



Fixed Assets

Training Manual

ETMFA11

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Document Number FATRN

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This document has been prepared to conform to the current release version of TRAVERSE Accounting Business Software for Windows. Because of our extensive development efforts and our desire to further improve and enhance the product, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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INTRODUCTION

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OVERVIEW

Fixed Assets helps you analyze tax and cash-flow implications for assets before acquiring them, as well as tracking their valuation and depreciation.

Use Fixed Asset's functions to evaluate leases, amortize loans, and experiment with depreciation strategies before you make a capital commitment. You can also use a full range of financial and management reports to manage investments and meet tax reporting requirements.

Fixed Assets provides a set of IRS-supplied depreciation tables and supports MACRS, ACRS, straight line, sum-of-the-year digits, and declining balance recovery methods.

System Information

Additional information about using the system is found in the following sources:

- the *Fixed Assets User's Help*
- the user's help for other TRAVERSE applications
- the *Developer's Guide* and *Developer's Object Descriptions* manuals
- online help

Customer Support

Open Systems Holdings Corp. has a strong commitment to customer service and product quality. If you need help using any Open Systems product, follow these procedures:

- Consult the user's guide and other TRAVERSE reference materials.
- If you are a subscriber to the TRAVERSE customer support program, you can consult your customer support representative (1-800-320-3088) or e-mail them at traverse_support@osas.com.

ABOUT FIXED ASSETS

Frequently used functions

The most frequently used functions are on the Setup and Maintenance and Period Work menus. Use these functions for the following tasks:

- Enter new assets and edit existing assets.
- Retire assets.
- Compute and post period depreciation.
- Print reports

Forecasting and Year-End functions

Forecasting and Year-End functions are on the Forecasting and Year-End menus. Use these functions for the following tasks:

- Analyze lease vs. buy effects to your tax burden.
- Run trial depreciations to see the effects of various depreciation methods and other variables.
- Print year-end tax and annual reports.

Reports

Reports provide a means of seeing the information stored in the system. Use the Reports menu functions to select the information for your reports.

Interactive Views

Assets, depreciation, service and retired asset information can be displayed through the interactive view functions.

Interfaces

Fixed Assets can be interfaced with General Ledger.

2

SETTING UP FIXED ASSETS

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SETUP CHECKLIST

Required

- ____ 1. Set up your Business Rules to establish Locations, Tax Districts, Max Limit and Threshold Limit.
- ____ 2. Set up your periods and years in the Period Depreciation Setup.
- ____ 3. Set up your assets using the Fixed Assets function.
- ____ 4. Compute period depreciation and post for depreciation in your current year.

Recommended

- ____ 5. Set up any custom depreciation tables to use in your asset depreciation.

SETUP PROCEDURES

Before you can use the Fixed Assets application, you must follow the setup procedures in this section. Follow the setup procedures carefully, because the choices you make determine how the system operates.

Gather Your Information

Gather and organize the following accounting data:

- a chart of accounts for your business
- Fixed Asset information
- previous- and current-year depreciation history organized by fixed asset

What You Need to Define

To set up the Fixed Asset system, follow these steps:

1. Use the **Business Rules** (page 3-5) function to define how you want the system to work.
2. Use the **Fixed Assets** (page 3-25) function to setup and maintain information about your assets.
3. Use the **Period Depreciation Setup** (page 3-21) function to enter accounting period information for each depreciation type.
4. Use the **Depreciation Tables** (page 3-13) function to maintain the predefined tables supplied by the IRS.
5. Use the **Retire Assets** (page 3-41) function to retire and dispose of an asset.

IDs and Codes

IDs and codes tell the system how to identify each item on file. The system uses these identifiers to organize information.

When you assign IDs and codes, establish a format that makes sense for your business and use it consistently. The following suggestions may help you to establish a useful format:

- Do not use the following characters in an ID or code: | “ ’ & # * @ !.
- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the parts should be the same length in every ID.

Do not use spaces to divide IDs into more than one part. For example, use ACE-001 and ACE-011 instead of ACE-1 and ACE-11 or ACE 01 and ACE 11.

- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly. For information about how IDs and codes are sorted, see (page 2-5).
- Use descriptive IDs. For example, WIN001 and WIN002 are more descriptive than 000001 and 000002.
- If you want to sort items by a particular attribute—name or group—put the attribute in the ID. For example, to organize vendors by name, put the first characters of the name of the vendor in the vendor ID.
- To ensure that you can insert new items into a sequence, use a combination of letters and numbers that leaves room in the sequence for later additions. For example, WIN001 and WIN005 leaves room for three IDs in between.

Fixed Assets

The **Fixed Assets** (page 3-25) function is the center of the Fixed Assets application: Use the Fixed Assets function to set up and maintain records for each asset. A record contains general information, as well as information on acquisition, valuation and credit, depreciation, service, and retirement.

Compute Period Depreciation

Use the **Compute Period Depreciation** (page 4-5) function to calculate the depreciation of active assets, generate the period depreciation report, and post period depreciation.

Retire Assets

Use the **Retire Assets** (page 3-41) function to retire or dispose of the asset when the asset reaches the end of its useful life or when you have taken all the depreciation you can. The Retire Assets function changes the asset's status to Retired, enters a retirement date in the asset record, and puts a stop to depreciation calculations involving the asset.

Period Depreciation Setup

Use the **Period Depreciation Setup** (page 3-21) function to enter accounting period information and to select a default depreciation type.

SETUP AND MAINTENANCE

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OVERVIEW

Before you can use the Fixed Assets application, you must follow the setup procedures in this section. Follow the setup procedures carefully, because the choices you make determine how the system operates.

To set up the Fixed Assets system, follow these steps:

- Use the **Business Rules** (page 3-5) function to define how you want the system to work.
- Use the **Depreciation Tables** (page 3-13) function to maintain the predefined tables supplied by the IRS.
- Use the **Period Depreciation Setup** (page 3-21) function to enter accounting period information for each depreciation type.
- Use the **Fixed Assets** (page 3-25) function to setup and maintain information about your assets.
- Use the **Retire Assets** (page 3-41) function to retire and dispose of an asset.

BUSINESS RULES

Use the **Business Rules** function to set system defaults, determine names for locations and tax districts, select interfaces, and enter maximum and threshold limits.

The Business Rules function centralizes and standardizes the options and interface controls for each of the TRAVERSE applications. It also gives an increased level of security, and allows you to set role specific values for many configured options.

To set up **Business Rules**, follow these steps:

1. Select **Business Rules** from the **System Manager, Company Setup** menu.

Business Rules Menu



2. The **Business Rules** screen appears. Select **Fixed Assets**.

Business Rules Screen

The screenshot shows the 'SM Business Rules' window. On the left, a tree view under 'Business Rules' has 'FA - Fixed Assets' selected. The right pane displays the 'Interface - Application' settings for Fixed Assets. The settings are as follows:

Interface - Application	
General Ledger	Yes
Miscellaneous	
Audit Fixed Assets	No
Maximum Limit	500,000.00
Name For Location 1	Office
Name For Location 2	Dist Center
Name For Location 3	
Name For Tax District 1	State
Name For Tax District 2	County
Name For Tax District 3	City
Post Detail to General Ledger	Yes
Threshold Limit	2,000,000.00

At the bottom of the window, there are buttons for 'Apply', 'OK', and 'Cancel'.

Interface - Application

3. **General Ledger:** Select **Yes** to interface Fixed Assets with General Ledger; otherwise, select **No**. If you interface Fixed Assets with General Ledger, Fixed Assets automatically creates entries in the GL Journal when you post depreciation.

Miscellaneous

4. **Audit Fixed Assets:** Select **Yes** to maintain a transactional log of changes that are made to Fixed Assets; otherwise, select **No**.
5. **Maximum Limit:** Enter a maximum limit amount. This amount is used on the Depreciation Tax Report used to prepare IRS tax form 4562.
6. **Name For Location 1-3:** Enter the names for up to three locations. These fields are used to generate reports.

7. **Name For Tax District 1-3:** Enter the name for up to three tax districts. These fields are used to generate reports.
8. **Post Detail to General Ledger:** Select **Yes** to post detail information to the GL Journal; otherwise, select **No** to post summary information to the journal.
9. **Threshold Limit:** Enter a threshold amount. This amount is used on the Depreciation Tax Report used to prepare IRS tax form 4562.
10. Click **Print** to preview and print a report showing your selected Business Rules.
11. Select a command button:

Command Buttons

Name	Description
Apply	Save the changes you have made to the business rules functions. The screen will remain open.
OK	Save the changes and exit the business rules function.
Cancel	Close the business rules screen without saving any changes.
Print	Preview and print a business rules report.
Search	Perform a wild-card search of all existing business rule descriptions. The results will display in a tree-view for easy navigation.

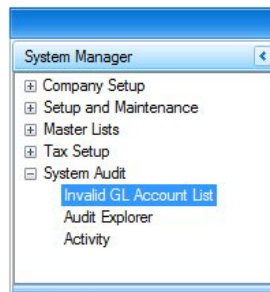
Business Rules Report

Continental Products Unlimited				Page 1
Business Rules List				
Application	Group			
	Description	Current Value	Default Value	
FA- Fixed Assets	Interface - Application			
	General Ledger	Yes	No	
	Miscellaneous			
	Audit Fixed Assets	No	No	
	Maximum Limit	500,000.00	0.00	
	Name For Location 1	Office	-	
	Name For Location 2	Dist Center	-	
	Name For Location 3		-	
	Name For Tax District 1	State	-	
	Name For Tax District 2	County	-	
	Name For Tax District 3	City	-	
	Post Detail to General Ledger	Yes	No	
	Threshold Limit	2,000,000.00	0.00	

Invalid GL Account List

1. To check for invalid GL accounts select **Invalid GL Account List** from the **System Audit** menu in **System Manager**.

Invalid GL Account List Menu



2. The **Invalid GL Account List** screen appears.

Invalid GL Account List Screen

Select Applications :

App

☒ Accounts Payable
☒ Accounts Receivable
☒ Banking
☒ Bill of Materials/Kitting
☒ Bank Reconciliation
☒ CRM
☒ Digital Dashboard
☒ Requirements Planning
☒ Fixed Assets
☒ General Ledger
☒ Inventory
☒ Project Costing
☒ MFG - Bills of Material
☒ Multicurrency Feature
☒ MFG - Production
☒ MFG - Routing & Resources
☒ Payroll
☒ Purchase Order
☒ Point-of-Sale
☒ Service Director

All
None

App ID	Table Name	Field Name	Reference Value	Account Number
PA	[CPU].dbo.tblPaDeductCode	EmpExpenseAcct	11	8888
AP	[CPU].dbo.tblApDistCode	DepositGLAcct	D001	
AP	[CPU].dbo.tblApDistCode	DepositGLAcct	I001	
AP	[CPU].dbo.tblApDistCode	DepositGLAcct	I002	
AP	[CPU].dbo.tblApDistCode	DepositGLAcct	I003	
IN	[CPU].dbo.tblInStandardCostAdjust	GLAccount	6	
SM	[CPU].dbo.tblSmConfigValue	ConfigValue	8450	

3. Select the **Applications** you want to check for invalid GL accounts. If you want to have all applications checked click the **All** button.
4. Click **OK** to start the search for invalid GL accounts.

Invalid GL Accounts List

Continental Products Unlimited
SM Invalid GL Account List

Page 1

App ID	Table Name	Field Name	Reference Value	Account Number
SM	[CPU].dbo.tblSmTaxLoc	GLAcct	AZ	010002021
SM	[CPU].dbo.tblSmTaxLoc	TaxRefAcct	AZ	010002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021

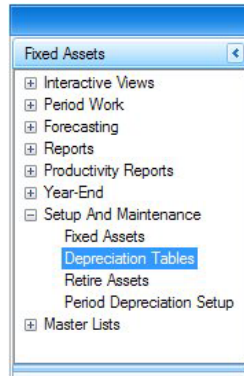
DEPRECIATION TABLES

Use the **Depreciation Tables** function to maintain the predefined tables supplied by the IRS. All the established, current Depreciation Tables, and selected tables from earlier years are provided with the Fixed Assets system. However, since tax laws change frequently, you may need to add or change the tables before you begin Fixed Asset processing.

To set up **Depreciation Tables**, follow these steps:

1. Select **Depreciation Tables** from the **Setup and Maintenance** menu.


Depreciation Tables Menu



2. The **Depreciation Tables** screen appears.

Depreciation Tables Screen

Column	Year	Percentage	Max Value
2010	5	11.520	1,775.00
2010	6	5.760	1,775.00
Column: 2011			
2011	1	20.000	3,060.00
2011	2	32.000	4,900.00
2011	3	19.200	2,950.00
2011	4	11.520	1,775.00
2011	5	11.520	1,775.00
2011	6	5.760	1,775.00
Column: 2012			
2012	1	20.000	3,160.00
2012	2	32.000	5,100.00
2012	3	19.200	3,050.00
2012	4	11.520	1,875.00
2012	5	11.520	1,875.00
2012	6	5.760	1,875.00

3. Click the **New Record** button  , on the toolbar, to open a blank Depreciation Table record.
4. Enter a new table ID in the **Table ID** field.


NOTE: When entering the table ID, you must follow the standard naming convention for the depreciation tables already in TRAVERSE.

Example: If you are adding a “MACRS 5 Yr Automobile” table that is similar to the existing M05A table you would name the table something like M05N for the new table. The first 3 digits must follow the standard table naming convention for the table to calculate.

NOTE: If you are adding a table and want to copy from an existing, print the table list and refer to that list to set up the table and make changes as needed.


5. Select a Depreciation Table to **Copy From**, to copy an existing table and edit it to meet your depreciation calculation needs.
6. Enter a description for the table in the **Description** field.
7. Select a default column type for the table from the **Column Type** field: **Year Placed in Service**, **Recovery Period**, and **Month Placed in Service**.
8. Enter, if applicable, the column number in the **Column** field.

NOTE: The column number applies to the IRS depreciation tables. For some tables, the column number refers to the applicable recovery period. For others, it is the month placed in service. If no number is listed, there is no column number associated with the selected table ID and should therefore be left blank.


9. Select the **Use Max Values** check box, if applicable, to signal the table includes a Maximum Limit on Annual Depreciation.
10. Enter the applicable information in the **Year**, **Percentage**, and **Max Value** fields.
11. Select the **Save** icon  on the toolbar to save the new **Depreciation Table**.

Task Summary

To editing a Depreciation Table, follow these steps:

1. Select a **Depreciation Table** to edit from the **Table ID** field.
2. Edit the fields as necessary.
3. Select the **Save** icon  on the toolbar to save any changes made to the **Depreciation Table**.

To delete a Depreciation Table, follow these steps:

1. Select a **Depreciation Table** to delete from the **Table ID** field.
2. Select the **Delete** hot key (F3), or click on the **Delete** record button  on the tool bar to delete the selected Depreciation Table.
3. Click **Yes** at the “**Are you sure you want to delete selected record(s)?**” prompt.

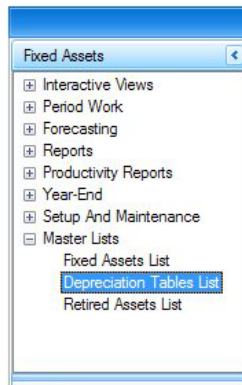
Producing a Depreciation Tables List

Use the **Depreciation Tables List** to view the Depreciation Tables you have set up. Use the Depreciation Tables function to change Depreciation Table information.

To produce a **Depreciation Tables List**, follow these steps:

1. Select **Depreciation Tables List** from the **Master Lists** menu.

Depreciation Tables List Menu



2. The **Depreciation Tables List** screen appears.

Depreciation Tables List Screen

The screenshot shows a software window titled "FA Depreciation Tables List". At the top, there is a toolbar with buttons for "Print", "Output" (with a dropdown arrow), "Send", "Preview", and "Reset". Below the toolbar is a "Data Filter" section with a dropdown arrow and a search icon. The filter area contains the text "And" followed by a small circular icon. The main body of the window is a large, empty light gray area. On the left side of this area, there is a "View" section with a dropdown menu showing "Detail" (highlighted in blue) and "Summary".

3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.
4. Select the amount of detail to generate from the **View** section: **Detail** or **Summary**.

5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Depreciation Tables List

Continental Products Unlimited											
Depreciation Tables List (Detail)											
Table ID:	M03A				Column Type:		Year Placed In Service				
Description:	MACRS 3 Yr Automobile (DB sw2 SL) Mid Year				Use Max Values:		Yes				
Col No	Year	Percentage	Max Value	Col No	Year	Percentage	Max Value	Col No	Year	Percentage	Max Value
1995	1	33.330	3,060.00	4	7.410	1,775.00					
	2	44.450	4,900.00	2007	1	33.330	2,960.00				
	3	14.810	2,950.00		2	44.450	4,900.00				
	4	7.410	1,775.00		3	14.810	2,850.00				
1996	1	33.330	3,060.00		4	7.410	1,675.00				
	2	44.450	4,900.00	2008	1	33.330	2,960.00				
	3	14.810	2,950.00		2	44.450	4,800.00				
	4	7.410	1,775.00		3	14.810	2,850.00				
1997	1	33.330	3,160.00		4	7.410	1,675.00				
	2	44.450	5,000.00	2009	1	33.330	2,960.00				
	3	14.810	3,050.00		2	44.450	4,800.00				
	4	7.410	1,775.00		3	14.810	2,850.00				
1998	1	33.330	3,160.00		4	7.410	1,775.00				
	2	44.450	5,000.00	2010	1	33.330	3,060.00				
	3	14.810	2,950.00		2	44.450	4,900.00				
	4	7.410	1,775.00		3	14.810	2,950.00				
1999	1	33.330	3,060.00		4	7.410	1,775.00				
	2	44.450	5,000.00	2011	1	33.330	3,060.00				
	3	14.810	2,950.00		2	44.450	4,900.00				
	4	7.410	1,775.00		3	14.810	2,950.00				
2000	1	33.330	3,060.00		4	7.410	1,775.00				
	2	44.450	4,900.00	2012	1	33.330	3,160.00				
	3	14.810	2,950.00		2	44.450	5,100.00				
	4	7.410	1,775.00		3	14.810	3,050.00				
2001	1	33.330	3,060.00		4	7.410	1,875.00				
	2	44.450	4,900.00								
	3	14.810	2,950.00								
	4	7.410	1,775.00								
2002	1	33.330	3,060.00								
	2	44.450	4,900.00								
	3	14.810	2,950.00								
	4	7.410	1,775.00								
2003	1	33.330	3,060.00								
	2	44.450	4,900.00								
	3	14.810	2,950.00								
	4	7.410	1,775.00								
2004	1	33.330	2,960.00								
	2	44.450	4,800.00								
	3	14.810	2,850.00								
	4	7.410	1,675.00								
2005	1	33.330	2,960.00								
	2	44.450	4,700.00								
	3	14.810	2,850.00								
	4	7.410	1,675.00								
2006	1	33.330	2,960.00								
	2	44.450	4,800.00								
	3	14.810	2,850.00								
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PERIOD DEPRECIATION SETUP

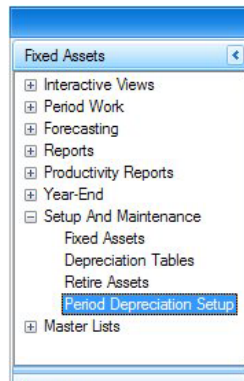
Use the **Period Depreciation Setup** function to enter accounting period information for each Depreciation Type.

NOTE: The setup only needs to be done when you are setting up Fixed Assets for the first time. When starting a new year, do not manually update the period setup using this function, use the Year-End Maintenance function to update the information to the new year.

To set up **Period Depreciation Setup**, follow these steps:

1. Select **Period Depreciation Setup** from the **Setup and Maintenance** menu.


Period Depreciation Setup Menu



- The **Period Depreciation Setup** screen appears.


Period Depreciation Setup Screen


Depreciation Type	Type	Fiscal Period	Periods Processed This Year	Beginning Period to Process	Ending Period to Process	Current Fiscal Year	Current Process
> A.M.T.	Alt Min ...	1	0	1	1	1 2013	None
BOOK	Book	1	0	1	1	1 2013	None
FEDTAX	Fed Tax	1	0	1	1	1 2013	None
OTHER	Other	1	0	1	1	1 2013	None

- Select the current fiscal period, for each **Depreciation Type**, from the **Fiscal Period** field.
- Enter the period in which the system should begin depreciation calculations, for each **Depreciation Type**, in the **Beginning Period to Process** field.
- Edit, if necessary, the last period to process, for each **Depreciation Type**, in the **Ending Period to Process** field.
- Select the current fiscal year your company is in, for each **Depreciation Type**, from the **Current Fiscal Year** field.
- Click the **Save** button , on the toolbar, to save the changes made to the Period Depreciation record.


Task Summary

To create a new Period Depreciation record, follow these steps:


- Click the **New Record** button , on the toolbar, to open a blank Period Depreciation record.

2. Enter a name for the new depreciation type in the **Depreciation Type** field.
3. Select **Other** from the **Type** field.
4. Edit, if applicable, the current fiscal period from the **Fiscal Period** field.
5. Enter the period in which the system should begin depreciation calculations in the **Beginning Period to Process** field.
6. Edit, if necessary, the last period to process in the **Ending Period to Process** field.
7. Select the current fiscal year your company is in, from the **Current Fiscal Year** field.
8. Click the **Save** button , on the toolbar, to save the new **Period Depreciation** record.

To editing a Period Depreciation record, follow these steps:

1. Select a Period Depreciation record to edit from the **Depreciation Type** field.
2. Edit the fields as necessary.
3. Click the **Save** button , on the toolbar, to save any changes made to the Period Depreciation record.



To delete a Period Depreciation record, follow these steps:

1. Select a Period Depreciation record to delete from the **Depreciation Type** field.
2. Select the **Delete** hot key (F3), or click on the **Delete** record button  on the tool bar, to delete the selected Period Depreciation record.
3. Click **Yes** at the “Are you sure you want to delete selected record(s)?” prompt.

Producing a Period Depreciation Setup List

Use the **Period Depreciation Setup List** function to produce a list of the period depreciation information you defined in the **Period Depreciation Setup** function on the Setup and Maintenance menu.

To produce a **Period Depreciation Setup List**, follow these steps:

1. Select the **Print Preview** button  to preview the list of Period Depreciation Types.
2. The **Preview Report** screen appears.
3. Select the **Print** button  in the toolbar to print your list.

.....
NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.
.....

Period Depreciation Setup List

Continental Products Unlimited

FA Period Depreciation Setup

Page 1

Depreciation Type	Type	Fiscal Period	Periods Processed This Year	Beginning Period to Process	Ending Period to Process	Current Fiscal Year	Current Process
A.M.T.	Alt Min Ta	1	0	1	1 2013	None	
BOOK	Book	1	0	1	1 2013	None	
FEDTAX	Fed Tax	1	0	1	1 2013	None	
OTHER	Other	1	0	1	1 2013	None	
0							

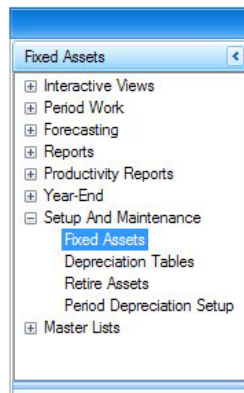
FIXED ASSETS

Use the **Fixed Assets** function to set up and maintain records for each asset. A record contains general information, as well as information on Acquisition, Valuation and Credit, Depreciation, Service, and Retirement.

To set up **Fixed Assets**, follow these steps:

1. Select **Fixed Assets** from the **Setup and Maintenance** menu.

Fixed Assets Menu




- The **Fixed Assets** screen appears with the General tab displayed.

Fixed Assets Screen (General Tab)

The screenshot shows the 'FA Fixed Assets' window with the 'General' tab selected. The 'Asset ID' field contains 'BUILDING'. The 'Description' field contains 'Corporate Headquarters Bldg'. The 'Asset Group' field contains 'BUILDING'. The 'Manufacturer' field contains 'Wilson Construction'. The 'Model Number' field contains 'Custom'. The 'Quantity' field contains '1'. The 'Serial Number' field is empty. The 'Tag Number' field contains '1234 Parklane Road'. The 'Memo' field is empty. The 'Asset Class' field is empty. The 'Listed Asset' checkbox is unchecked. The 'Personal/Real' dropdown menu is set to 'Real-estate'. The 'Tax Class' field contains '1250'. The 'Owned/Leased' dropdown menu is set to 'Owned'. The 'New/Used Asset' dropdown menu is set to 'New'. The 'Status' dropdown menu is set to 'Active'. The 'Date' section has 'Last Service' and 'Next Service' dropdown menus, both of which are empty.

Use the **General** tab to enter asset information and default values for the asset. Remember that the more information you enter here, the easier it will be to identify the asset. The information entered appears on reports and is also used during depreciation calculations.

- Click the **New Record** button  on the toolbar, to open a blank Fixed Asset record.
- Enter the **Asset ID**.
- Select an Asset ID to **Copy From**. This field is available only when you are entering a new Asset.
- Enter an asset **Description**.
- Enter a group name for the Asset in the **Asset Group** field. The Asset Group name is used for report generation for grouping like Assets together.
- Enter the **Manufacturer** name, and the **Model Number** of the Asset, if applicable.

7. In the **Quantity** box, if the Asset is a single Asset, enter 1. If it is a group of identical Assets, placed in service at the same time and depreciated as a group, enter the quantity of the Asset.
8. If the Asset is a single Asset, enter the **Serial Number** assigned by the manufacturer.
9. If you attach your own inventory tags to Assets, enter the inventory **Tag Number**; otherwise, leave this field blank.
10. Enter any additional information about the Asset in the **Memo** field.
11. The **Asset Class** field is a user-defined field that can be used to track property class, if applicable.
12. If the Asset has any personal use attached to it, select the **Listed Asset** check box; otherwise, clear the check box, if the asset is used exclusively for business purposes, and it is not classified as a listed asset by the Internal Revenue Service. If the check box is not selected, the **Percent Business Use** field is set to 100 and cannot be changed.
13. Select **Personal/Real** value:
 - **Personal** Assets are machinery or equipment.
 - **Real-estate** Assets are land and anything erected on, growing on, or attached to land.
14. Enter the appropriate federal **Tax Class** (effective June 1990):
 - **1245** - depreciable property such as tangible personal property, special purpose and storage structures, single-purpose agricultural or horticultural structures, and petroleum or petroleum-products storage facilities.
 - **1250** - depreciable real property that is not 1245 property.
 - **1251** - farmland when there has been a gain from disposition where farm losses offset non-farm income.
 - **1252** - farmland when there has been a gain from its disposal.
 - **1254** - oil, gas, or geothermal property, when there has been a gain from its disposal.
 - **1255** - land for which you received payments for implementing conservation measures.

If you are not sure of the Asset's Tax Class, check with your accountant or the IRS.
15. Select **Owned** if you own the asset or **Leased** if the asset is leased, from the **Owned/Leased** field.
16. Select **New** or **Used** to describe the asset's condition when you acquired it, from the **New/Used Asset**.

17. In the **Status** field, when you enter a new asset, the status is **New** and you cannot change it.

- The status changes from **New** to **Active** when you enter the date the Asset is Placed in Service.
- If you take the Asset out of service temporarily, change the Status to **Suspended**.
- Then, after the Suspended Asset is returned to service, change the status back to **Active**.

NOTE: To change the Status of the Asset to Retired, use the Retire Assets function. For more information, see Retire Assets on (page 3-41).

18. The date the asset was **Last Serviced** and the **Next Service** date the asset will be serviced again are displayed. To edit these dates, use the Service tab to enter a new service record.

Fixed Assets Screen (Acquisition Tab)

FA Fixed Assets

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Asset ID: BUILDING

Description: Corporate Headquarters Bldg

Copy From:

General Acquisition Valuation And Credits Depreciation Service Retirement Detail

Acquisition Date: 4/11/2000 Acquisition Cost: 197,500.00

Date Placed In Service: 4/11/2000 Adjusted Cost: 197,500.00

Date of Last Adjustment: 4/11/2000 Retirement Date:

Special Allowance Percent: 0.00

State: MN Building: Main

County: Hennepin Region:

City: Minneapolis Territory:

GL Asset Account: 000001500 Furniture and Fixtures

GL Accum Depr Account: 000001590 Accumulated Depreciation

GL Depr Expense Account: 000006600 Misc Expenses

Use the **Acquisition** tab to enter Acquisition information, the Location of the asset, and the default General Ledger accounts. The information entered on this tab is used for report generation and depreciation calculations.

1. Enter the date the asset was purchased in the **Acquisition Date** field. This date may be different from the date the asset is placed into service.
2. Enter the date the asset is (or will be) placed into service into the **Date Placed in Service** field. If this is a new asset, the **Status** automatically changes to **Active**.

NOTE: When you use a depreciation method that uses a half-year convention, do not enter the actual date the asset is placed into service. Instead, enter January 1 if the asset is placed into service in the first six months of the year, or enter July 1 if the asset is placed into service in the last six months of the year.

3. A message box appears stating "**Asset has been activated.**" Click **OK**.
4. If you are entering a new asset, enter the Acquisition Date. If you are adjusting the value of an existing asset, enter the adjustment date into the **Date of Last Adjustment** field.
5. Enter the **Special Allowance Percent** to apply to this asset.

The special depreciation allowance, commonly referred to as bonus depreciation, refers to a special type of accelerated tax depreciation. Bonus depreciation encourages businesses to invest in property to obtain this extra deduction.

Qualified Property - Special depreciation applies to new tangible property with the Modified Accelerated Cost Recovery System (MACRS) class lives of 20 years or fewer. Property must be placed in service in calendar year 2008 or 2009. Many exceptions exist to these rules, which are discussed in detail on the Internal Revenue Service website.

Rates - In most cases, special depreciation allows 50 percent of an asset's cost to be depreciated in the year placed in service. After the initial year, normal MACRS depreciation rates would apply. A business or individual can opt out of bonus depreciation by filing an election statement with the tax return. Elections out of bonus depreciation must be made by asset class life.

Future - As of August 2010, Congress had not renewed the bonus depreciation provisions of the tax code. Property purchased after December 31, 2009, will not be subject to the special depreciation allowance unless an extension is approved.

For more information on this special allowance go the IRS website:

<http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Bonus-Depreciation-and-Increased-Section-179-Deduction-under-the-American-Recovery-and-Reinvestment-Act>

6. In the **Acquisition Cost** field, enter the total cost of the item. Total cost is the original cost of the Asset along with any depreciable expenses related to the purchase and installation of the Asset.
7. The adjusted cost differs from the Acquisition Cost in that it is the value upon which all other calculations are based. In the **Adjusted Cost** field, enter the acquisition cost plus or minus adjustments.
8. The date the item was taken out of service is displayed in the **Retirement Date** field.
This date will be filled in when you run the **Retire Assets** function to retire the asset.
9. Enter the appropriate **Tax District** and **Location** information. You can define how the Tax District and Location fields are used in the Business Rules function on (page 3-5). You can use these fields to organize your reports.

GL Accounts

If you interface Fixed Assets with General Ledger, select a GL Account number from the drop down list for the next three fields. If the interface is inactive, you must enter the appropriate account number.

10. In the **GL Asset Account** field, select or enter the GL Account used on the balance sheet to track asset gross value.

.....
NOTE: Fixed Assets does not post anything to this account. This account will need to be updated using the purchase transaction, or a manual journal entry to General Ledger.

11. In the **GL Accum Depr Account** field, select or enter the GL Account used on the balance sheet to track the depreciation taken over the life of the Asset.
12. In the **GL Depr Expense Account** field, select or enter the GL Account number used to track the depreciation expense over the life of the Asset.

Fixed Assets Screen (Valuation and Credits Tab)

FA Fixed Assets

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Asset ID: BUILDING

Description: Corporate Headquarters Bldg

Copy From: [Field]

General Acquisition **Valuation And Credits** Depreciation Service Retirement Detail

☒ Asset Insured

Insurance Effective Date: 4/11/2000 Insured Value: 197,500.00

Assessment Date: 12/15/2001 Assessed Value: 222,790.00

Replacement Valuation Date: [Field] Replacement Cost: 0.00

Total Credits: 0.00

Credits Description: [Field]

Accumulated Costs/Expenses: 12,763.00

Sales/Use Tax Paid: 0.00

Use the **Valuation and Credits** tab to enter Insurance, Assessments, Credits and Accumulated Expenses.

1. If the asset is insured, select the **Insured Asset** check box; otherwise, clear the check box.
2. Enter the effective date of the insurance (if applicable) into the **Insurance Effective Date** field, the last date of assessment into the **Assessment Date** field, and the date the Asset was assessed for replacement value into the **Replacement Valuation Date** field.
3. Enter the amount the Asset is insured for in the **Insured Value** field, the assessed value of the Asset into the **Assessed Value** field, and the cost to replace the Asset into the **Replacement Cost** field.

NOTE: The Insurance Effective Date and Insured Value fields will only be available when the Asset Insured box is checked.

4. In the **Total Credits** box, enter the total number of credits the Asset is qualified for. This number is used to calculate the base depreciable value of the Asset.
5. Enter a description of the credits taken in the **Credits Description** field.
6. Enter the total non-depreciable costs or expenses related to the Asset into the **Accumulated Costs/Expenses** field and the amount of sales or use taxes related to the Asset into the **Sales/Use Tax Paid** field.

Fixed Assets Screen (Depreciation Tab) - Summary

>>

Depreciation T...	Depreciation M...	Switch T...	Recovery...	Estimat...	Begin...	Begin ...	End Y...	End ...	% Bus Use
> A.M.T.	SL	NONE	18	216	2000	4	2018	3	100
BOOK	SL	NONE	27	330	2000	4	2027	9	0
FEDTAX	M27R	NONE	27.00	330	2000	4	2027	10	100
OTHER	SL	NONE	27	330	2000	4	2027	9	100

Use the **Depreciation** tab to record the information on which the Asset depreciation calculations are based, and the results of the calculations.

In the summary mode basic information can be entered. Use the detail mode to enter detailed number information for the Asset depreciation.

1. Select the **Depreciation Type**:

- **A.M.T.** is normally kept to provide an alternative way of calculating depreciation for federal tax purposes known as Alternative Minimum Tax. See the appropriate IRS publications for details on AMT.
- **Book** is normally kept for your company's General Ledger. If you interface Fixed Assets with General Ledger, the depreciation calculations for this book are posted to the GL Accounts.
- **FedTax** is normally kept for federal tax purposes. The depreciation calculations in this book are used to print the Depreciation Tax Report and for tax filing.
- **Other** is normally kept for local tax or informational purposes

2. If you use Sum-Of-The-Year's-Digits or Declining-Balance depreciation, you can choose an alternative depreciation method in the **Switch to Method** field for the end of the recovery period, if it is to your advantage.

If you do not want to switch methods automatically, select **None**. If you want to switch methods, what you can enter depends on the primary depreciation method you select. If you selected SYD (Sum-Of-The-Years'- Digits) for the primary depreciation method, you can enter SL (Straight Line).

If you selected a Declining-Balance method, you can enter SYD or SL.

NOTE: If you use a depreciation method other than Sum-Of-The-Years'-Digits or Declining-Balance, you must select None.

3. In the **Recovery Period in Years** field, enter the number of years in the asset's depreciable life. The number you enter here is used to calculate the number of periods in the estimated life of the asset.
4. If you entered a recovery period in years, the **Estimated Life in Periods** field is completed automatically. If you did not enter a Recovery Period in Years, enter the number of periods you expect the asset to last.
5. Enter the year and the fiscal period when you want to begin depreciating the asset into the **Begin Year** and **Begin Period** fields.
6. The **Current Fiscal Year**, **End Year**, and **End Period** appear and are unavailable to edit.
7. Enter the percentage of time that the asset is used for business into the **% Bus Use** field.

Fixed Assets Screen (Depreciation Tab) - Detail

FA Fixed Assets

Asset ID: BUILDING Copy From:

Description: Corporate Headquarters Bldg

General Acquisition Valuation And Credits **Depreciation** Service Retirement Detail

Recalculate Adjust Copy

Depreciation Type: BOOK Depreciation Method: SL Switch To Method: NONE

Base Cost: 197,500.00

Recovery Period in Years: 27

Salvage Value: 0.00

Estimated Life in Periods: 330

179 Expense: 0.00

Begin Year: 2000

Applied Credits: 0.00

Begin Period: 4

Other Bonus Depreciation: 0.00

% Bus Use: 0

Accumulated Eligible Depreciation: 40,973.88

Accumulated Depreciation Taken: 17,954.56

Scheduled Annual Depreciation: 10,611.94

YTD Depreciation Taken: -4,500.00

Current FY: 2013

Current Depreciation: 0.00

End Year: 2027

Remaining Depreciation Base: 161,026.12

End Period: 9


Use the **Depreciation** tab to record the information on which the asset depreciation calculations are based and the results of the calculations.

In the summary mode basic information can be entered. Use the detail mode to enter detailed number information for the asset depreciation.

1. Use the record scroll buttons at the bottom of the screen to select the **Depreciation Type**:

- **A.M.T.** is normally kept to provide an alternative way of calculating depreciation for federal tax purposes known as Alternative Minimum Tax. See the appropriate IRS publications for details on AMT.
- **Book** is normally kept for your company's general ledger. If you interface Fixed Assets with General Ledger, the depreciation calculations for this book are posted to the GL accounts.

- **FedTax** is normally kept for federal tax purposes. The depreciation calculations in this book are used to print the Depreciation Tax Report and for tax filing.
- **Other** is normally kept for local tax or informational purposes.

If you are adding a new Depreciation Type, select the **Add Record** button  at the bottom of the tab and select a Depreciation Type that has not yet been set up.

2. To copy an asset depreciation book type, select the depreciation type to copy from, and click the **Copy** drop down list, and select the depreciation method you want to copy to. Click **Yes** to the dialog box question “**Would you like to copy current depreciation to ‘(Depreciation Type)’?**”.
3. Select the **Depreciation Method** you want to use to depreciate the asset. The choices in the lookup box will be the tables set up using the Depreciation Tables function (page 3-13).
4. If you use Sum-Of-The-Year's-Digits or Declining-Balance depreciation, you can choose an alternative depreciation method in the **Switch to Method** field for the end of the recovery period, if it is to your advantage.

If you do not want to switch methods automatically, select **None**. If you want to switch methods, what you can enter depends on the primary depreciation method you select. If you selected SYD (Sum-Of-The-Years'- Digits) for the primary depreciation method, you can enter SL (Straight Line).

If you selected a Declining-Balance method, you can enter SYD or SL.

NOTE: If you use a depreciation method other than Sum-Of-The-Years'-Digits or Declining-Balance, you must select None.

5. In the **Base Cost** box, use the Adjusted Cost you entered on the Acquisition tab (page 3-28); otherwise, enter a different base cost of the Asset to use in the depreciation calculations.
6. Enter the estimated salvage value the Asset will have at the end of its useful life into the **Salvage Value** field. Salvage values are not used in MACRS depreciation calculations.
7. If you want to claim all or part of the cost of the Asset as a Section 179 Expense, enter the amount you want to expense into the **179 Expense** field.
8. If you want to apply credits, enter the amount into the **Applied Credits** field.
9. The bonus depreciation is an extra amount the government allows during the first year of an Asset's life (consult your accountant or IRS regulations regarding the qualifications for this). If the Asset is eligible, enter the amount; otherwise, leave the **Other Bonus Depreciation** field blank.

10. **Accumulated Eligible Depreciation** is the total potential depreciation accumulated for an Asset up to the end of the last Fiscal Year. It is the total depreciation that you could have taken if the Asset had been used for business 100 percent of the time.

If you are entering a new Asset, leave the **Accumulated Eligible Depreciation** box blank. If you are entering an existing Asset, enter the depreciation that accumulated over the life of the Asset through the end of the last Fiscal Year.

11. The **Accumulated Depreciation Taken** displays the total actual tax-deductible depreciation accumulated for an Asset through the end of the last Fiscal Year.

NOTE: If the Asset was used for business 100 percent of the time, the amount that appears in the **Accumulated Depreciation Taken** field is the same as the amount in the **Accumulated Eligible Depreciation** field. If the Asset was used for business less than 100 percent of the time, the depreciation you actually took appears.

12. The calculated total depreciation for the current year is based on the Asset value at the beginning of the year and the Depreciation Method you selected. During year-end maintenance, the system calculates this value for the next year.

If you are adding an Asset, the calculated current annual depreciation—based on the information entered so far—appears in the **Scheduled Annual Depreciation** field.

13. The **YTD Depreciation Taken** is the sum of the depreciation amounts accumulated and posted during the current Fiscal Year, not including unposted amounts for the current and subsequent periods.

If you are adding a new Asset, leave this field blank. If you are adding a record for an existing Asset, click the **Adjust** button to display the **Adjustment Asset Depreciation** screen.

The screenshot shows a window titled "Adjust Asset Depreciation". It contains the following fields and values:

- Depreciation Type: BOOK
- Trans Date: 5/23/2013
- Fiscal Period/Year: 5 / 2013
- GL Accum Depr Account: 000001590
- Accumulated Depreciation: (empty)
- GL Depr Expense Account: 000006600
- Misc Expenses: (empty)
- Amount: 0.00

At the bottom of the window are "OK" and "Cancel" buttons.

- The **Depreciation Type** selected when you clicked the Adjust button is displayed.

- Enter or accept the defaults for **Trans Date**, **Fiscal Period/Year**, **GL Accum Depr Account** and **GL Depr Expense Account** fields.
 - Enter the amount of the adjustment amount into the **Amount** field and click **OK**. The YTD Depreciation Taken field will be updated with this amount. To take away YTD Depreciation, enter a negative number.
 - Click **Recalculate** to calculate the Scheduled Annual Depreciation and Remaining Depreciation Base amounts.
14. The **Current Depreciation** to be taken in the current period appears. Accept the depreciation amount that appears or enter a different amount.
- If Fixed Assets interfaces with the General Ledger and the status of the asset is active, the amount in the **Current Depreciation** field is debited to the depreciation expense account and credited to the accumulated depreciation account you specified on the Valuation and Credits tab on (page 3-31), when you post period depreciation.
 - This amount will remain at zero until you run the Compute Period Depreciation function on the Period Work menu.
15. The **Remaining Depreciation Base** value—the Base Cost less the Salvage Value, 179 Expense amount, Bonus Depreciation, Applied Credits, Accumulated Eligible Depreciation, and YTD Depreciation—is calculated and displayed.
-
- NOTE: If the total depreciation plus reductions exceeds the remaining depreciable base, a warning message appears. Do not compute period depreciation or perform year-end maintenance until you have corrected this situation.**
-
16. In the **Recovery Period in Years** field, enter or enter the number of years in the Asset's depreciable life. The number you enter is used to calculate the number of periods in the estimated life of the Asset.
17. If you entered a Recovery Period in Years, the **Estimated Life in Periods** field is completed automatically. If you did not enter a Recovery Period in Years, enter the number of periods you expect the asset to last.
18. Enter the year and the fiscal period when you want to begin depreciating the Asset into the **Begin Year** and **Begin Period** fields.
19. Enter the percentage of time the Asset is used for business into the **% Bus Use** field.
20. The **Current FY**, **End Year**, and **End Period** appear and are unavailable to edit.

Fixed Assets Screen (Service Tab)

Asset ID: CORP FURNACE

Description: Corporate Furnace

Copy From: []

General Acquisition Valuation And Credits Depreciation **Service** Retirement Detail

Description	Actual Service Date	Scheduled Service Date	Order No	Cost
> Ductwork Cleaning	11/13/2013			0.00
General Electrical Repair	11/14/2013			0.00
Inspect and Clean Fuel and Electric S...	11/11/2013			0.00
Other services	11/21/2013			0.00

Record 1 of 4

Use the **Service** tab to track service/maintenance information about the asset.

1. Enter a **Description** of the service performed.
2. Enter the **Actual Service Date** the service took place.
3. Enter the date service is scheduled to take place into the **Scheduled Service Date**.
4. If Service Director is interfaced with Fixed Assets, entries in the **Order No** field will be populated from Service Director for service work performed on Assets.
5. If Service Director is interfaced with Fixed Assets, entries in the **Cost** field will be populated from Service Director for service work performed on Assets.

Fixed Assets Screen (Retirement Detail Tab)

FA Fixed Assets

Asset ID: COMPUTER 0001

Description: Computer for Accounting

Copy From:

General Acquisition Valuation And Credits Depreciation Service Retirement Detail

Retire Rea...	Retire Code	Retire Date	Retire Qty	Retire Amo...	Percent	Retire Proc...	Retire Exp...	Adjusted C...
> Fully Retired	1	5/30/1999	1.00	6,329.84	100.00	300.00	150.00	6,329.84


Record 1 of 1


The **Retirement Detail** tab is for information only. Use the **Retire Assets** function on (page 3-41) to edit retirement information. If the Asset's status is anything other than Retired, no information appears.

NOTE: If you retire part of a multiple-unit Asset, the status of the Asset does not change to Retired until the entire dollar value of the Asset is retired.


Task Summary

To add a **Fixed Asset**, follow these steps:

1. Select **Fixed Assets** from the Setup and Maintenance menu.
2. Click the **New Record** button  on the toolbar. A blank Fixed Assets screen appears.
3. Enter the required information for the asset on the **General**, **Acquisition**, **Valuation and Credits**, **Depreciation**, and **Retirement Detail** tabs.

4. Click the **Save** button  , on the toolbar, to save the new Fixed Asset record.

To edit a **Fixed Asset**, follow these steps:

1. Select **Fixed Assets** from the Setup and Maintenance menu.
2. Select the **Asset ID** of the Asset you want to edit. Information about the Asset appears on the screen.
3. Edit the information on the **General, Acquisition, Valuation and Credits, Service, Depreciation, and Retirement Detail** tabs.
4. Click the **Save** button  , on the toolbar, to save the edited Fixed Asset record.

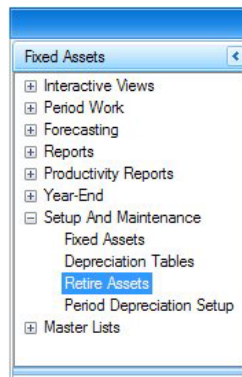
RETIRE ASSETS

Use the **Retire Assets** function to retire or dispose of the Asset when the Asset reaches the end of its useful life or when you have taken all the depreciation you can. The Retire Assets function changes the Asset's status to Retired, enters a Retirement Date in the Asset record, and puts a stop to depreciation calculations involving the Asset.

To use the **Retire Assets** function, follow these steps:

1. Select **Retire Assets** from the **Setup and Maintenance** menu.

Retire Assets Menu



2. The **Retire Assets** screen appears with the **Retirement Information** tab displayed.

Retire Assets Screen (Retirement Information Tab)

FA Retire Assets

Retire Asset | Activity | Reset

Active Asset ID: COMPUTER 91 | Description: Computer Equipment 1998

Retirement Information | Depreciation Detail

Acquisition Date	4/1/1998	Total Credits	0.00
Acquisition Cost	11,021.00	Credits Description	
Adjusted Cost	11,021.00	Current Quantity	1

Retirement Reason: Fully Depreciated

Retirement Code: D

Retirement Date: 5/22/2013

Retirement Quantity: 1

Retirement Amount: 11,021.00 | Percentage: 100.00

Retirement Proceeds: 0.00

Retirement Expenses: 0.00

Comments:

Use the **Retirement Information** tab to enter an Asset's retirement information.

- Enter or select the **Asset ID**, and enter a brief reason for the retirement into the **Retirement Reason** field.
- Enter the appropriate **Retirement Code**. This field is user definable. For example: you might enter S if you sold the asset, D if you donated it, or O if it has become obsolete.
- Enter the date the Asset will be retired into the **Retirement Date** field.
- Enter the quantity of the Asset you want to retire into the **Retirement Quantity** field. You can retire part or all of the Asset. For example: if the original Asset quantity was 4, you can enter 1 to retire one unit of the Asset.

NOTE: If you retire part of a multiple-unit Asset, the Asset Status does not change to Retired until the Asset's entire dollar value has been retired.

7. In the **Retirement Amount** field, the Adjusted Cost (times the retirement quantity percentage, if other than 100 percent) appears. Accept the cost that appears or enter the dollar value of the Asset to retire.
8. Enter the amount of funds gained by the retirement of the Asset into the **Retirement Proceeds** field.
9. Enter the cost for disposal of the Asset into the **Retirement Expenses** field. Proceeds less expenses are used in the Gains and Losses Report on (page 8-9).
10. Enter any other applicable information in the **Comments** field.
11. Click **Retire Asset** to retire the selected asset.

Retire Assets Screen (Depreciation Detail Tab)

FA Retire Assets

Retire Asset Activity Reset

Active Asset ID: COMPUTER 91 Description: Computer Equipment 1998

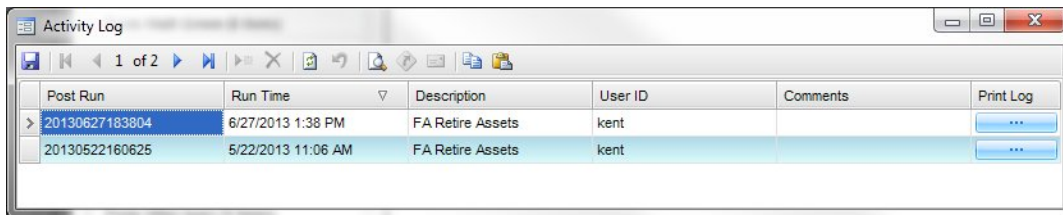
Retirement Information Depreciation Detail

Depreciation	A.M.T.	BOOK	FEDTAX	OTHER
> Base Cost	0.00	0.00	0.00	0.00
Depreciation Method	SL	SL	SL	SL
Recovery Period in Years	3	3	3	3
Estimated Life in Periods	36	36	36	36
Begin Period	1/1998	1/1998	1/1998	1/1998
Ending Period	12/2000	12/2000	12/2000	12/2000
Salvage Value	0.00	0.00	0.00	0.00
Other Bonus Depreciation	0.00	0.00	0.00	0.00
179 Expense	0.00	0.00	0.00	0.00
Applied Credits	0.00	0.00	0.00	0.00
Accumulated Eligible Depre...	0.00	0.00	0.00	0.00
Accumulated Depreciation ...	0.00	0.00	0.00	0.00
Scheduled Annual Deprecia...	0.00	0.00	0.00	0.00
YTD Depreciation	0.00	0.00	0.00	0.00
Remaining Depreciable Base	0.00	0.00	0.00	0.00

The **Depreciation Detail** tab is for information use only. Use this tab to view all four types of depreciation (A.M.T., Book, Federal Tax, and Other) for the retired asset.

Command Buttons

Name	Description
Retire Asset	Retire the selected asset.
Activity	Display the Activity Log to view period depreciation activity.
Reset	Reset all fields and lists to their default selections.

Activity Log Dialog Box


The **Activity Log** dialog box appears when you click **Activity**. The Activity Log dialog box tracks all post activity for administrative purposes. The system assigns each post a run ID.

Post Run - The system generated number used to identify the retirement appears.

Run Time - The date and time the retirement was made appears.

Description - The retirement description appears.

User ID - The user who performed the retirement appears.

Comments - Comments entered for the retirement appear.

Print Log - No log is available for this function.

.....
NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

4

USING FIXED ASSETS

Overview	3-3
Compute Period Depreciation	3-5

OVERVIEW

Using the Period Work Menu

Use the **Period Work** menu to Compute, check, and Post depreciation for your Assets. You should perform Period Work at regular intervals based on the method of depreciation and the number of periods in the fiscal year.

Features of the Compute Period Depreciation

- Use **Compute Period Depreciation** on (page 4-5) to calculate the depreciation of active assets.
- Print the Period Depreciation **Report** on (page 4-8) to produce a journal of the accumulated depreciation calculated.
- **Post** Period Depreciation on (page 4-9) to post the calculated depreciation for selected periods.

COMPUTE PERIOD DEPRECIATION

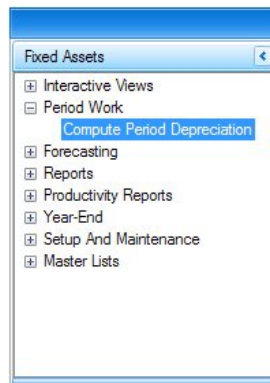
Use the **Compute Period Depreciation** function to calculate the depreciation of active Assets, generate the period depreciation Report, and Post period depreciation.

The depreciation methods you use and the number of periods in your fiscal year determine whether you should calculate and post depreciation at the end of every accounting period.

To use the **Compute Period Depreciation** function, follow these steps:

1. Select **Compute Period Depreciation** from the **Period Work** menu.

Compute Period Depreciation Menu



2. The **Compute Period Depreciation** screen appears.

Compute Period Depreciation Screen

Depreciation	Type	Fiscal Year	Current Status	Periods In Year	Periods Processed
> A.M.T.	AltMinTax	2012	None	12	0
BOOK	Book	2012	Current Period Depreciation Calculated	12	1
FEDTAX	FedTax	2012	None	12	0
OTHER	Other	2012	None	12	0

Select	Depreciation	Type	Beginning Period	Ending Period	Fiscal Period
> <input type="checkbox"/>	A.M.T.	AltMinTax	1	1	5
<input checked="" type="checkbox"/>	BOOK	Book	2	2	3
<input type="checkbox"/>	FEDTAX	FedTax	1	1	5
<input type="checkbox"/>	OTHER	Other	1	1	5

Comments

The **Compute Period Depreciation** screen is divided into two sections. The top section is for information purposes only. It displays your **Depreciation** and **Types**, with the current **Fiscal Year**, **Current Status** of calculated depreciation, **Periods In Year** and **Periods Processed**.

The bottom section is used to select which **Depreciation** and **Types** to calculate, the **Beginning Period** and **Ending Period** for calculation, and your current **Fiscal Period**.

3. Select the types of depreciation that need to be calculated for this period by selecting the **Select** check box adjacent to the **Depreciation**. Use the **Select All** button to select all the Depreciation Types, or the **Unselect All** button to remove the selection for all Depreciation Types.

NOTE: The BOOK depreciation type is the only depreciation value that affects the General Ledger. The FEDTAX depreciation type is used to prepare the Depreciation Tax Report at year-end.

4. Use the default values in the **Beginning Period**, **Ending Period**, and **GL Period** fields.

NOTE: To Calculate, Report, or Post to multiple periods or to non-default GL periods, change the field values as necessary.

- **Beginning Period** - The first period for which you want to compute depreciation. This will get updated to the next period after posting depreciation.
- **Ending Period** - The last period for which you want to compute depreciation. This will get updated to the next period after posting depreciation.
- **Fiscal Period** - The current period is displayed. You may change the period to the period to which you want your depreciation to post.

NOTE: If you compute the whole year of depreciation at one time, at the end of the year, enter 1 into the Beginning Period and 12 into the Ending Period. Enter the period to which you want your depreciation to post, in the Fiscal Period, usually 12. When you Calculate it will calculate for the whole year and post the whole amount to period 12.

5. Click **Calculate** to calculate depreciation for the selected Periods and Depreciation Types.
6. Click **Report** to preview and print the **Period Depreciation Report** to review the depreciation calculated for your Assets.

USING FIXED ASSETS

Compute Period Depreciation

Compute Period Depreciation Report

Confidential Products Unlimited												
Period Depreciation Report												
Page 2												
Asset ID	GL Asset Account Description	Depr Type	Depreciation Method	Depreciation Begin	Estimated Life	Base Cost	Accumulated Depreciation	YTD Depreciation	Annual Depreciation	Current Depreciation		
OFFICE 93 1	File Cabinets	BOOK	M07P	001/2000	84	1,142.04	592.70	0.00	0.00	0.00		
OFFICE 93 2	Fax Machine	BOOK	M07P	001/2000	84	794.99	412.57	0.00	0.00	0.00		
OFFICE 93 3	Book Shelves	BOOK	M07P	001/2000	84	121.06	62.83	0.00	0.00	0.00		
OFFICE 93 4	Wanout Desk Chairs	BOOK	M07P	001/2000	84	379.93	197.17	0.00	0.00	0.00		
OFFICE 94 1	Refrigerator	BOOK	M07Q1	001/2001	84	1,248.96	512.98	0.00	0.00	0.00		
Total for GL Asset Account 00-000-1530						7,1312.59	37,461.74	0.00	0.00	0.00		
Grand Totals		BOOK				17,051,114.59	317,916.43	62,359.84	762,852.03	62,359.84		
Depreciation Summary												
Depr Type	Fiscal Year / Pd	Beginning Pd	Ending Pd	Current Depreciation	No of Assets with Current Depreciation	No of Assets Processed	Total Asset Count					
A.M.T.	2012 / 1	1	1	0.00	0	0	44					
BOOK	2012 / 3	2	2	62,359.84	15	37	46					
FEDTAX	2012 / 1	1	1	0.00	0	0	44					
OTHER	2012 / 1	1	1	0.00	0	0	44					

5/22/2013 8:32 AM

*** End of Report ***

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- Click **Post** to post the depreciation for the BOOK Depreciation Type to GL, and update the current depreciation field in the asset setup.

Post Period Depreciation

Use the **Post** Period Depreciation button to post the calculated depreciation for the selected periods. If you interface Fixed Assets with General Ledger, the GL journal is updated during the post. A posting log is also generated.

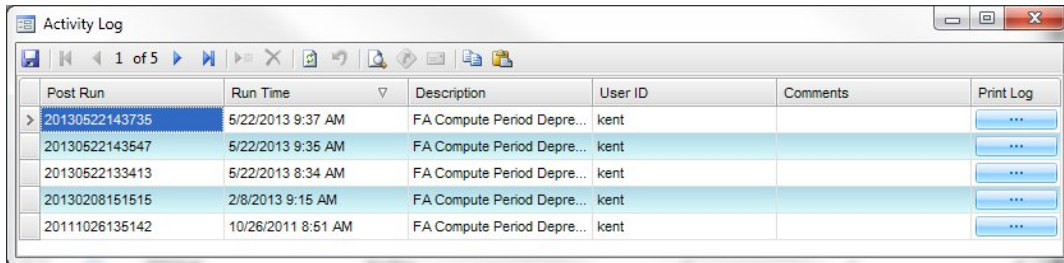
Depreciation		Depreciation	
Depreciation Expense		Accumulated Depreciation	
DB			CR

The **Depreciation Expense** and **Accumulated Depreciation** accounts used will come from the Fixed Asset setup on the Acquisition tab (page 3-28).

Command Buttons

Name	Description
Calculate	Calculate the depreciation base on how you set up the asset using the Fixed Assets function.
Activity	Display the Activity Log to view period depreciation activity.
Reset	Reset all fields and lists to their default selections.
Select All	Select all of the depreciation types.
Unselect All	Unselect all of the selected depreciation types.
Report	Generate the Period Depreciation Report using the selected depreciation values.
Post	Post the current period depreciation that is calculated for the selected assets.

Activity Log Dialog Box



The screenshot shows a window titled "Activity Log" with a toolbar and a table. The table has six columns: Post Run, Run Time, Description, User ID, Comments, and Print Log. There are five rows of data, all showing "FA Compute Period Depre..." as the description and "kent" as the user ID. The first row is selected, and its "Print Log" button is highlighted.

Post Run	Run Time	Description	User ID	Comments	Print Log
20130522143735	5/22/2013 9:37 AM	FA Compute Period Depre...	kent		***
20130522143547	5/22/2013 9:35 AM	FA Compute Period Depre...	kent		***
20130522133413	5/22/2013 8:34 AM	FA Compute Period Depre...	kent		***
20130208151515	2/8/2013 9:15 AM	FA Compute Period Depre...	kent		***
20111026135142	10/26/2011 8:51 AM	FA Compute Period Depre...	kent		***

The **Activity Log** dialog box appears when you click **Activity**. The Activity Log dialog box tracks all post activity for administrative purposes. The system assigns each post a run ID.

Post Run - The system generated number used to identify the post appears.

Run Time - The date and time the post was made appear.

Description - The post description appears.

User ID - The user who performed the post appears.

Comments - Comments entered for the post appear.

Print Log to print the post log from the selected post.

.....
NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Period Depreciation Post Log 1

Continental Products Unlimited							Page 1
Period Depreciation Post Log							
Comments							
Depreciation Summary							
Depr Type	Fiscal Year/ Pd	Beginning Pd	Ending Pd	Current Depreciation	No of Assets with Current Depreciation	No of Assets Processed	Total Asset Count
BOOK	2012 / 3	2	2	62,359.84	15	37	46

OPEN_SYSTEMS\KentHe

Period Depreciation Post Log 2

Continental Products Unlimited					Page 2
Period Depreciation Post Log					
GL Entries					20130522133413
Posted to Fiscal Year	2012				
Fiscal Period	3				
Reference	Description	GL Account	Debit	Credit	
FA	Accumulated Depreciation	00-000-1540		21.37	
FA	Accumulated Depreciation	00-000-1590		62,338.47	
FA	Depreciation Expense	00-000-1590	21.37		
FA	Depreciation Expense	00-000-6600	62,337.08		
FA	Depreciation Expense	00-000-6840	1.39		
Total for Fiscal Period 3			62,359.84	62,359.84	
Grand Total			62,359.84	62,359.84	
Exceptions					
Grand Total					

FORECASTING

Using the Forecasting Menu	5-3
Lease vs. Buy Analysis	5-5
Loan Amortization	5-15
Trial Depreciation	5-33
Future Depreciation Report	5-39

USING THE FORECASTING MENU

Preparing to Use the Forecasting Functions

Before you use the Forecasting functions, set up your Fixed Assets and the Depreciation Tables using the Setup and Maintenance functions.

Using the Forecasting Functions

- Use **Lease vs. Buy Analysis** on (page 5-5) to compare the costs and advantages of buying or leasing an asset.
- Use **Loan Amortization** on (page 5-15) to calculate payments and to determine the monthly payment you want.
- Use **Trial Depreciation** on (page 5-33) to forecast depreciation for proposed and existing assets.
- Use the **Future Depreciation Report** on (page 5-39) to produce a report listing the depreciation expense for a future year you specify.

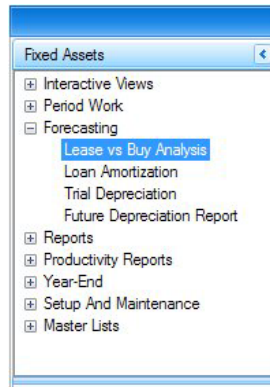
LEASE VS. BUY ANALYSIS

Use the **Lease vs. Buy Analysis** function to compare the costs and advantages of buying or leasing an Asset. Based on factors that define the lease and purchase, the system produces an analysis in the form of a report.

To use the **Lease vs. Buy Analysis** function, follow these steps:

1. Select **Lease vs. Buy Analysis** from the **Forecasting** menu.

Lease vs. Buy Analysis Menu



- The **Lease vs. Buy Analysis** screen appears.

Lease vs. Buy Analysis Screen (Blank)

FA Lease vs Buy Analysis

Drop Filter Fields Here

Amount Record Type Analysis Year

Type Column N... Grand Total

Grand Total	0.00
-------------	------

- Click the **Options** button.

4. The **Options** screen is displayed with the **General Information** tab displayed.

Lease vs. Buy Analysis Options Screen (General Information Tab)

The screenshot shows the 'Options' window with the 'General Information' tab selected. The window contains several input fields for lease and buy analysis parameters. The 'Years' section includes 'Starting Year of Analysis' (2013), 'Number of Years to Analyze' (5), 'Date Placed in Service' (5/22/2013), and 'Special Allowance Percent' (0.00). The 'LEASE' section includes 'Type Of Lease' (Operating), 'Prepayment' (1,000.00), 'Payment Amount' (850.00), 'Number Of Payments' (60), 'Number Of Payments Per Year' (12), 'Number of 1st Year Payments' (12), 'Lease Credit' (0.00), and 'Lease Expense' (0.00). The 'Rate' section includes 'Effective Tax Rate' (15.000), 'Incremental Borrowing Rate' (4.000), 'Compound Investment Rate' (0.000), and 'Discount Rate' (0.000). The 'BUY' section includes 'Cash Price' (50,000.00), 'Buy Credit' (0.00), and 'Buy Expense' (0.00). At the bottom are buttons for 'OK', 'Cancel', and 'Reset'.

5. Enter the beginning year of the analysis and the number of years the analysis will cover into the **Starting Year of Analysis** and **Number of Years to Analyze** fields.
6. Enter the date the Asset will be placed in service into the **Date Placed in Service** field.
7. Enter the **Special Allowance Percent** to apply to this Asset.

The special depreciation allowance, commonly referred to as bonus depreciation, refers to a special type of accelerated tax depreciation. Bonus depreciation encourages businesses to invest in property to obtain this extra deduction.

Qualified Property - Special depreciation applies to new tangible property with the Modified Accelerated Cost Recovery System (MACRS) class lives of 20 years or fewer. Property must be placed in service in calendar year 2008 or 2009. Many exceptions exist to these rules, which are discussed in detail on the Internal Revenue Service website.

Rates - In most cases, special depreciation allows 50 percent of an asset's cost to be depreciated in the year placed in service. After the initial year, normal MACRS depreciation rates would apply. A business or individual can opt out of bonus depreciation by filing an election statement with the tax return. Elections out of bonus depreciation must be made by asset class life.

Future - As of August 2010, Congress had not renewed the bonus depreciation provisions of the tax code. Property purchased after December 31, 2009, will not be subject to the special depreciation allowance unless an extension is approved.

For more information on this special allowance go the IRS website:

<http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Bonus-Depreciation-and-Increased-Section-179-Deduction-under-the-American-Recovery-and-Reinvestment-Act>

8. Enter the **Effective Income Tax** rate.

9. Enter the **Incremental Borrowing Rate**.

.....
NOTE: This is also known as the Cost of Capital.

10. Enter the **Compounded Investment Rate**.

.....
NOTE: This is also known as the Rate of Return you could expect if you invested capital instead of buying assets.

11. Enter the **Discount Rate**.

.....
NOTE: This is also known as the Internal Rate of Return or Opportunity Cost.

8. Select **Operating** or **Capital** to define the type of lease in the **Type Of Lease** field in the **LEASE** area of the screen.

There are two kinds of accounting methods for leases: operating and capital lease. A vast majority are operating leases.

- An **Operating** lease is treated like renting -- payments are considered operational expenses and the asset being leased stays off the balance sheet.

- In contrast, a **Capital** lease is more like a loan; the asset is treated as being owned by the lessee, so it stays on the balance sheet.
 - The accounting treatment for Capital and Operating Leases is different, and can have a significant impact on taxes owed by the business. A Capital Lease is also called a "Finance Lease".
12. Enter the lease **Prepayment** amount, if applicable.
 13. Enter the regular Lease **Payment Amount** per period.
 14. Enter the **Number Of Payments** you will make during the life of the lease.
 15. Enter the number of payments you will make during a normal year in the **Number Of Payments Per Year** field.
 16. Enter the number of payments you will make during the first year of the lease into the **Number of 1st Year Payments** field.
 17. Enter the net investment or tax credits you can take on the lease, if applicable into the **Lease Credit** field.
 18. Enter the net expenses in leasing the asset into the **Lease Expense** field.
 19. Enter the total cash price of the asset into the **Cash Price** field in the **BUY** area of the screen.
 20. Enter the investment or tax credit, into the **Buy Credit** field, you can deduct from the depreciable base if you purchase the asset.
 21. Enter the net expenses incurred to purchase the asset into the **Buy Expense** field.
 22. Use the **Reset** button to set all fields to their defaults.

Lease vs. Buy Analysis Options Screen (Depreciation Detail Tab)

LEASE		BOOK		FEDTAX	
Base Cost	N.P.V.	Base Cost	50,000.00	Base Cost	50,000.00
Depreciation Method	NONE	Depreciation Method	SL	Depreciation Method	NONE
Recovery Period in Years	0	Recovery Period in Years	5	Recovery Period in Years	0
Switch To Method	NONE	Switch To Method	NONE	Switch To Method	NONE
Estimated Life in Periods	0	Estimated Life in Periods	60	Estimated Life in Periods	0
Depreciation Begin Year	2013	Depreciation Begin Year	2013	Depreciation Begin Year	2013
Depreciation Begin Period	1	Depreciation Begin Period	1	Depreciation Begin Period	1
End Year	0	End Year	2017	End Year	0
End Period	0	End Period	12	End Period	0
Salvage Value	0.00	Salvage Value	0.00	Salvage Value	0.00
Applied Credits	0.00	Applied Credits	0.00	Applied Credits	0.00
179 Expense	0.00	179 Expense	0.00	179 Expense	0.00
Other Bonus Depreciation	0.00	Other Bonus Depreciation	0.00	Other Bonus Depreciation	0.00

OK Cancel Reset

Use the **Depreciation Detail** tab to enter depreciation information for the Asset. The analysis provides two columns: Book and FedTax. Complete the information based on the chosen Depreciation Method.

NOTE: Use the **BOOK** column to enter the information you will use for GL depreciation and the **FEDTAX** column to enter information for tax purposes. If you selected **Operating** in the Type of Lease field on the General Information tab, use the **LEASE** column to enter information related to the operating lease to compare.

1. Enter the **Base Cost** of the Asset. This amount can differ from the Cash Price field on the General Information tab.
2. Select the **Depreciation Method** you want to use to depreciate the Asset. The choices in the lookup box will be the tables set up using the Depreciation Tables function (page 3-13).

3. Enter the number of years in the recovery period into the **Recovery Period in Years** field.
4. If you use Sum-Of-The-Year's-Digits or Declining-Balance depreciation, you can choose an alternative depreciation method in the **Switch to Method** field for the end of the recovery period, if it is to your advantage.

If you do not want to switch methods automatically, select None. If you want to switch methods, what you can enter depends on the primary depreciation method you select. If you selected SYD (Sum-Of-The-Years'- Digits) for the primary depreciation method, you can enter SL (Straight Line).

If you selected a Declining-Balance method, you can enter SYD or SL.

NOTE: If you use a depreciation method other than Sum-Of-The-Years'-Digits or Declining-Balance, you must select None.

5. Enter the number of accounting periods in the **Estimated Life in Periods** field.
6. Enter the year and the account period when you want to begin depreciating the asset into the **Begin Year** and **Begin Period** fields.
7. The **End Year** and **End Period** are calculated from the Estimated Life in Periods, Depreciation Begin Year and Depreciation Begin Period fields.
8. Enter the estimated salvage value the asset will have at the end of its useful life into the **Salvage Value** field. Salvage values are not used in MACRS depreciation calculations.
9. If you want to apply credits, enter the amount into the **Applied Credits** field.
10. If you want to claim all or part of the cost of the Asset as a section 179 Expense, enter the amount you want to expense into the **179 Expense** field.
11. The bonus depreciation is an extra amount the government allows during the first year of an Asset's life (consult your accountant or IRS regulations regarding the qualifications for this). If the Asset is eligible, enter the amount; otherwise, leave the **Other Bonus Depreciation** field blank.
12. Click **OK** to calculate the Lease vs. Buy amounts to display on the Lease vs Buy Analysis screen.

FORECASTING

Lease vs. Buy Analysis

Lease vs. Buy Analysis Screen

False vs Buy Analysis

Drop Filter Fields Here

Amount

Record Type Analysis Year


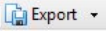


Type	Column N...	2013	2014	2015	2016	2017	Lease	Buy	2013	2014	2015	2016	2017	Buy
<input type="checkbox"/> Tax Savings														
Payment Amount		11,200.00	10,200.00	10,200.00	10,200.00	10,200.00	52,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expense Amount		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest Income		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Expenses		11,200.00	10,200.00	10,200.00	10,200.00	10,200.00	52,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tax Savings		1,680.00	1,530.00	1,530.00	1,530.00	1,530.00	7,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tax Credit		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Tax Savings		1,680.00	1,530.00	1,530.00	1,530.00	1,530.00	7,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Present Value		1,680.00	1,530.00	1,530.00	1,530.00	1,530.00	7,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation A...		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest Expense		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Effect		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Cash Outflow		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bonus Deprecia...		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cash Price		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tax Savings														
Payment Amount		27,440.00	24,990.00	24,990.00	24,990.00	24,990.00	127,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expense Amount		0.00	0.00	0.00	0.00	0.00	52,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest Income		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Expenses		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tax Savings		-1,680.00	-1,530.00	-1,530.00	-1,530.00	-1,530.00	-7,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tax Credit		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Tax Savings		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Present Value		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation A...		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest Expense		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Effect		9,520.00	8,670.00	8,670.00	8,670.00	8,670.00	44,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Cash Outflow		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bonus Deprecia...		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cash Price		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Payment Amount		19,040.00	17,340.00	17,340.00	17,340.00	17,340.00	88,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expense Amount		11,200.00	10,200.00	10,200.00	10,200.00	10,200.00	52,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest Income		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Expenses		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tax Savings		-1,680.00	-1,530.00	-1,530.00	-1,530.00	-1,530.00	-7,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tax Credit		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Tax Savings		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Present Value		9,520.00	8,670.00	8,670.00	8,670.00	8,670.00	44,200.00	50,000.00	0.00	0.00	0.00	0.00	0.00	50,000.00
Depreciation A...		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest Expense		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

P All Effect

☐ Cash Outflow

13. Arrange the rows and columns to your liking by clicking on the heading of the field to move and drag the heading to the desired location among the other headings.
14. Click a command button to:

Command Buttons

Name	Description
Preview Report 	View a preview of the Lease vs Buy Analysis as a report. To print the report, click the Print button or to export the report to a PDF, HTML, MHT, RTF, Excel, or Image File, click the Export Document button.
Export 	Export and save the data as an HTML, XML, plain text, or Microsoft Excel document.
Views 	Save the current layout for the Lease vs Buy Analysis for using at a later time. You can also select, edit, or delete from the multiple saved views.
Reset 	Reset all fields and lists to their default selections.

LOAN AMORTIZATION

Use the **Loan Amortization** function to calculate payments based on loan Principal, Type, and Interest Rate, to calculate Balloon Payments, and to determine the Down Payment needed to get the monthly payment you want. Use this analysis tool to determine the best approach for borrowing money.

You can run an amortization for four different types of loans:

- **Straight Line** - Repayment of a loan through a fixed number of fixed-amount monthly installments. While the amount of the installment is same every month, however, it is apportioned unequally between interest and principal payments. In the early years, the major proportion (as much as 90 percent) of the installment amount goes towards payment of the interest. It is only in later years, when most of the interest has been paid off, that the principal balance begins to reduce significantly. Also called Level Payment Amortization, or Level Debt Service.
- **Rule of 78s** - A method of allocating the interest charge on a loan across its payment periods. Under the Rule of 78s, periods are weighted by comparing their numerical values to the sum of all the digits of the periods. The weights are applied in reverse, applying large weights to early periods.
- **Balloon Payment** - An oversized payment due at the end of a mortgage, commercial loan or other amortized loan. Because the entire loan amount is not amortized over the life of the loan, the remaining balance is due as a final repayment to the lender.

Balloon payments are often prepackaged into what are called “two-step mortgages.” In this type of mortgage, the balloon payment is rolled into a new or continuing amortized mortgage at the prevailing market rates.

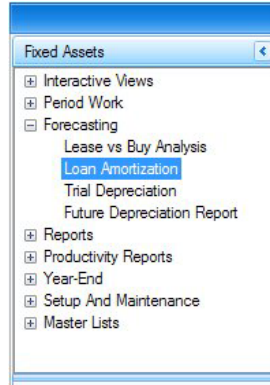
Balloon payments can occur within a fixed-rate or adjustable-rate mortgage (ARM).

- **Fixed Principal** - In a fixed principal loan the principal portion of the installments remains constant for the whole term of the loan. Each payment consists of the interest on the outstanding balance and a fixed fraction of the principal, i.e. the loan amount divided by the number of payments. As the outstanding balance decreases, the interest portion of each payment decreases. In combination with the fixed principal portion, this results in higher payments at the start of the loan, and lower payments towards the end of the loan. Compared to interest only loans and standard loans, fixed principal loans generate the lowest total interest charge over the term of the loan. The fact that principal payments remain constant can be preferable in situations in which tax deductions are mainly based on principal repayments.

To use the **Loan Amortization** function, follow these steps:

1. Select **Loan Amortization** from the **Forecasting** menu.

Loan Amortization Menu



2. The **Loan Amortization** screen appears.

Loan Amortization Screen (Straight Line)

The screenshot shows the 'FA Loan Amortization' window with the following fields and values:

Loan		Totals	
Description	Test	Interest	38,321.81
Type	Straight Line	Payments	203,321.81
Principal	165,000.00		0.00
A. P. R.	2.875		

Payments		Pick Year	
Date of First	5/22/2013	From	2013
Number per Year	12	Thru	2028
Total Number	180		
Amount	1,129.57		
	0.00		

Report Layout: ☒ Banded Rows

Straight Line loans are a Repayment of a loan through a fixed number of fixed-amount monthly installments. While the amount of the installment is same every month, however, it is apportioned unequally between interest and principal payments. In the early years, the major proportion (as much as 90 percent) of the installment amount goes towards payment of the interest. It is only in later years, when most of the interest has been paid off, that the principal balance begins to reduce significantly. Also called level payment amortization, level debt service.

- Enter a description of the loan in the **Description** field.
- Select a loan type of **Straight Line** from the **Type** field.
- Enter a loan principal amount in the **Principal** field. This would be the total amount of the loan principal minus any down payment.

NOTE: If you leave this field blank, the system calculates the Principal after you enter the payment Amount.

6. Enter the annual compound interest rate in the **A.P.R.** (Annual Percentage Rate) field.
7. Select the date the first payment is due from the **Date of First** field. The date to start paying the loan.
8. Enter the number of payments due per year from the **Number per Year** field. Usually 12.
9. Enter the total number of payments needed to fully repay the loan in the **Total Number** field. The total years of the loan times the number per year (30 X 12 = 360).
10. Enter the payment amount in the **Amount** field. Usually this would be left blank to have the amount calculated from the total loan amount.

NOTE: If you entered an amount in the Principal field, the system automatically calculates the Payments.

11. The total amount of **Interest** and **Payments** of the life of the loan are displayed in the **Totals** area and cannot be edited.
12. The **Pick Year From** and **Thru** are displayed and can be edited if you wish. The From year will be determined by the Date of First field and the Thru year will be determined by the Total Number of Payments and Number Per Year amounts.

Pick Year Thru = (Total Number/Number Per Year) + Pick Year From

13. Select the check box if you want to print the report in **Banded Rows format**, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the System Manager Business Rules. You can then override your default choice when you print the report.

14. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Loan Amortization Report (Straight Line)

Continental Products Unlimited						Page 1
Loan Amortization Schedule						
Loan Description	Test	Type of Loan	Straight Line	Pick Year From	2013	
Loan Principal	168,000.00	No of Payments Per Year	12	Thru	2028	
Annual Percentage Rate	2.875	Total No of Payments	180			
Payment Amount	1,150.10					
First Payment Date	5/22/2013					
Payment		Applied To		Remaining	Cumulative	
No	Date	Amount	Principal	Interest	Principal	Interest
1	5/22/2013	1,150.10	747.60	402.50	167,252.40	402.50
2	6/22/2013	1,150.10	749.39	400.71	166,503.01	803.21
3	7/22/2013	1,150.10	751.19	398.91	165,751.82	1,202.12
4	8/22/2013	1,150.10	752.99	397.11	164,998.83	1,599.23
5	9/22/2013	1,150.10	754.79	395.31	164,244.04	1,994.54
6	10/22/2013	1,150.10	756.60	393.50	163,487.44	2,388.04
7	11/22/2013	1,150.10	758.41	391.69	162,729.03	2,779.73
8	12/22/2013	1,150.10	760.23	389.87	161,968.80	3,169.60
Total for 2013		9,200.80	6,031.20	3,169.60		
9	1/22/2014	1,150.10	762.05	388.05	161,206.75	3,557.65
10	2/22/2014	1,150.10	763.88	386.22	160,442.87	3,943.87
11	3/22/2014	1,150.10	765.71	384.39	159,677.16	4,328.26
12	4/22/2014	1,150.10	767.54	382.56	158,909.62	4,710.82
13	5/22/2014	1,150.10	769.38	380.72	158,140.24	5,091.54
14	6/22/2014	1,150.10	771.22	378.88	157,369.02	5,470.42
15	7/22/2014	1,150.10	773.07	377.03	156,595.95	5,847.45
16	8/22/2014	1,150.10	774.92	375.18	155,821.03	6,222.63
17	9/22/2014	1,150.10	776.78	373.32	155,044.25	6,595.95
18	10/22/2014	1,150.10	778.64	371.46	154,265.61	6,967.41
19	11/22/2014	1,150.10	780.51	369.59	153,485.10	7,337.00
20	12/22/2014	1,150.10	782.38	367.72	152,702.72	7,704.72
Total for 2014		13,801.20	9,266.08	4,535.12		
21	1/22/2015	1,150.10	784.25	365.85	151,918.47	8,070.57
22	2/22/2015	1,150.10	786.13	363.97	151,132.34	8,434.54
23	3/22/2015	1,150.10	788.01	362.09	150,344.33	8,796.63
24	4/22/2015	1,150.10	789.90	360.20	149,554.43	9,156.83
25	5/22/2015	1,150.10	791.79	358.31	148,762.64	9,515.14
26	6/22/2015	1,150.10	793.69	356.41	147,968.95	9,871.55
27	7/22/2015	1,150.10	795.59	354.51	147,173.36	10,226.06
28	8/22/2015	1,150.10	797.50	352.60	146,375.86	10,578.66
29	9/22/2015	1,150.10	799.41	350.69	145,576.45	10,929.35
30	10/22/2015	1,150.10	801.32	348.78	144,775.13	11,278.13
31	11/22/2015	1,150.10	803.24	346.86	143,971.89	11,624.99
32	12/22/2015	1,150.10	805.17	344.93	143,166.72	11,969.92
Total for 2015		13,801.20	9,536.00	4,265.20		
33	1/22/2016	1,150.10	807.10	343.00	142,359.62	12,312.92
34	2/22/2016	1,150.10	809.03	341.07	141,550.59	12,653.99
35	3/22/2016	1,150.10	810.97	339.13	140,739.62	12,993.12
36	4/22/2016	1,150.10	812.91	337.19	139,926.71	13,330.31
37	5/22/2016	1,150.10	814.86	335.24	139,111.85	13,665.55
38	6/22/2016	1,150.10	816.81	333.29	138,295.04	13,998.84
39	7/22/2016	1,150.10	818.77	331.33	137,476.27	14,330.17
40	8/22/2016	1,150.10	820.73	329.37	136,655.54	14,659.54

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Loan Amortization Screen (Rule of 78s)

Rule of 78s is a method of allocating the interest charge on a loan across its payment periods. Under the Rule of 78s, periods are weighted by comparing their numerical values to the sum of all the digits of the periods. The weights are applied in reverse, applying large weights to early periods.

1. Enter a description of the loan in the **Description** field.
2. Select a loan type of **Rule of 78s** from the **Type** field.
3. Enter a loan principal amount in the **Principal** field. This would be the total amount of the loan principal minus any down payment.

NOTE: If you leave this field blank, the system calculates the Principal after you enter the payment Amount.

4. Enter the annual compound interest rate in the **A.P.R.** (Annual Percentage Rate) field.
5. Select the date the first payment is due from the **Date of First** field. The date to start paying the loan.
6. Enter the number of payments due per year from the **Number per Year** field. Usually 12.

7. Enter the total number of payments needed to fully repay the loan in the **Total Number** field. The total years of the loan times the number per year (4 X 12 = 48).
8. Enter the payment amount in the **Amount** field. Usually this would be left blank to have the amount calculated from the total loan amount.

.....
NOTE: If you entered an amount in the Principal field, the system automatically calculates the Payments.

9. The total amount of **Interest** and **Payments** of the life of the loan are displayed in the **Totals** area and cannot be edited.
10. The **Pick Year From** and **Thru** are displayed and can be edited if you wish. The From year will be determined by the Date of First field and the Thru year will be determined by the Total Number of Payments and Number Per Year amounts.

Pick Year Thru = (Total Number/Number Per Year) + Pick Year From

11. Select the check box if you want to print the report in **Banded Rows format**, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the System Manager Business Rules. You can then override your default choice when you print the report.
12. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

.....
NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Loan Amortization Report (Rule of 78s)

Continental Products Unlimited						Page 1
Loan Amortization Schedule						
Loan Description		Auto Loan	Type of Loan		Rule of 78s	
Loan Principal		21,000.00	No of Payments Per Year		12	Pick Year From 2013
Annual Percentage Rate		3.000	Total No of Payments		48	Thru 2017
Payment Amount		464.82				
First Payment Date		5/28/2013				
Payment		Applied To		Remaining	Cumulative	
No	Date	Amount	Principal	Interest	Principal	Interest
1	5/28/2013	464.82	411.30	53.52	20,588.70	53.52
2	6/28/2013	464.82	412.41	52.41	20,176.29	105.93
3	7/28/2013	464.82	413.53	51.29	19,762.76	157.22
4	8/28/2013	464.82	414.64	50.18	19,348.12	207.40
5	9/28/2013	464.82	415.76	49.06	18,932.36	256.46
6	10/28/2013	464.82	416.87	47.95	18,515.49	304.41
7	11/28/2013	464.82	417.99	46.83	18,097.50	351.24
8	12/28/2013	464.82	419.10	45.72	17,678.40	396.96
Total for 2013		3,718.56	3,321.60	396.96		
9	1/28/2014	464.82	420.22	44.60	17,258.18	441.56
10	2/28/2014	464.82	421.33	43.49	16,836.85	485.05
11	3/28/2014	464.82	422.45	42.37	16,414.40	527.42
12	4/28/2014	464.82	423.56	41.26	15,990.84	568.68
13	5/28/2014	464.82	424.68	40.14	15,566.16	608.82
14	6/28/2014	464.82	425.79	39.03	15,140.37	647.85
15	7/28/2014	464.82	426.91	37.91	14,713.46	685.76
16	8/28/2014	464.82	428.02	36.80	14,285.44	722.56
17	9/28/2014	464.82	429.14	35.68	13,856.30	758.24
18	10/28/2014	464.82	430.25	34.57	13,426.05	792.81
19	11/28/2014	464.82	431.37	33.45	12,994.68	826.26
20	12/28/2014	464.82	432.48	32.34	12,562.20	858.60
Total for 2014		5,577.84	5,116.20	461.64		
21	1/28/2015	464.82	433.60	31.22	12,128.60	889.82
22	2/28/2015	464.82	434.71	30.11	11,693.89	919.93
23	3/28/2015	464.82	435.83	28.99	11,258.06	948.92
24	4/28/2015	464.82	436.94	27.88	10,821.12	976.80
25	5/28/2015	464.82	438.06	26.76	10,383.06	1,003.56
26	6/28/2015	464.82	439.17	25.65	9,943.89	1,029.21
27	7/28/2015	464.82	440.29	24.53	9,503.60	1,053.74
28	8/28/2015	464.82	441.40	23.42	9,062.20	1,077.16
29	9/28/2015	464.82	442.52	22.30	8,619.68	1,099.46
30	10/28/2015	464.82	443.63	21.19	8,176.05	1,120.65
31	11/28/2015	464.82	444.75	20.07	7,731.30	1,140.72
32	12/28/2015	464.82	445.86	18.96	7,285.44	1,159.68
Total for 2015		5,577.84	5,276.76	301.08		
33	1/28/2016	464.82	446.98	17.84	6,838.46	1,177.52
34	2/28/2016	464.82	448.09	16.73	6,390.37	1,194.25
35	3/28/2016	464.82	449.21	15.61	5,941.16	1,209.86
36	4/28/2016	464.82	450.32	14.50	5,490.84	1,224.36
37	5/28/2016	464.82	451.44	13.38	5,039.40	1,237.74
38	6/28/2016	464.82	452.55	12.27	4,586.85	1,250.01
39	7/28/2016	464.82	453.67	11.15	4,133.18	1,261.16
40	8/28/2016	464.82	454.78	10.04	3,678.40	1,271.20

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Loan Amortization Screen (Balloon Payment)

The screenshot shows the 'FA Loan Amortization' application window. It contains several input fields and calculated values:

- Loan Section:**
 - Description: Mortgage
 - Type: Balloon Payment (dropdown)
 - Principal: 200,000.00
 - A. P. R.: 3.000
- Totals Section:**
 - Interest: 112,554.53
 - Payments: 312,554.53
 - + Balloon Amount: 10,000.00
- Payments Section:**
 - Date of First: 5/28/2013 (dropdown)
 - Number per Year: 12 (dropdown)
 - Total Number: 360 (dropdown)
 - Amount: 868.21
 - (Empty field): 0.00
- Pick Year Section:**
 - From: 2013 (dropdown)
 - Thru: 2043 (dropdown)
- Report Layout Section:**
 - Banded Rows: ☒

Balloon Payment loans are an oversized payment due at the end of a mortgage, commercial loan or other amortized loan. Because the entire loan amount is not amortized over the life of the loan, the remaining balance is due as a final repayment to the lender.

Balloon Payments are often prepackaged into what are called “two-step mortgages.” In this type of mortgage, the balloon payment is rolled into a new or continuing amortized mortgage at the prevailing market rates.

Balloon Payments can occur within a fixed-rate or adjustable-rate mortgage (ARM).

1. Enter a description of the loan in the **Description** field.
2. Select a loan type of **Balloon Payment** from the **Type** field.
3. Enter a loan principal amount in the **Principal** field. This would be the total amount of the loan principal minus any down payment.

.....
NOTE: If you leave this field blank, the system calculates the Principal after you enter the payment Amount.

4. Enter the annual compound interest rate in the **A.P.R.** (Annual Percentage Rate) field.

5. Select the date the first payment is due from the **Date of First** field. The date to start paying the loan.
6. Enter the number of payments due per year from the **Number per Year** field. Usually 12.
7. Enter the total number of payments needed to fully repay the loan in the **Total Number** field. The total years of the loan times the number per year (30 X 12 = 360).
8. Enter the payment amount in the **Amount** field. Usually this would be left blank to have the amount calculated from the total loan amount.

NOTE: If you entered an amount in the Principal field, the system automatically calculates the Payments.

9. The total amount of **Interest** and **Payments** of the life of the loan are displayed in the **Totals** area and cannot be edited.
10. Enter the balloon payment amount in the **+ Balloon Amount** field. This would be the amount of the final payment on the loan, which usually is much larger than the rest of the payments.
11. The **Pick Year From** and **Thru** are displayed and can be edited if you wish. The From year will be determined by the Date of First field and the Thru year will be determined by the Total Number of Payments and Number Per Year amounts.

Pick Year Thru = (Total Number/Number Per Year) + Pick Year From

12. Select the check box if you want to print the report in **Banded Rows format**, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the System Manager Business Rules. You can then override your default choice when you print the report.

13. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Loan Amortization Report (Balloon Payment 1st Page)

Continental Products Unlimited						Page 1
Loan Amortization Schedule						
Loan Description	Mortgage	Type of Loan	Balloon Payment	Pick Year From	2013	
Loan Principal	200,000.00	No of Payments Per Year	12	Thru	2043	
Annual Percentage Rate	3.000	Total No of Payments	360			
Payment Amount	868.21	Balloon Amount	10,000.00			
First Payment Date	5/28/2013					
Payment		Applied To		Remaining	Cumulative	
No	Date	Amount	Principal	Interest	Principal	Interest
1	5/28/2013	868.21	343.21	525.00	199,656.79	525.00
2	6/28/2013	868.21	344.07	524.14	199,312.72	1,049.14
3	7/28/2013	868.21	344.93	523.28	198,967.79	1,572.42
4	8/28/2013	868.21	345.79	522.42	198,622.00	2,094.84
5	9/28/2013	868.21	346.65	521.56	198,275.35	2,616.40
6	10/28/2013	868.21	347.52	520.69	197,927.83	3,137.09
7	11/28/2013	868.21	348.39	519.82	197,579.44	3,656.91
8	12/28/2013	868.21	349.26	518.95	197,230.18	4,175.86
Total for 2013		6,945.68	2,769.82	4,175.86		
9	1/28/2014	868.21	350.13	518.08	196,880.05	4,693.94
10	2/28/2014	868.21	351.01	517.20	196,529.04	5,211.14
11	3/28/2014	868.21	351.89	516.32	196,177.15	5,727.46
12	4/28/2014	868.21	352.77	515.44	195,824.38	6,242.90
13	5/28/2014	868.21	353.65	514.56	195,470.73	6,757.46
14	6/28/2014	868.21	354.53	513.68	195,116.20	7,271.14
15	7/28/2014	868.21	355.42	512.79	194,760.78	7,783.93
16	8/28/2014	868.21	356.31	511.90	194,404.47	8,295.83
17	9/28/2014	868.21	357.20	511.01	194,047.27	8,806.84
18	10/28/2014	868.21	358.09	510.12	193,689.18	9,316.96
19	11/28/2014	868.21	358.99	509.22	193,330.19	9,826.18
20	12/28/2014	868.21	359.88	508.33	192,970.31	10,334.51
Total for 2014		10,418.52	4,259.87	6,158.65		
21	1/28/2015	868.21	360.78	507.43	192,609.53	10,841.94
22	2/28/2015	868.21	361.69	506.52	192,247.84	11,348.46
23	3/28/2015	868.21	362.59	505.62	191,885.25	11,854.08
24	4/28/2015	868.21	363.50	504.71	191,521.75	12,358.79
25	5/28/2015	868.21	364.41	503.80	191,157.34	12,862.59
26	6/28/2015	868.21	365.32	502.89	190,792.02	13,365.48
27	7/28/2015	868.21	366.23	501.98	190,425.79	13,867.46
28	8/28/2015	868.21	367.15	501.06	190,058.64	14,368.52
29	9/28/2015	868.21	368.06	500.15	189,690.58	14,868.67
30	10/28/2015	868.21	368.98	499.23	189,321.60	15,367.90
31	11/28/2015	868.21	369.91	498.30	188,951.69	15,866.20
32	12/28/2015	868.21	370.83	497.38	188,580.86	16,363.58
Total for 2015		10,418.52	4,389.45	6,029.07		
33	1/28/2016	868.21	371.76	496.45	188,209.10	16,860.03
34	2/28/2016	868.21	372.69	495.52	187,836.41	17,355.55
35	3/28/2016	868.21	373.62	494.59	187,462.79	17,850.14
36	4/28/2016	868.21	374.55	493.66	187,088.24	18,343.80
37	5/28/2016	868.21	375.49	492.72	186,712.75	18,836.52
38	6/28/2016	868.21	376.43	491.78	186,336.32	19,328.30
39	7/28/2016	868.21	377.37	490.84	185,958.95	19,819.14
40	8/28/2016	868.21	378.31	489.90	185,580.64	20,309.04
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Loan Amortization Report (Balloon Payment Last Page)

Continental Products Unlimited						Page 10
Loan Amortization Schedule						
Loan Description	Mortgage		Type of Loan	Balloon Payment		
Loan Principal	200,000.00		No of Payments Per Year	12	Pick Year From	2013
Annual Percentage Rate	3.000		Total No of Payments	360	Thru	2043
Payment Amount	868.21		Balloon Amount	10,000.00		
First Payment Date	5/28/2013					
Payment			Applied To		Remaining	Cumulative
No	Date	Amount	Principal	Interest	Principal	Interest
357	1/28/2043	868.21	834.83	33.38	2,515.97	112,466.94
358	2/28/2043	868.21	836.92	31.29	1,679.05	112,498.23
359	3/28/2043	868.21	839.01	29.20	840.04	112,527.43
360	4/28/2043	867.14	840.04	27.10	0.00	112,554.53
Total for 2043		3,471.77	3,350.80	120.97		
Balloon Amount		10,000.00	10,000.00			
Grand Total		322,554.53	210,000.00	112,554.53		

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*** End of Report ***

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Loan Amortization Screen (Fixed Principal)

The screenshot shows the 'FA Loan Amortization' application window. It features a menu bar with 'Print', 'Output', 'Send', 'Preview', and 'Reset'. The main interface is divided into several sections:

- Loan Section:** Includes fields for 'Description' (Auto Loan), 'Type' (Fixed Principal), 'Principal' (21,600.00), and 'A. P. R.' (3.000).
- Totals Section:** Displays calculated values for 'Interest' (1,323.12), 'Payments' (22,923.12), and a blank field for '0.00'.
- Payments Section:** Includes 'Date of First' (5/28/2013), 'Number per Year' (12), 'Total Number' (48), 'First Amount' (504.00), and 'Principal per Period' (450.00).
- Pick Year Section:** Includes 'From' (2013) and 'Thru' (2017) dropdowns.
- Report Layout Section:** Includes a checkbox for 'Banded Rows' which is checked.

In a **Fixed Principal** loan the principal portion of the installments remains constant for the whole term of the loan. Each payment consists of the interest on the outstanding balance and a fixed fraction of the principal i.e. the loan amount divided by the number of payments. As the outstanding balance decreases, the interest portion of each payment decreases. In combination with the fixed principal portion, this results in higher payments at the start of the loan, and lower payments towards the end of the loan. Compared to interest only loans and standard loans, fixed principal loans generate the lowest total interest charge over the term of the loan. The fact that principal payments remain constant can be preferable in situations in which tax deductions are mainly based on principal repayments.

1. Enter a description of the loan in the **Description** field.
2. Select a loan type of **Fixed Principal** from the **Type** field.
3. Enter a loan principal amount in the **Principal** field. This would be the total amount of the loan principal minus any down payment.

NOTE: If you leave this field blank, the system calculates the Principal after you enter the payment Amount.

4. Enter the annual compound interest rate in the **A.P.R.** (Annual Percentage Rate) field.

5. Select the date the first payment is due from the **Date of First** field. The date to start paying the loan.
6. Enter the number of payments due per year from the **Number per Year** field. Usually 12.
7. Enter the total number of payments needed to fully repay the loan in the **Total Number** field. The total years of the loan times the number per year (30 X 12 = 360).
8. The payment amount in the **First Amount** field is displayed and cannot be edited.

.....
NOTE: This is the amount of the first payment on the loan, calculated from the Principal per Period, Principal, A.P.R., Number Per Year and Total Number field amounts.

9. Enter, if applicable, the principal per period amount in the **Principal per Period** field. The fixed amount of principal you will be paying per period.

.....
NOTE: If you entered an amount in the Principal per Period field, the system automatically calculates the Principal, First Amount, Interest, and Payments.

10. The total amount of **Interest** and **Payments** of the life of the loan are displayed in the **Totals** area and cannot be edited.
11. The **Pick Year From** and **Thru** are displayed and can be edited if you wish. The From year will be determined by the Date of First field and the Thru year will be determined by the Total Number of Payments and Number Per Year amounts.

Pick Year Thru = (Total Number/Number Per Year) + Pick Year From

12. Select the check box if you want to print the report in **Banded Rows format**, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the System Manager Business Rules. You can then override your default choice when you print the report.

13. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Loan Amortization Report (Fixed Principal)

Continental Products Unlimited						Page 1
Loan Amortization Schedule						
Loan Description	Auto Loan	Type of Loan	Fixed Principal			
Loan Principal	21,600.00	No of Payments Per Year	12	Pick Year From	2013	
Annual Percentage Rate	3.00%	Total No of Payments	48	Thru	2017	
First Payment Amount	504.00	Principal Per Period	450.00			
First Payment Date	5/28/2013					
Payment		Applied To		Remaining	Cumulative	
No	Date	Amount	Principal	Interest	Principal	Interest
1	5/28/2013	504.00	450.00	54.00	21,150.00	54.00
2	6/28/2013	502.88	450.00	52.88	20,700.00	106.88
3	7/28/2013	501.75	450.00	51.75	20,250.00	158.63
4	8/28/2013	500.63	450.00	50.63	19,800.00	209.26
5	9/28/2013	499.50	450.00	49.50	19,350.00	258.76
6	10/28/2013	498.38	450.00	48.38	18,900.00	307.14
7	11/28/2013	497.25	450.00	47.25	18,450.00	354.39
8	12/28/2013	496.13	450.00	46.13	18,000.00	400.52
Total for 2013		4,000.52	3,600.00	400.52		
9	1/28/2014	495.00	450.00	45.00	17,550.00	445.52
10	2/28/2014	493.88	450.00	43.88	17,100.00	489.40
11	3/28/2014	492.75	450.00	42.75	16,650.00	532.15
12	4/28/2014	491.63	450.00	41.63	16,200.00	573.78
13	5/28/2014	490.50	450.00	40.50	15,750.00	614.28
14	6/28/2014	489.38	450.00	39.38	15,300.00	653.66
15	7/28/2014	488.25	450.00	38.25	14,850.00	691.91
16	8/28/2014	487.13	450.00	37.13	14,400.00	729.04
17	9/28/2014	486.00	450.00	36.00	13,950.00	765.04
18	10/28/2014	484.88	450.00	34.88	13,500.00	799.92
19	11/28/2014	483.75	450.00	33.75	13,050.00	833.67
20	12/28/2014	482.63	450.00	32.63	12,600.00	866.30
Total for 2014		5,865.78	5,400.00	465.78		
21	1/28/2015	481.50	450.00	31.50	12,150.00	897.80
22	2/28/2015	480.38	450.00	30.38	11,700.00	928.18
23	3/28/2015	479.25	450.00	29.25	11,250.00	957.43
24	4/28/2015	478.13	450.00	28.13	10,800.00	985.56
25	5/28/2015	477.00	450.00	27.00	10,350.00	1,012.56
26	6/28/2015	475.88	450.00	25.88	9,900.00	1,038.44
27	7/28/2015	474.75	450.00	24.75	9,450.00	1,063.19
28	8/28/2015	473.63	450.00	23.63	9,000.00	1,086.82
29	9/28/2015	472.50	450.00	22.50	8,550.00	1,109.32
30	10/28/2015	471.38	450.00	21.38	8,100.00	1,130.70
31	11/28/2015	470.25	450.00	20.25	7,650.00	1,150.95
32	12/28/2015	469.13	450.00	19.13	7,200.00	1,170.08
Total for 2015		5,703.78	5,400.00	303.78		
33	1/28/2016	468.00	450.00	18.00	6,750.00	1,188.08
34	2/28/2016	466.88	450.00	16.88	6,300.00	1,204.96
35	3/28/2016	465.75	450.00	15.75	5,850.00	1,220.71
36	4/28/2016	464.63	450.00	14.63	5,400.00	1,235.34
37	5/28/2016	463.50	450.00	13.50	4,950.00	1,248.84
38	6/28/2016	462.38	450.00	12.38	4,500.00	1,261.22
39	7/28/2016	461.25	450.00	11.25	4,050.00	1,272.47
40	8/28/2016	460.13	450.00	10.13	3,600.00	1,282.60
Total for 2016		4,603.78	4,500.00	103.78		

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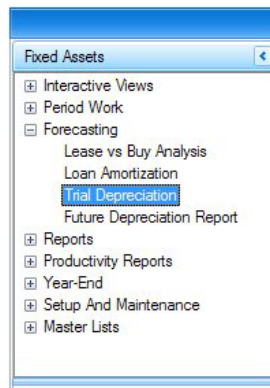
TRIAL DEPRECIATION

Use the **Trial Depreciation** function to forecast depreciation for proposed and existing Assets, to calculate depreciation for past periods that need to be adjusted, and to compare the results of different depreciation strategies. The system prints a **Trial Depreciation Schedule** for each scenario to aid in analyzing data.

To use the **Trial Depreciation** function, follow these steps:

1. Select **Trial Depreciation** from the **Forecasting** menu.

Trial Depreciation Menu



- The **Trial Depreciation** screen appears.

Trial Depreciation Screen

The screenshot shows the 'FA Trial Depreciation' window with the following fields and values:

Trial Depreciation Information			
Trial Number	1	Copy From Asset ID	FORKLIFT 0001
Description	Test	Depreciation Type	BOOK

Trial Depreciation Values			
Date Placed in Service	5/28/2013	End Year	2022
Special Allowance Percent	0.00	End Period	12
Periods Per Year	12	Percent Business Use	100
Base Cost	160,000.00	Salvage Value	5,000.00
Depreciation Method	SL	Applied Credits	0.00
Recovery Period in Years	10	179 Expense	0.00
Switch to Method	NONE	Other Bonus Depreciation	0.00
Estimated Life in Periods	120	Prior Eligible Depreciation	0.00
Depreciation Begin Year	2013	Prior Depreciation Taken	0.00
Depreciation Begin Period	1	Number of Years in Prior Depreciation	0

View: ☒ Year ☐ Period

Pick Year: From 2013 Thru 2022

- Accept the system generated **Trial Number**. This number increases by one each time a trial depreciation schedule is printed. It resets to one when you close to the main menu.
- Select the Asset ID from which to copy from the **Copy From Asset ID** field. Leave this field blank to manually fill in all the remaining fields.
- Enter a **Description** for the Asset Trial Depreciation.
- Select the **Depreciation Type**:
 - A.M.T.** is normally kept to provide an alternative way of calculating depreciation for federal tax purposes known as Alternative Minimum Tax. See the appropriate IRS publications for details on AMT.
 - Book** is normally kept for your company's General Ledger. If you interface Fixed Assets with General Ledger, the depreciation calculations for this book are posted to the GL Accounts.
 - FedTax** is normally kept for federal tax purposes. The depreciation calculations in this book are used to print the Depreciation Tax Report and for tax filing.

- **Other** is normally kept for local tax or informational purposes

7. Enter the date the asset will be placed in service into the **Date Placed in Service** field. This will default the Depreciation Begin Year and Depreciation Begin Period fields with the Period and Year from your Period Conversion table.
8. Enter the **Special Allowance Percent** to apply to this Asset.

The special depreciation allowance, commonly referred to as bonus depreciation, refers to a special type of accelerated tax depreciation. Bonus depreciation encourages businesses to invest in property to obtain this extra deduction.

Qualified Property - Special depreciation applies to new tangible property with the Modified Accelerated Cost Recovery System (MACRS) class lives of 20 years or fewer. Property must be placed in service in calendar year 2008 or 2009. Many exceptions exist to these rules, which are discussed in detail on the Internal Revenue Service website.

Rates - In most cases, special depreciation allows 50 percent of an asset's cost to be depreciated in the year placed in service. After the initial year, normal MACRS depreciation rates would apply. A business or individual can opt out of bonus depreciation by filing an election statement with the tax return. Elections out of bonus depreciation must be made by asset class life.

Future - As of August 2010, Congress had not renewed the bonus depreciation provisions of the tax code. Property purchased after December 31, 2009, will not be subject to the special depreciation allowance unless an extension is approved.

For more information on this special allowance go the IRS website:

<http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Bonus-Depreciation-and-Increased-Section-179-Deduction-under-the-American-Recovery-and-Reinvestment-Act>

9. Enter the number of accounting periods per year, into the **Periods Per Year** field, or accept the default. The number of periods you use for your accounting year will default into this field.
10. In the **Base Cost** box, use the adjusted cost you would enter on the Acquisition tab (page 3-28); otherwise, enter a different base cost of the Asset to use in the depreciation calculations.
11. Select the **Depreciation Method** you want to use to depreciate the Asset. The choices in the lookup box will be the tables set up using the Depreciation Tables function (page 3-13).
12. In the **Recovery Period in Years** box, enter the number of years in the Asset's depreciable life. The number you enter here is used to calculate the number of periods in the estimated life of the Asset.

13. If you use Sum-Of-The-Year's-Digits or Declining-Balance depreciation, you can choose an alternative depreciation method in the **Switch to Method** field for the end of the recovery period, if it is to your advantage.

If you do not want to switch methods automatically, select **None**. If you want to switch methods, what you can enter depends on the primary depreciation method you select. If you selected SYD (Sum-Of-The-Years'- Digits) for the primary depreciation method, you can enter SL (Straight Line).

If you selected a Declining-Balance method, you can enter SYD or SL.

.....
NOTE: If you use a depreciation method other than Sum-Of-The-Years'-Digits or Declining-Balance, you must select None.

14. If you entered a Recovery Period in Years, the **Estimated Life in Periods** field is completed automatically. If you did not enter a Recovery Period in Years, enter the number of periods you expect the Asset to last.
15. Enter the year and the fiscal period when you want to begin depreciating the Asset, into the **Begin Year** and **Begin Period** fields.
16. The **End Year**, and **End Period** appear and are unavailable to edit.
17. Enter the percentage of time that the Asset is used for business into the **% Bus Use** field.
18. Enter the estimated salvage value the Asset will have at the end of its useful life into the **Salvage Value** field. Salvage Values are not used in MACRS depreciation calculations.
19. If you want to apply credits, enter the amount into the **Applied Credits** field.
20. If you want to claim all or part of the cost of the Asset as a section 179 Expense, enter the amount you want to expense into the **179 Expense** field.
21. The bonus depreciation is an extra amount the government allows during the first year of an Asset's life (consult your accountant or IRS regulations regarding the qualifications for this). If the Asset is eligible, enter the amount; otherwise, leave the **Other Bonus Depreciation** field blank.
22. **Prior Eligible Depreciation** is the total potential depreciation that could be taken as of the end of the last fiscal year if you took depreciation on the Asset in previous years.

.....
NOTE: If this is a new asset, leave this field blank.

23. Use the **Prior Depreciation Taken** field to enter the total depreciation taken on the Asset as of the end of the last fiscal year, if you took depreciation on the Asset in previous years.

.....
NOTE: If this is a new asset, leave this field blank.

24. Enter, if the depreciation was taken in previous years, the number of years the asset has been depreciated into the **Number of Year in Prior Depreciation** field.

NOTE: This number cannot exceed the estimated life of the asset.

25. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Trial Depreciation Report

<div> <div>Continental Products Unlimited</div> <div>Trial Depreciation</div> <div>Trial 1 - by Year for Year 2013 thru 2022</div> <div>Test</div> </div>									
<div> <div>Date Placed in Service</div> <div>Special Allowance Percent</div> <div>Periods Per Year</div> <div>Base Cost</div> <div>Depreciation Method</div> <div>Recovery Period in Years</div> <div>Switch To Method</div> <div>Estimated Life in Periods</div> <div>Depreciation Begin Year</div> <div>Depreciation Begin Period</div> </div>									
<div> <div>3/2/1982</div> <div>0.00</div> <div>12</div> <div>160,000.00</div> <div>SL</div> <div>10</div> <div>NONE</div> <div>120</div> <div>2013</div> <div>1</div> </div>									
<div> <div>End Year</div> <div>End Period</div> <div>Percent Business Use</div> <div>Salvage Value</div> <div>Applied Credits</div> <div>179 Expense</div> <div>Other Bonus Depreciation</div> <div>Prior Eligible Depreciation</div> <div>Prior Depreciation Taken</div> <div>No of Years in Prior Depreciation</div> </div>									
<div> <div>2022</div> <div>12</div> <div>100</div> <div>5,000.00</div> <div>0.00</div> <div>0.00</div> <div>0.00</div> <div>0.00</div> <div>0.00</div> <div>0.00</div> </div>									
Year	Period	Accumulated Eligible Depr	Remaining Depr Base	Annual Depreciation Depreciation Method	Current Depreciation	YTD Depreciation	Accumulated Depreciation		
Begin 2013	All	0.00	155,000.00	15,500.00 SL	15,500.00	15,500.00	15,500.00	0.00	
Begin 2014	All	15,500.00	139,500.00	15,500.00 SL	15,500.00	15,500.00	31,000.00		
Begin 2015	All	31,000.00	124,000.00	15,500.00 SL	15,500.00	15,500.00	46,500.00		
Begin 2016	All	46,500.00	108,500.00	15,500.00 SL	15,500.00	15,500.00	62,000.00		
Begin 2017	All	62,000.00	93,000.00	15,500.00 SL	15,500.00	15,500.00	77,500.00		
Begin 2018	All	77,500.00	77,500.00	15,500.00 SL	15,500.00	15,500.00	93,000.00		
Begin 2019	All	93,000.00	62,000.00	15,500.00 SL	15,500.00	15,500.00	108,500.00		
Begin 2020	All	108,500.00	46,500.00	15,500.00 SL	15,500.00	15,500.00	124,000.00		
Begin 2021	All	124,000.00	31,000.00	15,500.00 SL	15,500.00	15,500.00	139,500.00		
Begin 2022	All	139,500.00	15,500.00	15,500.00 SL	15,500.00	15,500.00	155,000.00		
End 2022		155,000.00	0.00				155,000.00		

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*** End of Report ***

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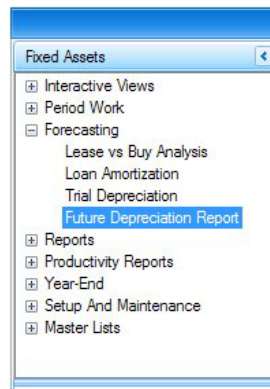
FUTURE DEPRECIATION REPORT

Use the **Future Depreciation Report** function to produce a report listing the depreciation expense for a future year you specify. The report can be printed for all Assets or a range of Assets, and can be printed in summary or detail.

To print the **Future Depreciation Report**, follow these steps:

1. Select **Future Depreciation Report** from the **Forecasting** menu.

Future Depreciation Report Menu



2. The **Future Depreciation Report** screen appears.

Future Depreciation Report Screen

3. Use the **Data Filter** to select the range of filtering options, or leave the filter blank to include all available data.
4. Select the depreciation type for the report from the **Depreciation Type** field.
- **A.M.T.** is normally kept to provide an alternative way of calculating depreciation for federal tax purposes known as Alternative Minimum Tax. See the appropriate IRS publications for details on AMT.
 - **Book** is normally kept for your company's general ledger. If you interface Fixed Assets with General Ledger, the depreciation calculations for this book are posted to the GL accounts.
 - **FedTax** is normally kept for federal tax purposes. The depreciation calculations in this book are used to print the Depreciation Tax Report and for tax filing.
 - **Other** is normally kept for local tax or informational purposes

FORECASTING

Future Depreciation Report

Future Depreciation Report

Continental Products Unlimited Future Depreciation Report (Detail) Sorted by AssetID Fiscal Year: 2013, Depreciation Type: BOOK											
Report Filter											
Include Subtotals	Yes										
Asset ID	Description	Acquisition Date	GL Asset Account	Pd	Accumulated Eligible Depr	Remaining Depr Base	Depreciation Method	Current Depreciation	YTD Depreciation	Accumulated Depreciation	
Asset ID asset04					LY Balance						
asset04	Asset 4 test	1/5/2011	00-000-1520	1	8,888.89	5,555.54		61.73	61.73	4,444.46	
				2	9,012.35	5,432.08	200DB	61.73	123.46	4,567.92	
				3	9,074.08	5,370.35	200DB	61.73	185.19	4,629.65	
				4	9,135.81	5,308.62	200DB	61.73	246.92	4,691.38	
				5	9,197.54	5,246.89	200DB	61.73	308.65	4,753.11	
				6	9,259.27	5,185.16	200DB	61.73	370.38	4,814.84	
				7	9,321.00	5,123.43	200DB	61.73	432.11	4,876.57	
				8	9,382.73	5,061.70	200DB	61.73	493.84	4,938.30	
				9	9,444.46	4,999.97	200DB	61.73	555.57	5,000.03	
				10	9,506.19	4,938.24	200DB	61.73	617.30	5,061.76	
				11	9,567.92	4,876.51	200DB	61.73	679.03	5,123.49	
				12	9,629.63	4,814.80	200DB	61.71	740.74	5,185.20	
Total for Asset ID asset04					9,629.63	4,814.80		740.74	740.74	5,185.20	
Asset ID asset05					LY Balance						
asset05	Asset 5 test	1/5/2011	00-000-1520	1	9,140.63	9,609.37		183.11	183.11	5,390.63	
				2	9,323.74	9,426.26	150DB	183.11	366.22	5,573.74	
				3	9,506.85	9,243.15	150DB	183.11	549.33	5,756.85	
				4	9,689.96	9,060.04	150DB	183.11	732.44	6,123.07	
				5	9,873.07	8,876.93	150DB	183.11	915.55	6,306.18	
				6	10,056.18	8,693.82	150DB	183.11	1,098.66	6,489.29	
				7	10,239.29	8,510.71	150DB	183.11	1,281.77	6,672.40	
				8	10,422.40	8,327.60	150DB	183.11	1,464.88	6,855.51	
				9	10,605.51	8,144.49	150DB	183.11	1,647.99	7,038.62	
				10	10,788.62	7,961.38	150DB	183.11	1,831.10	7,221.73	
				11	10,971.73	7,778.27	150DB	183.11	2,014.21	7,404.84	
				12	11,154.84	7,595.16	150DB	183.05	2,197.26	7,587.89	
					11,337.89	7,412.11	150DB	2,197.26	2,197.26	7,587.89	
Total for Asset ID asset05					11,337.89	7,412.11		2,197.26	2,197.26	7,587.89	

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INTERACTIVE VIEWS

Using the Interactive Views Menu	6-3
Asset View	6-7
Depreciation View	6-9
Asset Service View	6-13
Retired Asset View	6-15

USING THE INTERACTIVE VIEWS MENU

With the functions on the Interactive Views menu, you can view but not change the following payable information:





- Asset information
- Depreciation information
- Asset Service information
- Retired Asset information

Use these functions if you need to examine (but not change) an asset record, depreciation information, an asset's service records and retired asset information.

Using Interactive Views you can easily and quickly build and manipulate tables to display information. After selecting from the available criteria to display as filter fields, data items, column fields, or row fields, you can highlight columns and rows to have the selected rows and columns display as a graph below the table. To include multiple rows or columns in the graph, you can use the CTRL+ click (to select multiple rows or columns) and SHIFT+ click (to select all rows or columns between the first and second click) shortcuts, after selecting the first row and column.

Sorting and Filtering

When you arrange the columns to your liking, you can sort, group, or filter the data by the column's contents. To sort and filter the data, right-click a column heading and use the functions outlined in the table below.

Button	Name	Select To
		Sort the selected column's data in ascending order.
	Sort Ascending	NOTE: You can also accomplish this task by clicking the column heading until  appears.
		Sort the selected column's data in descending order.
	Sort Descending	NOTE: You can also accomplish this task by clicking the column heading until  appears.
	Clear Sorting	Remove all sorting options and revert to the default view.



Group By This Column

Group the identical entries from this column into a single group.

NOTE: If you group by column entry, you can right-click on the grouped column heading to select from the options outlined in this table, or choose Full Expand to expand all of the grouped entries, Full Collapse to collapse all of the grouped entries, or UnGroup to undo the grouped entry.



Column Chooser

Open the Customization window. With the Customization window open, you can click and drag columns to the window to remove them from the screen or click and drag columns from the window to place them back onto the screen.

NOTE: You can also remove a column from the form by clicking on the heading of the column and dragging it to the bottom of the screen and releasing it when your cursor changes to an X.



Best Fit

Adjust the selected column to resize the column for the best view of that column's data.



Clear Filter

Remove all filter options and revert to the default view.



Filter Editor

See "Filtering Across All Columns" in the General Information guide for more information.

Best Fit (all columns)

Adjust all columns to resize for the best view all of the data at once.

Filtering by an Individual Column

To create a filter for a single column, click the funnel icon that appears once you place the cursor in the associated column and then select a filter option from the dropdown menu.

Select

To

Enter criteria for filtering the selected column.

(Custom)

NOTE: View the following paragraph for additional information.

(Blanks)

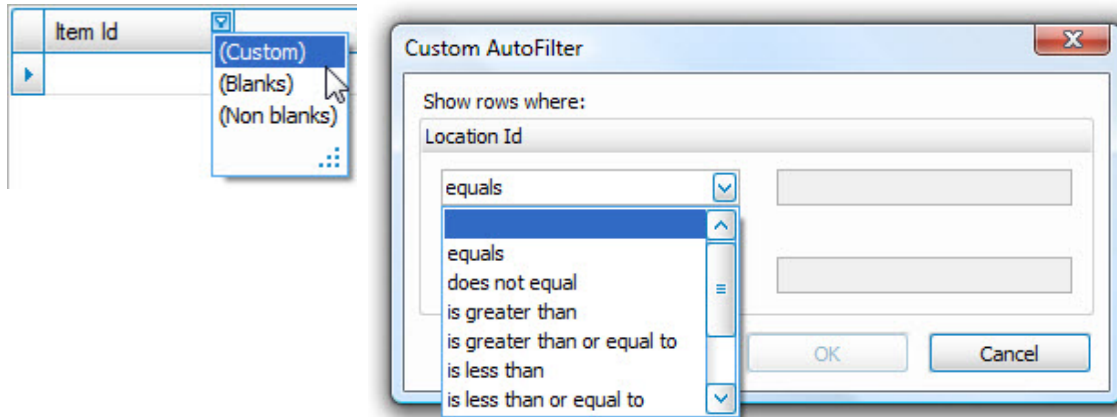
Display only entries with blank information in the selected column.

(Non blanks)

Display only entries with information in the selected column.

From the drop down menu, you can also select from the entries in the selected column to group the column by the selected entry.

If you select **(Custom)**, the Custom AutoFilter function appears. Select up to two filtering criteria for the selected column from the drop down menus, then enter a string of text or numbers to complete the condition and click **OK**.

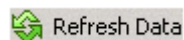


Sorting and Filtering Pivot Chart Data

Right-click on the pivot table gray area or a field button when in Pivot Chart View for each application, to use the following functions:

Select

To



Refresh Data

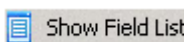
Refresh the data in the tables.

Hide

Remove the selected criterion from the table.

Order

Move the selected criterion to the beginning, left, right, or end of the list of criteria.



Show Field List

Open the PivotGrid Field List, then click and drag the applicable fields to the desired locations.

Select

To



Hide Field List

Close the PivotGrid Field List.

NOTE: Note: See instructions in the “Filtering Across All Columns” in the General Information guide section for more information on filtering.

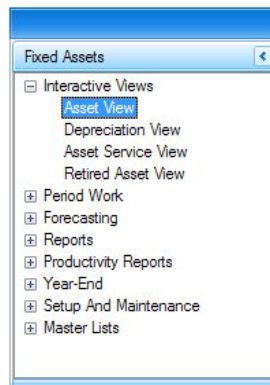
ASSET VIEW

Use the **Asset View** to see a list of New, Active, and Suspended Fixed Assets. This is a view-only function. To make edits or adjustments to Fixed Assets, use the Fixed Assets function under Setup and Maintenance.

To use the **Asset View**, follow these steps:

1. Select **Asset View** from the **Interactive Views** menu.

Asset View Menu



- The **Asset View** screen appears.

Asset View Screen

Asset ID	Asset Description	Quantity	Acquisition Date	Asset Status	Net Value
Asset01	Asset 1 test	1	1/5/2011	Active	666.68
Asset02	Asset 2 test	1	1/5/2011	Active	2,086.13
Asset03	Asset 3 test	1	1/5/2011	Active	4,566.00
Asset04	Asset 4 test	1	1/5/2011	Active	7,407.38
Asset05	Asset 5 test	1	1/5/2011	Active	12,539.06
Asset06	Asset 6 test	1	1/5/2011	Active	1,688.88
Asset07	Asset 7 test	1	1/5/2011	Active	19,286.59
Asset08	Asset 8 test	1	1/5/2011	Active	6,823.53
Asset09	Asset 9 test	1	1/5/2011	Active	35,765.35
Asset10	Asset 10 test	1	1/5/2011	Active	183,411.72
Asset11	Asset 11 test	1	1/5/2011	Active	384,428.03
Asset12	Asset 12 test	1	1/5/2011	Active	513,948.04
Asset13	Asset 13 test	1	1/5/2011	Active	442,718.21
Asset14	Asset 14 test	1	1/5/2011	Active	14,659,090.92
AUTO	Automobile - Grey LMC	1	3/14/2000	Active	3,666.30
AUTO 92 2	Auto Stereo System	1	3/31/1999	Active	147.97
AUTO 95	Automobile - Tan LMC	1	2/1/2002	Active	23,433.58
BUILDING	Corporate Headquarters Bldg	1	4/11/2000	Active	184,045.45
COMPUTER 91	Computer Equipment 1998	1	4/1/1998	Active	0.00
COMPUTER 92	Portable Computer	1	6/9/1999	Active	1,146.04

- Use the **Data Filter** to select the range of filtering options, or leave the filter blank to include all available data.
- Click **Apply Filter** to populate the grid with data.
- Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter, and the Interactive Views section in the General Information guide for more details on using the Asset View.
- Double click on the **blue Asset ID**, to drill down to see details on the Asset selected.

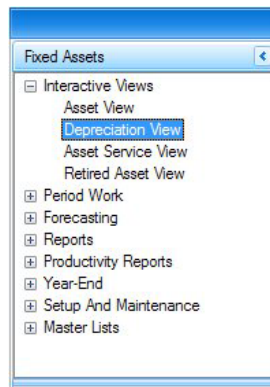
DEPRECIATION VIEW

Use the **Depreciation View** to see Asset-specific depreciation information. This is a view-only function. To make edits or adjustments to the depreciation of specific Fixed Assets, use the Depreciation tab in the Fixed Assets function under the Setup and Maintenance menu.

To use **Depreciation View**, follow these steps:

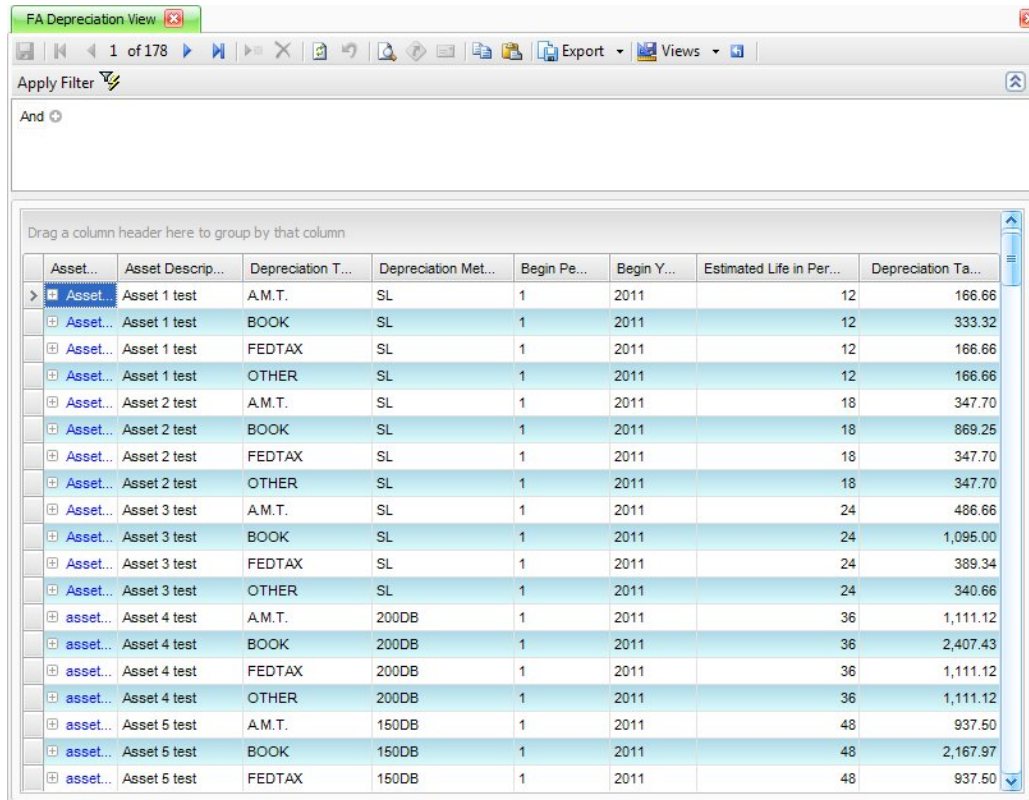
1. Select **Depreciation View** from the **Interactive Views** menu.

Depreciation View Menu



- The **Depreciation View** screen appears.

Depreciation View Screen (Summary)



FA Depreciation View

1 of 178

Apply Filter

And

Drag a column header here to group by that column

Asset...	Asset Descrip...	Depreciation T...	Depreciation Met...	Begin Pe...	Begin Y...	Estimated Life in Per...	Depreciation Ta...
+	Asset 1 test	A.M.T.	SL	1	2011	12	166.66
+	Asset 1 test	BOOK	SL	1	2011	12	333.32
+	Asset 1 test	FEDTAX	SL	1	2011	12	166.66
+	Asset 1 test	OTHER	SL	1	2011	12	166.66
+	Asset 2 test	A.M.T.	SL	1	2011	18	347.70
+	Asset 2 test	BOOK	SL	1	2011	18	869.25
+	Asset 2 test	FEDTAX	SL	1	2011	18	347.70
+	Asset 2 test	OTHER	SL	1	2011	18	347.70
+	Asset 3 test	A.M.T.	SL	1	2011	24	486.66
+	Asset 3 test	BOOK	SL	1	2011	24	1,095.00
+	Asset 3 test	FEDTAX	SL	1	2011	24	389.34
+	Asset 3 test	OTHER	SL	1	2011	24	340.66
+	Asset 4 test	A.M.T.	200DB	1	2011	36	1,111.12
+	Asset 4 test	BOOK	200DB	1	2011	36	2,407.43
+	Asset 4 test	FEDTAX	200DB	1	2011	36	1,111.12
+	Asset 4 test	OTHER	200DB	1	2011	36	1,111.12
+	Asset 5 test	A.M.T.	150DB	1	2011	48	937.50
+	Asset 5 test	BOOK	150DB	1	2011	48	2,167.97
+	Asset 5 test	FEDTAX	150DB	1	2011	48	937.50

- Use the **Data Filter** to select the range of filtering options, or leave the filter blank to include all available data.
- Click **Apply Filter** to populate the grid with data.
- Click the **Plus (+)** next to an Asset ID to see more details on the depreciation on that Asset.

Depreciation View Screen (Expanded)

FA Depreciation View

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Apply Filter

And

Drag a column header here to group by that column

Asset...	Asset Descrip...	Depreciation T...	Depreciation Met...	Begin Pe...	Begin Y...	Estimated Life in Per...	Depreciation Ta...
Asset...	Asset 1 test	A.M.T.	SL	1	2011	12	166.66
	Fiscal Year	Fiscal Period	Trans Date	GL Accum Depr A...	GL Depr Expense...		Amount
	> 2011	5	5/2/2011	000001590	000006600		83.33
	2011	5	5/3/2011	000001590	000006600		83.33
							166.66
Asset...	Asset 1 test	BOOK	SL	1	2011	12	333.32
	Fiscal Year	Fiscal Period	Trans Date	GL Accum Depr A...	GL Depr Expense...		Amount
	> 2011	5	5/2/2011	000001590	000006600		83.33
	2011	5	5/3/2011	000001590	000006600		83.33
	2011	5	5/25/2011	000001590	000006600		83.33
	2011	7	10/26/2011	000001590	000006600		83.33
							333.32
> Asset...	Asset 1 test	FEDTAX	SL	1	2011	12	166.66
	Fiscal Year	Fiscal Period	Trans Date	GL Accum Depr A...	GL Depr Expense...		Amount
	> 2011	5	5/2/2011	000001590	000006600		83.33
	2011	5	5/3/2011	000001590	000006600		83.33
							166.66
Asset...	Asset 1 test	OTHER	SL	1	2011	12	166.66

- Double click on the **blue Asset ID** to drill down to see details on the Asset selected.
- Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter, and the Interactive Views section in the General Information guide for more details on using the Depreciation View.

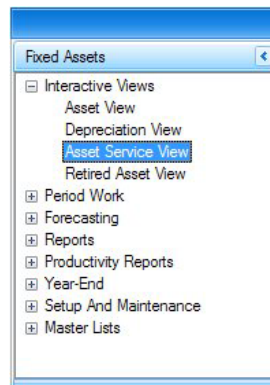
ASSET SERVICE VIEW

Use the **Asset Service View** to see service information for Assets. This is a view-only function. To make edits or adjustments to the service of specific Fixed Assets, use the Service tab in the Fixed Assets function under the Setup and Maintenance menu.

To use the **Asset Service View**, follow these steps:

1. Select **Asset Service View** from the View menu.

Asset Service View Menu



2. The **Asset Service View** screen appears.

Asset Service View Screen

Asset ID	Asset Description	Acquisition Date	Status	Service Description	Scheduled Service Date	Actual Service Date
> AUTO	Automobile - Grey LMC	3/14/2000	Active	Oil change and tune up	7/31/2002	7/25/2002
AUTO	Automobile - Grey LMC	3/14/2000	Active	Oil change and winterize	10/31/2002	
AUTO	Automobile - Grey LMC	3/14/2000	Active	Oil change	1/31/2003	

3. Use the **Data Filter** to select the range of filtering options, or leave the filter blank to include all available data.
4. Click **Apply Filter** to populate the grid with data.
5. Double click on the **blue Asset ID**, to drill down to see details on the Asset selected.
6. Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter, and the Interactive Views section in the General Information guide for more details on using the Asset Service View.

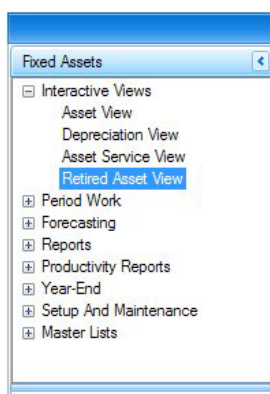
RETIRED ASSET VIEW

Use the **Retired Asset View** to see view-only information on your retired Assets.

To use **Retired Asset View**, follow these steps:

1. Select **Retired Asset View** from the **Interactive View** menu.

Retired Asset View Menu



- The **Retired Asset View** screen appears.

Retired Asset View Screen

FA Retired Asset View

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Apply Filter

And

Drag a column header here to group by that column

Asset ID	Asset Description	Retirement Qua...	Retirement ...	Depreciation T...	Actual Life (P...	Total Depreciation Ta...
COMPUTER 0...	Micro-Computer for Accou...	1	5/30/1999	A.M.T.	0	0.00
COMPUTER 0...	Micro-Computer for Accou...	1	5/30/1999	BOOK	36	5,950.60
COMPUTER 0...	Micro-Computer for Accou...	1	5/30/1999	FEDTAX	36	6,076.65
COMPUTER 0...	Micro-Computer for Accou...	1	5/30/1999	OTHER	36	5,450.70
CRANE 0001	Cranes/Derricks	2	2/28/2002	A.M.T.	0	0.00
CRANE 0001	Cranes/Derricks	2	2/28/2002	BOOK	120	406,511.70
CRANE 0001	Cranes/Derricks	2	2/28/2002	FEDTAX	120	372,807.49
CRANE 0001	Cranes/Derricks	2	2/28/2002	OTHER	120	406,511.70
DRILL 0001	Drill Press	1	2/28/2002	A.M.T.	0	0.00
DRILL 0001	Drill Press	1	2/28/2002	BOOK	120	21,650.36
DRILL 0001	Drill Press	1	2/28/2002	FEDTAX	120	19,899.04
DRILL 0001	Drill Press	1	2/28/2002	OTHER	120	21,650.36
FORKLIFT 0001	Forklifts	4	2/28/2002	A.M.T.	0	0.00
FORKLIFT 0001	Forklifts	4	2/28/2002	BOOK	120	152,474.01
FORKLIFT 0001	Forklifts	4	2/28/2002	FEDTAX	120	139,674.01
FORKLIFT 0001	Forklifts	4	2/28/2002	OTHER	120	152,474.01
LATHE 0001	Lathes	2	2/28/2002	A.M.T.	0	0.00
LATHE 0001	Lathes	2	2/28/2002	BOOK	120	148,903.21
LATHE 0001	Lathes	2	2/28/2002	FEDTAX	120	136,789.48
LATHE 0001	Lathes	2	2/28/2002	OTHER	120	148,903.21

- Use the **Data Filter** to select the range of filtering options, or leave the filter blank to include all available data.
- Click **Apply Filter** to populate the grid with data.
- Double click on the **blue Asset ID**, to drill down to see details on the Asset selected.
- Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter, and the Interactive Views section in the General Information guide for more details on using the Retired Asset View.

REPORTS

Overview	7-3
Additions Journal	7-5
Retirements Journal	7-9
Asset Value Report	7-13

OVERVIEW

Before you use the **Reports** functions, complete the following tasks:

- Set up your Period Depreciation information, Depreciation Tables, and Fixed Assets using the **Setup and Maintenance** functions.
- Verify your Period Depreciation information, Depreciation Tables, and Fixed Assets, using the **Master Lists** and the **Interactive Views** functions.
- Calculate and Post your Period Depreciation for your Assets.

Below is a summary of the Reports.

Use the **Reports** functions to perform these tasks:

- The **Additions Journal** (page 7-5) contains the Asset acquisition data that you entered in the Fixed Assets function. The Additions Journal provides information on Class, Tag Number, Tax Class, Acquisition Date, Location, Service Data, and Date the Asset was Placed Into Service.
- The **Retirements Journal** (page 7-9) displays the Reason For Retirement, Retirement Code, Estimated Depreciable and Actual Depreciable Life, and Base and Depreciation Costs retired for the retired Assets you select. Use this information to analyze the depreciation of Assets that have been retired but not deleted.
- The **Asset Value Report** (page 7-13) displays the Book, Assessed, Insured, and At-Risk Value of each Asset. Use it to review the individual or net value of your Assets and to evaluate your insurance coverage.

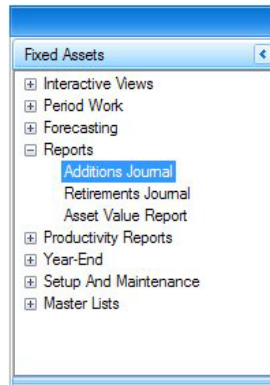
ADDITIONS JOURNAL

The **Additions Journal** contains the Asset Acquisition data that you entered in the Fixed Assets function. The Additions Journal provides information on Class, Tag Number, Tax Class, Acquisition Date, Location, Service Data, and Date the Asset was Placed Into Service.

To produce the **Additions Journal**, follow these steps:

1. Select **Additions Journal** from the **Reports** menu.

Additions Journal Menu



2. The **Additions Journal** screen appears.

Additions Journal Screen

FA Additions Journal

Print Output Send Preview Reset

Data Filter

And

Sort By

- Asset Group
- Asset ID
- GL Asset Account
- Tag Number
- Tax Class
- Acquisition Date
- Location
- Last Service Date
- Next Service Date

3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.
4. Select the sorting criterion from the **Sort By** section; **Asset Group**, **Asset ID**, **GL Asset Account**, **Tag Number**, **Tax Class**, **Acquisition Date**, **Location**, **Last Service Date** and **Next Service Date**.

5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

REPORTS

Additions Journal

Additions Journal Report

Confidential Products Unlimited Additions Journal Sorted by Asset Group

Page 1

Report Filter Asset Group <= 'asset01'

Asset ID	Description	Tag No	Acquisition Qty Date	Date Placed	Owned/ Leased	New/ Used	Personal/ Real	FedTax Depr Mid	Tax Class	FedTax % Bus Use	Acquisition Cost
Asset Group AUTO											
AUTO	Automobile - Grey LMC	MY-CAR	1.00 3/14/2000	5/14/2000	Owned	Used	Personal	SL	1245	75	11,000.00
AUTO 92 2	Auto Stereo System	45127	1.00 3/31/1999	3/31/1999	Owned	New	Personal	M05P	1245	100	1,230.08
AUTO 95	Automobile - Tan LMC		1.00 2/1/2002	2/1/2002	Owned	New	Personal	M03P	1245	80	35,735.00
Total for Asset Group AUTO											47,965.08
Asset Group BUILDING											
BUILDING	Corporate Headquarters Bldg	1234 Parklane Road	1.00 4/1/2000	4/1/2000	Owned	New	Real	M27R	1250	100	197,500.00
Total for Asset Group BUILDING											197,500.00
Asset Group COMPUTER											
COMPUTER 0001	Computer for Accounting		1.00 6/10/1996	6/10/1996	Owned	New	Personal	SL	1245	100	6,329.84
COMPUTER 91	Computer Equipment 1998		1.00 4/1/1998	4/1/1998	Owned	New	Personal	SL	1245	100	11,021.00
COMPUTER 92	Portable Computer	45139	1.00 6/9/1999	6/9/1999	Owned	New	Personal	M05P	1245	100	5,684.78
COMPUTER 92 1	Computer Equipment 1999		1.00 3/31/1999	3/31/1999	Owned	New	Personal	M05P	1245	100	7,925.47
COMPUTER 93 1	Portable Computer	45256	1.00 6/2/2000	6/2/2000	Owned	New	Personal	M05P	1245	100	4,782.17
COMPUTER 93 3	Computer Equipment 2000		1.00 4/1/2000	4/1/2000	Owned	New	Personal	M05P	1245	100	8,810.12
COMPUTER 94 1	Color Monitor	45199	1.00 5/17/2001	5/17/2001	Owned	New	Personal	M05Q1	1245	100	1,276.44
COMPUTER 94 2	Computer Equipment 2001		1.00 12/1/2001	12/1/2001	Owned	New	Personal	M05Q4	1245	100	10,552.26
COMPUTER 95 1	Color Monitor	45199	1.00 5/17/2002	5/17/2001	Owned	New	Personal	M05Q1	1245	100	1,276.44
COMPUTER 95 2	Computer Equipment 2002		1.00 12/1/2002	12/1/2002	Owned	New	Personal	M05Q4	1245	100	10,552.26
Total for Asset Group COMPUTER											68,210.78
Asset Group CRANE											
CRANE 0001	Cranes/Derricks		2.00 3/2/1992	3/2/1992	Owned	New	Personal	SL	1245	100	421,302.59
Total for Asset Group CRANE											421,302.59
Asset Group DRILL											
DRILL 0001	Drill Press		1.00 3/2/1992	3/2/1992	Owned	New	Personal	SL	1245	100	22,016.54
Total for Asset Group DRILL											22,016.54
Asset Group FORKLIFT											
FORKLIFT 0001	Forklifts		4.00 3/2/1992	3/2/1992	Owned	New	Personal	SL	1245	100	160,000.00
Total for Asset Group FORKLIFT											160,000.00
Asset Group LAND											
LAND	10 Acres Corporate Site	1234 Parklane Road	1.00 9/22/1995	10/22/1995	Owned	Used	Real	NONE	1250	100	45,000.00
Total for Asset Group LAND											45,000.00
5/22/2013 9:17 AM											OPEN_SYSTEMS\KenHe

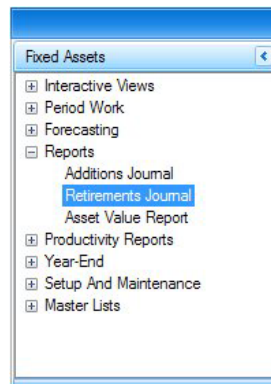
RETIREMENTS JOURNAL

The **Retirements Journal** displays the Reason for retirement, Retirement Code, Estimated Depreciable and Actual Depreciable Life, and Base and Depreciation Costs retired for the retired Assets you select. Use this information to analyze the depreciation of Assets that have been retired but not deleted.

To produce a **Retirements Journal**, follow these steps:

1. Select **Retirements Journal** from the **Reports** menu.

Retirements Journal Menu



- The **Retirements Journal** screen appears.

Retirements Journal Screen

FA Retirements Journal

Print Output Send Preview Reset

Data Filter

And

Sort By

- Asset Group
- Tax Class
- Asset ID
- Retirement Code
- GL Asset Account
- Location

- Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.
- Select the sorting criterion from the **Sort By** section; **Asset Group**, **Tax Class**, **Asset ID**, **Retirement Code**, **GL Asset Account**, and **Location**.
- Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.

Name	Description
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Retirements Journal Report

Report Filter

Asset ID
Retirement Reason

Ret Code

Ret Acquisition Date

Retirement Date

Retirement Amount

Depr Type

Depreciation Begin

Depreciation End

Est Life

Act Life

Base Cost Retired

Depreciation Retired

Continental Products Unlimited

Retirements Journal

Sorted by Asset Group

Asset Group COMPUTER												
COMPUTER 0001	1	1.00	6/10/1996	5/30/1999	6,329.84	A.M.T.	000/1996	000/1999	0	0	0.00	0.00
Micro-Computer for Accounting												
Fully Retired						BOOK	006/1996	005/1999	3	36	6,329.84	6,329.84
						FEDTAX	006/1996	005/1999	3	36	6,329.84	6,076.65
						OTHER	006/1996	005/1999	3	36	6,329.84	6,329.84
Total for Asset Group COMPUTER												
					6,329.84	A.M.T.					0.00	
						BOOK					6,329.84	6,329.84
						FEDTAX					6,329.84	6,076.65
						OTHER					6,329.84	6,329.84
Asset Group CRANE												
CRANE 0001	2	2.00	3/2/1992	2/28/2002	421,302.59	A.M.T.	000/1992	000/2002	0	0	0.00	0.00
Cranes/Derricks												
Fully Depreciated						BOOK	003/1992	002/2002	10	120	421,302.59	413,302.59
						FEDTAX	003/1992	002/2002	10	120	421,302.59	379,598.38
						OTHER	003/1992	002/2002	10	120	421,302.59	413,302.59
Total for Asset Group CRANE												
					421,302.59	A.M.T.					0.00	
						BOOK					421,302.59	413,302.59
						FEDTAX					421,302.59	379,598.38
						OTHER					421,302.59	413,302.59
Asset Group DRILL												
DRILL 0001	2	1.00	3/2/1992	2/28/2002	22,016.54	A.M.T.	000/1992	000/2002	0	0	0.00	0.00
Drill Press												
Fully Depreciated						BOOK	003/1992	002/2002	10	120	22,016.54	22,016.54
						FEDTAX	003/1992	002/2002	10	120	22,016.54	20,265.22
						OTHER	003/1992	002/2002	10	120	22,016.54	22,016.54
Total for Asset Group DRILL												
					22,016.54	A.M.T.					0.00	
						BOOK					22,016.54	22,016.54
						FEDTAX					22,016.54	20,265.22
						OTHER					22,016.54	22,016.54
Asset Group FORKLIFT												
FORKLIFT 0001	2	4.00	3/2/1992	2/28/2002	160,000.00	A.M.T.	000/1992	000/2002	0	0	0.00	0.00
Forklifts												
Fully Depreciated						BOOK	003/1992	002/2002	10	120	160,000.00	155,000.00
						FEDTAX	003/1992	002/2002	10	120	160,000.00	142,200.00
						OTHER	003/1992	002/2002	10	120	160,000.00	155,000.00

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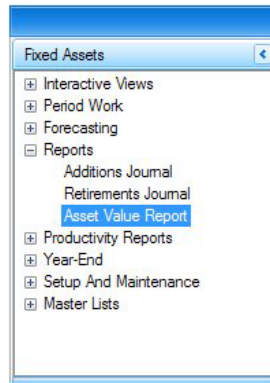
ASSET VALUE REPORT

The **Asset Value Report** displays the Book, Assessed, Insured, and At-Risk Value of each Asset. Use it to review the individual or net value of your Assets and to evaluate your insurance coverage.

To produce an **Asset Value Report**, follow these steps:

1. Select **Asset Value Report** from the **Reports** menu.

Asset Value Report Menu



2. The **Asset Value Report** screen appears.

Asset Value Report Screen

FA Asset Value Report

Print Output Send Preview Reset

Data Filter

And

View

☐ Asset Description

Sort By

- Asset ID
- Location
- Asset Group
- Tax Class
- GL Asset Account
- Tag Number

3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.
4. Select the **Asset Description** check box to include the description of assets in the report.
5. Select the sorting criterion from the **Sort By** section; **Asset ID**, **Location**, **Asset Group**, **Tax Class**, **GL Asset Account**, and **Tag Number**.

6. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

REPORTS

Asset Value Report

Asset Value Report

Report Filter

Asset Group <=> asset01

Continental Products Unlimited

Asset Value Report

Sorted by AssetID

Page 1

Asset ID	Qty	Date	Acquisition Status	Net Value	Replace Cost	Date	Insurance		Assessed		
							Current Value	Replace Cost At Risk	Current Value	Replace Cost At Risk	
AUTO	1.00	3/14/2000	Active	3,666.30	12,500.00	5/15/2002	8,000.00	4,500.00	5/15/2002	8,000.00	4,500.00
Automobile - Grey LMC											
AUTO 92 2	1.00	3/31/1999	Active	147.97	0.00	3/31/1999	1,000.00	-1,000.00		0.00	0.00
Auto Stereo System											
AUTO 95	1.00	2/1/2002	Active	23,433.58	0.00	2/1/2002	35,735.00	-35,735.00	2/1/2002	35,000.00	-35,000.00
Automobile - Tan LMC											
BUILDING	1.00	4/1/2000	Active	184,045.45	0.00	4/1/2000	197,500.00	-197,500.00	12/15/2001	222,790.00	-222,790.00
Corporate Headquarters Bldg											
COMPUTER 0001	1.00	6/10/1996	Retired	0.00	5,800.00	6/10/1996	4,500.00	1,300.00	6/10/1996	6,329.84	-529.84
Computer for Accounting											
COMPUTER 91	1.00	4/1/1998	Active	0.00	0.00	4/1/1998	11,021.00	-11,021.00		0.00	0.00
Computer Equipment 1998											
COMPUTER 92	1.00	6/9/1999	Active	1,146.04	4,400.00	6/9/1999	5,684.78	-1,284.78		0.00	4,400.00
Portable Computer											
COMPUTER 92 1	1.00	3/31/1999	Active	1,597.78	0.00	3/31/1999	7,925.47	-7,925.47		0.00	0.00
Computer Equipment 1999											
COMPUTER 93 1	1.00	6/2/2000	Active	1,606.81	0.00	6/2/2000	4,782.17	-4,782.17		0.00	0.00
Portable Computer											
COMPUTER 93 3	1.00	4/1/2000	Active	2,960.20	0.00	4/1/2000	8,810.12	-8,810.12		0.00	0.00
Computer Equipment 2000											
COMPUTER 94 1	1.00	5/17/2001	Active	580.79	0.00		1,276.44	-1,276.44		0.00	0.00
Color Monitor											
COMPUTER 94 2	1.00	12/1/2001	Active	7,017.25	0.00		10,552.26	-10,552.26		0.00	0.00
Computer Equipment 2001											
COMPUTER 95 1	1.00	5/17/2002	Active	944.57	0.00	5/22/2002	1,276.44	-1,276.44	5/22/2002	1,300.00	-1,300.00
Color Monitor											
COMPUTER 95 2	1.00	12/1/2002	Active	962.40	0.00	12/1/2002	10,552.26	-10,552.26	12/1/2002	10,552.00	-10,552.00
Computer Equipment 2002											
CRANE 0001	2.00	3/2/1992	Retired	8,000.00	457,200.34	3/2/1992	421,302.59	35,897.75	3/2/1992	421,302.59	35,897.75
Cranes/Derricks											
DRILL 0001	1.00	3/2/1992	Retired	0.00	28,456.34	3/2/1992	22,016.54	6,439.80	3/2/1992	22,016.54	6,439.80
Drill Press											
FORKLIFT 0001	4.00	3/2/1992	Retired	5,000.00	160,000.00	3/2/1992	160,000.00	0.00	3/2/1992	160,000.00	0.00
Forklifts											
LAND	1.00	9/22/1995	Active	45,000.00	0.00		0.00	0.00		0.00	0.00
5/22/2013 9:19 AM										OPEN_SYSTEMS\kenhhe	

YEAR END

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Property Assessment Schedule8-25
Depreciation Tax Report8-29
Year-End Maintenance8-41
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USING THE YEAR END MENU

Preparing to Use the Year End Menu

Before you use the Year End menu functions, complete these tasks:

- Complete the **Period Work** for the Fiscal Year.
- Back up your data files.
- Print the Additions Journal and the Retirements Journal for your records and as an audit trail.

Using the Year-End Functions

Use the functions on the Year End menu to perform these tasks:

Print all of your year-end reports in order as follows before you perform Year-End Maintenance:

- **Depreciation Comparison Report** - The Depreciation Comparison Report (page 8-5) shows the Base Costs, Depreciation Methods, Accumulated and Year-To-Date Depreciation, and Year-To-Date Difference between any two Depreciation book Types you choose. Use this report to compare the effect of depreciation amounts and methods.
- **Gains and Losses Report** - The Gains and Losses Report (page 8-9) shows Acquisition, In-Service and Retirement Dates, Base Cost, Depreciation, and Reduction Amounts Retired, Net Sale Proceeds, and Gain or Loss from the disposal of Retired Assets used to determine if you need to make an adjusting entry in the General Ledger.
- **Depreciation Summary Report** - The Depreciation Summary Report (page 8-13) displays the Base Costs, Depreciation Methods, Accumulated and Year-To-Date Depreciation, Remaining Depreciable Base, and Estimated Life for all four Types of Depreciation. Use the Depreciation Summary Report to review Depreciation Methods and Amounts and, to collect the information you need for your tax forms.
- **Credit Summary Report** - The Credit Summary Report (page 8-17) displays the Base Cost, Depreciation Methods, 179 Expenses, and Adjusted Base Costs, Applied Credit Amounts, and Percentages of Adjusted Base Costs for each Depreciation Method. Use the Credit Summary Report as a resource when filling out IRS form 3468, "Computations of Investment Credit."

- **Credit Recapture Report** - The Credit Recapture Report (page 8-21) shows the Estimated and Actual Asset Life, the difference between the Estimated and Actual Life in Periods, the Total Credit Amount Retired, and the Recapture Amounts for Retired Assets. Use this report to provide information when completing IRS form 4255.
- **Property Assessment Schedule** - The Property Assessment Schedule (page 8-25) shows the Assessment Date, Assessed Value, Percentage Of Business Use, Property Type, and Status for specified Asset IDs. The schedule is organized by Tax District. Use it to view the local tax assessment and valuations and as a resource when filling out local tax returns.
- **Depreciation Tax Report** - The Depreciation Tax Report (page 8-29) shows the Listed Assets on file; the 179 Expenses associated with Assets Placed In Service during the specified tax year; the MACRS Depreciation for Assets Placed In Service during the specified tax year; the Depreciation Taken on Non-Listed Assets and Assets Placed In Service before the specified tax year; and a summary of IRS form 4562. Use the report as a resource when completing Form 4562.
- After you print the reports, perform **Year-End Maintenance** (page 8-41).
- Once Year-End processing is complete, print the **Percent of Business Use Report** - The Percent of Business Use Report (page 8-49) shows the Percentage of Business Use, Estimated Asset Life and Depreciation Method, Base Cost, Accumulated Eligible Depreciation, Accumulated Depreciation Taken, and Annual Depreciation for all four Book Types.
- When you have printed the **Percent of Business Use Report**, you can begin processing assets for the new fiscal year.

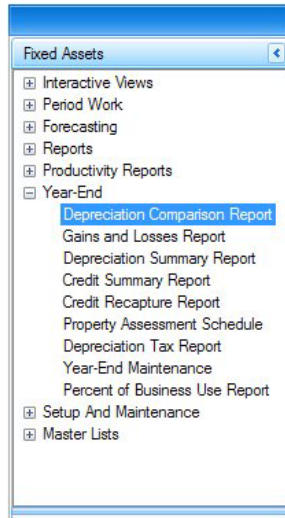
DEPRECIATION COMPARISON REPORT

The **Depreciation Comparison Report** shows the Base Costs, Depreciation Methods, Accumulated and Year-To-Date Depreciation, and Year-To-Date Difference between any two Depreciation book Types you choose. Use this report to compare the effect of depreciation amounts and methods.

To produce the **Depreciation Comparison Report**, follow these steps:

1. Select **Depreciation Comparison Report** from the **Year-End** menu.

Depreciation Comparison Report Menu



2. The **Depreciation Comparison Report** screen appears.

Depreciation Comparison Report Screen

FA Depreciation Comparison Report

Print Output Send Preview Reset

Data Filter

And

Depreciation Types

Compare: BOOK

To: FEDTAX

Fiscal Date

Period: 5

Year: 2013

Sort By

- Asset Group
- Asset ID
- GL Asset Account
- Accumulated Depreciation Account
- Depreciation Expense Account
- Location
- Tax Class
- Depreciation Method

3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.
4. Select the two of depreciation types to compare from the **Depreciation Types Compare** and **To** section.
5. Select the **Period** and **Year** from the **Fiscal Date** section to include the year to date depreciation taken through the selected period on the report.

NOTE: When the Compute Period Depreciation is calculated and posted the year to date depreciation taken will get updated for each period.

6. Select the sorting criterion from the **Sort By** section; **Asset Group**, **Asset ID**, **GL Asset Account**, **Accumulated Depreciation Account**, **Depreciation Expense Account**, **Location**, **Tax Class**, and **Depreciation Method**.



7. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

YEAR END
Depreciation Comparison Report

Depreciation Comparison Report

Continental Products Unlimited Depreciation Comparison Report Sorted by Asset Group Compare BOOK to FEDTAX												
Report Filter		Asset Group <=> 'asset01'										
Fiscal Period / Year		5 / 2013										
Asset ID	Description	Qty	Acquisition Date	Date Placed In Service	% Bus Use	Depr Type	Depreciation Method	Base Cost	Accumulated Depreciation	YTD Depreciation	BOOK - FEDTAX YTD Difference	
Asset Group AUTO												
AUTO	Automobile - Grey LMC	1.00	3/14/2000	5/14/2000	100	BOOK	M03P	11,000.00	7,333.70	0.00	0.00	
						FEDTAX	SL	11,000.00	7,125.00	0.00	0.00	
AUTO 92 2	Auto Stereo System	1.00	3/31/1999	3/31/1999	0	BOOK	M05P	1,230.08	982.11	100.00	100.00	
						FEDTAX	M05P	1,230.08	982.11	0.00	100.00	
AUTO 95	Automobile - Tan LMC	1.00	2/11/2002	2/11/2002	0	BOOK	SL	35,735.00	3,801.42	0.00	0.00	
						FEDTAX	M03P	35,735.00	9,077.43	0.00	0.00	
Total for Asset Group AUTO												
						BOOK		47,965.08	12,117.23	100.00	100.00	
						FEDTAX		47,965.08	17,184.54	0.00	100.00	
Asset Group BUILDING												
BUILDING	Corporate Headquarters Bldg	1.00	4/11/2000	4/11/2000	0	BOOK	SL	197,500.00	17,954.55	-4,500.00	-4,500.00	
						FEDTAX	M2TR	197,500.00	20,646.66	0.00	0.00	
Total for Asset Group BUILDING												
						BOOK		197,500.00	17,954.55	-4,500.00	-4,500.00	
						FEDTAX		197,500.00	20,646.66	0.00	0.00	
Asset Group COMPUTER												
COMPUTER 0001	Computer for Accounting	1.00	6/10/1996	6/10/1996	0	BOOK	SL	6,329.84	6,329.84	0.00	0.00	
						FEDTAX	SL	6,329.84	6,076.65	0.00	0.00	
COMPUTER 91	Computer Equipment 1998	1.00	4/1/1998	4/1/1998	100	BOOK	SL	11,021.00	6,021.00	0.00	0.00	
						FEDTAX	SL	11,021.00	6,021.00	0.00	0.00	
COMPUTER 92	Portable Computer	1.00	6/9/1999	6/9/1999	0	BOOK	M05P	5,684.78	4,538.74	0.00	0.00	
						FEDTAX	M05P	5,684.78	4,538.74	0.00	0.00	
COMPUTER 92 1	Computer Equipment 1999	1.00	3/31/1999	3/31/1999	0	BOOK	M05P	7,925.47	6,327.69	0.00	0.00	
						FEDTAX	M05P	7,925.47	6,327.69	0.00	0.00	
COMPUTER 93 1	Portable Computer	1.00	6/2/2000	6/2/2000	0	BOOK	M05P	4,782.17	3,175.36	0.00	0.00	
						FEDTAX	M05P	4,782.17	3,175.36	0.00	0.00	
COMPUTER 93 3	Computer Equipment 2000	1.00	4/1/2000	4/1/2000	0	BOOK	M05P	8,810.12	5,849.92	0.00	0.00	
						FEDTAX	M05P	8,810.12	5,849.92	0.00	0.00	
COMPUTER 94 1	Color Monitor	1.00	5/17/2001	5/17/2001	0	BOOK	M05Q1	1,276.44	695.65	0.00	0.00	
						FEDTAX	M05Q1	1,276.44	695.65	0.00	0.00	
COMPUTER 94 2	Computer Equipment 2001	1.00	12/1/2001	12/1/2001	0	BOOK	M05Q4	10,552.26	3,535.01	0.00	0.00	
						FEDTAX	M05Q4	10,552.26	3,535.01	0.00	0.00	
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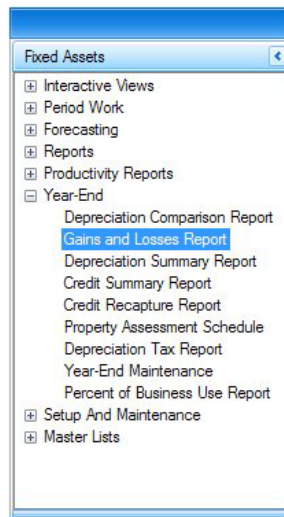
GAINS AND LOSSES REPORT

The **Gains and Losses Report** shows Acquisition, In-Service and Retirement Dates, Base Cost, Depreciation and Reduction Amounts Retired, Net Sale Proceeds, and Gain or Loss From the Disposal of Retired Assets used to determine if you need to make an adjusting entry in the General Ledger.

To produce the **Gains and Losses Report**, follow these steps:

1. Select **Gains and Losses Report** from the **Year-End** menu.

Gains and Losses Report Menu



2. The **Gains and Losses Report** screen appears.

Gains and Losses Report Screen

FA Gains and Losses Report

Print Output Send Preview Reset

Data Filter

And

Sort By

- Asset Group
- Asset ID
- Retirement Code
- GL Asset Account

3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.
4. Select the sorting criterion from the **Sort By** section; **Asset Group**, **Asset ID**, **Retirement Code**, and **GL Asset Account**.



5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

YEAR END
Gains and Losses Report

Gains and Losses Report

Confidential Products Unlimited													
Gains and Losses Report													
Sorted by Asset Group													
Report Filter													
Asset ID	Retire Code	Acq Date	Date Placed	% Bus Use	Retired	Retired	Retired	Retired	Retired	Retired	Net Sale	Gain or Loss	
Description		Retire Date	Tax Class	Type	Base Cost	Accum Depr	YTD Depr	Reductions	Proceeds				
Asset Group COMPUTER													
COMPUTER 0001	1	6/10/1996	6/10/1996	100 A.M.T.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Micro-Computer for Accounting		5/20/1999	1245	0 BOOK	6,329.84	5,950.60	379.24	0.00	150.00	150.00	150.00		
				100 FEDTAX	6,329.84	6,076.65	0.00	253.19	150.00	150.00	150.00		
				100 OTHER	6,329.84	5,450.70	879.14	0.00	150.00	150.00	150.00		
				A.M.T.	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
				BOOK	6,329.84	5,950.60	379.24	0.00	150.00	150.00	150.00		
				FEDTAX	6,329.84	6,076.65	0.00	253.19	150.00	150.00	150.00		
				OTHER	6,329.84	5,450.70	879.14	0.00	150.00	150.00	150.00		
Total for Asset Group COMPUTER													
Asset Group CRANE													
CRANE 0001	2	3/2/1992	3/2/1992	100 A.M.T.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Cranes/Derricks		2/28/2002	1245	0 BOOK	421,302.59	406,511.70	6,790.89	0.00	0.00	0.00	-8,000.00		
				100 FEDTAX	421,302.59	372,807.49	6,790.89	0.00	0.00	0.00	-41,704.21		
				100 OTHER	421,302.59	406,511.70	6,790.89	0.00	0.00	0.00	-8,000.00		
				A.M.T.	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
				BOOK	421,302.59	406,511.70	6,790.89	0.00	0.00	0.00	-8,000.00		
				FEDTAX	421,302.59	372,807.49	6,790.89	0.00	0.00	0.00	-41,704.21		
				OTHER	421,302.59	406,511.70	6,790.89	0.00	0.00	0.00	-8,000.00		
Total for Asset Group CRANE													
Asset Group DRILL													
DRILL 0001	2	3/2/1992	3/2/1992	100 A.M.T.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Drill Press		2/28/2002	1245	0 BOOK	22,016.54	21,650.36	366.18	0.00	0.00	0.00	0.00	0.00	
				100 FEDTAX	22,016.54	19,899.04	366.18	1,761.32	0.00	0.00	10.00		
				100 OTHER	22,016.54	21,650.36	366.18	0.00	0.00	0.00	0.00		
				A.M.T.	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
				BOOK	22,016.54	21,650.36	366.18	0.00	0.00	0.00	0.00		
				FEDTAX	22,016.54	19,899.04	366.18	1,761.32	0.00	0.00	10.00		
				OTHER	22,016.54	21,650.36	366.18	0.00	0.00	0.00	0.00		
Total for Asset Group DRILL													
Asset Group FORKLIFT													
FORKLIFT 0001	2	3/2/1992	3/2/1992	100 A.M.T.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Forklifts		2/28/2002	1245	0 BOOK	160,000.00	152,474.01	2,525.99	0.00	0.00	0.00	-1,865.00		
				100 FEDTAX	160,000.00	139,674.01	2,525.99	12,800.00	0.00	0.00	-1,865.00		
				100 OTHER	160,000.00	152,474.01	2,525.99	0.00	0.00	0.00	-1,865.00		
Total for Asset Group FORKLIFT													
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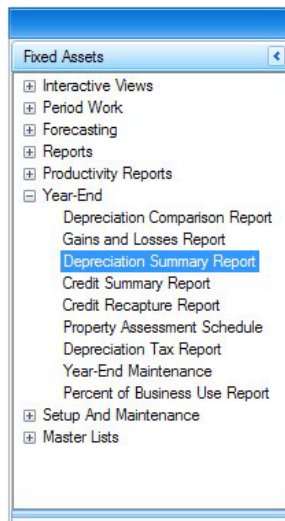
DEPRECIATION SUMMARY REPORT

The **Depreciation Summary Report** displays the Base Costs, Depreciation Methods, Accumulated and Year-To-Date Depreciation, Remaining Depreciable Base, and Estimated Life for all four Depreciation Types. Use the Depreciation Summary Report to review Depreciation Methods and Amounts and to collect the information you need for your tax forms.

To produce the **Depreciation Summary Report**, follow these steps:

1. Select **Depreciation Summary Report** from the **Year-End** menu.

Depreciation Summary Report Menu



- The **Depreciation Summary Report** screen appears.

Depreciation Summary Report Screen

- Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.
- Select the **Period** and **Year** from the **Fiscal Date** section to include the year to date depreciation taken through the selected period on the report.

NOTE: When the Compute Period Depreciation is calculated and posted the year to date depreciation taken will get updated for each period.

- Select the sorting criterion from the **Sort By** section; **Asset Group**, **GL Asset Account**, **Depreciation Expense Account**, **Tax Class**, **Acquisition Date**, **Asset ID**, **Accumulated Depreciation Account**, and **Location**.

6. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

YEAR END
Depreciation Summary Report

Depreciation Summary Report

Confidential Products Unlimited Depreciation Summary Report Sorted by Asset Group												
Report Filter		Asset Group <> asset01										
Fiscal Period / Year		5 / 2013										
Asset ID	Description	% Bus Use	Dep Type	Depreciation Begin	Depreciation End	Est Life	Depreciation Method	Base Cost	Accumulated Depreciation	Depreciation Remaining	% of Base Dep'r this Year	YTD Depreciation
Asset Group AUTO												
AUTO Automobile - Grey LMC												
	75 A.M.T.	005 / 1999	004 / 2002	36	SL	11,000.00	8,250.00	2,750.00	0.00	0.00		0.00
	100 BOOK	005 / 1999	005 / 2002	36	M03P	11,000.00	7,333.70	3,666.30	0.00	0.00		0.00
	75 FEDTAX	005 / 1999	004 / 2002	36	SL	11,000.00	7,125.00	2,375.00	0.00	0.00		0.00
	75 OTHER	005 / 1999	004 / 2002	36	SYD	11,000.00	6,725.00	2,775.00	0.00	0.00		0.00
AUTO 92 2 Auto Stereo System												
	100 A.M.T.	007 / 1999	006 / 2004	60	SL	1,230.08	871.45	358.63	0.00	0.00		0.00
	0 BOOK	001 / 1999	001 / 2004	60	M05P	1,230.08	982.11	147.97	8.13	100.00		100.00
	100 FEDTAX	001 / 1999	001 / 2003	60	M05P	1,230.08	982.11	247.97	0.00	0.00		0.00
	100 OTHER	005 / 1999	005 / 2004	60	M05P	1,230.08	982.11	247.97	0.00	0.00		0.00
AUTO 95 Automobile - Tan LMC												
	80 A.M.T.	002 / 2002	001 / 2005	36	200DB	35,735.00	21,838.06	7,396.94	0.00	0.00		0.00
	0 BOOK	002 / 2002	001 / 2007	60	SL	35,735.00	3,801.42	16,933.58	0.00	0.00		0.00
	80 FEDTAX	002 / 2002	002 / 2005	36	M03P	35,735.00	9,077.43	11,657.57	0.00	0.00		0.00
	80 OTHER	002 / 2002	001 / 2005	36	SYD	35,735.00	13,399.38	15,835.62	0.00	0.00		0.00
Total for Asset Group AUTO												
					A.M.T.	47,965.08	30,959.51	10,505.57	0.00	0.00		0.00
					BOOK	47,965.08	12,117.23	20,747.85	0.21	100.00		100.00
					FEDTAX	47,965.08	17,184.54	14,280.54	0.00	0.00		0.00
					OTHER	47,965.08	21,106.49	18,858.59	0.00	0.00		0.00
Asset Group BUILDING												
BUILDING Corporate Headquarters Bldg												
	100 A.M.T.	004 / 2000	003 / 2018	216	SL	197,500.00	44,447.12	153,052.88	0.00	0.00		0.00
	0 BOOK	004 / 2000	009 / 2027	330	SL	197,500.00	17,954.55	184,045.45	-2.28	-4,500.00		-4,500.00
	100 FEDTAX	004 / 2000	010 / 2027	330	M2TR	197,500.00	20,646.66	176,853.34	0.00	0.00		0.00
	100 OTHER	004 / 2000	009 / 2027	330	SL	197,500.00	21,250.00	176,250.00	0.00	0.00		0.00
Total for Asset Group BUILDING												
					A.M.T.	197,500.00	44,447.12	153,052.88	0.00	0.00		0.00
					BOOK	197,500.00	17,954.55	184,045.45	-2.28	-4,500.00		-4,500.00
					FEDTAX	197,500.00	20,646.66	176,853.34	0.00	0.00		0.00
					OTHER	197,500.00	21,250.00	176,250.00	0.00	0.00		0.00
Asset Group COMPUTER												
COMPUTER 0001 Computer for Accounting												
	100 A.M.T.	000 / 0000	000 / 0000	0	NONE	0.00	0.00	0.00	0.00	0.00		0.00
	0 BOOK	006 / 1996	005 / 1999	36	SL	6,329.84	6,329.84	0.00	0.00	0.00		0.00
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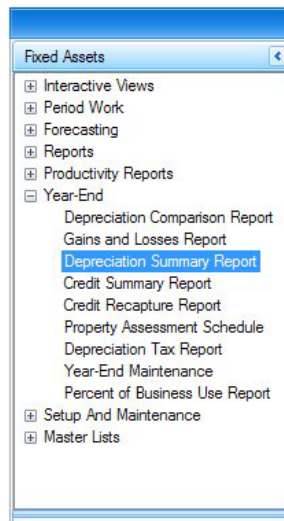
CREDIT SUMMARY REPORT

The **Credit Summary Report** displays the Base Cost, Depreciation Methods, 179 Expenses and Adjusted Base Costs, Applied Credit Amounts, and Percentages of Adjusted Base Costs for each Depreciation Method. Use the Credit Summary Report as a resource when filling out IRS form 3468, "Computations of Investment Credit."

To produce the **Credit Summary Report**, follow these steps:

1. Select **Credit Summary Report** from the **Year-End** menu.

Credit Summary Report Menu



2. The **Credit Summary Report** screen appears.

Credit Summary Report Screen

FA Credit Summary Report

Print Output Send Preview Reset

Data Filter

And

Sort By

- Asset Group
- GL Asset Account
- Depreciation Expense Account
- Tax Class
- Acquisition Date
- Asset ID
- Accumulated Depreciation Account
- Location

3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.
4. Select the sorting criterion from the **Sort By** section; **Asset Group**, **GL Asset Account**, **Depreciation Expense Account**, **Tax Class**, **Acquisition Date**, **Asset ID**, **Accumulated Depreciation Account**, and **Location**.



5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

YEAR END
Credit Summary Report

Credit Summary Report

Confidential Products Unlimited Credit Summary Report Sorted by Asset Group												
Report Filter Asset Group <> Asset01												
Asset ID	Description	New / Used Date Placed	Adjusted Cost	Depr	Depreciation	Method	Base Cost	179 Expense	179 Adjusted	Applied	Adjusted	% of
Credits Description			Total Credits	Type	Begin				Base Cost	Credits	Base	
Asset Group AUTO												
AUTO	Automobile - Grey LMC	Used	11,000.00	A.M.T.	005 / 1999	SL	11,000.00	0.00	11,000.00	0.00	0.00	0.00
		5/14/2000	0.00	BOOK	005 / 1999	M03P	11,000.00	0.00	11,000.00	0.00	0.00	0.00
				FEDTAX	005 / 1999	SL	11,000.00	0.00	11,000.00	0.00	0.00	0.00
				OTHER	005 / 1999	SYD	11,000.00	0.00	11,000.00	0.00	0.00	0.00
Asset Group AUTO												
AUTO 92 2	Auto Stereo System	New	1,230.08	A.M.T.	007 / 1999	SL	1,230.08	0.00	1,230.08	0.00	0.00	0.00
		3/31/1999	0.00	BOOK	001 / 1999	M05P	1,230.08	0.00	1,230.08	0.00	0.00	0.00
				FEDTAX	001 / 1999	M05P	1,230.08	0.00	1,230.08	0.00	0.00	0.00
				OTHER	005 / 1999	M05P	1,230.08	0.00	1,230.08	0.00	0.00	0.00
Asset Group AUTO												
AUTO 95	Automobile - Tan LMC	New	35,735.00	A.M.T.	002 / 2002	200DB	35,735.00	0.00	35,735.00	0.00	0.00	0.00
		2/1/2002	0.00	BOOK	002 / 2002	SL	35,735.00	8,500.00	27,235.00	0.00	0.00	0.00
				FEDTAX	002 / 2002	M03P	35,735.00	8,500.00	27,235.00	0.00	0.00	0.00
				OTHER	002 / 2002	SYD	35,735.00	0.00	35,735.00	0.00	0.00	0.00
Total for Asset Group AUTO												
			47,965.08	A.M.T.			47,965.08	0.00	47,965.08	0.00	0.00	0.00
			0.00	BOOK			47,965.08	8,500.00	39,465.08	0.00	0.00	0.00
				FEDTAX			47,965.08	8,500.00	39,465.08	0.00	0.00	0.00
				OTHER			47,965.08	0.00	47,965.08	0.00	0.00	0.00
Asset Group BUILDING												
BUILDING	Corporate Headquarters Bldg	New	197,500.00	A.M.T.	004 / 2000	SL	197,500.00	0.00	197,500.00	0.00	0.00	0.00
		4/1/2000	0.00	BOOK	004 / 2000	SL	197,500.00	0.00	197,500.00	0.00	0.00	0.00
				FEDTAX	004 / 2000	M27R	197,500.00	0.00	197,500.00	0.00	0.00	0.00
				OTHER	004 / 2000	SL	197,500.00	0.00	197,500.00	0.00	0.00	0.00
Total for Asset Group BUILDING												
			197,500.00	A.M.T.			197,500.00	0.00	197,500.00	0.00	0.00	0.00
			0.00	BOOK			197,500.00	0.00	197,500.00	0.00	0.00	0.00
				FEDTAX			197,500.00	0.00	197,500.00	0.00	0.00	0.00
				OTHER			197,500.00	0.00	197,500.00	0.00	0.00	0.00
Asset Group COMPUTER												
COMPUTER 0001	Computer for Accounting	New	6,329.84	A.M.T.	000 / 0000	NONE	0.00	0.00	0.00	0.00	0.00	0.00
ITC		6/10/1996	253.19	BOOK	006 / 1996	SL	6,329.84	0.00	6,329.84	0.00	0.00	0.00
				FEDTAX	006 / 1996	SL	6,329.84	0.00	6,329.84	253.19	4.00	0.00
				OTHER	006 / 1996	SL	6,329.84	0.00	6,329.84	0.00	0.00	0.00
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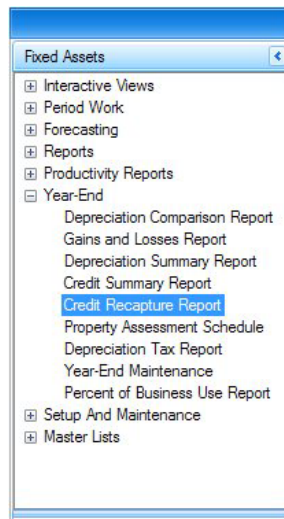
CREDIT RECAPTURE REPORT

The **Credit Recapture Report** shows the Estimated and Actual Asset Life, the Difference between the Estimated and Actual Life In Periods, the Total Credit Amount Retired, and the Recapture Amounts for Retired Assets. Use this report to provide information when completing IRS form 4255.

To produce the **Credit Recapture Report**, follow these steps:

1. Select **Credit Recapture Report** from the **Year-End** menu.

Credit Recapture Report Menu



2. The **Credit Recapture Report** screen appears.

Credit Recapture Report Screen

FA Credit Recapture Report

Print Output Send Preview Reset

Data Filter

And

Sort By

- Asset Group
- Asset ID
- Retirement Code
- GL Asset Account

3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.
4. Select the sorting criterion from the **Sort By** section; **Asset Group**, **Asset ID**, **Retirement Code**, and **GL Asset Account**.



5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

YEAR END
Credit Recapture Report

Credit Recapture Report

Continental Products Unlimited												
Credit Recapture Report												
Sorted by Asset Group												
Report Filter Asset Group <> 'asset01'												
Asset ID	Description	Credits Description	Retire Code	Depreciation Begin	Depreciation End	Est Life	Act Life	Pds Early	Total Credits Retired	% of Life Unused	Amount Recaptured	
Asset Group COMPUTER												
COMPUTER 0001	Micro-Computer for Accounting	ITC	1	006 / 1996	005 / 1999	3	36	0	253.19	0.00	0.00	
Total for Asset Group COMPUTER									253.19	0.00	0.00	
Asset Group CRANE												
CRANE 0001	Cranes/Derricks	ITC	2	003 / 1992	002 / 2002	10	120	0	33,704.21	0.00	0.00	
Total for Asset Group CRANE									33,704.21	0.00	0.00	
Asset Group DRILL												
DRILL 0001	Drill Press	ITC	2	003 / 1992	002 / 2002	10	120	0	1,761.32	0.00	0.00	
Total for Asset Group DRILL									1,761.32	0.00	0.00	
Asset Group FORKLIFT												
FORKLIFT 0001	Forklifts	ITC	2	003 / 1992	002 / 2002	10	120	0	12,800.00	0.00	0.00	
Total for Asset Group FORKLIFT									12,800.00	0.00	0.00	
Asset Group LATHE												
LATHE 0001	Lathes	ITC	2	003 / 1992	002 / 2002	10	120	0	12,113.73	0.00	0.00	
Total for Asset Group LATHE									12,113.73	0.00	0.00	
Asset Group PLANER												
PLANER 0001	Planers/Sanders	ITC	2	003 / 1992	002 / 2002	10	120	0	7,883.02	0.00	0.00	
Total for Asset Group PLANER									7,883.02	0.00	0.00	
Asset Group SAW												
SAW 0001	Power Saws	ITC	2	003 / 1992	002 / 2002	10	120	0	17,290.50	0.00	0.00	
Total for Asset Group SAW									17,290.50	0.00	0.00	
Asset Group WELDER												
WELDER 0001	Welding Machines	ITC	2	003 / 1992	002 / 2002	10	120	0	25,461.21	0.00	0.00	
Total for Asset Group WELDER									25,461.21	0.00	0.00	
Grand Total									111,267.18		0.00	

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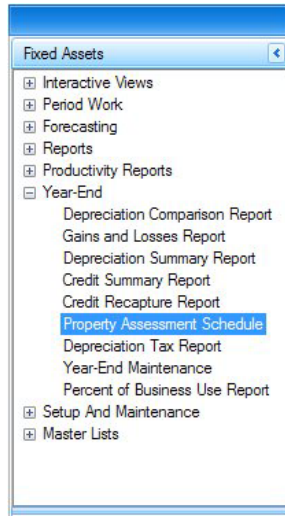
PROPERTY ASSESSMENT SCHEDULE

The **Property Assessment Schedule** shows the Assessment Date, Assessed Value, Percentage of Business Use, Property Type, and Status for specified Asset IDs. The schedule is organized by Tax District. Use it to view the local tax assessment and valuations and as a resource when filling out local tax returns.

To produce the **Property Assessment Schedule**, follow these steps:

1. Select **Property Assessment Schedule** from the **Year-End** menu.

Property Assessment Schedule Menu



2. The **Property Assessment Schedule** screen appears.

Property Assessment Schedule Screen

3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.
4. Select the range of federal tax percentages of business use to include from the **Federal Tax Percent Business Use** section.

.....
NOTE: Leave the fields at their defaults (From 0, Thru 100) to include assets with any percentage of business use in the report.

5. Select the sorting criterion from the **Sort By** section; **Asset ID**, **Asset Group**, **Tax District 1**, **Tax District 2**, **Tax District 3**, **GL Asset Account**, and **Tax Class**.



6. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

YEAR END
Property Assessment Schedule

Property Assessment Schedule Report

Report Filter

Federal Tax Percent Business Use From 0

Asset Group <=> asset01*

Continental Products Unlimited

Property Assessment Schedule

Sorted by Asset ID

Thru 100

Asset ID	Description	Qty	Status	Personal/ Real Estate	New/ Used	GL Asset Account	Tax District 1 / 2 / 3	Assessed Date	Assessed Value	FedTax % Bus Use
AUTO 92 2	Automobile - Grey LMC	1.00	Active	Personal	Used	00-000-1520	MN/Hennepin / Minneapolis	5/15/2002	8,000.00	75
AUTO 95	Auto Stereo System	1.00	Active	Personal	New	00-000-1520	MN/Hennepin / Minneapolis		0.00	100
BUILDING	Automobile - Tan LMC	1.00	Active	Personal	New	00-000-1520	MN/Hennepin / Minneapolis	2/1/2002	35,000.00	80
COMPUTER 0001	Corporate Headquarters Bldg	1.00	Active	Real	New	00-000-1500	MN/Hennepin / Minneapolis	12/15/2001	222,790.00	100
COMPUTER 91	Computer for Accounting	1.00	Retired	Personal	New	00-000-1530	MN/Hennepin / Minneapolis	6/10/1996	6,329.84	100
COMPUTER 92	Computer Equipment 1998	1.00	Active	Personal	New	00-000-1530	MN/Hennepin / Minneapolis		0.00	100
COMPUTER 92 1	Portable Computer	1.00	Active	Personal	New	00-000-1530	MN/Hennepin / Minneapolis		0.00	100
COMPUTER 93 1	Computer Equipment 1999	1.00	Active	Personal	New	00-000-1530	MN/Hennepin / Minneapolis		0.00	100
COMPUTER 93 3	Computer Equipment 2000	1.00	Active	Personal	New	00-000-1530	MN/Hennepin / Minneapolis		0.00	100
COMPUTER 94 1	Color Monitor	1.00	Active	Personal	New	00-000-1530	MN/Hennepin / Minneapolis		0.00	100
COMPUTER 94 2	Computer Equipment 2001	1.00	Active	Personal	New	00-000-1530	MN/Hennepin / Minneapolis	5/22/2002	1,300.00	100
COMPUTER 95 1	Color Monitor	1.00	Active	Personal	New	00-000-1530	MN/Hennepin / Minneapolis	12/1/2002	10,552.00	100
COMPUTER 95 2	Computer Equipment 2002	1.00	Active	Personal	New	00-000-1530	MN/Hennepin / Minneapolis	3/2/1992	421,302.59	100
CRANE 0001	Cranes/Derricks	2.00	Retired	Personal	New	00-000-1510	MN/Dakota / Rosemount	3/2/1992	22,016.54	100
DRILL 0001	Drill Press	1.00	Retired	Personal	New	00-000-1510	MN/Hennepin / Minneapolis	3/2/1992	160,000.00	100
FORKLIFT 0001	Forklifts	4.00	Retired	Personal	New	00-000-1510	MN/Hennepin / Minneapolis		0.00	100
LAND	10 Acres Corporate Site	1.00	Active	Real	Used	00-000-1500	MN/Hennepin / Minneapolis		0.00	100
LATHE 0001	Lathes	2.00	Retired	Personal	New	00-000-1510	MN/Hennepin / Minneapolis	3/2/1989	151,421.66	100
OFFICE 91	Office Equipment Acq 1998	1.00	Active	Personal	New	00-000-1530	MN/Hennepin / Minneapolis		0.00	100
OFFICE 92	Office Equipment Acq 1999	1.00	Active	Personal	New	00-000-1530	MN/Hennepin / Minneapolis		0.00	100
OFFICE 93 1	File Cabinets	10.00	Active	Personal	New	00-000-1530	MN/Hennepin / Minneapolis		0.00	100
OFFICE 93 2	Fax Machine	1.00	Active	Personal	New	00-000-1530	MN/Hennepin / Minneapolis		0.00	100
OFFICE 93 3	Book Shelves	1.00	Active	Personal	New	00-000-1530	MN/Hennepin / Minneapolis		0.00	100
OFFICE 93 4	Walnut Desk Chairs	5.00	Active	Personal	New	00-000-1530	MN/Hennepin / Minneapolis		0.00	100
OFFICE 94 1	Refrigerator	1.00	Active	Personal	New	00-000-1530	MN/Hennepin / Minneapolis		0.00	100
OFFICE 95	Cubes	14.00	New	Personal	New	00-000-1530	MN/Hennepin / Minneapolis		0.00	100
PLANNER 0001	Planners/Sanders	2.00	Retired	Personal	New	00-000-1510	MN/Hennepin / Minneapolis	1/15/2002	75,000.00	100
SAW 0001	Power Saws	4.00	Retired	Personal	New	00-000-1510	MN/Hennepin / Minneapolis	1/15/2002	150,000.00	100
WELDER 0001	Welding Machines	3.00	Retired	Personal	New	00-000-1510	MN/Dakota / Rosemount	1/15/2002	115,000.00	100
Grand Total				Personal					1,155,822.63	
				Real					222,790.00	

*** End of Report ***

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*** End of Report ***

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DEPRECIATION TAX REPORT

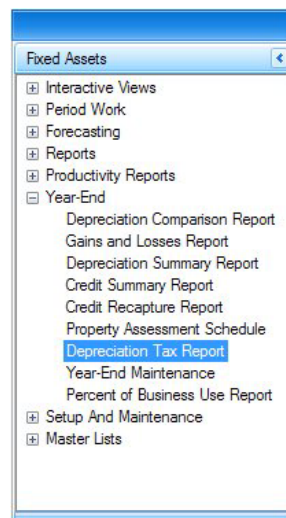
The **Depreciation Tax Report** shows the Listed Assets on file; the 179 Expenses associated with Assets placed in service during the specified tax year; the MACRS depreciation for Assets placed in service during the specified tax year; the depreciation taken on Non-Listed Assets and Assets placed in service before the specified tax year; and a summary of IRS form 4562. Use the report as a resource when completing Form 4562.

NOTE: Do not file any portion of the Depreciation Tax Report with the IRS. It is for information only to aid in the completion of Form 4562.

To produce the **Depreciation Tax Report**, follow these steps:

1. Select **Depreciation Tax Report** from the **Year-End** menu.

Depreciation Tax Report Menu



2. The **Depreciation Tax Report** screen appears.

Depreciation Tax Report Screen

Depreciation Type	Fiscal Year	Current Status	Periods in Year	Periods Processed
A.M.T.	2012	None	12	0
BOOK	2012	None	12	2
FEDTAX	2012	None	12	0
OTHER	2012	None	12	0

Include

- ☒ Listed Assets Schedule
- ☒ 179 Expenses Schedule
- ☒ New MACRS Assets Schedule
- ☒ Special Allowance Schedule
- ☒ Other Depreciation Schedule
- ☒ Tax Form 4562 Summary

Tax Form 4562 Amounts

Maximum Dollar Limitation	250,000.00
Threshold Cost-179 Expense	800,000.00
Prior Year Disallowed Deductions	0.00
Tax Year Taxable Income	0.00

Evidence of Business Use

- ☒ Claimed
- ☒ Written

Amount Formatting

- ☐ Dollar Rounding

3. The **Depreciation Status** of each **Depreciation Type** is displayed. The following fields are displayed for information purposes only:

- **Fiscal Year** - your current fiscal year, from the Period Depreciation Setup (page 3-21).
- **Current Status** - the status of the current **Compute Period Depreciation** (page 4-5). **None** is displayed if nothing is currently calculated. **Period Depreciation** is displayed if the Calculate has been run, but not posted.
- **Periods in Year** - displays the number of periods you have in your fiscal year (usually 12).
- **Periods Processed** - shows the number of periods that have had the **Compute Period Depreciation** (page 4-5) calculated and posted.

4. Select the sections to include in the report from the **Include** section:

NOTE: The Depreciation Tax Report consists of sections, reflecting information for parts I, II, III, and V(a) of IRS Form 4562. You may choose to print any or all sections of the report.

The sections to include in printing the report are as follows:

- **Listed Assets Schedule** - Shows the listed Assets on file. Assets with more than 50 percent business use are listed first; then Assets with 50 percent business use or less are listed. This section is used as a resource for Part V, Section A of IRS Form 4562.
- **179 Expenses Schedule** - Shows the 179 Expenses associated with Assets placed in service during the specified tax year. It also lists the 179 Expense amount from the Listed Assets Schedule (if you selected it to print). This section is used as a resource when filling out Part I of IRS Form 4562.
- **New MACRS Assets Schedule** - Shows the MACRS depreciation for Assets placed in service during the specified tax year. It is organized in order of depreciable life of the property. This section is used as a resource when completing Part II of IRS Form 4562.
- **Special Allowance Schedule** - Shows General Depreciation System (GDS) and Listed Assets placed in service during the tax year, and any special depreciation allowance claimed for those Assets. Use the Special Allowance Schedule as a resource when filling out Part II of IRS Form 4562.

In both sections of the schedule (New GDS Assets and New Listed Properties with more than 50% business use), the Basis for Allowance is calculated as:

(Base Cost - Salvage Value - 179 Expense - Applied Credits)

- **Other Depreciation Schedule** - Shows the depreciation taken on Non-Listed Assets and Assets placed in service before the specified tax year. This section is used as a resource when completing Part III of IRS Form 4562.
- **Tax Form 4562 Summary** - Summary report of the four sections listed above to aid completion of IRS Form 4562. This section is used as a resource when completing Parts I-IV and Part V, Section A of the IRS Form 4562.

5. In the **Tax Form 4562 Amounts** section, enter the following information:

- Enter, if applicable, the maximum amount of section 179 deduction you can claim in the **Maximum Dollar Limitation** field. The amount defaulted in the field comes from the Maximum Limit field in the Business Rules (page 3-5) for Fixed Assets.
- Enter, if applicable, the threshold cost of section 179 property, before reduction, in the **Threshold Cost-179 Expense** field. The amount defaulted in the field comes from the Threshold Limit field in the Business Rules (page 3-5) for Fixed Assets.

- Enter, if applicable, the amount from Line 13, if you filed Form 4562 for the prior tax year, in the **Prior Year Disallowed Deductions** field.

NOTE: The carryover of disallowed deductions from the prior tax year is the amount of section 179 property, if any, elected to be expensed in previous years, but not allowed as a deduction because of the taxable income limitation. The number in this box appears on Line 10 of the Tax Form 4562 Summary report.

- Enter, if applicable, the taxable income computed without regard to any Section 179 Expense deduction in the **Tax Year Taxable Income** field.

NOTE: The number in this field appears on Line 11 of the Tax Form 4562 Summary report.

6. In the **Evidence of Business Use** section, select the following:

- Select the **Claimed** check box, if applicable, to have the response appear on Line 22a of the Tax Form 4562 Summary report.
- Select the **Written** check box, if applicable, to have the response appear on Line 22b of the Tax Form 4562 Summary report.

7. Check the box in the **Amount Formatting** to display your dollar amounts as **Dollar Rounding**, or uncheck the box to display with both dollars and cents.

8. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

YEAR END
Depreciation Tax Report

Listed Asset Schedule Report

Continental Products Unlimited										PAGE 1
Depreciation Tax Report										
Listed Assets Schedule										
Listed Properties										
Asset ID	Description	FedTax % Bus	Qtr Use	Base Cost	Basis for Est	Depreciation Method	Deductible Depreciation	179 Expense		
AUTO 92 2	Auto Stereo System	1.00	100	1,230.08	1,230.08	60 M05P	0.00			
AUTO 95	Automobile - Tan LMC	1.00	80	35,735.00	16,588.00	36 M03P	0.00			
AUTO	Automobile - Grey LMC	1.00	75	11,000.00	7,125.00	36 SL	0.00			
Total for Assets with more than 50% business use				47,965.08	24,943.08		0.00			0.00
Total of Listed Properties				47,965.08	24,943.08		0.00			0.00

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179 Expenses Schedule Report

Continental Products Unlimited							PAGE
Depreciation Tax Report							2
179 Expense Schedule							
179 Properties (Not Listed)							
Asset ID	Description	Qty	Base Cost	Est Life	Depreciation Method	Deductible Depreciation	179 Expense
Total of 179 Properties (Not Listed)							
Total of All 179 Properties							

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New MACRS Assets Schedule Report

Continental Products Unlimited Depreciation Tax Report New MACRS Assets Schedule										PAGE 3
Property Class	Asset ID	Description	Date Placed in Service	Base Cost	Basis for Depreciation	Est. Life	Depreciation Convention	Depreciation Method	Deductible Depreciation	
Total										

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Special Allowance Schedule Report

Continental Products Unlimited Depreciation Tax Report Special Allowance Schedule					PAGE 4
New GDS Assets					
Property Class	Asset ID	Description	Month / Year in Service	Date Placed in Service	Basis for Allowance
Total					Special Allowance
5/22/2013 9:43 AM					
KenHe					

YEAR END
Depreciation Tax Report

Other Depreciation Schedule Report

Continental Products Unlimited Depreciation Tax Report Other Depreciation Schedule							PAGE 5
Asset ID	Description	Date Placed in Service	Base Cost	Basis for Depreciation	Est Life	Depreciation Method	Deductible Depreciation
CRANE 0001	Cranes/Derricks	03/1992	421,302.59	379,598.38	120	SL	0.00
DRILL 0001	Drill Press	03/1992	22,016.54	20,255.22	120	SL	0.00
FORKLIFT 0001	Forklifts	03/1992	160,000.00	142,200.00	120	SL	0.00
LATHE 0001	Lathes	03/1992	151,421.66	139,307.93	120	SL	0.00
PLANER 0001	Planers/Sanders	03/1992	98,537.80	87,154.78	120	SL	0.00
SAW 0001	Power Saws	03/1992	216,131.20	196,840.70	120	SL	0.00
WELDER 0001	Welding Machines	03/1992	318,265.13	292,803.92	120	SL	0.00
LAND	10 Acres Corporate Site	10/1995	45,000.00	45,000.00	0	NONE	0.00
COMPUTER 0001	Computer for Accounting	06/1996	6,329.84	6,076.65	36	SL	0.00
COMPUTER 91	Computer Equipment 1998	04/1998	11,021.00	6,021.00	36	SL	0.00
OFFICE 91	Office Equipment Acq 1998	04/1998	2,421.00	2,421.00	60	SL	0.00
COMPUTER 92 1	Computer Equipment 1999	03/1999	7,925.47	7,925.47	60	M05P	0.00
OFFICE 92	Office Equipment Acq 1999	03/1999	3,323.67	3,323.67	84	M07Q1	0.00
COMPUTER 92	Portable Computer	06/1999	5,684.78	5,684.78	60	M05P	0.00
COMPUTER 93 3	Computer Equipment 2000	04/2000	8,810.12	8,810.12	60	M05P	0.00
BUILDING	Corporate Headquarters Bldg	04/2000	197,500.00	197,500.00	330	M27R	0.00
OFFICE 93 3	Book Shelves	05/2000	121.06	121.06	84	M07P	0.00
COMPUTER 93 1	Portable Computer	06/2000	4,782.17	4,782.17	60	M05P	0.00
OFFICE 93 4	Wainut Desk Chairs	07/2000	379.93	379.93	84	M07P	0.00
OFFICE 93 1	File Cabinets	07/2000	1,142.04	1,142.04	84	M07P	0.00
OFFICE 93 2	Fax Machine	12/2000	794.99	794.99	84	M07P	0.00
OFFICE 94 1	Refrigerator	04/2001	1,248.96	1,248.96	84	M07Q1	0.00
COMPUTER 94 1	Color Monitor	05/2001	1,276.44	1,276.44	60	M05Q1	0.00
COMPUTER 95 1	Computer Equipment 2001	12/2001	10,552.26	10,552.26	60	M05Q4	0.00
COMPUTER 94 2	Computer Equipment 2002	12/2002	10,552.26	1,552.26	60	M05Q4	0.00
COMPUTER 95 2	Computer Equipment 2002	12/2002	10,552.26	1,552.26	60	M05Q4	0.00
Asset01	Asset 1 test	01/2011	1,000.00	1,000.00	12	SL	0.00
Asset02	Asset 2 test	01/2011	3,129.23	3,129.23	18	SL	0.00
asset04	Asset 4 test	01/2011	10,000.00	10,000.00	36	200DB	0.00
asset05	Asset 5 test	01/2011	15,000.00	15,000.00	48	150DB	0.00
Asset06	Asset 6 test	01/2011	2,000.00	2,000.00	60	SYD	0.00
Asset07	Asset 7 test	01/2011	21,123.25	21,123.25	119	M03A1	0.00
Asset08	Asset 8 test	01/2011	8,123.25	8,123.25	60	M05A1	0.00
asset09	Asset 9 test	01/2011	39,123.45	39,123.45	120	M10Q1	0.00
Asset10	Asset 10 test	01/2011	189,777.52	189,777.52	240	M20Q1	0.00
Asset12	Asset 12 test	01/2011	525,413.00	512,163.00	144	M39R	0.00
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Tax Form 4562 Summary Page 1

Continental Products Unlimited			PAGE 1
Depreciation Tax Report			
Tax Form 4562 Summary			
Part I Election To Expense Certain Property Under Section 179			
<i>Note: If you have any listed property, complete Part V before you complete Part I.</i>			
1	Maximum amount (see instructions)	1	250,000.00
2	Total cost of section 179 property placed in service (see instructions)	2	0.00
3	Threshold cost of section 179 property before reduction in limitation (see instructions)	3	800,000.00
4	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-	4	0.00
5	Dollar limitation for tax year. Subtract line 4 from line 1. If zero or less, enter -0-. If married filing separately, see instructions	5	250,000.00
6	(a) Description of property	(b) Cost (business use only)	(c) Elected cost
7	Listed property. Enter the amount from line 29	7	0.00
8	Total elected cost of section 179 property. Add amounts in column (c), lines 6 and 7	8	0.00
9	Tentative deduction. Enter the smaller of line 5 or line 8	9	0.00
10	Carryover of disallowed deduction from prior year (see instructions)	10	0.00
11	Business income limitation. Enter the smaller of business income (not less than zero) or line 5 (see instructions)	11	0.00
12	Section 179 expense deduction. Add lines 9 and 10, but do not enter more than line 11	12	0.00
13	Carryover of disallowed deduction to next year. Add lines 9 and 10, less line 12	13	0.00
<i>Note: Do not use Part II or Part III below for listed property. Instead, use Part V.</i>			
Part II Special Depreciation Allowance and Other Depreciation (Do not include listed property.) (See instructions.)			
14	Special depreciation allowance for qualified property (other than listed property) placed in service during the tax year (see instructions)	14	0.00
15	Property subject to 168(f)(1) election	15	0.00
16	Other depreciation (including ACRS)	16	0.00
Part III MACRS Depreciation (Do not include listed property.) (See instructions.)			
Section A			
17	MACRS deductions for assets placed in service in tax years beginning before 2012	17	0.00
18	Are you electing to group any assets placed in service during the tax year into one or more general asset accounts? (see instructions)	<input type="checkbox"/>	
Section B - Assets Placed in Service During this Tax Year Using the General Depreciation System			
(a) Classification of property	(b) Month and year placed in service	(c) Basis for depreciation (business/investment use only - see instructions)	(d) Recovery period
(e) Convention	(f) Method	(g) Depreciation deduction	
19 a 3-year property			
b 5-year property			
c 7-year property			
d 10-year property			
e 15-year property			
f 20-year property			
g 25-year property			
h Residential rental property			
i Nonresidential real property			
Section C - Assets Placed in Service During this Tax Year Using the Alternative Depreciation System			
20 a Class life			
b 12-year			
c 40-year			
Part IV Summary (See instructions.)			
21	Listed property. Enter amount from line 28	21	0.00
22	Total. Add line 12, lines 14 through 17, lines 19 and 20 in column (g), and line 21. Enter here and on your return	22	0.00
23	For assets shown above and placed in service during the current year, enter the portion of the basis attributable to section 263A costs	23	0.00

Tax Form 4562 Summary Page 2

Continental Products Unlimited										PAGE 2
Depreciation Tax Report										
Tax Form 4562 Summary										
Part V Listed Property (Include automobiles, certain other vehicles, certain computers, and property used for entertainment, recreation, or amusement.) Note: For any vehicle for which you are using the standard mileage rate or deducting lease expense, complete only 24a, 24b, columns (a) through (c) of Section A, all of Section B, and Section C if applicable.										
Section A - Depreciation and Other Information (Caution: See the instructions for limits for passenger automobiles.)										
24 a Do you have evidence to support the business/investment use claimed? Yes					24 b If "Yes", is the evidence written? Yes					
(a) Type of property (list vehicles first)	(b) Date placed in service	(c) Business/ investment use percentage	(d) Cost or other basis	(e) Basis for depreciation (business/investment use only)	(f) Recovery period	(g) Method/ Convention	(h) Depreciation deduction	(i) Elected section 179 cost		
25 Special depreciation allowance for qualified listed property placed in service during the tax year and used more than 50% in a qualified business use (see instructions)							25	0.00		
26 Property used more than 50% in a qualified business use:										
Auto Stereo System	3/31/1999	100.00	1,230.08	1,230.08	5 Yrs	200DB/HY	0.00			
Automobile - Tan LMC	2/1/2002	80.00	35,735.00	16,588.00	3 Yrs	200DB/HY	0.00			
Automobile - Grey LMC	5/14/2000	75.00	11,000.00	7,125.00	3 Yrs	S/L/HY	0.00			
27 Property used 50% or less in a qualified business use:										
28 Add amounts in column (h), lines 25 through 27. Enter here and on line 21, page 1							28	0.00		
29 Add amounts in column (i), line 26. Enter here and on line 7, page 1							29	0.00		

YEAR-END MAINTENANCE

Use the **Year-End Maintenance** process to perform these tasks:

- Add **YTD Depreciation Taken** to **Accumulated Depreciation Taken** on the **Depreciation** tab of the **Fixed Assets** setup (page 3-34).
- Add **YTD Depreciation Taken** to **Accumulated Eligible Depreciation** on the **Depreciation** tab of the **Fixed Assets** setup (page 3-34).
- Reset the **YTD Depreciation Taken** field to zero on the **Depreciation** tab of the **Fixed Assets** setup (page 3-34).
- Calculate **Scheduled Annual Depreciation** for next year on the **Depreciation** tab of the **Fixed Assets** setup (page 3-34).
- Increment the **Current FY** field by one on the **Depreciation** tab of the **Fixed Assets** setup (page 3-34).
- Reset the **Beginning Period to Process**, **Ending Period to Process** and **Periods Processed This Year** fields to zero in the **Period Depreciation Setup** (page 3-21).
- Increment the **Current Fiscal Year** by one to set it to your new Fiscal Year in the **Period Depreciation Setup** (page 3-21).
- Delete assets retired before a date you specify.

You can perform year-end maintenance on any or all types of depreciation.

- **A.M.T.** is normally kept to provide an alternative way of calculating depreciation for federal tax purposes known as Alternative Minimum Tax. See the appropriate IRS publications for details on AMT.
- **Book** is normally kept for your company's General Ledger. If you interface Fixed Assets with General Ledger, the depreciation calculations for this book are posted to the GL Accounts.
- **FedTax** is normally kept for federal tax purposes. The depreciation calculations in this book are used to print the Depreciation Tax Report and for tax filing.
- **Other** is normally kept for local tax or informational purposes.

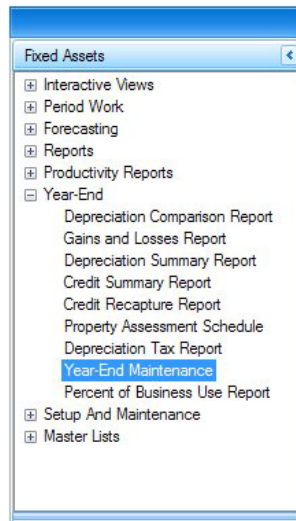
NOTE: Use this process to reset your **Period Depreciation Setup** (page 3-21) fields to your new year, don't manually change the fields in the setup. Manually changing the fields does not properly run through all the processes and set the fields correctly.

When the **Year-End Maintenance** has completed a log will automatically appear containing information on each asset, with information about what has been processed for the past year for each Depreciation Type selected.

To perform **Year-End Maintenance**, follow these steps:

1. Select **Year-End Maintenance** from the **Year-End** menu.

Year-End Maintenance Menu



2. The **Year-End Maintenance** screen appears.

Year-End Maintenance Screen

Depreciation	Type	Fiscal Year	Current Status	Periods In Year	Periods Processed
> A.M.T.	AltMinTax	2012	None	12	0
BOOK	Book	2012	Period Depreciation Calculated for Entire Year	12	12
FEDTAX	FedTax	2012	None	12	0
OTHER	Other	2012	None	12	0

Depreciation	Type	Process	Status
> A.M.T.	AltMinTax	<input checked="" type="checkbox"/>	Partial Year
BOOK	Book	<input checked="" type="checkbox"/>	Complete
FEDTAX	FedTax	<input checked="" type="checkbox"/>	Partial Year
OTHER	Other	<input checked="" type="checkbox"/>	Partial Year

3. Select the **Do the following, then check the box**, check box:

- Process All Periods.
- Print Year-End Reports.
- Print Retirements Journal.
- Print Additions Journal.
- Back up data files.

4. Select, if applicable, a date for which to remove all Retired Assets with a Retirement Date prior to the date selected in the **Remove Assets Retired Before** field.

NOTE: This will completely remove the retired Assets prior to the date indicated from the system. Those Assets will no longer be available for reports and interactive views information.

5. Enter any applicable comments in the **Comments** field.
6. Select the **Process** check box, adjacent to the depreciation types, for which you want to perform Year-End Maintenance. Use the **Select All** button to select all the Depreciation Types, or the **Unselect All** button to remove the selection for all Depreciation Types.

NOTE: Checking the box will process the information listed at the beginning of this section and reset the fields in the Period Depreciation Setup for the selected Depreciation Types. Those not selected will have nothing processed for them.

7. The **Status** is displayed for the **Current Status** of the Compute Period Depreciation for each depreciation type.

NOTE: If the status displays Warning: Unposted Current Depreciation do not process the Year-End function, you will not get a complete year's depreciation posted. Post your current period depreciation process.

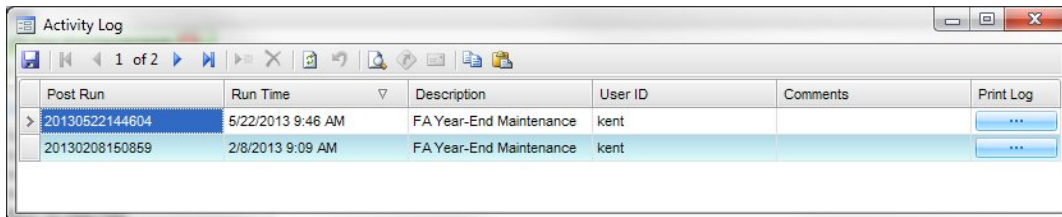
NOTE: If the status displays Partial Year do not process the year end function, you will not get a complete year's depreciation posted. Calculate and post your current period depreciation process and any subsequent periods that have not been processed.

8. Click a command button to:

Command Buttons

Name	Description
OK	Begin processing year-end maintenance.
Activity	Display the Activity Log to view period depreciation activity.
Reset	Reset all fields and lists to their default selections.
Select All	Select all of the depreciation types.
Unselect All	Unselect all of the selected depreciation types.

Activity Log Dialog Box



The **Activity Log** dialog box appears when you click **Activity**. The Activity Log dialog box tracks all post activity for administrative purposes. The system assigns each post a run ID.

Post Run - The system generated number used to identify the post appears.

Run Time - The date and time the post was made appear.

Description - The post description appears.

User ID - The user who performed the post appears.

Comments - Comments entered for the post appear.

Print Log - Print the post log from the selected post.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.



Year-End Maintenance Log

Continental Products Unlimited													Page 3
Year-End Maintenance Log													
Asset ID	Description	% Bus Use	Switch Done	Deprec Type	Depreciation Begin	Depreciation End	Est Life	Depreciation Method	Base Cost	Accumulated Depreciation	Annual Depreciation		
BUILDING	Corporate Headquarters Bldg	100	No	FEDTAX	004/2000	010/2027	330	M2TR	197,500.00	20,646.66	7,183.08		
		100	No	OTHER	004/2000	009/2027	330	SL	197,500.00	21,250.00	10,714.29		
COMPUTER 91	Computer Equipment 1998	100	No	A.M.T.	001/1998	012/2000	36	SL	11,021.00	6,021.00	0.00		
		100	No	BOOK	001/1998	012/2000	36	SL	11,021.00	6,021.00	0.00		
		100	No	FEDTAX	001/1998	012/2000	36	SL	11,021.00	6,021.00	0.00		
		100	No	OTHER	001/1998	012/2000	36	SL	11,021.00	6,021.00	0.00		
COMPUTER 92	Portable Computer	100	No	A.M.T.	001/1999	012/2003	60	SL	5,684.78	4,263.59	0.00		
		0	No	BOOK	001/1999	012/2003	60	M05P	5,684.78	4,538.74	0.00		
		100	No	FEDTAX	001/1999	012/2003	60	M05P	5,684.78	4,538.74	0.00		
		100	No	OTHER	001/1999	002/2004	60	SL	5,684.78	4,074.09	0.00		
COMPUTER 92 1	Computer Equipment 1999	100	No	A.M.T.	000/0000	000/0000	0	NONE	0.00	0.00	0.00		
		0	No	BOOK	001/1999	012/2003	60	M05P	7,925.47	6,327.69	0.00		
		100	No	FEDTAX	001/1999	012/2003	60	M05P	7,925.47	6,327.69	0.00		
		100	No	OTHER	001/1999	012/2003	60	SL	7,925.47	5,944.11	0.00		
COMPUTER 93 1	Portable Computer	100	No	A.M.T.	000/0000	000/0000	0	NONE	0.00	0.00	0.00		
		0	No	BOOK	001/2000	012/2004	60	M05P	4,782.17	3,175.36	0.00		
		100	No	FEDTAX	001/2000	012/2004	60	M05P	4,782.17	3,175.36	0.00		
		100	No	OTHER	003/2000	002/2005	60	SL	4,782.17	2,470.78	0.00		
COMPUTER 93 3	Computer Equipment 2000	100	No	A.M.T.	000/0000	000/0000	0	NONE	0.00	0.00	0.00		
		0	No	BOOK	001/2000	012/2004	60	M05P	8,810.12	5,849.92	0.00		
		100	No	FEDTAX	001/2000	012/2004	60	M05P	8,810.12	5,849.92	0.00		
		100	No	OTHER	001/2000	012/2004	60	SL	8,810.12	4,845.57	0.00		
COMPUTER 94 1	Color Monitor	100	No	A.M.T.	000/0000	000/0000	0	NONE	0.00	0.00	0.00		
		0	No	BOOK	001/2001	012/2005	60	M05Q1	1,276.44	695.65	0.00		
		100	No	FEDTAX	001/2001	012/2005	60	M05Q1	1,276.44	695.65	0.00		
		100	No	OTHER	001/2001	012/2005	60	150DB	1,276.44	583.97	0.00		
COMPUTER 94 2	Computer Equipment 2001	100	No	A.M.T.	000/0000	000/0000	0	NONE	0.00	0.00	0.00		
		0	No	BOOK	001/2001	012/2005	60	M05Q4	10,552.26	3,535.01	0.00		
		100	No	FEDTAX	001/2001	012/2005	60	M05Q4	10,552.26	3,535.01	0.00		
		100	No	OTHER	001/2001	012/2005	60	150DB	10,552.26	4,827.66	0.00		
COMPUTER 95 1	Color Monitor	100	No	A.M.T.	001/2002	012/2006	60	NONE	1,276.44	0.00	0.00		
		0	No	BOOK	001/2002	012/2006	60	M05Q1	1,276.44	331.87	0.00		
		100	No	FEDTAX	001/2002	012/2006	60	M05Q1	1,276.44	331.87	0.00		
		100	No	OTHER	001/2002	012/2006	60	150DB	1,276.44	382.93	0.00		
COMPUTER 95 2	Computer Equipment 2002	100	No	A.M.T.	000/0000	000/0000	60	NONE	10,552.26	0.00	0.00		
		0	No	BOOK	001/2002	012/2005	60	M05Q4	10,552.26	589.86	0.00		
OPEN_SYSTEMS\KenHe													

PERCENT OF BUSINESS USE REPORT

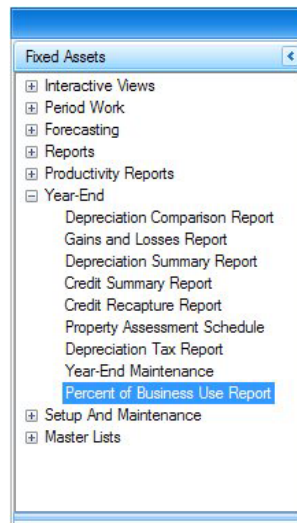
The **Percent of Business Use Report** shows the Percentage of Business Use, Estimated Asset Life and Depreciation Method, Base Cost, Accumulated Eligible Depreciation, Accumulated Depreciation Taken, and Annual Depreciation for all four book Depreciation Types.

NOTE: Run the report immediately after you complete Year-End Maintenance to insure that the report is accurate.

To produce the **Percent of Business Use Report**, follow these steps:

1. Select **Percent of Business Use Report** from the **Year-End** menu.

Percent of Business Use Report Menu



2. The **Percent of Business Use Report** screen appears.

Percent of Business Use Report Screen

3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.
4. Select the range of federal tax percentages of business use to include from the **Federal Tax Percent Business Use** section.

.....
NOTE: Leave the fields at their defaults (From 0, Thru 100) to include assets with any percentage of business use in the report.

5. Select the sorting criterion from the **Sort By** section; **Asset Group**, **Asset ID**, **GL Asset Account**, **Accumulated Depreciation Account**, **Depreciation Expense Account**, **Location**, and **Tax Class**.



6. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

YEAR END
Percent of Business Use Report

Percent of Business Use Report

Confidential Products Unlimited Percent of Business Use Report Sorted by Asset Group												
Report Filter Federal Tax Percent Business Use From 0 Asset Group <=> Asset 01 Thru 100												
Asset ID	Description	% Bus Use	Depr Type	Depreciation Begin	Depreciation End	Est Life	Depreciation Method	Base Cost	Accumulated Elig Depr	Accumulated Depr Taken	Annual Depreciation	
Asset Group AUTO												
AUTO	Automobile - Grey LMC	75	A.M.T.	005/1999	004/2002	36	SL	11,000.00	11,000.00	8,250.00	0.00	
		100	BOOK	005/1999	005/2002	36	M03P	11,000.00	7,333.70	7,333.70	0.00	
		75	FEDTAX	005/1999	004/2002	36	SL	11,000.00	9,500.00	7,125.00	0.00	
		75	OTHER	005/1999	004/2002	36	SYD	11,000.00	8,972.22	6,725.00	0.00	
AUTO 92.2	Auto Stereo System	100	A.M.T.	007/1999	006/2004	60	SL	1,230.08	922.68	871.45	0.00	
		0	BOOK	001/1999	001/2004	60	M05P	1,230.08	1,012.00	982.11	0.00	
		100	FEDTAX	001/1999	001/2003	60	M05P	1,230.08	1,017.54	982.11	0.00	
		100	OTHER	005/1999	005/2004	60	M05P	1,230.08	1,017.54	982.11	0.00	
AUTO 95	Automobile - Tan LMC	80	A.M.T.	002/2002	001/2005	36	200DB	35,735.00	21,838.06	21,838.06	0.00	
		0	BOOK	002/2002	001/2007	60	SL	35,735.00	3,801.42	3,801.42	0.00	
		80	FEDTAX	002/2002	002/2005	36	M03P	35,735.00	9,077.43	9,077.43	0.00	
		80	OTHER	002/2002	001/2005	36	SYD	35,735.00	13,399.38	13,399.38	0.00	
Total for Asset Group AUTO												
			A.M.T.					47,965.08	33,760.74	30,959.51	0.00	
			BOOK					47,965.08	12,147.12	12,117.23	0.00	
			FEDTAX					47,965.08	19,594.97	17,184.54	0.00	
			OTHER					47,965.08	23,389.14	21,106.49	0.00	
Asset Group BUILDING												
BUILDING	Corporate Headquarters Bldg	100	A.M.T.	004/2000	003/2018	216	SL	197,500.00	79,560.74	44,447.12	22,464.62	
		0	BOOK	004/2000	009/2027	330	SL	197,500.00	40,973.88	17,954.55	10,611.94	
		100	FEDTAX	004/2000	010/2027	330	M27R	197,500.00	33,812.00	20,646.66	7,183.08	
		100	OTHER	004/2000	009/2027	330	SL	197,500.00	39,464.29	21,250.00	10,714.29	
Total for Asset Group BUILDING												
			A.M.T.					197,500.00	79,560.74	44,447.12	22,464.62	
			BOOK					197,500.00	40,973.88	17,954.55	10,611.94	
			FEDTAX					197,500.00	33,812.00	20,646.66	7,183.08	
			OTHER					197,500.00	39,464.29	21,250.00	10,714.29	
Asset Group COMPUTER												
COMPUTER 0001	Computer for Accounting	100	A.M.T.	000/0000	000/0000	0	NONE	0.00	0.00	0.00	0.00	
		0	BOOK	006/1996	005/1999	36	SL	6,329.84	5,950.60	6,329.84	379.24	
		100	FEDTAX	006/1996	005/1999	36	SL	6,329.84	6,076.65	6,076.65	0.00	
		100	OTHER	006/1996	005/1999	36	SL	6,329.84	5,450.70	6,329.84	879.14	
COMPUTER 91	Computer Equipment 1998	100	A.M.T.	001/1998	012/2000	36	SL	11,021.00	6,021.00	6,021.00	0.00	
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OPEN_SYSTEMS\KenHe												