

# Fixed Assets

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# Getting started

Bloomberg Tax Advantage Fixed Assets is a comprehensive asset recording and reporting application that makes fixed asset management easier for small businesses as well as large corporations.

## Companies


All Assets are tracked as part of a Company. Within a company, you can customize the entity's fiscal calendar, the depreciation rules, and fields identifying the assets such as Location or Department.

The screenshot displays the 'Companies' section of the Bloomberg Tax Advantage Fixed Assets application. At the top, there is a navigation bar with 'Companies' highlighted. Below the navigation bar, there is a 'Recent' dropdown menu. Underneath, there are three buttons: 'Add Company', 'Lock', and 'Unlock'. The 'Add Company' button is marked with a yellow circle containing the number '1'. Below the buttons is a table with the following columns: 'Client ID', 'Company Name', 'Description', and 'State'. The 'Company Name' column has a filter row, which is marked with a yellow circle containing the number '2'. The table lists three companies: 'Armstrong LLC', 'Hackett Inc', and 'Lowe Group'. A yellow circle containing the number '3' is positioned above the 'Recent' dropdown menu.

- 1 Add a company to start tracking Assets.
- 2 If your firm manages several companies, use the **Filter row** to easily find the one you are looking for.
- 3 To return to a company you were working in, use the **Recent** list.

## Customizing the fiscal calendar

Companies Templates Data Manager Consolidations Period Close GL Codes

Armstrong LLC Assets Reports Imports Exports Tasks Setup 

**Company**

- Delete
- Create Template
- Add First-Year Depreciation

**Company Properties**

General | Calendar | Functional Currency

Edit OK Cancel Help

The calendar identifies the start and end dates for all fiscal years in this company, in addition to year-by-year Enterprise Zone designation.

| Year Start | Year End   | Short | Enterprise | Exchange Rate |
|------------|------------|-------|------------|---------------|
| 01/01/1980 | 12/31/1980 | No    | No         |               |
| 01/01/1981 | 12/31/1981 | No    | No         |               |
| 01/01/1982 | 12/31/1982 | No    | No         |               |
| 01/01/1983 | 12/31/1983 | No    | No         |               |
| 01/01/1984 | 12/31/1984 | No    | No         |               |
| 01/01/1985 | 12/31/1985 | No    | No         |               |
| 01/01/1986 | 12/31/1986 | No    | No         |               |
| 01/01/1987 | 12/31/1987 | No    | No         |               |
| 01/01/1988 | 12/31/1988 | No    | No         |               |
| 01/01/1989 | 12/31/1989 | No    | No         |               |

- 1 Open the **Company Calendar** by selecting **Setup Company**, then selecting the **Calendar** tab.
- 2 By default, the fiscal year runs for 12 months following the **Company Start Date**. You may modify **Company Start Date** by editing the **Year Start** in the very first year of the company.
- 3 To add a **Short Period**, modify the **Year End**. The **Short** column will change to 'Yes' if modifying the **Year End** results in a year that is less than 12 months.
- 4 Select **Enterprise Zone** if the company qualifies as an enterprise zone business as defined under Section 1397B in that year and you want the application to apply the increased Section 179 expensing provisions under Sec 1397A. When you select this box, the application automatically toggles the selection (between Yes and No) for this and the remaining years in the calendar.
- 5 If you have purchased the optional multicurrency module, the functional currency of the company is not U.S. Dollars, and you choose to apply U.S. tax policies (on the Translation Policies tab of the Book Properties dialog), you must enter exchange rates here for each year. These are the rates the application will use when calculating depreciation.
- 6 Modifying the company calendar requires the company to be locked. Use the **Lock** icon to lock/unlock the company as needed.

When the company calendar is modified, depreciation will need to be recalculated for the affected Assets. You will be asked to specify an **Effective Date** in which to perform recalculations.

**Customizing depreciation and additional first-year depreciation settings**

Bloomberg Tax Fixed Assets comes with several out-of-the-box **Asset Types**, which act as depreciation templates. When a new **Asset** is created, the **Asset Type** decides the **Property Type**, **Method**, **Rate**, **Convention**, **Life**, **Calculation Source**, and **Additional First-Year Depreciation** percentage.

The screenshot shows the Bloomberg Tax Advantage Fixed Assets software interface. At the top, there is a navigation bar with the following items: Companies, Templates, Data Manager, Consolidations, Period Close, GL Codes, and Construction in Progress. Below this, a secondary navigation bar includes Armstrong LLC, Assets, Reports, Imports, Exports, Tasks, Setup (highlighted with a yellow circle 1), and a lock icon. Under the Setup menu, there are buttons for New, Edit, Copy, Copy To, and Delete. The main area is divided into two sections: a 'Book' list on the left and an 'Asset Types' table on the right. The 'Book' list has 'GAAP' selected (highlighted with a yellow circle 2) and 'Federal Tax' below it. The 'Asset Types' table has columns for Asset Type, Property Type, Method, and Rate. The 'Airplane' row is highlighted (yellow circle 3) and shows a Property Type of 'PP', Method of 'SL', and Rate of '100'. Other rows include 'Automobile', 'Clean Fuel Luxury Vehicle', 'Commercial Property', and 'Commercial Property - 15 Year'.

| Book        | Asset Type                    | Property Type | Method | Rate |
|-------------|-------------------------------|---------------|--------|------|
| GAAP        | Airplane                      | PP            | SL     | 100  |
| Federal Tax | Automobile                    | PP            | SL     | 100  |
|             | Clean Fuel Luxury Vehicle     | PP            | SL     | 100  |
|             | Commercial Property           | NR            | SL     | 100  |
|             | Commercial Property - 15 Year | PP            | SL     | 100  |

- 1 Open the **Asset Types** List by selecting **Setup Types**.
- 2 The **Asset Types** List will display the depreciation fact patterns for the selected **Book**.
- 3 Edit an **Asset Type** to customize the fact pattern and additional first-year depreciation percentages.



## Asset Type: New Asset Type 1

Save

Cancel

Description

Additional First-Year Depreciation (AFYD) ▾

Fact Patterns ▲

Book GAAP <sup>4</sup> ADS Life (Yr Mo)

| Start Date                              | End Date   | Property Type | Method | Rate | Convention | Life       | Source |
|---|------------|---------------|--------|------|------------|------------|--------|
| <a href="#">01/01/2010</a> <sup>5</sup> |            | PP            | SL     | 100  | FM         | 10 yr 0 mo | Switch |
| 10/23/2004                              | 12/31/2009 | PP            | SL     | 100  | FM         | 10 yr 0 mo | Switch |
| 01/01/2003                              | 10/22/2004 | PP            | SI     | 100  | FM         | 10 yr 0 mo | Switch |

**4** Choose the **Book** whose fact patterns you would like to change.

**5** If the **Asset Type** is only going to be used for assets created on or after 1/1/2010, select the **01/01/2010** hyperlink to customize the fact pattern.

When customizing the fact pattern, it is recommended that you go through the entire wizard. Each panel of the wizard will show you the valid entries based on the values entered in prior panels. You will not be able to complete the wizard until the fact pattern is valid.

### Customizing depreciation rules for GAAP and Federal books



Bloomberg Tax Advantage™ Fixed Assets

Companies Templates Data Manager Consolidations Period Close GL Codes Construction in Progress History

Armstrong LLC Assets Reports Imports Exports Tasks Setup

**Books** New Edit Copy Delete

| Name              | Description          |
|-------------------|----------------------|
| GAAP              | The GAAP Book.       |
| Federal Tax       | The Federal Tax - Re |
| Federal Tax - AMT | The Federal Tax - AM |
| Federal Tax - ACE | The Federal Tax - AC |
| Federal Tax - E&P | The Federal Tax - E& |

**Edit Book Properties**

General Reporting Depr Policies S179 Policies

Apply Federal Credit Basis Reduction Rules      Period Close: Dec 1979

Use calculated depreciation in lieu of reported depreciation when calculating gains and losses on dispositions

Calculate Additional First-Year Depreciation (new assets only)


Add Asset Wizard Settings

Enable and Apply S179/179A Rule       Enable Entry of Accum. Depr. – Rev. Treatment

| FY Start   | FY End     | Short | MACRS Calc | MQ Policy | Apply |
|------------|------------|-------|------------|-----------|-------|
| 01/01/1980 | 12/31/1980 | No    | Simplified | Force HY  | HY    |
| 01/01/1981 | 12/31/1981 | No    | Simplified | Force HY  | HY    |
| 01/01/1982 | 12/31/1982 | No    | Simplified | Force HY  | HY    |
| 01/01/1983 | 12/31/1983 | No    | Simplified | Force HY  | HY    |
| 01/01/1984 | 12/31/1984 | No    | Simplified | Force HY  | HY    |
| 01/01/1985 | 12/31/1985 | No    | Simplified | Force HY  | HY    |
| 01/01/1986 | 12/31/1986 | No    | Simplified | As Is     | HY    |
| 01/01/1987 | 12/31/1987 | No    | Simplified | As Is     | HY    |

- 1 The **Books** list may be accessed by selecting **Setup Books**.
- 2 Customize additional first-year depreciation, section 179, and other **Depreciation Policies**, for each book.

### Performing asset actions

- 1 Fixed Assets **User Preferences** allow you to choose whether you'd like to add assets with the **Add Asset Wizard** or with the **Single Add Asset Window**.
- 2 Add new purchased or transferred-in **Assets**.
- 3 Additional asset actions are available by pressing 
- 4 Decide which assets to show by selecting one of the saved **Filters**. To create a custom asset filter, select **Setup Filters**.
- 5 Group assets by fields such as Asset Type, Location, or Department, or select **None** to see a flat list. To create a custom asset field, select **Setup Fields**.
- 6 Configure the **Asset List**. to display only the columns you would like to see. Up to 10 columns are allowed.

### ***Making modifications during an asset's life***

Modifications to individual assets are performed using the **Asset Viewer**. To open the Asset Viewer for an asset, follow the desired Asset ID hyperlink from the **Asset List**.

| Asset                      | Transfer | Summary | Balance/Accum          | Depr Expense       | Gain/Loss          | Documents          | His                |
|----------------------------|----------|---------|------------------------|--------------------|--------------------|--------------------|--------------------|
| Switch View                | ←        | →       | Book:<br>Month Ending: | GAAP<br>05/31/2017 | GAAP<br>06/30/2017 | GAAP<br>07/31/2017 | GAAP<br>08/31/2017 |
| Property Type              |          |         | NR                     | NR                 | NR                 | NR                 | NR                 |
| Placed In Service Date     |          |         | 02/06/2017             | 02/06/2017         | 02/06/2017         | 02/06/2017         | 02/06/2017         |
| Life                       |          |         | 40 yr 0 mo             | 40 yr 0 mo         | 40 yr 0 mo         | 40 yr 0 mo         | 40 yr 0 mo         |
| Method                     |          |         | SL                     | SL                 | SL                 | SL                 | SL                 |
| Rate                       |          |         | 100                    | 100                | 100                | 100                | 100                |
| Convention                 |          |         | FM                     | FM                 | FM                 | FM                 | FM                 |
| Calculation Source         |          |         | Switch                 | Switch             | Switch             | Switch             | Switch             |
| Original Cost              |          |         | 23,423,433.00          | 23,423,433.00      | 23,423,433.00      | 23,423,433.00      | 23,423,433.00      |
| Adjustments                |          |         | 0.00                   | 0.00               | 0.00               | 0.00               | 0.00               |
| Cost                       |          |         | 23,423,433.00          | 23,423,433.00      | 23,423,433.00      | 23,423,433.00      | 23,423,433.00      |
| Salvage Value              |          |         | 0.00                   | 0.00               | 0.00               | 0.00               | 0.00               |
| Business Use %             |          |         | 100%                   | 100%               | 100%               | 100%               | 100%               |
| Net S179/179A              |          |         | 23,423.00              | 23,423.00          | 23,423.00          | 23,423.00          | 23,423.00          |
| Net Credit Basis Reduction |          |         | 0.00                   | 0.00               | 0.00               | 0.00               | 0.00               |
| Additional First Year Depr |          |         | 0.00                   | 0.00               | 0.00               | 0.00               | 0.00               |
| Prior Years' Reported Depr |          |         | 0.00                   | 0.00               | 0.00               | 0.00               | 0.00               |
| Reported Depr Basis        |          |         | 23,400,010.00          | 23,400,010.00      | 23,400,010.00      | 23,400,010.00      | 23,400,010.00      |
| Reported Depreciation      |          |         | 48,750.02              | 48,750.02          | 48,750.02          | 48,750.02          | 48,750.02          |
| Prior Years' Calc Depr     |          |         | 0.00                   | 0.00               | 0.00               | 0.00               | 0.00               |
| Calc Depr Basis            |          |         | 23,400,010.00          | 23,400,010.00      | 23,400,010.00      | 23,400,010.00      | 23,400,010.00      |

- 1 **Switch View** to either a single book by Months/Quarters/Years, or view all books for a particular end date.
- 2 Double-click a **Fact Pattern** or **Cost** value to make a change that will apply to the selected period and forward.
- 3 Double-click the **Reported Depreciation** value to override depreciation for the selected period and book.

## Period Close

<<Requires optional Period Close module>>

To protect values that have already been reported in your financial statements, activate **Period Close**. Once the Period Close feature is activated, you may specify period close dates per book per company.

If a period is closed, assets cannot be created, modified, or deleted within the closed period. You may continue

to generate reports within closed periods.

**Bloomberg Tax Advantage™ Fixed Assets**

Companies Templates Consolidations **Period Close** History

### Period Close Details

Click on a company to edit the Period Close Date for all books. To edit multiple companies click the "Switch to Period Close List" link.

[Deactivate Period Close](#) [Closed Period Adjustment Setup](#) **2**

**1** Search by Company  **GO**

[Switch to Period Close List](#) **3** Filter Companies by: All ▼

|                 |             |            |
|-----------------|-------------|------------|
| <b>ACME Inc</b> | GAAP        | 12/31/1979 |
|                 | Federal Tax | 12/31/2010 |

#### Period Close Edit – ACME Inc

Edit Period Close Dates by updating the dates and clicking Save. Click "Apply To All" to set all the dates to the first date.

| Book              | Period Close Date  |
|-------------------|--|
| GAAP              | 12/31/2017 <input type="text"/> <a href="#">Apply To All</a> |
| Federal Tax       | 12/31/2017 <input type="text"/> <b>5</b>                     |
| Federal Tax – AMT | 12/31/2017 <input type="text"/>                              |
| Federal Tax – ACE | 12/31/2017 <input type="text"/>                              |
| Federal Tax – E&P | 12/31/2017 <input type="text"/>                              |


- 1** Activate or Deactivate the **Period Close** feature.
- 2** Configure treatment of new assets added during closed periods.
- 3** **Switch to Period Close list** to update Period Close dates for multiple companies at once.
- 4** Click a company bubble to edit its **Period Close** dates.
- 5** Edit the dates for each book individually, or edit GAAP and **Apply to All**.

## General Ledger

<<Requires optional GL Codes module>>

The **GL Codes** feature allows you to apply the appropriate account codes to the Fixed Assets' journal entries so you may pass the information on to your ERP system.

## GL Code Structures List

 Bloomberg Tax Advantage™ Fixed Assets

Companies Templates Consolidations **GL Codes** History

### GL Code Structures

[New GL Code Structure](#) [GL Codes Report](#) [GL Import](#) [Deactivate GL Codes](#)

|                       |          |   |          |
|-----------------------|----------|---|----------|
| <b>1</b>              | <b>2</b> | <b>3</b>  | <b>4</b> |
| <b>ERP System XYZ</b> |          | GL Code Segments : <a href="#">2 (Location ID, Posting Account)</a> |          |
|                       |          | GL Code Templates : <a href="#">&lt;None&gt;</a>                    |          |
|                       |          | Associated Companies : <a href="#">&lt;None&gt;</a>                 |          |
|                       |          | Separator : -   |          |
|                       |          | Sample : 111-2222   |          |
| <b>5</b>              |          |   |          |

- 1** Create a **GL Code Structure** for each ERP system that you would like to integrate with.
- 2** **GL Codes Report** will report all the **GL Codes** for all **GL Code Structures**. Alternatively, use the **GL Codes Report** option when editing the **GL Code Structure** to obtain the codes for one **GL Code Structure** only.
- 3** Import your [General Ledger structures and account codes](#).
- 4** Activate or Deactivate the GL Codes feature.
- 5** Click a GL Code Structure bubble to edit.

### Editing a GL Code Structure

## Edit GL Code Structure

3

4

[GL Code Segments](#) [GL Code Templates](#) [Company Associations](#) [GL Codes Report](#)

\* Name:

Description:

[Save](#) [Cancel](#)

## GL Code Segments

Sample

111-2222 **1**

[New GL Code Segment](#) [Edit Segment Separator](#)

### Location ID

Maximum Length : 3  
Include in Add Asset Wizard : Yes [Mo](#)  
Require Entry : No  
Designate as Transfer Field : Yes  
PickList Items : [4 \(001,002,003,004\)](#) **2**  
Default Value : 001

### Posting Account

Maximum Length : 4  
Account Names : Accum Depr GL Acct, Acquisition Clearing GL Acct, Asset GL Acct, Cash Code GL Acct, Cost Adj Clearing GL Acct, Deferred Gain/Loss GL Acct, Depr Exp GL Acct, Like-Kind Prop Rec GL Acct, Non Payment GL Acct, Non Like-Kind Prop Rec GL Acct, Recognized Gain/L Acct

**1** **GL Code Segments** in a **GL Code Structure** define the pattern for the **GL Code**. You should add and order the **GL Code Segments** to match the format expected by your ERP system. Additionally, you can **Edit Segment Separator** to separate GL Code Segments with a hyphen, space, or period, etc. The **Sample** will show you an example of a resulting GL Code. There are two types of **GL Code Segments**:

- **Posting account:** Each asset transaction that generates a journal entry will post to one of the account types from the posting account collection.
- **Custom GL Code segments:** If your ERP system expects additional information such as Company ID, Location ID, etc, you may create a custom segment to expand your GL Code.

**2** For each Posting account and Custom GL Code Segment, you may specify a picklist:

- **Posting account picklists:** Enter the actual account numbers from your chart of accounts into the appropriate posting account picklist.
- **Custom segment picklists:** Provide the corresponding IDs for your custom segments. For example, if adding a custom segment "Cost Center", add all of your organization's Cost Center codes into the picklist.

**3** **GL Code templates** reduce data entry when adding new assets. If a GL Code Template is selected during asset entry, it will automatically choose the appropriate account number for each posting account and can also specify the location ID, cost center, etc.

**4** Select the companies that participate in this GL Code Structure. Each company may participate in only one GL Code Structure.

## ***Construction in Progress***

**<<Requires optional Construction in Progress module>>**

The optional **Construction in Progress** module allows you to track the progress of construction projects. As pieces of the project are completed, you can see up-to-date information about budgeted vs. actual costs, see what percentage of the project is complete, and create **Fixed Assets** based on transaction lines.

### **Projects List**

Bloomberg Tax Advantage™ Fixed Assets

Companies Templates Consolidations **Construction in Progress** History

Projects Fields Field Groups Reports Tasks

**Projects**

New Delete Copy Refresh Data Filter: Active

| Line No. | Project ID       | Description | Status | Start Date | End Date  | Total Budget | Actual Cost  | Variance     |
|----------|------------------|-------------|--------|------------|-----------|--------------|--------------|--------------|
| 1        | Store Branch 123 |             | Active | 8/4/2018   | 6/30/2019 | 5,100,000.00 | 2,300,000.00 | 2,800,000.00 |
| 2        | Store Branch 234 |             | Active | 10/1/2018  | 8/31/2019 | 6,300,000.00 | 1,900,000.00 | 4,400,000.00 |
| 3        | Store Branch 345 |             | Active | 11/15/2018 | 9/30/2019 | 4,600,000.00 | 1,100,000.00 | 5,500,000.00 |

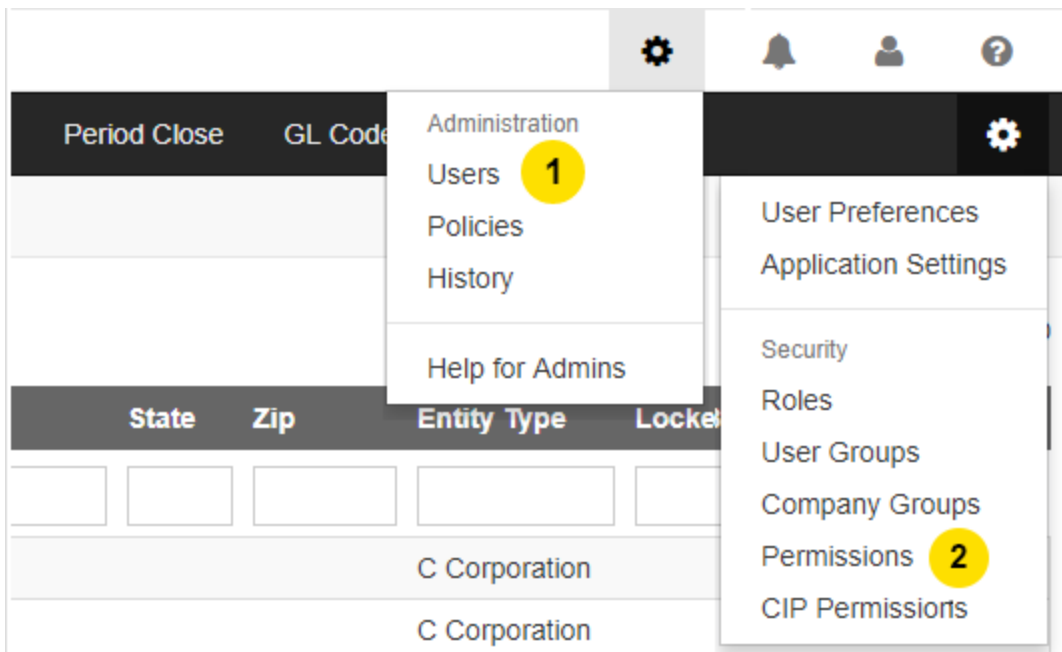
Project Companies Contracts Transactions

Show 100 Rows 1 of 1 Search Project ID List: 3 Projects Selected: 0 Projects

- 1 Add a new project.
- 2 Use the **Pencil** icon to edit the project details, or to drill down to the project's **Contracts** or **Transactions**.
- 3 Filter the project list by **Status**.
- 4 **Actual Cost** shows the amount spent on the project. The **Variance** shows the remaining project budget.
- 5 Enter a keyword to find a specific project.

### *Adding users and assigning permissions*





- 1 Users are managed with **Advantage Administration**.
- 2 Decide the user's **Role** for each **Company** using Fixed Assets **Permissions**.

# Asset activities

ACME Inc ▾ Assets Reports Imports Exports Tasks Setup ▾

New Edit ▾ Copy Delete Dispose ▾ ... ↻

| <input checked="" type="checkbox"/> | Asset ID   | Status | Acquisition | Asset Type             |
|-------------------------------------|------------|--------|-------------|------------------------|
| <input type="checkbox"/>            |            |        | min to      |                        |
| <input checked="" type="checkbox"/> | AI00000001 | A      |             | Automobile             |
| <input type="checkbox"/>            | AI00000002 | A      | e           | Unspecified - Personal |
| <input type="checkbox"/>            | AI00000003 | D      | 8           | Unspecified - Personal |
| <input type="checkbox"/>            | AI00000004 | A      |             | Unspecified - Personal |

Total Assets: 4 Selected: 1

- Transfer Out
- Untransfer
- Export
- Split
- Unsplit
- Create New Repair Asset
- Link
- Unlink

## See also

[Performing asset activities by import](#)

[Asset modifications](#)

[Configuring columns on the Asset List](#)

All asset activities are tracked on the **History** tab of the **Asset Viewer** and also can be viewed in the **Asset History** report.

# Asset acquisitions

|                                     |                      |               |                           |                         |                        |         |  |
|-------------------------------------|----------------------|---------------|---------------------------|-------------------------|------------------------|---------|--|
| ACME Inc ▾                          | <b>Assets</b>        | Reports       | Imports                   | Exports                 | Tasks                  | Setup ▾ |  |
| <b>New</b>                          | Edit ▾               | Copy          | Delete                    | Dispose ▾               | ...                    |         |  |
| <input checked="" type="checkbox"/> | <b>Asset ID</b>      | <b>Status</b> | <b>Acquisition Date ▾</b> | <b>Acquisition Cost</b> | <b>Asset Type</b>      |         |  |
|                                     | <input type="text"/> |               | min to max                | min to max              | <input type="text"/>   |         |  |
| <input checked="" type="checkbox"/> | AI00000001           | A             | 3/6/2018                  | 100,000.00              | Automobile             |         |  |
| <input type="checkbox"/>            | AI00000002           | A             | 6/26/2018                 | 42,000.00               | Unspecified - Personal |         |  |

## Overview of the Add Asset Wizard

Fixed Assets has two methods of data entry for new assets. You may elect to use the **Add Asset Wizard** for new assets by configuring your **Data Entry Preference**.

To launch the **Add Asset Wizard**, press **New** from the **Asset List**.

The screenshot shows the top navigation bar with 'ACME Inc' and 'Assets' selected. Below the navigation bar is a toolbar with buttons for 'New', 'Edit', 'Copy', 'Delete', 'Dispose', and a refresh icon. The 'New' button is highlighted with a yellow box. Below the toolbar is a table with the following columns: Asset ID, Status, Acquisition Date, Acquisition Cost, and Asset Type. The table contains two rows of data.

| <input checked="" type="checkbox"/> | Asset ID   | Status | Acquisition Date | Acquisition Cost | Asset Type             |
|-------------------------------------|------------|--------|------------------|------------------|------------------------|
| <input checked="" type="checkbox"/> | AI00000001 | A      | 3/6/2018         | 100,000.00       | Automobile             |
| <input type="checkbox"/>            | AI00000002 | A      | 6/26/2018        | 42,000.00        | Unspecified - Personal |

### Add Asset Wizard

The screenshot shows the 'Add Asset - General' wizard form. The form has several fields and checkboxes, each with a yellow numbered callout:

- Acquisition Type**: Purchased (1)
- Asset Type**: Unspecified - Personal (2)
- \* Acquisition Date**: 5/31/2018 (3)
- \* Acquisition Cost**: 0.00 (4)
- VAT**: 0.00 (5)
- Description**: (empty text box)
- Optional Panels**:
  - Select Purchase Currency
  - Edit Cost per Book (6)
  - Section 179 / 179A Expense
  - Override Additional First-Year Depreciation
  - Enter Accumulated Depreciation

At the bottom right, there are 'Next' and 'Cancel' buttons.

**Acquisition Type** may be either 'Purchased' or 'Transferred-In'

- 1 The **Asset Type** decides the **Property Type, Method, Rate, Convention, Life, Calculation Source,** and **Additional First-Year Depreciation** percentage.
- 3 By default, the **Acquisition Date** is carried to each book as the **Placed-In-Service Date**. Open the **Asset Viewer** to the **Depr Expense** tab if you need to move the **Placed-In-Service** later than its **Acquisition Date**.
- 4 By default, the **Acquisition Cost** is carried to each book as the **Book Cost**. Select **Edit Cost per Book** if you would like to set **Book Costs** to a different value than the **Acquisition Cost**.
- 5 **Value Added Tax (VAT)** appears only if the optional multicurrency module is enabled.
- 6 Decide which panels appear in the wizard using the **Optional Panels** checkboxes. The system remembers your selections per-user per-company. You may uncheck any that are not applicable to your company.

- **Select Purchase Currency:** Select this box if the asset was purchased in a currency other than the company's functional currency and you need to convert the asset's **Acquisition Cost** using an **Exchange Rate**.
- **Edit Cost per Book:** Used to set Book Costs differently than the **Acquisition Cost**.
- **Section 179 / 179A:** Allows you to enter **S179** and **S179A** amounts for each book for the asset.
- **Override Additional First-Year Depreciation:** Allows you to change the **AFYD** amount from the Asset Type default. If unchecked, the Asset Type default will be applied.
- **Enter Accumulated Depreciation:** Allows you to add a purchased asset with **Accumulated Depreciation**. This panel is not available for **Transferred-In** assets.

The following panels will always appear:

- **General**
- **Asset Fields:** panel will appear unless there are no **Asset Fields** configured to appear in the **Add Asset Wizard**.
- **GL Code Segments:** panel will appear for companies associated with a **GL Code Structure**.

Upon completion of the wizard, an alert containing a hyperlink with the **Asset ID** appears at the top of the page. You can select the hyperlink to further configure the new asset.

The screenshot shows a software interface for managing assets. At the top, there is a navigation bar with 'ACME Inc' and 'Assets'. A green notification box states 'Asset 'M1500000000041' has been created.' Below this is a toolbar with buttons for 'New', 'Edit', 'Copy', 'Delete', 'Dispose', and a refresh icon. The main area contains a table of assets with columns for 'Asset ID', 'Status', 'Acquisition Date', 'Acquisition Cost', and 'Asset Type'. The first row is highlighted in light blue and shows an asset with ID 'AI00000001', status 'A', acquisition date '3/6/2018', cost '100,000.00', and type 'Automobile'. The second row shows an asset with ID 'AI00000002', status 'A', acquisition date '6/26/2018', cost '42,000.00', and type 'Unspecified - Personal'.

| <input checked="" type="checkbox"/> | Asset ID   | Status | Acquisition Date | Acquisition Cost | Asset Type             |
|-------------------------------------|------------|--------|------------------|------------------|------------------------|
| <input checked="" type="checkbox"/> | AI00000001 | A      | 3/6/2018         | 100,000.00       | Automobile             |
| <input type="checkbox"/>            | AI00000002 | A      | 6/26/2018        | 42,000.00        | Unspecified - Personal |

## Overview of the Single Add Asset Window

Fixed Assets has two methods of data entry for new assets. You may elect to use the **Single Add Asset Window** for new assets by configuring your [Data Entry Preference](#).

To launch the **Single Add Asset Window**, press **New** from the **Asset List**.

ACME Inc ▾ Assets Reports Imports Exports Tasks Setup ▾

New Edit ▾ Copy Delete Dispose ▾ ...

| <input checked="" type="checkbox"/> | Asset ID             | Status | Acquisition Date ▾ | Acquisition Cost | Asset Type             |
|-------------------------------------|----------------------|--------|--------------------|------------------|------------------------|
|                                     | <input type="text"/> |        | min to max         | min to max       | <input type="text"/>   |
| <input checked="" type="checkbox"/> | AI00000001           | A      | 3/6/2018           | 100,000.00       | Automobile             |
| <input type="checkbox"/>            | AI00000002           | A      | 6/26/2018          | 42,000.00        | Unspecified - Personal |

Asset | **Transfer** | Depr Expense

Asset ID: M1500000000041    Asset Type: Unspecified - Personal     Active

Description: \_\_\_\_\_

Acquisition Cost: 0.00    Acquisition Date: 05/31/2018

Parent Asset ID: \_\_\_\_\_    Repair Type: <None>

Comments: \_\_\_\_\_

---

|  |   |
|--|---|
| <p><b>Asset Fields</b></p> <p>Accum Depr GL Acct # _____</p> <p>Asset GL Acct # _____</p> <p>Class _____</p> <p>Cost Center _____</p> <p>Custodian _____</p> <p>Department _____</p> | <p><b>GL Codes</b>    Apply GL Code Template</p> <p>Accum Depr GL Acct: ****_***_****</p> <p>Asset GL Acct: ****_***_****</p> <p>Depr Exp GL Acct: ****_***_****</p> <p><b>GL Code Segments</b></p> <p>Entity ID: _____</p> <p>Location ID: _____</p> |
|--|---|

---

Save    Add Another    Cancel    **Transfer-In Data**    Transfer-Out Data    Help

- 1 The **Asset Type** decides the **Property Type**, **Method**, **Rate**, **Convention**, **Life**, **Calculation Source**, and **Additional First-Year Depreciation** percentage.
- 2 By default, the **Acquisition Cost** is carried to each book as the **Book Cost**. Select **Edit Cost per Book** if you would like to set **Book Costs** to a different value than the **Acquisition Cost**.
- 3 By default, the **Acquisition Date** is carried to each book as the **Placed-In-Service Date**. Open the **Asset Viewer** to the **Depr Expense** tab if you need to move the **Placed-In-Service** later than its **Acquisition Date**.
- 4 To apply values for **GL Code Segments** and **Posting Accounts**, **Apply a GL Template**.
- 5 Any **Asset Fields** or **GL Code Segments** designated as a transfer field will appear on the **Transfer** tab. Use the **Transfer** tab to apply a value as of a particular **Effective Date**.
- 6 Use the **Depr Expense** tab to make customizations to **Book Cost**, **Fact Pattern**, or to add the asset with **Accumulated Depreciation**.
- 7 Fill in the **Transfer-In Data** if the new asset being added is a transferred-in asset.

## Entering Transfer-In Data

|  |   |
|--|---|
| <b>Transfer Asset ID</b>                 | Enter the Asset ID used in the company from which this asset is being transferred.  |
| <b>Transferred In Date</b>               | Enter the calendar date on which the transfer was entered into as agreed upon by both parties. It can be any day of the month.  |
| <b>Transfer From Company</b>             | Enter the name of the company from which this asset is being transferred.   |
| <b>Book</b>                              | Each row identifies the book, such as GAAP or Federal Tax, for which you can enter amounts.   |
| <b>Remaining Life</b>                    | Enter the total number of years and months, from the company calendar, from the Transfer-In Effective Date to the end of the asset Life.  |
| <b>Remaining Annual Depreciation</b>     | Enter the depreciation computed for the fiscal year containing the Transfer Date in the transferor company less the amount already taken for the asset as of the last day of the month preceding the month the asset was transferred. |
| <b>Transfer Accumulated Depreciation</b> | Enter the Total Accumulated Depreciation for the asset as of the last day of the month preceding the month the asset was transferred.   |
| <b>Year-to-Date Depreciation</b>         | Enter the depreciation taken by the transferor company from the beginning of the fiscal year during which the asset was transferred through the last day of the month preceding the month the asset was transferred.                  |



## Adding an asset with accumulated depreciation

Add accumulated depreciation for assets acquired in prior periods so that the depreciation amounts calculated previously reconcile to the amounts that the application computes. You can specify the depreciation and Section 179 or 179A expense from prior periods.

To enter accumulated depreciation when adding an asset with the **Add Asset Wizard**, you must select the optional panel: **Enter Accumulated Depreciation**. If you are using the **Single Add Asset Window**, see [Overriding reported depreciation](#).

The **Optional Panels** selections are remembered. If you require one or more of the panels often, you may wish to consider leaving those boxes checked.

Add Asset - General → ? x

|                    |  |
|--------------------|--|
| Acquisition Type   | Purchased  |
| Asset Type         | Unspecified - Personal   |
| * Acquisition Date | 5/14/2018  |
| * Acquisition Cost | 0.00   |
| Description        |  |
| Optional Panels    | <input type="checkbox"/> Edit Cost per Book<br><input type="checkbox"/> Section 179 / 179A Expense<br><input type="checkbox"/> Override Additional First-Year Depreciation<br><input checked="" type="checkbox"/> Enter Accumulated Depreciation |

Next → Cancel

1. From the **Asset List**, press New.
2. Select the **Enter Accumulated Depreciation** optional panel.
3. At the end of the wizard, you will be presented with the **Enter Accumulated Depreciation** panel.

Add Asset - Enter Accumulated Depreciation



Entry of Accumulated Depreciation is optional. For books in which **Ending Accum Depr / Section 179** is blank, depreciation will be applied from the Placed-In-Service Date.

Enter Accumulated Depreciation, including Section 179/179A, as of

5/18/2018

| Book              | Ending Accum Depr / Section 179 | Revision Treatment |
|-------------------|---------------------------------|--------------------|
| GAAP              | 5,000.00                        | Immediate          |
| Federal Tax       | 5,000.00                        | Immediate          |
| Federal Tax - AMT | 5,000.00                        | Immediate          |
| Federal Tax - ACE | 5,000.00                        | Immediate          |
| Federal Tax - E&P | 5,000.00                        | Immediate          |

Clear Override

← Previous

Finish ✓

Cancel

**Enter Accumulated Depreciation, including Section 179/179A, as of (date)**

This is the ending date of the period through which the prior depreciation was calculated.

---

**Book** Each row identifies the book, such as GAAP or Federal Tax, for which you can enter amounts. Each book is displayed only if you select Enable Entry of Accumulated Depreciation on the Depreciation Policies tab of the Book Properties dialog. The application builds accumulated depreciation for books that have this option disabled.

For example, if the subordinate tax books are disabled (i.e., the Enable entry of Accumulated Depreciation option on the Book Properties dialog, Depreciation Policies tab, is unselected) but the Federal Tax book is enabled, the application builds the reported Accumulated Depreciation amounts for the subordinate tax books.

---

**Ending Accumulated Depreciation and Section 179** Enter the prior accumulated depreciation for the asset according to the selected book as of the date entered above, including any Section 179 or 179A expense taken.

---

**Revision Treatment** Use this line to specify when you want the revisions (necessitated by your entries) to take place.

- Select **Immediate** to have the revision balance taken in the month immediately following the Enter Values as of: date, above.
- Select **Last Year** to have the revision balance prorated evenly and added to the period (under-depreciated assets only).
- Select **Never** to have revision balances ignored by all future periods. (The application will not allow the asset to be over-depreciated.) This is the default selection.
- Select **Prorate** to have the revisions balance absorbed into the depreciation expense over the remaining life of the asset, starting in the month immediately following the accumulated depreciation date.

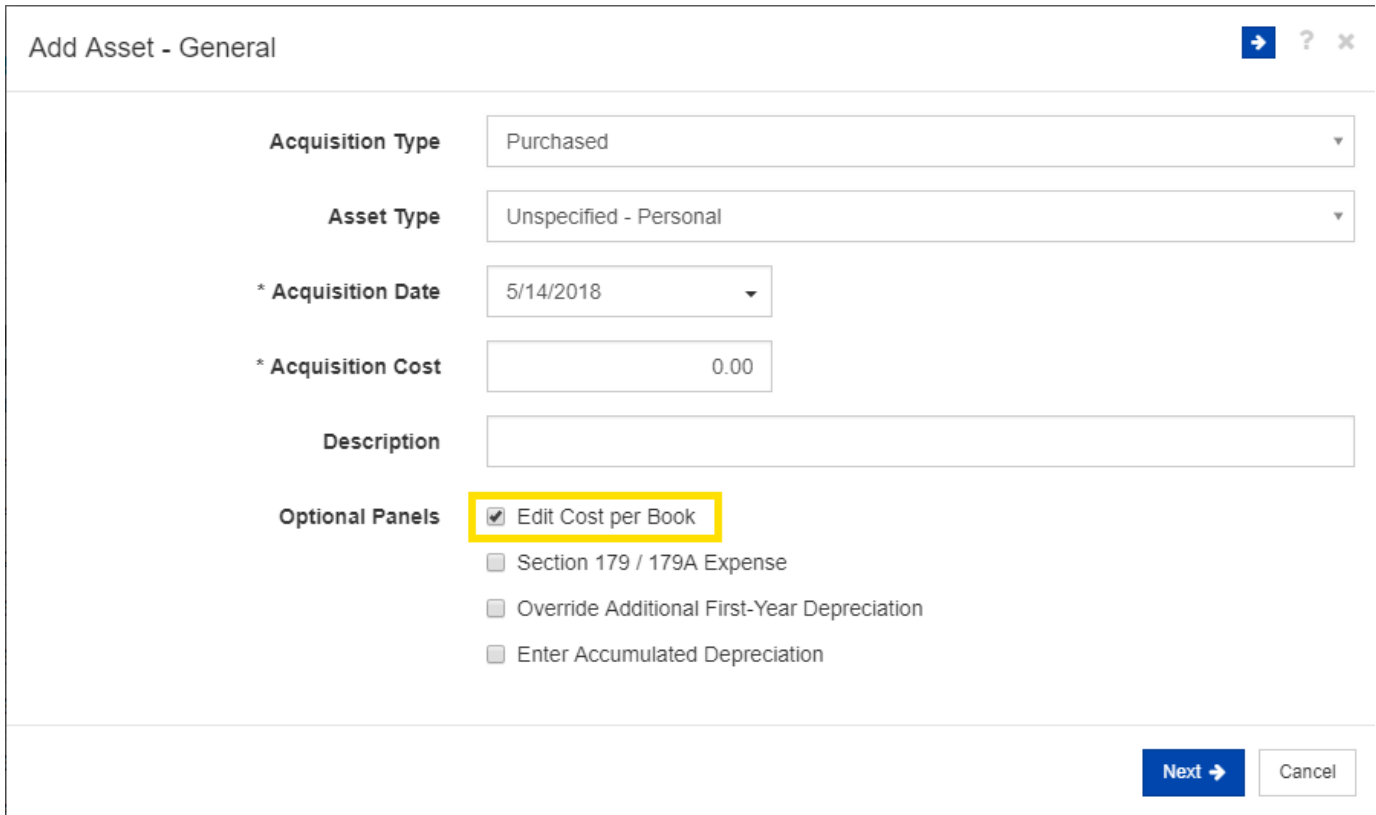
If the Asset is being added to a Closed Period and period close treatment of new assets is set to Custom, Revision Treatment will not be configurable here. Instead, the Revision Treatment will be specified on the **Closed Period Adjustment** panel.

To remove any changes you make, press **Clear Override**. All values revert to the defaults.

## Adding an asset and specifying cost per book

By default, the **Book Cost** for each book will be set to the value entered for **Acquisition Cost**. To specify **Book Cost** for the individual books with the **Add Asset Wizard**, you must select the optional panel **Edit Cost per Book**. If you are using the **Single Add Asset Window**, see [Adjusting the book cost of an asset](#).

The **Optional Panels** selections are remembered. If you require one or more of the panels often, you may wish to consider leaving those boxes checked.



The screenshot shows the 'Add Asset - General' window. The 'Acquisition Type' is set to 'Purchased', 'Asset Type' is 'Unspecified - Personal', and 'Acquisition Date' is '5/14/2018'. The 'Acquisition Cost' is '0.00'. The 'Description' field is empty. In the 'Optional Panels' section, the 'Edit Cost per Book' checkbox is checked and highlighted with a yellow box. Other unchecked options include 'Section 179 / 179A Expense', 'Override Additional First-Year Depreciation', and 'Enter Accumulated Depreciation'. At the bottom right, there are 'Next' and 'Cancel' buttons.

Use the **Edit Cost per Book** panel to enter the cost per book for the asset. The default cost for all books is the Acquisition Cost.

To remove any changes you make, click the **Clear Override** button. The Cost for each Book reverts to the Acquisition Cost.

## Adding a purchased asset to a closed period

**Closed Period Adjustments** allow you to add assets in a closed period. The **Acquisition Date** is permitted to be within the closed period; however, the system will only calculate depreciation after the **Period Close** date. The steps below describe the behavior when data entry preference is configured to the **Add Asset Wizard**.

1. From the Asset list, press **New**.
2. Provide the desired **Acquisition Date** within the closed period.
3. The **Closed Period Adjustment** panel will appear in the wizard if the **Acquisition Date** falls within a closed period and the **Closed Period Adjustment Setup** is set to **Custom**.

Add Asset - Closed Period Adjustment ← → ? x

The asset you are adding is in a Closed Period. The day after **Period Close** will be used as the default **Effective Date** for all closed books.

| Book              | Adj                                 | Period Close | Effective Date | Revision Treatment |
|-------------------|-------------------------------------|--------------|----------------|--------------------|
| GAAP              | <input checked="" type="checkbox"/> | 12/31/2017   | 1/1/2018 ▾     | Immediate ▾        |
| Federal Tax       | <input checked="" type="checkbox"/> | 12/31/2017   | 1/1/2018 ▾     | Immediate ▾        |
| Federal Tax - AMT | <input checked="" type="checkbox"/> | 12/31/2017   | 1/1/2018 ▾     | Immediate ▾        |
| Federal Tax - ACE | <input checked="" type="checkbox"/> | 12/31/2017   | 1/1/2018 ▾     | Immediate ▾        |
| Federal Tax - E&P | <input checked="" type="checkbox"/> | 12/31/2017   | 1/1/2018 ▾     | Immediate ▾        |

Clear Override

← Previous **Next →** Cancel

4. Enter an Effective Date and Revision Treatment for each book.
  - a. The **Effective Date** will be the date that the system begins calculating depreciation.
  - b. For **Revision Treatment**,
    - i. Select **Immediate** to have the revision balance taken in the month of the **Effective Date**.
    - ii. Select **Last Year** to have the revision balance prorated evenly and added to the last period (under-depreciated assets only).
    - iii. Select **Never** to have revision balances ignored by all future periods. (The application will not allow the asset to be over-depreciated.)
    - iv. Select **Prorate** to have the revisions balance absorbed into the depreciation expense over the life of the asset.

## *Adding an asset with units of production*

### Electing to depreciate with units of production

To elect to depreciate with units of production, you must select Units of Production as the **Method** in the **Asset Viewer**.

| Asset                  | Transfer              | Summary            | Balance/Accum             | Depr Expense                    | Gain/Loss                   | Journal Entry               |
|------------------------|-----------------------|--------------------|---------------------------|---------------------------------|-----------------------------|-----------------------------|
| Switch View            | Book:<br>Year Ending: | GAAP<br>12/31/2018 | Federal Tax<br>12/31/2018 | Federal Tax - AMT<br>12/31/2018 | Federal Tax -<br>12/31/2018 | Federal Tax -<br>12/31/2018 |
| Property Type          |                       | PP                 | PP                        | PP                              | PP                          | PP                          |
| Placed In Service Date |                       | 11/19/2018         | 11/19/2018                | 11/19/2018                      | 11/19/2018                  | 11/19/2018                  |
| Life                   |                       | 10 yr 0 mo         | 7 yr 0 mo                 | 7 yr 0 mo                       | 7 yr 0 mo                   | 7 yr 0 mo                   |
| Method                 |                       | SL                 | MC                        | MC                              | MC                          | MC                          |
| Rate                   |                       | 100                | 200                       | 200                             | 200                         | 200                         |
| Convention             |                       | FM                 | AHY                       | AHY                             | AHY                         | AHY                         |
| Calculation Source     |                       | Switch             | Table                     | Table                           | Table                       | Table                       |
| Original Cost          |                       | 100,000.00         | 100,000.00                | 100,000.00                      | 100,000.00                  | 100,000.00                  |

1 The **Method** can be edited from the **Depr Expense** tab.

2 You may need to **Switch View** to choose the desired book and/or date. To elect Units of Production from the beginning of the Asset's life, choose **All Books for a selected date field** and opt to view by **Acquisition Date**.

**Switch View** ×

The columns in the book view display data for:

A Single Book OK

All Books for a specified ending date Cancel

All Books for a selected date field Help

The Federal Tax book by Years

All books for Years ending 1/31/2017

All books for Years viewed by Acquisition Date

3 Double-click the value in the **Method** row for the desired book to open the **Edit Book Data** wizard where you may choose the method of **Units of Production**.

You will need to progress through the wizard to set Depreciation Rate and Convention to **N/A**, Depreciable Life to **99 yr 0 mo**, and Calculation Source to **Table**.

## Adding units of production data

To add Units of Production data, press the caret next to the Asset ID hyperlink on the **Assets list** and select **Units of Production**.

| Asset ID   | Status | Acquisition Date | Acquisition Cost | Asset Type             |
|------------|--------|------------------|------------------|------------------------|
| AI00000010 | A      | 11/19/2018       | 100,000.00       | Unspecified - Personal |
|            | A      | 7/23/2018        | 30,000.00        | Computer Software      |
|            | S      | 7/23/2018        | 80,000.00        | Computer Software      |
|            | D      | 7/23/2018        | 50,000.00        | Computer Software      |

#### Units of production page

| Adjustments | End Date   | Actual Hours/Units | Rate  | Depreciation Deduction | Remaining Hours/Units |
|-------------|------------|--------------------|-------|------------------------|-----------------------|
|             | 11/30/2018 | 60.00              | 40.00 | 2400.00                | 9940.00               |
|             | 12/31/2018 | 160.00             | 40.00 | 6400.00                | 9780.00               |
|             | 1/31/2019  | 160.00             | 40.00 | 6400.00                | 9620.00               |
|             | 2/28/2019  | 160.00             | 40.00 | 6400.00                | 9460.00               |
| -100.00     | 3/31/2019  | 160.00             | 40.00 | 6400.00                | 9200.00               |
|             | 4/30/2019  | 160.00             | 40.00 | 6400.00                | 9040.00               |
|             | 5/31/2019  | 160.00             | 40.00 |                        |                       |

Original Estimated Hours/Units: 10000.00

Total Estimated Hours/Units: 9900.00

Total Actual Hours/Units: 860.00

- 1 Choose units of production **Method** of either **Machine Hours** or **Mining**.
- 2 Provide the **Original Estimated Hours/Units**.
- 3 Double-clicking the empty row will cause the row to toggle into edit mode. The **End Date** will default to one month after the latest date in the table. The **Actual Hours/Units** and **Rate** (Machine Hours) will default to match the previous row.
- 4 You may select any unwanted rows and press **Delete** to remove them from the table.



|  |   |
|--|---|
| <b>Adjustments</b>                                 | Change in hours/units from original estimate. If no change, leave blank or zero.  |
| <b>End Date</b>                                    | The date corresponding to all the inputs on the current row.  |
| <b>Actual Hours/Units</b>                          | The amount of actual hours/units consumed during the period.  |
| <b>Rate (Machine Hours)</b>                        | The amount of depreciation per hour/unit to report for the period.  |
| <b>Rate (Mining)</b>                               | This is a calculated column. It is the result of Actual hours/units / Total Estimated Hours/Units (to date).                              |
| <b>Depreciation Deduction (Machine Hours only)</b> | This is a calculated column. It is the result of Actual hours/units * Rate.   |
| <b>Remaining Hours/Units</b>                       | This is a calculated column. It is the result of Original Estimated Hours/Units - cumulative Actual Hours/Units + cumulative Adjustments. |
| <b>Total Estimated Hours/Units</b>                 | This is a calculated field. It is the result of Original Estimated Hours/Units + cumulative Adjustments.                                  |
| <b>Total Actual Hours/Units</b>                    | This is a calculated field. It is the cumulative Actual Hours/Units.  |

## Purchasing an asset in a different currency

### <<Multicurrency users only>>

If the asset was purchased in a currency that is different from the company's functional currency, you must select the optional panel: **Select Purchase Currency** in the **Add Asset Wizard**.

The **Optional Panels** selections are remembered. If you require one or more of the panels often, you may wish to consider leaving those boxes checked.

The screenshot shows the 'Add Asset - General' window with the following fields and values:

- Acquisition Type: Purchased
- Asset Type: Unspecified - Personal
- \* Acquisition Date: 5/14/2018
- \* Acquisition Cost: 0.00
- VAT: 0.00
- Description: (empty)
- Optional Panels:
  - Select Purchase Currency
  - Edit Cost per Book
  - Section 179 / 179A Expense
  - Override Additional First-Year Depreciation
  - Enter Accumulated Depreciation

At the bottom right, there are 'Next' and 'Cancel' buttons.

1. From the **Asset List**, press New.
2. Select the **Select Purchase Currency** optional panel.
3. When you press **Next**, you will be presented with the **Select Purchase Currency** panel.
4. Select **No** for **Was this asset purchased in functional currency?**
5. Complete the two fields.
  - a. **Currency Code**. Select the currency from the drop-down list. You can also begin typing directly in the field to quickly see the desired currency. The currencies are sorted in alphabetical order based on the three-letter currency code. Next to each currency code is the currency name. For a complete list of all currencies, click here. The default is the company's functional currency.

- b. **Exchange Rate.** Enter the exchange rate to translate the asset from the **Purchase Currency** to the company's **Functional Currency**. The rate can have up to 15 digits before the decimal and up to 8 digits after the decimal. The exchange rate cannot be less than zero. The default value is 1.00000.

Add Asset - Select Purchase Currency ← → ? ×

Was the asset purchased in functional currency?

\* Currency Code

\* Exchange Rate

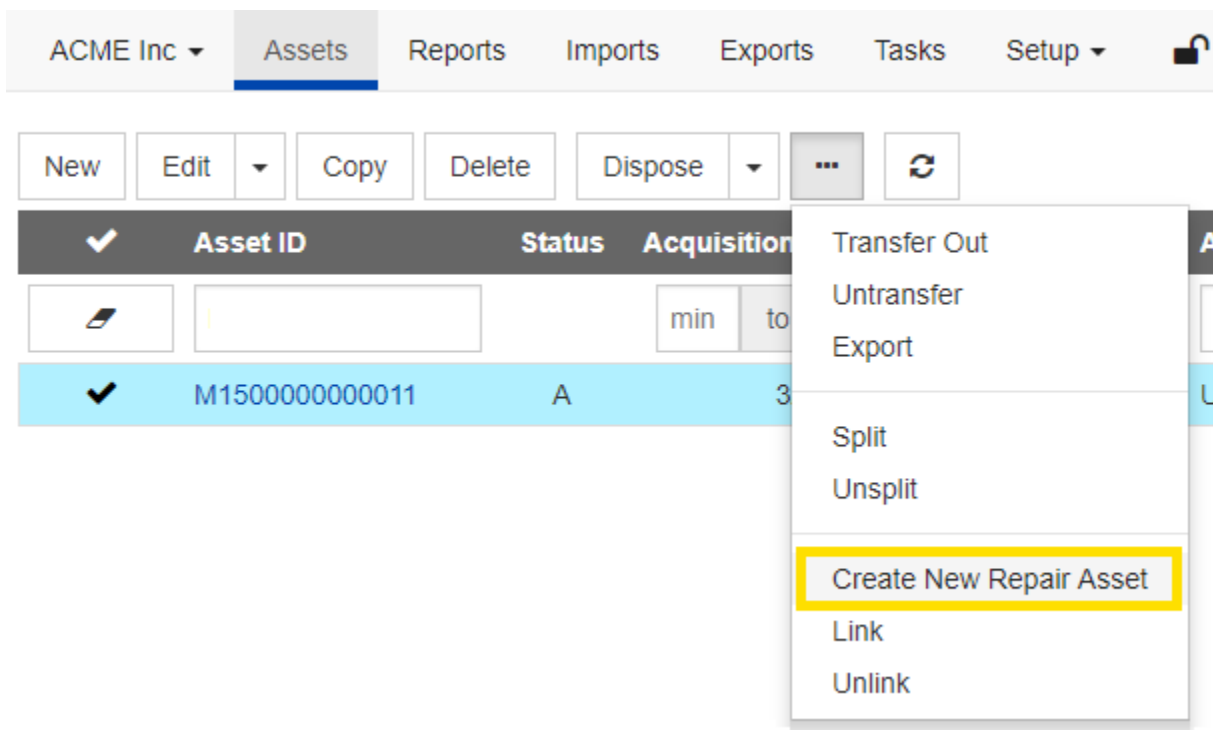
## Adding a new repair asset

When you create a **Repair** asset, it becomes a **Linked Child** asset to the currently selected **Parent** asset.

### Restrictions on Parent Assets

The following assets may not be repaired using the **Create New Repair Asset** feature.

- Inactive assets
- Split Parent assets
- Transferred Out assets
- Disposed assets
- An asset that is already a Repair Child asset

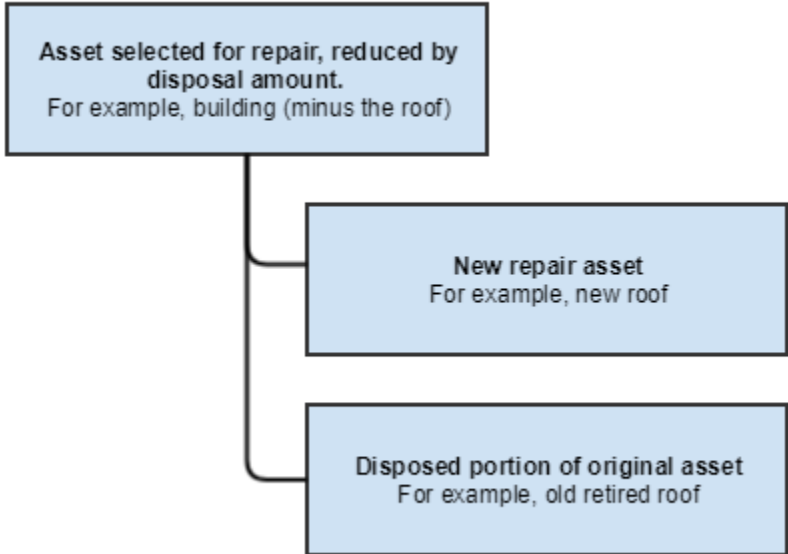


The screenshot shows the 'Assets' tab in a software application. The top navigation bar includes 'ACME Inc', 'Assets', 'Reports', 'Imports', 'Exports', 'Tasks', and 'Setup'. Below the navigation bar is a toolbar with buttons for 'New', 'Edit', 'Copy', 'Delete', 'Dispose', and a 'More' menu (three dots). A table of assets is displayed with columns for 'Asset ID', 'Status', and 'Acquisition'. One asset is selected, and a context menu is open over it, listing actions: 'Transfer Out', 'Untransfer', 'Export', 'Split', 'Unsplit', 'Create New Repair Asset' (highlighted with a yellow border), 'Link', and 'Unlink'.

To create a new repair asset:

1. From the **Asset List**, select the asset that you would like to repair and select **Create New Repair Asset** from the **More** menu.
2. The **Add Asset Wizard** will appear.
3. At the end of the wizard, you will be asked if the new repair asset being created is replacing all or part of the parent. If elected, the **Disposal Wizard** will appear allowing you to dispose the parent.

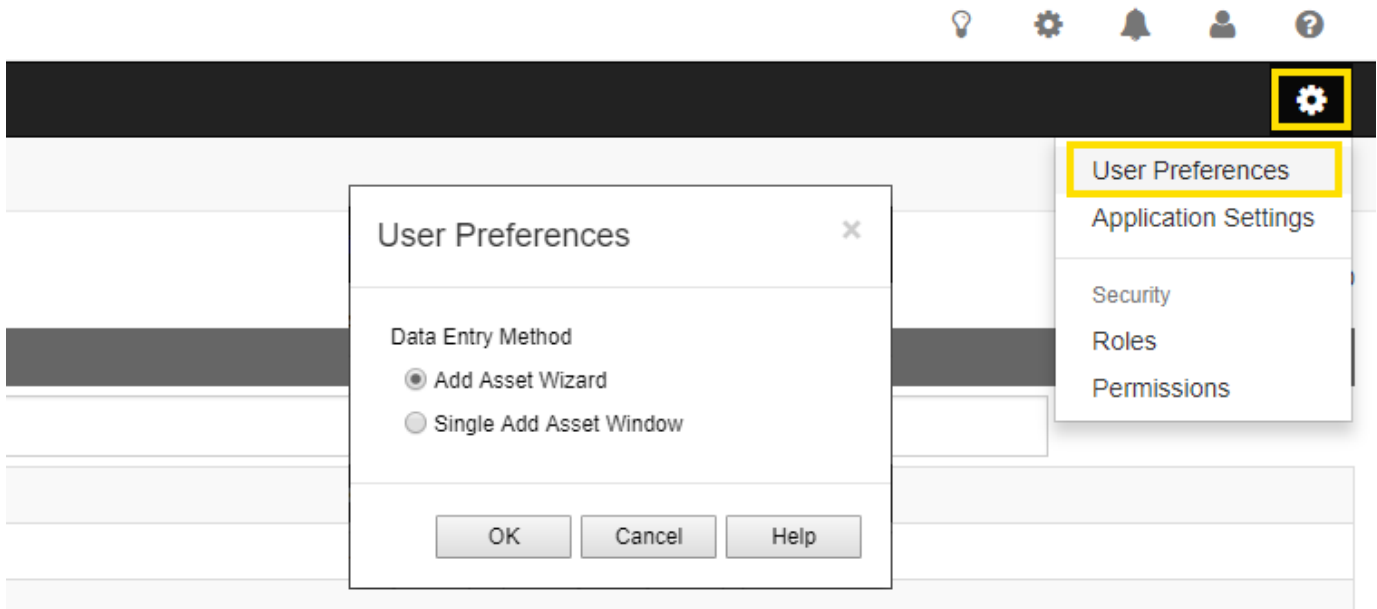
The result of the repair operation with replacement of part of the parent:



## Changing data entry preference for new assets

By default, the application uses the **Add Asset Wizard** for adding new assets. However, you have the option of using the **Single Add Asset Window** as an alternative method.

To change the default data entry method, select the **Setup** menu from the application navigation bar, then select **User Preferences** from the submenu.



# Asset disposals

ACME Inc ▾ Assets Reports Imports Exports Tasks Setup ▾ 🔒

New Edit ▾ Copy Delete **Dispose ▾** ... ↺

| <input checked="" type="checkbox"/> | Asset ID             | Status | Acquisition Date ▾ | Acquisition Cost | Asset Type             |
|-------------------------------------|----------------------|--------|--------------------|------------------|------------------------|
| <input type="checkbox"/>            | <input type="text"/> |        | min to max         | min to max       | <input type="text"/>   |
| <input checked="" type="checkbox"/> | AI00000001           | A      | 3/6/2018           | 100,000.00       | Automobile             |
| <input type="checkbox"/>            | AI00000002           | A      | 6/26/2018          | 42,000.00        | Unspecified - Personal |

## Selling or retiring an asset

|                                     |                      |               |   |   |                        |         |  |
|-------------------------------------|----------------------|---------------|---|---|------------------------|---------|--|
| ACME Inc ▾                          | <b>Assets</b>        | Reports       | Imports   | Exports   | Tasks                  | Setup ▾ |  |
| New                                 | Edit ▾               | Copy          | Delete  | <b>Dispose ▾</b>  | ...                    |         |  |
| <input checked="" type="checkbox"/> | <b>Asset ID</b>      | <b>Status</b> | <b>Acquisition Date ▾</b>   | <b>Acquisition Cost</b>   | <b>Asset Type</b>      |         |  |
|                                     | <input type="text"/> |               | <input type="text"/> min <input type="text"/> to <input type="text"/> max | <input type="text"/> min <input type="text"/> to <input type="text"/> max | <input type="text"/>   |         |  |
| <input checked="" type="checkbox"/> | AI00000001           | A             | 3/6/2018  | 100,000.00  | Automobile             |         |  |
| <input type="checkbox"/>            | AI00000002           | A             | 6/26/2018   | 42,000.00   | Unspecified - Personal |         |  |

To sell or retire an asset:

1. Select the desired assets and press **Dispose**.
2. Enter the **Disposal Date**. Select **Sale**, if selling the assets or **Retire/Abandon** to just remove them from service. Then press **Next**.
3. Enter the total **Cash Received** for the selected assets and press **Next**.
4. Enter the gross **Expenses** paid to sell the assets and press **Next**.
5. If multiple assets were selected, you will have the opportunity to decide how to allocate the **Cash Received** and **Expenses** across the selected assets. If you do not allocate manually, the **Cash Received** and **Expenses** will be allocated based on **Acquisition Cost**. If you opt to allocate manually, the initial allocation may be set based on one of the following fields:
  - a. Acquisition Cost
  - b. Replacement Value
  - c. Ending Asset Balance
  - d. Net Book Value



Dispose Assets ✕

Would you like to allocate manually?  Yes  No

Asset field:

Book field:

User defined

---

6. Press **Next** to review and/or customize the allocation percentages.

Because you may wish to allocate the **Expenses** independently of the **Cash Received**, the system does not automatically apply percentages. Press **Apply Percentages** to apply percentages to both **Cash Received** and **Expenses of Sale**. If there is any percent in **Remaining Unallocated**, it will automatically be applied to the last asset in the group. After you **Apply Percentages**, you may further adjust the allocation of either **Cash Received** or **Expenses of Sale**.

Dispose Assets ✕

Allocation

| AssetID               | Description | Allocation % | Cash Received | Expenses of Sale |
|-----------------------|-------------|--------------|---------------|------------------|
| AI00000001            |             | 50.00        | 50,000.00     | 5,000.00         |
| AI00000002            |             | 50.00        | 50,000.00     | 5,000.00         |
| Remaining Unallocated |             | 0.00         | 0.00          | 0.00             |

---

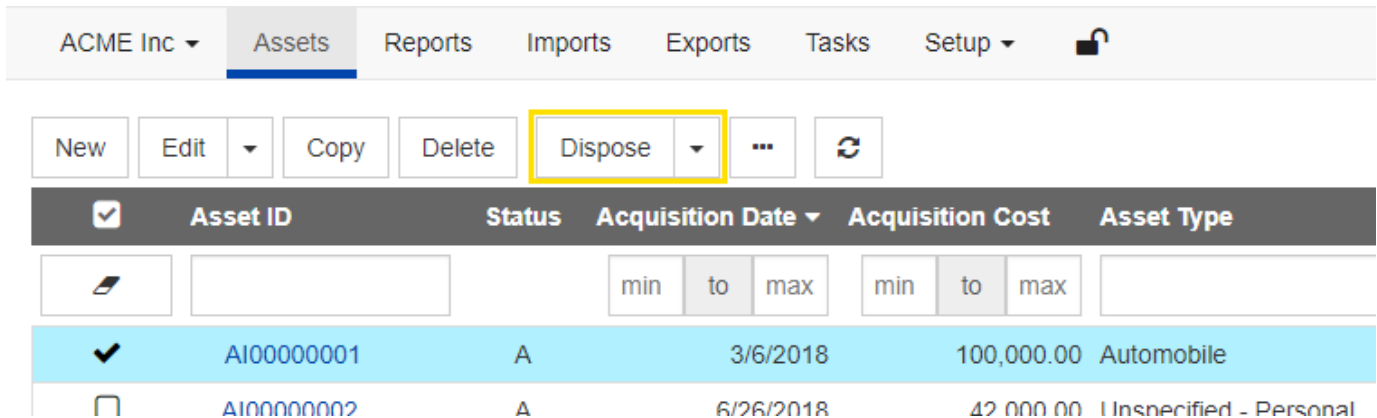
7. Press **Finish** to complete the process.

Once the operation is complete, press **Refresh Data** (  ) to see the status change from 'A' to 'D'.

You can review the calculated gain or loss resulting from the sale and allocated to each sold asset on the **Gain/Loss** tab of the Asset Viewer.

## Exchanging an asset for a like-kind asset

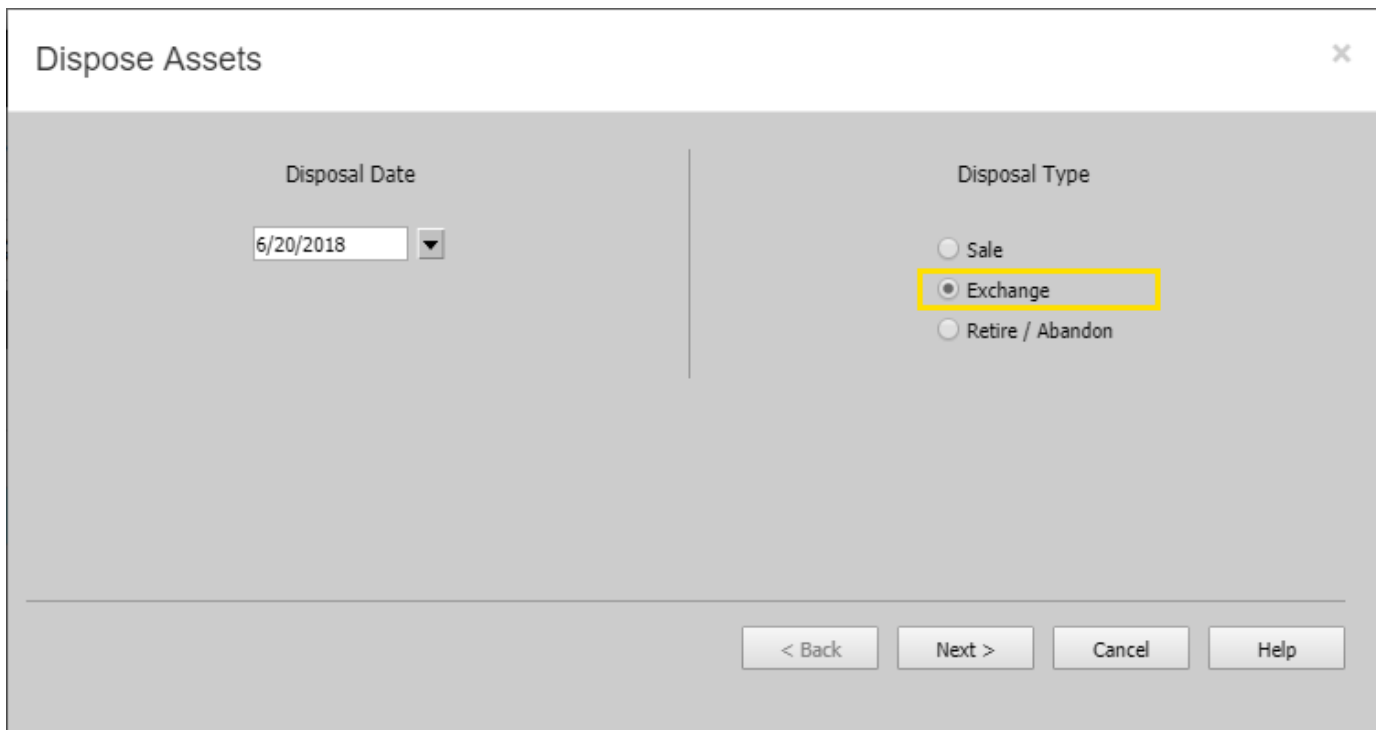
To exchange one or more assets, select the assets and press **Dispose**.



The screenshot shows the 'Assets' section of a software interface. At the top, there is a navigation bar with 'ACME Inc' and 'Assets' (highlighted) along with other menu items like 'Reports', 'Imports', 'Exports', 'Tasks', and 'Setup'. Below the navigation bar is a toolbar with buttons for 'New', 'Edit', 'Copy', 'Delete', 'Dispose' (highlighted in yellow), and a refresh icon. The main area contains a table with columns: 'Asset ID', 'Status', 'Acquisition Date', 'Acquisition Cost', and 'Asset Type'. The first row is highlighted in light blue and contains the following data: a checked checkbox, 'AI00000001', 'A', '3/6/2018', '100,000.00', and 'Automobile'. The second row contains an unchecked checkbox, 'AI00000002', 'A', '6/26/2018', '42,000.00', and 'Unspecified - Personal'.

| <input checked="" type="checkbox"/> | Asset ID   | Status | Acquisition Date | Acquisition Cost | Asset Type             |
|-------------------------------------|------------|--------|------------------|------------------|------------------------|
| <input checked="" type="checkbox"/> | AI00000001 | A      | 3/6/2018         | 100,000.00       | Automobile             |
| <input type="checkbox"/>            | AI00000002 | A      | 6/26/2018        | 42,000.00        | Unspecified - Personal |

Provide the date that the exchange occurred and select **Disposal Type** of 'Exchange'.



The screenshot shows a dialog box titled 'Dispose Assets'. It has a close button (X) in the top right corner. The dialog is divided into two main sections. The left section is labeled 'Disposal Date' and contains a date input field with '6/20/2018' and a dropdown arrow. The right section is labeled 'Disposal Type' and contains three radio button options: 'Sale', 'Exchange' (highlighted in yellow), and 'Retire / Abandon'. At the bottom of the dialog, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

Provide a **Description** for the like-kind asset being received.

Dispose Assets ×

Description

Van received in exchange for truck

---

Next, you will be asked to provide the value of the property received. If you received cash or non-like-kind property in the exchange, provide that as well.

Dispose Assets ×

Exchange - Received

Cash Received:

Like-kind Property Received:

Non Like-kind Property Received:

Please enter positive values. When the book cost is negative, the entered values will be treated as negative.

The application automatically calculates the book value of the assets being exchanged out, but if there are other expenditures, you may enter them on the **Exchange - Expenses** panel.

## Dispose Assets ×

Exchange - Expenses

Cash Paid:

Non-Cash Payments:

Expenses of Disposal:

Please enter positive values. When the book cost is negative, the entered values will be treated as negative.

---

If multiple assets were selected, you will have the opportunity to decide how to allocate the disposal values across the selected assets. If you do not allocate manually, the disposal values will be allocated based on **Acquisition Cost**. If you opt to allocate manually, the initial allocation may be set based on one of the following fields:

- Acquisition Cost
- Replacement Value
- Ending Asset Balance
- Net Book Value

## Dispose Assets ✕

Would you like to allocate manually?  Yes  No

Asset field:  ▼

Book field:  ▼  ▼

User defined

---

Upon pressing **Next**, you may review and/or customize the allocation of the disposal values.

Because you may wish to allocate the **Expenses** independently of the property **Received**, the system does not automatically apply percentages. Press **Apply Percentages** to apply percentages to all disposal values . If there is any percent in **Remaining Unallocated**, it will automatically be applied to the last asset in the group. After you **Apply Percentages**, you may further adjust the individual disposal values.

## Dispose Assets ✕

Allocation

| AssetID               | Description          | Allocation % | Cash Received | Like-kind Property Rec'd | Non Like-kind Property R |
|-----------------------|----------------------|--------------|---------------|--------------------------|--------------------------|
| AI000071              |                      | 58.25        | 1,165.00      | 26,795.00                | 2,9:                     |
| AI000112              | Van received in exch | 41.75        | 835.00        | 19,205.00                | 2,08                     |
| Remaining Unallocated |                      | 0.00         | 0.00          | 0.00                     |                          |

Apply Percentages
Restore Defaults

< Back
Next >
Cancel
Help

When you are happy with your entries, proceed to the **Ready to Dispose** panel and press **Finish**.

Once the operation is complete, press **Refresh Data ( )** to see the status change from 'A' to 'X'. Additionally, the exchanged in assets will be added to the Asset list.

- To find the new asset, type part of the **Description** entered in the disposal wizard into the **Asset** list filter row.
- To review the calculated gain or loss resulting from the exchange, view the **Gain/Loss** tab of the **Asset Viewer** for the exchanged out asset.



## Partial disposal of an asset

The option for partial or whole book disposal is only available in the disposal wizard when disposing a single asset.

To partially dispose an asset:

1. On the Asset List, select the asset you want to sell or retire.
2. On the Action Button Bar, press **Dispose**.
3. The Dispose Asset wizard opens to the Disposal Date and Type panel.
4. Enter the Disposal Date. Select Disposal Type of either **Sale** or **Retire** and press **Next**.
5. When asked "Is this either a partial disposal or whole book disposal?", choose **Yes** and press **Next**.
6. For each book, enter either a disposal amount or percentage to dispose. If you would like to dispose each book by the same amount or percent, use the **Copy** tool below the partial disposal table.

For example, to dispose the entire asset by 20%, enter 20.00 in the **Percentage** field for the **GAAP** book and in the **Copy** tool, select "Copy **Percentage** from **GAAP** to **All other books**" and press **Copy**.

### Dispose Assets

Is this either a partial disposal or whole book disposal?  Yes  No

| Book                | GAAP          | Federal Tax   | Federal Tax - AMT | Federal Tax - ACE | Federal Tax - FICA |
|---------------------|---------------|---------------|-------------------|-------------------|--------------------|
| Current Book Cost   | \$ 123,123.00 | \$ 123,123.00 | \$ 123,123.00     | \$ 123,123.00     | \$ 123,123.00      |
| Disposal Amount     | \$ 24,624.60  | \$ 0.00       | \$ 0.00           | \$ 0.00           | \$ 0.00            |
| Percentage          | 20.00         | 0.00          | 0.00              | 0.00              | 0.00               |
| Remaining Book Cost | \$ 98,498.40  | \$ 123,123.00 | \$ 123,123.00     | \$ 123,123.00     | \$ 123,123.00      |
| Cash Received       | \$ 0.00       | \$ 0.00       | \$ 0.00           | \$ 0.00           | \$ 0.00            |
| Expenses of Sale    | \$ 0.00       | \$ 0.00       | \$ 0.00           | \$ 0.00           | \$ 0.00            |

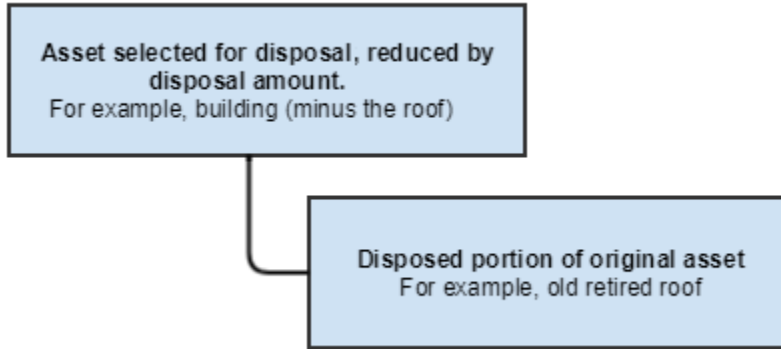
Copy  \* from  to

\* Cash Received and Expenses of Sale are always copied; use the above controls to easily set up your default values.

< Back    Next >    Cancel

7. To complete the disposal, press **Next** then **Finish**.
8. The disposal operation will be performed as a background task. When you see the green alert indicating the task's completion, refresh the Asset list.

Result of the partial disposal:



- The original asset will be modified. For each book, the **Book Cost** will be reduced by the disposal amount as of the disposal date entered.
- A new asset will be created. The acquisition date, asset type, and asset fields will match the original asset. For each book, the **Book Cost** will be set to the disposal amount entered in the disposal wizard. This asset will show a status of **Disposed**.
- The two assets will be linked together. The original asset will act as the parent asset.

You can review the calculated gain or loss resulting from the sale or retire on the Gain/Loss tab of the Asset Viewer for the disposed child.

## Disposing a whole book

The option for partial or whole book disposal is only available in the disposal wizard when disposing a single asset.

To dispose one or more books for an asset:

1. On the Asset List, select the asset you want to sell or retire.
2. On the Action Button Bar, press **Dispose**.
3. The Dispose Asset wizard opens to the Disposal Date and Type panel.
4. Enter the Disposal Date. Select Disposal Type of either **Sale** or **Retire** and press **Next**.
5. When asked "Is this either a partial disposal or whole book disposal?", choose **Yes** and press **Next**.
6. For each book you would like to dispose, enter the desired **Cash Received** and **Expenses of Sale**, and enter a **Percentage** of 100.00.

| Book                | GAAP         | Federal Tax  | Federal Tax - AMT | Federal Tax - ACE | Federal Tax - E&P |
|---------------------|--------------|--------------|-------------------|-------------------|-------------------|
| Current Book Cost   | \$ 25,000.00 | \$ 25,000.00 | \$ 25,000.00      | \$ 25,000.00      | \$ 25,000.00      |
| Disposal Amount     | \$ 25,000.00 | \$ 0.00      | \$ 0.00           | \$ 0.00           | \$ 0.00           |
| Percentage          | 100.00       | 0.00         | 0.00              | 0.00              | 0.00              |
| Remaining Book Cost | \$ 0.00      | \$ 25,000.00 | \$ 25,000.00      | \$ 25,000.00      | \$ 25,000.00      |
| Cash Received       | \$ 0.00      | \$ 0.00      | \$ 0.00           | \$ 0.00           | \$ 0.00           |
| Expenses of Sale    | \$ 0.00      | \$ 0.00      | \$ 0.00           | \$ 0.00           | \$ 0.00           |

Copy  \* from  to  Copy

\* Cash Received and Expenses of Sale are always copied; use the above controls to easily set up your default values.

< Back    Next >    Cancel    Help

7. To complete the disposal, press **Next** then **Finish**.
8. The disposal operation will be performed as a background task. When you see the green alert indicating the task's completion, refresh the Asset list.

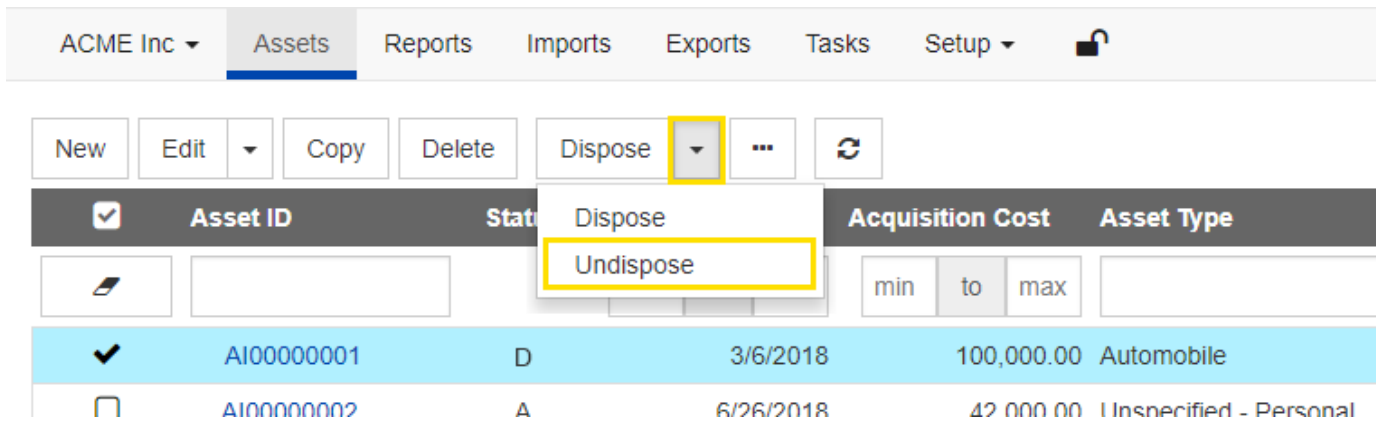
Result of the partial disposal:

- The original asset will be modified. For each book that was disposed, the **Book Cost** will be reduced to 0.00. **Book Cost** for other books will be unchanged.
- A new asset will be created. The acquisition date, asset type, and asset fields will match the original asset. For each book that was disposed, the **Book Cost** will be set to the **Book Cost** of the original asset. This asset will show a status of **Disposed**.
- The two assets will be linked together. The original asset will act as the parent asset.

You can review the calculated gain or loss resulting from the sale or retire on the Gain/Loss tab of the Asset Viewer for the disposed child.

## Undisposing an asset

The **Undispose** feature allows you to undo a **Disposal** and reinstate the asset(s). To undispose one or more assets, select the desired assets and select **Undispose** from the **Dispose** menu by pressing the caret next to the **Dispose** button.



The screenshot shows the 'Assets' page for 'ACME Inc'. The 'Assets' tab is selected. The top navigation bar includes 'Reports', 'Imports', 'Exports', 'Tasks', and 'Setup'. Below the navigation bar is a toolbar with buttons for 'New', 'Edit', 'Copy', 'Delete', 'Dispose', and a refresh icon. The 'Dispose' button has a dropdown arrow, and its menu is open, showing 'Dispose' and 'Undispose' options. The 'Undispose' option is highlighted with a yellow box. Below the toolbar is a table with columns: 'Asset ID', 'Status', 'Acquisition Cost', and 'Asset Type'. The table contains two rows of asset data.

| Asset ID   | Status | Acquisition Cost | Asset Type             |
|------------|--------|------------------|------------------------|
| AI00000001 | D      | 100,000.00       | Automobile             |
| AI00000002 | A      | 42,000.00        | Unspecified - Personal |

Once the operation is complete, press **Refresh Data** (🔄) to see the status change from 'D' or 'X' to 'A'.

For assets that were exchanged out, the undispose action does not delete the exchanged-in asset. To completely undo a like-kind exchange, you must delete the exchanged-in asset.

# Asset transfers

ACME Inc ▾ Assets Reports Imports Exports Tasks Setup ▾ 🔒

New Edit ▾ Copy Delete Dispose ▾ ⋮ ↺

| <input checked="" type="checkbox"/> | Asset ID             | Status | Acquisition | Asset Type             |
|-------------------------------------|----------------------|--------|-------------|------------------------|
| <input type="checkbox"/>            | <input type="text"/> |        | min to      | <input type="text"/>   |
| <input checked="" type="checkbox"/> | AI00000001           | A      |             | Automobile             |
| <input type="checkbox"/>            | AI00000002           | A      | 6           | Unspecified - Personal |
| <input type="checkbox"/>            | AI00000003           | D      | 8           | Unspecified - Personal |
| <input type="checkbox"/>            | AI00000004           | A      |             | Unspecified - Personal |

Total Assets: 4 Selected: 1

- Transfer Out
- Untransfer
- Export
- Split
- Unsplit
- Create New Repair Asset
- Link
- Unlink

## Transferring an asset to another company

Because **Bloomberg Tax Fixed Assets** calculates depreciation on an open timeline, the Transfer Out operation of transferring an asset from one company to another will result in two assets:

- The asset in the source company will depreciate from the **Placed-In-Service Date** up to the date of transfer. After the transfer, this asset will receive the status of 'TO'.
- The asset in the target company will have depreciation from the transfer date through the end of the asset's life.

If you want to make an exact copy of an asset, use the **Export** feature instead of **Transfer Out**.

### Step 1 - Transfer Out

The **Transfer Out** operation will update the asset in the source company to have status of 'TO' and will create a transfer file that may be imported into the target company.

The screenshot shows the Bloomberg Tax Fixed Assets interface. At the top, there is a navigation bar with 'ACME Inc' and 'Assets' selected. Below the navigation bar, there are several action buttons: 'New', 'Edit', 'Copy', 'Delete', 'Dispose', and a menu icon. A table of assets is displayed with columns for 'Asset ID', 'Status', 'Acquisition', and 'Asset Type'. The first asset, with ID 'AI00000001' and status 'A', is selected. A context menu is open over this asset, with 'Transfer Out' highlighted. Other options in the menu include 'Untransfer', 'Export', 'Split', 'Unsplit', 'Create New Repair Asset', 'Link', and 'Unlink'. Below the table, it says 'Total Assets: 4 Selected: 1'.

| Asset ID   | Status | Acquisition | Asset Type             |
|------------|--------|-------------|------------------------|
| AI00000001 | A      |             | Automobile             |
| AI00000002 | A      | 6           | Unspecified - Personal |
| AI00000003 | D      | 8           | Unspecified - Personal |
| AI00000004 | A      |             | Unspecified - Personal |

### Transfer Out Assets Wizard

Select the **Transfer Out Date** for the assets.

Transfer Out Assets

When was the asset transferred out?

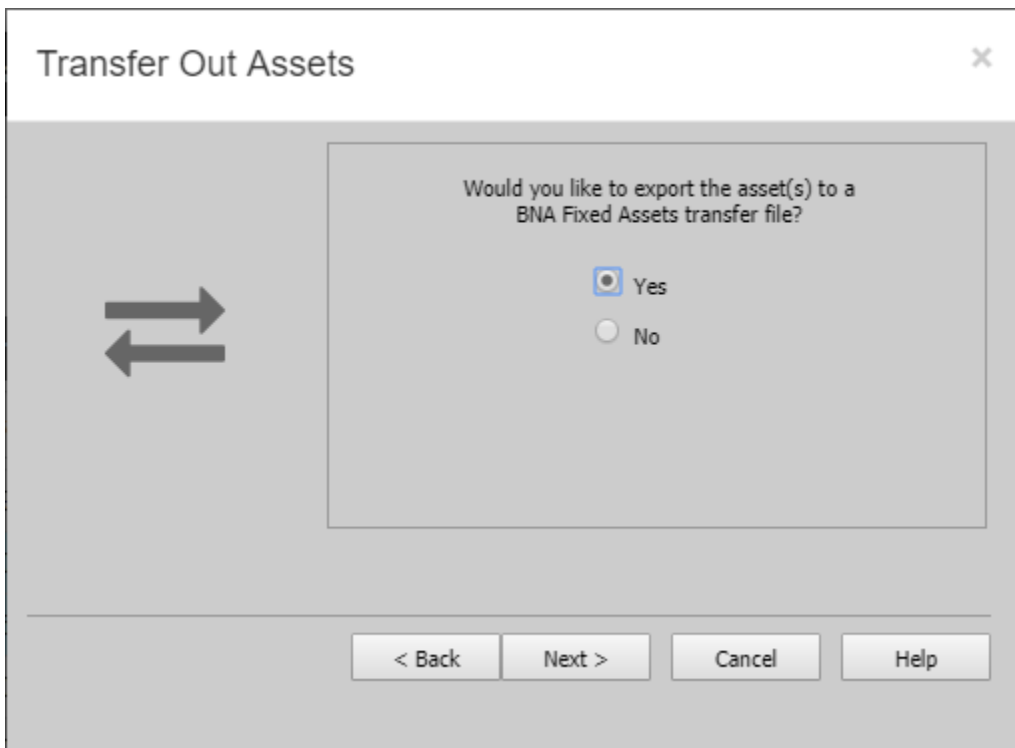
6/4/2018

< Back   Next >   Cancel   Help

When asked to export to a **BNA Fixed Assets transfer file**,

- Select 'Yes' if transferring the asset to another company in the system, or,
- Select 'No' if transferring the asset to a company that is not in the system. If you select 'No', this will be the final step of the wizard.






If you opted to create a BNA Fixed Assets transfer file, you will need to provide the information for the **Target Company**. Use the caret next to the company name to select a company for the transfer.

Transfer Out Assets ×

Enter information about the company the assets are being transferred to.

Name:  ▼

Description:



Next, you will be asked to enter information about the dataset. The **Dataset Name** will be the item added to the **Imports List** of the **Target Company**.

Transfer Out Assets

Enter information about the output dataset.

Dataset Name: Automobiles from ACME Inc



Dataset Description:


< Back Next > Cancel Help

Upon completion of the wizard, the selected assets will change to a status of 'TO' and a Dataset will be created in the **Target Company**. To complete the **Transfer In** part of the operation, you will need to import the **Dataset** in the **Target Company**.

### Step 2 - Import Transfer File in Target Company


After the **Transfer Out** operation is complete, open **Imports List** in the **Target Company**.

News Daily ▾ Assets Reports Imports Exports Tasks Setup ▾  




Upload Import  Delete View Header

Import Type

General

**Transfer** 

| Filename                  | Description | Creation Date | Status  |
|---------------------------|-------------|---------------|---------|
| Automobiles from ACME Inc |             | 06/01/2018    | Pending |

-  The transfer file will appear in the **Transfer** area of target company's **Imports List**.
-  The company must be locked in order to perform the import.
-  Select the transfer file and press **Import** to start the import process.


### Import Assets wizard

Decide how to assign **Asset IDs** for the assets being added to the **Target Company**.

- Select 'Auto-assign Asset ID' to generate new Asset IDs for the transferred-in assets.
- Select 'Use Asset ID from Import file' to keep the same Asset ID in both the source and target company.

If you opt to 'Use Asset ID from Import file', the import will fail if the Asset IDs are already in use in the **Target Company**.

### Import Assets – Assign Asset ID ×



**Import Dataset Name:** Automobiles transferred from ACME Inc

**Asset Count:** 2

Choose to Auto-assign the Asset ID, or use the Asset ID's from the import file:

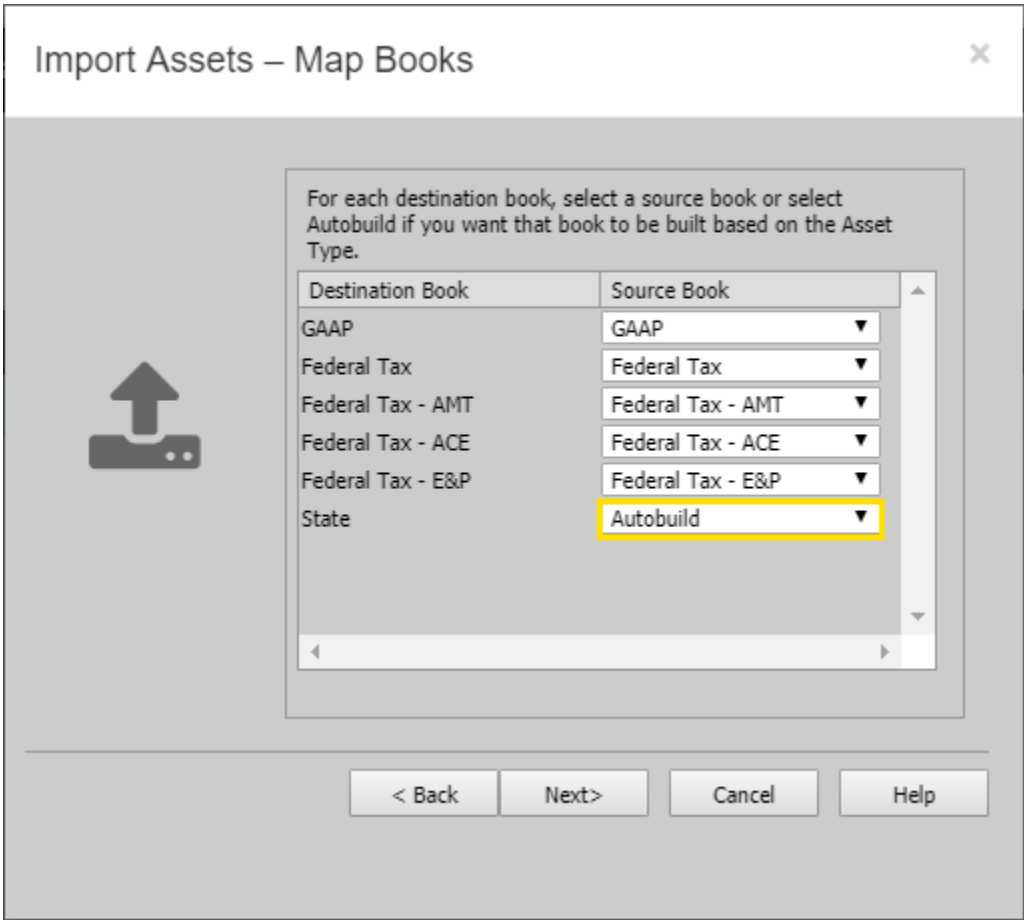
Auto-assign Asset ID

Use Asset ID from Import file

< Back Next > Cancel Help

Map **Books**, **Fields**, and **Asset Types**. The application will auto-map as many items as possible based on matching names. For all other items, you will need to specify the mapping.

When mapping **Books**, if the **Target Company** contains a book that does not exist in the **Source company**, selecting 'Autobuild' will cause depreciation to be calculated for the book based on the Depreciation Rules configured in the **Target Company**.



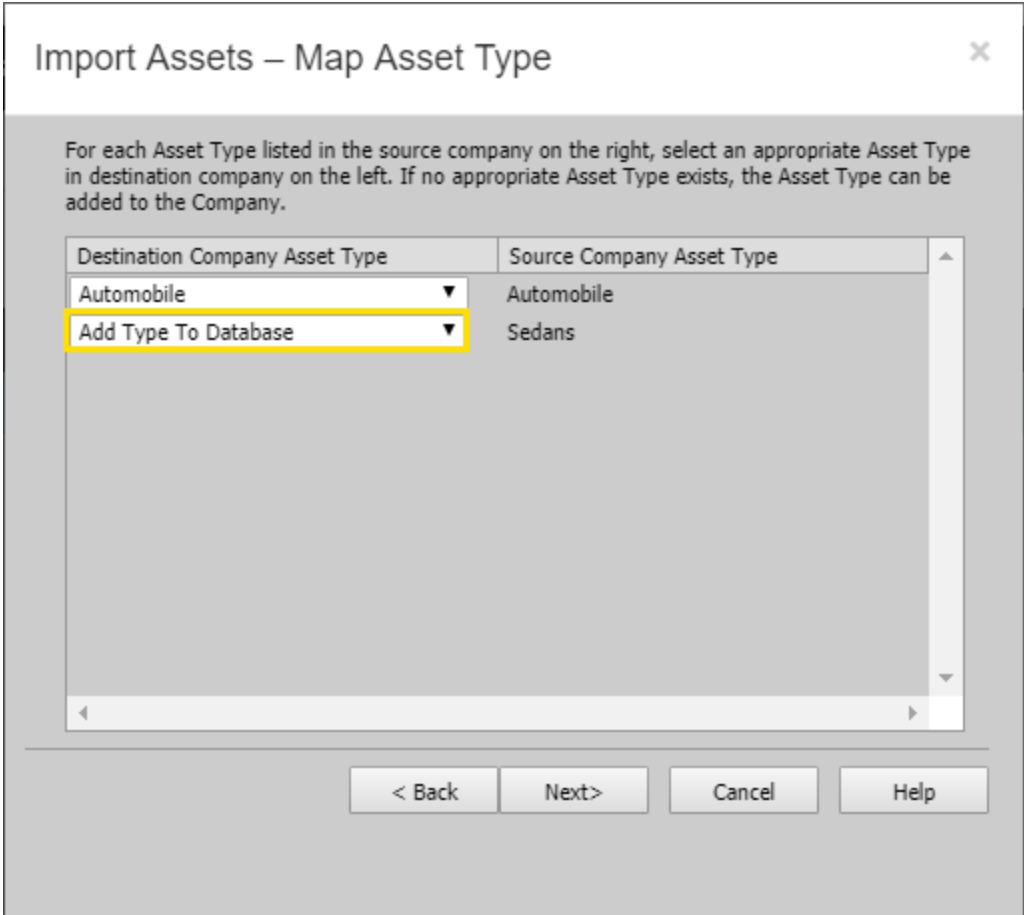
When mapping **Fields**, if the **Target Company** contains a field that does not exist in the **Source company**, selecting 'Populate From Defaults' will cause the default configured in **Setup Fields** to flow to the transferred-in assets. If no default is configured, the value for the assets will be blank.

### Import Assets – Map Asset Fields ✕

For each field of the destination company on the left, select a field to map to it from the source company on the right.

| Destination Company Field | Source Company Field     |
|---------------------------|--------------------------|
| Accum Depr GL Acct #      | Accum Depr GL Acct # ▼   |
| Asset GL Acct #           | Asset GL Acct # ▼        |
| Class                     | Class ▼                  |
| Cost Center               | Cost Center ▼            |
| Custodian                 | Custodian ▼              |
| Department                | Department ▼             |
| Depr Exp GL Acct #        | Depr Exp GL Acct # ▼     |
| Description 2             | Description 2 ▼          |
| Description 3             | Description 3 ▼          |
| Insurance Policy Number   | Populate From Defaults ▼ |
| Location                  | Location ▼               |

When mapping **Asset Types**, if the assets being transferred from the **Source Company** use an Asset Type that does not exist in the **Target company**, selecting 'Add Type To Database' will cause a new **Asset Type** to be created in the **Target Company**. If desired, you may instead map to an existing Asset Type in the **Target Company**.



Upon completion of the wizard, the application will import the assets contained in the **Dataset**.



## Transferring an asset internally

To perform an internal transfer for a single asset, navigate to the **Transfer** tab of the **Asset Viewer**.

The screenshot shows the 'Transfer' tab of the Asset Viewer. The table displays asset fields and their values for different months. A yellow circle '1' highlights the 'Switch View' button. A yellow circle '2' highlights the 'Seattle' cell in the 'Location' row for the month of 05/31/2018. A yellow circle '3' highlights the 'Seattle' dropdown menu in the 'Edit Transfer Data' dialog box.

| Switch View          | ← | → | Month Ending: | 03/31/2018 | 04/30/2018 | 05/31/2018 | 06/30/2018 | 07/31/2018 |    |
|----------------------|---|---|---------------|------------|------------|------------|------------|------------|----|
| <b>Asset Fields</b>  |   |   |               |            |            |            |            |            |    |
| Accum Depr GL Acct # |   |   |               | 1634       | 1634       | 1634       | 1634       | 1634       | 16 |
| Asset GL Acct #      |   |   |               | 5647       | 5647       | 5647       | 5647       | 5647       | 56 |
| Cost Center          |   |   |               | 18563      | 18563      | 18563      | 18563      | 18563      | 18 |
| Custodian            |   |   |               |            |            |            |            |            |    |
| Department           |   |   |               |            |            |            |            |            |    |
| Depr Exp GL Acct #   |   |   |               | 3256       | 3256       | 3256       | 3256       | 3256       | 32 |
| Location             |   |   |               | Denver     | Denver     | Seattle    | Seattle    | Seattle    | Se |

**Edit Transfer Data**

Location:

Seattle

OK

Cancel

- 1 Use **Switch View** to set the view to either Months, Quarters, or Years.
- 2 Double-click the cell corresponding to the desired period and **Asset Field**. Values that changed from the previous period will be displayed in bold.
- 3 If the **Asset Field** has a picklist, a caret will appear next to the input.

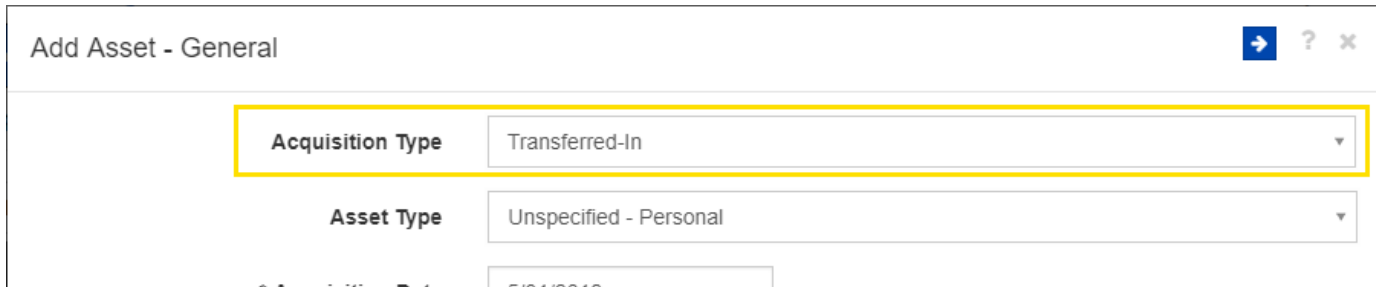
Values may also be changed on the **Asset** tab. When an internal transfer field is edited from the **Asset** tab, you will be prompted for an **Effective Date**.

To perform an internal transfer for many assets at once, use the **Edit User Fields** feature.

## Adding a transferred-in asset

### Add Asset Wizard

On the General panel of the Add Asset Wizard, select **Acquisition Type** of 'Transferred-in'.

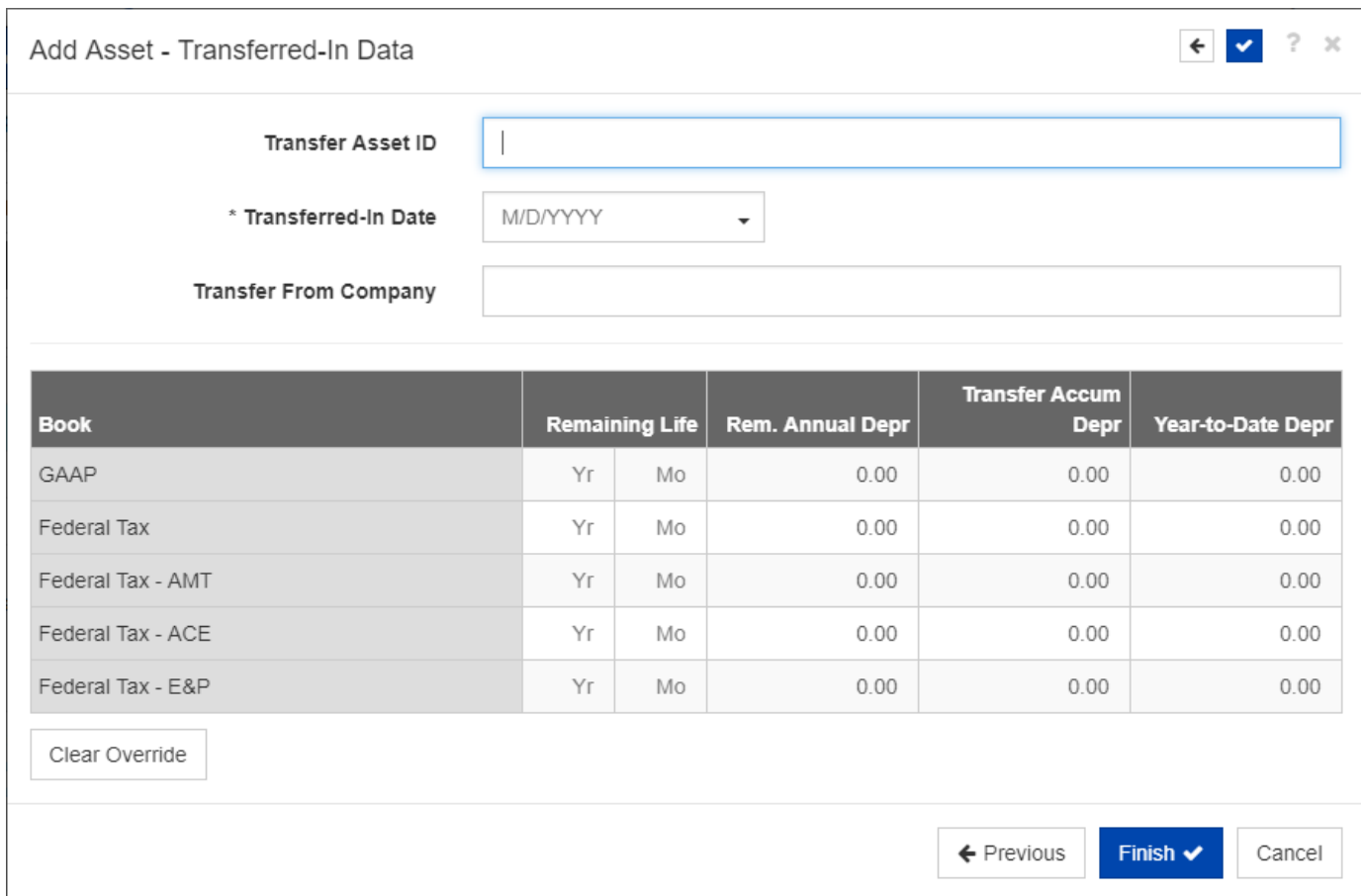


Add Asset - General

Acquisition Type: Transferred-In

Asset Type: Unspecified - Personal

At the end of the wizard, the **Transfer-In Data** panel will appear.



Add Asset - Transferred-In Data

Transfer Asset ID: |

\* Transferred-In Date: M/D/YYYY

Transfer From Company:

| Book              | Remaining Life |    | Rem. Annual Depr | Transfer Accum Depr | Year-to-Date Depr |
|-------------------|----------------|----|------------------|---------------------|-------------------|
| GAAP              | Yr             | Mo | 0.00             | 0.00                | 0.00              |
| Federal Tax       | Yr             | Mo | 0.00             | 0.00                | 0.00              |
| Federal Tax - AMT | Yr             | Mo | 0.00             | 0.00                | 0.00              |
| Federal Tax - ACE | Yr             | Mo | 0.00             | 0.00                | 0.00              |
| Federal Tax - E&P | Yr             | Mo | 0.00             | 0.00                | 0.00              |

Clear Override

Previous Finish Cancel

### Single Add Asset Window

In the **Single Add Asset Window**, use the **Transfer-In Data** button to designate the asset as transferred in and to enter the **Transfer-In Data**.

|             |                      |                         |                      |
|-------------|----------------------|-------------------------|----------------------|
| Class       | <input type="text"/> | Depr Exp GL Acct        | <input type="text"/> |
| Cost Center | <input type="text"/> | <b>GL Code Segments</b> |                      |
| Custodian   | <input type="text"/> | Entity ID               | <input type="text"/> |
| Department  | <input type="text"/> | Location ID             | <input type="text"/> |

|      |             |        |                  |                   |      |
|------|-------------|--------|------------------|-------------------|------|
| Save | Add Another | Cancel | Transfer-In Data | Transfer-Out Data | Help |
|------|-------------|--------|------------------|-------------------|------|

|  |   |
|--|---|
| <b>Transfer Asset ID</b>                 | Enter the Asset ID used in the company from which this asset is being transferred.  |
| <b>Transferred In Date</b>               | Enter the calendar date on which the transfer was entered into as agreed upon by both parties. It can be any day of the month.  |
| <b>Transfer From Company</b>             | Enter the name of the company from which this asset is being transferred.   |
| <b>Book</b>                              | Each row identifies the book, such as GAAP or Federal Tax, for which you can enter amounts.   |
| <b>Remaining Life</b>                    | Enter the total number of years and months, from the company calendar, from the Transfer-In Effective Date to the end of the asset Life.  |
| <b>Remaining Annual Depreciation</b>     | Enter the depreciation computed for the fiscal year containing the Transfer Date in the transferor company less the amount already taken for the asset as of the last day of the month preceding the month the asset was transferred. |
| <b>Transfer Accumulated Depreciation</b> | Enter the Total Accumulated Depreciation for the asset as of the last day of the month preceding the month the asset was transferred.   |
| <b>Year-to-Date Depreciation</b>         | Enter the depreciation taken by the transferor company from the beginning of the fiscal year during which the asset was transferred through the last day of the month preceding the month the asset was transferred.                  |

## Sending transferred-out asset to another company as transfer in

To send transferred out assets to another company as a transfer in, use the **Export** feature.

### Step 1 - Export

Select the desired transferred out assets and select **Export** from the **More** menu. The **Export** operation will create a transfer file that may be imported into the target company.

The screenshot shows the 'Assets' section of a software interface for 'ACME Inc'. The top navigation bar includes 'Reports', 'Imports', 'Exports', 'Tasks', and 'Setup'. Below this is a toolbar with buttons for 'New', 'Edit', 'Copy', 'Delete', 'Dispose', and a 'More' menu (three dots). A table of assets is displayed with columns for 'Asset ID', 'Status', 'Acquisition', and 'Asset Type'. The first row is selected, and a context menu is open over it, with 'Export' highlighted in yellow. Below the table, it says 'Total Assets: 4 Selected: 1'.

| <input checked="" type="checkbox"/> | Asset ID   | Status | Acquisition | Asset Type             |
|-------------------------------------|------------|--------|-------------|------------------------|
| <input checked="" type="checkbox"/> | AI00000001 | TO     |             | Automobile             |
| <input type="checkbox"/>            | AI00000002 | A      | 6           | Unspecified - Personal |
| <input type="checkbox"/>            | AI00000003 | D      | 8           | Unspecified - Personal |
| <input type="checkbox"/>            | AI00000004 | A      |             | Unspecified - Personal |

Total Assets: 4 Selected: 1

### Export Assets Wizard

To send the selected assets to the target company as a transfer in, select 'Export transfer out as transfer in'.

The dialog box is titled "Export Assets" and features a close button (X) in the top right corner. On the left side, there is a large grey arrow icon pointing to the right. The main content area contains the question "What type of export would you like to perform?" followed by three radio button options: "Export for copy transfer", "Export sold as acquisition", and "Export transfer out as transfer in". The third option is selected and highlighted with a yellow rectangular border. At the bottom of the dialog, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

Provide the information for the **Target Company**. Use the caret next to the company name to select a company for the copy.

The dialog box is titled "Export Assets" and features a close button (X) in the top right corner. On the left side, there is a large grey arrow icon pointing to the right. The main content area contains the instruction "Enter information about the company the assets are being transferred to." Below this, there are two fields: "Name:" with a text input containing "News Daily" and a dropdown arrow icon highlighted with a yellow border, and "Description:" with an empty text input box. At the bottom of the dialog, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

Next, you will be asked to enter information about the dataset. The **Dataset Name** will be the item added to the **Imports List** of the **Target Company**.

Upon completion of the wizard, a Dataset will be created in the **Target Company**. To complete the operation, you will need to import the **Dataset** in the **Target Company**.

## Step 2 - Import Transfer File in Target Company

After the **Export** operation is complete, open **Imports List** in the **Target Company**.

| Filename                  | Description | Creation Date | Status  |
|---------------------------|-------------|---------------|---------|
| Automobiles from ACME Inc |             | 06/01/2018    | Pending |

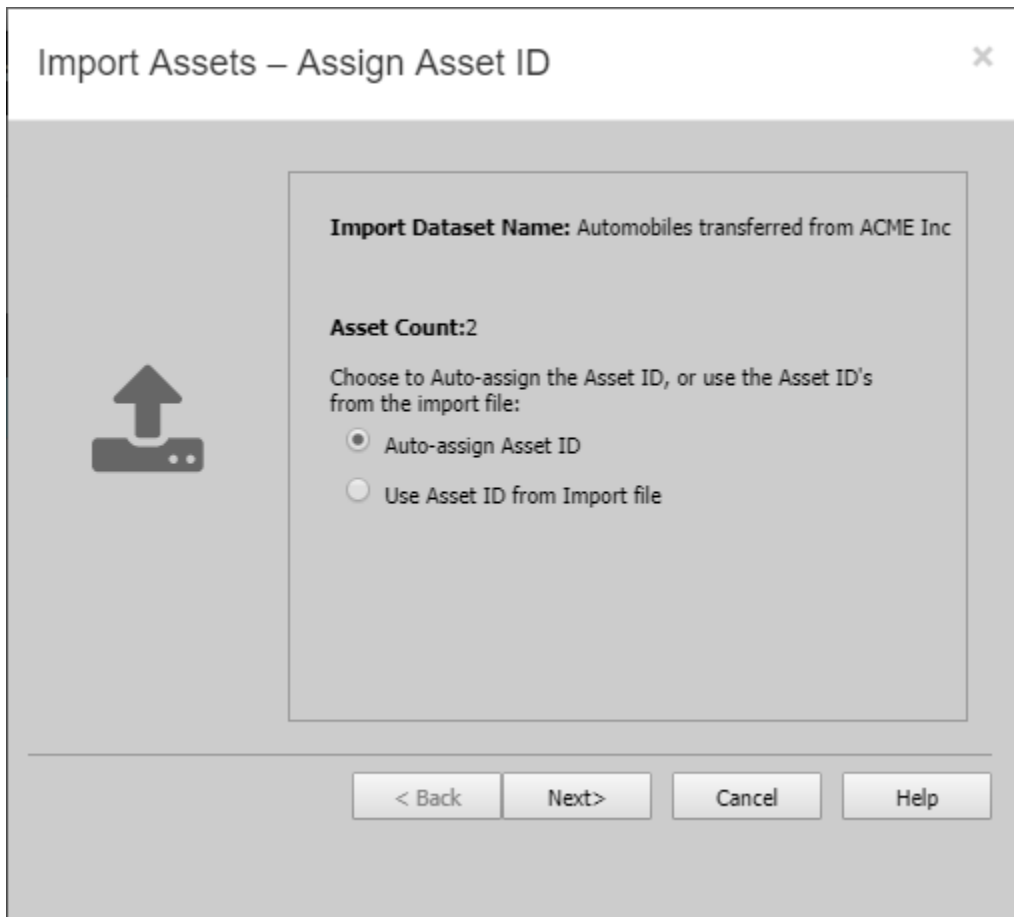
- 1 The transfer file will appear in the **Transfer** area of target company's **Imports List**.
- 2 The company must be locked in order to perform the import.
- 3 Select the transfer file and press **Import** to start the import process.

## Import Assets wizard

Decide how to assign **Asset IDs** for the assets being added to the **Target Company**.

- Select 'Auto-assign Asset ID' to generate new Asset IDs for the transferred-in assets.
- Select 'Use Asset ID from Import file' to keep the same Asset ID in both the source and target company.

If you opt to 'Use Asset ID from Import file', the import will fail if the Asset IDs are already in use in the **Target Company**.



Import Assets – Assign Asset ID

**Import Dataset Name:** Automobiles transferred from ACME Inc

**Asset Count:** 2

Choose to Auto-assign the Asset ID, or use the Asset ID's from the import file:

Auto-assign Asset ID

Use Asset ID from Import file

< Back   Next >   Cancel   Help

Map **Books**, **Fields**, and **Asset Types**. The application will auto-map as many items as possible based on matching names. For all other items, you will need to specify the mapping.

When mapping **Books**, if the **Target Company** contains a book that does not exist in the **Source company**, selecting 'Autobuild' will cause depreciation to be calculated for the book based on the Depreciation Rules configured in the **Target Company**.

### Import Assets – Map Books ✕

For each destination book, select a source book or select Autobuild if you want that book to be built based on the Asset Type.

| Destination Book  | Source Book         |
|-------------------|---------------------|
| GAAP              | GAAP ▼              |
| Federal Tax       | Federal Tax ▼       |
| Federal Tax - AMT | Federal Tax - AMT ▼ |
| Federal Tax - ACE | Federal Tax - ACE ▼ |
| Federal Tax - E&P | Federal Tax - E&P ▼ |
| State             | Autobuild ▼         |

When mapping **Fields**, if the **Target Company** contains a field that does not exist in the **Source company**, selecting 'Populate From Defaults' will cause the default configured in **Setup Fields** to flow to the transferred-in assets. If no default is configured, the value for the assets will be blank.

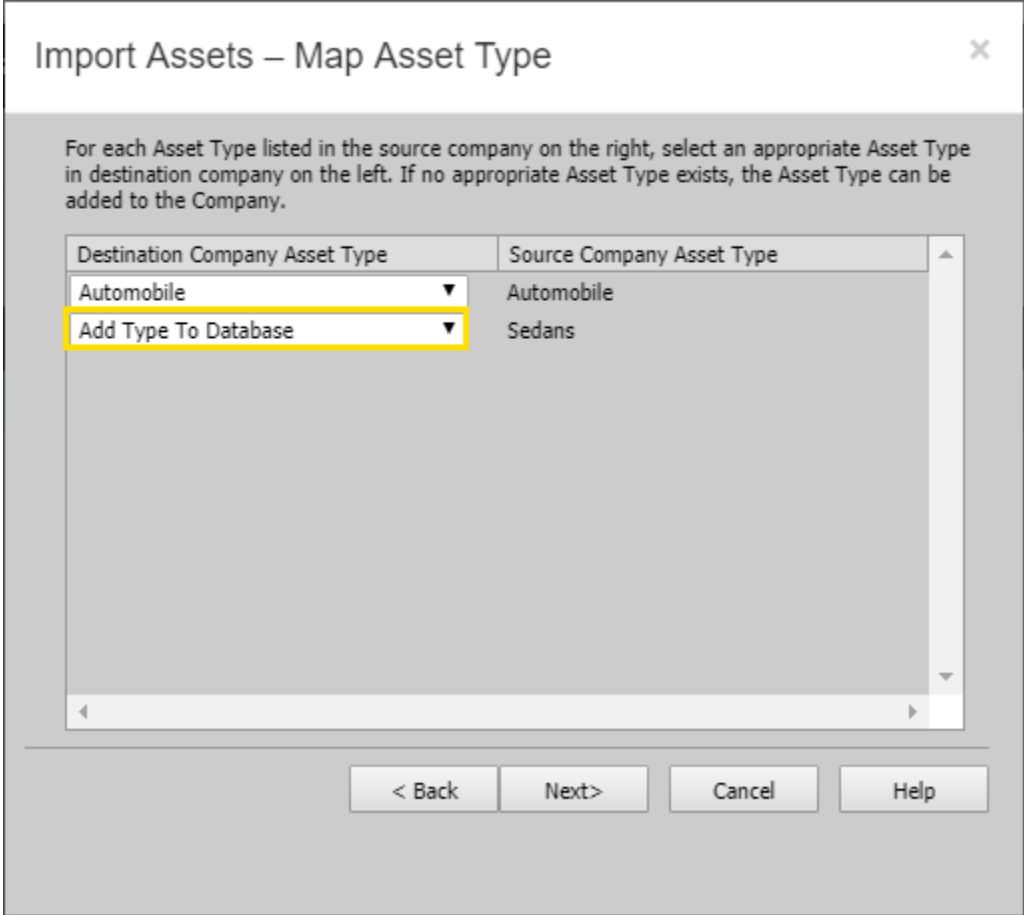


### Import Assets – Map Asset Fields ✕

For each field of the destination company on the left, select a field to map to it from the source company on the right.

| Destination Company Field | Source Company Field     |
|---------------------------|--------------------------|
| Accum Depr GL Acct #      | Accum Depr GL Acct # ▼   |
| Asset GL Acct #           | Asset GL Acct # ▼        |
| Class                     | Class ▼                  |
| Cost Center               | Cost Center ▼            |
| Custodian                 | Custodian ▼              |
| Department                | Department ▼             |
| Depr Exp GL Acct #        | Depr Exp GL Acct # ▼     |
| Description 2             | Description 2 ▼          |
| Description 3             | Description 3 ▼          |
| Insurance Policy Number   | Populate From Defaults ▼ |
| Location                  | Location ▼               |

When mapping **Asset Types**, if the assets being transferred from the **Source Company** use an Asset Type that does not exist in the **Target company**, selecting 'Add Type To Database' will cause a new **Asset Type** to be created in the **Target Company**. If desired, you may instead map to an existing Asset Type in the **Target Company**.



Upon completion of the wizard, the application will import the assets contained in the **Dataset**.

## Sending disposed asset to another company as an acquisition

To send disposed assets to another company as an acquisition, use the **Export** feature.

### Step 1 - Export

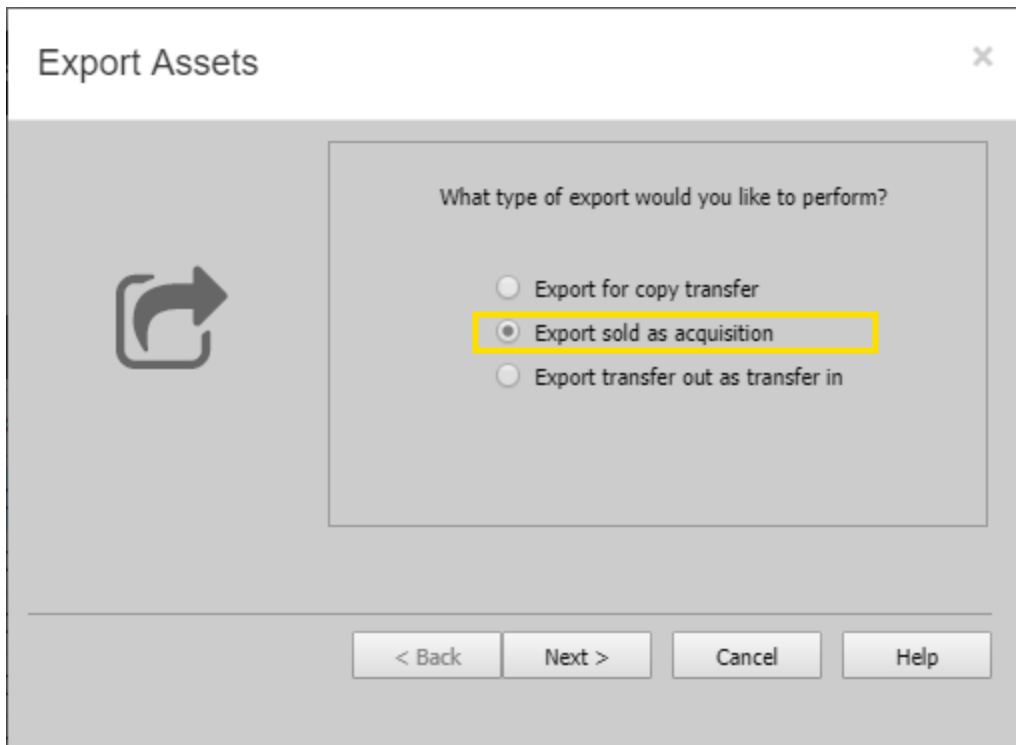
Select the desired disposed assets and select **Export** from the **More** menu. The **Export** operation will create a transfer file that may be imported into the target company.

The screenshot shows the 'Assets' management interface for 'ACME Inc'. The top navigation bar includes 'Assets', 'Reports', 'Imports', 'Exports', 'Tasks', and 'Setup'. Below the navigation bar is a toolbar with buttons for 'New', 'Edit', 'Copy', 'Delete', 'Dispose', and a 'More' menu (three dots). The 'More' menu is open, showing options: 'Transfer Out', 'Untransfer', 'Export' (highlighted in yellow), 'Split', 'Unsplit', 'Create New Repair Asset', 'Link', and 'Unlink'. The main table displays a list of assets with columns for 'Asset ID', 'Status', 'Acquisition', and 'Asset Type'. The first asset, with ID 'AI00000001' and status 'D', is selected. Below the table, it shows 'Total Assets: 4 Selected: 1'.

| <input checked="" type="checkbox"/> | Asset ID   | Status | Acquisition | Asset Type             |
|-------------------------------------|------------|--------|-------------|------------------------|
| <input checked="" type="checkbox"/> | AI00000001 | D      |             | Automobile             |
| <input type="checkbox"/>            | AI00000002 | A      | 6           | Unspecified - Personal |
| <input type="checkbox"/>            | AI00000003 | D      | 8           | Unspecified - Personal |
| <input type="checkbox"/>            | AI00000004 | A      |             | Unspecified - Personal |

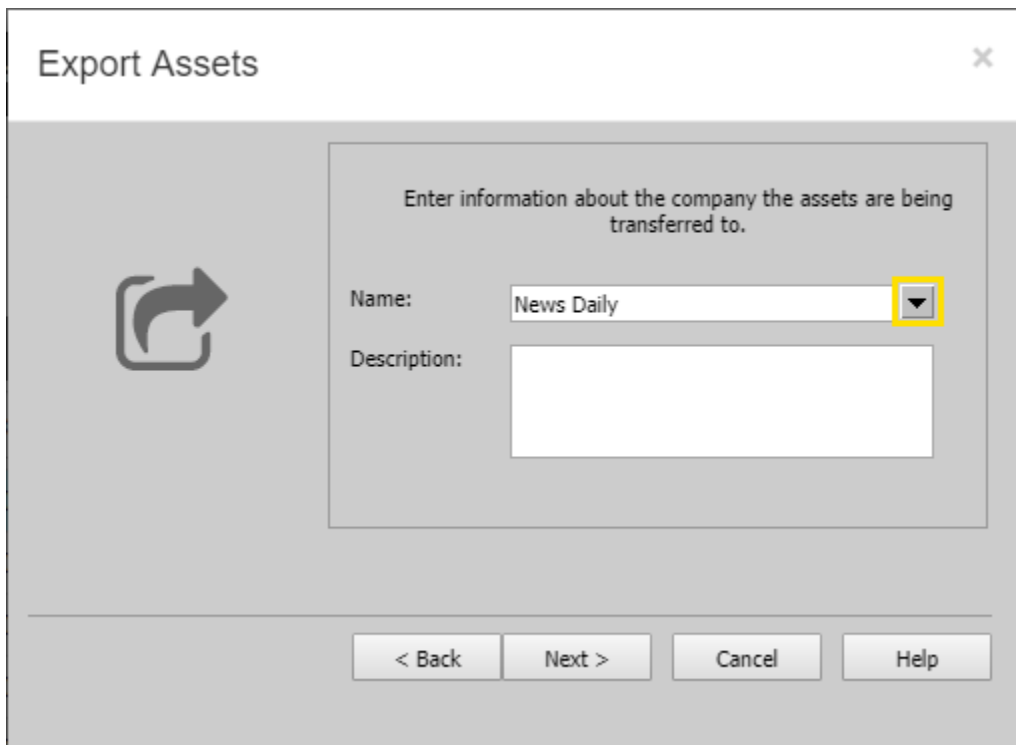
### Export Assets Wizard

To send the selected assets to the target company as an acquisition, select 'Export sold as acquisition'.



The dialog box is titled "Export Assets" and features a close button (X) in the top right corner. On the left side, there is a large grey arrow icon pointing to the right. The main content area contains the question "What type of export would you like to perform?" followed by three radio button options: "Export for copy transfer", "Export sold as acquisition" (which is selected and highlighted with a yellow box), and "Export transfer out as transfer in". At the bottom of the dialog, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

Provide the information for the **Target Company**. Use the caret next to the company name to select a company for the copy.



The dialog box is titled "Export Assets" and features a close button (X) in the top right corner. On the left side, there is a large grey arrow icon pointing to the right. The main content area contains the instruction "Enter information about the company the assets are being transferred to." Below this, there are two fields: "Name:" with a text input containing "News Daily" and a dropdown arrow (highlighted with a yellow box) to its right, and "Description:" with an empty text input box below it. At the bottom of the dialog, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

Next, you will be asked to enter information about the dataset. The **Dataset Name** will be the item added to the **Imports List** of the **Target Company**.

Upon completion of the wizard, a Dataset will be created in the **Target Company**. To complete the operation, you will need to import the **Dataset** in the **Target Company**.

## Step 2 - Import Transfer File in Target Company

After the **Export** operation is complete, open **Imports List** in the **Target Company**.

| Filename                  | Description               | Creation Date | Status  |
|---------------------------|---------------------------|---------------|---------|
| Automobiles from ACME Inc | Automobiles from ACME Inc | 06/01/2018    | Pending |

- 1 The transfer file will appear in the **Transfer** area of target company's **Imports List**.
- 2 The company must be locked in order to perform the import.
- 3 Select the transfer file and press **Import** to start the import process.

### Import Assets wizard

Decide how to assign **Asset IDs** for the assets being added to the **Target Company**.

- Select 'Auto-assign Asset ID' to generate new Asset IDs for the transferred-in assets.
- Select 'Use Asset ID from Import file' to keep the same Asset ID in both the source and target company.

If you opt to 'Use Asset ID from Import file', the import will fail if the Asset IDs are already in use in the **Target Company**.

Import Assets – Assign Asset ID

**Import Dataset Name:** Automobiles transferred from ACME Inc

**Asset Count:** 2

Choose to Auto-assign the Asset ID, or use the Asset ID's from the import file:

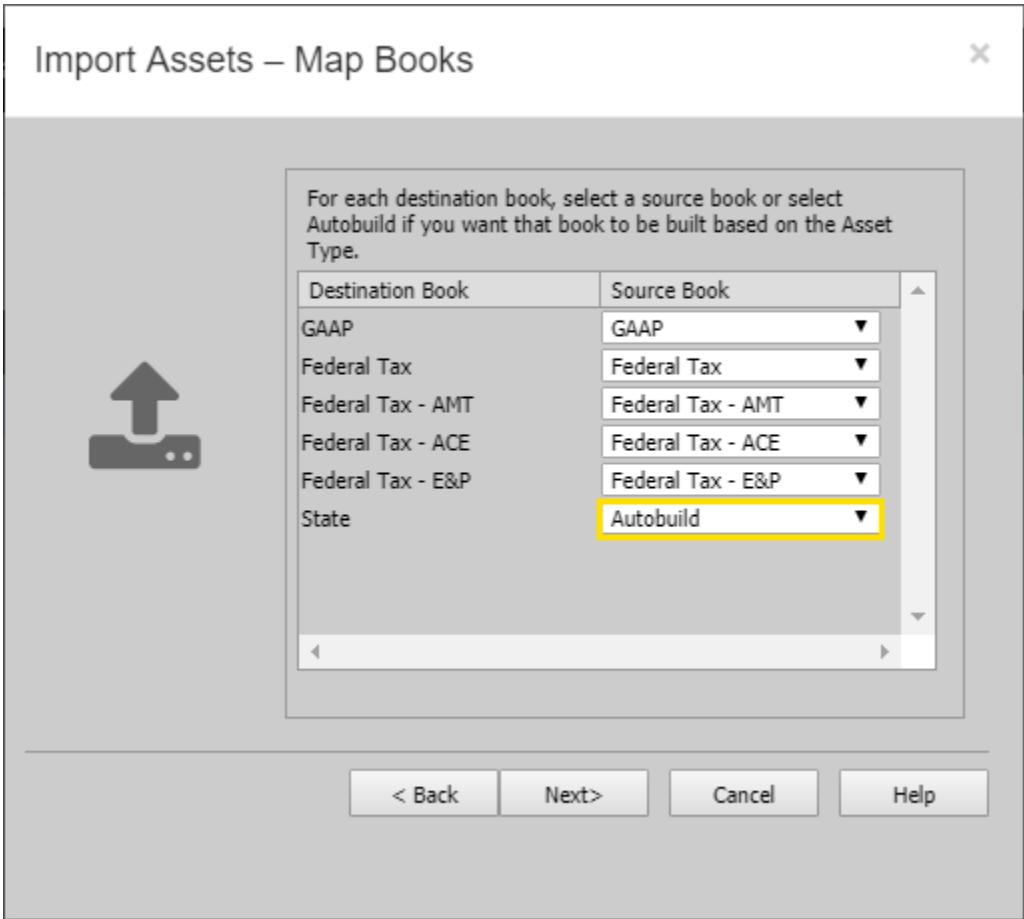
Auto-assign Asset ID

Use Asset ID from Import file

< Back   Next >   Cancel   Help

Map **Books**, **Fields**, and **Asset Types**. The application will auto-map as many items as possible based on matching names. For all other items, you will need to specify the mapping.

When mapping **Books**, if the **Target Company** contains a book that does not exist in the **Source company**, selecting 'Autobuild' will cause depreciation to be calculated for the book based on the Depreciation Rules configured in the **Target Company**.



When mapping **Fields**, if the **Target Company** contains a field that does not exist in the **Source company**, selecting 'Populate From Defaults' will cause the default configured in **Setup Fields** to flow to the transferred-in assets. If no default is configured, the value for the assets will be blank.

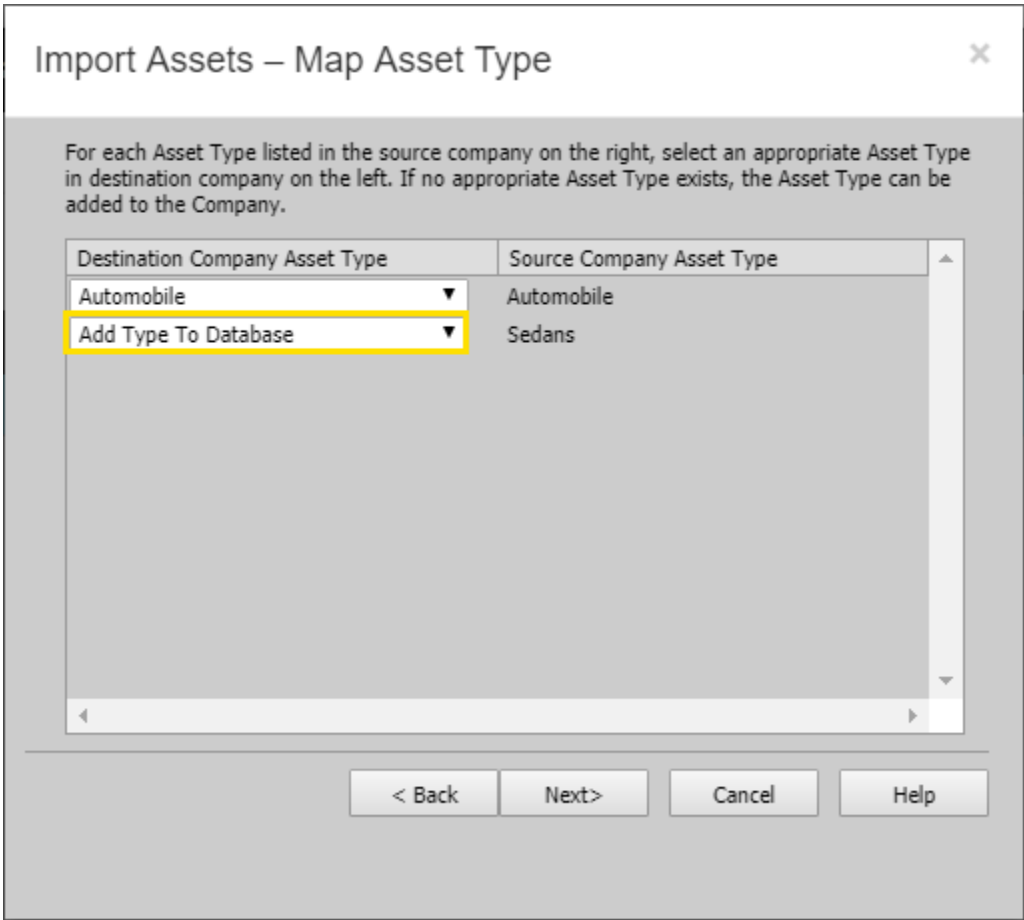
### Import Assets – Map Asset Fields ✕

For each field of the destination company on the left, select a field to map to it from the source company on the right.

| Destination Company Field | Source Company Field     |
|---------------------------|--------------------------|
| Accum Depr GL Acct #      | Accum Depr GL Acct # ▼   |
| Asset GL Acct #           | Asset GL Acct # ▼        |
| Class                     | Class ▼                  |
| Cost Center               | Cost Center ▼            |
| Custodian                 | Custodian ▼              |
| Department                | Department ▼             |
| Depr Exp GL Acct #        | Depr Exp GL Acct # ▼     |
| Description 2             | Description 2 ▼          |
| Description 3             | Description 3 ▼          |
| Insurance Policy Number   | Populate From Defaults ▼ |
| Location                  | Location ▼               |

When mapping **Asset Types**, if the assets being transferred from the **Source Company** use an Asset Type that does not exist in the **Target company**, selecting 'Add Type To Database' will cause a new **Asset Type** to be created in the **Target Company**. If desired, you may instead map to an existing Asset Type in the **Target Company**.





Upon completion of the wizard, the application will import the assets contained in the **Dataset**.

## Copying an asset to another company

To make an exact copy of one or more assets and move those copies to another company, use the **Export** feature. To instead make copies in the same company, use **Copy**.

### Step 1 - Export

The **Export** operation will create a transfer file that may be imported into the target company.

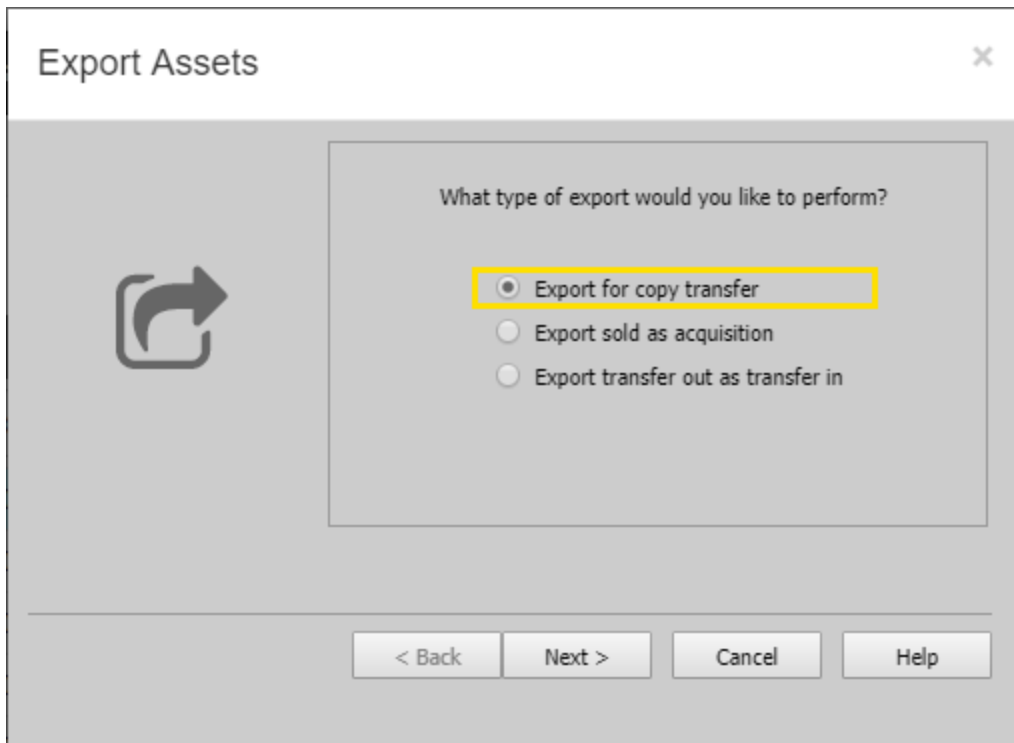
The screenshot shows the 'Assets' management interface for 'ACME Inc'. The 'Assets' tab is active, and a context menu is open over a table of assets. The 'Export' option is highlighted in yellow. The table contains the following data:

| <input checked="" type="checkbox"/> | Asset ID   | Status | Acquisition | Asset Type             |
|-------------------------------------|------------|--------|-------------|------------------------|
| <input type="checkbox"/>            |            |        | min to      |                        |
| <input checked="" type="checkbox"/> | AI00000001 | A      |             | Automobile             |
| <input type="checkbox"/>            | AI00000002 | A      | 6           | Unspecified - Personal |
| <input type="checkbox"/>            | AI00000003 | D      | 8           | Unspecified - Personal |
| <input type="checkbox"/>            | AI00000004 | A      |             | Unspecified - Personal |

Total Assets: 4 Selected: 1

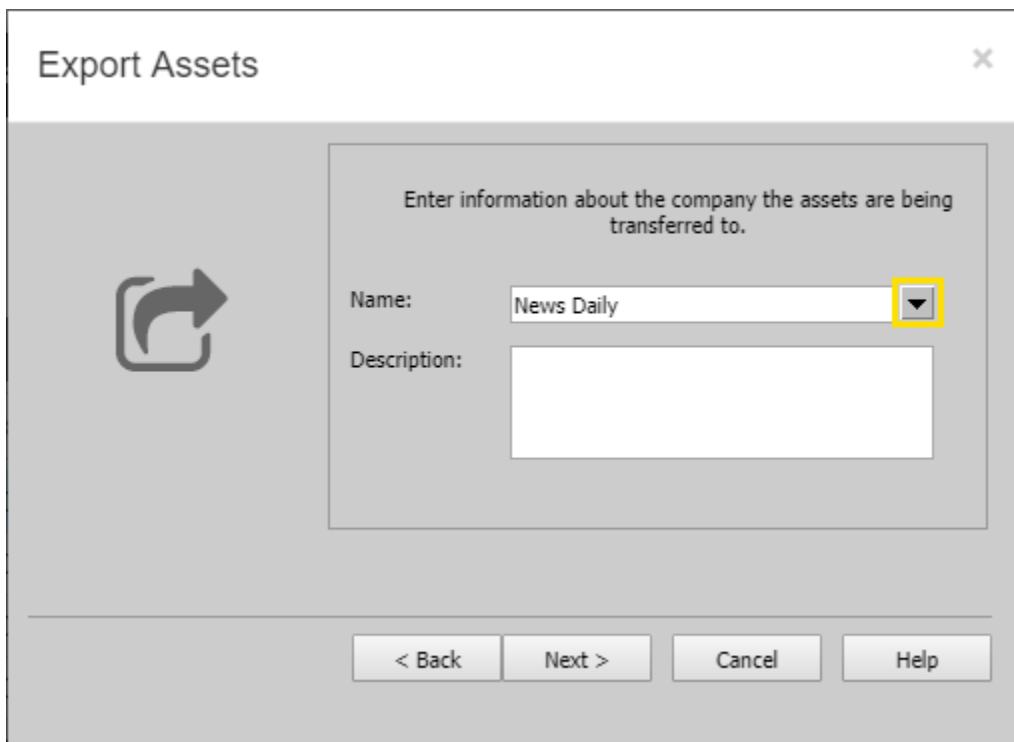
### Export Assets Wizard

To make an exact copy of the selected assets, select 'Export for copy transfer'.



The dialog box is titled "Export Assets" and features a close button (X) in the top right corner. On the left side, there is a large icon of a square with a curved arrow pointing to the right. The main content area contains the question "What type of export would you like to perform?" followed by three radio button options: "Export for copy transfer" (which is selected and highlighted with a yellow box), "Export sold as acquisition", and "Export transfer out as transfer in". At the bottom of the dialog, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

Provide the information for the **Target Company**. Use the caret next to the company name to select a company for the copy.



The dialog box is titled "Export Assets" and features a close button (X) in the top right corner. On the left side, there is a large icon of a square with a curved arrow pointing to the right. The main content area contains the instruction "Enter information about the company the assets are being transferred to." Below this, there are two fields: "Name:" with a text input field containing "News Daily" and a dropdown arrow icon highlighted with a yellow box, and "Description:" with an empty text input field. At the bottom of the dialog, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

Next, you will be asked to enter information about the dataset. The **Dataset Name** will be the item added to the **Imports List** of the **Target Company**.

Upon completion of the wizard, a Dataset will be created in the **Target Company**. To complete the operation, you will need to import the **Dataset** in the **Target Company**.

### Step 2 - Import Transfer File in Target Company

After the **Export** operation is complete, open **Imports List** in the **Target Company**.

| Filename                  | Description               | Creation Date | Status  |
|---------------------------|---------------------------|---------------|---------|
| Automobiles from ACME Inc | Automobiles from ACME Inc | 06/01/2018    | Pending |

- 1 The transfer file will appear in the **Transfer** area of target company's **Imports List**.
- 2 The company must be locked in order to perform the import.
- 3 Select the transfer file and press **Import** to start the import process.

### Import Assets wizard

Decide how to assign **Asset IDs** for the assets being added to the **Target Company**.

- Select 'Auto-assign Asset ID' to generate new Asset IDs for the transferred-in assets.
- Select 'Use Asset ID from Import file' to keep the same Asset ID in both the source and target company.

If you opt to 'Use Asset ID from Import file', the import will fail if the Asset IDs are already in use in the **Target Company**.

Import Assets – Assign Asset ID

**Import Dataset Name:** Automobiles transferred from ACME Inc

**Asset Count:** 2

Choose to Auto-assign the Asset ID, or use the Asset ID's from the import file:

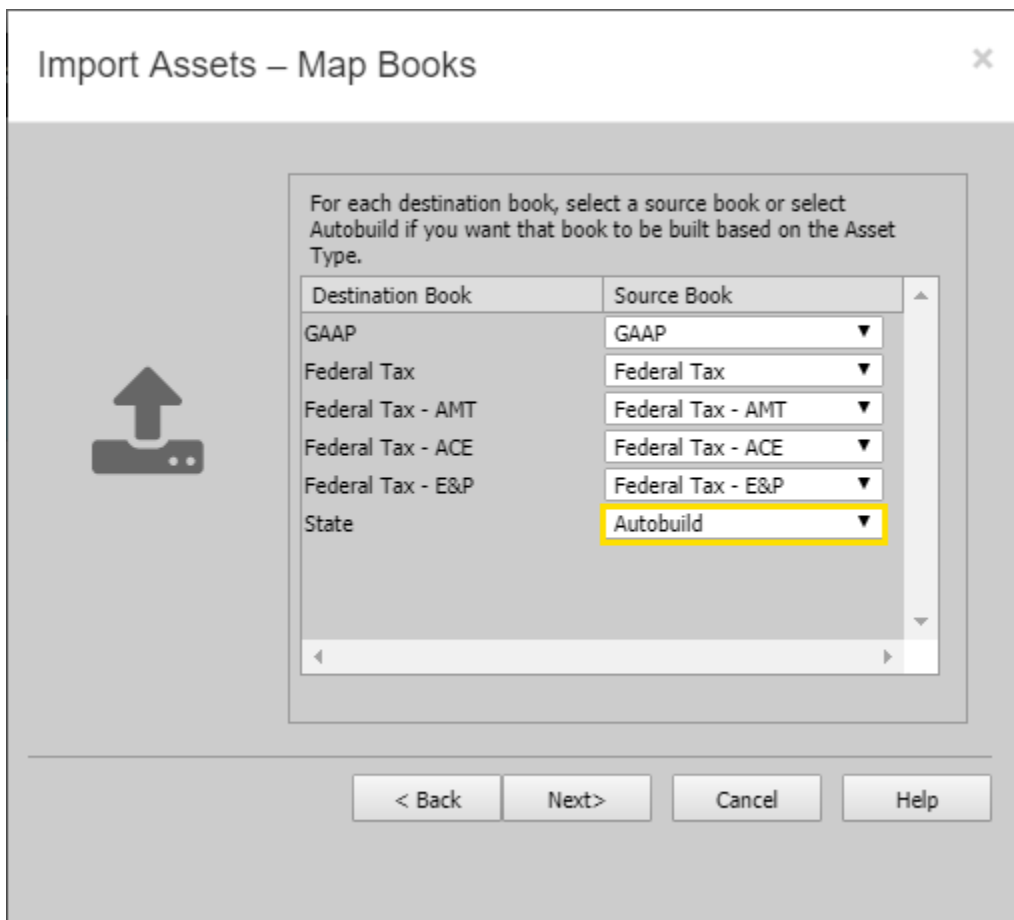
Auto-assign Asset ID

Use Asset ID from Import file

< Back   Next >   Cancel   Help

Map **Books**, **Fields**, and **Asset Types**. The application will auto-map as many items as possible based on matching names. For all other items, you will need to specify the mapping.

When mapping **Books**, if the **Target Company** contains a book that does not exist in the **Source company**, selecting 'Autobuild' will cause depreciation to be calculated for the book based on the Depreciation Rules configured in the **Target Company**.



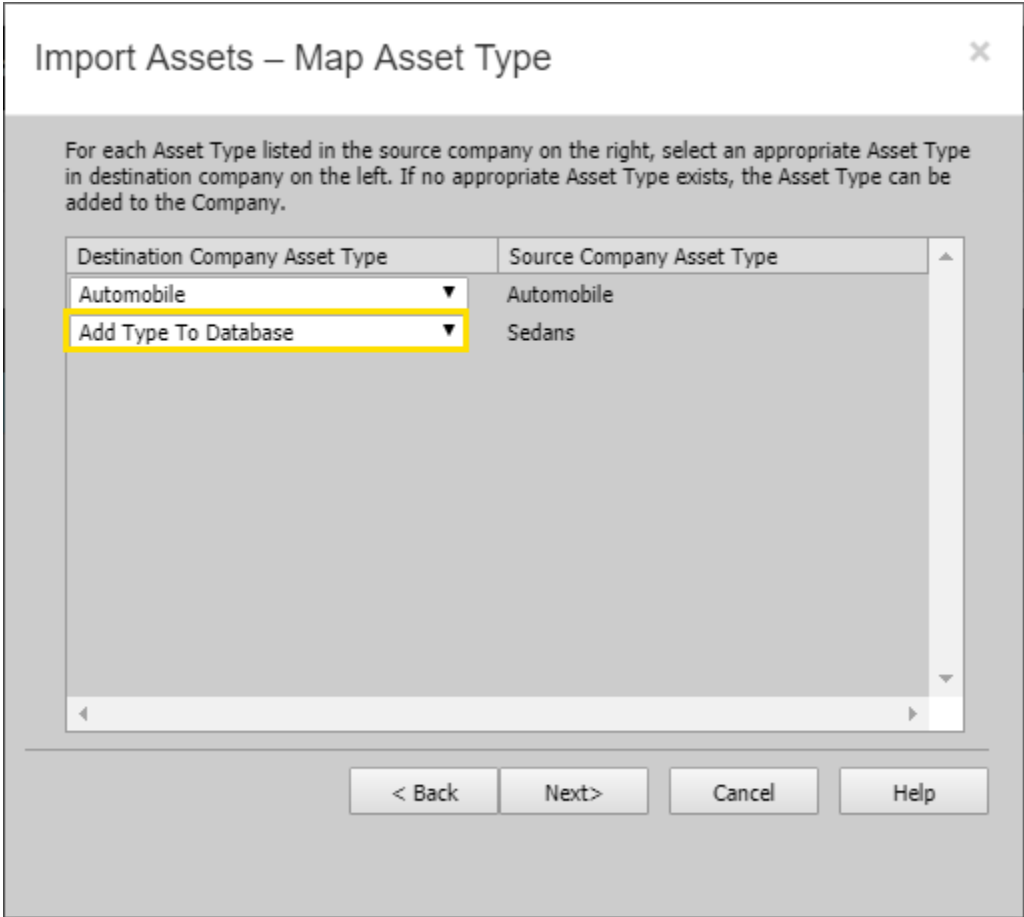
When mapping **Fields**, if the **Target Company** contains a field that does not exist in the **Source company**, selecting 'Populate From Defaults' will cause the default configured in **Setup Fields** to flow to the transferred-in assets. If no default is configured, the value for the assets will be blank.

**Import Assets – Map Asset Fields** ✕

For each field of the destination company on the left, select a field to map to it from the source company on the right.

| Destination Company Field | Source Company Field     |
|---------------------------|--------------------------|
| Accum Depr GL Acct #      | Accum Depr GL Acct # ▼   |
| Asset GL Acct #           | Asset GL Acct # ▼        |
| Class                     | Class ▼                  |
| Cost Center               | Cost Center ▼            |
| Custodian                 | Custodian ▼              |
| Department                | Department ▼             |
| Depr Exp GL Acct #        | Depr Exp GL Acct # ▼     |
| Description 2             | Description 2 ▼          |
| Description 3             | Description 3 ▼          |
| Insurance Policy Number   | Populate From Defaults ▼ |
| Location                  | Location ▼               |

When mapping **Asset Types**, if the assets being transferred from the **Source Company** use an Asset Type that does not exist in the **Target company**, selecting 'Add Type To Database' will cause a new **Asset Type** to be created in the **Target Company**. If desired, you may instead map to an existing Asset Type in the **Target Company**.



Upon completion of the wizard, the application will import the assets contained in the **Dataset**.



## Untransferring an asset

The **Untransfer** feature allows you to undo a **Transfer Out** and reinstate the asset(s). To untransfer one or more assets, select the desired asset(s) and select **Untransfer** from the **More** menu.

The screenshot shows the 'Assets' page for 'ACME Inc'. The navigation bar includes 'Reports', 'Imports', 'Exports', 'Tasks', and 'Setup'. Below the navigation bar are buttons for 'New', 'Edit', 'Copy', 'Delete', 'Dispose', and a 'More' menu (three dots). The 'More' menu is open, showing options: 'Transfer Out', 'Untransfer' (highlighted in yellow), 'Export', 'Split', 'Unsplit', 'Create New Repair Asset', 'Link', and 'Unlink'. The table below has columns for 'Asset ID', 'Status', 'Acquisition', and 'Asset Type'. The first row is selected (checked) and has status 'TO' and type 'Automobile'. The other three rows have status 'A' and type 'Unspecified - Personal'. At the bottom left, it says 'Total Assets: 4 Selected: 1'.

| <input checked="" type="checkbox"/> | Asset ID   | Status | Acquisition | Asset Type             |
|-------------------------------------|------------|--------|-------------|------------------------|
| <input checked="" type="checkbox"/> | AI00000001 | TO     |             | Automobile             |
| <input type="checkbox"/>            | AI00000002 | A      | 6           | Unspecified - Personal |
| <input type="checkbox"/>            | AI00000003 | D      | 8           | Unspecified - Personal |
| <input type="checkbox"/>            | AI00000004 | A      |             | Unspecified - Personal |

Once the operation is complete, press **Refresh Data** (🔄) to see the status change from 'TO' to 'A'.

Note that if the asset was transferred to another company, this transferred-in asset is not affected by this untransfer process. The transferred-in asset must be separately deleted from the other company.

### Viewing information relating to a transfer file in the Imports list

When assets are transferred or copied from one company to another, a **Transfer File** is created in the target company. To view information about the **Transfer File**, select the item in the list and press **View Header**.

The screenshot shows a navigation bar with 'News Daily', 'Assets', 'Reports', 'Imports', 'Exports', 'Tasks', and 'Setup'. Below the navigation bar are buttons for 'Upload', 'Import', 'Delete', and 'View Header'. The 'View Header' button is highlighted with a yellow border. To the left of the table is a sidebar with 'Import Type' options: 'General' and 'Transfer' (highlighted in blue). The table has two columns: 'Filename' and 'Description'. The first row contains 'Autos from ACME Inc' in the 'Description' column.

| Import Type | Filename | Description         |
|-------------|----------|---------------------|
| Transfer    |          | Autos from ACME Inc |

Import Assets dialog

Import Assets ×

**Transfer File Header**

| Field Name               | Value                |
|--------------------------|----------------------|
| Schema Version           | 2.0                  |
| Transfer Option          | Export Copy <b>1</b> |
| Filename                 | Autos from ACME Inc  |
| File description         | <null>               |
| Transferring Company     | ACME Inc <b>2</b>    |
| Transfer to Company      | News Daily           |
| Company description      | <null>               |
| Creation Date            | 06/27/2018           |
| Asset Count              | 6 <b>3</b>           |
| Sum of acquisition costs | \$410,750.00         |

- 1** See what type of transfer was being performed (i.e. whether it is an exact copy of the asset(s), assets that were transferred out/in, or assets that were sold from one company to the other).
- 2** The company the assets are coming from.
- 3** Information about the assets in the import file.

# Asset splits

ACME Inc ▾ Assets Reports Imports Exports Tasks Setup ▾ 🔒

New Edit ▾ Copy Delete Dispose ▾ ⋮ ↺

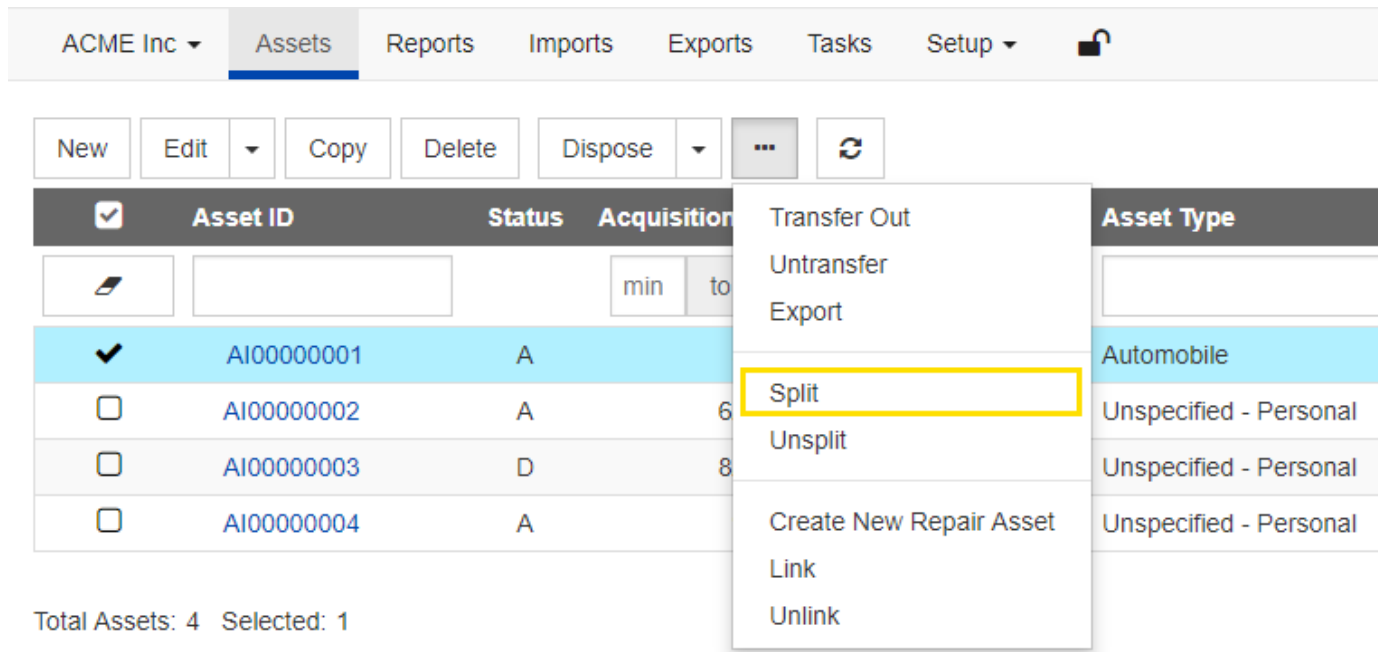
| <input checked="" type="checkbox"/> | Asset ID             | Status | Acquisition | Asset Type             |
|-------------------------------------|----------------------|--------|-------------|------------------------|
| <input type="checkbox"/>            | <input type="text"/> |        | min to      | <input type="text"/>   |
| <input checked="" type="checkbox"/> | AI00000001           | A      |             | Automobile             |
| <input type="checkbox"/>            | AI00000002           | A      | 6           | Unspecified - Personal |
| <input type="checkbox"/>            | AI00000003           | D      | 8           | Unspecified - Personal |
| <input type="checkbox"/>            | AI00000004           | A      |             | Unspecified - Personal |

Total Assets: 4 Selected: 1

- Transfer Out
- Untransfer
- Export
- Split**
- Unsplit
- Create New Repair Asset
- Link
- Unlink

## Splitting an asset

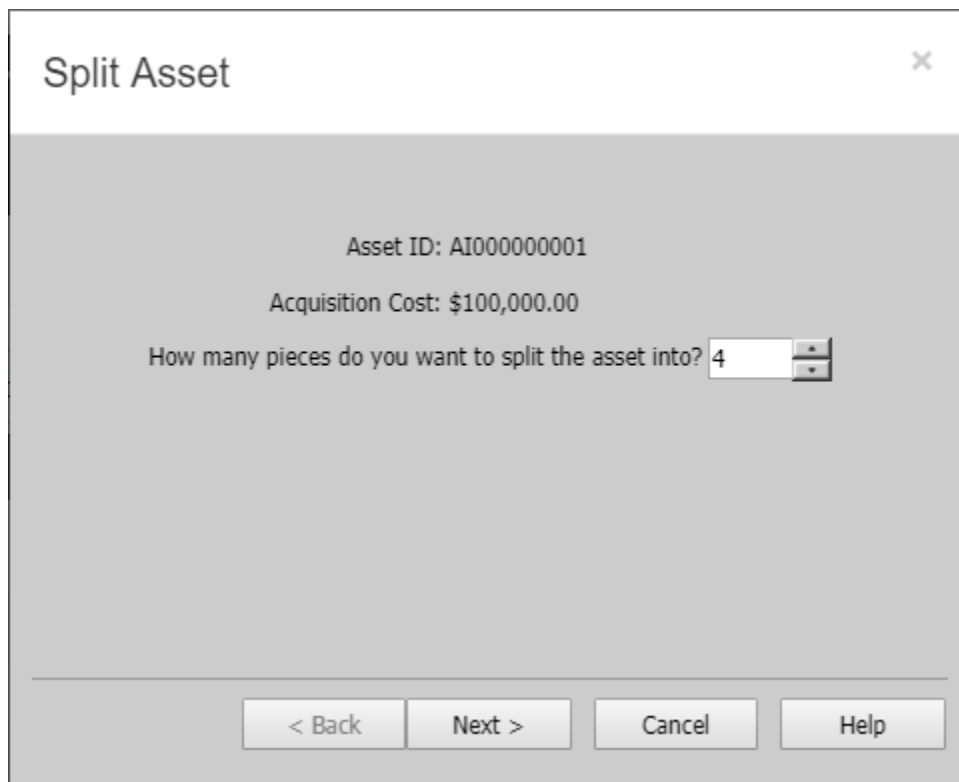
The **Split** feature takes a single asset and breaks it into up to 20 parts. Each part is added as a separate **Child Asset** which may be modified independently of the other children. For example, an asset may be split into two pieces, then the first piece may be **Disposed** or **Transferred**.



The screenshot shows a software interface with a navigation bar at the top containing 'ACME Inc', 'Assets', 'Reports', 'Imports', 'Exports', 'Tasks', and 'Setup'. Below the navigation bar is a toolbar with buttons for 'New', 'Edit', 'Copy', 'Delete', 'Dispose', and a three-dot menu. The main area is a table with columns for 'Asset ID', 'Status', 'Acquisition', and 'Asset Type'. The first row is selected, and a context menu is open over it, with the 'Split' option highlighted in yellow. The context menu also includes options like 'Transfer Out', 'Untransfer', 'Export', 'Unsplit', 'Create New Repair Asset', 'Link', and 'Unlink'. Below the table, it says 'Total Assets: 4 Selected: 1'.

| Asset ID   | Status | Acquisition | Asset Type             |
|------------|--------|-------------|------------------------|
| AI00000001 | A      |             | Automobile             |
| AI00000002 | A      | 6           | Unspecified - Personal |
| AI00000003 | D      | 8           | Unspecified - Personal |
| AI00000004 | A      |             | Unspecified - Personal |

Select up to 20 pieces to split the asset into.



The 'Split Asset' dialog box shows the following information:

- Asset ID: AI000000001
- Acquisition Cost: \$100,000.00
- How many pieces do you want to split the asset into? 4

At the bottom, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

Decide how the **Cost** will be allocated. The full cost must be allocated. That is, the **Remaining Unallocated Cost** must be '0.00'.

|                       | Asset ID    | Asset Number | Cost       | %        |
|-----------------------|-------------|--------------|------------|----------|
| Original Asset        | AI000000001 |              | 100,000.00 | 100.00 ▲ |
| Split Assets          |             | 1            | 25,000.00  | 25.00    |
|                       |             | 2            | 25,000.00  | 25.00    |
|                       |             | 3            | 25,000.00  | 25.00    |
|                       |             | 4            | 25,000.00  | 25.00    |
| Remaining Unallocated |             |              | 0.00       | 0.00     |

< Back   Finish   Cancel   Help

- There is a maximum of 50 levels of split, with up to 20 assets at each level.
- If the asset you are splitting is a **Linked Child** asset, the resulting Split Child assets are linked to the same Linked Parent as the Split Parent.
- If the asset you are splitting includes file attachments, the documents attached to the Split Parent do not get copied to the child assets.
- If you have designated a **Book of Record**, the application uses the **Cost** from the book of record when calculating splits. If there is no book of record, the default calculations will be based on the **Acquisition Cost**.

Once an asset is split, the application changes its state in the **Asset List** from 'A' to 'S'. In addition, the application disables the fields on the **Asset** tab of the **Asset Viewer** in order to preserve the **Parent Asset**.

#### Grouping Reports by Split Information

For any report (except custom reports), you can configure the report so that child assets are grouped together. On the **Grouping** tab of the **Report Properties** dialog, select **Split Parent Asset ID** as one of the grouping levels.

## Unsplitting an asset

The **Unsplit** feature allows you to undo a **Split**. That is:

- the **Split Parent** will become editable again, and its status will change from 'S' back to 'A', and
- the **Split Children** will be deleted.
  - If any of the **Split Children** are also Split Parents of their own children, all grandchildren will be deleted as well.
  - If any of the **Split Children** have documents attached, the documents will be deleted.

An asset cannot be unsplit until all Split Child assets have been unlinked.

To unsplit one or more split parent assets, select the desired assets and select **Unsplit** from the **More** menu.

ACME Inc ▾ Assets Reports Imports Exports Tasks Setup ▾ 🔒

New Edit ▾ Copy Delete Dispose ▾ ... ↻

| <input checked="" type="checkbox"/> | Asset ID   | Status | Acquisition | Asset Type             |
|-------------------------------------|------------|--------|-------------|------------------------|
| <input checked="" type="checkbox"/> | AI00000001 | S      |             | Automobile             |
| <input type="checkbox"/>            | AI00000002 | A      | 6           | Unspecified - Personal |
| <input type="checkbox"/>            | AI00000003 | D      | 8           | Unspecified - Personal |
| <input type="checkbox"/>            | AI00000004 | A      |             | Unspecified - Personal |

Total Assets: 4 Selected: 1

Once the operation is complete, press **Refresh Data** (↻) to see the status change from 'S' to 'A'.

# Asset links

A group of linked assets contains one **Parent Asset** with one or more **Child Assets**. These child assets are also known as **Repair Assets**. For example, a group of linked assets might be a building in which the building is defined as the parent asset and its replacement roof is the child (repair) asset.

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New Edit ▾ Copy Delete Dispose ▾ ⋮ ↺

| <input checked="" type="checkbox"/> | Asset ID             | Status | Acquisition | Asset Type             |
|-------------------------------------|----------------------|--------|-------------|------------------------|
| <input type="checkbox"/>            | <input type="text"/> |        | min to      | <input type="text"/>   |
| <input checked="" type="checkbox"/> | AI00000001           | A      |             | Automobile             |
| <input type="checkbox"/>            | AI00000002           | A      | 6           | Unspecified - Personal |
| <input type="checkbox"/>            | AI00000003           | D      | 8           | Unspecified - Personal |
| <input type="checkbox"/>            | AI00000004           | A      |             | Unspecified - Personal |

Total Assets: 4 Selected: 1

- Transfer Out
- Untransfer
- Export
- Split
- Unsplit
- Create New Repair Asset
- Link
- Unlink



## Linking assets

Use the **Link** feature to associate a **Repair Asset** (such as a new roof) to the asset that was repaired (such as a building).

- Before starting, record the **Asset ID** for the parent asset you would like to link to. You will be asked for the Asset ID of the parent asset.
- The assets you select cannot already be a **Linked Parent** or **Linked Child**.

To link one or more child assets to a parent, select the desired assets and select **Link** from the **More** menu.



The screenshot shows the 'Assets' tab in a software application. The top navigation bar includes 'ACME Inc', 'Assets', 'Reports', 'Imports', 'Exports', 'Tasks', and 'Setup'. Below the navigation bar is a toolbar with buttons for 'New', 'Edit', 'Copy', 'Delete', 'Dispose', and a 'More' menu (three dots). A table of assets is displayed with columns for 'Asset ID', 'Status', 'Acquisition', and 'Asset Type'. The first row is selected, and a context menu is open over it, showing options: 'Transfer Out', 'Untransfer', 'Export', 'Split', 'Unsplit', 'Create New Repair Asset', 'Link' (highlighted with a yellow border), and 'Unlink'. Below the table, it says 'Total Assets: 4 Selected: 1'.

| <input checked="" type="checkbox"/> | Asset ID   | Status | Acquisition | Asset Type             |
|-------------------------------------|------------|--------|-------------|------------------------|
| <input checked="" type="checkbox"/> | AI00000001 | A      |             | Automobile             |
| <input type="checkbox"/>            | AI00000002 | A      | 6           | Unspecified - Personal |
| <input type="checkbox"/>            | AI00000003 | D      | 8           | Unspecified - Personal |
| <input type="checkbox"/>            | AI00000004 | A      |             | Unspecified - Personal |

Enter the **Asset ID** of the asset whose repairs you associating. If desired, set a **Repair Type** for the selected child assets.

The dialog box is titled 'Enter Parent Asset ID'. It has a close button (X) in the top right corner. The 'Parent Asset ID:' label is followed by a text input field containing 'AI00000004'. Below that, the 'Repair Type for Selected Children:' label is followed by a dropdown menu showing '<No change to existing values>'. At the bottom, there are three buttons: 'OK', 'Cancel', and 'Help'.

When the process is complete, the Parent Asset will be denoted with an icon.

| Asset ID ^  |  |
|---|--|
|  | <input type="text"/>   |
| <input type="checkbox"/>  | AI00000001   |
| <input type="checkbox"/>  | AI00000002   |
| <input type="checkbox"/>  | AI00000003   |
| <input type="checkbox"/>  |  AI00000004 |

Total Assets: 4 Selected: 0

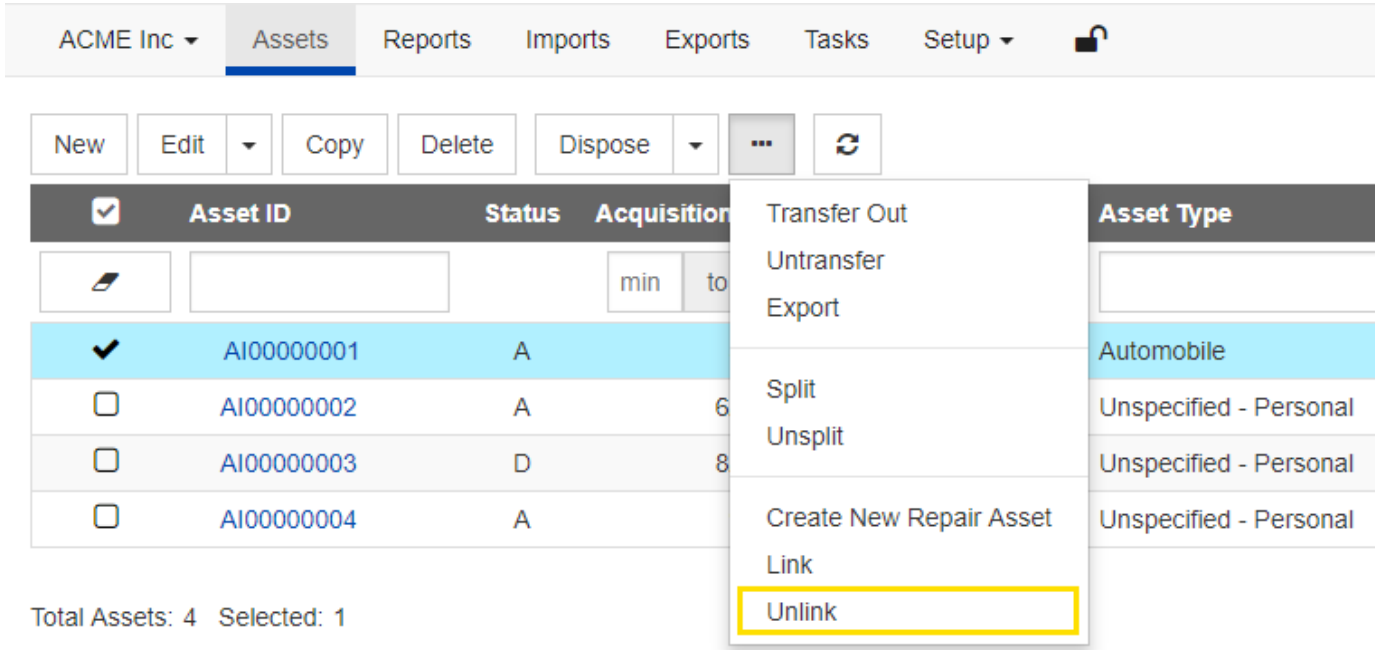
### Getting the Most Out of Asset Linking

The **Parent Asset ID** field may be added as a column on the **Asset List** using the **Configure Asset List** feature.

## Unlinking assets

The **Unlink** feature allows you to remove the association between two or more assets in the system. If you select one or more **Linked Child** assets, the selected assets will be disassociated from their **Linked Parent**. If one or more **Linked Parent** assets are selected, all children will be unlinked.

To unlink one or more assets, select the desired assets and select **Unlink** from the **More** menu.



The screenshot shows the 'Assets' management interface for 'ACME Inc'. The 'Assets' tab is active, and the 'More' menu is open, displaying various actions. The 'Unlink' option is highlighted with a yellow border. The table below shows a list of assets with columns for Asset ID, Status, Acquisition, and Asset Type. The first asset (AI00000001) is selected, and its status is 'A' and its type is 'Automobile'.

| <input checked="" type="checkbox"/> | Asset ID   | Status | Acquisition | Asset Type             |
|-------------------------------------|------------|--------|-------------|------------------------|
| <input type="checkbox"/>            |            |        | min to      |                        |
| <input checked="" type="checkbox"/> | AI00000001 | A      |             | Automobile             |
| <input type="checkbox"/>            | AI00000002 | A      | 6           | Unspecified - Personal |
| <input type="checkbox"/>            | AI00000003 | D      | 8           | Unspecified - Personal |
| <input type="checkbox"/>            | AI00000004 | A      |             | Unspecified - Personal |

Total Assets: 4 Selected: 1

# Asset modifications

Modifications to individual assets are performed using the **Asset Viewer**. To open the Asset Viewer for an asset, follow the desired Asset ID hyperlink from the **Asset List**.

| Asset                        | Transfer | Summary | Balance/Accum          | Depr Expense       | Gain/Loss          | Documents          | His                |
|------------------------------|----------|---------|------------------------|--------------------|--------------------|--------------------|--------------------|
| Switch View                  | ←        | →       | Book:<br>Month Ending: | GAAP<br>05/31/2017 | GAAP<br>06/30/2017 | GAAP<br>07/31/2017 | GAAP<br>08/31/2017 |
| Property Type                |          |         | NR                     | NR                 | NR                 | NR                 | NR                 |
| Placed In Service Date       |          |         | 02/06/2017             | 02/06/2017         | 02/06/2017         | 02/06/2017         | 02/06/2017         |
| Life                         |          |         | 40 yr 0 mo             | 40 yr 0 mo         | 40 yr 0 mo         | 40 yr 0 mo         | 40 yr 0 mo         |
| Method                       |          |         | SL                     | SL                 | SL                 | SL                 | SL                 |
| Rate                         |          |         | 100                    | 100                | 100                | 100                | 100                |
| Convention                   |          |         | FM                     | FM                 | FM                 | FM                 | FM                 |
| Calculation Source           |          |         | Switch                 | Switch             | Switch             | Switch             | Switch             |
| Original Cost                |          |         | 23,423,433.00          | 23,423,433.00      | 23,423,433.00      | 23,423,433.00      | 23,423,433.00      |
| Adjustments                  |          |         | 0.00                   | 0.00               | 0.00               | 0.00               | 0.00               |
| Cost                         |          |         | 23,423,433.00          | 23,423,433.00      | 23,423,433.00      | 23,423,433.00      | 23,423,433.00      |
| Salvage Value                |          |         | 0.00                   | 0.00               | 0.00               | 0.00               | 0.00               |
| Business Use %               |          |         | 100%                   | 100%               | 100%               | 100%               | 100%               |
| Net S179/179A                |          |         | 23,423.00              | 23,423.00          | 23,423.00          | 23,423.00          | 23,423.00          |
| Net Credit Basis Reduction   |          |         | 0.00                   | 0.00               | 0.00               | 0.00               | 0.00               |
| Additional First Year Depr   |          |         | 0.00                   | 0.00               | 0.00               | 0.00               | 0.00               |
| Prior Years' Reported Depr   |          |         | 0.00                   | 0.00               | 0.00               | 0.00               | 0.00               |
| Reported Depr Basis          |          |         | 23,400,010.00          | 23,400,010.00      | 23,400,010.00      | 23,400,010.00      | 23,400,010.00      |
| <b>Reported Depreciation</b> |          |         | <b>48,750.02</b>       | <b>48,750.02</b>   | <b>48,750.02</b>   | <b>48,750.02</b>   | <b>48,750.02</b>   |
| Prior Years' Calc Depr       |          |         | 0.00                   | 0.00               | 0.00               | 0.00               | 0.00               |
| Calc Depr Basis              |          |         | 23,400,010.00          | 23,400,010.00      | 23,400,010.00      | 23,400,010.00      | 23,400,010.00      |

- 1 **Switch View** to either a single book by Months/Quarters/Years, or view all books for a particular end date.
- 2 Double-click a **Fact Pattern** or **Cost** value to make a change that will apply to the selected period and forward.
- 3 Double-click the **Reported Depreciation** value to override depreciation for the selected period and book.

All asset modifications are tracked on the **History** tab of the **Asset Viewer** and can also be viewed in the **Asset History** report.



# Overview of the Asset Viewer

## Asset Tab

The **Asset** tab contains the **Asset ID**, **Asset Type**, **Acquisition Date**, **Acquisition Cost**, asset fields such as **Department** and **Location**, and the **GL Code Segment** values.

| Asset                                | Transfer             | Summary   | Balance/Accum    | Depr Expense   | Gain/Loss                                  | Journal Entry                              | Documents | History |
|--------------------------------------|----------------------|---|------------------|--|--|--|-----------|---------|
| Asset ID                             | M1500000000041       |   | Asset Type       | Unspecified - Personal <span style="float: right;">1</span>  |  | <input checked="" type="checkbox"/> Active |           |         |
| Description                          | <input type="text"/> |   |                  |  |  |  |           |         |
| Acquisition Cost                     | 2 0.00               |   | Acquisition Date | 05/31/2018 3   |  |  |           |         |
| Parent Asset ID                      |                      |   | Repair Type      | <None>   |  |  |           |         |
| Comments                             | <input type="text"/> |   |                  |  |  |  |           |         |
| <b>Asset Fields</b>                  |                      |   |                  | <b>GL Codes</b> <input type="text" value="Apply GL Code Template"/> 4                              |  |  |           |         |
| Accum Depr GL Acct #                 | <input type="text"/> |   |                  | Accum Depr GL Acct   | <input type="text" value="****_***_****"/> |  |           |         |
| Asset GL Acct #                      | <input type="text"/> |   |                  | Asset GL Acct  | <input type="text" value="****_***_****"/> |  |           |         |
| Class                                | <input type="text"/> |   |                  | Depr Exp GL Acct   | <input type="text" value="****_***_****"/> |  |           |         |
| Cost Center                          | <input type="text"/> |   |                  | <b>GL Code Segments</b>  |  |  |           |         |
| Custodian                            | <input type="text"/> |   |                  | Entity ID  | <input type="text"/>                       |  |           |         |
| Department                           | <input type="text"/> |   |                  | Location ID  | <input type="text"/>                       |  |           |         |
| 5 <input type="button" value="New"/> |                      | 6 <input type="button" value="Copy"/> <input type="button" value="Delete"/> <input type="button" value="Dispose"/> <input type="button" value="Split"/> <input type="button" value="Repair"/> |                  | 7 <input type="button" value="Transfer-In Data"/> <input type="button" value="Transfer-Out Data"/> |  | <input type="button" value="Help"/>        |           |         |

- 1 The **Asset Type** decides the **Property Type**, **Method**, **Rate**, **Convention**, **Life**, **Calculation Source**, and **Additional First-Year Depreciation** percentage.
- 2 By default, the **Acquisition Cost** is carried to each book as the **Book Cost**. Select **Edit Cost per Book** if you would like to set **Book Costs** to a different value than the **Acquisition Cost**.
- 3 By default, the **Acquisition Date** is carried to each book as the **Placed-In-Service Date**. Open the **Asset Viewer** to the **Depr Expense** tab if you need to move the **Placed-In-Service Date** to later than its **Acquisition Date**.
- 4 To apply values for **GL Code Segments** and **Posting Accounts**, **Apply a GL Template**.
- 5 Create a new asset.
- 6 Perform an **Asset Activity** for the asset you are currently viewing.
- 7 If the asset is transferred to and/or from another company, view the transfer information.

## Transfer Tab

Any fields designated as a transfer field will appear on the **Transfer** tab. These fields are for internal transfers such as changes to **Location**.

| Asset                | Transfer | Summary | Balance/Accum | Depr Expense | Gain/Loss  | History    |            |            |
|----------------------|----------|---------|---------------|--------------|------------|------------|------------|------------|
| Switch View          | ←        | →       | Month Ending: | 03/31/2018   | 04/30/2018 | 05/31/2018 | 06/30/2018 | 07/31/2018 |
| <b>Asset Fields</b>  |          |         |               |              |            |            |            |            |
| Accum Depr GL Acct # |          |         | 1634          | 1634         | 1634       | 1634       | 1634       | 1634       |
| Asset GL Acct #      |          |         | 5647          | 5647         | 5647       | 5647       | 5647       | 5647       |
| Cost Center          |          |         | 18563         | 18563        | 18563      | 18563      | 18563      | 18563      |
| Custodian            |          |         |               |              |            |            |            |            |
| Department           |          |         |               |              |            |            |            |            |
| Depr Exp GL Acct #   |          |         | 3256          | 3256         | 3256       | 3256       | 3256       | 3256       |
| Location             |          |         | Denver        | Denver       | Seattle    | Seattle    | Seattle    | Seattle    |

**Edit Transfer Data** ×

Location:

Seattle ▼

OK  
Cancel

- 1 Use **Switch View** to set the view to either Months, Quarters, or Years.
- 2 Double-click the cell corresponding to the desired period and **Asset Field**. Values that changed from the previous period will be displayed in bold.
- 3 If the **Asset Field** has a picklist, a caret will appear next to the input.

## Summary Tab

The **Summary** tab summarizes the **Depreciation** and **Asset Balance**.

| Asset                      | Transfer | Summary | Balance/Accum          | Depr Expense              | Gain/Loss                 | Documents                 | History                   |                           |
|----------------------------|----------|---------|------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Switch View                | ←        | →       | Book:<br>Month Ending: | Federal Tax<br>12/31/2017 | Federal Tax<br>01/31/2018 | Federal Tax<br>02/28/2018 | Federal Tax<br>03/31/2018 | Federal Tax<br>04/30/2018 |
| Ending Asset Balance       |          |         |                        | 45,000.00                 | 45,000.00                 | 45,000.00                 | 45,000.00                 | 45,000.00                 |
| Reported Ending Accum Depr |          |         |                        | 9,960.00                  | 9,960.00                  | 9,960.00                  | 9,960.00                  | 9,960.00                  |
| Net Book Value             |          |         |                        | 35,040.00                 | 35,040.00                 | 35,040.00                 | 35,040.00                 | 35,040.00                 |
| Reported Depreciation      |          |         |                        | 0.00                      | 0.00                      | 0.00                      | 0.00                      | 0.00                      |
| Net S179/179A              |          |         |                        | 0.00                      | 0.00                      | 0.00                      | 0.00                      | 0.00                      |
| Additional First Year Depr |          |         |                        | 9,960.00                  | 0.00                      | 0.00                      | 0.00                      | 0.00                      |
| Recognized Gain/(Loss)     |          |         |                        | 0.00                      | 0.00                      | 0.00                      | 0.00                      | 0.00                      |

- 1 Use **Switch View** to select one or all books and to view to either Months, Quarters, or Years.
- 2 Double-click values in the worksheet to modify the fact pattern or depreciation.



|   |   |
|---|---|
| <b>Ending Asset Balance</b>                     | This is the asset's balance at the end of the current focus period. This field corresponds to a field of the same name on the <b>Balance/Accum</b> tab.   |
| <b>Reported Ending Accumulated Depreciation</b> | This is the reported accumulated depreciation for the asset at the end of the current focus period. This field corresponds to a field of the same name on the <b>Balance/Accum</b> tab.   |
| <b>Net Book Value</b>                           | This is the asset's net book value at the end of the current focus period. Using the fields described above, this field is computed as:<br><br><b>Ending Asset Balance - Reported Ending Accumulated Depreciation</b>   |
| <b>Reported Depreciation</b>                    | This is the amount of reported depreciation for the asset as of the end of the current focus period. This field corresponds to a field of the same name on the <b>Dep Expense</b> tab.  |
| <b>Net §179/179A</b>                            | This is the net Section 179/179A expense claimed or recaptured for the asset during the current focus period. This field corresponds to the <b>§179/179A Expense</b> field on the <b>Balance/Accum</b> tab.   |
| <b>Additional First-Year Depreciation</b>       | This field shows the <b>Additional First-Year Depreciation</b> deduction. On the <b>Summary</b> tab, this amount is displayed only in the year the asset is placed in service. The additional depreciation (30%, 40%, 50%, or 100%) of the adjusted basis of qualified property is allowed for both regular tax and alternative minimum tax purposes for the taxable year in which the property is placed in service. You can claim the <b>Additional First-Year Depreciation</b> after the placed-in-service year (per Revenue Procedure 2003-50). |
| <b>Recognized Gain/(Loss)</b>                   | This is the asset's gain or loss recognized during the current focus period. This field corresponds to a field of the same name on the <b>Gain/Loss</b> tab.  |

### Balance/Accum Tab

The **Balance/Accum** tab shows a more in-depth look at the changes to Asset Balance. It shows all of the additions and deletions from the asset as well as the depreciation.

| Asset                             | Transfer | Summary | Balance/Accum      | Depr Expense           | Gain/Loss              | Documents              | History                |                        |
|-----------------------------------|----------|---------|--------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Switch View                       | ←        | →       | Book Month Ending: | Federal Tax 12/31/2017 | Federal Tax 01/31/2018 | Federal Tax 02/28/2018 | Federal Tax 03/31/2018 | Federal Tax 04/30/2018 |
| Beginning Asset Balance           |          |         |                    | 2                      | 0.00                   | 45,000.00              | 45,000.00              | 45,000.00              |
| Acquisitions                      |          |         |                    |                        | 45,000.00              | 0.00                   | 0.00                   | 0.00                   |
| Transfer-In                       |          |         |                    |                        | 0.00                   | 0.00                   | 0.00                   | 0.00                   |
| Transfer-Out                      |          |         |                    |                        | 0.00                   | 0.00                   | 0.00                   | 0.00                   |
| Disposals                         |          |         |                    |                        | 0.00                   | 0.00                   | 0.00                   | 0.00                   |
| <b>Ending Asset Balance</b>       |          |         |                    |                        | <b>45,000.00</b>       | <b>45,000.00</b>       | <b>45,000.00</b>       | <b>45,000.00</b>       |
| Calc Beginning Accum Depr         |          |         |                    |                        | 0.00                   | 10,544.00              | 11,128.00              | 11,128.00              |
| Accum Revisions Balance           |          |         |                    | 2                      | 0.00                   | -584.00                | -1,168.00              | -1,168.00              |
| Reported Beginning Balance        |          |         |                    |                        | 0.00                   | 9,960.00               | 9,960.00               | 9,960.00               |
| Calculated Depr Expense           |          |         |                    |                        | 584.00                 | 584.00                 | 584.00                 | 584.00                 |
| Net Revisions                     |          |         |                    |                        | -584.00                | -584.00                | -584.00                | -584.00                |
| Reported Depr Expense             |          |         |                    |                        | 0.00                   | 0.00                   | 0.00                   | 0.00                   |
| S179/179A Expense                 |          |         |                    |                        | 0.00                   | 0.00                   | 0.00                   | 0.00                   |
| Additional First Year Depr        |          |         |                    |                        | 9,960.00               | 0.00                   | 0.00                   | 0.00                   |
| Transfer-In                       |          |         |                    |                        | 0.00                   | 0.00                   | 0.00                   | 0.00                   |
| Transfer-Out                      |          |         |                    |                        | 0.00                   | 0.00                   | 0.00                   | 0.00                   |
| Disposals                         |          |         |                    |                        | 0.00                   | 0.00                   | 0.00                   | 0.00                   |
| <b>Reported Ending Accum Depr</b> |          |         |                    | 2                      | <b>9,960.00</b>        | <b>9,960.00</b>        | <b>9,960.00</b>        | <b>9,960.00</b>        |

- 1 Use **Switch View** to select one or all books and to view to either Months, Quarters, or Years.
- 2 Double-click values in the worksheet to modify the fact pattern or depreciation.

**Beginning Asset Balance** This field shows the value of the asset, including any accumulated acquisitions or exchanges-in, less any dispositions or exchanges-out, from the date the asset was placed in service until the beginning of the time period.

**Acquisitions** In the time period that the asset is acquired or exchanged-in, this field shows the purchase price or exchange basis of acquiring an asset. Also shows the net revisions made to the asset's cost in the period of the revision.

**Transfer-In** This field shows the transferred-in asset's unadjusted basis. When an asset is transferred out to another company, the original asset's unadjusted basis, Cost, is copied in with the transfer-in asset.

**Transfer-Out** This field shows the transferred-out asset's unadjusted basis.  
By default, the amount in this Cost field is the same as in the Acquisition Cost field on the [Asset](#) tab. When an asset is transferred-out, the asset's cost is copied out to the transferred-in asset.

|  |   |
|--|---|
| <b>Disposals</b>                                     | In the time period that the asset is disposed, this field shows the disposed asset's acquisition value.   |
| <b>Ending Asset Balance</b>                          | <p>This field shows the asset's ending value after netting the asset's acquisition cost with any disposal amount for this asset. Using the fields described above, the computation behind this field is:</p> <p><b>Beginning Asset Balance + Acquisitions (made in the current focus period) - Disposals (made in the current focus period)</b></p>   |
| <b>Calculated Beginning Accumulated Depreciation</b> | This field shows the application's calculated accumulated depreciation for the asset, including Section 179/179A expense, through to the beginning of the current time period.  |
| <b>Accumulated Revisions Balance</b>                 | This field shows the accumulation of net revisions generated by changes made to the asset's original data in prior periods. This is the sum of all Net Revision fields from prior periods (located on the <b>Depr Expense</b> tab).   |
| <b>Reported Beginning Balance</b>                    | This field shows the accumulation of an asset's prior periods' depreciation expense, Section 179/179A expense, and absorbed revisions amount. This is the sum of the Calculated Beginning Accumulated Depreciation and Accumulated Revisions Balance fields above.  |
| <b>Calculated Depreciation Expense</b>               | This field shows the application's calculated depreciation expense for the current focus period. This field corresponds to the Calculated Depreciation field on the <b>Depr Expense</b> tab.  |
| <b>Net Revisions</b>                                 | This field shows the net revisions calculated and absorbed from a change to an asset's original data. It also includes any depreciation recapture caused by a disposal or a change in business use. This field corresponds to the Net Revision field on the <b>Depr Expense</b> tab.  |
| <b>Reported Depreciation Expense</b>                 | This field shows the asset's depreciation expense for the current focus period. This field corresponds to the Reported Depreciation field on the <b>Depr Expense</b> tab.   |
| <b>§179/179A Expense</b>                             | This field shows the portion of the asset's cost (or the total cost) elected to be expensed in the current focus period rather than depreciated over the life of the asset. Includes both Section 179 and 179A expense. It shows any Section 179 expense recaptured in the current focus period (due to a disposal or change in business use) as a negative amount.   |
| <b>Additional First-Year Depreciation</b>            | <p>This field shows the <b>Additional First-Year Depreciation</b> deduction. On the <b>Balance/Accum</b> tab, this amount is displayed only in the year the asset is placed in service.</p> <p>The additional depreciation (30%, 40%, 50%, or 100%) of the adjusted basis of qualified property is allowed for both regular tax and alternative minimum tax purposes for the taxable year in which the property is placed in service. You can claim the <b>Additional First-Year Depreciation</b> after the placed-in-service year (per Revenue Procedure 2003-50).</p> |
| <b>Transfer-In</b>                                   | This field shows the accumulated depreciation that was transferred in with the asset.   |

|   |   |
|---|---|
| <b>Transfer-Out</b>                             | This field shows the accumulated depreciation that was transferred out with the asset.  |
| <b>Disposals</b>                                | In the time period that the asset is disposed, this field shows the disposed asset's accumulated depreciation expense from the date placed in service through the date disposed.  |
| <b>Reported Ending Accumulated Depreciation</b> | <p>This field shows the calculated reported ending accumulated depreciation for the asset. Using the fields detailed above, the application calculates this amount as:</p> <p><b>Reported Beginning Balance + Reported Depreciation Expense + §179/179A Expense + Disposals</b></p> |

### Depr Expense Tab

The **Depr Expense** tab shows all the fields factoring into Depreciation such as the fact pattern (Property Type, Placed In Service Date, Life, Method, etc), any credits applied to the asset, and any revisions that were generated to changes to the fact pattern or overrides to accumulated depreciation.

Changes to fact pattern (Property Type, Placed-In-Service Date, Life, etc) and Cost will result in recast of depreciation data.

| Asset                      | Transfer | Summary | Balance/Accum          | Depr Expense       | Gain/Loss          | Documents          | His                |
|----------------------------|----------|---------|------------------------|--------------------|--------------------|--------------------|--------------------|
| Switch View                | ←        | →       | Book:<br>Month Ending: | GAAP<br>05/31/2017 | GAAP<br>06/30/2017 | GAAP<br>07/31/2017 | GAAP<br>08/31/2017 |
| Property Type              |          |         | NR                     | NR                 | NR                 | NR                 | NR                 |
| Placed In Service Date     |          |         | 02/06/2017             | 02/06/2017         | 02/06/2017         | 02/06/2017         | 02/06/2017         |
| Life                       |          |         | 40 yr 0 mo             | 40 yr 0 mo         | 40 yr 0 mo         | 40 yr 0 mo         | 40 yr 0 mo         |
| Method                     |          |         | SL                     | SL                 | SL                 | SL                 | SL                 |
| Rate                       |          |         | 100                    | 100                | 100                | 100                | 100                |
| Convention                 |          |         | FM                     | FM                 | FM                 | FM                 | FM                 |
| Calculation Source         |          |         | Switch                 | Switch             | Switch             | Switch             | Switch             |
| Original Cost              |          |         | 23,423,433.00          | 23,423,433.00      | 23,423,433.00      | 23,423,433.00      | 23,423,433.00      |
| Adjustments                |          |         | 0.00                   | 0.00               | 0.00               | 0.00               | 0.00               |
| Cost                       |          |         | 23,423,433.00          | 23,423,433.00      | 23,423,433.00      | 23,423,433.00      | 23,423,433.00      |
| Salvage Value              |          |         | 0.00                   | 0.00               | 0.00               | 0.00               | 0.00               |
| Business Use %             |          |         | 100%                   | 100%               | 100%               | 100%               | 100%               |
| Net S179/179A              |          |         | 23,423.00              | 23,423.00          | 23,423.00          | 23,423.00          | 23,423.00          |
| Net Credit Basis Reduction |          |         | 0.00                   | 0.00               | 0.00               | 0.00               | 0.00               |
| Additional First Year Depr |          |         | 0.00                   | 0.00               | 0.00               | 0.00               | 0.00               |
| Prior Years' Reported Depr |          |         | 0.00                   | 0.00               | 0.00               | 0.00               | 0.00               |
| Reported Depr Basis        |          |         | 23,400,010.00          | 23,400,010.00      | 23,400,010.00      | 23,400,010.00      | 23,400,010.00      |
| Reported Depreciation      |          |         | 48,750.02              | 48,750.02          | 48,750.02          | 48,750.02          | 48,750.02          |
| Prior Years' Calc Depr     |          |         | 0.00                   | 0.00               | 0.00               | 0.00               | 0.00               |
| Calc Depr Basis            |          |         | 23,400,010.00          | 23,400,010.00      | 23,400,010.00      | 23,400,010.00      | 23,400,010.00      |

- 1 **Switch View** to either a single book by Months/Quarters/Years, or view all books for a particular end date.
- 2 Double-click a **Fact Pattern** or **Cost** value to make a change that will apply to the selected period and forward.
- 3 Double-click the **Reported Depreciation** value to override depreciation for the selected period and book.

### Property Type

The field shows the asset's property classification for the selected book. The **Property Type** is, by default, determined by the properties of the **Asset Type** you selected during asset creation. Double-click on the field to change the **Property Type** through the **Edit Book Data** wizard.

|                               |  |
|-------------------------------|--|
| <b>Placed-in-Service Date</b> | This field shows the date the selected asset is ready and available for use in the production of income. This is the date depreciation begins. By default, this date is the same as the <b>Acquisition Date</b> you selected during asset creation. To change the <b>Placed-in-Service Date</b> , double-click the <b>Placed-in-Service Date</b> field in the period that the asset was placed in service. Use the <b>Switch View</b> command, if necessary, to switch views to access the correct time period. You can specify a different <b>Placed-in-Service Date</b> for each book. |
| <b>Life</b>                   | This field shows the period over which the asset will be depreciated. This period often differs substantially from what may reasonably be expected to be useful in the taxpayer's trade or business or in the production of income. The Life is, by default, determined by the properties of the <b>Asset Type</b> you selected during asset creation. Double-click on the field to change the <b>Life</b> through the <b>Edit Book Data</b> wizard.   |
| <b>Method</b>                 | This field shows a code, which represents a set of depreciation rules and the IRS-defined calculation used to expense the asset's cost in the current focus period. The <b>Method</b> is, by default, determined by the properties of the <b>Asset Type</b> you selected during asset creation. Double-click on the field to select a different Method through the <b>Edit Book Data</b> wizard.   |
| <b>Rate</b>                   | This field shows the percentage rate used with the selected depreciation Method to compute the selected asset's depreciation expense for the current focus period. The <b>Rate</b> is, by default, determined by the properties of the <b>Asset Type</b> you selected during asset creation. Double-click on the field to select a different <b>Rate</b> through the <b>Edit Book Data</b> wizard.   |
| <b>Convention</b>             | This field shows a code which represents a set of default <b>Conventions</b> that dictate how to prorate an asset's depreciation deduction in the years the asset is placed in service and is disposed. The <b>Convention</b> is, by default, determined by the properties of the <b>Asset Type</b> you selected during asset creation. Double-click on the field to select a different <b>Convention</b> through the <b>Edit Book Data</b> wizard.  |
| <b>Calculation Source</b>     | This field indicates whether the calculation source of the depreciation method used to calculate the asset's depreciation expense is from a table lookup or a formula method. When a formula method is selected, it considers the election of switching to remaining value over remaining life. The <b>Calculation source</b> is, by default, determined by the properties of the <b>Asset Type</b> you selected during asset creation. Double-click on the field to select a different <b>Calculation Source</b> through the <b>Edit Book Data</b> wizard.                              |
| <b>Original Cost</b>          | This field shows the asset's unadjusted basis, which is the starting point for determining the depreciable basis. By default, the amount in this <b>Original Cost</b> field is the same as in the <b>Acquisition Cost</b> field specified during asset entry. Double-click on the field to enter a different <b>Original Cost</b> through the <b>Edit Book Data</b> wizard.  |

|                                   |  |
|-----------------------------------|--|
| <b>Adjustments</b>                | This field shows the total of all accumulated <b>Book Cost Adjustments</b> throughout the asset's life. Double-click on the field to enter adjustments through the <b>Edit Book Data</b> wizard.   |
| <b>Cost</b>                       | This field shows the asset's cost, which is calculated as the <b>Original Cost</b> plus or minus net <b>Adjustments</b> . Double-click on the field to see how the value is calculated through the <b>Edit Book Data</b> wizard.   |
| <b>Salvage Value</b>              | This field shows the amount estimated to be realized upon the sale or other disposition of the selected asset. The <b>Salvage Value</b> is zero by default. Double-click on the field to enter the <b>Salvage Value</b> through the <b>Edit Book Data</b> wizard.  |
| <b>Business Use Percentage</b>    | This field shows the time that the selected asset is used solely to produce income by the company. The <b>Business Use Percentage</b> is set to 100% by default. Double-click on the field to change the percentage through the <b>Edit Book Data</b> wizard.  |
| <b>Net §179/179A</b>              | <p>This field shows the immediately expensed portion (or all) of the selected asset's cost that was allowed by the IRS, netted against any Section 179 recapture (caused by the business use falling below 51% or disposal) and any Section 179A recapture. The Section 179/179A expense originally claimed is shown as a positive amount in the <b>§179/179A Expense</b> field of the <b>Balance/Accum</b> tab, in the period that the expense was originally claimed. Any Section 179/179A recapture is shown as a negative amount in the <b>§179/179A Expense</b> field of the <b>Balance/Accum</b> tab, in the period that the recapture occurred.</p> <p>By default, the amount in this field is zero unless specified during asset creation. To change the original amount of <b>Section 179 or 179A expense</b>, double-click on the field in the period that the expense was claimed. Use the <b>Switch View</b> command, if necessary, to switch views to access the correct time period. To change the Net Section 179 expense due to a change in the business use, double-click on the <b>Business Use Percentage</b> field above in the period that the change occurred.</p> |
| <b>Net Credit Basis Reduction</b> | <p>When you elect to take either the <b>Investment Tax Credit</b> or one of the vehicle credits for a qualified asset, this field shows the IRS required basis reduction amount, netted with any recapture of the credit caused by changes in the business use.</p> <p>By default, the amount in this field is zero. To change the original <b>Credit Basis Reduction</b> amount, double-click on the field in the period that the credit was taken. Use the <b>Switch View</b> command, if necessary, to switch views to access the correct time period. To change the Credit Basis Reduction amount due to a change in the business use, double-click on the <b>Business Use Percentage</b> field above in the period when the change in use occurred.</p>   |

|   |   |
|---|---|
| <b>Additional First-Year Depreciation</b>   | <p>This field shows the <b>Additional First-Year Depreciation</b> deduction. On the <b>Depr Expense</b> tab, this amount is displayed for all periods throughout the life of the asset.</p> <p>The additional depreciation (30%, 40%, 50%, or 100%) of the adjusted basis of qualified property is allowed for both regular tax and alternative minimum tax purposes for the taxable year in which the property is placed in service. You can claim the <b>Additional First-Year Depreciation</b> after the placed-in-service year (per Revenue Procedure 2003-50).</p> |
| <b>Prior Years' Reported Depreciation</b>   | This field shows the total of the selected asset's reported depreciation expense for all prior periods. You cannot directly change this calculated field.   |
| <b>Reported Depreciable Basis</b>           | This field shows the portion of the asset's value that can be periodically expensed as depreciation. This is the depreciable basis which is used to calculate the current focus period's reported depreciation expense for the selected asset. You cannot directly change this calculated field.  |
| <b>Prior Years' Calculated Depreciation</b> | This field shows the total of the application-calculated depreciation expense for the selected asset for all prior periods. You cannot directly change this calculated field.   |
| <b>Calculated Depreciable Basis</b>         | This field shows the portion of the asset's value that can be periodically expensed as depreciation, as determined by the application. This is the depreciable basis which is used to determine the calculated depreciation expense for the selected asset in the current focus period. You cannot directly change this calculated field.   |
| <b>Calculated Depreciation Before Limit</b> | This field shows the selected asset's depreciation expense for the current focus period as calculated by the application before any IRS-imposed depreciation limitations are applied. You cannot directly change this calculated field.   |
| <b>Limitation</b>                           | This field shows the maximum depreciation expense allowed by the IRS, if applicable, for the selected asset in the current focus period. You cannot directly change this calculated field. It applies only to <b>Luxury Vehicles</b> and <b>Clean-Fuel Luxury Vehicles</b> .  |
| <b>Calculated Depreciation</b>              | This field shows the selected asset's depreciation expense for the current focus period as calculated by the application after any IRS-imposed depreciation limitations are applied. You cannot directly change this calculated field.  |
| <b>Revision To Calculated</b>               | This field shows the difference between the selected asset's depreciation expense for the current focus period as calculated by the application and as reported for the company. This field is used as an adjustment field when an asset's attributes change. You cannot directly change this calculated field.   |
| <b>Revision Absorbed</b>                    | This field shows the portion of accumulated prior and current amounts in the <b>Revision to Calculated</b> field (above) that will be absorbed into this period's reported depreciation expense. You cannot directly change this calculated field.  |



|                                |   |
|--------------------------------|---|
| <b>Depreciation Recapture</b>  | This field shows the previously expensed depreciation to be added back to the asset's basis due to a change in the asset's business use. It does not include depreciation recaptured as a result of the asset's disposal.   |
| <b>Revision Treatment</b>      | This field shows when a revision will be absorbed, either immediately, prorated over the asset's remaining life, or never. By default, this selection is 'Immediate'. Double-click in the field to change the treatment option for the asset for the current and future periods.  |
| <b>Net Revision</b>            | This field shows the result of subtracting any Revision Absorbed in the current focus period from the current <b>Revisions to Calculated</b> field. You cannot directly change this calculated field.   |
| <b>Calculated Depreciation</b> | This field summarizes the Calculated Depreciation from above.   |
| <b>Net Revision</b>            | This field summarizes the Net Revision from above.  |
| <b>Reported Depreciation</b>   | <p>This field shows the selected asset's current depreciation expense to be reported in a company's financial statements or in the company's tax returns.</p> <p>To revise the reported depreciation expense, double-click in the field you want to change. The <b>Edit Accumulated Depreciation</b> wizard opens. Note that when you change this amount, the <b>Net Revisions</b> amount also changes, and the Revision amounts from other periods may be overwritten.</p> |

### Gain/Loss Tab

The **Gain/Loss** tab shows gains or losses incurred as a result of a disposal. You may double-click values in the worksheet to modify the **Recognized Gain/(Loss)**.

|       |          |         |               |              |           |           |         |
|-------|----------|---------|---------------|--------------|-----------|-----------|---------|
| Asset | Transfer | Summary | Balance/Accum | Depr Expense | Gain/Loss | Documents | History |
|-------|----------|---------|---------------|--------------|-----------|-----------|---------|

| Book:<br>Month Ending:       | GAAP<br>06/30/2018 | Federal Tax<br>06/30/2018 | Federal Tax - AMT<br>06/30/2018 | Federal Tax - ACE<br>06/30/2018 | Federal Tax - E&P<br>06/30/2018 |
|------------------------------|--------------------|---------------------------|---------------------------------|---------------------------------|---------------------------------|
| Disposal/Exchange Date       | 06/05/2018         | 06/05/2018                | 06/05/2018                      | 06/05/2018                      | 06/05/2018                      |
| Cash Received                | 3,000.00           | 3,000.00                  | 3,000.00                        | 3,000.00                        | 3,000.00                        |
| Like-kind Property Rec'd     | 0.00               | 0.00                      | 0.00                            | 0.00                            | 0.00                            |
| Non Like-kind Property Rec'd | 0.00               | 0.00                      | 0.00                            | 0.00                            | 0.00                            |
| Cash Paid                    | 0.00               | 0.00                      | 0.00                            | 0.00                            | 0.00                            |
| Non-Cash Payments            | 0.00               | 0.00                      | 0.00                            | 0.00                            | 0.00                            |
| Net Proceeds                 | 3,000.00           | 3,000.00                  | 3,000.00                        | 3,000.00                        | 3,000.00                        |
| Acquisition Cost             | 15,000.00          | 15,000.00                 | 15,000.00                       | 15,000.00                       | 15,000.00                       |
| Average Business Use %       | 100%               | 100%                      | 100%                            | 100%                            | 100%                            |
| Asset Cost                   | 15,000.00          | 15,000.00                 | 15,000.00                       | 15,000.00                       | 15,000.00                       |
| Net Credit Basis Reduction   | 0.00               | 0.00                      | 0.00                            | 0.00                            | 0.00                            |
| Expenses of Sale             | 200.00             | 200.00                    | 200.00                          | 200.00                          | 200.00                          |
| Unadjusted Basis             | 15,200.00          | 15,200.00                 | 15,200.00                       | 15,200.00                       | 15,200.00                       |
| Accum Depr Balance           | 11,500.00          | 7,500.00                  | 7,500.00                        | 7,500.00                        | 11,250.00                       |
| Depr in Disposal Year        | 625.00             | 0.00                      | 0.00                            | 0.00                            | 750.00                          |
| Net S179/179A Expense        | 0.00               | 0.00                      | 0.00                            | 0.00                            | 0.00                            |
| Additional First Year Depr   | 0.00               | 7,500.00                  | 7,500.00                        | 7,500.00                        | 0.00                            |
| Total Depr Allowed           | 12,125.00          | 15,000.00                 | 15,000.00                       | 15,000.00                       | 12,000.00                       |
| Adjusted Basis               | 3,075.00           | 200.00                    | 200.00                          | 200.00                          | 3,200.00                        |
| <b>Realized Gain/(Loss)</b>  | <b>-75.00</b>      | <b>2,800.00</b>           | <b>2,800.00</b>                 | <b>2,800.00</b>                 | <b>-200.00</b>                  |
| Less Deferred Gain/(Loss)    | 0.00               | 0.00                      | 0.00                            | 0.00                            | 0.00                            |

|                        |        |          |          |          |         |
|------------------------|--------|----------|----------|----------|---------|
| Recognized Gain/(Loss) | -75.00 | 2,800.00 | 2,800.00 | 2,800.00 | -200.00 |
| Ordinary Gain/(Loss)   | -75.00 | 2,800.00 | 2,800.00 | 2,800.00 | -200.00 |
| Capital Gain/(Loss)    | 0.00   | 0.00     | 0.00     | 0.00     | 0.00    |
| Total Gain/(Loss)      | -75.00 | 2,800.00 | 2,800.00 | 2,800.00 | -200.00 |

**Disposal/Exchange Date** This field shows the date the asset ceased to be used in the production of income due to a sale, exchange, abandonment, or retirement, as entered during the disposal operation. Depreciation is calculated through this date.

**Cash Received** This field shows the cash received by the company for the disposed asset , as entered during the disposal operation.

**Like-Kind Property Received** This field shows the fair market value of the like-kind property received during a like-kind exchange, as entered during the disposal operation. The like-kind property is of a similar or exact nature as the property exchanged out.

**Non-Like-Kind Property Received** This field shows the fair market value of the non-like-kind property received during a like-kind exchange, as entered during the disposal operation. The non-like-kind property is dissimilar to the property exchanged out.

**Cash Paid** This field shows the cash paid during a like-kind exchange, as entered during the disposal operation.

**Non-Cash Payments** This field shows the non-cash payments during a like-kind exchange, as entered during the disposal operation.

**Net Proceeds** This field shows the total proceeds received. Using the fields detailed above, the application calculates this amount as:

**Cash Proceeds + Like Kind Property + Non-Like Kind Property - Cash Paid - Non-Cash Payments**

**Acquisition Cost** This field shows the cost at which the asset was acquired. This field corresponds to the **Acquisition Cost** field on the **Asset** tab of the **Asset Viewer**.

**Average Business Use Percentage** This field shows the weighted average of the business percent usage over the depreciable life of the asset.

**Asset Cost** This field shows the selected asset's unadjusted basis, which is the starting point for determining the depreciable basis. This amount corresponds to the **Cost** field on the **Depr Expense** tab of the **Asset Viewer** unless there have been fluctuations in business use over the life of the asset. If there have been changes in business use, this amount equals the **Acquisition Cost** times the **Average Business Use Percentage**.

|   |  |
|---|--|
| <b>Net Credit Basis Reduction</b>         | For qualified assets on which you elected to take either the Investment Tax Credit or one of the vehicle credits, this field shows the IRS required basis reduction amount, netted with any recapture of the credit caused by disposition or changes in the business use.  |
| <b>Expenses of Sale</b>                   | This field shows any qualified expenses incurred by the company in disposing of the asset, as entered during the disposal operation.   |
| <b>Unadjusted Basis</b>                   | This field shows the asset's basis before any adjustments for accumulated depreciation, disposal year depreciation expense, and net Section 179/179A expense.  |
| <b>Accumulated Depreciation Balance</b>   | This field shows the accumulated depreciation expense taken on the asset for all years preceding the year of disposition. This amount will be either <b>Calculated Depreciation</b> or <b>Reported Depreciation</b> , depending upon your choice (on the <b>Depreciation Policies</b> tab of the <b>Book Properties</b> dialog) for the type of depreciation to use when calculating gains and losses on disposition.  |
| <b>Depreciation in Disposal Year</b>      | This field shows the depreciation allowed for the asset in the year of disposition. This amount will be either <b>Calculated Depreciation</b> or <b>Reported Depreciation</b> , depending upon your choice (on the <b>Depreciation Policies</b> tab of the <b>Book Properties</b> dialog) for the type of depreciation to use when calculating gains and losses on disposition.  |
| <b>Net Section 179/179A Expense</b>       | This field shows the net Section 179/179A expense taken for the asset after any recapture. This field corresponds with the <b>Net §179/179A Expense</b> field on the <b>Depr Expense</b> tab of the <b>Asset Viewer</b> .  |
| <b>Additional First-Year Depreciation</b> | <p>This field shows the <b>Additional First-Year Depreciation</b> deduction. On the <b>Gain/Loss</b> tab, this amount is displayed only in the year the asset is disposed.</p> <p>The additional depreciation (30%, 40%, 50%, or 100%) of the adjusted basis of qualified property is allowed for both regular tax and alternative minimum tax purposes for the taxable year in which the property is placed in service. You can claim the <b>Additional First-Year Depreciation</b> after the placed-in-service year (per Revenue Procedure 2003-50).</p> |
| <b>Total Depreciation Allowed</b>         | <p>This field shows the total depreciation allowed for the disposed asset. Using the fields described above, the application calculates this amount as:</p> <p><b>Accumulated Depreciation Balance + Depreciation in Disposal Year + Net Section 179/179A Expense</b></p>  |
| <b>Adjusted Basis</b>                     | <p>This field shows the disposed asset's adjusted basis at the time of disposal. Using the fields described above, the application calculates this amount as:</p> <p><b>Unadjusted Balance - Total Depreciation Allowed</b></p>  |

|                               |   |
|-------------------------------|---|
| <b>Realized Gain/(Loss)</b>   | <p>This field shows the gain or loss realized as a result of the asset's disposal. Using the fields described above, the application calculates this amount as:</p> <p><b>Net Proceeds - Adjusted Basis</b></p>   |
| <b>Deferred Gain/(Loss)</b>   | <p>This field shows the portion of the disposed asset's realized gain or loss that is deferred. Using the fields described on this tab, the application calculates this amount as:</p> <p><b>Realized Gain/(Loss) - Recognized Gain/(Loss)</b></p>  |
| <b>Recognized Gain/(Loss)</b> | <p>This field shows the portion of the disposed asset's realized gain or loss that is recognized in the disposal period. This is the gain or loss that will be reported in the current focus period. To change this amount, double-click on this field. The <b>Edit Recognized Gain or Loss</b> dialog opens.</p> |
| <b>Ordinary Gain/(Loss)</b>   | <p>This field shows the portion of the recognized gain or loss that will be reported on <b>Form 4797</b> as ordinary gain.</p>  |
| <b>Capital Gain/(Loss)</b>    | <p>This field shows the portion of the recognized gain or loss that will be reported on the federal tax Schedule D as capital gain or loss or on <b>Form 4797</b>, Part I, as a loss.</p>   |
| <b>Total Gain/(Loss)</b>      | <p>This field shows the total gain or loss to be reported on the company's financial statements and federal tax returns. The application calculates this amount as:</p> <p><b>Ordinary Gain/(Loss) + Capital Gain/(Loss)</b></p>  |

### Journal Entries Tab

<< **Requires optional GL Codes feature** >> Displays journal entries generated as a result of depreciation, modifications, or asset activities.

|       |          |         |               |              |           |               |           |         |
|-------|----------|---------|---------------|--------------|-----------|---------------|-----------|---------|
| Asset | Transfer | Summary | Balance/Accum | Depr Expense | Gain/Loss | Journal Entry | Documents | History |
|-------|----------|---------|---------------|--------------|-----------|---------------|-----------|---------|

Book: GAAP Focus Period: Life To Date from Jan 1980 to Jun 2018 View

### General Ledger Journal Entries

GAAP  
from Jan 1980 to Jun 2018

#### Depreciation Expense

| Account Code                         | Event Date | Debit           | Credit          |
|--------------------------------------|------------|-----------------|-----------------|
| Depr Exp GL Acct(F): 0001-004-4752   | 06/30/2018 | 1,560.01        |                 |
| Accum Depr GL Acct(F): 0001-004-3642 |            |                 | 1,560.01        |
| <b>Total</b>                         |            | <b>1,560.01</b> | <b>1,560.01</b> |

#### Asset Acquisitions

| Account Code                                  | Event Date | Debit            | Credit           |
|---|------------|------------------|------------------|
| Asset GL Acct(F): 0001-004-1234               | 01/26/2017 | 10,000.00        |                  |
| Acquisition Clearing GL Acc(F): 0001-004-1100 |            |                  | 10,000.00        |
| <b>Total</b>                                  |            | <b>10,000.00</b> | <b>10,000.00</b> |

#### Cost Adjustments

| Account Code                                | Event Date | Debit         | Credit        |
|---|------------|---------------|---------------|
| Asset GL Acct(F): 0001-004-1234             | 04/30/2017 | 400.00        |               |
| Cost Adj Clearing GL Acct(F): 0001-004-2543 |            |               | 400.00        |
| <b>Total</b>                                |            | <b>400.00</b> | <b>400.00</b> |

- 1 Select the **Book**, **Focus Period**, and press **View** to show the resulting **Journal Entries**.
- 2 The **Journal Entries** will show the total amount debited and credited for each activity category.

### Documents Tab

Attach **Documents** to your asset such as an invoice or photo of the asset.

Upload **1**

Total storage for asset: 80.97 KB

(e.g., bmp, gif, jpg, png, csv, xls, xlsx, doc, docx, pdf, txt, rtf, zip)

|          | File                                     | Size     | Date                  | User     |
|----------|--|----------|-----------------------|----------|
| <b>2</b> | <a href="#">Asset Photo.png</a> <b>3</b> | 22.63 KB | 02/09/2017 4:17:27 pm | John Doe |
|          | Invoice.pdf                              | 45.74 KB | 02/09/2017 4:17:24 pm | John Doe |

- 1** Press **Upload** to add documents to the asset.
- 2** **Delete** a document.
- 3** The **File** hyperlink downloads the file.

### History Tab

All audit records relating to the asset appear on the **History** tab. Use the **Focus Period** controls and press **View** to filter the results.

Focus Period: Current Month ▼ from Jun ▼ 2018 ▲▼ to Jun ▼ 2018 ▲▼ View

| Date                  | User     | Activity    | Description  |
|-----------------------|----------|-------------|--|
| 06/05/2018 4:11:52 pm | John Doe |             | <i>Edit Asset</i>  |
|                       |          | Edit        | Entity ID was changed from blank to "0001" effective on 1/1/2017.                    |
|                       |          | Edit        | Location ID was changed from blank to "004" effective on 1/1/2017.                   |
|                       |          | Edit        | Accum Depr GL Acct was changed from blank to "3642" effective on 1/1/2017.           |
|                       |          | Edit        | Acquisition Clearing GL Acct was changed from blank to "1100" effective on 1/1/2017. |
|                       |          | Edit        | Asset GL Acct was changed from blank to "1234" effective on 1/1/2017.                |
|                       |          | Edit        | Cash Code GL Acct was changed from blank to "1000" effective on 1/1/2017.            |
|                       |          | Edit        | Cost Adj Clearing GL Acct was changed from blank to "2543" effective on 1/1/2017.    |
|                       |          | Edit        | Deferred Gain/Loss GL Acct was changed from blank to "7352" effective on 1/1/2017.   |
|                       |          | Edit        | Depr Exp GL Acct was changed from blank to "4752" effective on 1/1/2017.             |
|                       |          | Edit        | Like-Kind Prop Rec GL Acct was changed from blank to "7485" effective on 1/1/2017.   |
| 06/01/2018 1:04:52 pm | John Doe | Link Parent | Asset was linked to existing parent M1500000000041.                                  |
| 06/01/2018 1:03:51 pm | John Doe |             | <i>Untransferred 2 assets</i>  |
|                       |          | Untransfer  | Asset was untransferred.   |

# Overriding reported depreciation

**Reported Depreciation** may be overridden for new assets (**Single Add Asset Window**) or existing assets (**Asset Viewer**).

| Asset                        | Transfer | Summary | Balance/Accum          | Depr Expense       | Gain/Loss          | Documents          | His                |
|------------------------------|----------|---------|------------------------|--------------------|--------------------|--------------------|--------------------|
| Switch View                  | ←        | →       | Book:<br>Month Ending: | GAAP<br>05/31/2017 | GAAP<br>06/30/2017 | GAAP<br>07/31/2017 | GAAP<br>08/31/2017 |
| Property Type                |          |         |                        | NR                 | NR                 | NR                 | NR                 |
| Placed In Service Date       |          |         |                        | 02/06/2017         | 02/06/2017         | 02/06/2017         | 02/06/2017         |
| Life                         |          |         |                        | 40 yr 0 mo         | 40 yr 0 mo         | 40 yr 0 mo         | 40 yr 0 mo         |
| Method                       |          |         |                        | SL                 | SL                 | SL                 | SL                 |
| Rate                         |          |         |                        | 100                | 100                | 100                | 100                |
| Convention                   |          |         |                        | FM                 | FM                 | FM                 | FM                 |
| Calculation Source           |          |         |                        | Switch             | Switch             | Switch             | Switch             |
| Original Cost                |          |         |                        | 23,423,433.00      | 23,423,433.00      | 23,423,433.00      | 23,423,433.00      |
| Adjustments                  |          |         |                        | 0.00               | 0.00               | 0.00               | 0.00               |
| Cost                         |          |         |                        | 23,423,433.00      | 23,423,433.00      | 23,423,433.00      | 23,423,433.00      |
| Salvage Value                |          |         |                        | 0.00               | 0.00               | 0.00               | 0.00               |
| Business Use %               |          |         |                        | 100%               | 100%               | 100%               | 100%               |
| Net S179/179A                |          |         |                        | 23,423.00          | 23,423.00          | 23,423.00          | 23,423.00          |
| Net Credit Basis Reduction   |          |         |                        | 0.00               | 0.00               | 0.00               | 0.00               |
| Additional First Year Depr   |          |         |                        | 0.00               | 0.00               | 0.00               | 0.00               |
| Prior Years' Reported Depr   |          |         |                        | 0.00               | 0.00               | 0.00               | 0.00               |
| Reported Depr Basis          |          |         |                        | 23,400,010.00      | 23,400,010.00      | 23,400,010.00      | 23,400,010.00      |
| <b>Reported Depreciation</b> |          |         |                        | <b>48,750.02</b>   | <b>48,750.02</b>   | <b>48,750.02</b>   | <b>48,750.02</b>   |
| Prior Years' Calc Depr       |          |         |                        | 0.00               | 0.00               | 0.00               | 0.00               |
| Calc Depr Basis              |          |         |                        | 23,400,010.00      | 23,400,010.00      | 23,400,010.00      | 23,400,010.00      |

The **Depr Expense** tab has two fields for depreciation:

- **Calculated Depreciation** – The depreciation value calculated by the system based on the asset's fact pattern, before any automobile limits are imposed.
- **Reported Depreciation** – The amount that is to be reported on the company's financial statements. The **Reported Depreciation** value appears on reports such as **Depreciation Expense**.

To override the **Reported Depreciation**:

1. Press **Switch View** to select the appropriate book and period.
2. Double-click the value for **Reported Depreciation** to launch the **Edit Accumulated Depreciation**



wizard.

- a. To modify the depreciation for the current period, edit **Depreciation Expense**.
- b. To modify the accumulated depreciation up to and including the selected period, edit **Ending Accum Depr**. The Depreciation Expense for the current period will update automatically to adjust the accumulated depreciation.

When you change the **Depreciation Expense** or **Ending Accum Depr** amount, the **Net Revisions** amount also changes. Also, the Revision amounts from other periods may be overwritten.

# Adjusting the book cost of an asset

**Book Cost** may be adjusted for new assets (**Single Add Asset Window**) or existing assets (**Asset Viewer**).

| Asset                        | Transfer | Summary | Balance/Accum          | Depr Expense       | Gain/Loss          | Documents          | His                |
|------------------------------|----------|---------|------------------------|--------------------|--------------------|--------------------|--------------------|
| Switch View                  | ←        | →       | Book:<br>Month Ending: | GAAP<br>05/31/2017 | GAAP<br>06/30/2017 | GAAP<br>07/31/2017 | GAAP<br>08/31/2017 |
| Property Type                |          |         |                        | NR                 | NR                 | NR                 | NR                 |
| Placed In Service Date       |          |         |                        | 02/06/2017         | 02/06/2017         | 02/06/2017         | 02/06/2017         |
| Life                         |          |         |                        | 40 yr 0 mo         | 40 yr 0 mo         | 40 yr 0 mo         | 40 yr 0 mo         |
| Method                       |          |         |                        | SL                 | SL                 | SL                 | SL                 |
| Rate                         |          |         |                        | 100                | 100                | 100                | 100                |
| Convention                   |          |         |                        | FM                 | FM                 | FM                 | FM                 |
| Calculation Source           |          |         |                        | Switch             | Switch             | Switch             | Switch             |
| Original Cost                |          |         |                        | 23,423,433.00      | 23,423,433.00      | 23,423,433.00      | 23,423,433.00      |
| Adjustments                  |          |         |                        | 0.00               | 0.00               | 0.00               | 0.00               |
| Cost                         |          |         |                        | 23,423,433.00      | 23,423,433.00      | 23,423,433.00      | 23,423,433.00      |
| Salvage Value                |          |         |                        | 0.00               | 0.00               | 0.00               | 0.00               |
| Business Use %               |          |         |                        | 100%               | 100%               | 100%               | 100%               |
| Net S179/179A                |          |         |                        | 23,423.00          | 23,423.00          | 23,423.00          | 23,423.00          |
| Net Credit Basis Reduction   |          |         |                        | 0.00               | 0.00               | 0.00               | 0.00               |
| Additional First Year Depr   |          |         |                        | 0.00               | 0.00               | 0.00               | 0.00               |
| Prior Years' Reported Depr   |          |         |                        | 0.00               | 0.00               | 0.00               | 0.00               |
| Reported Depr Basis          |          |         |                        | 23,400,010.00      | 23,400,010.00      | 23,400,010.00      | 23,400,010.00      |
| <b>Reported Depreciation</b> |          |         |                        | <b>48,750.02</b>   | <b>48,750.02</b>   | <b>48,750.02</b>   | <b>48,750.02</b>   |
| Prior Years' Calc Depr       |          |         |                        | 0.00               | 0.00               | 0.00               | 0.00               |
| Calc Depr Basis              |          |         |                        | 23,400,010.00      | 23,400,010.00      | 23,400,010.00      | 23,400,010.00      |

There are two ways to modify the cost of an asset:

1. Edit the **Book Cost** value directly.
2. Add a **Book Cost Adjustment**. This approach maintains the original Book Cost and allows you to categorize the adjustments by type.

To adjust the book cost:

1. Open the **Asset Viewer** for the desired asset.
2. Select the **Depr Expense** tab.

3. Use **Switch View** to select the appropriate book and period.
  - a. To edit the Book Cost directly, double-click **Original Cost** and edit the value as desired.
  - b. To add a Book Cost Adjustment, double-click **Adjustments**. Select an adjustment **Name**, provide an **Amount** for the Adjustment, and press **Add**.
4. Press **Finish** to complete the modification.

When making a cost adjustment for a Tax book, you'll be asked whether you'd like to also automatically update the child books. Select **Recast all child books** to carry the adjustment to the child books. Select **Continue with no other changes** to leave the child books unchanged.

## Changing useful life or other fact pattern elements

The **Fact pattern** may be edited for new assets (**Single Add Asset Window**) or existing assets (**Asset Viewer**).

| Asset                        | Transfer | Summary | Balance/Accum          | Depr Expense       | Gain/Loss          | Documents          | His                |
|------------------------------|----------|---------|------------------------|--------------------|--------------------|--------------------|--------------------|
| Switch View                  | ←        | →       | Book:<br>Month Ending: | GAAP<br>05/31/2017 | GAAP<br>06/30/2017 | GAAP<br>07/31/2017 | GAAP<br>08/31/2017 |
| Property Type                |          |         |                        | NR                 | NR                 | NR                 | NR                 |
| Placed In Service Date       |          |         |                        | 02/06/2017         | 02/06/2017         | 02/06/2017         | 02/06/2017         |
| Life                         |          |         |                        | 40 yr 0 mo         | 40 yr 0 mo         | 40 yr 0 mo         | 40 yr 0 mo         |
| Method                       |          |         |                        | SL                 | SL                 | SL                 | SL                 |
| Rate                         |          |         |                        | 100                | 100                | 100                | 100                |
| Convention                   |          |         |                        | FM                 | FM                 | FM                 | FM                 |
| Calculation Source           |          |         |                        | Switch             | Switch             | Switch             | Switch             |
| Original Cost                |          |         |                        | 23,423,433.00      | 23,423,433.00      | 23,423,433.00      | 23,423,433.00      |
| Adjustments                  |          |         |                        | 0.00               | 0.00               | 0.00               | 0.00               |
| Cost                         |          |         |                        | 23,423,433.00      | 23,423,433.00      | 23,423,433.00      | 23,423,433.00      |
| Salvage Value                |          |         |                        | 0.00               | 0.00               | 0.00               | 0.00               |
| Business Use %               |          |         |                        | 100%               | 100%               | 100%               | 100%               |
| Net S179/179A                |          |         |                        | 23,423.00          | 23,423.00          | 23,423.00          | 23,423.00          |
| Net Credit Basis Reduction   |          |         |                        | 0.00               | 0.00               | 0.00               | 0.00               |
| Additional First Year Depr   |          |         |                        | 0.00               | 0.00               | 0.00               | 0.00               |
| Prior Years' Reported Depr   |          |         |                        | 0.00               | 0.00               | 0.00               | 0.00               |
| Reported Depr Basis          |          |         |                        | 23,400,010.00      | 23,400,010.00      | 23,400,010.00      | 23,400,010.00      |
| <b>Reported Depreciation</b> |          |         |                        | <b>48,750.02</b>   | <b>48,750.02</b>   | <b>48,750.02</b>   | <b>48,750.02</b>   |
| Prior Years' Calc Depr       |          |         |                        | 0.00               | 0.00               | 0.00               | 0.00               |
| Calc Depr Basis              |          |         |                        | 23,400,010.00      | 23,400,010.00      | 23,400,010.00      | 23,400,010.00      |

To make changes to useful life or other critical elements:

1. Open the **Asset Viewer** for the desired asset.
2. Select the **Depr Expense** tab.
3. Use **Switch View** to select the appropriate book and period.
4. Double-click **Life** or the desired field and change to the new value.
5. For some fields, additional changes may be necessary. For example, to change **Method** from MACRS to SL, you must also change the rate from either 200 or 150 to 100.
6. Press **Finish** to complete the modification.

7. Repeat for additional books, if desired.

When changing a Tax book, you'll be asked whether you'd like to also automatically update the child books. Select **Recast all child books** to carry the modification to the child books. Select **Continue with no other changes** to leave the child books unchanged.

# Performing asset modifications in bulk

Bulk changes to **Book Cost**, **Life**, etc. are performed with the **Edit Critical Elements** feature. To instead edit asset fields such as **Department** or **Location**, use the **Edit User Fields** feature.

The screenshot shows the 'Assets' section of a software interface. At the top, there is a navigation bar with 'ACME Inc' and tabs for 'Assets', 'Reports', 'Imports', 'Exports', 'Tasks', and 'Setup'. Below this is a toolbar with buttons for 'New', 'Edit', 'Copy', 'Delete', 'Dispose', and a refresh icon. A dropdown menu is open under the 'Edit' button, with 'Edit Critical Elements' highlighted in yellow. Below the menu is a table with columns: 'Status', 'Acquisition Date', 'Acquisition Cost', and 'Asset Type'. The table contains two rows of asset data.

|                                     | Status | Acquisition Date | Acquisition Cost | Asset Type             |
|-------------------------------------|--------|------------------|------------------|------------------------|
| <input checked="" type="checkbox"/> | A      | 3/6/2018         | 100,000.00       | Automobile             |
| <input type="checkbox"/>            | A      | 6/26/2018        | 42,000.00        | Unspecified - Personal |

Select the books for the modification.

You will not be able to set the new values on a book-by-book level. The new values you provide will be for all selected books. For example, if you would like to change **GAAP** cost to \$10,000 for each of the selected assets but change **Federal Tax** cost to \$12,000, you will need to run the **Edit Critical Elements** wizard twice.

The screenshot shows a dialog box titled 'Edit Critical Elements'. Under the 'Book Selection' heading, it says 'Select the books you want to include in your mass edit.' There are two radio buttons: 'All Books' (unselected) and 'Selected Books' (selected). Below the radio buttons is a list box containing the following items: 'GAAP', 'Federal Tax', 'Federal Tax - AMT', 'Federal Tax - ACE', and 'Federal Tax - E&P'. The 'Federal Tax' item is currently selected and highlighted in blue. At the bottom of the dialog box are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

Next, you will be asked to select the fields you would like to change and their new values.

## Edit Critical Elements ×

**Critical Elements Selection**  
Define your filter(s) and enter your replacement value(s).

| Critical Element   |                                     | Filter  |                                     | To        |
|--------------------|-------------------------------------|---|-------------------------------------|-----------|
| Property Type      | <input type="checkbox"/>            |   | <input type="checkbox"/>            |           |
| Placed In Service  | <input type="checkbox"/>            |   | <input type="checkbox"/>            |           |
| Life               | <input type="checkbox"/>            |   | <input type="checkbox"/>            |           |
| Method             | <input type="checkbox"/>            |   | <input type="checkbox"/>            |           |
| Rate               | <input checked="" type="checkbox"/> | 200% <span style="color: yellow; border: 1px solid black; border-radius: 50%; padding: 2px;">1</span> | <input checked="" type="checkbox"/> | 175%      |
| Convention         | <input type="checkbox"/>            |   | <input type="checkbox"/>            |           |
| Source             | <input type="checkbox"/>            |   | <input type="checkbox"/>            |           |
| Cost               | <input type="checkbox"/>            |   | <input checked="" type="checkbox"/> | 10,000.00 |
| Revision Treatment | <input type="checkbox"/>            |   | <input type="checkbox"/>            |           |

- 1 Provide a **Filter** value if you do not want all selected assets changed but rather those matching a particular value. The example above will change the **Rate** and **Cost** for selected assets whose **Rate** is 200%.
- 2 Provide the new values you would like the assets changed to. The above example will change **Rate** to 175% and **Cost** to \$10,000.

Next, decide if disposed or transferred-Out assets should participate in the bulk edit. By default, the assets are excluded. Check the checkbox(es) to include disposed and/or transferred assets in the operation.

## Edit Critical Elements ×

**Disposed/Transferred-Out Assets**  
Decide if you want to include disposed or transferred-out assets in your mass edit.

Change Disposed Assets?

Change Transferred-Out Assets?

---

Finally, specify an Effective Date for the operation. To make the changes retroactive to the beginning of the assets' life, choose **Apply changes from Placed In Service date**. This will decide the effective date for each asset separately based on when it was placed-in-service. To make the change as of a particular date, choose **Apply changes effective the first day of the following month and year**.



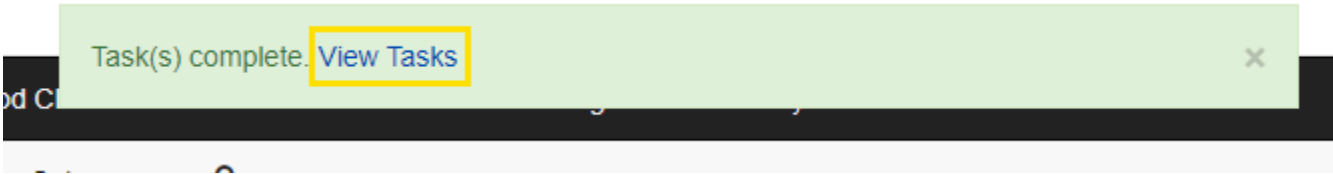
### Edit Critical Elements ✕

**Effective Date**  
Choose to apply changes from Placed In Service date or define date.

Apply changes from Placed In Service date.  
 Reset S179, Salvage, ITC, Bus Use%, and Bonus

Apply changes effective the first day of the following month and year.  
 Change Date: Jun ▼ 2018 ▼

Upon completion of the wizard, review the Task log for errors. The green success alert indicates that the operation is complete, but it is the log that indicates which assets were changed.



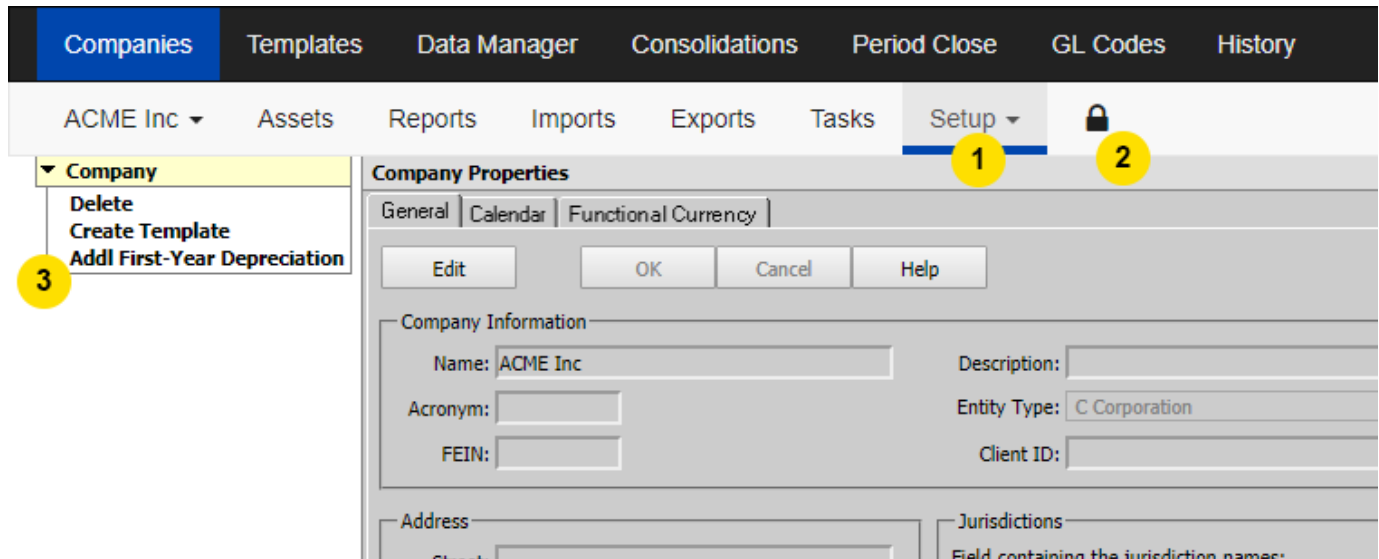
| ACME Inc ▼  | Assets                        | Reports                       | Imports   | Exports             | Tasks | Setup ▼ | 🔒               |
|---|-------------------------------|-------------------------------|-----------|---------------------|-------|---------|-----------------|
| <input type="button" value="Delete"/> <input type="button" value="Cancel"/> <input type="button" value="Preview"/> <input type="button" value="Print"/> |                               |                               |           | Filter: All Tasks ▼ |       |         |                 |
| <input type="checkbox"/>  | Name                          | Task Type                     | User Name | Status              | Date  |         |                 |
| <input type="checkbox"/>  | Mass - Edit Critical Elements | Mass - Edit Critical Elements | John Doe  | Done                | 📄     | 🖨️      | Jun 20, 10:51am |

If the new values provided for the bulk edit produce an invalid fact pattern the assets will not be changed.



# Applying additional first-year depreciation to assets in bulk

When new additional first-year depreciation percentages are pushed out to the Fixed Assets application, we do not modify your asset data. To apply the new additional first-year depreciation percentages to your assets in bulk, you can use the **Additional First-Year Depreciation** wizard.



- 1 Additional first-year depreciation may be applied to assets in bulk from the **Company Properties** page accessible from **Setup Company**.
- 2 The company must be locked to perform the **Additional First-Year Depreciation** wizard.
- 3 Launch the **Additional First-Year Depreciation** wizard.

## Additional First-Year Depreciation wizard

Select the **Calculate Additional First-Year Depreciation** option.

**Additional First-Year Depreciation** ×

Select operation:

- Select Books and Asset Types for Additional First-Year Depreciation
- Calculate Additional First-Year Depreciation
- Remove Additional First-Year Depreciation

Calculate Additional First-Year Depreciation for qualified assets currently in the company.

Select a filter to decide which assets will participate in the calculation of additional first-year depreciation. It is recommended to filter based on Acquisition Date to target only the assets acquired in the year with the updated percentage.

### Additional First-Year Depreciation

Select a predefined query to limit the assets for which the program will calculate Additional First-Year Depreciation.

Assets acquired in 2018 ▼

< Back    Next >    Cancel    Help

Custom filters can be created from **Setup Filters**. Here is an example of a filter for a particular calendar year:

### Edit Filter Properties

Name : Assets acquired in 2018

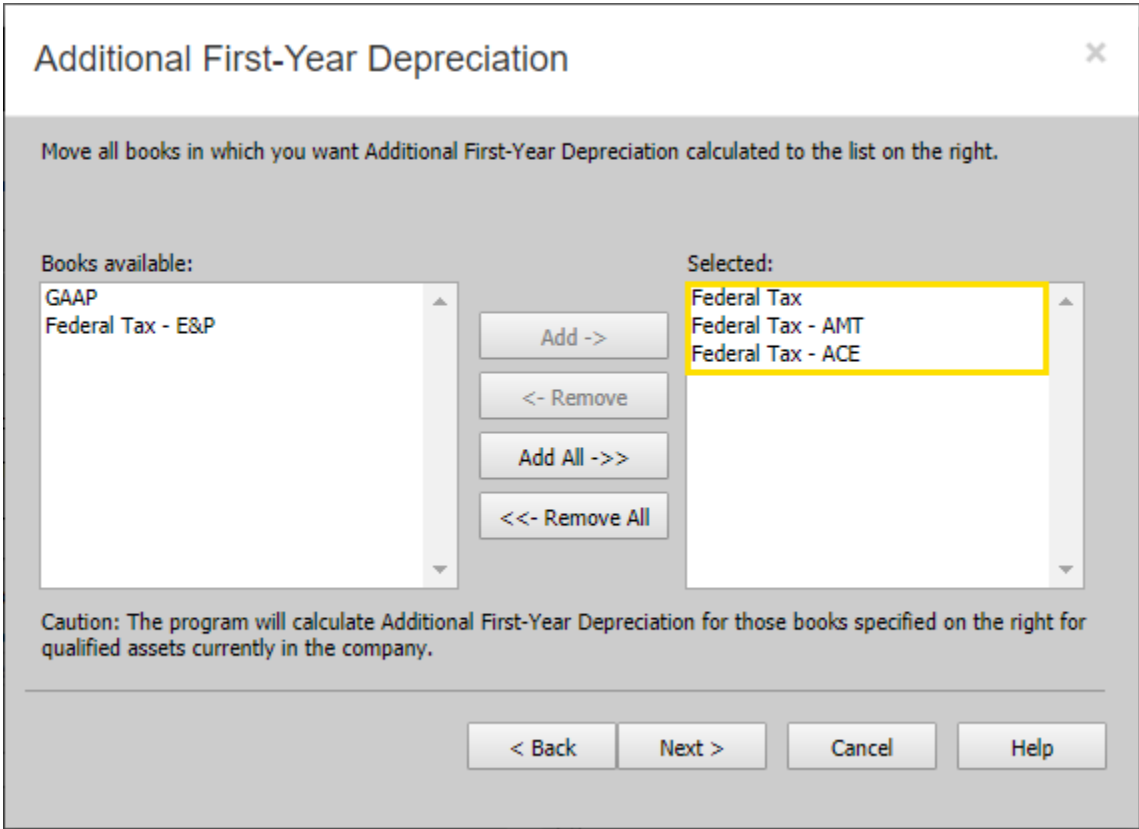
Description :

Filter fields and criteria:

|           | Op. | Value                   | Op. | Value |
|-----------|-----|-------------------------|-----|-------|
| Field:    |     | <b>Acquisition Date</b> |     |       |
| Criteria: | >=  | 01/01/2018              |     |       |
| or:       | <=  | 12/31/2018              |     |       |
| or:       |     |                         |     |       |

OK    Cancel    Help

Select the books to calculate additional first-year depreciation for.



Select the asset types to calculate additional first-year depreciation for. Assets must match the selected filter and have one of the selected asset types in order to be updated.

### Additional First-Year Depreciation ✕

Move all asset types that are qualified for Additional First-Year Depreciation to the list on the right. To opt-out of Additional First-Year Depreciation for a class of assets, move the asset type for that class to the list on the left.

|   |   |  |
|---|---|--|
| <p><b>Asset Types available:</b></p> <ul style="list-style-type: none"> <li>Commercial Property</li> <li>Commercial Property - 15-Year</li> <li>Commercial Property - NY Liberty Zone</li> <li>Goodwill (including FASB142)</li> <li>Indian Nonresidential Real</li> <li>Indian Personal</li> <li>Indian Real</li> <li>Intangible Asset</li> <li>Land</li> <li>Land Improvements</li> <li>Leasehold Improvements</li> </ul> | <p>Add -&gt;</p> <p>&lt;- Remove</p> <p>Add All -&gt;&gt;</p> <p>&lt;&lt;- Remove All</p> | <p><b>Selected:</b></p> <ul style="list-style-type: none"> <li>Airplane</li> <li>Automobile</li> <li>Clean Fuel Luxury Vehicle</li> <li>Computer</li> <li>Computer Software</li> <li>Copier</li> <li>Furniture &amp; Fixtures</li> </ul> |
|---|---|--|

**Caution:** The program will calculate Additional First-Year Depreciation for those assets currently in the company that are classified as an asset type in the list on the right.

< Back
Next >
Cancel
Help

Select an effective date for the change. Depreciation occurring before the **Change Date** will not be affected. In most cases, this would be the first day of the year with new additional first-year depreciation percentages.

## Additional First-Year Depreciation



The depreciation values in the selected books for assets with the selected Asset Types that were acquired after the date specified in the selected query will change due to calculated Additional First-Year Depreciation. All reported depreciation prior to the Change Month you enter will be saved.

01/01/2018 ▼

< Back

Next >

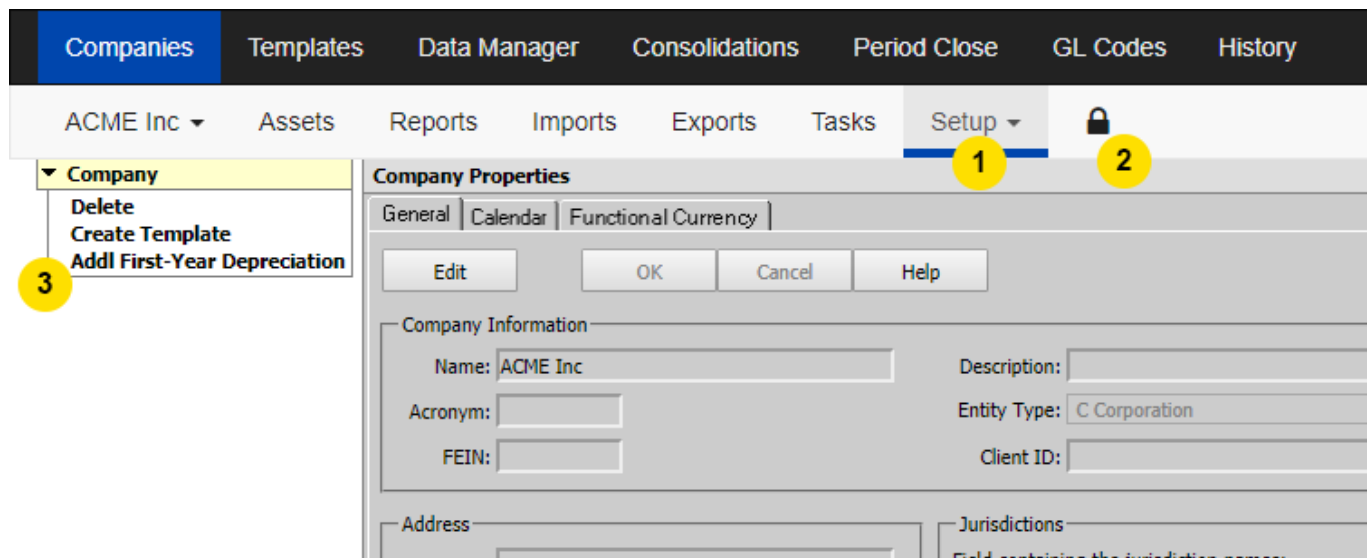
Cancel

Help



# Removing calculated additional first-year depreciation for assets in bulk

The **Additional First-Year Depreciation** wizard allows you to remove the calculated additional first-year depreciation for assets.



- 1 The **Additional First-Year Depreciation** wizard is accessible from the **Company Properties** page accessible from **Setup Company**.
- 2 The company must be locked to perform the **Additional First-Year Depreciation** wizard.
- 3 Launch the **Additional First-Year Depreciation** wizard.

## Additional First-Year Depreciation wizard

Select the **Remove Additional First-Year Depreciation** option.

Additional First-Year Depreciation ×

Select operation:

- Select Books and Asset Types for Additional First-Year Depreciation
- Calculate Additional First-Year Depreciation
- Remove Additional First-Year Depreciation

Calculate Additional First-Year Depreciation for qualified assets currently in the company.

< Back   Next >   Cancel   Help

Select the filter whose matching assets you would like to remove the additional first-year depreciation values for.

Additional First-Year Depreciation ×

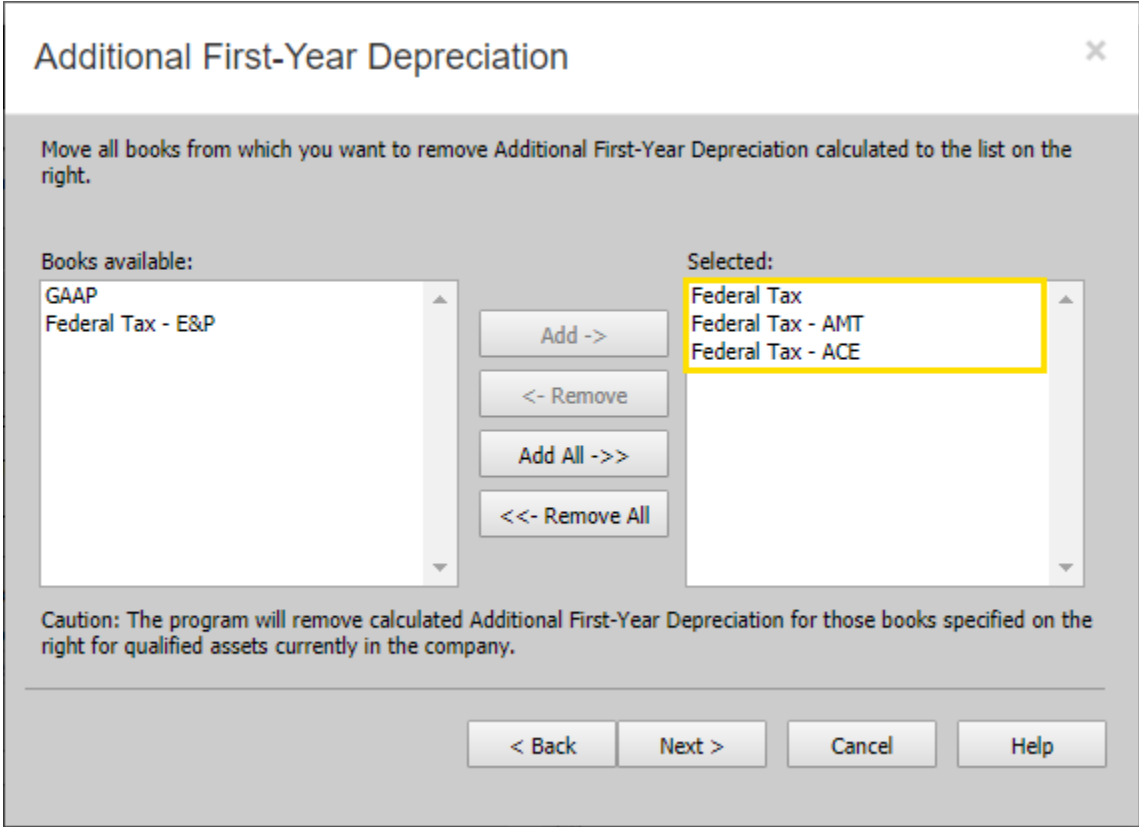
Select a predefined query to limit the assets for which the program will remove calculated Additional First-Year Depreciation.

< Active Assets > ▼

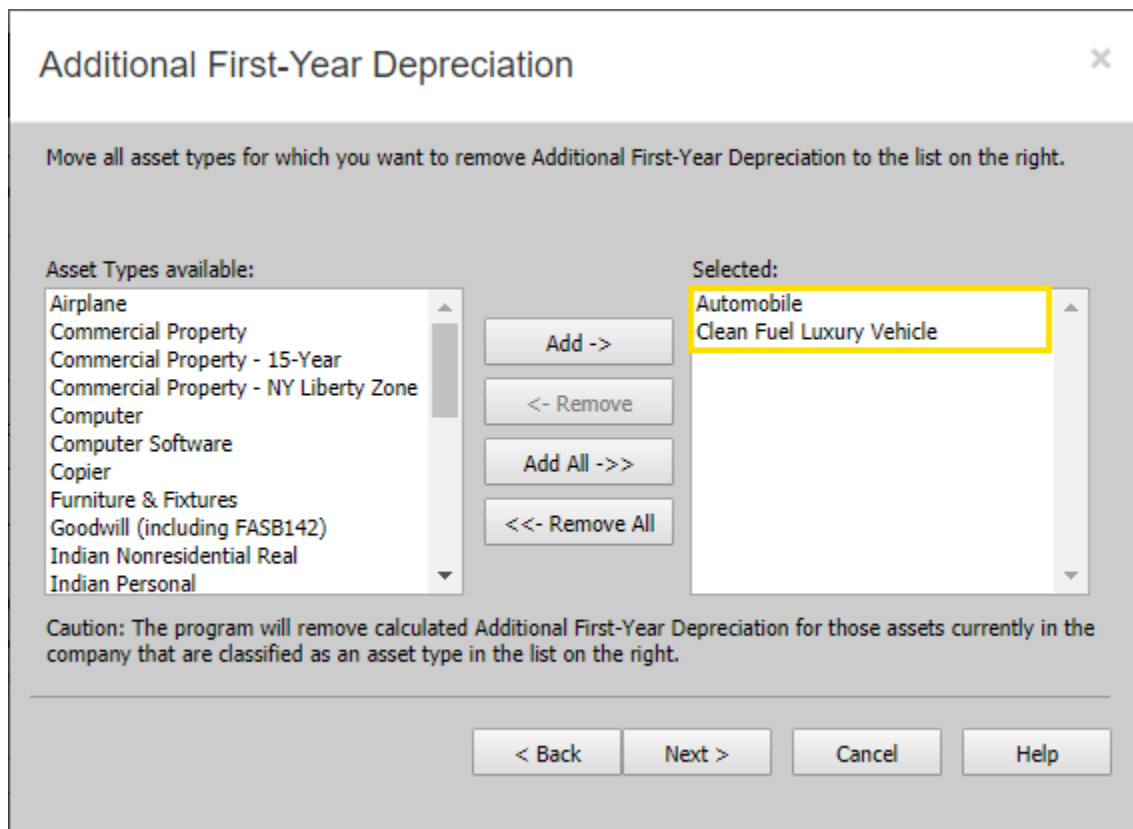
---

< Back Next > Cancel Help

Select the books in which you would like to remove the additional first-year depreciation values for.



Select the asset types involved. Only assets whose asset type is selected on the right will be impacted.



Upon completion of the wizard, the assets matching the selected filter and whose asset type is among the selected will have their additional first-year depreciation set to 0. This will cause a recalculation of depreciation.

# Editing asset information and general ledger segment values

To launch the **Asset Viewer**, select the Asset ID hyperlink for the desired asset on the **Asset List**.

Edits to **Asset Fields**, **GL Code Segment** values, and **Posting Account** values are performed on the **Asset** tab.

**1** Changes to **Asset Type**, **Acquisition Cost**, and **Acquisition Date** will cause the **Recast** wizard to appear upon saving. If you choose to recast, the asset's critical elements will be updated.

- **Asset Type** affects **Property Type**, **Life**, **Method**, **Convention**, and **Calculation Source**.
- **Acquisition Cost** will carry to each book's **Book Cost**.
- **Acquisition Date** will carry to each book's **Placed In Service Date**.

**2** Field is designated as a **Transfer Field**. Transfer fields are used for internal transfers such as changes to **Cost Center** or **Department** that may occur over time. Editing a Transfer Field will cause the **Transfer Effective Date** dialog to appear. For example, if an asset was transferred from Denver to Seattle as of January 2018, edit the value for **Location** from 'Denver' to 'Seattle'. When asked for the effective date, enter 'January 2018'. The value of 'Denver' will be retained for December 2017 and earlier. To view all Transfer Fields on the open timeline, select the **Transfer** tab.

- 3 Field contains a picklist. Depending on your asset field settings, you may be able to enter values that are not in the picklist or you may be required to select a value from the picklist only. To update the **Asset Field** settings, go to **Setup Fields**.
- 4 Values for **GL Code Segments** and **Posting Accounts** must always be chosen from a picklist. To configure your picklist values select **GL Codes** from the application navigation bar.
- 5 Apply a **GL Code Template** to select values for all **GL Code Segments** and **Posting Accounts** in bulk.
- 6 The resulting **GL Codes** that will be used for monthly depreciation journal entries.

# Editing asset information in bulk

Bulk changes to asset fields such as **Department**, **Location**, etc. are performed with the **Edit User Fields** feature. To instead edit critical elements such as **Book Cost** or **Life**, use the **Edit Critical Elements** feature.

ACME Inc ▾ Assets Reports Imports Exports Tasks Setup ▾ 🔒

New Edit ▾ Copy Delete Dispose ▾ ⋮ ↻

Edit User Fields  
 Edit Critical Elements

|                                     | Status | Acquisition Date ▾ | Acquisition Cost | Asset Type             |
|-------------------------------------|--------|--------------------|------------------|------------------------|
|                                     |        | min to max         | min to max       |                        |
| <input checked="" type="checkbox"/> | A      | 3/6/2018           | 100,000.00       | Automobile             |
| <input type="checkbox"/>            | A      | 6/26/2018          | 42,000.00        | Unspecified - Personal |

Select the fields and values you would like to change.

### Edit User Fields ✕

Please note: 'blank' can be used in the 'From' column, and you may use a field more than once.

| Asset Field | From            | To             | Retain                                       |
|-------------|-----------------|----------------|--|
| Location    | Denver <b>1</b> | Seattle        | <input checked="" type="checkbox"/> <b>2</b> |
| Department  |                 | Sales <b>3</b> | <input type="checkbox"/>                     |
|             |                 |                | <input type="checkbox"/>                     |

Use Wildcards (\*,?) **4**



1

If you would like to filter the selected assets, supply both a **From** and a **To** value. The example above will change selected assets whose **Location** is 'Denver' and change the value to 'Seattle'.

If you choose the field **Asset Type** or **Repair Type**, you must specify both a **From** and a **To** value. Additionally, changing **Asset Type** via the Edit User Fields feature will not change the fact patterns for any book.

2

Check the **Retain** checkbox if you would like to retain transfer values that exist after the effective date of this bulk edit. For example:

- Assets have Location of 'Denver' as of January 2018.
- Assets have an internal transfer to 'Albany' in August 2019.
- Effective Date for this bulk edit will be set to June 2018.

If **Retain** is checked, the assets to change from 'Denver' to 'Seattle' as of June 2018, they will retain the future transfer to 'Albany' as of August 2019.

If **Retain** is unchecked, the assets to change from 'Denver' to 'Seattle' as of June 2018, the future transfer to 'Albany' as of August 2019 will be removed. That is, the assets will continue to have the **Location** of 'Seattle'.

3

If you would like to change a value for all selected assets, leave the **From** value blank and supply only a **To** value.

4

Check **Use Wildcards** to use special characters (also known as wildcards) when specifying the value you want to replace. This allows the application to find the value you want to change based on a partial specification.

In the **From** field, specify the value you want to replace using the wildcard.

- Use **?** to match a single character. For example, **?ones** will find **Bones** and **Jones**.
- Use **\*** to match any number of characters.

*Examples:*

- **co\*** will find any value beginning with the letter combination **CO**.
- **Computer\*** will find values that begin with **computer**, such as **computer**, **computers**, and **computer desk**.
- **\*computer** will find values ending with **computer**.
- **\*computer\*** will find values containing the word **computer**.

Do not use wildcards in the replacement value. These special characters will be treated as any other character.

If any internal transfer fields were selected for the bulk edit, you must supply a **Change Date** for the edit. To make the change as of the beginning of the assets' lives, provide a date well into the past but on or after the **Company Start Date**.

If the **Period Close** feature is enabled, you must supply a **Change Date** on or after the latest **Period Close Date** for the company.

### Edit User Fields ✕

The change date is always effective the first day of the month.

Change Date: Jun ▼ 2018 ▼

Change date applies to:

Location

Department

< Back Next > Cancel Help

Finish the wizard to complete the operation. If any of the changed fields appear as columns on the **Asset List**, you will need to press **Refresh Data** (🔄) to see the new values.

# Asset reporting

Fixed Assets has multiple ways to get Asset data out of the system:

| <input type="checkbox"/> | Name ^                       | Status | Last Run       | Description  | Current Book      | Current Focus                   |
|--------------------------|------------------------------|--------|----------------|--|-------------------|---------------------------------|
| <input type="checkbox"/> | ASC 740: Tax Projection      | ▶      |                | Existing temporary depreciation basis and depreciation expense differences between Book and Tax income | Federal Tax, GAAP | 5 Years starting 2005           |
| <input type="checkbox"/> | Asset Acquisition            | ▶      |                | Assets purchased over any selected period  | Federal Tax       | Jan 2015 - Dec (Interval: Year) |
| <input type="checkbox"/> | Asset Balance Reconciliation | ▶      | Jun 12, 3:33pm | Changes in asset balances over period of time  | Federal Tax       | Jan 2018 - Jun                  |
| <input type="checkbox"/> | Asset Disposition            | ▶      |                | Assets disposed over any selected  | Federal Tax       | Jan 2018 - Jun                  |

**1 Standard asset reports:** Fixed Asset reports produce a PDF output file which is useful for printing or archival purposes. Additionally, reports may be exported to either Excel or CSV format. There are several out-of-the-box standard reports to cover a variety of your reporting needs.

**Custom asset reports:** Fixed Assets offers three out-of-the-box standard custom reports as well as the **Fixed Assets Report Writer** for configuring custom asset reports and **Universal GL Exports**.

**Tax forms:** Obtain data for IRS fileable forms and produce PDF tax forms from Fixed Assets data.

**2 Custom exports:** Fixed Assets offers eight out-of-the-box export templates or use the **Fixed Assets Report Writer** to configure a custom asset export (a.k.a. **Universal GL Export**).



**Tax form exports:** Export values for each line of the supported IRS fileable forms to a CSV file.

**3 Advanced reporting and analytics with DataView for Excel:** Pull your data directly into Excel for maximum flexibility:

- Select data points across multiple books
- Select as many fields as you like for the report
- Analytics such as PivotTables or PivotCharts are re-usable since the data download can be pulled into the same worksheet each time.

# Standard asset reports

Fixed Assets has several out-of-the-box reports to assist with your financial and tax reporting. Standard reports appear on the **Reports** list of a company.

| <input type="checkbox"/> | Name ^                       | Status  | Last Run       | Description  | Current Book      | Current Focus                   |
|--------------------------|------------------------------|---|----------------|--|-------------------|---------------------------------|
| <input type="checkbox"/> |                              |   |                |  |                   |                                 |
| <input type="checkbox"/> | ASC 740: Tax Projection      | ▶   |                | Existing temporary depreciation basis and depreciation expense differences between Book and Tax income | Federal Tax, GAAP | 5 Years starting 2005           |
| <input type="checkbox"/> | Asset Acquisition            | ▶   |                | Assets purchased over any selected period  | Federal Tax       | Jan 2015 - Dec (Interval: Year) |
| <input type="checkbox"/> | Asset Balance Reconciliation | ▶   | Jun 12, 3:33pm | Changes in asset balances over period of time  | Federal Tax       | Jan 2018 - Jun                  |
| <input type="checkbox"/> | Asset Disposition            | ▶   |                | Assets disposed over any selected  | Federal Tax       | Jan 2018 - Jun                  |

- 1 Press **New** to create a new report based on over 40 report types.
- 2 Generate a report directly from the Reports list using the **Run Report** button.
- 3 Links to the most recently generated PDF and/or Excel outputs are available from the **Status** column.
- 4 If you require more flexible reporting, consider [Fixed Assets DataView for Excel](#).

## Deciding which report type to choose

For any report on the **Reports** list, you may view the report columns by hovering over the report name, pressing the caret icon next to the name, and selecting **Report Preview**.

ACME Inc ▾ Assets **Reports** Imports Exports Tasks Setup ▾

New ▾ Copy ▾ Delete Run Report Install DataView [What is DataView?](#)

| <input type="checkbox"/> | Name ▲   | Status | Last Run | Description  |
|--------------------------|--|--------|----------|--|
|                          | <input type="text"/>                                 |        |          |  |
| <input type="checkbox"/> | <a href="#">ASC 740: Tax Projection</a>              | ▶      |          | Existing temporary depreciation basis ar Book and Tax income |
| <input type="checkbox"/> | <a href="#">Asset Acquisition</a> ▾                  | ▶      |          | Assets purchased over any selected per                       |
| <input type="checkbox"/> | <a href="#">Asset Balance Reconciliation</a>         | ▶      |          | Changes in asset balances over period t                      |
| <input type="checkbox"/> | <a href="#">Asset Disposition</a>                    | ▶      |          | Assets disposed over any selected peric                      |
| <input type="checkbox"/> | <a href="#">Asset Exchange</a>                       | ▶      |          | Assets exchanged over any period of tin                      |
| <input type="checkbox"/> | <a href="#">Asset Fact Pattern Validation Status</a> | ▶      |          | Show assets with invalid fact pattern.                       |
| <input type="checkbox"/> | <a href="#">Asset History</a>                        | ▶      |          | Historical record of asset changes                           |

### Single-period depreciation reports

- **Comprehensive Depreciation.** Combined report of Calculation Basis, Asset Balances, Current and Accumulated Depreciation and Amortization (requires legal-size paper).
- **Comprehensive Depreciation Letter Size.** Combined report of Calculation Basis, Asset Balances, Current and Accumulated Depreciation and Amortization (prints condensed on letter-size paper).
- **Depreciation Expense.** Depreciation and amortization of business property.

### Asset Activity Reports

- **Asset Acquisition:** Assets purchased over any selected period.
- **Asset Balance Reconciliation:** Changes in asset balances over period of time.
- **Asset Disposition:** Assets disposed through a sale, retirement, or abandonment over any selected period.
- **Asset Exchange:** Assets exchanged in or out during a specified focus period by a specified book.
- **Asset Split Report:** Assets split and those assets resulting from the split over any selected period.
- **Intercompany Transfer:** Assets transferred in from or out to another company.
- **Mid-Quarter/Section 179:** Determination whether or not Mid-Quarter convention is to be used and total section 179 over any selected period of time.

### Journal Entries

- **GL Journal Entry:** <<Requires optional GL Codes module>> Journal entries for assets.
- **Journal Entry:** Journal entries for depreciation expense over a selected period.

### Depreciation projection reports

- **Depreciation Projection, Legal Size:** Projection of depreciation expense for future selected period. Prints on legal-size paper.
- **Depreciation Projection, Letter Size:** Projection of depreciation expense for future selected period. Prints on letter-size paper.

### Book to book comparisons

- **ASC 740: Tax Projection:** Existing temporary depreciation basis and depreciation expense differences between Book and Tax income.
- **Depreciation Comparison:** Compares depreciation expense for different books.
- **Repair Assets:** Differences in depreciation expense for different books for Repair Assets.

### Static asset reports

- **Asset Record.** Documentation of asset data.
- **Fully Depreciated Assets.** Summary of all fully depreciated assets.
- **Net Book Value.** Summary of changes in asset balances and depreciation expenses.
- **Custom Landscape:** Custom report which allows up to 5 text or date fields and up to 3 currency fields.
- **Custom Legal Size:** Custom report which allows up to 5 text or date fields and up to 6 currency fields.
- **Custom Portrait:** Custom report which allows up to 2 text or date fields and up to 5 currency fields.

## ***Customizing appearance and data to include for reports***

To configure report properties, open the **Reports** list and select the hyperlink for the report you'd like to configure.

**Choose book and time frame to report on and decide which assets to include**

**Edit Report Properties - General Tab**

- 1 Select the **Book** in which to run the report against. For some reports, there is a Books tab which allows you to select multiple books for comparison.
- 2 Select the **Filter** to apply to the assets. For example, if you've configured a filter to show only assets with Location = Denver, select that filter to report on Denver assets only. To [create a custom filter](#), go to **Setup Filters**.
- 3 Select the report **Focus Period**:
  - In-period calculated values such as depreciation will show the total depreciation for the period specified. For example, retrieve the depreciation for a month, quarter, year, or even multiple years by adjusting the Focus Period.
  - Internal transfer fields such as Location will report the value as of the end of the focus period.

Year To Date, Current Month, etc. are determined based on the start date in the [Company Calendar](#) and the [Reporting Month](#) specified for the selected book.

- 4 Select **Consolidated Report** to report on multiple companies. To create a consolidation group, go to [Consolidations](#) on the black application navigation bar.
- 5 All standard reports will generate a PDF file. To additionally create an Excel file (\*.xls) or comma-delimited text file (\*.csv), choose one of those formats from the **Export to** dropdown.

## Customize detail level and appearance



## Edit Report Properties - Display Tab

**Edit Report Properties**

General | **Display** | Header | Security | Grouping | Custom | Translation Policies

Title: Comprehensive Depreciation **1**

Subtitle 1: **1**

Use Book Reporting Policies  Report Properties on Separate Page  Landscape Format

Report Settings

Subtitle 2: **1**

Page Footer: **1**

Detail Level

**2**  Summary (Subtotals Only)

Asset-by-asset Detail

Include Descriptions

Summarize Unchanged Assets

Round to Dollar **3**

Suppress Currency Attributes

OK Cancel Run Report Help

- 1** Optionally provide the **Title**, **Subtitles**, and **Footer**.
- 2** Choose a detail level of either **Summary** or **Asset-by-asset Detail**. If summary is chosen, the report will only contain the subtotals (if grouping applied) and total only.
- 3** Choose whether to round to dollars and to include currency attributes (currency symbol and thousand separators).

## Edit Report Properties - Header Tab

**Edit Report Properties** [X]

General | Display | Header | Security | Grouping | Custom | Translation Policies

Select fields to appear as centered headers:

| Line    | Field        | Suppress After Page 1               |
|---------|--------------|-------------------------------------|
| Line 1: | Company Name | <input checked="" type="checkbox"/> |
| Line 2: | Report Title | <input checked="" type="checkbox"/> |
| Line 3: | Book Name    | <input checked="" type="checkbox"/> |
| Line 4: | Subtitle 1   | <input checked="" type="checkbox"/> |
| Line 5: | Subtitle 2   | <input checked="" type="checkbox"/> |
| Line 6: | Focus Period | <input checked="" type="checkbox"/> |

Include Date/Time Stamp

OK | Cancel | Run Report | Help

- 1** Choose the fields to appear at the top of the report.
- 2** To repeat the header fields on each page of the report, uncheck **Suppress After Page 1**.
- 3** Decide whether the report file should include a date/time stamp for when the report was prepared.

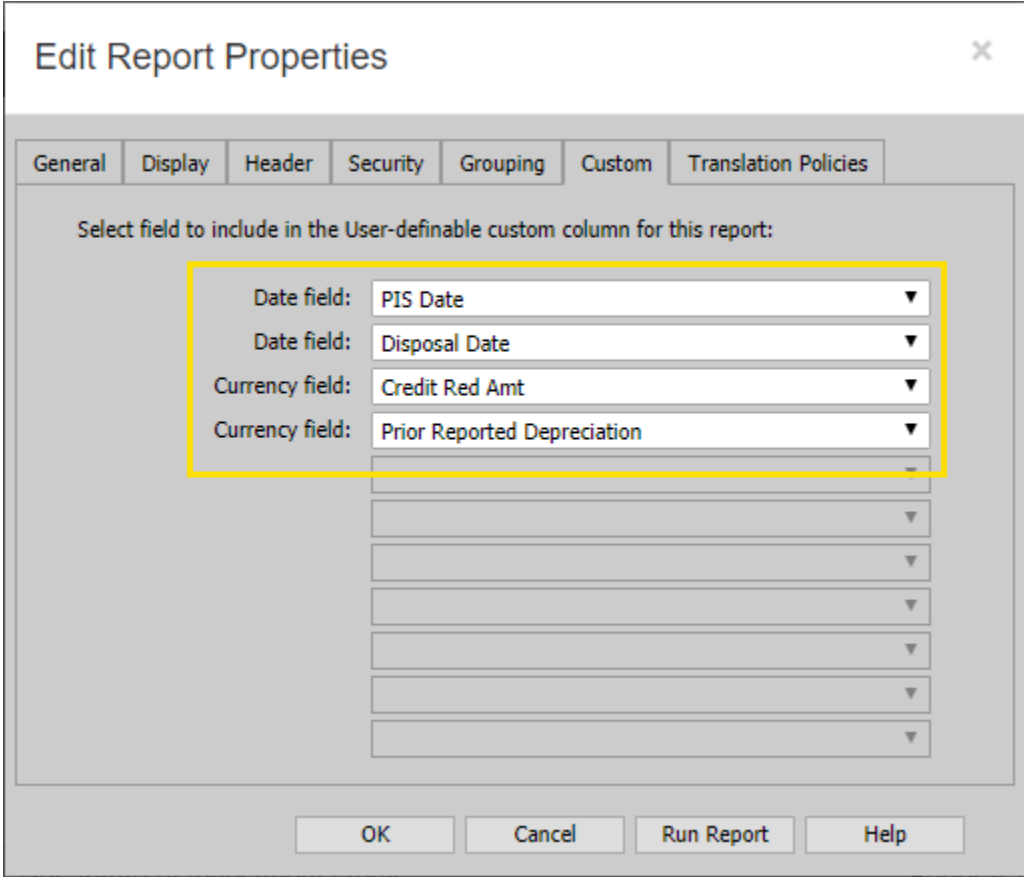
#### Edit Report Properties - Grouping Tab

- 1 Standard reports support up to five levels of grouping. If you chose Summary as your detail level, you will get subtotals for each of your groups and grouping levels.
- 2 If a date field is selected for grouping, choose the interval. For example, if you are preparing an **Asset Disposition** or **Gain and Loss** report, you could prepare the report for a full year but then group the report by **Disposal Date** with interval of **Months** to see month-by-month values.

- If an internal transfer field such as **Location** is selected as the grouping field, the same asset will appear in multiple groups if the value changed during the focus period.
- To streamline display settings, go to **Setup Books** and configure the **Reporting** tab. Then **Use Book Reporting Policies** on the **Edit Report Properties** dialog.

#### Edit Report Properties - Custom Tab

Where available, add additional columns to your report from the **Custom** tab.



### Share your report configuration with others

By default, newly created report configurations are only visible to the user who created them. To allow all users to see the report, select **Public** on the **Security** tab.

Edit Report Properties ✕

General Display Header Security Grouping Custom Translation Policies

Public  
 Private

Owner:

OK Cancel Run Report Help

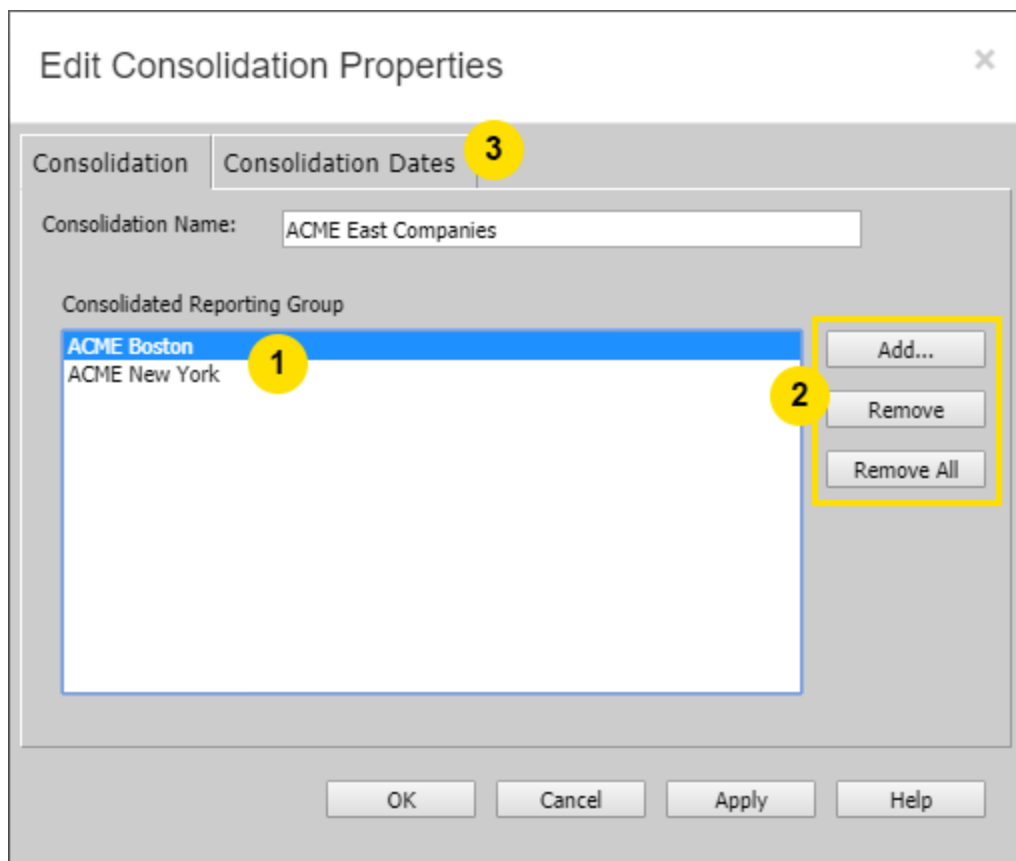
## Consolidated reporting

### Creating a consolidation group

Create a consolidation group by navigating to the Consolidations list and pressing **New**.

| Consolidation Name  | Company                         | In Consolidation         | Out of Consolidation |
|---------------------|---------------------------------|--------------------------|----------------------|
| ACME West Companies | ACME Denver<br>ACME Los Angeles | 01/01/2018<br>01/01/2018 |                      |

### Edit Consolidation Properties



- 1 The companies that are members of the consolidation group.
- 2 Manage consolidation group members.
- 3 Optionally define when a company joined or left a consolidation group. Consolidated reports will exclude companies who have not yet joined or who have left the consolidation.

For example, a report's focus period is 1/1/2018 to 12/31/2018.

- A company whose **In Consolidation** date is 1/1/2019 or later will be excluded from the report.
- A company whose **Out of Consolidation** date is 12/31/2017 or earlier will be excluded from the report.

### Generating Consolidated Reports

When editing a report from the **Reports** list, you will see an option to consolidate the report. The **Select Consolidated Report Group** dropdown will list all the consolidation groups in which the current company is a member.

**Edit Report Properties** ✕

General | Display | Header | Security | Grouping | Custom | Translation Policies

Report Type: Depreciation Expense

Name: Depreciation Expense

Description: Depreciation and Amortization of business property

Book: Federal Tax ▼

Filter: < All Assets > ▼

Focus Period: Year To Date ▼ From Jan ▼ 2018 ▼ To Jul ▼ 2018 ▼

**Options**

Export to: <None> ▼

Print IRS Fileable Form

Print Blank IRS Fileable Form

Consolidated Report

Select Consolidated Report Group:  
ACME East Companies ▼

OK Cancel Run Report Help

By default, the application will set Company Name as the first level of Grouping. You may remove this grouping if you do not want to separate assets by company.



### Edit Report Properties ✕

General | Display | Header | Security | Grouping | Custom | Translation Policies

Select fields for grouping assets and computing subtotals: Page Break

|          |                      |                          |
|----------|----------------------|--------------------------|
| Level 1: | Company Name ▼       | <input type="checkbox"/> |
| Level 2: | Depr Exp GL Acct # ▼ | <input type="checkbox"/> |
| Level 3: | <None> ▼             | <input type="checkbox"/> |
| Level 4: | <None> ▼             | <input type="checkbox"/> |
| Level 5: | <None> ▼             | <input type="checkbox"/> |

Interval: 
End Month:

OK | Cancel | Run Report | Help

#### Multi-currency Consolidations

If the companies in the consolidation use different functional currencies, you may translate the report into the currency of the reporting company. Check the **Translate Report** checkbox and select the desired **Rate Type**. Either the reporting company or the foreign company must have an **Exchange Rate Group** of this rate type. The exchange rate group must contain exchange rates for the **Focus Period** selected for the report.

### Edit Report Properties ✕

General | Display | Header | Security | Grouping | Custom | Translation Policies

Translate Report Gain/Loss  
Current Method

Translate Hyperinflationary Only

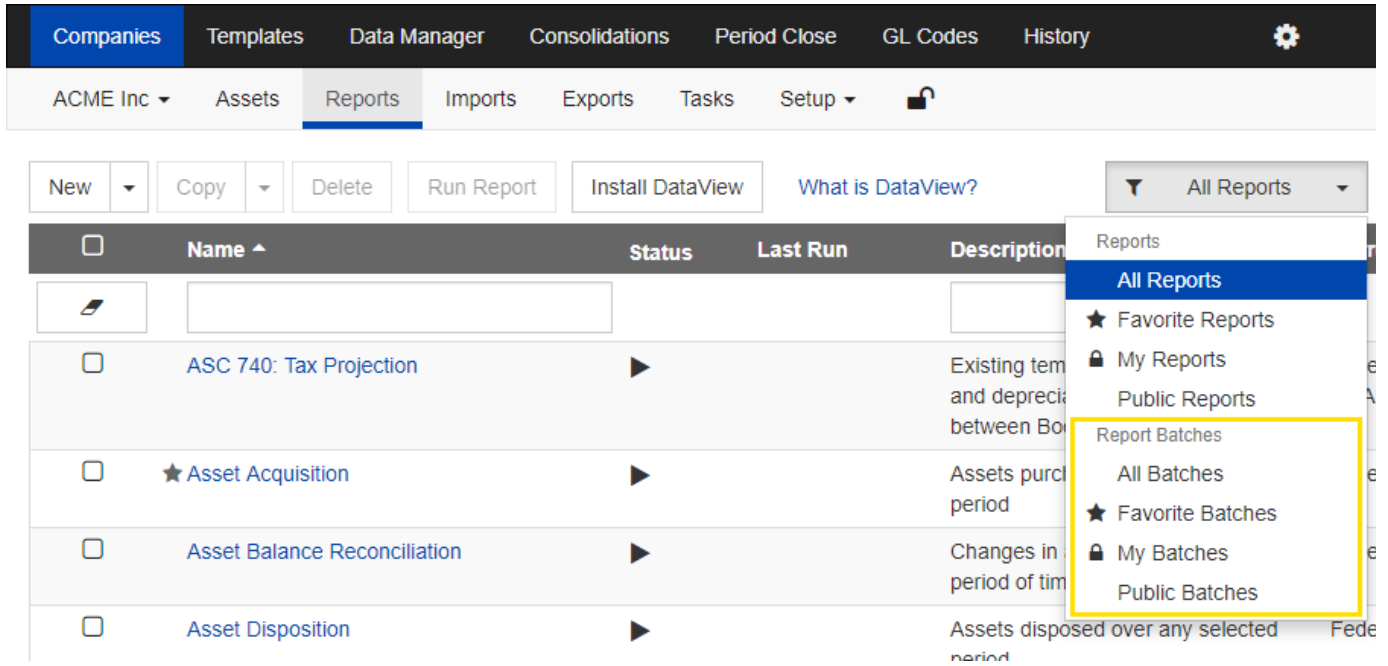
**Rate Type:** Closing ▼  
Closing  
Daily  
Monthly  
Period Average  
Period End  
Simple Average  
Weighted Average  
Year-End

**To:**  
Currency Code:  
Currency Name:  
Country: Canada

OK    Cancel    Run Report    Help

## Creating a report batch

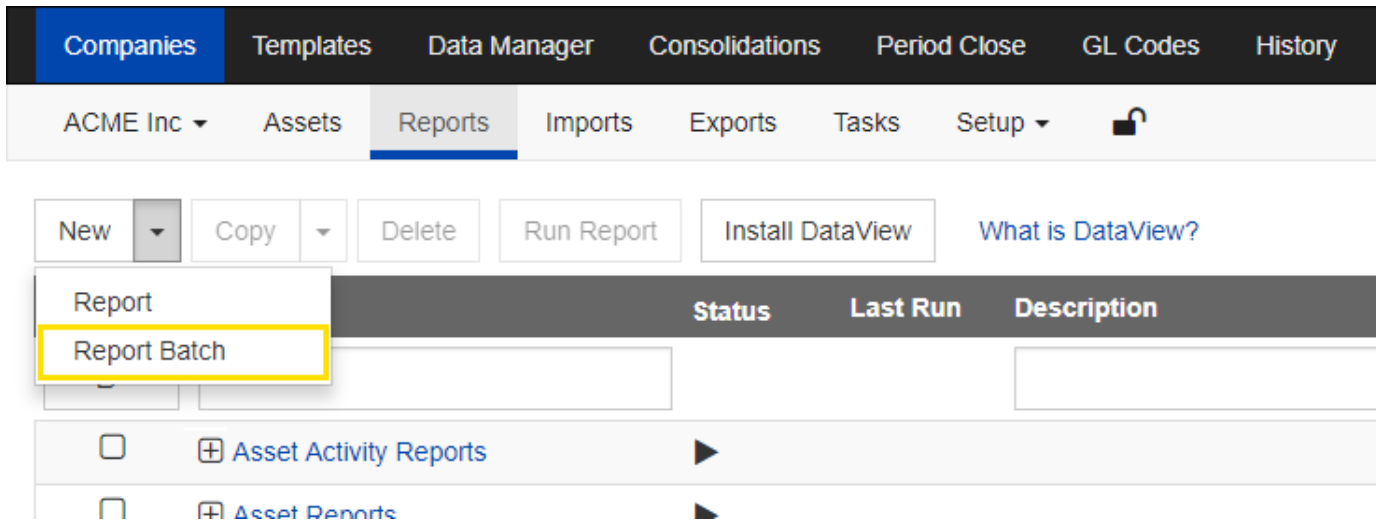
You may switch from **Reports** to **Report Batches** using the Filter dropdown on the **Reports** list.



The screenshot shows the top navigation bar with 'Companies' selected. Below it, the 'Reports' tab is active. The main area contains a table with columns: Name, Status, Last Run, and Description. A dropdown menu is open over the table, showing a list of filters: 'All Reports', 'Favorite Reports', 'My Reports', 'Public Reports', 'Report Batches', 'All Batches', 'Favorite Batches', 'My Batches', and 'Public Batches'. The 'Report Batches' option is highlighted with a yellow border.

| Name                         | Status | Last Run | Description                                    |
|------------------------------|--------|----------|--|
| ASC 740: Tax Projection      | ▶      |          | Existing tem and depreci between Bo            |
| ★ Asset Acquisition          | ▶      |          | Assets purch period                            |
| Asset Balance Reconciliation | ▶      |          | Changes in period of tim                       |
| Asset Disposition            | ▶      |          | Assets disposed over any selected Feder period |

To create a new report batch, press the caret next to **New** and select **Report Batch**.



The screenshot shows the same interface as above, but the 'New' dropdown menu is open, showing 'Report' and 'Report Batch'. The 'Report Batch' option is highlighted with a yellow border.

| Name                     | Status | Last Run | Description |
|--------------------------|--------|----------|-------------|
| ⊕ Asset Activity Reports | ▶      |          |             |
| ⊕ Asset Reports          | ▶      |          |             |

### Description

Provide a name and optionally a description for the report batch.

**Report Batch Wizard - Depreciation Reports**

[Start](#)

**Description**

[Reports](#)

[Overrides](#)

[Security](#)

[Finish](#)

Step 1 of 4

**Please provide name and description for this batch.**

Name:

Description:

**Run Batch**
**Cancel**
**Prev**
**Next**
**Finish**

**Reports**

Select reports to be included in the batch and press **Add**.

Step 2 of 4

**Which reports would you like to include in this batch?**

**Available Reports**

| <input type="checkbox"/> | Name ▲                                    | Report Type                   |
|--------------------------|---|-------------------------------|
| <input type="checkbox"/> | ASC 740: Tax Projection                   | ASC 740: Tax Projection       |
| <input type="checkbox"/> | Asset Acquisition                         | Asset Acquisition             |
| <input type="checkbox"/> | Asset Balance Reconciliation              | Asset Balance Reconciliation  |
| <input type="checkbox"/> | Asset Disposition                         | Asset Disposition             |
| <input type="checkbox"/> | Asset Exchange                            | Asset Exchange                |
| <input type="checkbox"/> | Asset Fact Pattern Validation Status      | Asset Fact Pattern Validation |
| <input type="checkbox"/> | Asset History                             | Asset History                 |
| <input type="checkbox"/> | Asset Record                              | Asset Record                  |
| <input type="checkbox"/> | Asset Split                               | Asset Split                   |
| <input type="checkbox"/> | Asset Type                                | Asset Type                    |
| <input type="checkbox"/> | Asset Type Fact Pattern Validation Status | Asset Type Fact Pattern Va    |
| <input type="checkbox"/> | Book Cost Adjustments                     | Book Cost Adjustments         |

**Add >>**

**Remove**

**Selected Reports**

| <input type="checkbox"/> | Name ▲                              |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | Depreciation Comparison             |
| <input type="checkbox"/> | Depreciation Expense                |
| <input type="checkbox"/> | Depreciation Projection Legal Size  |
| <input type="checkbox"/> | Depreciation Projection Letter Size |
| <input type="checkbox"/> | Fully Depreciated Assets            |

The same report may be added multiple times in the event you would like to report on a different book, filter, etc.

## Overrides

You may optionally override various report settings at the report batch level. If overrides are specified, all reports in the batch will use the override setting rather than their individual settings.

### Books

To override **Books**, check one or more of the report types to override then select the book(s) you would like to use for the batch.

| Category   | Use these book overrides  |
|--|---|
| <input checked="" type="checkbox"/> <b>Books</b><br><a href="#">Filter</a><br><a href="#">Consolidation</a><br><a href="#">Focus Period</a><br><a href="#">Display</a><br><a href="#">Grouping</a><br><a href="#">Translation Policies</a> | <input checked="" type="checkbox"/> <b>Standard Reports</b><br>Book: <input type="text" value="GAAP"/>  |
|  | <input checked="" type="checkbox"/> <b>Comparison Reports</b><br>Book 1: <input type="text" value="GAAP"/> Book 2: <input type="text" value="Federal Tax"/>   |
|  | <input checked="" type="checkbox"/> <b>Projection Reports (max 7 books)</b><br><div style="border: 1px solid gray; padding: 5px;"> <input checked="" type="checkbox"/> GAAP<br/> <input checked="" type="checkbox"/> Federal Tax<br/> <input type="checkbox"/> Federal Tax - AMT<br/> <input type="checkbox"/> Federal Tax - ACE<br/> <input type="checkbox"/> Federal Tax - E&amp;P           </div> |

#### Standard Reports

Reports that support a single book will honor this override. This includes reports such as Depreciation Expense and Asset Acquisition. This override will not impact multi-book reports.

#### Comparison Reports

Reports that support two books will honor this override. This includes reports such as Depreciation Comparison. This override will not impact single-book reports or variable book reports.

#### Projection Reports

Reports that support a variable number of books will honor this override. This includes reports such as Depreciation Projection Legal Size. This override will not impact single-book reports or two-book reports.

### Filter

To use the same filter for all reports in the report batch, check the box next to **Filter** and select the desired asset filter.

| Category   | Use these filter overrides  |
|--|---|
| <a href="#">Books</a><br><input checked="" type="checkbox"/> <b>Filter</b><br><a href="#">Consolidation</a><br><a href="#">Focus Period</a><br><a href="#">Display</a><br><a href="#">Grouping</a><br><a href="#">Translation Policies</a> | <input checked="" type="checkbox"/> <b>Filter</b><br><div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">           Denver Assets ▼<br/>           All assets that reside in the Denver location         </div> |

**Consolidation**

To report on a consolidation group, check **Consolidation** and select a consolidation group.

| Category   | Use these consolidation overrides   |
|--|---|
| <a href="#">Books</a><br><a href="#">Filter</a><br><input checked="" type="checkbox"/> <b>Consolidation</b><br><a href="#">Focus Period</a><br><a href="#">Display</a><br><a href="#">Grouping</a><br><a href="#">Translation Policies</a> | <input checked="" type="checkbox"/> <b>Consolidation</b><br>Consolidation group: <span style="border: 1px solid #ccc; padding: 2px;">ACME Consolidated ▼</span> |

**Focus Period**

To override **Focus Period**, check one or more of the report types to override then select the focus period you would like to use for the batch.

| Category   | Use these focus period overrides   |
|--|--|
| <a href="#">Books</a><br><a href="#">Filter</a><br><a href="#">Consolidation</a><br><input checked="" type="checkbox"/> <b>Focus Period</b><br><a href="#">Display</a><br><a href="#">Grouping</a><br><a href="#">Translation Policies</a> | <input checked="" type="checkbox"/> <b>Standard Reports</b><br><hr/> Focus Period: <input type="text" value="Year To Date"/> From: <input type="text" value="Jan"/> <input type="text" value="2018"/> To: <input type="text" value="Jul"/> <input type="text" value="2018"/>   |
|  | <input checked="" type="checkbox"/> <b>Comparison/Projection Reports</b><br><hr/> Focus Period: <input type="text" value="5"/> <input type="text" value="Years"/> Starting: <input type="text" value="Jan"/> <input type="text" value="2018"/>   |
|  | <input checked="" type="checkbox"/> <b>Calculation Revision Report</b><br><hr/> Focus Period: <input type="text" value="Year To Date"/> Interval: <input type="text" value="Months"/><br>From: <input type="text" value="Jan"/> <input type="text" value="2018"/> To: <input type="text" value="Jul"/> <input type="text" value="2018"/> |

### Standard Reports

Reports that support a single period (with no interval) will honor this override. This includes reports such as Depreciation Expense and Asset Acquisition. This override will not impact multi-period reports.

### Comparison/Projection Reports

Reports that support multiple periods will honor this override. This includes reports such as Depreciation Comparison and Depreciation Projection. This override will not impact single-period reports.

### Calculation Revision Report

Only the Calculation Revision report will honor this override.

### Display

For display settings, select **Use report settings** if you do not want to override or choose an option from the dropdown to override.

| Category   | Use these display overrides   |
|--|---|
| <a href="#">Books</a>                              |   |
| <a href="#">Filter</a>                             |   |
| <a href="#">Consolidation</a>                      |   |
| <a href="#">Focus Period</a>                       |   |
| <input checked="" type="checkbox"/> <b>Display</b> | <b>Detail Level</b><br><hr/> Asset-by-asset detail: <input type="text" value="Yes"/> Include descriptions: <input type="checkbox"/><br>Summarize unchanged assets: <input type="checkbox"/> |
| <a href="#">Grouping</a>                           | <b>Currency</b><br><hr/> Round to dollar: <input type="text" value="No"/> Suppress currency attributes: <input type="text" value="Use report settings"/>                                    |
| <a href="#">Translation Policies</a>               | <b>Properties and Formatting</b><br><hr/> Show report properties: <input type="text" value="No"/> Force landscape: <input type="text" value="Use report settings"/>                         |
|  | <b>Tax Forms</b><br><hr/> Include IRS form: <input type="text" value="Use report settings"/> Include blank IRS form: <input type="text" value="Use report settings"/>                       |
|  | <b>Export</b><br><hr/> Export to: <input type="text" value="Excel (*.xls)"/>  |

|                                     |   |
|-------------------------------------|---|
| <b>Asset-by-asset detail</b>        | Choose <b>Yes</b> to report each asset separately. Choose <b>No</b> to include only subtotals (if grouping) and grand totals. |
| <b>Include descriptions</b>         | Check if you would like the asset description to be included for each asset row.  |
| <b>Summarize unchanged assets</b>   | Check if you do not want to see asset-by-asset detail for unchanged assets.   |
| <b>Round to dollar</b>              | Choose <b>Yes</b> to round currency values to the nearest dollar.   |
| <b>Suppress currency attributes</b> | Choose <b>Yes</b> to omit currency symbol and thousand separators.  |
| <b>Show report properties</b>       | Choose <b>Yes</b> to include report properties on a separate page.  |
| <b>Force landscape</b>              | Choose <b>Yes</b> to produce reports with landscape orientation rather than portrait.   |
| <b>Include IRS form</b>             | Applicable to tax forms only. Choose Yes to include the fileable IRS form.  |
| <b>Include blank IRS form</b>       | Applicable to tax forms only. Choose Yes to include a blank version of the fileable IRS form.                                 |
| <b>Export to</b>                    | Choices are Excel, CSV, and none. The report batch will always produce a PDF.   |



## Grouping

To use the same grouping for all reports in the report batch, check the box next to **Grouping** and select up to five fields.

| Category  | Use these grouping overrides  |
|---|---|
| <a href="#">Books</a>                               | <input checked="" type="checkbox"/> <b>Grouping</b> <hr/> <p>Level 1: <input type="text" value="Location"/> <input type="checkbox"/> Page Break</p> <p>Level 2: <input type="text" value="Asset Type"/> <input type="checkbox"/></p> <p>Level 3: <input type="text" value="&lt;None&gt;"/> <input type="checkbox"/></p> <p>Level 4: <input type="text" value="&lt;None&gt;"/> <input type="checkbox"/></p> <p>Level 5: <input type="text" value="&lt;None&gt;"/> <input type="checkbox"/></p> <p>Interval: <input type="text"/> End Month: <input type="text"/></p> |
| <a href="#">Filter</a>                              |   |
| <a href="#">Consolidation</a>                       |   |
| <a href="#">Focus Period</a>                        |   |
| <a href="#">Display</a>                             |   |
| <input checked="" type="checkbox"/> <b>Grouping</b> |   |
| <a href="#">Translation Policies</a>                |   |

For example, the settings above would organize the reports for ACME Inc as follows:

- Denver
  - Airplane
    - AI0000001
    - AI0000017
    - AI0000029
  - Computer
    - AI0000006
    - AI0000039
    - AI0000042
- Seattle
  - Airplane
    - AI0000002
    - AI0000061
  - Computer
    - AI0000011
    - AI0000022
    - AI0000046

## Translation Policies

- To force the reports in the batch to translate only hyperinflationary currencies, choose **Yes**. All other reports will print in their functional currency.
- To force the reports in the batch to translate all currencies, choose **No**.
- Choose **Use report settings** if you do not want to override

| Category                      | Use these translation policies overrides  |
|-------------------------------|---|
| <a href="#">Books</a>         |   |
| <a href="#">Filter</a>        |   |
| <a href="#">Consolidation</a> |   |
| <a href="#">Focus Period</a>  |   |
| <a href="#">Display</a>       |   |
| <a href="#">Grouping</a>      |   |
| <b>Translation Policies</b>   | <p data-bbox="467 338 678 363"><b>Translation Policies</b></p> <hr data-bbox="685 344 1224 344"/> <p data-bbox="474 390 1192 420">Translate Hyperinflationary Only: <input data-bbox="799 386 1192 420" type="text" value="Use report settings"/></p> |

The election to translate the report and choose the destination currency is specified at the report level. It may not be specified for the report batch.

#### Security

By default, the report batch will be private with the current user listed as the owner. Select Public to make the report batch available to all users.

## Managing favorite reports

For any report on the **Reports** list, you may add the report to your favorites by hovering over the report name, pressing the caret icon next to the name, and selecting **Add to Favorites**.

The screenshot shows the 'Reports' section of a software interface. At the top, there are navigation tabs: 'ACME Inc', 'Assets', 'Reports' (selected), 'Imports', 'Exports', 'Tasks', and 'Setup'. Below the tabs are buttons for 'New', 'Copy', 'Delete', 'Run Report', and 'Install DataView', along with a link 'What is DataView?'. The main area is a table with columns: 'Name', 'Status', 'Last Run', and 'Description'. The table lists several reports, including 'ASC 740: Tax Projection', 'Asset Acquisition', 'Asset Exchange', 'Asset Fact Pattern Validation Status', and 'Asset History'. A context menu is open over the 'Asset Acquisition' report, showing options: 'Edit Report Properties', '★ Add to Favorites' (highlighted), and 'Report Preview'.

| <input type="checkbox"/> | Name ^                               | Status | Last Run | Description  |
|--------------------------|--------------------------------------|--------|----------|--|
| <input type="checkbox"/> | ASC 740: Tax Projection              | ▶      |          | Existing temporary depreciation basis at Book and Tax income |
| <input type="checkbox"/> | Asset Acquisition                    | ▶      |          | Assets purchased over any selected per                       |
| <input type="checkbox"/> | Asset Exchange                       | ▶      |          | Assets exchanged over any period of tin                      |
| <input type="checkbox"/> | Asset Fact Pattern Validation Status | ▶      |          | Show assets with invalid fact pattern.                       |
| <input type="checkbox"/> | Asset History                        | ▶      |          | Historical record of asset changes                           |

Similarly, to remove a favorite, select **Remove from Favorites** from the report's context menu.

This screenshot shows the 'Asset Acquisition' report in the 'Reports' list. The report name 'Asset Acquisition' is preceded by a star icon (★) and a dropdown arrow (▾), indicating it is a favorite. A context menu is open over the report, showing options: 'Edit Report Properties', '★ Remove from Favorites' (highlighted), and 'Report Preview'.

|                                     |                                      |   |  |               |
|-------------------------------------|--------------------------------------|---|--|---------------|
| <input checked="" type="checkbox"/> | Asset Acquisition                    | ▶ |  | Assets purcha |
| <input type="checkbox"/>            | Asset Exchange                       | ▶ |  | Assets dispos |
| <input type="checkbox"/>            | Asset Fact Pattern Validation Status | ▶ |  | Show assets   |

To view your favorite reports, select **Favorite Reports** from the filter on the right-hand-side of the **Reports** list.

New ▾ Copy ▾ Delete Run Report Install DataView [What is DataView?](#)

Favorite Reports ▾

| <input type="checkbox"/> | Name ^                | Status | Last Run | Description                               | Current Book | Current Focus Per                     |
|--------------------------|-----------------------|--------|----------|---|--------------|---------------------------------------|
| <input type="checkbox"/> | <input type="text"/>  |        |          | <input type="text"/>                      |              |                                       |
| <input type="checkbox"/> | ★ Asset Acquisition ▶ |        |          | Assets purchased over any selected period | Federal Tax  | Jan 2018 - Jul 2018 (Interval: Years) |

- Reports
- All Reports
- ★ Favorite Reports
- 🔒 My Reports
- Public Reports
- Report Batches
- All Batches
- ★ Favorite Batches
- 🔒 My Batches
- Public Batches

## Translating a report to another currency

Before you translate a report to another currency, you must [create an exchange rate group and add the applicable exchange rates](#).

If you are translating a consolidated report, instead see [Consolidated reporting](#).

The election to translate a report to another currency is made on the **Translation Policies** tab of the **Edit Report Properties** dialog. To translate the report to another currency, check **Translate Report**.

**Edit Report Properties**

General | Display | Header | Security | Grouping | Custom | **Translation Policies**

**Translate Report**  
 Use Historical Rates  
 Translate Hyperinflationary Only

Gain/Loss Current Method: Closing

Exchange Rate Group: CAD to USD | Rate Type: Closing

Exchange Rate: Spot Rate

**From:**  
Currency Code: CAD  
Currency Name: Canadian Dollar  
Country: Canada

**To:**  
Currency Code: USD  
Currency Name: US Dollar  
Country: United States

OK | Cancel | Run Report | Help

Choose the appropriate method for translating gain/loss amounts with the **Use Historical Rates** checkbox.

**Edit Report Properties** [X]

General | Display | Header | Security | Grouping | Custom | Translation Policies

Translate Report  
 **Use Historical Rates**  
 Translate Hyperinflationary Only

Gain/Loss  
Current Method

Exchange Rate Group: CAD to USD ▼ Rate Type: Closing  
Exchange Rate: Spot Rate: [ ]

| From:                          | To:                      |
|--------------------------------|--------------------------|
| Currency Code: CAD             | Currency Code: USD       |
| Currency Name: Canadian Dollar | Currency Name: US Dollar |
| Country: Canada                | Country: United States ▼ |

OK Cancel Run Report Help

By default, this checkbox is unchecked, which means the application will use the **Current Method** and Gain/loss will be translated using the current rate. When **Use Historical Rates** is checked, the application will instead use the **Temporal Method**, gain/loss is translated indirectly, using different rates.

|   |   |                 |   |                                   |
|---|---|-----------------|---|-----------------------------------|
| Cash Received   | × | Current Rate    | = | US \$ Cash                        |
| + Like-Kind Property Received   | × | Current Rate    | = | US \$ Cash                        |
| + Non-Like-Kind Property Received                                     | × | Current Rate    | = | US \$ Cash                        |
| + Cash Paid   | × | Current Rate    | = | US \$ Cash                        |
| + Non-Cash Payments   | × | Current Rate    | = | US \$ Cash                        |
|   |   |                 | = | <b>Net Proceeds</b>               |
| Asset Cost  | × | Historical Rate | = | US \$ Cash                        |
| + Net ITC Reduction   | × | Historical Rate | = | US \$ Cash                        |
| + Expense of Sale   | × | Current Rate    | = | US \$ Cash                        |
|   |   |                 | = | <b>Unadjusted Basis</b>           |
| Accumulated Depreciation Balance                                      | × | Historical Rate | = | US \$ Cash                        |
| + Depreciation in Disposal Year                                       | × | Historical Rate | = | US \$ Cash                        |
| + Net §179/179A Expense   | × | Historical Rate | = | US \$ Cash                        |
| + Additional First-Year Depreciation                                  | × | Historical Rate | = | US \$ Cash                        |
|   |   |                 | = | <b>Total Depreciation Allowed</b> |
| <b>Adjusted Basis = Unadjusted Basis – Total Depreciation Allowed</b> |   |                 |   |                                   |
| <b>Gain/Loss = Net Proceeds – Adjusted Basis</b>                      |   |                 |   |                                   |

If the company's functional currency is hyperinflationary, the Use Historical Rates checkbox will be checked and will not be able to be unchecked. The report will use the asset's historical exchange rate to translate the report. You must select the Exchange Rate Group and Rate Type to use for the historical rate. When reporting, the application checks the Placed-in-Service Date to determine the rate to use. If an exchange rate cannot be determined, the application uses a rate of 1.0, which is noted on the report.

Check the Translate Hyperinflationary Only checkbox if you would like to translate only hyperinflationary currencies.

**Edit Report Properties** ✕

General | Display | Header | Security | Grouping | Custom | Translation Policies

Translate Report  
 Use Historical Rates  
 Translate Hyperinflationary Only

Gain/Loss  
Current Method

Exchange Rate Group: CAD to USD ▼ Rate Type: Closing  
Exchange Rate: Spot Rate:

|   |  |
|---|--|
| <b>From:</b><br>Currency Code: CAD<br>Currency Name: Canadian Dollar<br>Country: Canada | <b>To:</b><br>Currency Code: USD<br>Currency Name: US Dollar<br>Country: United States ▼ |
|---|--|

OK Cancel Run Report Help

Choose an exchange rate group from which the rates should be obtained.



**Edit Report Properties** ✕

General | Display | Header | Security | Grouping | Custom | Translation Policies

Translate Report  
 Use Historical Rates  
 Translate Hyperinflationary Only

Gain/Loss  
Current Method

**Exchange Rate Group:** CAD to USD ▼ **Rate Type:** Closing

**Exchange Rate:**  **Spot Rate:**

| From:                          | To:   |
|--------------------------------|---|
| Currency Code: CAD             | Currency Code: USD  |
| Currency Name: Canadian Dollar | Currency Name: US Dollar  |
| Country: Canada                | Country: <span style="border: 1px solid gray; padding: 2px;">United States ▼</span> |

Some currencies are used in more than one country. For example, when translating a report to USD, you may need to change the **Country** to United States.

**Edit Report Properties** ✕

General | Display | Header | Security | Grouping | Custom | Translation Policies

Translate Report  
 Use Historical Rates  
 Translate Hyperinflationary Only

Gain/Loss  
Current Method

**Exchange Rate Group:** CAD to USD **Rate Type:** Closing

**Exchange Rate:** **Spot Rate:**

|   |  |
|---|--|
| <b>From:</b><br>Currency Code: CAD<br>Currency Name: Canadian Dollar<br>Country: Canada | <b>To:</b><br>Currency Code: USD<br>Currency Name: US Dollar<br>Country: United States |
|---|--|

OK   Cancel   Run Report   Help

# Custom asset reports and exports

Fixed Assets contains three built-in custom reports accessible from each company's **Report List**:

- **Custom Landscape:** Allows up to 5 text or date fields and up to 3 currency fields.
- **Custom Legal Size:** Allows up to 5 text or date fields and up to 6 currency fields.
- **Custom Portrait:** Allows up to 2 text or date fields and up to 5 currency fields.

| <input type="checkbox"/> | Name ^            | Status | Last Run | Description                                     |
|--------------------------|-------------------|--------|----------|---|
| <input type="checkbox"/> | custom            |        |          |   |
| <input type="checkbox"/> | Custom Landscape  | ▶      |          | Custom Report, Landscape orientation            |
| <input type="checkbox"/> | Custom Legal Size | ▶      |          | Custom Report, Legal-size landscape orientation |
| <input type="checkbox"/> | Custom Portrait   | ▶      |          | Custom Report, Portrait orientation             |

Choose the desired fields from the **Custom** tab.

**Edit Report Properties** ✕

General | Display | Header | Security | Grouping | **Custom** | Translation Policies

Select field to include in the User-definable custom column for this report:

|                          |                         |   |
|--------------------------|-------------------------|---|
| Text or date field:      | Asset ID                | ▼ |
| Wide Text or date field: | Description             | ▼ |
| Text or date field:      | Location                | ▼ |
| Text or date field:      | Cost Center             | ▼ |
| Text or date field:      | Acquisition Date        | ▼ |
| Currency field:          | Beginning Asset Balance | ▼ |
| Currency field:          | Asset Additions         | ▼ |
| Currency field:          | Asset Deletions         | ▼ |
| Currency field:          | Ending Asset Balance    | ▼ |
| Currency field:          | Net Book Value          | ▼ |
| Currency field:          | <None>                  | ▼ |

**Additional custom reporting options**

- **Custom Report Designer:** Choose up to 10 data fields from the Wizard, or use the editor to add additional fields.
- **Fixed Assets DataView for Excel Add-in:** Supports unlimited fields across multiple books and your data is pulled directly into Excel.

## Configuring custom reports and exports with optional Custom Report Designer

<<Optional Custom Report Designer required>>

### Creating a new custom report

To create a new custom report, press **New** from the **Reports** list.

The screenshot shows the application's top navigation bar with the following items: ACME Inc, Assets, Reports (highlighted), Imports, Exports, Tasks, Setup, and a lock icon. Below the navigation bar is a toolbar with buttons for New (highlighted with a yellow box), Copy, Delete, Run Report, Install DataView, and a link for What is DataView?. Below the toolbar is a table with the following columns: Name, Status, Last Run, and Description. The first row in the table is partially visible, showing the report name 'ASC 740: Tax Projection' and a description 'Existing temporary depreciation b...'.

Select the report type of **Custom Report**.

The 'New Report' dialog box is shown with the title 'New Report'. It features a section titled 'Select the report type' which contains a list of report types. The 'Custom Report' option is highlighted with a yellow box. To the right of the list, there is a section titled 'Custom Reports' with the following text: 'The built-in reports cover the most common reporting needs for most users. When you have reporting needs that are not covered, the application's optional Report Writer lets you create custom report templates. You can create a custom report from scratch. In many cases, however, you may need to just add a field or two to one of the built-in reports. This is easy to do by basing a custom report on one of the built-in reports. You create a custom report by following the steps in the Custom Report wizard, which leads you to the Report Writer. The Report Writer includes its own help file with complete instructions for customizing reports.' Below this text is a blue callout box that says: 'Consider trying [BNA Fixed Assets Web DataView for Excel](#) as an alternative to BNA Fixed Assets Report Writer for your reporting needs.'

### Custom Report Designer Wizard

Provide a name and optionally a description for the new report. These will help identify the new report on the report list.

Custom Report Designer ×

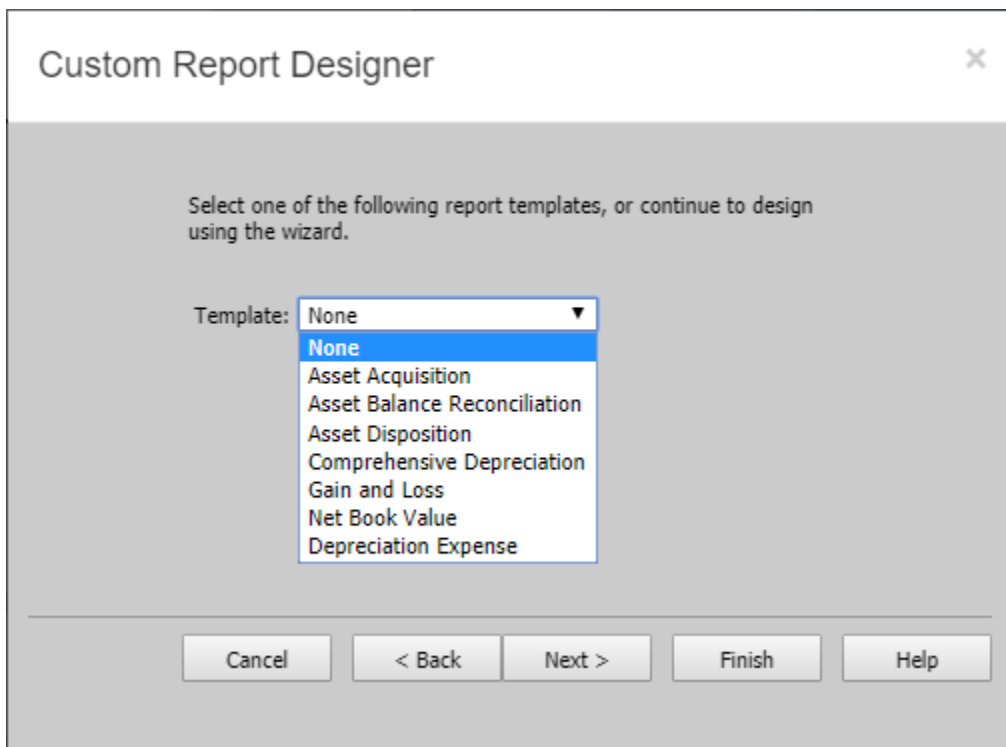
Enter a name for the report.  
You also can enter an optional description.

Name:

Description:

---

Select a template from which to create the new report, or select **None** to use the **Custom Report Designer** wizard.



Choose the orientation and font for the report.



Custom Report Designer

Specify the page orientation for the report:

Portrait  
 Landscape

Specify the fonts for the report:

|                 | Font  | Size |
|-----------------|-------|------|
| Report Title:   | Arial | 18   |
| Report Columns: | Arial | 10   |

Cancel < Back Next > Finish Help

Provide a report title. This title will appear at the top of each page of the generated report output. Choose if the following data points will be included in the report:

- **Company Name:** If included will appear at the top of each page.
- **Page Numbers:** If included will appear in the bottom right corner of each page.
- **Report Date:** This is the date the report was generated. If included will appear in the bottom left corner of each page.

Custom Report Designer

Enter a report title:

Title: Custom Depreciation Report

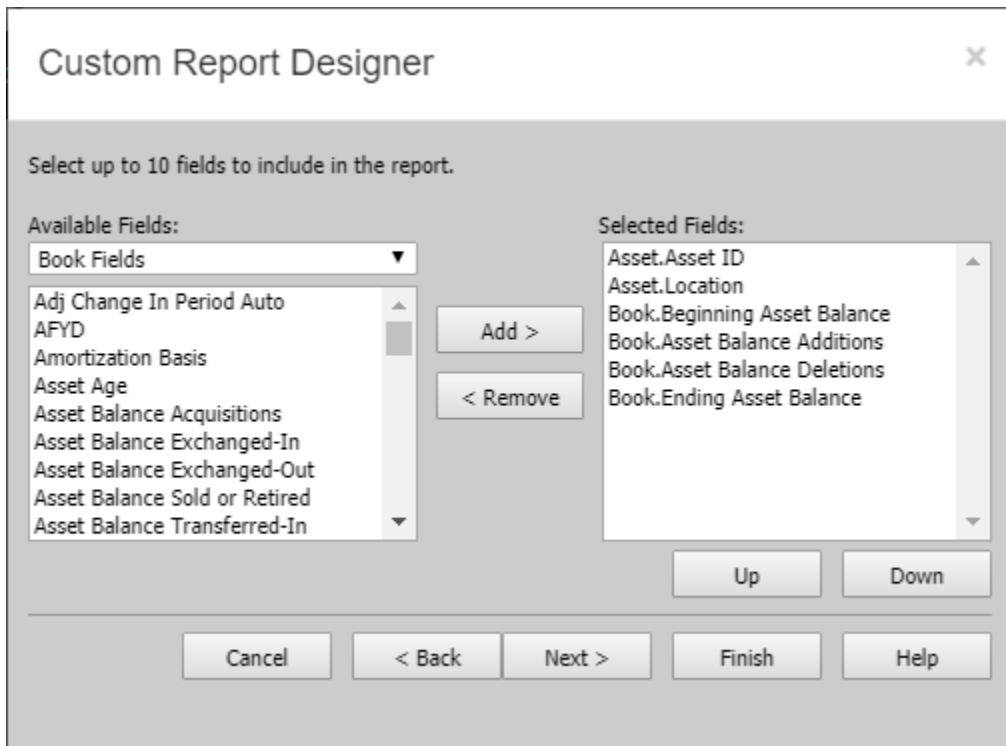
Indicate which of the following should be included in the report:

- Company Name
- Page Numbers
- Report Date

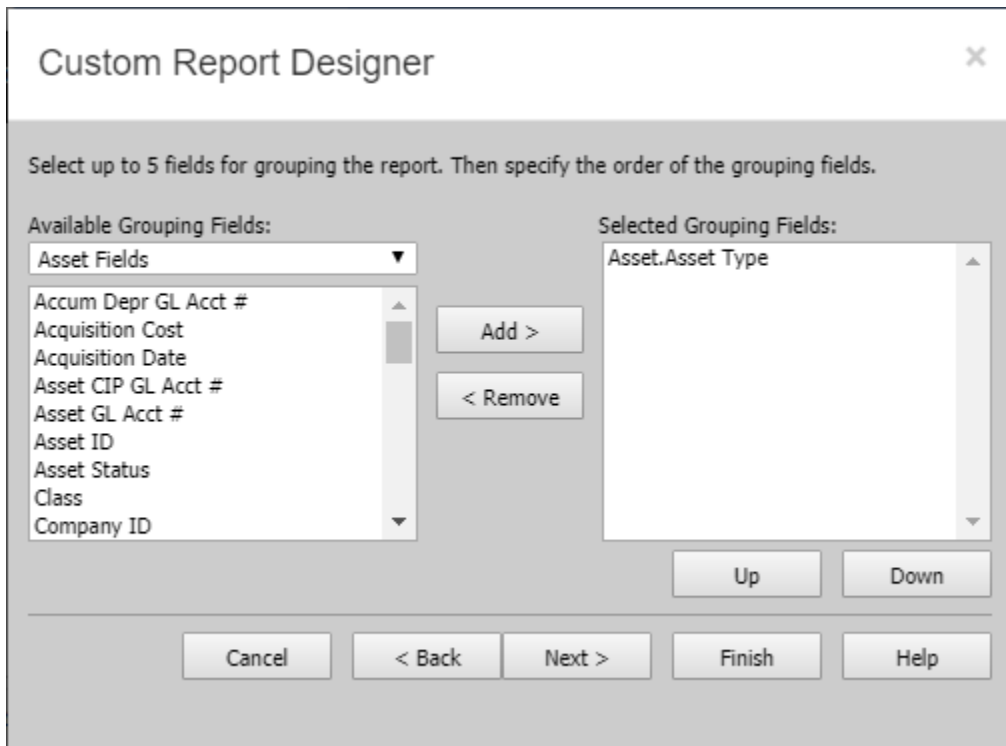
Cancel < Back Next > Finish Help

Select the fields for the report.

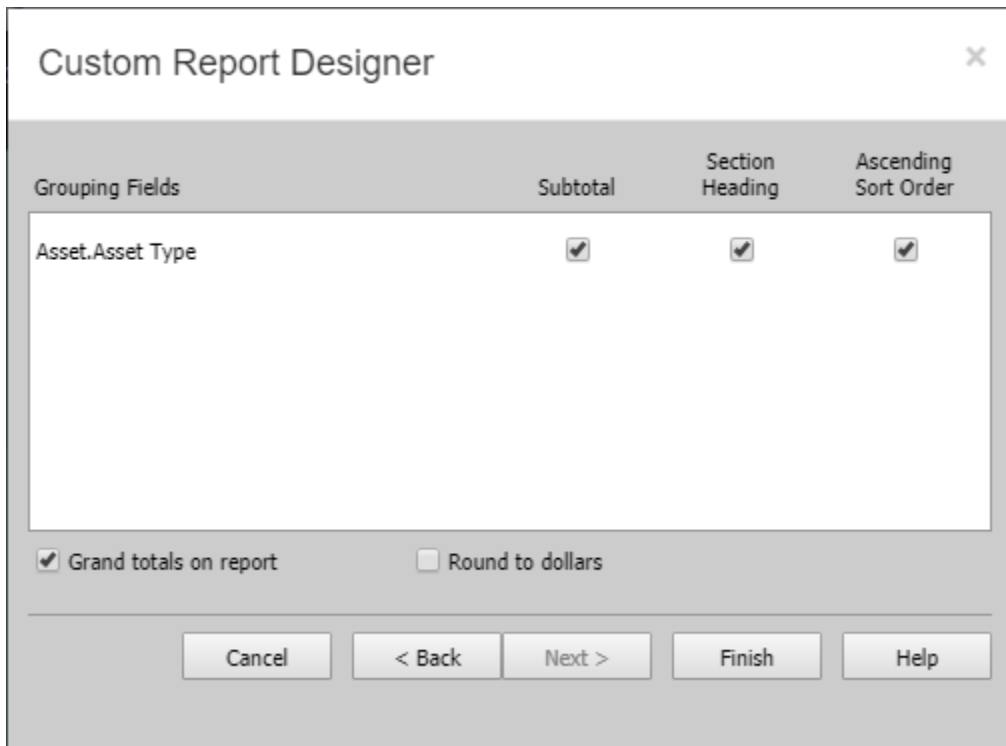
- For company FEIN, select **Company Fields**.
- For plain asset fields like Asset ID, Asset Type, or Location, select **Asset Fields**.
- For fact-pattern elements such as Property Type or Life, or calculated fields such as Net Book Value, select **Book Fields**.



Optionally choose one or more grouping fields.



Decide whether you would like subtotals, totals, and section headings, then press **Finish** to close the wizard.



### Editing an existing custom report

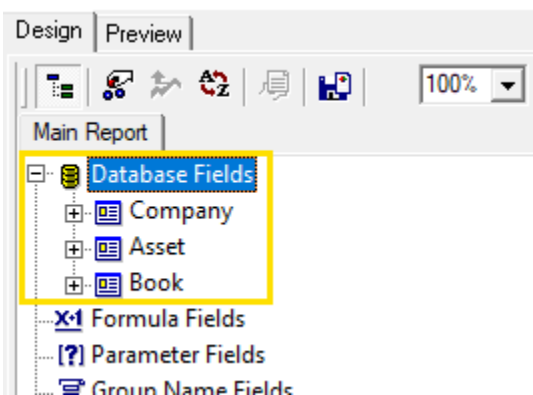
- The Custom Report Designer is supported on Internet Explorer 11 only.
- <https://tax.bnasoftware.com> must be added as a trusted site in Internet Explorer to view pop up dialogs within the Custom Report Designer.

### Launching the Custom Report Designer

To launch the **Custom Report Designer**, press **Edit Template** from a Custom Report's **Edit Report Properties** dialog.

Adding an additional data field

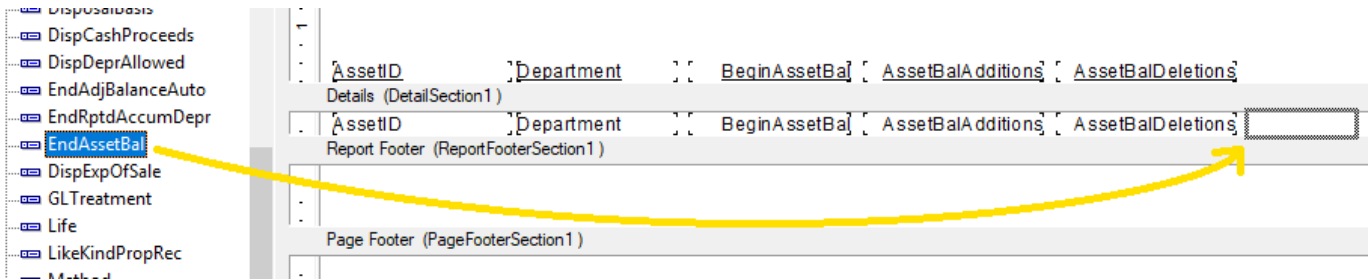
In the tree pane, expand **Database Fields**.



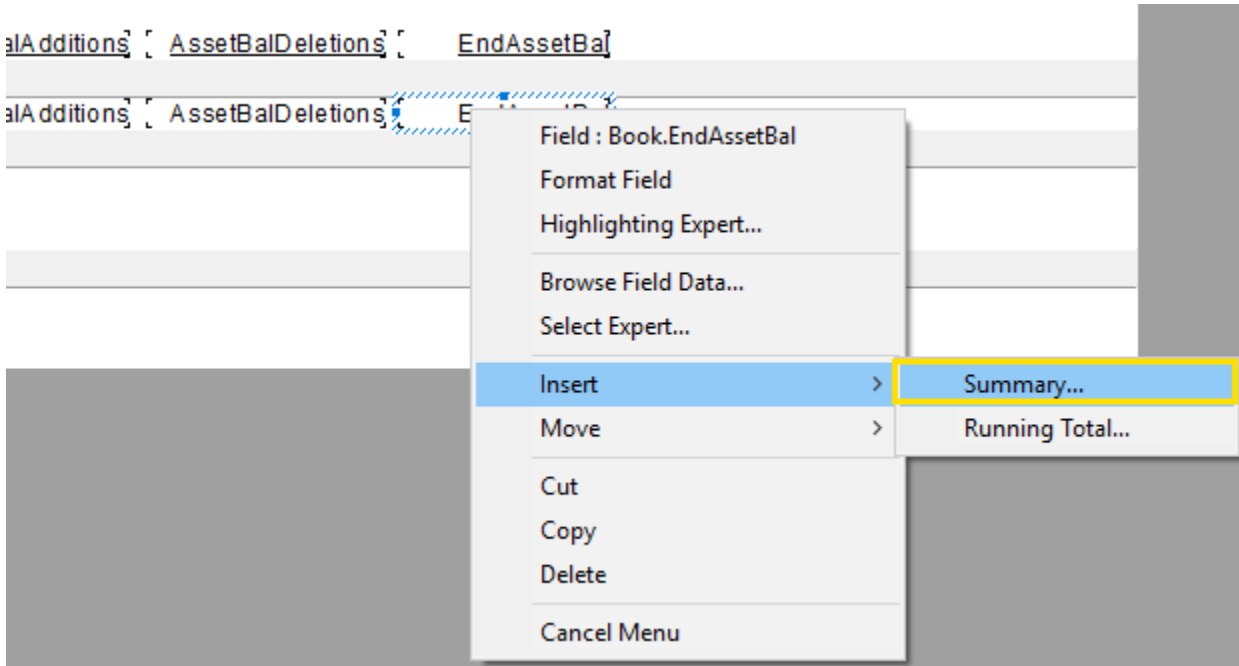
Expand the desired group. For example:

- For company FEIN, expand **Company**.
- For plain asset fields like Asset ID, Asset Type, or Location, expand **Asset**.
- For fact-pattern elements such as Property Type or Life, or calculated fields such as Net Book Value, expand **Book**.

Drag the desired field into the **Details** section of the report. The column header will automatically be added to the **Page Header**.

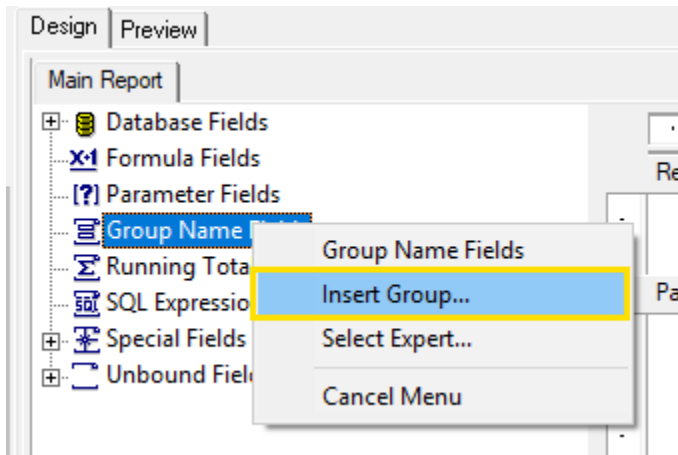


If you would like to include a total for the new field, right-click on the field and select **Insert Summary**.

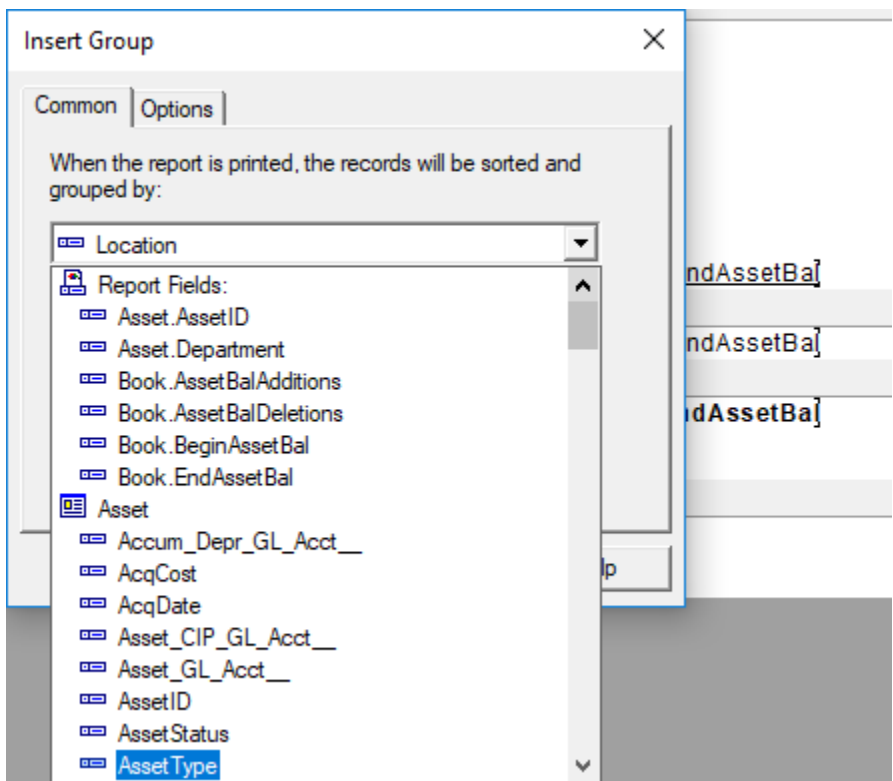


#### Adding a grouping field

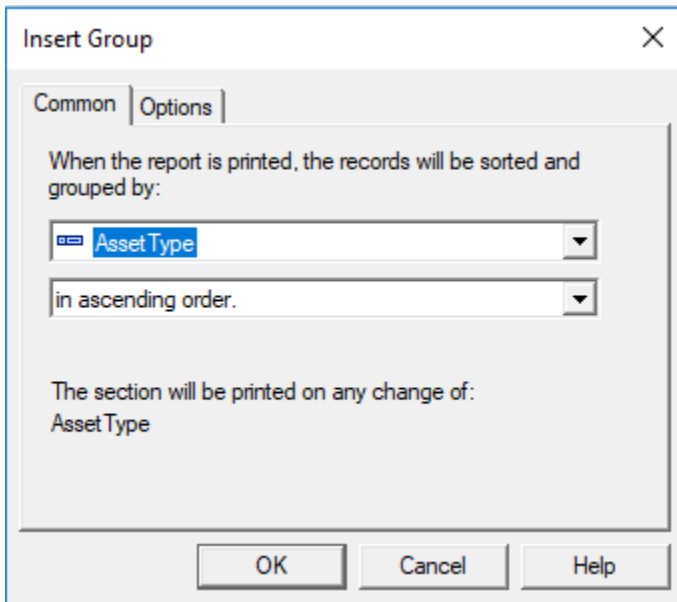
To add a new grouping field, in the tree-pane, right-click on **Group Name Fields** and select **Insert Group**.



Select the desired field. For example, to group by asset type, skip past the **Report Fields** in the dropdown and select 'Asset Type' under the **Asset** heading.

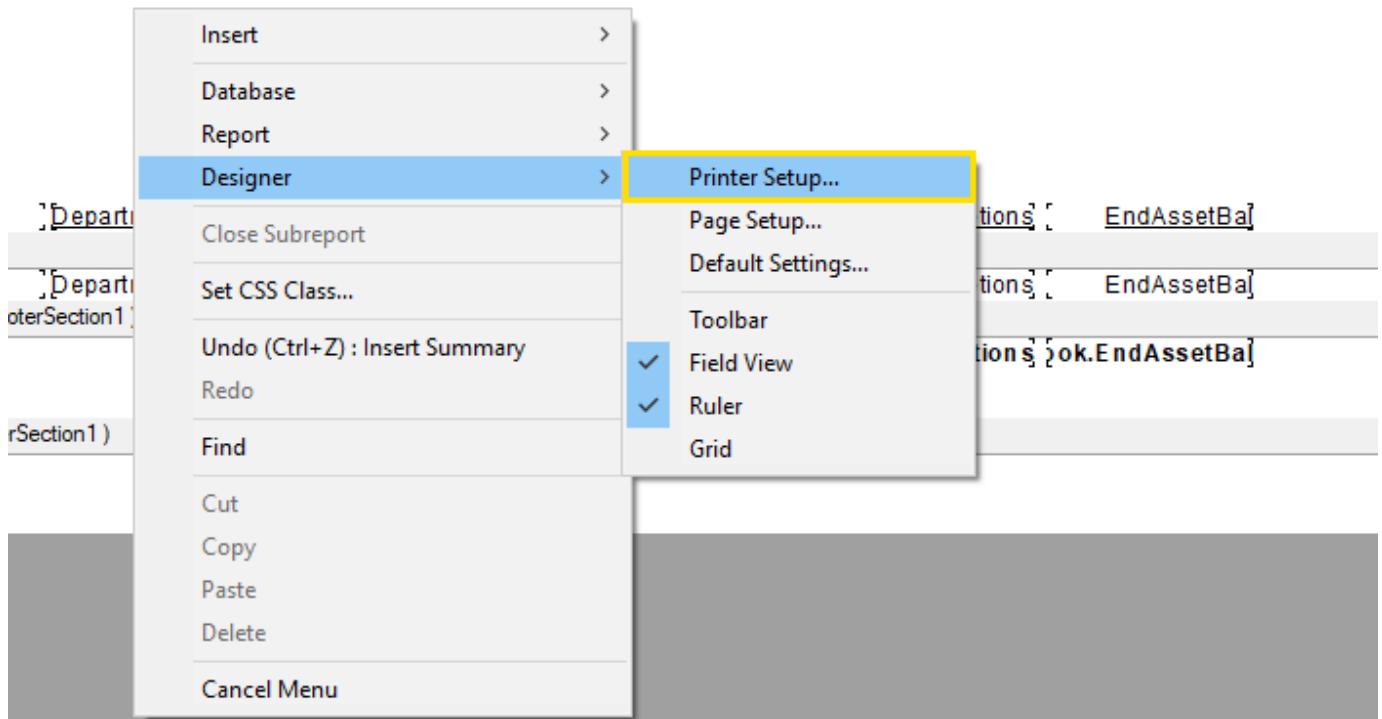






Changing report from portrait to landscape

To change report orientation, right-click on the report area and select **Designer Printer Setup**.



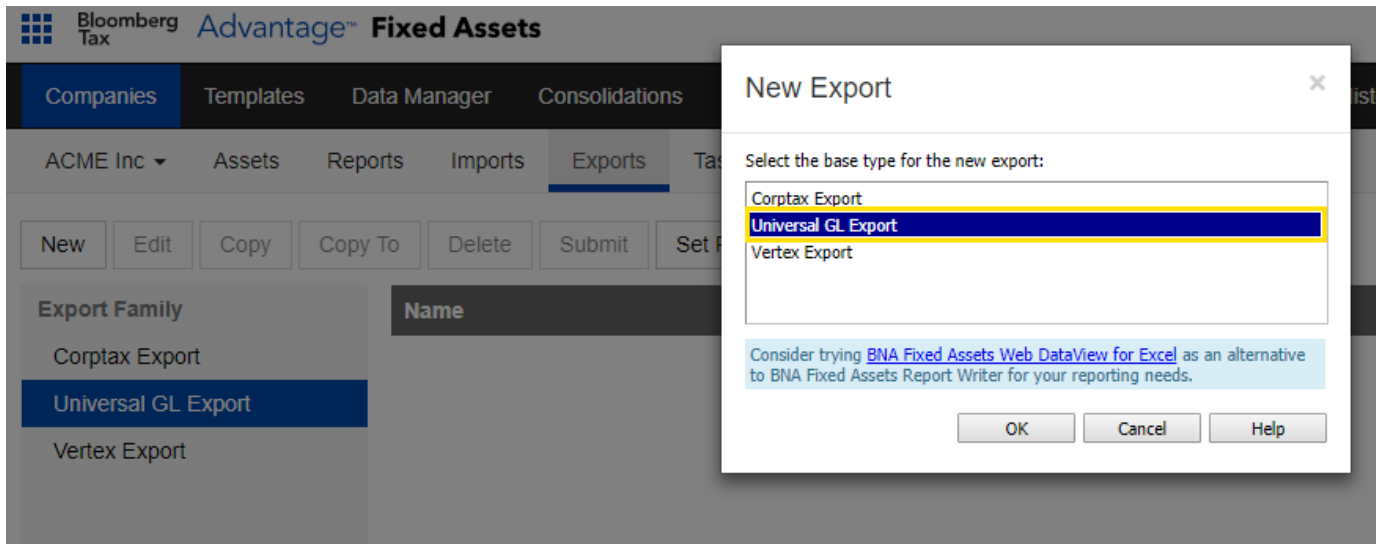
On the **Print Setup** dialog, select the orientation of **Landscape**.

## Exporting asset values to CSV format

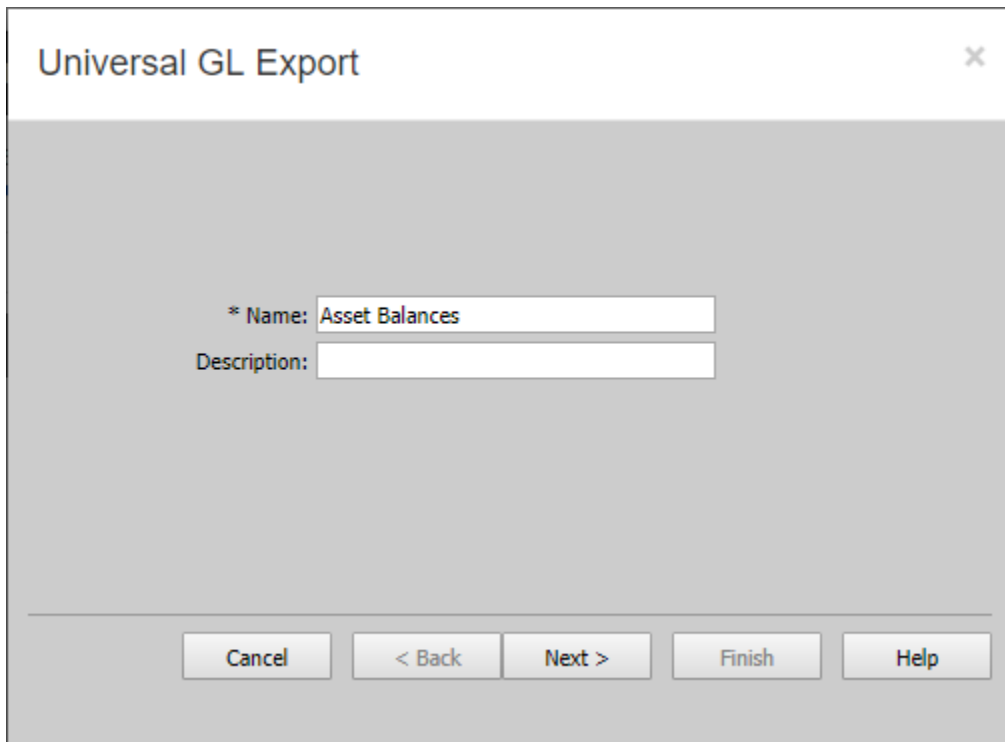
This article pertains to creation of a Universal GL Export. If instead you wish to export one of the Standard Reports to CSV format, see [Customizing appearance and data to include for reports](#).

### <<Optional Custom Report Designer required>>

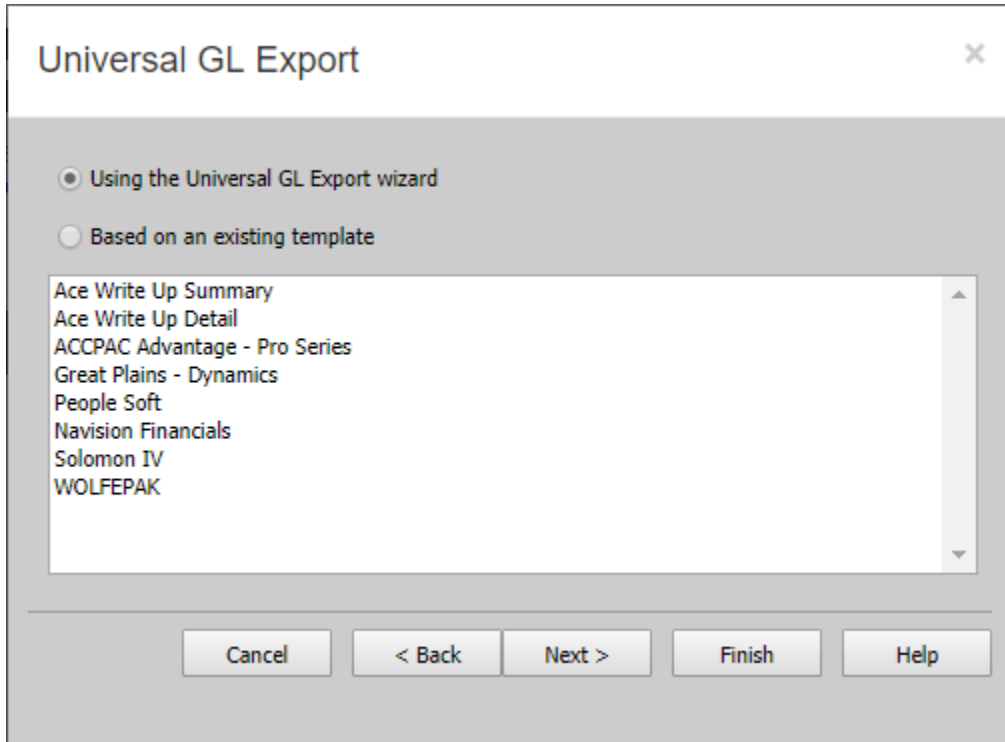
The Universal GL Export produces a CSV export file with asset data or journal entries. To create a new Export, press New from the Exports page and select Universal GL Export.



When starting a new export template, provide a **Name** and optionally, a **Description**.

The image shows a screenshot of the 'Universal GL Export' dialog box. The dialog box has a title bar with the text 'Universal GL Export' and a close button (X). Below the title bar, there are two input fields. The first field is labeled '\* Name:' and contains the text 'Asset Balances'. The second field is labeled 'Description:' and is currently empty. At the bottom of the dialog box, there are five buttons: 'Cancel', '< Back', 'Next >', 'Finish', and 'Help'.

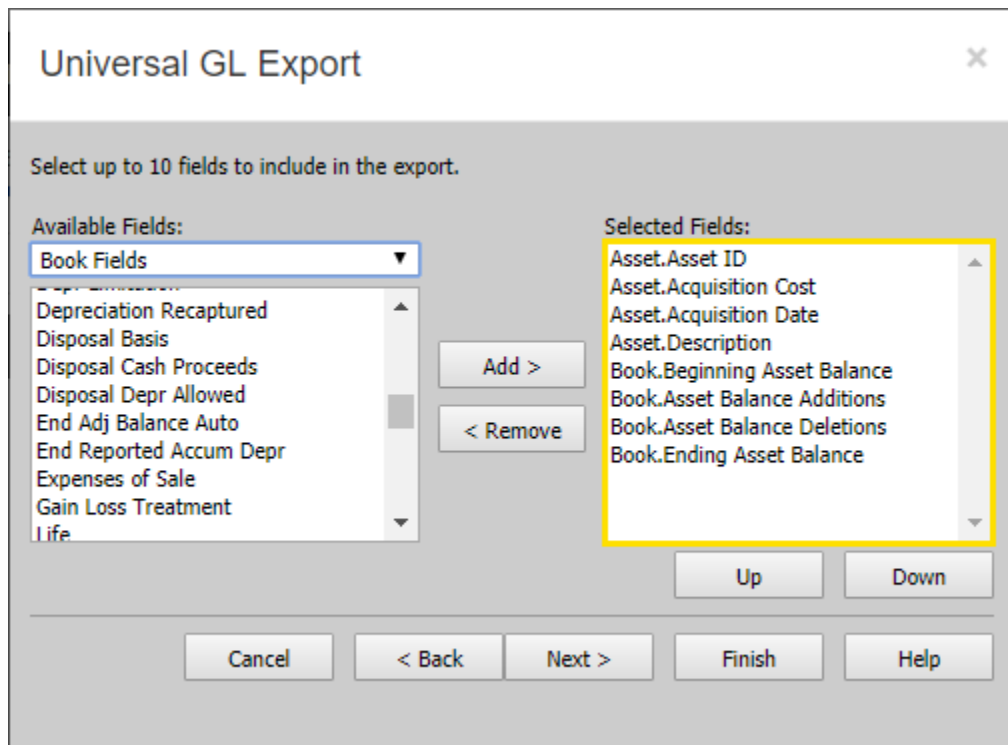
Choose Using the Universal GL Export wizard to make a custom export, or choose from a predefined export template.



The following predefined exports are available in the application:

- **ACE Write-Up Summary.** Creates a preformatted ASCII file for ACE Write-Up that contains a single debit and credit entry for each general ledger account number.
- **ACE Write-Up Detail.** Creates a preformatted ASCII file for ACE Write-Up that contains a debit and credit entry for each selected asset, as well as the asset description.
- **ACCPAC Advantage and Pro Series.** Creates a preformatted ASCII file for ACCPAC Advantage and ACCPAC Pro Series that contains a debit and credit entry for each selected asset, as well as the asset description.
- **Great Plains Dynamics.** Creates a preformatted ASCII file for Great Plains Dynamics that contains a debit and credit entry for each selected asset, as well as the asset description.
- **Navision Financials.** Creates a preformatted ASCII file for Navision Financials that contains a debit and credit entry for each selected asset, as well as the asset description.
- **PeopleSoft.** Creates a preformatted ASCII file for PeopleSoft that contains a debit and credit entry for each selected asset, as well as the asset description.
- **Solomon IV.** Creates a preformatted ASCII file for Solomon IV that contains a single debit and credit entry for each general ledger account number.
- **WolfePak.** Creates a preformatted ASCII file for WolfePak that contains a debit and credit entry for each selected asset, as well as the asset description.

If a predefined export is selected, press Finish to complete the wizard, otherwise, choose the fields to include in the export.



If you are exporting asset data rather than Journal Entries, decide whether the export should be a **Summary (Subtotals only)** only or **Asset-by-Asset Detail**. There is no grouping option from the Universal GL Export wizard, so **Asset-by-Asset Detail** is recommended.

Universal GL Export ×

Enter GL-specific information.

Descriptions:

Journal Entry Description:

Depreciation Expense Description:

Accumulated Depreciation Description:

Detail Level:

Summary (Subtotals only)       Asset-by-Asset Detail

Debit/Credit Rows:

Template Dependent       Multiple

If you are going to be working with the resulting file in Excel, leave the default delimiter as a Comma. If you are going to be importing the resulting file into a separate application, follow the specifications of the that application. To include column headings at the top of your CSV file, choose Header Information in same file.

Universal GL Export

Specify how the export file should be formatted.

Column Format:

Fixed Width

Character-separated Values

Field Delimiter: Comma (,)

Text Delimiter: Double Quote (")

Header:

No Header Information

Header Information in same file

Header Information in different file

Cancel < Back Next > Finish Help

Press **Finish** to complete the wizard. The new export template will appear in the list. The export template may be reused over and over to produce CSV exports as needed. Select the export and press **Edit** to choose the **Book**, **Filter**, and **Focus Period** for the export. You may also adjust some of the other export settings as needed, such as:

- The name and description of the export.
- The source of the data (the book) that will be exported.
- The transaction descriptions of depreciation expense journal entry, depreciation expense, and accumulated depreciation.
- The period (focus period) over which the reported depreciation expense is accumulated for the export and the date the period will be posted (posting date).
- The level of detail and the assets to be included in the export file.
- The header information.
- The debits/credits format.
- The fields to be included in the export and their sort order.

To generate a CSV export file from the Universal GL Export template, select the export and press **Submit**.

ACME Inc ▾ Assets Reports Imports **Exports** Tasks Setup ▾

New Edit Copy Copy To Delete **Submit** Set Periods

**Export Family**

- Corptax Export
- Universal GL Export**
- Vertex Export

**Name**

- Asset Balances

Completed exports can be accessed from the **Tasks** list. Click the CSV icon from the Status column to download the CSV file.

ACME Inc ▾ Assets Reports Imports Exports **Tasks** Setup ▾

Delete Cancel Preview Print Filter: All Tasks ▾

| <input type="checkbox"/> | Name           | Task Type            | User Name | Status | Date           |
|--------------------------|----------------|----------------------|-----------|--------|----------------|
| <input type="checkbox"/> | Asset Balances | Universal G/L Export | John Doe  | Done   | Mar 4, 4:56pm  |
| <input type="checkbox"/> | Form 4797      | Run Report           | John Doe  | Done   | Dec 10, 3:07pm |
| <input type="checkbox"/> | Form 8824      | Run Report           | John Doe  | Done   | Dec 10, 3:07pm |

The resulting export file can be opened in Excel, if desired.

|    | A          | B        | C         | D          | E               | F             | G             | H             |
|----|------------|----------|-----------|------------|-----------------|---------------|---------------|---------------|
| 1  | Asset ID   | Acq Cost | Acq Date  | Asset Desc | Begin Asset Bal | Asset Bal Add | Asset Bal Del | End Asset Bal |
| 2  | AI00000001 | 30000    | 7/23/2018 |            | 0               | 30000         | 0             | 30000         |
| 3  | AI00000002 | 50000    | 7/23/2018 |            | 0               | 50000         | 0             | 50000         |
| 4  | AI00000003 | 20000    | 7/23/2018 |            | 0               | 20000         | 0             | 20000         |
| 5  | AI00000004 | 10000    | 7/13/2018 |            | 0               | 10000         | 0             | 10000         |
| 6  | AI00000005 | 10000    | 7/13/2018 |            | 0               | 10000         | 0             | 10000         |
| 7  | AI00000006 | 100000   | 3/16/2016 |            | 100000          | 0             | 0             | 100000        |
| 8  | AI00000007 | 40000    | 7/23/2018 |            | 0               | 40000         | 0             | 40000         |
| 9  | AI00000008 | 25000    | 7/23/2018 |            | 0               | 25000         | 25000         | 0             |
| 10 | AI00000009 | 25000    | 7/23/2018 |            | 0               | 25000         | 25000         | 0             |
| 11 | AI00000010 | 80000    | 7/23/2018 |            | 0               | 80000         | 0             | 80000         |
| 12 | AI00000011 | 80000    | 7/23/2018 |            | 0               | 80000         | 0             | 80000         |





# Generating tax forms and tax form exports

Form **4562**

Department of the Treasury  
Internal Revenue Service (99)

## Depreciation and Amortization (Including Information on Listed Property)

▶ Attach to your tax return.

▶ Go to [www.irs.gov/Form4562](http://www.irs.gov/Form4562) for instructions and the latest information.

Name(s) shown on return

ACME Inc

Business or activity to which this form relates

### **Part I** Election To Expense Certain Property Under Section 179

**Note:** If you have any listed property, complete Part V before you complete Part I.


- 1 Maximum amount (see instructions) . . . . .
- 2 Total cost of section 179 property placed in service (see instructions) . . . . .
- 3 Threshold cost of section 179 property before reduction in limitation (see instructions) . . . . .

## Generating PDF fileable tax forms

Fixed Assets offers several tax forms accessible from each company's **Report List**:

ACME Inc ▾ Assets **Reports** Imports Exports Tasks Setup ▾ 🔒

New ▾ Copy ▾ Delete Run Report Install DataView [What is DataView?](#)

| <input type="checkbox"/>  | Name ▲   | Status | Last Run | Description  |
|---|--|--------|----------|--|
|  | <input type="text"/>                                   |        |          | <input type="text"/>   |
| <input type="checkbox"/>  | <a href="#">Form 3468 &amp; Other Credits</a>          | ▶      |          | Investment credit & Other Credits  |
| <input type="checkbox"/>  | <a href="#">Form 4255</a>                              | ▶      |          | Recapture of Investment credit   |
| <input type="checkbox"/>  | <a href="#">Form 4562</a>                              | ▶      |          | Depreciation and Amortization of business property                         |
| <input type="checkbox"/>  | <a href="#">Form 4626</a>                              | ▶      |          | Alternative Minimum Tax  |
| <input type="checkbox"/>  | <a href="#">Form 4797</a>                              | ▶      |          | Sales of business property   |
| <input type="checkbox"/>  | <a href="#">Form 8824</a>                              | ▶      |          | Like-Kind assets exchanged over selected period of time                    |
| <input type="checkbox"/>  | <a href="#">Schedules M-1 &amp; M-3 Reconciliation</a> | ▶      |          | GAAP to Federal Tax differences in depreciation expense asset dispositions |

Check **Print IRS Fileable Form** to generate a PDF Tax Form populated with asset data.

Check **Print Blank IRS Fileable Form** to obtain the unpopulated PDF Tax Form.

### Edit Report Properties ✕

General | Display | Header | Security | Grouping

Report Type: Form 4562

Name: Form 4562

Description: Depreciation and Amortization of business property

Book: Federal Tax ▼

Filter: < All Assets > ▼

Focus Period: Custom ▼ From Jan ▼ 2017 ▼ To Dec ▼ 2017 ▼

---

**Options**

Export to: <None> ▼  Consolidated Report

Print IRS Fileable Form  Print Blank IRS Fileable Form

Select Consolidated Report Group: <None> ▼

OK Cancel Run Report Help

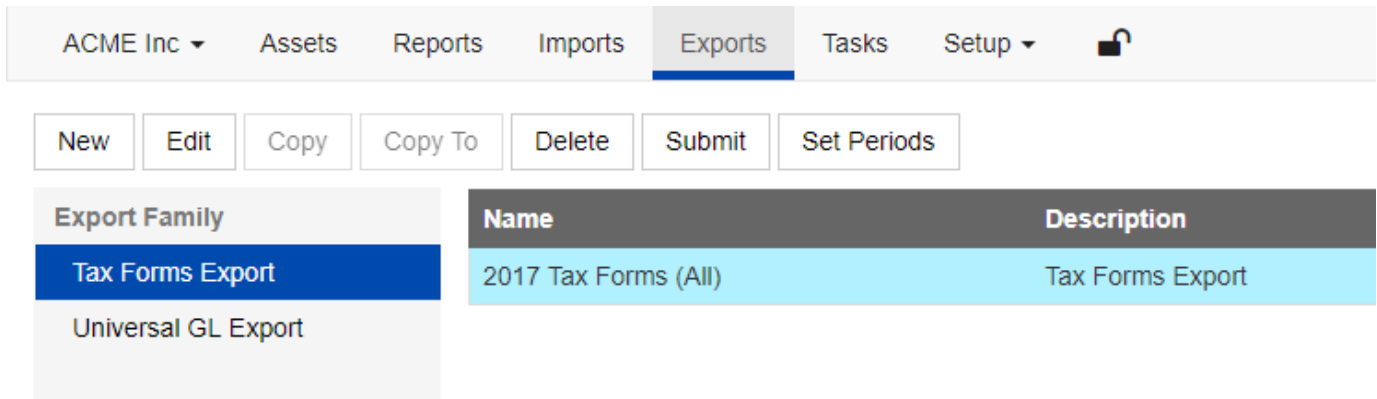
The following IRS forms, while not prepared by the application, are partially supported with information provided on certain credits in the "Other Credits" Form 3468 supplemental report:

- **Form 8910.** Alternative Motor Vehicle Credit.
- **Form 8834** (not available after 2007; the credit only applies to vehicles placed in service before 2007). Qualified Electric Vehicle Credit.
- **Form 8835.** Renewable Electricity, Refined Coal, & Indian Coal Production Credit.

Note that there is no IRS fileable form for Schedules M-1 & M-3 Reconciliation.

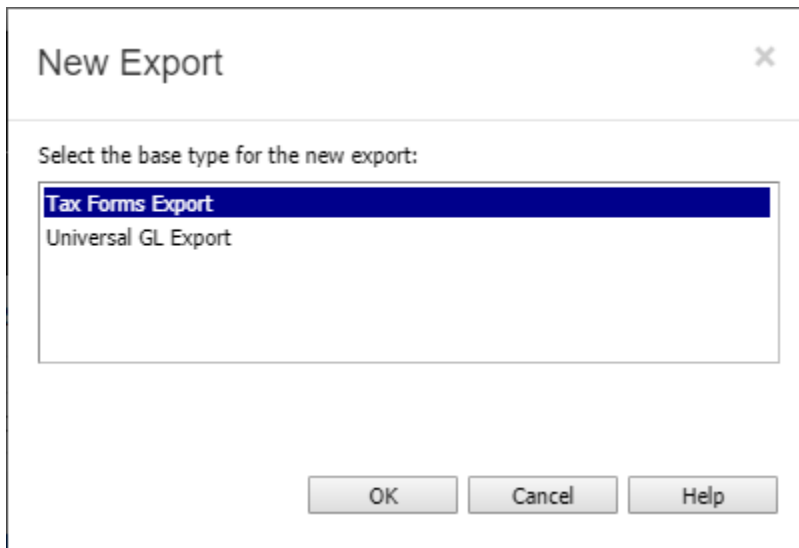
## Exporting values for IRS fileable forms to CSV format

CSV exports are accessible from the **Exports** list.



| Export Family       | Name                 | Description      |
|---------------------|----------------------|------------------|
| Tax Forms Export    | 2017 Tax Forms (All) | Tax Forms Export |
| Universal GL Export |                      |                  |

To create an export that will contain data for IRS tax forms, select export type of **Tax Forms Export**.




New Export

Select the base type for the new export:

- Tax Forms Export
- Universal GL Export

OK Cancel Help

### Tax Forms Export Properties

ACME Inc ▾ Assets Reports Imports Exports Tasks Setup ▾ 

**Tax Forms Export - General**

Name:

Description:

Book:  **1**

Filter:

Form:  **2**

Focus Period:  From   To

Consolidation:  **3**

Group By:

**4**

- 1** Select the Book (typically Federal Tax) and Filter for the export.
- 2** Select an individual tax form or select <All> to generate data for all forms that Fixed Assets offers.
- 3** Select a **Consolidation Group** to obtain numbers for more than one company.
- 4** Press **Next** to amend custom text values to the export.

ACME Inc ▾ Assets Reports Imports **Exports** Tasks Setup ▾ 🔒

**Tax Forms Export - Details**

Tax Year: 2017

| Form# | Line#        | Description                    | Code    | Text 1 | Text 2 |
|-------|--------------|--------------------------------|---------|--------|--------|
| 4562  | 1            | Max 179 Dollar Limit           | 4562_1  |        |        |
| 4562  | 2            | Sec 179 Total Prop Cost        | 4562_2  |        |        |
| 4562  | 4            | Reduction in Limitation        | 4562_4  |        |        |
| 4562  | 5            | Dollar Limitation for Tax Year | 4562_5  |        |        |
| 4562  | 6 column (b) | Cost (Business Use Only)       | 4562_6b |        |        |
| 4562  | 6 column (c) | Sec 179 Elect Nonlisted        | 4562_6c |        |        |
| 4562  | 7            | Sec 179 Elect Listed           | 4562_7  |        |        |
| 4562  | 8            | Total Elected Cost of Sec 179  | 4562_8  |        |        |
| 4562  | 9            | Tentative Deduction            | 4562_9  |        |        |
| 4562  | 10           | Sec 179 Carryover Disallow     | 4562_10 |        |        |
| 4562  | 11           | Sec 179 Taxable Income         | 4562_11 |        |        |
| 4562  | 12           | Sec 179 Deduction              | 4562_12 |        |        |
| 4562  | 13           | Carryover to Next Year         | 4562_13 |        |        |

Show 100 ▾ Rows | 1 of 2 | [Navigation icons]

Run Export **6** [Cancel] [Back] [Next >] [Finish]

- 5** Optionally supply a **Code** for each line number. This is useful if you are pulling the export into a secondary system that is expecting the line numbers in a specific format. You may additionally supply values for up to 12 additional custom text fields.
- 6** Press **Run Export** to process the export immediately or press Finish to save your settings without running the export.

After running an export, the CSV file will be available to download from the company's **Tasks** list. The export will look something like this:

|    | A         | B            | C        | D      | E        | F                              | G       | H      | I    |
|----|-----------|--------------|----------|--------|----------|--------------------------------|---------|--------|------|
| 1  | FEIN      | COMPANY NAME | TAX YEAR | FORM # | LINE #   | DESCRIPTION                    | CODE    | TOTAL  | TEXT |
| 2  | 123456789 | ACME Inc     | 2017     | 4562   | 1        | Max 179 Dollar Limit           | 4562_1  | 510000 |      |
| 3  | 123456789 | ACME Inc     | 2017     | 4562   | 2        | Sec 179 Total Prop Cost        | 4562_2  | 0      |      |
| 4  | 123456789 | ACME Inc     | 2017     | 4562   | 4        | Reduction in Limitation        | 4562_4  | 0      |      |
| 5  | 123456789 | ACME Inc     | 2017     | 4562   | 5        | Dollar Limitation for Tax Year | 4562_5  | 510000 |      |
| 6  | 123456789 | ACME Inc     | 2017     | 4562   | 6 column | Cost (Business Use Only)       | 4562_6b | 0      |      |
| 7  | 123456789 | ACME Inc     | 2017     | 4562   | 6 column | Sec 179 Elect Nonlisted        | 4562_6c | 0      |      |
| 8  | 123456789 | ACME Inc     | 2017     | 4562   | 7        | Sec 179 Elect Listed           | 4562_7  | 0      |      |
| 9  | 123456789 | ACME Inc     | 2017     | 4562   | 8        | Total Elected Cost of Sec 179  | 4562_8  | 0      |      |
| 10 | 123456789 | ACME Inc     | 2017     | 4562   | 9        | Tentative Deduction            | 4562_9  | 0      |      |
| 11 | 123456789 | ACME Inc     | 2017     | 4562   | 10       | Sec 179 Carryover Disallow     | 4562_10 | 0      |      |
| 12 | 123456789 | ACME Inc     | 2017     | 4562   | 11       | Sec 179 Taxable Income         | 4562_11 | 510000 |      |
| 13 | 123456789 | ACME Inc     | 2017     | 4562   | 12       | Sec 179 Deduction              | 4562_12 | 0      |      |
| 14 | 123456789 | ACME Inc     | 2017     | 4562   | 13       | Carryover to Next Year         | 4562_13 | 0      |      |

Each tax year keeps its own unique set of values for **CODE** and **TEXT** fields on the **Details** tab. When incrementing the focus period from one tax year to the next, you will be asked whether you'd like to copy the values. For example, if your focus period is for the 2016 tax year, you enter values on the Details tab, then increment the focus period to the 2017 tax year, you'll be asked whether you want the values copied.

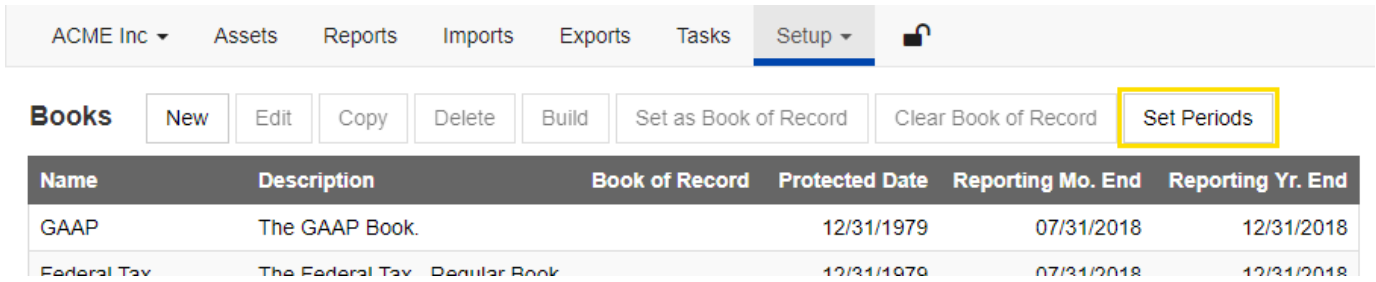
Choose 'Copy data' if you'd like the values copied over to the next tax year. Or, if data has already been entered for the tax year, choose 'Copy and overwrite data' to copy values from the previous tax year.

Choose 'Do not copy data' to instead start with empty values for **CODE** and the **TEXT** fields.



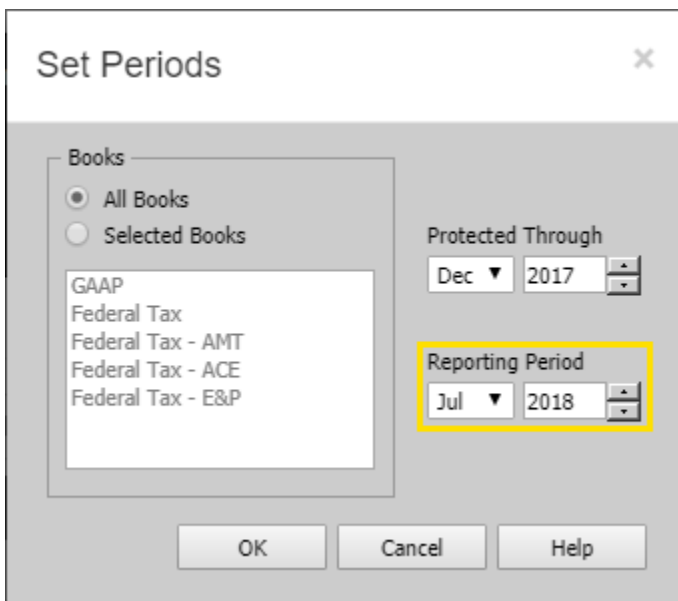
# Setting reporting month for a company

To set protected through dates, go to **Setup Books** and press **Set Periods**.



| Name        | Description                  | Book of Record | Protected Date | Reporting Mo. End | Reporting Yr. End |
|-------------|------------------------------|----------------|----------------|-------------------|-------------------|
| GAAP        | The GAAP Book.               |                | 12/31/1979     | 07/31/2018        | 12/31/2018        |
| Federal Tax | The Federal Tax Regular Book |                | 12/31/1979     | 07/31/2018        | 12/31/2018        |

Set the protected through date for all books or set individually.



**Set Periods**

Books

All Books  
 Selected Books

Protected Through  
Dec ▼ 2017

Reporting Period  
Jul ▼ 2018

GAAP  
Federal Tax  
Federal Tax - AMT  
Federal Tax - ACE  
Federal Tax - E&P

OK Cancel Help

Once reporting period dates have been configured, they may be utilized by reports for the focus period.

For example, with a **Reporting Period** of July 2018, and assuming the company uses **Calendar Year** for reporting, focus periods will be:

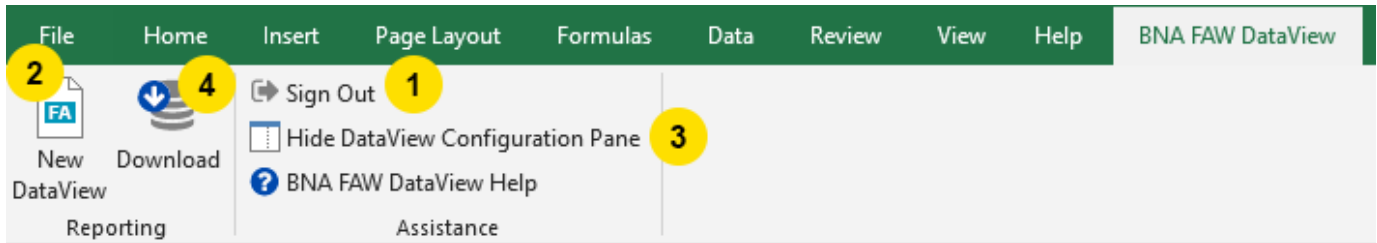
- **Current Month:** Jul 2018 To Jul 2018
- **Current Quarter:** Jul 2018 To Sep 2018
- **Current Year:** Jan 2018 To Dec 2018
- **Life To Date:** <Company Start Date> TO Jul 2018
- **Year to Date:** Jan 2018 To Jul 2018
- **Quarter to Date:** Jul 2018 To Jul 2018
- **Custom:** Unaffected by the **Reporting Period**. Use specifies the focus period of their choice.



# Advanced reporting and analytics with DataView for Excel

- ✓ Download fixed assets data directly into Excel.
- ✓ Create custom reports with no limit to the number of columns.
- ✓ Sort, pivot, and analyze your fixed assets data.
- ✓ Automatically update Excel analysis when data changes.

## DataView Ribbon



- 1 Sign into Advantage to begin working with DataView
- 2 Start a new DataView definition. To open an existing DataView definition, use Excel's **Open** feature to open the file.
- 3 Configure the **Companies**, **Filter**, **Focus Period**, **Fields**, and appearance of your report using the **DataView Configuration Pane**. Hide the pane if you've already downloaded your data and you'd like to maximize your workspace.
- 4 Download your **Fixed Assets** data based on the **DataView Configuration**.

## Configuring the Report

## DataView Configuration

**General**

Companies: ACME Inc 1

Focus Period: Jan 2018 To Dec 2018 2

Base Filter: Assets in Service within Focus Period 3

Asset Filter: < All Assets > 4

Exclude Inactive Assets

**Header**

Company Names

Focus Period

Filter Name

Last Download

**Display Options**

Include Grand Totals

Abbreviate View 5

Select fields to add to DataView:

| Available Fields   | Book        | Field Type |
|--|-------------|------------|
| <input checked="" type="checkbox"/> ending <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">6</span> | Federal Tax |            |
| <input type="checkbox"/> Calc Depr.Ending Accum  | Federal Tax | Currency   |
| <input type="checkbox"/> Cost.Ending Balance   | Federal Tax | Currency   |
| <input type="checkbox"/> Fact Pattern.Ending Adjustment Balance.Auto   | Federal Tax | Currency   |
| <input type="checkbox"/> Fact Pattern.Ending Adjustment Balance.Cop...   | Federal Tax | Currency   |
| <input type="checkbox"/> Fact Pattern.Ending Adjustment Balance.Cop...   | Federal Tax | Currency   |

Add ↓ Remove ↑

| Selected Fields   | Book        | Field Type |
|---|-------------|------------|
| <input checked="" type="checkbox"/> [Empty]   |             |            |
| <input type="checkbox"/> Asset ID   |             | Text       |
| <input type="checkbox"/> Depr.Beginning Accum <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">7</span> | Federal Tax | Currency   |
| <input type="checkbox"/> Depr.In Period   | Federal Tax | Currency   |
| <input type="checkbox"/> Depr.Ending Accum  | Federal Tax | Currency   |

Move Up Move Down

Download

- 1 Specify the **Companies** to include in the report. If you select more than one company, you may wish to include the **Company Name** field in the report.
- 2 Select a **Focus Period** for the report. For example, the field **Depr.In Period** will return the asset's reported depreciation from the **Focus Period** start until the **Focus Period** end.
- 3 The **Base Filter** defaults to 'Assets in Service within Focus Period'. This filter will exclude assets not yet in service. To include all assets regardless of Placed in Service date, select 'All Assets'. To report only on assets added (purchased, transferred in) or removed (disposed, transferred out) during the focus period, select 'Only Additions within Focus Period' or 'Only Deletions within Focus Period' respectively.
- 4 The **Asset Filter** combines with the **Base Filter**. The **Asset Filter** uses the filters created in Fixed Assets under **Setup Filters**.

- 5 When **Abbreviated View** is checked, most column headings are shortened. In addition, fields such as **Book.Fact Pattern.Property Type** (abbreviated, **Book.FP.Prop Type**) will show shortened values such as 'PP' rather than 'Personal Property'.
- 6 Filter the **Available Fields** by field name, book, or field type. Choose the desired fields and press **Add** to move the fields to the **Selected Fields**.
- 7 The **Selected Fields** are the values that will be included in the report. Use the **Move Up** or **Move Down** to customize the order.

## **DataView installation**

Close Excel before installing Fixed Assets DataView.

1. [Download](#) and run the installation file.
2. When the User Account Control dialog opens, press **Yes**. The installation wizard will launch.
3. On the End-User License Agreement step, you must check **I accept the terms of the License Agreement** before proceeding.
4. On the Destination Folder panel, select an installation folder (if you would like to change from the default).
5. On the Ready to install... panel, press **Install**.
6. When the installation is complete, the wizard may be closed by pressing **Finish**.

## Getting the most out of DataView

### Extending the Net Book Value report with additional fields

In Excel, create a new DataView file. For this report, you'll want to select the **Base Filter** 'Assets in Services within Focus Period'.

If you are going to insert a PivotTable in order to group the data by Location, Asset Type, etc, **do not** check **Include Grand Totals**.

Add the following fields, which make up the basic Net Book Value report produced by Fixed Assets:

- AssetID
- Cost.Beginning Balance
- Cost.Additions
- Cost.Deletions
- Cost.Ending Balance
- Depr.In Period
- Depr.Net Section 179
- Depr.NetSection 179A
- Depr.Net AFYD
- Depr.Net Book Value

Select fields to add to DataView:

| <input type="checkbox"/> Available Fields              | Book | Field Type |
|--|------|------------|
| <input type="checkbox"/> Accum Depr GL Acct #          |      | Text       |
| <input type="checkbox"/> Accum Depr GL Acct # (latest) |      | Text       |
| <input type="checkbox"/> Acquisition Cost              |      | Currency   |
| <input type="checkbox"/> Acquisition Date              |      | Date       |
| <input type="checkbox"/> Acquisition Type              |      | Text       |

Add ↓ Remove ↑

| <input type="checkbox"/> Selected Fields        | Book | Field Type |
|---|------|------------|
| <input type="checkbox"/> Asset ID               |      | Text       |
| <input type="checkbox"/> Cost.Beginning Balance | GAAP | Currency   |
| <input type="checkbox"/> Cost.Additions         | GAAP | Currency   |
| <input type="checkbox"/> Cost.Deletions         | GAAP | Currency   |
| <input type="checkbox"/> Cost.Ending Balance    | GAAP | Currency   |
| <input type="checkbox"/> Depr.In Period         | GAAP | Currency   |
| <input type="checkbox"/> Depr.Net Section 179   | GAAP | Currency   |
| <input type="checkbox"/> Depr.Net Section 179A  | GAAP | Currency   |
| <input type="checkbox"/> Depr.Net AFYD          | GAAP | Currency   |
| <input type="checkbox"/> Depr.Net Book Value    | GAAP | Currency   |



Next, add desired additional fields and **Download**.

The screenshot shows a software interface with a table of fields. At the top, there are 'Add' and 'Remove' buttons. The table has three columns: 'Selected Fields', 'Book', and 'Field Type'. The 'Selected Fields' column has a checkbox and a text input field. The 'Book' column has a dropdown menu. The 'Field Type' column has a dropdown menu. The table contains the following rows:

| <input type="checkbox"/> | Selected Fields       | Book | Field Type |
|--------------------------|-----------------------|------|------------|
| <input type="checkbox"/> | Cost.Ending Balance   | GAAP | Currency   |
| <input type="checkbox"/> | Depr.In Period        | GAAP | Currency   |
| <input type="checkbox"/> | Depr.Net Section 179  | GAAP | Currency   |
| <input type="checkbox"/> | Depr.Net Section 179A | GAAP | Currency   |
| <input type="checkbox"/> | Depr.Net AFYD         | GAAP | Currency   |
| <input type="checkbox"/> | Depr.Net Book Value   | GAAP | Currency   |
| <input type="checkbox"/> | Asset Type            |      | Text       |
| <input type="checkbox"/> | Location              |      | Text       |
| <input type="checkbox"/> | Cost Center           |      | Text       |

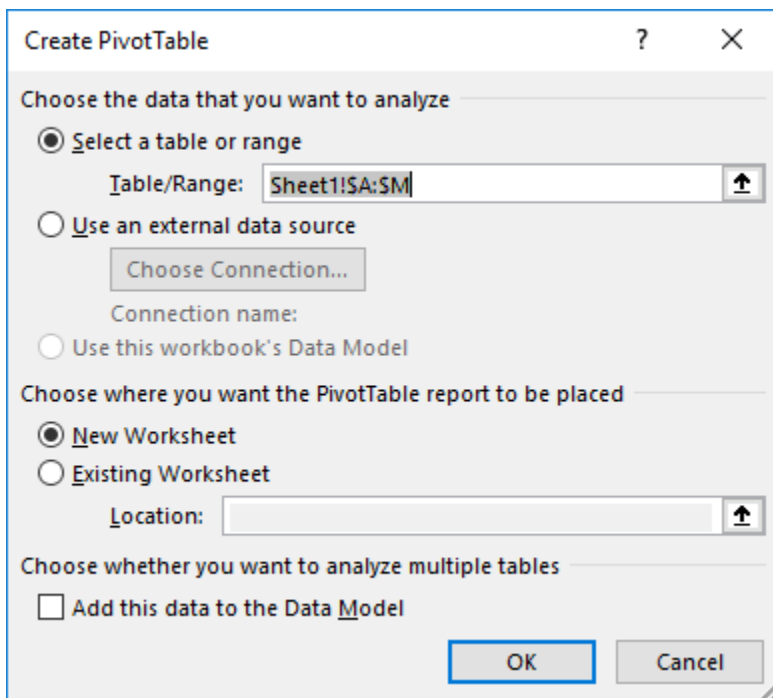
At the bottom right of the interface, there is a 'Download' button highlighted with a yellow box. There are also 'Move Up' and 'Move Down' buttons above it.

### Grouping the report with a PivotTable

In Excel, select the data generated by Fixed Assets DataView. Then select **Insert PivotTable**.

It is recommended that you select the entire columns rather than just the cell range with data. By selecting the entire columns, you may re-use the PivotTable for future downloads where the number of assets may not be the same.

Accept the default to create the PivotTable in a **New Worksheet** and press **OK**.



Drag the grouping fields into the **Rows** section. If you would like to be able to expand the lowest grouping level to see the asset-level detail, drag **Asset ID** into the **Rows** section as well as the bottom item. Drag each of the currency fields into the **Sum Values** section.

## PivotTable Fields

Choose fields to add to report:

Search

- Asset ID
- GAAP.Cost.Beginning Balance
- GAAP.Cost.Additions
- GAAP.Cost.Deletions
- GAAP.Cost.Ending Balance
- GAAP.Depr.In Period
- GAAP.Depr.Net Section 179
- GAAP.Depr.Net Section 179A
- GAAP.Depr.Net AFYD
- GAAP.Depr.Net Book Value
- Asset Type
- Location
- Cost Center

Drag fields between areas below:

Filters

Columns

Σ Values

Rows

Asset Type

Location

Cost Center

Asset ID

Σ Values

Sum of GAAP.Cost.Beginning Balance

Sum of GAAP.Cost.Additions

Sum of GAAP.Cost.Deletions

Sum of GAAP.Cost.Ending Balance

Sum of GAAP.Depr.In Period

Sum of GAAP.Depr.Net Section 179

Sum of GAAP.Depr.Net Section 179A

Sum of GAAP.Depr.Net AFYD

Sum of GAAP.Depr.Net Book Value

If desired, you may double-click to rename the column headings to remove the Book prefix to make them more readable. The resulting report will contain subtotals for the grouping fields and a grand total.

| Assets                 | Beginning Balance | Additions     | Deletions    | Ending Balance | Depr Expense    | Net Section 1 |
|------------------------|-------------------|---------------|--------------|----------------|-----------------|---------------|
| Computer               | 0                 | 20000         | 0            | 20000          | 1000            |               |
| Boston                 | 0                 | 20000         | 0            | 20000          | 1000            |               |
| 56323                  | 0                 | 20000         | 0            | 20000          | 1000            |               |
| AI00000002             | 0                 | 20000         | 0            | 20000          | 1000            |               |
| Computer Software      | 0                 | 240000        | 0            | 240000         | 39999.99        |               |
| Boston                 | 0                 | 80000         | 0            | 80000          | 13333.33        |               |
| 34564                  | 0                 | 80000         | 0            | 80000          | 13333.33        |               |
| AI00000010             | 0                 | 80000         | 0            | 80000          | 13333.33        |               |
| Denver                 | 0                 | 160000        | 0            | 160000         | 26666.66        |               |
| 11532                  | 0                 | 80000         | 0            | 80000          | 13333.33        |               |
| AI00000001             | 0                 | 80000         | 0            | 80000          | 13333.33        |               |
| 35234                  | 0                 | 80000         | 0            | 80000          | 13333.33        |               |
| AI00000009             | 0                 | 80000         | 0            | 80000          | 13333.33        |               |
| Unspecified - Personal | 100000            | 110000        | 50000        | 160000         | 13000           |               |
| Boston                 | 0                 | 10000         | 0            | 10000          | 500             |               |
| 29573                  | 0                 | 10000         | 0            | 10000          | 500             |               |
| AI00000004             | 0                 | 10000         | 0            | 10000          | 500             |               |
| Denver                 | 0                 | 50000         | 0            | 50000          | 2500            |               |
| 45434                  | 0                 | 40000         | 0            | 40000          | 2000            |               |
| AI00000006             | 0                 | 40000         | 0            | 40000          | 2000            |               |
| 69375                  | 0                 | 10000         | 0            | 10000          | 500             |               |
| AI00000003             | 0                 | 10000         | 0            | 10000          | 500             |               |
| Seattle                | 100000            | 50000         | 50000        | 100000         | 10000           |               |
| 43666                  | 0                 | 25000         | 25000        | 0              | 0               |               |
| AI00000007             | 0                 | 25000         | 25000        | 0              | 0               |               |
| 45334                  | 0                 | 25000         | 25000        | 0              | 0               |               |
| AI00000008             | 0                 | 25000         | 25000        | 0              | 0               |               |
| 67395                  | 100000            | 0             | 0            | 100000         | 10000           |               |
| AI00000005             | 100000            | 0             | 0            | 100000         | 10000           |               |
| <b>Grand Total</b>     | <b>100000</b>     | <b>370000</b> | <b>50000</b> | <b>420000</b>  | <b>53999.99</b> |               |

Because we selected full columns as the data target, you may wish to filter out blanks.

The DataView file may be saved to be used for different asset filters or focus periods. For subsequent downloads, be sure to refresh the PivotTable by right-clicking anywhere on the table and selecting **Refresh**.

|              | 0      | 20000  | 0 | 20000  | 1000     |
|--------------|--------|--------|---|--------|----------|
|              | 0      |        |   |        | 1000     |
|              | 0      |        |   |        | 1000     |
| 000002       | 0      |        |   |        | 1000     |
| Software     | 0      | 240000 | 0 | 240000 | 39999.99 |
|              | 0      |        |   | 80000  | 13333.33 |
|              | 0      |        |   | 80000  | 13333.33 |
| 000010       | 0      |        |   | 80000  | 13333.33 |
|              | 0      |        |   | 160000 | 26666.66 |
|              | 0      |        |   | 80000  | 13333.33 |
| 000001       | 0      |        |   | 80000  | 13333.33 |
|              | 0      |        |   | 80000  | 13333.33 |
| 000009       | 0      |        |   | 80000  | 13333.33 |
| d - Personal | 100000 |        |   | 160000 | 13000    |
|              | 0      |        |   | 10000  | 500      |
|              | 0      |        |   | 10000  | 500      |
| 000004       | 0      |        |   | 10000  | 500      |
|              | 0      |        |   | 50000  | 2500     |
|              | 0      |        |   | 40000  | 2000     |
| 000006       | 0      |        |   | 40000  | 2000     |
|              | 0      | 10000  | 0 | 10000  | 500      |

### Adding your own formulas to a DataView report

DataView clears data before each new download to avoid stale or mis-matched data remaining. For example, if a DataView report contains 5 fields, columns A-E will be cleared upon pressing **Download**. As such, formulas must be added to the right of the DataView columns.

When adding additional fields to a DataView report, be sure to insert columns in front of your formulas to prevent data loss.

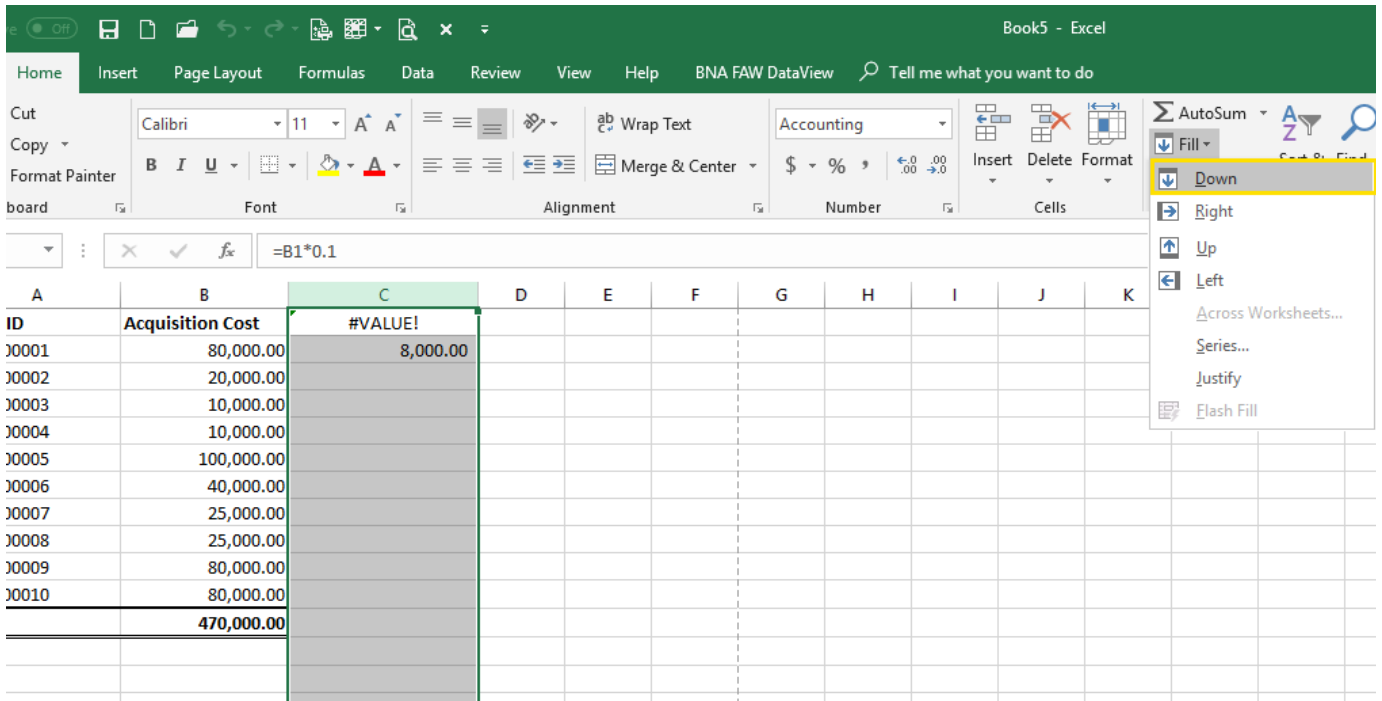
Add the desired Fixed Assets fields and press **Download**.

|    | A               | B                       | C | D |
|----|-----------------|-------------------------|---|---|
| 1  | <b>Asset ID</b> | <b>Acquisition Cost</b> |   |   |
| 2  | AI00000001      | 80,000.00               |   |   |
| 3  | AI00000002      | 20,000.00               |   |   |
| 4  | AI00000003      | 10,000.00               |   |   |
| 5  | AI00000004      | 10,000.00               |   |   |
| 6  | AI00000005      | 100,000.00              |   |   |
| 7  | AI00000006      | 40,000.00               |   |   |
| 8  | AI00000007      | 25,000.00               |   |   |
| 9  | AI00000008      | 25,000.00               |   |   |
| 10 | AI00000009      | 80,000.00               |   |   |
| 11 | AI00000010      | 80,000.00               |   |   |
| 12 |                 | <b>470,000.00</b>       |   |   |
| 13 |                 |                         |   |   |
| 14 |                 |                         |   |   |
| 15 |                 |                         |   |   |

If, for example, I wanted to calculate 10% of each asset's cost, I can add the formula in cell C2 and drag down to the bottom of the asset rows.

| C2      |                 |                         |                          |   |
|---------|-----------------|-------------------------|--------------------------|---|
| =B2*0.1 |                 |                         |                          |   |
|         | A               | B                       | C                        | D |
| 1       | <b>Asset ID</b> | <b>Acquisition Cost</b> | <b>Insurance Premium</b> |   |
| 2       | AI00000001      | 80,000.00               | 8,000.00                 |   |
| 3       | AI00000002      | 20,000.00               |                          |   |
| 4       | AI00000003      | 10,000.00               |                          |   |
| 5       | AI00000004      | 10,000.00               |                          |   |
| 6       | AI00000005      | 100,000.00              |                          |   |
| 7       | AI00000006      | 40,000.00               |                          |   |
| 8       | AI00000007      | 25,000.00               |                          |   |
| 9       | AI00000008      | 25,000.00               |                          |   |
| 10      | AI00000009      | 80,000.00               |                          |   |
| 11      | AI00000010      | 80,000.00               |                          |   |
| 12      |                 | <b>470,000.00</b>       |                          |   |
| 13      |                 |                         |                          |   |
| 14      |                 |                         |                          |   |

If you have thousands of asset rows, dragging is impractical. To fill the formula in the entire column, type the formula in cell C1 (this formula will not produce a result in the first row since the values are not numbers). Highlight the entire column and select **Home Fill Down**.



Once the fill is complete, the formula may be removed from the cell in row 1 and replaced with the desired column heading.

## DataView field dictionary

When **Abbreviated View** is checked, most column headings are shortened. In addition, fields such as **Book.Fact Pattern.Property Type** (abbreviated, **Book.FP.Prop Type**) will show shortened values such as 'PP' rather than 'Personal Property'.

| Field            | Field (Abbreviated View) | Description   |
|------------------|--------------------------|---|
| Asset Fields     |                          |   |
| Acquisition Cost | AcqCost                  | Acquisition Cost for the asset. For the book-specific cost, instead, use <b>Book.Fact Pattern.Original Cost</b> (no book cost adjustments) or <b>Book.Fact Pattern.Cost</b> (includes book cost adjustments). |
| Acquisition Date | AcqDate                  | Acquisition Date for the asset. To obtain the date the asset was placed-in-service, instead, use <b>Book.Fact Pattern.PIS Date</b> .  |
| Acquisition Type | AcqType                  | 'Purchased', 'Continuing – LKE', 'Excess – LKE' or 'Transferred-In'.  |
| Asset ID         | AssetID                  | Unique identifier for the asset.  |
| Asset Status     | AssetStatus              | 'Active', 'Inactive', or 'Split Parent'.  |
| Asset Type       | AssetType                | The asset type selected for applying depreciation rules. For example, 'Airplane' or 'Automobile'.   |
| Comments         | Comments                 | Asset comments.   |
| CompanyName      | CompName                 | The company the asset belongs to. This field is recommended for consolidated reports.   |
| Description      | Desc                     | Asset description.  |
| Disposal Date    | DispDate                 | Date disposed by sale, exchange, or retire.   |
| Disposal Type    | DispType                 | 'Sale', 'Exchange', 'Retire', or 'Transfer Out'.  |
| Is Parent        | IsParent                 | 'Parent' (if linked parent) or 'Child' (if linked child).   |



|                       |                     |   |
|-----------------------|---------------------|---|
| Parent Asset ID       | ParentAssetID       | If the asset is a linked child, report the <b>Asset ID</b> for the linked parent.   |
| Repair Type           | ReprType            | 'Adaptation', 'Betterment', 'Other', 'Restoration', 'Routine Maintenance'.  |
| Replacement Value     | Replacement Value   | The amount that the company would have to pay to replace the asset.   |
| Transfer Asset ID     | TransAssetID        | The Asset ID of the transferred out asset in the <b>Transfer From Company</b> .   |
| Split Parent Asset ID | SplitParentAssetID  | If the asset is a split child, report the <b>Asset ID</b> for the split parent.   |
| Transfer From Company | TransFromComp       | The company in which the asset was transferred from (transferred-in assets only).   |
| Transfer To Company   | TransToComp         | The company in which the asset was transferred to (transferred-out assets only).  |
| Transferred-In Date   | TransInDate         | The date the asset was transferred to the company (transferred-in assets only).   |
| Transferred-Out Date  | TransOutDate        | The date the asset was transferred out of the company (transferred-out assets only).  |
| <i>Custom field</i>   | <i>Custom field</i> | Will report the value of the custom field. If the custom field is an internal transfer field, the value will be based on the report's focus period. For example, if <b>Location</b> changed from 'Dallas' to 'Denver' on 6/1/2012, then from 'Denver' to 'New York' on 1/1/2019, the value reported for <b>Location</b> with focus period <b>Jan 2017 to Dec 2017</b> will be 'Denver'. |

|                                       |                                |  |
|---------------------------------------|--------------------------------|--|
| <i>Custom field (latest)</i>          | <i>Custom field (latest)</i>   | Will report the latest value for an internal transfer field. For example, if <b>Location</b> changed from 'Dallas' to 'Denver' on 6/1/2012, then from 'Denver' to 'New York' on 1/1/2019, the value reported for <b>Location (latest)</b> will be 'New York', regardless of the report's focus period.   |
| <b>Book Fields</b>                    |                                |  |
| <i>Book.Calc Depr.Beginning Accum</i> | <i>Book.CalcDepr.BegAccum</i>  | Accumulated depreciation as of the beginning of the focus period. The value is based on the prior period's <i>calculated</i> depreciation ( <b>Book.Calc Depr.Prior</b> ), not the <i>reported</i> depreciation ( <b>Book.Depr.Prior</b> ). To include depreciation modifications/overrides, instead, use <b>Book.Depr.Beginning Accum</b> .               |
| <i>Book.Calc Depr.Depr Basis</i>      | <i>Book.CalcDepr.DeprBasis</i> | Equivalent to <b>Calculated Depr Basis</b> in the Asset Viewer. For <b>Reported Depr Basis</b> , instead, use <b>Book.Depr.Depreciable Basis</b> .   |
| <i>Book.Calc Depr.Ending Accum</i>    | <i>Book.CalcDepr.EndAccum</i>  | Accumulated depreciation as of the end of the focus period. The value is based on the <i>calculated</i> depreciation in the period ( <b>Book.Calc Depr.In Period</b> ), not the <i>calculated</i> depreciation in the period ( <b>Book.Depr.In Period</b> ). To include depreciation modifications/overrides, instead, use <b>Book.Depr.Ending Accum</b> . |
| <i>Book.Calc Depr.In Period</i>       | <i>Book.CalcDepr.InPeriod</i>  | The depreciation that has been calculated for the focus period. If a depreciation limitation exists, this field will honor that limit. This value does not reflect any manual changes that have been made to depreciation. To include depreciation modifications/overrides, instead, use <b>Book.Depr.In Period</b> .                                      |

|  |  |   |
|--|--|---|
| <i>Book.Calc Depr.In Period Before Limit</i> | <i>Book.CalcDepr.InPeriodBeforeLimit</i> | The depreciation that is calculated before applying a depreciation limit, if applicable (example, luxury auto limits). If no limit exists for the property type/period, this will match the calculated depreciation ( <b>Book.Calc Depr.In Period</b> ).                |
| <i>Book.Calc Depr.Limit</i>                  | <i>Book.CalcDepr.Limit</i>               | Depreciation limitation, if applicable. For example, luxury auto limit.   |
| <i>Book.Calc Depr.Prior</i>                  | <i>Book.CalcDepr.Prior</i>               | Total depreciation for all prior periods. This value does not reflect any manual changes that have been made to depreciation in the previous year. To include depreciation modifications/overrides, instead, use <b>Book.Depr.Prior</b> .                               |
| <i>Book.Cost.Acquisitions</i>                | <i>Book.Cost.Acq</i>                     | Cost of the asset ( <b>Book.Fact Pattern.Cost</b> ), including book cost adjustments, for assets purchased during the focus period.<br><br>Includes book cost adjustments made during the focus period for any asset, not just those purchased during the focus period. |
| <i>Book.Cost.Additions</i>                   | <i>Book.Cost.Add</i>                     | Asset additions during the focus period (purchases, assets transferred in, book cost adjustments).  |
| <i>Book.Cost.Beginning Balance</i>           | <i>Book.Cost.BegBal</i>                  | The cost of the asset at the beginning of the focus period, before any additions or deletions.  |
| <i>Book.Cost.Deletions</i>                   | <i>Book.Cost.Del</i>                     | Asset deletions during the focus period (disposals, assets transferred out).  |
| <i>Book.Cost.Disposals</i>                   | <i>Book.Cost.Disp</i>                    | Cost of the asset ( <b>Book.Fact Pattern.Cost</b> ), including any book cost adjustments made throughout the asset's life, for assets disposed of during the focus period.  |

|  |                            |  |
|--|----------------------------|--|
| <i>Book.Cost.Ending Balance</i>          | <i>Book.Cost.EndBal</i>    | The asset's beginning balance ( <b>Book.Cost.Beginning Balance</b> ) + additions ( <b>Book.Cost.Additions</b> ) - deletions( <b>Book.Cost.Deletions</b> ).   |
| <i>Book.Cost.Like-Kind Exchanges In</i>  | <i>Book.Cost.LKEIn</i>     | Cost of the asset ( <b>Book.Fact Pattern.Cost</b> ), including book cost adjustments, for assets exchanged in during the focus period.   |
| <i>Book.Cost.Like-Kind Exchanges Out</i> | <i>Book.Cost.LKEOut</i>    | Cost of the asset ( <b>Book.Fact Pattern.Cost</b> ), including any book cost adjustments made throughout the asset's life, for assets exchanged out during the focus period.   |
| <i>Book.Cost.Transfers In</i>            | <i>Book.Cost.TransIn</i>   | Cost of the asset ( <b>Book.Fact Pattern.Cost</b> ), including book cost adjustments, for assets transferred in during the focus period.   |
| <i>Book.Cost.Transfers Out</i>           | <i>Book.Cost.TransOut</i>  | Cost of the asset ( <b>Book.Fact Pattern.Cost</b> ), including any book cost adjustments made throughout the asset's life, for assets transferred out during the focus period.   |
| <i>Book.Depr.Beginning Accum</i>         | <i>Book.Depr.BegAccum</i>  | Accumulated depreciation as of the beginning of the focus period. The value is based on the <i>reported</i> depreciation in the period ( <b>Book.Depr.In Period</b> ), not the <i>calculated</i> depreciation in the period ( <b>Book.Calc Depr.In Period</b> ). |
| <i>Book.Depr.Depreciable Basis</i>       | <i>Book.Depr.DeprBasis</i> | Equivalent to <b>Reported Depr Basis</b> in the Asset Viewer. <b>Book.Depr.Prior</b>   |
| <i>Book.Depr.Disposals</i>               | <i>Book.Depr.Disp</i>      | Ending accumulated depreciation for assets disposed of during the focus period.  |
| <i>Book.Depr.Ending Accum</i>            | <i>Book.Depr.EndAccum</i>  | Accumulated depreciation as of the end of the focus period. The value is based on the prior period's <i>reported</i> depreciation ( <b>Book.Depr.Prior</b> ), not the <i>calculated</i> depreciation ( <b>Book.Calc Depr.Prior</b> ).                            |

|                                     |                           |   |
|-------------------------------------|---------------------------|---|
| <i>Book.Depr.In Period</i>          | <i>Book.Depr.InPeriod</i> | The reported depreciation within the focus period. If the depreciation has not been edited/overridden, this will match the calculated depreciation ( <b>Book.Calc Depr.In Period</b> ). This value does not include Additional first-year depreciation ( <b>Book.Depr.Net AFYD</b> ). |
| <i>Book.Depr.Net AFYD</i>           | <i>Book.Depr.NetAFYD</i>  | Additional first-year depreciation for the period.  |
| <i>Book.Depr.Net Book Value</i>     | <i>Book.Depr.NBV</i>      | The asset's cost ( <b>Book.Fact Pattern.Cost</b> ) less its accumulated depreciation ( <b>Book.Depr.Ending Accum</b> ), including any Section 179/179A expense.   |
| <i>Book.Depr.Net Section 179</i>    | <i>Book.Depr.NetS179</i>  | Amount of Section 179 deduction taken for the asset, less the Section 179 Expense Recap.  |
| <i>Book.Depr.Net Section 179A</i>   | <i>Book.Depr.NetS179A</i> | Amount of Section 179A deduction taken for the asset, less the Section 179 Expense Recap.   |
| <i>Book.Depr.Prior</i>              | <i>Book.Depr.Prior</i>    | Total depreciation for prior periods. This field is equivalent to the <b>Prior Reported Depreciation</b> field on the <b>Comprehensive Depreciation</b> report.   |
| <i>Book.Depr.Recaptured</i>         | <i>Book.Depr.Recap</i>    | Previously expensed depreciation to be added back to the asset's basis due to a change in the asset's business use. It does not include depreciation recaptured as a result of the asset's disposal.  |
| <i>Book.Depr.Transfers In</i>       | <i>Book.Depr.TransIn</i>  | Accumulated depreciation as of the <b>Transferred-In Date</b> , adjusted for AFYD, S179/179A, and Net Credit Basis Reduction.   |
| <i>Book.Depr.Transfers Out</i>      | <i>Book.Depr.TransOut</i> | Ending accumulated depreciation for assets transferred out during the focus period.   |
| <i>Book.Disposal.Adjusted Basis</i> | <i>Book.Disp.AdjBasis</i> | The disposed asset's adjusted basis at the time of disposal.  |

|   |                             |  |
|---|-----------------------------|--|
| <i>Book.Disposal.Average Business Use %</i> | <i>Book.Disp.AvgBusUse%</i> | The weighted average of the business percent usage over the depreciable life of the asset.   |
| <i>Book.Disposal.Capital Gain (Loss)</i>    | <i>Book.Disp.CapG(L)</i>    | The portion of the recognized gain or loss that will be reported on the federal tax Schedule D as capital gain or loss or on Form 4797, Part I, as a loss.   |
| <i>Book.Disposal.Cash Paid</i>              | <i>Book.Disp.CashPaid</i>   | Cash paid for a like-kind exchange, as entered in the Disposal Wizard. The value will only be populated for disposed assets; however, the value entered will appear for all focus periods, not just a focus period containing the disposal date.   |
| <i>Book.Disposal.Cash Received</i>          | <i>Book.Disp.CashRec</i>    | The cash received by the company for the disposed asset, as entered in the Disposal Wizard. The value will only be populated for disposed assets; however, the value entered will appear for all focus periods, not just a focus period containing the disposal date.  |
| <i>Book.Disposal.Deferred Gain (Loss)</i>   | <i>Book.Disp.DeferG(L)</i>  | The portion of the disposed asset's realized gain or loss that is deferred. <b>Book.Disposal.Realized Gain (Loss) - Book.Disposal.Recognized Gain (Loss).</b>  |
| <i>Book.Disposal.Depr in Disposal Year</i>  | <i>Book.Disp.DeprDispYr</i> | The depreciation allowed for the asset in the year of disposition. This amount will be either calculated or reported depreciation, depending upon your choice (on the Depreciation Policies tab of the Book Properties dialog) for the type of depreciation to use when calculating gains and losses on disposition. This value will only be reported for assets disposed during the focus period. |

|  |                               |   |
|--|-------------------------------|---|
| <i>Book.Disposal.Expenses of Sale</i>                | <i>Book.Disp.ExpSale</i>      | Qualified expenses incurred by the company in disposing of the asset, as entered in the Disposal Wizard. The value will only be populated for disposed assets; however, the value entered will appear for all focus periods, not just a focus period containing the disposal date.  |
| <i>Book.Disposal.GL Treatment</i>                    | <i>Book.Disp.GLTreat</i>      | 'Section 1245' or 'Section 1250'. This value will only be reported for assets disposed during the focus period.   |
| <i>Book.Disposal.Like-Kind Property Received</i>     | <i>Book.Disp.LKPropRec</i>    | Like-kind property received from a like-kind exchange, as entered in the Disposal Wizard. The value will only be populated for disposed assets; however, the value entered will appear for all focus periods, not just a focus period containing the disposal date.   |
| <i>Book.Disposal.Net Proceeds</i>                    | <i>Book.Disp.NetProc</i>      | Total cash, like-kind and non like-kind property received, less any cash paid and non-cash payments. The value will only be populated for disposed assets; however, the value entered will appear for all focus periods, not just a focus period containing the disposal date.  |
| <i>Book.Disposal.Non Like-Kind Property Received</i> | <i>Book.Disp.NonLKPropRec</i> | Non like-kind property received from a like-kind exchange, as entered in the Disposal Wizard. The value will only be populated for disposed assets; however, the value entered will appear for all focus periods, not just a focus period containing the disposal date. The value will only be populated for disposed assets; however, the value entered will appear for all focus periods, not just a focus period containing the disposal date. |

|   |                                    |  |
|---|------------------------------------|--|
| <i>Book.Disposal.Non-Cash Paid</i>                  | <i>Book.Disp.NonCashPaid</i>       | Non-cash paid for a like-kind exchange, as entered in the Disposal Wizard. The value will only be populated for disposed assets; however, the value entered will appear for all focus periods, not just a focus period containing the disposal date. The value will only be populated for disposed assets; however, the value entered will appear for all focus periods, not just a focus period containing the disposal date. |
| <i>Book.Disposal.Ordinary Gain (Loss)</i>           | <i>Book.Disp.OrdG(L)</i>           | The portion of the recognized gain or loss that will be reported on Form 4797 as ordinary gain.  |
| <i>Book.Disposal.Realized Gain (Loss)</i>           | <i>Book.Disp.RealG(L)</i>          | The gain or loss realized as a result of the asset's disposal.   |
| <i>Book.Disposal.Recognized Gain (Loss)</i>         | <i>Book.Disp.RecG(L)</i>           | The portion of the disposed asset's realized gain or loss that is recognized in the disposal period.   |
| <i>Book.Disposal.TotalDepr Allowed</i>              | <i>Book.Disp.TotDeprAllowed</i>    | The total depreciation allowed for the disposed asset. Accumulated depreciation for the years preceding the disposal year ( <b>Book.Depr.Beginning Accum</b> ) + Depreciation in disposal year ( <b>Book.Disposal.Depr in Disposal Year</b> ) + net section 179/179A ( <b>Book.Depr.Net Section 179</b> and <b>Book.Depr.Net Section 179A</b> ).   |
| <i>Book.Disposal.Total Gain (Loss)</i>              | <i>Book.Disp.TotG(L)</i>           | The total gain or loss to be reported on the company's financial statements and federal tax returns. <b>Book.Disposal.Ordinary Gain (Loss) + Book.Disposal.Capital Gain (Loss)</b> .   |
| <i>Book.Disposal.Unadjusted Basis</i>               | <i>Book.Disp.UnadjBasis</i>        | The asset's basis before any adjustments for accumulated depreciation, disposal year depreciation expense, and net Section 179/179A expense.   |
| <i>Book.Fact Pattern.Adjustment.Adjustment Name</i> | <i>Book.FP.Adj.Adjustment Name</i> | Book cost adjustments made during the focus period, itemized by <b>Adjustment Name</b> .   |



|   |  |  |
|---|--|--|
| <i>Book.Fact Pattern.AFYD</i>   | <i>Book.FP.AFYD</i>                      | Additional first-year depreciation taken for the asset. For additional first-year depreciation taken in the period, instead, use <b>Book.Depr.Net AFYD</b> . |
| <i>Book.Fact Pattern.Age (years)</i>                                  | <i>Book.FP.Age(y)</i>                    | The age of the asset, in years, from the placed in service date to the focus period end date.  |
| <i>Book.Fact Pattern.Beginning Adjustment Balance.Adjustment Name</i> | <i>Book.FP.BegAdjBal.Adjustment Name</i> | The total <b>Book Cost Adjustments</b> made for a particular adjustment type as of the beginning of the focus period.  |
| <i>Book.Fact Pattern.Business Use %</i>                               | <i>Book.FP.BusUse%</i>                   | Percentage of asset's use for business purposes. For example, '65%'.   |
| <i>Book.Fact Pattern.Calculation Source</i>                           | <i>Book.FP.CalcSrc</i>                   | The source of the depreciation computation. For example, 'Switch' or 'Table'.  |
| <i>Book.Fact Pattern.Convention</i>                                   | <i>Book.FP.Conv</i>                      | Depreciation convention. For example, 'Mid-Month'. (Abbreviated View: 'MM').   |
| <i>Book.Fact Pattern.Cost</i>   | <i>Book.FP.Cost</i>                      | Sum of <b>Original Cost</b> and cumulative <b>Book Cost Adjustments</b> made as of the focus period end date.  |
| <i>Book.Fact Pattern.Credit Reduction Amount</i>                      | <i>Book.FP.CredRedAmt</i>                | Net Credit Basis Reduction, as entered in the Asset Viewer.  |
| <i>Book.Fact Pattern.Ending Adjustment Balance.Adjustment Name</i>    | <i>Book.FP.EndAdjBal.Adjustment Name</i> | The total <b>Book Cost Adjustments</b> made for a particular adjustment type as of the end of the focus period.  |
| <i>Book.Fact Pattern.Life</i>   | <i>Book.FP.Life</i>                      | The depreciable life in years and months. For example '10 yr 0 mo'.  |
| <i>Book.Fact Pattern.Life (years)</i>                                 | <i>Book.FP.Life(y)</i>                   | The depreciable life in years. For example '10.00'.  |
| <i>Book.Fact Pattern.Method</i>                                       | <i>Book.FP.Meth</i>                      | Depreciation method. For example, 'Straight-Line'. (Abbreviated View: 'SL').   |
| <i>Book.Fact Pattern.Original Cost</i>                                | <i>Book.FP.OrigCost</i>                  | The book cost excluding any <b>Book Cost Adjustments</b> .   |

|  |                          |   |
|--|--------------------------|---|
| <i>Book.Fact Pattern.PIS Date</i>                  | <i>Book.FP.PISDate</i>   | The date the asset was placed-in-service.   |
| <i>Book.Fact Pattern.Property Type</i>             | <i>Book.FP.PropType</i>  | The property type of the asset. For example 'Personal Property' or 'Sport Utility Vehicles'. (Abbreviated View: 'PP' or 'SV').  |
| <i>Book.Fact Pattern.Qualified for AFYD</i>        | <i>Book.FP.QualAFYD</i>  | Whether the property qualifies for <b>Additional First-Year Depreciation</b> .  |
| <i>Book.Fact Pattern.Qualified for Section 179</i> | <i>Book.FP.QualS179</i>  | Whether the property qualifies for <b>Section 179 deduction</b> .   |
| <i>Book.Fact Pattern.Rate</i>                      | <i>Book.FP.Rate</i>      | Depreciation rate. For example, '100%' for Straight-Line, '200%' or '150%' for MACRS, etc.  |
| <i>Book.Fact Pattern.Salvage Value</i>             | <i>Book.FP.SalVal</i>    | Salvage value for the asset, as entered in the <b>Depr Expense</b> tab of the Asset Viewer.   |
| <i>Book.Fact Pattern.Section 179</i>               | <i>Book.FP.S179</i>      | Amount of Section 179 deduction taken for the asset.  |
| <i>Book.Fact Pattern.Section 179A</i>              | <i>Book.FP.S179A</i>     | Amount of Section 179A deduction taken for the asset.   |
| <i>Book.Fact Pattern.Total Adjustments</i>         | <i>Book.FP.TotAdj</i>    | Total <b>Book Cost Adjustments</b> added as of the focus period end date.   |
| <i>Book.Revision.Absorbed</i>                      | <i>Book.Rev.Absorbed</i> | The portion of accumulated prior and current amounts in the revision to calculated field ( <b>Book.Revision.To Calculated</b> ) that will be absorbed into this period's reported depreciation expense. |
| <i>Book.Revision.Beginning Accum</i>               | <i>Book.Rev.BegAccum</i> | Accumulated revision as of the beginning of the focus period.   |
| <i>Book.Revision.Ending Accum</i>                  | <i>Book.Rev.EndAccum</i> | Accumulated revision as of the end of the focus period.   |
| <i>Book.Revision.Net</i>                           | <i>Book.Rev.Net</i>      | The result of subtracting any revision absorbed ( <b>Book.Revision.Absorbed</b> ) in the current focus period from the current revisions to calculated field ( <b>Book.Revision.To Calculated</b> ).    |

|  |                                |   |
|--|--------------------------------|---|
| <i>Book.Revision.To Calculated</i>             | <i>Book.Rev.ToCalc</i>         | The difference between the selected asset's depreciation expense for the current focus period as calculated by the application ( <b>Book.Calc Depr.In Period</b> ) and as reported for the company ( <b>Book.Depr.In Period</b> ). This field is used as an adjustment field when an asset's attributes change. |
| <i>Book.Revision.Treatment</i>                 | <i>Book.Rev.Treatment</i>      | Revision treatment. For example, 'Immediate', 'Prorate', 'Never', or 'Last Year'.   |
| <i>Book.Transfer-In.Accum Depr</i>             | <i>Book.TrIn.AccumDepr</i>     | Accumulated depreciation as of the <b>Transferred-In Date</b> .   |
| <i>Book.Transfer-In.Remaining AnnualDepr</i>   | <i>Book.TrIn.RemAnnDepr</i>    | Remaining depreciation for the year starting at the <b>Transferred-In Date</b> .  |
| <i>Book.Transfer-In.Remaining Life</i>         | <i>Book.TrIn.RemLife</i>       | The remaining depreciable life in years and months as of the <b>Transferred-In Date</b> . For example '10 yr 0 mo'.   |
| <i>Book.Transfer-In.Remaining Life (years)</i> | <i>Book.TrIn.RemLife(y)</i>    | The remaining depreciable life in years as of the <b>Transferred-In Date</b> . For example '10.00'.   |
| <i>Book.Transfer-In.YTD Depr</i>               | <i>Book.TrIn.YTDDepr</i>       | Year-to-date depreciation as of the <b>Transferred-In Date</b> .  |
| <i>Book.YTD Depr.Beginning Accum</i>           | <i>Book.YTDDepr.BegAccum</i>   | Accumulated depreciation as of the beginning of the year. For example, if the focus period starts in February, this field will report the accumulated depreciation as of January 1.   |
| <i>Book.YTD Depr.Depr Expense</i>              | <i>Book.YTDDepr.DeprExp</i>    | The depreciation expense from the beginning of the year up to the focus period end.   |
| <i>Book.YTD Depr.Ending Accum</i>              | <i>Book.YTDDepr.EndAccum</i>   | The accumulated depreciation as of the focus period end date.   |
| <i>Book.YTD Depr.Net Additions / Deletions</i> | <i>Book.YTDDepr.NetAdd/Del</i> | Net additions / deletions occurring from the beginning of the year, up to the focus period end.   |

|   |                                    |   |
|---|------------------------------------|---|
| <i>Book.YTD Depr.Net AFYD</i>             | <i>Book.YTDD depr.NetAFYD</i>      | Additional first-year depreciation from the beginning of the year up to the focus period end. |
| <i>Book.YTD Depr.Net Section 179/179A</i> | <i>Book.YTDD depr.NetS179/179A</i> | Section 179/179A deduction from the beginning of the year up to the focus period end.         |

## DataView FAQ

### Can I cancel the Download once I start it?

Once you press **Download**, there is no way to restore what was previously on the sheet. The **Cancel** function will stop DataView from downloading new rows, but rows that have already been downloaded will not be deleted.

### Why don't I see the DataView tab in Excel after installation?

1. Check your virus protection software for quarantines.
2. Occasionally, Excel may ask whether you want to disable add-ins. If you disable the DataView add-in accidentally, you can reactivate it.
  - a. Select **File > Options**. The Excel Options window opens.
  - b. Select the **Add-Ins** category.
  - c. Choose **COM Add-ins** from the **Manage** drop-down list.
  - d. Press **Go**. The **COM Add-Ins** dialog opens.
  - e. Select the **BNA Fixed Assets Web DataView** check box.
  - f. Press **OK**. to activate the add-in.

### Will I lose columns that I have added manually to the DataView file when I refresh?

To prevent data loss, custom columns must be created to the right of the data downloaded in DataView. DataView will clear the columns it needs upon **Download**. For example, if a DataView definition contains 6 fields, the first 6 columns of the worksheet will be cleared upon pressing **Download**.

If you add fields to the DataView file, the customized columns will be overwritten unless you insert additional blank columns into Excel equal to the number of fields being added before refreshing the DataView download.

# Company setup

## **General**

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## **Configuring Depreciation Rules**

[Modifying fiscal periods for a company](#)

[Creating a book](#)

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[Specifying book of record for allocating cost and other currency values](#)

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## **Custom Fields and Filters**

[Configuring Asset ID auto-numbering](#)

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## **Multicurrency**

[Setting the functional currency for a company](#)

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# Creating a new company

Bloomberg Tax Advantage™ Fixed Assets

Companies Templates Data Manager Consolidations Period Clo

Recent ▾

Add Company Lock Unlock

| Client ID | Company Name  | Description | State |
|-----------|---------------|-------------|-------|
|           | Armstrong LLC |             |       |
|           | Hackett Inc   |             |       |
|           | Lowe Group    |             |       |

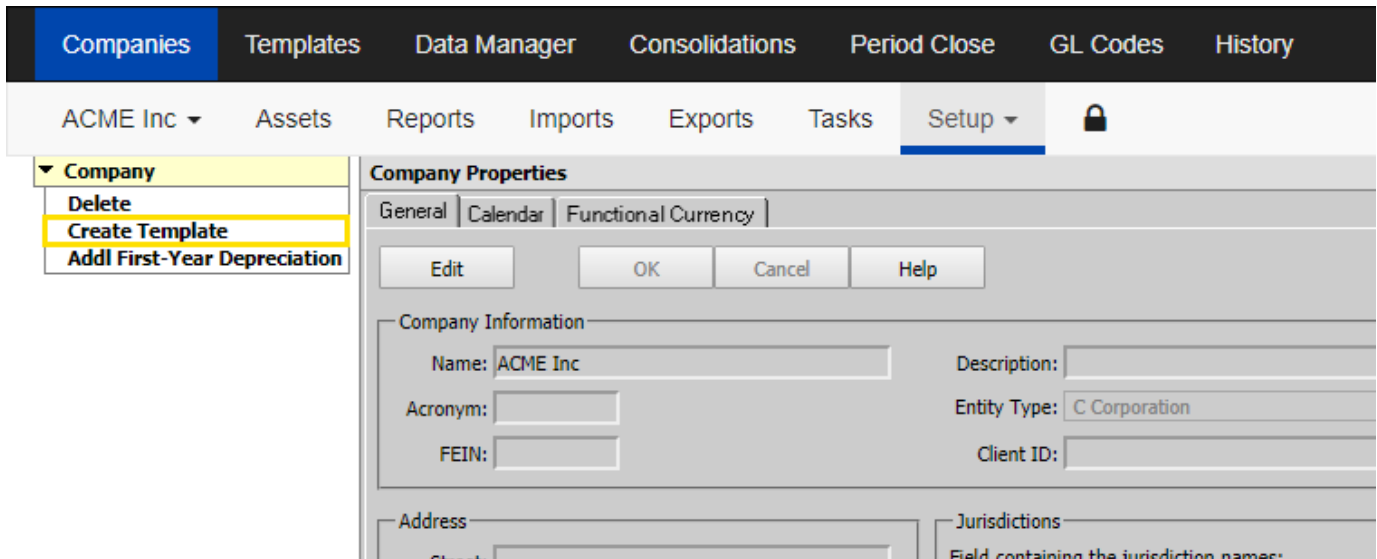
1. From the **Companies** list, press **Add Company**.
2. Select a template on which to base the new company and press **Next**.
3. Provide a unique **Name** for the new company, optionally provide the additional company information, then press **Next**.
4. Provide a **Company start date**. The system will not allow fixed assets to exist in the company before the selected date.
5. If you have purchased the optional multicurrency module, you may select the **Functional Currency** in which your company does business.
6. When you press **Finish**, an alert will appear at the top of the page containing a hyperlink to open the new company.

The following items will be copied from the selected template into the new company:

- Company calendar
- Reports
- Exports
- Book Cost Adjustments
- Books
- Filters
- Types
- Fields
- Custom Methods

## Creating a template to base new companies on

Each time a new company is created, you will be asked which template on which to base the company. A new template may be created from any existing company or template by going to **Settings Company** and choosing **Create Template**.

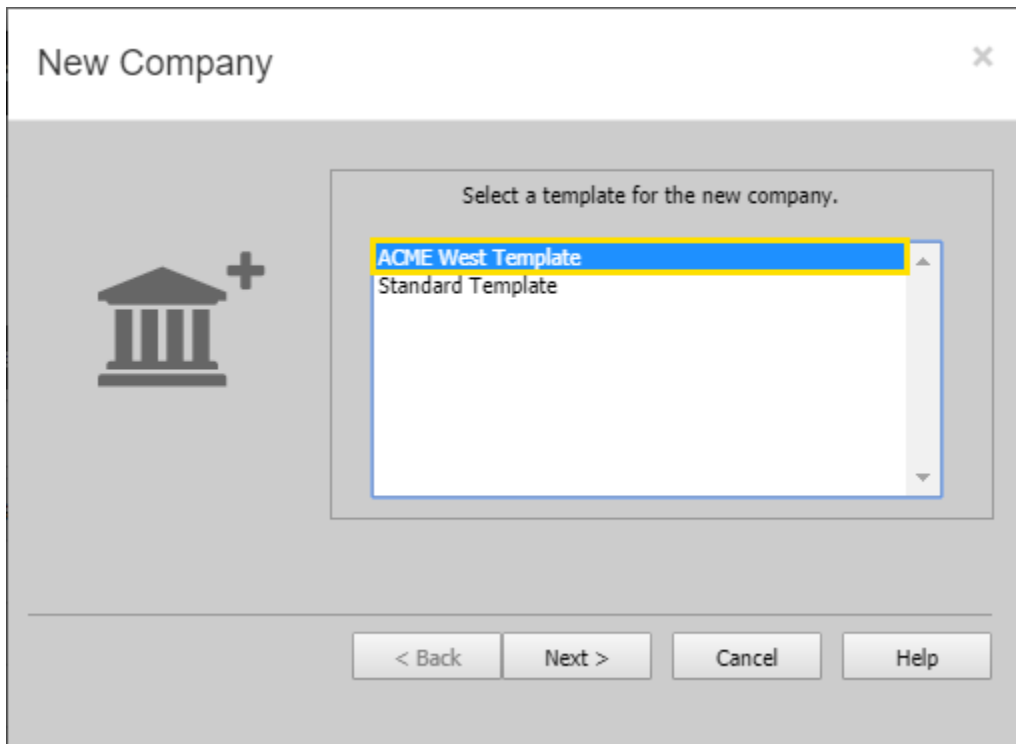


If you would like to customize the template's fields, asset types, reports, etc., the template may be opened from the **Templates** list.

Changes made to a template will not affect existing companies. To roll a template change out to select companies, see [Copying items from one company to another](#).

The template may be selected for new companies from the **New Company** wizard.





The following items will be copied from the selected template into the new company:

- Company calendar
- Reports
- Exports
- Book Cost Adjustments
- Books
- Filters
- Types

- Fields
- Custom Methods

# Locking and unlocking companies

There are several actions in Fixed Assets which require a company to be either locked or unlocked. For example, imports require the company to be locked, while running a report requires the company to be unlocked. This forces a user to wait until an import is completed before generating a report.

## Locking or Unlocking Companies in Bulk

To lock or unlock several companies at once, select the desired companies from the **Company List** and select **Lock** or **Unlock**.

The screenshot shows the 'Companies' navigation bar with the following tabs: Companies, Templates, Data Manager, Consolidations, Period Close, GL Codes, History, and a settings gear icon. Below the navigation bar is a 'Recent' dropdown menu. A toolbar contains 'Add Company', 'Lock', and 'Unlock' buttons, with 'Lock' and 'Unlock' highlighted in yellow. The 'Total asset count: 5,234' is displayed on the right. Below the toolbar is a table with the following columns: Client ID, Company Name, Description, State, Zip, Entity Type, Locked By, and Asset Count. The table contains three rows: 'jes', 'ACME Inc', 'Mega Corp', and 'News Daily'. The 'ACME Inc' and 'News Daily' rows are highlighted in light blue and have checkboxes in the 'Locked By' column.

| Client ID                           | Company Name | Description | State | Zip | Entity Type   | Locked By | Asset Count |
|-------------------------------------|--------------|-------------|-------|-----|---------------|-----------|-------------|
| jes                                 |              |             |       |     |               |           |             |
| <input checked="" type="checkbox"/> | ACME Inc     |             |       |     | C Corporation | John Doe  | 234         |
| <input type="checkbox"/>            | Mega Corp    |             |       |     | C Corporation |           | 3,000       |
| <input checked="" type="checkbox"/> | News Daily   |             |       |     | C Corporation | John Doe  | 2,000       |

## Locking or Unlocking an Individual Company

Lock or unlock an individual company by pressing the **Lock** icon on the company navigation bar. The lock will appear open if the company is currently unlocked, and closed if the company is currently locked.

The screenshot shows the 'Assets' navigation bar for 'ACME Inc'. The navigation bar includes 'Assets', 'Reports', 'Imports', 'Exports', 'Tasks', 'Setup', and a lock icon highlighted in yellow. Below the navigation bar is a toolbar with buttons for 'New', 'Edit', 'Copy', 'Delete', 'Dispose', a refresh icon, and a dropdown menu for '< All Assets >'. Below the toolbar is a table with the following columns: Asset ID, Status, Acquisition Date, Acquisition Cost, and Asset Type.

| Asset ID | Status | Acquisition Date | Acquisition Cost | Asset Type |
|----------|--------|------------------|------------------|------------|
|----------|--------|------------------|------------------|------------|

## Inform Others Why the Company is Locked

While a company is locked, users who do not have permissions to break others' locks will not be able to open the company. If the user attempts to open the company, they will see a **Lockout Message**. If you wish to let others know why you are locking the company, supply a **Lockout Message** in the **Lock Company wizard**.

Lock Company ×

---

**Lockout Message**

---

Lock Cancel

# Configuring columns on the Asset List

To choose and order the columns you see on the Asset List, press the **Configure Asset List** button on the right-hand side of the list. The column settings are separate for each user and each company.

The screenshot shows the top navigation bar with tabs: Companies, Templates, Data Manager, Consolidations, Period Close, GL Codes, History. Below it, a sub-menu for 'ACME Inc' includes Assets, Reports, Imports, Exports, Tasks, Setup. A toolbar contains buttons for New, Edit, Copy, Delete, Dispose, and a refresh icon. A dropdown menu shows '< All Assets >' and a filter icon. A gear icon in a yellow box indicates the configuration button. Below the toolbar is a table with columns: Asset ID, Status, Acquisition Date, Acquisition Cost, Asset Type, Parent Asset ID, Repair T. A row is visible with values: M1500000000001, A, 7/13/2018, 10,000.00, Unspecified - Personal.

The 'Configure Asset List' dialog box has two main sections: 'Available Columns' and 'Selected Columns (max 10)'. The 'Available Columns' list includes: Accum Depr GL Acct #, Asset CIP GL Acct #, Asset GL Acct #, Class, Comments, Cost Center, Custodian, Department, Depr Exp GL Acct #, Description, Description 2, Description 3, Disposal Date, Location, Manufacturer, Model Number, Replacement Value. The 'Selected Columns' list includes: Asset ID, Status, Acquisition Date, Acquisition Cost, Asset Type (highlighted), Parent Asset ID, Repair Type, Location. Between the lists are 'Add >' and '< Remove' buttons, with a yellow circle '1' next to 'Add >'. Below the 'Selected Columns' list are 'Move Up ↑' and 'Move Down ↓' buttons, with a yellow circle '2' next to 'Move Down ↓'. At the bottom right are 'Configure' and 'Cancel' buttons.

- 1 Add an available column to the **Asset List** or **Remove** a selected column.

**Asset ID** may not be removed or reordered. The Asset ID is needed to launch the **Asset Viewer**.

- 2 Order the **Asset List** columns.

# Copying items from one company to another

The following items may be copied from one company to others using the **Copy To** feature:

- Reports
- Exports
- Filters
- Types
- Fields
- Currencies
- Exchange rate groups

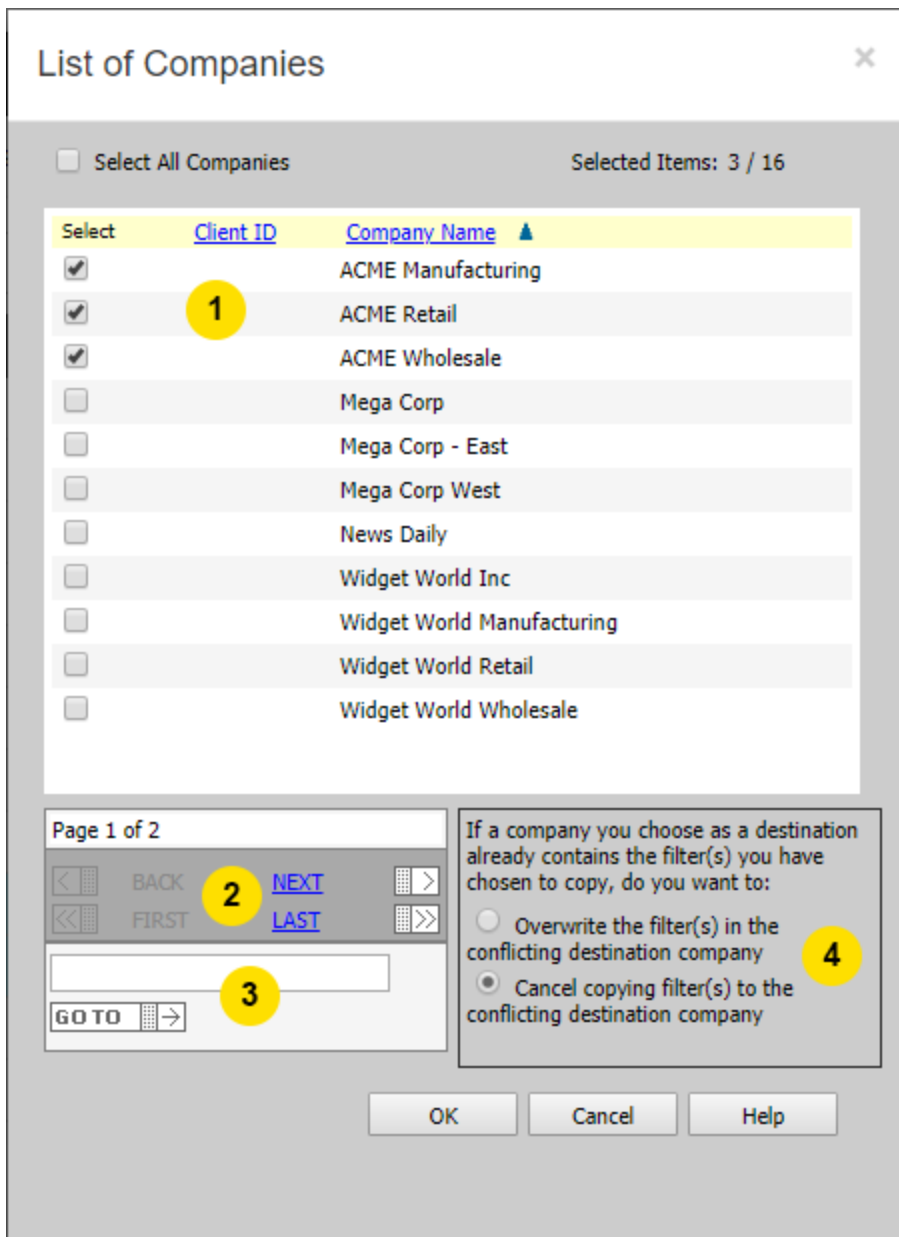
The **Copy To** feature may also be used to copy items from a **Template** to one or more companies.

To copy items to another company, select the desired items and press **Copy To**.

The screenshot shows a software interface with a top navigation bar containing 'Companies', 'Templates', 'Data Manager', 'Consolidations', and 'History'. Below this is a secondary bar with 'ACME Inc', 'Assets', 'Reports', 'Imports', 'Exports', 'Tasks', 'Setup', and a lock icon. A 'Filters' section contains buttons for 'New', 'Edit', 'Copy', 'Copy To' (highlighted with a yellow border), and 'Delete'. Below the filters is a table with two columns: 'Name' and 'Description'. The table lists various filters such as acquisition dates and asset types. The last two rows, 'Asset Type = Computer' and 'Asset Type = Computer Software', are highlighted in light blue.

| Name                           | Description  |
|--------------------------------|--|
| < ACQ DATE > 12/31/2007 >      | Assets acquired after 12/31/2007                   |
| < ACQ DATE > 12/31/2013 >      | Asset acquired after 12/31/2013 & before 1/1/2015  |
| < ACQ DATE > 12/31/2014 >      | Assets acquired after 12/31/2014 & before 1/1/2017 |
| < ACQ DATE >= 9/11/2001 >      | Assets acquired on or after 9/11/2001              |
| < Active Assets >              | Selects all assets that are active                 |
| < All Assets >                 | Selects all assets                                 |
| < Inactive Assets >            | Selects all assets that are inactive               |
| < Repair Assets >              | Assets with a repair type specified                |
| Asset Type = Computer          |  |
| Asset Type = Computer Software |  |

## List of Companies dialog



- 1 Select the companies you would like to copy the items to.
- 2 Navigate through the pages of companies.
- 3 Type part of the company name and press **GO TO** to filter the list of companies.
- 4 If you want to replace items with the same name, choose **Overwrite...** If you want to skip copying if an item of the same name exists, choose **Cancel copying...**

When copying Filters, a task log will be created on the **Tasks** list. For all other items, an onscreen popup will indicate the number of items created and updated in the target companies.


# Configuring depreciation rules



## Modifying fiscal periods for a company

**Bloomberg Tax Advantage™ Fixed Assets**

Companies | Templates | Data Manager | Consolidations | Period Close | GL Codes

Armstrong LLC ▾ | Assets | Reports | Imports | Exports | Tasks | Setup ▾ | 

**Company Properties**

General | **Calendar** | Functional Currency

Edit | OK | Cancel | Help

The calendar identifies the start and end dates for all fiscal years in this company, in addition to year-by-year Enterprise Zone designation.

| Year Start | Year End   | Short | Enterprise | Exchange Rate |
|------------|------------|-------|------------|---------------|
| 01/01/1980 | 12/31/1980 | No    | No         |               |
| 01/01/1981 | 12/31/1981 | No    | No         |               |
| 01/01/1982 | 12/31/1982 | No    | No         |               |
| 01/01/1983 | 12/31/1983 | No    | No         |               |
| 01/01/1984 | 12/31/1984 | No    | No         |               |
| 01/01/1985 | 12/31/1985 | No    | No         |               |
| 01/01/1986 | 12/31/1986 | No    | No         |               |
| 01/01/1987 | 12/31/1987 | No    | No         |               |
| 01/01/1988 | 12/31/1988 | No    | No         |               |
| 01/01/1989 | 12/31/1989 | No    | No         |               |

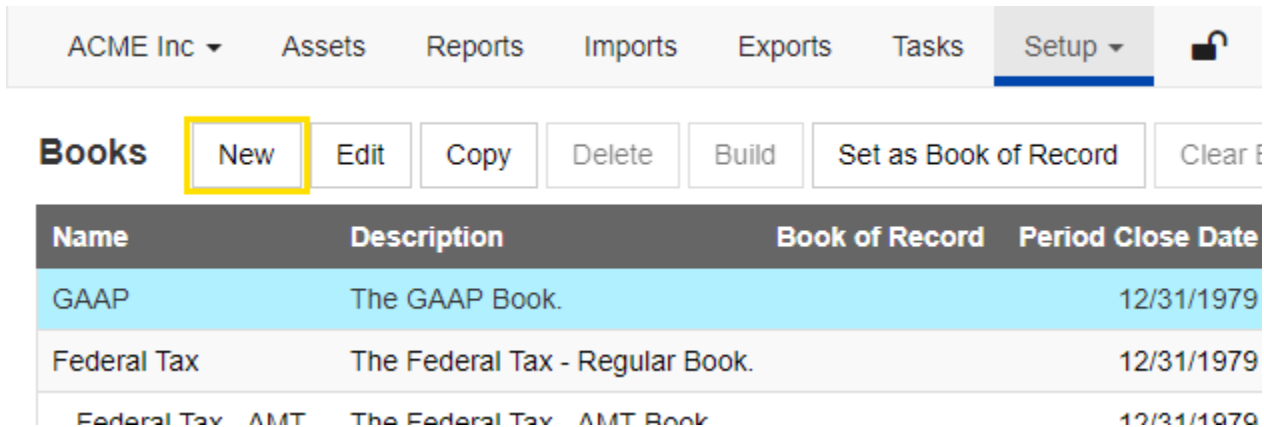
- 1 Open the **Company Calendar** by selecting **Setup Company**, then selecting the **Calendar** tab.
- 2 By default, the fiscal year runs for 12 months following the **Company Start Date**. You may modify **Company Start Date** by editing the **Year Start** in the very first year of the company.
- 3 To add a **Short Period**, modify the **Year End**. The **Short** column will change to 'Yes' if modifying the **Year End** results in a year that is less than 12 months.
- 4 Select **Enterprise Zone** if the company qualifies as an enterprise zone business as defined under Section 1397B in that year and you want the application to apply the increased Section 179 expensing provisions under Sec 1397A. When you select this box, the application automatically toggles the selection (between Yes and No) for this and the remaining years in the calendar.
- 5 If you have purchased the optional multicurrency module, the functional currency of the company is not U.S. Dollars, and you choose to apply U.S. tax policies (on the Translation Policies tab of the Book Properties dialog), you must enter exchange rates here for each year. These are the rates the application will use when calculating depreciation.
- 6 Modifying the company calendar requires the company to be locked. Use the **Lock** icon to lock/unlock the company as needed.


When the company calendar is modified, depreciation will need to be recalculated for the affected Assets. You will be asked to specify an **Effective Date** in which to perform recalculations.



## Creating a book

The Books list is accessible from **Setup Books**. To create a book, press **New**.



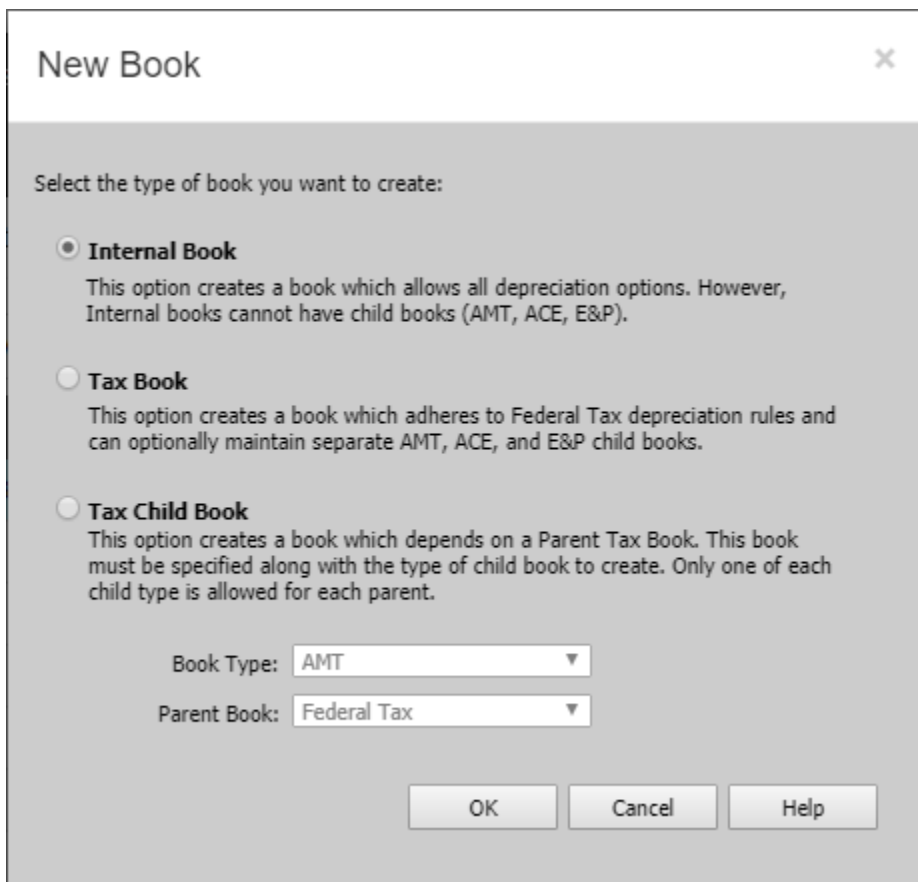
ACME Inc ▾ Assets Reports Imports Exports Tasks Setup ▾ 


**Books** **New** Edit Copy Delete Build Set as Book of Record Clear

| Name              | Description                     | Book of Record | Period Close Date |
|-------------------|---------------------------------|----------------|-------------------|
| GAAP              | The GAAP Book.                  |                | 12/31/1979        |
| Federal Tax       | The Federal Tax - Regular Book. |                | 12/31/1979        |
| Federal Tax - AMT | The Federal Tax - AMT Book      |                | 12/31/1979        |

Select the type of book.

Once the **Book** is created, the book type may not be changed.



**New Book** 

Select the type of book you want to create:

- Internal Book**  
This option creates a book which allows all depreciation options. However, Internal books cannot have child books (AMT, ACE, E&P).
- Tax Book**  
This option creates a book which adheres to Federal Tax depreciation rules and can optionally maintain separate AMT, ACE, and E&P child books.
- Tax Child Book**  
This option creates a book which depends on a Parent Tax Book. This book must be specified along with the type of child book to create. Only one of each child type is allowed for each parent.

Book Type:  ▾

Parent Book:  ▾

When you press **OK**, the **Edit Book Properties** dialog for the new book opens allowing you to customize the name, depreciation rules, and reporting settings.

### Edit Book Properties ✕

General | Reporting | Depr Policies | S179 Policies

Book Name:

Book Description:

Book Type:

Validation Enforcement:  High  
 Medium  
 Low

OK Cancel Help

New books are created as unbuilt. That is, they are not calculating depreciation for new or existing assets.

To calculate depreciation for new and existing assets, select the book and press **Build**.

ACME Inc ▾ Assets Reports Imports Exports Tasks Setup ▾ 🔒

**Books**

| Name              | Description                        | Book of Record | Period Close Date | Reporting Mo. End | Reporting Yr. End |
|-------------------|------------------------------------|----------------|-------------------|-------------------|-------------------|
| GAAP              | The GAAP Book.                     |                | 12/31/1979        | 06/30/2018        | 12/31/2018        |
| Federal Tax       | The Federal Tax - Regular Book.    |                | 12/31/1979        | 06/30/2018        | 12/31/2018        |
| Federal Tax - AMT | The Federal Tax - AMT Book.        |                | 12/31/1979        | 06/30/2018        | 12/31/2018        |
| Federal Tax - ACE | The Federal Tax - ACE Book.        |                | 12/31/1979        | 06/30/2018        | 12/31/2018        |
| Federal Tax - E&P | The Federal Tax - E&P Book.        |                | 12/31/1979        | 06/30/2018        | 12/31/2018        |
| <i>New York</i>   | <i>New York State Depreciation</i> |                | <i>12/31/1979</i> | <i>06/30/2018</i> | <i>12/31/2018</i> |

Once a book is built, it may not be set back to unbuilt.



## Customizing book depreciation settings

The screenshot shows the Bloomberg Tax Advantage Fixed Assets interface. The top navigation bar includes 'Companies', 'Templates', 'Data Manager', 'Consolidations', 'Period Close', 'GL Codes', 'Construction in Progress', and 'History'. Below this, a secondary bar shows 'Armstrong LLC', 'Assets', 'Reports', 'Imports', 'Exports', 'Tasks', and 'Setup'. A yellow circle with the number '1' is placed over the 'Setup' dropdown menu. In the main area, a 'Books' list is visible with columns for 'Name' and 'Description'. The 'Edit Book Properties' dialog box is open, showing tabs for 'General', 'Reporting', 'Depr Policies', and 'S179 Policies'. A yellow circle with the number '2' is placed over the 'Depr Policies' tab. The 'Depr Policies' tab contains several checkboxes and a table of depreciation policies.

| FY Start   | FY End     | Short | MACRS Calc | MQ Policy | Apply |
|------------|------------|-------|------------|-----------|-------|
| 01/01/1980 | 12/31/1980 | No    | Simplified | Force HY  | HY    |
| 01/01/1981 | 12/31/1981 | No    | Simplified | Force HY  | HY    |
| 01/01/1982 | 12/31/1982 | No    | Simplified | Force HY  | HY    |
| 01/01/1983 | 12/31/1983 | No    | Simplified | Force HY  | HY    |
| 01/01/1984 | 12/31/1984 | No    | Simplified | Force HY  | HY    |
| 01/01/1985 | 12/31/1985 | No    | Simplified | Force HY  | HY    |
| 01/01/1986 | 12/31/1986 | No    | Simplified | As Is     | HY    |
| 01/01/1987 | 12/31/1987 | No    | Simplified | As Is     | HY    |

- 1 The **Books** list may be accessed by selecting **Setup Books**.
- 2 Customize additional first-year depreciation, section 179, and other **Depreciation Policies**, for each book.

### Apply Federal Credit Basis Reduction Rules

Select this box if you want the application to apply the federal basis reduction rules for ITC and vehicle credits to the currently selected depreciation book for all years. For the Federal Tax book, this option is pre-selected and cannot be changed. For the Federal Tax – E&P book, this option is disabled and cannot be changed.

---

**Period Close / Protected Through****Protected Through**

This section displays the month and year through which the data in the currently selected book is "protected." It can be changed here or by using the **Set Periods** command.

To help prevent inadvertent changes to earlier periods, the application colors the backgrounds for protected, partially protected, and open periods differently on the book data tabs of the Asset Viewer. (A partially protected period occurs when the book is protected mid-year or mid-quarter, and the view is set for years or quarters, respectively.)

**Period Close**

If the Period Close feature is enabled, you will not be able to change the protected month on the Edit Book Properties dialog. You must instead change the setting in the **Period Close** area of the application.

---

**Use calculated depreciation in lieu of reported depreciation when calculating gains and losses on dispositions**

The application uses reported depreciation when calculating gains and losses on dispositions unless this box is selected.

---

**Calculate Additional First-Year Depreciation (new assets only)**

The application calculates Additional First-Year Depreciation for new qualified assets acquired after 9/10/2001 if this box is selected. The default can be changed here or in bulk in the **Additional First-Year Depreciation Update** wizard.

---

**Enable and Apply S179/179A Rule**

This item applies to the **Section 179/179A Expense** panel of the Add Asset wizard. This item is selected (enabled) by default.

If the company does not qualify for Section 179/179A expense, clear this item for all books. The Add Asset wizard will completely bypass this Add Asset wizard panel.

The application presents any books for which this item is selected on the Enter Section 179/179A panel when you add assets.

The Section 179/179A expense entered for the parent book will flow through to the subordinate tax books.

---

---

**Enable Entry of Accum.  
Depr. - Rev. Treatment**

This item applies to the **Enter Accumulated Depreciation** panel of the Add Asset wizard. Selecting this item allows you to override the application's calculation of reported accumulated depreciation as of a specified date for newly added assets. This item is selected (enabled) by default.

If you want the application to build the asset's reported accumulated depreciation based on the new asset's fact pattern, clear (disable) this selection for all books. The Add Asset wizard will completely bypass this Add Asset wizard panel. The application will build the assets' reported accumulated depreciation in those books for which this item is disabled, based on the new assets' fact patterns.

To keep historical reported accumulated depreciation amounts for certain books, select this item for each of these books. The application presents any books for which this item is selected on the Accumulated Depreciation panel when you add assets. The application will build the reported accumulated depreciation amounts for all other books.

If there is a difference between the reported accumulated depreciation that you enter and the amount that the application calculates, a revision is triggered. An option on the Accumulated Depreciation panel allows you to control how this revision is handled.

---

**MQ Policy**

Click on the field for the year you want to change and select **As Is** (prevents the MQ Test), **Force MQ** (Mid-Quarter), or **Force HY** (Half-Year). (Since the mid-quarter policy only applies to 1986 and subsequent years, pre-1986 fields are shaded.) You can use this field to force the Mid-Quarter or Half-Year convention.



## Specifying book of record for allocating cost and other currency values

The **Book of Record** is used in allocated values for splits, partial transfers, and partial disposals. If a **Book of Record** is not identified, the **Acquisition Cost** will be used to allocated values and calculate partial disposal percentages.

For example:

- **Acquisition Cost** is 1000
- **GAAP Book Cost** is 2000
- **Federal Tax Book Cost** is 3000
- Perform a **Partial Disposal** via import with an amount of 500

Result:

If there is no **Book of Record** designated:

- **Acquisition Cost** is partially disposed by 500 which is 50% of the **Acquisition Cost**, so the remaining asset has a **GAAP Book Cost** of 1000, and a **Federal Tax Book Cost** of 1500.

If the **GAAP** book is the **Book of Record**:

- **GAAP Book Cost** is partially disposed by 500 which is 25% of the **Book Cost**, so the remaining asset has a **GAAP Book Cost** of 1500, and a **Federal Tax Book Cost** of 2250.

The screenshot shows the Bloomberg Tax Advantage Fixed Assets interface. At the top, there are navigation tabs: Companies, Templates, Consolidations, and History. Below these are sub-tabs: ACME Inc, Assets, Reports, Imports, Exports, Tasks, and Setup. The main area displays a table of Books with columns: Name, Description, Book of Record, Protected Date, and Reporting Mo. End. The 'Federal Tax' row is highlighted in blue. Two yellow callout boxes with numbers 1 and 2 point to the 'Set as Book of Record' and 'Clear Book of Record' buttons respectively.

| Name              | Description                     | Book of Record | Protected Date | Reporting Mo. End |
|-------------------|---------------------------------|----------------|----------------|-------------------|
| GAAP              | The GAAP Book.                  |                | 06/30/1980     | 03/31/2018        |
| Federal Tax       | The Federal Tax - Regular Book. |                | 06/30/1980     | 03/31/2018        |
| Federal Tax - AMT | The Federal Tax - AMT Book.     |                | 06/30/1980     | 03/31/2018        |
| Federal Tax - ACE | The Federal Tax - ACE Book.     |                | 06/30/1980     | 03/31/2018        |
| Federal Tax - E&P | The Federal Tax - E&P Book.     |                | 06/30/1980     | 03/31/2018        |

**1** Select a book and press **Set as Book of Record** to either set a book of record or change the book of record.

**2** To instead use **Acquisition Cost** for calculating partial disposal percentages, press **Clear Book of Record**.

## Customizing asset types

Bloomberg Tax Fixed Assets comes with several out-of-the-box **Asset Types**, which act as depreciation templates. When a new **Asset** is created, the **Asset Type** decides the **Property Type**, **Method**, **Rate**, **Convention**, **Life**, **Calculation Source**, and **Additional First-Year Depreciation** percentage.

The screenshot shows the Bloomberg Tax Advantage Fixed Assets interface. The top navigation bar includes 'Companies', 'Templates', 'Data Manager', 'Consolidations', 'Period Close', 'GL Codes', and 'Construction in Progress'. Below this, a secondary bar shows 'Armstrong LLC', 'Assets', 'Reports', 'Imports', 'Exports', 'Tasks', and 'Setup' (highlighted with a yellow circle 1). A 'Types' section contains buttons for 'New', 'Edit', 'Copy', 'Copy To', and 'Delete'. On the left, a 'Book' dropdown menu shows 'GAAP' (highlighted with a yellow circle 2) and 'Federal Tax'. The main table displays 'Asset Type' information for the selected book.

| Asset Type                    | Property Type | Method | Rate |
|-------------------------------|---------------|--------|------|
| Airplane                      | PP            | SL     | 100  |
| Automobile                    | PP            | SL     | 100  |
| Clean Fuel Luxury Vehicle     | PP            | SL     | 100  |
| Commercial Property           | NR            | SL     | 100  |
| Commercial Property - 15 Year | PP            | SL     | 100  |

- 1 Open the **Asset Types** List by selecting **Setup Types**.
- 2 The **Asset Types** List will display the depreciation fact patterns for the selected **Book**.
- 3 Edit an **Asset Type** to customize the fact pattern and additional first-year depreciation percentages.



## Asset Type: New Asset Type 1

Save

Cancel

Description

Additional First-Year Depreciation (AFYD) ▾

Fact Patterns ▲

Book GAAP 4 ADS Life (Yr Mo)

| Start Date  | End Date                   | Property Type | Method | Rate | Convention | Life       | Source |
|---|----------------------------|---------------|--------|------|------------|------------|--------|
| <a href="#">01/01/2010</a> <span style="background-color: yellow; border-radius: 50%; padding: 2px;">5</span> |                            | PP            | SL     | 100  | FM         | 10 yr 0 mo | Switch |
| <a href="#">10/23/2004</a>  | <a href="#">12/31/2009</a> | PP            | SL     | 100  | FM         | 10 yr 0 mo | Switch |
| <a href="#">01/01/2003</a>  | <a href="#">10/22/2004</a> | PP            | SI     | 100  | FM         | 10 yr 0 mo | Switch |

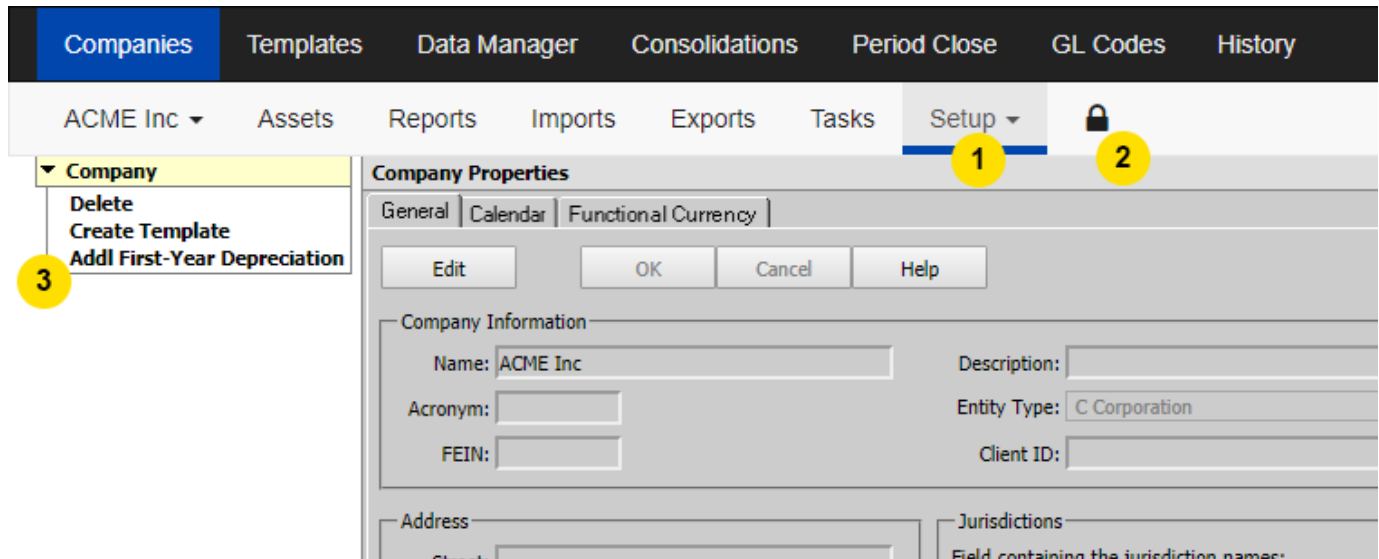
4 Choose the **Book** whose fact patterns you would like to change.

5 If the **Asset Type** is only going to be used for assets created on or after 1/1/2010, select the **0/01/2010** hyperlink to customize the fact pattern.

When customizing the fact pattern, it is recommended that you go through the entire wizard. Each panel of the wizard will show you the valid entries based on the values entered in prior panels. You will not be able to complete the wizard until the fact pattern is valid.

## Selecting books for additional first-year depreciation

The **Additional First-Year Depreciation** wizard allows you to specify additional first-year depreciation percentages for multiple books and asset types at once. The percentages will apply to new assets only. When using the **Selecting books and asset types for additional first-year depreciation** option, existing assets will not be affected.



- 1 **Books and Asset Types** may be selected for additional first-year depreciation from the **Company Properties** page accessible from **Setup Company**.
- 2 The company must be locked to perform the **Additional First-Year Depreciation** wizard.
- 3 Launch the **Additional First-Year Depreciation** wizard.

### Additional First-Year Depreciation wizard

Select the **Select Books and Asset Types for Additional First-Year Depreciation** option.

Additional First-Year Depreciation ×

Select operation:

- Select Books and Asset Types for Additional First-Year Depreciation
- Calculate Additional First-Year Depreciation
- Remove Additional First-Year Depreciation

Select Books and Asset Types marked as qualified for Additional First-Year Depreciation. Used when adding new assets.

Select the books in which you would like to update the additional first-year depreciation settings for.

### Additional First-Year Depreciation

Verify that the books in which you want Additional First-Year Depreciation calculated are included in the list on the right.

**Books available:**

- GAAP
- Federal Tax - E&P

Add ->

<- Remove

Add All ->>

<<- Remove All

**Selected:**

- Federal Tax
- Federal Tax - AMT
- Federal Tax - ACE

**Caution:** The program will calculate Additional First-Year Depreciation for those books specified on the right only when adding new qualified assets.

< Back
Next >
Cancel
Help

If a book is moved from the left to the right, its **Calculate Additional First-Year Depreciation** checkbox will go from unchecked to checked. If a book is moved from the right to the left, its **Calculate Additional First-Year Depreciation** checkbox will go from checked to unchecked. If unchecked, the book will use 0% for additional first-year depreciation.

### Edit Book Properties

General
Reporting
Depr Policies
S179 Policies
Translation Policies

Apply Federal Credit Basis Reduction Rules
 Period Close: Dec 2017

Use calculated depreciation in lieu of reported depreciation when calculating gains and losses on dispositions

Calculate Additional First-Year Depreciation

If you do not wish to change the **Calculate Additional First-Year Depreciation** checkboxes, leave this panel unchanged.

Select the asset types that you would like to change the additional first-year depreciation percentage for. Asset types remaining on the left-hand side will not be modified.

**Additional First-Year Depreciation** ✕

Verify that the asset types that are qualified for Additional First-Year Depreciation calculated are included in the list on the right. To opt-out of Additional First-Year Depreciation for a class of assets, move the Asset Type for that class to the list on the left. Asset Types selected as qualified should not use ADS Lives.

**Asset Types available:**

- Commercial Property
- Commercial Property - 15-Year
- Commercial Property - NY Liberty Zone
- Goodwill (including FASB142)
- Indian Nonresidential Real
- Indian Personal
- Indian Real
- Intangible Asset
- Land
- Land Improvements
- Leasehold Improvements

**Selected:**

- Airplane
- Automobile
- Clean Fuel Luxury Vehicle
- Computer
- Computer Software
- Copier
- Furniture & Fixtures

**Buttons:** Add ->, <- Remove, Add All ->>, <<- Remove All

**Caution:** The program will calculate Additional First-Year Depreciation only when adding new assets that are classified as an asset type included in the list on the right.

**Navigation:** < Back, Next >, Cancel, Help

Select the period in which you would like to update the rates and enter the percentage you would like to apply.

**Additional First-Year Depreciation** ×

Select a Period and enter a Percent Rate to use to calculate Additional First-Year Depreciation.

**Period:** **Rate:**

01/01/2018 - 12/31/2018 ▼ 40

---

< Back Next > Cancel Help

If you would like to update rates for multiple periods, you will need to repeat the wizard for each desired period.

The percentage entered will carry to the Edit Asset Type page for the Asset Types that were selected in the previous panel.



Asset Type: Airplane

Save

Cancel

Non-commercial aircraft used in the conduct of business but not in the transportation trade.

Additional First-Year Depreciation (AFYD) ^

| Start Date | End Date   | AFYD % |
|------------|------------|--------|
| 1/1/2027   |            | 0 ▾    |
| 1/1/2026   | 12/31/2026 | 20 ▾   |
| 1/1/2025   | 12/31/2025 | 40 ▾   |
| 1/1/2024   | 12/31/2024 | 60 ▾   |
| 1/1/2023   | 12/31/2023 | 80 ▾   |
| 1/1/2022   | 12/31/2022 | 100 ▾  |
| 1/1/2021   | 12/31/2021 | 100 ▾  |
| 1/1/2020   | 12/31/2020 | 100 ▾  |
| 1/1/2019   | 12/31/2019 | 100 ▾  |
| 1/1/2018   | 12/31/2018 | 100 ▾  |

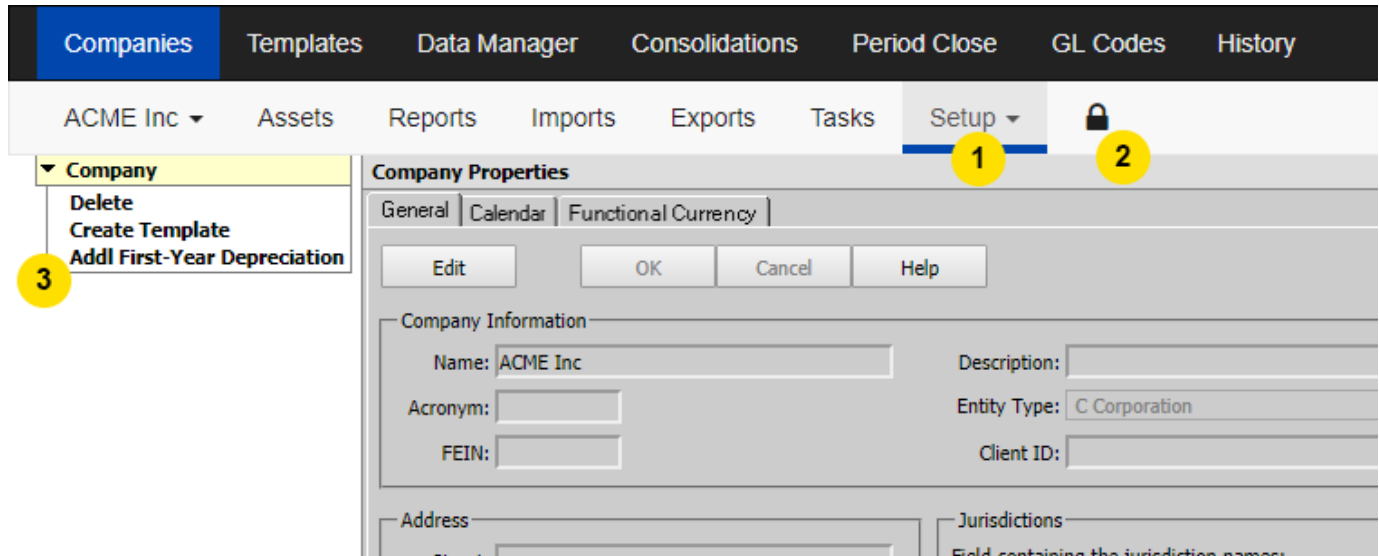
|           |            |     |
|-----------|------------|-----|
| 1/1/2010  | 12/31/2010 | 40  |
| 9/28/2017 | 12/31/2017 | 100 |

## Editing additional first-year depreciation rates in bulk

The **Additional First-Year Depreciation** wizard allows you to edit additional first-year depreciation percentages for multiple asset types at once.

The percentages will apply to new assets only. When using the **Selecting books and asset types for additional first-year depreciation** option, existing assets will not be affected.

If you would like to instead edit the additional first-year depreciation rate for existing assets, see [Applying additional first-year depreciation to assets in bulk](#).



- 1 **Additional First-Year Depreciation** rates may be updated in bulk from the **Company Properties** page accessible from **Setup Company**.
- 2 The company must be locked to perform the **Additional First-Year Depreciation** wizard.
- 3 Launch the **Additional First-Year Depreciation** wizard.

### Additional First-Year Depreciation wizard

Select the **Select Books and Asset Types for Additional First-Year Depreciation** option.

Additional First-Year Depreciation ×

Select operation:

- Select Books and Asset Types for Additional First-Year Depreciation
- Calculate Additional First-Year Depreciation
- Remove Additional First-Year Depreciation

Select Books and Asset Types marked as qualified for Additional First-Year Depreciation. Used when adding new assets.

< Back   Next >   Cancel   Help

Select the books in which you would like to update the additional first-year depreciation settings for.

**Additional First-Year Depreciation** ✕

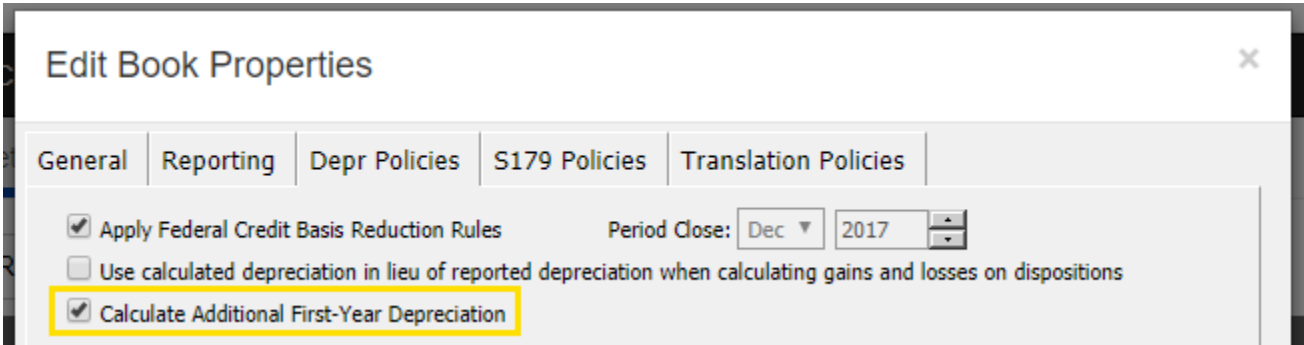
Verify that the books in which you want Additional First-Year Depreciation calculated are included in the list on the right.

|  |   |  |
|--|---|--|
| <p>Books available:</p> <div style="border: 1px solid gray; padding: 5px; min-height: 100px;">GAAP<br/>Federal Tax - E&amp;P</div> | <p>Add -&gt;</p> <p>&lt;- Remove</p> <p>Add All -&gt;&gt;</p> <p>&lt;&lt;- Remove All</p> | <p>Selected:</p> <div style="border: 1px solid gray; padding: 5px; min-height: 100px; border: 2px solid yellow;">Federal Tax<br/>Federal Tax - AMT<br/>Federal Tax - ACE</div> |
|--|---|--|

Caution: The program will calculate Additional First-Year Depreciation for those books specified on the right only when adding new qualified assets.

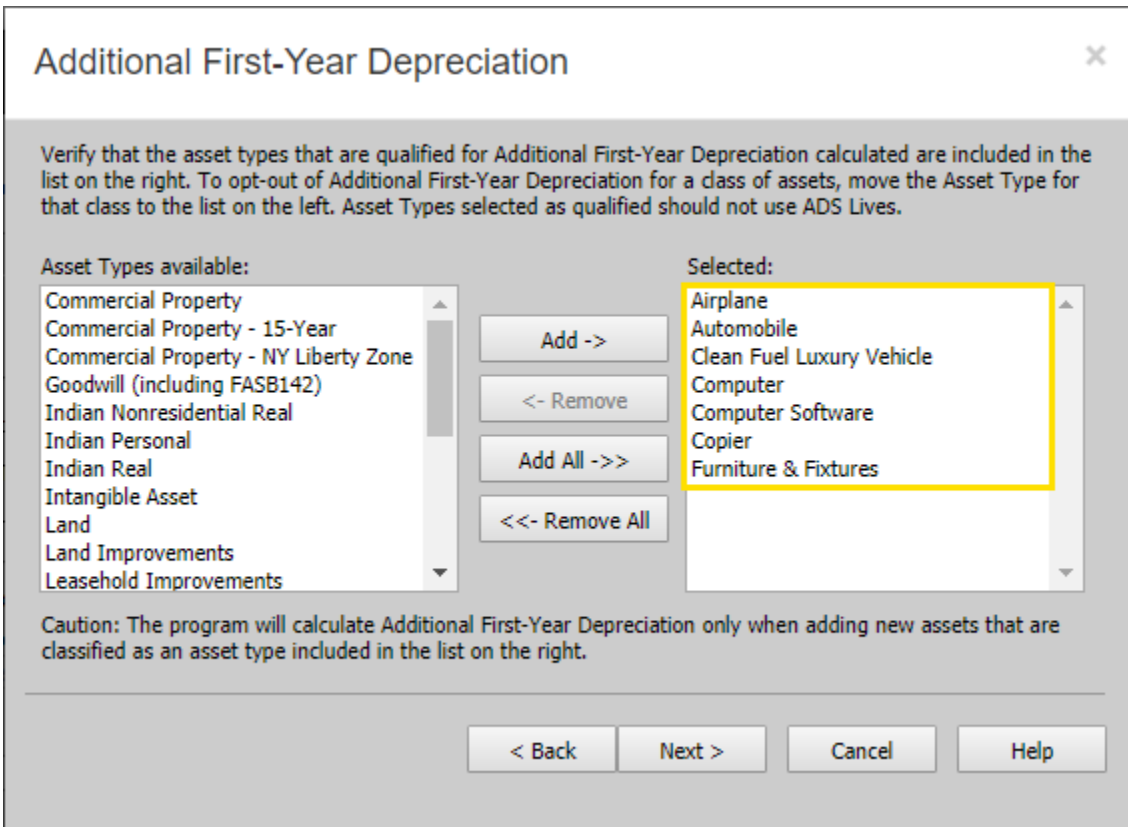
< Back   Next >   Cancel   Help

If a book is moved from the left to the right, its **Calculate Additional First-Year Depreciation** checkbox will go from unchecked to checked. If a book is moved from the right to the left, its **Calculate Additional First-Year Depreciation** checkbox will go from checked to unchecked. If unchecked, the book will use 0% for additional first-year depreciation.



If you do not wish to change the **Calculate Additional First-Year Depreciation** checkboxes, leave this panel unchanged.

Select the asset types that you would like to change the additional first-year depreciation percentage for. Asset types remaining on the left-hand side will not be modified.



Select the period in which you would like to update the rates and enter the percentage you would like to apply.

### Additional First-Year Depreciation ×

Select a Period and enter a Percent Rate to use to calculate Additional First-Year Depreciation.

|                           |              |
|---------------------------|--------------|
| <b>Period:</b>            | <b>Rate:</b> |
| 01/01/2018 - 12/31/2018 ▼ | 40           |

---

If you would like to update rates for multiple periods, you will need to repeat the wizard for each desired period.

The percentage entered will carry to the Edit Asset Type page for the Asset Types that were selected in the previous panel.

Asset Type: Airplane

Save

Cancel

Non-commercial aircraft used in the conduct of business but not in the transportation trade.

Additional First-Year Depreciation (AFYD) ^

| Start Date | End Date   | AFYD % |
|------------|------------|--------|
| 1/1/2027   |            | 0 ▾    |
| 1/1/2026   | 12/31/2026 | 20 ▾   |
| 1/1/2025   | 12/31/2025 | 40 ▾   |
| 1/1/2024   | 12/31/2024 | 60 ▾   |
| 1/1/2023   | 12/31/2023 | 80 ▾   |
| 1/1/2022   | 12/31/2022 | 100 ▾  |
| 1/1/2021   | 12/31/2021 | 100 ▾  |
| 1/1/2020   | 12/31/2020 | 100 ▾  |
| 1/1/2019   | 12/31/2019 | 100 ▾  |
| 1/1/2018   | 12/31/2018 | 40 ▾   |



9/28/2017

12/31/2017

100



## Creating categories for book cost adjustments

Add context to your cost adjustments by creating **Book Cost Adjustment** categories.

**Book Cost Adjustments**

[New Adjustment](#) **2**

**3** Edit  
Copy  
Delete

|                     |              |                      |
|---------------------|--------------|----------------------|
| <b>Credit Memo</b>  | <b>IIR</b>   | <b>Impairment</b>    |
| <b>Late Invoice</b> | <b>Legal</b> | <b>Trailing Cost</b> |

- 1** Manage **Book Cost Adjustment** categories from **Setup Book Cost Adjustments**.
- 2** Add a **Book Cost Adjustment**
- 3** Hover a **Book Cost Adjustment** to **Edit, Copy, or Delete**.

If a Book Cost Adjustment is in use for one or more assets, it may not be deleted or renamed.

## Creating custom depreciation methods

The screenshot shows the top navigation bar with 'Setup' highlighted and a lock icon. Below it, the 'Custom Methods' section has buttons for 'New', 'Delete', 'Copy', and 'Refresh Data'. A table lists two custom methods: CM1 and CM2, both of type 'UM'. The 'Setup' menu, the 'Custom Methods' header, and the edit icon for CM1 are marked with yellow circles and numbers 1, 2, and 3 respectively.

| ID  | Description     | Type |
|-----|-----------------|------|
| CM1 | Custom Method 1 | UM   |
| CM2 | Custom Method 2 | UM   |

- 1 Access the **Custom Methods** list from **Setup Custom Methods**
- 2 Create a new **Custom Method**
- 3 Edit a **Custom Method**

The 'User Method' dialog box is shown with the 'ID' field set to 'CM1' and a 'Description' field. An 'Annual Rate Table' is displayed with 12 rows. The table shows rates for years 1 through 12, with a total of 100.00% and 0.00% remaining. The 'ID' field, the table, and the 'Total' row are marked with yellow circles and numbers 4, 5, and 6 respectively.

| Year | Rate   |
|------|--------|
| 1    | 10.00% |
| 2    | 15.00% |
| 3    | 25.00% |
| 4    | 25.00% |
| 5    | 15.00% |
| 6    | 10.00% |
| 7    | 0.00%  |
| 8    | 0.00%  |
| 9    | 0.00%  |
| 10   | 0.00%  |
| 11   | 0.00%  |
| 12   | 0.00%  |

Total: 100.00% 0.00% Remaining

- 4 The **ID** is used to apply the **Custom Method** to **Asset Types** or **Assets**.
- 5 Define the **Rate Table** for depreciation. The life may be up to 99 years and zeros are permitted on any row.
- 6 The **Total Depreciation** must be less than or equal to 100%.

## Applying custom methods to asset types

Navigate to the company's **Asset Types** list via **Setup Types**. Either edit an existing asset type or add a new one.

ACME Inc ▾ Assets Reports Imports Exports Tasks Setup ▾

Asset Type: New Asset Type 1 Save Cancel

Description

Additional First-Year Depreciation (AFYD) ▾

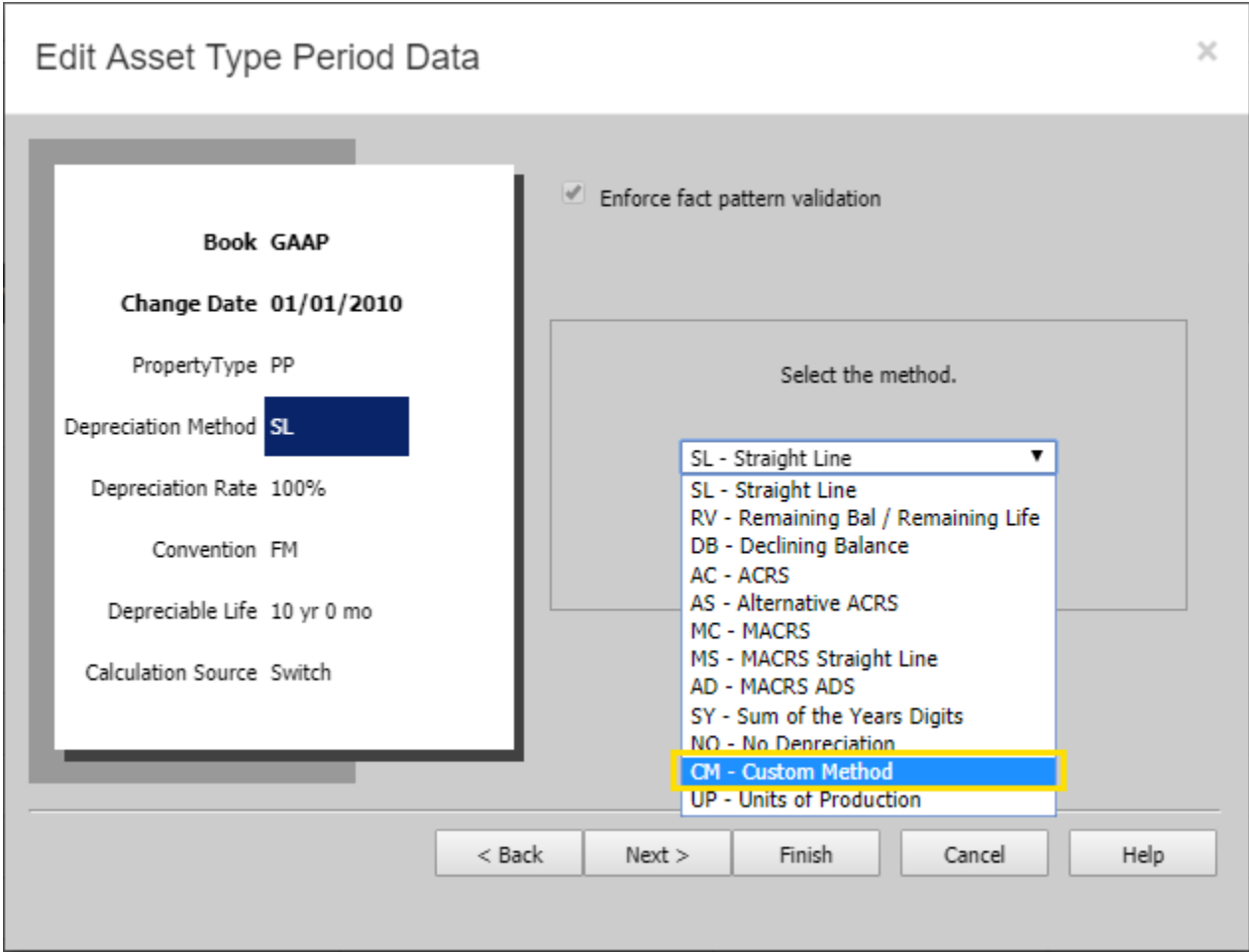
Fact Patterns ▲

Book GAAP <sup>1</sup> ADS Life (Yr Mo)

| Start Date                              | End Date   | Property Type | Method | Rate | Convention | Life       | Source |
|---|------------|---------------|--------|------|------------|------------|--------|
| <a href="#">01/01/2010</a> <sup>2</sup> |            | PP            | SL     | 100  | FM         | 10 yr 0 mo | Switch |
| 10/23/2004                              | 12/31/2009 | PP            | SL     | 100  | FM         | 10 yr 0 mo | Switch |
| 01/01/2003                              | 10/22/2004 | PP            | SI     | 100  | FM         | 10 yr 0 mo | Switch |

- 1 Choose the **Book** whose fact patterns you would like to change.
- 2 If the **Custom Method** is only going to be used for assets created on or after 1/1/2010, select the **0/01/2010** hyperlink.

When the Edit Asset Type Period Data dialog appears, it will be on the **Property Type** panel. Change the property type, if desired, then press **Next** to navigate to the **Depreciation Method** panel. Select the method of **CM - Custom Method**.



Choose the **Custom Method** that you'd like to assign to the asset type.

**Edit Asset Type Period Data** ✕

**Book** GAAP

**Change Date** 01/01/2010

PropertyType PP

Depreciation Method **SL**

Depreciation Rate 100%

Convention FM

Depreciable Life 10 yr 0 mo

Calculation Source Switch

Enforce fact pattern validation

Select the method.

CM - Custom Method ▼

**CM1 - 20% per year to a maximum ▼**

< Back Next > Finish Cancel Help

You will need to make a couple more changes in the wizard to make the fact pattern valid. **Depreciation Rate** must be set to **N/A**.

**Edit Asset Type Period Data** ✕

**Book** GAAP

**Change Date** 01/01/2010

PropertyType PP

Depreciation Method CM1

Depreciation Rate **100%**

Convention FM

Depreciable Life 10 yr 0 mo

Calculation Source Switch

Enforce fact pattern validation

Select the rate.

N/A ▾

< Back Next > Finish Cancel Help

The **Life** will need to match the number of years configured for the custom method. The wizard will indicate the value that should be entered.



**Edit Asset Type Period Data** ✕

**Book GAAP**

**Change Date 01/01/2010**

PropertyType PP

Depreciation Method CM1

Depreciation Rate N/A

Convention FM

Depreciable Life **10 yr 0 mo**

Calculation Source Switch

Enforce fact pattern validation

Enter the depreciable life.

yr.  mo.

< Back Next > Finish Cancel Help

The **Calculation Source** must be **Table**.

**Edit Asset Type Period Data**

Enforce fact pattern validation

Select the calculation source of the asset.

Table

< Back   Next >   Finish   Cancel   Help

Press **Finish** to complete the wizard then **Save** the changes to the asset type.

When creating new assets from the above asset type, the custom method will be applied. An asset's fact pattern may be viewed from the **Depr Expense** tab of the **Asset Viewer**.

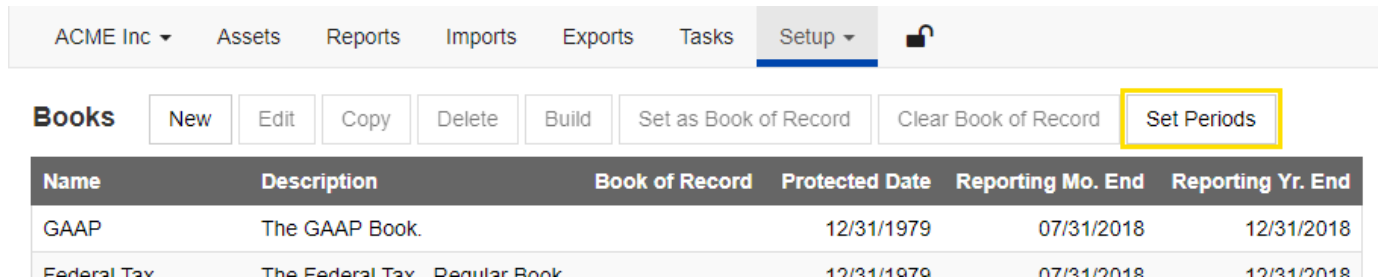
|       |          |         |               |              |           |           |         |
|-------|----------|---------|---------------|--------------|-----------|-----------|---------|
| Asset | Transfer | Summary | Balance/Accum | Depr Expense | Gain/Loss | Documents | History |
|-------|----------|---------|---------------|--------------|-----------|-----------|---------|

| Switch View            | ← | → | Book:<br>Month Ending: | GAAP<br>07/31/2018 | GAAP<br>08/31/2018 | GAAP<br>09/30/2018 | GAAP<br>10/31/2018 |
|------------------------|---|---|------------------------|--------------------|--------------------|--------------------|--------------------|
| Property Type          |   |   |                        | PP                 | PP                 | PP                 | PP                 |
| Placed In Service Date |   |   |                        | 07/18/2018         | 07/18/2018         | 07/18/2018         | 07/18/2018         |
| Life                   |   |   |                        | 2 yr 0 mo          | 2 yr 0 mo          | 2 yr 0 mo          | 2 yr 0 mo          |
| Method                 |   |   |                        | CM1                | CM1                | CM1                | CM1                |
| Rate                   |   |   |                        | N/A                | N/A                | N/A                | N/A                |
| Convention             |   |   |                        | FM                 | FM                 | FM                 | FM                 |
| Calculation Source     |   |   |                        | Table              | Table              | Table              | Table              |
| Original Cost          |   |   |                        | 46,000.00          | 46,000.00          | 46,000.00          | 46,000.00          |
| Adjustments            |   |   |                        | 0.00               | 0.00               | 0.00               | 0.00               |

## Setting a protected through date for books

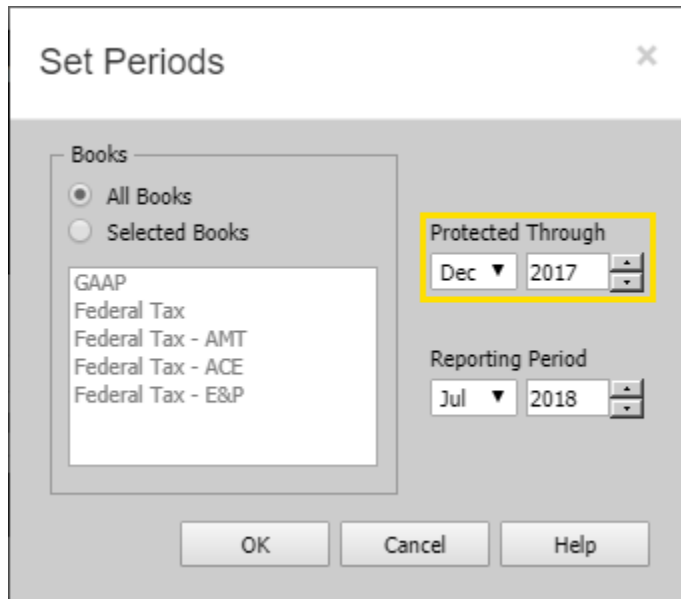
This feature is not applicable to users who have purchased and enabled the **Period Close module**. To instead configure period close, see [Protecting closed periods](#).

To set protected through dates, go to **Setup Books** and press **Set Periods**.



| Name        | Description                  | Book of Record | Protected Date | Reporting Mo. End | Reporting Yr. End |
|-------------|------------------------------|----------------|----------------|-------------------|-------------------|
| GAAP        | The GAAP Book.               |                | 12/31/1979     | 07/31/2018        | 12/31/2018        |
| Federal Tax | The Federal Tax Regular Book |                | 12/31/1979     | 07/31/2018        | 12/31/2018        |

Set the protected through date for all books or set individually.



**Set Periods**

Books

All Books  
 Selected Books

GAAP  
Federal Tax  
Federal Tax - AMT  
Federal Tax - ACE  
Federal Tax - E&P

Protected Through  
Dec ▼ 2017

Reporting Period  
Jul ▼ 2018

OK Cancel Help

Once protected through dates have been configured, the asset viewer will denote protected periods with a red background. In the example below, the year 2017 is protected while 2018 is not protected. Users will be warned if they attempt to modify data that is in a protected period.


|       |          |         |               |              |           |       |
|-------|----------|---------|---------------|--------------|-----------|-------|
| Asset | Transfer | Summary | Balance/Accum | Depr Expense | Gain/Loss | Docur |
|-------|----------|---------|---------------|--------------|-----------|-------|

| Switch View            | ← | → | Book:<br>Year Ending: | GAAP<br>12/31/2017 | GAAP<br>12/31/2018 | GAAP<br>12/31/2019 |
|------------------------|---|---|-----------------------|--------------------|--------------------|--------------------|
| Property Type          |   |   |                       | PP                 | PP                 | PP                 |
| Placed In Service Date |   |   |                       | 03/16/2016         | 03/16/2016         | 03/16/2016         |
| Life                   |   |   |                       | 10 yr 0 mo         | 10 yr 0 mo         | 10 yr 0 mo         |
| Method                 |   |   |                       | SL                 | SL                 | SL                 |
| Rate                   |   |   |                       | 100                | 100                | 100                |
| Convention             |   |   |                       | FM                 | FM                 | FM                 |
| Calculation Source     |   |   |                       | Switch             | Switch             | Switch             |
| Original Cost          |   |   |                       | 100,000.00         | 100,000.00         | 100,000.00         |
| Adjustments            |   |   |                       | 0.00               | 0.00               | 0.00               |

# Custom fields and filters

## Configuring Asset ID auto-numbering

The Asset ID numbering may be configured from **Setup Fields**. Select the field **Asset ID** and press **Edit**.

ACME Inc ▾ Assets Reports Imports Exports Tasks Setup ▾ 

**Fields**

| Field Name           | Type     | Include In AAW | Require Entry | Transfer Field |
|----------------------|----------|----------------|---------------|----------------|
| Accum Depr GL Acct # | Text     |                |               | Yes            |
| Acquisition Cost     | Currency | Always         |               |                |
| Acquisition Date     | Date     | Always         |               |                |
| Asset CIP GL Acct #  | Text     |                |               | Yes            |
| Asset GL Acct #      | Text     |                |               | Yes            |
| Asset ID             | Text     |                | Yes           |                |
| Asset Type           | Text     | Always         |               |                |
| Class                | Text     |                |               |                |

Configuring Asset ID numbering separately for each asset type

**Edit Asset Field**

General

Name:

Data Type: Text

Include in Add Asset Wizard

**Configure Asset ID:**

Sequentially by Asset ID

By Asset Type

Asset Type:

Prefix:  A set of alphanumeric characters to begin the Asset ID

Next Number:  The next number to use in the Asset ID sequence

Increment:  The number by which you want each Asset ID to increase

**1** For **Configure Asset ID**, select **By Asset Type** to configure Asset ID numbering differently for each asset type.

**2** Select the asset type whose Asset ID numbering you would like to configure.

**3** The **Prefix** will be the string that each Asset ID begins with.

The **Next Number** is calculated by the application; however, you may modify as desired. If the **Next Number** has already been used by an Asset ID, the application will automatically skip to the next available number based on the **Increment**.

The **Increment** is the number you would like the Asset ID to increase by each time an asset is added.

### Configuring Asset ID to have a single numbering configuration for the company



**Edit Asset Field**

General

Name:  **1**

Data Type: Text

Include in Add Asset Wizard

**Configure Asset ID:**

Sequentially by Asset ID  **1**

By Asset Type

Prefix:  A set of alphanumeric characters to begin the Asset ID

Next Number:  The next number to use in the Asset ID sequence **2**

Increment:  The number by which you want each Asset ID to increase

Length of padded Asset IDs:  **3**

Display Padding: Yes  No

- 1** For **Configure Asset ID**, select **Sequentially by Asset ID** to have a single Asset ID configuration rather than differently for each asset type.
- 2** The **Prefix** will be the string that each Asset ID begins with. You must select **Yes** for **Display Padding** in order to set a prefix.

Adding a prefix to your Asset IDs will prevent trimming of leading zeros when exporting asset data to applications like Excel.

The **Next Number** is calculated by the application; however, you may modify as desired. If the **Next Number** has already been used by an Asset ID, the application will automatically skip to the next available number based on the **Increment**.

The **Increment** is the number you would like the Asset ID to increase by each time an asset is added.

- 3** The **Length of padded Asset IDs** is the total length of the Asset IDs including the prefix. The application will add the appropriate number of zeros to the Asset ID (after the **Prefix** and before the **Next Number**) to obtain the desired length.

If **Display Padding** is set to **Yes**, the application will show the leading zeros. If **Display Padding** is set to **No**, the leading zeros will be suppressed.

## Creating asset filters for the asset list and reports

The screenshot shows the 'Filters' list on the left and the 'Edit Filter Properties' dialog box on the right. The 'Filters' list includes items like '< ACQ DATE > 12/31/2007 >', '< Active Assets >', and 'Denver Location'. The 'Edit Filter Properties' dialog box has a 'Name' field with 'Denver and Seattle Buildings', a 'Description' field with 'Assets acquired after 12/31/2007', and a 'Filter fields and criteria' table.

| Field:    | Op. | Value    | Op. | Value    |
|-----------|-----|----------|-----|----------|
| Criteria: | =   | Location | =   | Class    |
| or:       | =   | Denver   | =   | Building |
| or:       |     | Seattle  |     |          |
| or:       |     |          |     |          |
| or:       |     |          |     |          |
| or:       |     |          |     |          |
| or:       |     |          |     |          |

- 1 The **Filters** list may be accessed by selecting **Setup Filters**.
- 2 Press **New** to create a new filter.
- 3 Enter one or more values for the field. For example, the filter above will return assets whose **Location** is either 'Denver' or 'Seattle'.
- 4 When a second field is added, it is combined with the first field as an AND operator. For example, the above filter will return the assets that meet **both** of these conditions:
  - Assets whose **Location** is either 'Denver' OR 'Seattle', AND
  - Assets whose **Class** is 'Building'.

### Available Operators

|    |   |
|----|---|
| =  | Returns assets where the value is equal to the filter value entered.<br><br>For example, <b>Location = Denver</b> will return only those assets whose location is 'Denver'.   |
| <> | Returns assets where the value is not equal to the filter value entered. Note that blank is considered not equal.<br><br>For example, <b>Location &lt;&gt; Denver</b> will return the location of Seattle or assets with a blank location. Assets with the location of 'Denver' will be excluded. |

|           |   |
|-----------|---|
| <         | <p>Returns assets where the value is less than the filter value entered.</p> <p>For example, <b>Acquisition Date &lt; 1/1/2018</b> will return assets acquired before 2018.</p> <p>The &lt; operator may also be used for text fields. For example, <b>Location &lt; Denver</b> would return assets whose location is 'Boston' and assets with a blank location.</p>  |
| <=        | <p>Returns assets where the value is less than or equal to the filter value entered.</p> <p>For example, <b>Acquisition Date &lt;= 12/31/2017</b> will return assets acquired on or before 12/31/2017.</p> <p>The &lt;= operator may also be used for text fields. For example, <b>Location &lt;= Denver</b> would return assets whose location is 'Boston', assets whose location is 'Denver', and assets with a blank location.</p> |
| >         | <p>Returns assets where the value is less than the filter value entered.</p> <p>For example, <b>Acquisition Date &gt; 12/31/2017</b> will return assets acquired on 1/1/2018 or later.</p> <p>The &gt; operator may also be used for text fields. For example, <b>Location &gt; Denver</b> would return assets whose location is 'Los Angeles'.</p>   |
| >=        | <p>Returns assets where the value is less than the filter value entered.</p> <p>For example, <b>Acquisition Date &gt;= 1/1/2018</b> will return assets acquired on 1/1/2018 or later.</p> <p>The &gt; operator may also be used for text fields. For example, <b>Location &gt;= Denver</b> would return assets whose location is 'Denver' and assets whose location is 'Los Angeles'.</p>   |
| Blank     | <p>Returns assets where there is no value entered for the field. This operator is useful when you have marked a field as <b>Require Entry</b> and you'd like to see which assets do not have a value entered.</p>   |
| Not Blank | <p>Returns assets where a value has been entered for the field.</p>   |

---

## Like

Combined with a wildcard character, returns assets whose value contains the string entered.

For example, **Location Like %enver** will return assets whose location is 'Denver' or 'South Denver'.

The Like operator does not work with the **Asset Type** field. If you would like to combine similar asset types, add multiple values using the = operator. For example,

| Filter fields and criteria: |     |                   |   |
|-----------------------------|-----|-------------------|---|
|                             | Op. | Value             | C |
| Field:                      |     | <b>Asset Type</b> |   |
| Criteria:                   | =   | Computer          |   |
| or:                         | =   | Computer Software |   |
| or:                         |     |                   |   |

---

## Not Like

Combined with a wildcard character, returns assets whose value does not contain the string entered.

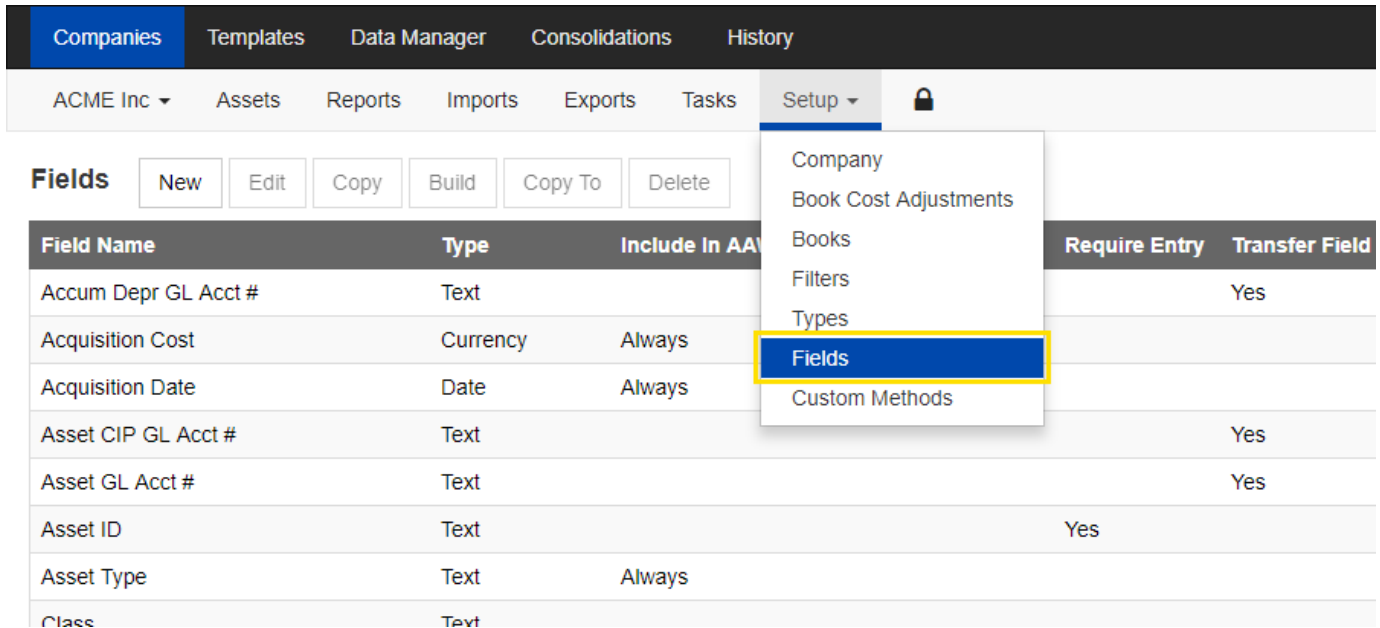
For example, **Location Not Like %enver** will exclude assets whose location is 'Denver' or 'South Denver'.

The **Not Like** operator does not work with the **Asset Type** field. If you would like to exclude a certain asset type, add the value using the <> operator. For example,

| Filter fields and criteria: |     |                   |   |
|-----------------------------|-----|-------------------|---|
|                             | Op. | Value             | C |
| Field:                      |     | <b>Asset Type</b> |   |
| Criteria:                   | <>  | Computer          |   |
| or:                         |     |                   |   |

## Customizing asset fields

Asset fields may be customized from **Setup Fields**.

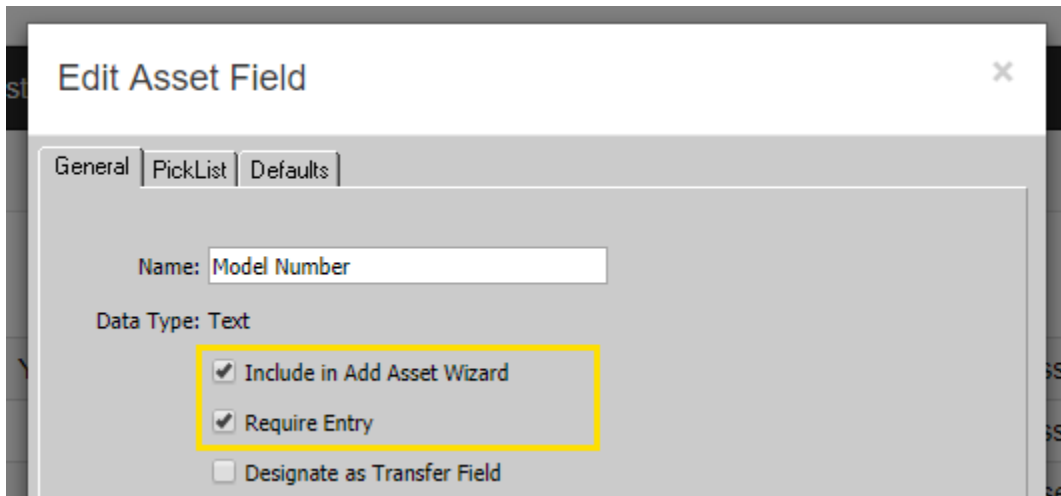


| Field Name           | Type     | Include in AA | Require Entry | Transfer Field |
|----------------------|----------|---------------|---------------|----------------|
| Accum Depr GL Acct # | Text     |               |               |                |
| Acquisition Cost     | Currency | Always        |               |                |
| Acquisition Date     | Date     | Always        |               |                |
| Asset CIP GL Acct #  | Text     |               |               | Yes            |
| Asset GL Acct #      | Text     |               |               | Yes            |
| Asset ID             | Text     |               | Yes           |                |
| Asset Type           | Text     | Always        |               |                |
| Class                | Text     |               |               |                |

When creating new fields, you may choose the field **Data Type** of Currency, Date, or Text. The **Data Type** may not be changed after asset field creation.

### Making a field required

When a field is marked as **Require Entry**, users will not be able to add an asset without providing a value for the field. In order to make a field required, you must first **Include in Add Asset Wizard**.



**Edit Asset Field**

General | PickList | Defaults

Name:

Data Type: Text

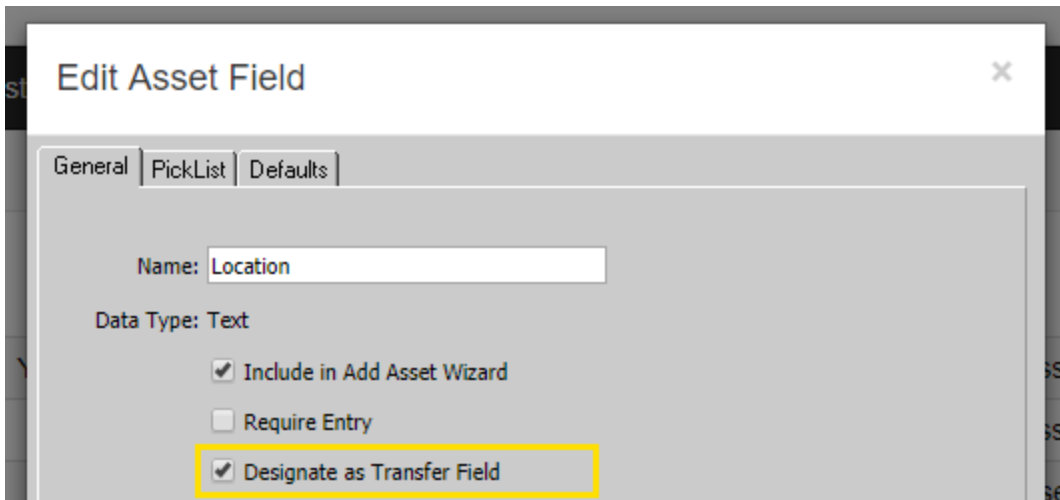
Include in Add Asset Wizard

Require Entry

Designate as Transfer Field

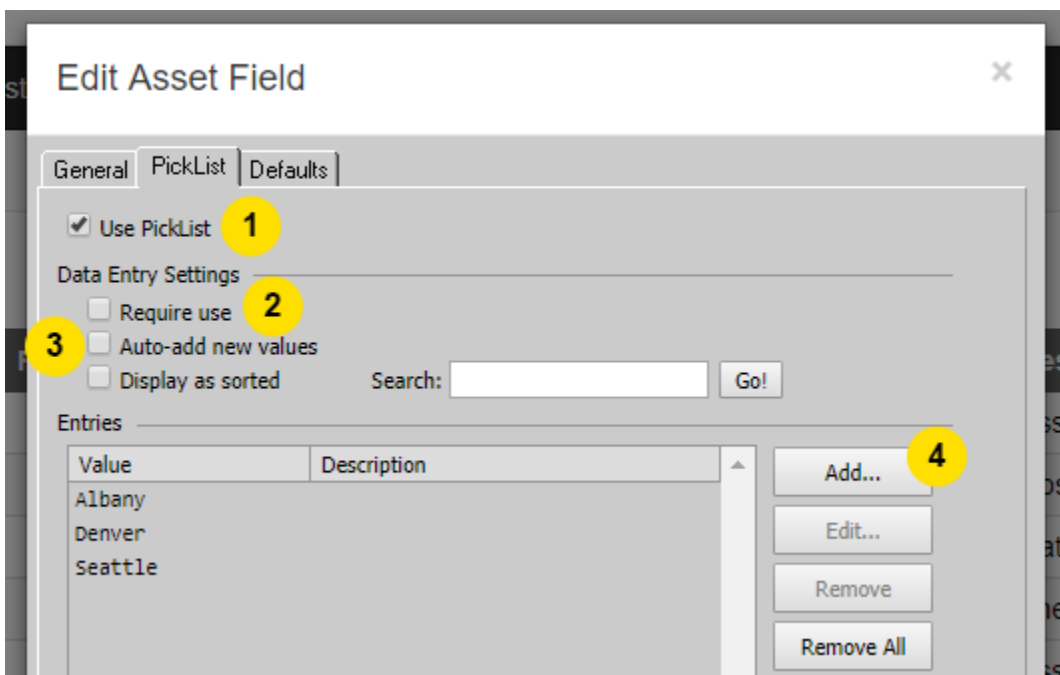
### Designating a field as a transfer field

Transfer fields are text fields that may change over time. For example, if **Location** is designated as a transfer field, an asset may have the location of 'Denver' at acquisition, then move to 'Seattle' in year 2.



### Configuring a picklist for a text field

Select the **PickList** tab to configure a picklist for an asset field.

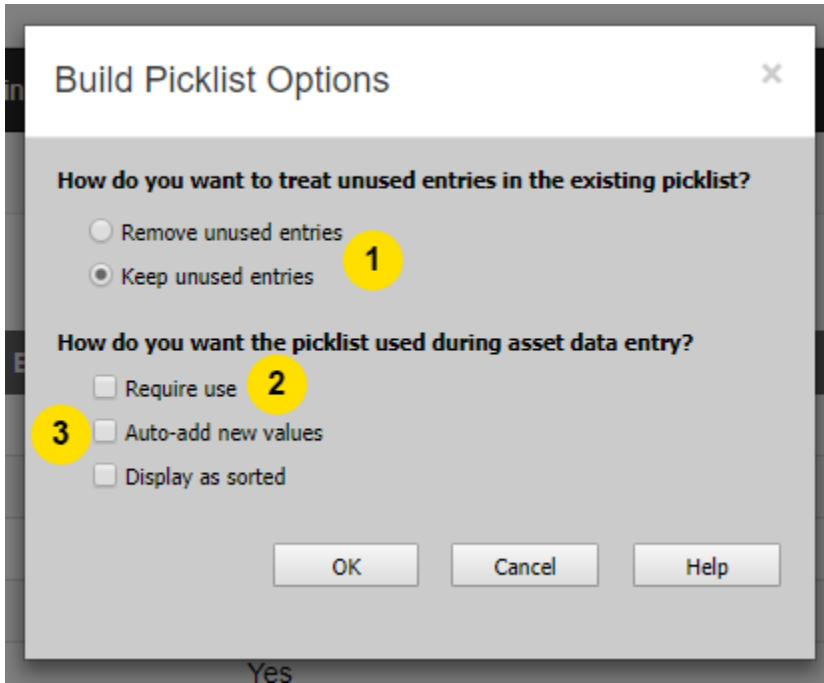


- 1 Check **Use PickList** if you would like users to choose from a list instead of entering values.
- 2 If you would like to force users to use the picklist, check **Require use**. Users will not be able to enter values that are not in the picklist.
- 3 If you would like users to be able to enter values that are not in the picklist, uncheck **Require use**. If users enter a value that is not in the picklist, check **Auto-add new values** if you'd like the values automatically added to the picklist.
- 4 Press **Add** to add new items to the picklist.

To generate the picklist from existing asset values, return to the asset fields list, select the asset field, and press **Build**.

## Generating picklist from existing asset values

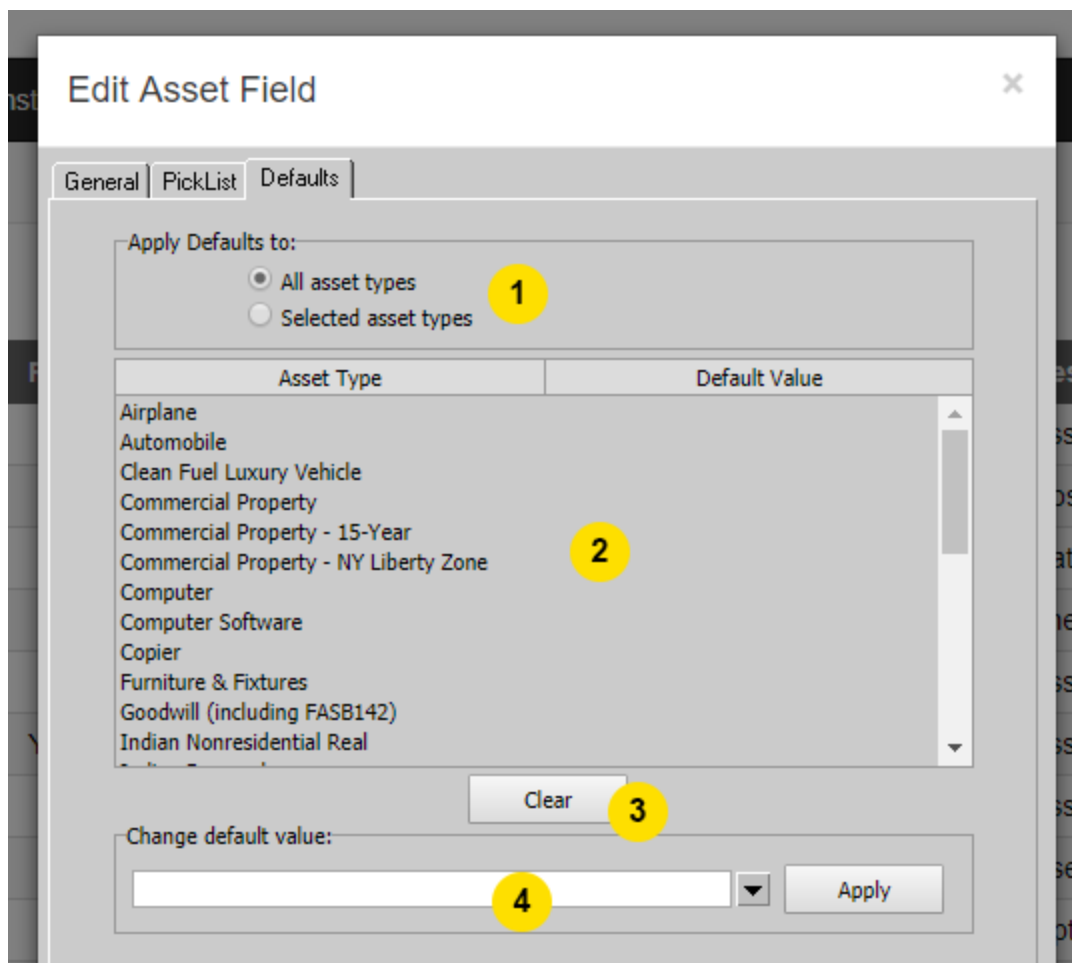
To generate the picklist from existing asset values, select the asset field from the **Fields** list, and press **Build**.



- 1** If the **Location** picklist contains the value 'Denver' but no assets have that value, **Remove unused entries** will delete 'Denver' from the picklist. The picklist will retain the value of 'Denver' if you select **Keep unused entries**.
- 2** If you would like to force users to use the picklist, check **Require use**. Users will not be able to enter values that are not in the picklist.
- 3** If you would like users to be able to enter values that are not in the picklist, uncheck **Require use**. If users enter a value that is not in the picklist, check **Auto-add new values** if you'd like the values automatically added to the picklist.

## Setting field defaults

Select the **Defaults** tab to set defaults for an asset field.



**1** When **All asset types** is selected, the **Clear** button and **Apply** button for Change default value will apply to all asset types.

When **Selected asset types** is selected, the **Clear** button and **Apply** button for Change default value will apply to the selected asset types only.

When **Selected asset types** selected, use **Ctrl + Click** to select more than one asset type.

**2** The per-asset type values will appear in this table. Select an asset type to configure the default for that asset type only. Selecting an asset type will toggle the **Apply defaults to** radio to **Selected asset types**.

**3** Press **Clear** to clear all defaults (when **Apply defaults to** radio is set to **All asset types**) or selected defaults (when **Apply defaults to** radio is set to **Selected asset types**)

**4** Provide a value and press **Apply** to set a default. If the field uses a picklist, you may select a value from the picklist to act as the default.



## Configuring jurisdictions for personal property taxes

The **Jurisdictions** section the **Company Properties** allows you to designate a text field on the Asset tab as the field used for the jurisdictions imposing the Personal Property taxes (usually the Location field). If the Location field is not suitable for this purpose, select a different field from the PickList or add a new Asset Field via **Setup Fields** for this purpose.

The screenshot shows the 'Company Properties' dialog box. The 'Setup' menu item in the top navigation bar is highlighted with a yellow circle labeled '1'. The lock icon in the top right corner of the dialog is highlighted with a yellow circle labeled '2'. The 'Field containing the jurisdiction names:' dropdown menu in the 'Jurisdictions' section is highlighted with a yellow box, and the 'Create' button next to it is highlighted with a yellow circle labeled '3'. The 'Company Information' section includes fields for Name (ACME Inc), Description, Acronym, Entity Type (C Corporation), FEIN, and Client ID. The 'Address' section includes fields for Street, City, State, and Zip code. The 'Contact' section includes fields for Name and Telephone. The 'Business Information' section includes a Business Description dropdown menu set to 'Other'. The 'Jurisdictions' section contains a table with columns 'Jurisdiction' and 'Assessment Date', and an 'Add Jurisdiction' button.

- 1 Modify jurisdictions from the **Company Properties** page accessible from **Setup Company**.
- 2 The company must be locked to edit company properties.
- 3 After selecting a field, press **Create** to populate the Jurisdiction table from the designated field's PickList and set the default Assessment Dates.

After you populate the Jurisdiction table, the **Create** button changes to **Reset**. Press **Reset** to restore the Assessment Dates in the Jurisdiction table to the default date of 01/01.

### Adding a Jurisdiction to the Table

To add a Jurisdiction, press **Add Jurisdiction**.

Entity Type: C Corporation

Client ID:

Jurisdictions

Field containing the jurisdiction names:

Location

| Jurisdiction | Assessment Date |
|--------------|-----------------|
| Albany       | 01/01           |
| Denver       | 01/01           |
| Seattle      | 01/01           |

Enter the jurisdiction name and assessment date; then click **OK**.

**Edit Jurisdiction Data**

Jurisdiction:

Assessment Date:

Be sure to also add the jurisdiction to the PickList of the field that you used to populate the Jurisdiction table. (The application does not automatically add the jurisdiction to the PickList.)

### Deleting All Jurisdiction Information

To remove all entries made in the Jurisdiction table, press **Delete**.

The screenshot shows a software interface with the following elements:

- Entity Type: C Corporation (dropdown menu)
- Client ID: (text input field)
- Jurisdictions section:
  - Field containing the jurisdiction names: Location (dropdown menu)
  - Reset button
  - Delete button (highlighted with a yellow box)**
  - Table with columns: Jurisdiction, Assessment Date
  - Table rows: Albany (01/01), Denver (01/01), Seattle (01/01)
  - Add Jurisdiction button

### Assessment Dates

The application uses the assessment date (entered as month and day) to filter the assets included on the **Personal Property Tax** report. Assets in service on this date in the specified jurisdiction are included. In the report, be sure to designate the field used for the jurisdiction as Grouping Level 1 and include the assessment date in the focus period.

You should change the assessment date for each Jurisdiction to include only those assets that should be included in the report. For example, if the jurisdiction's published assessment date is Jan 1, 2017, but only those assets placed in service on or before December 31, 2016, should be included in the report for that jurisdiction, then enter 12/31 for that jurisdiction's assessment date and use 1/1/2016 to 12/31/2016 as the focus period of the report.

To change an assessment date, double-click the date you want to change. In the dialog that opens, enter a new date (or select a date from the calendar); then press **OK**.

When preparing the Personal Property Tax report, edit the report properties. On the Grouping tab, select the field designated above as the **Jurisdiction** field as one of the grouping levels. Also, select **Page Break** to start a new page for each jurisdiction to which the company is paying personal property taxes.

# Multicurrency

## Setting the functional currency for a company

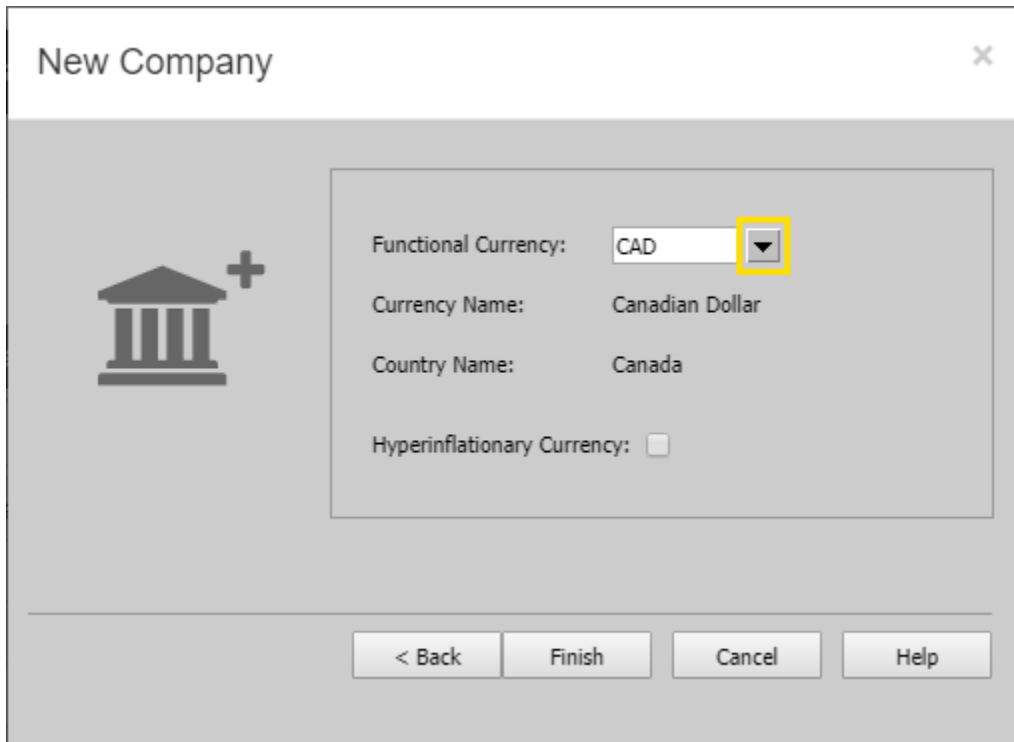
### <<Multicurrency users only>>

The functional currency is the currency the company does business in. The functional currency of a company may be set on company creation or may be edited after company creation.

### Creating the company

When creating a new company, you will be asked what currency the company does business in.

Select the caret next to the currency code to select a country and currency.



The screenshot shows a 'New Company' dialog box with a close button (X) in the top right corner. On the left side, there is an icon of a classical building with columns and a plus sign. The main content area contains the following fields:

- Functional Currency: CAD (with a dropdown arrow highlighted by a yellow box)
- Currency Name: Canadian Dollar
- Country Name: Canada
- Hyperinflationary Currency:

At the bottom of the dialog box, there are four buttons: '< Back', 'Finish', 'Cancel', and 'Help'.

Type part of the company name or currency code in the search box and press **GO TO** find the country you are looking for.

## Select Country



| Country             | Currency Code | Currency Name         |
|---------------------|---------------|-----------------------|
| Afghanistan         | AFA           | Afghani               |
| Albania             | ALL           | Leck                  |
| Algeria             | DZD           | Algerian Dinar        |
| American Samoa      | USD           | US Dollar             |
| Andorra             | ADP           | Andorran Peseta       |
| Andorra             | EUR           | Euro                  |
| Andorra             | ESP           | Spanish Peseta        |
| Andorra             | ADF           | Andorran Franc        |
| Angola              | AON           | Kwanza                |
| Anguilla            | XCD           | East Caribbean Dollar |
| Antigua and Barbuda | XCD           | East Caribbean Dollar |
| Argentina           | ARS           | Argentine Peso        |
| Armenia             | AMD           | Armenian Dram         |
| Aruba               | AWG           | Aruban Florin         |
| Australia           | AUD           | Australian Dollar     |
| Austria             | EUR           | Euro                  |
| Austria             | ATS           | Schilling             |
| Azerbaijan          | AZM           | Azerbaijani Manat     |
| Bahamas             | BSD           | Bahamian Dollar       |
| Bahrain             | BHD           | Bahraini Dinar        |

GO TO

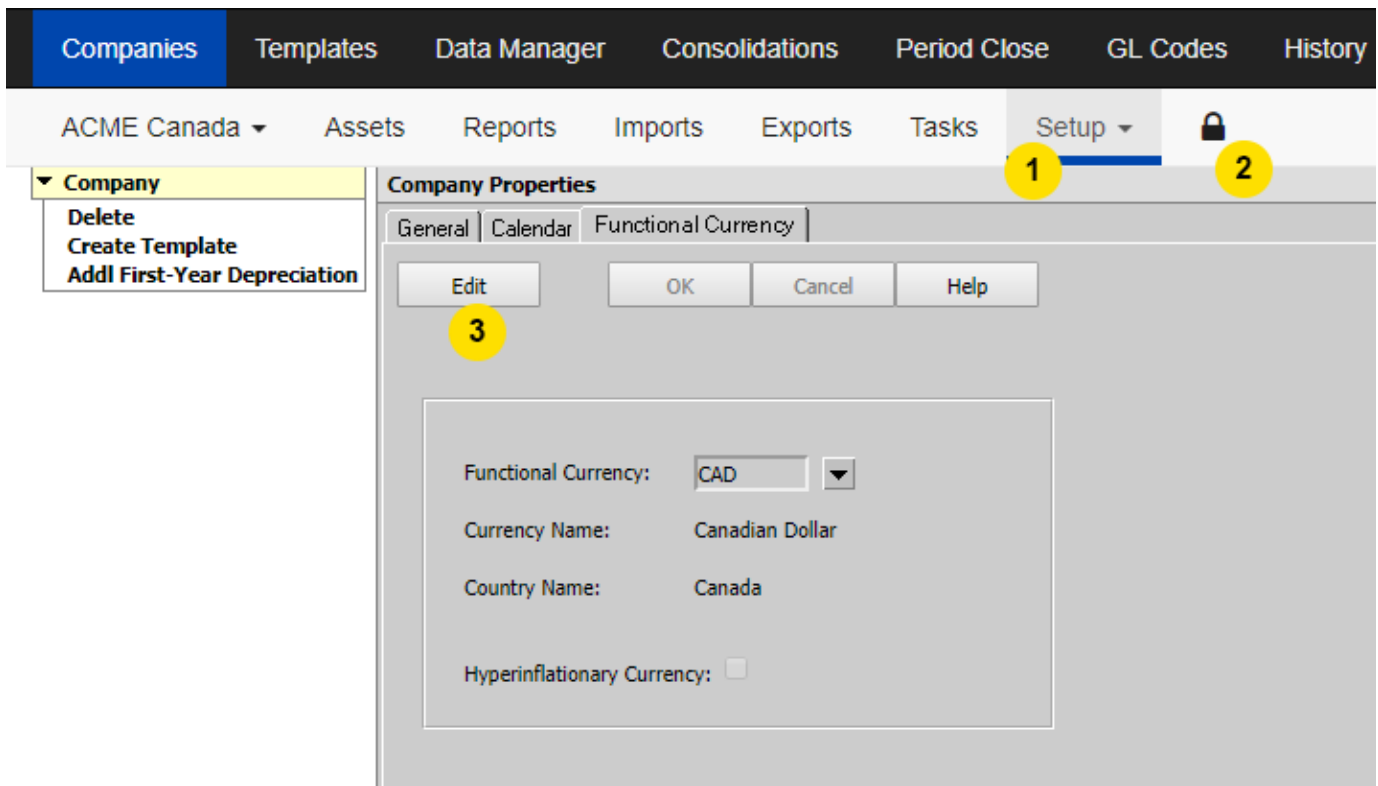
Page 1 of 14

Back      Next

First      Last

OK Cancel Help

## After Company Creation



- 1 Open the **Functional Currency** page by selecting **Setup Company**, then selecting the **Functional Currency** tab.
- 2 The company must be locked to edit company properties.
- 3 Press **Edit** to change the functional currency.

### Special note for countries adapting the Euro

If the company is using the Euro currency, assets created before the **Euro Activation Date** will be automatically translated to the Euro on reports.

The settings for conversion of the country's national currency and the Euro are accessible from **Settings Currencies**.

For example, French Guiana adapted the Euro on 2/17/2002. When you edit the French Guiana currency, you will see this:

**Edit Currency Properties** ✕

| Currency:                         | Attributes:               |
|-----------------------------------|---------------------------|
| Currency Code: FRF                | Currency Symbol: F ▼      |
| Country: French Guiana            | Negative Format: (F1.1) ▼ |
| Currency Name: French Franc       | Decimal Digits: 2 ▼       |
| Euro Activation Date: 2/17/2002 ▼ | Decimal Symbol: . ▼       |
| Euro Factor: 6.55957              | 1000 Separator: , ▼       |

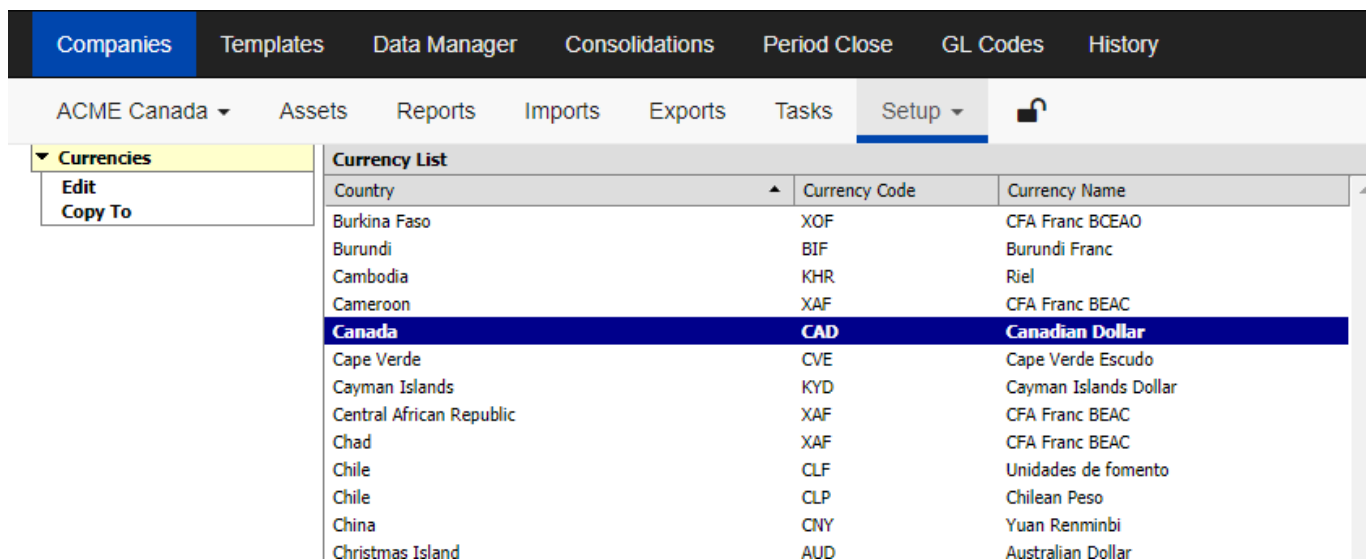
The **Euro Factor** is the rate used to convert the national currency to the Euro.



## Customizing currency format for reports

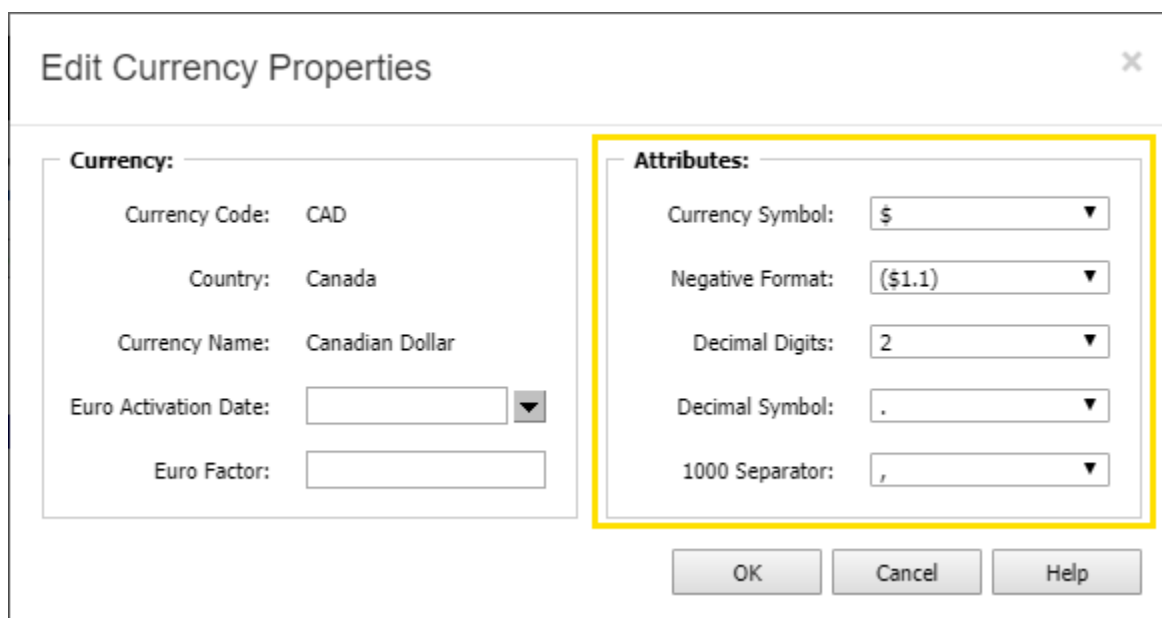
<<Multicurrency users only>>

The currency formatting may be changed from **Setup Currencies**. Select the currency you would like to modify formatting for and press **Edit**.



| Country                  | Currency Code | Currency Name          |
|--------------------------|---------------|------------------------|
| Burkina Faso             | XOF           | CFA Franc BCEAO        |
| Burundi                  | BIF           | Burundi Franc          |
| Cambodia                 | KHR           | Riel                   |
| Cameroon                 | XAF           | CFA Franc BEAC         |
| <b>Canada</b>            | <b>CAD</b>    | <b>Canadian Dollar</b> |
| Cape Verde               | CVE           | Cape Verde Escudo      |
| Cayman Islands           | KYD           | Cayman Islands Dollar  |
| Central African Republic | XAF           | CFA Franc BEAC         |
| Chad                     | XAF           | CFA Franc BEAC         |
| Chile                    | CLF           | Unidades de fomento    |
| Chile                    | CLP           | Chilean Peso           |
| China                    | CNY           | Yuan Renminbi          |
| Christmas Island         | AUD           | Australian Dollar      |

Change the desired attributes and press **OK**.



**Edit Currency Properties**

**Currency:**

Currency Code: CAD

Country: Canada

Currency Name: Canadian Dollar

Euro Activation Date:

Euro Factor:

**Attributes:**

Currency Symbol: \$

Negative Format: (\$1.1)

Decimal Digits: 2

Decimal Symbol: .

1000 Separator: ,

OK Cancel Help

The currency format used will be based on the currency of the report. For example, if a report is translated from CAD to USD, the USD currency format will be used.

## Creating exchange rate groups for translations

Create an **Exchange Rate Group** in a company by going to **Setup Exchange Rate Groups**.

**Create Exchange Rate Group**

**From:**

Currency Code: CAD ▼ **1**

Currency Name: Canadian Dollar

**To:**

Currency Code: USD ▼ **1**

Currency Name: US Dollar

Exchange Rate Group: **CAD to USD**

Rate Type: Closing ▼ **2**

Description:

OK Cancel Help

**1** Use the caret icon to choose the **From** and **To** currencies.

**2** Choose a **Rate Type** from the options below:

For reporting purposes, the application uses the exchange rate for the calendar month in which the focus period ends.

*Example*

| <b>USD to GBP Focus Period:</b>             |                 |                      |
|---|-----------------|----------------------|
| <b>From 8/2015 To 8/2015 Rate = 0.62380</b> |                 |                      |
| <b>From 1/2015 To 9/2015 Rate = 0.60760</b> |                 |                      |
| <b>Start Date</b>                           | <b>End Date</b> | <b>Exchange Rate</b> |
| 1/31/2015                                   | 1/31/2015       | 0.60720              |
| 2/28/2015                                   | 2/28/2015       | 0.62520              |
| 3/31/2015                                   | 3/31/2015       | 0.62030              |
| 4/30/2015                                   | 4/30/2015       | 0.62070              |
| 5/31/2015                                   | 5/31/2015       | 0.62400              |
| 6/30/2015                                   | 6/30/2015       | 0.63490              |
| 7/31/2015                                   | 7/31/2015       | 0.61680              |
| 8/31/2015                                   | 8/31/2015       | 0.62380              |
| 9/30/2015                                   | 9/30/2015       | 0.60760              |
| 10/31/2015                                  | 10/31/2015      | 0.62080              |
| 11/30/2015                                  | 11/30/2015      | 0.62560              |
| 12/31/2015                                  | 12/31/2015      | 0.61860              |

Daily exchange rates can be open-ended, that is, the ending date is optional. Once the starting date is entered, this rate is considered current until an ending date is entered. This allows the same daily rate to be used for one or two weeks. When you use exchange rates in the application, daily rates are the default (the first place the application goes to retrieve rates).

*Example*

**USD to GBP Focus Period:****From 1/15/2015 To 1/15/2015 Rate = 0.60360**

| Start Date | End Date  | Exchange Rate |
|------------|-----------|---------------|
| 1/7/2015   | 1/7/2015  | 0.60560       |
| 1/8/2015   | 1/8/2015  | 0.60900       |
| 1/9/2015   | 1/9/2015  | 0.60960       |
| 1/10/2015  | 1/10/2015 | 0.60990       |
| 1/11/2015  | 1/11/2015 | 0.60960       |
| 1/12/2015  | 1/12/2015 | 0.61380       |
| 1/13/2015  | 1/13/2015 | 0.60660       |
| 1/14/2015  | 1/14/2015 | 0.60610       |
| 1/15/2015  | 1/15/2015 | 0.60360       |
| 1/16/2015  | 1/16/2015 | 0.60610       |
| 1/17/2015  | 1/17/2015 | 0.60640       |
| 1/18/2015  | 1/18/2015 | 0.60500       |
| 1/19/2015  | 1/19/2015 | 0.60410       |
| 1/20/2015  | 1/20/2015 | 0.60590       |
| 1/21/2015  | 1/21/2015 | 0.60710       |
| 1/22/2015  | 1/22/2015 | 0.60550       |
| 1/23/2015  | 1/23/2015 | 0.60460       |
| 1/24/2015  | 1/24/2015 | 0.60430       |
| 1/25/2015  | 1/25/2015 | 0.60320       |
| 1/26/2015  | 1/26/2015 | 0.60260       |
| 1/27/2015  | 1/27/2015 | 0.60500       |
| 1/28/2015  | 1/28/2015 | 0.60720       |
| 1/29/2015  | 1/29/2015 | 0.60750       |

An exchange rate determined by the closing rate for any preceding calendar month ending within a user-defined period. For reporting purposes, the application uses the exchange rate for the preceding calendar month in which the focus period ends.

*Example*

| <b>USD to GBP Focus Period:</b>             |                 |                      |
|---|-----------------|----------------------|
| <b>From 1/2015 To 1/2015 Rate = 0.60620</b> |                 |                      |
| <b>From 1/2015 To 9/2015 Rate = 0.62380</b> |                 |                      |
| <b>Start Date</b>                           | <b>End Date</b> | <b>Exchange Rate</b> |
| 12/31/2014                                  | 12/31/2014      | 0.60620              |
| 1/31/2015                                   | 1/31/2015       | 0.60720              |
| 2/28/2015                                   | 2/28/2015       | 0.62520              |
| 3/31/2015                                   | 3/31/2015       | 0.62030              |
| 4/30/2015                                   | 4/30/2015       | 0.62070              |
| 5/31/2015                                   | 5/31/2015       | 0.62400              |
| 6/30/2015                                   | 6/30/2015       | 0.63490              |
| 7/31/2015                                   | 7/31/2015       | 0.61680              |
| 8/31/2015                                   | 8/31/2015       | 0.62380              |
| 9/30/2015                                   | 9/30/2015       | 0.60760              |
| 10/31/2015                                  | 10/31/2015      | 0.62080              |
| 11/30/2015                                  | 11/30/2015      | 0.62560              |
| 12/31/2015                                  | 12/31/2015      | 0.61860              |

A Period exchange rate can be used only for a predefined accounting period determined in the company's calendar. The Period Average rate is used for the entire accounting period, except the last day. (Compare this with the [Period End rate](#).)

*Example*

| <b>USD to GBP Focus Period:</b>   |                      |
|-----------------------------------|----------------------|
| <b>From 1/1/2015 To 1/30/2015</b> |                      |
| <b>Date</b>                       | <b>Exchange Rate</b> |
| 1/1/2015                          | 0.66990              |
| 1/2/2015                          | 0.66880              |
| 1/3/2015                          | 0.66680              |

|                            |                         |
|----------------------------|-------------------------|
| 1/4/2015                   | 0.67130                 |
| 1/5/2015                   | 0.66610                 |
| 1/6/2015                   | 0.66590                 |
| 1/7/2015                   | 0.66530                 |
| 1/8/2015                   | 0.66580                 |
| 1/9/2015                   | 0.66810                 |
| 1/10/2015                  | 0.67110                 |
| 1/11/2015                  | 0.67230                 |
| 1/12/2015                  | 0.66760                 |
| 1/13/2015                  | 0.67700                 |
| 1/14/2015                  | 0.67680                 |
| 1/15/2015                  | 0.67680                 |
| 1/16/2015                  | 0.67700                 |
| 1/17/2015                  | 0.67960                 |
| 1/18/2015                  | 0.67900                 |
| 1/19/2015                  | 0.67880                 |
| 1/20/2015                  | 0.68370                 |
| 1/21/2015                  | 0.68370                 |
| 1/22/2015                  | 0.68370                 |
| 1/23/2015                  | 0.68290                 |
| 1/24/2015                  | 0.68070                 |
| 1/25/2015                  | 0.68680                 |
| 1/26/2015                  | 0.68380                 |
| 1/27/2015                  | 0.68430                 |
| 1/28/2015                  | 0.68470                 |
| 1/29/2015                  | 0.68470                 |
| 1/30/2015                  | 0.68600                 |
| 1/31/2015                  | 0.68380                 |
| <i>Period Average Rate</i> | $20.97280/30 = 0.67630$ |

A Period exchange rate can be used only for a predefined accounting period determined in the company's calendar. The Period End rate is used only on the last day of the elected period. (Compare this with the [Period Average rate](#).)

*Example*

| <b>USD to GBP Focus Period:</b>                  |                 |                              |
|--|-----------------|------------------------------|
| <b>From 1/1/2015 To 1/16/2015 Rate = 0.68380</b> |                 |                              |
| <b>From 1/1/2015 To 4/27/2015 Rate = 0.69470</b> |                 |                              |
| <b>Company Calendar</b>                          |                 |                              |
| <b>Start Date</b>                                | <b>End Date</b> | <b>No. of Days in Period</b> |
| 1/1/2015   | 1/26/2015       | 26                           |
| 1/27/2015  | 2/23/2015       | 28                           |
| 2/24/2015  | 3/30/2015       | 35                           |
| 3/31/2015  | 4/27/2015       | 28                           |
| 4/28/2015  | 5/25/2015       | 28                           |
| 5/26/2015  | 6/29/2015       | 35                           |
| 6/30/2015  | 7/27/2015       | 28                           |
| 7/28/2015  | 8/24/2015       | 28                           |
| 8/25/2015  | 9/28/2015       | 35                           |
| 9/29/2015  | 10/26/2015      | 28                           |
| 10/27/2015                                       | 11/23/2015      | 28                           |
| 11/24/2015                                       | 12/28/2015      | 35                           |
| <b>Exchange Rates</b>                            |                 |                              |
| <b>Start Date</b>                                | <b>End Date</b> | <b>Exchange Rate</b>         |
| 1/26/2015  | 1/26/2015       | 0.68380                      |
| 2/23/2015  | 2/23/2015       | 0.69170                      |
| 3/30/2015  | 3/30/2015       | 0.70090                      |
| 4/27/2015  | 4/27/2015       | 0.69470                      |
| 5/25/2015  | 5/25/2015       | 0.71000                      |
| 6/29/2015  | 6/29/2015       | 0.71050                      |
| 7/27/2015  | 7/27/2015       | 0.70030                      |
| 8/24/2015  | 8/24/2015       | 0.69110                      |

|            |            |         |
|------------|------------|---------|
| 9/28/2015  | 9/28/2015  | 0.67860 |
| 10/26/2015 | 10/26/2015 | 0.70040 |
| 11/23/2015 | 11/23/2015 | 0.70850 |
| 12/28/2015 | 12/28/2015 | 0.68870 |

An exchange rate determined by dividing the sum of the closing rates for each of the calendar months ending with or within a user-defined period by the number of such months.

*Example*

| <b>USD to GBP Focus Period:</b>     |                 |                        |
|-------------------------------------|-----------------|------------------------|
| <b>From 1/31/2015 To 12/31/2015</b> |                 |                        |
| <b>Start Date</b>                   | <b>End Date</b> | <b>Exchange Rate</b>   |
| 1/31/2015                           | 1/31/2015       | 0.60720                |
| 2/28/2015                           | 2/28/2015       | 0.62520                |
| 3/31/2015                           | 3/31/2015       | 0.62030                |
| 4/30/2015                           | 4/30/2015       | 0.62070                |
| 5/31/2015                           | 5/31/2015       | 0.62400                |
| 6/30/2015                           | 6/30/2015       | 0.63490                |
| 7/31/2015                           | 7/31/2015       | 0.61680                |
| 8/31/2015                           | 8/31/2015       | 0.62380                |
| 9/30/2015                           | 9/30/2015       | 0.60760                |
| 10/31/2015                          | 10/31/2015      | 0.62080                |
| 11/30/2015                          | 11/30/2015      | 0.62560                |
| 12/31/2015                          | 12/31/2015      | 0.61860                |
| <i>Simple Average Rate</i>          |                 | $7.44550/12 = 0.62046$ |



The weighted average rate is determined as illustrated below:

*Example*

| Start Date                   | End Date   | Exchange Rate              |   | No. of Days in Period |   |             |
|------------------------------|------------|----------------------------|---|-----------------------|---|-------------|
| 1/1/2015                     | 3/14/2015  | 0.90                       | x | 73                    | = | 65.70       |
| 3/15/2015                    | 9/30/2015  | 0.86                       | x | 200                   | = | 172.00      |
| 10/1/2015                    | 12/30/2015 | 0.80                       | x | 91                    | = | 72.80       |
| 12/31/2015                   | N/A        | 0.98                       | x | 1                     | = | <u>0.98</u> |
|                              |            |                            |   | 365                   |   | 311.48      |
| <i>Weighted Average Rate</i> |            | <b>311.48 / 365 = 0.85</b> |   |                       |   |             |

The closing rate for the last calendar month of the taxable year.

*Example*

| <b>USD to GBP Focus Period:</b>                    |            |               |
|--|------------|---------------|
| <b>From 1/31/2015 To 12/31/2015 Rate = 0.61860</b> |            |               |
| Start Date   | End Date   | Exchange Rate |
| 12/31/2015   | 12/31/2015 | 0.61860       |

The exchange rate group will also be able to translate from the **To Currency** to the **From Currency**. Fixed Assets will invert the exchange rates when needed.

**Adding Exchange Rates**

To add exchange rates, select the new **Exchange Rate Group** in the list and select Edit.

ACME Canada ▾

Assets

Reports

Imports

Exports

Tasks

Setup ▾



▾ Exchange Rate Groups

New

Edit

Delete

Copy To

Exchange Rate Groups List

| Rate Type        | Exchange Rate Group ▲ | From | To  | Rate Type |
|------------------|-----------------------|------|-----|-----------|
| All              | CAD to USD            | CAD  | USD | Closing   |
| Closing          |                       |      |     |           |
| Daily            |                       |      |     |           |
| Monthly          |                       |      |     |           |
| Period Average   |                       |      |     |           |
| Period End       |                       |      |     |           |
| Simple Average   |                       |      |     |           |
| Weighted Average |                       |      |     |           |
| Year-End         |                       |      |     |           |

### Edit Exchange Rate Group - CAD to USD (Closing) ✕

**From**

Currency Code: CAD

Currency Name: Canadian Dollar

**To**

Currency Code: USD

Currency Name: US Dollar

Description:

| Start Date        | End Date          | Exchange Rate |
|-------------------|-------------------|---------------|
| <b>01/01/2018</b> | <b>01/31/2018</b> | <b>0.78</b>   |
| 02/01/2018        | 02/28/2018        | 0.7768        |
| 03/01/2018        | 03/31/2018        | 0.78          |
| 04/01/2018        | 04/30/2018        | 0.7844        |
| 05/01/2018        | 12/31/2018        | 0.78          |

Year: 2018 ▾

Add Rate

Edit Rate

Delete Rate

OK    Cancel    Help

- 1 Choose the year you would like to look at rates for. Only one year may be viewed at a time.
- 2 Manage **Exchange Rates** for the exchange rate group. The rate entered should be the exchange rate from the **From Currency** to the **To Currency**.

#### Special note for countries adapting the Euro

If the company is using the Euro currency, assets created before the **Euro Activation Date** will be automatically translated to the Euro on reports.

The settings for conversion of the country's national currency and the Euro are accessible from **Settings Currencies**.

For example, French Guiana adapted the Euro on 2/17/2002. When you edit the French Guiana currency, you will see this:

## Edit Currency Properties



### Currency:

Currency Code: FRF

Country: French Guiana

Currency Name: French Franc

Euro Activation Date: 2/17/2002 ▼

Euro Factor: 6.55957

### Attributes:

Currency Symbol: F ▼

Negative Format: (F1.1) ▼

Decimal Digits: 2 ▼

Decimal Symbol: . ▼

1000 Separator: , ▼

OK

Cancel

Help

The **Euro Factor** is the rate used to convert the national currency to the Euro.

## Applying US tax laws for non-USD companies

The election to use U.S. tax laws for asset entry and reporting is configured at the **Book** level. To edit the desired books, go to **Setup Books**.

| <input type="checkbox"/> | Asset ID       | Status | Acquisition Date | Acq |
|--------------------------|----------------|--------|------------------|-----|
| <input type="checkbox"/> | AI00000001     | A      | 7/23/2018        |     |
| <input type="checkbox"/> | AI00000001*001 | S      | 7/23/2018        |     |
| <input type="checkbox"/> | AI00000001.001 | D      | 7/23/2018        |     |

Open the desired books for editing and check **Apply US Tax Policies To Book** on the **Translation Policies** tab.

### Edit Book Properties ×

**General** | Reporting | Depr Policies | S179 Policies | Translation Policies

Translate Report  
 Use Historical Rates  
 Translate Hyperinflationary Only

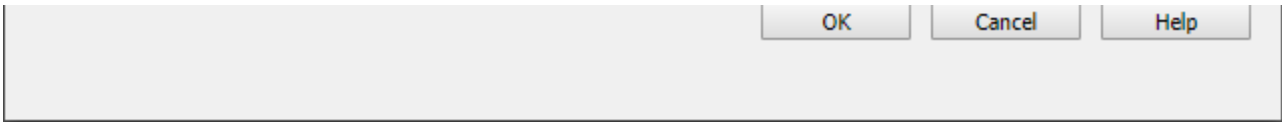
Gain/Loss: Current Method

Exchange Rate Group:   ▼

Rate Type:

|  |  |
|--|--|
| From:<br>Currency Code: CAD<br>Currency Name: Canadian Dollar<br>Country: Canada | To:<br>Currency Code:<br>Currency Name:<br>Country: <span style="border: 1px solid gray; padding: 2px;"> </span> ▼ |
|--|--|

Apply US Tax Policies To Book




If the functional currency of the company is not U.S. Dollars and you choose to apply U.S. tax policies, you must enter exchange rates here for each year. These are the rates the application will use when calculating depreciation. The rates may be entered from **Setup Company**.

A screenshot of a software interface. At the top, there is a navigation bar with tabs: "ACME Inc", "Assets", "Reports", "Imports", "Exports", "Tasks", and "Setup". The "Assets" tab is selected. Below the navigation bar is a toolbar with buttons: "New", "Edit", "Copy", "Delete", "Dispose", and a refresh icon. Below the toolbar is a table with columns: "Asset ID", "Status", "Acquisition Date", and "Acq". The table contains three rows of data. A dropdown menu is open from the "Setup" tab, listing options: "Company", "Book Cost Adjustments", "Books", "Filters", "Types", "Fields", "Currencies", "Exchange Rate Groups", and "Custom Methods". The "Company" option is highlighted with a yellow border.

| <input type="checkbox"/> | Asset ID       | Status | Acquisition Date | Acq |
|--------------------------|----------------|--------|------------------|-----|
| <input type="checkbox"/> | AI00000001     | A      | 7/23/2018        |     |
| <input type="checkbox"/> | AI00000001*001 | S      | 7/23/2018        |     |
| <input type="checkbox"/> | AI00000001.001 | D      | 7/23/2018        |     |

Select the **Calendar** tab and press **Edit** to enter a rate for each year.

ACME Inc ▾ Assets Reports Imports Exports Tasks Setup ▾ 

▼ **Company**

- Delete
- Create Template
- Add First-Year Depreciation

**Company Properties**

General | **Calendar** | Functional Currency

The calendar identifies the start and end dates for all fiscal years in this company, in addition to year-by-year Enterprise Zone designation.

| Year Start | Year End   | Short | Enterprise | Exchange Rate |
|------------|------------|-------|------------|---------------|
| 01/01/1980 | 12/31/1980 | No    | No         |               |
| 01/01/1981 | 12/31/1981 | No    | No         |               |
| 01/01/1982 | 12/31/1982 | No    | No         |               |
| 01/01/1983 | 12/31/1983 | No    | No         |               |
| 01/01/1984 | 12/31/1984 | No    | No         |               |
| 01/01/1985 | 12/31/1985 | No    | No         |               |
| 01/01/1986 | 12/31/1986 | No    | No         |               |
| 01/01/1987 | 12/31/1987 | No    | No         |               |
| 01/01/1988 | 12/31/1988 | No    | No         |               |
| 01/01/1989 | 12/31/1989 | No    | No         |               |
| 01/01/1990 | 12/31/1990 | No    | No         |               |
| 01/01/1991 | 12/31/1991 | No    | No         |               |
| 01/01/1992 | 12/31/1992 | No    | No         |               |
| 01/01/1993 | 12/31/1993 | No    | No         |               |
| 01/01/1994 | 12/31/1994 | No    | No         |               |
| 01/01/1995 | 12/31/1995 | No    | No         |               |
| 01/01/1996 | 12/31/1996 | No    | No         |               |
| 01/01/1997 | 12/31/1997 | No    | No         |               |
| 01/01/1998 | 12/31/1998 | No    | No         |               |
| 01/01/1999 | 12/31/1999 | No    | No         |               |
| 01/01/2000 | 12/31/2000 | No    | No         |               |
| 01/01/2001 | 12/31/2001 | No    | No         |               |
| 01/01/2002 | 12/31/2002 | No    | No         |               |
| 01/01/2003 | 12/31/2003 | No    | No         |               |
| 01/01/2004 | 12/31/2004 | No    | No         |               |





## Protecting closed periods

If you do not have the **Period Close module**, you may still configure a protected through date for your books. See [Setting a protected through date for books](#)

### <<Requires optional Period Close module>>

To protect values that have already been reported in your financial statements, activate **Period Close**. Once the Period Close feature is activated, you may specify period close dates per book per company.

If a period is closed, assets cannot be created, modified, or deleted within the closed period. You may continue to generate reports within closed periods.

## Period Close Details

Click on a company to edit the Period Close Date for all books. To edit multiple companies click the "Switch to Period Close List" link.

[Deactivate Period Close](#) [Closed Period Adjustment Setup](#) **2**

**1** Search by Company  **GO**

[Switch to Period Close List](#) **3**

Filter Companies by: All ▼

|                 |             |            |
|-----------------|-------------|------------|
| <b>ACME Inc</b> | GAAP        | 12/31/1979 |
|                 | Federal Tax | 12/31/2010 |

**4** **Period Close Edit – ACME Inc**

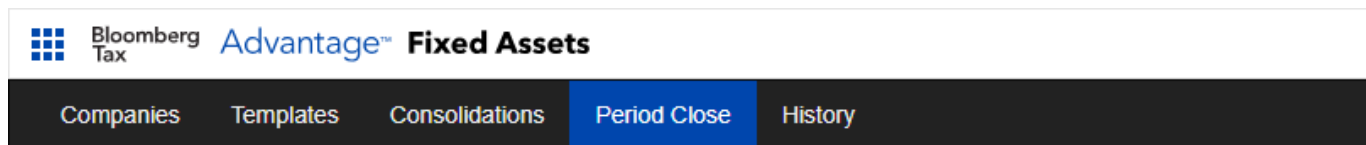
Edit Period Close Dates by updating the dates and clicking Save. Click "Apply To All" to set all the dates to the first date.

| Book              | Period Close Date |                              |
|-------------------|-------------------|------------------------------|
| GAAP              | 12/31/2017        | <a href="#">Apply To All</a> |
| Federal Tax       | 12/31/2017        | <b>5</b>                     |
| Federal Tax - AMT | 12/31/2017        |                              |
| Federal Tax - ACE | 12/31/2017        |                              |
| Federal Tax - E&P | 12/31/2017        |                              |

- 1** Activate or Deactivate the **Period Close** feature.
- 2** Configure treatment of new assets added during closed periods.
- 3** **Switch to Period Close list** to update Period Close dates for multiple companies at once.
- 4** Click a company bubble to edit its **Period Close** dates.
- 5** Edit the dates for each book individually, or edit GAAP and **Apply to All**.

# Activating and deactivating the Period Close feature

Configuration for **Period Close** is available by selecting **Period Close** from the black application navigation bar.



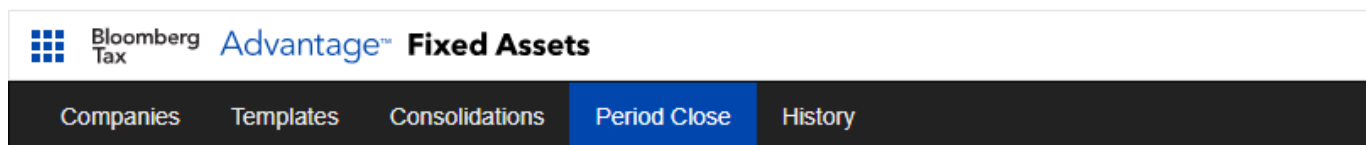
## Activate Period Close

As an Enterprise user you may turn on the Period Close feature. This will turn on Period Close for ALL companies.

[Activate Period Close](#) **1**

Activating Period Close enables the following enhancements to your system:

- You will have the ability to set Period Close dates for more than one company at a time.
- You will no longer need to edit the Book Data Protected Period: it will be centralized in one place for all companies.



## Period Close Details


Click on a company to edit the Period Close Date for all books. To edit multiple companies click the "Switch to Period Close List" link.

[Deactivate Period Close](#) [Closed Period Adjustment Setup](#)

**2**

- 1** Select **Activate Period Close** to turn on the Period Close feature.
- 2** Select **Deactivate Period Close** to turn off the Period Close feature.

# Closing a period




[Companies](#) [Templates](#) [Consolidations](#) **Period Close** [History](#)


## Period Close Details

Click on a company to edit the Period Close Date for all books. To edit multiple companies click the "Switch to Period Close List" link.

[Deactivate Period Close](#) [Closed Period Adjustment Setup](#)






Search by Company  

[Switch to Period Close List](#) Filter Companies by: All ▼

| Company   | Book        | Period Close Date |
|---|-------------|-------------------|
|  <b>ACME Inc</b> | GAAP        | 12/31/1979        |
|   | Federal Tax | 12/31/2010        |

### Period Close Edit – ACME Inc

Edit Period Close Dates by updating the dates and clicking Save. Click "Apply To All" to set all the dates to the first date.

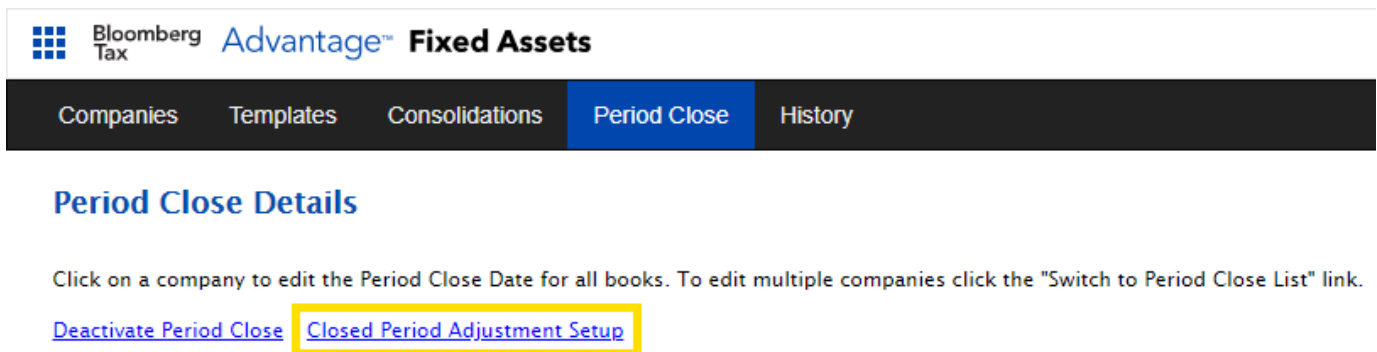
| Book              | Period Close Date                       |  |
|-------------------|---|--|
| GAAP              | <input type="text" value="12/31/2017"/> |  <a href="#">Apply To All</a> |
| Federal Tax       | <input type="text" value="12/31/2017"/> |                               |
| Federal Tax - AMT | <input type="text" value="12/31/2017"/> |                               |
| Federal Tax - ACE | <input type="text" value="12/31/2017"/> |                               |
| Federal Tax - E&P | <input type="text" value="12/31/2017"/> |                               |

To close a period:

1. Select **Period Close** on the black application navigation bar.
2. Click the bubble for the company whose books you would like to close. You may use the **Search by Company** input to find a company by name.
3. On the **Period Close Edit** dialog, enter the desired period close date for each book. To close all books as of the same date, enter a value for GAAP and select **Apply to All**.

Select **Switch to Period Close List** if you would like to close books for many companies in bulk.

# Changing treatment of new assets within closed periods



The screenshot shows the Bloomberg Tax Advantage Fixed Assets interface. At the top, there is a navigation bar with the following items: Companies, Templates, Consolidations, Period Close (highlighted in blue), and History. Below the navigation bar, the page title is "Period Close Details". A text instruction reads: "Click on a company to edit the Period Close Date for all books. To edit multiple companies click the 'Switch to Period Close List' link." Below this instruction, there are two links: "Deactivate Period Close" and "Closed Period Adjustment Setup". The "Closed Period Adjustment Setup" link is highlighted with a yellow box.

When the Period Close feature is activated, you may specify how to handle assets created within closed periods.

1. On the Period Close Details page, select the **Closed Period Adjustment Setup** link. The **Closed Period Adjustment Setup** dialog opens.
2. Choose one of the three settings to determine how the application will handle the **Effective Date** for assets added during a closed period:
  - Add the asset with an Effective Date of the day after the latest Period Close for all books. The Effective Date for all books will be the same.
  - Add the asset with an Effective Date of Today for all books. "Today" is the date the asset is added.
  - Custom: You will be able to override the Effective Date for each book on the Closed Period Adjustment panel of the Add Asset wizard.

# General ledger

<<Requires optional **GL Codes** module>>

The **GL Codes** feature allows you to apply the appropriate account codes to the Fixed Assets' journal entries so you may pass the information on to your ERP system.

## GL Code Structures List

Bloomberg Tax Advantage™ Fixed Assets

Companies Templates Consolidations **GL Codes** History

### GL Code Structures

[New GL Code Structure](#) [GL Codes Report](#) [GL Import](#) [Deactivate GL Codes](#)

1 2 3 4

|                |  |
|----------------|--|
| ERP System XYZ | GL Code Segments : <a href="#">2 (Location ID, Posting Account)</a><br>GL Code Templates : <a href="#">&lt;None&gt;</a><br>Associated Companies : <a href="#">&lt;None&gt;</a><br>Separator : -<br>Sample : 111-2222 |
|----------------|--|

5

- 1 Create a **GL Code Structure** for each ERP system that you would like to integrate with.
- 2 **GL Codes Report** will report all the **GL Codes** for all **GL Code Structures**. Alternatively, use the **GL Codes Report** option when editing the **GL Code Structure** to obtain the codes for one **GL Code Structure** only.
- 3 Import your **General Ledger** structures and account codes.
- 4 Activate or Deactivate the **GL Codes** feature.
- 5 Click a **GL Code Structure** bubble to edit.

## Editing a GL Code Structure

## Edit GL Code Structure

3

4

[GL Code Segments](#) [GL Code Templates](#) [Company Associations](#) [GL Codes Report](#)

\* Name:

Description:

[Save](#) [Cancel](#)



## GL Code Segments

Sample

111-2222 **1**

[New GL Code Segment](#) [Edit Segment Separator](#)

|                    |  |
|--------------------|--|
| <b>Location ID</b> | Maximum Length : 3<br>Include in Add Asset Wizard : Yes<br>Require Entry : No<br>Designate as Transfer Field : Yes<br>PickList Items : <a href="#">4 (001,002,003,004)</a> <b>2</b><br>Default Value : 001 |
|--------------------|--|

|                        |  |
|------------------------|--|
| <b>Posting Account</b> | Maximum Length : 4<br>Account Names : Accum Depr GL Acct, Acquisition Clearing GL Acct, Asset GL Acct, Cash Code GL Acct, Cost Adj Clearing GL Acct, Deferred Gain/Loss GL Acct, Depr Exp GL Acct, Like-Kind Prop Rec GL Acct, Non Payment GL Acct, Non Like-Kind Prop Rec GL Acct, Recognized Gain/L Acct |
|------------------------|--|



**1**

**GL Code Segments** in a **GL Code Structure** define the pattern for the **GL Code**. You should add and order the **GL Code Segments** to match the format expected by your ERP system. Additionally, you can **Edit Segment Separator** to separate GL Code Segments with a hyphen, space, or period, etc. The **Sample** will show you an example of a resulting GL Code. There are two types of **GL Code Segments**:

- **Posting account:** Each asset transaction that generates a journal entry will post to one of the account types from the posting account collection.
- **Custom GL Code segments:** If your ERP system expects additional information such as Company ID, Location ID, etc, you may create a custom segment to expand your GL Code.

**2**

For each Posting account and Custom GL Code Segment, you may specify a picklist:

- **Posting account picklists:** Enter the actual account numbers from your chart of accounts into the appropriate posting account picklist.
- **Custom segment picklists:** Provide the corresponding IDs for your custom segments. For example, if adding a custom segment "Cost Center", add all of your organization's Cost Center codes into the picklist.

**3**

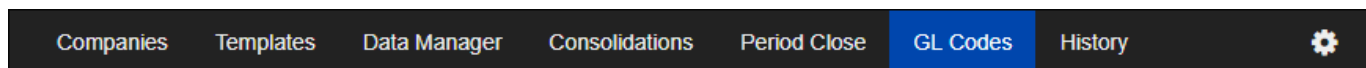
**GL Code templates** reduce data entry when adding new assets. If a GL Code Template is selected during asset entry, it will automatically choose the appropriate account number for each posting account and can also specify the location ID, cost center, etc.

**4**

Select the companies that participate in this GL Code Structure. Each company may participate in only one GL Code Structure.

# Activating and deactivating the GL Codes feature

Configuration for **GL Codes** is available by selecting **GL Codes** from the black application navigation bar.



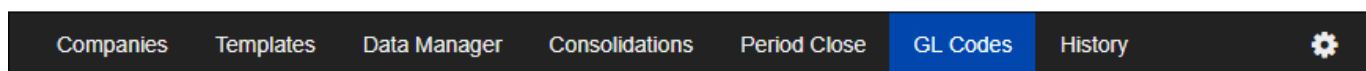
## Activate GL Codes

The GL Codes feature will allow you to define a GL Code Structure and assign it to one or more companies. The segment values for the structure will be editable at the asset level.

An administrator with the proper credentials may turn on the GL Codes feature.

[Activate GL Codes](#)

1



## GL Code Structures

[New GL Code Structure](#) [GL Codes Report](#) [GL Import](#) [Deactivate GL Codes](#)

2

**ERP System XYZ**

GL Code Segments : [2 \(Location ID, Posting Account\)](#)

GL Code Templates : [1 \(Autos\)](#)

Associated Companies : [1 \(ACME Inc\)](#)

Separator : -

Sample : 111-2222

1 To map Fixed Assets journal entries to the codes in your ERP system, **Activate GL Codes**.

2 **Deactivate GL Codes**.

Deactivating GL Codes deletes all information associated with the GL Codes feature.

# Adding a new GL Code Structure

The **GL Codes** feature allows you to apply the appropriate account codes to the Fixed Assets' journal entries so you may pass the information on to your ERP system. You should create a **GL Code Structure** for each ERP system that you would like to integrate with.

To add a new **GL Code Structure**, select **GL Codes** from the application navigation bar and select **New GL Code Structure**.

The screenshot shows the application navigation bar with the following items: Companies, Templates, Data Manager, Consolidations, Period Close, GL Codes (highlighted in blue), History, and a gear icon. Below the navigation bar is the heading "GL Code Structures" in blue. Underneath the heading are four links: "New GL Code Structure" (highlighted with a yellow box), "GL Codes Report", "GL Import", and "Deactivate GL Codes". Below the links is a light blue box containing the following information:

|                       |   |
|-----------------------|---|
| <b>ERP System ABC</b> | GL Code Segments : <u>3 (Location ID, Branch ID, Posting Account)</u> |
|                       | GL Code Templates : <u>&lt;None&gt;</u>                               |
|                       | Associated Companies : <u>2 (ACME Inc, ACME Denver)</u>               |
|                       | Separator : -   |
|                       | Sample : 111-222-3333   |

Provide a unique **Name** and optional **Description** and select the **Save** link.

# Adding and ordering GL Code Segments

The segments in a **GL Code Structure** define the pattern for the GL Code. You should add and order the **GL Code Segments** to match the format expected by your ERP system.

## Adding a GL Code Segment

1. On the **GL Codes** page, select the **GL Code Structure** where you want to add a segment.
2. Select **GL Code Segments**.
3. On the GL Code Segment page, press **New GL Code Segment**.
4. Provide a unique **Name** and specify the **Length** of the segment. For example, if you are adding a segment called 'Cost Center' and all your cost center codes are 5 digits or less, enter **5**.
5. To save your segment, press **Save**.

Choose **Designate as Transfer field** if the value may change over time. For example, if you have a segment called 'Location ID' and Assets get moved between these locations.

Reducing the Length of a **GL Code Segment** that is in use will cause all **PickList** items exceeding the **Length** to be truncated.

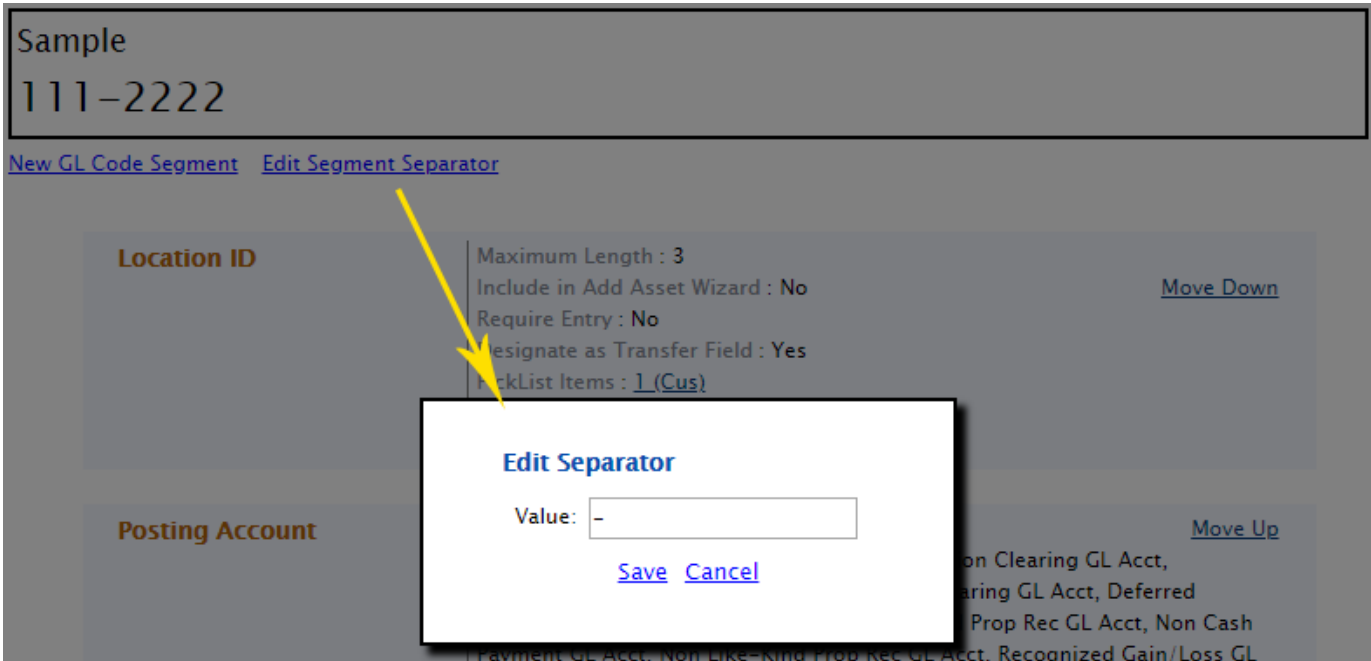
## Ordering the GL Code Segments

Set the Segment order using the **Move Up** and **Move Down** options. The **Sample** code will show you the resulting code format.

|                        |   |                           |
|------------------------|---|---------------------------|
| <b>Location ID</b>     | Maximum Length : 3<br>Include in Add Asset Wizard : No<br>Require Entry : No<br>Designate as Transfer Field : Yes<br>PickList Items : <a href="#">2 (001,002)</a><br>Default Value : <None>   | <a href="#">Move Down</a> |
| <b>Posting Account</b> | Maximum Length : 4<br>Account Names : Accum Depr GL Acct, Acquisition Clearing GL Acct,<br>Asset GL Acct, Cash Code GL Acct, Cost Adj Clearing GL Acct, Deferred<br>Gain/Loss GL Acct, Depr Exp GL Acct, Like-Kind Prop Rec GL Acct, Non Cash<br>Payment GL Acct, Non Like-Kind Prop Rec GL Acct, Recognized Gain/Loss GL<br>Acct | <a href="#">Move Up</a>   |

## Editing the Segment Separator

Enter the separator that your ERP system is expecting. For example, if your ERP system expects a code like **001-1000**, enter a dash as the separator. To change the segment separator, select **Edit Segment Separator**.



### Deleting a GL Code Segment

1. On the **GL Codes** page, select the **GL Code Structure** where you want to delete a segment.
2. On the **GL Code Segment** page, hover over the segment you want to delete.
3. To delete the segment, select **Delete**, and confirm your choice by pressing **OK**.

To prevent data loss, select **Back up GL Code Segment values into asset field values**. This will create a custom Asset Field in the company in order to preserve the GL Segment data.

# Updating the PickList options for a Posting Account or GL Code Segment

## What do I enter in the Picklist?

**Posting account picklists:** Enter the actual account numbers from your chart of accounts into the appropriate posting account picklist.

**Custom segment picklists:** Provide the corresponding IDs for your custom segments. For example, if adding a custom segment "Cost Center", add all of your organization's Cost Center codes into the picklist.

## Modifying a GL Code Segment's PickList

To access a GL Code Segment's picklist:

1. On the Navigation Bar, click **GL Codes**. The GL Code Structures page appears.
2. Using your mouse, move the cursor over the GL Code Structure that contains the GL Code Segment to which you want to add a PickList Item. The Structure becomes highlighted, and a mini-menu appears.
3. On the right side of the highlighted area, click the link next to **GL Code Segments**. The GL Code Segments page appears.

GL Code Structures ▶ ERP System XYZ ▶ GL Code Segments ▶ Location ID ▶ PickList

### PickList

[New PickList Item](#)

Default: <None>

Search by Value

2 [Edit](#) **001** **002**  
[Delete](#)  
[Set Default](#)

1 Create a **New Picklist Item**.

2 **Edit**, **Delete**, or set a picklist value as the default by hovering the mouse over the desired picklist item. When a PickList item is marked as the default, this will be the value that is applied to new GL Code Templates and new fixed assets in the case where no GL Code Template is selected.

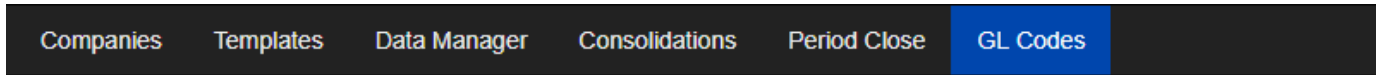
Modifying an existing PickList item will change the value for all assets using that item.



# Creating GL Code Templates

**GL Code Templates** reduce data entry when adding new assets. If a **GL Code Template** is selected during asset entry, it will automatically choose the appropriate account number for each posting account and can also specify the Location ID, Cost Center, etc.

Manage the **GL Code Templates** for a **GL Code Structure** by selecting the link next to the **GL Code Templates** label.



## GL Code Structures

[New GL Code Structure](#) [GL Codes Report](#) [GL Import](#) [Deactivate GL Codes](#)

|                       |   |
|-----------------------|---|
| <b>ERP System XYZ</b> | GL Code Segments : <a href="#">2 (Location ID, Posting Account)</a> |
|                       | GL Code Templates : <a href="#">1 (Autos)</a>                       |
|                       | Associated Companies : <a href="#">1 (ACME Inc)</a>                 |
|                       | Separator : -   |
|                       | Sample : 111-2222   |

## Managing GL Code Templates





GL Code Structures ▶ ERP System XYZ ▶ GL Code Templates

## GL Code Templates

[New GL Code Template](#) **1**Search for GL Code Template Name 

GO

**2**  
Edit  
Delete  
Copy**Autos**Location ID : <None>  
Posting AccountAccum Depr GL Acct : 5323  
Acquisition Clearing GL Acct : 3443  
Asset GL Acct : 7534  
Cash Code GL Acct : 1100**1** Create a **New GL Code Template**.

If you will be applying **GL Code Segment** values based on the **Asset Type**, use the same name as the **Asset Type** you would like to use it for. For example, if you create a template that will be used for all assets with **Asset Type** 'Automobile', name the **GL Code Template** 'Automobile' as well. When selecting the **Asset Type** for new assets, the application will automatically apply a **GL Code Template** if the template name is identical to the **Asset Type** name.

**2** **Edit, Delete, or Copy** the GL Code Template.

Changes to a GL Code Template will not affect assets that have already been created. To update an asset based on changes to a **GL Code Template**, open the **Asset Viewer**, press **Edit** on the **Asset** tab, and press **Apply GL Code Template**.

# Updating companies associated with a GL Code Structure

## Associating a company

1. On the **GL Codes** page, select the **GL Code Structure** where you want to associate a company.
2. Select **Company Associations**.
3. Select the company and confirm your choice by pressing **OK**.

## Removing a company association

1. From the **Company Associations** page for a GL Code Structure, select **Filter Company by: Selected**. This will allow you to see only the companies that are currently associated with the GL Code Structure.

GL Code Structures ▶ ERP System XYZ ▶ Company Associations

### Company Associations

The screenshot shows the 'Company Associations' interface. At the top, there is a search bar with the text 'Search for Company:' followed by an input field and a 'GO' button. Below the search bar, there is a dropdown menu labeled 'Filter Company by:' with 'Selected' selected. Underneath, there are two blue boxes representing selected companies: 'ACME Inc' and 'News Daily'. To the right, there is a box titled 'Selected Companies (2)' containing the names 'ACME Inc' and 'News Daily'.

2. Select the company you'd like to remove and confirm your choice by pressing **OK**.

To prevent data loss, select **Back up GL Code Segment values into asset field values**. This will create new custom Asset Fields in the company in order to preserve the GL Segment data.

## Generating the GL Codes report

The **GL Code Report** lists all codes that are in use by assets, organized by **GL Code Structure** and segment.

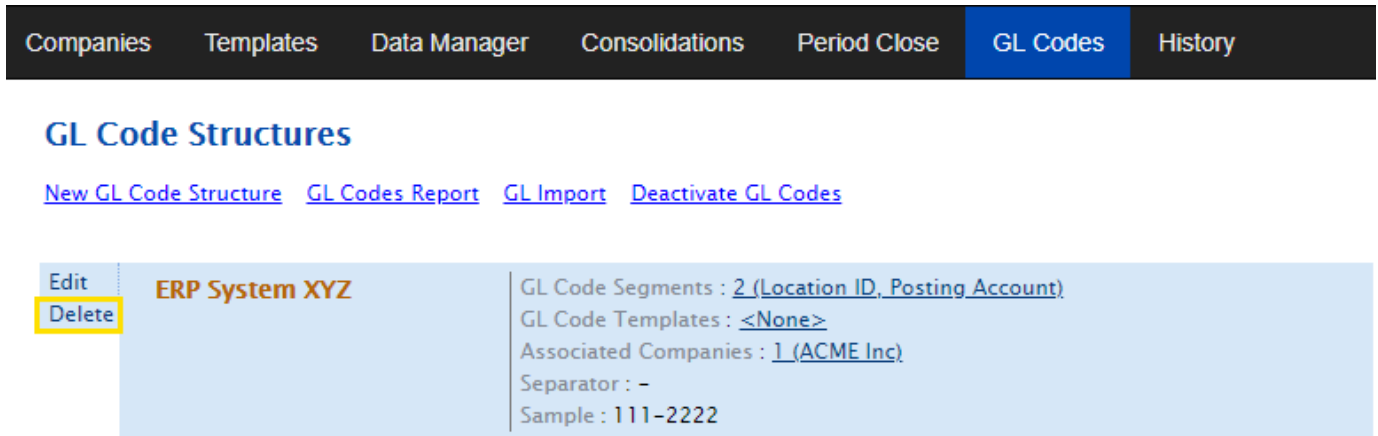
To generate the report:

1. On the **GL Codes Structures** page, select **GL Codes Report**.
2. To generate the report, press **Submit**.
3. To download the report, select the **PDF** option (icon) or the **Excel** option (icon).

To report on the GL Codes for an individual GL Code Structure, select **GL Codes Report** from the **Edit GL Code Structure** page.

# Deleting a GL Code Structure

Hover over the desired **GL Code Structure** and select **Delete**.



The screenshot shows a navigation bar with the following items: Companies, Templates, Data Manager, Consolidations, Period Close, **GL Codes**, and History. Below the navigation bar is the heading "GL Code Structures". Underneath the heading are four links: [New GL Code Structure](#), [GL Codes Report](#), [GL Import](#), and [Deactivate GL Codes](#). A table displays a single entry for "ERP System XYZ". To the left of the table is a vertical menu with "Edit" and "Delete" options, where "Delete" is highlighted with a yellow box. The table entry for "ERP System XYZ" contains the following details: GL Code Segments : [2 \(Location ID, Posting Account\)](#); GL Code Templates : [<None>](#); Associated Companies : [1 \(ACME Inc\)](#); Separator : -; Sample : 111-2222.

|        | ERP System XYZ |   |
|--------|----------------|---|
| Edit   |                | GL Code Segments : <a href="#">2 (Location ID, Posting Account)</a> |
| Delete |                | GL Code Templates : <a href="#">&lt;None&gt;</a>                    |
|        |                | Associated Companies : <a href="#">1 (ACME Inc)</a>                 |
|        |                | Separator : -   |
|        |                | Sample : 111-2222   |

When deleting a **GL Code Structure**, all companies will be disassociated. To prevent data loss, select **Back up GL Code Segment values into asset field values**. This will create new custom Asset Fields in each of the companies in order to preserve the GL Segment data.

# Construction in progress

<<Requires optional **Construction in Progress** module>>

The optional **Construction in Progress** module allows you to track the progress of construction projects. As pieces of the project are completed, you can see up-to-date information about budgeted vs. actual costs, see what percentage of the project is complete, and create **Fixed Assets** based on transaction lines.

## Projects List

The screenshot shows the Bloomberg Tax Advantage Fixed Assets interface. The 'Construction in Progress' tab is active. The 'Projects' section displays a table with columns: Line No., Project ID, Description, Status, Start Date, End Date, Total Budget, Actual Cost, and Variance. Three projects are listed, all with a status of 'Active'. Callouts 1-5 highlight specific features: 1 (New button), 2 (Pencil icon), 3 (Filter dropdown), 4 (Actual Cost and Variance columns), and 5 (Search bar).

| Line No. | Project ID       | Description | Status | Start Date | End Date  | Total Budget | Actual Cost  | Variance     |
|----------|------------------|-------------|--------|------------|-----------|--------------|--------------|--------------|
| 1        | Store Branch 123 |             | Active | 8/4/2018   | 6/30/2019 | 5,100,000.00 | 2,300,000.00 | 2,800,000.00 |
| 2        | Store Branch 234 |             | Active | 10/1/2018  | 8/31/2019 | 6,300,000.00 | 1,900,000.00 | 4,400,000.00 |
| 3        | Store Branch 345 |             | Active | 11/15/2018 | 9/30/2019 | 4,600,000.00 | 1,100,000.00 | 5,500,000.00 |

- 1 Add a new project.
- 2 Use the **Pencil** icon to edit the project details, or to drill down to the project's **Contracts** or **Transactions**.
- 3 Filter the project list by **Status**.
- 4 **Actual Cost** shows the amount spent on the project. The **Variance** shows the remaining project budget.
- 5 Enter a keyword to find a specific project.

# Adding a construction project

<<Requires optional Construction in Progress module>>

New construction projects may be added by selecting **Construction in Progress** from the navigation bar then pressing **New** from the **Projects** list.

The screenshot shows the Bloomberg Tax Advantage Fixed Assets interface. The navigation bar includes 'Companies', 'Templates', 'Consolidations', 'Construction in Progress' (selected), and 'History'. Below the navigation bar, there are tabs for 'Projects', 'Fields', 'Field Groups', 'Reports', and 'Tasks'. The 'Projects' tab is active, displaying a table with columns: Line No., Project ID, Description, Status, Start Date, End Date, Total Budget, Actual Cost, and Variance. The table contains three rows of data. Below the table, there are controls for 'Show 100 Rows', '1 of 1', a search box, and a dropdown menu for 'Project ID'. The status bar at the bottom right indicates 'List: 3 Projects' and 'Selected: 0 Projects'.

| Line No. | Project ID       | Description | Status | Start Date | End Date  | Total Budget | Actual Cost  | Variance     |
|----------|------------------|-------------|--------|------------|-----------|--------------|--------------|--------------|
| 1        | Store Branch 123 |             | Active | 8/4/2018   | 6/30/2019 | 5,100,000.00 | 2,300,000.00 | 2,800,000.00 |
| 2        | Store Branch 234 |             | Active | 10/1/2018  | 8/31/2019 | 6,300,000.00 | 1,900,000.00 | 4,400,000.00 |
| 3        | Store Branch 345 |             | Active | 11/15/2018 | 9/30/2019 | 4,600,000.00 | 1,100,000.00 | 5,500,000.00 |

Add Project page


Projects ▶ [New]


### New Project

\* Project ID:  1

Description:

\* Status:  ▼

\* Start Date:   2

\* End Date:   1 year 1 month 8 days

\* Budgeted Amount:  3

Associated Companies: [<None>](#) 4

### Show/Hide Company Info

5

[Save](#) [Cancel](#)

- 1 Provide a unique name/ID for the project.
- 2 Define the start and end date of the project. Contracts added to the project will need to have their start/end date within the project start/end date.
- 3 Enter the original budget for the project.
- 4 Select the **<None>** hyperlink to associate one or more Fixed Assets companies with the project. These will be the companies receiving the Fixed Assets that are produced as part of the construction project.
- 5 Show/Hide Company Info. This is additional meta-data that may be added to the project. This could be the company hired to complete the construction project. It is not necessarily one of your Fixed Assets companies.

# Adding contracts and contract changes

<<Requires optional Construction in Progress module>>

## Contracts

Select **Contracts** from the **Project** menu to navigate to the **Contracts** list.

The screenshot shows the Bloomberg Tax Advantage Fixed Assets interface. The top navigation bar includes 'Companies', 'Templates', 'Consolidations', 'Construction in Progress' (selected), and 'History'. Below this, a secondary navigation bar has 'Projects' (selected), 'Fields', 'Field Groups', 'Reports', and 'Tasks'. The main area is titled 'Projects' and contains a table with columns: Line No., Project ID, Description, Status, Start Date, End Date, Total Budget, Actual Cost, and Variance. Three projects are listed: Store Branch 123, Store Branch 234, and Store Branch 345. A context menu is open over the first project, with 'Contracts' highlighted. The bottom status bar shows 'Show 100 Rows', '1 of 1', a search field, and 'Project ID' dropdown. Summary statistics: List: 3 Projects, Selected: 0 Projects.

| Line No. | Project ID       | Description | Status | Start Date | End Date  | Total Budget | Actual Cost  | Variance     |
|----------|------------------|-------------|--------|------------|-----------|--------------|--------------|--------------|
| 1        | Store Branch 123 |             | Active | 8/4/2018   | 6/30/2019 | 5,100,000.00 | 2,300,000.00 | 2,800,000.00 |
| 2        | Store Branch 234 |             | Active | 10/1/2018  | 8/31/2019 | 6,300,000.00 | 1,900,000.00 | 4,400,000.00 |
| 3        | Store Branch 345 |             | Active | 11/15/2018 | 9/30/2019 | 4,600,000.00 | 1,100,000.00 | 5,500,000.00 |

Press **New** to add a contract.

The screenshot shows the Bloomberg Tax Advantage Fixed Assets interface, now displaying the 'Contracts' list. The top navigation bar includes 'Companies', 'Templates', 'Data Manager', 'Consolidations', 'Construction in Progress' (selected), and 'History'. Below this, a secondary navigation bar has 'Projects' (selected), 'Fields', 'Field Groups', 'Reports', and 'Tasks'. The main area is titled 'Contracts' and contains a table with columns: Line No., Contract No., Contract Date, Company Name, Start Date, Orig. End Date, and Last End Date. The table is currently empty. A context menu is open over the 'New' button. The bottom status bar shows 'Show 25 Rows', '1 of 1', a search field, and 'ContractNumber' dropdown. Summary statistics: List: 0 Contracts, Selected: 0 Contracts.

| Line No. | Contract No. | Contract Date | Company Name | Start Date | Orig. End Date | Last End Date |
|----------|--------------|---------------|--------------|------------|----------------|---------------|
|----------|--------------|---------------|--------------|------------|----------------|---------------|



## New Contract page

|                 |           |              |                |                                 |         |
|-----------------|-----------|--------------|----------------|---------------------------------|---------|
| Companies       | Templates | Data Manager | Consolidations | <b>Construction in Progress</b> | History |
| <b>Projects</b> | Fields    | Field Groups | Reports        | Tasks                           |         |

Projects ▶ Store Branch 456 ▶ Contracts ▶ [New]

### New Contract

\* Contract No.:  **1**

Company Name:  **1**

\* Contract Date:

\* Start Date:  **2**

\* Orig. End Date:  1 month **2**

\* Contract Budget:  **3**

[Save](#) [Cancel](#)

- 1** Enter a unique **Contract No.** and optionally provide the name of the company the contract is with.
- 2** The contract **Start Date** and **Orig. End Date** must fall within the project timeline. They are the dates when the work is expected to be performed for the contract.
- 3** Enter the original **Contract Budget**. If changes to the contract occur, they can be recorded in a **Contract Change** without changing the original **Contract**.

When you delete a contract, you also delete its associated transactions. Also, once deleted, a contract cannot be restored.

### Contract Changes

Contract changes may be used for cases when the contract timeline needs to be extended or shortened, or if the contract budget has changed, and you want to retain the details of the original contract.

To add Contract Changes, select **Contract Changes** from the **Contract** menu.

Projects > Store 456 > Contracts

**Contracts**

New Delete Copy Refresh Data

| <input type="checkbox"/> | ▲ <u>Line No.</u> | <u>Contract No.</u> | <u>Contract Date</u> | <u>Company Name</u>             | <u>Start Date</u> |
|--------------------------|-------------------|---------------------|----------------------|---------------------------------|-------------------|
| <input type="checkbox"/> | 1                 | 123-FF              | 9/1/2018             | Frank's Foundations and Framing | 9/1/2018          |

- Contract
- Contract Changes**
- Transactions

Press **New** to add a contract change.

Projects > Store 456 > Contracts > 123-FF > Contract Changes

**Contract Changes**

New Delete Copy Refresh Data


| <input type="checkbox"/> | ▲ <u>Line No.</u> | <u>Change Order No.</u> | <u>Change Amount</u> | <u>New End Date</u> | <u>Effective Date</u> | <u>Description</u> |
|--------------------------|-------------------|-------------------------|----------------------|---------------------|-----------------------|--------------------|
|--------------------------|-------------------|-------------------------|----------------------|---------------------|-----------------------|--------------------|


New Contract Change page

## New Contract Change

\* Change Order No.:

\* Change Amount:  **1**

\* Effective Date:   **2**

\* New End Date:   **3**

Description:

[Save](#) [Cancel](#)

- 1** Enter a positive **Change Amount** if the contract budget has increased, negative if the budget has decreased, or zero if there is no change to the budgeted amount.
- 2** Provide an **Effective Date** for the change. By default, the **Effective Date** is the same as the **Contract Start Date**. The **Effective Date** must fall within the timeline of the contract.
- 3** By default, the **New End Date** is one day after the **End Date** of the most recent contract change (or the contract end date if no changes have occurred); however, the **New End Date** may be earlier, on, or after the **Original End Date** for the contract.

If there is more than one contract change, the **New End Date** for the contract will be pulled from the most recently created **Contract Change**. The most recent **Contract Change** will be the one with the largest **Line No.**

# Adding construction transactions

<<Requires optional Construction in Progress module>>

As you spend money on a construction project, you can add the expenditures into the system as **Transactions**

The screenshot shows the Bloomberg Tax Advantage Fixed Assets interface. The top navigation bar includes 'Companies', 'Templates', 'Consolidations', 'Construction in Progress' (selected), and 'History'. Below this is a sub-navigation bar with 'Projects', 'Fields', 'Field Groups', 'Reports', and 'Tasks'. The 'Projects' section is active, displaying a table with columns: Line No., Project ID, Description, Status, Start Date, End Date, Total Budget, Actual Cost, and Variance. Three projects are listed: Store Branch 123, Store Branch 234, and Store Branch 345. A dropdown menu is open over the first project, showing options: Project, Companies, Contracts, and Transactions (highlighted in yellow). The bottom of the interface shows a 'Show 100 Rows' control, a search bar, and a 'Project ID' dropdown.

| Line No. | Project ID       | Description | Status | Start Date | End Date  | Total Budget | Actual Cost  | Variance     |
|----------|------------------|-------------|--------|------------|-----------|--------------|--------------|--------------|
| 1        | Store Branch 123 |             | Active | 8/4/2018   | 6/30/2019 | 5,100,000.00 | 2,300,000.00 | 2,800,000.00 |
| 2        | Store Branch 234 |             | Active | 10/1/2018  | 8/31/2019 | 6,300,000.00 | 1,900,000.00 | 4,400,000.00 |
| 3        | Store Branch 345 |             | Active | 11/15/2018 | 9/30/2019 | 4,600,000.00 | 1,100,000.00 | 5,500,000.00 |

From the **Transaction Details** page, select **New Transaction**.

The screenshot shows the 'Transaction Details' page. The top navigation bar includes 'Companies', 'Templates', 'Data Manager', 'Consolidations', 'Construction in Progress' (selected), and 'History'. Below this is a sub-navigation bar with 'Projects', 'Fields', 'Field Groups', 'Reports', and 'Tasks'. The breadcrumb path is 'Projects > Store Branch 456 > Transactions'. The page title is 'Transaction Details'. There are two buttons: 'New Transaction' (highlighted in yellow) and 'Export'. Below the buttons is a search bar with the text 'Search by Contract Number' and a 'GO' button. At the bottom, there is a link 'Switch to Transactions' and a 'Filter Transaction by: All transactions' dropdown.

## New Transaction page

Projects ▶ Store Branch 456 ▶ Transactions ▶ [New]

## New Transaction

ID: [New]


Status: Pending


Asset ID:


|                    |                        |                                     |
|--------------------|------------------------|-------------------------------------|
| * CIP Field Group: | Permits <b>1</b>       | <a href="#">New CIP Field Group</a> |
| * FA Company:      | ACME Inc <b>2</b>      |                                     |
| Treatment:         | Expensed <b>3</b>      |                                     |
| * Contract No:     | Miscellaneous <b>4</b> | <a href="#">New Contract</a>        |

Invoice No:

Invoice Date:  

Invoice Posting Date:  

\* Acquisition Date:  9/1/2018  **5**

\* Placed In Service Date:  9/1/2018 

\* Actual Cost:  10,000.00 **6**

\* Budgeted Cost:  10,000.00

\* Section 179:  0.00

- 1** Select the appropriate **CIP Field Group** for the transaction. We created the group 'Permits' to use for permits relating to the build.
- 2** Associate the transaction with an **FA Company**.
- 3** If you will be expensing the items rather than including them in a Fixed Asset, select **Expensed**. If the transaction will be part or all of a Fixed Asset, select **Capitalized**.

When one or more **Capitalized** transactions are processed, a Fixed Asset will automatically be created.

- 4** Select the **Contract** to which the **Transaction** belongs.

5

Enter the date the permits were purchased. This date must fall within the project and contract timeline. If the transaction is expensed, the **Placed In Service Date** is not applicable. You may enter the same date as the **Acquisition Date**.

6

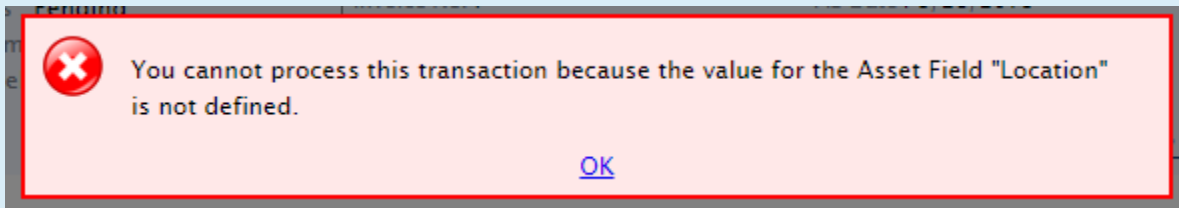
Enter the **Actual Cost** of the permits and the **Budgeted Cost** that was allocated for the permits.

# Processing construction transactions

<<Requires optional Construction in Progress module>>

When **Capitalized** transactions are processed, the application will automatically create a Fixed Asset. If the Fixed Assets company contains any user-defined required fields, the **Transaction** must have a value for that field. For example, if the company ACME Inc has the asset field **Location** marked as required, a CIP field named Location must also exist and be populated for all ACME Inc capitalized transactions. The **Edit Transaction** page will not show the field as required.

If no value is provided, the processing will fail with the following error:



## Processing a single transaction

Select **Transactions** from the **Project** menu to navigate to the **Transaction Details** page.

The screenshot shows the Bloomberg Tax Advantage Fixed Assets interface. The top navigation bar includes "Companies", "Templates", "Consolidations", "Construction in Progress" (selected), and "History". Below this is a sub-menu with "Projects", "Fields", "Field Groups", "Reports", and "Tasks". The "Projects" sub-menu is open, showing a list of actions: "New", "Delete", "Copy", and "Refresh Data". A "Filter: Active" dropdown is visible. The main table displays project data with columns: Line No., Project ID, Description, Status, Start Date, End Date, Total Budget, Actual Cost, and Variance. The "Transactions" option in the sub-menu is highlighted with a yellow box.

| Line No. | Project ID       | Description | Status | Start Date | End Date  | Total Budget | Actual Cost  | Variance     |
|----------|------------------|-------------|--------|------------|-----------|--------------|--------------|--------------|
| 1        | Store Branch 123 |             | Active | 8/4/2018   | 6/30/2019 | 5,100,000.00 | 2,300,000.00 | 2,800,000.00 |
| 2        | Store Branch 234 |             | Active | 10/1/2018  | 8/31/2019 | 6,300,000.00 | 1,900,000.00 | 4,400,000.00 |
| 3        | Store Branch 345 |             | Active | 11/15/2018 | 9/30/2019 | 4,600,000.00 | 1,100,000.00 | 5,500,000.00 |

To process a single transaction, hover over the transaction bubble and select **Process** from the flyout menu.

## Transaction Details

[New Transaction](#) [Export](#)

Search by

[Switch to Transactions](#)

Filter Transaction by:

|  |   |  |   |
|--|---|--|---|
| <a href="#">Edit</a><br><a href="#">Copy</a><br><a href="#">Delete</a><br><a href="#">Process</a><br><a href="#">Unprocess</a> | <b>1</b><br>Status : Pending<br>Treatment : Capitalized<br>CIP Field Group : Building | Contract No. : 1<br>Invoice No. :<br>Invoice Date :<br>Invoice Posting Date :<br>Actual Cost : 25,000.00 | AcquisitionDate : 8/28/2018<br>PIS Date : 8/28/2018<br>Asset ID :<br>FA Company : ACME Inc<br>Budgeted Cost : 25,000.00<br><a href="#">CIP Fields</a> |
|  | <b>2</b><br>Status : Pending<br>Treatment : Expensed<br>CIP Field Group : Insurance   | Contract No. : 1<br>Invoice No. :<br>Invoice Date :<br>Invoice Posting Date :<br>Actual Cost : 5,000.00  | AcquisitionDate : 8/28/2018<br>PIS Date : 8/28/2018<br>Asset ID :<br>FA Company : ACME Inc<br>Budgeted Cost : 5,000.00<br><a href="#">CIP Fields</a>  |

### Processing many transactions - one asset per transaction

To process multiple transactions at once, switch from the **Transaction Details** page to the **Transactions** list.

## Transaction Details

[New Transaction](#) [Export](#)

Search by

[Switch to Transactions](#)

Filter Transaction by:

|   |  |   |
|---|--|---|
| <b>1</b><br>Status : Pending<br>Treatment : Capitalized<br>CIP Field Group : Building | Contract No. : 1<br>Invoice No. :<br>Invoice Date :<br>Invoice Posting Date :<br>Actual Cost : 25,000.00 | AcquisitionDate : 8/28/2018<br>PIS Date : 8/28/2018<br>Asset ID :<br>FA Company : ACME Inc<br>Budgeted Cost : 25,000.00<br><a href="#">CIP Fields</a> |
| <b>2</b><br>Status : Pending  | Contract No. : 1<br>Invoice No. :  | AcquisitionDate : 8/28/2018<br>PIS Date : 8/28/2018   |



Select the desired transactions and select **Process Create multiple assets**.

Projects ▶ Store 123 ▶ Transactions

## Transactions

[Clear All Selections](#) [Select All](#) [Process](#) [Unprocess](#) [Export](#)

Se

**Create multiple assets**  
**Create one asset**

[Switch to Transaction Details](#)

Filter Transaction by:

✓ 1  
Status : Pending  
Treatment : Capitalized  
Field Group : Building

2  
Status : Pending  
Treatment : Expensed  
Field Group : Insurance

✓ 3  
Status : Pending  
Treatment : Capitalized  
Field Group : Building

Selected Transactions (2)

1  
3

### Processing many transactions into a single Fixed Asset

When processing many transactions into a single asset, all selected transactions must have **Status** of 'Pending' and **Treatment** of 'Capitalized'.

From the Transactions list, select the desired transactions and select **Process Create one asset**.

Projects ▶ Store 123 ▶ Transactions

## Transactions

[Clear All Selections](#) [Select All](#) [Process](#) [Unprocess](#) [Export](#)

Select Se Create multiple assets  
Create one asset

[Switch to Transaction Details](#)

Filter Transaction by:

✔ 1  
Status : Pending  
Treatment : Capitalized  
Field Group : Building

2  
Status : Pending  
Treatment : Expensed  
Field Group : Insurance

✔ 3  
Status : Pending  
Treatment : Capitalized  
Field Group : Building

Selected Transactions (2)

1  
3

## Mass Processing Page

## Mass Processing

You are about to create **1** asset from **2** transactions.

### General

\* CIP Field Group: Building - 2 transaction(s) **1**

\* FA Company: ACME Inc - 2 transaction(s) **1**

Asset Type: Unspecified - Personal

\* Acquisition Date: 8/28/2018 **2**

\* Placed In Service Date: 8/28/2018 **2**

Actual Cost: 50,000.00 **3**

Section 179: 0.00 **3**

### Asset Fields

| <a href="#">CIP Field Names</a> ▲ |  | <a href="#">Company Field Names</a> |                      |
|-----------------------------------|--|-------------------------------------|----------------------|
| Accum Depr GL Acct #              | <input type="text"/>                             | Accum Depr GL Acct #                |                      |
| Asset CIP GL Acct #               | <input type="text"/>                             | Asset CIP GL Acct #                 |                      |
| Asset GL Acct #                   | <input type="text"/>                             | Asset GL Acct #                     |                      |
| Class                             | <input type="text"/>                             | Class                               |                      |
| Comments                          | <input type="text"/>                             | Comments                            |                      |
| Cost Center                       | <input type="text"/> <b>4</b>                    | Cost Center                         | Asset's cost center. |
| Custodian                         | 12345 (1 transactions)<br>23456 (1 transactions) | Custodian                           |                      |
| Department                        | <input type="text"/>                             | Department                          |                      |
| Depr Fxn Gl Acct #                | <input type="text"/>                             | Depr Fxn Gl Acct #                  |                      |

- 1** If the CIP Field Group and FA Company match across all selected transactions, the field will be populated with the value.
- 2** Provide the **Acquisition Date** and **Placed In Service Date** for the resulting Fixed Asset. If the values match across all transactions, the value will be filled.
- 3** The application will calculate the total **Actual Cost** and **Section 179** across the selected transactions.
- 4** When values do not match among the selected transactions, a dropdown will be provided with the values used in the transactions. You may select one of the proposed values or enter a new value.

Once the desired fields are populated, you may process the transactions.

- Select **Process With Update** to copy the values from the **Mass Processing Page** back to the selected **Transactions**.
- Select **Process Without Update** to create the Fixed Asset without copying the values from the **Mass**

**Processing Page** back to the selected **Transactions**.

If a transaction is unprocessed, the resulting Fixed Asset will also be deleted. If many transactions contributed to the same asset, all contributing transactions will also be unprocessed.

# Configuring construction field groups and field group mappings

<<Requires optional **Construction in Progress** module>>

**Field Groups** will map to **Asset Types** in Fixed Assets for capitalized transactions.

To make the **CIP Field Group Mapping** process easier, we recommend you create **Field Groups** with names matching the **Asset Type** the transactions will be processed to produce.

Expensed transactions will not result in Fixed Assets, so field groups for those expenditures do not need to map to any asset type in Fixed Assets.

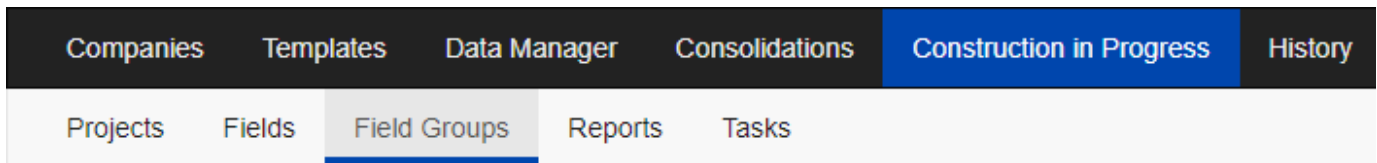
For example, in a construction project for Store Branch 456, I expect to end up with the following fixed assets:

- Land - For the land, we will add the field group of **Land**.
- Building - For the building, we will add the field group of **Commercial Property**.
- Several appliances - We will add the field group **Office Equipment** for the appliances.
- Furniture (tables, chairs) - We will add the field group **Furniture & Fixtures**.

We will also have expenses for the following items:


- Permits - We will add a field group of **Permits**. This field group will not map to any asset type in Fixed Assets.
- Insurance - We will add a field group of **Insurance**. This field group will not map to any asset type in Fixed Assets.

To create the new field groups, navigate to the **Field Groups** area of **Construction in Progress** and select **New CIP Field Group**.



## CIP Field Groups

[New CIP Field Group](#)

Search for Field Group Name:  

Provide a **Name** and any **Defaults** you would like to specify for the field group. The defaults will be carried to any transactions utilizing the field group.

CIP Field Groups ▶ [New]

**New CIP Field Group**

\* Name:

Description:

**Defaults**

Accum Depr GL Acct #:

Asset CIP GL Acct #:

Asset GL Acct #:

Class:

Comments:

Cost Center:

Custodian:

Department:

Depr Exp GL Acct #:

Description:

Description 2:

Description 3:

Location:

Manufacturer:

Model Number:

Serial Number:

Tag ID:

Vendor:

[Next to Field Group Mappings](#)   [Finish](#)

If the **Name** matches the name of an **Asset Type** in Fixed Assets, no mapping should be necessary. For example, when I select **Next to Field Group Mappings** from the 'Land' field group, I see that ACME Inc has the field group mapped to the asset type of 'Land'.

Companies   Templates   Data Manager   Consolidations   **Construction in Progress**   History

Projects   Fields   **Field Groups**   Reports   Tasks

CIP Field Groups ▶ Land ▶ CIP Field Group Mappings

### Edit CIP Field Group Mappings for Land

Search for Company:  GO

|   |   |
|---|---|
| <p><b>ACME Inc</b><br/>Assets imported from Sample.cdb file.<br/>0 unmapped fields.</p> | <p><b>Asset Type : Land</b><br/>Accum Depr GL Acct # : Accum Depr GL Acc Asset CIP GL Acct # : Asset CIP GL Acct #<br/>Asset GL Acct # : Asset GL Acct #      Class : Class<br/>Comments : Comments      Cost Center : Cost Center<br/>Custodian : Custodian      &lt;More...&gt;</p> |
|---|---|

### Unmapped fields and field groups

If a non-matching name is provided, you will need to decide which asset type the processed transactions will become, or accept the default of **Unspecified - Personal**. For example, I created the field group of **Building**, but ACME Inc does not have an asset type of that name. Additionally, I created a CIP Field called 'Delivery Date' for my transactions. This results in **1 unmapped fields** for ACME Inc.

CIP Field Groups ▶ Building ▶ CIP Field Group Mappings

### Edit CIP Field Group Mappings for Building

Search for Company:  GO

|  |   |
|--|---|
| <p><b>ACME Inc</b><br/><b>1 unmapped fields.</b></p> | <p><b>Asset Type : Unspecified - Personal</b><br/>Accum Depr GL Acct # : Accum Depr GL Acc Asset CIP GL Acct # : Asset CIP GL Acct #<br/>Asset GL Acct # : Asset GL Acct #      Class : Class<br/>Comments : Comments      Cost Center : Cost Center<br/>Custodian : Custodian      &lt;More...&gt;</p> |
|--|---|

To update the mapping, hover over the company bubble and select **Edit** from the flyout menu.

|  |  |
|--|--|
| <a href="#">Edit</a> <b>ACME Inc</b><br><br>1 unmapped fields. | <b>Asset Type : Unspecified – Personal</b>   |
|  | Accum Depr GL Acct # : Accum Depr GL Acc Asset CIP GL Acct # : Asset CIP GL Acct # |
|  | Asset GL Acct # : Asset GL Acct #                      Class : Class               |
|  | Comments : Comments                                      Cost Center : Cost Center |
|  | Custodian : Custodian                                      <More...>               |

From the Edit CIP Field Group Mapping dialog, you may update the Asset Type and field mappings. For example, I would like the **Field Group** of 'Building' to generate Fixed Assets with the **Asset Type** of 'Commercial Property'.

I also created a **CIP Field** called 'Order Date'. This is a data point that does not need to flow to the resulting Fixed Assets. As a result, I can leave the field unmapped.

**ACME Inc**      Asset Type : Unspecified – Personal

**Edit CIP Field Group Mapping for Building**

**ACME Inc**

Asset Type: Commercial Property ▼

|                       |   |   |  |
|-----------------------|---|---|--|
| Accum Depr GL Acct #: | <span style="border: 1px solid gray;">Accum Depr GL Acct # ▼</span> | Asset CIP GL Acct #:  | <span style="border: 1px solid gray;">Asset CIP GL Acct # ▼</span> |
| Asset GL Acct #:      | <span style="border: 1px solid gray;">Asset GL Acct # ▼</span>      | Class:  | <span style="border: 1px solid gray;">Class ▼</span>               |
| Comments:             | <span style="border: 1px solid gray;">Comments ▼</span>             | Cost Center:  | <span style="border: 1px solid gray;">Cost Center ▼</span>         |
| Custodian:            | <span style="border: 1px solid gray;">Custodian ▼</span>            | Department:   | <span style="border: 1px solid gray;">Department ▼</span>          |
| Depr Exp GL Acct #:   | <span style="border: 1px solid gray;">Depr Exp GL Acct # ▼</span>   | Description:  | <span style="border: 1px solid gray;">Description ▼</span>         |
| Description 2:        | <span style="border: 1px solid gray;">Description 2 ▼</span>        | Description 3:  | <span style="border: 1px solid gray;">Description 3 ▼</span>       |
| Location:             | <span style="border: 1px solid gray;">Location ▼</span>             | Manufacturer:   | <span style="border: 1px solid gray;">Manufacturer ▼</span>        |
| Model Number:         | <span style="border: 1px solid gray;">Model Number ▼</span>         | <span style="border: 1px solid yellow; padding: 2px;">Order Date: (none) ▼</span> |  |
| Serial Number:        | <span style="border: 1px solid gray;">Serial Number ▼</span>        | Tag ID:   | <span style="border: 1px solid gray;">Tag ID ▼</span>              |

[Save](#)   [Cancel](#)

If you have data points that you would like to have recorded on both the **CIP Transactions** and the resulting **Fixed Assets**, it is recommended to create the field in the Fixed Assets companies first. Once the field is added to the Fixed Assets companies, you can add a field with the same name in **Construction in Progress**. If the names match, the field will be mapped automatically.

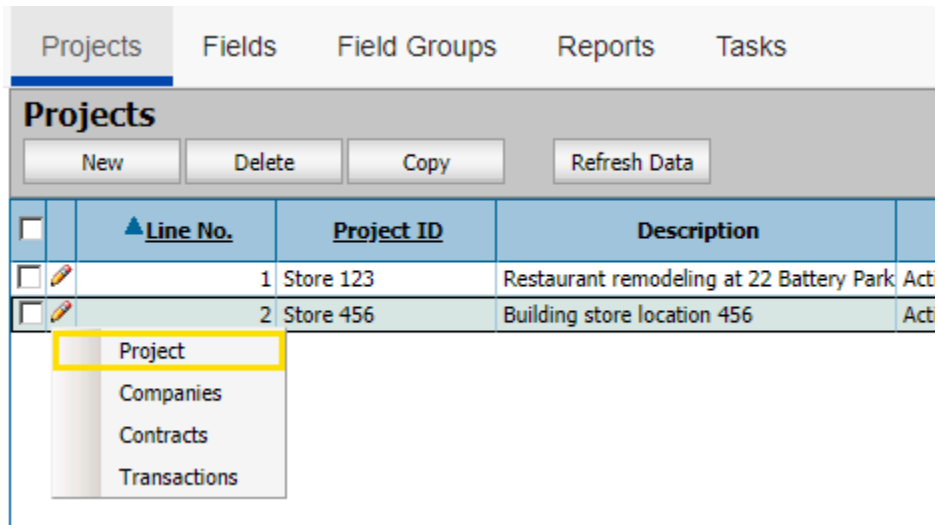


# Tracking construction project progress and budget

<<Requires optional Construction in Progress module>>

## Project budget and expenditures

Select **Project** from the project context menu to view the project details.



The screenshot displays the 'Projects' module interface. At the top, there are navigation tabs: 'Projects', 'Fields', 'Field Groups', 'Reports', and 'Tasks'. Below these tabs is a header area with the title 'Projects' and four buttons: 'New', 'Delete', 'Copy', and 'Refresh Data'. The main area contains a table with the following columns: 'Line No.', 'Project ID', and 'Description'. There are two rows of data. The first row has '1' in the 'Line No.' column, 'Store 123' in the 'Project ID' column, and 'Restaurant remodeling at 22 Battery Park' in the 'Description' column. The second row has '2' in the 'Line No.' column, 'Store 456' in the 'Project ID' column, and 'Building store location 456' in the 'Description' column. A context menu is open over the first row, with the 'Project' option highlighted in yellow. Other options in the menu include 'Companies', 'Contracts', and 'Transactions'.

|                          | ▲ Line No. | Project ID | Description                              |     |
|--------------------------|------------|------------|--|-----|
| <input type="checkbox"/> | 1          | Store 123  | Restaurant remodeling at 22 Battery Park | Act |
| <input type="checkbox"/> | 2          | Store 456  | Building store location 456              | Act |

Edit Project page

## Edit Project

\* Project ID:

Description:

\* Status:

\* Start Date:

\* End Date:

\* Budgeted Amount:

| Budget Changes: | <u>Change Amount</u> | <u>Change Date</u> |
|-----------------|----------------------|--------------------|
|                 | 50,000.00            | 1/1/2020           |

|                                   |                                       |                        |
|-----------------------------------|---------------------------------------|------------------------|
| <input type="text" value="0.00"/> | <input type="text" value="1/2/2020"/> | <a href="#">Delete</a> |
|-----------------------------------|---------------------------------------|------------------------|

[Add New Budget Change](#)

Associated Companies: [ACME Inc](#)

|                 | <u>Budgeted Costs</u> | <u>Budget Changes</u>        | <u>Total Budget</u> | <u>Actual Costs</u> | <u>Variance</u> | <u>% Complete</u> |
|-----------------|-----------------------|------------------------------|---------------------|---------------------|-----------------|-------------------|
| Project Totals: | 5,000,000.00          | 50,000.00                    | 5,050,000.00        | 656,000.00          | 4,394,000.00    | 12.99             |
|                 | <u>Budgeted Costs</u> | <u>Actual Costs Incurred</u> | <u>Variance</u>     |                     |                 |                   |

|                        |            |            |            |
|------------------------|------------|------------|------------|
| Pending Transactions:  | 614,000.00 | 641,000.00 | -27,000.00 |
| Complete Transactions: | 14,500.00  | 15,000.00  | -500.00    |
| Totals:                | 628,500.00 | 656,000.00 | -27,500.00 |

#### Project totals

|                         |  |
|-------------------------|--|
| <b>Budgeted Costs</b>   | The original project budget before any <b>Budget Changes</b> .       |
| <b>Budgeted Changes</b> | The total of all <b>Budget Changes</b> added to the project.         |
| <b>Total Budget</b>     | <b>Budgeted Costs + Budgeted Changes</b>                             |
| <b>Actual Costs</b>     | The amount of project budget that has been spent.                    |
| <b>Variance</b>         | The amount of money remaining unspent from the <b>Total Budget</b> . |
| <b>% Complete</b>       | The percent of the <b>Total Budget</b> that has been spent.          |

#### Broken down by status

|                              |  |
|------------------------------|--|
| <b>Budgeted Costs</b>        | The amount budgeted for the transactions that have been added.   |
| <b>Actual Costs Incurred</b> | The actual amount spent on the transactions that have been added.  |
| <b>Variance</b>              | The amount by which the transactions are under (positive) or over budget (negative). For example, the project above is \$27,500 over budget. |

#### Contract budget and expenditures

Select **Contract** from the contract context menu to view the contract details.

Projects Fields Field Groups Reports Tasks

Projects > Store 456 > Contracts

### Contracts

New Delete Copy Refresh Data

| <input type="checkbox"/> | ▲ Line No. | Contract No. | Contract Date | Company Name           |
|--------------------------|------------|--------------|---------------|------------------------|
| <input type="checkbox"/> | 1          | 123-FF       | 9/1/2018      | Frank's Foundations an |
| <input type="checkbox"/> |            | Contract     | 9/20/2018     | Rick's Roofing         |

- Contract Changes
- Transactions

### Edit Contract page

Projects ▶ Store 456 ▶ Contracts ▶ 123-FF

### Edit Contract

\* Contract No.:

Company Name:

\* Contract Date:

\* Start Date:

\* Orig. End Date:  1 month

Last End Date:

\* Contract Budget:

|                  | <u>Budgeted Costs</u> | <u>Contract Changes</u> | <u>Total Budget</u> | <u>Actual Costs</u> | <u>Variance</u> | <u>% Complete</u> |
|------------------|-----------------------|-------------------------|---------------------|---------------------|-----------------|-------------------|
| Contract Totals: | 600,000.00            | 50,000.00               | 650,000.00          | 556,000.00          | 94,000.00       | 85.53             |

|                        | <u>Budgeted Costs</u> | <u>Actual Costs Incurred</u> | <u>Variance</u>   |
|------------------------|-----------------------|------------------------------|-------------------|
| Pending Transactions:  | 524,000.00            | 541,000.00                   | -17,000.00        |
| Complete Transactions: | 14,500.00             | 15,000.00                    | -500.00           |
| <b>Totals:</b>         | <b>538,500.00</b>     | <b>556,000.00</b>            | <b>-17,500.00</b> |

[Save](#) [Cancel](#)

### Contract totals

**Budgeted Costs** The original project budget before any **Contract Changes**.

|                         |  |
|-------------------------|--|
| <b>Contract Changes</b> | The total of all <b>Contract Changes</b> added to the project.         |
| <b>Total Budget</b>     | <b>Budgeted Costs + Contract Changes</b>                               |
| <b>Actual Costs</b>     | The amount of contract budget that has been spent.                     |
| <b>Variance</b>         | The amount of money remaining unspent from the <b>Total Budget</b> .   |
| <b>% Complete</b>       | The percent of the contract's <b>Total Budget</b> that has been spent. |

Broken down by status

|                              |   |
|------------------------------|---|
| <b>Budgeted Costs</b>        | The amount budgeted for the transactions that have been added.  |
| <b>Actual Costs Incurred</b> | The actual amount spent on the transactions that have been added.   |
| <b>Variance</b>              | The amount by which the transactions are under (positive) or over budget (negative). For example, the contract above is \$17,500 over budget. |

# Construction project start to finish

## Overview

Your company owns several coffee shop franchises. Over the course of 6 months, you will be building a new location, **Store Branch 456**. The total budget for the project is **4,840,000.00**. The building will belong to the company **ACME Inc**. You have hired multiple contractors to complete the work.

- Miscellaneous - Additional costs for the project not paid to a contractor: 2,100,000.
- Frank's Foundations and Framing - 600,000.00.
- Dave's Drywalling - 1,000,000.00.
- Rachel's Roofing - 700,000.00
- Elton's Electrical - 80,000.00
- Paula's Plumbing - 150,000.00
- Cindy's Cabinets - 70,000.00
- Preston's Paint and Tile - 40,000.00
- Andy's Appliances - 50,000.00
- Fernando's Furnishings - 50,000

## Setting up the Field Groups

**Field Groups** will map to **Asset Types** in Fixed Assets for capitalized transactions.

To make the CIP Field Group Mapping process easier, we recommend you create field groups with names matching the **Asset Type** the transactions will be processed to produce.

Expensed transactions will not result in Fixed Assets, so Field Groups for those expenditures do not need to map to any asset type in Fixed Assets.

For example, in the construction project for Store Branch 456, I expect to end up with the following fixed assets:

- Land - For the land, we will add the field group of **Land**.
- Building - For the building, we will add the field group of **Commercial Property**.
- Several appliances - We will add the field group **Office Equipment** for the appliances.
- Furniture (tables, chairs) - We will add the field group **Furniture & Fixtures**.

We will also have expenses for the following items:

- Permits - We will add a field group of **Permits**. This field group will not map to any asset type in Fixed Assets.
- Insurance - We will add a field group of **Insurance**. This field group will not map to any asset type in Fixed Assets.


To create the new field groups, navigate to the **Field Groups** area of **Construction in Progress** and select **New CIP Field Group**.

Companies   Templates   Data Manager   Consolidations   **Construction in Progress**   History

Projects   Fields   **Field Groups**   Reports   Tasks

### CIP Field Groups

[New CIP Field Group](#)

Search for Field Group Name:  

Provide a **Name** and any **Defaults** you would like to specify for the Field Group. The defaults will be used for any transactions that select the Field Group.

Companies

Templates

Data Manager

Consolidations

Construction in Progress

Histor

Projects

Fields

Field Groups

Reports

Tasks

CIP Field Groups ▶ [New]

## New CIP Field Group

\* Name:

Description:

### Defaults

Accum Depr GL Acct #:

Asset GL Acct #:

Comments:

Custodian:

Depr Exp GL Acct #:

Description 2:

Asset CIP GL Acct #:

Class:

Cost Center:

Department:

Description:

Description 3:



|               |                      |                |                      |
|---------------|----------------------|----------------|----------------------|
| Location:     | <input type="text"/> | Manufacturer:  | <input type="text"/> |
| Model Number: | <input type="text"/> | Serial Number: | <input type="text"/> |
| Tag ID:       | <input type="text"/> | Vendor:        | <input type="text"/> |

[Next to Field Group Mappings](#) [Finish](#)

If the **Name** matches the name of an **Asset Type** in Fixed Assets, no mapping should be necessary. For example, when I select **Next to Field Group Mappings** from the 'Land' field group, I see that ACME Inc has the field group mapped to the asset type of 'Land' and that there are **0 unmapped fields**.

Companies
Templates
Data Manager
Consolidations
Construction in Progress
History

Projects
Fields
Field Groups
Reports
Tasks

CIP Field Groups ▶ Land ▶ CIP Field Group Mappings

### Edit CIP Field Group Mappings for Land

Search for Company:  GO

|  |   |
|--|---|
| <p><b>ACME Inc</b></p> <p>Assets imported from Sample.cdb file.</p> <div style="border: 1px solid #e69d00; padding: 2px; display: inline-block; margin-top: 5px;">0 unmapped fields.</div> | <div style="border: 1px solid #e69d00; padding: 2px; display: inline-block; margin-bottom: 5px;"><b>Asset Type : Land</b></div> <p>Accum Depr GL Acct # : Accum Depr GL Acc Asset CIP GL Acct # : Asset CIP GL Acct #</p> <p>Asset GL Acct # : Asset GL Acct #                      Class : Class</p> <p>Comments : Comments                                      Cost Center : Cost Center</p> <p>Custodian : Custodian                                      &lt;More...&gt;</p> |
|--|---|

If a non-matching name is provided, you will need to decide which asset type the processed transactions will become, or accept the default of **Unspecified - Personal**.

### Creating the project

Bloomberg Tax Advantage™ Fixed Assets

Companies Templates Consolidations **Construction in Progress** History

Projects Fields Field Groups Reports Tasks

**Projects**

New Delete Copy Refresh Data Filter: Active

| <input type="checkbox"/> | ▲ Line No. | Project ID       | Description | Status | Start Date | End Date  | Total Budget | Actual Cost  | Variance     |
|--------------------------|------------|------------------|-------------|--------|------------|-----------|--------------|--------------|--------------|
| <input type="checkbox"/> | 1          | Store Branch 123 |             | Active | 8/4/2018   | 6/30/2019 | 5,100,000.00 | 2,300,000.00 | 2,800,000.00 |
| <input type="checkbox"/> | 2          | Store Branch 234 |             | Active | 10/1/2018  | 8/31/2019 | 6,300,000.00 | 1,900,000.00 | 4,400,000.00 |
| <input type="checkbox"/> | 3          | Store Branch 345 |             | Active | 11/15/2018 | 9/30/2019 | 4,600,000.00 | 1,100,000.00 | 5,500,000.00 |

Show 100 Rows 1 of 1 Search Project ID List: 3 Projects Selected: 0 Projects

Provide the project dates and budget.

|                 |           |              |                |                                 |        |
|-----------------|-----------|--------------|----------------|---------------------------------|--------|
| Companies       | Templates | Data Manager | Consolidations | <b>Construction in Progress</b> | Histor |
| <b>Projects</b> | Fields    | Field Groups | Reports        | Tasks                           |        |


Projects ► [New]


## New Project

\* Project ID:

Description:

\* Status:  ▼

\* Start Date:  

\* End Date:   6 months

\* Budgeted Amount:

Associated Companies: [<None>](#)

**Show/Hide Company Info**

[Save](#) [Cancel](#)

Press the **<None>** hyperlink next to **Associated Companies** to link the project to ACME Inc.

Projects ▶ Store Branch 456 ▶ Project Company Selection

## Project Company Selection

[Clear All Selections](#) [Select All](#)

Search for Company:



Filter Company by:

**ACME Inc**  
DO NOT DELETE

Selected Companies (  
ACME Inc

### Creating the contracts

Use the breadcrumb to navigate to the **Contracts** list to add the contracts above.

Projects ▶ **Store Branch 456** ▶ Project Company Selection

## Project **Contracts** Selection

[Clear All Selections](#) [Select All](#)

Search for Company:




Filter Company by:

**ACME Inc**  
DO NOT DELETE

Selected Companies  
ACME Inc

Press **New** to add your first contract.

Companies   Templates   Data Manager   Consolidations   **Construction in Progress**   History 

Projects   Fields   Field Groups   Reports   Tasks

Projects > Store Branch 456 > Contracts

**Contracts**

| <input type="checkbox"/> | <u>▲</u> Line No. | <u>Contract No.</u> | <u>Contract Date</u> | <u>Company Name</u> | <u>Start Date</u> | <u>Orig. End Date</u> | <u>Last End Date</u> | <u>E</u> |
|--------------------------|-------------------|---------------------|----------------------|---------------------|-------------------|-----------------------|----------------------|----------|
|                          |                   |                     |                      |                     |                   |                       |                      |          |

Show 25 Rows | 1 of 1 | Search ContractNumber | List: 0 Contracts Selected: 0 Contracts

We will configure the "miscellaneous" contract to run the full length of the project. Since there is no contractor associated with this bucket, we will just enter ACME Inc as the company.

Companies Templates Data Manager Consolidations **Construction in Progress** History

Projects Fields Field Groups Reports Tasks

Projects ▶ Store Branch 456 ▶ Contracts ▶ [New]

### New Contract

\* Contract No.:

Company Name:

\* Contract Date:

\* Start Date:

\* Orig. End Date:  6 months

\* Contract Budget:

[Save](#) [Cancel](#)

For the remaining contracts, we will set the start and end dates to align with when the work will be completed. For example, the foundation work will be completed in the first month of the project.

Companies Templates Data Manager Consolidations **Construction in Progress** History

Projects Fields Field Groups Reports Tasks

Projects ▶ Store Branch 456 ▶ Contracts ▶ [New]

### New Contract

\* Contract No.:

Company Name:

\* Contract Date:

\* Start Date:

\* Orig. End Date:  1 month

\* Contract Budget:

[Save](#) [Cancel](#)

Here is the **Contracts** list with all the contracts added to the system.

| Construction in Progress |               |               |                            |            |                |               |               |                  |              |             |              |  |
|--------------------------|---------------|---------------|----------------------------|------------|----------------|---------------|---------------|------------------|--------------|-------------|--------------|--|
| Contracts                |               |               |                            |            |                |               |               |                  |              |             |              |  |
| Line No.                 | Contract No.  | Contract Date | Company Name               | Start Date | Orig. End Date | Last End Date | Budgeted Cost | Contract Changes | Total Budget | Actual Cost | Variance     |  |
| 1                        | Miscellaneous | 9/1/2018      | ACME Inc                   | 9/1/2018   | 2/28/2019      | 2/28/2019     | 2,100,000.00  | 0.00             | 2,100,000.00 | 0.00        | 2,100,000.00 |  |
| 2                        | 123-FF        | 9/1/2018      | Frank's Foundations and Fr | 9/1/2018   | 9/30/2018      | 9/30/2018     | 600,000.00    | 0.00             | 600,000.00   | 0.00        | 600,000.00   |  |
| 6                        | 569-PP        | 9/1/2018      | Paula's Plumbing           | 10/1/2018  | 10/31/2018     | 10/31/2018    | 150,000.00    | 0.00             | 150,000.00   | 0.00        | 150,000.00   |  |
| 5                        | 758-EE        | 9/1/2018      | Elton's Electrical         | 10/1/2018  | 10/31/2018     | 10/31/2018    | 80,000.00     | 0.00             | 80,000.00    | 0.00        | 80,000.00    |  |
| 4                        | 345-RR        | 9/1/2018      | Rachel's Roofing           | 10/15/2018 | 11/30/2018     | 11/30/2018    | 700,000.00    | 0.00             | 700,000.00   | 0.00        | 700,000.00   |  |
| 3                        | 234-DD        | 9/1/2018      | Dave's Drywalling          | 11/1/2018  | 12/31/2018     | 12/31/2018    | 1,000,000.00  | 0.00             | 1,000,000.00 | 0.00        | 1,000,000.00 |  |
| 7                        | 643-CC        | 9/1/2018      | Cindy's Cabinets           | 1/1/2019   | 1/31/2019      | 1/31/2019     | 70,000.00     | 0.00             | 70,000.00    | 0.00        | 70,000.00    |  |
| 8                        | 745-PPT       | 9/1/2018      | Preston's Paint and Tile   | 1/1/2019   | 2/28/2019      | 2/28/2019     | 40,000.00     | 0.00             | 40,000.00    | 0.00        | 40,000.00    |  |
| 9                        | 239-AA        | 9/1/2018      | Andy's Appliances          | 2/1/2019   | 2/28/2019      | 2/28/2019     | 50,000.00     | 0.00             | 50,000.00    | 0.00        | 50,000.00    |  |

- 1 The start and end date of the contracts. Because there have been no changes to the contract, the **Last End Date** is the same as the **Original End Date**.
- 2 The budget allocated for each contract.
- 3 The total budget for the contract including contract changes. Because there have been no changes to the contract, the **Total Budget** is the same as the **Budgeted Cost**.
- 4 The amount spent on the contract so far. Since no transactions have been added yet, the **Actual Cost** is 0.00.
- 5 The **Variance** is the amount remaining in the budget for the contract. Because the project has not started, the full budget is still available.

At this point, it is a good idea to verify that the total budget for all the contracts matches the expected project budget. To obtain the total for all contracts, you can run the **Contracts Report** for the project.

| Construction in Progress   |  |  |  |  |  |
|--|--|--|--|--|--|
| Reports  |  |  |  |  |  |
| <a href="#">New Report</a> <a href="#">Filters</a>   |  |  |  |  |  |
| Search by Report Name: <input type="text"/> <input type="button" value="GO"/>  |  |  |  |  |  |
| <input checked="" type="checkbox"/> My Reports <span style="float: right;">Filter Reports by Type: <input type="text" value="All"/></span> |  |  |  |  |  |

Select the report type of **Contracts Report**.

**New Report**

Type:

- CIP Journal Entry Report
- Contracts Report**
- Projects Report
- Transactions Activity Report
- Transactions Report

Description:

**Contracts Report**

**Summary of Contracts**

This report lists all contracts for the selected projects.  
The report includes the following items:

- Contract Number
- Company Name
- Contract Date
- Start Date
- Original End Date
- Last End Date
- Budget Change Date
- Budgeted Amount
- Budget Changes
- Total Budget Changes
- Total Budget

[OK](#) [Cancel](#)

**Edit Contract Report**



Companies   Templates   Data Manager   Consolidations   **Construction in Progress**   History

Projects   Fields   Field Groups   **Reports**   Tasks

Reports ▶ Store 456 Contracts


## Edit Report


Type: Contracts Report

\* Name:

Description:

Associated Projects: [Store Branch 456](#) **1**

\* From:   **2**

\* To:  

\* Filter:  [Create New Filter](#)

Grouping: [Add New Grouping](#)

Title:

Subtitle 1:

Subtitle 2:

Subtitle 3:

Footer:

[Save](#) [Cancel](#)

- 1** Associate the report to the project for Store Branch 456.
- 2** To ensure that all contracts are included in the report, set the report focus period to span the entire project timeline.

When we run the report, we can see that the grand total shows a total **Budgeted Amount** of 4,790,000 which matches the amount entered in the project's **Budgeted Amount**.

|                           |                        |                       |                             |                     |                     |                     |
|---------------------------|------------------------|-----------------------|-----------------------------|---------------------|---------------------|---------------------|
| <b>Contract Number:</b>   | <b>Miscellaneous</b>   |                       |                             |                     |                     |                     |
| <b>Company Name:</b>      | ACME Inc               |                       |                             |                     |                     |                     |
| <b>Contract Date:</b>     | 09/01/2018             |                       |                             |                     |                     |                     |
| <b>Start Date:</b>        | 09/01/2018             |                       |                             |                     |                     |                     |
| <b>Orig. End Date:</b>    | 02/28/2019             |                       |                             |                     |                     |                     |
| <b>Last End Date:</b>     | 02/28/2019             |                       |                             |                     |                     |                     |
| <b>Budget Change Date</b> | <b>Budgeted Amount</b> | <b>Budget Changes</b> | <b>Total Budget Changes</b> | <b>Total Budget</b> | <b>Actual Costs</b> | <b>Variance</b>     |
|                           | 2,100,000.00           | 0.00                  | 0.00                        | 2,100,000.00        | 0.00                | 2,100,000.00        |
| <b>Grand Total:</b>       | <b>4,790,000.00</b>    | <b>0.00</b>           | <b>0.00</b>                 | <b>4,790,000.00</b> | <b>0.00</b>         | <b>4,790,000.00</b> |

### Adding Transactions

As you spend money on the construction project, you can add the expenditures into the system as **Transactions**.

The screenshot shows the Bloomberg Tax Advantage Fixed Assets interface. The top navigation bar includes 'Companies', 'Templates', 'Consolidations', 'Construction in Progress' (selected), and 'History'. Below this, there are sub-tabs for 'Projects', 'Fields', 'Field Groups', 'Reports', and 'Tasks'. The 'Projects' section is active, displaying a table with columns: Line No., Project ID, Description, Status, Start Date, End Date, Total Budget, Actual Cost, and Variance. The table contains four rows of project data. A dropdown menu is open over the first row, with 'Transactions' highlighted in yellow.

| Line No. | Project ID       | Description           | Status | Start Date | End Date  | Total Budget | Actual Cost  | Variance     |
|----------|------------------|-----------------------|--------|------------|-----------|--------------|--------------|--------------|
| 1        | Store Branch 123 |                       | Active | 8/4/2018   | 6/30/2019 | 5,100,000.00 | 2,300,000.00 | 2,800,000.00 |
| 2        | Store Branch 234 |                       | Active | 10/1/2018  | 8/31/2019 | 6,300,000.00 | 1,900,000.00 | 4,400,000.00 |
| 3        | Store Branch 345 |                       | Active | 11/15/2018 | 9/30/2019 | 4,600,000.00 | 1,100,000.00 | 5,500,000.00 |
| 4        | Store Branch 456 | To be built at 123 Fa | Active | 9/1/2018   | 2/28/2019 | 4,790,000.00 | 10,000.00    | 4,780,000.00 |

From the **Transaction Details** page, select **New Transaction**.

Projects ▶ Store Branch 456 ▶ Transactions

### Transaction Details

[New Transaction](#)   [Export](#)

Search by

[Switch to Transactions](#)

Filter Transaction by:

New Transaction page

Projects ▶ Store Branch 456 ▶ Transactions ▶ [New]

## New Transaction

ID: [New]

Status: Pending

Asset ID:

\* CIP Field Group:  1 [New CIP Field Group](#)

\* FA Company:  2

Treatment:  3

\* Contract No:  4 [New Contract](#)

Invoice No:

Invoice Date:

Invoice Posting Date:

\* Acquisition Date:  5

\* Placed In Service Date:

\* Actual Cost:  6

\* Budgeted Cost:

\* Section 179:

- 1 Select the appropriate **CIP Field Group** for the transaction. We created the group 'Permits' to use for permits relating to the build.
- 2 Associate the transaction with an **FA Company**.
- 3 We will be expensing the permits rather than including them in the building Fixed Asset. As such, when this transaction is processed, it will change status from **Pending** to **Complete**, but no Fixed Asset will be created.
- 4 Enter the date the permits were purchased. This date must fall within the project timeline. Since the transaction is expensed, the **Placed In Service Date** is not applicable. You may enter the same date as the **Acquisition Date**.
- 5 Enter the **Actual Cost** of the permits and the **Budgeted Cost** that was allocated for the permits.

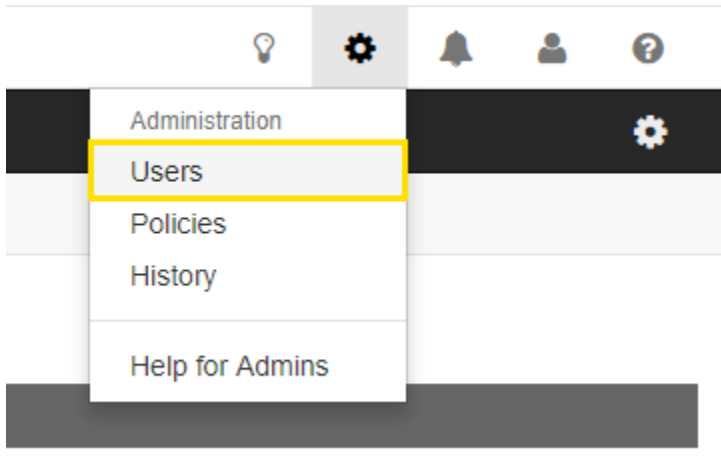
To do:

- Add a capitalized transaction
- Check on project budget (assume several transactions have been entered at this point)
- Process the expensed transactions
- Select the transactions that will make one asset each (i.e. the coffee makers, etc). Process many to many.
- Select all the transactions that will make the building. Process many to one.
- What other reports might the user check along the way?

# Fixed Assets permissions

## Advantage Administration

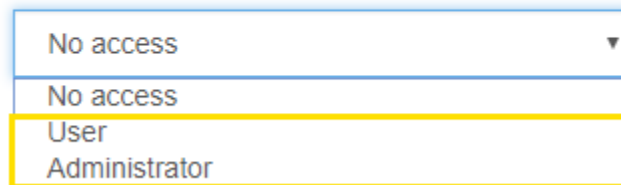
Users are created and modified in Advantage Administration.



When creating a user for Fixed Assets, you may choose either 'User' or 'Administrator' application access.

## Application access

**Fixed Assets**



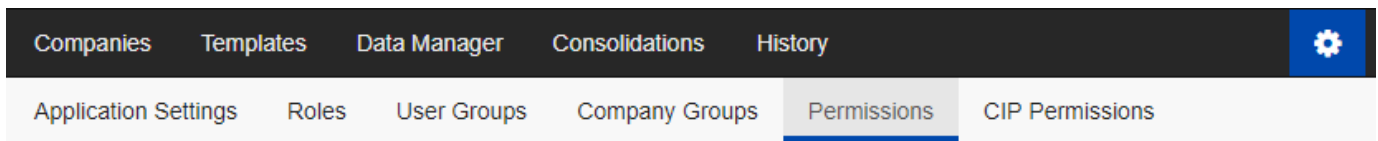
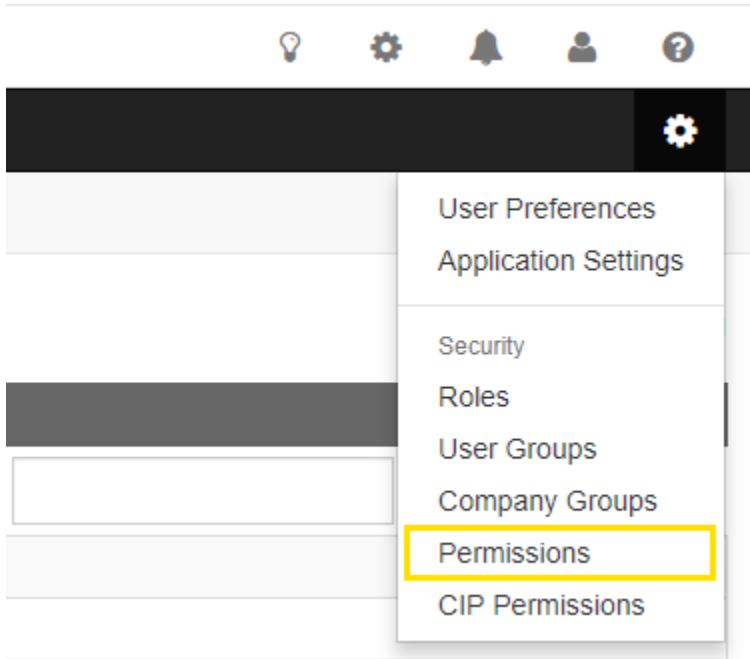
An **Administrator** can manage users and permissions for Fixed Assets and perform all actions in the Fixed Assets application such as:

- Creating companies.
- Viewing, editing, or deleting companies and their assets, books, asset types, etc.
- Creating, editing, or deleting consolidation groups.
- Managing period close.

Fixed Assets has a very flexible and granular security model. As such, when application access of **User** is selected, the user will see Fixed Assets from the application menu, but they start with no permissions within Fixed Assets.

## Fixed Assets

To configure the permissions for someone with application access of **User**, go to the **Permissions** area of the Fixed Assets application.



## Permissions

**1** [New Permission](#) [Permissions Report](#)

|          |          |                       |          |   |
|----------|----------|-----------------------|----------|---|
| John Doe | <b>2</b> | Company Administrator | ACME Inc | <a href="#">Save</a> <a href="#">Cancel</a> |
|----------|----------|-----------------------|----------|---|

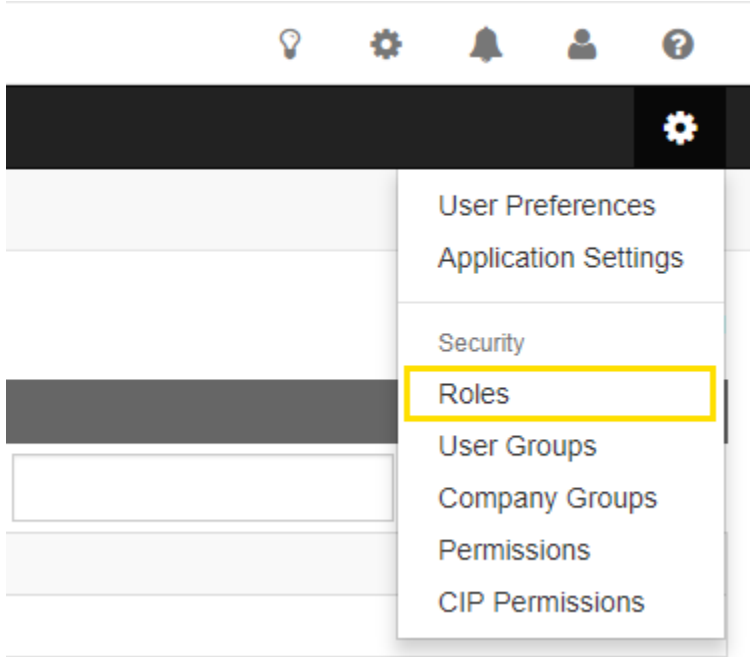
- 1** Press **New Permission** to add permissions to the list.
- 2** Select the user or user group, role, and company or company group and press **Save**.

# Creating custom roles

<<Enterprise Edition only>>

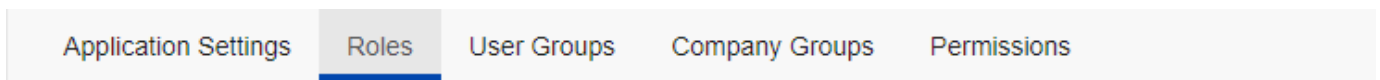
**Roles** may be configured to customize which actions may be performed in the application.

The **Roles** list is accessible from the Fixed Assets **Setup** menu.

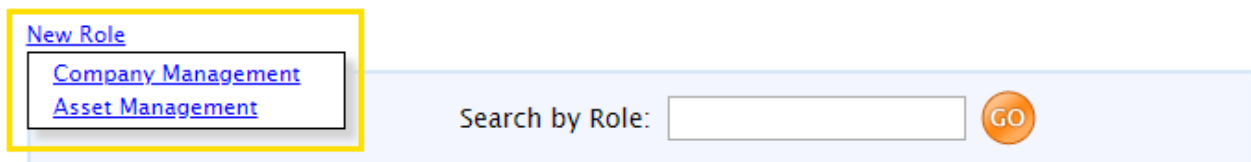


There are two types of roles that may be created:

- **Company Management** - Actions that may be performed across the application such as creating and editing consolidation groups.
- **Asset Management** - Actions that may be performed within a company such as creating and editing assets, creating and editing books, etc.



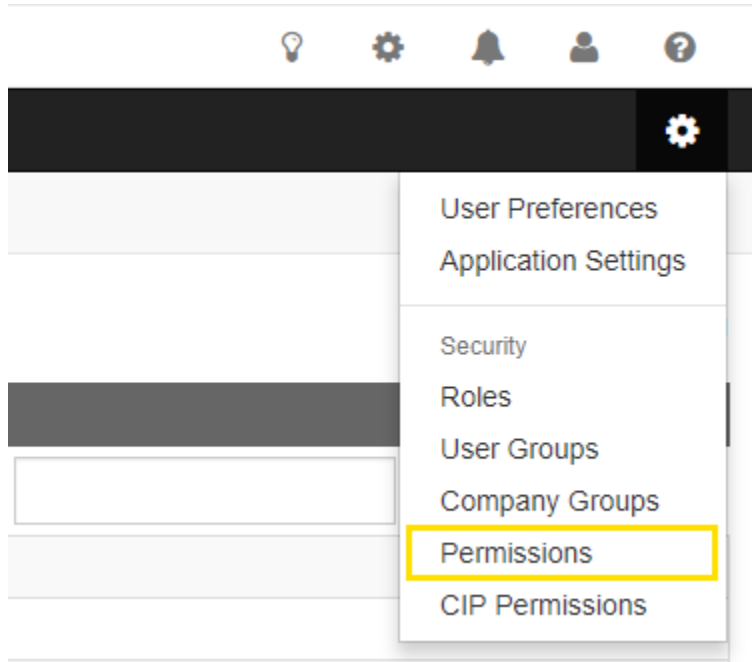
## Roles





When selecting actions within a role, if you would like to select 'Edit' or 'Delete', you must also select 'View'. The 'View' permission allows the user to navigate to the list to perform the action(s).

After a role is defined, grant it to users/companies on the **Permissions** page.

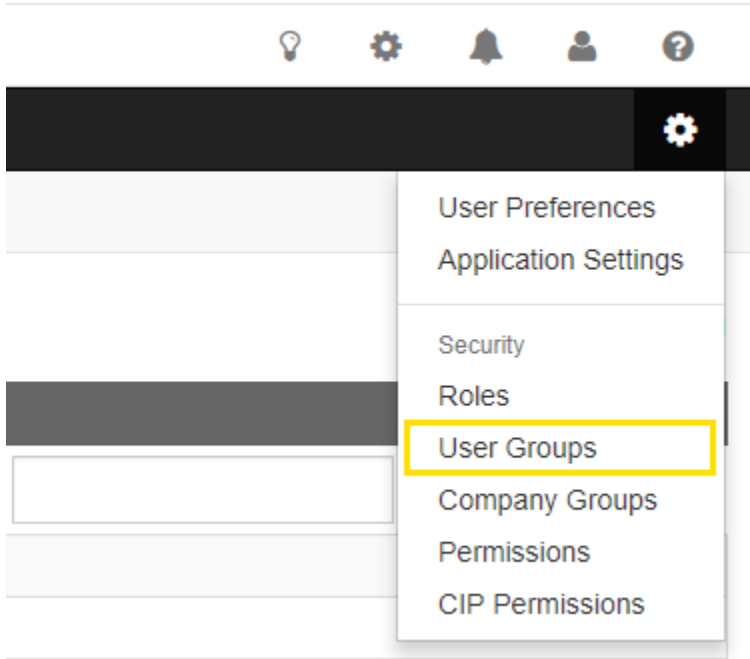


# Creating user groups

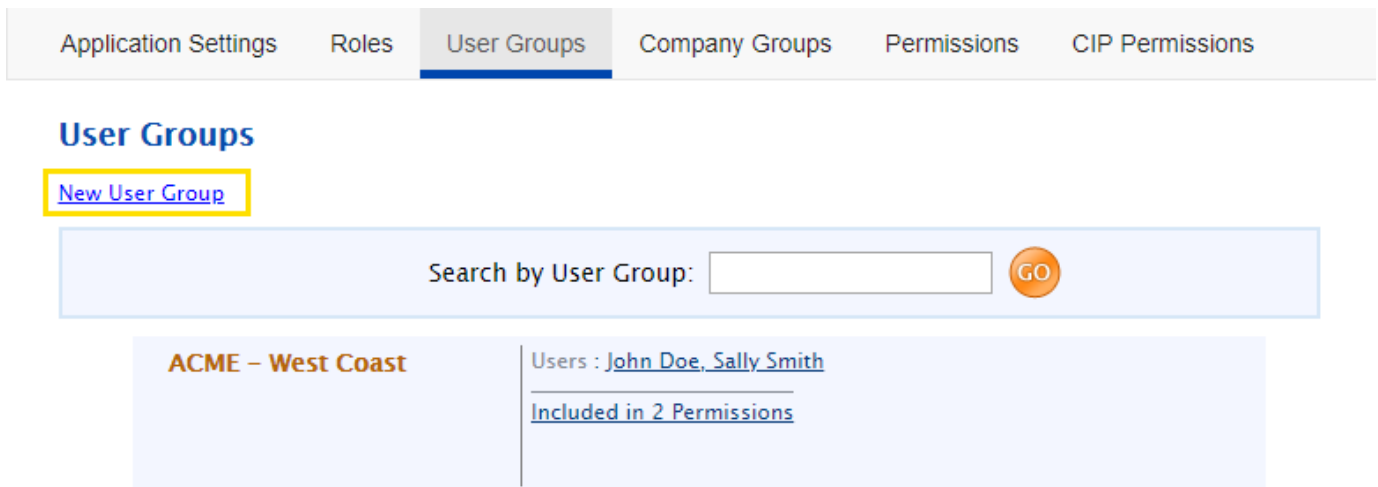
<<Enterprise Edition only>>

**User Groups** allow permissions to be applied to several users at once.

The **User Groups** list is accessible from the Fixed Assets **Setup** menu.



Select **New User Group** to create a new group.



Provide a **Name** and next to **Users**, select the **<None>** hyperlink to choose users for the group. Upon selecting **<None>**, the group will automatically be saved.

User Groups ▶ [New]

## New User Group

\* Name: Description: Users: [Save](#) [Cancel](#)

Choose the desired users from the **User Group User Selection** page.

User Groups ▶ ACME - East Coast **3**

## User Group User Selection

[Clear All Selections](#) [Select All](#)**2**

Search by

User Name ▼

GO

Filter User by:

All ▼

 **Andrew Jones**  
ajones@acme.com**1** **Bob Thompson**  
bthompson@acme.com**John Doe**  
jdoe@acme.com**Sally Smith**  
ssmith@acme.com

Selected Users (2)

Andrew Jones  
Bob Thompson

- 1** Click the circle next to the user's name to add or remove them from the group.
- 2** **Select All** will choose all users. However, any users created after the group is created will not automatically become members.
- 3** Once you are satisfied with the **Selected Users**, select the group name from the breadcrumb to return to the **Edit User Group** page or select **User Groups** to return to the **User Groups** list.

To manage company groups, hover over the desired group to see the options.

## User Groups

[New User Group](#)

Search by User Group:  GO

|  |                          |  |
|--|--------------------------|--|
| <a href="#">Edit</a><br><a href="#">Copy</a><br><a href="#">Delete</a> | <b>ACME – East Coast</b> | Users : <a href="#">Andrew Jones</a> , <a href="#">Bob Thompson</a><br><a href="#">Included in 0 Permissions</a> |
|  | <b>ACME – West Coast</b> | Users : <a href="#">John Doe</a> , <a href="#">Sally Smith</a><br><a href="#">Included in 2 Permissions</a>      |

After a user group is defined, grant it a role in one or more companies on the [Permissions](#) page.

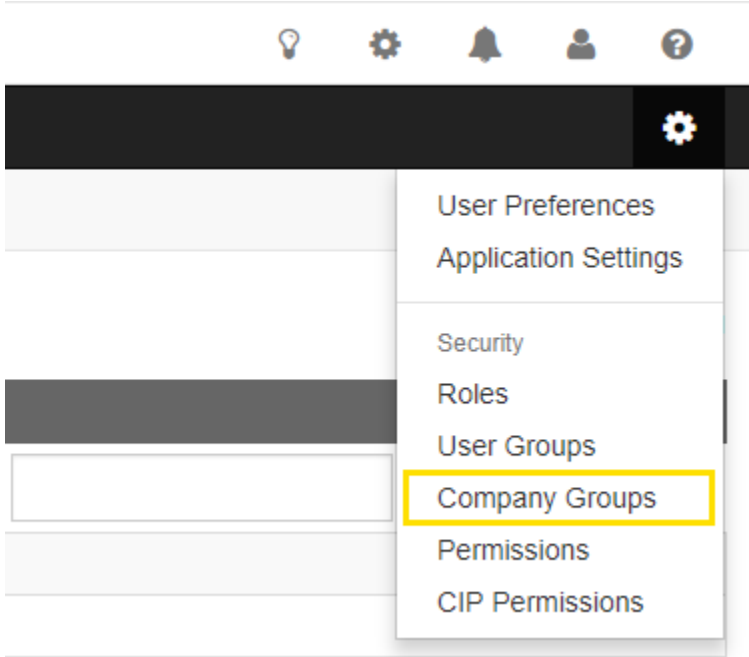
The image shows a user interface with a top navigation bar containing icons for a lightbulb, a gear, a bell, a person, and a question mark. Below this, a settings menu is open, displaying a list of options: User Preferences, Application Settings, Security, Roles, User Groups, Company Groups, Permissions (highlighted with a yellow box), and CIP Permissions.

# Creating company groups for permissions

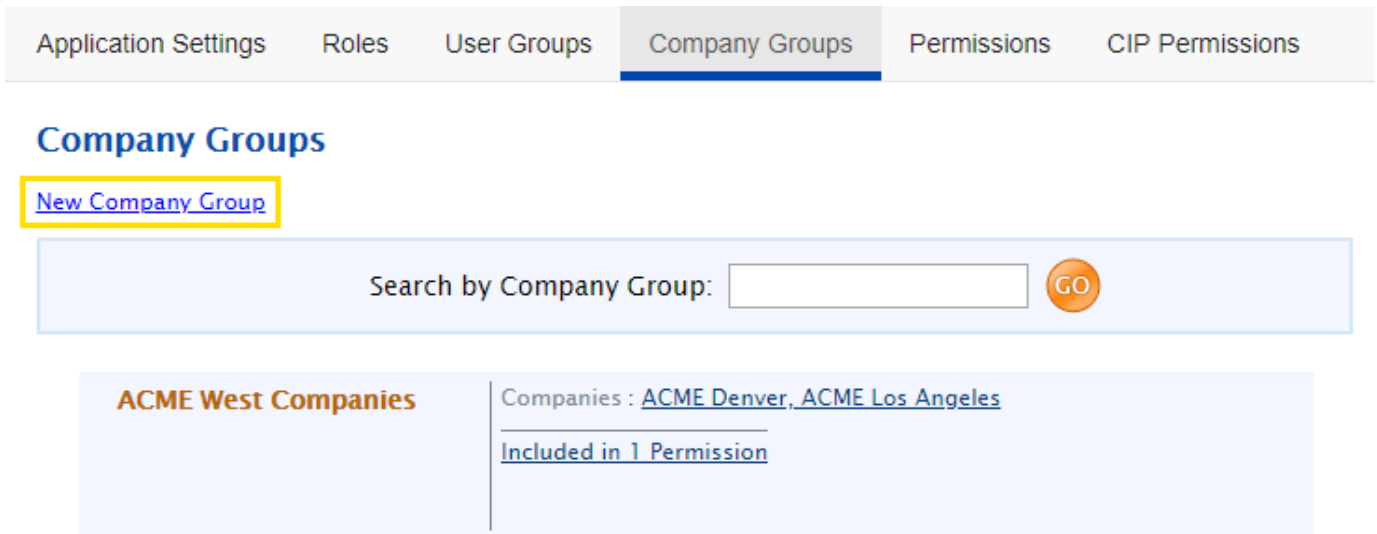
<<Enterprise Edition only>>

**Company Groups** allow permissions to be applied to several companies at once.

The **Company Groups** list is accessible from the Fixed Assets **Setup** menu.



Select **New Company Group** to create a new group.



Provide a **Name** and next to **Companies**, select the **<None>** hyperlink to choose companies for the group.

Upon selecting **<None>**, the group will automatically be saved.

Application Settings Roles User Groups **Company Groups** Permissions CIP Permissions

Company Groups ▶ [New]

## New Company Group

\* Name:

Description:

Companies: **<None>**

[Save](#) [Cancel](#)

Choose the desired companies from the **Company Group Company Selection** page.

Company Groups ▶ ACME East Companies **3**

## Company Group Company Selection

[Clear All Selections](#) [Select All](#)

**2** Search for Company:  [GO](#)

Filter Company by:

**1**  ACME Boston  ACME Denver

ACME Los Angeles  ACME New York

Selected Companies (2)  
ACME Boston  
ACME New York

- 1** Click a company's bubble to add or remove them from the group.
- 2** **Select All** will choose all companies. However, any companies created after the group is created will not automatically become members.
- 3** Once you are satisfied with the **Selected Companies**, select the group name from the breadcrumb to return to the **Edit Company Group** page or select **Company Groups** to return to the **Company Groups** list.

To manage company groups, hover over the desired group to see the options.

## Company Groups

[New Company Group](#)

Search by Company Group:

GO

Edit  
Copy  
Delete

### ACME East Companies

Companies : [ACME Boston](#), [ACME New York](#)

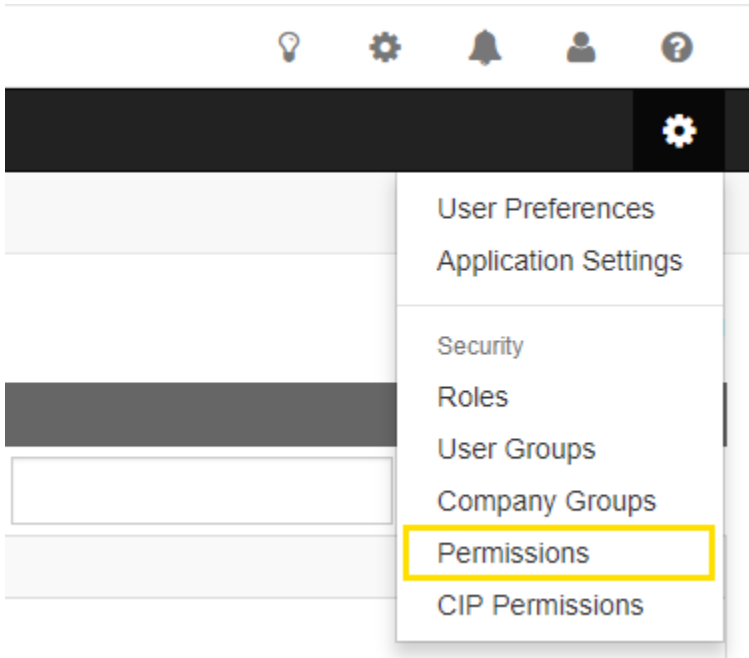
[Included in 0 Permissions](#)

### ACME West Companies

Companies : [ACME Denver](#), [ACME Los Angeles](#)

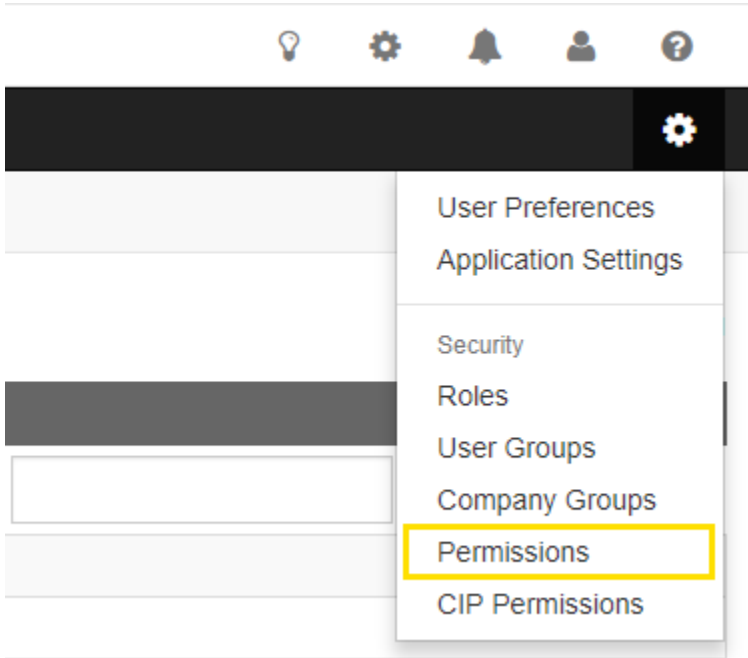
[Included in 1 Permissions](#)

After a company group is defined, grant it a role to one or more companies on the [Permissions](#) page.

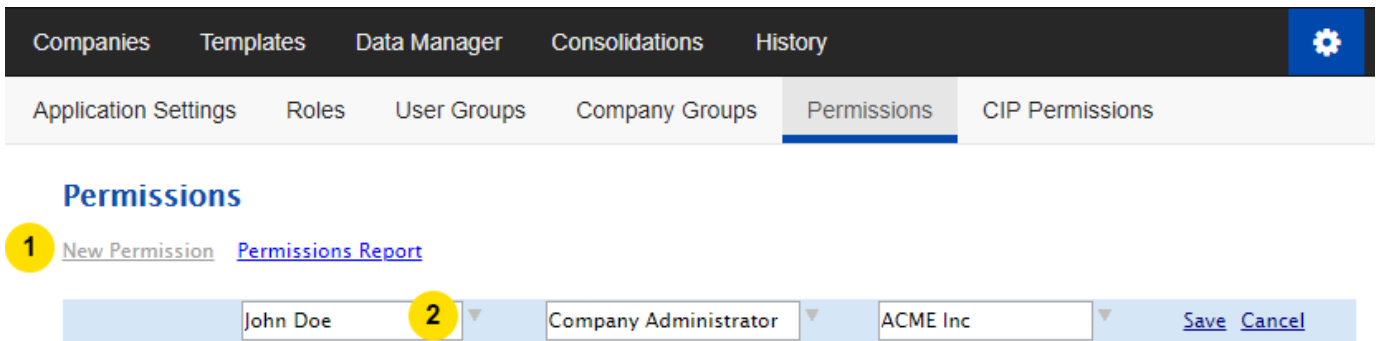


# Assigning Fixed Asset permissions to users or groups

To configure Fixed Assets permissions for a user, select **Permissions** from the **Setup** menu.



## Adding a new permission



- 1 Press **New Permission** to add permissions to the list.
- 2 Select the user or user group, role, and company or company group and press **Save**.

## Modifying permissions

For example, you hire a new staff member, Adam Thompson. Adam will be working on the same companies as John Doe and Sally Smith. You create a new **User Group** called 'ACME - East Coast' containing the three staff members, and you want to consolidate the permissions.



You start with separate permissions for John Doe and Sally Smith.



## Permissions

[New Permission](#) [Permissions Report](#)

Search:

|   |  |  |
|---|--|--|
|  <b>Users and Groups</b> ▲                       | <b>Roles</b>   |  <b>Companies and Groups</b>                  |
| <ul style="list-style-type: none"> <li><input type="checkbox"/> John Doe</li> <li><input type="checkbox"/> Sally Smith</li> </ul> | <ul style="list-style-type: none"> <li>Company Administrator</li> <li>Company Administrator</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> ACME Inc</li> <li><input type="checkbox"/> ACME Inc</li> </ul> |

First, hover over John Doe's permissions and select **Edit**.

|   |                                      |                       |                                   |
|---|--------------------------------------|-----------------------|-----------------------------------|
| <a href="#">Edit</a> <a href="#">Delete</a> | <input type="checkbox"/> John Doe    | Company Administrator | <input type="checkbox"/> ACME Inc |
|   | <input type="checkbox"/> Sally Smith | Company Administrator | <input type="checkbox"/> ACME Inc |

Change the **Users and Groups** value from 'John Doe' to 'ACME - East Coast'.

|  |  |                                       |   |
|--|--|---------------------------------------|---|
| <input type="text" value="ACME - East Coast"/> | <input type="text" value="Company Administrator"/> | <input type="text" value="ACME Inc"/> | <a href="#">Save</a> <a href="#">Cancel</a> |
| <input type="checkbox"/> Sally Smith           | Company Administrator                              | <input type="checkbox"/> ACME Inc     |   |

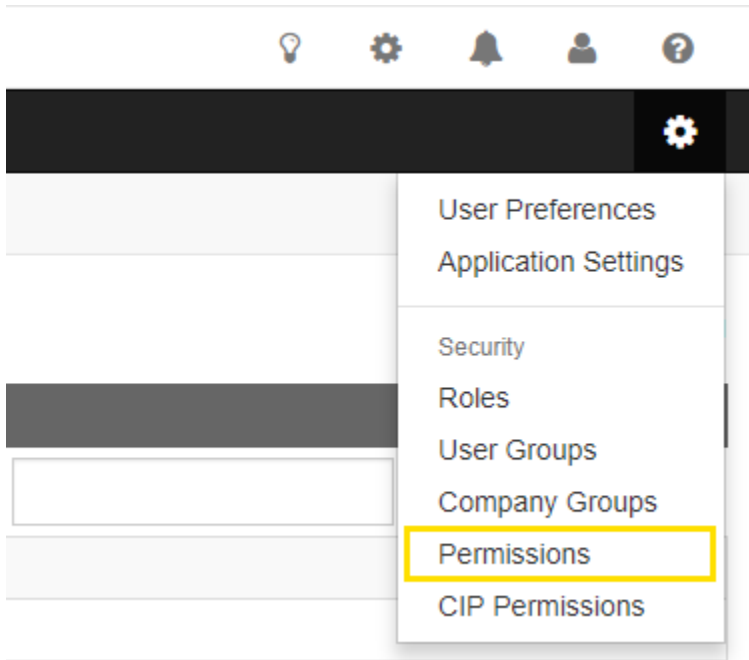
Once you select **Save**, John Doe, Sally Smith, and Adam Thompson will all have Company Administrator permissions to ACME Inc.

As such, you no longer need the separate Sally Smith entry. It may be deleted. Hover over the row and select **Delete**.

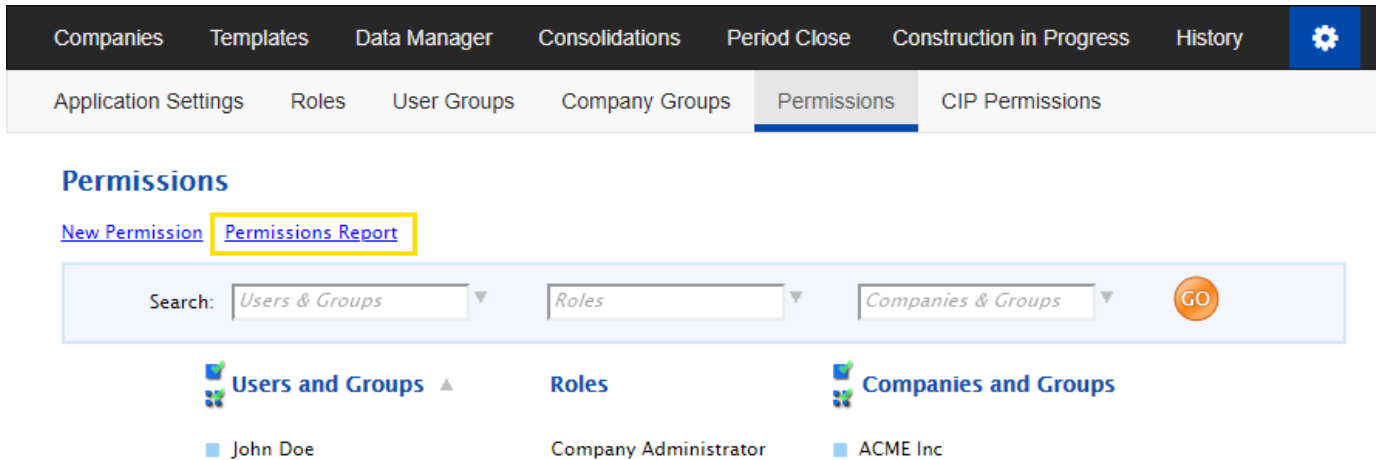
|   |  |                       |                                   |
|---|--|-----------------------|-----------------------------------|
|   | <input type="checkbox"/> ACME - East Coast | Company Administrator | <input type="checkbox"/> ACME Inc |
| <a href="#">Edit</a> <a href="#">Delete</a> | <input type="checkbox"/> Sally Smith       | Company Administrator | <input type="checkbox"/> ACME Inc |

# Generating report of Fixed Assets permissions

To generate the Fixed Assets permissions report, select **Permissions** from the **Setup** menu.



Select the **Permissions Report** hyperlink.



## Permissions Report Dialog

Permissions Report

Subtitle 1

Subtitle 2

Details **1**  Include Details

Output

Adobe PDF File (\*.pdf)

Adobe PDF File (\*.pdf) **2**

Adobe PDF File (\*.pdf) and Excel (\*.xls)

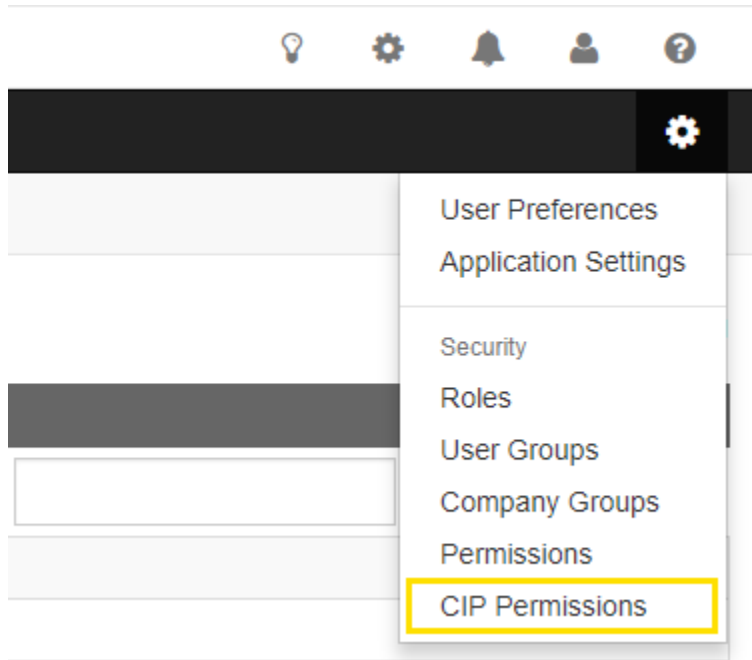
Download Cancel

- 1** **Include Details** if you would like to know whether the user's permission is coming from a user group and/or whether the company is included via company group. If details are not included, there will be no indication of whether the permissions were assigned via group membership.
- 2** Choose whether you'd like to generate an Excel output alongside the PDF output.

Upon pressing **Download**, the report will be generated and downloaded.

# Assigning Construction in Progress permissions

To configure CIP permissions for a user, select **CIP Permissions** from the **Setup** menu.



Apply the desired permissions from the **CIP Permissions** page. Changes made are saved automatically.



## CIP Permissions

John Doe (jdoe@company.com) **1**

Create Project Privileges    Manage Fields    Manage Field Groups **2**

Search for Projects:  **GO**

Filter Role by:

**3** ⊘ Store 1234

Role:

Store 2345

Role:  **4**

Store 3456

Role:

- 1** Select the user whose permissions you would like to configure.
- 2** Decide whether the user may create projects, manage CIP fields, or manage CIP field groups.
- 3** If a project has a **Do Not Enter** icon, the selected user does not have access to one or more Fixed Assets Company associated with the project. You may select a role, but the user will not see the project until Fixed Assets permissions are granted.
- 4** Select the desired role for each **CIP Project**. See the chart below for the permissions that are assigned to each role.

|                                     | CIP Project Administrator | CIP Manager | CIP Data Entry Operator | CIP Read-Only |
|-------------------------------------|---------------------------|-------------|-------------------------|---------------|
| Project Administrator               |                           |             |                         |               |
| Assign Rights (CIP User Roles Page) | ✓                         |             |                         |               |
| Assign Companies to Projects        | ✓                         |             |                         |               |
| Projects*                           |                           |             |                         |               |
| View Projects List                  | ✓                         | ✓           | ✓                       | ✓             |
| Edit Projects                       | ✓                         | ✓           |                         |               |
| Delete Projects                     | ✓                         |             |                         |               |
| CIP Fields*                         |                           |             |                         |               |
| View CIP Fields Page                | ✓                         | ✓           | ✓                       | ✓             |

|                               |  |  |  |  |
|-------------------------------|--|--|--|--|
| View CIP Fields               |  |  |  |  |
| Edit CIP Fields               |  |  |  |  |
| Delete CIP Fields             |  |  |  |  |
| CIP Field Groups*             |  |  |  |  |
| View CIP Field Groups Page    |  |  |  |  |
| View CIP Field Groups         |  |  |  |  |
| Edit CIP Field Groups         |  |  |  |  |
| Delete CIP Field Groups       |  |  |  |  |
| Project Transactions          |  |  |  |  |
| View Transaction Details Page |  |  |  |  |
| New Transactions              |  |  |  |  |
| Edit Transactions             |  |  |  |  |
| Delete Transactions           |  |  |  |  |
| Copy Transactions             |  |  |  |  |
| Process Transactions          |  |  |  |  |
| Unprocess Transactions        |  |  |  |  |
| Contracts                     |  |  |  |  |
| View Contracts List           |  |  |  |  |
| New Contracts                 |  |  |  |  |
| Edit Contracts                |  |  |  |  |
| Delete Contracts              |  |  |  |  |
| Copy Contracts                |  |  |  |  |
| Contract Changes              |  |  |  |  |
| View Contract Changes List    |  |  |  |  |
| New Contract Changes          |  |  |  |  |
| Edit Contract Changes         |  |  |  |  |
| Delete Contract Changes       |  |  |  |  |
| Copy Contract Changes         |  |  |  |  |
| CIP Reports                   |  |  |  |  |

|                       |                                     |                                     |                                     |                                     |
|-----------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| View CIP Reports Page | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| New CIP Reports       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     |
| Copy CIP Reports      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     |
| Delete CIP Reports    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     |                                     |
| Submit CIP Reports    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     |
| Preview CIP Reports   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     |
| Print CIP Reports     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     |
| CIP Filters           |                                     |                                     |                                     |                                     |
| View CIP Filters Page | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| New CIP Filters       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     |
| Copy CIP Filters      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     |
| Delete CIP Filters    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     |                                     |

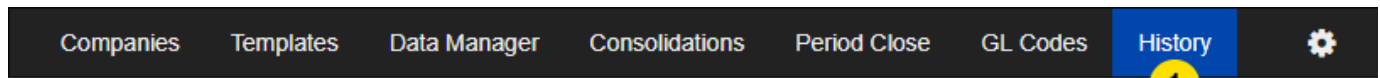
\*Each user role has specific rights and privileges. For any role, a user with the proper administrative privileges can also assign the following administrator privileges:

- **Create Project Privileges.** This checkbox allows the user to create and copy CIP projects.
- **Manage Fields.** This checkbox allows the user to create and copy CIP asset fields.
- **Manage Field Groups.** This checkbox allows the user to create and copy CIP field groups.

These administrator privileges will be in effect for all companies to which the user has access of any kind.

# Viewing audit trail for changes to Fixed Assets data

## *Period Close, GL Codes, and Fixed Assets Security*



### History

Includes changes to Period Close, GL Codes, and Fixed Assets Security (Roles, User Groups, Company Groups, and Permissions).

\* **Start Date**  

\* **End Date**  



- 1** History for Period Close, GL Codes, and Fixed Assets Security (Roles, User Groups, Company Groups, and Permissions) is accessible from the **History** page in Fixed Assets.
- 2** Select the date range to report on.
- 3** Upon pressing **Download**, the report will be prepared and downloaded.

### **Assets**



Asset Transfer Summary Balance/Accum Depr Expense Gain/Loss Documents **History** 1

Focus Period: Current Year ▼ from Jan ▼ 2018 ▲▼ to Dec ▼ 2018 ▲▼ View

| Date ▼                | User     | Activity | Description                             |
|-----------------------|----------|----------|---|
| 06/20/2018 9:34:50 am | John Doe | New      | Asset was created by disposing 1 asset. |

**Companies** Templates Data Manager Consolidations Period Close GL Codes Construction in Progress H

ACME Inc ▼ Assets **Reports** Imports Exports Tasks Setup ▼

New ▼ Copy ▼ Delete Run Report Install DataView [What is DataView?](#)

| <input type="checkbox"/> | Name ▲               | Status | Last Run | Description                         | Current Book | Current Focus Period | Ass  |
|--------------------------|----------------------|--------|----------|-------------------------------------|--------------|----------------------|------|
|                          | asset history        |        |          |                                     |              |                      |      |
| <input type="checkbox"/> | <b>Asset History</b> | ▶      |          | Historical record of asset changes. | GAAP         | Jan 2018 - Jun 2018  | < Ar |

- 1 View the history for a single asset by selecting the **History** tab in the **Asset Viewer**.
- 2 View the history for many assets by running the **Asset History** report, which is accessible from the company's **Reports** list.

# Reference

## Additional first-year depreciation rates

The Job Creation and Worker Assistance Act of 2002 created an Additional First-Year Depreciation deduction (also called “bonus depreciation”) of 30% of the adjusted basis of qualifying property. The Jobs and Growth Tax Relief Reconciliation Act of 2003 increased the deduction to 50% of the adjusted basis. Some states do not allow the deduction.

Although the provision for bonus depreciation expired for most property at the end of 2004, certain property could claim it through 2005. The Economic Stimulus Act of 2008 reactivated 50% bonus depreciation for qualifying property placed in service in 2008, and for certain property through 2009. It did not, however, make it retroactive. Since then, bonus depreciation has been extended three times: first by the American Recovery and Reinvestment Act of 2009; then by the Small Business Jobs Act of 2010; and most recently, by the Tax Relief, Unemployment Insurance Reauthorization, and Job Creation Act of 2010. This means that bonus depreciation is available for qualifying assets placed in service through 2012 (with certain aircraft and property having a longer production period extended through 2013).

One of the more important changes is that the 2010 Tax Relief Act temporarily increases, to 100%, the bonus depreciation deduction for qualifying property placed in service after September 8, 2010, through 2011 (through 2012 for certain aircraft and long-production-period property).

The Gulf Opportunity Zone Act of 2005 extended the deduction for qualifying property through 2007 (and through 2008, in the case of certain nonresidential real and residential rental property). In addition, specified GO Zone “extension property” qualifies for bonus depreciation if it is placed in service before 2012 in specific areas of the GO Zone defined in IRS Section 1400N(d)(6)(C).

Qualifying Disaster property and Recovery Assistance property are allowed a deduction similar to bonus depreciation under Section 168(n). It may be claimed on the same property that qualifies for Additional First-Year Depreciation, plus it may be claimed on nonresidential real property and residential rental property.

The Tax Increase Prevention Act of 2014, among other provisions, extended the 50% special allowance for depreciation (“bonus depreciation”) for qualified property through the end of 2014. Prior to the enactment of this legislation, 50% bonus depreciation was extended through the end of 2013 for qualified property, thanks to the American Taxpayer Relief Act of 2012, which was enacted Jan. 2, 2013. Under the new law, 50% bonus depreciation is available for qualified property that meets certain requirements, including:

- Depreciable property of a specified type (for example, tangible personal property with a recovery period of 20 years or less, such as non-commercial and commercial aircraft);
- The original use of the depreciable property must commence with the taxpayer after Dec. 31, 2007;
- The depreciable property must be acquired by the taxpayer:
  - After Dec. 31, 2007, and before Jan. 1, 2015, but only if no written binding contract for the acquisition was in effect before Jan. 1, 2008, or
  - Pursuant to a written binding contract that was entered into after Dec. 31, 2007, and before Jan. 1, 2015; and
- The depreciable property must be placed in service before Jan. 1, 2015 (or Jan. 1, 2016, for longer production period property and certain non-commercial aircraft).

The 50% Additional First-Year Depreciation is again extended through 2017 (through 2018 for certain longer-lived and transportation property) under the Protecting Americans from Tax Hikes (PATH) Act of 2015. The percentage is phased down from 50% by 10% per calendar year beginning in 2018. Thus, for qualified property, the percentage for property placed in service in 2018 (and 2019 for certain longer-lived and transportation property) is 40%, and for 2019 (and 2020 for certain longer-lived and transportation property) is 30%.

### Calculation of Additional First-Year Depreciation

The application calculates this amount as:

(Cost × Business Use Percentage – Net Section 179/179A – Net ITC Basis Reduction) × Additional First-Year Depreciation (30%, 40%, 50%, or 100%, as applicable)

### Qualified Property for Additional First-Year Depreciation

- MACRS property with a recovery period of 20 years or less, except leasehold improvements.
- Water utility property as defined in Section 168(e)(5).
- Computer Software, other than Computer Software covered by Section 197 (Intangible Property).
- Qualified Leasehold property.

### Exceptions to Additional First-Year Depreciation

- Property that is required to be depreciated under the Alternative Depreciation System of MACRS will not qualify for the Additional First-Year depreciation.
- **Election Out.** If a taxpayer makes an election not to claim bonus depreciation on any class of property for any taxable year, such an election will apply to all property in such class placed in service during such taxable year (an option at the Asset and Asset Type level to determine qualified and unqualified assets).

### Effective Dates for Additional First-Year Depreciation

The acquisition of this property must occur during one of the following periods:

| Default AFYD Percentage by Placed-in-Service Date |            |  |
|---|------------|--|
| Start Date  | End Date   | AFYD Rate Details  |
| 9/11/2001   | 5/5/2003   | Generally uses 30% bonus depreciation, but there is an option not to claim it.   |
| 5/6/2003  | 12/31/2004 | Generally uses 50% bonus depreciation, but there is an option to elect 30% bonus depreciation or not to claim it at all. |

|                 |                   |  |
|-----------------|-------------------|--|
| <b>1/1/2005</b> | <b>12/31/2007</b> | <p>For the majority of depreciable property, bonus depreciation is not allowed for property placed in service after 12/31/2004 and before 1/1/2008. However, some property will continue to qualify for bonus depreciation in 2005—property that either has a recovery period of 10 years or more or is transportation property and is subject to Section 263A, with an estimated production period of more than 2 years (or more than 1 year if its cost exceeds \$1 million). Certain aircraft, as provided for in the American Jobs Creation Act of 2004, will also qualify for bonus depreciation in 2005.</p> <p>Furthermore, the Gulf Opportunity Zone Act of 2005 extended the bonus depreciation deduction for <a href="#">qualifying property</a> through 2007 (through 2008 in the case of certain nonresidential real and residential rental property and through 2011, per the 2010 Tax Relief Act, for GO Zone extension property). You have the option to claim either a 30% or 50% deduction, or none at all.</p> |
| <b>1/1/2008</b> | <b>9/8/2010</b>   | <p>Most property qualifies for 50% bonus depreciation if placed in service through 9/8/2010.</p>   |
| <b>9/9/2010</b> | <b>12/31/2011</b> | <p>Most property qualifies for 100% bonus depreciation if placed in service through 2011 (with certain aircraft and property having a longer production period through 2012).</p>  |
| <b>1/1/2012</b> | <b>12/31/2013</b> | <p>Most property qualifies for 50% bonus depreciation if placed in service beginning 1/1/2012 through 12/31/2013 (and 12/31/2014 for certain long-term assets and transportation).</p>   |

|                  |                   |   |
|------------------|-------------------|---|
| <b>1/1/2014</b>  | <b>9/27/2017</b>  | Most property qualifies for 50% bonus depreciation if placed in service beginning 1/1/2014 through 9/27/2017 (and 9/27/2018 for certain long-term assets and transportation).     |
| <b>9/28/2017</b> | <b>12/31/2022</b> | Most property qualifies for 100% bonus depreciation if placed in service beginning 9/28/2018 through 12/31/2022 (and 12/31/2023 for certain long-term assets and transportation). |
| <b>1/1/2023</b>  | <b>12/31/2023</b> | Most property qualifies for 80% bonus depreciation if placed in service beginning 1/1/2023 through 12/31/2023 (and 12/31/2024 for certain long-term assets and transportation).   |
| <b>1/1/2024</b>  | <b>12/31/2024</b> | Most property qualifies for 60% bonus depreciation if placed in service beginning 1/1/2024 through 12/31/2024 (and 12/31/2025 for certain long-term assets and transportation).   |
| <b>1/1/2025</b>  | <b>12/31/2025</b> | Most property qualifies for 40% bonus depreciation if placed in service beginning 1/1/2025 through 12/31/2025 (and 12/31/2026 for certain long-term assets and transportation).   |
| <b>1/1/2026</b>  | <b>12/31/2026</b> | Most property qualifies for 20% bonus depreciation if placed in service beginning 1/1/2026 through 12/31/2026 (and 12/31/2027 for certain long-term assets and transportation).   |
| <b>1/1/2027</b>  | —                 | Most property qualifies for 0% bonus depreciation if placed in service beginning 1/1/2027.  |

However, if there is a binding written contract for the property's acquisition in effect before September 11, 2001, the Additional First-Year Depreciation deduction may not be claimed. If there is a binding written contract for its acquisition in effect before May 6, 2003, the additional 50% First-Year Depreciation deduction may not be claimed; however, the property is still eligible for the 30% deduction.

Furthermore, if there is a written binding contract in effect after December 31, 2007, and before January 1, 2015, such property may be eligible for the deduction. Such qualifying property cannot be acquired under a written binding contract entered into before January 1, 2008.

The Protecting Americans from Tax Hikes (PATH) Act of 2015 extends the special rule for the allocation of bonus depreciation to a long-term contract for 5 years to property placed in service before January 1, 2020 (January 1, 2021, in the case of certain longer-lived and transportation property).

## Automobile limits

Under IRS Code Section 280F, any passenger vehicle with four wheels, weighing 6,000 pounds or less, is considered a "luxury vehicle" and is restricted as to the annual amount of depreciation. There is also a separate category for post-2002 luxury trucks and vans (that is, vehicles built on a truck chassis, including SUVs). Luxury vehicles are all considered to be listed property.

The maximum amount of depreciation (which includes any Section 179 expense) that may be claimed on a luxury vehicle each year is based on the year in which it is placed in service and whether it is an automobile or a truck. The depreciation limits are adjusted for inflation each year.

In certain years, the depreciation limit in the placed-in-service year is increased by a prescribed amount of bonus depreciation (AFYD).

The Additional First-Year Depreciation limit for both Luxury Automobiles and Luxury Trucks and Vans should be \$8,000 through 2026 (It goes to zero in 2027 and thereafter.).

### Depreciation Limits on Luxury Automobiles

| Placed in Service |          | Maximum Depreciation |        |        |        |        |
|-------------------|----------|----------------------|--------|--------|--------|--------|
| After             | Before   | Year 1               | Year 2 | Year 3 | Year 4 | Year 5 |
| 6/18/1984         | 1/1/1985 | 4,000                | 6,000  | 6,000  | 6,000  | 6,000  |
| 12/31/1984        | 4/3/1985 | 4,100                | 6,200  | 6,200  | 6,200  | 6,200  |
| 4/2/1985          | 1/1/1987 | 3,200                | 4,800  | 4,800  | 4,800  | 4,800  |
| 12/31/1986        | 1/1/1989 | 2,560                | 4,100  | 2,450  | 1,475  | 1,475  |
| 12/31/1988        | 1/1/1991 | 2,660                | 4,200  | 2,550  | 1,475  | 1,475  |
| 12/31/1990        | 1/1/1992 | 2,660                | 4,300  | 2,550  | 1,575  | 1,575  |
| 12/31/1991        | 1/1/1993 | 2,760                | 4,400  | 2,650  | 1,575  | 1,575  |
| 12/31/1992        | 1/1/1994 | 2,860                | 4,600  | 2,750  | 1,675  | 1,675  |
| 12/31/1993        | 1/1/1995 | 2,960                | 4,700  | 2,850  | 1,675  | 1,675  |
| 12/31/1994        | 1/1/1996 | 3,060                | 4,900  | 2,950  | 1,775  | 1,775  |
| 12/31/1996        | 1/1/1998 | 3,160                | 5,000  | 2,950  | 1,775  | 1,775  |
| 12/31/1997        | 1/1/1999 | 3,160                | 5,000  | 2,950  | 1,775  | 1,775  |
| 12/31/1998        | 1/1/2000 | 3,060                | 5,000  | 2,950  | 1,775  | 1,775  |
| 12/31/1999        | 1/1/2001 | 3,060                | 4,900  | 2,950  | 1,775  | 1,775  |



|            |          |  |        |       |       |       |
|------------|----------|--|--------|-------|-------|-------|
| 12/31/2002 | 1/1/2004 | 3,060<br>7,660<br>w/30% AFY<br>D<br>10,710<br>w/50% AFY<br>D | 4,900  | 2,950 | 1,775 | 1,775 |
| 12/31/2003 | 1/1/2005 | 2,960<br>10,610 w/AFYD                                       | 4,800  | 2,850 | 1,675 | 1,675 |
| 12/31/2004 | 1/1/2006 | 2,960<br>10,610 w/AFYD                                       | 4,700  | 2,850 | 1,675 | 1,675 |
| 12/31/2005 | 1/1/2007 | 2,960  | 4,800  | 2,850 | 1,775 | 1,775 |
| 12/31/2006 | 1/1/2008 | 3,060  | 4,900  | 2,850 | 1,775 | 1,775 |
| 12/31/2007 | 1/1/2009 | 2,960<br>10,960 w/AF<br>YD                                   | 4,800  | 2,850 | 1,775 | 1,775 |
| 12/31/2008 | 1/1/2010 | 2,960<br>10,960 w/AF<br>YD                                   | 4,800  | 2,850 | 1,775 | 1,775 |
| 12/31/2009 | 1/1/2011 | 3,060<br>11,060 w/AF<br>YD                                   | 4,900  | 2,950 | 1,775 | 1,775 |
| 12/31/2010 | 1/1/2012 | 3,060<br>11,060 w/AF<br>YD                                   | 4,900  | 2,950 | 1,775 | 1,775 |
| 12/31/2013 | 1/1/2015 | 3,160<br>11,160 w/AF<br>YD                                   | 5,100  | 3,050 | 1,875 | 1,875 |
| 12/31/2014 | 1/1/2016 | 3,160<br>11,160 w/AF<br>YD                                   | 5,100  | 3,050 | 1,875 | 1,875 |
| 12/31/2015 | 1/1/2017 | 3,560<br>11,160 w/AF<br>YD                                   | 5,700  | 3,550 | 2,075 | 2,075 |
| 12/31/2016 | 1/1/2018 | 3,560<br>11,560 w/AF<br>YD                                   | 5,700  | 3,450 | 2,075 | 2,075 |
| 12/31/2017 | 1/1/2019 | 10,000<br>18,000 w/AF<br>YD                                  | 16,000 | 9,600 | 5,760 | 5,760 |

## Depreciation Limits on Luxury Trucks and Vans

| Placed in Service |          | Maximum Depreciation                                 |        |        |        |        |
|-------------------|----------|--|--------|--------|--------|--------|
| After             | Before   | Year 1   | Year 2 | Year 3 | Year 4 | Year 5 |
| 12/31/2002        | 1/1/2004 | 3,360<br>7,960<br>w/30% AFYD<br>11,010<br>w/50% AFYD | 5,400  | 3,250  | 1,975  | 1,975  |
| 12/31/2003        | 1/1/2005 | 3,260<br>10,910<br>w/AFYD                            | 5,300  | 3,150  | 1,875  | 1,875  |
| 12/31/2004        | 1/1/2006 | 3,260<br>10,910<br>w/AFYD                            | 5,200  | 3,150  | 1,875  | 1,875  |
| 12/31/2005        | 1/1/2007 | 3,260  | 5,200  | 3,150  | 1,875  | 1,875  |
| 12/31/2006        | 1/1/2008 | 3,260  | 5,200  | 3,150  | 1,875  | 1,875  |
| 12/31/2007        | 1/1/2009 | 3,160<br>11,160<br>w/AFYD                            | 5,100  | 3,050  | 1,875  | 1,875  |
| 12/31/2008        | 1/1/2010 | 3,060<br>11,060<br>w/AFYD                            | 4,900  | 2,950  | 1,775  | 1,775  |
| 12/31/2009        | 1/1/2011 | 3,160<br>11,160<br>w/AFYD                            | 5,100  | 3,050  | 1,875  | 1,875  |
| 12/31/2010        | 1/1/2012 | 3,260<br>11,260<br>w/AFYD                            | 5,200  | 3,150  | 1,875  | 1,875  |
| 12/31/2011        | 1/1/2013 | 3,360<br>11,360<br>w/AFYD                            | 5,300  | 3,150  | 1,875  | 1,875  |
| 12/31/2012        | 1/1/2014 | 3,360<br>11,360<br>w/AFYD                            | 5,400  | 3,250  | 1,975  | 1,975  |
| 12/31/2013        | 1/1/2015 | 3,460<br>11,460<br>w/AFYD                            | 5,500  | 3,350  | 1,975  | 1,975  |
| 12/31/2014        | 1/1/2016 | 3,460<br>11,460<br>w/AFYD                            | 5,600  | 3,350  | 1,975  | 1,975  |

|            |          |                            |        |       |       |       |
|------------|----------|----------------------------|--------|-------|-------|-------|
| 12/31/2015 | 1/1/2017 | 3,560<br>11,560<br>w/AFYD  | 5,700  | 3,350 | 2,075 | 2,075 |
| 12/31/2016 | 1/1/2018 | 3,560<br>11,560<br>w/AFYD  | 5,700  | 3,450 | 2,075 | 2,075 |
| 12/31/2017 | 1/1/2019 | 10,000<br>18,000<br>w/AFYD | 16,000 | 9,600 | 5,760 | 5,760 |

# Glossary

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

| A                                  |   |
|------------------------------------|---|
| Acronym Field                      | An abbreviation of the company name, located on the General tab of the Company Properties page.   |
| ACRS                               | Accelerated Cost Recovery System, required for most depreciable assets placed in service after December 31, 1980, and before January 1, 1987. ACRS simplifies the determination of asset class life and uses depreciation deductions that are computed using statutory percentages or the elective straight-line method over optional time periods without regard to salvage value. See IRC Section 168. Also see MACRS.  |
| Additional First-Year Depreciation | <p>The Job Creation and Worker Assistance Act of 2002 created an Additional First-Year Depreciation deduction (also called “bonus depreciation”) of 30% of the adjusted basis of qualifying property. The Jobs and Growth Tax Relief Reconciliation Act of 2003 increased the deduction to 50% of the adjusted basis. Some states do not allow the deduction.</p> <p>Although the provision for bonus depreciation expired for most property at the end of 2004, certain property could claim it through 2005. The Economic Stimulus Act of 2008 reactivated 50% bonus depreciation for qualifying property placed in service in 2008, and for certain property through 2009. It did not, however, make it retroactive. Since then, bonus depreciation has been extended three times: first by the American Recovery and Reinvestment Act of 2009; then by the Small Business Jobs Act of 2010; and most recently, by the Tax Relief, Unemployment Insurance Reauthorization, and Job Creation Act of 2010. This means that bonus depreciation is available for qualifying assets placed in service through 2012 (with certain aircraft and property having a longer production period extended through 2013).</p> <p>One of the more important changes is that the 2010 Tax Relief Act temporarily increases, to 100%, the bonus depreciation deduction for qualifying property placed in service after September 8, 2010, through 2011 (through 2012 for certain aircraft and long-production-period property).</p> |

The Gulf Opportunity Zone Act of 2005 extended the deduction for qualifying property through 2007 (and through 2008, in the case of certain nonresidential real and residential rental property). In addition, specified GO Zone "extension property" qualifies for bonus depreciation if it is placed in service before 2012 in specific areas of the GO Zone defined in IRS Section 1400N(d)(6)(C).

Qualifying Disaster property and Recovery Assistance property are allowed a deduction similar to bonus depreciation under Section 168(n). It may be claimed on the same property that qualifies for Additional First-Year Depreciation, plus it may be claimed on nonresidential real property and residential rental property.

The Tax Increase Prevention Act of 2014, among other provisions, extended the 50% special allowance for depreciation ("bonus depreciation") for qualified property through the end of 2014. Prior to the enactment of this legislation, 50% bonus depreciation was extended through the end of 2013 for qualified property, thanks to the American Taxpayer Relief Act of 2012, which was enacted Jan. 2, 2013. Under the new law, 50% bonus depreciation is available for qualified property that meets certain requirements, including:

- Depreciable property of a specified type (for example, tangible personal property with a recovery period of 20 years or less, such as non-commercial and commercial aircraft);
- The original use of the depreciable property must commence with the taxpayer after Dec. 31, 2007;
- The depreciable property must be acquired by the taxpayer:
  - After Dec. 31, 2007, and before Jan. 1, 2015, but only if no written binding contract for the acquisition was in effect before Jan. 1, 2008, or
  - Pursuant to a written binding contract that was entered into after Dec. 31, 2007, and before Jan. 1, 2015; and
- The depreciable property must be placed in service before Jan. 1, 2015 (or Jan. 1, 2016, for longer production period property and certain non-commercial aircraft).

|                                 |  |
|---------------------------------|--|
|                                 | <p>The 50% Additional First-Year Depreciation is again extended through 2017 (through 2018 for certain longer-lived and transportation property) under the Protecting Americans from Tax Hikes (PATH) Act of 2015. The percentage is phased down from 50% by 10% per calendar year beginning in 2018. Thus, for qualified property, the percentage for property placed in service in 2018 (and 2019 for certain longer-lived and transportation property) is 40%, and for 2019 (and 2020 for certain longer-lived and transportation property) is 30%.</p> |
| Adjusted Current Earnings (ACE) | <p>A recalculation of taxable income, required for certain C corporations, creating an adjustment to the Alternative Minimum Tax (AMT). If a business is subject to AMT, there is a depreciation adjustment required for ACE for any property that was placed in service before 1994 and is still being depreciated. See IRC Sec. 56(g).</p>   |
| ADR                             | <p>ADR, the Asset Depreciation Range System, applies to assets placed in service after 1970 and before 1981. ADR created a class life system that grouped assets by industry type into classes. Each class had a range of years over which it could be depreciated. MACRS uses the midpoint of the ADR class life as the basis on which to assign recovery periods to assets.</p>  |
| ADS Recovery Period             | <p>Used in the calculation of depreciation for the purposes of the MACRS Alternative Depreciation System (ADS), Earnings and Profits, Adjusted Current Earnings, and for certain MACRS property for the Alternative Minimum Tax. See Revenue Procedure 87-56 for recovery periods under the MACRS Alternative Depreciation System.</p>   |

Allocation Method

The allocation method is one of two methods (the simplified method is the other) used to calculate depreciation on a MACRS asset that is placed in service in a short year. The allocation method allocates to the taxable year the depreciation attributable to each recovery year, or portion thereof, that falls within the taxable year. You adjust the allocation for the short year. In subsequent years, the portion of any recovery year that falls within the taxable year changes because of the short year. For a 5-year asset using the half-year convention the following table shows the effect on allocation of a 4-month short year in taxable year 2. The numbers in the tables are the number of months attributable to a particular recovery year.

| Recovery Year | Tax year (No short year) |   |   |   |   |   |
|---------------|--------------------------|---|---|---|---|---|
|               | 1                        | 2 | 3 | 4 | 5 | 6 |
| 1             | 6                        | 6 |   |   |   |   |
| 2             |                          | 6 | 6 |   |   |   |
| 3             |                          |   | 6 | 6 |   |   |
| 4             |                          |   |   | 6 | 6 |   |
| 5             |                          |   |   |   | 6 | 6 |

| Recovery Year | Tax year (Short year in year 2) |   |    |    |    |    |   |
|---------------|---------------------------------|---|----|----|----|----|---|
|               | 1                               | 2 | 3  | 4  | 5  | 6  | 7 |
| 1             | 6                               | 4 | 2  |    |    |    |   |
| 2             |                                 |   | 10 | 2  |    |    |   |
| 3             |                                 |   |    | 10 | 2  |    |   |
| 4             |                                 |   |    |    | 10 | 2  |   |
| 5             |                                 |   |    |    |    | 10 | 2 |

Alternative Depreciation System (ADS)

An optional election under MACRS for any asset placed in service after July 31, 1986, and required for certain other assets. ADS uses straight-line depreciation over an assigned recovery period that is generally longer than under regular MACRS. See IRC Sec. 168(g).

|                                  |  |
|----------------------------------|--|
| Alternative Minimum Tax (AMT)    | A recalculation of taxable income by certain taxpayers to ensure that those with high incomes pay a minimum amount of tax. It includes a depreciation adjustment for most property. Small corporations may be exempt from AMT after 1997, although with growth may later lose their exemption. See IRC Section 55(e).  |
| Alternative Motor Vehicle Credit | <p>The Alternative Motor Vehicle Credit consists of the following five credits (IRS Code Section 30B):</p> <ul style="list-style-type: none"> <li>• Alternative Fuel</li> <li>• Fuel Cell</li> <li>• Hybrid</li> <li>• Lean-Burn Technology</li> <li>• Plug-In Conversion</li> </ul> <p>The Energy Tax Incentives Act of 2005 created the first four of these tax credits. These are for vehicles using alternative fuels.</p> <p>The American Recovery and Reinvestment Act of 2009 added the Plug-In Conversion Credit for any motor vehicle that is converted to being a qualified plug-in electric drive motor vehicle. The credit amount is 10% of the cost—up to \$40,000—of converting the vehicle. The maximum credit is \$4,000. A qualifying plug-in electric drive motor vehicle is defined in Section 30D (although the requirement that it be a new vehicle does not apply). The Plug-In Conversion Credit is effective for property placed in service after February 17, 2009, and conversions made before Jan. 1, 2012.</p> <p>To enter any of the Alternative Motor Vehicle Credits, go to the Credits panel of the Edit Book Data wizard (double-click the Net Credit Basis Reduction field on the Depreciation Expense tab in the Asset Viewer) and select the Vehicles tab.</p> <div style="background-color: #e1f5fe; padding: 5px; border: 1px solid #ccc;"> <p>The Alternative Motor Vehicle Credit should be entered on IRS Form 8910.</p> </div> <p>To see the credit amount, select the Form 3468 and Other Credits Report.</p> |
| Amortization                     | A method of recovering the cost of intangible assets using the straight-line method.   |
| Asset ID Number                  | A unique character string used to identify each asset. Limited to 14 characters. Composed of the asset prefix (8 characters at most) and a number. Used as an initial default for sorting the Asset List.  |



| Asset List           | A page that contains a list of all company assets meeting the criteria set in the currently selected filter. Displays each asset's ID number, Asset Type, and Description, plus any additional fields that you decide to include.   |   |             |             |     |                                       |                                 |     |   |                                 |    |            |   |
|----------------------|---|---|-------------|-------------|-----|---------------------------------------|---------------------------------|-----|---|---------------------------------|----|------------|---|
| Asset Record         | The detailed information entered for an individual asset. You can review an asset record by using the Asset Viewer.   |   |             |             |     |                                       |                                 |     |   |                                 |    |            |   |
| Asset Type           | Asset types are tools or templates that the application uses to quickly add assets or build book data. An asset's asset type tells the application what kind of asset it is, and what rules to follow when calculating that asset's depreciation. The application uses asset types to categorize assets.  |   |             |             |     |                                       |                                 |     |   |                                 |    |            |   |
| Asset Viewer         | A browser tab that displays information about a single selected asset. The information is divided into several tabs: general information, transfer data, summary data, balances and accumulated amounts, depreciation expense information, and gain/loss.   |   |             |             |     |                                       |                                 |     |   |                                 |    |            |   |
| Averaging Convention | <p>Used when calculating depreciation in an asset's placed-in-service and disposal year (if disposed before the end of its depreciable life) to prorate the annual amount of depreciation otherwise allowed.</p> <table border="1" data-bbox="805 1077 1442 1892"> <thead> <tr> <th data-bbox="805 1077 1019 1129">Selection</th> <th data-bbox="1019 1077 1230 1129">Description</th> <th data-bbox="1230 1077 1442 1129">Explanation</th> </tr> </thead> <tbody> <tr> <td data-bbox="805 1129 1019 1297">AHY</td> <td data-bbox="1019 1129 1230 1297">Apply Mid-Quarter test, use Half-Year</td> <td data-bbox="1230 1129 1442 1297">Solve for HY or MQ; HY applied.</td> </tr> <tr> <td data-bbox="805 1297 1019 1465">AMQ</td> <td data-bbox="1019 1297 1230 1465">Apply Mid-Quarter test, use Mid-Quarter</td> <td data-bbox="1230 1297 1442 1465">Solve for HY or MQ; MQ applied.</td> </tr> <tr> <td data-bbox="805 1465 1019 1892">FM</td> <td data-bbox="1019 1465 1230 1892">Full-Month</td> <td data-bbox="1230 1465 1442 1892">A full month of depreciation is taken on an asset placed in service at any time during the month. No depreciation is taken for the month of disposal.</td> </tr> </tbody> </table> | Selection   | Description | Explanation | AHY | Apply Mid-Quarter test, use Half-Year | Solve for HY or MQ; HY applied. | AMQ | Apply Mid-Quarter test, use Mid-Quarter | Solve for HY or MQ; MQ applied. | FM | Full-Month | A full month of depreciation is taken on an asset placed in service at any time during the month. No depreciation is taken for the month of disposal. |
| Selection            | Description   | Explanation   |             |             |     |                                       |                                 |     |   |                                 |    |            |   |
| AHY                  | Apply Mid-Quarter test, use Half-Year   | Solve for HY or MQ; HY applied.   |             |             |     |                                       |                                 |     |   |                                 |    |            |   |
| AMQ                  | Apply Mid-Quarter test, use Mid-Quarter   | Solve for HY or MQ; MQ applied.   |             |             |     |                                       |                                 |     |   |                                 |    |            |   |
| FM                   | Full-Month  | A full month of depreciation is taken on an asset placed in service at any time during the month. No depreciation is taken for the month of disposal. |             |             |     |                                       |                                 |     |   |                                 |    |            |   |

|    |            |  |
|----|------------|--|
| FY | Full-Year  | A full year of depreciation is taken on an asset placed in service at any time during the year. No depreciation is taken for the year of disposal. |
| HM | Half-Month | A half month of depreciation is taken on an asset placed in service or disposed of at any time during the month.                                   |
| HY | Half-Year  | A half year of depreciation is taken on an asset placed in service or disposed of at any time during the year.                                     |

|     |                     |   |
|-----|---------------------|---|
| MHM | Modified Half-Month | If an asset is placed in service in the first half of a month, a full month of depreciation is taken for that month. If the asset is placed in service in the second half of a month, no depreciation is taken for that month. The amount of depreciation taken in the disposal month depends on when in the month the asset is disposed as well as when it was originally acquired.* |
|-----|---------------------|---|

|     |                    |  |
|-----|--------------------|--|
| MHY | Modified Half-Year | If an asset is placed in service in the first half of a year, a full year of depreciation is taken for that year. If the asset is placed in service in the second half of the year, no depreciation is taken for that year. The amount of depreciation taken in the disposal year depends on when in the year the asset is disposed as well as when it was originally acquired.* |
| MM  | Mid-Month          | A half month of depreciation is taken on an asset for the month in which it is placed in service or disposed.  |

|    |             |   |
|----|-------------|---|
| MQ | Mid-Quarter | Depreciation is taken on an asset for half the number of months in the quarter of the year in which it is placed in service or disposed (for example, one and a half months if it is a full year of 12 months). |
|----|-------------|---|

\*For additional information, see Rev. Proc. 87-57.

**B**

|                    |   |
|--------------------|---|
| <b>B</b>           |   |
| Basis              | The cost of purchased property, adjusted by Section 179, business use, salvage value, net ITC, and prior depreciation. The precise impact of each of these elements will vary, depending primarily on the depreciation method used.   |
| Bonus Depreciation | <p>An optional election for tax purposes for an additional depreciation deduction in the year of acquisition that is claimed on tangible personal property acquired before 1981, having a useful life of at least six years. The deduction was limited to 20% of the first \$10,000 of the asset's cost. The application treats bonus depreciation as Section 179 expense. When entering bonus depreciation, enter it in the field for Section 179.</p> <p>The Job Creation and Worker Assistance Act of 2002 provided for an Additional First-Year Depreciation deduction for qualifying property acquired after September 10, 2001, which is sometimes referred to as "Bonus Depreciation." This provision has been reintroduced and then extended several times.</p> |
| Book               | A depreciation schedule that embodies a set of rules (such as the Section 179 limitation and the Mid-Quarter convention policy) that are followed to calculate depreciation and prepare reports. A book contains the depreciation data for all assets that are computed according to a particular set of rules, such as GAAP and Federal Tax.   |

| Boot                      | Any cash or other property received, or given, in an exchange of assets for tax purposes. It includes any liabilities assumed in the exchange.   |           |             |        |                                       |                  |  |              |   |          |  |       |  |                |   |
|---------------------------|--|-----------|-------------|--------|---------------------------------------|------------------|--|--------------|---|----------|--|-------|--|----------------|---|
| <b>C</b>                  |  |           |             |        |                                       |                  |  |              |   |          |  |       |  |                |   |
| Calculation Source        | <p>The source of the depreciation computation.</p> <table border="1" data-bbox="805 394 1442 1465"> <thead> <tr> <th data-bbox="805 394 1122 449">Selection</th> <th data-bbox="1127 394 1442 449">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="805 455 1122 548">Switch</td> <td data-bbox="1127 455 1442 548">Switch to straight-line when optimal.</td> </tr> <tr> <td data-bbox="805 554 1122 743">Last Year Switch</td> <td data-bbox="1127 554 1442 743">Don't switch to straight-line. Fully depreciate the asset at the end of the last year of the asset's life.</td> </tr> <tr> <td data-bbox="805 749 1122 968">No, Continue</td> <td data-bbox="1127 749 1442 968">Don't switch to straight-line. Continue depreciating the asset using the accelerated method (doesn't fully depreciate the asset).</td> </tr> <tr> <td data-bbox="805 974 1122 1234">No, Stop</td> <td data-bbox="1127 974 1442 1234">Don't switch to straight-line. Stop depreciating the asset at the end of the last year of the asset's life (doesn't fully depreciate the asset).</td> </tr> <tr> <td data-bbox="805 1241 1122 1362">Table</td> <td data-bbox="1127 1241 1442 1362">Depreciation rate looked up on a depreciation table.</td> </tr> <tr> <td data-bbox="805 1369 1122 1465">Not Applicable</td> <td data-bbox="1127 1369 1442 1465">Switch to straight-line does not apply.</td> </tr> </tbody> </table> | Selection | Description | Switch | Switch to straight-line when optimal. | Last Year Switch | Don't switch to straight-line. Fully depreciate the asset at the end of the last year of the asset's life. | No, Continue | Don't switch to straight-line. Continue depreciating the asset using the accelerated method (doesn't fully depreciate the asset). | No, Stop | Don't switch to straight-line. Stop depreciating the asset at the end of the last year of the asset's life (doesn't fully depreciate the asset). | Table | Depreciation rate looked up on a depreciation table. | Not Applicable | Switch to straight-line does not apply. |
| Selection                 | Description  |           |             |        |                                       |                  |  |              |   |          |  |       |  |                |   |
| Switch                    | Switch to straight-line when optimal.  |           |             |        |                                       |                  |  |              |   |          |  |       |  |                |   |
| Last Year Switch          | Don't switch to straight-line. Fully depreciate the asset at the end of the last year of the asset's life.   |           |             |        |                                       |                  |  |              |   |          |  |       |  |                |   |
| No, Continue              | Don't switch to straight-line. Continue depreciating the asset using the accelerated method (doesn't fully depreciate the asset).  |           |             |        |                                       |                  |  |              |   |          |  |       |  |                |   |
| No, Stop                  | Don't switch to straight-line. Stop depreciating the asset at the end of the last year of the asset's life (doesn't fully depreciate the asset).   |           |             |        |                                       |                  |  |              |   |          |  |       |  |                |   |
| Table                     | Depreciation rate looked up on a depreciation table.   |           |             |        |                                       |                  |  |              |   |          |  |       |  |                |   |
| Not Applicable            | Switch to straight-line does not apply.  |           |             |        |                                       |                  |  |              |   |          |  |       |  |                |   |
| Child Tax Book            | A tax book that is subordinate to and depends upon another tax book, called the "parent" book. For example, the AMT book is a child of the parent Federal Tax book.  |           |             |        |                                       |                  |  |              |   |          |  |       |  |                |   |
| Clean-Fuel Luxury Vehicle | A luxury auto that qualifies for the \$2,000 Section 179A deduction. After 2005, the deduction is no longer allowed. See Section 179A Deduction.   |           |             |        |                                       |                  |  |              |   |          |  |       |  |                |   |

Closing Rate

**<<Multicurrency users only>>**

The exchange rate on the last day of the calendar month.

For reporting purposes, the application uses the exchange rate for the calendar month in which the focus period ends.

**Example**

| USD to GBP Focus Period:             |            |               |
|--------------------------------------|------------|---------------|
| From 8/2015 To 8/2015 Rate = 0.62380 |            |               |
| From 1/2015 To 9/2015 Rate = 0.60760 |            |               |
| Start Date                           | End Date   | Exchange Rate |
| 1/31/2015                            | 1/31/2015  | 0.60720       |
| 2/28/2015                            | 2/28/2015  | 0.62520       |
| 3/31/2015                            | 3/31/2015  | 0.62030       |
| 4/30/2015                            | 4/30/2015  | 0.62070       |
| 5/31/2015                            | 5/31/2015  | 0.62400       |
| 6/30/2015                            | 6/30/2015  | 0.63490       |
| 7/31/2015                            | 7/31/2015  | 0.61680       |
| 8/31/2015                            | 8/31/2015  | 0.62380       |
| 9/30/2015                            | 9/30/2015  | 0.60760       |
| 10/31/2015                           | 10/31/2015 | 0.62080       |
| 11/30/2015                           | 11/30/2015 | 0.62560       |
| 12/31/2015                           | 12/31/2015 | 0.61860       |

Company

A grouping of assets in the application, usually a taxable entity such as a corporation. Generally, a “company” represents a business entity. However, you can separate the assets from one business, by department, for example, into two or more companies in the application.

Company Start Date

The date the company began owning fixed assets. The earliest date allowed by the application is January 1, 1901.

Continuing Asset

The like-kind property exchanged-in (received) as a result of a like-kind exchange. See Section 1031 Exchange.

|            |  |
|------------|--|
| Convention | See Averaging Convention.  |
| CSV        | Refers to Comma Separated (or Delimited) Values. This is a specially formatted ASCII text file.  |
| <b>D</b>   |  |
| Daily Rate | <p data-bbox="808 369 1203 401"><b>&lt;&lt;Multicurrency users only&gt;&gt;</b></p> <p data-bbox="808 422 1455 684">Daily exchange rates can be open-ended, that is, the ending date is optional. Once the starting date is entered, this rate is considered current until an ending date is entered. This allows the same daily rate to be used for one or two weeks. When you use exchange rates in the application, daily rates are the default (the first place the application goes to retrieve rates).</p> <p data-bbox="808 709 922 741"><b>Example</b></p> |



**USD to GBP Focus Period:****From 1/15/2015 To 1/15/2015 Rate = 0.60360**

| Start Date | End Date  | Exchange Rate |
|------------|-----------|---------------|
| 1/7/2015   | 1/7/2015  | 0.60560       |
| 1/8/2015   | 1/8/2015  | 0.60900       |
| 1/9/2015   | 1/9/2015  | 0.60960       |
| 1/10/2015  | 1/10/2015 | 0.60990       |
| 1/11/2015  | 1/11/2015 | 0.60960       |
| 1/12/2015  | 1/12/2015 | 0.61380       |
| 1/13/2015  | 1/13/2015 | 0.60660       |
| 1/14/2015  | 1/14/2015 | 0.60610       |
| 1/15/2015  | 1/15/2015 | 0.60360       |
| 1/16/2015  | 1/16/2015 | 0.60610       |
| 1/17/2015  | 1/17/2015 | 0.60640       |
| 1/18/2015  | 1/18/2015 | 0.60500       |
| 1/19/2015  | 1/19/2015 | 0.60410       |
| 1/20/2015  | 1/20/2015 | 0.60590       |
| 1/21/2015  | 1/21/2015 | 0.60710       |
| 1/22/2015  | 1/22/2015 | 0.60550       |
| 1/23/2015  | 1/23/2015 | 0.60460       |
| 1/24/2015  | 1/24/2015 | 0.60430       |
| 1/25/2015  | 1/25/2015 | 0.60320       |
| 1/26/2015  | 1/26/2015 | 0.60260       |
| 1/27/2015  | 1/27/2015 | 0.60500       |
| 1/28/2015  | 1/28/2015 | 0.60720       |
| 1/29/2015  | 1/29/2015 | 0.60750       |

Data File

A special file created by the application to hold the data you enter into the application.

| Database             | The entire set of data—including company, book, and asset data—needed by the application is called the database. The database is stored in the company.   |           |             |    |      |    |           |    |                  |    |               |    |                   |    |       |    |                     |    |                |    |                 |    |                                    |    |               |    |                         |    |                     |
|----------------------|---|-----------|-------------|----|------|----|-----------|----|------------------|----|---------------|----|-------------------|----|-------|----|---------------------|----|----------------|----|-----------------|----|------------------------------------|----|---------------|----|-------------------------|----|---------------------|
| Default              | Information that the application assumes when you leave a field unchanged.  |           |             |    |      |    |           |    |                  |    |               |    |                   |    |       |    |                     |    |                |    |                 |    |                                    |    |               |    |                         |    |                     |
| Depreciation Methods | <p>The method used to compute depreciation. The application provides the following methods listed here. If none of these methods are appropriate for an asset, you can create a custom method.</p> <table border="1" data-bbox="808 541 1435 1419"> <thead> <tr> <th data-bbox="808 541 954 596">Selection</th> <th data-bbox="954 541 1435 596">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="808 596 954 659">AC</td> <td data-bbox="954 596 1435 659">ACRS</td> </tr> <tr> <td data-bbox="808 659 954 722">AD</td> <td data-bbox="954 659 1435 722">MACRS ADS</td> </tr> <tr> <td data-bbox="808 722 954 785">AS</td> <td data-bbox="954 722 1435 785">Alternative ACRS</td> </tr> <tr> <td data-bbox="808 785 954 848">CM</td> <td data-bbox="954 785 1435 848">Custom Method</td> </tr> <tr> <td data-bbox="808 848 954 911">DB</td> <td data-bbox="954 848 1435 911">Declining Balance</td> </tr> <tr> <td data-bbox="808 911 954 974">MC</td> <td data-bbox="954 911 1435 974">MACRS</td> </tr> <tr> <td data-bbox="808 974 954 1037">MS</td> <td data-bbox="954 974 1435 1037">MACRS Straight-Line</td> </tr> <tr> <td data-bbox="808 1037 954 1100">NC</td> <td data-bbox="954 1037 1435 1100">No Calculation</td> </tr> <tr> <td data-bbox="808 1100 954 1163">NO</td> <td data-bbox="954 1100 1435 1163">No Depreciation</td> </tr> <tr> <td data-bbox="808 1163 954 1226">RV</td> <td data-bbox="954 1163 1435 1226">Remaining Balance / Remaining Life</td> </tr> <tr> <td data-bbox="808 1226 954 1289">SL</td> <td data-bbox="954 1226 1435 1289">Straight-Line</td> </tr> <tr> <td data-bbox="808 1289 954 1352">SY</td> <td data-bbox="954 1289 1435 1352">Sum of the Years Digits</td> </tr> <tr> <td data-bbox="808 1352 954 1415">UP</td> <td data-bbox="954 1352 1435 1415">Units of Production</td> </tr> </tbody> </table> | Selection | Description | AC | ACRS | AD | MACRS ADS | AS | Alternative ACRS | CM | Custom Method | DB | Declining Balance | MC | MACRS | MS | MACRS Straight-Line | NC | No Calculation | NO | No Depreciation | RV | Remaining Balance / Remaining Life | SL | Straight-Line | SY | Sum of the Years Digits | UP | Units of Production |
| Selection            | Description   |           |             |    |      |    |           |    |                  |    |               |    |                   |    |       |    |                     |    |                |    |                 |    |                                    |    |               |    |                         |    |                     |
| AC                   | ACRS  |           |             |    |      |    |           |    |                  |    |               |    |                   |    |       |    |                     |    |                |    |                 |    |                                    |    |               |    |                         |    |                     |
| AD                   | MACRS ADS   |           |             |    |      |    |           |    |                  |    |               |    |                   |    |       |    |                     |    |                |    |                 |    |                                    |    |               |    |                         |    |                     |
| AS                   | Alternative ACRS  |           |             |    |      |    |           |    |                  |    |               |    |                   |    |       |    |                     |    |                |    |                 |    |                                    |    |               |    |                         |    |                     |
| CM                   | Custom Method   |           |             |    |      |    |           |    |                  |    |               |    |                   |    |       |    |                     |    |                |    |                 |    |                                    |    |               |    |                         |    |                     |
| DB                   | Declining Balance   |           |             |    |      |    |           |    |                  |    |               |    |                   |    |       |    |                     |    |                |    |                 |    |                                    |    |               |    |                         |    |                     |
| MC                   | MACRS   |           |             |    |      |    |           |    |                  |    |               |    |                   |    |       |    |                     |    |                |    |                 |    |                                    |    |               |    |                         |    |                     |
| MS                   | MACRS Straight-Line   |           |             |    |      |    |           |    |                  |    |               |    |                   |    |       |    |                     |    |                |    |                 |    |                                    |    |               |    |                         |    |                     |
| NC                   | No Calculation  |           |             |    |      |    |           |    |                  |    |               |    |                   |    |       |    |                     |    |                |    |                 |    |                                    |    |               |    |                         |    |                     |
| NO                   | No Depreciation   |           |             |    |      |    |           |    |                  |    |               |    |                   |    |       |    |                     |    |                |    |                 |    |                                    |    |               |    |                         |    |                     |
| RV                   | Remaining Balance / Remaining Life  |           |             |    |      |    |           |    |                  |    |               |    |                   |    |       |    |                     |    |                |    |                 |    |                                    |    |               |    |                         |    |                     |
| SL                   | Straight-Line   |           |             |    |      |    |           |    |                  |    |               |    |                   |    |       |    |                     |    |                |    |                 |    |                                    |    |               |    |                         |    |                     |
| SY                   | Sum of the Years Digits   |           |             |    |      |    |           |    |                  |    |               |    |                   |    |       |    |                     |    |                |    |                 |    |                                    |    |               |    |                         |    |                     |
| UP                   | Units of Production   |           |             |    |      |    |           |    |                  |    |               |    |                   |    |       |    |                     |    |                |    |                 |    |                                    |    |               |    |                         |    |                     |
| Destination Company  | The database that you create and that will be filled with data as the main objective of the Import process.   |           |             |    |      |    |           |    |                  |    |               |    |                   |    |       |    |                     |    |                |    |                 |    |                                    |    |               |    |                         |    |                     |

|  |  |
|--|--|
| Disaster Property  | <p>Created by the Emergency Economic Stabilization Act of 2008, qualifying business property located in a federally declared disaster occurring after 2007 and before 2010. Qualifying property is allowed a 50% special depreciation allowance, similar to bonus depreciation, and an increased Section 179 expense (but not necessarily both).</p> <p>Qualifying property must be placed in service by the end of the third calendar year following the disaster date (or by the fourth calendar year if nonresidential real or residential rental property). Also, to qualify, 80% or more of the property's use must be in the active conduct of the business located in the federally declared disaster area.</p> |
| <b>E</b>   |  |
| Earnings and Profits (E&P)                                       | A recalculation of income by a C corporation to determine what it has available to pay dividends to its shareholders. Depreciation is generally computed using the straight-line method (ADS for MACRS property) when calculating E&P.   |
| Electric Plug-In Vehicles: Low-Speed or 2-3 Wheeled (Section 30) | <p>The American Recovery and Reinvestment Act of 2009 amended Section 30 and, thereby, expanded the Section 30D credit to include certain other specified vehicles. This new Section 30 credit applies to new qualified plug-in electric vehicles that otherwise meet the criteria of Section 30D and:</p> <ul style="list-style-type: none"> <li>• Have a gross vehicle weight of less than 14,000 pounds,</li> <li>• Are any two- or three-wheeled motor vehicle or any "low-speed" vehicle, and</li> <li>• Are placed in service after February 17, 2009, and before January 1, 2012.</li> </ul> <p>The credit amount is 10% of the cost of the vehicle and cannot exceed \$2,500 per vehicle.</p>                  |
| Energy Investment Credit   | <p>After 1986, the investment credit consists of two separate credits: the rehabilitation credit and the energy credit. The business energy credit is either 10% or 30% of the qualifying energy property, claimed in the year in which it is placed in service. The amount of the credit depends on the type of property.</p> <p>The application supports the following two types of property eligible for the energy investment credit: geothermal property (10%) and solar property (30%).</p>  |

|                                    |  |
|------------------------------------|--|
| <p>Enterprise Zone Calculation</p> | <p>The yearly limitation under Section 179 is increased by the lesser of:</p> <ul style="list-style-type: none"> <li>• \$20,000 for tax years beginning on or before December 31, 2001 (increased to \$35,000 for tax years beginning after December 31, 2001)</li> <li>– or –</li> <li>• the cost of Section 179 property that is qualified zone property placed in service during the taxable year.</li> </ul> <p>In addition, the phaseout of the full deduction above the threshold cost of qualified enterprise zone property shall be at 50% of the cost thereof.</p> <p>The application assumes that all property qualified for Section 179 and placed in service during those years designated as qualifying for Enterprise zone treatment is qualified enterprise zone property.</p> <p>When entering qualifying Enterprise Zone property, you need to first change the company calendar by selecting the Enterprise Zone box for the appropriate years on the Calendar tab of the Company Properties dialog.</p> <p>After December 31, 2016, the additional allowance for Enterprise Zone Property is reduced to zero.</p> |
| <p>Enterprise Zone Property</p>    | <p>Property purchased by a qualifying business located in an area designated as an Empowerment Zone. Such businesses are allowed to claim up to \$35,000 additional Section 179 expense for qualifying property purchased after 2001. (For property purchased after 8/9/93 and before 2002, they were allowed to expense an additional \$20,000.) See IRC Section 1397A for further restrictions on the allowable Section 179 amount.</p> <p>Empowerment Zones were created to provide economic assistance to businesses operating in distressed urban and rural areas.</p> <p>After December 31, 2016, the additional allowance for Enterprise Zone Property is reduced to zero.</p>  |
| <p>Excess Asset</p>                | <p>Assets added to the company as a result of boot received in a like-kind exchange of MACRS assets after January 2, 2000, per IRS Notice 2000-4. See Section 1031 Exchange.</p>   |

|                                   |  |
|-----------------------------------|--|
| Exchanged-In Asset                | Asset received in a like-kind exchange. May be either a continuing asset or an excess asset. Also known as like-kind property. See Notice 2000-4 and Section 1031 Exchange.  |
| Exchanged-Out Asset               | Asset disposed through a like-kind exchange. See Notice 2000-4 and Section 1031 Exchange.  |
| <b>F</b>                          |  |
| Fact Pattern                      | The list of critical elements required to determine an asset's character and depreciation for all books. These critical elements are: <ul style="list-style-type: none"> <li>• Property Type</li> <li>• Placed-in-Service Date</li> <li>• Depreciable Life</li> <li>• Depreciation Method</li> <li>• Depreciation Rate</li> <li>• Averaging Convention</li> <li>• Book Cost</li> <li>• Revision Treatment</li> </ul> |
| FASB                              | Financial Accounting Standards Board, an independent body that establishes standards for financial accounting and helps to formulate Generally Accepted Accounting Principles (GAAP).  |
| FEIN                              | Federal Employer Identification Number.  |
| Filter                            | A predefined set of criteria used to separate out the assets that are listed on the Asset List or in a report. It allows you to search for, or report on, specific assets.   |
| Focus Period                      | The selected period of time for which depreciation data is displayed for each asset, such as current month, current year, or year-to-date.   |
| Functional Currency               | <b>&lt;&lt;Multicurrency users only&gt;&gt;</b><br>The currency of the primary economic environment in which the entity operates; normally, that is the currency of the environment in which an entity primarily generates and expends cash.   |
| <b>G</b>                          |  |
| GAAP                              | Generally Accepted Accounting Principles.  |
| GDS Recovery Period               | Used in the calculation of depreciation for purposes of the General Depreciation System under MACRS. See Revenue Procedure 87-56 for recovery periods under the MACRS General Depreciation System.   |
| General Depreciation System (GDS) | The depreciation system for MACRS specified in IRC Section 168(a).   |

|                                |   |
|--------------------------------|---|
| Gulf Opportunity Zone Property | <p>Also called "GO Zone property," this was created by the Gulf Opportunity Zone Act of 2005. The Act defined three GO Zones for the areas hit by hurricanes Katrina, Rita, and Wilma. Qualifying property can take advantage of special allowances for bonus depreciation and Section 179 expensing. It must be new property placed in service after August 27, 2005, and before 2008 (before 2009 in the case of nonresidential real property and residential rental property). Substantially all of its use must be within the GO Zone.</p> <p>GO Zone "extension property" has an extended placed-in-service date through 2011.</p> |
| <b>H</b>                       |   |
| Half-Year Convention           | An averaging convention that treats all property placed in service during any taxable year (or disposed of during any taxable year) as placed in service (or disposed of) on the mid-point of such taxable year (IRC Section 168(d)(4)(A)).   |
| Historical Rate                | <p><b>&lt;&lt;Multicurrency Users only&gt;&gt;</b></p> <p>The exchange rate at the time the asset was acquired, liability incurred, or element of paid-in capital was issued or reacquired.</p>   |
| Hyperinflationary Currency     | <p><b>&lt;&lt;Multicurrency Users only&gt;&gt;</b></p> <p>Any currency that experiences 100% cumulative inflation within three years.</p>   |
| <b>I</b>                       |   |
| Indian Reservation Property    | Qualifying property placed in service after 1993 and before 2010 (unless this provision is extended) on an Indian reservation and which generally is depreciated over shorter recovery periods for tax purposes. There is no AMT adjustment required for such property.   |

## Investment Tax Credits (ITC)

Select the item for which you want information:

- ITC Recapture
- ITC Recapture Nonrecovery Property
- ITC Recapture Recovery Property
- Energy Investment Credit
- ITC Qualified Investment
- Regular Investment Credit
- Reduced Credit for Taxable Years after 1986
- Rehabilitation Credits

See [Rules for Negative Assets](#) for assets with a negative Asset Cost.

## ITC Qualified Investment

Prior to 1986, a completely different set of rules applied to the investment credit. The amount of the investment credit was different for recovery versus nonrecovery property. For recovery property, the following percentages of the cost of Section 38 property were eligible for the investment credit:

| Eligible % | Type of Property  |
|------------|---|
| 100%       | 5- or 10-year recovery property, 15-year public utility recovery property, or qualified commuter highway vehicles |
| 60%        | 3-year recovery property  |

For nonrecovery property, the following percentages of the cost of Section 38 property were eligible for the regular investment credit:

| Eligible % | If the asset's useful life is          |
|------------|--|
| 100%       | at least 7 years                       |
| 66 2/3%    | at least 5 years but less than 7 years |
| 33 1/3%    | at least 3 years but less than 5 years |

The above was stated in the now repealed IRC Section 46(c)(1), (2), (6), and (7).

|   |   |
|---|---|
| <p>ITC Recapture</p>                      | <p>If property is disposed of or ceases to be Section 38 property before the end of its useful life or recovery period, and if an investment credit was taken on such property, all or part of the original credit taken may be recaptured, thus increasing the reporting year's tax liability. The holding period, for recapture purposes, begins the first day of the month the asset is placed in service. See Regs. 1.47-1(c)(1)(i).</p> <p>The amount of credit recaptured depends on whether the property is recovery or nonrecovery. If ITC is recaptured, and the asset basis has been reduced by half the original credit taken (effective for assets placed in service after 1982 and before 1986, unless the 2% ITC percentage reduction is elected), half the credit recaptured is added back to the basis. If ITC is recaptured, and the asset basis has been reduced by 100% of the original credit taken, 100% of the credit recaptured is added back to the basis. This basis adjustment is assumed to occur just prior to disposition or when the asset ceases to be Section 38 property. See IRC Section 48(q).</p> |
| <p>ITC Recapture Nonrecovery Property</p> | <p>The investment credit recaptured is equal to the excess of the credit originally taken over the credit that could have been taken had the useful life used in computing the qualified investment been the actual period the asset was held as Section 38 property.</p> <p>For example, if a \$10,000 qualifying asset with a useful life of 7 years was disposed of after 3 years, and ITC was originally taken on the asset, the credit to be recaptured is <math>(\\$10,000 \times .10) - [(.333 \times 10,000) \times .10] = 1000 - 333 = 667</math>. See IRC Section 47(a)(1).</p>   |
| <p>ITC Recapture Recovery Property</p>    | <p>The credit to be recaptured is determined by multiplying the original credit taken by a recapture percent.</p> <p>If property ceases to be Section 38 property within one year after it is placed in service, 100% of the credit is recaptured.</p> <p>For property other than 3-year, the recapture percentage is reduced by 20 percentage points for each full year the asset was held as Section 38 property. Thus, if property is held for at least five years, none of the credit is recaptured.</p> <p>For 3-year property, the recapture percentage is reduced by 33 percentage points for each full year the asset was held as Section 38 property. See IRC Section 47(a)(5).</p>  |



**J**

**K**

**L**

|                                 |   |
|---------------------------------|---|
| Life-to-Date Depreciation (LTD) | The total depreciation accumulated from the asset's placed-in-service date through the end of any selected focus period for viewing or reporting.   |
| Like-Kind Exchange              | An exchange of properties that are of like kind. The exchange is nontaxable unless you receive money or unlike property in addition to the like-kind property. See Nontaxable Exchange, Partially Nontaxable Exchange, and Section 1031 Exchange.   |
| Like-Kind Property              | Property received in an exchange that is of a like kind to the property exchanged. Also referred to as exchanged-in assets. See Section 1031 Exchange.  |
| Listed Property                 | Generally, any passenger automobile, computer, or other property specified by the IRS and that can be used for both personal and business purposes. Such property has special record-keeping requirements and may be limited in the amount of depreciation and Section 179 expense allowed. See IRC Section 280F. |
| Low-Income Housing              | A class of property created under ACRS and assigned a 15-year recovery period. Under MACRS, such property is not specifically classified and is considered to be residential rental property.   |

|                             |   |
|-----------------------------|---|
| <p>Luxury Vehicles</p>      | <p>Under IRS Code Section 280F, any passenger vehicle with four wheels, weighing 6,000 pounds or less, is considered a "luxury vehicle" and is restricted as to the annual amount of depreciation. There is also a separate category for post-2002 luxury trucks and vans (that is, vehicles built on a truck chassis, including SUVs). Luxury vehicles are all considered to be listed property.</p> <p>The maximum amount of depreciation (which includes any Section 179 expense) that may be claimed on a luxury vehicle each year is based on the year in which it is placed in service and whether it is an automobile or a truck. The depreciation limits are adjusted for inflation each year.</p> <p>In certain years, the depreciation limit in the placed-in-service year is increased by a prescribed amount of bonus depreciation (AFYD).</p> <p>The Additional First-Year Depreciation limit for both Luxury Automobiles and Luxury Trucks and Vans should be \$8,000 through 2026 (It goes to zero in 2027 and thereafter.).</p> <p>See <a href="#">Automobile limits</a> for the per-year limits on Luxury Automobiles and Luxury Trucks.</p> |
| <b>M</b>                    |   |
| <p>MACRS</p>                | <p>Modified Accelerated Cost Recovery System, required for most depreciable assets placed in service after 12/31/86. Can be elected on a property-by-property basis for property placed in service after July 1, 1986, and before January 1, 1987.</p>  |
| <p>Mid-Month Convention</p> | <p>An averaging convention that treats all property placed in service during any month (or disposed of during any month) as placed in service (or disposed of) on the mid-point of that month. For tax purposes, it must be used for all residential and nonresidential real property acquired after June 22, 1984. Property may be 18, 19, 27.5, 31.5 or 39-year property. (IRC Sec. 168(d)(4)(B))</p>   |

## Mid-Quarter Convention

An averaging convention that must be used under MACRS in place of the half-year convention if substantial property (over 40%) is placed in service in the last three months of a taxable year. The mid-quarter convention is defined as " a convention which treats all property placed in service during any quarter of a taxable year (or disposed of during any quarter of a taxable year) as placed in service (or disposed of) on the mid-point of such quarter." (IRC Sec. 168(d)(4)(C))

Monthly Rate

**<<Multicurrency users only>>**

An exchange rate determined by the closing rate for any preceding calendar month ending within a user-defined period.

For reporting purposes, the application uses the exchange rate for the preceding calendar month in which the focus period ends.

**Example**

| <b>USD to GBP Focus Period:</b>             |            |               |
|---|------------|---------------|
| <b>From 1/2015 To 1/2015 Rate = 0.60620</b> |            |               |
| <b>From 1/2015 To 9/2015 Rate = 0.62380</b> |            |               |
| Start Date                                  | End Date   | Exchange Rate |
| 12/31/2014                                  | 12/31/2014 | 0.60620       |
| 1/31/2015                                   | 1/31/2015  | 0.60720       |
| 2/28/2015                                   | 2/28/2015  | 0.62520       |
| 3/31/2015                                   | 3/31/2015  | 0.62030       |
| 4/30/2015                                   | 4/30/2015  | 0.62070       |
| 5/31/2015                                   | 5/31/2015  | 0.62400       |
| 6/30/2015                                   | 6/30/2015  | 0.63490       |
| 7/31/2015                                   | 7/31/2015  | 0.61680       |
| 8/31/2015                                   | 8/31/2015  | 0.62380       |
| 9/30/2015                                   | 9/30/2015  | 0.60760       |
| 10/31/2015                                  | 10/31/2015 | 0.62080       |
| 11/30/2015                                  | 11/30/2015 | 0.62560       |
| 12/31/2015                                  | 12/31/2015 | 0.61860       |

**N**

Net Book Value

An asset's cost less its accumulated depreciation, including any Section 179/179A expense.

|                                       |  |
|---------------------------------------|--|
| <p>New York Liberty Zone Property</p> | <p>Qualifying property used by a business in a specified area of New York City receives special tax benefits. Qualifying property meets the same requirements as property that qualifies for the Additional First-Year Depreciation deduction, but it also includes certain nonresidential real property and residential rental property. New York Liberty Zone property must be placed in service after September 10, 2001, and before 2007 (or before 2010 in the case of nonresidential real property and residential rental property).</p> <p>New York Liberty Zone property qualifies for the Additional First-Year Depreciation deduction (although it is restricted to the 30% deduction), an increased Section 179 expense (up to an additional \$35,000), an extended replacement period of 5 years for involuntary conversions, and a shorter life of 5 years for qualifying leasehold improvements.</p> |
| <p>Nonrecovery Property</p>           | <p>Tangible depreciable property placed in service before January 1, 1981, or property placed in service after December 31, 1980, that is not ACRS or MACRS property.</p>  |
| <p>Nontaxable Exchange</p>            | <p>An exchange in which any gain is not taxed and any loss cannot be deducted. If you receive property in a nontaxable exchange, its basis is usually the same as the basis of the property you exchanged plus any additional amounts paid. See Section 1031 Exchange.</p>   |

Notice 2000-4

IRS Notice published in the Internal Revenue Bulletin 2000-3, dated January 18, 2000. Provides guidance on the treatment of property depreciation when property is acquired in a like-kind exchange under IRC Section 1031 or from an involuntary conversion under Section 1033. (The application does not handle involuntary conversions. The application also does not handle the exchange of luxury automobiles after January 2, 2000, under Notice 2000-4.)

For property acquired on or after January 3, 2000, the Notice states in part:

"For purposes of determining the depreciation allowable for MACRS property acquired in an exchange of MACRS property for like-kind property to which § 1031 applies the acquired MACRS property should be treated in the same manner as the exchanged MACRS property with respect to so much of the taxpayer's basis in the acquired MACRS property as does not exceed the taxpayer's adjusted basis in the exchanged MACRS property. Thus, the acquired MACRS property is depreciated over the remaining recovery period of, and using the same depreciation method and convention as that of, the exchanged MACRS property. Any excess of the basis in the acquired MACRS property over the adjusted basis in the exchanged MACRS property is treated as newly purchased MACRS property ."

For property acquired before January 3, 2000, the Notice states in part:

"For acquired MACRS property placed in service before January 3, 2000, in a like-kind exchange of MACRS property, the Service is aware that taxpayers are depreciating this acquired property either (i) in the manner set out in this notice consistent with §1.168-5(f) of the proposed Income Tax Regulations, published in the Federal Register on February 16, 1984 (49 Fed. Reg. 5940), under former § 168 (ACRS); or (ii) as newly purchased MACRS property. The Service will allow a taxpayer to continue to use its present method of depreciating the acquired property and will treat these methods as allowable methods of depreciation ."

O

| Original Application              | The application you have been using for fixed asset management (for example, Microsoft Excel), from which you are importing assets.  |                                 |  |                                   |  |      |               |          |         |          |         |          |         |          |         |
|-----------------------------------|--|---------------------------------|--|-----------------------------------|--|------|---------------|----------|---------|----------|---------|----------|---------|----------|---------|
| Original File                     | The database containing the original asset data you are importing. For example, if your asset data is in Microsoft Excel, the original file is the .xls file.  |                                 |  |                                   |  |      |               |          |         |          |         |          |         |          |         |
| <b>P</b>                          |  |                                 |  |                                   |  |      |               |          |         |          |         |          |         |          |         |
| Parent Asset ID                   | <p>This is the identification number of the Parent asset for a linked Repair (Child) asset.</p> <ul style="list-style-type: none"> <li>• If the asset is an unlinked asset, this field will be blank.</li> <li>• If the asset is a Repair (Child) asset, the value in this field will appear as a blue hyperlink on the Asset tab of the Asset Viewer. You can click the link to open the Parent asset.</li> <li>• If the asset is a Parent asset, the value in this field will be identical to the Asset ID.</li> </ul>   |                                 |  |                                   |  |      |               |          |         |          |         |          |         |          |         |
| Parent Tax Book                   | The Federal Tax book or a book based on the Federal Tax book. This book can have subordinate tax books, such as ACE, AMT, and E&P, which are also known as "child" tax books.  |                                 |  |                                   |  |      |               |          |         |          |         |          |         |          |         |
| Partially Nontaxable Exchange     | An exchange in which you receive money or unlike property in addition to like-kind property. The basis of the property you receive is the basis of the old property with adjustments prescribed under Section 1031(d). See Section 1031 Exchange.  |                                 |  |                                   |  |      |               |          |         |          |         |          |         |          |         |
| Period Average Rate               | <p><b>&lt;&lt;Multicurrency users only&gt;&gt;</b></p> <p>A Period exchange rate can be used only for a predefined accounting period determined in the company's calendar. The Period Average rate is used for the entire accounting period, except the last day. (Compare this with the Period End rate.)</p> <p><b>Example</b></p> <table border="1"> <thead> <tr> <th colspan="2"><b>USD to GBP Focus Period:</b></th> </tr> <tr> <th colspan="2"><b>From 1/1/2015 To 1/30/2015</b></th> </tr> <tr> <th>Date</th> <th>Exchange Rate</th> </tr> </thead> <tbody> <tr> <td>1/1/2015</td> <td>0.66990</td> </tr> <tr> <td>1/2/2015</td> <td>0.66880</td> </tr> <tr> <td>1/3/2015</td> <td>0.66680</td> </tr> <tr> <td>1/4/2015</td> <td>0.67130</td> </tr> </tbody> </table> | <b>USD to GBP Focus Period:</b> |  | <b>From 1/1/2015 To 1/30/2015</b> |  | Date | Exchange Rate | 1/1/2015 | 0.66990 | 1/2/2015 | 0.66880 | 1/3/2015 | 0.66680 | 1/4/2015 | 0.67130 |
| <b>USD to GBP Focus Period:</b>   |  |                                 |  |                                   |  |      |               |          |         |          |         |          |         |          |         |
| <b>From 1/1/2015 To 1/30/2015</b> |  |                                 |  |                                   |  |      |               |          |         |          |         |          |         |          |         |
| Date                              | Exchange Rate  |                                 |  |                                   |  |      |               |          |         |          |         |          |         |          |         |
| 1/1/2015                          | 0.66990  |                                 |  |                                   |  |      |               |          |         |          |         |          |         |          |         |
| 1/2/2015                          | 0.66880  |                                 |  |                                   |  |      |               |          |         |          |         |          |         |          |         |
| 1/3/2015                          | 0.66680  |                                 |  |                                   |  |      |               |          |         |          |         |          |         |          |         |
| 1/4/2015                          | 0.67130  |                                 |  |                                   |  |      |               |          |         |          |         |          |         |          |         |

|                            |                         |
|----------------------------|-------------------------|
| 1/5/2015                   | 0.66610                 |
| 1/6/2015                   | 0.66590                 |
| 1/7/2015                   | 0.66530                 |
| 1/8/2015                   | 0.66580                 |
| 1/9/2015                   | 0.66810                 |
| 1/10/2015                  | 0.67110                 |
| 1/11/2015                  | 0.67230                 |
| 1/12/2015                  | 0.66760                 |
| 1/13/2015                  | 0.67700                 |
| 1/14/2015                  | 0.67680                 |
| 1/15/2015                  | 0.67680                 |
| 1/16/2015                  | 0.67700                 |
| 1/17/2015                  | 0.67960                 |
| 1/18/2015                  | 0.67900                 |
| 1/19/2015                  | 0.67880                 |
| 1/20/2015                  | 0.68370                 |
| 1/21/2015                  | 0.68370                 |
| 1/22/2015                  | 0.68370                 |
| 1/23/2015                  | 0.68290                 |
| 1/24/2015                  | 0.68070                 |
| 1/25/2015                  | 0.68680                 |
| 1/26/2015                  | 0.68380                 |
| 1/27/2015                  | 0.68430                 |
| 1/28/2015                  | 0.68470                 |
| 1/29/2015                  | 0.68470                 |
| 1/30/2015                  | 0.68600                 |
| 1/31/2015                  | 0.68380                 |
| <i>Period Average Rate</i> | $20.97280/30 = 0.67630$ |



Period End Rate

<<Multicurrency users only>>

A Period exchange rate can be used only for a predefined accounting period determined in the company's calendar. The Period End rate is used only on the last day of the elected period. (Compare this with the Period Average rate.)

**Example**

| Company Calendar |            |                       |
|------------------|------------|-----------------------|
| Start Date       | End Date   | No. of Days in Period |
| 1/1/2015         | 1/26/2015  | 26                    |
| 1/27/2015        | 2/23/2015  | 28                    |
| 2/24/2015        | 3/30/2015  | 35                    |
| 3/31/2015        | 4/27/2015  | 28                    |
| 4/28/2015        | 5/25/2015  | 28                    |
| 5/26/2015        | 6/29/2015  | 35                    |
| 6/30/2015        | 7/27/2015  | 28                    |
| 7/28/2015        | 8/24/2015  | 28                    |
| 8/25/2015        | 9/28/2015  | 35                    |
| 9/29/2015        | 10/26/2015 | 28                    |
| 10/27/2015       | 11/23/2015 | 28                    |
| 11/24/2015       | 12/28/2015 | 35                    |

| Exchange Rates |           |               |
|----------------|-----------|---------------|
| Start Date     | End Date  | Exchange Rate |
| 1/26/2015      | 1/26/2015 | 0.68380       |
| 2/23/2015      | 2/23/2015 | 0.69170       |
| 3/30/2015      | 3/30/2015 | 0.70090       |
| 4/27/2015      | 4/27/2015 | 0.69470       |
| 5/25/2015      | 5/25/2015 | 0.71000       |

**USD to GBP Focus Period:**

**From 1/1/2015 To 1/16/2015 Rate = 0.68380**

**From 1/1/2015 To 4/27/2015 Rate = 0.69470**

|            |            |         |
|------------|------------|---------|
| 6/29/2015  | 6/29/2015  | 0.71050 |
| 7/27/2015  | 7/27/2015  | 0.70030 |
| 8/24/2015  | 8/24/2015  | 0.69110 |
| 9/28/2015  | 9/28/2015  | 0.67860 |
| 10/26/2015 | 10/26/2015 | 0.70040 |
| 11/23/2015 | 11/23/2015 | 0.70850 |
| 12/28/2015 | 12/28/2015 | 0.68870 |

**Personal Property**

Any tangible property that is moveable and is not real property. Examples of personal property include furniture, fixtures, and equipment.

**Plug-In Electric Drive Motor Vehicle Credit**

The Emergency Economic Stabilization Act of 2008 created a credit for purchasing a qualified plug-in electric drive motor vehicle (IRS Code Section 30D). It is part of the General Business Credit and is effective for tax years beginning after December 31, 2008.

The credit amount is \$2,500, plus \$417 for each kilowatt hour of “traction battery capacity in excess of 4 kilowatt hours.” However, the amount of the credit is limited based on the vehicle’s weight:

- \$7,500 for a gross vehicle weight rating of not more than 10,000 pounds.
- \$10,000 for a gross vehicle weight rating of more than 10,000 pounds but not more than 14,000 pounds.
- \$12,500 for a gross vehicle weight rating of more than 14,000 pounds but not more than 26,000 pounds.
- \$15,000 for a gross vehicle weight rating of more than 26,000 pounds.

There is a phase-out of the credit based on the number of qualifying vehicles sold. Starting January 1, 2009, once 250,000 of these vehicles have been sold, the credit will be reduced 50% in the second calendar quarter following the calendar quarter that includes this date. The allowable credit is then reduced to 25% for the following third and fourth calendar quarters, and it is zero thereafter.

The taxpayer can elect *not* to take the credit.

The American Recovery and Reinvestment Act of 2009 made several important changes to the Plug-In Electric Drive Motor Vehicle Credit:

|                         |  |
|-------------------------|--|
|                         | <ul style="list-style-type: none"> <li>• Although the basic credit amount remains at \$2,500, the \$417 additional is now for each kilowatt hour of capacity in excess of 5 kilowatt hours, but not in excess of \$5,000. This means that the maximum amount of the Plug-In Electric Vehicle Credit will be \$7,500.</li> <li>• There is no longer a limit on the credit amount based on the vehicle's weight. However, a vehicle qualifying for the credit must have a gross vehicle weight of less than 14,000 pounds.</li> <li>• To qualify for the credit, the vehicle must now be treated as a motor vehicle for purposes of title II of the Clean Air Act.</li> <li>• The 250,000-vehicle threshold is decreased to 200,000 for vehicles sold after December 31, 2009.</li> <li>• Although the earlier version of the credit expired after 2014, there is no expiration date included in the 2009 Act.</li> <li>• This provision applies to vehicles acquired after December 31, 2009.</li> </ul> <p>The 2009 Tax Act also created a new Section 30 credit, expanding the Section 30D credit to include certain "low speed" and two- or three-wheeled motor vehicles.</p> <p>To enter the Section 30D and Section 30 credits, go to the Credits panel of the Edit Book Data wizard (double-click the <b>Net Credit Basis Reduction</b> field on the Depreciation Expense tab in the Asset Viewer) and select the Vehicles tab.</p> <p>To see the credit amount, select the Form 3468 and Other Credits Report.</p> |
| Private Report or Batch | <p>Private reports or batches are visible to and editable by only the following:</p> <ul style="list-style-type: none"> <li>• The user who is listed as the owner (normally the creator) of the report or batch.</li> <li>• Any user with the correct administrative rights.</li> </ul>  |
| Property Type           | <p>The application uses the property type to assist in determining which options to offer when entering a new asset. For example, the options for Depreciation Method when the property type is "LR - Realty - Land" differ from when the property type is "PP - Personal Property."</p> <p>The application also uses the property type when determining if the asset qualifies for Section 179.</p> <p>The property types include:</p>  |

| Selection | Description                                      |
|-----------|--|
| AL        | Listed Auto                                      |
| AM        | Amortizable                                      |
| CF        | Clean-Fuel Luxury Vehicle                        |
| CY        | Nonresidential Real Property – NY Liberty Zone   |
| GW        | Goodwill   |
| IN        | Indian Nonresidential – Real                     |
| IP        | Indian Reservation – Personal                    |
| IR        | Indian Reservation – Real                        |
| LH        | Low-Income Housing                               |
| LI        | Leasehold Improvement – 15-Year Property         |
| LI        | Commercial Property – 15-Year Property           |
| LP        | Leased Personal Property                         |
| LR        | Realty – Land                                    |
| LY        | Leasehold Improvement Property – NY Liberty Zone |
| ND        | Nondepreciable Property                          |
| NR        | Nonresidential Real Property                     |
| PL        | Listed – Personal Property                       |
| PP        | Personal Property                                |
| RL        | Listed – Real Property                           |
| RP        | Real Property                                    |
| RR        | Residential Real Property                        |
| RY        | Residential Real Property – NY Liberty Zone      |
| SV        | SportUtility Vehicle                             |
| TL        | Listed Trucks and Vans                           |

|                              |   |
|------------------------------|---|
| Public Report or Batch       | Public reports or batches are visible to and may be run by all users who have access to the company. Only users with the proper rights may edit these reports.  |
| <b>Q</b>                     |   |
| <b>R</b>                     |   |
| Real Property                | Any tangible property that is land, or is built on or attached to the land, such as a building or road.   |
| Realized Gain (or Loss)      | The actual gain (or loss) calculated on a disposal or exchange of an asset. If not all of the realized gain is taxable, part of it may be recognized and part of it may be deferred.  |
| Recapture                    | The recognition of income for tax purposes of a previously expensed or credited amount. For example, depreciation recapture may occur when an asset has an increase in personal use. ITC recapture may occur if an asset is disposed before an allotted period of time.   |
| Recognized Gain (or Loss)    | That portion of the realized gain (or loss) on an asset disposal or exchange that becomes part of taxable income. Whatever portion of the realized gain (or loss) that is not recognized is generally deferred until a subsequent transaction triggers its recognition.   |
| Recovery Assistance Property | Created by the Food, Conservation, and Energy Act of 2008, qualifying business property located in the Kansas disaster area after May 4, 2007, and placed in service in the Kansas disaster area before 2009 (or before 2010 if it is nonresidential real or residential rental property). Qualifying property is allowed a 50% special depreciation allowance, similar to bonus depreciation, and an increased Section 179 expense (but not necessarily both). |
| Recovery Property            | Tangible depreciable property placed in service after 12/31/80 that is subject to ACRS or MACRS. See IRC Section 168(c) and (e).  |

|   |   |
|---|---|
| <p>Reduced Credit for Taxable Years After 1982, Before 1986</p> | <p>Businesses could claim Investment Tax Credit (ITC) on qualifying assets placed in service after 1982 and before 1986 and take either the full credit (and reduce the asset's basis by half of the credit amount) or a reduced credit (without reducing the asset's basis). The application does not compute the reduced credit. Generally, the reduced credit can be handled by entering the amount of the reduced credit in the Credit Amount field on the Credits panel of the Edit Book Data wizard for the Net Credit Basis Reduction field.</p>   |
| <p>Regular Investment Credit</p>                                | <p>Generally, the regular investment credit does not apply to property placed in service after December 31, 1985. See IRC Section 49(a). See also IRC Section 49 for transition rules. Generally, 10% of the qualified investment in Section 38 property, other than rehabilitation expenditures incurred after December 31, 1981, and before January 1, 1986, is allowed to the extent of the tax liability limitation.</p> <p>After 1982 and before 1986, the basis for depreciation or recovery deductions must be reduced by half the investment credit taken, unless the taxpayer elects to reduce the ITC percentage by 2%. See IRC Section 46(a)(1) and Section 48(q).</p> <p>For transition property placed in service after 1985, the basis for depreciation deductions must be reduced by 100% of the investment credit taken. See IRC Section 49(d).</p> |
| <p>Rehabilitation Credits</p>                                   | <p>The Tax Reform Act of 1986 changed the rehabilitation tax credit to a two-tier credit:</p> <ul style="list-style-type: none"> <li>• 10% for pre-1936 buildings (if located in the Gulf Opportunity Zone, the credit is 13%).</li> <li>• 20% for certified historic structures (if located in the Gulf Opportunity Zone, the credit is 26%).</li> </ul> <p>Previously, qualifying rehabilitation expenditures as defined in pre-ERTA (Economic Recovery Tax Act of 1981) IRC Section 48(g)(1) and (3), incurred after 12/31/81, were eligible for the following credits:</p> <ul style="list-style-type: none"> <li>• 15% for buildings at least 30 years old.</li> <li>• 20% for buildings at least 40 years old.</li> <li>• 25% for certified historic structures.</li> </ul>   |

|                    |   |
|--------------------|---|
| Repair Type        | <p>This field on the General tab of the Asset Viewer allows you to group Child asset Repair types on reports. The default is <b>None</b>.</p> <ul style="list-style-type: none"> <li>• None</li> <li>• Adaptation</li> <li>• Betterment</li> <li>• Other</li> <li>• Restoration</li> <li>• Routine Maintenance</li> </ul>   |
| Reporting Currency | <p><b>&lt;&lt;Multicurrency users only&gt;&gt;</b></p> <p>The currency in which an enterprise prepares its financial statements.</p>  |
| Reporting Period   | <p>The focus period for a report. The reporting period is determined using the Reporting Month field (on the Reporting tab of the Book Properties dialog or the "Set Reporting Period" on the Reports list) to specify "current month" for an entire book. the application then applies this reporting month to the selections in the Report Focus Period section (on the General tab of the Edit Report Properties dialog) to the selected report.</p> <p>For example, for a calendar year corporation, if the Reporting Month is June 2014 and the Report Focus Period is Year-to-Date, the Reporting Period is from January 1, 2014, to June 30, 2014.</p> |
| Revisions          | <p>Amounts that reconcile reported depreciation to calculated depreciation. This may apply to assets that were depreciated before being entered in the application if the depreciation claimed does not agree with what the application would have calculated as the correct amount. Revisions can also occur if you change certain settings, such as the company's calendar or specific information about an asset, such as its cost.</p>  |

**S**

|                              |  |
|------------------------------|--|
| <p>Salvage Value</p>         | <p>The proceeds expected upon disposition if the asset is held for its entire useful life. For federal purposes, the amount entered as salvage value is interpreted as net salvage value, that is, salvage value minus an amount which does not exceed 10% of the basis of the property for determining depreciation. Except in special circumstances, this reduction is not applicable to property placed in service after 1980. (See IRC Section 167(f) before the Omnibus Budget Reconciliation Act of 1990 and IRS Reg. 1.167(f)-1.)</p> <p>See <a href="#">Rules for Negative Assets</a> for assets with a negative Asset Cost.</p>   |
| <p>Section 1031 Exchange</p> | <p>IRC Section 1031(a) provides an exception from the general rule requiring the recognition of gain or loss upon the sale or exchange of property. Under IRC Section 1031(a), no gain or loss is recognized if property held for productive use in trade or business or for investment is exchanged solely for property of a like kind, to be held either for productive use in trade or business or for investment.</p> <p>Properties are of like kind if they are of the same nature or character, even if they differ in grade or quality. Personal properties of a like class are also considered to be of a like kind. Real properties are of the same kind as other real properties, regardless of whether the properties are improved or unimproved. However, real properties located outside the U.S. are not properties of a like kind.</p> <p>If unlike property or money is also received in the exchange, any gain realized is recognized only to the extent of the sum of the money and the fair market value of the unlike property (IRC Section 1031(b)). Any loss realized is not recognized (IRC Section 1031(c)).</p> <p>Generally, the basis of unlike property received in the exchange is its fair market value. The basis of the like-kind property received is the same as the basis (at the time of the exchange) of the property given, decreased by the amount of money received and increased by the amount of gain or decreased by the amount of loss recognized by the taxpayer.</p> <p>See Notice 2000-4.</p> |



|                        |  |
|------------------------|--|
| Section 1231 Asset     | <p>Generally, real or depreciable tangible or intangible property used in a trade or business and held longer than six months upon disposition, for assets acquired between June 22, 1984, and January 1, 1988. Assets acquired before June 23, 1984, or after December 31, 1987, must be held for longer than one year.</p> <p>Net gains recognized upon disposition receive capital gain treatment; net losses receive ordinary loss treatment. See IRC Section 1231(a) and (b) for a complete definition of Section 1231 property.</p> <p>This net capital gain treatment may be recharacterized as ordinary gain, depending on the net Section 1231 losses of the five most recent preceding taxable years beginning after December 31, 1981. See IRC Section 1231(c).</p> |
| Section 1245 Property  | Section 1245 property is generally all tangible personal property and certain types of real property. See IRC Section 1245(a)(3) for a complete definition of Section 1245 property.   |
| Section 1245 Recapture | If a gain is recognized on the disposition of Section 1245 property, the gain is treated as ordinary income to the extent of previously allowed depreciation deductions claimed on the asset. See IRC Reg. Section 1.1245-1(a).  |
| Section 1250 Property  | Depreciable real property that is not Section 1245 property. See IRC Section 1250(c).  |
| Section 1250 Recapture | <p>If Section 1250 property is disposed of at a gain, the gain is treated as ordinary income to the extent of a percentage of post-1963 (pre-1976) additional depreciation taken on the asset. Additional depreciation is the excess of actual depreciation deductions claimed over depreciation that would have been claimed had the straight-line method been used. All additional depreciation taken after 1975 is treated as ordinary income (see IRC Section 1250(a) (1)(A) and (B)).</p> <p>For applicable percentages of additional depreciation claimed between 1964 and 1975, see IRC Section 1250(a)(2)(B) and 1250(a)(3)(B).</p>  |

|                     |  |
|---------------------|--|
| Section 1397A       | <p>This section increases the amount of qualified property that an enterprise zone business (see IRC Section 1397B) located in an empowerment zone may expense, under Section 179, by the lesser of \$20,000, or the cost of Section 179 property, which is qualified zone property (see IRC Section 1397C), placed in service during the taxable year. It also provides that the limit is reduced by \$0.50 for each dollar of qualified property, over \$200,000, placed in service during the taxable year. For maximum limits, add \$20,000 to the amount shown under Section 179 Expense for years after 1993 and before 2002, and \$35,000 for years after 2001.</p> <p>See IRC Section 1393(a)(4) and IRC Section 1391(g)(3)(E) for applicability to Indian Reservations.</p>   |
| Section 1400I       | <p>This section allows a taxpayer to place a new or rehabilitated building in service in a renewal community after December 31, 2001, and before January 1, 2010, and to elect either:</p> <ul style="list-style-type: none"> <li>• to deduct one-half the qualified expenditures in the year the building is placed in service (see IRC Section 1400I(a)(1))</li> </ul> <p style="text-align: center;">– or –</p> <ul style="list-style-type: none"> <li>• to deduct the qualified expenditures ratably over 120 months beginning with the month the building is placed in service (see IRC Section 1400I(a)(2)).</li> </ul> <p>There are limitations to the amount of qualified revitalization expenditures. The aggregate amount that may be treated as qualified revitalization expenditures with regard to any building cannot exceed the lesser of \$10,000,000 or the amount allocated by the appropriate State agency (see IRC Section 1400I(c)). The cost of acquiring the building that you substantially rehabilitate is qualified only to the extent that it does not exceed 30 percent of the aggregate qualified revitalization expenditures (determined without regard to such cost) with respect to such building (see IRC Section 1400I(b)(2)(B)(i)).</p> |
| Section 179 Expense | <p>Taxpayers may elect to expense, within stated limits, all or part of an asset's cost under Code Section 179. To qualify, the asset must be Section 1245 property that is purchased after December 31, 1981, for use in a trade or business. See <a href="#">Section 179 limits</a> for the annual limits.</p>   |

## Section 179A Deduction

After 2005, the Section 179A deduction is no longer allowed.

Subject to stated limits, a taxpayer may take a deduction equal to the cost of any qualified clean-fuel vehicle property and any qualified clean-fuel vehicle refueling property. Generally, only the engine, fuel system, and exhaust system can qualify as clean-fuel vehicle property (IRC Section 179A(c)).

Qualified electric vehicles do not qualify as clean-fuel vehicles. See IRC Section 179A(c)(3).

The amount that can be taken into account with respect to any motor vehicle is limited based on gross vehicle weight. The amount that can be taken into account with respect to refueling property is based on an aggregate amount per location reduced by any amount claimed under this section for all preceding taxable years at that location. See IRC Section 179A(b).

| Category   | Limit     |
|--|-----------|
| Motor vehicles not described elsewhere   | \$2,000   |
| Truck or van over 10,000 pounds but not over 26,000 pounds                                       | \$5,000   |
| Truck or van over 26,000 pounds or a bus with a passenger seating capacity of at least 20 adults | \$50,000  |
| Clean-fuel vehicle refueling property  | \$100,000 |

The depreciable basis of any property is reduced by the amount of any Section 179A elected.

## Section 291 Adjustment

Upon the disposition of [Section 1250 property](#) after December 31, 1984, the amount of the gain treated as ordinary income is increased by 20% (15% before January 1, 1985) of the excess of the amount that would be treated as ordinary income had the asset been Section 1245 property over the amount treated as ordinary income under Section 1250. Applies only to corporations. See IRC Section 291(a)(1).

| Section 38 Property          | Generally, tangible personal property used in a trade or business. See IRC Section 48(a) for other property included.  |                          |  |  |                              |  |  |            |          |               |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |            |            |         |            |            |         |            |            |         |                            |  |                        |
|------------------------------|--|--------------------------|--|--|------------------------------|--|--|------------|----------|---------------|-----------|-----------|---------|-----------|-----------|---------|-----------|-----------|---------|-----------|-----------|---------|-----------|-----------|---------|-----------|-----------|---------|-----------|-----------|---------|-----------|-----------|---------|-----------|-----------|---------|------------|------------|---------|------------|------------|---------|------------|------------|---------|----------------------------|--|------------------------|
| Simple Average Rate          | <p><b>&lt;&lt;Multicurrency Users only&gt;&gt;</b></p> <p>An exchange rate determined by dividing the sum of the closing rates for each of the calendar months ending with or within a user-defined period by the number of such months.</p> <p><b>Example</b></p> <table border="1" data-bbox="808 525 1451 1528"> <thead> <tr> <th colspan="3">USD to GBP Focus Period:</th> </tr> <tr> <th colspan="3">From 1/31/2015 To 12/31/2015</th> </tr> <tr> <th>Start Date</th> <th>End Date</th> <th>Exchange Rate</th> </tr> </thead> <tbody> <tr><td>1/31/2015</td><td>1/31/2015</td><td>0.60720</td></tr> <tr><td>2/28/2015</td><td>2/28/2015</td><td>0.62520</td></tr> <tr><td>3/31/2015</td><td>3/31/2015</td><td>0.62030</td></tr> <tr><td>4/30/2015</td><td>4/30/2015</td><td>0.62070</td></tr> <tr><td>5/31/2015</td><td>5/31/2015</td><td>0.62400</td></tr> <tr><td>6/30/2015</td><td>6/30/2015</td><td>0.63490</td></tr> <tr><td>7/31/2015</td><td>7/31/2015</td><td>0.61680</td></tr> <tr><td>8/31/2015</td><td>8/31/2015</td><td>0.62380</td></tr> <tr><td>9/30/2015</td><td>9/30/2015</td><td>0.60760</td></tr> <tr><td>10/31/2015</td><td>10/31/2015</td><td>0.62080</td></tr> <tr><td>11/30/2015</td><td>11/30/2015</td><td>0.62560</td></tr> <tr><td>12/31/2015</td><td>12/31/2015</td><td>0.61860</td></tr> <tr> <td colspan="2"><i>Simple Average Rate</i></td> <td><math>7.44550/12 = 0.62046</math></td> </tr> </tbody> </table> | USD to GBP Focus Period: |  |  | From 1/31/2015 To 12/31/2015 |  |  | Start Date | End Date | Exchange Rate | 1/31/2015 | 1/31/2015 | 0.60720 | 2/28/2015 | 2/28/2015 | 0.62520 | 3/31/2015 | 3/31/2015 | 0.62030 | 4/30/2015 | 4/30/2015 | 0.62070 | 5/31/2015 | 5/31/2015 | 0.62400 | 6/30/2015 | 6/30/2015 | 0.63490 | 7/31/2015 | 7/31/2015 | 0.61680 | 8/31/2015 | 8/31/2015 | 0.62380 | 9/30/2015 | 9/30/2015 | 0.60760 | 10/31/2015 | 10/31/2015 | 0.62080 | 11/30/2015 | 11/30/2015 | 0.62560 | 12/31/2015 | 12/31/2015 | 0.61860 | <i>Simple Average Rate</i> |  | $7.44550/12 = 0.62046$ |
| USD to GBP Focus Period:     |  |                          |  |  |                              |  |  |            |          |               |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |            |            |         |            |            |         |            |            |         |                            |  |                        |
| From 1/31/2015 To 12/31/2015 |  |                          |  |  |                              |  |  |            |          |               |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |            |            |         |            |            |         |            |            |         |                            |  |                        |
| Start Date                   | End Date   | Exchange Rate            |  |  |                              |  |  |            |          |               |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |            |            |         |            |            |         |            |            |         |                            |  |                        |
| 1/31/2015                    | 1/31/2015  | 0.60720                  |  |  |                              |  |  |            |          |               |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |            |            |         |            |            |         |            |            |         |                            |  |                        |
| 2/28/2015                    | 2/28/2015  | 0.62520                  |  |  |                              |  |  |            |          |               |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |            |            |         |            |            |         |            |            |         |                            |  |                        |
| 3/31/2015                    | 3/31/2015  | 0.62030                  |  |  |                              |  |  |            |          |               |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |            |            |         |            |            |         |            |            |         |                            |  |                        |
| 4/30/2015                    | 4/30/2015  | 0.62070                  |  |  |                              |  |  |            |          |               |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |            |            |         |            |            |         |            |            |         |                            |  |                        |
| 5/31/2015                    | 5/31/2015  | 0.62400                  |  |  |                              |  |  |            |          |               |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |            |            |         |            |            |         |            |            |         |                            |  |                        |
| 6/30/2015                    | 6/30/2015  | 0.63490                  |  |  |                              |  |  |            |          |               |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |            |            |         |            |            |         |            |            |         |                            |  |                        |
| 7/31/2015                    | 7/31/2015  | 0.61680                  |  |  |                              |  |  |            |          |               |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |            |            |         |            |            |         |            |            |         |                            |  |                        |
| 8/31/2015                    | 8/31/2015  | 0.62380                  |  |  |                              |  |  |            |          |               |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |            |            |         |            |            |         |            |            |         |                            |  |                        |
| 9/30/2015                    | 9/30/2015  | 0.60760                  |  |  |                              |  |  |            |          |               |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |            |            |         |            |            |         |            |            |         |                            |  |                        |
| 10/31/2015                   | 10/31/2015   | 0.62080                  |  |  |                              |  |  |            |          |               |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |            |            |         |            |            |         |            |            |         |                            |  |                        |
| 11/30/2015                   | 11/30/2015   | 0.62560                  |  |  |                              |  |  |            |          |               |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |            |            |         |            |            |         |            |            |         |                            |  |                        |
| 12/31/2015                   | 12/31/2015   | 0.61860                  |  |  |                              |  |  |            |          |               |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |            |            |         |            |            |         |            |            |         |                            |  |                        |
| <i>Simple Average Rate</i>   |  | $7.44550/12 = 0.62046$   |  |  |                              |  |  |            |          |               |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |           |           |         |            |            |         |            |            |         |            |            |         |                            |  |                        |

|                       |  |
|-----------------------|--|
| Simplified Method     | The simplified method is one of two methods (the allocation method is the other) used to calculate depreciation on a MACRS asset that is placed in service in a short year. The simplified method calculates depreciation allowances for subsequent taxable years by multiplying the unrecovered basis of the property as of the beginning of the taxable year by the applicable depreciation rate. When you have a short year, you adjust the depreciation in the short year and continue as before in subsequent years, letting the effect of the short year carry through in the unrecovered basis. |
| Source                | See Calculation Source.  |
| Source File           | The comma-separated value (CSV) or XML file that is created by exporting the asset data from the original application. Also referred to as the export file, it contains the data to be imported to the destination company.  |
| Split Asset           | <p>An asset that is created when you ask the application to take an existing asset and divide it into multiple assets. An asset may be split into as many as 9 additional assets. The original asset's cost and accumulated depreciation are allocated to the resulting assets.</p> <div data-bbox="808 1031 1455 1157" style="background-color: #e1f5fe; padding: 5px;"> <p><b>Note</b><br/>See <a href="#">Rules for Negative Assets</a> for assets with a negative Asset Cost.</p> </div>   |
| Sport Utility Vehicle | Any 4-wheel vehicle that weighs more than 6,000 pounds (and is, therefore, not a luxury vehicle) but does not weigh more than 14,000 pounds. Such vehicles placed in service after October 22, 2004, are limited to \$25,000 of Section 179 expense.   |
| Spot Rate             | <p><b>&lt;&lt;Multicurrency users only&gt;&gt;</b></p> <p>The exchange rate that applies to the immediate delivery of a currency. Most foreign currencies are traded at two spot rates.</p> <ul style="list-style-type: none"> <li>• A <b>buying rate</b> is the rate used to exchange foreign currency for domestic currency (for example, pesos for dollars).</li> <li>• A <b>selling rate</b> is the rate used to exchange domestic currency for foreign currency (for example, dollars for pesos).</li> </ul>  |
| <b>T</b>              |  |

|                 |  |
|-----------------|--|
| Tax Forms       | <p>Use the appropriate reports to complete the following federal tax form reports:</p> <p><b>Form 3468: Computation of Investment Credit</b></p> <p>Use to compute and report qualified investment credit property and the total investment credits allowed to reduce the reporting year's tax liability.</p> <p><b>Form 4255: Recapture of Investment Credit</b></p> <p>Use to compute and report the increase in the reporting year's tax liability due to the recapture of investment credits recognized on the early disposition of assets on which the investment credit has previously been taken.</p> <p><b>Form 4562: Depreciation and Amortization</b></p> <p>Use to report Section 179 expense and recovery/depreciation deductions claimed on recovery property as well as depreciation deductions on nonrecovery property.</p> <p><b>Form 4626: Alternative Minimum Tax - Corporations</b></p> <p>Use to compute the alternative minimum tax for corporations. The application provides information for the depreciation-related sections of the form.</p> <p><b>Form 4797: Sales of Business Property</b></p> <p>Use to report gains and losses recognized upon the disposition of business property. That portion of gain treated as ordinary income due to the depreciation recapture rules of Section 1245 or 1250 is separately computed and reported on this form, along with any related Section 291 adjustment.</p> <p><b>Form 8824: Like-Kind Exchanges</b></p> <p>Use to report the exchange of business property that is of a like kind (See IRC Section 1031).</p> |
| TRA 86          | Tax Reform Act of 1986.  |
| <b>U</b>        |  |
| Unlike Property | Property received in an exchange that is dissimilar to the property exchanged out. See Section 1031 Exchange.  |



## Vehicle Credits

There are three principal types of vehicle credits:

- **Qualified Electric Vehicle Credit (Code Section 30).** This credit expired as of January 1, 2007. However, the American Recovery and Reinvestment Act of 2009 amended Section 30, and there is a new Section 30 credit that applies to qualified plug-in electric vehicles (see below).
- **Alternative Motor Vehicle Credit (Code Section 30B).** The Alternative Motor Vehicle Credit initially was created by the Energy Tax Incentives Act of 2005 and consisted of four separate tax credits. Select:
  - Alternative Fuel
  - Fuel Cell
  - Hybrid
  - Lean-Burn Technology

The American Recovery and Reinvestment Act of 2009 added a fifth Section 30B “plug-in conversion” credit for any motor vehicle that is converted to a qualified plug-in electric drive motor vehicle. Select:

- Electric Plug-In Conversion
- **Plug-In Electric Drive Motor Vehicle Credit (Code Section 30D).** The Plug-In Electric Drive Motor Vehicle Credit was modified by the American Recovery and Reinvestment Act of 2009. The newest credit applies to qualifying vehicles acquired after December 31, 2009. Select:
  - Electric Plug-In < 14,000 lbs

The 2009 Tax Act also created a new Section 30 credit to include certain other specified vehicles. It applies to qualifying vehicles acquired after February 17, 2009, and before January 1, 2012. Select:

- **Electric Plug-In: Low-Speed or 2-3 Wheeled Vehicle Credit (Code Section 30)**

The amount of the earlier Plug-In Electric Drive Motor Vehicle Credit, for vehicles acquired after December 31, 2008, is based on the weight of the vehicle. You have four choices:

- Electric Plug-In < 10,001 lbs.
- Electric Plug-In > 10,000 < 14,001 lbs.
- Electric Plug-In > 14,000 < 26,001 lbs.
- Electric Plug-In > 26,000 lbs.

To see these credit amounts, select the Form 3468 and Other Credits Report.



## W

### Weighted Average Rate

<<Multicurrency users only>>

An exchange rate determined as illustrated below:

#### Example

| Start Date                   | End Date   | Exchange Rate              |   | No. of Days in Period |   |
|------------------------------|------------|----------------------------|---|-----------------------|---|
| 1/1/2015                     | 3/14/2015  | 0.90                       | x | 73                    | = |
| 3/15/2015                    | 9/30/2015  | 0.86                       | x | 200                   | = |
| 10/1/2015                    | 12/30/2015 | 0.80                       | x | 91                    | = |
| 12/31/2015                   | N/A        | 0.98                       | x | <u>1</u>              | = |
|                              |            |                            |   | 365                   |   |
| <i>Weighted Average Rate</i> |            | <b>311.48 / 365 = 0.85</b> |   |                       |   |

### Wizard

A series of panels, each of which poses a question to help you complete a discrete task, such as adding an asset or disposing of an asset.

## XYZ

### XML File

XML stands for “extensible markup language.” It is a simple language (file format) for document representation, especially suitable for use on the World Wide Web.

If the original application from which you are importing assets is a Bloomberg Tax Fixed Assets application, the source file you create (when you export asset data from your original application) will be an XML file. (In the Import wizard, an XML file is also referred to as a BNAFA Transfer File.)

| Year-End Rate                                      | <p><b>&lt;&lt;Multicurrency users only&gt;&gt;</b></p> <p>The closing rate for the last calendar month of the taxable year.</p> <p><b>Example</b></p> <table border="1" data-bbox="808 331 1430 577"> <tr> <td colspan="3"><b>USD to GBP Focus Period:</b></td> </tr> <tr> <td colspan="3"><b>From 1/31/2015 To 12/31/2015 Rate = 0.61860</b></td> </tr> <tr> <th>Start Date</th> <th>End Date</th> <th>Exchange Rate</th> </tr> <tr> <td>12/31/2015</td> <td>12/31/2015</td> <td>0.61860</td> </tr> </table> | <b>USD to GBP Focus Period:</b> |  |  | <b>From 1/31/2015 To 12/31/2015 Rate = 0.61860</b> |  |  | Start Date | End Date | Exchange Rate | 12/31/2015 | 12/31/2015 | 0.61860 |
|--|---|---------------------------------|--|--|--|--|--|------------|----------|---------------|------------|------------|---------|
| <b>USD to GBP Focus Period:</b>                    |   |                                 |  |  |  |  |  |            |          |               |            |            |         |
| <b>From 1/31/2015 To 12/31/2015 Rate = 0.61860</b> |   |                                 |  |  |  |  |  |            |          |               |            |            |         |
| Start Date   | End Date  | Exchange Rate                   |  |  |  |  |  |            |          |               |            |            |         |
| 12/31/2015   | 12/31/2015  | 0.61860                         |  |  |  |  |  |            |          |               |            |            |         |
| Year-to-Date Depreciation (YTD)                    | <p>The total depreciation accumulated from the beginning of the last fiscal year covered by the reporting or focus period.</p>  |                                 |  |  |  |  |  |            |          |               |            |            |         |

## Import guide

There are four types of CSV imports for Fixed Assets:

When using Excel to prepare import files, be sure to perform **Save As** and select file type of **CSV (comma delimited) (\*.csv)**.

## Adding and updating assets via csv import

Most asset activities and modifications that can be performed in Fixed Assets may also be performed via csv import.

When using Excel to prepare import files, be sure to perform **Save As** and select file type of **CSV (comma delimited) (\*.csv)**.

[Download all examples \(Fixed\\_Assets\\_Import\\_Examples.zip\)](#)

| Action                               | Description   |
|--------------------------------------|---|
| <a href="#">Purchase</a>             | Add a purchased asset.  |
| <a href="#">TransferIn</a>           | Add a transferred-in asset.   |
| <a href="#">AssetTypeChange</a>      | Change the asset type for an asset.   |
| <a href="#">Dispose</a>              | Dispose an asset by sale, retire, or like-kind exchange.  |
| <a href="#">Undispose</a>            | Undo a disposal.  |
| <a href="#">PartialWholeDisposal</a> | Partially dispose an asset or perform a whole book disposal.  |
| <a href="#">TransferOut</a>          | Transfer out an asset. The asset will not be transferred to another company.  |
| <a href="#">TransferTo</a>           | Transfer an asset from one company to another. <b>*Data Manager only.</b>   |
| <a href="#">Untransfer</a>           | Undo a transfer out.  |
| <a href="#">Copy</a>                 | Copy an asset to another company. The asset must have a status of <b>TO</b> (transferred out). <b>*Data Manager only.</b>   |
| <a href="#">Split</a>                | Split an asset. <b>*Data Manager only.</b>  |
| <a href="#">Unsplit</a>              | Unsplit an asset and delete the split children.   |
| <a href="#">Modify</a>               | Several changes may be made using the <b>Modify</b> action: <ul style="list-style-type: none"><li>• Change values for asset fields like Location or Department.</li><li>• Change values for GL Code segments.</li><li>• Use to <a href="#">link and unlink assets by modifying Parent Asset ID</a>.</li></ul> |
| <a href="#">ModifyDepr</a>           | Modify depreciation for a period or modify accumulated depreciation.  |

|                        |   |
|------------------------|---|
| ModifyCriticalElements | Modify an asset's fact pattern (Property Type, Method, Rate, Convention, Calculation Source) or make a direct change to an asset's book cost. |
| Adjust                 | Make a cost adjustment to an asset.   |

## Adding purchased assets by import

### Purchase example

| Company Name | Action   | Asset ID | Asset Type ID | PISDate  | Cost    | AssetNote                                      | Location |
|--------------|----------|----------|---------------|----------|---------|--|----------|
| ACME Inc     | Purchase |          | Automobile    | 1/1/2018 | 100,000 | To add a comment for the asset, use AssetNote. | Denver   |

[Download example \(Purchase.csv\)](#)

Asset ID is optional for the Purchase action. However, it is important to specify an Asset ID if you plan to perform another action, such as a disposal, on the same asset later in the import file.

### Required fields for Purchase action

- **CompanyName** (if importing via Data Manager)
- **Action**
- **Asset Type ID**
- **PISDate** (or **AcqDate**)
- **Cost** (or **PurchasePrice**)

### Additional values that may be set during a purchase

| Field             | Column Name     | Allowed values (For bulleted lists, use the value in bold)  |
|-------------------|-----------------|---|
| Asset Fields      |                 |   |
| Asset ID          | Asset ID        | Any value up to 14 characters. The value must be unique within the company. If no <b>Asset ID</b> is provided, the application will auto-assign the Asset ID. |
| Active (checkbox) | InActive        | If this field is populated with any value, the asset will be imported as inactive.  |
| Description       | Description     |   |
| Comments          | Asset Note      |   |
| Parent Asset ID   | Parent Asset ID | Must be the Asset ID of an asset in the company. If populated, the asset will be added as a linked child asset to the parent specified.                       |

|   |   |   |
|---|---|---|
| Repair Type   | Repair Type   | <ul style="list-style-type: none"> <li>• <b>None</b></li> <li>• <b>Adaptation</b></li> <li>• <b>Betterment</b></li> <li>• <b>Other</b></li> <li>• <b>Restoration</b></li> <li>• <b>Routine Maintenance</b></li> </ul> |
| Asset GL Acct #   | AssetGLAcct   |   |
| Accum Depr GL Acct #  | AccumDeprGLAcct   |   |
| Depr Exp GL Acct #  | DeprExpGLAcct   |   |
| <i>Additional custom fields (Class, Location, Vendor, etc.)</i> | The name of the column should exactly match the name of the custom field.                   |   |
| Placed-In-Service Date  |   |   |
| Placed-in-service date  | Use <b>PISDate</b> for all books or <b>Book.PISDate</b> for an individual book.             | Dates greater than or equal to the <b>AcqDate</b> .   |
| Cost Per Book   |   |   |
| Cost  | Use <b>Cost</b> for all books or <b>Book.Cost</b> for an individual book.                   |   |
| Entering Accumulated Depreciation                               |   |   |
| Accumulated Depreciation  | Use <b>AccumDepr</b> for all books or <b>Book.AccumDepr</b> for an individual book.         | The accumulated depreciation as of the <b>AccumDeprDate</b> .   |
| Accumulated Depreciation Date                                   | Use <b>AccumDeprDate</b> for all books or <b>Book.AccumDeprDate</b> for an individual book. |   |
| Depreciation  | Use <b>Depr</b> for all books or <b>Book.Depr</b> for an individual book.                   | The depreciation to take in the month accumulated depreciation is specified.  |
| Custom Fact Pattern   |   |   |

|               |   |   |
|---------------|---|---|
| Property type | Use <b>PropType</b> for all books or <b>Book.PropType</b> for an individual book. | <ul style="list-style-type: none"> <li>• <b>AM</b> - Amortizable</li> <li>• <b>CF</b> - Clean Fuel Luxury Vehicle</li> <li>• <b>IN</b> - Indian Non-Residential – Real</li> <li>• <b>IR</b> - Indian Reservation – Real</li> <li>• <b>IP</b> - Indian Reservation – Personal</li> <li>• <b>LR</b> - Realty – Land</li> <li>• <b>LP</b> - Leased Personal Property</li> <li>• <b>LY</b> - Leasehold Improvement Property – NY Liberty Zone</li> <li>• <b>AL</b> - Listed – Automobile</li> <li>• <b>PL</b> - Listed – Personal Property</li> <li>• <b>RL</b> - Listed – Real Property</li> <li>• <b>TL</b> - Listed – Trucks &amp; Vans</li> <li>• <b>LH</b> - Low-Income Housing</li> <li>• <b>ND</b> - Non-Depreciable Property</li> <li>• <b>NR</b> - Non-Residential Real Property</li> <li>• <b>CY</b> - Non-Residential Real Property – NY Liberty Zone</li> <li>• <b>PP</b> - Personal Property</li> <li>• <b>RP</b> - Real Property</li> <li>• <b>RR</b> - Residential Real Property</li> <li>• <b>RY</b> - Residential Real Property – NY Liberty Zone</li> </ul> |
| Method        | Use <b>Method</b> for all books or <b>Book.Method</b> for an individual book.     | <ul style="list-style-type: none"> <li>• <b>AC</b> - ACRS</li> <li>• <b>AS</b> - Alternative ACRS</li> <li>• <b>Custom Method ID</b> - Custom Method</li> <li>• <b>DB</b> - Declining Balance</li> <li>• <b>MC</b> - MACRS</li> <li>• <b>AD</b> - MACRS ADS</li> <li>• <b>MS</b> - MACRS Straight-Line</li> <li>• <b>NC</b> - No Calculation</li> <li>• <b>RV</b> - Remaining Balance / Remaining Life</li> <li>• <b>SL</b> - Straight-Line</li> <li>• <b>SY</b> - Sum of the Years Digits</li> <li>• <b>UP</b> - Units of Production</li> <li>• <b>NO</b> - No Depreciation</li> </ul>   |



|                    |   |   |
|--------------------|---|---|
| Rate               | Use <b>Rate</b> for all books or <b>Book.Rate</b> for an individual book.             | <ul style="list-style-type: none"> <li>• <b>100</b> - 100%</li> <li>• <b>125</b> - 125%</li> <li>• <b>150</b> - 150%</li> <li>• <b>175</b> - 175%</li> <li>• <b>200</b> - 200%</li> <li>• <b>NA</b> - Not applicable</li> </ul> <div style="background-color: #e0f2f7; padding: 5px; margin: 5px 0;">The rate may also be supplied with % sign.</div> <p>If Method is specified, but not the rate, the application will default the rate to an appropriate value.</p>                                       |
| Convention         | Use <b>Convention</b> for all books or <b>Book.Convention</b> for an individual book. | <ul style="list-style-type: none"> <li>• <b>AHY</b> - Apply Mid-Quarter test Use HY (Half-Year)</li> <li>• <b>AMQ</b> - Apply Mid-Quarter test Use MQ (Mid-Quarter)</li> <li>• <b>FM</b> - Full-Month</li> <li>• <b>FY</b> - Full-Year</li> <li>• <b>HM</b> - Half-Month</li> <li>• <b>HY</b> - Half-Year</li> <li>• <b>MM</b> - Mid-Month</li> <li>• <b>MQ</b> - Mid-Quarter</li> <li>• <b>MHM</b> - Modified Half-Month</li> <li>• <b>MHY</b> - Modified Half-Year</li> <li>• <b>NA</b> - None</li> </ul> |
| Calculation source | Use <b>CalcSource</b> for all books or <b>Book.CalcSource</b> for an individual book. | <ul style="list-style-type: none"> <li>• <b>C</b> - No, Continue</li> <li>• <b>X</b> - No, Stop</li> <li>• <b>S</b> - Switch</li> <li>• <b>L</b> - Last Year Switch</li> <li>• <b>T</b> - Table</li> <li>• <b>U</b> - Table, use Formula</li> <li>• <b>NA</b> - None</li> </ul>   |
| Life               | Use <b>Life</b> for all books or <b>Book.Life</b> for an individual book.             | <p>Allowed formats:</p> <ul style="list-style-type: none"> <li>• <b>12.345</b> - Can use up to three decimal places.</li> <li>• <b>10y</b> or <b>10Y</b> - Must be an integer. No decimals allowed.</li> <li>• <b>10y6m</b> or <b>10Y6M</b> - When combining year and month values, the year must be 99 or less, and the month must be 12 or less.</li> <li>• <b>120m</b> or <b>120M</b> - Must be an integer. No decimals allowed. Valid values are 1 to 1188 (99 years).</li> </ul>                       |
| Salvage Value      |   |   |

|  |   |   |
|--|---|---|
| Salvage value                                    | Use <b>SalvageValue</b> for all books or <b>Book.SalvageValue</b> for an individual book.     |   |
| Additional First-Year Depreciation               |   |   |
| Qualified for additional first-year depreciation | Use <b>QualAddFYDepr</b> for all books or <b>Book.QualAddFYDepr</b> for an individual book.   | <ul style="list-style-type: none"> <li>• <b>1</b> - Qualified for Additional First-Year Depreciation.</li> <li>• <b>0</b> - Not qualified for Additional First-Year Depreciation.</li> </ul>  |
| Additional first-year depreciation amount        | Use <b>AddFYDepr</b> for all books or <b>Book.AddFYDepr</b> for an individual book.           |   |
| Section 179 and 179A Expense                     |   |   |
| Section 179 expense                              | Use <b>S179</b> for all books or <b>Book.S179</b> for an individual book.                     |   |
| Section 179A expense                             | Use <b>S179A</b> for all books or <b>Book.S179A</b> for an individual book.                   |   |
| Business Use                                     |   |   |
| Business Use                                     | Use <b>BusUse</b> for all books or <b>Book.BusUse</b> for an individual book.                 | Must be an integer. No decimals allowed. Valid values are 0 to 100. If you enter a value with a decimal, it will be rounded to the nearest integer.   |
| Net Credit Basis Reduction                       |   |   |
| Regular ITC type                                 | Use <b>RegITCType</b> for all books or <b>Book.RegITCType</b> for an individual book.         | <ul style="list-style-type: none"> <li>• <b>N</b> - New Property</li> <li>• <b>M</b> - New Property, Less 2%</li> <li>• <b>O</b> - Other Regular</li> <li>• <b>U</b> - Used Property</li> <li>• <b>T</b> - Used Property, Less 2%</li> <li>• <b>Z</b> - None</li> </ul> |
| Regular ITC credit amount                        | Use <b>RegITC</b> for all books or <b>Book.RegITC</b> for an individual book.                 |   |
| Regular ITC basis reduction                      | Use <b>RegITCBasisRed</b> for all books or <b>Book.RegITCBasisRed</b> for an individual book. |   |

|                                    |   |  |
|------------------------------------|---|--|
| Energy ITC type                    | Use <b>EnergyITCType</b> for all books or <b>Book.EnergyITCType</b> for an individual book.         | <ul style="list-style-type: none"> <li>• <b>B</b> - Biomass</li> <li>• <b>E</b> - Electric Vehicles</li> <li>• <b>G</b> - Geothermal</li> <li>• <b>H</b> - Hydroelectric</li> <li>• <b>I</b> - Inter-City Bus</li> <li>• <b>C</b> - Ocean</li> <li>• <b>R</b> - Reforestation</li> <li>• <b>S</b> - Solar</li> <li>• <b>T</b> - Transition Energy</li> <li>• <b>W</b> - Wind</li> <li>• <b>Z</b> - None</li> </ul> |
| Energy ITC credit amount           | Use <b>EnergyITC</b> for all books or <b>Book.EnergyITC</b> for an individual book.                 |  |
| Energy ITC basis reduction         | Use <b>EnergyITCBasisRed</b> for all books or <b>Book.EnergyITCBasisRed</b> for an individual book. |  |
| Rehabilitation ITC type            | Use <b>RehabITCType</b> for all books or <b>Book.RehabITCType</b> for an individual book.           | <ul style="list-style-type: none"> <li>• <b>C</b> - Certified Historic Structure</li> <li>• <b>P</b> - Pre-1936 Structure</li> <li>• <b>T</b> - Rehab 30-Year Building</li> <li>• <b>F</b> - Rehab 40-Year Building</li> <li>• <b>TR</b> - Transition Certified Historic Structure</li> <li>• <b>Z</b> - None</li> </ul>   |
| Rehabilitation ITC credit amount   | Use <b>RehabITC</b> for all books or <b>Book.RehabITC</b> for an individual book.                   |  |
| Rehabilitation ITC basis reduction | Use <b>RehabITCBasisRed</b> for all books or <b>Book.RehabITCBasisRed</b> for an individual book.   |  |

|                                  |   |   |
|----------------------------------|---|---|
| Vehicle ITC type                 | Use <b>VehiclesITCType</b> for all books or <b>Book.VehiclesITCType</b> for an individual book.         | <ul style="list-style-type: none"> <li>• <b>VA</b> - Alternative Fuel</li> <li>• <b>VE</b> - Electric</li> <li>• <b>VE_10001</b> - Electric Plug-In &lt; 10,001 lbs.</li> <li>• <b>VE_14000</b> - Electric Plug-In &lt; 14,000 lbs.</li> <li>• <b>VE_10000_14001</b> - Electric Plug-In &gt; 10,000 lbs. &lt; 14,001 lbs.</li> <li>• <b>VE_14000_26001</b> - Electric Plug-In &gt; 14,000 lbs. &lt; 26,001 lbs.</li> <li>• <b>VE_26000</b> - Electric Plug-In &gt; 26,000 lbs.</li> <li>• <b>VE_CONVERSION</b> - Electric Plug-In Conversion</li> <li>• <b>VE_LOSPD_2OR3</b> - Electric Plug-In Lo Spd 2-3 Wheel</li> <li>• <b>VC</b> - Fuel Cell</li> <li>• <b>VH</b> - Hybrid</li> <li>• <b>VL</b> - Lean-Burn Technology</li> <li>• <b>Z</b> - None</li> </ul> |
| Vehicle ITC credit amount        | Use <b>VehiclesITC</b> for all books or <b>Book.VehiclesITC</b> for an individual book.                 |   |
| Vehicle ITC type basis reduction | Use <b>VehiclesITCBasisRed</b> for all books or <b>Book.VehiclesITCBasisRed</b> for an individual book. |   |

## Adding transferred-in assets by import

### TransferIn example

| Company Name | Action     | Asset ID | Asset Type ID | PISDate  | Cost   | TransferAssetID | TransferFromCompany | TransferInDate | TransferTotalAccumDepr | RemainingAnnualDepr | YTD Transfer Depr | Remaining Life Months |
|--------------|------------|----------|---------------|----------|--------|-----------------|---------------------|----------------|------------------------|---------------------|-------------------|-----------------------|
| ACME Inc     | TransferIn |          | Automobile    | 1/1/2017 | 50,000 | AR0000001       | ACME Retail         | 1/1/2018       | 10,000                 | 12,000              | 0                 | 102                   |

[Download example \(TransferIn.csv\)](#)

### Required fields for TransferIn action

- **CompanyName** (if importing via Data Manager)
- **Action** - TransferIn
- **Asset Type ID**
- **PISDate** (or **AcqDate**)
- **Cost** (or **PurchasePrice**)
- **TransferInDate**

The import will succeed with warnings if the following transfer in values are not supplied:

- **Transfer Total Accum Depr**
- **Remaining Annual Depr**
- **YTD Transfer Depr**
- **Remaining Life Months**

### Additional values that may be set during a transfer-in

- **TransferAssetID**
- **TransferFromCompany**

You may also specify the following values that are used for the **Purchase** action.

| Field             | Column Name | Allowed values (For bulleted lists, use the value in bold)  |
|-------------------|-------------|---|
| Asset Fields      |             |   |
| Asset ID          | Asset ID    | Any value up to 14 characters. The value must be unique within the company. If no <b>Asset ID</b> is provided, the application will auto-assign the Asset ID. |
| Active (checkbox) | InActive    | If this field is populated with any value, the asset will be imported as inactive.  |

|   |   |   |
|---|---|---|
| Description   | Description   |   |
| Comments  | Asset Note  |   |
| Parent Asset ID   | Parent Asset ID   | Must be the Asset ID of an asset in the company. If populated, the asset will be added as a linked child asset to the parent specified.   |
| Repair Type   | Repair Type   | <ul style="list-style-type: none"> <li>• <b>None</b></li> <li>• <b>Adaptation</b></li> <li>• <b>Betterment</b></li> <li>• <b>Other</b></li> <li>• <b>Restoration</b></li> <li>• <b>Routine Maintenance</b></li> </ul> |
| Asset GL Acct #   | AssetGLAcct   |   |
| Accum Depr GL Acct #  | AccumDeprGLAcct   |   |
| Depr Exp GL Acct #  | DeprExpGLAcct   |   |
| <i>Additional custom fields (Class, Location, Vendor, etc.)</i> | The name of the column should exactly match the name of the custom field.                   |   |
| Placed-In-Service Date  |   |   |
| Placed-in-service date  | Use <b>PISDate</b> for all books or <b>Book.PISDate</b> for an individual book.             | Dates greater than or equal to the <b>AcqDate</b> .   |
| Cost Per Book   |   |   |
| Cost  | Use <b>Cost</b> for all books or <b>Book.Cost</b> for an individual book.                   |   |
| Entering Accumulated Depreciation                               |   |   |
| Accumulated Depreciation  | Use <b>AccumDepr</b> for all books or <b>Book.AccumDepr</b> for an individual book.         | The accumulated depreciation as of the <b>AccumDeprDate</b> .   |
| Accumulated Depreciation Date                                   | Use <b>AccumDeprDate</b> for all books or <b>Book.AccumDeprDate</b> for an individual book. |   |
| Depreciation  | Use <b>Depr</b> for all books or <b>Book.Depr</b> for an individual book.                   | The depreciation to take in the month accumulated depreciation is specified.  |
| Custom Fact Pattern   |   |   |

|               |   |   |
|---------------|---|---|
| Property type | Use <b>PropType</b> for all books or <b>Book.PropType</b> for an individual book. | <ul style="list-style-type: none"> <li>• <b>AM</b> - Amortizable</li> <li>• <b>CF</b> - Clean Fuel Luxury Vehicle</li> <li>• <b>IN</b> - Indian Non-Residential – Real</li> <li>• <b>IR</b> - Indian Reservation – Real</li> <li>• <b>IP</b> - Indian Reservation – Personal</li> <li>• <b>LR</b> - Realty – Land</li> <li>• <b>LP</b> - Leased Personal Property</li> <li>• <b>LY</b> - Leasehold Improvement Property – NY Liberty Zone</li> <li>• <b>AL</b> - Listed – Automobile</li> <li>• <b>PL</b> - Listed – Personal Property</li> <li>• <b>RL</b> - Listed – Real Property</li> <li>• <b>TL</b> - Listed – Trucks &amp; Vans</li> <li>• <b>LH</b> - Low-Income Housing</li> <li>• <b>ND</b> - Non-Depreciable Property</li> <li>• <b>NR</b> - Non-Residential Real Property</li> <li>• <b>CY</b> - Non-Residential Real Property – NY Liberty Zone</li> <li>• <b>PP</b> - Personal Property</li> <li>• <b>RP</b> - Real Property</li> <li>• <b>RR</b> - Residential Real Property</li> <li>• <b>RY</b> - Residential Real Property – NY Liberty Zone</li> </ul> |
| Method        | Use <b>Method</b> for all books or <b>Book.Method</b> for an individual book.     | <ul style="list-style-type: none"> <li>• <b>AC</b> - ACRS</li> <li>• <b>AS</b> - Alternative ACRS</li> <li>• <b>Custom Method ID</b> - Custom Method</li> <li>• <b>DB</b> - Declining Balance</li> <li>• <b>MC</b> - MACRS</li> <li>• <b>AD</b> - MACRS ADS</li> <li>• <b>MS</b> - MACRS Straight-Line</li> <li>• <b>NC</b> - No Calculation</li> <li>• <b>RV</b> - Remaining Balance / Remaining Life</li> <li>• <b>SL</b> - Straight-Line</li> <li>• <b>SY</b> - Sum of the Years Digits</li> <li>• <b>UP</b> - Units of Production</li> <li>• <b>NO</b> - No Depreciation</li> </ul>   |

|                    |   |   |
|--------------------|---|---|
| Rate               | Use <b>Rate</b> for all books or <b>Book.Rate</b> for an individual book.             | <ul style="list-style-type: none"> <li>• <b>100</b> - 100%</li> <li>• <b>125</b> - 125%</li> <li>• <b>150</b> - 150%</li> <li>• <b>175</b> - 175%</li> <li>• <b>200</b> - 200%</li> <li>• <b>NA</b> - Not applicable</li> </ul> <div style="background-color: #e1f5fe; padding: 5px; margin: 5px 0;">The rate may also be supplied with % sign.</div> <p>If Method is specified, but not the rate, the application will default the rate to an appropriate value.</p>                                       |
| Convention         | Use <b>Convention</b> for all books or <b>Book.Convention</b> for an individual book. | <ul style="list-style-type: none"> <li>• <b>AHY</b> - Apply Mid-Quarter test Use HY (Half-Year)</li> <li>• <b>AMQ</b> - Apply Mid-Quarter test Use MQ (Mid-Quarter)</li> <li>• <b>FM</b> - Full-Month</li> <li>• <b>FY</b> - Full-Year</li> <li>• <b>HM</b> - Half-Month</li> <li>• <b>HY</b> - Half-Year</li> <li>• <b>MM</b> - Mid-Month</li> <li>• <b>MQ</b> - Mid-Quarter</li> <li>• <b>MHM</b> - Modified Half-Month</li> <li>• <b>MHY</b> - Modified Half-Year</li> <li>• <b>NA</b> - None</li> </ul> |
| Calculation source | Use <b>CalcSource</b> for all books or <b>Book.CalcSource</b> for an individual book. | <ul style="list-style-type: none"> <li>• <b>C</b> - No, Continue</li> <li>• <b>X</b> - No, Stop</li> <li>• <b>S</b> - Switch</li> <li>• <b>L</b> - Last Year Switch</li> <li>• <b>T</b> - Table</li> <li>• <b>U</b> - Table, use Formula</li> <li>• <b>NA</b> - None</li> </ul>   |
| Life               | Use <b>Life</b> for all books or <b>Book.Life</b> for an individual book.             | <p>Allowed formats:</p> <ul style="list-style-type: none"> <li>• <b>12.345</b> - Can use up to three decimal places.</li> <li>• <b>10y</b> or <b>10Y</b> - Must be an integer. No decimals allowed.</li> <li>• <b>10y6m</b> or <b>10Y6M</b> - When combining year and month values, the year must be 99 or less, and the month must be 12 or less.</li> <li>• <b>120m</b> or <b>120M</b> - Must be an integer. No decimals allowed. Valid values are 1 to 1188 (99 years).</li> </ul>                       |
| Salvage Value      |   |   |



|  |   |   |
|--|---|---|
| Salvage value                                    | Use <b>SalvageValue</b> for all books or <b>Book.SalvageValue</b> for an individual book.     |   |
| Additional First-Year Depreciation               |   |   |
| Qualified for additional first-year depreciation | Use <b>QualAddFYDepr</b> for all books or <b>Book.QualAddFYDepr</b> for an individual book.   | <ul style="list-style-type: none"> <li>• <b>1</b> - Qualified for Additional First-Year Depreciation.</li> <li>• <b>0</b> - Not qualified for Additional First-Year Depreciation.</li> </ul>  |
| Additional first-year depreciation amount        | Use <b>AddFYDepr</b> for all books or <b>Book.AddFYDepr</b> for an individual book.           |   |
| Section 179 and 179A Expense                     |   |   |
| Section 179 expense                              | Use <b>S179</b> for all books or <b>Book.S179</b> for an individual book.                     |   |
| Section 179A expense                             | Use <b>S179A</b> for all books or <b>Book.S179A</b> for an individual book.                   |   |
| Business Use                                     |   |   |
| Business Use                                     | Use <b>BusUse</b> for all books or <b>Book.BusUse</b> for an individual book.                 | Must be an integer. No decimals allowed. Valid values are 0 to 100. If you enter a value with a decimal, it will be rounded to the nearest integer.   |
| Net Credit Basis Reduction                       |   |   |
| Regular ITC type                                 | Use <b>RegITCType</b> for all books or <b>Book.RegITCType</b> for an individual book.         | <ul style="list-style-type: none"> <li>• <b>N</b> - New Property</li> <li>• <b>M</b> - New Property, Less 2%</li> <li>• <b>O</b> - Other Regular</li> <li>• <b>U</b> - Used Property</li> <li>• <b>T</b> - Used Property, Less 2%</li> <li>• <b>Z</b> - None</li> </ul> |
| Regular ITC credit amount                        | Use <b>RegITC</b> for all books or <b>Book.RegITC</b> for an individual book.                 |   |
| Regular ITC basis reduction                      | Use <b>RegITCBasisRed</b> for all books or <b>Book.RegITCBasisRed</b> for an individual book. |   |

|                                    |   |  |
|------------------------------------|---|--|
| Energy ITC type                    | Use <b>EnergyITCType</b> for all books or <b>Book.EnergyITCType</b> for an individual book.         | <ul style="list-style-type: none"> <li>• <b>B</b> - Biomass</li> <li>• <b>E</b> - Electric Vehicles</li> <li>• <b>G</b> - Geothermal</li> <li>• <b>H</b> - Hydroelectric</li> <li>• <b>I</b> - Inter-City Bus</li> <li>• <b>C</b> - Ocean</li> <li>• <b>R</b> - Reforestation</li> <li>• <b>S</b> - Solar</li> <li>• <b>T</b> - Transition Energy</li> <li>• <b>W</b> - Wind</li> <li>• <b>Z</b> - None</li> </ul> |
| Energy ITC credit amount           | Use <b>EnergyITC</b> for all books or <b>Book.EnergyITC</b> for an individual book.                 |  |
| Energy ITC basis reduction         | Use <b>EnergyITCBasisRed</b> for all books or <b>Book.EnergyITCBasisRed</b> for an individual book. |  |
| Rehabilitation ITC type            | Use <b>RehabITCType</b> for all books or <b>Book.RehabITCType</b> for an individual book.           | <ul style="list-style-type: none"> <li>• <b>C</b> - Certified Historic Structure</li> <li>• <b>P</b> - Pre-1936 Structure</li> <li>• <b>T</b> - Rehab 30-Year Building</li> <li>• <b>F</b> - Rehab 40-Year Building</li> <li>• <b>TR</b> - Transition Certified Historic Structure</li> <li>• <b>Z</b> - None</li> </ul>   |
| Rehabilitation ITC credit amount   | Use <b>RehabITC</b> for all books or <b>Book.RehabITC</b> for an individual book.                   |  |
| Rehabilitation ITC basis reduction | Use <b>RehabITCBasisRed</b> for all books or <b>Book.RehabITCBasisRed</b> for an individual book.   |  |

|                                  |   |   |
|----------------------------------|---|---|
| Vehicle ITC type                 | Use <b>VehiclesITCType</b> for all books or <b>Book.VehiclesITCType</b> for an individual book.         | <ul style="list-style-type: none"> <li>• <b>VA</b> - Alternative Fuel</li> <li>• <b>VE</b> - Electric</li> <li>• <b>VE_10001</b> - Electric Plug-In &lt; 10,001 lbs.</li> <li>• <b>VE_14000</b> - Electric Plug-In &lt; 14,000 lbs.</li> <li>• <b>VE_10000_14001</b> - Electric Plug-In &gt; 10,000 lbs. &lt; 14,001 lbs.</li> <li>• <b>VE_14000_26001</b> - Electric Plug-In &gt; 14,000 lbs. &lt; 26,001 lbs.</li> <li>• <b>VE_26000</b> - Electric Plug-In &gt; 26,000 lbs.</li> <li>• <b>VE_CONVERSION</b> - Electric Plug-In Conversion</li> <li>• <b>VE_LOSPD_2OR3</b> - Electric Plug-In Lo Spd 2-3 Wheel</li> <li>• <b>VC</b> - Fuel Cell</li> <li>• <b>VH</b> - Hybrid</li> <li>• <b>VL</b> - Lean-Burn Technology</li> <li>• <b>Z</b> - None</li> </ul> |
| Vehicle ITC credit amount        | Use <b>VehiclesITC</b> for all books or <b>Book.VehiclesITC</b> for an individual book.                 |   |
| Vehicle ITC type basis reduction | Use <b>VehiclesITCBasisRed</b> for all books or <b>Book.VehiclesITCBasisRed</b> for an individual book. |   |

## Disposing assets by import

Assets may be disposed in full or partially via import. The **Dispose** operation will dispose the asset in full unless a **DisposalCost** is specified. If **DisposalCost** is specified,

- the asset will be split into two pieces: one piece whose Acquisition Cost will be set to the **DisposalCost**. The second split child will have the remaining cost.
- the split child whose Acquisition Cost is set to the **DisposalCost** will be disposed.

### Dispose example

| CompanyName | Action  | Asset ID | RfsDate    | DisposalType | DisposalCost | CashProceeds | LikeKindProceeds | CashPaid | DisposalExpense | ExchAssetID |
|-------------|---------|----------|------------|--------------|--------------|--------------|------------------|----------|-----------------|-------------|
| ACME Inc    | Dispose | AI000001 | 12/31/2017 | S            |              | \$10,000     |                  |          | \$2,000         |             |
| ACME Inc    | Dispose | AI000002 | 12/31/2017 | R            |              |              |                  |          | \$1,000         |             |
| ACME Inc    | Dispose | AI000003 | 12/31/2017 | E            |              | \$50,000     | \$100,000        |          | \$3,000         | AI000003b   |
| ACME Inc    | Dispose | AI000004 | 12/31/2017 | S            | \$40,000     | \$35,000     |                  |          | \$500           |             |

[Download example \(Dispose.csv\)](#)

### Required fields for Dispose action

- **CompanyName** (if importing via Data Manager)
- **Action**
- **Asset ID** - The asset to be disposed.
- **RfsDate** - Remove from service date a.k.a. Disposal date.
- **DisposalType**
  - **S** - Sale
  - **R** - Retire
  - **E** - Exchange

### Additional values that may be set during disposal

- **CashProceeds** - Sale and Exchange only. Cash received.
- **LikeKindProceeds** - Exchange only. Value of like-kind asset received.
- **CashPaid** - Exchange only. Amount of cash paid as part of the asset exchange.
- **DisposalExpense** - Expenses of disposal.
- **ExchAssetID** - Exchange only. Asset ID of the exchanged-in asset.
- **DisposalCost** - Cost of the portion of the asset that was disposed. Used for partial dispositions. Limited to not more than Cost. Defines the scheme used to set Asset ID numbers for the assets involved in the partial disposition. Up to 999 partial dispositions/splits allowed using this scheme. [This disposal](#) changes the Asset ID of the original asset being disposed (identified in the AssetID field), appending \*00x.
- **PartialDisposalCost** - Cost of the portion of the asset that was disposed. Used for partial dispositions. Limited to not more than Cost. Defines the scheme used to set Asset ID numbers for the assets involved in the partial disposition. Up to three partial dispositions/splits allowed using this scheme. This disposal retains the Asset ID of the original asset being disposed.
- **SuppressCapitalGain** - Override for gain handling upon disposal. By default, gains are calculated upon disposal according to the asset's Property Type and other system factors. The application suppresses

capital gains when set to "0" or blank. The application calculates ordinary gains when set to "1."

- **ForceNoGainLoss** - Override for gain/loss calculation upon disposal. By default, the application calculates the gain or loss upon disposal according to Property Type and other system factors. Realized gain/loss is forced to zero if set to "1." Default treatment is applied if the value is "0" or blank.

#### PartialWholeDisposal example

The **PartialWholeDisposal** action can be used to perform a full-book disposal or to dispose the entire asset by an amount or percent.

| Company Name | Action               | Asset ID | RfsDate    | Disposal Type | Disposal Percent | GAA P.Disposal Percent | Cash Proceeds | Like Kind Proceeds | Cash Paid | Disposal Expense | GAA P.Disposal Expense | ExchAssetID | IncludeLinkedChildren |
|--------------|----------------------|----------|------------|---------------|------------------|------------------------|---------------|--------------------|-----------|------------------|------------------------|-------------|-----------------------|
| ACME Inc     | PartialWholeDisposal | AI000001 | 12/31/2017 | S             | 50               |                        | \$10,000      |                    |           | \$2,000          |                        |             | Y                     |
| ACME Inc     | PartialWholeDisposal | AI000002 | 12/31/2017 | R             |                  | 100                    |               |                    |           | \$1,000          |                        |             |                       |
| ACME Inc     | PartialWholeDisposal | AI000003 | 12/31/2017 | E             | 50               |                        | \$50,000      | \$100,000          |           | \$3,000          |                        | AI000003b   |                       |

[Download example \(PartialWholeDisposal.csv\)](#)

#### Required fields for PartialWholeDisposal action

- **CompanyName** (if importing via Data Manager)
- **Action**
- **Asset ID** - The asset to be disposed.
- One of **DisposalPercent** or **DisposalAmount**
  - **DisposalPercent** - Dispose a percentage of the entire asset or add a book prefix to dispose a book by a particular percent.
  - **DisposalAmount** - Specify the amount of the asset being disposed. The proceeds and expenses will be prorated by the portion being disposed. You may specify a book prefix to dispose an individual book by an amount.

#### Additional values that may be set during PartialWholeDisposal

- **CashProceeds** - Sale and Exchange only. Cash received.
- **LikeKindProceeds** - Exchange only. Value of like-kind asset received.
- **CashPaid** - Exchange only. Amount of cash paid as part of the asset exchange.
- **DisposalExpense** - Expenses of disposal.
- **ExchAssetID** - Exchange only. Asset ID of the exchanged-in asset.
- **IncludeLinkedChildren** - Enter 'Y' to include linked children in the partial disposal, 'N' to omit linked children, or leave blank to use the **Application Setting**.

#### Undispose example

| CompanyName | Action    | Asset ID |
|-------------|-----------|----------|
| ACME Inc    | Undispose | AI000001 |

[Download example \(Undispose.csv\)](#)

*Required fields for Undispose action*

- **CompanyName** (if importing via Data Manager)
- **Action**
- **Asset ID** - The asset to be undisposed.

## Modifying assets by import

To modify plain asset fields like Department or Location, use **Modify** action. To modify book elements like Property Type, Method, Rate, Convention, or Life, use **ModifyCriticalElements**. To modify the Asset Type, use **AssetTypeChange** action.

### Modify example

| CompanyName | Asset ID  | Action | FieldName    | FieldValue     | EffectiveDate |
|-------------|-----------|--------|--------------|----------------|---------------|
| ACME Inc    | AI0000001 | Modify | Location     | Denver         | 1/1/2018      |
| ACME Inc    | AI0000001 | Modify | Manufacturer | Gary's Gadgets |               |

[Download example \(Modify.csv\)](#)

An asset may be modified multiple times in the same import file. However, each modification requires its own line in the import file.

### Required fields for Modify Action

- **CompanyName** (if importing via Data Manager)
- **Asset ID** - The Asset ID of the asset to be modified
- **Action**
- **FieldName** - Name of the Asset field you would like to change. For expected field names, see **Additional values that may be set during a purchase** section, **Asset Fields** group of [Adding purchased assets by import](#).

To modify the Asset Type, you must instead use **AssetTypeChange** action.

- **FieldValue** - The new value of the field

### Additional fields that may be set during Modify

- **EffectiveDate** - If not specified for a transfer field, the change will be made from the acquisition date.
- **Retain** - Retain succeeding values code. The application retains succeeding values for the Field Name field in periods after the Effective Date when set to "1." The application overwrites succeeding values when set to "0" or blank.

### ModifyCriticalElements example

| CompanyName | Asset ID  | Action                 | Cost   | FederalTax.Cost | EffectiveDate |
|-------------|-----------|------------------------|--------|-----------------|---------------|
| ACME Inc    | AI0000001 | ModifyCriticalElements | 55,000 | 60,000          | 1/1/2018      |

[Download example \(ModifyCriticalElements.csv\)](#)

### Required fields for ModifyCriticalElements Action

- **CompanyName** (if importing via Data Manager)
- **Asset ID** - The Asset ID of the asset to be modified
- **Action**
- **BookName.FieldName** - The name of the field you would like to change. Prefix with a book name if you would like to change a specific book or omit book prefix to change for all books. For expected field

names, see **Additional values that may be set during a purchase** section of [Adding purchased assets by import](#). The critical elements are items starting at **Placed-In-Service Date**. You may additionally modify revision treatment using the value **RevTreat**.

When specifying the book, remove all spaces from the book name.

- **EffectiveDate** - Needed for transfer fields only



## Changing asset type for assets by import

### AssetTypeChange example

| CompanyName | Asset ID | Action          | ToAssetType      | ApplyToBook     | EffectiveDate |
|-------------|----------|-----------------|------------------|-----------------|---------------|
| ACME Inc    | AI000001 | AssetTypeChange | Automobile       | All Books       | 1/1/2016      |
| ACME Inc    | AI000002 | AssetTypeChange | Office Equipment | Fed Books       |               |
| ACME Inc    | AI000003 | AssetTypeChange | Copier           | Tax Books       |               |
| ACME Inc    | AI000004 | AssetTypeChange | Computer         | Internal Books  |               |
| ACME Inc    | AI000005 | AssetTypeChange | XYZ Custom Book  | XYZ Custom Book |               |

[Download example \(AssetTypeChange.csv\)](#)

### Required fields for AssetTypeChange action

- **CompanyName** (if importing via Data Manager)
- **Asset ID**
- **Action**
- **ToAssetType** - the Asset Type the asset is changing to.
- **ApplyToBook** - The books that will be recast with new asset type fact patterns.
  - 'All Books' will apply the asset type change to all books in the company.
  - 'Fed Books' will apply the asset type change to the Federal Tax book and each of its child books: Federal Tax - AMT, Federal Tax - ACE, Federal Tax - E&P. The change will not be applied to internal books or other tax books.
  - 'Tax Books' will apply the asset type change to all tax books but not to internal books.
  - 'Internal Books' will apply the asset type change to all internal books but not to tax books.
  - You may also enter the name of a specific book in the company.

### Additional fields for AssetTypeChange action

- **EffectiveDate** - The date in which to apply the fact pattern change to the specified books.

If **EffectiveDate** is specified, the change will be applied to the specified books starting at that date. If no **EffectiveDate** is specified, the change will be applied as of the asset's **Placed-In-Service Date**.

## Modifying depreciation by import

Fixed Assets allows you to override calculated depreciation for a period or override accumulated depreciation using the **ModifyDepr** action.

### Modifying depreciation example

| Company Name | Action     | Asset ID  | GAAP.D eprStart Date | GAAP.D eprEnd Date | GAAP.D epr | DeprStartDate | DeprEndDate | Depr  |
|--------------|------------|-----------|----------------------|--------------------|------------|---------------|-------------|-------|
| ACME Inc     | ModifyDepr | AI0000001 | 1/1/2018             | 12/31/2018         | 1,000      | 1/1/2018      | 12/31/2018  | 1,200 |

[Download example \(ModifyDepr.csv\)](#)

### Required fields for modifying depreciation for a period

- **CompanyName** (if importing via Data Manager)
- **Asset ID**
- **DeprStartDate** - The start date of the period whose depreciation will be modified.
- **DeprEndDate** - The end date of the period whose depreciation will be modified.
- **Depr** - Current year portion of the total accumulated depreciation through the **AccumDeprDate**. If there is a value in this field, to correctly import a purchased asset without a revision, there must also be a value in fields **AccumDepr** and **Accum-DeprDate**. The reported depreciation may create a revision in the month of the **AccumDeprDate** (and possibly in the last month of the year preceding the year of import) so that the Depreciation Expense (in the company file) as of that date is equal to this amount.

The **DeprStartDate**, **DeprEndDate**, and **Depr** fields may be specified per-book by adding a book prefix or applied to all books by omitting the book prefix. In the example above, GAAP Depr will be \$1,000 while all other books will use Depr of \$1,200.

### Modifying accumulated depreciation example

| Company Name | Action     | Asset ID  | GAAP.A ccumDepr | GAAP.A ccumDeprDate | GAAP.IntervalType | AccumDepr | AccumDeprDate | IntervalType |
|--------------|------------|-----------|-----------------|---------------------|-------------------|-----------|---------------|--------------|
| ACME Inc     | ModifyDepr | AI0000001 | 1,000           | 3/31/2018           | M                 | 1,200     | 3/31/2018     | M            |

[Download example \(ModifyDepr\\_Accum.csv\)](#)

### Required fields for modifying accumulated depreciation

- **CompanyName** (if importing via Data Manager)
- **Asset ID**
- **AccumDeprDate** - The accumulated depreciation entered will be for the period starting at the Placed-In-Service date and end at the **AccumDeprDate**.
- **AccumDepr** - The accumulated depreciation. If there is a value in this field, to correctly import without a revision, there must also be a value in fields **AccumDeprDate** and **Depr**. The reported depreciation may

create a revision in the month of the AccumDeprDate (and possibly in the last month of the year preceding the year of import) so that the Accumulated Depreciation (in the company file) as of that date is equal to this amount.

- **IntervalType** - Use M for month, Q for quarter, Y for year, or L for Last Year.

You are not allowed to modify Reported Depreciation on the same line as Ending Accumulated Depreciation.

Ending Accumulated Depreciation may not be modified for assets with a status of I, S, TO, D, or X.

Ending Accumulated Depreciation may not be modified if the Accumulated Depreciation Date is earlier than the Placed-in-Service, the Acquisition Date, or the Transfer-In Date.

## Transferring assets by import

To perform internal transfers like a change to **Location** or **Cost Center**, instead, use [Modify](#).

There are three import actions relating to inter-company transfers:

- **TransferOut** - Transfers the asset out in the source company only. The asset does not get transferred in in another company.
- **TransferTo** - This will transfer out an asset in one company then transfer it into a second company. When performed from **Data Manager**, this action transfers the asset out in the source company and transfers it into another company. When using the **Imports** area within a company, this action will transfer the asset out and create a transfer file in the destination company. The transfer file in the target company must be imported as a separate step.
- **Copy** - There are two ways the Copy action may be used:
  - Make a duplicate of an asset in the same company.
  - Copy a transferred-out asset into another company.

When using **Data Manager**, the application will first parse the import file by company, then process one company at a time. As such, certain actions should be separated out into a separate import file. For example, if you intend to use **TransferTo** action to transfer an asset from one company to another, then you intend to use **Modify** to change location of the transferred-in asset from 'Denver' to 'Boston', the **Modify** action should be separated into a separate file to ensure the transferred-in asset exists in the system.

### TransferOut example

| CompanyName | Asset ID  | Action      | TransferOutDate | Include Linked Children |
|-------------|-----------|-------------|-----------------|-------------------------|
| ACME Inc    | AI0000001 | TransferOut | 2/1/2018        | Y                       |

[Download example \(TransferOut.csv\)](#)

### Required fields for TransferOut action

- **CompanyName** (if importing via Data Manager)
- **Asset ID**
- **Action**
- **TransferOutDate** - The date the asset is transferred-out

The **Include Linked Children** column is optional. If the asset is a linked parent asset, the Include Linked Children setting (Y or N) will decide whether to also transfer the linked children assets. If the column is absent or blank, the [application setting](#) will decide whether the children are included.

### TransferTo example

If using the **TransferTo** action from **Data Manager**, the application will perform both parts of the action. That is, the asset will be transferred out from the source company and transferred in in the target company.

If using **TransferTo** using the **Imports** area from within a company, the asset will become transferred out in the source company. However, the import of the transferred-in asset into the target company will need to be completed manually. See [Transferring an asset to another company](#) for steps on importing the resulting transfer file in the target company.

| Company Name | Asset ID  | Action     | TransferOutDate | TransferToCompany | SourceAssetID | TargetAssetID | Include Linked Children |
|--------------|-----------|------------|-----------------|-------------------|---------------|---------------|-------------------------|
| ACME Inc     | AI0000001 | TransferTo | 2/1/2018        | ACME Retail       |               |               | Y                       |
| ACME Inc     | AI0000002 | TransferTo | 2/1/2018        | ACME Retail       | TrsfI0000002  | TrsfI0000002  | N                       |
| ACME Inc     | AI0000003 | TransferTo | 2/1/2018        | ACME Retail       |               | Generate New  |                         |

[Download example \(TransferTo.csv\)](#)

In all 3 variants above, the asset is transferred out of the source company. Additionally, an import file is created, uploaded, and imported to the destination company completing the transfer in in the target company.

- **Row 1** - Retains the asset ID of AI0000001 in the source company and will also use the asset ID of AI0000001 in the target company. Note that if asset ID AI0000001 already exists in the target company, the import of the transfer file will fail in the target company. To resolve this failure, you would need to go into the Imports list of the target company and re-import the transfer file selecting "Auto-assign asset ID".
- **Row 2** - If you would like to have the same asset ID used in both source and target companies, you may specify a new asset ID for both **SourceAssetID** and **TargetAssetID**. In the example above, the asset in the source company would have its asset ID changed to TrsfI0000002. The application would also apply the asset ID of TrsfI0000002 in the target company based on the **TargetAssetID** value.
- **Row 3** - If you do not need the asset ID to match between source and target company but you'd like to ensure there is no conflict with asset ID, you may specify "Generate New" for the TargetAssetID. In this example, asset AI0000003 would have its asset ID unchanged in the source company, and the next available asset ID would be used in the target company.

#### *Required fields for TransferTo action*

- **CompanyName** (if importing via Data Manager). This should be the company the asset is being transferred from.
- **Asset ID**
- **Action**
- **TransferOutDate** - The date the asset is transferred-out
- **TransferToCompany** - The company the asset is being transferred to. This company must exist in the system. The asset will come into this company as transferred in.

The **Include Linked Children** column is optional. If the asset is a linked parent asset, the Include Linked Children setting (Y or N) will decide whether to also transfer the linked children assets. If the column is absent or blank, the [application setting](#) will decide whether the children are included.

#### **Copy example**

There are two ways the Copy action may be used:

- Make a duplicate of an asset in the same company.
- Copy a transferred-out asset into another company.

If using the **TransferTo** action from **Data Manager**, the application will perform both parts of the action. That is, a transfer file will be created in the target company and the transfer file will be imported as well.

If using **Copy** using the **Imports** area from within a company, the transfer file will be created in the source

company. However, the import of the transferred-out asset into the target company will need to be completed manually. See [Transferring an asset to another company](#) for steps on importing the resulting transfer file in the target company.

| CompanyName | Asset ID  | Action | TransferOutDate | TransferToCompany |
|-------------|-----------|--------|-----------------|-------------------|
| ACME Inc    | AI0000001 | Copy   |                 | ACME Inc          |
| ACME Inc    | AI0000002 | Copy   | 2/1/2018        | ACME Retail       |

[Download example \(Copy.csv\)](#)

**Required fields for Copy action**

- **CompanyName** (if importing via Data Manager). The company containing the transferred-out asset.
- **Asset ID**
- **Action**
- **TransferOutDate** - Required only if copying to a different company. The date the asset was transferred-out.
- **TransferToCompany** - The company the asset is being transferred to. This company must exist in the system.

## Splitting assets by import

### Split example

When using the Split action, add one SplitAmount column per desired child asset.

If the asset is not fully allocated, an additional child will automatically be created to make up the difference.

| CompanyName | Asset ID | Action | SplitAmount | SplitAmount | SplitAmount |
|-------------|----------|--------|-------------|-------------|-------------|
| ACME Inc    | AI000001 | Split  | 1,000       | 1,000       | 1,000       |
| ACME Inc    | AI000002 | Split  | 1,000       |             |             |

[Download example \(Split.csv\)](#)

If asset AI000001 and AI000002 each have a cost of 3,000:

- Row 1 will split the asset into 3 children, each with a 1,000 cost.
- Row 2 will split the asset into 2 children; one child will have a cost of 1,000. The second child will have a cost matching the remaining unallocated amount of 2,000.

### Required fields for Split action

- **CompanyName** (if importing via Data Manager)
- **Asset ID**
- **Action**
- **SplitAmount** - This column may appear as many as 20 times in an import file.

## Adjusting book cost by import

### Adjust example

| CompanyName | Asset ID  | Action | AdjustmentName | FederalTax.AdjustmentAmount | EffectiveDate |
|-------------|-----------|--------|----------------|-----------------------------|---------------|
| ACME Inc    | AI0000001 | Adjust | Auto           | 2,000                       | 1/1/2018      |

[Download example \(Adjust.csv\)](#)

### Required fields for Adjust example

- **CompanyName** (if importing via Data Manager)
- **Asset ID**
- **Action**
- **AdjustmentName** - This must match one of the **Book Cost Adjustment** field names in the company.
- **AdjustmentAmount** - Prefix with a book name to act on a single book or omit prefix to adjust all books.
- **EffectiveDate** - The date the cost is adjusted.



## Linking and unlinking assets by import

To link or unlink assets, use **Modify** action to change the ParentAssetID field.

- To link a child asset to a parent, enter the child's Asset ID in the **Asset ID** column and the parent's Asset ID in the **FieldValue** column for **FieldName** ParentAssetID.
- To unlink a child from its parent, enter the child's Asset ID in the **Asset ID** column and leave the **FieldValue** column blank for **FieldName** ParentAssetID.

### Link example

| CompanyName | Asset ID  | Action | FieldName     | FieldValue |
|-------------|-----------|--------|---------------|------------|
| ACME Inc    | AI0000001 | Modify | ParentAssetID | AI0000003  |

### Unlink example

| CompanyName | Asset ID  | Action | FieldName     | FieldValue |
|-------------|-----------|--------|---------------|------------|
| ACME Inc    | AI0000002 | Modify | ParentAssetID |            |

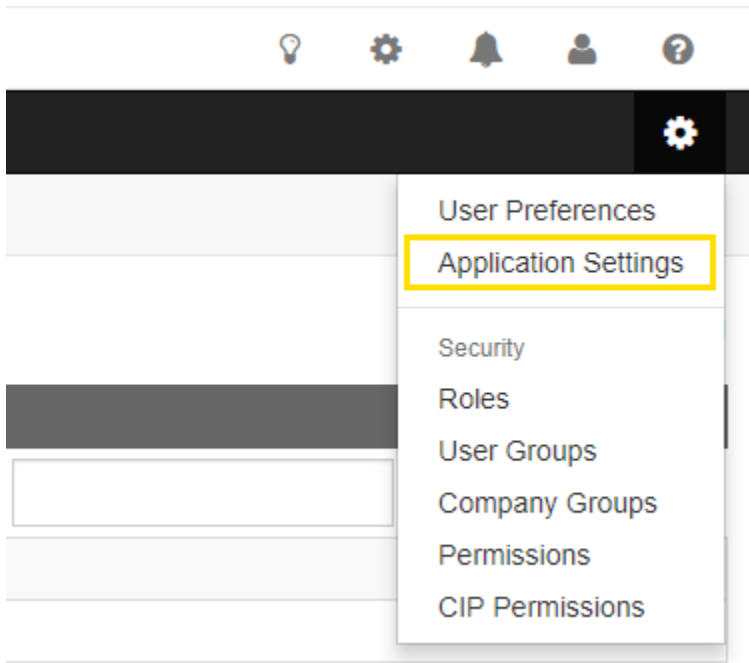
[Download example \(Link\\_Unlink.csv\)](#)

### *Required fields for Modify Action for link and unlink*

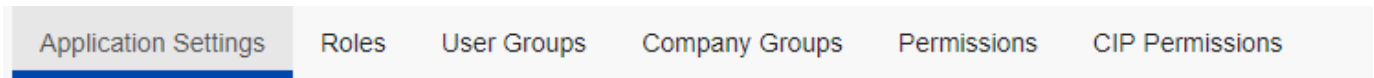
- **CompanyName** (if importing via Data Manager)
- **Asset ID** - The Asset ID of the child asset to be modified
- **Action**
- **FieldName** - Name of the Asset field you would like to change: ParentAssetID
- **FieldValue** - The new value of the field. This will be the Asset ID of the parent asset or blank if unlinking.

## Managing import settings for partial disposals and transfers

When partially disposing, undisposing, or transferring a linked parent via import, you may configure whether the linked children will automatically be included in the operation. To configure the import settings, select **Application Settings** from the **Setup** menu.



Press **Edit** to change the settings, then press **Save** once you've made the desired changes.



## Application Settings

### Import Edit

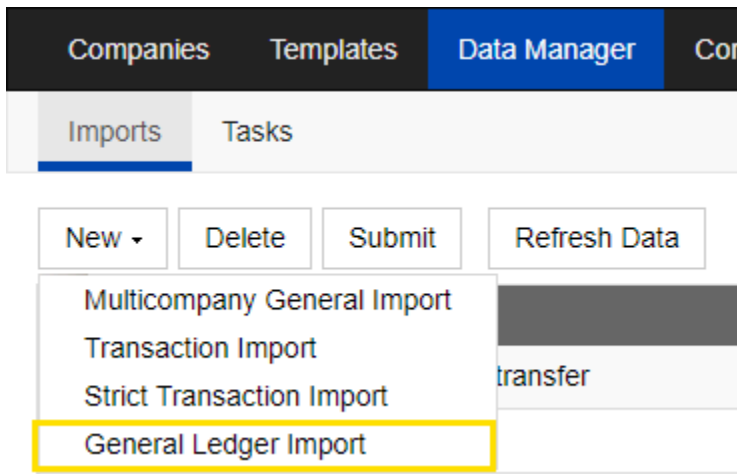
The settings below will change the behavior during the Import (including Data Manager) of linked children through PartialWholeDisposal, Undispose, TransferTo, and TransferOut actions.

- ON **PartialWholeDisposal** and **Undispose** actions includes all linked children automatically  
[Sample import for PartialWholeDisposal and Undispose](#)
- ON **TransferOut** and **TransferTo** actions include all linked children automatically  
[Sample import for TransferOut and TransferTo](#)

Note: You can use the IncludeLinkedChildren column in an import to override the behavior of the above checkboxes.  
[Sample import with IncludeLinkedChildren column](#)

## Adding general ledger codes and templates via csv import

General Ledger imports can be performed from **Data Manager** by selecting **New General Ledger Import**.



[Download comprehensive example with all actions below \(GeneralLedgerImport.csv\)](#)

### Adding a new GL Code Structure

| Action       | Name           | Description                           | PostingAccountLength | Segment Separator |
|--------------|----------------|---------------------------------------|----------------------|-------------------|
| AddStructure | ERP System XYZ | To integrate with our XYZ ERP system. | 4                    | -                 |

#### Required fields for AddStructure action

- **Action** - AddStructure
- **Name** - The name of the new GL code structure
- **PostingAccountLength** - The length of the posting account segment. That is the length of the account numbers from your chart of accounts.

#### Additional fields that may be provided for AddStructure action

- **Description**
- **SegmentSeparator** - For example, if your general ledger codes are in the format 22-001-1000, enter a hyphen as the separator.

### Associating companies with a GL Code Structure

| Action           | StructureName  | CompanyName |
|------------------|----------------|-------------|
| AssociateCompany | ERP System XYZ | ACME Inc    |

#### Required fields for AssociateCompany action

- **Action** - AssociateCompany
- **StructureName** - The name of the GL code structure to associate with.
- **CompanyName** - The fixed assets company that is being associated.

A fixed asset company may only be associated to one GL Code Structure. The AssociateCompany import will fail if the company has already been associated to another GL Code Structure.

#### Adding a new GL Code Segment

| Action     | StructureName  | Name        | Description           | Length | DefaultPickList | DefaultPickListDescription | IncludeInAAW | RequireEntry | TransferField |
|------------|----------------|-------------|-----------------------|--------|-----------------|----------------------------|--------------|--------------|---------------|
| AddSegment | ERP System XYZ | Location ID | Asset's location code | 3      | 100             | Denver                     | TRUE         | TRUE         | TRUE          |
| AddSegment | ERP System XYZ | Branch ID   | Asset's branch code   | 3      | 444             | ACME Retail                | TRUE         | FALSE        | TRUE          |

#### Required fields for AddSegment action

- **Action** - AddSegment
- **StructureName** - The name of the GL Code Structure the segment is to be added to.
- **Name** - The name of the new GL code segment
- **Length** - The length of the codes you will use for the GL Code Segment.

#### Additional fields that may be provided for AddStructure action

- **Description**
- **DefaultPickList** - The default picklist item for the GL code segment.
- **DefaultPickListDescription**
- **IncludeInAAW** - Whether or not to include the GL code segment in the **Add Asset Wizard** when creating new assets.
- **RequireEntry** - Whether the field is required when adding new assets. If **TRUE**, **IncludeInAAW** must also be set to **TRUE**.
- **TransferField** - Whether the GL code segment is a transfer field. Transfer fields may change over time.

Up to 10 GL code segments are supported per GL code structure. New GL Code Structures will be added in the last position within the GL Code Structure.

## Configuring properties for posting accounts

| Action                   | StructureName  | Type                           | Name                           | DefaultPickList | DefaultPickListDescription | IncludeInAAW | RequireEntry | TransferField |
|--------------------------|----------------|--------------------------------|--------------------------------|-----------------|----------------------------|--------------|--------------|---------------|
| Configure PostingAccount | ERP System XYZ | Accum Depr GL Acct             | Accum Depr GL Acct             | 3487            |                            | TRUE         | TRUE         | TRUE          |
| Configure PostingAccount | ERP System XYZ | Acquisition Clearing GL Acct   | Acquisition Clearing GL Acct   | 5433            |                            | TRUE         | TRUE         | TRUE          |
| Configure PostingAccount | ERP System XYZ | Asset GL Acct                  | Asset GL Acct                  | 6342            |                            | TRUE         | TRUE         | TRUE          |
| Configure PostingAccount | ERP System XYZ | Cash Code GL Acct              | Cash Code GL Acct              | 1000            |                            | TRUE         | TRUE         | TRUE          |
| Configure PostingAccount | ERP System XYZ | Cost Adj Clearing GL Acct      | Cost Adj Clearing GL Acct      | 7655            |                            | TRUE         | TRUE         | TRUE          |
| Configure PostingAccount | ERP System XYZ | Deferred Gain/Loss GL Acct     | Deferred Gain/Loss GL Acct     | 2345            |                            | TRUE         | TRUE         | TRUE          |
| Configure PostingAccount | ERP System XYZ | Depr Exp GL Acct               | Depr Exp GL Acct               | 3452            |                            | TRUE         | TRUE         | TRUE          |
| Configure PostingAccount | ERP System XYZ | Like-Kind Prop Rec GL Acct     | Like-Kind Prop Rec GL Acct     | 5463            |                            | TRUE         | TRUE         | TRUE          |
| Configure PostingAccount | ERP System XYZ | Non Cash Payment GL Acct       | Non Cash Payment GL Acct       | 7432            |                            | TRUE         | TRUE         | TRUE          |
| Configure PostingAccount | ERP System XYZ | Non Like-Kind Prop Rec GL Acct | Non Like-Kind Prop Rec GL Acct | 7744            |                            | TRUE         | TRUE         | TRUE          |
| Configure PostingAccount | ERP System XYZ | Recognized Gain/Loss GL Acct   | Recognized Gain/Loss GL Acct   | 3455            |                            | TRUE         | TRUE         | TRUE          |

Required fields for **ConfigurePostingAccount** action

- **Action** - ConfigurePostingAccount
- **StructureName** - The name of the GL Code Structure the posting account belongs to.
- **Type** - The type posting account you would like to modify.
- **Name** - The name of the posting account you would like to modify. If the name entered is not the same as the existing name, the posting account will be renamed.

#### Additional fields that may be provided for AddStructure action

- **DefaultPickList** - The default picklist item for the posting account.
- **DefaultPickListDescription**
- **IncludeInAAW** - Whether or not to include the posting account in the Add Asset Wizard when creating new assets.
- **RequireEntry** - Whether the field is required when adding new assets. If **TRUE**, **IncludeInAAW** must also be set to **TRUE**.
- **TransferField** - Whether the posting account is a transfer field. Transfer fields may change over time.

When using the ConfigurePostingAccount action, the Posting Account segment is moved to the last position. This is designed to allow you to specify the segment order via import. For example, if your import file has actions (in order):

- **AddSegment** (Location ID)
- **AddSegment** (Branch ID)
- **ConfigurePostingAccount**
- **AddSegment** (Entity ID)

The order of your GL Code Segments will be:

- Location ID
- Branch ID
- Posting Account
- Entity ID

#### Adding picklist values

| Action      | StructureName  | SegmentName                  | Value | Description |
|-------------|----------------|------------------------------|-------|-------------|
| AddPickList | ERP System XYZ | Location ID                  | 900   | Boston      |
| AddPickList | ERP System XYZ | Accum Depr GL Acct           | 3486  |             |
| AddPickList | ERP System XYZ | Acquisition Clearing GL Acct | 5434  |             |
| AddPickList | ERP System XYZ | Asset GL Acct                | 6343  |             |
| AddPickList | ERP System XYZ | Cash Code GL Acct            | 1100  |             |

|             |                |                                |      |  |
|-------------|----------------|--------------------------------|------|--|
| AddPickList | ERP System XYZ | Cost Adj Clearing GL Acct      | 7656 |  |
| AddPickList | ERP System XYZ | Deferred Gain/Loss GL Acct     | 2346 |  |
| AddPickList | ERP System XYZ | Depr Exp GL Acct               | 3453 |  |
| AddPickList | ERP System XYZ | Like-Kind Prop Rec GL Acct     | 5464 |  |
| AddPickList | ERP System XYZ | Non Cash Payment GL Acct       | 7433 |  |
| AddPickList | ERP System XYZ | Non Like-Kind Prop Rec GL Acct | 7745 |  |
| AddPickList | ERP System XYZ | Recognized Gain/Loss GL Acct   | 3456 |  |

**Required fields for AddPickList action**

- **Action** - AddPicklist
- **StructureName** - The name of the GL Code Structure the GL code segments and posting accounts belongs to.
- **Name** - The name of the GL code segment or posting account you would like to add the picklist item to.
- **Value** - The picklist value to be added.

**Additional fields that may be provided for AddStructure action**

- **Description** - Description of the picklist item.

**Adding GL Code Templates**

| Action       | Structure Name | Name                   | Location ID | Branch ID | Accum Dep GL Acct | Acquisition Clearing GL Acct | Asset GL Acct | Cash Code GL Acct | Cost Adj Clearing GL Acct | Deferred Gain/Loss GL Acct | Depr Exp GL Acct | Like-Kind Prop Rec GL Acct | Non Cash Payment GL Acct | Non Like-Kind Prop Rec GL Acct | Recognized Gain/Loss GL Acct |
|--------------|----------------|------------------------|-------------|-----------|-------------------|------------------------------|---------------|-------------------|---------------------------|----------------------------|------------------|----------------------------|--------------------------|--------------------------------|------------------------------|
| Add Template | ERP System XYZ | Unspecified - Personal | 100         | 444       | 3487              | 5433                         | 6342          | 1000              | 7655                      | 2345                       | 3452             | 5463                       | 7432                     | 7744                           | 3455                         |

|                     |                          |                    |     |     |      |      |      |      |      |      |      |      |      |      |      |
|---------------------|--------------------------|--------------------|-----|-----|------|------|------|------|------|------|------|------|------|------|------|
| Add<br>Tem<br>plate | ERP<br>Syst<br>em<br>XYZ | Auto<br>mobi<br>le | 100 | 444 | 3487 | 5434 | 6342 | 1000 | 7656 | 2345 | 3452 | 5463 | 7433 | 7744 | 3455 |
|---------------------|--------------------------|--------------------|-----|-----|------|------|------|------|------|------|------|------|------|------|------|

**Required fields for AddPickList action**

- **Action** - AddPicklist
- **StructureName** - The name of the GL Code Structure the GL code segments and posting accounts belongs to.
- **Name** - The name of the GL code template you are adding.

**Additional fields that may be provided for AddPickList action**

- **<GL code segment name>** - Use the segment name as the column heading and the value to an item from the picklist.
- **<posting account name>** - Use the posting account name as the column heading and set the value to one of the accounts in the posting account's picklist.

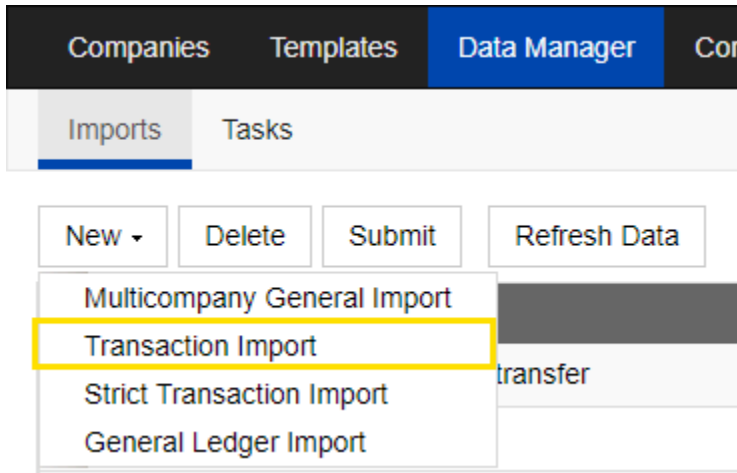
If the name of the GL code template matches one of the Fixed Asset company's asset types, the template will be applied to assets of that type automatically on asset creation.

[Download comprehensive example with all actions above \(GeneralLedgerImport.csv\)](#)



## Adding construction in progress transactions via csv import

Construction in progress transaction imports can be performed from **Data Manager** by selecting **New Transaction Import**.



Before importing transactions, the project(s) and contract(s) must already exist in the system.

### Transaction Import Example

| ProjectID        | ContractNo | Asset Field GroupName | FACompanyName | Acquisition Date | PISDate   | ActualCost | BudgetedCost | Section179 | Status   | Treatment   | Asset ID   |
|------------------|------------|-----------------------|---------------|------------------|-----------|------------|--------------|------------|----------|-------------|------------|
| Store Branch 123 | 1          | Building              | ACME Inc      | 1/1/2019         | 1/1/2019  | 10000      | 9000         | 0          | Pending  | Capitalized |            |
| Store Branch 456 | 2          | Building              | ACME Inc      | 10/1/2018        | 10/1/2018 | 40000      | 37000        | 0          | Complete | Capitalized | AI01593214 |
| Store Branch 789 | 6          | Building              | ACME Inc      | 1/15/2019        | 1/15/2019 | 2100       | 2000         | 0          | Complete | Expensed    |            |

[Download example \(TransactionImport.csv\)](#)

### Required fields for Transaction import

- **ProjectID** - Must match the **Project ID** of a construction project in the **Construction in Progress** area.
- **FACompanyName** - Must match the name of a Fixed Assets company that is associated with the construction project.
- **ContractNo** - Must match the **Contract No.** of a contract in the Construction project.
- **AssetFieldGroupName** - Must match the name of a **Field Group** in the **Construction in Progress** area.

- **AcquisitionDate** - Acquisition Date must fall within the contract start and end dates.
- **PISDate** - Placed-in-service Date must fall within the contract start and end dates and be on or after the **Acquisition Date**.
- **ActualCost**
- **BudgetedCost**
- **Section179**
- **Status** - Pending or Complete
- **Treatment** - Expensed or Capitalized.
- **AssetID** Required for transactions with the **Status** of 'Complete' and **Treatment** of 'Capitalized'. The fixed asset which was created from the transaction.

Additional fields that may be set during Transaction import

- **InvoiceNo**
- **InvoiceDate**
- **InvoicePostDate**
- Values for any custom CIP Fields. For example, **Department** or **Location**.

## Adding exchange rate groups by import

### Preparing your CSV Import File

Below is an example of exchange rate import data

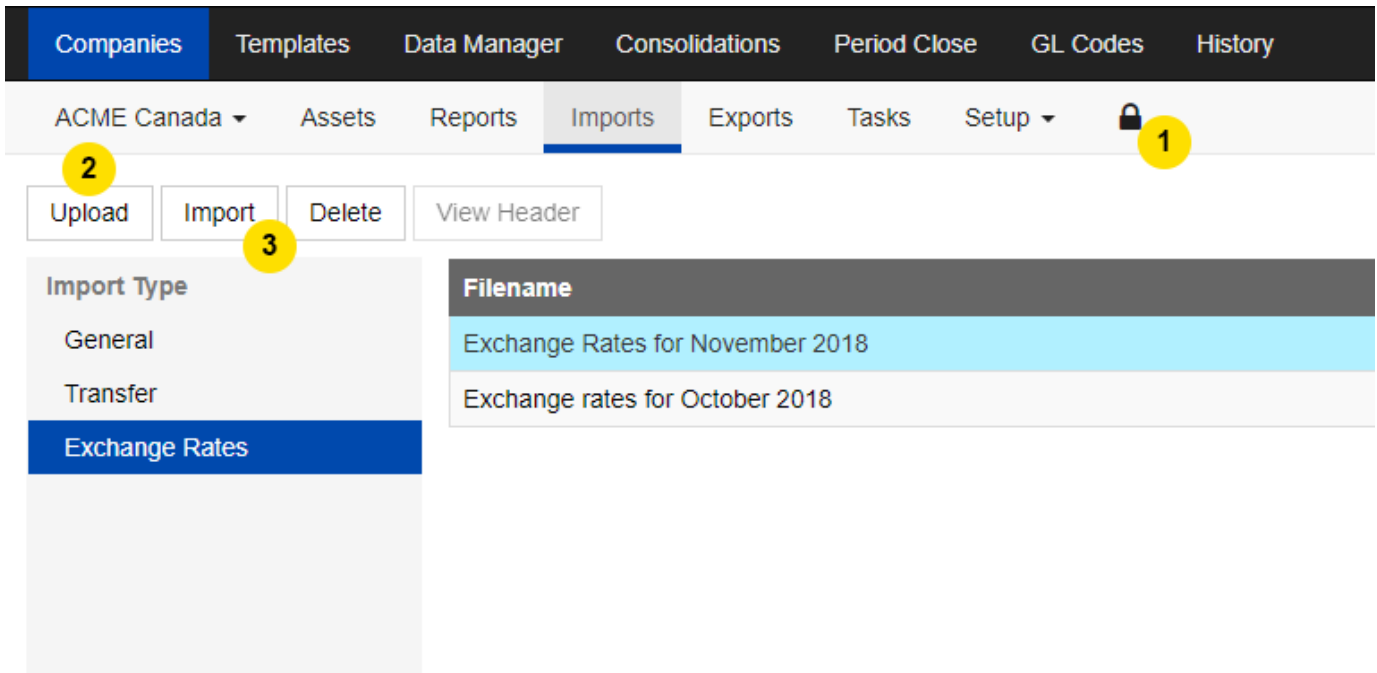
| RATE TYPE        | FROM CURRENCY | TO CURRENCY | START DATE | END DATE   | EXCHANGE RATE |
|------------------|---------------|-------------|------------|------------|---------------|
| Closing          | BYR           | KYD         | 1/1/2018   | 12/31/2018 | 1.001         |
| Daily            | USD           | ATS         | 1/1/2018   | 12/31/2018 | 1.002         |
| Monthly          | DZD           | GBP         | 1/1/2018   | 12/31/2018 | 1.003         |
| Period Average   | EUR           | NZD         | 1/1/2018   | 12/31/2018 | 1.004         |
| Period End       | ADP           | XOF         | 1/1/2018   | 12/31/2018 | 1.005         |
| Simple Average   | CAD           | BMD         | 1/1/2018   | 12/31/2018 | 1.006         |
| Weighted Average | MXN           | BWP         | 1/1/2018   | 12/31/2018 | 1.007         |
| Year-End         | ARS           | CVE         | 1/1/2018   | 12/31/2018 | 1.008         |

[Download example \(ExchangeRateImport.csv\)](#)

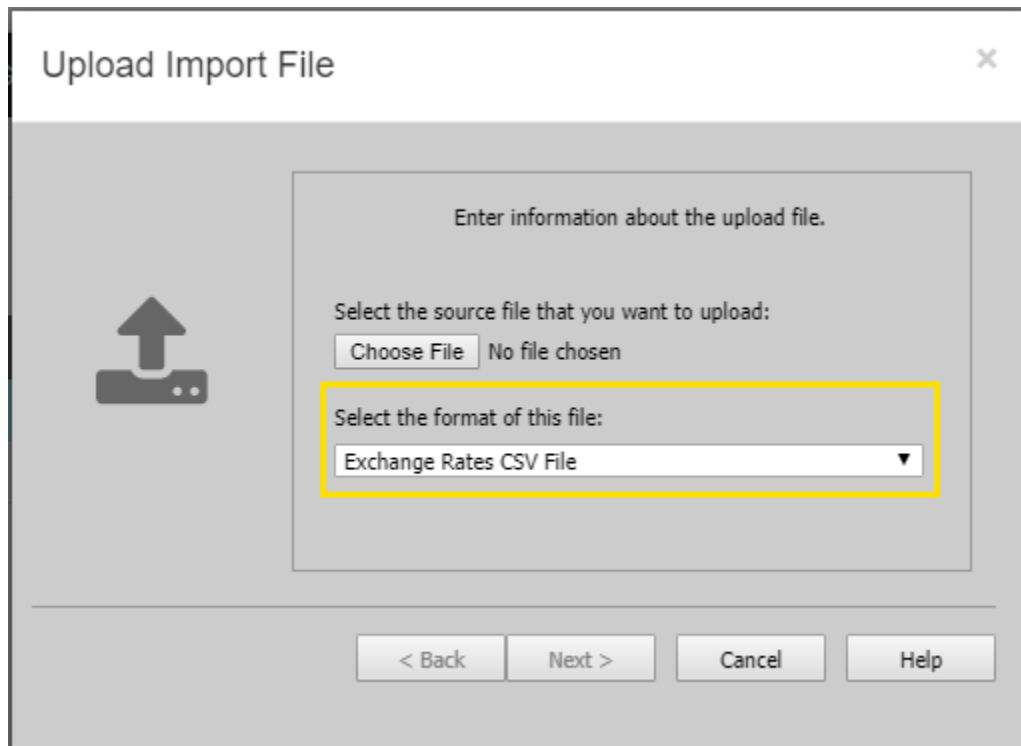
If the exchange rate group already exists, the exchange rate will be imported into the existing group. If the exchange rate group does not exist, we will create it as part of the **Exchange Rates** import.

### Uploading and importing the exchange rates

Exchange Rates may be imported into a Fixed Assets company from the **Imports** list.



- 1 The company must be locked in order to perform imports.
- 2 **Upload** your \*.csv dataset. be sure to select the format of **Exchange Rates CSV File**.



- 3** Once the file is uploaded, **Import** the file. If your column headings match those in the example, you will be able to accept the default mapping. Otherwise, you'll need to map your column headings.

| Attribute     | Source Column |
|---------------|---------------|
| Rate Type     | RATE TYPE     |
| From Currency | FROM CURRENCY |
| To Currency   | TO CURRENCY   |
| Start Date    | START DATE    |
| End Date      | END DATE      |
| Exchange Rate | EXCHANGE RATE |

The import operation may delete or modify existing Exchange Rate Group information

It is recommended that you review the import log from the **Tasks** list for errors.

ACME Canada ▾ Assets Reports Imports Exports **Tasks** Setup ▾ 🔒

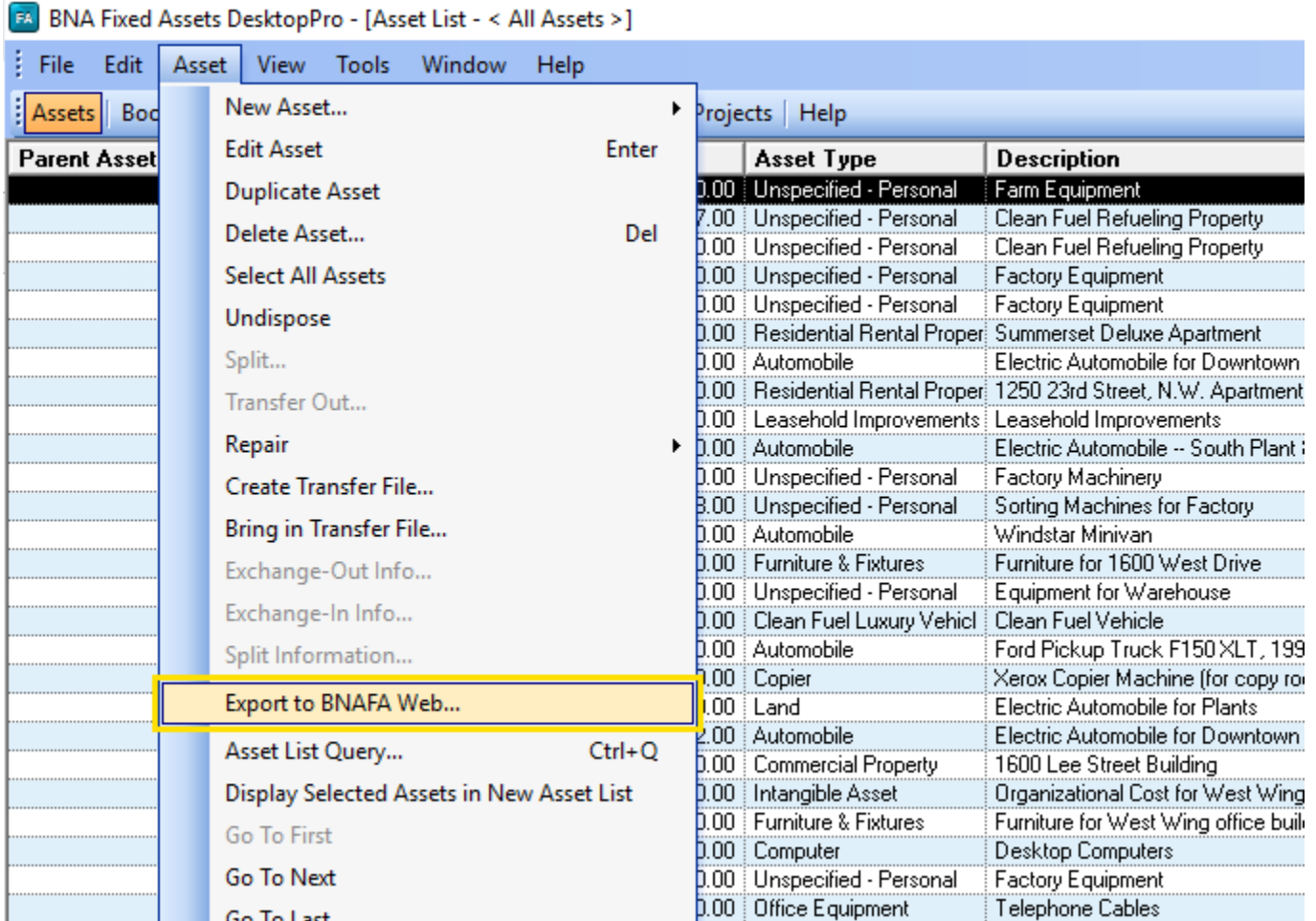
Delete Cancel Preview Print Filter: All T

| <input type="checkbox"/> | Name                             | Task Type             | User Name | Status |
|--------------------------|----------------------------------|-----------------------|-----------|--------|
| <input type="checkbox"/> | Exchange Rates for November 2018 | Import Exchange Rates | John Doe  | Done   |
| <input type="checkbox"/> | Exchange rates for October 2018  | Import Exchange Rates | John Doe  | Done   |

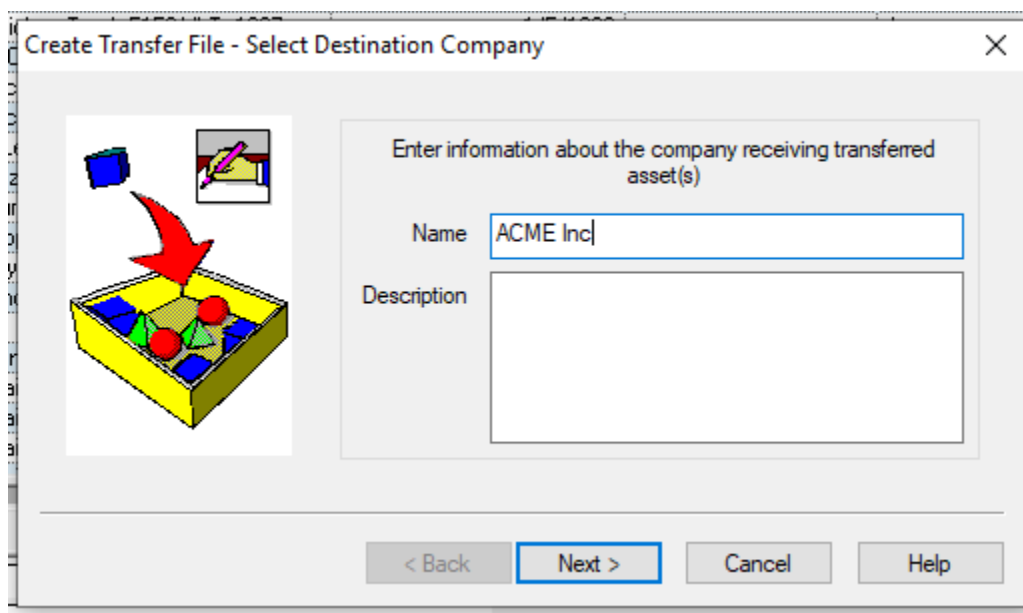
## Importing assets from Fixed Assets Desktop to Advantage

### Exporting the Assets from Fixed Assets Desktop

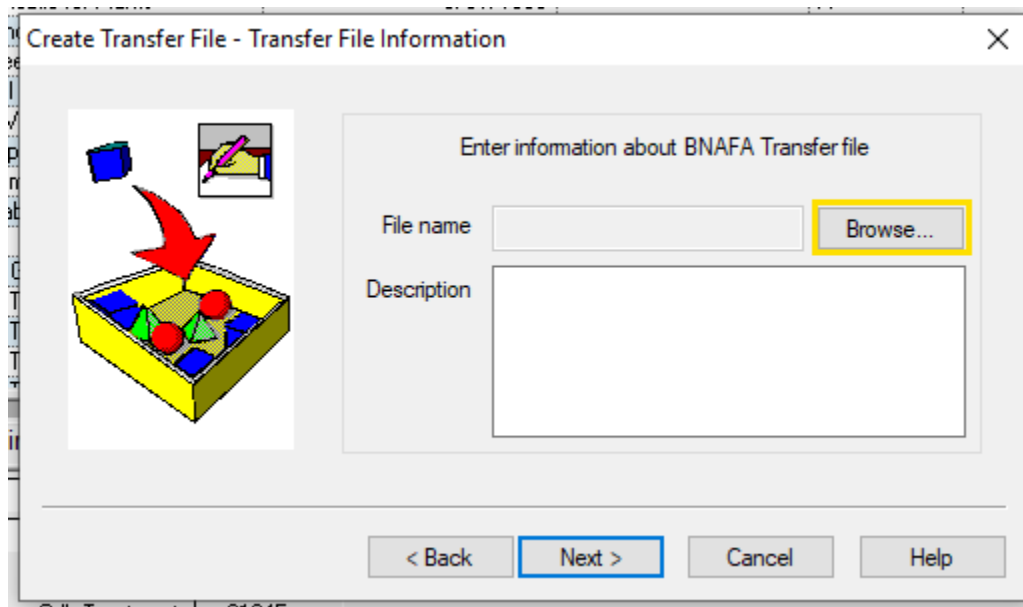
From your **Fixed Assets Desktop** application, expand the **Asset** menu and select **Export to BNAFAWeb**. This will create a transfer file containing all the assets in the company.



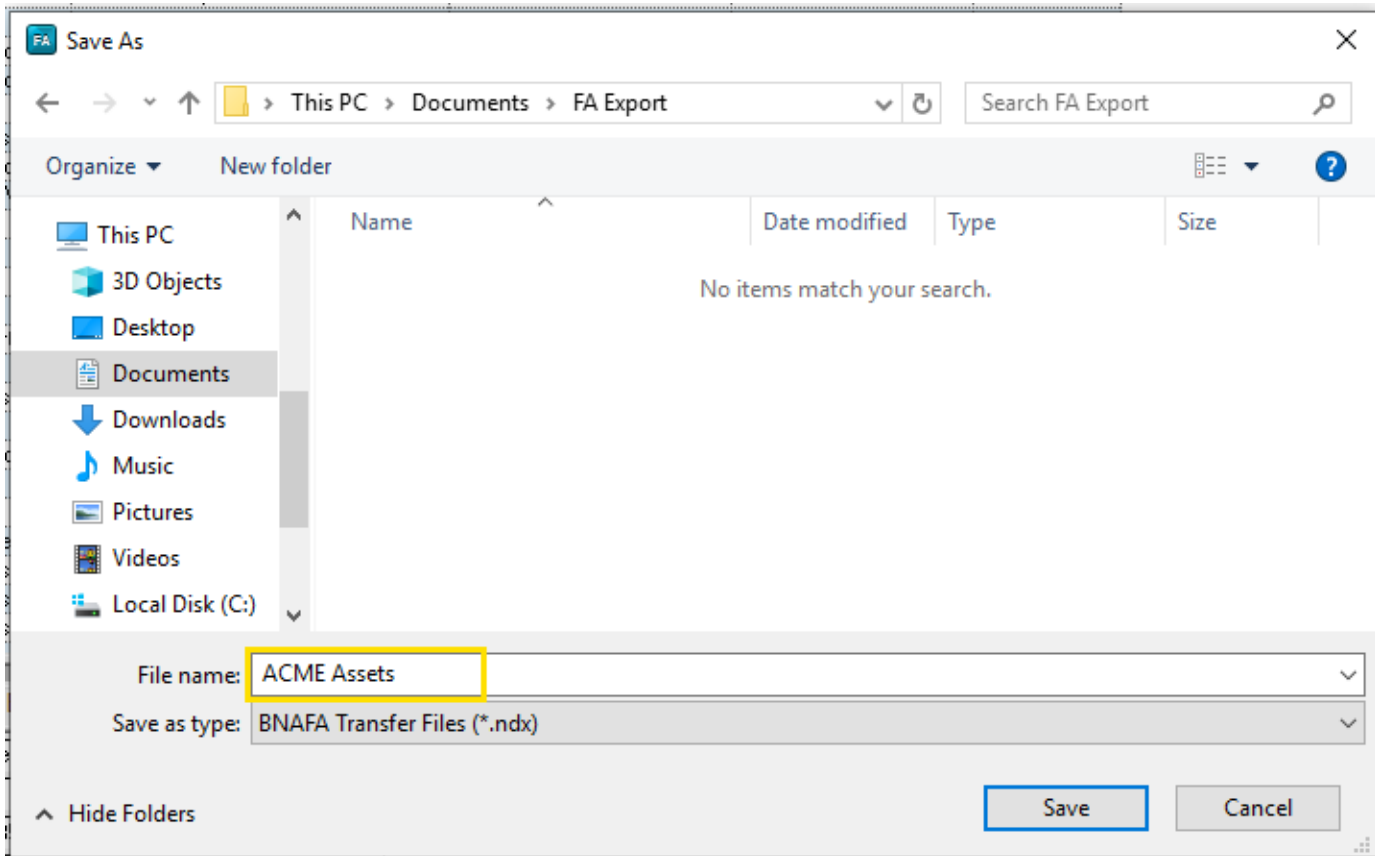
Optionally provide the **Name** and **Description** of the company in **Advantage Fixed Assets** that will receive the assets.



Press **Browse** to choose a save location and specify a filename of the export file.



Navigate to the desired file location and specify a filename for the export file.

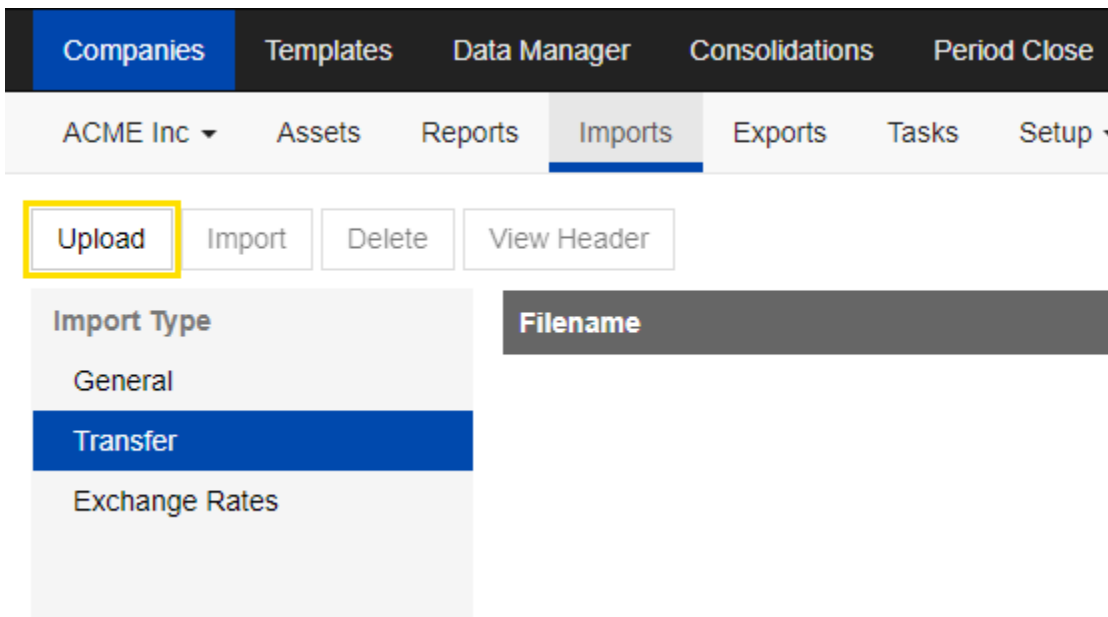


Finish the wizard. The export file will be created in the location specified.

### Uploading the Export File into Advantage Fixed Assets

Open the desired company and select Imports. From the Imports list, press Upload.





Press **Choose File** to browse to the export file created from **Fixed Assets Desktop**. When the \*.NDX file is selected, the file format should change to **ND Interchange File**. Do not change the selection.

Upload Import File ×

Enter information about the upload file.

Select the source file that you want to upload:

Choose File ACME Assets.ndx

Select the format of this file:

ND Interchange File ▼

< Back Next > Cancel Help


Provide a **Dataset Name** and finish the upload wizard.

Upload Import File ×



Enter information about the dataset. This is how the file will appear in the BNA Fixed Assets Web import list.


Dataset Name:

Dataset Description:

  
< Back Next > Cancel Help


**Importing the Uploaded Transfer File**

News Daily ▾ Assets Reports **Imports** Exports Tasks Setup ▾  




Upload Import  Delete View Header

Import Type

General

**Transfer** 

| Filename                  | Description | Creation Date | Status  |
|---------------------------|-------------|---------------|---------|
| Automobiles from ACME Inc |             | 06/01/2018    | Pending |

-  The transfer file will appear in the **Transfer** area of target company's **Imports List**.
-  The company must be locked in order to perform the import.
-  Select the transfer file and press **Import** to start the import process.

### Import Assets wizard

Decide how to assign **Asset IDs** for the assets being added to the **Target Company**.

- Select 'Auto-assign Asset ID' to generate new Asset IDs for the transferred-in assets.
- Select 'Use Asset ID from Import file' to keep the same Asset ID in both the source and target company.

If you opt to 'Use Asset ID from Import file', the import will fail if the Asset IDs are already in use in the **Target Company**.

Import Assets – Assign Asset ID ×

**Import Dataset Name:** Automobiles transferred from ACME Inc


**Asset Count:** 2

Choose to Auto-assign the Asset ID, or use the Asset ID's from the import file:

Auto-assign Asset ID

Use Asset ID from Import file

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Map **Books**, **Fields**, and **Asset Types**. The application will auto-map as many items as possible based on matching names. For all other items, you will need to specify the mapping.

When mapping **Books**, if the **Target Company** contains a book that does not exist in the **Source company**, selecting 'Autobuild' will cause depreciation to be calculated for the book based on the Depreciation Rules configured in the **Target Company**.

Import Assets – Map Books ✕

For each destination book, select a source book or select Autobuild if you want that book to be built based on the Asset Type.

| Destination Book  | Source Book         |
|-------------------|---------------------|
| GAAP              | GAAP ▼              |
| Federal Tax       | Federal Tax ▼       |
| Federal Tax - AMT | Federal Tax - AMT ▼ |
| Federal Tax - ACE | Federal Tax - ACE ▼ |
| Federal Tax - E&P | Federal Tax - E&P ▼ |
| State             | Autobuild ▼         |

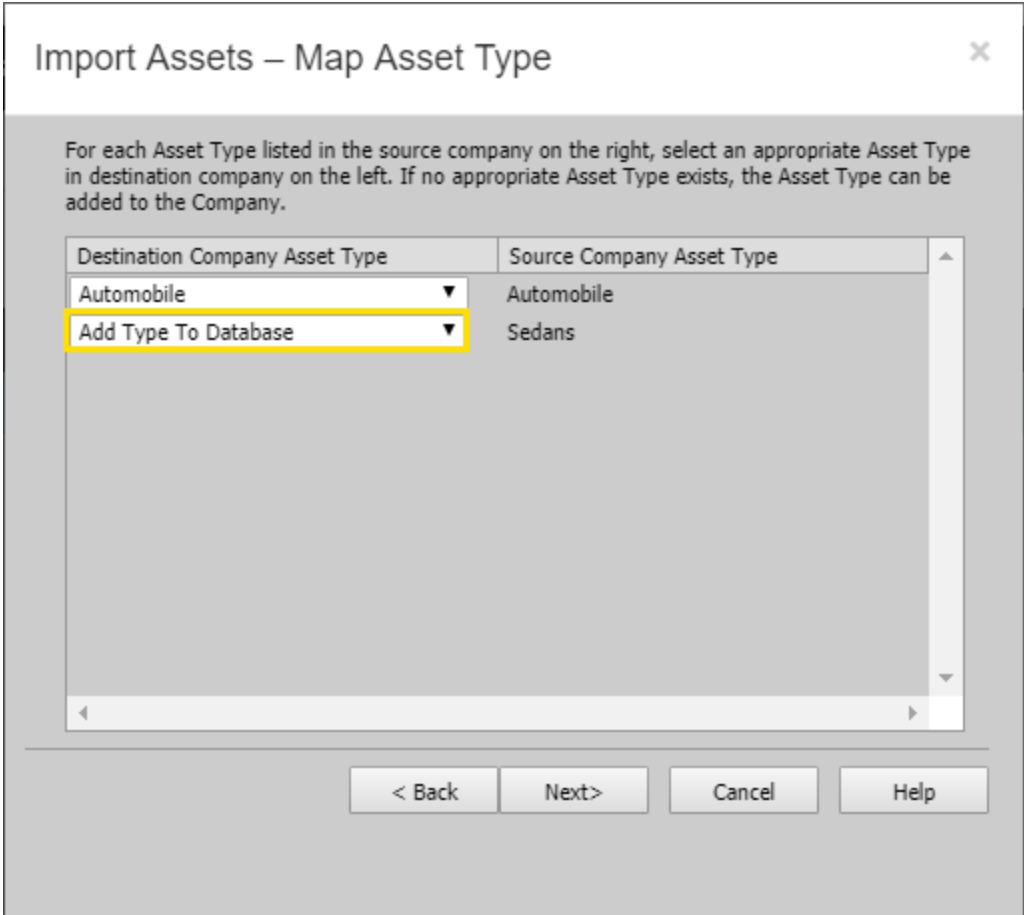
When mapping **Fields**, if the **Target Company** contains a field that does not exist in the **Source company**, selecting 'Populate From Defaults' will cause the default configured in **Setup Fields** to flow to the transferred-in assets. If no default is configured, the value for the assets will be blank.

### Import Assets – Map Asset Fields ✕

For each field of the destination company on the left, select a field to map to it from the source company on the right.

| Destination Company Field | Source Company Field     |
|---------------------------|--------------------------|
| Accum Depr GL Acct #      | Accum Depr GL Acct # ▼   |
| Asset GL Acct #           | Asset GL Acct # ▼        |
| Class                     | Class ▼                  |
| Cost Center               | Cost Center ▼            |
| Custodian                 | Custodian ▼              |
| Department                | Department ▼             |
| Depr Exp GL Acct #        | Depr Exp GL Acct # ▼     |
| Description 2             | Description 2 ▼          |
| Description 3             | Description 3 ▼          |
| Insurance Policy Number   | Populate From Defaults ▼ |
| Location                  | Location ▼               |

When mapping **Asset Types**, if the assets being transferred from the **Source Company** use an Asset Type that does not exist in the **Target company**, selecting 'Add Type To Database' will cause a new **Asset Type** to be created in the **Target Company**. If desired, you may instead map to an existing Asset Type in the **Target Company**.



Upon completion of the wizard, the application will import the assets contained in the **Dataset**.



## MACRS assets tables

These IRS ADR Class Life Tables provide clarification of an asset's MACRS GDS or ADS recovery period. The information is presented in three tables:

- [Sorted by Specific Assets](#)
- [Sorted by Business Type](#)
- [Sorted by Manufacturing Type](#)

### Sorted by Specific Assets

| Asset Class | Asset Description                               | MACRS GDS Life | MACRS ADS Life |
|-------------|---|----------------|----------------|
| 45          | Airplanes, Commercial                           | 7              | 12             |
| 0.21        | Airplanes, Noncommercial                        | 5              | 6              |
| 01.1        | Apiaries  | 7              | 10             |
| —           | Appliances in Rental Property                   | 7              | 12             |
| 0.22        | Automobiles                                     | 5              | 5              |
| 0.28        | Barges  | 10             | 18             |
| 01.3        | Barns   | 20             | 25             |
| 57.1        | Billboards                                      | 15             | 20             |
| 0.28        | Boats   | 10             | 18             |
| 0.11        | Bookcases                                       | 7              | 10             |
| —           | Books (Library)                                 | 7              | 12             |
| 0.3         | Bridges   | 15             | 20             |
| —           | Buildings, Residential Rental                   | 27.5           | 40             |
| —           | Buildings, if not Residential Rental            | 39             | 40             |
| 57.1        | Buildings, Car Wash                             | 15             | 20             |
| 1.3         | Buildings, Farm (not single-purpose structures) | 20             | 25             |
| 57.1        | Buildings, Service Station                      | 15             | 20             |
| 48.11       | Buildings, Telephone Central Office             | 20             | 45             |

|       |   |    |    |
|-------|---|----|----|
| 0.23  | Buses   | 5  | 9  |
| 0.13  | Calculators   | 5  | 6  |
| 0.3   | Canals  | 15 | 20 |
| 0.22  | Cars  | 5  | 5  |
| 0.11  | Car Phones  | 7  | 10 |
| 57.1  | Car Wash Buildings  | 15 | 20 |
| 1.21  | Cattle, Breeding or Dairy   | 5  | 7  |
| 0.11  | Communications Equipment (not included elsewhere)   | 7  | 10 |
| 0.12  | Computers   | 5  | 5  |
| 0.12  | Computer Peripheral Equipment   | 5  | 5  |
| —     | Computer Software—<br>If depreciated, use SL,<br>3 years or<br>If Section 197, amortize<br>15 years | —  | —  |
| 0.242 | Concrete Ready Mix Trucks   | 5  | 6  |
| 0.13  | Copiers   | 5  | 6  |
| —     | Copyrights — <i>Amortized</i>   | —  | —  |
| —     | Covenants Not to Compete — <i>Amortized</i>   | —  | —  |
| —     | Customer List — <i>Amortized</i>  | —  | —  |
| 0.12  | Data Entry Devices  | 5  | 5  |
| 0.11  | Desks   | 7  | 10 |
| 0.12  | Disk Drives   | 5  | 5  |
| 0.12  | Disk Files  | 5  | 5  |
| 0.12  | Disk Packs  | 5  | 5  |
| 0.3   | Docks   | 15 | 20 |
| 0.3   | Drainage Facilities   | 15 | 20 |
| 0.13  | Duplicating Equipment   | 5  | 6  |

|      |  |      |    |
|------|--|------|----|
| —    | Elevators, if Residential Rental                       | 27.5 | 40 |
| —    | Elevators, if not Residential Rental                   | 39   | 40 |
| —    | Equipment (see Table 2 or Table 3)                     | —    | —  |
| —    | Escalators, if Residential Rental                      | 27.5 | 40 |
| —    | Escalators, if not Residential Rental                  | 39   | 40 |
| 1.3  | Farm Buildings ( <i>not</i> single-purpose structures) | 20   | 25 |
| 1.1  | Farm Machinery and Equipment*                          | 7    | 10 |
| 0.11 | Fax Machines   | 7    | 10 |
| 1.1  | Fences for Agriculture                                 | 7    | 10 |
| 0.3  | Fences not for Agriculture                             | 15   | 20 |
| 0.11 | File Cabinets  | 7    | 10 |
| —    | Films — <i>Use Income Forecasting</i>                  | —    | —  |
| 0.11 | Fixtures, Office                                       | 7    | 10 |
| —    | Fixtures in Rental Property                            | 7    | 12 |
| —    | Franchises — <i>Amortized</i>                          | —    | —  |
| 0.11 | Furniture, Office                                      | 7    | 10 |
| 57   | Furniture, Rental Property                             | 5    | 9  |
| —    | Gas (Natural) Distribution Lines                       | 15   | 35 |
| —    | Gas (Natural) Gathering Lines                          | 7    | 14 |
| 1.24 | Goats, Breeding  | 5    | 5  |
| —    | Goodwill — <i>Amortized</i>                            | —    | —  |
| 1.1  | Grain Bins   | 7    | 10 |

|       |  |      |    |
|-------|--|------|----|
| 0.21  | Helicopters  | 5    | 6  |
| 1.23  | Hogs, Breeding   | 3    | 3  |
| 1.221 | Horses, Breeding or Work (12 years old or less)  | 7    | 10 |
| 1.222 | Horses, Breeding or Work (more than 12 years old)  | 3    | 10 |
| 1.223 | Horses, Racing**   | 3    | 12 |
| 1.224 | Horses, not Racing, Breeding, or Work (more than 12 years old)   | 3    | 12 |
| 1.225 | Horses, Other (not described in any other category)  | 7    | 12 |
| —     | Hotels   | 39   | 40 |
| 0.3   | Land Improvements (not in any other class)   | 15   | 20 |
| 0.3   | Landscaping Shrubbery  | 15   | 20 |
| —     | Leasehold Improvements:<br>For Tax Purposes — Same as Underlying Property<br>Post-10/22/04,<br>Pre-2012: If Qualifying Nonresidential<br>For Financial Purposes — <i>Amortized</i> | 15   | 39 |
| —     | Library (Books)  | 7    | 12 |
| —     | Logging Machinery and Equipment  | 5    | 6  |
| 0.12  | Magnetic Tape Feeds  | 5    | 5  |
| —     | Manufacturing — See <a href="#">Sorted by Manufacturing Type</a>   | —    | —  |
| —     | Mobile Homes, if Residential Rental  | 27.5 | 40 |
| —     | Mobile Homes, if not Residential Rental  | 39   | 40 |

|       |   |    |    |
|-------|---|----|----|
| —     | Motels  | 39 | 40 |
| —     | Motion Pictures — <i>Use Income Forecasting</i>                 |    |    |
| —     | Motorsports entertainment complexes:<br>Post-10/22/04, Pre-2012 | 7  | 12 |
| —     | Natural Gas Distribution Lines                                  | 15 | 35 |
| —     | Natural Gas Gathering Lines                                     | 7  | 14 |
| —     | Nonresidential Real Property                                    | 39 | 40 |
| 0.11  | Office Furniture  | 7  | 10 |
| 0.12  | Optical Character Readers                                       | 5  | 5  |
| 0.242 | Ore Trucks  | 5  | 6  |
| —     | Organization Costs — <i>Expensed/Amortized</i>                  | —  | —  |
| —     | Patents — <i>Amortized</i>                                      | —  | —  |
| 0.12  | Plotters  | 5  | 5  |
| 0.12  | Printers  | 5  | 5  |
| 0.3   | Radio Transmitting Towers                                       | 15 | 20 |
| 40.1  | Railroad Cars and Locomotives, Commercial                       | 7  | 14 |
| 0.25  | Railroad Cars and Locomotives, if not Commercial                | 7  | 15 |
| 40.1  | Railroad Machinery and Equipment                                | 7  | 14 |
| 40.2  | Railroad Structures and Improvements                            | 20 | 30 |
| 40.4  | Railroad Track  | 7  | 10 |
| —     | Reference Books   | 7  | 12 |

|      |  |      |     |
|------|--|------|-----|
| —    | Rent-to-Own Property (if placed in service after 8/5/97)   | 3    | 4   |
| 57   | Rental Formal Wear   | 5    | 9   |
| —    | Research and Development   | 5    | *** |
| —    | Residential Rental Real Property   | 27.5 | 40  |
| —    | Restaurant Leasehold Improvements:<br>Post-10/22/04,<br>Pre-2012: If Qualifying                        | 15   | 39  |
| 0.3  | Roads  | 15   | 20  |
| 0.11 | Safes  | 7    | 10  |
| 57.1 | Service Station Buildings  | 15   | 20  |
| 51   | Sewers, Municipal  | 25   | 50  |
| 0.3  | Sewers, if not Municipal Sewers  | 15   | 20  |
| 1.24 | Sheep, Breeding  | 5    | 5   |
| 0.28 | Ships  | 10   | 18  |
| 0.3  | Shrubbery, Landscaping   | 15   | 20  |
| 0.3  | Sidewalks  | 15   | 20  |
| 1.4  | Single-Purpose Agricultural Structures   | 10   | 15  |
| 1.4  | Single-Purpose Horticultural Structures  | 10   | 15  |
| —    | Software (Computer) —<br>If depreciated, use SL,<br>3 years or<br>If Section 197, amortize<br>15 years | —    | —   |
| —    | Sound Recordings —<br><i>Use Income Forecasting</i>  | —    | —   |
| —    | Syndication Expenses —<br><i>Capitalized</i>   | —    | —   |
| 0.12 | Tape Cassettes   | 5    | 5   |
| 0.12 | Tape Drives  | 5    | 5   |

|        |   |    |     |
|--------|---|----|-----|
| 0.22   | Taxis   | 5  | 5   |
| 0.11   | Telephones  | 7  | 10  |
| 48.11  | Telephone Central Office Buildings  | 20 | 45  |
| 48.12  | Telephone Central Office Equipment (if <i>not</i> computer-based equipment) | 10 | 18  |
| 48.121 | Telephone Central Office Equipment (computer-based equipment)               | 5  | 9.5 |
| 48.14  | Telephone Distribution Plants   | 15 | 24  |
| 0.11   | Telephone Systems   | 7  | 10  |
| 0.12   | Teleprinters  | 5  | 5   |
| 0.3    | Television Transmitting Towers  | 15 | 20  |
| 0.12   | Terminals   | 5  | 5   |
| 0.26   | Tractor Units for Use Over the Road   | 3  | 4   |
| —      | Trade Names —<br><i>Amortized</i>   | —  | —   |
| —      | Trademarks —<br><i>Amortized</i>  | —  | —   |
| 0.27   | Trailer-Mounted Containers  | 5  | 6   |
| 0.27   | Trailers  | 5  | 6   |
| —      | Trees Bearing Fruits or Nuts  | 10 | 20  |
| 0.242  | Trucks, Heavy (13,000 lbs. or more)   | 5  | 6   |
| 0.241  | Trucks, Light (less than 13,000 lbs.)                                       | 5  | 5   |
| 0.28   | Tugboats  | 10 | 18  |
| 0.13   | Typewriters   | 5  | 6   |
| 0.28   | Vessels   | 10 | 18  |

|      |  |    |    |
|------|--|----|----|
| —    | Videotapes — <i>Use Income Forecasting</i> | —  | —  |
| —    | Vines Bearing Fruit or Nuts                | 10 | 20 |
| 0.3  | Waterways                                  | 15 | 20 |
| 00.3 | Water Wells                                | 15 | 20 |
| 0.3  | Wharves                                    | 15 | 20 |

### Notes for Specific Assets

\*Post-2008, Pre-2010: There is a temporary 5-year recovery period if *not* a grain bin or cotton ginning asset.

\*\*If placed in service before 2009, must be more than 2 years old.

\*\*\*Assets used in Research and Development have the same class life as they would if not used in research and development. The ADS life is the same as each asset's class life. If the asset does not have a class life, use an ADS life of 12 years.

### Sorted by Business Type

| Asset Class | Asset Description   | MACRS GDS Life | MACRS ADS Life |
|-------------|---|----------------|----------------|
| 1.1         | Agriculture — Machinery and Equipment                         | 7              | 10             |
| 45          | Air Transport — Passengers and Freight                        | 7              | 12             |
| 80          | Amusement and Theme Parks                                     | 7              | 12.5           |
| 79          | Billiard Establishments                                       | 7              | 10             |
| 27          | Bookbinding   | 7              | 11             |
| 79          | Bowling Alleys  | 7              | 10             |
| 48.4+       | Cable Television (CATV)                                       | *              | *              |
| 48.3+       | Communications: Telegraph, Ocean Cable, and Satellite (TOCSC) | *              | *              |
| 79          | Concert Halls   | 7              | 10             |
| 15          | Construction  | 5              | 6              |
| 1.11        | Cotton Ginning  | 7              | 12             |
| 57          | Distributive Trades and Services                              | 5              | 9              |



|       |  |    |     |
|-------|--|----|-----|
| 0.4   | Electricity Generation (industrial)                              | 15 | 22  |
| —     | Electricity Transmission   | 15 | 30  |
| 49.1+ | Electric Utility Services  | *  | *   |
| 27    | Electrotyping  | 7  | 11  |
| 27    | Engraving  | 7  | 11  |
| 1.3   | Farming — Buildings ( <i>not</i> single-purpose structures)      | 20 | 25  |
| 1.1   | Farm Machinery and Equipment**                                   | 7  | 10  |
| 13.2  | Gas (Natural) Deposits— Exploration and Production               | 7  | 14  |
| 13    | Gas and Oil — Offshore Drilling                                  | 5  | 7.5 |
| 13.1  | Gas and Oil — On-Shore Drilling                                  | 5  | 6   |
| 49.2+ | Gas Utility Services   | *  | *   |
| 27    | Lithography  | 7  | 11  |
| 24.1  | Logging  | 5  | 6   |
| —     | Manufacturing — See <a href="#">Sorted by Manufacturing Type</a> | —  | —   |
| 79    | Miniature Golf Courses   | 7  | 10  |
| 10    | Mining   | 7  | 10  |
| 13    | Oil and Gas — Offshore Drilling                                  | 5  | 7.5 |
| 13.1  | Oil and Gas — On-Shore Drilling                                  | 5  | 6   |
| 57    | Personal Services  | 5  | 9   |
| 13.2  | Petroleum — Exploration and Production                           | 7  | 14  |
| 13.3  | Petroleum Refining   | 10 | 16  |
| 46    | Pipeline Transportation  | 15 | 22  |
| 27    | Printing   | 7  | 11  |

|        |   |    |      |
|--------|---|----|------|
| 57     | Professional Services   | 5  | 9    |
| 27     | Publishing  | 7  | 11   |
| 48.2   | Radio Broadcasting<br>(excluding transmitting towers)                 | 5  | 6    |
| 79     | Recreation Services<br>(excluding amusement parks)                    | 7  | 10   |
| —      | Research and Development  | 5  | ***  |
| 57     | Retail Trades and Services  | 5  | 9    |
| 24.2   | Sawmills (permanent)  | 7  | 10   |
| 24.3   | Sawmills ( <i>not</i> permanent)                                      | 5  | 6    |
| 0.4    | Steam (Industrial) Generation   | 15 | 22   |
| 49.4   | Steam Utility Services  | 20 | 28   |
| 48.12  | Telephone Central Office<br>( <i>not</i> computer-based equipment)    | 10 | 18   |
| 48.121 | Telephone Central Office<br>(computer-based equipment)                | 5  | 9.5  |
| 48.14  | Telephone Distribution Plants   | 15 | 24   |
| 48.13  | Telephone Stations (if not Section 168(l)(2) technological equipment) | 7  | 10   |
| 48.2   | Television Broadcasting<br>(excluding transmitting towers)            | 5  | 6    |
| 79     | Theaters  | 7  | 10   |
| 80     | Theme and Amusement Parks   | 7  | 12.5 |
| 24.1   | Timber Cutting  | 5  | 6    |
| 24.2   | Timber — Sawmills<br>(permanent)                                      | 7  | 10   |

|      |  |    |    |
|------|--|----|----|
| 24.3 | Timber — Sawmills ( <i>not</i> permanent)  | 5  | 6  |
| 45   | Transport (Air) — Passengers and Freight   | 7  | 12 |
| 42   | Transport (Motor) — Freight                | 5  | 8  |
| 41   | Transport (Motor) — Passengers             | 5  | 8  |
| 46   | Transport (Pipeline)                       | 15 | 22 |
| 44   | Transport (Water) — Passengers and Freight | 15 | 20 |
| 27   | Typesetting                                | 7  | 11 |
| 49.5 | Waste Reduction and Resource Recovery      | 7  | 10 |
| 50   | Waste Water (Municipal) Treatment Plants   | 15 | 24 |
| 49.3 | Water Utility Services                     | 25 | 50 |
| 44   | Water Transport — Passengers and Freight   | 15 | 20 |
| 57   | Wholesale Trades and Services              | 5  | 9  |

### Notes for Business Type

\*This is a highly specialized asset class that has several closely related asset class numbers. Refer to the IRS ADR Class Life Table for the life of these assets.

\*\*Post-2008, Pre-2010: There is a temporary 5-year recovery period if *not* a grain bin or cotton ginning asset.

\*\*\*Assets used in Research and Development have the same class life as they would if not used in research and development. The ADS life is the same as each asset's class life. If the asset does not have a class life, use an ADS life of 12 years.

### Sorted by Manufacturing Type

| Asset Class | Asset Description              | MACRS GDS Life | MACRS ADS Life |
|-------------|--------------------------------|----------------|----------------|
| 37.2        | Aerospace Products             | 7              | 10             |
| 37.2        | Airplanes                      | 7              | 10             |
| 35          | Amusement and Vending Machines | 7              | 10             |

|       |  |    |     |
|-------|--|----|-----|
| 23    | Apparel (excluding rubber and leather)   | 5  | 9   |
| 35    | Appliances   | 7  | 10  |
| 39    | Art Supplies   | 7  | 12  |
| 39    | Athletic Goods   | 7  | 12  |
| 37.11 | Automobiles  | 7  | 12  |
| 35    | Batteries  | 7  | 10  |
| 20.4  | Beverages  | 7  | 12  |
| 20.5  | Beverages — Special Handling Devices   | 3  | 4   |
| 37.32 | Boat and Ship Building (including dry docks & land improvements, but excluding asset classes 37.31 & 37.33 & bldgs.) | 10 | 16  |
| 37.31 | Boat and Ship Building (including all machinery and equipment)   | 7  | 12  |
| 37.33 | Boat and Ship Building — Special Tools   | 5  | 6.5 |
| 32.3  | Bricks   | 7  | 15  |
| 39    | Brooms and Brushes   | 7  | 12  |
| 37.11 | Buses  | 7  | 12  |
| 36    | Cameras (Television)   | 5  | 6   |
| 22.3  | Carpets  | 5  | 9   |
| 39    | Caskets  | 7  | 12  |
| 32.2  | Cement (not Concrete)  | 15 | 20  |
| 28    | Chemicals and Allied Products (including land improvements required for plant site)                                  | 5  | 9.5 |
| 21    | Cigarettes and Cigars  | 7  | 15  |
| 32.3  | Clay Products  | 7  | 15  |
| 35    | Clocks and Watches (Electric)  | 7  | 10  |

|       |   |    |    |
|-------|---|----|----|
| 36    | Clocks and Watches (Electronic)                     | 5  | 6  |
| 23    | Clothing (excluding rubber and leather)             | 5  | 9  |
| 36    | Communication Systems (Electronic)                  | 5  | 6  |
| 36    | Computers and Peripheral Machines                   | 5  | 6  |
| 32.3  | Concrete and Concrete Products                      | 7  | 15 |
| 35    | Construction Machinery                              | 7  | 10 |
| 35    | Cooling Systems                                     | 7  | 10 |
| 35    | Dental Equipment                                    | 7  | 10 |
| 22.3  | Dental Supplies                                     | 5  | 9  |
| 22.3  | Dyed Textile Products                               | 5  | 9  |
| 32.3  | Earthenware   | 7  | 15 |
| 35    | Electrical and Non-Electrical Machinery             | 7  | 10 |
| 49.14 | Electricity Transmission and Distribution           | 20 | 30 |
| 35    | Electromechanical Products                          | 7  | 10 |
| 36    | Electronic Communication Systems                    | 5  | 6  |
| 36    | Electronic Components, Products, and Systems        | 5  | 6  |
| 35    | Farm Machinery                                      | 7  | 10 |
| 36    | Fiber Optic Devices Used in Electronics             | 5  | 6  |
| 32.1  | Fiberglass  | 7  | 14 |
| 39    | Films and Tapes for Motion Pictures                 | 7  | 12 |
| 22.3  | Floor Coverings — Hard Surface (tile, rubber, etc.) | 5  | 9  |
| 20.1  | Flours  | 10 | 17 |

|       |  |    |      |
|-------|--|----|------|
| 20.4  | Foods and Beverages (excluding grain, sugar, and vegetable oil products) | 7  | 12   |
| 20.5  | Foods and Beverages — Special Handling Devices                           | 3  | 4    |
| 33.3  | Foundry Products   | 7  | 14   |
| 24.4  | Furniture (wood)   | 7  | 10   |
| 35    | Garden Machinery   | 7  | 10   |
| 49.2+ | Gas  | *  | *    |
| 32.1  | Glass Products (excluding lenses)  | 7  | 14   |
| 32.11 | Glass Products — Special Tools   | 3  | 2.5  |
| 20.1  | Grain and Grain Mill Products  | 10 | 17   |
| 35    | Graphite Products  | 7  | 10   |
| 35    | Heating Systems  | 7  | 10   |
| 39    | Jewelry  | 7  | 12   |
| 22.1  | Knitted Goods and Lace   | 5  | 7.5  |
| 22.1  | Lace   | 5  | 7.5  |
| 31    | Leather and Leather Products   | 7  | 11   |
| 35    | Lighting Fixtures  | 7  | 10   |
| 37.41 | Locomotives (including mining & industrial)                              | 7  | 11.5 |
| 35    | Machine Tools  | 7  | 10   |
| 35    | Machinery, Electrical and Nonelectrical                                  | 7  | 10   |
| 36    | Magnetic Media Devices Used in Electronics                               | 5  | 6    |
| 35    | Mechanical Products  | 7  | 10   |
| 35    | Medical Equipment  | 7  | 10   |
| 22.3  | Medical Supplies   | 5  | 9    |

|       |   |   |     |
|-------|---|---|-----|
| 34    | Metal Products (Fabricated)                 | 7 | 12  |
| 34.01 | Metal Products (Fabricated) — Special Tools | 3 | 3   |
| 33.2  | Metals, Primary Nonferrous                  | 7 | 14  |
| 33.21 | Metals, Primary Nonferrous — Special Tools  | 5 | 6.5 |
| 35    | Mining Machinery                            | 7 | 10  |
| 39    | Motion Picture Films and Tapes              | 7 | 12  |
| 37.11 | Motor Homes                                 | 7 | 12  |
| 37.11 | Motor Vehicles                              | 7 | 12  |
| 37.12 | Motor Vehicles — Special Tools              | 3 | 3   |
| 39    | Musical Instruments                         | 7 | 12  |
| 33.4  | Nails and Spikes (Steel)                    | 7 | 15  |
| 22.5  | Nonwoven Fabrics                            | 7 | 10  |
| 22.3  | Nonwoven Products                           | 5 | 9   |
| 39    | Office Supplies                             | 7 | 12  |
| 35    | Ophthalmic Goods                            | 7 | 10  |
| 26.1  | Paper                                       | 7 | 13  |
| 26.2  | Paper Products (converted)                  | 7 | 10  |
| 26.2  | Paperboard Products                         | 7 | 10  |
| 39    | Pencils and Pens                            | 7 | 12  |
| 35    | Photographic Equipment                      | 7 | 10  |
| 28    | Photographic Supplies (film, etc.)          | 5 | 9.5 |
| 30.2  | Plastic Finished Products                   | 7 | 11  |
| 30.21 | Plastic Finished Products — Special Tools   | 3 | 3.5 |

|       |  |    |      |
|-------|--|----|------|
| 32.3  | Plumbing Fixtures  | 7  | 15   |
| 32.3  | Pottery  | 7  | 15   |
| 26.1  | Pulp   | 7  | 13   |
| 26.2  | Pulp Products<br>(converted)   | 7  | 10   |
| 37.42 | Railroad Cars (Freight<br>and Passenger)   | 7  | 12   |
| 37.41 | Railroad Locomotives<br>(including mining &<br>industrial)   | 7  | 11.5 |
| 35    | Refrigeration Systems  | 7  | 10   |
| 30.1  | Rubber Products  | 7  | 14   |
| 30.11 | Rubber Products —<br>Special Tools and<br>Devices  | 3  | 4    |
| 36.1  | Semiconductor<br>Manufacturing<br>Equipment  | 5  | 5    |
| 37.32 | Ship and Boat Building<br>(including dry docks &<br>land improvements, but<br>excluding asset classes<br>37.31 & 37.33 & bldgs.) | 10 | 16   |
| 37.31 | Ship and Boat Building<br>(including all machinery<br>and equipment)   | 7  | 12   |
| 37.33 | Ship and Boat Building<br>— Special Tools  | 5  | 6.5  |
| 49.14 | Smart Electric Meters<br>(Post-10/01/08)   | 10 | —    |
| 39    | Sporting Goods   | 7  | 12   |
| 49.4  | Steam  | 20 | 28   |
| 33.4  | Steel (Primary) Mill<br>Products   | 7  | 15   |
| 32.3  | Stone Products   | 7  | 15   |
| 20.2  | Sugar and Sugar<br>Products  | 10 | 18   |
| 36    | Tape Recorders   | 5  | 6    |



|       |   |    |    |
|-------|---|----|----|
| 36    | Television Cameras                                  | 5  | 6  |
| 39    | Television Films and Tapes                          | 7  | 12 |
| 22.3  | Textile Products (Dyeing, Finishing, and Packaging) | 5  | 9  |
| 22.4  | Textured Yarns (imparts bulk and/or stretch)        | 5  | 8  |
| 22.2  | Thread  | 7  | 11 |
| 32.3  | Tiles   | 7  | 15 |
| 34    | Tinware   | 7  | 12 |
| 30.1  | Tires   | 7  | 14 |
| 21    | Tobacco and Tobacco Products                        | 7  | 15 |
| 39    | Toys  | 7  | 12 |
| 37.11 | Trailers  | 7  | 12 |
| 36    | Transmitters and Receivers                          | 5  | 6  |
| 37.11 | Trucks  | 7  | 12 |
| 20.3  | Vegetable Oils and Products                         | 10 | 18 |
| 35    | Vending Machines                                    | 7  | 10 |
| 36    | Video Recorders                                     | 5  | 6  |
| 35    | Watches and Clocks (Electric)                       | 7  | 10 |
| 36    | Watches and Clocks (Electronic)                     | 5  | 6  |
| 24.4  | Wood Products (includes furniture & flooring)       | 7  | 10 |
| 22.2  | Woven Fabrics                                       | 7  | 11 |
| 22.2  | Yarns   | 7  | 11 |
| 22.4  | Yarns, Textured (imparts bulk and/or stretch)       | 5  | 8  |

#### Note for Manufacturing Type

\*This is a highly specialized asset class that has several closely related asset class numbers. Refer to the

IRS ADR Class Life Table for the life of these assets.

# Revisions and recasting

The Revision and Recast mechanisms are two of the most powerful and enabling tools in the application. Both have been designed to help manage data when you make changes to any of the components involved in calculating depreciation. Together, they share a common goal of allowing you the opportunity to save data on which you have already reported, in a system where every time period is open for changes.

The Revision and Recast features differ in terms of when they apply and what they accomplish. The topic of revisions is broader in that it encompasses the program's "following through" on changes made to data. Where the two meet is that the Recasting mechanism has the potential to cause many depreciation elements to change at once, thus triggering the Revisions system.

- [How the Application Handles Data Revisions](#)
- [How the Application Handles Data Recasts](#)

## How the Application Handles Data Revisions

When calculating depreciation expense for an asset, the application uses various "critical" depreciation elements to properly perform the calculation. For instance, the asset's depreciable life and cost are two of over a dozen different depreciation elements that are available in the application for each asset, for each depreciation book, and for each independent time interval over the life of the asset. Beyond that, other data in the company and book settings have a direct impact on the resulting depreciation calculations. Examples include whether or not a short year exists, or whether any particular book chooses not to reduce the depreciable basis by the amount of energy credit taken.

The application always calculates depreciation using the latest set of depreciation elements available. This data, however, may be different from the data set that was used to report depreciation in an earlier time period.

The application takes special care to preserve all values you used to report depreciation in any earlier time periods as well as the actual amounts of reported depreciation expense accumulated for those periods.

Where a change has been made to one or more elements of the depreciation computation after you have begun reporting depreciation, the difference between what you actually reported and what you would have reported (given the latest depreciation element values) is the revision amount.

Periodic revisions are maintained for each time period. An accumulated revisions balance is also maintained to reconcile calculated accumulated depreciation to reported accumulated depreciation.

On the [Depreciation Expense](#) tab of the [Revisions and recasting](#), the application is careful to display both calculated and reported depreciation, and any periodic revisions required to balance the two, as shown below (as seen in the GAAP book over several years).

On the [Balance/Accumulated Depreciation](#) tab of the Asset Viewer, the application displays both the accumulated calculated and accumulated reported depreciation through the end of each period, and any accumulated revisions balance required to balance the two, as shown below (as seen in the GAAP book over several years).

- [Information Required by the Revisions Function](#)
- [Example—Changing an Asset's Depreciable Life](#)
- [Example—Overwriting Reported Depreciation](#)

## Information Required by the Revisions Function

When a revision balance is created, there is one important piece of information that is needed so that the application can successfully execute the Revisions function: the Change Date. This is the date where changes

to depreciation elements become effective for depreciation reporting purposes.

The application can often infer the change date from the data view where the change is made. If it cannot, the application will ask you to provide the change date explicitly. The application asks you to supply only the information it requires to complete the Revisions function.

The application uses the Revision Treatment setting specified (on the [Depreciation Expense](#) tab of the [Revisions and recasting](#)) for the book and the time interval being changed.

The Revision Treatment is the treatment you want the application to apply to the revisions balance created. You may choose one of four revision treatments

- **Immediate**
- **Prorate**
- **Never**
- **Last Year.**

The application takes care to allow you to “retain succeeding values,” that is, to keep the other depreciation element values that you have already changed for a period after the change date. (The application retains the succeeding values by copying the value from the succeeding period to the period being changed.)

Each piece of information required by the revisions function and revision examples themselves follow below.

- [Change Date](#)
- [Revision Treatments](#)

### Change Date

The change date is where changes to depreciation elements become effective for depreciation reporting purposes. All reported depreciation values prior to this date are retained to preserve reporting integrity.

All calculated depreciation values are based on the latest set of depreciation element values. The calculation starts at the placed-in-service date. Differences between the reported values and the calculated values create the revisions balance as of the change date.

Revision balances as of the beginning of the time interval that contains the change date are available to be absorbed within that time interval, according to the desired revision treatment. Revision balances as of the end of the time interval that contains the change date are available to be absorbed in subsequent periods, according to the desired Revision Treatment.

Note that if the Asset Viewer shows depreciation on an annual basis, the change date in the [Edit Book Data](#) wizard will be the first day of the year. If the Asset Viewer shows data across monthly intervals, the change date will be effective as of the first day of the month selected. (An exception to this is a change to the Business Use Percentage, which is always effective the first day of the year.)

- [Implicit Change Date](#)
- [Explicit Change Date](#)

### Implicit Change Date

An “implicit” change date is one that is inferred by the application based upon the view of the depreciation book data and the column from where you entered the change. An example of the implicit change date is detailed in [Example—Changing an Asset's Depreciable Life](#).

To edit one or more of an asset's depreciation critical elements (such as life, cost, method) for a depreciation book, double-click the field in either the Balance/Accumulated Depreciation tab or the Depreciation Expense tab of the Asset Viewer.

The particular view of the depreciation book data (monthly, quarterly, or yearly) and the column from where

you entered the Edit Book Data Wizard automatically determine the change date for those edits.

When the [Revisions and recasting](#) is presenting information in the single-book view, each column shows the same book for different time intervals.

Depending on which tab you are viewing in the Asset Viewer, data may be edited by double-clicking on a particular field within a time interval. This time interval determines the change date of the edit. The change date is interpreted as the first day of the interval shown.

When the Asset Viewer is presenting information in the all-books view, each column shows a different book for a common time interval.

The time interval you select for the Asset Viewer determines the change date of the edits. The change date is interpreted as the first day of the interval shown. (Note that you can also choose a monthly or quarterly time interval.)

An implicit change date is assigned when editing any of the following depreciation elements, for any depreciation book:

- Property Type
- Life
- Rate
- Calculation Source
- Salvage Value
- Revision Treatment
- Accumulated Depreciation Expense
- Placed-in-Service Date
- Depreciation Method
- Depreciation Convention
- Cost
- Business Use %
- Periodic Depreciation Expense

#### Explicit Change Date

If you make a change to one of the depreciation critical elements that does not appear in either the Balance and Accumulated Depreciation Tab or the Depreciation Expense Tab of the Asset Viewer, the application has no context from which it can imply a change date; therefore, the application allows you to supply this information in a Revision wizard.

This is the case for changes made to any of the following:

- Company Calendar (Company Properties):
  - Creation of a short year.
  - Deletion of a short year.
  - Change of a fiscal year.
  - Change in the Enterprise Zone (when Mid-Quarter Convention Testing is on).
- Depreciation Policy (Book Properties) for a depreciation book:
  - Change status of Apply Federal Credit Basis Reduction Rules.
  - Change election of MACRS Mid-Quarter Short Year Calculation Rule.
  - Change in the Application of the Mid-Quarter Policy.
  - Change in how Gains and Losses from dispositions are determined using the reported or calculated depreciation.
- Asset data (Asset Tab of the Asset Viewer) when data Recasting is elected (see [How the Application Handles Data Recasts](#)).
- Change in Asset Type.
- Change in Acquisition Date.
- Change in Acquisition Cost.

When importing data from another fixed assets application, the appropriate change date is automatically determined as the date through which the source company calculations are current. This change date is automatically applied to the data when it is imported into the application.

Be sure to enter a change date that is after the date through which you want the data saved. If you want reported depreciation calculated through 11/30/2014 saved, then enter 12/01/2014. If you enter 11/30/2014, the application saves the reported depreciation calculated through 10/31/2014, and recalculates reported depreciation for November. Where the change date cannot be implied, the application opens a revision wizard panel similar to the following:

### Revision Treatments

The application allows you to control how revision balances are to be handled. On the Depreciation Expense tab of the Asset Viewer you may choose one of four revision “treatments” to apply to the Accumulated Revisions Balance for any time interval of each book for each asset:

- **Immediate.** This absorbs the accumulated revision balance immediately in the month the change was made. Recalculated amounts for subsequent periods will agree with the reported depreciation amounts.
- **Prorate.** This prorates the absorption of the accumulated revisions over the life of the asset, beginning in the month the change was made. Recalculated depreciation amounts in subsequent periods continue to differ (to a decreasing degree) as the revisions balance is absorbed into the reported depreciation. At the end of the asset's life, the revision balance will be zero, and the total calculated and reported accumulated depreciation amounts will agree.
- **Never.** This ignores the accumulated revisions balance and uses the recalculated depreciation amount as the reported depreciation amount without making further revisions to correct the differences. At the end of the asset's life, the revision balance will equal the original accumulated revisions balance. Using this method, the application will allow an asset to be under-depreciated at the end of its life. However, the application will not allow an asset to be over-depreciated at the end of its life. If the changes made result in excess depreciation at the end of an asset's life, at the point in time when the asset is fully depreciated the application absorbs excess depreciation as a revision over the asset's remaining life to prevent over-depreciation. When the asset is disposed, the application does not force a revision. On the Gain/Loss tab, the application displays calculated depreciation amounts.
- **Last Year.** If the asset is over-depreciated in any period, this treatment is identical to "Never." However, if the asset is under-depreciated in the recovery period, the revision balance is prorated evenly and added to the period depreciation.

The application applies the Revision Treatment specified on the Depreciation Expense tab for the book and time interval being changed.

### Retaining or Abandoning Succeeding Values

When more than one revision event has occurred for an asset in a particular book, the application looks ahead to depreciation periods later in time than the change date to see if there are other values that have changed since the asset was created. If the application identifies one or more changes in succeeding values, it offers you the opportunity to retain or abandon those succeeding values.

Retaining the succeeding values causes those values to be copied into the fact pattern (of depreciation critical values) that you are editing as of the change date. Abandoning the succeeding values causes those values to be overwritten with new information.

For example, suppose that you changed an asset's Cost in the 2003 fiscal year, then a month later changed a different critical depreciation element in the 2005 fiscal year. If you elected to retain succeeding values, the application would copy the revised Cost from 2006 into the 2005 fiscal year to avoid overwriting the values in the succeeding periods. If you elected to abandon succeeding values, the application would overwrite the 2006 Cost with the 2005 Cost, and the change you had made a month earlier for the 2006 fiscal year would be lost.

### Example: Changing an Asset's Depreciable Life

At the start of calendar year 2008, you determine that the depreciable life of an asset (in the GAAP book), which was placed in service in 2006, needs to be extended due to a change in the estimate of its remaining life. The original life was 5 years; the new life will be 10 years. This is also an example of the implicit change date.

When changes are made to depreciation critical values (such as life, cost, method) in the middle of an asset's life:

- Depreciation data is saved for all earlier time intervals, including the reported depreciation critical values and accumulated reported depreciation amounts.
- You can choose to save or abandon any "succeeding values" from changes that you have already made to this asset further down its timeline.
- The application recomputes calculated depreciation over the asset's entire life.
- For all periods prior to the Change Date, "revisions" are created to reconcile reported depreciation amounts to the newly calculated depreciation amounts.

To change the asset's life in such a way that you preserve depreciation expense amounts reported through the end of 2007 and modify values for 2008 and beyond, follow these steps:

1. Locate the asset you want to change on the Asset List. Double-click on the asset to open an Asset Viewer, then click the Depreciation Expense tab.

You can configure the Asset Viewer (click the View button or double-click the **Switch View** control) to show a Single book view, with the GAAP book selected by Years. You can edit one or more depreciation elements for any time period in an asset's life by selecting in the Asset Viewer the desired time interval when you want the change to be effective.

2. Double-click the field where the row represents the Life and the column is for the year ending 12/31/2008. The Edit Book Data wizard opens.
3. Change the value of the **Life** field from 5 years to 10 years. Click **Next**. You can see that the application has entered the change.
4. Click **Next** repeatedly until the highlighted field in the panel on the left has passed through all of the listed depreciation elements. You will then be presented with the selection of a Revision Treatment. If you click **Finish**, the default revision treatment will be applied.  
The application saves the historical depreciation data through the date shown at the bottom of this panel and recalculates depreciation data from this date onward. Unlike changes made through the Edit Accumulated Depreciation wizard, the changes you make take effect on the first day of the period being edited, and the revisions, if absorbed, are absorbed in the current period. The calculated depreciation amounts for prior periods are recalculated to use the changed information. The application retains reported depreciation values prior to this date to preserve reporting integrity.
5. Note that the default Revision Treatment is **Immediate**. Because the intent of your edit is to reflect a change in the accounting estimate for the GAAP book, click **Prorate** instead.
6. Click **Finish** to accept the changes and exit the wizard.

Notice that the application did the following:

- It used an implicit change date of January 2008.
- It saved all reported depreciation values prior to the change date. This makes the effective date of the change for reporting depreciation expense the same as the change date.
- It recomputed “calculated depreciation expense” using the new Life, making the effective date of the change for calculating depreciation expense equal to the placed-in-service date.
- It identified revisions (differences between calculated and reported depreciation amounts) created in periods before the change date.
- It began absorbing the over-depreciated amount (accumulated revisions balance) in the period that contained the change date. Because you elected a revision treatment of “Prorate,” the absorption continues in years beyond the change date through the end of the asset’s life.
- Starting in 2008, the reported depreciation is lower (under-depreciated) than the amount calculated (using the longer life). This is because the reported depreciation is ratably absorbing a portion of the revisions balance that was created in 2006 and 2007 when the asset was over-depreciated (given the new, longer life).

### Example: Overwriting Reported Depreciation

Just as you edit other depreciation elements, you can overwrite reported depreciation by double-clicking on any **Reported Depreciation** field on the Depreciation Expense tab (or any **Accumulated Depreciation** field on the Balance/Accumulated Depreciation tab) in the column that represents the period of depreciation in which you want to make the change.

The time-interval selected for the Asset Viewer and the column that you select define the effective date of the overwritten reported depreciation amount.

1. For the purposes of this example, overwrite reported depreciation by double-clicking the **Reported Depreciation Basis** field on the Depreciation Expense tab of the Asset Viewer or by double-clicking the **Reported Ending Accumulated Depreciation** field on the Balance/Accumulated Depreciation tab of the Asset Viewer.  
The Edit Accumulated Depreciation panel of the Edit Accumulated Depreciation wizard opens. Notice that unlike making a change to depreciation elements, when overwriting depreciation, the revision is created at the end of the selected interval.
2. Change **Depreciation Expense** to \$400. Note that the **Ending Accumulated Depreciation** in the Reported column increases, and that the application automatically generates amounts in the Revisions column.

Select the calculator icon in the **Depreciation Expense** or the **Ending Accumulated Depreciation** fields to access the calculator.

3. Click **Finish** to close the panel and return to the Asset Viewer, where you can review the changes that you made.  
As was shown on the Edit Accumulated Depreciation panel, the revision was created in 2008. The Asset Viewer also shows that the revision was fully absorbed in 2009 (the Asset’s Revision Treatment is **Immediate**). You can change the timing of the revision absorption by changing the **Revision Treatment** field on the Depreciation Expense tab of the Asset Viewer.

The application allows you to overwrite reported depreciation expense and reported accumulated depreciation for any time interval in any book. You cannot overwrite calculated depreciation.

### How the Application Handles Data Recasts

When you make changes to certain data elements for an asset, it is likely that you wish to have those changes reflected elsewhere in an asset’s data. Consider a scenario where you edit an asset’s Acquisition Date (located



on the Asset tab of the Asset Viewer). You may have a situation where you want the Purchase Date to differ from the Placed-in-Service Date of the asset in each of the depreciation books. In all likelihood, however, you are making a change to correct a mistake.

The application makes every effort to accommodate your change in data and minimize the extent to which you need to manually adjust entries in the various depreciation books. The application uses the Recast mechanism to accomplish this goal.

The Recast mechanism has the potential to cause several depreciation elements to change at once. As a result, the Revisions system is triggered.

- [Opportunities to Recast](#)
- [Example—Changing an Asset's Classification](#)

## Opportunities to Recast

The opportunity to recast depreciation information is presented in any situation where other values could potentially be improved by new information. This is the case for changes that you make to any of the following:

- Changes to any critical depreciation element (listed below) of any Tax parent book, or changes to any of the critical depreciation elements (listed below) of the Tax – AMT child book when there is an active ACE depreciation book:
  - Cost
  - Property Type
  - Placed-in-Service Date
  - Life
  - Depreciation Method
  - Rate
  - Depreciation Convention
  - Calculation Source
  - Section 179 Expense
  - Credit Basis Reduction
  - Salvage Value
  - Reported Business Percent Use
  - Actual Business Percent Use
  - Revision Treatment
- Changes to any asset data field (Asset Tab of the Asset Viewer) listed below:
  - Acquisition Date
  - Acquisition Cost
  - Asset Type
- Changes to the Depreciation Policies tab of Book Properties dialog:
  - Application of Federal Credit Reduction Rules
  - MQ Apply
  - MACRS Calculation
  - Gains and Losses determinations
- Changes to the Calendar tab of Company Properties page:
  - Enterprise Zone (when Mid-Quarter Convention Testing is turned on)

### Example: Changing an Asset's Classification

While reviewing an Asset Acquisitions Report for a period, you discover in January 2003 that you classified the purchase of some computer software (placed in service on 9/5/2005) as computer equipment by mistakenly assigning the wrong asset type to the asset.

For Federal Tax book purposes, computer software is to be depreciated using straight-line depreciation over a three-year life. Computer equipment is to be depreciated using MACRS 200% declining balance over a

five-year life. To enter and recast the new information, follow these steps:

1. Locate the asset on the Asset List and open the asset to bring the details of the asset forward in an Asset Viewer. The asset appears with the selected view on the Asset tab.
2. Press the **Edit** button.
3. Expand the drop-down list for the **Asset Type** field, revealing a list of the available asset types. Change the asset type from “Computer” to “Computer Software.”
4. Press **OK** to close the dialog.
5. Press **OK** to apply the change. The Recast Depreciation Data wizard opens, allowing you to recast this new information to the depreciation books that might benefit from the information.
6. The setting **Apply this change to all books** is selected. Press **Next** to accept this setting and move to the next panel.
7. On the Change Date panel, the application offers the first day of the acquisition month as the default date. Enter 01/01/2006.
8. Press **Finish** to exit the wizard.

In this example, the benefits of having used the Recast mechanism are:

- Correct values (based on the Asset Type table) are now used to calculate depreciation expense for each book and across all books. Consider that the edits:
  - Change the Federal Tax book from depreciating using MACRS 200% declining balance over a five-year life to depreciating using straight-line depreciation over a three-year life.
  - Change the Alternative Minimum Tax (AMT) and Adjusted Current Earnings (ACE) book from depreciating using MACRS 150% declining balance over a five-year life to depreciating using straight-line depreciation over a three-year life.
- Depreciation expense amounts and depreciation elements are retained before and after the change date.
- Revisions balances are absorbed according to the Revision Treatment for all changes required across all books.
- The change is simple to perform.

You merely corrected the asset type. The application handled all the rest.

Determine the set of new data required to replace existing data, given the new information. In general, if you accept the opportunity to recast, the application will automatically:

- a. The application looks up the values in the Asset Type Table to obtain values for the new Asset Type (Computer Software) for the Federal Tax and GAAP books, and any other books that are not child books (AMT, ACE, or E&P) of another Tax book.
  - b. Given the values from above, the application determines the appropriate data for any child tax books (AMT, ACE, or E&P) of Federal Tax or any other Tax book (parent).
2. Prompt you for the **Change Date** to meet the requirements for executing the Revisions mechanism (see [How the Application Handles Data Revisions](#)).
  3. Apply the **Revision Treatment** specified for each book on the Depreciation Expense tab of the Asset Viewer (this is the treatment applied to the revisions balance created—either **Immediate**, **Prorate**, **Never**, or **Last Year**).
  4. Perform multiple data revisions simultaneously:

- a. Edit depreciation books as required by changes.
- b. Retain all reported depreciation expense and accumulated depreciation before the change date.
- c. Recompute calculated depreciation and accumulated depreciation, observing elected Revision Treatment in computing reported depreciation expense after the change date.
- d. Calculate revisions and revision balances.

# Rules for negative assets

The following rules apply to assets with a negative Asset Cost:

- **Acquisition Cost** can be negative, positive, or zero.
- **Acquisition Cost** is independent of **Book Cost**.
- Each book can have a negative, positive, or zero **Book Cost**.
- Each **Book Cost** can change from positive to negative or to zero and repeat.
- When creating a new asset, enter a value using the same sign as **Book Cost** for **Salvage Value, ITC, and Section 179** so that the amount is subtracted from **Book Cost** in order to derive **Reported Depreciable Basis**.
- **Book Cost Adjustments** will respect the sign of the amount entered and will subtract or add to Cost accordingly. For example, if the Acquisition Cost is negative and a negative adjustment is entered, the adjustment will be added to the **Acquisition Cost** in order to determine the adjusted **Book Cost**.
- **Additional First-Year Depreciation (AFYD)** inherits the sign from the **Book Cost** per period.
- The amount you enter in a Disposal field must be positive. The program will determine which sign to apply to the book based on the **Cost** at the time of disposal. For example, if the GAAP book has a **Book Cost** of 20,000 and the Federal Tax book has a **Book Cost** of -15,000, the disposal values will be treated as positive for the GAAP book, and negative for the Federal Tax book.
- Transfer-in fields can be positive or negative regardless of **Acquisition Cost**.
- Transferred-in values inherit the sign of the **Acquisition Cost** and the individual **Book Costs** at the time of transfer.
- Split assets inherit the sign of the parent asset when split.
- Exchange rates cannot be negative.
- Luxury Truck and Automobile limits inherit the sign of the **Book Cost**.

## Section 179 limits

There is a maximum dollar limitation for each year. Prior to 1993, the asset's placed-in-service date was used to determine the limit. Starting in 1993, the taxpayer's fiscal year, along with the asset's placed-in-service date, is used.

Qualifying Enterprise Zone property is allowed an additional \$35,000 (or the cost of the qualifying property, if less) of Section 179 expense (an additional \$20,000 before 2002).

### Note

After December 31, 2016, the additional allowance for Enterprise Zone Property is reduced to zero.

Qualifying New York Liberty Zone property is also allowed an additional \$35,000 (or the cost of the qualifying property, if less) of Section 179 expense.

Qualifying Gulf Opportunity Zone property ("GO Zone property") is allowed an additional \$100,000 (or the cost of qualifying property, if less). The investment limit for such property is increased by an additional \$600,000 (or the cost of qualifying property, if less).

Qualifying Disaster property and Recovery Assistance property are allowed an additional \$100,000 (or the cost of qualifying property, if less). The investment limit for such property is increased by an additional \$600,000 (or the cost of qualifying property, if less).

In addition, the limit, in 1987 and thereafter, must be reduced dollar for dollar by the amount by which the cost of Section 179 property placed in service during each taxable year exceeds a threshold amount. The threshold amount periodically has been increased and adjusted for inflation (see the third column in the table below). If it is New York Liberty Zone property or Enterprise Zone property, only one-half of the asset's cost is used when calculating the phaseout.

| If the asset is placed in service in | The Section 179 limitation amount is |
|--------------------------------------|--------------------------------------|
| 1982 – 1986                          | \$5,000                              |
| 1987 – 1992                          | 10,000                               |

| If the taxable year begins in | The Section 179 limitation amount is | The limitation is reduced by the amount by which the cost of Section 179 property exceeds |
|-------------------------------|--------------------------------------|---|
| 1993 – 1996                   | \$17,500                             | \$200,000   |
| 1997                          | 18,000                               | 200,000   |
| 1998                          | 18,500                               | 200,000   |
| 1999                          | 19,000                               | 200,000   |
| 2000                          | 20,000                               | 200,000   |
| 2001 – 2002                   | 24,000                               | 200,000   |
| 2003                          | 100,000                              | 400,000   |

|             |             |             |
|-------------|-------------|-------------|
| 2004        | 102,000     | 410,000     |
| 2005        | 105,000     | 420,000     |
| 2006        | 108,000     | 430,000     |
| 2007        | 125,000     | 500,000     |
| 2008 – 2009 | 250,000     | 800,000     |
| 2010 – 2015 | 500,000*    | 2,000,000   |
| 2016        | 500,000     | 2,010,000   |
| 2017        | 510,000     | 2,030,000   |
| 2018 - 2022 | 1,000,000** | 2,500,000** |

\*Legislation for tax years beginning in 2010 to 2014 allows for up to \$250,000 of real property in the definition of qualified Section 179 property eligible for expensing. After tax year 2014, this expanded definition becomes permanent.

\*\*These amounts will be indexed for inflation.

# Currency translations

## <<Multicurrency users only>>

### Note

This topic explains some of the issues involved in multicurrency. The optional Multicurrency module of the application automates the process of complying with the requirements outlined below.

In today's multinational business environment, large corporations based in the United States often have subsidiaries around the world. When a multinational corporation based in the United States owns more than 50 percent of the voting stock of a foreign company, a parent–subsidiary relationship exists.

The parent company is usually required to prepare consolidated financial statements. Before this can be done, the financial statements of the foreign subsidiary must be recast using United States Generally Accepted Accounting Principles (GAAP). Next, the foreign accounts must be translated from the foreign currency into U.S. dollars.

## Currency Types

To make the translation, the first step is to identify three currencies:

- **Currency of Books and Records (CBR).** The currency in which the foreign financial statements are denominated.
- **Functional Currency (FC).** The currency in which the subsidiary generally buys, sells, borrows, repays, and so on.
- **Reporting Currency (RC).** The currency in which the consolidated financial statements are denominated.

## Approaches to Currency Translation

There are three basic approaches to currency translation:

- **Temporal Rate Method.** Measure each subsidiary transaction as though the transaction had been made by the parent. Monetary items (for example, cash, receivables, inventories carried at market, payables, and long-term debt) are remeasured using the current exchange rate. Other items (for example, prepaid expenses, inventories carried at cost, fixed assets, and stock) are remeasured using historical exchange rates.
- **Current Rate Method.** All assets and liabilities are translated using the current rate (the exchange rate on the balance sheet date). Owners' equity and dividends are translated at historical rates (the exchange rate at the time the asset was acquired, liability incurred, or element of paid-in capital was issued or reacquired). Income statement items can be translated using the average exchange rate (the average of the exchange rate at the beginning of the accounting period and the current rate).
- **Combination of Both Methods.**

## Determining the Translation Method

Three rules are used to determine the method of translation:

- **Rule 1.** If the functional currency is hyperinflationary, then ignore the functional currency and remeasure the currency of books and records into the reporting currency using the temporal rate method.
- **Rule 2.** If the currency of books and records is different from the functional currency, then remeasure the currency of books and records into the functional currency using the temporal rate method.
- **Rule 3.** Translate from the functional currency into the reporting currency using the current rate method.

The rules are applied in sequence, stopping when the subsidiary's financial statements have been converted into the parent's reporting currency.

|                  |   |
|------------------|---|
| <b>Example 1</b> | When the functional currency is hyperinflationary, then Rule 1 applies, and Rules 2 and 3 aren't used.  |
| <b>Example 2</b> | If the currency of books and records is British pounds, the functional currency is Dutch guilders (not hyperinflationary), and the reporting currency is U.S. dollars; then skip Rule 1 and apply Rule 2, translating the currency of books and records (pounds) into the functional currency (guilders) using the temporal rate method. Since the functional currency (guilders) is not the reporting currency (dollars), then apply Rule 3 to translate the functional currency (guilders) into the reporting currency (dollars) using the current rate method. |
| <b>Example 3</b> | When the currency of books and records is the same as the functional currency, go directly to Rule 3.   |