

Fixed Assets CS

Walkthrough

Tax Year 2018

Invest a few hours of your time to experience the power of Fixed Assets CS — the fixed asset management application that puts you in complete control of managing your assets.

FIXED ASSETS CS®

part of the
CS PROFESSIONAL SUITE®



CS Support: 800-968-0600
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GETTING STARTED

This walkthrough will provide you with a basic understanding of the design and functionality of Fixed Assets CS. Because this walkthrough is relatively brief, we cannot show you all of the features and capabilities. However, after you have completed the walkthrough, you will have a good understanding of the basic features of Fixed Assets CS and be able to use the application with confidence and efficiency.

This walkthrough is most valuable when you read the pages in sequence. If Fixed Assets CS does not perform as expected while using this walkthrough, please call CS Support at 800-968-0600 and follow the prompts.

This chapter of the walkthrough describes:

- general information about Fixed Assets CS
- capacities of Fixed Assets CS
- the main window, including the menu, toolbar, and Home Page
- how to use the Help menu to learn more about Fixed Assets CS

About Fixed Assets CS

Fixed Assets CS has been a leader in the depreciation application field for years. The time- and effort-saving capabilities of Fixed Assets CS make the application the most powerful and productive fixed asset management application available. With quick data-entry, calculation explanation dialogs, easy navigation, and customizable client reports and print collations, Fixed Assets CS streamlines the entire depreciation data entry and reporting process.

Getting Started

Fixed Assets CS uses standard Windows® design conventions to improve user productivity. For example, Fixed Assets CS uses the same keyboard commands, menus, and program conventions as your Windows operating system.

Note: For the latest system requirements information, please visit the system requirements page on our website. Note that CS Professional Suite products are designed for professional production work. Our system requirements are based on the assumption that professional accounting firms replace their computer hardware and operating systems approximately every three years. While our applications may operate on less powerful hardware and operating systems, we do not believe our applications will perform at a level suitable for production work in those environments. Of course, as processing speed and RAM increase, application performance will also improve. We recommend business class computers, which generally offer higher levels of performance than home models when running business applications.

Fixed Assets CS capacities

The following table summarizes the capacities of Fixed Assets CS.

Note: Many of the capacities listed in the following table are defined per client. If you use Fixed Assets CS to keep track of your own assets (as opposed to tracking assets for your clients), you will likely have only one client: yourself.

Item	Maximum limit
Clients	20,000
Assets per client	32,000
Highest asset number	32,000
Asset classes for each Method/Life Wizard type - General, Farm, Indian Reservation, Indian Reservation Farm, Governmental	250
Treatments per client	No limit
Business activities per client	999
Units per activity folder	250
Custom reports	No limit
Custom methods for calculating depreciation	99
Asset groups per client	65,000
Asset locations per client	65,000
Asset types per client	65,000
Divisions per client	250
Dollar amount	\$999,999,999,999.99

The Fixed Assets CS main window

► After you install Fixed Assets CS, double-click the Fixed Assets CS  icon on the Windows desktop to start the application.

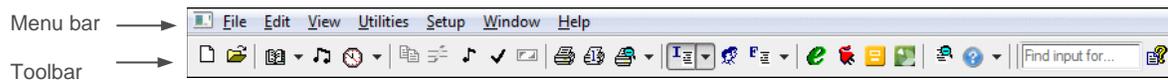
Note: To protect your data and comply with IRS requirements, the licensed version of Fixed Assets CS requires that each user log in to the application with a unique username and password. If you are using a licensed version of Fixed Assets CS, a login prompt will appear immediately after launching the application.

If the User Bulletin window opens when you open Fixed Assets CS, just click the Close  button to close this window. We will discuss user bulletins on page 6 of this walkthrough.

After you close the User Bulletin window, you will see the Fixed Assets CS menu, toolbar, and Home Page, which are the starting points for all activities in Fixed Assets CS.

Fixed Assets CS menu and toolbar

The toolbar is composed of buttons for the most common actions in Fixed Assets CS, such as creating a client, saving client data, and printing reports and forms. The Fixed Assets CS menu consists of menus from which you can access various commands. These menus are dynamic, so the commands that appear in them differ depending on whether a client is open and where you are in the application.



Note: There is also an Asset Detail menu that contains the same menu names but different commands. For details on where to find information about the toolbars and keyboard shortcuts available in Fixed Assets CS, see the “Navigating in Fixed Assets CS” section on page 7.

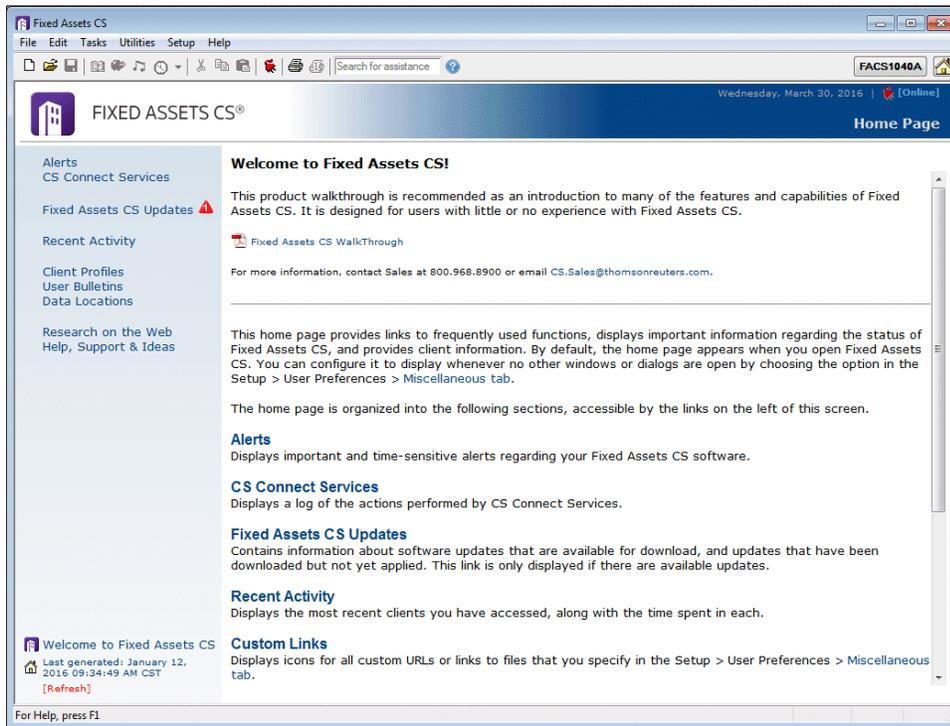
Each menu contains commands for a different area of Fixed Assets CS. For example, the File menu commands are used for client data operations, such as opening, closing, creating, saving, backing up, or renaming a client’s data. Please take a few minutes to browse through the commands in each menu. You will use many of them later in this walkthrough.

Fixed Assets CS Home Page

The Fixed Assets CS Home Page provides links to frequently used functions and displays information about the status of Fixed Assets CS. The Home Page appears when you start Fixed Assets CS, or you can click the Home Page  button on the toolbar to view the Home Page. To set up the Home Page to always appear when a client is not open, choose User Preferences from the Setup menu, click the Miscellaneous tab, and select *When no other screens are visible* in the *Display the Home Page* field.

Getting Started

To view each section of the Home Page, click the links on the left side of the page. For descriptions of each section in the Home Page, click the Welcome to Fixed Assets CS link in the lower-left corner of the Home Page.



- **The Alerts section** includes important, time-sensitive information about Fixed Assets CS.
- **The Fixed Assets CS Updates section** includes important information about application updates that are available for download and notices about updates that have been downloaded but not yet applied. The link to this section is visible only when updates are available.
- **The Custom Links section**, which is visible in the left column only when custom links have been added, displays all custom links to websites, files, and folders you set up. To add and modify custom links, choose User Preferences from the Setup menu, click the Miscellaneous tab, and click the Custom Links button.
- **The Client Profiles section** displays a list of clients, which can be sorted by client ID, name, or entity. You can also open clients without choosing the Open Client command from the File menu and view details about individual clients, summarized asset information, a client's status history, and any external documents that are attached to that particular client.

Using the Help menu to learn about Fixed Assets CS

The Help menu provides a variety of features and methods of acquainting yourself with Fixed Assets CS. The following sections describe some of the commands available from the Help menu.

Help & How-To Center

The Help & How-To Center provides one-stop access to the information you need while using Fixed Assets CS. Use the search field in Fixed Assets CS to find information on new features, procedures for various tasks, answers to frequently asked questions, productivity and troubleshooting tips, alerts about timely issues, and more.

To access the Help & How-To Center, choose Help & How-To Center from the Help menu, press F1 from within an open client's return, or press CTRL+Y from any screen. Or, you can search for topics from within Fixed Assets CS by entering your terms in the search  field. You can also choose Help > Alerts and Notices to view information about known issues, recent fixes, and answers to common questions.

For more information and examples of sample searches, see the [Finding answers to your Fixed Assets CS questions](#) topic in the Help & How-To Center.

Additional Resources

In addition to providing quick access to the Help & How-To Center, the Help menu includes an "Additional Resources" sub-menu from which you can access the following resources. (An active internet connection is required.)

- **General Support Information** — Opens the Support section of our website. You can use the Support page to obtain information about releases and versions, search the Help & How-To Center, send questions to CS Product Support, and more.
- **Keyboard Help** — Opens a table of keyboard shortcuts. Fixed Assets CS provides many keyboard shortcuts for the most commonly used application commands, such as opening a client, printing, and saving client data.
- **Frequently Asked Questions** — Opens a help topic with links to frequently asked questions (FAQs) about Fixed Assets CS.
- **Ask Support via Email** — Opens a form you can complete to submit a question to CS Product Support.
- **UltraTax CS Ideas Community** — The UltraTax CS Ideas Community provides a way for you to give feedback and suggestions directly to our development team. The scope, feasibility, and popularity of a suggestion based on votes from other UltraTax CS users will impact whether we implement that suggestion in a future release of UltraTax CS.

Bulletins

The Bulletins command opens a window that lists the user bulletins for Fixed Assets CS. User bulletins inform you of special information about new application releases and changes made to the application. Use the Bulletins window to either view the bulletins on screen or print the desired bulletins.

Asset Life

This command is available only when you are working with assets in the Asset Detail dialog. The Asset Life command opens a revenue procedure table that specifies asset lives for property subject to depreciation under the general depreciation system provided in section 168(a) of the Code or the alternative depreciation system provided in section 168(g).

On the Web

The On the Web command opens a sub-menu with commands to access various online resources.

- **CS Professional Suite Home Page** — Opens the main page of our website, where you can obtain general information about Thomson Reuters/Tax & Accounting and our applications.
- **Checkpoint** — Opens the Checkpoint® login dialog, which subscribers can use to log in to the Checkpoint online tax and research database service without closing Fixed Assets CS.
- **Forms CS** — Opens the main page of the Forms CS website, where you can log in and purchase officially approved tax forms, document covers, and envelopes for your returns.
- **Adobe Reader** — Opens the Adobe website from which you can download and install the Adobe Reader.
- **IRS Home Page** — Opens the main page of the IRS website, where you can obtain information about the latest tax law changes and access various tax forms and publications.



PRACTICE SESSION 1: FUNDAMENTALS

Welcome to the first of two Fixed Assets CS practice sessions. This first session introduces you to the powerful features of Fixed Assets CS by walking you through adding assets for a hypothetical client. Following this session is a “Beyond the Basics” session in which we use sample data to illustrate some of the more advanced features of Fixed Assets CS.

Together, the two practice sessions provide a basic understanding of the design and functionality of Fixed Assets CS. Because the sessions are relatively brief, it is not possible to show you all of the features and capabilities of Fixed Assets CS. Still, the sessions highlight most of the key features and the first session alone provides all the information you need to begin processing your own or your clients’ asset information with confidence and efficiency.

Note: For information on the features not covered in either of the practice sessions, refer to “Help & How-To Center” on page 5 and “Learning More About Fixed Assets CS” on page 99.

Navigating in Fixed Assets CS

Fixed Assets CS follows standard Windows navigation conventions. There are many methods for navigating through Fixed Assets CS, so you can use the method most comfortable for you. For example, you can use keyboard shortcuts to activate commands or use the mouse to click toolbar buttons. You can also use a combination of the mouse and keyboard commands while using Fixed Assets CS. For example, press CTRL+O to open the Open Client dialog and then double-click the desired client ID to open that client’s data.

In this walkthrough, you will use all of these methods. Although we use a particular method to provide you with instructions and an overview of the application, one of the major advantages of Fixed Assets CS is that you can use whichever method you prefer to enter data and use the application.

For more information about menus, toolbars, shortcut keys, and function keys, search for these terms from the search field in the toolbar to access the Help & How-To Center.

Adding a client

The first step in processing asset information for yourself or for any new client involves assigning a unique client ID and entering some basic information about yourself or the client.

ACTIONS

Note: From this point forward in this walkthrough, we use the convention “Choose [Menu name] > [Command name]” to instruct you to choose a command from a menu. For example, step 1 above would be “Choose File > New Client.”

1. From the File menu, choose New Client.

Notes

- You can enter up to 11 letters or numbers for the unique client ID. If a client ID already exists, Fixed Assets CS notifies you by displaying the client list with the existing ID highlighted.
- For UltraTax CS® users: If you want to share client data between UltraTax CS and Fixed Assets CS, you must use the same client ID in both applications.
- For Accounting CS® users: If you are going to retrieve Fixed Assets CS journal entry information, you must use the same client ID in both applications.

2. In the New Client dialog, enter **FACS1120A** in the *Client ID* field.

Note: Pressing TAB to move from field to field in data entry is a standard Windows convention. However, you can also set an option to use the ENTER key to move from field to field. To do so, after completing these steps to add a new client, choose Setup > User Preferences and mark the *Use enter key to move between fields* checkbox on the Miscellaneous tab.

3. Press TAB. The cursor moves to the *Name* field.
4. Enter **Corporate Practice Client**. (If this was an actual client, you would enter the client’s name in this field.)
5. Press TAB to move the cursor to the *Entity* field.
6. Click the arrow to the right of the Entity field to open the drop-down list of selections or press F4. Because we want to use the default entity type, 1120 C Corporation, press TAB to continue. (If this was an actual client, you would select the appropriate entity.)
7. In the *EIN / SSN* field, enter **123456789** and press TAB. Notice Fixed Assets CS automatically enters the appropriate hyphenation for this field.

In the Current fiscal year end field, Fixed Assets CS defaults to 12/31/18. We will keep the default year end.

8. Press TAB to move the cursor to the Calc period tab.
9. In the Calc period tab, click the Quarterly option (or press ALT + Q to select it), and press TAB.

10. In the *Current period ending date* field, enter **033118** and press TAB.

The New Client dialog should resemble the following illustration.

The screenshot shows the "New Client" dialog box. The "Data location" is set to "<default> (C:\WinCSI\DeprData)". The "Client ID" is "FACS1120A", the "Name" is "Corporate Practice Client", and the "Entity" is "1120 C Corporation" with an "EIN / SSN" of "12-3456789". The "Current fiscal year end" is "12/31/18". The "Calc period" sub-dialog is open, showing "Short years" selected, with radio buttons for "Annual", "Quarterly" (selected), and "Monthly". The "Current period ending date" is "3/31/18". Buttons for "Advanced Properties...", "OK", and "Cancel" are at the bottom.

11. Click OK to save the information and close the New Client dialog.

Page 1 of the Asset List window opens automatically. Notice the new client ID, client name (FACS1120A Corporate Practice Client), fiscal year-end date, and current-quarter ending date appear in the title bar in the Asset List window.

Note: The components of the Asset List window are discussed in detail on page 29.

Setting up for data entry

The Setup menu contains client-specific setup options that allow you to change default data-entry and calculation options. These settings apply only to the current client and should be set prior to entering assets.

Note: If most of your clients will require the same associations, treatments, calculation options, and/or print profiles, you can set up the template to eliminate the need to perform these setup tasks for each client individually. For more information, use the search field in the toolbar to search on **template setup**, and then in the list of search results, click “Setting up the template.”

This section walks you through setting up associations, situses, treatments, and calculation options.

Setting up associations

Setting up associations is an important part of managing assets because associations are used to sort assets during data entry and to categorize assets for reporting purposes.

In this section, you will set up two pre-defined associations. (The pre-defined Serial # association is already set up for you.)

Adding groups

The first pre-defined association you will set up is a “group.” A group is an arbitrary collection of assets that you aggregate for reporting purposes. For example, you might label one group “equipment” and assign all equipment assets to this group. Generally, you will define your groups to correspond to your general ledger accounts.

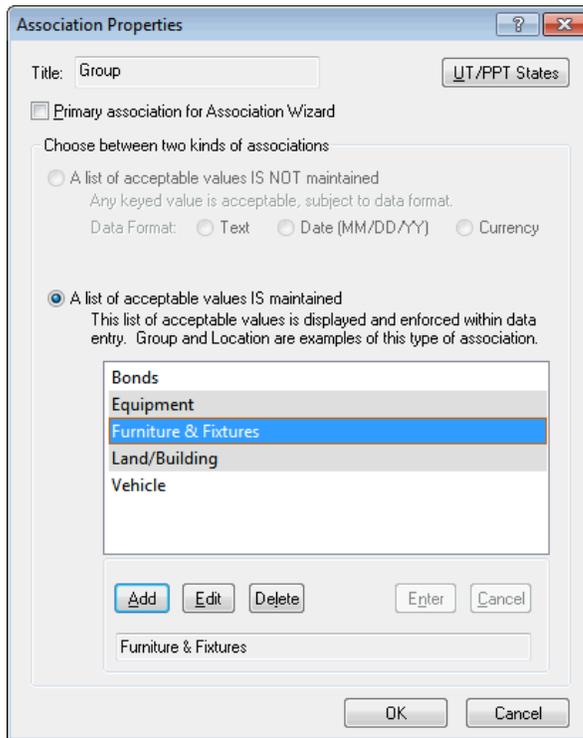
Note: If you plan to integrate with Accounting CS, the groups you set up in Fixed Assets CS must correspond with the client’s general ledger accounts in Accounting CS.

ACTIONS

The Asset List window is open.

1. Choose Setup > Associations.
2. In the Associations dialog, mark the *Group* checkbox.
3. With the Group association highlighted, click the Properties button.
4. Click the Add button, enter **Equipment**, and press ENTER.

5. Similar to the previous step, add the following association groups: **Bonds**, **Vehicle**, **Land/Building**, and **Furniture & Fixtures**. The Association Properties dialog should resemble the following illustration.



6. Click OK to return to the Associations dialog.

The values you entered are now available from the drop-down list for the *Group* field during data entry.

Adding locations

The second type of association you will set up is a “location.” A location is the physical site of an asset.

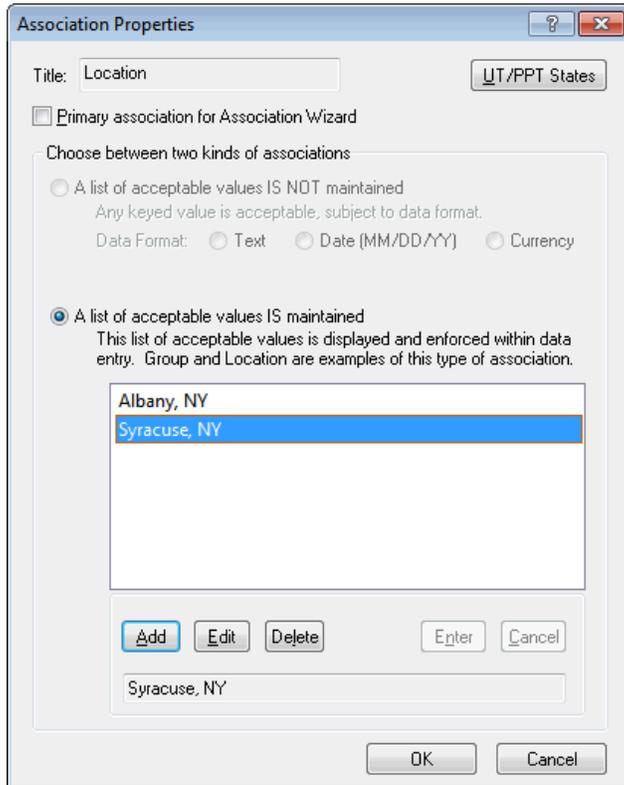
ACTIONS

1. In the Associations dialog, mark the *Location* checkbox.
2. With the Location association highlighted, click the Properties button.
3. In the Association Properties dialog, click the Add button; enter **Albany, NY**; and press ENTER.

Practice Session 1: Fundamentals

- Click the Add button, enter **Syracuse, NY**, and press ENTER.

The Association Properties dialog should resemble the following illustration.



- Click OK to return to the Associations dialog.
- Click OK to close the Associations dialog.

Setting up a situs

Setting up a situs for assets is an important part of managing assets. A situs is the state or locale in which an asset is held or located.

ACTIONS

1. In the Asset List window, choose Setup > Situs.
2. Mark the *New York* checkbox in the Situs dialog.
3. Click OK. The Add State Treatment dialog opens.



4. Verify that the *Add a treatment for NY* option is selected and click the Add Treatment button.

Now when you add an asset, the asset will default to the situs of New York and the NY treatment column will calculate.

Setting up treatments

You can enable pre-defined or custom treatments on a client-by-client basis. Once enabled, these treatments are available for the client during data entry and they determine which reports are available for printing. Fixed Assets CS provides many options for configuring treatments. For example, you can set up treatments to be equal to other treatments or you can set up a state AMT treatment.

Treatment types

The following types of treatments are available in Fixed Assets CS.

- **Pre-defined treatments** — Tax and Book.
- **Pre-defined derived treatments** — AMT, ACE, and E&P. These treatments calculate based on amounts entered for the Tax treatment.

Note: When the AMT, ACE, or E&P treatment is enabled, the application calculates Earnings and Profits depreciation data based on amounts entered in the Tax column.

- **State and custom treatments** — State treatments and an unlimited number of custom treatments. You can create custom treatments for multiple states or create custom treatments based on the AMT, ACE, or E&P treatment. Custom treatments can also be set up to calculate automatically based on data entered in the Tax treatment.

Practice Session 1: Fundamentals

Default treatments

Depending on the client's entity type, the following treatments are available by default.

Entity type	Default treatments
1120C	Tax, Book, AMT, and ACE
1065, 1065B, 1120S, 990E and 990V	Tax, Book, and AMT
Governmental	Tax and Book
1040, 1041, and Other	Tax and AMT

Note: The ACE treatment is not available for 1040 clients.

Modifying treatments

In this section, you will set the Book treatment values equal to the Tax treatment values for a client that calculates Book and Tax depreciation the same. When you set this option, you do not have to enter the information twice because Fixed Assets CS automatically copies the values you enter in the Tax column to the Book column.

ACTIONS

The Asset List window is open.

1. Choose Setup > Treatments.

The Treatments dialog lists the treatments available for the open client's entity type. Below the Treatments list is a read-only field that shows any options that have been set for the selected treatment.

Note: When you highlight the Book treatment, if you clear the checkbox, you will be prompted to confirm the deletion of all data associated with that treatment. For purposes of this exercise, click No to decline the change, and then, with the Book treatment still highlighted, click the Options button.

2. Highlight the Book treatment and click the Options button.

The Treatment Options dialog opens. The options that are available depend on which treatment you selected and which treatments are currently enabled.

3. Mark the *Make treatment equal to Tax* checkbox at the top of the dialog.
4. Click OK.
5. A prompt appears that asks if the Tax treatment values should be copied to the Book treatment. Click Yes to continue.
6. Click OK to close the Treatments dialog.

Setting calculation options

Calculation options allow you to determine how depreciation is calculated for the open client. You can tell Fixed Assets CS to base depreciation on a monthly, half-year, or full-year period (in the year of acquisition and disposal) for non-ACRS/MACRS treatments. You can also determine whether you want to use calculations based on IRS tables or a formula.

ACTIONS

The Asset List window is open.

1. Choose Setup > Options.
2. Fixed Assets CS has several calculation options. Although we are not going to change any of these options right now, take a minute to familiarize yourself with them.
3. For more information on the options in the Calculation tab, press F1 and review the help for the Calculation tab (an active internet connection is required).
4. Click Cancel to close the Options dialog.

Entering asset data

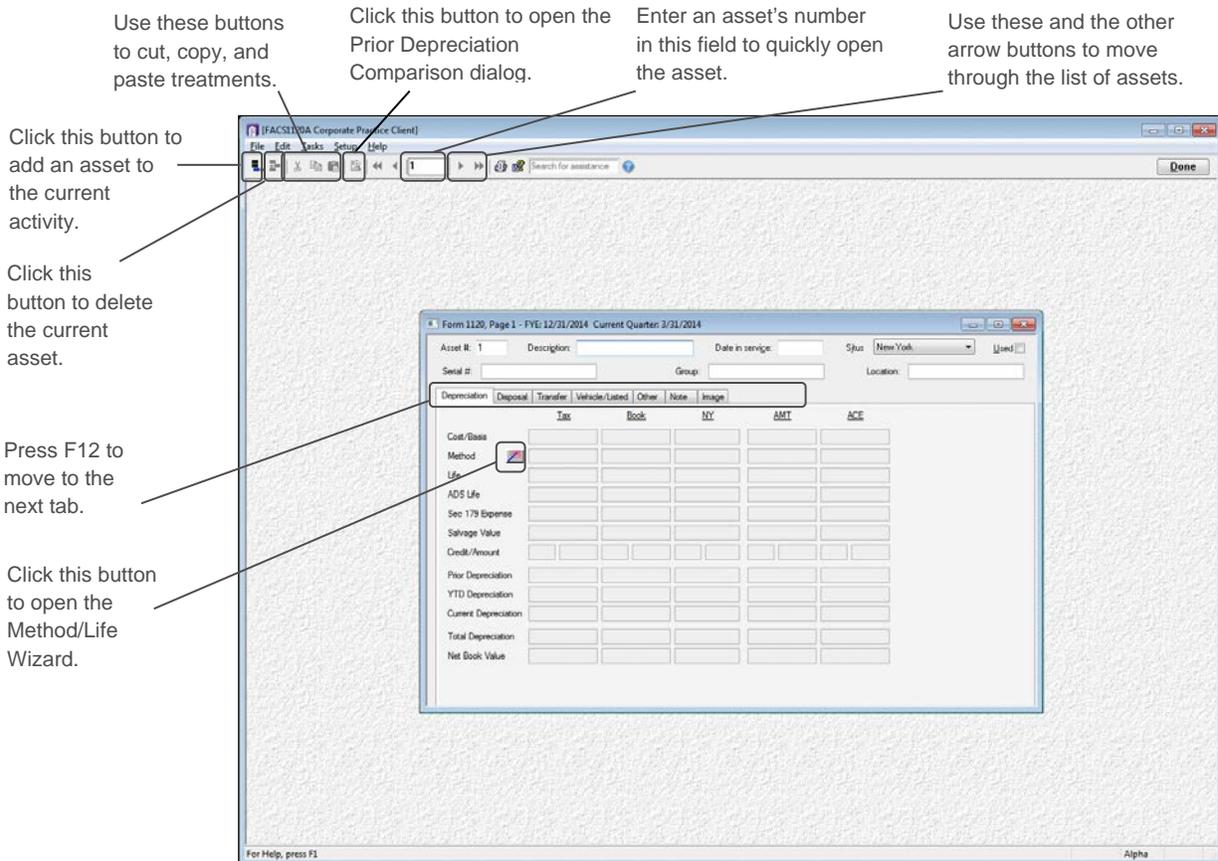
So far, you have learned how to enter some basic setup information for a client. This section describes how to navigate through Fixed Assets CS so you can easily process asset information for the practice client, FACS1120A. In Practice Session 2: Beyond the Basics on page 55, you will see how to streamline the data-entry process and improve your efficiency.

ACTION

- ▶ In the Asset List window, click the Add button.

The Asset Detail dialog

Because you clicked the Add button in the previous exercise, the Asset Detail dialog is open for asset 1. The following illustration identifies most of the relevant features in the Asset Detail dialog.



The Asset Detail dialog contains up to eight tabs for entering information for the current asset: Depreciation, Disposal, Transfer, Vehicle/Listed, Home Office (1040 clients only), Other, Note, and Image. To move between tabs (after entering a data in service), click each tab or press F12 or CTRL+TAB — you do not have to navigate through layers of menus. The presence of a dot on any tab other than the Depreciation tab indicates that data has been entered in the tab.

Entering MACRS depreciable assets

Let's begin entering assets for the practice client.

ACTIONS

The Asset Detail dialog is open.

1. In the *Description* field, enter **Copy Machine** and press TAB.
2. In the *Date in service* field, enter **031314** and press TAB. Notice the *Cost/Basis* and *Method* fields in the Depreciation tab are now enabled.

Practice Session 1: Fundamentals

3. New York is already selected in the *Situs* field. We do not want to change the entry for this field, and the property is not used, so press TAB twice to continue.
4. In the *Serial #* field, enter **380-N90** and press TAB.
5. Click the arrow to the right of the *Group* field to open the drop-down list of selections which lists the groups we entered earlier in this practice session. Then, select Equipment and press TAB.

As you can see, the ability to customize your own drop-down lists means you do not have to re-key every entry — a time-saving feature that will greatly improve your productivity and maintain consistency among Fixed Assets CS users.

6. In the *Location* field, select Syracuse, NY and press TAB. The cursor moves to the Depreciation tab.
7. In the *Cost/Basis* field of the Tax column, enter **10,000** and press TAB.
8. Click the arrow to the right of the *Method* field of the Tax column. Scroll down the list of selections to view the default methods included with Fixed Assets CS.

Note: For information on adding your own custom method for calculating depreciation to this list of selections, use the search field in the toolbar to search on custom methods, then in the list of search results, click “Defining a custom method for calculating depreciation.”

9. Select MACRS from the drop-down list and press TAB.
10. In the *Life* field of the Tax column, select 5.0 from the drop-down list, or enter **5**, and press TAB.

Notes

- Because of the options we set in “Setting up treatments” on page 13, Fixed Assets CS enters the same amount in the Book column automatically. If appropriate, Fixed Assets CS also updates the amounts in the ACE column. Note that you can change the amounts Fixed Assets CS enters, if necessary.
- Many of the most common asset class methods and lives are provided during data entry through the Method/Life Wizard. (The next procedure shows you how the Method/Life Wizard works.) If you are unsure of the applicable MACRS life for your asset, see “Accessing the MACRS Asset Life table” on page 39.

Notice the blue text in the *Current Depreciation* fields. As you enter data in the other fields, the amounts Fixed Assets CS calculates for the *Current Depreciation* fields are displayed in blue. This temporary color highlights the calculated values so you can see how the data you enter affects the depreciation calculations. When you return to this asset later, the calculated amounts will display in black.

11. Click the *Prior Depreciation* field of the Tax column.

Fixed Assets CS calculates prior depreciation automatically and allows you to either enter your own value or use the calculated value. For example, if you have already calculated prior depreciation for this asset, you can enter that amount in the Prior Depreciation field. Later in this practice session, we will show you how to use the calculated value. For this asset, we will enter our own value.

12. Enter **9,424** and press TAB.

13. Click the *Prior Depreciation* field of the NY column.

14. Enter **9,424** and press TAB.

The Depreciation tab in the Asset Detail dialog should resemble the following illustration.

	Tax	Book	NY	AMT	ACE
Cost/Basis	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Method	MACRS	MACRS	MACRS	MACRS	MACRS
Life	7.0	7.0	7.0	7.0	7.0
ADS Life					
Sec 179 Expense					
Salvage Value					
Credit/Amount					
Prior Depreciation	9,424.00	9,424.00	9,424.00	8,438.15	8,438.15
YTD Depreciation					
Current Depreciation	41.14	41.14	41.14	111.56	111.56
Total Depreciation	9,465.14	9,465.14	9,465.14	8,549.71	8,549.71
Net Book Value	534.86	534.86	534.86	1,450.29	1,450.29

Now we will add a second MACRS depreciable asset.

ACTIONS

1. Choose Edit > Add. Note that the *Asset #* field now displays “2.”
2. In the *Description* field, enter **Phone** and press TAB.
3. In the *Date in service* field, enter **090715** and press TAB.
4. New York is already selected in the *Situs* field. We do not want to change the entry for this field, and the asset is not used, so press TAB twice.
5. In the *Serial #* field, enter **23091** and press TAB.

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- Equipment is already selected in the *Group* field and Syracuse, NY is already selected in the *Location* field. When you add a new asset while the Asset Detail dialog is open, Fixed Assets CS enters the previously entered asset's associations in the *Group* and *Location* fields if those fields are enabled in Setup > Associations. This saves time if you are entering similar assets.

We do not want to change the entries in the *Group* and *Location* fields, so press TAB twice.

- In the *Cost/Basis* field, enter **500** and press TAB.
- In the *Method* field of the Tax column, enter **M** to select MACRS and press TAB.
- In the *Life* field, enter **7** and press TAB.
- Choose Tasks > Prior Depreciation Comparison.
- Click the All Treatments: Use Computed Amount button.

The Depreciation tab in the Asset Detail dialog should resemble the following illustration.

Form 1120, Page 1 - FYE: 12/31/2018 Current Quarter: 3/31/2018

Asset #: 2 Description: Phone Date in service: 9/07/15 Situs: New York Used

Serial #: 23091 Group: Equipment Location: Syracuse, NY

Depreciation Disposal Transfer Vehicle/Listed Other Note Image

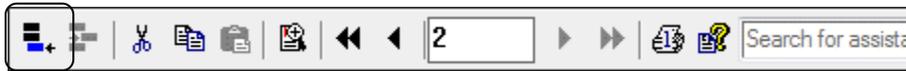
	Tax	Book	NY	AMT	ACE
Cost/Basis	500.00	500.00	500.00	500.00	500.00
Method	MACRS	MACRS	MACRS	MACRS	MACRS
Life	7.0	7.0	7.0	7.0	7.0
ADS Life					
Sec 179 Expense					
Salvage Value					
Credit/Amount					
Prior Depreciation	390.67	390.67	281.34	390.67	390.67
YTD Depreciation					
Current Depreciation	7.81	7.81	15.62	7.81	7.81
Total Depreciation	398.48	398.48	296.96	398.48	398.48
Net Book Value	101.52	101.52	203.04	101.52	101.52

Entering an asset with section 179 expense

Whether an asset was acquired in the current year or in a prior year, the data-entry method is the same. For assets acquired in a prior year, the section 179 expense amount would be included in both the *Sec 179 Expense and Prior Depreciation* fields. For assets acquired in the current year, the section 179 expense would be included in the *Sec 179 Expense and Current Depreciation* fields.

ACTIONS

1. Click the Add Asset  button on the toolbar.



The Asset Detail dialog for the second asset opens. Notice the *Asset #* field now displays “3.”

2. In the *Description* field, enter **Fax Machine** and press TAB.
3. In the *Date in service* field, enter **033018** and press TAB.
4. New York is already selected in the *Situs* field. We do not want to change the entry for this field, and the property is not used, so press TAB twice to continue.
5. In the *Serial #* field, enter **290-P20** and press TAB.
6. We do not want to change the entry for the *Group* field, so press TAB.
7. In the *Location* field, enter **A** to select Albany, NY and press TAB.
8. In the *Cost/Basis* field of the Tax column, enter **1,200** and press TAB.
9. Click the Method/Life Wizard  button to the left of the *Method* field.
10. Enter **F** to select the Fax machine asset class and press ENTER.

The Method/Life Wizard enters the appropriate methods, lives, and, if applicable, ADS lives for an asset based on the asset class you chose and the date placed in service. The following lists of asset classes are available: General, Farm, Indian Reservation, Indian Reservation Farm, and Governmental. For information on changing the setup of the Method/Life Wizard, use the search field in the toolbar to search on **change asset class in wizard**, then in the list of search results, click “Changing the list of asset classes that is available from the Method/Life Wizard.”

11. In the *Sec 179 Expense* field of the Tax column, enter **1,200**, and press TAB.

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- Click the *Sec 179 Expense* field of the NY column, enter **1,200**, and press TAB.

The Depreciation tab in the Asset Detail dialog should resemble the following illustration.

	Tax	Book	NY	AMT	ACE
Cost/Basis	1,200.00	1,200.00	1,200.00		
Method	MACRS	MACRS	MACRS		
Life	7.0	7.0	7.0		
ADS Life					
Sec 179 Expense	1,200.00	1,200.00	1,200.00		
Salvage Value					
Credit/Amount					
Prior Depreciation					
YTD Depreciation					
Current Depreciation	300.00	300.00	300.00		
Total Depreciation	300.00	300.00	300.00		
Net Book Value	900.00	900.00	900.00		

Entering an asset to be amortized

ACTIONS

- Click the Add Asset button on the toolbar.
The Asset Detail dialog for the new record opens. Notice the *Asset #* field now displays "4."
- In the *Description* field, enter **Bond Premium** and press TAB.
- In the *Date in service* field, enter **030716** and press TAB.
- New York is already selected in the *Situs* field. We do not want to change the entry for this field, and the asset is not used, so press TAB twice to continue.
- There is no serial number for this asset, so press TAB.
- In the *Group* field, select Bonds and press TAB.
- In the *Location* field, select Syracuse, NY and press TAB.
- In the *Cost/Basis* field of the Tax column, enter **3,005** and press TAB.
- Press F6 to open the Method/Life Wizard.
- On your keyboard, press the I key three times to highlight the Intangible asset class and press ENTER.

- The Amortization Section dialog opens and prompts you to enter an appropriate amortization code. Select 171 – Bond Premiums in the *Amortization code* field, then click OK to close the Amortization Section dialog and return to the Asset Detail dialog.

Because this is not a MACRS asset, the cursor moved to the *Salvage Value* field.

- Click the *Prior Depreciation* field of the Tax column, enter **900**, and press TAB.
- Click the *Prior Depreciation field* of the NY column, enter **900**, and press TAB.

The Depreciation tab in the Asset Detail dialog should resemble the following illustration. (Note that values aren't entered for the AMT and ACE treatments because this asset uses a non-MACRS method.)

	Tax	Book	NY	AMT	ACE
Cost/Basis	3,005.00	3,005.00	3,005.00		
Method	Amortization	Amortization	Amortization		
Life	5.00	5.00	5.00		
ADS Life					
Sec 179 Expense					
Salvage Value					
Credit/Amount					
Prior Depreciation	900.00	900.00	900.00		
YTD Depreciation					
Current Depreciation	150.25	150.25	150.25		
Total Depreciation	1,050.25	1,050.25	1,050.25		
Net Book Value	1,954.75	1,954.75	1,954.75		

- Click the Other tab.

To track an acquired date that is different from the date placed in service, enter the date in the *Date acquired* field. However, for this asset, the date placed in service is the same as the date acquired, so the date is already entered.

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15. Notice 171 - Bond Premiums is displayed in the *Amortization section* field. That selection is based on the selection you made in the Amortization Section dialog earlier in this procedure.

The Other tab should resemble the following illustration.

The screenshot shows the 'Form 1120, Page 1 - FYE: 12/31/2018 Current Quarter: 3/31/2018' dialog box. The 'Asset #' field is 4, 'Description' is Bond Premium, 'Date in service' is 3/07/16, 'Situs' is New York, and 'Location' is Syracuse, NY. The 'Group' is Bonds. The 'Other' tab is selected, showing the 'General Information' section. The 'Date acquired' field is 3/07/16. There are checkboxes for 'Section 168(f)(1)', 'Tracking partner's outside basis (1065 only)', 'Include memo asset on balance sheet', and 'Exclude memo asset from non PPT reports'. There are dropdowns for 'Qual sec 179 real prop.', '990 PSA Code', 'Amortization section' (set to 171 - Bond Premiums), and 'GO Zone/168(k) (force)'. There are memo fields for 'Memo 1' and 'Memo 2'. There are buttons for 'Mid-Quarter & Section 179 Force Options...' and 'Credit Information...'. The 'Associations' section is empty.

Notice the dot that appears next to the word “Other” in the Other tab. When data is entered in any tab (except the Depreciation tab) in the Asset Detail dialog, a dot appears so you can easily see which tabs contain data.

Entering a listed property asset

ACTIONS

1. Press CTRL + A to open a new record in the Asset Detail dialog. Note that the *Asset #* field now displays “5.”
2. In the *Description* field, enter **Computer** and press TAB.
3. In the *Date in service* field, enter **041716** and press TAB.
4. New York is already selected in the *Situs* field. We do not want to change the entry for this field and the asset is not used, so press TAB twice to continue.
5. In the *Serial #* field, enter **9384** and press TAB.
6. The previously entered asset’s selection, Bonds, is displayed in the *Group* field. We want to change this entry, so select Equipment and press TAB.
7. We do not want to change the entry in the *Location* field, Syracuse, NY, so press TAB to continue.
8. In the *Cost/Basis* field of the Tax column, enter **1,500** and press TAB.
9. Press F6 to open the Method/Life Wizard and select Computer, monitor, laptop, PDA or peripheral equip.

10. Click the *Prior Depreciation* field of the Tax column, enter **855**, and press TAB.
11. Click the *Prior Depreciation* field of the NY column, enter **855**, and press TAB.

The Depreciation tab in the Asset Detail dialog should resemble the following illustration.

	Tax	Book	NY	AMT	ACE
Cost/Basis	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
Method	MACRS	MACRS	MACRS	MACRS	MACRS
Life	5.0	5.0	5.0	5.0	5.0
ADS Life					
Sec 179 Expense					
Salvage Value					
Credit/Amount					
Prior Depreciation	855.00	855.00	855.00	1,140.00	1,140.00
YTD Depreciation					
Current Depreciation	64.50	64.50	64.50	36.00	36.00
Total Depreciation	919.50	919.50	919.50	1,176.00	1,176.00
Net Book Value	580.50	580.50	580.50	324.00	324.00

12. Click the Vehicle/Listed tab.
13. In the *Type of property* field, select Listed property (Non-vehicle) and press TAB three times.
14. In the *Bus use pct* field, enter **80** and press TAB.

The Vehicle/Listed tab should resemble the following illustration.

Type of property: Listed property (Non-vehicle) Did you know...

Listed property

Form 4562 Client Evidence Questions... Bus use pct: 80.00 Lease Inclusion

Additional 1120 vehicle Information

Current year usage

Total miles driven during the year:

Commuting miles:

Business miles:

Track Mileage...

Other personal miles:

Business use percentage: 100.00

Average round trip commuting miles:

Does not follow safe harbor method of accounting 3.03(5)(C)(i)

Other information

Form 4562 Vehicle Questions...

Value of employer - provided vehicle:

Entering a vehicle asset

Fixed Assets CS calculates a vehicle's business-use percentage based on mileage information. For 1040 clients, you can choose whether you want Fixed Assets CS to optimize between standard mileage or actual expenses for vehicles acquired in the current year or whether you want to force the application to use one or the other. (You will enter a vehicle asset for a 1040 client in Practice Session 2: Beyond the Basics on page 55.) Fixed Assets CS also recognizes limitations on personal automobiles.

There are two methods for entering vehicle expenses, both of which include answering the Form 4562 vehicle questions: you can use the vehicle cost/basis and depreciation method or, for 1040 clients, you can use the standard mileage method. In this section, we are going to use the cost/basis and depreciation method to add a vehicle and answer Form 4562 vehicle questions.

Note: For leased property that is either listed property (vehicle) or a personal auto and is being reported on Form 4562, enter the description and the date placed in service. If you enter an amount in the *Cost/Basis* field, the asset will be included in the total section 179 property calculation.

ACTIONS

The Asset Detail dialog for asset 5 is open.

1. Right-click the background above the tabs in the Asset Detail dialog.

2. Choose Add Asset to open a new record in the Asset Detail dialog. Note that the *Asset #* field now displays "6."
3. In the *Description* field, enter **2017 Chrysler 300** and press TAB.
4. In the *Date in service* field, enter **100416** and press TAB.
5. New York is already selected in the *Situs* field. We do not want to change the entry for this field, and the asset is not used, so press TAB twice to continue.
6. In the *Serial #* field, enter **A88F769G0B9F** and press TAB.
7. In the *Group* field, select **Vehicle** and press TAB.
8. We do not want to change the entry in the *Location* field, Syracuse, NY, so press TAB to continue.
9. In the *Cost/Basis* field of the Tax column, enter **30,000** and press TAB.
10. Press F6 to open the Method/Life Wizard and click Auto. The Vehicle Information dialog opens.
11. In the *Type of property* field, select Luxury auto (Passenger) and click OK.
12. Click the Vehicle/Listed tab. (You can also press CTRL+TAB until the Vehicle/Listed tab is selected.) Notice the fields in the Current year usage and Other information group boxes are available because Luxury auto (Passenger) was selected as the property type.

13. Click the Form 4562 Vehicle Questions button to access the vehicle questions.
The Form 4562 Vehicle Questions dialog opens, displaying two tabs: This Vehicle and All Vehicles.
14. In the This Vehicle tab, mark the *Available for personal use during off-duty hours* checkbox.
15. Click the All Vehicles tab.
16. Mark the *Evidence to support business/investment use* checkbox.
17. Mark the *Evidence is written* checkbox and then click OK to close the Form 4562 Vehicle Questions dialog.
18. Click OK to close the Form 4562 Vehicle Questions dialog.
19. In the *Total miles driven during the year* field, enter **35,000** and press TAB twice.
20. In the *Business miles* field, enter **25,000** and press TAB. Fixed Assets CS calculates the business-use percentage based on the mileage you entered.

The Vehicle/Listed tab in the Asset Detail dialog should resemble the following illustration.

The screenshot shows the 'Form 1120, Page 1 - FYE: 12/31/2018 Current Quarter: 3/31/2018' Asset Detail dialog, specifically the 'Vehicle/Listed' tab. The dialog displays the following information:

- Asset #:** 6
- Description:** 2017 Chrysler 300
- Date in service:** 10/04/16
- Status:** New York
- Serial #:** A88F769G0B9F
- Group:** Vehicle
- Location:** Syracuse, NY

The 'Vehicle/Listed' tab is active, showing the following fields and values:

- Type of property:** Luxury auto (Passenger)
- Listed property:** Form 4562 Client Evidence Questions... (with a 'Bus use pct:' field)
- Additional 1120 vehicle Information:** Lease Inclusion (with a field)
- Current year usage:**
 - Total miles driven during the year: 35,000
 - Commuting miles: (empty)
 - Business miles: 25,000
 - Track Mileage... (button)
 - Other personal miles: 10,000
 - Business use percentage: 71.43
 - Average round trip commuting miles: (empty)
 - Does not follow safe harbor method of accounting 1335(C)(i) (checkbox)
- Other information:**
 - Form 4562 Vehicle Question... (button)
 - Value of employer - provided vehicle: (empty)

Adding a non-depreciable asset

ACTIONS

The Asset Detail dialog for asset 6 is open.

1. Click the Add Asset button on the toolbar, or press CTRL+A, to open a new record in the Asset Detail dialog. Note that the *Asset #* field now displays "7."
2. In the *Description* field, enter Land and press TAB.
3. In the *Date in service* field, enter **013006** and press TAB.

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4. New York is already selected in the *Situs* field. We do not want to change the entry for this field, and the asset is not used, so press TAB twice to continue.
5. There is no serial number for this asset, so press TAB to continue.
6. We want to change the previously entered asset's selection, Vehicle, in the Group field. Enter **L** to select Land/Building and press TAB.
7. We do not want to change the entry in the *Location* field, Syracuse, NY, so press TAB to continue.
8. In the *Cost/Basis* field of the Tax column, enter **250,000** and press TAB.
9. In the *Method* field of the Tax column, select Land and press TAB.

The Depreciation tab in the Asset Detail dialog should resemble the following illustration.

	Tax	Book	NY	AMT	ACE
Cost/Basis	250,000.00	250,000.00	250,000.00		
Method	Land	Land	Land		
Life					
ADS Life					
Sec 179 Expense					
Salvage Value					
Credit/Amount					
Prior Depreciation					
YTD Depreciation					
Current Depreciation					
Total Depreciation					
Net Book Value	250,000.00	250,000.00	250,000.00		

10. Click Done to return to the Asset List window.

Notice the assets you added are listed in the Asset List window.

Overview of the Asset List window

The following illustration identifies most of the relevant features in the Asset List Window.

The screenshot shows the 'Business Asset List' window. On the left is a 'folders block' with folders: BUSINESS, COGS, Farm, Farm/rent, and Misc. The main area is a table with columns: Asset #, Description, In Service, Disposal Method, Tax Cost/Basis, Tax Current Depr, and Group. The table lists assets like Copy Machine, Phone, Fax Machine, Bond Premium, Computer, 2017 Chrysler 300, and Land. At the bottom, there are summary rows for 'Activity Total' and 'Grand Total'. On the right, there are buttons for 'Add', 'Modify', and 'Delete'. Callouts point to various elements:

- Name of current activity.
- Click this button to print the Asset List Report.
- Description of current activity.
- Click a column heading to sort the asset listing by that category.
- Buttons for adding, modifying, or deleting an asset for the current activity.
- Lines on a folder indicate that the folder contains data.
- Click this button to view client summary information.
- Click this button to enter mass dispositions.
- Click this button to enter section 179 expense for eligible assets.
- Click this button to review or enter vehicle information.

Asset #	Description	In Service	Disposal Method	Tax Cost/Basis	Tax Current Depr	Group
1	Copy Machine	3/31/14		10,000.00		41.14 Equipment
2	Phone	9/07/15		500.00		7.82 Equipment
3	Fax Machine	3/30/18		1,200.00		300.00 Equipment
4	Bond Premium	3/07/16		3,005.00		150.25 Bonds
5	Computer	4/17/16	Sold	1,500.00		57.60 Equipment
6	2017 Chrysler 300	10/04/16		30,000.00		544.66 Vehicle
7	Land	1/29/06		250,000.00		Land/Building
Activity Total				294,205.00		1,101.46
Grand Total				294,205.00		1,101.46

In the Asset List window, activity assets are grouped in “folders.” The folders are listed in the “folders block” on the left side of the Asset List window. The folders that appear depend on the client’s entity type. For example, one set of folders appears for corporate clients, and a different set appears for individual clients. The folder names describe the activities to which the assets you enter relate.

Use the folders block to select the appropriate activity. Then, either select the asset within that activity that you want to modify and click the Modify button, select the asset you want to delete and click the Delete button, or click the Add button to add an asset to that activity.

Using the mid-quarter calculation

Fixed Assets CS automatically determines whether the mid-quarter convention applies for each treatment set up for the client and recalculates depreciation when necessary. Whenever you close the client data, print reports, back up client data, advance to a new processing period, or force Fixed Assets CS to recalculate depreciation, the application totals the business cost of all qualifying assets for the open client. (All of these functions are discussed later in this practice session or in Practice Session 2: Beyond the Basics on page 55.)

If Fixed Assets CS determines that conditions require the use of the mid-quarter convention, it uses this convention when recalculating depreciation. Similarly, if the assets were previously calculated using the mid-quarter convention but it is no longer appropriate, Fixed Assets CS recalculates depreciation without applying the mid-quarter convention. You can explicitly include or exclude assets from the mid-quarter determination. Let's look at an example of how this works.

ACTIONS

The Asset List window is open.

1. Highlight asset 3, Fax Machine.
2. Click the Modify button to edit the information for this asset. The Asset Detail dialog opens, showing the asset information for the fax machine.
3. Click the Other tab.
4. Click the Mid-Quarter & Section 179 Force Options button. The Mid-Quarter & Section 179 Force Options dialog opens.

This dialog contains a tab for each applicable treatment and checkboxes that you can use to force Fixed Assets CS to include or exclude an asset from mid-quarter determination or the section 179 calculation regardless of what it determines is appropriate for the asset. For this practice session, do not mark any of these checkboxes.

5. Click the Cancel button to close the Mid-Quarter & Section 179 Force Options dialog.
6. In the toolbar, click the  button twice to move to the record for asset 1, Copy Machine.

Notice the copy machine was acquired in a prior year. Also notice the Mid-Quarter & Section 179 Force Options button is inactive.

7. For assets that were acquired in a prior year, choose Tasks > Use Mid-Quarter Convention. This command opens the Use Mid-Quarter Convention – Prior Year Assets dialog.
8. In the Use Mid-Quarter Convention – Prior Year Assets dialog, mark the *Calculate all treatments using mid-quarter convention* checkbox.
9. Click OK.
10. Click the Depreciation tab in the Asset Detail dialog. Directly above the words Cost/Basis in the Depreciation tab, you should see “Mid-Quarter Applies” in blue letters. Also, each treatment column title should be blue.
11. Choose Tasks > Use Mid-Quarter Convention.

12. Clear the *Calculate all treatments using mid-quarter convention* checkbox.
13. Clear the *Calculate MACRS depreciation using mid-quarter convention* checkboxes in the Tax and NY tabs.
14. Click OK.

Note: To force the mid-quarter calculation to apply or to be halted for all of the open client's current-year acquisitions, choose Setup > Treatments, highlight the applicable treatment, and click the Options button. In the Treatment Options dialog, click either the *Force application* or *Halt application* option. Because mid-quarter is calculated on a treatment-by-treatment basis, you will need to select the appropriate option for each treatment.

15. Click Done to return to the Asset List window.

Cutting, copying, and pasting assets

In Fixed Assets CS, you can easily cut, copy, and paste assets within the same business activity, among different business activities within the same client, or even between clients. This feature is helpful if, for example, you entered a client's assets in the wrong activity folder or if you have three identical assets (such as three desks purchased at the same time) that you want to enter as three separate assets.

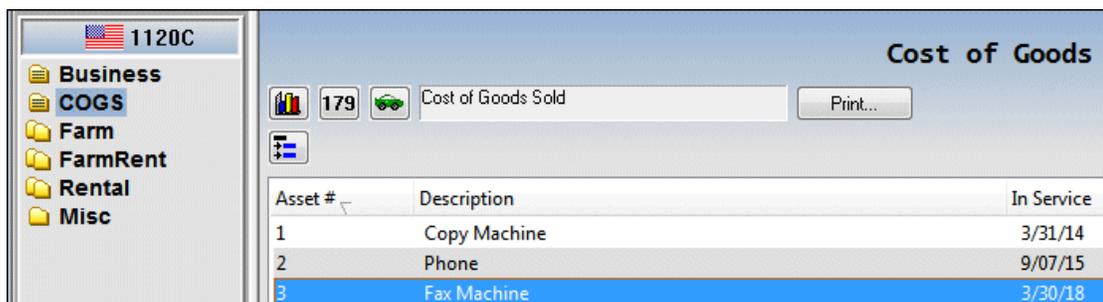
Let's see how this works.

ACTIONS

The Asset List window is open.

1. Click asset 1.
2. Press and hold the SHIFT key, and then click asset 3 to highlight assets 1–3.
3. Choose Edit > Copy Asset or click the Copy Asset  button on the toolbar.
4. Click the COGS folder. Notice this folder does not contain any assets.
5. Choose Edit > Paste Asset or click the Paste Asset  button on the toolbar.

The three assets appear in the Asset List window, as shown in the following illustration. Notice the COGS folder now has lines on it, indicating that the folder contains data.



Asset #	Description	In Service
1	Copy Machine	3/31/14
2	Phone	9/07/15
3	Fax Machine	3/30/18

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Now, we will cut these assets from the COGS activity and paste them into the Business activity using the drag-and-drop method.

6. Highlight assets 1, 2, and 3.
7. Click the description of one of the highlighted assets, then drag and drop them in the Business folder.

Note: To drag and drop assets, click an asset's description and hold down the mouse button. Move the mouse pointer (which drags the highlighted assets) to the desired folder and release the mouse button (which drops the assets in that folder).

8. Assets 1–3 are removed from the COGS folder and placed in the Business folder. Notice the COGS folder no longer has lines, indicating the folder is empty.
9. Click the Business folder. Notice the Business activity now includes assets 8, 9, and 10.

Other convenient features

In this section, you will learn to use the following features that are built into Fixed Assets CS for your convenience.

- Calculating prior depreciation automatically
- Displaying the current depreciation calculation
- Calculating depreciation for all assets
- Building a treatment for all assets
- Forcing a depreciation value
- Calculating section 179 expense
- Accessing the MACRS Asset Life table

Calculating prior depreciation automatically

After you have entered the cost / basis, method, and life for an asset, Fixed Assets CS calculates the asset's prior depreciation. You can then tell Fixed Assets CS to use the calculated amount or you can enter your own value. If you do neither, the amounts in the *Prior Depreciation* fields in the Asset Detail dialog will be zero.

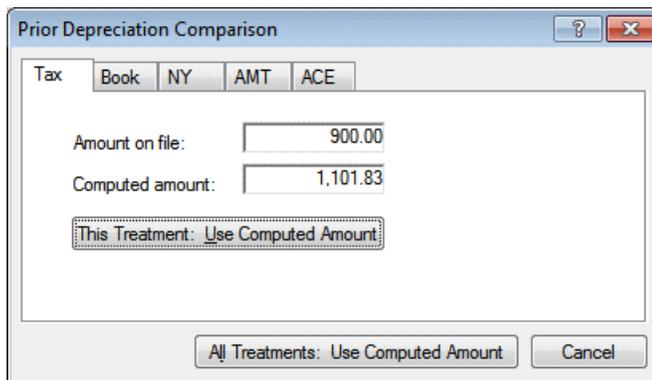
Let's see at how this works.

ACTIONS

You are viewing the Business folder's asset list.

Note: Double-clicking an asset is a shortcut for opening that asset's Asset Detail dialog. The result is the same as when you select the asset and click the Modify button.

1. Double-click asset 4 to open the Asset Detail dialog.
2. Click the Prior Depreciation Comparison  button on the toolbar. The Prior Depreciation Comparison dialog opens.



Two amounts are displayed: the amount on file and the calculated amount. The amount on file is the amount you entered in the *Prior Depreciation* field of the column that corresponds to the selected treatment tab. Because the amount on file and the calculated amount are different, the This Treatment: Use Computed Amount and All Treatments: Use Computed Amount buttons are enabled.

3. Click the All Treatments: Use Computed Amount button.

When the Prior Depreciation Comparison dialog closes, notice in the Asset Detail dialog that the prior depreciation values for this asset have changed to equal the calculated values for all enabled treatments.

4. Click the  button on the toolbar to open asset 5, or press PAGE DOWN once.
5. Choose Tasks > Prior Depreciation Comparison.

The Prior Depreciation Comparison dialog opens. Because this asset is "listed property" or "other business & personal use property," there are additional fields in the Asset's business-use

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percentages group box. As you change the business-use percentages, you will see the calculated amount change accordingly.

6. In the *Last year* field, highlight the current value, 100.00, then enter 80 and press TAB.
7. In the *Two years ago* field, enter 80 and press TAB.

The Prior Depreciation Comparison dialog should resemble the following illustration.

Prior Depreciation Comparison

Asset's business use percentages

Current year: 80.00

Last year: 80.00

Two years ago: 80.00

Three years ago:

Four years ago:

Five years ago:

Tax: Book NY AMT ACE

Amount on file: 855.00

Computed amount: 912.00

This Treatment: Use Computed Amount

Save Use Percentages, then Exit All Treatments: Use Computed Amounts Cancel

Because the amount on file does not match the calculated amount for the Tax treatment, the This Treatment: Use Computed Amount button is enabled. In addition, the amounts for the Tax and Book treatments match because of the options we selected in “Modifying treatments” on page 14.

8. Click the AMT tab. Because the amount on file and the calculated amount are different, the This Treatment: Use Computed Amount button is enabled.
9. Click the ACE tab. Notice the This Treatment: Use Computed Amount button is also enabled for the ACE treatment.
10. Click the Tax tab.

If you wanted to save the business-use percentages you entered, you would click the Save Use Percentages, then Exit button. However, for this exercise, we want to save the business-use percentages and have Fixed Assets CS use the calculated amounts for all treatments.

11. Click the All Treatments: Use Computed Amounts button. Fixed Assets CS saves the business-use percentages and closes the Prior Depreciation Comparison dialog.

Displaying the current depreciation calculation

Fixed Assets CS makes it easy to see how the current depreciation amounts were calculated for all treatments. You can check calculated depreciation values while you enter data or after you have completed data entry. Let's take a look at this feature.

ACTIONS

The Asset Detail dialog is open for asset 5.

1. Choose Tasks > Display Calculation.

The Display Calculation dialog opens displaying the Tax depreciation calculation, as shown in the following illustration.

	Basis	X	Rate	X	Holding Period	=	Depreciation
Cost	1500.00		1.00		Months Held 12.00		Adjusted for quarterly processing period: 28.80
X Bus. Pct.	80.00	/	Life 5.00		/Months in Year 12.00		
Bus. Basis	1200.00	X	DB % 2.00				
-Prior Dep.	912.00						
	288.00	X	0.4000	X	1.0000	=	115.20

Commentary

Print Close

2. Click the AMT tab to view the AMT depreciation calculation.
3. Click Close to return to the Asset Detail dialog.
4. Click Done to return to the Asset List window.

Calculating depreciation for all assets

Fixed Assets CS automatically calculates depreciation for all assets, one at a time, as they are entered. However, if you change the fiscal year-end date or the Tables vs. Formula option in the Setup > Options > Calculation tab, you need to recalculate depreciation for all of the open client's assets.

Note: The amount entered in the Prior Depreciation field in the Asset Detail dialog, as well as any forced depreciation amounts, are not altered by this procedure.

ACTION

The Asset List window is open.

- ▶ Choose Tasks > Calculate All Assets. Fixed Assets CS recalculates depreciation for all of the open client's assets.

Building a treatment for all assets

In Fixed Assets CS, you can build a treatment for all of a client's assets at once. You can build treatments that are equal to or dependent on another treatment. This capability is useful for adding a treatment after entering assets.

In this section, you will build the E&P treatment for the current client's assets.

ACTIONS

The Asset List window is open.

1. Choose Setup > Treatments.
2. Mark the *E&P* checkbox.
3. With the E&P treatment highlighted, click the Options button. The Classify dialog opens with the *Earnings and profits* option selected.
4. Click Continue.
5. Click OK to close the Treatment Options dialog.
6. Click the Build button to open the Treatment Build dialog.
7. Because we want to calculate and complete the E&P treatment for all assets, leave the *Build based on values entered in the Tax treatment* option selected, and then click the *For all assets* option.

Notes The Treatment Build dialog contains three other options that you would use in the following situations.

- If the E&P column is already calculating for some of the assets and you do not want to change those amounts, click the *Build based on values entered in the Tax treatment* option and then click the *Only for assets where the E&P treatment is blank* option.
 - If you want to copy another treatment's values to the current treatment, click the *Replace all assets with the following treatment's values* option and select the appropriate treatment from the drop-down list.
 - If you want to build the AMT or ACE treatment only for assets placed in service in a specific year, mark the *Build assets placed in service in the following tax year* and select the year you want to build from the drop-down list.
 - If the E&P treatment was already being calculated and you wanted to recalculate prior depreciation for the E&P treatment, you would click the *Calculate prior depreciation for all assets* option.
8. Click OK. Fixed Assets CS adds and calculates the E&P treatment for all of client FACS1120A's assets based on the Tax treatment.
 9. Click OK to close the Treatments dialog.
 10. In the Asset List window, highlight asset 1 and click the Modify button.
 11. In the Asset Detail dialog, notice the E&P column has been added and calculated.
 12. Press PAGE DOWN to view the E&P column for client FACS1120A's other assets.

13. When you are done viewing the other assets, click Done to close the Asset Detail dialog.

Calculating section 179 expenses

The Section 179 Summary dialog displays the section 179 limitation calculation and calculates the maximum section 179 expense allowed for the current-year asset as you enter it. This dialog is available only when you view or enter a current-year asset that is allowed to take section 179 expense.

This section explains how to view the section 179 limitation calculation and apply the maximum section 179 expense allowed to an asset.

ACTIONS

The Asset List window is open.

1. Right-click the Asset List window and choose Add Asset.
The Asset Detail dialog for asset 11 opens.
2. Enter **Conference table and chairs** in the *Description* field and press TAB.
3. In the *Date in service* field, enter **031118** and press TAB.
4. New York is already selected in the *Situs* field. We do not want to change the entry for this field, and the asset is not used, so press TAB twice to continue.
5. In the *Serial #* field, enter **011-54** and press TAB.
6. In the *Group* field, enter **F** to select Furniture & Fixtures. Press TAB.
7. In the *Location* field, enter **S** to select Syracuse, NY. Press TAB.
8. In the *Cost/Basis* field of the Tax column, enter **35,000** and press TAB.
9. Press F6 to open the Method/Life Wizard.
10. Press **F** twice to select "Furniture or fixture - nonrentals," and press ENTER.
11. Choose Tasks > Display Section 179 Summary.

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The Section 179 Summary dialog opens.

The screenshot shows the 'Section 179 Summary' dialog box with the following fields and values:

Election calculation	
Sec 179 maximum dollar limitation:	
Real property total:	1,000,000.00
Total sec 179 maximum dollar limitation:	1,000,000.00
Cost of current sec 179 property	
Real property total:	0.00
Total cost of current sec 179 property:	37,400.00
Threshold cost of sec 179 property:	2,500,000.00
Reduction in limitation:	0.00
Dollar limitation for tax year:	1,000,000.00
Business income limitation:	1,000,000.00
Adjusted sec 179 limitation (lesser of dollar or bus inc limit):	1,000,000.00
Elected cost	
Elected cost (including current asset)	
Real property total:	0.00
Total elected cost:	2,400.00
Elected section 179 for current asset:	0.00 <input type="button" value="Max"/>

Annotations and their corresponding fields:

- These fields correspond to the first five lines on Form 4562. (Points to the 'Election calculation' section)
- Displays the amount of sec. 179 property placed in service in the current year. (Points to 'Total sec 179 maximum dollar limitation')
- Displays the amount entered in the *Taxable income* field in the Setup > Treatments > Options > Sec 179 tab for the selected treatment. (Points to 'Business income limitation')
- Shows the sec. 179 maximum dollar limitation adjusted by the threshold and business income limitations. (Points to 'Adjusted sec 179 limitation')
- Displays the total elected 179 cost of the client's current-year assets. (Points to 'Total elected cost')
- Displays the amount entered in the current asset's *Sec 179 Expense* field in the Asset Detail dialog for the selected treatment. (Points to 'Elected section 179 for current asset')
- Click this button to enter the maximum amount of sec. 179 expense for the current asset. (Points to the 'Max' button)

Notes

- Fixed Assets CS does not calculate business income and the business income limitation field will always display the amount entered in Setup > Options > Sec 179 tab for the selected treatment. If you are integrating with UltraTax CS, the Business income limitation field does not reflect the business income calculated in UltraTax CS for the client.
- Fixed Assets CS does not track or calculate the carryover of the disallowed deduction. When printing assets, you can enter the carryover in the Form 4562 tab. To do this, from the Asset List window, choose File > Print, click the Forms tab, double-click Form 4562 so it appears in the Selected pane, and click the Options button. In the Options: Form 4562 dialog, click the Form 4562 tab, and enter the carryover amount of the disallowed deduction.

12. Click the Max button to apply the maximum section 179 expense to this asset. Notice Fixed Assets CS enters \$35,000 in the *Elected section 179 for current asset* field.
13. Click the NY tab and then click the Max button to apply the maximum section 179 expense to the New York treatment for this asset.
14. Click OK to close the Section 179 Summary dialog. In the Asset Detail dialog, notice Fixed Assets CS entered the maximum section 179 expense allowed for this asset in the *Sec 179 Expense* fields.

Note: When the Asset Detail dialog is open, there are additional methods you can use to apply the maximum section 179 expense.

- Choose Tasks > Enter Maximum 179 Allowed.
- Right-click in the Asset Detail dialog (or press F3) and choose Enter Maximum 179 Allowed.

Accessing the MACRS Asset Life table

If you are not sure of an asset's life and it is not available from the Method/Life Wizard, you can access the MACRS Asset Life table during data entry to identify the appropriate life.

Note: You must have an active internet connection to view the MACRS Asset Life table or any help for Fixed Assets CS.

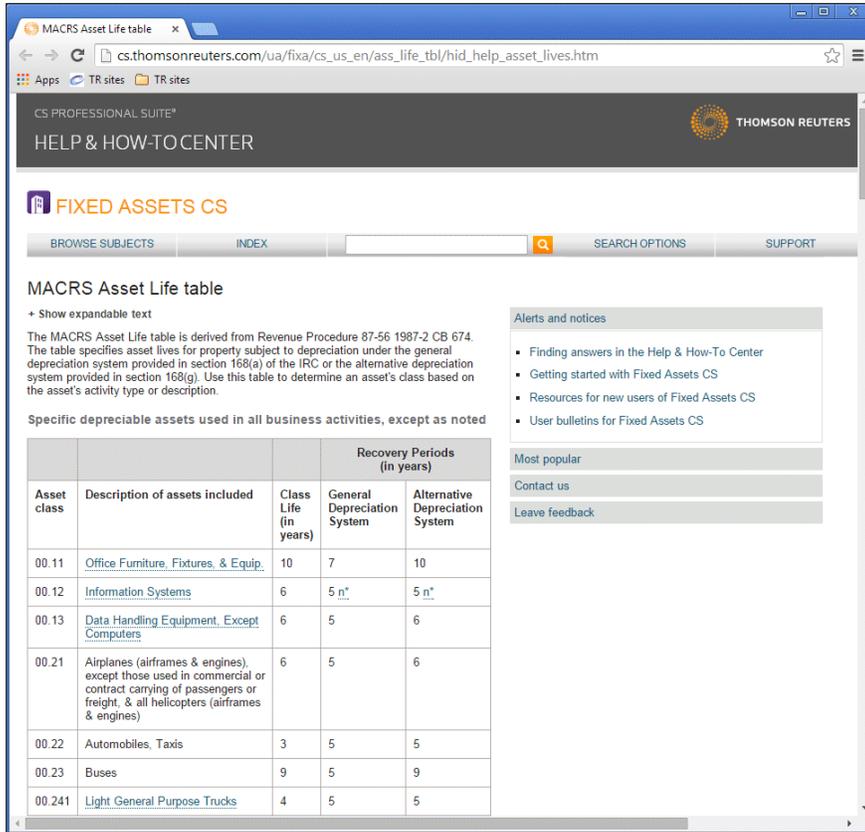
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In this section, you will use the MACRS Asset Life table to determine the appropriate life for an asset.

ACTIONS

The Asset Detail dialog is open for asset 11.

1. Choose Help > Asset Life, or click the Help: Asset Life  button on the toolbar. The MACRS Asset Life table opens in your default internet browser.



MACRS Asset Life table

+ Show expandable text

The MACRS Asset Life table is derived from Revenue Procedure 87-56 1987-2 CB 674. The table specifies asset lives for property subject to depreciation under the general depreciation system provided in section 168(a) of the IRC or the alternative depreciation system provided in section 168(g). Use this table to determine an asset's class based on the asset's activity type or description.

Specific depreciable assets used in all business activities, except as noted

Asset class	Description of assets included	Class Life (in years)	Recovery Periods (in years)	
			General Depreciation System	Alternative Depreciation System
00.11	Office Furniture, Fixtures, & Equip.	10	7	10
00.12	Information Systems	6	5 n*	5 n*
00.13	Data Handling Equipment, Except Computers	6	5	6
00.21	Airplanes (airframes & engines), except those used in commercial or contract carrying of passengers or freight, & all helicopters (airframes & engines)	6	5	6
00.22	Automobiles, Taxis	3	5	5
00.23	Buses	9	5	9
00.241	Light General Purpose Trucks	4	5	5

Scroll through the table and find the appropriate life for the MACRS asset you are depreciating. Asset 11 is a table and chairs. In this example, the table and chairs belong to asset class 00.11 for Office Furniture, Fixtures, & Equipment. Therefore, we use the General Depreciation System recovery period of seven years.

Note: You will need to determine which asset classes the assets fall into based on the kinds of activities the assets are used for or the assets' descriptions. After you have determined this, use the appropriate General Depreciation System or Alternative Depreciation System recovery period.

2. Click the Office Furniture, Fixtures, & Equip. link for asset class 00.11 to view an explanation of items that are considered to be furniture, fixtures, and equipment assets.
3. In Fixed Assets CS, click Done to return to the Asset List window.

Disposing of assets

Entering disposal information enables Fixed Assets CS to properly calculate current-year depreciation and delete the asset after the current year, when applicable.

In this section, you dispose of a single asset and enter a mass disposition for two assets.

Disposing of a single asset

ACTIONS

The Asset List window for Form 1120, Page 1 is open.

1. Double-click asset 5. The Asset Detail dialog opens.
2. Click the Disposal tab.
3. Select Sold / Scrapped from the *Method* drop-down.
4. In the *Date disposed* field, enter **030118** and press TAB.

Note: For information on other methods of disposal, use the search field in the toolbar to search on disposal methods.

Fields that are specific to the sold / scrapped method of disposal appear in the Disposal tab. Fixed Assets CS enters the appropriate type of property in the *Type of property* field and calculates the values in the depreciation allowed and gain/(loss) fields.

5. In the *Gross proceeds* field, enter **500** and press TAB.

Fixed Assets CS recalculates the gain or loss on the asset, based on the information entered in this tab.

The Disposal tab in the Asset Detail dialog should resemble the following illustration.

6. Click Done to close the Asset Detail dialog and return to the Asset List window.

Entering a mass disposition

ACTIONS

The Asset List window for Form 1120, Page 1 is open.

1. Choose Tasks > Mass Dispositions.
2. In the Mass Disposition dialog, click the Add button.
3. In the *Description* field, enter **Sold Office Equipment** and click Continue.



4. There are two panes in the Select Assets - Sold Office Equipment dialog. In the Assets available to select pane on the left, asset 1 (the copy machine) is already highlighted. Click the Select button to move the asset to the Assets selected pane on the right.

Note: Asset 5 does not appear in this list because the asset was disposed in the previous exercise.

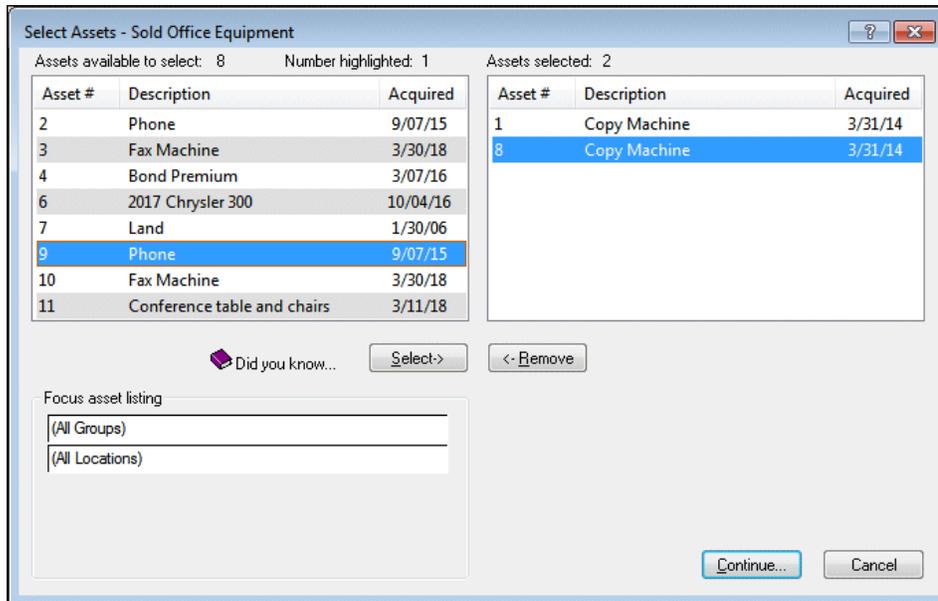
5. Click the Did you know button to view a list of restrictions on selecting assets for mass disposition.

Note: Several dialogs throughout Fixed Assets CS contain Did you know buttons that provide quick and convenient access to information related to the task you are currently performing.

6. In Fixed Assets CS, highlight asset 8 (the other copy machine) in the Assets available to select pane.

- Click the Select button to move the asset to the Assets selected pane.

The Select Assets - Sold Office Equipment dialog should resemble the following illustration.



- Click Continue. The Enter Disposal Information dialog opens.
- In the *Method* field, select Sold / Scrapped from the drop-down list.
- In the *Date disposed* field, enter **033118** and press TAB twice.

Notice Fixed Assets CS automatically completes the date based on the current period. Also notice additional fields are now enabled.

- In the *Gross proceeds* field, enter **8,000** and press TAB.

Fixed Assets CS displays the amount of depreciation allowed for the assets being disposed, along with the gain or loss calculated on the sale.

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The Enter Disposal Information dialog should resemble the following illustration.

Enter Disposal Information

Disposal

Method: Sold / Scrapped Date disposed: 3/31/18 Date in service (optional):

Gross proceeds: 8,000.00

Expenses related to sale:

Overall business use %:

Tax depreciation allowed: 19,012.58

Tax depreciation taken on other property: 0.00 Reset

Tax gain/(loss): 7,012.58

Book depreciation allowed: 19,012.58

Book depreciation taken on other property: 0.00 Reset

Book gain/(loss): 7,012.58

Type of property: 1245 - Trade or business property

Proceeds reported on Form 1099

Sale to related party (disallowed loss)

Apply bus use % to gross proceeds and expenses

Form 4797 Part III Real Property...

Installment Sale...

State Information...

OK Cancel

- Click OK to close the Enter Disposal Information dialog.
- In the Mass Disposition dialog, notice Sold Office Equipment is now listed, then click Done.
Now, we will verify that one of the assets was disposed.
- Highlight asset 1 and click the Modify button.
- In the Asset Detail dialog, click the Disposal tab. The Disposal tab should resemble the following illustration.

Form 1120, Page 1 - FYE: 12/31/2018 Current Quarter: 3/31/2018

Asset #: 1 Description: Copy Machine Date in service: 3/31/14 Status: New York Used

Serial #: 380-N90 Group: Equipment Location: Syracuse, NY

Depreciation Disposal Transfer Vehicle/Listed Other Note Image

Method: Sold / Scrapped Date disposed: 3/31/18 Mass Disposition - Sold Office Equipment

Gross proceeds:

Expenses related to sale:

Overall business use %:

Tax depreciation allowed: 9,506.29

Tax depreciation taken on other property: 0.00

Tax gain/(loss): -493.71

Book depreciation allowed: 9,506.29

Book depreciation taken on other property: 0.00

Book gain/(loss): -493.71

Type of property:

Personal property exchange

Proceeds reported on Form 1099

Sale to related party (disallowed loss)

Apply bus use % to gross proceeds and expenses

Form 4797 Part III Real Property...

Installment Sale...

State Information...

State/Other L&E Information...

Notice the asset has been disposed and that the fields in this tab are inactive. Also notice the “Mass Disposition - Sold Office Equipment” text next to the Date disposed field, which tells you that the asset has been disposed of by a mass disposition with the description of Sold Office Equipment.

If you need to alter any information on the sale of this asset, you must choose Tasks > Mass Dispositions when the Asset List window is open.

Note: To verify that the other copy machine has been disposed of, highlight asset 8 in the Asset List window, click the Modify button, and click the Disposal tab.

16. Click Done to close the Asset Detail dialog.

Transferring assets

Entering transfer information enables Fixed Assets CS to move an asset, properly calculate current-year depreciation, and delete the original asset after the current year.

In this section, you will transfer a single asset and enter a mass transfer for two assets.

Transfer a single asset

ACTIONS

The Asset List window for Form 1120, Page 1 is open.

1. Double-click asset 2.
2. Click the Transfer tab.
3. In the *Date of Transfer* field, enter **052018** and press TAB.
4. Select Location from the *Type of transfer* field, then press TAB twice. Fixed Assets CS automatically enters the location in the *From* field.
5. In the *To* field, press F4 and select Albany, NY. Fixed Assets CS creates a new asset based on the new location and allocates the current-year depreciation between the old and new assets based on the transfer date.

Practice Session 1: Fundamentals

The Transfer tab in the Asset Detail dialog should resemble the following illustration.

Form 1120, Page 1 - FYE: 12/31/2018 Current Quarter: 3/31/2018

Asset #: 2 Description: Phone Date in service: 9/07/15 Situs: New York Used

Serial #: 23091 Group: Equipment Location: Syracuse, NY

Depreciation Disposal **Transfer** Vehicle/Listed Other Note Image

Transfer-Out

Date of transfer: 5/20/18

Type of transfer: Location

From: Syracuse, NY

To: Albany, NY

New asset information

Asset #: 8

Treatment: Tax

Cost/Basis: 500.00

Total depreciation: 401.08

Transfer-In

Date of transfer:

Type of transfer:

From:

To:

Original asset information

Asset #:

Treatment:

Cost/Basis:

Total depreciation:

6. Click Done to close the Asset Detail dialog.

Entering a mass transfer

ACTIONS

The Asset List window for Form 1120, Page 1 is open.

1. Choose Tasks > Mass Transfers.
2. In the Mass Transfer dialog, click the Add button.
3. In the *Description* field, enter **Moved Sales Department** and press TAB.
4. In the *Date of transfer* field, enter **09/03/18** and click Continue.

Add Mass Transfer

Enter the description of the mass transfer and the date of transfer. Pressing continue will allow you to select the assets to complete this mass transfer entry.

Description: Moved Sales Department

Date of transfer: 9/03/18

Continue... Cancel

5. There are two panes in the Enter Transfer Information – Moved Sales Department dialog. In the Assets available to select pane on the left, highlight asset 9 and click the Select button to move the asset to the Assets selected pane.

Note: Disposed assets and assets placed in service in the current year cannot be transferred and do not appear in the list.

6. In the Assets available to select pane, double-click asset 12 to move the asset to the Assets selected pane.
7. In the *Type of transfer* field, select Location from the drop-down list, and press TAB.
8. In the *Transfer to* field, press F4 and select Albany, NY from the drop-down list.

The Enter Transfer Information - Moved Sales Department dialog should resemble the following illustration.

9. Click OK.
 10. In the Mass Transfer dialog, notice Moved Sales Department is now listed, then click Done to return to the Asset List window.
- Now, we will verify one of the assets was transferred.
11. Double-click asset 9.
 12. In the Asset Detail dialog, click the Transfer tab. The Transfer tab should resemble the following illustration.

13. Click Done.

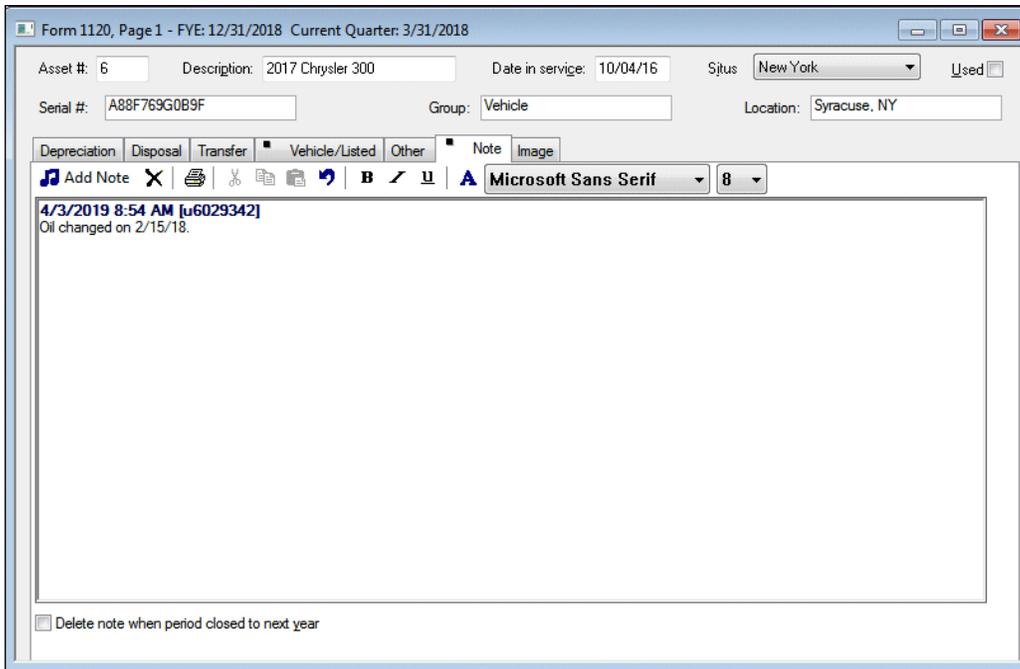
Adding notes to assets

In this section, you will enter additional details about a specific asset.

ACTIONS

The Asset List window for Form 1120, Page 1 is open.

1. Double-click asset 6. The Asset Detail dialog for the Chrysler 300 opens.
2. Click the Note tab.
3. Click the Add Note  button, or press CTRL+N, to create a new note. Fixed Assets CS automatically enters the date, time, and user ID.
4. Enter **Oil changed on 2/15/18**. The Note tab in the Asset Detail dialog should resemble the following illustration.



Form 1120, Page 1 - FYE: 12/31/2018 Current Quarter: 3/31/2018

Asset #: 6 Description: 2017 Chrysler 300 Date in service: 10/04/16 Status: New York Used

Serial #: A88F769G0B9F Group: Vehicle Location: Syracuse, NY

Depreciation Disposal Transfer Vehicle/Listed Other Note Image

 Add Note      **B**  U  Microsoft Sans Serif 8

4/3/2019 8:54 AM [u6029342]
Oil changed on 2/15/18.

Delete note when period closed to next year

5. Click Done.

Using the print options

In this section, you will select assets to include in a printed report and examine the tab in which you can specify a sort sequence and page breaks.

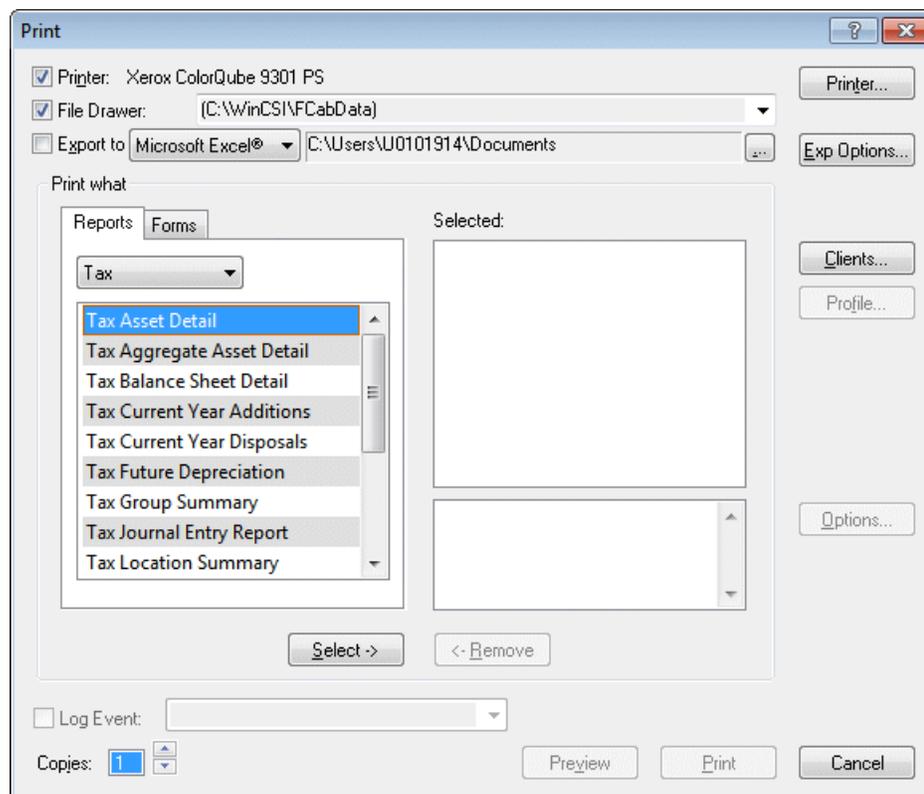
ACTIONS

The Asset List window for Form 1120, Page 1 is open.

1. Choose File > Print or click the Print  button on the toolbar.

The Print dialog opens. Notice Tax is selected from the drop-down list in the Reports tab, which indicates the type of reports — in this case, tax reports — that are listed and available to print.

The Print dialog should resemble the following illustration.



Note: The illustration of the Print dialog shows two tabs: Reports and Forms. If you previously entered any custom reports or print profiles, the Print dialog would also include a Custom or Profiles tab.

2. In the pane in the Reports tab, double-click Tax Asset Detail. The Tax Asset Detail report moves to the Selected pane on the right. The small pane below the Selected pane lists the current print options for the Tax Asset Detail report.

Let's modify the report presentation by excluding one of the groups from the report.

3. Click the Options button.

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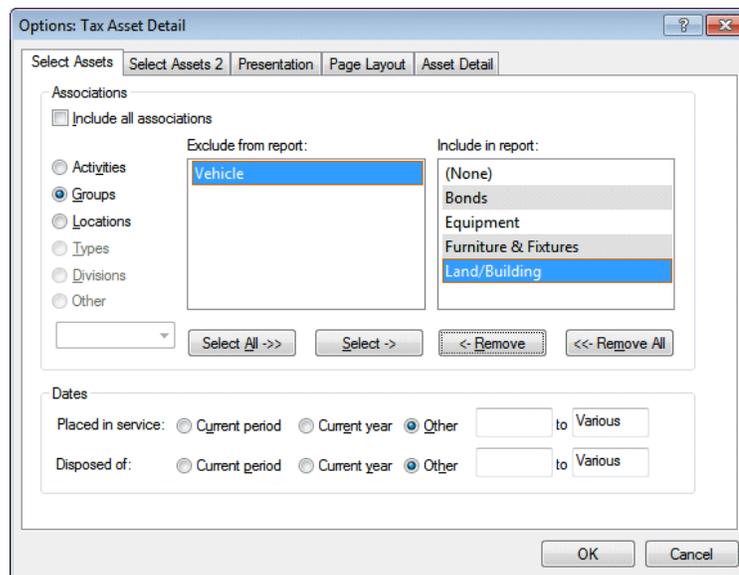
The Options dialog opens with the Select Assets tab active. Note that the title of the dialog includes the report you selected.

- By default, the *Include all associations* checkbox is marked. Because we want to configure the report to include and exclude certain associations, clear the *Include all associations* checkbox.

Note: By default, assets entered in the Misc activity folder are not included in reports. To include those assets in reports, clear the *Include all associations* checkbox in the Select Assets tab and double-click Miscellaneous in the Exclude from report pane. The Misc activity folder will then be listed in the Include in report pane. This does not occur in our example as there are no assets in the Misc activity. If there were “Miscellaneous” would appear in the Exclude from report pane when the *Include all associations* checkbox is cleared. The other options in the Associations group box are now available for selection. The *Activities* option is selected and the only activity for client FACS1120A, Form 1120, Page 1, displays in the Include in report pane on the right.

- We want to exclude assets assigned to the Group association “Vehicle.” Click the *Groups* option.
- The five Group associations are listed in the Include in report pane. In this pane, highlight Vehicle and click the Remove button. Vehicle moves to the Exclude from report pane on the left.

The Options dialog should resemble the following illustration.



- Click the Select Assets 2 tab.

By default, the *Include all assets* checkbox is marked. You can use the options in this tab to further customize the assets that are included in the report based on disposal status, cost / basis, net book value, method used, whether the current depreciation has been overridden, the situs in which the asset resides, whether the asset qualifies for or has elected out of bonus depreciation, and transfer status. We are not going to make any changes in this tab, but take a moment to familiarize yourself with the options.

- Click the Presentation tab.

Use this tab to determine the sorting of assets in reports, include subtitles or subtotals in reports, insert page breaks after each sort criteria, sort a specific criteria context sensitively, and sort a specific criteria in ascending or descending order.

9. Leave the *Sort by* fields unchanged. In the first row of *Then by* fields, select General from the first (left) drop-down list and select Description from the second (right) drop-down list. Fixed Assets CS will sort the assets in each group alphabetically by description rather than by asset number, which is the default for this report.

10. Click the Page Layout tab.

The options in this tab allow for single-page printing, duplex printing, 2-up printing, and 2-up duplex printing. The options set in this tab override the settings in the Setup > User Preferences > Page Layout tab.

For reports that print in portrait format by default, a *Print landscape* checkbox will be available in this tab which you can mark to force any portrait report to print in landscape format. In this example, the Tax Asset Detail report prints in landscape format by default, therefore, the *Print landscape* checkbox is not available.

11. If you have an active internet connection, click the Did you know button to view an illustration of page layout options. This graphic illustrates how reports and / or forms will print based on the options you choose in the Duplex and 2 Up printing group box. (Depending on your monitor's resolution, you may need to scroll down the page to view the illustration.)

12. Click the Asset Detail tab.

This tab includes checkboxes that allow you to do the following: force the *Prior Depreciation* and *Current Depreciation* fields on the report to reflect cumulative year-to-date depreciation rather than period amounts, force the *Prior Depreciation* and *Current Depreciation* fields on the report to reflect the total current depreciation for the year, print only current-year bonus depreciation, deduct dispositions and transfers from the Current Depreciation column, print the Bonus Amt column instead of the Salvage Value column, print assets with a future-year date in service, print like-kind exchange depreciation carryover amounts, print asset count, and print separate totals for intangible and other assets.

We are not going to make changes in this tab.

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- Click OK to save the changes you made in this dialog.

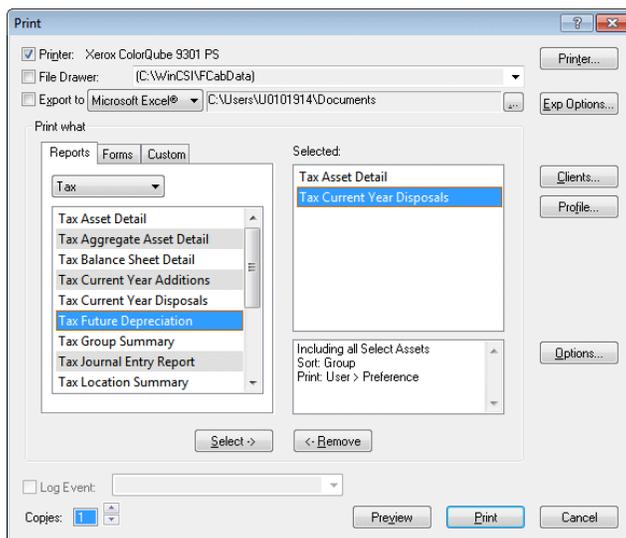
Notice the pane near the lower-right corner of the Print dialog. Because we excluded an association from the report, this pane now lists all of the remaining associations. If you scroll to the bottom of the list, you will see that Group: Vehicle does not appear. You will also see that Sort: Group, Description appears, reflecting the change you made to the sorting criteria.

- Clear the *Onvio Documents / FileCabinet CS / File Drawer* checkbox in the upper-left corner of the dialog.

Note: The name of the checkbox depends on whether you have licensed and installed Onvio™ Documents or FileCabinet CS®.

- In the Reports tab, double-click Tax Current Year Disposals. The Tax Current Year Disposals report moves to the Selected pane.

The Print dialog should resemble the following illustration.



Previewing and printing selected reports

In this section, we will preview the selected reports. When you preview reports, you can make any necessary changes before you print the reports.

ACTIONS

The Print dialog is open.

1. Click the Preview button. Page 1 of the Tax Asset Detail report opens.
2. In the print preview, click the  button to view the Tax Current Year Disposals report.

Note: You can also press ALT+N and ALT+R to move forward and backward through the pages of the report. Or, you can select a specific report from the drop-down list in the print preview.

3. Click the  button to return to the Tax Asset Detail report.
4. Take a minute to review the information in the report. Notice asset 6, the Chrysler 300, was excluded from the Tax Asset Detail report.
5. If desired, click the  button to print the current page.
6. Click Close.

Note: Use the Print one page and Print all buttons to print either a single page or the entire report. You can print only one copy of the reports from the print preview.

Editing print options for previously printed reports

In this section, we will look at the pre-defined print profile named Most Recently Printed and demonstrate how to modify the reports you last printed without resetting the print options and print sequence.

ACTIONS

The Asset List window is open.

1. Choose File > Print. In the Profiles tab, notice the pre-defined profile named Most Recently Printed. Fixed Assets CS uses this profile to save the specific reports and forms, in the exact sequence and with the same report options, as the last time you printed.

Note: In the Profiles tab, you can predefine specific reports you want to print, place the reports in the order you want to print them, and print with the specific report options you choose. In Practice Session 2: Beyond the Basics on page 55, we will take a closer look at user-defined print profiles.

2. In the Profiles tab, double-click Most Recently Printed. The two most recently printed reports, Tax Asset Detail and Tax Current Year Disposals, appear in the Selected pane.

Practice Session 1: Fundamentals

3. In the Selected pane, highlight Tax Asset Detail. Near the bottom of the lower-right pane, notice that Sort: Group, Description is still defined for the report.

Let's modify the Tax Asset Detail report to sort the report by location instead of group.

4. With the Tax Asset Detail report highlighted, click the Options button.
5. Click the Presentation tab.
6. In the Sort by fields, select Associations from the first (left) drop-down list (if it is not already selected) and select Location from the second (right) drop-down list. This causes the primary sort to change from group to location.
7. In the Sort by row of fields, mark the *Subtitle* and *Subtotal* checkboxes.
8. Click OK to return to the Print dialog.

In the Print dialog, with the Tax Asset Detail report highlighted, scroll to the bottom of the lower-right pane and notice that Sort: Location, Description displays in the list of print options, reflecting the change you made to the sort criteria.

9. For the purposes of this exercise, click Cancel to close the Print dialog without printing or previewing the report.

PRACTICE SESSION 2: BEYOND THE BASICS

In this practice session, you will explore many of the powerful, time-saving features of Fixed Assets CS. Practice Session 1: Fundamentals provides all the information you need to start entering assets for yourself or your clients. This practice session supplements the first and is designed to help you get the most out of Fixed Assets CS.

You will use client FACS1120A you entered in the first practice session to do the following:

- Customize the Asset List window.
- Advance the client's period ending date.
- Create custom associations.
- Reassign assets.
- Create custom reports.
- Create print profiles.
- Print a report to Onvio Documents.
- Print a report to FileCabinet CS / File Drawer.
- Back up client data.

Practice Session 2: Beyond the Basics

You will use two additional practice clients to do the following:

- Restore sample client data.
- Set up multiple-unit activities.
- Enter a vehicle asset and an asset for a home office deduction for a 1040 client.
- Look at client summary information.
- Assign images to assets.
- Change a client's fiscal year end to a short year.
- Delete client data.

Note: You must complete Practice Session 1: Fundamentals starting on page 7 before you begin this practice session, because the following exercises use the practice client you created in the first practice session.

Customizing the Asset List window

In Fixed Assets CS, you can specify which columns appear in the Asset List window and the order in which they appear for each client.

As shown in the following illustration, Fixed Assets CS includes the following columns in the following order: Asset #, Description, In Service, Disposal Method, Tax Cost/Basis, Tax Current Depr, and Group. You can easily change these defaults on a client-by-client basis. For example, you may prefer to have Description as the first column or to have the Location column appear instead of the Group column.



Asset #	Description	In Service	Disposal Method	Tax Cost/Basis	Tax Current Depr	Group
1	Copy Machine	3/31/12	Sold	10,000.00	192.00	Equipment
2	Phone	9/07/13		500.00	7.83	Equipment
3	Fax Machine	3/30/16		1,200.00	300.00	Equipment
4	Bond Premium	3/07/14		3,005.00	150.25	Bonds
5	Computer	4/17/14	Sold	1,500.00	57.60	Equipment
6	2013 Chevy SUV	11/15/13		15,000.00	1,752.00	Vehicle
7	Land	1/30/05		200,000.00		Land/Building
8	Copy Machine	3/31/12	Sold	10,000.00	192.00	Equipment
9	Phone	9/07/13		500.00	7.83	Equipment
10	Fax Machine	3/30/16		1,200.00	300.00	Equipment
11	Conference table and chairs	3/11/16		35,000.00	8,750.00	Furniture & Fixtures
12	Phone	9/07/13		500.00		Equipment
13	Phone	9/07/13		500.00		Equipment
14	Phone	9/07/13		500.00		Equipment

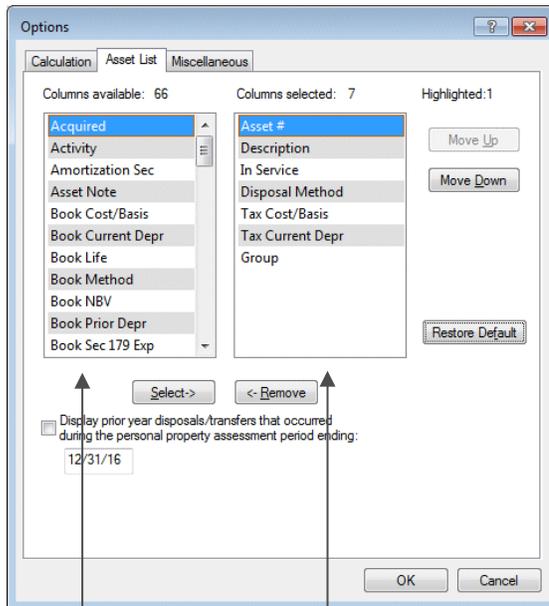
To see how this customization feature works, let's add the Location column and change the order of the columns for the client FACS1120A.

ACTIONS

The Asset List window is open.

1. Choose Setup > Options.
2. In the Options dialog, click the Asset List tab.

The Asset List tab includes two panes: Columns available and Columns selected. The columns that are currently included in the Asset List window are listed in the Columns selected pane.



These columns do not appear in the Asset List window.

These columns appear in the Asset List window.

3. In the Columns available pane, highlight Location and click the Select button.
Location moves to the Columns selected pane.
4. In the Columns selected pane, highlight Group and click the Remove button.
Group moves to the Columns available pane.
Now we will change the order of the columns.
5. Highlight Disposal Method in the Columns selected pane.
6. Click the Move Down button.
7. Click OK to apply the changes and return to the Asset List window. Notice how the window has changed.

Practice Session 2: Beyond the Basics

Now we will restore the default settings for the Asset List window.

1. Choose Setup > Options.
2. Click the Asset List tab.
3. Click the Restore Default button.
4. Click OK to return to the Asset List window.

The columns return to their default settings.

Sorting assets in the Asset List window

By default, Fixed Assets CS lists assets by asset number. You can change the order in which assets are listed in the Asset List window with a single click of the mouse. This is a great organizational tool that enables you to list assets in ways that make sense to you.

ACTIONS

The Asset List window is open.

1. In the Asset List window, click a column heading.

Column headings

Asset #	Description	In Service	Disposal Method
1	Copy Machine	3/31/14	Sold
2	Phone	9/07/15	
3	Fax Machine	3/30/18	

Fixed Assets CS sorts by the selected heading, a small triangle appears in the selected heading.

2. Click the Asset # column heading to return the Asset List window to the default sort.

Note: If you click the In Service column heading, Fixed Assets CS sorts from the earliest to the most recent date. If you click the Disposal Method column heading, Fixed Assets CS moves the disposed assets to the bottom of the list. If you click the Description or Group column heading, Fixed Assets CS sorts numbered descriptions first, then in alphabetical order. If you click the Asset # column heading, Fixed Assets CS sorts from the smallest to largest number.

Advancing a client's calculation period

When you finish entering data for a client's current period, you must advance the client to the next period.

The client's period ending date is based on information you entered in the File > Client Properties dialog when you added the client. If you chose Annual as the client's calculation period, you would need to advance that client's period once each year. If you chose Quarterly, you would advance the period at the end of each quarter, and so on.

Notes

- If you are using the evaluation version of Fixed Assets CS, skip this section and continue with "Setting up custom associations" on page 60. You cannot advance periods with the evaluation version.
- A client's period ending date must be at month's end and the calculation period is restricted to annual, quarterly, or monthly.

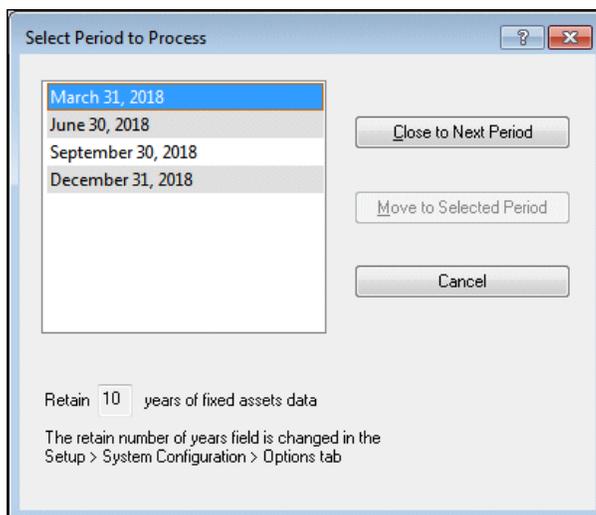
Let's calculate second-quarter depreciation for client FACS1120A.

ACTIONS

The Asset List window is open.

1. Click the Select Period to Process  button on the toolbar or choose File > Select Period to Process.

The Select Period to Process dialog opens. March 31, 2018 is highlighted, indicating that this is the current period.

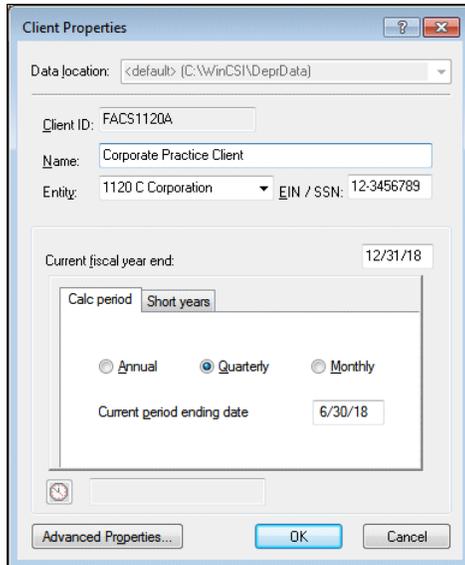


Practice Session 2: Beyond the Basics

2. Click the Close to Next Period button.

Note: If the current period was December 31, the Close to Next Year button would appear in place of the Close to Next Period button. You would click this button to close the current year and advance the client to the next year.

The period ending date for client FACS1120A is now 6/30/2018. This date appears in the title bar of the Asset List window. You can also verify the client's period ending date. To do so, click the Client Properties  button on the toolbar or choose File > Client Properties. Note that the Current period ending date field in the Calc period tab displays 6/30/18.



3. Click Cancel to close the Client Properties dialog.

Setting up custom associations

Associations are used to sort assets during data entry and to categorize assets for reporting purposes. In Practice Session 1: Fundamentals, we set up pre-defined associations that maintain lists. Now, we will set up custom associations. As with pre-defined associations, there are two types of custom associations.

- **Associations that maintain lists** — The following associations maintain lists: groups, locations, types, divisions, and oil and gas (for 1040, 1120C, 1120S, 1065, and 1041 clients only). Once you enter the acceptable values, the values are available from the drop-down list for each association.
- **Associations that do not maintain lists** — There are also pre-defined associations that do not maintain lists. If you create custom associations for which each asset has a unique value, such as a check number, you can choose a data format (text, date, or currency) instead of entering a list of acceptable values.

In this section, you will walk through setting up a custom association that maintains a list and a custom association that does not maintain a list.

Note: Associations are set up on a client-by-client basis. With the exception of the oil and gas association, once set up, associations are available in all activities for the open client. The oil and gas association is available for 1040, 1120C, 1120S, 1065, and 1041 clients in the Business and Rental folders.

Setting up a custom association that maintains a list

ACTIONS

The Asset List window is open.

1. Choose Setup > Associations.
2. In the Associations dialog, mark the *Custom 1* checkbox.

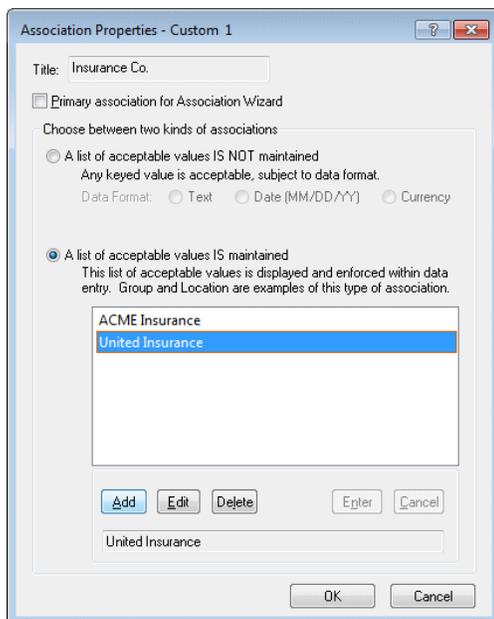
The Association Title dialog opens.

3. Enter **Insurance Co.** in the *Custom 1 title* field.
4. Click Continue.

The Association Properties dialog for the Custom 1 association opens.

5. Click the *A list of acceptable values IS maintained* option.
6. Click the Add button, enter **ACME Insurance**, and press ENTER.
7. Click the Add button, enter **United Insurance**, and press ENTER.

The Association Properties dialog should resemble the following illustration.



8. Click OK to return to the Associations dialog.

Setting up a custom association that does not maintain a list

ACTIONS

The Associations dialog is open.

1. Mark the *Custom 2* checkbox.

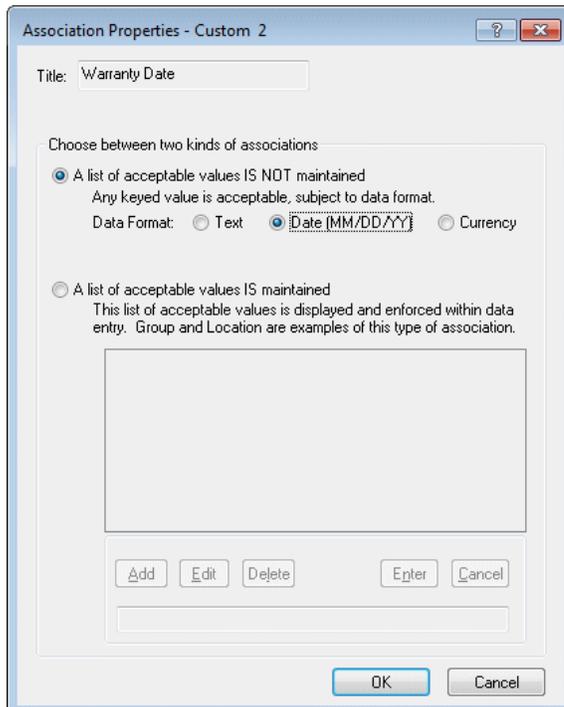
The Association Title dialog opens.

2. In the *Custom 2 title* field, enter **Warranty Date**.
3. Click Continue.

The Association Properties dialog opens.

4. Fixed Assets CS marks the *A list of acceptable values IS NOT maintained* option by default, but you must choose an acceptable data format. Because the warranty date will always be in MM/DD/YY format, click the *Date (MM/DD/YY)* option.

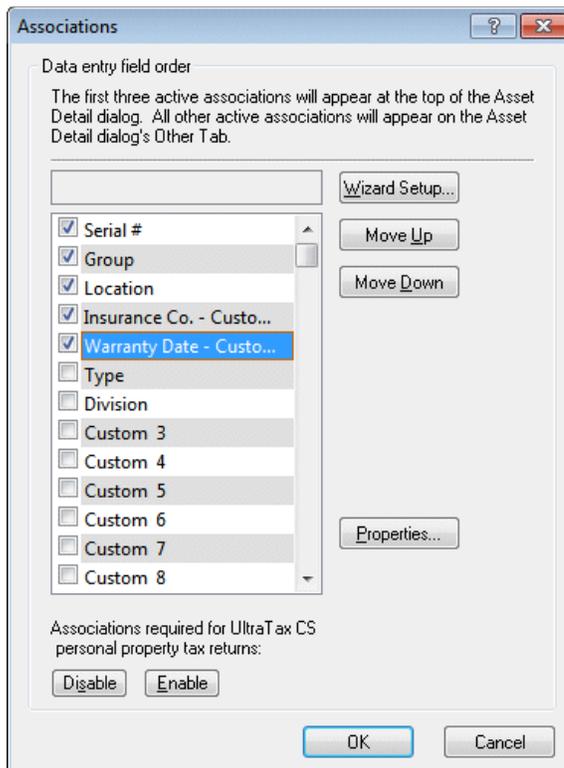
The Association Properties dialog should resemble the following illustration.



Note: If you were setting up an association that would always consist of alphanumeric characters, such as a purchase order number, you would click the *Text* option. If you were setting up an association that would always be a dollar amount, such as sales tax, you would click the *Currency* option.

- Click OK to close the Associations Properties dialog.

As shown in the following illustration, notice the two custom associations you set up are listed after the first three active associations. By default, fields for the first three active associations (Serial #, Group, and Location) appear at the top of the Asset Detail dialog. Any additional associations (that is, the two custom associations you just added) will appear in the Associations group box in the Other tab of the Asset Detail dialog.



Tip: Use the Move Up and Move Down buttons to change the order of the associations.

- Click OK to close the Associations dialog.

Reassigning assets

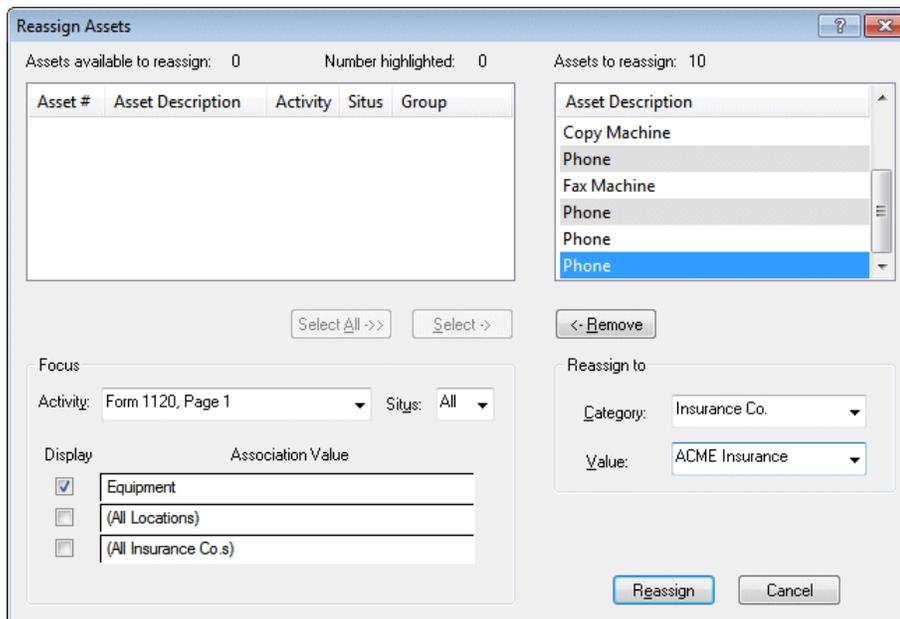
Occasionally, you may need to move assets from one business activity or association to another. You can use the Reassign Assets dialog to reassign assets to a different business activity or association without re-entering asset data.

ACTIONS

The Asset List window is open.

1. Choose Edit > Reassign Assets.
2. In the Focus group box, click the first *Association Value* field (in which All Groups is currently selected) and select Equipment from the drop-down list. Now only the assets that are assigned to the Equipment group are listed in the Assets available to reassign pane.
3. Click the Select All button to move all of the Equipment assets to the Assets to reassign pane.
4. In the Reassign to group box, select Insurance Co. from the *Category* drop-down list.
5. In the *Value* field, select ACME Insurance.

The Reassign Assets dialog should resemble the following illustration.



6. Click the Reassign button to assign all of your equipment assets to ACME Insurance.
7. When Fixed Assets CS prompts you with the option to reassign additional assets, click No.

- In the Asset List window, right-click asset 3 and choose Other.

The Other tab in the Asset Detail dialog opens for asset 3. Notice the Associations group box contains *Insurance Co.* and *Warranty Date* fields.

Asset 3 is assigned to the Equipment group, so the Insurance Co. field reads ACME Insurance.

- Click Done to return to the Asset List window.

Creating custom reports

Fixed Assets CS includes a powerful feature that allows you to customize reports. After entering the layout specifications, you can sort and subtotal assets and add page breaks between sort criteria. The custom report feature allows you to print only the information you need. You can even enter your own mathematical formulas if you want to generate a value that is not already available in Fixed Assets CS. This flexibility allows you to create high-quality, customized reports that do not require a significant investment of your time.

Fixed Assets CS comes with a set of predefined reports which should meet most of your needs. However, you can quickly and easily design custom reports.

In this section, you will use the Custom Reports dialog to personalize the practice client's reports.

Selecting items for a report

ACTIONS

The Asset List window is open.

- Choose Setup > Custom Reports.
- In the Custom Reports dialog, click the Add button to add a new report.

The Add Custom Report dialog opens.

- In the *Description* field, enter **Monthly/Quarterly Depreciation Report**. Note that the name you give a custom report should reflect the report's contents so you can keep track of various reports. The description you enter is printed at the top of the report.

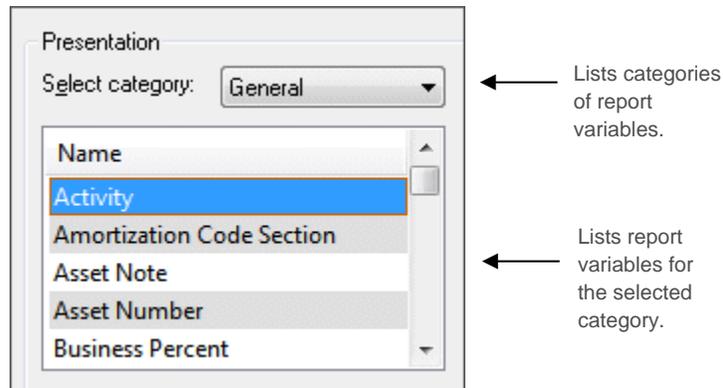
Practice Session 2: Beyond the Basics

Note: When creating custom reports, you can create a report that is similar to an existing report. To do so, select an existing report from the *Template* field in the Add Custom Report dialog and customize it as necessary.

4. Click Continue.

The Custom Report Layout dialog opens, where you can select the items you want in the report.

Notice the report name appears in the *Layout name* field. Also notice General appears in the *Select category* field.



5. Click the arrow for the *Select category* drop-down list to view a list of descriptive groups of report variables. The selected category determines which report variables are listed in the Name pane. For example, if General is selected in the *Select category* field, the Name pane displays general report variables, such as Asset Number and Description. If Home Office is selected in the *Select category* field, the Name pane contains home office-related report variables, such as Area Used for Business and Hours Available for Use.
6. Click anywhere to close the drop-down list of options, leaving General selected in the Select category field.
7. Highlight Description in the Name pane and click the Select button to move the item to the Columns in layout pane.

Notes

- Fixed Assets CS automatically selects portrait, landscape, or export layout based on the number and length of the columns in the report.
 - The Preview group box at the bottom of the Custom Report Layout dialog displays the report's current layout. In the middle of the Preview group box, you will see "Portrait," "Landscape," or "Export," which indicates the appropriate layout based on the columns chosen and their lengths.
8. In the Name pane, highlight Activity and click the Select button to move the item to the Columns in layout pane.
 9. In the Name pane, double-click Asset Number to move the item to the Columns in layout pane.
Now, let's select variables from a different report grouping.
 10. In the *Select category* field, select Associations. A new selection of report variables appears in the Name pane, allowing you to add association information to the custom report.

11. In the Name pane, scroll down to Serial Number and double-click the item to move it to the Columns in layout pane.
12. In the Name pane, scroll up to Custom Association 1 and double-click the item to move it to the Columns in layout pane.

Notice Fixed Assets CS switched the report's layout to landscape because the selected columns no longer fit in portrait layout.
13. In the *Select category* field, select the Tax report grouping.
14. In the Name pane, double-click Cost to move the item to the Columns in layout pane.
15. In the Name pane, double-click Current Depreciation to move the item to the Columns in layout pane.
16. Fixed Assets CS displays a message stating that you exceeded the maximum length allowed for printed reports and the report will be available only to export. Click OK.
17. In the Name pane, scroll down to YTD Depreciation and double-click the item to move it to the Columns in layout pane.

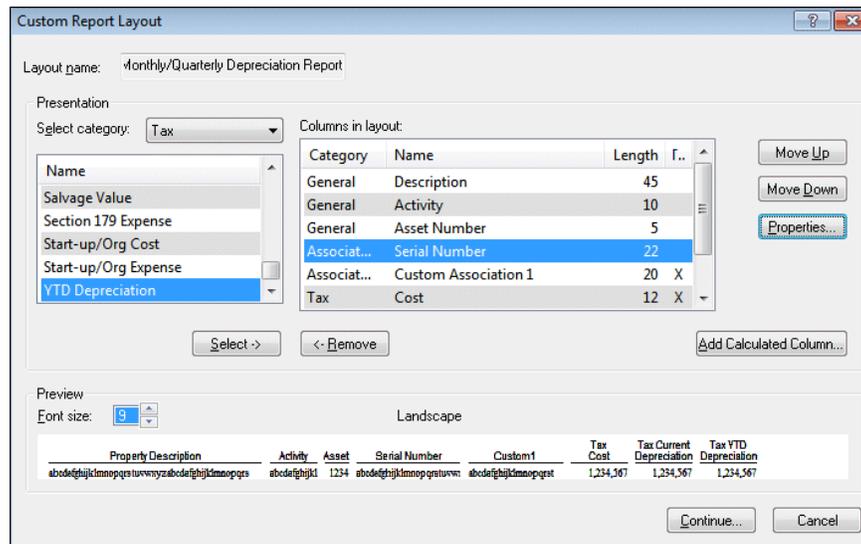
Let's change the lengths of two variables in the report so the report will print in landscape layout.
18. Highlight Activity in the Columns in layout pane.

Notice the current column length is 20 characters, as indicated in the Columns in layout pane.
19. Click the Properties button.
20. In the Column Properties dialog, highlight 20 and enter **10**.
21. Click OK to return to the Custom Report Layout dialog.
22. In the Columns in layout pane, select Serial Number and click the Properties button.
23. In the Column Properties dialog, highlight 45 and enter **22**.
24. Click OK to return to the Custom Report Layout dialog.

Notice Fixed Assets CS has switched the report back to landscape layout.

Practice Session 2: Beyond the Basics

The Custom Report Layout dialog should resemble the following illustration.



Adding a formula to a custom report

If the value you want to print on the report is not displayed in the Name pane in the Custom Report Layout dialog, you can add a formula. Your formula can include values already in Fixed Assets CS or a value that you specify. The values can be added, subtracted, multiplied, or divided by each other.

ACTIONS

The Custom Report Layout dialog is open.

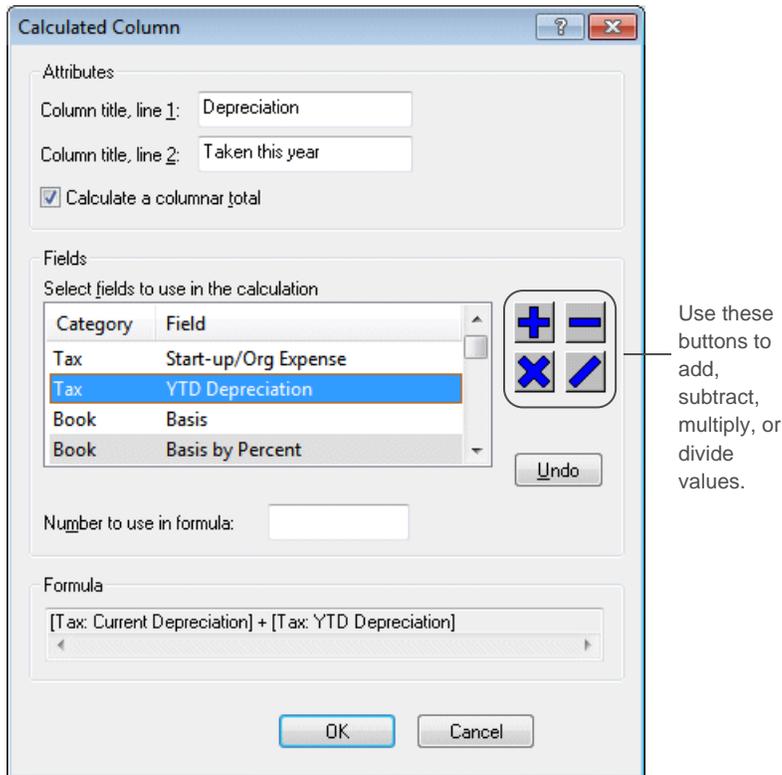
1. Click the Add Calculated Column button to open the Calculated Column dialog.
2. Enter **Depreciation** in the *Column title, line 1* field and press TAB.
3. Enter **Taken this year** in the *Column title, line 2* field.

Now, let's enter the formula.

4. In the Select fields to use in the calculation list, scroll down to the Tax category and select Current Depreciation. Notice [Tax: Current Depreciation] now appears in the Formula group box at the bottom of the dialog.

5. Click the  button.

- In the Select fields to use in the calculation list, scroll down and click Tax YTD Depreciation. Notice “[Tax: Current Depreciation] + [Tax: YTD Depreciation]” now appears in the Formula group box at the bottom of the dialog.



- Click OK to return to the Custom Report Layout dialog. Notice “Calculated Depreciation Taken this year” now appears in the Columns in layout pane.

Modifying the order in which items print on a report

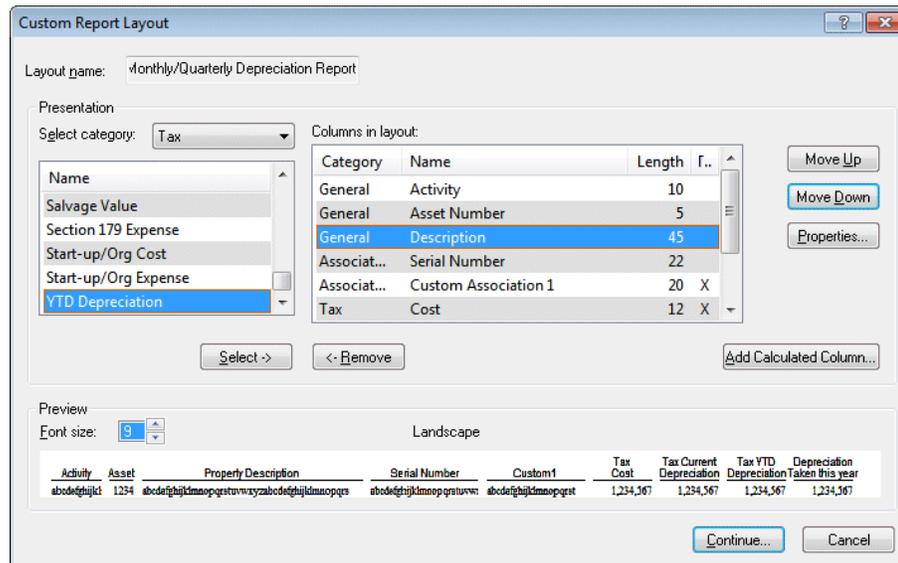
Another Fixed Assets CS feature that gives you great flexibility is the variable sorting tool. It allows you to specify the order in which the variables are included in the custom report. Let's see how this works.

ACTIONS

The Custom Report Layout dialog is open.

1. In the Columns in layout pane, highlight Description.
2. Click the Move Down button twice to make Description the third item in the report.

The Custom Report Layout dialog should resemble the following illustration.



Editing the sequence options

Just as with the pre-defined reports, you can edit the custom report's print options to filter which assets print; change how the assets are sorted; insert or delete subtitles, subtotals, and page breaks; and choose whether the report will print with asset detailed or summarized.

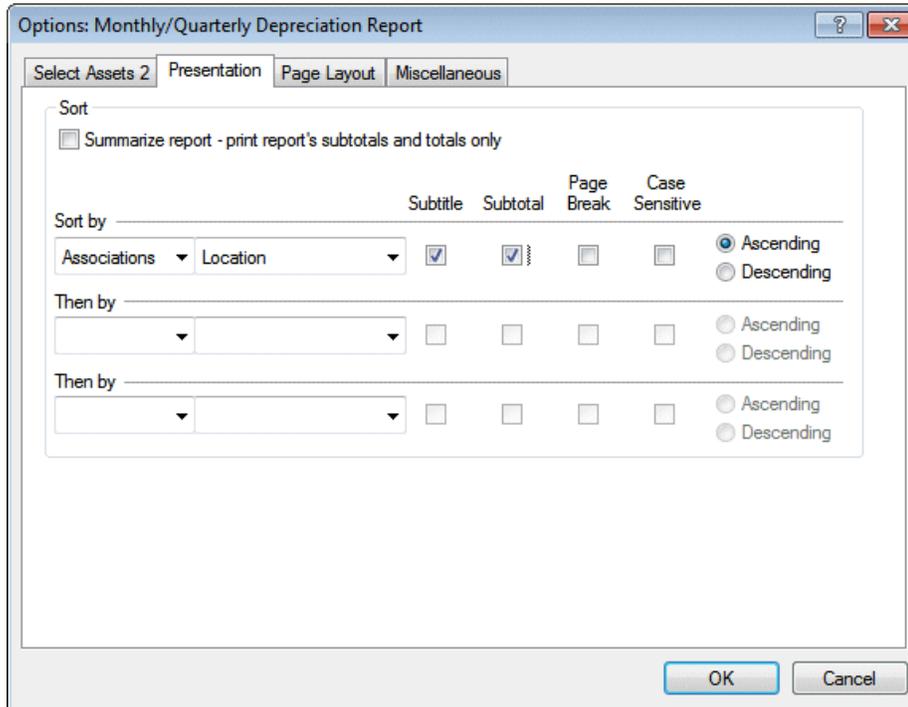
ACTIONS

The Custom Report Layout dialog is open.

1. Click Continue to open the Options dialog. The Select Assets 2 tab in the Options dialog opens. You can use this tab to filter which assets print. We will not make any changes in this tab.
2. Click the Presentation tab.
3. Verify Associations is selected in the first (left) *Sort by* field.
4. Select Location from the second (right) *Sort by* drop-down list.

5. Mark the *Subtitle* and *Subtotal* checkboxes to include subtitles and subtotals.

The Options dialog should resemble the following illustration.



6. Click OK. The Custom Reports dialog opens. Fixed Assets CS saves the information you entered and adds the name of the custom report to this dialog.
7. Click Done to close the Custom Reports dialog.

Creating client print profiles

With the Fixed Assets CS print profile feature, you can save time if you repeatedly print the same set of forms or reports for a client. A profile works much like a template by letting you predefine the specific reports you want to print, the exact collation sequence, and the specific print options. You can create as many print profiles as you like.

For example, if you typically print a specific set of reports for a client each month and specific options are selected for each report, you can create a profile called “Monthly Reports” that includes those reports, specific print options, and the order in which you want them printed. Then, you can print the reports each month by selecting the print profile rather than selecting each report individually.

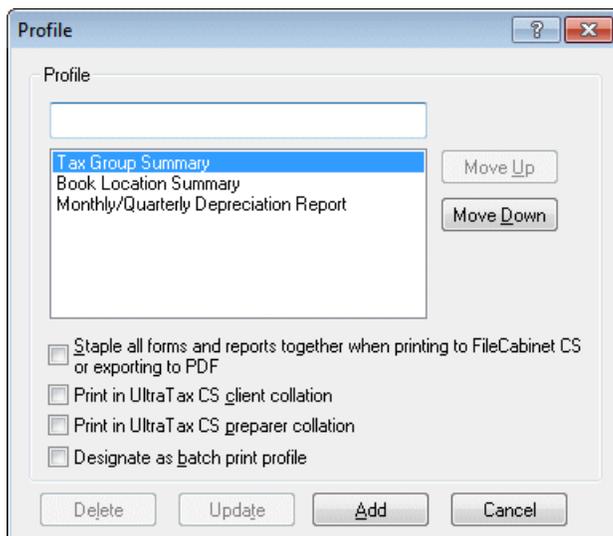
Let’s see how this works.

Practice Session 2: Beyond the Basics

ACTIONS

The Asset List window is open.

1. Choose File > Print or press CTRL + P to open the Print dialog. Notice that the Profiles tab is active and that, because a custom report was added in the previous exercise, the Print dialog now includes a Custom tab.
2. Click the Reports tab and then double-click Tax Group Summary to move the report to the Selected pane.
3. Select Book from the drop-down list in the Reports tab.
4. In the Reports tab, double-click Book Location Summary to move the report to the Selected pane.
Now, we will add the custom report we created in the previous exercise to the print profile.
5. Click the Custom tab.
6. Double-click Monthly/Quarterly Depreciation Report to move the report to the Selected pane.
7. Click the Profile button to open the Profile dialog.



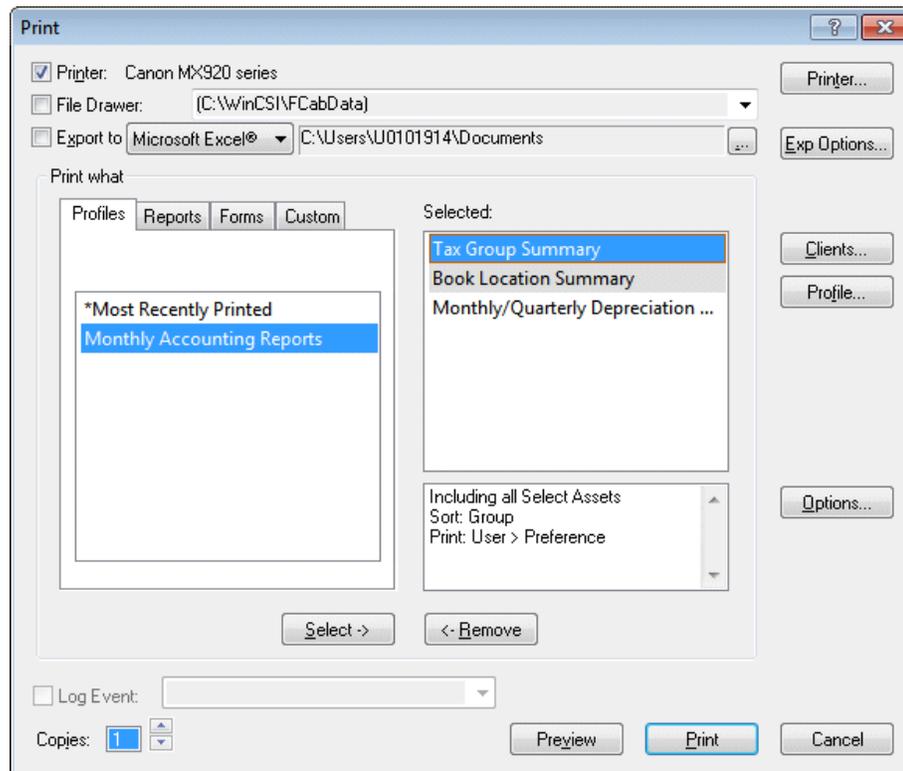
Notes

- You can mark the *Staple all forms and reports together when printing to Onvio Documents / FileCabinet CS / File Drawer or exporting to PDF* checkbox to send all reports and forms that are included in the print profile to Onvio Documents / FileCabinet CS / File Drawer or PDF as a single item. (When this checkbox is not marked, each report or form appears separately in Onvio Documents, FileCabinet CS, or PDF.)
- Click the Move Up and Move Down buttons to arrange the reports in the order you want them to print.

8. In the field at the top of the Profile dialog, enter **Monthly Accounting Reports**.

9. Click the Add button to add this print profile to the client.

The Print dialog displays the Profiles tab as illustrated.



Note: You can also copy print profiles to other clients using the Template feature. For more information, use the search field in the toolbar to search on **transfer templates**, then in the list of search results, click “Transferring template items to existing clients.”

Sending reports to Onvio Documents

Onvio Documents is a secure, cloud document storage and management solution that is part of [Thomson Reuters Onvio](#), cloud software for tax professionals and accountants. You can send documents, such as asset reports and forms, in Portable Document Format (PDF), from Fixed Assets CS (version 2014.1.0 or later) to Onvio Documents.

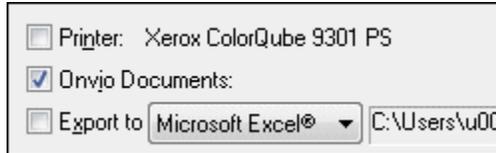
To complete this section, you must be licensed for Onvio Documents and have enabled integration between Fixed Assets CS and Onvio Documents. If you have not licensed and enabled Onvio Documents, you can proceed to the Sending reports to File Drawer / FileCabinet CS section.

Practice Session 2: Beyond the Basics

ACTIONS

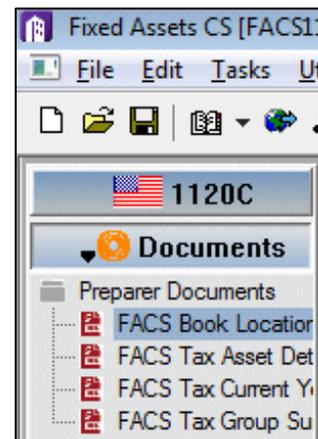
The Print dialog is open.

1. Mark the *Onvio Documents* checkbox.



Note: When the *Onvio Documents* checkbox is marked, the name of the button in the lower-right corner of the dialog changes from Print to Onvio.

2. The reports for the Monthly Accounting Reports profile are listed in the Selected pane on the right. Click the To Onvio button to send the reports to Onvio Documents.
3. The reports you just sent to Onvio Documents are listed in the pane on the left. Click the Documents button and then click Tax Return to view the list of documents.
4. To return to the Asset List window, click the 1120C button in the pane on the left.
5. To prepare for the next section of this walkthrough, which is to send reports to File Drawer or FileCabinet CS, choose File > Print, click Monthly Accounting Reports in the Profile tab, and click the Select button to move that profile's reports to the Selected pane on the right.



Sending reports to File Drawer / FileCabinet CS

FileCabinet CS is an optional add-on module that provides automatic storage and retrieval mechanisms for your clients' documents. Fixed Assets CS documents, such as asset reports and forms, can be stored electronically in FileCabinet CS. You can also send documents in Portable Document Format (PDF) via email and automatically back up Fixed Assets CS client data to FileCabinet CS. If you have not licensed and installed FileCabinet CS, a simplified version of FileCabinet CS, called File Drawer, is automatically installed.

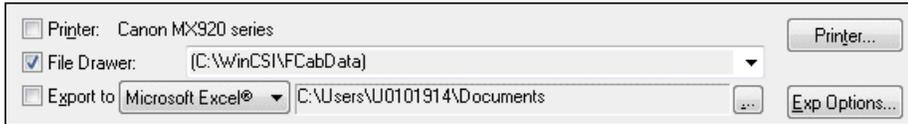
This section walks you through printing client reports from Fixed Assets CS to File Drawer / FileCabinet CS.

ACTIONS

The Print dialog is open.

1. Mark the *File Drawer / FileCabinet CS* checkbox.
2. Because we want to print only to File Drawer / FileCabinet CS, clear the *Printer* checkbox.

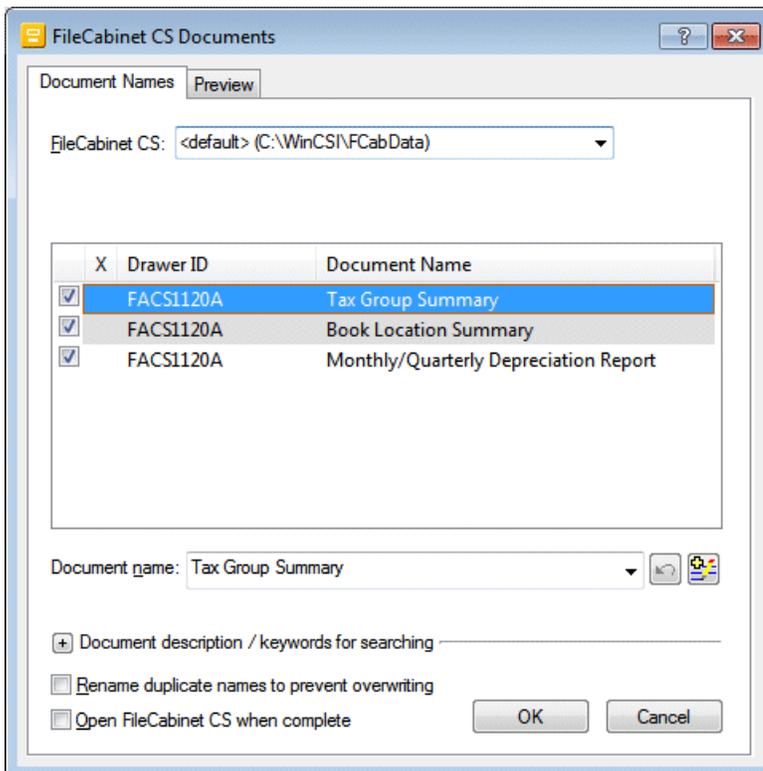
The checkboxes in the Print dialog should resemble the following illustration.



Note: Because the *File Drawer / FileCabinet CS* checkbox is the only checkbox that is marked, the name of the button in the lower-right corner of the dialog changed from Print to Drawer / To Cabinet.

3. The reports for the Monthly Accounting Reports profile are listed in the Selected pane on the right. Click the To Drawer / To Cabinet button to send the reports to File Drawer / FileCabinet CS.

The File Drawer / FileCabinet CS Documents dialog opens. The documents listed in this dialog will be sent to File Drawer / FileCabinet CS.



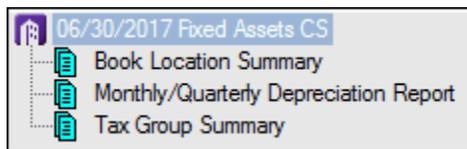
Practice Session 2: Beyond the Basics

- Click OK to send the reports to File Drawer / FileCabinet CS.

Note: If you are sending a document with the same name as a document that is already stored in File Drawer / FileCabinet CS, X appears in the X column to the left of the document name. To avoid overwriting a document currently stored in File Drawer / FileCabinet CS, highlight the document name, enter a different name for the document in the *Document name* field at the bottom of the dialog, and click OK.

- To view the reports you just printed to File Drawer, click Fixed Assets CS when you hover the mouse over the Drawer button. If necessary, click the 06/30/2018 Fixed Assets CS text to expand the list of reports.

The reports you printed to File Drawer are listed in the Folders window, as shown in the following illustration.



To view the reports you just printed to FileCabinet CS, choose Utilities > FileCabinet CS or click the FileCabinet CS  button on the toolbar, click the plus (+) sign to the left of the FACS1120A client folder, click the plus sign next to the Fixed Assets CS folder, and then click the plus sign next to the 06/30/18 processing period.

- In the Folders window, click the Tax Group Summary report. The report appears in the Watch window on the right.

Note: In the Watch window, you can view documents and move between pages. If you are using FileCabinet CS, you can also print a single page or an entire document.

- If you are using FileCabinet CS, choose File > Exit to close FileCabinet CS to return to Fixed Assets CS.
- In Fixed Assets CS, choose File > Close Client to close client FACS1120A.

Backing up data

One of the most important procedures you will perform in Fixed Assets CS is the backing up of client data. By keeping up-to-date copies of each client's current data, you are insured against losing important information.

To back up the practice client, complete this procedure.

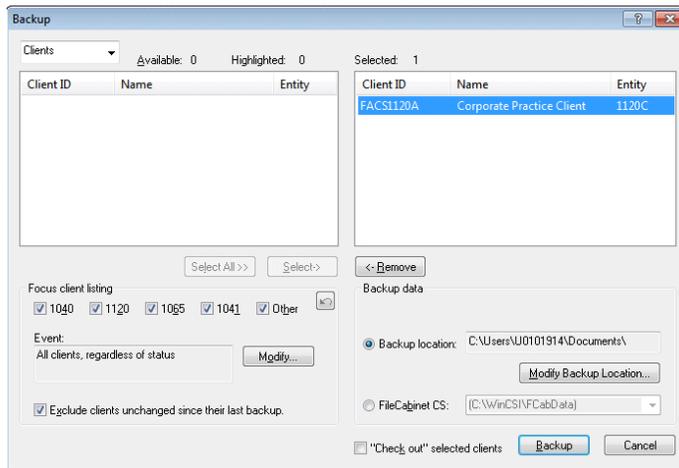
Note: You can also configure Fixed Assets CS to automatically back up data to FileCabinet CS. For more information, use the search field in the toolbar to search on **backup data**, then in the list of search results, click “Configuring the automatic backup of Fixed Assets CS client data into FileCabinet CS.”

ACTIONS

The main Fixed Assets CS window is open.

1. Choose File > Backup to open the Backup dialog.
2. Verify Clients is selected in the field in the upper-left corner of the dialog.
3. In the left pane, double-click FACS1120A to move it to the Selected pane on the right.

The Backup dialog should resemble the following illustration, assuming you do not have any other clients in Fixed Assets CS.



4. Click the Modify Backup Location button and navigate to the drive and path to which you want to back up client data.
5. Click OK to close the Modify Location dialog.
6. Click the Backup button.

The Backup Status dialog opens and the backup process begins. The Abort button changes to a Done button when the backup process is complete.

7. Click Done to close the Backup Status dialog. The client data is now backed up to the specified location.

Note: We saved the client's data solely for this exercise. You can now delete the file and folder from the backup location.

This completes the exercises for which you will use practice client FACS1120A.

Practice Session 2: Beyond the Basics

Fixed Assets CS sample data

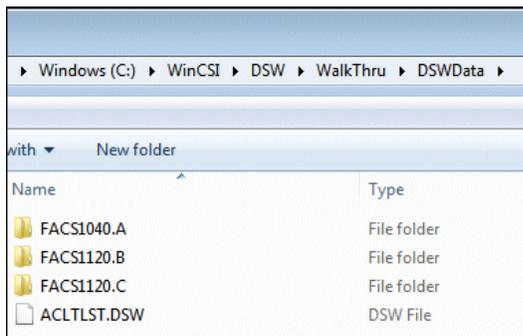
Fixed Assets CS includes the following practice clients.

- FACS1040A, Individual Practice Client, is a 1040 client you will use to enter a vehicle for mileage and expense purposes, enter assets for a home office deduction, examine client summary information, and assign images to assets.
- FACS1120B, Short-Year Practice Client, is a corporate client you will use to enter a short year.
- FACS1120C, Sample Building Company, is the corporate client you will use to view the reports Fixed Assets CS produces.

Depending on how you installed Fixed Assets CS, you may need to download the sample data from our Help & How-To Center before you can restore it.

To determine if the sample data has been installed on your computer, navigate to C:\WinCSI\DSW\WALKTHRU\DSWDATA and confirm that the items shown in the following image are present.

Note: If you access Fixed Assets CS through Virtual Office CS® or SaaS environment, navigate to Y:\WinCSI\DSW\WALKTHRU\DSWDATA.



If the sample data has been installed, you can proceed to the “Restoring the sample data” section.

Downloading the sample data

If you do not have the sample folder, or if you are running a network installation of Fixed Assets CS and someone in your firm has already completed the walkthrough, complete the following steps to download the ZIP file from the Help & How-To Center and extract its contents to your local drive.

ACTIONS

1. [Download the ZIP file](#). Depending on your browser or internet security settings, you may receive a prompt to open, run, or save the installation file, or to show the file in its current folder. Choose to save the ZIP file or to show it in its current folder.
2. If the file is not already visible in an open folder, navigate to the location to which you saved the ZIP file (by default, most browsers save files to your Downloads folder).
3. Extract the ZIP file to C:\WinCSI\DSW\WALKTHRU\DSWDATA.

Notes

- If you are missing some of the folders in the location listed above, create the folders by right-clicking and choosing New from the context menu and then selecting Folder.
- If you installed Fixed Assets CS in a folder other than C:\WINCSI, navigate to that folder. For example, if you installed the application in D:\WINAPPS\WINCSI\DSW, you should navigate to D:\WINAPPS\WINCSI\DSW\WALKTHRU\DSWDATA.
- If you run Fixed Assets CS in the Virtual Office CS or SaaS environment, browse to a temporary location on your C:\ drive..

Restoring the sample data

Note: If these practice clients are not listed in the File > Open Client dialog, you need to complete the following steps. If these clients are listed in the Open Client dialog, please skip the rest of this section and continue with “Setting up business activities” on page 81.

In the following exercise, you will use the Restore command to copy the sample data to the hard drive. Note that this is the same command you would use if you wanted to restore client data from a backup disk or from a backup location on a hard drive or network. When you restore a client’s data, you restore all of the asset information and client-specific settings that were previously entered for that client at the time it was backed up.

Practice Session 2: Beyond the Basics

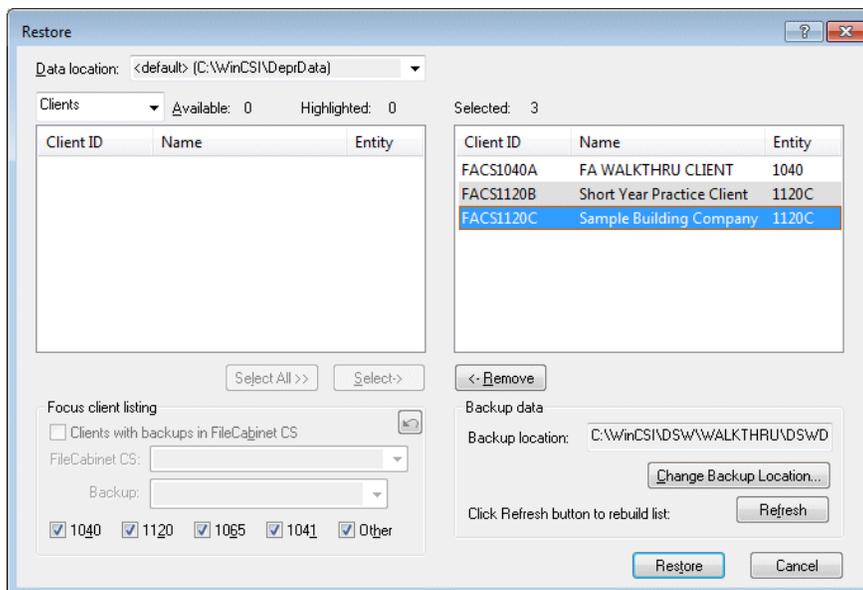
ACTIONS

The main Fixed Assets CS window is open.

1. Choose File > Restore to open the Restore dialog.
2. If the Clients Not Found dialog opens, click the Change Backup Location button.
3. In the Modify Location dialog, navigate to C:\WinCSI\DSW\WALKTHRU\DSWDATA (where C is the drive letter on which you installed Fixed Assets CS) and click OK.

Note: If you access Fixed Assets CS through Virtual Office CS® or SaaS environment, navigate to Y:\WinCSI\DSW\WALKTHRU\DSWDATA.

4. The Available pane lists the three practice clients. Click the Select All button to move all three clients to the Selected pane on the right, as shown in the following illustration.



5. Click the Restore button.

The Restore Status dialog opens and the restore process begins. The Abort button changes to a Done button when the restore process is complete.

6. Click Done.

Clients FACS1040A, FACS1120B, and FACS1120C are now available.

Setting up business activities

Some activity folders, such as a 1040 client's Business folder, can have more than one activity associated with them. When you add an activity to such a folder, Fixed Assets CS opens the Activities dialog, where you define the activity. These "multiple-unit activities" then appear as branches off the main folder in the folders block in the Asset List window.

Let's use practice client FACS1040A to see how this works.

ACTIONS

The main Fixed Assets CS window is open.

1. Choose File > Open Client.
2. In the Open Client dialog, highlight FACS1040A in the list. If FACS1040A does not appear in the list of clients to open, mark the *1040* checkbox in the Focus group box at the bottom of the dialog, then highlight FACS1040A in the list.
3. Click the Open button.

FACS1040A's Asset List window opens with the Business activity folder open.

Asset #	Description	In Service	Disposed	Tax Cost Basis	Tax Current Depr	Group
1	Land	1/9/09		250,000.00		Land/Building
2	Office Furniture	6/15/06		1,396.25		Furniture and Fixtures
3	Office Chair	7/15/08		750.00		Equipment
4	Dental Equipment	1/9/12		475.00		21.29 Equipment
5	Dental Equipment	5/9/12		688.00		62.23 Equipment
6	Dental Cleaning Tools	7/6/12		9,875.00		881.33 Equipment
7	X-ray Machine	7/15/12		2,745.00		244.89 Equipment
8	Mobile Cart	9/6/12		352.00		29.81 Equipment
9	Dental Cleaning Tools	9/30/12		25,275.00		1,730.27 Equipment
10	X-ray Duplicator	10/9/12		175.00		15.41 Equipment
11	Desk (2)	11/9/12		1,547.50		138.21 Furniture and Fixtures
12	Vacuums	11/9/12		2,815.00		Equipment
13	Conference Room Table	12/21/12		500.00		49.89 Furniture and Fixtures
14	X-ray Machine	12/21/12		2,900.00		249.81 Equipment
15	Desk Computer	4/17/14		5,000.00		256.00 Equipment
16	Chair	11/04/15		889.00		55.54 Furniture and Fixtures
17	Front Molding	5/11/15		28,000.00		1,121.50 Vehicle
18	Computer Software	8/17/18		3,113.00		529.17 Equipment
19	Copy Machine	7/6/18		10,000.00		10,000.00 Equipment
20	File Machine	7/6/18		1,200.00		1,200.00 Equipment
21	Printer	7/6/18		2,500.00		2,500.00 Equipment
Activity Total				344,479.25		19,213.94
Grand Total				344,479.25		19,213.94

Notice the activity in the Business folder, Dental Practice, appears in the folders block as a branch off the main Business folder. This is because you can have more than one business activity.

Let's add another activity to the Business folder.

4. Choose Setup > Activities. The Activities dialog lists all of the open client's activities that have been added to folders that can have more than one activity associated with them.
5. Click the Add button, or press ALT+A, to enable the fields in the lower half of the dialog.
6. Select Business from the *Form / Schedule* drop-down list, then press TAB.

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- In the *Unit* field, enter **2** to indicate that this is the second unit for this activity folder, then press TAB twice.

Note: If you were integrating with UltraTax CS and you were setting up a business activity for a real client whose asset data you wanted to share with UltraTax CS, you would use the same unit number used in UltraTax CS.

- In the *Description* field, enter Computer Services.
- Click the Enter button to add Computer Services to the list.

Form / Schedule	Unit	Description	Situs
Business	1	Dental Practice	CA
Business	2	Computer Services	
Misc	1	Miscellaneous	

Buttons: Add, Edit, Delete, Enter, Cancel

Form / Schedule: Business, Unit: 2, Situs: [dropdown]

Description: Computer Services

Method/Life Wizard type:
 General Indian Reservation
 Farm Indian Reservation Farm
 Governmental

Economic type: [dropdown]

Qualifies as trade or business for Section 199A: [dropdown]

Election under 163(j)(7)(B) or (C) made in tax year: [dropdown]

Type of trade or business: [dropdown]

Buttons: Vacation Home Percentage..., OH Addback..., 168(j)(4) Election..., Simplified Home Office..., Done

- Click Done to close the Activities dialog.

The two activities now appear in the folders block under the Business folder.

Entering a vehicle asset for a 1040 client

In Practice Session 1: Fundamentals you entered a vehicle asset for practice client FACS1120A, which was an 1120 client. For 1040 clients, the Vehicle/Listed tab in the Asset Detail dialog includes additional questions which Fixed Assets CS uses to optimize between actual costs and the standard mileage rate. You can choose whether you want Fixed Assets CS to optimize between standard mileage or actual expenses for current-year autos or whether you want to force Fixed Assets CS to use one or the other.

Notes

- When a 1040 client advances to the next processing period, Fixed Assets CS selects whichever method was used (either standard mileage or actual cost) in the previous year. After the first year in service, the Optimize option is not available, because switching between methods might not be allowed or the basis and remaining life may need to be adjusted.
- For leased property that is either listed property (vehicle) or a personal auto and is being reported on Form 4562, enter the description and the date placed in service. If you enter an amount in the Cost/Basis field, the asset will be included in the total section 179 property calculation.

In this section, we are going to use the standard mileage method to add a vehicle and answer Form 4562 vehicle questions, including the additional questions that apply only to 1040 clients.

ACTIONS

The Asset List window is open for Dental Practice.

1. In the folders block at the left of the Asset List window, click Computer Services.
2. In the Asset List window for Computer Services, click the Add button to open a new record.

In the Asset Detail dialog, notice the Asset # field displays 1, indicating this is the first asset for this activity. Also notice that, because this is a 1040 client, there is an additional tab in the Asset Detail dialog: the Home Office tab.

3. In the *Description* field, enter **2018 Chevrolet Malibu** and press TAB.
4. In the *Date in service* field, enter **100418** and press TAB twice.
5. In the *Serial #* field, enter **A88F769G0B9F** and press TAB.
6. In the *Group* field, enter **V** to select Vehicle, and press TAB.
7. In the *Location* field, enter **W** to select Walnut, CA and press TAB.
8. Click the Vehicle/Listed tab.

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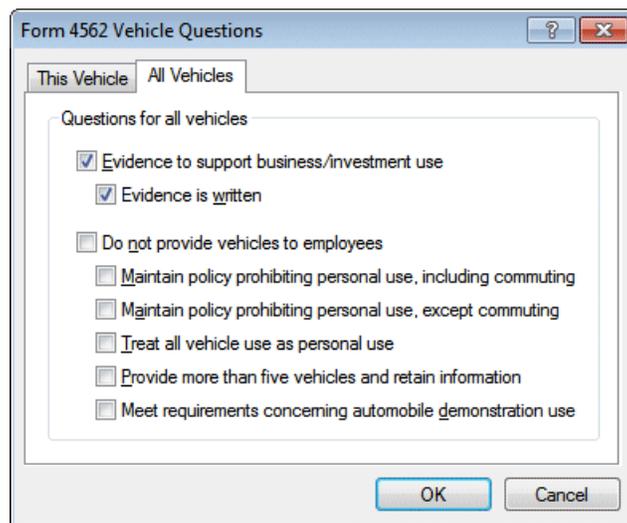
- In the *Type of property* field, select *Luxury auto (Passenger)*.

Additional fields are now available, including those in the Additional 1040 vehicle information group box on the right. Notice the first three options in this group box. You would select one of these options to have Fixed Assets CS optimize between the actual costs and the standard mileage rate or to force Fixed Assets CS to use one or the other. We will leave the *Optimize* option selected. Note that the *Optimize* option is available only in the year that the automobile is placed in service.

- Click the *Form 4562 Vehicle Questions* button to access the vehicle questions.

The *Form 4562 Vehicle Questions* dialog opens, displaying two tabs: *This Vehicle* and *All Vehicles*.

- In the *This Vehicle* tab, mark the *Available for personal use during off-duty hours* checkbox.
- Mark the *Used primarily by >5% owner or related person* checkbox.
- Mark the *Another vehicle available for personal use* checkbox.
- Click the *All Vehicles* tab.
- Mark the *Evidence to support business/investment use* checkbox.
- Mark the *Evidence is written* checkbox.



- Click *OK* to save the changes and return to the *Vehicle/Listed* tab.
- In the *Total miles driven during the year* field, enter **35,000** and press *TAB* twice.
- In the *Business miles* field, enter **25,000** and press *TAB*.

Fixed Assets CS calculates other personal miles driven and the business-use percentage based on the figures you entered for total miles and business miles driven during the year.

- Click the *Parking fees* field in the Additional 1040 vehicle information group box on the right, enter **30**, and press *TAB*.
- In the *Tolls* field, enter **25** and press *TAB*.

22. In the *Gasoline* field, enter **1,800** and press TAB.

23. In the *Oil* field, enter **951**.

24. Click the *Registration* field and enter **58**.

The Vehicle/Listed tab in the Asset Detail dialog should resemble the following illustration.

Entering an asset for a home office deduction

In Fixed Assets CS, all of the additional information required for an asset for a home office deduction is entered in one place: the Home Office tab. After you enter the asset in the Depreciation tab, click the Home Office tab to answer questions about the business-use of the home and allowable deductions.

In the following exercise, you will add an asset for a home office deduction to client FACS1040A's Computer Services business activity.

ACTIONS

The Vehicle/Listed tab is open for client FACS1040A's asset 1.

1. Click the Add Asset  button on the toolbar to open a new record in the Asset Detail dialog. Note that the *Asset #* field now displays 2.
2. In the *Description* field, enter **Home Office** and press TAB.
3. In the *Date in service* field, enter **103005** and press TAB three times.
4. Note that the previously entered asset's selection is displayed in the *Group* field because we created a new asset while the Asset Detail dialog was open. We want to change this entry, so select Land/Building and press TAB.
5. In the *Location* field, select Oakland, CA and press TAB.

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6. In the *Cost/Basis* field of the Tax column, enter **250,000** and press TAB.
7. Press F6 to open the Method/Life Wizard and select Office in home.
Fixed Assets CS opens the Home Office Information dialog.
8. In the *Type of home office asset* field, select Home. The fields in the Business use of home group box are now available.
9. In the *Total area of home* field, enter **2,400** and press TAB.
10. In the *Area used exclusively for business* field, enter **600**.

Home Office Information

Type of home office asset: Home

Improvements

Business use percentage:

Business use of home

Total area of home (square footage): 2,400

Area used exclusively for business: 600

Enter any day care information and/or allowable deductions on the Home Office tab.

OK Cancel

11. Click OK to return to the Depreciation tab.
12. In the *Prior Depreciation* field of the Tax column, enter **16,286.40**.
13. Highlight the amount in the *Prior Depreciation* field of the AMT column, enter **12,825.52**, and then press TAB.

The Depreciation tab in the Asset Detail dialog should resemble the following illustration.

Computer Services - FYE: 12/31/2018

Asset #: 2 Description: Home Office Date in service: 10/30/05 Situs: Used

Serial #: Group: Land/Building Location: Oakland, CA

Depreciation Disposal Transfer Vehicle/Listed Home Office Other Note Image

	Tax	AMT
Cost/Basis	250,000.00	250,000.00
Method	MACRS	MACRS
Life	39.0	39.0
ADS Life		
Sec 179 Expense		
Salvage Value		
Credit/Amount		
Prior Depreciation	12,825.52	12,825.52
Current Depreciation	1,602.56	1,602.56
Total Depreciation	14,428.08	14,428.08
Net Book Value	235,571.92	235,571.92

Now, we will add information about the home office.

- Click the Home Office tab. Notice Fixed Assets CS calculated the business-use percentage based on the amounts you entered in the Home Office Information dialog and displays it in the field at the bottom of the Business use of a home group box.

Note: Fixed Assets CS allows two home offices to be entered for each 1040 client activity. The two fields and options to the right of the *Type of home office asset* field distinguish between assets belonging to the first home office and assets belonging to the second home office.

- In the Allowable deductions group box on the right, click the *Real estate taxes* field of the Direct column and enter **2,400**.
- Click the *Insurance* field of the Direct column, enter **570**, and press TAB.
- In the *Insurance* field of the Indirect column, enter **150**.
- In the *Repairs & maintenance* field of the Direct column, enter **350** and press TAB twice.
- In the *Utilities* field of the Direct column, enter **1,800**.

The Home Office tab should resemble the following illustration.

Computer Services - FYE: 12/31/2018

Asset #: 2 Description: Home Office Date in service: 10/30/05 Situs: Used

Serial #: Group: Land/Building Location: Oakland, CA

Depreciation Disposal Transfer Vehicle/Listed Home Office Other Note Image

Type of home office asset: Home

Use simplified option

Improvements

Business use percentage:

Business use of a home

Total area of home (square footage): 2,400

Area used exclusively for business: 600

Day care facilities not used exclusively for business:

Hours used for day care:

Hours available for use (if not 8760):

Day care business use percentage:

Special computation of certain daycare facilities:

Area used regularly and exclusively for day care:

Area used partly for day care:

Calculated business use percentage: 25.00

Allowable deductions

	Direct	Indirect
Deductible mortgage interest:		
Deductible mortgage insurance:		
Real estate taxes:	2,400	
Excess mortgage interest:		
Insurance:	570	150
Rents:		
Repairs & maintenance:	350	
Utilities:	1,800	
Excess casualty losses:		
Carryover of operating expenses:	1	
Carryover of casualty losses:		
Carryover of depreciation:		
Business expense not from business use:		

Other Expenses...

- Click Done to return to the Asset List window.

Examining client summary information

The Client Summary Information dialog provides summary information for the current client's assets. This dialog contains two tabs.

- **Graph Summary tab** — Use this tab to view a summary graph of the open client's assets. You can customize this graph to suit your needs.
- **Tax Summary tab** — Use this tab to view a summary of current-year section 179 expense, a summary of AMT preference and adjustment amounts, and a MACRS mid-quarter convention analysis.

Using the graph summary

In the following exercise, you will use the Client Summary Information dialog to view the graph summary for client FACS1040A.

ACTIONS

The Asset List window is open for the Computer Services business activity.

1. In the folders block on the left side of the Asset List window, click the Dental Practice folder.
2. Click the Client Summary Information  button at the top of the Asset List window, or choose Tasks > Display Summary Information.

The Client Summary Information dialog opens to the Graph Summary tab. The pie graph is based on the following options.

- The current activity or all activities (selected under Activity)
- Any treatment that has been set up for the current client (selected in the *Treatment* field)
- Asset information for the number of assets, cost / basis, or current depreciation (selected under Asset information)

The pie graph is divided based on the association chosen in the Based on field.

The screenshot shows the 'Client Summary Information' window with the 'Tax Summary' tab selected. The 'Graph Summary' section contains the following controls:

- Graph based on:**
 - Activity: Dental Practice, All Activities
 - Treatment: Tax
 - Asset information: Number of assets, Cost/basis, Current depreciation
 - Key: Based on: Group

The pie chart, titled 'Group', is divided into five segments:

- Red: 71.4%
- Yellow: 19.0%
- Green: 4.8%
- Blue: 4.8%
- White: No Group associated

 A color key on the left identifies the segments: Equipment (Red), Land/Building (Green), Vehicle (Blue), and Furniture and Fixtures (Yellow). A 3D bar chart on the right shows the distribution of these groups.

Annotations on the left side of the screenshot provide instructions:

- Select whether the graph is based on the current activity or all of the client's activities.
- Select the type of asset information to show in the graph.
- Select the association by which the graph is divided.

By default, the pie graph shows the current activity (in this case, Dental Practice) for the Tax treatment based on the number of assets. The pie graph is divided for the client's Group associations.

3. Hover the mouse pointer over the section of the pie graph that represents Equipment. Fixed Assets CS displays the number of assets that are in the Equipment group for Dental Practice.

Note: Use the color key in the Key group box to identify which color represents each section in the pie graph.

4. Under Asset information, click the *Cost/basis* option.
5. Hover the mouse pointer over the Equipment section of the pie graph. Fixed Assets CS displays the total cost / basis for all assets in the Equipment group for Dental Practice.
6. Double-click the Equipment section of the pie graph to open the Tax Asset Detail report for only the assets that are assigned to the Equipment group in Dental Practice.
7. Click Close to return to the Graph Summary tab.
8. Click the Preview Asset Detail button to view the Tax Asset Detail report for all of the assets in Dental Practice, sorted by group.
9. Click Close to return to the Graph Summary tab.

Using the tax summary

In the following exercise, you will use the Client Summary Information dialog to view the tax summary information for the current client.

ACTIONS

The Client Summary Information dialog is open.

1. Click the Tax Summary tab. This tab is divided into three sections, as shown in the following illustration.
 - **Section 179 Expense** — Provides a summary of current-year section 179 expense taken for the current activity (in this case, Dental Practice) and all activities.
 - **Alternative Minimum Tax Totals** — Provides a summary of AMT Preference and Adjustment amounts.
 - **MACRS mid-quarter** — Provides an analysis for the MACRS mid-quarter convention.

The screenshot shows the 'Client Summary Information' dialog box with the 'Tax Summary' tab selected. The dialog is divided into three sections:

- Section 179 Expense**: A table with a 'Federal' column. The 'Dental Practice' row shows 1,200.00, and the 'All Activities' row shows 1,200.00.
- Alternative Minimum Tax Totals**: A table with columns for 'Real', 'Personal leased', and 'MACRS'. The 'MACRS' row shows -1,366.70.
- MACRS mid-quarter**: A table with columns for 'First quarter', 'Second quarter', 'Third quarter', 'Fourth quarter', and 'Total'. The 'Acquisitions' row shows 12,500.00 in the Third and Total columns. The 'Percentage' row shows 100.00 in the Third and Total columns.

At the bottom of the dialog, there is a 'Done' button and a 'Did you know...' link.

2. When you are done viewing the summary information, click Done to close the Client Summary Information dialog.

Assigning images to assets

Through Fixed Assets CS, you can acquire images from any TWAIN or WIA-compliant device (such as a scanner or digital camera) or from a file. Images you may want to acquire for use with assets include digital pictures of the assets or supporting documents, such as warranty information, purchase orders, insurance documents, or registration forms.

For client FACS1040A, images have already been acquired and placed in the image library.

Assigning an image to an asset

In the following exercise, you will assign an image to an asset.

ACTIONS

The Asset List window is open for the Dental Practice business activity.

1. Double-click asset 17, Ford Mustang.
2. Click the Image tab.

An image has already been assigned to this asset. We are going to assign an additional image.

3. Click the Acquire button to open the Acquire Image dialog.

The pane lists all available resources from which you can acquire an image, including copying an image from a file and acquiring an image from the Image Library or any TWAIN or WIA-compliant device that is connected to your workstation.

4. In the Acquire image from list, select Image Library and click Continue.

The Library dialog opens, listing all images that have been acquired for the current client.

5. Click the Expand button to enlarge the first image in the library and see a detailed view of the image.
6. Double-click the image to return to the Library dialog.
7. With Insurance - mustang highlighted, click the Select button.

The image is added to the current asset's Image tab.

8. Click Done to close the Asset Detail dialog.

Assigning an image to multiple assets

In the following exercise, you will assign an image to multiple assets.

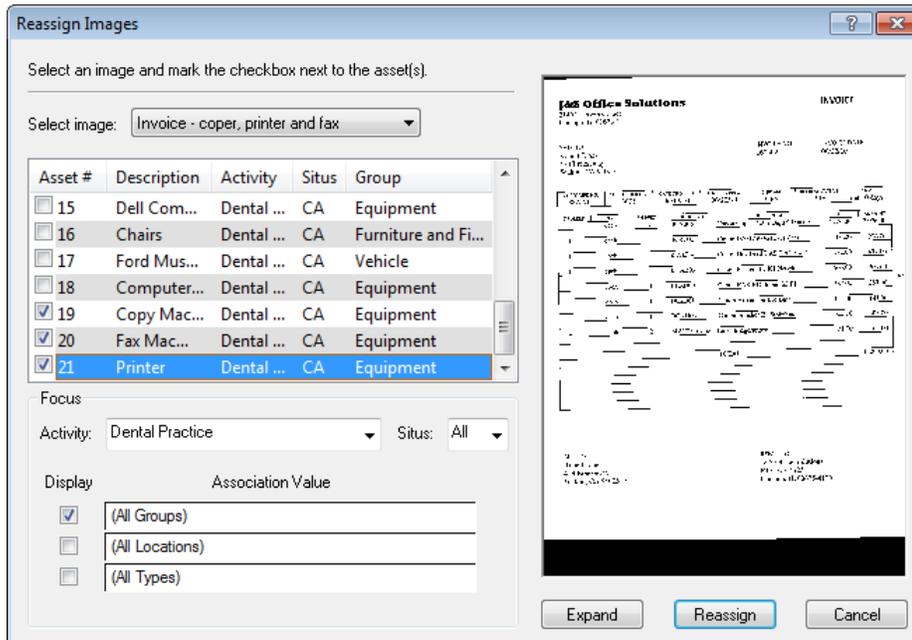
ACTIONS

The Asset List window is open.

1. Choose Edit > Reassign Images.
2. In the Reassign Images dialog, select Invoice - copier, printer and fax from the drop-down list for the Select image field.

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3. Scroll to the bottom of the list of assets and mark the checkboxes for assets 19, 20, and 21 (Copy machine, Fax machine, and Printer) as shown in the following illustration.



4. Click the Reassign button to assign the invoice image to all three assets.
5. When Fixed Assets CS prompts you to reassign an additional image, click No.
6. In the Asset List window, double-click asset 19.
7. Click the Image tab. The invoice image displays.
8. Press PAGE DOWN to view the Image tab for asset 20, then press PAGE DOWN again to view the Image tab for asset 21. Notice the invoice image also appears for these assets.
9. Click Done to close the Asset Detail dialog.
10. Choose File > Close Client.

You have completed the exercises involving practice client FACS1040A.

Note: If you try to open a client while another client is open, Fixed Assets CS automatically saves the data for the open client and closes the client before opening the next client. Therefore, you do not have to close one client before opening the next client.

Working with short-year clients

In some circumstances, you might need to change a client's fiscal year end in mid-year. For example, you would have to do so if a client wanted to change his or her fiscal year end or if a client began business in the middle of a year.

In this section, you will change the fiscal year end for practice client FACS1120B, which is currently a full-year corporate client. After you change the fiscal year end, you will make adjustments for a short year. In the future, if the client's fiscal year end changes during the depreciable life of an asset, you must indicate the prior fiscal year ends in the File > Client Properties > Short years tab.

Based on the information you enter, Fixed Assets CS accurately calculates prior and current depreciation. Fixed Assets CS can handle up to three different fiscal year ends or short years per client.

Let's open client FACS1120B and learn how to work with a short-year client.

ACTIONS

The main Fixed Assets CS window is open.

1. Choose File > Open Client, or press CTRL+O.
2. In the Open Client dialog, highlight FACS1120B in the list. If FACS1120B does not appear in the list of clients, mark the 1120 checkbox in the Focus group box and then highlight FACS1120B in the list.
3. Click the Open button. The Asset List window opens with the Business activity folder selected.

Let's look at the depreciation calculation for one of this client's assets.

4. Double-click asset 4, Office chairs, to open the Asset Detail dialog.
5. Choose Tasks > Display Calculation to open the Display Calculation dialog.

The screenshot shows the 'Display Calculation' dialog box with the following data:

	Basis	X	Rate	X	Holding Period	=	Depreciation
Cost	750.00		1.00		Months Held 12.00		
-Prior Dep.	649.60		/ Life 7.00		/Months in Year 12.00		
			X DB % 2.00				
	100.40	X	0.2857	X	1.0000	=	28.69

Commentary
Switch to S/L has been made to maximize deduction.
(100.40 * 0.6666667 * 1.0000000) = 66.93

Notice the items in the Holding Period pane have a value of 12. Later, when we change the client's fiscal year end, we will see how that change is reflected in the calculation.

6. Click Close.

Practice Session 2: Beyond the Basics

- Click Done to return to the Asset List window.

Entering short-year information

Now, we will change the client's fiscal year end.

ACTIONS

The Asset List window is open.

- Choose File > Client Properties to open the Client Properties dialog.
- Highlight the date in the Current fiscal year end field in the Calculation information group box, enter 063018, and then press TAB.

Fixed Assets CS updates the *Current period ending date* field to 6/30/18.

- Click the Short years tab, enter **123117** in the *Most recent* field, and press TAB.

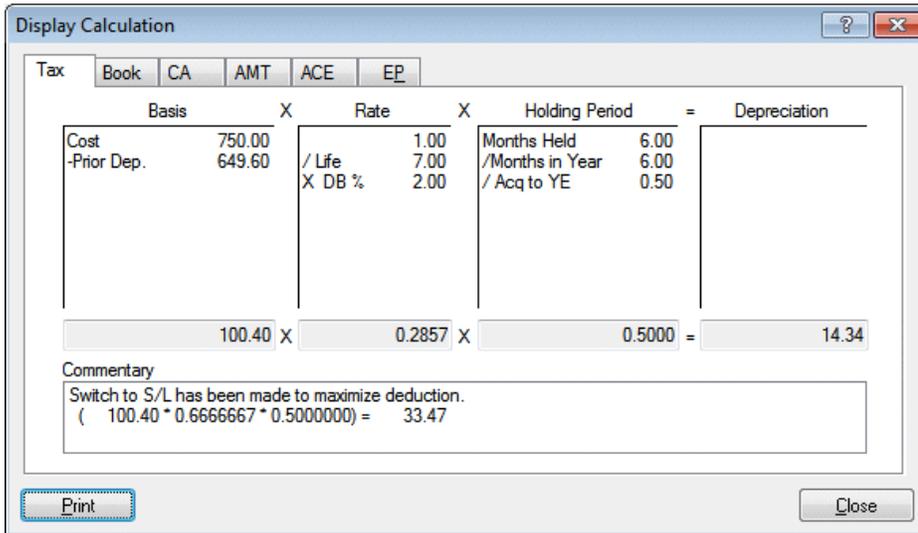
Note: The date in the *Current period ending date* field differs from the date in the *Current fiscal year end* field only if you are basing calculations on a quarterly or monthly basis.

The screenshot shows the 'Client Properties' dialog box. The 'Data location' is set to '<default> [C:\WinCSI\DeprData]'. The 'Client ID' is 'FACS1040A', the 'Name' is 'FA WALKTHRU CLIENT', and the 'Entity' is '1040 Individual'. The 'Current fiscal year end' field is '6/30/18'. The 'Calc period' section has a 'Short years' tab selected. Under this tab, the 'Annual' radio button is selected, and the 'Current period ending date' field is '6/30/18'. There are also 'Advanced Properties...', 'OK', and 'Cancel' buttons at the bottom.

- Click OK to close the Client Properties dialog.
- Because we changed the year-end date, we have to calculate depreciation for all of this client's assets. To do this, choose Tasks > Calculate All Assets.

You will not see any indication that depreciation has been calculated for all assets. However, you can see the results by opening the Display Calculation dialog again. Let's take a look at how this works.

6. In the Asset List window, double-click asset 4 to open the Asset Detail dialog for that asset.
7. Choose Tasks > Display Calculation.



Notice the first two items in the Holding Period pane reflect the new dates. There is also a new item, “/ Acq to YE,” with a value of 0.50. A short year is always a percentage of a full year, which Fixed Assets CS calculates and displays in the Holding Period pane.

8. Click Close.
9. Click Done to return to the Asset List window.
10. Choose File > Close Client.

You have completed the exercises involving this practice client.

Viewing sample reports

If you want to view some of the reports Fixed Assets CS produces, this section will walk you through this process for one of the practice clients you restored earlier.

Fixed Assets CS provides a wide variety of standard reports and forms. Most reports are available for any treatment that is enabled for the current client. Comparative reports and IRS Forms 4562, 4797, and 4255 are also available.

Practice Session 2: Beyond the Basics

ACTIONS

The main Fixed Assets CS window is open.

1. Choose File > Open Client.
2. In the Open Client dialog, double-click client FACS1120C.

The Asset List window opens to the Business activity folder.

Note: If you did not restore client FACS1120C, it will not appear in the client list. For information, see “Fixed Assets CS sample data” on page 78.

3. Choose File > Print.
4. In the Profiles tab of the Print dialog, the Sample Reports profile is highlighted. Click the Select button to move it to the Selected pane.

Note: The Sample Reports profile includes some of the standard reports and forms that are available in Fixed Assets CS. They were chosen to provide an overview of the available reports and forms. To learn more about print profiles, use the search field in the toolbar to search on **print profiles**.

5. Click the Preview button to view the reports and forms in the Sample Reports profile.
6. When you are done looking at the reports and forms, click Close to close the print preview.
7. In the Asset List window, choose File > Close Client to close client FACS1120C.

You have completed the exercise involving this practice client.

Deleting practice clients

You have completed the data-entry exercises in Practice Session 2: Beyond the Basics. You have now seen how easy it is to enter asset information in Fixed Assets CS and how quickly you can view the calculations and reports.

Before you proceed to the next chapter, we will delete the FACS1040A, FACS1120A, FACS1120B, and FACS1120C clients so others in your office can use this walkthrough to learn about Fixed Assets CS.

ACTIONS

The main Fixed Assets CS window is open.

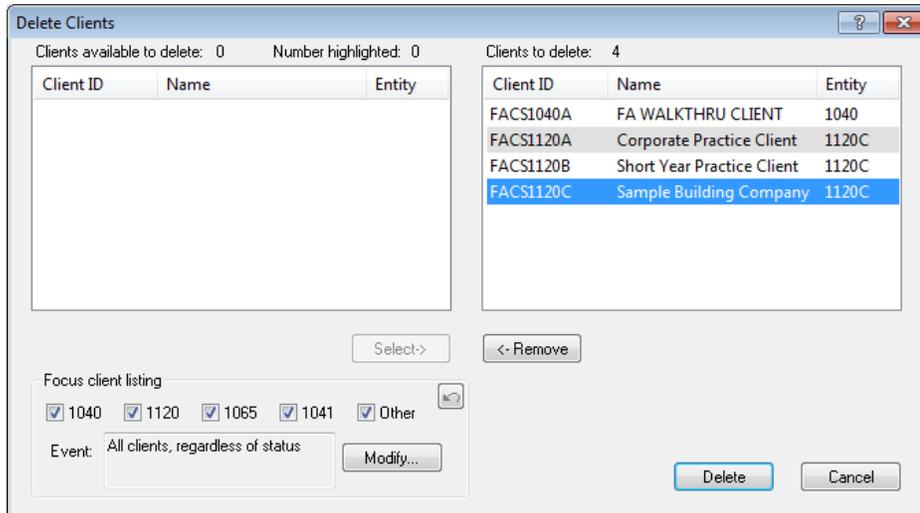
1. Choose File > Delete to open the Delete Clients dialog.

Note: If a client is open when you choose Delete from the File menu, that client is automatically listed in the Clients to delete pane.

2. In the Clients available to delete pane on the left, highlight FACS1040A.
3. Press and hold down the SHIFT key and highlight FACS1120A, FACS1120B, and FACS1120C.

- Click the Select button to move all highlighted clients to the Clients to delete pane.

The Delete Clients dialog should resemble the following illustration, assuming you do not have other clients on the hard drive.



- Click the Delete button to delete the clients.
- When Fixed Assets CS prompts you to confirm that you want to delete the clients, click OK.
- Choose File > Exit to close Fixed Assets CS.

Note: Always use caution when working in the Delete Clients dialog. Before you delete any client, verify that the selected client should be deleted.

LEARNING MORE ABOUT FIXED ASSETS CS

We encourage you to use this walkthrough to explore the features, options, and capabilities of Fixed Assets CS. There are many Fixed Assets CS features in addition to the features discussed in this brief walkthrough. To learn more about additional Fixed Assets CS features that may interest you, visit the [Fixed Assets CS page](#) on our website. For more information, contact your CS account representative.

Fixed Assets CS features and updates

To view detailed information regarding application releases and updates, changes to the application, and any other relevant or special issues regarding our applications, read the user bulletins, either from within the application or on our Help & How-To Center.

To view bulletins from within the application, choose Help > Bulletins. To view bulletins on the Help & How-To Center, choose Help > Help & How-To Center, and then click the link to the user bulletins in the Alerts and notices section of the box on the right side of the topic.

Application Security

Fixed Assets CS (as well as other CS Professional Suite applications) includes security measures that meet IRS requirements to help safeguard taxpayer and tax preparer information. These requirements include a unique username and strong password for each user, as well as a timeout period that will require users to log back in to the application after 30 minutes of inactivity. For more information about our security measures, see the [CS Professional Suite application security overview](#) in the Help & How-To Center.

Integration with other applications

Fixed Assets CS integrates most closely with UltraTax CS. If you are licensed for both applications, among other items, you can access client's asset information in either application (provided that the client IDs are identical). In addition to UltraTax CS, Fixed Assets CS also integrates with Accounting CS, FileCabinet CS, and Practice CS. For more information, see the [Fixed Assets CS integration with other applications](#) topic in the Help & How-To Center.

Support and training

We are committed to supporting your firm with excellent staff and services.

- Our support staff provides answers to your questions via chat, email, or phone. See the [Contact Information](#) page on our website for more information.
- We offer a variety of training and consulting options so you can choose the appropriate training and assistance for your firm. See the [Training & Consulting](#) page on our website for more information.
- The [Tax & Accounting Community](#) enables our customers from across the globe to share information immediately and to help one another save time, effort, and money.
- Our annual users' conference provides a means to earn CPE credit, get hands-on training, learn about technology updates, be inspired by nationally-recognized experts, and communicate directly with our staff and your colleagues.