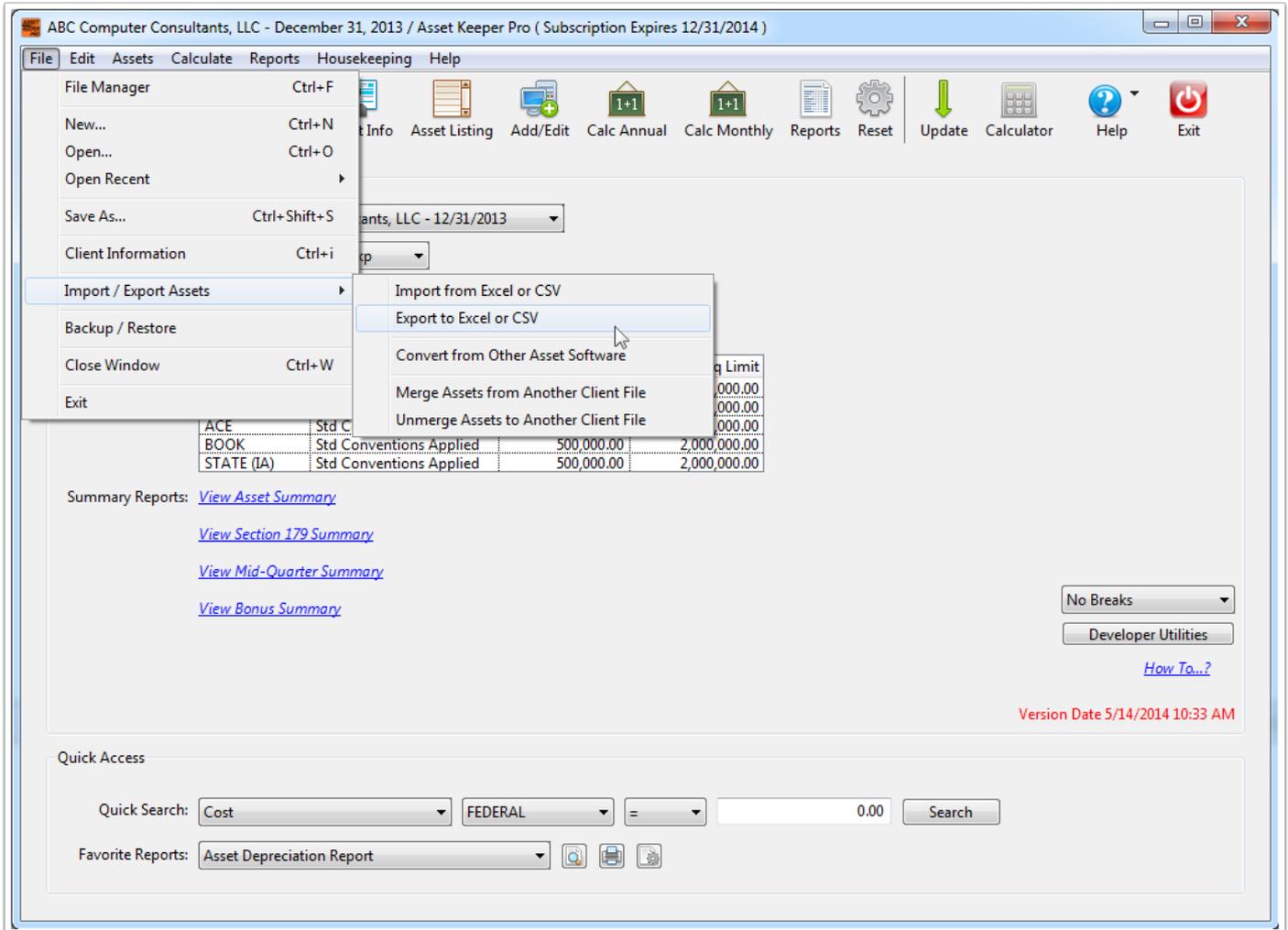


# Asset Keeper Pro - File menu / Export Data to Excel or CSV

## Export Data to Excel or CSV

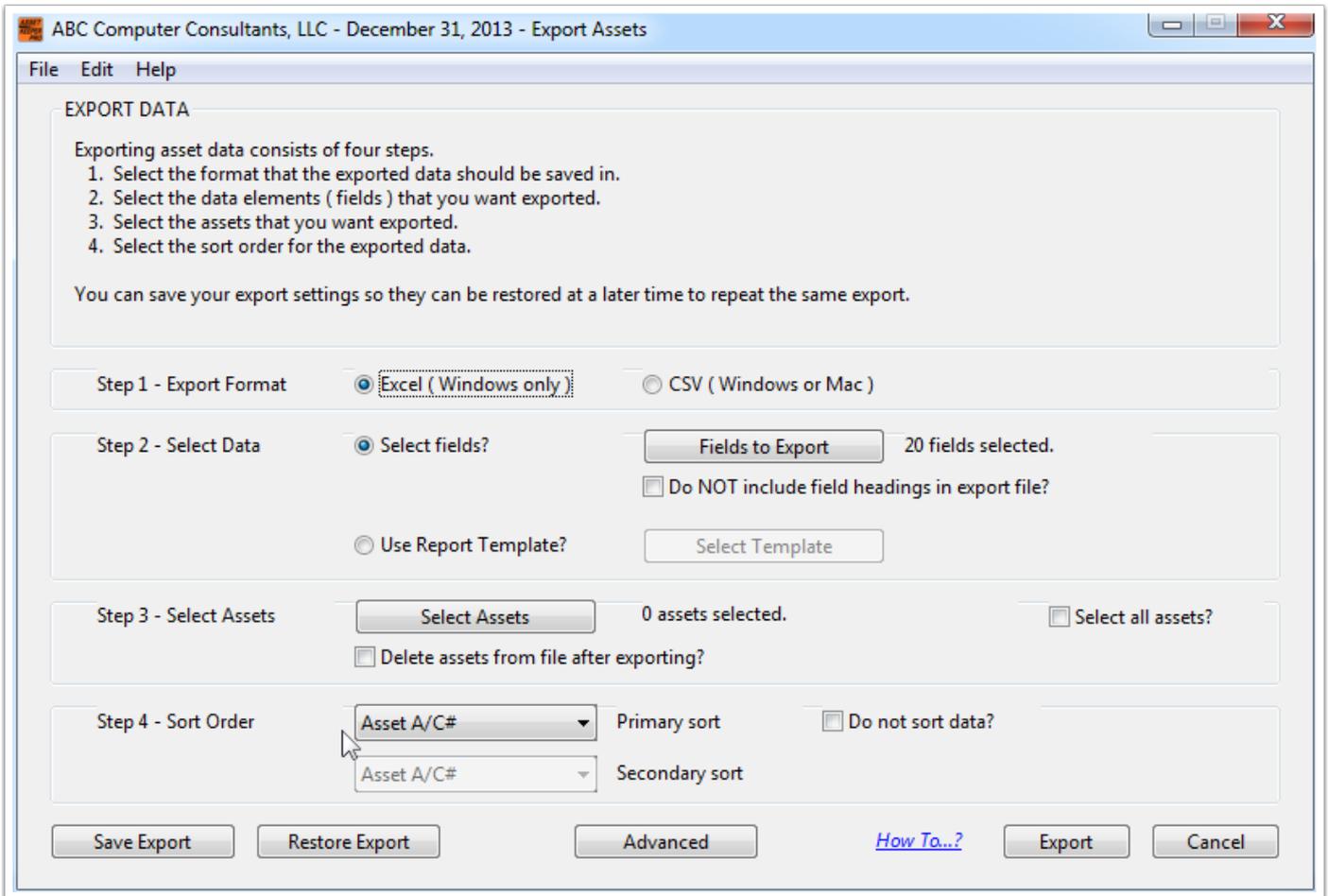
Asset Keeper Pro gives you the ability to export data directly to Excel or CSV. To select this option go to the File menu under Import / Export Assets, select the Export to Excel or CSV option.



# Export Data to Excel or CSV - Export Format

After selecting the Export option the Export Data screen appears.

Step 1 - Export Format - do you want to export to Excel or CSV. For Windows users, Excel is the best option. Mac users will select the .csv option.



## Export Data to Excel or CSV - Select Data

Step 2 - Select the Fields to Export by clicking that button.

This screen allows you to manually select the data fields you wish to export. You can check off individual fields or click the "check all" button toward the bottom in order to check all fields at once.

After selecting the data fields you want to include in the export, click the OK button.

ABC Computer Consultants, LLC - December 31, 2013 - Select Export Data

File Edit Help

Depreciation Data  Annual Depreciation

Depreciation Methods  All Methods  One Method

Table	Field Name	Required	Include?
Assets Data	Asset A/C#	Optional	<input checked="" type="checkbox"/>
Assets Data	Expense A/C#	Optional	<input type="checkbox"/>
Assets Data	Accum Depr A/C#	Optional	<input type="checkbox"/>
Assets Data	County	Optional	<input type="checkbox"/>
Assets Data	Department	Optional	<input type="checkbox"/>
Assets Data	Sort Code #3	Optional	<input type="checkbox"/>
Assets Data	Sort Code #4	Optional	<input type="checkbox"/>
Assets Data	Sort Code #5	Optional	<input type="checkbox"/>
Assets Data	Sort Code #6	Optional	<input type="checkbox"/>
Assets Data	Sort Code #7	Optional	<input type="checkbox"/>
Assets Data	Sort Code #8	Optional	<input type="checkbox"/>
Assets Data	Date Acquired	Optional	<input checked="" type="checkbox"/>
Assets Data	Description #1	Optional	<input checked="" type="checkbox"/>
Assets Data	New property	Optional	<input checked="" type="checkbox"/>
Assets Data	Date Sold	Optional	<input type="checkbox"/>
Assets Data	Selling Price	Optional	<input type="checkbox"/>
Assets Data	Selling Expense	Optional	<input type="checkbox"/>
Assets Data	Status	Optional	<input checked="" type="checkbox"/>
Assets Data	Year of Depr	Optional	<input type="checkbox"/>
Assets Data	Valuation	Optional	<input type="checkbox"/>
Assets Data	Transfer 1 Months	Optional	<input type="checkbox"/>
Assets Data	Transfer 1 Cost Center	Optional	<input type="checkbox"/>
Assets Data	Transfer 2 Months	Optional	<input type="checkbox"/>
Assets Data	Transfer 2 Cost Center	Optional	<input type="checkbox"/>

Clear All Check All 118 fields listed, 20 fields selected OK Cancel

## Export Data to Excel or CSV - Select Assets

Step 3 allows you to select the assets you wish to export. Click the "Select Assets" button on the Export Data screen. Select the assets to be included for the export individually.

To make selecting the assets easier, you can use a filter to display only certain assets for selection. You can also use the "Select All" button to select all assets.

On the Export Data screen you will see a checkbox that allows you to delete assets from your file upon export. If you want to export to Excel and have the assets removed from your Asset Keeper file, you should check that box.

Acquired	Asset A/C#	Description	Cost	Check to Export
01/01/2004	100	Land - 6835 South 173 Street	135,000.00	<input type="checkbox"/>
06/01/1996	100	Land - 2212 South 132 Street	125,000.00	<input type="checkbox"/>
01/01/2004	110	Building - 6835 South 173 Street	968,000.00	<input type="checkbox"/>
02/01/1996	110	Building - 2212 South 132 Street	875,125.00	<input type="checkbox"/>
04/30/2008	120	GMC Envoy 2008	31,500.00	<input type="checkbox"/>
07/01/2007	120	2004 Lexus RX330	42,655.65	<input type="checkbox"/>
12/31/2009	130	[LKA000001] Acquired Asset Description?	1,731.78	<input type="checkbox"/>
01/01/2008	130	Conference Table	1,198.00	<input type="checkbox"/>
06/01/2006	130	5 Computer Desks	7,875.00	<input type="checkbox"/>
06/01/2004	130	3 desks / 5 chairs	14,500.00	<input type="checkbox"/>
12/31/2009	140	[LKA000002] Acquired Asset Description?	0.00	<input type="checkbox"/>
06/15/2004	140	3 Compaq Laptops nc6000	7,628.00	<input type="checkbox"/>
06/01/1997	140	1-Thinkpad computer	2,575.00	<input type="checkbox"/>
06/01/1997	140	HP Laserjet Printer	1,450.00	<input type="checkbox"/>

## Export Data to Excel or CSV - Sort Order

The 4th step on the Export Data screen is to select how you want your assets sorted on the Excel or CSV file. Click the drop-down arrow to change the sort order or click the box "do not sort data when exporting" if you do not want to use a sort order.

You can save your Export selections by clicking the "Save Export" button. You can then enter a name and if you ever want to use these same options in the future, you can select that particular export by clicking the "Restore Export" button.

You are now ready to export to Excel or CSV by clicking the "Export" button.

One more point about exporting - the "Advanced" button does give the option to exporting every data field in the Asset Keeper data file, but for the vast majority of Asset Keeper users this option is not necessary.

ABC Computer Consultants, LLC - December 31, 2013 - Export Assets

File Edit Help

**EXPORT DATA**

Exporting asset data consists of four steps.

1. Select the format that the exported data should be saved in.
2. Select the data elements ( fields ) that you want exported.
3. Select the assets that you want exported.
4. Select the sort order for the exported data.

You can save your export settings so they can be restored at a later time to repeat the same export.

Step 1 - Export Format  Excel ( Windows only )  CSV ( Windows or Mac )

Step 2 - Select Data  Select fields?  Use Report Template?

Fields to Export 20 fields selected.

Do NOT include field headings in export file?

Select Template

Step 3 - Select Assets  3 assets selected.  Select all assets?

Delete assets from file after exporting?

Step 4 - Sort Order  Primary sort  Do not sort data?

Secondary sort

[How To...?](#)