TEAM Software

# Fixed Assets | Training Guide

**Education Department | TEAM Software**

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# Objectives

1. Configure Fixed Assets defaults
2. Categorize Fixed Assets
3. Create Fixed Assets records
4. Track Fixed Assets
5. Post Fixed Asset transaction to the general ledger
6. Generate reports for Fixed Assets activities

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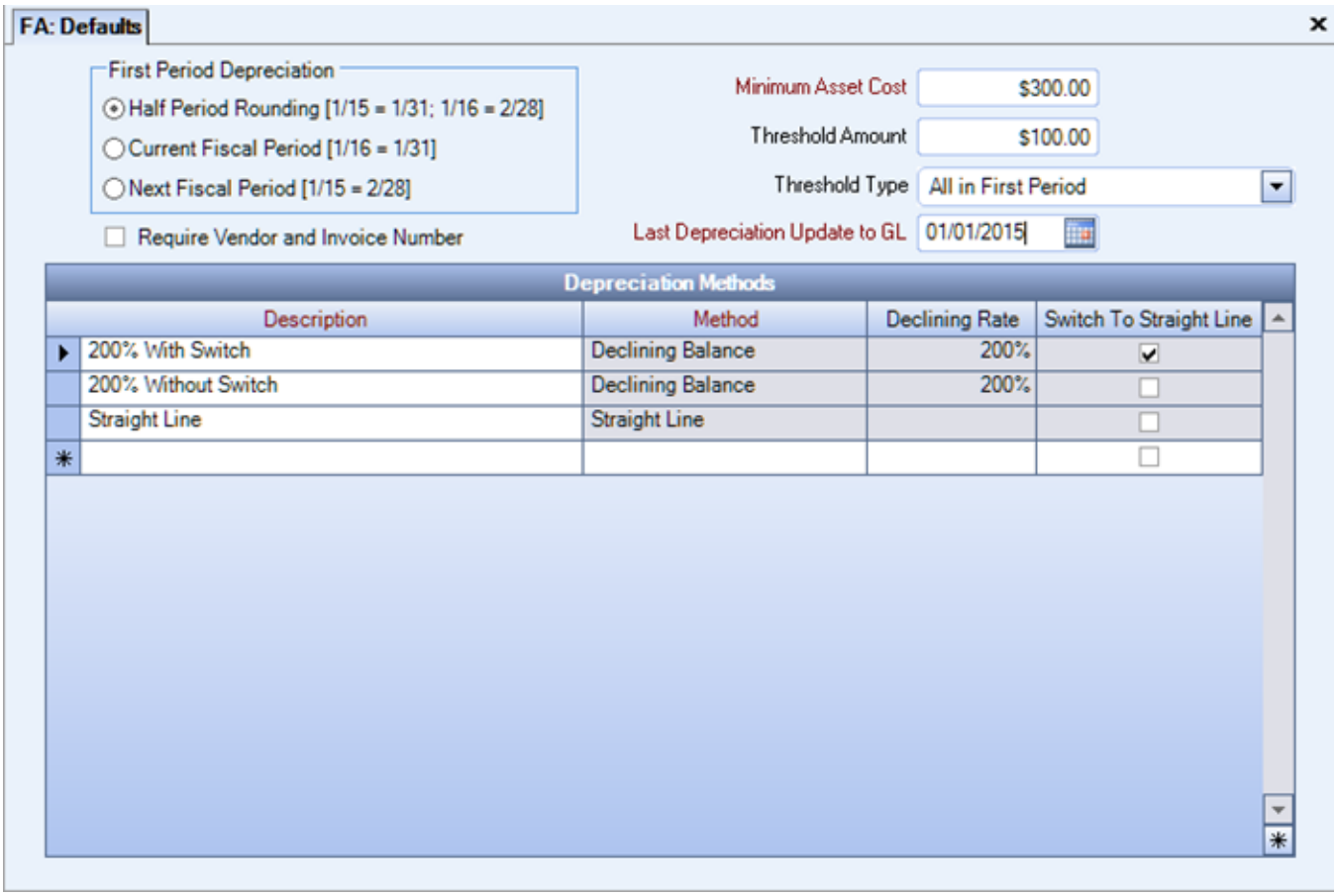
# Fixed Asset Defaults

## Overview

Use Fixed Asset Defaults to set up the default settings to use throughout the Fixed Asset module.




The FA:Defaults screen can be accessed from the Fixed Assets menu.

## Key Functionality

### First Period Depreciation

Use the First Period Depreciation option group to designate the first fiscal period (or month) you want to begin depreciating fixed assets. As you add new records using the Fixed Asset Master File screen, WinTeam populates the Date Effective field based on the date that you enter in the Date Acquired field and on the First Period Depreciation option selected on the Fixed Assets Defaults screen.

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**Note:** On the FA: Master File screen, WinTeam applies this First Period Depreciation option to each fixed asset record you enter that has a Date Acquired during the fiscal years set up in the Set Fiscal Years screen.

There are three First Period Depreciation options available: Half Period Rounding, Current Fiscal Period, or Next Fiscal Period.

- **Half Period Rounding** - If you select this option, as you enter a fixed asset's Date Acquired on the FA: Master File screen:
  - If it is on or before the 15th day of the fiscal period (or month), by default, the system fills the Date Effective field with the last day of the SAME fiscal period.
  - If it is after the 15th day of the fiscal period (or month), by default, the system fills the Date Effective field with the last day of the NEXT fiscal period.
- **Current Fiscal Period** - If you select the Current Fiscal Period option, as you enter a fixed asset's Date Acquired on the FA: Master File screen, by default, the system fills the Date Effective field with the last day of the SAME fiscal period.
- **Next Fiscal Period** - If you select the Next Fiscal Period option, as you enter a fixed asset's Date Acquired on the FA: Master File screen, by default, the system fills the Date Effective field with the last day of the NEXT fiscal period.

### Require Vendor and Invoice Number check box

Select this check box to require a Vendor Number and Invoice Number in the Fixed Assets Master File when adding new records.

This is not selected by default.

### Minimum Asset Cost

Use the Minimum Asset Cost field to enter the minimum amount an item must cost in order for it to be set up as a depreciable fixed asset and depreciated in the system. Your company's fixed assets policies and procedures dictate the amount that you should enter in this field.

**Example:** Your company may have a policy that requires you to capitalize and depreciate any items that cost more than $400, and to expense any items that cost less than $400. When you add a new record on the FA: Master File screen, the system compares the amount you enter in the Cost field to this Minimum Asset Cost amount. If the Cost you enter is less than the Minimum Asset Cost amount, you will receive a warning message.
This does not apply to non-depreciable assets.

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### Threshold Amount

Use the *Threshold Amount* field to enter the amount to use in handling differences (or adjustments) in accumulated depreciation. Differences in accumulated depreciation records converted from a previously used system or change an existing record's Cost, Salvage, Life, or Method fields. In either case, if the amount in the Accumulated field differs from the system-calculated accumulated depreciation, the system corrects this difference at some point during the fixed asset's remaining life. If this difference is less than the Threshold Amount, the system corrects the accumulated depreciation in the last fiscal period (or month) for the fixed asset. If this difference is equal to or greater than the Threshold Amount, the system corrects the accumulated depreciation based on the Threshold Type selected.

### Threshold Type

Use the *Threshold Type* field to designate the method to use in correcting differences (or adjustments) in accumulated depreciation.

Select one of the following options:

- **All in First Period** – If you select this option, the system corrects differences in accumulated depreciation during the first fiscal period (or month) that the fixed asset is depreciated on the system.
- **Evenly over Remaining Periods** – If you select this option, the system corrects differences in accumulated depreciation by allocating an even amount over the remaining fiscal periods that the fixed asset is depreciated on the system. Last Depreciation Update to GL

### Last Depreciation Update to GL

Use the Last Depreciation Update to GL field to enter the last day of the fiscal period (or month) that fixed asset activity (from a previously used system) was recorded in the General Ledger.

### Depreciation Methods grid

Select the deprecation calculation methods your company will be using to depreciate fixed assets.

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# Asset Categories

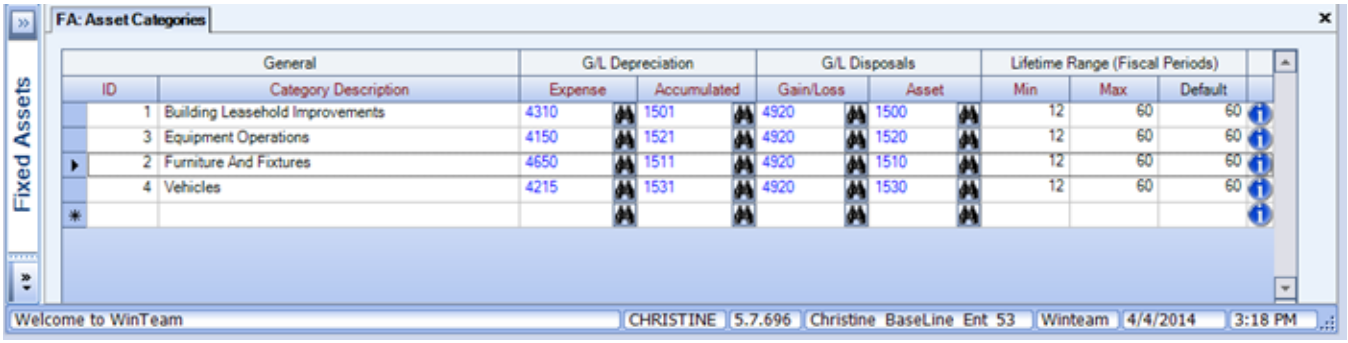
## Overview

You can use the Asset Categories screen to enter new or edit existing asset categories.

When you enter a Fixed Asset record in the FA: Master File, the system compares the Expected Life value to the Lifetime Range values entered in the Asset Categories screen for the same Category.

During the Fixed Assets General Ledger Update process, the system refers to the General Ledger Accounts from the Asset Categories screen to post the depreciation expense and to post Fixed Asset disposals.

You can filter all Fixed Asset Reports by Asset Categories.




## Security

You must belong to the FA Categories and SYS Drop Down Lists in order to access this screen.

## Key Functionality

### ID

The system assigns an ID number to the Asset Category. You may modify the ID, but it must be unique.

### Category Description

Use the Category Description field to enter a description for the record.

For example, a Category Description might be Furniture and Fixtures, Vehicles, Building Improvements, and Office Equipment. Category Descriptions are used in the Asset Master File for the Category list, and some Fixed Asset Reports use Category Descriptions for sorting.

### G/L Depreciation Expense

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Use the *Depreciation Expense* field to select the general ledger account number (always a debit) to use when posting depreciation expenses to the general ledger during the fixed assets general ledger update process.

### G/L Depreciation Accumulated

Use the *Depreciation Accumulated* field to select the general ledger account number (a credit in the case of depreciation, a debit in the case of disposal) to use when posting depreciation accumulated to the general ledger during the fixed assets general ledger update process.

For example, the General Ledger Account Number 1511, Accum. Depre. - Furniture & Fixtures, may be used to post both accumulated depreciation and Fixed Assets disposals for the Furniture & Fixtures Asset Category.

### G/L Disposals Gain/Loss

Use the *Disposals Gain/Loss* field to select the general ledger account number (always a debit) to use when posting disposed (sold or discarded) fixed assets to the general ledger during the fixed assets general ledger update process. The gain/loss posted to this general ledger account number is the difference between the disposed fixed asset's cost and accumulated depreciation.

For example, the General Ledger Account Number 4920, Gain Loss Sale of Assets, may be used to post the Gain or Loss on Disposal for all Asset Categories.

### G/L Disposals Asset

Use the *Disposals Asset* field to select the general ledger account number (always a credit) to use when posting disposed (sold or discarded) fixed assets to the general ledger during the fixed assets general ledger update process. The amount that posts to this general ledger account number is the cost of the disposed fixed asset from this asset category.

For example, the General Ledger Account Number 1510, Furniture & Fixtures, may be used to post the disposal of a Fixed Asset for the Furniture & Fixtures Asset Category.

## Lifetime Range Min

Use the *Min Lifetime Range* field to enter the shortest possible life span in fiscal periods or months for a fixed asset in this asset category.

## Lifetime Range Max

Use the *Max Lifetime Range* field to enter the maximum (longest) possible life span (in fiscal periods or months) for a fixed asset in this asset category.

## Lifetime Range Default

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Use the *Default Lifetime Range* field to enter the most common life span (in fiscal periods, or months) for a fixed asset in this asset category. You can leave this field blank or enter a value.

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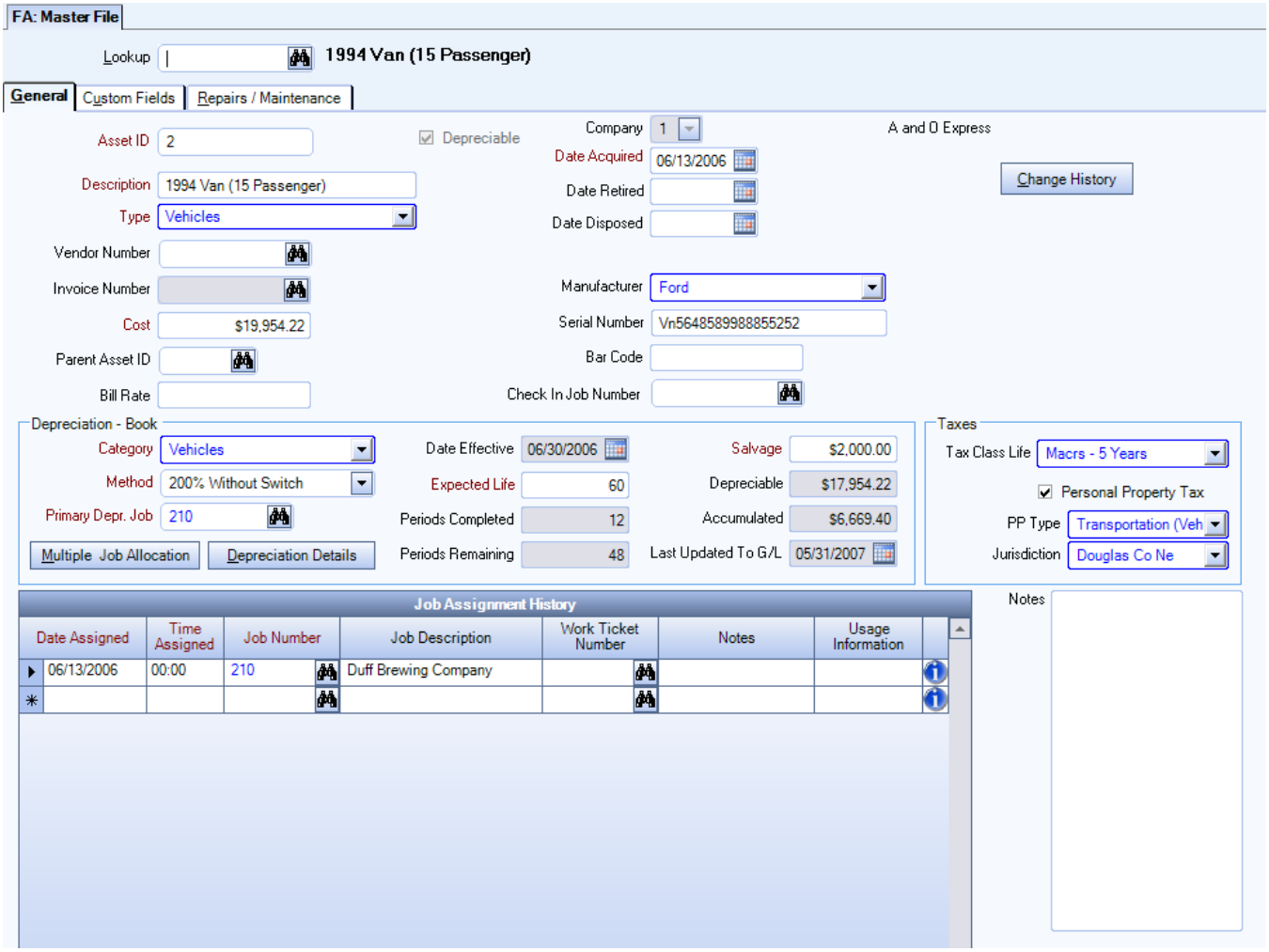
# Asset Master File

## Overview

You can use the Asset Master File to enter data and information related to Fixed Assets, and to store information related to non-depreciable assets, and then track all assets by Job.




The Asset Master File has three tabs:

### General tab

The **General** tab has fields for entering dates (acquired, effective, retired, and disposed), type, depreciation method, expected life, cost, category, salvage value, Job number, and other common Fixed Asset details.

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As Fixed Asset activity occurs, this screen displays the accumulated depreciation, the periods completed and remaining, and the date of the last activity update to the G/L. The Depreciation Details button allows you to see the depreciation for each period of a Fixed Asset's life. The Multiple Job Allocation feature allows you to depreciate a Fixed Asset to more than one Job.

### Asset ID

Assign a unique number to identify the asset record.

### Depreciable check box

Select the *Depreciable* check box for all assets that you want to depreciate. This check box is not selected by default when adding new asset records.

If this check box is selected, the Depreciation and Taxes sections display.

Once an asset record is saved, you cannot change the Depreciation check box.

### Description

This is the Description of the Fixed Asset, and is a required field. You must enter a description for each new Fixed Asset record.

### Type

Use the Asset Type field to group similar type assets for sorting and reports.

### Vendor Number

Enter the Vendor Number of the Vendor used to acquire this Fixed Asset, or use the Quick Lookup feature to locate the Vendor Number.

You can double-click in the Vendor Number field to open the corresponding AP: Vendor Master File record.

To make the Vendor Number and Invoice Number required fields when adding an Asset record, select the *Require Vendor and Invoice Number* option in FA: Defaults.

### Invoice Number

Enter the Vendor Invoice Number from the purchase of this Fixed Asset, or use the Lookup feature to locate the Invoice Number.

You can double-click on the Invoice Number field to open the AP Invoice Entry record matching this number. If no invoice number exists in the field, double-clicking will open up a blank AP Invoice Entry screen where you can proceed to do lookups to find the invoice number you are looking for.

To make the Vendor Number and Invoice Number required fields when adding an Asset record, select the 'Require Vendor and Invoice Number ' option in FA: Defaults.

### Cost

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Cost is the initial purchase price of the Fixed Asset, but is not the current market value of the Fixed Asset.

For depreciable assets, the system uses this Cost amount to calculate the depreciation expense for the Fixed Asset. The amount entered in the Cost field cannot be negative. In addition, the system displays a warning message if the amount entered in the Cost field is less than the Minimum Asset Cost amount found in the Fixed Asset Defaults screen.

For non-depreciable assets, there are no restrictions other than the amount cannot be a negative value. You may enter a $0.00 value.

### Parent Asset ID

The Parent Asset ID field allows you to assign one Fixed Asset (known as a Sub Asset) to another Fixed Asset (known as a Parent Asset).

### Date Acquired

Enter the Date your company acquired the Fixed Asset.

### Date Retired

The Date Retired is used to take an asset out of circulation. This indicates that the asset is no longer assigned to a job site. You may decide to retire the asset and change the Job Assignment History to an internal Job.

If a depreciable item is retired, depreciation will continue as normal. The item will continue to be depreciated until you decide to dispose of the asset or it becomes fully depreciated.

### Date Disposed

Enter the Date that the Fixed Asset was disposed or discarded. Depreciable and non-depreciable assets may be disposed.

The Date Disposed

- Cannot be less than the Date Acquired or Date Retired
- Must be greater than the Last Updated to G/L field
- Cannot be greater than the Fixed Asset "TO" date found in the Fiscal Year Setup screen.

### Sales Proceeds

The system displays the Sales Proceeds field only if you enter a Date Disposed.

Use this field to enter the dollar amount received from the sale of the asset. This field is for reference purposes only.

### Sold To

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The system displays the Sold To field only if you enter a Date Disposed.

Use this field to enter the name of the company or individual that purchased the Fixed Asset. This field is for reference purposes only.

### Manufacturer

Use the Manufacturer field to group similar type assets for sorting and reports.

### Serial Number

Use this field to record the Serial Number of the Fixed Asset, if applicable. The system prints information from this field on various Fixed Asset Reports.

### Bar Code

Use this field for entering a unique Bar Code that identifies the Fixed Asset for inventory or cataloging purposes.

> **Example:** You may want to enter an ID number from a tag or label attached to the Fixed Asset. The asset can then be tracked by job using eHub mobile.

### Show Subs button

The Show Subs button is visible only on a Fixed Assets record of a Parent Asset that has Sub Assets.

Click the Show Subs button to open Sub Assets screen, which displays all the Sub Assets assigned to this Parent Asset.

### Change History button

The Change History button is visible only on a Fixed Assets record when you make a change to any of the following FA: Master File fields: Date Disposed, Category, Method, Primary Job, Expected Life, Cost, or Salvage. The system also displays this button if you click the Reset Remaining Periods button found in the FA: Depreciation Details screen.

Click the Change History button to display the Asset Change History screen, or press **ALT + C.**

### Import button

The Import button is used to process various types of imports. When clicked, the FA Import Tool dialog box provides options to import files that will add fixed assets, dispose of fixed assets or delete records that were previously imported. This button displays when you check the Import Feature in the FA Asset Master File Screen. See this link for additional information.

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## Depreciation - Book

The Depreciation section displays only for depreciable assets.

### Category

Use the *Category* field to group similar type assets for sorting and reports.

### Method

Use the *Depreciation Method* field to select the appropriate Depreciation Method to use for this Fixed Asset. Click the arrow to view the list of available depreciation methods. The items in the list are set up in the FA: Defaults screen.

### Primary Depr. Job

Use the Primary Depreciable Job field to enter the Job number you want to assign to this Fixed Asset.

### Multiple Job Allocation button

If depreciation for this Fixed Asset needs to be allocated to more than one Job, click the Multiple Job Allocation button to display the Multiple Job Allocation per Asset screen, or press **ALT + M.**

### Depreciation Details button

Click the Depreciation Details button to display the FA: Depreciation Details screen, or press **ALT + D.**

### Date Effective

Use the Date Effective field to enter the first period of depreciation for this Fixed Asset.

### Expected Life

The Expected Life of a Fixed Asset is an estimate of how many fiscal periods, or months, your company plans to use this Fixed Asset. When you purchase a Fixed Asset, you must estimate its Expected Life so that the system can allocate depreciation over the number of periods the item is in use. The Expected Life of the Fixed Asset must fall between the Minimum and Maximum Lifetime Range for its assigned Asset Category. In addition, the Expected Life cannot be less than the amount in the Periods Completed field.

### Periods Completed

Periods Completed refers to the number of fiscal periods, or months, that this Fixed Asset has been depreciated. The system automatically updates this number during Fixed Assets activity (depreciation expense and/or fixed asset disposals) updates to the General Ledger. The Periods Completed field is calculated based on the Date Effective, the Expected Life, and the Last Updated To G/L fields.

The Periods Completed field becomes a required field if both of the following are true:

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- The Last Update To G/L field contains a date, and;
- The date in the Date Effective field falls before the first fiscal year set up in the Fiscal Year Setup screen.

### Periods Remaining

Periods Remaining is the remaining number of fiscal periods that this Asset will be depreciated. This is the calculated number of fiscal periods, or months, between the Expected Life and the Periods Completed fields. The system automatically fills in the Periods Remaining field by looking at the Date Effective, Expected Life, and Periods Completed fields. You may not modify this field.

### Salvage

The Salvage value of a Fixed Asset is the amount of the Cost that you expect to recover at the end of the Fixed Asset's Expected Life. In other words, the Salvage value of a Fixed Asset is an estimated value of the asset after completion of all periods of depreciation.

The amount entered in the Salvage field cannot exceed the amount entered in the Cost field. The Salvage value to use for a Fixed Asset may be a trade-in value or a scrap value. If a Fixed Asset has no trade-in or scrap value, neither is there Salvage.

The system uses the Salvage amount to calculate depreciation expense for the Fixed Asset. When a Fixed Asset reaches the depreciable amount (Cost – Salvage), Depreciation stops.

### Depreciable

The system calculates the Depreciable amount of a Fixed Asset as (Cost – Salvage).

The Depreciable amount is the total amount of depreciation over the Expected Life of the Fixed Asset. The Depreciable amount for a Fixed Asset cannot be negative since the Salvage value must always be less than the Cost.

### Accumulated

Displays the total amount of depreciation expense accumulated for this Fixed Asset up to the date appearing in the Last Updated to G/L field. The system automatically updates this amount when Fixed Assets are updated to the General Ledger.

On a new Fixed Asset record, use this field to enter the amount of accumulated depreciation for a Fixed Asset converted from a previously used Fixed Assets system.

For a disposed (sold or discarded) Fixed Asset, the Accumulated field shows the amount of accumulated depreciation through the fiscal period, or month, prior to the disposal.

When closing the Depreciation Details screen, WinTeam will compare the Total amount on the Depreciation Details screen with the Asset Master File record. A warning message displays if they are not in balance and the details can then be recalculated.

### Last Updated to G/L

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This field shows the last date that the system updated activity for this Fixed Asset (depreciation expense and/or fixed asset disposal) to the General Ledger. The system automatically updates this field when Fixed Assets are updated to the General Ledger.

When entering a new Fixed Asset record converted from a previously used Fixed Asset system, use this field to enter the last Fixed Assets update to the General Ledger on the previous system.

> **Note:** The date entered in this field must be within the dates of valid data entry for Fixed Assets as set up in the Fiscal Year Setup screen. In addition, the date you enter in the Last Updated to GL field must be greater than or equal to the Date Effective.

If this date is in a previous fiscal year (current year has already been switched to new year), you are asked to confirm that you want to enter a date that is in a prior fiscal year.

The system will display a message if you leave the **Last Updated to G/L** date field blank and your Date Effective fell in a previous fiscal year.

## Taxes

### Tax Class Life

Use the Tax Class Life field to group similar type assets for sorting and reports.

> **Example:** MACRS - 3 years, MACRS - 5 years, etc.

### Personal Property Tax

Select this check box if personal property taxes apply to this Fixed Asset.

When you enter a new Fixed Asset record, the system automatically selects the Personal Property Tax check box by default. When this check box is selected, the system displays two additional fields (PP Type and Jurisdiction). Also, the Fixed Assets "Personal Property Tax" report, designed to help you prepare your Personal Property Tax return (if filing is required), includes only those Fixed Assets that have this Personal Property Tax check box selected.

### PP Type

The PP Type field is available when the Personal Property Tax check box is selected.

Use the PP Type field to group similar type assets for sorting and reports.

### Jurisdiction

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The Jurisdiction field is available when the Personal Property Tax check box is selected.

Use this field to enter the name of the taxing authority (such as city name, county name, state name, etc.) collecting the personal property tax.

### Job Assignment History grid

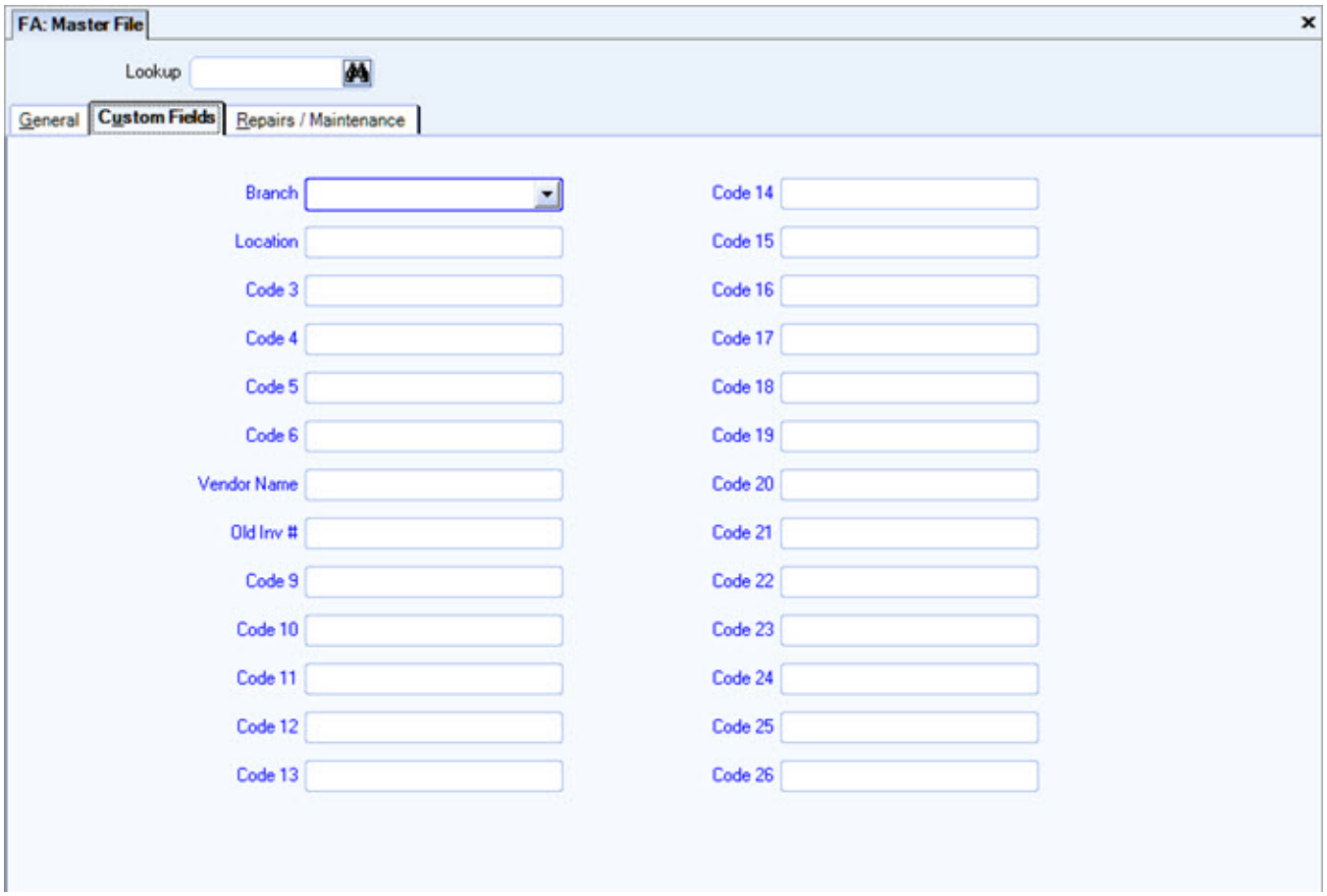
The Job Assignment grid is not visible when adding a new asset.

The Job Assignment grid is used to track where a piece of equipment is moving without having to change the Primary Depreciation Job. Assets can be tracked using bar codes and scanned via eHub mobile. This grid displays in descending Date Assigned order.

## Custom Fields tab

### Custom Fields

Custom Fields allow you to set up fields for your own use. You may choose to use any or all. Each field may be customized to feature a drop-down list, text, numeric or date. You can define up to 26 Custom Fields. For more information, see Using Custom Fields.

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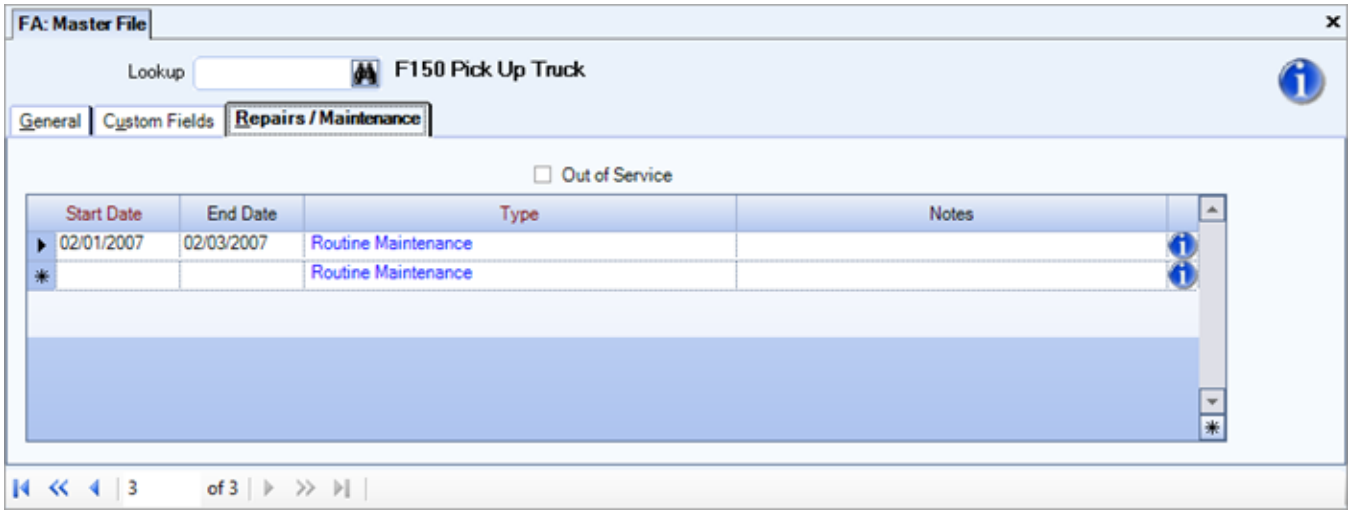
### Repairs/Maintenance tab

The Repairs / Maintenance tab is used to track the maintenance and repairs occurring on a piece of equipment.




#### Out of Service

Use the *Out of Service* check box to indicate that an item was temporarily removed from service (being repaired, etc.).

You can decide exactly how you want to use this check box based on your business processes.

It can be used for sorting, filtering, and reporting when running the FA: Repair/Maintenance Report.

This check box is cleared by default.

## Repairs/Maintenance grid

You can track routine maintenance, track repairs or both. Use the reports screen to determine what maintenance is required each month. Log completion of routine maintenance. Log individual circumstances to keep running record of all repairs/maintenance on selected asset. Use of the Repairs/Maintenance can be customized to your business processes.

#### Start Date

The Start Date can be used to enter the date the equipment came in for repair or when repairs were started.

The Start Date can be used for filtering on the Repair/Maintenance Report.

#### End Date

The End Date can be used to enter the date the repairs were completed, or when the equipment left the shop.

The End Date can be used for filtering on the Repair/Maintenance Report.

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### Type

Use the Type field to group similar type repair records for sorting and reports.
Type or select the Repair / Maintenance Types you want to use.

### Notes

Enter any Notes you want to store with the Repair/Maintenance record.
You can select to print these Notes on the Repair/Maintenance Report.

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# Tracking Fixed Assets

Use bar code scanning to better manage your fixed assets, so you know where your equipment is at all times. Using simple check in / out functionality, assets can be assigned to specific jobs or work tickets. Once you apply the barcode solution of your choice to your assets, supervisors can scan it using the eHub Mobile app to assign and track the status of the equipment. This information ties back to WinTeam for back-office review and auditing. You can also track equipment usage by hours or days to be used to apply billable usage hours to applicable invoices.

## To track fixed assets:

1. Set up fixed assets in the Asset Master file. Be sure to tag assets and enter the corresponding bar code and a check in job.

> **Note:** The following bar code types have been tested to scan accurately, and we recommend you use one of these formats:
> UPC-A
> UPC-E
> EAN_8
> EAN_13
> Code 39
> Code 93
> Code 128

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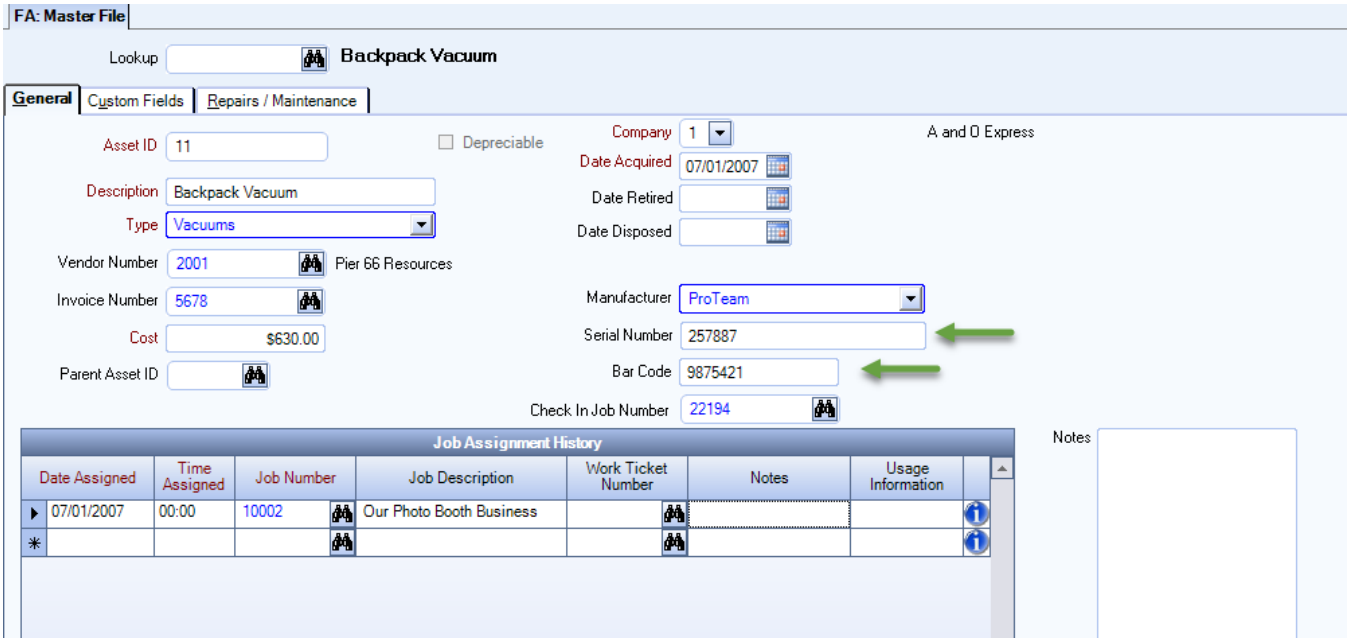
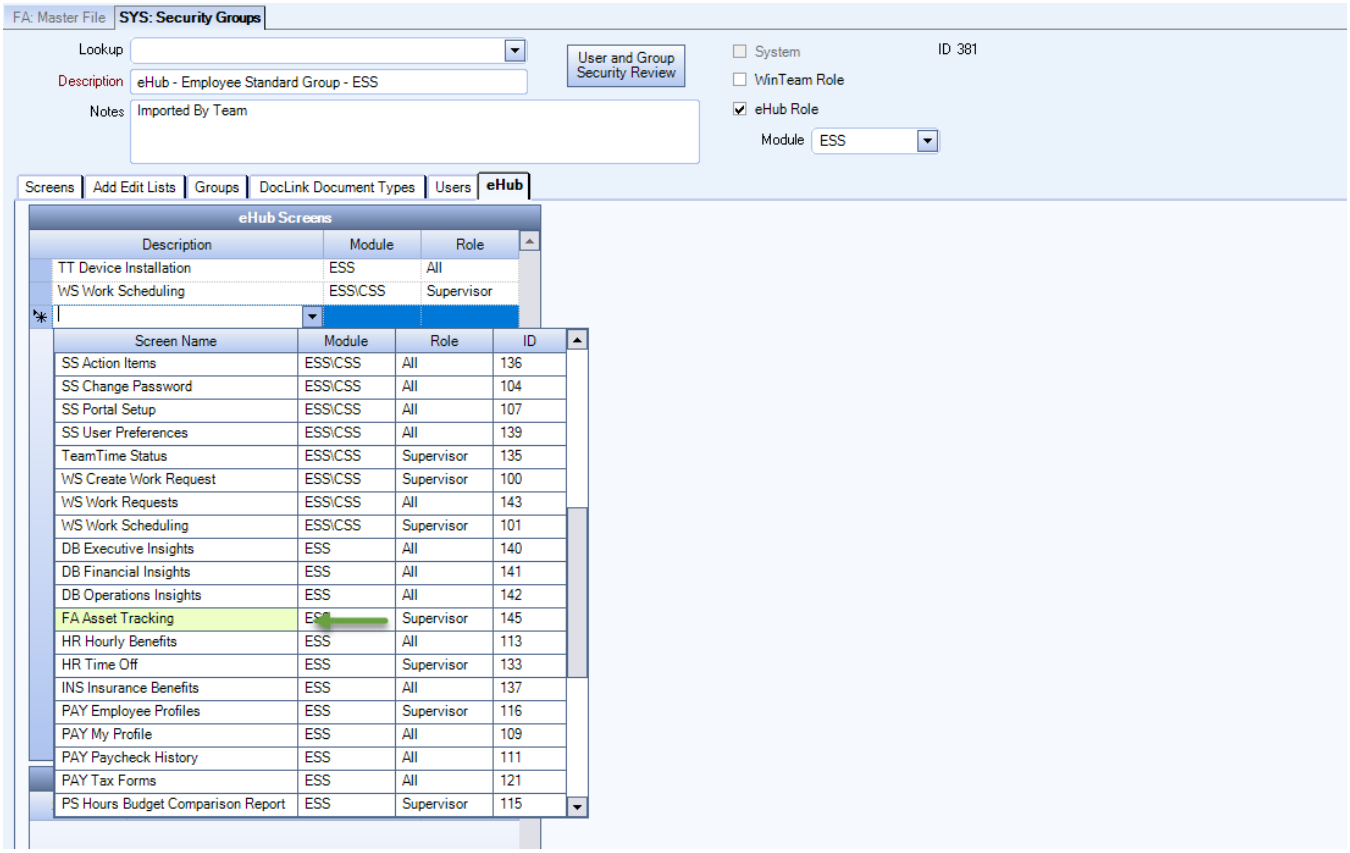



2. Add the FA Asset Tracking eHub security screen to your group security.

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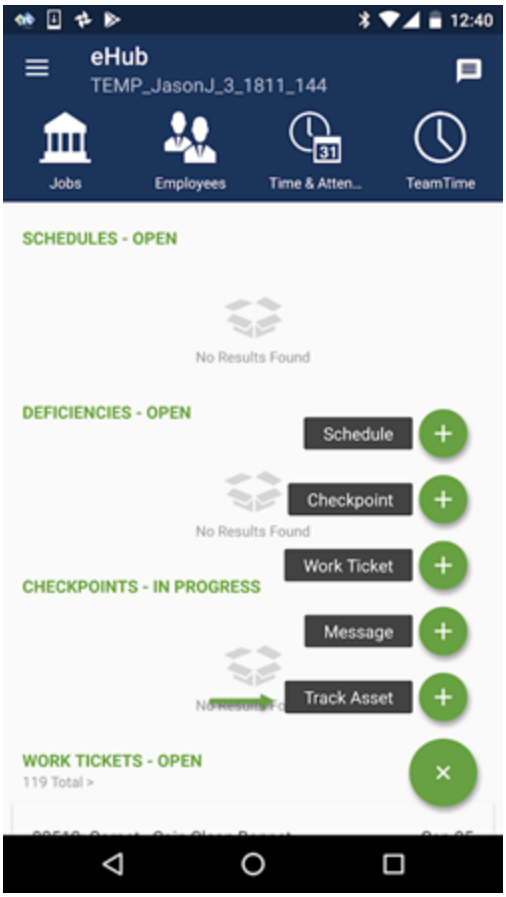
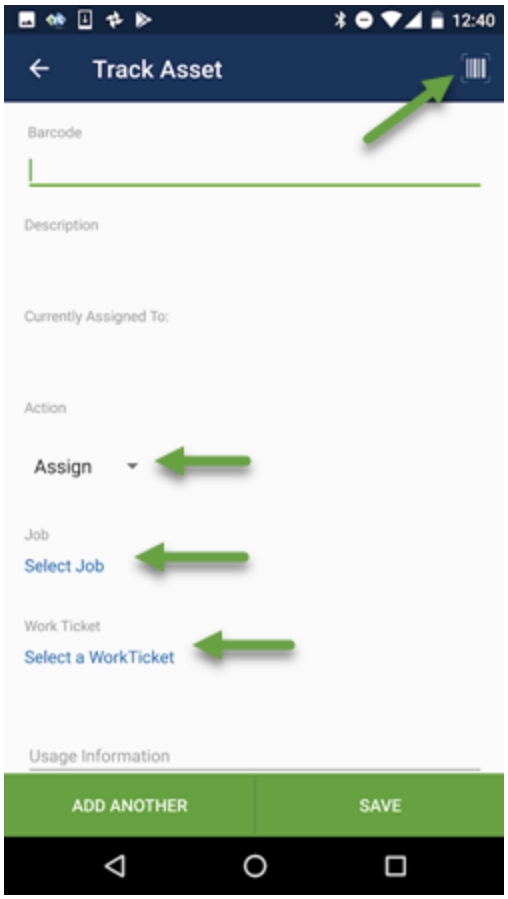
3. eHub users can scan assets and assign them to jobs or work tickets in eHub Mobile.




4. View the location of scanned assets using the Job Assignment Grid in the Asset Master File.

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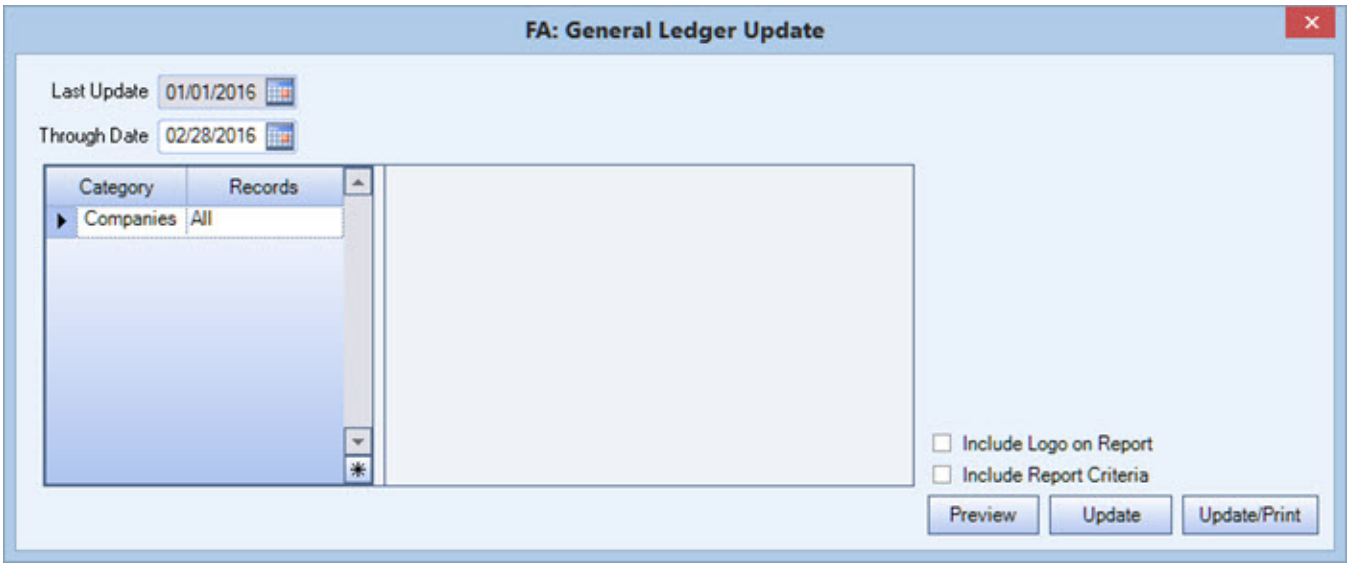
# Fixed Assets General Ledger Update

## Overview

You can use the FA: General Ledger Update screen to update depreciable Fixed Assets records from the Depreciation Details screen to the General Ledger. The Last Update field indicates the last fiscal period (or month) the system updated Fixed Assets to the General Ledger. You cannot change this field.




## Key Functionality

### Last Update

The Last Update field displays the last fiscal period (or month) the system updated Fixed Assets to the General Ledger. You cannot change this field. The system fills the Last Update field with the date that appears in the Last Depreciation Update to GL field from the FA: Defaults screen.

### Through Date

The system automatically populates the Through Date field to the fiscal period following the fiscal period shown in the Last Update field. If the date shown in the Through Date field is incorrect, you can change it. If your company does not plan to update Fixed Assets to the General Ledger every fiscal period, you may enter a Through Date that is more than one fiscal period past the date appearing in the Last Update field.

If you enter a date that is not the last date for a fiscal period, the system displays a warning message. If you continue, the system still updates Fixed Assets to the General Ledger through the end of the fiscal period. This date appears as the Posting Date on the Journal of Depreciation report. If you enter a previously updated date in the Through Date field, the system updates any Fixed Assets details as necessary.

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**Example:** You may update Fixed Assets to the General Ledger for a particular fiscal period and later add to the FA: Master File new records with activity for the previously updated fiscal period. After the system completes the Fixed Assets General Ledger Update process, it displays the Through Date in the Last Depreciation Update to GL field in FA: Defaults screen.

### Companies

The Companies category is available for Clients using the Multi-Company feature. Select the Companies to include on the report. Select **All** to include all companies on the report. Select **Pick** to define specific Companies for the report. When you select Pick, the Companies list displays. Select the check box next to each Company to include on the report.

**Note:** When running reports using the Company Category/Record Pick and the company name exceeds the maximum number of characters, WinTeam will truncate the name. When using the Company Pick List the report filters by the Asset's Company.

### Include Logo on Report

Select the **Include Logo on Report** check box to print the company logo on the report.

This check box is selected or cleared by default based on the option selected in SYS:Defaults. However, you can modify the setting on each report.

### Include Report Criteria

Select the **Include Report Criteria** check box to include a list of the report options selected for this report.

The Report Criteria page includes any ranges specified and each Category/Record selection made for the report.This check box is NOT selected by default.

**Note:** The option to "Include report Criteria" is only applicable from the General Ledger Update screen. This information does not print when reprinting a Journal Log from the General Ledger Journal Log screen. WinTeam does not save the criteria that is selected when the update is performed, which means it can't be used later when reprinting a journal.

### Preview button

Click the Preview button to display a preview of the Journal of Depreciation report. When you perform the

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actual update to the General Ledger, only the activities listed on this report will update.

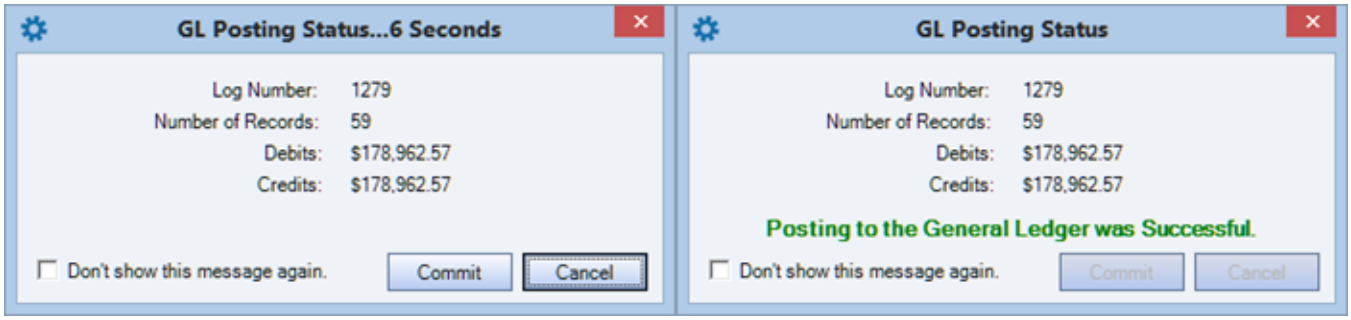
> **Note:** When using the Company Pick List the report filters by the Asset's Company. The Net Book Value for disposed assets are excluded from the Totals for the Job and Category.

### Update and Update/Print buttons

Click **Update** to start the General Ledger update, without printing the Entries To Post report. Click **Update/Print** to update the General Ledger and print the Entries To Post report.

The GL Posting Status dialog box displays to confirm that the debits and credits match. Click **Cancel** if the update does not balance. Click **Commit** if the update balances.

By default, the timer in the title bar starts with 8 seconds, after which the commit automatically takes place. A message displays stating that posting was successful. The update can be canceled during those eight seconds.




The eight-second default value can be changed using this Custom Setting:

| Section | Item | Value | Module and Purpose |
|---|---|---|---|
| GLUpdate | AutoPostTime | # (in seconds) | This setting determines how many seconds the system will wait before it will commit a General Ledger update. The default is 8 seconds.<br><br>If you set a negative Value, the next time you post, the system will display an option to tell WinTeam **Don't show this message again.** If you select this option and Commit, going forward, the system will automatically post and close the Posting Status box, providing there are no errors. |

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# Assets Acquired and Disposed Report

The Assets Acquired Report is helpful for budgeting purposes. Use this to keep track of how much you spend on Fixed Assets in a given period (monthly or quarterly,) and compare this to the amount you have budgeted. Use the Assets Acquired and Disposed report to print the acquired and disposed fixed assets for a specified date range. You can include either depreciable or non-depreciable assets in the report. You may elect to print a summary or detail report, and select from various report criteria options.

You can include either depreciable or non-depreciable assets by selecting the appropriate check box in the upper-right area of the report setup window. However, you cannot include both depreciable and non-depreciable assets in a single report.

When you run the report for depreciable assets, the Tier Parameter is determined by the Primary Depreciation Job.

When you run the report for non-depreciable assets, the Tier Parameter is determined by the Job to which the asset is currently assigned.

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# Depreciation Detail Report

Use the Depreciation Detail report to print the depreciation expense and cumulative depreciation for each asset based upon the report criteria specified. The Depreciation Details can be suppressed for a less detailed report. This report does not include non-depreciable assets. The Tier Parameter is determined by the Primary Depr. Job to which the asset is assigned,

**River City Services Inc.**

*Assets: All*
*Asset Types: All*
*Categories: All*
*Group By: Asset ID*

**Depreciation Detail**
**Dates: All**

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| Asset ID# | Description | Type | Serial Number | Category | Method | Date Acquired |
|---|---|---|---|---|---|---|
| 1 | Cubicles (5) | Fixtures | 56712358g | Furniture And Fixtures | Straight Line | 01/01/07 |
| | *Primary Depr. Job:* 935 | Salesman | *Date Effective:* | 01/31/07 | *Expected Life:* 60 | *Parent Asset ID:* |
| | *Multiple Job Distribution:* | | *Last Date Updated:* | 05/31/07 | *Periods Completed:* | |
| **Cost:** | $10,928.32 **Salvage:** | $0.00 **Depreciable:** | $10,928.32 **Accumulated:** | $910.70 **Monthly Depr:** | $182.14 **Net Book Value:** | $10,017.62 |
| 2 | 1994 Van (15 Passenger) | Vehicles | Vn5648589988855252 | Vehicles | 200% Without Switch | 06/13/06 |
| | *Primary Depr. Job:* 210 | Gary Operations | *Date Effective:* | 06/30/06 | *Expected Life:* 60 | *Parent Asset ID:* |
| | *Multiple Job Distribution:* | | *Last Date Updated:* | 05/31/07 | *Periods Completed:* | |
| **Cost:** | $19,954.22 **Salvage:** | $2,000.00 **Depreciable:** | $17,954.22 **Accumulated:** | $6,669.40 **Monthly Depr:** | $442.83 **Net Book Value:** | $13,284.82 |
| 3 | Refrigerator | Furniture | 32125254782 | Furniture And Fixtures | Straight Line | 01/01/07 |
| | *Primary Depr. Job:* 951 | Accounting | *Date Effective:* | 01/31/07 | *Expected Life:* 60 | *Parent Asset ID:* |
| | *Multiple Job Distribution:* | | *Last Date Updated:* | 05/31/07 | *Periods Completed:* | |
| **Cost:** | $681.94 **Salvage:** | $0.00 **Depreciable:** | $681.94 **Accumulated:** | $56.85 **Monthly Depr:** | $11.37 **Net Book Value:** | $625.09 |
| 4 | Dishwasher | Furniture | 9854521225252 | Furniture And Fixtures | Straight Line | 01/01/07 |
| | *Primary Depr. Job:* 951 | Accounting | *Date Effective:* | 01/31/07 | *Expected Life:* 60 | *Parent Asset ID:* |
| | *Multiple Job Distribution:* | | *Last Date Updated:* | 05/31/07 | *Periods Completed:* | |
| **Cost:** | $428.43 **Salvage:** | $0.00 **Depreciable:** | $428.43 **Accumulated:** | $35.70 **Monthly Depr:** | $7.14 **Net Book Value:** | $392.73 |
| 5 | F150 Pick Up Truck | Vehicles | Vn5987548585811125 | Vehicles | 200% With Switch | 08/17/06 |
| | *Primary Depr. Job:* 110 | Omaha Operations | *Date Effective:* | 09/30/06 | *Expected Life:* 60 | *Parent Asset ID:* |
| | *Multiple Job Distribution:* | | *Last Date Updated:* | 05/31/07 | *Periods Completed:* | |
| **Cost:** | $17,985.68 **Salvage:** | $1,000.00 **Depreciable:** | $16,985.68 **Accumulated:** | $4,729.54 **Monthly Depr:** | $441.87 **Net Book Value:** | $13,256.14 |
| 6 | Conference Table | Furniture | | Furniture And Fixtures | Straight Line | 02/01/07 |
| | *Primary Depr. Job:* 940 | Executive | *Date Effective:* | 02/28/07 | *Expected Life:* 60 | *Parent Asset ID:* |

**Note:** We reccomend limiting the Period Dates to a range of dates to reduce the length of the report.

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# Equipment Inventory Report

Use the Equipment Inventory report to print an inventory listing of selected Fixed Assets as of a specified date. You can include depreciable, non-depreciable, or both in the report.

The Tier Parameter is determined by the Job to which the asset is assigned on the As of Date indicated.

**River City Services Inc.**

*Assets: All*
*Assets Types: All*
*Categories: All*
*Group By: Asset ID*

**Equipment Inventory Report**
**As of: 09/11/13**

09/11/13 9:55:08 AM **Page 1 of 3**

| Asset ID # | Description | Type | Serial Number | Depreciable | Date Assigned | Job Assigned To | Job Description |
|---|---|---|---|---|---|---|---|
| 1 | **Cubicles (5)** | **Fixtures** | **56712358g** | **Yes** | **01/01/07** | **935** | **Salesman** |
| | *Primary Depr. Job:* 935 Salesman | | *Manufacturer:* Hon | | | *Date Acquired:* | 01/01/07 |
| | *Parent Asset ID:* | | *Vendor:* All Makes Office Equipment | | | *Date Retired:* | |
| | *Multiple Job Distribution:* | | *Bar Code:* | | | *Date Disposed:* | |
| 2 | **1994 Van (15 Passenger)** | **Vehicles** | **Vn5648589988855252** | **Yes** | **06/13/06** | **210** | **Gary Operations** |
| | *Primary Depr. Job:* 210 Gary Operations | | *Manufacturer:* Ford | | | *Date Acquired:* | 06/13/06 |
| | *Parent Asset ID:* | | *Vendor:* | | | *Date Retired:* | |
| | *Multiple Job Distribution:* | | *Bar Code:* | | | *Date Disposed:* | |
| 3 | **Refrigerator** | **Furniture** | **32125254782** | **Yes** | **01/01/07** | **951** | **Accounting** |
| | *Primary Depr. Job:* 951 Accounting | | *Manufacturer:* General Electric | | | *Date Acquired:* | 01/01/07 |
| | *Parent Asset ID:* | | *Vendor:* | | | *Date Retired:* | |
| | *Multiple Job Distribution:* | | *Bar Code:* | | | *Date Disposed:* | |
| 4 | **Dishwasher** | **Furniture** | **9854521225252** | **Yes** | **01/01/07** | **951** | **Accounting** |
| | *Primary Depr. Job:* 951 Accounting | | *Manufacturer:* General Electric | | | *Date Acquired:* | 01/01/07 |
| | *Parent Asset ID:* | | *Vendor:* | | | *Date Retired:* | |
| | *Multiple Job Distribution:* | | *Bar Code:* | | | *Date Disposed:* | |
| 5 | **F150 Pick Up Truck** | **Vehicles** | **Vn5987548585811125** | **Yes** | **08/17/06** | **110** | **Omaha Operations** |
| | *Primary Depr. Job:* 110 Omaha Operations | | *Manufacturer:* Ford | | | *Date Acquired:* | 08/17/06 |
| | *Parent Asset ID:* | | *Vendor:* | | | *Date Retired:* | |
| | *Multiple Job Distribution:* | | *Bar Code:* | | | *Date Disposed:* | |
| 6 | **Conference Table** | **Furniture** | | **Yes** | **02/01/07** | **940** | **Executive** |
| | *Primary Depr. Job:* 940 Executive | | *Manufacturer:* Hon | | | *Date Acquired:* | 02/01/07 |
| | *Parent Asset ID:* | | *Vendor:* | | | *Date Retired:* | |
| | *Multiple Job Distribution:* | | *Bar Code:* | | | *Date Disposed:* | |
| 7 | **Glass For Conference Table** | **Furniture** | | **Yes** | **03/10/07** | **940** | **Executive** |

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# Fixed Assets Master Report

Use the Fixed Assets Master Report to print a list of all Fixed Assets in the FA: Master File that are not disposed. You can include depreciable, non-depreciable, or both in the report. You can sort the report by Asset ID # or Description and filter by Assets, Asset Categories, Asset Types, Primary Depreciable Jobs, Methods, Vendors, PP Types, PP Jurisdictions and Tax Class Life.

**River City Services Inc.**

*Assets: All*
*Asset Types: All*
*Categories: All*
*Group By: Asset ID*

**Fixed Assets Master Report**
**Detail Report**

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| Asset ID # | Description | Depreciable | Type | Serial Number | Category | Depr Method | Date Acquired |
|---|---|---|---|---|---|---|---|
| 1 | Cubicles (5) | Yes | Fixtures | 56712358g | Furniture And Fixtures | Straight Line | 01/01/07 |
| 2 | 1994 Van (15 Passenger) | Yes | Vehicles | Vn5648589988855252 | Vehicles | 200% Without Switch | 06/13/06 |
| 3 | Refrigerator | Yes | Furniture | 32125254782 | Furniture And Fixtures | Straight Line | 01/01/07 |

**Asset ID 1**

| | | | | | |
|---|---|---|---|---|---|
| Primary Depr Job: 935 | Salesman | Date Effective: | 01/31/07 | PP Type: | Office Furniture,Fixtures,Equip &C |
| Job Assigned To: 935 | Salesman | Last Date Updated: | 05/31/07 | PP Jurisdiction: | Douglas Co Ne |
| Date Assigned: 01/01/07 | Bar Code: | Parent ID: 0 | Expected Life: 60 | Tax Class Life: | Macrs - 5 Years |
| Manufacturer: Hon | | Periods Completed: | 5 | AP Invoice Number: | |
| Multiple Job Distr: | | Date Retired: | | Vendor: | All Makes Office Equipment |

| Cost | Salvage Amount | Depreciable Amount | Accumulated Depreciation | Monthly Depreciation | Net Book Value |
|---|---|---|---|---|---|
| $ 10,928.32 | $ 0.00 | $ 10,928.32 | $ 910.70 | $ 182.14 | $ 10,017.62 |

**Asset ID 2**

| | | | | | |
|---|---|---|---|---|---|
| Primary Depr Job: 210 | Gary Operations | Date Effective: | 06/30/06 | PP Type: | Transportation (Vehicles) |
| Job Assigned To: 210 | Gary Operations | Last Date Updated: | 05/31/07 | PP Jurisdiction: | Douglas Co Ne |
| Date Assigned: 06/13/06 | Bar Code: | Parent ID: 0 | Expected Life: 60 | Tax Class Life: | Macrs - 5 Years |
| Manufacturer: Ford | | Periods Completed: | 19 | AP Invoice Number: | |
| Multiple Job Distr: | | Date Retired: | | Vendor: | |

| Cost | Salvage Amount | Depreciable Amount | Accumulated Depreciation | Monthly Depreciation | Net Book Value |
|---|---|---|---|---|---|
| $ 19,954.22 | $ 2,000.00 | $ 17,954.22 | $ 6,669.40 | $ 442.83 | $ 13,284.82 |

**Asset ID 3**

| | | | | | |
|---|---|---|---|---|---|
| Primary Depr Job: 951 | Accounting | Date Effective: | 01/31/07 | PP Type: | Office Furniture,Fixtures,Equip &C |
| Job Assigned To: 951 | Accounting | Last Date Updated: | 05/31/07 | PP Jurisdiction: | Douglas Co Ne |
| Date Assigned: 01/01/07 | Bar Code: | Parent ID: 0 | Expected Life: 60 | Tax Class Life: | Macrs - 5 Years |
| Manufacturer: General Electric | | Periods Completed: | 5 | AP Invoice Number: | |
| Multiple Job Distr: | | Date Retired: | | Vendor: | |

| Cost | Salvage Amount | Depreciable Amount | Accumulated Depreciation | Monthly Depreciation | Net Book Value |
|---|---|---|---|---|---|
| $ 681.94 | $ 0.00 | $ 681.94 | $ 56.85 | $ 11.37 | $ 625.09 |

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# Personal Property Tax Report

Use the Personal Property Tax report to help prepare your company's Personal Property Tax return (if filing is required). This report prints selected Fixed Assets by year acquired, by Jurisdiction, by Personal Property Type, and by Recovery Period. This report will look at the Primary Depreciable Job when determining the Tier it belongs to.

**River City Services Inc.**

*Assets: All*
*Asset Types: All*
*Categories: All*

River City Services, Inc.

**Personal Property Tax Report**
**As of: 09/11/13**

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| Year Acquired / Jurisdiction / Asset ID # | Description | PP Type | Primary Depr. Job | Job Name | Date Acquired | Recovery Period | Cost |
|---|---|---|---|---|---|---|---|
| **2006** | | | | | | | |
| **Douglas Co Ne** | | *Transportation (Vehicles)* | | | | | |
| **2** | **1994 Van (15 Passenger)** | **Vehicles** | 210 | Gary Operations | 06/13/06 | 5 | $19,954.22 |
| **5** | **F150 Pick Up Truck** | **Vehicles** | 110 | Omaha Operations | 08/17/06 | 5 | $17,985.68 |
| | | | | | **Subtotals:** | 2 | $37,939.90 |
| | | | | | **Totals:** | 2 | $37,939.90 |
| | | | | | **Year Totals:** | 2 | $37,939.90 |
| **2007** | | | | | | | |
| **24** | **2001 Chevy** | **Vehicles** | 10002 | Westside Middle School | 01/01/07 | | $3,500.00 |
| | | | | | **Subtotals:** | 1 | $3,500.00 |
| | | | | | **Totals:** | 1 | $3,500.00 |
| **Douglas Co Ne** | | *Office Furniture, Fixtures, Equip & Communications* | | | | | |
| **1** | **Cubicles (5)** | **Fixtures** | 935 | Salesman | 01/01/07 | 7 | $10,928.32 |
| **3** | **Refrigerator** | **Furniture** | 951 | Accounting | 01/01/07 | 7 | $681.94 |
| **4** | **Dishwasher** | **Furniture** | 951 | Accounting | 01/01/07 | 7 | $428.43 |
| **6** | **Conference Table** | **Furniture** | 940 | Executive | 02/01/07 | 7 | $4,892.50 |
| **7** | **Glass For Conference Table** | **Furniture** | 940 | Executive | 03/10/07 | 7 | $1,100.00 |
| **8** | **Hp5 Lsi Printer** | **Office Equipment** | 951 | Accounting | 03/15/07 | 7 | $4,125.89 |
| | | | | | **Subtotals:** | 6 | $22,157.08 |
| | | | | | **Totals:** | 6 | $22,157.08 |
| **Gary In** | | *Computers And Peripheral Equipment* | | | | | |
| **9** | **Optiplex Gs110 Computer** | **Computer Equipmen** | 210 | Gary Operations | 03/01/07 | 5 | $2,775.39 |
| | | | | | **Subtotals:** | 1 | $2,775.39 |
| **Gary In** | | *Transportation (Vehicles)* | | | | | |
| **10** | **Plymouth Voyager Van 1998** | **Vehicles** | 210 | Gary Operations | 01/10/07 | 5 | $21,250.00 |
| | | | | | **Subtotals:** | 1 | $21,250.00 |
| | | | | | **Totals:** | 2 | $24,025.39 |
| | | | | | **Year Totals:** | 9 | $49,682.47 |

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# Repair/Maintenance Report

Use the Repair/Maintenance report to print a listing of all Repair/Maintenance items for the criteria specified. The Job to which the asset is assigned is determined by the As Of Date specified. This Job also determines the Tier Parameter.

**River City Services Inc.**

*Assets: All*
*Assets Types: All*
*Categories: All*
*Group By: Asset ID*

**Repair/Maintenance Report**
**As of Date: 09/11/13**

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| Asset ID # | Description | Type | Out of Service | Serial Number | Date Acquired | Depreciable | Job Assigned To | Job Description |
|---|---|---|---|---|---|---|---|---|
| 2 | 1994 Van (15 Passenger) | Vehicles | No | Vn5648589988855252 | 06/13/06 | Yes | 210 | Gary Operations |
| | *Vendor:* | | | *Manufacturer:* Ford | | | *Date Assigned:* 06/13/06 | |
| | *Parent Asset ID:* *Bar Code:* | | | *Date Retired:* | | | *Date Disposed:* | |
| | *Start Date* *End Date* | *Repair Type Description* | | *Repair Notes* | | | | |
| | 05/01/07 05/04/07 | Routine Maintenance | | Checked Belts, Changed Oil, Added Antifreeze | | | | |
| | 12/01/06 12/02/07 | Routine Maintenance | | Rotated Tires, Changed Oil, Checked Belts | | | | |
| 5 | F150 Pick Up Truck | Vehicles | No | Vn5987548585811125 | 08/17/06 | Yes | 110 | Omaha Operations |
| | *Vendor:* | | | *Manufacturer:* Ford | | | *Date Assigned:* 08/17/06 | |
| | *Parent Asset ID:* *Bar Code:* | | | *Date Retired:* | | | *Date Disposed:* | |
| | *Start Date* *End Date* | *Repair Type Description* | | *Repair Notes* | | | | |
| | 02/01/07 02/03/07 | Routine Maintenance | | | | | | |
| 10 | Plymouth Voyager Van 1998 | Vehicles | No | Vn58845856858558g | 01/10/07 | Yes | 210 | Gary Operations |
| | *Vendor:* | | | *Manufacturer:* Chrysler | | | *Date Assigned:* 01/10/07 | |
| | *Parent Asset ID:* *Bar Code:* | | | *Date Retired:* | | | *Date Disposed:* | |
| | *Start Date* *End Date* | *Repair Type Description* | | *Repair Notes* | | | | |
| | 05/01/07 05/02/07 | Routine Maintenance | | | | | | |

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# Schedule of Depreciation Report

Use the Schedule of Depreciation Report to track depreciation expense activity on a fiscal period (or monthly) basis based upon the Period End Date specified. You can also print the details from the last fiscal period (or month) that Fixed Assets from the FA: Master File were updated to the General Ledger. This report prints Fixed Assets by Job and Category. You may select from various Tier Parameters for this report.

**River City Services Inc.**

**Schedule Of Depreciation**
**Period Ending: 05/31/07**

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| Job # / Category Description / Asset ID# | Job Name / Asset Description | Acquired Date | Useful Life | Current Depr. | Cost | Salvage Value | Depreciable Amount | Accum. Depr. | Net Book Value | Depreciation Method |
|---|---|---|---|---|---|---|---|---|---|---|
| **110** | **Omaha Operations** | | | | | | | | | |
| **Vehicles** | | | | | | | | | | |
| 5 | F150 Pick Up Truck | 08/17/06 | 60 | 457.11 | 17,985.68 | 1,000.00 | 16,985.68 | 4,729.54 | 13,256.14 | 200% With Switch |
| | | **Category Totals:** | | 457.11 | 17,985.68 | 1,000.00 | 16,985.68 | 4,729.54 | 13,256.14 | |
| | | **Job Totals:** | | 457.11 | 17,985.68 | 1,000.00 | 16,985.68 | 4,729.54 | 13,256.14 | |
| **210** | **Gary Operations** | | | | | | | | | |
| **Furniture And Fixtures** | | | | | | | | | | |
| 9 | Optiplex Gs 110 Computer | 03/01/07 | 60 | 46.26 | 2,775.39 | 0.00 | 2,775.39 | 138.78 | 2,636.61 | Straight Line |
| | | **Category Totals:** | | 46.26 | 2,775.39 | 0.00 | 2,775.39 | 138.78 | 2,636.61 | |
| **Vehicles** | | | | | | | | | | |
| 2 | 1994 Van (15 Passenger) | 06/13/06 | 60 | 458.10 | 19,954.22 | 2,000.00 | 17,954.22 | 6,669.40 | 13,284.82 | 200% Without Switch |
| 10 | Plymouth Voyager Van 1998 | 01/10/07 | 60 | 618.51 | 21,250.00 | 2,000.00 | 19,250.00 | 3,313.29 | 17,936.71 | 200% With Switch |
| | | **Category Totals:** | | 1,076.61 | 41,204.22 | 4,000.00 | 37,204.22 | 9,982.69 | 31,221.53 | |
| | | **Job Totals:** | | 1,122.87 | 43,979.61 | 4,000.00 | 39,979.61 | 10,121.47 | 33,858.14 | |
| **935** | **Salesman** | | | | | | | | | |
| **Furniture And Fixtures** | | | | | | | | | | |
| 1 | Cubicles (5) | 01/01/07 | 60 | 182.14 | 10,928.32 | 0.00 | 10,928.32 | 910.70 | 10,017.62 | Straight Line |
| | | **Category Totals:** | | 182.14 | 10,928.32 | 0.00 | 10,928.32 | 910.70 | 10,017.62 | |
| | | **Job Totals:** | | 182.14 | 10,928.32 | 0.00 | 10,928.32 | 910.70 | 10,017.62 | |
| **940** | **Executive** | | | | | | | | | |
| **Furniture And Fixtures** | | | | | | | | | | |
| 6 | Conference Table | 02/01/07 | 60 | 81.54 | 4,892.50 | 0.00 | 4,892.50 | 326.16 | 4,566.34 | Straight Line |
| 7 | Glass For Conference Table | 03/10/07 | 60 | 18.33 | 1,100.00 | 0.00 | 1,100.00 | 54.99 | 1,045.01 | Straight Line |
| | | **Category Totals:** | | 99.87 | 5,992.50 | 0.00 | 5,992.50 | 381.15 | 5,611.35 | |
| | | **Job Totals:** | | 99.87 | 5,992.50 | 0.00 | 5,992.50 | 381.15 | 5,611.35 | |

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