

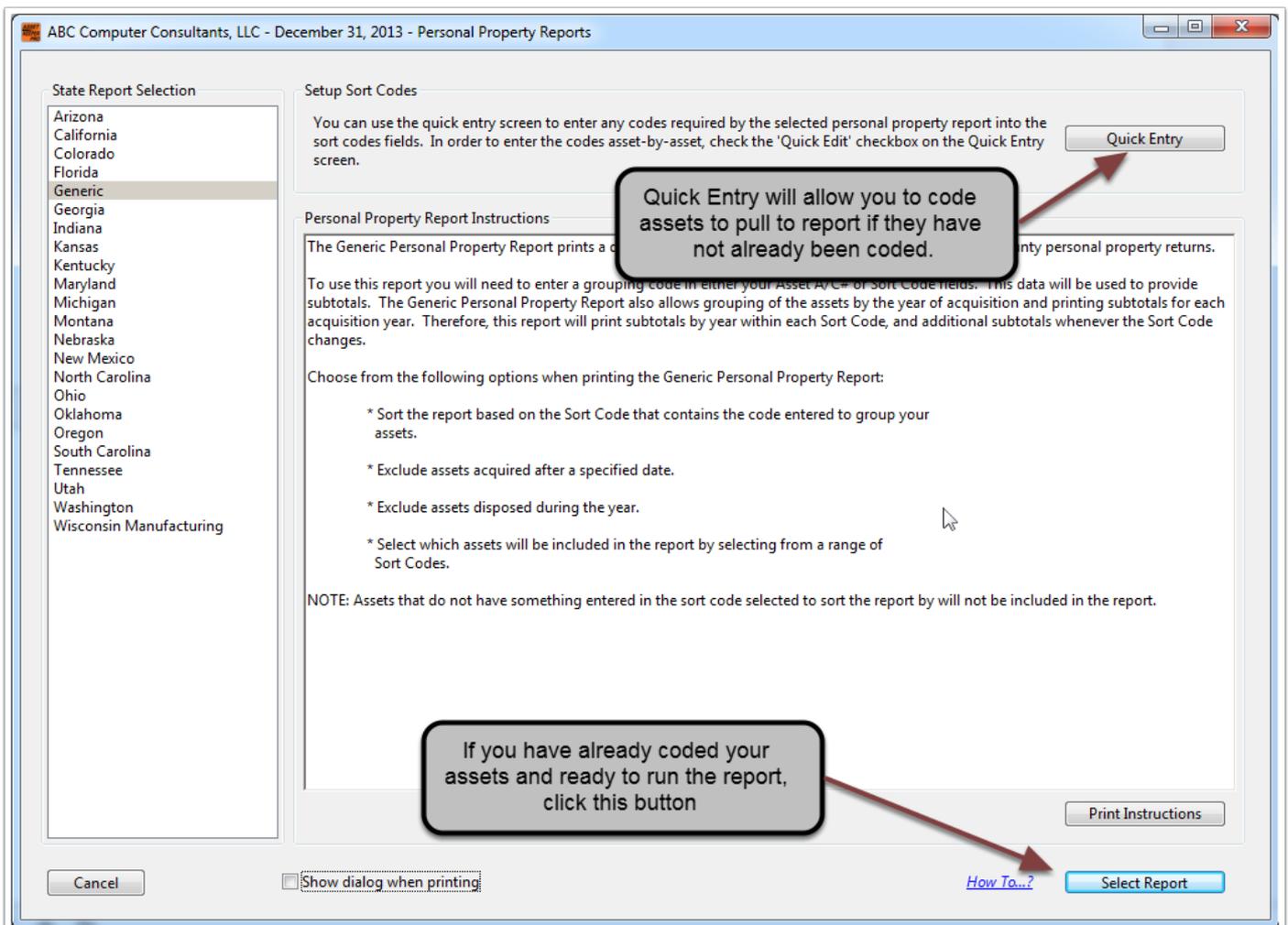
# Asset Keeper Pro - Personal Property Report

## 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.



## 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 Property 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?  Use valuation in place of the cost?  
 Exclude disposed assets?  Use alt. personal property value in place of the cost?  
 Include NBV column?

Reset Settings PDF Preview Print Save Cancel