

**DATA IMPORT FORMAT – BASSET FIXED ASSET SYSTEM**

<u>Spreadsheet Column</u>	<u>Field Name</u>	<u>Data Type</u>	<u>Length</u>	<u>Decimal</u>	<u>Notes</u>
<b>A</b>	<b>Description</b>	<b>Character</b>	<b>25</b>		Note 1
B	Location	Character	25		
C	Location State	Character	25		
D	Company	Character	25		
E	Manager	Character	25		
F	Division	Character	25		
G	Department Code	Character	25		
H	Vendor	Character	25		
I	PO Number	Character	25		
J	Mfg Serial	Character	25		
K	Company Asset No	Character	25		
L	Warranty Date	Character	25		
M	Class Code	Character	5		
<b>N</b>	<b>Asset GL</b>	<b>Character</b>	<b>30</b>		Note 2
O	Accumulated GL	Character	30		
P	Expense GL	Character	30		
<b>Q</b>	<b>Property Type</b>	<b>Character</b>	<b>1</b>		Note 3
<b>R</b>	<b>Listed Property</b>	<b>Character</b>	<b>1</b>		Note 4
<b>S</b>	<b>Acquisition Date</b>	<b>Date</b>	<b>10</b>		Note 5
<b>T</b>	<b>Service Date</b>	<b>Date</b>	<b>10</b>		Note 5
U	ITC Option	Character	1		Note 6
V	ITC Amount	Numeric	13	2	Note 7
W	ITC Recapture	Numeric	13	2	
X	Disposal Date	Date	10		Note 8
Y	Proceeds of Sale	Numeric	13	2	Note 9
Z	Disposal Method	Character	1		Note 10
AA	More 1	Character	25		
AB	More 2	Character	25		
AC	More 3	Character	25		
AD	More 4	Character	25		
AE	More 5	Character	25		
AF	More 6	Character	25		
AG	More 7	Character	25		
AH	More 8	Character	25		
AI	More 9	Character	25		
AJ	More 10	Character	25		

Depreciation Schedules

IRS  
Book  
State  
AMT

Spreadsheet Columns

Columns AK through AV  
Columns AW through BH  
Columns BI through BT  
Columns BU through CF

**Depreciation Schedules: Each Schedule contains the same information**

<b>Purchase Price</b>	<b>Numeric</b>	<b>13</b>	<b>2</b>	Note 11
<b>Depreciation Method</b>	<b>Character</b>	<b>6</b>		Note 12
<b>Depreciation Date</b>	<b>Date</b>	<b>10</b>		Note 13
<b>Est. Life Years</b>	<b>Numeric</b>	<b>2</b>	<b>0</b>	Note 14
<b>Est. Life Months</b>	<b>Numeric</b>	<b>2</b>	<b>0</b>	Note 14
Section 179 Value	Numeric	13	2	Note 15
Salvage Value	Numeric	13	2	Note 15
Adjustment To Basis	Numeric	13	2	Note 15
% Business Use	Numeric	5	1	Note 16
<b>1st Year Convention</b>	<b>Character</b>	<b>6</b>		Note 17
<b>Total Accumulated Depr</b>	<b>Numeric</b>	<b>13</b>	<b>2</b>	Note 18
<b>As of Date</b>	<b>Date</b>	<b>10</b>		Note 18
DA...DZ	Notes	Character	85	Note 19
BASSETS END OF DATA				Note 20

**Notes to Data Import Format**

- NOTE 1: **Required Field.** The Asset Description
- NOTE 2: **Required Field.** The Asset General Ledger code is a major asset identifier and report sort field.
- NOTE 3: **Required Field.** If blank, (P)ersonal will be assumed. Other property types include (R)eal, (L)eased, (A)mortized and lu(X)ury Auto
- NOTE 4: **Required Field.** (L)isted or (N)ot listed property as defined under IRS regulations, if blank (N) will be assumed.
- NOTE 5: **Required Field.** The Acquisition and Service Date as defined under IRS regulations. For most assets, these dates are the same. The required format is MM/DD/YYYY.
- NOTE 6: **Required Field,** when an Investment Tax Credit was taken. The code is (F)ull or (R)educed credit
- NOTE 7: **Required Field,** The ITC dollar amount of the credit taken must be entered
- NOTE 8: **Required Field,** if record is a disposed asset. The required format is MM/DD/YYYY
- NOTE 9: **Required Field,** if the asset was sold and cash or cash equivalent was received. Any dollar amount entered here, will effect the Gain/Loss calculation

- NOTE 10: Disposal Methods are user definable, such as (S) for sale or (R) for retirement and is not a required field
- NOTE 11: **Required Field.** This is the purchase price or cost basis of the asset
- NOTE 12: **Required Field.** Please refer to attached Depreciation Methods list
- NOTE 13: **Require Field.** This date is the same as the Service Date in column T
- NOTE 14: **Required Field.** If recovery period is five (5) years, then recovery period - yrs is 5 and recovery period - mos is 0. If recovery period is seven (7) years and six (6) months, then recovery period - yrs is 7 and recovery period - mos is 6
- NOTE 15: Section 179 deduction, salvage value & adjustment to basis are optional fields and should be entered as appropriate
- NOTE 16: The system will assume one hundred percent (100 %) business use. **If business use is less than one hundred percent, the field is REQUIRED**
- NOTE 17: **Required Field.** Please refer to attached First Year Convention list
- NOTE 18: Enter the dollar amount and the period closing date for the general ledger accumulated depreciation dollar amount to which the Bassets Fixed Asset System must tie to
- NOTE 19: The Notes field can be made up of several data columns from the users spreadsheet. These multiple fields **MUST** be adjacent to each other on the spreadsheet. On the **Data Import** form, **Map Fields** tab, in the **SS Column**, the user would enter the corresponding columns in the following format: DA - DZ
- NOTE 20: In the spreadsheet row that follows the **last data record** to be imported into Bassets, enter in Column A: **BASSETS END OF DATA**

## DEPRECIATION METHODS

### **METHODS STARTING 01/01/1987 to PRESENT**

**MACRS**            Modified Accelerated Cost Recovery System  
**AMACRS**         Alternate Modified Accelerated Cost Recovery System

### **METHODS STARTING 01/01/1981 to 12/31/86**

**ACRS**             Accelerated Cost Recovery System  
**AACRS** Alternate Accelerated Cost Recovery Systems

### **METHODS BASED UPON IRS ACRS TABLES I through XX**

**TI**                 15 Year Real Property  
**TII**                Low Income Housing Before 5/85  
**TIII**              Low Income Housing After 5/85  
**TIV**              18 Year Real Property After 6/22/84  
**TV**                18 Year Real Property 3/15/84-6/22/84  
**TVI**               19 Year Real Property  
**TVII**              18 Year Real Property After 6/22/84 - AACRS  
**TVIII**             18 Year Real Property 3/15/84-6/22/84 - AACRS  
**TIX**               19 Year Real Property - AACRS  
**TX**                18 Year Real Property After 6/22/84 - AACRS - 35 Years  
**TXI**               18 Year Real Property 3/25/84-6/22/84 - AACRS - 35 Yrs  
**TXII**              Low Income Housing After 5/85 - AACRS  
**TXIII**             19 Year Real Property - AACRS - 35 Years  
**TXIV**             18/19 Year Real Property - AACRS  
**TXV**               18/15 Low Income Property - AACRS  
**TXVI**              Listed Property Not Used Previously  
**TXVII**             40 Year for 18/19 Listed Property  
**TXVIII**            3 Year Leased Listed Property  
**TXIX**             5 Year Leased Listed Property  
**TXX**               10 Year Leased Listed Property

### **OTHER METHODS**

**SL**                 Straight Line  
**D125**              Declining Balance - 125%  
**D125SL**            Declining Balance 125% - Switch to Straight Line  
**D150**              Declining Balance - 150%  
**D150SL**            Declining Balance 150% - Switch to Straight Line  
**D175**              Declining Balance - 175%  
**D175SL**            Declining Balance 175% - Switch to Straight Line  
**D200**              Declining Balance - 200%  
**D200SL**            Declining Balance 200% - Switch to Straight Line  
**SUMYD**            Sum of Years Digits  
**SUMYDS**           Sum of Years Digits - Switch to Straight Line  
**NONE**              No Depreciation Possible

**FIRST YEAR CONVENTIONS**

<b><u>METHOD</u></b>	<b><u>LIFE</u></b>	<b><u>PROPERTY TYPE</u></b>	<b><u>FIRST YEAR CONVENTIONS</u></b>
MACRS	<= 20	P	HALFYR, MIDQ
MACRS	> 20	R	MIDM
AMACRS	< 40	P	HALFYR, MIDQ
AMACRS	>= 40	R	MIDM
ACRS	-	-	'BLANK'
AACRS	-	P	HALFYR
AACRS	-	R	FULLMO
TI THROUGH TXX	-	-	'BLANK'
SL	-	-	FULLMO, NEXTMO, HALFYR, MHALYR, MIDM
DECLINING BALANCE	-	-	HALFYR, MHALYR, MIDM FULLMO
SUM OF THE YEARS DIGITS	-	-	HALFYR, MHALYR, MIDM
NONE	-	-	'BLANK'

**NOTE**      'BLANK' = SPACE(6)