

QuickBooks Fixed Asset Manager

**User's Guide
for
Tax Year 20#"**

intuit.

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Getting Started

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Understanding Fixed Asset Manager

Welcome to the QuickBooks Fixed Asset Manager software program. Use Fixed Asset Manager to enter and maintain information about client assets. Key features of Fixed Asset Manager include:

- A detailed asset entry screen that you can customize
- Up to five user-defined classifications for tracking assets
- Six depreciation bases (Book, State, Federal, Other, AMT and ACE)
- Projected depreciation calculations
- Disposition tracking
- On-screen queries and custom sorting options for the asset list
- Full calculation overrides
- A report list feature that allows you to group commonly-used reports for easy access and printing
- An export feature that allows you to transfer asset information into ProSeries federal tax products
- A desktop workspace that you can customize
- A toolbar that gives you quick access to common tasks

Getting help in Fixed Asset Manager

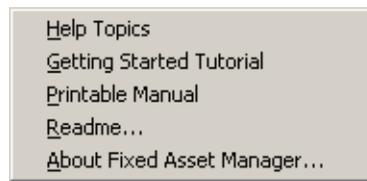
Fixed Asset Manager provides a variety of options to help you learn the product in a way that best suits your needs.

Tip:

A good way to learn about Fixed Asset Manager is to go through the Fixed Asset Manager tutorial. For more information, refer to the section titled “Using the Tutorial” on page 4.

Using the Help menu commands

To see the **Help** menu, go to the menu bar and select **Help**.



The following table describes the commands on the **Help** menu:

Use this command	To do this
Help Topics	Search for topics using the Contents , Index , and Search features.
Getting Started Tutorial	View a topic that introduces a tutorial showing you how easy it is to learn about and use QuickBooks Fixed Asset Manager. This tutorial covers the basic features and functions of Fixed Asset Manager so you'll be up and running quickly.
Printable Manual	Open the Fixed Asset Manager User's Guide.
Readme	Open the Fixed Asset Manager ReadMe file.
About Fixed Asset Manager	See information about the software, such as the version number.

Using Help Topics

To review the details of a specific procedure, command, option or topic, go to the **Help** menu and select **Help Topics**.

The **Contents** tab is selected in the following illustration of the **QuickBooks Fixed Asset Manager Help**:

Click these tabs to use the Contents, Index and Search.

Click a topic in the list to view it.

Double-click a book to view its contents.

Help & Support Center

Hide Back Forward Print

Contents Index Search

Introduction
 Program overview
Help & Support
 Support options
 Checking for program updates
 Getting Started
 Using QuickBooks Fixed Asset Manager
 Reference
 Frequently Asked Questions

Welcome to the Help & Support Center

Learning about Fixed Asset Manager

We recommend that you view the tutorial before you begin working with Fixed Asset Manager, to familiarize yourself with its powerful and time saving features.

[go to the multimedia tutorial page](#)

Click a category to see answers to specific questions:

- [Fixed Asset Manager and your QuickBooks company file](#)
- [Importing asset data](#)
- [Calculating Depreciation](#)
- [Reports](#)
- [Exporting depreciation information](#)
- [Using tax worksheets](#)
- [Preparing the client for next year](#)

Using the Tutorial

To learn about basic Fixed Asset Manager features, such as setting up and maintaining, go to the **Help** menu and select **Getting Started Tutorial**.

Using context-sensitive help



To use context-sensitive help, first click the **Help** button on the toolbar, and then click the button or command about which you want information.

Starting and Setting Up Fixed Asset Manager

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Starting Fixed Asset Manager

To access Fixed Asset Manager:

- 1 Double-click the **QuickBooks** shortcut icon on your desktop.
- 2 Open the QuickBooks company file that includes the fixed assets you want to calculate or review.

Important:

Before you access the Fixed Asset Manager, you must make an Income Tax Form Used selection in QuickBooks. Make the form selection in the Company Information window in QuickBooks. To get to this window in QuickBooks, go to the **Company** menu and select **Company Information**.

- 3 If using QuickBooks: Premier Accountant Edition, go to the **Accountant** menu, select **Manage Fixed Assets**.

If using QuickBooks Enterprise Solutions, go to the **Company** menu, and select **Manage Fixed Assets**.

If this is the first time you accessed the Fixed Asset Manager for this QuickBooks company, you need to create a new Fixed Asset Manager client associated with this QuickBooks company. For more information on creating the new client file, refer to the next section titled “Creating a new client file.”

Important:

Fixed Asset Manager cannot be accessed if more than version of QuickBooks is running on the same workstation at the same time.

Creating a new client file

To open a new client file and begin entering asset information, you must first enter basic client file information and determine the type of information that you want to maintain. The New Client Wizard steps you through this process.

- 1 If using QuickBooks: Premier Accountant Edition, go to the **Accountant** menu, select **Manage Fixed Assets**. If using QuickBooks Enterprise Solutions, go to the **Company** menu, and select **Manage Fixed Assets**. A message appears indicating that there is not a Fixed Asset Manager client associated with the current QuickBooks company.



- 2 Select **Create a new Fixed Asset Manager client**. The **Introduction** page of the New Client wizard appears. Click **Next** to continue.



- 3 The **New Client - General** page appears with information from the QuickBooks company. Review the company information. You must go to the Company Information window in QuickBooks if any changes to the information are necessary. Click **Next** to continue.

New Client - General

The values for the fields below are taken from the QuickBooks Company Information for your client.

Client Name: Rock Castle Construction

Address (line 1): 1735 County Road

Address (line 2):

City: Baysshore

State: CA Zip: 94326

Telephone: 650-555-1234

Fax: 650-555-5678

Tax Form: 1040 US Individual Income Tax Return

Federal Tax ID: 00-7904153

< Back Next > Cancel Help

4 Enter the **Beginning of Year** and **End of Year** dates for the client.

New Client - Dates

Current Year:

Beginning of Year: 01/01/2008

End of Year: 12/31/2008

Prior Short Years:

Add Edit... Remove

< Back Next > Cancel Help

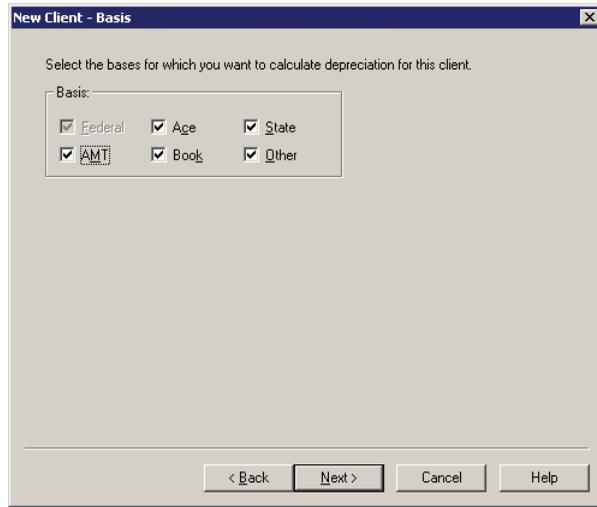
5 In the **Prior Short Years** section, click **Add** to enter short year dates, if applicable for the client.

Enter the **Beginning of Year** and **End of Year** dates, then click **OK**.

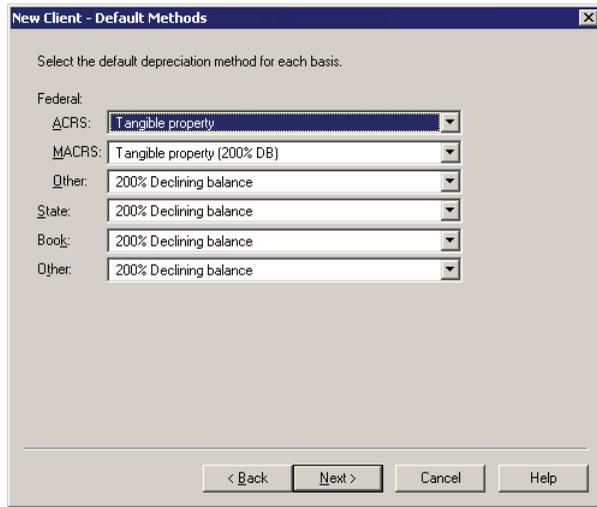
Tip:

To edit a prior short year date, go to the **Prior Short Year** section of the **Dates** window, select the dates, then click **Edit**. To delete a prior short year date, go to the **Prior Short Year** section of the **Dates** window, select the dates, then click **Remove**.

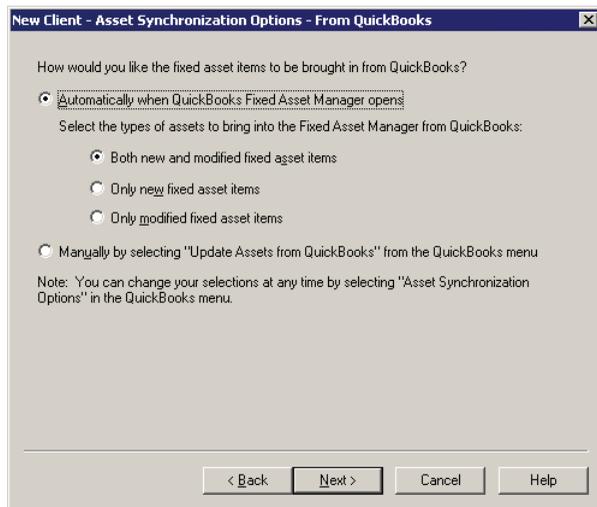
- 6 Form 1120 clients only:** Indicate whether the client is a qualified small corporation, then click **Next**.
- 7** Select one or more bases to use for this client file, then click **Next**.



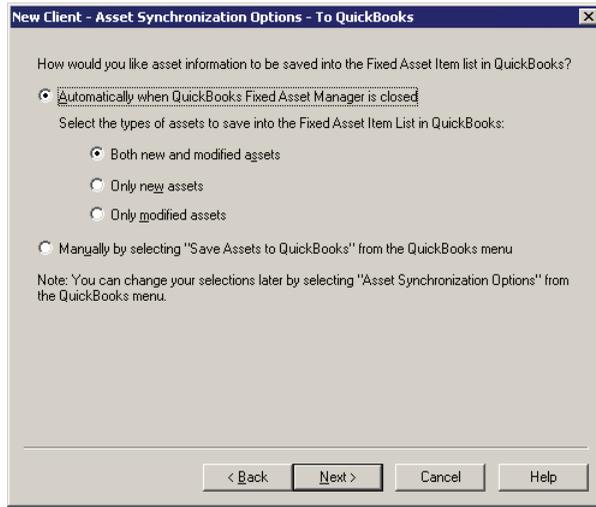
- 8** Review the default methods for each tax system and make changes if needed, then click **Next**.



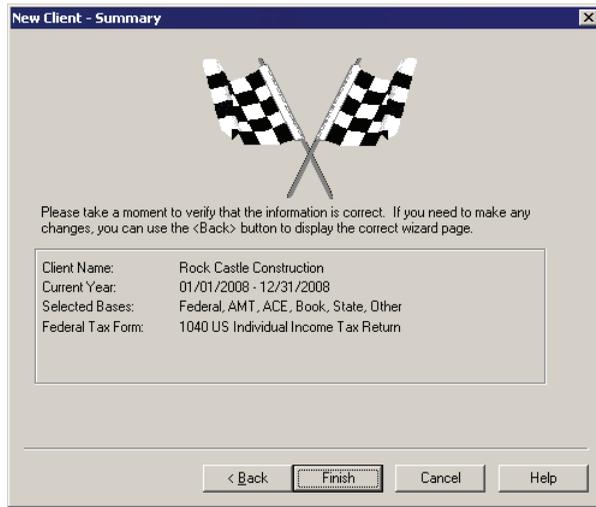
- 9 Select how you want the fixed asset information to be brought in from QuickBooks by choosing the appropriate Asset Synchronization - From QuickBooks options. Click **Next** to continue.



- 10 Select how you want the fixed asset information to be saved to QuickBooks by choosing the appropriate Asset Synchronization - To QuickBooks options. Click **Next** to continue.



11 In the **Summary** page, review the information, then click **Finish**.



The new client file appears in the Fixed Asset Manager window, with the **Schedule** tab and folder selected.

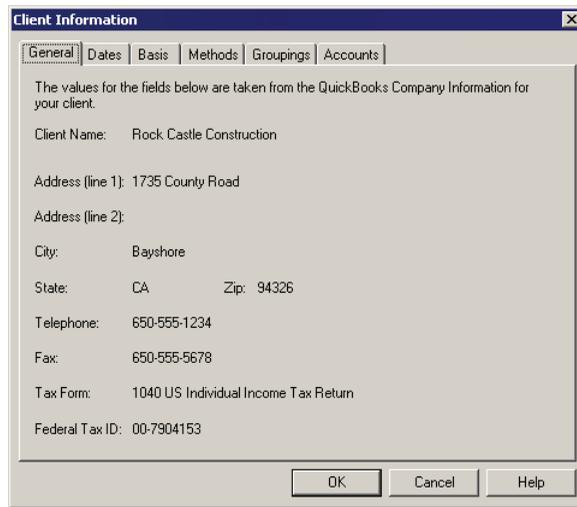
Updating client information

To view and change some of the basic information that you entered in the New Client wizard when you created the client file, take the following steps:

Important:

You cannot change the general client information in Fixed Asset Manager. Go to the Company Information window in QuickBooks to make any changes.

1 From the **File** menu, select **Client Information**.



2 In the **Client Information** window, update the client’s information by selecting options described in the following table.

Select this tab	To do this
General	View the client name, address, and phone numbers.
Dates	Change the beginning of year and end of year dates for the client, along with any prior short-year history. You can also indicate whether a new 1120 client file qualifies as a small corporation.
Basis	Modify the bases that you want to track for the client file.
Methods	Change the default methods that you want to use for the client file.

Select this tab	To do this
Groupings	Modify the pick list for the grouping fields provided in the Asset folder.
Accounts	View the list of accounts to which you can assign assets for general ledger tracking.

Understanding the Fixed Asset Manager window

When you open Fixed Asset Manager, the Fixed Asset Manager window appears with the **Schedule** folder open.

While elements of the Fixed Asset Manager window vary depending on which of the six tabs is selected and which action you are performing, the major areas of the window do not change. The following illustration highlights the major elements in the Fixed Asset Manager window:

The screenshot shows the QuickBooks Fixed Asset Manager window for 'Rock Castle Construction, Inc.'. The window title bar is labeled 'Title bar'. Below it is the 'Menu bar' with options: File, Edit, View, QuickBooks, Asset, Reports, Tools, Help. The 'Toolbar' contains icons for Save, Undo, Redo, Print, Copy, Paste, Add, Delete, Asset Tools, Find, Prev Asset, Next Asset, and a refresh icon. The 'Tab toolbar' includes Schedule, Asset, Disposal, Projection, Notes, and Calendar. The 'Asset toolbar' is located below the tabs and includes a 'View column set' dropdown (set to 'Asset Listing'), a 'Sort assets by' dropdown (set to 'Asset Number'), and an 'Apply query criteria' dropdown (set to 'All Assets').

The main data table is as follows:

Asset Number	Date Acquired	Asset Description 1	Convention	Cost	Depreciable Basis	Current 179	Is Section 179 Allowable?	Unrecovered Basis
1	06/01/2007	Utility Truck	Half-Year	24,334.00	24,334.00	0.00	Yes	8,624.00
2	02/14/2007	2005 pickup	Half-Year	28,602.91	28,602.91	0.00	Yes	12,892.91
3	11/15/2009	Chairs	Half-Year	475.00	475.00	0.00	Yes	380.00
4	11/15/2009	Conference Table	Half-Year	3,500.00	3,500.00	0.00	Yes	2,800.00
5	12/20/2009	Desks	Half-Year	2,100.00	2,100.00	0.00	Yes	1,680.00
6	10/15/2009	Desktop computer	Half-Year	2,000.00	2,000.00	0.00	Yes	1,600.00
7	10/01/2009	Desktop PC	Half-Year	5,000.00	5,000.00	0.00	Yes	4,000.00
8	06/01/2010	Desktop PC (S)	Half-Year	13,000.00	13,000.00	0.00	Yes	13,000.00
9	10/01/2009	Laser Printer	Half-Year	2,001.00	2,001.00	0.00	Yes	1,600.80
10	10/09/2009	Metal filing cabinets	Half-Year	1,250.00	1,250.00	0.00	Yes	1,071.43
11	09/22/2007	Office Building	Mid-Month	325,000.00	325,000.00	0.00	No	298,000.03
12	09/22/2007	Office Land	None	90,000.00	90,000.00	0.00	No	90,000.00
13	10/01/2009	Server	Half-Year	6,500.00	6,500.00	0.00	Yes	5,200.00
14	10/15/2007	2005 Van	Half-Year	26,000.00	26,000.00	0.00	Yes	4,492.80
15	04/26/2010	Copier/Printer	Half-Year	5,000.00	5,000.00	0.00	Yes	5,000.00
16	04/26/2010	Lexus	Half-Year	75,000.00	75,000.00	0.00	Yes	75,000.00
17	12/31/2009	Equipment	Half-Year	15,300.00	15,300.00	0.00	Yes	13,114.29
18	12/31/2009	Equipment	Half-Year	15,300.00	15,300.00	0.00	Yes	12,240.00
19	05/01/2010	Desktop PC (S)	Half-Year	13,000.00	13,000.00	0.00	Yes	13,000.00
20	04/26/2010	Copier/Printer	Half-Year	5,000.00	5,000.00	0.00	Yes	5,000.00
21	04/26/2010	Lexus	Half-Year	75,000.00	75,000.00	0.00	Yes	75,000.00
22	02/14/2007	2005 pickup	Half-Year	28,602.91	28,602.91	0.00	Yes	4,942.58
23	10/15/2007	2005 Van	Half-Year	26,000.00	26,000.00	0.00	Yes	4,492.80
24	11/15/2009	Chairs	Half-Year	475.00	475.00	0.00	Yes	380.00
				1,347,025.82	1,347,025.82	0.00		796,109.35

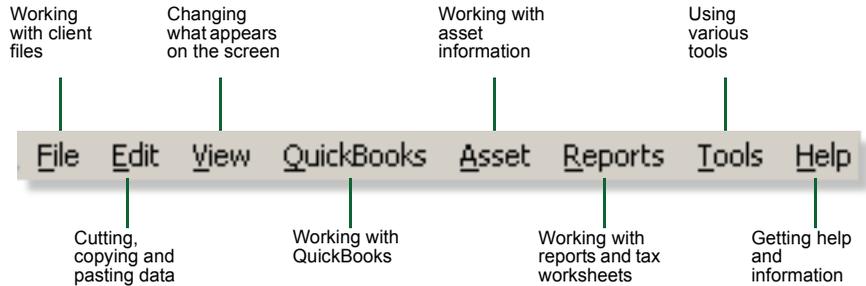
At the bottom of the window, the 'Basis tabs' show: Federal \ AMT \ ACE \ Book \ State \ Other / . The 'Status bar' at the very bottom displays: For Help, press F1 | 3 of 36 | Federal | SOLD | NOTE | 12/31/2008

Using the title bar

The title bar identifies the QuickBooks company client file that's currently open.

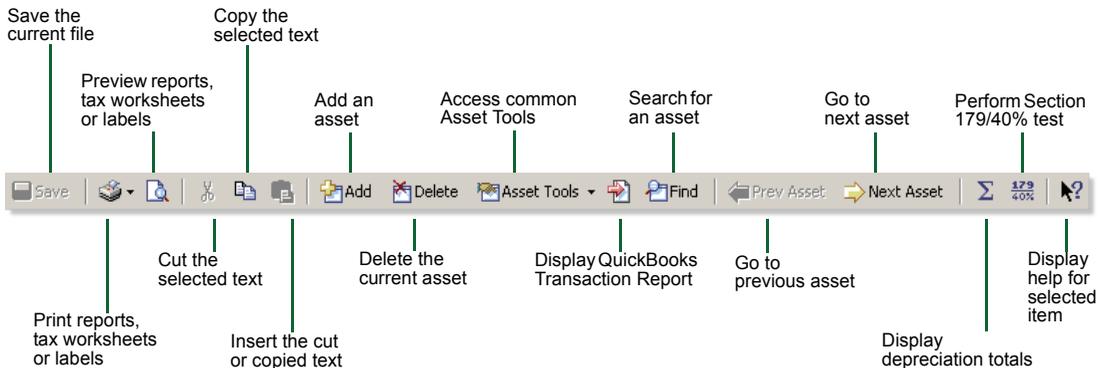
Using the menu bar

Each command on the menu bar displays a menu of commands that are summarized next.



Using the toolbar

The toolbar appears directly below the menu bar, and contains buttons that are shortcuts to commands that are also found on the menus. To see a description of the function of a toolbar button, point to the button.



Tip:

To see more information about the function of a button, click the **Help** button (on the right end of the toolbar), then click the button you want to learn about.

Use the **Toolbar** command on the **View** menu to hide or show the toolbar.

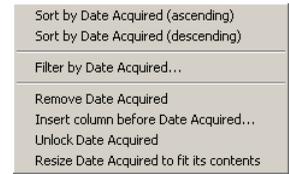
Using shortcut menus

In several places throughout the program, you can click the right mouse button to view a shortcut menu with common tasks for that particular area.

Shortcut menus are available in the **Schedule**, **Asset**, **Projection**, **Notes** and **Calendar** folders. The main shortcut menu for the **Schedule** folder is shown on the right.



This shortcut menu appears when you right-click a column heading in the Schedule folder and it contains commands that allow you to modify Schedule views.



Using the Tab toolbar

The Tab toolbar contains six tabs — **Schedule**, **Asset**, **Disposal**, **Projection**, **Notes**, and **Calendar**. When you click a tab, the corresponding folder opens.



Important:

You can also use commands on the **View** menu to open a folder.

Selecting a tab and corresponding folder

To view or edit information in one of the six folders, click the tab that corresponds to the folder that you want to use.

The first folder in the Fixed Asset Manager window is the **Schedule** folder. In this folder, assets appear in a tabular list with columns that you can use to select and sort. Totals for each numeric column appear on the **Totals** line.

Tabs at the bottom of the work area allow you to view information for a specific basis (**Federal**, **AMT**, **ACE**, **Book**, **State** and **Other**). For detailed information about customizing the contents of the **Schedule** folder, refer to the section titled “Defining column sets for the Schedule folder” later in this chapter.

Important:

When you go to the **Asset**, **Disposal**, **Projection** or **Notes** folder, you see information about the asset that’s selected in the **Schedule** folder.

Use this folder	For this purpose
Asset	Enter general information about each asset, such as the account number and description, custom groupings and links to tax forms. The bottom half of this folder shows calculations and depreciation criteria, such as the tax system, method and convention.
Disposal	Enter information regarding the sale of an asset.
Projection	Presents projected depreciation calculations for the life of the asset.
Notes	Enter comments about the current asset. You can add a note to each asset.
Calendar	Presents a monthly view of the date each asset was placed in service. Any assets placed in service on a specified day are listed on that calendar date. Assets also appear by their disposition date. Use the Calendar folder to locate and edit assets.

Using the status bar

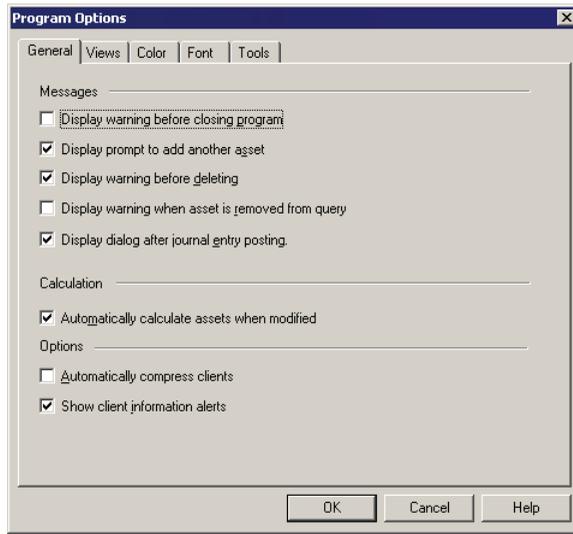
The status bar shows you the basis that you've chosen for the current asset, the total number of assets on the list, and the year-end date of the client. When you select a command on a menu, you can see a description of that command on the status bar.

When you're viewing the **Schedule** folder, the status bar presents information about the current client and selected asset. When you're not viewing the **Schedule** folder, the status bar indicates which asset you are editing and includes other information about the asset. For example, it might tell you to recalculate or save the asset.

Use the **Status Bar** command on the **View** menu to hide or show the status bar.

Selecting program options

To customize your program settings, go to the **Tools** menu and select **Program Options**. When the **Program Options** window appears, the tab that was last viewed is selected. To select options from another section of the **Program Options** window, click the appropriate tab.



Tip:

You can select and clear most options by selecting the check box to the left of the item.

After you select the options that you want, click **OK**. Fixed Asset Manager uses the settings that you selected for the current client's file.

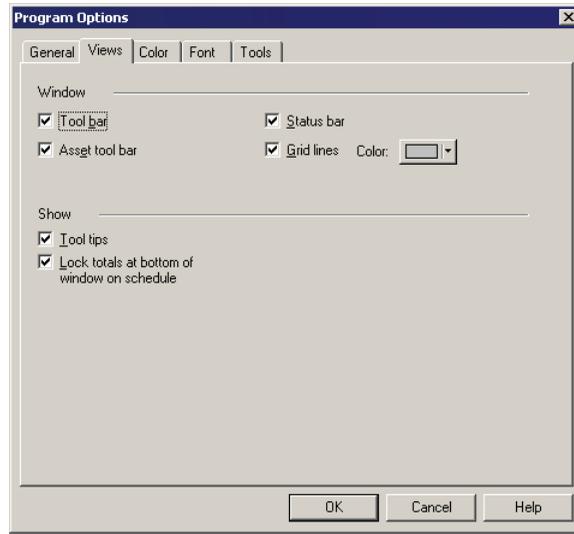
Selecting General options

The following options are available from the **General** tab:

Use this option	To do this
Messages	Select whether you want to receive a message before you add another asset, exit the program, delete an asset or list, make inclusions and exclusions from a query or after you post a journal entry.
Calculation	Select whether you want to calculate assets automatically when you modify them.
Options	Select whether you want to automatically compress clients or show client information alerts.

Customizing the Fixed Asset Manager window

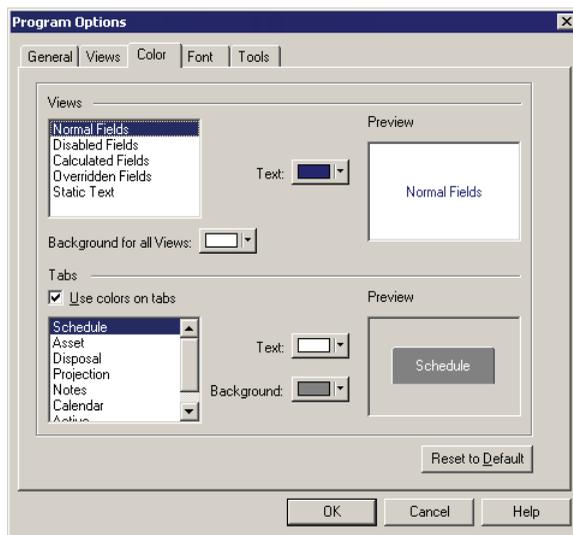
Use the **Views** tab to customize the Fixed Asset Manager window.



Use this option	To do this
Window	Show or hide the toolbar, the asset toolbar, and the status bar. Show or hide grid lines that define rows and columns on the schedule and change their color.
Show	Activate and disable tooltips, which are explanations that appear when you point to a button. Lock or unlock the totals line at the bottom of the Schedule folder.

Selecting text and background colors

Click the **Color** tab to change the text and background colors for various on-screen elements of Fixed Asset Manager:



To change the colors of various Fixed Asset Manager fields:

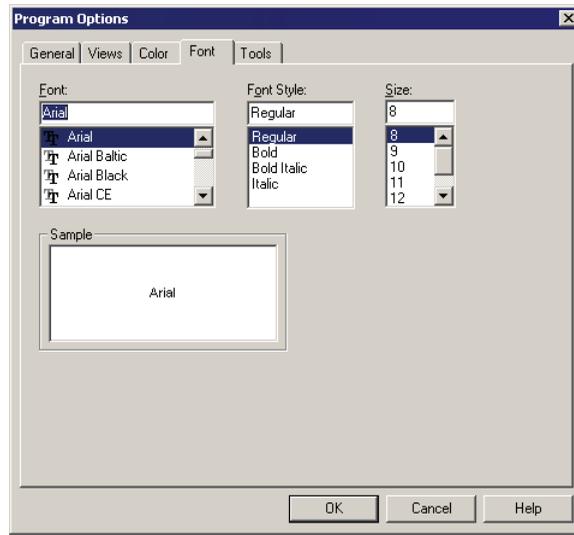
- 1 Select one of the following text items:
 - **Normal fields** — Includes any fields in the folders that do not fit into any of the categories below except the **Schedule** folder.
 - **Disabled fields** — Fields that do not apply to the active asset.
 - **Calculated fields** — Includes current depreciation, unrecovered basis, accumulated depreciation, and any other field that Fixed Asset Manager calculates automatically.
 - **Overridden fields** — Calculated values that you have replaced with manual entries.
 - **Static text** — Descriptive text that you cannot edit including the **Schedule** folder.
- 2 Select a text color and a background color from the list.
- 3 Repeat steps 1 and 2 as needed.

To change the colors of the tabs on the Tab toolbar:

- 1 Click **Use colors on tabs** to activate tab colors.
 - 2 Select a tab.
 - 3 Select a text color and a background color from the list.
 - 4 Repeat steps 2 and 3 as needed.
- To return all items to their default color, click **Reset to Default**.

Changing fonts

Use the **Font** tab to change the font, style and size of the font used to display data.



Use this option	To do this
Font	Select the font that you want to use.
Font Style	Indicate which style of the active font to use. For most fonts, select Regular .
Size	Select the height of the font in points.
Sample	View how your font selections appear.

Selecting a calculator program

Fixed Asset Manager is set up to use the standard Windows calculator. The path to this calculator is:

Windows® XP	C:\WINDOWS\SYSTEM32\CALC.EXE
Windows® Vista	C:\WINDOWS\SYSTEM32\CALC.EXE

The **Tools** tab allows you to use a different calculator while running Fixed Asset Manager.

Selecting QuickBooks asset synchronization options

By default, QuickBooks and Fixed Asset Manager share information while maintaining separate data files in separate locations.

Setting the options to automatic synchronization pulls asset data from QuickBooks's fixed asset item list when Fixed Asset Manager is opened or when a change is made within QuickBooks while Fixed Asset Manager is open, and you switch from QuickBooks back to Fixed Asset Manager.

Fixed Asset Manager allows you to designate how often and when this asset information gets shared.

Important:

Synchronization between Fixed Asset Manager and QuickBooks will be disabled if more than one version of QuickBooks is running on the same workstation at the same time.

To set the asset synchronization options:

- 1 From the **QuickBooks** menu, select **Asset Synchronization Options**.
- 2 Click the **From QuickBooks** tab to make the selections on how you want to update fixed asset items from QuickBooks.
- 3 Click the **To QuickBooks** tab to make the selections on how you want to save asset information to QuickBooks.
- 4 Click **OK** to save your changes.

Defining column sets for the Schedule folder

The **Schedule** folder lists asset information in a series of columns. The information that appears in each column flows from the data fields in the **Asset** or **Disposal** folders.

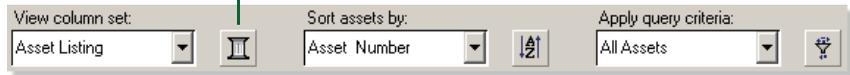
Important:

Some client information can be found only in the **Disposal** folder or in the depreciation reports that you create.

Applying a column set to the Schedule folder

Fixed Asset Manager comes with these standard column sets: **Asset Listing**, **Category Listing** and **Lead Schedule**.

Create or modify column selections button



To view a different column set, make a selection from the **View column set** list on the Asset toolbar.

Creating a custom column set

You can customize the columns that you want to see in the **Schedule** folder, and place columns in the order that you want.

To create a custom column set:



- 1 Click the **Create or modify column selections** button on the Asset toolbar.
- 2 In the **View Options** window, click **New**.
- 3 In the **New Column Set** window, enter the description you want to use for the set, then click **OK**.

The new column set name appears in the **Column Set** list.

- 4 Go to the **Available Columns** list and select the columns you want to include in this column set.

Select a column.

Click **Add>>** to add the column that's selected in the **Available Columns** list to the **Selected Columns** list.

Click **OK** to save and apply this column set.

Click **<<Remove** to remove the selected column from the **Selected Columns** list.

Click **Move Up** and **Move Down** to move the selected column up or down.

Click **Properties** to change column properties.

Tip: Double-click a column to move it from one list to the other.

Copying an existing column set

You can copy an existing column set, change the column selections, then save the column set with a different name.

To copy a column set:

- 1 Click the **Create or modify column selections** button on the Asset toolbar.
- 2 In the **View Options** window, select an existing column set from the list.
- 3 Click the **Copy** button. You'll notice the column set name that you copied appears with a number appended to it, e.g. "Asset Listing(2)."
- 4 Click the **Edit** button to change the description of the column set.

Setting column order

In the **Schedule** folder, columns appear in a specific order. When you create a custom column set, the columns appear from left to right in the **Schedule** folder in the order that you add them to the custom column set.

To adjust the position of a column in a custom column set:

- 1 Click the **Create or modify column selections** button on the Asset toolbar.
- 2 In the **Selected Columns** list of the **View Options** window, select the column you want to reposition.
- 3 Click the **Move Up** or **Move Down** buttons.
- 4 Repeat steps 2 and 3 for each column that needs to be adjusted.
- 5 Click **OK**.

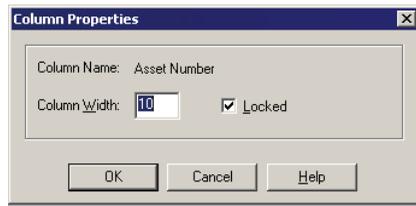
Tip:

You can also change the order of the columns with your mouse using the drag-and-drop method.

Setting column properties

To adjust the width of each column or "lock" the column so it remains in the Fixed Asset Manager window as you scroll across the **Schedule** folder:

- 1 Click the **Create or modify column selections** button on the Asset toolbar.
- 2 In the **Selected Columns** list, select the column you want to change.
- 3 Click **Properties**, then change the width of the column or "lock" the column.



- 4 Click **OK**.

Editing an existing column set

To edit a column set:

- 1 Click the **Create or modify column selections** button on the Asset toolbar.
- 2 In the **Column Set** list, select the column set you want to edit.
- 3 Go to the **Selected Columns** list and make the changes you want.
 - Use **Move Up** or **Move Down** to change the order of the columns.
 - Use **Add** or **Remove** to change the columns in the set.
- 4 Click **OK**.

Deleting a column set

To delete a column set:

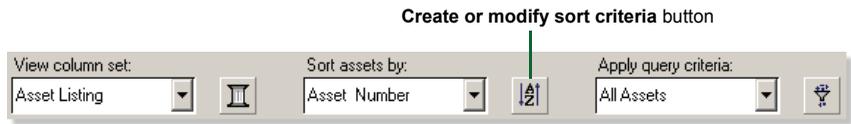
- 1 Click the **Create or modify column selections** button on the Asset toolbar.
- 2 In the **Column Set** list, select the column set you want to delete, then click **Delete**.
- 3 When the confirmation appears, click **Yes**, then click **OK**.

Sorting assets in the Schedule folder

Assets appear in the **Schedule** folder by asset number and in ascending order. You can sort assets differently by changing the sort set, which is a set of criteria used to sort the assets. In addition, you can choose to edit an existing sort set or create a custom sort set.

Selecting a sort set

The standard sort sets are **Asset Number**, **Asset Description**, **Category** and **Date Acquired**.



To use a different sort set, make a selection from the **Sort assets by** list on the Asset toolbar.

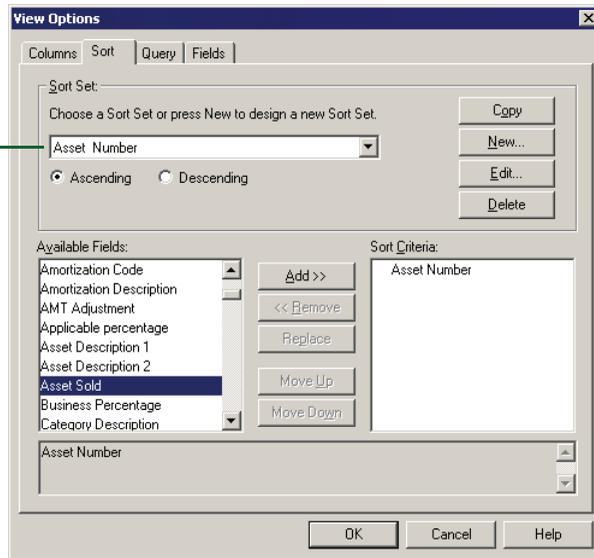
Creating a sort set

To create a new sort order:



- 1 Click the **Create or modify sort criteria** button on the Asset toolbar.
- 2 In the **View Options** window, click the **Sort** tab.
- 3 Click **New**, enter a description for the new sort set, then click **OK**.

The description you entered appears here.



- 4 Choose whether assets appear in ascending or descending order.
- 5 Select a field from the **Available Fields** list, then click **Add**.
- 6 Click **OK** to save and apply this sort order.

Tip: Double-click a field to move it from one list to the other automatically.

Copying an existing sort set

You can copy an existing sort set, change the sort criteria, then save the sort set with a different name.

To copy a sort set:

- 1 Click the **Create or modify sort criteria** button on the Asset toolbar.
- 2 In the **View Options** window, select an existing sort set from the list.
- 3 Click the **Copy** button. You'll notice the sort set name that you copied appears with a number appended to it, e.g. "Asset Number(2)."
- 4 Click the **Edit** button to change the description of the sort set.

Changing the sort order criteria

You can apply a hierarchy to the fields in the **Sort Criteria** list. The first field in the list is the primary sort. Subsequent selections are applied in the order they appear.

To adjust primary and secondary sort criteria:

- 1 Click the **Create or modify sort criteria** button on the Asset toolbar.
- 2 In the **View Options** window, click the **Sort** tab.
- 3 Select a field from the **Sort Criteria** list, then click **Move Up** or **Move Down**.
- 4 Click **OK**.

Editing an existing sort set

To edit a sort set:

- 1 Click the **Create or modify sort criteria** button on the Asset toolbar.
- 2 In the **View Options** window, click the **Sort** tab.
- 3 In the **Sort Set** list, select the sort set you want to edit.
- 4 Go to the **Sort Criteria** list and make the changes that you want.
 - Use **Move Up** or **Move Down** to change the sorting hierarchy of the fields.
 - Use **Add** or **Remove** to change the fields in the sort criteria.
- 5 Click **OK**.

Deleting a sort set

To delete a sort set:

- 1 Click the **Create or modify sort criteria** button on the Asset toolbar.
- 2 In the **View Options** window, click the **Sort** tab.
- 3 In the **Sort Set** list, select the sort set you want to delete, then click **Delete**.
- 4 When the confirmation window appears, click **Yes**, then click **OK**.

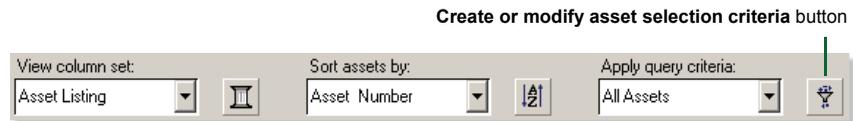
Creating custom queries

This section describes how to create and save queries that you can apply to the fixed asset list. You can view and print subsets of assets based on criteria that you define.

There are two levels of queries — Basic and Advanced.

Selecting a query

The standard query sets are **All Assets**, **All Assets Disposed**, **Assets Disposed in Current Year**, **Assets not Disposed in Current Year**, and **Current Year Assets**.



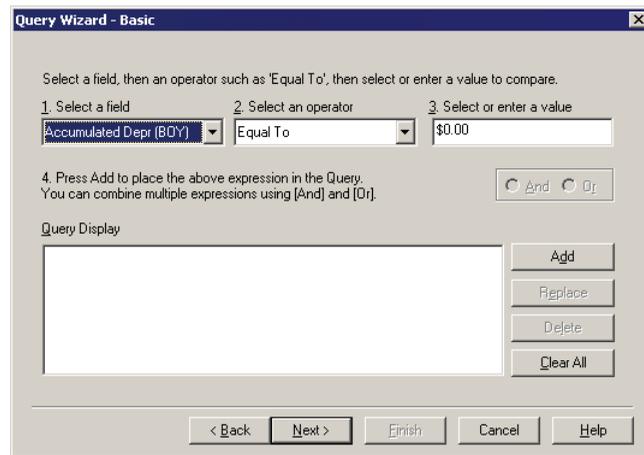
To use a different query, make a selection from the **Apply query criteria** list on the Asset toolbar.

Defining a basic query

To define a basic query using the Query wizard:



- 1 Click the **Create or modify asset selection criteria** button on the Asset toolbar.
- 2 In the **View Options** window, click the **Query** tab, then click **New** to start the Query wizard.
- 3 Select **Basic**, then click **Next**.
- 4 Go to the **Select a field** list and select the first field that you want to use for the query. For a description of each field, refer to the Help topic titled “Understanding field definitions.”

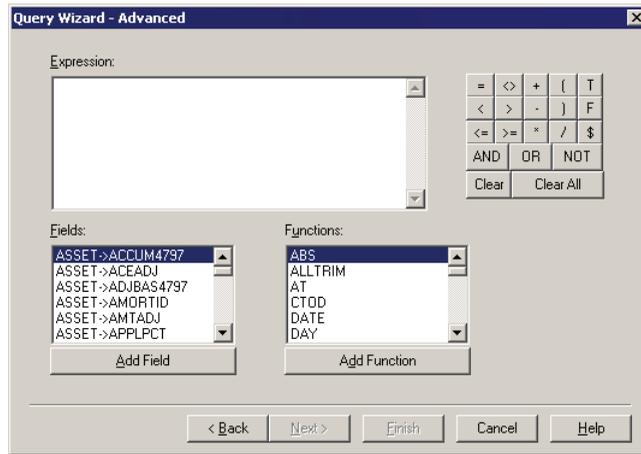


- 5 In the **Select an operator** list, select the type of operation you want to use.
- 6 In the **Select or enter a value** box, type a value that you want to use.
- 7 Click **Add** to add the query to the Query Display list.
- 8 To set more than one condition in the query, select **And** or **Or**, then repeat steps 4 through 7.
- 9 To replace a query line, select it from the Query Display list, then repeat steps 4 through 6 and click **Replace**.
To remove a query line, select it, then click **Delete**.
To remove all the query lines, click **Clear All**.
- 10 When your query is complete, click **Next**.
- 11 Type the name of the new query, then click **Finish**.

Defining an advanced query

To define an advanced query using specific dBase™ functions that you enter:

- 1 Click the **Create or modify asset selection criteria** button on the Asset toolbar.
- 2 In the **View Options** window, click the **Query** tab, then click **New** to start the Query wizard.
- 3 Select **Advanced**, then click **Next**.
- 4 Double-click each field, function or operator that you want to use. Fixed Asset Manager automatically adds selections to the end of the expression. For a description of each field, refer to the Help topics titled “Understanding query functions” and “Understanding query operators.”



- 5 When your query is complete, click **Next**.
- 6 Type the name of the query, then click **Finish**.

Copying an existing query

You can copy an existing query, change the query selections, then save the query with a different name.

To copy a query:

- 1 Click the **Create or modify asset selection criteria** button on the Asset toolbar.
- 2 In the **View Options** window, select an existing query from the list.
- 3 Click the **Copy** button. You'll notice the query name that you copied appears with a number appended to it, e.g. "All Assets Disposed(2)."
- 4 Click **Edit** to open the Query wizard.
- 5 Click **Next** when you have finished with your query selections. You can change the query name in the **Query Wizard - Finish** page.
- 6 Click **Finish** to start the query.

Editing an existing query

To edit an existing query:

- 1 Click the **Create or modify asset selection criteria** button on the Asset toolbar.
- 2 In the **View Options** window, click the **Query** tab.
- 3 Select the query you want to edit, then click **Edit**.

- 4 Add, replace or delete expressions.
- 5 When your query is complete, click **Next**.
- 6 Type the query name, then click **Finish**.

Deleting a query

To delete an existing query:

- 1 Click the **Create or modify asset selection criteria** button on the Asset toolbar.
- 2 In the **View Options** window, click the **Query** tab.
- 3 Select the query you want to delete, then click **Delete**.
- 4 Click **Yes** when the confirmation appears, then click **OK**.

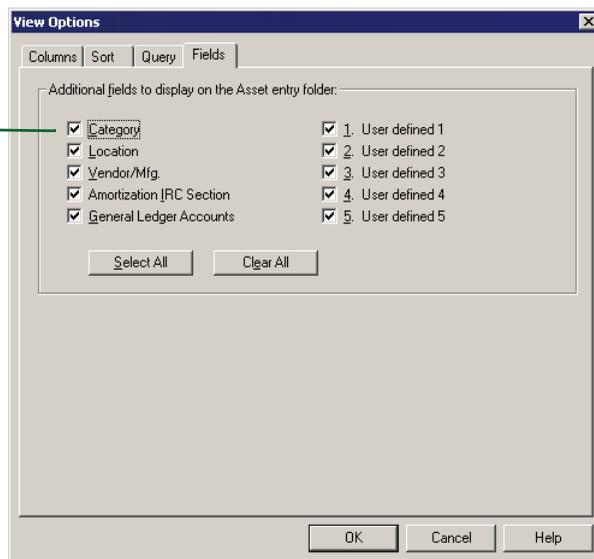
Customizing fields in the Asset folder

You can add or remove fields from the **General Ledger Accounts** section and the **Groups** section of the **Asset** folder.

To add or remove a field in the **Asset** folder:

- 1 From the **View** menu, select **Options**.
- 2 Click the **Fields** tab.

Fields that are currently selected to appear in the **Asset** folder are indicated by the check mark.



- 3 To add or remove a field in the **Asset** folder, select the check box next to the field name to add or remove the check mark.

Tip:

Click your right-mouse button in the **Asset** folder, then select or clear the field that you want to add or remove.

- 4 Click **OK**.

Backing up and copying a client file

To back up a client file to another drive or to a floppy disk:

- 1 From the **File** menu, select **Backup**.
- 2 When the **Backup** window appears, click **Browse** to select the location for the backup file.
- 3 Click **Backup** to continue to back up the Fixed Asset Manager client file.
It is important to remember that these files are separate from the QuickBooks clients files, and that both should be backed up regularly.

Important:

Because of the link between QuickBooks client files and Fixed Asset Manager client files, you should always use the backup and restore functions and not other means to manipulate or copy client files.

Important:

You cannot restore a backup from a previous version.

If you do not have a current backup to restore, you can run the Transfer Client routine again for this client.

To restore a previous version backup, you must install that version of Fixed Asset Manager and restore the backup. After you do that, run the Transfer Client routine in the current version of Fixed Asset Manager to transfer the fixed assets to the current tax year.

To restore a previously backed up client:

- 1 From the **File** menu, select **Restore**.
- 2 When the **Restore** window appears, click **Browse** to select the location of your backed up client file.
- 3 Click **Restore** to continue to restore the Fixed Asset Manager client file.

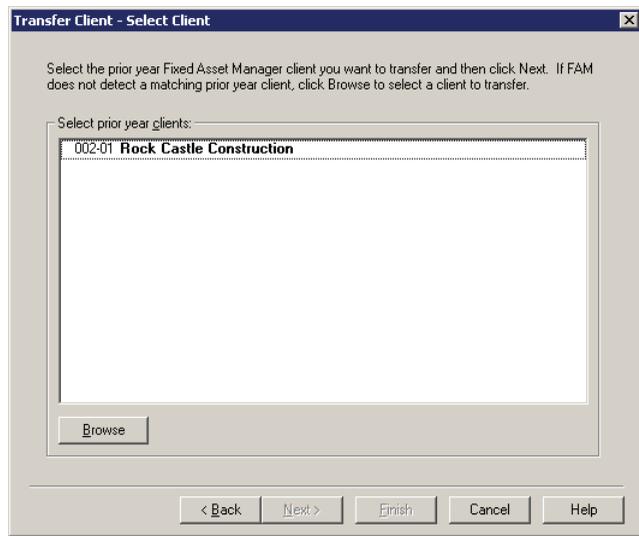
Transferring Data and Importing Asset Information

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Transferring information from prior-year client files

To transfer information from client files for the prior-year version of QuickBooks Fixed Asset Manager or ProSeries Fixed Asset Manager into this year's version of Fixed Asset Manager, take the following steps:

- 1 From the **File** menu, select **Transfer Client**.
- 2 Read the information in the **Introduction** page, then click **Next**.
- 3 Select the client file you want to transfer and click **Next**.



- 4 In the **Calculation Options** page, first choose whether to prepare transferred client files for next year.

If you select **No - Do not update these clients** here...

...these options are available for you to select a calculation option.

Transfer - Calculation Options

Do you want to prepare the client(s) for the next year?

No - Do not update these clients

Yes - I want to close the current year for these clients

Select a calculation option

Do not recalculate assets

Recalculate assets and exclude prior depreciation values

Recalculate assets and include prior depreciation values that are zero

Recalculate assets and all prior depreciation values

1. Select whether you want to prepare the client(s) for the next year during the transfer.

2. If you do not prepare the client(s) for the next year, select a calculation option to be performed on each of the transferred clients.

< Back Next > Finish Cancel Help

If you choose not to prepare the client files for next year, you can choose:

- Do not recalculate assets
- Recalculate assets and exclude any prior depreciation values
- Recalculate assets and include prior depreciation values that are zero
- Recalculate assets and all prior depreciation values

5 When you finish making selections, click **Next**.

Important:

All 1120 clients for 1998 or later — If the **Qualifying Small Corporations** page appears, indicate whether each client file currently qualifies, no longer qualifies, or never qualified for the Small Corporation exemption from Alternative Minimum Tax.

6 Select the appropriate Asset Synchronization - From QuickBooks options. Click **Next** to continue.

7 Select how you want the fixed asset information to be saved to QuickBooks by choosing the appropriate Asset Synchronization - To QuickBooks options. Click **Next** to continue.

8 In the **Summary** page, review your transfer selections, then click **Finish**. A **Transferring...** window appears while the program transfers your client files.

9 At the conclusion of the transfer procedure, you are asked if you want to view an exception log that identifies any errors that occurred. Click **Yes**.

10 Review the information in the **Exception Log** window.

11 Click **OK**.

Importing asset data from Comma Separated Value files

You can import depreciation information from another fixed asset management program into a Fixed Asset Manager client file if the other fixed asset management program can save asset data to a Comma Separated Value (CSV) format file. CSV format, which is recognized by most word processing and spreadsheet applications, uses the .csv file name extension.

Tip:

If the other fixed asset management program can't save to a file in CSV format but can save to a file in a format that is readable by Microsoft Excel, save the asset data to a file in the format that is readable by Excel, open that file in Excel, then save the asset data in CSV format.

Preparing a CSV format file

The imported CSV file must be in a format that is usable to Fixed Asset Manager. Use these guidelines to prepare your client file for importing:

- A single CSV file can represent only one client's data. (In other words, there must be one CSV file for each client).
- Each row of data can represent only one asset. Each column must contain the same type of data. (For example, the asset names should be in the same column).
- Each row of client data must have the same number of columns.
- The file can have column headings.
- While there can be blank rows at the beginning of the file, after the first row of client data is defined, there can't be any more rows without client data.
- Although commas must separate all values, the individual values in the record can be enclosed with double quotes.

Tip:

To verify that a file is correctly formatted, first open it in Microsoft Excel.

Importing asset data from a CSV format file

Before importing asset data from another depreciation program, make sure that you've set up a Fixed Asset Manager file to receive the imported data. The Fixed Asset Manager file must have the same characteristics (such as, tax return type and fiscal year dates) as the file from which you're importing asset data.

Important:

If you don't import prior depreciation or current depreciation (or both), Fixed Asset Manager calculates depreciation for you. If you do import prior or current depreciation (or both), then you recalculate depreciation after importing, prior and current depreciation amounts may change.

To import asset data from a CSV format file into a Fixed Asset Manager client file:

- 1 From the **File** menu, select **Import**, then select **Comma Separated (CSV)**.
- 2 Read the instructions in the **Welcome** page, then click **Next**.
- 3 In the **Select File** page, type the full path for the .csv file that you want or click the **Browse** button to search for the .csv file.
- 4 Click **Next**.
- 5 Select an import template option.

Tip:

An **import template** tells Fixed Asset Manager how the data in a file is organized. After you set up an import template, you can use it to import other files in the same format. Templates are transferred automatically when you install a new version of Fixed Asset Manager.

- If you're importing asset data for the first time or if you want to create a new import template from scratch, select **Create Template**, then click **Next**.
- If you want to use a template that has the same layout (such as the same number of columns and the same column order) as the CSV format file, select **Use Existing Template**, then click **Finish**.
- If you want to modify a template that you created for CSV format files, select **Edit Existing Template**, then click **Next**.

Important:

Don't select the Fixed Asset Manager sample CSV template.

- 6 If your client's CSV file tracks **AMT**, **ACE**, **Book**, **State** or **Other** bases and you want to import them, select those bases.

Note the following:

- **Federal** is always selected because you always must classify assets for federal depreciation bases.
- You can't clear the **Federal** basis selection.

Important:

Make sure that you analyze the client file carefully. You'll want to select only the depreciation bases that are in the CSV file and that you want to import. You can add other bases to the client file after the data is entered in Fixed Asset Manager.

- 7 When you finish making selections, click **Next**.
- 8 Read the instructions in the **Column Heading and Row Selection** page carefully.

- 9 If your client's CSV file has column headings at the top of the file, select **Yes** under **Does your CSV file contain column headings?**

When you select this option, you'll notice that the client data in the first row becomes your new column headings. If the column headings begin on a different row, specify the row number in the box that appears next to the **Yes - The headings are on row** option.

If the client data begins on a row other than the row indicated in the box for the **Yes - The headings are on row** option, specify the row number in the **On which row does your asset data begin?** box.

- 10 When you finish making selections, click **Next**.
- 11 Read the instructions in the **Defining Your Import Template** page carefully. Map data fields in the CSV format file to corresponding data fields in the Fixed Asset Manager client file.

Starting with the first column in the **Fixed Asset Manager Fields** section, click the list box to view the available Fixed Asset Manager fields. Select the field to which you want to map the data field in the CSV format file.

Important:

You must make a selection for all **Required** Fixed Asset Manager fields and any other fields that you want to import. Make sure that you examine the entire list when making a selection. If you're not sure how to map fields, refer to the section titled "Mapping fields from an export file to Fixed Asset Manager" later in this chapter before you continue.

Some asset fields in the client's data may relate to more than one field in Fixed Asset Manager. For example, the data may have a field that includes information about both Method and Convention, which are two separate fields in Fixed Asset Manager. If you need to map data to multiple fields, complete step 12 through step 14. Otherwise, go directly to step 15.

- 12 In the pick list for the column, click **<Multiple Fields>**.
- 13 In the **Select Multiple Fields** page, select the applicable fields for the column that you're mapping.
For example, for **Method/Convention**, select **(Federal) Convention** and **(Federal) Method**.
- 14 When you finish making selections, click **OK**.
- 15 Continue mapping the remaining columns to Fixed Asset Manager in the **Defining Your Import Template** page.
If you have a column that can't be mapped, or a column that you don't want to import, and the column is not a required field for Fixed Asset Manager, select **Don't Import**.

To learn more about mapping client data to multiple Fixed Asset Manager fields, refer to the section titled "Mapping a single CSV field to multiple Fixed Asset Manager fields" later in this chapter.

Important:

You must map CSV data to all required Fixed Asset Manager fields in the import template.

- 16 When you finish mapping CSV data to Fixed Asset Manager fields, click **Next**.
- 17 In the **Define Method (Federal)** page, go to the **(Federal) Method** column, then click the list box and select the federal method of depreciation for each row. Each row in the **Method** column represents a unique combination of data from the CSV file.

If you selected additional bases on the **Select Bases** page in step 6, Fixed Asset Manager displays the **Define Method** page for each basis that you selected.
- 18 When you finish making selections, click **Next**.
- 19 The **Define Convention** page appears if you mapped the **Convention** field in the **Defining Your Import Template** page in step 11. Go to the **Convention** section, then click the list box and select the convention for each row. Each row represents a unique combination of data from the CSV file.
- 20 When you finish making selections, click **Next**.
- 21 In the **Finished** page, type a name for the import template, click **Save**, then click **Finish** to begin importing the client's asset data.
- 22 When Fixed Asset Manager finishes importing the client's asset data, review the exception log so you are aware of any exceptions that Fixed Asset Manager recorded, and carefully review the imported data for accuracy.

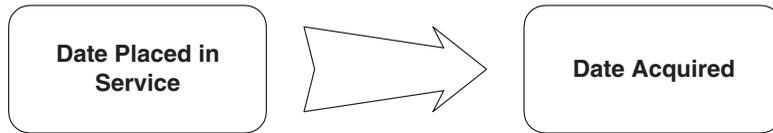
Tip:

You can use the import template that you created for other client CSV format files that have a similar layout (such as the same number of columns and the same column order).

Mapping fields from an export file to Fixed Asset Manager

Previous sections of this chapter discussed the steps you need to take during the import procedure to map asset fields from an export file created by another program into Fixed Asset Manager. This section describes the concept of mapping in more detail.

Mapping is the process of correlating asset information from one program to another program. For example, you may need to map a data field in an asset depreciation program that contains date placed in service information to a similar field (such as date acquired) in another depreciation program.



When importing a client’s asset data into Fixed Asset Manager, first map corresponding asset fields from the export file to fields available in Fixed Asset Manager. During the import procedure, you’ll create an import template, which is a special file containing mapping information that you can reuse to import asset data from export files for other clients.

When applying depreciation methods, note that some depreciation programs define federal depreciation methods by using asset types (such as Real Property, Luxury Automobile, Listed Property, etc.) to define the required method of depreciation. Fixed Asset Manager combines statutory asset types that can exist as a separate field in other depreciation programs with Fixed Asset Manager’s federal depreciation methods.

Fixed Asset Manager calculates the method and convention fields for AMT and ACE bases. For ACRS and MACRS assets, Fixed Asset Manager also calculates the Section 179 deduction from the federal basis and disables salvage value. Fixed Asset Manager selects the appropriate AMT and ACE recovery period if they have not been mapped.

You must map fields in each client’s export file to the following five fields in Fixed Asset Manager:

- Asset Description
- Date Acquired
- Cost
- Method
- Life

If AMT, ACE, Book, State or Other bases exist in your Fixed Asset Manager client file but have not been mapped in your template, Fixed Asset Manager sets Date Acquired and Cost for these bases to the federal bases, and sets Method to the client template default value.

Important:

Fixed Asset Manager allows you to map the ID or the description for the following fields:

- Category
- Location
- Vendor/Manufacturer
- Amortization
- User Defined 1 through 5

If you map both the ID and the description in Fixed Asset Manager, only the description of the field is imported.

Mapping field types

You can map three types of fields for a client's asset data in Fixed Asset Manager:

- Fields that can have a one-to-one correspondence and that require data entry (such as Asset Description 1, Cost and Life)
- Fields for which the valid entries are included on a pre-defined list (such as Method, Convention and Switch to S/L)
- Fields for which the valid entries are included on a list that you define (such as Category, Location, Vendor, Amortization Code and User Defined Fields 1-5)

To translate the various methods or conventions, or to determine whether a declining balance method asset switches to straight-line, you may be required to map a field (in other words, a column) in the client's asset data to more than one field in Fixed Asset Manager. You may also be required to map a field in the client's asset data more than once.

In Fixed Asset Manager, the Method, Convention, Switch to Straight-Line, and Disposition Property Type fields each contain a list of values or items. When you map multiple fields in a client's asset data to these fields, the Import wizard creates a list of unique combinations of items in the data consisting of multiple fields mapped to one Fixed Asset Manager field. You must select the list item for each Fixed Asset Manager field that most closely represents the Method, Convention, and so on that is coming from the client's asset data.

To import your clients' asset data, use the Fixed Asset Manager Import Wizard. For information about how to use the Import wizard, refer to the section titled "Importing asset data from Comma Separated Value files" on page 36, or "Mapping fields from an export file to Fixed Asset Manager" on page 39.

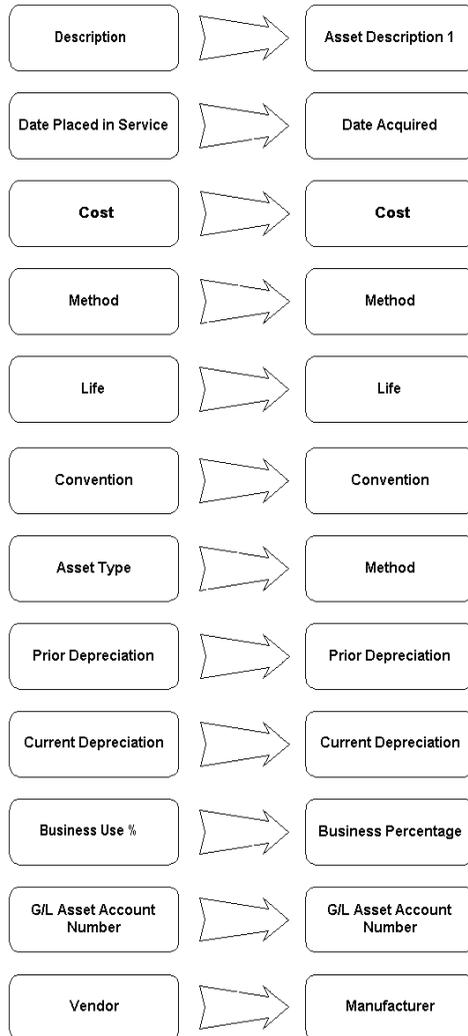
Mapping examples

As a simple example, assume that you are mapping a Comma Separated Value (CSV) data file and that the file was exported from a depreciation program that uses an asset field named **Date Placed in Service**. There isn't a field named **Date Placed in Service** in Fixed Asset Manager, but there is a field named **Date Acquired**. In this case, you would map the **Date Placed In Service** field in the client's export file to the **Date Acquired** field in Fixed Asset Manager.

As you map a client's data, you may find other asset fields in the client's export file that are correlated (mapped) to Fixed Asset Manager's asset fields. For example:

- Convention
- Asset Type
- Prior Depreciation
- Current Depreciation
- Business Use Percentage
- G/L Asset Account Number
- Vendor/Manufacturer

Example of mapping data from an imported client data file to Fixed Asset Manager



A more complicated example is an asset field named **Type** that identifies the type of depreciation treatment prescribed for a given asset. Among the values in the **Type** field in the CSV data file you are importing is a code of **RP**, which identifies a real property asset in the **Type** field.

In defining your import template, you would map the **Type** field from the CSV format file to the **Method** field in Fixed Asset Manager. (Note that **Method** is a required field in Fixed Asset Manager.) This mapping would define the Fixed Asset Manager federal depreciation method for real property.

Mapping multiple CSV fields to one Fixed Asset Manager field

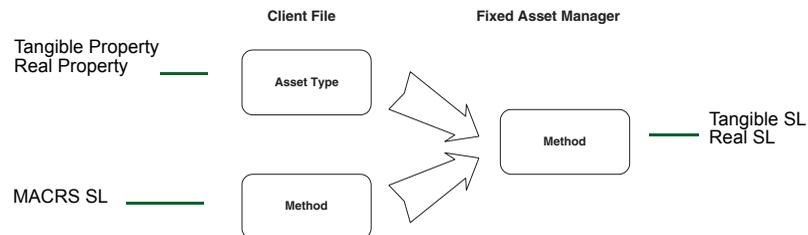
When you are mapping several fields from a CSV format file to only one field in Fixed Asset Manager, you may encounter a situation like the following:

- The CSV format file from which you are importing asset data contains fields named **Asset Type** and **Method** that identify the federal method for each asset in the CSV format file.

You already know that the CSV format file contains the following two ACRS depreciable real assets: Personal Tangible Property (TANG) and Real Property (REAL).

In this case, you must correctly define the federal depreciation method for each of these MACRS assets, because the **Asset Type** and **Method** fields in the CSV format file do not distinguish between MACRS Personal Tangible Property and MACRS Real Property.

If both Personal Tangible Property and Real Property are required to be depreciated using the MACRS Straight-line method, you must map the **Asset Type** and **Method** fields in your CSV data file to Fixed Asset Manager's **Method (Federal)** field.



Mapping a single CSV field to multiple Fixed Asset Manager fields

Let's assume the depreciation program that the CSV format file was exported from uses a field called **Method/Convention** to define an asset's federal depreciation method and convention. Among the values in the **Method/Convention** field in the CSV data file is a code of **ADMM**. This code identifies the federal depreciation method as MACRS Alternate Depreciation System (MACRS ADS) and the federal MACRS convention as mid-month.

In defining your import template, you must map the **Method/Convention** field from the CSV format file to the **Method** and **Convention** fields in Fixed Asset Manager. This defines the Fixed Asset Manager federal depreciation method and convention for a MACRS asset being depreciated under the Alternate Depreciation System (ADS) using a mid-month convention.

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Tracking depreciation

Depreciation is a method of tracking the decline of an asset's value for accounting and tax purposes. When using depreciation for accounting purposes, you can express it as the cost of an asset versus income over a period of time. At the end of an asset's life, the sum of depreciation for previous years equals its cost minus any salvage value.

When depreciating assets for tax purposes, you can define depreciation as the decline of an item's market value over the course of its life. Businesses may expense a portion of the asset's cost each year for the use of the asset.

A fixed asset is any piece of equipment or property used by a business that has a life of at least one year. It must be in a fully assembled or otherwise usable condition and must also be considered an item that is subject to wear and tear.

This chapter shows you how to add assets to your clients file in Fixed Asset Manager. It also shows you how to manage assets in Fixed Asset Manager, including tracking depreciation, synchronizing with QuickBooks and the sale of assets.

Updating assets from QuickBooks

If you have set Fixed Asset Manager synchronization options to manual, you can use the **Update Assets from QuickBooks** selection to bring any changed items from QuickBooks into Fixed Asset Manager. You can also use this to force synchronization if you have the options set to automatic.

Important:

Synchronization options in Fixed Asset Manager will be disabled if more than one version of QuickBooks is running on the same workstation at the same time. Close all other versions of QuickBooks that may be open before updating assets from QuickBooks.

- 1 From the **QuickBooks** menu, select **Update Assets from QuickBooks**.
- 2 Make your selection for which type of asset you would like to update.
- 3 Click **OK**.

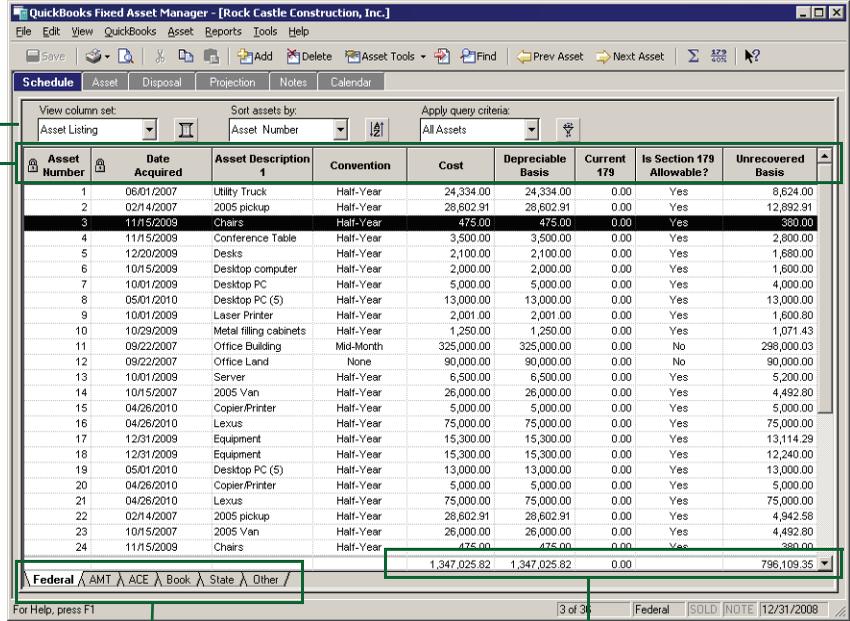
You can also designate that synchronization occur automatically when opening Fixed Asset Manager. This is the recommended setting.

Using the Schedule folder to view a client's assets

When you open a client file, the **Schedule** folder lists the client's assets in ascending order according to asset number.

To change the column set, asset sort set or query criteria, use the Asset toolbar.

Use the mouse to resize columns and to drag and drop a column in a different position.



To view amounts for any basis supported in the client's file, click the applicable tab.

This is the total line.

You can change the asset list and the columns in the **Schedule** folder using the **View Column Set**, **Sort Assets By** and **Apply Query Criteria** controls on the Asset toolbar. For more information on using these tools, refer to Chapter 2, "Starting and Setting Up Fixed Asset Manager."

Tip: If an asset doesn't appear in the **Schedule** folder, check the query selection on the Asset toolbar. If the asset falls outside the current query, it won't appear in the **Schedule** folder.

To view amounts for any basis supported in a client's file, click the corresponding tab at the bottom of the window.

Tip: The **Total** line shows the accumulated values of each numerical column. You can leave the total line at the bottom of the asset list or you can lock it in place at the bottom of the screen. For more information about this option, refer to Chapter 2, "Starting and Setting Up Fixed Asset Manager."

If you want to increase or decrease the magnification of the contents of the **Schedule** folder, go to the **View** menu, select **Magnify**, then select the magnification percentage that you want. (The default selection is 100%.) The percentage you select remains in effect until you select a different percentage.

To change the column width so all columns appear in the Schedule folder without scrolling, go to the **View** menu and select **Resize all columns**.

Disposing multiple assets at once

Fixed Asset Manager allows you to dispose of more than one asset at one time. To do this, you'll use the Fixed Asset Manager Dispose Multiple Assets wizard:

- 1 Select the assets you want to dispose of in the Schedule folder. Use the **Ctrl** key on the keyboard and the left mouse button to select the assets.
- 2 From the **Asset** menu, select **Dispose Assets**.
- 3 In the **Dispose Multiple Assets** window, enter the **Disposition date for all assets** being disposed. Fixed Asset Manager uses the last day of the client year as the default. Enter the complete month, day and year of the disposition. This date affects the amount of depreciation calculated for the current year and how the gain is treated on the client's tax return.
Also, enter a **Sale Description for all assets** using up to 50 letters or numbers. You do not have to choose a unique description. Fixed Asset Manager reminds you if the Sales Description has been used before in the client file. When you are finished with your entries, click **Next**.
- 4 Use the **Property Type** window to indicate where the information for this disposal should print on the Form 4797 Tax Worksheets and where it should be reported on Form 4797, Sales of Property in the ProSeries Tax client. Click **Next**.
- 5 Use the **Allocation Method for Disposition Amounts** window to select either **Use the same amounts for all assets** or **Allocation amounts using the basis** (Federal, AMT, ACE, Book, State, Other) and either **Cost** or **Remaining Basis**, then click **Next**.
- 6 In the following series of wizard screens, enter the amount in the **Total for all assets** box. You'll notice that Fixed Asset Manager automatically allocates the percent and amount to each asset for each of these wizard screens:
 - **Allocate Sales Price**
 - **Allocate Sales Expense**
 - **Allocate ITC Taken**
 - **Allocate Disposition Basis**

Make sure you enter the total amount for all assets, then if necessary, modify the percent or amount to allocate to individual assets. You must allocate 100% of the total. As you change the amount or percent for individual assets, any unallocated amount is reflected in the “Unallocated:” line. The “Unallocated” amount can be allocated evenly between all assets by entering **0.00** in the “Unallocated:” line.

7 In the **Summary** page, a summary table of the assets that you selected to dispose appears. Review the table carefully. You can use your mouse to resize any columns of information that are too narrow. Click **Back** if you want to go back and edit a selection, otherwise, click **Finish**.

Tip:

If you want to remove all disposition information from selected assets in the **Schedule** folder, select **Undispose Assets** from the **Asset** menu.

Splitting an asset into two or more assets

You can create two or more assets from one existing asset in Fixed Asset Manager. When you dispose of an asset, you may have a need to perform a partial disposition where you must first divide the asset into two or more new assets, then dispose of one or more of the new assets.

To split an asset, select the asset in the **Schedule** folder, then go to the **Asset** menu and select **Split Asset**.

In the **Split Asset** window, you’ll select the number of new assets you want to create, then adjust the amounts or percentages for each asset. If you want to allocate amounts evenly, enter **0.00** in the Unallocated field.

The screenshot shows a dialog box titled "Split asset: Office Land". It contains a table with three columns: "Original Asset Cost", "Percent", and "Cost". The table has four rows: "Original Asset Cost" (100.00, 90,000.00), "Unallocated:" (0.00, 0.00), "(1) Office Land" (50.00, 45,000.00), and "(2) Office Land" (50.00, 45,000.00). A green arrow points from the text box "Enter 0.00 in Unallocated to allocate amounts to all assets equally" to the "Unallocated:" row in the table.

	Percent	Cost
Original Asset Cost:	100.00	90,000.00
Unallocated:	0.00	0.00
(1) Office Land	50.00	45,000.00
(2) Office Land	50.00	45,000.00

When you click **OK**, Fixed Asset Manager copies the fields that are entered on the Asset and Basis detail panes to the new assets. There is an exception for the dollar amounts that are allocated to each asset using the percentage you assign to the asset in the **Percent** column.

The fields that are allocated using the percentages you specify are:

- Cost or basis
- Section 179 deduction
- Special Depreciation Allowance
- ITC basis reduction
- Other deductions
- Salvage value
- Prior depreciation

Changing multiple groupings and accounts

Use the **Assign Grouping to Asset...** and the **Assign G/L Accounts to Assets...** commands on the **Asset** menu to set the Groupings and Accounts for a number of assets at once. You'll select the assets you want to modify in the **Schedule** folder.

Important:

This powerful feature enables you to modify asset information in any or all assets at one time. If you are modifying a large number of assets at once, you may want to **back up the client file before proceeding**.

To change groupings:

- 1 While in the **Schedule** folder, select the assets you would like to group.
- 2 From the **Asset** menu, select **Assign Groups to Assets**.
- 3 You can select one or multiple groupings to assign to the assets.
- 4 Click **OK**.

To change accounts:

- 1 Select the assets to which you would like to apply an account
- 2 From the **Asset** menu, select **Assign G/L Assets to Accounts**.
- 3 Assign an Asset Account, Depreciation/Amortization Account and Depreciation/Amortization Expense accounts.
- 4 Click **OK**.

Changing the Tax Form link for multiple assets

You can change the tax form link for several assets at once which can save you a lot of time if you use the Tax Worksheets or export assets to ProSeries, or both.

To change a form link:

- 1 Select the assets you want to change in the **Schedule** folder.
- 2 From the **Asset** menu, select **Apply Form Link**.
- 3 In the **Apply Form Link to selected asset(s)** window, select a form in the **Choose a form to apply to the selected asset(s)** list.
If you want to remove a Form Link from all the assets you have selected, select **Not Linked**.
- 4 Click **OK**.

The **Apply Form Link** option is only available when you are in the **Schedule** folder and you have selected one or more assets.

Setting the property name

If the form you select is a multiple-copy form, you can also set the property name in the assets that you selected in the **Schedule** folder.

If you want to do this	Do this
Change the Form Link but do not want to change the property name	Choose (Do not modify) from the Property Name box
Remove the existing property name from the selected assets	Choose (No Entry) from the Property Name box
Add a property name to the list	Click the Add a Property Name button
Change the property name for all the assets selected in the Schedule without changing the form link	Use the Apply Groupings and Accounts wizard or change the Form Link and the Property Name

When you click **OK**, Fixed Asset Manager applies the **Form Link** and **Property Name** to the selected assets. If the Schedule is sorted or filtered using either the Form Link or Property Name, the assets you selected can appear in a different position in the Schedule, or may not appear in the Schedule at all.

Adding an asset to a client file

To add an asset:

- 1 Go to the **Asset** menu and select **Add Asset**.
Fixed Asset Manager opens the **Asset** folder (if it isn't already open).

- 2 Enter general information about the asset in the Asset Detail (upper) section of the **Asset** folder, using the **Tab** key or the mouse to move from field to field.

Tip: To move from field to field within a section, press **Tab** or **Enter** to move forward, and press **Shift+Tab** to move back.

You must include an asset number for the asset. While not required, you should enter an asset description here, also.

- 3 Click the Basis Detail (lower) section of the **Asset** folder, then enter all relevant basis information for the asset.

In the Basis Detail section of the **Asset** folder, you make decisions about the active asset for each supported basis. Current-year depreciation and remaining basis appear at the bottom of this section of the **Asset** folder. For a description of each field in the **Asset** folder, refer to the section titled “Entering asset information in the Asset folder” later in this chapter.

Tip: Use the **Alt+3** keyboard shortcut to move from the Asset Detail section to the Basis Detail section. Use the **Alt+2** keyboard shortcut to move from the Basis Detail section to the Asset Detail section.

- 4 When you finish entering information about the asset, go to the **File** menu and select **Save**.

Tip: You record the sale of assets in the **Disposal** folder and add preparation notes in the **Notes** folder.

Editing asset information in a client file

To edit the information:

- 1 Go to the **Schedule** folder.
- 2 Select the line for the asset in the **Schedule** folder, then click the **Asset** tab to open the **Asset** folder.

Tip: Double-click the line for the asset in the **Schedule** folder to open the **Asset** folder quickly.

- 3 Click the first field that you want to edit, then correct the information.
- 4 Repeat this process for each additional field that you want to edit.

- 5 When you finish editing the information for the asset, go to the **File** menu and select **Save**.

Saving assets to QuickBooks

Use this method to transfer and update any changed asset items from Fixed Asset Manager to the Fixed Asset Item list in QuickBooks. If the Fixed Asset Manager synchronization options are set to Manual, you must use this method to update any asset items from Fixed Asset Manager to QuickBooks. You can also use this method to force synchronization if you have the synchronization options set to perform automatically.

Important:

Synchronization options in Fixed Asset Manager will be disabled if more than one version of QuickBooks is running on the same workstation at the same time. Close all other versions of QuickBooks that may be open before updating assets from QuickBooks.

- 1 From the **QuickBooks** menu, select **Save Assets to QuickBooks**. If this selection is unavailable (grayed out), you need to assign accounts to the selected asset.
- 2 Make your selection for the type of asset you want to update.
- 3 Click **OK**.

Entering asset information in the Asset folder

To work in the **Asset** folder, click the **Asset** tab below the toolbar.

Entering general information

Use the Asset Detail (upper) section of the **Asset** folder to enter general information for the active asset, including any classification fields.

This is the Asset Detail section of the **Asset** folder.

Click here then drag to adjust the size of the top and bottom sections.

	Federal	AMT	ACE	Book	State
Date placed in service	06/01/2007	06/01/2007	06/01/2007	06/01/2007	06/01/2007
Cost or basis	24,334.00	24,334.00	24,334.00	24,334.00	24,334.00
Tax system	MACRS	MACRS	MACRS	MACRS	MACRS
Depreciation method	200% AUTO	150% AUTO	POST 93 AUTO	200% DB	200% DB
Recovery period (YY/MM)	05/00	05/00	05/00	05/00	05/00
Convention	Half-Year	Half-Year	Half-Year	Act-Days	Act-Days
Section 179 deduction	0.00	0.00	0.00	0.00	0.00
Qualified for Special Depr. Allowance (Check both to elect 30% if post- 5/5/03)	<input type="checkbox"/> 30% <input type="checkbox"/> 50%				
Special Depr. Allowance	0.00	0.00	0.00	0.00	0.00
Other deductions	0.00	0.00	0.00	0.00	0.00
Salvage value	0.00	0.00	0.00	0.00	0.00
ITC basis reduction	0.00	0.00	0.00	0.00	0.00

Use these scrollbars to move up and down within each section.

The following table describes each field in the Asset Detail section of the **Asset** folder:

Field	Description
Asset number	Any unique combination of up to ten letters and numbers. By default, the next sequential number appears. You can accept this value or change it.
Asset description (lines 1 and 2)	You can use up to 50 letters, numbers and spaces on each line to describe the asset. Because the asset description is frequently used on reports, you may want to use a short report name on line 1 and a more detailed reference name on line 2.
Purchase order number	If a purchase order was used for this asset, enter it here for reporting purposes and to cross-reference it with accounts payable.
Warranty expires	Enter the termination date of any warranties associated with this asset. Use this information when you print identification labels and as a quick reference.
Serial number	Enter the serial number of the asset. You can use this information as a quick reference if service is needed, and as a cross-reference with inventory.

Field	Description
Personal property return?	If this is a personal property return, you can see the active asset on the Personal Property Schedule by Year Acquired report by selecting this check box.
New?	Indicate whether the asset was purchased new or used.
Link to Federal Form	If you are using the tax worksheets or ProSeries products to prepare a client's tax return and you want to link an asset to a particular form in the return, you can do so here. If you import assets from other fixed asset management programs, or create new assets for non-1040 clients, Fixed Asset Manager sets the form link to the main activity automatically. If the form you select maintains separate properties, you can indicate the property name. Enter the name exactly as it appears on all multiple-copy forms, e.g. Schedule E worksheet, Schedule C, Schedule F, Form 2106, Form 4835, Schedule K-1 Worksheet (Partnership), Form 8825 Worksheet, Form 8825 Rental Real Estate Income and Expenses of a Partnership or an S Corporation.
General Ledger Accounts	For reporting purposes, assign accounts from the client's general ledger to the asset here. For each asset, you can track an Asset account, an Accumulated Depreciation/Amortization account and a Depreciation/Amortization Expense account. Enter the account numbers or choose from the list if you've already created a list of accounts. Each time you enter a unique account number, that number is added to the account list for future use.
Category	Use groupings to organize the asset list in reports. Enter the grouping to which an asset belongs, or choose one from the list.
Location	If the client maintains assets at several offices, use the Location field to sort assets by office.
Vendor/mfg.	Use the vendor to organize and sort assets by vendor. Enter the vendor or choose a vendor from the list.
Amortization/IRC Section	Enter the Internal Revenue Code section number, Treasury regulation or appropriate state law on this line.
User defined fields 1-5	User-defined fields allow you to create specialized groupings or sub-categories for the assets. You can use these groupings for sorting and reporting. Enter a value for each user-defined field.

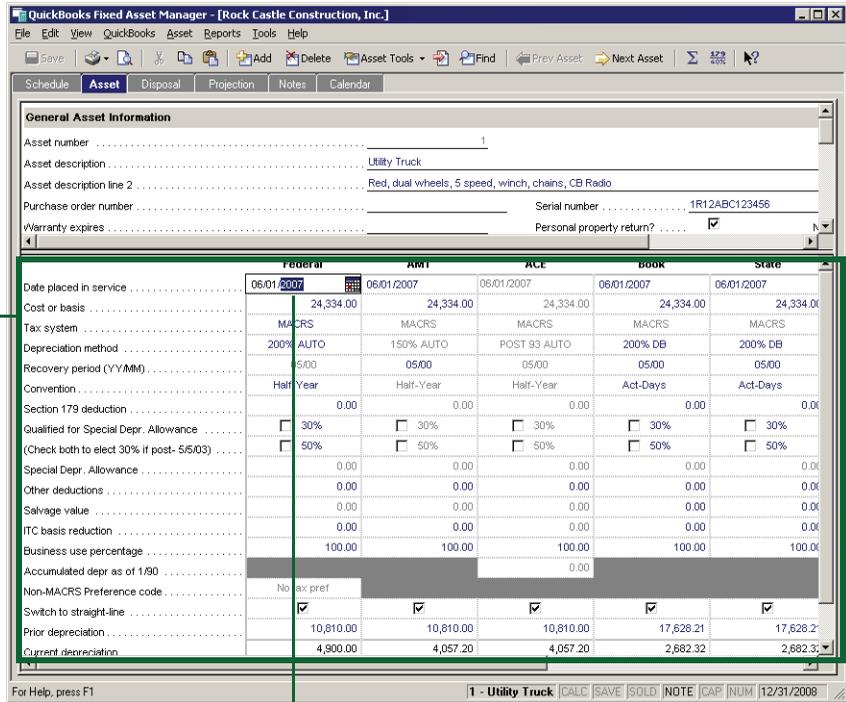
Entering basis information

Enter the cost, date acquired and other information used to calculate an asset's current depreciation in the Basis Detail section of the **Asset** folder. This section describes each field in the Basis Detail section.

Tip:

You can resize the basis detail section of the **Asset** folder and change font size. For more information about changing font size, refer to Chapter 2, “Starting and Setting Up Fixed Asset Manager.”

This is the Basis Detail section of the Asset folder. Use the **Tab** key or your mouse to move from field to field, and the arrow keys to move from column to column.



You can enter a four-digit or a two-digit year in the date fields.

Entering the date placed in service

Enter the date the client began using the asset for business purposes. This is usually the asset’s date of purchase.

Tip:

When entering dates, you can enter a four-digit or a two-digit year.

Entering the cost or basis

Enter the value of the asset when it was placed in service.

Entering the tax system

Enter the applicable tax system. By default, the program makes one of the following selections, based on the date placed in service:

- **Other**, for dates prior to 1/1/81

- **ACRS**, for dates between 1/1/81 and 12/31/86
- **MACRS**, for dates after 1/1/87
- **Amortization**, for intangible assets
- **Section 168(f)(1)**, for assets depreciated on a units-of-production basis

Entering the depreciation method

Review the list of choices for the active tax system and make a selection according to the asset type.

Selecting an asset's recovery period

The asset's recovery period is the amount of time over which depreciation may be deducted.

Enter the appropriate life of this asset for each basis. The format of this field is yy/mm. For example, an asset with a life of twenty-seven-and-one-half years is 27/06.

Based on the asset's tax system and method, an appropriate default appears.

Use the class life tables established by IRS code (Publication 946, Appendix B) to select from one of eight recovery periods for MACRS assets. The tables assign a GDS class life (used by MACRS) and an ADS class life (used with ACE, AMT and for 150% MACRS assets placed in service before 1/1/99). Assigned MACRS property classes are 3, 5, 7, 10, 15 and 20-year property; water utility property; residential rental property; non-residential real property; railroad gradings or tunnel bores; and qualified Indian reservation property.

Important:

Fixed Asset Manager does not currently support qualified Indian reservation property.

ACRS assets are assigned a recovery class that determines the recovery period or life, for the asset. Allowed recovery periods for ACRS assets are 3, 5, 10, 15, 18 and 19 years. Alternative recovery periods are available with alternative methods or listed property.

For assets placed in service before MACRS or assets that do not qualify for MACRS, you must determine the asset's useful life. Useful life is an estimate of how long your client expects to use the item in trade or business.

Selecting the averaging convention

A convention applies for each asset based on the date acquired and the method used. The averaging convention you select affects the depreciation calculated for the first year the asset is placed in service and the year of its disposition or the final year of depreciation.

To change this value, click the down arrow to see the list of choices, then make a selection.

The averaging conventions are:

- **Half-Year** — Treats property as placed in service or disposed of at the mid-point of the year. This convention applies to all MACRS personal property unless more than 40% of the total depreciable basis of all personal property assets were placed in service in the last three months of the year. When this limit is exceeded, Fixed Asset Manager uses the MACRS mid-quarter convention (see below).
- **Mid-Quarter** — Treats property as placed in service at the mid-point of the quarter. This convention applies when 40% of the total depreciable basis of all personal property were placed into service in the last three months of the year. To determine whether you need to use the mid-quarter convention:
 - Go to the **Tools** menu and select **179/40% Test**.
 - In the **Section 179/40% Text** window, click the **40% Test** tab.
 - Review the information, then click **OK**.
- **Mid-Month** — Treats MACRS real property as placed in service or disposed of at the mid-point of the month.
- **Act-Days (Actual Days)** — Applies depreciation for the actual number of days the asset was in service for the year of purchase and the year of disposition.
- **APL-ACRS** — Used for personal property, this option allows a full year of depreciation when the asset is first placed in service, and no depreciation in the year of disposition. Real property is depreciated based on the month placed in service, and a pro-rated amount is allowed in the year of disposition.
- **Full-Month** — Depreciates all assets as if they were purchased or disposed of on the first of the month.
- **Half-Month** — Treats assets placed in service in the first half of the month or disposed of in the second half of the month as being in service for the entire month. Assets placed in service in the second half of the month or disposed of in the first half of the month are treated as not being in service for the entire month.

Entering Section 179 deductions

Enter the amount of the Section 179 deduction to be taken in the current year or the amount that has been taken in the prior year for this asset.

Section 179 of the Internal Revenue Code permits certain taxpayers to deduct all or part of the cost of qualifying property in the year they placed it in service, instead of depreciating the basis over a specified recovery period. There are limits to the amount that can be deducted in a tax year. These limits include a total dollar limit, an investment business cost limit and an income limit.

The following list describes property that qualifies for the Section 179 deduction:

- Tangible personal property
- Other tangible property (except most buildings and their structural components) used in one of the following ways:
 - As an integral part of manufacturing, production or extraction; or to furnish transportation, communications, electricity, gas, water or sewage disposal services
 - As a research facility related to any of the activities listed above
 - As a facility for the bulk storage of tangible commodities from any of the activities listed above
- Single-purpose agricultural (livestock) or horticultural structures
- Storage facilities (except buildings and their structural components) used in distributing petroleum or any primary product of petroleum

You cannot claim the Section 179 deduction on the following types of properties:

- Property held only for the production of income (rental property)
- Real property, including buildings and their structural components
- Property that is acquired by one member of a controlled group from another member of the same group
- Property whose basis is either of the following conditions:
 - Determined in whole or in part by its adjusted basis in the hands of the person from whom you acquired it
 - Determined under stepped-up basis rules for property acquired from a decedent
- Property that is acquired from a related person
- Tangible personal property used in connection with residential real estate

Important:

Fixed Asset Manager does not support excluding tangible personal property associated with residential rental activity from the calculation of the investment cost limit. You must subtract any such assets from the investment business cost limit calculated by Fixed Asset Manager.

Observing Section 179 limits

Refer to the IRS website (www.irs.gov) for this year's details about:

Dollar limit — The maximum annual business cost you can deduct under Section 179. The limit applies to each taxpayer, not to each business. You may expense the entire basis of an asset up to the dollar limitations, or expense a portion of several assets and depreciate any remaining cost.

Gulf Opportunity Zone — The maximum annual business cost that companies with property in the Gulf Opportunity Zone can deduct.

Investment business cost limit, including the investment business cost limit for property in the Gulf Opportunity Zone.

Taxable Income limit — The Section 179 deduction that can be taken in a given tax year is limited to the taxable income generated for that year:

- An individual's taxable income is figured by determining the net income from all trades and businesses that the taxpayer and the taxpayer's spouse (when married filing jointly) conducted during the tax year. This includes Section 1231 gains (or losses), interest from working capital of the trade or business, and wages, salaries, tips or other compensation earned as an employee. Any disallowed cost can be carried over to the next tax year.
- The Section 179 deduction applies to both the partnership and each partner. The partnership determines its Section 179 deduction and allocates the deduction among its partners. Each partner adds the amount allocated from the partnership to his or her other Section 179 costs and then applies the maximum dollar limit to this total to determine his or her Section 179 deduction. The investment business cost limits of individual partners are not affected by partnership property placed in service. The total amount of each partner's Section 179 deduction is subject to both the taxable income limit, the maximum dollar limit and the investment business cost limits on nonpartnership property.
- The rules that apply to a partnership and its partners also apply to an S corporation and its shareholders. The limits apply to an S corporation and to each shareholder. The corporation allocates the deduction to the shareholders, who then take their Section 179 deduction subject to the limitations.

For luxury automobiles, the limitation is the luxury automobile limitation for the year. The deduction is not allowed if an asset's business-use percentage is 50% or less. The depreciable basis of the asset is reduced by the amount of the deduction taken.

The deduction on the book, state and other basis is not included in any calculations for those bases.

Entering the special depreciation allowance

Enter the special depreciation allowance for qualified property placed in service after September 10, 2001.

Rules for taking the Special Depreciation Allowance

The Job Creation and Worker Assistance Act of 2002 provided for a 30% Special Depreciation Allowance for certain property placed in service after September 10, 2001. The Jobs and Growth Tax Relief Reconciliation Act of 2003 increased the Special Depreciation Allowance to 50% and increased the Luxury Auto limits for Passenger Automobiles and Clean Fuel Vehicles. Revenue Procedure 2003-

75 added new luxury auto limits for Trucks and Vans. See IRS Form 4562 Instructions for further guidance.

Property Qualified for the Special Depreciation Allowance after September 10, 2001:

1. Property qualifying for the Special Depreciation Allowance must be:
 - (a) Tangible property to which the general rules of MACRS apply that
 - (b) has an applicable recovery period of 20 years or less, or
 - (c) is certain water utility property, or
 - (d) is qualified leasehold improvement property, and any other property that is also qualified New York Liberty Zone property.
 - (e) Computer software other than computer software covered by IRC section 197, or
 - (f) “Original Use” property which means that original use of the asset must commence with the taxpayer on or after September 11, 2001 where:
 - i. The property must be acquired after September 10, 2001. If a binding contract to acquire the property existed before September 11, 2001, the property does not qualify.

There are special rules for sold and leased back and for self-constructed property.

2. The following types of property generally have a MACRS GDS recovery period of 20 years or less:
 - (a) Computers
 - (b) Video, photo, phonographic equipment
 - (c) Cellular phones
 - (d) Office equipment
 - (e) Office furniture, farm equipment
 - (f) Rental furnishings
 - (g) Tools, equipment
 - (h) Land improvements
 - (i) Software
 - (j) Auto, light truck, van under 6,000 lbs
 - (k) Light truck, van over 6,000 lbs
 - (l) Heavy truck, over 13,000 lbs
 - (m) Truck tractor for over-the-road use
 - (n) Rent to own property
 - (o) Property used in distributive trades and services

3. Intangible property that is amortizable under IRC section 197 is not property qualified for the Special Depreciation Allowance.
4. Residential rental property and nonresidential real property generally do not qualify for the Special Depreciation Allowance, except for:
 - (a) certain nonresidential qualified leasehold improvements, and
 - (b) certain residential rental and nonresidential real property placed in service within the Liberty Zone.

Exceptions:

- Residential rental property: New York Liberty Zone residential rental property is qualified property to the extent it replaces property destroyed or condemned as a result of the terrorist attacks of September 11, 2001.
 - Nonresidential real property: Leasehold improvements may be qualifying property. The leasehold improvement must (1) be placed in service more than three years after the building was placed in service, and (2) not be a qualified New York Liberty Zone leasehold improvement property.
5. New York Liberty Zone nonresidential property is qualified property to the extent that it replaces property destroyed or condemned as a result of the terrorist attacks of September 11, 2001 and is not a qualified New York Liberty Zone leasehold improvement.

Qualified property does not include:

- Listed property used 50% or less for business
- Any property required to be depreciated under the Alternative Depreciation System (ADS), and
- Qualified New York Liberty Zone leasehold improvement property

Qualified New York Liberty Zone leasehold improvement property

Qualified New York Liberty Zone leasehold improvement property is not eligible for the Special Depreciation Allowance. Instead, Qualified New York Liberty Zone leasehold improvement property is depreciated as 5-year property using the straight-line method. A 9-year period is used for purposes of the Alternative Depreciation System (ADS).

Luxury Auto Limits for Qualified Trucks and Vans, Passenger Autos, and Electric Vehicles placed in service after September 10, 2001

Qualifying vehicles subject to luxury automobile depreciation limits are eligible for a larger deduction. An election out of the special depreciation allowance disqualifies a vehicle from the higher first year luxury auto limits.

Total first year deduction limits:

1. For vehicles qualifying for the 30% special depreciation allowance that are placed in service from 9/11/2001 through 12/31/2001, the first year deduction limit is:
 - (a) Passenger autos - \$7,660
 - (b) Electric vehicles - \$23,080
2. For vehicles qualifying for the 30% special depreciation allowance that are placed in service from 01/01/2002 through 12/31/2002, the first year deduction limit is:
 - (a) Passenger autos - \$7,660
 - (b) Electric vehicles - \$22,980
3. For vehicles qualifying for the 30% special depreciation allowance that are placed in service from 01/01/2003 through 12/31/2003, the first year deduction limit is:
 - (a) Passenger autos - \$7,660
 - (b) Trucks and Vans - \$7,960
 - (c) Electric vehicles - \$22,880
4. For vehicles qualifying for the 50% special depreciation allowance that are placed in service from 05/06/2003 through 12/31/2003, the first year deduction limit is:
 - (a) Passenger autos - \$10,710
 - (b) Trucks and Vans - \$11,010
 - (c) Electric vehicles - \$32,030
5. For vehicles qualifying for the 50% special depreciation allowance (even if electing 30%) that are placed in service from 01/01/2004 through 12/31/2005, the first year deduction limit is:
 - (a) Passenger autos - \$10,610
 - (b) Trucks and Vans - \$10,910
 - (c) Electric vehicles - \$31,830
6. For vehicles qualifying for the 30% special depreciation allowance that are placed in service from 01/01/2004 through 12/31/2005, the first year deduction limit is:
 - (a) Passenger autos - \$7,560
 - (b) Trucks and Vans - \$7,860
 - (c) Electric vehicles - \$22,680

How the Fixed Asset Manager program handles Special Depreciation Allowance

The Fixed Asset Manager program enters 30% or 50% (depending on the box that is checked) of the cost or other basis (reduced first by any reduction in

Business Use Percentage, Section 179 Deduction, Other deductions, Salvage Value, and ITC basis reduction taken on the asset) when:

- You have not cleared the **New?** check box on the Asset Detail pane in the Asset folder, thus indicating that “Original Use” started after September 10, 2001,
- The date entered in **Date placed in service** is after September 10, 2001,
- The Tax system and Depreciation method you selected indicates that the asset may qualify for the Special Depreciation Allowance, and
- You have selected the **Qualified for Special Depr. Allowance** (30% or 50%) check boxes on the Basis Detail pane, enabling the Special Depreciation Allowance.

“Electing out” of the Special Depreciation Allowance

If you want to elect out of this special allowance, do not select **Qualified for Special Depr. Allowance** (30% or 50%) check boxes on the Basis Detail pane enabling the Special Depreciation Allowance calculations.

You may elect, with respect to any whole class of property, not to have the Special Depreciation Allowance apply for all property in such class placed in service during the tax year. To make the election, attach a statement to the tax return indicating the class(es) of property for which you are electing to not claim the Special Depreciation Allowance.

No AMT Adjustment for Qualified Property

If an asset does not have an AMT cost basis that is different from its federal cost basis, there is no Alternative Minimum Tax (AMT) adjustment for property qualified for the Special Depreciation Allowance, thus eliminating the AMT adjustment for MACRS 200% declining balance property.

Electing 30% in place of 50% Special Depreciation Allowance

The law allows you to compute the special depreciation allowance using the 30% rate for assets placed in service after May 5, 2003, even if the property qualifies for the 50% rate. The election is made separately for each class of property that qualifies for the 50% allowance. To make this election, check the 30% box and the 50% box. When both boxes are checked, the program calculates up to a \$7,650 larger deduction for qualifying vehicles subject to the luxury automobile limitation, and up to a \$22,950 larger deduction for qualifying electric passenger automobiles.

To make this election, check both the 30% and the 50% Qualifying property boxes. You must also prepare an election statement and attach it to the client’s tax return.

Exporting to ProSeries

When you are exporting asset data to ProSeries tax preparation software, remember that:

- When exporting client data to the ProSeries program, the Special Depreciation Allowance calculation is included in the export.
- When “Qualified Property” is marked either 50% or 30%, the program automatically answers the “Elect OUT” question as No to indicate that you want to take the deduction, and that you are not making the election to exclude this class of property from the Special Depreciation Allowance.
- When “Qualified Property” is marked 50%, the program automatically answers the “Elect 30%” question as No.
- When “Qualified Property” is marked 30% and 50% (when electing to use 30% in place of 50% Special Depreciation Allowance for assets placed in service after May 5, 2003), the program automatically answers the “Elect 30%” as Yes to indicate that you are electing to use the 30% rate even though the property qualifies for the 50% rate.

Entering other deductions

Enter any additional deductions required for this asset. Amounts entered here reduce the basis for depreciation.

Entering the salvage value

Enter the asset’s salvage value. This is the value your client expects to receive when the asset is sold at the end of its useful life. This value is used to reduce the cost of an asset for the purposes of determining depreciation for book, state or other basis. The program does not accept a negative number.

Entering the ITC basis reduction

Enter the amount of Investment Tax Credit (ITC) basis reduction taken. This amount is used when calculating gain or loss on the disposition of an asset.

Entering the business-use percentage

Enter the percentage of time the active asset is used for business purposes. Fixed Asset Manager uses this amount to determine the maximum allowable depreciation.

Calculating accumulated depreciation as of 01/01/90

To calculate ACE depreciation for the active asset, enter the accumulated depreciation as of the first tax year beginning after 1989. For ACRS assets, enter the federal amount. For MACRS assets, enter the AMT amount.

Using a Non-MACRS preference code

The Non-MACRS preference code is part of the calculation for the yearly Non-MACRS Alternative Minimum Tax preference amount. View the list of choices for this field and make a selection.

Using the switch to straight-line option

Use the switch to straight-line option to maximize current and future depreciation for the assets under the tax systems Book, State and Other, and with Non-MACRS assets. When you select this item, Fixed Asset Manager automatically switches the depreciation method when straight-line generates more depreciation. Clear the check box to make this determination manually.

Entering prior depreciation

Enter the depreciation taken for prior years. Fixed Asset Manager automatically updates this amount when you close the year.

Current depreciation

The **Current Depreciation** field shows depreciation for the current year calculated by Fixed Asset Manager.

Accumulated depreciation

The **Accumulated Depreciation** field shows the sum of prior and current depreciation calculated by Fixed Asset Manager. You cannot modify this summary amount.

Unrecovered basis

The **Unrecovered Basis** field shows the difference when Fixed Asset Manager deducts the prior depreciation from the cost/basis of the asset.

Entering the IRC Section 754 status

If the client's form type is 1065, you may select this option to indicate that this asset qualifies under IRC Section 754.

Entering the AMT status

1120 Clients only — Select this option to indicate that this asset is subject to AMT. If the client's small corporation status is "No Longer Qualified," this check box is empty. Select this option to make the AMT column of the basis screen available.

Entering the ACE status

1120 Clients only — Select this option to indicate that this asset is subject to ACE. If the client's small corporation status is "No Longer Qualified," this check box is empty. Select this option to make the ACE column of the basis screen available.

Calculating assets

To calculate depreciation calculations for the current asset, go to the **Asset** menu and select **Calculate Asset**.

You can set Fixed Asset Manager to automatically calculate assets after making modifications using the Program Options window. To select this setting, go to the **Tools** menu and select **Program Options**. Select the **General** tab, then select the **Automatically Calculate Assets** option so that a check mark appears in the check box. Click **OK** to save the change.

Recalculating prior depreciation

To calculate prior depreciation for the current asset, go to the **Asset** menu and select **Recalculate Prior Depreciation**.

Posting the journal entry to QuickBooks

Fixed Asset Manager automates the process of creating a journal entry for depreciation expense and/or accumulated depreciation.

- 1 From the **QuickBooks** menu, select **Post Journal Entry to QuickBooks**.
- 2 When the **Post to QuickBooks General Journal** window opens, Depreciation Expense and Accumulated Depreciation accounts that have been used in the asset entry window appear.
- 3 Enter a Depreciation through date.
- 4 The default journal entry number defaults to “FAM” which helps identify the entries originated from Fixed Asset Manager. However, this journal entry number can be changed to whatever fits your needs.
- 5 Enter your debit and credit amounts, and designate the basis to post.
- 6 Select the **Add Entry Line** button if you need to add additional entry lines to the journal entry.
- 7 When the information is complete, select the **Post Entry to QuickBooks** button.

Important:

After completing the journal entry, you can view a log of the journal entry made. From the **View** menu, select **Logs**, then select **Journal Entry Log**.

Displaying the journal entry list

You can access a log of the journal entries made to QuickBooks from Fixed Asset Manager by accessing the **QuickBooks** menu and then selecting **Display Journal Entry List**.

Using the Disposal folder to record asset dispositions

An asset is disposed of when it is sold, abandoned or traded for another asset. For tax purposes, you must discontinue depreciation calculations for a disposed of asset and determine whether the client sustained a gain or loss from the disposition. Enter information about the disposition of an asset in the **Disposal** folder.

To record the disposal of an asset:

- 1 Select the asset for which you are entering disposition information.
- 2 Click the **Disposal** tab.
- 3 In the **General Disposition Information** section, click the **Yes** check box for the “Has this asset been disposed?” option.

QuickBooks Fixed Asset Manager - [Rock Castle Construction, Inc.]

File Edit View QuickBooks Asset Reports Tools Help

Save Print Add Delete Asset Tools Find Prev Asset Next Asset

Schedule Asset **Disposal** Projection Notes Calendar

Current Asset

Asset Number and Description 1 - Utility Truck

General Disposition Information

Has this asset been disposed? Yes No

Enter a description for this sale

Property type

Basis Disposition Information

	Federal	AMT	ACE	Book
Date of disposition	<None>	<None>	<None>	<None>
Sales price	0.00	0.00	0.00	0.00
Expense of sale	0.00	0.00	0.00	0.00
ITC taken	0.00	0.00	0.00	0.00
Cost or basis	24,334.00	24,334.00	24,334.00	24,334.00
Section 179 deduction	0.00	0.00	0.00	0.00
Special Depr. Allowance	0.00	0.00	0.00	0.00
Disposition basis	0.00	0.00		
Additional depr (Sec. 1250 property)				
Depreciation after 1975	0.00			
Applicable percentage	0.00			
Depr after 1969 and before 1976	0.00			
Accumulated depreciation	15,710.00	14,867.20	14,867.20	20,310.53
Unrecovered basis	8,624.00	9,466.80	9,466.80	4,023.47
Gain/loss on sale	n/a	n/a	n/a	n/a
Form 4797 gain/loss (excluding Sec. 179)	n/a			

For Help, press F1

1 - Utility Truck CALC SAVE SOLD NOTE CAP NUM 12/31/2008

- 4 Enter a description for the asset sale, using up to 50 letters and numbers or select a description that you previously entered.
To see a list of the descriptions that you previously entered, select this field, then click the down arrow that appears to the right of the field.
- 5 Select a property type from the list.
The property type you choose determines where the disposal information appears on Form 4797, Sales of Business Property, when you import information from the Fixed Asset Manager client file into a ProSeries client file.
To see the list of property types, select this field, then click the down arrow that appears to the right of the field.
- 6 Use the **Tab** key or your mouse to select the **Date of disposition** field in the **Federal** column of the **Basis Disposition Information** section.
- 7 Enter the month, day and year of the disposition. This date affects the amount of depreciation calculated for the current year and how the gain or loss is treated in the client's tax return.

8 Enter information in the fields that are described in the following table:

Field	Description
Sale price	Enter the actual sales price or the fair market value of all property or services received prior to deducting any expenses of the sale or disposal. Adjusted basis is subtracted from this amount to determine the gain or loss.
Expense of sale	Enter any costs of sales or disposal. Such costs can include advertising, commissions or delivery. This amount is added to the cost or basis to determine the adjusted basis. You cannot enter a negative amount.
ITC Taken	Enter the ITC and other credits that affect the sale of the asset. This amount is for informational purposes only.
Cost or basis	The initial cost or basis appears for the asset. You cannot adjust this amount in the Disposal folder.
Section 179 deduction	This is any Section 179 deduction taken for the asset. You cannot adjust this amount in the Disposal folder.
Special Depr. Allowance	This is any Special Depreciation Allowance taken for this asset. You cannot adjust this amount in the Disposal folder.
Disposition basis	Enter a separate regular and AMT basis for assets acquired in a trade if, while in service, the business-use percentage for the disposed of asset was less than 100%. You must adjust the basis of such an asset by reducing it by the prior depreciation constituting the personal use portion. Enter the total recomputed regular and AMT basis for disposition purposes.
Depreciation after 1975	For Section 1250 property, enter any additional depreciation taken after 1975 to compute the recapture amount. For MACRS residential and nonresidential real property and other section 1250 property depreciated on a straight-line method, there is no additional depreciation.
Applicable percentage	Enter "100" for Section 1250 property that is not low-income rental housing. To determine the applicable percentage for low-income rental housing, see the IRS instructions for Form 4797, Part III.
Depreciation after 1969 and before 1976	For Section 1250 property, enter additional depreciation taken after 1969 and before 1976. You may reduce this amount of recapture by the amount, if any, that straight-line depreciation after 1975 exceeded actual depreciation taken after 1975.

- 9 Review the Fixed Asset Manager calculations in the fields that are described in the following table. When you finish entering disposal information, go to the **File** menu and select **Save**.

Field	Description
Accumulated depreciation	Fixed Asset Manager calculates accumulated depreciation as current depreciation through the date of disposal plus any prior depreciation. This amount is subtracted from the cost or basis to determine the adjusted basis.
Unrecovered basis	Fixed Asset Manager calculates adjusted basis as: (Cost or Basis + Sales or Disposal Expense) - ITC basis reduction - Other deductions - Accumulated depreciation The program uses the adjusted basis in determining the gain or loss.
Gain/loss on sale	Fixed Asset Manager calculates a gain or loss as Gross Sales Price - Adjusted Basis.
Form 4797 gain/loss (excluding Sec. 179)	This field is only visible for 1065 and 1120S clients. It shows the Gain/loss on a sale with the Section 179 deduction excluded.

Important:

For 1065 and 1120S returns, the gain or loss reported should not include the Section 179 expense deduction because shareholders and partners are required to separately report any recapture of the deduction taken on their individual return. Instead, you must report the full gain or loss in the appropriate part of Form 4797 and separately report the Section 179 expense deduction on Schedule K.

Using the Notes folder to attach preparation notes

The **Notes** folder contains a basic word processor that allows you to make preparation notes about the active asset. When a note is present for a selected asset, the word “Note” appears in black on the status bar. When a note is not present for a selected asset, the word “Note” appears dimmed on the status bar.

To add or edit notes for the active asset, click the **Notes** folder.

Use the **Cut**, **Copy** and **Paste** options on the **Edit** menu to move text or to copy information from other folders. To insert the current date and time into the Note, move your cursor to the appropriate place in the note and press the **F5** key.

Tip:

You can also use text editing commands in the **Asset** and **Disposal** folders.

Using the Calendar folder to view assets by date

The **Calendar** folder lists the client's assets in a calendar format by date of acquisition, date of disposal or both. The **Calendar** folder opens to the current month and year, with the current date selected. Use the **Calendar** folder to locate assets and to find information about a specific asset.

Use the list near the top right corner of the **Calendar** folder to select **Date acquired**, **Disposition date** or **Both**.

Use the single arrows near the top left corner of the **Calendar** folder to move from month to month. Use the double arrows to move from year to year. Double-click any date to review the complete asset list for that date.

Assets are identified by description and number in the **Calendar** folder. To see complete information about each asset that is listed for a specific date, double-click that date.

Finding an asset

To find a specific asset:

- 1 Open the client file.
- 2 Go to the **Asset** menu and select **Find Asset**.
- 3 Enter the asset number of the asset you want to find, then click **OK**. (If you're in the **Calendar** folder and **Both** is selected, change the selection to **Acquisition date** or **Disposition date**.)
 - If you're working in the **Schedule** folder, Fixed Asset Manager selects the asset.
 - If you're working in the **Asset**, **Disposal**, **Projection** or **Notes** folder, Fixed Asset Manager shows the applicable information for the asset.
 - If you're working in the **Calendar** folder, Fixed Asset Manager selects the date the asset was acquired or disposed.
 - If the client file doesn't include an asset with the asset number you typed in the **Find Asset** window, Fixed Asset Manager informs you that the asset number does not exist.

Viewing the next or previous asset

If you're working in any folder other than the **Calendar** folder and you want to see information about the asset with the next highest asset number, click the **Next Asset** button on the toolbar.

If you're working in any folder other than the **Calendar** folder and you want to see information about the asset with the next lowest asset number, click the **Prev Asset** button on the toolbar.

Copying and deleting assets

To copy assets:

- 1 Go to the **Schedule** folder.
- 2 Select the assets that you want to copy.

Tip:

To select consecutive assets, hold down the **Shift** key while you click the first asset and the last asset in the sequence of assets that you want to copy.

To select nonconsecutive assets, hold down the **Ctrl** key while you click each asset that you want to copy.

- 3 From the **Edit** menu, select **Copy**.
- 4 From the **Edit** menu, select **Paste**.

Fixed Asset Manager assigns the next available asset numbers to the copied assets.

To delete assets:

- 1 Go to the **Schedule** folder.
- 2 Select the assets you want to delete.
- 3 From the **Asset** menu, select **Delete Asset**.
- 4 Click **Yes** to confirm the deletion.

Using property labels

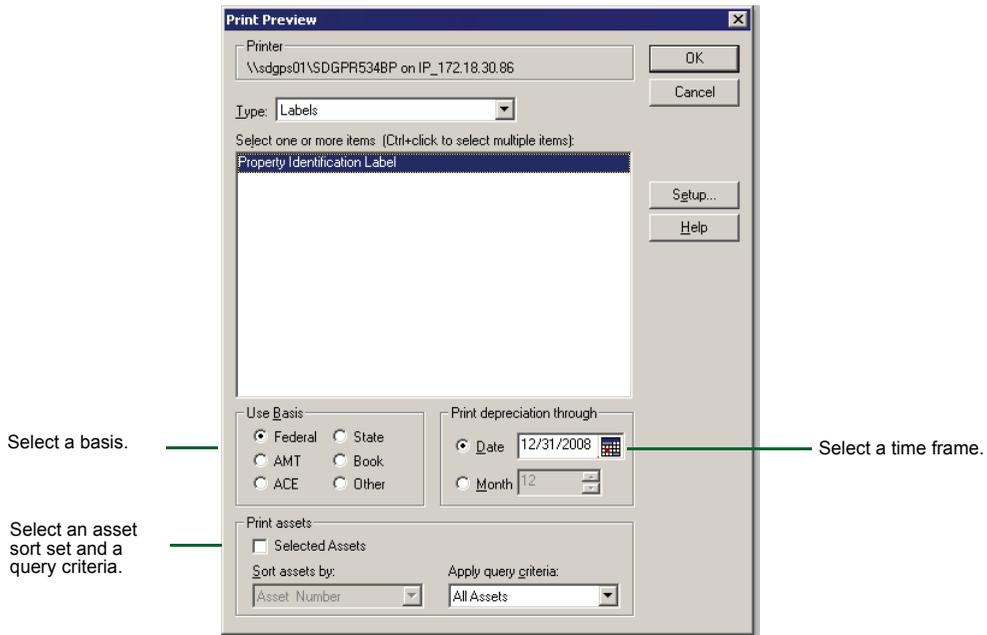
Use the Labels feature to print property labels for your clients' assets. Use these labels to identify your clients' assets when they are sold, moved or inventoried.

Previewing labels

Before you print labels, preview the label to make sure it provides enough space for the information that you want to print.

To preview a label that's open in the Label Editor:

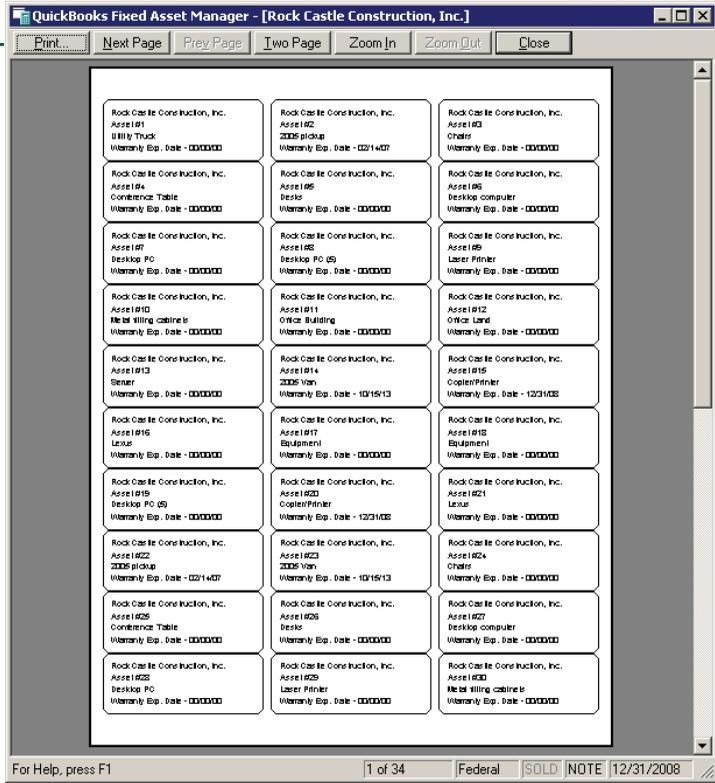
- 1 From the **File** menu, select **Print Preview**, then select **Labels**. Or, from the **Reports** menu, select **Display Labels**.
- 2 Select the basis, asset sort set, query criteria and the time frame you want to use for the labels.



- 3 When you finish making selections, click **OK**.
- 4 If the **Printer Warning** window appears, read the information, click the **Diagram** tab if appropriate, then click **OK**.

5 Examine the **Print Preview** window that appears.

Click these buttons to print the labels, to view other pages, to zoom in and out and to close the window.



6 Use the buttons near the top of the window as appropriate. Click **Close** to close the **Print Preview** window.

Printing labels

Important:

Before instructing Fixed Asset Manager to print any labels, make sure the appropriate labels are loaded in your printer.

To print label:

- 1 From the **File** menu, select **Print**, then select **Labels**.
- 2 Select the label or labels, basis, asset sort set, query criteria and the time frame you want to use for the labels.
- 3 When you finish making selections, click **OK**.

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Using the Projection folder to review depreciation

In the **Projection** folder, you can determine the best method of depreciation for an asset by reviewing its projected depreciation.

To find projections for the asset that you've selected in the **Schedule** folder, click the **Projection** tab. The following projected depreciation for the asset appears:

The screenshot shows the 'Projection' tab in the QuickBooks Fixed Asset Manager. The asset is '35 - utility truck', acquired on 10/10/1996 for a cost of 35,900.00. The depreciation method is 200% DB. The table below shows the projected depreciation over 11 years.

Year	Year Ending	Current Depreciation	Accumulated Depreciation	Unrecovered Basis
1	12/31/1996	1,628.25	1,628.25	34,271.75
2	12/31/1997	6,854.35	8,482.60	27,417.40
3	12/31/1998	5,483.48	13,966.08	21,933.92
4	12/31/1999	4,386.78	18,352.86	17,547.14
5	12/31/2000	3,509.43	21,862.29	14,037.71
6	12/31/2001	2,807.54	24,669.83	11,230.17
7	12/31/2002	2,353.05	27,022.88	8,877.12
8	12/31/2003	2,353.05	29,375.93	6,524.07
9	12/31/2004	2,353.05	31,728.98	4,171.02
10	12/31/2005	2,353.05	34,082.03	1,817.97
11	12/31/2006	1,817.97	35,900.00	0.00

This field	Shows
Date Acquired	The date the client began using the asset for business purposes, which is usually the asset's date of purchase
Cost or Other Basis	The value of the asset when it was placed in service
Tax System	The applicable tax system
Method	The applicable depreciation method
Special Depr. Allowance	The amount of any Special Depreciation Allowance taken for this asset
Convention	The applicable averaging convention
Life	The amount of time over which depreciation may be deducted

This field	Shows
Section 179 Deduction	The amount of the Section 179 deduction to be taken in the current year or the amount that has been taken in a prior year for this asset
Business Percentage	The percentage of time the active asset is used for business purposes
Year	The number of years since the asset was placed in service
Year Ending	The year end based on the client's beginning and ending dates. Short-year and fiscal-year dates are shown when applicable. The projection assumes the same beginning and ending year dates for future years based on the active-year dates.
Current Depreciation	The amount of depreciation that can be deducted for the year in question
Accumulated Depreciation	The amount of depreciation that has been deducted thus far for the active asset
Unrecovered Basis	The amount of the asset's value that has not yet been depreciated
Basis tabs	Projection information appears for the active basis. To change the basis, click the Basis tab at the bottom of the screen.

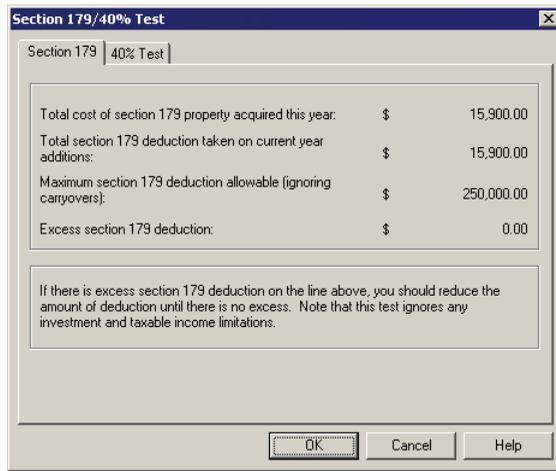
Using the Section 179/40% test

To determine whether the Section 179 deductions claimed for the current year are within allowed limits, or to calculate the percentage of assets acquired in the last three months of the year, use the Section 179/40% test. Perform these diagnostics after you enter client asset information and before you print reports or link the file to the client's tax return.

To perform these tests, go to the **Tools** menu and select **179/40% Test**. Review the Section 179 test, then click the **40% test** to review mid-quarter totals.

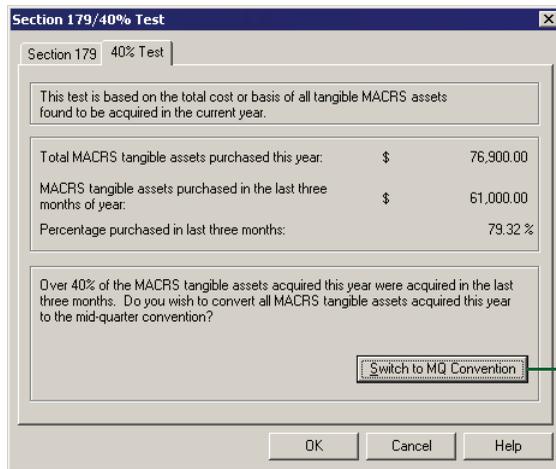
Reviewing Section 179 limitations

The Section 179 test determines the total cost of all eligible Section 179 property, the total Section 179 expense deduction made, and how much of the deduction exceeds federal limits for the active year.



Reviewing the Mid-Quarter 40% test

Fixed Asset Manager totals the cost of all assets purchased in the active year and all assets purchased in the last quarter of the active year. If the percentage of assets purchased in the last quarter is greater than 40%, you can convert these assets to the mid-quarter convention.



The **Switch to MQ Convention** button appears in the window only if over 40% of the MACRS tangible assets acquired this year were acquired in the last three months.

Click this button to apply the mid-quarter convention to all MACRS tangible assets placed in service this year.

Using the Client Totals Summary

Use the Client Totals Summary to review the accumulated cost and depreciation before and after current-year calculations for each basis supported in a client file.

To see the Client Totals Summary, go to the **View** menu and select **Client Totals**.

	Federal	AMT	ACE	Book	State	Other
Cost/Basis Beginning Of Year	1,023,773.82	1,003,773.82	1,003,773.82	1,003,773.82	1,003,773.82	1,003,773.82
Additions	61,000.00	61,000.00	61,000.00	61,000.00	61,000.00	61,000.00
Deletions	0.00	0.00	0.00	0.00	0.00	0.00
Cost/Basis End Of Year	1,084,773.82	1,064,773.82	1,064,773.82	1,064,773.82	1,064,773.82	1,064,773.82
Accumulated Depr. Beginning Of Year	461,116.97	370,728.92	370,728.92	636,717.31	636,717.31	636,717.31
Current year depr.	89,799.50	90,976.07	90,976.07	136,717.76	136,717.76	136,717.76
Disposals	0.00	0.00	0.00	0.00	0.00	0.00
Accumulated Depr. End Of Year	550,916.47	461,704.99	461,704.99	773,435.07	773,435.07	773,435.07

Display totals for the current query

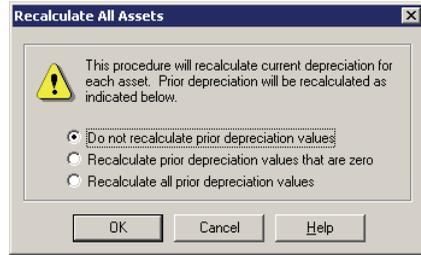
Close Help

This field	Shows
Cost/Basis Beginning Of Year	The total amount entered as cost or basis for all assets at the beginning of the current year
Additions	The total cost or basis of all assets placed in service in the current year
Deletions	The total cost or basis of all assets sold in the current year
Cost/Basis End Of Year	The net amount of the following calculation: Cost/Basis Beginning Of Year (BOY) + Additions - Disposals
Accumulated Depreciation Beginning Of Year	The total amount calculated as accumulated depreciation for all assets at the beginning of the current year
Current Year Depreciation	The total calculated depreciation to be taken for the current year
Disposals	The total calculated current depreciation for assets marked as sold
Accumulated Depreciation End Of Year	The net amount of the following calculation: Accumulated Depreciation Beginning Of Year (BOY) + Current Year Depreciation - Disposals
Display totals for the current query	The totals of the assets listed in the Schedule folder. When this option is not selected, the totals are shown for all assets.

Recalculating assets

To have the program review and compute each calculated field for all assets:

- 1 Go to the **Tools** menu and select **Recalculate all assets**.

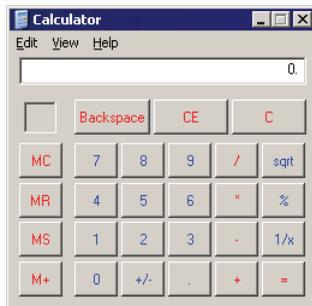


- 2 In the **Recalculate All Assets** window, select one of the following options:
 - Do not recalculate prior depreciation values.
 - Recalculate prior depreciation values that are zero.
 - Recalculate all prior depreciation values.
- 3 Click **OK**.

Using the calculator

While you're working in Fixed Asset Manager, you can use the on-screen calculator to verify depreciation calculations and perform other calculations.

To open the calculator, go to the **Tools** menu and select **Calculator**.



Fixed Asset Manager uses the standard Windows calculator. For information on how to use this calculator, go to the calculator's **Help** menu or see your Windows[®] documentation.

To use another calculator program that you have on your hard disk drive:

- 1** Go to the **Tools** menu and select **Program Options**.
- 2** Click the **Tools** tab.
- 3** Enter the path and file name for the calculator that you want to use or click the **Browse** button to locate the calculator file.
- 4** Click **OK**.

Preparing Reports

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Understanding Report options

Fixed Asset Manager provides a variety of report options to help you manage and track your clients' assets. You can use the set of pre-defined reports and labels included with Fixed Asset Manager.

Using pre-defined reports

Fixed Asset Manager provides many pre-defined reports that you can use to manage and track your clients' assets. This section describes each report and explains the requirements for completing each report.

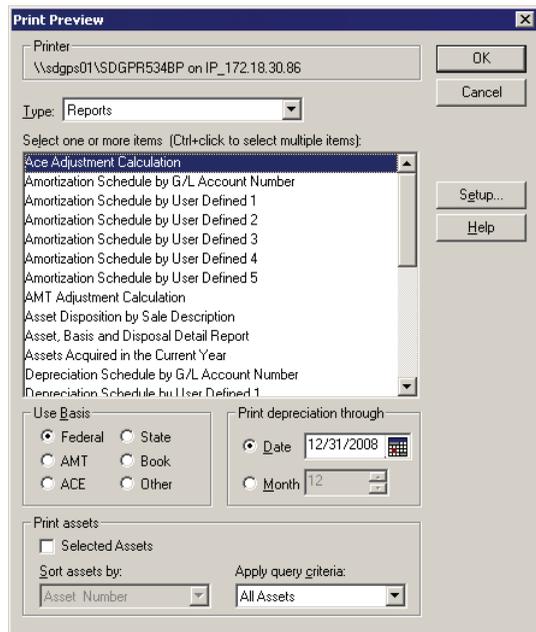
Important:

Reports are based on the data that's been entered in the client's data file. Before you prepare a report, enter all relevant information, including complete information about each asset in the **Asset** folder.

Previewing a pre-defined report

To preview a pre-defined report:

- 1 From the **Reports** menu, select **Display Report**.
- 2 Select a pre-defined report from the list.



Tip:

To preview more than one pre-defined report at a time, hold down the **Ctrl** key while you click each report name.

- 3** Select a basis, a date through which you want to create the report, how you want to sort the assets and the type of query criteria you want to use, if any.
- 4** Click **OK**.

For information about organizing your reports, refer to the section titled “Organizing reports into report lists” on page 88.

For information about printing your reports, refer to the section titled “Printing reports” on page 91.

Reviewing each pre-defined report

The following table describes the purpose of each pre-defined report:

Use this report	For this purpose
ACE Adjustment Calculation	To determine the total ACE adjustment needed to compute a tax return for a corporation. Assets are grouped by category and sorted by asset number within each group.
Amortization Schedule by G/L Account Number	To see a summary of the activity of the amortized assets. Assets are grouped by general ledger account number and sorted by asset number within each group.
Amortization Schedule by User Defined 1 to 5	To see a summary of the activity of the amortized assets, grouped by one user-defined classification. (There is a report for each user-defined field that you use.) Assets are grouped by the user-defined field and sorted by asset number within each group.
AMT Adjustment Calculation	To print the necessary information for AMT depreciation adjustment reporting (Federal depreciation - AMT depreciation = AMT adjustment). Assets are grouped by category and sorted by asset number within each group.
Asset Disposition by Asset Sale Description	To see a summary of disposition information according to the sale description assigned to each asset. Assets are grouped by asset sale description and sorted by asset number within each group.
Asset, Basis and Disposal Detail Report	To print the asset details for each asset in the Asset and Disposal folders that you see on-screen.
Assets Acquired in the Current Year	To see a summary of each asset purchased in the current year. Assets are grouped by general ledger account number and sorted by acquisition date within each group.

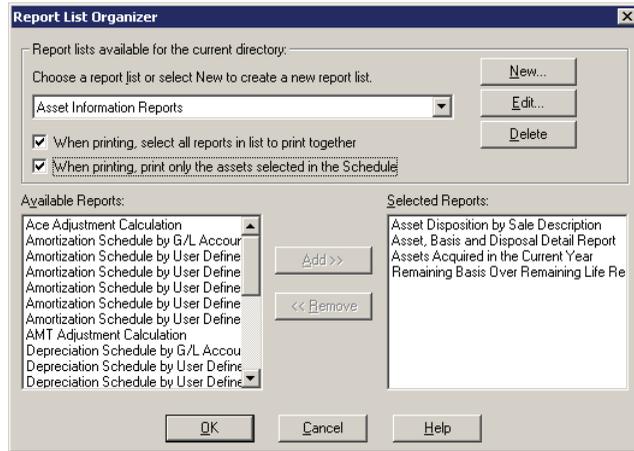
Use this report	For this purpose
Depreciation Schedule by G/L Account Number	To see an activity summary for each asset, grouped by general ledger account number. Assets are sorted by acquisition date within each group.
Depreciation Schedule by User Defined (1 to 5)	To see an activity summary for each asset, grouped by one user-defined category. (There is a report for each user-defined field that you use.) Assets are sorted by asset number within each group.
Lead Schedule by Category	To see an activity summary for each asset, grouped by category, in a traditional lead schedule format. Assets are sorted by asset number within each group.
Lead Schedule by G/L Asset Account	To see an activity summary for each asset, grouped by general ledger account number, in a traditional lead schedule format. Assets are sorted by asset number within each group.
Lead Schedule by Location	To see an activity summary for each asset, grouped by location, in a traditional lead schedule format. Assets are sorted by asset number within each group.
Lead Schedule by Tax Form and Property Description	To see an activity summary for each asset, grouped by tax form and property description, in a traditional lead schedule format. Assets are sorted by asset number within each group.
Monthly G/L Accumulated Account Summary	To see the total monthly cost additions and deletions and their beginning, and ending balances. This report is grouped by General Ledger Asset Account. Assets without assigned account numbers are grouped by “No Account Number.”
Monthly G/L Asset Account Summary	To see the total monthly accumulated depreciation/amortization additions, and deletions and their beginning and ending balances. This report is grouped by General Ledger Accumulated Depreciation and Amortization account. Assets without assigned account numbers are grouped by “No Account Number.”
Personal Property Schedule by Year of Acquisition	To see a summary of depreciation amounts for assets that you marked as personal property. Assets are grouped by the year each asset was placed in service, and sorted by acquisition date within each group.
Projection by Category	To see a five-year projection for each asset. Assets are grouped by category, and sorted by asset number within each group.
Remaining Basis Over Remaining Life Report	To identify assets that were not fully depreciated. Assets within this report are grouped and subtotaled by category.

Organizing reports into report lists

You can select the reports you want to associate with your client using the Report List Organizer and create a custom report list. Having a custom report list allows you to batch print reports.

To organize a report list:

- 1 From the **Reports** menu, select **Report List Organizer**.
- 2 Go to the **Report lists available for the current directory** area and select the report list that you want to use, then click **OK**.



- To create a new report list, click **New**. When the **Add Report List** window appears, type a name for the report list that you want to create, then click **OK**.
 - To edit an existing report list, click **Edit**. When the **Edit Report List Name** window appears, enter a new name, then click **OK**.
 - To delete selected reports from the report list the reports, select the report, and then click **Delete**. When the confirmation window appears, select **Yes**.
- 3 If you want Fixed Asset Manager to print all of the reports in the report list you've created each time you print reports, select the **When printing, select all reports in list to print together** check box. This option allows you to batch print all the reports in your custom report list.
 - 4 If you want to print only the assets selected in the Schedule folder, select the **When printing, print only the assets selected in the Schedule** check box.
 - 5 If you want to add a report to the report list, select the report in the **Available Reports** list, and then click **Add**. If you want to remove a report from a report list, select the report in the **Selected Reports** list, and then click **Remove**. Click **OK** to save your changes and close the window.

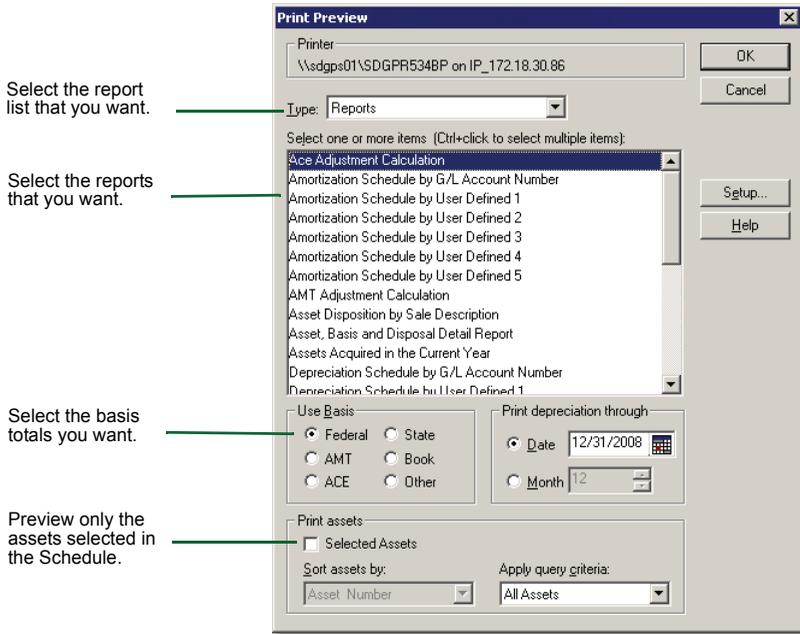
Previewing reports in the report lists

After you create your report lists, you can preview one or several reports at a time.

To preview reports:

- 1 From the **Reports** menu, select **Display Report**.

Tip: You can also click the **Print Preview** icon on the toolbar, then select **Reports**.



- 2 Go to the **Type** list, and select the report list that you want to preview.
- 3 Select the name of the depreciation reports that you want to preview, the type of depreciation basis you want to use for the reports, and the year that you want the reports to cover.
- 4 Use the **Sort assets by** list to select the sort method and the **Apply query criteria** list to select query type or select the **Selected Assets** check box to preview only the assets you have selected in the Schedule.
- 5 Click **OK** to preview the reports.

QuickBooks Fixed Asset Manager - [Rock Castle Construction, Inc.]

Print Next Page Prev Page Two Page Zoom In Zoom Out Close

Federal Basis

Rock Castle Construction, Inc.
Lead Schedule by Category
For the 12 Months Ended 12/31/08

06/19/08
02:27PM

Asset Description	Date Acquired	Cost	SO#	Tax Ctry km	Method	Life	Conv. Mth	Est %	Sec. 179 Deductible	Sec. 179 Allowance	Depreciable Basis	Prior Depreciable	Current Depreciable	Accumulated Depreciable	
Unorganized Asset															
Utility Truck	05/01/07	24,374.00	N		MACRS	300% AUTO	05/00	HY	100.00	0.00	0.00	24,374.00	10,810.00	4,500.00	15,110.00
2005 pickup	02/14/07	29,822.91	N		MACRS	300% AUTO	05/00	HY	100.00	0.00	29,822.91	10,810.00	4,500.00	15,110.00	
Chair	11/15/09	475.00	N		MACRS	300% DB	05/00	HY	100.00	0.00	0.00	475.00	95.00	0.00	95.00
Conference Table	11/15/09	3,600.00	N		MACRS	300% DB	05/00	HY	100.00	0.00	0.00	3,600.00	700.00	0.00	700.00
Desk	12/20/09	2,100.00	N		MACRS	300% DB	05/00	HY	100.00	0.00	0.00	2,100.00	420.00	0.00	420.00
Desktop computer	10/15/09	2,000.00	N		MACRS	300% DB	05/00	HY	100.00	0.00	0.00	2,000.00	400.00	0.00	400.00
Desktop PC	10/01/09	5,000.00	N		MACRS	300% DB	05/00	HY	100.00	0.00	0.00	5,000.00	1,000.00	0.00	1,000.00
Desktop PC (S)	05/01/10	13,000.00	N		MACRS	300% DB	05/00	HY	100.00	0.00	0.00	13,000.00	0.00	0.00	0.00
Laser Printer	10/01/09	2,200.00	N		MACRS	300% DB	05/00	HY	100.00	0.00	0.00	2,200.00	440.20	0.00	440.20
Metal filing cabinet	10/29/09	1,250.00	N		MACRS	300% DB	05/00	HY	100.00	0.00	0.00	1,250.00	175.00	0.00	175.00
Office Building	09/22/07	325,000.00	N		MACRS	SL REAL	39.00	NA/1	100.00	0.00	0.00	325,000.00	19,097.21	7,202.76	25,999.97
Office Land	09/22/07	90,000.00	N		Other	LAND	00.00	None	100.00	0.00	0.00	90,000.00	0.00	0.00	0.00
Server	10/01/09	6,500.00	N		MACRS	300% DB	05/00	HY	100.00	0.00	0.00	6,500.00	1,300.00	0.00	1,300.00
2005 Van	10/15/07	25,000.00	N		MACRS	300% DB	05/00	HY	100.00	0.00	0.00	25,000.00	18,512.00	2,995.20	21,507.20
Copier/Printer	04/26/10	5,000.00	N		MACRS	300% DB	05/00	HY	100.00	0.00	0.00	5,000.00	0.00	0.00	0.00
Lease	04/26/10	15,000.00	N		MACRS	300% DB	05/00	HY	100.00	0.00	0.00	15,000.00	0.00	0.00	0.00
Equipment	12/01/09	15,000.00	N		MACRS	300% DB	05/00	HY	100.00	0.00	0.00	15,000.00	2,195.71	0.00	2,195.71
Equipment	12/01/09	15,000.00	N		MACRS	300% DB	05/00	HY	100.00	0.00	0.00	15,000.00	3,092.00	0.00	3,092.00
Desktop PC (S)	05/01/10	13,000.00	N		MACRS	300% DB	05/00	HY	100.00	0.00	0.00	13,000.00	0.00	0.00	0.00
Copier/Printer	04/26/10	5,000.00	N		MACRS	300% DB	05/00	HY	100.00	0.00	0.00	5,000.00	0.00	0.00	0.00
Lease	04/26/10	15,000.00	N		MACRS	300% DB	05/00	HY	100.00	0.00	0.00	15,000.00	0.00	0.00	0.00
2005 pickup	02/14/07	29,822.91	N		MACRS	300% DB	05/00	HY	100.00	0.00	0.00	29,822.91	20,365.20	3,266.06	23,660.33
2005 Van	10/15/07	25,000.00	N		MACRS	300% DB	05/00	HY	100.00	0.00	0.00	25,000.00	18,512.00	2,995.20	21,507.20
Chair	11/15/09	475.00	N		MACRS	300% DB	05/00	HY	100.00	0.00	0.00	475.00	95.00	0.00	95.00
Conference Table	11/15/09	3,600.00	N		MACRS	300% DB	05/00	HY	100.00	0.00	0.00	3,600.00	700.00	0.00	700.00
Desk	12/20/09	2,100.00	N		MACRS	300% DB	05/00	HY	100.00	0.00	0.00	2,100.00	420.00	0.00	420.00
Desktop computer	10/15/09	2,000.00	N		MACRS	300% DB	05/00	HY	100.00	0.00	0.00	2,000.00	400.00	0.00	400.00
Desktop PC	10/01/09	5,000.00	N		MACRS	300% DB	05/00	HY	100.00	0.00	0.00	5,000.00	1,000.00	0.00	1,000.00
Laser Printer	10/01/09	2,200.00	N		MACRS	300% DB	05/00	HY	100.00	0.00	0.00	2,200.00	440.20	0.00	440.20
Metal filing cabinet	10/29/09	1,250.00	N		MACRS	300% DB	05/00	HY	100.00	0.00	0.00	1,250.00	250.00	0.00	250.00
Office Building	09/22/07	325,000.00	N		MACRS	300% DB	05/00	HY	100.00	0.00	0.00	325,000.00	291,400.00	37,410.00	288,940.00

Page: 1

For Help, press F1

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- 6 Review the first report that you selected.
- 7 To preview a different report, select the report from the drop-down list.
- 8 When you're done reviewing the reports, click **Close**.

Printing reports

After you've organized and previewed your reports, you can print one or several reports at a time.

To print a report:

- 1 From the **File** menu, select **Print**, then select **Reports**.
- 2 From the **Type** list, select **Reports**.
- 3 Select the reports that you want to print.
- 4 Select the basis you want to use and choose the date or number of months you want to use for this report.
- 5 Go to the **Print assets** area and choose the sort method and query criteria or select the **Selected Assets** check box to print only the assets you have selected in the Schedule.
- 6 Click **OK** to print the reports.

Exporting Information and Preparing for Next Year

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Understanding export procedures

To copy asset information, including computed depreciation, from a Fixed Asset Manager client file to the client's ProSeries return, you need to:

- 1 Prepare the client's Fixed Asset Manager data.
- 2 Export the client's data from Fixed Asset Manager into an export file.
- 3 Import the client's data from the export file into ProSeries.

Preparing a client's data for export

To prepare a client's Fixed Asset Manager data for export into a ProSeries tax return, you need to:

- Make sure you selected the correct type of return for the client
- Link an asset to the appropriate form for each return

Selecting the type of return

When you create a company in QuickBooks, one of the first things you do is select the client's type of return, such as Form 1120, Form 1120S, Form 1065 or Form 1040.

To change or review this choice after you've created the company in QuickBooks:

- 1 Access QuickBooks and open the company associated with the Fixed Asset Manager data you want to export.
- 2 From the **Company** menu, select **Company Information**.
- 3 Confirm or change the tax return type for the client using the Income Tax Form Used option.
- 4 Click **OK**.

Linking assets to a return

Next, you need to link each asset to the appropriate form in the client's tax return. To do so, go to the **Link to Federal Form** section of the **Asset** folder. When multiple properties apply, enter or select the name of the property with which the asset is to be associated on the tax return.

Important:

The property name must be typed **exactly** as it is typed in the ProSeries tax product to which you are exporting. If the property name appears differently, ProSeries creates a new property with that name.

Creating an export file

After you create links for the assets that you want to report on the client's tax return, you create an export file containing the asset information that you will import into the client's ProSeries tax return.

To create an export file from Fixed Asset Manager:

- 1 From the **File** menu, select **Export**, then **ProSeries Tax**, then **Export**.
- 2 Follow the instructions provided on each screen.
- 3 Once the transfer is complete, Click **OK**.

Exporting information to other applications

This section describes how to export information from Fixed Asset Manager to Microsoft[®] Word, Microsoft[®] Excel, and an ASCII or Comma-Separate (CSV) file.

Tip:

Fixed Asset Manager exports data from the **Schedule** folder based on the active column set, sort set, query and basis. To export other data, create a unique column set, sort set, query and basis.

Exporting data to Microsoft Excel

To export data to an Excel spreadsheet:

- 1 Make sure Microsoft Excel is installed on your computer.
- 2 In Fixed Asset Manager, go to the **File** menu, select **Export**, then select **Excel Spreadsheet**.
- 3 When the **Export to Excel complete** message appears, click **Yes** to view the spreadsheet.
- 4 Save the spreadsheet in Microsoft Excel

Exporting data to Microsoft Word

To export data to a Word document:

- 1 Make sure Microsoft Word is installed on your computer.
- 2 In Fixed Asset Manager, go to the **File** menu, select **Export**, then select **Word Document**.
- 3 When the **Export to Word complete** message appears, click **Yes** to view the Word document. The data appears in a table.
- 4 Save the document in Microsoft Word.

Exporting to an ASCII file

To export data to an ASCII file:

- 1 Go to the **File** menu, select **Export**, then select **ASCII File**.
- 2 When the **Export to ASCII File** message appears, type a file name and click **Save**.

The file name text box includes the.txt extension.

Exporting to a comma-separated file

To export data to a CSV file:

- 1 In Fixed Asset Manager, go to the **File** menu and select **Export**, then select **Comma Separated File**.
- 2 When the **Export to Comma Separated File** message appears, type a file name and click **Save**.

The file name text box includes the .csv extension.

Preparing for next year

After you file a client's tax return and back up the client files, you're ready to prepare the clients' assets for next year's depreciation calculations.

Important:

You cannot make modifications to or create reports for prior-year information. Remember to back up your client files and print any necessary reports before you perform these steps.

To prepare assets for next year:

- 1 From the **Tools** menu, select **Prepare for Next Year**.
- 2 Review the information in the **Prepare for Next Year** window.
- 3 If the client is an 1120 corporation, indicate whether the corporation will qualify for the small corporation AMT exemption next year.

4 Click **Yes** to begin the Prepare for Next Year procedure.

This procedure does the following:

- Removes assets that were disposed of in the current year
- Adds current depreciation to prior year depreciation
- Updates the unrecovered basis fields
- Calculates depreciation for the new year

Using Tax Worksheets

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Understanding tax worksheets

Fixed Asset Manager provides the following tax worksheets that can help you complete the depreciation-related portions of your clients' returns:

- Form 4562 Part I — Section 179 Summary Copy
- Form 4562 Part II & III — Lines 15, 16 and 17
- Form 4562 Part III — Lines 19 and 20
- Form 4562 Part IV — Summary
- Form 4562 Part V — Listed Property
- Form 4562 Part VI — Amortization
- Form 4797 Part I — Property Held More Than One Year
- Form 4797 Part II — Ordinary Gains and Losses
- Form 4797 Part III — Gains from Disposition of Depreciable Property
- Form 4626 Depreciation Adjustments and Tax Preferences
- Form 4626 ACE Worksheet
- Form 4626 Gain/Loss Adjustments

Important:

The Fixed Asset Manager tax worksheets do not replace the IRS forms in a tax return. You must always include the actual IRS forms with the return.

Fixed Asset Manager completes each worksheet automatically using the information in the client's file.

Previewing tax worksheets

To preview a tax worksheet with a client's data:

- 1 From the **Reports** menu, select **Display Tax Worksheet**.
- 2 In the **Print Preview** window, go to the **Type** list and select the worksheet that you want to preview.
- 3 Click **OK**.
The tax worksheet appears.
- 4 Use the buttons near the top of the window to magnify or move around the form.
If you selected more than one tax worksheet, each worksheet is included in the list that appears near the top of the window. To view a different worksheet, select that worksheet from the list.
- 5 When you finish previewing worksheets, click **Close**.

Printing tax worksheets

To print a tax worksheet with a client's data:

- 1 From the **File** menu, select **Print**, then select **Tax Worksheets**.
- 2 Select the worksheets you want to print.
- 3 Click **OK** to begin printing.

Reviewing the tax worksheets

Each tax worksheet provides detailed information and totals for one or more lines on the tax return. This section briefly describes each tax worksheet.

Form 4562 Part I - Section 179 Summary Copy

Use this worksheet to complete Part I of Form 4562. The worksheet lists the cost, elected 179 cost and the elected 179 deduction totals for property that is not listed, and for property that is listed. You must calculate the business income limitation separately.

Form 4562 Part II & III - Lines 15, 16 and 17

Use this worksheet to complete Part II and III of Form 4562. The worksheet lists assets by asset class within each property that has been defined in Fixed Asset.

Form 4562 Part III - Lines 19 and 20

Use this worksheet to complete Part III of Form 4562. Information is given for lines 19 and 20 columns (c) through (g).

Form 4562 Part IV - Summary

Use this worksheet to complete Part IV of Form 4562. The worksheet lists the cost or other basis, elected 179 cost and depreciation deduction.

Form 4562 Part V - Listed Property

Use this worksheet to complete Part V of Form 4562. Within each defined property, the worksheet provides depreciation information for assets with a business percentage greater than 50%, and for assets with a business percentage less than or equal to 50%.

Form 4562 Part VI - Amortization

Use this worksheet to complete Part VI of Form 4562. Within each defined property, the worksheet provides information for intangible assets acquired in the current year and in prior years. Current and prior year amortization information is given for each eligible asset.

Form 4797 Part I - Property Held More Than 1 Year

Use this worksheet to complete Part I of Form 4797. The worksheet provides disposal information for each asset that can be reported on Part I.

Form 4797 Part II - Ordinary Gains and Losses

Use this worksheet to complete Part II of Form 4797. The worksheet provides disposal information for each asset that can be reported on Part II.

Form 4797 Part III - Gains from Disposition of Depreciable Property

Use this worksheet to complete Part III of Form 4797. The worksheet provides complete disposal information for lines 19 through 26e for assets that can be reported on Part III.

Form 4626 Depreciation Adjustments and Tax Preferences

Use this worksheet to complete lines 2a, 2p and 2q of Form 4626, and lines 2a, 2b and 2c of Form 4626 ACE Worksheet. For each defined property, the worksheet calculates AMT depreciation adjustments and tax preferences for assets subject to AMT depreciation.

Form 4626 ACE Worksheet

This worksheet closely resembles the Form 4626 ACE Worksheet. Use the information provided here to complete lines 2a through 2b(6). For each defined property, the worksheet calculates ACE adjustments for assets subject to ACE depreciation.

Form 4626 Gain/Loss Adjustments

Use this worksheet to complete line 2e of Form 4626 and line 9 of the Form 4626 ACE Worksheet. Fixed Asset Manager calculates Federal, AMT and ACE gain or loss for eligible assets within each property.

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