

# Table of Contents

## Using AssetManager Pro v3

---

<b>Acknowledgments</b> .....	(ii)
<b>About this Workbook</b> .....	(iii)
<b>Using AssetManager Pro v3</b>	
Simulation Exercise details – Rosedale Properties .....	1
Notes on the New Tax System .....	2
Notes on the Simplified Tax Option for Small Business .....	2-3
Notes on Depreciation for Large Business up to 1 July 2001 .....	3-4
Notes on Uniform Capital Allowance for Non STS Business Taxpayers .....	5
Introduction to AssetManager Pro .....	7
Creating your AssetManager Pro data file .....	8-11
Setting up Account Numbers .....	12-14
Exploring AssetManager Pro .....	14-16
Setting up your AssetManager Pro data file .....	16
Setting up Asset Groups .....	18
Notes on Depreciation Methods .....	19
Adding New Asset Groups .....	20
Creating Cards to be used in AssetManager Pro .....	22
Entering Asset Details as at your Conversion Date. ....	23
Printing Asset List .....	30
Printing Asset Detailed List .....	31
Adding Assets Purchased .....	33
Printing Asset List by Asset Group .....	35
Printing Asset Depreciation report by Asset Group [Book Values] .....	36
Printing Asset Depreciation report by Asset Group [Tax Values] .....	37
Printing List of Assets in Low Value Pool .....	38
Printing Depreciation Journals .....	39
Printing Asset Depreciation by Cost Centres .....	40
Depreciation Entry in MYOB v15 [Cost Centres] .....	41
Backing up your Data File .....	41
Entering Disposal of Assets .....	42
Printing Disposal Transaction Listing .....	43
Printing Disposal of Asset Journal Entry .....	44
Entering Disposal of Asset in Low Value Pool .....	45
Printing Asset History Reports .....	46
Consolidation Exercise 1 .....	47
Consolidation Exercise 2 .....	48
Barcode Labels .....	49
Entering Service Details and Printing Reports .....	49
Reconciling Assets .....	50
Entering Service Details .....	51
Viewing Graphs .....	52
Viewing Transactions entered this Financial Year .....	52
End of Financial Year Procedure .....	54
Printing Depreciation Schedule Worksheet 1 .....	56-57
Printing Depreciation Schedule Worksheet 2 .....	58
Printing Capital Allowance Schedule .....	59
Starting a New Year .....	60
Integrated MYOB Accounting V15 and MYOB AssetManager Pro V3 exercise .....	63