Personal Property Reports

Personal Property Reports can be printed from Asset Keeper Pro for a number of states. We also offer a Generic report, which can be filed for various other states. The Personal Property Reports option is located off the Reports menu.

Select the desired state or Generic report. The instructions for that report will be displayed. You can print a paper copy of the instructions by clicking the "Print Instructions" button.

If you are ready to create the report, click the "Select Report" button. However, if you have not coded your assets to pull to the personal property report for the appropriate state, you can use the Quick Entry option toward the top of the screen to quickly code your assets. For detailed information regarding Quick Entry, please see the appropriate Quick Entry How To document.

| ABC Computer Consultants, LLC - | December 31, 2013 - Personal Property Reports | | |
|--|--|--|--|
| State Report Selection | Setup Sort Codes | | |
| Arizona California Colorado Florida | You can use the quick entry screen to enter any codes required by the selected personal property report into the sort codes fields. In order to enter the codes asset-by-asset, check the 'Quick Edit' checkbox on the Quick Entry screen. | | |
| Generic Georgia Indiana | Personal Property Report Instructions Quick Entry will allow you to code assets to pull to report if they have | | |
| Kansas Kentucky | The Generic Personal Property Report prints a c not already been coded. nty personal property returns. | | |
| Maryland Michigan Montana Nebraska New Mexico | To use this report you will need to enter a grouping code in either your Asset AVC+ or Soft Code fields. This data will be used to provide subtotals. The Generic Personal Property Report also allows grouping of the assets by the year of acquisition and printing subtotals for each acquisition year. Therefore, this report will print subtotals by year within each Soft Code, and additional subtotals whenever the Soft Code changes. Choose from the following options when printing the Generic Personal Property Report: | | |
| North Carolina Ohio | | | |
| Oklahoma * Sort the report based on the Sort Code that contains the code entered to group your Oregon assets. | | | |
| Tennessee Utah | * Exclude assets acquired after a specified date. | | |
| Washington Wisconsin Manufacturing | * Exclude assets disposed during the year. | | |
| | NOTE: Assets that do not have something entered in the sort code selected to sort the report by will not be included in the report. | | |
| | | | |
| | If you have already coded your assets and ready to run the report, click this button | | |
| Cancel | Show dialog when printing How To? Select Report | | |

Personal Property Reports - Select Report

If your assets were already coded and you are ready to run the personal property report, simply click the "Select Report" button from the main Personal Proprety Reports screen.

On this screen you will select the field that contains the codes for the report. A filter can be set to limit the scope of the assets that print on the report.

This screen will look a bit different from what you see here depending on the state selected.

You can use the print, preview, and pdf buttons on the bottom of the screen to generate the report. Click the Save button to save your settings for the next time you run the report.

| ABC Computer Consultants, LLC - December 31, 2013 - Generic Personal Property Report Wizard | | | | |
|---|--|-------------|--|--|
| Sort #1 Sort By Asset A/C# ▼ | Sort #1 Filter Options All Assets Use Range Use Custom Filter Use Asset Filter | | | |
| Sort #2 Sort By County Subtotal | Sort #2 Filter Options All Assets Use Range Use Custom Filter | | | |
| Include All assets Active Method 1. FEDERAL (F - Federal) Exclude assets acquired after 12/31/2013 Report Memo Print sub-totals by year? Exclude disposed assets? Include NBV column? | Use valuation in place of the cost? Use alt. personal property value in place of the cost? | | | |
| Reset Settings PD | DF Preview Print | Save Cancel | | |