Purge History dialog.

- **Smart Purge**
  Click this option button if you want to delete the depreciation events from the database that you are restoring. If you click this button, you have two options:

  - **Purge All Depreciation Events**
    Click this option button if you want to delete all of the depreciation events from the database that you are restoring.

- **Purge Depreciation Events Prior To**
  Click this option button if you want to delete only the depreciation events prior to the date that you enter in the date field.

- **Do Not Purge**
  Click this option button if you do not want to delete any history events from the database that you are restoring.

- **Restore Button**
  Click this button to begin restoring the company or companies you selected on the Restore - Select Companies dialog to the selected database. If you are restoring a backed-up company with the same name as a company already existing in the selected database, a dialog appears and allows you to overwrite the existing company or rename the company that you are restoring. See "Completing the Restore - Rename Company Dialog," page 5-34.

Completing the Restore - Rename Company Dialog

Follow the guidelines below to complete the Restore - Rename Company dialog.

- **New Company Name**
  Use this field to enter a new name for the company that you are restoring. To rename the company, click the Rename button.

- **Overwrite Button**
  Click this button to overwrite the existing company with the same name as the one you are restoring.

- **Overwrite All Button**
  Click this button if you are restoring more than one company and you want to overwrite all of the existing companies in the database.

- **Rename Button**
  Click this button to change the name of the company that you are restoring. You must enter a new name in the New Company Name field to enable this button.

Importing Data

The Custom Import Helper guides you through the process of importing asset data from other sources into the Sage Fixed Assets application. When importing data, you can add the assets into a new or existing company. When using the Custom Import Helper, you can import asset data to update existing assets, or as new assets (that is, the application assigns new system numbers to the imported assets). The new assets you import can be either active or fully disposed. You can import inactive assets if you also import the Activity Code field. For detailed instructions, see Appendix C, "Custom Import Helper."

Note: If you are upgrading your version of Sage Fixed Assets Depreciation or moving data between installed versions of the application, use a simple backup and restore procedure instead of Custom Import.

No matter which type of data you are importing, you can import data only by company, and you can only import one company at a time.

Exporting Data

Sage Fixed Assets now offers two ways to export asset data to Microsoft Excel:

- As in previous Sage Fixed Assets versions, you can use the Custom Export Helper to export asset data to a CSV file, which can be opened in Microsoft Excel. For detailed instructions, see Appendix D, "Custom Export Helper."
- You can now export the current group of assets in the Asset List to Microsoft Excel. For more information, see "Exporting the Asset List to Microsoft Excel," page 3-16.

Managing Your Databases

You can use the Database List Manager to help you manage your databases. In addition to helping you create and rename databases, the Database List Manager also helps you find databases. After using the application for some time, you, or other users, might have created databases in locations that you might not remember. The Database List Manager is extremely useful when you need to connect to a database that another user created in an unknown location.

After the Database List Manager locates a database, you can add the database to a list of databases that you have created. The application remembers where the database is located. You can access the Database List Manager from the File menu, or from any dialog with a Database button. To create a new database using Database List Manager, click the New Database button and complete the New Database dialog. For more information, see "Creating a New Database," page 4-4.

In addition, the network version of the application contains a utility to help you manage your databases. This utility is called the Database Utility - Network Depreciation & Tracking. It is designed to assist you in creating and managing databases, registering your product, specifying the folder for Adobe PDF files attached to assets, and more. You launch this utility from the Sage Fixed Assets program group; you do not access it from within the application. For information on PDF attachments, see "Setting Up the Attachments Folder for PDF Files," page 6-18. For more information on using this utility, see "Using the Database Utility," page B-1 and the applicable installation & administration guide. To access the installation & administration guide, see "Verifying Your Computer's Equipment," page 1-1.

Using Windows Explorer to Manage Your Databases

You can use Windows Explorer to move and copy your database file. The database file name can have any name that complies with Windows standards, as long as it has a BDB file extension. A single folder can contain two or more database files.

If you use Windows Explorer to move your database file, make sure that you also move the file with the ID extension. For example, if you move the MYDATA.BDB file to a new folder, make sure you also move MYDATA.ID to the same folder.

After you move a database using Windows Explorer, you must locate the database using the Database List Manager to let the system know the new location.

To locate a database using the Database List Manager

1. Select File/Database List Manager from the menu bar.

   If a company is open, a message asks if you want to close the open company.

2. Click Yes to continue. The Database List Manager dialog appears. See "Completing the Database List Manager Dialog," page 5-37.

3. Click the Find button. The Find Databases dialog appears. See "Completing the Find Databases Dialog," page 5-38.
4. Select the drive(s) that you want to search.
5. To specify a folder to search, click the Browse button. The Browse for Folder dialog appears.
6. Select the folder that you want to search, and then click OK. For more information, see "Completing the Browse for Folder Dialog," page 5-38. The application returns to the Find Databases dialog.
7. Click the Search button. The application searches the selected drive(s) for databases.
8. Select a database in the list box, and then click the Add button to add the database to your list. The application adds the database to the list.

Note: The Rename Database dialog appears if you attempt to add a database that already exists in the list. You can change the name of the database, the name of the database file, and/or the location of the database.

9. Repeat step 8 for additional databases you want to add to your list.
10. Click the Close button on the Find Databases dialog.
11. Click the Close button on the Database List Manager dialog.

To rename a database

You can use the Database List Manager to change the database name. You cannot change the database file name.

1. Select File/Database List Manager from the menu bar. The Database List Manager dialog appears.
2. Select the database you want to rename from the list.
3. Click the Rename button. The Rename Database dialog appears.
4. Complete the Rename Database dialog, and click OK to return to the Database List Manager dialog. See "Completing the Rename Database Dialog," page 5-39.
5. Click the Close button on the Database List Manager dialog.

To remove a database from the list

Removing a database removes the database from the list; however, it does not delete the database. To delete a database, see "Deleting Companies and Databases," page 5-18.

1. Select File/Database List Manager from the menu bar. The Database List Manager dialog appears.
2. Select the database you want to remove from the list.
3. Click the Remove button. A message asks you to confirm your intention to remove the database.
4. Click Yes to remove the database. The application removes the database from the list and displays a message confirming the removal.
5. Click OK to exit the confirmation message.

6. Click the Close button on the Database List Manager dialog.

Completing the Database List Manager Dialog

Follow the guidelines below to complete the Database List Manager dialog.

- **Database Name**
  This field displays the names of all databases in the application. To perform a function on a database, select it, and then click the appropriate button to the right.
- **New Database Button**
  Click this button to create a new database. The application displays a dialog that allows you to select the location and name of the new database. For more information, see "Completing the New Database Dialog," page 4-4.
- **Find Button**
  Click this button to display a dialog that allows you to search for an existing database. For more information, see "Completing the Find Databases Dialog," page 5-38.
- **Configure Button**
  Click this button to view a series of dialogs that allow you to specify the protocols and start-up parameters for your databases.
- **Rename Button**
  Click this button to display a dialog that allows you to rename the selected database. For more information, see "Completing the Rename Database Dialog," page 5-39.
- **Remove Button**
  Click this button to remove the selected database from the list. This does not delete the database but makes it unavailable for use in the application.
- **Open Company Button**
  Click this button to display a dialog that allows you to open an existing company in the selected database.
- **Database Path**
  This field displays the directory path and file name of the database as it appears in the Windows Explorer program.
- **Attachments Folder**
  This field displays the directory path of the folder containing the files of images attached to assets. The name of the default folder is "Attachments."

  Note: For the current release, this folder contains only Adobe PDF files.

  - **Browse Button**
    Click this button to select or create a different folder that will contain the files of images attached to assets.

  Note: The Attachments Folder field and the Browse button are not available in the Sage Fixed Assets - Depreciation/Network product. In the network product, you use the Database Utility - Network Depreciation & Tracking to specify the folder for images attached to assets. For more information, see "Setting Up the Attachments Folder for PDF Files," page 6-18.

Completing the Find Databases Dialog

Follow the guidelines below to complete the Find Databases dialog.

- **Options**
  Use this field to specify the drive(s) that you want to search for the databases.
  - **Specified**
    Click this option button to search only in the path specified in the Find Path In field.
  - **All Drives**
    Click this option button to search all drives on your computer (both local and network drives).
  - **All Local Drives**
    Click this option button to search only the local drives on your computer's hard disk.
  - **All Network Drives**
    Click this option button to search only the computer network drives.
- **Find Path In**
  Use this field to enter the path to the directory where a database is located (if you know it). If not, use the Browse and Search buttons.
- **Browse Button**
  Click the Browse button to display a dialog that allows you to select the folder that you want to search for the database(s). For more information, see "Completing the Browse for Folder Dialog," page 5-38. After you select the folder, the path to the selected folder appears in the Find Path In field. Click the Specified option button, and then click the Search button. The application searches for the database in the selected folder and in all folders underneath the selected folder.
- **Search Button**
  Click this button to search for the database.
- **Path**
  This field displays all databases found during a search. Use this field to individually select databases to add to your list by clicking the Add button.
- **Name**
  This field displays the database name. This is the name that appears in the Database field of other dialogs.
- **Add Button**
  Click this button to add the selected database to the list of databases in the Database List Manager.

Completing the Browse for Folder Dialog

Follow the guidelines below to complete the Browse for Folder dialog.

- **Locate Path**
  Use this field to select the folder containing the database you are looking for.
- **Folder**
  This field displays the selected folder.

- **Make New Folder Button**
  Click this button to create a subfolder underneath the selected folder. After you create the new folder, you can rename it by right-clicking the folder and selecting Rename from the popup menu.

Completing the Rename Database Dialog

Follow the guidelines below to complete the Rename Database dialog.

- **Database Name**
  Use this field to enter a new name for the database. The database name is the name that appears in the Database field of other dialogs.
- **Database File Name**
  Use this field to enter a new physical file name fir the database. This is the name that appears in the Windows Explorer program.
- **Database Location**
  This field displays the folder containing the database file that you want to rename. Click the Browse button to select the folder.

Chapter 6
Working with Assets

In this chapter:

Entering New Assets 6-1
Storing and Viewing Asset Images 6-17
Editing Asset Data 6-22
Replicating Assets 6-23
Applying Book Defaults 6-24
Asset Templates 6-26
Printing Asset Information 6-30
Asset History Events 6-32
Viewing Asset Status History 6-35

This chapter describes the procedures for all the different methods of creating assets, explains the tabs in Asset Detail, and how to view asset status history. Before advancing further into this chapter, make sure you've read "Understanding Asset Fields and SmartLists," page 1-8. Creating SmartLists before adding assets will be a great help.

In addition to the import options, there are three additional methods available for adding assets into the application.

1. First is the standard method of entering data in each of the asset fields individually. For more information, see "Entering New Assets," page 6-1.
2. In the second method, you replicate an asset that closely matches the asset you are adding. For more information, see "Replicating Assets," page 6-23.
3. In the third method, you apply an asset template that you have created to a new asset. For more information, see "Applying Asset Templates," page 6-28.

The second and third methods drastically reduce your data-entry time, because you only have to complete a few asset fields (the rest are completed automatically).

Entering New Assets

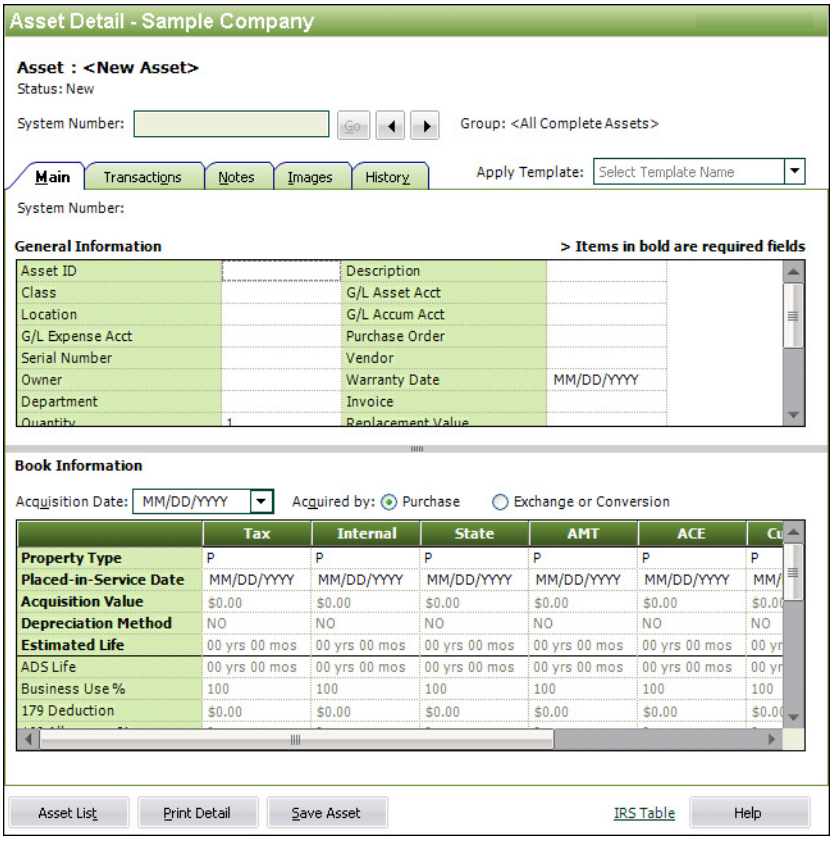
Entering assets is a three-phase process:

- Enter the general asset information.
- Enter the book-specific information. (You should start with the Tax book so you can make the most use of the application's defaults to save you valuable data entry time in the other books.)
- Enter any notes or images, if applicable.

To add individual assets into a company

1. Do any of the following:
   - Select Asset/Add from the menu bar.
   - Click the Add an Asset task on the navigation pane.

   A blank set of asset tabs in Asset Detail appears.



2. Complete the general information fields on the Main tab. For more information, see "Completing the General Information Fields," page 6-3.
3. Complete the book information fields on the Main tab. For more information, see "Completing the Book Information Fields," page 6-5.
4. Complete the Images tab if you want to store images to this asset. For more information, see "The Images Tab of Asset Detail," page 3-24.
5. Complete the Notes tab if you want to store additional information for this asset not covered by any of the other tabs. For more information, see "The Notes Tab of Asset Detail," page 3-23.
6. Save the asset by doing any one of the following:
   - Click the Save Asset button.
   - Press Ctrl+S.
   - Select Asset/Save from the menu bar.

   The application assigns a System Number to the asset and displays the System Number and description underneath the title bar of Asset Detail. The asset is now saved.

Completing the General Information Fields

System Number:

General Information **> Items in bold are required fields**

Asset ID		Description	
Location		G/L Asset Account	
Department		G/L Accum Account	
Class		G/L Expense Account	
Purchase Order		Invoice	
Vendor		Serial Number	
Quantity	0	Owner	
Replacement Value		Override RV	No
Custom Field 1		Custom Field 2	
Custom Field 3		Custom Field 4	
Custom Field 5	C	Custom Field 6	
Custom Field 7		Custom Field 8	
Custom Field 9		Custom Field 10	
Custom Date 1	MM/DD/YYYY	Custom Date 2	

Follow the guidelines below to complete the general information fields.

These guidelines are based upon all available fields in the general information field set. If you have customized your application, it is possible that some of these fields do not display or that other fields display instead. A brief descriptive message appears in the status bar as you enter each field.

After you complete the fields that are in full view, use the scroll bar to the right of the general information fields to make the rest of the fields available.

- **Asset ID**
  Use this field to enter the number that your company has assigned to identify this asset. This number can be any number you've been using in the past to track this asset, up to 25 alphanumeric characters. You can assign the same Asset ID to more than one asset.

  Note: Users of Sage Fixed Assets Tracking must use unique Asset ID for each asset if this number is used for the Asset Tag field.

- **Description**
  Use this field to enter a description of the asset. This description prints on all reports that include the description field. However, on many reports the Description field is truncated to ten characters. Therefore, when creating a description, you might want to make the first ten characters the most descriptive.

- **Location**
  Use this field to enter any alphanumeric code or description to identify this asset's location. For example, a location code could be a room number, a building name, or the name of a city.

- **G/L Asset Account**
  Use this field to enter a General Ledger Asset Account number as defined by your accounting department. You can enter up to 100 alphanumeric characters. This field is important to the Annual Activity report and the File Listing report.

- **Department**
  Use this field to enter the name of the department to which this asset belongs.

- **G/L Accum Account**
  Use this field to enter a General Ledger Accumulated Account number as defined by your accounting department. You can enter up to 100 alphanumeric characters. This field is important when posting fixed asset information to your corporate accounting system. It is also important to the General Ledger Posting report.

- **Class**
  Use this field to enter any one- or two-character code, which you define, to classify this asset. Common class codes are FF for Furniture and Fixtures, and ME for Machinery and Equipment.
- **G/L Expense Account**
  Use this field to enter a General Ledger Expense Account number as defined by your accounting department. You can enter up to 100 alphanumeric characters. This field is important when posting fixed asset information to your corporate accounting system. It is also important to the General Ledger Posting report.
- **Purchase Order**
  Use this field to enter the purchase order number for the asset, up to 25 alphanumeric characters.
- **Invoice**
  Use this field to enter the invoice number for the asset, up to 25 alphanumeric characters.
- **Vendor**
  Use this field to enter the name of the vendor of the asset, up to 25 alphanumeric characters.
- **Serial Number**
  Use this field to enter the manufacturer's serial number for the asset, up to 25 alphanumeric characters.
- **Quantity**
  Use this field to enter the number of items the asset consists of. For example, you can enter 12 chairs as a single asset; you would enter 12 in this field.
- **Owner**
  Use this field to enter the name of the person most responsible for the asset, up to 25 alphanumeric characters.
- **Replacement Value**
  This field displays the asset's Replacement Value that the application calculates. You must establish RV indices (select Customize/Replacement Value from the menu bar) and calculate depreciation on the asset before the application enters a value in this field.
- **Override RV**
  Use this field to either replace the application's Replacement Value (RV) calculation for an asset for a specified year, or to replace Acquisition Value as the starting point for the RV calculation.
- **Custom Fields 1 Through 10**
  Use these additional ten alphanumeric fields for entering information that is not appropriate for the other fields. Each field can contain up to 25 alphanumeric characters. The application treats entries in these fields as text, so they cannot be used for calculations on custom reports. These fields may have been customized with new names.
- **Custom Dates 1 and 2**
  Use these two date fields for entering information that is not appropriate for the other fields. These fields may have been customized with new names.

Completing the Book Information Fields

Book Information

Acquisition Date: 12/25/2005 Acquired by: ◉ Purchase ○ Exchange or Conversion

	Tax	Internal
Property Type	P	P
Placed-in-Service Date	12/25/2005	12/25/2005
Acquisition Value	$6,550.00	$6,550.00
Depreciation Method	MF200	SF
Estimated Life	10 yrs 00 mos	17 yrs 06 mos
ADS Life	00 yrs 00 mos	N/A
Business Use %	100	100
179 Deduction	$3,275.00	$3,275.00
168 Allowance %	0	0
Salvage Value	$0.00	$0.00
Investment Tax Credit	$0.00	$0.00
Beginning Date	MM/DD/YYYY	MM/DD/YYYY
Beginning YTD	$0.00	$0.00
Beginning Accum	$0.00	$0.00
Prior Through Date	MM/DD/YYYY	MM/DD/YYYY
Current Through Date	12/31/2013	12/31/2013
168 Allowance Amount	$0.00	$0.00
Depreciation This Run	$2,953.05	$1,512.72
Current YTD	$214.63	$187.14
Current Accum	$2,953.05	$1,512.72
Net Book Value	$321.95	$1,762.28
Period Close Date	MM/DD/YYYY	MM/DD/YYYY
Period Close YTD	$0.00	$0.00
Period Close Accum	$0.00	$0.00

Follow the guidelines below to complete the book information fields on the Main tab in Asset Detail.

The book information fields are extremely important since they determine your depreciation calculations. You must complete most of the fields according to rules imposed under GAAP or by the IRS. Although the application displays a warning message when it detects entries inconsistent with these rules, it does allow you to override the warning and make your own entries (it assumes you know what you're doing). However, if you are unsure about what you're doing, we recommend you heed the warning messages and rethink your entry. If you need a brush-up on depreciation rules and regulations, or if you need to simply look up a depreciation concept, refer to Appendix A, "Depreciation and Fixed Asset Concepts."

The book information fields on the Main tab are organized in rows and columns. Each field contains depreciation data specific to the book heading up the column.

The application enters default information in the other open books based on the Tax book entries. For this reason, you might want to complete the Tax book first. Then, you may only need to make slight changes to each additional book. If you need to set default values in other books after the initial setting, you must use the Apply Book Defaults feature on the Asset menu. See "Applying Book Defaults," page 6-24.

Following are the book information fields:

- **Acquisition Date**
  Use this field to enter the date on which you actually acquired the asset (as opposed to the date you placed the asset in service). The application uses this date in the Quarterly Acquisition report, in the Annual Activity report, and in the Fixed Asset Summary report. If you choose not to enter a date, the application defaults to the Placed-in-Service Date from the reported book as the Acquisition Date for these three reports.

- **Acquired By**
  Use this field to indicate how the asset was acquired.

  - **Purchase**
    Click this option button if you acquired the asset by purchasing it.

- **Exchange or Conversion**
  Click this option button if the asset was received in a like-kind exchange or an involuntary conversion. Clicking this option tells the application that the asset should not appear on any reports that are run prior to the date the asset was received in an exchange. For information about like-kind exchanges and involuntary conversions, see "Like-Kind Exchanges and Involuntary Conversions After 1/2/2000," page 7-10.

- **Property Type**
  Use this field to select the correct Property Type of the asset. This is a required field. The application uses this field to determine valid depreciation methods, as well as other important depreciation factors. For an explanation of Property Type, see "Types of Property," page A-5.

- **Placed-in-Service Date**
  Use this field to enter the date you placed the asset in service. Enter the date in MM/DD/YYYY format. Click the down arrow to select the date from a calendar. For more information, see "Entering Dates in Date Fields," page 3-28. The application uses this field to determine when to begin depreciating an asset. This field is mandatory and extremely important for depreciation calculations. You must enter the Placed-in-Service Date in order for the rest of the fields to become active.

- **Acquisition Value**
  Use this field to enter the acquired dollar value of the asset, including freight and installation charges, up to nine digits to the left of the decimal point. You can use a negative number when you have a credit or rebate on an asset that reduces its value below zero. To enter a negative number, use the minus sign on the keyboard. The application displays -$200 using parentheses; that is, ($200).

Note: The acquisition value is used in determining the asset's depreciable basis. The formula for determining the depreciable basis depends on the depreciation method. In general, the depreciable basis is the acquisition value, multiplied by the business-use percentage if applicable, minus any salvage value, Section 179 expense or bonus depreciation, Section 168 Allowance, and Investment Tax Credit reduction amount.

- **Depreciation Method**
  Use this field to select a depreciation method code. A depreciation method code is a combination of the depreciation method and averaging convention. After you complete the Property Type and Placed-in-Service Date fields, the application provides a default depreciation method, estimated life, and ADS life.

  In the drop-down list, the application displays valid depreciation methods based on date placed in service and property type. Custom depreciation methods appear in the list, or you can enter the custom code in lower case letters.

  The following table displays the available standard depreciation methods.

Code	Depreciation Method
MA	MACRS formula plus 168 Allowance
AA	ADS straight-line MACRS plus 168 Allowance
MR	MACRS Indian Reservation plus 168 Allowance
SB	Straight-line, full-month plus 168 Allowance
MF	MACRS formula
MT	MACRS table

Code	Depreciation Method
AD	ADS straight-line MACRS
MI	MACRS Indian Reservation
AT	ACRS table
SA	Straight-line, alternate ACRS formula
ST	Straight-line, alternate ACRS table
SD	Straight-line, modified half-year
SL	Straight-line
SF	Straight-line, full month
SH	Straight-line, half-year
DC	Declining-balance, no switch to SL
DE	Declining-balance, modified half-year, no switch to SL
DI	Declining-balance, half-year, no switch to SL
DB	Declining-balance, switch to SL when optimal
DD	Declining-balance, modified half-year, switch to SL when optimal
DH	Declining-balance, half-year, switch to SL when optimal
YH	Sum-of-the-years'-digits, half-year
YD	Sum-of-the-years'-digits, modified half-year
YS	Sum-of-the-years'-digits
RV	Remaining value over remaining life
OC	Own depreciation calculation
NO	Do not depreciate

Help: For detailed information about depreciation methods, enter "Depreciation Methods" in the Search tab of the Sage Fixed Assets Depreciation online Help system.

- **Estimated Life**
  Use this field to enter the asset's estimated life, in the format YY/MM. The application uses this field to determine the time period over which the asset will recover its depreciable basis. For some methods, you can select the estimated life from a list of valid entries. Generally, you cannot enter an estimated life of less than 1 year for an asset. Exceptions are:

  - If the asset's depreciation method is MACRS formula (MF or MA), 150% declining-balance, and the property type is real or personal property other than an automobile, the estimated life can be 6 months.
  - If the asset's depreciation method is straight-line (SL), ADS straight-line MACRS (AD or AA), remaining value over remaining life (RV), or your own depreciation calculation (OC), the estimated life can be 1 to 11 months. Method OC lets you manually enter depreciation amounts; the application will not calculate depreciation for the asset.

Note: To help you determine the correct estimated life for an asset for the Tax book, you can use the IRS Table link located in Asset Detail. Here you will find an easy-to-use version of the IRS ADR Class Life Table.

- **ADS Life**
  Use this field to enter the asset's ADS life. The ADS life is assigned to an asset type under the MACRS Alternative Depreciation System. For most assets, the ADS life is the midpoint of the Asset Depreciation Range (ADR) in which the asset belongs.

  The application uses this field as the asset's default estimated life in the user books (Internal, Custom 1, and Custom 2) and in the AMT and ACE books (where applicable).

  Note: If you elect depreciation method AD or AA (MACRS straight-line) for regular tax purposes, enter the asset's ADS life in *both* the Estimated Life field and the ADS Life field in the Tax book. The application uses the entry in the Estimated Life field for calculating depreciation in the Tax book, and the entry in the ADS Life field for setting defaults in other books where appropriate.

  If you choose not to enter an ADS life, the application automatically assigns and displays a default life based on Tax book entries. Because there are exceptions to the general rules the application uses, entering a known ADS life for a specific asset is more accurate than letting the application determine it.

  The following chart outlines some frequently used ADS lives (as outlined in Rev. Proc 87-56):

Asset	ADS Life (Years)
Automobiles	5
Copiers	6
Information systems; including computers	5
Land improvements	20
Office equipment and furniture	10
Real property	40
Trucks, heavy general purpose	6
Trucks, light general purpose	5
Typewriters and adding machines	6

  Note: Although the application will default an ADS life based on the Estimated Life field, it is best to look up the ADS Life field yourself. For ease of use, we have reformatted the IRS ADR Class Life Table. It is accessed by clicking the IRS Table link in Asset Detail.

- **Business Use %**
  Use this field to specify the percentage of business use the asset receives, versus the percentage of personal use it receives (if applicable). Enter only the percentage of business use.

  If you enter any number except 100 in the Business Use % field, the application displays the Business Use dialog. This dialog allows you to enter different business use percentage rates for each fiscal year of the asset's life. The effective date for each change in business use percentage must be the beginning date of a fiscal year. See "Completing the Business Use Dialog," page 6-14.

■ **179 Deduction**

Use this field to enter either a Section 179 amount or a pre-1981 bonus amount (if one of these options applies). You decide which of these two options applies based on the asset's service date and several other factors. If neither option applies, accept the default of zero. If a previous entry disqualifies the application of either of these options, this field is disabled.

This field displays the total Section 179 and Bonus amount calculated in the §179/Bonus Details dialog. To access this dialog, click in the Section 179 field, and then click the down-arrow to the right of the field or enter an amount in the 179 Deduction field, and then press Enter. See "Completing the §179/Bonus Details Dialog," page 6-15.

❑ **Section 179**

Note: This section describes the Section 179 deduction that is claimed on the Form 4562 at the end of the tax year. For information on taking a deduction under Other Section 179 Deductions, see "Section 179 Deductions," page 6-10.

This option is only used for assets using an ACRS or MACRS depreciation method (methods MF, MA, MT, MI, MR, AD, AA, AT, SF, SB, SA, ST, or custom method). A Section 179 deduction allows you to treat the cost of a qualifying asset as an expense, rather than as a capital investment to be depreciated in the future.

Enter the amount of the asset's cost (if any) that you wish to deduct. If you have already expensed the maximum amount for the year (see below) or if you are not taking the deduction, enter zero as the dollar amount.

Help: For additional information about the Section 179 expense deduction and maximum amounts, enter "Section 179 Expense Deduction" in the Search tab of the Sage Fixed Assets Depreciation online Help system.

Sport Utility Vehicles

The American Jobs Creation Act of 2004 limits the Section 179 expense on a Sport Utility Vehicle (SUV) weighing between 6,000 and 14,000 pounds to $25,000. The $25,000 limit applies to SUVs placed in service after 10/22/04. To enter an asset as an SUV, use property type Q, listed property.

The maximum amount of Section 179 that you can take in one year is also limited by the threshold amount.

Note: There are increased limits for:

— New York Liberty Zone property; see "Section 179 Limits for New York Liberty Zone Property," page 8-31.

— Enterprise Zone property; see "Section 179 Limits for Enterprise Zone Property," page 8-34.

— Qualified Gulf Opportunity Zone property; see "Section 179 Limits for Qualified Gulf Opportunity Zone Property," page 8-35.

— Qualified Recovery Assistance property (Kansas Disaster Zone property); see "Section 179 Limits for Kansas Disaster Zone Property," page 8-37.

— Qualified Disaster Assistance property (Qualified Disaster Zone property); see "Section 179 Limits for Qualified Disaster Zone Property," page 8-39.

Threshold Amounts
If the total acquired value of qualifying property placed in service during the year exceeds the threshold amount for that year, the amount of Section 179 expense that you can take decreases one dollar for each dollar exceeding the threshold amount.

Help: For additional information about the Section 179 threshold amounts, enter "Section 179 Threshold Amounts" in the Search tab of the Sage Fixed Assets Depreciation online Help system.

You cannot depreciate the amount expensed under the Section 179 deduction. For example, suppose you are entering an asset that was fully depreciated under an earlier system. If the asset's acquisition value is $10,000 and $6,000 was taken as a Section 179 expense, you would enter $10,000 as Acquisition Value, $6,000 as the Section 179 expense, and $4,000 as beginning accumulated depreciation. If you are entering a newly acquired asset, enter the Section 179 expense amount and the application will calculate the correct depreciation on any remaining depreciable basis.

You also cannot take any Investment Tax Credit (ITC) on the part of an asset's cost that is expensed under Section 179. The application automatically takes any Section 179 expense into account when it calculates ITC for the asset.

The application will not let you enter more than the maximum Section 179 expense for one asset. To view Section 179 amounts for each asset and totals for the fiscal year, run the Tax Expense report.

- **Section 179 Deductions**
  The Jobs Creation Act of 2004 provided a new deduction under Section 179B. The Energy Tax Incentives Act of 2005 added additional deductions under Sections 179C and 179D. The Small Business Act of 2007 created a new deduction under Section 179E. To take a deduction under Section 179B, 179C, 179D, or 179E, you must select the desired code in the §179/Bonus Details dialog.

  To access this dialog, click in the 179 Deduction field in Asset Detail, and then click the down arrow. The §179/Bonus Details dialog appears. For information on completing this dialog, see "Completing the §179/Bonus Details Dialog," page 6-15.

  For a brief description of the deductions available under Section 179B, 179C, 179D, and 179E, see the Sage Fixed Assets online Help system.

- **Bonus Depreciation**
  This option is only used for assets using a depreciation method other than an ACRS or MACRS method. In addition, the asset must be personal property, it must have an estimated life of at least 6 years, and it must use a straight-line, declining-balance, sum-of-the-years' digits, own calculation, or custom calculation depreciation method.

  For qualifying assets, you may be entitled to a 20% first-year depreciation bonus on up to $10,000 of eligible property placed in service during a taxable year prior to 1981.

  The application calculates the bonus amount based on the preliminary depreciable basis of the asset without subtracting the salvage value. (The preliminary depreciable basis here is the acquisition value times the business-use percentage.) If you take the bonus, the application subtracts it from the preliminary depreciable basis before making any further calculations. On reports, however, the bonus amount is included in accumulated depreciation, rather than being shown as subtracted from the depreciable basis.

  The application will not let you enter more than $2,000 or 20% of the depreciable basis, whichever is less, as the bonus amount for any one asset. It does not keep track of your total

bonus taken as you enter asset information. You must limit the first-year bonus depreciation taken according to IRS rules.

- **168 Allowance %**
  This field is available only if you select a "Plus 168" depreciation method. Use this field to select a percentage allowance under IRS Section 168.

Help: For additional information about the 168 Allowance % field, enter "168 Allowance % Field" in the Search tab of the Sage Fixed Assets Depreciation online Help system.

- **Salvage Value**
  Use this field to enter the estimated salvage value of the asset. Salvage value is an estimate of an asset's worth at the end of its useful life. Several depreciation methods use the salvage value in determining depreciation amounts. In such cases, the salvage value is generally subtracted from the acquisition value when calculating the depreciable basis.

- **Investment Tax Credit**
  Use this field to enter the Investment Tax Credit (ITC) amount applied to the asset (if applicable). ITC allows a credit for a percentage of an asset's cost basis, based on the estimated life of the asset and when you placed it in service. To enter an amount, click in the Investment Tax Credit field, and then click the arrow. The Investment Tax Credit dialog appears. In the ITC Credit field, the application only displays ITC options that are valid for this asset based on property type, service date, and depreciation method. Select one of the valid ITC options for this asset.

Help: For additional information about the field and available options, enter "Investment Tax Credit Field" and "Investment Text Credit (ITC) Options" in the Search tab of the Sage Fixed Assets Depreciation online Help system.

- **Beginning Depreciation Fields**
  There are three fields that handle beginning depreciation: Beginning Date, Beginning Year-to-Date, and Beginning Accumulated.

  The application automatically enters information in the beginning depreciation fields under several different circumstances:

  - You have manually entered data in the beginning depreciation fields. You will do this if you have calculated depreciation on an asset before you purchased the Sage Fixed Assets application. Previously, you may have used other software or computed depreciation using a spreadsheet.
  - You have imported assets from another source (such as a spreadsheet program) into the Sage Fixed Assets application. When you use the Import Helper to import assets from another source, the system places the depreciation associated with the imported assets in the beginning depreciation fields only if you enter the depreciation amounts in the appropriate fields before you import the assets.
  - You have changed an entry in an asset that is critical to calculating depreciation and have chosen to save the depreciation already calculated to date by the Sage Fixed Assets application. When you indicate that this is what you want to do, the application takes the current depreciation and copies it into the beginning depreciation fields.
  - You have partially transferred an asset. When this occurs, the depreciation through the month prior to the transfer is divided among the remaining and transferred assets and is placed in the beginning depreciation fields.

You are required to enter data in these fields only if you are entering an asset on which depreciation was calculated in another system. These fields are not required for newly acquired assets or for assets that have never been depreciated.

Entering beginning depreciation amounts is your way of telling the application to accept your prior depreciation balances and to calculate depreciation from that point forward.

Example: Suppose your company owns an asset with an acquisition value of $1,000 and a life of 10 years, and you are depreciating it using the straight-line method. The company's fiscal year-end is June. You placed the asset in service on July 1, 1998, and you are adding it to the application on June 30, 2007, after you have taken 9 years of depreciation. You would enter a beginning current YTD depreciation of $100, beginning accumulated depreciation of $900, and a beginning date of 06/07, for June 2007. Note that the beginning accumulated depreciation amount includes the $100 depreciation for the current fiscal year.

Note: When applicable, the Beginning Year-to-Date and Beginning Accumulated fields should include bonus depreciation but not Section 179 expense or the 168 Allowance. You enter Section 179 expense in the 179 Deduction field. The application calculates the 168 Allowance and displays the amount in the 168 Allowance Amount field. The Section 179 expense and the 168 Allowance are displayed separately in Asset Detail because special rules and limitations apply to these values.

- **Beginning Date**
  Use this field to enter the date through which you have calculated the amounts for beginning YTD depreciation and beginning accumulated depreciation. Enter the date in MM/YYYY format.

  The application calculates depreciation for this asset starting from the next month and adds the beginning amounts to the amounts it calculates for future periods. The simplest approach is to enter the end of the last fiscal year as the beginning date and let the application begin calculating depreciation for the new fiscal year. This field is only required if you are entering depreciation for an asset on which you calculated depreciation on another system; it is not required for newly acquired assets.

  Do not confuse the Beginning Date with the date on which you are entering assets in the application for the first time. For example, if an asset was placed in service on 8/1/06, was depreciated through 12/2006, and entered in the application on 5/3/07, the Beginning Date field should be 12/2006. The application starts depreciating the asset on 1/1/07. If you were to mistakenly enter 05/2007 in the Beginning Date field, you would have zero depreciation in the Beginning Year-to-Date field (because the asset was not yet depreciated in 2007), and the accumulated depreciation through 12/2006 would be entered in the Beginning Accumulated field. What would happen is that the application would start calculating depreciation on 6/1/07 and five months of depreciation (1/1/07 through 5/31/07) would be missing!

- **Beginning YTD**
  Use this field to enter the amount of depreciation, if any, already taken on this asset for the fiscal year in which you are switching the asset's depreciation to Sage Fixed Assets. This amount is the amount of depreciation taken from the beginning of that fiscal year through the date you will enter as the beginning date for Sage Fixed Assets depreciation. If the beginning date is any date other than the end of a fiscal year, you must enter an amount in this field to get correct results for the current fiscal year. If you do not enter an amount in this field, the application assumes that you did not take any depreciation in the current fiscal year.

- **Beginning Accum**
  Use this field to enter the total of all depreciation calculated on the asset since you placed it in service, including the amount entered as the beginning YTD depreciation.

- **Prior Through Date**
  The system uses this book information field to display the prior date through which depreciation was calculated. The application automatically updates this field every time you calculate depreciation for the asset.

- **Current Through Date**
  This field displays the date through which depreciation was last calculated. The application automatically updates this field every time you calculate depreciation for the asset.

- **168 Allowance Amount**
  This field displays the 168 Allowance deduction. This amount is calculated only when you select one of the following "Plus 168" depreciation methods:

  - MACRS formula plus 168 Allowance (**MA**)
  - MACRS Indian Reservation plus 168 Allowance (**MR**)
  - ADS straight-line MACRS plus 168 Allowance (**AA**)
  - Straight-line, full-month plus 168 Allowance (**SB**)

Help: For detailed information about depreciation methods, enter "Depreciation Methods" in the Search tab of the Sage Fixed Assets Depreciation online Help system.

In addition, you must select an allowance deduction in the 168 Allowance % field.

- **Depreciation This Run**
  The amount of depreciation calculated for an asset since the last time the application calculated (that is, ran) depreciation. It can be for almost any length of time, but usually it will be for a month or a quarter of a year.

- **Current YTD**
  This field displays the asset's depreciation amount for the period starting with the first day of the current fiscal year through the Current Through Date (the last date on which you calculated depreciation for the asset in the current year). The application automatically updates this field every time you calculate depreciation for the asset. The Current Year-to-Date amount *never* includes the 168 Allowance or Section 179 expense deduction because these amounts are displayed separately in Asset Detail.

- **Current Accum**
  This field displays the asset's depreciation from the asset's placed-in-service date through the Current Through Date (the last date on which you calculated depreciation), including any current year-to-date depreciation. The application automatically updates this field every time you calculate depreciation for the asset. The Current Accumulated amount *never* includes the 168 Allowance or Section 179 expense deduction because these amounts are displayed separately in Asset Detail.

- **Net Book Value**
  This field displays the current net book value for the asset through the Current Through Date. The application automatically updates the net book value when current depreciation is updated.

- **Period Close Date**
  This field displays the date through which depreciation was last saved for a period close. Each time you run a period close, the application automatically updates this field with the results of your last depreciation calculation.

- **Period Close YTD**
  This field displays the current year-to-date depreciation amount through the most recent period close date. Each time you run a period close, the application automatically updates this field with the results of your last depreciation calculation.

- **Period Close Accum**
  This field displays the asset's depreciation from the date of the asset's placed-in-service date through the most recent period close date, including any period year-to-date depreciation. Each time you run a period close, the application automatically updates this field.

Completing the Business Use Dialog

Enter business-use percentages in chronological order. Start with the earliest use of the asset at less than 100% for business. The effective date for each change in the business-use percentage must be the beginning of a fiscal year. If the percentage changed later in the year, enter the business-use percentage averaged over the fiscal year.

By entering a single business-use statement, you are specifying a percentage of business use beginning in one year and continuing until you add another percentage.

Follow the guidelines below to complete the Business Use dialog.

- **100% Business Use?**
  Select this check box if the asset was used entirely for business purposes. You must clear this check box to enter a new fiscal year beginning date and business use percentage.

- **Enter a New Fiscal Year Begin and Business Use Percentage**
  Use the first field to enter the fiscal-year beginning date for the year the asset was used for less than 100% business purposes. You can click the down arrow to select the date from the pop-up calendar.

  Use the second field to enter the percentage of the year that the asset was used for business purposes. Enter the percentage in whole numbers. For example, if the asset was used for business purposes 70 percent of the time, enter 70 in this field.

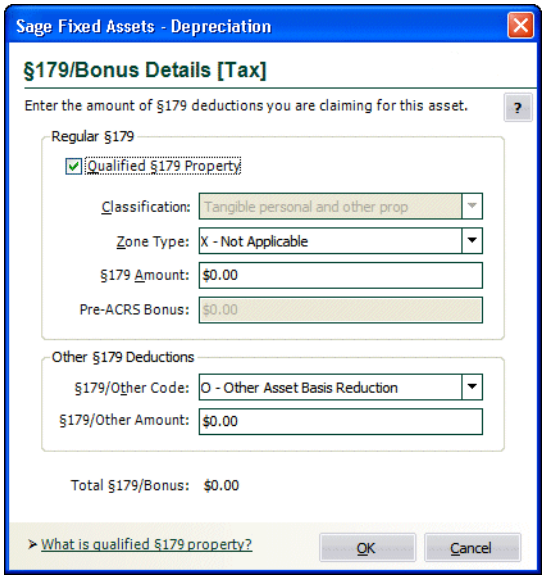
- **Add Button**
  Click this button to add the fiscal year beginning date and business use percentage to the list box.

- **Clear Button**
  Click this button to remove the selected business use percentage and beginning date from the list box.

- **Clear All Button**
  Click this button to remove all of the business use percentages and beginning dates from the list box.

- **Count**
  This field displays the number of business use percentages and beginning dates in the list box.

Completing the §179/Bonus Details Dialog



Follow the guidelines below to complete the §179/Bonus Details dialog.

- **Regular §179**
  - **Qualified §179 Property**
    Check this box if the asset is qualified §179 property. If the box is checked, then the Zone Type and §179 Amount fields are enabled, and the Pre-ACRS Bonus field is disabled. If the box is unchecked, then the Zone Type and §179 Amount fields are disabled, and the Pre-ACRS Bonus field is enabled.

  - **Classification**
    Use this field to specify the type of real property that is eligible for a Section 179 expense deduction. Select one of these options:

    - Qualified improvement property (after 12/31/2017)
    - Qualified leasehold improvement (before 1/1/2018)
    - Qualified restaurant property (before 1/1/2018)
    - Qualified retail improvement (before 1/1/2018)

    The total cost of each asset and total Section 179 elected for each class of real property appears on the attachment, along with the election, when you run the Form 4562 - Depreciation and Amortization report.

Note: If the property is personal property, this field is unavailable and the application displays "Tangible personal and other property" in this field.

  - **Zone Type**
    There are currently five zone types. The availability of these zone types is based on the placed-in-service date of the asset.

Help: For additional information about the zone types and their availability, enter "§179/Bonus Details Window" in the Search tab of the Sage Fixed Assets Depreciation online Help system.

- **§179 Amount**
  Enter the amount of Section 179 expense for this asset. This amount is subject to a dollar limit and a phase-out restriction. The amount entered in this field flows to Part I of the Form 4562.

- **Pre-ACRS Bonus**
  Enter the amount of bonus depreciation for this asset. The asset must be personal property placed in service during a taxable year prior to 1981. It must have an estimated life of at least 6 years, and it must use a straight-line, declining balance, sum-of-the-years' digits, or own calculation.

- **Other §179 Deductions**
  - **§179/Other Code**
    Select a code to identify the §179/Other basis reduction amount.

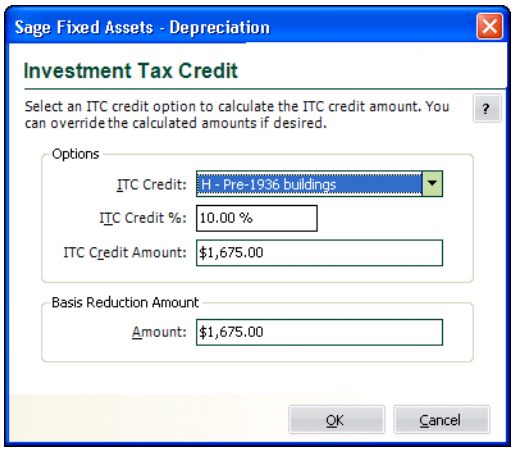
Help: For a description of each code, enter "§179/Other Codes" in the Search tab of the Sage Fixed Assets Depreciation online Help system.

  - **§179/Other Amount**
    Enter the amount of §179/Other basis reduction. This amount is not subject to the Section 179 dollar limit and phase-out restriction, and it is not included in Part I of the Form 4562.

- **Total §179/Bonus**
  This field displays the total of the §179 Amount, Pre-ACRS Bonus, and §179/Other Amount fields. When you click OK, this amount appears in the 179 Deduction field in Asset Detail.

Completing the Investment Tax Credit Dialog

When you click the down arrow on the Investment Tax Credit field, the Investment Tax Credit dialog appears.



Follow the guidelines below to complete the Investment Tax Credit dialog.

- **Options**
  - **ITC Credit**
    Select the ITC Credit option you want to take on the current asset.

- **ITC Credit Percentage**
  Enter the ITC Credit percentage you want to apply. The application displays a default percentage based on the selected ITC Credit option. You can enter a percentage of up to 30% of the asset's depreciable basis.

Note: A higher ITC Credit percentage is available for certain types of property located in the Gulf Opportunity Zone. For more information, see "Qualified Gulf Opportunity Zone Property," page 8-34.

- **ITC Credit Amount**
  The application computes the ITC Credit Amount by multiplying the asset's depreciable basis by the ITC Credit percentage. You can change this amount; however, the amount cannot exceed the asset's depreciable basis.

- **Basis Reduction Amount**
  - **Amount**
    This field displays the amount by which the depreciable basis will be reduced for the current asset.

Storing and Viewing Asset Images

You can store images and attach them to an asset through the asset's Images tab in Asset Detail. There are many images useful to an asset's record. Images can include drawings (schematics), scanned photographs, and scanned documentation (such as an invoice, purchase order, or warranty information).

The application accepts the following standard file formats:

File Type	Extension
JPEG files	JPG
Adobe PDF files	PDF
Graphics Interchange Format (GIF) files	GIF
Portable Network Graphic (PNG) files	PNG
TIFF files (uncompressed only)	TIF
Windows bitmaps	BMP

The application stores most types of image files in the asset database. The file sizes of the stored images do add to the overall size of your database. You do not need to scan your images at a high resolution. We recommend using the JPEG format because of all formats, it offers the best compression.

Because most PDF files can be large files, the application stores Adobe PDF file attachments in a separate folder outside the database to help ensure better overall performance. If you want PDF files to be stored within the database, simply convert them to JPEG or other image file type before attaching them to assets.

Setting Up the Attachments Folder for PDF Files

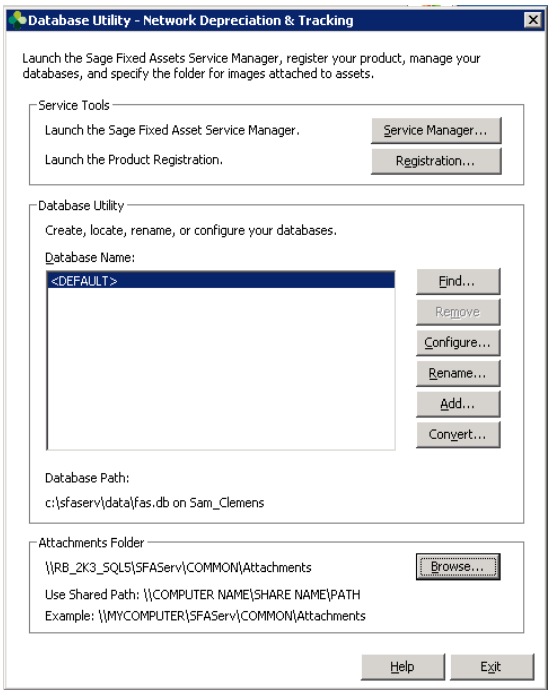
In the single-user version, the application displays the default path of the PDF attachments folder on the Database List Manager dialog. You can use this path, or you can change it. For more information, see "Completing the Database List Manager Dialog," page 5-37.

In the network version, the application creates an Attachments folder during installation. You can find it under C:\SFAServ\COMMON on the server machine. You must specify the path to this folder before you can attach a PDF file to an asset.

Note: In the network version, make sure the folder that you select is either shared or underneath a shared folder.

To set up the attachments folder in the network version

1. On the server machine, click the Start button on the Windows taskbar, and then select Programs (or All Programs) program group.
2. Select the Sage Fixed Assets program group.
3. Select the Tools program group.
4. Select the Database Utility - Network Depreciation & Tracking icon. The Database Utility - Network Depreciation & Tracking dialog appears.



5. Click the Browse button. The Browse for Folder dialog appears.
6. Select (or create) the folder that will contain the Adobe PDF file attachments. The directory path must appear in the format \\COMPUTER NAME\SHARE NAME\\folder path. For example, if the computer name is “MYCOMPUTER” and the share name of the SFAServ folder is “SFAServ,” then the path to the existing attachments folder would appear as:

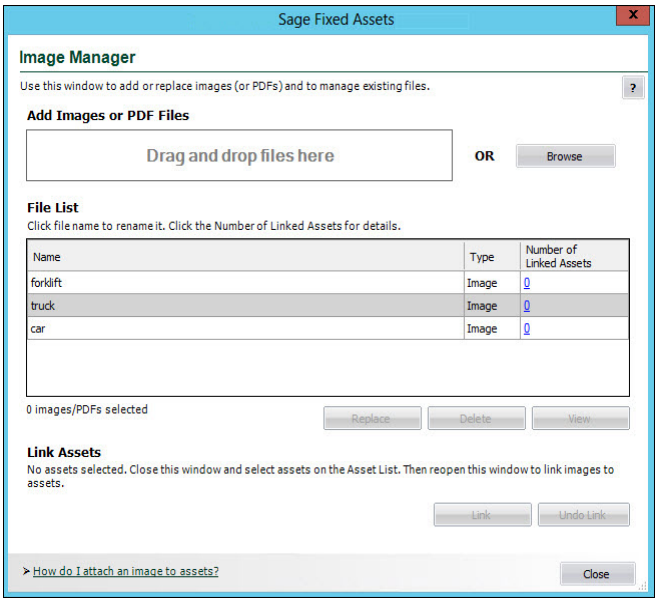
   `\\MYCOMPUTER\SFAServ\COMMON\Attachments.`
7. Enter this path in the Folder field of the Browse for Folder dialog.
8. Click OK to close the Browse for Folder dialog. The path to the selected folder appears in the Attachments Folder field.
9. Click the Exit button to close the Database Utility. You can now use the Images tab in Asset Detail to attach the Adobe PDF file to the asset.

Adding an Image to the Image List

To use images, you must first add an image to the image list in Image Manager. After an image has been added to the image list, you can select it from the Image Manager dialog and link it to an asset’s Images tab. Any number of assets can use the same image file on their Images tab. For more information, see “To add an image to an asset’s Images tab,” page 6-20.

To add an image to the image list

1. Select Customize/Image Manager from the menu bar. The Image Manager dialog appears. For more information, see “Completing the Image Manager Dialog,” page 6-20.



2. Drag and drop images (or PDF files) from your computer to the indicated area on the dialog to automatically upload them or click Browse to display a dialog that allows you to select an image (or images).
3. Complete the rest of the Image Manager dialog (if appropriate), and then click the Close button.

Adding an Image to the Images Tab

After you add an image to the image list, you can link the image on the asset's Images tab.

To add an image to an asset's Images tab

1. In Asset Detail, display the asset to which you want to add an image.
2. Click the Images tab.
3. Click the Link Image button. The Image Manager dialog appears. For more information, see "Completing the Image Manager Dialog," page 6-20.
4. In the File List, select the desired image.
5. Click the Link button. The application adds the image to the Images tab.
6. Click the Close button to close the Image Manager dialog.
7. Click the Save Asset button to save the changes to the asset.

Completing the Image Manager Dialog

Follow the guidelines below to complete the Image Manager dialog. You can access this dialog by selecting Customize/Image Manager from the menu bar or by clicking the Link Image button from the Images tab.

- **Add Image or PDF Files**
  Drag and drop images (or PDF files) from your computer to the indicated area on the dialog to automatically upload them or click Browse to search for the files you want to add to the image list.
- **File List**
  By default, the files are listed in the order they were added to the system, most recent at the top. Click any column name to sort the rows in ascending order. Click again to sort descending. The Name column lists the name of each file you have uploaded. Click the name if you want to rename a file. Also, clicking a row will enable the standard function buttons below the list. The Type column lists the file type, image or PDF. The Number of Linked Assets column lists the number of assets linked to each file. Click the number to show the Linked Assets report, which displays additional details about the linked assets.
- **Replace Button**
  Click this button to change the graphic file associated with the selected image name.
- **Delete Button**
  Click this button to delete the selected image from the image list.

  Important: Deleting an image removes it permanently from the company. Any linked assets are unlinked. If you also use Sage Fixed Assets—Tracking, the image will remain in Sage Fixed Assets—Depreciation until it is deleted from the Image Manager in Sage Fixed Assets Tracking.

- **View Button**
  Click this button to view the selected image.

- **Link Button**
  Click this button to link the selected image (or images) to the selected asset (or assets). Link multiple assets to one or more images at the same time by selecting the assets in the asset list before opening the Image Manager.

  Tip: On the Asset List, hold down Shift to select multiple contiguous assets. Hold down Ctrl to select non-contiguous assets. You can use Shift and Ctrl to select multiple non-contiguous images in the File List. After selecting assets, click the Link icon at the top of the Asset List.

- **Undo Link Button**
  Click this button to unlink the selected image from the selected asset. If you have already used the dialog box to link images to assets, use this button to undo the last link you made. If you need to unlink an image from an asset and this button is disabled, open the Image tab of the Asset Detail dialog and click Remove Link.

Viewing Asset Images

After you add an image to the image list and add it to the Images tab, you can view the asset image.

To view asset images

1. In Asset Detail, display the asset that contains the image you want to view.
2. Click the Images tab. The application displays the default image in the right-hand pane.
3. To switch to another image, select another image from the left-hand pane.
4. If the image has been scaled down, click the View button to view the image in its original size.
5. After viewing the image, press the Escape key to return to the Images tab.

To print an asset image

After you have added an image to an asset's Images tab, you can print the image.

1. In Asset Detail, display the asset that has the image you want to print. Click the Images tab.
2. From the left-hand pane, select the image that you want to print. Click the Print button. A standard Print dialog appears.
3. Complete the Print dialog. The image is sent to the printer.

To remove an image from an asset's Images tab

1. In Asset Detail, open the asset that has the image you want to remove. Click the Images tab.
2. From the left-hand pane, select the image that you want to remove from the asset's Images tab, and then click the Remove Link button. The application removes the image from the asset's Images tab. (The image is not deleted from the image list; it is still available for other assets.)
3. Repeat step 3 for additional images.
4. Click the Save Asset button to save the changes to the asset.

Note: You can relink an image to the asset's Images tab at any time.

To delete an image from the image list

1. Select Customize/Image Manager from the menu bar. The Image Manager dialog appears. For more information, see "Completing the Image Manager Dialog," page 6-20.
2. Select the image you want to delete from the image list.
3. Click the Delete button.
4. Complete the rest of the Image Manger dialog (if appropriate), and then click the Close button.

Relinking an Image File

You can relink an image to an asset if the application cannot locate the image for some reason. This may occur if the image file has been moved, renamed, or deleted.

To relink an image

1. In Asset Detail, display the asset whose image you want to relink.
2. Click the Images tab.
3. From the left-hand pane, select the image that you want to relink. A message asks if you want to relink the image.
4. Click Yes. The Image Manager dialog appears.
5. In the File List, select the image that you want to relink.
6. Click the Link Image button. The application displays a dialog that allows you to locate the image file.
7. Select the image file, and click the Open button. The application returns to the Image Manager dialog.
8. Click the Close button. You can now return to the Images tab and view the relinked image.

Editing Asset Data

Once you've entered asset data, you can edit the data anytime by entering Asset Detail and making changes directly in asset fields. However, when you make changes to any fields used in calculations, you'll have to perform additional tasks in order to update the data. Follow the guidelines below when editing asset data.

- **Editing General Information Fields**
  The general information fields do not affect depreciation. You can change the data in general information fields at any time.
- **Editing Book Information Fields**
  When you change an entry in the book-specific fields after you have calculated depreciation or entered beginning depreciation for the asset, the application assumes that the current depreciation figures are no longer correct. A message appears asking you if you want to accept the change and reset the current depreciation amount. If you answer No, the change will not take effect. If you answer Yes, a second message appears asking when you want to apply the change to the depreciation-critical field.

  After you have reset depreciation and made your changes, execute the Depreciate command from the Depreciation menu to get current depreciation figures.

- **Editing Tax Book Fields**
  If you change information in the Tax book, you can force the application to determine new default values for the other books. For example, if you change the Tax book depreciation method from MT to AD, the AMT book depreciation method should change from MF to AD. However, if you already changed information in the other books to values you want, you may not want to overwrite your data with the new default values.

  For this reason, before you leave the asset after making changes in the Tax book, you must decide whether you want the new defaults to overwrite the existing data in the other books. If so, select Apply Book Defaults from the Asset menu. A message appears asking you to confirm your intent to overwrite information in all open books.

- **Editing Transfer Dates**
  To edit transfer dates, you must first delete the transactions, and then re-transfer the assets. See "Deleting Asset Transactions," page 7-31.

- **Editing Whole Disposals**
  You can edit disposal information. After you change the information, click the Calculate button to obtain the new gain/loss information, and then click the Save button.

- **Editing Partial Disposals**
  To edit partial disposals, you must first delete the transaction, and then re-enter the disposal information. See "Deleting Asset Transactions," page 7-31.

- **Editing Inactive Assets**
  You cannot edit inactive assets. To edit an inactive asset, you must first reactivate it. See "Inactivating and Reactivating Assets," page 7-30.

Replicating Assets

If you are adding multiple assets that are similar in nature, you can add the first one, save it, and then replicate it as needed. The application can create as many as 999 assets out of a single entry. After you've replicated an asset, you can change each asset individually to modify specific fields as needed. This feature is particularly useful for adding grouped assets from the same invoice.

Note: If you replicate an asset that has Section 179 expense or bonus depreciation, you may receive a warning message stating that the total amount for all replicated assets will exceed allowable limits. If you choose to continue, remember to reduce the Section 179 or bonus depreciation amounts for the replicated assets, as needed.

To replicate an asset

1. In Asset Detail, display the asset you want to replicate.
2. Do one of the following:
   - Select Asset/Replicate from the menu bar.
   - Click the Replicate an Asset task on the navigation pane.

   The Replicate Asset dialog appears.
3. Enter the number of times you want to replicate the asset, and then click OK. The application displays a message confirming the replication and informing you of the Starting System Number.
4. Click OK to close the confirmation message.

5. Enter assets individually to edit asset information (if applicable).

Applying Book Defaults

You can apply the defaults from the Tax book into the other books and from the Internal book into the Custom 1 and Custom 2 books by using the Apply Book Defaults feature. You will want to use the Apply Book Defaults function if you change an entry in the Tax book that you want to affect the other books.

To apply book defaults

1. Display the asset in Asset Detail.
2. Select Asset/Apply Book Defaults from the menu bar.

   The application displays a confirmation message.
3. Select Yes to re-apply the defaults.

Note: If you want to apply defaults only in certain books, you can close books in the Edit Company dialog. The Apply Book Defaults feature will reset defaults only in the open books.

Copying Book Information

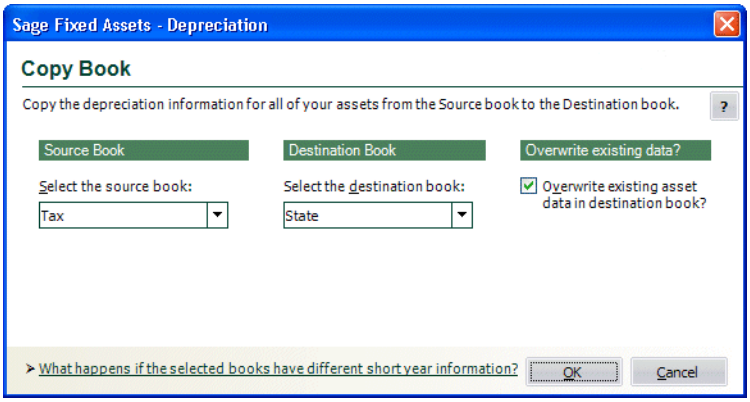
You can use the Copy Book feature to copy the depreciation information from a book, such as the Tax book, to another book. You may want to use this feature if you have been using the application for some time but you only now decided to open one of the books.

For example, you may have decided to not use the State book when you first started using the application because your state followed all federal depreciation rules, so you closed the book on the Book Defaults tab of the Edit Company dialog. Suppose your state now decides not to comply with newly issued federal tax laws. If your state does not fully conform to the federal tax laws, you may need to open the State book and depreciate your assets following the rules for your state. You can use the Copy Book feature to quickly populate the fields in the State book with the correct placed-in-service date and cost information. Then you can modify the assets to conform to your state rules.

You select the Copy Book feature from the Asset List. The application copies information for all of the assets in the open company.

To copy book information

1. In the Asset List, select Asset/Copy Book from the menu bar. The Copy Book dialog appears.



2. Complete the Copy Book dialog, and then click OK. See "Completing the Copy Book Dialog," page 6-25.

   If the Source Book and the Destination Book have different short year information, a message gives you two options.

3. Select whether you want to copy both the short year information and the depreciation information, or just the depreciation information, and then click OK.

For information on copying books with different short year information, see "Copying Short Year Information," page 6-25.

Completing the Copy Book Dialog

Follow the guidelines below to complete the Copy Book dialog.

- **Source Book**
  Select the book from which you want to copy depreciation information. You can select a book only if it is currently open.
- **Destination Book**
  Select the book to which you want to copy depreciation information. The Destination book must be open.
- **Overwrite Existing Data**
  Select this check box if you want to overwrite existing data in the Destination Book with the depreciation information from the Source Book. If the box is left unchecked, the application skips assets with existing book data in the Destination Book when completing the copy function.

Copying Short Year Information

When you change the short year information for an asset, you must reset and recalculate its depreciation. The short year information may change for assets when you copy depreciation information from one book to another, and the Source Book and the Destination Book have different short year information.

If the Source Book and the Destination Book have different short year information, you have two options:

- **Copy both calendar information and depreciation information**
  You can copy the short year information from the Source Book into the Destination Book. This overwrites the short year information in the Destination Book, and replaces it with the short year information in the Source Book.
- **Copy depreciation information only**
  You can keep the short year information in the Destination Book.

If you select the first option, you would not need to reset and recalculate depreciation unless you cleared the Overwrite Existing Data check box in the Copy Book dialog.

If you select the second option, we recommend that you reset depreciation to the beginning date and recalculate depreciation for all of the assets in the Destination Book.

Asset Templates

The Asset Templates feature lets you create predefined assets, which can then be copied into individual assets. You should create an asset specifically made to be saved as a template. This is because you probably do *not* want to complete certain fields, such as the Asset ID field. If you completed this field for the template, you would have to change it every time you applied the template to an asset.

Asset templates provide more flexibility than the Replicate function.

With an asset template, you can:

- Assign it a recognizable name for quick and easy recall.
- Enter data in all fields or only in a few fields.
- Use the template to create a new asset.
- Use the template over an existing asset. If you use a template over an existing asset, the template information will overwrite any existing information that was entered for the asset before you used the template. If, however, the asset has information in a field that is blank in the template, such preexisting information will not be overwritten.

You can view an existing template once you create it. Then you can edit the template and save it under a new name or its current name. For more information, see "Editing an Existing Template," page 6-27.

To rename, copy, or delete an asset template, select Customize/Template Manager from the menu bar, and then complete the Template Manager dialog. For more information, see "Completing the Template Manager Dialog," page 6-30.

Creating a Template

You can create an asset for the purpose of saving it as a template.

To create a template

1. Enter a new asset that you want to save as a template. For more information, see "Entering New Assets," page 6-1. (You can also use an existing asset to create a template.)

2. Do one of the following after you have completed all asset fields you want to include in the template:
   - Select Asset/Save as Template from the menu bar.
   - Click the Save as a Template task on the navigation pane.

   The Save as Template dialog appears.
3. Enter a name for the template you are creating, and then click OK. For more information, see "Completing the Save as Template Dialog," page 6-27. The application returns to the asset tabs and remains in the new asset mode.

Note: In addition to creating an asset template, you can save your current entries as a new asset at the same time. To save the current entries as a new asset, click the Save Asset button. If you do not want to save the current entries as a new asset, click the Asset List button. A message appears asking if you want to create this asset. Click the No button. The application does not save the template settings as a new asset.

Editing an Existing Template

To edit an existing template

1. Do one of the following:
   - Select Asset/Add from the menu bar.
   - Click the Add an Asset task on the navigation pane.

   A blank asset form in Asset Detail view appears.
2. From the Apply Template drop-down list, select the template that you want to edit. A confirmation message asks if you want to continue.
3. Click Yes. The application displays the information in the template.
4. Make the desired changes to the template.
5. Do one of the following:
   - Select Asset/Save as Template from the menu bar.
   - Click the Save as Template task on the navigation pane.

   The Save as Template dialog appears.
6. Complete the Save as Template dialog, and click OK.

Completing the Save as Template Dialog

Follow the guidelines below to complete the Save as Template dialog.

- **Enter New Template Name**
  Enter a name for the new template; up to 25 alphanumeric characters, uppercase or lowercase.
- **Options**
  - **Include Images**
    Select this check box if you want the template to include the images attached to the Images tab.

- ❑ **Include Notes**
  Select this check box if you want the template to include the notes entered on the Notes tab.

- **Existing Templates**
  This field displays the names of existing templates.

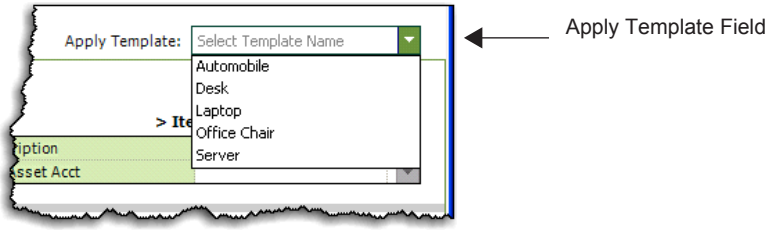
Applying Asset Templates

You can easily apply a template to an asset.

Note: When you apply a template to an existing asset, any information in the template will **override** existing asset information. If depreciation has been calculated for an asset, it will have book information so you cannot apply a template. You can apply a template to an asset that has only general information.

To apply an asset template

1. In Asset Detail, display the asset to which you want to apply the template. To apply the template to a new asset, select Asset/Add from the menu bar.
2. Click the arrow button in the Apply Template field. The application displays a list of all available templates.



3. Select a template.

   The system asks you to confirm your intention, and then applies the template to the asset. All completed fields in the template will be entered into the corresponding fields in the asset.
4. Click the Save Asset button.

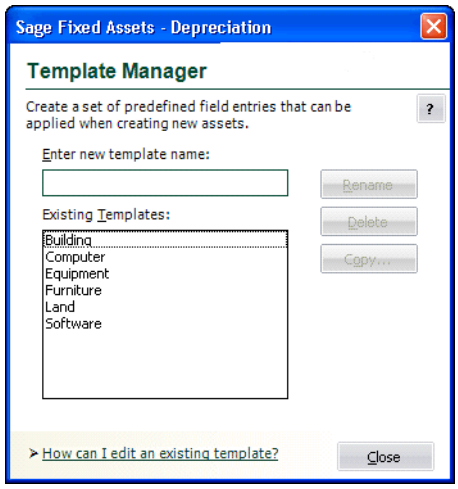
Note: You can cancel the application of an asset template before saving the asset. To do so, click the Asset List button and do not save the asset when the system prompts you.

Renaming a Template

Follow the steps below to rename an existing template.

To rename a template

1. Select Customize/Template Manager from the menu bar. The Template Manager dialog appears.



2. In the Existing Templates field, select the template that you want to rename.
3. In the Enter New Template Name field, type the new name for the template. For more information, see "Completing the Template Manager Dialog," page 6-30.
4. Click the Rename button. The application changes the name of the template in the Existing Templates field.
5. Click the Close button.

Copying a Template

Follow the steps below to copy an existing template and give it a new name.

To copy a template

1. Select Customize/Template Manager from the menu bar. The Template Manager dialog appears.
2. In the Existing Templates field, select the template that you want to copy. For more information, see "Completing the Template Manager Dialog," page 6-30.
3. Click the Copy button. The Copy Template dialog appears.
4. In the Copy To field, type the new name for the template.
5. Click OK. The application returns to the Template Manager dialog and the new template appears in the Existing Templates field.
6. Click the Close button.

Deleting a Template

Follow the steps below to delete an existing template.

To delete a template

1. Select Customize/Template Manager from the menu bar. The Template Manager dialog appears.

2. In the Existing Templates field, select the template that you want to delete.
3. Click the Delete button. A message confirms that you want to delete the template.
4. Click the Yes button. The application removes the template from the Existing Templates field. For more information, see "Completing the Template Manager Dialog," page 6-30.
5. Click the Close button.

Completing the Template Manager Dialog

Follow the guidelines below to complete the Template Manager dialog.

- **Enter New Template Name**
  Use this field to rename a template. First, select the template you want to rename in the Existing Templates field. Then, type a new name in this field and click the Rename button.
- **Existing Templates**
  This field displays the names of existing templates.
- **Rename Button**
  Click this button to rename an existing template. First, select the template that you want to rename in the Existing Templates field. Then enter the new name in the Enter New Template Name field, and click the Rename button.
- **Delete Button**
  Click this button to delete an existing template. First, select the template that you want to delete in the Existing Templates field. Then click the Delete button.
- **Copy Button**
  Click this button to display a dialog that allows you to copy an existing template and give it a new name.

Printing Asset Information

You can print a copy of each of the asset tabs you see in Asset Detail. When you print them, you can include asset information, or you can print blank tabs for data collection. When you print the asset tabs, you can either select assets or an entire group.

Tip: When you print disposal information, the application prints information on the Asset Disposal dialog. When you print transfer information, the application prints information on the Asset Transfer dialog. Before printing either the Disposal or Transfer information, we recommend that you first create an appropriate group with Group Manager. For example, before you print Disposal information, create a group consisting only of disposed assets. Then, select that group when you print the Disposal information. For more information, see "Creating Groups," page 4-23.

It is not necessary to create a group before you print the asset information for the Images tab. If you print the Images tab for the All Complete Assets group, the Images tabs are printed only for the assets with images. This makes it easy to quickly identify the assets that have images associated with them.

Note: When you print the Images tab, the name of the image associated with each asset is printed. The image is *not* printed. You can print the image from the Images tab in Asset Detail.

When you print asset tabs, they are sent to the printer as a graphic. Make sure your computer hardware can handle the request.

To enable the print function, you must select at least one asset.

To print copies of asset tabs

1. Select an asset or assets in the Asset List, or display an asset in Asset Detail. (To print one set of blank tabs, display a new asset in Asset Detail, or select the Print Blank Forms for Main, Disposal and Transfer Only option on the Print Asset Information dialog.)
2. Do any of the following:
   - Select File/Print Asset Detail from the menu bar.
   - Click the Print Detail button at the bottom of Asset Detail.

   The Print Asset Information dialog appears.
3. Complete the Print Asset Information dialog, and then click OK. See "Completing the Print Asset Information Dialog," page 6-31.

You may notice that asset information does not print for some of the assets you have selected in the Asset List.

The application prints asset information tabs only when the information exists. You may have selected the Disposal or Transfer check boxes. If you selected some assets in the Asset List that have not been disposed or transferred, the application does not print disposal or transfer tabs for those assets. (In previous versions of Sage Fixed Assets, the application would print blank disposal or transfer tabs for these assets.)

Completing the Print Asset Information Dialog

Follow the guidelines below to complete the Print Asset Information dialog.

- **Group**
  Use this field to select which assets' tabs you want to print. If you are printing blank tabs for data collection, it is only necessary to print one set of asset tabs. To do so, select <Detailed Asset No. X>.
- **Print Options**
  Use this field to specify the tabs you want to print.
  - **Print Blank Forms for Main, Disposal and Transfer Only**
    Click this option button to print blank tabs for data collection.
  - **Print Asset Information**
    Click this option button to specify the information that you want to print. If you select the Disposal check box, the application prints the information on the Asset Disposal dialog. If you select the Transfer check box, the application prints the information on the Asset Transfer dialog.

  Note: When you select the Image List check box, the name of the image associated with each asset is printed. The image is *not* printed.

  - **Select All/Unselect All Button**
    Click this button to either select all of the check boxes or to clear all of the check boxes.
- **Copies**
  Use this field to enter the number of copies of each tab you want to print.

Printing the Asset List

You can print the list of assets currently displayed in the Asset List. You can add a header and footer to the printed pages, and you can include grid lines and column labels.

To print the Asset List

1. In the Asset List view, click the Print Asset List button. The Print Options dialog appears.
2. Complete the Print Options dialog, and then click the Print button.

Completing the Print Options Dialog

Follow the guidelines below to complete the Print Options dialog.

- **Header**
  Enter text that will appear at the top of the printed Asset List.
- **Footer**
  Enter text that will appear at the bottom of the printed Asset List.
- **Grid Lines**
  Select this check box to include horizontal grid lines between each asset and vertical grid lines between each column on the printed Asset List.
- **Column Labels**
  Select this check box to include field names at the top of each column on the printed Asset List.
- **Preview Button**
  Click this button to view a preview of the printed Asset List before you send it to the printer.
- **Print Button**
  Click this button to display a standard Print dialog that allows you to send the Asset List to a printer.

Asset History Events

The History tab of Asset Detail provides a history of major milestones and actions performed on an asset. The application automatically records and tracks specified actions, including the date and time they occurred, and displays a viewable history.

You can decide which events in an asset's life you want to track. For more information, see "Setting Up History Events," page 5-26.

The following chart explains the historical actions that the application tracks:

Action	Description
Activated Asset	Asset was activated
Adjustment Calculated	Depreciation adjustment amount was calculated
Asset Data Backed Up	Company data was backed up
Changed General Information	Data in a general information field was changed
Changed Book Information	Information in the [specified] field was changed from [prior value] to [new value]
* 168 Allowance Switched	168 Allowance Switch - Allowance percentage taken - Depreciation method changed from [prior method] to [new method]

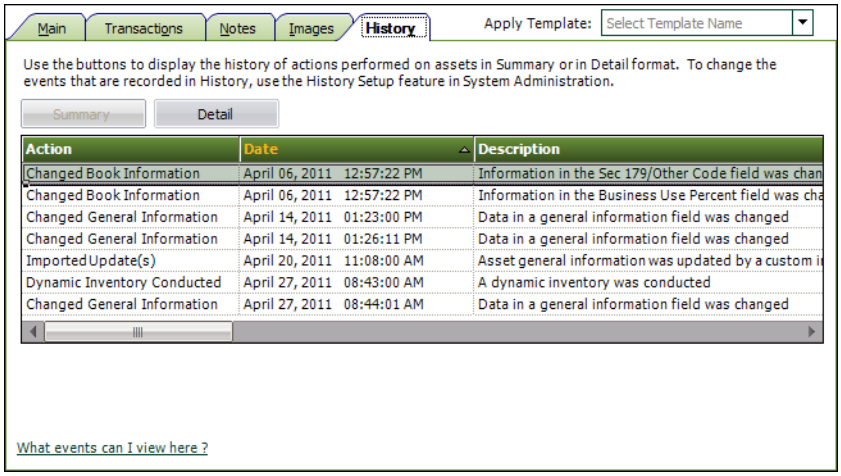
Action	Description
Cleared Period Close	Period close fields were cleared
Copied Asset Information	Asset data was copied to another company Asset data was copied from another company
* Copied Book Information	Asset data was copied into the [specified] book
Deleted Last Transaction	Last asset transaction was deleted. Restored parent extension 000
Depreciation Calculated	Depreciation was calculated through MM/DD/YYYY
Disposed Asset	Asset disposed, gain/loss was calculated as of MM/DD/YYYY
Extracted Asset Information	Data was extracted from another company
Imported Asset Information	Asset was created by a custom import
Imported Update(s)	Asset general information was updated by a custom import
Inactivated Asset	Asset was inactivated
Merged Asset Information	Asset was created by a company merge
Asset Created	Asset was created
Asset Partially Disposed	Partially disposed, gain/loss was calculated as of MM/YY
Period Closed	Period Close was set as of MM/YYYY
Reset to Begin Date	Depreciation was reset to Beginning date
Reset to Period Close	Depreciation was reset to Period Close date
Reset to Placed in Service Date	Depreciation was reset to Placed-in-Service date
Restored Asset Data	Backed-up asset data was restored
Transferred Asset	Asset was transferred within the company Created from a transfer within the company Transferred asset to another company Transferred asset from another company Partially transferred asset within the company Created from partially transferred asset Partially transferred asset to another company Partially transferred asset from another company Transferred asset considered a disposal within the company Created from transferred asset considered a disposal within the company Transferred asset to another company considered a disposal Transferred asset from another company considered a disposal Partially transferred asset considered a disposal Created from a partially transferred asset considered a disposal Partially transferred asset to another company considered a disposal Created from a partially transferred asset from another company considered a disposal

* These events are tracked only in U.S. Companies. They are not tracked in Canadian, Government, or Nonprofit Organizations.

There are two different views you can use to view the History tab: Summary view and Detail view.

Summary View

The Summary view is the default view. It provides a quick look at asset history.



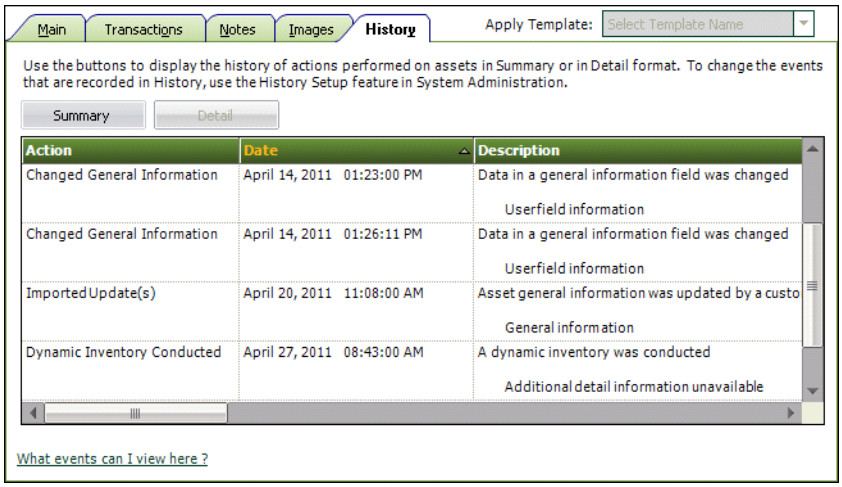
User Column of the History Tab

The History tab contains a column for network applications: User. When you select the History tab to view the history of an asset, you not only see the actions (such as import, change, and calculate depreciation) that a user performed on the asset, but you see the login ID of the user who performed each action. If password security is enabled, you see the actions and the system-specific login ID of the user who performed each action.

Note: When a user performs operations with a non-network version of a Sage Fixed Assets product, or imports assets from another application, the "(unknown)" appears in the User column.

Detail View

The second view is the Detail view. Access Detail view by clicking the Detail button. Detail view provides more in-depth historical information about individual events.



The Detail view shows the condition of an asset **before** and **after** it was changed. For example, if you change an asset's Property Type from Personal, General to Automobile, both the old and new Property Types are displayed in the Description column.

Action	Date	Description
Changed Book Information	June 04, 2012 03:14:51 PM	Information in the Property Type field was changed from Personal, General to Automobile General information
Changed Book Information	June 04, 2012 03:14:51 PM	Information in the ADS Life field was changed from 10 yrs 0 mos to 5 yrs 0 mos General information
Changed Book Information	June 04, 2012 03:14:51 PM	Information in the Estimated Life field was changed from 07 yrs 00 mos to 05 yrs 00 mos Tax book

When you click the Detail button, you can see the previous and current condition of an asset if you have changed the following fields:

Fields on the Main tab:

Property Type
Placed-in-Service Date
Acquisition Value
Depreciation Method
Estimated Life
ADS Life
Business Use %
179 Deduction
168 Allowance %
Beginning Date
Beginning YTD
Beginning Accum

Fields on the Asset Disposal dialog:

Disposal Date
Cash Proceeds
Non-Cash Proceeds
Expenses of Sale

Besides using the Detail and Summary buttons, you can double-click on an event to switch between Detail and Summary views.

Viewing Asset Status History

The application contains an Asset Status report that outlines the past history of an asset. After you've worked with the application for some time, especially if you've performed many transfers and disposals, it is useful to be able to track the history of an asset. This history includes the asset's antecedent and/or descendent extensions.

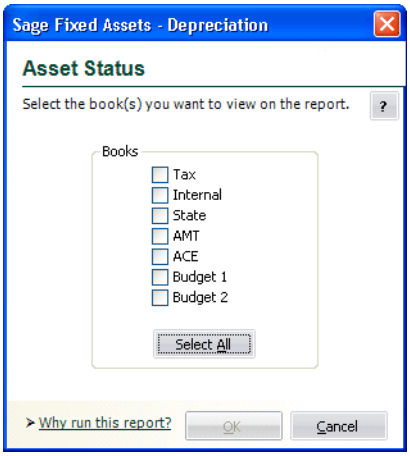
The Asset Status report outlines these historical facts about an asset:

- Original and remaining asset relationships
- Related asset extensions
- Activity Code

- Creation Code
- Acquisition Value
- Transfer or Disposal Date

To run the Asset Status report

1. In Asset Detail, display the asset you want to view in the Asset Status report.
2. Select Asset/Asset Status from the menu bar. The Asset Status dialog appears.



3. Complete the Asset Status dialog, and then click OK. See "Completing the Asset Status Dialog," page 6-36. The Asset Status report appears.
4. View or print the report, and then click OK to return to Asset Detail.

Completing the Asset Status Dialog

Follow the guidelines below to complete the Asset Status dialog.

- **Books**
  Use this field to select the book(s) containing the Acquisition Value you want to view in the report. Because Acquisition Value can be different for each book, you must select the book(s) you want to see in the report.
  - **Select All/Unselect All Button**
    Click this button either to select the check boxes for all available books or to clear the check boxes for all available books.

Creation Codes

The following table shows the possible creation codes for an asset. You can use creation codes to find and replace asset data and to create groups. You can view the asset's creation code on the Asset Status report.

Creatio n Code	Definition
D	Disposed portion of a partial disposal
E	Remaining portion of a partial disposal
O	Original asset
P	Transferred portion of a partial transfer (current company or another company)
Q	Transferred portion of a partial transfer that was considered a disposal of the original asset
R	Remaining portion of a partial transfer
S	Remaining portion of a partial transfer that was considered a disposal of the original asset
T	Whole transfer of the original asset
U	Disposed portion of a partial transfer that was considered a disposal of the original asset within the company
V	Disposed portion of a partial transfer that was considered a disposal of the original asset to another company
W	Whole transfer of the original asset that was considered a disposal of the original asset

Chapter 7
Performing Advanced Asset Functions

In this chapter:

Understanding Asset Identification 7-1
Understanding Activity Codes 7-3
Disposing Assets 7-3
Transferring Assets 7-17
Inactivating and Reactivating Assets 7-30
Deleting Asset Transactions 7-31
Deleting Assets 7-31

This chapter outlines the steps necessary to perform basic asset management tasks. These tasks include disposing assets (individually or in bulk); transferring assets (in whole or in part, within a single company or between companies); and inactivating, reactivating, and deleting assets.

Understanding Asset Identification

Assets are identified by their System Number. The application assigns a unique System Number to each asset in a company. You also have the ability to track assets based on your own identification scheme by entering pre-existing or internal numbers into the Asset ID field.

Asset Extension Numbers

Every System Number contains a numeric extension. Extension numbers allow the application to maintain the integrity of an asset's System Number when partial activity occurs, and they help you track partial activity. New assets are given the extension of 000. Extensions change when assets have been partially transferred or partially disposed and the remaining values have changed.

During either of these activities, there are three asset conditions created from the original asset. The conditions are different depending on which of the two activities you are performing.

These asset conditions are created when you **partially transfer** an asset.

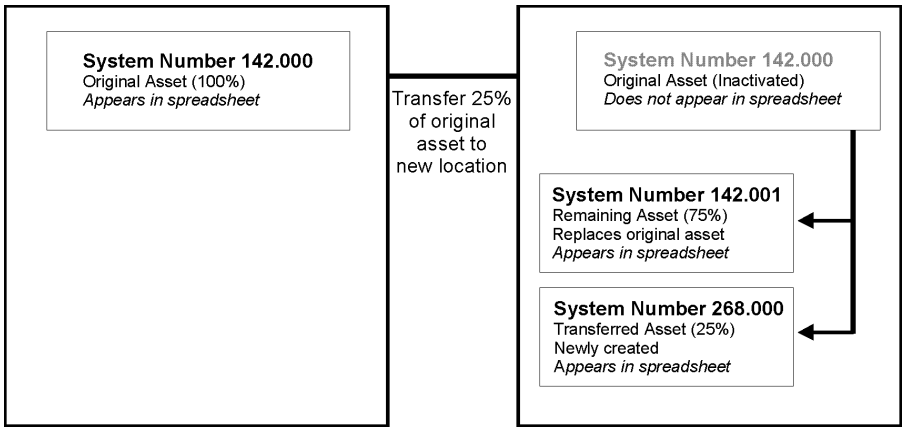
- The *original asset* retains its current System Number and extension. The asset is inactivated so it can be replaced by the remaining asset. The application assigns an Activity Code to the asset based on the details of the transaction.
- A *remaining asset* is created using the original System Number, but it is given a new extension. This remaining asset replaces the original asset in the Asset List. It retains all field attributes of the original asset except for Acquisition Value, which is decreased by the amount that has been transferred or disposed.
- A *transferred asset* is created from the portion of the asset that was transferred. The transferred asset is given a new System Number and a 000 extension.

These asset conditions are created when you **partially dispose** of an asset:

- The *original asset* retains its current System Number and extension. The asset is inactivated so it can be replaced by the remaining asset. The application assigns an Activity Code to the asset based on the details of the transaction.
- A *disposed asset* is created using the original System Number, but it is given a new extension and its Activity code is changed to Disposed. You cannot view this asset in the Asset List. To view this asset, you must go to Asset Detail view of the core System Number, select the Transactions tab, and click the View Transaction button.
- A *remaining asset* is created using the original System Number, but it is given a new extension. This remaining asset replaces the original asset in the Asset List. It retains all field attributes of the original asset except for Acquisition Value, which is decreased by the amount that has been disposed.

When you perform a partial transfer or a partial disposal on an asset, the application assigns a new extension number to the remaining asset. This new extension number identifies the new condition of the asset. The remaining asset has a smaller Acquisition Value than it had prior to the transfer or disposal, when it was in the original condition. Therefore, to correctly calculate depreciation on the remaining asset, the application must recognize its new condition.

Once the application has assigned a new extension number to the remaining asset, the remaining asset replaces the original asset in the Asset List.



To see the history of the original asset, click the Transactions tab in Asset Detail of the core System Number, or you can view reports.

To illustrate this process, imagine the partial transfer of a hypothetical asset with a System Number of 142.000. During the transfer, the application creates a remaining asset and assigns it a new extension, making it asset 142.001. Asset 142.001 takes the place of the original asset 142.000 in the Asset List. At the same time, the application creates an entirely new asset (the transferred asset) with a new System Number and a 000 extension (it could be asset 268.000). To view the original asset 142.000, go to Asset Detail for asset 142, click on the Transactions tab, and click the View Transaction button.

It is important to mention that you can perform a partial transfer or partial disposal on a remaining asset after the original partial activity. In fact, you can repeat this process several times, until the value of the asset is decreased to zero. If you perform partial activity on a remaining asset, the remaining asset becomes the original asset for the current partial activity. The application creates a new remaining asset, and repeats all activity outlined above.

Note: When you transfer an asset in its entirety and treat it as a disposal, the application creates a disposed asset with the same System Number as the original asset, but with a new extension. However, in this case the disposed asset with the new extension does not take the place of the original asset and is only visible in the Disposal report.

Understanding Activity Codes

Activity Code is an important field, it indicates the activity status of an asset. Activity Codes are automatically assigned during asset activity.

The activity status of an asset affects your ability to perform certain functions on the asset. It also affects how the asset appears in reports. For instance, after you have disposed of an asset, the Activity Code of that asset changes from Active to Disposed. Once disposed, you cannot perform any asset functions on the asset. The asset appears on most reports indefinitely. Two exceptions to this rule are the Depreciation Expense report and the Adjusted Current Earnings report, where a disposed asset appears on the report only until the end of the year in which it was disposed. On reports in which it does appear, the application flags the asset as disposed by placing a “D” in the Key Code column of the report.

Every activity status has a distinct code. Here is a chart outlining the activity statuses, their corresponding codes, their definitions, and the effects the statuses have on an asset’s activity.

Activity Code	Type	Definition
A	Active	Active Asset
D	Disposed	Disposed Asset
I	Inactive	Inactive Asset (other than codes F, J, K, L, M, and N)
F	Whole	Asset that was disposed of when fully transferred and is inactive
J	Partial	Asset that was partially disposed of and is inactive
K	Whole	Asset that was fully transferred to another company or within the company and is inactive
L	Partial	Asset that was partially transferred to another company and is inactive
M	Partial	Asset that was partially transferred within the company and is inactive
N	Partial	Asset that was disposed of when partially transferred and is inactive

Disposing Assets

When you sell, exchange, abandon, retire, or in some other way dispose of an asset, you must inform the application of the transaction so it can calculate the gain or loss and halt depreciation on the asset. The application automatically calculates depreciation through the disposal date, so you don’t have to update current depreciation before disposing of the asset.

The application indicates that an asset is disposed in many ways. In reports, it displays the code for a disposal in the Key Code Column. The code for a standard disposal is “d.” To signify disposed assets, the application also displays the word “Disposed” in the Status field of the asset when in Asset Detail. In the Asset List, it displays the word “Disposed” in the Status column of the asset. If the asset is partially disposed or partially transferred, the application displays the word “Partial,” instead of “Disposed.”

You can perform bulk disposals or individual disposals.

In addition to performing disposals of entire assets, you can also perform partial disposals of assets. This is extremely useful when you group assets at acquisition time (quite often for inexpensive parts or for assets with various components) and enter them into the application as one record rather than entering them as individual records. To perform a partial disposal, you must use the individual disposal method. See "Disposing Individual Assets," page 7-4.

Note: Resetting depreciation affects the two types of disposals differently, depending on whether it was a disposal of a partial asset or an entire asset. When you reset depreciation for a partially disposed asset (or for a group containing partially disposed assets), the application retains the disposal information. Resetting depreciation on partially disposed assets does not cancel the disposal. However, when you reset depreciation on an asset that was entirely disposed, the disposal is canceled. For information on canceling a disposal, see "Deleting Asset Transactions," page 7-31.

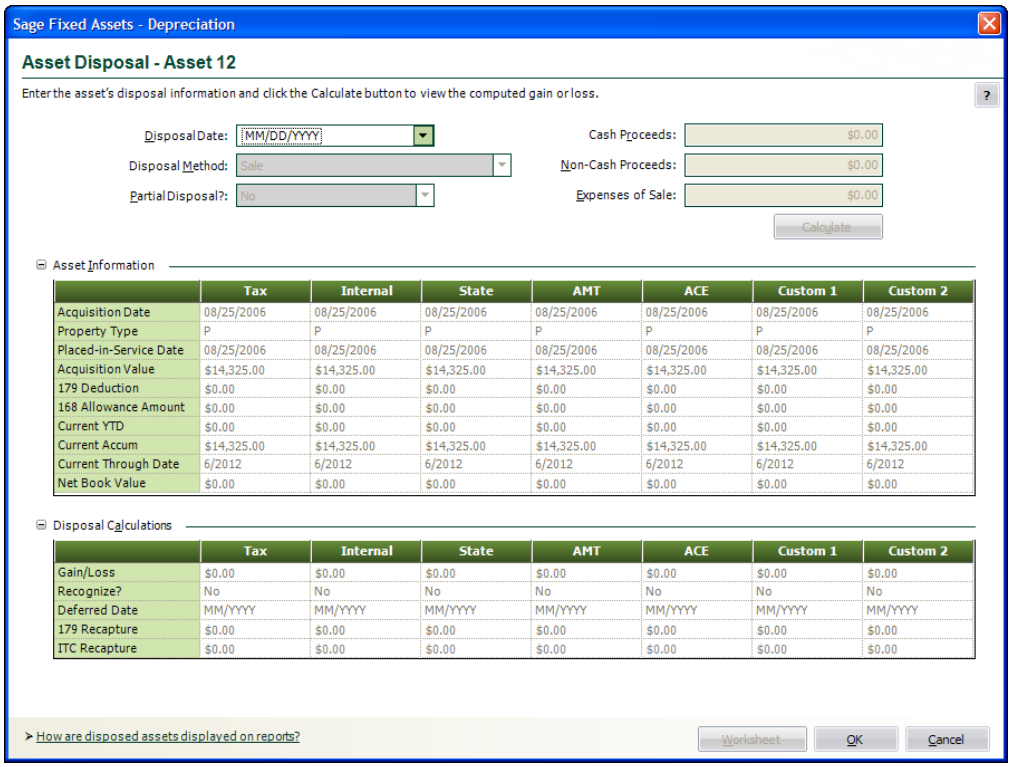
Disposing Individual Assets

You can perform whole or partial disposals on individual assets by selecting Dispose from the Asset menu. For an explanation of how partial disposals affect an asset and its extension, see "Understanding Asset Identification," page 7-1.

To perform a full disposal of an individual asset

1. Do one of the following:
   - In the Asset List, select the asset you want to dispose.
   - Display the asset you want to dispose in Asset Detail.
2. Do one of the following:
   - Select Asset/Dispose from the menu bar.
   - Click the Dispose an Asset task on the navigation pane.

The Asset Disposal dialog appears.



	Tax	Internal	State	AMT	ACE	Custom 1	Custom 2
Acquisition Date	08/25/2006	08/25/2006	08/25/2006	08/25/2006	08/25/2006	08/25/2006	08/25/2006
Property Type	P	P	P	P	P	P	P
Placed-in-Service Date	08/25/2006	08/25/2006	08/25/2006	08/25/2006	08/25/2006	08/25/2006	08/25/2006
Acquisition Value	$14,325.00	$14,325.00	$14,325.00	$14,325.00	$14,325.00	$14,325.00	$14,325.00
179 Deduction	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
168 Allowance Amount	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Current YTD	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Current Accum	$14,325.00	$14,325.00	$14,325.00	$14,325.00	$14,325.00	$14,325.00	$14,325.00
Current Through Date	6/2012	6/2012	6/2012	6/2012	6/2012	6/2012	6/2012
Net Book Value	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

	Tax	Internal	State	AMT	ACE	Custom 1	Custom 2
Gain/Loss	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Recognize?	No	No	No	No	No	No	No
Deferred Date	MM/YYYY	MM/YYYY	MM/YYYY	MM/YYYY	MM/YYYY	MM/YYYY	MM/YYYY
179 Recapture	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ITC Recapture	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

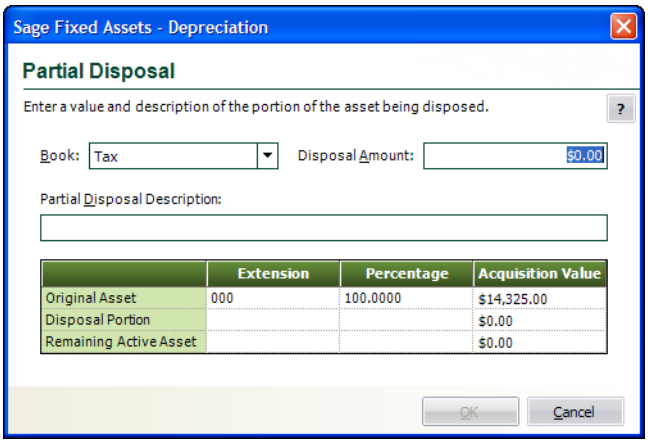
3. Complete the Asset Disposal dialog, making sure to specify No in the Partial Disposal field. See "Completing the Asset Disposal Dialog," page 7-6.
4. Click the Calculate button. The application calculates depreciation for the disposed asset and displays the new figures in the appropriate fields.
5. Click OK to save the disposal information and close the Asset Disposal dialog.

   A message confirms the disposal and asks if you want to view the disposal information on the Transactions tab.
6. Click Yes to view the disposal information on the Transactions tab; otherwise, click No.

To perform a partial disposal of an individual asset

1. Do one of the following:
   - In the Asset List, select the asset you want to dispose.
   - Display the asset you want to dispose in Asset Detail.
2. Do one of the following:
   - Select Asset/Dispose from the menu bar.
   - Click the Dispose an Asset task on the navigation pane.

   The Asset Disposal dialog appears.
3. Complete the Disposal Date and Disposal Method fields on the Asset Disposal dialog.
4. Specify Yes in the Partial Disposal field. The Partial Disposal dialog appears.



5. Complete the Partial Disposal dialog, and then click OK to return to the Asset Disposal dialog. See "Completing the Partial Disposal Dialog," page 7-8.

   The Partial Disposal field is now set to Yes. If you need to edit the Partial Disposal dialog, go back to the Partial Disposal field and select the Edit option that is now available.

6. Complete the rest of the Asset Disposal dialog.

7. Click the Calculate button. The application calculates depreciation for the disposed asset and displays the new figures in the appropriate fields.

8. Click OK to save the disposal information and close the Asset Disposal dialog.

   A message confirms the disposal and asks if you want to view the disposal information on the Transactions tab.

9. Click Yes to view the disposal information on the Transactions tab; otherwise, click No.

Completing the Asset Disposal Dialog

Follow the guidelines below to complete the Asset Disposal dialog.

To view this dialog, select Asset/Dispose from the menu bar. To view disposal information, select the Transactions tab of the disposed asset.

- **Disposal Date (Required Field)**
  Use this field to enter the date of the asset disposal in MM/DD/YYYY format. The application uses this date and the appropriate averaging convention to calculate gain or loss on the disposal. If you enter a date prior to the asset's Current Through Date, the application recalculates depreciation as of the disposal date. The disposal date must be on or after the Beginning Date and after the Period Close Date, if any.

Note: If the asset uses a "Plus 168" depreciation method, the disposal date cannot occur in the same year that you placed the asset in service. This is to comply with IRS regulations on claiming the Section 168 Allowance. If the disposal date is in the placed-in-service year, you must first change the depreciation method in all books so that the asset does not take the 168 Allowance. Then you can enter the disposal information.

- **Disposal Method**
  Use this field to select the disposal method. The disposal method you select determines how the application treats the default gain or loss treatment of the disposed asset. For a full description of each disposal method, see the online Help or "Disposal Methods," page A-24.

- **Partial Disposal**
  Use this field to specify whether this disposal is a full disposal of the acquisition value or a partial disposal of the acquisition value. Select Yes to perform a partial disposal. The Partial Disposal dialog appears.

- **Cash Proceeds**
  Use this field to enter the dollar amount of all cash received plus the value of any debts or other liabilities assumed by the buyer. If the disposal is a like-kind exchange, also include the value of any property received that is not like-kind.

- **Non-cash Proceeds**
  Use this field to enter the dollar value of any non-cash items received. If the disposal is a like-kind exchange, include the value of any like-kind property received.

- **Expenses of Sale**
  Use this field to enter the dollar amount of direct expenses incurred in selling or otherwise disposing of the asset. The application adds this amount to the asset's basis when calculating the gain or loss reported on Form 4797—Sales of Property worksheet, which is accessible through the Reports menu.

- **Calculate Button**
  Click this button to calculate the gain or loss on the disposal.

Asset Information

The application uses these fields to display relevant information about the asset.

Disposal Calculations

The application uses these fields to display the gain/loss calculations.

- **Gain/Loss**
  This field displays the realized gain or loss on the disposal after the calculation is complete. The disposal method determines the realized gain or loss. You can override the amount by entering your own figure. Precede a negative number with a negative sign; do not enclose a loss amount in parentheses.

- **Recognize?**
  Use this field to specify the appropriate recognition choice. If you want the application to recognize a gain or loss (that is, report on it in the tax and company books), select Yes.

  You can also specify Defer to defer the recognition until a later date. Defer causes the application to enable the Deferred Date field below the Recognize field. Based on the disposal method you choose, the application automatically sets the Recognize field to the default. For default settings, see "Gain or Loss Recognition Defaults," page A-28.

- **Deferred Date**
  The application enables this field only if you specified Defer in the Recognize field. Enter the month and year for which you want the gain or loss to be recognized. The asset will appear on the Form 4797 in the year entered.

Note: The Deferred Date must be later than the Disposal Date.

- **Section 179 Recapture**
  This field displays the Section 179 recapture amount as required by tax law. If an asset has taken Section 179 expense and the Section 179 recapture rules apply, you can enter another amount to override the calculated amount. The amount in this field is carried to the Form 4797—Sales of Property worksheet, accessible through the Reports menu.

- **ITC Recapture**
  The application uses this field to determine the amount of ITC to add back to the asset's basis when calculating gain/loss as required by tax law (if you took ITC on the asset and disposed of the asset before the end of its recovery life). To see the amount of ITC recapture tax, see the Form 4255—ITC Recapture worksheet, which is accessible through the Reports menu.

- **Worksheet Button**
  Click this button at the bottom of the Asset Disposal dialog to view a detailed calculation of the gain or loss amount.

Completing the Partial Disposal Dialog

Follow the guidelines below to complete the Partial Disposal dialog.

- **Book**
  Use this field to select the book that contains the Acquisition Value you want to use to calculate a disposal percentage to apply to the partial disposal.

- **Disposal Amount**
  Use this field to enter the disposal dollar amount. This amount must be less than the Acquisition Value of the asset for the selected book.

- **Partial Disposal Description**
  Use this field to enter a brief description to help you identify this disposal, or to identify which portion of the asset is being disposed, if desired.

- **Original Asset, Disposal Portion, and Remaining Active Asset**
  The fields in this section are for the display of partial disposal information only; you cannot edit them. Each field explained below heads a column containing the rows Original Asset, Disposal Portion, and Remaining Active Asset.

  - **Extension**
    This field displays the asset extension assigned to the related piece of the disposed asset heading each row.

  - **Percentage**
    This field displays the percentage of the asset contained in the related piece of the disposed asset heading each row.

  - **Acquisition Value**
    This field displays the Acquisition Value of the asset for the related piece of the disposed asset heading each row.

Performing Bulk Disposals

A bulk disposal occurs when you sell multiple assets for one selling price. When this occurs, the cash proceeds, non-cash proceeds, and selling expenses must be prorated for the individual assets. Prorating is based on the percentage of the acquisition value of each asset selected over the total acquisition value of all the assets selected.

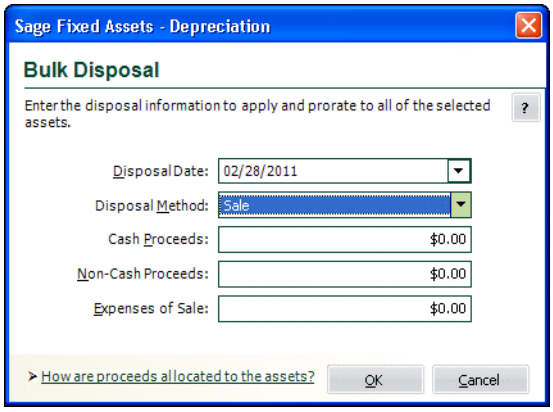
To dispose in bulk, you can select assets from the Asset List, or you can create a group for the assets that you want to dispose. If you create a group of assets to dispose, display that group in the Asset List and select all assets.

You cannot dispose of an inactive asset. If you've run depreciation back to an inactive extension of an asset, you cannot perform a bulk disposal. You must reset depreciation to a date when all the assets in your bulk disposal group are active.

To perform a bulk disposal

1. In the Asset List, select the assets that you want to include in the bulk sale.
2. Do any of the following:
   - Select Asset/Bulk Disposal from the menu bar.
   - Click the Bulk Dispose Assets task on the navigation pane.

   The Bulk Disposal dialog appears.



Note: The Bulk Disposal menu item is not activated unless you select at least two or more assets.

3. Complete the Bulk Disposal dialog. "Completing the Bulk Disposal Dialog," page 7-9.
4. Click OK. The application displays the Bulk Disposal report in the report viewer.

Completing the Bulk Disposal Dialog

Follow the guidelines below to complete the Bulk Disposal dialog.

- **Disposal Date**
  Type the date of the asset disposal in MM/DD/YYYY format. The application uses this date when calculating gain or loss on the disposal. It applies the appropriate averaging convention.

- **Disposal Method**
  Use this field to select the disposal method. The disposal method you select determines the default gain or loss treatment of the disposed assets. For a full description of each disposal method, see "Disposal Methods," page A-24. The application applies the selected disposal method to all of the assets you have selected for the bulk disposal. However, you can edit the Disposal Method field after you have completed the bulk disposal.

  Note: When you perform a bulk disposal, the Like-Kind Exchange and Involuntary Conversion disposal methods are unavailable.

- **Cash Proceeds**
  Enter the dollar amount of all cash received plus the value of any debts or other liabilities assumed by the buyer.
- **Non-Cash Proceeds**
  Enter the dollar value of any non-cash items received.
- **Expenses of Sale**
  Enter the dollar amount of direct expenses incurred in selling or otherwise disposing of the assets. The application adds this amount to the bases of the assets when calculating the gain or loss reported on the Form 4797—Sales of Property worksheet.

Like-Kind Exchanges and Involuntary Conversions After 1/2/2000

A like-kind exchange is a type of disposal that occurs when two parties exchange assets that are similar in nature. The exchange can include the receipt of money or other dissimilar property.

Note: After December 31, 2017, updated IRS guidelines state that Like-Kind Exchanges can only be used for real property unless:

(1) the relinquished property was disposed on or before December 31, 2017; or

(2) the replacement property was acquired on or before December 31, 2017.

In 2000, the IRS issued new guidelines concerning property received in a like-kind exchange or an involuntary conversion. If you exchange a MACRS asset for a similar asset, for depreciation purposes the newly acquired asset "steps into the shoes" of the asset that you give up. If cash or its equivalent ("boot") is paid at the time of the exchange, the newly acquired asset is depreciated as if it were two separate assets:

- **Asset #1:** This asset is a continuation of the asset given up in the exchange. It has the same placed-in-service date, acquired value, averaging convention, and recovery period as the original asset.
- **Asset #2:** This asset is treated as a new asset received in the exchange. It has an acquired value that is equal to the basis in the new asset less the adjusted basis in the original asset. (Generally, this is the amount of any boot paid.) The new asset's placed-in-service date is the date on which the exchange occurred. This asset should be assigned an appropriate depreciation method and a new recovery period starting with its new placed-in-service date.

If no boot is paid at the time of the exchange, the newly acquired asset is depreciated as a single asset, with the same attributes as Asset #1 above.

These IRS guidelines allow you to depreciate the newly acquired property faster than under the old rules (as long as the original asset had not been fully depreciated).

Note: The new IRS rules are mandatory for all qualifying exchanges after 1/2/2000. Therefore, if you are using either of the user-defined books (Custom 1 and 2) and you are using a MACRS method (MF, MT, or AD), the application assumes that the book is a Tax book and will treat the disposal according to the new rules.

Example:

In January 2018, XYZ Manufacturing traded a building they had purchased in 2003, along with $45,000 in cash, for a similar building with a fair market value (FMV) of $80,000. The information regarding the exchanged buildings is as follows:

Old Building

Cost:	$80,000
Accumulated Depreciation:	30,684
Net Book Value:	$49,316

XYZ Manufacturing, Inc. calculates the basis of the new building received in the exchange as follows:

New Building

	Net Book Value of original building	$49,316
plus	Cash paid	45,000
	Basis of newly acquired building	$94,316

Under the IRS guidelines, for depreciation purposes the corporation has two buildings on its books:

- "Building #1 has a placed-in-service date of 2003, an acquired value of $80,000, accumulated depreciation of $30,684, and a recovery period of 39 years. It continues to be depreciated as if it were the original building.
- "Building #2 has a placed-in-service date of January 2018, an acquired value of $45,000 ($94,316 minus $49,316), and a recovery period of 39 years. It is depreciated as a newly acquired asset.

Entering a Like-Kind Exchange or an Involuntary Conversion

Entering a like-kind exchange or involuntary conversion in the application is a two-step process:

1. Dispose of the asset given up in the exchange.
2. Enter the asset(s) received in the exchange.

Note: If you are exchanging a vehicle before 1/1/2018 that qualifies for the luxury car limits, see "Luxury Cars and Like-Kind Exchanges," page 7-14.

To enter a like-kind exchange or an involuntary conversion after 1/2/2000

Step 1: Dispose of the original asset

1. Make sure you have depreciated the asset to be disposed through the month-end prior to the exchange.
2. Print the asset information for the Main tab, and note the amount of Current Year-to-Date and Current Accumulated Depreciation taken on the asset prior to the exchange for each book used for tax purposes. These books include the Tax, ACE, AMT, and State books, and possibly Custom 1 and Custom 2 books. This is important information that you will need when entering the new asset(s) received in the exchange.
3. Select the asset that you are disposing, and go to Asset Detail for that asset.
4. Click the Dispose an Asset task on the navigation pane. The Asset Disposal dialog appears.
5. In the Disposal Method field, select Like-Kind Exchange: Post-1/2/2000 (or Involuntary Conversion: Post-1/2/2000) if you want to apply the new IRS guidelines.
6. Complete the Asset Disposal dialog.

Note: If you select Like-Kind Exchange: Post-1/2/2000 or Involuntary Conversion: Post-1/2/2000 in the Disposal Method field, the Partial Disposal field is not available.

7. Click the Calculate button, and then click OK to close the Asset Disposal dialog.

Step 2: Enter the newly acquired asset

This next step may consist of two parts if you are required to depreciate the newly acquired asset as if it were two assets.

Step 2(a)

In Step 2(a), you enter the portion of the newly acquired asset that is treated as a continuation of the asset given up in the exchange. You should perform Step 2(a) whether or not boot was paid.

1. Click the Add an Asset task on the navigation pane.
2. In the Description field, enter a description of the newly acquired asset.
3. In the Acquired By field, click the Exchange or Conversion option button to indicate the asset was acquired in an exchange.

Note: Clicking the Exchange or Conversion option button tells the application that this asset should not appear on any reports that are run prior to the date the asset was received in the exchange.

4. In the books used for tax purposes (for example, the Tax, AMT, and State books), enter the same Property Type, Placed-in-Service Date, Acquisition Value, Depreciation Method, and Estimated Life as for the original asset (that is, the asset given up in the exchange). (For more about entering information in the ACE book, see "ACE Book," page 7-13.)

Note: If this asset is personal property before 1/1/2018, be sure that the MACRS averaging convention is correctly set in the Edit Company dialog before you depreciate the asset for the first time. The averaging convention should be the same as the one used by the original asset.

5. In the Beginning Date field, enter the month-end prior to when the exchange occurred. For example, if the exchange occurred on October 15, 2007, enter September 30, 2007 (assuming a monthly accounting cycle).
6. In the Beginning Year-To-Date field, enter the amount of depreciation already claimed on the original asset in the year of the exchange. This is the information calculated above in Step 1 (Dispose of the original asset) when you disposed of the original asset. The Beginning Year-to-Date depreciation is the amount of depreciation taken from the first day of the disposal year through the Beginning Date entered in step 5.
7. In the Beginning Accumulated field, enter the amount of depreciation that was taken on the original asset plus the amount entered in the Beginning Year-to-Date field above. For example, if the exchange occurred on October 15, 2007, enter the depreciation taken from the original asset's placed-in-service date through September 30, 2007.
8. If boot was paid, in the Internal book (and any other financial book), enter $0 in the Acquisition Value field and NO in the Depreciation Method field. (If boot was paid, this asset exists only for tax purposes, not for financial purposes.)

   If boot was not paid, follow the instructions for steps 3 and 6 under 2(b) below for entering information in the Internal book. You do not need to create a second asset.
9. Click the Save Asset button to save the information.

ACE Book

If you have accepted our default of NONE in the Emulate Book field for the ACE book on the Book Defaults tab of the New Company (or Edit Company) dialog, you must make the following changes in the ACE book when entering the newly acquired asset.

Note: If you have already changed the Emulate Book field for the ACE book to "AMT: Post-1993," you should apply the instructions given above for the books used for tax purposes to the ACE book and ignore the instructions below.

When entering the portion of the newly acquired asset that is treated as a continuation of the asset given up in the exchange, you must do the following in the ACE book:

1. Click the Add an Asset task on the navigation pane.
2. Change the Depreciation Method from NO to OC (Own Calculation).
3. In the Beginning Date field, enter the month-end prior to when the exchange occurred. (This is the same date as entered in the Tax book.)
4. In the Beginning Year-To-Date and the Beginning Accumulated fields, accept the default entry of zero.

Step 2(b)

In Step 2(b), you enter the portion of the newly acquired asset that is treated as a new asset. This step is necessary only if boot is paid, or if you are entering the newly acquired asset in the Internal book for GAAP purposes (see step 8 above).

1. Click the Add an Asset task on the navigation pane.
2. In the Description field, enter a description of the newly acquired asset.

Note: In order to link this asset to the first asset, use the Description field and/or the Asset ID fields. This is important because the two assets actually represent one physical asset. If this asset is disposed in the future, you must locate and dispose both assets.

3. In the Placed-in-Service Date field, enter the date on which the exchange occurred.
4. In the Tax book, enter an appropriate depreciation method and recovery period based on the new placed-in-service date.
5. In the Tax book, enter an Acquisition Value equal to the basis in the newly acquired asset less the adjusted basis in the original asset. This amount is generally the same as the cash paid for the new asset. If only like-kind property was exchanged (that is, no additional payment was made), enter an Acquisition Value of $0 and NO in the Depreciation Method field.

Note: Do not enter anything in the Beginning Depreciation fields (Beginning Date, Beginning Year-to-Date, and Beginning Accumulated).

6. In the Internal book, enter an Acquisition Value equal to the basis calculated for financial purposes, and enter an appropriate depreciation method and recovery period.
7. Click the Save Asset button to save the information.

Note: The current implementation of the like-kind exchange and involuntary conversion feature has the following limitations:

The Partial Disposal field is unavailable when you select either Like-Kind Exchange: Post-1/2/2000 or Involuntary Conversion: Post-1/2/2000 in the Disposal Method field.

The application does not support the updated IRS guidelines for like-kind exchanges and involuntary conversions for assets that have been transferred in the fiscal year in which the disposal occurs.

Luxury Cars and Like-Kind Exchanges

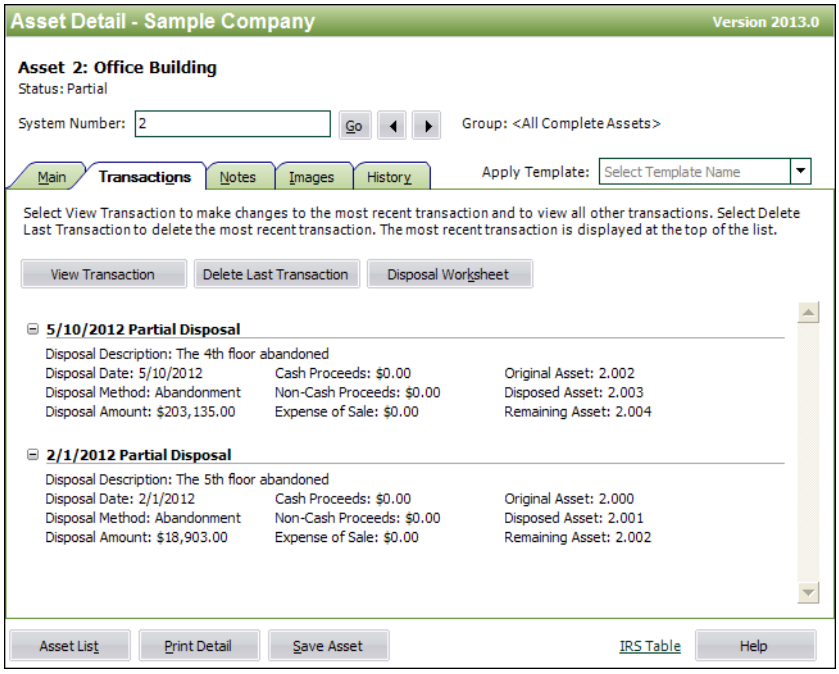
If you are entering a luxury car that was received in a like-kind exchange before 1/1/2018 or involuntary conversion, you should consider entering it as one asset, rather than two assets, with a placed-in-service date of the exchange, in order to ensure that the application correctly applies the luxury auto limits. The Acquisition Value of this asset should be the full basis in the newly acquired asset. Using this approach, you should not select Yes in the Exchange field, and there is no need to enter any data in the Beginning Depreciation fields. The IRS has not yet issued regulations on this issue.

Editing Disposal Information

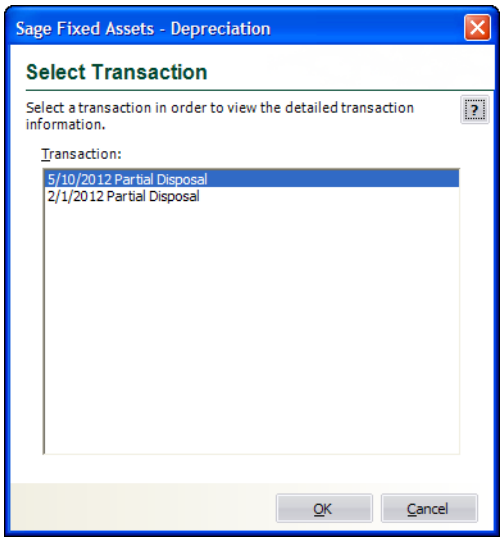
You can change disposal information after you perform a disposal of an asset.

To edit disposal information

1. Go to Asset Detail for the disposed asset.
2. Click the Transactions tab.



3. Click the View Transaction button. If there is more than one event on the Transactions tab, the Select Transaction dialog appears.



4. Select the disposal transaction that you want to edit, and then click OK. The Asset Disposal dialog appears.

Note: You can edit only the most recent transaction. If you select an earlier transaction, you can view the information but you cannot edit it.

5. Edit any of the fields, and then click OK. The application displays a message asking you to confirm your changes.
6. Click the Yes button to confirm the changes to the disposal information.

Please note the following limitations on editing disposal information:

- When you perform a partial disposal of an asset more than once, you can edit only the most recent disposal information. You cannot edit the previous partial disposal information.
- You cannot edit disposal information after you perform a transfer as a disposal. For information on performing a transfer as a disposal, see "Transfer as a Disposal," page 7-26.
- You cannot edit disposal information after you disposed the asset during a Like-Kind Exchange or an involuntary conversion. For more information, see "Like-Kind Exchanges and Involuntary Conversions After 1/2/2000," page 7-10.

To change the disposal information in these three situations, you must select Delete Last Transaction from the Asset menu and re-enter the disposal data.

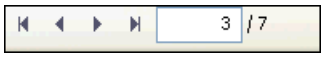
Viewing the Disposal Calculation

You can view a detailed worksheet of the calculations used to determine the gain or loss for an individual asset.

To view the disposal calculation

1. Display the Asset Detail view for the disposed asset.
2. Select the Transactions tab. For more information, see "The Transactions Tab of Asset Detail," page 3-22.
3. Click the Disposal Worksheet button. The Disposal Worksheet appears in the report viewer.

The system initially displays the worksheet for the Tax book. However, you can view the worksheet for each of the seven books by clicking the page scroll buttons at the top of the report.



You can also print the worksheet by clicking the Print Report button on the report viewer. For more information about viewing and printing the worksheet, see "Viewing a Report," page 9-28.

Viewing Past Conditions and Extension Numbers of Partially Disposed Assets

All asset extensions are descendants of the original asset as identified by the core System Number. Asset extension numbers reveal the evolution of an asset. As partial activity occurs on an asset, such as a partial disposal or a partial transfer, the application creates one or more new asset extension numbers to reflect the changing condition of the original asset. In the Asset List, only the core System Number is displayed. In Asset Detail, only the current extension of a core System Number

is immediately visible. However, you can view past extension numbers and conditions of an asset on the Transactions tab in Asset Detail.

Another way to view asset history is by running the Asset Status report. See "Viewing Asset Status History," page 6-35. For a full discussion of asset extension numbers, see "Understanding Asset Identification," page 7-1.

To view past conditions and extension numbers of partially disposed assets

1. In Asset Detail, display the asset's core System Number.
2. Click the Transactions tab.
3. Click the View Transactions button to view the partial disposal information.

   If more than one transaction exists for the asset, the Select Transaction dialog appears.
4. Select the transaction that you want to view, and then click OK.

   The Asset Disposal dialog appears. The title of the dialog displays the asset's extension number (for example, Asset Disposal - Asset 23.003).

Viewing Current-Year Disposals

You can specify a range of disposal dates when you run the Disposal report. For example, you can run the report for assets disposed in the current year.

To view only current-year disposals

1. Select Reports/Standard Reports/Disposal from the menu bar. The Report Definition dialog appears.

   Notice the Run for Assets Disposed field, which contains two fields for entering dates.
2. In the From field, enter the beginning date of the current fiscal year.
3. In the To field, enter the ending date of the current fiscal year.
4. Complete the remaining fields on the Report Definition dialog, and then click the Run Report button.

The application either displays the Disposal report in the report viewer or sends the Disposal report to the default printer, or both. The Disposal report now includes only those assets disposed during the current fiscal year. Notice that the range of dates that you entered appears beneath the title of the report.

Deleting Asset Disposals

For information on the best way to delete transactions, see "Deleting Asset Transactions," page 7-31. To delete disposal information, you can also delete the entire asset. Deleting the asset deletes the core System Number and all extensions of it. However, we do not generally recommend deleting assets.

Transferring Assets

You can transfer assets within a company or between one company and another. The first type of transfer is called an intracompany transfer. The second type of transfer is called an intercompany

transfer. When you perform either type of transfer, the application automatically calculates depreciation through the transfer date. Therefore, you do not need to update current depreciation before transferring the asset.

There are four ways to handle the transfer of an asset, for either intercompany transfers or intracompany transfers:

- You can perform a standard whole asset transfer, which inactivates the original asset.
- You can transfer a whole asset and treat the transferred portion as both a transfer and a disposal. This method makes it easier to prepare separate company profit and loss statements.
- You can partially transfer an asset.
- You can partially transfer an asset and treat the transferred portion as both a transfer and a disposal. This method makes it easier to prepare separate company profit and loss statements.

Types of Transfers

The charts below outline the many ways in which the application handles the possible transfer types. An intracompany transfer is a transfer within the same company; an intercompany transfer is a transfer from one company to another within the same Sage Fixed Assets application.

Whole Transfer	
Original Asset	Depreciates up to month-end prior to transfer date.
	Displays transfer-out date on the Transactions tab.
	Status = Transferred*
	Current accumulated depreciation and current YTD depreciation are calculated through one month before transfer date; therefore, depreciation for the month of the transfer applies to the new transferred asset.
	When you transfer an asset, the Current Through Date field displays the month-end prior to the month in which the transfer occurs. After you calculate depreciation for the month in which the transfer occurs, the Current Through Date field displays that month-end date. **Example:** You transfer the asset on 06/15/07. The Current Through Date field displays 05/2007. After you calculate depreciation for June 2007, the Current Through Date field displays (and will continue to display) 06/2007.
Transferred Asset	Status = Active
	Beginning YTD depreciation = 0
	Beginning accumulated depreciation = original asset's current accumulated depreciation
	Beginning date = original asset's through date (month-end prior to transfer date)

* Transferred status is a type of inactive status that allows the asset to be included in depreciation calculations through the end of the fiscal year in which the transfer took place (if the asset was not already fully depreciated). It prevents values such as acquisition value and depreciable basis from being double counted.

Partial Transfer	
Original Asset	Depreciates up to month-end prior to transfer date.
	Displays transfer-out date on the Transactions tab.
	Status = Transferred*
	Current accumulated depreciation and current YTD depreciation are calculated through one month before transfer date; therefore, depreciation for the month of the transfer applies to the new transferred asset.
	When you transfer an asset, the Current Through Date field displays the month-end prior to the month in which the transfer occurs. After you calculate depreciation for the month in which the transfer occurs, the Current Through Date field displays that month-end date. **Example:** You transfer the asset on 06/15/07. The Current Through Date field displays 05/2007. After you calculate depreciation for June 2007, the Current Through Date field displays (and will continue to display) 06/2007.
Transferred Asset	Status = Active.
	Beginning YTD depreciation = 0.
	Beginning accum. depreciation = percentage share of original asset's current accumulated depreciation.
	Beginning date = original asset's through date (month-end prior to transfer date).
Remaining Asset	Status = Active
	Beginning YTD depreciation = percentage share of original asset's current YTD depreciation for transfer year.
	Beginning accumulated depreciation = percentage share of original asset's current accumulated depreciation.
	Beginning date = original asset's through date (month-end prior to transfer date).

* Transferred status is a type of inactive status that allows the asset to be included in depreciation calculations through the end of the fiscal year in which the transfer took place (if the asset was not already fully depreciated). It prevents values such as acquisition value and depreciable basis from being double counted.

Transfers and Depreciation Example

The following example illustrates how the application divides depreciation amounts between the original asset and the transferred asset.

You place an asset in service in January 1, 2007. The acquisition value is $12,000, its estimated life is 10 years, and it uses the straight-line depreciation method.

The depreciation for the first year would be $100 per month, or $1,200 at the end of the year (assuming a calendar-year company).

However, on August 8, you transfer the asset within the company. The company now has two assets: the original asset and the transferred asset.

Original Asset

The application depreciates the original asset up to the month end prior to the transfer date. Therefore, it calculates seven months of depreciation up to July 31, 2007, and it enters $700 in the Current YTD field and the Current Accum field.

Transferred Asset

The depreciation for the month of the transfer is applied to the new transferred asset. When you calculate depreciation for December 31, 2007, the transferred asset receives five months of depreciation (August through December). The application enters the following amounts in the depreciation fields of the transferred asset:

Beginning YTD	$0
Beginning Accum	$700
Current YTD	$500
Current Accum	$1,200

Note that the amount in the Beginning Accum field represents the amount in the original asset's Current Accum field. The amount in the Current YTD field represents the five months of depreciation from August to December. Note also that the transferred asset has a Beginning Date of 07/2007.

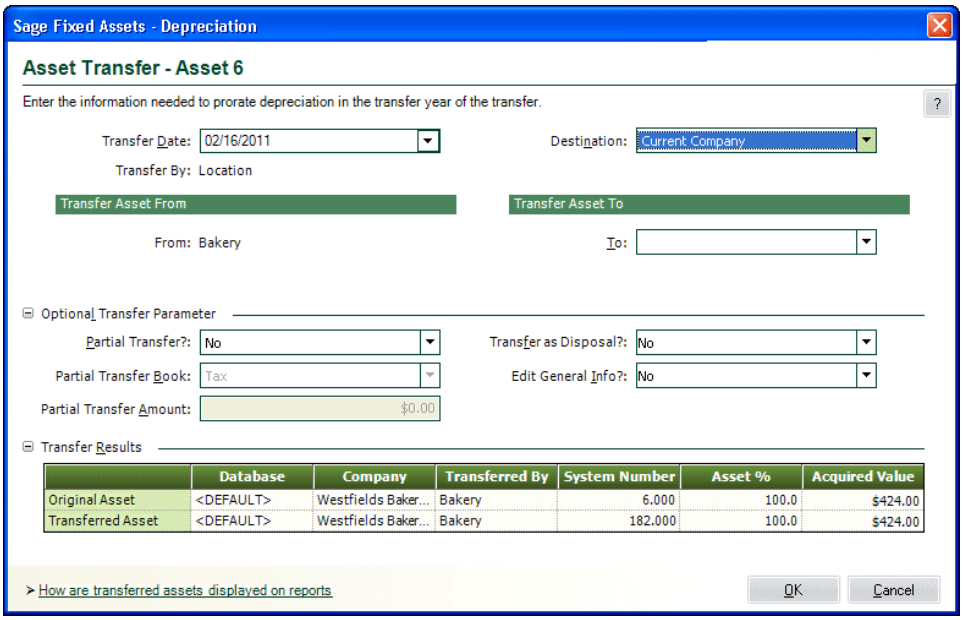
Transferring a Single Asset

You can perform a standard whole asset transfer, which inactivates the original asset. You can also transfer a whole asset and treat the transferred portion as both a transfer and a disposal.

To transfer a whole asset

1. Do one of the following:
   - In the Asset List, select the asset you want to transfer.
   - Display the asset you want to transfer in Asset Detail.
2. Do one of the following:
   - Select Asset/Transfer from the menu bar.
   - Click the Transfer an Asset task on the navigation pane.

The Asset Transfer dialog appears.



3. Complete the Asset Transfer dialog. See "Completing the Asset Transfer Dialog," page 7-22.

   If you want to treat the transferred portion of the asset as a disposal, you must select Yes in the Disposal field. Doing so causes the Transfer as a Disposal dialog to appear. Complete the dialog, then click OK to return to the Asset Transfer dialog. See "Completing the Transfer as a Disposal Dialog," page 7-27. After you return to the Asset Transfer dialog, the Disposal field is set to Yes. If you need to edit the Asset Disposal dialog, go back to the Disposal field and select the Edit option that is now available.

   If you want to change any of the general information fields in the new asset, you can do so during the transfer process. Specify Yes in the Edit General Info field. The Edit General Information dialog will appear. For more information, see "Completing the Edit General Information Dialog," page 7-28.

   The application calculates depreciation for the transferred asset and displays the new figures in the appropriate fields.

4. Click OK to save the transfer information and close the Asset Transfer dialog.

   A message confirms the transfer and asks if you want to view the transfer information on the Transactions tab. For more information, see "The Transactions Tab of Asset Detail," page 3-22.

5. Click Yes to view the transfer information on the Transaction tab; otherwise, click No.

To partially transfer an asset

You can partially transfer an asset. You can also partially transfer an asset and treat the transferred portion as both a transfer and a disposal.

1. Do one of the following:
   - In the Asset List, select the asset you want to transfer.
   - Display the asset you want to transfer in Asset Detail.
2. Do one of the following:

- Select Asset/Transfer from the menu bar.
- Click the Transfer an Asset task on the navigation pane.

The Asset Transfer dialog appears.

3. Complete the Asset Transfer dialog, making sure to specify Yes in the Partial Transfer field. The system displays the Partial Transfer Book and Partial Transfer Amount fields. See "Completing the Asset Transfer Dialog," page 7-22.

4. Complete the rest of the Asset Transfer dialog.

   If you want to treat the transferred portion of the asset as a disposal, you must specify Yes in the Disposal field. Doing so causes the application to display the Transfer as a Disposal dialog. Complete the dialog, then click OK to return to the Asset Transfer dialog. See "Completing the Transfer as a Disposal Dialog," page 7-27. After you return to the Asset Transfer dialog, the Disposal field is set to Yes. If you need to edit the Asset Disposal dialog, go back to the Disposal field and select the Edit option that is now available.

   If you want to change any of the general information fields in the new asset, you can do so during the transfer process. Specify Yes in the Edit General Info field. The Edit General Information dialog will appear. For more information, see "Completing the Edit General Information Dialog," page 7-28.

   The application calculates depreciation for the transferred asset and displays the new figures in the appropriate fields.

5. Click OK to save the transfer information and close the Asset Transfer dialog.

   A message confirms the transfer and asks if you want to view the transfer information on the Transactions tab. For more information, see "The Transactions Tab of Asset Detail," page 3-22.

6. Click Yes to view the transfer information on the Transactions tab; otherwise, click No.

Completing the Asset Transfer Dialog

Follow the guidelines below to complete the Asset Transfer dialog, or to view transfer information.

- **Transfer Date**
  Enter the date of the transfer. The transfer date cannot occur before the current depreciation through date, since the application will last calculate depreciation for it through the end of the month preceding the transfer date. The transfer date is the date that ends depreciation for the original asset (the application calculates depreciation for it through the end of the month preceding the transfer date). Enter a date in MM/DD/YYYY format, or click the arrow button to display the pop-up calendar. The transfer date must be on or after the Beginning Date and after the Period Close Date on all open and closed books.

- **Destination**
  Use this field to indicate whether the transfer is an intercompany transfer (to another company) or an intracompany transfer (within the same company). If you select another company, the application automatically completes the Transfer By and From fields, and displays the Database section of the tab.

- **Transfer By**
  This field indicates which descriptive field you are using to perform the transfer. For instance, for an intracompany transfer, you can transfer an asset from one Location to another, or from one G/L Account number to another.

For an intracompany transfer, you use the Company Setup to indicate which descriptive field you want to use in this field. See "The Setup Information Section," page 4-8. For an intercompany transfer, this field is automatically set to Company.

- **Transfer Asset**
  - **From**
    This field displays the contents of the field displayed in the Transfer By field. For example, suppose you transfer assets between locations in your company. The application would display "Location" in the Transfer By field. In the From field, the application would display the name of the original location for the asset you are transferring (such as Store #2).
  - **Database**
    This field displays the original database for the asset that you are transferring. This field is visible only during an intercompany transfer.
  - **To**
    During an intracompany transfer, use this field to select the SmartList entry to which you want to transfer the asset. If you need to select another field for transferring the asset, see Transfer By field in the Edit Company dialog. See "The Setup Information Section," page 4-8. During an intercompany transfer, use this field to select the company to which you want to transfer the asset. If the company to which you want to transfer is contained in a database other than the current database, you must first change the Database field.
  - **Database**
    Use this field to select the database in which the destination company is located. This field is visible only during an intercompany transfer.
- **Optional Transfer Parameter**
  - **Partial Transfer?**
    Use this field to indicate whether the transfer is a partial transfer or a whole transfer. Specify No for a whole transfer; specify Yes for a partial transfer. If you specify Yes, the application displays the Partial Transfer Book and Partial Transfer Amount fields.
  - **Partial Transfer Book**
    This option is available only during a partial transfer. Select the book that contains the Acquisition Value you want to use in determining the transfer percentage that will apply to all other books during the transfer. Because each book can contain different Acquisition Values, you must tell the application which value to use to calculate the transfer percentage. For instance, if you select the Tax book Acquisition Value of an asset that is $100.00, and the transfer amount of the asset is $20.00, the application calculates a 20% transfer. The application applies a transfer percentage of 20% to the Acquisition Value amounts in the rest of the books.
  - **Partial Transfer Amount**
    This option is available only during a partial transfer. Enter a dollar value for the portion of the original asset being transferred. The dollar value is used to calculate the transfer percentage that applies to all books.
  - **Transfer as Disposal?**
    Use this field to indicate whether you want the application to treat the transferred portion of the asset as a disposal. If you select yes, the Transfer as a Disposal dialog appears. See "Completing the Transfer as a Disposal Dialog," page 7-27. Treating the transferred portion of the asset as a disposal causes the application to calculate a gain or loss on the original asset or on a portion of the original asset during a partial transfer. This gain or loss amount appears only on a disposal report.

- **Edit General Info?**
  Use this field to access the Edit General Information dialog. This dialog allows you to make changes to the descriptive fields of the transferred asset prior to creation. For instance, you can assign a new Owner. For details, see "Completing the Edit General Information Dialog," page 7-28.

- **Transfer Results**
  - **Original Asset, Transferred Asset, and Remaining Asset**
    These fields are for the display of transfer information only; you cannot edit them. Each field explained below heads a column containing the rows Original Asset, Transferred Asset, and Remaining Asset.
    - **Database**
      This field indicates the database in which the company containing the asset is located.
    - **Company**
      This field indicates the company containing the asset.
    - **Transferred By**
      This field indicates which descriptive field the application is using to conduct the transfer.
    - **System Number**
      This field indicates the System Number of the asset.
    - **Asset %**
      This field indicates the percentage of the original asset that this asset contains once the transfer has been completed.
    - **Acquired Value**
      This field indicates the Acquired Value of the asset once the transfer has been completed.

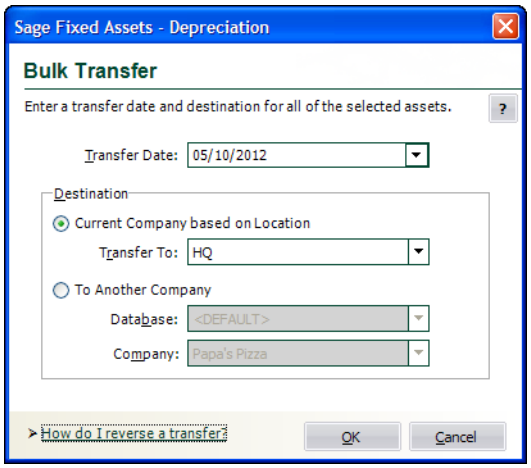
Transferring Multiple Assets

You can transfer multiple assets at once; this is called a "bulk transfer." All of the assets being transferred must have the same destination. The transfer can occur within the current company (an intracompany transfer), or from the current company to another company (an intercompany transfer).

To transfer multiple assets

1. Select the assets that you want to transfer in the Asset List.
2. Do any of the following:
   - Select Asset/Bulk Transfer from the menu bar.
   - Click the Bulk Transfer Assets task on the navigation pane.

   The Bulk Transfer dialog appears.



Note: The Bulk Transfer menu item and the Bulk Transfer Assets task are not available unless you select at least two assets.

3. Complete the Bulk Transfer dialog. See "Completing the Bulk Transfer Dialog," page 7-25.
4. Click OK. The Bulk Transfer report appears. For information about the Bulk Transfer report, see "Bulk Transfer Report," page 7-26.

Completing the Bulk Transfer Dialog

Follow the guidelines below to complete the Bulk Transfer dialog.

Note: You must first select the assets in the Asset List that you want to transfer *before* you complete the Bulk Transfer dialog.

- **Transfer Date**
  Use this field to enter the date of the transfer. Enter a date in MM/DD/YYYY format, or click the arrow button to display the pop-up calendar. Do not enter a date that is earlier than the placed-in-service date of any of the selected assets. Also, the transfer date cannot occur before the current depreciation through date of any of the selected assets. The application calculates depreciation on the original assets through the end of the month preceding the transfer date.
- **Current Company Based on XXXX**
  Click this option to transfer assets within a single company (that is, an intracompany transfer). The application displays the name of the field on which the transfer is based in place of the XXXX. For example, you can transfer an asset from one location to another, or from one G/L Account number to another.

  For an intracompany transfer, you indicate the descriptive field on which you want to base the transfer in the Transfer By field of the New Company dialog or the Edit Company dialog. For more information, see "The Company Information Section," page 4-8.

  - **Transfer To**
    Use this field to select or enter the destination of the bulk transfer.

- **To Another Company**
  Click this option button to transfer assets from the current company to another company (that is, an intercompany transfer).
  - **Database**
    Use this field to select the database containing the company to which you are transferring the assets.
  - **Company**
    Use this field to select the company to which you are transferring the assets.

Bulk Transfer Report

The Bulk Transfer report displays the assets that were transferred successfully. If an asset was selected for a bulk transfer and it was not transferred successfully, the report displays the reason the transfer did not occur. A selected asset will not be transferred under the following conditions:

- The asset was disposed.
- The asset was inactive.
- The asset had already been transferred.
- The asset's placed-in-service date is later than the transfer date specified in the Bulk Transfer dialog.

Transfer as a Disposal

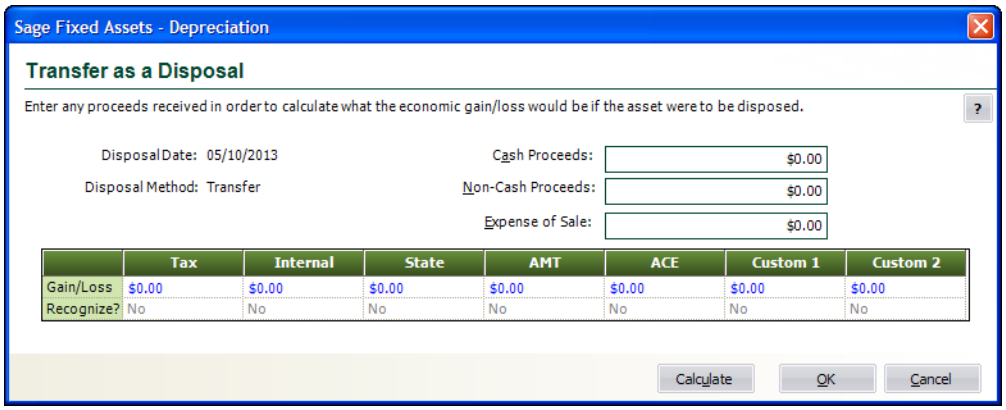
You complete this type of disposal only from the Asset Transfer dialog. As the application completes a transfer, it calculates a gain/loss amount on the transaction as if the asset had been sold instead of transferred. The application displays the gain/loss amount on the Transfer as a Disposal dialog.

For reporting purposes, the asset continues to appear on all reports as a transferred asset; however, the application reports the amount of the gain/loss on the Disposal report with a disposal method of "T." This allows you to track gain/loss information on intercompany and intracompany transactions for separate reporting purposes, while still complying with consolidated reporting requirements.

To perform a transfer as a disposal

1. In Asset Detail, display the asset that you want to transfer.
2. Do one of the following:
   - Select Asset/Transfer from the menu bar.
   - Select the Transfer an Asset task on the navigation pane.

   The Asset Transfer dialog appears.
3. Complete the Asset Transfer dialog. For more information, see "Completing the Asset Transfer Dialog," page 7-22.
4. On the Asset Transfer dialog, click the plus sign (+) to expand the Optional Transfer Parameter section.
5. In the Transfer as a Disposal field, select Yes. The Transfer as a Disposal dialog appears.



6. Complete the Transfer as a Disposal dialog, and then click the Calculate button. The system calculates the gain/loss amount of the transfer.
7. Click OK. The system returns to the Asset Transfer dialog.
8. Complete the remainder of the Asset Transfer dialog, and then click OK. A message asks if you want to view the details of the transfer on the Transactions tab.
9. Click Yes to view the details of the transfer; otherwise, click No.

Completing the Transfer as a Disposal Dialog

Follow the guidelines below to complete the Transfer as a Disposal dialog.

- **Disposal Date**
  The application automatically completes this field using the same date as the transfer date.
- **Disposal Method**
  This field displays the transfer disposal method. On a Disposal report, the Disposal Method column displays a "T" (for "transfer").
- **Cash Proceeds**
  Use this field to enter the dollar amount of all cash received plus the value of any debts or other liabilities assumed by the buyer. If the transfer is a like-kind exchange, also include the value of any property received that is not like-kind.

- **Non-Cash Proceeds**
  Use this field to enter the dollar value of any non-cash items received during the transfer. If the disposal is a like-kind exchange, include the value of any like-kind property received.

- **Expenses of Sale**
  Use this field to enter the dollar amount of direct expenses incurred in selling or otherwise disposing of the asset.

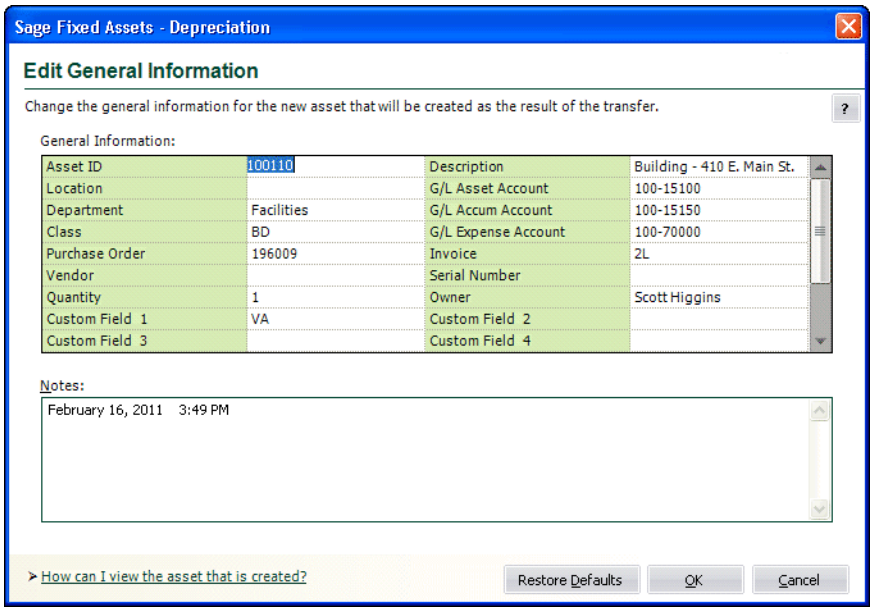
- **Gain/Loss**
  This field displays the realized gain or loss on the disposal after the calculation is complete. The disposal method determines the realized gain or loss. You can override the amount by entering your own figure. Precede a negative number with a negative sign. Do not enclose a loss amount in parentheses.

- **Recognize?**
  The application displays No in this field. The gain or loss on a transfer treated as a disposal is not recognized. You can view the gain or loss amount on the Disposal report.

- **Calculate Button**
  Click this button to calculate the gain or loss amount on the disposal.

Completing the Edit General Information Dialog

The Edit General Information dialog allows you to make changes to any of the descriptive fields for the asset that is being created by the transfer. Typically, when you transfer an asset, you must change many of the asset's attributes. For example, when you transfer an asset by Location, not only do you want the Location field to change (which happens automatically), but you might also want to change the asset's Owner, G/L Asset Account, G/L Expense Account, and Department. The Edit General Information dialog allows you to change all of these fields and more—without having to go to Asset Detail for the new asset after it is created.



When the Edit General Information dialog first appears, it reflects the settings of the original asset. To edit fields, use the scroll bars to locate the field you want to edit, and then make the appropriate changes. You can add notes to the asset in the space provided. Click OK when finished.

Deleting Asset Transfers

For information on the best way to delete asset transfers, see "Deleting Asset Transactions," page 7-31. You can also delete the entire asset to delete the transfer information. In order to delete the transferred asset, you must first delete all new system numbers created as a result of the transfer. Deleting the asset deletes the core System Number and all extensions of it.

Note: We do not generally recommend deleting assets because you cannot undo the deletion. We recommend that you inactivate an asset instead of deleting it. For more information, see "Inactivating Assets," page 7-30.

Viewing the Transferred Asset

The Transactions tab in Asset Detail displays information about transferred assets.

To view the asset that is created

1. In Asset Detail, display the asset that was transferred.
2. Select the Transactions tab. For more information, see "The Transactions Tab of Asset Detail," page 3-22.

   For each transfer, the Transactions tab displays the System Number of the original asset, the transferred asset, and the remaining asset.
3. In the Go field, enter the System Number of the transferred asset, and then click the Go button. The application displays the Asset Detail view of the transferred asset.

Note: If the asset was transferred to another company, you must first open that company to see the transferred asset.

Viewing Past Conditions and Extension Numbers of Partially Transferred Assets

All asset extensions are descendants of the original asset as identified by the core System Number. Asset extensions reveal the evolution of an asset. As partial activity occurs on an asset, such as a partial disposal or a partial transfer, one or more new asset extensions are created to reflect the changing condition of the original asset. In the Asset List, only the core System Number is displayed. In Asset Detail, only the current extension of a core System Number is immediately visible. However, you can view past extension numbers and conditions of an asset on the Transactions tab in Asset Detail.

Another way to view asset history is to run the Asset Status report. For more information, see "Viewing Asset Status History," page 6-35. For a full discussion of asset extensions, see "Understanding Asset Identification," page 7-1.

To view past conditions and extension numbers of partially transferred assets

1. In Asset Detail, display the asset's core System Number.
2. Click the Transactions tab.

3. Click the View Transactions button to view the partial transfer information.

   If more than one transaction exists for the asset, the Select Transaction dialog appears.

4. Select the transaction that you want to view, and then click OK.

   The Asset Transfer dialog appears. The title of the dialog displays the asset's extension number (for example, Asset Transfer - Asset 24.003).

Inactivating and Reactivating Assets

Reactivating and inactivating assets is an important element of the asset maintenance activities.

Inactivating Assets
Temporarily prevent assets from appearing on reports or being depreciated.

Reactivating Assets
Remove the inactive status from assets, allowing them to appear on reports and be depreciated.

Inactivating Assets

We recommend that you inactivate assets instead of deleting them. If you delete an asset, you lose all of its history information. If you inactivate an asset, you retain that asset's history and accomplish most other goals you would attain by deleting an asset.

You should inactivate (rather than delete) an asset that has been disposed of if you believe that you may need the asset's data again for an audit or other purposes.

Inactivating an asset affects the asset in these ways:

- The application removes the asset from all reports except the File Listing report.
- The application does not calculate additional depreciation on the asset.
- The application disables the asset's tabs. You are allowed to view but not edit the inactive asset's descriptive fields.
- In the Asset List, the Status column indicates the asset's inactive status.
- In Asset Detail, the Status field indicates the asset's inactive status.

Be sure you complete all necessary processing on an asset before you inactivate it.

To inactivate assets

You can inactivate an asset individually or inactivate a selection of assets. Or you can use the Select All button in the upper-left corner of the Asset List and inactivate the entire group of assets.

1. Select the asset or assets you want to inactivate.
2. Select Asset/Inactivate from the menu bar. A message appears asking you to confirm your intention to inactivate the selected assets.
3. Click Yes.

Reactivating Assets

After you inactivate an asset, you can no longer perform asset functions on it or edit it. To change an inactive asset, you must first reactivate the asset. You also reactivate an asset to make it appear

on reports again. The next time depreciation is calculated after an asset is reactivated, the application calculates depreciation through the inactive period.

To reactivate assets

You can reactivate an asset individually or you can reactivate a selection of assets. Or you can use the Select All button in the upper-left corner on the Asset List and reactivate the entire group of assets.

1. Select the asset or assets you want to reactivate.
2. Select Asset/Reactivate from the menu bar. A message appears asking you to confirm your intention to reactivate the selected assets.
3. Click Yes.

Deleting Asset Transactions

You can use the Delete Last Transaction command to delete disposal and transfer transactions, either whole or partial. Deleting the last transaction returns an asset to its original condition prior to the transaction. If the application created a new asset and a new extension during the transaction, it deletes both the new asset and the new extension, and reactivates the original asset. You can select this command only in Asset Detail view of an individual System Number.

Although you can use the Delete Last Transaction command to delete many transactions, you can delete only one transaction each time you use the command. The application deletes transactions in reverse order of creation for a particular System Number.

In addition to this method of deleting transactions, you can also delete disposals of fully disposed assets by resetting depreciation. (This is not the case for partial disposals. Resetting depreciation on a partially disposed asset does not cancel the disposal.) For more information, see "Resetting Depreciation," page 8-6.

To delete the last transaction performed on an asset

1. In Asset Detail, display the asset that contains the transaction you want to delete.
2. Select the Transactions tab. See "The Transactions Tab of Asset Detail," page 3-22.
3. Click the Delete Last Transaction button. A message confirms that you want to continue.
4. Click the Yes button. The application automatically deletes the last transaction for this asset.
5. Repeat step 3 and 4 to delete additional transactions for this asset. Repeat steps 1 through 4 to delete the last transaction for other assets.

Deleting Assets

Generally, you don't want to delete an asset. If you delete an asset, you lose all of its history information. If you inactivate the asset instead, you retain that asset's history and accomplish most other goals you would attain by deleting an asset. Delete an asset only if you think you will never again need a single piece of information from that asset (say, for instance, for a tax audit).

The application does not reuse deleted asset numbers unless it is the last asset number issued.

Note: Deleted assets cannot be undeleted.

If you still want to delete an asset, follow the procedures outlined below.

To delete a single asset

1. In Asset Detail, display the asset you want to delete.
2. Select Asset/Delete Asset from the menu bar. A confirmation message appears.
3. Click Yes to delete the asset. A message asks if you want to print the Asset Detail report for the deleted asset.
4. Click Yes to print the report. A standard Print dialog appears.
5. Complete the Print dialog to send the Asset Detail report to the printer.

To delete multiple assets

1. In the Asset List, select the assets you want to delete. For more information, see "Selecting Assets," page 3-11.
2. Select Asset/Delete Asset from the menu bar. A confirmation message appears.
3. Click Yes to delete the assets. A message asks if you want to print the Asset Detail report for the deleted assets.
4. Click Yes to print the report. A standard Print dialog appears.
5. Complete the Print dialog to send the Asset Detail report to the printer.

Chapter 8
Depreciation

In this chapter:

Understanding Depreciation Calculation Concepts 8-2
Calculating Depreciation for Your Assets 8-4
Resetting Depreciation 8-6
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Changing Critical Depreciation Fields 8-12
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Calculating depreciation is one of the most important aspects of working with fixed assets. You can calculate and update current depreciation, project future depreciation amounts, or recalculate depreciation for an earlier period.

The Depreciation menu is where you go to calculate current depreciation for all assets or for a group of assets. You can depreciate monthly, quarterly, or annually. You can also reset depreciation back to an earlier date. Using this menu, you can choose to project depreciation amounts for future years for a group of assets or for an entire company. After you calculate current depreciation, you can store the results separately by running a period close, so that you can later return to them if necessary.

This chapter covers these topics plus the steps necessary to create custom depreciation methods. For additional detailed information about the elements of depreciation, depreciation defaults, and disposal methods, you may also want to refer to Appendix A, “Depreciation and Fixed Asset Concepts.”

Understanding Depreciation Calculation Concepts

Following are several hints regarding the proper methods for calculating depreciation effectively.

Depreciation Calculation Dates

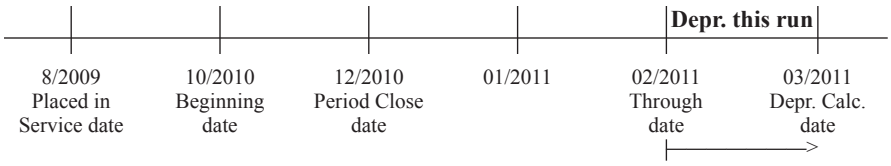
The application calculates depreciation from one of the four following dates:

- Placed-in-service date
- Beginning date
- Period close date
- Current through date

The *placed-in-service date* is self-explanatory. The *beginning date* is the date through which depreciation was already calculated for the asset at the time you entered it in the application. The *period close date* is the date on which depreciation was last saved in the database. The *current through date* is the date through which depreciation was last calculated by the application.

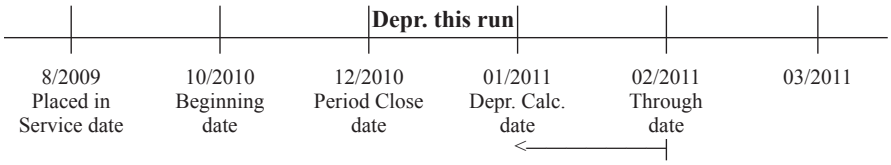
The application uses whichever of those four dates immediately precedes the new date you enter for calculations (the *depreciation calculation date*), as illustrated below.

Monthly Depreciation Run for Next Period



In the above example, the user is calculating forward from 2/2011 to 3/2011. Thus, depreciation this run is for the 1-month period between the two dates.

Depreciation Run for Earlier Period



In this example, the user is calculating depreciation for a period prior to the current Through Date of 2/2011. The application looks for a starting point for the calculations and determines that the latest date in time is the Period Close on 12/2010. Thus, depreciation this run is for the 1-month period from 12/2010 to 1/2011. If no period close data existed, the application's starting point for calculations would have been the Beginning Date of 10/2010 and depreciation this run would have been for the 3-month period between 10/2010 and 1/2011.

Note that in either case the depreciation calculation date becomes the new through date for the asset or assets being depreciated.

Obtaining Monthly Depreciation Figures

Because the depreciation this run amount is dependent on the frequency of your depreciation calculations, you should calculate depreciation for each month in succession in order to obtain accurate monthly depreciation figures. For example, suppose today is April 2, 2010. You last calculated depreciation for all assets and all books through February 2010. This means that current year-to-date and accumulated depreciation for all assets has been calculated through February 2010, and the current through date in Asset Detail is February 2010.

To calculate depreciation for March, you would type 03/10 as the date through which you want to calculate depreciation and select an output option. If you run a Depreciation Expense report at the time you calculate depreciation, the column that shows depreciation for this run will give you the March figures; that is, depreciation is calculated from the current through date (February) through the depreciation calculation date (March). After you calculate depreciation, the new through date in Asset Detail for your assets will be March 2010, and each asset's current depreciation figures will include the March numbers.

Note: If you need only to update the assets in the application and don't need to generate a report, make sure you clear all Send To check boxes.

Calculating Depreciation for Earlier Periods

If you calculate depreciation for an earlier period, you will reset current depreciation for the selected assets to the figures for the earlier period. Note that if you include a disposed asset in a report with a run date earlier than the disposal date, the gain/loss figures on the Disposal report will be incorrect for that asset. In any case, you can return to the current period amounts by executing the Depreciate command again, through the disposal date, after you finish calculating depreciation for the earlier period.

Midquarter Convention

One way to determine whether the midquarter convention applies is to run the Midquarter Applicability report before you execute the Depreciate command. If the report states that more than 40% of the aggregate basis of newly acquired qualifying MACRS property (generally, personal property) was placed in service in the last three months of the tax year, you need to select Edit Company from the File menu, change the Book Override to Midquarter, and depreciate the assets. For details regarding the midquarter convention settings, see "Midquarter," page 4-14. If you've already calculated depreciation with incorrect midquarter convention settings, you will need to perform a MACRS Convention Switch. See "Performing a MACRS Convention Switch," page 8-19.

Changes to the Book Overrides' settings have no effect on future depreciation calculations for the assets that have already been depreciated. The only exception is if you reset an asset's depreciation to the placed-in-service date and clear the MACRS convention setting in the Reset Depreciation dialog.

The midquarter convention is optional for the 2001 tax year if September 11, 2001 occurs in the third or fourth quarter of your fiscal year. Pursuant to IRS Notice 2001-70 and 2001-74, you can elect to use the half-year convention, even if more than 40% of the aggregate depreciable basis of newly acquired qualifying MACRS property was placed in service in the last three months of the tax year.

To make the half-year convention election when you would otherwise be required to use the midquarter convention, write "Election Pursuant to Notice 2001-70" across the top of Form 4562,

Depreciation and Amortization. You can tell the application to write this text on the form when you complete the Form 4562 Report Definition dialog.

Multiple Books

Because you can select which books to include for depreciation calculations, a given asset may have current depreciation calculated through different dates in different books. Similarly, because you can select which assets to depreciate, different assets belonging to the same company may have current depreciation calculated through different dates. If you want all assets in all books to have depreciation calculated through the same date, select all books on the Depreciate dialog and use the All Complete Assets group when calculating depreciation. This does not affect any disposed or transferred assets.

Calculating Depreciation for Your Assets

The Depreciate feature calculates depreciation beginning from the last date you ran depreciation to an end date that you specify. Anytime you calculate depreciation you can run a Depreciation Expense report as well. The Depreciation Expense report provides essential asset data, plus figures for previous depreciation, depreciation calculated by this depreciation run, and current depreciation. The application generates a separate Depreciation Expense report for each book you select. The Depreciation Expense report is discussed in length in "Depreciation Expense Report," page 10-17.

The application also calculates depreciation up to the transaction date when you dispose or transfer an asset. An asset's depreciation figures reflect whichever of these actions—depreciate, dispose, or transfer—you performed most recently.

You should calculate depreciation monthly for any book that is posted monthly.

To depreciate your assets

1. Do one of the following:
   - Select Depreciation/Depreciate from the menu bar.
   - Click the Calculate Depreciation task on the navigation pane.

   The Depreciate dialog appears.
2. Complete the Depreciate dialog, and then click OK. See "Completing the Depreciate Dialog," page 8-5. The application calculates depreciation for the selected group of assets, then either displays the results in a report viewer or sends them to a printer.

You can also depreciate only selected assets or an individual assets.

To depreciate only selected assets

1. In the Asset List, select the assets you want to depreciate.
2. Do one of the following:
   - Select Depreciation/Depreciate from the menu bar.
   - Click the Calculate Depreciation task on the navigation pane.

   The Depreciate dialog appears. The application automatically selects <Selected Assets> in the Group field.

3. Complete the Depreciate dialog, then click OK. The application calculates depreciation for the selected assets, then either displays the results in a report viewer or sends them to a printer.

To depreciate only a single asset

1. Select the asset for which you want to calculate depreciation, and then go to Asset Detail.
2. Do one of the following:
   - Select Depreciation/Depreciate from the menu bar.
   - Click the Calculate Depreciation task on the navigation pane.

   The Depreciate dialog appears. The application automatically selects <Detailed Asset No. XX> in the Group field, where XX is the System Number of the selected asset.
3. Complete the Depreciate dialog, then click OK. The application calculates depreciation for the selected asset, then either displays the results in a report viewer or sends them to a printer.

Completing the Depreciate Dialog

Follow the guidelines below to complete the Depreciate dialog.

- **Group**
  Use this field to select a group for which you want to calculate depreciation. To create a new group, you select Group Manager from the Customize menu.
- **Books**
  Use this field to select the books for which you want to calculate depreciation. You must select at least one book.
  - **Select All/Unselect All Button**
    Click this button either to select the check boxes for all available books or to clear the check boxes for all available books.
- **Date**
  - **Calculate Depreciation Through the Following Date**
    Use this field to enter the date (in the MM/YYYY format) through which you want to calculate depreciation. All assets placed in service through the last day of the month you enter are included. The date can be for any period, including an earlier period. If you enter a date for an earlier period, however, the current depreciation figures for all assets included in the calculation are reset to the depreciation amounts for that earlier period.

  Note: Certain date validations occur during the depreciate process. Refer to "Calculating Depreciation for Your Assets," page 8-4, for an explanation of depreciation calculation dates.

  - **View Reporting Period Button**
    Click this button to view a dialog that allows you to select the reporting period for each book. For more information, see "Completing the Current Reporting Period Dialog," page 9-10.
- **Run Options**
  - **Force Recalculation**
    Select this check box to recalculate depreciation on assets for which you have already calculated depreciation through this date. You should select this check box if you have changed the company's fiscal year-end or the adjustment convention in the Edit Company dialog since your last calculated depreciation. Otherwise, you can save processing time by clearing this check box.

- **Update Current Reporting Period**
  Select this check box to change the current reporting period to the date entered in the Date field. For more information, see "Setting the Current Reporting Period," page 9-9.

- **Choose Report**
  Use this field to select a customized report that will display the calculation results at the end of the depreciate process. You can choose the Depreciation Expense report or any customized standard report based on the Depreciation Expense report. For example, if you have changed the column headings on the Depreciation Expense report and named the customized report "My Depr Expense Report," you can select My Depr Expense Report from this field.

Note: This field is available only if you have purchased the Sage Fixed Assets Reporting program.

- **Send To**
  You can send a report to two possible destinations: a display window or a printer. Select the appropriate check box. If you do not want to generate a report, clear both check boxes. When no boxes are selected, depreciation is calculated for the selected assets and depreciation amounts are updated in Asset Detail.

Resetting Depreciation

Resetting depreciation on assets with extension numbers is handled differently than when resetting depreciation on assets without extension numbers. (Although, you can reset depreciation on a group containing both.) Remember, an asset is assigned an extension number only if it has been partially transferred or partially disposed.

Resetting depreciation on an asset with extension numbers resets depreciation only on the last extension number. Depreciation is not reset on the original extension number or on any intermediary extension numbers. When resetting depreciation to a date prior to the creation of the last extension number, the application resets depreciation to the beginning date of the last extension for that particular asset. All other assets without extension numbers in the selected group are reset to the specified date.

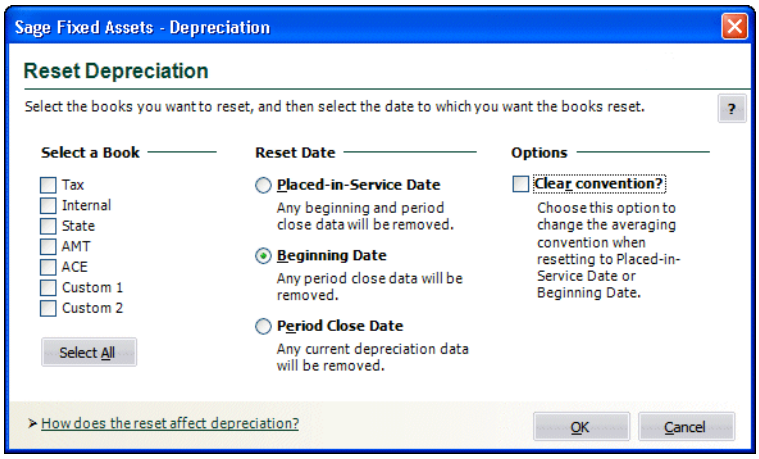
Resetting depreciation on a fully disposed asset cancels the disposal. If you've disposed of the asset through several partial transactions, the application cancels only the final disposal transaction (if it was a whole disposal). If the final transaction was a partial disposal, then the application resets to the beginning date of the last extension number.

To cancel a partial disposal, see "Deleting Asset Transactions," page 7-31.

To reset depreciation

1. Select the asset or assets on which you want to reset depreciation.
2. Do one of the following:
   - Select Depreciation/Reset Depreciation from the menu bar.
   - Click the Reset Depreciation task on the navigation pane.

The Reset Depreciation dialog appears.



3. Complete the Reset Depreciation dialog, and then click OK. See "Completing the Reset Depreciation Dialog," page 8-7.

   The application resets depreciation for the selected assets.

Completing the Reset Depreciation Dialog

Follow the guidelines below to complete the Reset Depreciation dialog.

- **Select a Book**
  Use the check boxes in this field to specify the books for which you want to reset depreciation.

  - **Select All/Unselect All Button**
    Click this button either to select the check boxes for all available books or to clear the check boxes for all available books.

- **Reset Date**
  Use this field to specify the date to which you want to reset depreciation.

  - **Placed-in-Service Date**
    Click this option button to reset depreciation to the asset's Placed-in-Service Date. Selecting this option resets all depreciation figures to zero (the amount of depreciation on the date the asset was placed in service). The amounts in the Period Close fields, if any, will be deleted. Select this option if critical depreciation values, such as the acquisition value or depreciation method, were entered incorrectly. In this case, you need to reenter the beginning amounts and other values after resetting depreciation and before executing the Depreciate command.

Note: You cannot reset depreciation to the Placed-in-Service Date on an asset that was created as the result of a transfer. The application cannot reset depreciation prior to the asset's Beginning Date.

  - **Beginning Date**
    Click this option button to reset the current depreciation fields to the beginning date of the asset (if applicable). Selecting this option resets depreciation figures to the amounts entered in the asset's beginning depreciation fields. The amounts in the Period Close fields, if any, will be deleted. This is the default. Select this option when the beginning values are correct but the current or period close depreciation figures are not. After you reset to the beginning

depreciation amounts, you can change asset data as needed and recalculate depreciation by executing the Depreciate command.

Note: If there is no date in the Beginning Date field, the application automatically resets the asset's depreciation to the Placed-in-Service Date.

- **Period Close Date**
  Click this option button if you want to reset depreciation back to the last period close date. Selecting this option resets the current depreciation figures to the amounts entered when the last period close was performed.

Note: If there is no date in the Period Close Date field, the application automatically resets the asset's depreciation to the Beginning Date (if one exists). If there is no date in the Beginning Date field, the application resets the asset's depreciation to the Placed-in-Service Date.

- **Clear Convention?**
  Select this check box if you want to change the averaging convention (from the half-year convention to the midquarter convention, or vice versa) on qualifying MACRS property when you reset depreciation. Qualifying MACRS property is generally property types P, Q, A, and T, as well as those property type R assets that do not use the midmonth convention. You must also change the averaging convention in the Edit Company dialog (on the Book Overrides tab) before you recalculate depreciation. You can clear the convention only when you select the Beginning Date or the Placed-in-Service Date options; you cannot clear the convention when you select the Period Close Date.

Note: If you are resetting depreciation and you need to change the averaging convention, it is much easier to use the MACRS Convention Switch option, located on the Depreciation menu. See "Performing a MACRS Convention Switch," page 8-19.

Running a Budgetary Projection

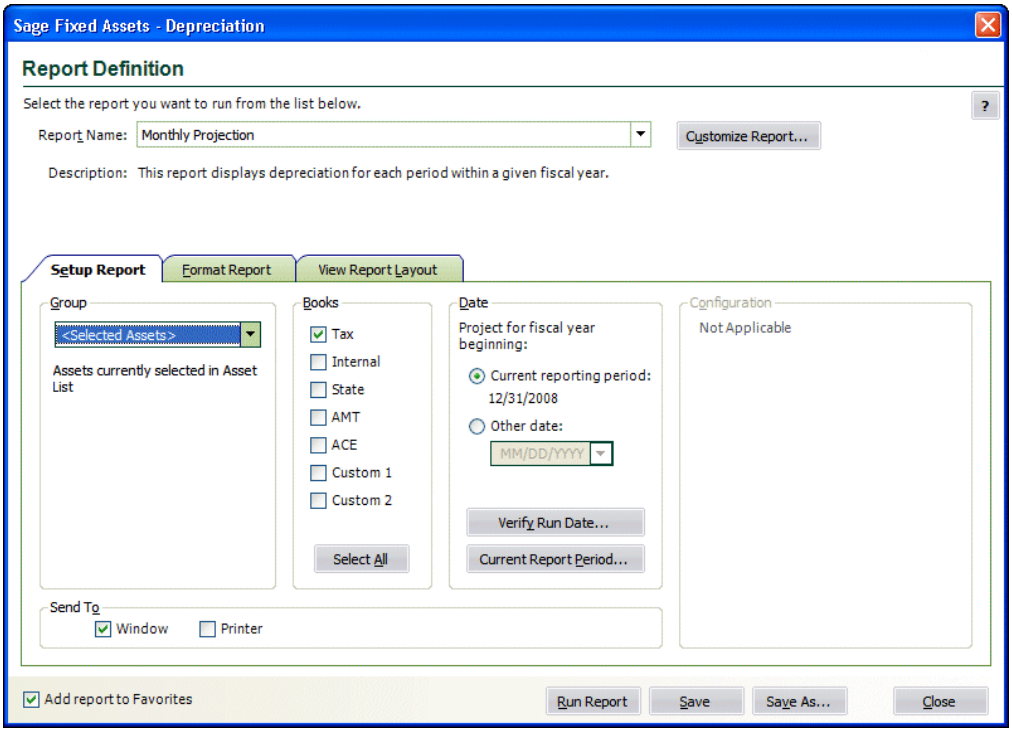
For each fiscal year, it's easy to view the projected depreciation expense for one asset or for a group of assets.You can view the projected depreciation expense in two ways:

- Run a **monthly projection**, which shows the projected depreciation expense for each month in a single year.
- Run an **annual projection**, which shows the projected depreciation expense for multiple years.

The application displays the projection in the form of the Monthly Projection report and the Annual Projection report. These reports display the projection as a grand total of all assets selected for inclusion in the report. They do not display projections for individual assets, unless you run the report for only one asset. The Monthly Projection report and Annual Projection report are discussed at length in Chapter 9, "Standard Reports."

To run a monthly projection

1. Select Depreciation/Monthly Projection from the menu bar. The Report Definition dialog appears.



2. Complete the Report Definition dialog, and then click the Run Report button. The application runs the projection and sends the results to the specified location. For more information, see "Completing the Report Definition Dialog," page 9-7.

Note: When you click the Other Date option button, and change the report date to another year, you get a monthly projection for that year.

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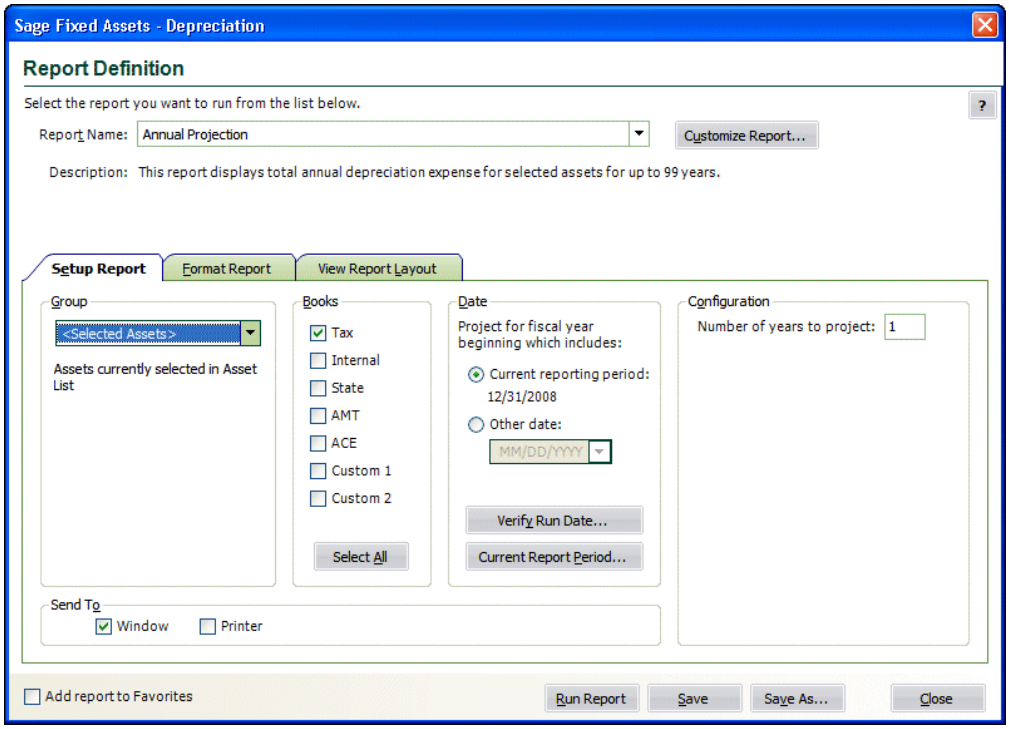
3. If you sent the report to the display window, view the Monthly Projection report. Print the report by clicking the Print icon, if desired, and then click the Close button to exit from the report viewer.

4. Click the Close button to exit from the Report Definition dialog.

To run an annual projection

1. Select Depreciation/Annual Projection from the menu bar. The Report Definition dialog appears.



2. Complete the Report Definition dialog, then click the Run Report button. The application runs the projection and sends the results to the specified location. For more information, see "Completing the Report Definition Dialog," page 9-7.

3. If you sent the report to the display window, view the Annual Projection report. Print the report by clicking the Print icon, if desired, and then click the Close button to exit from the report viewer.

4. Click the Close button to exit from the Report Definition dialog.

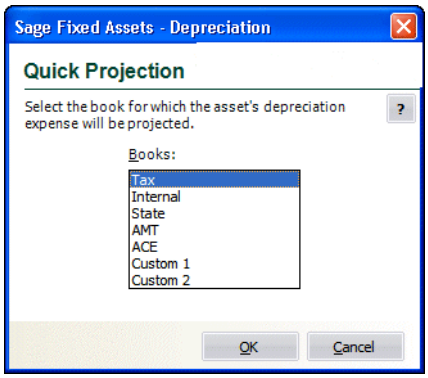
Running a Quick Projection

You can easily view an asset's projected depreciation expense for the life of the asset.

To run a quick projection on an asset

1. Do one of the following:
   - In Asset Detail, display the asset you want to project.
   - In the Asset List, select the asset you want to project.
2. Do one of the following:
   - Select Depreciation/Quick Projection from the menu bar.
   - Click the Run a Quick Projection task on the navigation pane.

The Quick Projection dialog appears.



3. Select the book on which you want to run a projection, and then click OK. The application generates and displays the Quick Projection report.

Quick Projection Report

The Quick Projection report shows an asset's projected depreciation expense for the life of the asset.

Report Columns

The following guidelines provide detail on the columns appearing on the report.

- **As Of**
  This column displays the fiscal year-end for each year in the asset's life.
- **Beginning Depreciation**
  Beginning Depreciation includes all depreciation expense from the asset's placed-in-service date through the end of the fiscal year before the one for which depreciation is projected.
- **Depreciation This Run**
  Because this projection is run annually, the Depreciation This Run column will always be the same as the Current Year to Date Depreciation.
- **Current YTD Depreciation**
  Current Year to Date Depreciation includes all depreciation expense from the beginning to the end of the fiscal year for which depreciation is projected.
- **Current Accum Depreciation**
  Current Accumulated Depreciation includes all depreciation expense from the asset's placed-in-service date up to the end of the year for which depreciation is projected.

Note: The following columns on the report include the 168 Allowance and Section 179 expense, when applicable to the depreciation method, if you selected Yes in the Include Section 168 Allowance and Section 179 in Expense field in the Edit Company dialog:

- Beginning Depreciation
- Depreciation This Run
- Current YTD Depreciation
- Current Accum Depreciation

The header of the report indicates whether you selected Yes or No in the Edit Company dialog.

Changing Critical Depreciation Fields

Tip: Before changing a critical depreciation field, we recommend that you print the Main tab of the asset you are changing to insure you have the original asset information or perform a backup of the company prior to making the change, in case you do not get the desired outcome.

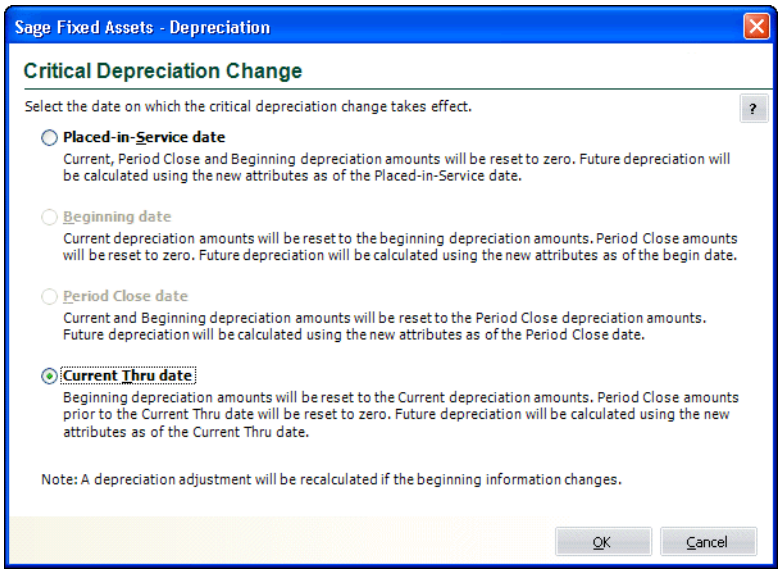
The information entered in several fields is used to calculate depreciation. The following fields are the depreciation-critical fields:

- Property Type
- Placed-in-Service Date
- Acquisition Value
- Depreciation Method
- Estimated Life
- Salvage Value
- Section 168 Allowance % (if applicable to method)
- Section 179
- Business-Use Percentage

When you change a value in a depreciation-critical field after you have calculated depreciation for the asset, you must indicate when to apply the change. The new information could be applied at several different points in the life of the asset. A message box will prompt you to select the date after you make the change to the depreciation-critical field.

To change a critical depreciation field

1. Go to Asset Detail for the asset whose depreciation-critical information you want to change.
2. Change the information in one of the depreciation-critical fields. When you tab out of the field, a message warns you that you are making a change to a depreciation-critical field and asks if you want to continue.
3. Click the Yes button to continue. The Critical Depreciation Change dialog appears.



4. Click one of the four option buttons, and then click OK. The information in the Beginning Depreciation, Current Depreciation, and Period Close fields is updated.
5. Click the Save Asset button.

Note: If you select anything except Placed-in-Service Date in step 4, and the depreciation method is currently SL, SF, or SH and the changes make the asset under-depreciated as related to the new values, the asset may not fully depreciate over the life of the asset. In this case, we recommend changing the Depreciation Method to RV. The Depreciation Adjustment report can assist you in identifying under-depreciated assets.

Completing the Critical Depreciation Change Dialog

Follow the guidelines below to complete the Critical Depreciation Change dialog.

- **Placed-in-Service Date**
  Click this option button to apply the change as of the Placed-in-Service date. Any depreciation in the Current Depreciation, Period Close, and Beginning Depreciation fields is reset to zero. The next time you calculate depreciation, the newly entered information is applied as of the Placed-in-Service date as though the asset had been originally entered with the new information.

  Note: This option is not recommended for older assets. Choosing this option will remove prior-year calculations.

- **Beginning Date**
  Click this option button to apply the change as of the Beginning date. The values in the beginning fields are retained and depreciation will be recalculated going forward using the newly entered information. Zeros are entered in the Period Close fields if the Period Close date is after the Beginning date. The information in the Period Close fields is retained if the Period Close date equals the Beginning date. The next time you calculate depreciation, the newly entered information will be applied as of the Beginning date. This option is not available if you are changing the Placed-in-Service date to a date after the Beginning date or there is no Beginning information.

- **Period Close Date**
  Click this option button to apply the change as of the Period Close date. The period close values calculated using the existing depreciation-critical field values are retained. The next time you calculate depreciation, the newly entered information is applied as of the Period Close date. The Period Close data becomes the Beginning data and overwrites the information in the Beginning fields. This option is not available if you are changing the Placed-in-Service date to a date after the Period Close date or there is no Beginning data.

- **Current Through Date**
  Click this option button to apply the change as of the Current Through date. The Current Through date values calculated using the existing depreciation-critical field values are retained. Period Close amounts before the Current Through date will be reset to zero. The next time you calculate depreciation beyond the Current Through date, the newly entered information will be applied. The Current Through data becomes the Beginning data and overwrites the information in the Beginning fields. This option is not available if you are changing the Placed-in-Service date to a date after the Current Through date.

Changing the Beginning Depreciation Fields

When you make a change to any of the Beginning Depreciation fields (Beginning Date, Beginning Year-to-Date Depreciation, or Beginning Accumulated Depreciation), the following changes to the asset are made:

- The newly entered Beginning Depreciation information is copied into the Current Depreciation fields (Current Through Date, Current Year-to-Date Depreciation, and Current Accumulated Depreciation).
- The information in the Period Close fields (Period Close Date, Period Close Year-to-Date Depreciation, and Period Close Accumulated Depreciation) is set to zero.
- The depreciation adjustment, if any, is recalculated and can be viewed on the Depreciation Adjustment report.

Note: You should be careful about changing information in the Beginning Depreciation fields on an asset that was created as the result of a transfer. The Beginning Depreciation fields contain important information regarding the depreciation expense as of the transfer date. You generally should not change this information.

Conducting a Period Close

The Period Close feature allows you to store and protect current depreciation values for all assets. This feature provides a security blanket against future calculation problems, such as changes made to assets that lead to incorrect calculations. If needed, you can then later reset depreciation to the period close date, a time when you last tied out to your general ledger.

The tasks involved in conducting a period close are exactly the same as those for running a Depreciation Expense report. The only difference is how you access the feature. Plus, the results of conducting the period close are stored in the Period Close fields. This allows you to later reset depreciation to a period close date if necessary.

Note: When you conduct a period close, depreciation is not calculated; the application is only storing figures.

You can view period close calculation amounts for an asset in Asset Detail. The last three book information fields display those figures:

- Period Close Date
- Period Close Year-to-Date
- Period Close Accumulated

Note: If you want the period close to affect all extensions of a System Number, you must assign criteria to the group on which you are performing the period close that will include all extension numbers.

Hints for Conducting a Period Close

- Before you conduct a Period Close, calculate depreciation on the assets you want to include in the process. To calculate depreciation, select the Depreciate command from the Depreciation menu. The date that you enter on the Set Period Close dialog must be the same as the date through which you have calculated depreciation. If depreciation on an asset has not been calculated through the date in this field, it will not appear on the Period Close report.
- We recommend that you select the All Complete Assets group when you conduct a period close.

Note: The date of the Period Close must be on or after the Beginning Date for each asset for which you are conducting the Period Close. You cannot conduct a Period Close prior to an asset's Beginning Date.

To conduct a period close

1. Select Depreciation/Period Close/Set Period Close from the menu bar. The Set Period Close dialog appears.
2. Complete the Set Period Close dialog, and then click OK. See "Completing the Set Period Close Dialog," page 8-15. The most recent depreciation calculations for the selected group of assets are saved, and then the results are either displayed on your computer screen or sent to a printer.

   If you opted to display the results, click the Close button to exit the Report Viewer.

Completing the Set Period Close Dialog

Follow the guidelines below to complete the Set Period Close dialog.

- **Group**
  Use this field to select the group on which you want to conduct a period close. To create a new group, you can select Group Manager from the Customize menu
- **Books**
  Use this field to select the books for which you want to conduct a period close. You must select at least one book.
  - **Select All/Unselect All Button**
    Click this button either to select the check boxes for all available books or to clear the check boxes for all available books.

- **Date**
  - **Close the Period for Assets Calculated Through**
    Use this field to enter the date (in the format MM/YYYY) through which you want the application to save previously calculated depreciation amounts. The application includes all assets for which depreciation has been calculated through the last day of the month you enter. The date may be for any period, including an earlier period. If you enter a date for an earlier period, however, be sure you have calculated depreciation through that date for the assets you want to include in the report. The assets' current through date must be the same as the date you enter in this field. This ensures that the selected assets appear on the report.
  - **View Reporting Period Button**
    Click this button to view a dialog that allows you to select the reporting period for each book. For more information, see "Completing the Current Reporting Period Dialog," page 9-10.
- **Run Options**
  - **Choose Report**
    Use this field to select a report that will display the calculation results at the end of the period close process. You can choose the Depreciation Expense report or any customized standard report based on the Depreciation Expense report. For example, if you have changed the column headings on the Depreciation Expense report and named the customized report "My Depr Expense Report," you can select My Depr Expense Report from this field.

Note: This field is available only if you have purchased the Sage Fixed Assets Reporting program.

  - **Send To**
    Use this field to specify where you want to send the report: a display window or printer. Select the appropriate check box. If you do not want to generate a report, clear both check boxes. The application saves previously calculated depreciation amounts for the selected assets and updates them in Asset Detail.

Saving Calculations with a Period Close

The Period Close feature saves the most recent depreciation calculations and displays them in the three Period Close fields. When you conduct a period close, the application copies the amounts in the three depreciation-related fields to the three Period Close fields.

The table below shows the three fields that contain your depreciation calculations and the corresponding Period Close fields.

Depreciation Fields	Period Close Fields
Current Year-to-Date	Period Close Year-to-Date
Current Accum	Period Close Accum
Current Through Date	Period Close Date

Example:

You calculate depreciation on an asset with the following attributes:

Property Type:	D
Placed-in-Service Date:	03/01/2003
Acquisition Value:	$10,000
Depreciation Method:	SL
Estimated Life:	7 years

You calculate depreciation for this asset on 12/31/2007. The application displays the following in the three depreciation-related fields:

Current Year-to-Date:	$1,428.57
Current Accum:	$6,904.76
Current Through Date:	12/2007

Then you conduct a Period Close for a group of assets that includes this asset. After you conduct the Period Close, the application displays the following in the three Period Close fields:

Period Close Year-to-Date:	$1,428.57
Period Close Accum:	$6,904.76
Period Close Date:	12/2007

Relying on the Period Close Calculations

The Period Close feature allows you to store current depreciation values for all assets. This feature locks in your calculations to ensure that your historical balances will always tie out as of the Period Close date.

For example, if you make changes to the asset attributes, such as estimated life or depreciation method, you can make the change effective as of the Period Close date. This means your beginning balance is secured and the change will affect only the ongoing calculations.

The Period Close amounts are used as a “starting point” when you calculate depreciation. The Period Close amounts serve as the foundation on which future depreciation is calculated.

Example:

You enter an asset in January of 2007, and you calculate depreciation on the asset each month. In December 2007, you conduct a Period Close for a group of assets that includes this asset. The information in the current depreciation fields for December 2007 is now saved in your Period Close depreciation fields.

You continue to calculate depreciation monthly through March 2008. Then you realize that an error was made on the asset during the original data entry, and you need to change the estimated life from seven years to five years.

After you make the depreciation-critical change, the depreciation is recalculated, starting with the December 2007 values, which are locked in and stored in the Period Close fields. An adjustment is also calculated as of December 2007 for the change in estimated life. Therefore, you are able to make

the depreciation-critical change and claim an adjustment in the current year, without restating your historical values.

Period Close and Beginning Depreciation Fields

Both the Period Close fields and the Beginning Depreciation fields protect your depreciation calculations. The application does not allow you to calculate depreciation prior to the Beginning Date or the Period Close Date. (To do so, you must first reset depreciation back to the Placed-in-Service date.)

Please note the following rules for the Period Close and Beginning Depreciation fields:

- You **cannot** conduct a Period Close **before** the date in the Beginning Date field. (This is because you cannot calculate depreciation prior to the date in the Beginning Date field.)
- You **can** conduct a Period Close on the **same date** as the date in the Beginning Date field. If you do so, then all three sets of depreciation fields (the Beginning Depreciation fields, the Period Close fields, and the Current Depreciation fields) will contain the same information.
- When you conduct a Period Close after the Beginning Date, the application copies the depreciation amounts from the Current Depreciation fields into the Period Close fields. The information in the Beginning Depreciation fields remains the same. The application does not recalculate an adjustment.
- The application calculates adjustments to depreciation based on the information in the Beginning Depreciation fields. You can run a Depreciation Adjustment report to view the difference between depreciation calculated by the application and the amounts entered in the Beginning Depreciation fields.

Clearing the Period Close Fields

You can remove information from the period close fields for a single asset or for a group of assets, allowing you to easily rerun depreciation reports for periods prior to a period close. When you use the Clear Period Close feature, the application removes the period close date and enters zeros in the period close depreciation fields.

If an asset has been involved in a partial transfer or partial disposal, the application removes period close information for the original asset extension as well as all of the remaining extensions.

The application does not remove period close information from an asset whose status is Inactive.

Note: Removing period close data does not immediately change the current depreciation data. However, if you made changes to asset attributes after the Period Close date, then depreciation calculations may be affected the next time depreciation is calculated prior to the current through date.

To clear the period close fields

1. Select Depreciation/Period Close/Clear Period Close from the menu bar. The Clear Period Close dialog appears.
2. Complete the Clear Period Close dialog. See "Completing the Clear Period Close Dialog," page 8-19.
3. Click OK. Zeros are entered in the period close fields if the asset's Period Close Date is on or after the date entered in the Clear Period Close dialog.

Completing the Clear Period Close Dialog

Follow the guidelines below to complete the Clear Period Close dialog.

- **Step 1: Select a Group**
  Use this field to select the group of assets for which you want to set the period close fields to zero.
- **Step 2: Select Books**
  Use this field to select the book(s) for which you want to set the period close fields to zero.
  - **Select All/Unselect All Button**
    Click this button either to select the check boxes for all available books or to clear the check boxes for all available books.
- **Step 3: Enter Period Close Date**
  Clear Period Close Information On or After
  Use this field to enter the date for which you want to set the period close fields to zero. When you click OK, the application enters zeros in the period close fields if the asset's Period Close Date is on or after the date you entered.

Performing a MACRS Convention Switch

The MACRS Convention Switch evaluates all selected assets in the current Asset List and determines which assets qualify for a switch from either the midquarter to the half-year averaging convention, or from the half-year to the midquarter averaging convention (depending on which convention you specify).

If you have depreciated qualifying MACRS property under the wrong averaging convention, you can perform a MACRS Convention Switch to recalculate depreciation for all qualifying assets placed in service for any specified year. Qualifying assets are 3-, 5-, 7-, 10-, 15-, 20-, or 25-year MACRS property, and have a depreciation method of MF, MA, MT, MI, MR, AD, or AA. In addition, qualified property includes those property type R assets that do not use the midmonth convention.

You can select individual assets you want the application to evaluate, or you can create a group and select all assets in that group. However, because the application evaluates the assets for you, you can select all assets in the All Complete Assets group and the application switches only the qualifying MACRS assets. This is the most efficient and accurate way to perform this function.

The MACRS Convention Switch affects all asset extension numbers within a System Number. This means that if you select an asset with an extension number indicating a disposed asset, the application recalculates the gain/loss amounts. However, you can quit the function before recalculating.

If you select an asset with extension numbers indicating a transferred asset, the application recalculates depreciation for only those extensions created within the System Number. You must select and perform the MACRS Convention Switch on all new System Numbers created during the transfer, even if the new System Number was created in another company. It is important that you select all assets in all companies involved in asset transfers. This way, you are sure not to miss any affected assets, which might result in either overstating or understating depreciation amounts.

Note: Since the nature of this function requires numerous complex calculations, this option can be time-consuming, depending on the number of assets you select.

To perform a MACRS Convention Switch

1. Select the assets on which you want to perform a MACRS Convention Switch.

   Tip: We recommend you select all assets. In the Asset List, select the All Complete Assets group, and then either select Edit/Select All from the menu bar, or click the Select All box in the upper-left corner of the Asset List.

2. Select Depreciation/MACRS Convention Switch from the menu bar. The MACRS Convention Switch dialog appears.
3. Complete the MACRS Convention Switch dialog, and then click OK. See "Completing the MACRS Convention Switch Dialog," page 8-20.

   The application performs the switch on the appropriate assets, and then returns to your previous dialog.

Note: If you have additional assets to enter for the year, be sure to change your default convention on the Book Overrides tab of the Edit Company dialog.

Completing the MACRS Convention Switch Dialog

Follow the guidelines below to complete the MACRS Convention Switch dialog.

- **Step 1: Select Books**
  Use this field to select the book on which you want to perform the MACRS Convention Switch.
  - **Select All/Unselect All Button**
    Click this button either to select the check boxes for all available books or to clear the check boxes for all available books.
- **Step 2: Enter a Fiscal Year End**
  Use this field to type the fiscal year-end for the year in which you want the application to evaluate assets for the MACRS Convention Switch. You can also click the down arrow and select the fiscal year-end from the pop-up calendar.
- **Step 3: Select Convention**
  - **Half-year Convention**
    Click this option button to switch assets from the midquarter convention to the half-year convention.
  - **Midquarter Convention**
    Click this option button to switch assets from the half-year convention to the midquarter convention.

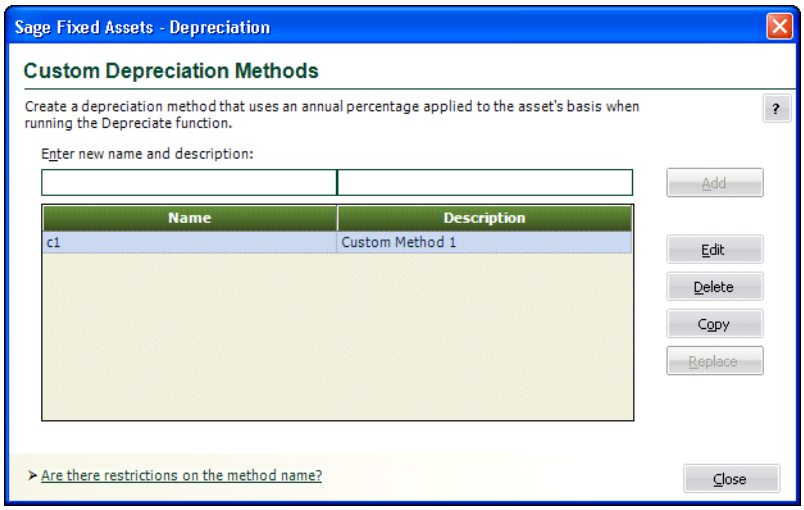
Creating Custom Depreciation Methods

If your company uses nonstandard depreciation methods, you can create custom depreciation methods. Custom methods can be used to depreciate assets for up to 60 years with a specified percentage for each year. The default for the averaging convention in the year of disposition is full month, but you can select a different averaging convention. You can create over 1200 different custom depreciation methods.

Note: The averaging convention for the placed-in-service year must be calculated as part of the first year percentage.

To create a custom depreciation method

1. Select Customize/Depreciation Methods from the menu bar. The Custom Depreciation Methods dialog appears.



2. Enter a two-character code and a brief description of the method, and then click the Add button. For more information, see "Completing the Custom Depreciation Methods Dialog," page 8-21.

   The Depreciation Method Setup - [Name] dialog appears.

3. Complete the Depreciation Method Setup - [Name] dialog, and then click OK. See "Completing the Depreciation Method Setup - [Name] Dialog," page 8-22. The application returns to the Custom Depreciation Methods dialog.

4. Click the Close button on the Custom Depreciation Methods dialog. The application automatically adds your custom method to the SmartList of available depreciation methods.

Completing the Custom Depreciation Methods Dialog

Follow the guidelines below to complete the Custom Depreciation Methods dialog.

- **Enter New Name and Description**
  Use this field to type a two-character code to identify this depreciation method. The code can include any number or lowercase letter, except for the codes reserved by the application (see note below). If you enter uppercase letters, the application changes them to lowercase. Uppercase letters are reserved for the application's standard depreciation methods.

  Note: The following two-character codes are reserved by the application. Therefore, you cannot enter the following codes in the Enter New Name and Description field:

aa	de	ma	oc	sh
ad	dh	mf	rv	sl
at	di	mi	sa	st

db	dl	mr	sb	yd
dc	dm	mt	sd	yh
dd	dy	no	sf	ys

- **Custom Methods List Box**
  This list box displays the two-character codes and descriptions of all the custom methods in your application. Use this list box to select a custom method on which you want to perform one of the functions listed on the buttons to the right of this list box (Edit, Delete, Copy, Replace).

- **Add Button**
  Click this button to define the custom method you specify in the Enter New Name and Description field. The application automatically adds your custom method to the SmartList of available depreciation methods.

- **Edit Button**
  Click this button to edit a custom method you select from the Custom Methods list box. See "Completing the Depreciation Method Setup - [Name] Dialog," page 8-22. If you edit a custom method used by an existing asset, you must use the depreciate function to redepreciate the asset and apply the new percentages.

- **Delete Button**
  Click this button to delete the custom method you select from the Custom Methods list box. If you delete a custom method used by an existing asset, the asset's depreciation method will change to RV.

- **Copy Button**
  To copy a custom method, select the method from the Custom Methods list box, click this button, and complete the Copy Custom Method dialog. See "Completing the Copy Custom Method Dialog," page 8-23.

- **Replace Button**
  To replace a custom method, select the method from the Custom Methods list box, click this button, and complete the Replace Custom Method dialog. See "Completing the Replace Custom Method Dialog," page 8-24.

Completing the Depreciation Method Setup - [Name] Dialog

Follow the guidelines below to complete the Depreciation Method Setup - [Name] dialog.

- **Description**
  This field displays the description you entered in the Custom Depreciation Methods dialog.

- **Disposal Method Convention**
  Use this field to select a disposal year averaging convention. The default disposal year convention is full month.

  The following disposal year conventions are available:

  - Full month
  - Midmonth
  - Half-year, ACRS
  - Half-year, MACRS and pre-ACRS
  - Modified half-year

Note: The application uses the selected averaging convention only in the disposal year. The averaging convention for the placed-in-service year must be calculated as part of the first year percentage.

Averaging conventions are discussed at length in Appendix A, "Depreciation and Fixed Asset Concepts."

- **Percent (%)**
  For each year, enter the percentage of depreciation to be taken in that year. Year 1 is the year you placed the asset in service, and you can enter percentages for up to 60 years. Enter the percentage as a whole number or a whole number with a decimal; for example, enter 10% as 10, and enter 14.5% as 14.5.

Note: For the placed-in-service year, the asset always receives a full year's depreciation, no matter when the asset is placed in service. For example, suppose you enter 20% in the Percent Field for Year 1. Even if you place the asset in service on the last day of the year, the application would multiply the asset's depreciable basis by 20% for the first year. If you want the asset to receive only partial depreciation for the first year, you must enter a smaller percentage.

You should not enter a percentage greater than 100.000.

As you enter the percentages for each year, notice the change in the two display fields at the bottom of the dialog.

- **Total Percentage**
  This field shows the total percentage of depreciation for all years entered thus far. This amount cannot exceed 100.000.
- **Remaining Percentage**
  This field shows the difference between the total percentage and 100.000 (100% depreciation).

  For most depreciation methods, when you finish entering annual percentages the total percentage should be 100.000 and the remaining percentage should be zero. You can, however, create a depreciation method that does not fully depreciate assets.

  When the application calculates depreciation, it applies the percentage entered for each year to the depreciable basis of the asset and evenly distributes the depreciation amount over the 12-month period.

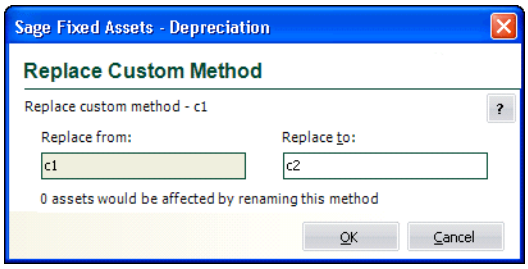
  When you have entered the percentages, click OK to save your data and return to the Custom Depreciation Methods dialog. The new custom depreciation method appears in the list box.

Completing the Copy Custom Method Dialog

Follow the guidelines below to complete the Copy Custom Method dialog.

- **Copy From**
  This field displays the method you are copying.
- **Copy To**
  Use this field to type the name of the method to which you are copying the selected method. You must enter a new custom method name. You cannot use the Copy Custom Method to override an existing method.

Completing the Replace Custom Method Dialog



Follow the guidelines below to complete the Replace Custom Method dialog.

- **Replace From**
  This field displays the method you want to replace with the method in the Replace To field.
- **Replace To**
  Use this field to type the name of the method that you want to replace the method displayed in the Replace From field. You can enter either a new or existing method in this field.

Changing to the 168 Allowance

The 168 Allowance is taken by all qualifying assets, unless you elect out of the allowance. You can elect out of the allowance for each class of assets (that is, 3-year property, 5-year property, 7-year property, etc.) on a year-to-year basis. If an asset qualifies but is not currently taking the allowance, you can change the method to take the allowance.

Help: For more information about qualifying assets, enter "Assets That Qualify for the 168 Allowance Switch" in the Search tab of the Sage Fixed Assets Depreciation online Help system.

You change to the 168 Allowance by choosing a depreciation method especially designed to calculate and claim the allowance. Therefore, you change to the allowance when you save the asset using a “Plus 168” depreciation method.

Help: For more information about depreciation methods, enter “Plus 168 Depreciation Methods” in the Search tab of the Sage Fixed Assets Depreciation online Help system.

To change to the 168 Allowance

1. In Asset Detail, select one of the “Plus 168” depreciation methods (MA, MR, AA, or SB).
2. Select a percentage in the 168 Allowance % field. The calculated amount of the allowance appears in the 168 Allowance Amount field.

   Note: The list of percentage allowances depends on when the property was placed in service.

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3. Click the Save Asset button to save the asset.

Note: You can also select the 168 Allowance for a group of assets by performing a 168 Allowance Switch. For more information, see “Performing a 168 Allowance Switch,” page 8-25.

Changing the Depreciation Method of a Single Asset

You can change an existing asset's depreciation method so that it receives the 168 Allowance, assuming the asset qualifies for the additional allowance.

Help: For detailed information about which depreciation method to select, enter "Changing the Depreciation Method of a Single Asset" in the Search tab of the Sage Fixed Assets Depreciation online Help system.

If you change an asset's depreciation method after you have calculated depreciation, the application displays two warning messages. **It is important to respond to these messages correctly.**

Note: You can also change the depreciation methods for a group of assets, so that they either take the additional depreciation allowance or elect out of the additional depreciation. For more information, see "Performing a 168 Allowance Switch," page 8-25.

To change an asset's depreciation method

1. Select the asset whose depreciation method you want to change, and then go to Asset Detail.
2. Change the depreciation method for all federal tax books and any applicable state books. Check with each state's Department of Revenue to determine whether they have adopted the 168 Allowance before switching to one of the "Plus 168" depreciation methods.

   Note: Do not change any information in the Internal book.

   The application displays a message warning you that changing the depreciation method affects the current depreciation amount and asking if you want to continue.
3. Click the **Yes** button. The application displays a message asking when you want to apply the change to the depreciation-critical field.
4. Click the Placed-in-Service Date option, and then click OK. The application clears all of the previously calculated depreciation amounts. This enables the application to correctly calculate the additional 168 Allowance.
5. Select a percentage allowance in the 168 Allowance % field if you have selected a "Plus 168" depreciation method, and then click the Save Asset button to save the asset.

Performing a 168 Allowance Switch

You can select a group of assets and change the depreciation method for the group so that the group will take the additional percentage allowance. You can also change the group's depreciation methods so that the group does not take the additional allowance at all.

The application changes the depreciation method for only those assets that qualify for the switch.

Before you use this feature, you should spend some time planning and creating your asset groups. Remember that you elect the 168 Allowance for entire classes of assets (3-year property, 5-year property, etc.). Your asset group could include multiple classes of property, as long as you include all of the qualifying assets for each class in the group. Also, make sure that groups for which you are applying the "Plus 168" depreciation methods consist of assets that are eligible for the additional depreciation.

You may also want to reset depreciation on your assets to the placed-in-service date before you use this feature, especially if your assets contain beginning depreciation amounts. If you want to retain the information in the beginning depreciation fields, then reset depreciation to the Beginning Date instead. For more information, see "Resetting Depreciation," page 8-6.

The application switches depreciation methods as outlined in the table in "Changing the Depreciation Method of a Single Asset," page 8-25. For example, suppose Asset A currently uses depreciation method MF200. You create a group of assets called "7-year MACRS Property" that includes Asset A. If you perform a 168 Allowance Switch on this group of assets, then Asset A will use depreciation method MA200.

Note: If you switch an asset that uses a MACRS table depreciation method, the application applies a MACRS formula Plus 168 depreciation method. For example, the application switches an asset with an MT200 depreciation method to MA200. However, you cannot switch an asset back to a MACRS table method. For example, the application switches an asset with an MA200 depreciation method to MF200, even if that asset once used depreciation method MT200. To change the depreciation method back to MT200, you must edit the Depreciation Method field in Asset Detail. For more information, see "Changing the Depreciation Method of a Single Asset," page 8-25.

To perform the 168 Allowance Switch

1. Create a group consisting of one or more classes of assets for which you want to change depreciation methods.
2. Select Depreciate/168 Allowance Switch from the menu bar. The 168 Allowance Switch dialog appears.
3. Complete the 168 Allowance Switch dialog, and then click OK. For more information, see "Completing the 168 Allowance Switch Dialog," page 8-26.

The application changes the depreciation methods for the selected group of assets that qualify for the change. The application also applies the allowance percentage if you elect to take the 168 Allowance. The application calculates depreciation through the Current Through Date using the new depreciation methods. The application also recalculates any gain or loss on disposed assets.

Note: The application changes depreciation methods for only those assets that qualify for the 168 Allowance Switch. For example, the application does not perform the switch on assets involved in a transfer. The application displays an error message if you attempt to switch an asset that has an incorrect estimated life or a business use percentage below 51%. However, the application does *not* display an error message if you attempt to switch an asset involved in a transfer.

Completing the 168 Allowance Switch Dialog

Follow the steps in "168 Allowance Switch Window" in the Sage Fixed Assets Depreciation online Help system to complete the 168 Allowance Switch dialog.

Assets That Qualify for the 168 Allowance Switch

For detailed information about assets that qualify for the 168 Allowance Switch, see "Assets That Qualify for the 168 Allowance Switch" in the Sage Fixed Assets Depreciation online Help system.

Changing Depreciation Methods of Transferred Assets

You must complete some additional steps when you change the depreciation method of a transferred asset to a "Plus 168" depreciation method.

Follow the steps below to switch the depreciation method for a transferred asset.

Note: For a transfer, you should not switch the depreciation method of the transferred asset without switching the original asset, as this may cause problems with Current Year-to-Date values in the transfer year.

To change the depreciation method of transferred assets

1. Go to Asset Detail for the transferred asset and print the Transfer information. For more information, see "Printing Asset Information," page 6-30.
2. Perform a Delete Last Transaction to "undo" the transfer. For more information, see "Deleting Asset Transactions," page 7-31.
3. Save the asset.
4. Perform a 168 Allowance Switch to change the depreciation method to a "Plus 168" depreciation method on the current asset. Select <Detailed Asset x> in the Group drop-down list box on the 168 Allowance Switch dialog. For more information, see "Performing a 168 Allowance Switch," page 8-25.
5. After the asset is using a "Plus 168" depreciation method, then you can reenter the transfer information and complete the transaction.

Electing Out of the 168 Allowance

The 168 Allowance is taken by all qualifying assets, unless you elect out of the allowance. You can elect out of the allowance for each class of assets (that is, 3-year property, 5-year property, 7-year property, etc.) on a year-to-year basis.

To elect out of the allowance

1. Select one of the depreciation methods that does not include the additional allowance, such as MACRS formula (MF) or MACRS table (MT).
2. When you file the Form 4562, you must attach a statement indicating the class of property for which you are electing not to claim the additional depreciation allowance.

Including Section 168 Allowance and Section 179 in Depreciation Expense

The Section 168 Allowance and the Section 179 expense are basis deductions before MACRS depreciation is calculated. They are separately stated items in Asset Detail and on reports by default. However, you can choose whether to combine the Section 168 Allowance and Section 179 expense, when applicable, with MACRS depreciation expense on reports.

You indicate your selection in the Edit Company dialog. If you decide to include these amounts in depreciation expense on reports, the application includes the Section 168 Allowance and Section 179 expense in the following columns:

- Prior Accumulated Depreciation
- Depreciation This Run
- Current Year to Date
- Current Accumulated Depreciation

Generally, the entire Section 168 Allowance and Section 179 expense are claimed in the placed-in-service month. After the placed-in-service year, the amounts become part of the Prior Accumulated Depreciation. Neither the Section 168 Allowance nor the Section 179 expense is prorated for a short year or affected by the asset's averaging convention.

Note: The Section 168 Allowance is claimed in the placed-in-service month when an asset is first entered. However, if an asset is subsequently transferred in the placed-in-service year, the 168 Allowance must be prorated between the original asset and the transferred asset.

Although you can include the Section 168 Allowance and Section 179 expense in depreciation amounts for reporting, the application does not include them when displaying the Current Year-to-Date field and Current Accumulation field in Asset Detail. Both the Section 168 Allowance and Section 179 expense are separately stated in Asset Detail because special rules and limitations apply to these values. To view a breakdown of all the components of Tax Expense, including the Section 179 expense and Section 168 Allowance, you can run the Tax Expense Report from the Reports menu.

The asset's acquisition value is always reduced by the Section 168 Allowance and Section 179 expense, if applicable, when calculating and displaying the asset's depreciable basis. Thus, if you choose to include the Section 168 Allowance and Section 179 in expense, then the total accumulated depreciation at the end of the asset's life will be greater than the depreciable basis by the amount of the Section 168 Allowance and the Section 179 expense.

The decision whether to include the Section 168 Allowance and Section 179 in depreciation expense applies to all of the assets in a company.

To include the Section 168 Allowance and Section 179 in depreciation expense

1. Select File/Edit Company from the menu bar. The Edit Company dialog appears.
2. Select the Include Section 168 Allowance and Section 179 in Expense check box.

   A message warns that changing the entry in this field will change the depreciation values on reports.
3. Click the Yes button to continue.
4. Click OK to close the Edit Company dialog.

Example:

You acquire office equipment that costs $10,000 and has an estimated life of 5 years. You place it in service on January 1, 2002 and claim $2,000 of Section 179 expense. A Section 168 Allowance of $2,400 (30% of $8,000) is calculated when you use depreciation method MA200.

If you do *not* include the Section 168 Allowance and Section 179 expense in depreciation expense, the application calculates the following amounts when you run the Depreciation Expense report for December 31, 2002 (assuming you calculate depreciation monthly):

Report Column	Amount	Calculation
Depreciable Basis	$5,600.00	$10,000 – 2,000 – (8,000 x .30)
Prior Accum Depreciation	$ 0.00	
Depreciation This Run	$ 93.33	$1,120/12 (1 month of depreciation)
Current YTD	$1,120.00	($5,600/5 years x 200%) x ½ (half-year convention)
Current Accum	$1,120.00	

If you include the Section 168 Allowance and Section 179 expense in depreciation expense, the application calculates the following amounts when you run the Depreciation Expense report for December 31, 2002 (assuming you calculate depreciation monthly):

Report Column	Amount	Calculation
Depreciable Basis	$5,600.00	$10,000 – 2,000 – (8,000 x .30)
Prior Accum Depreciation	$ 0.00	
Depreciation This Run	$ 93.33	$1,120/12 (1 month of depreciation)
Current YTD	$5,520.00	($1,120 (regular depr.) + $2,000 (Sec. 179) + $2,400 (Sec. 168 Allowance)
Current Accum	$5,520.00	$1,120 + $2,000 +$2,400

At the end of the asset's life, the Current Accumulated Depreciation will be $10,000, but the asset's Depreciable Basis is only $5,600. The difference of $4,400 is equal to the $2,000 of Section 179 expense and $2,400 of the Section 168 Allowance.

New York Liberty Zone Property

The Job Creation and Worker Assistance Act of 2002 created additional tax incentives for taxpayers located in a New York Liberty Zone. In general, the provisions of the JCWAA that apply to the New York Liberty Zone allow the taxpayers additional time to claim incentives and also include:

- Expansion of the 168 Allowance to additional types of property
- Decrease in depreciable life for leasehold improvements
- Increase in the Section 179 deduction
- The 30% allowance is available for New York Liberty Zone property placed in service after September 10, 2001 and before January 1, 2007. It is available for residential rental property and non-residential real property placed in service before January 1, 2010.

Note: The 168 Allowance is deductible for both regular tax and AMT purposes.

Qualifying NY Liberty Zone property is one of the following:

- MACRS property with a recovery period of 20 years or less
- Water utility property, with a 25-year recovery period
- Section 167(f)(1)(B) computer software

- Residential rental and non-residential real property, to the extent that it rehabilitates real property damaged, or replaces real property destroyed or condemned, as a result of the September 11, 2001 terrorist attack.

NY Liberty Zone property must also meet the following tests:

- Property must be acquired after September 10, 2001.
- If property is acquired after September 10, 2001 and before January 1, 2005, it must be "used" property. If acquired after January 1, 2005, it can be either new or used property.
- Property must be placed into service before January 1, 2007 (January 1, 2010 for residential rental and non-residential real property).
- Substantially all property must be in use in the NY Liberty Zone, and used in the active conduct of a trade or business in the NY Liberty Zone.
- The original use of the property in the NY Liberty Zone must have begun after September 10, 2001. Used property qualifies if it has not previously been used within the NY Liberty Zone.

The following property does **not** qualify as NY Liberty Zone property:

- Property to which Section 168 Allowance applies (that is, property that qualifies for the additional percentage depreciation allowance)
- Listed property that is used 50% or less for business purposes
- Property that is required to be depreciated under the Alternative Depreciation System (ADS)
- Qualified NY Liberty Zone Leasehold Improvement property

New York Liberty Zone Definition

The New York Liberty Zone is the area located on or south of Canal Street, East Broadway (east of its intersection with Canal Street), or Grand Street (east of its intersection with East Broadway) in the Borough of Manhattan in the City of New York, New York.

Entering New York Liberty Zone Property

You enter New York Liberty Zone property in the application the same way you enter any other asset. There is no special field that designates an asset as New York Liberty Zone property.

You can identify the asset as New York Liberty Zone property in the Description field or in one of the Custom Fields if desired.

The following rules apply to New York Liberty Zone property:

Personal Property

You can select a "Plus 168" depreciation method if the placed-in-service date is after September 10, 2001 and before January 1, 2007. (If the placed-in-service date is after December 31, 2004, the application reminds you that a "Plus 168" depreciation method is allowed only for New York Liberty Zone property or certain property having longer production periods.)

Note: The 30% allowance is available for New York Liberty Zone property placed in service after September 10, 2001 and before January 1, 2007. It is available for residential rental property and non-residential real property placed in service before January 1, 2010.

The availability of the 30% 168 Allowance for residential rental and non-residential real property in the New York Liberty Zone was set to expire on 12/31/2009; however, it is expected that these provisions will be extended. Please check with your tax advisor for updated information.

Non-Residential Real and Residential Rental Property

The "Plus 168" depreciation methods are also available for non-residential real property and residential rental property in the Liberty Zone if it "rehabilitates real property damaged, or replaces real property destroyed or condemned, as a result of the September 11, 2001 terrorist attack" and is placed in service by December 31, 2009. You can select a "Plus 168" depreciation method when the placed-in-service date is after September 10, 2001 and before January 1, 2010 and the property type is R, S, C, E, or F.

Leasehold Improvements

You can enter qualified leasehold improvements with a 5-year estimated life (GDS life) and a 9-year ADS life. Select a real property type (R, S, C, E, or F) and the MF100 depreciation method to enter a leasehold improvement. (New York Liberty Zone leasehold improvements do not qualify for the 168 Allowance.) The application reminds you that a 5-year estimated life is available only for leasehold property located in the New York Liberty Zone.

Section 179 Limits for New York Liberty Zone Property

The Job Creation and Worker Assistance Act of 2002 changed both the dollar limit and the investment limit for Section 179 property located in the New York Liberty Zone.

The yearly Section 179 limits increased for New York Liberty Zone property. The new limitations treat New York Liberty Zone property in a similar manner to Enterprise Zone property, which has had increased limits since 1993. For more information, see "Section 179 Limits for Enterprise Zone Property," page 8-34.

Help: For additional information about the standard Section 179 limits, as well as the increased limits for New York Liberty Zone (NYLZ) property, enter "Section 179 Limits for New York Liberty Zone Property" in the Search tab of the Sage Fixed Assets Depreciation online Help system.

Overriding Section 179 Limits on the Form 4562

The Job Creation and Worker Assistance Act of 2002 changed the dollar limit for Section 179 property located in the New York Liberty Zone. The investment limit was changed by the Jobs and Growth Tax Relief Reconciliation Act of 2003. You must enter the increased limits when you print the Form 4562 - Depreciation and Amortization.

To enter the new limits for Liberty Zone on the Form 4562

1. Select Reports/Tax Reports/4562 - Depreciation and Amortization from the menu bar. The Form 4562 - Depreciation and Amortization dialog appears.
2. Select a group of assets in the Group field.
3. Enter the beginning date of the fiscal year for which you are running the report.
4. Click the Additional Information button. The Form 4562 Additional Information dialog appears.

5. In the Override: §179 Maximum Amount field, enter the increased dollar limit for the year. The application prints the entered amount on Part I, Line 1 of the Form 4562.
6. In the Override: Total Cost of §179 Property field, enter the total cost of qualifying Section 179 property placed in service in the tax year. The application prints the entered amount on Part I, Line 2 of the Form 4562.

Note: In general, if you enter an amount in the Override: §179 Maximum Amount field, you should also enter an amount in the Override: Total Cost of §179 Property field.

7. In the Override: Threshold Cost of §179 Property field, enter the total cost of property allowed before the Section 179 phaseout begins. The application prints the amount on Part I, Line 3 of the Form 4562.
8. Complete the remaining fields on the Form 4562 Additional Information dialog, and then click OK. The application returns to the Form 4562 - Depreciation and Amortization dialog.
9. Complete the Form 4562 - Depreciation and Amortization dialog, and then click the Run Report button. The Form 4562 - Depreciation and Amortization report appears in the report viewer.

Completing the Form 4562 Additional Information Dialog

Follow the guidelines below to complete the Form 4562 Additional Information dialog.

Part I

- **Override: §179 Maximum Amount**
  Use this field to enter the increased dollar limit for property in the New York Liberty Zone or Enterprise Zone. The application prints the entered amount on Part I, Line 1 of the Form 4562.

  Note: Do not use this override field for assets located in the Gulf Opportunity Zone. Instead, use the 179 Deduction field in Asset Detail to indicate the assets are located in the Gulf Opportunity Zone.

- **Override: Total Cost of §179 Property**
  Enter the total cost of qualifying Section 179 property placed in service in the tax year. The application prints the entered amount on Part I, Line 2 of the Form 4562.

  Note: In general, if you enter an amount in one of the two override fields above, you should enter an amount in both override fields.

- **Override: Threshold Cost of §179 Property**
  When the state threshold amount differs from the federal threshold amount, enter the total cost of property allowed before the Section 179 phaseout begins. The application prints the entered amount on Part I, Line 3 of the Form 4562.
- **§179 Deduction Limited by Taxable Income**
  Click this check box if the company's Section 179 expense deduction is limited by taxable income under Code Section 179(b)(3).
- **Aggregate Net Income Before §179 Deduction**
  Use this field to enter the company's taxable income before subtracting any Section 179 expense.

- **Carryforward of Disallowed §179 From Prior Years**
  Use this field to enter the amount of Section 179 expense, if any, elected to be expensed in previous years but not allowed as a deduction due to the taxable income limitation.

Part II

- **§168(f)(1) Amount - Units of Production**
  Use this field to enter the depreciation deduction for property the company has elected to depreciate by the units-of-production method or other method as allowed under Code Section 168(f)(1).
- **Other Depreciation**
  Use this field to enter the current year depreciation for assets that you do not amortize, expense, or depreciate under MACRS and that are not maintained in the application.

Part IV

- **§263A Amount - Capitalized Inventory Cost**
  Use this field to enter the increase in basis from costs that you are required to capitalize under the uniform capitalization rules of Code Section 263A. For more information, see IRS Regulation 1.263A-1.

Section 179 Limits for Enterprise Zone Property

Since 1993, the amount of allowable Section 179 expense deduction has been increased for qualifying property by an “enterprise zone business” (as defined in IRS Code Sec. 137B).

Help: For additional information about the standard Section 179 limits, as well as the increased limits for Enterprise Zone property, enter "Section 179 Limits for Enterprise Zone Property" in the Search tab of the Sage Fixed Assets Depreciation online Help system.

Qualified Gulf Opportunity Zone Property

In order for property to be qualified Gulf Opportunity Zone (GO Zone) property, it must meet all of the following requirements:

1. The property must be MACRS property that meets one of the following criteria:
   - Has a recovery period of 20 years or less
   - Is computer software not covered under Section 197
   - Is water utility property
   - Is qualified leasehold improvement property
   - Is nonresidential real property or residential rental property.
2. Substantially all of the use of such property must be in the Gulf Opportunity Zone and in the active conduct of a trade or business by the taxpayer in such Zone.
3. The original use of the property in the Gulf Opportunity Zone must commence with the taxpayer on or after August 28, 2005.
4. The property must be acquired by purchase on or after August 28, 2005, and placed in service on or before March 31, 2011. For qualifying nonresidential real property and residential rental property, the property must be placed in service on or before December 31, 2010.

Gulf Opportunity Zone Definition

The Gulf Opportunity Zone refers to the areas of Alabama, Florida, Louisiana, and Mississippi that were damaged by hurricanes Katrina, Rita, and Wilma in 2005.

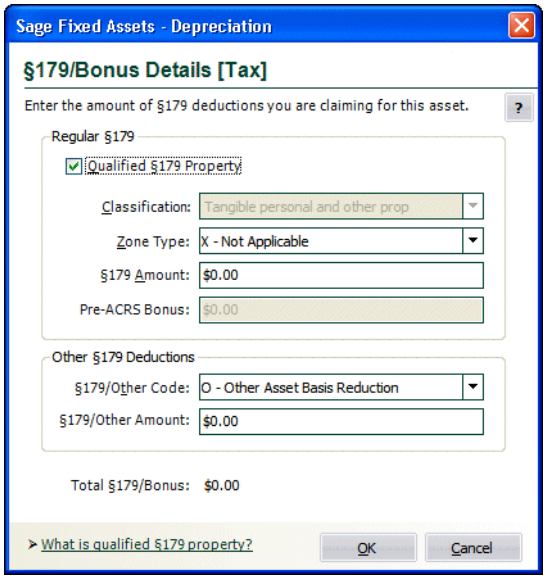
Section 179 Limits for Qualified Gulf Opportunity Zone Property

The Gulf Opportunity Zone Act of 2005 provides for increased Section 179 limits for assets placed in service in the Gulf Opportunity Zone.

Help: For additional information about the standard Section 179 limits, as well as the increased limits for GO Zone property, enter "Section 179 Limits for Qualified Gulf Opportunity Zone Property" in the Search tab of the Sage Fixed Assets Depreciation online Help system.

To claim the higher Section 179 dollar limit

1. Click in the 179 Deduction field in Asset Detail.
2. Select the down arrow to the right of the 179 Deduction field. The §179/Bonus Details dialog appears.



3. Select the Qualified §179 Property check box.
4. Click the down arrow to the right of the Zone Type field, and select G - Gulf Opportunity Zone from the drop-down list.
5. Enter the desired amount of Section 179 expense for the asset in the §179 Amount field.
6. Click OK to close the dialog.

Threshold Amount

When you have property located in the Gulf Opportunity Zone, the Section 179 threshold amount is increased by the lesser of:

- $600,000 or
- the cost of the qualified Section 179 Gulf Opportunity Zone property placed in service during the taxable year.

For information about the threshold amounts for each taxable year, see "Threshold Amounts," page 6-10.

The application calculates the threshold amount for you when you indicate which assets are located in the Gulf Opportunity Zone. You do this by selecting the Qualified §179 Property check box, and then selecting G - Gulf Opportunity Zone from the drop-down list in the §179/Bonus Details dialog for each asset located in the GO Zone. See "Completing the §179/Bonus Details Dialog," page 6-15.

Here are two examples:

Example 1:
In a tax year beginning in 2006, you place in service qualified Section 179 GO Zone property with a cost of $800,000. You may take an expense deduction of $208,000 for the tax year ($108,000 regular maximum deduction plus $100,000, which is the lesser of $100,000 or the cost of qualified Section 179 GO Zone property placed in service during the tax year). The $208,000 of cost is not subject to depreciation. The remaining $592,000 of cost is subject to depreciation.

Example 2:
In a tax year beginning in 2006, you place in service qualified Section 179 GO Zone property with a cost of $1,100,000. You may take an expense deduction of $138,000 for 2006:

	$108,000	Regular maximum deduction for 2006
+	$100,000	Lesser of $100,000 or the cost of qualified Section 179 GO Zone property placed in service during 2006
-	$ 70,000	The amount by which $1,100,000 exceeds $1,030,000 ($430,000 beginning-of-phaseout amount for 2006 + $600,000)

The $138,000 of cost is not subject to depreciation. The remaining $962,000 of cost is subject to depreciation.

Qualified Recovery Assistance Property (Kansas Disaster Zone)

The Heartland, Habitat, Harvest, and Horticulture Act of 2008 - Title XV of the Food, Conservation, and Energy Act of 2008 (The 2008 Farm Act) replaces the term *qualified Gulf Opportunity Zone property* with the term *qualified Recovery Assistance property (Kansas Disaster Zone property)*.

In order for property to be qualified Recovery Assistance property, it must meet all of the following requirements:

1. The property must be MACRS property that meets one of the following criteria:
   - Has a recovery period of 20 years or less
   - Is computer software not covered under Section 197
   - Is water utility property
   - Is qualified leasehold improvement property
   - Is nonresidential real property or residential rental property.
2. Substantially all of the use of such property must be in the Kansas disaster zone and in the active conduct of a trade or business by the taxpayer in such zone.
3. The original use of the property in the Kansas disaster zone must begin with the taxpayer after May 4, 2007.
4. The property must be acquired by purchase after May 4, 2007, and placed in service on or before December 31, 2008. For qualifying nonresidential real property and residential rental property, the property must be placed in service on or before December 31, 2009.

Kansas Disaster Zone Definition

The Kansas Disaster Zone refers to the following 24 counties located in Kansas that were damaged by severe storms and tornados beginning on May 4, 2007: Barton, Clay, Cloud, Comanche, Dickinson, Edwards, Ellsworth, Kiowa, Leavenworth, Lyon, McPherson, Osage, Osborne, Ottawa, Phillips, Pottawatomie, Pratt, Reno, Rice, Riley, Saline, Shawnee, Smith, and Stafford.

Section 179 Limits for Kansas Disaster Zone Property

The 2008 Farm Act provides for increased Section 179 limits for assets located in the Kansas Disaster Zone.

Help: For additional information about the standard Section 179 limits, as well as the increased limits for Kansas Disaster Zone (KD Zone) property, enter “Section 179 Limits for Kansas Disaster Zone Property” in the Search tab of the Sage Fixed Assets Depreciation online Help system.

To claim the higher Section 179 dollar limit

1. Click in the 179 Deduction field in Asset Detail.
2. Click on the down arrow to the right of the 179 Deduction field. The §179/Bonus Details dialog appears.
3. Select the Qualified §179 Property check box.
4. Click on the down arrow to the right of the Zone Type field, and select code K - Kansas Disaster Zone in the drop-down list.
5. Enter the desired amount of Section 179 expense for the asset in the §179 Amount field.
6. Click OK to close the dialog.

Threshold Amount

When you have property located in the Kansas Disaster Zone, the Section 179 threshold amount is increased by the lesser of:

- $600,000, or
- The cost of the qualified Section 179 Kansas Disaster Zone property placed in service during the tax year.

The system calculates the threshold amount for you when you indicate which assets are located in the Kansas Disaster Zone. You do this by selecting the Qualified §179 Property check box and selecting code K - Kansas Disaster Zone from the drop-down list in the §179/Bonus Details dialog for each asset located in the Kansas Disaster Zone.

Here are two examples:

Example 1:
In the tax year beginning in 2008, you place in service qualified section 179 Kansas Disaster Zone property with a cost of $1,200,000. You may take an expense deduction of $350,000 for the tax year ($250,000 regular maximum deduction plus $100,000, which is the lesser of $100,000 or the cost of qualified Section 179 Kansas Disaster Zone property placed in service during the tax year). The $350,000 of cost is not subject to depreciation. The remaining $850,000 of cost is subject to depreciation.

Example 2:
In the tax year beginning in 2008, you place in service qualified Section 179 Kansas Disaster Zone property with a cost of $1,450,000. You may take an expense deduction of $300,000 for 2008:

	$250,000	Regular maximum deduction for 2008
+	$100,000	Lesser of $100,000 or the cost of qualified Section 179 Kansas Disaster Zone property placed in service during 2008
-	$ 50,000	The amount by which $1,450,000 exceeds $1,400,000 ($800,000 beginning-of-phaseout amount for 2008 + $600,000)

The $300,000 of cost is not subject to depreciation. The remaining $1,150,000 of cost is subject to depreciation.

Qualified Disaster Assistance Property

In order for property to be qualified Disaster Assistance property, it must meet all of the following requirements:

1. The property must be MACRS property that meets one of the following criteria:
   - Has a recovery period of 20 years or less
   - Is computer software not covered under Section 197
   - Is water utility property
   - Is qualified leasehold improvement property
   - Is nonresidential real property or residential rental property.
2. Substantially all of the use of such property must be in a disaster area with respect to a federally declared disaster occurring between January 1, 2008 and December 31, 2009, and in the active conduct of a trade or business by the taxpayer in such area.

3. The property must rehabilitate property damaged, or replace property destroyed or condemned, as a result of the federally declared disaster.
4. The original use of the property in the disaster area must begin with the taxpayer on or after the applicable disaster date.
5. The property must be acquired by purchase on or after the applicable disaster date, and placed in service by the end of the third calendar year following the applicable disaster date. For qualifying nonresidential real property and residential rental property, the property must be placed in service by the end of the fourth calendar year following the applicable disaster date.

Qualified Disaster Zone Definition

The Emergency Economic Stabilization Act of 2008 defines qualified disaster zone as any disaster area, in which the property is located, determined by the President to warrant federal assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

Note: The term qualified disaster zone only applies to disasters declared after December 31, 2007 and occurring before January 1, 2010.

Section 179 Limits for Qualified Disaster Zone Property

The Emergency Economic Stabilization Act of 2008 provides for increased Section 179 limits for assets located in the Qualified Disaster Zone.

Help: For additional information about the standard Section 179 limits, as well as the increased limits for Qualified Disaster Zone (QDZ) property, enter "Section 179 Limits for Qualified Disaster Zone Property" in the Search tab of the Sage Fixed Assets Depreciation online Help system.

To claim the higher Section 179 dollar limit

1. Click in the 179 Deduction field in Asset Detail.
2. Click on the down arrow to the right of the 179 Deduction field. The §179/Bonus Details dialog appears.
3. Select the Qualified §179 Property check box.
4. Click on the down arrow to the right of the Zone Type field, and select code D-Qualified Disaster Zone in the drop-down list.
5. Enter the desired amount of Section 179 expense for the asset in the §179 Amount field.
6. Click OK to close the dialog.

Threshold Amount

When you have property located in the Qualified Disaster Zone, the Section 179 threshold amount is increased by the lesser of:

- $600,000, or
- The cost of the qualified Section 179 Disaster Zone property placed in service during the year.

The system calculates the threshold amount for you when you indicate which assets are located in the Qualified Disaster Zone. You do this by selecting the Qualified §179 Property check box, and selecting Code D - Qualified Disaster Zone from the drop-down list in the §179/Bonus Details dialog for each asset located in the Qualified Disaster Zone.

Here are two examples:

Example 1:
In the tax year beginning in 2008, you place in service qualified Section 179 Disaster Zone property with a cost of $1,200,000. You may take an expense deduction of $350,000 for the tax year ($250,000 regular maximum deduction plus $100,000, which is the lesser of $100,000 or the cost of qualified Section 179 Disaster Zone property placed in service during the tax year). The $350,000 of cost is not subject to depreciation. The remaining $850,000 of cost is subject to depreciation.

Example 2:
In the tax year beginning in 2008, you place in service qualified Section 179 Disaster Zone property with a cost of $1,450,000. You may take an expense deduction of $300,000 for 2008:

	$250,000	Regular maximum deduction for 2008
+	$100,000	Lesser of $100,000 or the cost of qualified Section 179 Disaster Zone property placed in service during 2008
-	$ 50,000	The amount by which $1,450,000 exceeds $1,400,000 ($800,000 beginning-of-phaseout amount for 2008 + $600,000)

The $300,000 of cost is not subject to depreciation. The remaining $1,150,000 of cost is subject to depreciation.

Reviewing Assets for Tax Compliance

Sometimes the IRS issues regulations that affect assets that you have already entered in the application. These regulations may require that you change some of the asset information so that your assets comply with the regulations.

For example, in 2003 the IRS issued a regulation that prohibits an asset using a “Plus 168” depreciation method from being disposed in its placed-in-service year. The 168 Allowance is available for assets placed in service after September 10, 2001. If you disposed an asset using a “Plus 168” depreciation method in its placed-in-service year, you may need to change its depreciation method.

You can use the Audit Advisor feature to locate assets that may not be in compliance with IRS regulations. For information about the types of potential problems that the Audit Advisor looks for, see “Audit Advisor Validations,” page 8-41.

Note: The Audit Advisor helps you locate assets that may not be in compliance with IRS regulations. Running the Audit Advisor does not change any of your asset data. It is up to you to decide whether to change the information for your assets.

To review assets for tax compliance

1. Select Depreciation/Audit Advisor from the menu bar. The Audit Advisor dialog appears.
2. Complete the Audit Advisor dialog, and then click the Run Review button. The application reviews the assets in the selected book for the selected fiscal year, and it displays the results on your computer's screen.

   The application also creates groups of assets that may not comply with IRS regulations so that you can review the assets more easily. The report indicates the names of the groups that the application creates.

Completing the Audit Advisor Dialog

Follow the guidelines below to complete the Audit Advisor dialog.

- **Step 1: Select a Book**
  Use this field to select the book containing the assets that you want the Audit Advisor to check for compliance with tax regulations. You can select only one book at a time.
- **Step 2: Enter a Fiscal Year End**
  Use this field to enter a fiscal year end-date. The Audit Advisor will review only the assets that were placed in service in the selected fiscal year. You must enter the date in MM/YYYY format.

  Note: The date that you enter must be in 2001 or later.

- **Run Review Button**
  Click this button to begin the review process. The application reviews the assets in the selected book for the selected fiscal year, and it displays the results on your computer's screen.

The application also creates groups of assets that may not comply with IRS regulations so that you can review the assets more easily. The report indicates the names of the groups that the application creates.

For information about the types of potential problems that the Audit Advisor looks for, see "Audit Advisor Validations," page 8-41.

Audit Advisor Validations

The Audit Advisor reviews your assets to help you determine if they comply with the following IRS regulations:

- **MACRS Methods**
  Generally, all assets placed in service after 12/31/1986 must use a MACRS (Modified Accelerated Cost Recovery System) depreciation method. For more information, see "MACRS Methods," page 8-42.
- **Section 179 Dollar Limit**
  IRS regulations limit the total amount of Section 179 that you can take on assets placed in service in a taxable year. For more information, see "Section 179 Dollar Limit," page 8-42.
- **MACRS Depreciation Election**
  Certain MACRS depreciation elections must be made on a class-by-class basis. For more information, see "MACRS Depreciation Election," page 8-43.

- **Assets with Beginning Information**
  Entering data in the beginning information fields overrides the application's depreciation calculations. For more information, see "Assets with Beginning Information," page 8-43.
- **Assets with Less Than 100% Business Use**
  Assets with less than 100% business use are not entitled to a full year's depreciation deduction. The business-use percentage may change over time and should be reviewed on an annual basis. For more information, see "Assets with Less Than 100% Business Use," page 8-44.
- **Accelerated Depreciation Extended for Indian Reservation Property**
  For more information, see "Accelerated Depreciation Extended for Indian Reservation Property," page 8-44.
- **168(k) Allowance applicable 9/28/2017 to 12/31/2022**
  For more information, see "Changing to the 168 Allowance," page 8-24.

MACRS Methods

The Audit Advisor finds assets using a non-MACRS depreciation method that were placed in service in a year for which MACRS depreciation methods are required.

Issue

Generally, all assets placed in service after 12/31/1986 must use a MACRS (Modified Accelerated Cost Recovery System) depreciation method. When you run the Audit Advisor, the application determines if you have assets using non-MACRS depreciation methods that were placed in service in a year for which MACRS depreciation methods are required.

Resolution

1. In the Asset List, display the group of assets that the Audit Advisor created.

   The group is named AA (for Audit Advisor), followed by "MACRS Meth," followed by the book name, followed by the fiscal year end. For example, if you selected the Tax book and a fiscal year ending in December, 2003 in the Audit Advisor dialog, then the group would be called AA-MACRS Meth-Tax-12/03.

2. Review the depreciation method for each of the assets in the group.

   If you determine that an asset is incorrectly using a non-MACRS depreciation method, then you need to change the depreciation method to a MACRS method (that is, MA, MR, AA, SB, MF, MT, AD, or MI).

   Also, note that if you decide to change depreciation methods, you may be required to file a Form 3115 - Application for Change in Accounting Method.

Section 179 Dollar Limit

The Audit Advisor determines if the Section 179 expense taken in a taxable year exceeds the dollar limit for that year.

Help: For additional information (including issues and resolutions), enter "Section 179 Dollar Limit" in the Search tab of the Sage Fixed Assets Depreciation online Help system.

MACRS Depreciation Election

The Audit Advisor finds assets for which you have made one or more of the following MACRS depreciation elections:

- **Alternative Depreciation System (ADS):** Assets use depreciation method AD or AA.
- **150% declining-balance depreciation method over the General Depreciation System (GDS) recovery period:** Assets use depreciation method MF150, MT150, MI150, MA150, or MR150.
- **Straight-line depreciation method over the GDS recovery period:** Assets use depreciation method MF100, MT100, MI100, MA100, or MR100.

Review your assets to determine if each MACRS election was made for an entire class of assets.

Issue

The application uses the IRS default depreciation methods during data entry for the tax-related books. However, you can make an alternate election on a class-by-class basis to use the Alternative Depreciation System (ADS), 150% declining-balance method, or the straight-line method over the General Depreciation System (GDS) recovery period. Note, however, this rule does not apply to residential rental and nonresidential real property, for which the election is made on a property-by-property basis.

Resolution

1. In the Asset List, display the group of assets that the Audit Advisor created.

   The group is named AA (for Audit Advisor), followed by "MACRS Elec," followed by the book name, followed by the fiscal year end. For example, if you select the Tax book and a fiscal year ending in December, 2007 in the Audit Advisor dialog, then the group would be called AA-MACRS Elec-Tax 12/07.

2. Review the depreciation method and estimated life for each asset in the group.
3. Make sure that each MACRS election was made for an entire class of assets. If an election was not made for an entire class of assets, then the non-conforming assets must be updated.

Assets with Beginning Information

The Audit Advisor finds assets containing data in the beginning information fields.

Issue

Entering data in the beginning information fields overrides the application's depreciation calculations. If you are using your own calculation for depreciation (depreciation method OC), assets will include beginning information.

Resolution

1. In the Asset List, display the group of assets that the Audit Advisor created.

   The group is named AA (for Audit Advisor), followed by "Beg Info," followed by the book name, followed by the fiscal year end. For example, if you selected the Tax book and a fiscal year ending in December, 2007 in the Audit Advisor dialog, then the group would be called AA-Beg Info-Tax 12/07.

2. Examine each asset to make sure that the data in the beginning information fields is correct.

3. If the data in the beginning information fields is incorrect, you can reset depreciation for the asset.

Note: Use extreme caution when resetting depreciation to ensure you achieve the desired results.

Assets with Less Than 100% Business Use

The Audit Advisor finds assets in the selected fiscal year that have ever been used for less than 100% business use.

Issue

Assets with less than 100% business use are not entitled to a full year's depreciation deduction. The business-use percentage may change over time and therefore should be reviewed and updated on an annual basis. The system detects if one or more assets in the selected fiscal year have ever been used for less than 100% business use.

Resolution

1. In the Asset List, display the group of assets that the Audit Advisor created.

   The group is named AA (for Audit Advisor), followed by "Bus Use," followed by the book name, followed by the fiscal year end. For example, if you selected the Tax book and a fiscal year ending in December 2010 in the Audit Advisor dialog, then the group would be called AA-Bus Use-Tax-12/10.

2. Examine each asset to make sure that the Business Use Percentage field has been appropriately updated for the selected fiscal year.

3. If the percentage in the Business Use Percentage field is incorrect, you must enter the correct business use, which is a depreciation-critical change.

4. After you have updated the Business Use Percentage fields, recalculate depreciation for the affected assets for the created group.

Accelerated Depreciation Extended for Indian Reservation Property

The Audit Advisor determines if you have had Indian Reservation property in the past (property methods MI and MR).

Help: For additional information (including issues and resolutions), enter "Accelerated Depreciation Extended for Indian Reservation Property" in the Search tab of the Sage Fixed Assets Depreciation online Help system.

1168(k) Allowance applicable 9/28/2017 to 12/31/2022

The Audit Advisor finds assets qualified for the 168(k) Allowance percentage of 100%.

Help: For additional information (including issues and resolutions), enter "168 Allowance % Field" in the Search tab of the Sage Fixed Assets Depreciation online Help system.

Chapter 9
Standard Reports

In this chapter:

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The application contains numerous standard reports to help you manage your assets and keep track of their depreciation, both for tax purposes and for your internal books. You decide which assets and which books to include in each report, and how the assets should be sorted and subtotaled. You can print a report or display it on the computer screen.

The application also contains a batch report feature that allows you to create an entire batch of reports that you can run with a single command. Batch reporting is extremely useful when you consistently run certain reports for such purposes as monthly reporting.

This chapter explains how to run the standard reports, how to format the reports, how to create batch reports, how to use the Utility Reports, and how to interpret each report.

List of Reports

Following is a list of each report and a brief description of each. For more detailed explanation, see Chapter 10, “Report Details.”

You run the following reports by selecting Standard Reports from the Reports menu:

- **Depreciation Expense Report**
  The Depreciation Expense report displays depreciation-related information for assets on which depreciation has been calculated. The report includes assets containing depreciation calculations through the date you enter for the report. Along with essential asset data, the report shows figures for previous depreciation, depreciation that was calculated for the last depreciation run, and current depreciation.

- **Tax Expense Report**
  The Tax Expense report displays the components of the current year’s depreciation expense for tax purposes. For each asset, the report displays the current year’s Section 179 expense deduction, Section 168 Expense, and the current year-to-date depreciation. In the Total Tax Year-to-Date Expense column, the report displays the total of these three amounts.

- **Depreciation Summary Report**
  The Depreciation Summary report provides a concise list of the selected assets' depreciation-related information, including their acquired values and any Section 179 amounts.
- **Period Close Summary Report**
  The Period Close Summary report displays the period close dates for the assets on the report. It also shows the last date that depreciation was calculated (the Current Through Date).
- **Depreciation Adjustment Report**
  The Depreciation Adjustment report shows the difference between the beginning depreciation amounts you enter and the depreciation amounts the application calculated for the same period. The report includes only those selected assets that have adjustment amounts.
- **Disposal Report**
  The Disposal report lists the assets in the selected group that have been disposed and shows the amounts of realized, recognized, and deferred gain or loss on each asset.
- **Partial Disposal Report**
  The Partial Disposal report summarizes the partial disposal transactions in the selected group of assets.
- **Transfer Report**
  The Transfer report tracks the origin and destination of every selected asset that has been transferred, whether the transfer was an intercompany or an intracompany transfer. This tracking includes all asset extensions or new assets that were created as part of the transfer. The report also displays the details of the transfer, such as the transfer date, acquisition values, prior accumulated depreciation, and current accumulated depreciation.
- **Partial Transfer Report**
  The Partial Transfer report summarizes all partial transfers in the selected group that originated in the currently open company.
- **Annual Activity Report**
  The Annual Activity report shows the asset account balance activity for Acquisition Value over a requested fiscal year. It presents the asset account balance as of the beginning of the fiscal year, the cost of any acquisitions and disposals during the year, and the account's balance at the end of the fiscal year.
- **Asset Basis Report**
  The Asset Basis report shows how the application calculated the depreciable basis used in the asset's last depreciation run.
- **File Listing Report**
  For each selected asset and book, the File Listing report presents a summary of commonly used information, such as the asset's description, depreciation method, and acquired value. It also includes an activity code that differentiates between active, inactive, and disposed assets.
- **Fixed Asset Summary Report**
  The Fixed Asset Summary report presents account balance activity for Acquired Value and Depreciation over the requested fiscal year for each asset or, if elected, for each subtotal by category. It is designed to help you tie into the asset and accumulated depreciation amounts on the balance sheet.
- **General Ledger Posting Report**
  The General Ledger Posting report prints a journal entry you can use to post the Depreciation This Run figures stored from the most recent depreciation calculation to a general ledger.

- **Net Book Value Report**
  The Net Book Value report shows the current net book value of each selected asset and how that value is calculated. It also calculates the percentage of total depreciation taken to date for each asset.
- **Quarterly Acquisition Report**
  You can run the Quarterly Acquisition report to determine the total of all assets acquired in each quarter of a fiscal year.
- **Replacement Value Report**
  The Replacement Value report displays annual Replacement Value amounts. In addition, you can run a Depreciation on Replacement Value report using the same report definition dialog.
- **Interest on Replacement Value Report**
  The Interest on Replacement Value report calculates interest on either Acquisition Value or Replacement Value.
- **Property Tax - Summary Report**
  The Property Tax - Summary report summarizes the acquisition value of active assets for a selected date. The report sorts assets first by a defined property tax category, and then by each acquisition year.
- **Property Tax - Detail Report**
  The Property Tax - Detail report shows detailed asset information for a selected date. The report sorts assets first by a defined property tax category, and then by each acquisition year.

You run the following reports by selecting Tax Reports from the Reports menu:

- **Adjusted Current Earnings Report**
  The Adjusted Current Earnings report displays ACE depreciation that has been calculated for the selected assets. It also shows each asset's remaining basis and remaining life as of the close of the last tax year beginning before 1990.
- **Alternative Minimum Tax Report**
  The Alternative Minimum Tax report shows the depreciation differences between the Tax and the AMT books. It also shows the Tax Preferences and Adjustments that arise from those differences.
- **FASB 109 Projection Report**
  For each selected asset, the FASB 109 Projection report identifies the temporary differences between the various books' depreciation amounts and projects the reversal of those differences.
- **Midquarter Applicability Report**
  The Midquarter Applicability report determines whether you should use the midquarter convention. You should run this report at the end of each tax year and, if midquarter applies, you may need to perform a MACRS Convention Switch.
- **Form 3468: Investment Tax Credit Worksheet**
  This report is a worksheet that gathers the Investment Tax Credit information needed to file IRS Form 3468.
- **Form 4255: Investment Tax Credit Recapture Worksheet**
  This report is a worksheet that gathers the Investment Tax Credit recapture information needed to file IRS Form 4255.
- **Form 4562: Depreciation and Amortization**
  This option prints an IRS Form 4562 that reports depreciation and amortization expense in a format acceptable for filing with the IRS.

- **Form 4626: Corporate Alternative Minimum Tax Worksheet**
  This report is a worksheet that gathers the Alternative Minimum Tax information needed to complete IRS Form 4626.
  - **Form 4626: Adjusted Current Earnings Supplement**
    This report is a worksheet that helps you complete the IRS Form 4626 ACE Worksheet.
- **Form 4797: Sales of Property Worksheet**
  This report is a worksheet that gathers the asset disposal information needed to file IRS Form 4797.

The following commands also appear on the Reports menu:

- **Customized Reports**
  Select this command to run a report that you have customized using Sage Fixed Assets Reporting. For information on creating custom reports, see the online *Sage Fixed Assets Reporting User's Guide*.
- **Assets Snapshot**
  Select this command to view the Assets Snapshot. The dialog displays summary information about the currently open company and its assets. For more information, see "Viewing an Assets Snapshot," page 5-1.
- **Sage Fixed Assets Reporting**
  Sage Fixed Assets Reporting is an optional add-on module that includes the following features:
  - **Customize Reports**
    Make extensive changes to the standard reports included in the application. For more information, see the online *Sage Fixed Assets Reporting User's Guide*.
  - **Create New Report**
    Create your own customized reports that appear exactly the way you want. For more information, see the online *Sage Fixed Assets Reporting User's Guide*.
  - **Open Existing Report**
    Open a report that you have customized or created using Sage Fixed Assets Reporting.
- **Current Reporting Period**
  Select this command to set the date for which you want to run reports. For more information, see "Setting the Current Reporting Period," page 9-9.
- **Favorites Section**
  The application lists the reports you mark as Favorites in the Report Definition dialog. For more information, see "Adding a Report to Favorites," page 9-26.

You run the following reports by selecting them from the Depreciation menu:

- **Annual Projection Report**
  The Annual Projection report projects the total annual depreciation expense for selected assets for up to 99 years.
- **Monthly Projection Report**
  The Monthly Projection report displays projected depreciation amounts for each month (or period) in a fiscal year for the selected group of assets.
- **Quick Projection Report**
  The Quick Projection report displays an asset's projected depreciation expense for the life of the asset.

Note: For information on the Asset Status report, see "Viewing Asset Status History," page 6-35.

Running a Standard Report

There are two methods for running a standard report.

- Click the Reports button on the navigation pane, and then select the report you want to run from the Reports list box on the Reports tab. Click the Run/Edit Report button, and then complete the Report Definition dialog. For more information, see "Completing the Reports Tab," page 9-6.
- Use the menu bar to select the report you want to run. You then complete the Report Definition dialog. For more information, see "Completing the Report Definition Dialog," page 9-7.

Tip: The first method has several advantages. You can view relevant information about the report you select to run, as well as a preview of the report. You can also select favorite reports. Favorite reports appear on the bottom of the Reports menu, where they are easier to run in the future.

When completing the Report Definition dialog, you must decide where you want to send the report. The available options are to a report viewer on your computer (Window) or to the default printer. If you want to view the report before it prints, select the Window check box. From the report viewer, you can then send the report to the default printer or export it to several different file formats.

Note: Before you run a report that includes depreciation figures, be sure you have calculated depreciation through the desired depreciation date for the assets you want to include in the report. To calculate depreciation, select the Depreciate command from the Depreciation menu; otherwise your depreciation figures will not be current.

To run a standard report

1. Select Reports/Standard Reports from the menu bar. The application displays a submenu containing all of the standard reports.
2. Select the report you want to run from the submenu. The Report Definition dialog appears.
3. Complete the Report Definition dialog, then click the Run Report button. For more information, see "Completing the Report Definition Dialog," page 9-7. The application runs the report and sends it to the selected location. If you select the Window check box, the report appears on your computer. For more information, see "Viewing a Report," page 9-28.

Note: To run the Monthly Projection report, the Annual Projection report, or the Quick Projection report, select the report from the Depreciation menu. For more information, see "Running a Budgetary Projection," page 8-8.

You can also run a report on only selected assets or on an individual asset.

To run a report for only selected assets

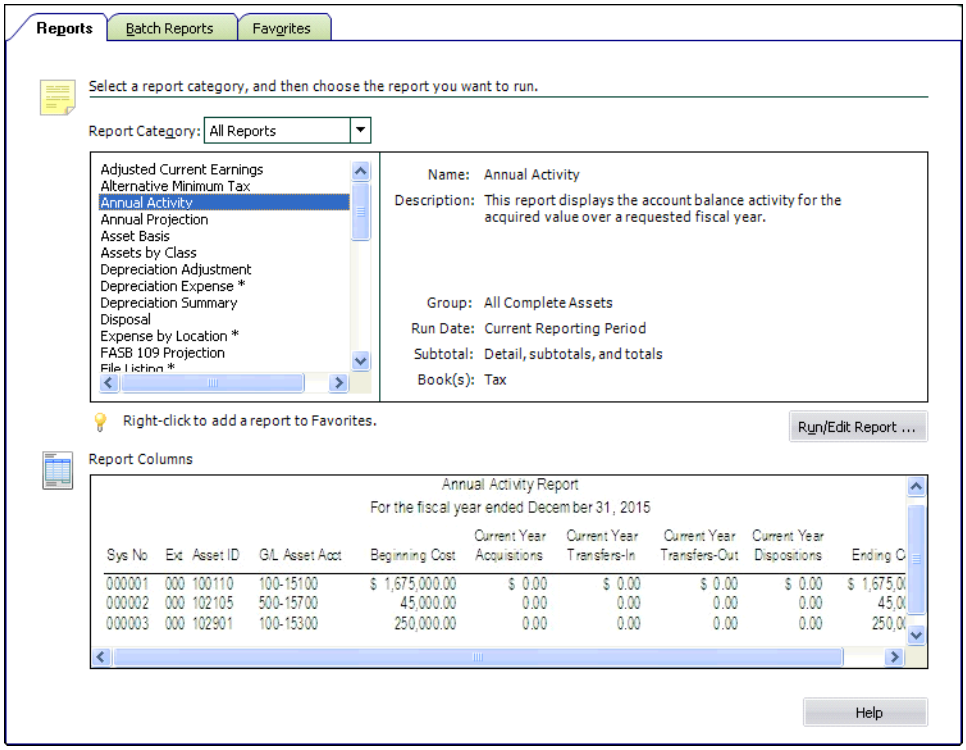
1. In the Asset List, select the assets for which you want to run the report.

2. Select Reports/Standard Reports from the menu bar. The application displays a submenu containing all of the standard reports.
3. Select the report you want to run from the submenu. The Report Definition dialog appears. The application automatically selects <Selected Assets> in the Group field.
4. Complete the Report Definition dialog, then click the Run Report button. For more information, see "Completing the Report Definition Dialog," page 9-7. The application runs the report and sends it to the selected location. If you select the Window check box, the report appears on your computer. For more information, see "Viewing a Report," page 9-28.

To run a report for only a single asset

1. Select the asset for which you want to run the report, and then go to Asset Detail.
2. Select Reports/Standard Reports from the menu bar. The application displays a submenu containing all of the standard reports.
3. Select the report you want to run from the submenu. The Report Definition dialog appears. The application automatically selects <Detailed Asset No. XX> in the Group field, where XX is the System Number of the selected asset.
4. Complete the Report Definition dialog, then click the Run Report button. For more information, see "Completing the Report Definition Dialog," page 9-7. The application runs the report and sends it to the selected location. If you select the Window check box, the report appears on your computer. For more information, see "Viewing a Report," page 9-28.

Completing the Reports Tab



Follow the guidelines below to complete the Reports tab.

- **Report Category**
  Use this field to narrow the list of reports that appear in the reports list box.

- **Reports List Box**
  Use this field to select the report that you want to run. When you select a report, the application displays relevant information about that report to the right of the list box.

  An asterisk (*) appears after the report name if the report has been added to the list of favorites.

  Tip: To add a report to the list of favorites, right-click on the report name, and then select Add to Favorites from the pop-up menu. The report appears at the bottom of the Reports menu, making it easier to run in the future. You cannot add the Tax reports to the list of favorite reports.

- **Run/Edit Report Button**
  Click this button to display a dialog that allows you to run the report, as well as edit the definition of the report. For more information, see "Completing the Report Definition Dialog," page 9-7.

- **Report Columns**
  This field displays an image of the selected report so that you can preview the columns on the report before you run it.

  Note: No image is available for customized reports.

Completing the Report Definition Dialog

There are three tabs on the Report Definition dialog:

- **Setup Report tab** (for information, see "Completing the Setup Report Tab of the Report Definition Dialog," page 9-10)
- **Format Report tab** (for information, see "Completing the Format Report Tab of the Report Definition Dialog," page 9-20)
- **View Report Layout tab** (for information, see "Completing the View Report Layout Tab of the Report Definition Dialog," page 9-22)

Follow the guidelines below to complete the Report Definition dialog.

- **Report Name**
  Use this field to select the report that you want to run. The Report Name field allows you to run multiple reports without having to go back to the Reports menu.

- **Description**
  This field displays a brief description of the selected report. You can enter a description of a customized report; however, you cannot change the description of a standard report.

- **Source Report**
  This field displays the customized report on which the selected report is based. For example, if you have changed the column headings on the Depreciation Expense report and named the customized report "My Depr Expense Report," this field displays "Depreciation Expense" when you select "My Depr Expense Report" in the Report Name field.

- **Customize Report Button**
  Click this button to display a dialog that allows you to make changes to the standard reports. You must have purchased Sage Fixed Assets Reporting to make changes to a standard report. (This button is not available for some reports.)

  Note: The Customize Report button is not visible after the 30-day free trial of the Sage Fixed Assets Reporting software has expired.

- **Add Report to Favorites**
  Select this check box to add the selected report to the Favorites section on the bottom of the Reports menu.

- **Run Report Button**
  Click this button to run the selected report.

- **Save Button**
  Click this button to save the report definition under the current name. The report definition includes all of the fields on the Setup Report and Format Report tabs. If you do not save your changes to the report definition, all of the fields on these tabs revert to the default settings for the selected report.

- **Save As Button**
  Click this button to save the report definition under a different name. The report definition includes all of the fields on the Setup Report and Format Report tabs. For more information, see "Saving Multiple Versions of the Same Report," page 11-15. This button is available only if you have purchased Sage Fixed Assets Reporting.

  Note: The Save As button is not visible after the 30-day free trial of the Sage Fixed Assets Reporting software has expired.

Verifying the Run Date for Each Book

When you run a report, you enter the date for which you want to run the report. You may want to run the report for the end of the month or for the end of the year.

However, suppose your company has different year-ends in the tax books and the Internal book. In that case, you can use the Verify Run Date button on the Setup Report tab of the Report Definition dialog to select a separate report run date for each book.

To verify the run date of the report for each book

1. On the Setup Report tab of the Report Definition dialog, click the Other Date option button.
2. In the text box underneath the Other Date field, enter the date for which you want to run the report.

   Tip: You can also click the down arrow to display a calendar that allows you to select the date.

3. Click the Verify Run Date button. The Verify Run Date dialog appears.
4. Select the dates that you want to use to run the report for each depreciation book, and then click OK. See "Completing the Verify Run Date Dialog," page 9-9.

Completing the Verify Run Date Dialog

Follow the guidelines below to complete the Verify Run Date dialog.

- **Book**
  This field displays the name of each open depreciation book.
- **Cycle**
  This field displays the type of accounting cycle used by each depreciation book.
- **Run Date**
  Use this field to select the run date that you want to use for each depreciation book. For most reports, you must select a date that is the last date in a month. (For some reports, this date must be the beginning date of a fiscal year.) Enter dates in MM/DD/YYYY format. For information on entering dates in date fields, see "Entering Dates in Date Fields," page 3-28.

Setting the Current Reporting Period

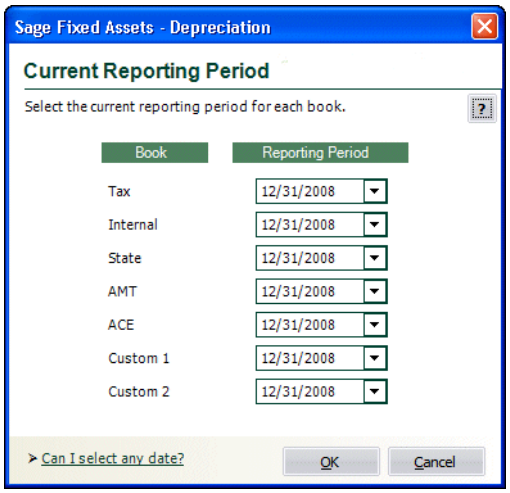
You can set the date for which you want to run reports in one place. The date that you select is called the "current reporting period." After you select the current reporting period for a company, the date becomes the default date when you run reports. You may want to set the current reporting period before you run batch reports. For more information about batch reports, see "Running Batch Reports," page 9-26.

You can change the date when you run reports to a date other than the current reporting period, if needed. And you can change the current reporting period at any time.

You can set the current reporting period for each open book.

To set the current reporting period

1. Select Reports/Current Reporting Period from the menu bar. The Current Reporting Period dialog appears.



Tip: You can also access the Current Reporting Period dialog by clicking the Current Report Period button on the Setup Report tab of the Report Definition dialog. For more information, see "Completing the Setup Report Tab of the Report Definition Dialog," page 9-10.

2. Complete the Current Reporting Period dialog, and then click OK.

The application uses the date that you select for each book when you run a report.

Note: You can also set the current reporting period when you calculate depreciation by selecting the Update Current Reporting Period check box on the Depreciate dialog. See "Completing the Depreciate Dialog," page 8-5.

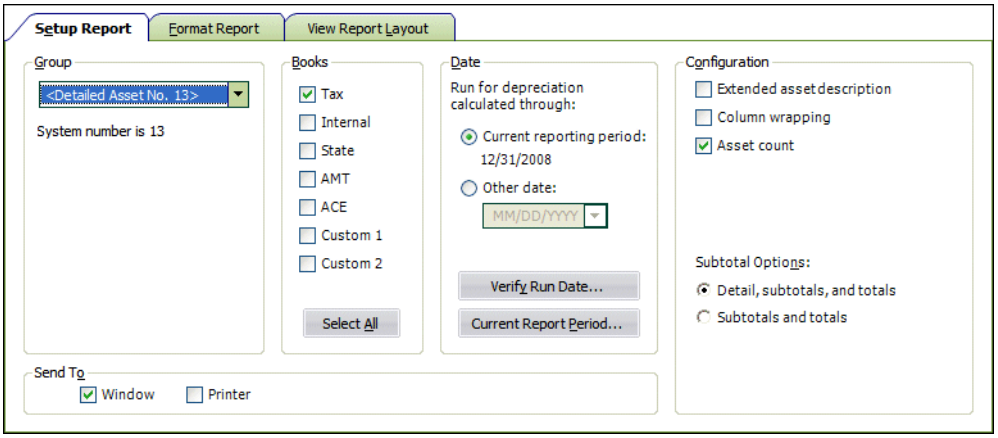
Completing the Current Reporting Period Dialog

Follow the guidelines below to complete the Current Reporting Period dialog.

- **Book**
  This field displays the name of the book for which you can set the current reporting period.

- **Reporting Period**
  Use this field to select the period-end date for the current reporting period for each book. The date must be the end of a period. If you enter a date that is not the end of a period, the application automatically enters the end date for the period that contains the date you entered.

Completing the Setup Report Tab of the Report Definition Dialog



Follow the guidelines below to complete the Setup Report tab of the Report Definition dialog.

- **Group**
  Use this field to select the group for which you want to run the report. You can select the Selected Assets option to run the report on only the assets you select in the Asset List. If you go to Asset Detail before you select the report from the Reports menu, you can run a report on that single asset. The group you select also determines the sort order of the report and whether the application uses subtotals. See "Completing the Sort Criteria Tab," page 4-28.

  The application displays a description of the selected group's criteria and sort order underneath the field. You can override the sort order of the selected group with a new sort order on the Format Report tab. The application also displays a message when you have overridden the group's sort order on the Format Report tab.

- **Books**
  Use this field to select the book or books you want to include in the report. For most reports, you must select at least one book to include in the report.

- **Select All/Unselect All Button**
  Click this button either to select the check boxes for all available books or to clear the check boxes for all available books.

- **Date**
  Use this field to run the report for either the current reporting period or for a date that you select.

  - **Current Reporting Period**
    Click this option button to run the report for the current reporting period. You can set the current reporting period for each book. For more information, see "Setting the Current Reporting Period," page 9-9.

    If you select only one book, the application displays the current reporting period for that book. If you select more than one book with different current reporting periods, you can view the current reporting periods by clicking the Verify Run Date button.

  - **Other Date**
    Click this option button if you want to run the report for a date other than the current reporting period. Enter the date for which you want to run the report in MM/DD/YYYY format. Click the down arrow to use the calendar to select the date. For most reports, this date must be the end of a period.

  - **Verify Run Date Button**
    Click this button to display a dialog that allows you to view which period-end the date you entered falls within, for each selected book. This button is unavailable if you have not selected a book in the Books field. For information about using this feature, see "Verifying the Run Date for Each Book," page 9-8.

  - **Current Report Period Button**
    Click this button to display a dialog that allows you to set the end date of the current reporting period.

- **Configuration**
  The options in this field allow you to specify what you want included in the report. The available options vary depending on which report you are running.

  - **Extended Asset Description**
    Select this check box if you want the report to include the full asset description rather than the abbreviated version usually used for reports. The asset's full description prints on a line above the asset's other information. Selecting this check box doubles the size of your report.

  - **Column Wrapping**
    Select this check box if you want text fields that exceed the column width to print on the next line(s), so that all of the data in the field is displayed on the report.

  - **Asset Count**
    Select this check box if you want the application to display the number of assets on subtotal and total lines.

  - **Subtotal Options**
    Use this field to determine how you want subtotals to display on the report.

    - **Detail, Subtotals, and Totals**
      Click this option button if you want the report to display details about every asset included in the report in addition to subtotals and the grand total.

    - **Subtotals and Totals**
      Click this option button if you want the report to display only subtotals and the grand total. Even if you choose to display subtotals and totals only, you can drill down to view the details when you send the report to Window.

- **Send To**
  Use this field to specify where you want the application to send the report.
  - **Window**
    Select this check box if you want to display the report on your computer screen in a report viewer. You must first select a default printer to display the report in the report viewer. After you display the report in the report viewer, you can print the report or export it to several different file formats.
  - **Printer**
    Select this check box if you want to send the report to the default printer.

Utility Reports

The Utility Reports assist you in running reports for the companies in your Sage Fixed Assets application. These reports have been specifically designed to help you prepare documentation for an audit in conjunction with compliance with Section 404 of the Sarbanes-Oxley Act.

The first step in the process is to select the report that you want to run. For more information, see "List of Utility Reports," page 9-12. The reports fall into three general categories:

- **Asset Reports:** Provide information about a company's assets, such as history events, customized groups, general ledger codes, SmartLists, and templates.
- **Company Reports:** Provide information about the company, such as the company setup, customized reports, and the name of all of the databases and companies in the system.
- **Security Reports:** Provide information about the security setup, such as company access by user, company profile assignments, company profile definitions, security status, system access by user, system profile assignments, and system profile definitions.

The second step is to select the database(s) and company or companies for which you want to run the report. Most reports can be run for multiple companies and multiple databases. However, some reports provide information on your entire Sage Fixed Assets system, so you don't need to select a database or company.

Two reports require more information before you can run them: the Asset History Events report and the SmartList Field Entries report. If you select either of these two reports, a dialog appears that allows you to select more options before you run the report.

The final step is to specify where you want to send the report: to your computer's screen, to your default printer, or both. After you make your selection, you click the Run Report button to view and/or print the report. For more information, see "Running Utility Reports," page 9-14.

List of Utility Reports

You can use the Utility Reports to run one or more of the following reports:

- **Asset Reports**
  - **Asset Group Definitions**
    This report lists all of the groups that exist in Group Manager, as well as the group criteria and sort criteria.
  - **Asset History Events**
    This report shows the history events that are being tracked for individual assets for a selected company. You can select whether the report shows asset details.

- **General Ledger Codes in Use**
  This report shows all of the General Ledger Codes, along with a code description and the number of assets that have been assigned to each code.
- **History Setup**
  This report lists which events are being tracked on the History tab in Asset Detail for each company within a database.
- **SmartList Field Entries**
  This report shows which fields have SmartLists activated, the SmartList entries and SmartList descriptions for each field, and the number of assets that have been assigned each SmartList entry. It also shows the field customizations and the list options for each field shown on the report.
- **Template Listing**
  This report lists all of the templates created for each company. It shows all of the General Information fields and the data that have been entered in the fields for each template.

- **Company Reports**
  - **Company Setup**
    This report shows company setup information, such as the Starting System Number and the Start Date for each company in a database. It also shows the fiscal-year end, selected averaging convention, and selected adjustment option for all seven books within a company.
  - **Customized Reports Listing**
    This report lists the titles of all of the customized reports, a description of each customized report, and the standard report that was the source for the customized report.
  - **Database and Company Summary**
    This report lists all databases by their physical names (directory path and file name) and their logical names (user-friendly names as they appear on dialogs in the application). The report also lists each company within the database, as well as the total number of assets and total acquisition value of all assets in each company.

- **Security Reports**
  - **Company Access by User**
    This report lists each user and the companies to which they have access, along with the company profile(s) to which they are assigned.
  - **Company Profile Assignments**
    This report shows a list of company-level profiles and the users assigned to each profile for each company.
  - **Company Profile Definitions**
    This report lists the company-level profiles within each company and the security access level (Edit, Read, or None) for each feature in the profiles.
  - **Security Status**
    This report shows which companies have security enabled in each database. It also shows how many users with company-level profiles have access to each company.
  - **System Access by User**
    This report lists each user in the system and the system-level profile(s) to which they are assigned. The report includes all users, even the users not currently assigned to a profile.
  - **System Profile Assignments**
    This report shows a list of system-level profiles and the users assigned to each profile.

- **System Profile Definitions**
  This report lists each system-level profile and the security access level (Edit, Read, or None) for each feature in the profile.

Running Utility Reports

The Utility Reports helper walks you through the process of creating system reports or reports for the database(s), company, or companies that you select.

Note: In previous versions of the application, these reports were accessed by purchasing Sage Fixed Assets Compliance Advisor.

To run the utility reports

1. Click the System Administration button on the navigation pane.
2. Click the Access Utility Reports task on the navigation pane.
3. The Utility Reports - Welcome dialog appears. Click the Next button to continue. The Reports dialog appears.
4. Select the report that you want to create. For more information, see "Completing the Utility Reports - Reports Dialog," page 9-15.
5. Click the Next button. The Utility Reports - Databases and Companies dialog appears.

   Note: There are several reports that skip the Utility Reports - Databases and Companies and the Utility Reports - Reporting Options dialogs.

6. If applicable, select the database and companies for which you want to create the selected report. For more information, see "Completing the Utility Reports - Databases and Companies Dialog," page 9-15.
7. Click the Next button. The Utility Reports - Reporting Options dialog appears.

   Note: Only two reports use the Utility Reports - Reporting Options dialog, the Asset History Event and SmartList Field Entries reports. Each report has its own reporting options.

8. If applicable, select the reporting options. For information about Asset History Event options, see page 9-16. For information about SmartList Field Entries options, see page 9-16.
9. Click the Next button. The Utility Reports - Summary dialog appears.
10. Review a summary of the selections you made and select where you want to send the report, your computer screen or your default printer. For more information, see "Completing the Utility Reports - Summary Dialog," page 9-16.
11. Click the Run Report button. The application runs the report and sends it to the selected location. If you select the Send to Window check box, the report appears on your computer in a standard report viewer.

The standard report viewer contains many features that make it easy for you to view, manipulate, and print the report.

One report viewer element, Database/Company is specific to the utility reports only.

- **Database/Company**
  Use this field to select the database and/or company for which you want to view a report. The application creates a separate report for each database and/or company selected from the drop-down list.

  For most reports, you can select the database and company for which you want to view the report.

  Some reports are run for each database in the system. You can select the database from the list. The report for each database includes all of the companies within that database.

  Some reports are run for the entire application. There is no database or company selection for system reports.

For more information about the rest of the standard report viewer elements, see "The Report Viewer," page 9-28.

Completing the Utility Reports - Reports Dialog

Follow the guidelines below to complete the Utility Reports - Reports dialog.

- **Reports**
  Use this field to select the report that you want to create. For a description of each report, see "List of Utility Reports," page 9-12.

- **Description**
  This field displays a description of the selected report.

Completing the Utility Reports - Databases and Companies Dialog

Follow the guidelines below to complete the Utility Reports – Database and Companies dialog.

- **Databases and Companies**
  Use this field to select the database and companies for which you want to run the selected report.

- **Page Break After Each Company**
  Select this check box if you want to insert an automatic page break after the information for each company. This option is available only for the Company Profile Assignments and Company Setup reports.

Completing the Reporting Options Dialog for the Asset History Events Report

Follow the guidelines below to complete the Utility Reports – Reporting Options dialog for the Asset History Events report.

- **Asset Group**
  Use this field to select the asset group for which you want to run the report.
- **Date**
  Use these fields to select the date range for the report.
  - **From**
    Use this field to select the beginning date of the date range.
  - **Through**
    Use this field to select the end date of the date range.
  - **All**
    Select this check box to include all of the asset history events for the selected company or companies. If you select this check box, the application ignores any dates entered in the Date fields.
- **Asset Events**
  Use this field to select the asset history event(s) that you want to include on the report.
  - **Select All/Unselect All Button**
    Click this button to either select the check boxes for all available events or to clear the check boxes for all available events.
- **Suppress Details of History Events**
  Select this check box if you do NOT want the report to display details for each history event. Clear this check box if you DO want the report to display details for each history event.
- **Page Break After Each Asset**
  Select this check box if you want to insert an automatic page break after the information for each asset.

Completing the Reporting Options Dialog for the SmartList Field Entries Report

Follow the guidelines below to complete the Utility Reports - Reporting Options dialog for the SmartList Field Entries report.

- **SmartLists**
  Use this field to select the field(s) that you want to include on the SmartList report. If you select a field, the report includes the SmartList information for that field.
  - **Select All/Unselect All Button**
    Click this button to either select the check boxes for all available fields or to clear the check boxes for all available fields.

Completing the Utility Reports - Summary Dialog

Follow the guidelines below to complete the Utility Reports - Summary dialog.

- **Report**
  This field displays the selected report.

- **Database**
  This field displays the selected database(s).
- **Company**
  This field displays the selected company or companies.
- **Run Options**
  Use this field to select where you want to send the report.
  - **Send to Window**
    Select this check box if you want to view the report in a report viewer on your computer.
  - **Send to Printer**
    Select this check box if you want to send the report to your default printer.
- **Run Report Button**
  Click this button to view the report on your computer screen or to send the report to your default printer.

Formatting a Report

You can make the following changes to the format of a report, even if you have not purchased Sage Fixed Assets Reporting:

- Set the current reporting period. See "Setting the Current Reporting Period," page 9-9.
- Set the orientation (portrait or landscape). See "Setting the Orientation of a Report," page 9-17.
- Set the currency rounding option. See "Setting the Currency Rounding Option on a Report," page 9-18.
- Change the sort order that was specified in Group Manager. See "Changing the Sort Order on a Report," page 9-19.
- Set the page break options. See "Setting the Page Break Options," page 9-19.

Note: If you have purchased Sage Fixed Assets Reporting, you can make more extensive changes to the reports, such as adding and deleting columns, changing margins and spaces between columns, and editing the headers and footers. For further details, see Chapter 11, "Customized Reports."

Setting the Orientation of a Report

You can set the orientation of a report; that is, you can change the orientation from portrait to landscape or from landscape to portrait.

To set the orientation of a report

1. Select Reports/Standard Reports from the menu bar. A submenu appears containing all of the standard reports.
2. From the submenu, select the report for which you want to set the orientation. The Report Definition dialog appears.
3. Make sure the report for which you want to set the orientation is selected in the Report Name field.

4. Click the Format Report tab. The Format Report information appears. For more information, see "Completing the Format Report Tab of the Report Definition Dialog," page 9-20.
5. Select the desired orientation in the Report Orientation field. Select Portrait for a vertical orientation, and select Landscape for a horizontal orientation.
6. Do one of the following:
   - Click the Run Report button to run the report immediately.
   - Click the Save button to run the report at a later time, and then click the Close button to close the Report Definition dialog.
   - Click the Save As button to save your changes and change the report name. The application displays the Save As dialog. You can enter a new name for the report, if desired. (This name is for use within the application on the Report Definition dialog and on the Customized Reports submenu. This is not the name that appears when you run the report. To customize the printed report name, use the Customize Reports button on the Report Definition dialog.) Click the Save button to save the change to the report definition, and then click the Close button to close the Report Definition dialog. The Save As button is available only if you have purchased Sage Fixed Assets Reporting.

Setting the Currency Rounding Option on a Report

You can set the currency rounding option for dollar amounts on reports. For example, you can have the application round dollar amounts to the nearest dollar, the nearest thousand, or the nearest million.

To set the currency rounding option on a report

1. Select Reports/Standard Reports from the menu bar. A submenu appears containing all of the standard reports.
2. From the submenu, select the report for which you want to set the orientation. The Report Definition dialog appears.
3. Make sure the report for which you want to set the currency rounding option is selected in the Report Name field.
4. Click the Format Report tab. The Format Report information appears. For more information, see "Completing the Format Report Tab of the Report Definition Dialog," page 9-20.
5. Select the desired currency rounding option from the Currency Rounding field. The application displays an example of how the rounding option affects currency fields underneath the field.
6. Do one of the following:
   - Click the Run Report button to run the report immediately.
   - Click the Save button to run the report at a later time, and then click the Close button to close the Report Definition dialog.
   - Click the Save As button to save your changes and change the report name. The application displays the Save As dialog. You can enter a new name for the report, if desired. (This name is for use within the application on the Report Definition dialog and on the Customized Reports submenu. This is not the name that appears when you run the report. To customize the printed report name, use the Customize Reports button on the Report Definition dialog.) Click the Save button to save the change to the report

definition, and then click the Close button to close the Report Definition dialog. The Save As button is available only if you have purchased Sage Fixed Assets Reporting.

Changing the Sort Order on a Report

The order in which assets are sorted on a report is originally determined by the sort order of the group you select when you run the report. This sort order is defined on the Sort Criteria tab in Group Manager. For more information, see "Completing the Sort Criteria Tab," page 4-28. You can change this sort order in the Report Definition dialog when you run a report.

To change the sort order on a report

1. Select Reports/Standard Reports from the menu bar. A submenu appears containing all of the standard reports.
2. From the submenu, select the report for which you want to set the orientation. The Report Definition dialog appears.
3. Make sure the report for which you want to change the sort order is selected in the Report Name field.
4. Click the Format Report tab. The Format Report information appears. For more information, see "Completing the Format Report Tab of the Report Definition Dialog," page 9-20.
5. Complete the Sort Options fields on the Format Report tab of the Report Definition dialog.
6. Do one of the following:
   - Click the Run Report button to run the report immediately.
   - Click the Save button to run the report at a later time, and then click the Close button to close the Report Definition dialog.
   - Click the Save As button to save your changes and change the report name. The application displays the Save As dialog. You can enter a new name for the report, if desired. (This name is for use within the application on the Report Definition dialog and on the Customized Reports submenu. This is not the name that appears when you run the report. To customize the printed report name, use the Customize Reports button on the Report Definition dialog.) Click the Save button to save the change to the report definition, and then click the Close button to close the Report Definition dialog. The Save As button is available only if you have purchased Sage Fixed Assets Reporting.

Setting the Page Break Options

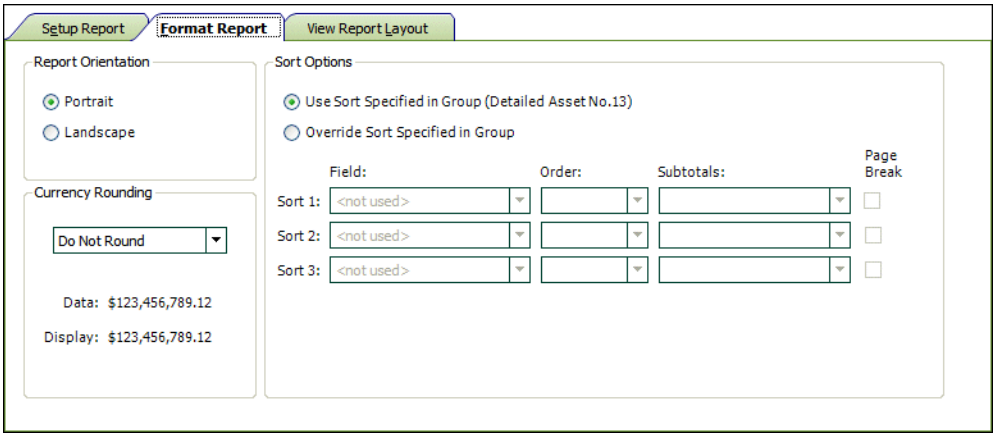
You can determine where the page breaks are on a standard report.

To set the page breaks

1. Select Reports/Standard Reports from the menu bar. A submenu appears containing all of the standard reports.
2. From the submenu, select the report for which you want to set the page break option. The Report Definition dialog appears.
3. Make sure the report for which you want to set the page break option is selected in the Report Name field.

4. Click the Format Report tab. The Format Report information appears. For more information, see "Completing the Format Report Tab of the Report Definition Dialog," page 9-20.
5. Click the Override Sort Specified in Group option button. The fields that determine the three sorting levels become available.
6. Select the field that you want to use for the primary sort level. The Page Break check box becomes available for the first sort level.
7. Select the Page Break check box if you want the report to print a new page every time the value for the primary sort level changes.
8. Select a field for the second and third level sort levels, if desired.
9. Select the Page Break check box if you want the report to print a new page every time the value for the second and third sort level changes.
10. Do one of the following:
    - Click the Run Report button to run the report immediately.
    - Click the Save button to run the report at a later time, and then click the Close button to close the Report Definition dialog.
    - Click the Save As button to save your changes and change the report name. The application displays the Save As dialog. You can enter a new name for the report, if desired. (This name is for use within the application on the Report Definition dialog and on the Customized Reports submenu. This is not the name that appears when you run the report. To customize the printed report name, use the Customize Reports button on the Report Definition dialog.) Click the Save button to save the change to the report definition, and then click the Close button to close the Report Definition dialog. The Save As button is available only if you have purchased Sage Fixed Assets Reporting.

Completing the Format Report Tab of the Report Definition Dialog



Follow the guidelines below to complete the Format Report tab of the Report Definition dialog.

- **Report Orientation**
  Use this field to select the orientation of the report on the page.
  - **Portrait**
    Click this option button if you want the report to have a vertical orientation.

- **Landscape**
  Click this option button if you want the report to have a horizontal orientation.

- **Currency Rounding**
  Use this field to specify how you want the application to round dollar amounts on the report.

  - **Do Not Round**
    Select this option if you want the application to display both dollars and cents.

  - **Whole Dollars**
    Select this option if you want the application to round dollar amounts to the nearest dollar.

  - **Thousands**
    Select this option if you want the application to round dollar amounts to the nearest thousand.

  - **Millions**
    Select this option if you want the application to round dollar amounts to the nearest million.

  - **Data**
    This field displays an example of a dollar amount before the rounding option is applied to it.

  - **Display**
    This field displays the dollar amount shown in the Data field after the rounding option has been applied.

- **Sort Options**
  Use these fields to specify how you want the application to sort the information on the report.

  - **Use Sort Specified in Group**
    Click this option button if you want the application to sort the information as specified for the selected group on the Sort Criteria tab of the Add/Edit Group dialog. The application displays the group's criteria and sort order underneath the Group field on the Setup Report tab.

  - **Override Sort Specified in Group**
    Click this option button if you want to override the sorting information specified for the selected group on the Sort Criteria tab of the Add/Edit Group dialog.

  The following fields are available only if you click the Override Sort Specified in Group option button.

  - **Field**
    Select up to three fields on which you want the application to sort the report.

  - **Order**
    Use these fields to select the order in which you want the application to display the data. Select Ascending to display the assets from A to Z or from 0 to 9. Select Descending to display the data from Z to A or from 9 to 0.

  - **Subtotals**
    Use these fields to specify how you want the application to display subtotals on the report.

    - **None**
      Select this option if you do not want the application to display subtotals on the report for the corresponding field.

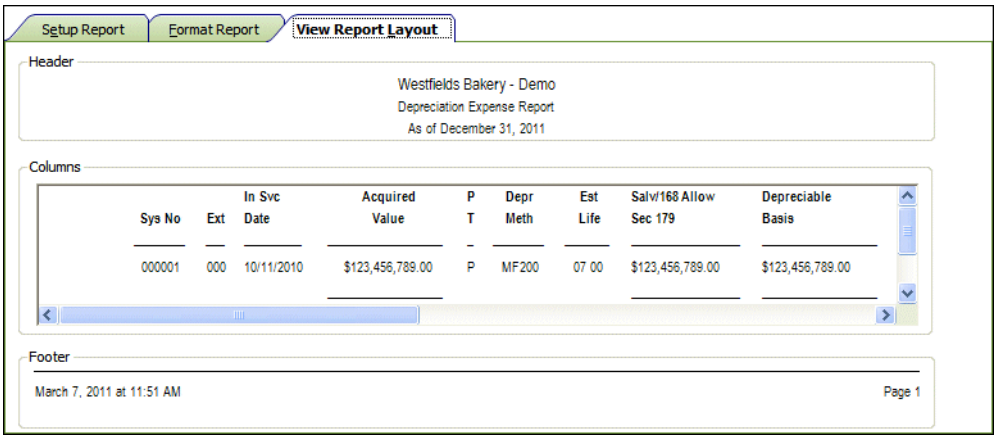
    - **Subtotals**
      Select this option if you want the application to display subtotals on the report for the corresponding field.

- **Year Subtotals**
  Select this option if you want the application to display subtotals for each year. This option is available only for date fields.
- **Month and Year Subtotals**
  Select this option if you want the application to display subtotals for each year and for each month within each year. This option is available only for date fields.

Note: You can select subtotal options for up to three sort levels. The Month and Year Subtotals option counts as two sort levels. Therefore, if you select Month and Year Subtotals for either the first or second field, the application ignores the subtotal selection for the third field. In addition, the Month and Year Subtotals sort option is not available for the third field because selecting it would exceed the limit of three sort levels.

❑ **Page Break**
Select this check box if you want the application to start a new page when the sort value changes. For example, if you select the Page Break check box for the Location field, then the application starts a new page every time the location changes.

Completing the View Report Layout Tab of the Report Definition Dialog



Follow the guidelines below to review the View Report Layout tab of the Report Definition dialog.

The View Report Layout tab displays a sample report for the report that you select in the Report Name field.

- **Header**
  This field displays the header section of the selected report.
- **Columns**
  This text box displays sample data for the selected report.
- **Footer**
  This field displays the footer section of the selected report.

Creating Batch Reports

The Batch Reports feature allows you to select a number of reports and consolidate those reports under a single batch name. You can then run the batch, and the application will print all reports included in the batch. This saves you time, because you do not have to continually define and individually run commonly used reports.

Before you create a batch, you should complete and save the Report Definition dialog for each report in the batch. For more information, see "Completing the Report Definition Dialog," page 9-7. When defining each report, you might want to select the option to run the report for the current reporting period. Then you can simply set the current reporting period once, and each report will be run for the correct date when you run the batch. Using this method, you do not have to set the date for each report in the batch. For more information, see "Setting the Current Reporting Period," page 9-9.

When running batch reports, you can only send the reports to the printer. You cannot view batch reports on your computer screen.

You use the Batch Manager dialog to create batch reports.

To run batch reports, click the Reports button on the navigation pane, and then select the Batch Reports tab. For more information, see "Completing the Batch Reports Tab," page 9-24.

Note: The Batch Reports feature operates only within the currently open company. You must define batch reports separately for each company. Remember that you can copy batch report definitions from one company to another when you copy a company setup. For more information, see "Copying a Company Setup," page 5-15.

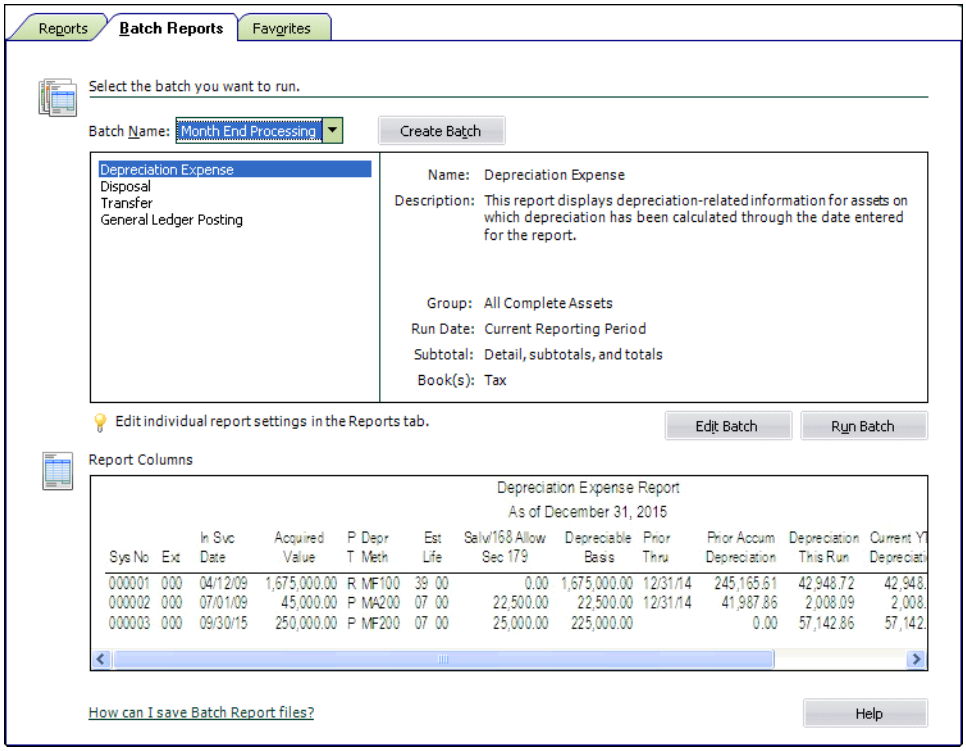
Tip: When selecting reports to include in the batch, remember that the application runs the reports in the order that you select them.

To create a batch report

1. Select Customize/Batch Manager from the menu bar. The Batch Manager dialog appears.
2. In the Enter New Batch Name field, type a name for the batch. The application enables the function buttons. For more information, see "Completing the Batch Manager Dialog," page 9-25.
3. Click the Add button. The Add Batch - [*Batch Name*] dialog appears.
4. Select a report from the Available Reports field, and then click the Add button to add it to the Reports in Batch field.
5. To add more reports to the batch, repeat step 4.
6. Click OK. The Batch Manager dialog reappears, which now shows the newly created batch in the Existing Batches field.
7. To edit a batch, select it and click the Edit button. The Edit Batch - [*Batch Name*] dialog appears.
8. Use the Add and Remove buttons to change the reports in the batch, and then click OK. The application returns to the Batch Manager dialog.
9. Click OK to close the Batch Manager dialog.

You are now ready to run the batch reports. For more information, see "Running Batch Reports," page 9-26.

Completing the Batch Reports Tab



Follow the guidelines below to complete the Batch Reports tab.

- **Batch Name**
  Use this field to select the batch of reports that you want to run or edit. The application displays the list of reports included in the batch. Select a report to view its report settings, which appear to the right of the list of reports.

  Note: To change the settings for a report, select the Reports tab, then select the report, and click the Run/Edit Report button.

- **Create Batch Button**
  Click this button to display a dialog that allows you to define a new batch. For more information, see "Completing the Batch Manager Dialog," page 9-25.

- **Edit Batch Button**
  Click this button to display a dialog that allows you to add or remove reports from the selected batch. For more information, see "Completing the Add/Edit Batch - [Batch Name] Dialog," page 9-25.

- **Run Batch Button**
  Click this button to run the reports in the selected batch.

- **Report Columns**
  This field displays an image of the selected report so that you can preview the columns on the report before you run it.

Note: No image is available for customized reports.

Completing the Batch Manager Dialog

Follow the guidelines below to complete the Batch Manager dialog.

- **Enter New Batch Name**
  Use this field to type the name of a new batch you want to create. After you enter the name of the batch, click the Add button to add it to the Existing Batches list.
- **Existing Batches**
  This field displays the names of all the available batch reports. Use this field to select a batch you want to edit, rename, or delete.
- **Add Button**
  Click this button to display a dialog that allows you to select the reports in the batch and add the batch to the list.
- **Edit Button**
  Click this button to display a dialog that allows you to edit a selected batch. For more information, see "Completing the Add/Edit Batch - [Batch Name] Dialog," page 9-25.
- **Rename Button**
  Click this button to rename a selected batch. After you select the batch, edit the name in the Enter New Batch Name field, then click the Rename button.
- **Delete Button**
  Click this button to delete a selected batch.
- **Copy Button**
  Click this button to copy a selected batch and give it a new name.

Completing the Add/Edit Batch - [*Batch Name*] Dialog

Follow the guidelines below to complete the Add (or Edit) Batch - [*Batch Name*] dialog.

- **Available Reports**
  Use this field to select one or more reports to include in the batch. To do so, click on a report and click the Add button.

  Note: Some reports, such as the tax forms and worksheets, are not available for inclusion in the batch.

- **>> (Add Button)**
  Click this button to add the selected report to the Reports in Batch list.
- **<< (Remove Button)**
  Click this button to remove the selected report from the Reports in Batch list.
- **Reports in Batch**
  This field displays all reports you selected in the Available Reports field. To remove reports from the batch list, highlight the reports and click the Remove button.

Running Batch Reports

Before you run a batch report, you need to do the following:

- Complete the Report Definition dialogs for the reports in the batch.
- Create the batch report using the Batch Manager feature. In this step, you decide which reports will print when you run the batch report.

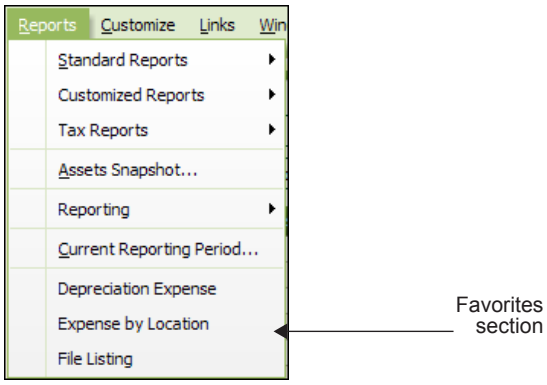
Tip: Before you run a batch, you can set the current reporting period so that each report in the batch will be run for the same date.

To run a Batch Report

1. Click the Reports button on the navigation pane. The Reports working area appears.
2. Select the Batch Reports tab.
3. In the Batch Name field, select the batch you want to run. For more information, see "Completing the Batch Reports Tab," page 9-24.
4. Click the Run Batch button. The application sends the reports in the batch to the printer, then returns to the Reports working area.

Adding a Report to Favorites

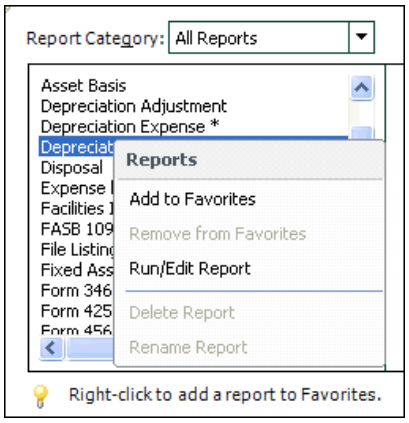
You can create a list of the reports that you run most often. This will make it easier and quicker to select the report you need. The list of reports will appear in the list of Favorites on the Favorites tab, as well as in the Favorites section on the Reports menu.



Note: This feature is not available for the Tax reports.

To add a report to the Favorites tab

1. Click the Reports button on the navigation pane.
2. Select the Reports tab.
3. In the list of reports, right-click the report you want to add to Favorites.

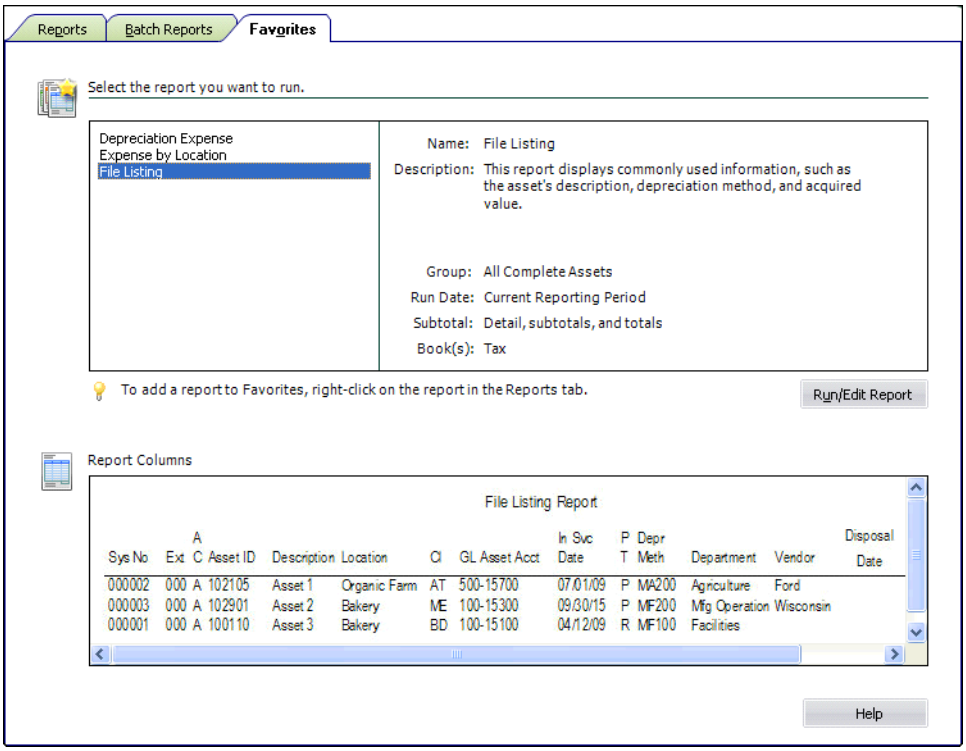


Note: You can select either a standard report or a report that you have already customized.

4. From the pop-up menu, select Add to Favorites. The report appears in the list of Favorites on the Favorites tab, as well as the bottom of the Reports menu.

Tip: You can also add a report to the Favorites section of the Reports menu by selecting the Add Report to Favorites check box on the Report Definition dialog. For more information, see "Completing the Report Definition Dialog," page 9-7.

Completing the Favorites Tab



The Favorites tab displays the reports that you have added as favorites to the Reports menu. When you select a favorite report from the list, the application displays the report settings to the right of the list.

Note: You cannot add the Tax reports to the list of favorite reports.

- **Run/Edit Report Button**
  Click this button to display a dialog that allows you to run the report, as well as edit the definition of the report.
- **Report Columns**
  This field displays an image of the selected report so that you can preview the columns on the report before you run it.

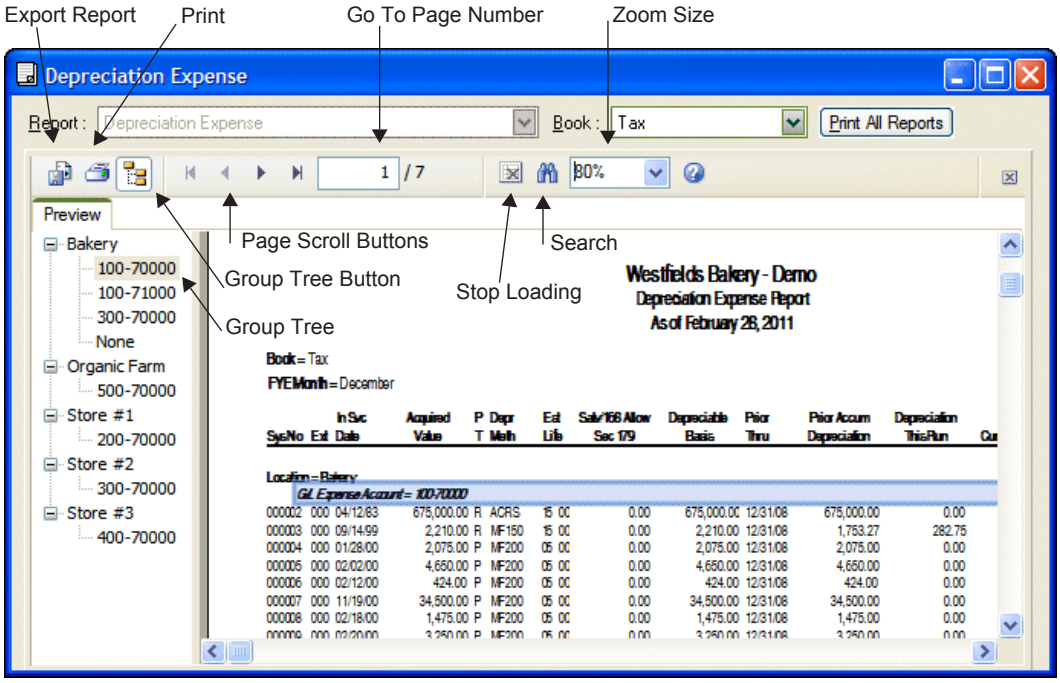
  Note: No image is available for customized reports.

Viewing a Report

When you select the Window check box in the Send To field on the Report Definition dialog, the report appears on your computer screen. Every report appears in a standard report viewer that contains many features that make it easy for you to view, manipulate, and print the report.

The Report Viewer

Here is the Depreciation Expense report displayed in the standard report viewer with each of the elements of the report viewer displayed.



The standard report viewer elements are as follows:

- **Report**
  This field displays the name of the report on your computer screen.
- **Book**
  Use this field to select the book for which you want to view a report. The application creates a separate report for each book selected on the Report Definition dialog.
- **Print All Reports Button**
  Click this button to send the reports for all books to the printer. You can use this button to print reports before you drill down for details. After you drill down, you must use the Print button (see below).

Note: Selecting the Print All Reports button prints only one report when you run a report for only one book (for example, running the report for only the Internal book).

- **Export Report Button**
  Click this button to display the Export dialog, which allows you to export the report to an external file or email. You can export the report in many different file formats, including Adobe Acrobat (PDF), comma-separated values (CSV), Microsoft Excel (XLS), Microsoft Word for Windows (DOC), HTML, and XML.
- **Print Report Button**
  Click this button to send the report to the default printer. You can use this button to print reports after you drill down for details.
- **Toggle Group Tree Button**
  Click this button to either display or hide the group tree. The group tree displays the sort levels of the report. The application displays the group tree only if you have selected to subtotal the sort criteria for the group of assets on which you are reporting. You can use the group tree to navigate the report. Simply select a sort level from the group tree to move the preview to the selected sort level. If you have not selected to subtotal the sort criteria for the group of assets on which you are reporting, the application displays a blank navigation area when you click the Toggle Group Tree button. For more information, see "Using the Group Tree," page 9-31.
- **Page Scroll Buttons**
  Click these buttons to scroll through the pages of the report.
- **Go To Page Number X/Y**
  This field displays the current page number. You can enter a page number and press Enter to go to that page of the report. To view the total number of pages in the report, you must first use the page scroll buttons to move to the last page of the report.
- **Stop Loading Button**
  Click this button to interrupt the loading of the report in the report viewer. You can view the portion of the report that was loaded before the button was clicked.
- **Search Text Button**
  Click this button to display the Search dialog, which allows you to search for text on the report.
- **Zoom Size**
  Select a zoom size from the drop-down list box.

Interpreting Common Report Data

The guidelines below pertain to features common to most reports. For full details on columns in individual reports, see Chapter 10, "Report Details."

- **Header of Report**
  The header, or top section, of reports displays the following information about the report:

  - **Book**
    This field in the report header section displays the name of the book for which the report was run. The application creates a separate report for each book that you select in the Report Definition dialog.

  - **Fiscal Year-End Month**
    This field in the report header section displays the month in which the fiscal year ends for the selected book.

- **Body of Report**
  The following information is displayed in the body of most reports.

  - **Extension Column**
    The Extension column displays asset extension numbers created during partial transfers and partial disposals. When a report is sorted by System Number, asset extensions appear in order of creation beneath the original or the core System Number. In this situation, the System Number is not repeated.

    When a report is sorted by a field other than System Number, asset extensions can appear apart from the original System Number. They will be placed on the report in proper sort order. For instance, if a report is sorted by Acquisition Value and the Acquisition Value for an asset extension is less than the original asset, yet still less than other assets, the asset extension appears further down in the report listing. The assets with intervening Acquisition Values appear between the original asset and the asset extension. In this case, the System Number for the asset extension is repeated in the System Number column.

  - **Key Code Column**
    Many reports have a Key Code column. This column lists one or more lowercase letters that are keys to understanding how depreciation was calculated for the asset listed. The key codes are:

a	A depreciation adjustment amount (to adjust for taking too little beginning depreciation) is included in total accumulated depreciation. For information about depreciation adjustments, see the online Help. To obtain the adjustment amount for this asset, you can run a Depreciation Adjustment report.
b	The asset has had a business-use percentage of less than 100%. The business-use percentage reduces the asset's depreciable basis.
d	The asset has been disposed.
f	The asset has switched from the MACRS table depreciation calculation to the MACRS formula depreciation calculation because of a short tax year.
l	The asset's depreciation has been limited by the cap on annual recovery allowances for luxury automobiles.
m	The midquarter convention was applied to the asset's depreciation.
r	The asset's acquisition value was reduced to arrive at the depreciable basis. Salvage value, Section 179 expense or bonus depreciation, ITC, 168 Allowance, and business-use percentage may have reduced the acquired value.
s	The asset switched from a declining-balance depreciation method to a straight-line depreciation method when straight-line depreciation resulted in more depreciation than declining balance.
t	The asset was transferred.
v	The asset has switched to a remaining value over remaining life depreciation calculation due to ACE rules.

- **Report Assumptions**
  The last page of most reports displays important information about the data included on the report.

  - **Report Name**
    This field displays the name of the report. If you customized a standard report and changed the name of the report, this field displays the new report name.

  - **Source Report**
    If you have customized a standard report, this field displays the standard report on which the customized report is based.

  - **Calculation Assumptions**
    The calculation assumptions section shows:

    - Whether the company had any short years during the report period.
    - The depreciation adjustment convention used when an asset's depreciation is less than the amount the application calculates for the beginning period (no adjustment, immediate adjustment, or postrecovery adjustment).
    - Whether the setting for the Include Section 168 Allowance and Section 179 in Expense field was on or off for the company.

  - **Key Codes**
    The key section lists all of the available key codes that can appear in the Key Code column, along with a brief explanation of each code.

  - **Group/Sorting Criteria**
    This section shows the group name, group definition, and sort criteria. You can override the sort order specified in the group by completing the Sort Order fields on the Format Report tab of the Report Definition dialog.

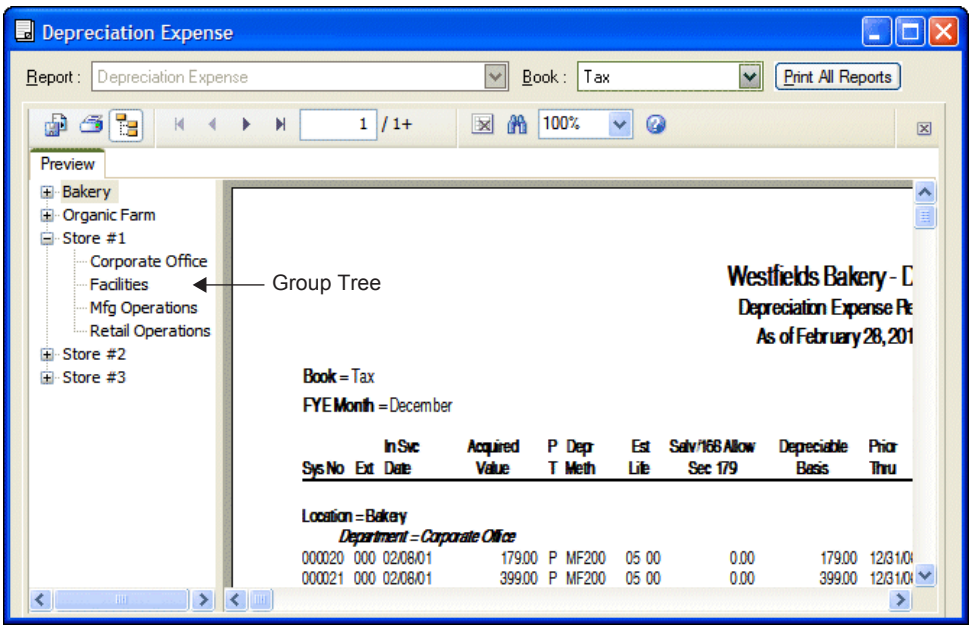
Using the Group Tree

The group tree in the report viewer displays the sort levels of a report. You can use the group tree to view the sort levels and to quickly move from one section of the report to another.

To view the group tree, click the Group Tree button on the report viewer.

Note: The application displays the group tree only if you have selected to subtotal the sort criteria for the group of assets on which you are reporting. You can select whether to subtotal the sort criteria when you define the group in the Group Manager. For more information about creating groups, see "Creating Groups," page 4-23. You can also select to subtotal the sort criteria on the Format Report tab of the Report Definition dialog. If you have not selected to subtotal the sort criteria for the group of assets on which you are reporting, the application displays a blank navigation area when you click the Group Tree button.

The image below shows the group tree for a report that is sorted first by the Location field, and then by the Department field.



You can expand the entries for the primary sort field (Location) to display the entries for the secondary sort field (Department). In the image above, the Store #1 location is expanded to show the four departments for that location. Click the plus sign (+) to expand a sort field, and click the minus sign (-) to contract a sort field.

You can also quickly move to a section of the report by clicking a sort level on the group tree. For example, when you click on Store #2 in the group tree, the application displays the information about Store #2 in the report viewer.

Drilling Down for More Details

You can create a report that initially displays only subtotals and totals. You can then “drill down” to view the assets that make up those subtotals or totals.

For example, you might create a report for a group of assets that are sorted and subtotaled by location. When you run the report, you select the Subtotals and Totals option on the Setup Report tab of the Report Definition dialog. The application displays the subtotals for each location in the company. You can “drill down” to see the details for each asset in a particular location.

To drill down for more details

1. Run a report, and select the Subtotals and Totals option and the Window check box in the Send To field. The application displays only the subtotals and totals for each sort level.

2. Move the cursor over a sort level until the cursor becomes a magnifying glass.

Sys No	Ext	In Svc Date	Acquired Value	P T	Depr Meth	Est Life	Salv/168 Allow Sec 179	Depreciable Basis	Prior Thru	Prior Accum Depreciation
Location = Bakery										
Department = Corporate Office										
Department = Corporate Office			9,825.87				758.06	9,067.81		9,825.87
Less disposals and transfers			0.00				0.00	0.00		0.00
Count = 0										
Net Subtotal			9,825.87				758.06	9,067.81		9,825.87
Count = 8										

3. Double-click on the sort level. The application displays the assets that make up that sort level in a separate page. Double-click to toggle between subtotals and the detail page, or click the appropriate tab.

Preview | Bakery | Corporate Office | Facilities

Westfields Bakery - Demo
Depreciation Expense Report
As of February 28, 2011

Book = Tax
FYE Month = December

Sys No	Ext	In Svc Date	Acquired Value	P T	Depr Meth	Est Life	Salv/168 Allow Sec 179	Depreciable Basis	Prior Thru	Prior Accum Depreciation	Depreciation This Run	Current YTD	Current Accum	Key Code
Location = Bakery														
Department = Corporate Office														
000020	000	02/08/01	179.00	P	MF200	05 00	0.00	179.00	12/31/08	179.00	0.00	0.00	179.00	s
000021	000	02/08/01	399.00	P	MF200	05 00	0.00	399.00	12/31/08	399.00	0.00	0.00	399.00	s
000022	000	02/14/01	4,500.00	Z	SLFM	05 00	0.00	4,500.00	12/31/08	4,500.00	0.00	0.00	4,500.00	
000023	000	02/15/01	1,129.00	P	MF200	05 00	0.00	1,129.00	12/31/08	1,129.00	0.00	0.00	1,129.00	s
000025	000	02/28/01	99.00	P	MF200	05 00	0.00	99.00	12/31/08	99.00	0.00	0.00	99.00	s
000029	000	06/07/01	993.00	P	MF200	05 00	0.00	993.00	12/31/08	993.00	0.00	0.00	993.00	s
000037	000	11/18/01	276.87	P	MA200	05 00	83.06	193.81	12/31/08	276.87	0.00	0.00	276.87	sr
000097	000	12/20/03	2,250.00	P	MA200	05 00	675.00	1,575.00	12/31/08	2,250.00	0.00	0.00	2,250.00	sr
Department = Corporate Office			9,825.87				758.06	9,067.81		9,825.87	0.00	0.00	9,825.87	
Less disposals and			0.00				0.00	0.00		0.00			0.00	

Note: To print a copy of the detail page, click the Print icon (not the Print All Reports button) while viewing the detail page.

Exporting a Report

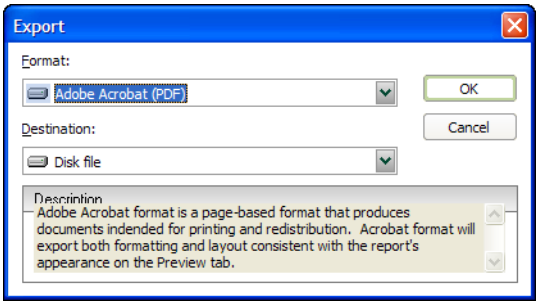
When you run a report, you can export the report in a variety of formats. These formats include:

- Adobe Acrobat (PDF) for easy report distribution
- eXtensible Markup Language (XML) for easy analysis of your data in other financial packages
- Microsoft Excel (XLS) format, that retains more of the original report columns and layout for convenient use in a spreadsheet.

To export a report

1. Make sure you select the Window check box in the Send To field on the Report Definition dialog.
2. Click the Run Report button. The report appears in the report viewer.

3. Click the Export Report button on the report viewer. The Export dialog appears.



4. Select the desired format (for example, Adobe Acrobat or Microsoft Excel).
5. Select the desired destination (for example, an application or a disk file).
6. Click OK.

If you choose to send the report to a disk file, the application displays the Choose Export File dialog, which allows you to select a folder in which to save the file. If you choose to send the report to an application, the system opens the appropriate program and displays the report.

Chapter 10
Report Details

In this chapter:

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Alternative Minimum Tax Report 10-5
Annual Activity Report 10-8
Annual Projection Report 10-10
Asset Basis Report 10-12
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Depreciation Expense Report 10-17
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Disposal Report 10-22
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This chapter outlines the purpose of each report, suggests hints or tips on running each report, provides detailed descriptions of the columns in each report, and displays a sample of each report. Each report is presented in alphabetic order to make them easier for you to locate in this guide.

Adjusted Current Earnings Report

Purpose

The Adjusted Current Earnings report displays depreciation amounts that have been calculated for the selected assets.

If a corporation is exempt from AMT (under the rules prescribed by the Taxpayer Relief Act of 1997), it would close the ACE book, as well as the AMT book, for the first year beginning after December 31, 1997. After you close the ACE book, the ACE report is unavailable.

Note: There is no longer an ACE Depreciation Adjustment for property placed in service after December 31, 1993. In your company setup, if you have not specified a book emulation for the ACE book, then the Depreciation Method field automatically defaults to "No" in the ACE book for these assets. Therefore, the Adjusted Current Earnings report includes these assets but does not display depreciation amounts for them.

If you have specified that you want the ACE book to emulate the AMT book, the Adjusted Current Earnings report includes the assets and displays any depreciation the application has calculated on them. For a full explanation of emulating books, see "Emulate Book," page 4-11.

Hints for Running the Report

- The ACE book must be open in order to run this report.
- Before you run the Adjusted Current Earnings report, be sure that you have calculated depreciation for the ACE book on assets for which you want to run this report. The date that you enter on the Adjusted Current Earnings Report dialog must be the same as the date through which you have calculated depreciation (the assets' current through date). This ensures that the selected assets appear on the report.

Report Columns

The ACE Report columns first identify the asset, and then provide depreciable basis and depreciation expense figures.

These standard columns appear in the ACE report and need no explanation:

- System Number
- Extension
- [Placed] In-Service Date
- Acquired Value
- Depreciation Method (DM)
- Property Type (PT)
- Estimated Life (shown in years and months)
- Key

The following guidelines provide detail on the nonstandard columns appearing in the ACE report.

- **Depreciable Basis**
  This column displays the asset's depreciable basis as calculated by the application.

- **Remaining Basis**
  The remaining basis is the amount of the asset's depreciable basis not expensed as of the date the asset converted from its original depreciation method to a remaining value over remaining life calculation, as required under ACE rules. The conversion date, shown above this column and the next, is the end of the company's last tax year that began before 1990. For example, for companies on a calendar fiscal year, the conversion date is 12/89.

  Because the remaining basis is calculated as of the conversion date, the amount in this column for a particular asset will not change from year to year.

- **Remaining Life (in years and months)**
  The remaining life is the amount of the asset's ADS life (not estimated life) for which depreciation has not been taken as of the date the asset converted from its original depreciation method to a remaining value over remaining life calculation. Because the remaining life is calculated as of the conversion date, the amount in this column for a particular asset will not change from year to year.

- **Previous Through**
  This date is the previous through date (that is, the date of the next-to-last depreciation calculation). For example, if you calculated depreciation through 01/02 and then calculated depreciation through 02/02, the application displays 01/31/02 in the Previous Through column.

- **Prior Accumulated Depreciation**
  Prior accumulated depreciation includes all depreciation expense from the asset's placed-in-service date through the end of the fiscal year before depreciation was last calculated. For example, if depreciation was last calculated through 03/02, prior accumulated depreciation includes all depreciation expense from the asset's placed-in-service date through December 2001, including any beginning depreciation amounts.

  Prior accumulated depreciation includes the 168 Allowance and Section 179 expense, when applicable to the depreciation method, if you selected Yes in the Include Section 168 Allowance and Section 179 in Expense field in the Edit Company dialog and the report run date is after the asset's placed-in-service year. The Calculation Assumptions section on the last page of the report indicates whether you selected Yes or No in the Edit Company dialog.

- **Depreciation This Run**
  Depreciation this run is the amount that was calculated for the period between the next-to-last depreciation calculation (the Previous Through date) and the last depreciation calculation (the current through date). For example, if you calculated depreciation through 01/02 and then calculated depreciation through 03/02, the Depreciation This Run column includes depreciation for February and March 2002.

  Depreciation this run includes the 168 Allowance and Section 179 expense if you selected Yes in the Include Section 168 Allowance and Section 179 in Expense field in the Edit Company dialog and the time period for Depreciation This Run includes the asset's placed-in-service month. The Calculation Assumptions section on the last page of the report indicates whether you selected Yes or No in the Edit Company dialog.

- **Current Year to Date**
  Current year-to-date depreciation includes all depreciation expense from the beginning of the fiscal year containing the current through date up to and including the through date. (The *through date* is the last date through which you calculated depreciation.) For example, if the current through date is 03/02, the current year-to-date depreciation includes depreciation for January, February, and March 2002 (for a calendar year-end company).

  Current year-to-date includes the 168 Allowance and Section 179 expense, when applicable to the depreciation method, if you selected Yes in the Include Section 168 Allowance and Section 179 in Expense field in the Edit Company dialog and the report is run for the asset's

placed-in-service year. The Calculation Assumptions section on the last page of the report indicates whether you selected Yes or No in the Edit Company dialog.

- **Current Accumulated Depreciation**
  Current accumulated depreciation includes all depreciation expense from the asset's placed-in-service date up to and including the current through date. (The *through date* is the last date through which you calculated depreciation.) Current accumulated depreciation equals the amount in the Prior Accumulated Depreciation column plus the amount in the Current Year-to-Date column.

  Current accumulated depreciation includes the 168 Allowance and Section 179 expense, when applicable to the depreciation method, if you selected Yes in the Include Section 168 Allowance and Section 179 in Expense field in the Edit Company dialog. The Calculation Assumptions section on the last page of the report indicates whether you selected Yes or No in the Edit Company dialog.

Sample Adjusted Current Earnings Report

April 27, 2011 Page 1
10:13 AM

Sample Company

ADJUSTED CURRENT EARNINGS REPORT

as of 12/31/2011

Sys No	Ext	In-Svc Date	D M	P T	Est Life	Depreciable Basis	------- As of 01/01 ------- Remain Basis	RmLife	Prev Thru	Prior Accum Depreciation	Depreciation This Run	Current Year To Date	Current Accum Depreciation	Key
Book: ACE FY: December														
000006	000	07/01/05	MF	P	07 00	2,743.00	0.00	0 0	11/30/11	2,239.02	28.00	335.99	2,575.01	s
000017	000	08/25/06	MF	P	10 00	6,050.00	0.00	0 0	11/30/11	3,141.94	44.07	528.74	3,670.68	s
000027	000	09/01/06	MF	P	05 00	4,877.00	0.00	0 0	11/30/11	4,470.75	0.00	406.25	4,877.00	s
000036	000	10/01/06	NO	R	00 00	750,000.00	0.00	0 0	11/30/11	0.00	0.00	0.00	0.00	
000037	000	10/15/06	MF	R	39 00	950,000.00	0.00	0 0	11/30/11	153,552.64	2,552.72	30,632.59	184,185.23	
000038	000	11/01/06	MF	P	07 00	375,000.00	0.00	0 0	11/30/11	260,166.12	3,827.80	45,933.55	306,099.67	s
000039	000	11/07/06	MF	P	07 00	200,000.00	0.00	0 0	11/30/11	138,755.27	2,041.50	24,497.89	163,253.16	s
000040	000	11/07/06	MF	P	07 00	150,000.00	0.00	0 0	11/30/11	104,066.45	1,531.12	18,373.42	122,439.87	s
000041	000	11/08/06	MF	P	07 00	120,000.00	0.00	0 0	11/30/11	83,253.17	1,224.90	14,698.73	97,951.90	s
000042	000	01/01/07	MF	P	07 00	6,200.00	0.00	0 0	11/30/11	3,541.98	63.29	759.44	4,301.42	s
000043	000	03/05/07	MF	T	05 00	20,000.00	0.00	0 0	11/30/11	13,025.00	156.25	1,875.00	14,900.00	sl
000045	000	04/16/07	MF	P	05 00	6,000.00	0.00	0 0	11/30/11	4,500.60	83.30	999.60	5,500.20	s
000046	000	06/12/07	MF	P	07 00	600.00	0.00	0 0	11/30/11	342.78	6.13	73.49	416.27	s
000052	000	04/12/08	MF	P	10 00	500.00	0.00	0 0	11/30/11	165.85	4.18	50.12	215.97	
000061	000	08/16/09	MF	P	10 00	13,000.00	0.00	0 0	11/30/11	2,778.75	127.77	1,533.19	4,311.94	
000063	000	08/16/09	MF	P	10 00	8,500.00	0.00	0 0	11/30/11	1,816.88	83.54	1,002.47	2,819.35	
000064	000	11/04/09	MF	T	05 00	45,000.00	0.00	0 0	11/30/11	7,960.00	245.83	2,949.99	10,909.99	l
000065	000	07/31/10	MF	P	10 00	35,000.00	0.00	0 0	11/30/11	2,625.00	404.69	4,856.25	7,481.25	
000074	000	04/04/11	MA	P	05 00	0.00	0.00	0 0	11/30/11	0.00	0.00	300.00	300.00	r
000076	000	04/06/11	MA	P	05 00	0.00	0.00	0 0	11/30/11	0.00	0.00	600.00	600.00	r
Count= 20														
Grand Total						2,693,470.00	0.00			786,402.20	12,425.09	150,406.71	936,808.91	
Less disposals and transfers						0.00	0.00			0.00			0.00	
Net						2,693,470.00	0.00			786,402.20	12,425.09	150,406.71	936,808.91	

Calculation Assumptions

Alternative Minimum Tax Report

The Alternative Minimum Tax (AMT) was repealed by the Tax Cuts and Jobs Act of 2017 for corporations, effective for tax years beginning January 1, 2018 and later. AMT is still in effect for individuals.

Purpose

For each asset selected, the Alternative Minimum Tax report shows the difference between Tax and AMT book depreciation due to Alternative Minimum Tax requirements. It also shows Tax Preferences and Adjustments that arise from that difference.

Hints for Running the Report

- The AMT book must be open in order to run this report.
- Before you run the Alternative Minimum Tax report, be sure you have calculated depreciation for the Tax and AMT books on the assets for which you want to run this report. The assets' current through date in both of these books must be the same as the run date for the report.
- The amount of Tax Preferences and Adjustments provides one piece of information needed to determine if your company is subject to the AMT. If it is, you may want to make an election to reduce the depreciation method percentage (for example, from 200% to 150%) for all applicable assets.

Report Columns

The Depreciation Method and Estimated Life columns appear twice in this report, once for the Tax book and once for the AMT book.

These standard columns appear in the AMT report and need no explanation:

- System Number
- Extension
- Description (first ten characters)
- [Placed] In-Service Date
- Property Type (PT)
- Depreciation Method (DMeth)
- [Estimated] Life (in years and months)

The following guidelines provide detail on the nonstandard columns appearing in the AMT report.

- **Current Depreciation**
  This column shows current year-to-date depreciation as calculated by the application. This column is repeated for the Tax book and the AMT book.

  Current Depreciation includes the 168 Allowance and Section 179 expense, when applicable to the depreciation method, if you selected Yes in the Include Section 168 Allowance and Section 179 in Expense field in the Edit Company dialog and the report is run for the asset's placed-in-service year. The Calculation Assumptions section on the last page of the report indicates whether you selected Yes or No in the Edit Company dialog.

- **MACRS Adjustments**
  The MACRS Adjustments column shows the difference (if any) between Tax book depreciation and AMT book depreciation for all property using a MACRS depreciation method (methods MF, MA, MT, MI, MR, AD, and AA). MACRS Adjustments apply to both real and personal property, and they may be positive or negative.

  The grand total for MACRS Adjustments for the fiscal year must be entered on IRS Form 4626, Alternative Minimum Tax—Corporations. The application automatically includes this amount if you print the Form 4626 worksheet.

  Note: There is no AMT depreciation adjustment for assets placed in service after 12/31/98 if they are being depreciated under a straight-line method (MF100, AD, or AA) or a 150% declining-balance method (MT150, MF150, or MA150) in the Tax book. This is due to the Taxpayer Relief Act of 1997.
  In addition, there is no AMT adjustment for Indian Reservation property, and there is no AMT adjustment for property using the 168 Allowance deduction. However, if you have elected to **not** have the 168 Allowance apply to a class of property for a tax year, then the normal AMT adjustment would be required.

- **ACRS Preferences**
  The ACRS Preferences column shows the extent to which accelerated depreciation of any real property placed in service before 1987 exceeds straight-line depreciation for the same period. ACRS Preferences can never be negative; when straight-line depreciation exceeds accelerated depreciation in later years, the reported Preference is zero.

  The grand total for ACRS Preferences for the fiscal year must be entered on IRS Form 4626, Alternative Minimum Tax—Corporations. The application automatically includes this amount if you print the Form 4626 worksheet.

Sample Alternative Minimum Tax Report

April 27, 2011
10:14 AM

Page 1

Sample Company

ALTERNATIVE MINIMUM TAX REPORT

as of 12/31/2011

Sys No	Ext	Desc	In-Svc Date	P T	Tax Book DMeth	Tax Book Life	Tax Book Current Depr	AMT Book DMeth	AMT Book Life	AMT Book Current Depr	MACRS Adjustments	ACRS Preferences	Key
000006	000	Air Purificatio	07/01/05	P	MF200	07 00	244.81	MF150	07 00	335.99	(91.18)	0.00	s
000017	000	Fire Alarm Syst	08/25/06	P	MF200	10 00	446.04	MF150	10 00	528.74	(82.70)	0.00	
000027	000	Generator	09/01/06	P	MF200	05 00	280.92	MF150	05 00	406.25	(125.33)	0.00	s
000036	000	Land	10/01/06	R	NoDep	00 00	0.00	NoDep	00 00	0.00	0.00	0.00	
000037	000	Manufacturing P	10/15/06	R	MF150	39 00	30,632.59	MF150	39 00	30,632.59	0.00	0.00	
000038	000	Acme 5000	11/01/06	P	MF200	07 00	33,468.19	MF150	07 00	45,933.55	(12,465.36)	0.00	s
000039	000	Conveyor System	11/07/06	P	MF200	07 00	17,849.70	MF150	07 00	24,497.89	(6,648.19)	0.00	s
000040	000	Packaging Syste	11/07/06	P	MF200	07 00	13,387.28	MF150	07 00	18,373.42	(4,986.14)	0.00	s
000041	000	Scanning Unit	11/08/06	P	MF200	07 00	10,709.82	MF150	07 00	14,698.73	(3,988.91)	0.00	s
000042	000	Security System	01/01/07	P	MF200	07 00	553.33	MF150	07 00	759.44	(206.11)	0.00	
000043	000	Passenger Van	03/05/07	T	MF200	05 00	1,875.00	MF150	05 00	1,875.00	0.00	0.00	sl
000045	000	Auto Scrubber	04/16/07	P	MF200	05 00	691.20	MF150	05 00	999.60	(308.40)	0.00	s
000046	000	Camera	06/12/07	P	MF200	07 00	53.54	MF150	07 00	73.49	(19.95)	0.00	
000052	000	Ladder	04/12/08	P	MF200	10 00	57.60	MF150	10 00	50.12	7.48	0.00	
000061	000	Automatic Door	08/16/09	P	MF200	10 00	1,872.00	MF150	10 00	1,533.19	338.81	0.00	
000063	000	Overhead Bin	08/16/09	P	MF200	10 00	1,224.00	MF150	10 00	1,002.47	221.53	0.00	
000064	000	Truck	11/04/09	T	MF200	05 00	2,949.99	MF150	05 00	2,949.99	0.00	0.00	l
000065	000	Forklift	07/31/10	P	MF200	10 00	6,300.00	MF150	10 00	4,856.25	1,443.75	0.00	
000074	000	Floor Scrubber	04/04/11	P	MA200	05 00	300.00	MA150	05 00	300.00	0.00	0.00	r
000076	000	Sprinkler Head	04/06/11	P	MA200	05 00	600.00	MA150	05 00	600.00	0.00	0.00	r
Count= 20													
Grand Total							123,496.01			150,406.71	(26,910.70)	0.00	

Calculation Assumptions

Annual Activity Report

Purpose

The Annual Activity report presents asset account balance activity for Acquisition Value over the requested fiscal year. For each asset included, it shows the asset's cost as of the beginning of the fiscal year (its acquisition value or, if the asset was disposed of in a previous year, zero); the cost of acquisitions, transfers, and disposals during the fiscal year; and the asset's cost at the end of the fiscal year. You may choose to include only assets with current activity and a summary line for other assets, or you may include details for all selected assets.

Hint for Running the Report

- To reconcile the changes in G/L asset account balances from the beginning to the end of the fiscal year, sort and subtotal the report by G/L asset account number.

Unique Report Definition Fields

- **Summarize Assets With No Activity**
  Select this check box to display only the totals of the Beginning Cost and the Ending Cost columns for assets with no activity in the fiscal year (that is, fully depreciated assets). The report will display no other information for such assets.

Report Columns

These standard columns appear in the Annual Activity report and need no explanation:

- System Number
- Extension
- Company Asset Number
- G/L Asset Account

The following guidelines provide detail on the nonstandard columns appearing on the Annual Activity report.

- **Beginning Cost**
  This column shows the asset's value at the beginning of the fiscal year. The application determines the value by taking into account all activity before the report year. If the asset was not acquired by the beginning of the fiscal year, this column would show zero.
- **Current Year Acquisitions, Current Year Dispositions**
  These columns show the asset values affected by acquisitions and disposals. If an asset has an entry in the acquisition date field, the application uses that date to determine whether the asset was acquired in the current fiscal year. If the asset has no entry in the acquisition date field, the application uses the date in the placed in service field for the selected book.
- **Current Year Transfers In, Current Year Transfers Out**
  These columns show the acquisition values of all assets transferred in and out of the company for the current year.
- **Ending Cost**
  The asset's ending cost is the total of the asset's:

	beginning cost
plus	current-year acquisition value
plus	current-year transfer-in value
minus	current-year transfer-out value
minus	current-year disposal value
equals	ending cost

Sample Annual Activity Report

Sample Company
Annual Activity Report
For the fiscal year ended December 31, 2011

Book = Tax
FYE Month = December

Sys No	Ext	Co Asset No	G/L Asset Acct No	Beginning Cost	Current Year Acquisitions	Current Year Transfers-In	Current Year Transfers-Out	Current Year Dispositions	Ending Cost
G/L Asset Acct No = 02-100-1150									
			Summary of Assets w/no Activity	$ 500.00	0.00	0.00	0.00	0.00	$ 500.00
			G/L Asset Acct No = 02-100-1150	$ 500.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 500.00
			Count = 1						
G/L Asset Acct No = 02-100-1155									
			Summary of Assets w/no Activity	$ 13,000.00	0.00	0.00	0.00	0.00	$ 13,000.00
			G/L Asset Acct No = 02-100-1155	$ 13,000.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 13,000.00
			Count = 1						
G/L Asset Acct No = 02-600-1150									
000076	000	100076	02-600-1150	$ 0.00	$ 600.00	$ 0.00	$ 0.00	$ 0.00	$ 600.00
			Summary of Assets w/no Activity	$ 0.00	0.00	0.00	0.00	0.00	$ 0.00
			G/L Asset Acct No = 02-600-1150	$ 0.00	$ 600.00	$ 0.00	$ 0.00	$ 0.00	$ 600.00
			Count = 1						
G/L Asset Acct No = 02-600-1200									
000074	000	100074	02-600-1200	$ 0.00	$ 300.00	$ 0.00	$ 0.00	$ 0.00	$ 300.00
			Summary of Assets w/no Activity	$ 0.00	0.00	0.00	0.00	0.00	$ 0.00
			G/L Asset Acct No = 02-600-1200	$ 0.00	$ 300.00	$ 0.00	$ 0.00	$ 0.00	$ 300.00
			Count = 1						
G/L Asset Acct No = 02-600-1300									
000039	000	100039	02-600-1300	$ 200,000.00	$ 0.00	$ 0.00	$ 50,000.00	$ 0.00	$ 0.00
	001	100039	02-600-1300	0.00	0.00	0.00	0.00	0.00	150,000.00
			Summary of Assets w/no Activity	$ 0.00	0.00	0.00	0.00	0.00	$ 0.00
			G/L Asset Acct No = 02-600-1300	$ 200,000.00	$ 0.00	$ 0.00	$ 50,000.00	$ 0.00	$ 150,000.00
			Count = 2						
G/L Asset Acct No = 02-600-1500									
			Summary of Assets w/no Activity	$ 51,000.00	0.00	0.00	0.00	0.00	$ 51,000.00
			G/L Asset Acct No = 02-600-1500	$ 51,000.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 51,000.00
			Count = 2						
G/L Asset Acct No = 02-600-1550									
			Summary of Assets w/no Activity	$ 29,100.00	0.00	0.00	0.00	0.00	$ 29,100.00
			G/L Asset Acct No = 02-600-1550	$ 29,100.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 29,100.00
			Count = 3						
			Summary of Assets w/no Activity	$ 93,600.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 93,600.00
			Count = 7						
			Grand Total	$ 293,600.00	$ 900.00	$ 0.00	$ 50,000.00	$ 0.00	$ 244,500.00
			Count = 11						

Annual Projection Report

Purpose

The Annual Projection report projects total annual depreciation expense for selected assets for up to 99 years. The report shows projected depreciation for all the depreciation books.

The Annual Projection report includes assets only when they are subject to depreciation calculations. Therefore, the report does not project depreciation expense for assets that have been fully or partially disposed, or for assets that have been transferred out of the group for which you are running the report.

For more information about the Annual Projection report, see "Running a Budgetary Projection," page 8-8.

Note: The report applies the midquarter convention to applicable assets according to how the asset's beginning depreciation was entered or its current depreciation was calculated. If the asset has no beginning depreciation and its depreciation has never been calculated (or was reset to zero), the report uses the setting in Book Overrides in the Company Definition dialog to determine whether the midquarter convention applies. If necessary, change the settings through Edit Company to ensure that the projection matches your assumptions.

Applying (or not applying) the midquarter convention for a projection report does not determine whether the midquarter convention will be applied when you calculate depreciation. The Overrides settings at the time you calculate depreciation will determine and set the application of the midquarter convention.

Hint for Running the Report

- You will probably find the Annual Projection report more useful if the group for which you run the report is sorted and subtotaled by a field you use for budgeting.

Unique Report Definition Fields

- **Number of Years to Project**
  Use this field to enter the number of years to project, from 1 to 99.

Report Columns

The following guidelines provide detail on the nonstandard columns that appear on the Annual Projection report.

- **Month and Year**
  The Month and Year column shows all fiscal year-ends for all selected books during the projection period.

- **Year-to-Date Depreciation**
  The YTD Depreciation column for each book shows projected annual depreciation expense only for the appropriate fiscal year-end dates.

  The column for each book includes the 168 Allowance and Section 179 expense in the placed-in-service year of each asset, when applicable to the depreciation method, if you selected Yes in the Include Section 168 Allowance and Section 179 in Expense field in the Edit Company dialog.

Sample Annual Projection Report

Sample Company
Annual Projection Report
Projection for 10 Fiscal Years Beginning 01/01/2011

Mo Year	Tax YTD Depreciation	Internal YTD Depreciation	State YTD Depreciation	AMT YTD Depreciation	ACE YTD Depreciation	Custom 1 YTD Depreciation
Dec 2011	$ 31,913.71	$ 45,715.95	$ 31,913.71	$ 36,186.15	$ 36,186.15	$ 45,715.95
Dec 2012	24,999.29	37,360.96	24,999.29	28,923.52	28,923.52	37,460.96
Dec 2013	16,447.49	32,822.86	16,447.49	18,341.52	18,341.52	32,822.86
Dec 2014	7,635.29	13,415.68	7,635.29	8,143.26	8,143.26	13,415.68
Dec 2015	5,797.28	5,880.00	5,797.28	6,756.50	6,756.50	5,880.00
Dec 2016	5,510.56	5,745.00	5,510.56	6,756.49	6,756.49	5,745.00
Dec 2017	5,510.55	5,700.00	5,510.55	6,756.49	6,756.49	5,700.00
Dec 2018	5,494.16	5,662.50	5,494.16	6,734.64	6,734.64	5,662.50
Dec 2019	4,773.27	4,754.16	4,773.27	5,773.31	5,773.31	4,933.34
Dec 2020	2,921.88	1,750.00	2,921.88	3,304.41	3,304.41	2,041.67
Grand Total	$ 111,003.48	$ 158,807.11	$ 111,003.48	$ 127,676.29	$ 127,676.29	$ 159,377.96

Report Assumptions

Asset Basis Report

Purpose

For each asset, the Asset Basis report shows how the application calculated the depreciable basis used in the asset's last depreciation run. If the asset was disposed of, the report also shows how the application calculated the adjusted basis used in the gain or loss calculation.

Hint for Running the Report

- To be certain that figures are final for disposed assets before you run the Asset Basis report, first calculate depreciation at least through the latest disposal date that might appear on the Asset Basis report. Although the application calculates depreciation on disposal, if depreciation is calculated through an earlier date, the application will have overwritten the depreciation balances before you run the Asset Basis report.

Report Columns

Above each column heading (other than System Number, Acquired Value, and Current Through date) is an operator that shows whether the value in that column was subtracted from, added to, multiplied by, or totaled from the preceding column values. For example, any amount in the ITC Reduction column was subtracted from the asset's acquired value as part of the depreciable basis calculation.

These standard columns appear in the Asset Basis report and need no explanation:

- System Number
- Extension
- Acquired Value
- (x) Percentage of Business Use
- (-) ITC Reduction
- (-) Section 179
- Key Code

The following guidelines provide detail on the nonstandard columns appearing in the Asset Basis report.

- **(-) Salvage Value**
  The salvage value entered in Asset Detail for the asset appears in this column only if the depreciation method requires the subtraction of salvage value to determine the depreciable basis. For example, the salvage value appears for assets that use a sum-of-the-years'-digits depreciation method. However, if an asset's depreciation method is declining-balance, the salvage value does not appear in this column because salvage value does not reduce the depreciable basis (although it does reduce the total amount of depreciation allowed).

- **(-) 168 Allowance**
  This column shows the amount the application calculates as the 168 Allowance for the year you place the asset in service. The application subtracts the 168 Allowance to determine the depreciable basis. The application displays an amount in this column only if you select a "Plus 168" depreciation method: MA, MR, AA, or SB.

- **(=) Depreciable Basis**
  This column shows the amount the application calculates as the asset's depreciable basis from the amounts in the preceding columns. This amount will match the asset's depreciable basis shown on a Depreciation Expense report for the date in this report's Current Through date column.

- **Current Through**
  If the asset has been disposed, this column shows the date depreciation was last calculated for the asset. This date is the same as the Through Date displayed in Asset Detail.

Sample Asset Basis Report

Sample Company
Asset Basis Report

Book = Tax
FYE Month = December

Sys No	Ext	Description	Acquired Value	(-) ITC Reduction	(-) Salvage Value	(-) Section 179	(X) Bus Use %	(-) 168 Allowance	Depreciable Basis	Thru Date	Key Code
000004	000	Truck	$ 45,000.00	$ 0.00	$ 0.00	$ 0.00	50.00%	$ 0.00	$ 22,500.00	12/31/2011	bl
000006	000	Air Purification Eq	2,743.00	0.00	0.00	0.00	100.00%	0.00	2,743.00	12/31/2011	s
000017	000	Fire Alarm System	6,050.00	0.00	0.00	0.00	100.00%	0.00	6,050.00	12/31/2011	
000027	000	Generator	4,877.00	0.00	0.00	0.00	100.00%	0.00	4,877.00	12/31/2011	s
000036	000	Land	750,000.00	0.00	0.00	0.00	100.00%	0.00	750,000.00	12/31/2011	
000037	000	Manufacturing Pla	950,000.00	0.00	0.00	0.00	100.00%	0.00	950,000.00	12/31/2011	
000038	000	Acme 5000	375,000.00	0.00	0.00	0.00	100.00%	0.00	375,000.00	12/31/2011	s
000039	000	Conveyor System	200,000.00	0.00	0.00	0.00	100.00%	0.00	200,000.00	08/31/2011	st
	001	Conveyor System	150,000.00	0.00	0.00	0.00	100.00%	0.00	150,000.00	12/31/2011	s
000040	000	Packaging System	150,000.00	0.00	0.00	0.00	100.00%	0.00	150,000.00	12/31/2011	s
000041	000	Scanning Unit	120,000.00	0.00	0.00	0.00	100.00%	0.00	120,000.00	12/31/2011	s
000042	000	Security System	6,200.00	0.00	0.00	0.00	100.00%	0.00	6,200.00	12/31/2011	
000043	000	Passenger Van	20,000.00	0.00	0.00	0.00	100.00%	0.00	20,000.00	12/31/2011	sl
000045	000	Auto Scrubber	6,000.00	0.00	0.00	0.00	100.00%	0.00	6,000.00	12/31/2011	s
000046	000	Camera	600.00	0.00	0.00	0.00	100.00%	0.00	600.00	12/31/2011	
000052	000	Ladder	500.00	0.00	0.00	0.00	100.00%	0.00	500.00	12/31/2011	
000061	000	Automatic Door	13,000.00	0.00	0.00	0.00	100.00%	0.00	13,000.00	12/31/2011	
000063	000	Overhead Bin	8,500.00	0.00	0.00	0.00	100.00%	0.00	8,500.00	12/31/2011	
000064	000	Truck	45,000.00	0.00	0.00	0.00	100.00%	0.00	45,000.00	12/31/2011	l
000065	000	Forklift	35,000.00	0.00	0.00	0.00	100.00%	0.00	35,000.00	12/31/2011	
000074	000	Floor Scrubber	300.00	0.00	0.00	0.00	100.00%	300.00	0.00	12/31/2011	r
000076	000	Sprinkler Head	600.00	0.00	0.00	0.00	100.00%	600.00	0.00	12/31/2011	r
		Grand Total	$ 2,889,370.00	$ 0.00	$ 0.00	$ 0.00		$ 900.00	$ 2,865,970.00		
		Less disposals and transfers	(200,000.00)	0.00	0.00	0.00		0.00	(200,000.00)		
		Count = 1									
		Net Grand Total	$ 2,689,370.00	$ 0.00	$ 0.00	$ 0.00		$ 900.00	$ 2,665,970.00		
		Count = 21									

Report Assumptions

Depreciation Adjustment Report

Purpose

For each asset selected, the Depreciation Adjustment report shows the difference between the beginning depreciation amounts you enter (if any) and the depreciation amounts the application calculates for the same period. The beginning information is also entered by the application when you change any one of the critical information fields (Property Type, Placed-in-Service Date, Acquisition Value, Depreciation Method, or Estimated Life). For more information, see "Beginning Depreciation Fields," page 6-11. The report includes only those selected assets that have adjustment amounts. The Depreciation Adjustment report displays your assets in two separate groups: under-depreciated assets and over-depreciated assets.

The Depreciation Adjustment report is not affected by any choices you make for depreciation adjustment settings in the Book Overrides tab of the New (or Edit) Company dialog. However, if you decide to adjust depreciation, you may want to use this report to learn the adjustment amount for each asset.

Report Columns

These standard columns appear in the Depreciation Adjustment report and need no explanation:

- System Number
- Extension
- Description (first ten characters)
- [Placed] In-Service Date
- Estimated Life (in years and months)
- Depreciation Method
- Key Code

The following guidelines provide detail on the nonstandard columns appearing in the Depreciation Adjustment report.

- **Creation Code**
  This column shows the asset's creation code: O - Original Asset; D - Disposed Asset; etc.
- **Depreciable Basis**
  This column shows the asset's depreciable basis as calculated by the application.
- **Beginning Year to Date Depreciation**
  This column shows the amount displayed in the Beginning Year to Date field in Asset Detail. Beginning year-to-date depreciation includes the 168 Allowance and Section 179 expense, when applicable, if you selected Yes in the Include Section 168 Allowance and Section 179 in Expense field in the Edit Company dialog. The Calculation Assumptions section on the last page of the report indicates whether you selected Yes or No in the Edit Company dialog.
- **Beginning Accumulated Depreciation**
  This column shows the amount displayed in the Beginning Accumulated Depreciation field in Asset Detail. Beginning accumulated depreciation includes the 168 Allowance and Section 179 expense, when applicable, if you selected Yes in the Include Section 168 Allowance and Section 179 in Expense field in the Edit Company dialog. The Calculation Assumptions section on the last page of the report indicates whether you selected Yes or No in the Edit Company dialog.

- **Calculated Total Accumulated Depreciation**
  This column shows the amount the application calculated as the correct depreciation from the date the asset was placed in service through the date entered in Asset Detail as the beginning date. The beginning date appears in the next column.

  Calculated total accumulated depreciation includes the 168 Allowance and Section 179 expense, when applicable to the depreciation method, if you selected Yes in the Include Section 168 Allowance and Section 179 in Expense field in the Edit Company dialog. The Calculation Assumptions section on the last page of the report indicates whether you selected Yes or No in the Edit Company dialog.

- **Begin Date**
  This column shows the date you entered in the Beginning Date field in Asset Detail.

- **Over (Under) Depreciated**
  This column shows the difference between the calculated total accumulated depreciation and the user-entered beginning accumulated depreciation (or application-entered information after making a critical depreciation change).

  In most cases, a negative adjustment amount shows that you have not taken enough depreciation for the asset as of the beginning date entered. A positive adjustment amount shows that you have taken too much depreciation as of the beginning date. However, in the case of negative acquisition values entered for credits and rebates, a positive number shows not enough depreciation has been taken; a negative number shows too much depreciation has been taken.

  If you've taken more beginning depreciation for an asset than the application calculates as correct, the application continues to take as much depreciation as you're entitled to each year. However, it stops taking depreciation when the asset is fully depreciated, taking less depreciation than you would otherwise be entitled to in the last year of the asset's life.

  If you've taken less beginning depreciation than the application calculates as correct, the application by default does nothing to adjust for the difference and the asset will never be fully depreciated (unless you are using a declining-balance method of depreciation that switches to straight-line). Through Book Overrides, you can request that the application adjust for the difference and take the remaining depreciation expense immediately or during the postrecovery period. For instructions, see the online Help or "The Book Overrides Tab," page 4-14.

Sample Depreciation Adjustment Report

Sample Company
Depreciation Adjustment Report

Book = Tax
FYE Month = December

Sys No	Ext	Description	In Svc Date	Est Life	Depr Meth	C C	Depreciable Basis	Beginning YTD Depr	Beginning Accum Depr	Calculated Total Accum	Begin Date	Over (Under) Depreciated	Key Code
Under Depreciated Assets													
000017	000	Fire Alarm System	08/25/06	10 00	MF200	O	$ 6,050.00	$ 300.00	$ 4,000.00	$ 4,265.78	12/31/11	$ (265.78)	
000027	000	Generator	09/01/06	05 00	MF200	O	4,877.00	250.00	2,500.00	4,877.00	12/31/11	(2,377.00)	
000061	000	Automatic Door	08/16/09	10 00	MF200	O	13,000.00	1,500.00	5,000.00	5,512.00	12/31/11	(512.00)	
					Under Depreciated Assets		$ 23,927.00	$ 2,050.00	$ 11,500.00	$ 14,654.78		$ (3,154.78)	
					Count = 3								
Over Depreciated Assets													
000045	000	Auto Scrubber	04/16/07	05 00	MF200	O	6,000.00	750.00	6,000.00	5,744.21	12/31/11	255.79	m
					Over Depreciated Assets		$ 6,000.00	$ 750.00	$ 6,000.00	$ 5,744.21		$ 255.79	
					Count = 1								
					Grand Total		$ 29,927.00	$ 2,800.00	$ 17,500.00	$ 20,398.99		$ (2,898.99)	
					Count = 4								

Report Assumptions

Report Name: Depreciation Adjustment

Depreciation Expense Report

Purpose

The Depreciation Expense report displays depreciation amounts that have been calculated for the selected assets. Along with essential asset data, the report shows figures for previous years' depreciation, current year-to-date depreciation, and total current accumulated depreciation. The application prints a separate Depreciation Expense report for each selected book.

To calculate depreciation, use the Depreciate command on the Depreciation menu.

Hints for Running the Report

- Run this report monthly for any book that is posted monthly (for example, the Internal book).
- You should run the Depreciation Expense report from the Reports menu if you are sure that all selected assets have been depreciated through the date for which you are running the report. If this is not the case, we recommend that you calculate depreciation at the same time you run the report. To do this, use the Depreciate command on the Depreciation menu. On the Depreciate dialog, in the Send To field, you can select Window or Printer (or both). You can calculate depreciation and run the report in this one easy step. In this way you can be sure that the report lists depreciation through the correct date on all assets selected.
- If you calculate depreciation monthly, and you inadvertently skip a month, the amounts in the Depreciation This Run column will be greater than expected. You can view the correct monthly amounts by calculating depreciation for the previous month and then calculating depreciation again for the current month.

Report Columns

The Depreciation Expense report columns first identify the asset, then provide depreciable basis and depreciation expense figures.

These standard columns appear in the Depreciation Expense report and need no explanation:

- System Number
- Extension
- [Placed] In-Service Date
- Acquired Value
- Depreciation Method
- Property Type (PT)
- Estimated Life (shown in years and months)
- Salvage/168 Allowance/Section 179
- Key Code

The following guidelines provide detail on the nonstandard columns appearing in the Depreciation Expense report.

- **Depreciable Basis**
  This column shows the asset’s depreciable basis as calculated by the application.

- **Prior Through**
  This date is the previous through date (that is, the date of the next-to-last depreciation calculation). For example, if you calculated depreciation through 01/07 and then calculated depreciation through 02/07, the application displays 01/31/07 in the Prior Through column.

- **Prior Accumulated Depreciation**
  Prior accumulated depreciation includes all depreciation expense from the asset's placed-in-service date through the end of the fiscal year before depreciation was last calculated. For example, if depreciation was last calculated through 03/07 prior accumulated depreciation includes all depreciation expense from the asset's placed-in-service date through December 2006 (assuming a calendar year-end company), including any beginning depreciation amounts.

- **Depreciation This Run**
  Depreciation this run is the amount that was calculated for the period between the next-to-last depreciation calculation (the Prior Through date) and the last depreciation calculation (the current through date). For example, if you calculated depreciation through 01/07 and then calculated depreciation through 03/07, the Depreciation This Run column includes depreciation for February and March 2007.

- **Current Year-to-Date Depreciation**
  Current year-to-date depreciation includes all depreciation expense from the beginning of the fiscal year containing the current through date up to and including the current through date. (The *current through date* is the last date through which you calculated depreciation.) For example, if the current through date is 03/07, the current year-to-date depreciation includes depreciation for January, February, and March 2007 (for a calendar year-end company).

- **Current Accumulated Depreciation**
  Current accumulated depreciation includes all depreciation expense from the asset's placed-in-service date up to and including the current through date. (The *current through date* is the last date through which you calculated depreciation.) Current accumulated depreciation equals the amount in the Prior Accumulated Depreciation column plus the amount in the Current Year-to-Date Depreciation column.

Note: The following columns on the report include the 168 Allowance and Section 179 expense, when applicable to the depreciation method, if you selected Yes in the Include Section 168 Allowance and Section 179 in Expense field in the Edit Company dialog and the report run date is after the asset's placed-in-service year:

- Prior Accumulated Depreciation
- Depreciation This Run
- Current Year-to-Date Depreciation
- Current Accumulated Depreciation

The Calculation Assumptions section on the last page of the report indicates whether you selected Yes or No in the Edit Company dialog.

Sample Depreciation Expense Report

Sample Company
Depreciation Expense Report
As of December 31, 2011

Book = Tax
FYE Month = December

Sys No	Ext	In Svc Date	Acquired Value	P T	Depr Meth	Est Life	Salv/168 Allow Sec 179	Depreciable Basis	Prior Thru	Prior Accum Depreciation	Depreciation This Run	Current YTD	Current Accum	Key Code
000004	000	09/01/03	45,000.00	T	ADS	05 00	0.00	22,500.00		10,942.50	11,930.00	987.50	11,930.00	bl
000006	000	07/01/05	2,743.00	P	MF200	07 00	0.00	2,743.00	11/30/11	2,375.79	20.41	244.81	2,620.60	s
000017	000	08/25/06	6,050.00	P	MF200	10 00	0.00	6,050.00	12/31/11	3,700.00	0.00	300.00	4,000.00	
000027	000	09/01/06	4,877.00	P	MF200	05 00	0.00	4,877.00	12/31/11	2,250.00	0.00	250.00	2,500.00	
000036	000	10/01/06	750,000.00	R	NoDep	00 00	0.00	750,000.00	11/30/11	0.00	0.00	0.00	0.00	
000037	000	10/15/06	950,000.00	R	MF150	39 00	0.00	950,000.00	11/30/11	153,552.64	2,552.72	30,632.59	184,185.23	
000038	000	11/01/06	375,000.00	P	MF200	07 00	0.00	375,000.00	11/30/11	291,329.52	2,789.02	33,468.19	324,797.71	s
000039	000	11/07/06	200,000.00	P	MF200	07 00	0.00	200,000.00	08/31/11	155,375.74	0.00	10,412.32	165,788.06	st
	001	11/07/06	150,000.00	P	MF200	07 00	0.00	150,000.00	07/31/11	116,531.81	5,578.04	5,578.04	129,919.09	s
000040	000	11/07/06	150,000.00	P	MF200	07 00	0.00	150,000.00	11/30/11	116,531.81	1,115.61	13,387.28	129,919.09	s
000041	000	11/08/06	120,000.00	P	MF200	07 00	0.00	120,000.00	11/30/11	93,225.44	892.49	10,709.82	103,935.26	s
000042	000	01/01/07	6,200.00	P	MF200	07 00	0.00	6,200.00	11/30/11	4,263.32	46.11	553.33	4,816.65	
000043	000	03/05/07	20,000.00	T	MF200	05 00	0.00	20,000.00	08/31/11	13,385.00	625.00	1,718.75	15,103.75	sl
000045	000	04/16/07	6,000.00	P	MF200	05 00	0.00	6,000.00	12/31/11	5,250.00	0.00	750.00	6,000.00	m
000046	000	06/12/07	600.00	P	MF200	07 00	0.00	600.00	11/30/11	412.59	4.46	53.54	466.13	
000052	000	04/12/08	500.00	P	MF200	10 00	0.00	500.00	11/30/11	212.00	4.80	57.60	269.60	
000061	000	08/16/09	13,000.00	P	MF200	10 00	0.00	13,000.00	12/31/11	3,500.00	0.00	1,500.00	5,000.00	
000063	000	08/16/09	8,500.00	P	MF200	10 00	0.00	8,500.00	11/30/11	2,380.00	102.00	1,224.00	3,604.00	
000064	000	11/04/09	45,000.00	T	MF200	05 00	0.00	45,000.00	11/30/11	7,960.00	245.83	2,949.99	10,909.99	l
000065	000	07/31/10	35,000.00	P	MF200	10 00	0.00	35,000.00	11/30/11	3,500.00	525.00	6,300.00	9,800.00	
000074	000	04/04/11	300.00	P	MA200	05 00	300.00	0.00	11/30/11	0.00	0.00	300.00	300.00	r
000076	000	04/06/11	600.00	P	MA200	05 00	600.00	0.00	11/30/11	0.00	0.00	600.00	600.00	r
		Grand Total	2,889,370.00				900.00	2,865,970.00		986,678.16	26,431.49	121,977.76	1,116,465.16	
		Less disposals and transfers	(200,000.00)				0.00	(200,000.00)		(155,375.74)			(165,788.06)	
		Count = 1												
		Net Grand Total	2,689,370.00				900.00	2,665,970.00		831,302.42	26,431.49	121,977.76	950,677.10	
		Count = 21												

Depreciation Summary Report

Purpose

The Depreciation Summary report provides a concise list of the selected assets' depreciation-related information, including their acquired values and any Section 179 amounts. This report provides historical information about your assets and displays the amounts stored as current depreciation. It includes both current assets and those disposed in a prior year.

Report Columns

These standard columns appear in the Depreciation Summary report and need no explanation:

- System Number
- Extension
- Company Asset Number
- Section 168 Allowance/Section 179
- Depreciation Method
- Estimated Life (shown in years and months)
- Acquired Value

The following guidelines provide detail on the nonstandard columns appearing in the Depreciation Summary report.

- **Current Through**
  This date is the last date for which depreciation was calculated for the asset (that is, the asset's current through date). Depreciation could have been calculated by selecting Depreciate from the Depreciation menu, or by transferring or disposing of an asset.

- **Prior Accumulated Depreciation**
  Prior accumulated depreciation includes all depreciation expense from the asset's placed-in-service date through the end of the fiscal year before depreciation was last calculated. For example, if depreciation was last calculated through 03/07, prior accumulated depreciation includes all depreciation expense from the asset's placed-in-service date through December 2006, including any beginning depreciation amounts.

- **Depreciation This Run**
  Depreciation this run is the amount that was calculated for the period between the next-to-last depreciation calculation (the previous through date) and the last depreciation calculation (the date in the Current Through column). For example, if you calculated depreciation through 01/07 and then calculated depreciation through 03/07, the Depreciation This Run column includes depreciation for February and March 2007.

- **Current Year-to-Date**
  Current year-to-date depreciation includes all depreciation expense from the beginning of the fiscal year containing the current through date up to and including the through date. (The *through date* is the last date through which you calculated depreciation.) For example, if Asset A has a current through date of 03/07, the current year-to-date depreciation includes depreciation for January, February, and March 2007 (for a calendar year-end company). If Asset B has a current through date of 03/08, the current year-to-date depreciation includes depreciation for January, February, and March 2008. Both assets will appear on the same Depreciation Summary report.

- **Current Accumulated Depreciation**
  Current accumulated depreciation includes all depreciation expense from the asset's placed-in-service date up to and including the current through date. (The *through date* is the last date through which you calculated depreciation.) Current accumulated depreciation equals the amount in the Prior Accumulated Depreciation column plus the amount in the Current Year-to-Date column.

Note: The following columns on the report include the 168 Allowance and Section 179 expense, when applicable to the depreciation method, if you selected Yes in the Include Section 168 Allowance and Section 179 in Expense field in the Edit Company dialog and the report run date is after the asset's placed-in-service year:

- Prior Accumulated Depreciation
- Depreciation This Run
- Current Year-to-Date Depreciation
- Current Accumulated Depreciation

The Calculation Assumptions section on the last page of the report indicates whether you selected Yes or No in the Edit Company dialog.

Sample Depreciation Summary Report

Sample Company
Depreciation Summary Report

Book = Tax
FYE Month = December

Sys No	Ext	Co Asset	Sec 168 Allow Sec 179	Depr Meth	Est Life	Acquired Value	Thru Date	Prior Accum Depreciation	Depreciation This Run	Current YTD	Current Accum	Key Code
000004	000	100004	$ 0.00	ADS	05 00	$ 45,000.00	12/31/11	$ 10,942.50	$ 11,930.00	$ 987.50	$ 11,930.00	bl
000006	000	100006	0.00	MF200	07 00	2,743.00	12/31/11	2,375.79	20.41	244.81	2,620.60	s
000017	000	100017	0.00	MF200	10 00	6,050.00	12/31/11	3,700.00	0.00	300.00	4,000.00	
000027	000	100027	0.00	MF200	05 00	4,877.00	12/31/11	2,250.00	0.00	250.00	2,500.00	
000036	000	100036	0.00	NoDep	00 00	750,000.00	12/31/11	0.00	0.00	0.00	0.00	
000037	000	100037	0.00	MF150	39 00	950,000.00	12/31/11	153,552.64	2,552.72	30,632.59	184,185.23	
000038	000	100038	0.00	MF200	07 00	375,000.00	12/31/11	291,329.52	2,789.02	33,468.19	324,797.71	s
000039	000	100039	0.00	MF200	07 00	200,000.00	08/31/11	155,375.74	0.00	10,412.32	165,788.06	st
	001	100039	0.00	MF200	07 00	150,000.00	12/31/11	116,531.81	5,578.04	5,578.04	129,919.09	s
000040	000	100040	0.00	MF200	07 00	150,000.00	12/31/11	116,531.81	1,115.61	13,387.28	129,919.09	s
000041	000	100041	0.00	MF200	07 00	120,000.00	12/31/11	93,225.44	892.49	10,709.82	103,935.26	s
000042	000	100042	0.00	MF200	07 00	6,200.00	12/31/11	4,263.32	46.11	553.33	4,816.65	
000043	000	100043	0.00	MF200	05 00	20,000.00	12/31/11	13,385.00	625.00	1,718.75	15,103.75	sl
000045	000	100045	0.00	MF200	05 00	6,000.00	12/31/11	5,250.00	0.00	750.00	6,000.00	m
000046	000	100046	0.00	MF200	07 00	600.00	12/31/11	412.59	4.46	53.54	466.13	
000052	000	100052	0.00	MF200	10 00	500.00	12/31/11	212.00	4.80	57.60	269.60	
000061	000	100061	0.00	MF200	10 00	13,000.00	12/31/11	3,500.00	0.00	1,500.00	5,000.00	
000063	000	100063	0.00	MF200	10 00	8,500.00	12/31/11	2,380.00	102.00	1,224.00	3,604.00	
000064	000	100064	0.00	MF200	05 00	45,000.00	12/31/11	7,960.00	245.83	2,949.99	10,909.99	l
000065	000	100065	0.00	MF200	10 00	35,000.00	12/31/11	3,500.00	525.00	6,300.00	9,800.00	
000074	000	100074	300.00	MA200	05 00	300.00	12/31/11	0.00	0.00	300.00	300.00	r
000076	000	100076	600.00	MA200	05 00	600.00	12/31/11	0.00	0.00	600.00	600.00	r
		Grand Total	$ 900.00			$ 2,889,370.00		$ 986,678.16	$ 26,431.49	$ 121,977.76	$ 1,116,465.16	
		Less disposals and transfers	0.00			(200,000.00)		(155,375.74)			(165,788.06)	
		Count = 1										
		Net Grand Total	$ 900.00			$ 2,689,370.00		$ 831,302.42	$ 26,431.49	$ 121,977.76	$ 950,677.10	
		Count = 21										

Disposal Report

Purpose

The Disposal report lists only assets that you have disposed. The report has two parts. In the first part, it shows the realized gain or loss for each asset and whether the gain or loss is recognized, not recognized, or deferred. In the second part, it shows a summary of the portions of the total gains and losses for all selected assets that are recognized, not recognized, or deferred. You can also print the Partial Disposal report that summarizes all partial disposals for the selected group.

Hints for Running the Report

- To be certain that figures are final for disposed assets before you run the Disposal report, first calculate depreciation at least through the latest disposal date that might appear on the Disposal report. Although the application calculates depreciation on disposal, if you then calculate depreciation through an earlier date, the application will have overwritten the disposal figures before you run the Disposal report.
- You can limit the Disposal report so that it shows only the assets disposed during the current year. For more information, see "Viewing Current-Year Disposals," page 7-17.

Unique Report Definition Fields

- **Run for Assets Disposed**
  Use this field to limit the Disposal report to only those assets disposed between specified dates.
  - **From**
    Enter the beginning disposal date of assets that you want to appear on the report.
  - **To**
    Enter the ending disposal date of assets that you want to appear on the report.

Report Columns

These standard columns appear in Part One of the Disposal report and need no explanation:

- System Number
- Extension
- Company Asset Number
- Description
- Class (Cl)
- [Placed] In-Service Date
- Disposal Date
- Acquired Value

The following guidelines provide detail on the nonstandard columns appearing in Part One of the Disposal report.

- **Disposal Method (DM)**
  The following table displays the available Disposal Method codes:

Code	Disposal Method
S	Sale
A	Abandonment
E	Taxable Exchange
C	Casualty
L	Like-Kind Exchange: Pre-1/3/2000
K	Like-Kind Exchange: Post-1/2/2000
I	Involuntary Conversion: Pre-1/3/2000
V	Involuntary Conversion: Post-1/2/2000
R	Other

- **Current Accumulated Depreciation**
  This column shows the current accumulated depreciation calculated by the application, as displayed in Asset Detail. Because the asset has been disposed of, this is the final total depreciation taken on the asset.

  Current Accumulated Depreciation includes the 168 Allowance and Section 179 expense, when applicable to the depreciation method, only if you have selected Yes in the Include Section 168 Allowance and Section 179 in Expense field on the Edit Company dialog. This means that the amounts will flow through to the Gain or Loss Adjusted Basis and Realized Gain or Loss columns. However, if you have selected No, the application does not include the 168 Allowance and Section 179 expense in Current Accumulated Depreciation but still reduces the amount in the Gain or Loss Adjusted Basis column by the 168 Allowance and Section 179 expense. The Calculation Assumptions section on the last page of the report indicates whether you selected Yes or No in the Edit Company dialog.

- **Net Proceeds**
  The application calculates the net proceeds as cash proceeds plus non-cash proceeds, minus the expenses of the sale, as entered when you disposed of the asset.

- **Gain or Loss Adjusted Basis**
  This column shows the adjusted basis used for calculating the asset's realized gain or loss.

- **Realized Gain or Loss**
  This column shows the amount the application calculated as the asset's realized gain or loss, or the amount you entered to override the calculated amount when disposing of the asset.

- **Gain or Loss Recognition (GL)**
  This column shows the gain or loss recognition code entered or accepted when you disposed of the asset. This chart explains those codes:

Code	Description
Y	The gain or loss was recognized.
N	The gain or loss was not recognized.
D	The gain or loss was deferred.

The following guideline provides detail on the nonstandard column appearing in Part Two of the Disposal report.

- **Recognition Totals**
  The three columns (Gains, Losses, and Net) list the amounts that were recognized, not recognized, or deferred for the disposed assets included in the report. The Net column shows the totals for gains net of losses.

Sample Disposal Report

Sample Company
Disposal Report
01/01/2000 to 12/31/2011

Book = Internal
FYE Month = December

Sys No	Ext	Co Asset No	Cl	In Svc Date	Disposal Date	D M	Acquired Value	Current Accum	Net Proceeds	Gain/Loss Adjust Basis	Realized Gain (Loss)	G L
000009		Hybrid Vehicle										
	000	100009	MV	04/28/06	06/08/10	S	$ 18,479.00	$ 15,399.17	$ 1,948.00	$ 3,079.83	$ (1,131.83)	Y
000033		Vacuum Cleaner										
	000	100033	EQ	09/15/06	10/14/09	A	275.00	169.58	0.00	105.42	(105.42)	Y
000055		Dishwasher										
	000	100055	BE	06/04/08	12/01/08	A	1,200.00	120.00	0.00	1,080.00	(1,080.00)	Y
					Grand Total		$ 19,954.00	$ 15,688.75	$ 1,948.00	$ 4,265.25	$ (2,317.25)	
					Count = 3							

	Gains	Losses	Net
Recognized	$ 0.00	$ (2,317.25)	$ (2,317.25)
Not Recognized	0.00	0.00	0.00
Deferred	0.00	0.00	0.00
Total	$ 0.00	$ (2,317.25)	$ (2,317.25)

Report Assumptions

Report Name: Disposal

FASB 109 Projection Report

Purpose

For each selected asset, the FASB 109 Projection report identifies all temporary differences between three sets of books:

- The applicable financial statement of your choice (one of the user books) and the Tax book.
- The Tax book and the AMT book.
- The AMT book and the ACE book.

It also projects the reversal of those differences over the projection period, in accordance with Financial Accounting Standards Board Statement Number 109—Accounting for Income Taxes. You can elect to print an additional report that compares the applicable financial statement with the State book.

The three temporary differences isolate timing differences because of the use of different depreciation rules in the different books, specifically, different depreciation methods and estimated lives. The most important difference is the difference between the financial statement and the Tax (or State) book. This difference measures the amount subject to the deferred tax liability that arises from the regular tax.

Note: There is no longer an ACE Depreciation Adjustment for property placed in service after December 31, 1993. In your company setup, if you have not specified a book emulation for the ACE book, then the Depreciation Method field automatically defaults to “No” in the ACE book for these assets. Therefore, the FASB Projection 109 report includes these assets, calculates AMT depreciation, displays “NA” for ACE depreciation, and displays a zero in the “AMT less ACE” column.

If you have specified that you want the ACE book to emulate the AMT book, the FASB 109 Projection report includes the assets, calculates ACE depreciation the same as AMT depreciation, and displays a zero in the “AMT less ACE” column. Both approaches have the same end result: a zero amount in the “AMT less ACE” column. For a full explanation of emulating books, see “Emulate Book,” page 4-11.

The Current Year-to-Date Depreciation and Prior Accumulated Depreciation lines include the 168 Allowance and Section 179 expense, when applicable to the depreciation method, if you selected Yes in the Include Section 168 Allowance and Section 179 in Expense field in the Edit Company dialog; the 168 Allowance + 179 line displays zero amounts. If you selected No, the 168 Allowance + 179 line displays these amounts; the Current Year-to-Date Depreciation and Prior Accumulated Depreciation lines do not include them. The Calculation Assumptions section on the last page of the report indicates whether you selected Yes or No in the Edit Company dialog.

Hint for Running the Report

- Before you can define the FASB 109 Projection report, at least one of the financial statement books must be open. The financial statement book can be the Internal book, Custom 1, or Custom 2. If none of these books are open, return to Edit Company and open the book you want to use as the applicable financial statement.

Unique FASB 109 Projection Report Fields

- **Project for Assets in Service As Of**
  Use this field to type the date through which you want the report to include assets already in service. Generally, the date should be a Tax book year-end date, so the projection will start with the following fiscal year. Assets placed in service after the date you enter are not included in the report.

- **Number of Years To Project**
  Use this field to enter the number of years (beginning from the starting date) to project, from 1 to 99.

- **Print Additional Report for State Book**
  Select this check box to print an additional report that compares the financial statement of the selected user book with the State book.

Report Columns

For each asset, the FASB 109 Projection report can be divided into four sections: upper left, upper right, lower left, and lower right. The first section (upper left) shows book-specific information for each of the four books, with balances as of the date you entered for the report. Each book column totals to show the asset's remaining basis in that book on the "as of" date. The upper right section shows the temporary differences for the three book comparisons for each book-specific item.

Moving to the lower half, the left section shows the projected annual depreciation allowances for each of the four books. The lower right section shows how the differences in annual depreciation reverse for the three comparisons over the projection period.

The last page of the FASB 109 Projection report is a summary. It is in the same format as the report for an individual asset, but the figures are the combined totals for all assets included in the report.

Sample FASB 109 Projection Detail Report

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Sample Company
FASB 109 PROJECTION
Detail Report
for Assets In Service as of 01/31/2011
Projected for 5 Twelve-Month Periods

	Internal	Tax	AMT	ACE	Book - Tax	Tax - AMT	AMT - ACE
Sys No Ext	Method Life	Method Life	Method Life	Method Life			
000065 000	SLFM 10 00	MF200 10 00	MF150 10 00	MF150 10 00			
	Balances as of 01/2011				Temporary Differences as of 01/2011		
Acquisition Value	35,000.00	35,000.00	35,000.00	35,000.00	0.00	0.00	0.00
168 Allow + 179	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Salvage Value	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ITC Basis Adj.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Curr YTD Depr.	291.66	525.00	404.68	404.70	-233.34	120.32	0.00
Prior Acc. Depr.	1,750.00	3,500.00	2,625.00	2,625.00	-1,750.00	875.00	0.00
Remaining Basis	32,958.34	30,975.00	31,970.32	31,970.30	1,983.34	-995.32	0.00
	Projected Annual Depreciation Allowances				Reversal of Temporary Differences		
Jan 2012	3,500.00	6,195.00	4,795.54	4,795.50	-2,695.00	1,399.46	0.00
Jan 2013	3,500.00	4,956.00	4,076.21	4,076.20	-1,456.00	879.79	0.00
Jan 2014	3,500.00	3,964.80	3,471.16	3,471.20	-464.80	493.64	0.00
Jan 2015	3,500.00	3,171.84	3,058.82	3,058.80	328.16	113.02	0.00
Jan 2016	3,500.00	2,556.58	3,058.82	3,058.80	943.42	-502.24	0.00
Totals	17,500.00	20,844.22	18,460.55	18,460.50	-3,344.22	2,383.67	0.00

Sample FASB 109 Projection Summary Report

April 27, 2011
10:37AM

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Sample Company
FASB 109 PROJECTION
Summary Report
for Assets In Service as of 01/31/2011
Projected for 5 Twelve-Month Periods

	Internal	Tax	AMT	ACE	Book - Tax	Tax - AMT	AMT - ACE
	Balances as of 01/2011				Temporary Differences as of 01/2011		
Acquisition Value	35,000.00	35,000.00	35,000.00	35,000.00	0.00	0.00	0.00
168 Allow + 179	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Salvage Value	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ITC Basis Adj.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Curr YTD Depr.	291.66	525.00	404.68	404.68	-233.34	120.32	0.00
Prior Acc. Depr.	1,750.00	3,500.00	2,625.00	2,625.00	-1,750.00	875.00	0.00
Remaining Basis	32,958.34	30,975.00	31,970.32	31,970.32	1,983.34	-995.32	0.00
	Projected Annual Depreciation Allowances				Reversal of Temporary Differences		
Jan 2012	3,500.00	6,195.00	4,795.54	4,795.54	-2,695.00	1,399.46	0.00
Jan 2013	3,500.00	4,956.00	4,076.21	4,076.21	-1,456.00	879.79	0.00
Jan 2014	3,500.00	3,964.80	3,471.16	3,471.16	-464.80	493.64	0.00
Jan 2015	3,500.00	3,171.84	3,058.82	3,058.82	328.16	113.02	0.00
Jan 2016	3,500.00	2,556.58	3,058.82	3,058.82	943.42	-502.24	0.00
Totals	17,500.00	20,844.22	18,460.55	18,460.55	-3,344.22	2,383.67	0.00

Calculation Assumptions

Book	Short Years	Midquarter Convention	Adjustment Convention	Include Sec 168 Allow & Sec 179
Tax	[N]	[N]	Immediate	[Y]
Internal	[N]	[N]	Immediate	[Y]

File Listing Report

Purpose

For each selected asset and for each selected book, the File Listing report prints a summary of commonly used information (such as the asset's description, depreciation method, and acquisition value) and an activity code that differentiates between active, inactive, and disposed assets. Activity codes are also useful for identifying assets that were transferred or partially disposed. For a list of the activity codes, see "Understanding Activity Codes," page 7-3.

This report includes inactive assets, unless you intentionally exclude them. You can also generate a report that includes only inactive assets by running the report for the Inactive Assets group.

Report Columns

These standard columns appear in the File Listing report and need no explanation:

- System Number
- Extension
- Activity Code (AC)
- Company Asset Number
- Description
- Location
- Class (CL)
- G/L Asset Account Number
- [Placed] In-Service Date
- Property Type (PT)
- Depreciation Method
- Department
- Vendor
- Disposal Date
- Acquired Value

Sample File Listing Report

Sample Company
File Listing Report

Book = Internal
FYE Month = December

Sys No	Ext	A C	Co Asset No	Description	Location	Cl	G/L Asset Acct No	In Svc Date	P T	Depr Meth	Department	Vendor/Mfg	Disposal Date	Acquired Value
000004	000	A	100004	Truck	MG	MV	02-600-1550	09/01/03	T	SLMM	600	Car Max		$ 45,000.00
000006	000	A	100006	Air Purification	MG	BE	02-100-1150	07/01/05	P	SLFM	100	Home Depot		2,743.00
000017	000	A	100017	Fire Alarm Sys	MG	CO	02-600-1250	08/25/06	P	SLFM	600	ADT Security		6,050.00
000027	000	A	100027	Generator	MG	BE	02-100-1150	09/01/06	P	SLFM	100	Home Depot		4,877.00
000036	000	A	100036	Land	MG	LD	02-100-1400	10/01/06	R	NoDep	100	Clark Realty		750,000.00
000037	000	A	100037	Manufacturing	MG	EQ	02-600-1300	10/15/06	R	SLFM	600	Clark Realty		950,000.00
000038	000	A	100038	Acme 5000	MG	EQ	02-600-1300	11/01/06	P	SLFM	600	Acme Manuf		375,000.00
000039	000	L	100039	Conveyor Syst	MG	EQ	02-600-1300	11/07/06	P	SLFM	600	Acme Manuf		200,000.00
	001	A	100039	Conveyor Syst	MG	EQ	02-600-1300	11/07/06	P	SLFM	600	Acme Manuf		150,000.00
000040	000	A	100040	Packaging Sys	MG	EQ	02-600-1300	11/07/06	P	SLFM	600	Acme Manuf		150,000.00
000041	000	A	100041	Scanning Unit	MG	EQ	02-600-1300	11/08/06	P	SLFM	600	Acme Manuf		120,000.00
000042	000	A	100042	Security Syste	MG	CO	02-100-1250	01/01/07	P	SLFM	100	ADT Security		6,200.00
000043	000	A	100043	Passenger Va	MG	MV	02-600-1550	03/05/07	T	SLFM	600	Car Max		20,000.00
000045	000	A	100045	Auto Scrubber	MG	EQ	02-600-1500	04/16/07	P	SLFM	600	Home Depot		6,000.00
000046	000	A	100046	Camera	MG	OE	02-600-1550	06/12/07	P	SLFM	600	Amazon		600.00
000052	000	A	100052	Ladder	MG	BE	02-100-1150	04/12/08	P	SLFM	100	Home Depot		500.00
000061	000	A	100061	Automatic Doc	MG	BI	02-100-1155	08/16/09	P	SLFM	100	Home Depot		13,000.00
000063	000	A	100063	Overhead Bin	MG	OE	02-600-1550	08/16/09	P	SLFM	600	New Life Offi		8,500.00
000064	000	A	100064	Truck	MG	MV	02-600-1500	11/04/09	T	SLFM	600	Car Max		45,000.00
000065	000	A	100065	Forklift	MG	EQ	02-600-1500	07/31/10	P	SLFM	600	Sinkobe		35,000.00
000074	000	A	100074	Floor Scrubbe	MG	EQ	02-600-1200	04/04/11	P	SLFM	600	Home Depot		300.00
000076	000	A	100076	Sprinkler Heac	MG	BE	02-600-1150	04/06/11	P	SLFM	600	Home Depot		600.00

Grand Total $ 2,889,370.00
Count = 22

Report Assumptions

Fixed Asset Summary Report

Purpose

The Fixed Asset Summary report presents account balance activity for Acquired Value and Depreciation over the requested fiscal year for each asset or, if elected, as of the end of the fiscal year. It shows the asset's cost and accumulated depreciation as of the beginning of the fiscal year; the cost for acquisitions and the cost and accumulated depreciation for transfers and disposals during that fiscal year; the current year depreciation and Section 179 expense; and the asset's cost and accumulated depreciation at the end of the fiscal year. It has been designed to help you tie into the asset and accumulated depreciation amounts on the balance sheet. Since the Fixed Asset Summary report is not a calculation report, be sure you have calculated depreciation for the period on which you want to report.

Hint for Running the Report

You have two options when you select the date for running the Fixed Asset Summary report.

- Select a date that matches the last depreciation run date (the current through date) of the assets you want to see on the report. To do this, you must first make sure that you have calculated depreciation on the asses for which you want to run the report. When you run the report, you select the Include Only Assets Calculated Through the Run Date check box on the Report Definition dialog. (This is the default selection.)
- Select a fiscal year-end date to show the asset activity as it appears at the end of the fiscal year. To do this, you clear the Include Only Assets Calculated Through the Run Date check box and enter the fiscal year-end date in the Report Definition dialog. If the date that you enter is not a fiscal year-end date, the application uses the fiscal year-end of the year that includes the date that you enter.

Unique Report Definition Fields

- **Summarize Assets with No Activity**
  Select this check box to display only the totals of the Beginning Cost and Ending Cost columns for assets with no activity in the fiscal year (that is, fully depreciated assets). The report will display no other information for such assets.
- **Include Only Assets Calculated Through the Run Date**
  Select this check box if you want the report to include only assets whose last depreciation run date (the current through date) matches the date you enter for running the report. If you clear this check box, then the report displays the asset activity as of the fiscal year-end for the year that includes the date entered for running the report.

Tip: If you want to reconcile to the general ledger before you post depreciation, then clear this check box and run the report. For example, suppose you have run depreciation for September and you have reconciled the September balances. In October, you enter your disposals and transfers. If you want the report to display the October balances to verify the information, including the disposal and transfer activity, before you post depreciation for October, then you should clear this check box.

Report Columns

These standard columns appear in the Fixed Asset Summary report and need no explanation:

- System Number
- Extension

The following guidelines provide detail on the nonstandard columns appearing in the Fixed Asset Summary report.

- **Beginning Cost**
  This column shows the asset's value at the beginning of the fiscal year. The application determines the value by taking into account all activity before the report year. If the asset was not acquired by the beginning of the fiscal year, or if the asset had been disposed of in a previous year, this column would show zero.

- **Current Year Acquisitions, Current Year Transfers In, Current Year/Disposals/ Transfers Out**
  These columns show the asset values affected by acquisitions, transfers-in, disposals and transfers-out. These transfers and disposals can be partial. If an asset has an entry in the acquisition date field (in the General Asset Information section), the application uses that date to determine whether the asset was acquired in the current fiscal year. If the asset has no entry in the acquisition date field, the application uses the placed in service field for the selected book.

- **Ending Cost**
  The asset's ending cost is the total of the asset's:

	(current-year) beginning cost
plus	current-year acquired value
plus	current-year transfer-in value
minus	current-year disposal and transfer-out value

Note: You must consider all extension numbers within a system number when calculating the ending cost total.

- **Prior Accumulated Depreciation**
  Prior accumulated depreciation includes all depreciation expense from the asset's placed-in-service date through the end of the fiscal year before depreciation was last calculated. For example, if depreciation was last calculated through 03/07, prior accumulated depreciation includes all depreciation expense from the asset's placed-in-service date through December 2006, including any beginning depreciation amounts.

- **Current YTD Depreciation**
  This column is the asset's current year-to-date depreciation, if you placed the asset in service in the current year. Current year-to-date depreciation includes all depreciation expense from the beginning of the fiscal year containing the current through date up to and including the through date.

- **Current Accumulated Depreciation Transferred-In**
  This column is the current accumulated depreciation for assets that you have transferred into the current company. Transferred-in assets show a zero in the Prior Accumulated Depreciation column.

- **Current Accumulated Depreciation/Disposed/Transferred-Out**
  This column is the asset's current accumulated depreciation for assets that have been disposed or transferred out of the current company. Transferred-out assets show a zero in the Total Accumulated Depreciation column.

- **Total Accumulated Depreciation**
  This column is the total of:

	Prior Accumulated Depreciation/168 Allowance/179 Expense
plus	Current YTD Depreciation/168 Allowance/179 Expense
plus	Current Accumulated Depreciation/168 Allowance/179/Transferred-In
minus	Current Accumulated Depreciation/168 Allowance/179/Disposed/ Transferred-Out

- **T/D (Transferred and Disposed)**
  This column indicates if the asset is a transferred or disposed asset. The application displays a "T" if the asset is a transferred asset and a "D" if the asset is a disposed asset.

Note: The following columns on the report include the 168 Allowance and Section 179 expense, when applicable to the depreciation method, if you selected Yes in the Include Section 168 Allowance and Section 179 in Expense field in the Edit Company dialog and the report run date is after the asset's placed-in-service year:

- Prior Accumulated Depreciation
- Current Year-to-Date Depreciation
- Current Accumulated Depreciation Transferred-In
- Current Accumulated Depreciation/Disposed/Transferred-Out

The Calculation Assumptions section on the last page of the report indicates whether you selected Yes or No in the Edit Company dialog.

Sample Fixed Asset Summary Report

Sample Company
Fixed Asset Summary Report
For the period ended December 31, 2011

Book = Internal
FYE Month = December

Sys No	Ext	Beginning Cost	Acquisitions	Trans-In	Disposed/ Trans-Out	Ending Cost	Prior Accum Depr	Curr YTD Expense	Accum Trans-In	Accum Disp/ Trans-Out	Total Accum Depr	T D
000039	Conveyor System											
	000	200,000.00	0.00	0.00	200,000.00	0.00	119,047.63	16,666.66	0.00	135,714.29	0.00	t
	001	0.00	0.00	150,000.00	0.00	150,000.00	0.00	8,928.57	101,785.72	0.00	110,714.29	
000040	Packaging System											
	000	150,000.00	0.00	0.00	0.00	150,000.00	89,285.71	21,428.57	0.00	0.00	110,714.28	
000041	Scanning Unit											
	000	120,000.00	0.00	0.00	0.00	120,000.00	71,428.58	17,142.86	0.00	0.00	88,571.44	
000042	Security System											
	000	6,200.00	0.00	0.00	0.00	6,200.00	3,542.88	885.72	0.00	0.00	4,428.60	
000043	Passenger Van											
	000	20,000.00	0.00	0.00	0.00	20,000.00	15,333.33	3,666.67	0.00	0.00	19,000.00	
000045	Auto Scrubber											
	000	6,000.00	0.00	0.00	0.00	6,000.00	3,214.28	857.14	0.00	0.00	4,071.42	
000046	Camera											
	000	600.00	0.00	0.00	0.00	600.00	307.16	85.72	0.00	0.00	392.88	
000052	Ladder											
	000	500.00	0.00	0.00	0.00	500.00	137.50	50.00	0.00	0.00	187.50	
000061	Automatic Door											
	000	13,000.00	0.00	0.00	0.00	13,000.00	1,052.38	742.86	0.00	0.00	1,795.24	
000063	Overhead Bin											
	000	8,500.00	0.00	0.00	0.00	8,500.00	1,204.17	850.00	0.00	0.00	2,054.17	
000064	Truck											
	000	45,000.00	0.00	0.00	0.00	45,000.00	10,500.00	9,000.00	0.00	0.00	19,500.00	
000065	Forklift											
	000	35,000.00	0.00	0.00	0.00	35,000.00	1,750.00	3,500.00	0.00	0.00	5,250.00	
000074	Floor Scrubber											
	000	0.00	300.00	0.00	0.00	300.00	0.00	45.00	0.00	0.00	45.00	
000076	Sprinkler Head											
	000	0.00	600.00	0.00	0.00	600.00	0.00	90.00	0.00	0.00	90.00	
Grand Total		604,800.00	900.00	150,000.00	200,000.00	555,700.00	316,803.62	83,939.77	101,785.72	135,714.29	366,814.82	
Less Remaining Values												
Count = 1				(150,000.00)	(150,000.00)				(101,785.72)	(101,785.72)		
Net Grand Total		604,800.00	900.00	0.00	50,000.00	555,700.00	316,803.62	83,939.77	0.00	33,928.57	366,814.82	
Count = 15												

General Ledger Posting Report

Purpose

This report prints a journal entry you can use to post the Depreciation This Run figures stored from the most recent depreciation calculation to a general ledger. For this report to be useful, you must have entered a G/L expense account number and a G/L accumulated account number for each asset. If you customized these fields to be used for a different purpose, this report will be meaningless.

The General Ledger Posting report will include only those assets whose last depreciation run date (the current through date) matches the date you enter for the posting report.

Hint for Running the Report

- Before you run this report, make sure the report will be for the period you need to post. If you post depreciation monthly and calculate depreciation monthly, simply run the General Ledger Posting report after you calculate your monthly depreciation figures. However, if you are not sure what period was included in the last depreciation run figures, we recommend the following procedure:

  1. Calculate depreciation through the month ending before the month for which you want to view the report. For example, to run a General Ledger Posting report for October 2010, first calculate depreciation through September 2010.
  2. Calculate depreciation for the month you want to view on the report. Continuing the example, you would calculate depreciation through October 2010.
  3. Run the General Ledger Posting report using a posting date of October 2010.

Unique Report Definition Fields

- **Journal Number**
  Use this field to enter up to 15 alphanumeric characters as the journal entry number for your general ledger.

Report Columns

This report shows total Depreciation This Run figures by G/L account number for all assets included in the report. The following guidelines provide detail on the nonstandard columns appearing in the General Ledger Posting report.

- **Journal Entry Number and Journal Entry**
  This column shows the journal entry number that you entered on the Report Definition dialog and the date through which you are posting depreciation expense.
- **General Ledger Account Number**
  This column lists all the G/L expense account numbers, then the G/L accumulated account numbers, for the assets included in the report. The account numbers are listed in numeric order. The list may also include a blank G/L expense or accumulated account number. The blank account number is for assets that did not have entries in these fields.
- **Account Name**
  The Account Name column shows whether the account number is a depreciation expense account or an accumulated depreciation account.

- **Debit**
  For all assets that use the G/L expense account number shown in the General Ledger Account column, the Debit column shows the total depreciation expense from the last depreciation run.

  The Debit column includes the 168 Allowance and Section 179 expense, when applicable to the depreciation method, if you selected Yes in the Include Section 168 Allowance and Section 179 in Expense field in the Edit Company dialog. A message underneath the report title indicates whether you selected Yes or No in the Edit Company dialog.

- **Credit**
  For all assets that use the G/L accumulated account number shown in the General Ledger Account Number column, the Credit column shows the accumulated depreciation which offsets the debit created by the depreciation expense from the last depreciation run.

  The Credit column includes the 168 Allowance and Section 179 expense, when applicable to the depreciation method, if you selected Yes in the Include Section 168 Allowance and Section 179 in Expense field in the Edit Company dialog. A message underneath the report title indicates whether you selected Yes or No in the Edit Company dialog.

The totals for the Debit and Credit columns will be equal.

Sample General Ledger Posting Report

Sample Company

General Ledger Posting Report

(Includes Sec. 168 Allowance and Sec. 179 amounts)

Book = Internal

FYE Month = December

Journal Entry Number Journal Entry	General Ledger Account Number	Account Name	Debit	Credit
120-7825 To record depreciation expense run through 12/31/2011				
	02-100-7750	Depreciation Expense	$ 4.17	
	02-100-7755	Depreciation Expense	1,795.24	
	02-100-7850	Depreciation Expense	73.81	
	02-600-7750	Depreciation Expense	10.00	
	02-600-7800	Depreciation Expense	4,076.42	
	02-600-7900	Depreciation Expense	12,142.87	
	02-600-8100	Depreciation Expense	2,375.01	
	02-600-8150	Depreciation Expense	77.99	
	02-100-1750	Accumulated Depreciation		$ 1,795.24
	02-100-1850	Accumulated Depreciation		4.17
	02-100-1900	Accumulated Depreciation		73.81
	02-600-1750	Accumulated Depreciation		8,938.57
	02-600-1900	Accumulated Depreciation		3,214.30
	02-600-2100	Accumulated Depreciation		4,368.09
	02-600-2150	Accumulated Depreciation		2,161.33
		Grand Total	$ 20,555.51	$ 20,555.51

Midquarter Applicability Report

Purpose

You can run the Midquarter Applicability report to determine whether a company is required to use the midquarter convention for qualified assets placed in service during the selected year. The test for determining the applicability of the midquarter convention depends on the depreciable basis of newly acquired qualifying MACRS property (generally, personal property).

To apply the midquarter convention, you can use the MACRS Convention Switch for existing assets. See "Performing a MACRS Convention Switch," page 8-19. For assets that you enter at a later date, you can change the averaging convention on the Book Overrides tab of the Edit Company dialog. For more information, see "The Book Overrides Tab," page 4-14.

The report displays the total depreciable basis of qualifying MACRS property placed in service in the selected year.

Bear in mind that this report for midquarter applicability can be accurate only if your company database includes all newly acquired qualifying MACRS property that you placed in service during the company's fiscal year. Also, the midquarter test applies across all companies when filing a consolidated tax return.

Report Columns

The following guidelines provide detail on the nonstandard columns appearing in the Midquarter Applicability report.

- **Placed in Service**
  This column shows the year divided into two date ranges. The first date range in this column represents the time from the beginning of the fiscal year up to the last three months of the fiscal year. The second date range represents the last three months of the fiscal year.
- **Midquarter Basis**
  This column displays the basis of the qualified MACRS property that was placed in service during each date range. The basis of the property represents the cost of the asset **before** the reduction of the 168 Allowance.
- **Percent**
  The application divides the depreciable basis for each date range by the total depreciable basis and displays the result as a percentage.
- **Determination**
  The last line of the report indicates whether more than 40% of the aggregate depreciable basis of newly acquired qualifying MACRS property was placed in service during the last three months of the tax year. If the depreciable basis exceeds 40%, then you must use the midquarter convention for qualifying property. If the depreciable basis is 40% or less, then use the half-year convention.

Sample Midquarter Applicability Report

April 27, 2011
10:41 AM

Page 1

Sample Company
MIDQUARTER APPLICABILITY REPORT
Book: Tax FY: December
Fiscal Year-End 12/31/2011

Placed in Service	Midquarter Basis	Percent
From 01/01/2011 through 09/30/2011	22,170.00	63.18 %
From 10/01/2011 through 12/31/2011	12,920.00	36.82 %
Grand Totals	35,090.00	100.00 %

Acquisitions in the Last Three Months Do Not Exceed 40 Percent

Report displays whether the midquarter convention applies.

Monthly Projection Report

Purpose

The Monthly Projection report displays projected depreciation amounts for each month (or period) in a fiscal year for the selected group of assets.

For more information about the Monthly Projection report, see "Running a Quick Projection," page 8-10.

Report Columns

The following guidelines provide detail on the nonstandard columns that appear on the Monthly Projection report.

- **Period End**
  This column shows the date on which each period of the fiscal year ends.
- **Period Expense**
  This column shows the total depreciation expense for each period of the fiscal year.
- **Current Year to Date Depreciation**
  This column shows the total current year-to-date depreciation for each period. The current year-to-date depreciation is the asset's depreciation amount for the period starting with the first day of the current fiscal year through the current Through Date. The Through Date is the last date on which you calculated depreciation for the asset in the current year.

Sample Monthly Projection Report

Sample Company
Monthly Projection Report
Project for 12 periods (Monthly) beginning: 01/01/2011

Book = Internal
FYE Month = December

Period End	Period Expense	Current YTD
01/31/2011	$ 13,896.41	$ 13,896.41
02/28/2011	13,896.48	27,792.89
03/31/2011	13,896.49	41,689.38
04/30/2011	13,911.47	55,600.85
05/31/2011	13,911.45	69,512.30
06/30/2011	13,911.53	83,423.83
07/31/2011	13,911.42	97,335.25
08/31/2011	13,316.25	110,651.50
09/30/2011	13,234.97	123,886.47
10/31/2011	13,234.94	137,121.41
11/30/2011	13,234.94	150,356.35
12/31/2011	13,235.01	163,591.36
Grand Total	$ 163,591.36	

Report Assumptions

Net Book Value Report

Purpose

The Net Book Value report shows the current net book (or carrying) value of each selected asset and how the value is calculated. It also shows the percentage of total depreciation taken to date for each asset.

Note: The date to run the report is grayed out by default because the application sets the net value report date to the last depreciation run date. In order to view net value as of a specific month, make sure you run depreciation to that period prior to running the Net Book Value report.

Report Columns

The Net Book Value report first shows general information about the asset, then the data used in calculating the net book value and the percentage of total depreciation taken.

These standard columns appear in the Net Book Value report and need no explanation:

- System Number
- Extension
- Company Asset Number
- Description (first ten characters)
- [Placed] In-Service Date
- Depreciation Method

The following guidelines provide detail on the nonstandard columns appearing in the Net Book Value report.

- **Remaining Life (in years and months)**
  The application calculates the asset's remaining life as the estimated life minus the number of years and months from the date placed in service through the date you last calculated depreciation for the asset (shown in the Current Through date column).

- **Basis**
  To calculate the depreciable basis, the application starts with the asset's original acquisition value and then subtracts any ITC reduction amount and salvage value if applicable for the depreciation method.

  The application subtracts the 168 Allowance and Section 179 expense, when applicable to the depreciation method, from the asset's cost to compute the Basis only if you selected No in the Include Section 168 Allowance and Section 179 in Expense field on the Edit Company dialog. If you selected Yes, the application does not reduce the asset's cost by these amounts to compute the Basis; instead, the application includes these amounts when computing the Current Accumulated Depreciation. The Calculation Assumptions section on the last page of the report indicates whether you selected Yes or No in the Edit Company dialog.

- **(+) Salvage Value**
  Salvage value is an estimate of an asset's worth at the end of its useful life. This column displays an asset's salvage value only if the asset's depreciation method uses salvage value in its depreciation calculation. For example, if you are using a straight-line method, the asset's

salvage value, if any, appears in this column. If you are using a MACRS method, however, even if you entered salvage value, it will not appear.

- **Through Date**
  This column shows the date depreciation was last calculated for the asset. This date is the same as the current through date displayed in Asset Detail for the asset.

- **(-) Current Accumulated Depreciation**
  This column shows the current accumulated depreciation that the application calculated through the date shown in the Through Date column.

  Current Accumulated Depreciation includes the 168 Allowance and Section 179 expense, when applicable, if you selected Yes in the Include Section 168 Allowance and Section 179 in Expense field in the Edit Company dialog. If you selected No, the Current Accumulated Depreciation does not include the 168 Allowance and Section 179 expense; instead, the application subtracts these amounts from the asset's cost to compute the Unadjusted Basis. The Calculation Assumptions section on the last page of the report indicates whether you selected Yes or No in the Edit Company dialog.

- **(=) Net Book Value**
  The application calculates the net book value as shown in the following equation:

$$\begin{array}{c} (Basis + Salvage\ value) \\ -\ Current\ accumulated\ depreciation \\ \hline Net\ book\ value \end{array}$$

  The application always reduces the depreciable basis by the 168 Allowance and Section 179 expense, if applicable to the depreciation method, when calculating the net book value. The selection in the Include Section 168 Allowance and Section 179 in Expense field on the Edit Company dialog simply determines which component of Net Book Value (Unadjusted Basis or Current Accumulated Depreciation) contains the 168 Allowance and Section 179.

- **Percent Depreciated**
  This column shows the percentage of the asset's total depreciation expense taken to date. The application calculates depreciation as shown in the following equation:

$$\frac{Current\ accumulated\ depreciation}{Basis} = Percent\ depreciated$$

Sample Net Book Value Report

Sample Company
Net Book Value Report

Book = Internal
FYE Month = December

Sys No	Ext	Co Asset No	Description	In Svc Date	Depr Meth	Rem Life	Basis	(+) Salvage Value	Thru Date	(-) Current Accum	(=) Net Book Value	Pct Dep
000004	000	100004	Truck	09/01/03	SLMM	00 00	$ 45,000.00	$ 0.00	12/31/11	$ 22,500.00	$ 22,500.00	50.00%
000006	000	100006	Air Purification Equ	07/01/05	SLFM	00 06	2,743.00	0.00	12/31/11	2,547.09	195.91	92.86%
000017	000	100017	Fire Alarm System	08/25/06	SLFM	12 01	6,050.00	0.00	12/31/11	1,872.65	4,177.35	30.95%
000027	000	100027	Generator	09/01/06	SLFM	00 00	4,877.00	0.00	12/31/11	4,877.00	0.00	100.00%
000036	000	100036	Land	10/01/06	NoDep	00 00	750,000.00	0.00	12/31/11	0.00	750,000.00	0.00%
000037	000	100037	Manufacturing Pla	10/15/06	SLFM	33 09	950,000.00	0.00	12/31/11	127,884.64	822,115.36	13.46%
000038	000	100038	Acme 5000	11/01/06	SLFM	01 10	375,000.00	0.00	12/31/11	276,785.72	98,214.28	73.81%
000039	000	100039	Conveyor System	11/07/06	SLFM	02 03	200,000.00	0.00	08/31/11	135,714.29	64,285.71	67.86%
	001	100039	Conveyor System	11/07/06	SLFM	01 10	150,000.00	0.00	12/31/11	110,714.29	39,285.71	73.81%
000040	000	100040	Packaging System	11/07/06	SLFM	01 10	150,000.00	0.00	12/31/11	110,714.28	39,285.72	73.81%
000041	000	100041	Scanning Unit	11/08/06	SLFM	01 10	120,000.00	0.00	12/31/11	88,571.44	31,428.56	73.81%
000042	000	100042	Security System	01/01/07	SLFM	02 00	6,200.00	0.00	12/31/11	4,428.60	1,771.40	71.43%
000043	000	100043	Passenger Van	03/05/07	SLFM	00 02	20,000.00	0.00	12/31/11	19,000.00	1,000.00	95.00%
000045	000	100045	Auto Scrubber	04/16/07	SLFM	02 03	6,000.00	0.00	12/31/11	4,071.42	1,928.58	67.86%
000046	000	100046	Camera	06/12/07	SLFM	02 05	600.00	0.00	12/31/11	392.88	207.12	65.48%
000052	000	100052	Ladder	04/12/08	SLFM	06 03	500.00	0.00	12/31/11	187.50	312.50	37.50%
000061	000	100061	Automatic Door	08/16/09	SLFM	15 01	13,000.00	0.00	12/31/11	1,795.24	11,204.76	13.81%
000063	000	100063	Overhead Bin	08/16/09	SLFM	07 07	8,500.00	0.00	12/31/11	2,054.17	6,445.83	24.17%
000064	000	100064	Truck	11/04/09	SLFM	02 10	45,000.00	0.00	12/31/11	19,500.00	25,500.00	43.33%
000065	000	100065	Forklift	07/31/10	SLFM	08 06	35,000.00	0.00	12/31/11	5,250.00	29,750.00	15.00%
000074	000	100074	Floor Scrubber	04/04/11	SLFM	04 03	300.00	0.00	12/31/11	45.00	255.00	15.00%
000076	000	100076	Sprinkler Head	04/06/11	SLFM	04 03	600.00	0.00	12/31/11	90.00	510.00	15.00%
						Grand Total	$ 2,889,370.00	$ 0.00		$ 938,996.21	$ 1,950,373.79	32.50%
						Less disposals and transfers	(200,000.00)	0.00		(135,714.29)	(64,285.71)	67.86%
						Count = 1						
						Net Grand Total	$ 2,689,370.00	$ 0.00		$ 803,281.92	$ 1,886,088.08	29.87%
						Count = 21						

Report Assumptions

Partial Disposal Report

Purpose

The Partial Disposal report displays the pieces of an asset involved in a partial disposal: the original asset, the disposed portion, and the remaining asset. The report also displays the relative value of each piece of the asset to the original asset.

Report Columns

The columns are divided into three groups, one for each type of asset possibly involved in the partial disposal:

- the *original asset*
- the *disposed asset*, which is the portion of the original asset that you disposed of
- the *remaining asset*, which is the portion of the original asset that you did not dispose of.

These standard columns appear in the Partial Disposal report and need no explanation:

- System Number
- Extension
- Company Asset Number
- [Placed] In-Service Date
- Acquired Value
- Disposal Description
- Disposal Date

The following guidelines provide detail on the nonstandard columns that appear on the Partial Disposal report.

- **Percent Disposed, Percent Remaining**
  The application calculates these percentages from the amount you entered (when creating the partial disposal) as the amount of the original asset's acquisition value that was being disposed of. The percent disposed is the amount you entered divided by the acquisition value of the original asset; the percent remaining is 100% minus the percent disposed.
- **Acquired Value Disposed, Acquired Value Remaining**
  The acquired value disposed is the amount you entered (when creating the partial disposal) as the amount of the original asset's acquired value that was being disposed of. The acquired value remaining is the original asset's acquired value minus the acquired value disposed.

Sample Partial Disposal Report

Sample Company
Partial Disposal Report

Book = Internal
FYE Month = December

	Original Asset				Disposed Asset					Remaining Asset		
Sys No	Ext	Co Asset No	In Svc Date	Acquired Value	Ext	Disposal Description	Disposal Date	Pct Disp	Acquired Value	Ext	Pct Remain	Acquired Value
000010	000	100010	07/31/06	$ 6,500.00	001	Headset	08/15/12	7.69%	$ 500.00	002	92.31%	$ 6,000.00
			Grand Total	$ 6,500.00					$ 500.00			$ 6,000.00
			Count = 1									

Report Assumptions

Partial Transfer Report

Purpose

The Partial Transfer report displays information about partial transfers that originated in the current company. The report displays the Acquired Value of the original asset, the transferred asset, and the remaining asset.

The Partial Transfer report includes only partially transferred assets originating in the current company that meet the group selection criteria.

Report Columns

The columns are divided into three groups, one for each type of asset possibly involved in the partial transfer:

- the *original asset*, which is always inactivated
- the *transferred asset*, which is the portion of the original asset that you transferred to another company or within the same company
- the *remaining asset*, which is the portion of the original asset that you neither transferred nor disposed of, and that remains with the originating company

These standard columns appear in the Partial Transfer report and need no explanation:

- System Number
- Extension
- Description
- Transfer Date

The following guidelines provide detail on the nonstandard columns that appear on the report.

- **Acquired Value, Percent Transferred, Percent Remaining**
  For the original asset, the acquired value comes from the entry in Asset Detail. For the transferred and remaining assets, the acquired value is the original asset's acquired value multiplied by the percent transferred or the percent remaining. The application calculates the percent during the transfer process, when you enter the amount of the original acquired value being transferred.
- **Disposal (D)**
  This column indicates whether the asset is considered a disposal. The application displays a Y (for Yes) if the asset is considered a disposal. The application displays an N (for No) if the asset is not considered a disposal.

Sample Partial Transfer Report

Sample Company
Partial Transfer Report

Book = Internal
FYE Month = December

Original Asset					Transferred Asset				Remaining Asset		
Sys No	Ext	Description	Transfer Date	Acquired Value	Sys No	Pct Trans	Acquired Value	D	Ext	Pct Remain	Acquired Value
000039	000	Conveyor System	08/12/2011	$ 200,000.00	000001	25.00%	$ 50,000.00	N	001	75.00%	$ 150,000.00
			Grand Total	$ 200,000.00			$ 50,000.00				$ 150,000.00
			Count = 1								

Report Assumptions

Period Close Summary Report

Purpose

The Period Close Summary report displays the period close dates for the assets on the report. It also shows the last date that depreciation was calculated (the Current Through Date).

Report Columns

These standard columns appear on the report and need no explanation:

- System Number
- Extension
- Description
- Company Asset Number
- Department
- [Placed] In-Service Date
- Acquired Value
- Key Code

The following guidelines provide detail on the nonstandard columns that appear on the report.

- **Period Close Date**
  This column shows the date through which depreciation was last saved for a period close.
- **Through Date**
  This column shows the date through which depreciation was last calculated for each asset.

Sample Period Close Summary Report

Sample Company
Period Close Summary Report

Book = Internal

Sys No	Ext	Description	Co Asset No	Department	In Svc Date	Acquired Value	Prd Close Date	Thru Date	Key Code
000004	000	Truck	100004	600	09/01/2003	$ 45,000.00	12/31/2011	12/31/2011	b
000006	000	Air Purification Equipment	100006	100	07/01/2005	2,743.00	12/31/2011	12/31/2011	
000017	000	Fire Alarm System	100017	600	08/25/2006	6,050.00	12/31/2011	12/31/2011	
000027	000	Generator	100027	100	09/01/2006	4,877.00	12/31/2011	12/31/2011	
000036	000	Land	100036	100	10/01/2006	750,000.00	12/31/2011	12/31/2011	
000037	000	Manufacturing Plant Building	100037	600	10/15/2006	950,000.00	12/31/2011	12/31/2011	
000038	000	Acme 5000	100038	600	11/01/2006	375,000.00	12/31/2011	12/31/2011	
000039	000	Conveyor System	100039	600	11/07/2006	200,000.00	12/31/2011	08/31/2011	t
	001	Conveyor System	100039	600	11/07/2006	150,000.00	12/31/2011	12/31/2011	
000040	000	Packaging System	100040	600	11/07/2006	150,000.00	12/31/2011	12/31/2011	
000041	000	Scanning Unit	100041	600	11/08/2006	120,000.00		12/31/2011	
000042	000	Security System	100042	100	01/01/2007	6,200.00		12/31/2011	
000043	000	Passenger Van	100043	600	03/05/2007	20,000.00		12/31/2011	
000045	000	Auto Scrubber	100045	600	04/16/2007	6,000.00		12/31/2011	
000046	000	Camera	100046	600	06/12/2007	600.00		12/31/2011	
000052	000	Ladder	100052	100	04/12/2008	500.00		12/31/2011	
000061	000	Automatic Door	100061	100	08/16/2009	13,000.00		12/31/2011	
000063	000	Overhead Bin	100063	600	08/16/2009	8,500.00		12/31/2011	
000064	000	Truck	100064	600	11/04/2009	45,000.00		12/31/2011	
000065	000	Forklift	100065	600	07/31/2010	35,000.00		12/31/2011	
000074	000	Floor Scrubber	100074	600	04/04/2011	300.00		12/31/2011	
000076	000	Sprinkler Head	100076	600	04/06/2011	600.00		12/31/2011	

Grand Total
Count = 22

Property Tax - Detail Report

Purpose

The Property Tax - Detail report shows detailed asset information for a selected date. The report sorts assets first by a defined property tax category, and then by each acquisition year. You can use the report to prepare taxable business or personal property tax returns.

Hints for Running the Report

- If you file property tax returns for more than one jurisdiction, you can use Group Manager to create a group for each jurisdiction. When you run the Property Tax - Detail report, select the desired group in the Report Definition dialog.
- Most property tax jurisdictions require you to classify assets in unique categories. We suggest that you designate a field to use as the property tax category field. You may want to use one of the Custom Fields for this purpose and rename it to Property Tax Category. You may also want to create a list of valid SmartList entries for this field. When you run the report, you should select the Property Tax Category field on the Report Definition dialog. The report sorts assets by this field first, and then by acquisition year-end.

Unique Report Definition Fields

- **Run Report for the Property Tax Month and Year Ended**
  Enter the month and year-end of the property tax year. Enter the date in MM/DD/YYYY format. The property tax year begins 12 calendar months prior to the date entered. For example, if you enter 6/30/2007 in this field, then 7/1/2006 is the beginning of the property tax year, and 6/30/2007 is the end of the property tax year.
- **Property Tax Category**
  Select the field used to designate property tax categories. The Property Tax - Detail report sorts assets by this field first, and then by acquisition year-end.
- **Determine Acquisition Year From**
  Use this field to specify how the acquisition year is determined for property tax purposes.
  - **Acquisition Date**
    Select this option to determine the acquisition year for property tax purposes from the date in the Acquisition Date field.
  - **Placed-in-Service Date**
    Select this option to determine the acquisition year for property tax purposes from the date in the Placed-in-Service Date field.
- **Summarize Assets Acquired Before the Property Tax Year Ended**
  Use this field to group assets together on the report before a specified date. You can either enter the date in the field, or you can select the date from the calendar. The date must be a valid end-date for a property tax year. The report groups assets together for the years prior to the property tax year entered in this field. For example, if you enter 12/31/1999 in this field, then information for the year 1998 and prior years is combined into a single group called "Acquisition Year End = 12/1998 and Prior."

Report Columns

These standard columns appear in the Property Tax - Detail report and need no explanation:

- System Number
- Extension
- [Placed] In-Service Date or Acquisition Date
- Description (first ten characters)

The following guidelines provide detail on the nonstandard columns that appear on the Property Tax - Detail report.

- **Beginning Cost**
  This column displays the total Acquired Value of the assets at the beginning of the property tax year.
- **Current Year Acquisitions**
  This column displays the total Acquired Value of assets placed in service in the property tax year.
- **Current Year Transfers-In**
  This column displays the total Acquired Value of the assets transferred into the current company during the property tax year.
- **Current Year Transfers-Out**
  This column displays the total Acquired Value of the assets transferred out of the current company during the property tax year.
- **Current Year Dispositions**
  This column displays the total Acquired Value of the assets disposed of in the property tax year.
- **Ending Cost**
  This column displays the total Acquired Value of the assets at the end of the property tax year. It is calculated as follows:

	Beginning Cost
plus	Current Year Acquisitions
plus	Current Year Transfers In
minus	Current Year Transfer Out
minus	Current Year Dispositions
	Ending Cost

Sample Property Tax - Detail Report

Sample Company
Property Tax - Detail Report
For the period ended December 31, 2011

Group = <Selected Assets> from All FAS Assets
Book = Internal

Sys No	Ext	PT Acq Date	Description	Beginning Cost	Current Year Acquisitions	Current Year Transfers-In	Current Year Transfers-Out	Current Year Dispositions	Ending Cost
Property Tax Cat = Plant Equipment									
Acquisition Year End = 12/2011									
000074	000	04/04/2011	Floor Scrubber	$ 0.00	$ 300.00	$ 0.00	$ 0.00	$ 0.00	$ 300.00
			Acquisition Year End = 12/2011	$ 0.00	$ 300.00	$ 0.00	$ 0.00	$ 0.00	$ 300.00
			Count = 1						
Acquisition Year End = 12/2010 and Prior									
000037	000	10/15/2006	Manufacturing Plant Bu	$ 950,000.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 950,000.00
000038	000	11/01/2006	Acme 5000	375,000.00	0.00	0.00	0.00	0.00	375,000.00
000039	000	11/07/2006	Conveyor System	200,000.00	0.00	0.00	50,000.00	0.00	0.00
	001	11/07/2006	Conveyor System	0.00	0.00	0.00	0.00	0.00	150,000.00
000040	000	11/07/2006	Packaging System	150,000.00	0.00	0.00	0.00	0.00	150,000.00
000041	000	11/08/2006	Scanning Unit	120,000.00	0.00	0.00	0.00	0.00	120,000.00
000045	000	04/16/2007	Auto Scrubber	6,000.00	0.00	0.00	0.00	0.00	6,000.00
000065	000	07/31/2010	Forklift	35,000.00	0.00	0.00	0.00	0.00	35,000.00
			Acquisition Year End = 12/2010 and Prior	$ 1,836,000.00	$ 0.00	$ 0.00	$ 50,000.00	$ 0.00	$ 1,786,000.00
			Count = 8						
			Property Tax Cat = Plant Equipment	$ 1,836,000.00	$ 300.00	$ 0.00	$ 50,000.00	$ 0.00	$ 1,786,300.00
			Count = 9						
			Grand Total	$ 1,836,000.00	$ 300.00	$ 0.00	$ 50,000.00	$ 0.00	$ 1,786,300.00
			Count = 9						

Property Tax - Summary Report

Purpose

The Property Tax - Summary report summarizes the acquisition value of active assets for a selected date. The report sorts assets first by a defined property tax category, and then by each acquisition year. You can use the report to prepare taxable business or personal property tax returns.

Hints for Running the Report

- If you file property tax returns for more than one jurisdiction, you can use Group Manager to create a group for each jurisdiction. When you run the Property Tax Summary report, select the desired group in the Report Definition dialog.
- Most property tax jurisdictions require you to classify assets in unique categories. We suggest that you designate a field to use as the property tax category field. You may want to use one of the Custom Fields for this purpose and rename it to Property Tax Category. You may also want to create a list of valid SmartList entries for this field. When you run the report, you should select the Property Tax Category field on the Report Definition dialog. The report sorts assets by this field first, and then by acquisition year-end.

Unique Report Definition Fields

The following fields on the Report Definition dialog are unique to the Property Tax - Summary report.

- **Run Report for the Property Tax Month and Year Ended**
  Enter the month and year-end of the property tax year. Enter the date in MM/DD/YYYY format. The property tax year begins 12 calendar months prior to the date entered. For example, if you enter 6/30/2007 in this field, then 7/1/2006 is the beginning of the property tax year, and 6/30/2007 is the end of the property tax year.
- **Property Tax Category**
  Select the field used to designate property tax categories. The Property Tax - Summary report sorts assets by this field first, and then by acquisition year-end.
- **Determine Acquisition Year From**
  Use this field to specify how the acquisition year is determined for property tax purposes.
  - **Acquisition Date**
    Select this option to determine the acquisition year for property tax purposes from the date in the Acquisition Date field.
  - **Placed-in-Service Date**
    Select this option to determine the acquisition year for property tax purposes from the date in the Placed-in-Service Date field.
- **Summarize Assets Acquired Before the Property Tax Year Ended**
  Use this field to group assets together on the report before a specified date. You can either enter the date in the field, or you can select the date from the calendar. The date must be a valid end-date for a property tax year. The report groups assets together for the years prior to the property tax year entered in this field. For example, if you enter 12/31/1999 in this field, then information for the year 1998 and prior years is combined into a single row called “12/1998 and Prior.”

Report Columns

The following guidelines provide detail on the nonstandard columns that appear on Property Tax - Summary the report.

- **Acquisition Year End**
  This column displays the property tax month and year-end dates in descending order, beginning with the property tax year for which you ran the report.

  Note: This column displays the word "None" if assets exist with no date in the Acquisition Date field, and you selected the Acquisition Date field to determine the acquisition year when you ran the report.

- **Count**
  This column displays the total number of assets included on the report for the property tax year.
- **Beginning Cost**
  This column displays the total Acquired Value of the assets at the beginning of the property tax year.
- **Current Year Acquisitions**
  This column displays the total Acquired Value of assets placed in service in the property tax year.
- **Current Year Transfers-In**
  This column displays the total Acquired Value of the assets transferred into the current company during the property tax year.
- **Current Year Transfers-Out**
  This column displays the total Acquired Value of the assets transferred out of the current company during the property tax year.
- **Current Year Dispositions**
  This column displays the total Acquired Value of the assets disposed of in the property tax year.
- **Ending Cost**
  This column displays the total Acquired Value of the assets at the end of the property tax year. It is calculated as follows:

	Beginning Cost
plus	Current Year Acquisitions
plus	Current Year Transfers In
minus	Current Year Transfer Out
minus	Current Year Dispositions
	Ending Cost

Sample Property Tax - Summary Report

Sample Company
Property Tax - Summary Report
For the period ended December 31, 2011

Group = <Selected Assets> from All FAS Assets
Book = Internal

Acquisition Year End	Count	Beginning Cost	Current Year Acquisitions	Current Year Transfers-In	Current Year Transfers-Out	Current Year Dispositions	Ending Cost
State = TX							
Property Tax Cat = Plant Equipment							
12/2011	1	$ 0.00	$ 300.00	$ 0.00	$ 0.00	$ 0.00	$ 300.00
12/2010	1	35,000.00	0.00	0.00	0.00	0.00	35,000.00
12/2009	0	0.00	0.00	0.00	0.00	0.00	0.00
12/2008	0	0.00	0.00	0.00	0.00	0.00	0.00
12/2007	1	6,000.00	0.00	0.00	0.00	0.00	6,000.00
12/2006	6	1,795,000.00	0.00	0.00	50,000.00	0.00	1,745,000.00
Property Tax Cat = Plant Equipment	9	$ 1,836,000.00	$ 300.00	$ 0.00	$ 50,000.00	$ 0.00	$ 1,786,300.00
State = TX	9	$ 1,836,000.00	$ 300.00	$ 0.00	$ 50,000.00	$ 0.00	$ 1,786,300.00
Grand Total	9	$ 1,836,000.00	$ 300.00	$ 0.00	$ 50,000.00	$ 0.00	$ 1,786,300.00

Quarterly Acquisition Report

Purpose

The Quarterly Acquisition report displays the total Acquired Value of all assets acquired in each quarter of a fiscal year.

Report Columns

The following guidelines provide detail on the nonstandard columns that appear on the report.

- **Acquisition Month/Period**
  This column displays the periods in the fiscal year and groups them into quarters. If the fiscal year is a short year, the quarters are determined by counting forward every three periods until the end of the fiscal year. Any short quarters will occur at the end of the fiscal year.
- **Acquired Value**
  This column displays the acquisition value of all assets purchased within the period. If the asset does not have an acquisition date, the application uses the placed-in-service date. This column also displays the acquired values subtotaled for each quarter. (The grand totals appear on the last line.)
- **Percent**
  The application divides the acquired value for each quarter by the total acquired value and displays the result as a percentage.

Sample Quarterly Acquisition Report

Sample Company
Quarterly Acquisition Report
For the fiscal year ended December 31, 2011

Book = Internal
FYE Month = December

	Acquisition Month/Period		Acquired Value	Percent
Quarter : 1				
	January 31, 2011		$ 1,420.00	
	February 28, 2011		15,000.00	
	March 31, 2011		500.00	
		Quarter : 1	$ 16,920.00	61.59%
Quarter : 2				
	April 30, 2011		$ 4,500.00	
		Quarter : 2	$ 4,500.00	16.38%
Quarter : 3				
	September 30, 2011		$ 750.00	
		Quarter : 3	$ 750.00	2.73%
Quarter : 4				
	October 31, 2011		$ 5,300.00	
		Quarter : 4	$ 5,300.00	19.29%
		Grand Total	$ 27,470.00	100.00%

If no assets were acquired in a particular month, the month will not display.

Tax Expense Report

Purpose

The Tax Expense report displays the components of the current year's depreciation expense for tax purposes. For each asset, the report displays the current year's Section 179 expense deduction, Section 168 Expense, and the current year-to-date depreciation. In the Total Tax Year-to-Date Expense column, the report displays the total of these three amounts.

The left side of the report displays information about the depreciable basis: acquired value, 168 Allowance, and depreciable basis as calculated by the application. The report always displays an amount in the Section 168 Allowance column if the asset uses a "Plus 168" depreciation method.

The right side of the report displays information about the current year's tax expense. Therefore, the report displays an amount in the Section 179 Expense and the Section 168 Expense columns only if you run the report for the year the asset was placed in service.

Hints for Running the Report

- Before you run the report, you should first calculate depreciation through the date for which you want to run the report.
- The Section 179 expense deduction and the 168 Allowance are taken in the asset's placed-in-service year. The Tax Expense report displays these two amounts only for the current year. Therefore, the report displays Section 179 expense and the 168 Allowance only when you run the report for the asset's placed-in-service year.

Report Columns

The Tax Expense report first shows general information about the asset, then the components of the current year depreciation expense for tax purposes.

These standard columns appear in the Tax Expense report and need no explanation:

- System Number
- Extension
- [Placed] In-Service Date
- Acquired Value
- Depreciation Method
- Property Type
- Estimated Life

The following guidelines provide detail on the nonstandard columns that appear on the Tax Expense report.

- **Section 168 Allowance**
  This column shows the asset's 168 Allowance used to calculate depreciable basis. This amount is 30%, 50%, or 100% of the asset's adjusted basis. The application always prints an amount in this column if the asset uses a "Plus 168" depreciation method.
- **Depreciable Basis**
  This column shows the asset's depreciable basis as calculated by the application.

- **(+) Section 179 Expense**
  This column shows the amount of Section 179 expense deduction taken for the current year. An amount appears in this column only if the report is run for the asset's placed-in-service year.

- **(+) Section 168 Expense**
  This column shows the amount of 168 Allowance that the application calculates for the current year treated as expense for each asset. Because this column shows only the Section 168 expense for the current year, an amount appears in this column only if you run the report for the asset's placed-in-service year. If the asset was involved in a transfer, then this amount could be different from the amount in the Section 168 Allowance column. When you transfer an asset in the year that you place the asset in service, the application allocates the 168 Expense between the original asset and the transferred asset.

- **(+) Current Year-to-Date Expense**
  Current Year-to-Date Expense includes all depreciation expense from the beginning of the fiscal year containing the current through date up to and including the through date. (The through date is the last date through which you calculated depreciation.) For example, if the current through date is 03/07, the current year-to-date depreciation includes depreciation for January, February, and March 2007 (for a calendar year-end company).

- **(=) Total 4562 Expense**
  This column is the sum of the Section 179 Expense, the Section 168 Expense, and the Current Year-to-Date Expense columns. The total for this column will be the depreciation claimed on the Form 4562 if you run the report for the end of the fiscal year.

- **Zone Types (ZT)**
  This column shows the zone type, if any, designated in the §179/Bonus Details dialog. The following are the possible zone type codes:

Code	Zone Type
G	Gulf Opportunity Zone
K	Kansas Disaster Zone
E	Enterprise Zone
D	Qualified Disaster Zone
X	No zone applies

- **Other 179 Expense**
  This column shows the amount entered in the §179/Other Amount field on the §179/Bonus Details dialog.

Sample Tax Expense Report

Sample Company
Tax Expense Report
As of December 31, 2011

Book = Tax
FYE Month = December

Sys No	Ext	In Svc Date	Acquired Value	Sec 168 Allowance	Depreciable Basis	Depr Meth	P T	Est Life	(+) Sec 179 Expense	(+) Sec 168 Expense	(+) Curr YTD Expense	(=) Total 4562 Expense	Z T	Other 179 Expense	Key Code
000004	000	09/01/03	45,000.00	0.00	22,500.00	ADS	T	05 00	0.00	0.00	987.50	987.50	X	0.00	bl
000006	000	07/01/05	2,743.00	0.00	2,743.00	MF200	P	07 00	0.00	0.00	244.81	244.81	X	0.00	s
000017	000	08/25/06	6,050.00	0.00	6,050.00	MF200	P	10 00	0.00	0.00	300.00	300.00	X	0.00	
000027	000	09/01/06	4,877.00	0.00	4,877.00	MF200	P	05 00	0.00	0.00	250.00	250.00	X	0.00	
000036	000	10/01/06	750,000.00	0.00	750,000.00	NoDep	R	00 00	0.00	0.00	0.00	0.00	X	0.00	
000037	000	10/15/06	950,000.00	0.00	950,000.00	MF150	R	39 00	0.00	0.00	30,632.59	30,632.59	X	0.00	
000038	000	11/01/06	375,000.00	0.00	375,000.00	MF200	P	07 00	0.00	0.00	33,468.19	33,468.19	X	0.00	s
000039	000	11/07/06	200,000.00	0.00	200,000.00	MF200	P	07 00	0.00	0.00	10,412.32	10,412.32	X	0.00	st
	001	11/07/06	150,000.00	0.00	150,000.00	MF200	P	07 00	0.00	0.00	5,578.04	5,578.04	X	0.00	s
000040	000	11/07/06	150,000.00	0.00	150,000.00	MF200	P	07 00	0.00	0.00	13,387.28	13,387.28	X	0.00	s
000041	000	11/08/06	120,000.00	0.00	120,000.00	MF200	P	07 00	0.00	0.00	10,709.82	10,709.82	X	0.00	s
000042	000	01/01/07	6,200.00	0.00	6,200.00	MF200	P	07 00	0.00	0.00	553.33	553.33	X	0.00	
000043	000	03/05/07	20,000.00	0.00	20,000.00	MF200	T	05 00	0.00	0.00	1,718.75	1,718.75	X	0.00	sl
000045	000	04/16/07	6,000.00	0.00	6,000.00	MF200	P	05 00	0.00	0.00	750.00	750.00	X	0.00	m
000046	000	06/12/07	600.00	0.00	600.00	MF200	P	07 00	0.00	0.00	53.54	53.54	X	0.00	
000052	000	04/12/08	500.00	0.00	500.00	MF200	P	10 00	0.00	0.00	57.60	57.60	X	0.00	
000061	000	08/16/09	13,000.00	0.00	13,000.00	MF200	P	10 00	0.00	0.00	1,500.00	1,500.00	X	0.00	
000063	000	08/16/09	8,500.00	0.00	8,500.00	MF200	P	10 00	0.00	0.00	1,224.00	1,224.00	X	0.00	
000064	000	11/04/09	45,000.00	0.00	45,000.00	MF200	T	05 00	0.00	0.00	2,949.99	2,949.99	X	0.00	l
000065	000	07/31/10	35,000.00	0.00	35,000.00	MF200	P	10 00	0.00	0.00	6,300.00	6,300.00	X	0.00	
000074	000	04/04/11	300.00	300.00	0.00	MA200	P	05 00	0.00	300.00	0.00	300.00	X		r
000076	000	04/06/11	600.00	600.00	0.00	MA200	P	05 00	0.00	600.00	0.00	600.00	X		r
		Grand Total	2,889,370.00	900.00	2,865,970.00				0.00	900.00	121,077.76	121,977.76		0.00	
		Less disposals and transfers Count = 1	(200,000.00)	0.00	(200,000.00)										
		Net Grand Total Count = 21	2,689,370.00	900.00	2,665,970.00				0.00	900.00	121,077.76	121,977.76		0.00	

Transfer Report

Purpose

The Transfer report tracks the origin and destination of every selected asset that you have transferred, whether the transfer was within a company or to a different company. This tracking includes all asset extensions or new assets created as part of the transfer. The report also displays the details of the transfer, such as the transfer date, acquired values, prior accumulated depreciation, and current accumulated depreciation.

Report Columns

These standard columns appear on the report and need no explanation:

- Transfer From
- Transfer To
- System Number
- Extension

The following guidelines provide detail on the nonstandard columns that appear on the report.

- **Transfer Date**
  This is the effective date for prorating depreciation.
- **Acquired Value Transferred Out**
  This is the acquired value being transferred out of a company. This number will always be listed on the top row of the transaction.
- **Prior Accumulated Depreciation Transferred Out**
  This is the prior accumulated depreciation being transferred out of a company. This number will always be listed on the top row of the transaction.
- **Current Accumulated Depreciation Transferred Out**
  This is the current accumulated depreciation being transferred out of a company. This number will always be listed on the top row of the transaction.
- **Acquired Value Transferred In**
  This is the acquired value being transferred into a company. This number will always be listed on the bottom row of the transaction.
- **Prior Accumulated Depreciation Transferred In**
  This is the prior accumulated depreciation being transferred into a company. This number will always be listed on the bottom row of the transaction.
- **Current Accumulated Depreciation Transferred In**
  This is the current accumulated depreciation being transferred into a company. This number will always be listed on the bottom row of the transaction.
- **Partial Transfer (PT)**
  This column indicates whether the asset was partially transferred.
- **Disposal (D)**
  This column indicates whether the asset was considered a disposal. The application displays a Y (for Yes) if the asset is considered a disposal. The application displays an N (for No) if the asset is not considered a disposal.

Note: The following columns on the report include the 168 Allowance and Section 179 expense, when applicable to the depreciation method, if you selected Yes in the Include Section 168 Allowance and Section 179 in Expense field in the Edit Company dialog and the report run date is after the asset's placed-in-service year:

- Prior Accumulated Depreciation Transferred Out
- Current Accumulated Depreciation Transferred Out
- Prior Accumulated Depreciation Transferred In
- Current Accumulated Depreciation Transferred In

The Calculation Assumptions section on the last page of the report indicates whether you selected Yes or No in the Edit Company dialog.

Sample Transfer Report

Sample Organization
Transfer Report
07/01/2012 to 06/30/2013

Book = Financial
FYE Month = June

	Transferred Out					Transferred In						
Transfer From / Transfer To	Sys No	Ext / Trans Date	Acquired Value	Prior Accum Depreciation	Current Accum Depreciation	Sys No	Ext	Acquired Value	Prior Accum Depreciation	Current Accum Depreciation	P	D / T
MG	000038	000	120,000.00	97,142.87	105,714.30	000038	001	45,000.00	36,428.58	39,642.86	Y	N
HQ		01/30/2013				000080	000	75,000.00	60,714.29	66,071.44		
SL	000049	000	500.00	0.00	0.00			0.00	0.00	0.00	N	N
HQ		06/01/2013				000078	000	500.00	0.00	0.00		
		Grand Total	120,500.00	97,142.87	105,714.30			120,500.00	97,142.87	105,714.30		
		Less Remaining Assets	(45,000.00)	(36,428.58)	(39,642.86)			(45,000.00)	(36,428.58)	(39,642.86)		
		Net Grand Total	75,500.00	60,714.29	66,071.44			75,500.00	60,714.29	66,071.44		
		Count = 2										

Form 3468 - Investment Tax Credit Worksheet

Purpose

This report is a worksheet that gathers the asset information needed to file IRS Form 3468, Investment Tax Credit (ITC). The worksheet follows the order of the IRS form, Part I, Current Year Investment Credit.

Hint for Running the Report

- Before you run this report, be sure Tax book depreciation for all assets you want to include in the report is calculated through the end of the fiscal year on which you want to report. An ideal time to run this report would be right after you have calculated your year-end depreciation for the Tax book.

Report Columns

These standard columns appear in the report and need no explanation:

- System Number
- Extension
- Company Asset Number
- Description

The following guidelines provide detail on the nonstandard columns appearing in the report.

- **ITC Code**
  This column displays the ITC Code that was selected by the user when an ITC amount was entered in Asset Detail.

  Assets using ITC Codes G and H are divided into two groups: assets placed in service inside a special zone, such as the Gulf Opportunity (GO) Zone, and assets placed in service outside a special zone. These groups appear on the form in the Rehabilitation Credit as follows:

  - **Pre-1936 Buildings - Special Zone:** ITC Code of H, located in a special zone, such as the Gulf Opportunity Zone
  - **Pre-1936 Buildings - Other:** ITC Code of H, located outside special zones
  - **Certified Historical Structures - Special Zone:** ITC Code of G, located in a special zone, such as the Gulf Opportunity Zone
  - **Certified Historical Structures - Other:** ITC Code of G, located outside special zones

- **Credit Rate**
  This column displays the ITC Credit Rate defaulted by the application or entered by a user at the time the ITC amount was entered in Asset Detail.

- **ITC**
  This column displays the amount shown in the Investment Tax Credit field in Asset Detail.

- **Basis**
  In accordance with the form instructions, the asset's basis is calculated as the acquired value multiplied by the business use percentage, minus any Section 179 expense.

Sample Form 3468 - ITC Worksheet

April 27, 2011
10:59 AM

Page 1

Sample Company
3468 - ITC
Book: Tax FY: December
for Year Ending 12/31/2011

Sys No	Ext	Co Asset No	Desc	ITC Code	Basis	Credit Rate	ITC
Rehabilitation Credit							
Pre-1936 Buildings-Special Zone							
<< No Assets Selected >>							
Total Pre-1936 buildings-Special Zone					0.00		0.00
Pre-1936 Buildings-other							
<< No Assets Selected >>							
Total Pre-1936 buildings-other					0.00		0.00
Certified historical structures-Special Zone							
<< No Assets Selected >>							
Total Certified historical structures-Special Zone					0.00		0.00
Certified historical structures-other							
000081	000			G	250,000.00	0.2	50,000.00
Total Certified historical structures-other					250,000.00		50,000.00
Total Rehabilitation Credit					250,000.00		50,000.00
Energy Credits by Type							
Solar energy property							

Form 4255 - ITC Recapture Worksheet

Purpose

This report is a worksheet that gathers information needed to file IRS Form 4255, Recapture of Investment Tax Credit.

Report Columns

The worksheet columns are arranged in the order of the Form 4255 lines, beginning with asset identification data.

These standard columns appear in the report and need no explanation:

- System Number
- Extension
- Asset ID
- Description
- Placed in Service
- Estimated Life
- Disposal Date

The following guidelines provide detail on the nonstandard columns appearing in the report.

- **Original Rate**
  This column displays the ITC percentage defaulted by the application or entered by a user at the time the ITC amount was entered in Asset Detail.
- **ITC**
  This column displays the amount shown in the Investment Tax Credit field in Asset Detail.
- **Basis**
  In accordance with the form instructions, the asset's basis is calculated as when determining the original credit: the acquired value multiplied by the business use percentage, minus any Section 179 expense.
- **Applicable Percentage**
  The applicable percentage is taken from the form's tables, based on the asset's property type and estimated life.
- **Qualified Investment**
  In accordance with the form instructions, the qualified investment amount is calculated as the basis times the applicable percentage.
- **Number of Years (No Yr)**
  The Number of Years column shows the number of full years the asset was held, with partial years rounded down according to the form instructions.
- **Recapture Percentage**
  The recapture percentage is taken from the form's tables, based on the asset's depreciation method, estimated life, and the number of full years held.
- **Recapture Tax**
  The recapture tax is calculated as the ITC amount times the recapture percentage.

Sample Form 4255 - ITC Recapture Worksheet

April 27, 2011
11:01 AM

Page 1

Sample Company
4255 - ITC Recapture
Book: Tax
For Year Ending 12/31/2013

Sys No	Ext	Asset ID	Desc	Rate	Placed In-Svc	Basis	Est Life	Appl Pct	Qualified Investment	ITC	Retire Date	No Yr	Recap Pct	Recapture Tax
000081	000			0.200	05/12/11	250,000.00	39 0	100.00 %	250,000.00	50,000.00	02/12/13	1	80.00 %	40,000.00
Count= 1														
Grand Total						250,000.00			250,000.00	50,000.00				40,000.00

Calculation Assumptions

Book	Short Years	Midquarter Convention	Adjustment Convention	Include Sec 168 Allow & Sec 179
Tax	[N]	[N]	Immediate	[Y]

Asset Grouping/Sorting

Group: <All FAS Assets>

Include Assets that meet the following conditions:

All FAS Assets

Sort Assets by:

Form 4562 - Depreciation and Amortization

Purpose

This option prints an IRS Form 4562 that reports depreciation and amortization expense in a format acceptable to the IRS. The printed form can be filed with federal income tax returns. Where appropriate, the report lists assets in the order required by the form, using supplemental schedules.

Note: We support only a single version of the Form 4562: the one for the current year, 2015. If you run the Form 4562 for a previous year, you will not be able to file it.

Hints for Running the Report

- Before you run this report, be sure Tax book depreciation for all assets you want to include in the report is calculated through the fiscal year on which you want to report. An ideal time to run the report would be right after you have calculated your year-end depreciation for the Tax book.
- If it is MACRS property, be sure to code it with a MACRS depreciation method so the application will enter it under Part III. If, for example, you code a MACRS asset as method DB (rather than MF, MA, MT, MI, or MR), the application enters it under Part II, Other Depreciation.
- You must code all Listed Property with property type A (automobiles), T (light trucks and vans), Q (listed personal property), or S (listed real property). This tells the application to enter it on page 2, Part V, and identify it as Listed Property.
- Code all intangible property (such as Section 197 software and organization costs) as property type Z. The application enters it on page 2, Part VI.
- The year printed on the Form 4562 depends on the version of the application installed on your computer. To print the current version of the form, make sure your software is up to date.

Unique Form 4562 - Depreciation and Amortization Fields

- **Run Report for Fiscal Year Beginning (Required Field)**
  Use this field to type the beginning date of the Tax book fiscal year for which you want to run the report. The report automatically uses the Tax book for data.
- **EIN**
  Use this field to enter your identifying number.
- **Business or Activity**
  Use this field to enter the name of the business or activity to which this form relates.
- **Election**
  Use this text box to print text on the top of the Form 4562. You can edit the text in this box, or you can delete the text if you do not want to print text on the top of the form. You can enter up to 65 characters in this text box.

  For example, you can use this text box to elect out of claiming the Section 168 Allowance. You can elect out of the allowance for each class of assets (that is, 3-year property, 5-year property, 7-year property, etc.) on a year-to-year basis.

- **Additional Information Button**
  Click this button to display the Form 4562 Additional Information dialog, that allows you to override Section 179 limits and enter additional information on the Form 4562. For more information on completing this dialog, see "Completing the Form 4562 Additional Information Dialog," page 8-32.

Accessing Form 4562

See the Form 4562, Depreciation and Amortization page of the IRS web site for additional information or to download the form.

Form 4626 - Corporate AMT Worksheet

The Alternative Minimum Tax (AMT) was repealed by the Tax Cuts and Jobs Act of 2017 for corporations, effective for tax years beginning January 1, 2018 and later. AMT is still in effect for individuals.

Purpose

This report is a worksheet that gathers information needed to file IRS Form 4626, Alternative Minimum Tax—Corporations. For each asset selected, the report shows MACRS Adjustments, ACRS Preferences, the book income adjustment, and the ACE Adjustment. If requested, the report also provides data needed for the ACE Adjustment worksheet found in the IRS instructions for Form 4626.

Hints for Running the Report

- Before you run this report, be sure depreciation for all assets you want to include in the report is calculated through the end of the fiscal year on which you want to report. An ideal time to run the report would be right after you have calculated your year-end depreciation for the Tax, AMT, and ACE books and for the book you choose as the applicable financial statement.
- The Tax book, the AMT book, the ACE book (if applicable), and either the Internal book or one of the user books must be open in order to run this report. If these books are not open, return to Edit Company at the File menu and open the appropriate books.

Unique Form 4626 - Corporate AMT Worksheet Fields

- **Report for Fiscal Year Beginning**
  Use this field to type the beginning date of the fiscal year for which you want to run the report.
- **Include Supplement for ACE Worksheet**
  Select this check box to print a supplemental report that provides figures for the ACE Adjustment worksheet in the IRS Form 4626 instructions.
- **Extended Asset Description - ACE Worksheet**
  Select this check box to print the entire asset description on a separate line below the asset information. To make this field available, you must select the Include Supplement for ACE Worksheet check box.

Report Columns

These standard columns appear in the report and need no explanation:

- System Number
- Extension
- Description

The following guidelines provide detail on the nonstandard columns appearing in the report.

- **Depreciation (Tax, financial statement book, AMT, ACE)**
  Each column shows the asset's current year-to-date depreciation in the named book as of the last time depreciation was calculated for the asset.

  The Depreciation column for each book includes the 168 Allowance and Section 179 expense, when applicable to the depreciation method, if you selected Yes in the Include Section 168 Allowance and Section 179 in Expense field in the Edit Company dialog. The Calculation Assumptions section on the last page of the report indicates whether you selected Yes or No in the Edit Company dialog.

  Note: The amounts in this column will not equal the Current Year-to-Date amounts on the Depreciation Expense report for certain assets if you have changed the application defaults for either the ACE book or the AMT book. Post-93 assets do not have an ACE depreciation adjustment, and post-98 assets using the straight-line method (MF100 or AD) or 150% declining-balance method (MF150 or MT150) in the Tax book do not have an AMT depreciation adjustment. For these assets, the application reverts to the default settings for calculating ACE and AMT depreciation for this column on the Form 4626 report.

- **MACRS Adjustment**
  This column shows the difference in current year depreciation between the Tax book and the AMT book for MACRS assets. The grand total is the amount that you should carry to the Form 4626 Adjustments line for the depreciation of tangible property placed in service after 1986.

- **ACRS Preferences**
  This column shows the difference in current year depreciation between the Tax book and the AMT book for ACRS real property. If the difference is negative, the amount is treated and shown as zero. The grand total is the amount that you should carry to the Form 4626 tax preference items line for the accelerated depreciation of real property placed in service before 1987.

- **Book Income Adjustment**
  This column shows the difference in current year depreciation between the applicable financial statement book you selected and the Tax book. For fiscal years that began before 1990, the grand total is the amount that you should carry to the Form 4626 excess book income adjustment line. (For tax years after 1989, this was replaced by the ACE Adjustment.)

- **ACE Adjustment**
  This column shows the difference in current year depreciation between the AMT book and the ACE book.

Sample Form 4626 - Corporate AMT Worksheet

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Sample Company
4626 - CORPORATE AMT
for Year Ending 12/31/2011

Sys No	Ext	Desc	Depreciation (a) Tax	(b) Internal	(c) AMT	(d) ACE	(a) - (c) MACRS Adjustment	ACRS Preferences	(b) - (a) Book Income Adjustment	(c) - (d) ACE Adjustment
000004	000	Truck	987.50	0.00	987.50	987.50	0.00	0.00	-987.50	0.00
000006	000	Air Purif	244.81	391.86	335.99	335.99	-91.18	0.00	147.05	0.00
000017	000	Fire Alar	300.00	345.72	528.74	528.74	-228.74	0.00	45.72	0.00
000027	000	Generator	250.00	650.27	406.25	406.25	-156.25	0.00	400.27	0.00
000036	000	Land	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000037	000	Manufactu	30,632.59	24,358.98	30,632.59	30,632.59	0.00	0.00	-6,273.61	0.00
000038	000	Acme 5000	33,468.19	53,571.43	45,933.55	45,933.55	-12,465.36	0.00	20,103.24	0.00
000039	000	Conveyor	10,412.32	16,666.66	14,290.43	14,290.43	-3,878.11	0.00	6,254.34	0.00
	001	Conveyor	5,578.04	8,928.57	7,655.60	7,655.60	-2,077.56	0.00	3,350.53	0.00
000040	000	Packaging	13,387.28	21,428.57	18,373.42	18,373.42	-4,986.14	0.00	8,041.29	0.00
000041	000	Scanning	10,709.82	17,142.86	14,698.73	14,698.73	-3,988.91	0.00	6,433.04	0.00
000042	000	Security	553.33	885.72	759.44	759.44	-206.11	0.00	332.39	0.00
000043	000	Passenger	1,718.75	3,666.67	1,718.75	1,718.75	0.00	0.00	1,947.92	0.00
000045	000	Auto Scru	750.00	857.14	1,005.79	1,005.79	-255.79	0.00	107.14	0.00
000046	000	Camera	53.54	85.72	73.49	73.49	-19.95	0.00	32.18	0.00
000052	000	Ladder	57.60	50.00	50.12	50.12	7.48	0.00	-7.60	0.00
000061	000	Automatic	1,500.00	742.86	1,533.19	1,533.19	-33.19	0.00	-757.14	0.00
000063	000	Overhead	1,224.00	850.00	1,002.47	1,002.47	221.53	0.00	-374.00	0.00
000064	000	Truck	2,949.99	9,000.00	2,949.99	2,949.99	0.00	0.00	6,050.01	0.00
000065	000	Forklift	6,300.00	3,500.00	4,856.25	4,856.25	1,443.75	0.00	-2,800.00	0.00
000074	000	Floor Scr	300.00	45.00	300.00	300.00	0.00	0.00	-255.00	0.00
000076	000	Sprinkler	600.00	90.00	600.00	600.00	0.00	0.00	-510.00	0.00
Count=	22									
Grand Total			121,977.76	163,258.03	148,692.29	148,692.29	-26,714.53	0.00	41,280.27	0.00

Report Columns for 4626 - ACE Worksheet

This report is a worksheet that gathers the Alternative Minimum Tax depreciation information needed to complete IRS Form 4626. It is accessed by selecting Reports/Tax Reports/Form 4626 - Corporate AMT from the menu bar.

These standard columns appear in the report and need no explanation:

- System Number
- Extension
- Description (first ten characters only)
- [Placed] In-Service Date
- Class Life
- Property Type (PT)
- Depreciation Method
- Estimated Life (shown in years and months)

The following guidelines provide detail on the nonstandard columns appearing in the report.

- **AMT Current Year-to-Date**
  This column is your depreciation expense recomputed for AMT depreciation. This amount is usually the depreciation expense claimed for regular tax purposes, modified by the AMT depreciation Preferences and Adjustments.

  AMT Current Year-to-Date includes the 168 Allowance and Section 179 expense, when applicable to the depreciation method, if you selected Yes in the Include Section 168 Allowance and Section 179 in Expense field in the Edit Company dialog. The Calculation Assumptions section on the last page of the report indicates whether you selected Yes or No in the Edit Company dialog.

  Note: This column equals the Tax book current year-to-date depreciation for any post-98 assets that are depreciated under a straight-line method (MF100 or AD) or 150% declining-balance method (MF150 or MT150) in the Tax book. These assets do not have an AMT depreciation adjustment.

- **Post-1993 Current Year-to-Date**
  This column shows current year-to-date AMT depreciation for MACRS assets acquired after 1993. (The application uses the information in the AMT book for such property, since its ACE Depreciation Adjustment must be zero.) You can carry the total for this column to line 2b(1) of the IRS Form 4626 ACE Adjustment worksheet.

- **Post-89, Pre-94, Current Year-to-Date**
  This column shows current year-to-date depreciation in the ACE book for MACRS assets acquired after 1989 and before 1994. You can carry the total for this column to line 2b(2) of the IRS Form 4626 ACE Adjustment worksheet.

- **Pre-90 MACRS Current Year-to-Date**
  This column shows current year-to-date depreciation in the ACE book for MACRS assets acquired before 1990. You can carry the total for this column to line 2b(3) of the IRS Form 4626 ACE Adjustment worksheet.

- **Pre-90 ACRS Current Year-to-Date**
  This column shows current year-to-date depreciation in the ACE book for ACRS assets acquired before 1990. You can carry the total for this column to line 2b(4) of the IRS Form 4626 ACE Adjustment worksheet.

- **Other Property Current Year-to-Date**
  This column shows current year-to-date depreciation in the ACE book for assets using depreciation methods other than ACRS and MACRS that were acquired in any year. You can carry the total for this column to line 2b(6) of the IRS Form 4626 ACE Adjustment worksheet.

Sample Form 4626 - ACE Worksheet

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Sample Company
4626 - ACE WORKSHEET
for Year Ending 12/11

							AMT			ACE				
							[2a]			[2b(1)]	[2b(2)]	[2b(3)]	[2b(4)]	[2b(6)]
Sys No	Ext	In Svc Date	Class Life	P T	Dep Meth	Est Life	AMT CYTD	Dep Meth	Est Life	Post-93 Current YTD	Post-89, Pre-94, Current YTD	Pre-90 MACRS Current YTD	Pre-90 ACRS Current YTD	0th Property Current YTD
000004	000	09/01/03	05 00	T	ADS	05 00	987.50	ADS	05 00	987.50	0.00	0.00	0.00	0.0
000006	000	07/01/05	00 00	P	MF150	00 00	335.99	MF150	00 00	335.99	0.00	0.00	0.00	0.0
000017	000	08/25/06	00 00	P	MF150	00 00	528.74	MF150	00 00	528.74	0.00	0.00	0.00	0.0
000027	000	09/01/06	00 00	P	MF150	00 00	406.25	MF150	00 00	406.25	0.00	0.00	0.00	0.0
000036	000	10/01/06	00 00	R	NoDep	00 00	0.00	NoDep	00 00	0.00	0.00	0.00	0.00	0.0
000037	000	10/15/06	00 00	R	MF150	00 00	30632.59	MF150	00 00	30632.59	0.00	0.00	0.00	0.0
000038	000	11/01/06	00 00	P	MF150	00 00	45933.55	MF150	00 00	45933.55	0.00	0.00	0.00	0.0
000039	000	11/07/06	00 00	P	MF150	00 00	14290.43	MF150	00 00	14290.43	0.00	0.00	0.00	0.0
	001	11/07/06	00 00	P	MF150	00 00	7655.60	MF150	00 00	7655.60	0.00	0.00	0.00	0.0
000040	000	11/07/06	00 00	P	MF150	00 00	18373.42	MF150	00 00	18373.42	0.00	0.00	0.00	0.0
000041	000	11/08/06	00 00	P	MF150	00 00	14698.73	MF150	00 00	14698.73	0.00	0.00	0.00	0.0
000042	000	01/01/07	00 00	P	MF150	00 00	759.44	MF150	00 00	759.44	0.00	0.00	0.00	0.0
000043	000	03/05/07	00 00	T	MF150	00 00	1718.75	MF150	00 00	1718.75	0.00	0.00	0.00	0.0
000045	000	04/16/07	00 00	P	MF150	00 00	1005.79	MF150	00 00	1005.79	0.00	0.00	0.00	0.0
000046	000	06/12/07	00 00	P	MF150	00 00	73.49	MF150	00 00	73.49	0.00	0.00	0.00	0.0
000052	000	04/12/08	00 00	P	MF150	00 00	50.12	MF150	00 00	50.12	0.00	0.00	0.00	0.0
000061	000	08/16/09	00 00	P	MF150	00 00	1533.19	MF150	00 00	1533.19	0.00	0.00	0.00	0.0
000063	000	08/16/09	00 00	P	MF150	00 00	1002.47	MF150	00 00	1002.47	0.00	0.00	0.00	0.0
000064	000	11/04/09	00 00	T	MF150	00 00	2949.99	MF150	00 00	2949.99	0.00	0.00	0.00	0.0
000065	000	07/31/10	00 00	P	MF150	00 00	4856.25	MF150	00 00	4856.25	0.00	0.00	0.00	0.0
000074	000	04/04/11	00 00	P	MA150	00 00	300.00	MA150	00 00	300.00	0.00	0.00	0.00	0.0
000076	000	04/06/11	00 00	P	MA150	00 00	600.00	MA150	00 00	600.00	0.00	0.00	0.00	0.0
Count=	22													
Grand Total							148,692.29			148,692.29	0.00	0.00	0.00	0.00

Form 4797 - Sales of Property Worksheet

Purpose

This report is a worksheet that gathers information needed to file IRS Form 4797—Sales of Business Property. Where appropriate, the report lists assets in the order required by the form.

Hints for Running the Report

- Before you run this report, be sure Tax book depreciation for all assets you want to include in the report is calculated through the end of the fiscal year on which you want to report. An ideal time to run the report would be right after you have calculated your year-end depreciation for the Tax book.
- If selling property at a loss, an accurate disposal date can be critical to ensuring that the application correctly reports the property. If the property is held more than one year, the application enters it in Part I. If the property is held for one year or less, the application enters it in Part II.
- If selling property at a gain, the most critical information is the asset's property type, as shown in the table below.

Property Type	Form 4797, Part III
P, Q, A, or T	Line 25
R or S	Line 26
F	Line 27
E	Line 28
C	Line 29

Unique Form 4797 - Sales of Property Worksheet Fields

- **Run Report for Fiscal Year Beginning**
  Use this field to type the beginning date of the Tax book fiscal year for which you want to run the report. The report automatically uses the Tax book for data. It includes only those assets disposed of during the specified fiscal year for which a gain or loss was recognized.

Report Columns

The worksheet begins with Part III of Form 4797, which details the disposed asset information and whose totals carry to Parts I and II. Some column headings change for different parts of the form and for different property types.

These standard columns appear in the report and need no explanation:

- System Number
- Extension
- Company Asset Number
- Description
- Acquisition Date

- Current Accumulated Depreciation

The following guidelines provide detail on the nonstandard columns appearing in the report.

- **Retirement Date**
  Retirement date is the date the asset was disposed.
- **Gross Sales Price**
  The gross sales price is the total of the cash and noncash proceeds from the asset's disposal.
- **Cost Plus Expenses of Sale**
  This column shows the total of the asset's acquired value and expenses of sale.
- **Adjusted Basis**
  The adjusted basis is calculated from the Cost Plus Expenses of Sale column amount minus the Current Accumulated Depreciation column amount.

The following guidelines provide detail on the nonstandard columns appearing only in Part III of the report.

- **Total Gain**
  The total gain (or loss) is the gross sales price minus the adjusted basis. For property other than Section 1245 and 1250, the application assumes all gains are capital gains.

The following guidelines provide detail on the nonstandard columns appearing only in Part III of the report and apply only to Section 1245 property.

- **Capital Gain**
  Capital gain is the total gain minus the ordinary gain (see below).
- **Ordinary Gain**
  Ordinary gain is the lower of total accumulated depreciation or total gain.

The following guidelines provide detail on the nonstandard columns appearing only in Part III of the report and apply only to Section 1250 property.

- **Section 1250 Property**
  Columns (a) through (g) are calculated according to the Form 4797 instructions for Section 1250 property.

The following guidelines provide detail on the nonstandard columns appearing only in Part I and II of the report.

- **Gain or (Loss)**
  The loss or gain is calculated as the sum of the gross sales price and the current accumulated depreciation, minus the Cost Plus Expenses of Sale column amount. If the result is negative, it appears as a loss.

The following guidelines provide detail on the nonstandard columns appearing only in Part IV of the report.

- **Section 179 Recapture**
  Data for this column comes from calculations made at the time of asset disposal and displayed on the Disposal tab in Asset Detail.

Sample Form 4797 - Sales of Property Worksheet

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Sample Company
4797 - SALES OF PROPERTY
For Tax Book FY: 12
For Year Ending 12/31/2013

PART III - Gain From Disposition of Property

Sys No	Ext	Co Asset No	Description	Acq Date	Retire Date	Gross Sales Price	Current Accum Depreciation	Cost Plus Exp of Sale	Adjusted Basis	Total Gain
					Total	$0.00	$0.00	$0.00	$0.00	$0.00

Section 1245 Property

	Capital Gain	Ordinary Gain
Total	$0.00	$0.00

Section 1250 Property

81	0		5/12/2011	2/12/2013	$300,000.00	$18,974.37	$250,000.00	$231,025.63	$68,974.40
				Total	$300,000.00	$18,974.37	$250,000.00	$231,025.63	$68,974.40

		(a) Addtl Depr after 12/75	(b) Smaller of (a) or T.Gain	(c) T.Gain Minus Column (a)	(d) Addtl Depr 1/70 - 12/75	(e) Smaller of (c) or (d)	(f) Section 291 Amount	(g) Ordinary Gain (b) + (e) + (f)
81	0	0.00	0.00	68,974.37	0.00	0.00	3,794.87	3,794.87

Section 1252 Property

Sys No	Ext	Co Asset No	Description	Acq Date	Retire Date	Gross Sales Price	Current Accum Depreciation	Cost Plus Exp of Sale	Adjusted Basis	Total Gain
					Total	$0.00	$0.00	$0.00	$0.00	$0.00

Section 1254 Property

					Total	$0.00	$0.00	$0.00	$0.00	$0.00

Section 1255 Property

					Total	$0.00	$0.00	$0.00	$0.00	$0.00

Total Gains for All Properties	$68,974.40
Ordinary Gains (to Part II, line 13)	$3,794.90
Capital Gains (to Part I, line 6)	$65,179.50

PART I - Sales or Exchanges of Property Held More Than 1 Year

Sys No	Ext	Co Asset No	Description	Acq Date	Retire Date	Gross Sales Price	Current Accum Depreciation	Cost Plus Exp of Sale	Gain or (Loss)

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Sample Company
4797 - SALES OF PROPERTY
For Tax Book FY: 12
For Year Ending 12/31/2013

					Total	$0.00	$0.00	$0.00	$0.00

Gain, if any, from line 32, from other than casualty and theft	$65,179.50
Add lines 2 through 6. Enter gain or (loss) here and on the appropriate line of your return	$65,179.50

PART II - Ordinary Gains and Losses

Sys No	Ext	Co Asset No	Description	Acq Date	Retire Date	Gross Sales Price	Current Accum Depreciation	Cost Plus Exp of Sale	Gain or (Loss)
					Total	$0.00	$0.00	$0.00	$0.00

Loss, if any, from line 7	$0.00
Gain, if any, from line 7, or amount from line 8, if applicable	$0.00
Gain, if any, from line 31	$3,794.90
Combine lines 10 through 16. Enter gain or (loss) here and on the appropriate line of your return	$3,794.90

Calculation Assumptions

Chapter 11
Customized Reports

In this chapter:

Creating a New Report with Sage Fixed Assets Reporting 11-1
Customizing a Report 11-2
Running a Customized Report 11-16
Managing Customized Reports 11-17
Which Reports Can Be Customized? 11-18

This chapter describes how to begin creating a new custom report and how to make changes to a standard report using Sage Fixed Assets Reporting. You decide which columns you want to appear on the report, and the order in which they appear. You can use all of the powerful features of Sage Fixed Assets Reporting to make the report appear exactly as you want. You can also design, create, and print a custom report from scratch using Crystal Reports. For tips on using Crystal Reports to design a report, see the online *Sage Fixed Assets - Reporting User's Guide*.

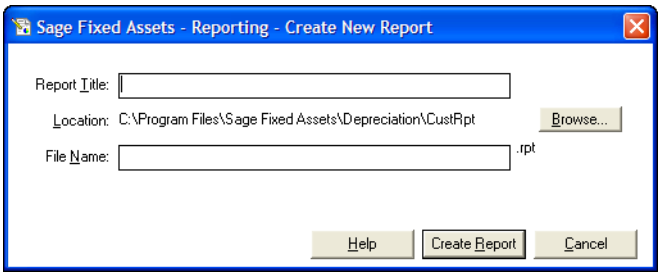
Creating a New Report with Sage Fixed Assets Reporting

Follow the steps below to create a new report in Crystal Reports using Sage Fixed Assets Reporting.

Note: You can follow these instructions only if you have purchased the Sage Fixed Assets Reporting program. If you would like to purchase it, please contact your Sage Fixed Assets sales representative.

To create a new report

1. Select Reports/Reporting/Create New Report from the menu bar. The Create New Report dialog appears.



2. Complete the Create New Report dialog. For more information, see "Completing the Create New Report Dialog," page 11-2.

3. Click the Create Report button. The system opens Crystal Reports and displays a new report in the Preview tab.

For tips on using Crystal Reports to create a report, see the online *Sage Fixed Assets Reporting User's Guide*.

Completing the Create New Report Dialog

Follow the guidelines below to complete the Create New Report dialog.

- **Report Title**
  Use this field to enter the name of the report as you want it to appear at the top of the first page.
- **Location**
  This field displays the folder in which the report file is saved. You can specify the folder by clicking the Browse button.
  - **Browse Button**
    Click this button to select the folder in which you want to save the report file.
- **File Name**
  Enter the file name for the report. (If you entered the file name when you specified the folder, then this field displays the name that you entered.)

  Tip: You do not need to type the RPT extension when you enter the file name. The system automatically adds the RPT extension to the file name.

- **Create Report Button**
  Click this button to launch the Crystal Reports program and begin creating the report.

Customizing a Report

There may be times when you want to make changes to one of the standard reports, but you do not want to take the time to recreate the report using the Sage Fixed Assets Reporting program. For example, you may want to add a new column to the report, or you may want to edit one of the column headers.

Using Sage Fixed Assets Reporting, you can customize a report from within the application. You get all of the report logic designed by the Sage Fixed Assets experts, but you are able to modify the report format to fit your company's needs.

You can make the following changes to an existing standard report:

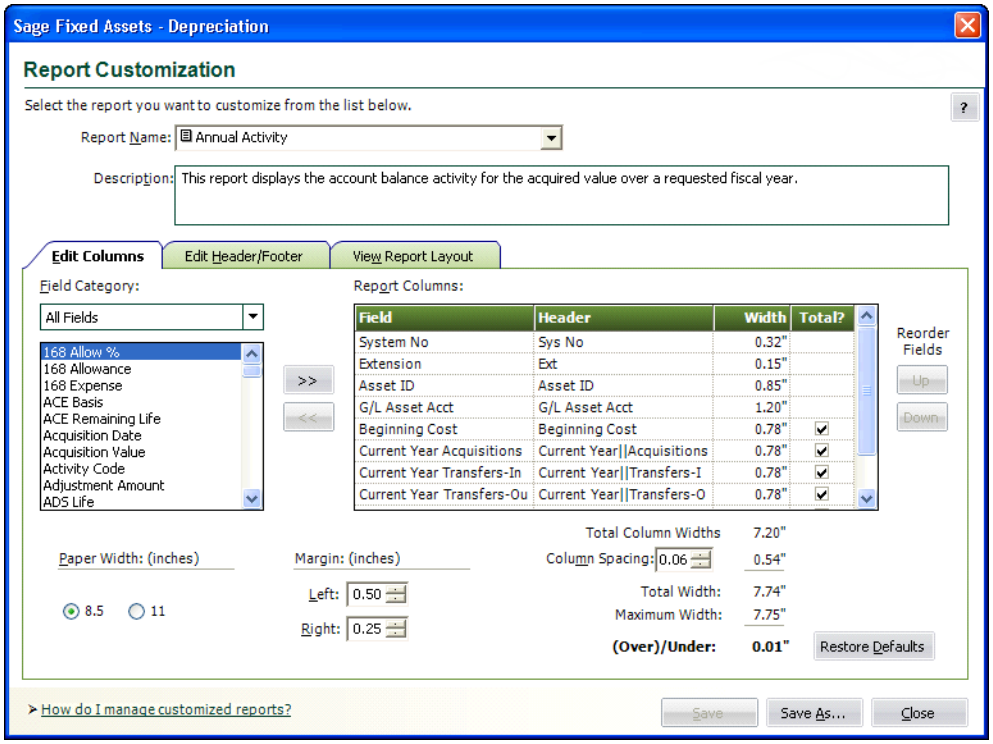
- Add and remove columns (see "Adding and Removing Columns on a Report," page 11-9)
- Change the text in column headers (see "Changing the Column Headers of a Report," page 11-10)
- Change the order of columns (see "Changing the Column Order on a Report," page 11-11)
- Change the column widths (see "Changing the Column Widths of a Report," page 11-12)
- Change the space between columns (see "Changing the Space Between Columns on a Report," page 11-13)
- Change the left and right margin spacing (see "Changing the Left and Right Margins of a Report," page 11-14)
- Change the text in headers and footers (see "Changing the Headers and Footers of Reports," page 11-15)

- Save multiple versions of the same report (see "Saving Multiple Versions of the Same Report," page 11-15)

Note: The above features are available only if you have purchased the Sage Fixed Assets Reporting software. If you would like to purchase Sage Fixed Assets Reporting, please contact your Sage Fixed Assets sales representative at 800-368-2405 or go to www.SageFixedAssets.com/Reporting to purchase online.

To customize a report

1. Select Reports/Reporting/Customize Reports from the menu bar. The Report Customization dialog appears.



Tip: You can also access the Report Customization dialog by clicking the Customize Report button on the Report Definition dialog.

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2. From the Report Name field, select the report you want to customize.

Note: You can select either a standard report or a report that you have already customized. If you select a standard report, you must rename the report when you save your changes.

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3. Complete the Report Customization dialog. For more information, see "Completing the Report Customization Dialog," page 11-4.

4. Do one of the following:
   - Click the Save As button if you are customizing a standard report, or you want to save your changes under a different report name. The Save As dialog appears. Enter a new name for the report, and then click the Save button. The application adds the report to the list of customized reports that you can run by selecting Reports/Customized Reports from the menu bar.
   - Click the Save button if you are making changes to a customized report, and you do not want to change the name of the report. The application saves the changes that you made to the report.
5. Click the Close button to exit from the Report Customization dialog.

Note: If you have not purchased Sage Fixed Assets Reporting, you can still make the following changes to standard reports:

- Set the orientation (portrait or landscape). See "Setting the Orientation of a Report," page 9-17.
- Set the currency rounding option. See "Setting the Currency Rounding Option on a Report," page 9-18.
- Change the sort order that was specified in Group Manager. See "Changing the Sort Order on a Report," page 9-19.
- Set the page break options. See "Setting the Page Break Options," page 9-19.

Completing the Report Customization Dialog

Follow the guidelines below to complete the Report Customization dialog.

- **Report Name**
  Use this field to select the report that you want to customize.

  Note: This field is unavailable if you access the Report Customization dialog by clicking the Customize Report button on the Report Definition dialog. That's because you can edit only one standard report at a time. However, this field is available if you access the Report Customization dialog by selecting Reports/Reporting/Customize Reports from the menu bar.

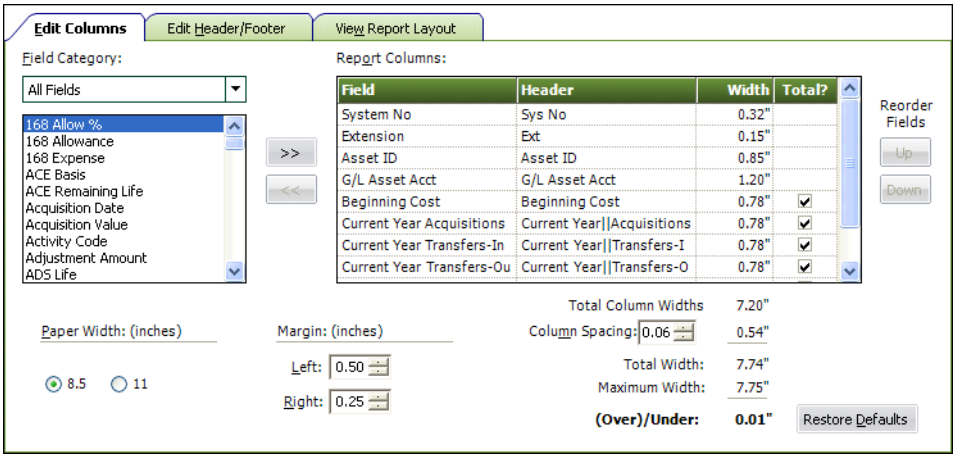
- **Description**
  Use this field to enter a description of the report that you are customizing. You can enter up to 200 characters.

- **Three tabs on the dialog:**
  - **Edit Columns Tab**
    For more information, see "Completing the Edit Columns Tab of the Report Customization Dialog," page 11-5.
  - **Edit Header/Footer Tab**
    For more information, see "Completing the Edit Header/Footer Tab of the Report Customization Dialog," page 11-8.
  - **View Report Layout Tab**
    For more information, see "Completing the View Report Layout Tab of the Report Customization Dialog," page 11-9.

- **Save Button**
  Click this button to save the changes you make to the report. Because you cannot overwrite a standard report, this button is unavailable until you click the Save As button and enter a new name for the report.

- **Save As Button**
  Click this button to save the changes you make under a different report name. After you rename the report, it appears under Customized Reports on the Reports menu. The renamed report also appears underneath the standard report on which it was based in the Report Name field on this dialog, as well as the Report Name field of the Report Definition dialog.

Completing the Edit Columns Tab of the Report Customization Dialog



Follow the guidelines below to complete the Edit Columns tab of the Report Customization dialog.

- **Field Category**
  Select the type of fields you want displayed in the field list. This option allows you to limit the number of fields in the list so you don't have to scroll through them all.

  - **All Fields**
    Select this category to display all available fields in the application.

  - **Book Info Fields**
    Select this category to display additional data entry fields that *affect* depreciation calculations (in addition to the fields in the Critical Fields category). Most of these fields can have different values in each book.

  - **Report Specific Fields**
    Select this category to display only the fields that are specially calculated for the selected report. This category contains fields only after you have removed fields from the Report Columns box.

  - **Critical Fields**
    Select this category to display only the fields that are required to calculate depreciation.

  - **Depreciation Fields**
    Select this category to display only the fields that contain application-calculated depreciation amounts or information about those amounts (such as the dates for which depreciation was calculated).

  - **Disposal Fields**
    Select this category to display only fields that pertain to asset disposals.

- **General Info Fields**
  Select this category to display only the fields that contain general information about an asset, such as its location, but do not affect the asset's depreciation calculations.
- **Tracking Fields**
  Select this category to display only the fields that are unique to the Sage Fixed Assets Tracking application. This category appears only if you use the current company in Sage Fixed Assets Tracking.
- **Transfer Fields (Child)**
  Select this category to display only fields that pertain to assets that have been created as a result of a transfer.
- **Transfer Fields (Parent)**
  Select this category to display only fields that pertain to original assets that have been transferred.

- **Field List Box**
  Use this field to select the data that you want to include as columns on the report. You can select more than one field at a time. You are limited to a maximum of 20 columns on each report. You can include up to five additional currency columns that you can total to each standard report.
- **>> (Add Button)**
  Click this button to add the selected field(s) to the Report Columns box.
- **<< (Remove Button)**
  Click this button to remove the selected field(s) from the Report Columns box.
- **Report Columns**
  This field displays the columns that will appear on the report. The application displays the leftmost column on the first row, the second column on the second row, and so on. After you make changes to the report columns, you can see how the report will appear by clicking the View Report Layout tab.
  - **Field**
    This column displays the name of the field in the application. If you have changed the name of the field using the Customize Fields dialog, the new field name appears in this list. The application displays the new fields added to the report in bold, to distinguish them from the original columns.
  - **Header**
    This column displays the column header for the field. You can click on the column header and change it. To create a two-line column header, insert a double pipe symbol (||) where you want the break in the column header.
  - **Width**
    This column displays the width of the column in inches. You can click on the width and change it. If you want to change the overall size of the report in order to display wider columns, you can change the margins and change the page orientation to landscape.
  - **Total?**
    This field displays whether a field is totaled and subtotaled. The application displays a check mark when a field is totaled and subtotaled; otherwise, the column is blank.
  - **Up/Down Buttons**
    Click these buttons to move the selected field either up or down in the list. As you move the field up, the column is moved to the left on the report.
  - **Total Column Widths**
    This field displays the total of the column widths without the spaces between the columns.

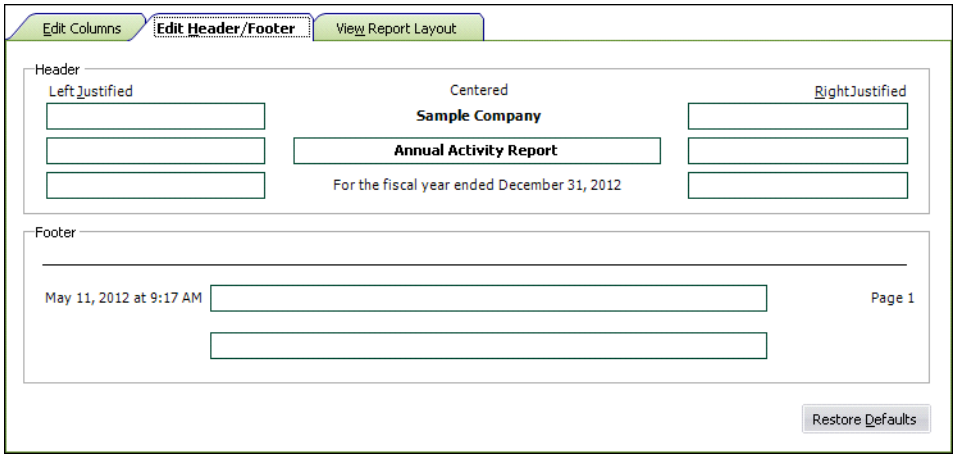
- **Column Spacing**
  Use this field to enter the space, in inches, between columns on the report.
- **Total Width**
  This field displays the total of the column widths and the space between the columns. (This field does not include the width of the left and right margins.)
- **Maximum Width**
  This field displays the total space available for columns and space between columns. This amount is the width of the paper minus the space for the left and right margins.
- **(Over)/Under**
  This field displays the amount of space that is available for use on the report. This amount is the maximum width minus the total width. The application displays negative amounts in red.

- **Paper Width: (inches)**
  Use these fields to set the page orientation of the report.
  - **8.5**
    Click this option button if you want the report to have an overall page width based on 8.5 inches.
  - **11**
    Click this option button if you want the report to have an overall page width based on 11 inches.
- **Margin: (inches)**
  Use these fields to enter the left and right margins. Changing each of these fields affects the amount of data that can be displayed on the report.
  - **Left**
    Click the up and down arrows to specify the left margin of the report.

Tip: If you want to place the reports in binders, you may want to increase the left margin to avoid cropping data.

  - **Right**
    Click the up and down arrows to specify the right margin of the report.
- **Restore Defaults Button**
  Click this button to restore the original settings for the standard report on which the customized report is based.

Completing the Edit Header/Footer Tab of the Report Customization Dialog

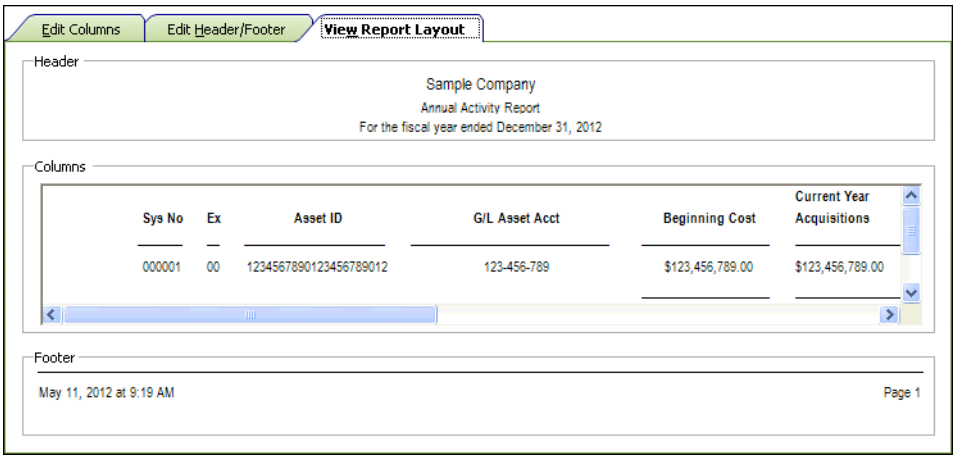


Follow the guidelines below to complete the Edit Header/Footer tab of the Report Customization dialog.

- **Header**
  Use these fields to enter text that will appear in the header of the report.
  - **Left Justified**
    Use these three text fields to enter text that will appear on the left side of the header. You can enter a maximum of 35 characters in each text field.
  - **Centered**
    Use this text field to enter text that will appear in the center of the header below the company name, which will always print on the report. You can enter a maximum of 40 characters in the text field.
  - **Right Justified**
    Use these three text fields to enter text that will appear on the right side of the header. You can enter a maximum of 35 characters in each text field.
- **Footer**
  Use these fields to enter text that will appear centered in the footer of the report. The application automatically displays the date on the left side of the footer and the page number on the right side of the footer. You can enter a maximum of 110 characters in each text field.

Completing the View Report Layout Tab of the Report Customization Dialog

The View Report Layout tab displays a sample report for the report that you select in the Report Name field. If you select a report that you have customized, this tab displays the changes that you made to the original standard report.



Follow the guidelines below to review the report on the View Report Layout tab of the Report Customization dialog.

- **Header**
  This field displays the header section of the report.
- **Columns**
  This text box displays sample data for the report.
- **Footer**
  This field displays the footer section of the report.

Adding and Removing Columns on a Report

You can add columns and remove columns from standard reports.

To add columns to a report

1. Select Reports/Reporting/Customize Reports from the menu bar. The Report Customization dialog appears.
2. From the Report Name field, select the report to which you want to add or remove columns.

   Note: You can select either a standard report or a report that you have already customized. If you select a standard report, you must rename the report when you save your changes to the report.

3. Click the Edit Columns tab. The Edit Columns information appears.
4. From the Field Category list, select a field category to limit the number of fields shown in the field list box, if desired.

5. From the field list box underneath the Field Category list, select the field that you want to add as a column on the report.
6. Click the Add button. The application removes the field name from the field list and adds it to the Report Columns box. The field will appear as a column when you run the customized report. The columns will appear on the report in the same order as they appear in the Report Columns box, but you can change the column order, if desired.

Note: When you add a column to a report, the application recalculates the remaining space available on the report and displays the amount in the (Over)/Under field. **Make sure this amount is zero or greater.** If the number in the (Over)/Under field is negative, one or more columns will be truncated. You can change the left and right margins and the space between the columns to adjust the amount in the (Over)/Under field.

---

7. Do one of the following:
   - Click the Save As button if you are adding a column to a standard report, or you want to save your changes under a different report name. The Save As dialog appears. Enter a new name for the report, and then click the Save button. The application adds the report to the list of customized reports that you can run by selecting Reports/Customized Reports from the menu bar.
   - Click the Save Button if you are adding a column to a customized report, and you do not want to change the name of the report. The application saves the changes that you made to the report.
8. Click the Close button to exit from the Report Customization dialog.

You are now ready to run the customized report with the additional column(s).

To remove columns from a report

1. Repeat steps 1 through 3 above. The Edit Columns information appears.
2. Select the field that you want to remove from the Report Columns box.
3. Click the Remove button. The application removes the field from the Report Columns box and adds it to the Field List box.
4. Do one of the following:
   - Click the Save As button if you are removing a column from a standard report, or you want to save your changes under a different report name. The Save As dialog appears. Enter a new name for the report, and then click the Save button. The application adds the report to the list of customized reports that you can run by selecting Reports/Customized Reports from the menu bar.
   - Click the Save Button if you are removing a column from a customized report, and you do not want to change the name of the report. The application saves the changes that you made to the report.
5. Click the Close button to exit from the Report Customization dialog.

You are now ready to run the customized report with the removed column(s).

Changing the Column Headers of a Report

You can change the text that appears at the top of columns on a standard report.

By default, the column headers display the names of fields as they appear in the application. If you change a field name in the Customize Fields dialog, the new field name appears on the report. You can change the field name in the Report Customization dialog before you run the report, and that new name will appear on the report.

To change the column headers on a report

1. Select Reports/Reporting/Customize Reports from the menu bar. The Report Customization dialog appears.
2. From the Report Name field, select the report for which you want to change the column headers.

   Note: You can select either a standard report or a report that you have already customized. If you select a standard report, you must rename the report when you save your changes to the report.

3. Click the Edit Columns tab. The Edit Columns information appears.
4. In the Header column of the Report Columns box, click in the field that you want to change. A blinking cursor appears in the field.
5. Using the left and right arrow keys, make the desired changes to the text.

   Note: You can indicate a line break (or carriage return) in a column header by inserting two vertical pipe symbols (||) where you want the line to break. For example, to make the words "Sys No" appear on two lines instead of one, you would insert two vertical pipe symbols between "Sys" and "No." It would look like this: Sys||No.

6. Do one of the following:
   - Click the Save As button if you are changing the column headers of a standard report, or you want to save your changes under a different report name. The Save As dialog appears. Enter a new name for the report, and then click the Save button. The application adds the report to the list of customized reports that you can run by selecting Reports/Customized Reports from the menu bar.
   - Click the Save button if you are changing the column headers of a customized report, and you do not want to change the name of the report. The application saves the changes that you have made to the report.
7. Click the Close button to exit from the Report Customization dialog.

You are now ready to run the customized report with the changes that you have made to the column headers.

Changing the Column Order on a Report

You can change the order of the columns on the standard reports.

To change the column order on a report

1. Select Reports/Reporting/Customize Reports from the menu bar. The Report Customization dialog appears.

2. From the Report Name field, select the report for which you want to change the column order.

   Note: You can select either a standard report or a report that you have already customized. If you select a standard report, you must rename the report when you save your changes to the report.

3. Click the Edit Columns tab. The Edit Columns information appears.
4. In the Report Columns box, select the field whose position you want to change, and then click the Up button or the Down button. As you move a field up in the list, the column moves to the left on the report. As you move a field down in the list, the column moves to the right on the report.
5. Do one of the following:
   - Click the Save As button if you are changing the column order on a standard report, or you want to save your changes under a different report name. The Save As dialog appears. Enter a new name for the report, and then click the Save button. The application adds the report to the list of customized reports that you can run by selecting Reports/Customized Reports from the menu bar.
   - Click the Save Button if you are changing the column order on a customized report, and you do not want to change the name of the report. The application saves the changes that you made to the report.
6. Click the Close button to exit from the Report Customization dialog.

You are now ready to run the customized report with the changed column order.

Changing the Column Widths of a Report

You can change the column widths on a standard report. You may want to decrease one or more column widths after you have added a column to the report so that the new column fits on the report.

To change the column widths on a report

1. Select Reports/Reporting/Customize Reports from the menu bar. The Report Customization dialog appears.
2. From the Report Name field, select the report for which you want to change the column widths.

   Note: You can select either a standard report or a report that you have already customized. If you select a standard report, you must rename the report when you save your changes to the report.

3. Click the Edit Columns tab. The Edit Columns information appears.
4. In the Report Columns box, click in the Width column for the field whose column width you want to change. A blinking cursor appears in the field.
5. Make the desired change to the width.

Note: When you tab out of the Width column, the application recalculates the remaining space available on the report and displays the amount in the (Over)/Under field. **Make sure this amount is zero or greater.** If the number in the (Over)/Under field is negative, one or more columns will be truncated. You can change the left and right margins and the space between the columns to adjust the amount in the (Over)/Under field.

6. Do one of the following:
   - Click the Save As button if you are changing the column widths on a standard report, or you want to save your changes under a different report name. The Save As dialog appears. Enter a new name for the report, and then click the Save button. The application adds the report to the list of customized reports that you can run by selecting Reports/Customized Reports from the menu bar.
   - Click the Save button if you are changing the column widths on a customized report, and you do not want to change the name of the report. The application saves the changes that you have made to the report.
7. Click the Close button to exit from the Report Customization dialog.

You are now ready to run the customized report with the changes that you have made to the column width(s).

Changing the Space Between Columns on a Report

You can change the space between columns on a standard report. After you have added a column to a report, you may want to change the space between columns so that the new column fits on the report.

To change the space between columns on a report

1. Select Reports/Reporting/Customize Reports from the menu bar. The Report Customization dialog appears.
2. From the Report Name field, select the report for which you want to change the space between columns.

Note: You can select either a standard report or a report that you have already customized. If you select a standard report, you must rename the report when you save your changes to the report.

3. Click the Edit Columns tab. The Edit Columns information appears.
4. In the Column Spacing field, enter the desired spacing between the report columns.

Note: When you tab out of the Column Spacing field, the application recalculates the remaining space available on the report and displays the amount in the (Over)/Under field. **Make sure this amount is zero or greater.** If the number in the (Over)/Under field is negative, one or more columns will be truncated. You can change the left and right margins and change the width of columns to adjust the amount in the (Over)/Under field.

5. Do one of the following:

- Click the Save As button if you are changing the space between columns on a standard report, or you want to save your changes under a different report name. The Save As dialog appears. Enter a new name for the report, and then click the Save button. The application adds the report to the list of customized reports that you can run by selecting Reports/Customized Reports from the menu bar.
- Click the Save button if you are changing the space between columns on a customized report, and you do not want to change the name of the report. The application saves the changes that you have made to the report.

6. Click the Close button to exit from the Report Customization dialog.

You are now ready to run the customized report with the changes that you have made to the space between columns.

Changing the Left and Right Margins of a Report

You can change the left and right margins of a standard report. You may want to decrease the margins after you have added a column to the report so that the new column fits on the report.

To change the margins of a report

1. Select Reports/Reporting/Customize Reports from the menu bar. The Report Customization dialog appears.
2. From the Report Name field, select the report for which you want to change the margins.

Note: You can select either a standard report or a report that you have already customized. If you select a standard report, you must rename the report when you save your changes to the report.

3. Click the Edit Columns tab. The Edit Columns information appears.
4. Select the left margin in the Left field, and select the right margin in the Right field.

Note: When you change the width of the margins, the application recalculates the remaining space available on the report and displays the amount in the (Over)/Under field. **Make sure this amount is zero or greater.** If the number in the (Over)/Under field is negative, one or more columns will be truncated. You can change the width of columns and the space between the columns to adjust the amount in the (Over)/Under field.

5. Do one of the following:
   - Click the Save As button if you are changing the margins of a standard report, or you want to save your changes under a different report name. The Save As dialog appears. Enter a new name for the report, and then click the Save button. The application adds the report to the list of customized reports that you can run by selecting Reports/Customized Reports from the menu bar.
   - Click the Save button if you are changing the margins of a customized report, and you do not want to change the name of the report. The application saves the changes that you have made to the report.
6. Click the Close button to exit from the Report Customization dialog.

You are now ready to run the customized report with the changes that you have made to the left and right margins.

Changing the Headers and Footers of Reports

You can change the text at the top of standard reports (the header) and the bottom of the standard report (the footer).

To change the text of headers and footers

1. Select Reports/Reporting/Customize Reports from the menu bar. The Report Customization dialog appears.
2. From the Report Name field, select the report for which you want to change the text of headers and footers.

Note: You can select either a standard report or a report that you have already customized. If you select a standard report, you must rename the report when you save your changes to the report.

3. Click the Edit Header/Footer tab. The Edit Header/Footer information appears.
4. Enter the desired text in the text boxes.
5. Do one of the following:
   - Click the Save As button if you are changing the headers and footers on a standard report, or you want to save your changes under a different report name. The Save As dialog appears. Enter a new name for the report, and then click the Save button. The application adds the report to the list of customized reports that you can run by selecting Reports/Customized Reports from the menu bar.
   - Click the Save Button if you are changing the headers and footers on a customized report, and you do not want to change the name of the report. The application saves the changes that you made to the report.
6. Click the Close button to exit from the Report Customization dialog.

You are now ready to run the customized report with the changed headers and footers.

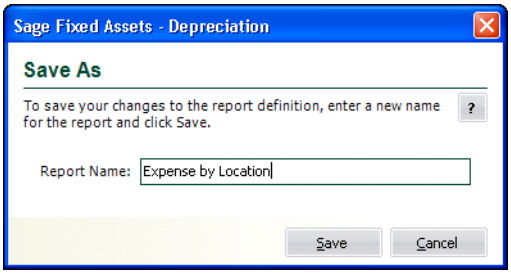
Saving Multiple Versions of the Same Report

If you have purchased Sage Fixed Assets Reporting, you can save multiple versions of the same report. For example, you could create two versions of the Depreciation Expense report. For one report, you select a group that you defined to show the assets in the Store #1 location. You could save this report definition as “DER Store #1.” For the second report, you select a group that you defined to show the assets in the Store #2 location. You could then run each report monthly and distribute them to different managers.

To save multiple versions of the same report

1. Select Report/Standard Reports from the menu bar. A submenu containing all of the standard reports appears.
2. Select the report you want to run from the submenu. The Report Definition dialog appears.

3. Complete the fields on the Setup Report tab and the Format Report tab. For more information, see "Completing the Setup Report Tab of the Report Definition Dialog," page 9-10 and "Completing the Format Report Tab of the Report Definition Dialog," page 9-20.
4. Click the Save As button. The Save As dialog appears.



5. Enter a name for the new version of the report, and click the Save button. The application returns to the Report Definition dialog.
6. Repeat steps 3 through 5 to save multiple versions of the report.
7. Click the Close button to close the Report Definition dialog.

Completing the Save As Dialog

Follow the guidelines below to complete the Save As dialog.

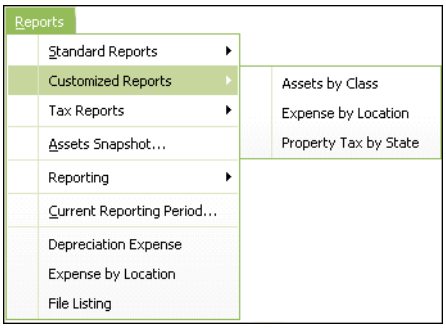
- **Report Name**
  Use this field to type a system name for the new report. This name is for use within the application on the Report Definition dialog and on the Customized Reports submenu. This is not the name that appears when you run the report. To customize the printed report name, use the Customize Reports button on the Report Definition dialog.
- **Save Button**
  Click this button to save the changes to the report definition.

Running a Customized Report

Follow the steps below to run a standard report that you have customized.

To run a customized report

1. Select Reports/Customized Reports from the menu bar. The application displays a submenu containing all of the reports that you have customized.



Note: If you have formatted a standard report and saved it under a different name, the report also appears on the submenu. The submenu does not display reports created using Crystal Reports. To run a report that you created using Crystal Reports, select Reports/Reporting/Open Existing Report from the menu bar.

2. Select the customized report that you want to run. The Report Definition dialog appears. For more information, see "Completing the Report Definition Dialog," page 9-7.
3. Complete the fields on the Report Definition dialog, and then click the Run Report button. The application either displays the report on your computer or sends the report to the printer.

Managing Customized Reports

Note: You use the Reports working area to manage your customized reports. In the Reports working area, you can do the following:

- Rename existing customized reports. For more information, see "Renaming a Customized Report," page 11-17.
- Delete existing customized reports. For more information, see "Deleting a Customized Report," page 11-18.

Renaming a Customized Report

After you have customized a standard report, you can rename the report using the Reports tab.

Note: You can rename a report only after you have customized it. You cannot rename a standard report.

To rename a customized report

1. Click the Reports button on the navigation pane.
2. Select the Reports tab.
3. In the reports list box, right-click the report that you want to rename.
4. From the popup menu, select Rename Report. The Rename Report dialog appears.
5. In the Rename To field, enter the new name of the report, and then click OK. The application changes the name of the report in the reports list box.

Note: You must enter a unique name for the report. You cannot enter a name of a report that already exists.

The new name of the report also appears in the Report Name field of the Report Definition dialog.

Deleting a Customized Report

After you have customized a standard report, you can delete it from the list of reports that you can run.

Note: You can delete only customized reports. You cannot delete a standard report. In addition, you cannot delete a report that has been included in a Batch report. You must first remove the report from the Batch report before you can delete the report.

To delete a customized report

1. Click the Reports button on the navigation pane.
2. Select the Reports tab.
3. In the reports list box, right-click the report that you want to delete.
4. From the popup menu, select Delete Report. A confirmation message appears.
5. Click Yes to delete the report. The application removes the selected report from the reports list box.

The customized report that you have deleted no longer appears in the Report Name field of the Report Definition dialog.

Which Reports Can Be Customized?

You can customize most of the standard reports in the application. However, for some reports you cannot change the columns; you can only change the headers and footers. And some reports are not customizable at all.

The table below indicates which reports are fully customizable, which reports allow changes to the headers and footers only, and which reports are not customizable.

	Customization Level		
Report Name	**Full**	**Headers/ Footers**	**None**
Adjusted Current Earnings			X
Alternative Minimum Tax			X
Annual Activity	X		
Annual Projection		X	
Asset Basis	X		
Depreciation Adjustment	X		
Depreciation Expense	X		
Depreciation on RV			X
Depreciation Summary	X		
Disposal	X		
FASB 109 Projection			X
File Listing	X		
Fixed Asset Summary	X		

	Customization Level		
Report Name	**Full**	**Headers/ Footers**	**None**
Form 3468			X
Form 4255			X
Form 4562			X
Form 4626			X
Form 4797			X
General Ledger Posting		X	
Interest on RV			X
Midquarter Applicability			X
Monthly Projection		X	
Net Book Value	X		
Partial Disposal		X	
Partial Transfer		X	
Period Close Summary	X		
Property Tax - Detail	X		
Property Tax - Summary		X	
Quarterly Acquisition		X	
Quick Projection			X
Replacement Value			X
Tax Expense	X		
Transfer		X	

Chapter 12
Replacement Value

In this chapter:

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The Replacement Value feature allows you to calculate an increase (or decrease) in the value of your assets. You determine an asset's Replacement Value by applying a yearly index to either its acquisition value or to its prior year Replacement Value. It can be used to value a company's existing assets at the equivalent cost of purchasing the assets new today. This chapter describes the Replacement Value feature.

The Replacement Value feature includes the following three types of calculations:

- Calculation of Replacement Value—An annual Replacement Value, calculated by applying a yearly index to either the Acquisition Value or prior year Replacement Value of an asset.
- Calculation of Depreciation on Replacement Value—A monthly and/or yearly depreciation amount calculated on the annual Replacement Value using straight-line depreciation and the full-month averaging convention.
- Calculation of Interest on Replacement Value—An interest amount calculated either monthly, quarterly, or annually by applying an interest rate to a portion (either 100% or less) of the annual Replacement Value.

Replacement Value: An Overview

The starting point for the calculation of Replacement Value (RV) is an asset's Acquisition Value. This is multiplied by a Replacement Value index that you enter in the application. An RV index is applied to a group of assets based on one of the General Information fields.

For example, you can associate the RV indices with the entries in the Class field. If all widget machines, Class WW, will appreciate in value by 10% after one year and 5% in the following year, you enter an index of 1.10 in year one and 1.05 in year two. You enter the appropriate indices for each class of assets. The actual calculation of Replacement Value, however, is made at the individual asset level.

The application automatically calculates Replacement Value on an asset every time depreciation is calculated (using the Depreciate command on the Depreciation menu) for the book established as the Replacement Value book. Therefore, if you want to calculate Replacement Value, you simply calculate depreciation.

The application provides two ways to calculate an annual Replacement Value for your assets. In the first method, the application multiplies the **Acquisition Value** of an asset by a value (called an *index)* that you specify for each year. In the second method, the application multiplies the asset's **prior year Replacement Value** by the index that you specify.

Example:

Company X placed an asset in service on 6/1/2010. The asset has an acquisition value of $10,000. The percentage increase for determining the asset's Replacement Value is 3% for 2011 and 3.2% for 2012.

For 2010, the year in which the asset is placed in service, Replacement Value is equal to the asset's Acquisition Value, $10,000.

Method 1: Apply index to Acquisition Value

For 2011:

	$10,000	Acquisition Value
times	1.03	2011 RV Index
	$10,300	2011 Replacement Value

For 2012:

	$10,000	Acquisition Value
times	1.032	2012 RV Index
	$10,320	2012 Replacement Value

Method 2: Apply index to prior year Replacement Value

For 2011:

	$10,000	Acquisition Value
times	1.03	2011 RV Index
	$10,300	2011 Replacement Value

For 2012*:

	$10,300	2011 Replacement Value
times	1.032	2012 RV Index
	$10,629.60	2012 Replacement Value

***Note:** The difference between the two methods for calculating Replacement Value first appears in the second year, where the starting point is the prior year's calculated Replacement Value.

In the next section, we discuss in detail how to set up and use Replacement Value.

Setting Up Replacement Value

The first time you set up the Replacement Value, you make several decisions about how the application calculates the Replacement Value amount. You must make the following choices:

- Which book do you want to use as the basis for the Replacement Value calculations (that is, Tax, Internal, State, AMT, ACE, Custom 1, or Custom 2)?
- Which General Information field do you want to use to group assets for applying the Replacement Value index?
- Which method do you want to use to calculate the Replacement Value? That is, do you want the application to apply the index to the Acquisition Value or the prior year's Replacement Value?

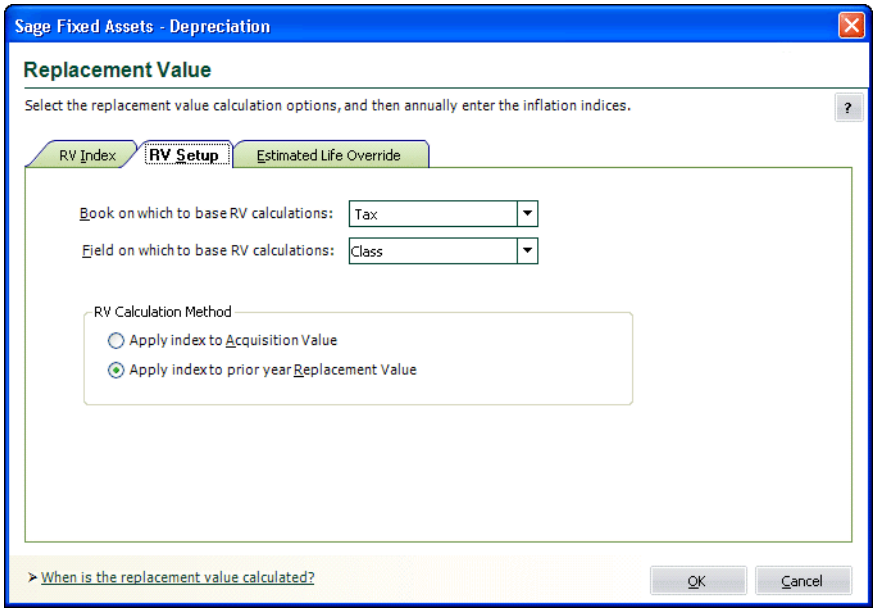
The process of setting up Replacement Value is a two-step process. First, you must make some key decisions as discussed above. Once that is complete, you must enter the index values to apply to the assets. Below is a step-by-step explanation of how to implement Replacement Value in your company.

Step 1: Defining How the Application Calculates Replacement Value

You use the RV Setup tab of the Replacement Value dialog to define how the application calculates Replacement Value.

To define how the application calculates Replacement Value

1. Select Customize/Replacement Value from the menu bar. If this is the first time you selected the Replacement Value command, the application displays the RV Setup tab of the Replacement Value dialog. Otherwise, click the RV Setup tab to display it.



2. Complete the Replacement Value dialog, and then click OK. See "Completing the RV Setup Tab of the Replacement Value Dialog," page 12-4. You must complete both the RV Setup tab and the RV Index tab. Completing the Estimated Life Override tab is optional.

Completing the RV Setup Tab of the Replacement Value Dialog

Follow the guidelines below to complete the RV Setup tab of the Replacement Value dialog.

- **Book on Which to Base RV Calculations**
  Use this field to select the book on which you want the application to base the Replacement Value calculations. The book that you select identifies the Acquisition Value field to be used as the basis for calculating Replacement Value. It also is the book that you must select to calculate depreciation (using the Depreciate command on the Depreciate menu) whenever you want the application to update the Replacement Value.

- **Field on Which to Base RV Calculations**
  Use this field to select the field that you want to use as a basis for applying the Replacement Value index. The Class field is frequently used for this purpose. If you change the selected field after entering indices, the index entries are deleted and new ones must be entered.

  Note: This field does not display fields that have been removed from view in the Customize Fields dialog. If the field that you select as a basis for applying the Replacement Value index is later removed from view, you must either change the View attributes for the field in the Customize Fields dialog or select a different field on which to base Replacement Value calculations.

- **RV Calculation Method**
  Select the option that describes how you want the application to apply the Replacement Value index. For a comparison of the two methods, see "Replacement Value: An Overview," page 12-1.

  - **Apply Index to Acquisition Value**
    Click this option if you want the application to apply the Replacement Value index to the Acquisition Value.
  - **Apply Index to Prior Year Replacement Value**
    Click this option if you want the application to apply the Replacement Value index to the prior year's Replacement Value.

  Note: If you have entered an Override amount for Replacement Value in Asset Detail (i.e., using the Override RV field), the application uses that amount instead of the asset's Acquisition Value as the starting point for either of these two methods.

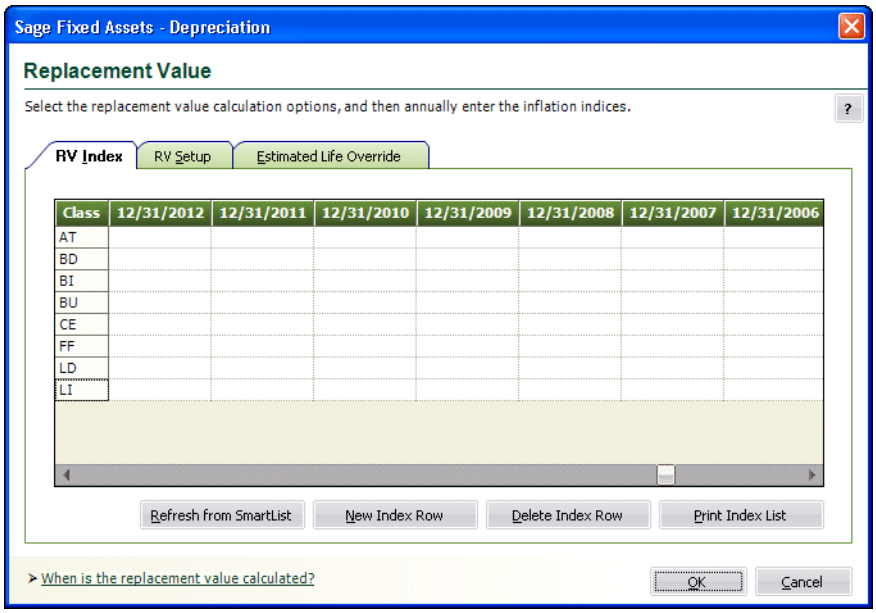
Now that you have established the rules for how the application calculates Replacement Value, you need to set up the RV indices.

Step 2: Entering the Index Values

You use the RV Index tab of the Replacement Value dialog to enter the RV indices.

To enter the index values

1. Select Customize/Replacement Value from the menu bar. The Replacement Value dialog appears.
2. Click the RV Index tab. The RV Index information appears.



3. Complete the RV Index tab of the Replacement Value dialog, and then click OK.

Completing the RV Index Tab of the Replacement Value Dialog

Follow the guidelines below to complete the RV Index Tab of the Replacement Value dialog.

When you first enter the RV Index tab, the application does not display any index entries. The first column of the spreadsheet displays the field selected on the RV Setup tab. The remaining column headings are the ending dates of the fiscal years of the company for the book selected on the RV Setup tab. Any short years that you have established on the New Company or Edit Company dialog will appear here.

You can select either the Build from SmartList button to populate the first column with entries from the SmartList, or if you did not create a SmartList for the selected field, select the New Index Row button to establish the rows for entering data. For instructions on how to create SmartLists, see "Creating Valid Field Entries with SmartLists," page 4-38.

For example, if you selected the Class field, the application displays all of the entries of the Class field SmartList. Use this spreadsheet to enter the index value for each entry of the selected field. For each entry, you can enter a different index value for each year.

- **Entering RV Indices**
  Enter the Replacement Value index in the X.XXXX format. An index of 100% should be entered as 1.0000. Remember that the Replacement Value is multiplied by the index to increase or decrease the Replacement Value. For example, if a group of assets increases its Replacement Value by 5 ½% in the first year that Replacement Value is calculated, enter an index of 1.0550. If a group of assets decreases its Replacement Value by 3%, enter an index of 0.9700.

  Note: If an index is omitted for any entry, the application assumes the index is 1.0000. To delete an index, enter a "1" (using the Backspace key will cause the index to become zero).

- **Build/Refresh from SmartList**
  Click this button to build or refresh the RV index rows from the SmartLists created by using the Customize Fields command. If the SmartList contains categories that do not presently appear in

the spreadsheet, the application adds these categories to the first column. However, the application does not delete categories from the spreadsheet if they do not appear in the SmartList.

- **New Index Row**
  Click this button to display a dialog that allows you to add a new row to the spreadsheet. The application adds the new row to the bottom of the spreadsheet. When you exit and return to the RV Index tab, the categories appear in alphabetical order.

  Note: Adding an RV index row does not add a SmartList entry.

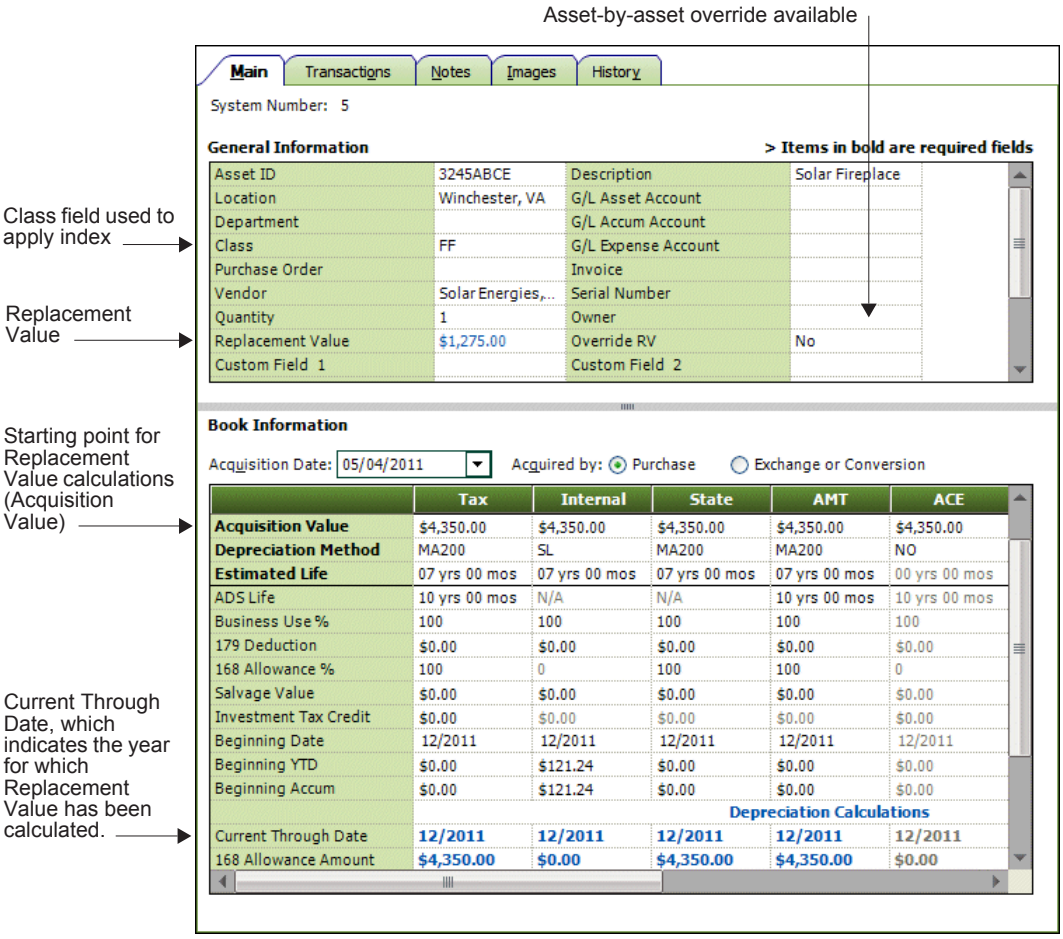
- **Delete Index Row**
  Click this button to delete an index row.
- **Print Index List**
  Click this button to print the index list.

You have now completed the initial setup of Replacement Value. Once your assets have been entered in the application, Replacement Value will be calculated when depreciation is run. From here on, you only need to return to this dialog to enter next year's index values.

Using Replacement Value

Replacement Value is a calculated amount for each individual asset. There are several fields in Asset Detail that are related to the Replacement Value feature.

Below is Asset Detail for a sample asset. For this asset, the Replacement Value was set up using the Internal book as the basis for Replacement Value calculations, and the Class field was established as the field for applying the Replacement Value index.



The Asset Detail view of an individual asset displays the Replacement Value for that asset. The Replacement Value fields are located just above the Custom fields (in the General Information field section of Asset Detail).

There are two fields relating specifically to Replacement Value: Replacement Value and Override RV. The Replacement Value field indicates the current Replacement Value amount for the asset. This is the field that the application updates every year as depreciation is run. The Override RV field is where the user can enter a value to be used in place of Acquisition Value as the starting point for calculating Replacement Value.

Other fields that relate to Replacement Value include the following:

- Class (or whichever General Information field is selected for applying the RV index),
- Acquisition Value in the Replacement Value book, and
- Current Through Date in the Replacement Value book.

Note: The Current Through Date field is extremely important. It indicates which year that the Replacement Value amount displayed represents. (Remember just like depreciation, you can calculate RV amounts for earlier periods.) For example, if the Current Through Date is 2/11, the 2011 RV index has been applied and Replacement Value has been calculated for the 2011 year.

Overriding Replacement Value

You can use an Override RV field in one of two ways:

- To replace Acquisition Value as the starting point for the Replacement Value calculations, or
- To replace the application's Replacement Value calculation for a specified year, after the year when the asset is placed in service.

To override the Replacement Value

1. Click the down-arrow button to the right of the Override RV field in Asset Detail, and select Yes. The Override RV dialog appears.
2. Enter an override amount in the Override Amount field, and, if you are using the RV method that applies the index to the prior year RV, enter a date in the Fiscal Year End for Override field. Click OK. The application replaces the value in the Replacement Value field in Asset Detail with the amount you entered in the Override RV dialog, provided that the Current Through Date field (in the book selected during the RV Setup) matches the year for which you entered the RV Override amount. If the Override Date is not within the fiscal year of the Current Through Date, you will see a message stating that Replacement Value will be updated the next time depreciation is run.

   Note: If you have selected the option to apply the index to the Acquisition Value (on the RV Setup tab of the Replacement Value dialog), it is not necessary to enter a date for the RV Override amount.

   To delete an RV Override amount, select No in the Override RV field in Asset Detail. Do not attempt to delete the override by entering zero in the Override Amount field because this will cause Replacement Value to have a zero value.

For more information on how the application uses the override amount to calculate Replacement Value, see "Calculating Replacement Value," page 12-9.

Completing the Override RV Dialog

Use this dialog to override an asset's Acquisition Value as the amount that the application uses to calculate Replacement Value.

Follow the guidelines below to complete the Override RV dialog.

- **Fiscal Year End for Override**
  Use this field to enter the date of the fiscal year end for which you want to override the Replacement Value. This field is mandatory when you have selected the RV calculation method that applies the RV Index to the prior year's Replacement Value. This field is not available if you select the RV calculation method that applies the RV Index to Acquisition Value.

- **Override Amount**
  Use this field to enter the amount with which you want to replace Acquisition Value when calculating Replacement Value.

To delete an RV Override amount, select No in the Override RV field in Asset Detail. If you delete the amount in this field, the system assumes the RV Override amount is zero.

Calculating Replacement Value

In the General Information fields in Asset Detail there are two fields for Replacement Value. One is Replacement Value, and the other is Override RV. (For information on entering an amount in the Override RV field, see "Overriding Replacement Value," page 12-8.) The application automatically updates the Replacement Value in the Replacement Value field each time that you calculate depreciation for the Replacement Value book (using the Depreciate command on the Depreciation menu).

Because Replacement Value is an annual amount, you enter one Replacement Value index per year. However, you probably update depreciation on a monthly basis. Each time depreciation is calculated, the same Replacement Value amount (that is, the annual Replacement Value amount) is re-entered in the Replacement Value field. However, once you calculate depreciation for any period of time in the next fiscal year, the next year's annual Replacement Value amount is displayed. This occurs whenever you calculate depreciation for any period of time in the fiscal year for the book that you selected on the RV Setup tab of the Replacement Value dialog.

Note: If an asset does not have an entry in the General Information field on which you are basing the RV calculations, the application will not calculate Replacement Value.

Example: If you select the Internal book on the RV Setup tab, look at the Current Through Date field in the Internal book in Asset Detail. For a calendar year-end company, if the Current Through Date field displays 6/11, the Replacement Value field displays the 2011 Replacement Value. If you enter an RV Override amount in Asset Detail, the amount of the override is used as the starting point for calculating Replacement Value (instead of the Acquisition Value field).

The application does not calculate Replacement Value for an asset in the year in which the asset is placed in service. If you want the Replacement Value to be different from the asset's Acquisition Value in the first year, use the Override RV field. See "Overriding Replacement Value," page 12-8.

Reporting on Replacement Value

You can run an annual report that shows the Replacement Value for all of your assets. You can also select a group of assets and run the report for the assets that belong to the selected group. The Replacement Value report displays the Replacement Value amounts that were calculated when depreciation was run.

To run a Replacement Value report

1. Select Reports/Standard Reports/Replacement Value from the menu bar. The Replacement Value Report dialog appears. For more information, see "Completing the Replacement Value Report Dialog," page 12-10.
2. Complete the Replacement Value Report dialog, and then click the Run Report button. The application runs the report and sends it to the selected location. If you selected the Window check box, the report appears on your computer. See "Replacement Value Report," page 12-12.

Completing the Replacement Value Report Dialog

Follow the guidelines below to complete the Replacement Value Report dialog.

- **Group**
  Use this field to select the group of assets on which you want to run the report.

- **Date**
  - **Run Report for Assets Calculated Through**
    Use this field to type the date through which you want to report on Replacement Value. Enter the date in MM/YYYY format. The report includes only assets for which depreciation was last calculated (using the Depreciate command on the Depreciation menu) through this date.

- **Configuration**
  The options in this field allow you to specify what you want included in the report.
  - **Detail, Subtotals and Totals**
    Click this option button if you want the report to print details about every asset included in the report in addition to subtotals and the grand total. The report will also show a count of the number of assets included in each subtotal and in the grand total. Click this option button to show individual assets.
  - **Subtotals and Totals**
    Click this option button if you want the report to print only subtotals and the grand total. The report omits details about every asset included in the report.
  - **Extended Asset Description**
    Select this check box if you want the report to include the full asset description rather than the truncated version usually used for reports. The asset's full description prints on a line below the asset's other information. Selecting this check box doubles the size of your report.

- **Include Depreciation Calculations on Replacement Value**
  Select this check box if you want the application to calculate depreciation on Replacement Value.
  - **Optional Descriptive Field**
    Use this field to select an optional field that you want to appear on the report. Generally, this is the field that contains the G/L account number for recording depreciation on Replacement Value. For more information on RV depreciation, see "Calculating Depreciation and Interest Expense on Replacement Value," page 12-14.
  - **Calculate Depreciation Beyond the Asset's Estimated Life**
    Select this option if you want the system to continue to calculate Replacement Value depreciation beyond the assets' estimated lives at a constant rate of 1 divided by the life. Replacement Value depreciation is not calculated after an asset is either disposed or transferred.
  - **Depreciation Calculations Stop at the End of the Asset's Life**
    Select this option if you want the system to calculate Replacement Value depreciation up to the end of (but not beyond) the assets' estimated lives.

- **Send To**
  The options in this field allow you to specify where you want the application to send the report.
  - **Window**
    Select this check box if you want the application to display the report in the report viewer on your computer's screen. After viewing the report, you can still print it from the report viewer.

- **Printer**
  Select this check box if you want the application to send the report to the default printer.

Replacement Value Report

Purpose

The Replacement Value report displays annual Replacement Value amounts and compares them to each selected asset's net book value. In addition, you can run a Depreciation on Replacement Value report, which calculates depreciation on Replacement Value using the straight-line method and the full-month averaging convention.

Hint for Running the Report

Both reports include only assets for which depreciation was last calculated (using the Depreciate command on the Depreciation menu) through the date you enter for the report's run date.

Report Columns

These standard columns appear in the Replacement Value report and need no explanation:

- System Number
- Extension
- Company Asset Number
- [Placed] In-Service Date
- Property Type
- Estimated Life
- Location
- Acquired Value
- Net Book Value

The following guidelines provide detail on the nonstandard columns appearing in the Replacement Value report.

- **Override Amount**
  If an RV Override amount is entered for an asset in Asset Detail, this column displays it.
- **Replacement Value**
  This column displays the annual Replacement Value amount for the fiscal year that contains the asset's Current Through Date, the date for which depreciation was last calculated for the asset.
- **Replacement Value - Net Book Value**
  This column displays the difference between the Replacement Value and the Net Book Value.

Sample Replacement Value Report

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Sample Company

REPLACEMENT VALUE REPORT

as of 12/31/2011

Sys No	Ext	Co Asset No	In Svc Date	P T	Est Life	Location	Acquired Value	Override Amount	Net Book Value	Replacement Value	RV-NBV	Key
000004	000	100004	09/01/2003	T	05 00	MG	45,000.00	0.00	33,070.00	40,500.00	7,430.00	
000006	000	100006	07/01/2005	P	07 00	MG	2,743.00	0.00	122.40	274.30	151.90	
000017	000	100017	08/25/2006	P	10 00	MG	6,050.00	0.00	1,784.22	5,445.00	3,660.78	
000027	000	100027	09/01/2006	P	05 00	MG	4,877.00	0.00	0.00	487.70	487.70	
000036	000	100036	10/01/2006	R	00 00	MG	750,000.00	0.00	750,000.00	675,000.00	-75,000.00	
000037	000	100037	10/15/2006	R	39 00	MG	950,000.00	0.00	765,814.77	855,000.00	89,185.23	
000038	000	100038	11/01/2006	P	07 00	MG	375,000.00	0.00	50,202.29	337,500.00	287,297.71	
000039	000	100039	11/07/2006	P	07 00	MG	200,000.00	0.00	26,774.56	180,000.00	153,225.44	
000040	000	100040	11/07/2006	P	07 00	MG	150,000.00	0.00	20,080.91	135,000.00	114,919.09	
000041	000	100041	11/08/2006	P	07 00	MG	120,000.00	0.00	16,064.74	108,000.00	91,935.26	
000042	000	100042	01/01/2007	P	07 00	MG	6,200.00	0.00	1,383.34	5,580.00	4,196.66	
000043	000	100043	03/05/2007	T	05 00	MG	20,000.00	0.00	4,740.00	18,000.00	13,260.00	
000045	000	100045	04/16/2007	P	05 00	MG	6,000.00	0.00	345.60	5,400.00	5,054.40	
000046	000	100046	06/12/2007	P	07 00	MG	600.00	0.00	133.86	540.00	406.14	
000052	000	100052	04/12/2008	P	10 00	MG	500.00	0.00	230.40	50.00	-180.40	
000061	000	100061	08/16/2009	P	10 00	MG	13,000.00	0.00	7,488.00	11,700.00	4,212.00	
000063	000	100063	08/16/2009	P	10 00	MG	8,500.00	0.00	4,896.00	7,650.00	2,754.00	
000064	000	100064	11/04/2009	T	05 00	MG	45,000.00	0.00	34,090.00	40,500.00	6,410.00	
000065	000	100065	07/31/2010	P	10 00	MG	35,000.00	0.00	25,200.00	31,500.00	6,300.00	
000074	000	100074	04/04/2011	P	05 00	MG	300.00	0.00	0.00	0.00	0.00	
000076	000	100076	04/06/2011	P	05 00	MG	600.00	0.00	0.00	0.00	0.00	
Count= 21												
Grand Total							2,739,370.00	0.00	1,742,421.09	2,458,127.00	715,705.91	
Less transfers and disposals							0.00		0.00	0.00	0.00	
Net							2,739,370.00		1,742,421.09	2,458,127.00	715,705.91	

Calculation Assumptions

Calculating Depreciation and Interest Expense on Replacement Value

The application allows you to calculate both depreciation and interest expense on Replacement Value. Depreciation is calculated as a monthly and/or yearly amount using straight-line depreciation and the full-month averaging convention. Interest can be calculated on either the assets' Acquisition Value or Replacement Value. If interest is calculated on Replacement Value, it is possible to use 100% of the Replacement Value or only a portion of it.

Calculating Depreciation On Replacement Value

The application calculates depreciation on Replacement Value when you run the Depreciation on Replacement Value report. It calculates straight-line depreciation, based on the estimated life of the asset in the book selected on the Replacement Value Setup tab, or it uses the estimated life override if one has been entered. For a detailed explanation, see "Overriding the Estimated Life," page 12-16. The application uses the full-month averaging convention. Under the full-month convention, an asset receives a full month of depreciation for the month in which it is placed in service and no depreciation for the month in which the asset is disposed.

Before the application can calculate depreciation on Replacement Value, the annual Replacement Value amount must have been calculated on the assets for the correct year. Therefore, to calculate depreciation on Replacement Value, follow these steps:

1. Determine the assets for which you want to calculate depreciation on Replacement Value.
2. Calculate depreciation (using the Depreciate command on the Depreciation menu) on the selected assets for the Replacement Value book. The application automatically calculates Replacement Value for the assets.
3. Run the Replacement Value report, specifying that you want to include depreciation calculations.

The application can calculate depreciation on Replacement Value beyond the estimated life of an asset. (Assets often remain in service beyond the end of their depreciable life.) You select this option when you run the Depreciation on Replacement Value report. If you want to calculate depreciation beyond the estimated life for some (but not all) of your assets, use the Group Manager to create separate groups of assets before you run the report. You can select the group on which you want to calculate depreciation beyond the estimated life when you run the report.

To calculate depreciation on Replacement Value

1. Select Reports/Standard Reports/Replacement Value from the menu bar. The Replacement Value Report dialog appears.
2. Complete the Replacement Value Report dialog, and then click the Run Report button. Make sure you click the Include Depreciation Calculations on Replacement Value check box. The application will then print two reports, the Replacement Value report and the Depreciation on Replacement Value report, and sends them to the selected location. If you selected the Window check box, the reports appear on your computer. For more information, see "Completing the Replacement Value Report Dialog," page 12-10.

Depreciation on Replacement Value Report: Report Columns

The following guidelines provide details on the nonstandard columns appearing in the Depreciation on Replacement Value report.

- **Replacement Value**
  This column displays the annual Replacement Value amount for the fiscal year that contains the asset's Current Through Date, the date for which depreciation was last calculated for the asset.

- **Current Month Depreciation**
  This column displays 1/12th of the annual Replacement Value depreciation. If the asset has been disposed it will display zero because no depreciation is calculated for the month of disposition according to the full month averaging convention.

- **Current Year to Date**
  Current year-to-date depreciation includes all Replacement Value depreciation expense from the beginning of the fiscal year containing the Current Through Date up to and including the through date. (The Current Through Date is the last date through which you calculated depreciation.)

Sample Depreciation on Replacement Value Report

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Sample Company

DEPRECIATION ON REPLACEMENT VALUE

as of 12/31/2011

Sys No	Ext	In Svc Date	P T	Est Life	Location	Custom Field 1	Acquired Value	Replacement Value	Current Month Depr	Current Year To Date	Key
000004	000	09/01/2003	T	05 00	MG	TX	45,000.00	40,500.00	0.00	0.00	
000006	000	07/01/2005	P	07 00	MG	TX	2,743.00	274.30	3.27	39.19	
000017	000	08/25/2006	P	10 00	MG	TX	6,050.00	5,445.00	45.38	544.50	
000027	000	09/01/2006	P	05 00	MG	TX	4,877.00	487.70	0.00	0.00	
000036	000	10/01/2006	R	00 00	MG	TX	750,000.00	675,000.00	0.00	0.00	
000037	000	10/15/2006	R	39 00	MG	TX	950,000.00	855,000.00	1,826.92	21,923.08	
000038	000	11/01/2006	P	07 00	MG	TX	375,000.00	337,500.00	4,017.86	48,214.29	
000039	000	11/07/2006	P	07 00	MG	TX	200,000.00	180,000.00	2,142.86	25,714.29	
000040	000	11/07/2006	P	07 00	MG	TX	150,000.00	135,000.00	1,607.14	19,285.71	
000041	000	11/08/2006	P	07 00	MG	TX	120,000.00	108,000.00	1,285.71	15,428.57	
000042	000	01/01/2007	P	07 00	MG	TX	6,200.00	5,580.00	66.43	797.14	
000043	000	03/05/2007	T	05 00	MG	TX	20,000.00	18,000.00	300.00	3,600.00	
000045	000	04/16/2007	P	05 00	MG	TX	6,000.00	5,400.00	90.00	1,080.00	
000046	000	06/12/2007	P	07 00	MG	TX	600.00	540.00	6.43	77.14	
000052	000	04/12/2008	P	10 00	MG	TX	500.00	50.00	0.42	5.00	
000061	000	08/16/2009	P	10 00	MG	TX	13,000.00	11,700.00	97.50	1,170.00	
000063	000	08/16/2009	P	10 00	MG	TX	8,500.00	7,650.00	63.75	765.00	
000064	000	11/04/2009	T	05 00	MG	TX	45,000.00	40,500.00	675.00	8,100.00	
000065	000	07/31/2010	P	10 00	MG	TX	35,000.00	31,500.00	262.50	3,150.00	
000074	000	04/04/2011	P	05 00	MG	TX	300.00	0.00	0.00	0.00	
000076	000	04/06/2011	P	05 00	MG	TX	600.00	0.00	0.00	0.00	
Count= 21											
Grand Total							2,739,370.00	2,458,127.00	12,491.17	149,893.91	
Less transfers and disposals							0.00	0.00	0.00	0.00	
Net							2,739,370.00	2,458,127.00	12,491.17	149,893.91	

Calculation Assumptions

Overriding the Estimated Life

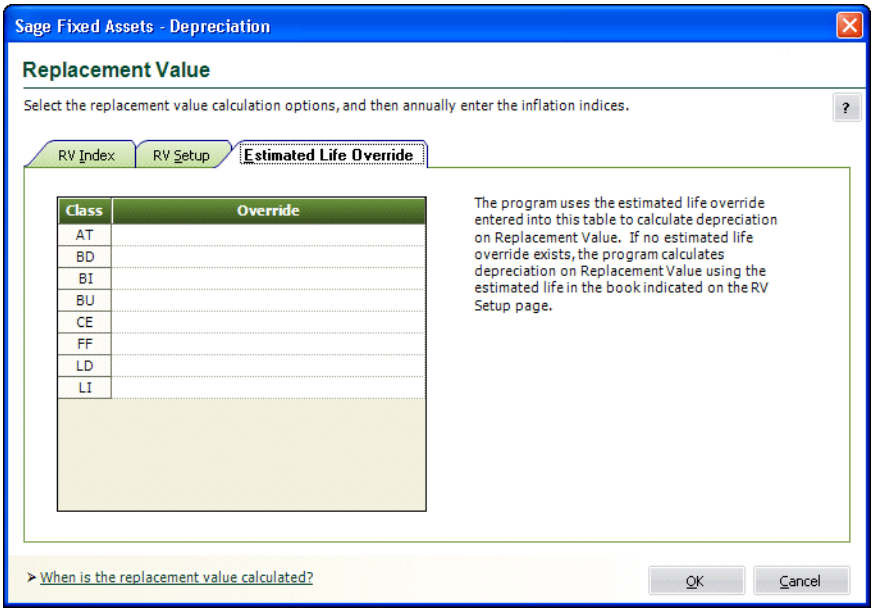
When the application calculates depreciation on the Replacement Value, it uses the estimated life contained in the book that you selected when you set up Replacement Value. However, you can override the estimated life in the selected book.

Example: Suppose you chose the Class field on the RV Setup tab. You can, for example, enter a three-year estimated life for the Computers & Peripherals class, and a five-year estimated life for the Furniture & Fixtures class.

In the above example, the application applies the Estimated Life override of three years for all assets in the Computers & Peripherals class and five years for all assets in the Furniture & Fixtures class, regardless of the actual life displayed for the assets in Asset Detail. The Estimated Life override feature cannot be applied individually to assets (unless there is only one asset in a class).

To override the estimated life

1. Select Customize/Replacement Value from the menu bar. The Replacement Value dialog appears.
2. Select the Estimated Life Override tab. The Estimated Life Override information appears.



3. Enter an estimated life in YYMM format in the Override column for any category, and then click OK.

   If you do not enter an estimated life for a category, the application uses the Estimated Life field in the book selected when you set up Replacement Value.

Calculating Interest Expense

The application calculates interest expense on Replacement Value when you run the Interest on Replacement Value report. When you run this report, you have the following options:

- You can select the group of assets on which you want to calculate interest. If you want to apply different interest rates to certain classes of assets, you must use the Group Manager to create the groups before you run the report.
- You can specify the interest rate that you want the application to apply.
- You can calculate interest on either the Acquisition Value or the Replacement Value.
- If you calculate interest on the Replacement Value, you can specify the portion of the Replacement Value you want to use. You can calculate interest on 100 percent of the Replacement Value, or on some portion of it.

To calculate interest expense

1. Select Report/Standard Reports/Interest on Replacement Value from the menu bar. The Interest on Replacement Value dialog appears.
2. Complete the Interest on Replacement Value dialog, and then click the Run Report button. The application runs the report and sends it to the selected location. If you selected the Window check box, the report appears on your computer.

Completing the Interest on Replacement Value Dialog

Follow the guidelines below to complete the Interest on Replacement Value dialog.

- **Group**
  Use this field to select the group of assets on which you want to run the report.
- **Interest Options**
  Use the options in this field to specify how you want the application to calculate interest.
  - **Calculate Interest Through**
    Enter the date through which you want the application to calculate interest in MMYYYY format. The report includes only those assets for which you have calculated depreciation for the Replacement Value book (using the Depreciate command on the Depreciation menu) at least once during the fiscal year on which you want to report.
  - **Interest Rate to Apply**
    Enter the interest rate in XXX.XX format. (For example, to enter an interest rate of 5.04%, enter 5.04 in this field.)
  - **Portion of RV**
    Enter the percentage of the Replacement Value on which you want to calculate interest. You can calculate interest on 100 percent of the Replacement Value or on some portion of it.
  - **Calculate Interest on Replacement Value**
    Select this option button if you want the application to calculate interest on the Replacement Value. If you select this option, you must specify the portion of the Replacement Value that you want the application to use. Enter the portion in XXX.XX (decimal) format. For example, if you want the application to calculate interest on fifty percent of the Replacement Value, enter 50 in this field.

- **Calculate Interest on Acquisition Value**
  Select this option button if you want the application to calculate interest on the Acquisition Value. If you select this option, you must specify the book that you want the application to use to obtain the Acquisition Value.
  - **Book**
    Select the depreciation book that you want the system to use to obtain the Acquisition Value.

- **Configuration**
  The options in this field allow you to specify what you want included in the report.
  - **Detail, Subtotals and Totals**
    Click this option button if you want the report to print details about every asset included in the report in addition to subtotals and the grand total. The report will also show a count of the number of assets included in each subtotal and in the grand total. Click this option button to show individual assets.
  - **Subtotals and Totals**
    Click this option button if you want the report to print only subtotals and the grand total. The report omits details about every asset included in the report.
  - **Extended Asset Description**
    Select this check box if you want the report to include the full asset description rather than the truncated version usually used for reports. The asset's full description prints on a line below the asset's other information. Selecting this check box doubles the size of your report.
  - **Optional Descriptive Field**
    Use this field to select an optional field that you want to appear on the report. Generally, this field contains the G/L account number for recording interest expense on Replacement Value.

- **Send To**
  The options in this field allow you to specify where you want the application to send the report.
  - **Window**
    Select this check box if you want the application to display the report in the report viewer on your computer. After viewing the report, you can still print it from the report viewer.
  - **Printer**
    Select this check box if you want the application to send the report to the default printer.

Interest on Replacement Value Report

Purpose

The Interest on Replacement Value report calculates interest on either Acquisition Value or Replacement Value. You specify the interest rate that you want the application to apply.

Hint for Running the Report

- The report includes only those assets for which you have calculated depreciation for the Replacement Value book (using the Depreciate command on the Depreciation menu) at least once during the fiscal year on which you want to report.

Report Columns

These standard columns appear in the Interest on Replacement Value report and need no explanation:

- System Number
- Extension Number
- Company Asset Number
- Class
- [Placed] In-Service Date
- Property Type
- Estimated Life
- Location
- Interest Rate
- Acquired Value

The following guidelines provide details on the nonstandard columns appearing in the Interest on Replacement Value report.

- **Optional Descriptive Field**
  This column displays the contents of the optional descriptive field that you selected on the Interest on Replacement Value dialog. The default selection is Custom Field 1. Generally, this field contains the G/L account number for recording interest expense on Replacement Value.
- **Replacement Value**
  This column displays the annual Replacement Value amount for the fiscal year that contains the asset's Current Through Date, the date for which depreciation was last calculated for the asset.
- **Calculated Interest**
  This column displays the result of applying the interest rate specified on the Interest on Replacement Value dialog to either the asset's Acquisition Value or to some portion of Replacement Value (that is, according to whichever option you selected.)

Sample Interest on Replacement Value Report

April 27, 2011 Page 1
12:11 PM

Sample Company
INTEREST ON REPLACEMENT VALUE
as of 12/31/2011

Sys No	Ext	Co Asset No	Cl	In Svc Date	P T	Est Life	Location	Interest Rate	State	Acquired Value	Replacement Value	Calculated Interest
000004	000	100004	MV	09/01/03	T	05 00	MG	0.150 %	TX	45,000.00	40,500.00	60.75
000006	000	100006	BE	07/01/05	P	07 00	MG	0.150 %	TX	2,743.00	274.30	0.41
000017	000	100017	CO	08/25/06	P	10 00	MG	0.150 %	TX	6,050.00	5,445.00	8.17
000027	000	100027	BE	09/01/06	P	05 00	MG	0.150 %	TX	4,877.00	487.70	0.73
000036	000	100036	LD	10/01/06	R	00 00	MG	0.150 %	TX	750,000.00	675,000.00	1,012.50
000037	000	100037	EQ	10/15/06	R	39 00	MG	0.150 %	TX	950,000.00	855,000.00	1,282.50
000038	000	100038	EQ	11/01/06	P	07 00	MG	0.150 %	TX	375,000.00	337,500.00	506.25
000039	000	100039	EQ	11/07/06	P	07 00	MG	0.150 %	TX	200,000.00	180,000.00	270.00
000040	000	100040	EQ	11/07/06	P	07 00	MG	0.150 %	TX	150,000.00	135,000.00	202.50
000041	000	100041	EQ	11/08/06	P	07 00	MG	0.150 %	TX	120,000.00	108,000.00	162.00
000042	000	100042	CO	01/01/07	P	07 00	MG	0.150 %	TX	6,200.00	5,580.00	8.37
000043	000	100043	MV	03/05/07	T	05 00	MG	0.150 %	TX	20,000.00	18,000.00	27.00
000045	000	100045	EQ	04/16/07	P	05 00	MG	0.150 %	TX	6,000.00	5,400.00	8.10
000046	000	100046	OE	06/12/07	P	07 00	MG	0.150 %	TX	600.00	540.00	0.81
000052	000	100052	BE	04/12/08	P	10 00	MG	0.150 %	TX	500.00	50.00	0.08
000061	000	100061	BI	08/16/09	P	10 00	MG	0.150 %	TX	13,000.00	11,700.00	17.55
000063	000	100063	OE	08/16/09	P	10 00	MG	0.150 %	TX	8,500.00	7,650.00	11.48
000064	000	100064	MV	11/04/09	T	05 00	MG	0.150 %	TX	45,000.00	40,500.00	60.75
000065	000	100065	EQ	07/31/10	P	10 00	MG	0.150 %	TX	35,000.00	31,500.00	47.25
000074	000	100074	EQ	04/04/11	P	05 00	MG	0.150 %	TX	300.00	0.00	0.00
000076	000	100076	BE	04/06/11	P	05 00	MG	0.150 %	TX	600.00	0.00	0.00
Count= 21												
Grand Total										2,739,370.00	2,458,127.00	3,687.19

Calculation Assumptions

Replacement Value and Other Features

The application incorporates the Replacement Value feature throughout the application. Here is a list of some of the other features that use Replacement Value:

- **Group Manager**—You can use Replacement Value to define a group. For example, you can establish a group that contains assets with a Replacement Value greater than $10,000. You can also sort the group on the Replacement Value field. For information on using Group Manager to create groups, see "Predefined Groups," page 4-20.
- **Search/Replace**—You can perform a global search and/or replace on values in the Replacement Value fields. For information on searching for and replacing asset data, see "Finding Specific Assets or Specific Data," page 3-25, and "Replacing Data for All Assets," page 3-18.
- **Copy Setup**—You can copy information from the RV Setup, RV Index, and Estimated Life Override tabs of the Replacement Value dialog when you copy a company setup. For information on copying a company setup, see "Copying a Company Setup," page 5-15.
- **Batch Reports**—You can include the Replacement Value report in your batch of reports for the month-end. For information on creating batch reports, see "Creating Batch Reports," page 9-23.
- **Security**—You can restrict entry to the RV indices to the fixed asset manager. For information about restricting access to application features, see "Setting User Security," page 2-6.

Appendix A
Depreciation and Fixed Asset Concepts

In this appendix:

Sage Fixed Assets Depreciation Books A-2
Depreciation: An Overview A-4
Elements of Depreciation A-5
Depreciation Defaults A-22
Asset Disposals A-24

Tax laws and accounting standards that apply to depreciation are complex and ever-changing. Whether you are a business executive, an administrator, or an accountant, depreciation can be a confusing and worrisome aspect of fixed asset management.

The application is designed to reduce the burden of these tax laws and accounting standards by performing the many complicated calculations that are required. It also disallows entries that are clearly invalid under the law. To produce the optimal depreciation results for your company, however, you must understand several things:

- The concepts involved in the depreciation of fixed assets.
- The assumptions and decisions the application makes when calculating depreciation and setting defaults for the depreciation books, whenever choices are available under the law.
- The different depreciation methods available to you and their effects on your books.

This appendix provides detailed information about depreciation concepts and methods. It can help you make the right decisions about your entries in the depreciation books. Because depreciation and the IRS regulations that govern depreciation for tax purposes are very complex and frequently require professional judgment, this discussion is no substitute for the advice of an accountant or tax advisor.

Although the application takes much of the work out of depreciation by applying the correct depreciation rules and calculations to each asset, its calculations can only be as correct as the information you enter. For example, while the application can keep a user from entering a depreciation method that is invalid for the asset's property type and date placed in service, the application cannot determine whether the property type is correct for the asset or whether the user has chosen the most appropriate of the valid depreciation methods. The person who sets guidelines for entering asset information and who sets up the books should have a thorough understanding of depreciation and the way the application calculates it. The person who enters asset data (if different) may also find it helpful to have a basic understanding of depreciation—as accountants understand it and as the IRS requires it.

This appendix discusses the basics of depreciation, how the application determines default values for the elements of depreciation, and the application's disposal methods.

Sage Fixed Assets Depreciation Books

There are five predefined depreciation books and two user-defined books. There is also an area where you can enter general information about an asset—data that does not affect depreciation. To learn more about the general information fields, see "Completing the General Information Fields," page 6-3. To learn about the book-specific information fields, see "Completing the Book Information Fields," page 6-5.

This section of the appendix describes the seven depreciation books.

The Tax Book

The Tax book is for asset depreciation information as it will be reported to the IRS on the company's federal income tax return for regular tax purposes. The application uses the entries in this book to set appropriate defaults for the other open books. For example, if you enter a personal property asset's depreciation method in the Tax book as MF200 (MACRS Formula), the application will set the asset's depreciation method in the AMT book to MF150. The specific defaults for all depreciation books are explained in "Depreciation Defaults," page A-22. Note that if you close the Tax book, the State, AMT, and ACE books will not have any default information.

The application limits entries in the Tax book to choices that are valid under the depreciation sections of the Internal Revenue Code, principally Sections 167 and 168.

The Internal Book

The Internal book is for asset depreciation as needed for the company's internal accounting. The application default information, based on the Tax book, conforms to Generally Accepted Accounting Principles (GAAP). The application uses data from this book in certain reports, such as the FASB 109 Projection report. The Internal book fiscal year does not need to be the same as the Tax book fiscal year.

Guidelines for internal book depreciation, as outlined by GAAP, tend to be far less restrictive than for tax depreciation. GAAP requires only that depreciation be a systematic and rational measure of asset wear and tear and that any selected depreciation method be applied consistently. Some rules are, however, quite specific, and you should refer to the GAAP guidelines for detailed information.

The State Book

The State book is for asset depreciation information as it will be reported on the company's state income tax return. The application uses the data from the Tax book as the default information for this book. You must know the tax laws for your state; the application does not enforce specific state tax requirements. Generally, the State book fiscal year should be the same as the Tax book fiscal year.

When you run a FASB 109 Projection report, you can get an additional report for the State book.

The AMT Book

The Alternative Minimum Tax (AMT) was repealed by the Tax Cuts and Jobs Act of 2017 for corporations, effective for tax years beginning January 1, 2018 and later. AMT is still in effect for individuals.

If your business no longer needs to use the AMT book or related ACE book, you can close the books. The existing data in the books will remain and the books can be re-opened if desired (to close a book, enter No in the Open Book field).

The previous rules for computing the Alternative Minimum Tax (AMT) differ from those used in computing depreciation for the regular federal tax. As part of the Tax Reform Act of 1986, Congress passed legislation designed to ensure that both individual taxpayers and corporations pay at least a certain minimum tax, known as the Alternative Minimum Tax or AMT. The application applies those rules to determine the default information for this book based on the Tax book entries. Generally, you should not change the default entries, as they already comply with AMT rules. The AMT book fiscal year should be the same as the Tax book fiscal year.

Note: If a corporation is exempt from AMT (under the rules prescribed by the Taxpayer Relief Act of 1997), it should close the AMT book, as well as the ACE book, for the first year beginning after December 31, 1997. The exemption from AMT may only be temporary (that is, if the corporation grows sufficiently, it may have to start calculating AMT again).

The Alternative Minimum Tax report shows Tax Preferences for ACRS real property and Adjustments for MACRS assets as required under the AMT.

The ACE Book

For years after 1989, the Alternative Minimum Tax rules require a special income calculation under Code Section 56(g) to arrive at Adjusted Current Earnings (ACE). A major component of ACE is an adjustment for accelerated depreciation on recovery property placed in service prior to January 1, 1994. ACE depreciation, for which the ACE book is intended, is Alternative Minimum Tax depreciation with the following modifications, which the application applies for the ACE book defaults:

- There is no ACE Depreciation Adjustment for assets placed in service after 1993. Therefore, there is no adjustment made to the Alternative Minimum Tax depreciation.
- You must use ADS straight-line MACRS depreciation (method AD) to depreciate all MACRS assets placed in service in 1990 through 1993. For these assets, the application defaults the estimated life from the ADS life for use as the recovery period.
- For MACRS assets placed in service before 1990 and ACRS assets, the application determines the asset's remaining depreciable basis (using the AMT book for MACRS property and the Tax book for ACRS property) as of the end of the last tax year that began before 1990. After that date, the asset's depreciation method changes to a remaining value over remaining ADS life calculation; however, the ACE book still shows the original depreciation method.
- For all other assets, depreciation under ACE is the same as allowed for regular tax purposes.

Because the application establishes the ACE book defaults, under these rules, from entries in the Tax book, you should not override the defaults unless you are thoroughly familiar with Code Section 56(g) and fully understand the impact of your changes.

Note: If a corporation is exempt from AMT (under the rules prescribed by the Taxpayer Relief Act of 1997), it should close the ACE book, as well as the AMT book, for the first year beginning after December 31, 1997. Although the exemption from AMT may only be temporary (that is, if the corporation grows sufficiently, it may have to start calculating AMT again), the exemption from ACE calculation is permanent.

The ACE book fiscal year should be the same as the Tax book fiscal year.

The Custom 1 and Custom 2 Books

The Custom 1 and Custom 2 books are for the company to use as it wishes. The application sets the default values just as it does for the Internal book, but it does not use the information in these books for any report calculations (other than those required to run Custom 1 or Custom 2 reports). You may choose either of these books to use as the applicable financial statement for the FASB 109 Projection report.

Depreciation: An Overview

Depreciation is an allowance for the decline in an asset's value. It has two aspects, an accounting aspect and a practical aspect. Both aspects have tax and financial implications.

In accounting terms, depreciation is the process of allocating the cost of tangible property against income over a period of time, rather than deducting the cost as a cash expense in the year of acquisition. Generally, at the end of an asset's life, the sum of the amounts set aside for depreciation each accounting period will equal original cost less salvage value (the value of an asset at the end of its life). The method used to calculate an asset's depreciation is important because depreciation affects net profit. Higher depreciation deductions reduce net profit while lower depreciation deductions increase net profit.

In practical terms, depreciation suggests a gradual decline in an asset's market value because of use and wear and tear. Federal and state tax laws recognize that businesses need to account for this aspect of depreciation. As a result, IRS and state tax authorities allow businesses to write off or expense a certain amount each year for the actual use of an asset. This amount is treated as an expense even though the company may not have purchased the asset in the current period.

Good accounting and financial management practices require that a company take both the cost expiration and the declining market value of an asset into account. The cost expiration of a company's assets must be recognized if the cost of doing business is to be realistic. Also, the decline in the market value of those assets must be considered if the company's net worth is to be realistic.

The application is concerned solely with fixed assets, which the IRS defines as property or equipment with an estimated life in excess of 1 year. Note that the application does support assets with a life as short as 6 months for the following depreciation methods:

- MF150% and MA150% (MACRS Formula)
- AD and AA (MACRS Alternative Depreciation System)

To be depreciated, a fixed asset must:

- Be used in business or held for the production of income
- Have an estimated life greater than 1 year
- Be subject to wear, decay, or expiration
- Be fully installed and ready for use

Elements of Depreciation

To calculate depreciation on a fixed asset, you must know five things:

- The type of property
- The date the asset was placed in service
- The asset's depreciable basis
- The asset's estimated useful life
- The depreciation method

The rest of this section explains each of the first four elements of depreciation.

Types of Property

An asset's property type often dictates the depreciation method to be used in the depreciation calculation. Businesses use two general types of property: personal property and real property. Under the Internal Revenue Code, personal property includes all depreciable property other than real estate (real property). Real property includes buildings and their structural components.

Note: Accountants often refer to a property by its depreciation method, such as a declining-balance property or an ACRS asset. Assets depreciated under ACRS and MACRS methods are called recovery properties because depreciation is taken over statutory estimated lives called recovery periods. You designate qualifying property as Indian Reservation property by selecting depreciation method MI, rather than by selecting a specific property type.

Within the two broad property type categories—personal and real—the Internal Revenue Code makes further distinctions for depreciation purposes. The application identifies property by the following types:

- **General Personal Property (Type P)**
  This type includes all personal property other than listed personal property, automobiles, light trucks, and vans.
- **Automobile (Type A)**
  IRS rules place a cap on annual recovery allowances (including any deductions under Code Section 179) for vehicles that qualify as luxury vehicles under IRS Section 280F placed in service after June 18, 1984.

  Help: For additional information about the limitations on recovery allowances and investment tax credits for luxury automobiles, which the application enforces for assets using ACRS and MACRS methods, enter "Automobile (Type A)" in the Search tab of the Sage Fixed Assets Depreciation online Help system.

  Note: The depreciation limits are higher for light trucks and vans. For more information, see "Light Trucks and Vans (Type T)," page A-6.

  The amounts in the preceding table are based on a 12-month tax year and 100% business use of the property. For business use less than 100% or a tax year of less than 12 months, the application automatically reduces the ceiling amounts according to IRS regulations.

Automobile Limits and 168 Allowance in a Short Year
Code Section 280F requires that the luxury auto limit be prorated in a short year; however, you are not required to prorate the 168 Allowance during a short year. Thus when determining the limit on depreciation for automobiles, light trucks, or vans, the application uses the following formula:

*{(Annual Limit x Short Year Fraction) + $7,650 *} x Business Use*

* Prior to May 6, 2003, this amount is $4,600.

The change in short year calculations is automatic and will occur the next time depreciation is run for any vehicle claiming the 168 Allowance in a short year.

Automobile Example:
In July 2002, a company purchased a $20,000 passenger car with a 5-year recovery period and uses it exclusively for business.

The MACRS depreciation would be:

Year	Depreciation Before Luxury Auto Limits ($)	Maximum Allowable Depreciation ($)
2002	4,000.00	3,060.00 *
2003	6,400.00	4,900.00
2004	3,840.00	2,950.00
2005	2,304.00	1,775.00
2006	2,304.00	1,775.00
2007	1,152.00	1,775.00
2008	0.00	1,775.00
2009	0.00	1,775.00
2010	0.00	215.00
Total	20,000.00	20,000.00

* If you elect out of the 168 Allowance for the passenger car, the depreciation limitation is $3,060 for the first year. If the vehicle qualified for the 30% bonus depreciation, the first year limit would have been $7,660.

Even though the car has a recovery period of 5 years, deductions can continue to be taken after the recovery period if the vehicle is still used for business and the deductions do not exceed the maximum yearly amount.

- **Light Trucks and Vans (Type T)**
IRS rules place a cap on annual recovery allowances (including any deductions under Code Section 179) for vehicles that qualify as light trucks or vans placed in service after January 1, 2003. Use property type T if the vehicle's gross weight is less than 6,000 pounds. If the vehicle's gross weight is 6,000 pounds or more, use property type P or Q.

Help: For additional information about the limitations on recovery allowances for light trucks and vans, enter "Light Trucks and Vans (Type T)" in the Search tab of the Sage Fixed Assets Depreciation online Help system.

Note: Sport Utility Vehicles (SUVs) and other vehicles, except ambulances, hearses, or vehicles used for transporting persons or property for hire should be entered using property type Q. For more information, see "Sport Utility Vehicles," page A-7.

- **Light Trucks and Vans Excluded from Limitations**
  Light trucks and vans may be excluded from the depreciation limitations if they qualify as nonpersonal use vehicles. If the vehicle does qualify for the exclusion, use property type P when you enter the asset in the application.

  To qualify as a nonpersonal use vehicle, the truck or van must meet the following requirements:

  - The vehicle was specially modified so it is not likely to be used more than minimally for personal purposes.
  - The vehicle was placed in service on or after July 7, 2003.

  IRS Reg. § 1.274-5T(k)(7) provides the following example of a vehicle that was modified so that it would not be used for personal purposes:

  "A van that has only a front bench for seating, in which permanent shelving that fills most of the cargo area has been installed, that constantly carried merchandise or equipment, and that has been specially painted with advertising or the company's name."

  Vehicles that are exempt from the depreciation limitations also include those listed under (k)(2) of the same regulation. This list includes cranes, school buses, forklifts, and ambulances.

- **Listed Personal Property (Type Q)**
  Code Section 280F lists certain kinds of property for which ACRS and MACRS deductions may be limited. Listed personal properties include passenger cars or other forms of transportation that can be used for personal as well as business purposes, such as airplanes, trucks, and boats; amusement equipment such as pinball machines and certain computers. For a complete list, see Code Section 280F.

  - **Sport Utility Vehicles**
    Vehicles weighing less than 6,000 pounds are subject to the luxury automobile limits on depreciation. Sport Utility Vehicles (SUVs) weighing between 6,000 and 14,000 pounds were not subject to these limitations. Since 2003, a business could deduct up to $100,000 in the placed-in-service year for the cost of an SUV under Section 179 because these vehicles were not subject to the automobile limits.

    However, the American Jobs Creation Act of 2004 limits the Section 179 expense that can be taken in a single year on an SUV to $25,000. The $25,000 limit applies to SUVs placed in service after 10/22/04.

    To enter an asset as an SUV, use property type Q, listed property.

- **General Real Property (Type R)**
  This type includes all real property that is not listed or required to be reported separately for tax purposes.

- **Listed Real Property (Type S)**
  Code Section 280F lists real property as well as personal property for which ACRS and MACRS deductions may be limited. Listed real properties include entertainment, recreational, and amusement properties, such as sports stadium boxes, beach houses, and hunting lodges. For a complete list, see Code Section 280F.

- **Other Real Properties (Types C, E, and F)**
  Because you must report different real property types separately for several federal tax forms (most notably Form 4797), the application has separate property types for conservation property (type C); oil, gas, and energy property (type E); and farm property (type F).

- **Low-Income Housing (Type H)**
  Special ACRS allowances are available for low-income housing placed in service after 1980 and before 1987. These periods allow for costs to be recovered at twice the straight-line rate. Property allowed to be recovered under this method includes housing projects insured under the National Housing Act.

  Between 1980 and 1987, low-income housing was given a special full month's depreciation during the months of acquisition and disposal. Low-income housing was also assigned a 15-year recovery period with 200% declining-balance depreciation.

  After 1986, low-income housing uses the same midmonth convention as other residential property, with a half-month's depreciation given during months of acquisition and disposal. For this reason, there is no special treatment for low-income housing placed in service after 1986 and it should therefore be treated as general real property (type R).

  The short tax year rule does not apply to low-income housing in the year of acquisition or disposition. The deduction is based on the number of months in which the property was in service during the short tax year, as is the case with other real property.

- **Amortizable Property (Type Z)**
  The tax law requires taxpayers to recover certain specified capital expenditures through a process known as amortization. Amortization uses straight-line depreciation over certain specified periods of time. You can select only straight-line depreciation methods (methods SD, SL, SF, SH, and RV, plus OC, NO, and custom methods) for amortizable assets. Only certain expenditures may be amortized.

  Many intangible assets that cannot be depreciated can be amortized. Among them are business startup costs, organizational expenses of corporations and partnerships, and covenants not to compete. Some tangible assets, including pollution control facilities, pre-1982 child-care facilities, and the rehabilitation of certified historic structures, can also be amortized. You should assign such assets to property type Z.

- **Vintage Account Property (Type V)**
  From 1971 through 1980, Asset Depreciation Range (ADR) depreciation allowed the use of accounts having multiple assets. These accounts are called vintage accounts. Vintage accounts require the use of either the half-year or modified half-year convention; the application limits the valid depreciation methods accordingly.

  Property type V also requires special handling of salvage value, whereby salvage value does not reduce the depreciable basis yet the asset cannot be depreciated below the salvage value. The application treats type V assets this way automatically.

  Enter a vintage account as a single asset and select property type V.

Leasehold Improvement Property

Qualified Improvement Property

The broadening of Qualified Improvement Property as of 1/1/2018 sunsets the 3 current types of qualified real property in as of 12/31/17:

- Qualified Leasehold Improvement property.

- Qualified Restaurant property.
- Qualified Retail Improvement property.

Note: Qualified improvement property is an improvement to an interior portion of a building that is nonresidential real property provided the improvement is placed in service after the date that the building is placed in service. However, improvements related to the enlargement of the building, an elevator or escalator, or the internal structural framework of the building are not qualified improvement property (Code Sec. 168(e), as amended by the 2017 Tax Cuts Act.

Qualified Improvement Property is eligible for Section 168 expensing if PIS in 2018 and later.

Help: For additional information about Section 168, enter "Section 168 Allowance % Field" in the Search tab of the Sage Fixed Assets Depreciation online Help system.

Qualified Improvement Property is eligible for Section 179.

Help: For additional information about the standard Section 179 limits, enter "Qualified Improvement Property" in the Search tab of the Sage Fixed Assets Depreciation online Help system.

Leasehold Improvement Property

The broadening of Qualified Improvement Property as of 1/1/2018 sunsets the 3 current types of qualified real property in as of 12/31/17:

- Qualified Leasehold Improvement property.
- Qualified Restaurant property.
- Qualified Retail Improvement property.

Help: For additional information about Qualified Improvement Property, enter "Taking Section 179 Expense on Real Property" in the Search tab of the Sage Fixed Assets Depreciation online Help system.

Leasehold improvements are permanent betterments made to leased property, which is owned by someone else and which will usually revert to the owner at the end of the lease period. For example, a tenant may build shelves or install fixtures on the walls of a rented store. Although for income tax purposes leasehold improvements are depreciated, for financial reporting they are amortized.

In general, leasehold improvements are required to be depreciated using the same depreciation method, life, and averaging convention as the underlying property to which they are attached. Generally, this means most leaseholds are depreciated using straight-line depreciation with a midmonth averaging convention over 39 years.

Date Placed in Service

Along with the type of property, the date on which you place an asset in service can determine the depreciation method required. As the Internal Revenue Code changes, so do the depreciation methods that are valid for assets newly placed in service. You can use only those depreciation methods that are valid for an asset given the property type and the date placed in service.

The date an asset is placed in service affects depreciation in two other ways: the **averaging convention** that you use (see page A-10), and whether you placed the asset in service during a s**hort tax year** (see page A-11).

- **Averaging Conventions**
  To avoid the complications of depreciating each asset from the specific date on which you placed it in service, the IRS and GAAP support guidelines that assume you place assets in service or disposed of at designated dates throughout the year. These guidelines are called averaging conventions. By assuming an average placed-in-service date, the amount of total depreciation allowed for all assets approximates the total depreciation that would be calculated based on the actual days in service.

  Under GAAP and IRS rules, different depreciation methods use specific averaging conventions.

  There are five averaging conventions, as described below.

  - **Half-Year Convention**
    Under the half-year convention, an asset is treated as though it were placed in service or disposed of on July 1 (or on the first day of the 7th month of a fiscal year). One-half of a full year's depreciation is allowed for the asset in its first year placed in service, regardless of when it was actually placed in service during that year.

    If you dispose of an asset in its final year, the amount of depreciation depends on when it is disposed. If the asset is disposed of **before** July 1 (or before the first day of the 7th month of the fiscal year), it receives one half of the depreciation it would have received if it had not been disposed. The asset will not be fully depreciated. If the asset is disposed of **on or after** July 1 (on or after the first day of the 7th month of the fiscal year), it receives the full amount of depreciation for its final year.

    Under earlier legislation, personal property placed in service before 1987 and depreciated under the ACRS tables used the half-year convention in the year of acquisition. Such personal property was entitled to no depreciation in the year it was disposed of. The MACRS rules of the 1986 Tax Reform Act keep the half-year averaging in the year of acquisition, but they also allow for a half-year of depreciation in the year of disposition.

Note: The half-year convention can be used for all MACRS property *except* residential rental and nonresidential real property. It is used for MACRS 3-, 5-, 7-, 10-, 15-, 20-, and 25-year property (unless the midquarter convention applies).

  - **Modified Half-Year Convention**
    Under this convention, assets placed in service during the first half of the year are considered to have been placed in service on the first day of the year. Therefore, they receive a full year's depreciation in the acquisition year. Assets placed in service during the second half of the year are considered to have been placed in service on the first day of the following year. Therefore, they receive no depreciation in the acquisition year but receive a full year's depreciation in the subsequent year.

Applying the modified half-year convention in the disposal year is slightly more complicated because the disposal-year allowance depends on the acquisition year allowance. The following table summarizes the relationships:

If Asset Was Placed in Service in the:	And Disposed of in the:	Amount of Depreciation Allowed in the Disposal Year
1st half of year	1st half of year	No depreciation
1st half of year	2nd half of year	50% of full year depreciation
2nd half of year	1st half of year	50% of full year depreciation
2nd half of year	2nd half of year*	Full year of depreciation

* To earn the full year of depreciation, the disposal must have been in a year after the acquisition year.

If the modified half-year is being adopted for a vintage account, it should be adopted for all additions and all extraordinary retirements.

- **Midmonth Convention**
  For ACRS and MACRS real property: A midmonth convention applies to ACRS real property placed in service after June 22, 1984, and to MACRS residential rental and nonresidential real property (that is, 27.5-, 31.5-, and 39-year property). Such property is treated as though it were placed in service or disposed of in the middle of the month. A half-month's depreciation is allowed both in the month of acquisition and in the month of disposition.

  For nonrecovery property: A different midmonth convention applies to assets depreciated by methods other than ACRS and MACRS. For these methods, if the asset is placed in service after the 15th of the month, no depreciation is taken for that month. If the asset is placed in service before the 16th of the month, a full month's depreciation is allowed. Similarly, if the asset is disposed of before the 16th of the month, no depreciation is taken for that month. If the asset is disposed of after the 15th of the month, a full month's depreciation is allowed.

- **Full-Month Convention**
  Under a full-month convention, property placed in service at any time during a given month is treated as if it had been placed in service on the first of that month. This allows depreciation to be taken for the entire month in which the asset is placed in service. If the property is disposed of before the end of the recovery period, no depreciation is allowed for the month in which the property is disposed of.

- **Midquarter Convention**
  The Tax Reform Act of 1986 created a midquarter convention to be used if more than 40% of the aggregate depreciable basis of newly acquired MACRS personal property is placed in service during the last 3 months of a tax year. Under this midquarter convention, MACRS personal property is treated as though it were placed in service in the middle of the quarter in which it was purchased.

Note: When applicable, the midquarter convention can be used for all MACRS property *except* residential rental and nonresidential real property. It is used for MACRS 3-, 5-, 7-, 10-, 15-, 20-, and 25-year property (unless the half-year convention applies).

Short Tax Years

A short tax year occurs when there is an accounting period of less than 12 calendar months. A short tax year can be:

- the first tax reporting period,
- the final tax reporting period, or
- the result of a change in an annual accounting period.

A short tax period requires special calculations for depreciation. In general, a short accounting period requires that you allocate depreciation calculations based on the number of months in the short year. The way you accomplish this differs depending on the depreciation method selected.

When annual depreciation allowances for ACRS personal property are determined using IRS tables (methods AT and ST), an amount of unrecovered short-year depreciation is created, carried forward, and recovered in the period following the normal depreciable life. You cannot use the MACRS table method (method MT) if a short year occurs during an asset's life.

For ACRS personal property, the full year's depreciation is multiplied by the short-year fraction to determine the annual short-year amount. The short-year fraction is:

$$\frac{\textit{Months in a short year}}{12}$$

For example, if a company changes its fiscal year-end month from September to December, the short-year fraction is 3/12. The remaining unrecovered deduction (9/12 of the full year's deduction) is taken in the first year of the post-recovery period.

Depreciation methods that use a half-year convention (methods SH, DH, and YH) need to use the half-rate rule, which requires that one-half of the depreciation calculated for the full short-year period be used. Depreciation methods that use the modified half-year convention (methods SD, DD, and YD) apply special rules to the short-year calculation. When you place an asset in service in the first half of a short year, then the full amount of the short-year depreciation is allowed. In such cases, the regular full-year recovery is multiplied by the short-year fraction.

The short-year fraction is:

$$\frac{\textit{Months in a short year}}{12}$$

For example, if a company changes its fiscal year-end month from September to December, the short-year fraction is 3/12.

Depreciable Basis

An asset's depreciable basis is the amount of the asset's acquisition value for which a business is allowed to claim depreciation. A percentage of this basis is deducted each year. The depreciable basis is often (but not always) the cost or acquisition value of the asset. Under some depreciation rules, other factors adjust the cost to determine the depreciable basis. These factors are salvage value, Section 179 expense or bonus depreciation, Section 168 Allowance, the ITC amount, and the business use percentage. Each element of the depreciable basis is discussed in this section.

In summary, the asset's depreciable basis equals the following:

	the asset's acquisition value
times	the business-use percentage
minus	the salvage value (if the asset uses a straight-line, sum-of-the-years'-digits, or custom depreciation method)
minus	* any Section 179 expense deduction or first-year bonus depreciation

minus	any ITC reduction amount
minus	* the 168 Allowance

* The application always reduces the acquisition value by the 168 Allowance and Section 179 expense, if applicable to the depreciation method, when calculating the depreciable basis. The selection in the Include Section 168 Allowance and Section 179 in Expense field on the Edit Company dialog does not affect the calculation of depreciable basis. Therefore, if you select Yes in this field (to include the 168 Allowance and Section 179 expense in depreciation), the depreciable basis will be less than the accumulated depreciation at the end of the asset's life.

To see the figures used to calculate a particular asset's depreciable basis, run an Asset Basis report for that asset.

- **Acquisition Value**
  One measure of an asset's acquisition value is its purchase price. If something other than cash is used to pay for the asset, then the fair market value of the non-cash payment or consideration determines the acquisition value. A non-cash consideration often takes the form of an account payable or another obligation to pay. When the value of the consideration paid can't be determined, the fair market value of the asset determines its acquisition value.

  With few exceptions, an asset's acquisition value should also include necessary costs incurred to place the asset in service. These costs will then be capitalized, not expensed. Costs that can be capitalized include the invoice price plus incidental costs (insurance during transit, freight, duties, title search, registration fees, and installation costs). Exceptions to this rule include interest expenses associated with deferred payments and real estate taxes paid in the acquisition of property.

  The GAAP method used to determine acquisition value may not always apply for tax purposes. To accommodate different tax and GAAP needs, the application lets you enter a different acquisition value for each depreciation book maintained.

- **Business-Use Percentage**
  Under IRS rules, you can take depreciation only on the portion of an asset that is used for business. The application multiplies the asset's basis by the business-use percentage, and then it subtracts any adjustment for salvage value, Section 179 or bonus depreciation, ITC, and 168 Allowance to determine the asset's depreciable basis.

  - **Business-Use Percentage Example**
    A company purchases an automobile for $32,000 in December 2005, which is subject to luxury automobile limits on recovery allowances. The employee who uses the car is allowed to drive it for personal use as well as for business. The business-use percentages are 90%, 80%, and 70% for 2005, 2006, and 2007, respectively, and 60% for the remaining life of the car. The calculation of the depreciation allowances, using a MACRS table calculation (method MT) over the life of the car, is as follows:

Year	Gross Allowance			Business Use		Allowed Depreciation
2005	Lesser of:	Equals:				
	20% x $32,000 (= $6,400) or $2,960	$2,960	x	90%	=	$2,664.00
2006	Lesser of:	Equals:				
	32% x $32,000 (= $10,240) or $4,700	$4,700	x	80%	=	3,760.00

Year	Gross Allowance			Business Use		Allowed Depreciation
2007	Lesser of:	Equals:				
	19.2% x $32,000 (= $6,144) or $2,850	$2,850	x	70%	=	1,995.00
2008	Lesser of:	Equals:				
	11.52% x $32,000 (= $3,686.40) or $1,675	$1,675	x	60%	=	1,005.00
2009	Lesser of:	Equals:				
	11.52% x $32,000 (= $3,686.40) or $1,675	$1,675	x	60%	=	1,005.00
2010	Lesser of:	Equals:				
	5.76% x $32,000 (= $1,843.20) or $1,675	$1,675	x	60%	=	1,005.00

- **Salvage Value**
  The salvage value of an asset is the value it's expected to have when it's no longer useful. In other words, the salvage value is the amount for which the asset could be sold at the end of its useful life.

  Straight-line, sum-of-the-years'-digits, and custom depreciation methods require that the salvage value be subtracted from an asset's acquisition value to determine its depreciable basis. Other methods (such as declining-balance) and vintage account property do not subtract the salvage value to determine the basis but will not depreciate an asset below its salvage value. ACRS and MACRS depreciation methods ignore salvage value in determining the depreciable basis and will depreciate an asset below its salvage value.

- **Section 179 Expense Deduction**
  The Section 179 election lets you treat the cost of certain new assets as an expense rather than as a capital expenditure to be depreciated. This allows an expense deduction for part of the cost instead of a depreciation deduction. You cannot depreciate the amount expensed under Section 179 and you must deduct it from an asset's acquisition value when determining its depreciable basis. To qualify for the Section 179 election, an asset must be recovery property that is purchased and used by an active trade or business.

  - **Section 179 Expense Deduction for Real Property**
    For any tax year beginning in 2010, you can elect to expense under Section 179 up to $250,000 of qualified real property purchases. The $250,000 limitation is eliminated for tax years beginning in 2016 and later. Qualified real property includes:
    - Qualified leasehold improvement property
    - Qualified restaurant property, and
    - Qualified retail improvement property.

Note: Off-the-shelf computer software qualifies for the Section 179 expense deduction if it is placed in service in tax years beginning after 2002. To enter off-the-shelf computer software, select property type P, a depreciation method of SF or SB, and an estimated life of 3 years.

For information on entering the Section 179 Expense Deduction, see "179 Deduction," page 6-9.

- **First-Year Bonus Depreciation**
  An additional first-year depreciation bonus of 20% may be taken for personal property that was acquired before 1981 and that has an estimated useful life of at least 6 years. This bonus is in addition to the depreciation that would normally be taken in the first year. If the bonus is taken, the amount of the bonus is subtracted from the depreciable basis before any further calculations are made. The 20% first-year bonus depreciation can be taken on certain assets qualifying for straight-line, declining-balance, or sum-of-the-years'-digits depreciation methods.

  The 20% bonus is calculated on the acquisition value of the asset without subtracting the salvage value. However, the amount that can be taken is limited to $2,000 a year. A business, therefore, may take the 20% first-year depreciation bonus on no more than $10,000 of eligible property purchased during the taxable year.

  Here's an example of a straight-line depreciation calculation where a corporation has taken the 20% first-year bonus:

	Acquisition value	$16,000
minus	20% 1st year ($2,000 maximum)	– 2,000
minus	Salvage value	– 2,000
	Depreciable basis	$12,000

$$\frac{\textit{Depreciable basis}}{\textit{Estimated life}} = \frac{\$12{,}000}{6} = \$2{,}000 = \textit{Annual depreciation}$$

  Assuming the asset was placed in service on the first of April, a company with a calendar year-end would have a first-year deduction of $3,500 (the $2,000 bonus plus 9/12ths of $2,000) instead of a yearly depreciation deduction of $2,333.33 (calculated from the depreciable basis without the bonus—$14,000—divided by 6 years). This represents a substantial increase over the first year's deduction without the bonus. For years 2 through 5, the depreciation would be $2,000 per year. In year 6, the depreciation would be $500 (3/12 x $2,000).

  The 20% bonus was repealed by the Economic Recovery Tax Act of 1981 effective December 31, 1980. Its basic intent was continued as Section 179 expense.

- **Investment Tax Credit (ITC) Reduction Amount**
  The Investment Tax Credit (ITC) was created to stimulate the purchase of machinery and equipment. The Energy Tax Incentive Act of 2005 created additional credits. Some of the credits are ongoing, some take effect for assets placed in service after August 28, 2005, and some take effect for assets placed in service beginning on January 1, 2006.

  As a reminder, a tax credit reduces the amount of tax to be paid, whereas a tax deduction reduces the amount of net income subject to tax.

  An ITC was previously allowed for the taxable year in which a qualified asset was placed in service. The amount of allowable credit depended on the date placed in service, the type of property, and the estimated life of the asset.

  For assets placed in service between 1975 and 1980, the ITC was 10% for those with estimated lives of 7 years or more, 6.67% for lives of 5 or 6 years, and 3.33% for lives of 3 or 4 years. No credit was allowed for assets with estimated lives of less than 3 years.

  For assets placed in service after 1980, the Economic Recovery Tax Act of 1981 and the Tax Equity and Fiscal Responsibility Act of 1982 set the allowable ITC amounts at 10% for estimated lives of more than 3 years and 6% for estimated lives of 3 years.

  For assets placed in service after 1982 but before 1986, a company has two choices:

- Take the full ITC but reduce the depreciable basis of the asset.
- Take a reduced ITC without adjusting the basis.

Deciding which option is better depends on other tax and depreciation considerations. You choose the ITC option when you add or change the asset in Asset Detail by specifying whether to take a full credit (thus reducing the basis) or a reduced credit, or that the asset meets special ITC option rules for certain property types, such as certified and noncertified historic structures and energy properties.

Under the Tax Reform Act of 1986, the regular 10% ITC was repealed for property placed in service after December 31, 1985. Certain assets may still qualify for the ITC (if, for example, the company was subject to a binding contract to buy the qualifying property as of December 31, 1985). Certain limitations exist for the ITC on acquisitions of used property, and the ITC carryover rules continue to apply for property placed in service before 1986.

When you take the ITC, by default the application automatically reduces the basis based on the date a property was placed in service and the ITC option (according to Code Sections 38, 46, and 48).

Note: For additional information, see "Investment Text Credit (ITC) Reduction Amount" in the Sage Fixed Assets Depreciation online Help system.See the following table for details.

Any adjustments because of binding contracts may be entered by overriding the amount of ITC calculated by the application.

Here's an example of ACRS personal property placed in service in April 1983 with an unadjusted basis of $50,000 and an estimated life of 5 years:

Reducing the basis:		
5-year property unadjusted basis		$50,000
Full ITC rate		x .10
		$ 5,000
Beginning basis		$50,000
Less: one-half of $5,000 ITC		– 2,500
Depreciable basis		$47,500
Depreciation for 1983		
15% of $47,500	=	$ 7,125
Depreciation for 1984		
22% of $47,500	=	$10,450
Depreciation for 1985		
21% of $47,500	=	$ 9,975
Depreciation for 1986		
21% of $47,500	=	$ 9,975
Depreciation for 1987		
21% of $47,500	=	$ 9,975

Note that the basis used for the calculation is adjusted when the full ITC is taken. The application automatically calculates the adjusted depreciable basis before calculating depreciation when you choose to take the full credit.

Reducing the credit:		
5-year property adjusted basis		$50,000
ITC = 8% of $50,000		4,000
Depreciable basis (unadjusted)		$50,000
Depreciation for 1983		
15% of $50,000	=	$ 7,500
Depreciation for 1984		
22% of $50,000	=	$11,000
Depreciation for 1985		
21% of $50,000	=	$10,500
Depreciation for 1986		
21% of $50,000	=	$10,500
Depreciation for 1987		
21% of $50,000	=	$10,500

- **ITC At-Risk Rules**

  Before the Tax Reform Act of 1986, the tax law provided an at-risk limitation on losses from business and income-producing activities other than real estate and certain corporate business activities.

  The amount at risk is generally the sum of:

  - The taxpayer's cash contributions to the activity.
  - The adjusted basis of other property contributed to the activity.
  - Amounts borrowed for use in the activity for which the taxpayer has personal liability or has pledged property not used in the activity.

  The ITC at-risk rules limit the credit base of property used in an activity that is subject to the loss limitation at-risk rules. They generally provide that nonrecourse debt on real property be treated as an amount at risk for investment credit purposes.

  The at-risk limitation amounts must be less than or equal to the acquisition value. The at-risk limitation will be used to calculate tax credits. The tax credit should equal the at-risk amount multiplied by the credit percentage.

  The application assumes the acquisition value of an asset in the Tax book to be the amount at risk. If it is not, you may need to override the ITC amount calculated by the application in Asset Detail.

- **168 Allowance**

  See "Calculating the 168 Allowance" in the Sage Fixed Assets Depreciation online Help system for more information.

  - **168 Allowance Example**
    A company purchases office equipment for $10,000 on October 1, 2001 and places it in service on that date. The equipment has a recovery period of 7 years.

    First, the application calculates the 168 Allowance:

    $$\$10{,}000 \times .30 = \$3{,}000$$

    Then, the application subtracts the 168 Allowance from the $10,000 to calculate the new depreciable basis:

    $$\$10{,}000 - \$3{,}000 = \$7{,}000$$

    The application uses the new depreciable basis to calculate the "regular" depreciation for 2001:

    $$\frac{\$7{,}000}{7} \times 2 \times \frac{1}{2} = \$1{,}000$$

    When you calculate depreciation for December 2001, the application enters $1,000 in the Current Year-to-Date and Current Accumulated Depreciation fields. The application does not add the additional allowance of $3,000 to these fields. The application treats the additional allowance as a reduction in the asset's depreciable basis, not as an increase in the accumulated depreciation. The Net Value of the asset is $6,000: $10,000 acquisition value, less $3,000 additional allowance, less $1,000 regular depreciation.

    The application displays the 168 Allowance in the 168 Allowance Amount field in Asset Detail. The application also displays the additional allowance by asset on the Asset Basis report and in total for the tax year on the Form 4562 - Depreciation and Amortization report.

Estimated Life and ADS Life

The estimated life of an asset is the period over which an asset is to be depreciated or its cost is to be recovered. The estimated life often has nothing to do with the physical life span of an individual asset. Physical life is the normal period of use in the particular business or trade, during which the asset remains physically productive as a capital asset. Physical life is usually based on experience in replacing that type of property. Often an asset's physical life is far longer than its estimated life. The shorter the estimated life, the more rapidly the cost of an asset can be recovered through depreciation.

ADS life is similar to estimated life in that it also is a period over which an asset is to be depreciated, not a period of physical usefulness. ADS life is the life assigned to the asset type under the MACRS Alternative Depreciation System. For most assets, the ADS life is the midpoint of the Asset Depreciation Range (ADR) in which the asset belongs. ADS lives tend to be longer than estimated lives and so are often used in internal books, where they reduce profits more slowly than estimated lives.

Note: For information on how the application uses entries in the Estimated Life and ADS Life fields, see "Completing the Book Information Fields," page 6-5.

To control the tax advantages that result from estimated life, Congress has prescribed estimated lives for various classes of assets. Estimated lives created under the IRS rules for ACRS and MACRS

assets are called recovery periods. Recovery periods are set by statute for different kinds of property. These IRS recovery periods are generally shorter than estimated lives in other depreciation methods and shorter than physical lives. A combination of shorter recovery lives and higher recovery rates in the early years of an asset's life accelerate cost recovery.

Note: To help you determine the correct estimated life and/or ADS life for an asset for the Tax book, you can use the IRS Table link located in Asset Detail. Here you will find an easy-to-use version of the IRS ADS Class Life Table.

- **Recovery Periods**
  The Tax Reform Act of 1986 and subsequent tax acts set MACRS recovery periods for the different kinds of property. ACRS recovery periods were also defined by statute. The statutory ACRS and MACRS lives are shown in the following text. To view a table that shows the application's conversion values for estimated life to ADS life when you do not enter an ADS life, see "The Tax Book Defaults," page A-22.

  Note: In addition to the recovery periods shown below, qualifying Indian Reservation property must be depreciated over shorter recovery periods than otherwise allowed.

  - **3-Year Property**
    Three-year property is tangible ACRS or MACRS personal property having a class life of more than 1 year and no more than 4 years. It includes automobiles for which ACRS recovery is elected.
  - **5-Year Property**
    Five-year property is tangible ACRS or MACRS personal property having a class life of more than 4 years and less than 10 years. The Tax Reform Act of 1986 specifically added the following assets to the list of 5-year properties (some were previously 3-year properties):
    - Automobiles
    - Light-duty trucks (less than 13,000 pounds)
    - Qualified technological equipment
    - Computer-based telephone central office switching equipment
    - Biomass properties that are small power production facilities within the meaning of Section (3)(17)(c) of the Federal Power Act (16 USC Section 796 (17)(c)), as in effect on September 1, 1986
    - Property used for research and experimentation
    - Semiconductor manufacturing equipment
    - Geothermal, ocean thermal, solar, and wind energy properties
  - **7-Year Property**
    Seven-year property is tangible ACRS or MACRS property (personal or real) with a class life of 10 to 15 years, inclusive.
  - **10-Year Property**
    Ten-year property is tangible ACRS or MACRS property (personal or real) with a class life of 16 to 19 years, inclusive. Single-purpose agricultural structures are included if placed in service after 1988.

- **15-Year Property**
  Fifteen-year property includes both personal and real property.

  MACRS fifteen-year property is tangible property with a class life of 20 to 24 years, inclusive. It includes (but is not limited to) municipal wastewater treatment plants and depreciable land improvements (such as sidewalks, roads, fences and landscaping). Qualified leasehold improvements and qualified restaurant property placed in service after October 22, 2004 and before January 1, 2018 are also 15-year property, as is qualified retail improvement property placed in service after December 31, 2008 and before January 1, 2018. Qualified improvement property placed in service after December 31, 2017 is also 15-year property.

  ACRS fifteen-year property is real property placed in service after 1980 and before March 16, 1984, and low-income housing.

- **18-Year Property**
  Eighteen-year property is qualifying ACRS depreciable real property placed in service after March 15, 1984, but before May 9, 1985.

- **19-Year Property**
  Nineteen-year property is qualifying ACRS depreciable real property acquired after May 8, 1985, but before 1987.

- **20-Year Property**
  Twenty-year property is tangible MACRS property, personal or real, with a class life of more than 24 years (excluding 25-year property and real property with a class life of 27.5 years and more). It includes farm buildings and various railroad structures.

- **25-Year Property**
  Twenty-five-year property is tangible MACRS property set by the Small Business Job Protection Act of 1996. It is water utility property and municipal sewers that are placed in service after June 12, 1996.

- **27.5-Year Residential Rental Property**
  Residential rental property is MACRS depreciable real property for which 80% or more of the gross rental income comes from dwelling units. A dwelling unit is a house (including a manufactured house) or apartment used to provide living accommodations. A unit in a hotel, motel, inn, or other establishment in which more than 50% of the units are used on a transient basis does not qualify as a dwelling unit. If any portion of the building or structure is occupied by the taxpayer, the gross rental income from the property includes the rental value of the unit occupied by the taxpayer.

- **31.5-Year Nonresidential Real Property**
  Nonresidential real property is MACRS depreciable real property that is neither residential rental property nor property with an ADS life of less than 27.5 years. This includes MACRS property with no defined ADS life or with an ADS life of 27.5 years or more. It also includes elevators and escalators that are not part of residential rental property. Nonresidential real property placed in service before May 13, 1993, has a recovery period of 31.5 years.

- **39-Year Nonresidential Real Property**
  Nonresidential real property placed in service after May 12, 1993, has a recovery period of 39 years.

Depreciation Defaults

As stated earlier, the application sets defaults for the book information fields in all open depreciation books based on the entries in the Tax book. This section specifies which defaults the application sets for each book. After you finish entering information for the Tax book, press Tab to move to the next open book and the defaults will be set. If you want to change the defaults, you can override them for any asset by entering other data.

The application copies the ITC option from the Tax book to all other books; you cannot change it in the other books. The application also copies the date placed in service and the acquisition value from the Tax book to all other books, where you can override them.

If the tax book is closed when you add an asset, the application cannot set defaults in the other books. The only exception is the user books, for which you can specify a default depreciation method using the Book Defaults tab on the Edit Company dialog.

The Tax Book Defaults

As soon as you enter the property type and the service date, the application provides a default depreciation method, estimated life, and ADS life. These can be changed.

Help: Enter "Tax Book Defaults" in the Search tab of the Sage Fixed Assets Depreciation online Help system for additional information.

The User Book Defaults

Entries on the Book Defaults tab on the Edit Company dialog affect the defaults in the user books (Internal, Custom 1, and Custom 2). See Chapter 4, "Setting Up the Product." There you can specify the book that the user book should emulate or which depreciation method should be the default. If you do not specify these settings, the application does not emulate any book and defaults to the straight-line (SL) depreciation method.

The application determines the default settings for the book information fields as follows.

- **Business-Use Percentages and Their Effective Dates**
  If you chose a book to emulate on the Book Defaults tab on the Edit Company dialog, the application copies the default information from that book. If no book is to be emulated and if the user book's fiscal year-end date and short-year dates are the same as in the Tax book, the application copies the information from the Tax book. Otherwise, the application leaves the default of 100% business use.

- **Depreciation Method**
  By default, the application determines the depreciation method as follows:

  1. If you chose a book to emulate on the Book Defaults tab on the Edit Company dialog, the application copies the default depreciation method from that book.
  2. If you did not choose a book to emulate, the application uses the default depreciation method specified on the Book Defaults tab on the Edit Company dialog if it is valid for the asset's property type.
  3. If the default depreciation method is not valid for the property type, the application chooses the straight-line (SL) method if valid or the straight-line method with the same averaging convention as the method in the Tax book.

- **Estimated Life**
  By default, the application determines the estimated life as follows:

  1. If you chose a book to emulate on the Book Defaults tab on the Edit Company dialog, the application copies the default estimated life from that book.
  2. If you did not choose a book to emulate but did enter an ADS life for the asset, the application uses the ADS life from the Tax book as the default estimated life.

- **Section 179 or Bonus, Salvage Value, and Beginning Year-to-Date Depreciation**
  If you chose a book to emulate on the Book Defaults tab on the Edit Company dialog, the application copies the default information from that book. Otherwise, the application sets the value to zero.

The State Book Defaults

The application copies the book information field entries from the Tax book directly to the State book.

The AMT Book Defaults

The defaults for the AMT book are automatically displayed based on the Tax book entries according to Alternative Minimum Tax rules.

- **Business-Use Percentages and Their Effective Dates**
  For these fields, if the Tax book and the AMT book have the same fiscal year end and short years, the application copies the entries in the Tax book to the AMT book as the defaults. If not, the business-use percentage defaults to 100%.

- **Section 179 or Bonus**
  The application copies the Section 179 or bonus field entries from the Tax book.

- **Depreciation Method, Rate, and Estimated Life**
  The application sets the defaults for these fields as shown in the following table. This table is for assets placed in service before 1999.

Help: Enter "AMT Book Defaults" in the Search tab of the Sage Fixed Assets Depreciation online Help system for additional information and "AMT Depreciation Adjustment: Assets Placed in Service After 1998," page A-23.

AMT Depreciation Adjustment: Assets Placed in Service After 1998

Besides exempting qualifying small corporations from the Alternative Minimum Tax, the Taxpayer Relief Act of 1997 made two significant changes to the AMT depreciation Adjustment, effective for property placed in service after December 31, 1998:

- The AMT depreciation Adjustment is eliminated for property that is depreciated for regular tax purposes under the straight-line method.
- The recovery periods for calculating AMT depreciation on all other property will be the same as for regular tax purposes, which will decrease the amount of the AMT depreciation Adjustment.

There is no AMT adjustment for property taking the 168 Allowance. If a +168 depreciation method is selected for the Tax book, the same method and life defaults for the AMT book.

The ACE Book Defaults

The defaults for the ACE book are automatically displayed based on the Tax book entries, ADS life field, and the AMT book, if applicable, as needed to calculate Adjusted Current Earnings.

- **Default Depreciation Method**
  The default depreciation method in the ACE book for property placed in service after 1993 is NO. You can change the ACE book to emulate the AMT book default data for post-1993 property. On the Book Defaults tab of the New Company dialog or the Edit Company dialog, select the AMT: Post-1993 option in the Emulate Book field of the ACE column. Whether you accept the default of NO as the depreciation method in the ACE book or change the default to emulate the AMT book, the result is the same: a zero ACE Depreciation Adjustment amount for post-1993 property when you run the Form 4626 Worksheet. These are simply two different approaches with the same end result. See "Book Emulation for the ACE Book," page 4-18.

- **Business-Use Percentages and Their Effective Dates**
  For these fields, if the Tax book and the ACE book have the same fiscal year end and short years, the application copies the entries in the Tax book to the ACE book as the defaults. If not, the business-use percentage defaults to 100%.

- **Section 179 or Bonus**
  The application copies the Section 179 or bonus field entries from the Tax book.

- **Depreciation Method and Estimated Life**
  The application sets the defaults for these fields as shown in the following table.

Help: Enter "ACE Book Defaults" in the Search tab of the Sage Fixed Assets Depreciation online Help system for additional information.

Asset Disposals

A fixed asset may be disposed of voluntarily or involuntarily. The application categorizes five kinds of voluntary disposition: sale, abandonment, like-kind exchange, taxable exchange, and bulk disposal. Similarly, you can choose between two kinds of involuntary disposition: involuntary conversion and casualty. The application also provides a category for all other kinds of disposals. An asset can be disposed of completely or in part.

When you dispose of an asset, the application calculates the realized gain or loss as appropriate for the kind of disposition. The application has defaults for gain or loss recognition (shown in a later chart), which you can override. You can also override the calculated gain or loss amount.

The following text explains each of the available disposal methods, how the application determines an asset's gain or loss, and the gain or loss recognition defaults.

Disposal Methods

- **Sale**
  This is the default method on the Disposal tab. It applies to assets that you sell either for:
  - Cash
  - Cash and non-cash items (if not qualifying as an exchange)

  By default, when an asset is sold, the application recognizes gains and losses in all books.

- **Abandonment**
  An asset that is voluntarily scrapped because of obsolescence, lack of suitability, or other reasons is considered an abandonment. If the asset is abandoned before the end of its useful life, any basis that has not been depreciated becomes a loss that can be deducted in the current period. Insurance reimbursements or other proceeds reduce the amount of the loss and can result in a gain. By default, the application recognizes gains and losses on abandoned assets in all books.

- **Like-Kind Exchange: Pre-1/3/2000**
  A like-kind exchange occurs when an asset is exchanged for a similar asset, such as exchanging an old car for a new one. The exchange may also include the receipt of money or dissimilar property. Any resulting gain from a like-kind exchange is recognized only to the extent of cash proceeds (sometimes called "boot"). Any resulting loss should be recognized for tax purposes.

  In 2000, the IRS issued new guidelines concerning property received in a like-kind exchange. Use this disposal method for a like-kind exchange that occurred before 1/3/2000, and therefore does not require the use of the new guidelines.

- **Like-Kind Exchange: Post-1/2/2000**
  In 2000, the IRS issued new guidelines concerning property received in a like-kind exchange. Use this disposal method for a like-kind exchange that occurred after 1/2/2000, and therefore requires the use of the new guidelines. For more information, see "Like-Kind Exchanges and Involuntary Conversions After 1/2/2000," page 7-10.

- **Taxable Exchange**
  An exchange of dissimilar property, such as exchanging a car for land, is generally taxable and recognized in full. The exchange may also include the receipt of money. The gain or loss is calculated the same as for a sale.

- **Bulk Disposal**
  A bulk disposal occurs when you sell more than one asset for one selling price. When this occurs, the cash proceeds, any non-cash proceeds, and any selling expenses need to be prorated for the individual assets. This is done based on the percentage of the acquisition value of each asset selected over the total acquisition value of all the assets selected.

- **Casualty**
  When an asset is stolen or damaged by a sudden natural cause or vandalism, the disposal is a casualty. Casualties are often compensated for by insurance or other means, which may produce a taxable gain unless a similar asset is acquired for replacement. Casualty losses are generally tax deductible only in the tax year in which the casualty occurred or was discovered. For the user books, the gain or loss is recognized in the current period.

- **Involuntary Conversion: Pre-1/3/2000**
  When an asset is involuntarily retired due to breakdown, condemnation, or reasons other than casualty, classify the disposal as an involuntary conversion. An involuntary conversion may be compensated for by a condemnation award or other means, which may produce a taxable gain unless a similar asset is acquired for replacement. By default, the application does not recognize the gain or loss from an involuntary conversion except in the user books.

  In 2000, the IRS issued new guidelines concerning property received in an involuntary conversion. Use this disposal method for an involuntary conversion that occurred before 1/3/2000, and therefore does not require the use of the new guidelines.

- **Involuntary Conversion: Post-1/2/2000**
  In 2000, the IRS issued new guidelines concerning property received in an involuntary conversion. Use this disposal method for an involuntary conversion that occurred after 1/2/2000, and therefore requires the use of the new guidelines. For more information, see "Like-Kind Exchanges and Involuntary Conversions After 1/2/2000," page 7-10.

- **Other**
  If the asset was disposed of in a way not addressed by any of the other disposal methods, choose this method. By default, the application recognizes gains and losses from such assets in all books.

Gains and Losses

The application calculates the realized gain or loss amount for all disposed assets. You can decide whether to recognize the gain or loss. This section first describes the gain or loss calculation, then details the application defaults for recognizing gains and losses.

- **The Gain or Loss Calculation**
  Calculating the gain or loss on a disposed asset requires determining the net proceeds from the disposal and the asset's adjusted basis. The adjusted basis is then subtracted from the net proceeds to arrive at the net gain or loss.

  Net proceeds are calculated as:

	cash proceeds
plus	non-cash proceeds
minus	expenses of the sale

  Determining the asset's adjusted basis is more complex. Most of the components of the adjusted basis are described in "Depreciable Basis," page A-12. The others are explained after the gain or loss equation that follows.

  The adjusted basis for the gain or loss calculation equals:

	the asset's depreciable basis
plus	the ITC basis addback
plus	the Section 179 addback
plus	the salvage value if it was subtracted in determining the depreciable basis
minus	total accumulated depreciation through the disposal date

  - **The ITC Basis Addback**
    When you dispose of an asset before the end of its estimated life, you must recapture a prorated amount of the ITC. If you reduced the asset's basis for the original ITC, a percentage of that recaptured amount must be added back to the asset's basis.

The following table shows the percentages the application applies to the full ITC amount to determine the ITC recapture amount. The application uses the depreciation method and estimated life entered in the Tax book.

ITC Recapture Percentages					
	Depreciation Methods MF, MA, MT, MI, MR, AD, AA, AT, SA, ST, OC		All Other Methods		
Holding Period	≤ 3 Year Est. Life (%)	> 3 Year Est. Life (%)	3 to < 5 Year Est. Life (%)	5 to < 7 Year Est. Life (%)	≥ 7 Year Est. Life (%)
0	100	100	100	100	100.0
1	66	80	100	100	100.0
2	33	60	100	100	100.0
3	0	40	0	50	66.6
4	0	20	0	50	66.6
5	0	0	0	0	33.3
6	0	0	0	0	33.3

After determining the ITC recapture amount, the application multiplies the recapture amount by the rate used for computing the ITC. The result is the ITC basis addback amount.

ITC recapture amt. × *ITC basis reduct. factor* = *ITC basis addback*

- **The Section 179 Addback**

When a pre-1987 asset on which the Section 179 expense deduction has been taken is disposed of during either of the two taxable years following the acquisition year, all or part of the Section 179 expense must be added back to the asset's basis (that is, recaptured).

The calculation for the amount added back to the basis is:

Section 179 taken
– Depreciation on 179 amount
Section 179 addback

where the depreciation on the Section 179 is the amount of depreciation that would have been taken on the Section 179 amount had there been no Section 179 deduction.

- **Gain or Loss Recognition Defaults**
  The application determines the gain or loss recognition defaults according to the disposal method selected and the depreciation book. You can override the default when you dispose of the asset.

Gain or Loss Recognition Defaults		
Disposal Method (Code)	**Tax, State, AMT, and ACE Books**	**User Books**
Like-kind exchange (L)		
No cash	Do not recognize	Do not recognize
Cash included	Recognize to the extent of cash proceeds	Recognize to the extent of cash proceeds
Involuntary conversion (I)	Do not recognize	Recognize
All others	Recognize	Recognize

Appendix B
Multi-User Features

In this appendix:

Using the Database Utility B-1
Network Features B-2
Data Integrity B-4

In this appendix we discuss the features that are unique to Sage Fixed Assets Depreciation Network. We also discuss how the application handles the potential conflicts between two or more users who have access to the same database. For information on installing and starting the application, converting databases, and troubleshooting, see the applicable installation & administration guide. To access the installation & administration guide, see "Verifying Your Computer's Equipment," page 1-1.

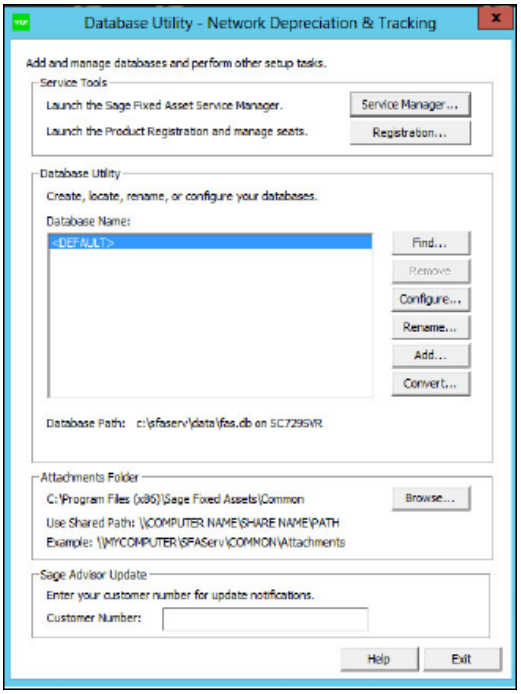
Using the Database Utility

You can use the Database Utility - Network Depreciation & Tracking to perform the following tasks:

- Launch the Sage Fixed Assets Service Manager.
- Register your product.
- Manage your databases.
- Specify the directory path of the folder containing the files of images attached to assets.

To launch the Database Utility

1. On the server machine, click the Start button on the Windows taskbar, and then select Programs (or All Programs) program group.
2. Select the Sage Fixed Assets program group.
3. Select the Tools program group.
4. Select the Database Utility - Network Depreciation & Tracking icon. The Database Utility - Network Depreciation & Tracking dialog appears.



For more information on using the Database Utility, see the applicable installation & administration guide. To access the installation & administration guide, see "Verifying Your Computer's Equipment," page 1-1.

Network Features

With the network version, you can also do the following:

- View a list of users in a company or database.
- Turn off network warning messages.
- View the login ID of the user who performed an action on an asset.

List Users in a Company or Database

You can quickly see a list of users who are currently logged into a company or database. The list of users in a company or database is available from:

- The menu bar, as explained in this section.
- Network conflict messages. For more information, see "Network Conflict Messages," page B-8.

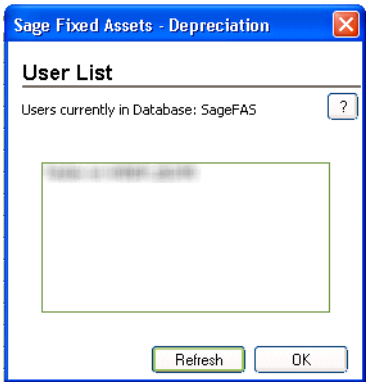
To see a list of users in the company you are logged in to

1. Select File/List Users/Company Users from the menu bar. The List Company Users dialog appears. The dialog lists the login IDs of all other users currently logged into the company.

To see a list of users in the database you are logged in to

1. Select File/List Users/Database Users from the menu bar. The List Database Users dialog appears. The dialog lists the login IDs of all other users currently logged into the database.

Completing the User List in Database Dialog



- **OK Button**
  When you click OK, the User List dialog closes.
- **Refresh Button**
  When you click the Refresh button, an updated list of users currently logged into the company or database appears.

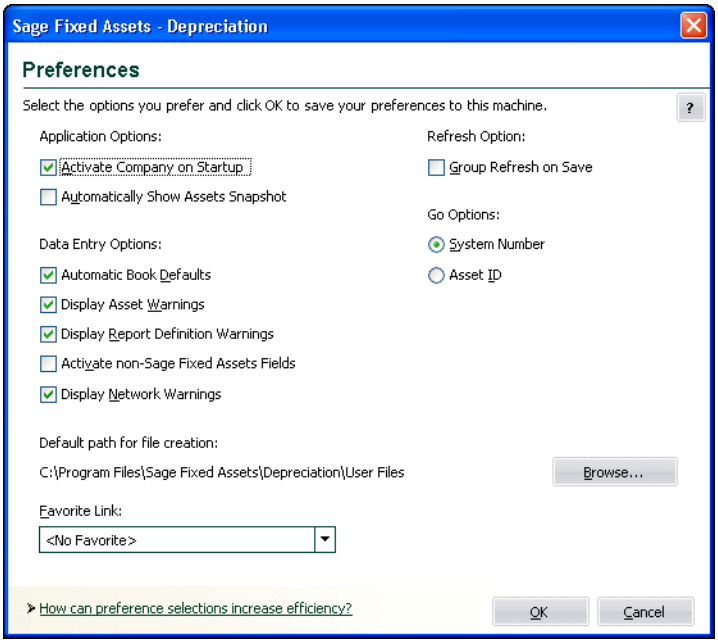
Turning Off Network Warning Messages

As you work in the network application, you may see network warning messages. The application displays these warning messages when you select a command that may affect other users. For example, when you attempt to delete an asset, the application displays a message that warns you, “Changes to this asset . . . may affect other users in this company.” For more information, see “Network Warning Messages,” page B-15.

As a default, the application displays warning messages. However, you can turn off network warning messages, and you can turn the messages on again.

To turn off network warning messages

1. Select File/Preferences from the menu bar. The Preferences dialog appears.



2. Clear the Display Network Warnings check box, and then click OK. For more information, see "Completing the Preferences Dialog," page 4-2.

Note: Each user sets preferences for his or her own workstation. Preferences on other workstations on the network are not affected.

Data Integrity

When you work in a network environment, many users have access to the data in the same database, allowing you to work more efficiently. For example, two or three users can enter assets in the same company at the same time.

However, having more than one user working in the same company at the same time can create conflicts. What if one user deletes an asset while another user is editing that asset's data? Or, what if one user starts calculating depreciation for a group of assets, and another user attempts to change the Acquisition Value of an asset in that group? Or, what if two users make different changes to the same asset?

The network versions of Sage Fixed Assets products contain four mechanisms that ensure the integrity of your data and resolve network conflicts.

- **Locks**—mechanisms within the application that protect the integrity of your data. For more information, see "Locks," page B-5.
- **Asset Modification Protection**—a mechanism that protects the first user who saves changes to asset information when two users are modifying the same asset. For more information, see "Asset Modification Protection," page B-8.

- **Network Conflict Messages**—messages the application displays on the computer screen that momentarily interrupt your operations, require you to wait while another user performs an operation, or inform you that an operation cannot be completed at this time. For more information, see "Network Conflict Messages," page B-8.
- **Network Warning Messages**—messages that remind you that the chosen operation may affect other users. For more information, see "Network Warning Messages," page B-15.

Locks

Locks allow you to perform operations without worrying that another user will change the data during the operation. There are several different types of locks:

- **Add/Delete Asset Lock**—Allows you to add, delete, or replicate assets. Another user cannot add or delete the locked assets or lock book data when you issue an add/delete asset lock. These locks usually last only a brief moment; see the footnote to the table in "What Other Locks Are Prevented When a Lock Is Asserted?," page B-7.
- **Book Lock**—Allows you to calculate and reset depreciation, or customize depreciation methods. When you lock a book, another user cannot add, delete, replicate, or modify asset information in the locked book, or lock the same book.
- **Company Lock**—Allows you to create, edit, copy, back up, or restore a company, import data into a company, export data from a company, merge companies, and extract assets from a company. When you lock a company, another user cannot open the company.
- **Database Lock**—Allows you to create or delete a database. When you lock a database, another user cannot open the locked database.
- **Edit Lock**—Allows you to modify batch or security information. The first user with Edit privileges to open system security dialogs obtains an edit lock, and all other users can read but not edit the system security information.
- **Image Lock**—Allows you to modify an image. When you lock an image, another user cannot modify the locked image. These locks usually last only a brief moment; see the footnote to the table in "What Other Locks Are Prevented When a Lock Is Asserted?," page B-7.
- **Read Lock**—Allows you to read batch or security information. When you issue a read lock, other users cannot change the information.
- **Update Asset Lock**—Allows you to modify asset information. When you issue an update asset lock, another user cannot add, replicate, or delete the locked asset, or lock book data. These locks usually last only a brief moment; see the footnote to the table in "What Other Locks Are Prevented When a Lock Is Asserted?," page B-7.
- **Write Lock**—Allows you to save changes to batch or security information. When you issue a write lock, other users cannot read the information.

Lock Types

This table summarizes the different types of locks, the consequences of invoking them, and the operations that cause them.

Lock Type	Description	What Operations Cause the Lock
Add/Delete Asset Lock	Allows lock holder to add, delete, or replicate assets; prevents other users from doing so. Preserves integrity of system numbering of assets.	Asset/Delete Asset Asset/Replicate Asset/Save (new) Asset/Delete Last Transaction (in destination company of the transaction) Transfers (saving asset) in the destination company
Book Lock	For a specified book, makes depreciation book-specific data read-write for lock holder, read-only for other users.	Customize/Depreciation Methods (for all books) Depreciation/Depreciate (for selected books) Depreciation/MACRS Convention Switch (for selected books) Depreciation/Period Close (for selected books) Depreciation/Reset Depreciation (for selected books)
Company Lock	Prevents any other users from opening company.	File/New Company File/Edit Company File/Company Utilities: Copy Company (for both company being created and company being copied) Backup Company Restore Company Custom Import Custom Export History/Purge History Extract Assets (in both source and destination companies) Merge Companies (in both source and destination companies)
Database Lock	Prevents any other users from opening database.	New Database Delete Database
Edit Lock (Batch)	Allows lock holder to edit batch information.	Customize/Batch Manager/Batch Reports (when editing information)
Edit Lock (Security)	Allows lock holder to edit security information.	File/Password Security (if you have privileges to modify data): Define Profiles Assign User Privileges Supervisor
Image Lock	Allows lock holder to modify company image information.	Customize/Image Manager (only while changes are being saved)
Read Lock (Batch)	Allows lock holder to read batch information.	Customize/Batch Manager/Batch Reports
Read Lock (Security)	Allows lock holder to read security information.	File/Password Security

Lock Type	Description	What Operations Cause the Lock
Update Asset Lock	Allows lock holder to modify existing specific asset data.	Asset/Save (existing) Asset/Delete Last Transaction (in the company in which transaction originated) Partial Disposals Transfers (when you save the original asset)
Write Lock (Batch)	Allows lock holder to save batch information.	Customize/Batch Manager/Batch Reports (when saving changes)
Write Lock (Security)	Allows lock holder to save security information.	File/Password Security (when saving changes)

What Other Locks Are Prevented When a Lock Is Asserted?

This table summarizes the locks that you cannot assert when other users assert the different types of locks.

When This Lock is Asserted	These Locks Cannot Be Asserted	Which Means
Add/Delete Asset Lock *	Add/Delete Asset Lock, Book Lock	When assets are being added** or deleted, no one else can add or delete assets or lock book data.
(Any) Book Lock	Add/Delete Asset Lock, Update Asset Lock, (same) Book Lock	When a book is locked, no one can add**, delete, or modify asset information, or lock the same book.
Company Lock	Any other company activity	Cannot open a company if someone else has locked it.
Edit Lock	Edit or Write Lock	When a user is modifying batch or security information, other users cannot modify it.
Image Lock *	Image Lock	Only one user can modify image information for a company at a time.
Read Lock	Write Lock	When a user is reading batch or security information, another user cannot save changes to the information.
Update Asset Lock *	Book Lock, Add/Delete Asset Lock	When someone is updating asset information, no one else can lock a book, or add** or delete assets (definitely want to prevent asset deletion).
Write Lock	Read Lock	When a user is saving changes to batch or security information, another user cannot read the information.

* This assumes that add/delete, update and image locks will not be held for very long. When one user cannot obtain a lock because one of these locks is asserted, the application waits briefly and tries again repeatedly (rather than immediately reporting a conflict). If the application still cannot obtain a lock after retrying for two seconds or so, it displays a Waiting message, then retries until successful or the user clicks Cancel. The text in the message says, “Waiting while [USER] is modifying asset (or image) information. Pressing Cancel will terminate this operation.”

** Adding assets includes asset replication.

Asset Modification Protection

When two users are modifying asset data for the same asset at the same time, the application protects the changes of the first user who saves his or her changes.

For example, suppose User Alice selects Asset No. 151 and enters "Company Auto" in the Description field, but she has not yet saved the asset. User Bob selects Asset No. 151 and types "Company Car" in the Description field. Whose changes does the application preserve? Answer: The user who saves the asset first. Suppose User Alice saves the asset first. When User Bob saves the asset, the application displays a message indicating his changes were not saved. The application protects User Alice from losing the changes she made.

Note: Both User Alice and User Bob can click the Refresh button to see the most current version of the asset. If User Bob clicks the Refresh button after User Alice saves the asset, he sees User Alice's changes.

Network Conflict Messages

As you work in the application, you may see network conflict messages on your computer screen. These messages are similar, but there are three different types of network conflict messages:

- **Operation Interruption Messages—**These messages appear when the application will not allow you to continue the operation you chose because that operation conflicts with another user's operation. (The other user issued a lock, which prevents your operation.) For more information, see "Operation Interruption Messages," page B-9.
- **Retry Messages—**These messages appear when another user is copying, backing up, restoring, merging, or extracting assets from a company. The application allows you to continue when you click the Retry button if the other user is finished copying, backing up, or restoring the company. For more information, see "Retry Messages," page B-13.
- **Waiting Messages—**These messages appear when another user is adding, deleting, or replicating assets. You need to wait for only a few seconds, then the application allows you to continue. When the other user finishes adding, deleting, or replicating assets, the message disappears. For more information, see "Waiting Messages," page B-14.

Operation Interruption Messages

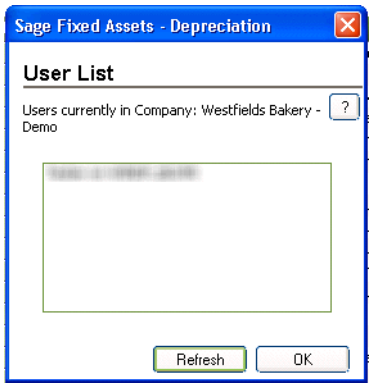
Operation Interruption messages appear when the application prevents you from choosing an option because that choice could adversely affect another user. These messages protect you or the other user from doing something that could harm your data. For example, if you attempt to delete a company when another user is working in that company, the application displays a Network Conflict—Operation Interruption message.

When the application displays an operation interruption message, it prevents you from completing an operation because that operation conflicts with another user's operation. You have two options when the application displays an operation interruption message:

- You can avoid the conflict and go on to another activity.
- You can resolve the conflict by looking at a list of users who are working in the same company in which you are working, then asking them to exit from the company.

Completing the Network Conflict—Operation Interruption Message

- **OK Button**
  When you click OK, the application closes the Network Conflict—Operation Interruption message. The application redisplays the dialog that was open before the conflict occurred.
- **List Users Button**
  When you click the List Users button, the application displays a User List dialog, similar to the one shown below. This dialog lists the network login IDs of the users who are logged into the company in which you are working.



In our example, in which you attempted to delete a company, the User List dialog displays a list of users who are logged into the company you tried to delete. You can then ask these users to exit from the company so that you can delete it.

Completing the User List in Company Dialog

- **OK Button**
  When you click OK, the application closes the User List dialog. Then, it redisplays the Network Conflict dialog.
- **Refresh Button**
  When you click the Refresh button, the application displays an updated list of users currently logged into the company. In our example, if you click the Refresh button after the other users exit from the company, the application displays a User List dialog that shows there are no other users currently working in the company.

Understanding Operation Interruption Messages

The application displays an operation interruption message under the circumstances listed below. Following the list are sections that discuss each circumstance in more detail.

- Another user is working in the company in which you are working. See "Another User in Company," page B-10.
- Another user modified asset data during the operation you chose. See "Another User Modified Data," page B-11.
- Another user is working in the database in which you are working. See "Another User in Database," page B-12.
- Another user locked the book in which you are attempting to work. See "Books Are Locked," page B-12.
- The application cannot find the company you have selected. See "Company Cannot be Found," page B-12.
- Another user locked the company that you are attempting to open. See "Company Is Locked," page B-12.
- The application cannot find the database you have selected. See "Database Cannot Be Found," page B-12.
- The application has lost its connection to the database you have selected. See "Database Engine Not Available," page B-13 and "Connection to Database is Lost," page B-13.
- Another user locked the database that you are attempting to open. See "Database Is Locked," page B-13.
- Another user deleted the asset, group, or template with which you were working. See "Deletions," page B-13.
- The print file you have selected is not available. See "Print File Unavailable," page B-13.

Another User in Company

The application displays a conflict message when another user is working in the same company in which you are working and you choose one of the following options.

- **Back Up Company**—You cannot back up a company when another user is working in that company.
- **Copy Company**—You cannot copy from or to a company when another user is working in that company.
- **Delete Company**—You cannot delete a company when another user is working in that company.
- **Edit Company**—You cannot save changes to a company when another user is working in that company.
- **Export Data**—You cannot export information from a company when another user is working in that company.
- **Extract Assets**—You cannot extract assets from a company if another user is working in either the source or destination company.
- **Import Data**—You cannot import information into an existing company when another user is working in that company.

- **Merge Company—**You cannot merge a company if another user is working in any of the source companies.
- **Restore Company—**You cannot restore a company when another user is working in that company.

Another User Modified Data

When two users are making changes to the same asset at the same time, the application protects the changes of the first user who saves his or her changes. See "Asset Modification Protection," page B-8.

Note: If you receive a conflict message that indicates another user has modified data, you can click OK on the message, and then click the Refresh button. This ensures you are working on the most current version of the asset.

The application displays a conflict message when you attempt to choose any of the following options while another user is modifying asset data that would be affected by your operation.

- **Asset Detail—**When you work in Asset Detail while another user is modifying an asset affected by your work, the application displays a conflict message indicating the Save command did not execute.
- **Asset Disposal Dialog—**When you work in the Asset Disposal dialog while another user is modifying data affected by your work, the application displays a conflict message indicating the Save command did not execute.
- **Asset Transfer Dialog—**When you work in the Asset Transfer dialog while another user is modifying data affected by your work, the application displays a conflict message indicating the Save command did not execute.
- **Batch Manager—**When you attempt to save a batch name while another user is editing that batch or creating a batch with an identical name, the application displays a conflict message indicating the Save command did not execute.
- **Bulk Disposal—**When you attempt to perform a bulk disposal while another user is modifying data pertaining to an asset affected by the disposal command, the application displays a conflict message indicating the Bulk Disposal command did not execute.
- **Delete—**When you attempt to delete an asset while another user is modifying data pertaining to that asset, the application displays a conflict message indicating the Delete command did not execute.
- **Group Manager—**When you attempt to save a group name while another user is editing that group or creating a group with an identical name, the application displays a conflict message indicating the Save command did not execute.
- **Inactivate—**When you attempt to inactivate an asset while another user is modifying data pertaining to that asset, the application displays a conflict message indicating the Inactivate command did not execute.
- **Reactivate—**When you attempt to reactivate an asset while another user is modifying data pertaining to that asset, the application displays a conflict message indicating the Reactivate command did not execute.
- **Replace—**When you attempt to replace a field in an asset while another user is modifying information pertaining to that asset, the application displays a message indicating the Replace command did not execute and your changes were not saved.

- **Save—**When another user has modified an asset and saved the changes before you attempt to save your changes to the same asset, the application displays a conflict message indicating the Save command did not execute because another user modified data during the operation. After you click OK on the Network Conflict—Operation Interruption message, the application displays a refreshed view that includes the other user's changes.

Another User in Database

You cannot delete a database when another user is accessing data from that database.

Books Are Locked

If you attempt to work in a specific book (for example, change asset information for that book) and another user has already begun to calculate depreciation for that book, the application displays a message indicating you cannot continue because the book is locked. When a book is locked, you cannot perform any of the following operations in the locked book:

- Add an asset
- Delete an asset
- Replicate an asset
- Modify asset information
- Delete last transaction
- Depreciate/period close
- MACRS convention switch
- Reset depreciation
- Run the Depreciation on Replacement Value report
- Run the Interest on Replacement Value report

For more information on locks, see "Locks," page B-5.

Company Cannot be Found

If you attempt to open a company after another user has deleted the company, the application displays a message indicating it cannot find the company.

Company Is Locked

The application displays a message indicating the company is locked if you attempt to open a company when another user is performing one of the following operations:

- Copying, backing up, restoring, or purging asset history from the company.
- Importing information into the company.
- Merging the company.
- Exporting information from the company.
- Extracting assets from the company.

Database Cannot Be Found

If you attempt to open a database after another user has deleted the database, the system displays a message indicating it cannot find the database.

Database Engine Not Available

If you attempt to open a database after the application has lost its connection to the database, the application displays a message indicating the database engine is not available. This situation may occur when another user is operating a computer that is both a database server and a workstation. If that user turns the computer off, all other workstations lose their connections to the server. The solution may be as simple as turning on that computer and starting the server.

Connection to Database is Lost

If the server malfunctions and is unable to complete a critical process, such as importing data or calculating depreciation, the application performs a "database rollback." In a database rollback, the application restores the database to the values existing before the attempted process. The purpose of the rollback is to protect data integrity.

The application displays a message on the server indicating it is rolling back the database, but the application does not display this message on your monitor. If you attempt to restart the network version of an application during a database rollback, the application displays the splash screen (initial dialog) until the application completes the rollback. The rollback can take from a few seconds to several minutes, depending on the size of the database.

Database Is Locked

If you attempt to open a database while another user is deleting that database, or another user is creating the database but the application has not completed its creation, the application displays a message indicating the database is locked. For more information, see the discussion on locks earlier in this appendix.

Deletions

Asset Deleted—When you attempt to save an asset after another user has deleted the asset with the same system number, the application displays a conflict message indicating the Save command did not execute. When you click OK on the Network Conflict— Operation Interruption message, the application displays a refreshed view, and the deleted asset's system number is no longer available.

Group Deleted—When you attempt to select a group that has been deleted, the application displays a conflict message indicating the group has been deleted and asking you to select another group.

Template Deleted—When you attempt to apply a template that has been deleted, the application displays a conflict message indicating the template has been deleted and asking you to select another template.

Print File Unavailable

If more than one user tries to print a report to the same file, the application displays a message indicating the file is not available.

Retry Messages

Retry messages appear when another user is copying, backing up, restoring, merging, extracting assets, or purging asset history from the same company in which you are working. When the other user performs one of those operations, the application "locks" the company to maintain data integrity. For more information, see "Locks," page B-5.

The application allows you to complete the command you chose after the other user finishes copying, backing up, restoring, merging, extracting assets, or purging asset history from the company. When you select File/Open Company while another user is copying, backing up, restoring, merging, or extracting assets from a company, the application displays a Network Conflict—Retry message.

Note that the name of the user who is copying, backing up, restoring, merging, or extracting assets from the company automatically appears in the Network Conflict—Retry message. Therefore, there is no List User button on this message. Only one user's name appears in this Network Conflict—Retry message, because only one user can hold a company lock at one time.

Completing the Network Conflict—Retry Message

- **Retry Button**
  When you click this button, the application continues the operation you chose when it displayed the Network Conflict—Retry message. If the other user has finished copying, backing up, restoring, merging, extracting assets, or purging asset history from the company, the application allows you to continue. If the other user has not finished, the Network Conflict—Retry message remains on the monitor.
- **Cancel Button**
  When you click this button, the application closes the Network Conflict—Retry message, then redisplays the previous dialog.

Understanding Retry Messages

The application displays a Network Conflict—Retry message when you attempt to open a company or a database and another user is performing one of the following operations:

- Deleting the company
- Copying the company
- Backing up the company
- Restoring the company
- Importing information into the company
- Exporting information from the company
- Merging the company
- Extracting assets from the company
- Purging asset history from the company
- Deleting the database
- Creating the database

Waiting Messages

Sometimes the application does not execute your command immediately because another user is adding, deleting, or replicating assets. In this case, the application displays a waiting message. If you wait for the other user to finish the activity, the application executes your command.

For example, if you attempt to add a new asset when another user is also adding a new asset to the same company, the application cannot assign a system number to your asset until it has assigned a number to the other user's asset. The application displays a Network Conflict—Waiting message, while the other user is adding or deleting assets.

When the application displays a waiting message, you have two choices: you can wait until the message disappears, or you can exit from the Network Conflict—Waiting message by clicking the Cancel button.

The application displays a waiting message when another user is performing a brief operation that momentarily does not allow you to continue. If you wait a few seconds until the other user finishes the operation, the application closes the Network Conflict—Waiting message and completes the operation you chose.

Completing the Network Conflict—Waiting Message

- **Cancel Button**
  When you click the Cancel button, the application closes the Network Conflict—Waiting message and redisplays the previous menu.

Notice that Network Conflict—Waiting messages do not have List Users buttons. You do not need one since only one user created the conflict and the application names that user in the Network Conflict—Waiting message.

Understanding Waiting Messages

When you and another user are working in the same company, the application displays a waiting message in the circumstances described below.

Another User Creating an Asset

When another user is creating a new asset and you attempt to add, delete, or replicate an asset, or you attempt to lock a book, the application displays a waiting message.

Another User Deleting an Asset

When another user deletes an asset (using either the Delete Asset command or the Delete Last Transaction command) and you attempt to add, replicate, or delete another asset, or lock a book, the application displays a waiting message.

Another User Replicating an Asset

When another user replicates an asset and you attempt to add, replicate, or delete another asset, or lock a book, the application displays a waiting message.

Another User Transferring an Asset

When another user is transferring an asset into a company, the application displays a waiting message while it creates the asset.

Network Warning Messages

The application displays network warning messages to remind you that the option you just chose may affect other users. Unlike network conflict messages, the application allows you to continue when it displays a warning message. For example, when you select Depreciation/Depreciate from the menu bar, the application displays a Network Warning message.

This warning message reminds you that while you are calculating depreciation, other users cannot make any changes to asset information.

You can select File/Preferences from the menu bar to turn off warning messages. To do this, see "Turning Off Network Warning Messages," page B-3.

When the application displays a network warning message, you have three options:

- You can accept the warning and proceed with the option you chose when you received the message.
- You can exit from the Network Warning message and choose a different option.
- You can view a list of other users who will be affected if you proceed with the option you chose. This feature enables you to notify other users that you intend to perform an operation that may affect them, such as depreciate a company's assets.

Completing the Network Warning Dialog

- **OK Button**
  Click this button to accept the warning and proceed with the option you chose when the application displayed the message.
- **Cancel Button**
  When you click this button, the application closes the warning message, and then redisplays the current view of assets, either Asset List or the Asset Detail view.
- **List Users Button**
  When you click this button, the application displays the User List dialog. This dialog lists the logon IDs of the users who are logged in to the same company in which you are working. For more information, see "Completing the User List in Company Dialog," page B-9.

Understanding Network Warning Messages

There are two types of network warning messages. One type warns you about changes to assets or groups; the other type warns you about performing certain activities.

Changes to Assets or Groups

The first type of warning message cautions you that changes to an asset or group may affect other users in the company in which you are working. The application displays a warning message when you select any of the following items from the menu bar:

- Asset/Delete Asset
- Asset/Bulk Disposal
- Asset/Bulk Transfer
- Asset/Delete Last Transaction
- Customize/Depreciation Methods
- Customize/Group Manager

Activity Restricts Other Users

The second type of warning message warns you that the option you chose restricts other users from performing certain tasks. The application displays a message when you select any one of the following items from the menu bar:

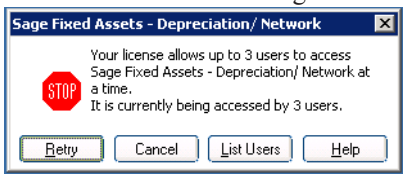
- Depreciation/Depreciate
- Depreciation/Reset Depreciation
- Depreciation/MACRS Convention Switch
- Depreciation/Period Close
- File/Password Security

Network Conflict—License Limit Messages

Your license agreement with Sage limits the number of users who can have access to the application at one time. For example, if you purchased a three-seat license, the application does not allow more than three users to operate the application at the same time. If three users are working in the

application, and another user attempts to open the application, the application displays a Network Conflict—License Limit message.

Note: Licenses between Sage Fixed Assets Depreciation and Sage Fixed Assets Tracking cannot be



transferred or combined. For example, if you have a 3-seat Sage Fixed Assets Tracking license and a 5-seat Sage Fixed Assets Depreciation license, only 3 users can use Sage Fixed Assets Tracking and 5 can use Sage Fixed Assets Depreciation. If only 4 users are in Sage Fixed Assets Depreciation, Sage Fixed Assets Tracking is still limited to 3 users.

Completing the Network Conflict—License Limit Message

- **Retry Button**
  When you click this button, the system attempts again to open the application. If the number of users using the application does not exceed the number permitted by the license agreement, the application opens; otherwise, the Network Conflict—License Limit message remains on the monitor.

- **Cancel Button**
  When you click this button, the Network Conflict—License Limit message is closed, and then a message indicates the application cannot be initialized.

- **List Users Button**
  When you click this button, the application displays the User List dialog. This dialog lists the logon IDs of the users who are logged in to the database you are attempting to open. For more information, see "Completing the User List in Company Dialog," page B-9.

Appendix C
Custom Import Helper

In this appendix:

Importing Critical Depreciation Fields C-1
Setting Import Security C-2
Setting Asset Warning Preference C-2
Importing Asset Data C-2
List of Importable Fields C-12
Field Specifications C-14

The Custom Import Helper guides you through the process of importing asset data from other sources into your application. When importing data, you can add the assets into a new or existing company. You can import assets to update existing assets, or you can import them as new assets.

When you import data as new assets, you can import both general information and book information fields. When you import data to update existing assets, you can import only general information fields. For more information, see "Completing the General Information Fields," page 6-3 and "Completing the Book Information Fields," page 6-5.

Custom Import Helper File Types

Using the Custom Import Helper you can import data from the following sources:

- ASCII files (comma delimited)
- Excel Spreadsheet files (Microsoft Excel 97 and later)

Importing Critical Depreciation Fields

Each asset contains five fields that are critical to your depreciation calculations. You can import these fields into each of the seven depreciation books. If you choose to import one of these fields for a book, you must import all of them for that book. However, you must import critical fields into at least one book. You are not required to import all seven books. The five critical fields are listed below.

- Property Type
- Placed-in-Service Date
- Acquisition Value
- Depreciation Method
- Estimated Life

Note: Declining balance methods require a depreciation percentage in addition to the depreciation method. These depreciation methods are MF, MA, MT, MI, MR, DC, DE, DI, DB, DD, and DH.

Note: The "Plus 168" depreciation methods require a value in the 168 Allowance % field. If you use depreciation method MA, MR, SB, or AA, then a value of 30, 50, or 100 must appear in the 168 Allowance % field.

Setting Import Security

The security supervisor can set system security to allow or disallow specific users from importing data into the application. The security supervisor assigns security for Custom Import Helper in the system-level security feature by assigning access to the Custom Import menu heading. Therefore, users denied access to Custom Import Helper will not be able to use any other functions listed under the Custom Import menu heading, because all import functions are controlled by the same security option. Likewise, any user with access to Custom Import Helper will have access to any other function listed under the Custom Import menu heading. For information on setting system security, see "Setting User Security," page 2-6.

Setting Asset Warning Preference

The Custom Import Helper reports two types of messages when validating or importing a data file. Error messages indicate invalid information in your data file, and will always be displayed. Warning messages indicate data inconsistent with depreciation concepts and rules. The application does not import an asset if the Import Exceptions report displays an error message for that asset. However, the application does import an asset if the report displays a warning message for that asset.

To turn on or turn off the display of asset warnings on the Import Exceptions report

1. Select File/Preferences from the menu bar. The Preferences dialog appears.
2. Select the Display Asset Warnings check box to display asset warnings. Clear the check box to turn off the display of asset warnings.

Note that if you clear the Display Asset Warnings check box, you will not see any warning messages when adding or changing assets.

Importing Asset Data

When using the Custom Import Helper to import data, you create a map that correctly links the field data from your originating source file to the fields in the application. The Custom Import Helper guides you through this entire process. The order of the data within the source file is not important; however, you may need to convert some of your data to the correct Sage Fixed Assets Depreciation format. For more information on preparing your data for import, see "List of Importable Fields," page C-12, and "Field Specifications," page C-14.

You can use the Custom Import Helper to import assets to update existing asset data, or you can import them as new assets. When you import data as new assets, you can import both general

information and book information fields. When you import data to update existing assets, you can import only general information fields.

Navigating the Custom Import Helper

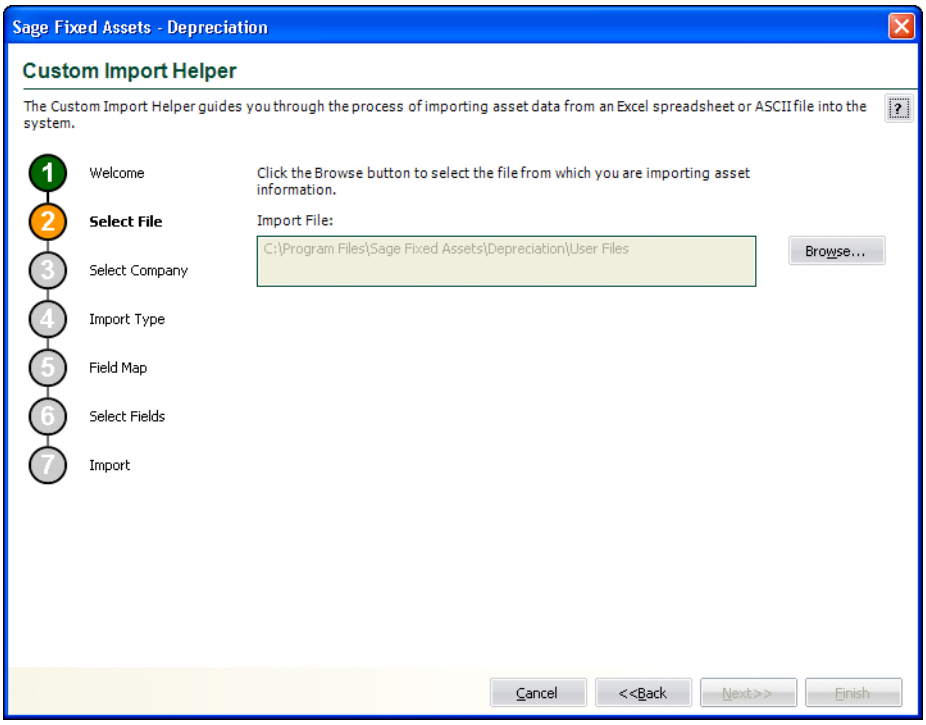
The guidelines below explain the navigation buttons common to all Custom Import Helper dialogs.

- **Help Button**
  Accesses the online Help.
- **Cancel Button**
  Cancels the current import and returns you to the main application window.
- **Back Button**
  Returns to the previous Custom Import Helper dialog.
- **Next Button**
  Accepts the entries in the current Custom Import Helper dialog and display the next dialog.
- **Finish Button**
  Begins the import process.

Before you begin the steps outlined below, you must close any currently open company.

To import asset data

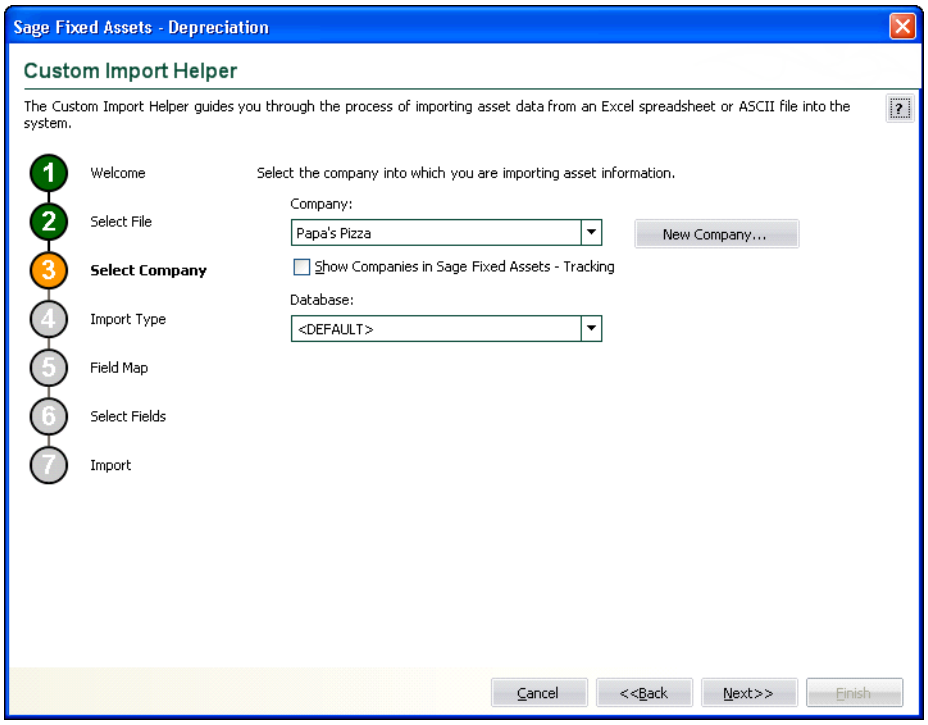
1. Select File/Company Utilities/Custom Import from the menu bar. The Custom Import Helper - Welcome dialog appears.
2. Click the Next button to continue with the import process. The Custom Import Helper - Select File dialog appears.



Follow the guidelines below to complete the Custom Import Helper - Select File dialog.

- **Import File**
  This box displays the importable files found in the specified location. Select the source file containing the data you want to import.
- **Browse Button**
  Click this button to locate the file containing the data that you want to import.

3. Click the Next button. The Custom Import Helper - Select Company dialog appears.



This dialog allows you to specify the company into which you want the asset data imported. Follow the guidelines below to complete the Custom Import Helper - Select Company dialog.

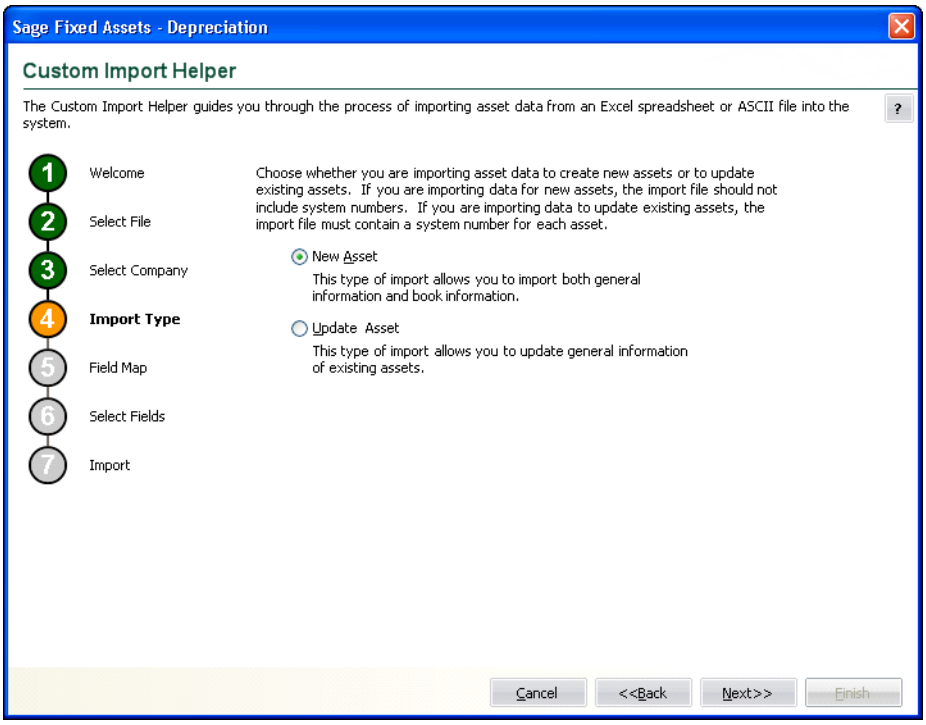
- **Company**
  Click the down arrow to display a list of available companies. Select the company into which you want to import the asset data.

  - **Show Companies in Sage Fixed Assets Tracking**
    Select this check box if you want the Company field to display companies created in Sage Fixed Assets Tracking and not yet opened in Sage Fixed Assets Depreciation.

- **New Company Button**
  Click this button to display a dialog that allows you to create a new company. If you decide to create a new company at this time, follow the instructions in "Creating a New Company," page 4-5.

- **Database**
  Click the down arrow to display a list of databases where your Sage Fixed Assets companies are stored. Select the database containing the company into which you want to import the asset data.

4. Click the Next button. The Custom Import Helper - Import Type dialog appears.

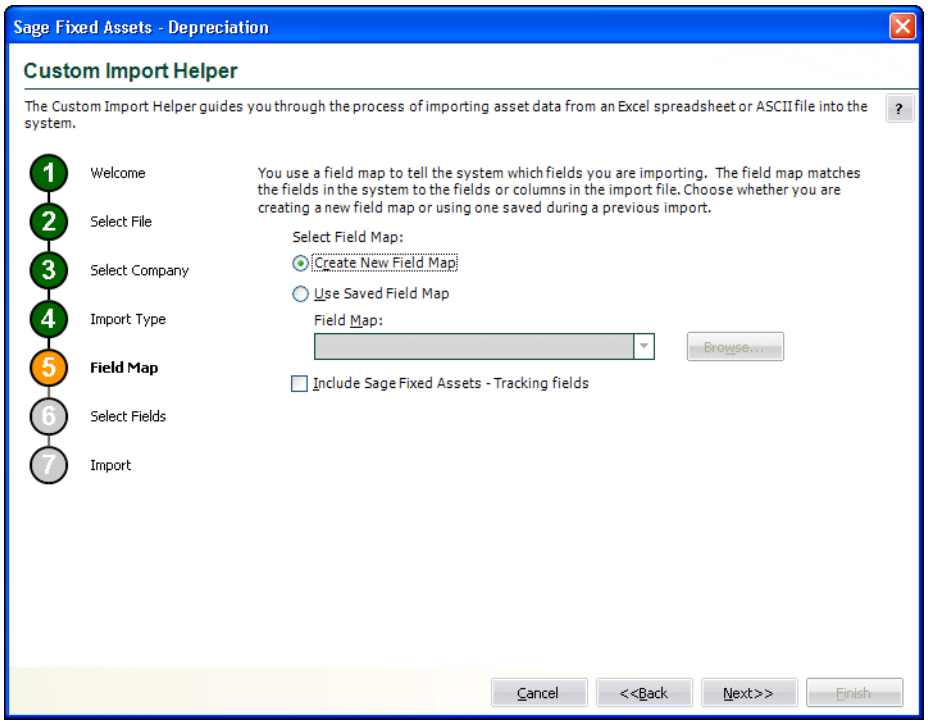


Follow the guidelines below to complete the Custom Import Helper - Import Type dialog.

- **New Asset**
  Click this option button if you are importing data for new assets. If you select this option, the import file should not include system numbers. You can import both general information and book information fields.

- **Update Asset**
  Click this option button if you are importing data to update existing assets. If you select this option, the import file must contain a system number for each asset. You can import only general information fields.

5. Click the Next button. The Custom Import Helper - Field Map dialog appears.



A Field Map correctly links the data fields from your originating source to the fields in the application. Follow the guidelines below to complete the Custom Import Helper - Field Map dialog.

- **Select Field Map**
  Select one of the available field map options.

  - **Create New Field Map**
    Click this option button if you want to create a new field map. When you click the Next button, you'll create the map on the Custom Import Helper - Select Fields dialog.

  - **Use Saved Field Map**
    Click this option button if you want to use a pre-existing field map. When you click the Next button, the Custom Import Helper - Select Fields dialog is completed using the pre-existing map.

  - **Field Map**
    Click the down arrow to reveal a list of pre-existing field maps. Use the Browse button to specify the location of the pre-existing field map. Select the appropriate field map from the list.

  - **Include Sage Fixed Assets Tracking Fields**
    Select this check box if you own Sage Fixed Assets Tracking and want to include fields used by Sage Fixed Assets Tracking in the import. If you select this check box, your Sage Fixed Assets Tracking fields will be available when you are creating a field map.

6. Click the Next button. The Custom Import Helper - Select Fields dialog appears.

   This dialog allows you to map the columns in the file you are importing to the fields in the application. This is an essential step to importing data into the application. The File Display box displays the file you are importing in a spreadsheet format. You match up the columns in that spreadsheet format to the fields in the application. You do not have to map all of the columns in

your source file to the fields in the application. Follow the guidelines below to complete the Custom Import Helper - Select Fields dialog.

- **Columns**
  Select the column you want to map to the application field. The File Display box displays the column data as it appears in the file you are importing.

- **Field Category**
  Select the type of fields you want displayed in the Available Fields list. This option allows you to limit the number of fields in the list so you don't have to scroll through them all.

  - **All Fields**
    Select this category to display all available fields.

  - **Book Fields**
    Select this category to display only fields that pertain to the book information fields in the application.

  - **Critical Fields**
    Select this category to display only the fields that are critical to calculating depreciation.

  - **General Info Fields**
    Select this category to display only the fields that contain general information about an asset, such as its location, but do not affect the asset's depreciation calculations.

  - **Disposal Fields**
    Select this category to display only fields that pertain to asset disposals.

  - **Tracking Fields**
    Select this category to display only the fields that are unique to Sage Fixed Assets Tracking. This category appears only if you have selected the Include Sage Fixed Assets Tracking Fields check box on the previous Custom Import Helper - Field Map dialog.

- **Available Fields**
  After you've selected the column you want to map from the Columns list, select the Sage Fixed Assets system field you want to map to that column. You can select multiple fields from this list in order to map the data in a column to multiple Sage Fixed Assets system fields. For example, the placed-in-service date might appear only once in your source file, but you can map it to the Placed-in-Service field in all seven books. Once you've mapped a field to a column, the field no longer appears in the Available Fields list.

- **Field Mapping**
  This list box displays a list of the fields you've added to the map.

- **File Display**
  This box displays the column data as it appears in the file you are importing. This is where you view the data to decide which column you want to map to the application field.

- **Begin Import at Row**
  Type the row number of the file you are importing that you want the application to start importing from. This option allows you to view header rows from your source file in the File Display box without importing them.

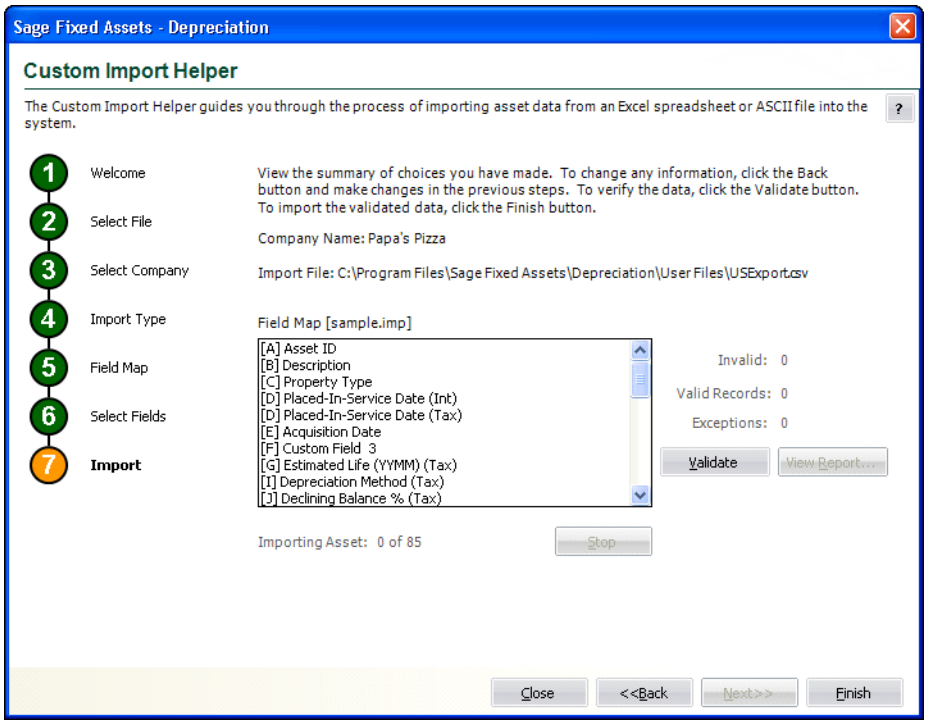
- **>> (Add Button)**
  Click this button to add the selected fields to the map file.

- **<< (Remove Button)**
  Click this button to remove the selected fields from the map file.

- **Print Map Button**
  Click this button to send the map you have created to the default printer.

- **Save Map Button**
  Click this button to display a dialog that allows you to save the map you've created. For more information, see "Completing the Save As Dialog (Custom Import Helper)," page C-11, and "Sample Import Field Map Report," page C-11.

7. Click the Next button. The Custom Import Helper - Import dialog appears.



Follow the guidelines below to understand the Custom Import Helper - Import dialog and to run an Import Exceptions report.

- **Company Name**
  This field displays the name of the company into which you are importing the file.

- **Import File**
  This field displays the directory path and name of the file you are importing.

- **Field Map**
  This field displays the name of the selected field map (in brackets). The list below contains the names of all the fields included in the field map.

- **Invalid**
  After you've clicked the Validate button, this field displays the number of invalid records in the data you are importing.

- **Valid Records**
  After you've clicked the Validate button, this field displays the number of valid records in the data you are importing.

- **Exceptions**
  After you've clicked the Validate button, this field displays the number of individual exceptions in the data you are importing. An exception is an error or warning in the data

you are importing. Each record can have numerous exceptions. The Import Exceptions report details these errors.

- **Validate Button**
  Click this button to validate the data in the source file you are importing.
- **View Report Button**
  Click this button to display the Import Exceptions report in the report viewer. The Import Exceptions report provides information about invalid records and their trouble spots. See "Sample Import Exceptions Report," page C-11.
- **Stop Button**
  Click this button to stop the import process.
- **Finish Button**
  Click this button to import the data into the Sage Fixed Assets application. Custom Import Helper imports only valid records. You can validate the data and view an Import Exceptions report prior to importing.

8. Review the data on the Custom Import Helper - Import dialog prior to completing the import. This ensures the accuracy of your data.

Note: You cannot have the spreadsheet open while you are validating data in the Custom Import Helper.

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9. Click the Validate button to validate the data of the source file before importing. The application determines whether the data in the originating source file is valid and then displays the number of valid and invalid records. You can also run an Import Exceptions report from this dialog. An Import Exceptions report indicates incompatible or invalid records in the file you are importing. It also indicates the reason the record is invalid.
10. If desired, click the View Report button to view the Import Exceptions report, and then click the Close button. If the application finds invalid fields in the import file, this report explains why the fields are invalid. If you choose to run the report at this time, the application displays the report in a report viewer, where you can then print the report or save it in a file. You must close the report viewer in order to return to the import function. See "Sample Import Exceptions Report," page C-11.
11. Correct any errors in your data (you can click the Back button to move backwards through the dialogs).
12. Click the Finish button. The application imports only valid data from the source file and displays a completion message, when finished with the import.

Note: Avoid importing valid records twice. The application imports valid records, but it does not import invalid records. If some records in your data file are invalid, you can correct the data file and reimport the records that were invalid. Make sure you import only the records that contained errors, and do not reimport the records that were valid more than once.

---

13. To exit from the Custom Import Helper - Import dialog, do any one of the following:
    - Press ALT+F4.
    - Click the Close button.

Completing the Save As Dialog (Custom Import Helper)

The Save As dialog appears when you click the Save Map button on the Custom Import Helper - Select Fields dialog. Follow the guidelines below to complete this dialog.

- **Save In**
  Specify a storage location for the file you are creating.
- **File Name**
  Specify a name for the file you are creating.
- **Save as Type**
  The application selects the IMP file as a default.

Sample Import Field Map Report

Below is an example of an Import Field Map report. The report displays the connections you mapped from the columns in your source file to the fields in the application.

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Unnamed Map
Import Field Map

Field Map Path:

Column	Asset Field
A	Property Type
B	Placed-In-Service Date (Tax)
C	Acquisition Value (Tax)
D	Depreciation Method (Tax)
E	Declining Balance % (Tax)
F	Estimated Life (YYMM) (Tax)

Sample Import Exceptions Report

Below is an example of an Import Exceptions report. The report specifies where problems exist in your source file data, and explains the nature of the problems, if possible.

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Sample Company 2
Import Exceptions Report

Import File: C:\Users\Tester\Desktop\Mary Import File.csv
Field Map: mary field map.imp

Line Number	Exceptions
2	Error: Invalid Property Type in column A
2	Error: Unable to convert column B to a date.
3	Error: Unable to convert column B to a date.
3	Error: Critical field 'Acquisition Value (Tax)' cannot be blank.
4	Error: Unable to convert column B to a date.

List of Importable Fields

The following table contains the list of fields available for mapping with Custom Import Helper. For each field, the table provides the name and the required format. Some fields require a particular code that is specified by the application. These fields are noted with an asterisk in front of the field name. For the correct codes for these fields, see "Field Specifications," page C-14. Please pay particular attention to the format of date fields and the Estimated Life and ADS Life fields.

Date Fields

Enter dates in MM/DD/YYYY format.

Please note that the Beginning Date field should *always* be expressed as the end of the month.

The application assumes that a date entered with only five characters contains a leading zero in the month field.

Numeric Fields

Numeric fields must be stored as integers (0 through 9), not as formulas or special functions. Numeric (currency) fields are formatted with nine (or ten) digits and two decimals (123456789.12).

Estimated Life and ADS Life Fields

The Estimated Life and ADS Life fields generally should be formatted as YYMM. Data received without leading or trailing zeroes will be assumed to have the following format:

Data	Format	Example
1 character	Y	5 or five years
2 characters	YY	15 or fifteen years
3 characters	YMM	506 or five years and six months

Fields Available for Importing

Sage Fixed Assets Depreciation Field Name	Format - Width
168 Allow % (all books)	Numeric - 2
Acquisition Date	Date - 10
Acquisition Value (all books)	Numeric (currency) - 12
* Activity Code	Text - A, D, I, etc.
ADS Life	Numeric - YYMM (0711)
Asset ID	Alphanumeric - 50
Beginning Accum (all books)	Numeric (currency) - 12
Beginning Date (all books)	Date - 10
Beginning YTD (all books)	Numeric (currency) - 12
Cash Proceeds	Numeric (currency) - 12
Class	Alphanumeric - 2
Custom Date 1	Date - 10
Custom Date 2	Date - 10
Custom Field 1	Alphanumeric - 25

Sage Fixed Assets Depreciation Field Name	Format - Width
Custom Field 2	Alphanumeric - 25
Custom Field 3	Alphanumeric - 25
Custom Field 4	Alphanumeric - 25
Custom Field 5	Alphanumeric - 25
Custom Field 6	Alphanumeric - 25
Custom Field 7	Alphanumeric - 25
Custom Field 8	Alphanumeric - 25
Custom Field 9	Alphanumeric - 25
Custom Field 10	Alphanumeric - 25
Declining Balance % (all books)	Numeric - 3 (150, 175, etc.)
* Deferred Code (all books)	Text - (Y/N/D)
Deferred Date (all books)	Date - 10
Department	Alphanumeric - 25
* Depreciation Method (all books)	Text - 2
Description	Alphanumeric - 80
Disposal Date	Date - 10
Disposal Method	Text - 1
Estimated Life (all books)	Numeric - YYMM
Expense of Sale	Numeric (currency) - 12
G/L Accum Account	Alphanumeric - 100
G/L Asset Account	Alphanumeric - 100
G/L Expense Account	Alphanumeric - 100
Gain/Loss (all books)	Numeric (currency) - 12
Invoice	Alphanumeric - 25
ITC Amount	Numeric (currency) - 12
ITC Basis Reduction Amt	Numeric (currency) - 12
* ITC Option	Alphanumeric - 1
ITC Percent	Numeric - 6
ITC Recap Amt (all books)	Numeric (currency) - 12
Location	Alphanumeric - 25
* Mid-Quarter Flag (all books)	Text - 1 (Y/N)
Non Cash Proceeds	Numeric (currency) - 12
Owner	Alphanumeric - 25
Placed-In-Service Date (all books)	Date - 10
* Property Type	Text - 1
Purchase Order	Alphanumeric - 25
Quantity	Numeric - 11
RV Override Amount	Numeric (currency) - 12
RV Override Date	Date - 10
Salvage Value (all books)	Numeric (currency) - 12
Sec 179 Qual? (all books)	Text - T or F

Sage Fixed Assets Depreciation Field Name	Format - Width
Sec 179 Recap Amt (all books)	Numeric (currency) - 12
Sec 179/Bonus Amt (all books)	Numeric (currency) - 12
Sec 179/Other Amt (all books)	Numeric (currency) - 12
Sec 179/Other Code (all books)	Text - B, C, D, E, O, or N
Serial Number	Alphanumeric - 25
Vendor	Alphanumeric - 25
Zone Type (all books)	Text - G, K, E, D, or X

* These fields require a particular code that is specified by Sage Fixed Assets Depreciation.

Sage Fixed Assets Tracking Field Name	Format - Width
Check-out Date	Date - 10
Condition	Alphanumeric - 25
Expected Return Date	Date - 10
Floor	Alphanumeric - 15
Room	Alphanumeric - 15
Tracking Field 1	Alphanumeric - 20
Tracking Field 2	Alphanumeric - 20
Tracking Field 3	Alphanumeric - 20
Tracking Field 4	Alphanumeric - 20
Tracking Field 5	Alphanumeric - 20
Tracking Field 6	Numeric (currency) - 13
Tracking Field 7	Numeric (currency) - 13
Tracking Field 8	Numeric (currency) - 13
Tracking Field 9	Numeric (currency) - 13
Tracking Field 10	Numeric (currency) - 13
Tracking Field 11	Numeric (currency) - 13
Tracking Field 12	Alphanumeric - 25

Field Specifications

The files you import must match the format the application expects to receive. Each file you import includes multiple records, and each record includes multiple *fields* that must contain data of the proper type.

Most general information fields are user-defined. In the description of each field that follows, general information fields are listed as user-defined. This means you can enter data of your choice that is appropriate to the field name. For field lengths and formats of each field listed below, see the table, "Fields Available for Importing," page C-12.

Note: The order of the fields within a record is not important. For convenience, the fields in the descriptions below match the order in which they are listed in the table.

- **168 Allow %**
  This field is required with depreciation methods MA, MR, SB, and AA.

  Enter the Section 168 Allowance percentage. Enter the number as 30 for a 30% allowance, 50 for a 50% allowance, or 100 for a 100% allowance.

- **Acquisition Date**
  User-defined date field.

- **Acquisition Value**
  The field must contain the cost of the asset.

- **Activity Code**
  Use one of the following codes.

Activity Code	Type	Definition
A	Active	Active Asset
D	Disposed	Disposed Asset
I	Inactive	Inactive Asset

- **ADS Life**
  The first two digits display the number of years in the ADS life. The last two digits display the number of months.

- **Asset ID**
  User-defined field.

- **Beginning Depreciation Fields**
  These fields should contain depreciation data being brought forward from a previous fixed assets solution.

  - **Beginning Accum**
    This field should contain the total of all depreciation calculated on the asset since it was placed in service, including the amount in the Beginning YTD field.

    The amount in this field may not be greater than the asset's depreciable basis or less than the beginning YTD depreciation amount.

  - **Beginning Date**
    Required if the beginning accumulated amount is greater than 0. The date must be in the format MM/YYYY, where the day represents the end of the month.

  - **Beginning YTD**
    This field should contain the amount of depreciation, if any, already taken on this asset in this book for the fiscal year in which you are importing the data. This is the amount of depreciation taken from the beginning of that fiscal year through the date in the beginning date field. If the beginning date is any date other than the end of a fiscal year, this field must contain the YTD depreciation to get correct results when you run depreciation for the current fiscal year. If this field is blank, the application assumes no depreciation for the fiscal year as of the beginning date has been taken.

    The amount in this field may not be greater than the asset's depreciable basis, or the beginning accumulated depreciation amount.

- **Cash Proceeds**
  You may leave this field blank. However, if the gain/loss amount is based on this figure, the number should be entered.

- **Class**
  User-defined field.

- **Custom Date 1 and 2**
  User-defined date fields.

- **Custom Fields 1 through 10**
  User-defined fields.

- **Declining Balance %**
  Enter the depreciation percentage associated with the declining balance method specified in the Depreciation Method field. Use this field only if you entered a depreciation method of MF, MA, MT, MI, MR, DB, DH, DD, DI, DE, or DC.

  Enter the number as 100, 125, 150, 175, or 200 without special formatting.

- **Deferred Code**
  Enter "Y" if you want to recognize a gain for a disposal. Enter "N" if you do not. Enter "D" if you want to defer the gain until a later date.

- **Deferred Date**
  Enter a deferred disposal date only if you entered "D" in the Deferred Code field.

- **Department**
  User-defined field.

- **Depreciation Method**
  This field must contain a valid depreciation method code. All depreciation method codes must be in uppercase letters.

  The depreciation method is interdependent with values in several other fields: Placed-In-Service Date, Declining Balance %, Property Type, 168 Allowance %, and Estimated Life.

  All custom method depreciation codes must be in lowercase letters.

- **Description**
  User-defined field.

- **Disposal Date**
  If the asset has been disposed of, this field must contain a valid date in the format MM/DD/YYYY.

- **Disposal Method**
  If the record includes a disposal date, a disposal method is required. Enter one of the following codes.

Code	Disposal Method
S	Sale
A	Abandonment
E	Taxable Exchange
C	Casualty
L	Like-Kind Exchange: Pre-1/3/2000
K	Like-Kind Exchange: Post-1/2/2000
I	Involuntary Conversion: Pre-1/3/2000
V	Involuntary Conversion: Post-1/2/2000
R	Other

- **Estimated Life**
  This field must have an estimated life in years and months that is valid for the depreciation method used.

  The format of this field is YYMM. For example, enter 5 ½ years as 0506.

- **Expense of Sale**
  This field may be left blank. However, if the gain/loss amount is based on this figure, the number should be entered.

- **G/L Accum Account**
  User-defined field.

- **G/L Asset Account**
  User-defined field.

- **G/L Expense Account**
  User-defined field.

- **Gain/Loss**
  Enter the gain/loss amount for this asset. This field may be left blank.

  Denote a loss by a negative sign before the amount.

- **Invoice**
  User-defined field.

- **ITC Amount**
  The ITC Amount field cannot exceed the asset's depreciable basis.

- **ITC Basis Reduction Amt**
  This field displays the amount of the ITC credit used to reduce the basis when calculating depreciation. If no value is entered in this field, the application calculates the basis reduction using the default reduction percentage based on the type of ITC taken in the ITC Option field.

- **ITC Option**
  Complete this field based on whether ITC was taken.

  - **If ITC was taken:**
    The available options vary depending on the attributes of the asset. For more information, see "Investment Tax Credit," page 6-11.

  - **If ITC was not taken:**
    ITC Option field—Enter the letter X in the ITC field.

    ITC Percent, ITC Amount, and ITC Basis should be zero (0).

- **ITC Percent**
  The ITC Percent field cannot be greater than 40%.

  The format of this field is 0.nnnn, where n is the applicable percent.

- **ITC Recap Amt**
  This field displays the ITC recapture amount as required by tax law (if ITC was taken on the asset and the asset was disposed of before the end of its recovery life). The amount in this field is carried to the Form 4255—ITC Recapture worksheet, which is accessible through the Reports/Tax Reports menu.

- **Location**
  User-defined field.

- **Mid-Quarter Flag**

  - Enter "Y" to use the midquarter convention for depreciation methods MF, MA, MT, MI, MR, AD, or AA.
  - Enter "N" to use the half-year convention for depreciation methods MF, MA, MT, MI, MR, AD, or AA.
  - Leave this field blank if using other depreciation methods.

- **Non Cash Proceeds**
  This field may be left blank. However, if the gain/loss amount is based on this figure, the number should be entered.

- **Owner**
  User-defined field.

- **Placed-In-Service Date**
  The placed-in-service date must be valid for the depreciation method entered in the Depreciation Method field and the property types listed below.

  Property types:

  - Property type H is valid only for dates in the range of 01/01/81 to 12/31/86.
  - Property types P, R, C, E, F, Z, and V are valid with any placed-in-service date.
  - Property types A, Q, and S are valid only for dates after 06/18/84.

  Depreciation methods:

  - ACRS = 1/1/81 - 12/31/86
  - MACRS = Begins 8/1/86 - present (allowed for transitional property between 8/1/86 and 12/31/86)

  For an in-depth discussion of depreciation methods and property types, see Appendix A, "Depreciation and Fixed Asset Concepts."

- **Property Type**
  Enter property type in uppercase letters. The property type field must display one of the following codes.

Code	Property Type
P	Personal property, general
A	Automobile
T	Light trucks and vans
Q	Personal property, listed
R	Real property, general
S	Real property, listed
C	Real property, conservation
E	Real property, energy
F	Real property, farms
H	Real property, low-income housing
Z	Amortizable property
V	Vintage account property

  Property type must be valid for the date placed in service in all books.

  - Property types P, R, C, E, F, Z, and V are valid with any placed-in-service date.
  - Property types A, Q, and S are valid only for dates after 06/18/84.
  - Property type T is valid only for dates starting 01/01/03.
  - Property type H is valid only for dates in the range of 01/01/81 to 12/31/86.

- **Purchase Order**
  User-defined field

- **Quantity**
  User-defined field.

- **RV Override Amount**
  This field is used only if you are using the Replacement Value functionality. Enter the RV Override Amount if applicable.

- **RV Override Date**
  This field is used only if you are using the Replacement Value functionality. Enter the RV Override Date pertaining to the RV Override Amount.

- **Salvage Value**
  The salvage value cannot be greater than the asset's depreciable basis.

- **Sec 179 Qual?**
  This field indicates whether the asset is qualified to take a Section 179 deduction and should be included in the phase-out calculations, whether or not the asset actually claims a Section 179 deduction.

  - Enter "T" (for True) if the asset is qualified Sec. 179 property.
  - Enter "F" (for False) if the asset is not qualified Sec. 179 property.

- **Sec 179 Recap Amt**
  When a pre-1987 asset on which the Section 179 expense deduction has been taken is disposed of during either of the two taxable years following the acquisition year, all or part of the Section 179 expense must be added back to the asset's basis (that is, recaptured).

  The calculation for the amount added back to the basis is:

  Section 179 taken
  – *Depreciation on 179 amount*
  Section 179 recapture

  In the above equation, the depreciation on the Section 179 amount is the amount of depreciation that would have been taken on the Section 179 amount had there been no Section 179 deduction.

- **Sec 179/Bonus Amt**
  This field should contain either a zero if no Bonus or Section 179 were taken in the acquisition year or the total amount of Bonus or Section 179 that was applied to the asset.

  - Bonus amount should not exceed $2,000 or 20% of the asset's depreciable basis, whichever is less.
  - Section 179 amount may not exceed the asset's depreciable basis. Limitations for this field are based on the applicable law.

- **Sec 179/Other Amt**
  Complete this field based on whether or not you are claiming a Section 179 Other deduction. In order to enter an amount here you must enter a corresponding code in the Sec 179/Other Code field.

- **Sec 179/Other Code**
  Complete this field based on whether a Sec. 179/Other deduction was taken.

  - **If Sec 179/Other was taken:**
    The Sec 179/Other Code field must display one of the following codes:

Code	Sec 179/Other Option
B	EPA Sulfur Control Requirements
C	Qualified Refineries
D	Energy Efficient Commercial Buildings
E	Advanced Mine Safety Equipment
O	Other Basis Reduction

  - **If Sec 179/Other was not taken:**
    Enter the letter "N" in the Sec 179/Other Code field.

- **Serial Number**
  User-defined field.

- **Vendor**
  User-defined field.

- **Zone Type**
  Enter a zone type code in this field if your asset is located in a special zone which entitles the asset to claim an additional Sec. 179 deduction above the regular dollar limits.

- **If the asset is located in a special zone:**
  The Zone Type field must display one of the following codes.

Code	Definition
G	Gulf Opportunity Zone
K	Kansas Disaster Zone
E	Enterprise Zone
D	Qualified Disaster Zone

- **If the asset is not located in a special zone:**
  Enter the letter “X” in the Zone Type field.

Appendix D
Custom Export Helper

In this appendix:

Exporting Asset Data D-1
List of Exportable Fields D-8

The Custom Export Helper guides you through the process of exporting asset data to an ASCII Comma Separated Value (CSV) file. A wide range of applications, including popular spreadsheet programs, can read this file format.

Exporting Asset Data

The Custom Export Helper is a series of dialogs that assist you in exporting asset information from the application. In addition to creating the CSV file, you also create an export field map file during the export process. The field map file lists the names of the asset fields that you are exporting. You can reuse the field map in subsequent exports. By using an existing field map, you don't have to select the fields you want to export each time you perform the export.

Navigating the Custom Export Helper

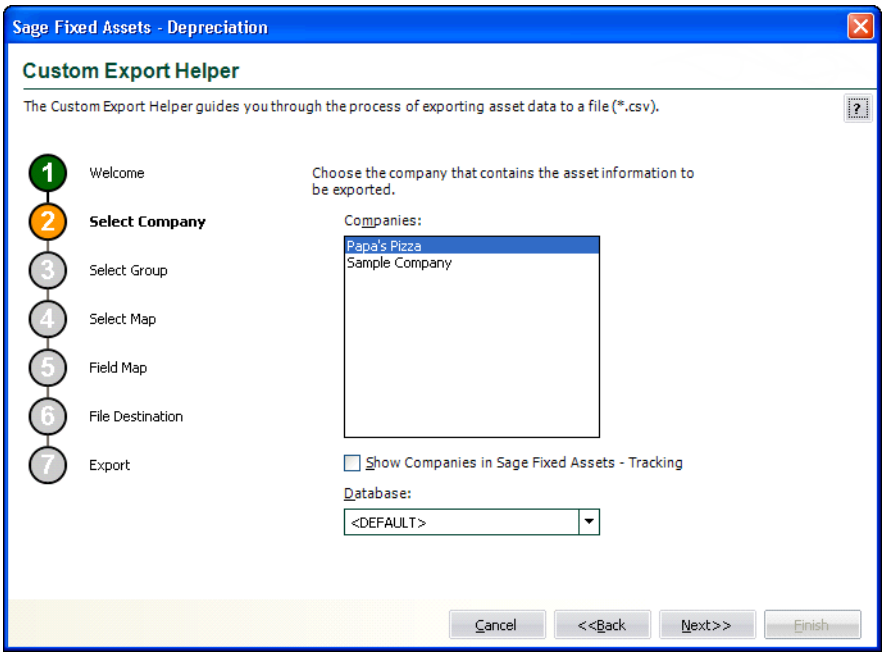
The guidelines below explain the navigation buttons common to all Custom Export Helper dialogs.

- **Help Button**
  Accesses the online Help.
- **Cancel Button**
  Cancels the current export and returns you to the main application window.
- **Back Button**
  Returns to the previous Custom Export Helper dialog.
- **Next Button**
  Accepts the entries in the current Custom Export Helper dialog and displays the next dialog.
- **Finish Button**
  Begins the export process.

Before you begin the steps outlined below, you must close any currently open company.

To export asset data

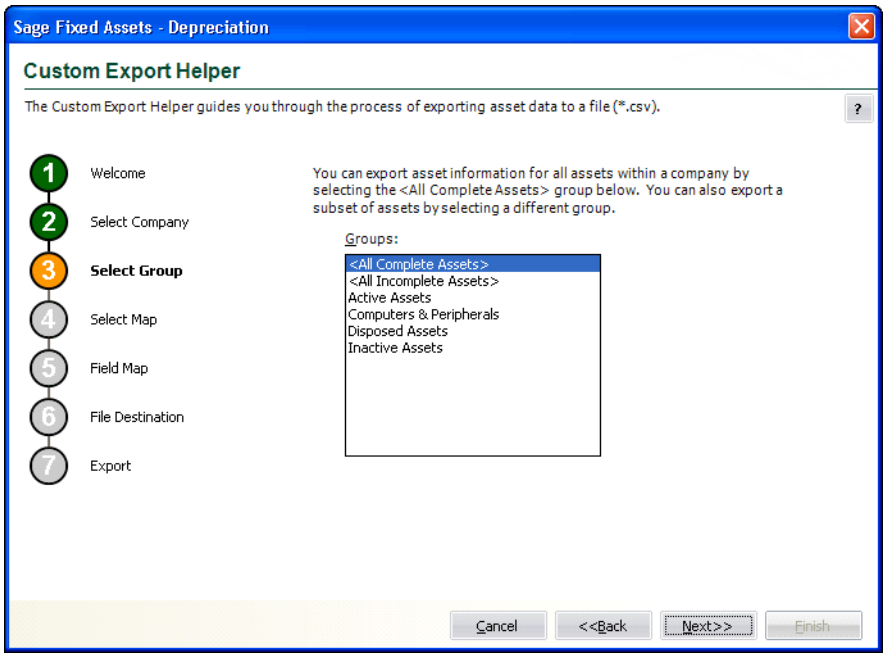
1. Select File/Company Utilities/Custom Export from the menu bar. The Custom Export Helper - Welcome dialog appears.
2. Click the Next button to continue with the export process. The Custom Export Helper - Select Company dialog appears.



Follow the guidelines below to complete the Custom Export Helper - Select Company dialog.

- **Companies**
  Use this field to select the company from which you want to export assets.
  - **Show Companies in Sage Fixed Assets Tracking**
    Select this check box if you want the Companies field to display companies created in Sage Fixed Assets Tracking and not yet opened in Sage Fixed Assets Depreciation.
- **Databases**
  Use this field to select the database that contains the company from which you want to export assets.

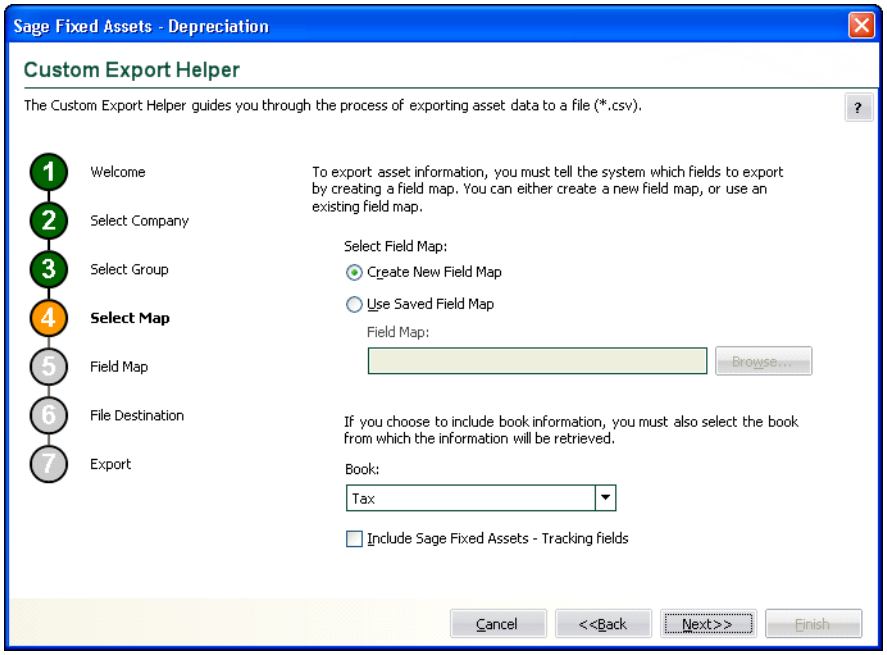
3. Click the Next button. The Custom Export Helper - Select Group dialog appears.



Follow the guidelines below to complete the Custom Export Helper - Select Group dialog.

- **Groups**
  Use this field to select the group of assets that you want to export. If you want to export all of the assets of the selected company, select the All Complete Assets group. If you want to export a subset of assets from the selected company, select another group.

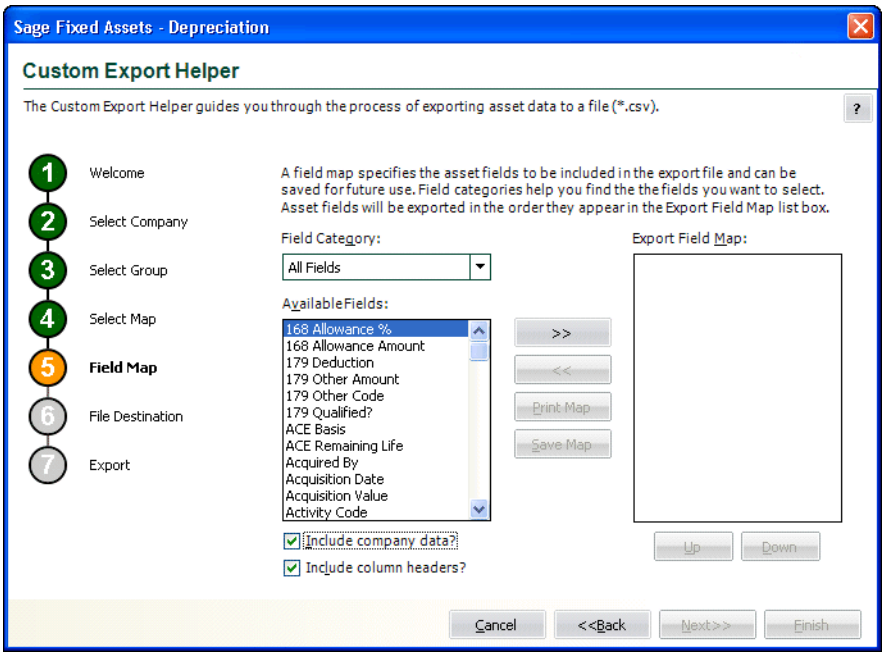
4. Click the Next button. The Custom Export Helper - Select Map dialog appears.



A Field Map lists the names of the asset fields that you are exporting. After you create a field map, you can reuse it in subsequent exports. By using an existing field map, you don't have to select the fields you want to export each time you perform the export. Follow the guidelines below to complete the Custom Export Helper - Select Map dialog.

- **Select Field Map**
  Use these fields to either create a new field map or to select an existing field map.
  - **Create New Field Map**
    Click this option button if you want to create a new field map. When you click the Next button, you create the field map on the Custom Export Helper - Field Map dialog.
  - **Use Saved Field Map**
    Click this option button if you want to use an existing field map. When you click the Next button, the Custom Export Helper - Field Map dialog is completed using the existing map.
  - **Field Map**
    Select the appropriate field map from the list.
  - **Browse Button**
    Click this button to specify the location of the existing field map that you want to use for the export.
- **Book**
  Use this field to select the Book (Tax, Internal, AMT, ACE, State, Custom 1, or Custom 2) that you want to use for the export file. Some depreciation information differs from one book to another.
- **Include Sage Fixed Assets Tracking Fields**
  Select this check box if you want the field map to include fields that are unique to the Sage Fixed Assets Tracking application. This check box appears only if you are exporting assets from a company used in Sage Fixed Assets Tracking.

5. Click the Next button. The Custom Export Helper - Field Map dialog appears.



This dialog allows you to select the asset fields that you want to export. Follow the guidelines below to complete the Custom Export Helper - Field Map dialog.

- **Field Category**
  Use this field to select the type of fields you want displayed in the Available Fields list. This option allows you to limit the number of fields in the list so you don't have to scroll through them all.

  - **All Fields**
    Select this category to display all available fields.
  - **General Info Fields**
    Select this category to display only the fields that contain general information about an asset, such as its location, but do not affect the asset's depreciation calculations.
  - **Critical Fields**
    Select this category to display only the fields that are critical to calculating depreciation.
  - **Book Info Fields**
    Select this category to display additional data entry fields that **affect** depreciation calculations (in addition to the fields in the Critical Fields category). Most of these fields can have different values in each book.
  - **Depreciation Fields**
    Select this category to display only the fields that **contain** depreciation amounts or information about those amounts (such as the dates for which depreciation was calculated).
  - **Disposal Fields**
    Select this category to display only fields that pertain to asset disposals.
  - **Transfer Fields (Parent)**
    Select this category to display only fields that pertain to original assets that have been transferred.
  - **Transfer Fields (Child)**
    Select this category to display only fields that pertain to assets that have been created as a result of a transfer.
  - **Tracking Fields**
    Select this category to display only the fields that are unique to Sage Fixed Assets Tracking. This category appears only if you have selected the Include Sage Fixed Assets Tracking Fields check box on the previous Custom Export Helper - Select Map dialog.

- **Available Fields**
  Use this field to select the field(s) that you want to include in the field map. You can add a field to the field map by highlighting it and then clicking the Add button. The field appears in the Export Field Map list box.

- **Export Field Map**
  This list box displays a list of the fields you have added to the field map.

- **>> (Add Button)**
  Click this button to add the selected field(s) to the field map file.

- **<< (Remove Button)**
  Click this button to remove the selected fields from the field map file.

- **Print Map Button**
  Click this button to send the map you have created to the default printer.
- **Save Map Button**
  Click this button to display a dialog that allows you to save the field map you have created.
- **Up and Down Buttons**
  Click these buttons to change the order of the fields in the Export Field Map list box. Select a field and click the Up button to move the field higher in the list. Select a field and click the Down button to move the field lower in the list.
- **Include Company Data?**
  Select this check box if you want the field map to include a header row that contains the name of the selected company, group, and book.
- **Include Column Headers?**
  Select this check box if you want the field map to include a header row that contains the names of the selected asset fields.

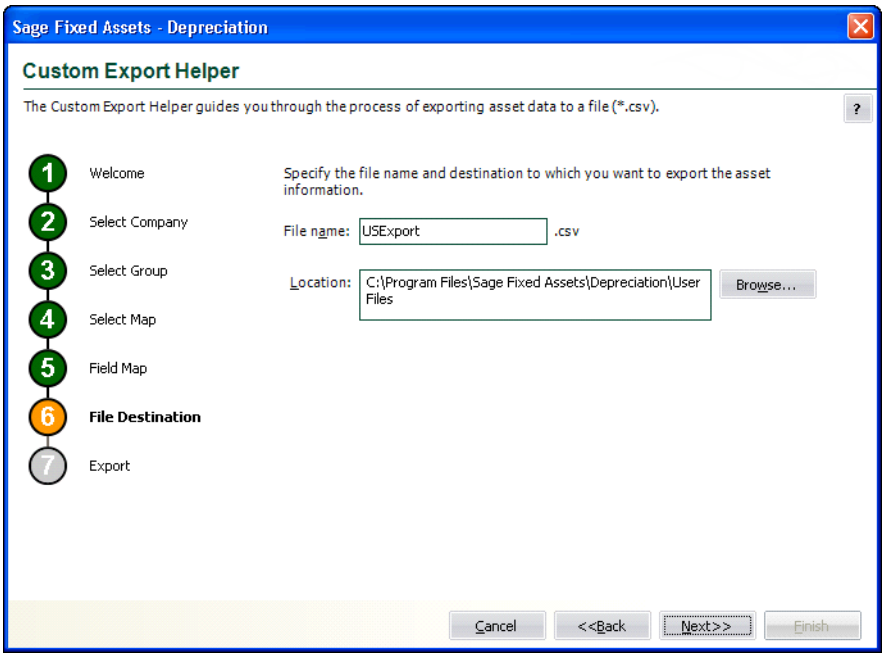
6. Click the Next button.

   If you have not included the System Number field in the field map, a message asks if you want to continue with the export. Click the No button if you want to return to the Custom Export Helper - Field Map dialog and select the System Number. Otherwise, click the Yes button to continue with the export.

   If you have not saved your changes to the field map, a message asks if you want to save the field map. Click the Yes button if you want to save the field map. The Save Field Map dialog appears.

   Enter a name for the field map, and then click OK. Otherwise, click the No button to continue with the export.

   The Custom Export Helper - File Destination dialog appears.



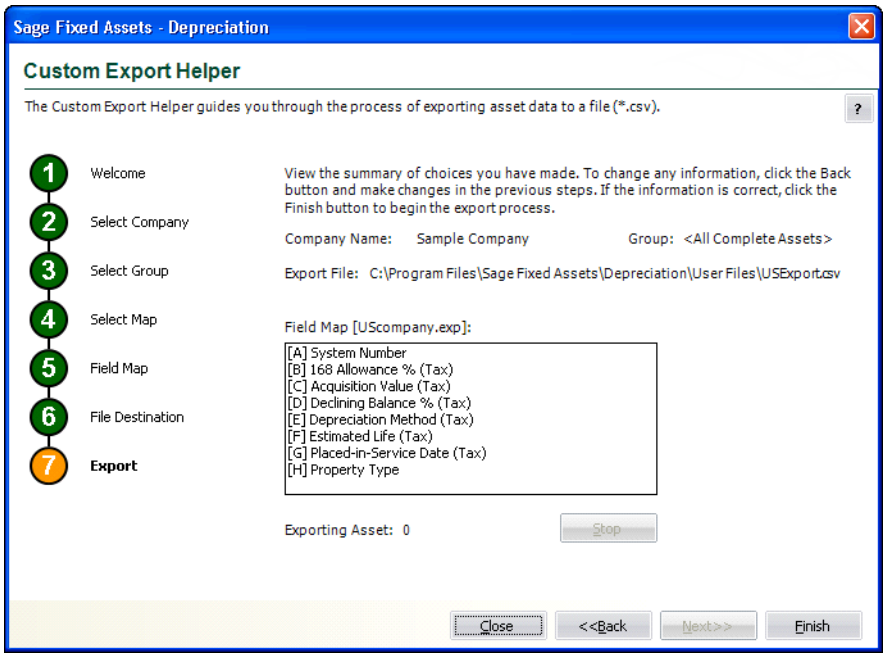
Follow the guidelines below to complete the Custom Export Helper - File Destination dialog.

- **File Name**
  Use this field to enter the name of the file that will contain information about the assets that you export. You do not have to enter a file extension. The application automatically adds a CSV extension to the file name.

- **Location**
  Use this field to enter the location of the export file.

- **Browse Button**
  Click the Browse button to display the Export File dialog that allows you to select the destination folder for the export file.

7. Click the Next button. The Custom Export Helper - Export dialog appears.



Follow the guidelines below to understand the Custom Export Helper - Export dialog.

- **Company Name**
  This field displays the name of the selected company from which you are exporting asset information.

- **Group**
  This field displays the name of the selected group of assets.

- **Export File**
  This field displays the directory path and file name of the export file.

- **Field Map**
  This field displays the name of the selected field map (in brackets). The list box displays the contents of the export field map.

- **Exporting Asset**
  This field displays the progress of the export after you click the Export button.

- **Stop Button**
  Click this button to stop the export process once it has begun.

- **Finish Button**
  Click this button to begin the export process.

8. Review the data on the Custom Export Helper - Export dialog prior to completing the export. This ensures the accuracy of your data.
9. Click the Finish button. The application exports only valid data from the source file and displays a completion message, when finished with the export.
10. To exit from the Custom Export Helper - Export dialog, do any of the following:
    - Press ALT+F4.
    - Click the Close button.

List of Exportable Fields

The following table contains the list of fields available for exporting with the Custom Export Helper. For each field, the table provides the name and the required format.

Fields Available for Exporting

Field Name	Format
General Information Fields	
Activity Code	Text – A, D, I, etc.
Asset ID	Alphanumeric
Class	Alphanumeric
Creation Code	Text – O, D, etc.
Custom Date 1	Date
Custom Date 2	Date
Custom Field 1	Alphanumeric
Custom Field 2	Alphanumeric
Custom Field 3	Alphanumeric
Custom Field 4	Alphanumeric
Custom Field 5	Alphanumeric
Custom Field 6	Alphanumeric
Custom Field 7	Alphanumeric
Custom Field 8	Alphanumeric
Custom Field 9	Alphanumeric
Custom Field 10	Alphanumeric
Department	Alphanumeric
Description	Alphanumeric
Entity	Alphanumeric
Extension	Numeric
G/L Accum Account	Alphanumeric
G/L Asset Account	Alphanumeric
G/L Expense Account	Alphanumeric
Invoice	Alphanumeric

Field Name	Format
Location	Alphanumeric
Owner	Alphanumeric
Purchase Order	Alphanumeric
Quantity	Numeric
Replacement Value	Numeric (currency)
RV Override Amount	Numeric (currency)
RV Override Date	Date
Serial Number	Alphanumeric
System Number	Numeric
Vendor	Alphanumeric
Critical Fields	
168 Allowance %	Numeric - 0, 30, 50
Acquisition Value	Numeric (currency)
Declining Balance %	Numeric - 100, 125, 150, 175, 200
Depreciation Method	Text - MF, MT, SL, SD, etc.
Estimated Life	YYMM
Placed-in-Service Date	Date
Property Type	Text – P, A, T, Q, R, S, C, E, F, H, Z, V
Book Information Fields	
179 Deduction	Numeric (currency)
179 Other Amount	Numeric (currency)
179 Other Code	Text - B, C, D, E, O, or N
179 Qualified?	Text - Yes/No
ACE Basis	Numeric (currency)
ACE Remaining Life	YYMM
Acquired By	Text – Yes = Exchange, No = Purchase
Acquisition Date	Date
Adjustment Amount	Numeric (currency)
ADS Life	YYMM
Business Use 100%	Text - Yes/No
Current 179 Recapture	Numeric (currency)
Current Business Use %	Percentage – e.g., 60.5
Current Remaining Life	YYMM
ITC %	Percentage – e.g., 40.00
ITC Amount	Numeric (currency)
ITC Basis Reduction Amt	Numeric (currency)
ITC Option	Alphanumeric – 1, 2, 3, A, C, Q, R, etc.
Last Calc Date	Date
Net Book Value	Numeric (currency)
Salvage Value	Numeric (currency)

Field Name	Format
Zone Type	Text - G, K, E, D, or X
Depreciation Fields	
168 Allowance Amount	Numeric (currency)
Begin Prior Accum Depr	Numeric (currency)
Beginning Accum	Numeric (currency)
Beginning Date	Date
Beginning YTD	Numeric (currency)
Current Accum	Numeric (currency)
Current Key Codes	Text – m, l, a, etc.
Current Through Date	Date
Current YTD	Numeric (currency)
Depreciation This Run	Numeric (currency)
Exclude on Depr Report?	Text - Yes/No
Prior Accum Depr	Numeric (currency)
Disposal Fields	
Cash Proceeds	Numeric (currency)
Deferred Code	Text - Y, N, D
Deferral Date	Date
Disposal Date	Date
Disposal Description	Alphanumeric
Disposal Method	Text – S, A, T, etc.
Expense of Sale	Numeric (currency)
Gain/Loss	Numeric (currency)
ITC Recapture	Numeric (currency)
Non-Cash Proceeds	Numeric (currency)
Transfer Fields (Parent)	
Date of Transfer Out	Date
Effective Date of Transfer-Out	Date
Percent Transferred-Out	Numeric
Transfer By	Alphanumeric
Transfer From	Alphanumeric
Transfer Out Amount	Numeric (currency)
Transfer To	Alphanumeric
Transfer Fields (Child)	
Date of Transfer In	Date
Effective Date of Transfer-In	Date
Percent Transferred-In	Percent
Transfer In Amount	Numeric (currency)

Field Name	Format
Transferred-In From	Alphanumeric
Transferred-In To	Alphanumeric
Sage Fixed Assets Tracking Fields	
Check-out Date	Date
Condition	Alphanumeric
Exception Status	Text
Expected Return Date	Date
Floor	Alphanumeric
Reconciliation Status	Text
Room	Alphanumeric
Tracking Field 1	Alphanumeric
Tracking Field 2	Alphanumeric
Tracking Field 3	Alphanumeric
Tracking Field 4	Alphanumeric
Tracking Field 5	Alphanumeric
Tracking Field 6	Numeric (currency)
Tracking Field 7	Numeric (currency)
Tracking Field 8	Numeric (currency)
Tracking Field 9	Numeric (currency)
Tracking Field 10	Numeric (currency)
Tracking Field 11	Numeric (currency)
Tracking Field 12	Alphanumeric

Appendix E
Sage Fixed Assets Links

In this appendix:

Selecting a Favorite Sage Fixed Assets Link E-2
Sage Fixed Assets Link Process E-2
CCH ProSystem fx Tax Link E-7

The Sage Fixed Assets links enable you to electronically create and post depreciation expense directly from the application to your accounting software. Using a link will reduce duplicate data entry, eliminate keyboard errors, and keep the asset register up to date with the accounting solution.

Note: For complete instructions on using all of the Sage Fixed Assets links, refer to the *Sage Fixed Assets Links Guide*, which is available from Help\Product Documents.

The Sage Fixed Assets link creates a depreciation expense journal entry for one company or group within a company at a time (the company that has been selected when you run the link). The link cannot export depreciation transactions for multiple companies within the same output file.

In the simplest terms, the Sage Fixed Assets link accomplishes these tasks:

- Identifies assets in the data files for a given company.
- Accumulates the Depreciation This Run expense amounts for these assets.
- Creates a depreciation expense journal entry. For some Sage Fixed Assets links, the application creates an output file that you must import into your general ledger software. For other Sage Fixed Assets links, the application sends the depreciation expense journal entry directly to your general ledger software when you run the link.

The application installs several links automatically at no additional cost when you install the application. **You do not have to install these links.** These links enable you to post depreciation to many Sage products, including Sage 500 ERP, Sage 50—US Edition, Sage 300 Construction, and more.

However, you can install additional links if needed. You must enter a serial number when you install one of these additional links. To purchase a link and receive your serial number, call your Sage Fixed Assets sales representative.

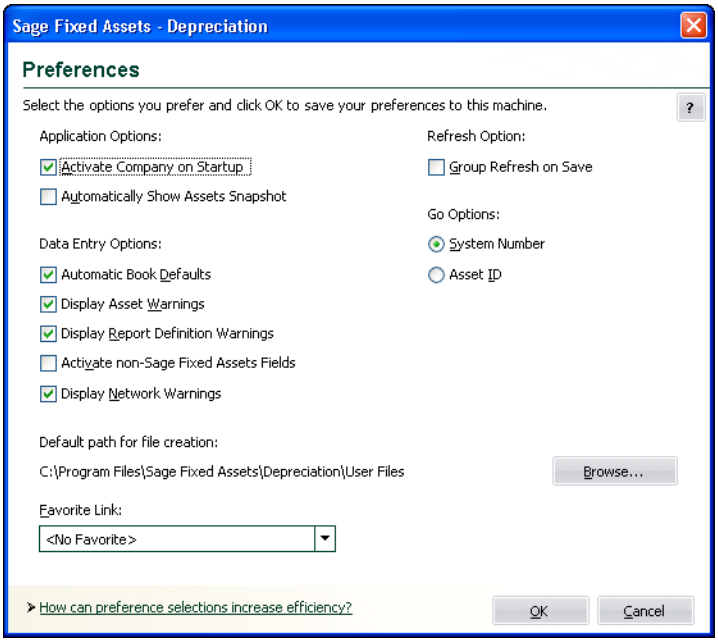
You access the desired link from the Links menu.

Selecting a Favorite Sage Fixed Assets Link

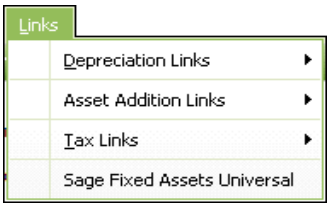
You can select the Sage Fixed Assets link that you run most often. After you select your favorite link, it appears at the bottom of the Links menu, so that you can run the link with a single mouse click.

To select a favorite Sage Fixed Assets link

1. Select File/Preferences from the menu bar. The Preferences dialog appears.



2. Open the drop-down list box in the Favorite Link field, and select one of the Sage Fixed Assets links.
3. Click OK to close the Preferences dialog. The selected link appears at the bottom of the Links menu.



Sage Fixed Assets Link Process

Each time you transfer depreciation information from Sage Fixed Assets Depreciation to the standard output file, you will follow the steps outlined below:

1. Add new assets and change existing assets as necessary. Make certain that the G/L Expense Account number and G/L Accum Account number have been entered for every asset included in your posting. For more information, see "Step 1: Entering G/L Account Numbers," page E-3.

2. Calculate depreciation for the period you want to post. Typically, users post depreciation amounts once a month. Calculate depreciation by selecting the Depreciate command from the Depreciation menu. This procedure calculates depreciation for the period and updates the Depreciation This Run column on the Depreciation Expense report. Depreciation This Run must equal the period you want to post. For more information, see "Step 2: Calculating Depreciation Before Running the Sage Fixed Assets Link," page E-4.

Note: If Depreciation This Run is too high, depreciate to the previous month and then to the current month. That will ensure the monthly posting amount is correct.

3. Run the Sage Fixed Assets link to generate the depreciation expense journal entry. For some links, the application sends the depreciation expense journal entry directly to your general ledger when you run the link. For more information, see "Step 3: Running a Sage Fixed Assets Link," page E-5.
4. For some Sage Fixed Assets links, you must now import the ASCII file that the application has just created into your general ledger system.

Step 1: Entering G/L Account Numbers

The application uses two account numbers to post depreciation: the G/L Expense Account number and the G/L Accum Account number. The format of these account codes must match the format used by your general ledger software.

- **G/L Expense Account:** This is the depreciation expense account number and should be entered as it is set up in the Chart of Accounts in your general ledger software. This account usually has a debit balance. The application uses it to create the journal entry to be transferred to your general ledger software.
- **G/L Accum Account:** This is the accumulated depreciation expense account number and should be entered as it is set up in the Chart of Accounts in your general ledger software. This is a contra asset account and usually has a credit balance. The application uses it to create the journal entry to be transferred to your general ledger software.

Before you run the Sage Fixed Assets link, you should make sure that all of the assets on which you calculate depreciation contain information in their G/L account fields. To quickly discover if any assets have blank G/L account fields, follow the steps below.

To check for blank G/L account fields

1. Go to the Asset List.
2. Select the All Complete Assets group.
3. Double-click the G/L account field name.

Double-clicking on a column heading in the Asset List sorts the column temporarily. Any assets with blank G/L account fields will appear at the top of the list.

If you have any assets for which you calculate depreciation with blank G/L account fields, select the asset and click the Asset Detail button to view the asset information. The general ledger fields will appear in the general asset information in Asset Detail.

Enter the G/L Accum Account number and G/L Expense Account number for every asset on which you calculate depreciation. Use the same format for these account numbers as the format used in the general ledger software.

Note: You may save time by using the Replace feature.

Important Note if You Customize G/L Account Fields

Many Sage Fixed Assets users facilitate data entry of the G/L account fields by using the Customize Fields dialog. For example, suppose your G/L Expense Account numbers consist of three numbers, a hyphen, and then three more numbers. In the Customize Fields dialog, you could select the G/L Expense Account field and enter **NNN-NNN** in the Entry Mask field. When you begin to enter an account number in the G/L Expense Account field, the application enters the hyphen automatically.

However, the application does not recognize the entries in the Entry Mask field when you use the Sage 50 link. If the G/L account numbers contain hyphens entered automatically by the application because of entries in the Entry Mask field, these hyphens will not appear in the link export file.

Therefore, if you want the G/L account numbers to have hyphens, you must enter the hyphens manually in the G/L account fields.

Step 2: Calculating Depreciation Before Running the Sage Fixed Assets Link

Before you run the Sage Fixed Assets link, you must calculate depreciation for all assets to be included in your link file. You should calculate depreciation for each period (whether monthly, quarterly, or annually) you plan to post. Do this through the Depreciate command on the Depreciation menu. Calculate depreciation through the posting date, making sure to select the depreciation book you use for financial reporting, typically the Internal book. Run and review the report for all assets to be included in your output file.

Note: The application uses the amount in the Depreciation This Run column for the depreciation amounts in the output file. Therefore, it is important that the amount of depreciation in the Depreciation This Run column represents the depreciation expense for the period you want to post. To ensure the amounts in the Depreciation This Run column represents the period you want to post, follow the guidelines below.

If you post depreciation monthly and calculate depreciation monthly, simply run the link after you calculate your monthly depreciation figures. However, if you are not sure what period was included in the last depreciation run figures, use the following procedure:

1. Calculate depreciation through the month-end before the beginning of the posting period. For example, to create a link file for October 2011, first calculate depreciation through September 2011.
2. Calculate depreciation through the end of the posting period. Continuing the example, you would calculate depreciation through October 2011. The period included in the Depreciation This Run column, shown on the Depreciation Expense report, would include only the month of October (the period since the last time you calculated depreciation).
3. Run the Sage Fixed Assets link using a posting date of October 2011.

In most cases, you will want to include all assets in both the depreciation calculations and the link file. To include all assets, calculate depreciation for the group All Complete Assets.

Step 3: Running a Sage Fixed Assets Link

Before you run a Sage Fixed Assets link, you should have performed the following tasks:

- Make sure that the G/L Expense Account number and G/L Accum Account number have been entered for every asset included in your posting.
- Calculate depreciation for the period you want to post. Typically, users post depreciation amounts once a month. Calculate depreciation by selecting the Depreciate command from the Depreciation menu. Calculate depreciation through the posting date, making sure to select the depreciation book you use for financial reporting (typically the Internal book). Run and review the report for all assets to be included in your output file.

To run a Sage Fixed Assets link

1. Do one of the following:
   - Select Links/Depreciation Links from the menu bar.
   - Select Links/Asset Addition Links from the menu bar.

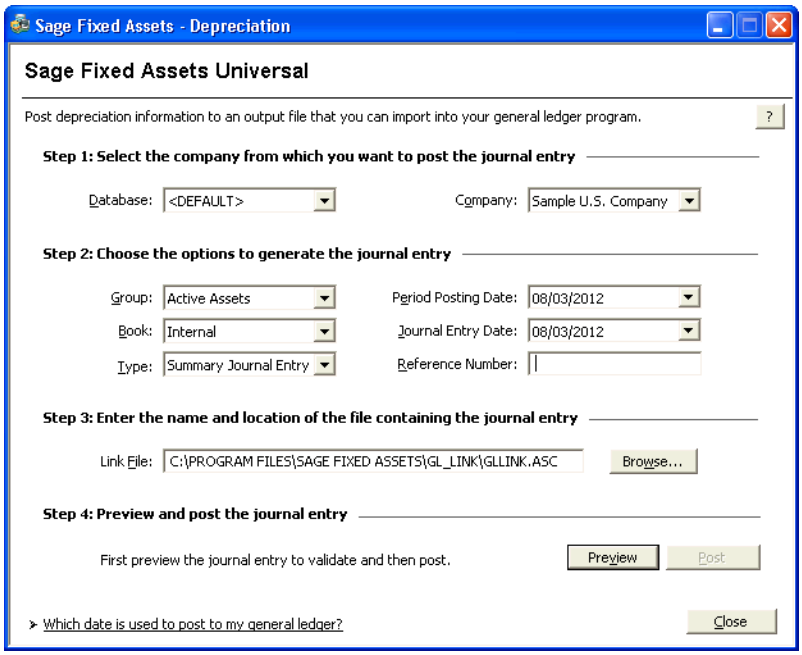
   Note: Asset addition links allow you to create assets in the application. The asset information is sent to the application as you enter invoices and/or purchase orders. For information on running an asset addition link, see the *Sage Fixed Assets - Depreciation Links Guide.*

   - Select Links/Tax Links from the menu bar.

   Note: If you have selected a favorite general ledger link, you can select the link directly from the Links menu.

2. Select the link that you want to run. The link dialog for the selected link appears.
3. Complete the Sage Fixed Assets link dialog, and then click the Preview button to view the G/L Posting report. **This is a required step.**
4. Click the Post button to run the Sage Fixed Assets link.

Completing the Sage Fixed Assets Link Dialog



Follow the guidelines below to complete the Sage Fixed Assets link dialog.

- **Database**
  Use this field to specify the database that contains the company and group of assets for which you want to export depreciation expense information to the general ledger software.

- **Company**
  Use this field to specify the company that contains the group of assets for which you want to export depreciation information to the general ledger software.

- **Group**
  Use this field to specify a group that you have defined using the Group Manager or the Save as Group command. If you do not select a group from the list, the standard output file will include information for "All Complete Assets" for the current company, in order by G/L account number.

- **Book**
  Use this field to select the depreciation book (Tax, Internal, State, AMT, ACE, Custom 1, or Custom 2) for which you want to post depreciation expense. The Internal book is the default selection.

  The link will post depreciation for any of the seven books, but it will only do so for one book at a time. On the Book Defaults tab of the Edit Company dialog, make sure that the book for which you are posting depreciation is open.

- **Type (Sage Fixed Assets Universal Only)**
  Use this field to specify the level of detail that you want to include in your journal entry posting file.

  - **Summary Journal Entry**
    Select this option if you want the posting file to include only the total Depreciation This Run amounts for each G/L Expense Account number and G/L Accum Account number.

- ❑ **Detail Journal Entry**
  Select this option if you want the posting file to include the System Number, asset extension number, asset description, depreciation expense, and accumulated depreciation for each asset in the selected group.

- **Period Posting Date**
  Use this field to specify the end of the period through which you want to post depreciation expense. Enter the date in MM/DD/YYYY format. The application validates that the date entered is the end of a period. The journal entry will include the Depreciation This Run figures only for the assets for which depreciation has been calculated through the posting date you enter in this field. If you do not enter a date in this field, you are unable to preview the Posting report or post depreciation.

- **Journal Entry Date**
  Use this field to specify the date on which you want to post the transaction in your general ledger software. Enter the date in MM/DD/YYYY format. The default date is the system date; generally, this is the date that you are completing the dialog. However, you can change this date.

  Example: Suppose you closed the books for March in the general ledger software, but inadvertently did not post the depreciation expense journal entry at that time. Now it is April, and you want to post the depreciation expense journal entry for March. You would enter a March date in the Period Posting Date field and an April date in the Journal Entry Date field.

- **Reference Number**
  Enter up to 10 alphanumeric characters as the journal entry number for your general ledger. The application uses this number as a reference number for each record (or row) in the standard output file. This field can include numbers, letters, and hyphens.

- **Link File**
  Use this field to indicate a path and file name for the ASCII files that will be created. You can accept the default directory path and file name, or you can click the Browse button to create a different directory path and/or file name.

- **Preview Button**
  Click this button to create a G/L Posting report containing depreciation expense and accumulated depreciation information for the selected group of assets. The Preview button is available only after you enter a date in the Period Posting Date field.

- **Post Button**
  Click this button to create the depreciation expense journal entry for the selected group of assets.

CCH ProSystem *fx* Tax Link

The integration between Sage Fixed Assets and CCH ProSystem *fx* Tax allows you to import depreciation calculations, ITC, and disposal information from Sage Fixed Assets into CCH ProSystem *fx* Tax for the preparation of your year-end tax return.

Version Compatibility

Each year, the Sage Fixed Assets product supports the latest tax laws, as well as the updated Form 4562. The version number of the Sage Fixed Assets product indicates that it supports the Section 179 limits and automobile limits for that year and all previous years, and the Form 4562 for the previous tax year.

Sage Fixed Assets Companies and CCH ProSystem *fx* Tax Returns

In Sage Fixed Assets, a company is a collection of assets that you define as you prefer; it is not necessarily a legal entity. For example, you might want to define a company for the assets in each department or in each location in your organization.

It is important to remember that one or more Sage Fixed Assets companies could belong to a single CCH ProSystem *fx* Tax return.

Using the Link

The integration between Sage Fixed Assets and CCH ProSystem *fx* Tax is a four-step process:

Step 1: Set up the link between the two applications. You need to set up the link just once for each Sage Fixed Assets company from which you'll be importing information into CCH ProSystem *fx* Tax. See "Step 1: Setting Up the Link," page E-8.

Step 2: Assign an entity to each asset. See "Step 2: Assigning an Entity to Each Asset," page E-12.

Step 3: Calculate depreciation. See "Step 3: Calculating Depreciation," page E-14.

Step 4: Import depreciation into CCH ProSystem *fx* Tax, either in summary or in detail. You can import information from more than one Sage Fixed Assets company into each CCH ProSystem *fx* Tax return when importing in detail. See "Step 4: Importing Depreciation into ProSystem fx Tax," page E-16.

Note: The integration features in Sage Fixed Assets are available only if CCH ProSystem *fx* Tax is installed on your computer.

Step 1: Setting Up the Link

Setting up the link between Sage Fixed Assets and CCH ProSystem *fx* Tax consists of two parts:

1. Enter an EIN in the New Company or Edit Company dialog within Sage Fixed Assets. See "Entering an EIN," page E-8.
2. Complete the CCH ProSystem *fx* Tax Setup dialog in Sage Fixed Assets. See "Accessing the CCH ProSystem fx Tax Setup Dialog," page E-9.

Entering an EIN

The EIN (Employer Identification Number) is used for validation purposes when you import entity information from CCH ProSystem *fx* Tax into Sage Fixed Assets. You can enter an EIN when you create a new company, or you can enter an EIN for an existing company.

To enter an EIN for a new company

1. Select File/New Company from the Sage Fixed Assets menu bar. The New Company dialog appears.
2. In the Name field, enter a name for the new company.
3. In the Identification Number (EIN) field, enter the EIN for the company.

   Enter the EIN as a 9-digit number in NN-NNNNNNN format. You must enter the first two digits, followed by a dash, and then enter the remaining seven digits.

4. Complete the remaining fields on the New Company dialog, and then click OK.

To enter an EIN for an existing company

1. Open the company for which you want to enter the EIN.
2. Select File/Edit Company from the Sage Fixed Assets menu bar. The Edit Company dialog appears.
3. In the Identification Number (EIN) field, enter the EIN for the company.

   Enter the EIN as a 9-digit number in NN-NNNNNNN format. You must enter the first two digits, followed by a dash, and then enter the remaining seven digits.
4. Click OK to close the Edit Company dialog.

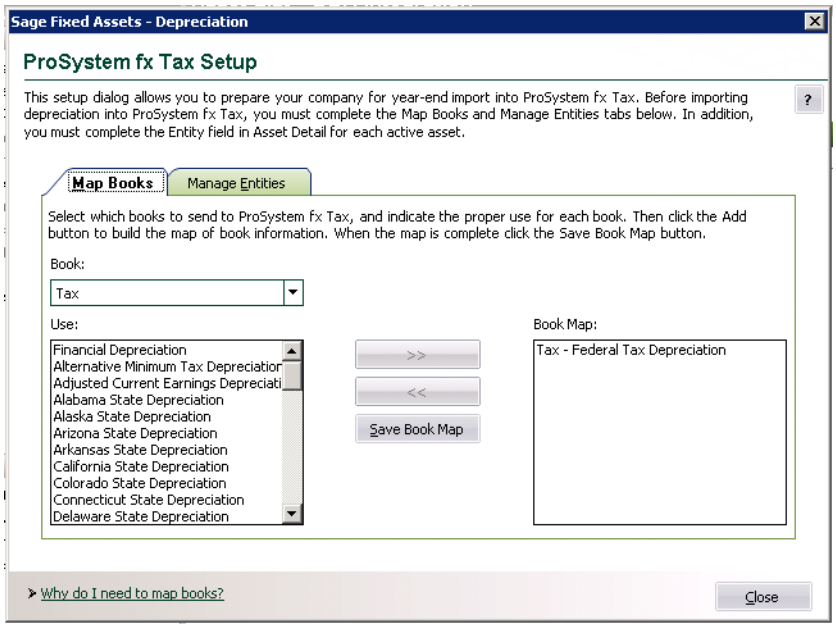
Accessing the CCH ProSystem *fx* Tax Setup Dialog

The second step in setting up the link between Sage Fixed Assets and CCH ProSystem *fx* Tax is to complete the CCH ProSystem *fx* Tax Setup dialog in Sage Fixed Assets.

To access the CCH ProSystem *fx* Tax Setup dialog, select Links/Tax Links/ProSystem *fx* Tax from the menu bar. The application displays the CCH ProSystem *fx* Tax Setup dialog.

Completing the Map Books Tab of the ProSystem *fx* Tax Setup Dialog

Use the Map Books tab to select the Sage Fixed Assets depreciation books that you want to send to CCH ProSystem *fx* Tax and to indicate the proper use for each book.



Follow the guidelines below to complete the Map Books tab of the CCH ProSystem *fx* Tax Setup dialog.

- **Book**
  Use this field to select the Sage Fixed Assets book(s) from which depreciation will be sent to CCH ProSystem *fx* Tax. You can map a Sage Fixed Assets book more than once. For example, you can use the State book for both Virginia and South Carolina depreciation purposes.

- **Use**
  Use this field to identify the use for the selected Sage Fixed Assets book. A Use can be mapped to a book only once. In order for the link to operate successfully, one Sage Fixed Assets book must be identified as being in use for federal depreciation purposes.

  Note: You can select **no more than four states** from the Use list.

- **>> (Add Button)**
  Click this button to add the selected Sage Fixed Assets book and its intended use to the Book Map list box.
- **<< (Remove Button)**
  Click this button to remove the selected Sage Fixed Assets book from the Book Map list box.
- **Book Map**
  This field displays the selected Sage Fixed Assets books and their intended uses.
- **Save Book Map Button**
  Click this button to save the information in the Book Map list box. When you click this button, the application validates the Book Map list. For example, the application makes sure you have selected a federal use in the Use list.

Completing the Manage Entities Tab of the CCH ProSystem *fx* Tax Setup Dialog

The integration between Sage Fixed Assets and CCH ProSystem *fx* Tax operates by linking each asset in the fixed asset application to an entity in the tax application. In order to facilitate the assignment process, use the Manage Entities tab to set up a list of Entities to which each asset belongs.

Follow the guidelines below to complete the Manage Entities tab of the CCH ProSystem *fx* Tax Setup dialog.

- **Entity List**
  This field displays the list of entities that you can assign to assets.
  - **Entity**
    This column displays the Entity Type and Entity ID, separated by a dash.
  - **Description**
    This column displays a description of the entity.
- **Import Button**
  Click this button to connect to CCH ProSystem *fx* Tax and import a list of entities. When you click the button, the application prompts you to enter a fiscal year-end. You must enter a valid fiscal year-end in MM/DD/YYYY format. The year must be 2004 or later. After you enter the fiscal year-end and click OK, the application displays a series of wizard dialogs that allow you to import the list of entities from the CCH ProSystem *fx* Tax return that corresponds to the fiscal year entered. For more information, see "Importing Entities from CCH ProSystem fx Tax," page E-11.
- **Add Button**
  If you want to enter entity information as you create assets throughout the year, you may need to create new entities before you install next year's tax application. Click the Add button to display a dialog that allows you to manually enter a new entity. When you click this button, the application prompts you to select an entity type and to enter an entity number and description.

After you enter this information and click OK, the application returns to the Manage Entities tab and adds the new entity to the list.

- **Edit Button**
  Click this button to change the information for the selected entity. First, select an entity from the Entity List. When you click this button, the application displays a dialog that allows you to change the entity type, entity number, and description. After you click OK, the application returns to the Manage Entities tab and displays the changed information in the Entity List.

- **Delete Button**
  Click this button to remove the selected entity from the Entity List.

Note: Any edits made to the entity list using the management buttons (Import, Add, Edit and Delete) will require an update to existing assets.

That completes the setup process. After you set up the link, you are ready for Step 2: Assigning an entity to each asset.

Importing Entities from CCH ProSystem *fx* Tax

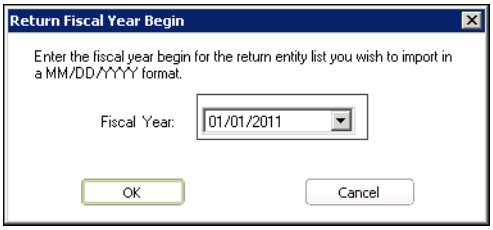
You may import a list of entities from CCH ProSystem *fx* Tax into Sage Fixed Assets using the List of Entities wizard. Before you can import entities into Sage Fixed Assets, you must first:

- Be logged in to a currently running session of Sage Fixed Assets.
- Open a Sage Fixed Assets company for which the CCH ProSystem *fx* Tax setup has already been performed.
- Install the CCH ProSystem *fx* Tax year corresponding to the Fiscal Year Begin you are requesting.

To import entities from CCH ProSystem fx Tax

1. Select Links/Tax Links/ProSystem *fx* Tax from within Sage Fixed Assets. The CCH ProSystem *fx* Tax Setup dialog appears.
2. Click the Manage Entities tab.
3. Click the Import button. The Import from CCH ProSystem *fx* Tax wizard will open. If CCH ProSystem *fx* Tax is available on multiple locations, continue to Step 4, otherwise, go to Step 5.
4. Select which version of CCH ProSystem *fx* Tax (Network or Laptop) should be used for the list of entities, and click the Next button.
5. If you are required to log in to CCH ProSystem *fx* Tax, the login dialog appears. Enter your login information and click OK.

   The Return Fiscal Year Begin dialog appears.



6. Complete the Return Fiscal Year Begin dialog and click OK. The application displays the first Import dialog listing the filters.
7. Enter the appropriate filters to create a list of returns. (With the resulting list of returns, you will select a return from which to import the list of entities into your open company in Sage Fixed Assets).
8. Click the Next button. The second Import dialog appears listing the applicable returns that meet the filter criteria you entered.
9. Select a return and click the Finish button to begin the import.

   The return you select:

   - Must contain entities.
   - Must have an Employer Identification Number (EIN).
   - Cannot be in use.
   - Must be saved prior to the request for a list of entities.

   If any of the entities are not validated in the import, Sage Fixed Assets will produce an Entity Exceptions report.

Step 2: Assigning an Entity to Each Asset

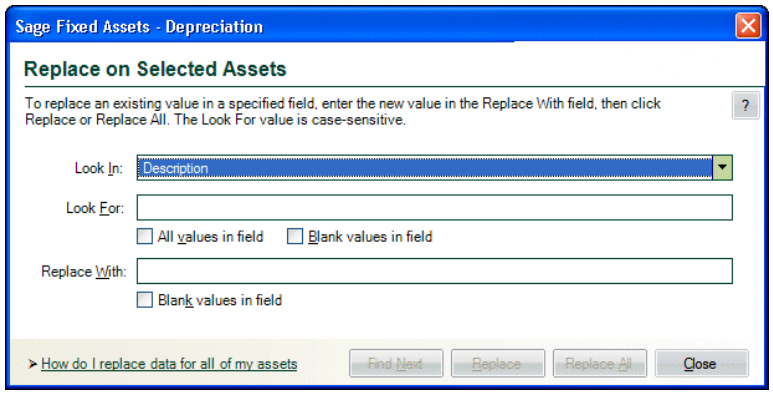
Note: Before you assign entities to assets, you must have already created a list of entities on the Manage Entities tab of the CCH ProSystem *fx* Tax Setup dialog.

If your company already contains assets, you must associate an entity with each active asset and each asset disposed during the current year. You need to select an entity for each asset that has a net book value. You do not need to associate an entity with assets that have been disposed in previous years.

The quickest way to assign an entity to multiple assets at one time is to use the Replace feature.

To use the Replace feature to globally assign entities

1. In Sage Fixed Assets, in the Asset List, display the group of assets for which you want to assign an entity.
2. Click the Select All box in the upper-left corner of the Asset List to select all of the assets in the group.
3. Select Edit/Replace from the menu bar. The Replace on Selected Assets dialog appears.



4. In the Look In field, select Entity.
5. Click the All Values in Field check box.
6. In the Replace With field, enter the entity that you want to assign to the group of assets.

Note: The value in the Replace With field must be formatted as <Entity Type>-<Entity Number>-<Entity Description> in order to match the values on the Manage Entities tab of the CCH ProSystem *fx* Tax Setup dialog. For example, you might enter the following in the Replace With field: Rental-3-410 E. Main St.

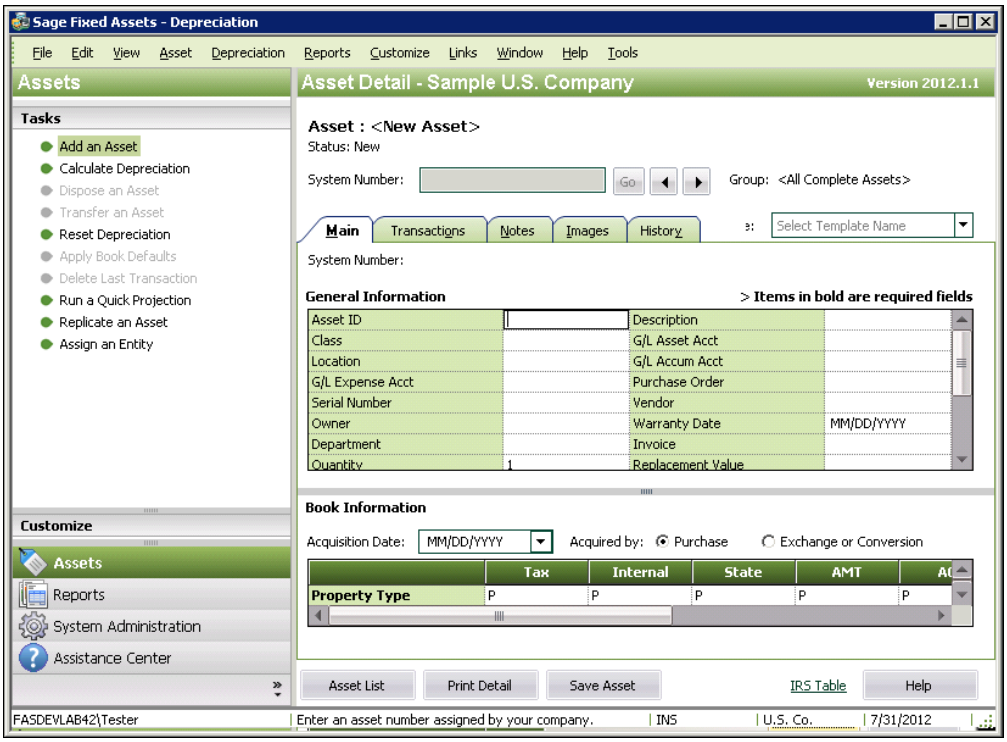
7. Click the Replace All button. The application displays a message confirming that you want to assign the entity.
8. Click the Yes button. A message confirms the value of the Entity field was replaced.
9. Click the Yes button to close the message.

As you continue to enter assets in the application throughout the year, you should assign an Entity to each asset while in Asset Detail.

To assign an entity to a new asset

1. Within Sage Fixed Assets, do one of the following:
   - Select Asset/Add from the menu bar.
   - Click the Add an Asset task on the navigation pane.

A blank set of asset tabs appears in Asset Detail.



2. Click the Assign an Entity task on the navigation pane. The Assign Entity dialog appears.

Note: The Assign an Entity task is not available in Asset Detail unless CCH ProSystem *fx* Tax is installed on your computer.

The Current Entity field displays the name of the entity currently assigned to the asset.

3. To assign a new entity (or a different entity), select the entity from the list, and then click the Update button. The application updates the Current Entity field with the selected entity.
4. Click the Close button. The application returns to the selected asset in Asset Detail.

Step 3: Calculating Depreciation

Before you can send depreciation to CCH ProSystem *fx* Tax, you must calculate depreciation for all active assets.

Note: When you calculate depreciation, make sure you select the correct fiscal year-end in the Depreciate dialog. The integration supports only tax years beginning in 2004 or later.

To calculate depreciation

1. Do one of the following:
   - Select Depreciation/Depreciate from the Sage Fixed Assets menu bar.
   - Click the Calculate Depreciation task on the navigation pane.

The Depreciate dialog appears.

2. Complete the Depreciate dialog, and then click OK. The application calculates depreciation for the selected group of assets, then either displays the results in a report viewer or sends them to a printer.

Tip: We recommend that you print the Depreciation Expense report. The amount in the Current Year-to-Date column represents the current depreciation that will be imported into CCH ProSystem *fx* Tax.

Completing the Depreciate Dialog

Follow the guidelines below to complete the Depreciate dialog.

- **Group**
  Use this field to select a group for which you want to calculate depreciation. To create a new group, you select Group Manager from the Customize menu.

- **Books**
  Use this field to select the books for which you want to calculate depreciation. You should select each book that you mapped to a CCH ProSystem *fx* Tax use in the CCH ProSystem *fx* Tax Setup dialog.

  - **Select All/Unselect All Button**
    Click this button either to select the check boxes for all available books or to clear the check boxes for all available books.

- **Date**
  Use this field to enter the date (in the format MM/YYYY) through which you want to calculate depreciation. All assets placed in service through the last day of the month you enter are included. The date can be for any period, including an earlier period. If you enter a date for an earlier period, however, the current depreciation figures for all assets included in the calculation are reset to the depreciation amounts for that earlier period.

Note: Certain date validations occur during the depreciate process. Refer to "Calculating Depreciation for Your Assets," page 8-4, for an explanation of depreciation calculation dates.

  - **View Reporting Period Button**
    Click this button to view a dialog that allows you to select the reporting period for each book. For more information, see "Completing the Current Reporting Period Dialog," page 9-10.

- **Force Recalculation**
  Select this check box to recalculate depreciation on assets for which you have already calculated depreciation through this date. You should select this check box if you have changed the company's fiscal year-end or the adjustment convention in the Edit Company dialog since your last calculated depreciation. Otherwise, you can save processing time by clearing this check box.

- **Update Current Reporting Period**
  Select this check box to change the current reporting period to the date entered in the Date field. For more information, see "Setting the Current Reporting Period," page 9-9.

- **Choose Report**
  Use this field to select a customized report that will display the calculation results at the end of the depreciate process. You can choose any customized standard report based on the Depreciation Expense report. For example, if you have changed the column headings on the Depreciation Expense report and named the customized report "My Depr Expense Report," you can select My Depr Expense Report from this field.

  Note: This field is available only if you have purchased the Sage Fixed Assets Reporting program.

- **Send To**
  You can send a report to two possible destinations: a display window or a printer. Select the appropriate check box. If you do not want to generate a report, clear both check boxes. When no boxes are selected, depreciation is calculated for the selected assets and depreciation amounts are updated in Asset Detail.

Now that you have calculated depreciation on all of your assets that contain a net book value, you are ready for Step 4, Importing depreciation into CCH ProSystem *fx* Tax.

Step 4: Importing Depreciation into ProSystem *fx* Tax

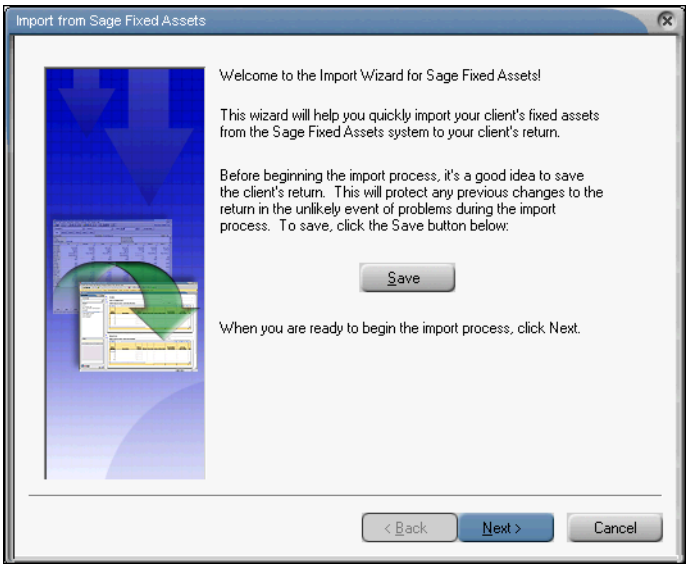
This import will transfer data to the CCH ProSystem *fx* Tax DP-series of Interview Forms, or their Worksheet equivalents, for the Corporation (1120), S Corporation (1120S), and Partnership (1065) tax products.

Before you can import deprecation into CCH ProSystem *fx* Tax:

- The company(ies) you select to import from must be calculated, unlocked, and have an EIN assigned in Sage Fixed Assets that matches the EIN of your CCH ProSystem *fx* Tax return.
- The assets of the selected company(ies) must be associated with entities.

To import depreciation from Sage Fixed Assets into CCH ProSystem fx Tax

1. Open a Corporation, S Corporation, or Partnership tax return in CCH ProSystem *fx* Tax Preparation.
2. Select File/Import/Fixed Assets/Sage Fixed Assets Depreciation. The Import for Sage Fixed Assets wizard dialog appears.

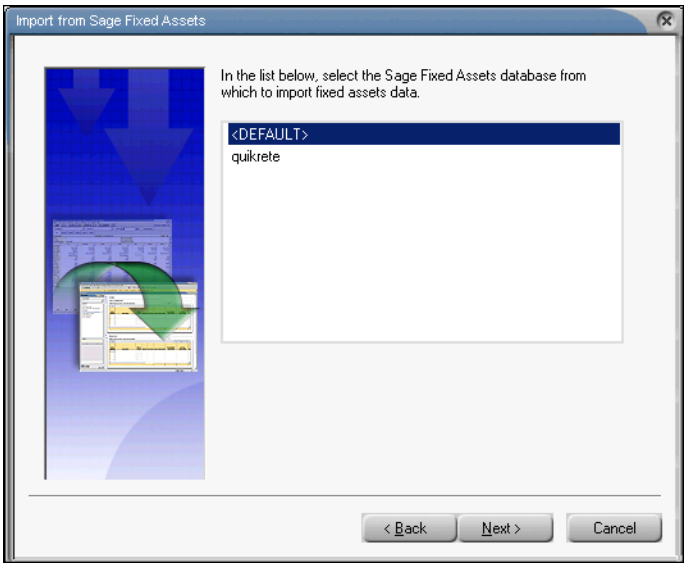


3. Click the Save button to save the open return.
4. Click the Next button.
   - If there is more than one Sage Fixed Assets application available, continue to Step 5.
   - If there is only one Sage Fixed Assets application available to you, continue to Step 6.
5. Select the Sage Fixed Assets application to use for importing data to the open return, and click the Next button.

Note: Once the Sage Fixed Assets application has been selected, the selection cannot be changed. If you need to select a different application, you must cancel the current import, and begin the import process again.

Note: If you select a network application, you must be currently connected to the network.

The dialog showing the Sage Fixed Assets database appears.



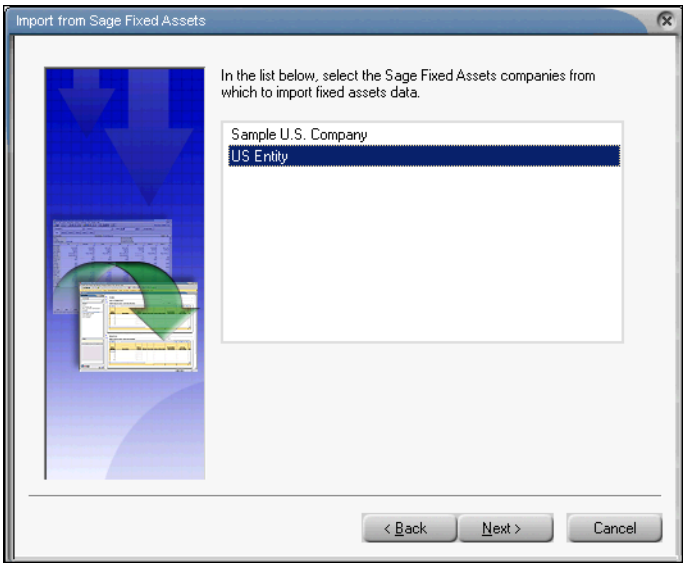
6. If there is more than one database, select the database to use for importing data to the open return and then click the Next button.

Note: Only one database can be imported to an open return in a single import. However, you do have the option to perform the import for the same return multiple times, and select different databases each time.

Note: The database you select must be unlocked and contain at least one company assigned an Employer Identification Number (EIN) matching that of the tax return.

7. If you are not currently logged in to Sage Fixed Assets (and the User ID and Password entered for CCH ProSystem *fx* Tax are not valid for Sage Fixed Assets), and the security option is selected, you will be prompted for your Sage Fixed Assets User Name and Password. Click OK.

The dialog showing the Sage Fixed Assets companies appears.

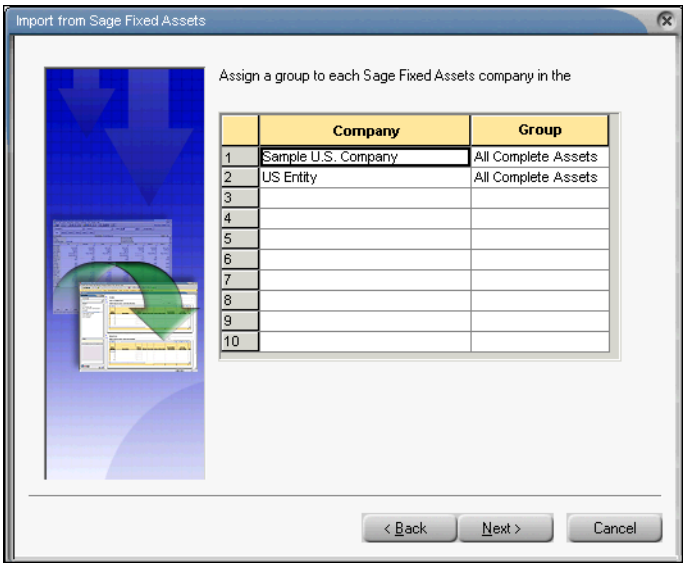


8. Select the company(ies) from which to import fixed assets data, and click the Next button.

Note: If the following criteria are not met, you will receive an Exception log.

- The company you select must match the Employer Identification Number (EIN) and tax year for the open return.
- The company you select to import from must be calculated, and unlocked.
- The assets of the selected company must be associated with entities.

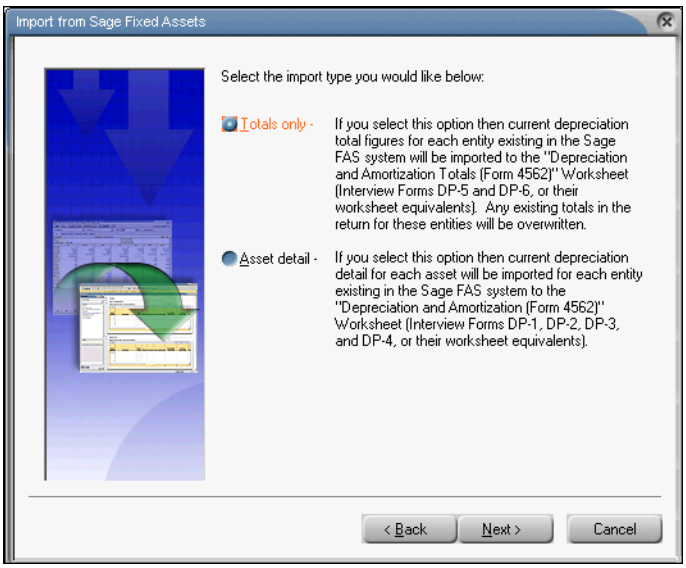
The dialog showing the list of companies and their group of assets appears.



9. Select a group for each listed company. The default is All Complete Assets.
10. Click the Next button when you have completed your group selections.

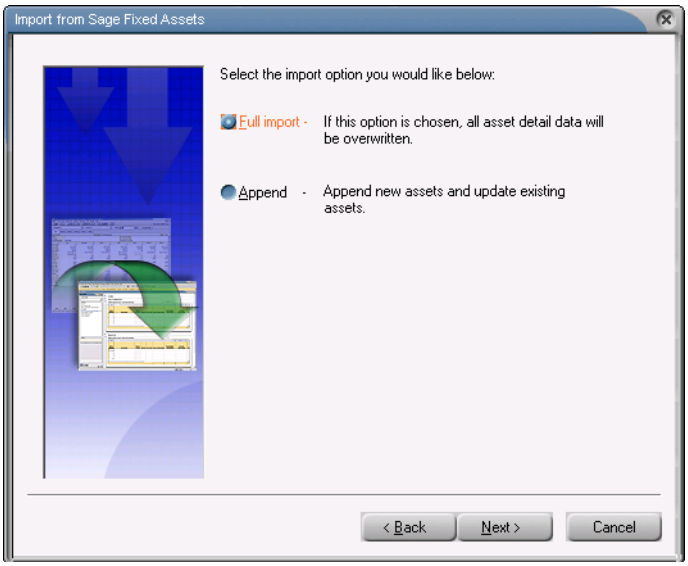
If...	Then...	Go to Step #...
You selected only one company in Step 8	the dialog to choose the import type will display	11
You selected two or more companies in Step 8 **or** You selected a Sage Fixed Assets application that is older than the tax year of the open return (for tax years after 2004)	the dialog to choose the entity option will display	15

The dialog showing the import types appears.

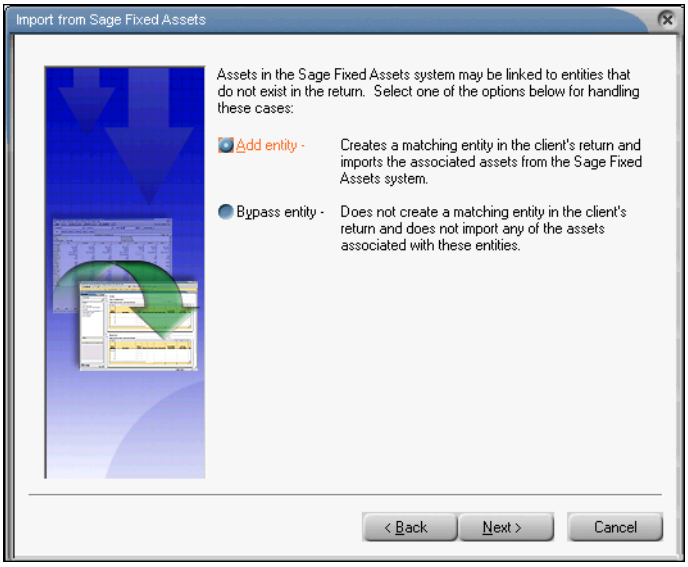


11. Review the notes on the dialog and choose one of the following:
    - **Totals only**
    - **Asset detail**
12. Click the Next button. If you chose Totals only, the dialog showing the entity options appears, and you can skip to Step 15.

The dialog showing the import options appears.



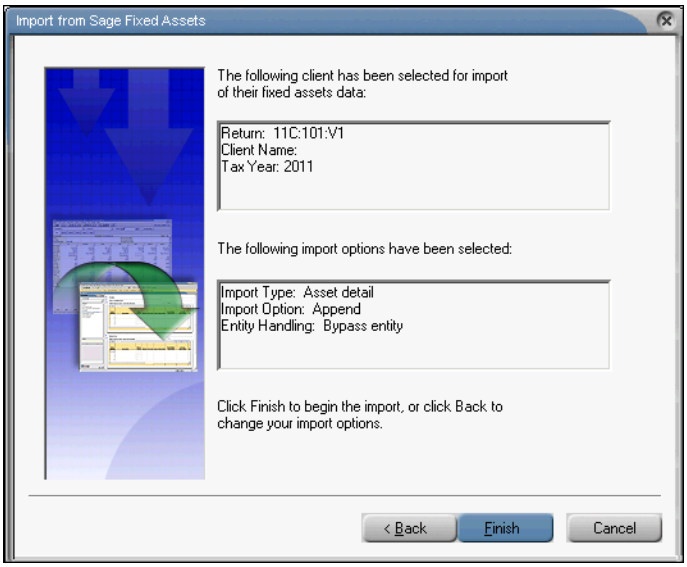
13. Choose one of the following:
    - **Full Import (default)**
      Overwrites all existing depreciation input, and replaces it with the detail data imported from Sage Fixed Assets.
    - **Append**
      Adds the detail data from the selected Sage Fixed Assets company(ies) to the return's existing depreciation input. No data matching will take place, and no overwriting of existing data will occur.
14. Click the Next button. The dialog showing the entity options appears.



15. Choose one of the following:

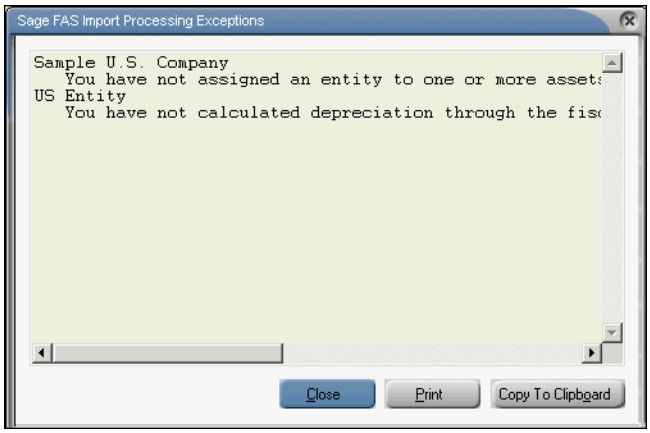
    - **Add Entity (default)**
      Creates new depreciation input records for data relating to any entity that is unmatched in the open return.
    - **Bypass Entity**
      Skips data relating to any entity that is unmatched in the open return.

16. Click the Next button. The dialog showing your import selections appears.



17. Review your import selections and then click the Finish button to start the import.

    - If there are no exceptions and the import is successful, a success message displays.
    - If any of the information is not validated in the import, you can view the exceptions by clicking Yes on a message dialog. CCH ProSystem *fx* Tax will produce an Exceptions report as shown below. If this is the case, continue to Step 18.



18. Do one of the following:

    - Click the Close button to close the dialog and cancel the import.
    - Click the Print button the report.

- Click the Copy To Clipboard button to copy the report to the clipboard to paste into another application.

Sage Fixed Assets and CCH ProSystem *fx* Tax Differences

Differences between the Sage Fixed Assets and CCH ProSystem *fx* Tax applications may cause presentation differences on the Form 4562 when you import assets from Sage Fixed Assets into CCH ProSystem *fx* Tax. The total depreciation claimed on the Form 4562 will reconcile appropriately, but in certain situations the reporting of information on the form may be different.

The following differences exist between the two applications:

- Indian Reservation Property
- Averaging Conventions
- Negative Assets
- Gain/Loss Deferred
- Like-Kind Exchanges
- Investment Tax Credit
- Casualties
- Property Type S

Indian Reservation Property

In 1993, Congress created a system whereby qualifying Indian reservation property must be depreciated over shorter recovery periods. These assets have shorter GDS lives than would otherwise apply if they were not located on an Indian reservation.

For example, a computer on an Indian reservation has a 3-year life; if it were not located on an Indian Reservation, it would have a 5-year life. On the Form 4562, Sage Fixed Assets reports Indian Reservation property (depreciation method MR or MI) according to the class life table found in the Form 4562 instructions and using the asset's reduced Indian reservation recovery period.

CCH ProSystem *fx* Tax reports the property on the line corresponding to the property's original recovery period if it were not on an Indian reservation.

Continuing with the computer example above, Sage Fixed Assets reports the property on Line 19a of the Form 4562; CCH ProSystem *fx* Tax reports the same property on Line 19b. The calculated depreciation will be the same, but the data is reported on different lines when comparing the two forms.

Averaging Conventions

A Sage Fixed Assets asset imported into the CCH ProSystem *fx* Tax application may display a different averaging convention on the Form 4562.

For example, an asset using the mid-quarter convention in Sage Fixed Assets may appear on the Form 4562 as using the half-year convention. Sage Fixed Assets specifies the averaging convention on an asset by asset basis. It is up to you to ensure that each asset is correctly using the averaging convention prescribed by law. In CCH ProSystem *fx* Tax, a company-level option either forces the mid-quarter convention, forces the half-year convention, or recalculates depreciation based on the asset information.

Because multiple assets flow to the same line on the Form 4562, and because there is a potential for each asset to have a different averaging convention in Sage Fixed Assets, CCH ProSystem *fx* Tax has been set to recalculate the averaging convention when importing assets from Sage Fixed Assets.

Note: The actual depreciation numbers are not recalculated; only the presentation of the averaging convention on the Form 4562 is affected.

Negative Assets

Sage Fixed Assets allows you to enter assets with a negative cost value, and will depreciate the negative asset accordingly. However, these assets will not be imported into CCH ProSystem *fx* Tax as this application does not allow for negative assets.

If you have entered a negative asset into Sage Fixed Assets, you'll need to make the appropriate adjustments to your depreciation expense in the CCH ProSystem *fx* Tax application.

Gain/Loss Deferred

Sage Fixed Assets allows you to defer a gain/loss from the disposition of an asset to a given tax year by selecting Defer in the field Recog GL, and then entering a date in the Defer Date field on the Disposal tab. If the gain/loss is deferred it does not appear on the Form 4797 Worksheet until the year of the deferral date.

When the asset disposal is imported into the CCH ProSystem *fx* Tax application, the value in the Recog GL field will be ignored, and the gain/loss will be recognized and will flow to the Form 4797 for the year it was disposed. If the gain/loss should be deferred to a future tax year the appropriate information should be entered into the CCH ProSystem *fx* Tax application to allow for the deferral. For example, if the gain/loss should be deferred due to an Installment Sale, the information pertaining to the sale should be entered for the Form 6252 to allow the CCH ProSystem *fx* Tax application to properly calculate the realized and recognized gain/loss from the sale.

Like-Kind Exchanges

While Sage Fixed Assets supports Like-Kind Exchanges, it does not include fields to gather all information needed to complete the IRS Form 8824 - Like-Kind Exchanges.

When importing a LKE from Sage Fixed Assets, enter all applicable information related to the Like-Kind exchange in CCH ProSystem *fx* Tax to complete the transaction.

Investment Tax Credit (ITC)

Both Sage Fixed Assets and CCH ProSystem *fx* Tax provide support for the Investment Tax Credit (ITC); however, the specific codes for the credits vary with each application.

After importing an asset for which the ITC was taken, the reduced basis will be imported and the correct depreciation will be calculated and reported on the IRS Form 4562. However, if the imported asset was either placed into service or disposed of during the tax year, and ITC was taken on that asset, the appropriate ITC code will need to be entered on the Form DP-1 within the CCH ProSystem *fx* Tax application to correctly complete the IRS Form 3468 (Investment Credit) or Form 4255 (Recapture of Investment Credit).

The ITC codes supported in Sage Fixed Assets are as follows:

Code	Description
1	Heat/Power System
2	Small Wind Energy
3	Geothermal Heat Pump
4	Advanced Energy Project
A	New Property, Full Credit
B	New Property, Reduced Credit
C	Used Property, Full Credit
D	Used Property, Reduced Credit
E	30-year Rehabilitation Property
F	40-year Rehabilitation Property
G	Certified Historic Structures
H	Pre-1936 Buildings
R	Reforestation Property
S	Solar Energy Property
T	Other Energy Property
U	Fuel Cell Property
V	Microturbine Property
W	Advanced Coal Project
X	No Investment Tax Credit
Y	Gasification Project

The ITC codes supported in CCH ProSystem *fx* Tax are as follows:

Code	Description
R	Rehabilitation of Pre-1936 Building
HS	Certified Historic Structure
T3	Transition Property - 30 year Buildings
T4	Transition Property - 40 year Buildings
TH	Transition Property Historic Structure
H	Solar Energy Equipment
P	Geothermal Equipment
F	Fuel Cell Property
M	Microturbine Property
CI	Advanced Coal - Integrated Gasification
CO	Advanced Coal - Other
G	Gasification Project
T	Reforestation (Pre-2005 assets only)
N	Regular Investment Credit
O	Enhanced Oil Recovery Credit (Pre-2006 assets)

Code	Description
I	Qualified Indian Reservation Property
EZ	Qualified Enterprise Zone Property

Casualties

Sage Fixed Assets does not support the IRS Form 4684; therefore, the gain/loss from a casualty or theft will flow directly to the Form 4797 Worksheet.

When importing an asset disposal from Sage Fixed Assets into CCH ProSystem *fx* Tax with a disposal method of Casualty, the gain/loss will correctly flow to the IRS Form 4684.

Property Type S

In Sage Fixed Assets, if an asset is entered with a Property Type of S (Real, Listed) it will be reported on Form 4562, in Part V - Listed Property.

When importing an asset with a Property Type of S from Sage Fixed Assets into CCH ProSystem *fx* Tax, it will be reported in Part III, line 19i of the Form 4562, assuming it is a MACRS asset.

Appendix F
How Do I…?

In this appendix:

Get Depreciation Numbers for a Prior Period F-1
Force Depreciation Numbers F-5
Change Critical Depreciation Fields F-5
Reset Depreciation F-7
Fix the Depreciation This Run Amount F-8
Import Assets into the Application F-8
Undo a Disposal F-9
Add a Database to Database List Manager F-10

Get Depreciation Numbers for a Prior Period

Depreciation must always be calculated for the same period as the report date you want to run. Simply running reports does not calculate depreciation.

Option 1: Running Depreciation for a Prior Period

We highly recommend that you make a backup of your company before you perform these steps.

To run depreciation for a prior period

1. Calculate depreciation for the period before the desired period by selecting Depreciate from the Depreciation menu or by clicking the Calculate Depreciation task on the navigation pane. The Depreciate dialog appears.

   For example, if you want to run depreciation for October 2010, you would first run depreciation for September 2010. This run of depreciation is just to set the Prior Through date for the assets. Do not attempt to tie these numbers to old reports.

2. Calculate depreciation for the desired period.

   In our example, you would calculate depreciation for October 2010.

3. Run the desired reports for the same period.

   In our example, you would run reports for October 2010.

4. Run depreciation back to the current period.

5. Run the desired reports for the same period.

The above procedure has some considerations and drawbacks:

- While disposed and transferred assets will show as they were when you previously ran depreciation for the current period, partial disposals and transfers will not appear the same.

- Deleted assets will remain deleted and will NOT appear on the report.
- Any asset with a Beginning Date will not show if the Beginning Date is after the depreciation run date.
- There may be rounding differences when running for a past period or rerunning back to the current period.
- If adjustments have recently been turned on, the adjustments will hit in the prior period. (We strongly recommend a backup.)

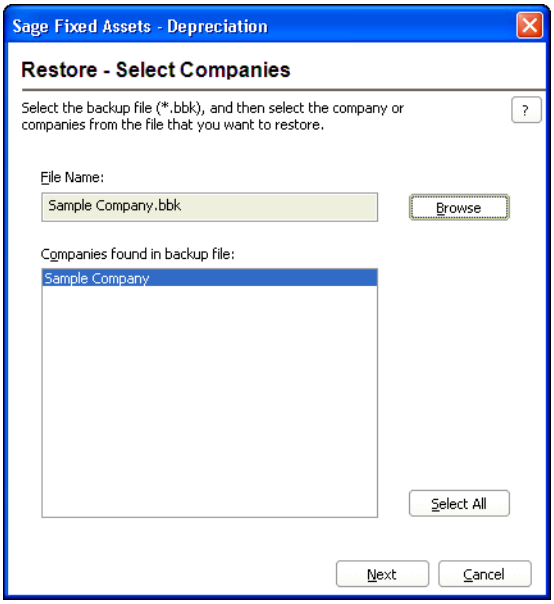
If any of these issues continue after you run depreciation back to the current period, it may be necessary to restore the backup file.

Option 2: Restoring a Backup (if available)

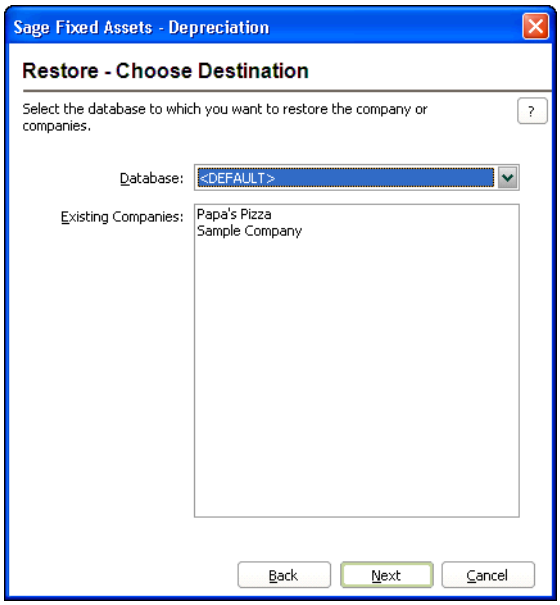
Another option is to restore a backup of your company that was made at the time that you want to run the report.

To restore a backup

1. Select File/Company Utilities/Restore Company from the menu bar. The Restore - Select Companies dialog appears.

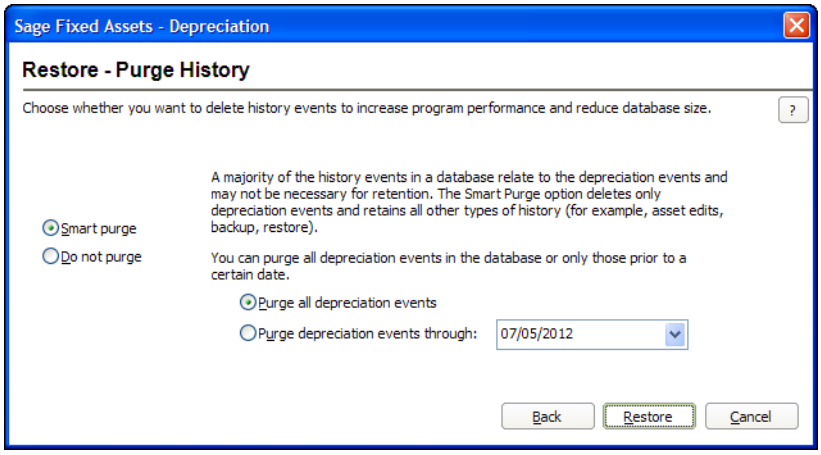


2. Select the backup file and click the Next button. The Restore - Choose Destination dialog appears.



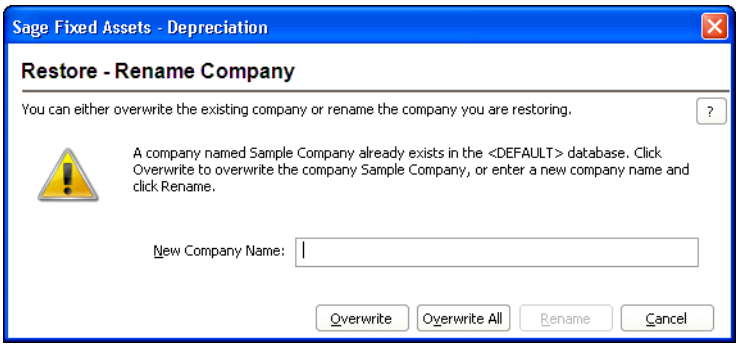
3. Choose the database to which you want to restore the backup and click the Next button. The Restore - Purge History dialog appears.

Note: If the combined number of assets in all companies in your existing database will exceed 8,000 to 10,000 assets, then we strongly recommend that you restore the company to a new database.



4. Select the history events that you want to delete from the database, if any, and then click the Restore button.

   If you decide to use an existing database, a message indicates that a company with that name already exists in the database and asks if you want to overwrite the company or rename it.



5. Type a new company name, and then click the Rename button. (You may want to name the company after the date of the backup, such as Restore FY END 2010.)

Note: If you click the Overwrite button, you will lose your current company information.

6. After the company is restored, open the restored company and rerun the reports for that same restored period. You will not have to recalculate depreciation using this method.
7. You may want to delete the restored company when finished, or leave it for future use.

Force Depreciation Numbers

The blue current depreciation fields are calculated fields; therefore, you cannot enter information in these fields directly.

You can use the Beginning Depreciation fields to force the desired depreciation numbers. Any amounts you enter into the Beginning Depreciation fields will be pulled automatically into the Current Accum (current accumulated depreciation) fields (for that period only).

- Beginning Date: Enter the month/year for which you want to force depreciation. Enter the date in MM/YYYY format.
- Beginning YTD (Year to Date): Enter the Current YTD (Year to Date) depreciation that you want to show for that same Beginning Date.
- Beginning Accum (Accumulated Depreciation): Enter the Current Accum (Accumulated) Depreciation from that same period.

Important Notes:

— While the Current Accum and Current YTD fields will show the amounts that you entered, the Depreciation This Run column on the Depreciation Expense report will not include this adjusted amount. You will need to make a journal entry to adjust your GL for this adjusted amount.

— If you force depreciation on assets that still have life, you may also want to consider changing the method to RV (remaining value over remaining life). This ensures that the asset will fully depreciate without a remainder. Otherwise, you should consider using the Adjustments option.

— Changing assets with existing beginning depreciation information will OVERWRITE the previous beginning depreciation information. Thus, if you were to run depreciation for a period prior to the Beginning Date, the report will not show this asset for that time. The application will continue calculating depreciation (if there is remaining life on the asset) starting the month following the Beginning Date entered.

Change Critical Depreciation Fields

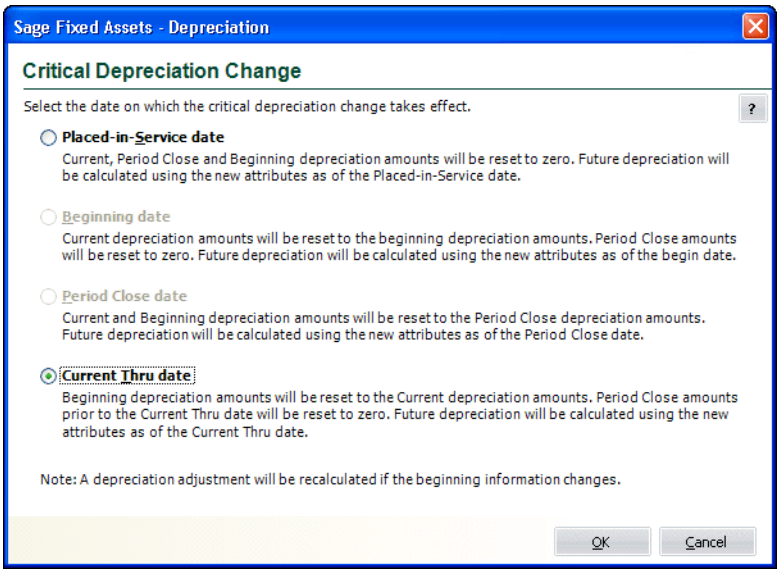
How do you make changes to fields that are critical to calculating depreciation, such as Acquisition Value, Estimated Life, Placed-in-Service Date, Depreciation Method, or Property Type?

Before you make changes to a critical depreciation field, we recommend that you print the Main tab of the asset you are changing to ensure that you have the original asset information. You may also want to make a backup of the company before making the change in case you do not get the desired outcome.

Follow the steps below to change a critical field (any field in the lower portion of Asset Detail).

To change a critical depreciation field

1. Go to Asset Detail for the asset whose depreciation-critical information you want to change.
2. Change the information in one of the depreciation-critical fields. When you tab out of the field, a message warns you that you are making a change to a depreciation-critical field and asks if you want to continue.
3. Click the Yes button to continue. The Critical Depreciation Change dialog appears.



You have four options:

- **Placed-in-Service Date:** Any depreciation in the Current Depreciation, Period Close, and Beginning Depreciation fields is reset to zero.
- **Beginning Date:** Current depreciation will be reset to the Beginning Depreciation amounts. Period Close amounts will be reset to zero.
- **Period Close Date:** Current and Beginning depreciation will be reset to the Period Close amount.
- **Current Through Date:** Beginning Depreciation will be set to the Current depreciation amounts. Period Close amounts will be reset to zero if the Period Close date is prior to the Current Through Date.

4. Click one of the four option buttons, and then click OK. The information in the Beginning Depreciation, Current Depreciation, and Period Close is updated.
5. Click the Save Asset button.

Note: If you select anything except Placed-in-Service Date in step 4, and the depreciation method is currently SL, SF, or SH and the changes make the asset under-depreciated as related to the new values, the asset may not fully depreciate over the life of the asset. In this case, we recommend changing the Depreciation Method to RV. The Depreciation Adjustment report can assist you in identifying under-depreciated assets.

Reset Depreciation

Resetting depreciation should be reserved for clearing disposals or clearing Beginning Dates from assets.

Note: You should always make sure you have a current backup of your company before resetting depreciation. There is no way to undo this operation without a backup.

To reset depreciation for a single asset

1. Select the asset on which you want to reset depreciation.
2. Select Depreciation/Reset Depreciation from the menu bar or click the Reset Depreciation task on the navigation pane. The Reset Depreciation dialog appears.
3. Select the books to be reset.
4. Select Placed-in-Service Date, Beginning Date, or Period Close Date.
   - **Placed-in-Service Date:** Resets the Current Through Date to zero. This will clear any Beginning Date and Period Close Date information.
   - **Beginning Date:** Resets the Current Through Date to the Beginning Date.
   - **Period Close Date:** Resets the Current Through Date to the last period close date.
5. Select the Clear Convention check box if desired (affects MACRS assets only).
6. Click OK to execute the command.
7. Select Depreciation/Depreciate from the menu bar or click the Calculate Depreciation task on the navigation pane to recalculate depreciation after the reset.

To reset depreciation for a group of assets

1. Create a group of assets to be reset.
2. In the Asset List, select this group of assets in the Group field.
3. Select Edit/Select All from the menu bar or click the Select All box in the upper-left corner of the Asset List.
4. Select Depreciation/Reset Depreciation from the menu bar or click the Reset Depreciation task on the navigation pane.
5. Select the books to be reset.
6. Select Placed-in-Service Date, Beginning Date, or Period Close Date.
   - **Placed-in-Service Date:** Resets the Current Through Date to zero. This will clear any Beginning Date and Period Close Date information.
   - **Beginning Date:** Resets the Current Through Date to the Beginning Date.
   - **Period Close Date:** Resets the Current Through Date to the last period close date.
7. Select the Clear Convention check box if desired (affects MACRS assets only).
8. Click OK to execute the command.
9. Select Depreciation/Depreciate from the menu bar or click the Calculate Depreciation task on the navigation pane to recalculate depreciation after the reset.

Fix the Depreciation This Run Amount

What if Depreciation This Run is incorrect?

What do you do if you believe the Depreciation This Run amount on the Depreciation Expense report is incorrect? For example, the amount is too high or too low, or the amount is for the wrong month.

There could be several reasons for the problem. You may have skipped a month when running depreciation. You may have run depreciation on the same asset(s) more than once.

Depreciation This Run is defined as the depreciation from the last time depreciation was run to the current run of depreciation. For example, if you last ran depreciation for August 2010 and then ran depreciation for September 2010, the Depreciation This Run on the September Depreciation Expense report will be one month of depreciation. (We are assuming the asset is still taking depreciation and is not taking adjustments due to adjustment conventions.) If you last ran depreciation for September 2009 and then ran depreciation again for September 2010, then Depreciation This Run will reflect one year's worth of depreciation.

When you dispose of an asset in a given month, the application calculates depreciation through that month and marks that asset with a through date of the month of disposal. If you then calculate depreciation on that asset for the month of disposal, the application sees it as the second time the asset has been run for the same month, so it reports Depreciation This Run from the Beginning Date (or Placed-in-Service Date if there is no Beginning Date). You can check this by looking at the Prior Thru column for the asset on the Depreciation Expense report.

To fix the Depreciation This Run amount

1. Calculate depreciation for the period (or month) before the desired period by selecting Depreciate from the Depreciation menu or by clicking the Calculate Depreciation task on the navigation pane.

   For example, if you want to run depreciation for October 2010, you would first run depreciation for September 2010. This run of depreciation is just to set the Prior Thru date for the assets. Do not attempt to tie these numbers to old reports.

2. Calculate depreciation for the desired period (or month).

   In our example, you would calculate depreciation for October 2010.

   The Prior Thru column on the Depreciation Expense report represents the month that depreciation was last run. If you ran for September 2010 last month and October 2010 this month, you will see 09/2010 in the Prior Thru column. If the Prior Thru column says 00/00/00, this would represent an asset that was reset to its placed-in-service date or a new asset depreciated for the first time.

Import Assets into the Application

For instructions on importing assets into the application, see Appendix C, "Custom Import Helper." If you are having trouble importing assets, here are some things you may want to check:

- Make sure that the Excel file does not have extra worksheets. Even blank sheets need to be deleted. Only a file containing a single worksheet will import.
- The file cannot have any special formatting (besides General, Text (preferred), or Date-MMDDYY or MM/DD/YYYY). if you click on the upper-left hand corner box that

highlights all cells in the worksheet and then right-click, select Formatting and choose Text. Then format the date columns to Date (MMDDYY or MM/DD/YYYY).

- The spreadsheet cannot contain formulas. If you suspect formulas may be the issue, you can Cut/Paste Special Values into a new worksheet.
- Save the file as an Excel 97 or later worksheet or ASCII (CSV or TAB) file.
- If you are importing any assets that have a depreciation percentage (for example, MT100, MF200, DB150), you will have to map a column for Depreciation Method and another column for Depreciation Percentage. The percentage column should be an integer, usually 100, 150, or 200 without the percent sign (%).
- Import as many fields as you can for as many books as you will need. When importing book information, you must include all the relevant information for each book because you cannot update book information for existing assets using the Custom Import Helper. However, you can update general information on existing assets using custom import at a later time.
- If you do not see a preview of your spreadsheet during the import process, there is some formatting you still have to remove from the data.

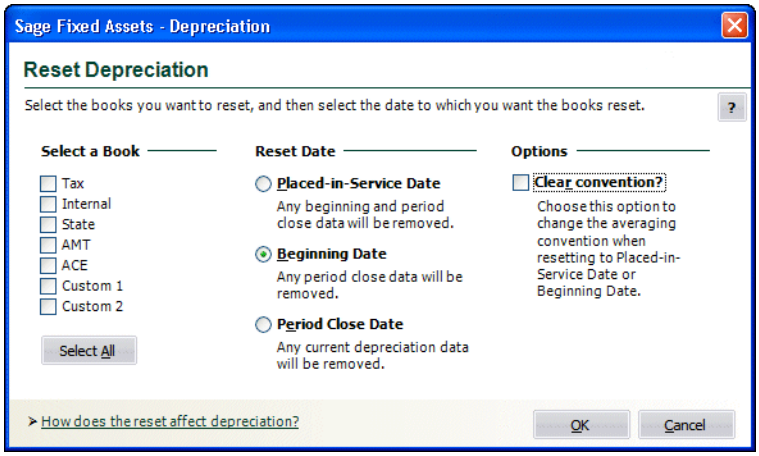
Undo a Disposal

You have two options for undoing a disposal.

Option 1: Resetting Depreciation

To reset depreciation

1. Select the disposed asset.
2. Select Depreciation/Reset Depreciation from the menu bar or click the Reset Depreciation task on the navigation pane. The Reset Depreciation dialog appears.



3. Select any book.
4. Select either Beginning Date or Period Close Date.
5. Click OK.

Option 2: Deleting the Last Transaction

To delete last transaction

1. Go to Asset Detail for the disposed asset.
2. Select Asset/Delete Last Transaction from the menu bar or click the Delete Last Transaction task on the navigation pane. You can also click the Delete Last Transaction button on the Transactions tab. The Transactions tab displays information about disposals and transfers for the selected asset. A message asks you if you are sure you want to continue.
3. Click Yes to clear the disposal information.

Note: In either case, you will need to run depreciation for the month prior to the month of disposal before redoing the disposal of the asset, and then run depreciation on the asset for the current month.

Add a Database to Database List Manager

You may need to move a database from a workstation to a network drive, or move a database from one computer to another. After you move the database, you will need to let the application know the location of the database by adding it to the Database List Manager.

The recommended procedure is to perform a company backup from the old system and then do a Company Restore onto the new system. However, if this is not an option, it is possible to copy the FAS.DB or a BDB file to the new location and use Database List Manager to associate the moved files with the new system.

Network Version

To add an existing database to the system from the server

1. Install the server components from the DVD, or follow the download instructions.
2. The Database Utility - Network Depreciation & Tracking appears at the end of the install.
3. Click the Find button. The Find Databases dialog appears.
4. Click the Browse button, and browse to the location of the databases.
5. Select a folder, and then click OK to return to the Find Databases dialog.
6. Click the Search button. The application displays all of the found databases in the list box.
7. Select (highlight) the database that you want to use from the list, and then click the Add button. The application removes the database from the list.
8. Click the Cancel button to return to the Database Utility dialog. The selected database appears in the Database Name field.

To add a new database to the system from the server

1. On the Database Utility dialog, click the Add button. The New Database dialog appears.
2. Browse to the folder in which you want to add the new database.

3. Enter the database file name and the database name, and then click OK. The application returns to the Database Utility dialog. The database appears in the Database Name field.

Note: All databases must be on the same machine as the Network Server install.

To add an existing database to the system from the Client workstation

1. On the client workstation, go to My Computer, browse to the machine where the Network Server is installed, and install the Network Client components.
2. Open the application on the workstation, and select File/Database List Manager from the menu bar. The Database List Manager dialog appears.
3. Click the Find button. The Find Databases dialog appears.
4. Click the Browse button, and browse to the location of the databases on the server machine.
5. Select a folder, and then click OK to return to the Find Databases dialog.
6. Click the Search button. The application displays all of the found databases in the list box.
7. Select (highlight) the database that you want to use from the list, and then click the Add button. The application removes the database from the list.
8. Click the Close button to return to the Database List Manager dialog. The selected database appears in the Database Name field.

Note: If you are copying a database to the system, it must be on the same machine as the Network Server install.

To add a new database to the system from the Client workstation

1. Open the application on the workstation, and select File/Database List Manager from the menu bar. The Database List Manager dialog appears.
2. Click the New Database button. The New Database dialog appears.
3. Click the Browse button, and browse to the folder in which you want to add the new database.
4. Select a folder, and then click OK to return to the New Database dialog.
5. Enter the database file name and the database name, and then click OK. The application returns to the Database List Manager dialog. The new database appears in the Database Name field.

Glossary

For greater detail about many of the terms in this glossary, see the appropriate section of this manual. The index will direct you to specific pages.

A

abandonment

A type of disposal where you voluntarily scrap an asset because of obsolescence, lack of suitability, or other reasons.

accounting period

An accounting period is the economic cycle for which financial records are maintained. It may be a twelve-month period or a year that is less than twelve months (a short year). A calendar year is an accounting period that begins on January 1 and ends on December 31.

accumulated depreciation

Current accumulated depreciation for an asset is the amount of depreciation taken, including current year-to-date depreciation, from the date the asset was placed in service to the date through which depreciation was last calculated.

ACE

ACE means Adjusted Current Earnings. ACE, as defined in Code Section 56(g), is the recalculation of C corporation income for purposes of computing an adjustment amount as required for the Alternative Minimum Tax.

acquisition value

An asset's acquisition value is the cost of obtaining the asset. This may be the asset's purchase price, its fair market value, or its basis in the hands of the transferor, depending on the type of transaction. The acquisition value is used as the beginning value for calculating the depreciable basis. See "depreciable basis."

acquisition date

The acquisition date is a general information field. It represents the date the asset was actually acquired, which may not be the same as the date it was placed in service.

ACRS

ACRS means Accelerated Cost Recovery System, a depreciation method created by the Economic Recovery Tax Act of 1981. ACRS allows faster depreciation of fixed assets than earlier depreciation methods. It provides a tax break and was intended to encourage the purchase of capital goods. It was modified by the Tax Reform Act of 1986 to become modified ACRS. See "MACRS."

adjusted basis

The application uses an adjusted basis for the gain or loss calculation when assets are disposed. This adjusted basis is the depreciable basis plus a percentage of the ITC recapture amount (if any), plus salvage value (if subtracted in determining depreciable basis), minus current accumulated depreciation.

Adjusted Current Earnings

See "ACE."

ADR

ADR means Asset Depreciation Range. ADR is a pre-1981 (that is, pre-ACRS) depreciation system that grouped assets by industry type.

ADS

ADS means Alternative Depreciation System. ADS is a straight-line alternative MACRS depreciation method using generally longer recovery periods than GDS recovery periods. ADS was created by the Tax Reform Act of 1986.

ADS life

The ADS life is generally used to depreciate pre-1999 MACRS property for AMT purposes. This is approximately the midpoint of the Asset Depreciation Range (ADR) in which the asset belongs.

alphanumeric field

An alphanumeric character is any letter or number you can create using your keyboard.

Alternative Depreciation System

See "ADS."

Alternative Minimum Tax

See "AMT."

amortization

The tax law requires taxpayers to recover certain specified capital expenditures through a process known as amortization. Amortization uses a straight-line calculation over certain specified time periods. Many intangible assets that can't be depreciated can be amortized, such as business startup expenses, covenants not to compete, trademarks, and goodwill. Some tangible assets, such as pollution control facilities, some low-income housing, and the rehabilitation of certified historic structures, can also be amortized.

AMT

AMT means Alternative Minimum Tax. The Alternative Minimum Tax (AMT) was repealed by the Tax Cuts and Jobs Act of 2017 for corporations, effective for tax years beginning January 1, 2018 and later. AMT is still in effect for individuals. The Tax Reform Act of 1986 changed the Alternative Minimum Tax rules to make it more difficult to avoid tax through the use of certain tax benefits known as tax preference items. The provisions for depreciation under the Alternative Minimum Tax rules serve to reduce the advantages available under the regular tax rules for accelerated depreciation and other preferences. The reductions in these advantages are added to taxable income.

ASCII file

ASCII means American Standard Code for Information Interchange. An ASCII file is a text file without any special control characters such as for bold text or underlining.

Asset Depreciation Range

See "ADR."

asset group

An asset group is a request from a user to search the company database for assets matching the range criteria the user has entered. For example, you could specify a range of 0 to 500 for the Acquisition Value field, and the application would display a list of assets having an acquisition value of $500 or less. For more information, see "Understanding Groups," page 1-6.

asset ID

Many companies have an existing asset numbering system. The application lets you enter the asset's existing number in the Asset ID field and lets you search for the asset using that number.

at-risk basis

An Investment Tax Credit on Section 38 property is allowable only to the extent that the asset holder is at risk. Except for real estate acquisitions, nonrecourse financing does not create risk in an investment.

averaging conventions

Averaging conventions assume assets are placed in service or disposed of at designated dates throughout the year. An averaging convention generally adopts a prescribed placed-in-service date that simplifies depreciation calculations and record keeping.

Examples of averaging conventions are the midmonth convention, full-month convention, half-year convention, modified half-year convention, and midquarter convention.

B

basis

Basis usually refers to the acquisition value (that is, purchase price); however, basis can have a number of meanings depending on the descriptive word that precedes it. For instance, depreciable basis is generally the acquisition value adjusted for the percentage of business use, ITC taken, Section 179 expense or bonus depreciation, and salvage value (for certain depreciation methods only).

beginning date

The date through which depreciation was calculated for the asset at the time you entered it in the application.

beginning depreciation

Beginning depreciation is the amount of depreciation taken on an asset before the date you want to start calculating the asset's depreciation. For example, if you switch from another depreciation system to the Sage Fixed Assets application in May 2008 and you want the application to calculate depreciation from the beginning of the 2008 calendar year, an asset's beginning depreciation would be all depreciation taken on it before 2008. For details, see Chapter 6, "Working with Assets."

bonus

For assets acquired before 1981, some depreciation methods allowed an optional first-year bonus of up to 20% of the property's basis. In the year of acquisition, this represented an additional amount of allowable depreciation. If the optional bonus was taken, the bonus amount was subtracted from the asset's acquired value before the year's regular depreciation was calculated.

book information fields

The book information fields are the data entry fields for which you enter (or accept) separate values in each depreciation book. All of these fields affect the depreciation calculations. Examples of book information fields include the Depreciation Method and the Acquisition Value.

boot

In a trade-in of one asset for another, boot is any cash or note payable given to the seller in addition to the asset traded.

bulk disposal

A type of disposal that occurs when you sell multiple assets for one selling price.

business-use percentage

Some assets used in a business may also be for personal use. However, a business may only take depreciation on an asset to the extent that it is used for business. The percentage that an asset is used for business, if less than 100%, reduces the asset's depreciable basis.

C

calendar year

A calendar year is the period of twelve months beginning January 1 and ending December 31. It is the most widely used accounting period.

cascade

This command under the Window menu places dialogs on top of each other, with the active dialog on top and the inactive dialog(s) slightly visible behind.

casualty

A type of disposal that occurs when an asset is stolen or damaged by a sudden natural cause or vandalism.

class

Class refers to user-defined classification codes for grouping fixed assets. Most companies have such codes. For example, a company might use this kind of coding system:

A	Automobiles
FF	Furniture and fixtures
HW	Computer hardware

company

A company is an organization you define for the purpose of grouping assets and is not necessarily a legal entity. For example, it may be an entire company, a division, a plant, or a branch.

company setup

Defines critical depreciation-related elements of a company, such as short years and book defaults.

complex expression

An expression that uses the *and* operator or the *or* operator to search for multiple criteria.

credit

A tax credit is an amount that is subtracted from the income tax liability in a given year. Tax credits differ from deductions: credits are subtracted from the tax itself, resulting in a dollar-for-dollar reduction in the tax liability; deductions are subtracted from either gross income or adjusted gross income, resulting in a reduction in the amount of income subject to tax.

criteria string

A statement or series of statements that qualifies the characteristics of assets to be included in a group. Also called an expression.

current accumulated depreciation

See "accumulated depreciation."

current extension

Every System Number contains a numeric extension. Asset extensions reflect the changing condition of an asset that has been partially transferred or partially disposed. The current extension displays the current condition of the asset, as displayed in Asset Detail. See also "Asset Extension Numbers," page 7-1.

current through date

The current through date is the date depreciation was last calculated for the asset in a given book. It is displayed in Asset Detail. Depreciation can be calculated by executing the Depreciate command from the Depreciate menu.

current year-to-date depreciation

Current year-to-date depreciation includes all depreciation expense from the beginning of the fiscal year containing the current through date up to and including the through date. (The *through date* is the last date through which you calculated depreciation.)

custom depreciation method

The application lets you create custom depreciation methods. You enter annual depreciation percentages for the life of the asset and specify the disposal year averaging convention. When an asset uses the custom depreciation method, the application calculates depreciation each year based on that year's percentage.

D

database

An internal software structure that stores data in a way that makes it extremely easy to search, sort, organize, and retrieve.

declining-balance depreciation

Using a declining-balance method of depreciation, assets are depreciated faster than using straight-line depreciation. The asset's net book value is multiplied by a constant rate (125%, 150%, 175%, or 200%, divided by the estimated life or recovery period), which results in a greater amount of depreciation being expensed in the early years of an asset's life and a smaller amount in later years.

default

A default is a selection that appears or is used automatically if you press Enter or make no other choice. For example, if you select OK on the New Company dialog, a message appears in a dialog asking if you want to create the new company. The highlighted frame is on the Yes button. Therefore, Yes is the default.

A default also occurs when you enter data in certain book information fields and the application automatically enters information in others. For example, when you enter the Property Type and the Placed-In-Service Date fields, the application provides a default depreciation method, estimated life, and ADS life.

depreciable basis

Depreciable basis is the acquisition value adjusted to arrive at the total amount to be depreciated. See also "basis."

depreciation

Depreciation is the process of allocating the cost of an asset used in a business over the period of time during which the asset is used. It also suggests that an asset declines in value because of use, wear and tear, or obsolescence.

depreciation adjustment

The application lets you enter year-to-date and accumulated depreciation amounts from your current depreciation books as beginning depreciation. The application then compares the difference between the depreciation entered and what the application would have calculated for the beginning period. The difference between the two, if any, is stored as an adjustment amount and appears in the Depreciation Adjustment report.

If not enough depreciation was taken for the asset, you may choose a depreciation adjustment to adjust for the difference immediately, in the post recovery period, or not at all. For instructions on choosing a depreciation adjustment for each depreciation book, see "The Book Overrides Tab," page 4-14.

depreciation methods

The depreciation method determines the pattern of allocating the asset's cost to the specific years of its life. For example, a straight-line depreciation method allocates the asset's cost uniformly over its useful life. A declining balance depreciation method allocates a greater cost at the beginning of the useful life than at the end.

directory

A directory is a place on a hard drive, equivalent to a folder in a filing cabinet, where the application stores information.

disposal date

The disposal date is the date on which the asset was sold, lost, damaged, stolen, exchanged, used up, worn out, broken, retired, or given away. It is not determined by the estimated life or recovery period, but by the actual disposal or retirement of the asset.

disposal method

There are eight disposal methods: sale, abandonment, like-kind exchange, taxable exchange, involuntary conversion, bulk disposal, casualty, and other. The disposal method determines the default gain or loss treatment.

E

energy credit

Energy credits are available for certain assets used in the conservation of energy.

estimated life

Estimated life is the period over which an asset is to be depreciated or its cost is to be recovered. The estimated life often has nothing to do with the physical life span of an individual asset. The shorter the estimated life, the more rapidly the cost of an asset can be recovered.

expression

A statement or series of statements that qualifies the characteristics of assets to be included in a group.

F

field

A field is an area that holds (or can hold) application data. Each field on the dialog is labeled for its intended purpose. For example, the first field on the Bulk Disposal dialog is labeled “Disposal Date.”

fiscal year

A fiscal year is the twelve-month period you use to define your accounting year.

fixed asset

A fixed asset is property acquired by a business for use in its operations and having an estimated life of more than one year.

G

GAAP

GAAP stands for Generally Accepted Accounting Principles. These include both guidelines and specific rules and procedures issued by bodies within the accounting industry, principally the Financial Accounting Standards Board (FASB) and the American Institute of Certified Public Accountants (AICPA), to standardize accounting practices. The goal of these principles is for firms to produce financial records that fairly reflect their operations.

gain or loss

Fixed assets that are disposed of usually are sold at a price above or below the net book value of the asset. This results in a gain or loss. For tax purposes, gain or loss is further affected by ITC recapture and Section 179 expense deductions and recapture. The Disposal Report shows whether the disposal of an asset results in a gain or loss. The calculated gain or loss is the amount realized; if this amount is reported for tax purposes, all of the amount may not be recognized. Gains and losses on certain types of dispositions need not be recognized. Recognition may also be deferred.

GDS

GDS means General Depreciation System. GDS is the principal system used for depreciating MACRS property. Compared to the MACRS Alternative Depreciation System (ADS), the GDS system generally uses shorter recovery periods and faster depreciation methods.

general information fields

General information fields hold information about assets that does not affect the depreciation calculations but which is useful for asset management. For example, you can enter information about the *G/L asset account*, the *purchase order*, and the *vendor*. You can customize the general information fields and also define and use twelve additional fields for your own purposes.

general personal property

All personal property other than listed personal property and automobiles.

general real property

All real property that is not listed real property or required to be reported separately for tax purposes.

Generally Accepted Accounting Principles

See "GAAP."

group

An asset group is the result of a request from a user to search the company database for assets matching the criteria the user has entered. For example, you could specify a range of 0 to 500 for the Acquisition Value field, and the application would display a list of assets having an acquisition value of $500 or less.

By defining and using groups you can quickly and efficiently view, run reports, and/or project depreciation for a selected group of assets.

H

half-year convention

The half-year averaging convention treats all property placed in service during any taxable year (or disposed of during any taxable year) as if it were placed in service (or disposed of) at the midpoint of such year.

I

image

An image can be a scanned picture of an asset, a drawing of an asset created with a number of software packages, or a scanned picture of documentation, such as a warranty, that you want to keep with the asset.

image list

The image list is a collection of images that can be opened on the Images tab. You can associate any number of images in the image list to the asset you are viewing. The list is built using the Image Manager, which is available from the Customize menu.

inactive assets

The assets can be inactivated. This removes them from all reports except the File Listing. Inactive assets can be reactivated. Inactive assets will not be depreciated, so be sure assets are fully depreciated before they are inactivated.

intangible assets

Intangible assets are those assets that provide future economic benefit but have no physical substance. Examples include goodwill, patents, copyrights, and trademarks.

Internal book

The Internal book is for the depreciation calculations used in the preparation of financial statements. It follows Generally Accepted Accounting Principles (GAAP).

Investment Tax Credit (ITC)

The ITC is a tax credit that can be taken for the purchase of specific types of business property. Assets eligible to qualify for the ITC include business property, energy property, and rehabilitation property.

involuntary conversion

A type of disposal that occurs when you involuntarily retire an asset due to a breakdown, condemnation, or reasons other than a casualty.

ITC recapture

If an asset for which ITC was taken is disposed of before the end of its recapture period, the tax credit is recaptured by the IRS (repaid by the owner) on a prorated basis. The amount to be repaid is the ITC recapture amount.

L

like-kind exchange

A type of disposal that occurs when you exchange an asset for a similar asset. It can include the receipt of money or dissimilar property.

listed property

Section 280F of the Internal Revenue Code defines certain kinds of property for which special information must be provided on IRS Form 4562. These assets are those that can be used for both business and personal purposes. They include passenger cars and other forms of transportation; and entertainment, amusement, and recreational properties.

low-income housing

Low-income housing means any building that has met certain federal guidelines and where the dwelling units are held for occupancy on a rental basis by families and individuals of low or moderate income.

M

MACRS

MACRS is an acronym for Modified Accelerated Cost Recovery System. It is a method of depreciation as modified by the Tax Reform Act of 1986, and it is used for most property placed in service after 1986.

midquarter convention

The midquarter convention is a special averaging convention that applies only when more than 40% of qualifying MACRS property is placed in service in the last three months of the tax year. Under this convention, qualifying MACRS property is treated as though it were placed in service in the middle of the quarter in which it was purchased.

Modified ACRS

See “MACRS.”

N

net value

The net value of an asset is its acquisition value minus any Section 179 expense deduction minus its total accumulated depreciation.

numeric field

A numeric field accepts only numbers (no letters or other keyboard characters except a single decimal point). For example, a field used to enter dollar values is a numeric field.

O

168 Allowance

The 168 Allowance refers to the additional 30%, 50%, or 100% depreciation allowance that the application calculates when you select a “plus 168” depreciation method for a qualified asset placed in service after September 10, 2001.

P

partial transfer

You can transfer less than the entire acquisition value of an asset from one location to another. When you perform an intracompany transfer (within a single company), the partial transfer can occur between any descriptive field in the application. You select the descriptive field in the Transfer By field on the Edit Company (or New Company) dialog. (For an intercompany transfer, you cannot select a descriptive field because the transfer occurs between *companies*, by definition.) The most common examples of partial transfers are between locations, companies, or G/L accounts.

personal property

Personal property generally includes fixed assets that are movable (that is, not attached to the land), and that are not real property (buildings). Equipment and machinery are examples of personal property.

placed-in-service date

The date that an asset is ready and available for a specified use is the date it was placed in service for depreciation purposes. This date is entered for each depreciation book and may be different from the date it was acquired. You can enter an acquisition date in the general information field if you need it for warranty, insurance, or other purposes.

“plus 168” depreciation method

A “plus 168” depreciation method is one that provides an additional 30%, 50%, or 100% depreciation deduction in the year you place an asset in service. The application has four “plus 168” depreciation methods: MA, MR, AA, and SB.

postrecovery period

The postrecovery period is the period that begins immediately after the end of an asset’s normal depreciable life.

primary company

When merging two or more companies, the first company you select is referred to as the primary company. The fiscal year-end date and any short years of this primary company are used to determine whether the rest of the selected companies are compatible for merging.

printer port

A printer port is where your printer cable connects to the computer.

property type

There are two major types of property: tangible and intangible. Tangible property is either personal property or real property. The application breaks down personal and real property into eleven types. The property type

you enter for the asset determines which depreciation methods you can use and other factors in the depreciation calculation, such as how to apply averaging conventions.

R

RAM

RAM stands for random access memory. It is your computer's internal memory, which the application uses as its work space and temporary storage area. The application saves data permanently on your computer's hard drive.

range

You can specify which assets to include in an Asset Group or in a report by selecting a range of assets. The range specifies which values must be found in the selected field for the asset to be included. For example, if the range for acquisition value is 0 to 500, any asset having an acquisition value of $500 or less will be included in the group results or in the report.

reactivate assets

An asset that has been made inactive may be made active again. An inactive asset is no longer depreciated and does not appear on reports. After being reactivated, the asset again appears in reports and recommences depreciation, if its cost is not fully recovered.

real property

Real property includes land and generally anything erected on or attached to the land, such as a building or a parking lot.

recovery period

As compared with the period of time over which an asset may reasonably be expected to be useful, the recovery period is a statutory designation of depreciable lives under ACRS and MACRS. Therefore, it is the period of time over which such an asset is depreciated.

recovery property

Recovery property is property depreciated under ACRS or MACRS (method AT, SA, ST, MF, MT, MI, or AD), which requires the use of a recovery period as the asset's estimated life.

refresh

Updates all data in the current group. Select View/Refresh from the menu bar.

remaining asset

The remaining asset represents the amount of basis left after a partial transfer or a partial disposal has occurred. It is always the last numbered extension in a partial transaction.

remaining life

Remaining life is an asset's original estimated life less the number of years for which depreciation has already been taken.

remaining value

Remaining value is an asset's original depreciable basis less depreciation taken to date. It is also called remaining basis.

Replacement Value

Replacement Value represents the increase (or decrease) in the value of your assets. You can use Replacement Value to determine the equivalent cost of purchasing assets new today. Replacement Value is calculated annually for an asset when depreciation is run.

replicate [an asset]

Fixed assets that are similar or identical can be entered once and then replicated as many as 999 times to speed up the data entry process. For example, if you had four identical chairs, you might enter the first one and then replicate that asset three times.

S

sale

A type of disposal that occurs when you sell an asset for:

- Cash
- Cash and noncash items (if not qualifying as an exchange).

salvage value

The salvage value of an asset is the value it's expected to have at the end of its useful life. Straight-line, sum-of-the-years'-digits, and custom depreciation methods subtract salvage value from an asset's depreciable basis, while other methods will not depreciate below the salvage value. ACRS and MACRS methods disregard salvage value in calculating depreciation.

Section 179 expense

Section 179 of the Internal Revenue Code allows the costs of certain new assets to be treated as expenses rather than capital expenditures and to be deducted in the year placed in service instead of depreciated.

short year

A short year occurs when there is an accounting period of less than twelve calendar months. It often appears in the first and last years of a company's life.

simple expression

A simple expression is an expression that searches for just one criterion.

SmartList

A SmartList is a customized list box of available entries for a field. You can give a field a SmartList by using the field customization feature.

sort

To sort a report means to put the items in the report in a specified order. For example, the simplest way to sort a report is to let the application print the assets in order by System Number. You can specify that you want the assets sorted by some other field, such as by *class*, if you want the assets organized for a particular purpose. Use the Group Manager to define how you want the assets to be sorted.

straight-line depreciation

Straight-line depreciation generally allows an equal amount of depreciation for each year in the asset's estimated life. Exceptions for the first and last years in the life are caused by the averaging convention in use for the asset.

sum-of-the-years'-digits depreciation

Sum-of-the-years'-digits depreciation is an accelerated method of depreciation that results in a greater amount of depreciation being expensed in the early years of an asset's life and a smaller amount in later years.

system (or SYS) number

The application assigns each asset a permanent system number that can be used to find the asset in the data files. The number is different for each asset. When you set up a company, you determine what the beginning system number will be. The application also uses the system number in sorting assets in reports.

T

tab

The application makes efficient use of the space on a dialog by providing tabs which provide access to different types of information on that dialog.

tangible assets

Tangible assets are those assets that provide economic benefit and have physical substance. See also "intangible assets."

Tax book

The Tax book is for the depreciation calculations used when reporting regular depreciation on federal tax returns under IRS rules.

tax credit

A tax credit reduces, dollar for dollar, the amount of tax to be paid.

tax deduction

A tax deduction reduces the amount of net income subject to tax.

tax preference (ACRS)

A tax preference for ACRS real property is the difference between depreciation calculated by ACRS and that calculated using straight-line depreciation. Other pre-1987 real property also creates a tax preference to the extent that accelerated depreciation exceeds the straight-line depreciation amount. Tax preferences are used in calculating the Alternative Minimum Tax.

taxable exchange

An exchange of dissimilar property, such as exchanging a car for land. It can also include the receipt of money.

taxable year

Taxable year means the period for which taxable income is computed. It may be a twelve-month period or a year that is less than twelve months (a short year). If it is a calendar year, it begins on January 1 and ends on December 31.

template

An asset template is predefined asset information for a certain kind of asset. Once you have saved as much or as little data as you want for an asset as an asset template, you can use the template to quickly create new

assets that need only a small amount of modification to be unique, for example, giving each asset its own asset number.

transfer by

The transfer by key indicates the field that the user establishes as a cost center to transfer assets. The most common applications would be a location, G/L account, or company.

transferred asset

A transferred asset is the amount of basis being transferred out of an asset, creating a new unique System Number.

transitional property

If, at the time that a tax provision expires, a company has a firm agreement that certain property be delivered, that property is called transitional property. The rules of the tax provision can usually be applied to transitional property even though the property is not yet placed in service when the tax provision expires.

U

user books

User books are depreciation books not designated for specific tax reporting purposes. The predefined user book is the Internal book. The default information in the Internal book conforms to GAAP. The other user books, Custom 1 and Custom 2, may be defined as you wish.

utilities

Utilities are programs or functions of an application that help the user maintain the database and perform other tasks that are not the primary purpose of the application. For example, some of the utilities let you inactivate assets, reset depreciation, and export ASCII files.

V

vintage account

Asset Depreciation Range (ADR) depreciation allowed multiple asset accounts to be used from 1971 through 1980. These accounts are called vintage accounts, referring to the year in which the multiple assets that comprised a particular account were placed in service.

W

whole transfer

A whole transfer occurs when an asset's entire acquisition value is moved from one location to another. A whole transfer can occur between any descriptive field in the application. This is set on the New (or Edit) Company dialog in the Transfer By field. The most common examples of whole transfers are between locations, companies, or G/L accounts.

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