

Using the Grid: for individual asset entry

Individual asset entry, edits, exporting a copy for your records and preparing for submission

Individual asset entry, edits, exporting a copy for your records, and preparing for final submission.

To enter a new asset individually, click the "New" link on the top left side of the grid. A blank new asset line will appear. As you enter data each cell accessed will turn green; the green will disappear once the changes have been saved. The "Owned, Leased or Leased to Own" column has a drop down box; choose the appropriate box for the asset entered. Repeat until all assets have been entered then click the "Save changes" link at the bottom of the grid on the right.

Editing and deleting assets already entered or imported previously: Click the lines to be edited, edit and then click the "Save changes" link. You also have the option to "Cancel changes".

To export your assets to Excel or PDF for your records: Click the "Export to XLSX" or "Export to PDF" button, and save to your computer.

Review all assets - check the math. Submit on next page, and log out. You may re-enter the account; you will be asked if you want to amend the return; answering yes doesn't mean you have amended the account. Review your assets, export the file if you forgot and then log out. If you submit again then any changes will be reflected as an amended return.

New	Your Unique Asset ID	Owned, Lease or Leased to Own Owned, Lease or Leased to Own	Lessor Name Address, phone, email if available	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase YYYY	Purchase Price Whole Number Only	Total Purchase Price Qty x Price	Estimated Market Value Whole Number Only
No data to display											
										\$0	\$0
🔍 Create Filter											
										Save changes Cancel changes	

Data entry of assets are one at time, left to right.

To add a line(s) click the blue [New](#) link.

Review all assets - check the math. Submit on next page, and log out. You
Review your assets, export the file if you forgot and then log out. If you subr

Delete All Export to XLSX Export to PDF

New	Your Unique Asset ID	Owned, Lease or Leased to Own Owned, Lease or Leased to Own	Lessor Name Address, phone, email if a
Delete		<input type="text"/>	
		Leased to Own	
		Owned	
		Leased	

Create Filter

Back

Click the down arrow to choose **Owned, Lease to Own or Leased**

Green represents new edits.

For leased assets enter the appropriate information
(also attached a copy of the lease as a PDF on the second screen)

For accounts with multiple locations add the appropriate location for each asset.
Value for each location can be determined for the Third Quarter Bill.

New	Your Unique Asset ID	Owned, Lease or Leased to Own Owned, Lease or Leased to Own	Lessor Name Address, phone, email if available	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase YYYY	Purchase Price Whole Number Only	Total Purchase Price Qty x Price	Estimated Market Value Whole Number Only
Delete		Owned		Tables		Washington St	2	2015	\$250	\$500	
Delete		Owned		Tables		Tremont St	3	2015	\$275	\$825	
Delete		Leased	Ricoh, 888-555-1212	Copier		Washington St	1	2012		\$0	
Delete		Leased	Ricoh, 888-555-1212	Copier		Tremont St	1	2013		\$0	
Delete		Owned		Chairs		Washington St	5	2015	\$150	\$750	
Delete		Owned		Chairs		Tremont St	5	2015	\$175	\$875	
										\$0	\$0

[Delete All](#) [Export to XLSX](#) [Export to PDF](#)

[Create Filter](#)

[Save changes](#) [Cancel changes](#)

Once finished click **Saved Changes**.
Every time an edit is made click **Saved Changes**.

Once all of your assets have been entered, they appear in a grid

Review for accuracy and completeness... notice the red boxes

New	Your Unique Asset ID	Owned, Lease or Leased to Own	Lessor Name Address, phone, email if available	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase YYYY	Purchase Price Whole Number Only	Total Purchase Price Qty x Price	Estimated Market Value Whole Number Only
Delete		Owned		Docs Open to DM	Migration FeeOpen Text In		75	2012	\$54	\$4,050	\$0
Delete		Owned		Software Licenses	ComputatioOpen Text Inc		75	2012	\$160	\$12,000	\$0
Delete		Owned		Software	iComputatidDragon Voice RI		1	2012	\$211	\$211	\$0
Delete		Owned		Refrigerator	RefrigeratioSears/Compact		2	2012	\$408	\$816	\$0
Delete		Owned		Projector	iPresentatidEpson		1	2012	\$425	\$425	\$0
Delete		Owned		Software	Conversion Elite/GWAE cor		1	2012	\$480	\$480	\$0
Delete		Owned		Printer	Printing IHP/U		1	2012	\$694	\$694	\$0
Delete		Owned		IComputer Rack	MdElectronic siAcsiu		1	2012	\$1,000	\$1,000	\$0
Delete		Owned		Computer	computationDeiVLaptop		1	2012	\$1,003	\$1,003	\$0
Delete		Owned		iPrinter	iSecurity HP/6200		1	2012	\$1,090	\$1,090	\$0
Delete		Owned		Software	iElectronic5Microsoft/20icj		1	2012	\$1,111	\$1,111	\$0
Delete		Owned		ICloud Software	iSecurity HP/6200		1	2012	\$6,636	\$6,636	\$0
										\$29,516	\$0

[Create Filter](#)

The image on this page and subsequent pages hereafter has been altered and is presented for educational purposes only. Thus, the total is incorrect.

The **math** is done for you and a **total** is given.

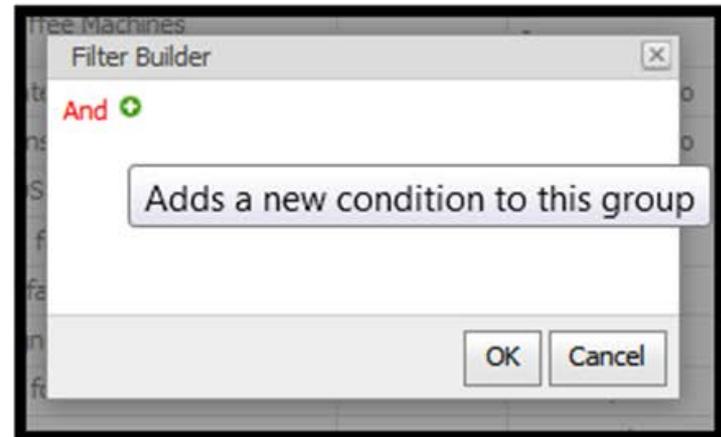
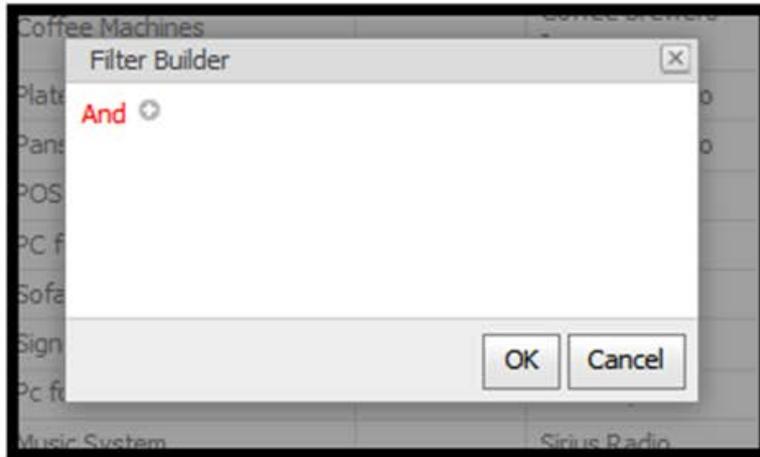
Filtering Assets

If you need to find one asset out of many you may filter the grid area to locate the asset.

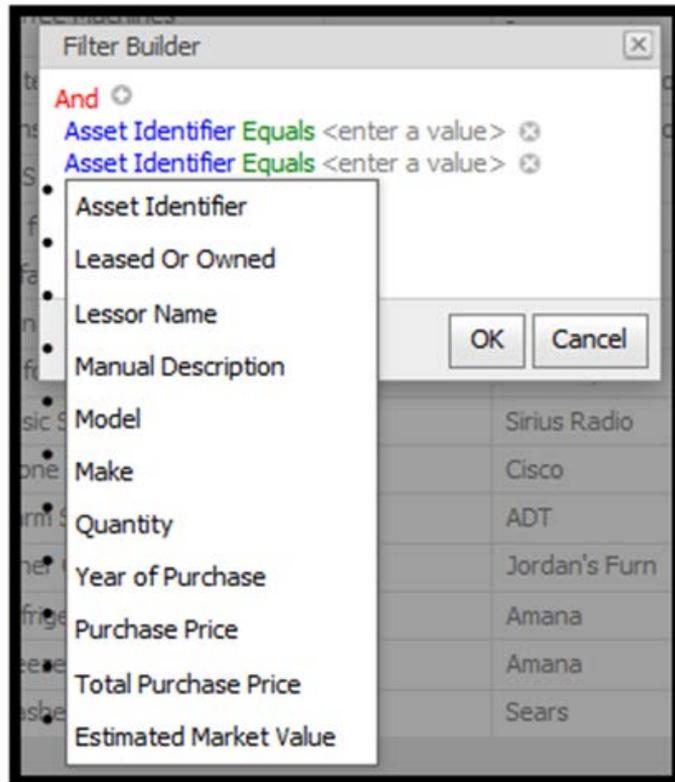
Delete All Export to XLSX Export to PDF											
New	Your Unique Asset ID	Owned, Lease or Leased to Own	Lessor Name	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase	Purchase Price	Total Purchase Price	Estimated Market Value
		Owned, Lease or Leased to Own	Address, phone, email if available					YYYY	Whole Number Only	Qty x Price	Whole Number Only
Delete		Owned		Docs Open to DM	Migration FeeOpen Text In		75	2012	\$54	\$4,050	\$0
Delete		Owned		Software Licenses	ComputatioOpen Text Inc		75	2012	\$160	\$12,000	\$0
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Delete		Owned		Printer	Printing IHP/U		1	2012	\$694	\$694	\$0
Delete		Owned		IComputer Rack	MdElectronic siAcsiu		1	2012	\$1,000	\$1,000	\$0
Delete		Owned		Computer	computationDeiVLaptop		1	2012	\$1,003	\$1,003	\$0
Delete		Owned		iPrinter	iSecurity HP/6200		1	2012	\$1,090	\$1,090	\$0
Delete		Owned		Software	iElectronic5Microsoft/20icj		1	2012	\$1,111	\$1,111	\$0
Delete		Owned		ICloud Software	iSecurity HP/6200		1	2012	\$6,636	\$6,636	\$0
										\$29,516	\$0
Create Filter											

Click Create Filter.

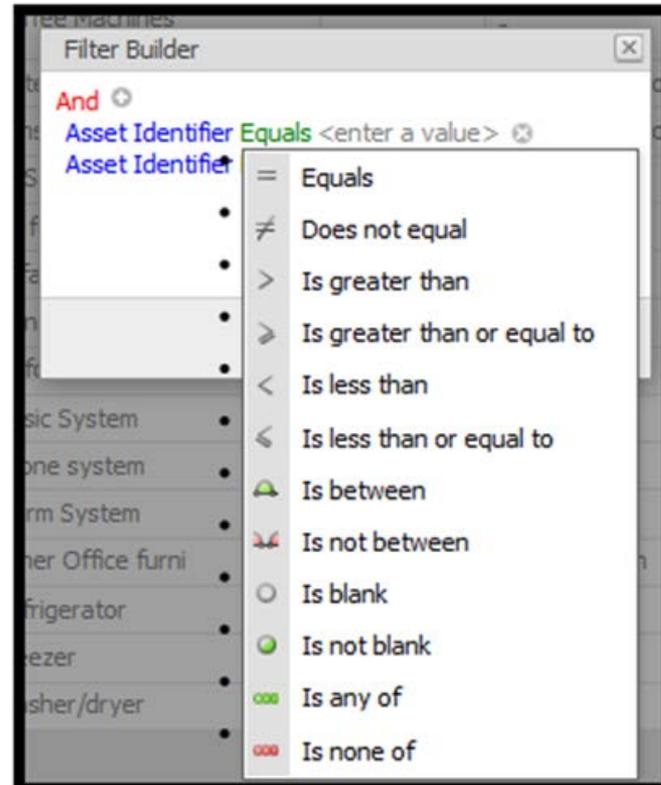
Query



Choose the column header

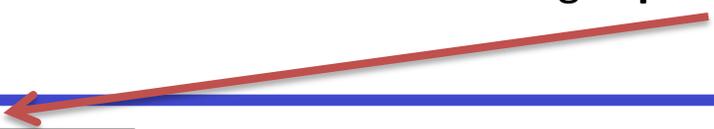


Enter the item of your search



Exporting a copy for your records

It is recommended using **Export to XLSX**



Delete All Export to XLSX Export to PDF											
New	Your Unique Asset ID	Owned, Lease or Leased to Own	Lessor Name Address, phone, email if available	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase YYYY	Purchase Price Whole Number Only	Total Purchase Price Qty x Price	Estimated Market Value Whole Number Only
Delete		Owned		iPrinter	iSecurity HP/6200		1	2012	\$1,090	\$1,090	\$0
Delete		Owned		ICloud Software	iSecurity HP/6200		1	2012	\$6,636	\$6,636	\$0
Delete		Owned		Software	iElectronic5Microsoft/20icj		1	2012	\$1,111	\$1,111	\$0
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Delete		Owned		Software	Conversion Elite/GWAE cor		1	2012	\$480	\$480	\$0
Delete		Owned		Software	iComputatidDragon Voice RI		1	2012	\$211	\$211	\$0
										\$29,516	\$0

An excel file will open and your assets will appear for your records.

ASPGridView1-1.xls [Read-Only] [Compatibility Mode] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Acrobat

Clipboard Font Alignment Number Styles Cells

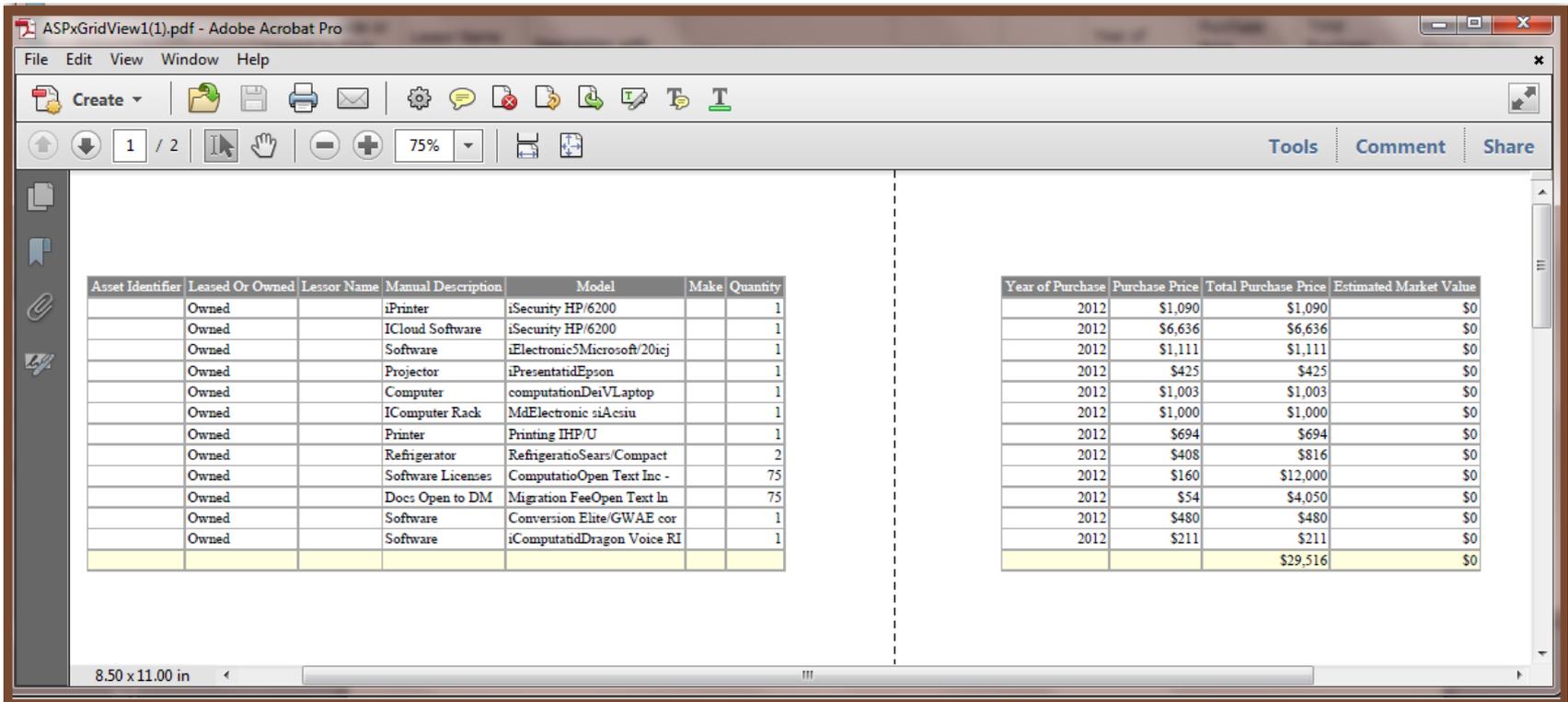
Asset Identifier

	A	B	C	D	E	F	G	H	I	J	K
1	Asset Identifier	Leased Or Owned	Lessor Name	Manual Description	Model	Make	Quantity	Year of Purchase	Purchase Price	Total Purchase Price	Estimated Market Value
2		Owned		iPrinter	iSecurity HP/6200		1	2012	\$1,090	\$1,090	\$0
3		Owned		ICloud Software	iSecurity HP/6200		1	2012	\$6,636	\$6,636	\$0
4		Owned		Software	iElectronic5Microsoft/20icj		1	2012	\$1,111	\$1,111	\$0
5		Owned		Projector	iPresentatidEpson		1	2012	\$425	\$425	\$0
6		Owned		Computer	computationDeiVLaptop		1	2012	\$1,003	\$1,003	\$0
7		Owned		IComputer Rack	MdElectronic siAcsiu		1	2012	\$1,000	\$1,000	\$0
8		Owned		Printer	Printing IHP/U		1	2012	\$694	\$694	\$0
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12		Owned		Software	Conversion Elite/GWAE cor		1	2012	\$480	\$480	\$0
13		Owned		Software	iComputatidDragon Voice RI		1	2012	\$211	\$211	\$0
14										\$29,516	\$0

Exporting to PDF

<input type="button" value="Delete All"/> <input type="button" value="Export to XLSX"/> <input style="border: 2px solid red;" type="button" value="Export to PDF"/>											
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										\$29,516	\$0

Using the **Export to PDF** option is **not** recommended



Assets won't be on the same page.