ATX provides multiple tools for reporting and managing you client's fixed asset data. Within the return, you can calculate depreciation, report the sale of assets and claim elections or bonus depreciation.

The ATX Enhanced Fixed Asset Manager package provides additional tools, allowing you to offer more services to your clients.

To make your workflow more efficient, ATX increased the size of toolbar icons and included more tools which can be accessed from the toolbar.

| Asset Entry Asset Global Settings Reports |                               |            |         |
|---|-------------------------------|------------|---------|
| Add Collete Duplicate Move Split          | Edit Mass Assets Maximize All | Bulk Sales | Reports |

Review the chart below to learn more about the additional features available with Enhanced Fixed Asset Manager:

| Feature                   | Description  |
|---------------------------|--|
| Duplicate Assets          | Use this tool to make multiple copies of an asset. Enter the first asset, then click <b>Duplicate</b> and enter the number of copies you want to create. After duplicating, you can adjust cost or basis on individual assets.   |
| Split Assets              | The Split Assets feature allows you to split a large asset into smaller items, such as dividing bulk purchases into individual units. The total cost or basis is split evenly among the assets. Create the first asset, then click <b>Split</b> and enter the number of units to create. |
| Multiple Asset<br>Account | This feature streamlines your reports and calculations, displaying only the parent asset on reports. This tool is beneficial in implementing repair regulations. To use, select <b>Multiple Asset Account</b> when creating the asset.   |
| Maximize Section<br>179   | Use this tool to claim the maximum allowable deduction for any or all assets that qualify for Section 179. After entering the assets, click <b>Maximize 179</b> to view a list of all eligible assets and claim the deduction.   |
| Classifications           | You can create groups or locations by which to organize your assets for reporting purposes.<br>Click the <b>Edit</b> icon on the Classifications window to edit your groups.   |
| Asset History             | The Asset History tab displays data for each year the asset is in service. You can view the amount of depreciation for each year, any 179 or bonus elections claimed, book values and percentage of business use.<br>You can also use this as a planning tool with your clients.         |

## **Custom Reports**

Another feature included with this package is the ability to create custom reports. You can modify any of the standard reports listed, or create a new report using the Custom Reports Wizard.



To create a report, click the **Reports** tab at the top of the Fixed Assets form.

| 🥖 Asset Entry | Reports          |            |     |
|---------------|------------------|------------|-----|
| Add Delete    | e Duplicate 🕼 Mo | ove 💽 🛃 Sp | lit |

1. Click the **Custom Reports Wizard** link above the list of reports.

| Asset Entry Asset Global Settings Reports |  |  |  |  |
|---|--|--|--|--|
| Custom Reports Wizard                     |  |  |  |  |
| Reports                                   |  |  |  |  |
| ▲ Standard Reports                        |  |  |  |  |
| 🖌 Federal                                 |  |  |  |  |

ATX opens the New Report dialog box.

| New Report<br>Create a new custom report from scratch or use an existin   | ig report as a template      |       |           |                   | E        |
|---|------------------------------|-------|-----------|-------------------|----------|
| Report Name: Template:  |                              |       |           |                   |          |
| Don't use   | a template                   | •     |           |                   |          |
| Donrease  | a template                   |       |           |                   |          |
| Columns Sorting Grouping Filtering  |                              |       |           |                   |          |
| Available Columns   | Selected Columns             |       |           |                   |          |
| Show these types of fields:   | Name                         | Width | Show      | Calculate         |          |
| ALL   | ivane                        | widen | 311000    | Column Total      |          |
| Treatment Type:   |                              |       |           |                   | <b>^</b> |
| ALL   |                              |       |           |                   | <b>•</b> |
| Search by field name  |                              |       |           |                   |          |
| Description   |                              |       |           |                   |          |
| Item Number   |                              |       |           |                   |          |
| Activity  |                              |       |           |                   |          |
| Date Placed in Service  |                              |       |           |                   |          |
| Group   |                              |       |           |                   |          |
| Location  |                              |       |           |                   |          |
| Serial Number   | Paper Orientation: Font S    | Size: |           |                   |          |
| Asset Category  | Landscape T                  | •     |           |                   |          |
| Asset Sub-category  |                              |       |           |                   |          |
| New Accet   | Current Print Width: 0.00 in |       |           |                   | 1        |
| Create Custom Field   |                              |       | Space Rei | maining: 10.00 ir | 'n       |
| Image: Constraint of the second sec |                              |       |           | Save              | Cancel   |

- 2. Using the arrows, add the columns you want in your report to the Selected Columns window. Once you create your list of columns, use the **Sorting**, **Grouping** and **Filtering** tabs to arrange your report.
- 3. Save your report with a name that describes what the report displays.

You can now access this report from the **Reports** list.