

the depreciation planner™





TM

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"...committed to solving the right problems."

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CHAPTER 1

INTRODUCTION

WHAT THE DEPRECIATION PLANNER™ DOES

- Allows you to create a register of your assets, and to alter that register as desired.
- Allows you to create representative models of your assets, enabling you to experiment with changing depreciation methods and values.
- Keeps track of retired assets, and automatically calculates current month depreciation, year-to-date and life-to-date amounts.
- Provides a planning tool for working with Investment Tax Credit.
- Posts these values to General Ledger if you have a link to The Controller.*
- Presents this information on the screen as well as in handy, well-organized, printed reports.

The Depreciation Planner is designed to keep track of depreciable assets for income tax purposes. It automatically calculates the current month depreciation for each asset, and has the capability of creating models to determine the effect particular depreciation methods will have on a given asset. This allows you to evaluate the impact that a purchase or sale of an asset will have.

Please note that the numbers you will receive through The Depreciation Planner programs are machine generated by computer. Dakin5 Corporation makes no warranty, either express or implied as to the applicability of these numbers to a specific tax return. Consult competent tax professionals for tax reporting advice.

If you own The Controller, you may link The Depreciation Planner to it. Then The Depreciation Planner automatically will post depreciation amounts to the General Ledger and update current month, year-to-date and life-to-date values.

*** Whenever this manual refers to The Controller, the same information will apply to The Business Bookkeeping System.**

1-2 THE DEPRECIATION PLANNER

The Depreciation Planner is an easy system to use. It only requires that the user spend some time going over the relevant IRS publications and regulations. It is up to the user to determine such items as cost, salvage amount, useful life and any special restrictions or conditions relevant to the asset. Once these figures are entered, however, each asset is kept track of by The Depreciation Planner. It quickly calculates the depreciation to be posted each month. It is also a useful planning tool, enabling the user to make informed decisions about such matters as retirement of assets, choosing the best depreciation method for each asset and investment tax credits.

The Depreciation Planner allows for the Accelerated Cost Recovery System (ACRS), which is part of the Economic Recovery Tax Act of 1981. The ACRS depreciation methods are to be used for all assets put in service after 1980. The recovery periods for these assets are fixed by law.

The ACRS Tax Tables are included in The Depreciation Planner as they were established at the enactment of the Economic Recovery Tax Act of 1981. They should be changed only if the law changes. Consult your tax attorney before modifying these tables.

Note that you may also calculate ACRS depreciation of real property, but only in the Depreciation Modeling program.

Accounting is the art of classifying, recording and reporting the economic affairs of an entity. Accounting, unlike physics or chemistry, is not bound by immutable laws but instead, accounting rules and definitions are the result of custom and practice. While accounting has no one single authoritative set of rules, the principles of accounting most commonly agreed to, the "generally accepted accounting principles," are incorporated into The Depreciation Planner.

At the outset, the user should be aware of the difference in rules and definitions between accounting for book or financial purposes and accounting for tax purposes. Book accounting seeks to measure profit and loss and financial strength, whereas tax accounting seeks to measure the amount of taxable income produced.

The user should be aware that the treatment of an item or transaction for book versus tax purposes is often contradictory.

Generally, The Depreciation Planner is set up to keep track of assets and to calculate book depreciation. Using the system in this way, the user or his/her accountant may then convert accurate data to tax data with the greatest of ease.

Please note that The Depreciation Planner's values for such items as depreciation percent are in accordance with federal tax law for the 1980-81 tax year. If the government changes these values, the user must alter these values through Customizing Features.

HOW TO USE THIS MANUAL

The purpose of this manual is twofold: 1) to explain how you can use the system and 2) to serve as a reference manual as soon as you have begun using The Depreciation Planner.

Here is a summary of the chapters to provide you with a general understanding of the individual programs of The Depreciation Planner:

CHAPTER 1: **INTRODUCTION** outlines the capabilities of The Depreciation Planner, and tells how to use this manual.

CHAPTER 2: **ASSET MASTER** allows you to add, change and retire assets. It prints a list of all your assets and any assets changed during the month. It also displays a list of all your assets with tag numbers and descriptions.

CHAPTER 3: **DEPRECIATION MODELING** allows you to create models of assets by showing how the varying of depreciation methods affects depreciation over the life of an asset, and permits you to experiment with different values for each piece of information concerning an asset. It also enables you to model ACRS depreciation of real property. It prints a list of all models you have created, as well as printing and displaying a copy of each model. This is the place to experiment with your asset information, **not** in Asset Master.

CHAPTER 4: **ASSET REGISTER** provides you with a printed list in any of 5 different formats, of all your assets and the status of their depreciation.

CHAPTER 5: **RETIREMENT REGISTER** furnishes a printed list of all assets retired in the Asset Master program during the current month and current year, indicating a profit or loss in the account in which they are recorded. It also prints a Distribution Journal report which shows how debits and credits were distributed for each of the cash, fixed asset, accumulated depreciation, depreciation expense and extraordinary income accounts affected by the retirement of assets.

CHAPTER 6: **DEPRECIATION REGISTER** prints a list of the depreciable assets found in the Asset Master program, giving you the amount of depreciation allowed for each asset listed for the current month. It also prints a Distribution Journal which shows how debits and credits were distributed for each of the accumulated depreciation and depreciation expense accounts affected by the depreciation of assets.

CHAPTER 7: **DEPRECIATION PROJECTION** is a useful tool for decision-making during depreciation planning, providing for each asset on its list the projected current year depreciation and next year depreciation and their totals.

CHAPTER 8: **INVESTMENT TAX CREDIT** prints a list of all items which are **potentially** eligible for Investment Tax Credit, providing you with a starting point for calculating Investment Credits for your tax returns. This is a planning tool only; you must study the IRS guidelines to determine final limits and eligibilities.

CHAPTER 9: **CLOSE MONTH** creates the transfer file for General Ledger and calculates any new monthly depreciation necessary. It also posts all monthly depreciation to The Depreciation Planner records, and determines if the end of life has been reached for any asset. This program is mandatory at the end of each month.

CHAPTER 10: **STARTUP** automatically takes you through the process of starting up The Depreciation Planner when you are using it for the first time. It also gives you procedures for regular use of the system.

CHAPTER 11: **CUSTOMIZING FEATURES** is the program in which you supply the information needed to tailor The Depreciation Planner to suit your individual business requirements, as well as to establish a link to the General Ledger. Also included is the procedure for creating new DAT021 diskettes.

CHAPTER 12: **UTILITIES** provides a means of making new backup diskettes, restoring data onto DAT and SYS diskettes and duplicating existing diskettes.

APPENDIXES provides you with a General References section describing the hardware and software requirements for The Depreciation Planner as well as several pages of standard items used throughout these programs, a Glossary of terms concerning The Depreciation Planner, a list of Calculations used and a Bibliography. An **INDEX** is also included.

HOW TO USE THIS SYSTEM

The Depreciation Planner may be used in 3 ways:

1. Linked to The Apple General Business System or Dakin5 Small Business System and using General Ledger.
2. Linked to The Apple General Business System or Dakin5 Small Business System but not using General Ledger.
3. By itself.

The first step in using The Depreciation Planner is to read this introduction, the chapters entitled Startup and Customizing Features, the General References section (Appendix A) and the Asset Master chapter. These should provide you with a basic familiarity with the system, and give you some idea of the type of information you will be expected to enter. If you do not own The Controller package, pay close attention to the page entitled "Setting Up The Hardware" and the "Standard Items" section in Appendix A. These will give you a good overview of the commands available, how the keyboard will be used and any standard items you might expect. For example, in The Depreciation Planner you must press RETURN after making any keyboard entry before you will be advanced to the next step.

The second step is to study the IRS guidelines and regulations, and make any initial decisions necessary concerning acquisition amount, salvage amount, life, depreciation method, etc., for each of your depreciable assets. **These decisions are very important, as they will be crucial to the accuracy of your depreciation information and projections.** You may wish to consult with your accountant to be sure that you are obtaining the ultimate value from The Depreciation Planner.

The third step is to turn to Chapters 10 and 11, Startup and Customizing Features, respectively, and begin using The Depreciation Planner. If you have any difficulty using the system, The Depreciation Planner toll-free Hotline number is 1-800-525-0463. For Colorado residents (area code 303), the number is 426-6090. We'll be there to assist you if any problems occur. Be sure you know your customer serial number before you call. The number is located in the upper right-hand corner of your Dakin5 Software License Agreement.

For your convenience, each chapter of this manual will begin with a gray box. The text within these boxes will explain "What This Program Does," and "When To Use This Program." This will be followed by any special notes or cautions, including special information for those using The Controller. You then are shown which diskettes should be in which drives for that particular program.

At the end of each chapter is a summary which highlights the important features of the program, as well as any special items you should remember when using this program. This can be a very useful reference when running each program in the future.

Because up to 9 DAT021 diskettes may be used with this system, remember that you must print a version of each report for every diskette you have. For example, if you are using 5 DAT021 diskettes, you would need to print 5 different Investment Tax Credit reports, 5 different Asset Registers, 5 different Retirement Registers, etc., one report for each diskette. These reports are distinguished from one another by a different volume number on each report.



CHAPTER 2

ASSET MASTER

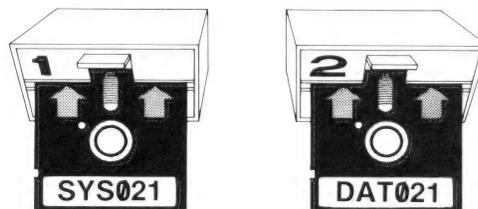
WHAT THIS PROGRAM DOES

- Allows you to add, change and retire assets.
- Prints: a list of all your assets and a list of any assets changed during the month.
- Displays: a list of your assets with tag numbers and descriptions.

WHEN TO USE THIS PROGRAM

- Whenever you want to add, change, or retire an asset.
- Whenever you close the month, if you have added, changed or retired an asset, the printing of a change report is **mandatory**.
- Whenever you would like a simplified listing of all your assets printed or displayed on the screen.

In order to run the Asset Master program, you must have the following diskettes:



The Asset Master is the main entry program in The Depreciation Planner and is probably the program you will be using most. It allows you to add new assets to your Asset Inventory List, change assets already entered into the list, and to retire any of these assets. You will also go to this program whenever you want to see a simplified list (printed or displayed) of your Depreciation Planner assets.

2-2 THE DEPRECIATION PLANNER

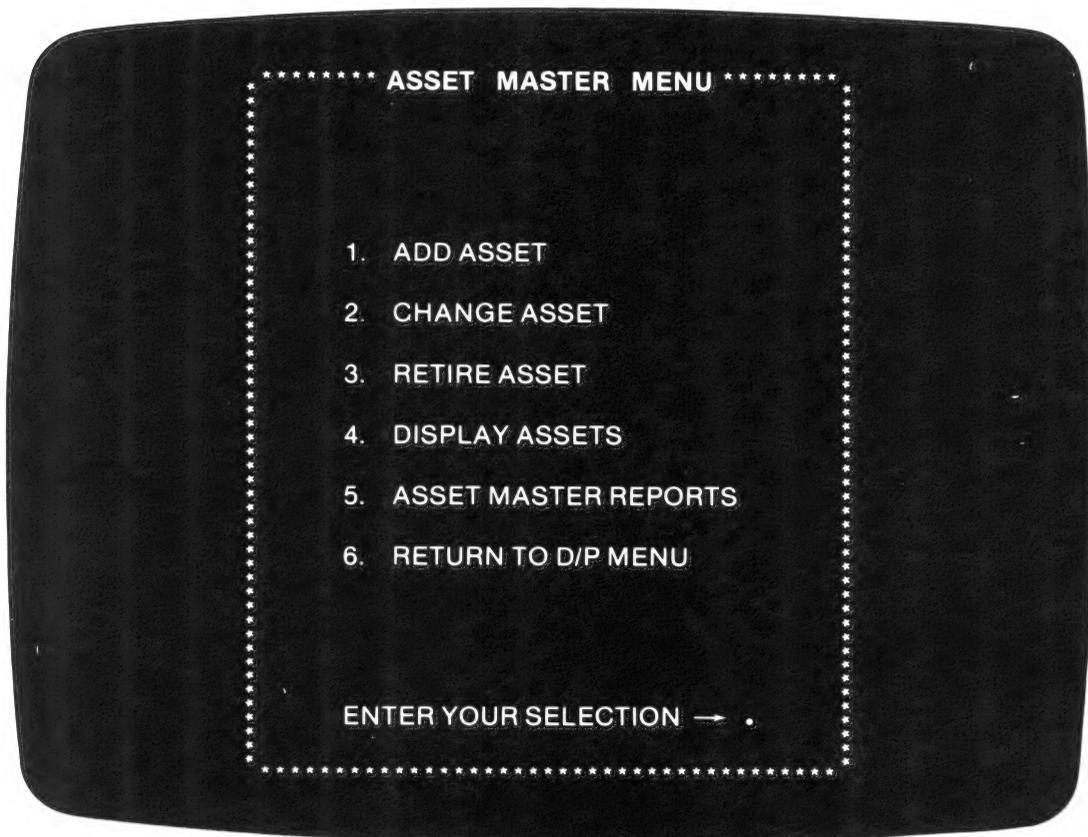
NOTE: Pressing **ESCAPE** at the second screen of a series (such as the second Add Asset screen) will return you to the previous screen. At all other times press **ESCAPE** once to return to the Asset Master Menu, twice to return to The Depreciation Planner menu (or choose Selection 6. RETURN TO D/P MENU).

HOW TO USE THIS PROGRAM

If either your SYS021 or DAT021 diskettes have not been inserted, The Depreciation Planner will prompt you to do so. After you do this you will see the standard messages that **YOUR PROGRAM IS NOW BEING LOADED** and **YOUR DATA FILES ARE NOW BEING LOADED**. Do not disturb the computer while these messages are being displayed. You will then see The Depreciation Planner menu on the screen. To choose the Asset Master Menu from this simply,

PRESS 1, ASSET MASTER.

Result The Asset Master Menu will appear:



ASSET MASTER MENU SELECTIONS

- | | |
|-------------------------|---|
| 1. ADD ASSET | Allows you to add a new asset to your Asset Inventory List. |
| 2. CHANGE ASSET | Allows you to change an asset already on your Asset Inventory List. |
| 3. RETIRE ASSET | Allows you to retire an asset from your Asset Inventory List. |
| 4. DISPLAY ASSETS | Allows you to display your assets on the screen. |
| 5. ASSET MASTER REPORTS | Allows you to print your Asset Master reports. |
| 6. RETURN TO D/P MENU | Allows you to return to The Depreciation Planner menu. |
| 7. CONTINUE PROCESSING | Standard. |

ADDING AN ASSET

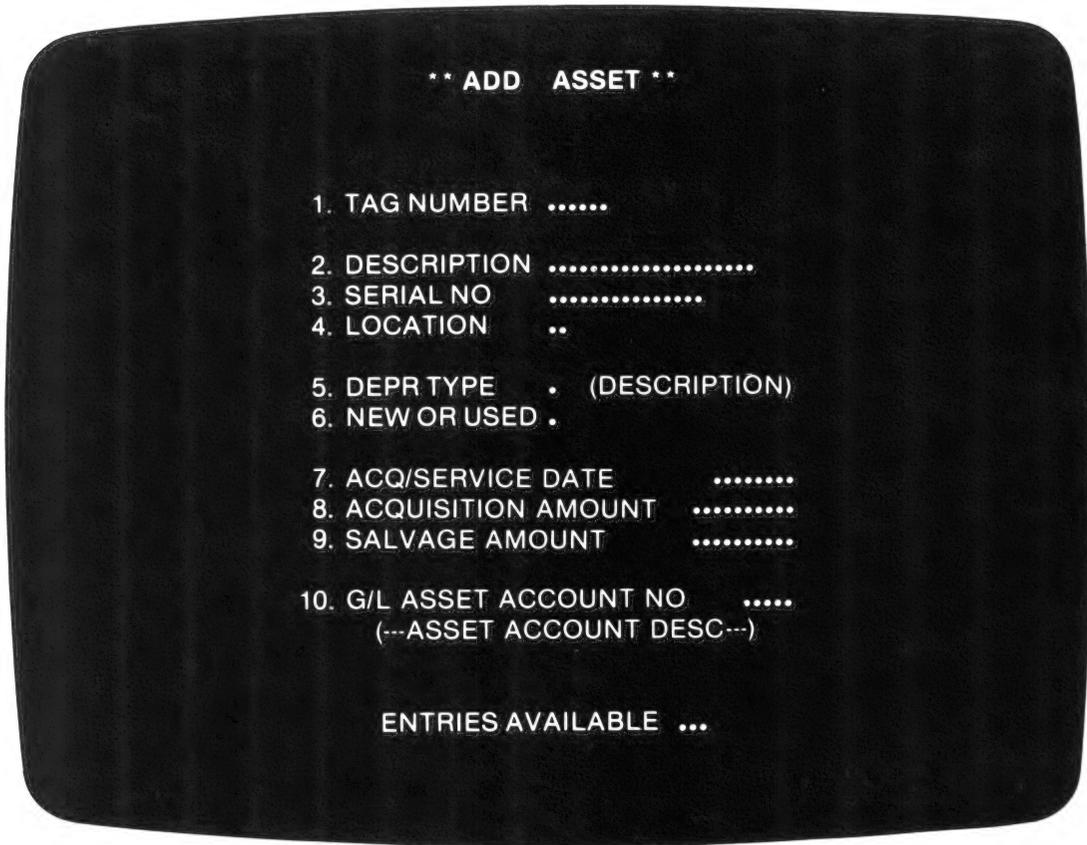
The Depreciation Planner distinguishes each asset by means of an individual tag number. This is a combination of no more than 6 characters.

Selection 1. ADD ASSET, allows you to add new assets to your file. You may also add previously retired assets, but only by means of the method outlined later.

Remember that in ADD ASSET, as in all programs in The Depreciation Planner, you must press RETURN after making any keyboard entry. This RETURN key moves the program along.

PRESS 1, ADD ASSET.

Result The Add Asset screen will appear:

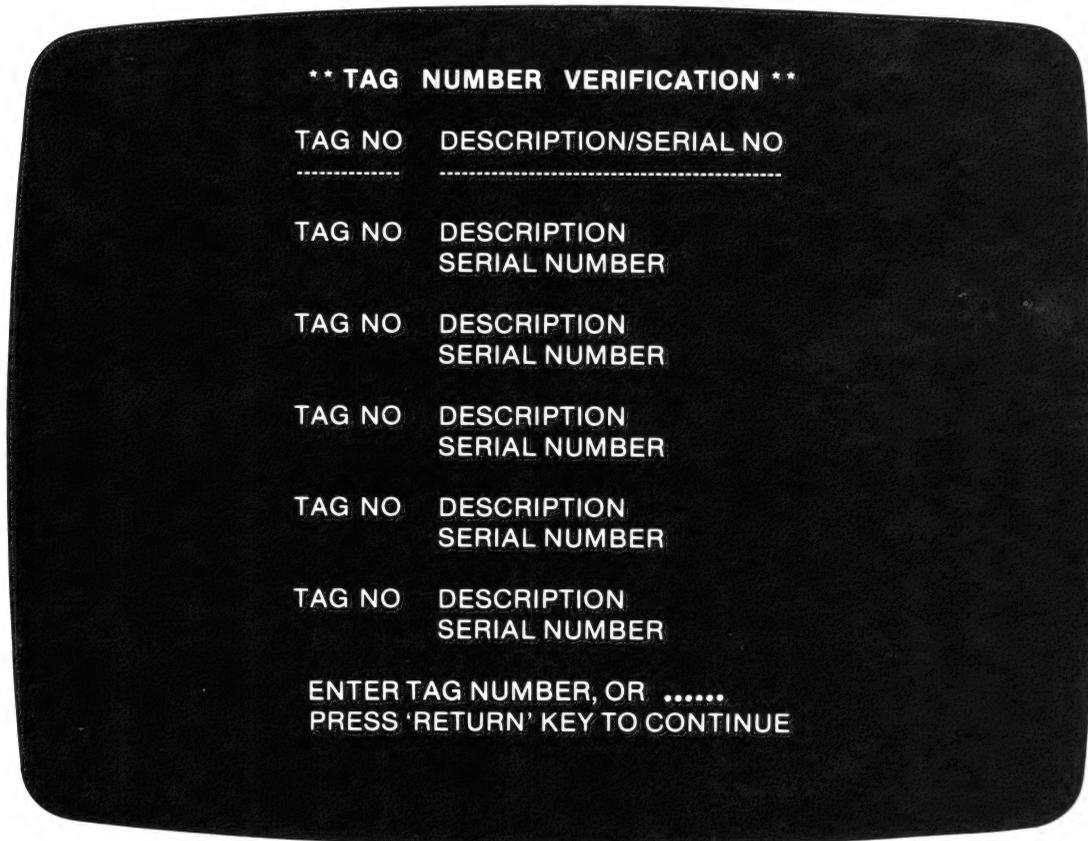


Look at the number of entries still available on the diskette you're working on, displayed at the bottom of your screen. You may not have room on this DAT021 for all your entries. If you wish, you may split your entries between various diskettes. Refer to the section in the Customizing Features chapter entitled Preparing New DAT021 Diskettes.

TYPE the identifying tag number for the asset. This may be letters or numerals, but no more than six characters long.

Pressing ESCape at any time on the second screen will return the cursor to the first screen, ready for you to accept or change the information as it is shown. Pressing ESCape any time on the first screen will return you to The Depreciation Planner menu.

You may want to "group" tag numbers, which means assigning particular categories of assets a set range of tag numbers. Perhaps you want to put the new tag number in proper sequence, but do not remember the last tag number assigned. The Depreciation Planner allows you to simply type an asterisk (*) plus the first few characters for that category. You will then see the following screen:



This screen displays all the tag numbers which begin with the characters you typed. If there is more than one page of tag numbers beginning with these characters, you may press RETURN to continue this listing. You may now choose where to insert the tag number for your new asset. At this point you should type the number into the space provided on the Tag Number Verification screen, press RETURN, and you will be returned to the Add Asset screen with this tag number listed at the top. You may accept this number by pressing RETURN, taking you to the "description" selection, or you may change it by typing in a different number. You may also use the Tag Number Verification screen to search for assets whose partial tag numbers you remember, or to list all assets by typing "**". If you ESCape from the Tag Number Verification screen before it is completed, you will be returned to the Asset Master Menu displaying the additional Selection 7. CONTINUE PROCESSING.

The cursor will now drop down to Number 2. description, waiting for your next entry. It will continue to do this for each item you must enter. Remember to press RETURN after making each of your entries.

IMPORTANT NOTE FOR TAG NUMBERING

Your computer recognizes and sorts data in a rigid, preset fashion. If you use a numerical tag system, you should enter leading zeros before single digits! If you don't fill the field with zeros, a numerical sort could produce 1, 11, 111, rather than your desired 000001, 000002, 000011, 000056, 000111, etc.

TYPE	a description of the item of up to 20 characters. You must enter at least one letter or numeral.
TYPE	a serial number of up to 15 letters or numerals. This is for informational purposes only, so you may press RETURN to skip this item entirely.
TYPE	two characters to indicate the location of the item (department, floor, area, etc.). This is also for informational purposes only.
TYPE	a letter for the item's depreciation type.

You have five choices for depreciation type:

- D = Depreciable, for items which are depreciable.
- E = Expensed, for items whose whole depreciation may be written off the first year.
- F = Fully Depreciated, for an item whose depreciation has reached its maximum. If an asset has been depreciated for the maximum amount but the life has not expired then annual depreciation will be set to 0 (zero). The asset type will not be changed by The Depreciation Planner system to an "F" until the end of the asset's life. Once it becomes type "F" the Asset Inventory and Changed Assets Only Lists will print an asterisk (*) next to the F (DPR type).
- N = Non-depreciable, for items which are not depreciable.
- S = Stop Depreciation, to be used if for any reason you wish to have The Depreciation Planner maintain a listing of a depreciable item, yet stop taking depreciation on that item. You may only convert an active asset to a stopped asset the first month of your fiscal year. The Depreciation Planner does this to preclude the loss of depreciation.

Note that you cannot enter R (Retired) as a depreciation type in Asset Master. If you are entering all your assets for the first time, and wish to add a previously Retired asset to the system, you must:

1. Add the retired asset as a regular asset, then,
2. Retire this asset, entering the proper disposal date and amount.

TYPE	N for a new item, or U for a used item.
TYPE	the acquisition/service date for the item (you must type in the slashes). For pre-1981 assets enter the acquisition date, the date the item was purchased. For all other assets enter the service date, which is the date the item was actually put into service. This may or may not be the same date as the acquisition date.

NOTE: The acquisition/service date cannot be a future date (past The Depreciation Planner's current month). The Depreciation Planner will reprompt if the date is past the current month and year.

- If the acquisition/service date is at mid-month or earlier, then depreciation will begin during the current month.
- If the acquisition date is after mid-month then depreciation will begin the following month.

Example:

Acquisition Date:	Depreciation Begins:
April 15	in April
April 16	in May

TYPE	the acquisition amount for the item. This is the original cost or value of the item entered into your General Ledger. It cannot be 0.
TYPE	the salvage amount for the item. This is the item's scrap value, and it can be 0.
TYPE	your G/L asset account number for the item. If your Depreciation Planner is connected to The Controller, The Depreciation Planner will check to see if it is in the required range 16000-16499. If your Depreciation Planner is NOT connected to The Controller, you may enter any group of characters as long as it matches an asset account you have customized.

2-8 THE DEPRECIATION PLANNER

Remember The Depreciation Planner will not allow you to enter account numbers which have not been set up in Customizing Features.

Once you have typed in an account number, The Depreciation Planner will check to see that it is a valid number, and will display the name it has recorded for this account number. The Depreciation Planner will continue to prompt you until you have entered a number within the valid range. Check this name carefully; you may have entered an account number which indicates an account other than the one you wanted.

If you entered N (for Non-depreciable) under depreciation type you will be asked IS THIS ENTRY CORRECT? Respond Y and you are finished with this asset.

If you **PRESS** N (No) in response to IS THIS ENTRY CORRECT?

Result The cursor will return to the tag number. If this is correct, press RETURN. If not, you may change it. Each time you press RETURN the cursor will advance to the next item, until you are again asked IS THIS ENTRY CORRECT?

IMPORTANT NOTE!

If you have more than one DAT diskette, be sure to return to The Depreciation Planner menu before switching diskettes. Taking out the diskette you started with before escaping back to this menu MAY CAUSE SERIOUS DAMAGE TO YOUR DATA.

If you entered D, E, F or S under depreciation type you will be asked IS THIS ENTRY CORRECT? Respond Y and you will see the following screen:

```

** ADD ASSET **

TAG NUMBER .....
DESCRIPTION .....

1. G/L ACCUM DEPR ACCOUNT NO
   (ACCUM DEPR ACCT DESC) .....
2. G/L DEPR EXPENSE ACCOUNT NO
   (DEPR EXP ACCOUNT DESC) .....
3. DEPR METHOD .. (--DESCRIPTION--)
4. LIFE (YRS) ..
5. MONTHS DEPRECIATED ....

6. ACCUM DEPR — LTD .....
7. ACCUM DEPR — YTD .....
8. PERCENTAGE RATE .....%

IS THIS ENTRY CORRECT? .

```

Pressing ESCape returns you to the first Add Asset screen. Responding Y to IS THIS ENTRY CORRECT? takes you back to the second Add Asset screen. Using these two commands enables you to flip back and forth between the two screens.

TYPE your G/L accumulated depreciation account number for this item. There are up to 10 of these account numbers available.

TYPE your G/L depreciation expense account number. There are up to 10 of these available.

If you

entered E (Expensed) for depreciation type you will be asked IS THIS ENTRY CORRECT? Respond Y and you are finished with this asset.

If you

entered D, F or S for depreciation type you will see 3. DEPR METHOD added to your screen. If the item's acquisition/service date is before 1981 you may choose your depreciation method from four types: SL (Straight Line), DB (Declining Balance), SY (Sum-Of-The-Years-Digits) or DS (Declining Balance to Straight Line). If the item's acquisition/service date is in 1981 or past 1981 then you may choose your depreciation method from two types: AC (ACRS Standard) or AS (ACRS Straight Line).

DEPRECIATION METHODS

STRAIGHT LINE (SL)

$$\text{monthly depreciation} = \frac{(\text{acquisition amt}) - (\text{salvage value}) - (\text{accumulated depreciation LTD})}{(\text{remaining life in months})}$$

DECLINING BALANCE (DB)

$$\text{monthly depreciation} = (\text{acquisition amt}) - (\text{accumulated depreciation LTD}) \times \frac{\text{decl. balance rate}}{\text{life in months}}$$

Note: There is a maximum percent allowable for new and used items set in Customizing Features.

SUM-OF-THE-YEARS-DIGITS (SY)

$$\text{monthly depreciation} = \frac{(\text{acquisition amount}) - (\text{salvage value}) - (\text{accumulated depreciation LTD})}{(\text{remaining life in months} + 1)} \times (2)$$

DECLINING BALANCE TO STRAIGHT LINE (DS)

For this calculation, the Declining Balance method is used until the Straight Line method produces a higher rate of depreciation. To determine the change-over point, the Straight Line rate is calculated each month using the current accumulated depreciation. This figure will be compared to the calculation of the Declining Balance rate using the same accumulated depreciation. When the Straight Line depreciation is equal to or greater than the Declining Balance depreciation, the cross-over will be made on the anniversary date.

ACRS STANDARD (1981 and after)

$$\text{monthly depreciation} = [(\text{cost}) \times (\text{percent from table})] \div 12$$

ACRS STRAIGHT LINE (1981 and after)

$$\text{monthly depreciation} = \left[\frac{(\text{cost})}{(\text{life in years})} \right] \div 12$$

Note: The ACRS straight line uses the half-year convention. One half of a year's depreciation is taken in the first fiscal year that the asset is placed in service. The remaining half year of depreciation is taken in the year beyond the last year of the recovery period. Depreciation is applied to each fiscal year, not the anniversary year.

TYPE	only one of these: SL, DB, SY, DS, AC, or AS.
Result	If you chose D, F or S as your depreciation type, you will see 4. LIFE (YRS), 5. MONTHS DEPRECIATED, 6. ACCUM DEPR—LTD, and 7. ACCUMULATED DEPRECIATION —YTD, added to your screen. 8. PERCENTAGE RATE will be added to your screen if you chose DB or DS as your method.
TYPE	the life (yrs) for the item. This can be a number in the range 2-99, taken from the IRS tables. For the AS and AC methods (1981 and after) there are other restrictions however. For the standard AC method, Life must be: 3, 5, 10 or 15. For the AS Straight Line method Life must be: 3, 5, 10, 12, 15, 25, 35, or 45.
TYPE	the months this item has already been depreciated before entering The Depreciation Planner system. You will be given a default value, which you may change.
TYPE	the accumulated depreciation life-to-date for the item. This is how much depreciation has been claimed to date. The amount would be 0 for a new item.
TYPE	the accumulated depreciation year-to-date for the item. This is the amount of depreciation claimed this year. This also would be 0 for a new item.

TYPE	the depreciation percent (if you entered DB or DS as your depreciation method). The default value is what you entered in Customizing Features for maximum declining balance rates. You cannot enter a rate greater than the default but you can enter one that is less.
-------------	---

After you have entered all your information on this screen you will again be given the opportunity to answer Y or N to the question IS THIS ENTRY CORRECT? and make any necessary changes. The Depreciation Planner will record your asset information onto the diskette after you have responded Y to this question.

After you have completed entering information for all the assets you plan to add, you may return to the Asset Master Menu by pressing ESCape.

CHANGING AN ASSET

Selection 2. CHANGE ASSET allows you to change the information on any asset you have entered previously. When several information items for the asset are interdependent, The Depreciation Planner will prompt you to make all the necessary changes. For example: if the designation new (N) or used (U) is changed, The Depreciation Planner will prompt you to change depreciation percent as well.

PRESS	2, CHANGE ASSET.
Result	The Change Asset screen will appear. This is identical to the Add Asset screen except that it will not display ASSETS REMAINING.
TYPE	the tag number of the first asset you want to change, or an * with the first few characters of the tag number if you wish to locate the exact tag number by means of the Tag Number Verification screen. You may enter a tag number, and press RETURN, or press ESCape, when the verification screen is displayed in order to get back to the Change Asset screen.
Result	This number will be entered onto the Change Asset screen. Press RETURN to accept it and the screen fills in all the information pertaining to this asset, along with the question CHANGE THIS ASSET?

PRESS	Y if this is the asset you wish to change. If you press N the cursor will return to the top line, prompting you to enter a new tag number. Remember that even if you wish to change something on the second screen reporting this asset you must answer Y now.
Result	IS THIS ENTRY CORRECT? is displayed.
PRESS	Y if the screen is correct, and you will be taken to the second screen. N will result in the cursor moving to the top line, again ready for you to press RETURN to accept the information, or to type in new information.
PRESS	N in response to IS THIS ENTRY CORRECT? until you have made all the desired changes to this particular asset. Then press Y . If there is a second screen for this asset, you will be taken there. Respond Y again when you have finished changing the second screen.
Result	The change is recorded on your DAT021 diskette, and The Depreciation Planner is ready for the next asset to be changed.

You may press ESCape from the second Change Asset screen to return to the previous Change Asset screen if you decide to alter an asset further. Pressing ESCape from the first Change Asset screen will return you to the Asset Master Menu when you have completed all your changes.

RETIRING AN ASSET

A retired asset is an item which you no longer use and which you have removed from your General Ledger. Please refer to your IRS manual for a more complete definition. Retiring an asset does not remove it from the system; a record of it remains, until year-end, for reporting purposes.

PRESS	3, RETIRE ASSET.
Result	The Retire Asset screen will appear.

TYPE	the tag number of the first asset you wish to retire, or an * with the first few characters of the tag number if you would like to locate the exact tag number by means of the Tag Number Verification screen.
Result	The Depreciation Planner fills in the screen with all the information pertaining to the particular asset you wish to retire, along with the question RETIRE THIS ASSET?

If you attempt to retire an asset which has already been retired, you will get the message ASSET DOES NOT EXIST on the screen. A previously retired asset must be given a new tag number and then added back into the system if it is to be used again.

If you make **ANY** changes in the depreciation information for a particular asset (such as method, acquisition amount, life, accumulated depreciation, etc.) you **MUST** make the required changes by hand to the item's "history" — that is, the amounts posted to the asset's various accounts in the past. The Depreciation Planner will calculate all future amounts based on this new information. It is a good idea to print out the new postings and compare to insure accuracy.

If you **PRESS** N

Result The screen prompts for a new tag number.

If you **PRESS** Y

Result A broken line will be added across the screen with the additional selections 1. DISPOSAL DATE and 2. DISPOSAL AMOUNT.

Disposal date is the date when an item is retired. Disposal amount is the amount of money you received for the item, which may or may not be the same as the salvage amount.

TYPE the disposal date and disposal amount.

Result The screen displays the question IS THIS ENTRY CORRECT?

On this screen the only items you may change are disposal date and disposal amount.

If you	PRESS	N
	Result	You will be given the opportunity to change the disposal date and/or amount.
If you	PRESS	Y
	Result	The asset will be recorded as retired on your DAT021 diskette, the screen will be cleared, and you will be asked the tag number of the next asset to be retired.

You may ESCape to return to the Asset Master Menu when you have finished retiring the desired assets.

DISPLAYING ASSETS

This selection provides a quick visual display of asset tag numbers and their accompanying descriptions. It is necessary to display the list of assets contained on each DAT021 diskette one diskette at a time. ESCape to the Depreciation Planner menu after viewing each diskette, insert the next diskette, then choose Selection 1. ASSET MASTER. When the Asset Master Menu appears choose Selection 6. DISPLAY ASSET.

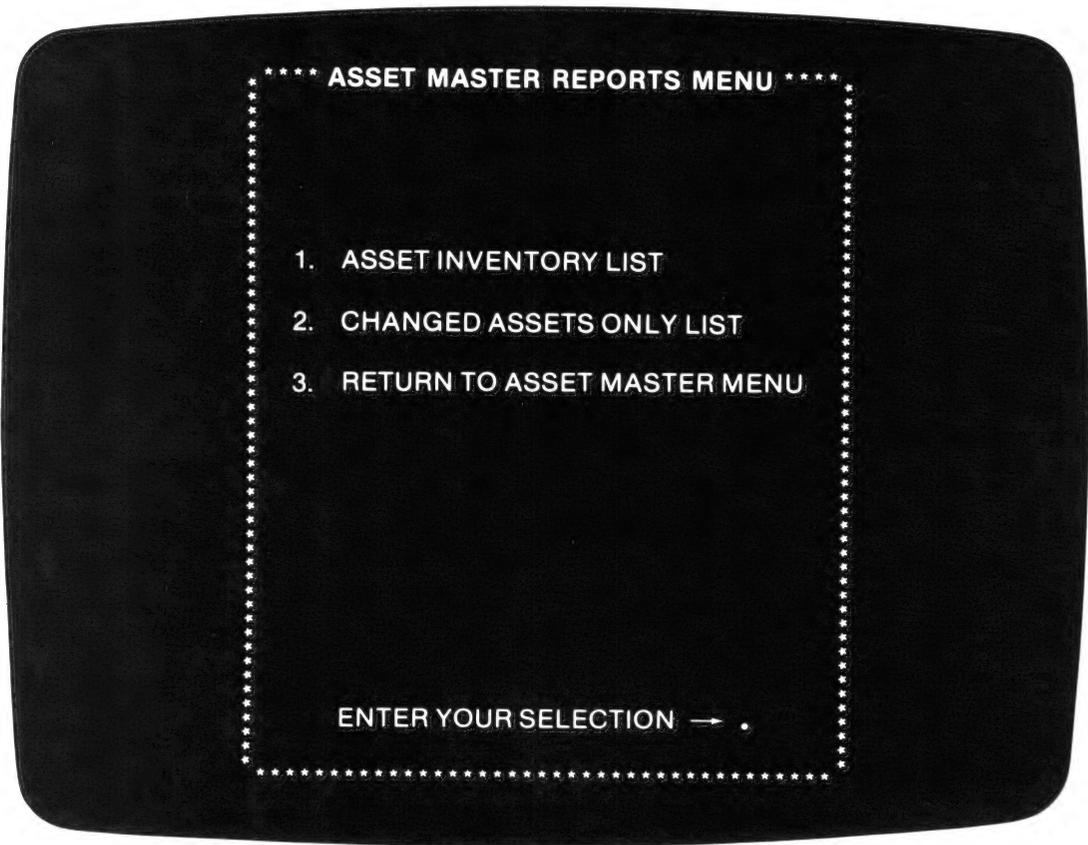
PRESS	6, DISPLAY ASSET.
Result	The first Asset Display screen will appear, listing each of your assets along with descriptions.
PRESS	RETURN
Result	This allows you to read through the entire list one screen at a time.

Pressing ESCape will get you back to the Asset Master Menu, with the additional selection of 7. CONTINUE PROCESSING. To get back to the Asset Display screen at the point where you left off, choose this selection.

PRINTING REPORTS

With the Asset Master Menu on the screen,

PRESS	5, ASSET MASTER REPORTS.
Result:	The Asset Master Reports Menu will appear:



ASSET MASTER REPORTS MENU SELECTIONS

- | | |
|--------------------------------|--|
| 1. ASSET INVENTORY LIST | Prints a list of all your assets. |
| 2. CHANGED ASSETS ONLY LIST | Prints a list of those assets you have added, changed or retired during the month. |
| 3. RETURN TO ASSET MASTER MENU | Returns you to the Asset Master Menu. |
| 4. CONTINUE PROCESSING | Standard. |

THE INVENTORY AND CHANGED ASSETS ONLY LISTS

The Asset Inventory List is a list of all your assets in The Depreciation Planner, showing their tag numbers, location, depreciation type, description, serial number, and depreciation method. The Changed Assets Only List prints only those assets which have had been added, changed or retired during the month, and are listed with the change type. When an asset's life has expired, the asset type will be changed to Fully Depreciated. If an item is fully depreciated, the Asset Inventory and Changed Assets Only Lists will print an asterisk (*) next to the F (DPR type).

NOTE: You must print the Changed Assets Only List once before you close the month (choose Selection 8. CLOSE MONTH). This must be done sometime after the last change has been made. The complete Asset Inventory List can be printed out at any time, but it is not mandatory.

PRESS 4, PRINT ASSET INVENTORY LIST, or 5, PRINT
CHANGED ASSETS ONLY.

Result The message TURN ON PRINTER AND ALIGN PAPER
will be displayed.

Do these operations and

PRESS RETURN

Result The proper report will be printed.

If at any time you must interrupt the printer, press ESCape and The Depreciation Planner will return to the Asset Master Reports Menu, with the additional option 5. CONTINUE PROCESSING.

A

B

C

01512.1
VOLUME 1
VERSION 3

CAPITOL CABINET COMPANY
ASSET INVENTORY LIST
FOR THE MONTH ENDING 07/31/81

DATE 07/01/81
PAGE 1

D	E	F	G	H	I	J	K	L
TAG NUMBER	DFR LOC	DFR TYP	DESCRIPTION	SERIAL NUMBER	DFR MTH	ASSET ACCOUNT	ACC DFR ACCOUNT	DFR EXP ACCOUNT
BL001	W1	D	WAREHOUSE		DB	16200	16600	54400
LO001	L1	N	LAND		N/A	16100		
OF001	01	D	TYPEWRITER	#881393-A3	SL	16300	16700	54400
OF002	01	D	CALCULATOR	#9173881	SL	16300	16700	54400
OF003	01	R	COPY MACHINE	#918737AE	AC	16300	16700	54400
OF004	01	D	DESK	#89761	SL	16400	16800	54400
OF005	01	D	CHAIR	#9917	SL	16400	16800	54400
OF006	01	D	COPY MACHINE	#991872AE	DS	16300	16700	54400
OF007	01	E	CHAIR	#9111	N/A	16400	16800	54400
OF008	01	S	DESK	#89762	SL	16400	16800	54400
OF009	01	S	DESK	#89763	SL	16400	16800	54400
OF010	01	F*	CHAIR	#8734	SL	16400	16800	54400
OF011	W2	R	CHAIR	#77167	AS	16400	16800	54400
SH001	S1	D	SANDER	#9881763	SL	16300	16700	54400
SH002	S1	R	DRILL PRESS	#991872	SY	16300	16700	54400
SH003	S1	D	TURRET LATHE	#8812-23871	SY	16300	16700	54400
SH004	S1	D	WORK BENCHES		SL	16400	16800	54400
SH005	S1	D	GRINDER	#8891	AS	16300	16700	54400
SH006	S1	D	SANDER	#122318	AS	16300	16700	54400
SH007	S1	D	DRILL PRESS	#U12324TX	AS	16300	16700	54400
SH008	S1	D	DRILL PRESS	#71819	DS	16300	16700	54400
VH001	GA	R	TRUCK	#889101019-182	SL	16300	16700	54400
VH002	GA	D	TRUCK	#234441-244DC	AC	16300	16700	54400
VH003	GA	D	TRUCK	#18889S-2874K	DS	16300	16700	54400

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CAPITOL CABINET COMPANY
 CHANGED ASSETS ONLY LIST
 FOR THE MONTH ENDING 07/31/81

DATE 07/01/81
 PAGE 1

M

TAG NUMBER	LOC	DFR TYF	DESCRIPTION	SERIAL NUMBER	DPR MTH	ASSET ACCOUNT	ACC DFR ACCOUNT	DPR EXP ACCOUNT	CHANGE TYPE
BL001	W1	D	WAREHOUSE		DB	16200	16600	54400	ADDED
LO001	L1	N	LAND		N/A	16100			ADDED
OF001	01	D	TYPEWRITER	#881393-A3	SL	16300	16700	54400	ADDED
OF002	01	D	CALCULATOR	#9173881	SL	16300	16700	54400	ADDED
OF003	01	R	COPY MACHINE	#918737AE	AC	16300	16700	54400	RETIRED
OF004	01	D	DESK	#89761	SL	16400	16800	54400	ADDED
OF005	01	D	CHAIR	#9917	SL	16400	16800	54400	ADDED
OF006	01	D	COPY MACHINE	#991872AE	DS	16300	16700	54400	ADDED
OF007	01	E	CHAIR	#9111	N/A	16400	16800	54400	ADDED
OF008	01	S	DESK	#89762	SL	16400	16800	54400	ADDED
OF009	01	S	DESK	#89763	SL	16400	16800	54400	ADDED
OF010	01	F*	CHAIR	#8734	SL	16400	16800	54400	ADDED
OF011	W2	R	CHAIR	#77167	AS	16400	16800	54400	RETIRED
SH001	S1	D	SANDER	#9881763	SL	16300	16700	54400	ADDED
SH002	S1	R	DRILL PRESS	#991872	SY	16300	16700	54400	RETIRED
SH003	S1	D	TURRET LATHE	#8812-23871	SY	16300	16700	54400	ADDED
SH004	S1	D	WORK BENCHES		SL	16400	16800	54400	ADDED
SH005	S1	D	GRINDER	#8891	AS	16300	16700	54400	ADDED
SH006	S1	D	SANDER	#122318	AS	16300	16700	54400	ADDED
SH007	S1	D	DRILL PRESS	#U12324TX	AS	16300	16700	54400	ADDED
VH001	GA	R	TRUCK	#889101019-182	SL	16300	16700	54400	RETIRED
VH002	GA	D	TRUCK	#234441-244DC	AC	16300	16700	54400	ADDED

ASSET INVENTORY LIST

- A 01502.1** — The report's ID number. Refer to this number when calling the Hotline.
- VOLUME NO** — The DAT021 whose information is being printed. There are 9 DAT021's available to you.
- VERSION NO** — The number of times you have changed this list and then printed it during the year (both of these conditions must be met). The purpose of this number is to enable you to look at reports and tell which is the latest version.
- B CAPITOL CABINET COMPANY** — The name of your company.
- ASSET INVENTORY LIST** — The title of this report for the month shown.
- C DATE 07/01/81** — The date you entered for today's date.
- PAGE 1** — The page number within the report.
- D TAG NUMBER** — Tag numbers in ascending order for the assets you have included in The Depreciation Planner.
- E LOC** — Your term for the location of the asset. Optional. (NA means Not Applicable on reports.)
- F DPR TYP** — The type of depreciation applied to the asset.
- G DESCRIPTION** — A description of the asset.
- H SERIAL NUMBER** — The item's serial number. Optional. (NA means Not Applicable on reports.)
- I DPR MTH** — The depreciation method applied to the asset.
- J ASSET ACCOUNT** — The Asset Account number for the item.
- K ACC DPR ACCOUNT** — The Accumulated Depreciation Account number for this item.
- L DPR EXP ACCOUNT** — The Depreciation Expense Account number for the item.

CHANGED ASSETS ONLY LIST

- M CHANGE TYPE** — This column will appear only when you choose to print the changed assets only. The change types are add, change and retire.

POSSIBLE PROBLEMS—SOLUTIONS

This is a list of the possible problems you can encounter while using The Depreciation Planner, along with their solutions. Most of the situations that can occur will be found in the Asset Master program, some in Depreciation Modeling, but the ones concerning dates can occur wherever dates must be entered.

These messages will appear at the bottom of the screen when a problem occurs. In some cases you will be asked to press RETURN, at which time the cursor will move to the position on the screen at which the change needs to be made. In other situations, the cursor will move to the appropriate position automatically, without your having to press RETURN, and the change can be made immediately.

TAG NUMBER DOES NOT EXIST

Enter a tag number that does exist on your Asset Inventory report.

NO ENTRIES TO PRINT or NO ENTRIES TO DISPLAY

Information only — no action required.

THIS RESPONSE CANNOT BE BLANK or THIS RESPONSE CANNOT BE ZERO

Re-enter a value other than zero.

THIS RESPONSE CANNOT EXCEED a specified number up to 10 digits.

Re-enter a value equal to or less than the number specified.

A VALID RESPONSE IS SL SY DB DS AC AS

Re-enter the method using one of the valid responses shown on the screen.

A VALID RESPONSE IS D E F N S (R)

Re-enter with one of the valid responses shown on the screen.

INVALID G/L (account type) ACCT NO

You have attempted to enter a G/L account number which is different from the one you entered in Customizing Features for that account. Re-enter the number for the account that appears on your Depreciation Planner Customizing Features report.

G/L (account type) ACCT NO OUT OF RANGE

This message will appear **only** if you have the link to General Ledger. Re-enter the number that is within the proper range for that account.

ASSET DOES NOT EXIST

This message will appear on the screen **only** on the Tag Number Verification screen in the Asset Master program. You attempted to find out information about an asset that does not exist in the Asset Master. You can add a new asset through the Add Asset program.

LIFE MUST BE 2 OR GREATER

This message can appear in either the Asset Master or Depreciation Modeling. You have attempted to enter an asset life of less than 2 years. Re-enter the life so that it is least 2 years in order to have depreciation calculated for it.

TAG NUMBER ALREADY EXISTS

You have attempted to enter a tag number which you had already assigned to another asset. Re-enter a new tag number for the asset.

PERCENT MUST BE (up to 999) OR LESS

You have attempted to enter a percent value greater than the maximum you entered for declining balance in Customizing Features. Re-enter a value equal to or less than the maximum.

The following problem situations can occur whenever you are asked to enter a date.

DATE OUT OF RANGE

You have attempted to enter a date older than the default value on your screen. Re-enter a value between the default value and Today's Date.

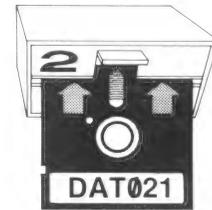
DATE IS INVALID

You have attempted to enter a date which is not a real date, such as 02/31/81. Re-enter a valid date.

ASSET MASTER

From The Depreciation Planner menu

Choose Selection 1



SUMMARY

What this program does

- Allows you to add, change, and retire assets.
- Prints a list of all your assets and a list of any assets changed during the month.
- Displays a list of your assets with tag numbers and descriptions.

When to use this program

- Whenever you want to add, change, or retire an asset.
- Mandatory when you close the month if you have added, changed, or retired an asset.
- Whenever you would like a simplified listing of all your assets printed or displayed on the screen.

Remember

- Typing an * before the first few characters of a tag number enables you to search a series of tag numbers for the exact number or sequence.
- If you are using more than one DAT021, you must escape back to The Depreciation Planner menu before switching diskettes, otherwise you may damage the data.
- Acq/Service Date cannot be a future date.
- If you make **any** changes in the depreciation information for a particular asset you **must** make the required changes by hand to the item's "history."

MENU SELECTIONS

- | | |
|-------------------------|---|
| 1. ADD ASSET | Allows you to add a new asset to your Asset Inventory List. |
| 2. CHANGE ASSET | Allows you to change an asset already on your Asset Inventory List. |
| 3. RETIRE ASSET | Allows you to retire an asset from your Asset Inventory List. |
| 4. DISPLAY ASSETS | Allows you to display your assets on the screen. |
| 5. ASSET MASTER REPORTS | Allows you to print your Asset Master reports. |
| 6. RETURN TO D/P MENU | Allows you to return to The Depreciation Planner menu. |



CHAPTER 3

DEPRECIATION MODELING

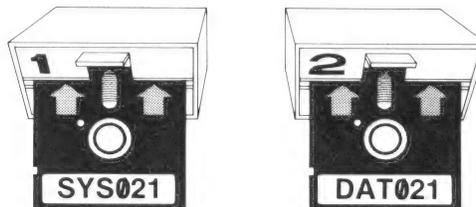
WHAT THIS PROGRAM DOES

- Works with most of the same information as the Asset Master program, but allows you to create representative models of assets by:
 - Showing how various depreciation methods affect depreciation over the life of an asset.
 - Allowing you to experiment with different values for each piece of information concerning an asset.
 - Enables you to model ACRS depreciation of real property.
- Prints a list of all the models you have created with basic information about each one, as well as a copy of each model showing depreciation projections through the years of the asset's life.
- Displays on the screen an abbreviated version of each model, showing how depreciation accumulates over the life of the asset.

WHEN TO USE THIS PROGRAM

- Whenever you would like to experiment with varying information concerning a particular asset, before adding that asset in the Asset Master program.
- Whenever you would like to check the effects of changing information concerning a particular asset, before changing that asset in the Asset Master program.

In order to run the Depreciation Modeling program, you must have the following diskettes:



3-2 THE DEPRECIATION PLANNER

Depreciation Modeling allows you to experiment with an asset as much as you like before entering the information for that asset in the Asset Master. **It is entirely self-contained and does not affect any of the other programs in The Depreciation Planner in any way.** Assets are entered and changed much as they were in the Asset Master program. You may use any of your DAT021 diskettes you like; you will have room for 10 models on each diskette, or a total of 90 if you have 9 DAT021's. Or you may want to set up one model for each of the depreciation methods — changing the information in the models for each new asset you wish to experiment with.

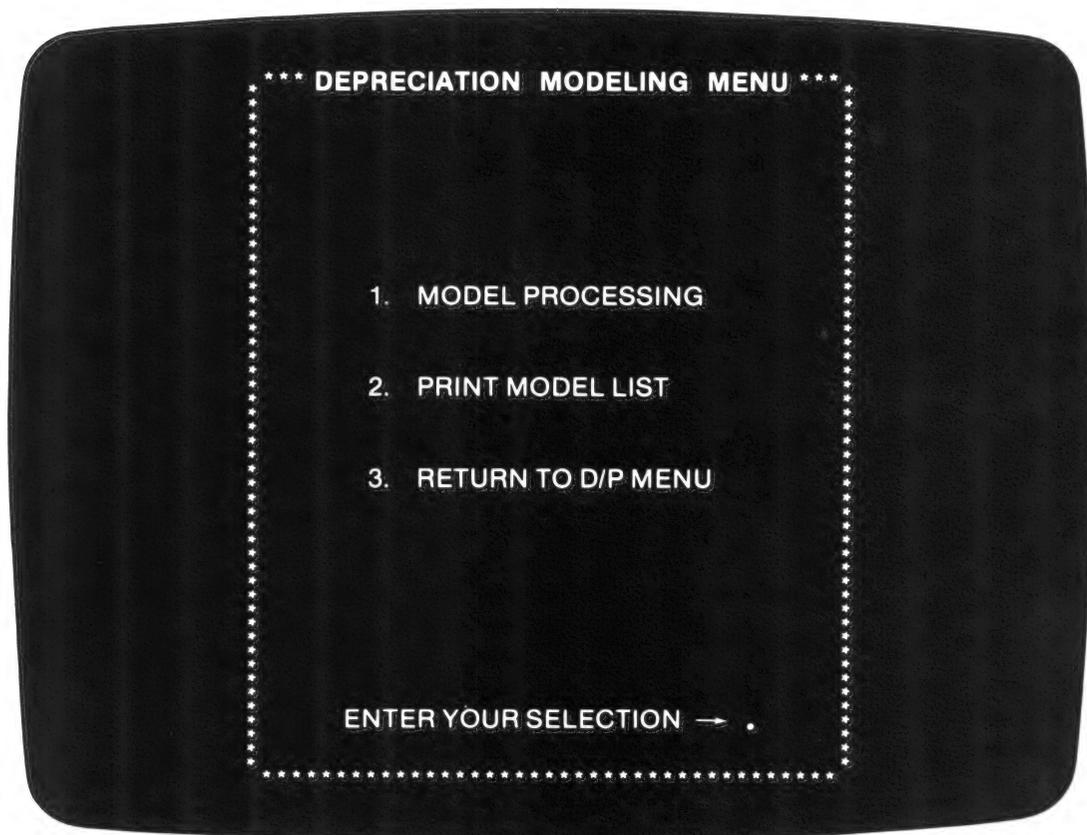
Note: If you wish to use a different DAT021 diskette, you must always go back to The Depreciation Planner menu before removing the diskette that you are currently working on. Serious damage could happen to the data on the diskette if DAT021 diskettes are interchanged at any time except when the main menu is on the screen.

HOW TO USE THIS PROGRAM

With The Depreciation Planner menu on the screen,

PRESS 2, DEPRECIATION MODELING.

Result The Depreciation Modeling Menu will appear:



DEPRECIATION MODELING MENU SELECTIONS

- | | |
|------------------------|--|
| 1. MODEL PROCESSING | Allows you to add, change and remove models, as well as display a list of your models. |
| 2. PRINT MODEL LIST | Prints a list of all the models you have stored, with a summary of the information for each model. |
| 3. RETURN TO D/P MENU | Allows you to return to The Depreciation Planner menu. |
| 4. CONTINUE PROCESSING | Standard. |

If you have run this program before, we suggest that you obtain a list of the models that are stored on the DAT021 diskette before you choose Selection 1. MODEL PROCESSING. To do this,

PRESS 2, PRINT MODEL LIST.

Result After following the normal instructions on the screen, your list of models will be printed.

To create your first model,

PRESS 1, MODEL PROCESSING.

Result The Model Processing Menu will appear:

ADDING A MODEL

PRESS 1, ADD MODEL.

Result The following screen will appear:

```

** ADD MODEL **

MODEL NO. ..

1. DESCRIPTION .....
2. ACQ/SERVICE DATE .....
3. ACQUISITION AMOUNT .....
4. SALVAGE AMOUNT .....

5. NEW OR USED .
6. DEPR METHOD .. (-----NAME-----)
7. LIFE (YRS) ..

8. DEPR. PERCENT ...

IS THIS ENTRY CORRECT? .
```

Information is added or changed in the same way as in the Asset Master program. You may refer to the table below when adding or changing asset information in your model.

If all of the 10 possible models on your DAT021 diskette have already been created, you will be asked to remove an existing model before adding a new one. Or you may go to a different DAT021 diskette.

DEPRECIATION MODELING ASSET INFORMATION TABLE	
MODEL NO	The Depreciation Planner will enter this.
1. DESCRIPTION	May be up to 20 characters.
2. ACQ/SERVICE DATE	May be any valid date.
3. ACQUISITION AMOUNT	May be any positive number. Cannot be 0.
4. SALVAGE AMOUNT	May be any amount between 0 and the amount you entered for 3. ACQUISITION AMOUNT.
5. NEW OR USED	Press N or U .
6. DEPR METHOD	Type one of these: SL, DB, SY, DS, AC, AS or AR.
7. LIFE (YRS)	From IRS tables. This may be from 2 through 99, except for those items using the AC or AS methods.
8. DEPR PERCENT	If Declining Balance was chosen, or Declining Balance to Straight Line, this percentage will default to the maximum for New or Used. You may change this to a lower percentage if you wish. On the screen display as well as on the printed report, an X will show up next to the year during which The Depreciation Planner would switch to a Straight Line method, as well as each following year until the yearly depreciation becomes 0. If Sum-of-the-years-digits, Straight Line or one of the ACRS methods, is chosen, there will be no selection 8.
IS THIS ENTRY CORRECT?	N results in CHANGE WHICH SELECTION? Y records the model on the diskette.
Pressing ESC takes you back to the Model Processing Menu.	

CHANGING OR REMOVING A MODEL

To **change** an existing model:

- **Choose** Selection 2. CHANGE MODEL.
- **Type** the number of the model to be changed.
- **Answer** the CHANGE WHICH SELECTION? question until you have changed all the items you wish to change.
- You might want to print the Model List before changing or removing models in order to determine what is presently under each model number.

To **remove** an existing model:

- **Choose** Selection 3. REMOVE MODEL.
- **Type** the proper model number in response to REMOVE WHICH MODEL?

Press ESCape when you have finished either changing or removing your models. This will return you to the Model Processing Menu.

If you would like to test the results of changing the depreciation method on an already existing asset, first determine the years of life remaining for the asset. Subtract the number of years the asset has been used from the asset's life (found in the IRS tables). Enter this figure into Add Asset as the asset's new life.

Then determine the net value remaining by subtracting the depreciation already taken from the asset's acquisition amount. Enter this figure into Add Asset as the asset's new acquisition amount.

In other words, this asset is treated as an entirely new asset. Once the other information has been entered the Depreciation Modeling program is ready to calculate the results.

PRINTING OR DISPLAYING A DEPRECIATION MODEL

To have a report printed showing any of your model projections,

PRESS	4, PRINT DEPRECIATION MODEL.
Result	You will be asked for the model number to be printed. Type in this number, press RETURN, and you will be asked to TURN ON PRINTER AND ALIGN PAPER. Pressing RETURN again will start the printer.

Similarly, a display of any model may be obtained by choosing Selection 5. DISPLAY DEPRECIATION MODEL. You will again be asked for the model number. This question will be repeated after each model is displayed.

In either case, pressing ESCape will take you back to the Model Processing Menu, with the additional option, 7. CONTINUE PROCESSING.

ACRS DEPRECIATION OF REAL PROPERTY

We have strived to make The Depreciation Planner an up-to-date, accurate system, a system reflecting the latest U.S. government rules. We have included the latest changes made to the tax laws relating to businesses as of Sept. 16, 1981.

We have included the ACRS methods of depreciating real property. We have not included low income housing as The Depreciation Planner is a business package.

The ACRS methods of depreciating real property are included in the Depreciation Modeling section of The Depreciation Planner. You may model real estate through this program, print out a model, then post this information to your General Ledger by means of journal entries if you so desire. The ACRS Cost Recovery Table For Real Estate included with this program is the current version, as of Sept. 16, 1981. The Depreciation Planner will be retrieving figures from this table in order to make its ACRS Real Estate calculations. You will not be able to change this table. Therefore, before posting any amounts from this model make sure that this table has not been altered because of changes in the law.

You are allowed to model real estate using 2 ACRS methods:

1. **AS**, or ACRS Straight Line. The only recovery periods (Life) available to this application of ACRS Straight Line are 15, 35 and 45 years. When using the AS method, however, note that the first and last years' figures will be off because of the half-year convention. Therefore, you must pro-rate these two years according to the month the property was in service. All other years' figures will be correct.
2. **AR**, or ACRS Real Estate, which uses percentage rates obtained from the ACRS Cost Recovery Table For Real Estate shown below. The Life must be 15 years.

In order to create a model using either method simply enter all your basic information through the Add Model selection. You may enter anything you desire for salvage amount or new/used. These will not affect the calculations. When entering the life of the property, remember that the only years available are 15, 35 and 45 years for the AS method, 15 years for the AR method. All normal modeling procedures remain the same.

ACRS COST RECOVERY TABLE FOR REAL ESTATE
(not including low cost housing)

Applicable Percentage Rate Per Month For 1981 Through 1999

		Fiscal In-Service Month											
		1	2	3	4	5	6	7	8	9	10	11	12
Y E A R O F L I F E	1	12	11	10	9	8	7	6	5	4	3	2	1
	2	10	10	11	11	11	11	11	11	11	11	11	12
	3	9	9	9	9	10	10	10	10	10	10	10	10
	4	8	8	8	8	8	8	9	9	9	9	9	9
	5	7	7	7	7	7	7	8	8	8	8	8	8
	6	6	6	6	6	7	7	7	7	7	7	7	7
	7	6	6	6	6	6	6	6	6	6	6	6	6
	8	6	6	6	6	6	6	5	6	6	6	6	6
	9	6	6	6	6	5	6	5	5	5	6	6	6
	10	5	6	5	6	5	5	5	5	5	6	6	6
	11	5	5	5	5	5	5	5	5	5	5	5	5
	12	5	5	5	5	5	5	5	5	5	5	5	5
	13	5	5	5	5	5	5	5	5	5	5	5	5
	14	5	5	5	5	5	5	5	5	5	5	5	5
	15	5	5	5	5	5	5	5	5	5	5	5	5
	16				1	1	2	2	3	3	4	4	4

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C A P I T O L C A B I N E T C O M P A N Y
M O D E L F I L E L I S T

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A	B	C	D	E	F	G	H	I
MDL NO.	DESCRIPTION	ACQ/SVC DATE	ACQUISITION AMOUNT	SALVAGE AMOUNT	NEW/ USED	DEPR METHOD	DPR PRC	LIFE YRS
1	GRINDER	01/20/81	1,479.05	150.00	NEW	ACRS SL	N/A	10
2	WAREHOUSE	02/01/79	100,000.00	10,000.00	NEW	DCL BAL	200	30
3	COPY MACHINE	04/01/79	3,395.25	250.00	NEW	DCL-STL	200	5
4	SANDER	01/20/81	865.43	75.00	NEW	ACRS SL	N/A	10
5	TRUCK	01/25/81	15,875.12	2,000.00	NEW	ACRS STD	N/A	10
6	DRILL PRESS	07/10/81	1,456.35	100.00	NEW	ACRS SL	N/A	10
7	DRILL PRESS	02/18/78	954.83	10.00	NEW	DCL-STL	200	4
8	TRUCK	02/18/76	11,894.45	600.00	NEW	DCL-STL	200	6
9	UNUSED							
10	UNUSED							

MODEL FILE LIST

Please consult the Asset Master report keys for standard items not explained here.

- A **MDL NO.** — The number designation of the model.
- B **DESCRIPTION** — A description of the model; unused models are so designated.
- C **ACQ/SVC DATE** — The acquisition or service date of the asset.
- D **ACQUISITION AMOUNT** — The acquisition amount.
- E **SALVAGE AMOUNT** — The salvage amount.
- F **NEW/USED** — Whether the asset is a new or a used item.
- G **DEPR METHOD** — The depreciation method applied to the asset.
- H **DPR PRC** — This is the depreciation percent if you chose the declining balance method.
- I **LIFE (YRS)** — The number of years of useful life which you determined for the asset.

DEPRECIATION MODEL

- A **ACCUMULATED DEPRECIATION** — This table shows each year's depreciation calculated for the asset, as well as the depreciation accumulated life-to-date for every year of the asset's life. This table will print up to 40 years per page.

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DEPRECIATION MODEL

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A

		--ACCUMULATED DEPRECIATION--		
		YEAR	YEAR	LIFE
		-----	-----	-----
MODEL NUMBER	1	1	73.95	73.95
DESCRIPTION	GRINDER	2	147.91	221.86
		3	147.91	369.77
ACQUISITION DATE	01/20/81	4	147.91	517.68
ACQUISITION AMOUNT	1,479.05	5	147.91	665.59
SALVAGE AMOUNT	150.00	6	147.91	813.50
		7	147.91	961.41
DEPR METHOD	AS	8	147.91	1,109.32
LIFE (YRS)	10	9	147.91	1,257.23
		10	147.91	1,405.14
		11	73.91	1,479.05

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	YEAR	--ACCUMULATED DEPRECIATION-- YEAR	LIFE
MODEL NUMBER 2	1	6,466.69	6,466.69
DESCRIPTION WAREHOUSE	2	6,048.51	12,515.20
	3	5,657.39	18,172.59
ACQUISITION DATE 02/01/79	4	5,291.52	23,464.11
ACQUISITION AMOUNT 100,000.00	5	4,949.34	28,413.45
SALVAGE AMOUNT 10,000.00	6	4,629.27	33,042.72
	7	4,329.92	37,372.64
DEPR METHOD DB	8	4,049.90	41,422.54
LIFE (YRS) 30	9	3,788.02	45,210.56
	10	3,543.05	48,753.61
DEPR PERCENT 200	11	3,313.94	52,067.55
	12	3,099.64	55,167.19
	13	2,899.19	58,066.38
	14	2,711.70	60,778.08
	15	2,536.37	63,314.45
	16	2,372.33	65,686.78
	17	2,218.94	67,905.72
	18	2,075.43	69,981.15
	19	1,941.22	71,922.37
	20	1,815.69	73,738.06
	21	1,698.26	75,436.32
	22	1,588.46	77,024.78
	23	1,485.73	78,510.51
	24	1,389.67	79,900.18
	25	1,299.78	81,199.96
	26	1,215.74	82,415.70
	27	1,137.12	83,552.82
	28	1,063.58	84,616.40
	29	994.80	85,611.20
	30	930.48	86,541.68

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		--ACCUMULATED DEPRECIATION--		
		YEAR	YEAR	LIFE
		-----	-----	-----
MODEL NUMBER	3	1	1,134.80	1,134.80
DESCRIPTION	COPY MACHINE	2	755.51	1,890.31
		3	502.99	2,393.30
ACQUISITION DATE	04/01/79	4X	375.96	2,769.26
ACQUISITION AMOUNT	3,395.25	5X	375.99	3,145.25
SALVAGE AMOUNT	250.00			
DEPR METHOD	DS			
LIFE (YRS)	5			
DEPR PERCENT	200			

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		--ACCUMULATED DEPRECIATION--		
		YEAR	YEAR	LIFE
		-----	-----	-----
MODEL NUMBER	3	1	1,124.04	1,124.04
DESCRIPTION	COPY MACHINE	2	876.54	2,000.58
		3	629.06	2,629.64
ACQUISITION DATE	04/01/79	4	381.55	3,011.19
ACQUISITION AMOUNT	3,395.25	5	134.06	3,145.25
SALVAGE AMOUNT	250.00			
DEPR METHOD	SY			
LIFE (YRS)	5			

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		--ACCUMULATED DEPRECIATION--	
		YEAR	LIFE
		-----	-----
MODEL NUMBER	4	1	43.27
DESCRIPTION	SANDER	2	86.54
		3	129.81
		4	166.29
ACQUISITION DATE	01/20/81	5	202.76
ACQUISITION AMOUNT	865.43	6	239.23
SALVAGE AMOUNT	75.00	7	275.70
		8	312.17
DEPR METHOD	AS	9	348.64
LIFE (YRS)	10	10	385.11
		11	421.58

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		--ACCUMULATED DEPRECIATION--	
		YEAR	LIFE
		-----	-----
MODEL NUMBER	5	1	1,270.01
DESCRIPTION	TRUCK	2	2,222.52
		3	1,905.01
ACQUISITION DATE	01/25/81	4	1,587.51
ACQUISITION AMOUNT	15,875.12	5	1,587.51
SALVAGE AMOUNT	2,000.00	6	1,587.51
		7	1,428.76
DEPR METHOD	AC	8	1,428.76
LIFE (YRS)	10	9	1,428.76
		10	1,428.76

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DEPRECIATION MODEL

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		--ACCUMULATED DEPRECIATION--		
		YEAR	YEAR	LIFE
		-----	-----	-----
MODEL NUMBER	6	1	72.82	72.82
DESCRIPTION	DRILL PRESS	2	145.64	218.46
		3	145.64	364.10
ACQUISITION DATE	07/10/81	4	145.64	509.74
ACQUISITION AMOUNT	1,456.35	5	145.64	655.38
SALVAGE AMOUNT	100.00	6	145.64	801.02
		7	145.64	946.66
DEPR METHOD	AS	8	145.64	1,092.30
LIFE (YRS)	10	9	145.64	1,237.94
		10	145.64	1,383.58
		11	72.77	1,456.35

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		--ACCUMULATED DEPRECIATION--	
		YEAR	LIFE
		-----	-----
MODEL NUMBER	7	1	381.86
DESCRIPTION	DRILL PRESS	2	611.01
		3X	777.93
		4X	944.83
ACQUISITION DATE	02/18/78		
ACQUISITION AMOUNT	954.83		
SALVAGE AMOUNT	10.00		
DEPR METHOD	DS		
LIFE (YRS)	4		
DEPR PERCENT	200		

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DEPRECIATION MODEL

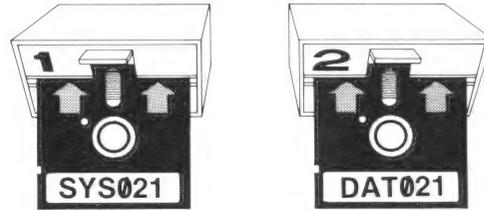
DATE 07/01/81
PAGE 1

		--ACCUMULATED DEPRECIATION--		
		YEAR	YEAR	LIFE
		----	-----	-----
MODEL NUMBER	8	1	3,411.81	3,411.81
DESCRIPTION	TRUCK	2	2,433.16	5,844.97
		3	1,735.23	7,580.20
ACQUISITION DATE	02/18/76	4X	1,238.05	8,818.25
ACQUISITION AMOUNT	11,894.45	5X	1,238.10	10,056.35
SALVAGE AMOUNT	600.00	6X	1,238.10	11,294.45
DEPR METHOD	DS			
LIFE (YRS)	6			
DEPR PERCENT	200			

DEPRECIATION MODELING

From The Depreciation Planner menu

Choose Selection 2



SUMMARY

What this program does

- **Allows you to create representative models** of assets by showing how various depreciation methods affect depreciation over the life of an asset. It also allows you to experiment with different values for each piece of information concerning an asset.
- Prints a list of the models you have created and displays a short version of each model, showing how depreciation accumulates.

When to use this program

- Whenever you would like to experiment with varying information concerning an asset, before adding or changing that asset in the Asset Master program.

MENU SELECTIONS

- | | |
|-----------------------|--|
| 1. MODEL PROCESSING | Allows you to add, change and remove models, as well as display or print out your models. |
| 2. PRINT MODEL LIST | Prints a list of all the models you have stored, with a summary of the information for each model. |
| 3. RETURN TO D/P MENU | Allows you to return to The Depreciation Planner menu. |



CHAPTER 4

ASSET REGISTER

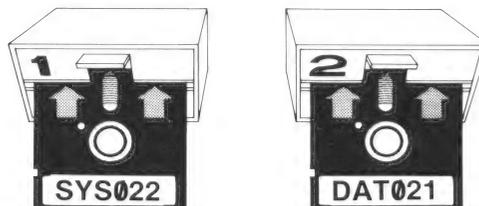
WHAT THIS PROGRAM DOES

- Provides you with a printed list of all your assets and the status of their depreciation.
- Permits you to list your assets in 5 different formats. These 5 formats differ only in the order of:
 1. ASSET TAG NUMBER
 2. LOCATION
 3. DEPRECIATION TYPE
 4. DEPRECIATION METHOD
 5. ASSET LIFE
- This printed report will not be displayed on the screen.

WHEN TO USE THIS PROGRAM

- The Asset Register is a mandatory year-end report, but it can be printed at any time and as frequently as you desire.

In order to run the Asset Register program, you must have the following diskettes:



HOW TO USE THIS PROGRAM

With The Depreciation Planner menu on the screen,

PRESS 3, ASSET REGISTER.

Result The Asset Register Menu will appear:



ASSET REGISTER MENU SELECTIONS

- | | |
|------------------------|--|
| 1. ASSET TAG NUMBER | Prints report in order of asset tag numbers. |
| 2. LOCATION | Prints report with assets grouped by location. |
| 3. DEPRECIATION TYPE | Prints report with assets grouped by depreciation type. |
| 4. DEPRECIATION METHOD | Prints report with assets grouped by depreciation method. |
| 5. ASSET LIFE | Prints report with assets grouped by the number of years of life assigned. |
| 6. RETURN TO D/P MENU | Returns you to The Depreciation Planner menu. |
| 7. CONTINUE PROCESSING | Standard. |

ASSET REGISTER BY TAG NUMBER

When you decide to print the Asset Register report, choose one of its 5 formats. If you choose No. 1, for example,

PRESS 1, ASSET TAG NUMBER.

Result After you have followed the instructions on the screen, the Asset Register will be printed.

For accounting purposes, it is sometimes desirable to see your assets grouped in different categories. Therefore, the 5 formats of the Asset Register will group your assets differently, but they all provide essentially the same information. A sample Asset Register is printed here so that you may become familiar with its organization and functions.

NOTE: The information on each asset occupies 2 lines. The figures on the second line are all dollar amounts.

NOTE: An N/A will appear in the MTH, LIFE and MD columns for non-depreciable assets and in the MTH column for expensed assets because they do not apply to these depreciation types. Also, expensed assets will show a zero in the LIFE and MD columns.

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CAPITOL CABINET COMPANY
ASSET REGISTER
BY ASSET TAG NUMBER

DATE 07/01/81
PAGE 1

B			C		D		E	F
TAG NO	LOC	TYP	DESCRIPTION	SERIAL NUMBER	MTH	ACQ/SVC DATE	LIFE	MD
			ACQ AMT	SALVAGE AMT	ACC DPR LTD	REMAIN VALUE	ACC DPR YTD	
BL001	W1	D	WAREHOUSE 100,000.00	10,000.00	DB	02/01/79 14,918.49	30 75,081.51	29 3,383.50
LD001	L1	N	LAND 32,250.00	.00	N/A	02/01/79 .00	N/A 32,250.00	N/A .00
OF001	01	D	TYPEWRITER 3,212.58	#881393-A3 300.00	SL	02/20/79 2,265.34	3 647.24	28 566.33
OF002	01	D	CALCULATOR 326.86	#9173881 .00	SL	02/20/79 127.12	6 199.74	28 31.78
OF003	01	R	COPY MACHINE 2,488.24	#918737AE 250.00	AC	04/01/81 93.30	5 2,394.94	3 93.30
OF004	01	D	DESK 816.08	#89761 75.00	SL	02/20/79 596.99	3 144.09	28 144.10
OF005	01	D	CHAIR 355.12	#9917 50.00	SL	02/20/79 237.32	3 67.80	28 59.32
OF006	01	D	COPY MACHINE 3,395.25	#991872AE 250.00	DS	04/01/79 2,035.84	5 1,109.41	27 364.08
OF007	01	E	CHAIR 57.95	#9111 .00	N/A	07/01/81 .00	0 57.95	0 .00
OF008	01	S	DESK 816.08	#89762 75.00	SL	02/20/79 .00	3 741.08	0 .00
OF009	01	S	DESK 816.08	#89763 75.00	SL	02/20/79 .00	3 741.08	0 .00
OF010	01	F	CHAIR 355.12	#8734 50.00	SL	02/20/79 305.12	2 .00	28 38.14
OF011	W2	R	CHAIR 355.12	#77167 50.00	AS	02/20/81 23.64	3 331.48	4 23.64
SH001	S1	D	SANDER 751.23	#9881763 75.00	SL	06/01/79 176.04	8 500.19	25 49.32
SH002	S1	R	DRILL PRESS 1,182.66	#991872 100.00	SY	02/18/78 599.50	10 .00	40 87.69

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CAPITOL CABINET COMPANY
ASSET REGISTER
BY ASSET TAG NUMBER

DATE 07/01/81
PAGE 2

TAG NO	LOC	TYP	DESCRIPTION	SERIAL NUMBER	MTH	ACQ/SVC DATE	LIFE	MD
			ACQ AMT	SALVAGE AMT	ACC DPR LTD	REMAIN VALUE		ACC DPR YTD
SH003	S1	D	TURRET LATHE 3,880.56	#8812-23871 300.00	SY	08/15/79	8	23 414.50
SH004	S1	D	WORK BENCHES 349.07	.00	SL	02/18/79	5	28 40.74
SH005	S1	D	GRINDER 1,479.05	#8891 150.00	AS	01/20/81	10	5 36.95
SH006	S1	D	SANDER 865.43	#122318 75.00	AS	01/20/81	10	5 21.60
SH007	S1	D	DRILL PRESS 1,456.35	#U12324TX 100.00	AS	07/01/81	10	0 .00
SH008	S1	D	DRILL PRESS 954.83	#71819 10.00	DS	02/18/78	4	40 97.23
VH001	GA	R	TRUCK 12,999.13	#889101019-182 2,000.00	SL	01/11/79	5	30 1,283.24
VH002	GA	D	TRUCK 15,875.12	#234441-244DC 2,000.00	AC	01/20/81	10	5 529.15
VH003	GA	D	TRUCK 11,984.45	#188895-2874K 600.00	DS	02/18/76	6	64 1,106.80

G

TOTALS

ACTIVE ASSETS	147,334.14	14,135.00	33,564.46	101,959.68	6,845.40
FULLY DEPRECIATED	355.12	50.00	305.12	.00	38.14
NON-DEPRECIABLE	32,250.00	.00	.00	32,250.00	.00
EXPENSED	57.95	.00	.00	57.95	.00
TOTAL FIXED ASSETS	179,997.21	14,185.00	33,869.58	134,267.63	6,883.54
TOTAL RETIRED ASSETS	17,025.15	2,400.00	6,216.04	.00	1,487.87

ASSET REGISTER BY TAG NUMBER

Please consult the Asset Master report keys for standard items not explained here.

A BY ASSET TAG NUMBER — This line shows the format by which this report is organized. Assets are listed in ascending tag number order.

B DESCRIPTION/ACQ AMT — A description of the asset appears on the first line, under which appears the amount at which that asset was purchased or acquired.

C SERIAL NUMBER/ SALVAGE AMT — The asset's serial number (if you have assigned one) appears on the first line, under which appears the salvage amount for that asset.

D MTH — The method of depreciation applied to the asset.

ACQ/SVC DATE — The acquisition or service date of the asset.

ACC DPR LTD — The amount of accumulated life-to-date depreciation that has already been recorded on the asset.

E LIFE — The number of years of useful life determined for the asset.

REMAIN VALUE — The remaining value of the asset in dollars. This value is calculated by subtracting the salvage amount and the life-to-date depreciation from the acquisition amount.

F MD — The number of months an asset has already been depreciated.

ACC DPR YTD — The accumulated year-to-date depreciation is the total dollar amount that has been recorded on the asset during the current fiscal year.

G TOTALS — This section provides 6 additional lines of information all shown in dollar amounts.

ACTIVE ASSETS: This is the sum of the depreciable assets plus the stop depreciation assets which are found in each of the 5 columns.

FULLY DEPRECIATED: This is the sum of the fully depreciated assets which are found in each of the 5 columns.

NON-DEPRECIABLE: This is the sum of the non-depreciable assets which are found in each of the 5 columns.

EXPENSED: This is the sum of the expensed assets which are found in each of the 5 columns.

TOTAL FIXED ASSETS: This is the sum of the assets in the preceding 4 lines of each column; that is, it is the sum of the following types of assets: depreciable, stop depreciation, fully depreciated, non-depreciable and expensed.

TOTAL RETIRED ASSETS: This is the sum of the retired assets which are found in each of the 5 columns. Remember that retired assets are listed only for the month in which they are retired.

NOTE: Some spaces in this Totals section will be zero. For example, there can be no remaining value for retired assets, so this space will always be zero.

NOTE: This last section of the Asset Register report will be the same on all of the 5 formats in which the report can be printed. The only exception is that the Asset Register by Location does not list retired assets.

ASSET REGISTER BY LOCATION

Once you are satisfied with your understanding of the Asset Register by Asset Tag Number, go on to the next sample report which is in the format you would get if you had chosen Selection 2. LOCATION.

This report is very similar to the other Asset Register formats with the following exceptions:

The Asset Register by Location report groups your assets by the locations you have assigned them. If there are more assets in a location than will fit on one page, the list will be continued on the following pages. Each page will list assets from only one location. During inventory, these pages can be used as check lists.

NOTE: Retired assets are not listed on this report.

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ASSET REGISTER
A LOCATION 01

DATE 07/01/81
PAGE 3

B

TAG NO	CHK	TYP	DESCRIPTION	SERIAL NUMBER	MTH	ACQ/SVC DATE	LIFE	MD
			ACQ AMT	SALVAGE AMT	ACC DPR LTD	REMAIN VALUE	ACC DPR YTD	
0F001	()	D	TYPEWRITER	#881393-A3	SL	02/20/79	3	28
			3,212.58	300.00	2,265.34	647.24		566.33
0F002	()	D	CALCULATOR	#9173881	SL	02/20/79	6	28
			326.86	.00	127.12	199.74		31.78
0F004	()	D	DESK	#89761	SL	02/20/79	3	28
			816.08	75.00	596.99	144.09		144.10
0F005	()	D	CHAIR	#9917	SL	02/20/79	3	28
			355.12	50.00	237.32	67.80		59.32
0F006	()	D	COPY MACHINE	#991872AE	DS	04/01/79	5	27
			3,395.25	250.00	2,035.84	1,109.41		364.08
0F007	()	E	CHAIR	#9111	N/A	07/01/81	0	0
			57.95	.00	.00	57.95		.00
0F008	()	S	DESK	#89762	SL	02/20/79	3	0
			816.08	75.00	.00	741.08		.00
0F009	()	S	DESK	#89763	SL	02/20/79	3	0
			816.08	75.00	.00	741.08		.00
0F010	()	F	CHAIR	#8734	SL	02/20/79	2	28
			355.12	50.00	305.12	.00		38.14
C								
TOTAL LOCATION 01			10,151.12	875.00	5,567.73	3,708.39		1,203.75

D

AUTHORIZED SIGNATURE

ASSET REGISTER BY LOCATION

Please consult the Asset Master report keys for standard items not explained here.

- A LOCATION 01** — This line gives the location to which the assets listed on this page are assigned. If you have assets which have not been assigned locations, these assets will be grouped together and listed on pages with this line of the report reading: **LOCATION N/A**.
- B CHK** — This column provides a space for a check mark between the 2 parentheses. This can be used to check off items during inventory.
- C TOTAL LOCATION 01** — This line provides the totals of the 5 columns of information. These dollar amounts are totals for the assets listed only in this particular location.
NOTE: If a location has no active assets assigned to it, this line will be replaced with the message: **NO ACTIVE ASSETS AT LOCATION 01**.
- D AUTHORIZED SIGNATURE** — This line appears at the bottom of the last page of each location's listing and can be used for verifying the accuracy of an inventory.

The report will continue until the assets of each location have been listed and totaled, one location per page. The assets within each location are listed by ascending asset tag number.

The report ends with the Totals section which is printed on a separate page. This section will be the same as it is on the other 4 Asset Register formats except that the last line, which is for retired assets, does not appear.

ADDITIONAL ASSET REGISTER FORMATS

Besides the 2 sample formats we have shown you, there are 3 other formats available from the Asset Register Menu. They are:

3. DEPRECIATION TYPE
4. DEPRECIATION METHOD
5. ASSET LIFE

If you choose Selection 3. DEPRECIATION TYPE, the report will group your assets according to the 6 depreciation types. After the first type, depreciable, has been listed, the group will be totaled and then the next type will be listed, totaled, etc. Within each type group the assets will be listed by ascending asset tag number.

If you choose Selection 4. DEPRECIATION METHOD, your assets will be grouped by the 6 methods of depreciation. If you have expensed or non-depreciable type assets, they will be grouped together and listed first. In the Totals line for this group, their depreciation method will be given as N/A. Depreciation methods do not apply to these types of assets.

Next, the assets will be listed and their depreciation amounts totaled according to the depreciation method used. Within each group the assets will be listed by ascending tag number.

If you choose Selection 5. ASSET LIFE, your assets will be grouped by the number of asset life years they were assigned; that is, the projected useful life, not just the remaining years.

Non-depreciable assets will be listed first and grouped together as assets having a life of N/A.

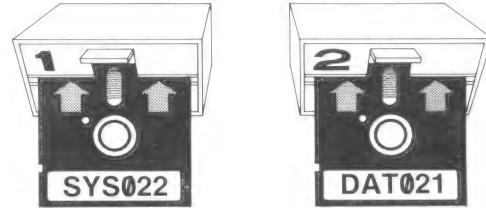
Expensed assets will be listed second and shown as having a life of zero.

Then the assets with the next shortest asset life (2 years is possible) are listed and totaled, and then the next shortest, etc. Within each group the assets will be listed by ascending tag number.

ASSET REGISTER

From The Depreciation Planner menu

Choose Selection 3



SUMMARY

What this program does

- Prints a list of all your assets and the status of their depreciation.
- Permits you to list your assets in 5 different formats. These formats differ only in the order of:
 1. ASSET TAG NUMBER
 2. LOCATION
 3. DEPRECIATION TYPE
 4. DEPRECIATION METHOD
 5. ASSET LIFE

When to use this program

- This is a mandatory year-end report but it can be printed at any time and as frequently as you wish.

MENU SELECTIONS

- | | |
|------------------------|--|
| 1. ASSET TAG NUMBER | Prints report in order of asset tag numbers. |
| 2. LOCATION | Prints report with assets grouped by location. |
| 3. DEPRECIATION TYPE | Prints report with assets grouped by depreciation type. |
| 4. DEPRECIATION METHOD | Prints report with assets grouped by depreciation method. |
| 5. ASSET LIFE | Prints report with assets grouped by the number of years of life assigned. |
| 6. RETURN TO D/P MENU | Returns you to The Depreciation Planner menu. |

CHAPTER 5

RETIREMENT REGISTER

WHAT THIS PROGRAM DOES

- Prints a monthly and/or year-to-date Retirement Register report for each DAT021 diskette. The monthly report contains **both** parts listed below, whereas the year-to-date report contains just the first part:
 - 1) Retirement Register, which lists by tag number all the assets you retired in the Asset Master program during the current month (monthly report) or current year (year-to-date report). It includes a column informing you whether the retired asset created a profit or loss in the account in which it is recorded.
 - 2) Monthly Retirement Register Distribution report, which shows how debits and credits will be distributed for each account (proceeds from disposal, fixed assets, accumulated depreciation and extraordinary income accounts) affected by the retirement of assets.

This printed report will not be displayed on the screen.

- If applicable, prints a report each month with the statement, **NO RETIRED ASSETS FOUND FOR THE CURRENT PERIOD**, for each diskette from which no assets have been retired during the current month.

This printed message will be displayed on the screen.

WHEN TO USE THIS PROGRAM

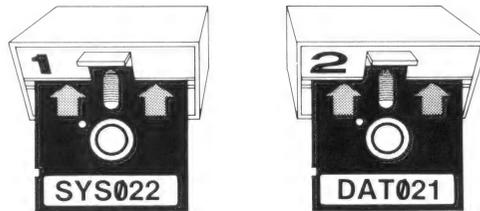
- You are required to print the monthly report at least **once** between the beginning of the month (whether or not an asset was retired) and the time you close the month and/or year, but you may print it as frequently as you wish.

If your Depreciation Planner is connected to General Ledger, the Summary and Detail Trial Balance, Balance Sheet and Income Statement reports will reflect the account amounts and activity of each account shown on this report after you close the month and transfer your depreciation information to General Ledger.

5-2 THE DEPRECIATION PLANNER

If your Depreciation Planner is **not** connected to General Ledger, then you must handpost the report figures to the General Ledger.

In order to use this program, you must have the following diskettes:

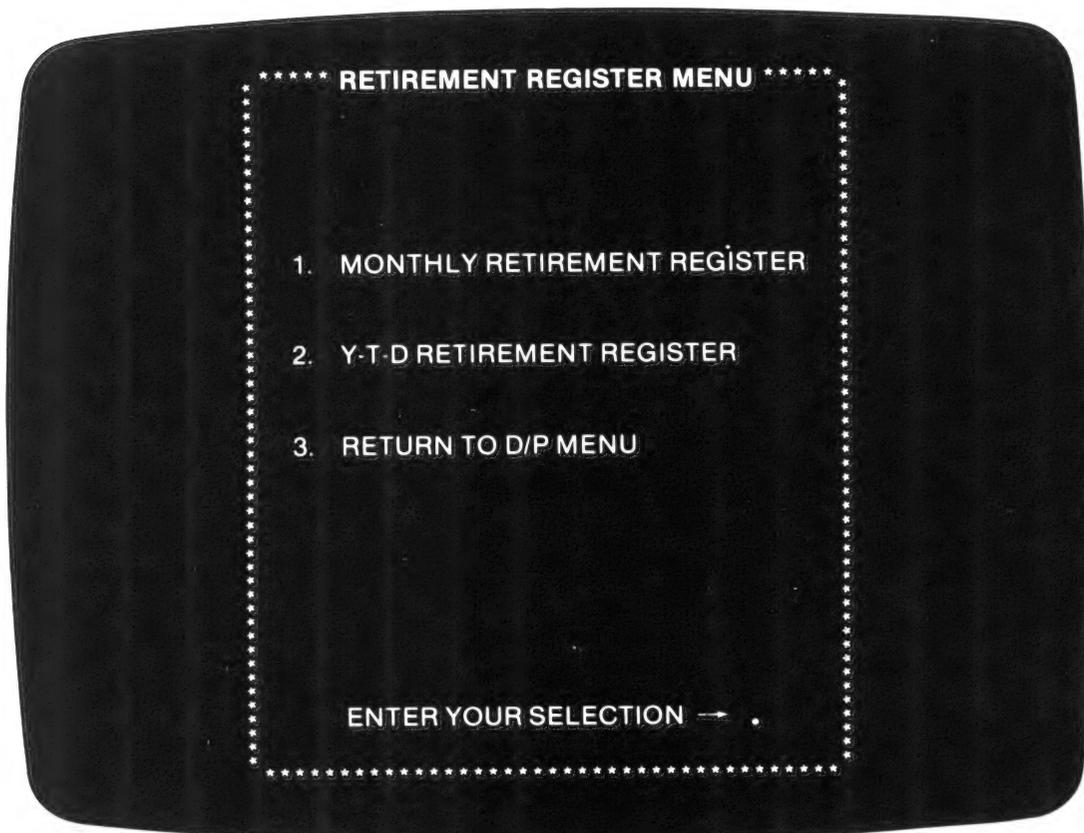


HOW TO USE THIS PROGRAM

With the Depreciation Planner Menu on the screen,

PRESS 4, RETIREMENT REGISTER.

Result The Retirement Register Menu will appear:



RETIREMENT REGISTER MENU SELECTIONS

- | | |
|--------------------------------|---|
| 1. MONTHLY RETIREMENT REGISTER | Prints the Retirement Register report, which lists the assets you retired during the current month, as well as a distribution journal showing how the pertinent G/L accounts will be affected by the asset retirements. |
| 2. Y-T-D RETIREMENT REGISTER | Prints the year-to-date Retirement Register, which is a summary of all the monthly Retirement Registers through the end of the current month. It will not print a Retirement Register Distribution Journal report. |
| 3. RETURN TO D/P MENU | Returns you to The Depreciation Planner menu. |
| 4. CONTINUE PROCESSING | Standard. |

PRESS 1, MONTHLY RETIREMENT REGISTER.

Result After following the instructions on the screen, the Retirement Register will be printed.

The following pages contain full-page samples of each of the reports printed by this program, along with explanatory breakdowns and tables to help you understand the reports.

5-4 THE DEPRECIATION PLANNER

01507.1
 VOLUME 1
 VERSION 3

CAPITOL CABINET COMPANY
 MONTHLY RETIREMENT REGISTER
 FOR THE MONTH ENDING 07/31/81

DATE 07/01/81
 PAGE 1

TAG NO	LOC	A		B	C		D	E
		DESCRIPTION	SERIAL NUMBER	MTH	ACQ/SVC DATE	LIFE	MD	SALE/DSP DATE
		ACQ AMT	ACC DFR LTD	ACRS ADJ	NET VALUE	SALE/DSP AMT		PROFIT/LOSS
OF003	01	COPY MACHINE 2,488.24	#918737AE 93.30	AC	04/01/81 2,488.24	5 3 1,200.00		07/01/81 1,288.24-
OF011	W2	CHAIR 355.12	#77167 23.64	AS	02/20/81 355.12	3 4 50.00		07/01/81 305.12-
SH002	S1	DRILL PRESS 1,182.66	#991872 599.50	SY	02/18/78 583.16	10 40 875.00		07/01/81 291.84
VH001	GA	TRUCK 12,999.13	#889101019-182 5,499.60	SL	01/11/79 7,499.53	5 30 6,500.00		07/01/81 999.53-
TOTALS		17,025.15	6,216.04	116.94	10,926.05	8,625.00		2,301.05-

RETIREMENT REGISTER REPORT

This legend explains both the monthly and year-to-date Retirement Register reports. The monthly report shows asset retirement activity for the current month, along with a distribution journal report. The year-to-date report is a summary of all the monthly reports for the period from the beginning of your fiscal year through the end of the current month, and does not include a distribution journal report.

Please consult the Asset Master report keys for standard items not explained here.

- A DESCRIPTION/ACQ AMT** — A description of the asset appears on the first line, under which appears the amount at which that asset was purchased or acquired. The total at the bottom of the column is the sum of the acquisition amounts for all of the retired assets.

ACC DPR LTD — The life-to-date accumulated depreciation for the asset. The total accumulated depreciation for the assets retired during the month appears at the bottom of the column.

- B SERIAL NUMBER** — The serial number of the asset (this is optional).

ACRS ADJ — This amount is equal to the year-to-date accumulated depreciation, and will appear only if the retired asset was being depreciated by either the AC or AS method. You are not allowed by the Economic Recovery Tax Act of 1981 to claim this depreciation for the fiscal year in which this asset was retired. The Depreciation Planner will reduce accumulated depreciation life-to-date by this amount after the current month is closed, and will reflect the reduction by showing offsetting entries in the Retirement Register Distribution Journal report. If you have the link to G/L, this adjustment will appear on your General Ledger reports as well. (The term N/A for not applicable will be displayed for assets whose depreciation method was SL, DB, DS or SY.)

- C MTH** — The depreciation method applied to the asset.

ACQ/SVC DATE — The date you acquired the asset (for assets whose depreciation method is SL, DB, DS or SY), or the date you put the asset into service (for assets whose depreciation method is AC or AS).

NET VALUE — This value represents the acquisition amount minus the accumulated depreciation of the asset, plus the ACRS adjustment amount, and **will never be less than zero.**

- D LIFE** — The number of years of useful life which you determined for the asset.

MD — Total number of months (appears on the first line) the asset was depreciated up to its retirement date.

SALE/DSP AMT — Dollar amount at which you sold or disposed of the asset. The total at the bottom of the column equals the sum of those amounts.

E SALES/DSP DATE — Date of the sale or disposal of the asset (same as the retirement date) appears next to the **MD** figure on the first line.

PROFIT/LOSS — Dollar amount of profit or loss resulting from the acquisition amount minus the net value. The total of these individual asset amounts equals the total acquisition amount minus the total net value amount.

Here is an expanded view of the first line of the sample report, which describes the asset with tag number OF003.

LOC	01 is the location of the asset.
DESCRIPTION	COPY MACHINE is the description of the asset.
ACQ AMT	2,488.24 is the acquisition amount.
ACC DPR LTD	93.30 is the life-to-date accumulated depreciation.
SERIAL NUMBER	#918737AE is the serial number.
ACRS ADJ	93.30 is the ACRS adjustment for this asset.
MTH ACQ/SVC DATE	AC is the depreciation method. 04/01/81 is the service date (acquisition date shows only for assets which were depreciated by SL, DB, DS or SY methods).
NET VALUE	2,488.24 is the net value.
LIFE MD	5 is the life of the asset. 3 is the number of months the asset has been depreciated. 1,200.00 is the amount you received at the time you sold or disposed of the asset.
SALE/DSP AMT	
SALE/DSP DATE	07/01/81 is the date of sale or disposal of the asset.
PROFIT/LOSS	1,288.24- is the dollar amount of difference between the asset's net value and its sale/disposal amount. The negative amount here indicates a loss.

RETIREMENT REGISTER PARALLEL REPORT TABLE

This table should help you understand the relationship between the Retirement Register report and the Retirement Register Distribution Journal report.

HEADING ON RETIREMENT REGISTER (RR)	EFFECT ON RETIREMENT REGISTER DISTRIBUTION JOURNAL	CALCULATION USED TO DETERMINE INDIVIDUAL ASSET AMOUNT ON RR
ACQUISITION AMOUNT	Retired assets grouped together in asset accounts and appear as credits.	No calculation — determined at time of acquisition or purchase.
ACCUMULATED DEPRECIATION LIFE-TO-DATE	Retired assets grouped together in accumulated depreciation accounts and appear as debits.	Derived from posting of depreciation each month since the beginning of the asset's depreciable life.
ACRS ADJUSTMENT	Year-to-date accumulated depreciation, which is reversed out of The D/P through offsetting entries in General Ledger accounts. This amount shows as a credit to the depreciation expense account, and as a debit to the accumulated depreciation account.	ACRS adjustment equals year-to-date depreciation for a retired asset.
NET VALUE	Does not appear on Retirement Register Distribution Journal.	Net value equals acquisition amount minus accumulated depreciation amount, plus the ACRS adjustment amount. This amount never will be less than zero.
SALE/DSP AMOUNT	Retired assets grouped together in proceeds from disposal account and appear as debits.	No calculation — determined by you at the time you retired the asset.

5-8 THE DEPRECIATION PLANNER

PROFIT/LOSS

Retired assets grouped together in extraordinary income account and appear as a credit if amount is a positive number, and as a debit if amount is a negative number.

Profit/loss equals net value minus sale/dsp amount.
Profit if positive; **loss** if negative.

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VOLUME 1
VERSION 3

A CAPITOL CABINET COMPANY
RETIREMENT REGISTER DISTRIBUTION JOURNAL R1001
FOR THE MONTH ENDING 07/31/81

DATE 07/01/81
PAGE 2

B ACCOUNT NUMBER	C GENERAL LEDGER SUMMARY DESCRIPTION	D DEBITS	CREDITS
10010	PROCEEDS FROM DISPOSAL	8,625.00	
16300	MACHINERY AND EQUIPMENT		16,670.03
16400	FURNITURE		355.12
16700	ACC. DEP./MACH. AND EQUIP.	6,192.40	
16800	ACC. DEP./FURNITURE	23.64	
54400	DEPRECIATION EXPENSE		116.94
47100	EXTRAORDINARY INCOME	2,301.05	
T O T A L S		17,142.09	17,142.09

RETIREMENT REGISTER DISTRIBUTION JOURNAL REPORT

NOTE: This report is the second part of the Retirement Register report, and will be printed each time the first report is printed.

A RETIREMENT REGISTER DISTRIBUTION JOURNAL R1001 — Title of this report, along with the identifying Retirement Register Distribution Journal number. The **R** in this number refers to retirement, the first digit refers to the volume number of the DAT021 diskette you are using for this report, and the final 3 digits are the identifying journal number, which advances by 1 each month if there are retirement values posted. (If no assets were retired during the current month, the journal number will remain the same until the next time assets are retired.) If you have established the link with G/L, this entire number will appear on The Controller reports that normally include identifying journal numbers, such as Trial Balance, Balance Sheet, etc. If you do not have the link to General Ledger, you can use this number for handposting your depreciation information.

FOR THE MONTH ENDING 07/31/81 — The date displayed is the last day of the current Depreciation Planner month.

B ACCOUNT NUMBER — These numbers indicate the accounts affected by the retirement of the assets listed on the Retirement Register report. As few as 5 and as many as 32 accounts of 5 separate types can appear here: Proceeds from disposal (1 only); fixed assets (at least 1 and as many as 10); accumulated depreciation (at least 1 and as many as 10); depreciation expense (at least 1 and as many as 10); and extraordinary income (1 only).

C DESCRIPTION — A description of the account.

D DEBITS/CREDITS — These amounts reflect the effect that the retirement of assets has on General Ledger. Totals of both debits and credits appear at the bottom of the column.

NOTE: This message may appear on the screen after your **monthly** report has finished printing:

ONE OR MORE OF YOUR ASSETS
HAS AN INVALID ACCOUNT NUMBER

It indicates that the debits and credits on the Retirement Register Distribution report are out of balance. You **cannot** close the month in The Depreciation Planner until this situation has been resolved.

Below the TOTALS line for debits and credits, you will see this message printed:

THE FOLLOWING ASSETS HAVE INVALID ACCOUNT NUMBERS
REFER TO YOUR USER'S MANUAL FOR FURTHER INFORMATION

Under that will be a list of the assets whose account numbers do not match those you entered during Customizing Features. The third column will show the invalid fixed asset account number, the fourth column will show the invalid accumulated depreciation account number and the fifth column will show the depreciation expense account number.

SOLUTION:

1. Print a Depreciation Planner Customizing Features report **and** an Asset Inventory List.
2. For each asset listed, change either:
 - a. The account number(s) in Customizing Features to correspond to the account number and description associated with the asset in Asset Master.
 - or
 - b. The account number(s) in Asset Master associated with the asset so it will correspond to those in Customizing Features.
3. Reprint the Retirement Register report.

Remember — if you have established the link to G/L, and this situation occurs, you will **not** be able to remove any one of the possible 32 accounts used by The Depreciation Planner until you have removed the same accounts through Customizing Features in The General Ledger.

5-12 THE DEPRECIATION PLANNER

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CAPITOL CABINET COMPANY
 RETIREMENT REGISTER DISTRIBUTION JOURNAL R1001
 FOR THE MONTH ENDING 07/31/81

DATE 07/01/81
 PAGE 2

GENERAL LEDGER SUMMARY

ACCOUNT NUMBER	DESCRIPTION	DEBITS	CREDITS
10010	PROCEEDS FROM DISPOSAL	8,625.00	
16300	MACHINERY AND EQUIPMENT		14,181.79
16400	FURNITURE		355.12
16700	ACC. DEP./MACH. AND EQUIP.	6,099.10	
47100	EXTRAORDINARY INCOME	2,301.05	
T O T A L S		17,025.15	14,536.91

 *
 * THE FOLLOWING ASSETS HAVE INVALID ACCOUNT NUMBERS *
 *
 * REFER TO YOUR USER'S MANUAL FOR FURTHER INFORMATION *
 *

TAG NO	DESCRIPTION	INVALID ASSET ACCOUNT	INVALID ACCUMULATED DEPRECIATION ACCOUNT	INVALID DEPRECIATION EXPENSE ACCOUNT
0F003	COPY MACHINE	11111	22222	33333
0F011	CHAIR		44444	51515

**RETIREMENT REGISTER REPORT
EFFECT ON RETIREMENT REGISTER DISTRIBUTION JOURNAL**

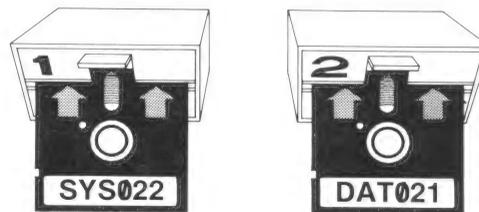
This table should help you understand how The Depreciation Planner categorizes the amounts on the Retirement Register report for each asset into debits or credits on the Retirement Register Distribution Journal report.

ACCOUNT TYPE	RETIREMENT REGISTER HEADING	APPEARS ON DISTRIBUTION JOURNAL REPORT AS	
		Debit	Credit
Proceeds from disposal	SALE/DSP AMT	Always	
Fixed assets	ACQ AMT		Always
Accumulated depreciation	ACCUM DEPR or ACRS ADJ	Always	
Depreciation expense	ACRS ADJ		Always
Extraordinary income	PROFIT/LOSS	If loss	If profit

RETIREMENT REGISTER

From The Depreciation Planner menu

Choose Selection 4



SUMMARY

What this program does

- Prints 1 report containing 2 parts:
 1. **Retirement Register** (monthly and year-to-date)
 - Lists the assets you retired during the current month and/or current year.
 2. **Retirement Register Distribution Journal** (monthly only)

For each asset, lists:

 - General Ledger distribution of amounts from the Retirement Register report into these accounts:

• Proceeds from disposal	• Depreciation expense
• Fixed assets	• Extraordinary income
• Accumulated depreciation	
- Prints a report informing you that, if applicable, you have **not** retired any assets during the current month and/or current year.

When to use this program

- Required at least once before you close the month, but you may run it as frequently as you wish.

MENU SELECTIONS

- | | |
|--------------------------------|---|
| 1. MONTHLY RETIREMENT REGISTER | Prints 1 report which contains 2 parts. |
| 2. Y-T-D RETIREMENT REGISTER | Prints 1 report which contains 1 part. |
| 3. RETURN TO D/P MENU | Returns you to The Depreciation Planner menu. |

CHAPTER 6

DEPRECIATION REGISTER

WHAT THIS PROGRAM DOES

- Prints Depreciation Register report for each DAT021 diskette, and has two parts:
 - 1) Depreciation Register, which lists the depreciable assets in the Asset Master program by tag number, giving you the amount of depreciation allowed for each asset listed for the current month. It includes 2 columns informing you of the year-to-date and life-to-date accumulated depreciation for each asset which appears.
 - 2) Depreciation Register Distribution Journal, which shows how debits and credits will be distributed for each of the accumulated depreciation and depreciation expense accounts affected by the posting of depreciation to General Ledger.

This printed report will not be displayed on the screen.

- Prints a report with the statement, **NO DEPRECIABLE ASSETS FOUND FOR THE CURRENT PERIOD**, for each diskette from which no depreciable assets were found.

This printed message will be displayed on the screen.

WHEN TO USE THIS PROGRAM

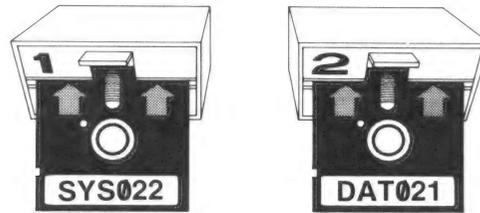
- Required at least **once** between the time you add, change or retire an asset and the time you close the month and/or year. Otherwise, you may run it as frequently as you wish.

If your Depreciation Planner is connected to the General Ledger, the Summary and Detail Trial Balance, Balance Sheet and Income Statement reports will reflect the account amounts and activity of each account shown on this report.

6-2 THE DEPRECIATION PLANNER

If your Depreciation Planner is **not** connected to General Ledger in The Controller, then you must handpost the report figures to the General Ledger.

In order to use this program, you must have the following diskettes:

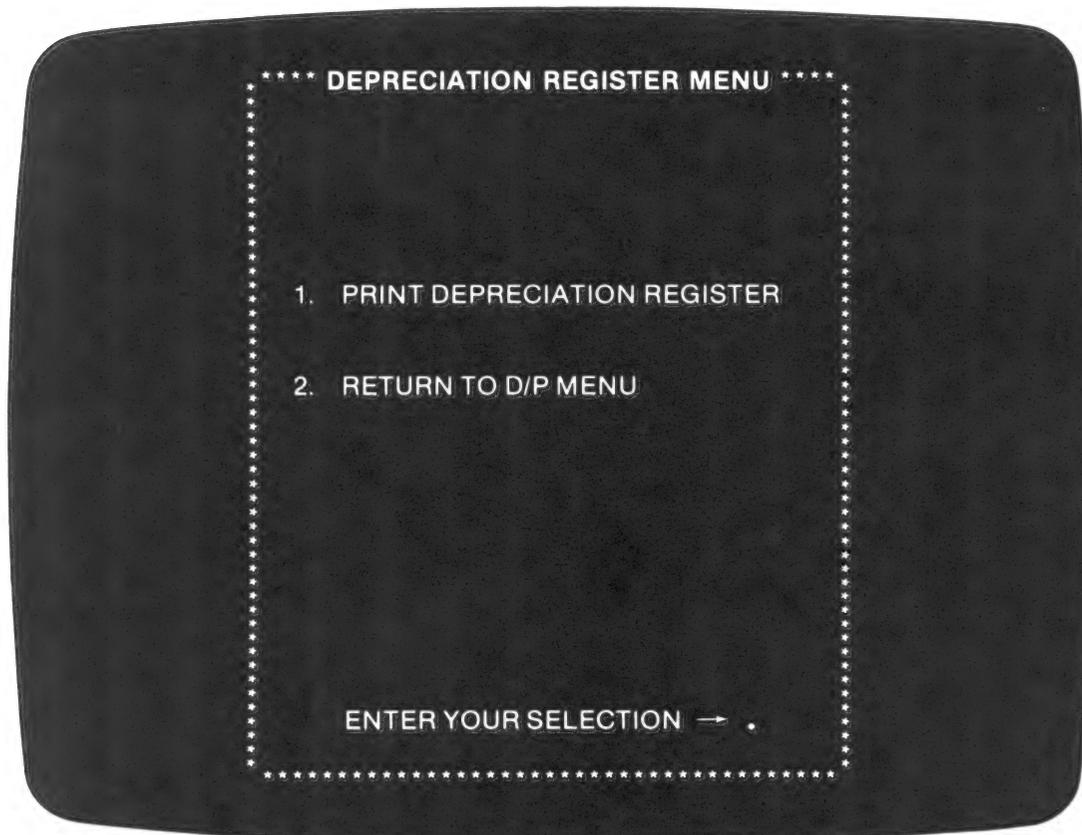


HOW TO USE THIS PROGRAM

With the Depreciation Planner Menu on the screen,

PRESS 5, DEPRECIATION REGISTER.

Result The Depreciation Register Menu will appear:



DEPRECIATION REGISTER MENU SELECTIONS

- | | |
|--------------------------------|--|
| 1. PRINT DEPRECIATION REGISTER | Prints the Depreciation Register report, which lists the depreciable assets, giving you their allowed depreciations for the current month, year-to-date and life-to-date, as well as a distribution journal showing how the pertinent G/L accounts were affected by the depreciations. |
| 2. RETURN TO D/P MENU | Returns you to The Depreciation Planner menu. |
| 3. CONTINUE PROCESSING | Standard. |

PRESS 1, PRINT DEPRECIATION REGISTER.

Result After following the instructions on the screen, the Depreciation Register will be printed.

The following pages contain full-page samples of each of the reports printed by this program, along with explanatory breakdowns and tables to help you understand the reports.

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CAPITOL CABINET COMPANY
DEPRECIATION REGISTER
FOR THE MONTH ENDING 07/31/81

DATE 07/01/81
PAGE 1

TAG NO	LOC	DPR TYP	DESCRIPTION	DPR MTH	A	B	C
					LIFE-TO-DATE	YEAR-TO-DATE	CURRENT MONTH
BL001	W1	D	WAREHOUSE	DB	14,918.49	3,383.50	472.68
OF001	01	D	TYPEWRITER	SL	2,265.34	566.33	80.91
OF002	01	D	CALCULATOR	SL	127.12	31.78	4.54
OF004	01	D	DESK	SL	596.99	144.10	20.58
OF005	01	D	CHAIR	SL	237.32	59.32	8.48
OF006	01	D	COPY MACHINE	DS	2,035.84	364.08	45.31
OF007	01	E	CHAIR	N/A	.00	.00	47.95
SH001	S1	D	SANDER	SL	176.04	49.32	7.04
SH003	S1	D	TURRET LATHE	SY	1,503.44	414.50	56.14
SH004	S1	D	WORK BENCHES	SL	162.96	40.74	5.82
SH005	S1	D	GRINDER	AS	36.95	36.95	7.39
SH006	S1	D	SANDER	AS	21.60	21.60	4.32
SH007	S1	D	DRILL PRESS	AS	.00	.00	20.55
SH008	S1	D	DRILL PRESS	DS	833.69	97.23	13.89
VH002	GA	D	TRUCK	AC	529.15	529.15	105.83
VH003	GA	D	TRUCK	DS	10,119.53	1,106.80	158.12
T O T A L S					33,564.46	6,845.40	1,059.55

DEPRECIATION REGISTER REPORT

Please consult the Asset Master report keys for standard items not explained here.

- A LIFE-TO-DATE** — The amount of depreciation accumulated by the asset since its depreciation began (either at acquisition date or in-service date).
- B YEAR-TO-DATE** — The amount of depreciation accumulated by the asset since the beginning of the fiscal year. This amount returns to zero at the beginning of each fiscal year.
- C CURRENT MONTH** — The amount of depreciation allowed on the asset for the current month.

NOTE: Any asset whose depreciation type is **E** (expensed) will appear on this report for **one month only**. After the first month, the asset will be considered fully depreciated, and will appear on those Depreciation Planner reports that show **F** for depreciation type. Also, the methods which show for any assets whose depreciation began before Jan. 1, 1981 will be SL, DB, DS or SY. The methods shown for assets whose depreciation began on Jan. 1, 1981, or after, will be AC or AS.

6-6 THE DEPRECIATION PLANNER

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A CAPITOL CABINET COMPANY
 DEPRECIATION REGISTER DISTRIBUTION JOURNAL D1001
 FOR THE MONTH ENDING 07/31/81

DATE 07/01/81
 PAGE 2

GENERAL LEDGER SUMMARY

B	C	D	
ACCOUNT NUMBER	DESCRIPTION	DEBITS	CREDITS
16600	ACC. DEP./BUILDINGS		472.68
16700	ACC. DEP./MACH. AND EQUIP.		504.04
16800	ACC. DEP./FURNITURE		82.83
54400	DEPRECIATION EXPENSE	1,059.55	
T O T A L S		1,059.55	1,059.55

DEPRECIATION REGISTER DISTRIBUTION JOURNAL REPORT

NOTE: This report is the second part of the Depreciation Register report, and will be printed each time the first report is printed.

A DEPRECIATION REGISTER DISTRIBUTION JOURNAL D1001 — Title of this report, along with the identifying Depreciation Register Distribution Journal number. The **D** in this number refers to depreciation, the first digit refers to the volume number of the DAT021 diskette you are using for this report, and the final 3 digits are the identifying journal number, which advances by 1 each month. If you have established the link with G/L, this entire number will appear on The Controller reports that normally include identifying journal numbers, such as Trial Balance, Balance Sheet, etc. If you do not have the link to General Ledger, you can use this number for handposting your depreciation information.

FOR THE MONTH ENDING 07/31/81 — The date displayed is the last day of the current Depreciation Planner month.

- B ACCOUNT NUMBER** — These numbers indicate the accounts affected by the retirement of the assets listed on the Depreciation Register report. As few as 2 and as many as 20 accounts of 2 separate types can appear here: accumulated depreciation (at least 1 account and as many as 10); and depreciation expense (at least 1 account and as many as 10).
- C DESCRIPTION** — A description of the account.
- D DEBITS/CREDITS** — These amounts reflect the effect that the depreciation of assets has on General Ledger. Totals of both debits and credits appear at the bottom of the column.

**DEPRECIATION REGISTER
EFFECT ON DISTRIBUTION JOURNAL**

This table should help you understand how The Depreciation Planner categorizes the amounts on the Depreciation Register report for each asset into debits or credits on the Depreciation Register Distribution Journal report.

ACCOUNT TYPE	DEPRECIATION REGISTER HEADING	APPEARS ON DISTRIBUTION JOURNAL REPORT AS	
		Debit	Credit
Accumulated depreciation	CURRENT MONTH		Always
Depreciation expense	CURRENT MONTH	Always	

NOTE: This message may appear on the screen after your **monthly** report has finished printing:

ONE OR MORE OF YOUR ASSETS
HAS AN INVALID ACCOUNT NUMBER

It indicates that the debits and credits on the Depreciation Register Distribution Journal report are out of balance. You **cannot** close the month in The Depreciation Planner until this situation is resolved.

Below the TOTALS line for debits and credits, you will see this message printed:

THE FOLLOWING ASSETS HAVE INVALID ACCOUNT NUMBERS
REFER TO YOUR USER'S MANUAL FOR FURTHER INFORMATION

Under that will be a list of the assets whose account numbers do not match those you entered during Customizing Features. The third column will show the invalid depreciation expense account number, and the fourth column will show the offsetting accumulated depreciation account number.

SOLUTION:

1. Print a Depreciation Planner Customizing Features Report and an Asset Inventory List.
2. For each asset listed, change either:
 - a. The account number(s) in Customizing Features to correspond to the account number and description associated with the asset in Asset Master.
 - or
 - b. The account number(s) in Asset Master associated with the asset so it will correspond to those in Customizing Features.
3. Reprint the Depreciation Register report.

Remember — if you have established the link to G/L, and this situation occurs, you will **not** be able to remove any one of the possible 32 accounts used by The Depreciation Planner until you have removed the same accounts through Customizing Features in The Depreciation Planner.

6-10 THE DEPRECIATION PLANNER

01505.1
 VOLUME 1
 VERSION 3

CAPITOL CABINET COMPANY
 DEPRECIATION REGISTER DISTRIBUTION JOURNAL D1001
 FOR THE MONTH ENDING 07/31/81

DATE 07/01/81
 PAGE 2

GENERAL LEDGER SUMMARY

ACCOUNT NUMBER	DESCRIPTION	DEBITS	CREDITS
16600	ACC. DEP./BUILDINGS		472.68
16700	ACC. DEP./MACH. AND EQUIP.		496.65
16800	ACC. DEP./FURNITURE		82.83
54400	DEPRECIATION EXPENSE	1,053.73	
T O T A L S		1,053.73	1,052.16

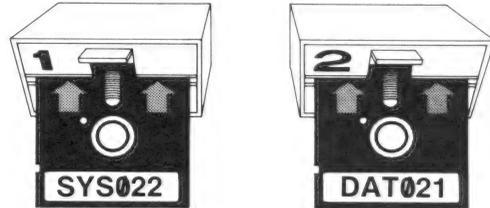
 *
 * THE FOLLOWING ASSETS HAVE INVALID ACCOUNT NUMBERS *
 *
 * REFER TO YOUR USER'S MANUAL FOR FURTHER INFORMATION *
 *

TAG NO	DESCRIPTION	INVALID DEPRECIATION EXPENSE ACCOUNT	INVALID ACCUMULATED DEPRECIATION ACCOUNT
SH004	WORK BENCHES	88331	
SH005	GRINDER		16000

DEPRECIATION REGISTER

From The Depreciation Planner menu

Choose Selection 5



SUMMARY

What this program does

- Prints 1 report containing 2 parts:
 1. **Depreciation Register**
For each asset, lists:
 - Current month depreciation amount
 - Year-to-date accumulated depreciation
 - Life-to-date accumulated depreciation
 2. **Depreciation Register Distribution Journal**
For each asset, it lists:
 - General Ledger distribution of amounts from the Depreciation Register report into these accounts:
 - Accumulated depreciation
 - Depreciation expense
- Prints a report with the statement NO DEPRECIABLE ASSETS FOUND FOR THE CURRENT PERIOD if applicable.

When to use this program

- Required at least once between the time you add, change or retire an asset, and the time you close the month and/or year. Otherwise, you may run it as frequently as you wish.

MENU SELECTIONS

- | | |
|--------------------------------|---|
| 1. PRINT DEPRECIATION REGISTER | Prints 1 report which contains 2 parts. |
| 2. RETURN TO D/P MENU | Returns you to The Depreciation Planner menu. |



CHAPTER 7

DEPRECIATION PROJECTION

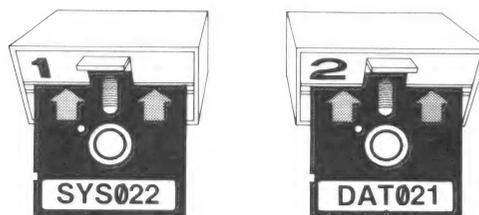
WHAT THIS PROGRAM DOES

- Prints a list of the assets which are depreciable at least in part within the current or next fiscal year.
- Provides the projected current year depreciation and next year depreciation of each asset listed.
- Provides the totals of the current year depreciation and of the next year depreciation for the listed assets.
- Provides a tool for business planning.
- This printed report will not be displayed on the screen.

WHEN TO USE THIS PROGRAM

- Whenever you wish to use it as a tool in business planning.

In order to run the Depreciation Projection program, you must have the following diskettes:



HOW TO USE THIS PROGRAM

With The Depreciation Planner menu on the screen,

PRESS 6, DEPRECIATION PROJECTION.

Result The Depreciation Projection Menu will appear:

When you decide to print the Depreciation Projection report,

PRESS

1, DEPRECIATION PROJECTION.

Result

After you follow the instructions on the screen, the report will be printed.

A sample Depreciation Projection report is printed here so that you may become familiar with its organization and functions.

NOTE: This is an informational report so you never make additions, deletions or changes directly on it. Those functions are handled through other programs and the results of those actions will be reflected on this report.

7-4 THE DEPRECIATION PLANNER

01508.1
VOLUME 1
VERSION 3

CAPITOL CABINET COMPANY
DEPRECIATION PROJECTION

DATE 07/01/81
PAGE 1

TAG NUMBER	DFR LOC	TYP	DESCRIPTION	DPR MTH	A		C	D	E
					ACQ/SVC DATE	LIFE			
						ACQ AMT	CURRENT FISCAL DEPRECIATION	NEXT FISCAL DEPRECIATION	
BLO01	W1	D	WAREHOUSE	DB	02/01/79	30	100,000.00	5,720.77	5,350.82
OF001	01	D	TYPEWRITER	SL	02/20/79	3	3,212.58	970.86	242.71P
OF002	01	D	CALCULATOR	SL	02/20/79	6	326.86	54.48	54.48
OF003	01	R	COPY MACHINE	AC	04/01/81	5	2,488.24	93.30P	.00
OF004	01	D	DESK	SL	0/20/79	3	816.08	247.02	41.17P
OF005	01	D	CHAIR	SL	02/20/79	3	355.12	101.71	25.42P
OF006	01	D	COPY MACHINE	DS	04/01/79	5	3,395.25	576.03	383.51
OF007	01	E	CHAIR	NA	07/01/81	0	57.95	57.95P	.00
OF010	01	F	CHAIR	SL	02/20/79	2	355.12	38.14P	.00
OF011	01	R	CHAIR	AS	02/20/81	3	355.12	23.64P	.00
SH001	S1	D	SANDER	SL	06/01/79	8	751.23	84.54	84.54
SH002	S1	R	DRILL PRESS	SY	02/18/78	10	1,182.66	87.69P	.00
SH003	S1	D	TURRET LATHE	SY	08/15/79	8	3,880.56	687.50	576.76
SH004	S1	D	WORK BENCHES	SL	02/18/79	5	349.07	69.84	69.79
SH005	S1	D	GRINDER	AS	01/20/81	10	1,479.05	73.95P	147.91
SH006	S1	D	SANDER	AS	01/20/81	10	865.43	43.27P	86.54
SH007	S1	D	DRILL PRESS	AS	07/01/81	10	1,456.35	72.82P	145.64
SH008	S1	D	DRILL PRESS	DS	02/18/78	4	954.83	145.64X	11.74P
VH001	GA	R	TRUCK	SL	01/11/79	5	12,999.13	1,283.24P	.00
VH002	GA	D	TRUCK	AC	01/20/81	10	15,875.12	1,058.30P	2,063.76
VH003	GA	D	TRUCK	DS	02/18/76	6	11,984.45	1,351.82P	131.28P
T O T A L S							163,140.20	12,842.51	9,416.07

X

X - INDICATES STRAIGHT LINE AS DS METHOD FOR THIS FISCAL YEAR
P - INDICATES THE ASSET DEPRECIATED FOR LESS THAN FULL FISCAL YEAR

P

DEPRECIATION PROJECTION

Please consult the Asset Master report keys for standard items not explained here.

- A ACQ/SVC DATE** — The acquisition or service date of the asset.
- B LIFE** — The number of years of useful life determined for the asset.
- C ACQ AMT** — This shows the acquisition amount of each asset in dollars. At the bottom of the column is the total showing the combined acquisition amount of all your depreciable assets.
- D CURRENT FISCAL DEPRECIATION** — This shows the total amount of current fiscal year depreciation projected for each asset. At the bottom of the column is the total showing the projected depreciation calculated for the current fiscal year based on your current depreciable assets.
- E NEXT FISCAL DEPRECIATION** — This shows the total amount of next fiscal year depreciation projected for each asset. At the bottom of the column is the total showing the projected depreciation calculated for the next fiscal year based on your current depreciable assets.

These last 2 lines at the bottom of the page will appear only if the **X** and/or **P** are used in the report.

- X** **X** after a number in column D or E appears only by an asset using the declining balance to straight line method of depreciation. The **X** indicates that for the year marked, the method of calculation has been changed or will be changed to straight line. If the **X** appears only in column E, it means the switch will take place during the next fiscal year. If the **X** appears in both columns, it means that the switch has taken place or will take place during the current fiscal year and that calculations will be done by the straight line method for the rest of the asset's life.
- P** **P** after a number in column D or E is a reminder that only a partial year's depreciation is projected for the year marked. Unless the acquisition date coincides with the first month of the fiscal year, the **P** will appear in the first year of an asset's life and again in the last year during which it is allowed depreciation.

P will also appear by an expensed asset.

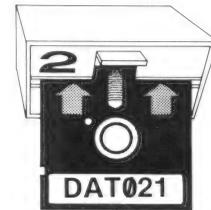
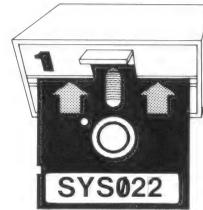
If both the **X** and the **P** apply to an asset in the same year, only the **P** will be shown.

If an **X** appears in column D and a **P** appears in column E, this means that the asset has made the switch to the straight line method and that next year only partial depreciation is projected for the asset.

DEPRECIATION PROJECTION

From The Depreciation Planner menu

Choose Selection **6**



SUMMARY

What this program does

- Prints a list of the assets which are depreciable at least in part within the current or next fiscal year.

This list provides:

- The projected current fiscal year depreciation of each asset.
- The projected next fiscal year depreciation of each asset.
- The total projected current fiscal year depreciation of all the assets combined.
- The total projected next fiscal year depreciation of all the assets combined.

When to use this program

- Whenever you wish to use it as a tool for business planning.

MENU SELECTIONS

- | | |
|----------------------------|---|
| 1. DEPRECIATION PROJECTION | Prints the Depreciation Projection report. |
| 2. RETURN TO D/P MENU | Returns you to The Depreciation Planner menu. |
| 3. CONTINUE PROCESSING | Standard. |

CHAPTER 8

INVESTMENT TAX CREDIT

WHAT THIS PROGRAM DOES

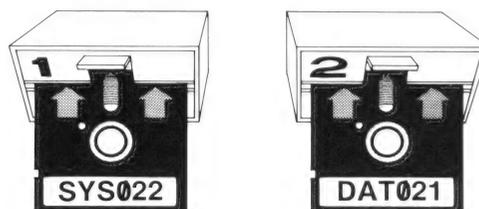
- Prints a list of all items which are **potentially** eligible for Investment Tax Credit, as described in IRS Publication 572, *Investment Credit*. This information provides you with a good starting point for calculating the investment credits for your tax returns. This printed report will not be displayed on the screen.

WHEN TO USE THIS PROGRAM

- This is a **mandatory** year-end report, but you can have it printed any time you wish during the rest of the year.

IMPORTANT NOTE! The Investment Tax Credit program is designed **ONLY** to provide you with the raw starting data for calculating investment credit. It will automatically go through your list of assets and choose those assets which were added in the Asset Master program during the current fiscal year and which have a useful life of at least 3 years. It will also indicate if a "recapture" or "gain" is indicated. However, you **MUST** examine the list printed by this program carefully and determine which assets are truly eligible for investment credit, and the appropriate percentages for each case. This program will also **NOT** take into account commuter highway vehicles, some buildings, tax liabilities, carryover and carryback, energy investment credit and other special cases. Refer to the IRS *Investment Credit* booklet, Publication 572. This print program should be used as an internal planning tool only!

In order to run the Investment Tax Credit program, you must have the following diskettes:



8-2 THE DEPRECIATION PLANNER

The Investment Tax Credit program prints a list of all newly-purchased items, that is, items capitalized during the current fiscal year. These items are **potentially** available for an Investment Tax Credit on your income tax.

Remember that this is a starting point for your own calculations. Consult competent tax professionals for tax reporting advice! This program will provide you with a basic list of qualified investment items, and possible recapture items retired during the current fiscal year. It will NOT account for special conditions pertaining to recapture. It will also NOT take into account items on the Computation of Investment Credit tax form number 3468 **after** the line which asks for the qualified investment amount. This includes such items as ESOP elections, patron's regular investment credit, carryover and carryback, tax liability limitations, energy investment credit and other special cases. Refer to IRS Publication 572, *Investment Credit*, for definitions and explanations of these items.

RECAPTURE OF INVESTMENT CREDIT

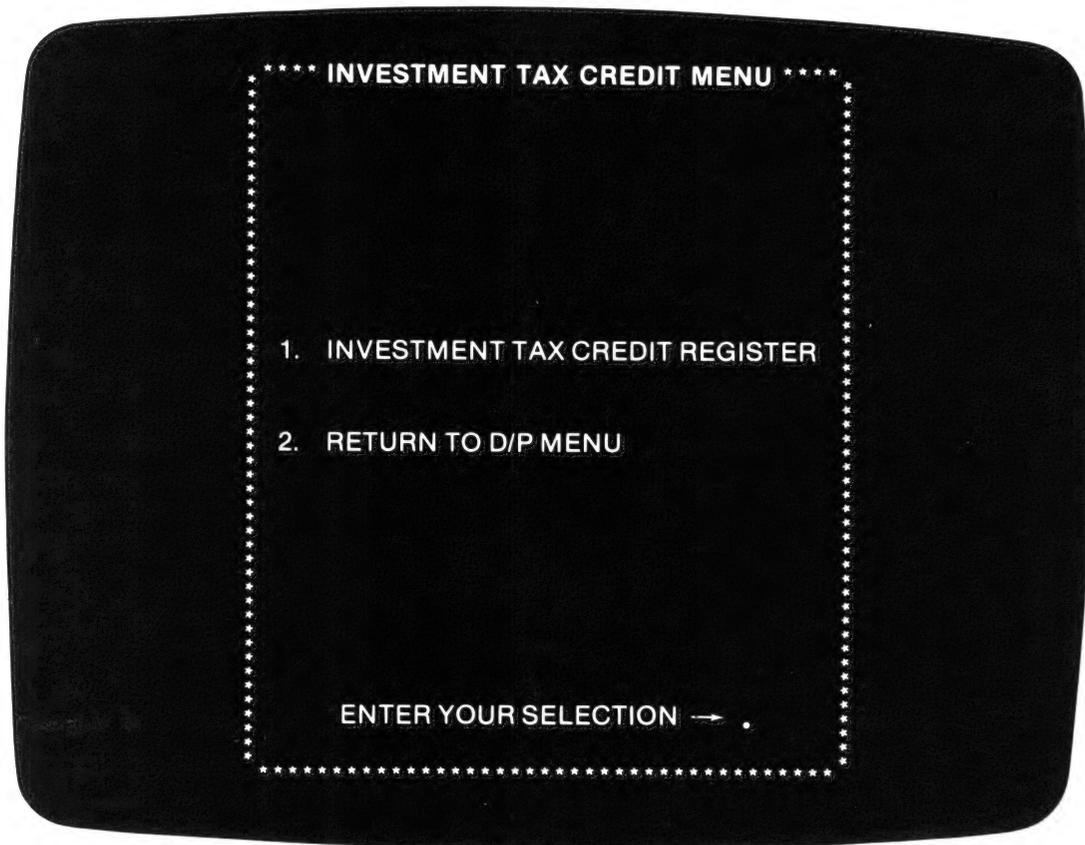
The IRS requires you to determine at the end of each tax year whether you have disposed of any property during the year for which you claimed investment credit in a prior year. You must then determine if all or part of that credit must be "recaptured"; that is, given back to the government. The Investment Tax Credit Register will list any asset you have retired during the current fiscal year as R in the Depreciation Type column. **Note that there are several special conditions and exemptions which pertain to recapture. You MUST examine the IRS guidelines concerning Recapture of Investment Credit in order to determine what is applicable in your case.**

HOW TO USE THIS PROGRAM

Investment Tax Credit is simple to run. All that is involved is the printing of a report. With The Depreciation Planner menu on the screen,

PRESS 7, INVESTMENT TAX CREDIT.

Result The Investment Tax Credit Menu will appear:



INVESTMENT TAX CREDIT MENU SELECTIONS

- | | |
|-----------------------------------|--|
| 1. INVESTMENT TAX CREDIT REGISTER | Prints a list of your assets potentially available for Investment Tax Credits. |
| 2. RETURN TO D/P MENU | Allows you to return to The Depreciation Planner menu. |
| 3. CONTINUE PROCESSING | Standard. |

PRESS

1, INVESTMENT TAX CREDIT REGISTER.

Result

After you have followed the normal instructions on the screen, your Investment Tax Credit Register will be printed.

8-4 THE DEPRECIATION PLANNER

01509.1
 VOLUME 1
 VERSION 3

CAPITOL CABINET COMPANY
 INVESTMENT TAX CREDIT REGISTER
 FOR TAX YEAR ENDING 1981

DATE 07/01/81
 PAGE 1

TAG NUMBER	LOC	DPR TYP	DESCRIPTION	DPR MTH	ACQ/SVC DATE	LIFE	NEW/ USED	A	B
								COST OR BASIS	RECAPTURE OR GAIN
SH002	S1	R	DRILL PRESS	SY	02/18/78	10	NEW	1,182.66	RECAPTURE
SH005	S1	D	GRINDER	AS	01/20/81	10	NEW	1,479.05	GAIN
SH006	S1	D	SANDER	AS	01/20/81	10	NEW	865.43	GAIN
SH007	S1	D	DRILL PRESS	AS	07/01/81	10	NEW	1,456.35	GAIN
VH001	GA	R	TRUCK	SL	01/11/79	5	NEW	12,999.13	RECAPTURE
VH002	GA	D	TRUCK	AC	01/20/81	10	NEW	15,875.12	GAIN

 THIS REPORT IS FOR PLANNING PURPOSES ONLY. THESE NUMBERS ARE MACHINE GENERATED BY COMPUTER.
 DAKINS MAKES NO WARRANTY, EITHER EXPRESSED OR IMPLIED AS TO THE APPLICABILITY OF THESE NUMBERS
 TO A SPECIFIC TAX RETURN. CONSULT COMPETANT TAX PROFESSIONALS FOR TAX REPORTING ADVICE.

INVESTMENT TAX CREDIT REGISTER

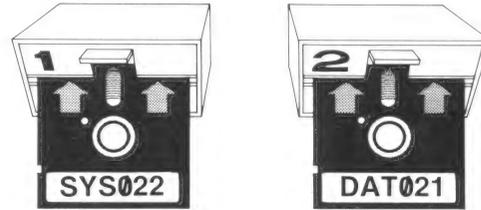
Please consult the Asset Master report keys for standard items not explained here.

- A COST OR BASIS** — This is equivalent to the acquisition amount in dollars. Cost or Basis is the terminology the government uses for Investment Tax Credit.
- B RECAPTURE OR GAIN** — This indicates if the item is a recapture or gain item.

INVESTMENT TAX CREDIT

From The Depreciation Planner menu

Choose Selection 7



SUMMARY

What this program does

- Prints a list of all items which are **potentially** eligible for Investment Tax Credit, as described in IRS Publication 572, *Investment Credit*.

When to use this program

- Mandatory at year-end, but can be printed any time you wish.

Remember

- This program is designed **ONLY** to provide you with the raw starting data for calculating Investment Credit. Check the IRS guidelines for determining limitations. **All of the assets listed as potentially eligible may not be eligible in actual fact.** This is an internal planning tool only.

MENU SELECTIONS

- | | |
|-----------------------------------|---|
| 1. INVESTMENT TAX CREDIT REGISTER | Prints a list of your assets potentially available for Investment Tax Credit. |
| 2. RETURN TO D/P MENU | Allows you to return to The Depreciation Planner menu. |

CHAPTER 9

CLOSE MONTH

WHAT THIS PROGRAM DOES

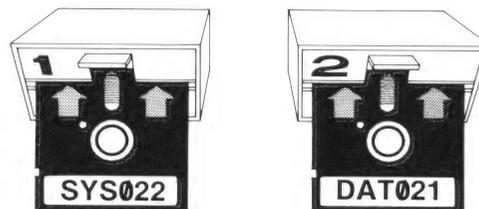
- Creates the transfer file for General Ledger, if your Depreciation Planner is connected to The Controller.
- Calculates any new monthly depreciation necessary, posts all monthly depreciation to The Depreciation Planner records, and determines if the end of life has been reached for any asset, as well as whether an asset's total available depreciation has been taken.
- Allows you to enter the new month-end and year-end dates.

WHEN TO USE THIS PROGRAM

- This program is **mandatory** at the end of each month.

SPECIAL CAUTION: If your product is connected to General Ledger, you should not let The Depreciation Planner get more than two months behind the General Ledger. If you are more than two months behind, General Ledger will change the dates and consequently post depreciation values to the wrong month. For example: If the General Ledger is in July, The Depreciation Planner should be no further behind than May; otherwise, the General Ledger will alter the dates. If the Depreciation Planner is ahead more than two months, the General Ledger transfer program will not transfer the information. If this is the case you will see the message "BATCH DATE OUT OF RANGE."

In order to run the Close Month program, you must have the following diskettes:



The Close Month program is always the last one you will run during the month. Although it consists of little work on your part, it is very important as it permanently posts depreciation and retirement values and prepares your Depreciation Planner for the next month.

If you have a connection to General Ledger, the Close Month program creates the transfer file for the General Ledger. You may wish to check these depreciation and retirement values by referring to the Depreciation Register and Retirement Register. These provide you with a record of the values which will be posted during Close Month. Please note that the account numbers on the Depreciation Register and the Retirement Register will show up as account numbers on the General Ledger Trial Balance. The depreciation journal numbers from these two reports will also show up beneath the appropriate G/L Trial Balance account numbers, providing you with a handy cross-reference.

Before closing the month you must have completed the following programs:

CHANGED ASSET LIST
MONTHLY RETIREMENT REGISTER
DEPRECIATION REGISTER

If you have a link to The Controller you also must have completed the **TRANSFER TO GENERAL LEDGER** program for the **previous** month. For example, you cannot close July without first making the Transfer to General Ledger with June's information.

Before **closing the year** you must also have completed the following programs, in addition to the either 4 or 5 programs required for closing the month:

INVESTMENT TAX CREDIT
ASSET REGISTER

HOW TO USE THIS PROGRAM

The procedures for closing the month, quarter and year are quite similar, except that Close-Quarter and Close-Year contain a few additional steps. You will be forced to create an archive diskette at the end of each quarter. This is a diskette which is put aside in a safe storage place and provides you with a permanent, historical record of your Depreciation Planner information. It is also a useful safety device if some of your information is later destroyed. These Close-Quarter and Close-Year steps appear in boxes on the following pages.

At the end of each quarter you will also be forced to create a new DAT021 diskette at a particular point. This will be the DAT021 you use to begin the next quarter's business. These instructions will appear in gray boxes on the following pages.

The creation of these backup and archive diskettes allows you to rotate your diskettes so none receive excessive wear. These diskettes are created and changed as described in the chart below:

DISKETTE ROTATION CHART

June (last month of quarter)		July (first month of new quarter)
BKD021	becomes	Archive BKD021 (put aside)
DAT021	becomes	New BKD021, the new backup diskette
A new diskette	becomes	New DAT021, to start the next month

With The Depreciation Planner menu on the screen,

PRESS 8, CLOSE MONTH.

Result If you have not completed the required programs, you will receive the message:

THIS MONTH CANNOT BE CLOSED UNTIL
THE FOLLOWING IS (ARE) COMPLETED

followed by a list of those programs. By pressing RETURN you may go back to The Depreciation Planner menu in order to complete those programs.

If you have completed those programs you will be asked:

DO YOU WANT TO CLOSE
THE DEPRECIATION PLANNER?

If At Close-Quarter/Year

If you have completed these programs you will see the message:

A NEW DISKETTE IS REQUIRED TO CLOSE THE
MONTH. BEFORE CONTINUING MAKE SURE
THAT YOU HAVE A NEW DISKETTE AVAILABLE.
DO YOU WANT TO CLOSE THE DEPRECIATION
PLANNER?

9-4 THE DEPRECIATION PLANNER

PRESS Y

Result You will see the message:

 ** DISKETTE BACKUP **
 INSERT THE DISKETTE MARKED BKD021
 IN DRIVE 1

Please note that this backup is MANDATORY at month, quarter and year-end. You will not be able to complete the program unless you have performed this backup.

 After the standard messages concerning your diskette backup, you will see the message:

 BACKUP COMPLETED
 just before you are instructed to
 INSERT THE DISKETTE MARKED SYS022
 IN DRIVE 1

If At Close-Quarter/Year

You will see the message:

 ** CLOSE MONTH **
 LABEL THE DISKETTE MARKED BKD021 AS
 (MONTH) (YEAR'S) ARCHIVE DISKETTE AND
 STORE IT IN THE APPROPRIATE HISTORICAL
 NOTEBOOK PAGE.

Do as you are instructed and

PRESS RETURN

Result Calculations will be performed and you will be told to
 ENTER YOUR NEXT MONTH-END DATE
 (MM/DD/YY) 00/00/00.

The flashing cursor will be positioned on the first numeral of the date which shows a default for the proper date. A "default" is the value The Depreciation Planner will assign an item. You can accept or change that default at this point. Press RETURN to accept the default, or type in a different date. However, The Depreciation Planner will accept a valid date only within the month shown. You can't change the month or year, but you may change the day of the month. When you have decided on the date you wish to enter,

TYPE	the date and
PRESS	RETURN
Result	You will be asked: IS THIS ENTRY CORRECT?
PRESS	Y, if the date is correct.

If at Close-Year

You will then see the message:

**** CLOSE YEAR ****

and the standard messages that your Apple is computing. Then you will be asked to

ENTER YOUR NEXT FISCAL YEAR-END DATE
(MM/DD/YY) 00/00/00

The flashing cursor will be on the first numeral of the default date. Again, you can accept the date by pressing RETURN, or change the day of the month by typing in a new date within the month and year shown on the screen. If your entry is correct, PRESS Y.

At the end of every quarter you will be forced to prepare a new DAT021 diskette at this point. See the Diskette Rotation Chart for more explanation.

You will see the message:

**** DISKETTE BACKUP ****

INSERT A NEW DISKETTE IN DRIVE 1

Do as you are instructed and

PRESS

RETURN

Result

You will see the standard messages concerning your diskette backup and then the message:

REMOVE THE DISKETTE IN DRIVE 1
LABEL THIS DISKETTE AS DAT021

Do this and

PRESS

RETURN

Result

You will be told to

REMOVE THE DISKETTE IN DRIVE 2
LABEL THIS DISKETTE AS BKD021

PRESS

RETURN

Result

You will see the message:

 ** THE DEPRECIATION PLANNER **
INSERT THE DISKETTE MARKED SYS022
IN DRIVE 1
and
INSERT THE DISKETTE MARKED DAT021
IN DRIVE 2

This brings The Depreciation Planner menu back on the screen and completes the Close Month procedure. You now may begin processing for your next month.

POSSIBLE PROBLEMS—SOLUTIONS

THE ACQUISITION DATE OF THE ASSET WITH TAG NUMBER (tag number) IS NOT WITHIN ANY OF THE DATE RANGES OF THE 3 ACRS PERCENTAGE TABLES. PLEASE VERIFY THESE RANGES. YOUR DISKETTE WILL NOW BE RESTORED.

Press RETURN and your data diskette automatically will be restored. When you are asked to do so, insert the BKD021 diskette. After your diskette has been restored, print an Asset Register report. Then, print a Customizing Features report and check the date ranges listed on the ACRS tables. Compare the acquisition date of the asset with the dates of the ACRS tables. Change the date range on the table to coincide with the acquisition/service date of the asset.

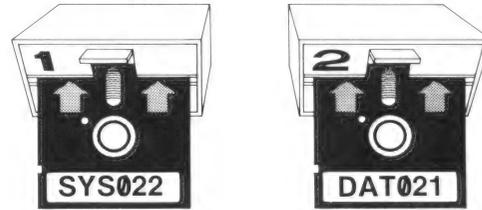
YOUR DEPRECIATION PERCENTAGE TABLES ARE INVALID. YOUR DISKETTE WILL NOW BE RESTORED.

Some error has occurred on the ACRS tables which has caused the percentages to become invalid. Press RETURN and your data diskette automatically will be restored. When you are asked to do so, insert the BKD021 diskette.

CLOSE MONTH

From The Depreciation Planner menu

Choose Selection 8



SUMMARY

What this program does

- Creates the Transfer file for General Ledger if you have established the link through customizing features.
- Calculates any new monthly depreciation necessary, posts all monthly depreciation to The Depreciation Planner records, and determines if the end of Life has been reached for any asset.
- Allows you to enter the month-end and year-end dates.

When to use this program

- Mandatory at the end of each month.

Remember

- If you are connected to The Controller's General Ledger, do **not** let The Depreciation Planner get more than two months behind the General Ledger. Otherwise, depreciation values will be posted to the wrong month.
- The following programs must be completed before you can close the month: Changed Asset List, Monthly Retirement Register, Depreciation Register, Transfer to General Ledger.
- In addition to these, you must complete Investment Tax Credit and Asset Register before you can close the year.
- A backup is mandatory at month, quarter and year-end.
- At the end of every quarter you will be forced to prepare a new DAT021 diskette.

CHAPTER 10

STARTUP

WHAT THIS PROGRAM DOES

- Allows you to customize The Depreciation Planner specifically for your own business in any of 3 different modes:
 - **The Depreciation Planner used with The Controller General Ledger system.** If you own The Controller, you will be able to transfer the depreciation on your assets automatically each month to the General Ledger. Also, you will be able to choose The Depreciation Planner from the Apple General Business System menu.
 - **The Depreciation Planner used with the Apple General Business System menu only.** If you own The Controller, but do not wish to have your asset depreciation transferred each month, you will still be able to insert your MST001 diskette and choose The Depreciation Planner from the Apple General Business System menu each time you begin using the system.
 - **The Depreciation Planner used by itself.** This option is for those who do not own The Controller. Each time you use The Depreciation Planner you will have to begin with the **How To Use The Depreciation Planner Without MST001** portion in order to be able to use this program. However, you will have the capability of connecting with The Controller General Ledger at a later date.

WHEN TO USE THIS PROGRAM

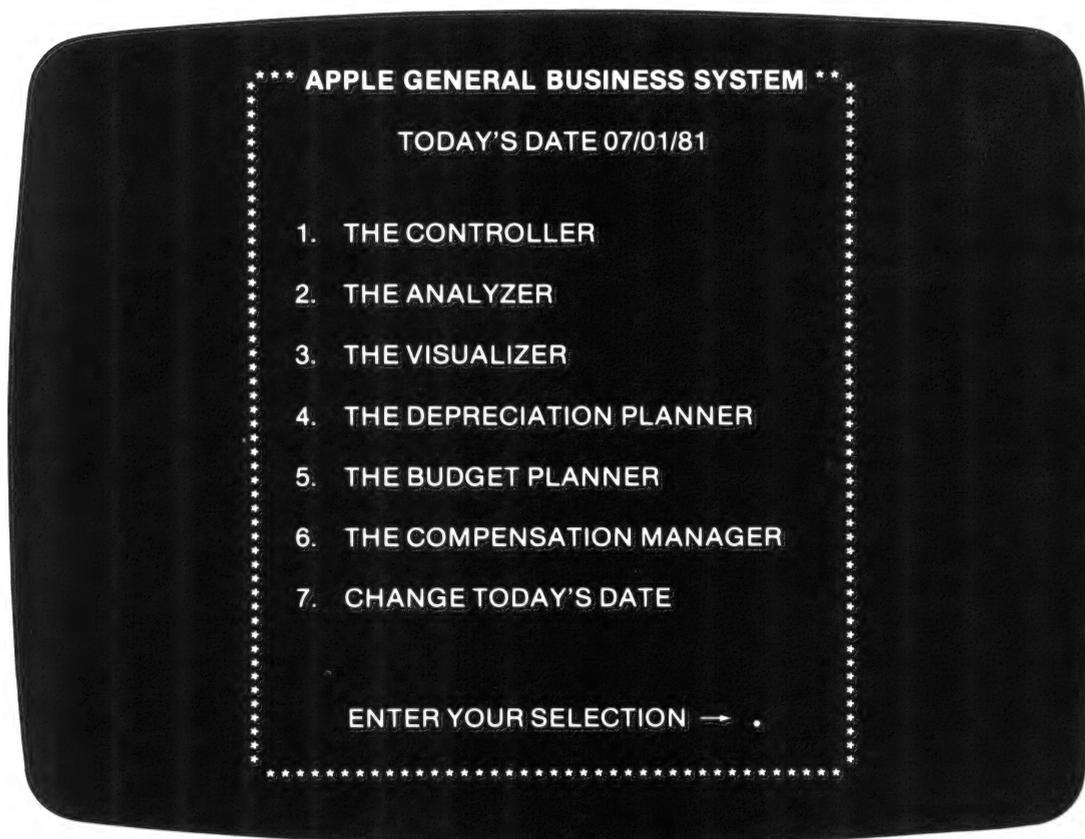
- If you own an MST001 diskette, you will need to go through the **Setup With MST001** portion of this chapter once when you first start using The Depreciation Planner, and the **Startup Customizing Features** each time you begin using a new DAT021 diskette.
- If you are **not** using the Apple General Business System with The Depreciation Planner, you will need to go through the **How To Use The Depreciation Planner Without MST001** portion of this chapter **each time you use the system** and the **Startup Customizing Features** portion each time you begin using a new DAT021 diskette.

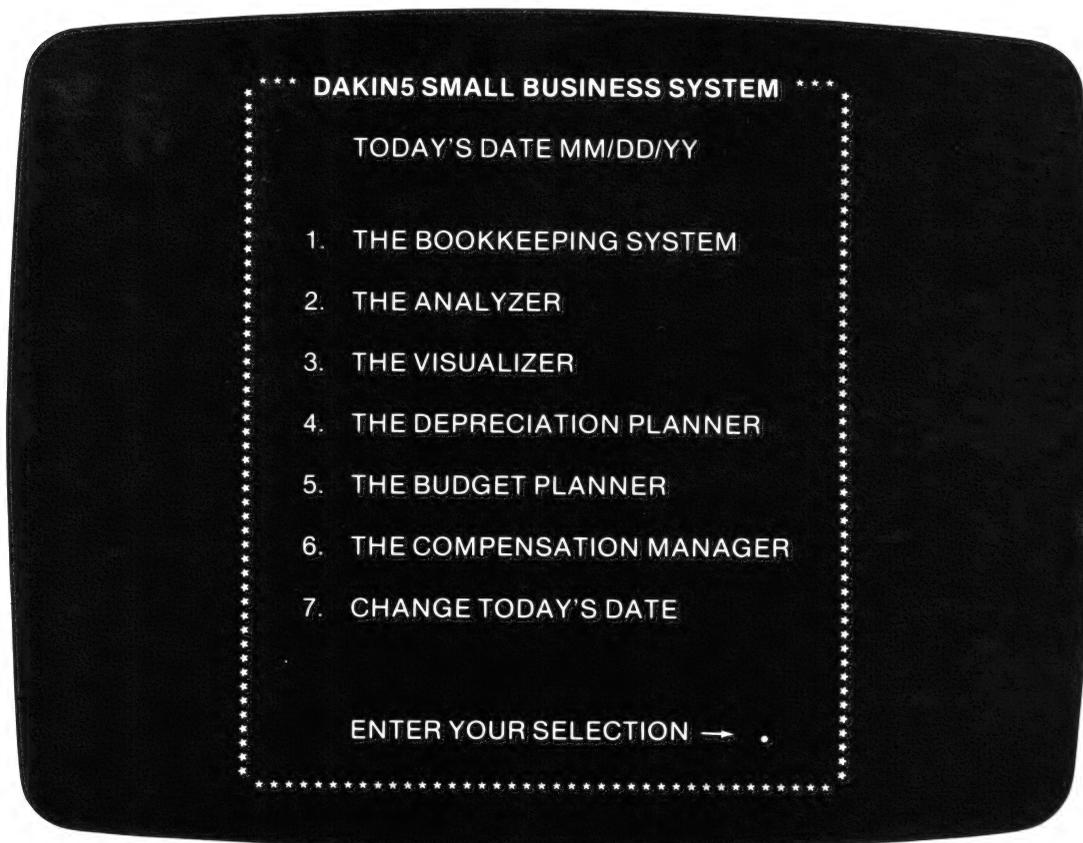
SETUP WITH MST001

If you have an MST001 diskette that came with The Controller, or the Dakin5 Small Business System, you will need to read and follow the instructions carefully in this portion of Startup before you can begin using The Depreciation Planner.

Make sure the power switch on your Apple is in the OFF position. Then:

- | | | |
|----|----------------|--|
| 1. | INSERT | your MST001 diskette into drive 1. |
| 2. | TURN ON | your Apple as you normally do. |
| 3. | IF | the menu that is displayed on the screen matches either menu shown below, then choose Selection 4, THE DEPRECIATION PLANNER . |





Result

This message will appear on the screen:

```

INSERT THE DISKETTE MARKED SYS021
IN DRIVE 1

```

After that message disappears, soon this message will appear on the screen with a flashing cursor:

```

ENTER TODAY'S DATE
MM/DD/YY 00/00/00

```

4.

STOP

when you see this message, which indicates the beginning of the Startup Customizing Features. Before replying to this message, please read the section Using The Computer, which is located later on in this chapter.

1. **IF** you see a menu on your screen that does **not** have The Depreciation Planner as a selection, then

 REMOVE your MST001 diskette from drive 1.

2. **TURN OFF** your Apple.

 INSERT your DOS 3.3 Master diskette into drive 1 and turn on your computer.

 Result You should see this message:

 DOS VERSION 3.3 DATE
 SYSTEM MASTER

 The cursor will be flashing on the left margin of your screen.

3. **REMOVE** the DOS 3.3 Master diskette from drive 1.

4. **INSERT** the SYS021 diskette into drive 1. You should still see the message displayed on the screen.

5. **TYPE** RUN D/P SETUP (Type this exactly as shown, with a space between each of the words.)

6. **PRESS** RETURN

 Result You will see this message displayed on the screen:

 INSERT THE DISKETTE MARKED MST001 IN
 DRIVE 1

 Then this message will appear:

 THE DEPRECIATION PLANNER
 IS NOW BEING SET UP

 The Apple General Business System menu will appear.

7. **PRESS** 4, THE DEPRECIATION PLANNER.

Result You will be prompted to insert diskettes. Follow the instructions on your screen. Then you will see this message:

WELCOME TO
THE DEPRECIATION PLANNER

After that message disappears, this message will be displayed:

ENTER TODAY'S DATE
MM/DD/YY 00/00/00

8. **STOP** when you see this message, which indicates the beginning of the Startup Customizing Features. Please read the Using The Computer section before replying to this message.

HOW TO USE THE DEPRECIATION PLANNER

This section explains what you must do to use The Depreciation Planner on a regular basis, including how to start up The Depreciation Planner Without MST001.

WITH MST001

If you have an MST001 diskette, and you have gone through the Setup and Startup/Customizing Features sections of this chapter, boot your Apple as you normally would using the MST001 diskette.

From the menu shown on the screen, choose Selection 4. THE DEPRECIATION PLANNER. (Remember, if your menu does not contain Selection 4, return to the Setup section of this chapter and follow those instructions.)

The Depreciation Planner menu then will appear:



WITHOUT MST001

If you do **not** have The Controller or The Business Bookkeeping System, in which case you do not have an MST001 diskette, follow these instructions **each time** you use The Depreciation Planner.

Make sure the power switch on your Apple is in the OFF position. Then:

1. **INSERT** your DOS 3.3 Master diskette into drive 1.
2. **TURN ON** the power switch on your Apple computer. Disk drive 1 should turn on, indicated by an illuminated red light and a whirring sound coming from the drive.

NOTE: If the disk drive does not turn on, and the character just to the left of the cursor is an asterisk (*),

PRESS 6

Then **PRESS the CTRL key, and while you are holding it down,**

PRESS P

Release these keys and

PRESS RETURN

3. **Result** You should see this message:

DOS VERSION 3.3 DATE

SYSTEM MASTER

The cursor will be flashing on the left margin of your screen.

- | | | |
|----|---------------|---|
| 4. | REMOVE | the DOS 3.3 Master diskette from drive 1. |
| 5. | INSERT | the diskette marked SYS021 into drive 1. Be sure to do this now — you won't see a message prompting you for this diskette. |
| 6. | TYPE | RUN D/P (Type this exactly as shown, with a space in between the word RUN and the word D/P.) |
| 7. | PRESS | RETURN |
| | Result | You will be asked to insert the diskette marked DAT021 in drive 2. |
| | IF | you have not completed the Startup/Customizing Features portion of this chapter, this message will appear:

WELCOME TO THE
DEPRECIATION PLANNER

After that message disappears, this message will be displayed:

ENTER TODAY'S DATE
MM/DD/YY 00/00/00 |
| | STOP | when you see this message, which indicates the beginning of the Startup Customizing Features. Please read the Using The Computer section before replying to this message. |

USING THE COMPUTER

Before you begin typing in information for The Depreciation Planner, take some time to read the next few pages. You will find important information that you will need each time you use this program.

KEYBOARD USAGE

RETURN key	should be pressed after each keyboard entry. It makes things happen.
ESCape key	should be pressed to return to the screen or menu that was last displayed. It is functional when the Apple is waiting for you to type. The ESCape key has the useful capability of interrupting the printing process any time you like. Printing can be continued at will by selecting the CONTINUE PROCESSING option.
ONE BEEP	from your Apple means an error has occurred.
TWO BEEPS	is to get your attention. Check out what's happening with the system.

DATES

ALL DATES	including Today's Date, must be entered in the form MM/DD/YY including leading zeros when necessary (i.e., 02/01/80). ALL DATES must fall between January 1, 1900, and December 31, 1999.
YEAR-END DATE	is the date on which your fiscal year ends.
CURRENT MONTH-END DATE	is the date your current month ends. This date must be within the twelve months prior to your YEAR-END DATE.

MENUS

A menu is a list of numbered choices; you enter your selection by typing a number from the menu. If you attempt to perform a procedure that is not in an appropriate sequence, your next selection will be suggested on the System Menu. This message will read:

YOUR NEXT SELECTION SHOULD BE (selection number).

When making selections from The Depreciation Planner menu or any menu, The Depreciation Planner will verify that the proper diskettes have been inserted and prompt you for them if necessary. Therefore, **only insert diskettes when instructed to do so.**

CONTINUE PROCESSING is an option which will be added to a menu when you interrupt a print or display program by pressing ESCape. Selecting this option enables you to continue your print or display program at the point where you left off.

DESCRIPTIONS ENTERED BY THE USER

All letters, numbers and special characters are allowed when describing entries, except commas and colons. A space in the first position followed by RETURN will erase the entire entry. In every case, the maximum size of the entry is indicated by the number of dots (.) on the screen beneath and to the right of the cursor.

Decimal points and commas are not allowed when a numeric entry is requested. The Depreciation Planner will provide them. The Depreciation Planner does not use dollar signs and they also are not allowed when a numeric entry is requested.

Leading zeroes are not necessary **except when entering a date** (as in 01/02/81 for Jan. 2, 1981). The numbers will be right-justified by the program.

When entering dates, be sure to place a slash (/) between the values you enter for the month, day and year.

DEFAULT VALUE

is the entry or answer selected by The Depreciation Planner and displayed on the screen with a flashing cursor. This value is usually a standard or a number you have entered previously. Pressing RETURN accepts a default value, but you may change the entry simply by typing in a new one.

EDITING ENTRIES

Once you have entered information you may edit it by answering N to the question: "IS THIS ENTRY CORRECT?" and by selecting the appropriate line to be changed. Editing tools are:

RESTORE key (←)

which may be used to delete the characters you have just typed, or restore them to the original default.

RETYPE key (→)

which may be used to retrieve the default characters you have just deleted.

CTRL key and X key

pressed simultaneously restores the entire line (on which the cursor is located) to its previous default. This is sometimes written as CTRL-X.

ESCAPE key

when pressed in response to "IS THIS ENTRY CORRECT?" will take you back to the previous menu without the entry in question being recorded.

SCREEN MESSAGES

There are several standard messages you will see displayed on your screen which indicate that your Apple is performing various operations. These include:

YOUR PROGRAM IS NOW BEING LOADED

YOUR DATA FILES ARE NOW BEING LOADED

TURN ON THE PRINTER AND ALIGN PAPER

YOUR APPLE IS NOW COMPUTING
DO NOT INTERRUPT!

INSERT THE DISKETTE MARKED (diskette name)
IN DRIVE (drive number)

YOUR (diskette name) DISKETTE IS NOW BEING MODIFIED
DO NOT INTERRUPT!

These are self-explanatory, and serve to indicate that the various steps in the procedure are progressing. Sometimes you will see a message on your screen which does not appear in the manual. Simply read the information being displayed and follow instructions.

IS THIS ENTRY CORRECT? will sometimes appear on your screen after you have made a series of entries. You should press Y if the entry is satisfactory to you, N if it is not. If you respond N the computer will prompt you to change the incorrect items, one at a time.

STARTUP STANDARDS

Certain standards apply only to the Startup portion of The Depreciation Planner. We suggest that you prepare yourself for Startup by reading through them before you begin typing in information.

- You only have to respond to the messages that appear on the screen. When you reach the table in the Customizing Features section of this chapter, skip the messages you do not see on your screen, and respond to the ones you do see.
- During Startup, The Depreciation Planner remembers your answer to each question.

If you interrupt the Startup process by pressing ESCape, you will see this message on your screen:

CUSTOMIZING DURING STARTUP MUST BE
COMPLETED BEFORE YOUR DEPRECIATION
PLANNER CAN BE RUN

If you **PRESS** RETURN, Startup Customizing begins again with the following question:

WILL YOU BE USING YOUR
APPLE GENERAL BUSINESS SYSTEM?

If you do **not** press RETURN at that point, but instead press ESCape, you will see this message on your screen:

PROCESSING DURING STARTUP HAS BEEN
TERMINATED
YOU MAY NOW TURN OFF YOUR APPLE

At that point, you must turn off the power and reboot the computer. After rebooting (which you also must do if you have a power failure or turn off your machine during Startup), the screen will display the message asking you if you plan to use your Apple General Business System, and will show after that the default values for each of the questions which you already have answered.

The last step in the Startup process is the printing of your Depreciation Planner Customizing Features report. You **must** allow this report to finish printing before Startup will be completed. Otherwise, you will need to go through Startup from the beginning until this report has finished printing.

STARTUP CUSTOMIZING FEATURES

If you have read the Startup Standards, you are ready to begin typing in the information which will customize The Depreciation Planner specifically for your business.

All possible messages to which you have the option of responding are shown here, along with explanations of what they mean and restrictions on the responses you can make. The messages appear in the order of their occurrence, but you may **not** see every message on your screen. Therefore, follow this table closely. Remember, skip the messages that do not appear on your screen, and respond to the ones that do appear.

If you will be using either the Apple General Business System or the Dakin5 Small Business System, you will be asked at various times during **Startup Customizing Features** to insert your MST, SYS and DAT diskettes. After insertion, the computer will make modifications so that your business system can accept The Depreciation Planner information.

IMPORTANT NOTE: Before you answer the following Customizing Features questions, realize that if you plan to use General Ledger, The Depreciation Planner fiscal year-end date and current month-end date will default to dates **used in General Ledger**. You can alter the month-end date, **but that date must always be within the current fiscal year to be accepted by The Depreciation Planner**.

MESSAGE ON SCREEN

EXPLANATION

1. ENTER TODAY'S DATE MM/DD/YY 00/00/00	You will be asked to type in this date only once during Startup.
2. WILL YOU BE USING YOUR APPLE GENERAL BUSINESS SYSTEM?	You must answer Y or N to this question. (If you answer Y , refer to page 10-2 on which appears the Apple General Business System menu.)
3. WILL YOU BE USING THE DAKIN5 SMALL BUSINESS SYSTEM?	You must answer Y or N to this question. If you answer Y , refer to page 10-3 on which appears the Dakin5 Small Business System menu.
4. WILL YOU BE USING YOUR GENERAL LEDGER SYSTEM?	You must answer Y or N to this question. Answer Y only if you are using the General Ledger with either the Apple General Business System or the Dakin5 Small Business System.
5. ENTER YOUR FISCAL YEAR-END DATE MM/DD/YY 00/00/00	You will be asked to enter this date only during Startup. (You will not be asked this question if you are using G/L.)

6. ENTER YOUR CURRENT MONTH-END DATE MM/DD/YY 00/00/00	You will be asked to enter this date only during Startup. (You will not be asked this question at this time if you are using G/L.)
7. ENTER VOLUME NUMBER OF THIS D/P DATA DISKETTE	This can be any number from 1 through 9.
8. ENTER YOUR COMPANY NAME	Your response to this question can be as long as 30 characters.
9. DO YOU WANT THE LETTERS OF YOUR COMPANY NAME TO BE SEPARATED WITH BLANKS WHEN PRINTED?	If you answer Y to this question there will be a space between letters and 2 spaces between words on printed reports only .
10. DO YOU WANT A BLANK PAGE AFTER EACH OF THE REPORTS?	You must answer Y or N to this question.
11. MAXIMUM DECLINING BALANCE RATE FOR NEW ASSETS IS 200%	You may accept or change the default value, 200 , which is the maximum rate allowed by the IRS in the 1980 tax year for new items (see Publication 534, <i>Depreciation</i>).
12. MAXIMUM DECLINING BALANCE RATE FOR USED ASSETS IS 150%	You may accept or change the default value, 150 , which is the maximum rate allowed by the IRS in the 1980 tax year for used items (see Publication 534, <i>Depreciation</i>).
13. YOUR FISCAL YEAR-END DATE IS 00/00/00	You will see this message only if you have the link to General Ledger. Press RETURN to continue.
14. ENTER YOUR CURRENT MONTH-END DATE MM/DD/YY 00/00/00	Again, this message will appear at this point only if you have the link to General Ledger. You may accept the date displayed by pressing RETURN, or you may change it by typing a new date.
15. ENTER YOUR GENERAL LEDGER ACCOUNT NUMBER FOR (account type) (x/x) CHART OF ACCOUNTS DESCRIPTION IS (description from G/L or entry up to 30 characters long)	

Beginning with this message, The Depreciation Planner will ask you to type in account numbers for each of the accounts listed below.

You **must** enter at least 1 account per account type. The (x/x) indicates the number of accounts you have entered compared to the maximum number of accounts available for that account type. For example, 2/10 indicates that you are entering the second account in a category that allows 10 accounts. Each account number can be as long as 5 characters, and if you chose not to have the link to the General Ledger system, you can enter all letters, all numbers or a combination of both.

If you chose to have the link to General Ledger, you **must** type in the account number shown on your General Ledger Chart of Accounts for the account being asked for. When you press RETURN, the account description that coincides with the number on your G/L Chart of Accounts report will appear on the screen.

If you have the G/L link, you **must** accept the description that appears for the account description. The only place you are allowed to change this description is through the Chart of Accounts part of The Controller's General Ledger program.

If you do **not** have the link, you can enter any description you wish.

Here are the accounts for which The Depreciation Planner will ask numbers and descriptions:

ACCOUNT TYPE	GENERAL LEDGER CHART OF ACCOUNTS RANGES
• Proceeds from disposal*—1 account	10000 to 14999
• Fixed assets — up to 10 accounts	16000 to 16499
• Accumulated depreciation — up to 10 accounts	16500 to 16999
• Depreciation expense — up to 10 accounts	50000 to 69999
• Extraordinary income — 1 account	47000 to 49999

* The **proceeds from disposal** account will contain the amounts at which assets are retired, and will appear on the Retirement Register Distribution Journal report as debits.

If you do not want to enter the maximum number of accounts for **fixed assets, accumulated depreciation or depreciation expense**, press RETURN instead of typing in another account number when the screen asks for it. You then will see this message:

HAVE YOU FINISHED CUSTOMIZING ACCOUNTS FOR
(account type)?

If you answer **Y**, The Depreciation Planner will either proceed to the next account type, or to another message. The message will ask you to insert a diskette or to turn on the printer. If you answer **N**, The Depreciation Planner will return to the message from which you left off. You then will have the opportunity to type in another account number and/or description.

16. DO YOU WISH TO CHANGE
THE ACRS DEPRECIATION
TABLES?

Before answering this question, check the following tables to make sure that they conform to current laws regarding depreciation. Normally, you should answer **N** to this question. If you answer **Y** to this question, this warning will appear on the screen:

THE ACRS DEPRECIATION TABLES
WERE ESTABLISHED AT THE ENACTMENT OF THE
ECONOMIC RECOVERY TAX ACT OF 1981.
THEY SHOULD BE CHANGED ONLY IF THE LAW CHANGES.
CONSULT YOUR TAX ATTORNEY
BEFORE MODIFYING THESE TABLES.

The tables that appear on the screen after you press RETURN are to be used **only** for assets placed in service after Jan. 1, 1981. Copies of the tables, in the order that they appear on the screen, are shown on the following pages. Unless the law has changed, answer **N** to the question CHANGE THIS TABLE? shown at the bottom of the table, at which time you will see the next table in the sequence.

ACRS DEPRECIATION PERCENTAGES
FOR 1981 THROUGH 1984

TABLE 1 RECOVERY PERIOD (YEARS)
3 5 10 15

1	25	15	8	5
Y 2	38	22	14	10
E 3	37	21	12	9
A 4	21	10	8	
R 5	21	10	7	
6		10	7	
O 7		9	6	
F 8		9	6	
9		9	6	
L 10		9	6	
I 11			6	
F 12			6	
E 13			6	
14			6	
15			6	

CHANGE THIS TABLE?

ACRS DEPRECIATION PERCENTAGES
FOR 1985 THROUGH 1985

TABLE 2 RECOVERY PERIOD (YEARS)
3 5 10 15

1	29	18	9	6
Y 2	47	33	19	12
E 3	24	25	16	12
A 4		16	14	11
R 5		8	12	10
6			10	9
O 7			8	8
F 8			6	7
9			4	6
L 10			2	5
I 11				4
F 12				4
E 13				3
14				2
15				1

CHANGE THIS TABLE?

ACRS DEPRECIATION PERCENTAGES
FOR 1986 THROUGH 2000

TABLE 3 RECOVERY PERIOD (YEARS)
3 5 10 15

1	33	20	10	7
Y 2	45	32	18	12
E 3	22	24	16	12
A 4		16	14	11
R 5		8	12	10
6			10	9
O 7			8	8
F 8			6	7
9			4	6
L 10			2	5
I 11				4
F 12				3
E 13				3
14				2
15				1

CHANGE THIS TABLE?

You have the option of changing the table by answering **Y** to the question. Once you answer **Y**, the cursor will move to the first numeral of the first date at the top of the table. If you make a mistake, press the ESCape key.

Once you change the date(s), the cursor will move to the default percentage of cost for an asset whose recovery period is 3 years (25 percent on Table 1). As you change each item consecutively, the cursor will continue moving across to the next column, and then down the columns, one item at a time. Once you have completed changing every item on the table, you will be asked again IS THIS TABLE CORRECT? If you answer **Y**, the next table will appear, allowing you the same options as with the first table. If you answer **N**, the cursor will return to the date, and you again have the option of changing each item.

DO NOT CHANGE THE DATES OR PERCENTAGE AMOUNTS LISTED ON THESE TABLES UNLESS YOU ARE POSITIVE THE LAW HAS CHANGED.

17. TURN ON THE PRINTER
AND ALIGN PAPER

After you respond to this message by pressing RETURN, your Depreciation Planner Customizing Features report will be printed. When the report is finished printing, you will see The Depreciation Planner menu for the first time. You can use the ESCape key while this report is being printed, but you **must** allow the report to be printed to completion before you will see the menu displayed on your screen.



Please refer to the Customizing Features chapter for a sample Customizing Features report.

CHAPTER 11

CUSTOMIZING FEATURES

WHAT THIS PROGRAM DOES

- Allows you to change any customizing feature.
- Allows you to print a Depreciation Planner Customizing Features report.

This chapter

- Explains how to prepare new DAT021 diskettes.
- Explains how the Transfer Journals program in General Ledger works for transferring your depreciation information to General Ledger.

WHEN TO USE THIS PROGRAM

- Any time you wish to change the customizing features.
- Any time you have restored your MST001 diskette (this applies only if you have the link to the Apple General Business System or the Business Bookkeeping System) or SYS001 diskette (this applies only if you have the link to General Ledger).
- Any time you wish to print The Depreciation Planner Customizing Features report.

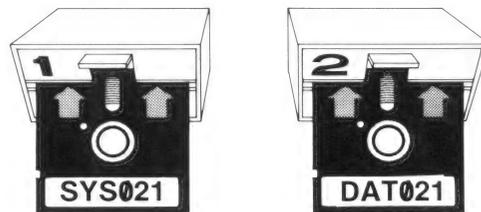
STANDARDS

Before you begin using this program, please read these reminders about the common items you will encounter throughout this program.

- As in Startup Customizing Features, respond only to messages where a flashing cursor appears on the screen.
- Change Customizing Features will show the default values for each of the messages displayed on the screen. You can either accept or change the answers as they appear.
- Any time you ESCape from Change Customizing Features (Selection 1), immediately you will be asked to turn on your printer and align the paper. If you do as instructed, your Depreciation Planner Customizing Features report will be printed. This is **not** required, however, and you may press ESCape again at that point to return to The Depreciation Planner menu.

11-2 THE DEPRECIATION PLANNER

To run Customizing Features, you must have the following diskettes:

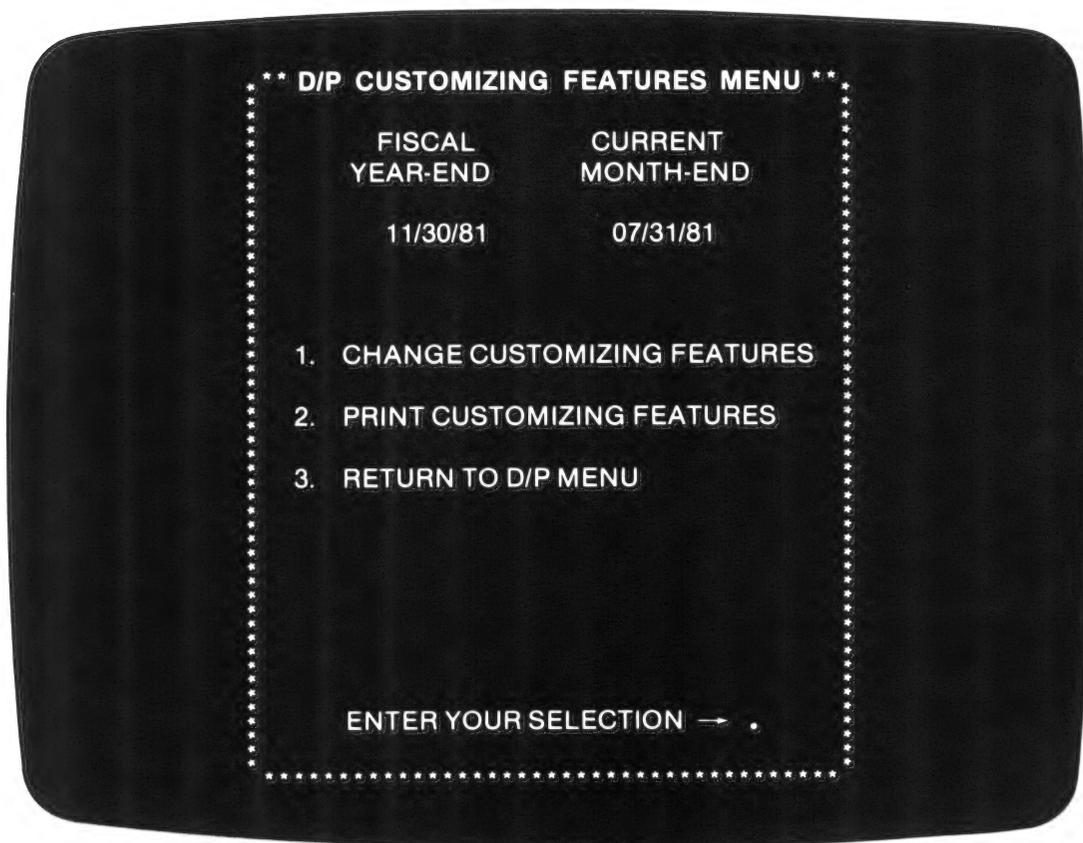


HOW TO USE THIS PROGRAM

With The Depreciation Planner menu on the screen,

PRESS 9, CUSTOMIZING FEATURES.

Result The D/P Customizing Features Menu will appear:



D/P CUSTOMIZING FEATURES MENU SELECTIONS

- | | |
|--------------------------------|--|
| 1. CHANGE CUSTOMIZING FEATURES | Allows you to change any of your customizing features. |
| 2. PRINT CUSTOMIZING FEATURES | Prints the Depreciation Planner Customizing Features report. |
| 3. RETURN TO D/P MENU | Returns you to The Depreciation Planner menu. |
| 4. CONTINUE PROCESSING | Standard. |

If you have not used this program before, you may wish to have a list printed of your customizing features before you change them. With the D/P Customizing Features menu on the screen,

PRESS 2, PRINT CUSTOMIZING FEATURES.

Result After you follow the instructions on the screen, your Depreciation Planner Customizing Features report will be printed.

Now you are ready to change your customizing features. With your report in hand, and the D/P Customizing Features Menu on the screen,

PRESS 1, CHANGE CUSTOMIZING FEATURES.

Result You will see this message on the screen:
WILL YOU BE USING YOUR APPLE GENERAL
BUSINESS SYSTEM?

You should recognize this message from Startup Customizing Features. You will see the default value for the answer to this question where the cursor is flashing. This is the first message that always will appear when you choose Selection 1, Change Customizing Features. The rest of the messages follow in sequence according to the table below, but what you will see on your screen depends on the responses you give to the messages. So, as you follow the table, skip the messages that do not appear on your screen, and respond to the messages that do appear.

MESSAGE THAT APPEARS ON THE SCREEN	EXPLANATION
1. WILL YOU BE USING YOUR APPLE GENERAL BUSINESS SYSTEM?	You must answer Y or N to this question.
2. WILL YOU BE USING THE DAKIN5 SMALL BUSINESS SYSTEM?	You must answer Y or N to this question.
3. HAVE YOU HAD TO RESTORE YOUR MST001 DISKETTE?	You must answer Y or N to this question. Answer Y if you have had this diskette restored since the last time you made entries to or printed reports in The Depreciation Planner. Otherwise, answer N .
4. WILL YOU BE USING YOUR GENERAL LEDGER SYSTEM?	You must answer Y or N to this question.
5. BECAUSE YOU ARE NOW USING GENERAL LEDGER YOU MUST RECUSTOMIZE YOUR DEPRECIATION PLANNER ACCOUNTS. PLEASE VERIFY YOUR ACCOUNT NUMBERS.	This message will appear only if you were not using General Ledger, but have decided to begin using it. If this message appears, you cannot ESCape from Customizing Features. You must press RETURN at this point, and continue responding to the applicable messages. Then you will have an opportunity to change the account numbers and descriptions to coincide with those on your General Ledger Chart of Accounts.
6. HAVE YOU HAD TO RESTORE YOUR SYS001 DISKETTE?	You must answer Y or N to this question. Answer Y if you have had this diskette restored since the last time you customized The Depreciation Planner, and follow the instructions on the screen. Otherwise, answer N .
7. ENTER YOUR COMPANY NAME	Your response to this question can be as long as 30 characters.
8. DO YOU WANT THE LETTERS OF YOUR COMPANY NAME TO BE SEPARATED WITH BLANKS WHEN PRINTED?	If you answer Y to this question there will be a space between letters and 2 spaces between words on printed reports only .

<p>9. DO YOU WANT A BLANK PAGE AFTER EACH OF THE REPORTS?</p>	<p>You must answer Y or N to this question.</p>
<p>10. MAXIMUM DECLINING BALANCE RATE FOR NEW ASSETS IS 200%</p>	<p>You may accept or change the default value, 200, which is the maximum rate allowed by the IRS in the 1980 tax year for new items (see Publication 534, <i>Depreciation</i>).</p>
<p>11. MAXIMUM DECLINING BALANCE RATE FOR USED ASSETS IS 150%</p>	<p>You may accept or change the default value, 150, which is the maximum rate allowed by the IRS in the 1980 tax year for used items (see Publication 534, <i>Depreciation</i>).</p>
<p>12. ENTER YOUR GENERAL LEDGER ACCOUNT NUMBER FOR (account type) (x/x)</p> <p>CHART OF ACCOUNTS DESCRIPTION IS (description from G/L or entry up to 30 characters long)</p> <p>Beginning with this message, The Depreciation Planner will ask you to type in account numbers for each of the accounts listed below.</p> <p>You must type in at least 1 account number per account type. The (x/x) indicates the number of accounts you have entered compared to the maximum number of accounts available for that account type. For example, 2/10 indicates that you are entering the second account in a category that allows 10 accounts. Each account number can be as long as 5 characters, and if you chose not to have the link to the General Ledger system, you can type in all letters, all numbers or a combination of both.</p> <p>If you chose to have the link to General Ledger, you must type in the account number shown on your General Ledger Chart of Accounts for the account being asked for. When you press RETURN, the account description that coincides with the number on your G/L Chart of Accounts report will appear on the screen.</p> <p>If you have the G/L link, you must accept the description that appears for the account. The only place you are allowed to change this description is through the Chart of Accounts part of The Controller's General Ledger program.</p> <p>If you do not have the link, you can enter any description you wish.</p> <p>Here are the accounts for which The Depreciation Planner will ask numbers and descriptions:</p>	

ACCOUNT TYPE

GENERAL LEDGER CHART
OF ACCOUNTS RANGES

- | | |
|--|----------------|
| • Proceeds from disposal* — 1 account | 10000 to 14999 |
| • Fixed assets — up to 10 accounts | 16000 to 16499 |
| • Accumulated depreciation — up to 10 accounts | 16500 to 16999 |
| • Depreciation expense — up to 10 accounts | 50000 to 59999 |
| • Extraordinary income — 1 account | 47000 to 49999 |

* The **proceeds from disposal** account will contain the amounts at which assets are retired, and will appear on the Retirement Register Distribution Journal report as debits.

If you do not want to enter the maximum number of accounts for **fixed assets**, **accumulated depreciation** or **depreciation expense**, press RETURN instead of typing in another account number when the screen asks for it. You then will see this message:

HAVE YOU FINISHED CUSTOMIZING ACCOUNTS FOR

(account type)?

If you answer **Y**, The Depreciation Planner will either proceed to the next account type, or to another message (either one asking you to insert a diskette or turn on the printer). If you answer **N**, The Depreciation Planner will return to the message from which you left off. You then will have the opportunity to type in another account number and/or description.

IMPORTANT NOTE: If you have established the link to General Ledger, and you remove an account from G/L which is used in The Depreciation Planner, be sure to recustomize your Depreciation Planner to reflect the change in G/L. If you fail to do this, an error situation will result (see Retirement Register or Depreciation Register chapters for details about invalid account numbers).

13. DO YOU WISH TO CHANGE THE ACRS TAX TABLES?

Before answering this question, check the tables below to make sure that they conform to current laws regarding depreciation. Normally, you should answer N to this question. If you answer Y to this question, this warning will appear on the screen:

THE ACRS DEPRECIATION TABLES WERE ESTABLISHED AT THE ENACTMENT OF THE ECONOMIC RECOVERY TAX ACT OF 1981. THEY SHOULD BE CHANGED ONLY IF THE LAW CHANGES. CONSULT YOUR TAX ATTORNEY BEFORE MODIFYING THESE TABLES.

The tables that appear on the screen after you press RETURN are to be used only for assets placed in service after Jan. 1, 1981. Copies of the tables, in the order that they appear on the screen, are shown below, and also will be printed on your Customizing Features report. Unless the law has changed, answer N to the question CHANGE THIS TABLE? shown at the bottom of the table, at which time you will see the next table in the sequence. Note that any changes you make to these tables will be reflected on the screen, as well as on your report.

ACRS DEPRECIATION PERCENTAGES
FOR 1981 THROUGH 1984

TABLE 1	RECOVERY PERIOD (YEARS)			
	3	5	10	15
1-----	25	15	8	5
Y 2-----	38	22	14	10
E 3-----	37	21	12	9
A 4-----	21	10	8	7
R 5-----	21	10	7	6
6-----	10	7	6	6
O 7-----	9	6	6	6
F 8-----	9	6	6	6
9-----	9	6	6	6
L 10-----	9	6	6	6
I 11-----	6	6	6	6
F 12-----	6	6	6	6
E 13-----	6	6	6	6
14-----	6	6	6	6
15-----	6	6	6	6

CHANGE THIS TABLE?

ACRS DEPRECIATION PERCENTAGES
FOR 1985 THROUGH 1985

TABLE 2 RECOVERY PERIOD (YEARS)
3 5 10 15

	3	5	10	15
1	29	18	9	6
Y 2	47	33	19	12
E 3	24	25	16	12
A 4		16	14	11
R 5		8	12	10
6			10	9
O 7			8	8
F 8			6	7
9			4	6
L 10			2	5
I 11				4
F 12				4
E 13				3
14				2
15				1

CHANGE THIS TABLE?

ACRS DEPRECIATION PERCENTAGES
FOR 1986 THROUGH 2000

TABLE 3 RECOVERY PERIOD (YEARS)
3 5 10 15

	3	5	10	15
1	33	20	10	7
Y 2	45	32	18	12
E 3	22	24	16	12
A 4		16	14	11
R 5		8	12	10
6			10	9
O 7			8	8
F 8			6	7
9			4	6
L 10			2	5
I 11				4
F 12				3
E 13				3
14				2
15				1

CHANGE THIS TABLE?

You have the option of changing the table by answering **Y** to the question. Once you answer **Y**, the cursor will move to the first numeral of the first date at the top of the table. If you make a mistake, press the ESCape key.

Once you change the date(s), the cursor will move to the default percentage of cost for an asset whose recovery period is 3 years (25 percent on Table 1). As you change each item consecutively, the cursor will continue moving down the columns, one item at a time. Once you have completed changing every item on the table, you will be asked again **IS THIS TABLE CORRECT?** If you answer **Y**, the next table will appear, allowing you the same options as with the first table. If you answer **N**, the cursor will return to the date, and you again have the option of changing each item.

DO NOT CHANGE THE DATES OR PERCENTAGE AMOUNTS LISTED ON THESE TABLES UNLESS YOU ARE POSITIVE THE LAW HAS CHANGED.

14. TURN ON THE PRINTER AND
ALIGN PAPER

After you respond to this message by pressing RETURN, your Depreciation Planner Customizing Features report will be printed.

After you have printed the Depreciation Planner Customizing Features report, you will be returned to The Depreciation Planner menu.

You will find a sample of this report on the following page. Because the report is self-explanatory, we have not included a legend with it. Note, however, that this report does not have a Version No., as the other reports do. The report will be the same each time it is printed unless some Customizing Features are changed between printings of the report.

PREPARING NEW DAT021 DISKETTES

Once you have added the maximum number of assets to a DAT021 diskette (remember, the Add Asset portion of the Asset Master program will allow you to have as many as 750 assets per data diskette), you will need to begin using another DAT021 diskette. Use these steps for preparing any new DAT021 diskettes.

1. Choose a diskette you want to use as a DAT021. It can be completely blank or have information on it already.
2. Choose Selection 10, UTILITIES, from The Depreciation Planner menu.
3. Restore from the write-protected BKD021 diskette which was provided with your Depreciation Planner onto the diskette you have chosen as your new DAT021 diskette. (See Chapter 12, Utilities, if you need instructions on how to do that.)
4. When the screen prompts you to, insert the newly-created DAT021 diskette in drive 2.
5. Return to The Depreciation Planner menu.
6. The Depreciation Planner automatically will take you through Startup Customizing Features, at which time you will be asked to respond to all the customizing questions contained in the Startup chapter. When you reach the question which asks for the volume number of this diskette, be sure to use another number besides the one you used for other diskettes which you have created. Do **not** use the same number twice.

TRANSFER TO G/L

This program is part of The Controller General Ledger and the Business Bookkeeping System General Ledger, and can be obtained from either G/L menu by choosing Transfer Journals. It gives you a direct link to the General Ledger so that you can have your depreciation information transferred automatically to G/L each month.

Transfer to G/L works the same for The Depreciation Planner as it does for other sub-ledgers in that it will ask you to insert your DAT021 diskettes (a maximum of 9 are permitted) when it is ready to accept the depreciation information it needs. If you should have questions which are not addressed here, please refer to the G/L Transfer Journals sections of the General Ledger.

WHO SHOULD USE THIS PROGRAM

- You should use this program if you answered **Y** to this question during Customizing Features:

WILL YOU BE USING GENERAL LEDGER?

- If you answered **N** to this question, the Transfer to G/L section does not apply to you.

WHAT THIS PROGRAM DOES

- It sets up your General Ledger to accept information from The Depreciation Planner.
- Your depreciation information from the D/P Distribution Journals of the Retirement Register and Depreciation Register programs only will appear on your monthly General Ledger reports, such as Balance Sheet, Income Statement, etc. You will recognize these entries on your reports by a journal number similar to those identifying numbers used for A/R, A/P and Activity Ledger journal entries on the General Journal report.
- There is a **batch limit** of 250 entries that you can transfer at any given time.

WHEN TO USE THIS PROGRAM

- We suggest that you transfer to G/L immediately **after** you run the Close Month program in The Depreciation Planner, because you will be required to transfer to G/L before you will be allowed to close the next month.

RESTRICTIONS

- You **cannot** transfer your depreciation information if there is an open batch of entries which was entered through G/L Journal Entries.
- Once the depreciation information has been transferred, it cannot be changed through the G/L Journal Entry menu option until all the entries have been posted. At that time, adjusting entries can be made.

HOW TO USE THIS PROGRAM

As mentioned before, this program works the same way as does the G/L Transfer Journals program. **Please follow the instructions in that section of your manual, and note these additions for The Depreciation Planner:**

If you are using Accounts Payable, Accounts Receivable, Activity Ledgers or any other business program that is linked to General Ledger, you first will be asked if you have any of those diskettes to transfer, and then you will be asked:

DO YOU HAVE A DEPRECIATION PLANNER DISKETTE TO TRANSFER?

If you do **not** have diskettes from other business programs to transfer to G/L, the above question is the only one you will see when you choose Transfer Journals from the General Ledger Menu.

NOTE: If you don't see the message mentioned above on your screen, stop now and read these instructions. You restored either your MST001 or SYS001 diskette **after** you ran The Depreciation Planner, and **before** you began this transfer program in General Ledger. Please return to The Depreciation Planner menu and choose Selection 9, CUSTOMIZING FEATURES. Then choose Selection 1, CHANGE CUSTOMIZING FEATURES, and answer the questions shown earlier in this chapter. Be sure to answer **Y** to questions numbered 3 and 6.

PRESS Y

Result You will be asked to insert the diskette marked DAT021 in drive 1.

After a few moments of computing done by the Apple, you will be asked:

DO YOU HAVE ANOTHER DEPRECIATION PLANNER DISKETTE TO TRANSFER?

If you respond with a **Y**, you will be asked to insert the next volume of your DAT021 diskette in drive 1. **Be sure that you don't insert the same diskette twice.** The General Ledger does not differentiate between diskettes; however, you may insert them in any order you wish.

The procedure you should follow then is contained in the G/L Transfer Journals section of your manual.

HOW TRANSFER AFFECTS YOUR REPORTS

After the transfer to G/L has been completed, your depreciation information will appear on several General Ledger reports by journal number, besides your G/L Customizing Features report stating that "Depreciation Planner is being used."

They are:

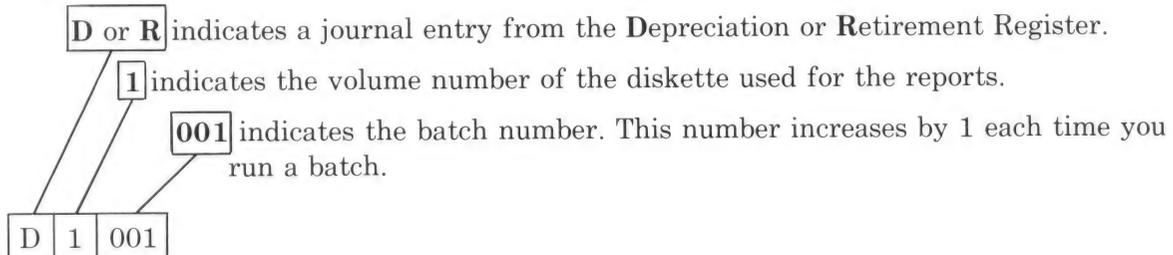
- General Journal Report
- Standard Entries Journal
- Trial Balance
- Detail Trial Balance
- Detail Income Statements

On these reports, remember these items:

JOURNAL NUMBERS

Journal numbers are 5 digits long, and begin either with a **D** (indicating that comprehensive information about the asset can be found on the **D**epreciation Register report) or with an **R** (indicating that the asset has been retired and can be found on the **R**etirement Register report). Each numeral has a special function.

Example:



On each of these reports:

- The **batch date** is always the current Depreciation Planner month-end date.
- The **journal date** is the same as the batch date.

NOTE: If the debits do **not** equal the credits on any one of these reports, check the bottom of your Retirement and Depreciation Register Distribution Journal reports for the statement:

THE FOLLOWING ASSETS HAVE INVALID ACCOUNT NUMBERS

If that message appears on the distribution reports, you must make adjusting entries to General Ledger to balance the accounts.

You will find a Customizing Features Worksheet on the next page where you can record the account numbers for each of the General Ledger accounts affected by The Depreciation Planner.

CUSTOMIZING FEATURES WORKSHEET

ACCOUNT NUMBERS FOR:

PROCEEDS FROM DISPOSAL _____ (1 account only)

FIXED ASSETS (up to 10 accounts)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ACCUMULATED DEPRECIATION (up to 10 accounts)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

DEPRECIATION EXPENSE (up to 10 accounts)

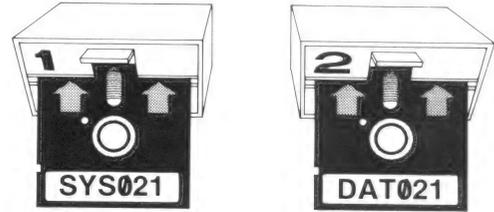
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

EXTRAORDINARY INCOME _____ (1 account only)

CUSTOMIZING FEATURES

From The Depreciation Planner menu

Choose Selection 9



SUMMARY

What this program does

- Allows you to change any customizing feature and print a Depreciation Customizing Features report.

This chapter:

- Explains how to create a new DAT021 diskette.
- Explains how the Transfer Journals program works for transferring your depreciation information to General Ledger.

When to use this program

- Any time you wish to change the customizing features or print the report.
- Any time you have restored your MST001 or SYS001 diskettes (only if you have the link to G/L).
- When you want to prepare a new DAT021 diskette.
- When you want to transfer your depreciation information automatically to G/L via the Transfer Journals program in General Ledger.

MENU SELECTIONS

- | | |
|--------------------------------|--|
| 1. CHANGE CUSTOMIZING FEATURES | Allows you to change any of your customizing features. |
| 2. PRINT CUSTOMIZING FEATURES | Prints the Customizing Features report. |
| 3. RETURN TO D/P MENU | Returns you to The Depreciation Planner menu. |



CHAPTER 12

UTILITIES

WHAT THIS PROGRAM DOES

- Provides a means of making new backup diskettes.
- Provides a means of restoring information on DAT and SYS diskettes.
- Provides a means of duplicating existing diskettes.

WHEN TO USE THIS PROGRAM

- Whenever you wish to make new backup diskettes, restore information on DAT and SYS diskettes or duplicate existing diskettes.

In order to run the Utilities program, you must begin with the SYS021 diskette and have the diskettes to which and from which you wish to copy.

HOW TO USE THIS PROGRAM

With the Depreciation Planner menu on the screen,

PRESS 10, UTILITIES.

Result The Utilities Menu will appear:

Use the following chart to identify what the various Utilities can accomplish:

BACKUP		RESTORE		DUPLICATE	
Drive 2	Drive 1	Drive 2	Drive 1	Drive 2	Drive 1
DAT	→ BKD	BKD	→ DAT	DAT	→ DAT
SYS	→ BKS	BKS	→ SYS	SYS	→ SYS
				BKD	→ BKD
				BKS	→ BKS

NOTE: The word “copy” may be used in a general sense to refer to the process whereby you duplicate, restore or back up a diskette.

DISKETTE BACKUP

You will use Selection 1. DISKETTE BACKUP when you wish to make backups of your SYS and DAT diskettes. Although The Depreciation Planner is designed to require the making of a backup copy of the data diskettes before closing the month, you also may wish to make frequent backups at other times. For instance, any time you have entered an amount of data you do not want to risk losing, it would be advisable for you to back up your data diskette.

If you wish to make a backup diskette,

PRESS 1, DISKETTE BACKUP.

Result The following screen appears:

```

** DISKETTE BACKUP **
ENTER THE NAME OF THE DISKETTE
TO BE BACKED UP . . . . .

```

TYPE The 6 characters of the name. For this example we will use DAT021.

NOTE: You must use an alphanumeric combination which is recognized by The Depreciation Planner; that is, DAT021, SYS021, SYS022, BKD021, BKS021 or BKS022. An irregular combination such as BKX001 will generate an INVALID ENTRY message at the bottom of the screen. You will then have to re-enter an acceptable name in order to continue. This is true for all the selections of the Utilities Menu.

Result An acceptable name appears on the screen and the following message is added to the screen:

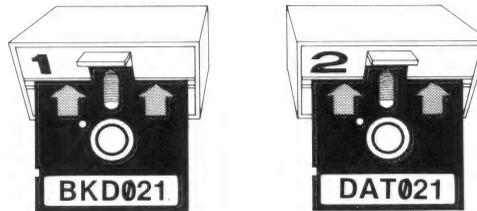
```

DO YOU WANT TO BACKUP
TO A NEW DISKETTE?

```

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If you answer N, the computer will instruct you to insert the backup diskette that corresponds to the DAT or SYS diskette you want backed up. For example, if you specified DAT021 as the diskette you want to be backed up, follow the instructions on the screen until your disk drive status is:



With both diskettes inserted properly, you need only to

PRESS	RETURN
Result	The backing up process begins.

After the message

BACKUP COMPLETED

appears on the screen, you will be returned to the Utilities Menu.

The preceding describes what you must do to back up your diskette to one already designated as the backup diskette. If you wish to back up your data to a new diskette, follow this procedure:

After you have entered the name of the diskette to be backed up, the screen asks:

**DO YOU WANT TO BACKUP
TO A NEW DISKETTE?**

PRESS	Y
Result	This message appears:

INSERT A NEW DISKETTE IN DRIVE 1

If you were to insert a used diskette in drive 1, you would see the message:

THE DISKETTE INSERTED IN DRIVE 1
IS NOT BLANK
DO YOU WANT TO CONTINUE?

Answering **Y** will tell the computer to go ahead and make the backup to the used diskette.

Before you answer Y, make sure that the diskette in drive 1 is not one you wish to keep.

If you answer **N**, indicating that you do not want to continue, you will be told again to insert a new diskette in drive 1. Once you have inserted the new diskette in drive 1, and if you have not already done so, the screen will ask you to

INSERT THE DISKETTE MARKED DAT021
IN DRIVE 2

When the computer has checked that the diskette in drive 2 is the correct one, copying may begin. While the computer is working, the screen shows:

YOUR DISKETTE IS NOW BEING BACKED UP
DO NOT INTERRUPT!

When your diskette has been backed up, you will briefly see the message:

BACKUP COMPLETED

Then, if you specified to copy to a **new** diskette, you will see the message:

REMOVE THE DISKETTE IN DRIVE 1
LABEL THIS DISKETTE AS BKD021

Use a felt-tip pen to label this new diskette as the backup for the diskette you copied. There are special labels provided with The Depreciation Planner if you want to use them.

Pressing RETURN will bring the Utilities Menu to the screen.

DISKETTE RESTORE

You will use Selection 2. DISKETTE RESTORE when you wish to use a backup diskette to restore a DAT or SYS diskette that has been physically damaged or that has erroneous information, perhaps from a power failure, pulling the plug from the socket, or hitting the RESET key.

If you wish to restore a diskette,

PRESS 2, DISKETTE RESTORE.

Result The following message appears:

DISKETTE RESTORE
ENTER THE NAME OF THE DISKETTE
TO BE RESTORED

TYPE The 6 characters of the name. For this example we will use
SYS021.

Result The name appears on the screen and the following message
is added:

DO YOU WANT TO RESTORE
TO A NEW DISKETTE?

If you answer **N**, the computer assumes that you want to restore from the corresponding backup diskette to the problem DAT or SYS diskette (in the example, from BKS021 to SYS021), and you will be asked to

INSERT THE DISKETTE MARKED SYS021
IN DRIVE 1

INSERT THE DISKETTE MARKED BKS021
IN DRIVE 2

With both diskettes inserted properly, you need only to press RETURN and the restoring will begin. When finished, the screen will return to the Utilities Menu.

If you answer **Y** to the question:

DO YOU WANT TO RESTORE
TO A NEW DISKETTE?

you will be asked to

INSERT A NEW DISKETTE IN DRIVE 1

Insert the diskette you wish to copy to into drive 1. If it is not blank, the computer informs you of this fact and asks if you want to copy to it anyway. **Before answering Y, check to be sure that the diskette you inserted is truly the one you intend to be restored.**

After the diskette in drive 1 is verified, you are told to

INSERT THE DISKETTE MARKED BKS021
IN DRIVE 2

With both diskettes inserted properly, you need only to press RETURN and the restoring will begin. If you specified to restore to a new diskette, when the process is finished you will see the message:

REMOVE THE DISKETTE IN DRIVE 1
LABEL THIS DISKETTE AS SYS021

Use a felt-tip pen to write on the label. You may use one of the labels provided with The Depreciation Planner.

Pressing RETURN will bring the Utilities Menu to the screen.

DISKETTE DUPLICATION

You will use Selection 3. DISKETTE DUPLICATION when you wish to make a duplicate of any Depreciation Planner diskette. When the process is finished, both diskettes will be identical and have the same label.

If you wish to duplicate a diskette,

PRESS 3, DISKETTE DUPLICATION.

Result The following screen appears:

** DISKETTE DUPLICATION **
ENTER THE NAME OF THE DISKETTE
TO BE DUPLICATED

TYPE The 6 characters of the name. For this example we will use
SYS022.

Result The name appears on the screen.

PRESS	RETURN
Result	You are asked to

INSERT A NEW DISKETTE IN DRIVE 1

If the diskette you insert is not new, you are told that it is not blank and asked if you wish to continue. Answer **Y** to continue, making sure that the diskette you inserted is not one you wish to keep. An answer of **N** will produce the instruction to insert a new diskette. Once you are satisfied with the diskette in drive 1 and you have inserted the diskette to be duplicated in drive 2, copying may begin. When the process is completed you are asked to

REMOVE THE DISKETTE IN DRIVE 1
LABEL THIS DISKETTE AS SYS022

This new label name will be exactly the same as that on the diskette you wanted duplicated. Pressing **RETURN** will bring the Utilities Menu to the screen.

POSSIBLE PROBLEMS — SOLUTIONS

POSSIBLE PROBLEMS WHILE MAKING UTILITY COPIES

Remember: During any type of copying in The Depreciation Planner, you copy **from** drive 2 **to** drive 1. If you see the message:

A DISKETTE ERROR HAS OCCURRED ON
DRIVE 1
PLEASE CHECK THAT DISKETTES
ARE INSERTED PROPERLY

This means a problem has occurred with drive 1. First check that your diskette in drive 1 is not visibly damaged. Then be sure that it is inserted correctly. Press **RETURN**, and if the error still exists, you will see the following menu:

(Selection 2 will say **BACKUP**, **DUPLICATE** or **RESTORE**, depending on the type of copying you are attempting.)



It is advisable that you first choose Selection 1. If that is not successful, it is possible that the diskette in drive 1 is faulty. Choose Selection 2. BACKUP TO A NEW DISKETTE. If you continue to have difficulties, you may have a malfunction in your drive. In this case, see your Apple dealer.

If you see the message:

```
A DISKETTE ERROR HAS OCCURRED ON
DRIVE 2
PLEASE CHECK THAT DISKETTES
ARE INSERTED PROPERLY
```

This means an error has occurred on drive 2, the drive that contains the diskette you are copying from. Check that your diskette is inserted correctly. Then press RETURN. If copying does not begin, you will be told:

```
DISKETTE ERROR ON DRIVE 2
HAS NOT BEEN RESOLVED
```

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The error still exists. You will be returned to the Utilities Menu when you press RETURN. Start the procedure again. If still unsuccessful, the diskette in drive 2 shows no physical damage and you determine through use of another diskette that the drive is working properly, then you have a problem with the diskette. You cannot use this diskette for the task you're trying to complete.

If you see the message:

AN ERROR ON YOUR DATA DISKETTE
HAS NOT BEEN CORRECTED
YOU CANNOT COPY THIS DISKETTE

This means that the computer was turned off or otherwise disturbed while it was processing and the DO NOT INTERRUPT! sign was displayed. You then chose Selection 1. DISKETTE BACKUP from the Utilities Menu and tried to back up a DAT021 diskette. You will not be able to complete this backup until the diskette is restored from a BKD021. You must choose Selection 2. DISKETTE RESTORE from the Utilities Menu. This message often appears when processing was disturbed, and you decided to restore later on, but never did. The error is detected after you press RETURN, and before the copying begins.

POSSIBLE PROBLEMS WHILE MAKING FORCED COPIES

The Depreciation Planner forces you to make backup copies of your data diskettes during Close Month. Should problems arise while this part of the program is being processed, the following messages could appear on the screen.

If you see the message:

A DISKETTE ERROR HAS OCCURRED ON
DRIVE 1
PLEASE CHECK THAT DISKETTES
ARE INSERTED PROPERLY

This means a problem has occurred with drive 1. First remove the diskette in drive 1 and check that it is not visibly damaged. Then be sure to insert it correctly. Press RETURN, and if the error still exists, you will see the following message:

DISKETTE ERROR ON DRIVE 1
HAS NOT BEEN RESOLVED

1. RESTART AND TRY AGAIN
2. COPY TO A NEW DISKETTE

Choose Selection 1. If that is not successful, choose Selection 2. COPY TO A NEW DISKETTE. If you continue to have problems, you may have a malfunction in your drive. In that case, see your Apple dealer.

If you see the message:

A DISKETTE ERROR HAS OCCURRED
ON DRIVE 2
PLEASE CHECK THAT DISKETTES
ARE INSERTED PROPERLY

This means an error has occurred on drive 2, the drive with the diskette you are copying from. Check that your diskette is inserted correctly. Then press RETURN. If the error on drive 2 is detected a second time, you are shown the following message:

DISKETTE ERROR ON DRIVE 2
HAS NOT BEEN RESOLVED
RESTORE UTILITY MUST BE RUN
USING BACKUP DISKETTE IN DRIVE 2

This means that your diskette in drive 2 is damaged and you must restore it. Press RETURN and you are told to insert a new diskette in drive 1. Press RETURN again and you are told to insert BKD021 in drive 2. Press RETURN again to begin the restoring. When the copy is completed, the screen will tell you how to label the diskette in drive 1.

If during this restoring you again get the message:

A DISKETTE ERROR HAS OCCURRED
ON DRIVE 2
PLEASE CHECK THAT YOUR DISKETTES
ARE INSERTED PROPERLY

This means that there is a problem either with drive 2 itself or with the BKD021 which is now in it. Check that your diskettes are inserted correctly and that the drive doors are closed. There is a possibility that you may see this message:

DISKETTE ERROR ON DRIVE 2
HAS NOT BEEN RESOLVED
RESTORE UTILITY MUST BE RUN
WITH NEXT MOST RECENT BACKUP

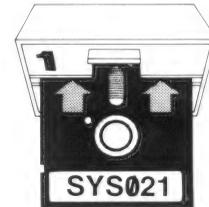
This means the computer is still unable to read the BKD021 diskette. This is an extremely rare situation, indicating that both your DAT021 and BKD021 have been damaged. You will have to restore from your most recent backup diskette, probably in your archives. Follow the instructions on the screen and complete the restoring.

If you continue to have problems, you may have a malfunction in your drive. In that case, see your Apple dealer.

UTILITIES

From The Depreciation Planner menu

Choose Selection 10



SUMMARY

What this program does

- Provides a means of making new backup diskettes.
- Provides a means of restoring information on DAT or SYS diskettes.
- Provides a means of duplicating existing diskettes.

When to use this program

- Whenever you wish to make new backup diskettes, restore data on DAT and SYS diskettes or duplicate existing diskettes.

Remember: During any type of copying in The Depreciation Planner, you copy **from** drive 2 **to** drive 1.

MENU SELECTIONS

- | | | |
|----|----------------------|--|
| 1. | DISKETTE BACKUP | Makes a backup copy of DAT or SYS diskettes. |
| 2. | DISKETTE RESTORE | Restores data from a backup diskette to a DAT or SYS diskette. |
| 3. | DISKETTE DUPLICATION | Duplicates backup, DAT and SYS diskettes. |
| 4. | RETURN TO D/P MENU | Returns you to The Depreciation Planner menu. |

APPENDIX A

GENERAL REFERENCES

SETTING UP THE HARDWARE — APPLE II & APPLE II PLUS	
1	TURN power switches OFF whenever you connect or disconnect any parts, cards or remote devices .
2	INSERT the Applesoft Firmware card (or the Language System) in slot #0 on the Apple's board. (Consult the appropriate manual for instructions on inserting the firmware card.) The red switch on the Applesoft card must be in the up position.
3	INSTALL the Drive #1 cable connector on the top set of pins (on the controller card), and the Drive #2 cable connector on the bottom set of pins. (Consult the DOS manual for instructions on connecting the drives to the controller card and on installing the controller card.)
4	INSERT the Disk II Controller card with the cables connected to it in Slot #6 on the board. Do not use two Disk II Controller cards with the system.
5	INSERT the printer interface card in Slot #1 on the board. Be careful when you insert this or any card into the slots. Improper pin alignment could cause serious damage to your Apple.
6	SET UP the printer to print 96 characters per (8 inch) line. Your printer manual will describe how to regulate the line length. When you print a report for the first time, make sure the date on the right border prints entirely within the perforated border of the paper.
7	PLUG the small end of the video monitor cable into the VIDEO OUT jack on the back of the Apple. The large end should be plugged into the VIDEO IN jack on the back of the monitor.
8	PUSH the switch on the back of the monitor to the HIGH IMPEDANCE position.

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9	LEAVE at least two inches of space behind the monitor for ventilation.
10	INSTALL Autostart ROM (if you have it), according to the directions included with its manual. Be sure to align the pins carefully.
11	ALTER the RESET key (if you do not have an Apple II Plus or Apple III) on your Apple, with the power OFF , by gently prying the cap from the key. This will not damage your Apple, but will make the key more difficult to hit accidentally.

HARDWARE NEEDED

The hardware used for The Depreciation Planner is the same as for The Controller and The Analyzer®. All 3 systems require the following items.

ITEM	MANUAL
Apple II 48K or Apple II Plus 48K or Apple III (with Apple II Emulation)	BASIC Programming Manual or Applesoft II Tutorial or Apple III Owner's Guide
2 Disk II Drives 1 Disk II Controller Card	DOS 3.3 Manual DOS 3.3 Manual
Video Monitor (preferred) or TV Set and Modulator	Manufacturer provides manual
Apple Language System or Applesoft II Firmware Card (one of these is needed only with the Apple II, not II Plus)	Language System Manual or Applesoft II BASIC Programming Reference Manual and Applesoft II Tutorial
Printer*	Manufacturer provides manual
Apple's Parallel Printer Interface Card or Apple's Serial Interface Card Autostart ROM (optional, not needed with II Plus)	Apple II Parallel Printer Interface Card Manual or Serial Interface Card Manual Autostart ROM Manual

* Various models of Diablo, Qume, Anadex, IDS, Spinwriter or Centronics can be used. Your local dealer will know which models work with The Depreciation Planner, The Controller and The Analyzer, and which Apple interface card is needed by your printer.

SOFTWARE NEEDED

The Depreciation Planner

and if your system is connected to General Ledger:

The Controller (Version 1.1 for DOS 3.3), or the Business Bookkeeping System.

DISKETTES USED

In addition to the hardware listed above, The Depreciation Planner requires the following diskettes.

SYSTEM	DATA	BACKUP
DOS 3.3 MASTER (supplied with your disk drive or DOS update kit)		
SYS021		BKS021
SYS022		BKS022
	DAT021 (9 possible)	BKD021

If you are using The Controller or the Business Bookkeeping System, you will also need the MST001, BKM001, General Ledger SYS001 and the DAT001 diskettes.

After you have unpacked all the parts listed above, you are ready to assemble them into the configuration needed by The Depreciation Planner system. Be sure to read each device's setup instructions before attempting to assemble the system. When you have read all the necessary information, you may begin.

Two additional blank diskettes are provided with The Depreciation Planner. It is recommended that you use these as alternate backups. All the labeled backup diskettes have no notch cut in the upper right-hand corner and are therefore write-protected (information cannot be changed or deleted). All of these BKS and BKD diskettes provide you with the means whereby you can return your system to the way it was when you bought The Depreciation Planner. **Do not try to use the labeled BKD diskette (provided with the system) as a regular backup or you will receive an error message.** You will need to purchase additional blank diskettes for backup and Archival use. Printed, pressure-sensitive labels are provided for labeling those diskettes.

STANDARD ITEMS

KEYBOARD USAGE

RETURN key	should be pressed after each keyboard entry. It makes things happen.
ESCape key	should be pressed to return to the screen or menu that was last displayed. It is functional when the Apple is waiting for you to type. The ESCape key has the useful capability of interrupting the printing or displaying process any time you like. Printing can be continued at will by selecting the CONTINUE PROCESSING option.
ONE BEEP	from your Apple means an error has occurred.
TWO BEEPS	means pay attention! Check out what's happening with the system right now!

DATES

ALL DATES	must be entered in the form MM/DD/YY including leading zeros when necessary (i.e., 02/01/80). ALL DATES must fall between January 1, 1900, and December 31, 1999.
TODAY'S DATE	must be any date from January 1, 1900 to December 31, 1999.
YEAR-END DATE	is the date on which your fiscal year ends.
CURRENT MONTH-END DATE	is the date your current month ends. This date must be within the twelve months prior to your YEAR-END DATE.

MENUS

A menu is a list of numbered choices; you enter your selection by typing a number from the menu. If you attempt to perform a procedure that is not in an appropriate sequence, your next selection will be suggested on the System Menu. This message will read:

YOUR NEXT SELECTION SHOULD BE _____

When making selections from The Depreciation Planner menu or any menu, The Depreciation Planner will verify that the proper diskettes have been inserted and prompt you if necessary. Therefore, **only insert diskettes when instructed to do so.**

CONTINUE PROCESSING

is an option which will be added to a menu when you interrupt a print or display program by pressing ESCape. Selecting this option enables you to continue your print or display program at the point which you left off.

DESCRIPTIONS ENTERED BY THE USER

All letters, numbers and special characters are allowed when describing entries, except commas and colons. A space in the first position followed by RETURN will erase the entire entry. In every case, the size of the entry is defaulted by the number of dots (.) on the screen beneath and to the right of the cursor.

Decimal points and commas are not allowed when a numeric entry is requested. The Depreciation Planner will provide them. The Depreciation Planner does not use dollar signs, nor are they allowed when a numeric entry is requested.

Leading zeros are not necessary **except when entering a date.** The numbers will be right justified by the program.

Spaces are not permitted for the first letter or character in any entry, nor in any position of a numeric value. Remember that a space followed by RETURN will erase the entire entry.

DEFAULT VALUE

is the entry or answer selected by The Depreciation Planner and displayed on the screen with a flashing cursor. This value is usually a standard or a number you have entered previously. Pressing RETURN accepts a default value, but you may change the entry simply by typing in a new one.

EDITING ENTRIES

Once you have entered information you may edit it by answering N to the question: "IS THIS ENTRY CORRECT?" and by selecting the appropriate line to be changed. Editing tools are:

RESTORE key (←)	which may be used to delete the characters you have just typed, or restore them to the original default.
RETYPE key (→)	which may be used to accept the default characters.
CTRL key and X key	pressed simultaneously restores the entire line (on which the cursor is located) to its previous entry. This is sometimes written as CTRL-X.
ESCAPE key	when pressed in response to "IS THIS ENTRY CORRECT?" will take you back to the previous menu without the entry in question being recorded.

SCREEN MESSAGES

There are several standard messages you will see displayed on your screen which indicate that your Apple is performing various operations. These include:

YOUR PROGRAM IS NOW BEING LOADED

YOUR DATA FILES ARE NOW BEING LOADED

TURN ON THE PRINTER AND ALIGN PAPER

YOUR APPLE IS NOW COMPUTING
DO NOT INTERRUPT!

INSERT THE DISKETTE MARKED _____
IN DRIVE _____

These are self-explanatory, and serve to indicate that the various steps in the procedure are progressing. Sometimes you will see a message on your screen which does not appear in the manual. Simply read the information being displayed and follow any instructions.

IS THIS ENTRY CORRECT? will sometimes appear on your screen after you have made a series of entries. You should press Y if the entry is satisfactory to you, N if it is not. If you respond N, the computer will prompt you to change the incorrect items, one at a time.

TROUBLESHOOTING

NO PICTURE ON THE MONITOR

1. Check to see that the monitor is plugged in properly.
2. Verify that the switch is ON, and the red light on the front of the monitor is lit.
3. Turn the "brightness" adjustment knob to check illumination.
4. Check cable connections between the monitor and the Apple.

THE APPLE DOESN'T WORK

1. Check to see that both ends of the power cord are plugged in properly.
2. Verify that the power switch on the back left of the Apple is in the ON position.
3. Verify that the monitor is connected properly and is turned on.

ACCIDENTAL RESET

The RESET key, when pressed, instantly interrupts The Depreciation Planner, and returns the Apple to its resident programming language (i.e., APPLESOFT, BASIC, MONITOR). This can have devastating effects on your business information. If you press the RESET key at any time, whether by accident or intentionally, **you should restore your data diskette**. Do not take any chances. Always restore the diskette. This is done by selecting UTILITIES from the appropriate menu, and then by choosing DISKETTE RESTORE.

THE PRINTER DOESN'T PRINT

1. Check that the power cable is plugged in properly to a grounded (3-prong) 110-volt outlet.
2. Verify that the ribbon cable is inserted tightly into the back of the printer. Also, ensure that the pin alignment is correct on the interface card, and is inserted into Slot #1 (the second slot from the left) in the Apple.
3. Set the power switch on the printer to the ON position, and ensure that the power lamp is lit.
4. Check the "paper empty switch" if your printer has one. Make sure the paper has not jammed.

ERROR MESSAGES

While using The Depreciation Planner you may from time to time encounter the following message:

ERROR xx HAS OCCURRED. REF NO yyy

REFER TO YOUR USER'S MANUAL

PRESS 'RETURN' KEY TO CONTINUE

Don't panic. Record the entire message and the screen headings on a notepad. Press RETURN and you will be returned to The Depreciation Planner menu or the message informing you that YOU MAY NOW TURN OFF YOUR APPLE, if the error occurred at The Depreciation Planner menu itself. The reference number (shown above as REF NO yyy) is for our use only. Don't be concerned with it. The error number is explained below:

ERROR NO.	WHAT IT MEANS
1	LANGUAGE NOT AVAILABLE Your Apple is looking for a computer language which you don't have. Have your Applesoft Card or Language Card checked by your dealer for defects.
4	WRITE-PROTECTED You have a write-protect sticker on your diskette. That means the tag on your diskette prevents your adding on to, changing or removing information that is now on the diskette. Remove the tag and start over. If your diskette does not have a write-protect sticker and you get this message, you should see your dealer; your disk drive may be malfunctioning.
8	I/O ERROR May indicate problems with the diskette, the disk drive or the controller card. If the problem persists, contact your dealer for service on the equipment.
14	PROGRAM TOO LARGE Your Apple does not have enough memory (48K is needed). Contact your dealer.

SPECIAL ERROR MESSAGES:

YOUR SYSTEM DOES NOT HAVE A PASCAL LANGUAGE CARD NOR AN AP-
PLESOFT CARD. YOU MUST HAVE ONE OF THESE CARDS IN ORDER TO RUN THE
DEPRECIATION PLANNER.

or

PASCAL LANGUAGE CARD CANNOT BE RELOADED UNTIL THE SYSTEM IS
REBOOTED.

You cannot load the Applesoft language onto this card until you reboot the system.

CORRUPT DATA

The following errors will occur only if your data or system diskettes have failed, creating "corrupt" data or programs. In all cases, attempt to recover from your backup diskettes. Again, if you press RETURN, you will be returned to The Depreciation Planner menu. If your problems persist, you should contact us on the Hotline.

ERROR NO.	DESCRIPTION
0	NEXT WITHOUT FOR
1	Consult above section on ERROR MESSAGES
2, 3	RANGE ERROR
4	Consult above section on ERROR MESSAGES
5	END OF DATA
6	FILE NOT FOUND
7	VOLUME MISMATCH
8, 9	Consult above section on ERROR MESSAGES
10	FILE LOCKED
11	SYNTAX ERROR
12	NO BUFFERS AVAILABLE
13	FILE TYPE MISMATCH
14	Consult above section on ERROR MESSAGES
15	NOT DIRECT COMMAND
16	SYNTAX
22	RETURN WITHOUT GOSUB
42	OUT OF DATA
53	ILLEGAL QUANTITY
69	OVERFLOW
77	OUT OF MEMORY
90	UNDEFINED STATEMENT
107	BAD SUBSCRIPT
120	REDIMENSIONED ARRAY
133	DIVISION BY ZERO
163	TYPE MISMATCH
176	STRING TOO LONG
191	FORMULA TOO COMPLEX
224	UNDEFINED FUNCTION
254	BAD RESPONSE TO AN INPUT STATEMENT
255	CTRL-C INTERRUPT ATTEMPTED



APPENDIX B

CALCULATIONS

This appendix is a compilation of some of the calculations used in The Depreciation Planner. These calculations are listed under the chapter headings where they are introduced; however, they are used throughout the entire Depreciation Planner. All calculations are rounded.

ASSET MASTER

The 6 depreciation methods are:

STRAIGHT LINE (SL)

$$\text{MONTHLY DEPRECIATION} = \frac{(\text{ACQUISITION AMOUNT}) - (\text{SALVAGE VALUE}) - (\text{ACCUMULATED DEPRECIATION LTD})}{(\text{REMAINING LIFE IN MONTHS})}$$

DECLINING BALANCE (DB)

$$\text{MONTHLY DEPRECIATION} = \frac{(\text{ACQUISITION AMOUNT}) - (\text{ACCUMULATED DEPRECIATION LTD})}{\text{LIFE IN MONTHS}} \times \text{DECLINING BALANCE RATE}$$

NOTE: There is a maximum percent allowable for new and used items set in Customizing Features.

SUM-OF-THE-YEARS-DIGITS (SY)

$$\text{MONTHLY DEPRECIATION} = \frac{(\text{ACQUISITION AMOUNT}) - (\text{SALVAGE VALUE}) - (\text{ACCUMULATED DEPRECIATION LTD})}{(\text{REMAINING LIFE IN MONTHS} + 1)} \times (2)$$

DECLINING BALANCE TO STRAIGHT LINE (DS)

For this calculation, the Declining Balance method is used until the Straight Line method produces a higher rate of depreciation. To determine the change-over point, the Straight Line rate is calculated each year using the current accumulated depreciation. This figure will be compared to the calculation of the Declining Balance rate using the same accumulated depreciation. When the Straight Line depreciation is equal to or greater than the Declining Balance depreciation, the cross-over will be made on the anniversary date.

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ACRS STANDARD (1981 and after)

$$\text{MONTHLY DEPRECIATION} = [(\text{COST}) \times (\text{PERCENT FROM TABLE})] \div 12$$

ACRS STRAIGHT LINE (1981 and after)

$$\text{MONTHLY DEPRECIATION} = \left[\frac{(\text{COST})}{(\text{LIFE IN YEARS})} \right] \div 12$$

NOTE: The ACRS straight line uses the half-year convention. One half of a year's depreciation is taken in the first fiscal year that the asset is placed in service. The remaining half year of depreciation is taken in the year beyond the last year of the recovery period. Depreciation is applied to each fiscal year, not the anniversary year.

ASSET REGISTER

$$\text{REMAINING VALUE} = (\text{ACQUISITION AMOUNT}) - (\text{SALVAGE AMOUNT}) - (\text{ACCUMULATED DEPRECIATION LTD})$$

$$\text{ACTIVE ASSETS} = (\text{SUM OF THE DEPRECIABLE ASSETS}) + (\text{SUM OF THE STOP DEPRECIATION ASSETS})$$

$$\text{FULLY DEPRECIATED ASSETS} = (\text{SUM OF THE FULLY DEPRECIATED ASSETS})$$

$$\text{NON-DEPRECIABLE ASSETS} = (\text{SUM OF THE NON-DEPRECIABLE ASSETS})$$

$$\text{EXPENSED ASSETS} = (\text{SUM OF THE EXPENSED ASSETS})$$

$$\text{TOTAL FIXED ASSETS} = (\text{SUM OF THE DEPRECIABLE ASSETS}) + (\text{SUM OF THE STOP DEPRECIATION ASSETS}) + (\text{SUM OF THE FULLY DEPRECIATED ASSETS}) + (\text{SUM OF THE NON-DEPRECIABLE ASSETS}) + (\text{SUM OF THE EXPENSED ASSETS})$$

$$\text{RETIRED ASSETS} = (\text{SUM OF THE RETIRED ASSETS})$$

RETIREMENT REGISTER

$$\text{NET VALUE} = (\text{ACQUISITION AMOUNT}) - (\text{ACCUMULATED DEPRECIATION LTD}) + (\text{ACRS ADJUSTMENT})$$

NOTE: If you retire an asset which used the AC or AS methods of depreciation, then the ACRS Adjustment will be either equal to the accumulated depreciation YTD or it will be zero.

NOTE: The net value of an asset cannot be less than zero.

$$\text{PROFIT/LOSS ON DISPOSAL OF ASSET} = (\text{SALE/DISPOSAL AMOUNT}) - (\text{NET VALUE})$$

APPENDIX C

GLOSSARY

account ranges — divisions of numbers into which particular types of accounts (such as furniture, equipment or land) must be organized, in order to maintain consistency within an accounting system.

A/P (accounts payable) — an accounting system for maintaining the records of vendor activity; it is one of the 3 major programs of The Controller.

A/R (accounts receivable) — an accounting system for maintaining the records of customer activity; it is one of the 3 major programs of The Controller.

accumulated depreciation LTD — the amount of depreciation you have already claimed on an asset from its acquisition date to the present date.

accumulated depreciation year-to-date — the amount of depreciation you have already claimed on an asset from the start of the current fiscal year to the present date.

active assets — assets which are, at least in part, still depreciable.

acquisition amount — this is the amount an asset is worth, the amount which goes on the books. It can be zero (for example, if mere inventory control is desired).

acquisition/service date — the date officially recognized as the time the asset was acquired or placed in service. It is the date from which depreciation must begin.

ACRS standard (AC) — one of the 6 methods of calculating depreciation. The Accelerated Cost Recovery System is a method applied to assets placed into service after Dec. 31, 1981. See: Appendix B, *Calculations*, for an explanation.

ACRS straight line (AS) — one of the 6 methods of calculating depreciation. The Accelerated Cost Recovery System is a method applied to assets placed into service after Dec. 31, 1981. See: Appendix B, *Calculations*, for an explanation.

archives — the data diskettes which are kept as records in case their information may be needed at a future time.

asset — a property which has monetary value.

asset inventory list — a list of the assets you entered through the Asset Master program. The Depreciation Planner may be used either to help keep track of assets and/or to calculate depreciation.

asset life — this is an estimate in years of how long you can use a piece of property in your trade or business or to produce income for you. Bear in mind that the life for financial accounting purposes (book) may be different from the life for tax purposes. See IRS Publication 534, *Depreciation*, for a fuller explanation of how to calculate asset life.

audit trail — a record of all the steps of a financial transaction from initiation to conclusion. It provides a method of tracing a transaction such as by asset tag number.

back up — to make a copy of diskette, and thereby assure having a record of the most recent information.

backup diskette — a diskette which contains the same information as a system or data diskette, but which is held in reserve to be used in the event that the primary diskettes become unusable.

basis — in general, it is the cost of an asset. See IRS Publication 551, *Basis of Assets*, for a fuller explanation of how to calculate basis.

BKD diskette — a backup data diskette. The 3 letters, BKD, will always precede 3 numerals to form the title of a backup data diskette. Example: BKD021.

BKS diskette — a backup system diskette. The 3 letters, BKS, will always precede 3 numerals to form the title of a backup system diskette. Example: BKS021.

boot a system — the procedure whereby you prepare the computer for running programs. Refer to the Startup chapter for the proper procedure for booting your system.

change over point — the point in time at which it becomes advantageous for you to switch from the declining balance method to the straight line method for calculating depreciation on a particular asset. See IRS Publication 534, *Depreciation*, for a fuller explanation.

close month — the procedure which is mandatory at the end of each month's business activities. It requires that certain calculations and postings be made to insure proper record keeping.

Controller, The — the collection of computer programs developed by Dakin5 Corporation and designed to allow a small business to use an Apple II computer to automate its accounting procedures. The Controller consists of a General Ledger system, an Accounts Receivable system and an Accounts Payable system.

current month — the month for which The Depreciation Planner is accepting data. This is not necessarily the actual calendar month. For example, if the calendar month is June, but you are still working with May's information in the D/P, the current month is May.

current year depreciation — the amount of depreciation allowed on an asset or group of assets during the current fiscal year.

cursor — the flashing white square which appears on the computer screen and is the point at which characters appear as you type. It is the computer's way of telling you that it is waiting for you to enter information or make changes.

customer serial number — the number located in the upper right-hand corner of your Dakin5 Software License Agreement.

customize — the initial process of providing the computer with the information needed to tailor The Depreciation Planner to suit your individual business requirements.

DAT diskette — see: **data diskette**.

data diskette — a diskette whose primary function is storing the information generated from your business in a usable format.

debits/credits — accounting terminology for describing an economic event such as the acquisition (purchase) of property. Typically, a debit represents an increase in assets and a decrease in liabilities or owner equity. Conversely, a credit represents a decrease in assets and an increase in liabilities or owner equity.

declining balance (DB) — one of the 6 methods of calculating depreciation. See: Appendix B, Calculations, for an explanation.

declining balance to straight line (DS) — one of the 6 methods of calculating depreciation. See: Appendix B, Calculations, for an explanation.

default — the computer suggested response to a question which you may accept by pressing RETURN. For example, if the computer asks a Yes or No question and has determined that the most probable answer is No, it will show an N in the cursor box. To accept the No answer, you need only to press the RETURN key. However, you still have the option of selecting the Yes answer by pressing Y and then RETURN.

depreciable (D) — one of the 6 descriptive types of depreciation. It describes an asset for which some depreciation is still allowed.

depreciation — the amount of expense deduction which can be claimed on an asset during its useful life. See IRS Publication 534, *Depreciation*, for a fuller explanation.

depreciation expense — the amount of depreciation taken as profit or loss for an accounting period.

depreciation methods — the 6 basic accounting methods for calculating depreciation, which are: Declining Balance (DB) with 125%, 150% or 200% options; Straight Line (SL); Sum-of-the-years-digits (SY); Declining Balance to Straight Line (DS); ACRS Standard (AC) and ACRS Straight Line (AS). They are explained individually in Appendix B, *Calculations*.

depreciation percent — the percent used in the calculation of depreciation expense for assets using the DB or DS methods.

depreciation projection — the calculation of the amounts of depreciation you will be able to claim on assets during the current year and the next fiscal year.

depreciation types — the 6 descriptive categories into which The Depreciation Planner divides the assets for accounting purposes. The 6 types, Depreciable (D), Expensed (E), Fully depreciated (F), Non-depreciable (N), Retired (R) and Stop depreciation (S), are defined individually in this glossary.

diskette error — the situation that occurs when the information on a diskette becomes unreadable by the computer.

disposal amount — the amount of money or value you received for an asset at the time of its disposal. This may or may not be the same as the salvage amount.

disposal date — the date when an asset is retired.

end of life — that point in time at which an asset is fully depreciated.

expensed (E) — one of the 6 descriptive types of depreciation. It describes assets, such as short-term supply items, whose whole depreciation may be written off the first year.

fixed assets — the sum of the following types of assets: depreciable, stop depreciation, fully depreciated, non-depreciable and expensed.

forced copies — backup diskettes which The Depreciation Planner requires you to make at certain times before you can proceed with the program.

fully depreciable — an asset whose total acquisition cost may be depreciated during its asset life.

fully depreciated (F) — one of the 6 descriptive types of depreciation. It refers to an asset whose depreciation has reached its maximum.

G/L (general ledger) — a complete listing of a business' accounts; it is one of the 3 major programs of The Controller.

handpost — the entry of accounting transactions by hand into the appropriate ledger.

hotline — the toll-free number you should call if you have problems with The Depreciation Planner (1-800-525-0463).

invalid entry — an entry which does not conform to specifications set up within the program.

investment tax credit — a credit or deduction you are allowed to take dollar for dollar against your tax liability. The investment tax credit is calculated as a percentage of the cost of specifically defined investments. For a fuller explanation, see IRS Publication 572, *Investment Credit*.

life — see: **asset life**.

location — the physical area to which an asset is assigned for inventory purposes. The Depreciation Planner uses a 2-character symbol to represent each location.

mandatory report — a report which The Depreciation Planner requires you to print at a specific time before you are allowed to continue with other procedures.

method of depreciation — see: **depreciation method**.

modeling — the creation of examples of the various depreciation methods applied to an asset so that you may compare how each would affect that asset's depreciation.

net salvage — this is the salvage value of a piece of property minus what it costs to dispose of it.
net value — this amount is the difference between the acquisition amount and the accumulated depreciation of an asset.

next year depreciation — the projected amount of depreciation you will be able to claim during the next fiscal year.

non-depreciable (N) — one of the 6 descriptive types of depreciation. It describes an item for which the IRS does not allow depreciation.

profit/loss — dollar amount of profit or loss resulting from the net value amount minus the sale/disposal amount minus the net value amount. If the result is greater than zero, it is a profit. If it is less than zero, it is a loss.

remaining life — the amount of time (usually figured in months) for which you can continue to claim depreciation on an asset. This is the amount of time still remaining before its asset life ends.

remaining value — the amount of depreciation you will be able to claim on an asset before its asset life ends.

restore — to use a backup diskette to restore information to a diskette which has been damaged.

retire — to withdraw an asset from use in your business.

retired (R) — one of the 6 descriptive types of depreciation. It describes an asset which has already been retired but which will be kept on the books until fiscal year-end.

retirement — the permanent withdrawal of depreciable property from use in your business. See IRS Publication 534, *Depreciation*, for a fuller explanation.

retired asset — an item which you no longer use and which you have removed from your books for tax purposes. See IRS Publication 534, *Depreciation*, for a fuller explanation.

sale/disposal amount — the value at which you sold or disposed of an asset.

salvage amount — see: **salvage value**.

salvage value — this is the value of property at the end of its useful life. You must estimate the salvage value of a piece of property when you first acquire it. See IRS Publication 534, *Depreciation*, for a fuller explanation of how to calculate salvage value.

standard — common items which are used in the same way in all of the D/P programs. A listing and explanations of these items are found in Appendix A, *General References*.

stop depreciation (S) — one of the 6 descriptive types of depreciation. When this type is chosen for a depreciable item, The Depreciation Planner will stop depreciating the item, but it will continue to place the item on your reports.

straight line (SL) — one of the 6 methods of calculating depreciation. See: Appendix B, *Calculations*, for an explanation.

sum-of-the-years-digits (SY) — one of the 6 methods of calculating depreciation. See: Appendix B, *Calculations*, for an explanation.

SYS diskette — see: **system diskette**.

system diskette — a diskette with the primary function of storing the program which tells the computer what to do with the information you provide it on your DAT diskette.

tag number — a label with as many as 6 alphanumeric characters which you assign to each asset or group of assets for accounting purposes.

tag number verification screen — a screen used to search for or assign specific tag numbers. See the Asset Master chapter for a fuller explanation.

transfer file — the data file from which the General Ledger system accepts information about The Depreciation Planner for posting purposes.

trial balance — a 2-column schedule that compares the total of all debit balances with the total of all credit balances.

useful life — see: **asset life**.

utilities — the programs which allow you to back up, restore and duplicate your diskettes. They are found in Chapter 12 of The Depreciation Planner.

valid number — a number or a series of characters recognized by the program as being one of the group for which it has asked.

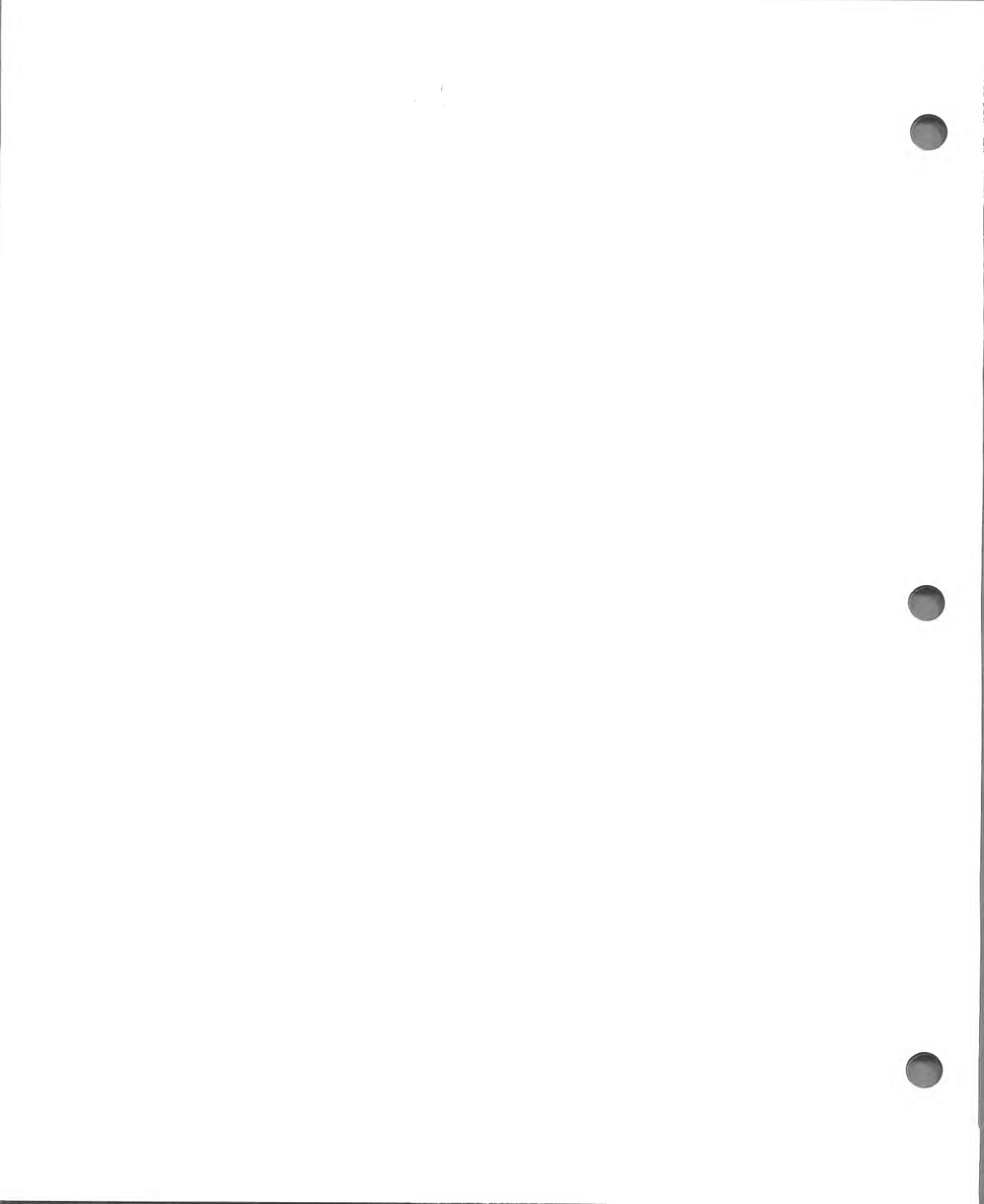
write-protected — the term used for a diskette when it has no notch in the side or the notch is covered with a piece of tape. The information on a write-protected diskette can be read and copied, but it cannot be changed or removed.

year-end date — the date on which your fiscal year ends.

year-to-date — see: **accumulated depreciation**.

yearly depreciation — the amount of depreciation you may claim on an asset or group of assets each year.

years of life remaining — the number of years for which you may still claim depreciation on an asset.



APPENDIX D

BIBLIOGRAPHY

The following documents were referenced extensively during the preparation of The Depreciation Planner. It is recommended that you become familiar with the most recent editions of these publications. When updated (as for the Economic Recovery Tax Act of 1981), they will change their revision dates but not their titles or publication numbers.

U.S., Department of the Treasury, Internal Revenue Service, Publication 551, *Basis of Assets*, Rev. Nov. 1980.

U.S., Department of the Treasury, Internal Revenue Service, Publication 534, *Depreciation*, Rev. Nov. 1980.

U.S., Department of the Treasury, Internal Revenue Service, Publication 553, *Highlights of 1980 Tax Changes*, Rev. Dec. 1980.

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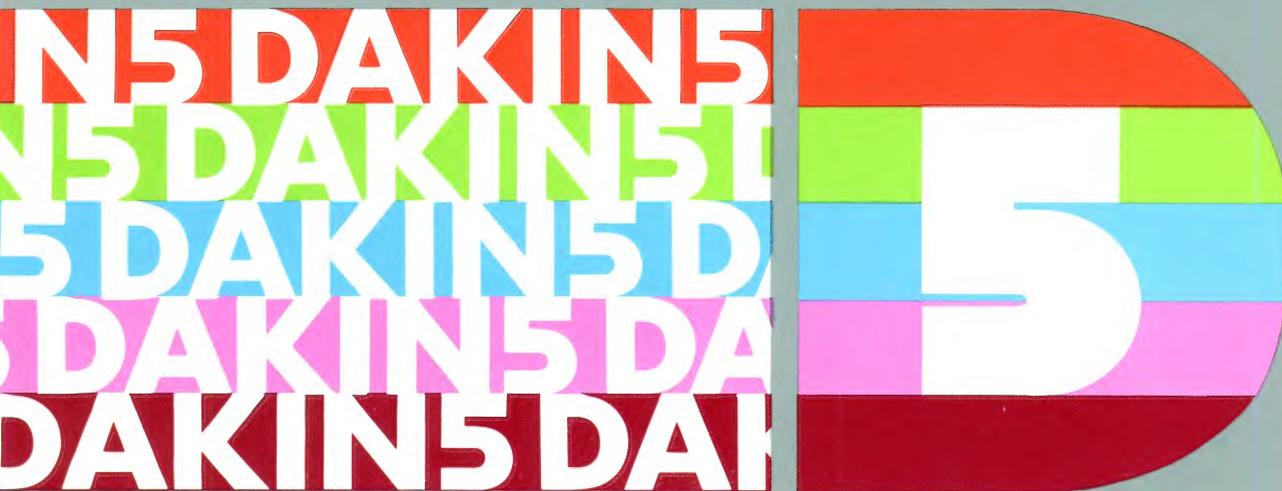


DAKIN5 CORPORATION

"...committed to solving the right problems."

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**the
depreciation
planner™
workbook**





**THE DEPRECIATION PLANNER™
WORKBOOK**

W-2 THE DEPRECIATION PLANNER

The Depreciation Planner™ Workbook is designed to guide you, the user, through the programs you will normally use on a monthly basis. You will be taken through the “Startup” portion of The Depreciation Planner, which prepares your diskettes for the information you will be entering, tailoring The Depreciation Planner for the needs of your specific business, and then you will be given a list of assets to enter in the Add Asset portion of the Asset Master program. You will be taken through the steps required to add the first of these assets. These sample assets will form the base of your company while you are practicing with this system. Later, when you practice printing the various reports in The Depreciation Planner, the information you will see on these reports will pertain to these assets.

The Workbook is designed to provide you with plenty of “hands-on” experience using the computer with these programs. You will have the opportunity to make your mistakes here, before you start entering your business information on your DAT021 diskettes. Although we will allow you to use your regular Depreciation Planner diskettes for this practice, later we will show you how to use the Utilities program in order to “recover” your diskettes. This returns your diskettes to their original state, ready to receive your actual business information.

If you own the Apple General Business System or the Dakin5 Small Business System, you must NOT make the link to the General Ledger during this practice session! This would cause you serious problems when you started up the system for actual business use.

Particularly if this is your first time using one of our products, you should turn to the chapters in The Depreciation Planner manual entitled Introduction and Startup, as well as to the Appendix entitled General References. Read these chapters carefully before you begin your practice. They will familiarize you with the way The Depreciation Planner utilizes the various keyboard commands and might prevent some problems from occurring later.

STARTUP

Startup allows you to “turn on” your Depreciation Planner package, and customize it specifically for your individual business needs. Read the chapter entitled Startup before proceeding further.

As you see, you may customize The Depreciation Planner in any of 3 different modes:

1. Linked to the Apple General Business System or the Dakin5 Small Business System and using General Ledger.
2. Linked to the Apple General Business System or the Dakin5 Small Business System but not using General Ledger.
3. By itself.

In these practice sessions you will use The Depreciation Planner **by itself**. Do **not** make the link to General Ledger.

In order to start The Depreciation Planner, read and follow all the instructions in the Startup chapter of the manual through the How To Use The Depreciation Planner section. When you reach the question, ENTER TODAY'S DATE, return to this workbook and begin responding to the questions with the answers shown in the following table. These questions are very important, as they tailor The Depreciation Planner to your particular business.

MESSAGE THAT APPEARS ON THE SCREEN	YOUR PRACTICE ANSWER SHOULD BE
1. ENTER TODAY'S DATE MM/DD/YY 00/00/00	07/01/81.
2. WILL YOU BE USING YOUR APPLE GENERAL BUSINESS SYSTEM?	You must answer N to this question.
3. WILL YOU BE USING THE DAKIN5 SMALL BUSINESS SYSTEM?	You must answer N to this question.
4. WILL YOU BE USING GENERAL LEDGER?	You must answer N to this question.
5. ENTER YOUR FISCAL YEAR-END-DATE MM/DD/YY 00/00/00	11/30/81
6. ENTER YOUR CURRENT MONTH-END-DATE MM/DD/YY 00/00/00	07/31/81
7. ENTER VOLUME NUMBER OF THIS D/P DATA DISKETTE	1
8. ENTER YOUR COMPANY NAME	For these practice sessions your company name should be CAPITOL CABINET COMPANY .
9. DO YOU WANT THE LETTERS OF YOUR COMPANY NAME TO BE SEPARATED WITH BLANKS WHEN PRINTED?	If you answer Y to this question there will be a space between letters and 2 spaces between words on printed reports only . You may choose as you wish.
10. DO YOU WANT A BLANK PAGE AFTER EACH OF THE REPORTS?	You must answer Y or N to this question.
11. MAXIMUM DECLINING BALANCE RATE FOR NEW ASSETS IS 200%	Press RETURN to accept the default value of 200 .

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12. MAXIMUM DECLINING BALANCE RATE FOR USED ASSETS IS 150%	Press RETURN to accept the default value of 150.
--	---

13. ENTER YOUR DEPRECIATION PLANNER
ACCOUNT NUMBER FOR
(account type) (x/x)
CHART OF ACCOUNTS DESCRIPTION IS
(description from G/L or entry up to 30 characters long)

Beginning with this message, The Depreciation Planner will ask you to type in account numbers for each of the accounts listed below.

You **must** enter at least 1 account per account type. The first **x** is a counter, indicating that this is the first, second, third, etc., account number you have entered under this account type. The second **x** indicates how many account numbers you are **allowed** to enter under this account type.

For example, the first such message you will see is:

ENTER YOUR DEPRECIATION PLANNER
ACCOUNT NUMBER FOR
PROCEEDS FROM DISPOSAL (1/1)

This indicates that you are about to enter your first account number for PROCEEDS FROM DISPOSAL, and that 1 such account number is allowed.

TYPE 10000

You will now see the message: CHART OF ACCOUNTS DESCRIPTION IS. Since you are not linked to General Ledger you must type in the description of this account, which is LAND.

Now the screen will say:

ENTER YOUR DEPRECIATION PLANNER
ACCOUNT NUMBER FOR
FIXED ASSETS (2/10)

which indicates that you are about to enter your **second** account number. Enter 16200 PLANT AND EQUIPMENT using the same procedure. Each account number can be as long as 5 characters.

Because you will not be entering the maximum number of accounts for **fixed assets, accumulated depreciation** or **depreciation expense**, press RETURN instead of typing in another account number when the screen asks for it. You then will see this message:

HAVE YOU FINISHED CUSTOMIZING ACCOUNTS FOR
(account type)?

Answer Y, and The Depreciation Planner will proceed to the next account type.

Follow these instructions and enter the following accounts numbers and descriptions:

PROCEEDS FROM DISPOSAL	10000 Cash
FIXED ASSETS	16100 Land 16200 Plant And Equipment
ACCUMULATED DEPRECIATION	16500 Plant And Equipment
DEPRECIATION EXPENSE	51100 Depreciation Expense
EXTRAORDINARY INCOME	47000 Extraordinary Income

14. DO YOU WISH TO CHANGE THE ACRS DEPRECIATION TABLES?	You must answer N to this question.
---	-------------------------------------

Once you have answered this question you are ready to print out your Customizing Features report, which provides you with a record of the decisions you made during Customizing. Follow the instructions for printing this report.

Once the report is printed you will see The Depreciation Planner menu.

ASSET MASTER / DEPRECIATION MODELING

Choose Selection 1, ASSET MASTER, from The Depreciation Planner menu. Then choose Selection 1, ADD ASSET, from the Asset Master Menu so that you may practice adding your assets into The Depreciation Planner system.

ADDING YOUR FIRST ASSET

This is the first asset you will be adding to your asset list:

Tag	Description	Acq/Svc	Salvage	Acq.Date	Method	Life	Y-T-D	L-T-D	Dep%	MD
01	Grinder	1,479.05	150.00	01/20/81	ACRS SL	10	36.95	36.95	N/A	5

Look at the number of entries still available on the diskette you're working on, displayed at the bottom of your screen. This is important information; it lets you know how much space you have left on your diskette.

Note that the cursor is prompting you for a Tag Number.

TYPE 1

Pressing RETURN moves the cursor prompt to the next line: 2. DESCRIPTION. The cursor will move in this manner each time you type an entry and press RETURN.

Now that you are familiar with the cursor movement, you may enter the rest of this asset.

For DESCRIPTION

TYPE GRINDER

For SERIAL NUMBER

PRESS RETURN

This allows you to omit the serial number. The serial number is for informational purposes only. This grinder does not have one.

For LOCATION

TYPE any two characters you like for a location code (department, floor, area, etc.). This is for informational purposes only.

For DEPR TYPE

TYPE D

All the items on this sample asset list will be depreciable. Notice that The Depreciation Planner will fill in the word "DEPRECIABLE" once you have typed the letter.

For NEW OR USED

TYPE N

All the sample assets you will be adding are New assets.

For ACQ/SERVICE DATE

TYPE 01/20/81

For ACQUISITION AMOUNT

TYPE 147905

Note that The Depreciation Planner will insert the decimal point.

For SALVAGE AMOUNT

TYPE 15000

For G/L ASSET ACCOUNT NO

TYPE 16200

Note that The Depreciation Planner will fill in the account name: PLANT AND EQUIPMENT.

Now you will see the question: IS THIS ENTRY CORRECT?

If you have entered all items correctly,

PRESS Y

If you have made a mistake, press N, then press the number of the selection you wish to change when asked for it.

Now you will see the second Add Asset screen, with the tag number and description carried over from the previous screen.

For G/L ACCUM DEPR ACCOUNT NO

TYPE 16500

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and the name PLANT AND EQUIPMENT will appear.

For G/L DEPR EXPENSE ACCOUNT NO

TYPE 51100

and the name DEPRECIATION EXPENSE will appear.

For DEPR METHOD

TYPE AS

and ACRS SL will appear as the depreciation method.

For LIFE (YRS)

TYPE 10

For MONTHS DEPRECIATED

TYPE 5

For ACCUM DEPR-LTD

TYPE 3695

For ACCUM DEPR-YTD

TYPE 3695

You will not be asked for a percentage rate.

After you have entered all your information on this screen you will again be given the opportunity to answer Y or N to the question IS THIS ENTRY CORRECT? and make any necessary changes. The Depreciation Planner will record your asset information onto the diskette after you have responded Y to this question.

Now you are ready to enter the rest of your assets. Enter the assets listed below, starting with tag number 2, Warehouse.

Current Month: 07/81
 Fiscal Year End: 11/30/81
 Today's Date: 07/01/81

DEPRECIATION PLAN — CAPITOL CABINET COMPANY

Tag	Description	Acq/Svc	Salvage	Acq.Date	Method	Life	Y-T-D	L-T-D	Dep%	MD
01	Grinder	1,479.05	150.00	01/20/81	AS	10	36.95	36.95	N/A	5
02	Warehouse	100,000.00	10,000.00	02/01/79	DB	30	3,383.50	14,918.49	200	29
03	Copy Machine	3,395.25	250.00	04/01/79	DS	5	364.08	2,035.84	200	27
04	Sander	865.43	75.00	01/20/81	AS	10	21.60	21.60	N/A	5
05	Truck	15,875.12	2,000.00	01/25/81	AC	10	529.15	529.15	N/A	5
06	Drill Press	1,456.35	100.00	07/10/81	AS	10	.00	.00	N/A	0
07	Drill Press	954.83	10.00	02/18/78	DS	10	97.23	833.69	200	40
08	Truck	11,894.45	600.00	02/18/76	DS	6	1,106.80	10,119.53	200	64

After you have added all these assets, return to the Asset Master Menu by pressing ESCape. Choose Selection 2, CHANGE ASSET from this menu and follow the instructions in the manual in order to change Asset No. 4, Sander, in the following manner:

Change the Life of this asset from 10 to 5.

Again ESCape and return to the Asset Master Menu. This time select Retire Asset. Follow the instructions and Retire the truck, asset No. 8, with a Disposal Amount of \$1,000.

It is a common business practice to retire old equipment and replace it with new. Practice this with the truck belonging to Capitol Cabinet Company. You have already retired the old truck; now you want to add a new one to your inventory. But perhaps you're not sure which depreciation method to use.

Return to the Asset Master Menu. Then go to The Depreciation Planner menu and choose the Depreciation Modeling selection.

Follow the instructions and try modeling the new truck with the specifications provided below:

Tag	Description	Acq/Svc	Salvage	Acq.Date	Method	Life	Y-T-D	L-T-D	Dep%	MD
09	Truck	16,001.39	2,500.00	07/16/81	AC	5	0	0	N/A	0

W-10 THE DEPRECIATION PLANNER

After you have modeled depreciation for the truck using the ACRS Standard method, try it with the ACRS Straight Line method. This may require a judgment decision; perhaps this method produces more or less depreciation than you wish to take now. Or perhaps you may prefer higher amounts in later years. Print all the modeling reports and examine them to determine which method suits your needs.

Once you have decided which depreciation method you would use, go back to Asset Master and add Asset Number 9, Truck, to your inventory.

Or perhaps you'd like to see what asset No. 3, the Copy Machine, would look like using the Sum-of-the-years-digits (SY) method. Enter this asset as it is listed in your Depreciation Plan and print out a model. Then return to the change model selection, and change the method from DS to SY.

Now add another new asset, a Glue Machine, with the following specifications:

Tag	Description	Acq/Svc	Salvage	Acq.Date	Method	Life	Y-T-D	L-T-D	Dep%	MD
10	Glue Machine	7,493.17	750.00	07/10/81	AS	10	0	0	56.19	0

At this point you will have added 10 items to your Asset Inventory List, and retired 1. To see a listing of these go to the Display Asset selection on your Asset Master Menu.

REPORTS

Now you are ready to practice printing all of The Depreciation Planner reports. Beginning with the Asset Master Reports, they are:

- ASSET INVENTORY LIST
- CHANGED ASSET LIST
- ASSET REGISTER (in each of 5 formats)
- MONTHLY RETIREMENT REGISTER
- YEAR-TO-DATE RETIREMENT REGISTER
- RETIREMENT REGISTER DISTRIBUTION JOURNAL
- DEPRECIATION REGISTER
- DEPRECIATION REGISTER DISTRIBUTION JOURNAL
- DEPRECIATION PROJECTION
- INVESTMENT TAX CREDIT REGISTER

Read each chapter in the manual, follow the instructions, and print these reports.

After you have run these reports you are ready to close the month. Turn to the Close Month chapter of your manual and follow all instructions carefully.

The final step in using The Depreciation Planner Workbook is to “restore” your DAT021 diskette to its original state. To do this, simply turn to the Utilities chapter of your manual and follow the instructions under Diskette Restore.

Once you have finished restoring your DAT021 diskette you are ready to begin working with your actual business information.

We have shown you the basics involved in using a microcomputer with The Depreciation Planner. Now you know how to:

- set up your system.
- enter your information.
- model different methods.
- set up calculations.
- print reports.

And quickly and accurately handle a tremendous volume of information and record keeping in a simple, easy-to-use system. You will soon discover that The Depreciation Planner **frees** you, permitting you more time for the actual management of your business.

Remember that if you have any difficulty using the system, The Depreciation Planner toll-free Hotline number is 1-800-525-0463. For Colorado residents (area code 303), the number is 426-6090. Our hours are 8:30 - 5:15. We'll be there to assist you if any problems should occur.







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"..committed to solving the right problems."

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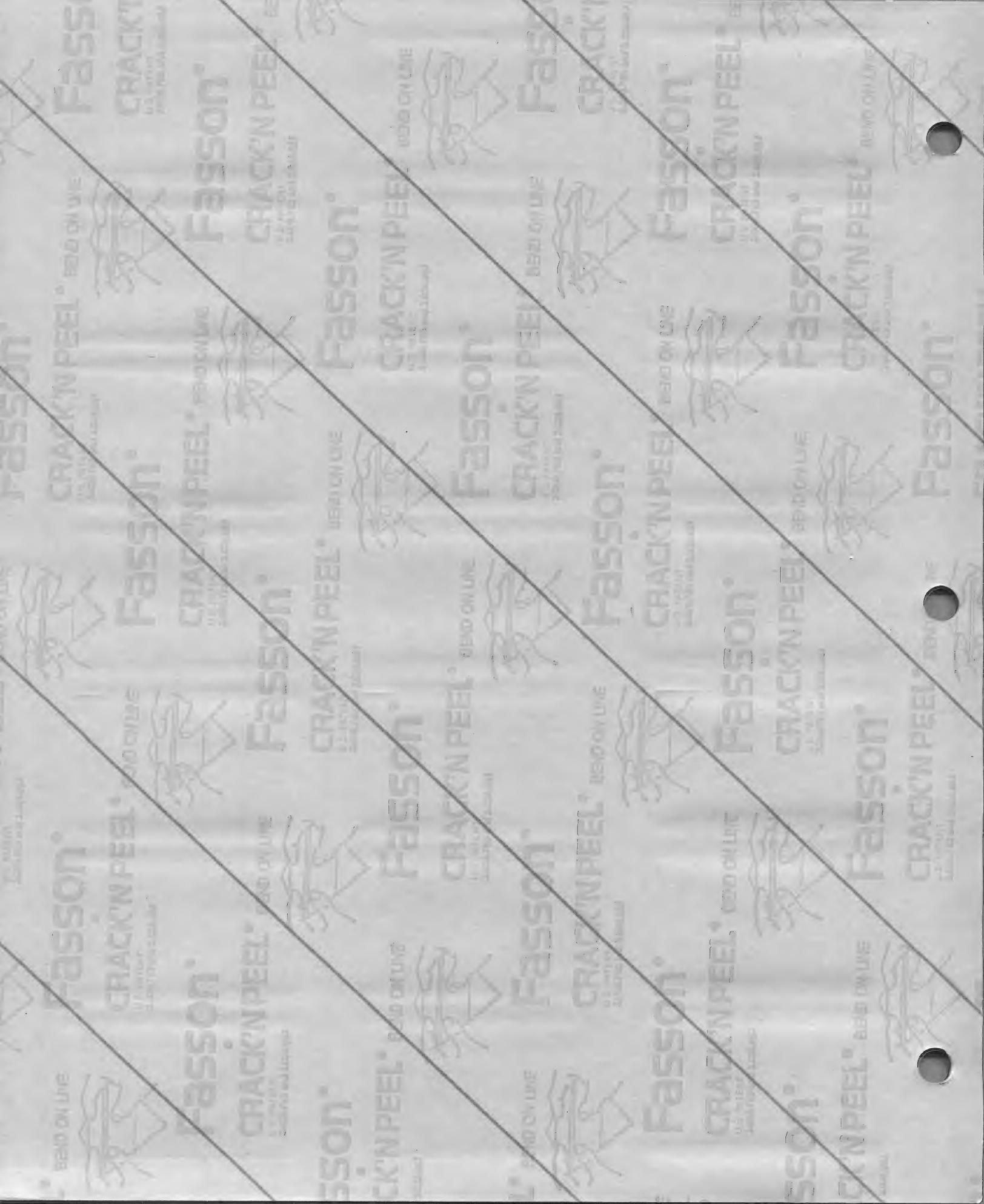
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THE DEPRECIATION PLANNERTM

Packing List

This Package should contain the following items:

ITEM	QTY	PART NUMBER	DESCRIPTION
1	1	DP001	Binder, 3-Ring
2	1	DP004	Packing List
3	1	DP005	Software License Agreement Form
4	1	DP006	Label Sheet
5	1	DP007	Manual: THE DEPRECIATION PLANNER TM *
6	1	DP008	Registration Card
7	1	DP009	Diskette, DAT021
8	1	DP010	Diskette, BKD021
9	1	DP011	Diskette, BKS021
10	1	DP012	Diskette, BKS022
11	1	DP013	Diskette, SYS021
12	1	DP014	Diskette, SYS022
13	3	DP030	3-hole Plastic Pocket Page
14	1	DP037	Workbook

*Includes 14 tabs plus front and rear covers

If you are missing any of the above items, please accept our apologies. We will send the item or items to you upon receipt of the following information:

Date of Purchase: _____

Customer Name: _____ Phone: _____

Address: _____

Item(s) Missing: _____

Quantity Missing: _____

Please also circle each missing item and quantity on the above list.

Mail this Packing List to:

Dakin5 Corporation
Service Department
P.O. Box 21187
Denver, Colorado 80221

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THE DEPRECIATION PLANNER SYSTEM CAPACITIES

This is a list of the maximum values allowed for in your Depreciation Planner.

ASSET MASTER	Can have up to 750 assets in its Asset Inventory.
DEPRECIATION MODELING	Can have up to 10 models on each data (DAT021) diskette.
ACQUISITION AMOUNT	Can be up to 10 digits* . This number can only be positive and cannot be zero.
SALVAGE AMOUNT	Can be up to 10 digits* . This number can be zero or a positive number.
ACCUMULATED DEPRECIATION LIFE-TO-DATE	Can be up to 10 digits* . This number can never be negative. For a new item this amount would be zero.
ACCUMULATED DEPRECIATION YEAR-TO-DATE	Can be up to 10 digits* . This number can never be negative. For a new item this amount would be zero.
DISPOSAL AMOUNT	Can be up to 10 digits* .

If The Depreciation Planner is linked to General Ledger the maximum amounts to be transferred to G/L cannot exceed **10 digits*** for each entry.

* 99,999,999.99 -- which is ten digits.



DAKIN5 SOFTWARE LICENSE AGREEMENT

Product Name **THE DEPRECIATION PLANNER™** License Number **DP 2070**

Date of Purchase _____

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DP005

DAKIN5 SOFTWARE REGISTRATION FORM

Product Name **THE DEPRECIATION PLANNER™** License Number **DP 2070**

Customer Name _____

Address _____

Phone _____ Date of Purchase _____

Authorized Dealer _____

Dealer Address _____

I have read and understand the Dakin5 Corporation License Agreement and agree to abide by its terms:

Customer's Signature

PLACE
STAMP
HERE

DAKINS CORPORATION

P.O. Box 21187
Denver, Colorado 80221



THE DEPRECIATION PLANNER REGISTRATION CARD

I understand that The Depreciation Planner is a copyrighted product. In addition, I understand that reproduction of any part of the manual or the computer programs is a violation of the copyright law. Please include my name on your mailing list for all updates and notification of future products.

Signature: _____ Date: _____

Name: _____

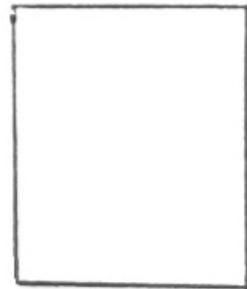
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City: _____ State: _____ Zip: _____

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