

# Asset Listing Inside and Out - Part II

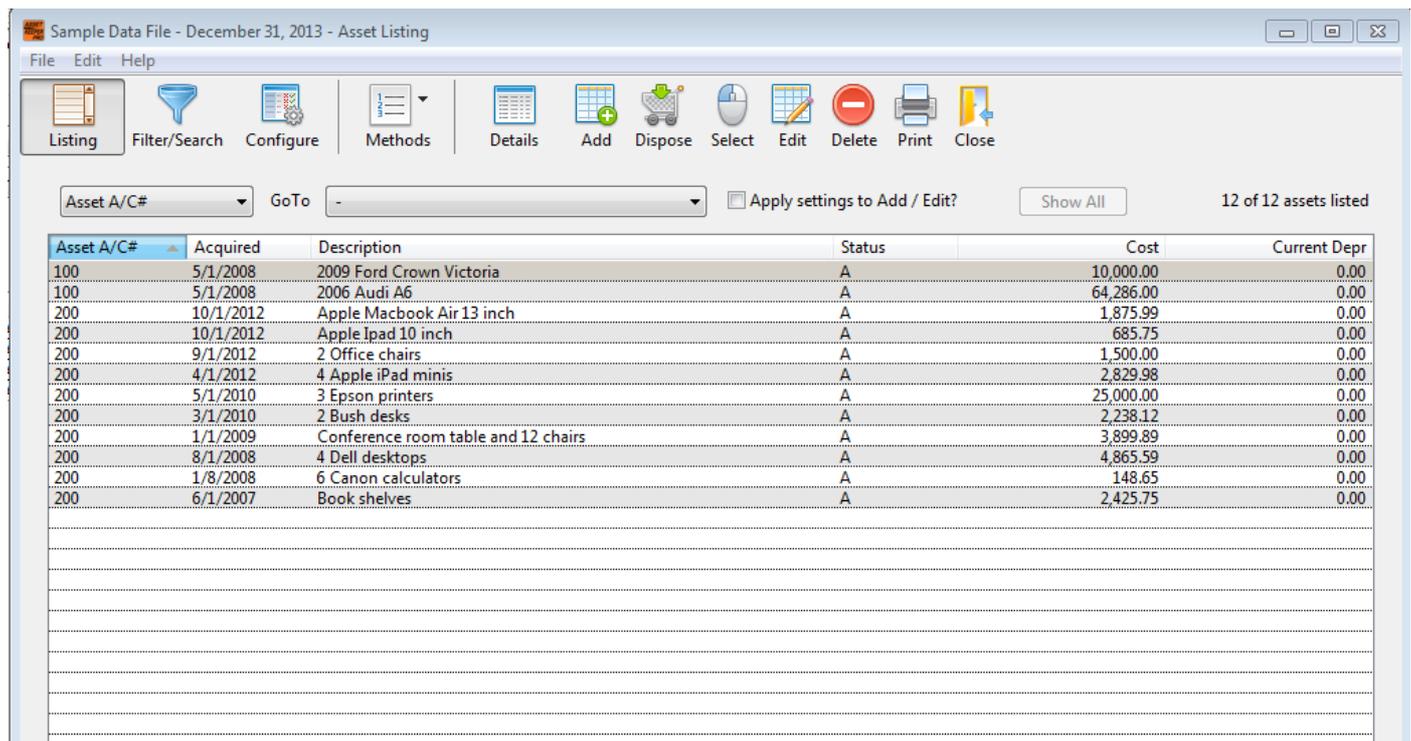
## Introduction

In Part I of this two part series, we covered the basics of the Asset Listing. In Part II, we will cover the following topics.

- How to change the data shown in the columns of the Asset Listing
- How to set a filter so only selected assets are shown
- How to display assets based on search criteria
- How to dispose of an asset from the Asset Listing

Shown below is the asset listing with the default data fields shown in the columns. However, if you want to see different data in the columns it's very easy to do. We already mentioned in Part I that you can use the drop down combo box above column #1 (the highlighted column shown below) to change column #1, but what about the other columns?

To change them, you click the Configure button.



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, and a control area with "Asset A/C#" and "GoTo" dropdowns, an "Apply settings to Add / Edit?" checkbox, a "Show All" button, and a "12 of 12 assets listed" indicator. The main area contains a table with the following data:

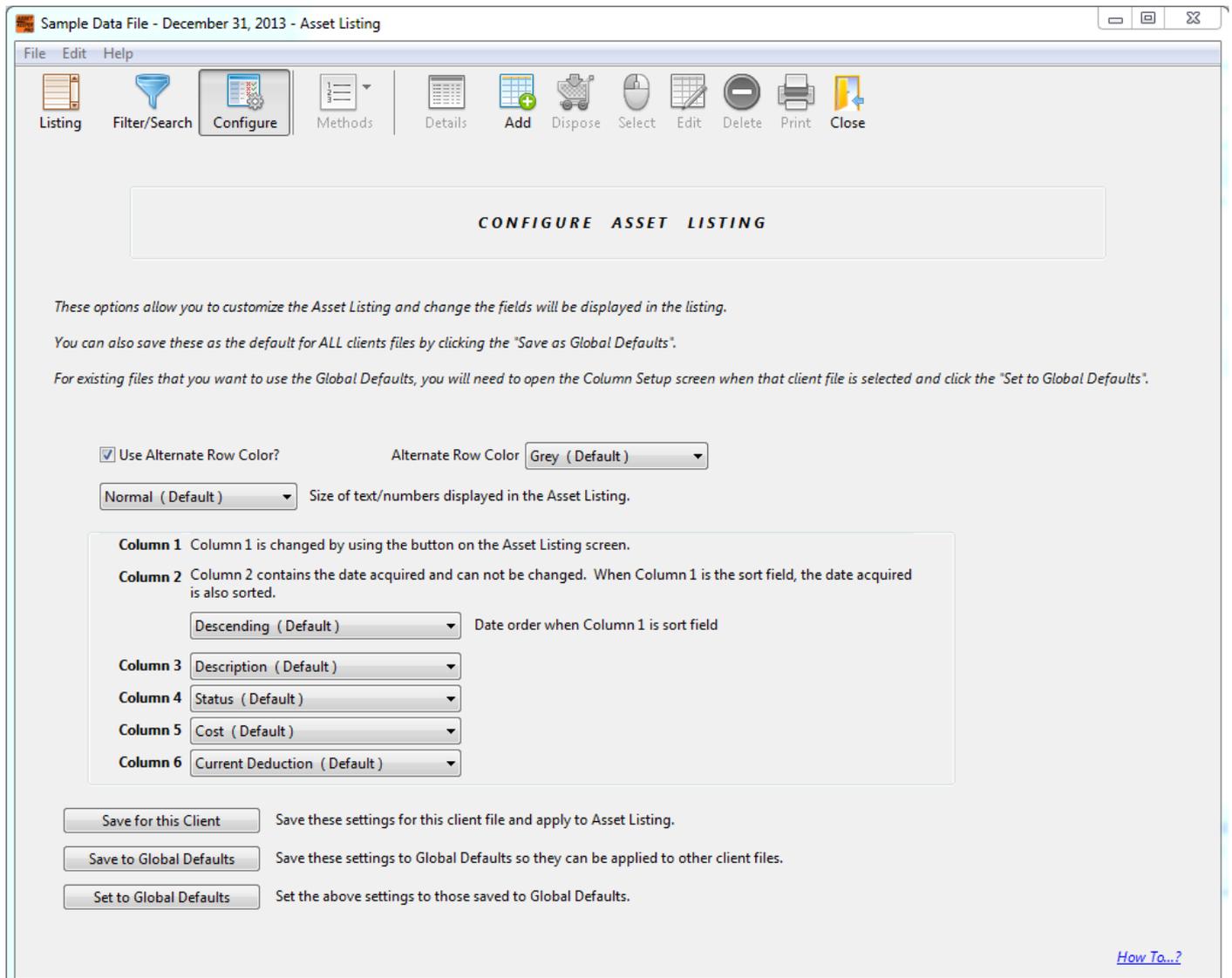
Asset A/C#	Acquired	Description	Status	Cost	Current Depr
100	5/1/2008	2009 Ford Crown Victoria	A	10,000.00	0.00
100	5/1/2008	2006 Audi A6	A	64,286.00	0.00
200	10/1/2012	Apple Macbook Air 13 inch	A	1,875.99	0.00
200	10/1/2012	Apple Ipad 10 inch	A	685.75	0.00
200	9/1/2012	2 Office chairs	A	1,500.00	0.00
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

# Configure Asset Listing - Part 1

When you click the Configure button on the toolbar you will see the screen shown below. This is where you can make the Asset Listing your own by changing the look and data shown in it.

The first option allows you to use alternate row shading so it is easier to track across the listing from the first column to the last. You can also change the color used to shade each alternating row.

The next option allows you to change the size of the font used in the listing from Normal to Large.



## Configure Asset Listing - Part 2

Shown below is just the bottom half of the Asset Listing's Configure screen so we can focus on the options available.

Column 2 contains the date acquired of the asset and can be changed from descending to ascending order when column 1 is selected as the sort field.

The contents of column 3, 4, 5, and 6 can be changed using the options below and after clicking the Save for this Client button will be displayed in the Asset Listing when it is re-displayed.

If you want to save the settings for use with other client data files, click the "Save to Global Defaults".

To use the saved settings with other client files, select the client, open the Asset Listing, click the Configure button, and click the "Set to Global Defaults".

The screenshot shows a configuration window for the Asset Listing. It contains the following elements:

- Column 1**: Column 1 is changed by using the button on the Asset Listing screen.
- Column 2**: Column 2 contains the date acquired and can not be changed. When Column 1 is the sort field, the date acquired is also sorted. Below this is a dropdown menu set to "Descending ( Default )" and the text "Date order when Column 1 is sort field".
- Column 3**: Description ( Default )
- Column 4**: Status ( Default )
- Column 5**: Cost ( Default )
- Column 6**: Current Deduction ( Default )

Below the column settings are three buttons with their respective descriptions:

- Save for this Client**: Save these settings for this client file and apply to Asset Listing.
- Save to Global Defaults**: Save these settings to Global Defaults so they can be applied to other client files.
- Set to Global Defaults**: Set the above settings to those saved to Global Defaults.

In the bottom right corner, there is a blue link labeled [How To...?](#)

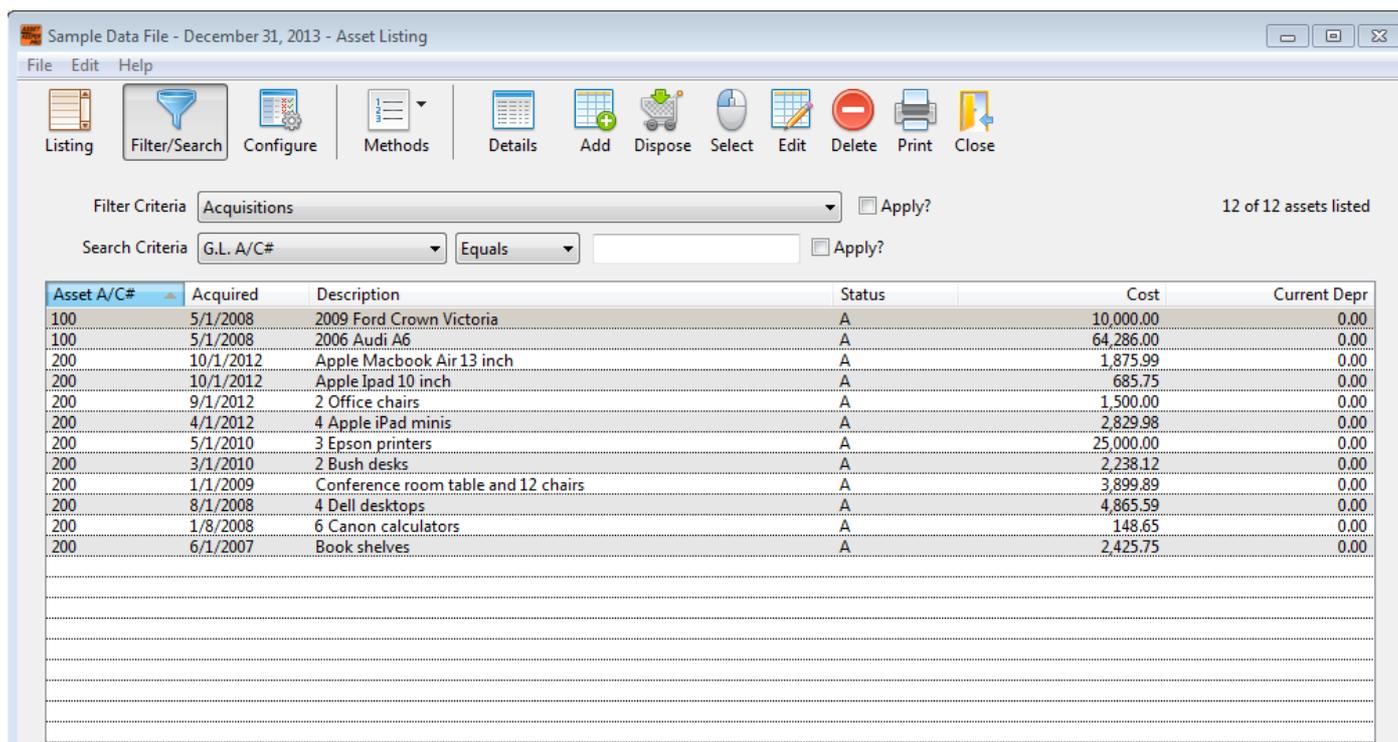
## Filtering assets

To set a filter so only certain assets are displayed, click the Filter / Search button in the toolbar.

There are two ways to restrict which assets are displayed.

1. Select a Filter Criteria using the dropdown combo box. Note, you need to check the Apply checkbox to enable the filter.
2. Enter Search Criteria so that only those assets meeting your search criteria will be displayed. Note, the Apply checkbox has to be checked to filter the assets displayed.

You can also use both the Filter and the Search criteria to refine the assets selected.



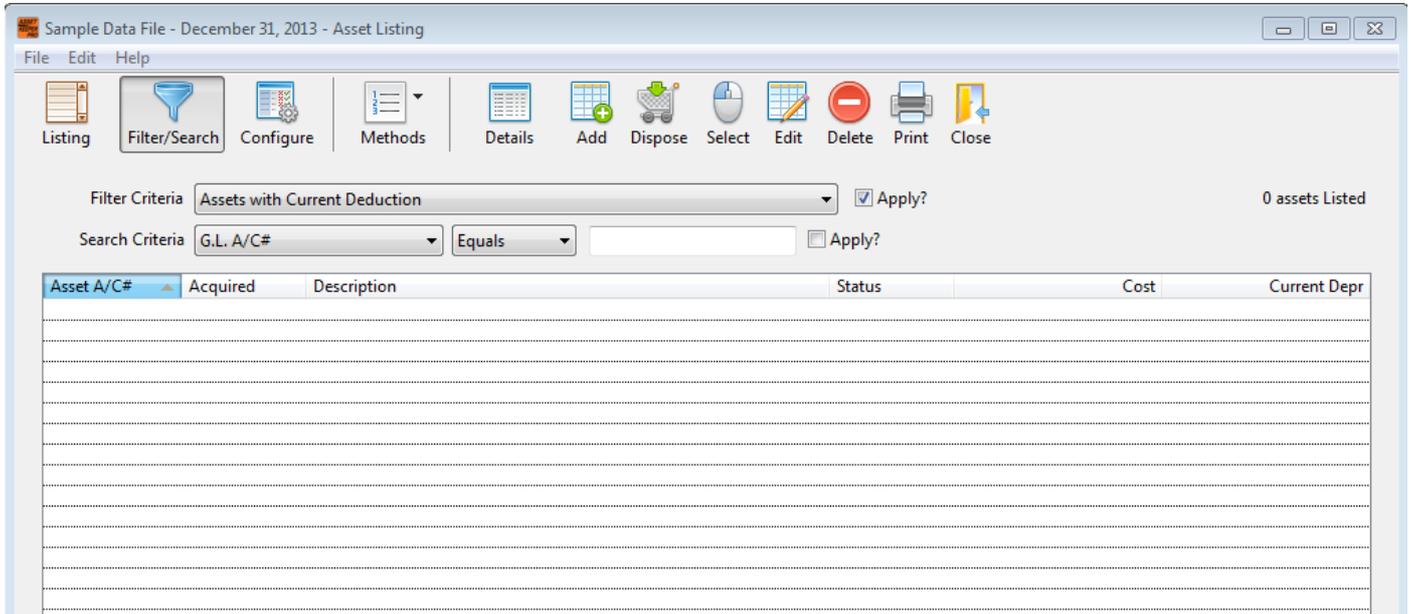
The screenshot shows the 'Sample Data File - December 31, 2013 - Asset Listing' window. The toolbar includes buttons for Listing, Filter/Search, Configure, Methods, Details, Add, Dispose, Select, Edit, Delete, Print, and Close. The Filter Criteria dropdown is set to 'Acquisitions' and the Search Criteria dropdown is set to 'G.L. A/C#'. The 'Apply?' checkbox is checked. The table below displays 12 assets.

Asset 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

# Filter Criteria

In the example shown below, we've changed the Filter Criteria to "Assets with Current Deduction". Note that 0 assets are displayed since none of the assets have any current deduction.

Also note that as soon as we change the Filter Criteria drop down, the Apply checkbox is automatically marked for us and the listing is updated.



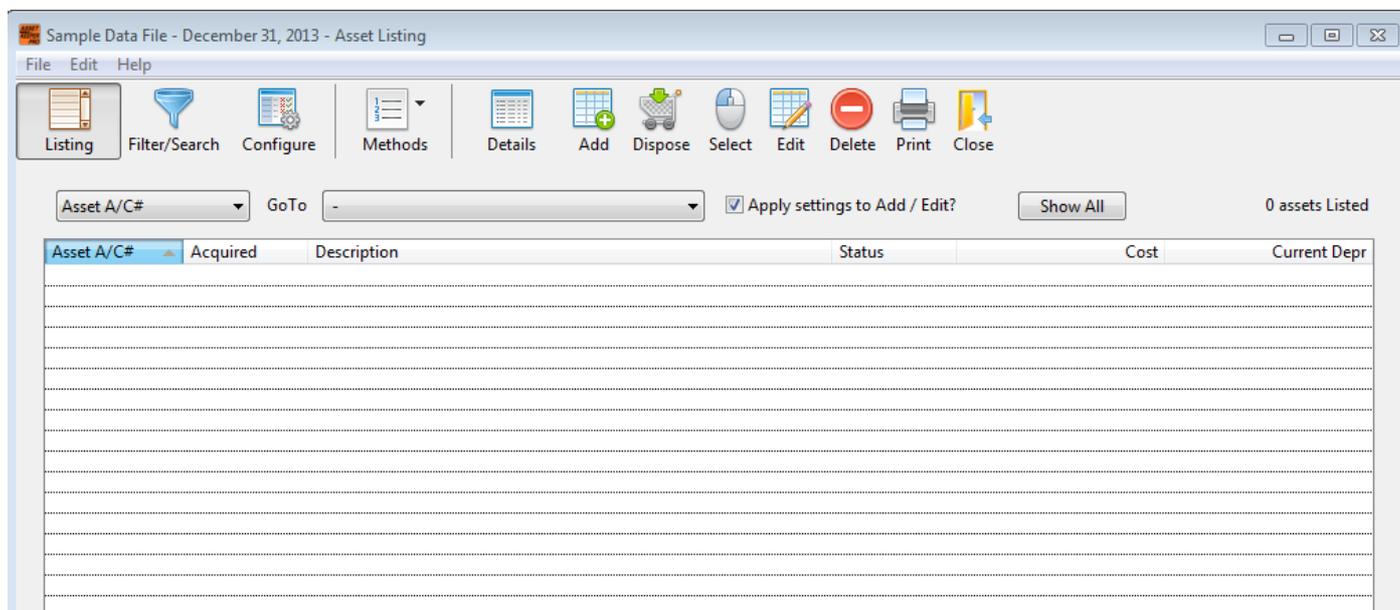
## Show All button

If we return to the Listing, there are two things to notice.

The Show All button is now enabled because there are assets in our file that are not currently included in the Listing. This is a visual clue that there is either a Filter or Search criteria set. To clear the Filter and see all assets you can, click the Show All button or return to the Filter/Search section and uncheck the Apply checkbox.

The second thing to notice is that the "Apply settings to Add / Edit?" checkbox is automatically marked. The assumption is that if you select a Filter criteria, you probably only want to see these assets in the Add / Edit screen. This allows you to make changes to a subset of your assets very quickly by double-clicking an asset in the Asset Listing and going directly to the Add / Edit screen, make whatever changes are necessary, then go back to the Asset Listing and select the next asset that you want to change knowing that the Filter or Search criteria will still be in effect when you return to the Asset Listing.

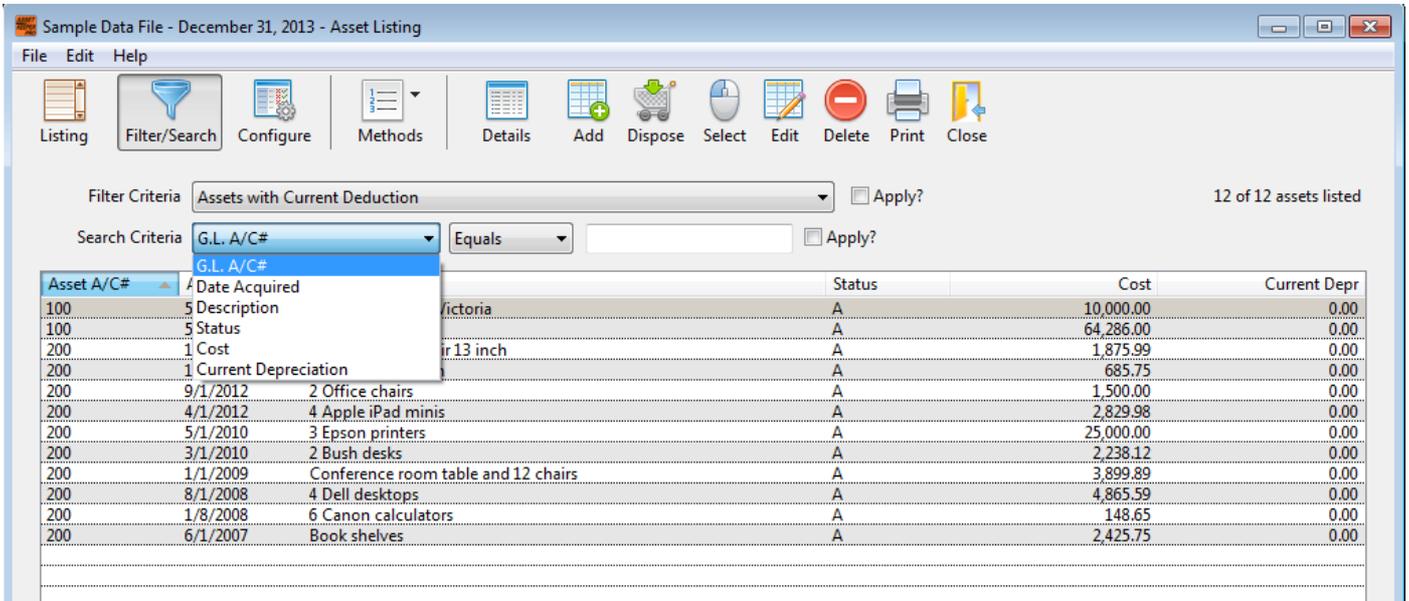
Alternatively, you can double-click an asset in the Asset Listing and then use the Next or Previous buttons in the Add / Edit screen to navigate through the filtered list of assets.



# Search Criteria

The Search Criteria is another way to see a subset of all the assets in your file.

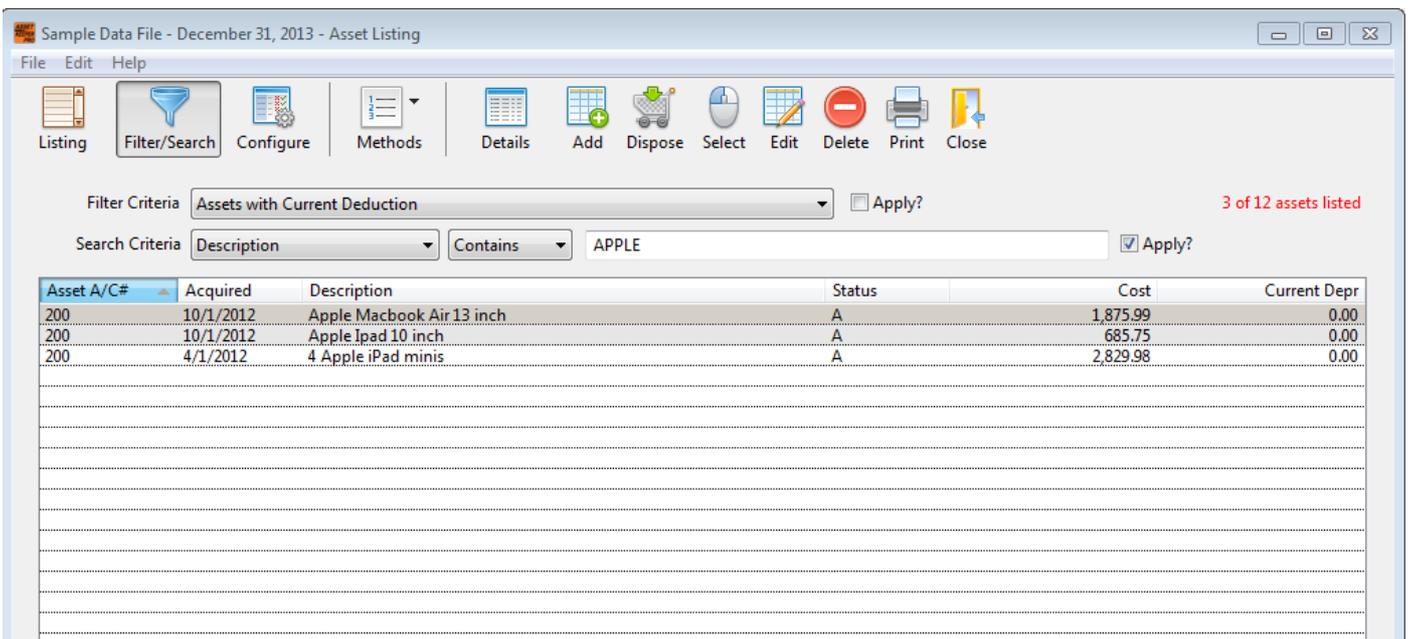
The first thing you will do is specify what column of data you want to enter search criteria for. The dropdown shown below lists the same fields contained in your listing. If you were to change the data in one or more of the 6 columns using the Configure section, then the search criteria drop down will correspond to the field data in the listing.



# Search Criteria example

In the example below, the Search Criteria was changed to the Description field when it contains the work "Apple". As soon as we entered the word Apple in the text field, the Apply checkbox was marked and the listing was refreshed with just those assets meeting our search criteria.

The red text just above the last column of data indicates that there are 3 assets out of 12 that match our search criteria.



## Show All button

If we return to the Listing, the Show All button is once again enabled just as it was when we set a Filter.

The "Apply settings to the Add / Edit" checkbox is also marked just as it was when we set a Filter.

Whether you set a Filter or enter Search criteria, the Asset Listing will restrict the assets to just those that meet your criteria.

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 checked checkbox for "Apply settings to Add / Edit?", and a "Show All" button. A red status indicator shows "3 of 12 assets listed". The main area contains a table with the following data:

Asset A/C#	Acquired	Description	Status	Cost	Current Depr
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	4/1/2012	4 Apple iPad minis	A	2,829.98	0.00

## Dispose of an asset

If you need to dispose of a number of assets, you can do so by clicking the Dispose button on the toolbar. The following screen will be displayed.

Note that you can ONLY do a full disposal, not a partial or bulk, when disposing of an asset from the Asset Listing; otherwise, there is no difference between disposing of an asset from the Asset Listing versus the Add / Edit screen.

Sample Data File - December 31, 2013 - Dispose Asset

File Edit Help

Fully Dispose  Exclude from IRS Form 4797 ?

Acquired 05/01/2010

Description #1 3 Epson printers

Description #2

Auto-Calculate selling price so gain = 0.00 based on method: 1. Federal ( F - Federal )

Date Disposed 12/31/2013

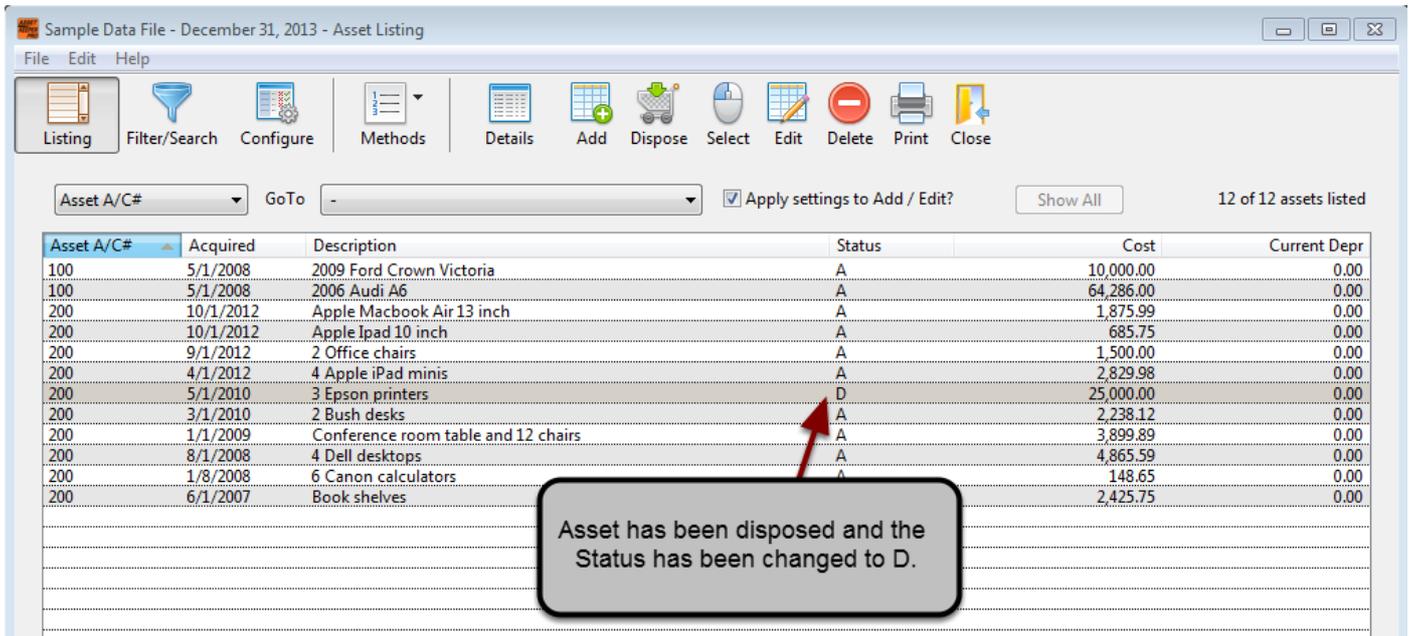
Selling Price 0.00

Expense of Sale 0.00

Dispose Cancel

## After disposal of an asset

After disposing of the asset, you will be returned to the Asset Listing. Note the asset is shown as disposed 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

Asset 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	D	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

Asset has been disposed and the Status has been changed to D.

# Conclusion

This concludes our look at the Asset Listing.

There are a few things that we didn't cover, such as the Add, Delete, and Print buttons, but these should be pretty self-evident as to their use.

You should now feel pretty comfortable with the Asset Listing because you now know how to:

Change the sort order of the asset listing

Select assets for editing

See additional details for an asset displayed in the asset listing

Change the method data displayed in the asset listing or on the details screen

Change the asset data displayed in the columns of the Asset Listing

Use the settings saved in the Asset Listing with other client data files

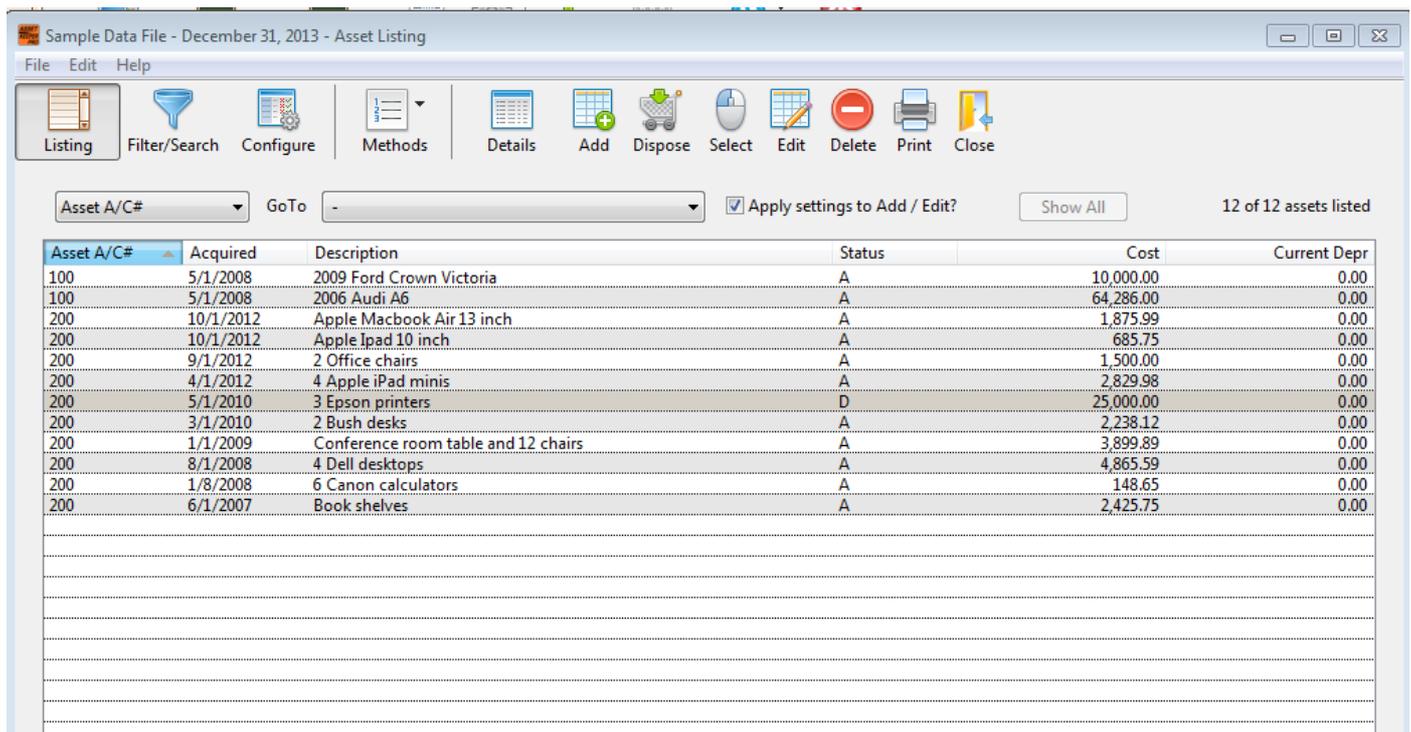
Restrict the assets displayed in the Asset Listing by setting a filter or entering search criteria

Recognize if a subset of all assets is displayed instead of all assets

Remove a filter or search criteria so all assets will be redisplayed

Apply the filter or search criteria to the Add / Edit screen

The Asset Listing can be a powerful tool to reviewing and finding your assets, even when you file contains thousands of assets. The more you use it, the more you will come to rely on its powerful features and ease of use.



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

Asset A/C#	Acquired	Description	Status	Cost	Current Depr
100	5/1/2008	2009 Ford Crown Victoria	A	10,000.00	0.00
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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	D	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