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Dear Fixed Asset User,

This is the Installation Instructions for the 4.1.102 – 01/15/12 release of the Pro Systems Fixed Asset System, released on 01/15/12. **Only install this update version on computer systems that already contain version 3.10 or later.**

If you wish to install the Pro Systems Fixed Asset System version 4.1.102 onto a new computer system that does not contain a prior release of 3.10 or later, please contact our support department for instructions.

**VERSION 4.1.102 (01/13/12) INCLUDES THE FOLLOWING CHANGES AND ENHANCEMENTS:**

New tax law changes and enhancements. See the full list in the readme.txt file which may be found in the Fixed Asset program directory or from the Fixed Asset Help menu.

To install the new update, please follow the instructions included with this update. If you have any problems or questions, be sure to contact our software support department.

Sincerely,

A handwritten signature in cursive script that reads "Mary Lemay". The signature is written in a dark ink on a light-colored background.

Software Support

## **Pro Systems Fixed Asset System Update Version 4.1.102 (01/15/12)**

### **INSTALLATION OF THE PSI FIXED ASSET SYSTEM**

For this version, updates are available through our web site or via an update CD.

### **INSTALLING THE UPDATE FROM CD**

- Exit all other programs and place the CD into your CD drive.
  - o If the installation does not start automatically, perform this step [Select RUN from the START menu then enter D:\setup (assuming your CD drive is D) and click OK].
- When the "PSI Fixed Asset Setup Wizard" screen appears, click the NEXT button.
- When the "Folder:" box appears, it should contain the location of your current PSIFA programs. The default is: C:\psifa\ If this is not correct, browse on your hard disk to find the correct directory. Once the "Folder:" contains the correct drive / directory, click the NEXT button.
- Click the "INSTALL" button if you wish to install the programs to the default location.
- On the next screen, click the "INSTALL" button to begin the copy process.
- When complete, click the "FINISH" button.
- The new PSIFA programs are now installed and may be accessed from the PSI icon.
- HELP screens provide detailed instructions on the use of the PSI Fixed Asset System. To access HELP while running the PSI Fixed Asset System, click the HELP button.

### **INSTALLING THE UPDATE FROM OUR WEB SITE**

- Through your Internet browser, go to our web site at <http://www.prosystems.com>, from the Main Page click on Support / Updates, from the Support page click on Pro Systems Fixed Asset System and continue with the steps below.
- This document is the Installation Instructions (FAU41101.PDF) that may be downloaded from our web site.
- Download the update (FAU41101.EXE) onto your computer system. Be sure to remember where you save it.
- This file is password protected and you must have a current support plan with Pro Systems to obtain a password. If you do not know the password, please contact our support department at 800-849-0001 or email [mary@prosystems.com](mailto:mary@prosystems.com) to obtain the password.
- Double-click on the update file from your hard drive to unzip the update files. The update files will be stored on your hard drive in the temporary directory C:\FA4TEMP.
- From the directory C:\FA4TEMP, double click on the program SETUP.MSI to start the update. When the "PSI Fixed Asset Setup Wizard" screen appears, click the NEXT button.
- When the "Folder:" box appears, it should contain the location of your current PSIFA programs. The default is: C:\psifa\ If this is not correct, browse on your hard disk to find the correct directory. Once the "Folder:" contains the correct drive / directory, click the NEXT button.
- Click the "INSTALL" button if you wish to install the programs to the default location.
- On the next screen, click the "INSTALL" button to begin the copy process.
- When complete, click the "FINISH" button.
- The new PSIFA programs are now installed and may be accessed from the PSI icon.
- HELP screens provide detailed instructions on the use of the PSI Fixed Asset System. To access HELP while running the PSI Fixed Asset System, click the HELP button.
- Once finished, the update has been completed. Once you install the documentation files as detailed below, delete the temporary directory C:\FA4TEMP and all files stored in this directory (\*\*BE CAREFUL\*\*).
- HELP screens provide detailed instructions on the use of the PSI Fixed Asset System. To access HELP while running the PSI Fixed Asset System, click the HELP button.

**Pro Systems Fixed Asset System  
Update Version 4.1.102 (01/15/12)**

**Tax fonts are used to print graphic forms within the Fixed Asset program. If you are having issues with the appearance of your forms follow this procedure:**

**REMOVING THE OLD TAX FONTS**

- If you are upgrading from a version of The Pro Systems Fixed Asset System prior to version 3.00, you should now remove the old tax fonts.
- From the Start Menu, select Settings and then Control Panel. Double-click the FONTS icon. Be sure to select the correct fonts to delete. Some font names will appear similar. It will be easier to select the fonts to delete if you select the Details View from the menu (click View and then Details). When the FONTS window opens, hold down the Control (CTRL) key and click the following fonts with the left mouse button:

Nelco Symbols (Nelspec)  
OCR-A BT (Ocr-A)  
TxFontB10 (Txfont10b)  
TxFontB12 (Txfont12b)  
TxFontB14 (Txfont14b)  
TxFontB8 (Txfont08b)  
TxFontN6 (Txfont06n)  
TxFontN8 (Txfont08n)

**\*\*\*BE VERY CAREFUL \*\*\***

- Be sure that only the fonts you wish to delete are selected. When all fonts are selected (highlighted), click the Delete key. Click **Yes** when asked if you are sure you want to delete the fonts.

**INSTALLING THE TRUETYPE TAX FONTS**

- From the Start Menu, select Settings and then Control Panel. Double-click the Fonts icon. When the FONTS window opens, click File and then Install New Fonts. Then select the directory in which you installed the Pro Systems Fixed Asset System by double-clicking the C:\ folder and then clicking on PSIFA. Several fonts should appear in the List of Fonts window. Click the Select All button and then click OK. The fonts will then be installed on your system.

You are now finished with the installation.

FOR MORE INFORMATION, CALL PSI AT 1-800-849-0001.

**Pro Systems Fixed Asset System**  
**Update Version 4.1.102 (01/15/12)**

**NEW FEATURES IN THIS RELEASE**

Updated IRC 179 expense limits for tax years beginning in 2012.

Implemented 2011 Form 4562.

Improved features in which asset data is copied (such as company backup and merge, and copy assets) to include images in the asset notes file.

Implemented the Consolidated Companies tool. This tool allows you to group several companies together to form one consolidated company. You can then produce reports for the consolidated company. You need to be aware that assets from the member companies are copied to the consolidated company, so the consolidated company must be updated in order to make the reports current. Also, you cannot make permanent changes to assets in the consolidated company, because they will be erased the next time you update from the member companies. Remember to only make changes to the member companies.

Updated the rules allowing you to take 50% or 100% special depreciation allowance (asset types 3 and 4, respectively). The general rule is that you can take 50% allowance for assets placed in service from 1/1/2010 through 12/31/2012, and you can take 100% allowance for assets placed in service from 9/9/2010 through 12/31/2011. In most cases, you are not allowed to take 50% allowance if you are allowed to take 100% allowance, but if your tax year includes the date 9/8/2010, any asset that qualifies for the 100% allowance also qualifies for the 50% allowance. In some cases, property with a long construction period, such as aircraft, are allowed an additional year for either the 50% or 100% allowance. We have added warnings that should cause you to make the correct choice for most property, but it possible to select the 50% allowance (asset type 3) for any asset that qualifies for the 100% special depreciation allowance.

Implemented the Safe Harbor accounting method for applying luxury auto limits to assets taking the 100% special depreciation allowance (asset type 4). This method is described in Rev Proc 2011-26, Section 3 (5) (c), and actually can result in a lower deduction than what you would obtain by taking the 50% special depreciation allowance. In this method, an amount, called the Unrecovered Basis, is calculated in the year the asset is placed in service. This unrecovered basis is recovered in the years following the last year of the asset's life, using the normal luxury auto limits.

The Merge Companies tool has been changed so that you have a choice of how to handle duplicate asset numbers. The asset merged in can replace the one in the original company; the asset merged in can be ignored, so that the original asset is not changed; or the asset merged in can be renumbered as a subasset of the original asset.

For reports in which you have a choice between printing All Assets or printing Selected Assets, if Selected Assets is chosen, the asset selection criteria are displayed at the end of the report. In prior versions, the criteria were displayed only for some reports, including the depreciation schedule.