

# FIXED ASSET ACCOUNTING

## Comprehensive Control for All Your Fixed Asset Accounting Needs

In an increasingly complex business environment, you face several important challenges when it comes to managing your fixed assets. Not only must you keep pace with continually changing tax requirements, but you must have the flexibility to respond to your own changing corporate strategies for growth. You need a fixed assets system that will adapt to the way you do business, yet be easy to use and maintain. DDA's Fixed Asset Accounting System is up to date, flexible and gives you an important business tool to use in today's complex business environment.

## The Practical Solution

With the DDA Fixed Asset Accounting system, you can keep track of property, calculate depreciation for corporate and tax books and project future depreciation, while you meet the latest IRS requirements. Whether your assets are managed by a dedicated fixed asset accounting group, or an administrative assistant, you can rest assured that the information you need is always at your fingertips.

## Designed to Work With You

Because you have your own unique way of doing business, Fixed Asset Accounting gives you the flexibility to mold the system to fit your exact needs for asset depreciation and reporting. And, as your needs change, you can easily adapt the system to fit your new requirements.

## Multi-Company Processing

Fixed Asset Accounting allows you to process fixed assets for multiple companies or divisions independently or simultaneously. You can even assign each company its own unique organization structure, fixed asset reports and processing rules. In short, you can maximize your control and flexibility.

## Online Asset Management

Any changes you make online — whether you add, change, transfer or retire individual assets — are immediately updated on the master database. Hard-copy audit trails of all transactions are provided.

You can report, transfer or retire assets individually or as groups. Transactions can be current period, prior period or future period.

## Automatic Tax Updates

The information you need to complete federal tax reporting and property tax reporting is automatically tracked in the system and new tax regulations, such as those included in the

Jobs and Growth Tax Relief Reconciliation Act of 2003, are rapidly incorporated. You can be sure that your reports are comprehensive and complete. The system even enables you to process separate state, corporate and tax books simultaneously.

### **Custom Design**

With the DDA data dictionary, you can quickly and easily customize the features that help you enter and access your fixed asset information — without programming assistance. Online features include the ability to change or create new screen layouts, field edits, validation rules and function keys.

### **Flexible Reporting**

You can choose from a full set of standard reports or define your own. Reports can be produced for the current period, year-to-date or previous year.

## **Getting Started with Fixed Asset Accounting**

The following sections provide a detailed look at how Fixed Asset Accounting works and the many features and functions of the system that make your job easier.

Your organization has a unique structure. As business conditions continue to change, this organizational structure is likely to become more complex. By placing control at the company level, DDA Fixed Asset Accounting gives you the power to handle your growth along with the flexibility to accommodate changes within your organization.

### **Online Control**

When you review information in an online environment, the information must be accurate and timely. With DDA's Fixed Asset Accounting system, any changes (except deletions) you make online are edited and applied to your database immediately. All routine activity, including additions, changes, transfers and retirements to individual assets, are handled by the system for the current, prior or future period.

Hard copy audit trails of all transactions you perform in real-time are provided.

### **Setting Up Your Organizational Structure**

Fixed Asset Accounting allows you to define your unique hierarchy. Within each company, up to eight separate levels are available to describe a virtually unlimited number of distinct organizations. Each company can have its own organization, fiscal year, processing controls and reporting requirements.

By placing control at the company level, you have the flexibility to manage and report assets independently by company; yet provide management with a "global" perspective by consolidating detail from several separate companies into a single report.

```

== CH ===== Company Descriptions ===== Co: C010

Company:  CORP OPS

----- Location Descriptions -----
Level  3: DIVN           Level  4: REGN
Level  5: SALE           Level  6: PLNT
Level  7: FLOR           Level  8: PROD
Level  9: PROJ           Level 10: TASK

Location:  CENTER

----- User Field Names -----
Field  1:  VENDOR           Field  2:  INVOICE NO
Field  3:  TAG NUMBER       Field  4:
Field  5:                    Field  6:  SUBL
Field  7:                    Field  8:
Field  9:

----- Report Header -----
Language:                    Date Format:

                                         Co To Change*  C010
                                         ADD MODE

```

**Fixed Asset Accounting allows you to establish up to eight levels of description for an unlimited number of companies.**

**Specifying Company Policy**

Your first step is to define controls for up to 52 asset depreciation books, as well as the depreciation methods and limits the system will use to process assets within each company. You can use just the books you need for each separate company and you can establish and override any controls at the company level.

**Defining Depreciation Options**

Each company can use any number of depreciation books you define for corporate, federal and state tax or other requirements. The flexibility to define and update controls for each company's books -- from the number of accounting periods to whether the book will close independently of other company books -- is in your hands. Fixed Asset Accounting allows you to reopen any book you choose for the prior year.

**The "Common Company" Concept**

Simple screens guide you through the process of setting up your first company. DDA's Fixed Asset Accounting system allows you to make one or many "common companies" that serve as models for every other company you establish. You save time in data entry by copying information and controls from your common company with a few keystrokes.

Multiple companies can share processing and reporting controls, as well as information on standard categories of fixed assets, their location, depreciation methods, general ledger controls and other important information.

```

== CA ===== Company Current Controls ===== Co: C010

Name: WORLD INDUSTRIES                               Action:

----- Current Run Controls -----
      Current Run Date: 122003      Previous Run Date: 12/2003
      Report Date: DEC 2003      Current Rpt Date: 12/2003
      Depreciation Run: N          Report Run: N
      General Ledger Run: N        Lease Actg Run: Y
      Inflation Accounting Run: Y   Adr Run: Y
      Currency Rate:                (Rate * 10,000)
      Apply Rate At Tran Entry: Y   Gl Journal Entry#:
----- Prior Year-End Controls -----
      Report Date: Y/E 2002      Depreciation Run: N
      Report Run: N              Currency Rate:
                                  (Rate * 10,000)
----- Lease Controls -----
      Projection Start:           Projection Stop:
----- Special Edit Controls -----
      Bypass Category Edit: N     Default Activity Dates: Y
      Allow Inactive Category: N   Activity Yr Range Lo/Hi: 2002 2004
                                  Century Print: N
                                  Co To Change* C010
                                  ADD MODE

```

**You can establish separate run controls to process companies independently, or allow several companies to share processing and reporting controls.**

## Managing Your Assets

Setting up fixed assets within your organizational structure is as easy as setting up individual companies. The system minimizes the time and effort you might spend entering detailed descriptive data for each one of your hundreds of assets (such as CRTs). You can copy information from "model" assets you establish in each general asset category (such as equipment). You can also define location information that can be copied to individual assets.

Like the common company, "model" assets can be copied as you establish new assets. You not only have easy access to asset information, but you can use the 10-character asset identifier to build an efficient filing system that simplifies sorting assets for processing and reporting.

For example, if you are making improvements to a particular building, you can assign the same eight-character primary number to an entire group of related assets — such as computer equipment installed on the same floor. A two-digit subsidiary number could then be used to differentiate CRTs from disk drives. When you sort and total reports, you can include groups of assets based on their primary code or specify individual assets according to subsidiary numbers.

Each asset you add to the system can be described extensively using 18 standard user-data fields. You define size, use and edits for each of these data fields. You can even define new fields to fit your requirements — without calling in a programmer.

```

== AA ===== Asset Activity ===== Co: C010
Inquiry Asset Number: AUTOMOBILE
Asset Number: AUTOMOBILE Action :

Category Code:
Description: AUTOMOBILE
Location Code:
Acquisition Date: Date Asset Added: 12/1988
Manufacturer Name: Serial #:
Copy: C
Base Cost:
Quantity:
Tax:
Freight:
Installation:
Interest:
Other Cost:
Total Cost: Adjustment:
Currency Rate: (Rate * 10,000)
Type: M Adr Account: N Rmv Date:
G/L Add: Y Status Start Dt: Ret Trn Date:
Status Code: A Status End Dt:

ADD MODE

```

```

== AC ===== Asset Quick Entry ===== Co: C010

Inquiry Asset Number: AUT-03-444
Asset Number: AUT-03-444

Category Code: AUTOMOBILE
Description: AUTOMOBILE 2003 FORD MINIVAN
Location Code: 100
Acquisition Date: 062003
Date Asset Added: 06/2003
Copy: Y

Base Cost: 23000.00

ADD MODE

```

**Establish a "model" asset (Type "M") just as you would any other asset. Then copy it with just a few keystrokes as you establish new assets using the Quick Entry screen. For example, depreciation information for multiple books can be copied using the category code. If you need to override certain fields for individual assets, you can do it quickly and easily online or in batch.**

## Up-to-the-Minute Tax Accounting

Tax depreciation books can be set up to handle Bonus Depreciation in compliance with the Job Creation and Workers Assistance Act of 2002 and Jobs and Growth Tax Relief Reconciliation Act of 2003. Depreciation books can be established to calculate and track the depreciation associated with ACRS and MACRS assets for the regular Federal Tax calculation, the

Alternative Minimum Tax calculation and any state, local or other specialty books that are required — in full compliance with the 1986 and 1989 Tax Reform Acts.

Fixed Asset Accounting computes and reports ordinary and Section 1231 gains and losses to give you the maximum benefit from the allowable capital gains.

To help you identify property tax charges for assets you have sold or otherwise disposed of, the system provides a complete list of your assets. Should you choose to minimize taxes on property assets by accelerating depreciation in excess of the straight line method, Fixed Asset Accounting automatically handles the calculations and reporting for the assets you identify.

With Fixed Asset Accounting you always know how your depreciation selections will affect your future plans. Valuable projection information is always at your fingertips. Using either actual or simulated depreciation controls which you specify, you have a clear view of the impact of policy changes on the depreciation of your assets for tax reporting either in report form or in data extract form.

If you wish, you can defer the selection of a depreciation method for your tax book when you set up an asset on the system. At the end of your fiscal year, simply set it up to match your organization's financial strategy.

```
== AF ===== Federal Tax Information ===== Co: C010

Inquiry Asset Number: AUT-03-444
  Asset Number: AUT-03-444  AUTOMOBILE 2003 FORD MINIVAN

Recovery Class: M05                      New/Used Code: N
1245/1250 Code: 4                          Acquisition Code: P
Property Code: P                          Acquisition Sub-Code:
                                           Amt Life-Yr Mo: 3
Energy Code:                               Energy Credit:
Business Use Percent: 1.00                 Energy Recap:

                                           Itc Life: 5
                                           Itc Recap:
                                           Bonus Date:

Itc Code: N                               Itc Life: 5
Itc Amount:                               Itc Recap:
Qualified Invest Pct:                     Bonus Date:

Adr Account: 3   .220                      Guideline: N
                                           Capitalized Addition: N

Addl Tax Credit Cd: 4
Addl Tax Credit: 4000                      Addl Depreciation:
Addl Cost Basis Adj:                       Total Cost Basis Adj:
Qirp Cd: N                                 Intangible Cd:

                                           ADD MODE
```

**You can enter additional tax credits and their associated basis adjustments, such as rehabilitation credit.**

## Maintaining Your Assets

### Transfers

It is often necessary to fully or partially transfer ownership, responsibility or the location of an asset. DDA's Fixed Asset Accounting system ensures the process will be smooth — with a clear audit trail. In a single transaction, you can transfer one or multiple assets, or partially transfer a specified dollar amount, quantity or percentage of an asset. The system automatically creates a record for the transferred asset that reflects its new company, number and location code. A history record is maintained at the old location for the remainder of the fiscal year and the following year.

```
== TA ===== Transfer Asset ===== Co: C010

Inquiry Asset Number: M01
Asset Number: M01          MACHINE      2001 PRODUCT LINE

          Total Cost Basis:          123,500.00
              Quantity:
          Location Code: 400
          Effective Date:              Retire Date:
              G/L Xfr:
          Transfer Sub-Code:

Level 3: DVNA                Level 4: RGN2
Level 5: SL-D                Level 6: PL-4
Level 7: 04                  Level 8: PRDD
Level 9: PRJ4                Level 10:
          State: TX              County: DLS
          City: DALS              District: 4

          New Company Number:
          New Asset Number:
          Partial Transfer Type:      (A=Amt, Q=Qty, P=Pct)
          Partial Transfer Amt/Qty/Pct:

                                          ADD MODE
```

```

== TI ===== Transfer Inquiry ===== Co: C010
      Inquiry Asset Number: M01
      Asset Number: M01                      Rel Loc: 0001
Transferred In From                          Transferred Out To
  Company:                                   Company: C010
  Asset Number:                             Asset Number: M01
  Effective Date:                           Effective Date: 12/2002
Transaction Date:                           Transaction Date: 12/2002
  Location Code:                             Location Code: 400
    Level 3:                                 Level 3: DVNA
    Level 4:                                 Level 4: RGN2
    Level 5:                                 Level 5: SL-D
    Level 6:                                 Level 6: PL-4
    Level 7:                                 Level 7: 04
    Level 8:                                 Level 8: PRDD
    Level 9:                                 Level 9: PRJ4
    Level 10:                                Level 10:
      State:                                 State: TX
      County:                               County: DLS
      City:                                  City: DAL5
    District:                               District: 4
      G/L Xfr:                               G/L Xfr: Y
    Xfr Subcode:                            Xfr Subcode:

```

**To transfer this company car from one location to another, simply enter the receiving location code on the Transfer Asset screen. The system automatically looks up the detailed location information and creates a current record in its new location. You can review the history of transferred assets online anytime.**

**Retirements**

As assets are sold, abandoned, traded, scrapped, removed from service or simply written off as fully depreciated, the system automatically updates the appropriate depreciation books. You have the option to reverse a retirement or change the retirement information for an asset at any time. Fully retired assets stay on the master file until the user-specified retention period passes. The system automatically calculates the gain or loss on an asset when retired, factoring in any proceeds and disposal costs.

If you wish to retire only a portion of an asset -- two chairs from a conference room containing 12 chairs, for example -- the active portion of the asset retains its existing asset number and a new asset is created to represent the retired portion. Assets may be retired based on cost, quantity or percentage of the total asset cost.

**Mass Maintenance**

Periodically you may have to make changes to a large number of assets simultaneously. If you sell a manufacturing plant, for example, you have to retire or transfer all of its assets. Fixed Asset Accounting allows you to make mass changes to groups of assets with a single Mass Maintenance screen or a single set of batch inputs. This saves you time and online resources.

Simply select the asset or book records to be changed and assign the new values. If you wish to check the results of a mass transaction, you can request a "trial" run. If everything checks out, you can perform the batch transaction. The system will automatically update the master files.

Standard sets of changes, like a plant reorganization, can be stored and used as models, easing the task of reorganizing. If changes cross companies, Global Mass Maintenance simplifies the task of controlling your asset data.

```
== RA ===== Retirement ===== Co: C010

      Inquiry Asset Number: E01
      Asset Number: E01
      EQUIPMENT 1998 OFFICE EQUIPMENT

      Total Cost Basis:          5,300.00
      Quantity:                  5
      Retirement Code: S
      Retirement Sub-Code:
      Retirement Date: 062003
      Ret Tran Date: 12/2003
      Total Proceeds:           1263.15
      Disposal Cost:            190.37
      Net Proceeds:             1,072.78
      Ordinary: Y
      Voluntary: Y
      G/L Ret: Y

      New Asset Number:          (For Partial Only)
      Partial Retirement Type:
      Partial Retirement Amt/Qty/Pct:
      Currency Rate:              (* 10,000)

                                     ADD MODE
```

**Use the Retirement (RA) screen to retire a single asset such as an office desk.**

```
== MM ===== Mass Maintenance Data Entry ===== Co: C010
```

```
Mass Maintenance Identifier: MASS-RET  
Description: RETIRE 1998 EQUIPMENT  
Global: N  
Trial: N  
Report: Y  
Copy:  
From Book Id:  
To Book Id:
```

```
-----New Values (Refname=Value,)-----
```

```
RET-ACTN = A  
RET-CD = S, RET-SUB-CD = Z  
RMV-DATE = 052003  
TOT-PRCDS = 15000, DSPL-COST = 1000  
GL-RET-JR = Y
```

```
-----Selection Criteria----- &
```

```
ACQ-YEAR = 1998  
RET-CD = ' '  
CATEGORY = EQUIPMENT
```

**If you have a number of different assets to retire, save time and online resources by using the Mass Maintenance screen.**

## Multi-Book Accounting

As your organization becomes geographically extended — doing business in many states or reaching into international markets, for example — the DDA Fixed Asset Accounting system allows you to control diverse corporate and tax requirements efficiently.

For each individual company you establish, you can define up to 52 depreciation books to handle assets for federal, state, local and corporate reporting, or for any other purpose you require.

The system allows you unlimited flexibility. You define unique depreciation methods, limits, the number of accounting periods, the year-end and fiscal year for each book. You also determine which books close simultaneously and independently.

Because the depreciation tables you define are external to the system, it is always easy to change depreciation controls as state and federal tax laws change.

```
== BK ===== Book Identification =====  
  
      Action Code:  
  
      Corporate Book: CORP  
      Federal Tax Book: FTAX  
  
----- Additional Books -----  
  
      Book 03: T-CA  
      Book 04: T-NY  
  
      Book 05: T-UK  
      Book 06: TACE  
  
      Book 07: TAMT  
      Book 08:  
  
      Book 09:  
      Book 10:  
  
ADD MODE
```

```

== BL ===== Additional Book Identification =====

Book 11:           Book 12:           Book 13:
Book 14:           Book 15:           Book 16:
Book 17:           Book 18:           Book 19:
Book 20:           Book 21:           Book 22:
Book 23:           Book 24:           Book 25:
Book 26:           Book 27:           Book 28:
Book 29:           Book 30:           Book 31:
Book 32:           Book 33:           Book 34:
Book 35:           Book 36:           Book 37:
Book 38:           Book 39:           Book 40:
Book 41:           Book 42:           Book 43:
Book 44:           Book 45:           Book 46:
Book 47:           Book 48:           Book 49:
Book 50:           Book 51:           Book 52:

ADD MODE

```

**You can define up to 52 depreciation books to handle assets for federal, state, local and corporate reporting, or for any other purpose you require. You use only the ones you need for each company you establish.**

### Depreciating Your Assets

You can set unique controls for each individual depreciation book. You have the flexibility to combine up to six component cost elements to create depreciable cost which may differ on each book.

Your initial setup is not set in stone. You can add, change or delete an asset or any of its depreciation books anytime. If you wish, you can take a book out of activity for a specified accounting period or suspend its depreciation. The system either catches up for the time the asset was inactive or simply picks up where you left off. The system automatically provides a hard-copy audit trail of all your changes.

When any of the changes you make impact the cost or accumulated depreciation for an asset, the system automatically tracks the adjustment and produces standard reports for control purposes.

You can even depreciate assets based on productive capacity. You specify units, such as barrels of oil pumped through a pipeline, to determine its depreciable life.

```

== BC ===== Depreciation Book Controls ===== Co: C010

Inquiry Asset Number: E01          Inquiry Book Id: CORP
  Asset Number: E01              Book Id: CORP
Desc: EQUIPMENT 1998 OFFICE EQUIPMENT Qty: 5
  Action:
Depreciation Method: STL          Prorate Code: 1      Bonus Depr Cd:
  Switch To Stl:                  Adr: N          Nylz Code:
  Depreciation Date: 011998      Est life Y/M: 12
  Cost Basis:                    5,300.00
  Accum Reserve:                 4,876.00
  Net Book Value:                424.00
  Ytd Depreciation:              406.33
  Previous Year Dpr:
  Bonus Amt:
  Salvage Value:                 424
  Salvage Percent: .080
Adjustment:                      Calculate Reserve: C      Fully Reserve:
  Base Cost: Y                   Tax: Y                   Retirement Date: 05/2003
  Freight: Y                     Installation: Y          Ret Tran Date: 06/2003
  Interest: Y                     Other Cost: Y           Add Tran Date: 12/1988
  Depr Limit:                    Suspend Start Date:
  Status Code: A                 Suspend End Date:
                                     ADD MODE

```

**When old assets are added to the system, you can have the life-to-date depreciation automatically re-calculated. The system sets an indicator afterward, which can be used for report selection or sequencing.**

## System Interfaces

The DDA Fixed Asset Accounting system is designed to interface easily with the other DDA financial systems — Accounts Payable & Purchase Control, General Ledger, Project Accounting and Materials Management.

The Fixed Asset Accounting to General Ledger interface is a flexible, easy-to-use method for automatically generating all asset-related general ledger entries with no programming required.

At the end of each accounting period, the accumulated asset activity from the Fixed Asset Accounting system is fed into your General Ledger system. You can tailor the number and types of entries or account structures to your unique organization. Simply identify the types of activities for which you want to create journal entries — for example, current depreciation expense, additions, retirements or transfers.

You can use up to 99 accounting rules to define specific characteristics of each journal entry for each company and for each type of activity. You may also create custom journal entries if necessary. To ensure that accurate data is posted to the ledger, you can preview and verify journal entry reports.

You can determine which depreciation book is used to create journal entries. If you carry separate depreciation books for unique accounting requirements (for example, one book in US dollars and another book in Mexican pesos), journal entries can be created for each set of books.

```
== GA ===== General Ledger Controls ===== Co: C010

Action:

Transactions: Y          Report Spaces: S
Report Details: Y       Currency: L

----- Chart Key Components -----
Reference Name 1: INS-CLASS   Reference Name 2:
Reference Name 3:           Reference Name 4:

Summary Level: 3          Report Low Page:

----- Journal Identifier Components -----
Reference Name 1: GL-AC-NO   Reference Name 2: LOC-CODE
Reference Name 3: USER-6    Reference Name 4: GL-TRN-DES
Reference Name 5:           Reference Name 6:

Co To Change* C010
ADD MODE
```

**To establish the General Ledger interface, simply enter the reference names of fields to be used in the Chart Key and Journal Identifier and specify whether to produce journal entries and use local or foreign currency.**

To increase your accuracy and save time in data entry, use a "common company" to share general ledger controls.

You can define general ledger controls for allocating the current depreciation of specific assets to as many separate "locations" as necessary. For example, if several departments share the depreciation expense of the building they all occupy, the building (asset) can be assigned a General Ledger allocation code. This indicates that a percentage of its depreciation expense will automatically be allocated to each of those departments in the general ledger.

```

== GC ===== General Ledger Accounting Rules ===== Co: C010

Inquiry Transaction Id: AD Inquiry Sequence Number: 01
Transaction Id: AD Sequence Number: 1

Action:

Transaction Code: Z
Transaction Sub-Code:
Transaction Description: ADDITION
Amount Field Reference Name: COST
Debit Or Credit Indicator: C
Account Field Reference Name: GL-AC-4

-----Journal Identifier Overrides (Refname=Value,) -----

ADD MODE

```

**You can tailor controls for each individual asset according to your unique needs. For example, you may wish to add a credit entry for cost and post it to your Accounts Payable account.**

## Management Reporting

Your organization probably operates on a number of different levels when it comes to managing, processing and reporting fixed assets. As your organization grows and becomes more diversified, you can build a reporting structure that will adapt easily to your expanding operation.

In addition to single-company reporting, you have the option to consolidate detail from a company into the reporting for up to 10 other "consolidation" companies. Or you can rely on the powerful online query tools to cover the spectrum of your reporting needs.

## Flexibility and Control

With Fixed Asset Accounting, you can establish up to 99 different versions of each standard report to allow for separate sequence and selection criteria. Depending on your needs, you can specify a very detailed report, or simply a general overview. Once you have defined one or more reports for a company, they are available any time. If you wish to change specific options, you can do so quickly and easily. You also have complete control over frequency for current or prior year reports. You can produce regular reports annually at year-end, current period, or whenever you need year-to-date information. You can also produce a one-time report to give you a quick "snapshot" of the current status of an asset or group of assets. Fixed Asset Accounting automatically delivers your regular or one-time reports to as many as 13 destinations.

Each version of most Fixed Asset Accounting standard reports can be run showing up to four depreciation books. You also have the option to round to the nearest dollar, whether you print the report in U.S. or local foreign currency.

```

== CR ===== Report Options ===== Co: C010

Inquiry Report Number: 50      Inquiry Version: 01
Report Number: 50              Version: 1
Report Name: DEPRECIATION PROJECTION
Action:
Subtitle:

Books To Report: FTAX      T-CA      T-NY

Sequence By: COMPANY
LEVEL-3

Frequency: A                  Low Total: 2
Low Page: 2                   Space: D
Detail: N                     Des: 8
Round: N                     Special: N
Destination: 2               Currency: L
Year-End Book Id: FTAX      Content:
Language:                    Date Format:

ADD MODE

```

**You have complete control over the frequency and content of your report. For example, you can define a report to show only assets qualifying for AMT on your federal, California and New York tax books.**

## Powerful Projections

Because market conditions and corporate plans may change rapidly, managers need current, accurate information for today and tomorrow. The ability to predict future effects of current depreciation methods 10 years or more from now is essential for choosing the best option. Fixed Asset Accounting gives you a powerful tool for this type of projection.

Using the Projections Report (FAR50), you can project depreciation for specific assets for up to 99 periods from any start date you select. A period may be comprised of as many as 13 or as few as one accounting period. The data can also be captured for easy download into spreadsheets for further analysis.

```

== CP ===== Projection Report Control ===== Co: C010

Report Number: 50                      Inquiry Version: 1
Report Name: Depreciation Projection    Version: 1

Projection Start Date: 012004
Number Of Periods: 30
Months Per Period: 12

----- Depreciation Controls -----
Method      Prorate      Switch
-----

Column 1
Column 2
Column 3
Column 4

ADD MODE

```

**With Fixed Asset Accounting, you can specify a report to project depreciation for a specific asset over 30 12-month periods beginning January 2004.**

**Consolidation Reporting**

While many of the companies you establish within your organization structure operate independently much of the time, it is important to be able to view them as part of the whole. DDA’s Fixed Asset Accounting system gives you the capability to consolidate reporting detail from any combination of entities. You are not limited to just one consolidated view. Multiple consolidation companies may be established, combining processing entities as needed.

Simply define the sequence and amount of detail you need to appear for each company on your consolidated report.

Throughout the reporting process you can depend on Fixed Asset Accounting's security features. You are always assured of a clear audit trail.

## Standard Reports

### Control Reports

Control File Edit/Update  
Mass Maintenance Edit  
Master File Edit/Update  
Depreciation Calculation  
Report Options Edit List  
GL Interface Edit List  
Lease Report Options Edit List  
Inflation Report Options Edit List  
Control File Print  
Master File Print  
Master File Conversion  
Deletions Master File Print

### Accounting Reports

Additions  
Transfers  
Retirements  
Reserve Ledger  
Property Listing  
Tracking  
Minimum Tax  
Cost/Reserve Summary (10-K)  
Tax Cost/Reserve Summary (10-K)  
Reserve Edit  
Gains and Losses  
Insurance Valuation  
Maintenance  
CIP and Budgeting  
Leased Property  
Adjustments  
Investment Tax Credit (IRS 3468)  
Energy Tax Credit (IRS 3468-B)  
ITC Recapture Tax  
Depreciation Projection  
ADR  
IRS 4832 Part II  
IRS 4832 Part III  
IRS 4832 Part IV  
IRS 4832 Part V  
Guideline Form 5006  
JCWAA Bonus Depreciation  
Bonus Depreciation Report

## **General Ledger Interface Reports**

Journal Distribution  
Auxiliary GL Interface

## **Lease Accounting**

Lease Analysis  
Lease Analysis Summary  
Capital Lease Obligations  
Capital Lease Gross Assets  
Lease Terminations  
Operating Lease Projection

## ***Inflation Accounting***

FAS-33 Detail  
FAS-33 Activity

## The Lease Accounting Module

The DDA Lease Accounting Module gives you the comprehensive calculations and control you need to meet all of your accounting and reporting requirements under FASB Statement 13.

Simply set up lease data by company as you would other fixed assets. Lease data is stored on the Fixed Asset Accounting Asset Master file along with asset data, but a special code prevents it from appearing on most asset accounting reports. If the terms of the lease are altered at any time, the system will automatically generate a new payment schedule rather than make a retroactive adjustment. You can use this flexibility to analyze various lease options.

In addition to the extensive selection of standard reports, you can produce six special lease analysis reports and summaries showing current activity and projections.

```
== LA ===== Lease Information And Controls ===== Co: C010

Inquiry Asset Number: bl01
        Asset Number: BL01
                Square Feet:    50000
                Usage: STORAGE
        Annual Payment:    18000
                Lessor: JM PRO
        Contract Number: BL01L
                Renewal Date: 041999
                Expire Date: 042004
                Lease Type: BLD
                Title: Y
                Bargain: 0
                Pre-Pay: Y
                Land: Y
        Economic Life-Yr Mo: 10
        Borrowing Rate (* 100): 12.0000
        Implicit Rate (* 100): 13.0000
                Non-Depreciable:    12000
        Residual Guarantee:
        Lump Sum Payment:    25000.00
        Residual Value:

ADD MODE
```

**Each lease is automatically established as either a capital or operating lease. Following FASB-13, capital leases are computed on the present value of the minimum lease payment using either your borrowing or implicit rate. Annual payment schedules for operating leases are projected year-by-year for five years, followed by five-year periods. The appropriate amortization period, either depreciable life or the lease term, is then automatically selected. A portion of the lease can be specified as non-depreciable.**

**The payment schedule can include a series of up to nine payments (stair step). Executory cost is also carried and can be collected as a specific dollar amount with each payment or a calculated amount based upon a percentage of the payment schedule.**

## Inflation Accounting

The DDA Inflation Accounting module is a flexible tool you can use to prepare asset-related disclosures required by FASB Statement 33. Using data in the Fixed Asset Accounting Asset

Master File, Inflation Accounting calculates and reports both "constant dollar" and "current cost" restatements of asset values for your corporate book.

You have the flexibility to experiment with indexes, pricing techniques, productive unit assignments and report options and make changes in multiple runs without compromising the efficiency of your computer resources. By entering data at the productive unit level and specifying options at the company level, you minimize time and effort.

The module allows you to experiment with different ways to determine current cost, based on fluctuating economic indexes.

### **Monitoring Your Assets**

When you need information not readily available with the current inquiry screens, DDA offers an online query and report generator.

With the VIEW module, you can instantly create, run and review online reports. You do not have to wait for a programmer to write your report or for the next batch report run.

For example, you can immediately create a report to compile a list of all assets acquired during the fourth quarter of your fiscal year to determine which tax deduction prorate convention should be used. Simply tell the system which information to retrieve and how to format the report using commands in plain English. No special terminology or technical strings of code are required.

After you decide how items should be sorted and where totals should be taken, you can get a "quick view" of your report at the bottom of the screen by pressing one function key. If the report does not look exactly the way you want it to, simply change the layout, then preview it again.

When you are satisfied with your report format, run the report to get your answer online. You can print the answer, or save it to view later. You also can save the report definition and answer for future use, or modify it slightly to handle different requirements.