


# Printing Fixed Asset Month-End Reports

After you [complete your inventory](#), [calculate](#), and [post](#) depreciation, you can print your monthly reports in Fixed Assets.

The information contained on the report reflects all activity in ACS from the beginning of your accounting year through the end of the current month. If your accounting year is the January through December calendar year and you print reports for December, you can consider the month-end reports as your year-end reports. These reports reflect all activity in ACS for the entire year.

## To print month-end reports in Fixed Assets

1. Under **Generate Reports**, click the **Reports** tab.
2. Select **Fixed Assets** in the drop-down list, and click **Go** .
3. On the upper sidebar, expand the desired report type, and select the report you want to print.
4. On the lower sidebar, click **Customize** and make any selections that you want for your report.
5. Click **Preview** or **Close**.
6. Click **Print**.