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**Sample Reports**

Release 8.0

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# Fixed Asset Management sample reports

This document includes information about and instructions for creating the most common Fixed Asset Management reports. Samples of each report also are included.

The following reports are explained:

- [Fixed Assets Book Setup](#)
- [Annual Activity](#)
- [Annual Activity - Cost](#)
- [Fixed Assets to General Ledger Reconciliation](#)
- [Book to Book Reconciliation](#)
- [Book to Book YTD Depreciation Comparison](#)
- [Depreciation Detail](#)
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- [Depreciation Ledger](#)
- [Fixed Assets Inventory List](#)
- [Property Ledger](#)
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- [Retirements](#)
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- [FA Posting to General Ledger](#)
- [Misplaced Physical Inventory](#)
- [Asset Account Reconciliation](#)
- [Asset Label Reconciliation](#)
- [Asset Delete Report](#)
- [Physical Inventory Info Import](#)

# Fixed Assets Book Setup

---

## Report Writer name

FA Book Setup

## Report tables

Book Setup

The Fixed Assets Book Setup report displays the options selected in the Book Setup window. You can print information for a specific book, or for all books that are set up in Fixed Asset Management. The report is sorted by book.

## Printing Instructions

1. Choose Tools >> Setup >> Fixed Assets >> Book to open the Book Setup window.
2. To print information for all books, choose File >> Print.
3. To print information for a specific book, enter or select a book ID and choose File >> Print.
4. Select a printing destination and choose OK.

For more information about printing Fixed Asset Management reports, refer to the Fixed Asset Management documentation.

# Fixed Assets Book Setup

---

System: 4/12/2007 11:10:28 AM  
User Date: 4/12/2007

Fabrikam, Inc.  
Fixed Assets Book Setup

Page: 1  
User ID: LESSONUSER1

Ranges:  
Book: First to Last  
Sorted By: Book ID

Book ID	Description	Book Index	Current Fiscal Year	Depreciation Period	Auto Add Book Info
AMT	Alternative Minimum Tax	3	2007	Daily	Yes
FEDERAL	Federal Tax	2	2007	Daily	Yes
INTERNAL	Internal	1	2007	Periodic	Yes

3 Book Setup(s)

# Annual Activity

---

## Report Writer name

FA Annual Activity

## Report tables

Asset General Information  
Master  
Asset Book Master  
Asset Financial Detail Master  
Asset Retirement Master  
Book Setup

The Annual Activity report displays beginning and ending year values for active assets or assets that were retired during the current fiscal year for the following fields:

- Quantity
- Cost
- Salvage
- Life-to-date depreciation
- Net book value

## Ranges

Asset ID  
Asset Description  
Asset Type  
Structure ID  
Class ID  
Location ID  
Property Type  
Date Added

## Printing Instructions

1. Choose Reports >> Fixed Assets >> Activity to open the Activity Reports window.
2. Select Annual Activity from the Reports list and choose New to open the Activity Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Activity Report Options window will be redisplayed.
5. Choose Print.

## Sorting options

Asset ID  
Asset Description

## Book

Any book

You can print the Annual Activity Report from either the Activity Reports window or the Activity Report Options window. You also can save the report option and print later.

For more information about printing Fixed Asset Management reports, refer to the Fixed Asset Management documentation.

# Annual Activity

System: 4/12/2007 11:15:01 AM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 Annual Activity  
 For INTERNAL

Page: 1  
 User ID: LESSONUSER1

**Ranges:**

Asset ID: 00001-1 to 00009-1  
 Description: First to Last  
 Asset Type: First to Last  
 Structure ID: First to Last  
 Class ID: First to Last  
 Location ID: First to Last  
 Property Type: First to Last  
 Date Added: First to Last

Sorted By: Asset ID

Asset ID	Description	Begin Year	(+) Additions	(+) Changes (-)	Retirements (+)	Year to Date (=)	Ending	Net Change
<b>Quantity</b>								
<b>Cost</b>								
<b>Salvage</b>								
<b>Accum Depr</b>								
<b>Net Book</b>								
00001-1	Office Desk	1	0	0	0		1	0
		\$1,000.00	\$0.00	\$0.00	\$0.00		\$1,000.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
		\$285.72	\$0.00	\$0.00	\$0.00	\$23.80	\$309.52	\$23.80
		\$714.28					\$690.48	(\$23.80)
00002-1	Office Desk	1	0	0	0		1	0
		\$1,200.00	\$0.00	\$0.00	\$0.00		\$1,200.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
		\$342.86	\$0.00	\$0.00	\$0.00	\$28.58	\$371.44	\$28.58
		\$857.14					\$828.56	(\$28.58)
00003-1	Side Chair	1	0	0	0		1	0
		\$650.00	\$0.00	\$0.00	\$0.00		\$650.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
		\$170.24	\$0.00	\$0.00	\$0.00	\$15.48	\$185.72	\$15.48
		\$479.76					\$464.28	(\$15.48)
00004-1	Big Automobile	1	0	0	0		1	0
		\$42,550.00	\$0.00	\$0.00	\$0.00		\$42,550.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
		\$14,892.50	\$0.00	\$0.00	\$0.00	\$1,418.34	\$16,310.84	\$1,418.34
		\$27,657.50					\$26,239.16	(\$1,418.34)
00006-1	PC	1	0	0	0		1	0
		\$1,500.00	\$0.00	\$0.00	\$0.00		\$1,500.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
		\$450.00	\$0.00	\$0.00	\$0.00	\$50.00	\$500.00	\$50.00
		\$1,050.00					\$1,000.00	(\$50.00)
00007-1	Monitor 17"	1	0	0	0		1	0
		\$400.00	\$0.00	\$0.00	\$0.00		\$400.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
		\$120.00	\$0.00	\$0.00	\$0.00	\$13.34	\$133.34	\$13.34
		\$280.00					\$266.66	(\$13.34)
<b>Quantity</b>								
<b>Cost</b>								
<b>Salvage</b>								
<b>Accum Depr</b>								
<b>Net Book</b>								
00008-1	Duplicator	1	0	0	0		1	0
		\$24,000.00	\$0.00	\$0.00	\$0.00		\$24,000.00	\$0.00
		\$2,400.00	\$0.00	\$0.00	\$0.00		\$2,400.00	\$0.00
		\$3,857.14	\$0.00	\$0.00	\$0.00	\$514.28	\$4,371.42	\$514.28
		\$20,142.86					\$19,628.58	(\$514.28)
00009-1	Building 1	1	0	0	0		1	0
		\$100,000.00	\$0.00	\$0.00	\$0.00		\$100,000.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
		\$3,888.89	\$0.00	\$0.00	\$0.00	\$555.56	\$4,444.45	\$555.56
		\$96,111.11					\$95,555.55	(\$555.56)
<b>Grand Totals:</b>								
		8					8	0
		\$171,300.00					\$171,300.00	\$0.00
		\$2,400.00					\$2,400.00	\$0.00
		\$24,007.35					\$26,626.73	\$2,619.38
		\$147,292.65					\$144,673.27	(\$2,619.38)
=====								
		8 Assets						

# Annual Activity - Cost

---

## Report Writer name

FA Annual Activity - Cost

## Report tables

Asset General Information  
Master  
Asset Book Master  
Asset Retirement Master  
Asset Cost Account  
Account Master  
Book Setup

## Ranges

Asset ID  
Asset Description  
Asset Type  
Structure ID  
Class ID  
Location ID  
Property Type  
Date Added

## Sorting options

Asset ID  
Asset Description

## Book

Any book

The Annual Activity - Cost report displays the beginning and ending year costs of active assets or assets that were retired during the current fiscal year, and activities that changed the cost during the year. This report includes assets that are active or that were retired during the current fiscal year.

## Printing Instructions

1. Choose Reports >> Fixed Assets >> Activity to open the Activity Reports window.
2. Select Annual Activity - Cost from the Reports list and choose New to open the Activity Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Activity Report Options window will be redisplayed.
5. Choose Print.

You can print the Annual Activity - Cost Report from either the Activity Reports window or the Activity Report Options window. You also can save the report option and print later.

For more information about printing Fixed Asset Management reports, refer to the Fixed Asset Management documentation.

# Annual Activity - Cost

System: 4/12/2007 11:16:17 AM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 Annual Activity - Cost  
 For INTERNAL

Page: 1  
 User ID: LESSONUSER1

Ranges:  
 Asset ID: 00001-1 to 00009-1  
 Description: First to Last  
 Asset Type: First to Last  
 Structure ID: First to Last  
 Class ID: First to Last  
 Location ID: First to Last  
 Property Type: First to Last  
 Date Added: First to Last

Sorted By: Asset ID

Description		G/L Cost Account Number									
Asset ID		Begin Year Cost	(+)	Additions	(+)	Changes	(-)	Retirements	(=)	Ending Cost	Net Change
Office Desk											
00001-1	000-1500-00	\$1,000.00		\$0.00		\$0.00		\$0.00		\$1,000.00	\$0.00
Office Desk											
00002-1	000-1500-00	\$1,200.00		\$0.00		\$0.00		\$0.00		\$1,200.00	\$0.00
Side Chair											
00003-1	000-1500-00	\$650.00		\$0.00		\$0.00		\$0.00		\$650.00	\$0.00
Big Automobile											
00004-1	000-1530-00	\$42,550.00		\$0.00		\$0.00		\$0.00		\$42,550.00	\$0.00
PC											
00006-1	000-1510-00	\$1,500.00		\$0.00		\$0.00		\$0.00		\$1,500.00	\$0.00
Monitor 17"											
00007-1	000-1510-00	\$400.00		\$0.00		\$0.00		\$0.00		\$400.00	\$0.00
Duplicator											
00008-1	000-1520-00	\$24,000.00		\$0.00		\$0.00		\$0.00		\$24,000.00	\$0.00
Building 1											
00009-1	000-1500-00	\$100,000.00		\$0.00		\$0.00		\$0.00		\$100,000.00	\$0.00
		\$171,300.00		\$0.00		\$0.00		\$0.00		\$171,300.00	\$0.00

8 Assets

# Fixed Assets to General Ledger Reconciliation

---

## Report Writer name

FA Fixed Assets to General  
Ledger Reconciliation

## Report tables

Asset Financial Detail Master  
Asset General Information  
Master  
Account Master

## Ranges

Asset ID  
Structure ID  
Class ID  
Location ID  
G/L Posting Trx Date  
FA Period  
FA Year  
Source Document  
G/L Account Number  
Transaction Account Type  
Batch Number

## Include

Only Not Integrated

## Book

Any book

The Fixed Assets to General Ledger Reconciliation report displays debit and credit totals by General Ledger account number. You can use the information in this report when you reconcile Fixed Asset Management periodic activity to General Ledger. The report is sorted by account.

## Printing Instructions

1. Choose Reports >> Fixed Assets >> Activity to open the Activity Reports window.
2. Select Fixed Assets to General Ledger Reconciliation from the Reports list and choose New to open the Activity Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Mark the In Detail option to print the detailed report. If the In Detail option is unmarked, the Fixed Assets to General Ledger Reconciliation - Summary Report will be printed.
5. Choose Destination. Select a printing destination and choose OK. The Activity Report Options window will be redisplayed.
6. Choose Print.

You can print the Fixed Assets to General Ledger Reconciliation Report from either the Activity Reports window or the Activity Report Options window. You also can save the report option and print later.

For more information about printing Fixed Asset Management reports, refer to the Fixed Asset Management documentation.

# Fixed Assets to General Ledger Reconciliation

System: 4/12/2007 11:19:44 AM  
 User Date: 4/12/2007

Fabrikam, Inc.

Page: 1  
 User ID: LESSONUSER1

Fixed Assets to General Ledger Reconciliation - Detail

Ranges:

Asset ID: First to Last  
 Structure ID: First to Last  
 Class ID: First to Last  
 Location ID: First to Last  
 GL Post Date: First to Last  
 FA Period: First to Last  
 FA Year: First to Last  
 Source Doc: FAADD to FAADJ  
 GL Post Acct: First to Last

Trx Acct Type: First to Last  
 Batch Number: First to Last

Sorted By: Account

Account Number	Account Description				Debit	Credit	Net	
Asset ID	Per/Year	GL Post Date	Batch Number	FA Srce				
000-1500-00	Furniture & Fixtures							
00001-1	1/2005	12/31/2006	FATRX00000001	FAADD	\$1,000.00	\$0.00	\$1,000.00	
00002-1	1/2005	12/31/2006	FATRX00000001	FAADD	\$1,200.00	\$0.00	\$1,200.00	
00003-1	3/2005	12/31/2006	FATRX00000001	FAADD	\$650.00	\$0.00	\$650.00	
00009-1	11/2005	12/31/2006	FATRX00000001	FAADD	\$100,000.00	\$0.00	\$100,000.00	
00010-1	11/2005	12/31/2006	FATRX00000001	FAADD	\$120,000.00	\$0.00	\$120,000.00	
00019-1	10/2006	12/31/2006	FATRX00000001	FAADD	\$500.00	\$0.00	\$500.00	
00020-1	10/2006	12/31/2006	FATRX00000001	FAADD	\$2,200.00	\$0.00	\$2,200.00	
00021-1	11/2006	12/31/2006	FATRX00000001	FAADD	\$3,000.00	\$0.00	\$3,000.00	
00022-1	1/2007	1/31/2007	FATRX00000002	FAADD	\$1,600.00	\$0.00	\$1,600.00	
00023-1	1/2007	1/31/2007	FATRX00000002	FAADD	\$600.00	\$0.00	\$600.00	
00024-1	2/2007	0/0/0000		FAADD	\$1,000.00	\$0.00	\$1,000.00	
000-1500-00	Furniture & Fixtures				Total	\$231,750.00	\$0.00	\$231,750.00
000-1510-00	Computer Equipment							
00006-1	7/2005	12/31/2006	FATRX00000001	FAADD	\$1,500.00	\$0.00	\$1,500.00	
00007-1	7/2005	12/31/2006	FATRX00000001	FAADD	\$400.00	\$0.00	\$400.00	
00013-1	3/2006	12/31/2006	FATRX00000001	FAADD	\$4,500.00	\$0.00	\$4,500.00	
00014-1	4/2006	12/31/2006	FATRX00000001	FAADD	\$1,300.00	\$0.00	\$1,300.00	
00015-1	4/2006	12/31/2006	FATRX00000001	FAADD	\$400.00	\$0.00	\$400.00	
000-1510-00	Computer Equipment				Total	\$8,100.00	\$0.00	\$8,100.00
000-1520-00	Machinery & Equipment							
00008-1	10/2005	12/31/2006	FATRX00000001	FAADD	\$24,000.00	\$0.00	\$24,000.00	
00016-1	5/2006	12/31/2006	FATRX00000001	FAADD	\$1,200.00	\$0.00	\$1,200.00	
00017-1	6/2006	12/31/2006	FATRX00000001	FAADD	\$15,000.00	\$0.00	\$15,000.00	
00018-1	8/2006	12/31/2006	FATRX00000001	FAADD	\$12,000.00	\$0.00	\$12,000.00	
000-1520-00	Machinery & Equipment				Total	\$52,200.00	\$0.00	\$52,200.00
000-1530-00	Fleet Vehicles							
00004-1	4/2005	12/31/2006	FATRX00000001	FAADD	\$42,550.00	\$0.00	\$42,550.00	
00005-1	5/2005	12/31/2006	FATRX00000001	FAADD	\$18,550.00	\$0.00	\$18,550.00	
00011-1	1/2006	12/31/2006	FATRX00000001	FAADD	\$65,000.00	\$0.00	\$65,000.00	
00012-1	1/2006	12/31/2006	FATRX00000001	FAADD	\$16,500.00	\$0.00	\$16,500.00	
000-1530-00	Fleet Vehicles				Total	\$142,600.00	\$0.00	\$142,600.00
000-1590-00	FA Clearing							
00001-1	1/2005	12/31/2006	FATRX00000001	FAADD	\$0.00	(\$1,000.00)	(\$1,000.00)	
00002-1	1/2005	12/31/2006	FATRX00000001	FAADD	\$0.00	(\$1,200.00)	(\$1,200.00)	
00003-1	3/2005	12/31/2006	FATRX00000001	FAADD	\$0.00	(\$650.00)	(\$650.00)	
00004-1	4/2005	12/31/2006	FATRX00000001	FAADD	\$0.00	(\$42,550.00)	(\$42,550.00)	
00005-1	5/2005	12/31/2006	FATRX00000001	FAADD	\$0.00	(\$18,550.00)	(\$18,550.00)	
00006-1	7/2005	12/31/2006	FATRX00000001	FAADD	\$0.00	(\$1,500.00)	(\$1,500.00)	
00007-1	7/2005	12/31/2006	FATRX00000001	FAADD	\$0.00	(\$400.00)	(\$400.00)	
00008-1	10/2005	12/31/2006	FATRX00000001	FAADD	\$0.00	(\$24,000.00)	(\$24,000.00)	
00009-1	11/2005	12/31/2006	FATRX00000001	FAADD	\$0.00	(\$100,000.00)	(\$100,000.00)	
00010-1	11/2005	12/31/2006	FATRX00000001	FAADD	\$0.00	(\$120,000.00)	(\$120,000.00)	
00011-1	1/2006	12/31/2006	FATRX00000001	FAADD	\$0.00	(\$65,000.00)	(\$65,000.00)	
00012-1	1/2006	12/31/2006	FATRX00000001	FAADD	\$0.00	(\$16,500.00)	(\$16,500.00)	
00013-1	3/2006	12/31/2006	FATRX00000001	FAADD	\$0.00	(\$4,500.00)	(\$4,500.00)	
00014-1	4/2006	12/31/2006	FATRX00000001	FAADD	\$0.00	(\$1,300.00)	(\$1,300.00)	
00015-1	4/2006	12/31/2006	FATRX00000001	FAADD	\$0.00	(\$400.00)	(\$400.00)	
00016-1	5/2006	12/31/2006	FATRX00000001	FAADD	\$0.00	(\$1,200.00)	(\$1,200.00)	
00017-1	6/2006	12/31/2006	FATRX00000001	FAADD	\$0.00	(\$15,000.00)	(\$15,000.00)	
00018-1	8/2006	12/31/2006	FATRX00000001	FAADD	\$0.00	(\$12,000.00)	(\$12,000.00)	
00019-1	10/2006	12/31/2006	FATRX00000001	FAADD	\$0.00	(\$500.00)	(\$500.00)	
00020-1	10/2006	12/31/2006	FATRX00000001	FAADD	\$0.00	(\$2,200.00)	(\$2,200.00)	
00021-1	11/2006	12/31/2006	FATRX00000001	FAADD	\$0.00	(\$3,000.00)	(\$3,000.00)	
00022-1	1/2007	1/31/2007	FATRX00000002	FAADD	\$0.00	(\$1,600.00)	(\$1,600.00)	
00023-1	1/2007	1/31/2007	FATRX00000002	FAADD	\$0.00	(\$600.00)	(\$600.00)	
00024-1	2/2007	0/0/0000		FAADD	\$0.00	(\$1,000.00)	(\$1,000.00)	
000-1590-00	FA Clearing				Total	\$0.00	(\$434,650.00)	(\$434,650.00)
					Total	\$434,650.00	(\$434,650.00)	\$0.00

5 Accounts

# Book to Book Reconciliation

---

## Report Writer name

FA Book to Book  
Reconciliation

## Report tables

Asset General Information  
Master  
Asset Book Master  
Book Setup

## Ranges

Asset ID  
Asset Description  
Asset Type  
Structure ID  
Class ID  
Location ID  
Property Type  
Place in Service Date  
Acquisition Date  
Fully Depreciated Date  
Depreciation Method  
Averaging Convention  
Cost Basis  
YTD Depreciation  
LTD Depreciation  
Net Book

## Include

Active  
Retired  
Partial Open

## Book

Any book

## Book 2

Any book

The Book to Book Reconciliation report displays the cost basis, year-to-date depreciation, life-to-date depreciation, and net book value for two selected books for each asset. The report is sorted by asset ID, then suffix, then asset index, then book index.

## Printing Instructions

1. Choose Reports >> Fixed Assets >> Comparison to open the Comparison Reports window.
2. Select Book to Book Reconciliation from the Reports list and choose New to open the Comparison Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Comparison Report Options window will be redisplayed.
5. Choose Print.

You can print the Book to Book Reconciliation Report from either the Comparison Reports window or the Comparison Report Options window. You also can save the report option and print later.

For more information about printing Fixed Asset Management reports, refer to the Fixed Asset Management documentation.

# Book to Book Reconciliation

System: 4/12/2007 11:21:26 AM  
 User Date: 4/12/2007

Fabrikam, Inc.

Page: 1  
 User ID: LESSONUSER1

Book to Book Reconciliation  
 For FEDERAL to AMT

**Ranges:**

Asset ID: 00001-1 to 00008-1  
 Description: First to Last  
 Asset Type: First to Last  
 Structure ID: First to Last  
 Class ID: First to Last  
 Location ID: First to Last  
 Property Type: First to Last  
 Pl in Svc Date: First to Last  
 Acquire Date: First to Last

Fully Depr Dt: First to Last  
 Depr Method: First to Last  
 Avg Conv: First to Last  
 Cost Basis: First to Last  
 YTD Depr: First to Last  
 Accum Depr: First to Last  
 Description: First to Last

Sorted By: Asset ID

Include: Status: Active Retired

Asset ID	Description	Location ID	Book ID	Depr Thru	Convention	Method	Cost Basis	YTD Depr	Accum Depr	Net Book
-----										
00001-1	Office Desk		FURN	200		ALPHARETTA				
FEDERAL	2/28/2007	Half-Year	200% DB	\$1,000.00	\$28.28	\$416.04	\$583.96			
AMT	2/28/2007	Half-Year	150% DB	\$1,000.00	\$19.07	\$232.82	\$767.18			
				\$0.00	\$9.21	\$183.22	(\$183.22)			
-----										
00002-1	Office Desk		FURN	200		ALPHARETTA				
FEDERAL	2/28/2007	Half-Year	200% DB	\$1,200.00	\$33.93	\$499.24	\$700.76			
AMT	2/28/2007	Half-Year	150% DB	\$1,200.00	\$22.88	\$279.38	\$920.62			
				\$0.00	\$11.05	\$219.86	(\$219.86)			
-----										
00003-1	Side Chair		FURN	100		ALPHARETTA				
FEDERAL	2/28/2007	Half-Year	200% DB	\$650.00	\$18.38	\$270.42	\$379.58			
AMT	2/28/2007	Half-Year	150% DB	\$650.00	\$12.39	\$151.33	\$498.67			
				\$0.00	\$5.99	\$119.09	(\$119.09)			
-----										
00004-1	Big Automobile		AUTO	100		ALPHARETTA				
FEDERAL	2/28/2007	Half-Year	200% DB	\$42,550.00	\$476.85	\$8,436.85	\$34,113.15			
AMT	2/28/2007	Half-Year	150% DB	\$42,550.00	\$476.85	\$8,436.85	\$34,113.15			
				\$0.00	\$0.00	\$0.00	\$0.00			
-----										
00005-1	Little Truck		LTRK	400		ALPHARETTA				* RET *
FEDERAL	7/1/2006	Half-Year	200% DB	\$18,550.00	\$0.00	\$5,489.88	\$13,060.12			
AMT	7/1/2006	Half-Year	150% DB	\$18,550.00	\$0.00	\$5,128.20	\$13,421.80			
				\$0.00	\$0.00	\$361.68	(\$361.68)			
-----										
00006-1	PC		COMP	200		ATLANTA				
FEDERAL	2/28/2007	Half-Year	200% DB	\$1,500.00	\$46.55	\$826.55	\$673.45			
AMT	2/28/2007	Half-Year	150% DB	\$1,500.00	\$43.28	\$650.78	\$849.22			
				\$0.00	\$3.27	\$175.77	(\$175.77)			
-----										
00007-1	Monitor 17"		COMP	200		ATLANTA				
FEDERAL	2/28/2007	Half-Year	200% DB	\$400.00	\$12.41	\$220.41	\$179.59			
AMT	2/28/2007	Half-Year	150% DB	\$400.00	\$11.54	\$173.54	\$226.46			
				\$0.00	\$0.87	\$46.87	(\$46.87)			
-----										
00008-1	Duplicator		EQPT	600		ATLANTA				
FEDERAL	2/28/2007	Half-Year	200% DB	\$24,000.00	\$678.63	\$9,984.75	\$14,015.25			
AMT	2/28/2007	Half-Year	150% DB	\$24,000.00	\$457.53	\$5,587.53	\$18,412.47			
				\$0.00	\$221.10	\$4,397.22	(\$4,397.22)			
-----										

8 Assets

# Book to Book YTD Depreciation Comparison

---

## Report Writer name

FA Book to Book YTD  
Depreciation Comparison

## Report tables

Asset General Information  
Master  
Asset Book Master  
Book Setup

## Ranges

Asset ID  
Asset Description  
Asset Type  
Structure ID  
Class ID  
Location ID  
Property Type  
Place in Service Date  
Acquisition Date  
Fully Depreciated Date  
YTD Depreciation  
Depreciation Method  
Averaging Convention

## Include

Active  
Retired  
Partial Open

## Book 1

Any book

## Book 2

Any book

The Book to Book YTD Depreciation Comparison report displays the year-to-date depreciation amounts and the difference between the amounts for two selected books. The report is sorted by asset ID, then suffix, then asset index, then book index.

## Printing Instructions

1. Choose Reports >> Fixed Assets >> Comparison to open the Comparison Reports window.
2. Select Book to Book YTD Depreciation Comparison from the Reports list and choose New to open the Comparison Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Comparison Report Options window will be redisplayed.
5. Choose Print.

You can print the Book to Book YTD Depreciation Comparison Report from either the Comparison Reports window or the Comparison Report Options window. You also can save the report option and print later.

For more information about printing Fixed Asset Management reports, refer to the Fixed Asset Management documentation.

# Book to Book YTD Depreciation Comparison

System: 4/12/2007 11:22:47 AM  
 User Date: 4/12/2007

Fabrikam, Inc.

Page: 1  
 User ID: LESSONUSER1

Book to Book YTD Depreciation Comparison  
 For FEDERAL to AMT

Ranges:

Asset ID: 00001-1 to 00014-1	Acquire Date: First to Last
Description: First to Last	Fully Depr Dt: First to Last
Asset Type: First to Last	YTD Depr: First to Last
Structure ID: First to Last	Depr Method: First to Last
Class ID: First to Last	Avg Conv: First to Last
Location ID: First to Last	
Property Type: First to Last	
Pl in Svc Date: First to Last	

Sorted By: Asset ID

Include: Status: Active Retired

Asset ID	Description	FEDERAL	AMT	Difference
00001-1	Office Desk	\$28.28	\$19.07	\$9.21
00002-1	Office Desk	\$33.93	\$22.88	\$11.05
00003-1	Side Chair	\$18.38	\$12.39	\$5.99
00004-1	Big Automobile	\$476.85	\$476.85	\$0.00
00005-1	Little Truck	\$0.00	\$0.00	\$0.00
00006-1	PC	\$46.55	\$43.28	\$3.27
00007-1	Monitor 17"	\$12.41	\$11.54	\$0.87
00008-1	Duplicator	\$678.63	\$457.53	\$221.10
00009-1	Building 1	\$414.47	\$404.11	\$10.36
00010-1	Building2	\$497.37	\$484.94	\$12.43
00011-1	Fancy Automobile	\$792.06	\$792.06	\$0.00
00012-1	Cool Truck	\$792.06	\$680.12	\$111.94
00013-1	Laser Printer	\$232.77	\$185.49	\$47.28
00014-1	PC	\$67.24	\$53.58	\$13.66
14 Assets		\$4,091.00	\$3,643.84	\$447.16

\* RET \*

# Depreciation Detail

---

## Report Writer name

FA Depreciation Detail

## Report tables

Asset General Information  
Master  
Asset Book Master  
Asset Financial Detail Master  
Book Setup

## Ranges

Asset ID  
Asset Description  
Asset Type  
Structure ID  
Class ID  
Location ID  
Property Type  
Place in Service Date  
Acquisition Date  
Fiscal Year Added  
FA Period  
FA Year  
Original Life  
Remaining Life  
Cost Basis  
Depreciation Method  
Averaging Convention

## Include

Active  
Retired  
Partial Open

## Book

Any book

The Depreciation Detail report displays the periodic depreciation amount for each asset for a specific book, as well as the date the asset was placed in service, and the depreciation method and averaging convention used for the asset. The report is sorted by asset ID, then suffix, then asset index.

## Printing Instructions

1. Choose Reports >> Fixed Assets >> Depreciation to open the Depreciation Reports window.
2. Select Depreciation Detail from the Reports list and choose New to open the Depreciation Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Depreciation Report Options window will be redisplayed.
5. Choose Print.

You can print the Depreciation Detail Report from either the Depreciation Reports window or the Depreciation Report Options window. You also can save the report option and print later.

For more information about printing Fixed Asset Management reports, refer to the Fixed Asset Management documentation.

# Depreciation Detail

System: 4/12/2007 11:24:33 AM  
 User Date: 4/12/2007

Fabrikam, Inc.

Page: 1  
 User ID: LESSONUSER1

Depreciation Detail  
 For INTERNAL

Ranges:

Asset ID:	00001-1 to 00002-1	FA Period:	First to Last
Description:	First to Last	FA Year:	First to Last
Asset Type:	First to Last	Orig Life:	First to Last
Structure ID:	First to Last	Rem Life:	First to Last
Class ID:	First to Last	Cost Basis:	First to Last
Location ID:	First to Last	Depr Method:	First to Last
Property Type:	First to Last	Avg Conv:	First to Last
Pl in Svc Date:	First to Last		
Acquire Date:	First to Last		
Year Added:	First to Last		

Sorted By: Asset ID  
 Include: Status: Active Retired

Asset ID	Description	Pl in Svc	Method	Orig Rem	Cost Basis	Per/Year	Depr From	Depr To	Amount
00001-1	Office Desk								
1/1/2005	Straight-Line Ori	07-000			\$1,000.00				
2/28/2007	Full Period	04-306							
						1/2005	1/1/2005	1/31/2005	\$11.90
						2/2005	2/1/2005	2/28/2005	\$11.90
						3/2005	3/1/2005	3/31/2005	\$11.90
						4/2005	4/1/2005	4/30/2005	\$11.90
						5/2005	5/1/2005	5/31/2005	\$11.90
						6/2005	6/1/2005	6/30/2005	\$11.90
						7/2005	7/1/2005	7/31/2005	\$11.90
						8/2005	8/1/2005	8/31/2005	\$11.90
						9/2005	9/1/2005	9/30/2005	\$11.90
						10/2005	10/1/2005	10/31/2005	\$11.90
						11/2005	11/1/2005	11/30/2005	\$11.90
						12/2005	12/1/2005	12/31/2005	\$11.96
						1/2006	1/1/2006	1/31/2006	\$11.90
						2/2006	2/1/2006	2/28/2006	\$11.90
						3/2006	3/1/2006	3/31/2006	\$11.90
						4/2006	4/1/2006	4/30/2006	\$11.90
						5/2006	5/1/2006	5/31/2006	\$11.90
						6/2006	6/1/2006	6/30/2006	\$11.90
						7/2006	7/1/2006	7/31/2006	\$11.90
						8/2006	8/1/2006	8/31/2006	\$11.90
						9/2006	9/1/2006	9/30/2006	\$11.90
						10/2006	10/1/2006	10/31/2006	\$11.90
						11/2006	11/1/2006	11/30/2006	\$11.90
						12/2006	12/1/2006	12/31/2006	\$11.96
						1/2007	1/1/2007	1/31/2007	\$11.90
						2/2007	2/1/2007	2/28/2007	\$11.90
						Total for Asset: 00001-1			\$309.52
00002-1	Office Desk								
1/31/2005	Straight-Line Ori	07-000			\$1,200.00				
2/28/2007	Full Period	04-306							
						1/2005	1/1/2005	1/31/2005	\$14.29
						2/2005	2/1/2005	2/28/2005	\$14.29
						3/2005	3/1/2005	3/31/2005	\$14.29
						4/2005	4/1/2005	4/30/2005	\$14.29
						5/2005	5/1/2005	5/31/2005	\$14.29
						6/2005	6/1/2005	6/30/2005	\$14.29
						7/2005	7/1/2005	7/31/2005	\$14.29
						8/2005	8/1/2005	8/31/2005	\$14.29
						9/2005	9/1/2005	9/30/2005	\$14.29
						10/2005	10/1/2005	10/31/2005	\$14.29
						11/2005	11/1/2005	11/30/2005	\$14.29
						12/2005	12/1/2005	12/31/2005	\$14.24
						1/2006	1/1/2006	1/31/2006	\$14.29
						2/2006	2/1/2006	2/28/2006	\$14.29
						3/2006	3/1/2006	3/31/2006	\$14.29
						4/2006	4/1/2006	4/30/2006	\$14.29
						5/2006	5/1/2006	5/31/2006	\$14.29
						6/2006	6/1/2006	6/30/2006	\$14.29
						7/2006	7/1/2006	7/31/2006	\$14.29
						8/2006	8/1/2006	8/31/2006	\$14.29
						9/2006	9/1/2006	9/30/2006	\$14.29
						10/2006	10/1/2006	10/31/2006	\$14.29
						11/2006	11/1/2006	11/30/2006	\$14.29
						12/2006	12/1/2006	12/31/2006	\$14.24
						1/2007	1/1/2007	1/31/2007	\$14.29
						2/2007	2/1/2007	2/28/2007	\$14.29
						Total for Asset: 00002-1			\$371.44
2 Assets					\$2,200.00				\$680.96

# Depreciation Expense to General Ledger

---

## Report Writer name

FA Depreciation Expense to  
General Ledger

## Report tables

Asset General Information  
Master  
Asset Book Master  
Asset Financial Detail Master  
Book Setup  
Account Master

## Ranges

Asset ID  
Asset Description  
Asset Type  
Structure ID  
Class ID  
Location ID  
Property Type  
Amortization Code  
Place in Service Date  
Acquisition Date  
G/L Posting Trx Date  
Fiscal Year Added  
FA Period  
FA Year  
Source Document  
G/L Account Number

## Include

Active  
Retired  
Partial Open

## Book

Corporate book only

The Depreciation Expense to General Ledger report displays the periodic depreciation amounts for the corporate book of each asset for each General Ledger expense account. The report is sorted by account number, then asset ID, then suffix, then asset index.

## Printing Instructions

1. Choose Reports >> Fixed Assets >> Depreciation to open the Depreciation Reports window.
2. Select Depreciation Expense to General Ledger from the Reports list and choose New to open the Depreciation Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Depreciation Report Options window will be redisplayed.
5. Choose Print.

You can print the Depreciation Expense to General Ledger Report from either the Depreciation Reports window or the Depreciation Report Options window. You also can save the report option and print later.

For more information about printing Fixed Asset Management reports, refer to the Fixed Asset Management documentation.

# Depreciation Expense to General Ledger

System: 4/12/2007 11:26:56 AM  
 User Date: 4/12/2007

Fabrikam, Inc.

Page: 1  
 User ID: LESSONUSER1

## Depreciation Expense to General Ledger

Ranges:

Asset ID: 00001-1 to 00002-1	Acquire Date: First to Last
Description: First to Last	GL Post Date: First to Last
Asset Type: First to Last	Year Added: First to Last
Structure ID: First to Last	FA Period: First to Last
Class ID: First to Last	FA Year: First to Last
Location ID: First to Last	Source Doc: First to Last
Property Type: First to Last	GL Post Acct: First to Last
Amort Code: First to Last	
Pl in Svc Date: First to Last	

Sorted By: Asset ID

Include: Status: Active Retired

G/L Account Number	Account Description	FA Srce	--- GL ---	----- Fixed Assets -----	Amount
Asset ID	Asset Description		Post Date	Depr From Depr To Per/Year	
-----					
000-6200-00	Depreciation Expense - Furniture & Fixtures				
00001-1	Office Desk				
		FADEP	12/31/2006	1/1/2005 1/31/2005 1/2005	\$11.90
		FADEP	12/31/2006	2/1/2005 2/28/2005 2/2005	\$11.90
		FADEP	12/31/2006	3/1/2005 3/31/2005 3/2005	\$11.90
		FADEP	12/31/2006	4/1/2005 4/30/2005 4/2005	\$11.90
		FADEP	12/31/2006	5/1/2005 5/31/2005 5/2005	\$11.90
		FADEP	12/31/2006	6/1/2005 6/30/2005 6/2005	\$11.90
		FADEP	12/31/2006	7/1/2005 7/31/2005 7/2005	\$11.90
		FADEP	12/31/2006	8/1/2005 8/31/2005 8/2005	\$11.90
		FADEP	12/31/2006	9/1/2005 9/30/2005 9/2005	\$11.90
		FADEP	12/31/2006	10/1/2005 10/31/2005 10/2005	\$11.90
		FADEP	12/31/2006	11/1/2005 11/30/2005 11/2005	\$11.90
		FADEP	12/31/2006	12/1/2005 12/31/2005 12/2005	\$11.96
		FADEP	12/31/2006	1/1/2006 1/31/2006 1/2006	\$11.90
		FADEP	12/31/2006	2/1/2006 2/28/2006 2/2006	\$11.90
		FADEP	12/31/2006	3/1/2006 3/31/2006 3/2006	\$11.90
		FADEP	12/31/2006	4/1/2006 4/30/2006 4/2006	\$11.90
		FADEP	12/31/2006	5/1/2006 5/31/2006 5/2006	\$11.90
		FADEP	12/31/2006	6/1/2006 6/30/2006 6/2006	\$11.90
		FADEP	12/31/2006	7/1/2006 7/31/2006 7/2006	\$11.90
		FADEP	12/31/2006	8/1/2006 8/31/2006 8/2006	\$11.90
		FADEP	12/31/2006	9/1/2006 9/30/2006 9/2006	\$11.90
		FADEP	12/31/2006	10/1/2006 10/31/2006 10/2006	\$11.90
		FAXFR	12/31/2006	11/1/2006 11/30/2006 11/2006	\$11.90
		FADEP	12/31/2006	12/1/2006 12/31/2006 12/2006	\$11.96
		FADEP	1/31/2007	1/1/2007 1/31/2007 1/2007	\$11.90
		FADEP	0/0/0000	2/1/2007 2/28/2007 2/2007	\$11.90
00002-1	Office Desk				
		FADEP	12/31/2006	1/1/2005 1/31/2005 1/2005	\$14.29
		FADEP	12/31/2006	2/1/2005 2/28/2005 2/2005	\$14.29
		FADEP	12/31/2006	3/1/2005 3/31/2005 3/2005	\$14.29
		FADEP	12/31/2006	4/1/2005 4/30/2005 4/2005	\$14.29
		FADEP	12/31/2006	5/1/2005 5/31/2005 5/2005	\$14.29
		FADEP	12/31/2006	6/1/2005 6/30/2005 6/2005	\$14.29
		FADEP	12/31/2006	7/1/2005 7/31/2005 7/2005	\$14.29
		FADEP	12/31/2006	8/1/2005 8/31/2005 8/2005	\$14.29
		FADEP	12/31/2006	9/1/2005 9/30/2005 9/2005	\$14.29
		FADEP	12/31/2006	10/1/2005 10/31/2005 10/2005	\$14.29
		FADEP	12/31/2006	11/1/2005 11/30/2005 11/2005	\$14.29
		FADEP	12/31/2006	12/1/2005 12/31/2005 12/2005	\$14.24
		FADEP	12/31/2006	1/1/2006 1/31/2006 1/2006	\$14.29
		FADEP	12/31/2006	2/1/2006 2/28/2006 2/2006	\$14.29
		FADEP	12/31/2006	3/1/2006 3/31/2006 3/2006	\$14.29
		FADEP	12/31/2006	4/1/2006 4/30/2006 4/2006	\$14.29
		FADEP	12/31/2006	5/1/2006 5/31/2006 5/2006	\$14.29
		FADEP	12/31/2006	6/1/2006 6/30/2006 6/2006	\$14.29
		FADEP	12/31/2006	7/1/2006 7/31/2006 7/2006	\$14.29
		FADEP	12/31/2006	8/1/2006 8/31/2006 8/2006	\$14.29
		FADEP	12/31/2006	9/1/2006 9/30/2006 9/2006	\$14.29
		FADEP	12/31/2006	10/1/2006 10/31/2006 10/2006	\$14.29
		FADEP	12/31/2006	11/1/2006 11/30/2006 11/2006	\$14.29
		FADEP	12/31/2006	12/1/2006 12/31/2006 12/2006	\$14.24
		FADEP	1/31/2007	1/1/2007 1/31/2007 1/2007	\$14.29
		FADEP	0/0/0000	2/1/2007 2/28/2007 2/2007	\$14.29
					-----
				Total for Account: 000-6200-00	\$680.96
					=====
1 Accounts				Grand Total:	\$680.96
					=====

# Depreciation Ledger

---

## Report Writer name

FA Depreciation Ledger

## Report tables

Asset General Information  
Master  
Asset Book Master  
Book Setup

## Ranges

Asset ID  
Asset Description  
Asset Type  
Structure ID  
Class ID  
Location ID  
Property Type  
Place in Service Date  
Acquisition Date  
Fully Depreciated Date  
Switchover Date  
Depreciation Method  
Averaging Convention  
Original Life  
Remaining Life  
Cost Basis  
YTD Depreciation  
LTD Depreciation  
Net Book

## Sorting options

Asset ID  
Asset Index  
Asset Description  
Location ID  
Class ID  
Structure ID  
Place in Service Date  
Depreciated to Date

## Include

Active  
Retired  
Partial Open

## Book

Any Book

The Depreciation Ledger report displays general depreciation information for each asset for a specific book, including the cost basis, year-to-date and life-to-date depreciation amounts, and net book value. The depreciation method and averaging convention used for the asset, and the date the asset was placed in service also are displayed in this report.

## Printing Instructions

1. Choose Reports >> Fixed Assets >> Depreciation to open the Comparison Reports window.
2. Select Depreciation Ledger from the Reports list and choose New to open the Depreciation Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Depreciation Report Options window will be redisplayed.
5. Choose Print.

You can print the Depreciation Ledger Report from either the Depreciation Reports window or the Depreciation Report Options window. You also can save the report option and print later.

For more information about printing Fixed Asset Management reports, refer to the Fixed Asset Management documentation.

# Depreciation Ledger

System: 4/12/2007 11:28:14 AM  
 User Date: 4/12/2007

Fabrikam, Inc.

Page: 1  
 User ID: LESSONUSER1

Depreciation Ledger  
 For INTERNAL

Ranges:

Asset ID:	00001-1 to 00014-1	Depr Method:	First to Last
Description:	First to Last	Avg Conv:	First to Last
Asset Type:	First to Last	Orig Life:	First to Last
Structure ID:	First to Last	Rem Life:	First to Last
Class ID:	First to Last	Cost Basis:	First to Last
Location ID:	First to Last	YTD Depr:	First to Last
Property Type:	First to Last	Accum Depr:	First to Last
Pl in Svc Date:	First to Last	Net Book:	First to Last
Acquire Date:	First to Last		
Fully Depr Dt:	First to Last		
Switchover Dt:	First to Last		

Sorted By: Asset ID

Include: Status: Active Retired

Asset ID	Description	Pl in Svc	Method	Orig	Cost Basis	Curr Depr	YTD Depr	Accum Depr	Net Book
Depr Thru	Convention	Rem	Amort Code	Amort Amt/Pct					
00001-1	Office Desk								
1/1/2005	Straight-Line Ori	07-000			\$1,000.00	\$11.90	\$23.80	\$309.52	\$690.48
2/28/2007	Full Period	04-306							
					\$0.00				
00002-1	Office Desk								
1/31/2005	Straight-Line Ori	07-000			\$1,200.00	\$14.29	\$28.58	\$371.44	\$828.56
2/28/2007	Full Period	04-306							
					\$0.00				
00003-1	Side Chair								
3/1/2005	Straight-Line Ori	07-000			\$650.00	\$7.74	\$15.48	\$185.72	\$464.28
2/28/2007	Full Period	05-000							
					\$0.00				
00004-1	Big Automobile								
4/1/2005	Straight-Line Ori	05-000			\$42,550.00	\$709.17	\$1,418.34	\$16,310.84	\$26,239.16
2/28/2007	Full Period	03-031							
					\$0.00				
00005-1	Little Truck								
5/15/2005	Straight-Line Ori	05-000			\$18,550.00	\$0.00	\$0.00	\$5,565.03	\$12,984.97
10/31/2006	Full Period	03-181							* RET *
					\$0.00				
00006-1	PC								
7/1/2005	Straight-Line Ori	05-000			\$1,500.00	\$25.00	\$50.00	\$500.00	\$1,000.00
2/28/2007	Full Period	03-122							
					\$0.00				
00007-1	Monitor 17"								
7/1/2005	Straight-Line Ori	05-000			\$400.00	\$6.67	\$13.34	\$133.34	\$266.66
2/28/2007	Full Period	03-122							
					\$0.00				
00008-1	Duplicator								
10/1/2005	Straight-Line Ori	07-000			\$24,000.00	\$257.14	\$514.28	\$4,371.42	\$19,628.58
2/28/2007	Full Period	05-215							
					\$0.00				
00009-1	Building 1								
11/1/2005	Straight-Line Ori	30-000			\$100,000.00	\$277.78	\$555.56	\$4,444.45	\$95,555.55
2/28/2007	Full Period	28-245							
					\$0.00				
00010-1	Building2								
11/1/2005	Straight-Line Ori	30-000			\$120,000.00	\$333.33	\$666.66	\$5,333.33	\$114,666.67
2/28/2007	Full Period	28-245							
					\$0.00				
00011-1	Fancy Automobile								
1/1/2006	Straight-Line Ori	05-000			\$65,000.00	\$1,083.33	\$2,166.66	\$15,166.66	\$49,833.34
2/28/2007	Full Period	03-306							
					\$0.00				
00012-1	Cool Truck								
1/31/2006	Straight-Line Ori	05-000			\$16,500.00	\$275.00	\$550.00	\$3,850.00	\$12,650.00
2/28/2007	Full Period	03-306							
					\$0.00				
00013-1	Laser Printer								
3/1/2006	Straight-Line Ori	05-000			\$4,500.00	\$75.00	\$150.00	\$900.00	\$3,600.00
2/28/2007	Full Period	04-000							
					\$0.00				
00014-1	PC								
4/30/2006	Straight-Line Ori	05-000			\$1,300.00	\$21.67	\$43.34	\$238.34	\$1,061.66
2/28/2007	Full Period	04-031							
					\$0.00				
14 Assets					\$378,600.00	\$3,098.02	\$6,196.04	\$52,115.06	\$326,484.94

# Fixed Assets Inventory List

---

## Report Writer name

FA Fixed Assets Inventory List

## Report tables

Asset General Information  
Master  
Asset Book Master  
Book Setup

## Ranges

Asset ID  
Asset Description  
Asset Type  
Structure ID  
Class ID  
Location ID  
Property Type  
Asset Quantity  
Cost Basis  
LTD Depreciation  
Net Book  
Amortization Code  
Place in Service Date  
Acquisition Date

## Sorting options

Asset ID  
Asset Description  
Location ID

## Book

Corporate book only

The Fixed Assets Inventory List report displays the asset ID, description, location ID, quantity, corporate cost basis, corporate life-to-date depreciation, and corporate net book value for each active asset in the corporate book.

## Printing Instructions

1. Choose Reports >> Fixed Assets >> Inventory to open the Fixed Assets Inventory Reports window.
2. Select Fixed Assets Inventory List from the Reports list and choose New to open the Inventory Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Inventory Report Options window will be redisplayed.
5. Choose Print.

You can print the Fixed Assets Inventory List Report from either the Inventory Reports window or the Inventory Report Options window. You also can save the report option and print later.

For more information about printing Fixed Asset Management reports, refer to the Fixed Asset Management documentation.

# Fixed Assets Inventory List

System: 4/12/2007 11:29:54 AM  
 User Date: 4/12/2007

Fabrikam, Inc.

Page: 1  
 User ID: LESSONUSER1

## Fixed Assets Inventory List

Ranges:

Asset ID: 00001-1 to 00024-1	Cost Basis: First to Last
Description: First to Last	Accum Depr: First to Last
Asset Type: First to Last	Net Book: First to Last
Structure ID: First to Last	Amort Code: First to Last
Class ID: First to Last	Pl in Svc Date: First to Last
Location ID: First to Last	Acquire Date: First to Last
Property Type: First to Last	
Quantity: First to Last	

Sorted By: Asset Description

Description	Asset ID	Location ID	Qty	Cost Basis	Accum Depr	Net Book
Big Automobile	00004-1	ALPHARETTA	1	\$42,550.00	\$16,310.84	\$26,239.16
Bookcase	00019-1	ATLANTA	1	\$500.00	\$29.76	\$470.24
Building 1	00009-1	ALPHARETTA	1	\$100,000.00	\$4,444.45	\$95,555.55
Building2	00010-1	ATLANTA	1	\$120,000.00	\$5,333.33	\$114,666.67
Cool Truck	00012-1	ATLANTA	1	\$16,500.00	\$3,850.00	\$12,650.00
Duplicator	00008-1	ATLANTA	1	\$24,000.00	\$4,371.42	\$19,628.58
Fancy Automobile	00011-1	ATLANTA	1	\$65,000.00	\$15,166.66	\$49,833.34
Laser Printer	00013-1	ALPHARETTA	1	\$4,500.00	\$900.00	\$3,600.00
Monitor 17"	00007-1	ATLANTA	1	\$400.00	\$133.34	\$266.66
Monitor 17"	00015-1	ALPHARETTA	1	\$400.00	\$73.34	\$326.66
Office Desk	00001-1	ALPHARETTA	1	\$1,000.00	\$309.52	\$690.48
Office Desk	00002-1	ALPHARETTA	1	\$1,200.00	\$371.44	\$828.56
Office Desk	00022-1	ATLANTA	1	\$1,600.00	\$38.10	\$1,561.90
Office Desk	00024-1	ATLANTA	1	\$1,000.00	\$11.90	\$988.10
PC	00006-1	ATLANTA	1	\$1,500.00	\$500.00	\$1,000.00
PC	00014-1	ALPHARETTA	1	\$1,300.00	\$238.34	\$1,061.66
Processing Machine	00017-1	ALPHARETTA	1	\$15,000.00	\$1,446.42	\$13,553.58
Processing Machine	00018-1	ATLANTA	1	\$12,000.00	\$900.00	\$11,100.00
Shredder	00016-1	ALPHARETTA	1	\$1,200.00	\$128.58	\$1,071.42
Side Chair	00003-1	ALPHARETTA	1	\$650.00	\$185.72	\$464.28
Side Chair	00023-1	ATLANTA	1	\$600.00	\$14.28	\$585.72
Sofa	00020-1	ATLANTA	1	\$2,200.00	\$130.95	\$2,069.05
Tables 2x6	00021-1	ATLANTA	20	\$2,000.10	\$95.24	\$1,904.86
Tables 2x6	00021-2	ALPHARETTA	10	\$999.90	\$47.61	\$952.29
24 Assets			52	\$416,100.00	\$55,031.24	\$361,068.76

# Property Ledger

---

## Report Writer name

FA Property Ledger

## Report tables

Asset Book Master  
Asset General Information  
Master  
Book Setup  
Location ID Setup

## Ranges

Asset ID  
Asset Description  
Asset Type  
Class ID  
Location ID  
Property Type  
Asset Quantity  
Acquisition Date

## Book

Any books

The Property Ledger report displays the asset ID, description, asset type, property type, quantity, location, assessed value, city code, county code, state code, vendor, manufacturer, acquisition date, model number, serial number, and class ID for active assets. Book information, including the book ID, original life, remaining life, date the asset was placed in service, cost basis, salvage value, life-to-date depreciation, and net book value, also is displayed. The report is sorted by asset ID.

## Printing Instructions

1. Choose Reports >> Fixed Assets >> Inventory to open the Fixed Assets Inventory Reports window.
2. Select Property Ledger from the Reports list and choose New to open the Inventory Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Inventory Report Options window will be redisplayed.
5. Choose Print.

You can print the Property Ledger Report from either the Fixed Assets Inventory Reports window or the Fixed Assets Inventory Report Options window. You also can save the report option and print later.

For more information about printing Fixed Asset Management reports, refer to the Fixed Asset Management documentation.

# Property Ledger

System: 4/12/2007 11:35:26 AM  
 User Date: 4/12/2007

Fabrikam, Inc.  
 Property Ledger

Page: 1  
 User ID: LESSONUSER1

Ranges:

Asset ID: 00001-1 to 00007-1  
 Description: First to Last  
 Asset Type: First to Last  
 Class ID: First to Last  
 Location ID: First to Last  
 Property Type: First to Last  
 Quantity: First to Last  
 Acquire Date: First to Last

Sort By: Asset ID

Asset ID	Description	Type	Property Type	Qty	Location	Assessed Value				
City	County				State					
Model #	Manufacturer	Serial #	Acq Date	Class ID						
Book ID	Ori Lf	Rem Lf	Plc Svc	Depr Thru	Cost Basis	Salvage	Accum Depr	Net Book		
-----										
00001-1	Office Desk									
New	Personal			1	ALPHARETTA	\$0.00				
-					-Fulton	-GA				
	A. Datum Corporation			1/1/2005						
					FURN					
INTERNAL	07-000	04-306	1/1/2005	2/28/2007	\$1,000.00	\$0.00	\$309.52	\$690.48		
FEDERAL	07-000	05-125	1/1/2005	2/28/2007	\$1,000.00	\$0.00	\$416.04	\$583.96		
AMT	10-000	08-124	1/1/2005	2/28/2007	\$1,000.00	\$0.00	\$232.82	\$767.18		
-----										
00002-1	Office Desk									
New	Personal			1	ALPHARETTA	\$0.00				
-					-Fulton	-GA				
	A. Datum Corporation			1/31/2005						
					FURN					
INTERNAL	07-000	04-306	1/31/2005	2/28/2007	\$1,200.00	\$0.00	\$371.44	\$828.56		
FEDERAL	07-000	05-125	1/31/2005	2/28/2007	\$1,200.00	\$0.00	\$499.24	\$700.76		
AMT	10-000	08-124	1/31/2005	2/28/2007	\$1,200.00	\$0.00	\$279.38	\$920.62		
-----										
00003-1	Side Chair									
New	Personal			1	ALPHARETTA	\$0.00				
-					-Fulton	-GA				
				3/1/2005						
					FURN					
INTERNAL	07-000	05-000	3/1/2005	2/28/2007	\$650.00	\$0.00	\$185.72	\$464.28		
FEDERAL	07-000	05-125	3/1/2005	2/28/2007	\$650.00	\$0.00	\$270.42	\$379.58		
AMT	10-000	08-124	3/1/2005	2/28/2007	\$650.00	\$0.00	\$151.33	\$498.67		
-----										
00004-1	Big Automobile									
New	Personal			1	ALPHARETTA	\$0.00				
-					-Fulton	-GA				
	Contoso, Ltd			4/1/2005						
					AUTO					
INTERNAL	05-000	03-031	4/1/2005	2/28/2007	\$42,550.00	\$0.00	\$16,310.84	\$26,239.16		
FEDERAL	05-000	03-124	4/1/2005	2/28/2007	\$42,550.00	\$0.00	\$8,436.85	\$34,113.15		
AMT	05-000	03-124	4/1/2005	2/28/2007	\$42,550.00	\$0.00	\$8,436.85	\$34,113.15		
-----										
00006-1	PC									
New	Personal			1	ATLANTA	\$0.00				
-					-Fulton	-GA				
	Fabrikam, Inc.			7/1/2005						
					COMP					
INTERNAL	05-000	03-122	7/1/2005	2/28/2007	\$1,500.00	\$0.00	\$500.00	\$1,000.00		
FEDERAL	05-000	03-124	7/1/2005	2/28/2007	\$1,500.00	\$0.00	\$826.55	\$673.45		
AMT	05-000	03-124	7/1/2005	2/28/2007	\$1,500.00	\$0.00	\$650.78	\$849.22		
-----										
00007-1	Monitor 17"									
New	Personal			1	ATLANTA	\$0.00				
-					-Fulton	-GA				
	Fabrikam, Inc.			7/1/2005						
					COMP					
INTERNAL	05-000	03-122	7/1/2005	2/28/2007	\$400.00	\$0.00	\$133.34	\$266.66		
FEDERAL	05-000	03-124	7/1/2005	2/28/2007	\$400.00	\$0.00	\$220.41	\$179.59		
AMT	05-000	03-124	7/1/2005	2/28/2007	\$400.00	\$0.00	\$173.54	\$226.46		

6 Assets

# Annual Projection - Detail

---

## Report Writer name

FA Annual Projection - Detail

## Report tables

Asset Book Master

Asset General Information  
Master

Projections Report Master

## Ranges

Asset ID

Asset Description

Asset Type

Structure ID

Class ID

Location ID

Property Type

Place in Service Date

Acquisition Date

## Book

Any book

The Annual Projection - Detail report displays a detailed depreciation projection for each asset in a selected book for a selected year. The report is sorted by asset ID.

## Printing Instructions

1. Choose Reports >> Fixed Assets >> Projection to open the Projection Reports window.
2. Select Annual Projection - Detail from the Reports list and choose New to open the Projection Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Projection Report Options window will be redisplayed.
5. Choose Print.

You can print the Annual Projection - Detail Report from either the Projection Reports window or the Projection Report Options window. You also can save the report option and print later.

For more information about printing Fixed Asset Management reports, refer to the Fixed Asset Management documentation.

# Annual Projection - Detail

System: 4/12/2007 10:45:43 AM  
 User Date: 4/12/2007

Fabrikam, Inc.

Page: 1  
 User ID: LESSONUSER1

Annual Depreciation Projection - Detail  
 From 3/1/2007 to 12/31/2013  
 For INTERNAL

Ranges:

Asset ID: 00001-1 to 00003-1  
 Description: First to Last  
 Asset Type: First to Last  
 Structure ID: First to Last  
 Class ID: First to Last  
 Location ID: First to Last  
 Property Type: First to Last  
 Pl in Svc Date: First to Last  
 Acquire Date: First to Last

Sorted By: Asset ID

Asset ID	Description	Year Ending	YTD Depreciation
-----			
00001-1	Office Desk		
		12/31/2007	\$119.06
		12/31/2008	\$142.86
		12/31/2009	\$142.86
		12/31/2010	\$142.86
		12/31/2011	\$142.84
-----			
Totals for Asset: 00001-1			
		Projection Grand Total:	\$690.48
		Pre-Projection Grand Total:	\$0.00
=====			
00002-1	Office Desk		
		12/31/2007	\$142.85
		12/31/2008	\$171.43
		12/31/2009	\$171.43
		12/31/2010	\$171.43
		12/31/2011	\$171.42
-----			
Totals for Asset: 00002-1			
		Projection Grand Total:	\$828.56
		Pre-Projection Grand Total:	\$0.00
=====			
00003-1	Side Chair		
		12/31/2007	\$77.38
		12/31/2008	\$92.86
		12/31/2009	\$92.86
		12/31/2010	\$92.86
		12/31/2011	\$92.86
		3/31/2012	\$15.46
-----			
Totals for Asset: 00003-1			
		Projection Grand Total:	\$464.28
		Pre-Projection Grand Total:	\$0.00
=====			
Report Totals:			
-----			
		Projection Grand Total:	\$1,983.32
		Pre-Projection Grand Total:	\$0.00
=====			

# Asset Group Import

---

**Report Writer name**

FA Asset Group Import

The Asset Group Import report displays the asset ID, description, and label for asset records that were imported to create an asset group process.

**Report tables**

FA Asset Group Import Report  
Temp

To import a file from an external source to create an asset group, choose Transactions >> Fixed Assets >> Select Assets to open the Select Assets window. This report will be printed automatically when you choose Import Group in the Select Assets window.

For more information about printing Fixed Asset Management reports, refer to the Fixed Asset Management documentation.

# Asset Group Import

---

System: 4/12/2007 4:23:16 PM  
User Date: 4/12/2007

Fabrikam, Inc.  
Asset Group Import  
For: TEST IMPORT

Page: 1  
User ID: LESSONUSER1

Asset Label	Asset ID	Asset Description	Message
LABEL01	00001-1	Office Desk	Added to Asset Group
LABEL02	00002-1	Office Desk	Added to Asset Group
LABEL11	00013-1	Laser Printer	Added to Asset Group
LABEL12	00014-1	PC	Added to Asset Group
LABEL13	00015-1	Monitor 17"	Added to Asset Group

5 Total import records printed.

# Additions

---

## Report Writer name

FA Additions  
FA Additions MC

## Report tables

Asset General Information  
Master  
Asset Book Master  
Book Setup  
Asset Purchase Master

## Ranges

Asset ID  
Asset Description  
Asset Type  
Structure ID  
Class ID  
Location ID  
Property Type  
Place in Service Date  
Acquisition Date  
Depreciation Method  
Averaging Convention  
Amortization Code  
Asset Quantity  
Original Life  
Remaining Life  
Cost Basis  
LTD Depreciation  
Net Book

## Sorting options

Asset ID  
Asset Description  
Structure ID  
Asset Class  
Location ID  
Property Type  
Place in Service Date  
Acquisition Date

## Include

Active  
Retired  
Partial Open  
Multicurrency Info

## Book

Any book

The Additions report displays asset general information and related book information.

## Printing Instructions

1. Choose Reports >> Fixed Assets >> Transaction to open the Transaction Reports window.
2. Select Additions from the Reports list and choose New to open the Transaction Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Transaction Report Options window will be redisplayed.
5. Choose Print.

You can print the Additions Report from either the Transaction Reports window or the Transaction Report Options window. You also can save the report option and print later.

For more information about printing Fixed Asset Management reports, refer to the Fixed Asset Management documentation.

# Additions

System: 4/12/2007 1:18:52 PM  
 User Date: 4/12/2007

Fabrikam, Inc.

Page: 1  
 User ID: LESSONUSER1

Additions  
 For INTERNAL

Ranges:

Asset ID:	00001-1 to 00014-1	Avg Conv:	First to Last
Description:	First to Last	Amort Code:	First to Last
Asset Type:	First to Last	Quantity:	First to Last
Structure ID:	First to Last	Orig Life:	First to Last
Class ID:	First to Last	Rem Life:	First to Last
Location ID:	First to Last	Cost Basis:	First to Last
Property Type:	First to Last	Accum Depr:	First to Last
Pl in Svc Date:	First to Last	Net Book:	First to Last
Acquire Date:	First to Last		
Depr Method:	First to Last		

Sorted By: Asset ID

Include: Status: Active Retired

Asset ID	Description	Quantity	Cost Basis	Salvage	Accum Depr	Net Book
00001-1	Office Desk					
ALPHARETTA	FURN	1/1/2006	07-000			
Personal	New	1/1/2006	04-306			
Straight-Line Ori Full Period		1	\$1,000.00	\$0.00	\$309.52	\$690.48
00002-1	Office Desk					
ALPHARETTA	FURN	1/31/2006	07-000			
Personal	New	1/31/2006	04-306			
Straight-Line Ori Full Period		1	\$1,200.00	\$0.00	\$371.44	\$828.56
00003-1	Side Chair					
ALPHARETTA	FURN	3/1/2006	07-000			
Personal	New	3/1/2006	05-001			
Straight-Line Ori Full Period		1	\$650.00	\$0.00	\$185.72	\$464.28
00004-1	Big Automobile					
ALPHARETTA	AUTO	4/1/2006	05-000			
Personal	New	4/1/2006	03-031			
Straight-Line Ori Full Period		1	\$42,550.00	\$0.00	\$16,310.84	\$26,239.16
00005-1	Little Truck					* RET *
ALPHARETTA	LTRK	5/15/2006	05-000			
Personal	New	5/15/2006	03-181			
Straight-Line Ori Full Period		1	\$18,550.00	\$0.00	\$5,565.03	\$12,984.97
00006-1	PC					
ATLANTA	COMP	7/1/2006	05-000			
Personal	New	7/1/2006	03-122			
Straight-Line Ori Full Period		1	\$1,500.00	\$0.00	\$500.00	\$1,000.00
00007-1	Monitor 17"					
ATLANTA	COMP	7/1/2006	05-000			
Personal	New	7/1/2006	03-122			
Straight-Line Ori Full Period		1	\$400.00	\$0.00	\$133.34	\$266.66
00008-1	Duplicator					
ATLANTA	EQPT	10/1/2006	07-000			
Personal	New	10/1/2006	05-214			
Straight-Line Ori Full Period		1	\$24,000.00	\$2,400.00	\$4,371.42	\$19,628.58
00009-1	Building 1					
ALPHARETTA	BLDG	11/1/2006	30-000			
Real	New	11/1/2006	28-245			
Straight-Line Ori Full Period		1	\$100,000.00	\$0.00	\$4,444.45	\$95,555.55
00010-1	Building2					
ATLANTA	BLDG	11/1/2006	30-000			
Real	New	11/1/2006	28-245			
Straight-Line Ori Full Period		1	\$120,000.00	\$0.00	\$5,333.33	\$114,666.67
00011-1	Fancy Automobile					
ATLANTA	AUTO	1/1/2007	05-000			
Personal	New	1/1/2007	03-306			
Straight-Line Ori Full Period		1	\$65,000.00	\$0.00	\$15,166.66	\$49,833.34
00012-1	Cool Truck					
ATLANTA	LTRK	1/31/2007	05-000			
Personal	New	1/31/2007	03-306			
Straight-Line Ori Full Period		1	\$16,500.00	\$0.00	\$3,850.00	\$12,650.00
00013-1	Laser Printer					
ALPHARETTA	COMP	3/1/2007	05-000			
Personal	New	3/1/2007	04-000			
Straight-Line Ori Full Period		1	\$4,500.00	\$0.00	\$900.00	\$3,600.00
00014-1	PC					
ALPHARETTA	COMP	4/30/2007	05-000			
Personal	New	4/30/2007	04-031			
Straight-Line Ori Full Period		1	\$1,300.00	\$0.00	\$238.34	\$1,061.66
14 Assets		14	\$397,150.00	\$2,400.00	\$57,680.09	\$339,469.91

# Retirements

---

## Report Writer name

FA Retirements  
FA Retirements MC

## Report tables

Asset General Information  
Master  
Asset Book Master  
Asset Retirement Master

## Ranges

Asset ID  
Asset Description  
Asset Type  
Structure ID  
Class ID  
Location ID  
Property Type  
Original Life  
Remaining Life  
Cost Basis  
LTD Depreciation  
Net Book Value  
Amortization Code  
Retirement Type  
Place in Service Date  
Acquisition Date  
Retirement Date

## Sorting options

Asset ID  
Asset Description  
Property Type  
Structure ID  
Class ID  
Location ID  
Place in Service Date

## Include

Multicurrency Info

## Book

Any book

The Retirements report displays the retirement date, retirement type, expenses of sale, recognized and non-recognized gain and loss, cost basis, salvage value, and net book value for retired assets in a selected book.

## Printing Instructions

1. Choose Reports >> Fixed Assets >> Transaction to open the Transaction Reports window.
2. Select Retirements from the Reports list and choose New to open the Transaction Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Transaction Report Options window will be redisplayed.
5. Choose Print.

You can print the Retirements Report from either the Transaction Reports window or the Transaction Report Options window. You also can save the report option and print later.

For more information about printing Fixed Asset Management reports, refer to the Fixed Asset Management documentation.

# Retirements

System: 4/12/2007 1:20:02 PM  
 User Date: 4/12/2007

Fabrikam, Inc.

Page: 1  
 User ID: LESSONUSER1

Retirements  
 For INTERNAL

Ranges:

Asset ID:	First to Last	Accum Depr:	First to Last
Description:	First to Last	Net Book:	First to Last
Asset Type:	First to Last	Amort Code:	First to Last
Structure ID:	First to Last	Retire Type:	First to Last
Class ID:	First to Last	Pl in Svc Date:	First to Last
Location ID:	First to Last	Acquire Date:	First to Last
Property Type:	First to Last	Retire Date:	First to Last
Orig Life:	First to Last		
Rem Life:	First to Last		
Cost Basis:	First to Last		

Sorted By: Asset ID

Asset ID	Description	Property Type					Proceeds:	Gain:	Loss:	
Pl in Svc	Depr Thru	Retire Dt	Orig	Ret Code	Retire Type	Cash	Recognized	Recognized		
	Cost		Salvage	Accum Depr	Net Book	Non-Cash	Non-Recognized	Non-Recognized		
						Expenses of Sale				
00005-1	Little Truck	Personal								
5/15/2004	10/31/2006	11/30/2006	05-000	SOLD	Sale					
	\$18,550.00	\$0.00		\$5,565.03	\$12,984.97	\$15,000.00	\$2,015.03	\$0.00		
					\$0.00	\$0.00	\$0.00	\$0.00		
	\$18,550.00	\$0.00		\$5,565.03	\$12,984.97	\$15,000.00	\$2,015.03	\$0.00		
					\$0.00	\$0.00	\$0.00	\$0.00		

=====

1 Assets

# Transfers

---

## Report Writer name

FA Transfers

## Report tables

Asset Transfer Master  
Asset General Information  
Master  
Asset Financial Detail Master  
Transfers Report Temp

## Ranges

Asset ID  
Asset Description  
Asset Type  
Structure ID  
Class ID  
Location ID  
Property Type  
Asset Quantity  
Place in Service Date  
Acquisition Date  
Transfer Date

## Book

Any book

The Transfers report displays transfer information for a selected book, including the asset ID, description, transfer date, partial quantity, partial cost, partial percentage, cost, life-to-date depreciation, and net book value of each asset at the time the asset was transferred.

## Printing Instructions

1. Choose Reports >> Fixed Assets >> Transaction to open the Transaction Reports window.
2. Select Transfers from the Reports list and choose New to open the Transaction Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Transaction Report Options window will be redisplayed.
5. Choose Print.

You can print the Transfers Report from either the Transaction Reports window or the Transaction Report Options window. You also can save the report option and print later.

For more information about printing Fixed Asset Management reports, refer to the Fixed Asset Management documentation.

# Transfers

System: 4/12/2007 1:20:51 PM  
 User Date: 4/12/2007

Fabrikam, Inc.

Page: 1  
 User ID: LESSONUSER1

Transfers  
 For INTERNAL

Ranges:

Asset ID:	First to Last	Quantity:	First to Last
Description:	First to Last	Pl in Svc Date:	First to Last
Asset Type:	First to Last	Acquire Date:	First to Last
Structure ID:	First to Last	Transfer Date:	First to Last
Class ID:	First to Last		
Location ID:	First to Last		
Property Type:	First to Last		

Sorted By: Asset ID

Asset ID: 00001-1	Office Desk				
Transfer Date: 11/30/2006	Type: Full	Transfer Event:		1	
Transfer %: 100.00%	Transfer Cost:	\$0.00	Transfer Quantity:	0	
	FROM		TO		

Link NumberALPHARETTA  
 Structure: 100  
 Accounts:

Depreciation Expense	000-6200-00	
Depreciation Reserve	000-1505-00	
Prior Year Depre Exp	000-6200-00	
Asset Cost	000-1500-00	
Clearing	000-1590-00	
Proceeds	000-1190-00	
Recognized Gain/Loss	000-8030-00	
Non Recog Gain/Loss	000-8030-00	
Transferred Cost	:	\$1,000.00
Transferred LTD Depreciation	:	\$273.76
Transferred Net Book	:	\$726.24

Asset ID: 00001-1  
 Link NumberALPHARETTA  
 Structure: 200  
 Accounts:

Depreciation Expense	000-6200-00
Depreciation Reserve	000-1505-00
Prior Year Depre Exp	000-6200-00
Asset Cost	000-1500-00
Clearing	000-1590-00
Proceeds	000-1190-00
Recognized Gain/Loss	000-8030-00
Non Recog Gain/Loss	000-8030-00

Asset ID: 00021-1	Tables 2x6				
Transfer Date: 1/31/2007	Type: Partial	Transfer Event:		2	
Transfer %: 33.33%	Transfer Cost:	\$0.00	Transfer Quantity:	10	
	FROM		TO		

Link NumberATLANTA  
 Structure: 200  
 Accounts:

Depreciation Expense	000-6200-00	
Depreciation Reserve	000-1505-00	
Prior Year Depre Exp	000-6200-00	
Asset Cost	000-1500-00	
Clearing	000-1590-00	
Proceeds	000-1190-00	
Recognized Gain/Loss	000-8030-00	
Non Recog Gain/Loss	000-8030-00	
Transferred Cost	:	\$999.90
Transferred LTD Depreciation	:	\$35.71
Transferred Net Book	:	\$964.19

2 Transfers

Asset ID: 00021-2  
 Link NumberALPHARETTA  
 Structure: 200  
 Accounts:

Depreciation Expense	000-6220-00
Depreciation Reserve	000-1525-00
Prior Year Depre Exp	000-6220-00
Asset Cost	000-1520-00
Clearing	000-1590-00
Proceeds	000-1190-00
Recognized Gain/Loss	000-8030-00
Non Recog Gain/Loss	000-8030-00

# Financial Detail Summarize

---

## Report Writer name

FA Financial Detail  
Summarize

## Report tables

Asset Summarize Financial  
Detail History

The Financial Detail Summarize report displays the dates that asset information was summarized for and the number of asset records that were summarized. It also displays the date and time the asset information was summarized. Summarizing asset information often is done to free up hard disk space and is done typically at the end of the fiscal year. Once records have been summarized, you no longer can view detailed information.

To summarize asset information, choose Tools >> Routines >> Fixed Assets >> Summarize Financial to open the Asset Financial Detail Summarize window. This report will be printed automatically when you choose OK in the Asset Financial Detail Summarize window.

For more information about printing Fixed Asset Management reports, refer to the Fixed Asset Management documentation.

# Financial Detail Summarize

---

5/18/2004

## Financial Detail Summarize

1:24:38 PM

Transaction Date: 5/18/2004

Trans Time	User ID	From Period	To Period	Read	Processed	Written
1:24:28 PM	sa	2004-0	2006-0	588	54	54

# FA Posting to General Ledger

---

## Report Writer name

FA GL Posting

## Report tables

Fixed Assets General Ledger  
Interface Work

Account Master

Asset General Information  
Master

The FA Posting to General Ledger report displays the asset ID and suffix, fiscal period, General Ledger account number, and account description for the asset posted to General Ledger.

To post Fixed Asset Management asset information to General Ledger, choose Tools >> Routines >> Fixed Assets >> GL Posting to open the Fixed Asset General Ledger Posting window. This report will be printed automatically when you choose OK in the Fixed Asset General Ledger Posting window.

For more information about printing Fixed Asset Management reports, refer to the Fixed Asset Management documentation.

# FA Posting to General Ledger

---

4/12/2007

FA Posting to General Ledger 3:14:10 PM  
Batch Number: FATRX00000003 TRX Date: 2/28/2007

## FA Feb 2007 Activity

000-6200-00

Depreciation Expense - Furniture & Fixtures

Asset ID and Suffix	FA Yr/Period	FA Source Doc.	Amount
00001-1	2007/2	FADEP	\$11.90
00002-1	2007/2	FADEP	\$14.28
00003-1	2007/2	FADEP	\$7.74
00009-1	2007/2	FADEP	\$277.60
00010-1	2007/2	FADEP	\$333.12
00019-1	2007/2	FADEP	\$5.95
00020-1	2007/2	FADEP	\$26.17
00021-1	2007/2	FADEP	\$23.79
00022-1	2007/2	FADEP	\$19.03
00023-1	2007/2	FADEP	\$7.14
00024-1	2007/2	FADEP	\$11.87
000-6200-00		Total	\$738.59
Depreciation Expense - Furniture & Fixtures			

# Misplaced Physical Inventory

---

## Report Writer name

FA Misplaced Physical  
Inventory

The Misplaced Physical Inventory report displays asset records identified as misplaced. A misplaced asset has one of the three following characteristics:

## Report tables

Misplaced Physical Inventory  
Report Temp

- The physical location in the fixed assets system is different from the inventoried asset, including no recorded physical location.
- The inventoried asset is not recorded in the fixed assets system.
- The inventoried asset is not active—it is retired or partially open.

To reconcile misplaced asset records, choose Tools >> Routines >> Fixed Assets >> Physical Inventory to open the Physical Inventory window. This report will be printed automatically when you choose Import in the Physical Inventory window and then Continue in the Physical Inventory Import window.

For more information about printing Fixed Asset Management reports, refer to the Fixed Asset Management documentation.

# Misplaced Physical Inventory

---

System: 4/12/2007 3:23:54 PM  
User Date: 4/12/2007

Fabrikam, Inc.  
Misplaced Physical Inventory

Page: 1  
User ID: LESSONUSER1

For Physical Location: All Physical Locations

Asset Label	Inventoried Physical Location	Recorded Physical Location	PIN	Verified Date	Reason
LABEL14	B1R100	B1R200	ABC	2/28/2007	*** Wrong Physical Location **
LABEL05	B1R200		ABC	2/28/2007	*** No Asset Found ***

2 Misplaced items printed

# Asset Account Reconciliation

---

## Report Writer name

FA Asset Account  
Reconciliation

## Report tables

Asset Account Reconciliation  
Report TEMP  
Asset General Information  
Master

The Asset Account Reconciliation report displays assets that were updated during the asset account reconciliation process. Reconciling asset account records often is done when asset records are missing account numbers.

To reconcile asset accounts, choose Tools >> Utilities >> Fixed Assets >> Reconcile to open the Fixed Assets Reconcile window. Mark the Asset Accounts option. This report will be printed automatically when you choose Reconcile in the Fixed Assets Reconcile window.

For more information about printing Fixed Asset Management reports, refer to the Fixed Asset Management documentation.

# Asset Account Reconciliation

---

Date: 4/12/2007  
Time: 2:35:33 PM

Fabrikam, Inc.

Page: 1

## Asset Account Reconciliation

Asset ID	Accounts	Account Numbers	Message
00001	Depreciation Expense Account	000-6210-00	Updated
	Depreciation Reserve Account	000-6200-00	
	Prior Year Depreciation Account	000-1100-00	
	Asset Cost Amount	000-1100-00	
	Proceeds Account	000-1505-00	
	Recognized Gain Loss Account	000-1500-00	
	Non Recognized Gain Loss Account	000-8030-00	
	Clearing Account	000-1250-00	

# Asset Label Reconciliation

---

## Report Writer name

FA Asset Label Reconciliation

## Report tables

Asset Label Reconciliation  
Report Temp

The Asset Label Reconciliation report displays the asset ID, description, and asset label for assets updated during the asset label reconciliation process. Updating asset labels often is done to insert account numbers into any accounts that were left blank at the asset level, and to update any blank accounts with the corresponding default accounts entered in the Fixed Assets Company Setup window.

To reconcile asset labels, choose Tools >> Utilities >> Fixed Assets >> Reconcile to open the Fixed Assets Reconcile window. Mark the Asset Label option. This report will be printed automatically when you choose Reconcile in the Fixed Assets Reconcile window.

For more information about printing Fixed Asset Management reports, refer to the Fixed Asset Management documentation.

# Asset Label Reconciliation

---

Date: 4/12/2007  
Time: 2:18:28 PM

Fabrikam, Inc.

Page: 1

		Asset Label Reconciliation	
Asset ID	Description	Asset Label	Message
00009-1	Building 1	00009-1	Updated
00010-1	Building2	00010-1	Updated
00021-1	Tables 2x6	00021-1	Updated
00021-2	Tables 2x6	00021-2	Updated
4 Assets printed			

# Asset Delete Report

---

**Report Writer name**

FA Asset Delete Report

The Asset Delete Report displays the asset deleted and the number of records deleted. You should delete an asset only when the asset has been entered incorrectly.

**Report tables**

Asset Delete Report Temp

To delete an asset, choose Tools >> Utilities >> Fixed Assets >> Delete to open the Asset Delete Utility window. The Asset Delete Report will be printed automatically when you choose OK in the Asset Delete Utility window.

For more information about printing Fixed Asset Management reports, refer to the Fixed Asset Management documentation.

# Asset Delete Report

System: 4/12/2007 12:22:52 PM  
 User: 4/12/2007

The World Online, Inc.

Page: 1

Asset Delete Report  
 For: 00023-1

User ID: LESSONUSER1

Table

-----  
 Account

Book	Book ID:	Cost Basis:	YTD Depreciation:	LTD Depreciation:
Book	CORPORATE	\$600.00	\$14.28	\$14.28
Book	FEDERAL	\$600.00	\$10.99	\$10.99
Book	AMT	\$600.00	\$5.77	\$5.77
Financial Detail	Book ID: CORPORATE	Amount: \$600.00	Account: 000-1500-00	GL Interface
Batch Number: FATR	G/L Interface Trx Date: 1/31/20			
Financial Detail	Book ID: CORPORATE	Amount: (\$600.00)	Account: 000-1590-00	GL Interface
Batch Number: FATR	G/L Interface Trx Date: 1/31/20			
Financial Detail	Book ID: CORPORATE	Amount: \$7.14	Account: 000-6200-00	GL Interface
Batch Number: FATR	G/L Interface Trx Date: 1/31/20			
Financial Detail	Book ID: CORPORATE	Amount: (\$7.14)	Account: 000-1505-00	GL Interface
Batch Number: FATR	G/L Interface Trx Date: 1/31/20			
Financial Detail	Book ID: CORPORATE	Amount: \$7.14	Account: 000-6200-00	GL Interface
Batch Number:	G/L Interface Trx Date: 0/0/000			
Financial Detail	Book ID: CORPORATE	Amount: (\$7.14)	Account: 000-1505-00	GL Interface
Batch Number:	G/L Interface Trx Date: 0/0/000			
Financial Detail	Book ID: FEDERAL	Amount: \$600.00	Account: 000-1500-00	GL Interface
Batch Number:	G/L Interface Trx Date: 0/0/000			
Financial Detail	Book ID: FEDERAL	Amount: (\$600.00)	Account: 000-1590-00	GL Interface
Batch Number:	G/L Interface Trx Date: 0/0/000			
Financial Detail	Book ID: FEDERAL	Amount: \$4.15	Account: 000-6200-00	GL Interface
Batch Number:	G/L Interface Trx Date: 0/0/000			
Financial Detail	Book ID: FEDERAL	Amount: (\$4.15)	Account: 000-1505-00	GL Interface
Batch Number:	G/L Interface Trx Date: 0/0/000			
Financial Detail	Book ID: FEDERAL	Amount: \$6.84	Account: 000-6200-00	GL Interface
Batch Number:	G/L Interface Trx Date: 0/0/000			
Financial Detail	Book ID: FEDERAL	Amount: (\$6.84)	Account: 000-1505-00	GL Interface
Batch Number:	G/L Interface Trx Date: 0/0/000			
Financial Detail	Book ID: AMT	Amount: \$600.00	Account: 000-1500-00	GL Interface
Batch Number:	G/L Interface Trx Date: 0/0/000			
Financial Detail	Book ID: AMT	Amount: (\$600.00)	Account: 000-1590-00	GL Interface
Batch Number:	G/L Interface Trx Date: 0/0/000			
Financial Detail	Book ID: AMT	Amount: \$2.18	Account: 000-6200-00	GL Interface
Batch Number:	G/L Interface Trx Date: 0/0/000			
Financial Detail	Book ID: AMT	Amount: (\$2.18)	Account: 000-1505-00	GL Interface
Batch Number:	G/L Interface Trx Date: 0/0/000			
Financial Detail	Book ID: AMT	Amount: \$3.59	Account: 000-6200-00	GL Interface
Batch Number:	G/L Interface Trx Date: 0/0/000			
Financial Detail	Book ID: AMT	Amount: (\$3.59)	Account: 000-1505-00	GL Interface
Batch Number:	G/L Interface Trx Date: 0/0/000			

General

17 Records deleted

# Physical Inventory Info Import

---

**Report Writer name**

FA Physical Inventory Info  
Import

The Physical Inventory Info Import report displays the asset label, asset ID, description, and physical location.

**Report tables**

Physical Inventory Info Import  
Report TEMP

To import physical inventory location IDs for existing asset records, choose Tools >> Utilities >> Fixed Assets >> Asset Import/Export. The Asset Import/Export window opens. Mark Import and Physical Inventory Info. The Physical Inventory Info Import report will be printed automatically when you choose Continue.

For more information about printing Fixed Asset Management reports, refer to the Fixed Asset Management documentation.

# Physical Inventory Info Import

---

System: 4/12/2007 4:21:28 PM  
User Date: 4/12/2007

Fabrikam, Inc.  
Physical Inventory Info Import

s Page: 1  
User ID: LESSONUSER1

Asset Label	Asset ID	Asset Description	Physical Location	Message
LABEL30	00050-1	Import General 1	B1R100	Updated successfully
LABEL31	00051-1	Import General 2	B1R100	Updated successfully
LABEL32	00052-1	Import General 3	B1R100	Updated successfully

3 Total import records printed