

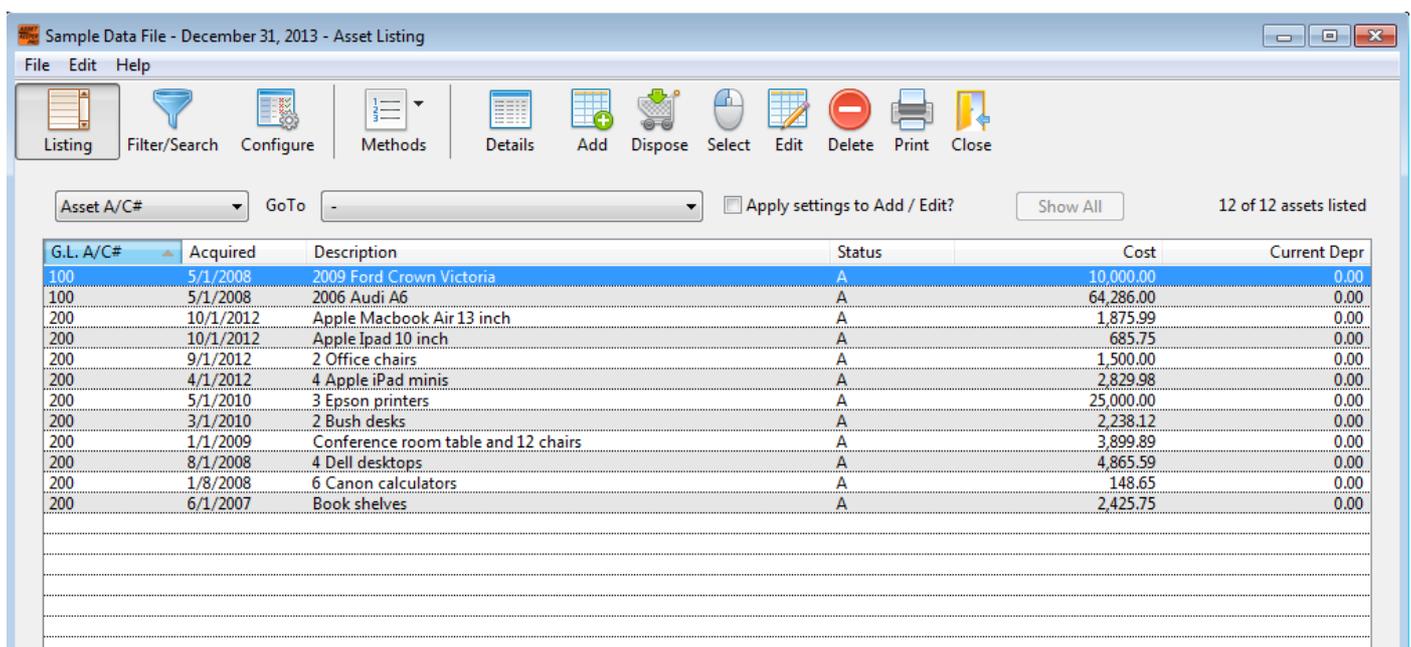
ASSET LISTING - INSIDE AND OUT - PART I

Introduction

The Asset Listing is used to find one or more assets that you want to review or edit. There is a great deal to discover about the Asset Listing and at times, it can be overwhelming. Because of this, part 1 will concentrate on the “listing” of the Asset Listing, which is what you see when the Asset Listing is initially opened.

In this initial installment, we will discuss the following topics.

- Asset Listing layout
- How to change the sort order
- How to jump to an account number or sort code
- How to edit an asset selected in the Asset Listing
- How to see more asset details
- How to change the method data displayed in the Asset Listing



Sample Data File - December 31, 2013 - Asset Listing

File Edit Help

Listing Filter/Search Configure Methods Details Add Dispose Select Edit Delete Print Close

Asset A/C# GoTo - Apply settings to Add / Edit? Show All 12 of 12 assets listed

G.L. A/C#	Acquired	Description	Status	Cost	Current Depr
100	5/1/2008	2009 Ford Crown Victoria	A	10,000.00	0.00
100	5/1/2008	2006 Audi A6	A	64,286.00	0.00
200	10/1/2012	Apple Macbook Air 13 inch	A	1,875.99	0.00
200	10/1/2012	Apple Ipad 10 inch	A	685.75	0.00
200	9/1/2012	2 Office chairs	A	1,500.00	0.00
200	4/1/2012	4 Apple iPad minis	A	2,829.98	0.00
200	5/1/2010	3 Epson printers	A	25,000.00	0.00
200	3/1/2010	2 Bush desks	A	2,238.12	0.00
200	1/1/2009	Conference room table and 12 chairs	A	3,899.89	0.00
200	8/1/2008	4 Dell desktops	A	4,865.59	0.00
200	1/8/2008	6 Canon calculators	A	148.65	0.00
200	6/1/2007	Book shelves	A	2,425.75	0.00

The Listing

When you open the Asset Listing the first thing you will see is a grid containing all of your assets. Six columns of data is displayed: the Asset A/C#, date acquired, description, status, cost, and current depreciation. The data contained in these columns can be changed, but in this part, we'll only deal with changing the data in column 1.

There is also a toolbar at the top of the screen and some other controls (buttons, checkboxes, etc.) just below the toolbar.

The very first time you open the Asset Listing, the data will be sorted by Asset A/C# and date acquired (in descending order). The reason the date field is in descending order is so that the most recent acquisitions are listed first since these will probably be the focus of your review process.

Asset A/C#	Acquired	Description	Status	Cost	Current Depr
100	5/1/2008	2009 Ford Crown Victoria	A	10,000.00	360.00
100	5/1/2008	2006 Audi A6	A	64,286.00	1,775.00
200	10/1/2012	Apple Macbook Air 13 inch	A	1,875.99	340.16
200	10/1/2012	Apple Ipad 10 inch	A	685.75	137.15
200	9/1/2012	2 Office chairs	A	1,500.00	183.67
200	4/1/2012	4 Apple iPad minis	A	2,829.98	212.80
200	5/1/2010	3 Epson printers	A	25,000.00	1,775.00
200	3/1/2010	2 Bush desks	A	2,238.12	139.83
200	1/1/2009	Conference room table and 12 chairs	A	3,899.89	174.03
200	8/1/2008	4 Dell desktops	A	4,865.59	140.13
200	1/8/2008	6 Canon calculators	A	148.65	4.28
200	6/1/2007	Book shelves	A	2,425.75	82.63

This is the "Listing" where your asset data will be displayed.

[How To...?](#)

The Basics

The Asset Listing consists of a number of screens that are used to view your assets, find or filter the assets displayed, configure what asset data is displayed in the listing, and apply some of these settings to the Add / Edit screen.

One very important thing to remember is the Asset Listing will remember any changes you make to it. So if you change the sort order or set a filter, the next time you return to it those settings will be restored. Keep this in mind as we delve into the intricacies of the Asset Listing.

The screenshot shows a software window titled "Sample Data File - December 31, 2013 - Asset Listing". The interface includes a menu bar (File, Edit, Help) and a toolbar with icons for Listing, Filter/Search, Configure, Methods, Details, Add, Dispose, Select, Edit, Delete, Print, and Close. Below the toolbar, there are input fields for "Asset A/C#" and "GoTo", a checkbox for "Apply settings to Add / Edit?", and a "Show All" button. The main area displays a table with 12 assets listed. The table has the following columns: Asset A/C#, Acquired, Description, Status, Cost, and Current Depr.

Asset A/C#	Acquired	Description	Status	Cost	Current Depr
100	5/1/2008	2009 Ford Crown Victoria	A	10,000.00	360.00
100	5/1/2008	2006 Audi A6	A	64,286.00	1,775.00
200	10/1/2012	Apple Macbook Air 13 inch	A	1,875.99	340.16
200	10/1/2012	Apple Ipad 10 inch	A	685.75	137.15
200	9/1/2012	2 Office chairs	A	1,500.00	183.67
200	4/1/2012	4 Apple iPad minis	A	2,829.98	212.80
200	5/1/2010	3 Epson printers	A	25,000.00	1,775.00
200	3/1/2010	2 Bush desks	A	2,238.12	139.83
200	1/1/2009	Conference room table and 12 chairs	A	3,899.89	174.03
200	8/1/2008	4 Dell desktops	A	4,865.59	140.13
200	1/8/2008	6 Canon calculators	A	148.65	4.28
200	6/1/2007	Book shelves	A	2,425.75	82.63

At the bottom right of the window, there is a link labeled "How To...?".

Changing the sort order

There are a couple of ways to change the sort order of your assets. You can use the dropdown combo box just above the first column to select a different field. When you do this, column #1 will be replaced with the field you select in the combo box.

Whenever column #1 is the sort order, you can use the “GoTo” combo box (above column 3), to jump to a specific account or sort code. The “GoTo” combo box is disabled whenever a column other than the first column is used for sorting the data. That’s because, unlike account numbers and sort codes, the data in the other columns is probably unique and providing a “GoTo” dropdown would amount to providing a list of all assets. It’s probably just as easy to scroll through the listing.

The other way to change the sort order of your data is to just click the heading of any of the 6 columns. The first time you click the heading, the data will be sorted in ascending order, and if you click it again, it will be sorted in descending order.

The screenshot shows the 'Sample Data File - December 31, 2013 - Asset Listing' window. The interface includes a menu bar (File, Edit, Help), a toolbar with icons for Listing, Filter/Search, Configure, Methods, Details, Add, Dispose, Select, Edit, Delete, Print, and Close, and a main data table. The table has columns for Asset A/C#, Description, Status, Cost, and Current Depr. A dropdown menu is open for 'Asset A/C#' with options like Sort Code 1-8, Expense A/C#, and Accum. A/C#. A 'GoTo' dropdown is also visible. A 'Show All' button and a checkbox 'Apply settings to Add / Edit?' are also present. Four callout boxes provide instructions: 1. 'Changes the content and sort order for column #1.' (points to the Asset A/C# dropdown). 2. 'When Asset Listing is sorted by column #1, then this control can be used to jump to an account number or sort code instead of scrolling through the listing.' (points to the GoTo dropdown). 3. 'Mark this check box to apply the settings of the Asset Listing to the Add / Edit screen.' (points to the 'Apply settings to Add / Edit?' checkbox). 4. 'Click this button to see all assets in your file. It's not enabled if the listing is not filtered.' (points to the 'Show All' button).

Asset A/C#	Description	Status	Cost	Current Depr
Sort Code 1	2009 Ford Crown Victoria	A	0,000.00	360.00
Sort Code 2	2006 Audi A6	A	4,286.00	1,775.00
Sort Code 3	Apple Macbook Air 13 inch	A	1,875.99	340.16
Sort Code 4	Apple Ipad 10 inch	A	685.75	137.15
Sort Code 5	2 Office chairs	A	500.00	183.67
Sort Code 6	4 Apple iPad minis	A	2,829.98	212.80
Sort Code 7	3 Epson printers	A	25,000.00	1,775.00
Sort Code 8	2 Bush desks	A	2,038.12	139.83
Expense A/C#	Conference room table and 12 chairs	A	3,999.89	174.03
Accum. A/C#	4 Dell desktops	A	4,855.59	140.13
200	8/1/2008	6 Canon calculators	18.65	4.28
200	1/8/2008	Book shelves	2,455.75	82.63
200	6/1/2007			

Edit an Asset

What if you want to edit one of the assets in the listing?

There are three ways to do this. First, you can double-click an asset in the Asset Listing and the Add / Edit screen will be opened with the asset highlighted in the Asset Listing displayed. You can then click the Edit button in the toolbar of the Add / Edit screen to make changes to the asset.

You can also highlight an asset and then click the Select button in the toolbar, which is the same as double-clicking an asset.

The remaining way is to click the Edit button in the toolbar. This is a little faster than the first way since it will open the Add / Edit screen with the highlighted asset displayed but you won't have to click the Edit button since it will be done for you.

The screenshot shows the 'Sample Data File - December 31, 2013 - Asset Listing' window. The toolbar includes buttons for Listing, Filter/Search, Configure, Methods, Details, Add, Dispose, Select, Edit, Delete, Print, and Close. A table lists 12 assets with columns for Asset A/C#, Acquired, Description, Status, Cost, and Current Depr. Three callout boxes provide instructions: one pointing to the 'Select' button, one pointing to the 'Edit' button, and one pointing to the first row of the table.

Asset A/C#	Acquired	Description	Status	Cost	Current Depr
100	5/1/2008	2009 Ford Crown Victoria	A		0.00
100	5/1/2008	2006 Audi A6	A		0.00
200	10/1/2012	Apple Macbook Air 13 inch	A		0.16
200	10/1/2012	Apple Ipad 10 inch	A		7.15
200	9/1/2012	2 Office chairs	A		8.67
200	4/1/2012	4 Apple iPad minis	A		2.80
200	5/1/2010	3 Epson printers	A		5.00
200	3/1/2010	2 Black desks	A	2,238.12	139.83
200	1/1/2009	Conference room table and 12 chairs	A	3,899.89	174.03
200	8/1/2008	4 Dell desktops	A	4,865.59	140.13
200	1/8/2008	6 Canon calculators	A	148.65	4.28
200	6/1/2007	Book shelves	A	2,425.75	82.63

Callout 1: Double clicking an asset in the grid is the same as using the Select button in the toolbar.

Callout 2: Click the Edit button to go to the Add / Edit screen and edit the asset.

Callout 3: Click the Select button to view the asset in the Add / Edit screen.

[How To...?](#)

Return to the Asset Listing

In either case, if you want to return to the Asset Listing from the Add / Edit screen, you'll have to click the Asset Listing button in the toolbar of the Add / Edit screen.

Sample Data File (December 31, 2013) - Add / Edit Assets

File Edit Help

Asset Listing First Previous Next Last Add Edit Print Delete Trade Dispose Tools Close

Description #1 3 Epson printers
Description #2
Acquired 05/01/2010 New property? Yr of Depr 4 Chg
Asset Sta Trade Code

Date Disposed
Selling Price 0.00
Selling Expense 0.00

General Picture Document Auto Mileage Tracking CIP

1-Federal 2-Alt
Method Life 5.0000 Convention Half-Year
Listed Code Auto
Bus Use Pct 100.00 Bus use percent may change from year-to-year
Cost 25,000.00
Salvage Value 0.00
ITC Amount 0.00 Tax Credits Code
Section 179 0.00 Qualified 179? Include in MQ calculation? No Auto-Assign
Depr Basis 25,000.00
AFYD/Bonus 11,060.00 Take Bonus? Percent 50.00 Override
Beg A/Depr 11,060.00 Calc Acc Depr
Current Depr 1,775.00 Override?
Ending A/Depr 12,835.00
Net Book Value 12,165.00
Trade Allowance 0.00
Gain / -Loss 0.00

Prior Yr Depr 2,950.00
Current Depr 1,775.00
Next Yr Depr 1,775.00
Projected Depr

No Breaks

Created 4/25/2013 - 2:35 PM Last Modified 5/13/2014 - 11:08 AM Viewing 12 of 12 assets (Sorted: AC Asc, ACQ Desc) [How To...?](#)

Seeing more asset details

What if you want to see more information about the highlighted asset without going to the Add / Edit screen?

To see more data for the highlighted asset, you can click the Details button in the toolbar. The listing will be replaced with a details screen showing lots of information for the highlighted asset. You can also navigate to the next or previous assets without returning to the Asset Listing by using the Next and Previous buttons.

The Details screen only has room to show the method information for one method at a time; however, you can change the method data to another method by using the Method button in the toolbar. By the way, you can tell what method is displayed because it tells you what method is currently selected in the square rectangle above the asset data.

The Method button also changes the method data displayed in the listing so if you want to see another method's data, click the Method button to select the method you want to see.

The screenshot shows a software window titled "Sample Data File - December 31, 2013 - Asset Listing". The window contains a toolbar with buttons for Listing, Filter/Search, Configure, Methods, Details, Add, Dispose, and Select. Below the toolbar, the main area is titled "ASSET DETAILS - METHOD: 1. Federal". The window is divided into several sections: a left sidebar with input fields for Description, Date Acquired, Asset A/C#, Accum A/C#, Expense A/C#, Sort Codes, and User-Defined fields; a central section with input fields for Year of Depr, Status, New, Date Sold, Selling Price, Selling Expense, and Gain / Loss; and a right sidebar with input fields for Cost, Section 179, Bonus, ITC Amount, Depr Basis, Beg A/Depr, Current Depr, End A/ Depr, Bus Use %, Depr Method, and Depr Life. At the bottom, there are "Previous" and "Next" buttons, and a "How To...?" link. Callouts with arrows point to the "Methods" button (labeled "Use the Method button to see data for a different method."), the "Details" button (labeled "Click the details button to see more information about the asset highlighted."), and the "Method selected." label above the central input fields (labeled "Method selected.").

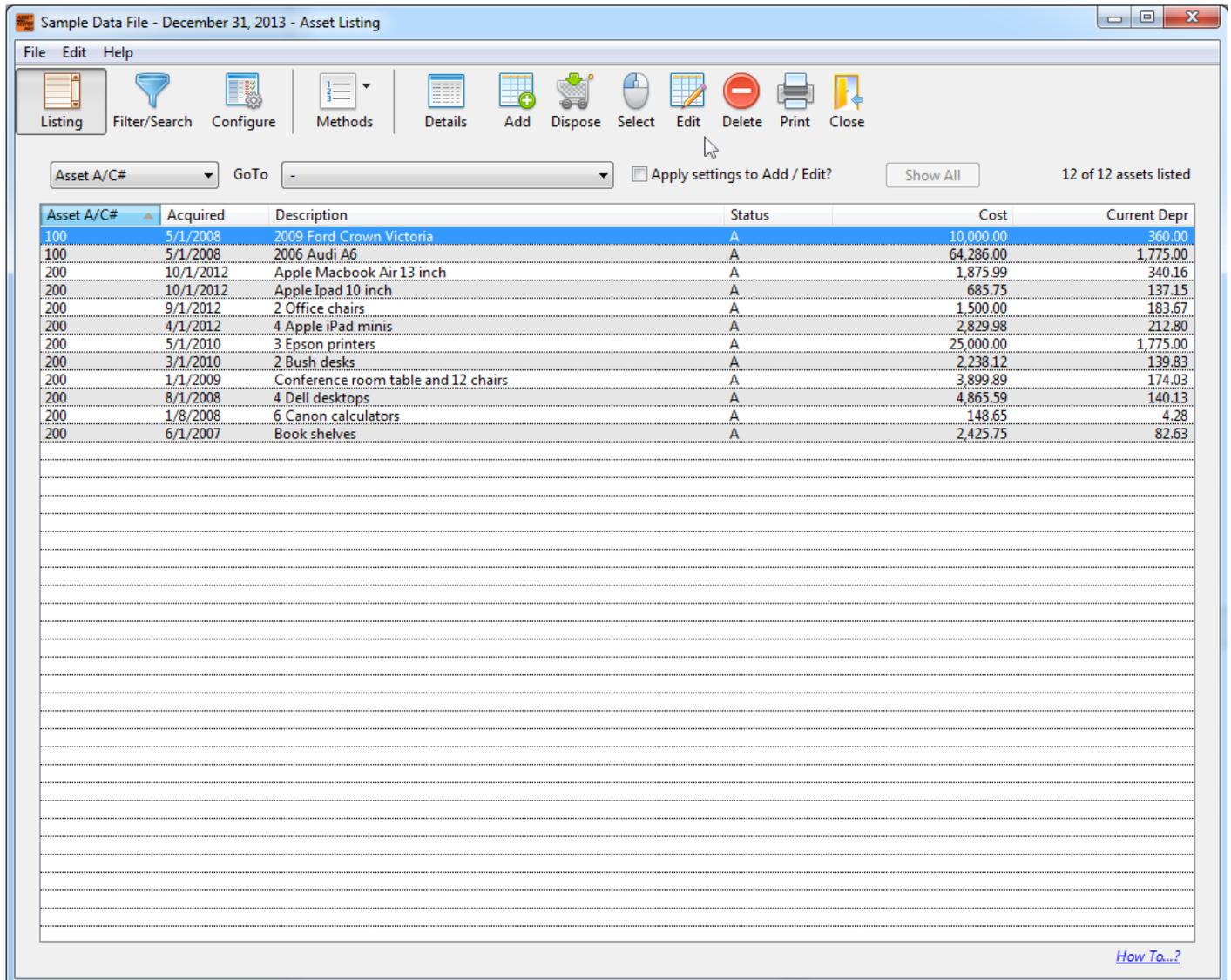
Field	Value
Description #1	2009 Ford Crown Victoria
Description #2	
Date Acquired	05/01/2008
Year of Depr	6
Asset A/C#	100
Status	A
Accum A/C#	
New	Yes
Expense A/C#	
Date Sold	
Sort Code #1	
Selling Price	0.00
Sort Code #2	
Selling Expense	0.00
Sort Code #3	
Gain / Loss	0.00
Sort Code #4	
Cost	10,000.00
Sort Code #5	
Section 179	0.00
Sort Code #6	
Bonus	5,000.00
Sort Code #7	
ITC Amount	0.00
Sort Code #8	
Depr Basis	10,000.00
User-Defined #1	
Beg A/Depr	9,640.00
User-Defined #2	
Current Depr	360.00
End A/ Depr	10,000.00
Bus Use %	100.00
Depr Method	MA200 - MACRS P
Depr Life	5.0

Conclusion

We've covered a lot of the basics of using the Asset Listing, but there's still much more to discover. In Part II, we'll cover these remaining topics.

- Changing the data displayed in the columns of the listing
- How to set a filter so only selected assets are displayed
- How to display only assets that match search criteria
- How to dispose an asset

When we complete Part II, you'll know how to use the Asset Listing and all its features to maximize your productivity using this flexible tool.



The screenshot shows a software window titled "Sample Data File - December 31, 2013 - Asset Listing". The interface includes a menu bar (File, Edit, Help), a toolbar with icons for Listing, Filter/Search, Configure, Methods, Details, Add, Dispose, Select, Edit, Delete, Print, and Close. Below the toolbar, there are input fields for "Asset A/C#" and "GoTo", a checkbox for "Apply settings to Add / Edit?", and a "Show All" button. The main area contains a table with 12 rows of asset data. The table has columns for Asset A/C#, Acquired, Description, Status, Cost, and Current Depr. The first row is highlighted in blue.

Asset A/C#	Acquired	Description	Status	Cost	Current Depr
100	5/1/2008	2009 Ford Crown Victoria	A	10,000.00	360.00
100	5/1/2008	2006 Audi A6	A	64,286.00	1,775.00
200	10/1/2012	Apple Macbook Air 13 inch	A	1,875.99	340.16
200	10/1/2012	Apple Ipad 10 inch	A	685.75	137.15
200	9/1/2012	2 Office chairs	A	1,500.00	183.67
200	4/1/2012	4 Apple iPad minis	A	2,829.98	212.80
200	5/1/2010	3 Epson printers	A	25,000.00	1,775.00
200	3/1/2010	2 Bush desks	A	2,238.12	139.83
200	1/1/2009	Conference room table and 12 chairs	A	3,899.89	174.03
200	8/1/2008	4 Dell desktops	A	4,865.59	140.13
200	1/8/2008	6 Canon calculators	A	148.65	4.28
200	6/1/2007	Book shelves	A	2,425.75	82.63

[How To...?](#)