The Financial Edge™

Reports Guide for Fixed Assets

041813

FE-ReportsGuideforFixedAssets-041813

Contents

Fixed Assets Reports Basics

Fixed Assets contains many standard reports to help you quickly and easily produce and view information you need. Reports in ***Fixed Assets*** are valuable tools for monitoring, evaluating, and distributing information about your assets. You can print action listings, asset move histories, and asset transaction reports.

Note: Visit our website at www.blackbaud.com for the latest documentation and information.

This chapter explains the basics of reporting and includes a list of all reports available in ***Fixed Assets***. In addition, you will find explanations for the basic tools used in *Reports* and tab functions. Report Basics also contains procedures for creating, printing, previewing, sending as e-mail, and exporting reports. Each report is described in detail in the chapter for that report category. Pivot reports are discussed in the Pivot Reports chapter of this guide.

In ***Fixed Assets***, reports are divided into categories:

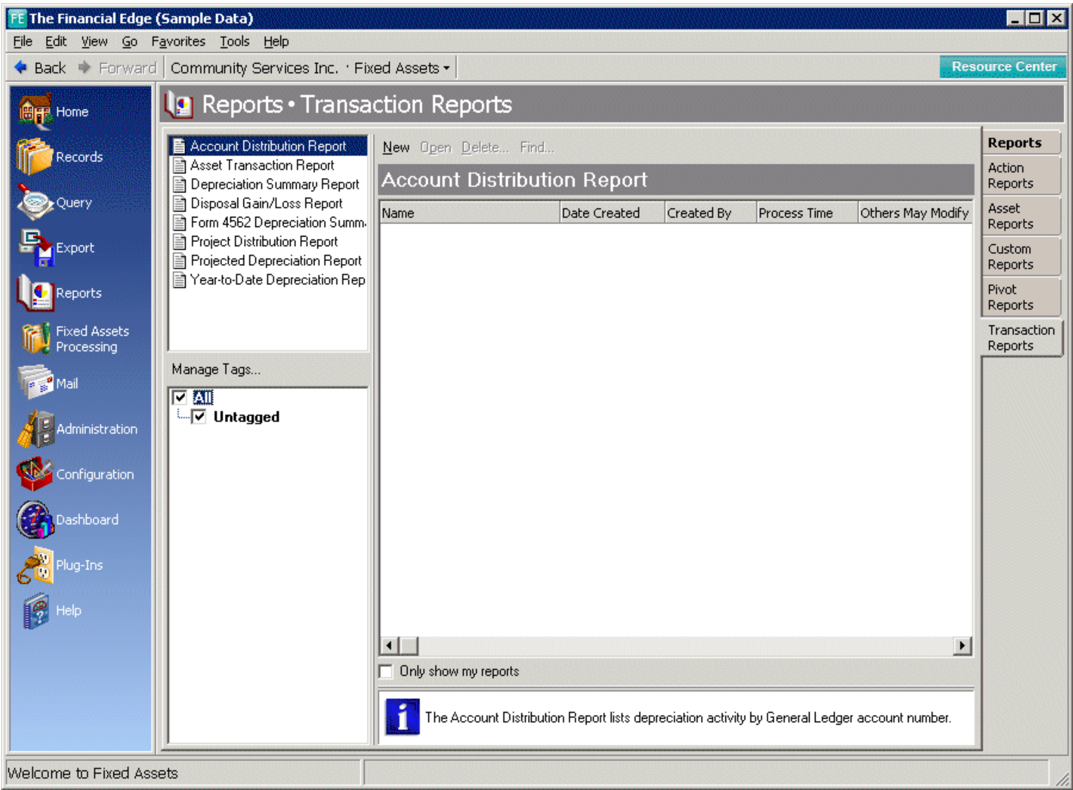
- Action Reports
- Asset Reports
- Pivot Reports
- Transaction Reports

Basic Reporting

The Reports page is the central location for reporting in ***Fixed Assets***. From the navigation bar, select *Reports* to access the Reports page. This page contains links to each report category. When you select a link, the program displays a list of the reports in that category.

Accessing Reports

To select a report, click the link for the category of reports you need from the Reports page. For example, click **Transaction Reports**.



On the Transaction Reports page, select **Projected Depreciation Report** in the list on the left. If any projected depreciation reports have been saved, they appear on the right of the screen. You can either open one of the saved reports or create a new report. To open a saved report, select the report type and then double-click the report in the frame on the right.

Manage Tags

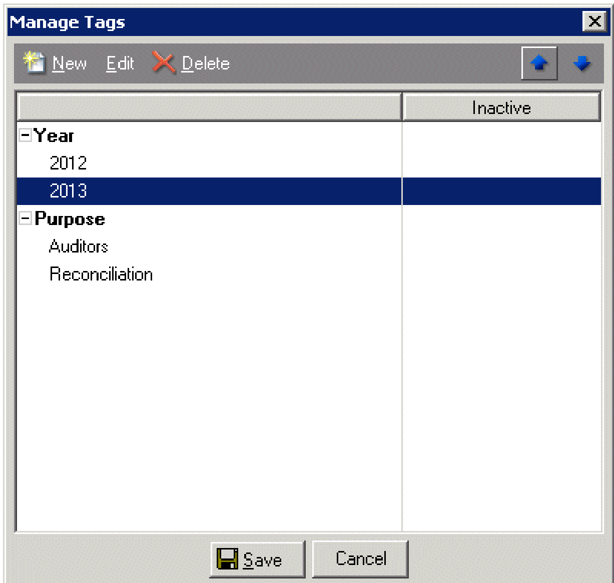
The Manage Tags feature allows you to better organize and filter your Financial Edge report parameters. For example, you can filter all of your saved report parameters by tags and categories, such as “Reconciliation” or “Fiscal Year 2012.” When you mark the checkbox to show a tag or category on a reports page, only the report parameters with that specific tag and category display.

To create and manage report parameter tags, simply select **Manage Tags** below the list of reports on any Reports page. You can create as many categories and tags as you need, and when necessary, mark tags inactive.

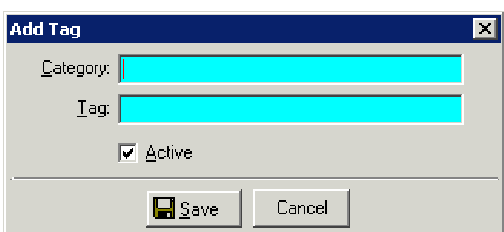
To tag a report parameter, simply right-click an existing parameter and select **Tags** from the menu. Every category and tag you have created in that module appear on the list.

Manage report tags

1. From *Reports*, select **Manage Tags**. The Manage Tags screen appears. From here, you can add new tags and categories, or edit and delete existing tags and categories. You can also use the arrows in the top right corner of the screen to move items up or down in the list.



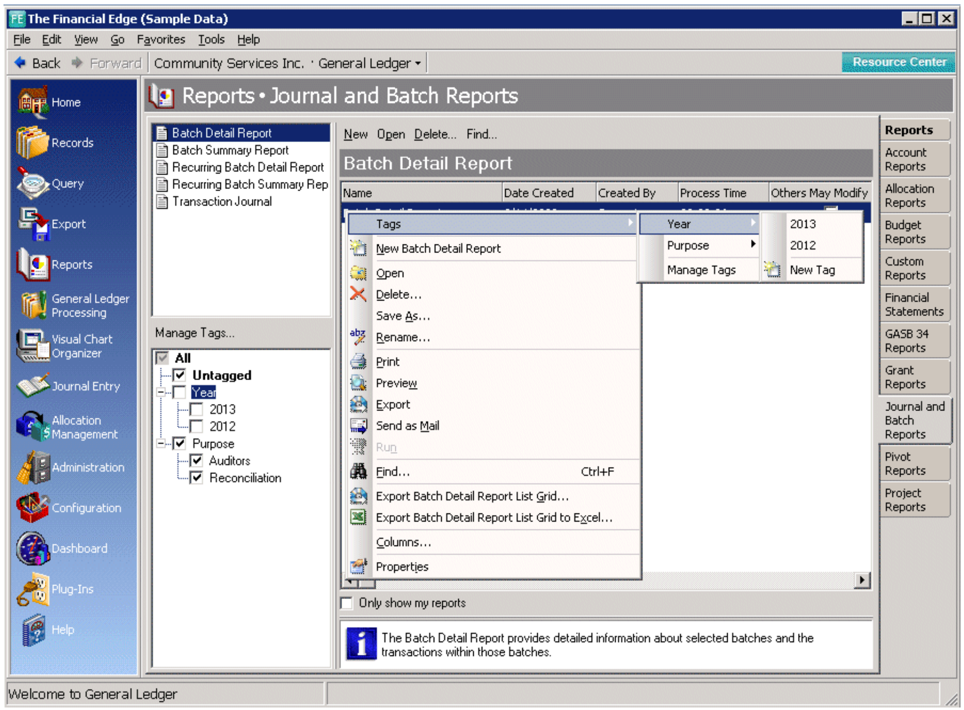
2. Select **New** to add a new tag and category. The Add Tag screen appears.



3. Enter a report category and name for the tag. If you want the tag to be active, mark the checkbox.
4. Select **Save**. You return to the Manage Tags screen.
5. You can also edit and delete tags, as well as organize your list of categories and tags. You can change the name or delete categories and tags at any time.
6. Once you have made your changes, select **Save**.

Tag a report parameter

1. To tag a report parameter, simply right-click an existing parameter and select **Tags** from the menu. Every active category and tag you have created in that module appear in the menu list.



2. Select the category and tag. You return to the Reports page.

Tabs

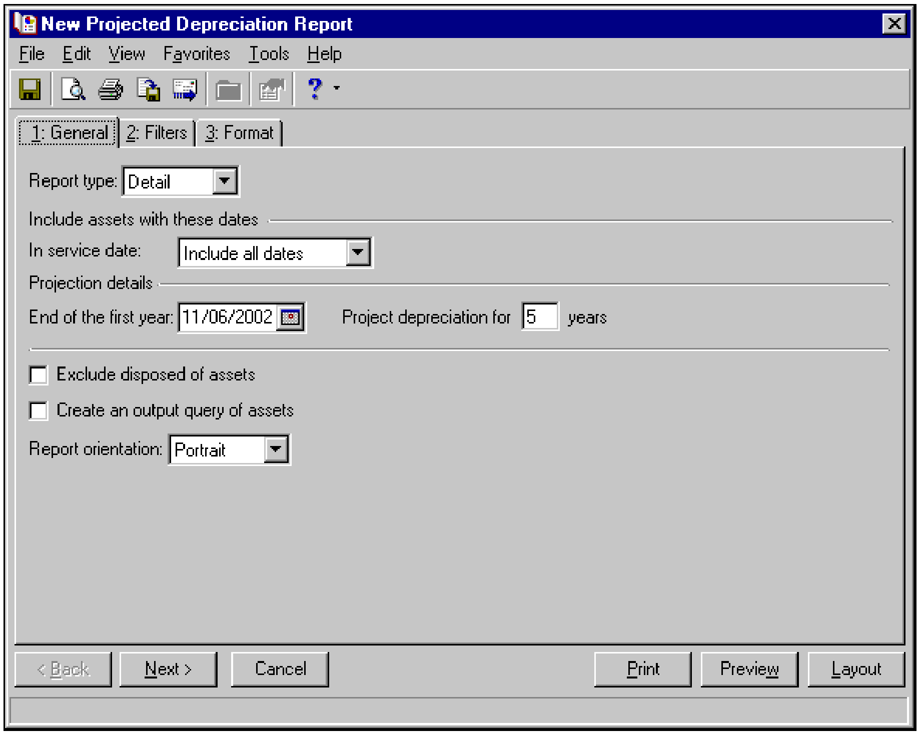
Whether you create a new report or open a saved report in ***Fixed Assets***, a screen appears with tabs to specify how the report should look and the information included in the report. Like folders in a filing cabinet, these tabs help you select information to appear on a report. For example, the Projected Depreciation Report includes the General, Filters, and Format tabs. To navigate among a report's tabs, select the tab itself or use **Back** and **Next**. Once you learn to run one report, it is easy to run other reports because many of the tabs have similar features.

Reports have common tabs with similar selections. Remember that records must satisfy all parameter settings you select for the report before they are included in the report. A selected date range or a filter can eliminate some asset or transaction records. For more information about tabs for a specific report, see that report in its respective chapter.

Note: Keep in mind that options, fields, and other selections vary from report to report.

Following are pictures of each tab in ***Fixed Assets*** reports. Keep in mind that options, fields, and other selections vary from report to report.

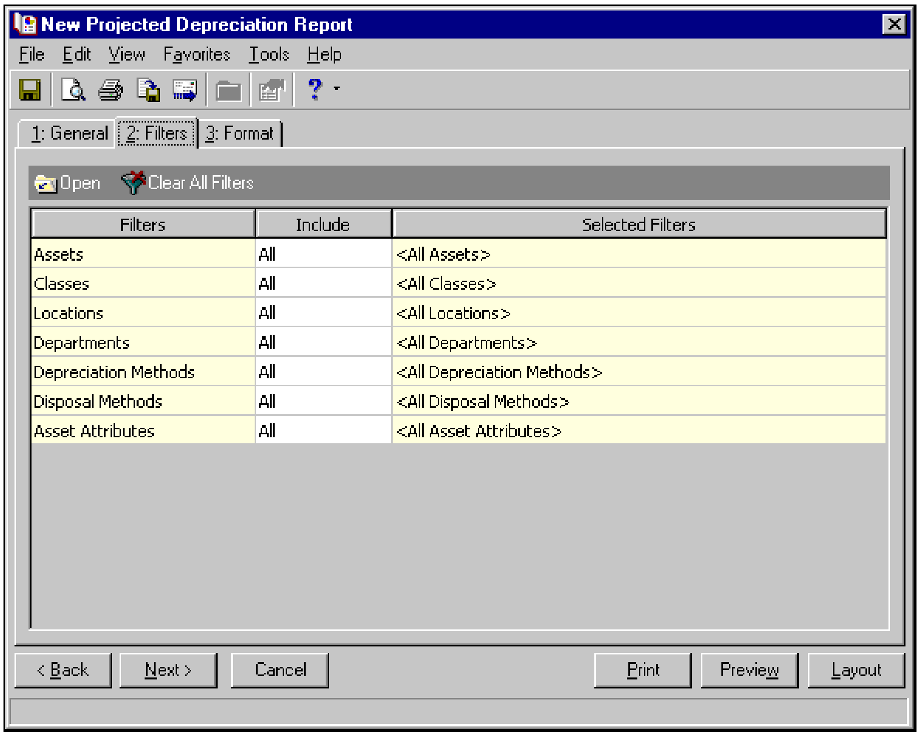
General Tab. On the General tab, you set parameters specific to the report. You can make selections for the format and information in the report. All ***Fixed Assets*** reports use the General tab.



Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Assets filter, only the assets you select are included in the report. You can select filters to apply to a report from the Filters tab.

Filters Tab. On the Filters tab, you include records based on selected criteria such as Assets, Classes, Asset Attributes, or Depreciation Methods. For example, you want to run a projected depreciation report and include assets with a Land Improvements asset class. Only assets with Land Improvements recorded in the **Class** field in the asset record appear on the report. Assets with other asset classes, such as Information Systems or Light General Purpose Trucks, do not appear on the report. All ***Fixed Assets*** reports use the Filters tab. For information about filters for a specific report, see that report in its respective chapter.

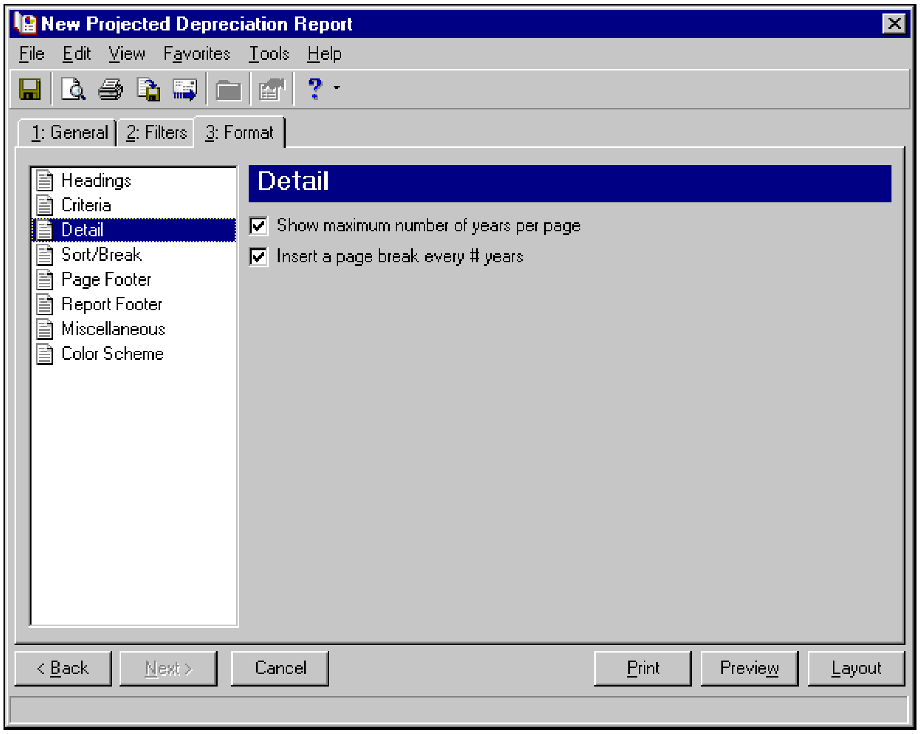
For each filter listed in the Filters column, specify whether to include all or selected records. When you do not want to filter records from the report using criteria listed in the **Filters** column, select All in the **Include** column. For example, for a report to list all assets, regardless of asset class, select All in the **Include** column for **Classes**. When you select All, <All Classes> appears in the **Selected Filters** column. For more information about filtering criteria, see the *Program Basics Guide*.



Format Tab. On the Format tab, you designate the format of the report. Your settings on this tab determine the appearance of the report. You can create headings, page footers, and report footers. You can select details and the criteria used to create the report and include the criteria list with the report. On some reports you can sort or break the report according to selections you make. You can select the format for displaying monetary amounts and select colors for the report. All ***Fixed Assets*** reports use the Format tab.

The list on the left of the screen displays formatting options for the report: **Headings**, **Criteria**, **Detail**, **Grand Totals**, **Sort/Break**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen changes to present selections for that section of the report.

For example, in a projected depreciation report, select **Detail** and a screen appears with two checkboxes: **Show maximum number of years per page** and **Insert a page break every # of years**. To use these details in the report, mark the corresponding checkbox. For information about formatting a specific report, see that report in its respective chapter.



Report Categories

Fixed Assets includes many standard reports to help you quickly and easily produce and view information you need. These reports give you information to help you stay up-to-date with every aspect of your organization. To help you locate the report you need quickly, reports are divided into categories: Action Reports, Asset Reports, Pivot Reports, and Transaction Reports. For more information about a specific report, see that report in its respective chapter.

Action Reports

- Action Listing
- Action Summary Report
- Actions By Association Report

Asset Reports

- Acquisition Report
- Asset Listing
- Asset Location Report
- Asset Move History
- Asset Profile Report
- Book Value Report
- Mid-Quarter Convention Test Report

Note: Pivot reports are available in ***The Financial Edge*** only if you have *Microsoft Excel 2000* or *Excel XP* installed on your computer.

Pivot Reports

Transaction Reports

- Account Distribution Report
- Year-to-Date Depreciation Report

Transaction Reports

- Account Distribution Report
- Asset Transaction Report
- Depreciation Summary Report
- Disposal Gain/Loss Report
- Form 4562 Depreciation Summary Report
- Project Distribution Report
- Projected Depreciation Report
- Year-to-Date Depreciation Report

Reporting Procedures

Glossary: A parameter is any field, option, or filter that narrows information in a report and determines the appearance of the report's output. By specifying parameters, you customize the output results of your report. For example, you can apply filters, create a header and footer, or choose a color scheme for the report's results.

You can use a variety of parameters to define the output for reports in ***Fixed Assets***. Saving these parameters also makes future reporting easier. These procedures provide instructions for creating, printing, previewing, sending reports as email, and exporting reports. While these procedures are written specifically for projected depreciation reports, you can use these same basic steps as a model for all reporting in ***Fixed Assets***. For specific information about tabs, fields, options, and checkboxes for a particular report, see the chapter for that category of reports.

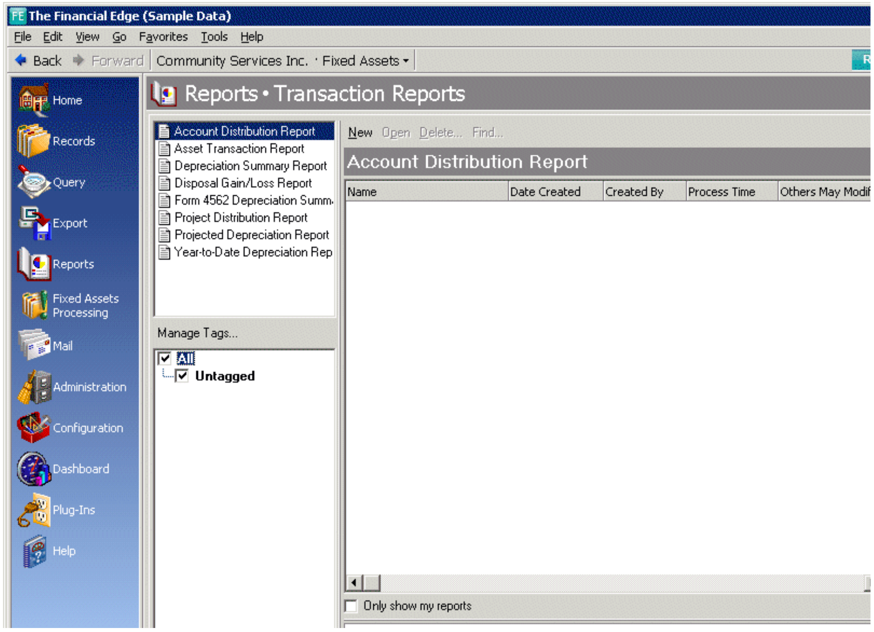
Creating Reports

Creating a report is a quick and easy process. For this procedure we focus on creating a projected depreciation report.

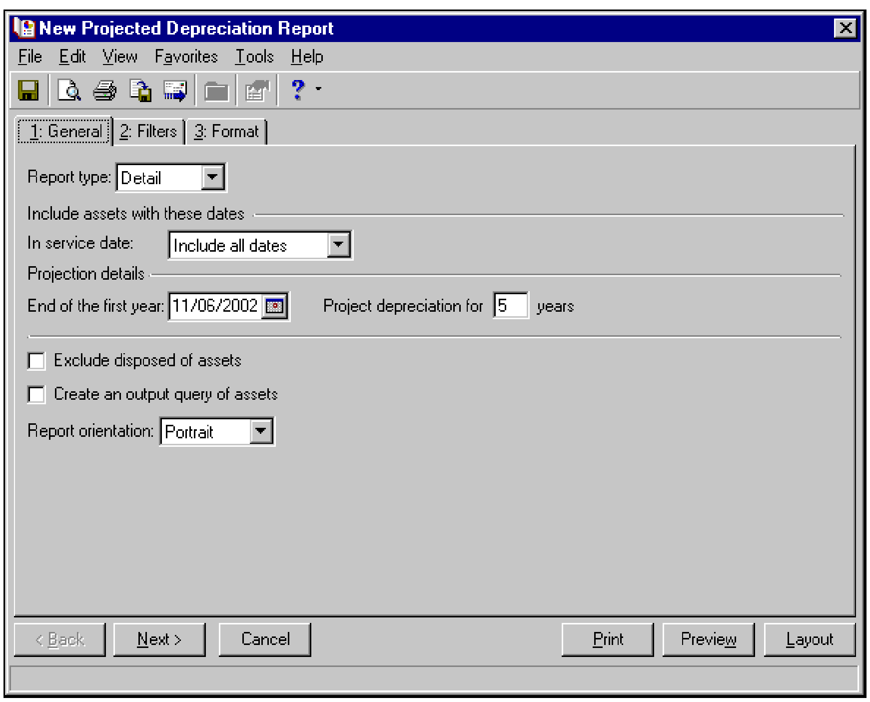
Creating a report in Fixed Assets

Note: An action bar containing links for creating a new report, opening a report, deleting a report, and finding a report appears above the list of reports. These links are common to all Reports pages.

1. From the Reports page, click **Transaction Reports**. The Transaction Reports page appears with a list of all transaction reports on the left.



2. In the list on the left, select **Projected Depreciation Report**.
3. On the action bar, click **New**. The New Projected Depreciation Report screen appears on the General tab.



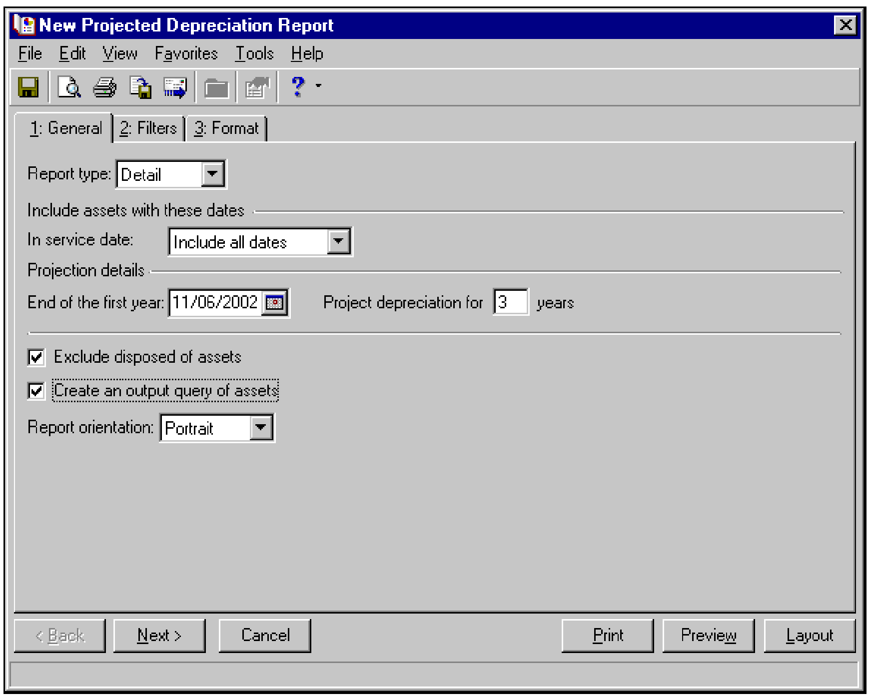
Note: Depending on the report you are creating, fields, options, and checkboxes on the General tab vary for each report. For General tab selections on a particular report, see the chapter for that category of reports.

4. In the **Report type** field, select the amount of detail you want in the report. Select "Detail" or "Summary".

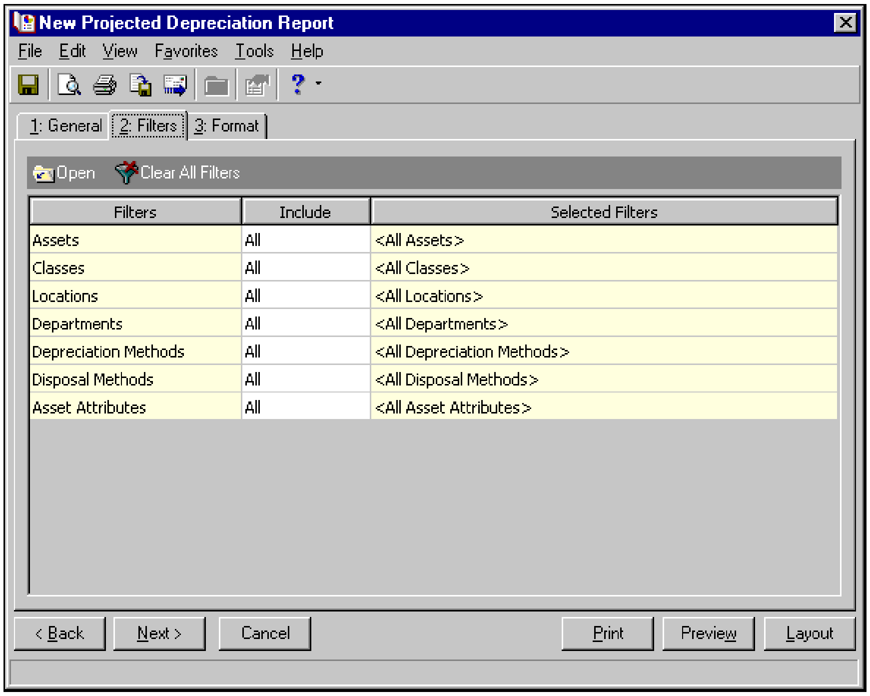
5. In the **Asset in service date** field, select the dates in which the assets were placed in service. You can select to include all dates, a specific date, or a specific date range.

   If you select <Specific range>, you can specify a start date and an end date. If you leave the **Start date** field blank, all activity is included up to the end date. If you leave the **End date** field blank, all activity from the start date until present is included. If you leave both fields blank, all activity is included.

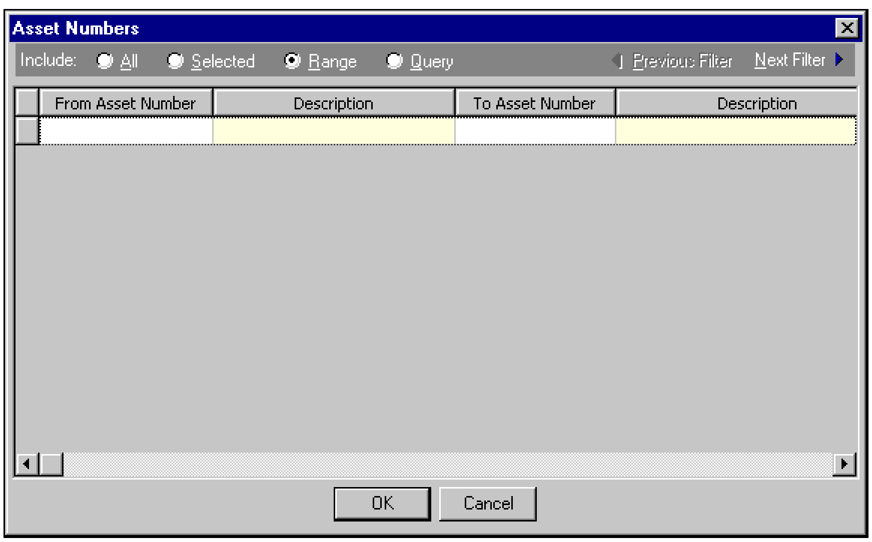
6. In the **End of the first year field,** select the beginning date of the projected depreciation period. This field defaults to the present date. You can use this date or enter a different date.
7. In the **Project depreciation for [ ] years**, enter the number of years for which you want to project depreciation. You can enter up to 10 years.
8. To exclude disposed assets from the report, mark **Exclude disposed of assets**.
9. If you mark **Create an output query of assets**, the system creates a query of the assets you select and includes it in the report. This query is available for use in other areas of the program.
10. In the **Report orientation** field, you can select "Portrait" or "Landscape". For this example, select "Portrait".



11. Click **Next** or select the Filters tab.

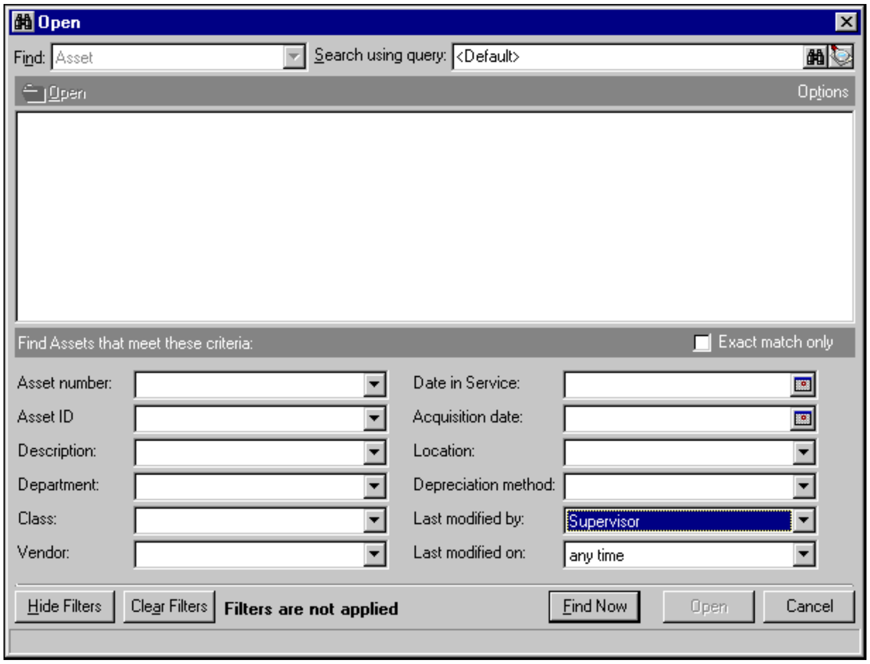


12. In the **Include** column for the Assets filter, choose "Selected". The Selected Assets screen appears.
13. Mark **Range**.

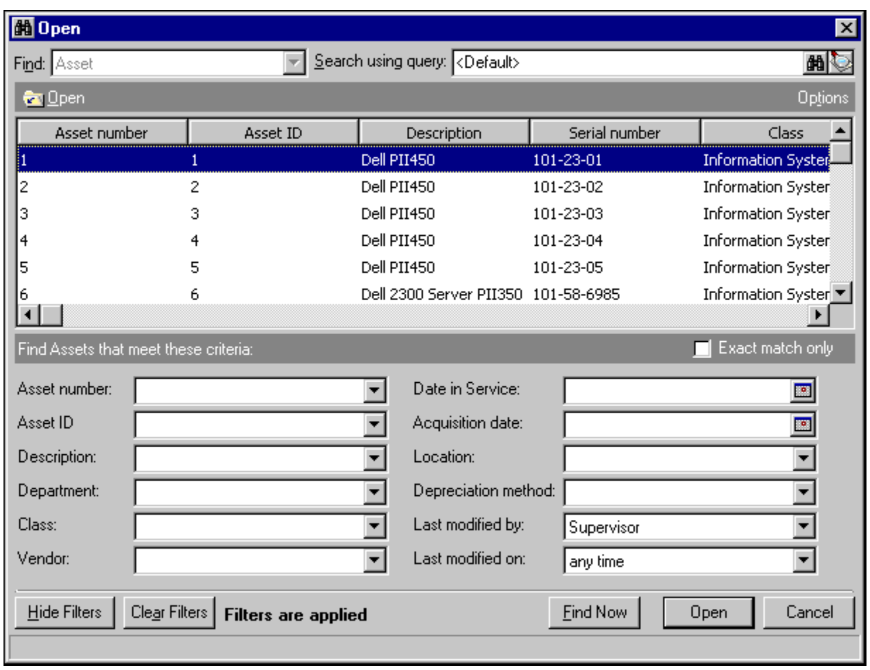


Tip: If you know the asset numbers you want to use, you can enter them directly into the fields without having to search.

14. In the **From Asset Number** column, enter the first asset number in the range or click the binoculars. The Open screen appears. In the **Last modified by** field, select “Supervisor”. For more information about using the Open screen and filtering records, see the Program Basics chapter in the *Program Basics Guide*.



15. Click **Find Now**. A grid appears displaying all assets meeting your requirements.

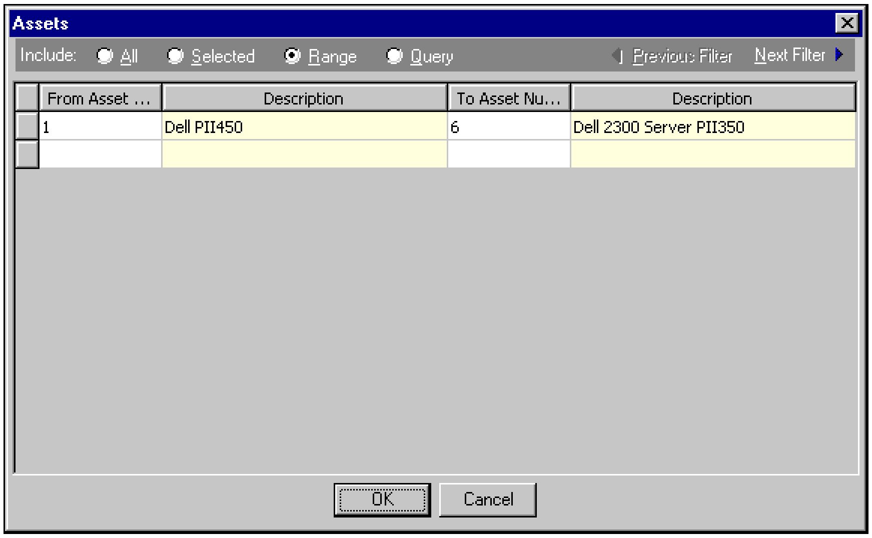


16. Select an asset (for this example, asset number 1), and click **Open** on the action bar.

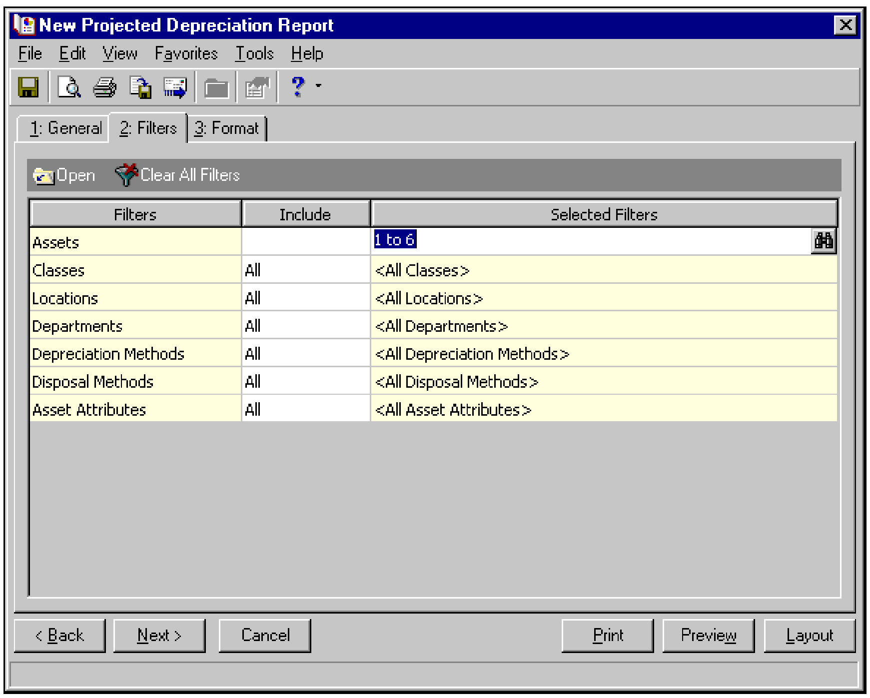
    The Selected Assets screen appears with “1” in the **From Asset Number** column and “Dell PII450” in the **Description** column.

17. In the **To Asset Number** column, enter the last asset number in the range or click the binoculars to search for it. For this example, asset number 6.

The Selected Assets screen appears with “6” in the **To Asset Number** column and “Dell 2300 Server PII350” in the **Description** column.



18. Click **OK**. You return to the Filters tab. “1 to 6” appears in the **Selected Filters** column on the Assets row.

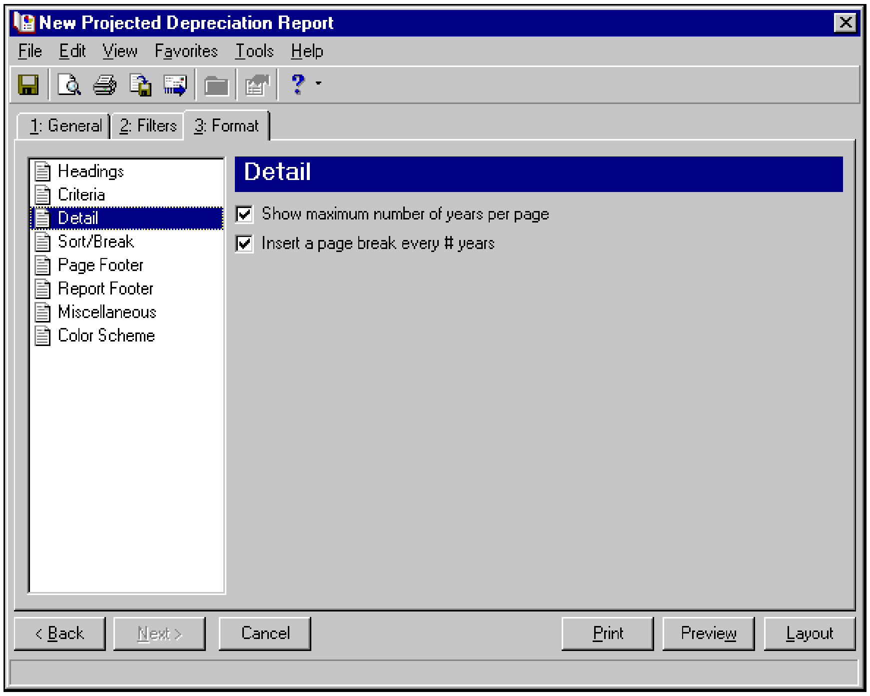


Note: You can use the default settings on the Format tab or customize your report. For information about formatting a specific report, see that report in its respective chapter.

19. Click **Next** or select the Format tab. The options on the right side of the screen change as you make selections in the list on the left.

20. From the list, select **Headings**. In the **Title** field, the title defaults to “Projected Depreciation Report”. You can use this title or overwrite it with a different title.

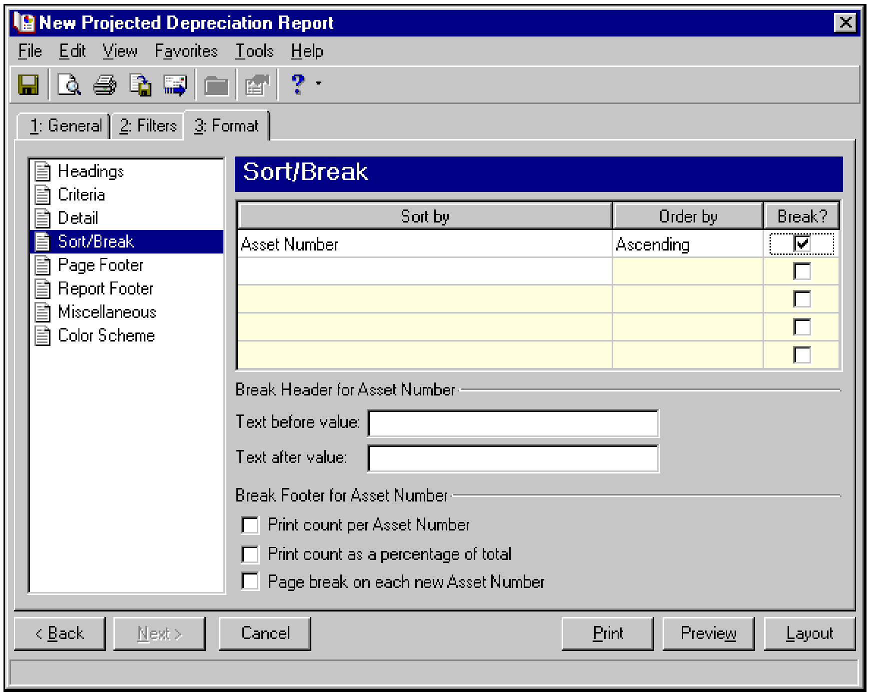
21. In the **Subtitle** field, enter “Dell Server System”.



Note: If you have the appropriate security rights, you can use credit card, bank account, and Social Security numbers to sort report data and to identify records included in the report. The Sort by option is hidden for any user without these rights. For more information, see the Security chapter of the *Administration Guide* for ***The Financial Edge***.

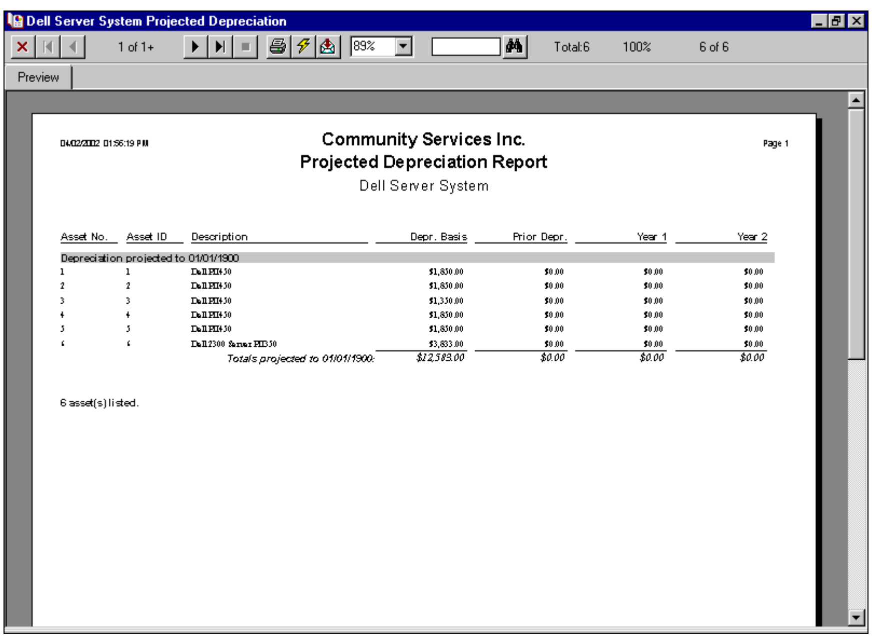
22. From the list on the left, click **Sort/Break**. The sort options appear.

23. Mark the checkbox in the **Break?** column, to create a break in the report between asset numbers. You can add a header and footer for the break.



Note: You can set an option to maximize the preview window when you preview a report. To do this select **Tools**, **Options** and mark **Automatically maximize preview window**.

24. Click **Preview** to preview the report on the screen. A message appears indicating the program is processing the report. The New Projected Depreciation Report screen appears so you can preview the report.

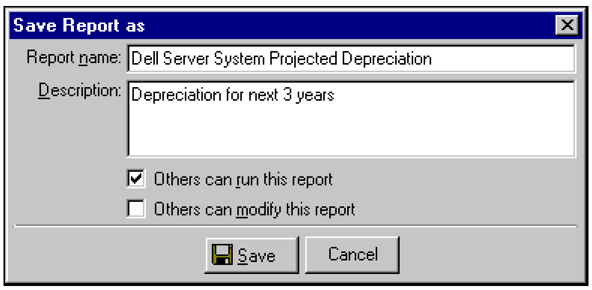


Note: Click **Preview** to view the report as it will print using your selections and filters. Click **Layout** to view a sample layout of the report without data.

25. When you finish viewing the report, click **X** to close the view.
26. Click **Save** to save the new report. The Save Report as screen appears.
27. In the **Report name** field, enter “Dell Server System Projected Depreciation”.

Note: You can set an option to save selections made on report tabs when you close. To do this, select **Tools**, **Options** and mark **Automatically save report parameters on close**.

28. In the **Description** field, enter “Depreciation for next 3 years”.



29. Click **Save** to save the new report. You return to the Format tab.
30. Close the screen. You return to the Transaction Reports page, and the Projected Depreciation Report appears in the grid.

Printing Reports

You can print a hard copy of a saved projected depreciation report without opening the report. Your selections on the Format tab of the report determine the information that prints on the report and how this information is formatted. For this procedure, we focus on printing the projected depreciation report created in “Creating Reports” on page 9. For more information about setting up your printer, see “Setting up a printer” on page 26” in the Program Basics chapter of the *Program Basics Guide*.

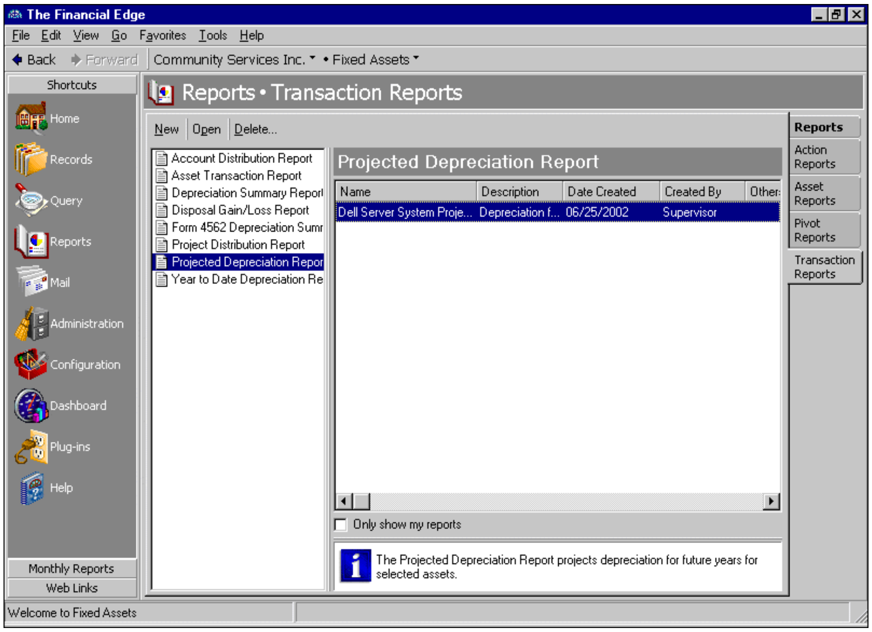
Printing a Fixed Assets report

1. From the Reports page, click **Transaction Reports**. The Transaction Reports page appears.

Note: You can set an option to print the report using the orientation defined in Print Setup. To do this, select **Tools**, **Options** and mark **As defined in Print Setup**. For example, if a report is designed to print in portrait, but the print setup is set for landscape, the report prints the report in landscape.

2. In the list on the left, select **Projected Depreciation Reports**. A list of saved projected depreciation reports appears in the grid on the right.

3. Select “Dell Server System Projected Depreciation”.



Note: You can set an option to print the report using the orientation defined for the report. To do this, select **Tools**, **Options** and mark **As defined for the Report**. The report prints in the orientation selected on the report regardless of what is defined in Print Setup.

4. From the menu bar, select **File**, **Print**. A message appears indicating the report is printing. After the report prints, you return to the Transaction Reports page.

Previewing Reports

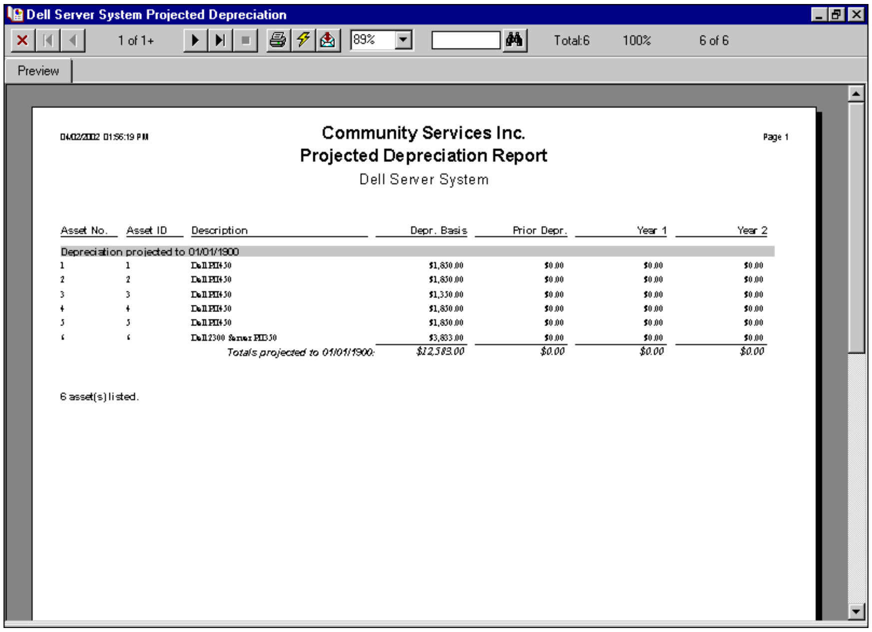
You can preview the format and information in a report without opening the report. We recommend previewing a report before printing or sending it to another person. By previewing, you can make sure you included the required information and that the report is formatted as you want it. For this procedure, we focus on previewing the projected depreciation report created in “Creating Reports” on page 9.

Previewing a Fixed Assets report

1. From the Reports page, click **Transaction Reports**. The Transaction Reports page appears.
2. In the list on the left, select **Projected Depreciation Report**. A list of saved projected depreciation reports appears in a grid on the right.
3. In the grid, select “Dell Server System Projected Depreciation”.
4. From the menu bar, select **File**, **Preview**.

Note: You can set an option to maximize the preview window when you preview a report. To do this select **Tools**, **Options** and mark **Automatically maximize preview window**.

5. A message appears indicating the program is processing the report. The Dell Server System Projected Depreciation Report preview screen appears.



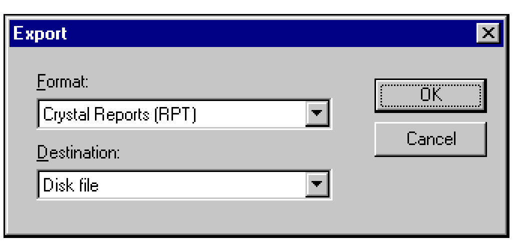
6. When you are finished previewing the report, click **X** to close the screen. You return to the Transaction Reports page.

Exporting Reports

To use report information in another software application, for example, Microsoft *Excel* or *Crystal Reports*, you can export the report. When you export a report, you send report information from the database to another software application using a data file. You can export a report without opening the report. For this procedure, we focus on exporting the projected depreciation report created in “Creating Reports” on page 9.

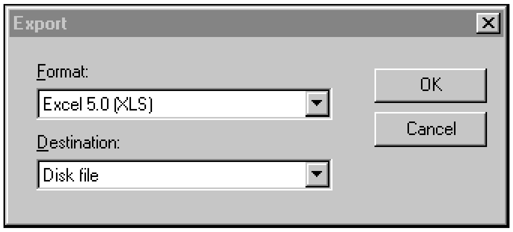
Exporting a Fixed Assets report

1. From the Reports page, click **Transaction Reports**. The Transaction Reports page appears.
2. In the list on the left, select **Projected Depreciation Report**. A list of saved projected depreciation reports appears in a grid on the right.
3. In the grid, select “Dell Server System Projected Depreciation”.
4. From the menu bar, select **File**, **Export**. A message appears indicating the program is processing the report. The Export screen appears.

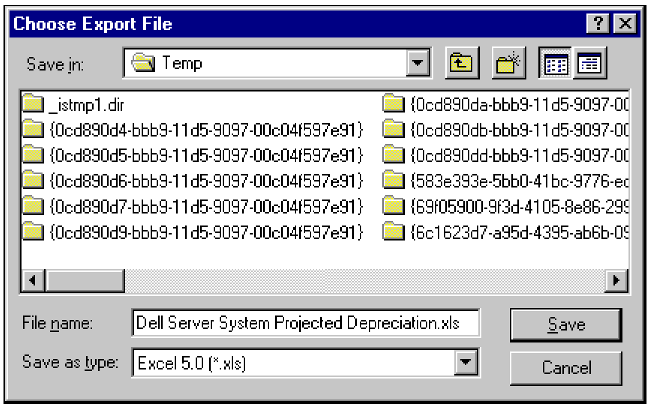


5. In the **Format** field, select “Excel 5.0 (XLS)”.

6. In the **Destination** field, select “Disk file”.



7. Click **OK**.
8. The Choose Export File screen appears. In the **File name** field, you can use the file name provided or overwrite it with a new file name. For this example, enter “Dell Server System Projected Depreciation”.



9. Click **Save**. A message appears indicating the program is exporting the data. Once the data has been exported to your file, you return to the Transaction Reports page.

Sending Reports as E-Mail

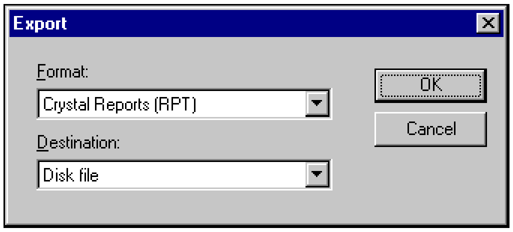
In ***Fixed Assets***, you can share report information with other users through electronic mail. You can send the results of a report to another user for further analysis or to use in other applications. When you send report information through e-mail, you perform two functions: changing the format of the information to a data file and sending this data file to another person. Before you can send a report to another user, you must first select a format (such as Microsoft *Excel*, *Crystal Reports*, or Adobe *Acrobat*) for the data file. The format determines the appearance of the report and the software applications in which you can open the data file. Sending report results by e-mail can be particularly useful when an individual needs to quickly reference report results but does not need to access or edit the report.

You can send report information by e-mail without opening the report. For this procedure we focus on sending the projected depreciation report created in “Creating Reports” on page 9.

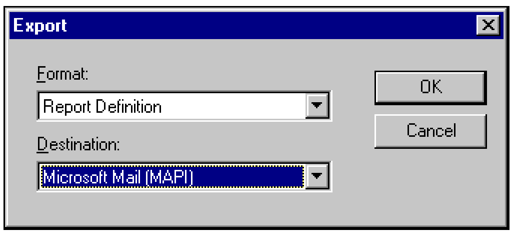
▸ Sending a Fixed Assets report as email

1. From the Reports page, click **Transaction Reports**. The Transaction Reports page appears.
2. In the list on the left, select **Projected Depreciation Report**. A list of saved projected depreciation reports appears in a grid on the right.
3. In the grid, select “Dell Server System Projected Depreciation”.

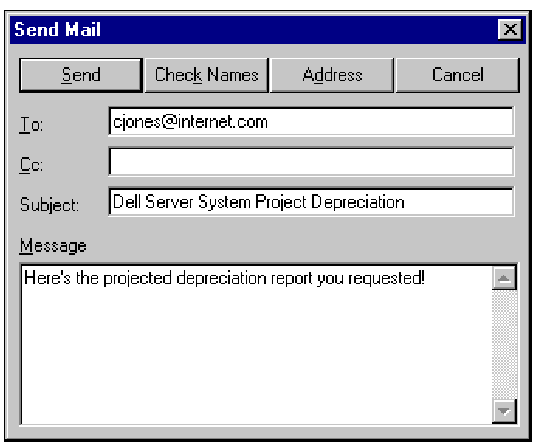
4. From the menu bar, select **File**, **Send as Mail**. A message appears indicating the program is processing the report. The Export screen appears.



5. In the **Format** field, select “Report definition”.
6. In the **Destination** field, select “Microsoft Mail (MAPI)”.



7. Click **OK**. The Send Mail screen appears.
8. In the **To** field, enter an email address. For example, enter “cjones@internet.com”.
9. In the **Subject** field, enter “Dell Server System Projected Depreciation”.
10. In the **Message** box, enter a message to the recipient. For example, “Here’s the projected depreciation report you requested!”



11. Click **Send**. The report is sent as an attachment to your message. You return to the Transaction Reports page.

Action Reports

Reporting categories in ***Fixed Assets*** include Action Reports, Asset Reports, Pivot Reports, and Transaction Reports.This chapter discusses Action Reports. For information about other report categories, see the chapter for that category. In ***The Financial Edge***, an action is any task or activity that needs to be completed for an asset. Actions, for example, can include scheduled maintenances, mailings, phone calls, and e-mail messages.

Note: We recommend you read this chapter thoroughly. Information here provides you with basic information about action reports in ***Fixed Assets***. Hands-on experience is the best way to learn, so we encourage you to try various options with your sample database before creating reports with your data.

Action reports in ***Fixed Assets*** include:

- Action Listing
- Action Summary Report
- Actions by Association Report

Action Listing

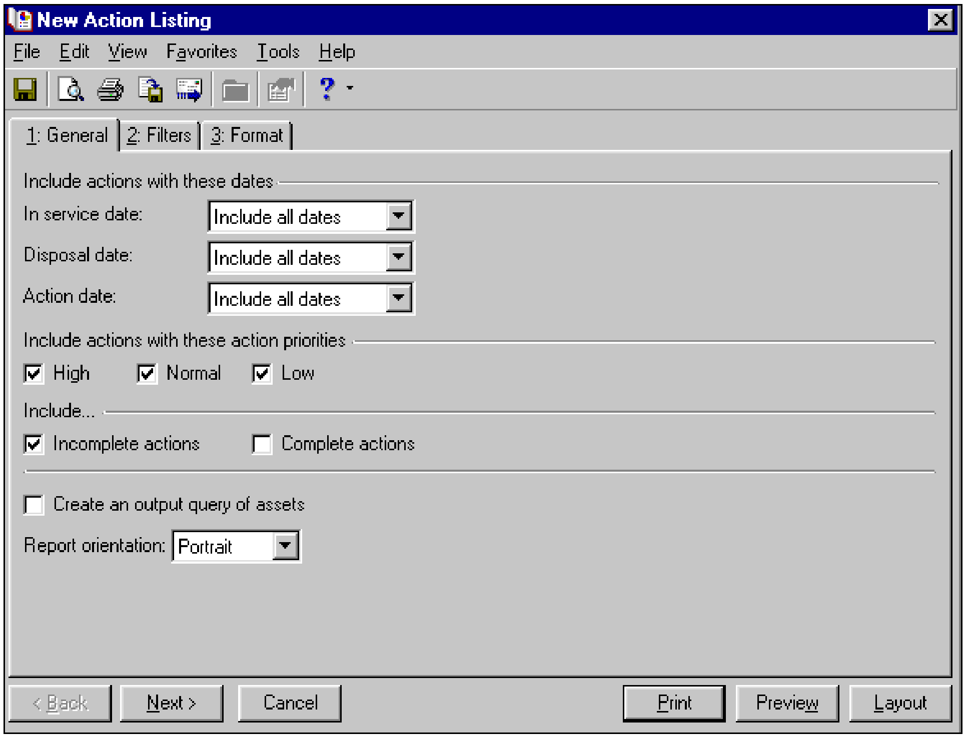
The Action Listing provides a list of details about actions you select. This report can be useful in tracking actions that have not yet occurred, for example, you can run the Action Listing at the beginning of the month to see what is scheduled for that month.

Glossary: An action is any task or activity that needs to be completed for an asset. Actions, for example, can include scheduled maintenances, mailings, phone calls, and e-mail messages.

The Action Listing has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating an Action Listing, see “Creating Reports” on page 9.

General Tab

On the General tab, you can select parameters specific to the report and make selections about the information included in the report.



Include actions with these dates. In the **In service date**, **Disposal date**, and **Action date** fields, select a date or date range for assets to include in the report. These are the dates from the asset record. If you select <Specific range>, you can specify starting and ending dates in the **Start date** and **End date** fields.

Include actions with these action priorities. You can mark **High**, **Normal**, and **Low** to select actions to include in the report. You can select one, two, or all three priorities. To use no priorities, unmark the checkboxes.

Include. You can mark **Incomplete actions** and **Complete actions** to select actions to include in the report. You can mark either or both checkboxes.

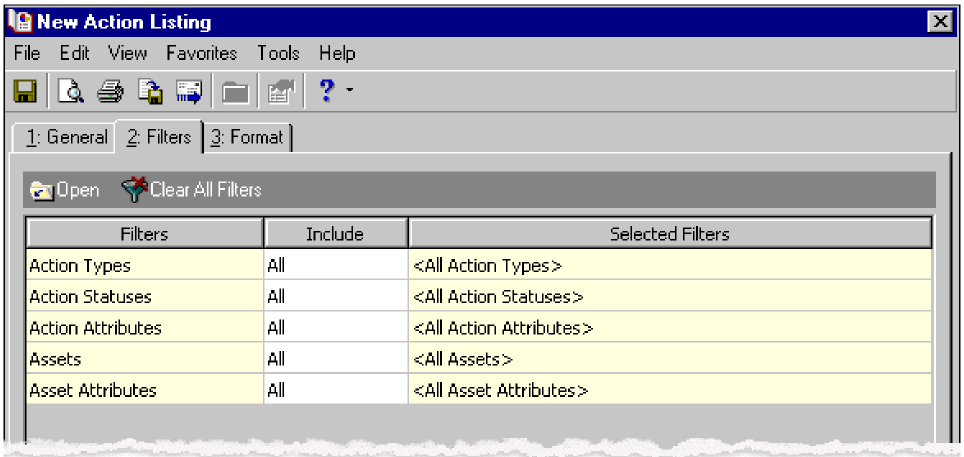
Create an output query of assets. If you mark **Create an output query of assets**, the program creates a query of the assets included in the report. You can use the query later in other areas of ***Fixed Assets***.

Report orientation. In the **Report orientation** field, select Portrait or Landscape.

Filters Tab

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Action Types filter, only the assets with the action type you select appear in the report.

On the Filters tab, you can include information based on selected criteria such as action types, action statuses, action attributes, asset numbers, and asset attributes. For example, you can include selected action types, such as Maintenance, and assets with maintenance recorded as an action type appear on the report. For more information about filtering in ***The Financial Edge***, see the *Program Basics Guide*.



Open. Click a filter in the grid and click **Open** on the action bar. A selection screen appears so you can designate specific filters for the report.

Clear All Filters. Click **Clear All Filters** to remove all previously selected filters from the report.

Filters. The **Filters** column lists all the filters for this report. You cannot edit this column.

Include. Choose Selected in the **Include** column. A selection screen appears so you can designate specific filters for the report.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and then click **Open**, the Selected <Filter> screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

> **Note:** Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on your selection, different options appear on the screen. If you mark **All**, you cannot define filters. For more information about filtering in ***The Financial Edge***, see the Program Basics chapter in the *Program Basics Guide*.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

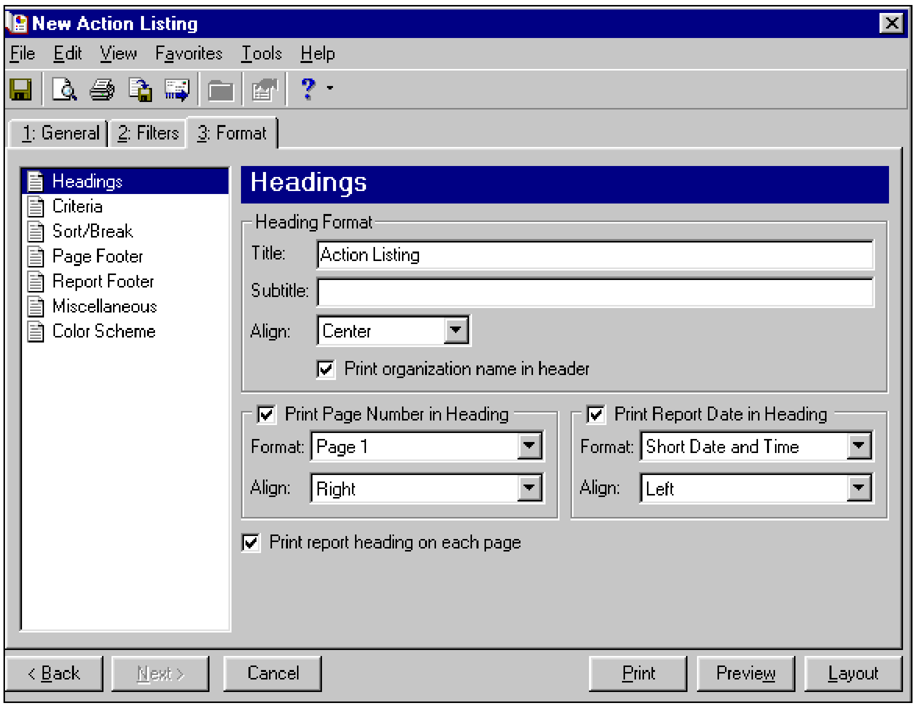
Format Tab

On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, and sort the information in the report. You can select the format for displaying monetary amounts and print the report in color.

The list on the left of the screen displays formatting options for the Action Listing: **Headings**, **Criteria**, **Sort/Break**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

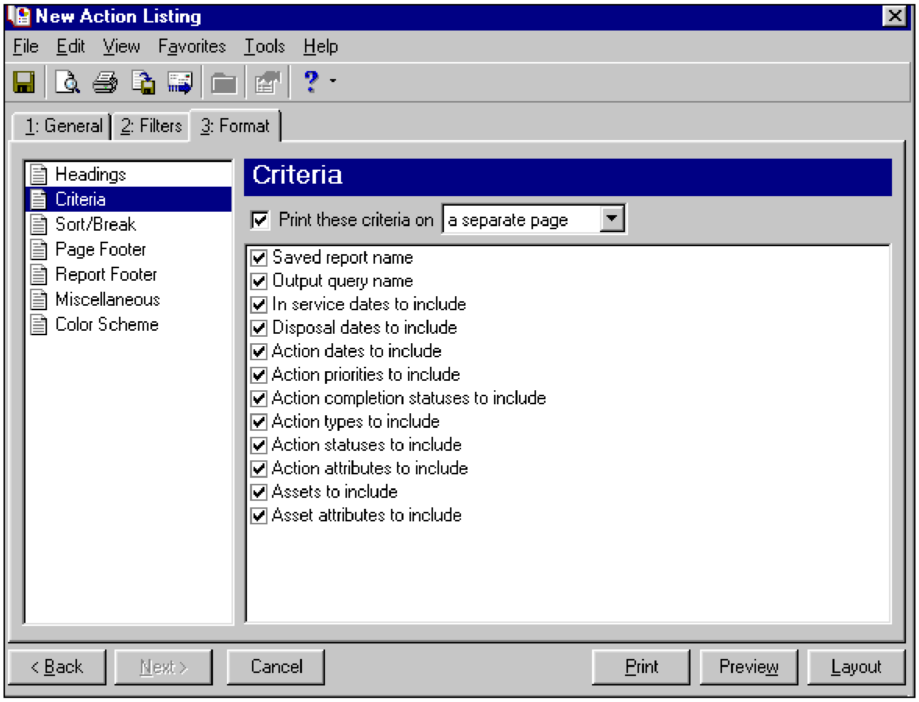
Note: The heading defaults to Action Listing in the **Title** field. You can leave this as the title for your report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how you want the heading aligned and whether you want your organization's name to appear in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.



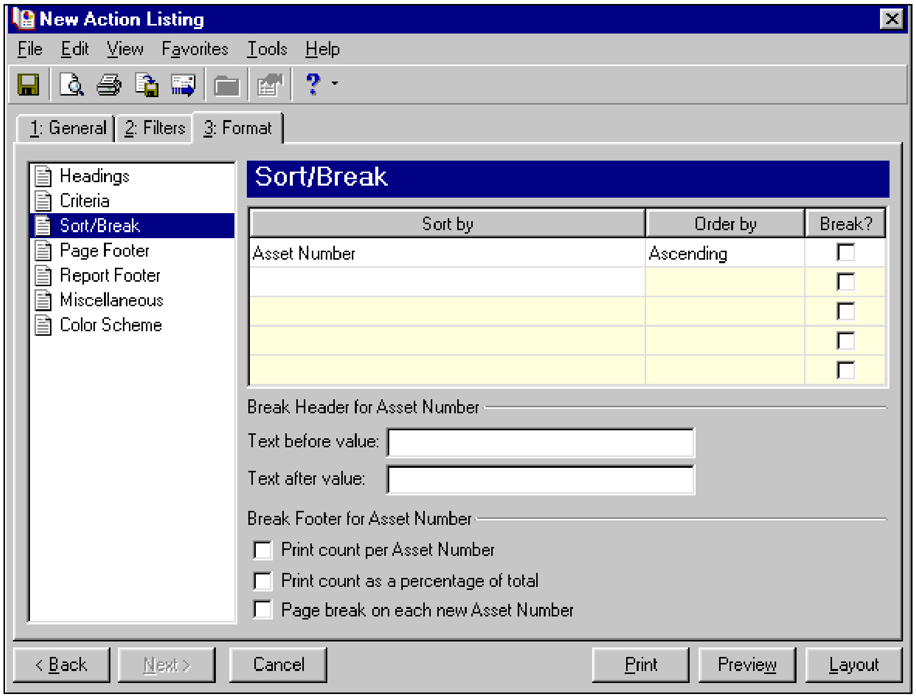
Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print with the report.

Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.

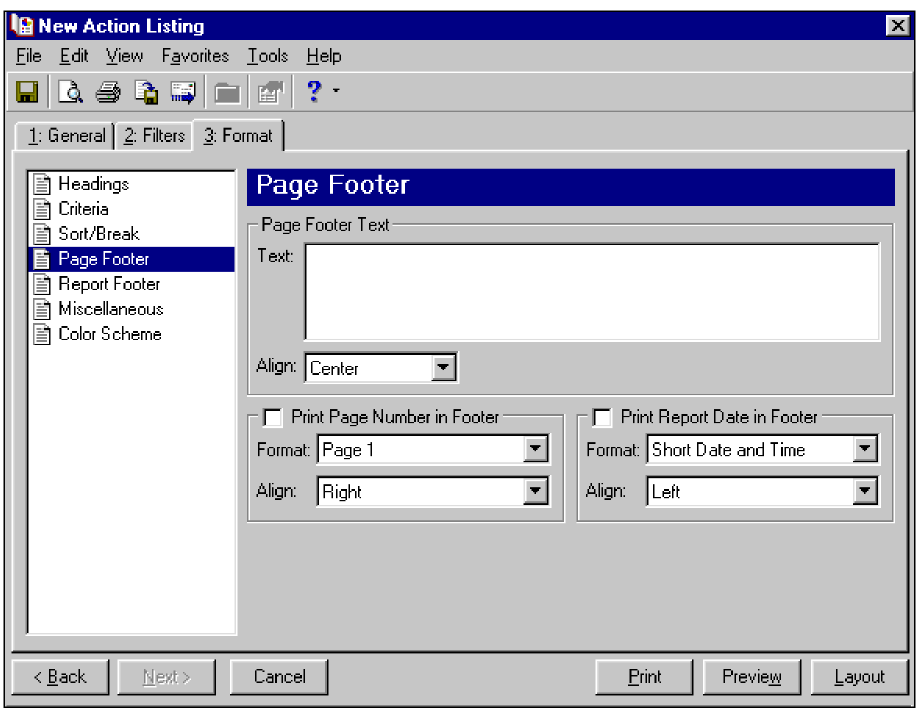


Sort/Break. Use **Sort/Break** to select the order for information to appear on the report and where breaks fall between sets of information. When you select **Sort/Break** on the Format tab, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column. If you want a new page for each Sort by selection, mark **Page break on each new <Sort by selection>**. If you mark the checkbox in the **Break?** column, the program automatically includes any subtotals for the selection in the **Sort by** column.

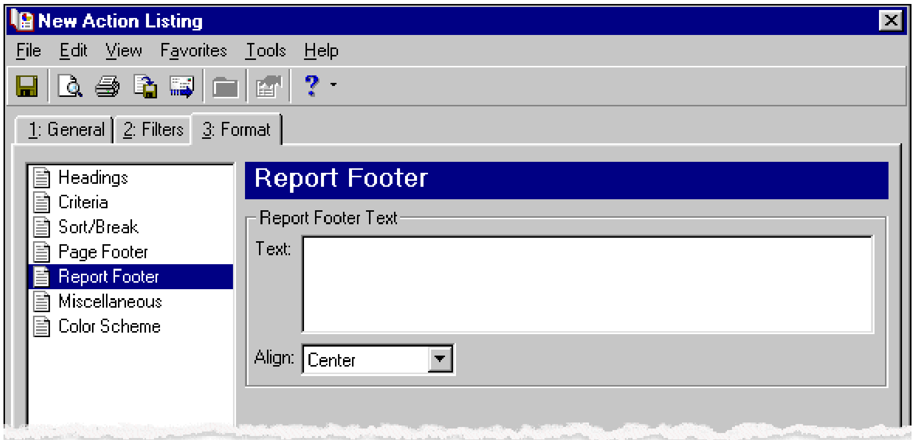
You can also create breaks between the sections by which you have sorted. In the **Text before value** and **Text after value** fields, you can enter up to 30 characters of information to print directly before and after the break. If you mark **Print count per** or **Print count as a percentage of total** for the selected sort field, the number or percentage for each selected sort option appears in the footer. If you mark **Page break on each new**, a new page starts for the highest level break.



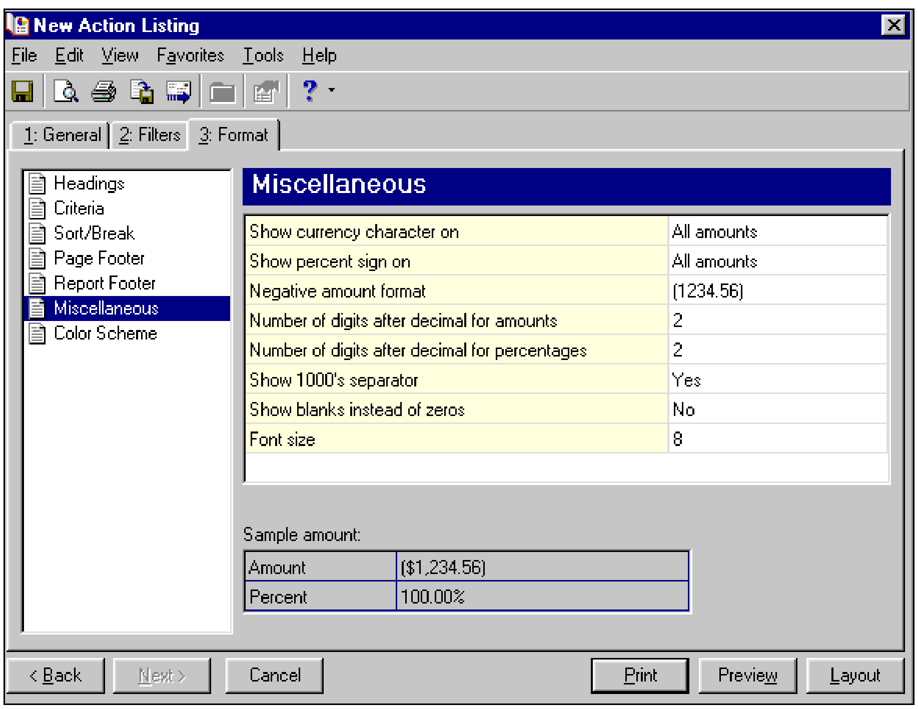
Page Footer. Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field for the page footer. You can also select how to align the text and include the page number and date in the footer.



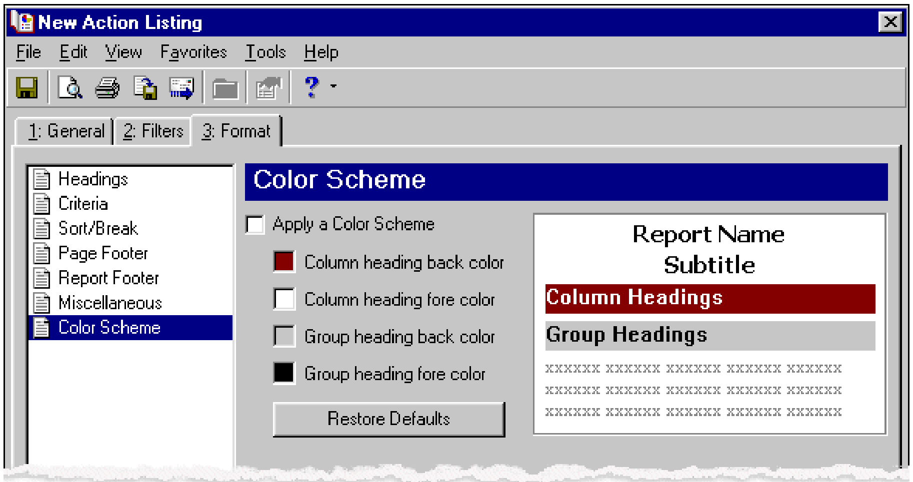
Report Footer. Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select how to align the text.



Miscellaneous. Use **Miscellaneous** to specify how you want numbers to appear on the report and the font size for the report.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the report prints in black and gray.



Action Summary Report

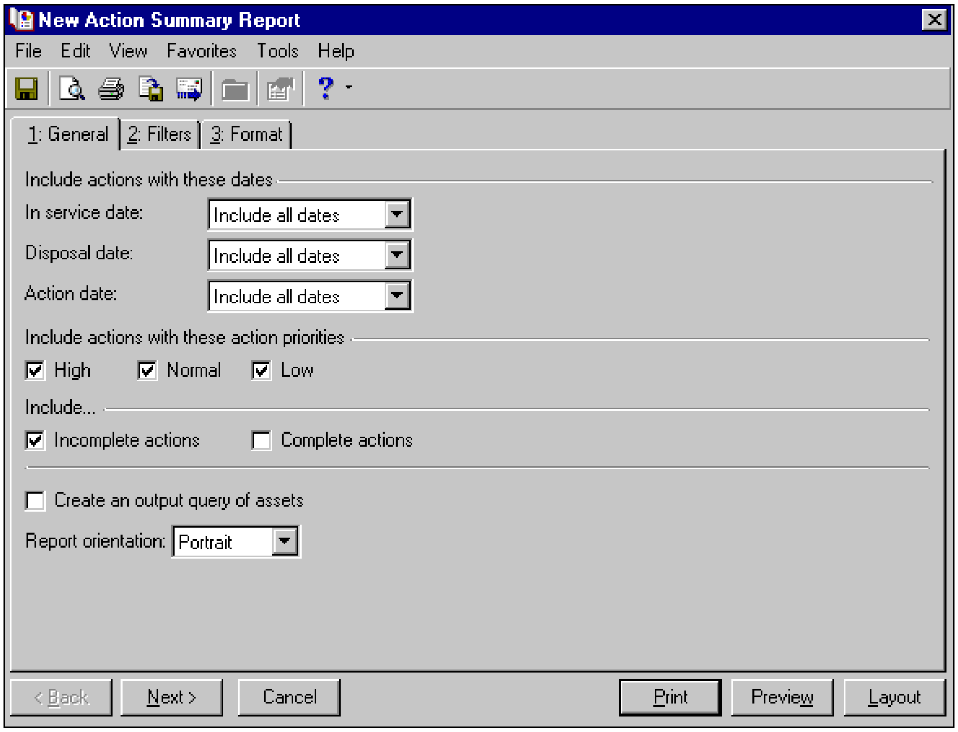
The Action Summary Report provides a count of assets with each action type. Because this report is a summary, asset names do not appear. The report provides a tally of action types associated with assets you select, making it a good report for action reminders. You can specify the time period for the report.

Glossary: An action is any task or activity that needs to be completed for an asset. Actions, for example, can include scheduled maintenances, mailings, phone calls, and e-mail messages.

The Action Summary Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating an Action Summary Report, see "Creating Reports" on page 9.

General Tab

On the General tab, you can select parameters specific to the report and make selections about the information included in the report.



Include actions with these dates. In the **In service date**, **Disposal date**, and **Action date** fields, select a date or date range for assets to include in the report. These are the dates from the asset record. If you select <Specific range>, you can specify starting and ending dates in the **Start date** and **End date** fields.

Include actions with these action priorities. You can mark **High**, **Normal**, and **Low** to select actions to include in the report. You can select one, two, or all three priorities. To use no priorities, unmark the checkboxes.

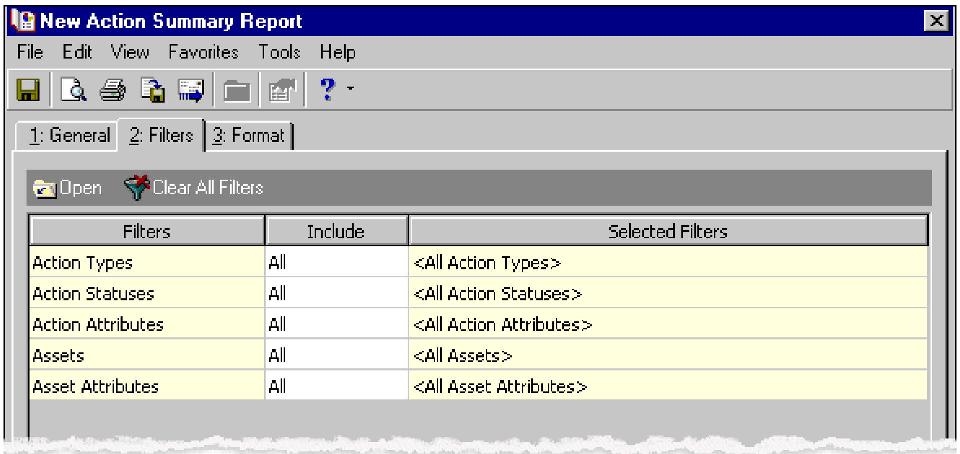
Include. You can mark **Incomplete actions** and **Complete actions** to select actions to include in the report. You can mark either or both checkboxes.

Create an output query of assets. If you mark **Create an output query of assets**, the program creates a query of the assets included in the report. You can use the query later in other areas of ***Fixed Assets***.

Report orientation. In the **Report orientation** field, select Portrait or Landscape.

Filters Tab

On the Filters tab, you can include information based on selected criteria such as action types, action statuses, action attributes, asset numbers, and asset attributes. For example, you can include selected action types, such as Maintenance, and assets with maintenance recorded as an action type appear on the report. For more information about filtering in ***The Financial Edge***, see the *Program Basics Guide*.



Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Action Types filter, only the assets with the action type you select appear in the report.

Open. Click a filter in the grid and click **Open** on the action bar. A selection screen appears so you can designate specific filters for the report.

Clear All Filters. Click **Clear All Filters** to remove all previously selected filters from the report.

Filters. The **Filters** column lists all the filters for this report. You cannot edit this column.

Include. Choose Selected in the **Include** column. A selection screen appears so you can designate specific filters for the report.

Note: Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on your selection, different options appear on the screen. If you mark **All**, you cannot define filters. For more information about filtering in ***The Financial Edge***, see the Program Basics chapter in the *Program Basics Guide*.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and then click **Open**, the Selected <Filter> screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

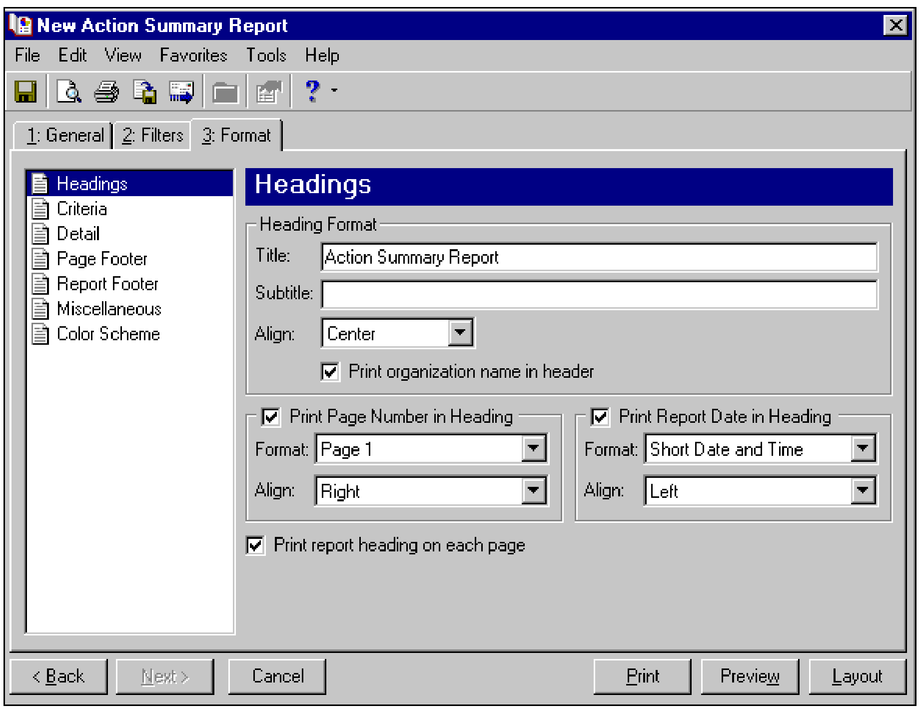
Format Tab

On the Format tab, you decide how the report should look and how to summarize the information. You can create headings and footers, include a list of criteria used to create the report, and sort the information in the report. You can select the format for displaying monetary amounts and print the report in color.

The list on the left of the screen displays formatting options for the Action Summary Report: **Headings**, **Criteria**, **Detail**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

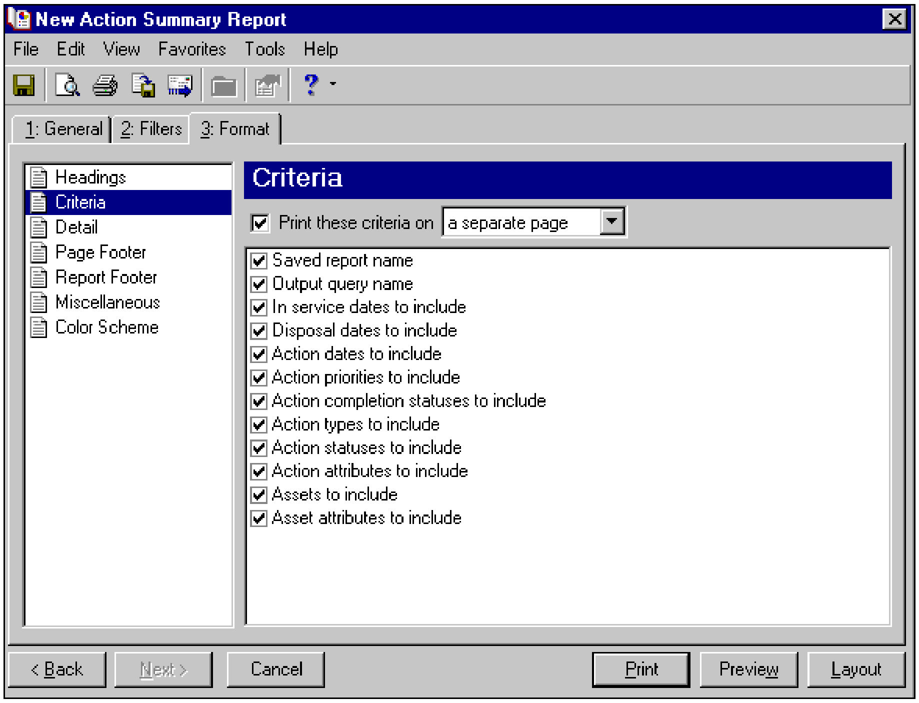
Note: The heading defaults to Action Summary Report in the **Title** field. You can leave this as the title for your report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how you want the heading aligned and whether you want your organization's name to appear in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.

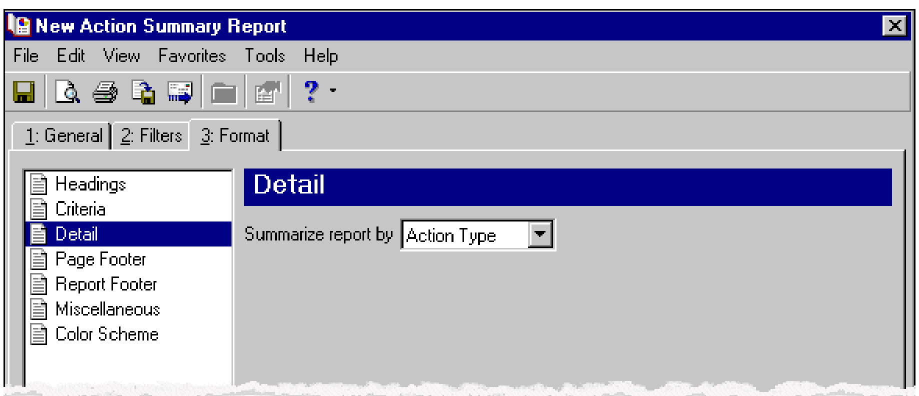


Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print with the report.

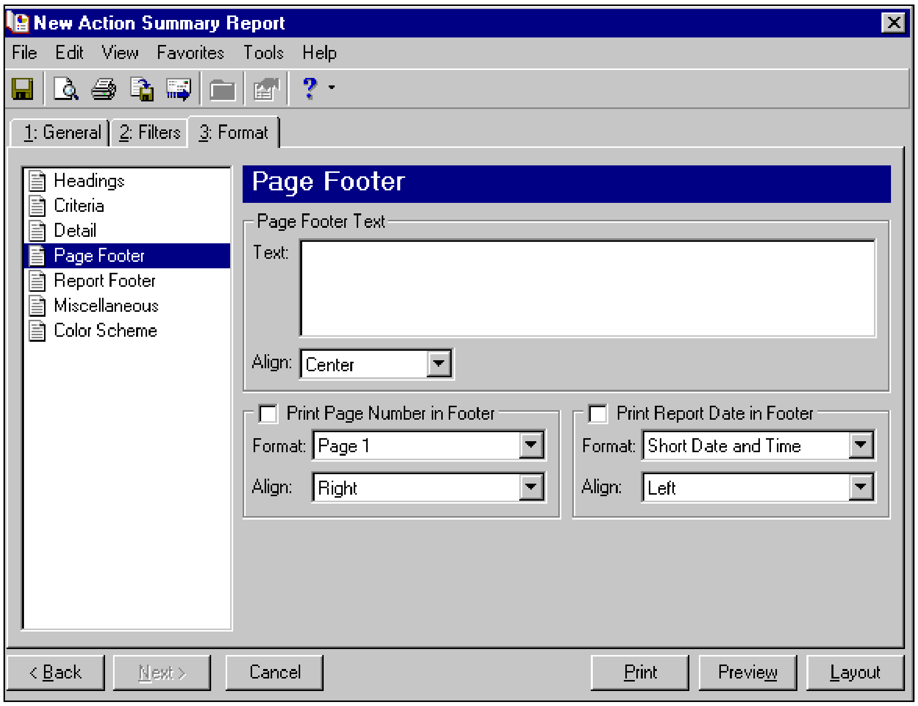
Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.



Detail. Use **Detail** to summarize the report by action type, action status, or to whom the action is assigned.

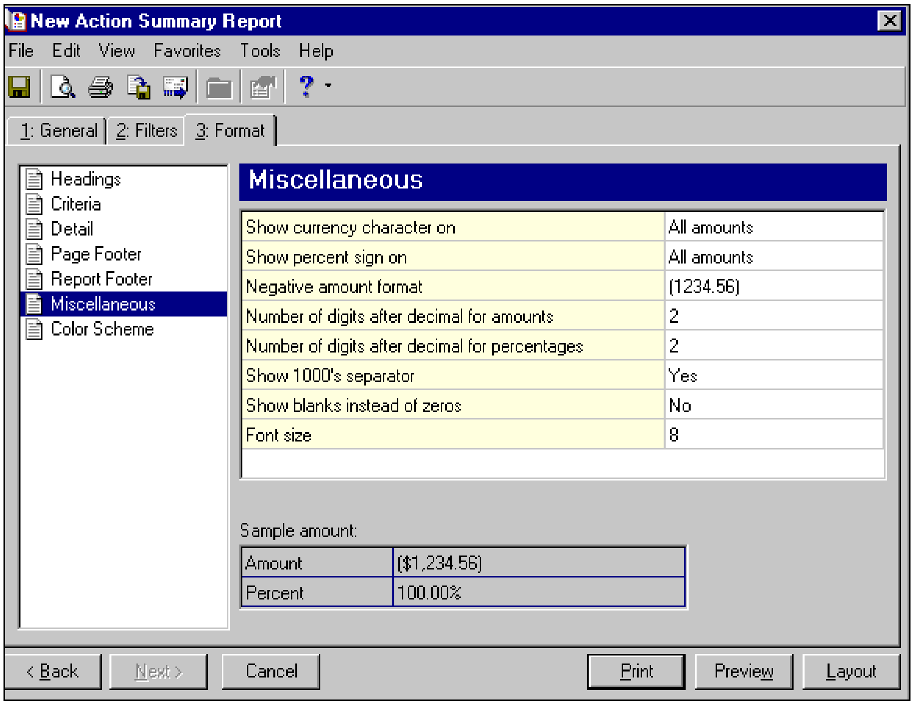


Page Footer. Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field for the page footer. You can also select how to align the text and include the page number and date in the footer.

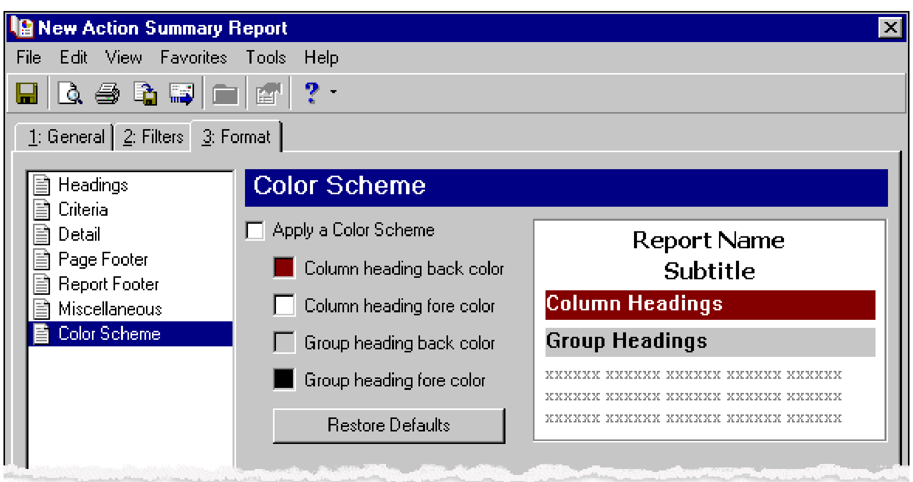


Report Footer. Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select how to align the text.

Miscellaneous. Use **Miscellaneous** to specify how you want numbers to appear on the report and the font size for the report.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the report prints in black and gray.



Actions by Association Report

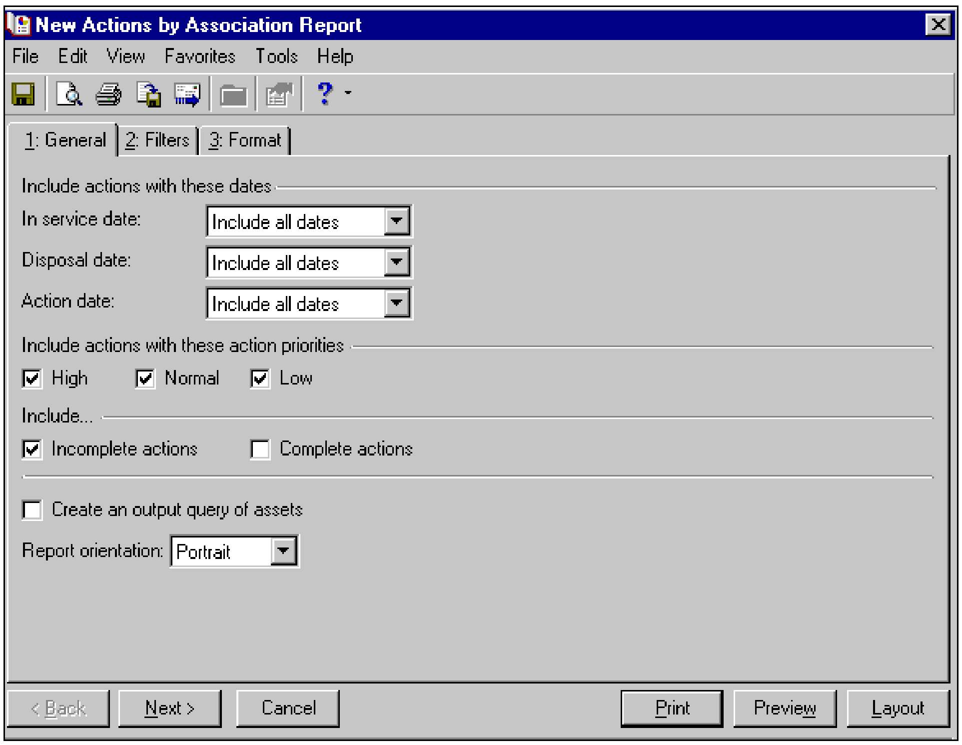
The Actions by Association Report provides a list of details for actions you select.

Glossary: An action is any task or activity that needs to be completed for an asset. Actions, for example, can include scheduled maintenances, mailings, phone calls, and e-mail messages.

The Actions by Association Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating an Actions by Association Report, see “Creating Reports” on page 9.

General Tab

On the General tab, you can select parameters specific to the report and make selections about the information included in the report.



Include actions with these dates. In the **In service date**, **Disposal date**, and **Action date** fields, select a date or date range for assets to include in the report. These are the dates from the asset record. If you select <Specific range>, you can specify starting and ending dates in the **Start date** and **End date** fields.

Include actions with these action priorities. You can mark **High**, **Normal**, and **Low** to select actions to include in the report. You can select one, two, or all three priorities. To use no priorities, unmark the checkboxes.

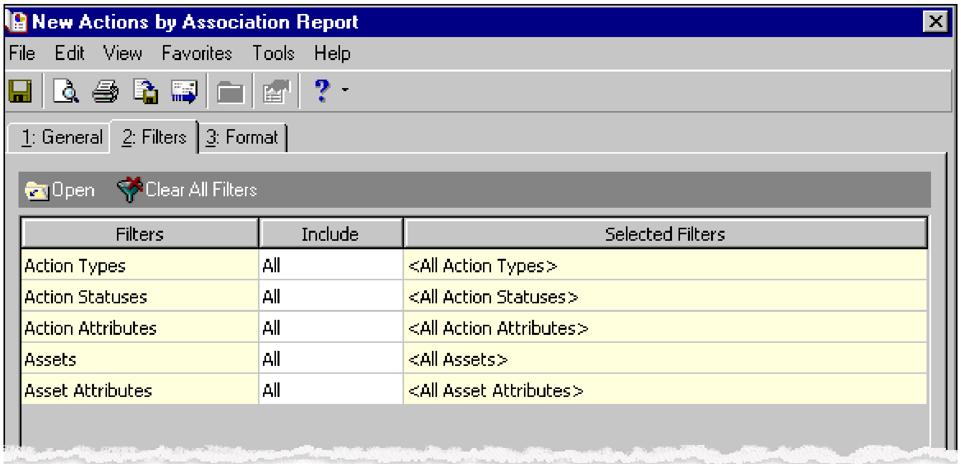
Include. You can mark **Incomplete actions** and **Complete actions** to select actions to include in the report. You can mark either or both checkboxes.

Create an output query of assets. If you mark **Create an output query of assets**, the program creates a query of the assets included in the report. You can use the query later in other areas of ***Fixed Assets***.

Report orientation. In the **Report orientation** field, select Portrait or Landscape.

Filters Tab

On the Filters tab, you can include information based on selected criteria such as action types, action statuses, action attributes, asset numbers, and asset attributes. For example, you can include selected action types, such as Maintenance, and assets with maintenance recorded as an action type appear on the report. For more information about filtering in ***The Financial Edge***, see the *Program Basics Guide*.



Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Action Types filter, only the assets with the action type you select appear in the report.

Open. Click a filter in the grid and click **Open** on the action bar. A selection screen appears so you can designate specific filters for the report.

Clear All Filters. Click **Clear All Filters** to remove all previously selected filters from the report.

Filters. The **Filters** column lists all the filters for this report. You cannot edit this column.

Include. Choose Selected in the **Include** column. A selection screen appears so you can designate specific filters for the report.

Note: Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on your selection, different options appear on the screen. If you mark **All**, you cannot define filters. For more information about filtering in ***The Financial Edge***, see the Program Basics chapter in the *Program Basics Guide*.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and then click **Open**, the Selected <Filter> screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Format Tab

On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, and sort the information in the report. You can select the format for displaying monetary amounts and print the report in color.

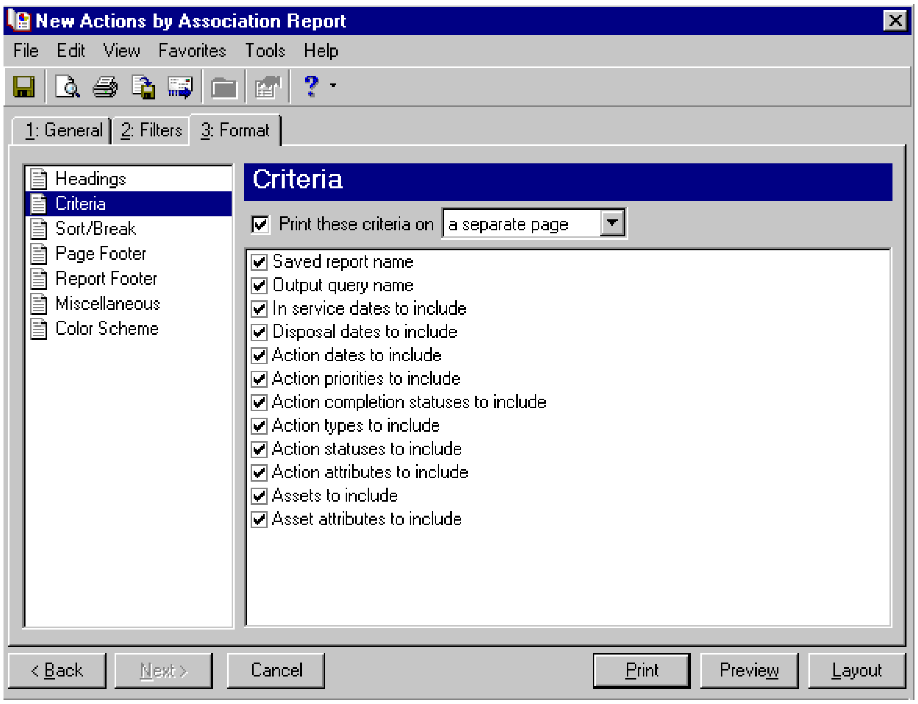
The list on the left of the screen displays formatting options for the Actions by Association Report: **Headings**, **Criteria**, **Sort/Break**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

Note: The heading defaults to Actions by Association Report in the **Title** field. You can leave this as the title for your report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how you want the heading aligned and whether you want your organization's name to appear in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.

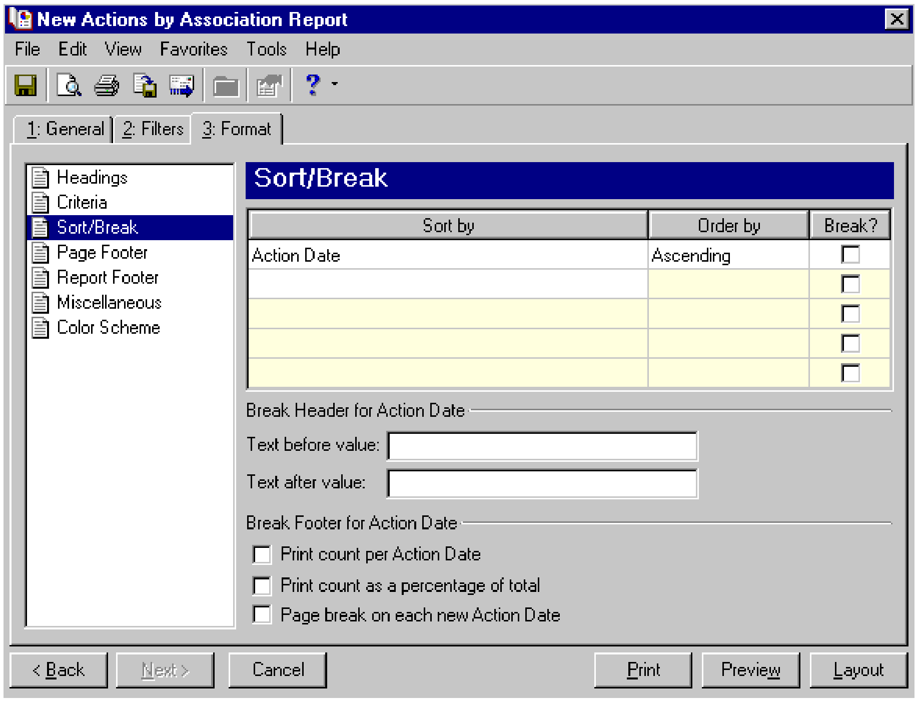
Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print with the report.

Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.

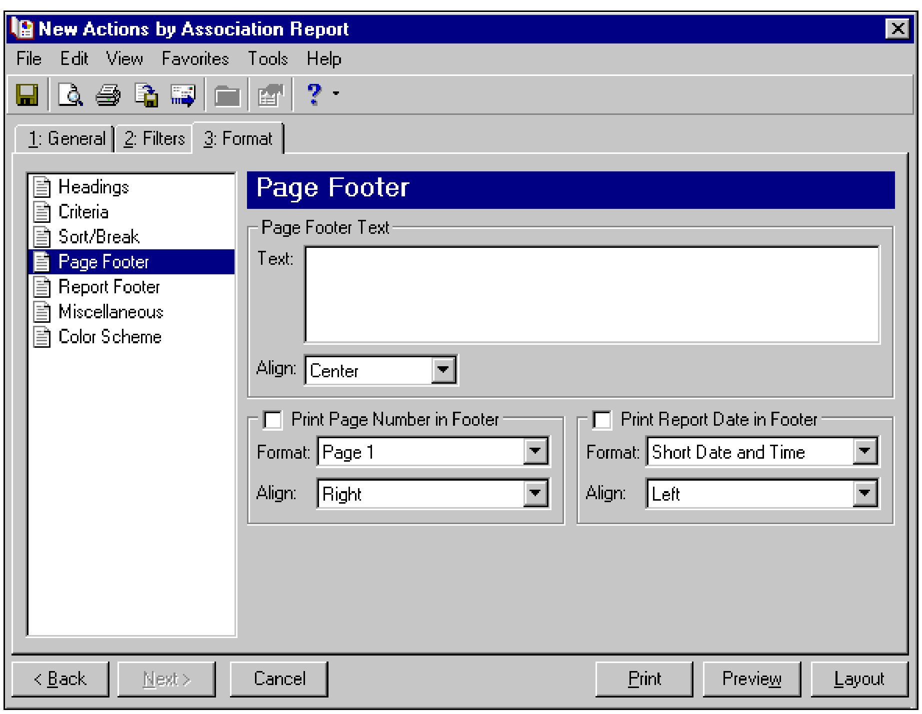


Sort/Break. Use **Sort/Break** to select the order for information to appear on the report and where breaks fall between sets of information. When you select **Sort/Break** on the Format tab, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column. If you want a new page for each Sort by selection, mark **Page break on each new <Sort by selection>**. If you mark the checkbox in the **Break?** column, the program automatically includes any subtotals for the selection in the **Sort by** column.

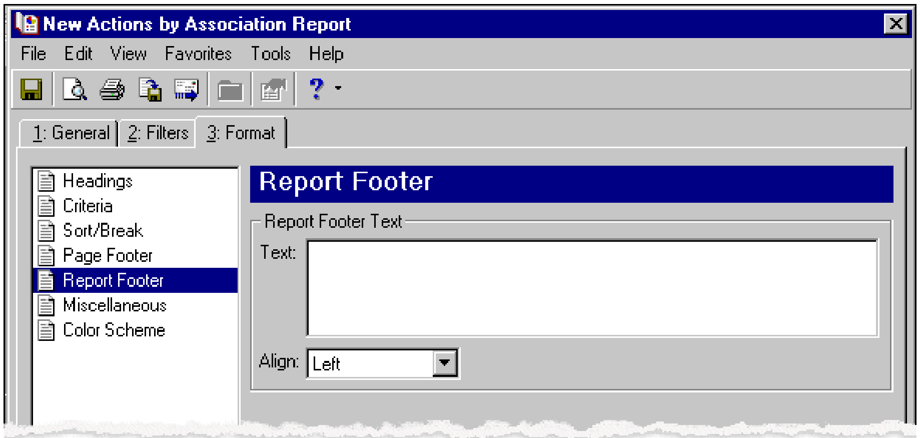
You can also create breaks between the sections by which you have sorted. In the **Text before value** and **Text after value** fields, you can enter up to 30 characters of information to print directly before and after the break. If you mark **Print count per** or **Print count as a percentage of total** for the selected sort field, the number or percentage for each selected sort option appears in the footer. If you mark **Page break on each new**, a new page starts for the highest level break.



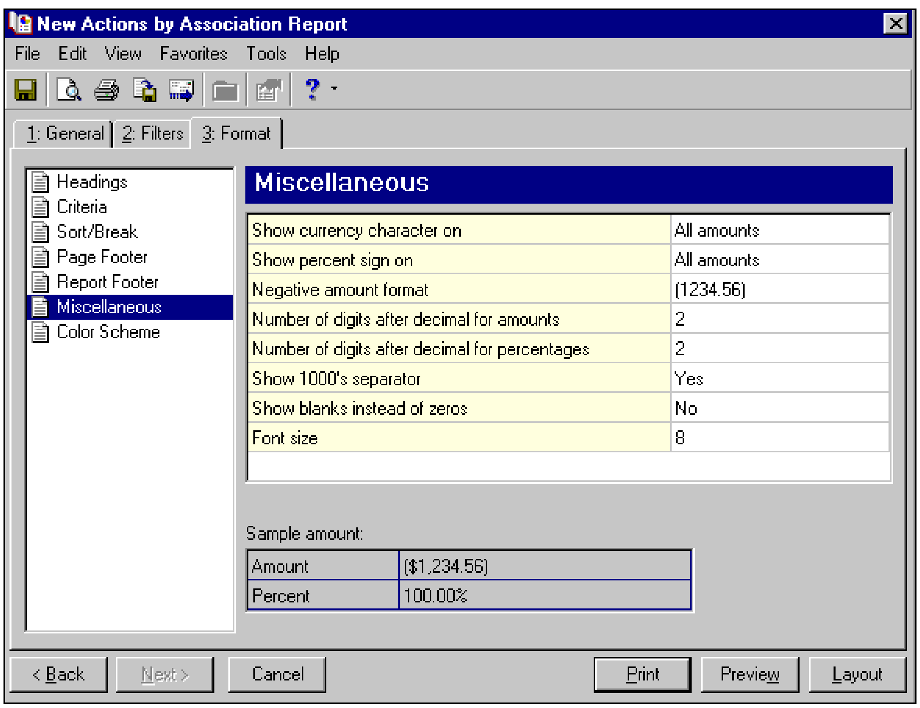
Page Footer. Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field for the page footer. You can also select how to align the text and include the page number and date in the footer.



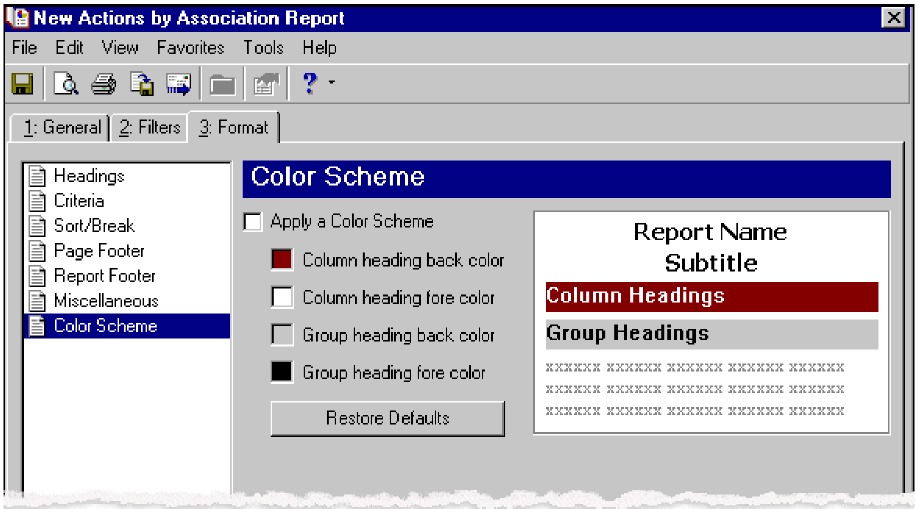
Report Footer. Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select how to align the text.



Miscellaneous. Use **Miscellaneous** to specify how you want numbers to appear on the report and the font size for the report.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the report prints in black and gray.



Asset Reports

Reporting categories in ***Fixed Assets*** include Action Reports, Asset Reports, Pivot Reports, and Transaction Reports.This chapter discusses Asset Reports. For information about other report categories, see the chapter for that category. An asset is property you own, tangible or intangible, that has value. Assets are recorded at cost on your balance sheet and reduced by depreciation or amortization as their value is used in the course of business operations.

Note: We recommend you read this chapter thoroughly. Information here provides you with basic information about asset reports in ***Fixed Assets***. Hands-on experience is the best way to learn, so we encourage you to try various options with your sample database before creating reports with your data.

Asset reports in ***Fixed Assets*** include:

- Acquisition Report
- Asset Listing
- Asset Location Report
- Asset Move History
- Asset Profile Report
- Book Value Report
- Mid-Quarter Convention Test Report

Acquisition Report

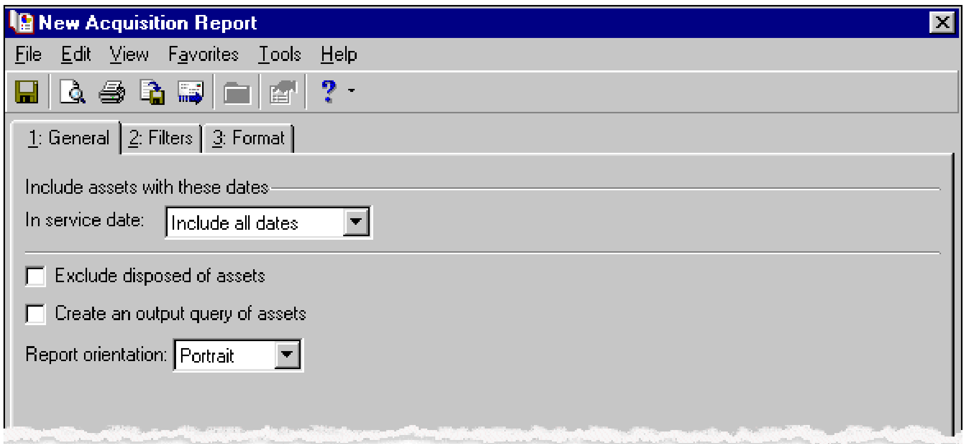
The Acquisition Report is a list of assets acquired on a date or within a date range you specify.

Glossary: A parameter is any field, option, or filter that narrows information included in an import, mailing, report, or global change. By specifying parameters, you define the output of the process. You can save parameter files to use again.

The Acquisition Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating an Acquisition Report, see “Creating Reports” on page 9.

General Tab

On the General tab, you can select parameters specific to the report and make selections about the information included in the report.



Glossary: An asset is property you own, tangible or intangible, that has value. Assets are recorded at cost on the balance sheet and reduced by depreciation or amortization as their value is used in the course of business operations.

Include assets with these dates. In the **In service date** field, select a date or date range for assets to include in the report. This is the date from the asset record. If you select <Specific range>, you can specify starting and ending dates in the **Start date** and **End date** fields.

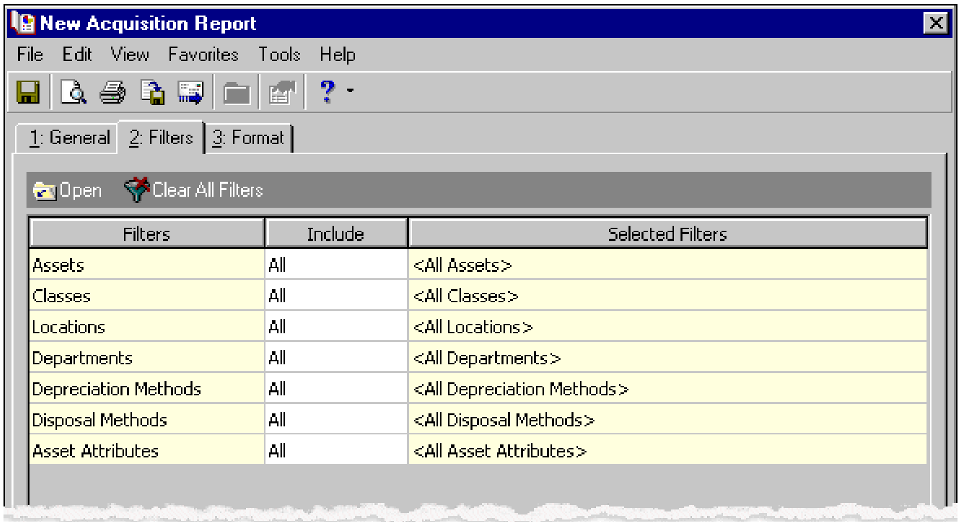
Exclude disposed of assets. To use only assets you currently possess, you can mark **Exclude disposed of assets**.

Create an output query of assets. If you mark **Create an output query of assets**, the program creates a query of the assets included in the report. You can use the query later in other areas of ***Fixed Assets***.

Report orientation. In the **Report orientation** field, select Portrait or Landscape.

Filters Tab

On the Filters tab, you can include information based on selected criteria such as asset numbers, asset attributes, classes, locations, departments, depreciation methods, and disposal methods. For example, you can include asset numbers within a selected range, and asset records not falling within the range do not appear on the report. For more information about filtering in ***The Financial Edge***, see the *Program Basics Guide*.



Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Asset Numbers filter, only the assets with the numbers you select are included in the report.

Open. Click a filter in the grid and click **Open** on the action bar. The selection screen appears so you can designate specific filters for the report.

Clear All Filters. Click **Clear All Filters** to remove all previously selected filters from the report.

Filters. The **Filters** column lists all the filters for this report. You cannot edit this column.

Include. Choose Selected in the **Include** column. The selection screen appears so you can designate specific filters for the report.

Note: Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on your selection, different options appear on the screen. If you mark **All**, you cannot define filters. For more information about filtering in ***The Financial Edge***, see the Program Basics chapter in the *Program Basics Guide*.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and then click **Open**, the Selected <Filter> screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

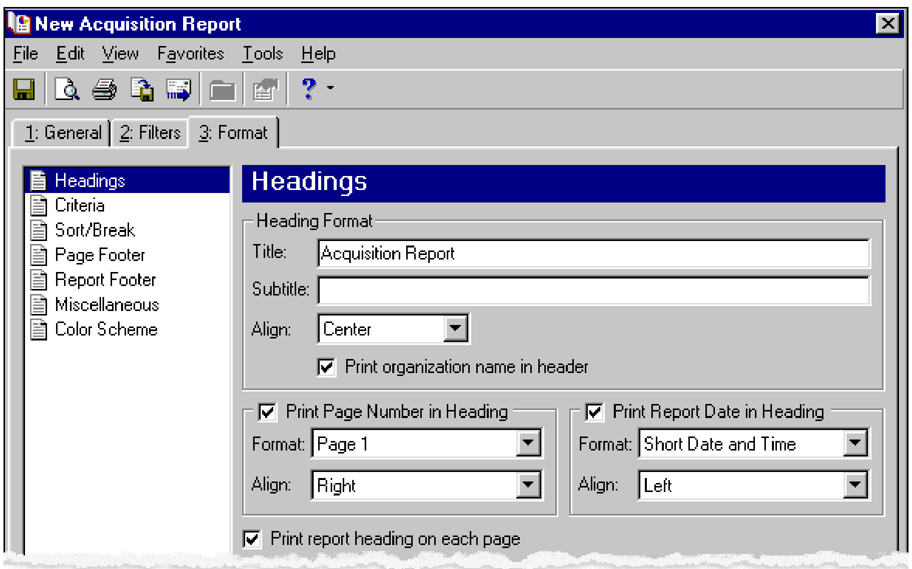
Format Tab

On the Format tab, you decide how the report should look and how to summarize the information. You can create headings and footers, include a list of criteria used to create the report, and sort the information in the report. You can select the format for displaying monetary amounts and print the report in color.

The list on the left of the screen displays formatting options for the Acquisition Report: **Headings**, **Criteria**, **Sort/Break**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

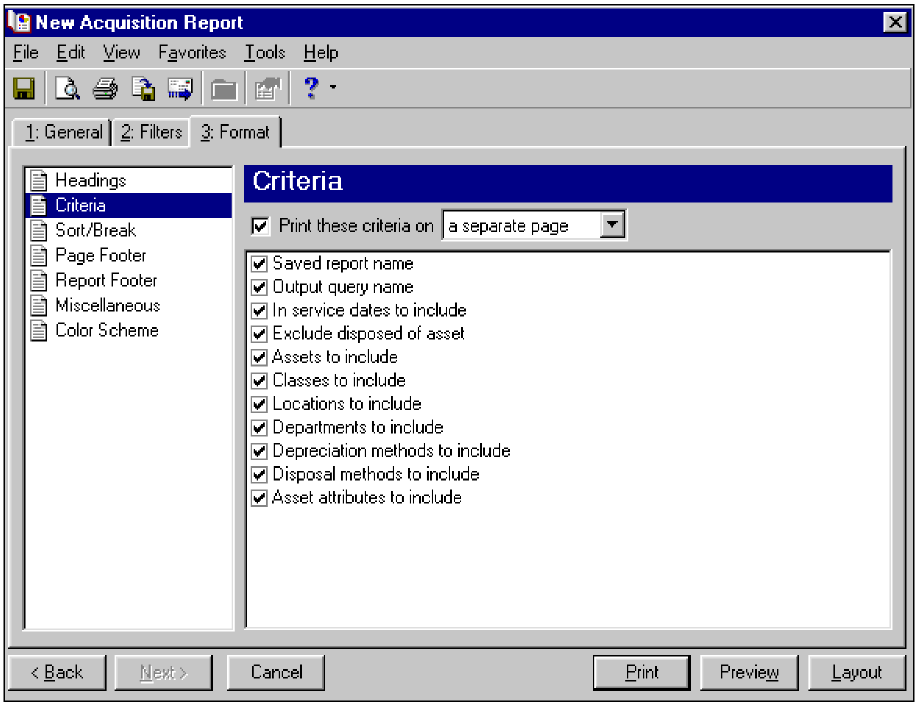
Note: The heading defaults to Acquisition Report in the **Title** field. You can leave this as the title for your report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how you want the heading aligned and whether you want your organization's name to appear in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.



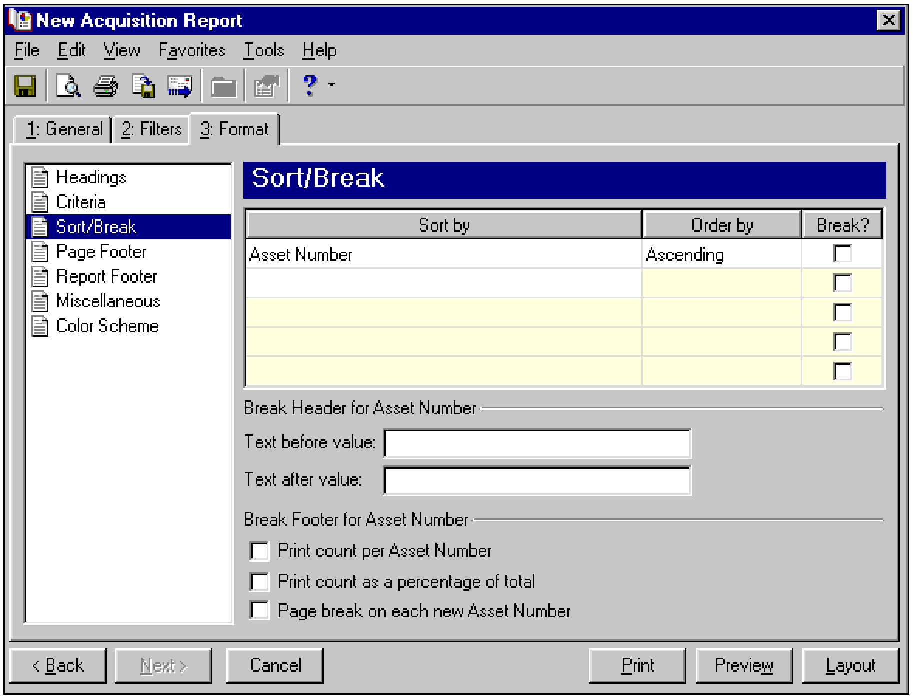
Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print with the report.

Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.

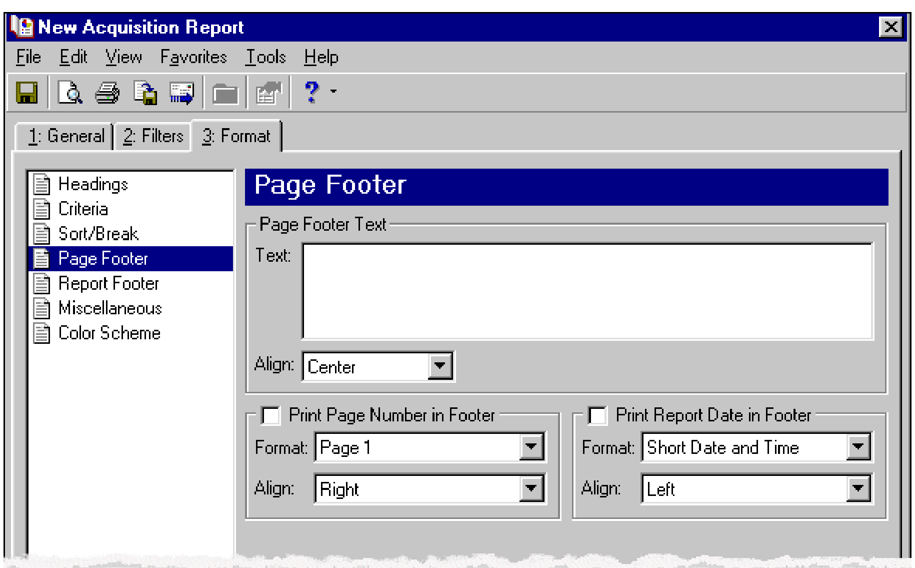


Sort/Break. Use **Sort/Break** to select the order for information to appear on the report and where breaks fall between sets of information. When you select **Sort/Break** on the Format tab, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column. If you want a new page for each Sort by selection, mark **Page break on each new <Sort by selection>**. If you mark the checkbox in the **Break?** column, the program automatically includes any subtotals for the selection in the **Sort by** column.

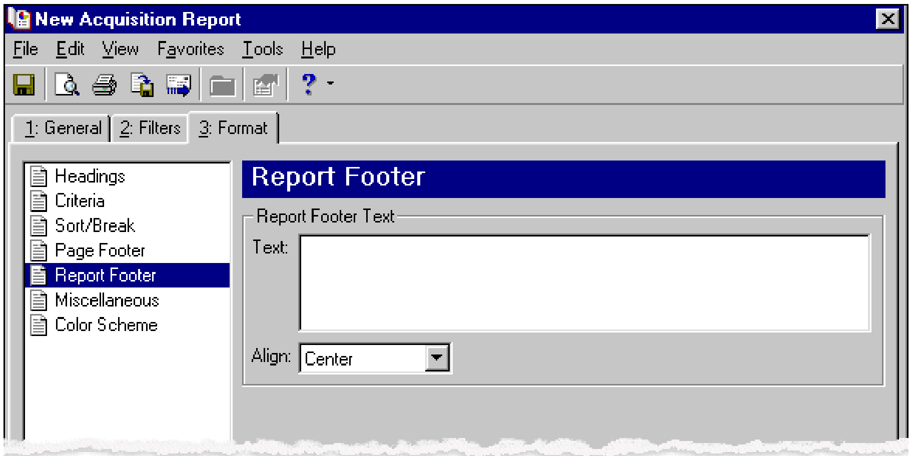
You can also create breaks between the sections by which you have sorted. In the **Text before value** and **Text after value** fields, you can enter up to 30 characters of information to print directly before and after the break. If you mark **Print count per** or **Print count as a percentage of total** for the selected sort field, the number or percentage for each selected sort option appears in the footer. If you mark **Page break on each new**, a new page starts for the highest level break.



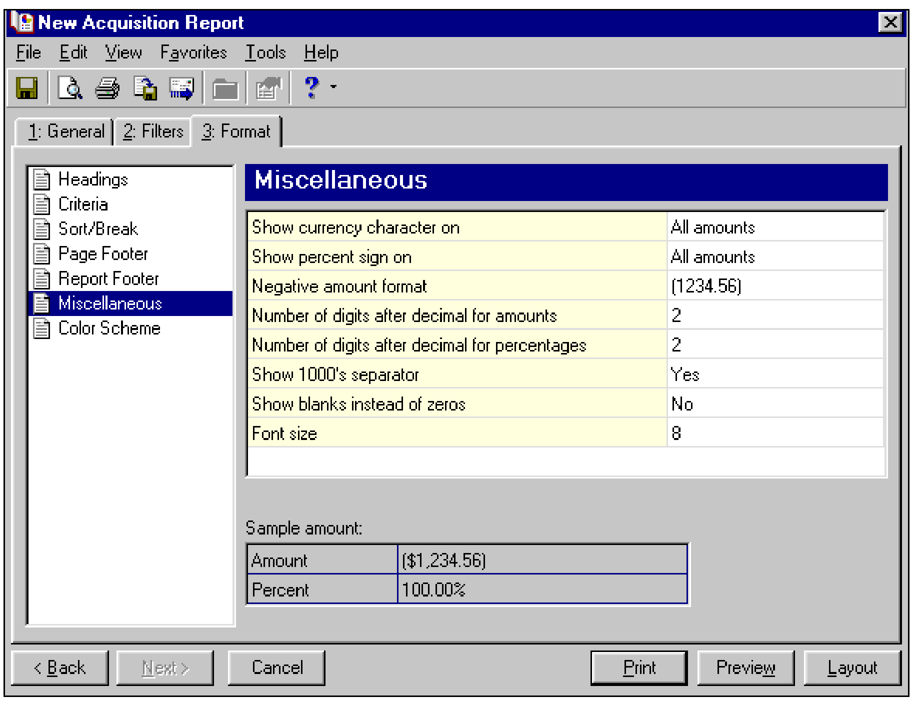
Page Footer. Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field for the page footer. You can also select how to align the text and include the page number and date in the footer.



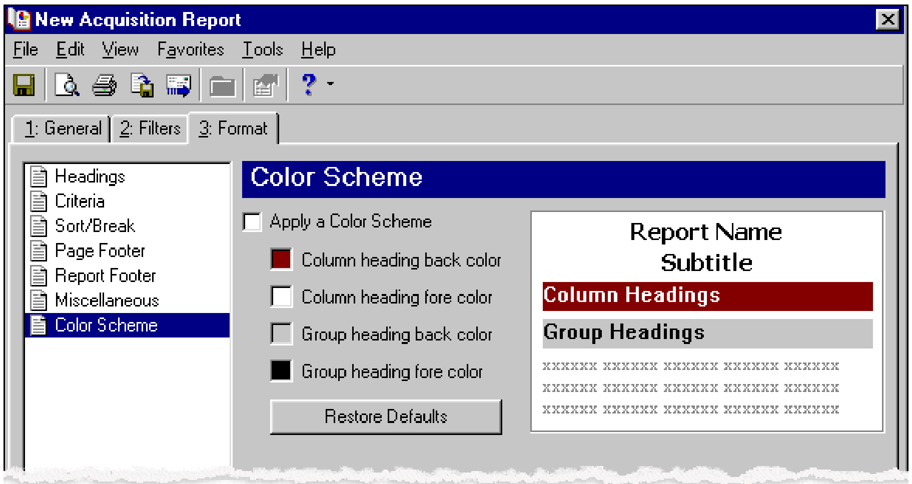
Report Footer. Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select how to align the text.



Miscellaneous. Use **Miscellaneous** to specify how you want numbers to appear on the report and the font size for the report.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the report prints in black and gray.



Asset Listing

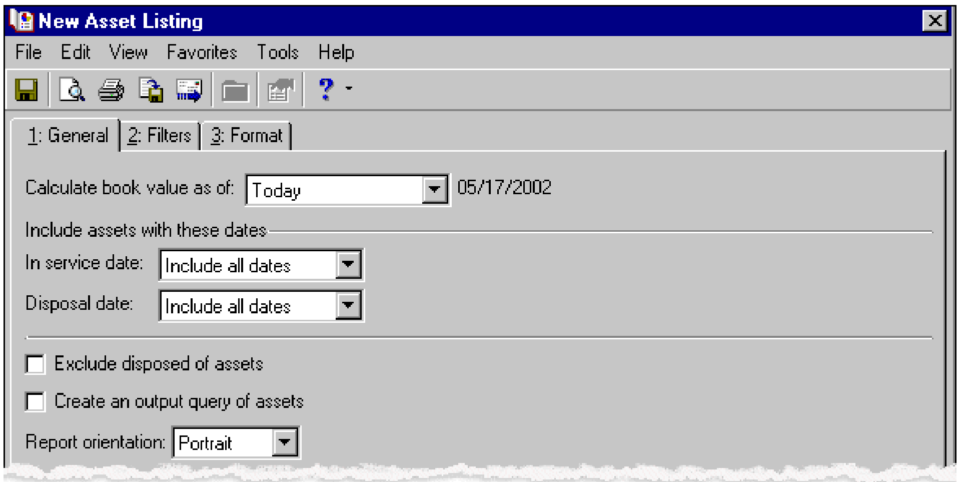
Glossary: An asset is property you own, tangible or intangible, that has value. Assets are recorded at cost on your balance sheet and reduced by depreciation or amortization as their value is used in the course of business operations.

The Asset Listing provides a list of details about assets you select.

The Asset Listing has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating an Asset Listing, see “Creating Reports” on page 9.

General Tab

On the General tab, you can select parameters specific to the specific to the report and make selections about the information included in the report.



Glossary: Book value is the net amount recorded for an asset, calculated by deducting the asset's total accumulated depreciation from its acquisition value.

Calculate book value as of [ ]. In the **Calculate book value as of [ ]**field, the program automatically selects Today, but you can select another date for assets to include in the report.

Include assets with these dates. In the **In service date** and **Disposal date** fields, select a date or date range for assets to include in the report. These are the dates from the asset record. If you select <Specific range>, you can specify starting and ending dates in the **Start date** and **End date** fields.

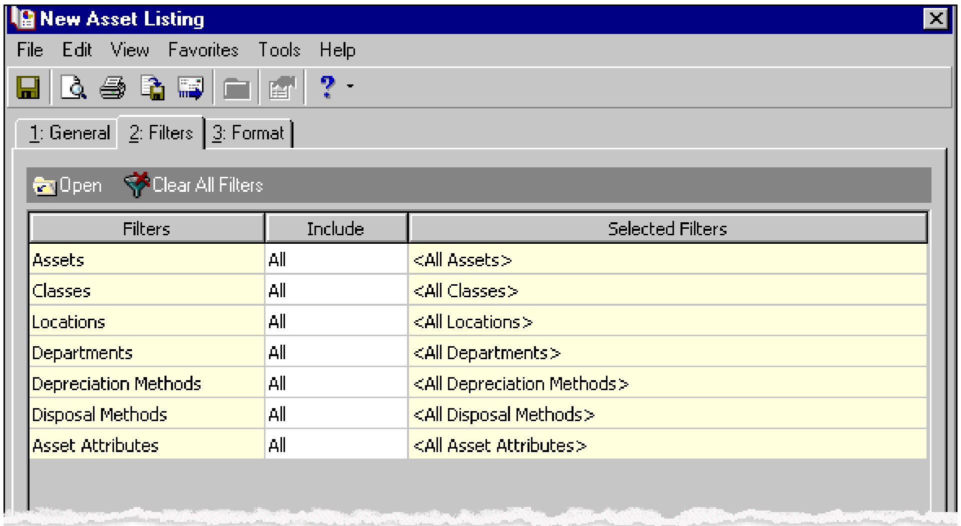
Exclude disposed of assets. To report only on assets you currently have, you can mark **Exclude disposed of assets**.

Create an output query of assets. If you mark **Create an output query of assets**, the program creates a query of the assets included in the report. You can use the query later in other areas of ***Fixed Assets***.

Report orientation. In the **Report orientation** field, select Portrait or Landscape.

Filters Tab

On the Filters tab, you can include information based on selected criteria such as asset numbers, asset attributes, classes, locations, departments, depreciation methods, and disposal methods. For example, you can include asset numbers within a selected range, and asset records not falling within the range do not appear on the report. For more information about filtering in ***The Financial Edge***, see the Program Basics chapter of the *Program Basics Guide*.



Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Asset Numbers filter, only the assets with the numbers you select are included in the report.

Open. Click a filter in the grid and click **Open** on the action bar. The selection screen appears so you can designate specific filters for the report.

Clear All Filters. Click **Clear All Filters** to remove all previously selected filters from the report.

Filters. The **Filters** column lists all the filters for this report. You cannot edit this column.

Include. Choose Selected in the **Include** column. The selection screen appears so you can designate specific filters for the report.

Include. Choose Selected in the **Include** column. The selection screen appears so you can designate specific filters for the report.

Note: Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on your selection, different options appear on the screen. If you mark **All**, you cannot define filters. For more information about filtering in ***The Financial Edge***, see the Program Basics chapter in the *Program Basics Guide*.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and then click **Open**, the Selected <Filter> screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

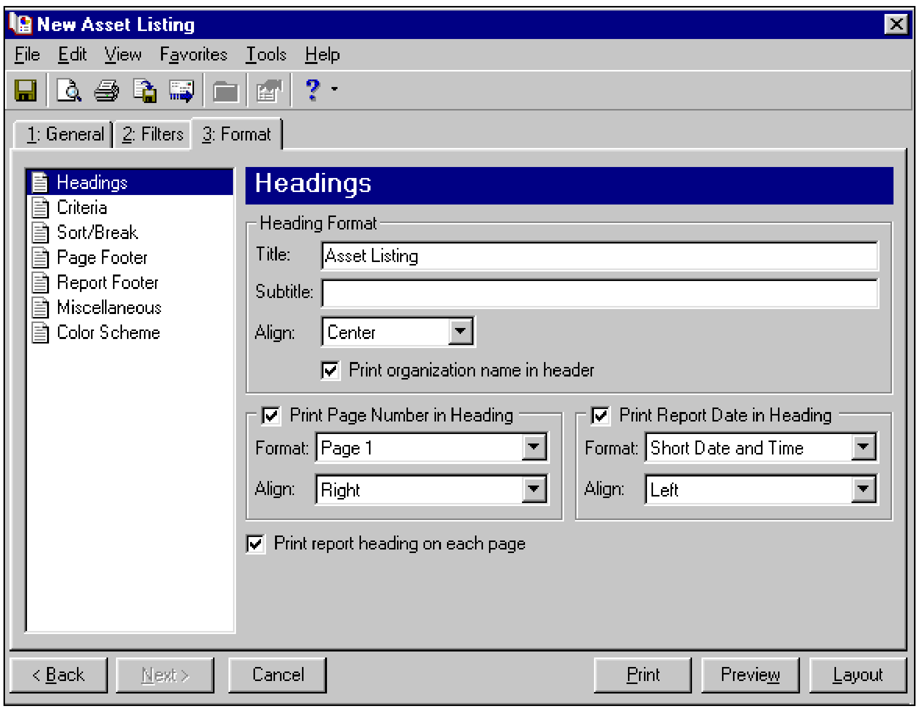
Format Tab

On the Format tab, you decide how the report should look and how to summarize the information. You can create headings and footers, include a list of criteria used to create the report, and sort the information in the report. You can select the format for displaying monetary amounts and print the report in color.

The list on the left of the screen displays formatting options for the Asset Listing: **Headings**, **Criteria**, **Sort/Break**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

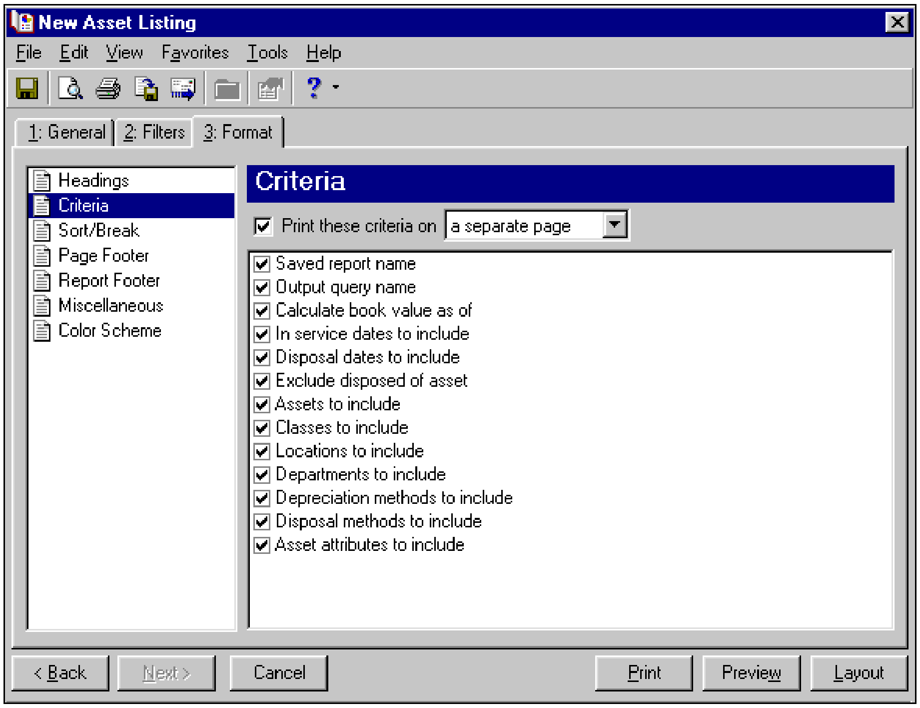
> **Note:** The heading defaults to Asset Listing in the **Title** field. You can leave this as the title for your report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how you want the heading aligned and whether you want your organization's name to appear in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.



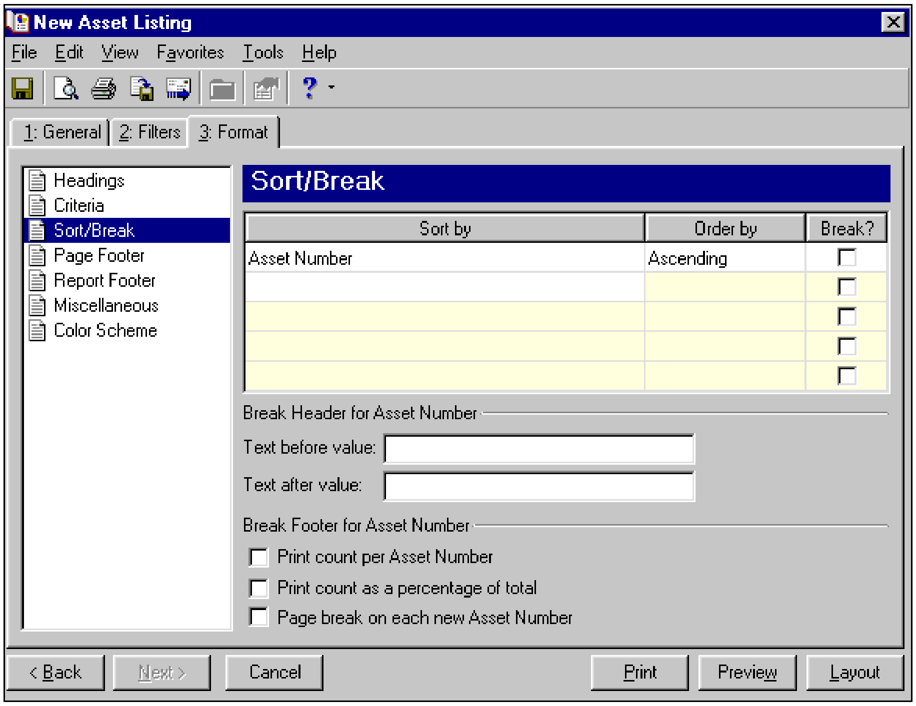
> **Note:** The program automatically selects all criteria. Unmark the checkbox for any you do not want to print with the report.

Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.

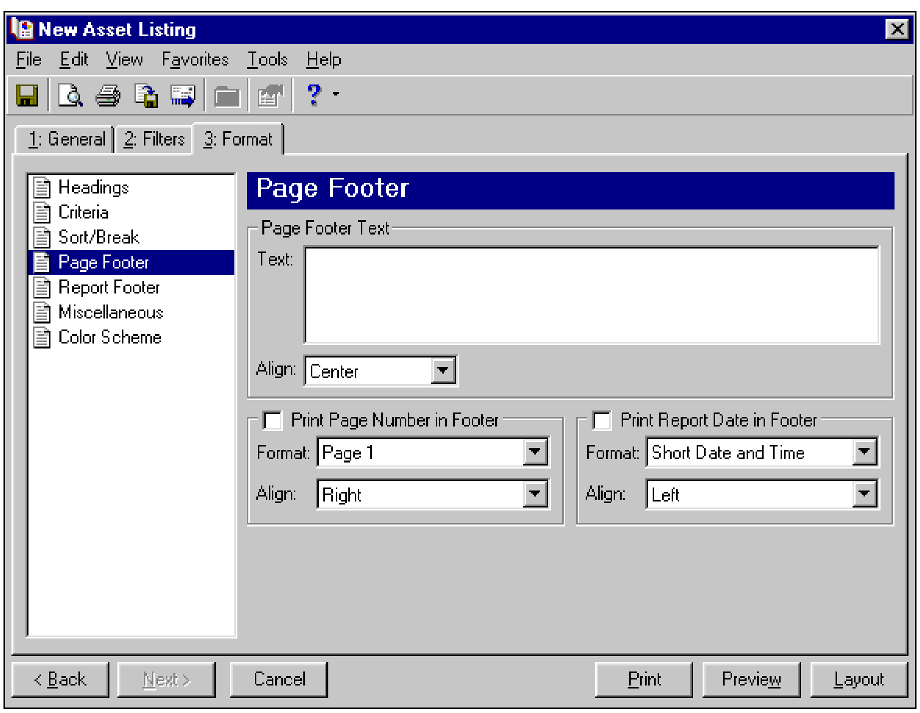


Sort/Break. Use **Sort/Break** to select the order for information to appear on the report and where breaks fall between sets of information. When you select **Sort/Break** on the Format tab, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column. If you want a new page for each Sort by selection, mark **Page break on each new <Sort by selection>**. If you mark the checkbox in the **Break?** column, the program automatically includes any subtotals for the selection in the **Sort by** column.

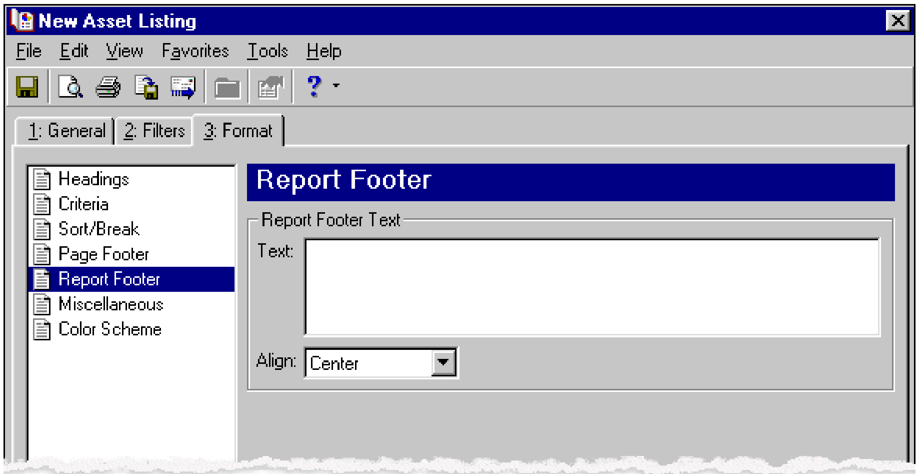
You can also create breaks between the sections by which you have sorted. In the **Text before value** and **Text after value** fields, you can enter up to 30 characters of information to print directly before and after the break. If you mark **Print count per** or **Print count as a percentage of total** for the selected sort field, the number or percentage for each selected sort option appears in the footer. If you mark **Page break on each new**, a new page starts for the highest level break.



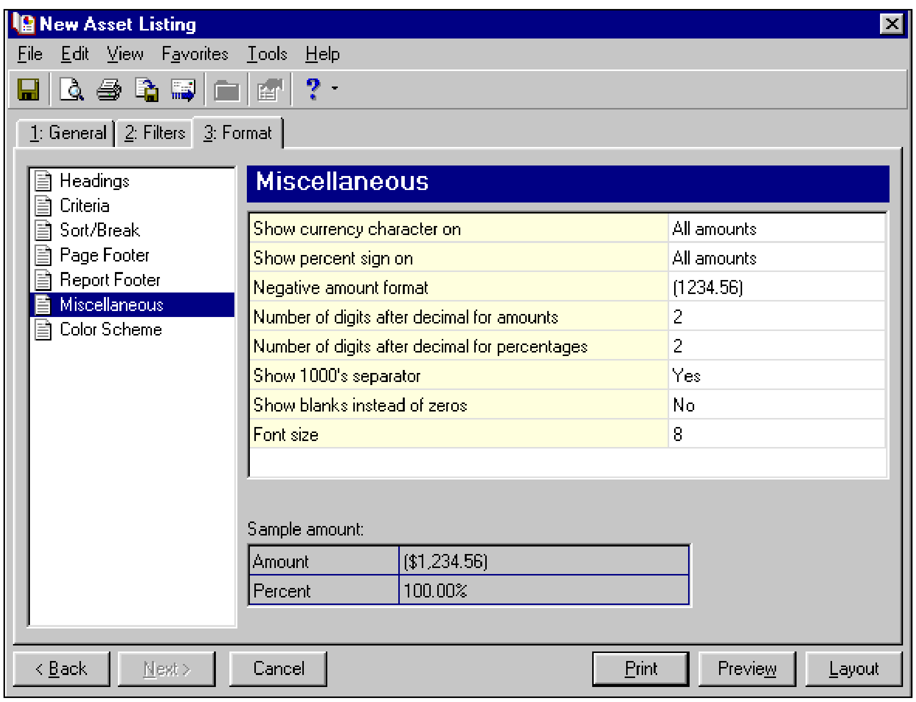
Page Footer. Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field for the page footer. You can also select how to align the text and include the page number and date in the footer.



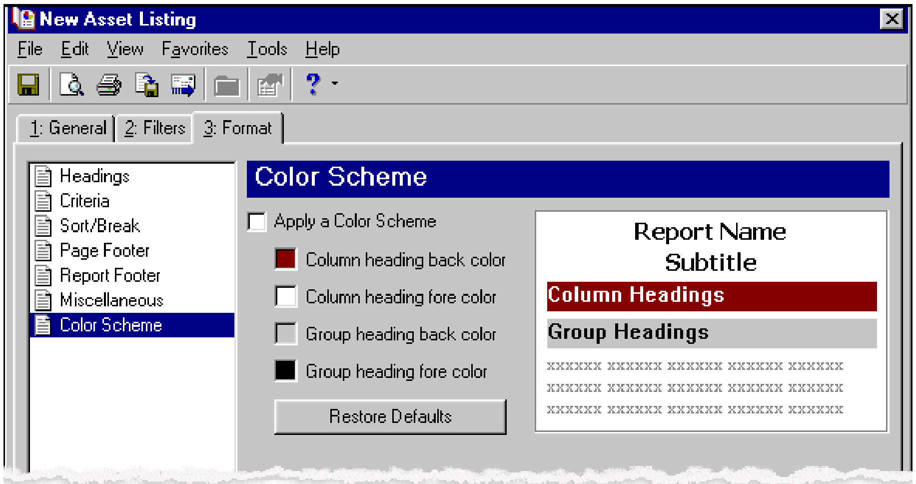
Report Footer. Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select how to align the text.



Miscellaneous. Use **Miscellaneous** to specify how you want numbers to appear on the report and the font size for the report.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the report prints in black and gray.



Asset Location Report

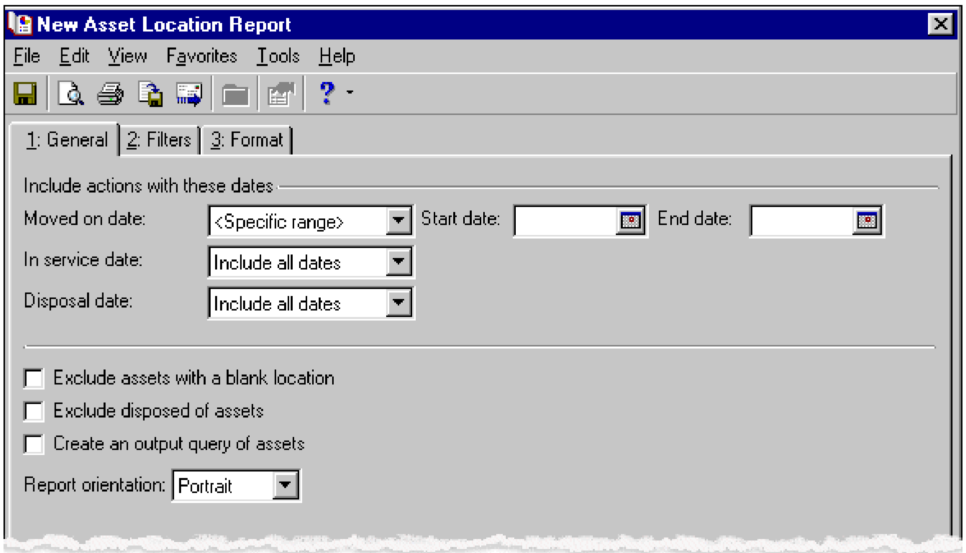
The Asset Location Report provides a list of assets and related information based on locations you select.

Glossary: An asset is property you own, tangible or intangible, that has value. Assets are recorded at cost on your balance sheet and reduced by depreciation or amortization as their value is used in the course of business operations.

The Asset Location Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating an Asset Location Report, see “Creating Reports” on page 9.

General Tab

On the General tab, you can select parameters specific to the report and make selections about the information included in the report.



Include assets with these dates. In the **Moved on**, **In service date** and **Disposal date** fields, select a date or date range for assets to include in the report. These are the dates from the asset record. If you select <Specific range>, you can specify starting and ending dates in the **Start date** and **End date** fields.

Exclude assets with a blank location. To report only on assets with a recorded location, you can mark **Exclude assets with a blank location**.

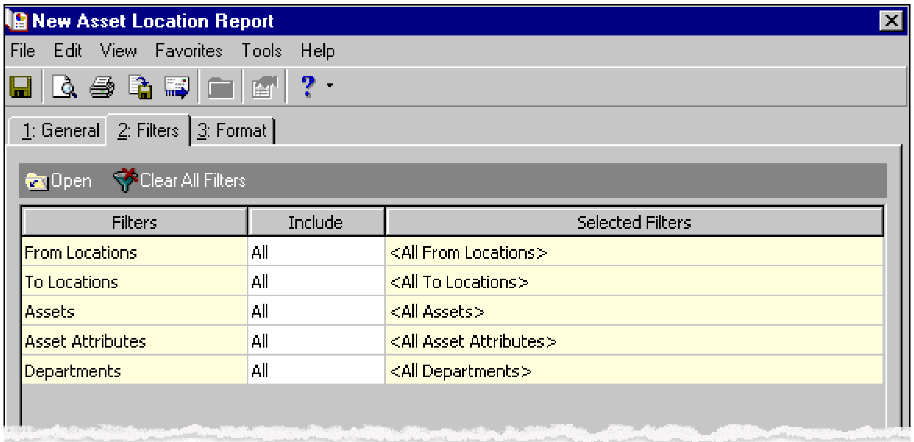
Exclude disposed of assets. To report only on assets you currently have, you can mark **Exclude disposed of assets**.

Create an output query of assets. If you mark **Create an output query of assets**, the program creates a query of the assets included in the report. You can use the query later in other areas of ***Fixed Assets***.

Report orientation. In the **Report orientation** field, select Portrait or Landscape.

Filters Tab

On the Filters tab, you can include information based on selected criteria such as from and to locations, asset numbers, asset attributes, and departments. For example, you can include asset numbers within a selected range, and asset records not falling within the range do not appear on the report. For more information about filtering in ***The Financial Edge***, see the *Program Basics Guide*.



Open. Click a filter in the grid and click **Open** on the action bar. The selection screen appears so you can designate specific filters for the report.

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Asset Numbers filter, only the assets with the numbers you select are included in the report.

Clear All Filters. Click **Clear All Filters** to remove all previously selected filters from the report.

Filters. The **Filters** column lists all the filters for this report. You cannot edit this column.

Include. Choose Selected in the **Include** column. The selection screen appears so you can designate specific filters for the report.

Note: Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on your selection, different options appear on the screen. If you mark **All**, you cannot define filters. For more information about filtering in ***The Financial Edge***, see the Program Basics chapter in the *Program Basics Guide*.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and then click **Open**, the Selected <Filter> screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

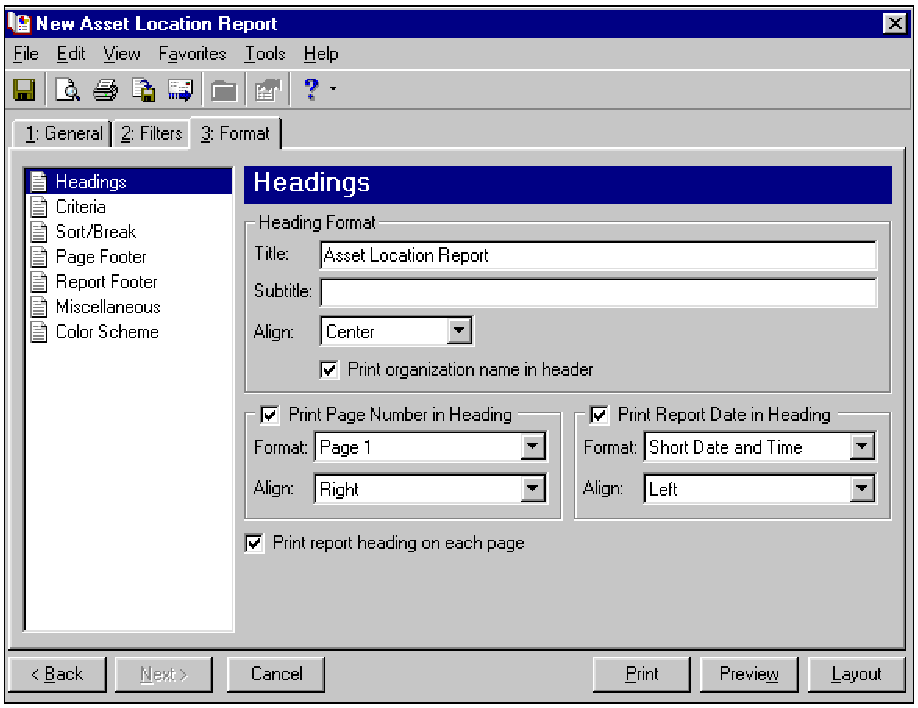
Format Tab

On the Format tab, you decide how the report should look and how to summarize the information. You can create headings and footers, include a list of criteria used to create the report, and sort the information in the report. You can select the format for displaying monetary amounts and print the report in color.

The list on the left of the screen displays formatting options for the Asset Location Report: **Headings**, **Criteria**, **Sort/Break**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

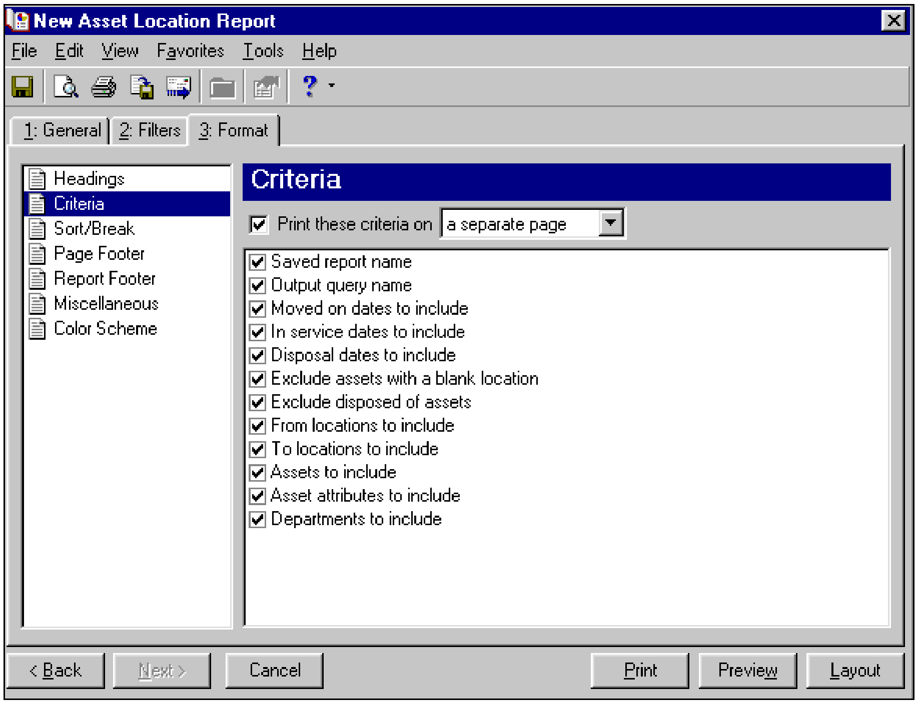
Note: The heading defaults to Asset Location Report in the **Title** field. You can leave this as the title for your report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how you want the heading aligned and whether you want your organization's name to appear in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.



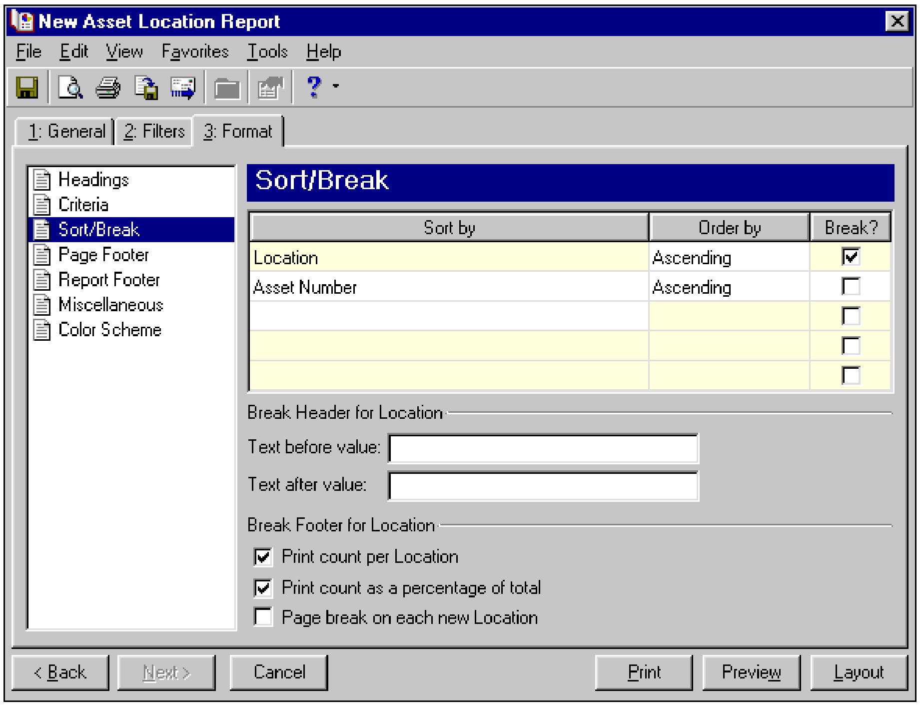
Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print with the report.

Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.

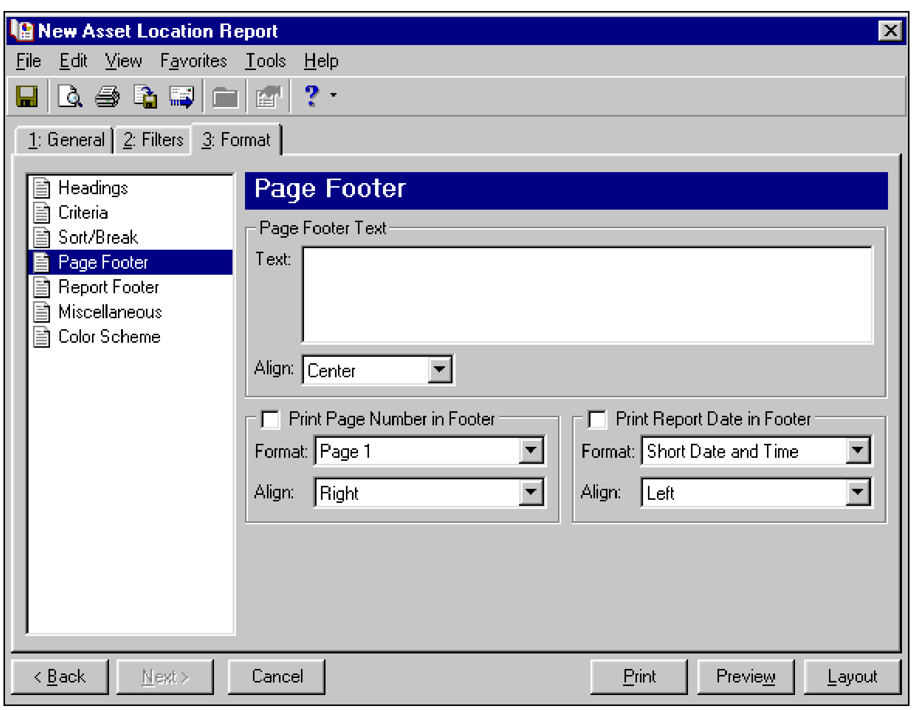


Sort/Break. Use **Sort/Break** to select the order for information to appear on the report and where breaks fall between sets of information. When you select **Sort/Break** on the Format tab, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column. If you want a new page for each Sort by selection, mark **Page break on each new <Sort by selection>**. If you mark the checkbox in the **Break?** column, the program automatically includes any subtotals for the selection in the **Sort by** column.

You can also create breaks between the sections by which you have sorted. In the **Text before value** and **Text after value** fields, you can enter up to 30 characters of information to print directly before and after the break. If you mark **Print count per** or **Print count as a percentage of total** for the selected sort field, the number or percentage for each selected sort option appears in the footer. If you mark **Page break on each new**, a new page starts for the highest level break.

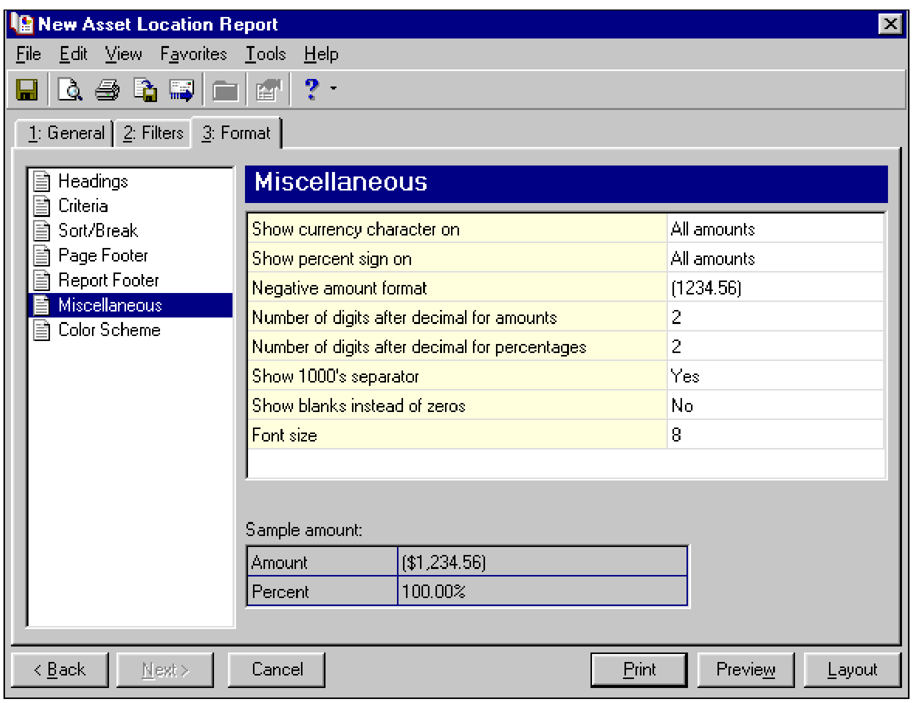


Page Footer. Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field for the page footer. You can also select how to align the text and include the page number and date in the footer.

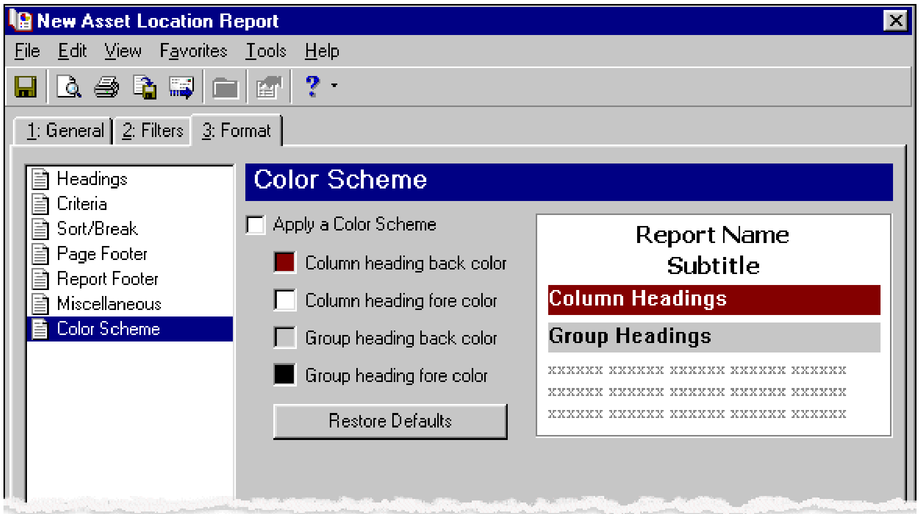


Report Footer. Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select how to align the text.

Miscellaneous. Use **Miscellaneous** to specify how you want numbers to appear on the report and the font size for the report.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the report prints in black and gray.



Asset Move History

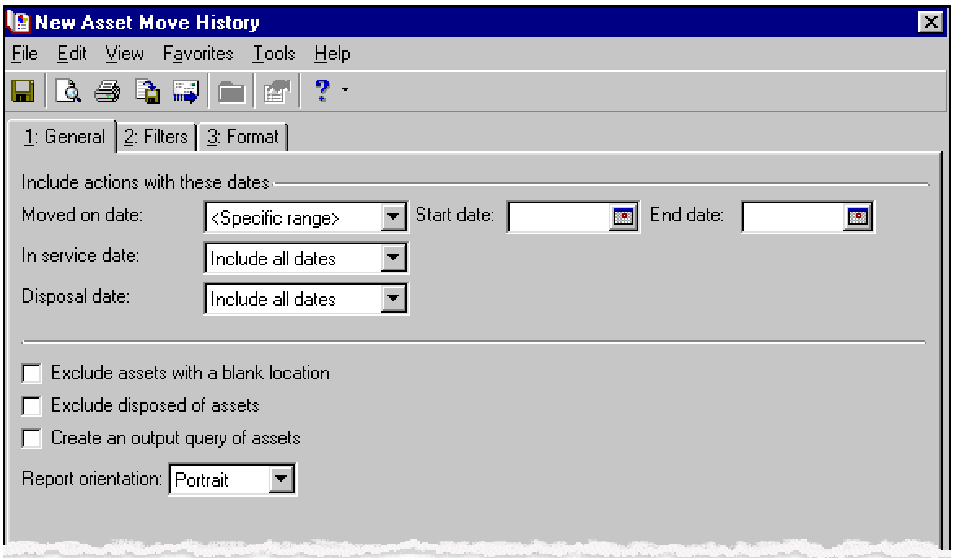
The Asset Move History provides a list of assets and the places to and from which they have been moved.

Glossary: An asset is property you own, tangible or intangible, that has value. Assets are recorded at cost on your balance sheet and reduced by depreciation or amortization as their value is used in the course of business operations.

The Asset Move History has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating an Asset Move History, see “Creating Reports” on page 9.

General Tab

On the General tab, you can select parameters specific to the report and make selections about the information included in the report.



Include assets with these dates. In the **Moved on**, **In service date** and **Disposal date** fields, select a date or date range for assets to include in the report. These are the dates from the asset record. If you select <Specific range>, you can specify starting and ending dates in the **Start date** and **End date** fields.

Exclude assets with a blank location. To report only on assets with a recorded location, you can mark **Exclude assets with a blank location**.

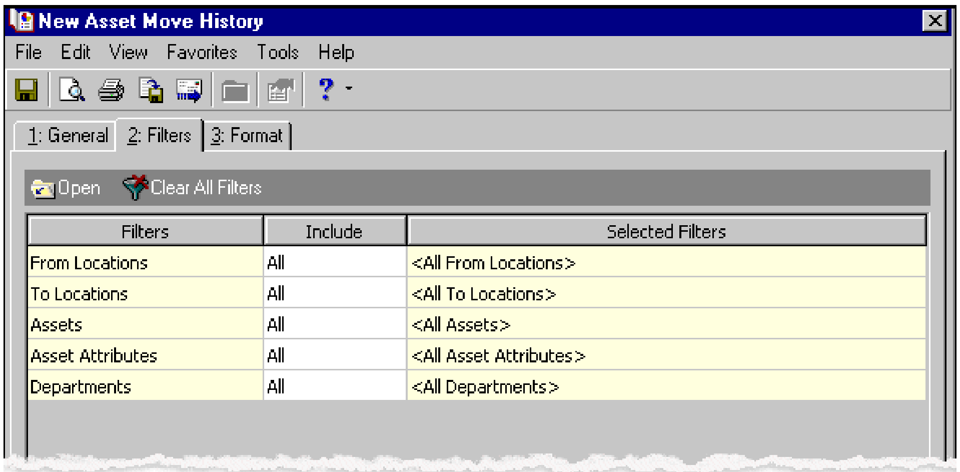
Exclude disposed of assets. To report only on assets you currently have, you can mark **Exclude disposed of assets**.

Create an output query of assets. If you mark **Create an output query of assets**, the program creates a query of the assets included in the report. You can use the query later in other areas of ***Fixed Assets***.

Report orientation. In the **Report orientation** field, select Portrait or Landscape.

Filters Tab

On the Filters tab, you can include information based on selected criteria such as from and to locations, asset numbers, asset attributes, and departments. For example, you can include asset numbers within a selected range, and asset records not falling within the range do not appear on the report. For more information about filtering in ***The Financial Edge***, see the *Program Basics Guide*.



Open. Click a filter in the grid and click **Open** on the action bar. The selection screen appears so you can designate specific filters for the report.

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Asset Numbers filter, only the assets with the numbers you select are included in the report.

Clear All Filters. Click **Clear All Filters** to remove all previously selected filters from the report.

Filters. The **Filters** column lists all the filters for this report. You cannot edit this column.

Include. Choose Selected in the **Include** column. The selection screen appears so you can designate specific filters for the report.

Note: Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on your selection, different options appear on the screen. If you mark **All**, you cannot define filters. For more information about filtering in ***The Financial Edge***, see the Program Basics chapter in the *Program Basics Guide*.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and then click **Open**, the Selected <Filter> screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

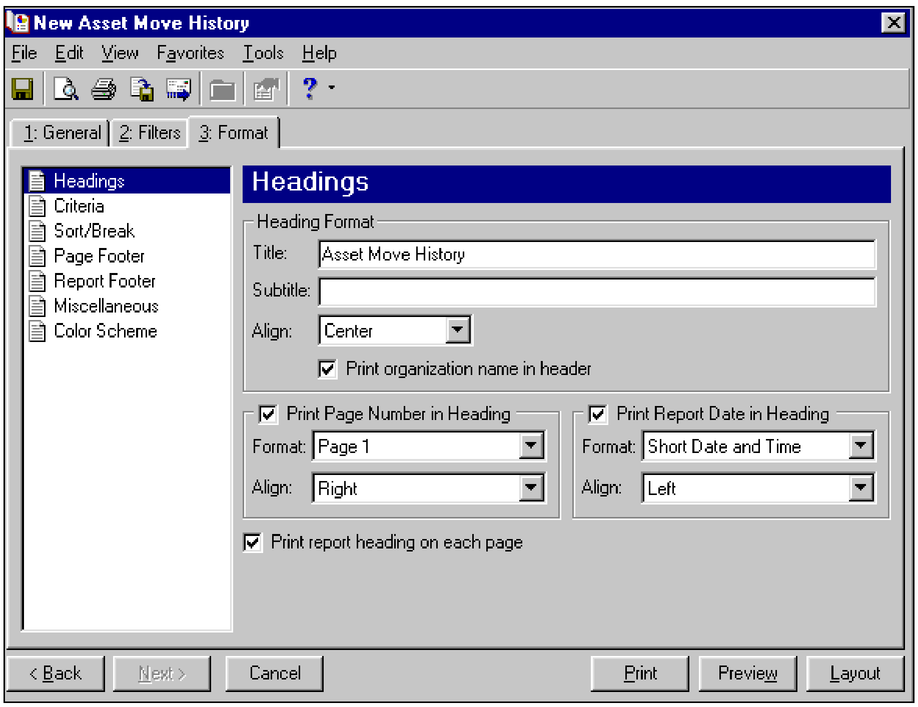
Format Tab

On the Format tab, you decide how the report should look and how to summarize the information. You can create headings and footers, include a list of criteria used to create the report, and sort the information in the report. You can select the format for displaying monetary amounts and print the report in color.

The list on the left of the screen displays formatting options for the Asset Move History: **Headings**, **Criteria**, **Sort/Break**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

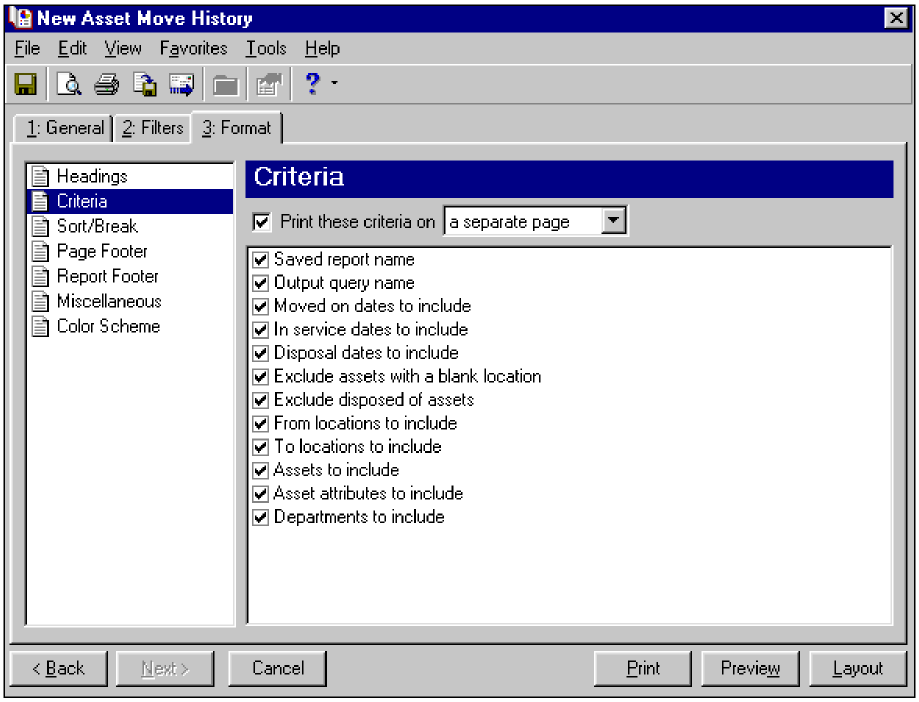
Note: The heading defaults to Asset Move History in the **Title** field. You can leave this as the title for your report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how you want the heading aligned and whether you want your organization's name to appear in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.



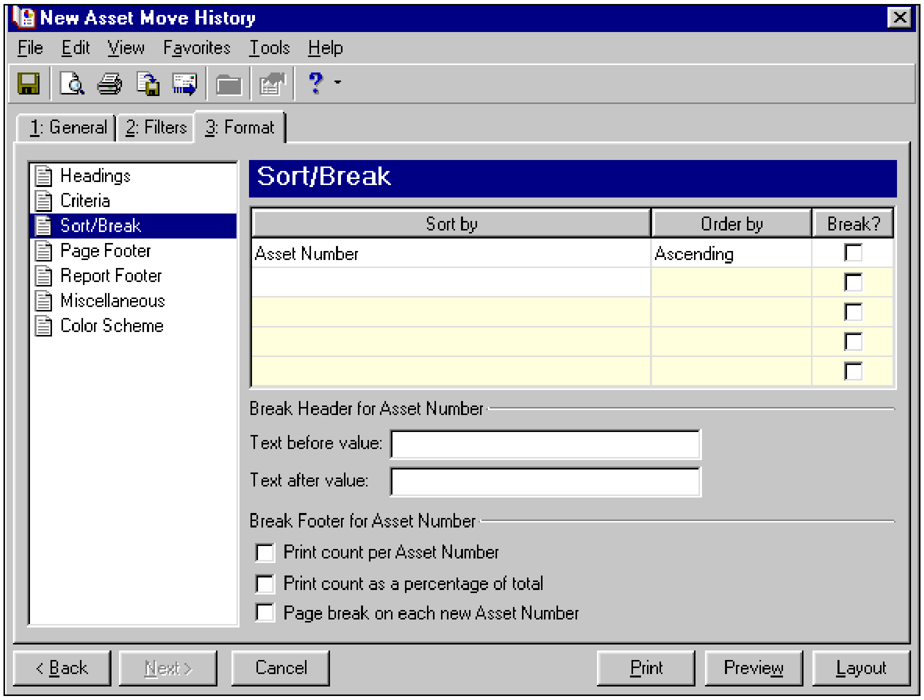
Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print with the report.

Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.

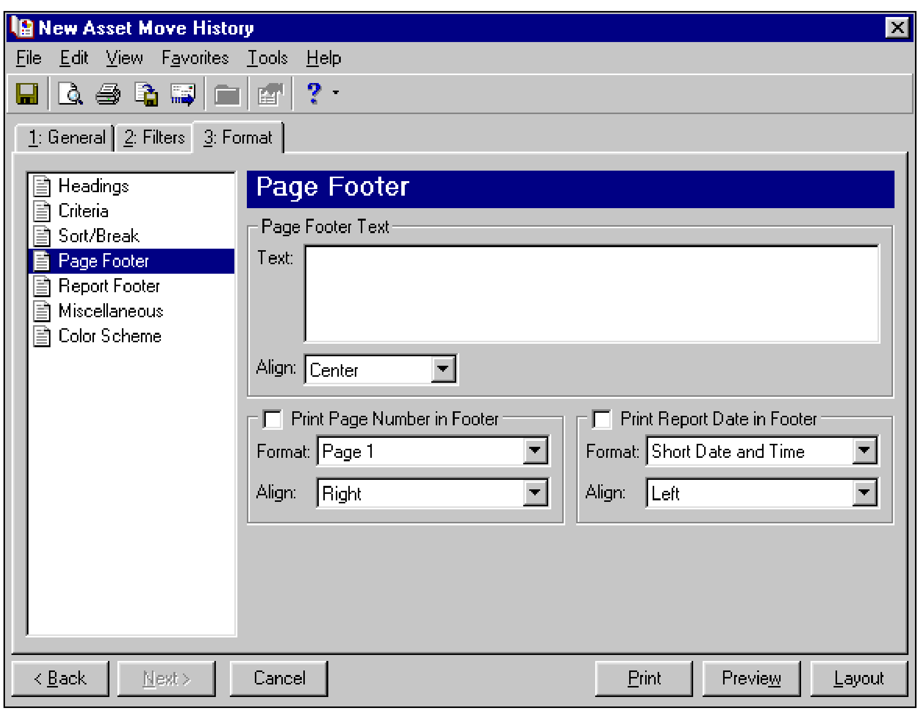


Sort/Break. Use **Sort/Break** to select the order for information to appear on the report and where breaks fall between sets of information. When you select **Sort/Break** on the Format tab, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column. If you want a new page for each Sort by selection, mark **Page break on each new <Sort by selection>**. If you mark the checkbox in the **Break?** column, the program automatically includes any subtotals for the selection in the **Sort by** column.

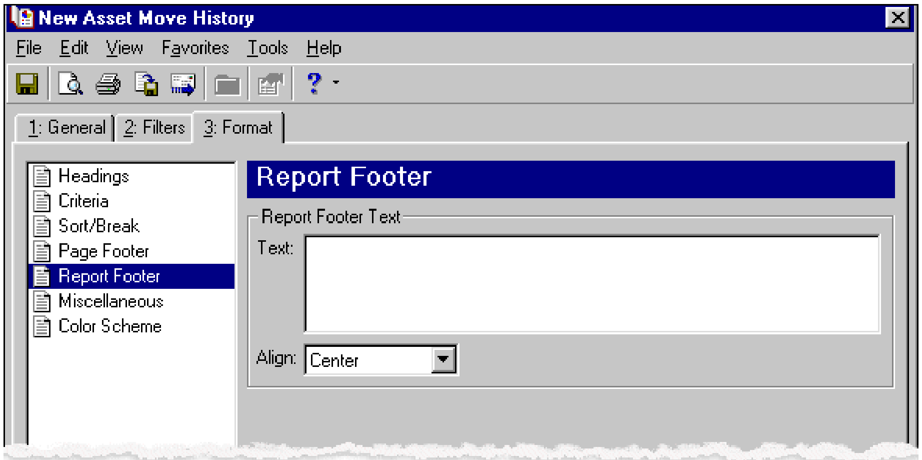
You can also create breaks between the sections by which you have sorted. In the **Text before value** and **Text after value** fields, you can enter up to 30 characters of information to print directly before and after the break. If you mark **Print count per** or **Print count as a percentage of total** for the selected sort field, the number or percentage for each selected sort option appears in the footer. If you mark **Page break on each new**, a new page starts for the highest level break.



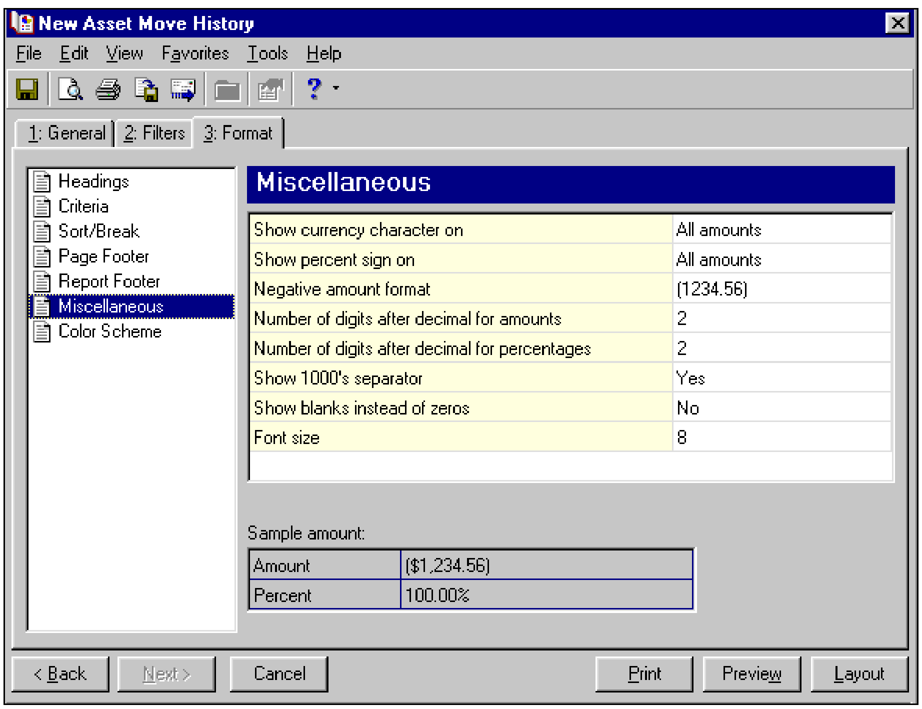
Page Footer. Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field for the page footer. You can also select how to align the text and include the page number and date in the footer.



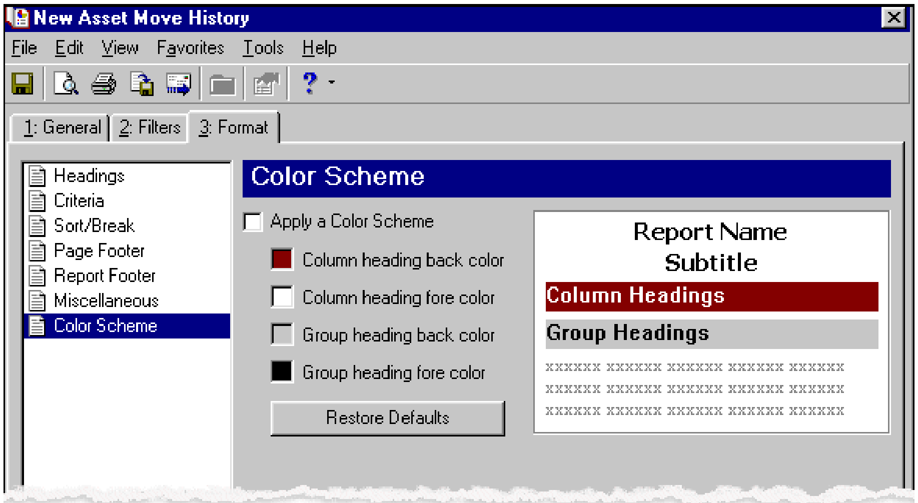
Report Footer. Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select how to align the text.



Miscellaneous. Use **Miscellaneous** to specify how you want numbers to appear on the report and the font size for the report.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the report prints in black and gray.



Asset Profile Report

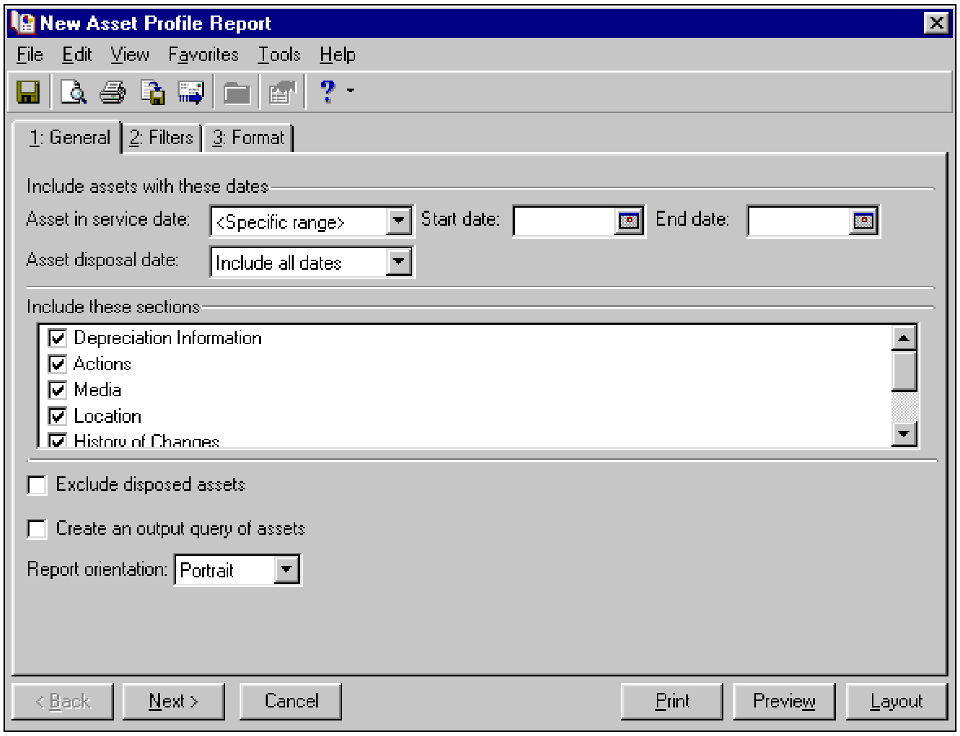
The Asset Profile Report provides detailed information about your organization's assets. You can view information about asset depreciation, actions, media, asset locations, history of changes, asset attributes, and notes in the Asset Profile Report.

Glossary: An asset is property you own, tangible or intangible, that has value. Assets are recorded at cost on your balance sheet and reduced by depreciation or amortization as their value is used in the course of business operations.

The Asset Profile Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating an Asset Profile Report, see "Creating Reports" on page 9.

General Tab

On the General tab, you can select parameters specific to the report and make selections about the information included in the report.



Include assets with these dates. In the **Asset in service date** and **Asset disposal date** fields, select a date or date range for assets to include in the report. These are the dates from the asset record. If you select <Specific range>, you can specify starting and ending dates in the **Start date** and **End date** fields.

Include these sections. In the **Include these sections** box, mark the checkboxes to select sections from the asset record to include in the report. You can mark any or all of the checkboxes: **Depreciation Information**, **Actions**, **Media**, **Location**, **History of Changes**, **Attributes**, and **Notes**.

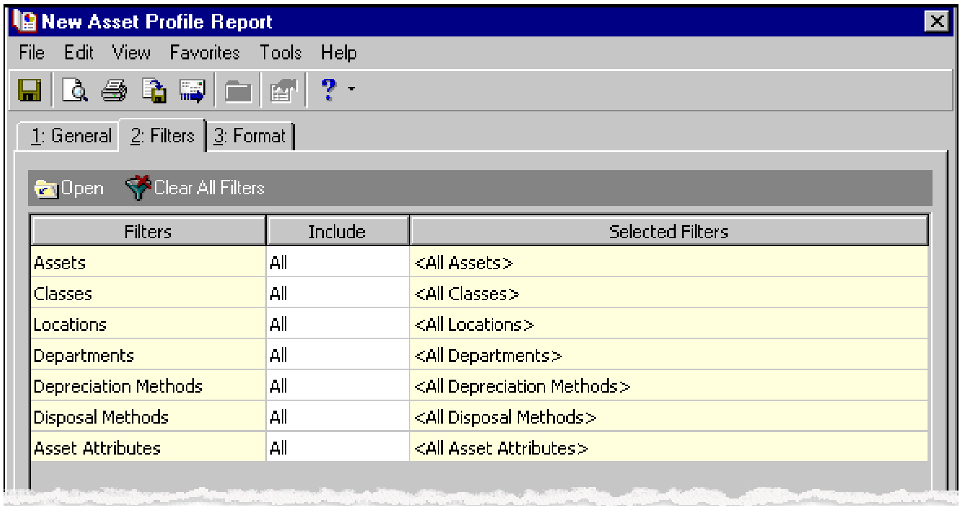
Exclude disposed assets. To report only on assets you currently have, you can mark **Exclude disposed assets**.

Create an output query of assets. If you mark **Create an output query of assets**, the program creates a query of the assets included in the report. You can use the query later in other areas of ***Fixed Assets***.

Report orientation. In the **Report orientation** field, select Portrait or Landscape.

Filters Tab

On the Filters tab, you can include information based on selected criteria such as asset numbers, classes, locations, departments, depreciation methods, disposal methods, and asset attributes. For example, you can include asset numbers within a selected range, and asset records not falling within the range do not appear on the report. For more information about filtering in ***The Financial Edge***, see the *Program Basics Guide*.



Open. Click a filter in the grid and click **Open** on the action bar. The Selected <Filter> screen appears so you can designate specific filters for the report.

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Asset Numbers filter, only the assets with the numbers you select are included in the report.

Clear All Filters. Click **Clear All Filters** to remove all previously selected filters from the report.

Note: Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on the selection, different options appear. If you mark **All**, you cannot define filters. For more information about filtering in ***The Financial Edge***, see the Program Basics chapter in the *Program Basics Guide*.

Filters. The **Filters** column lists all the filters for this report. You cannot edit this column.

Include. Choose Selected in the **Include** column. The selection screen appears so you can designate specific filters for the report.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and then click **Open**, the Selected <Filter> screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

Glossary: Query is a means by which you flag, group, and list selected records from your database. You can create dynamic and static queries specific to key areas of ***The Financial Edge*** based on a set of criteria you define. Although queries group entire records, you can limit and sort output information included in query results. You can use saved queries to limit the information processed in ***The Financial Edge***. Using queries this way reduces data processing time.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

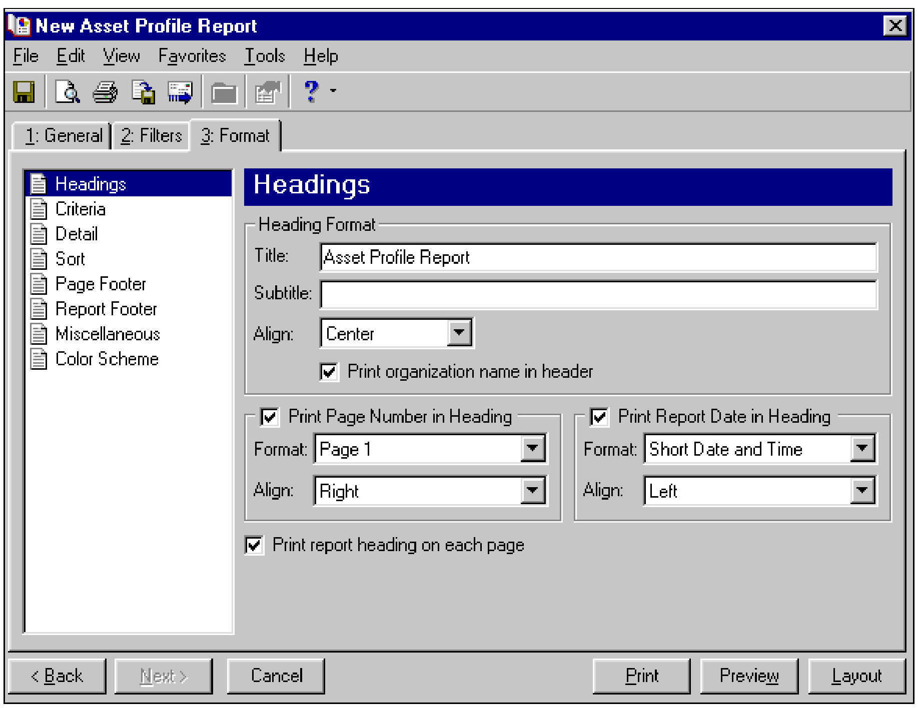
Format Tab

On the Format tab, you decide how the report should look and how to summarize the information. You can create headings and footers, include a list of criteria used to create the report, and sort the information in the report. You can select the format for displaying monetary amounts and print the report in color.

The list on the left of the screen displays formatting options for the Asset Profile Report: **Headings**, **Criteria**, **Detail**, **Sort**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

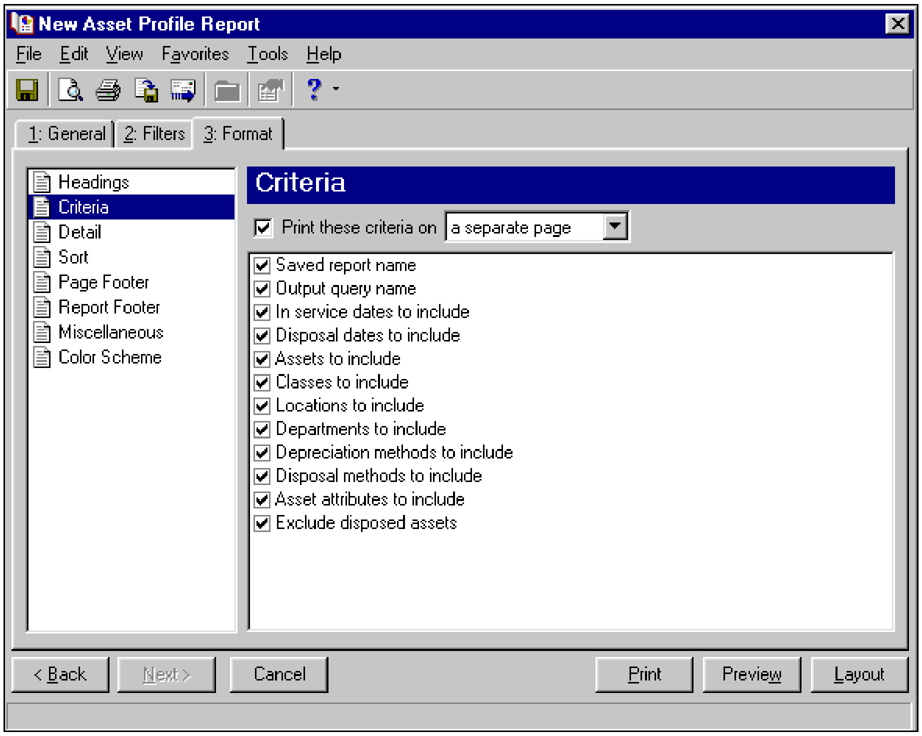
Note: The heading defaults to Asset Profile Report in the **Title** field. You can leave this as the title for your report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how you want the heading aligned and whether you want your organization's name to appear in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.



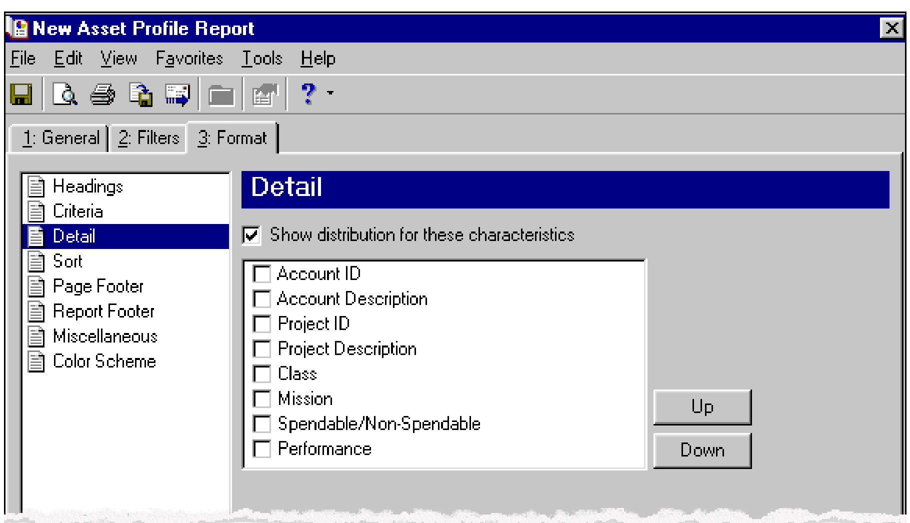
Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print with the report.

Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.



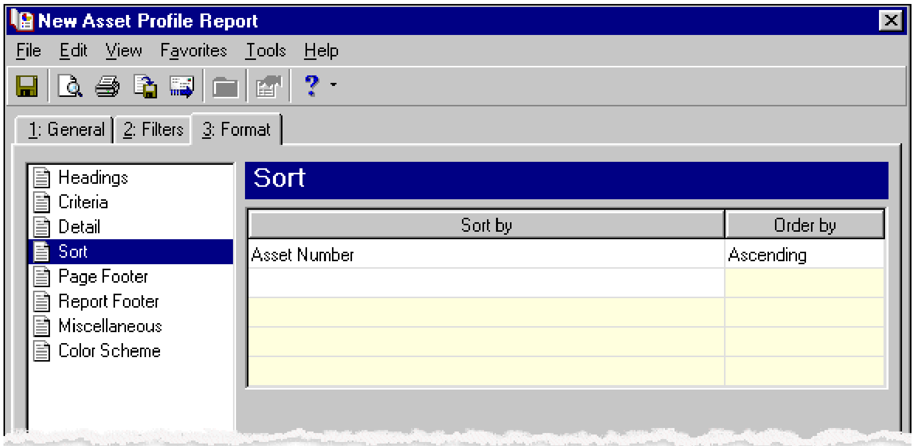
Note: You can show project detail only if you have the optional module *Projects and Grants*.

Detail. Use **Detail** to select details specific to the Asset Profile Report. Mark the checkboxes to show distribution by transaction characteristics. If you have the optional module *Projects and Grants* and have defined transaction codes, additional checkboxes appear.

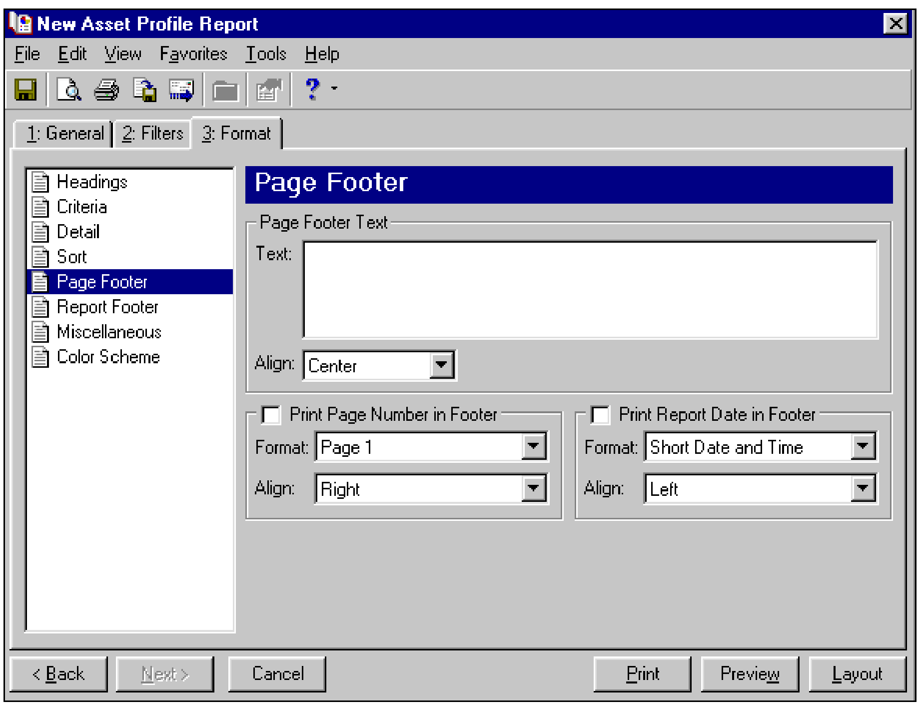


Sort. Use **Sort** to select the order that information appears on the report. When you select **Sort** on the Format tab, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

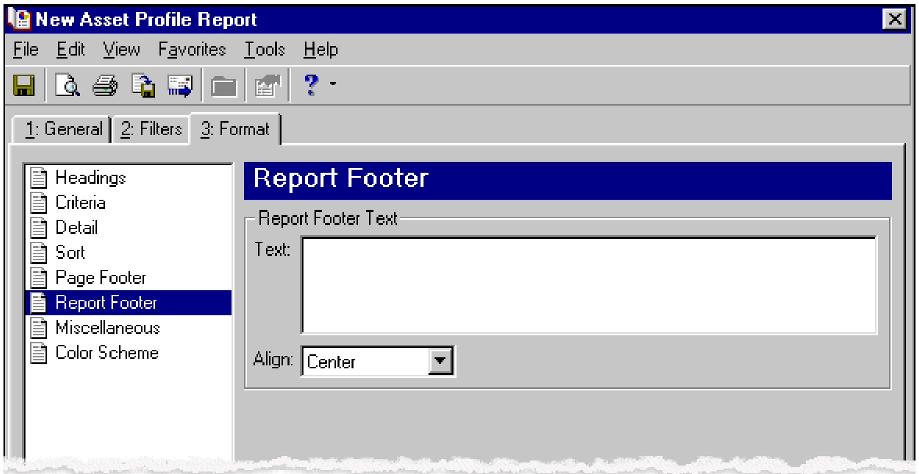
If you make no selections in the **Sort by** column, the program sorts by the asset number in ascending order.



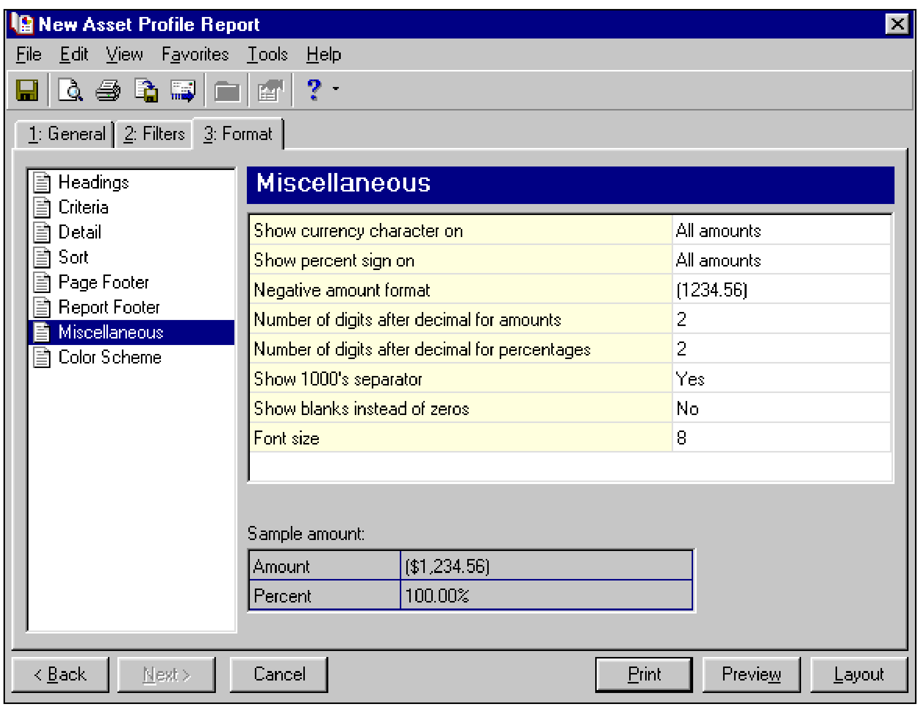
Page Footer. Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field for the page footer. You can also select how to align the text and include the page number and date in the footer.



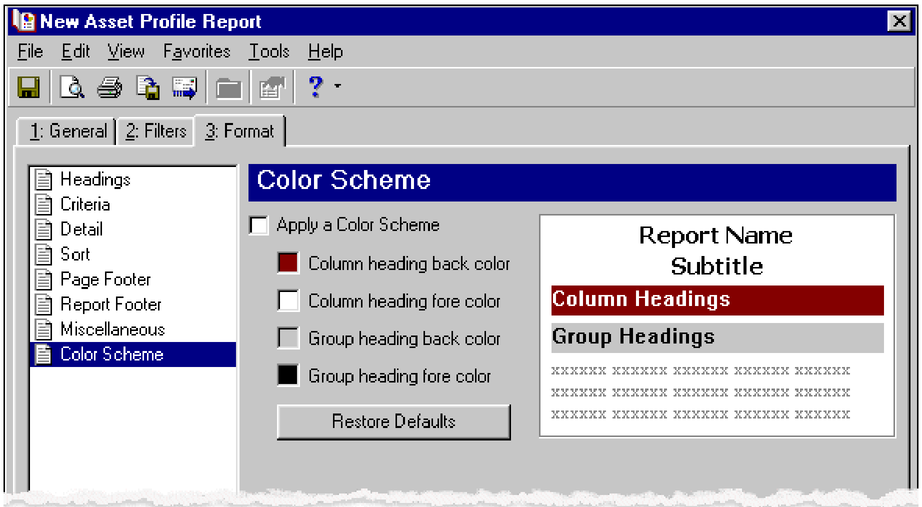
Report Footer. Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select how to align the text.



Miscellaneous. Use **Miscellaneous** to specify how you want numbers to appear on the report and the font size for the report.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the report prints in black and gray.



Book Value Report

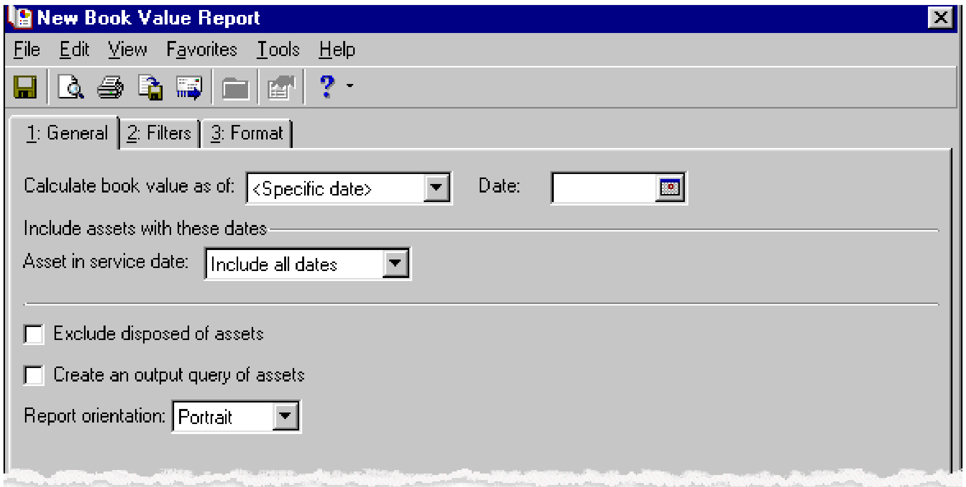
The Book Value Report provides acquisition value, depreciable basis, accumulated depreciation, and book value for assets you select.

Glossary: Book value is the net amount recorded for an asset, calculated by deducting the asset's total accumulated depreciation from its acquisition value.

The Book Value Report has tabs on which you set parameters: General, Filters, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a Book Value Report, see "Creating Reports" on page 9.

General Tab

On the General tab, you can select parameters specific to the report and make selections about the information included in the report.



Calculate book value as of [ ]. In the **Calculate book value as of [ ]**field, select Today or a specific date for assets to include in the report.

Include assets with these dates. In the **Asset in service date** field, select a date or date range for assets to include in the report. This is the date from the asset record. If you select <Specific range>, you can specify starting and ending dates in the **Start date** and **End date** fields.

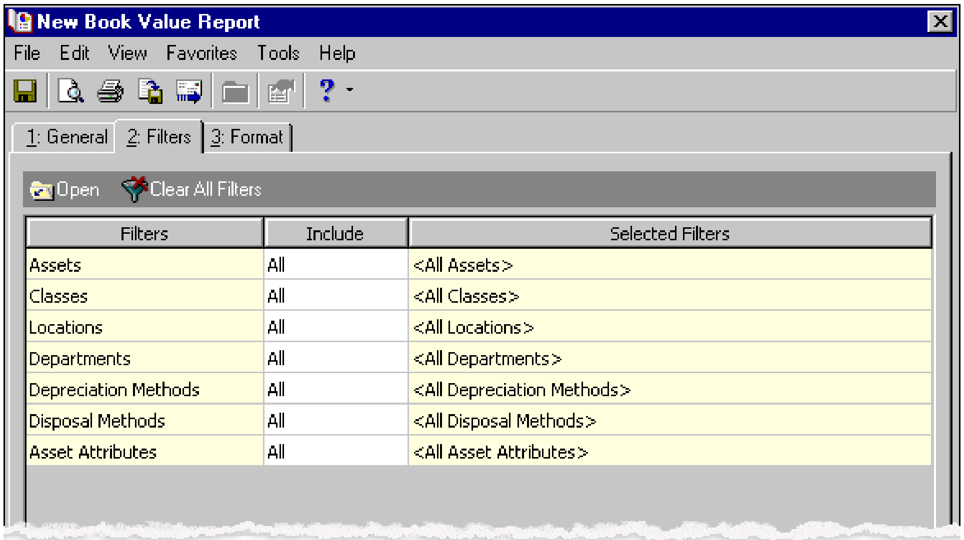
Exclude disposed of assets. To report only on assets you currently have, you can mark **Exclude disposed of assets**.

Create an output query of assets. If you mark **Create an output query of assets**, the program creates a query of the assets included in the report. You can use the query later in other areas of ***Fixed Assets***.

Report orientation. In the **Report orientation** field, select Portrait or Landscape.

Filters Tab

On the Filters tab, you can include information based on selected criteria such as asset numbers, classes, locations, departments, depreciation methods, disposal methods, and asset attributes. For example, you can include asset numbers within a selected range, and asset records not falling within the range do not appear on the report. For more information about filtering in ***The Financial Edge***, see the *Program Basics Guide*.



Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Asset Numbers filter, only the assets with the numbers you select are included in the report.

Open. Click a filter in the grid and click **Open** on the action bar. The Selected <Filter> screen appears so you can designate specific filters for the report.

Clear All Filters. Click **Clear All Filters** to remove all previously selected filters from the report.

Filters. The **Filters** column lists all the filters for this report. You cannot edit this column.

Include. Choose Selected in the **Include** column. The selection screen appears so you can designate specific filters for the report.

Note: Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on your selection, different options appear on the screen. If you mark **All**, you cannot define filters. For more information about filtering in ***The Financial Edge***, see the Program Basics chapter in the *Program Basics Guide*.

Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and then click **Open**, the Selected <Filter> screen appears. If you mark **Selected**, **Range**, or **Query**, a selection screen appears so you can specify filters.

Glossary: Query is the means by which you flag, group, and list selected records from your database. You can create dynamic and static queries specific to key areas of ***The Financial Edge*** based on a set of criteria you define. Although queries group entire records, you can limit and sort the output information included in query results. You can use saved queries to limit the information processed in ***The Financial Edge***. Using queries in this manner reduces data processing time.

Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

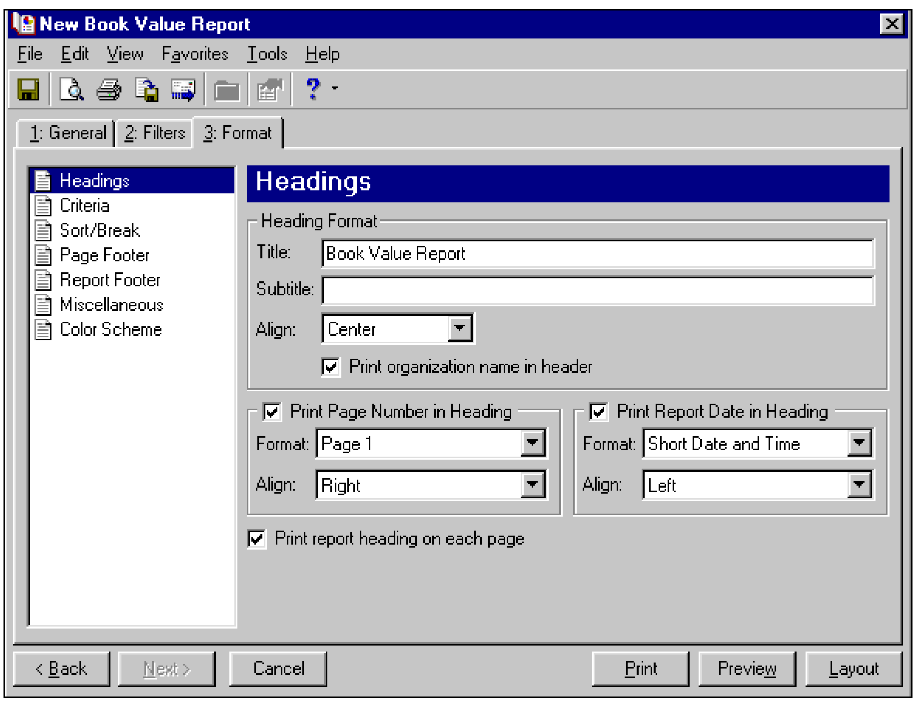
Format Tab

On the Format tab, you decide how the report should look and how to summarize the information. You can create headings and footers, include a list of criteria used to create the report, and sort the information in the report. You can select the format for displaying monetary amounts and print the report in color.

The list on the left of the screen displays formatting options for the Book Value Report: **Headings**, **Criteria**, **Detail**, **Sort/Break**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

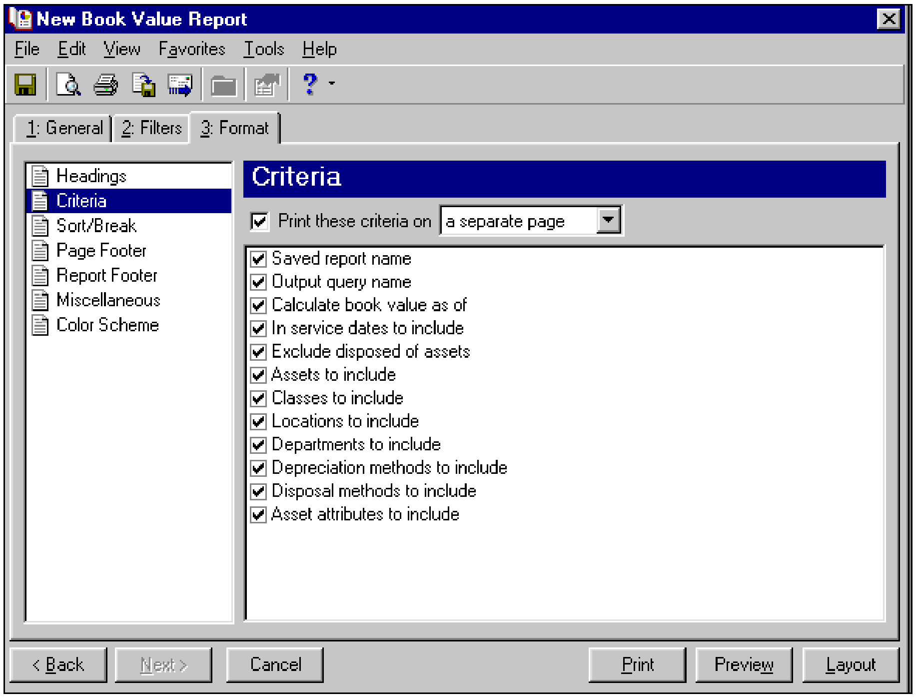
Note: The heading defaults to Book Value Report in the **Title** field. You can leave this as the title for your report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how you want the heading aligned and whether you want your organization's name to appear in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.



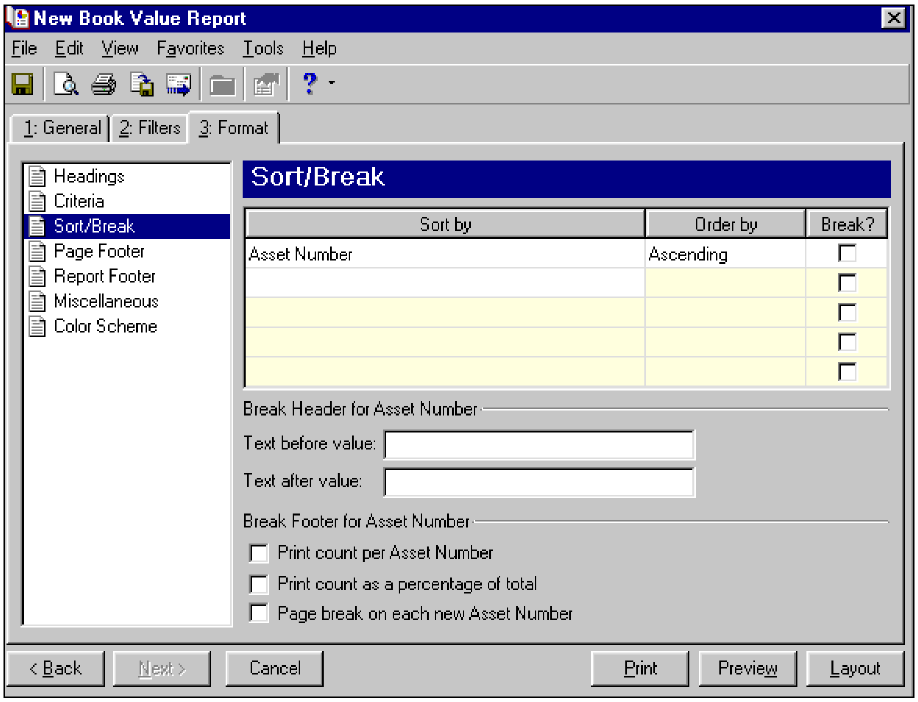
Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print with the report.

Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.

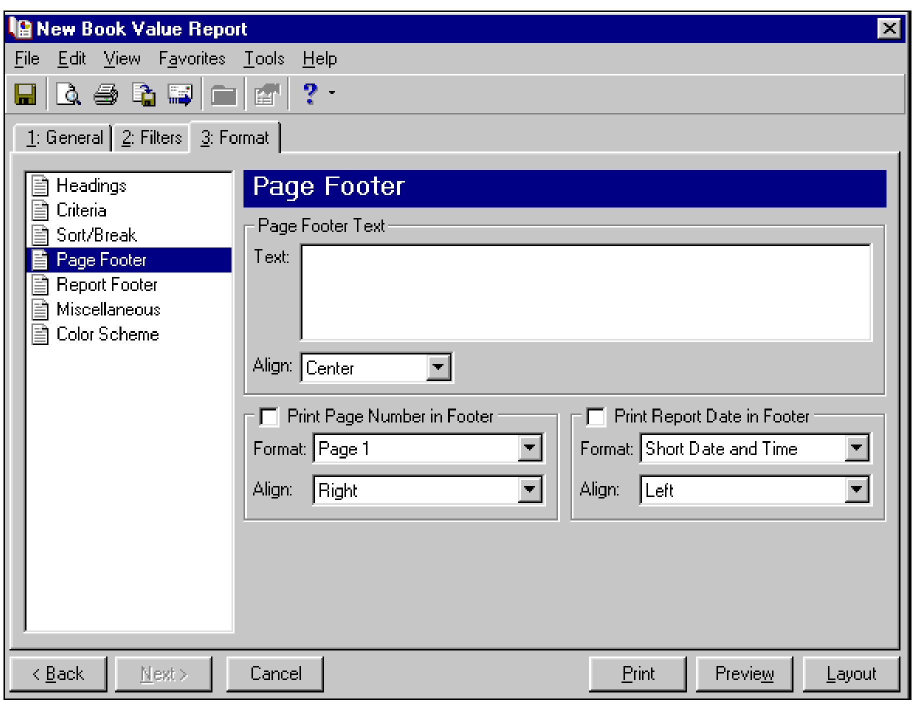


Sort/Break. Use **Sort/Break** to select the order for information to appear on the report and where breaks fall between sets of information. When you select **Sort/Break** on the Format tab, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column. If you want a new page for each Sort by selection, mark **Page break on each new <Sort by selection>**. If you mark the checkbox in the **Break?** column, the program automatically includes any subtotals for the selection in the **Sort by** column.

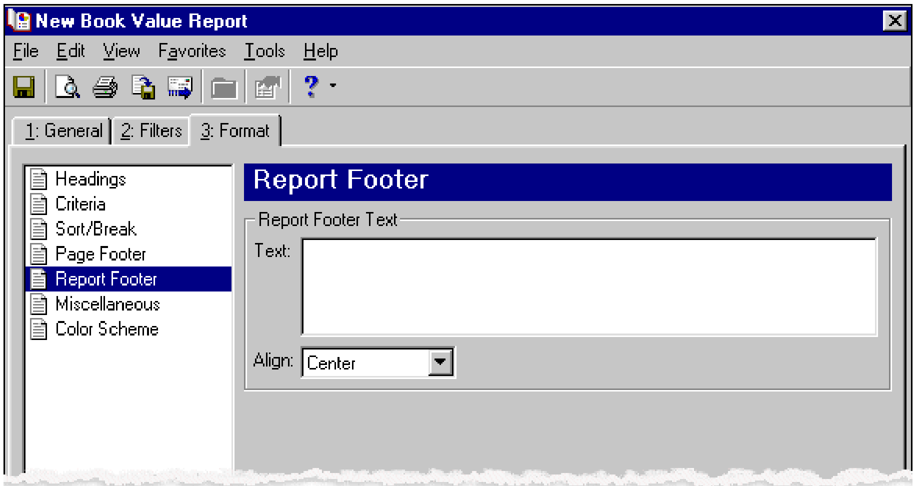
You can also create breaks between the sections by which you have sorted. In the **Text before value** and **Text after value** fields, you can enter up to 30 characters of information to print directly before and after the break. If you mark **Print count per** or **Print count as a percentage of total** for the selected sort field, the number or percentage for each selected sort option appears in the footer. If you mark **Page break on each new**, a new page starts for the highest level break.



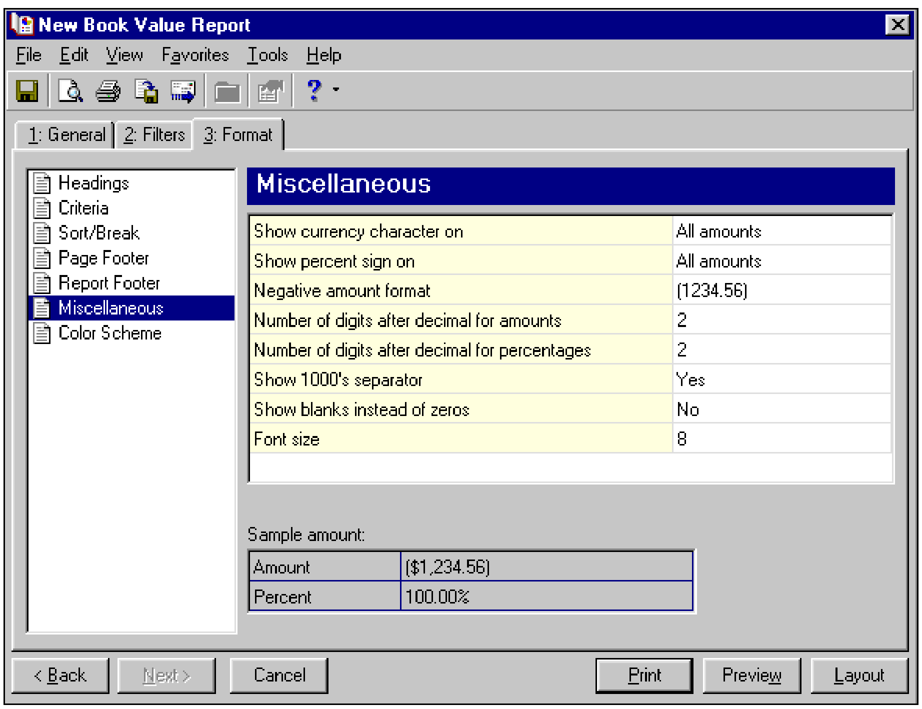
Page Footer. Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field for the page footer. You can also select how to align the text and include the page number and date in the footer.



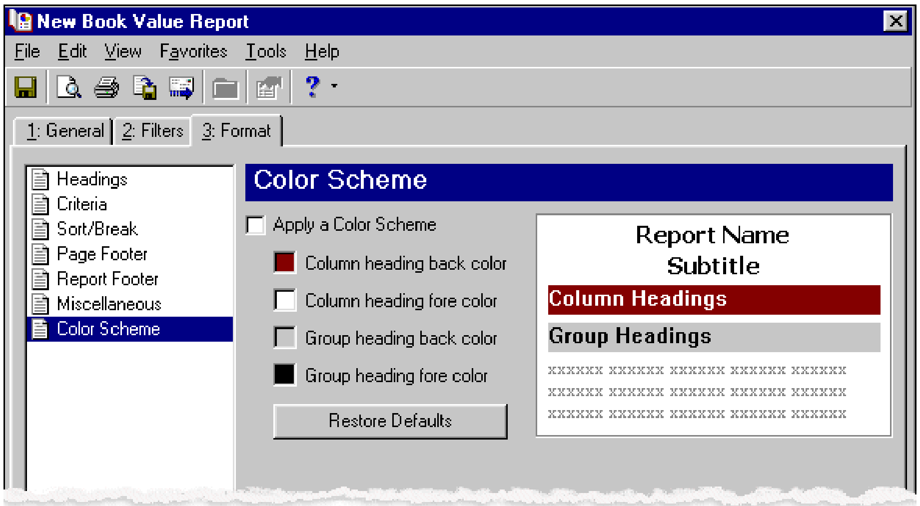
Report Footer. Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select how to align the text.



Miscellaneous. Use **Miscellaneous** to specify how you want numbers to appear on the report and the font size for the report.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click in the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the report prints in black and gray.



Mid-Quarter Convention Test Report

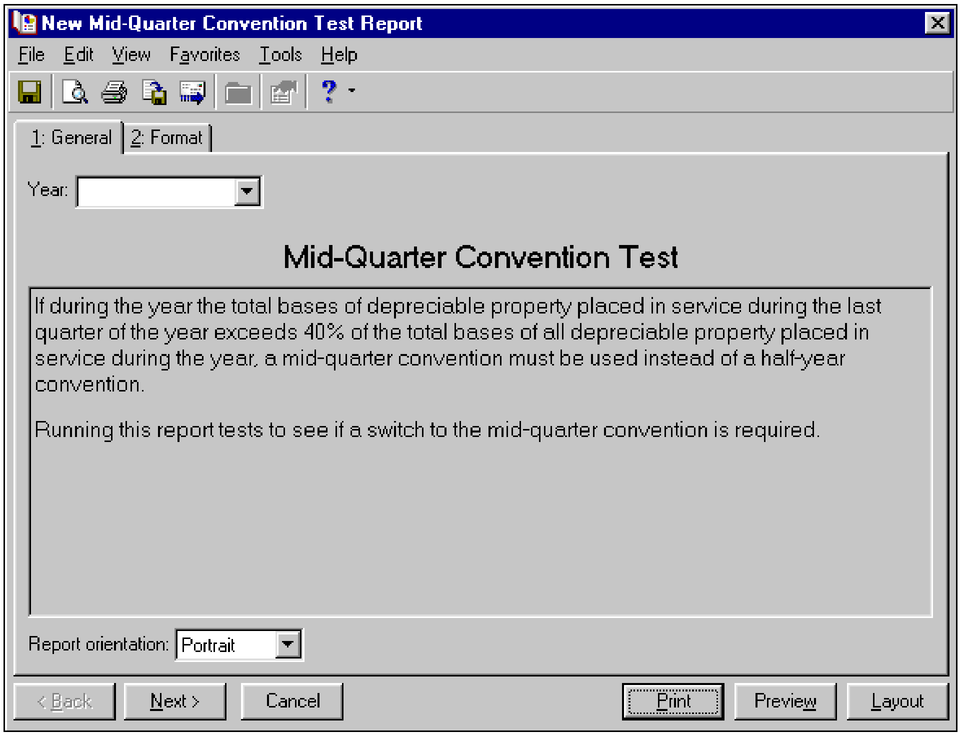
The Mid-Quarter Convention Test Report lists the total depreciable basis of assets acquired by quarter and indicates the percentage of the annual total each quarter represents. Assets appearing in the report must also be those that use the MACRS depreciation method and half-year convention. This report is a good test to check whether changing to mid-quarter convention from MACRS for depreciating assets is required.

Warning: The Mid-Quarter Convention Test Report includes only assets with the MACRS depreciation method recorded. For more information about depreciation methods, see the *Configuration Guide for Fixed Assets*.

The Mid-Quarter Convention Test Report has tabs on which you set parameters.: General and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select a tab. On these tabs you specify information to include in the report and how the report should look. For more information about creating a Mid-Quarter Convention Report, see “Creating Reports” on page 9.

General Tab

On the General tab, you can select the depreciation year for assets to include in the report.



Glossary: A depreciation year is an accounting cycle of any length, beginning on any day, and divided into periods. You use depreciation years in a formula to calculate depreciation expense over the useful life of an asset.

Year. In the **Year** field, select the depreciation year to use. You define depreciation years in *Configuration*.

Report orientation. In the **Report orientation** field, select Portrait or Landscape.

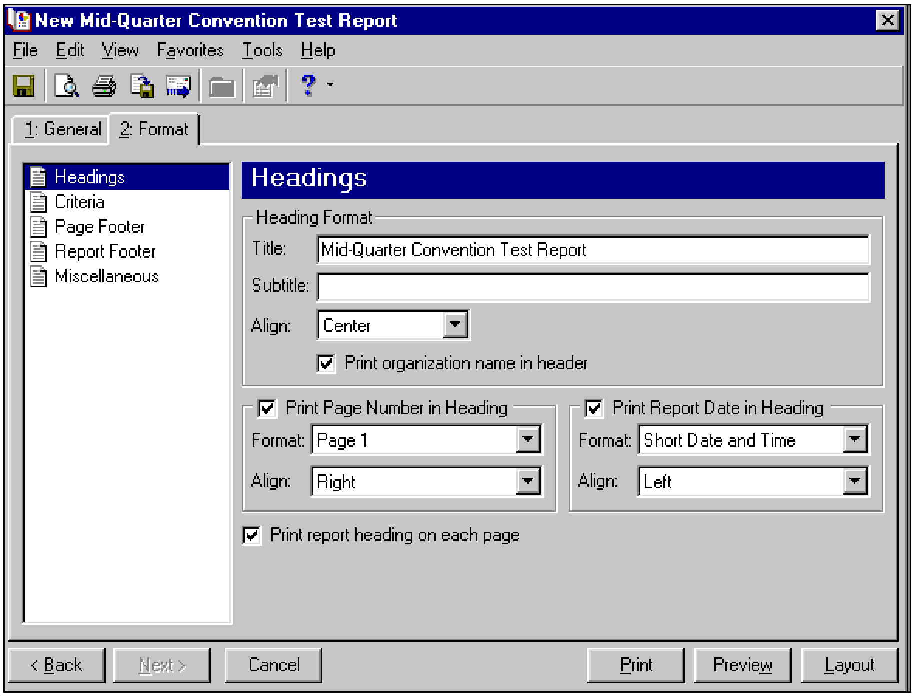
Format Tab

On the Format tab, you decide how the report should look and how to summarize the information. You can create headings and footers, include a list of criteria used to create the report, and sort the information in the report. You can select the format for displaying monetary amounts and print the report in color.

The list on the left of the screen displays formatting options for the Mid-Quarter Convention Test Report: **Headings**, **Criteria**, **Page Footer**, **Report Footer**, and **Miscellaneous**. When you select an item in the list, the right side of the screen displays selections for that section of the report.

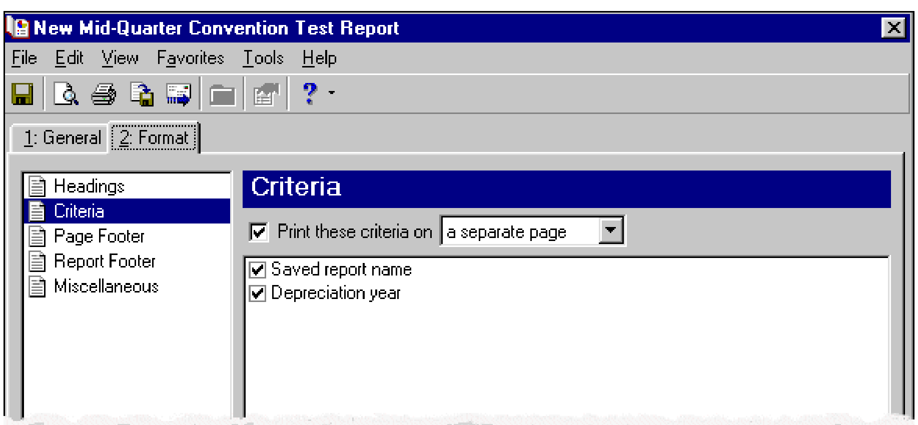
Note: The heading defaults to Mid-Quarter Convention Test Report in the **Title** field. You can leave this as the title for your report or enter your own.

Headings. Use **Headings** to enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how you want the heading aligned and whether you want your organization's name to appear in the header. You can include the page number and date in the heading. You can also select to include the heading on every page of the report.

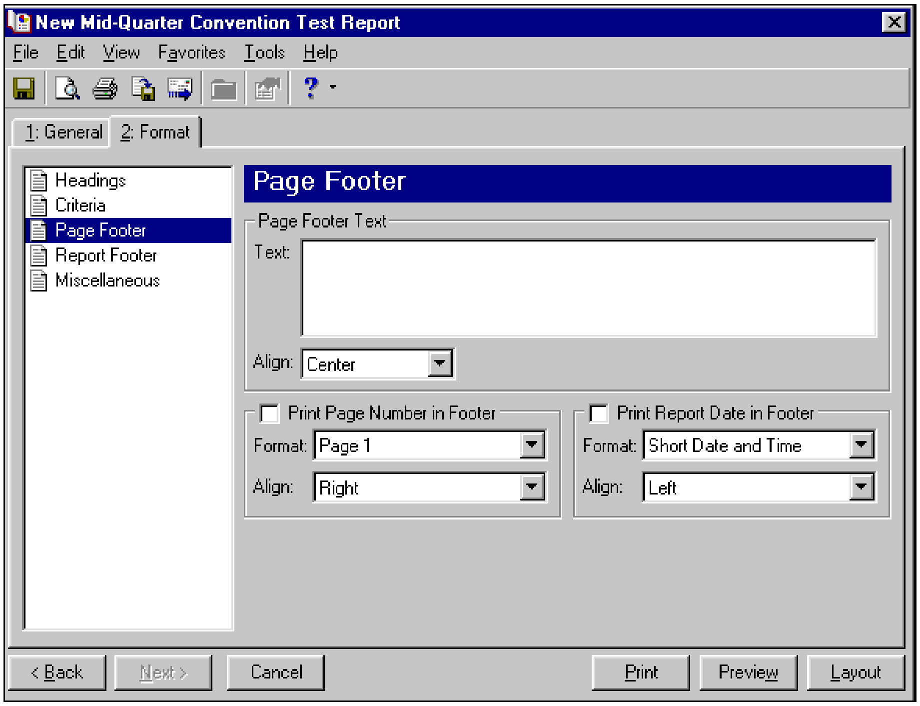


Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print with the report.

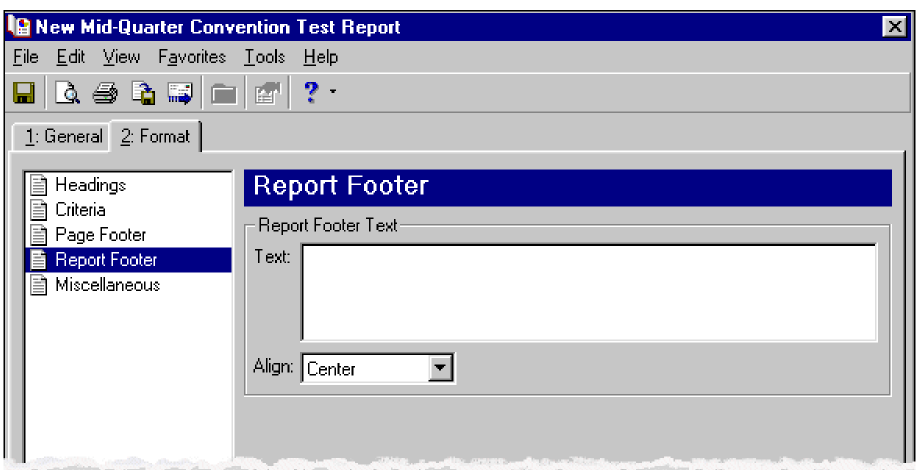
Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.



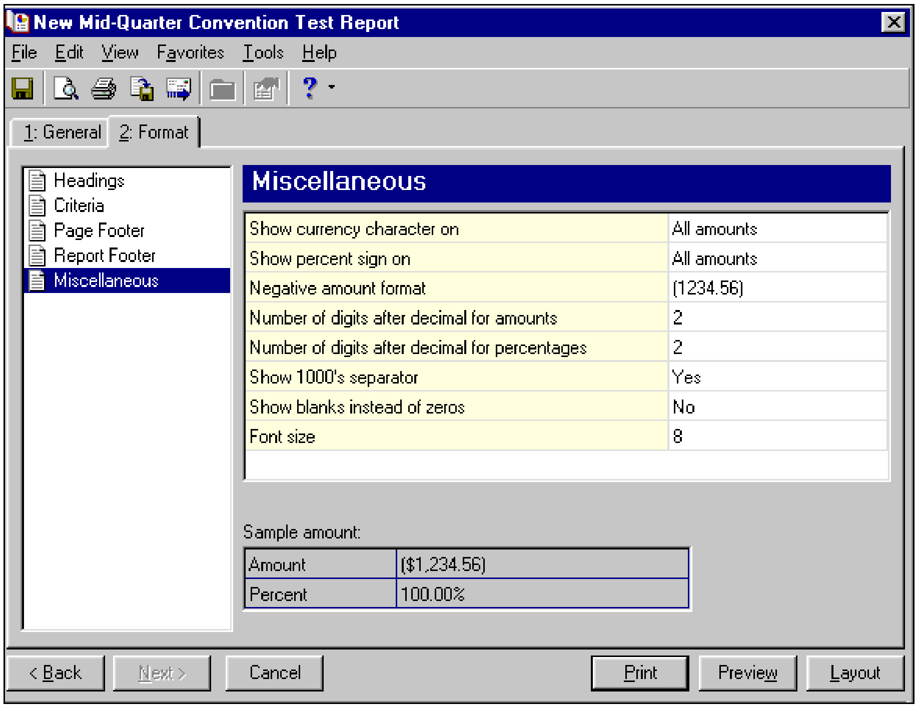
Page Footer. Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field for the page footer. You can also select how to align the text and include the page number and date in the footer.



Report Footer. Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select how to align the text.



Miscellaneous. Use **Miscellaneous** to specify how you want numbers to appear on the report and the font size for the report.



Custom Reports

Custom Reports makes it easy for you to access and share reports you create using *Crystal Reports*. Using Custom Reports, you can link a Crystal report file with a ***Fixed Assets*** export file and then save the linked report in your ***Financial Edge*** database. Once the files are linked, you and other ***Financial Edge*** users can easily view or print custom Crystal reports directly from ***Fixed Assets*** without having to open *Crystal Reports*.

The Financial Edge includes one license for *Crystal Reports XI*. Clients creating custom reports using *Export* in ***The Financial Edge*** with *Crystal Reports* will need a license for each person creating custom reports. In addition, each license is associated with a particular product, which means if one person is reporting for both ***The Financial Edge*** and ***The Raiser's Edge***, that individual needs two *Crystal Reports XI* licenses. For information about purchasing additional *Crystal Reports XI* licenses, send an email request to solutions@blackbaud.com or contact your account representative.

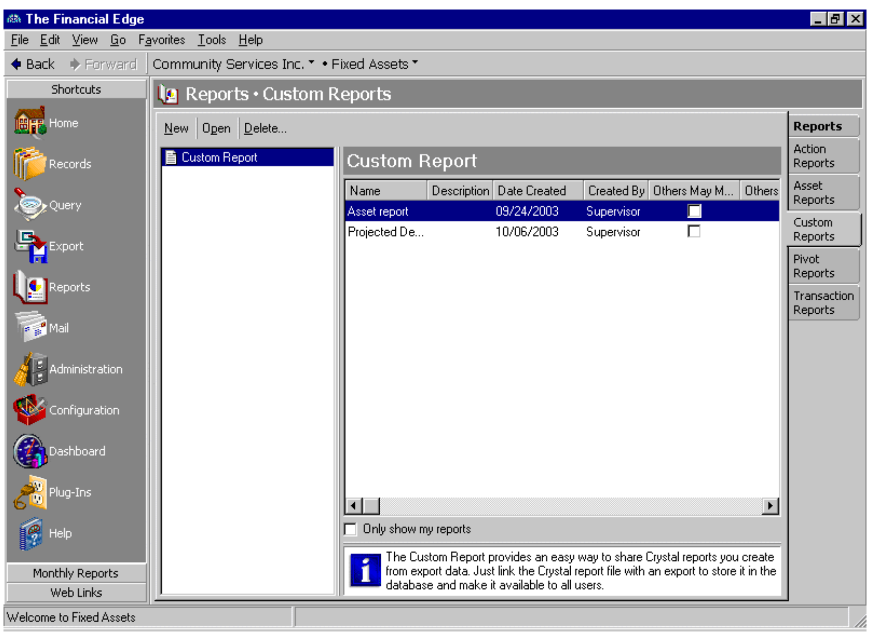
Creating Custom Reports

When setting up the Crystal report and the export file, it is important to remember that you can add as many or as few fields as you want to the Crystal report as long as those fields are also contained in the export file. You can add additional fields to the export file that are not included in the Crystal report, but you cannot add fields to the Crystal report that are not included in the export file.

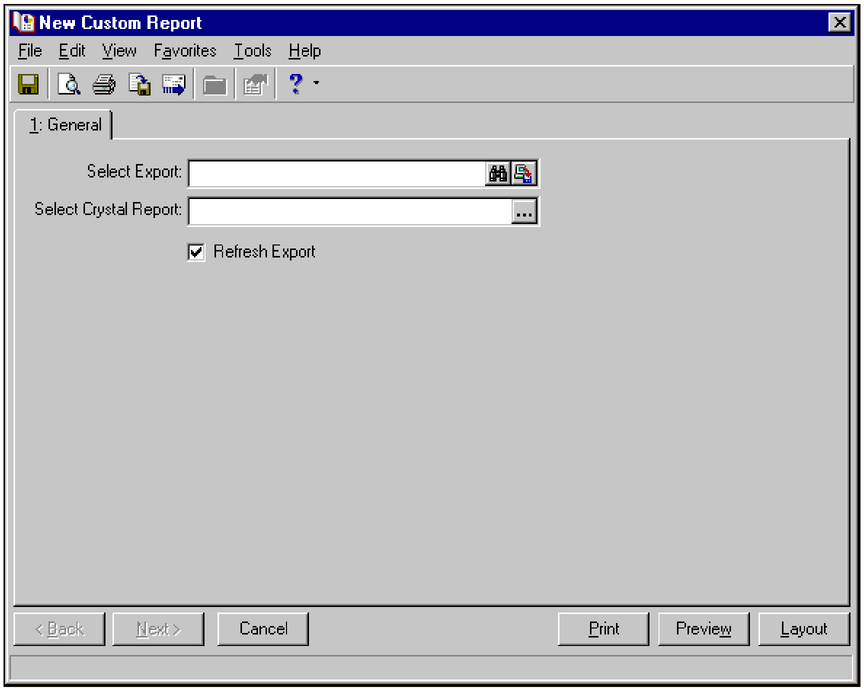
Make sure to format the export file in one of these *.MDB formats: Blackbaud Report Writer Database, Microsoft Access 2.x Database, Microsoft Access 95 Database, Microsoft Access 97 Database, or Microsoft Access 2000 Database. For more information about creating export files, see the *Export Guide*. For more information about creating Crystal reports, see the *Crystal Reports* help file.

Creating a custom report

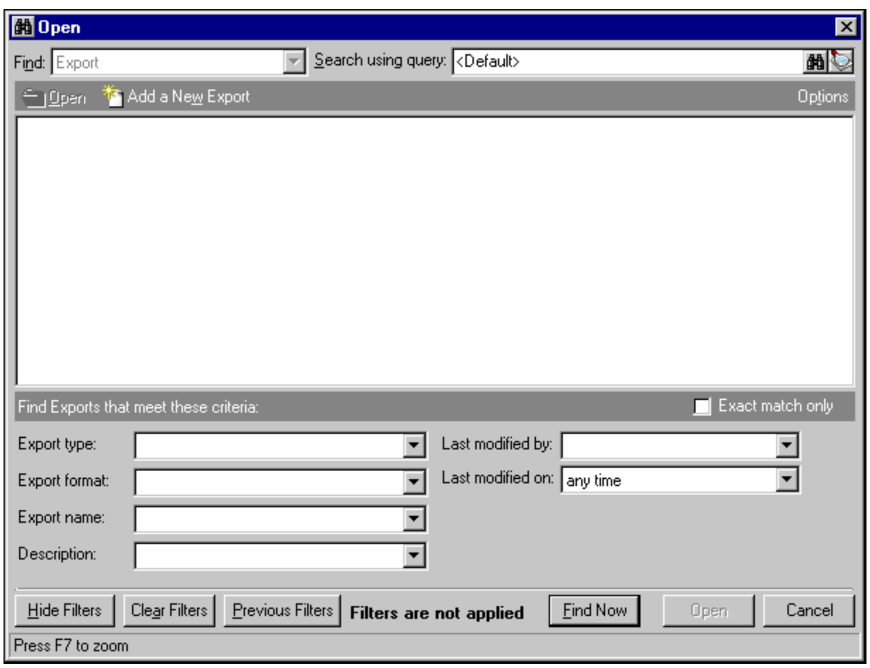
1. From the ***Fixed Assets*** Reports page, click **Custom Reports**. The Custom Reports page appears.



2. Click **New**. The Custom Report screen appears.



3. In the **Select Export** field, click the binoculars to locate the export file you want to use as a data source for your custom report. The Open screen appears.



Note: Only exports in saved in a Microsoft *Access* database file format (*.MDB) appear on the Open screen.

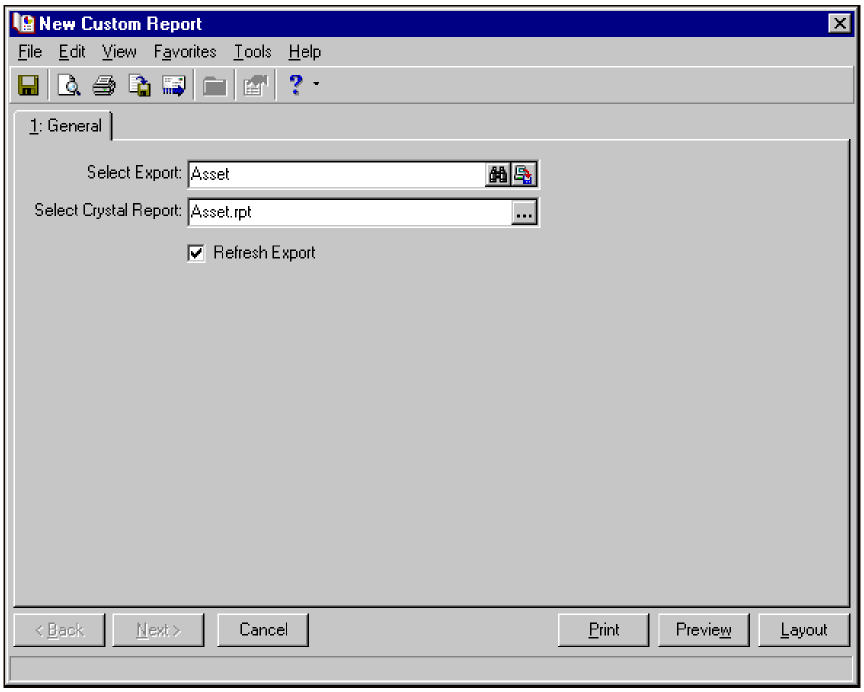
4. From this screen you can select an existing export file or create a new export file.

   - To select a file, select the file name and click **Open**. You return to the Custom Report screen and the selected export file name appears in the **Select Export** field.

Note: Make sure to format the export file in one of these *.MDB formats: Blackbaud Report Writer Database, Microsoft Access 2.x Database, Microsoft Access 95 Database, Microsoft Access 97 Database, or Microsoft Access 2000 Database.

- To create a new export file, click **Add New**. The Create a New Export screen appears where you can create an export file to use with **Custom Reports**. After you create and save your export file, you return to the Custom Report screen and the selected export file name appears in the **Select Export** field. For more information about creating export files, see the *Export Guide*.

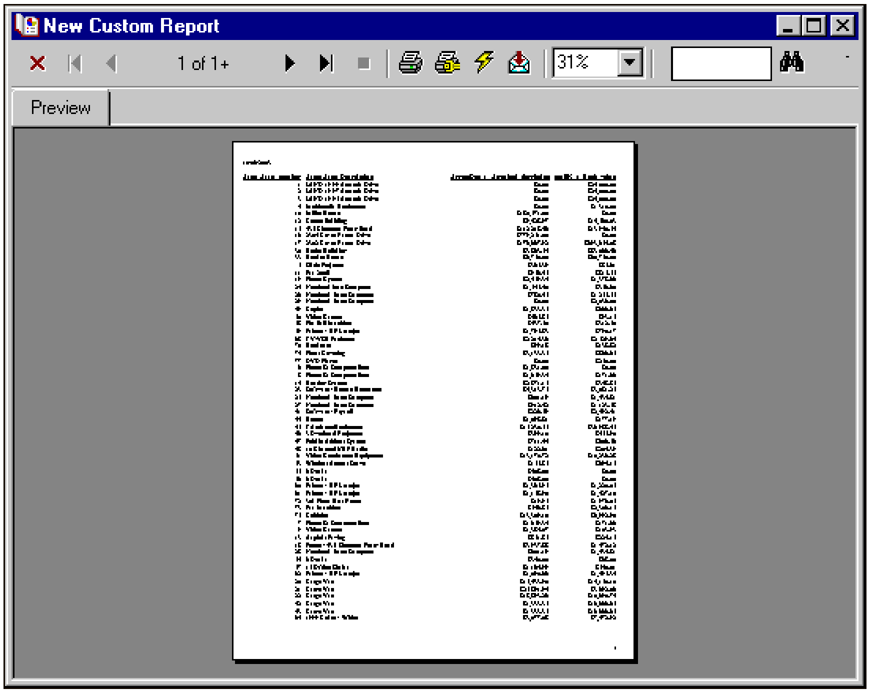
5. In the **Select Crystal Report** field, browse to the Crystal report file you want to link to the selected export file. The Open screen appears.
6. Select the Crystal report and click **Open**. You return to the Custom Report screen and the selected report name appears in the **Select Crystal Report** field.



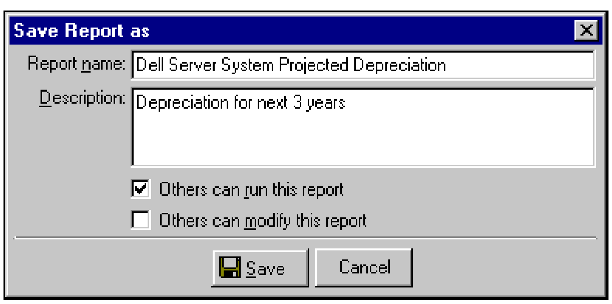
Note: If you selected the **Save Data with Report** option when you created the Crystal report, this option has no effect when the report is run from ***The Financial Edge*** — the program simply ignores it. If you want to make the custom report “static” (the data does not update each time the report is run) you should unmark the **Refresh Export** option.

7. To automatically refresh the export file every time you view the report, mark **Refresh Export**. If you do not mark this checkbox, when you run the report the program checks to see if the export file is saved on your machine. If it is, the program uses the existing export file and will not update the data each time you run the report. If the export file is not saved to your machine, the program generates a new export file and includes current data from the database.

8. Click **Preview** to view a copy of the report on your screen before printing.



9. A copy of the report appears on your screen. If the report is okay, click the **Print** button at the top of the preview screen to print the report.
10. To save the report parameter file, click **File**, **Save** from the menu bar. The Save report as screen appears.



11. Enter a **Report name** and a **Description**. You can also mark options to allow other users to run or modify this report.
12. Click **Save**. You return to the Custom Reports screen.
13. To return to the Reports page, select **File**, **Close** from the menu bar.

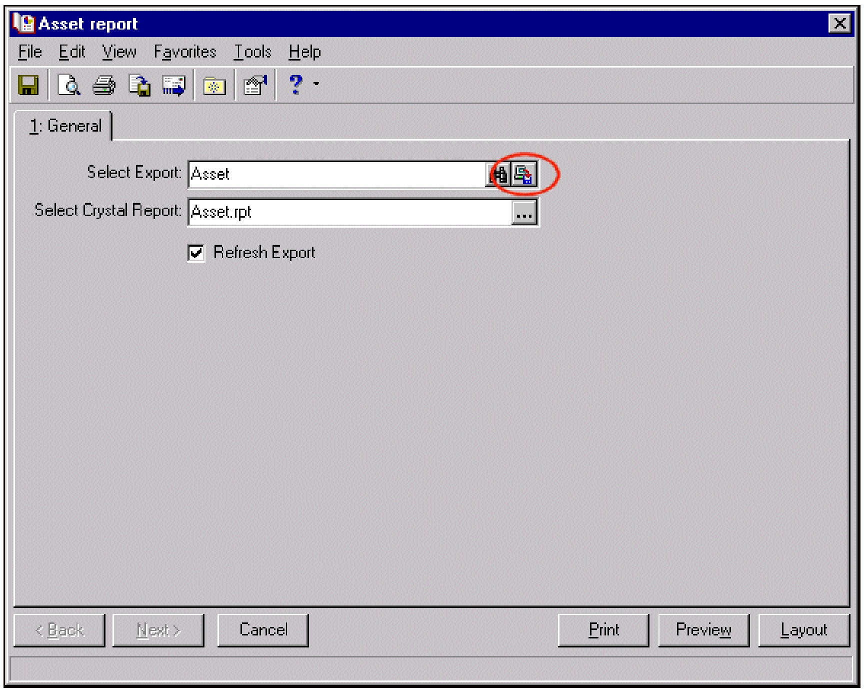
Editing an Export for a Custom Report

Warning: You cannot delete fields from an export file if the export is linked with a Custom Report. The **Remove** button is disabled in *Export*. You also cannot delete an export file linked with a Custom Report. If you try, an error message appears.

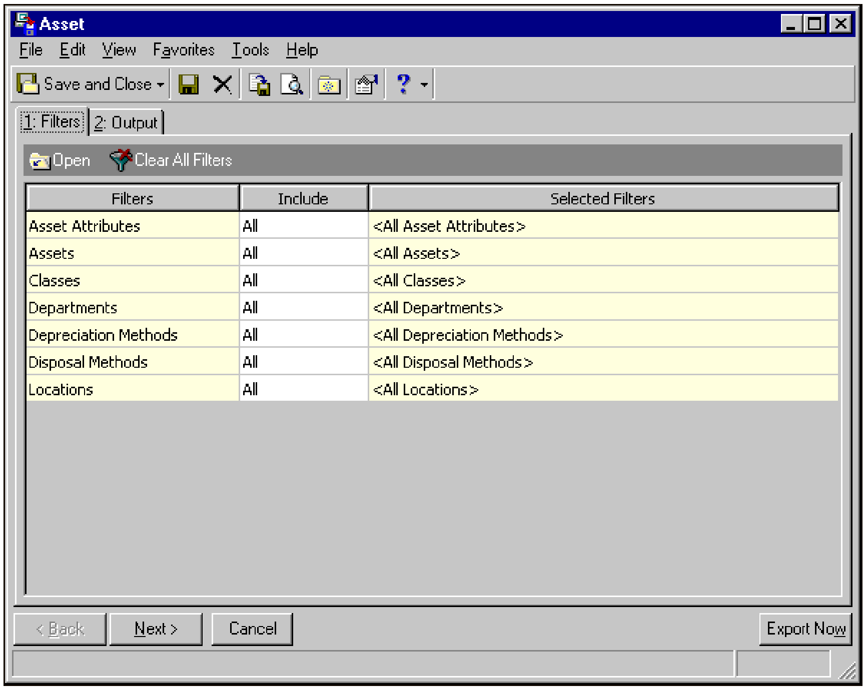
You can edit an export file directly from the Custom Reports screen by clicking the **Click to edit export** button. You can add additional fields to the export file that are not included in the Crystal report, but you cannot add fields to the Crystal report that are not included in the export file. Each time you run a saved Custom Report, ***The Financial Edge*** checks to make sure the fields selected for the Crystal report are still included in the export file.

Editing an export file from an open Custom Report

1. Open the saved Custom Report you want to edit. The report opens displaying the General tab.



2. In the **Select Export** field, click the **Click to edit export** button next to the binoculars. The export file appears, displaying the Filters tab.



3. Make any necessary changes on the Filters and Output tabs, and click **Save and Close**. You return to the Custom Report screen.
4. Click **Print** to print the report or save and close the updated report.

Transaction Reports

Reporting categories in ***Fixed Assets*** include Action Reports, Asset Reports, Pivot Reports, and Transaction Reports. This chapter discusses Transaction Reports. For information about other report categories, see the chapter for that category.

Note: We recommend you read the documentation for ***The Financial Edge*** thoroughly. Information presented here provides you with basic information about transaction reports in ***Fixed Assets***. Hands-on experience is the best way to learn, so we encourage you to try various options with your sample database.

Transaction Reports in ***Fixed Assets*** include:

- Account Distribution Report
- Asset Transaction Report
- Depreciation Summary Report
- Disposal Gain/Loss Report
- Form 4562 Depreciation Summary Report
- Project Distribution Report
- Projected Depreciation Report
- Year-to-Date Depreciation Report

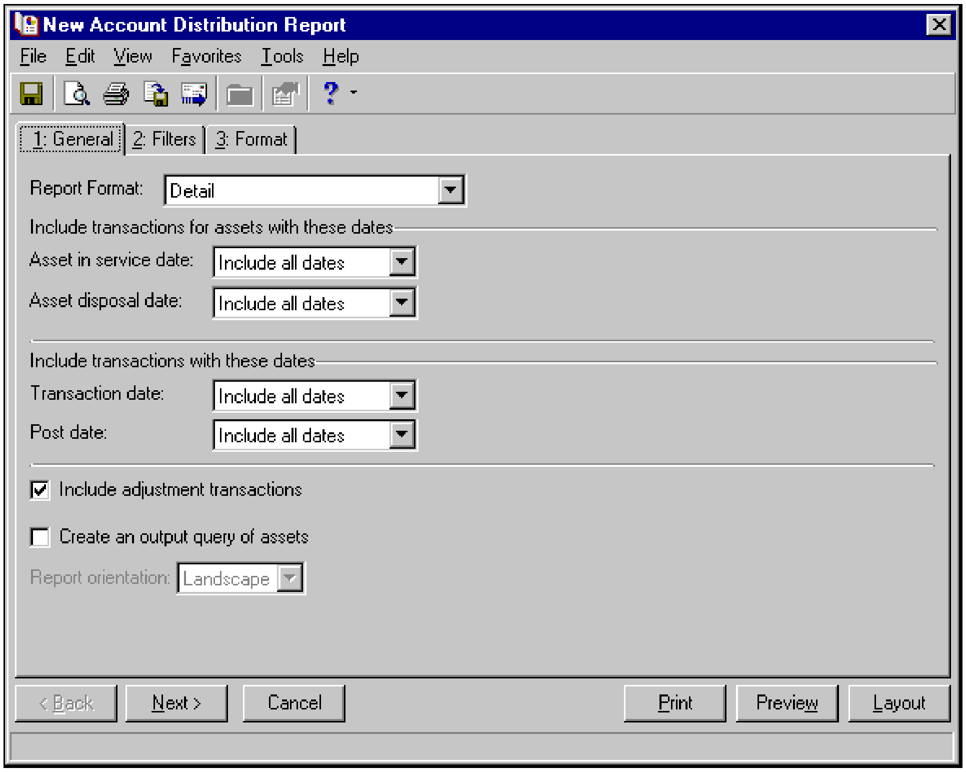
Account Distribution Report

The Account Distribution Report lists depreciation activity by ***General Ledger*** account number.

The Account Distribution Report has three tabs on which you set parameters: General, Filters, and Format. To move among the tabs in a report, use **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify the records to include in the report and how the report should look. For more information about creating an Account Distribution Report, see “Creating Reports” on page 9.

General Tab

On the General tab, you set parameters specific to the report and make selections about the information included in the report.



Report Format. In the **Report Format** field, select the amount of detail you want in the report. Select Detail or Summary.

Asset in service date. In the **Asset in service date** field, select the dates in which the assets were placed in service. You can select to include all dates, a specific date, or a specific date range.

If you select <Specific range>, you can specify a start date and an end date. If you leave the **Start date** field blank, all activity is included up to the end date. If you leave the **End date** field blank, all activity from the start date until present is included. If you leave both fields blank, all activity is included.

Asset disposal date. In the **Asset disposal date** field, select the dates in which the assets were disposed or will be disposed. You can select to include all dates, a specific date, or a specific date range.

If you select <Specific range>, you can specify a start date and an end date. If you leave the **Start date** field blank, all activity is included up to the end date. If you leave the **End date** field blank, all activity from the start date until present is included. If you leave both fields blank, all activity is included.

Transaction date. In the **Transaction date** field, select dates of transactions to include in the report. You can select to include all dates, a specific date, or a specific date range.

If you select <Specific range>, you can specify a start date and an end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date until present is included. If both fields are blank, all activity is included.

Post date. In the **Post Date** field, select the post dates for transactions to include in the report. You can select to include all dates, a specific date, or a specific date range.

If you select <Specific range>, you can specify a start date and an end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date until present is included. If both fields are blank, all activity is included.

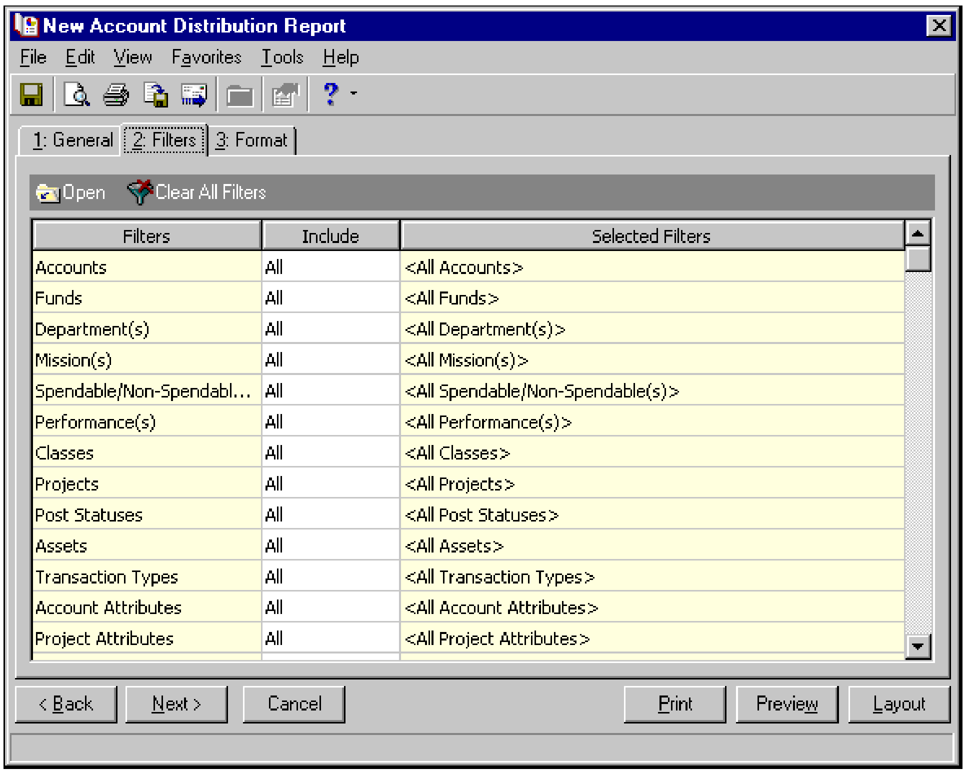
Include adjustment transactions. Mark this checkbox to include adjustment transactions in the report.

Create an output query of assets. If you mark this option, the program creates a query of the assets you select and includes it in the report. This query is available for use in other areas of the program.

Report orientation. If you select Summary in the **Report format** field, you can select Portrait or Landscape in the **Report orientation** field. If you select Detail, you can print the report in landscape format only.

Filters Tab

On the Filters tab, you can include information based on selected criteria such as Accounts, Funds, Departments, Classes, and Assets. For example, you can include accounts within a selected range, and accounts not falling within the range do not appear on the report. Or you can select one account to find which transactions were created for that account. For more information about filtering in ***The Financial Edge***, see the *Program Basics Guide*.



Open. Click a filter in the grid and click **Open** on the action bar. The Selected <Filter> screen appears so you can designate specific filters for the report.

Clear All Filters. Click **Clear All Filters** to remove all previously selected filters from the report.

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Asset Numbers filter, only the assets with the numbers you select are included in the report.

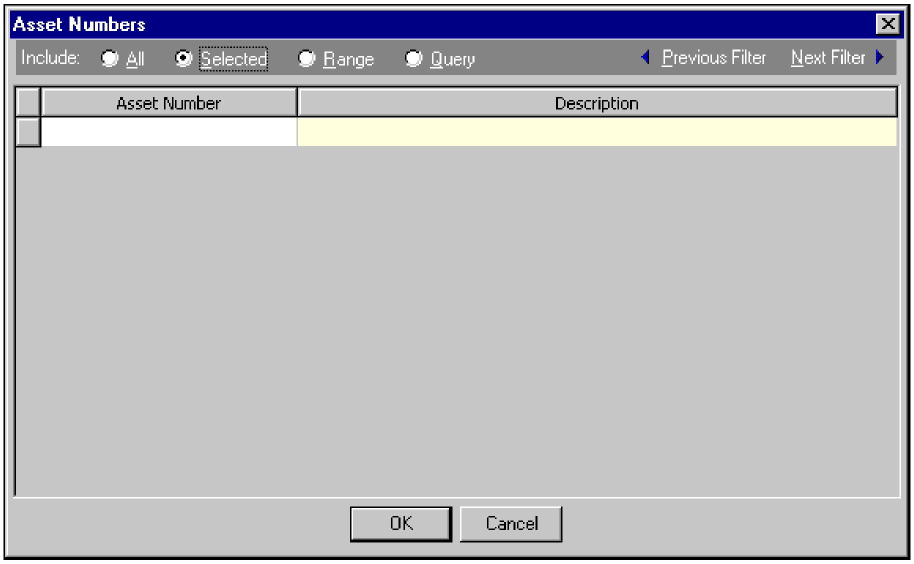
Filters. The **Filters** column lists all filters for this report. You cannot edit this column.

Include. Choose Selected in the **Include** column. The Selected <Filter> screen appears so you can designate specific filters for the report.

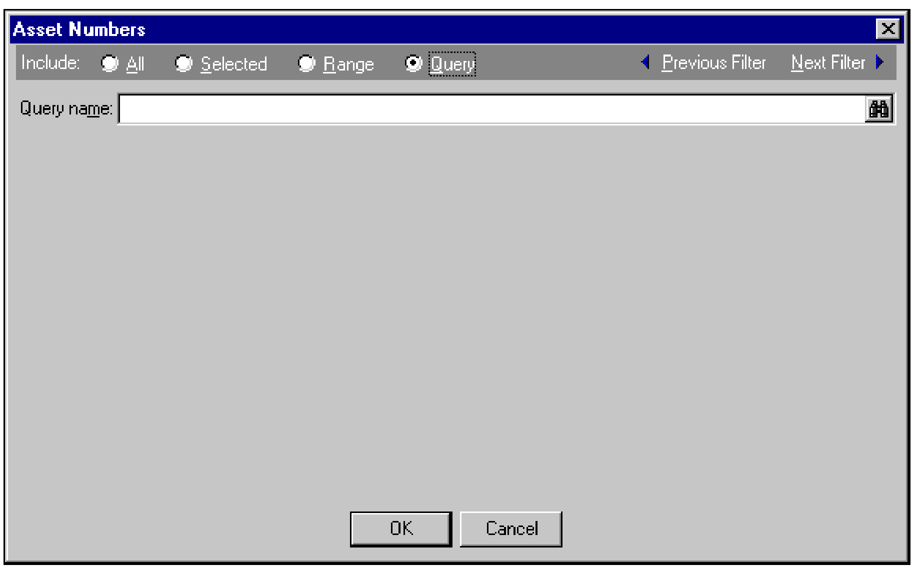
Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and click **Open** on the action bar, the Selected <Filter> screen appears. Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on your selection, different options appear on the screen.

Note: If you mark **All**, you cannot define filters. You must mark **Selected**, **Range**, or **Query** to define filters.

If you mark **Selected** or **Range**, a grid appears so you can specify individual filters.



If you mark **Query**, the **Query name** field appears so you can select a query to use as a filter.



Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Format Tab

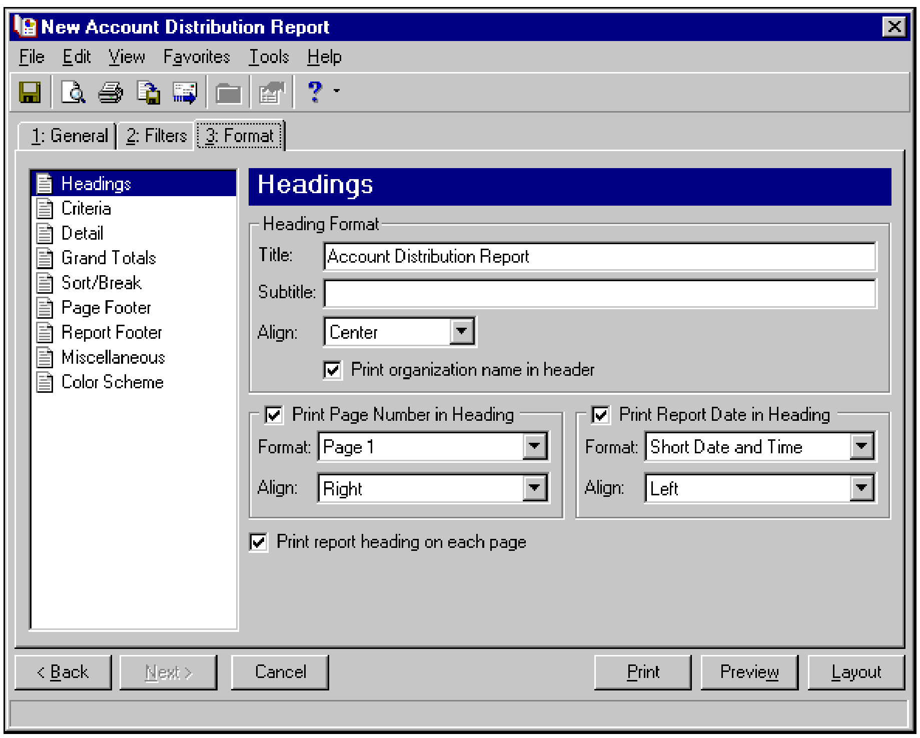
On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, sort the information in the report, and select the format for displaying monetary amounts.

The list on the left of the screen displays formatting options for the Account Distribution Report: **Headings**, **Criteria**, **Detail**, **Grand Totals**, **Sort/Break**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen changes to present selections for that section of the report.

Note: The heading defaults to Account Distribution Report in the **Title** field. You can leave this as the title for your report or enter your own.

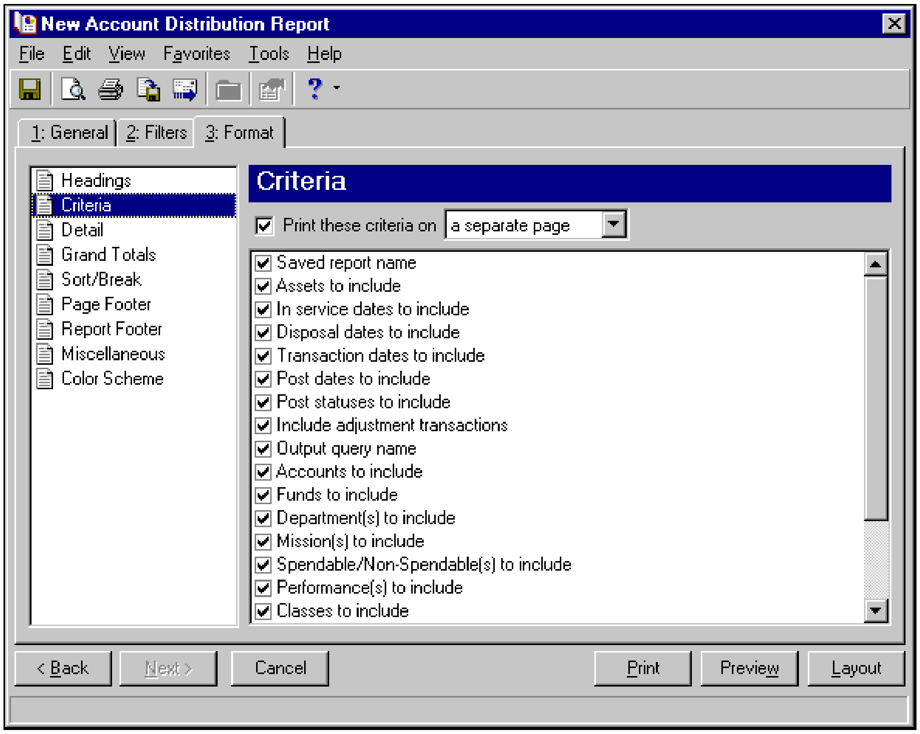
Headings. You can enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how you want the heading aligned and whether you want your organization's name to appear in the header.

You can include other options in the header, such as the page number and the date. You can also select to include the header on every page of the report.



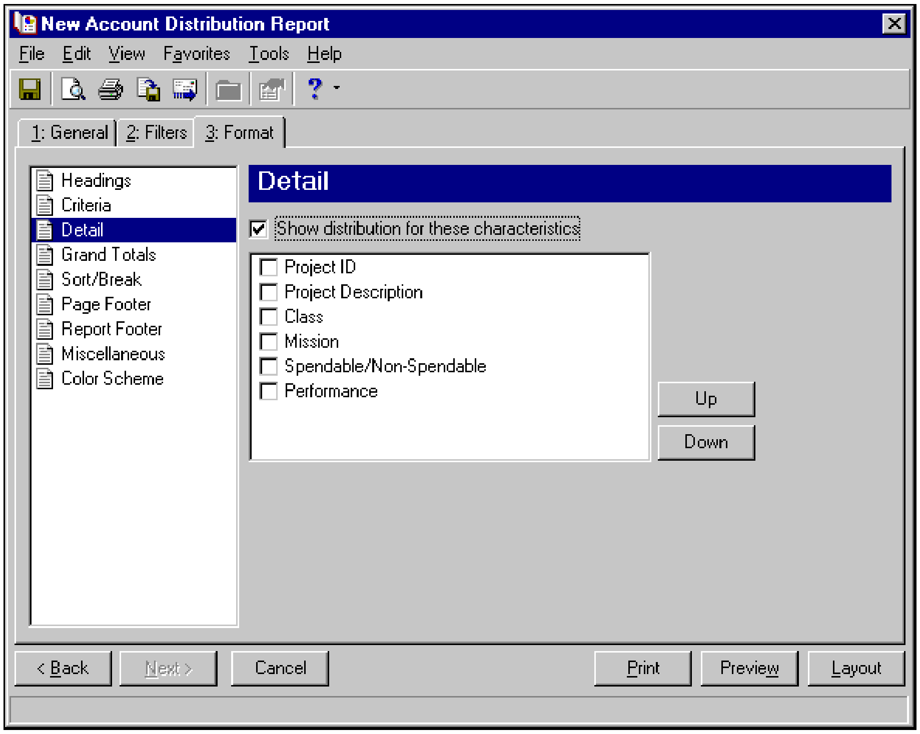
Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print with the report.

Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.

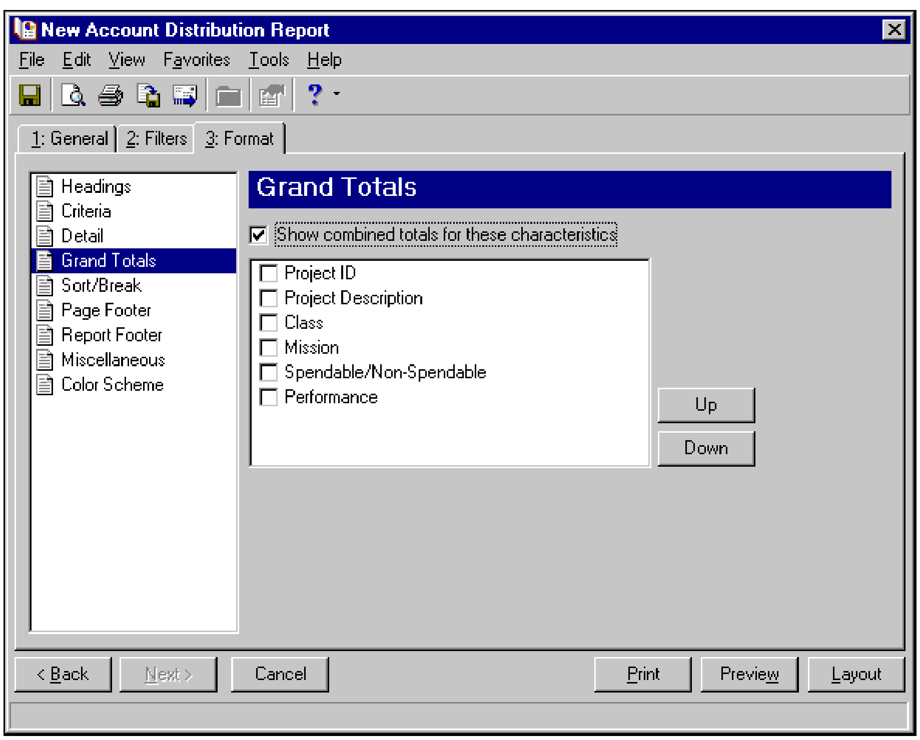


Note: You can show project detail only if you have the optional module *Projects and Grants*.

Detail. Use **Detail** to select details specific to the Account Distribution Report. Mark the checkboxes to show distribution by transaction characteristics. If you have the optional module *Projects and Grants* and have defined transaction codes, additional checkboxes appear.



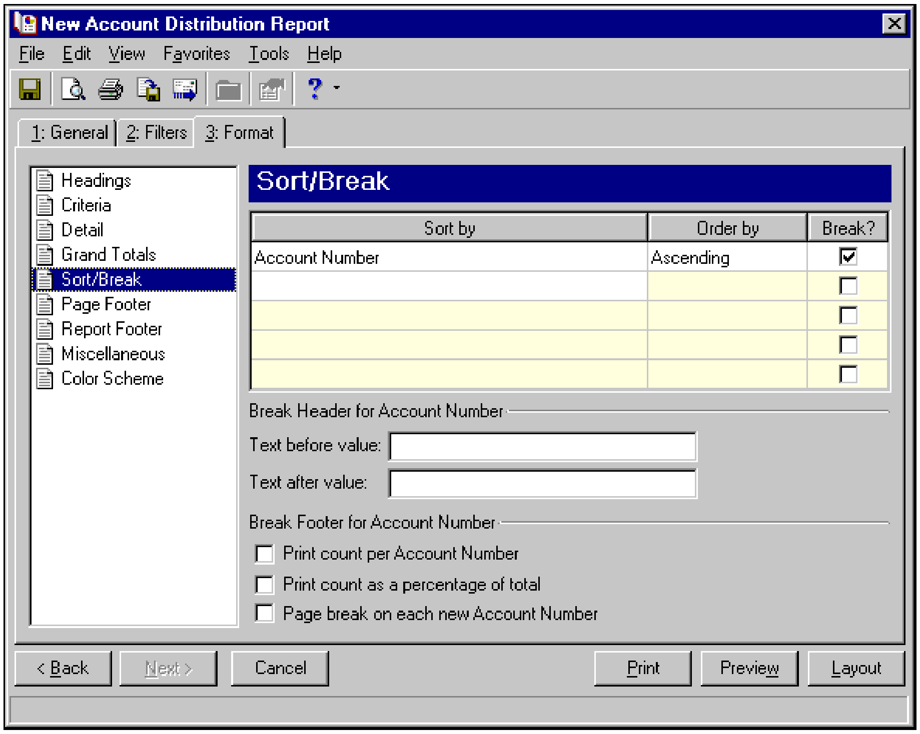
Grand Totals. Use **Grand Totals** to show combined totals for transaction characteristics. If you have the optional module *Projects and Grants* and have defined transaction codes, additional checkboxes appear.



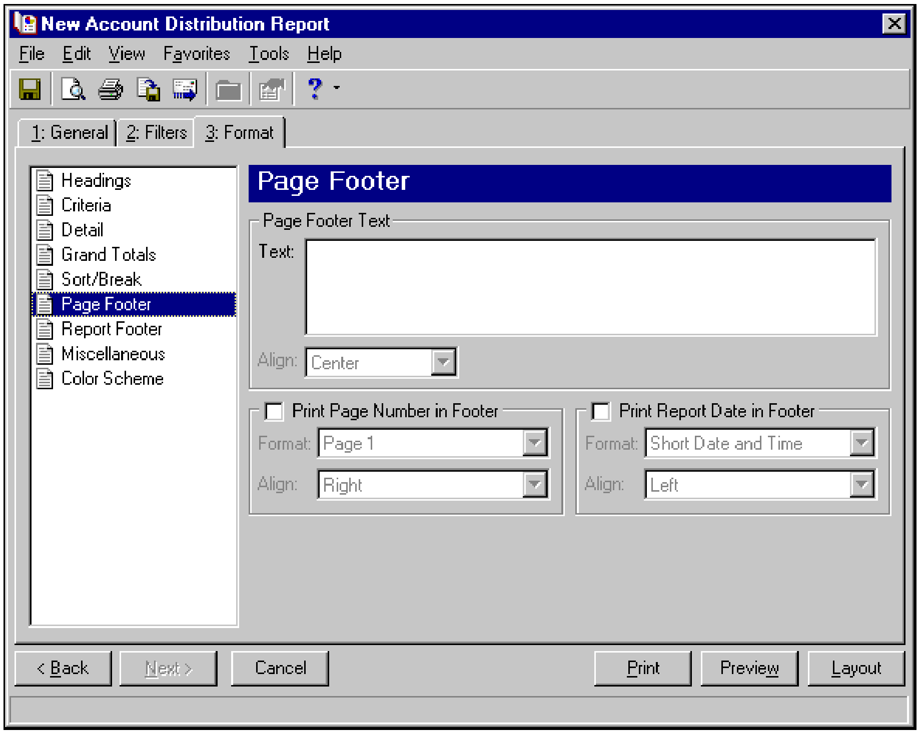
Sort/Break. Use **Sort/Break** to select the order that information appears on the report. When you select **Sort/Break** on the Format tab, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

If you make no selections in the **Sort by** column, the program sorts by the entire account number in ascending order.

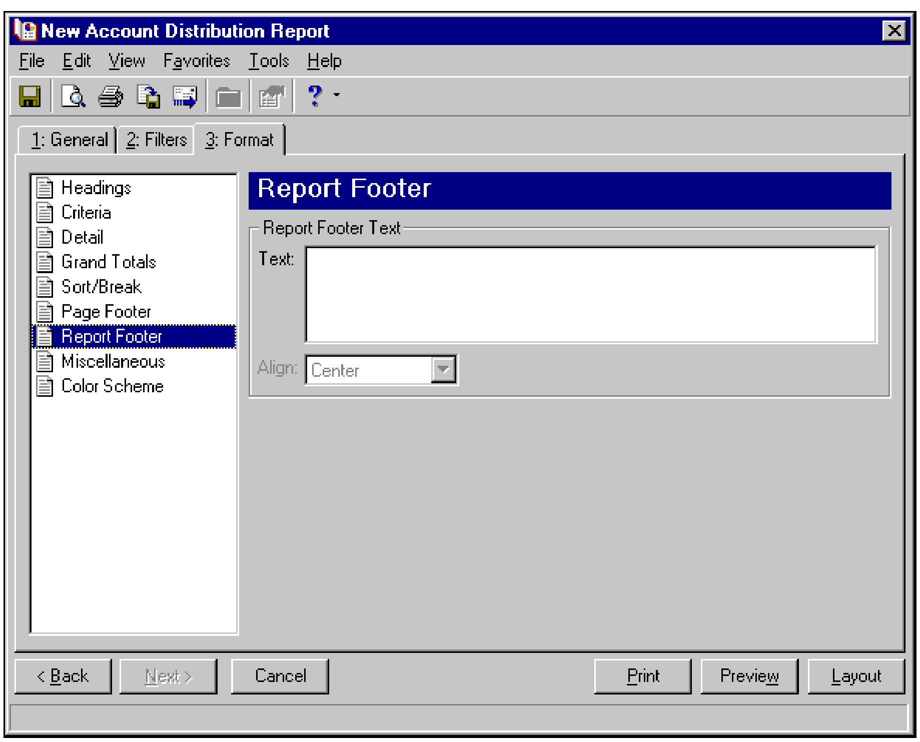
You can also create breaks between the sections you have sorted by. In the **Text before value** and **Text after value** fields, you can enter up to 30 characters in each field for information you want to print directly before and after the break. If you mark **Print count per [ ]** field or **Print count as percentage of total** for the selected sort field, the number or percentage for each selected sort option appears in the footer. If you mark **Page break on each new [ ]**, a new page starts for the highest level break.



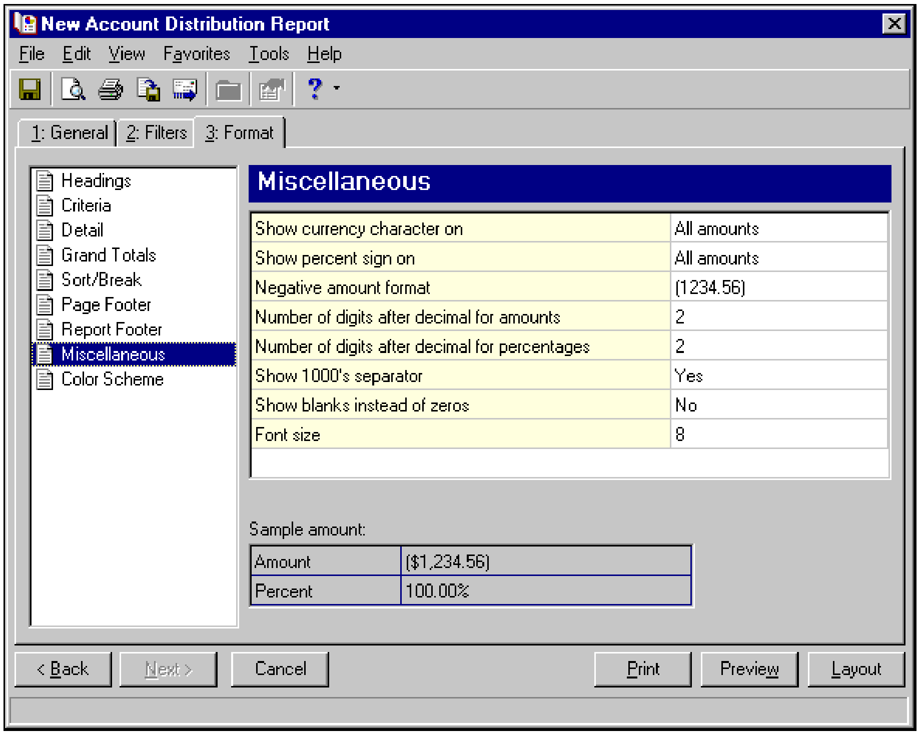
Page Footer. Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field for the page footer. You can also select how to align the text and include the page number and date in the footer.



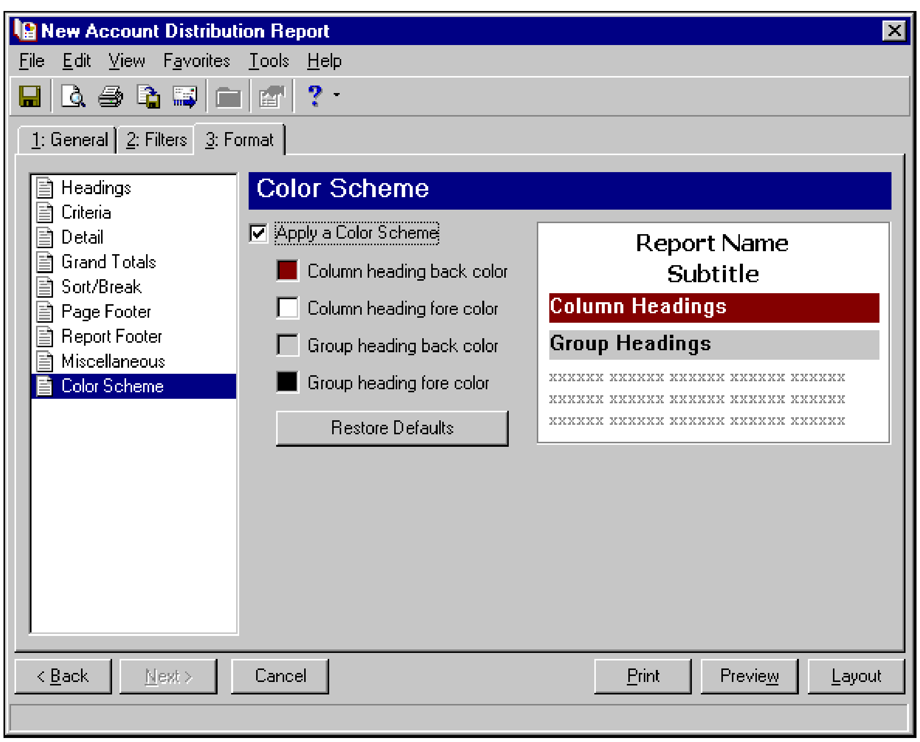
Report Footer. Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select how to align the text.



Miscellaneous. Use **Miscellaneous** to specify how you want numbers to appear on the report and the font size for the report.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the reports prints in black.



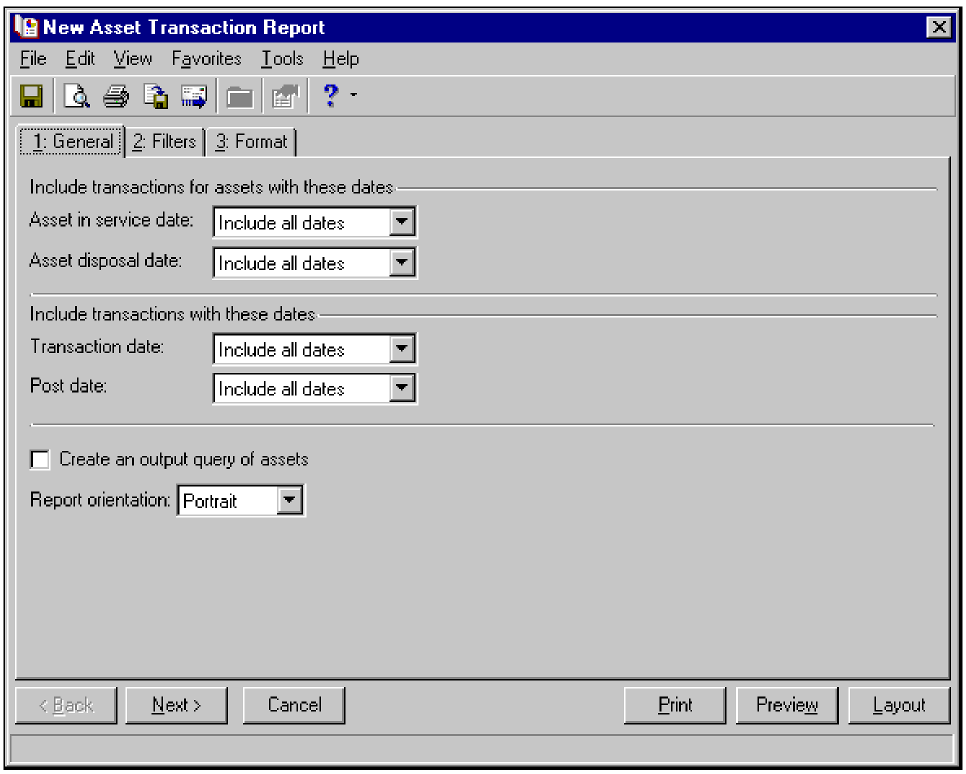
Asset Transaction Report

The Asset Transaction Report lists all depreciation transactions for selected assets.

The Asset Transaction Report has three tabs on which you set parameters: General, Filters, and Format. To move among the tabs in a report, use **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify the records to include in the report and how the report should look. For more information about creating a Asset Transaction Report, see “Creating Reports” on page 9.

General Tab

On the General tab, you set parameters specific to the report and make selections about the information included in the report.



Asset in service date. In the **Asset in service date** field, select the dates in which the assets were placed in service. You can select to include all dates, a specific date, or a specific date range.

If you select <Specific range>, you can specify a start date and an end date. If you leave the **Start date** field blank, all activity is included up to the end date. If you leave the **End date** field blank, all activity from the start date until present is included. If you leave both fields blank, all activity is included.

Asset disposal date. In the **Asset disposal date** field, select the dates in which the assets were disposed or will be disposed. You can select to include all dates, a specific date, or a specific date range.

If you select <Specific range>, you can specify a start date and an end date. If you leave the **Start date** field blank, all activity is included up to the end date. If you leave the **End date** field blank, all activity from the start date until present is included. If you leave both fields blank, all activity is included.

Transaction date. In the **Transaction date** field, select dates of transactions to include in the report. You can select to include all dates, a specific date, or a specific date range.

If you select <Specific range>, you can specify a start date and an end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date until present is included. If both fields are blank, all activity is included.

Post date. In the **Post date** field, select post dates to include in the report. You can select to include all dates, a specific date, or a specific date range.

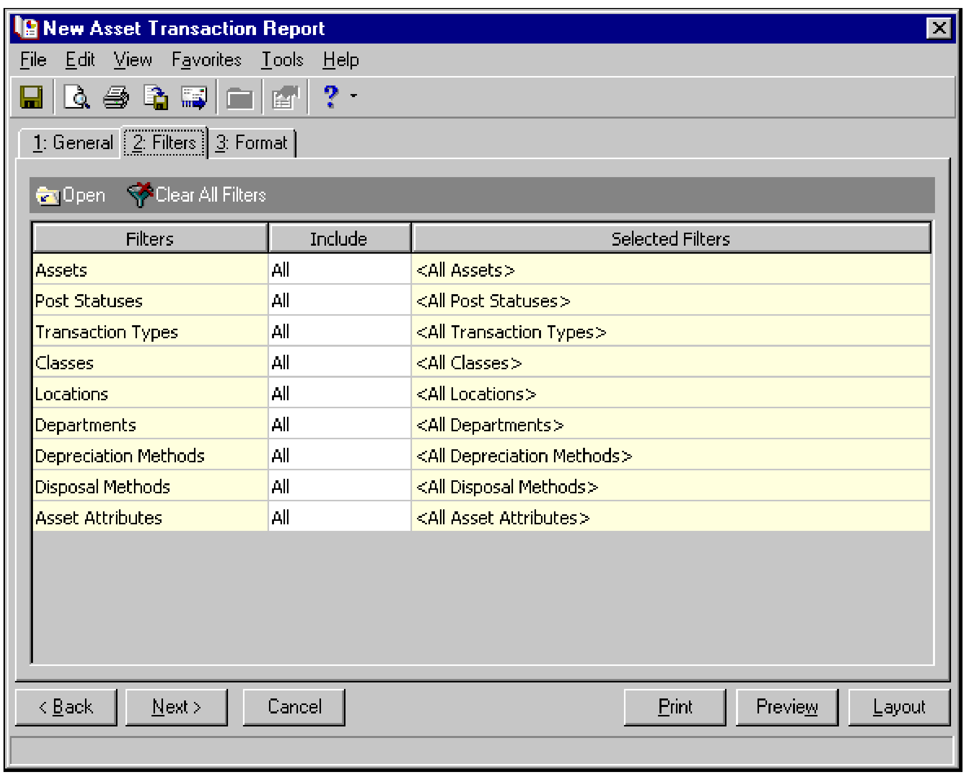
If you select <Specific range>, you can specify a start date and an end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date until present is included. If both fields are blank, all activity is included.

Create an output query of assets. If you mark this option, the program creates a query of the assets you select and includes it in the report. This query is available for use in other areas of the program.

Report orientation. In the **Report orientation** field, select Portrait or Landscape.

Filters Tab

On the Filters tab, you can include information based on selected criteria such as Assets, Classes, Locations, and Departments. For example, you can include assets within a selected range, and assets not falling within the range do not appear on the report. For more information about filtering in ***The Financial Edge***, see the *Program Basics Guide*.



Open. Click a filter in the grid and click **Open** on the action bar. The Selected <Filter> screen appears so you can designate specific filters for the report.

Clear All Filters. Click **Clear All Filters** to remove all previously selected filters from the report.

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Asset Numbers filter, only the assets with the numbers you select are included in the report.

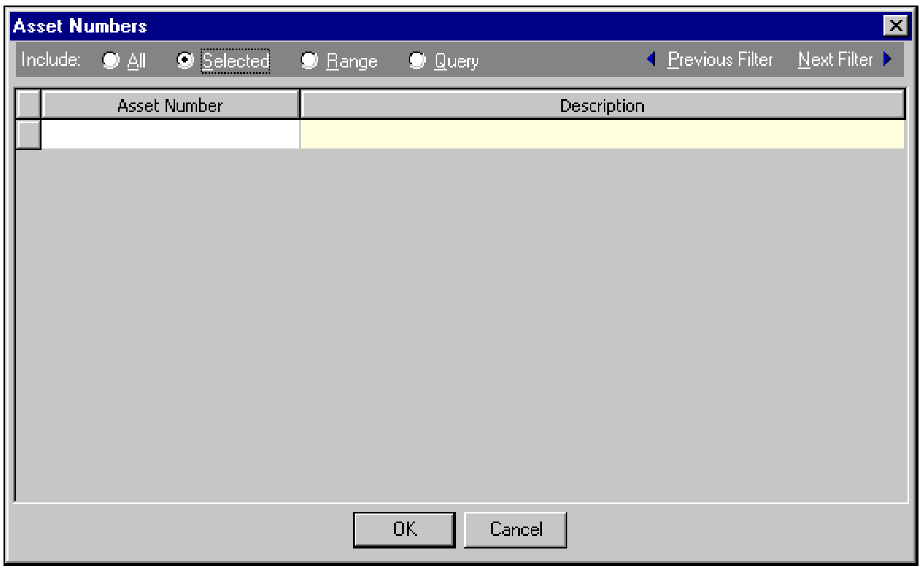
Filters. The **Filters** column lists all filters for this report. You cannot edit this column.

Include. Choose Selected in the **Include** column. The Selected <Filter> screen appears so you can designate specific filters for the report.

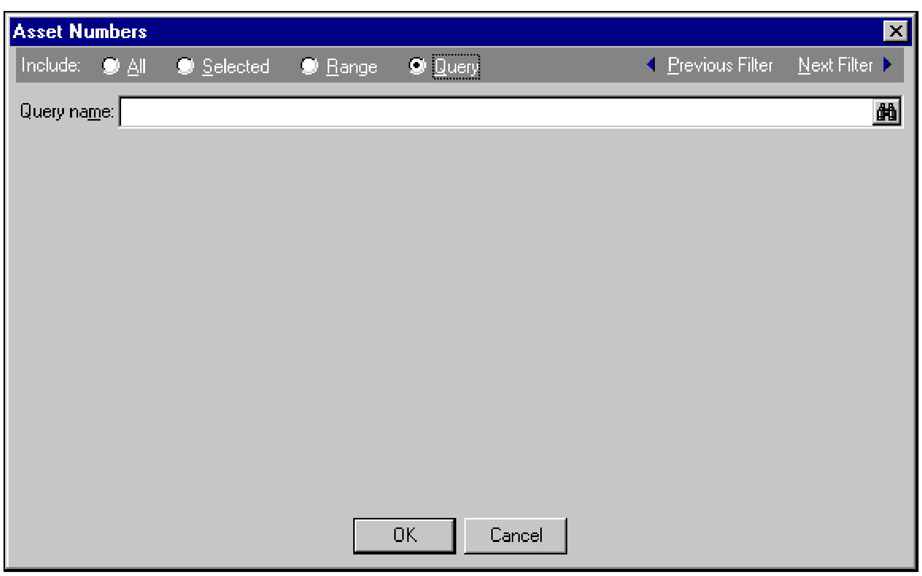
Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and click **Open** on the action bar, the Selected <Filter> screen appears. Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on your selection, different options appear on the screen.

Note: If you mark **All**, you cannot define filters. You must mark **Selected**, **Range**, or **Query** to define filters.

If you mark **Selected** or **Range**, a grid appears so you can specify individual filters.



If you mark **Query**, the **Query name** field appears so you can select a query to use as a filter.



Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Format Tab

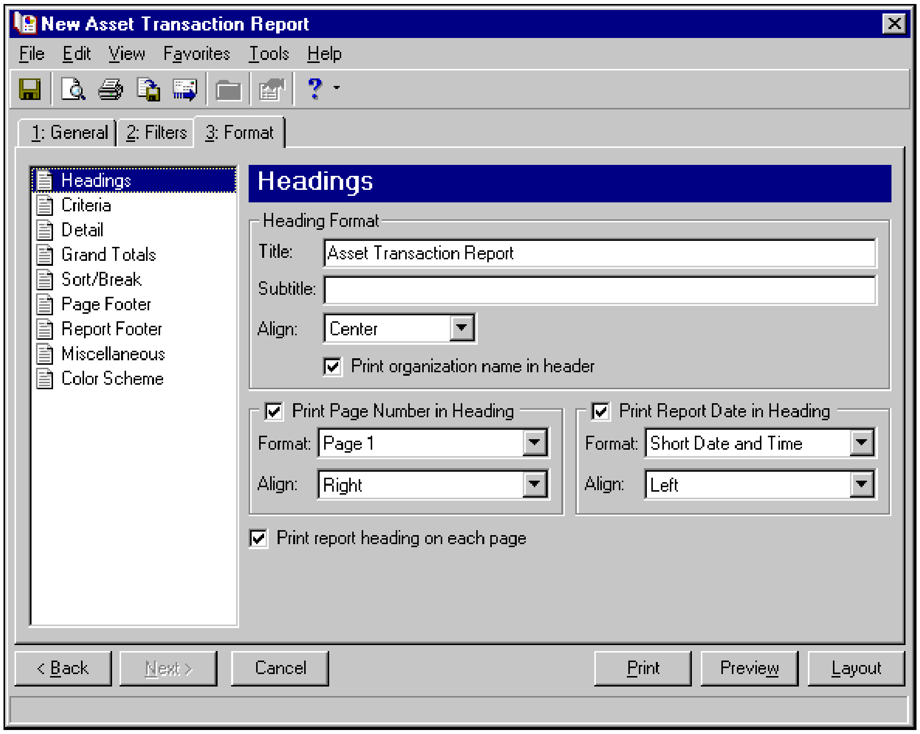
On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, sort the information in the report, and select the format for displaying monetary amounts.

The list on the left of the screen displays formatting options for the Asset Transaction Report: **Headings**, **Criteria**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen changes to present selections for that section of the report.

Note: The heading defaults to Asset Transaction Report in the **Title** field. You can leave this as the title for your report or enter your own.

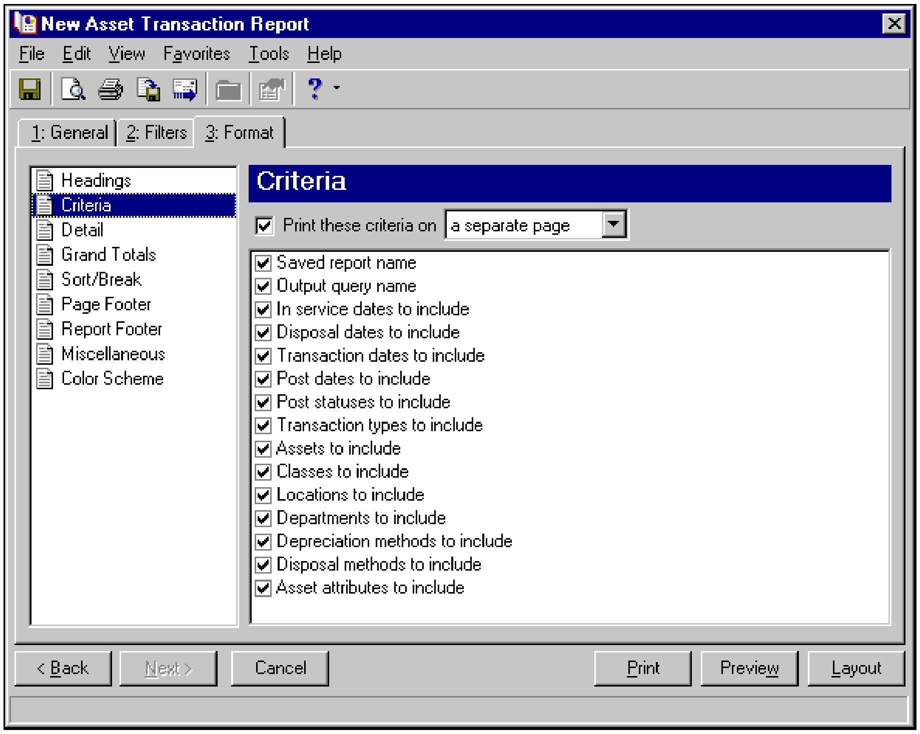
Headings. You can enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how you want the heading aligned and whether you want your organization's name to appear in the header.

You can include other options in the header, such as the page number and the date. You can also select to include the header on every page of the report.



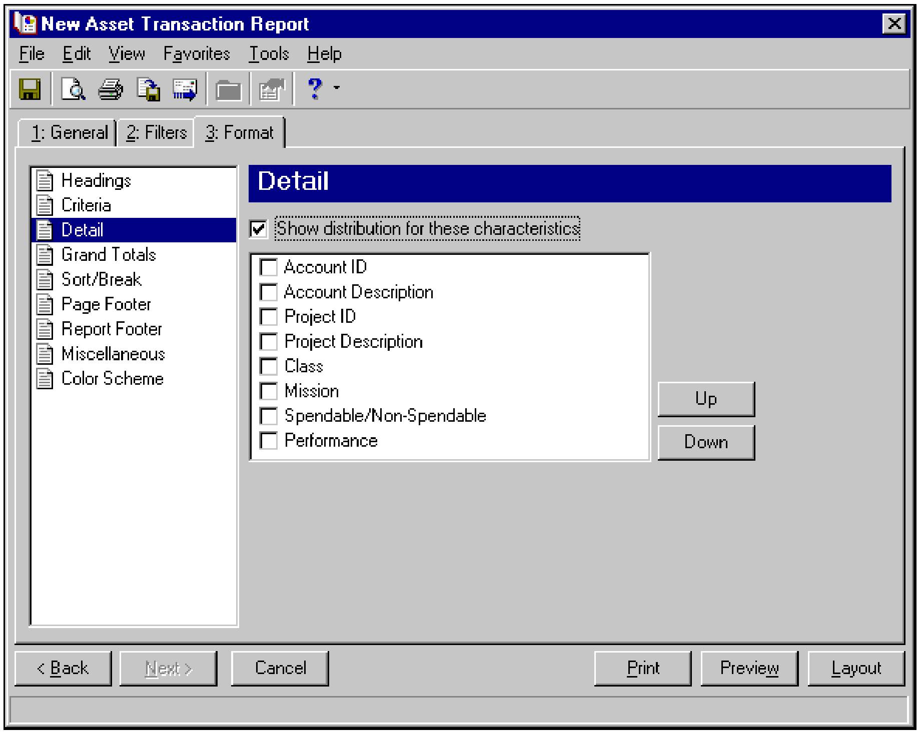
Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print with the report.

Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.

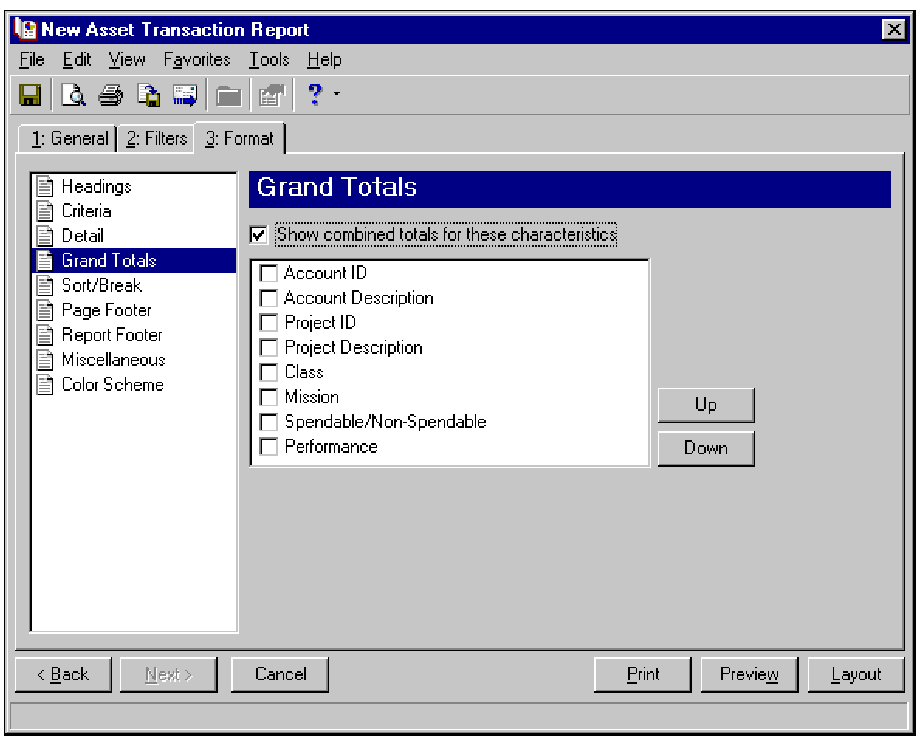


Note: You can show project detail only if you have the optional module *Projects and Grants*.

Detail. Use **Detail** to select details specific to the Asset Transaction Report. Mark the checkboxes to show distribution by transaction characteristics. If you have the optional module *Projects and Grants* and have defined transaction codes, additional checkboxes appear.



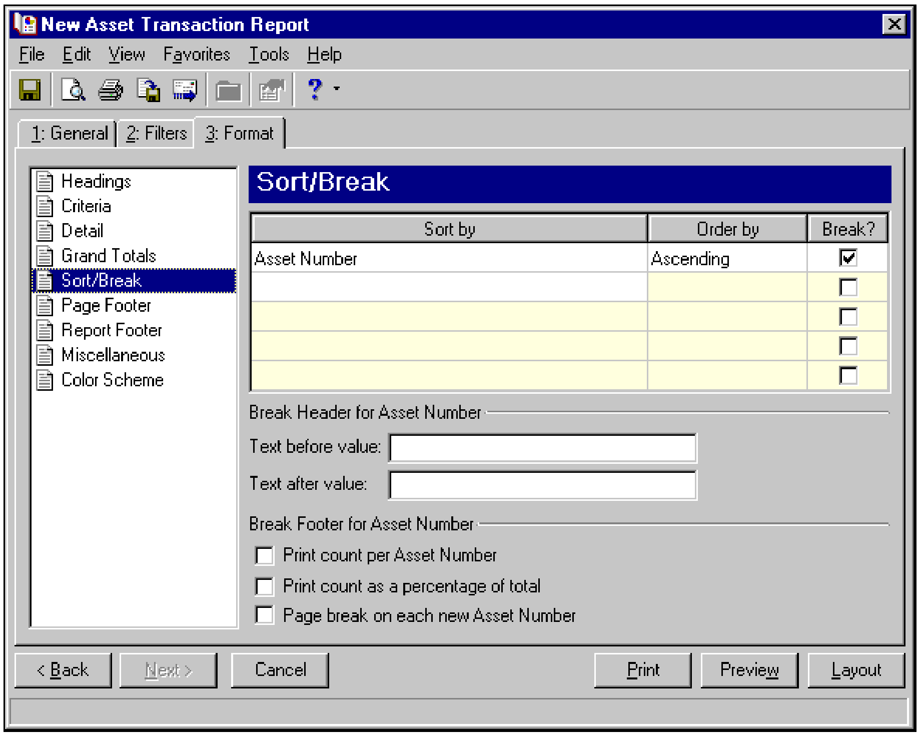
Grand Totals. Use **Grand Totals** to show combined totals for transaction characteristics. If you have the optional module *Projects and Grants* and have defined transaction codes, additional checkboxes appear.



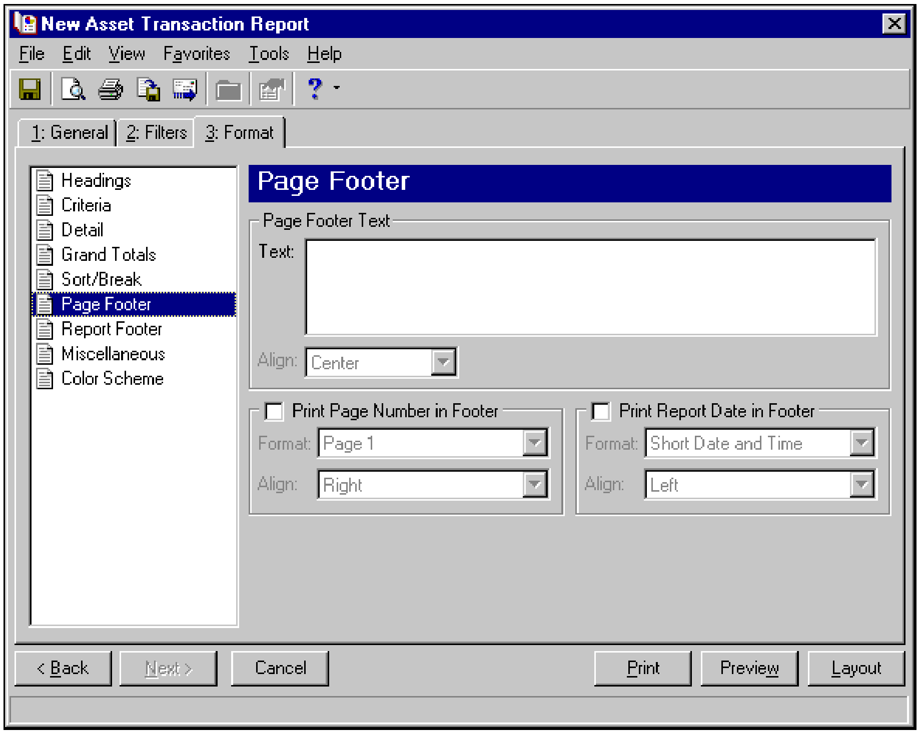
Sort/Break. Use **Sort/Break** to select the order that information appears on the report. When you select **Sort/Break** on the Format tab, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

If you make no selections in the **Sort by** column, the program sorts by the asset number in ascending order.

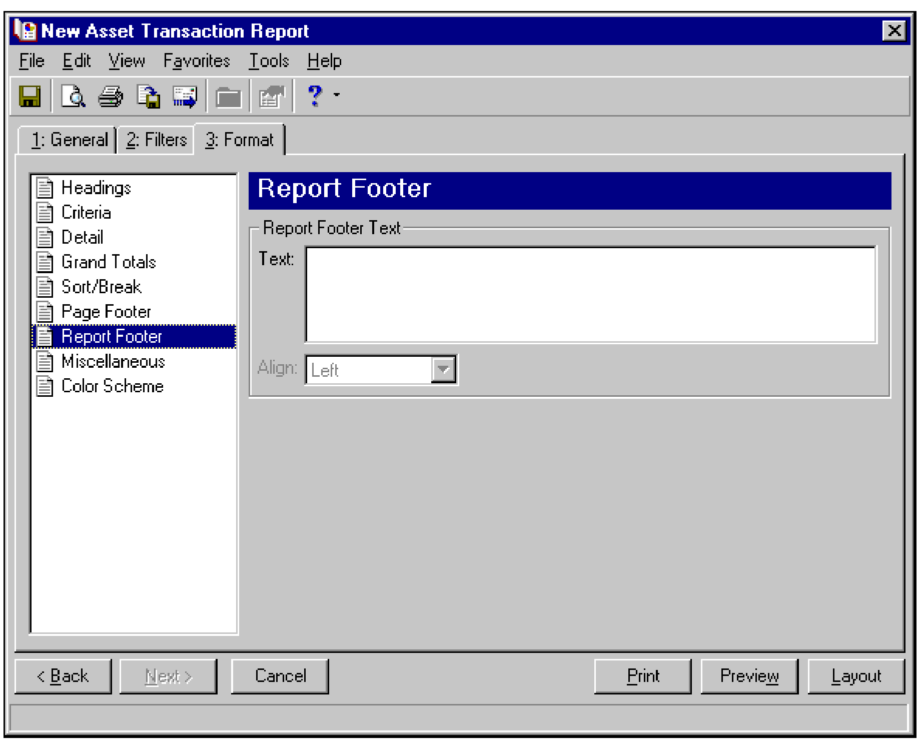
You can also create breaks between the sections you have sorted by. In the **Text before value** and **Text after value** fields, you can enter up to 30 characters in each field for information you want to print directly before and after the break. If you mark **Print count per [ ]** or **Print count as percentage of total** for the selected sort field, the number or percentage for each selected sort option appears in the footer. If you mark **Page break on each new [ ]**, a new page starts for the highest level break.



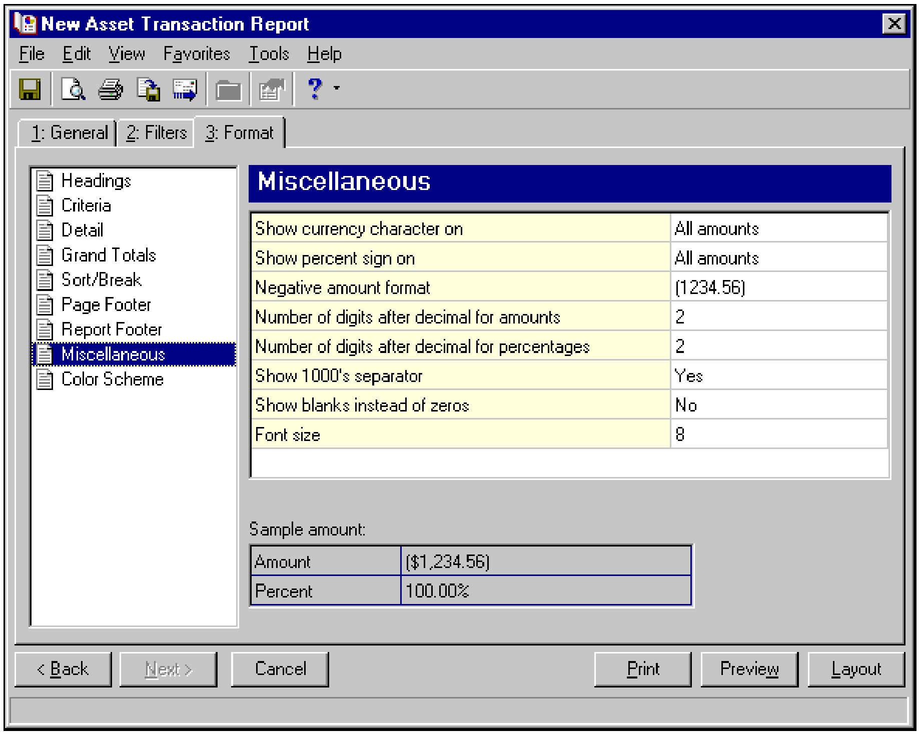
Page Footer. Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field for the page footer. You can also select how to align the text and include the page number and date in the footer.



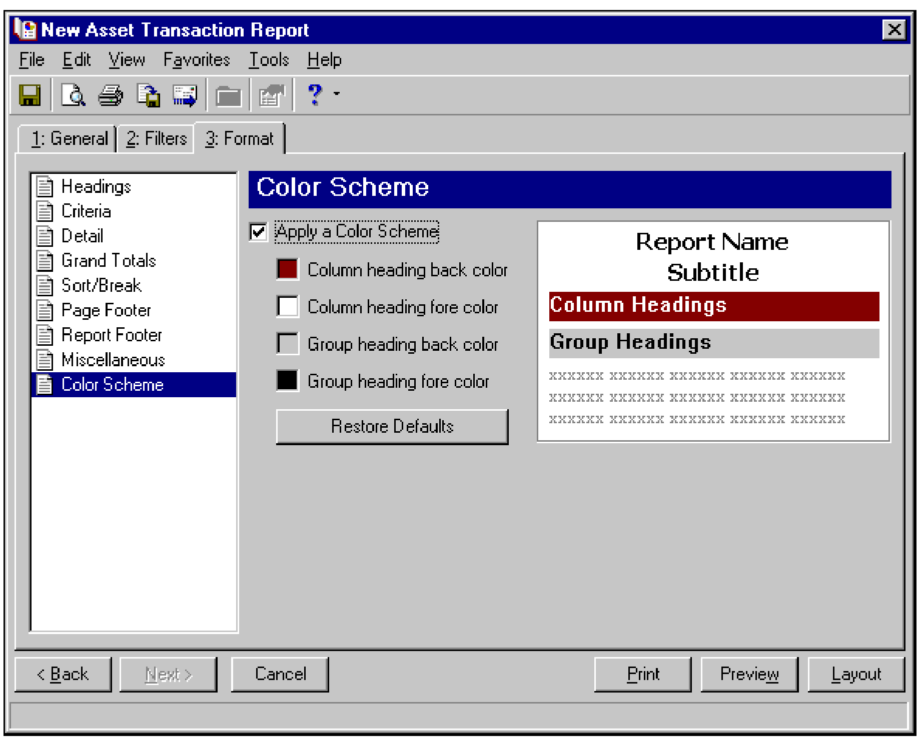
Report Footer. Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select how to align the text.



Miscellaneous. Use **Miscellaneous** to specify how you want numbers to appear on the report and the font size for the report.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the reports prints in black.



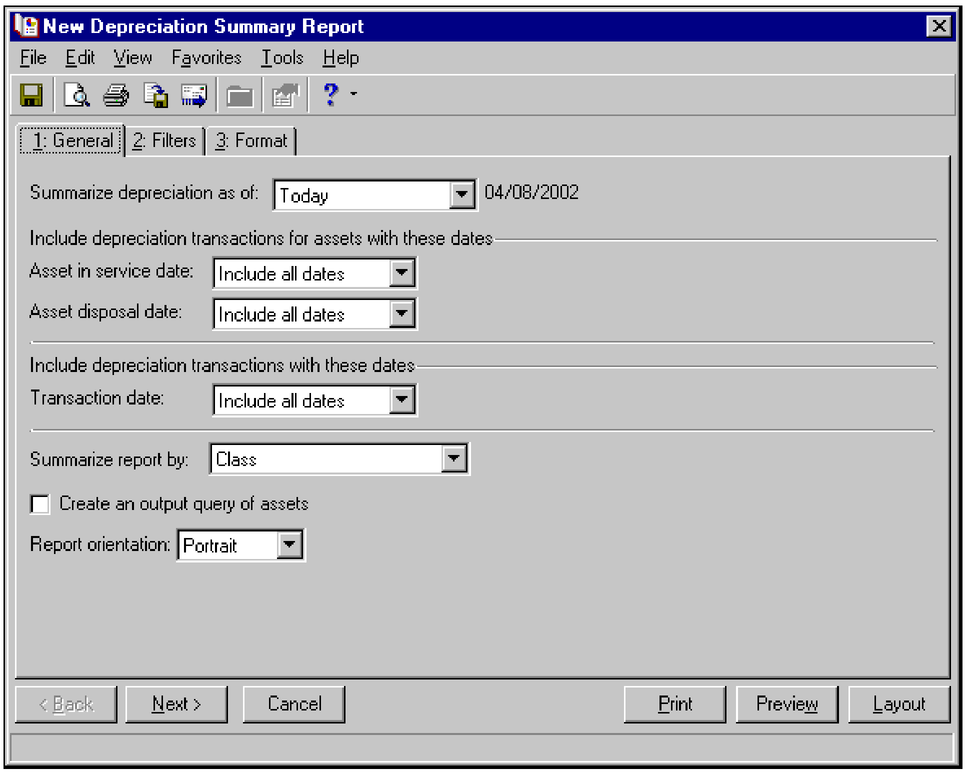
Depreciation Summary Report

The Depreciation Summary Report lists depreciation summarized by asset class, location, department, or depreciation method.

The Depreciation Summary Report has three tabs on which you set parameters.: General, Filters, and Format. To move among the tabs in a report, use **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify the records to include in the report and how the report should look. For more information about creating a Depreciation Summary Report, see “Creating Reports” on page 9.

General Tab

On the General tab, you set parameters specific to the report and make selections about the information included in the report.



Glossary: Depreciation is the amount charged against an organization’s earnings to recognize the cost of an asset over its estimated useful life, giving consideration to wear and tear, obsolescence, and salvage value. Depreciation is calculated on assets for a certain period of time to reflect their decreased value.

Summarize depreciation as of. In the **Summarize depreciation as of** field, select the last day of the summary period.

Asset in service date. In the **Asset in service date** field, select the dates in which the assets were placed in service. You can select to include all dates, a specific date, or a specific date range.

If you select <Specific range>, you can specify a start date and an end date. If you leave the **Start date** field blank, all activity is included up to the end date. If you leave the **End date** field blank, all activity from the start date until present is included. If you leave both fields blank, all activity is included.

Asset disposal date. In the **Asset disposal date** field, select the dates in which the assets were disposed or will be disposed. You can select to include all dates, a specific date, or a specific date range.

If you select <Specific range>, you can specify a start date and an end date. If you leave the **Start date** field blank, all activity is included up to the end date. If you leave the **End date** field blank, all activity from the start date until present is included. If you leave both fields blank, all activity is included.

Transaction date. In the **Transaction date** field, select dates of transactions to include in the report. You can select to include all dates, a specific date, or a specific date range.

If you select <Specific range>, you can specify a start date and an end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date until present is included. If both fields are blank, all activity is included.

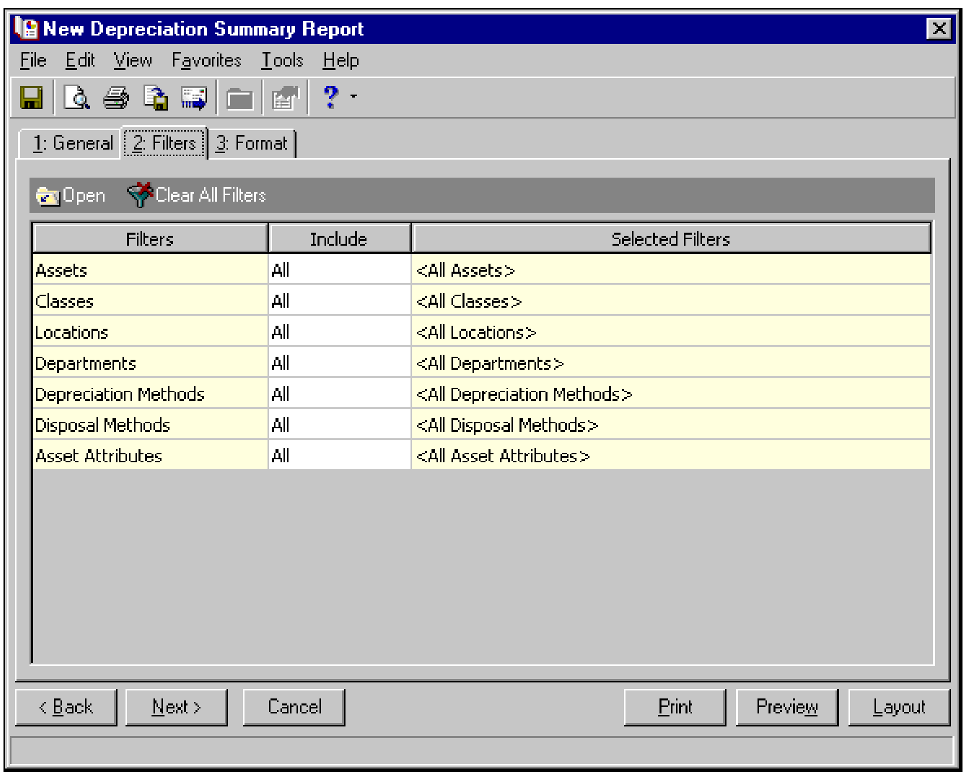
Summarize report by. In the **Summarize report by** field, select to summarize by class, location, department, or depreciation method.

Create an output query of assets. If you mark this option, the program creates a query of the assets you select and includes it in the report. This query is available for use in other areas of the program.

Report orientation. In the **Report orientation** field, select Portrait or Landscape.

Filters Tab

On the Filters tab, you can include information based on selected criteria such as Assets, Locations, Transaction Types, and Classes. For example, you can include assets within a selected range, and assets not falling within the range do not appear on the report. For more information about filtering criteria, see *The Program Basics Guide*.



Open. Click a filter in the grid and click **Open** on the action bar. The Selected <Filter> screen appears so you can designate specific filters for the report.

Clear All Filters. Click **Clear All Filters** to remove all previously selected filters from the report.

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Asset Numbers filter, only the assets with the numbers you select are included in the report.

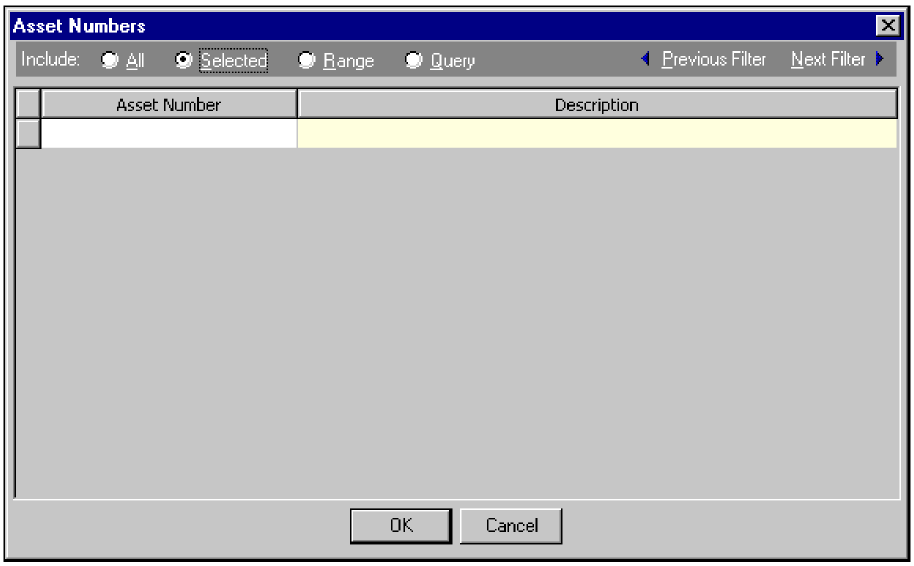
Filters. The **Filters** column lists all filters for this report. You cannot edit this column.

Include. Choose Selected in the **Include** column. The Selected <Filter> screen appears so you can designate specific filters for the report.

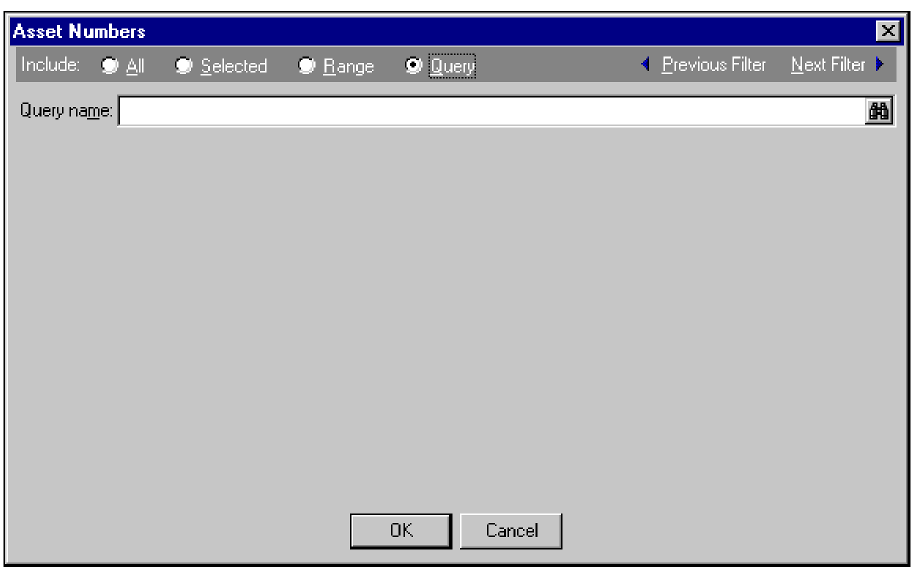
Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and click **Open** on the action bar, the Selected <Filter> screen appears. Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on your selection, different options appear on the screen.

Note: If you mark **All**, you cannot define filters. You must mark **Selected**, **Range**, or **Query** to define filters.

If you mark **Selected** or **Range**, a grid appears so you can specify individual filters.



If you mark **Query**, the **Query name** field appears so you can select a query to use as a filter.



Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Format Tab

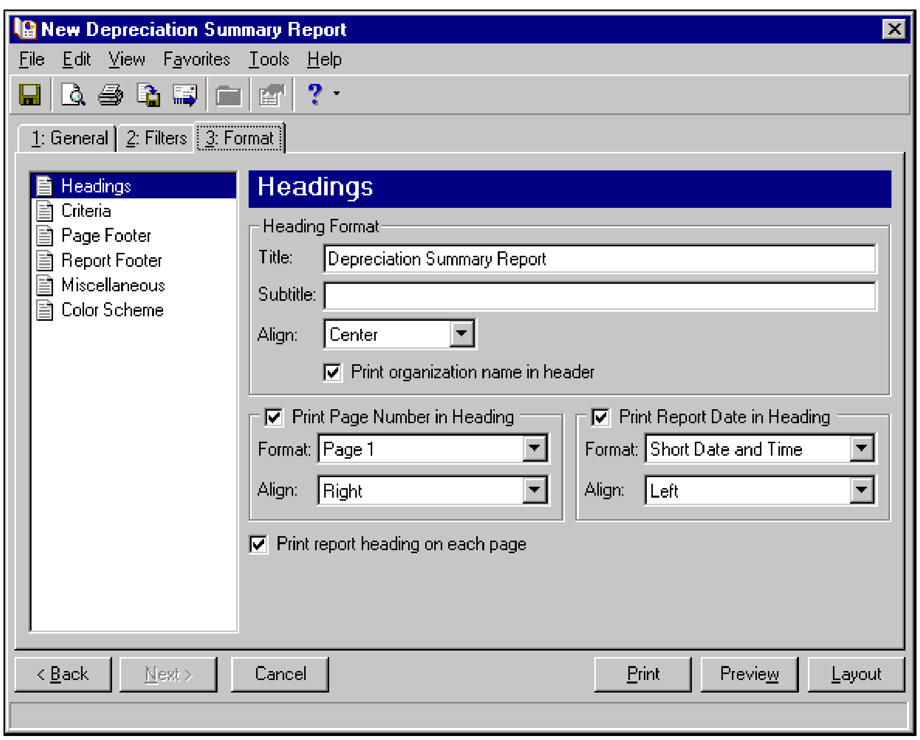
On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, sort the information in the report, and select the format for displaying monetary amounts.

The list on the left of the screen displays formatting options for the Depreciation Summary Report: **Headings**, **Criteria**, **Detail**, **Grand Totals**, **Sort/Break**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen changes to present selections for that section of the report.

Note: The heading defaults to Depreciation Summary Report in the **Title** field. You can leave this as the title for your report or enter your own.

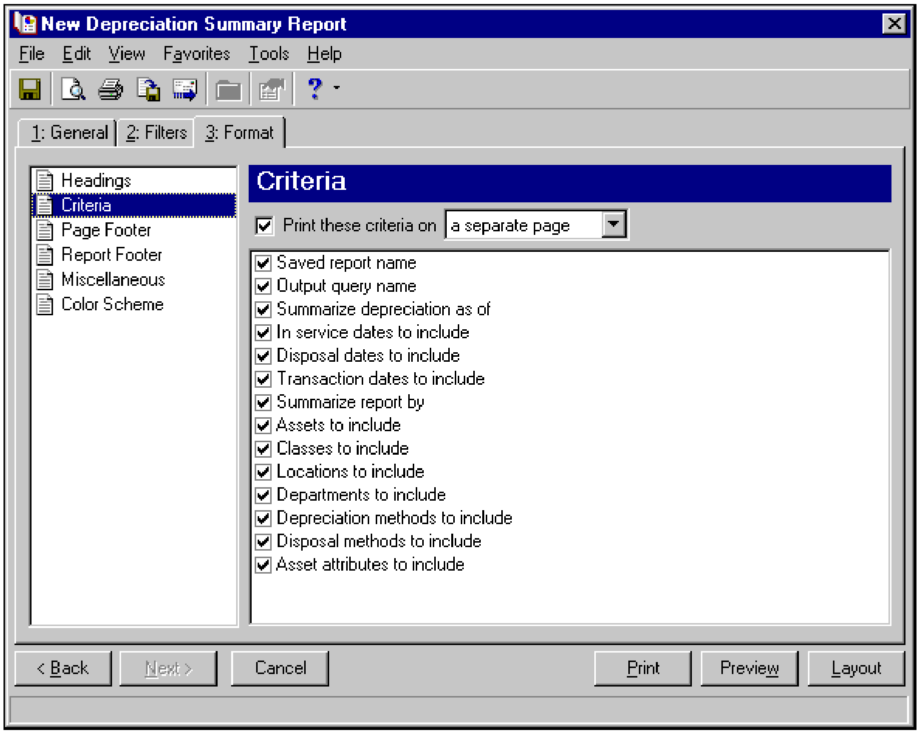
Headings. You can enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how you want the heading aligned and whether you want your organization's name to appear in the header.

You can include other options in the header, such as the page number and the date. You can also select to include the header on every page of the report.



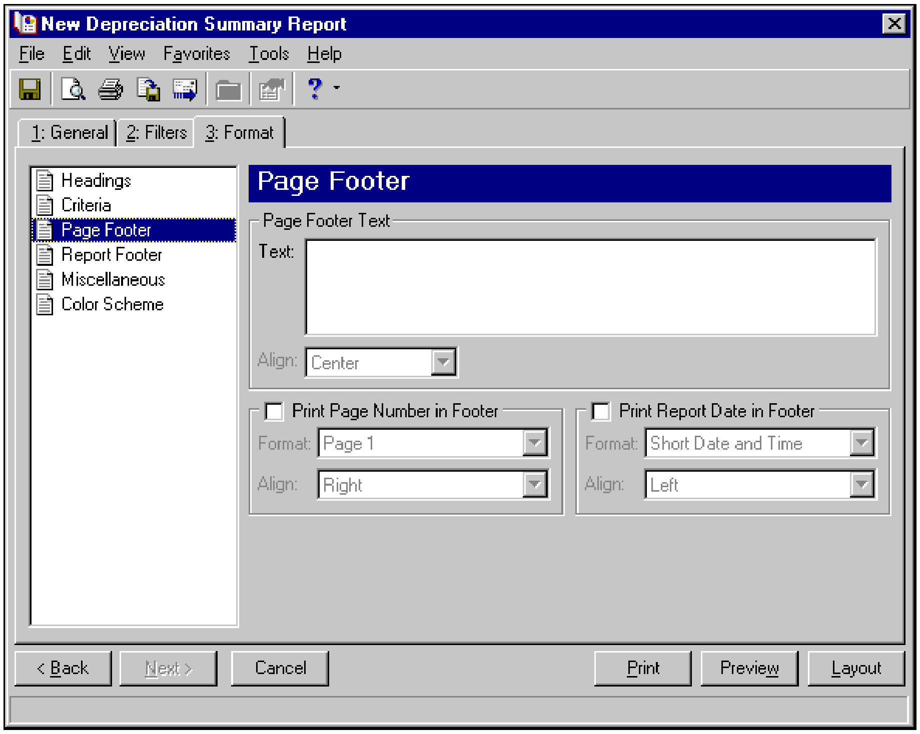
Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print with the report.

Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.

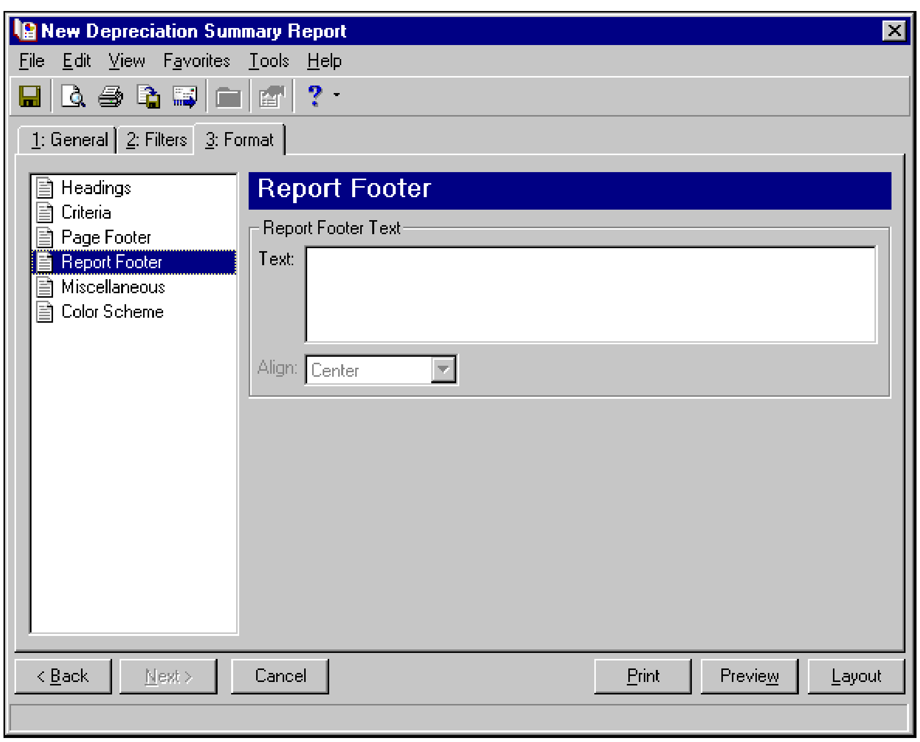


Note: You can show project detail only if you have the optional module *Projects and Grants*.

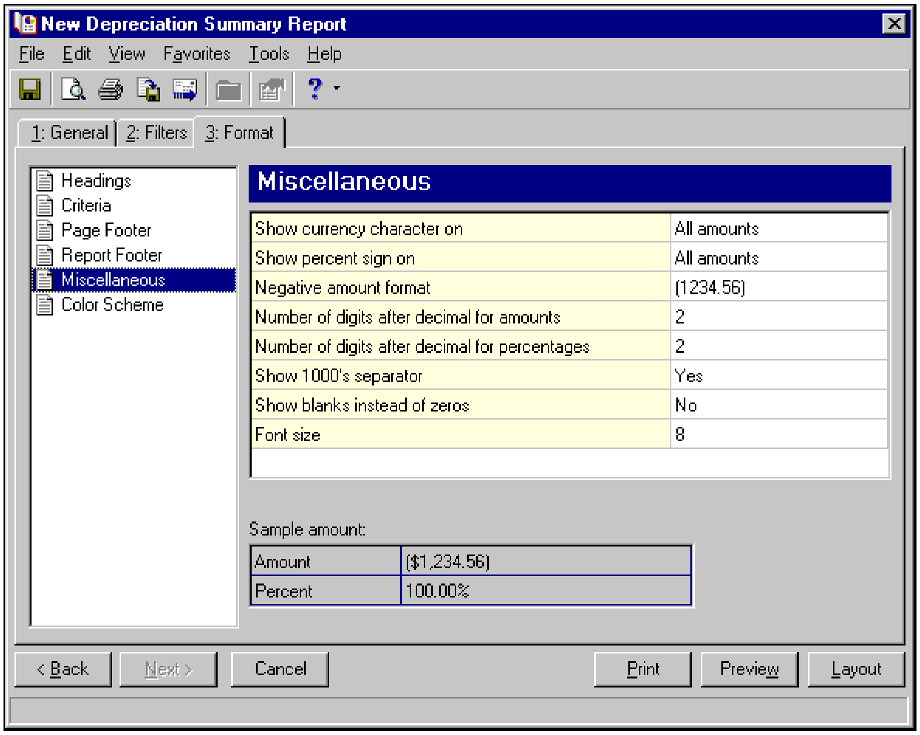
Page Footer. Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field for the page footer. You can also select how to align the text and include the page number and date in the footer.



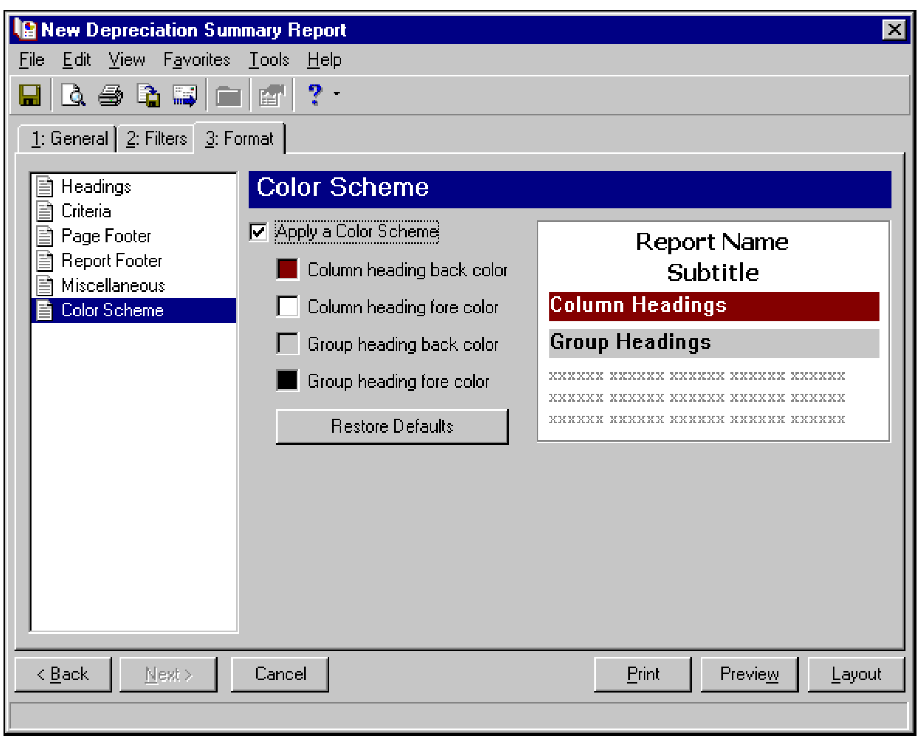
Report Footer. Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select how to align the text.



Miscellaneous. Use **Miscellaneous** to specify how you want numbers to appear on the report and the font size for the report.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the reports prints in black.



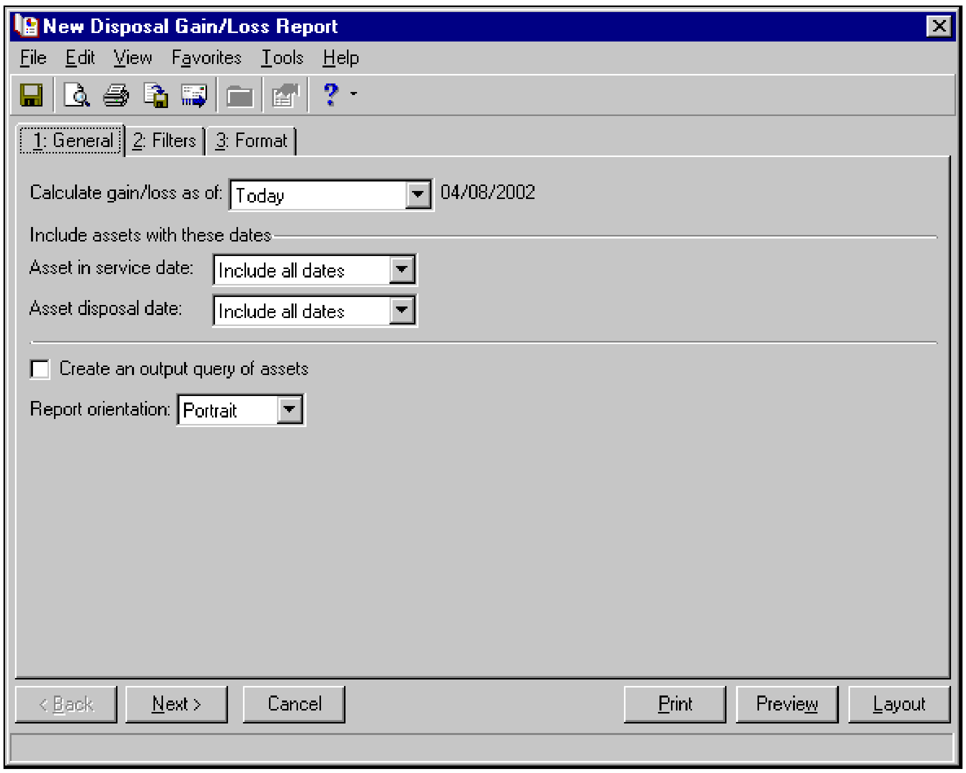
Disposal Gain/Loss Report

The Disposal Gain/Loss Report lists all assets disposed of in a specified date range. You can use this report to verify disposal transactions posted accurately to ***General Ledger***.

The Disposal Gain/Loss Report has three tabs on which you set parameters: General, Filters, and Format. To move among the tabs in a report, use **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify the records to include in the report and how the report should look. For more information about creating a Disposal Gain/Loss Report, see “Creating Reports” on page 9.

General Tab

On the General tab, you set parameters specific to the report and make selections about the information included in the report.



Calculate gain/loss as of. In the **Calculate gain/loss** field, select Today or <Specific date> as the last date of the calculation period.

Asset in service date. In the **Asset in service date** field, select the dates in which the assets were placed in service. You can select to include all dates, a specific date, or a specific date range.

If you select <Specific range>, you can specify a start date and an end date. If you leave the **Start date** field blank, all activity is included up to the end date. If you leave the **End date** field blank, all activity from the start date until present is included. If you leave both fields blank, all activity is included.

Asset disposal date. In the **Asset disposal date** field, select the dates in which the assets were disposed or will be disposed. You can select to include all dates, a specific date, or a specific date range.

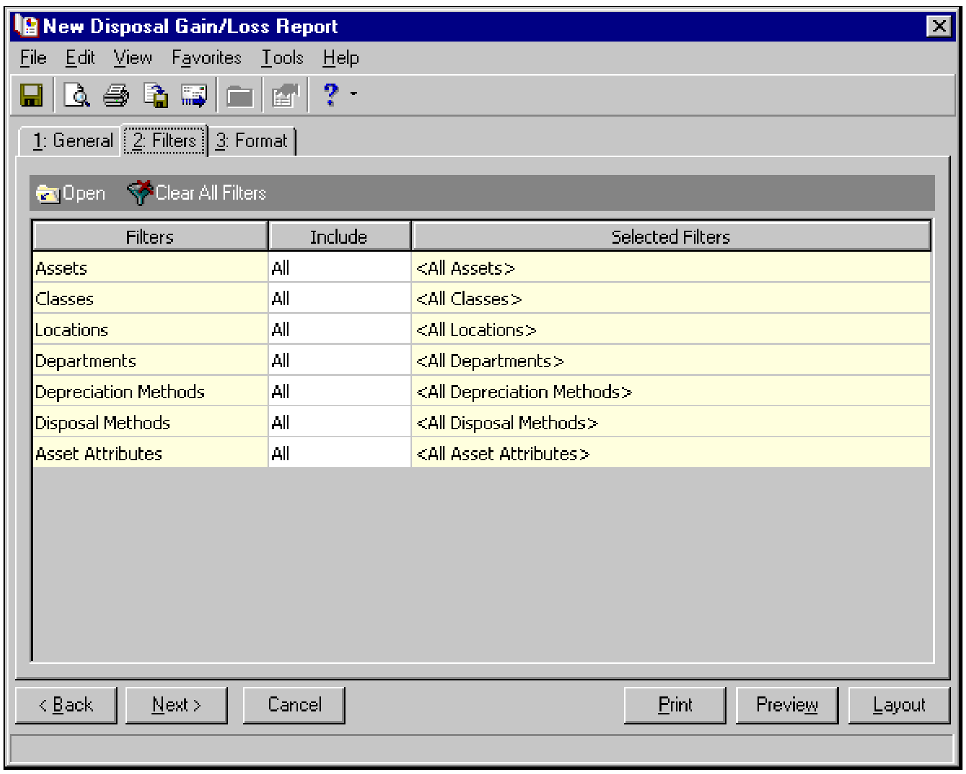
If you select <Specific range>, you can specify a start date and an end date. If you leave the **Start date** field blank, all activity is included up to the end date. If you leave the **End date** field blank, all activity from the start date until present is included. If you leave both fields blank, all activity is included.

Create an output query of assets. If you mark this option, the program creates a query of the assets you select and includes it in the report. This query is available for use in other areas of the program.

Report orientation. In the **Report orientation** field, select Portrait or Landscape.

Filters Tab

On the Filters tab, you can include information based on selected criteria such as Assets, Classes, Locations, and Depreciation Methods. For example, you can include asset within a selected range, and assets not falling within the range do not appear on the report. For more information about filtering in ***The Financial Edge***, see the *Program Basics Guide*.



Open. Click a filter in the grid and click **Open** on the action bar. The Selected <Filter> screen appears so you can designate specific filters for the report.

Clear All Filters. Click **Clear All Filters** to remove all previously selected filters from the report.

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Asset Numbers filter, only the assets with the numbers you select are included in the report.

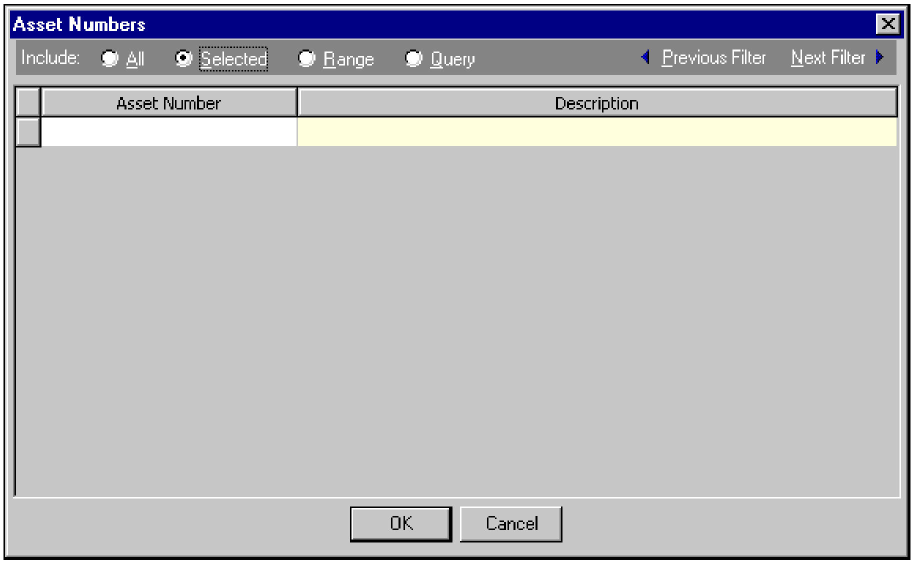
Filters. The **Filters** column lists all filters for this report. You cannot edit this column.

Include. Choose Selected in the **Include** column. The Selected <Filter> screen appears so you can designate specific filters for the report.

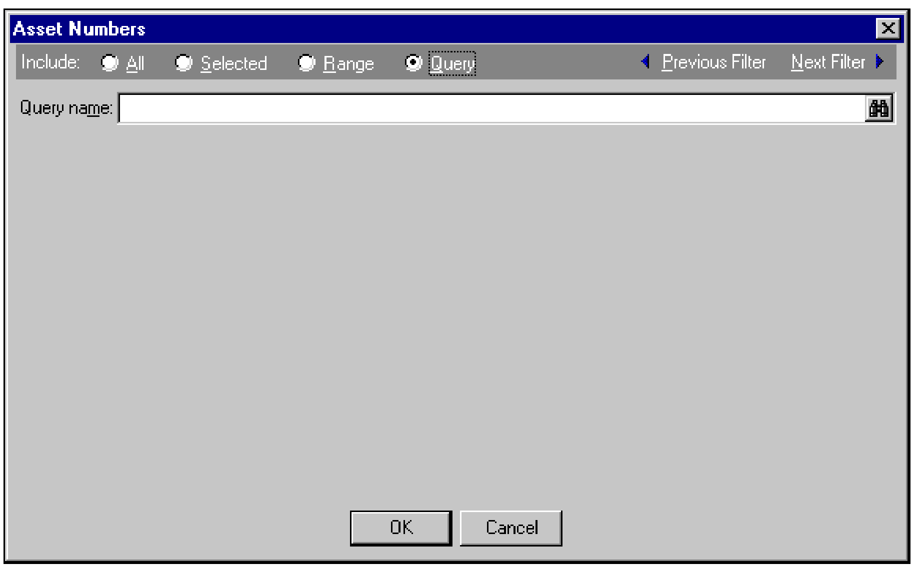
Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and click **Open** on the action bar, the Selected <Filter> screen appears. Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on your selection, different options appear on the screen.

Note: If you mark **All**, you cannot define filters. You must mark **Selected**, **Range**, or **Query** to define filters.

If you mark **Selected** or **Range**, a grid appears so you can specify individual filters.



If you mark **Query**, the **Query name** field appears so you can select a query to use as a filter.



Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Format Tab

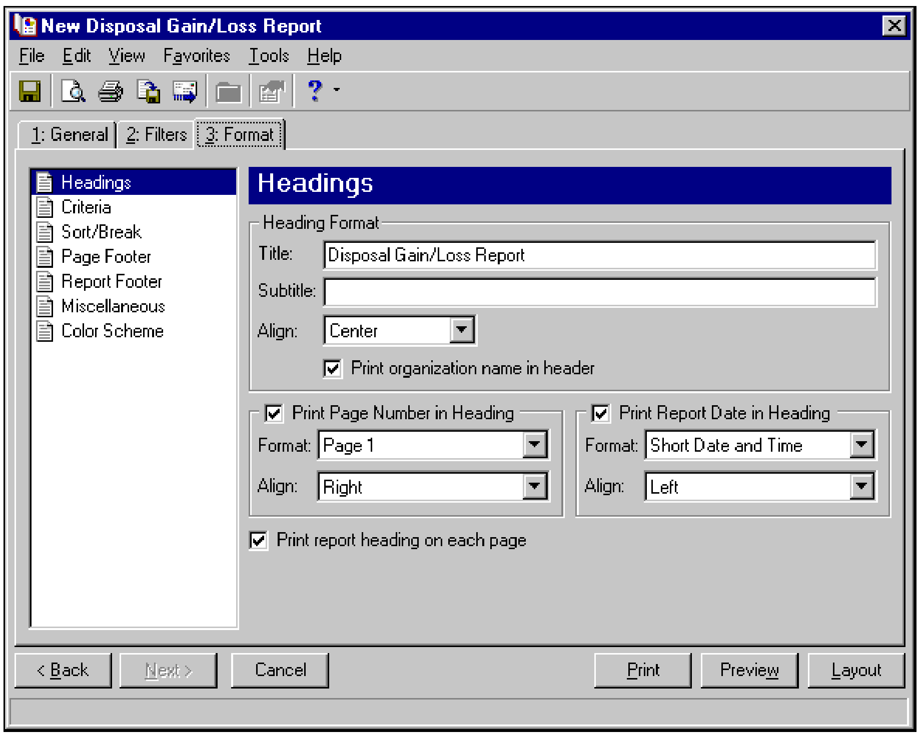
On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, sort the information in the report, and select the format for displaying monetary amounts.

The list on the left of the screen displays formatting options for the Disposal Gain/Loss Report: **Headings**, **Criteria**, **Sort/Break**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen changes to present selections for that section of the report.

Note: The heading defaults to Disposal Gain/Loss Report in the **Title** field. You can leave this as the title for your report or enter your own.

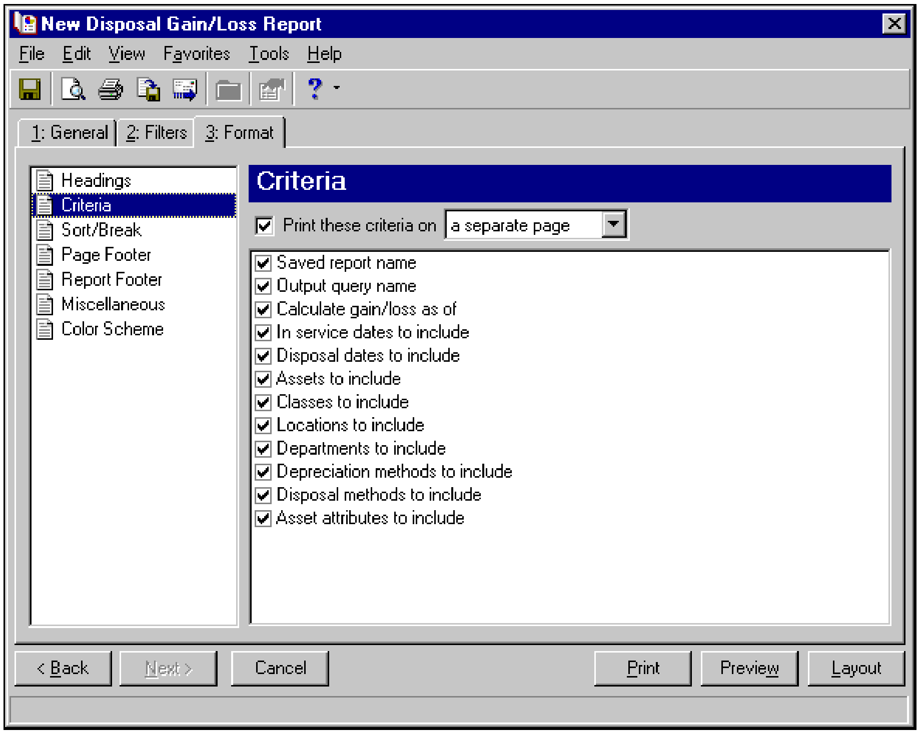
Headings. You can enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how you want the heading aligned and whether you want your organization's name to appear in the header.

You can include other options in the header, such as the page number and the date. You can also select to include the header on every page of the report.



Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print with the report.

Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.

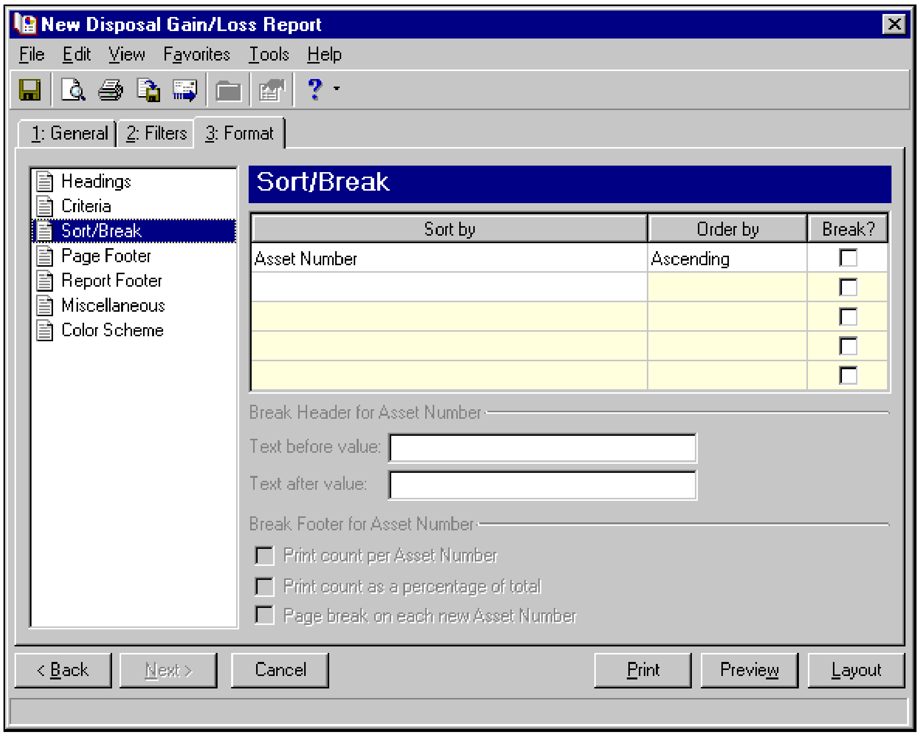


Note: You can show project detail only if you have the optional module *Projects and Grants*.

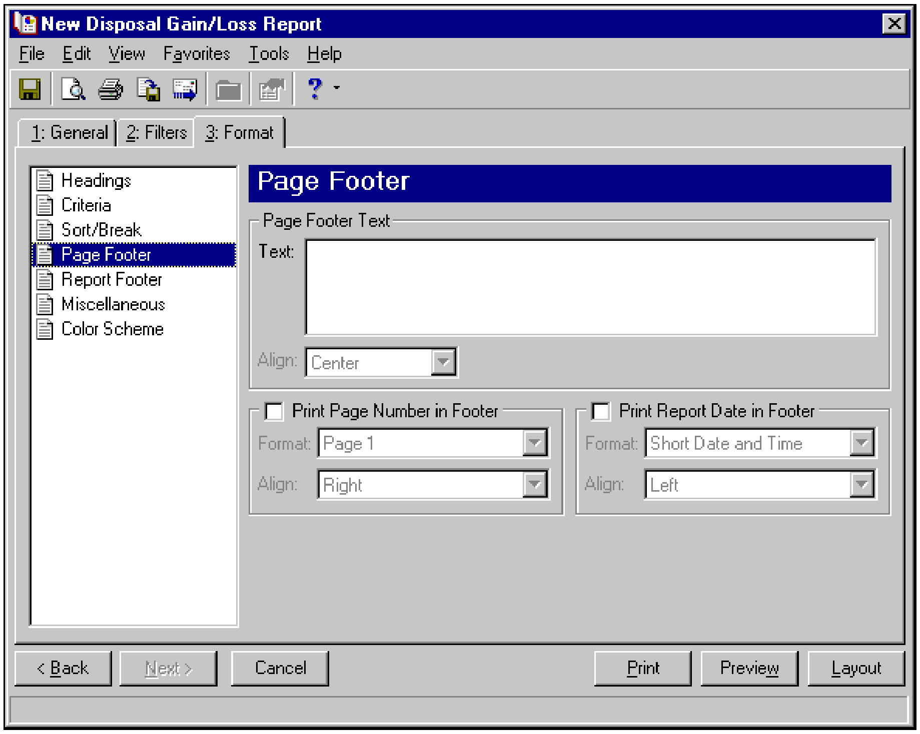
Sort/Break. Use **Sort/Break** to select the order that information appears on the report. When you select **Sort/Break** on the Format tab, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

If you make no selections in the **Sort by** column, the program sorts by the entire asset number in ascending order.

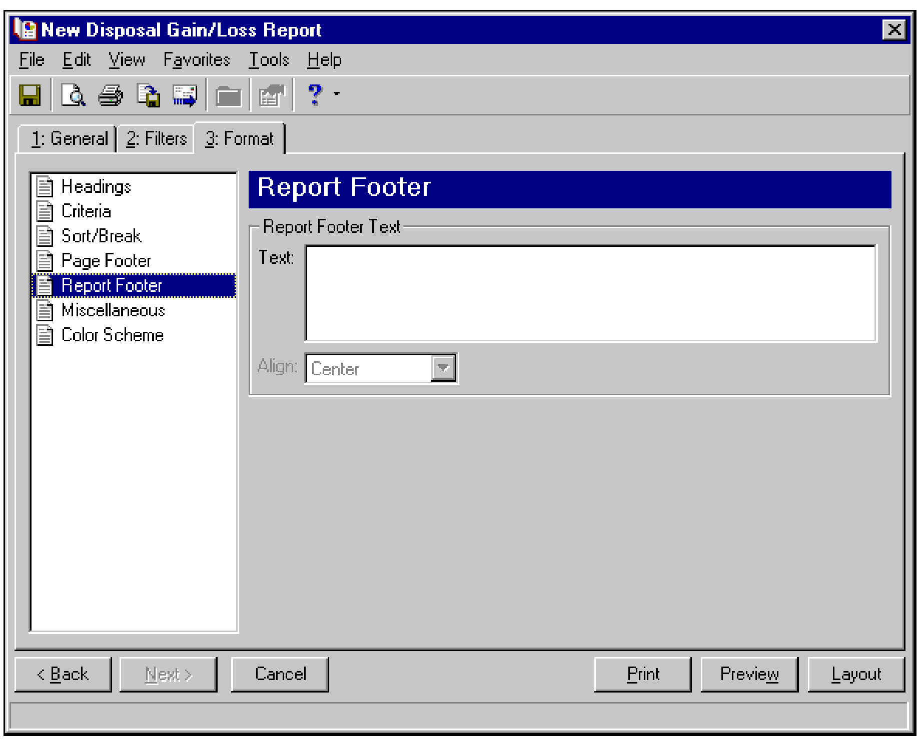
You can also create breaks between the sections you have sorted by. In the **Text before value** and **Text after value** fields, you can enter up to 30 characters in each field for information you want to print directly before and after the break. If you mark **Print count per [ ]** or **Print count as percentage of total** for the selected sort field, the number or percentage for each selected sort option appears in the footer. If you mark **Page break on each new [ ]**, a new page starts for the highest level break.



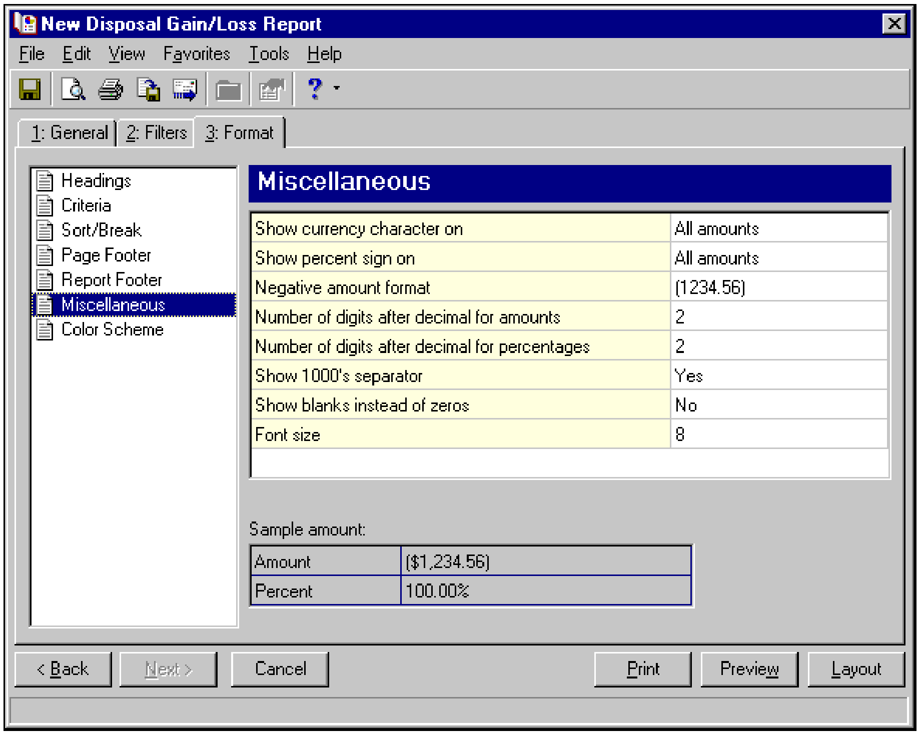
Page Footer. Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field for the page footer. You can also select how to align the text and include the page number and date in the footer.



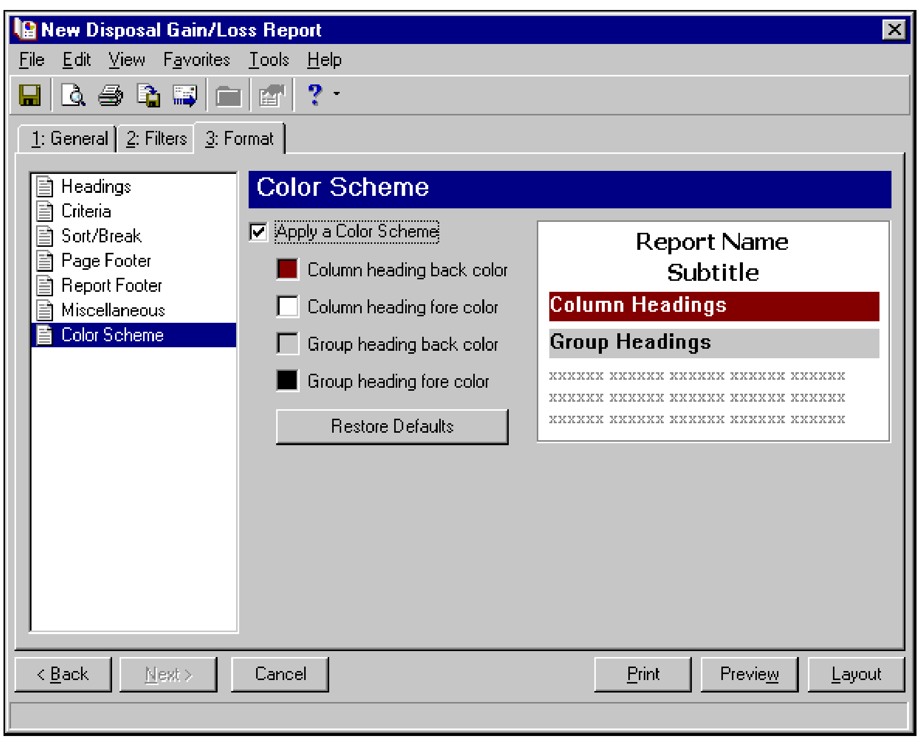
Report Footer. Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select how to align the text.



Miscellaneous. Use **Miscellaneous** to specify how you want numbers to appear on the report and the font size for the report.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the reports prints in black.



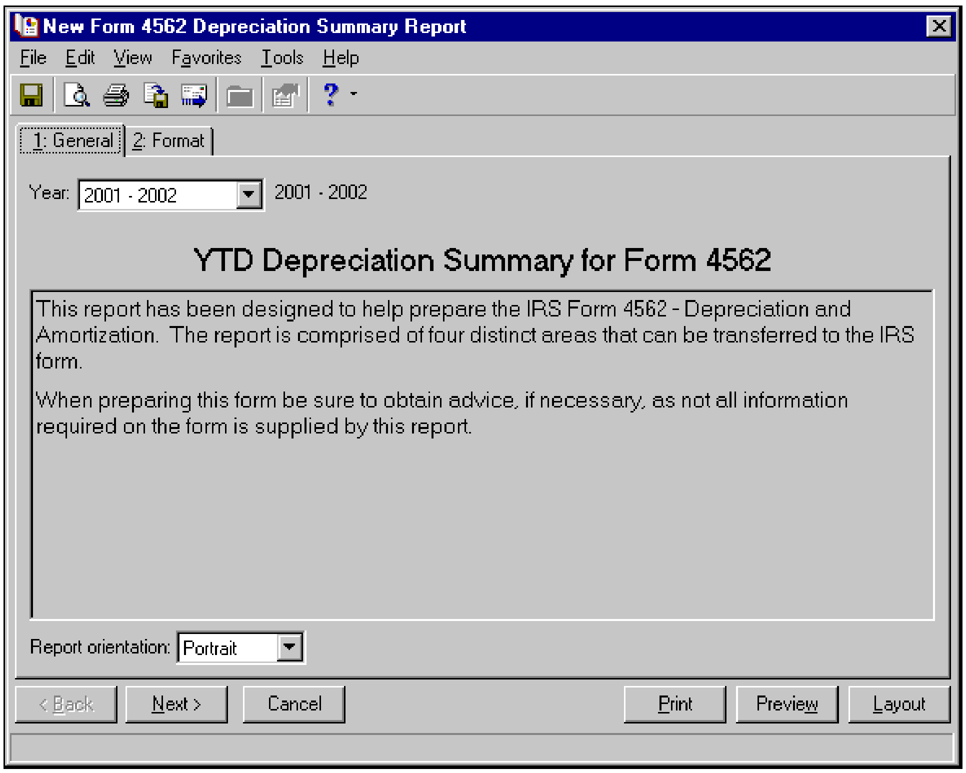
Form 4562 Depreciation Summary Report

The Form 4562 Depreciation Summary Report provides summary depreciation information to help prepare IRS Form 4562 - Depreciation and Amortization.

The Form 4562 Depreciation Summary Report has two tabs on which you set parameters: General, and Format. To move among the tabs in a report, use **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify the records to include in the report and how the report should look. For more information about creating a Form 4562 Depreciation Summary Report, see "Creating Reports" on page 9.

General Tab

On the General tab, you set parameters specific to the report and make selections about the information included in the report.



Year. In the Year field, select the year for which you want to summarize depreciation information.

Report orientation. In the **Report orientation** field, select Portrait or Landscape.

Format Tab

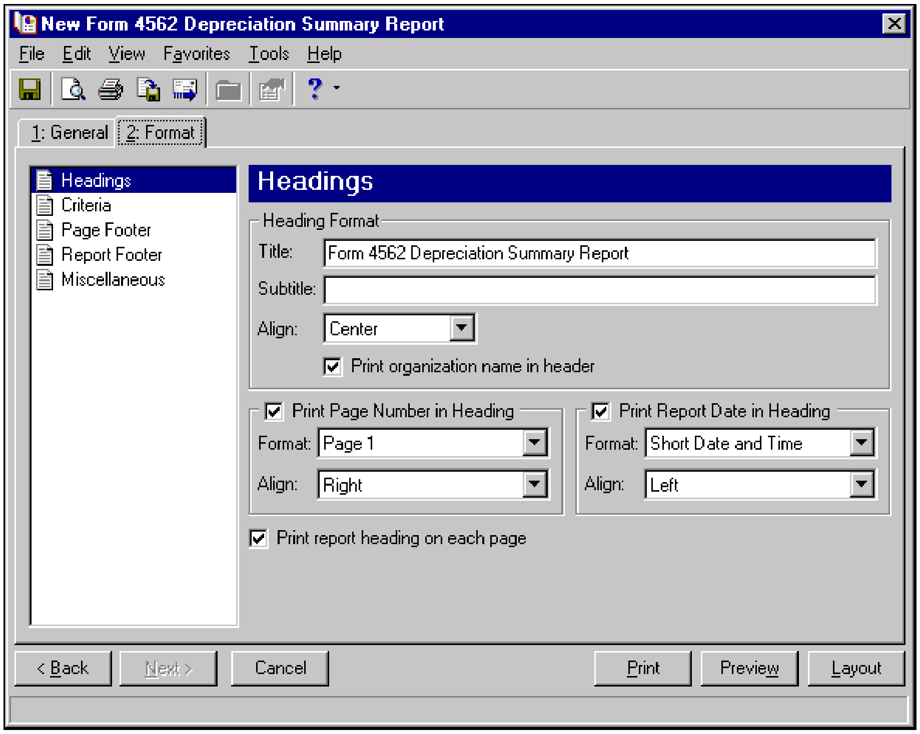
On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, sort the information in the report, and select the format for displaying monetary amounts.

The list on the left of the screen displays formatting options for the Form 4562 Depreciation Summary Report: **Headings**, **Criteria**, **Page Footer**, **Report Footer**, and **Miscellaneous**. When you select an item in the list, the right side of the screen changes to present selections for that section of the report.

Note: The heading defaults to Form 4562 Depreciation Summary Report in the **Title** field. You can leave this as the title for your report or enter your own.

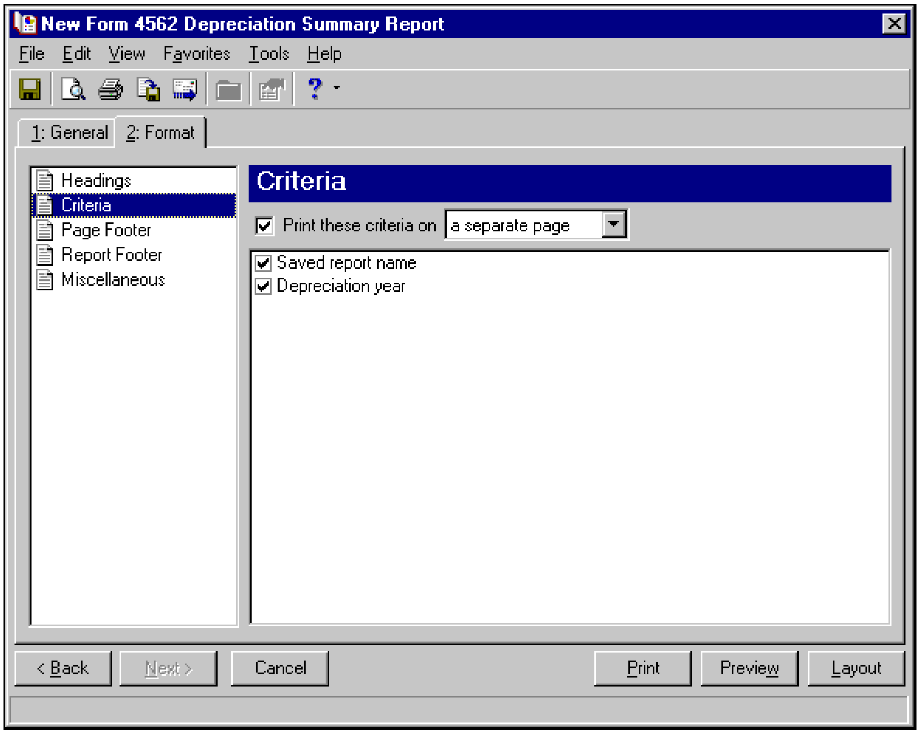
Headings. You can enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how you want the heading aligned and whether you want your organization's name to appear in the header.

You can include other options in the header, such as the page number and the date. You can also select to include the header on every page of the report.

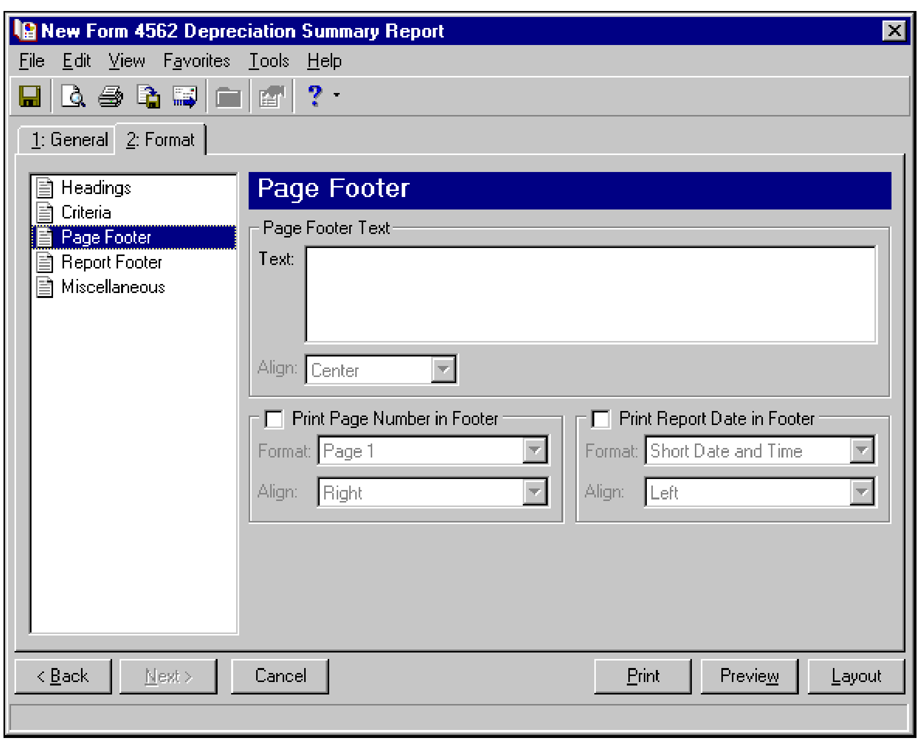


Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print with the report.

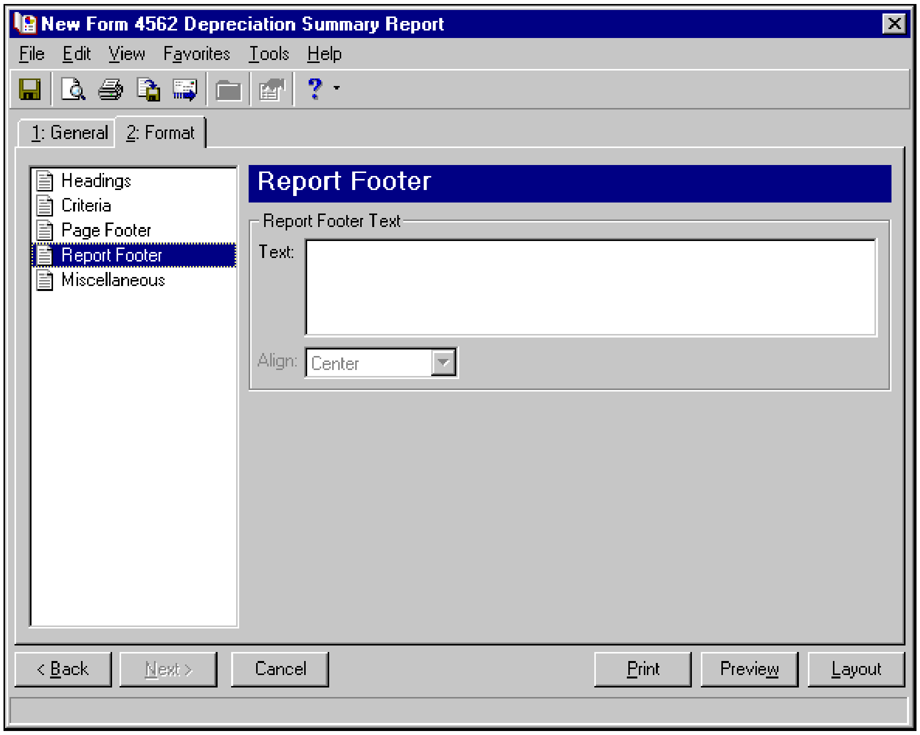
Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.



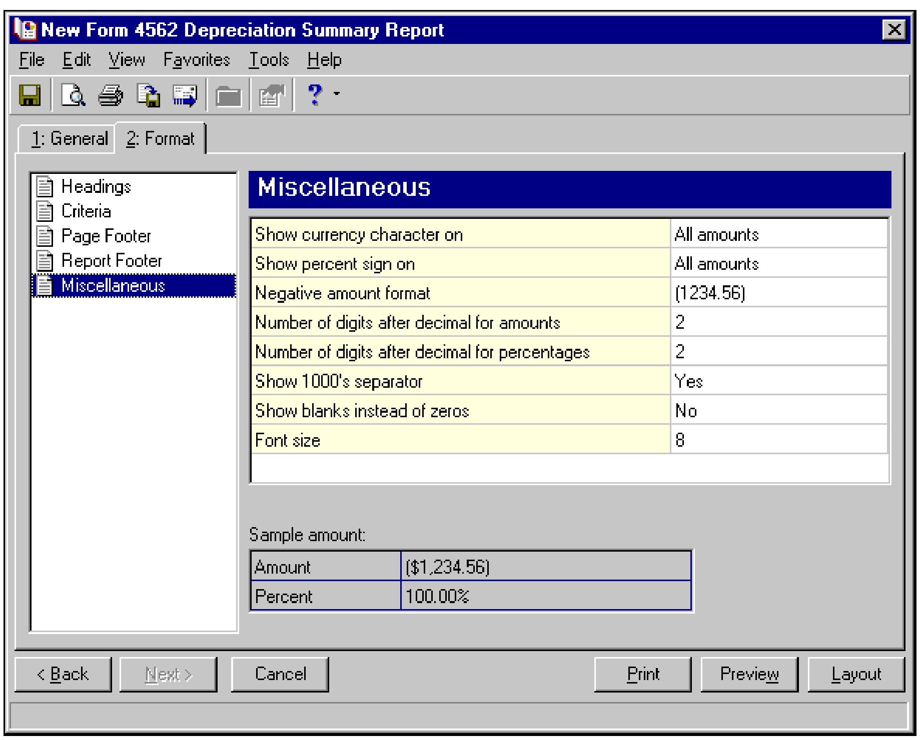
Page Footer. Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field for the page footer. You can also select how to align the text and include the page number and date in the footer.



Report Footer. Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select how to align the text.



Miscellaneous. Use **Miscellaneous** to specify how you want numbers to appear on the report and the font size for the report.



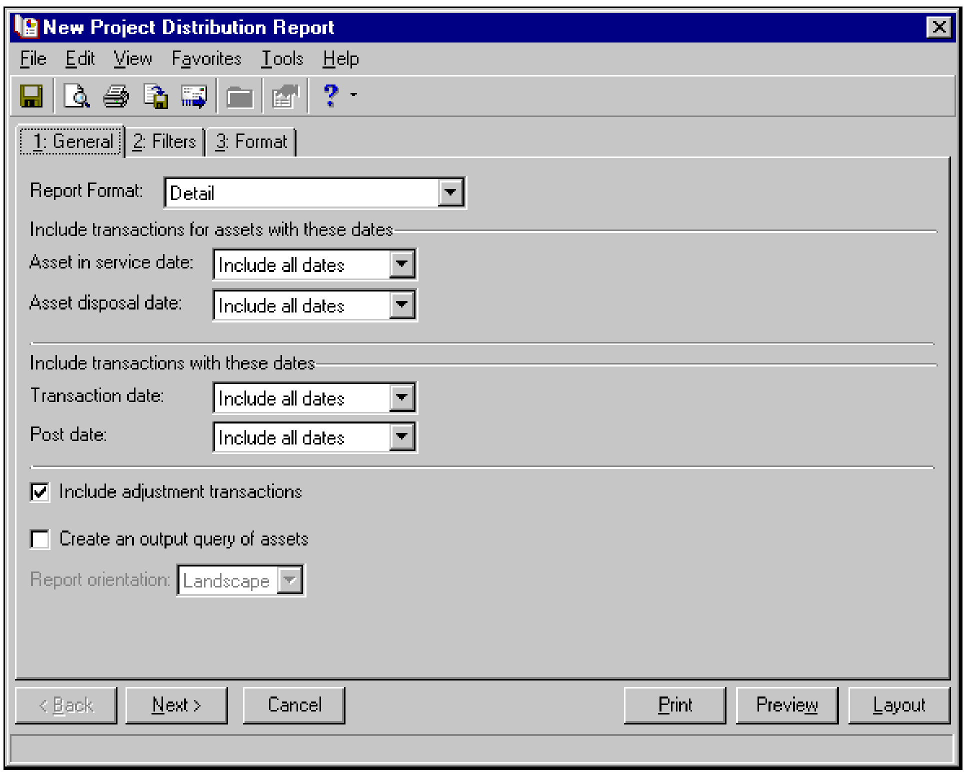
Project Distribution Report

The Project Distribution Report lists depreciation activity by ***General Ledger*** project.

The Project Distribution Report has three tabs on which you set parameters: General, Filters, and Format. To move among the tabs in a report, use **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify the records to include in the report and how the report should look. For more information about creating a Project Distribution Report, see "Creating Reports" on page 9.

General Tab

On the General tab, you set parameters specific to the report and make selections about the information included in the report.



Report Format. In the **Report Format** field, select the amount of detail you want in the report. Select Detail or Summary.

Asset in service date. In the **Asset in service date** field, select the dates in which the assets were placed in service. You can select to include all dates, a specific date, or a specific date range.

If you select <Specific range>, you can specify a start date and an end date. If you leave the **Start date** field blank, all activity is included up to the end date. If you leave the **End date** field blank, all activity from the start date until present is included. If you leave both fields blank, all activity is included.

Asset disposal date. In the **Asset disposal date** field, select the dates in which the assets were disposed or will be disposed. You can select to include all dates, a specific date, or a specific date range.

If you select <Specific range>, you can specify a start date and an end date. If you leave the **Start date** field blank, all activity is included up to the end date. If you leave the **End date** field blank, all activity from the start date until present is included. If you leave both fields blank, all activity is included.

Transaction date. In the **Transaction date** field, select dates of transactions to include in the report. You can select to include all dates, a specific date, or a specific date range.

If you select <Specific range>, you can specify a start date and an end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date until present is included. If both fields are blank, all activity is included.

Post date. In the **Post Date** field, select the post dates for transactions to include in the report. You can select to include all dates, a specific date, or a specific date range.

If you select <Specific range>, you can specify a start date and an end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date until present is included. If both fields are blank, all activity is included.

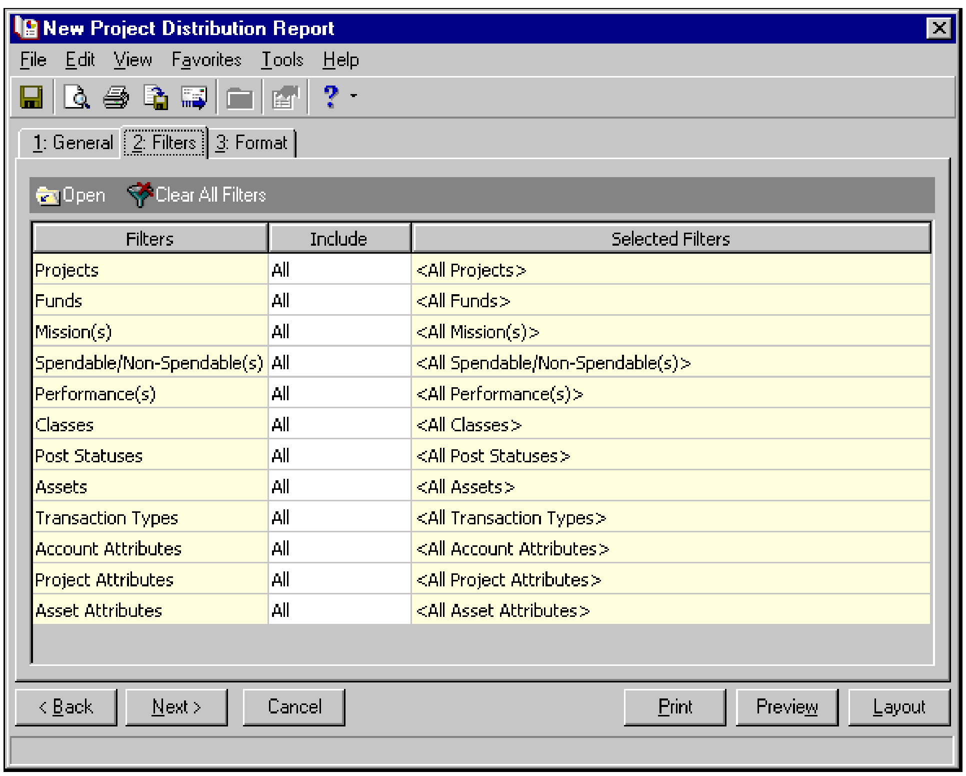
Include adjustment transactions. Mark this checkbox to include adjustment transactions in the report.

Create an output query of assets. If you mark this option, the program creates a query of the assets you select and includes it in the report. This query is available for use in other areas of the program.

Report orientation. In the **Report orientation** field, select Portrait or Landscape.

Filters Tab

On the Filters tab, you can include information based on selected criteria such as Projects, Funds, Classes, and Assets. For example, you can include assets within a selected range, and assets not falling within the range do not appear on the report. For more information about filtering in ***The Financial Edge***, see the *Program Basics Guide*.



Open. Click a filter in the grid and click **Open** on the action bar. The Selected <Filter> screen appears so you can designate specific filters for the report.

Clear All Filters. Click **Clear All Filters** to remove all previously selected filters from the report.

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Asset Numbers filter, only the assets with the numbers you select are included in the report.

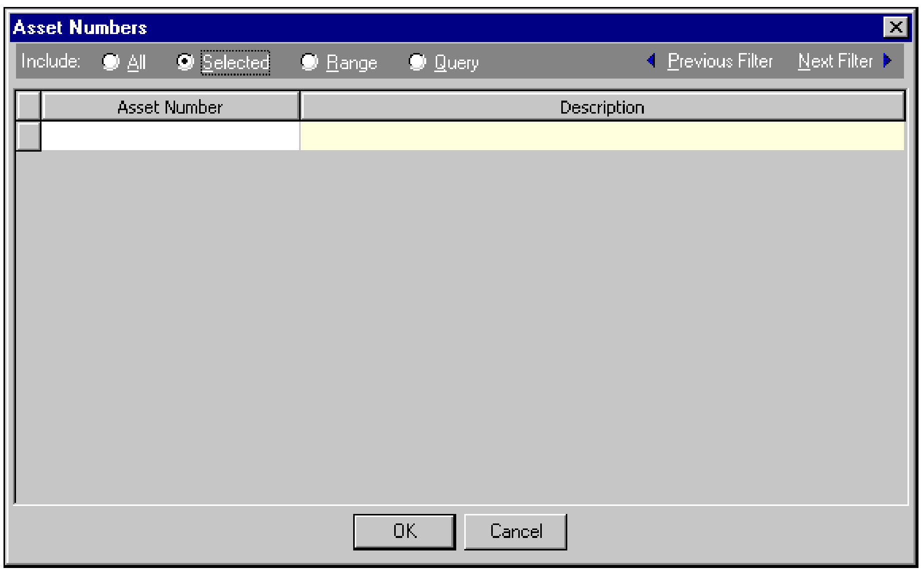
Filters. The **Filters** column lists all filters for this report. You cannot edit this column.

Include. Choose Selected in the **Include** column. The Selected <Filter> screen appears so you can designate specific filters for the report.

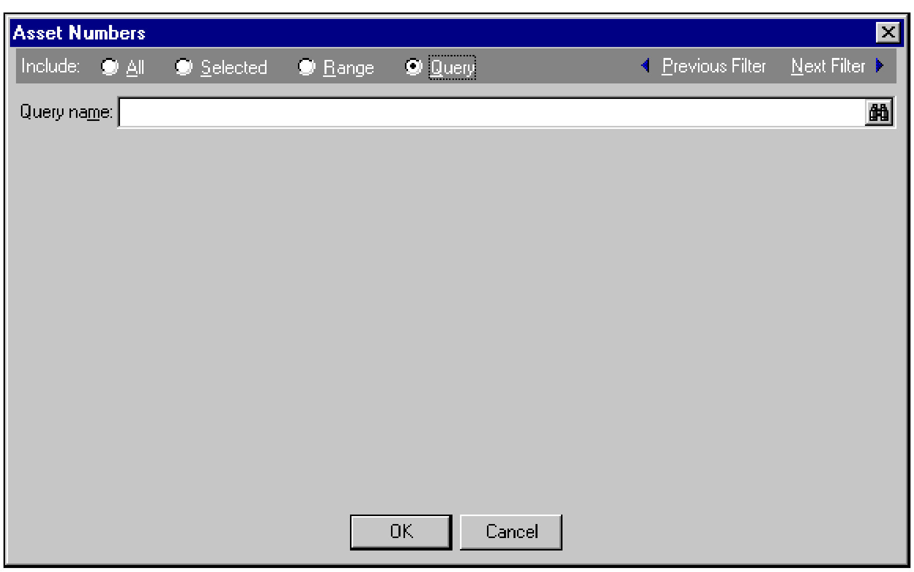
Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and click **Open** on the action bar, the Selected <Filter> screen appears. Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on your selection, different options appear on the screen.

Note: If you mark **All**, you cannot define filters. You must mark **Selected**, **Range**, or **Query** to define filters.

If you mark **Selected** or **Range**, a grid appears so you can specify individual filters.



If you mark **Query**, the **Query name** field appears so you can select a query to use as a filter.



Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Format Tab

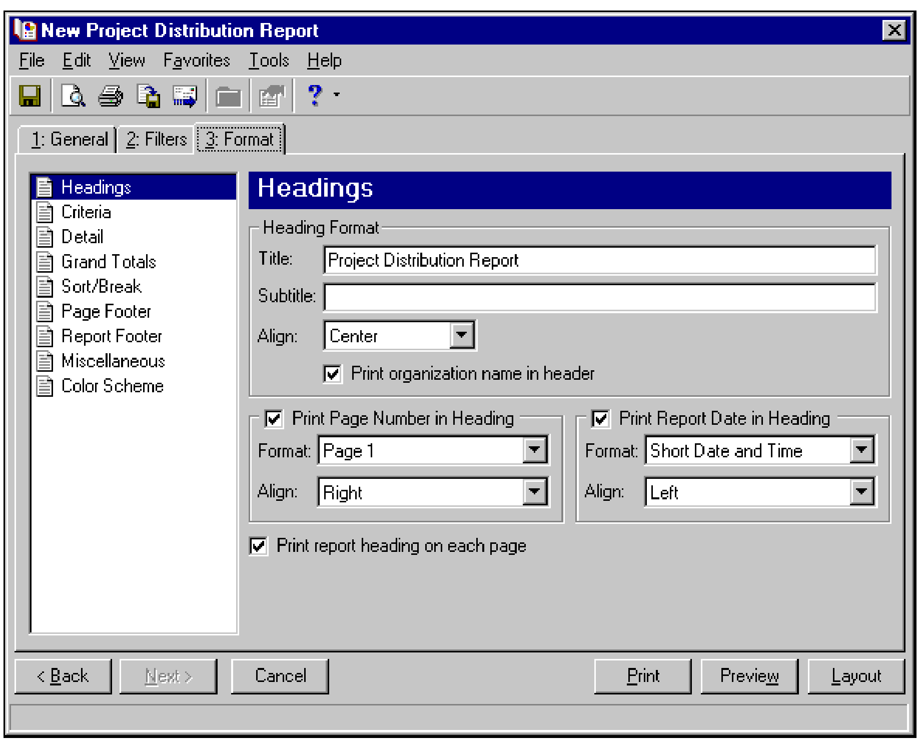
On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, sort the information in the report, and select the format for displaying monetary amounts.

The list on the left of the screen displays formatting options for the Project Distribution Report: **Headings**, **Criteria**, **Detail**, **Grand Totals**, **Sort/Break**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen changes to present selections for that section of the report.

Note: The heading defaults to Project Distribution Report in the **Title** field. You can leave this as the title for your report or enter your own.

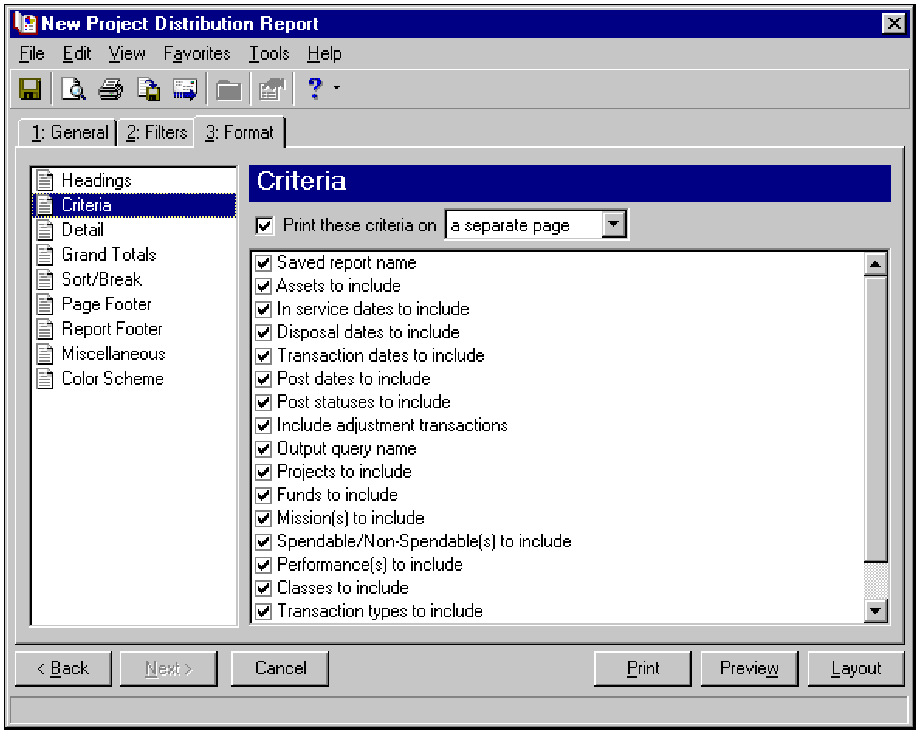
Headings. You can enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how you want the heading aligned and whether you want your organization's name to appear in the header.

You can include other options in the header, such as the page number and the date. You can also select to include the header on every page of the report.



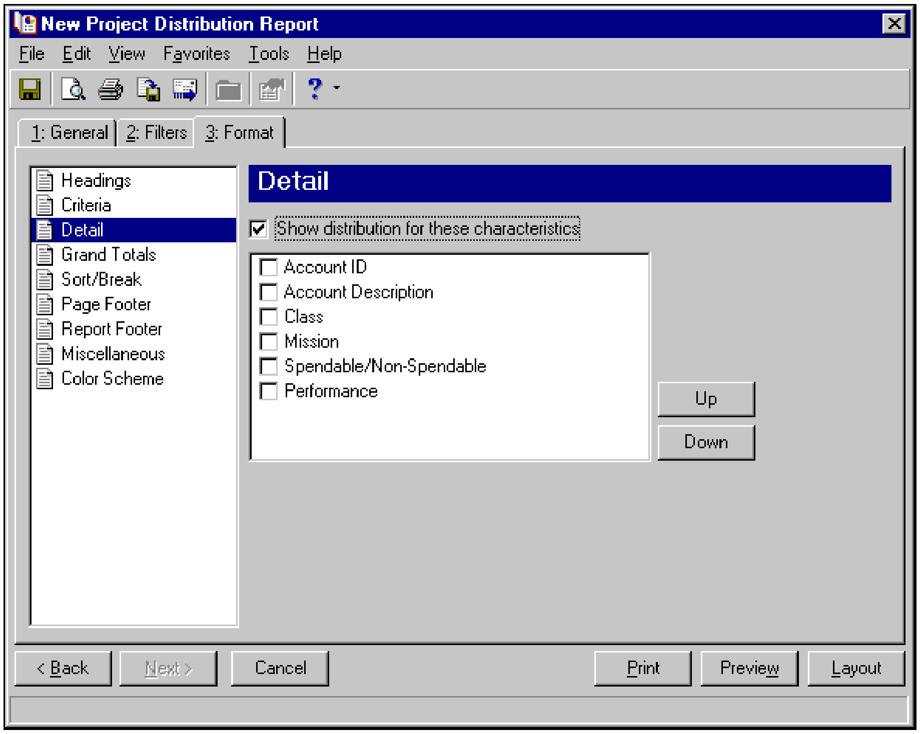
Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print with the report.

Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.

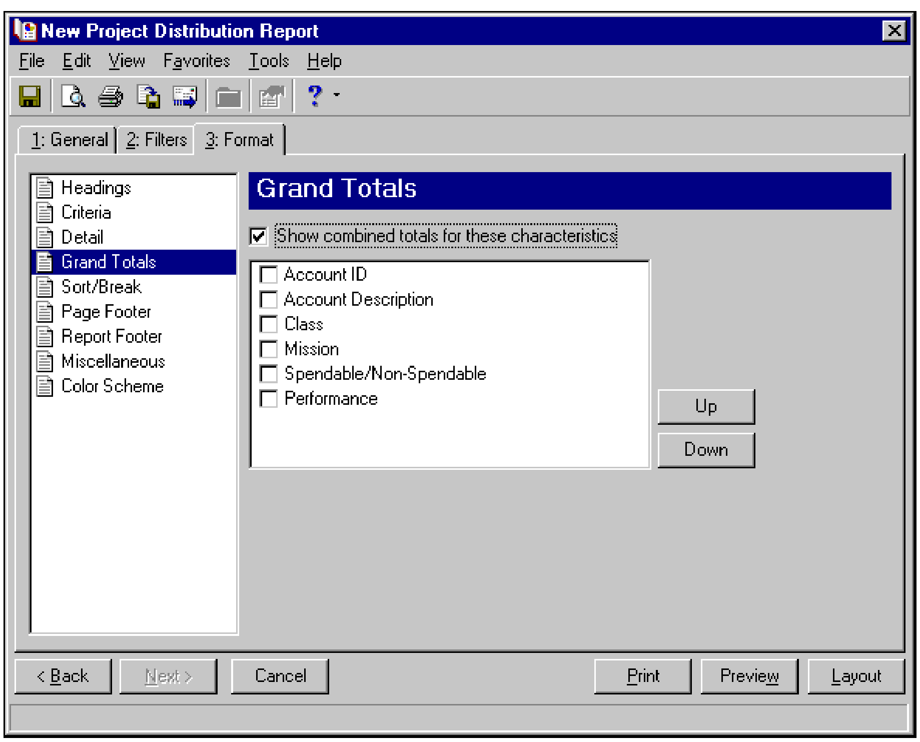


Note: You can show project detail only if you have the optional module *Projects and Grants*.

Detail. Use **Detail** to select details specific to the Project Distribution Report. Mark the checkboxes to show distribution by transaction characteristics. If you have the optional module *Projects and Grants* and have defined transaction codes, additional checkboxes appear.



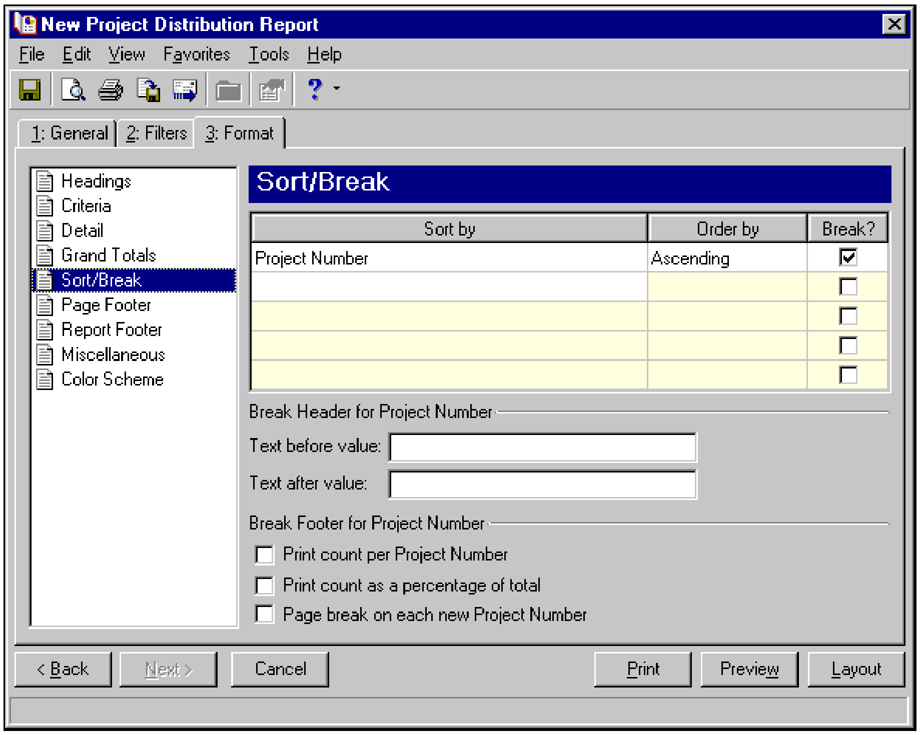
Grand Totals. Use **Grand Totals** to show combined totals for transaction characteristics. If you have the optional module *Projects and Grants* and have defined transaction codes, additional checkboxes appear.



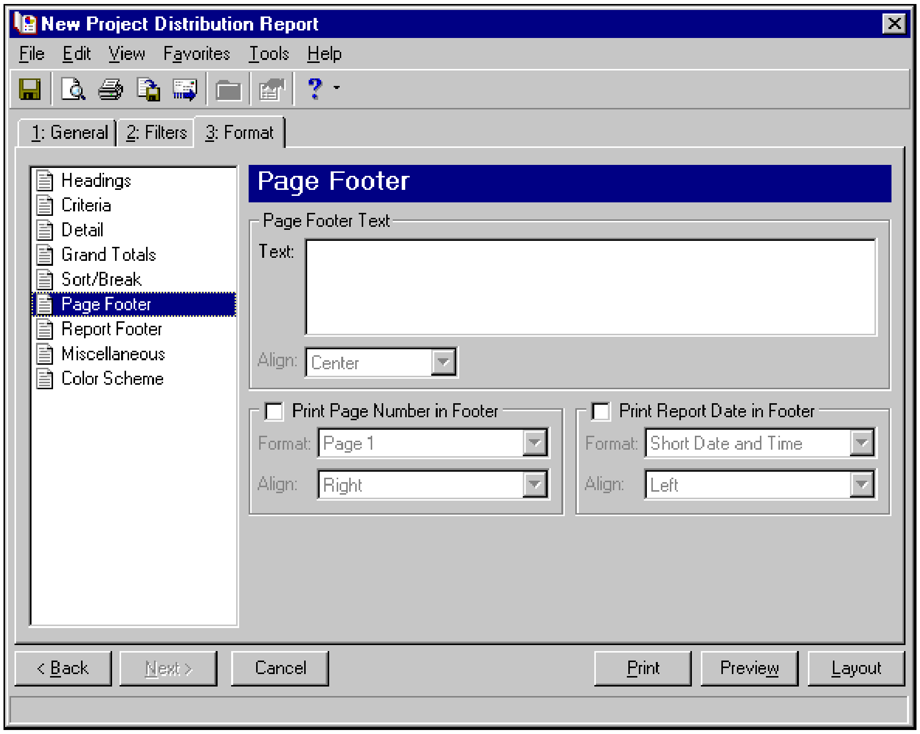
Sort/Break. Use **Sort/Break** to select the order that information appears on the report. When you select **Sort/Break** on the Format tab, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

If you make no selections in the **Sort by** column, the program sorts by the entire project number in ascending order.

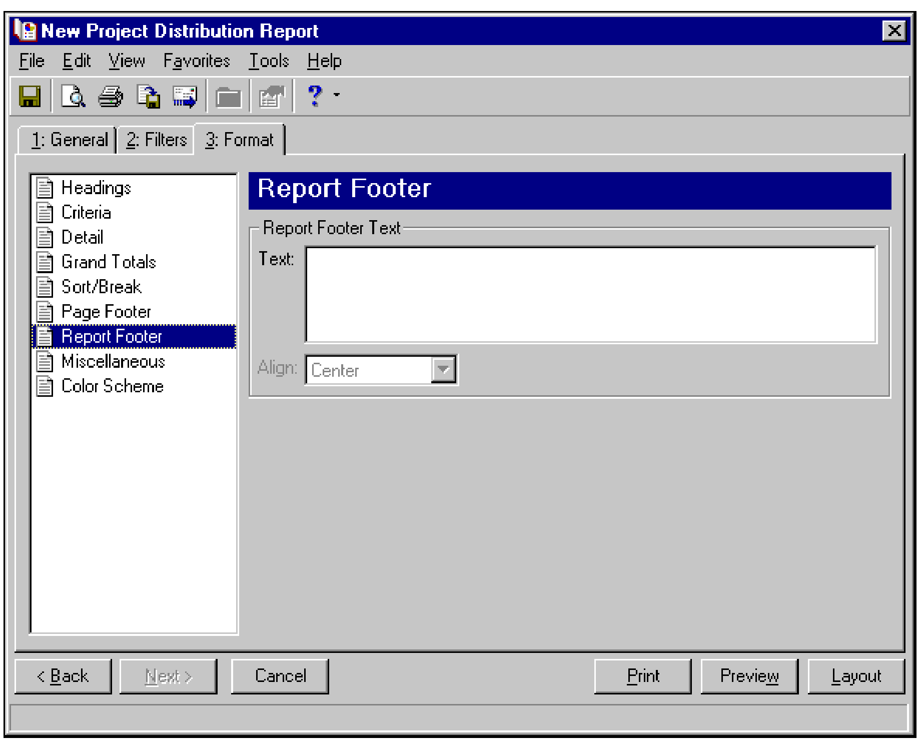
You can also create breaks between the sections you have sorted by. In the **Text before value** and **Text after value** fields, you can enter up to 30 characters in each field for information you want to print directly before and after the break. If you mark **Print count per [ ]** or **Print count as percentage of total** for the selected sort field, the number or percentage for each selected sort option appears in the footer. If you mark **Page break on each new [ ]**, a new page starts for the highest level break.



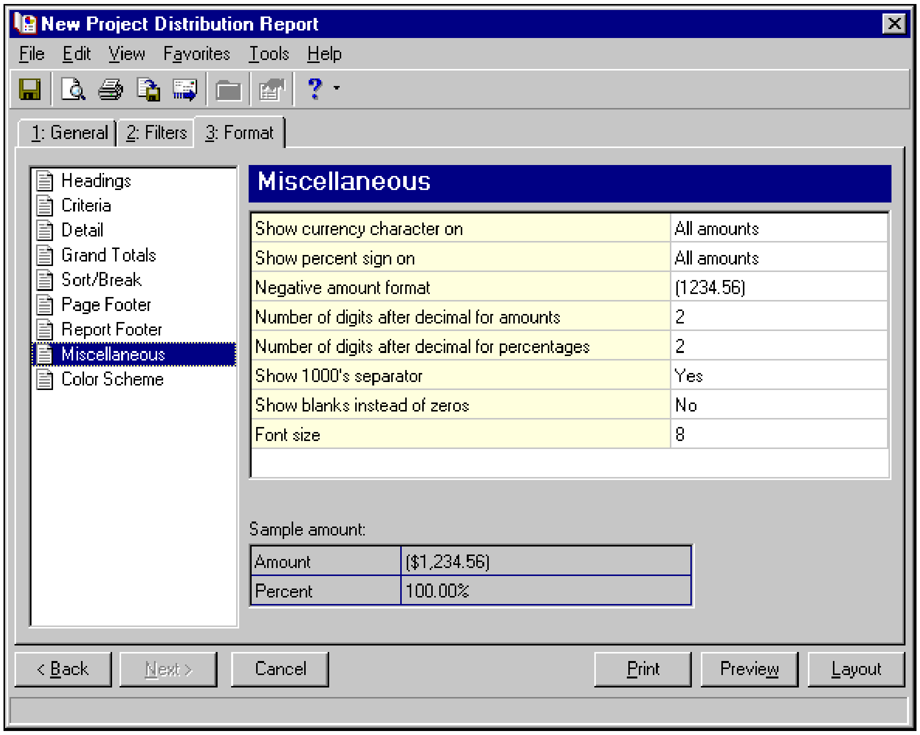
Page Footer. Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field for the page footer. You can also select how to align the text and include the page number and date in the footer.



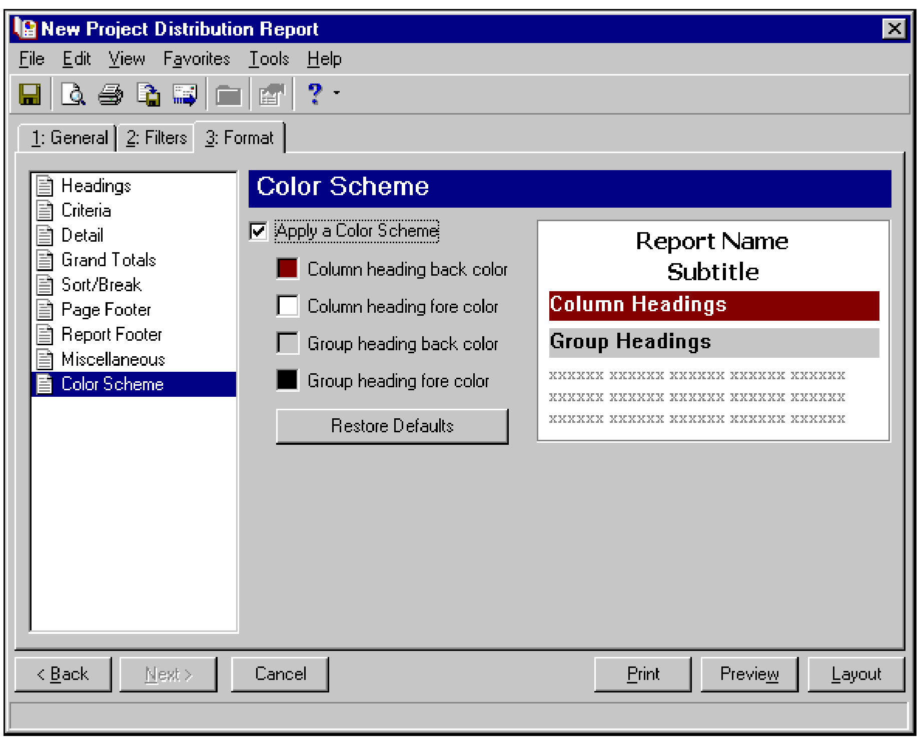
Report Footer. Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select how to align the text.



Miscellaneous. Use **Miscellaneous** to specify how you want numbers to appear on the report and the font size for the report.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the reports prints in black.



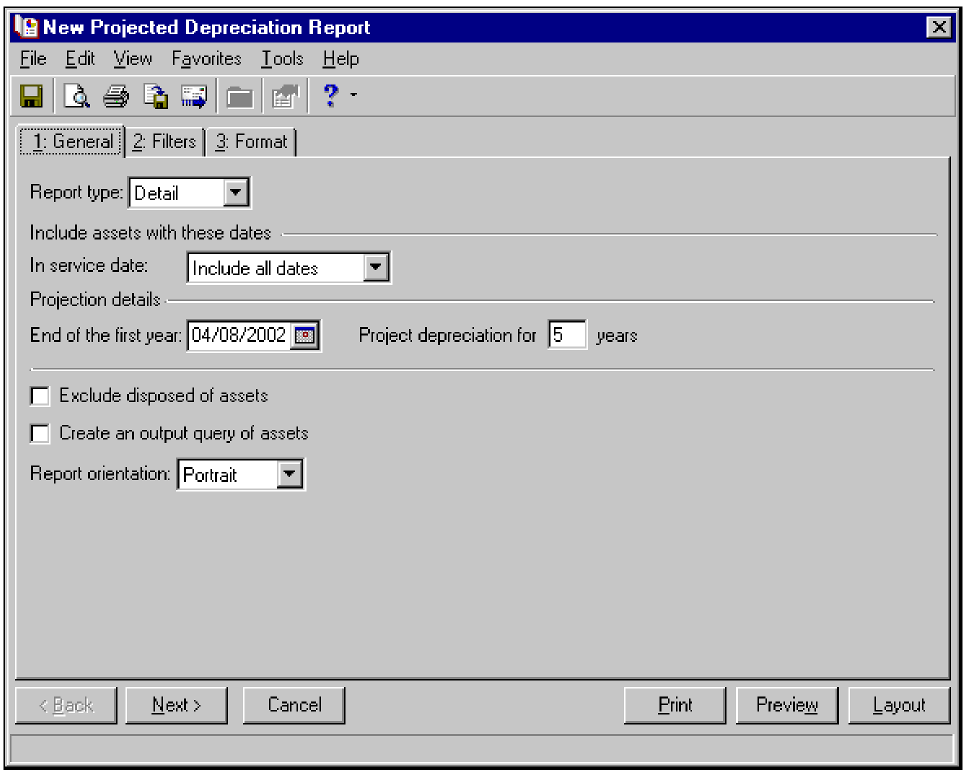
Projected Depreciation Report

The Projected Depreciation Report projects future depreciation for selected assets.

The Projected Depreciation Report has three tabs on which you set parameters: General, Filters, and Format. To move among the tabs in a report, use **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify the records to include in the report and how the report should look. For more information about creating a Projected Depreciation Report, see “Creating Reports” on page 9.

General Tab

On the General tab, you set parameters specific to the report and make selections about the information included in the report.



Report Format. In the **Report Format** field, select the amount of detail you want in the report. Select Detail or Summary.

In service date. In the **In service date** field, select the dates in which the assets were placed in service. You can select to include all dates, a specific date, or a specific date range.

If you select <Specific range>, you can specify a start date and an end date. If you leave the **Start date** field blank, all activity is included up to the end date. If you leave the **End date** field blank, all activity from the start date until present is included. If you leave both fields blank, all activity is included.

End of the first year. In the **End of the first year** field, enter the date from which to start the projection.

Project depreciation for [ ] years. In the **Project depreciation for [ ] years field**, enter the number of years for which to project depreciation.

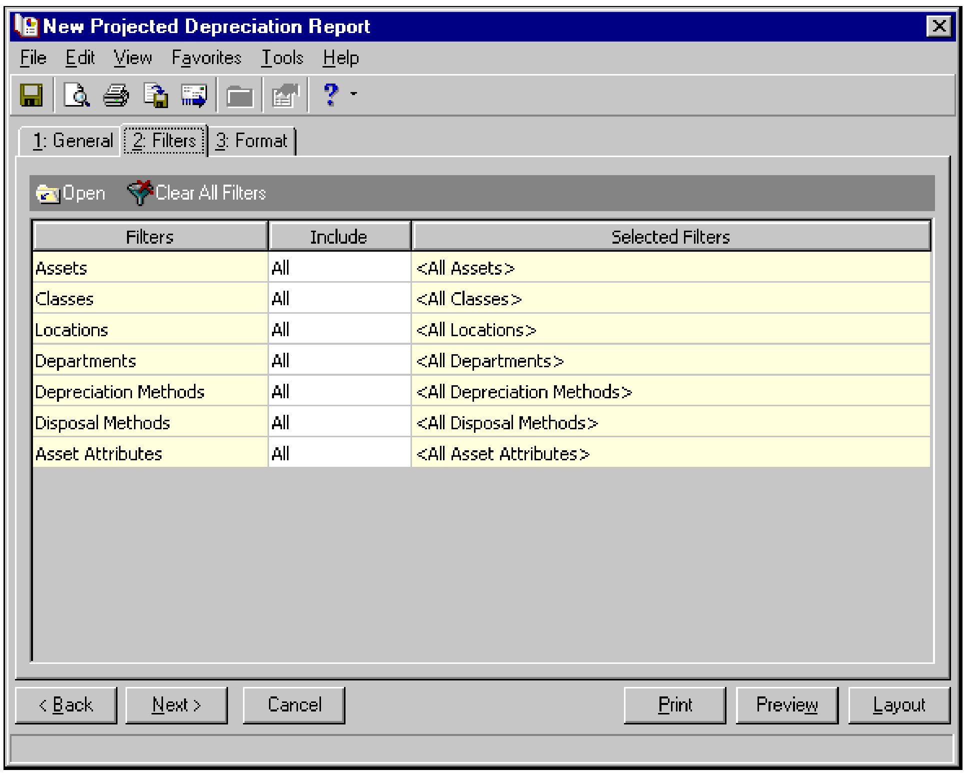
Exclude disposed of assets. To exclude disposed assets, mark **Exclude disposed of assets**.

Create an output query of assets. If you mark this option, the program creates a query of the assets you select and includes it in the report. This query is available for use in other areas of the program.

Report orientation. In the **Report orientation** field, select Portrait or Landscape.

Filters Tab

On the Filters tab, you can include information based on selected criteria such as Assets, Classes, Locations, and Departments. For example, you can include assets within a selected range, and assets not falling within the range do not appear on the report. For more information about filtering in ***The Financial Edge***, see the *Program Basics Guide*.



Open. Click a filter in the grid and click **Open** on the action bar. The Selected <Filter> screen appears so you can designate specific filters for the report.

Clear All Filters. Click **Clear All Filters** to remove all previously selected filters from the report.

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Asset Numbers filter, only the assets with the numbers you select are included in the report.

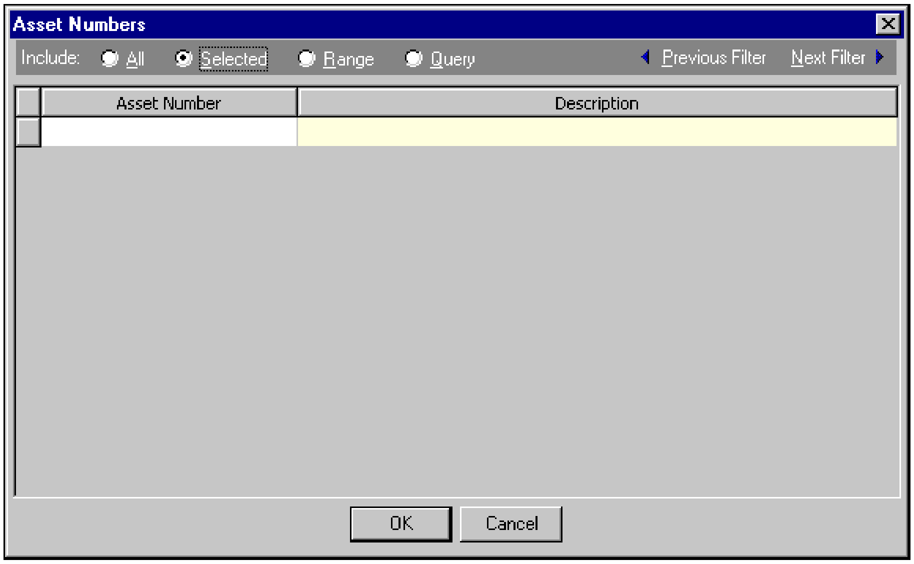
Filters. The **Filters** column lists all filters for this report. You cannot edit this column.

Include. Choose Selected in the **Include** column. The Selected <Filter> screen appears so you can designate specific filters for the report.

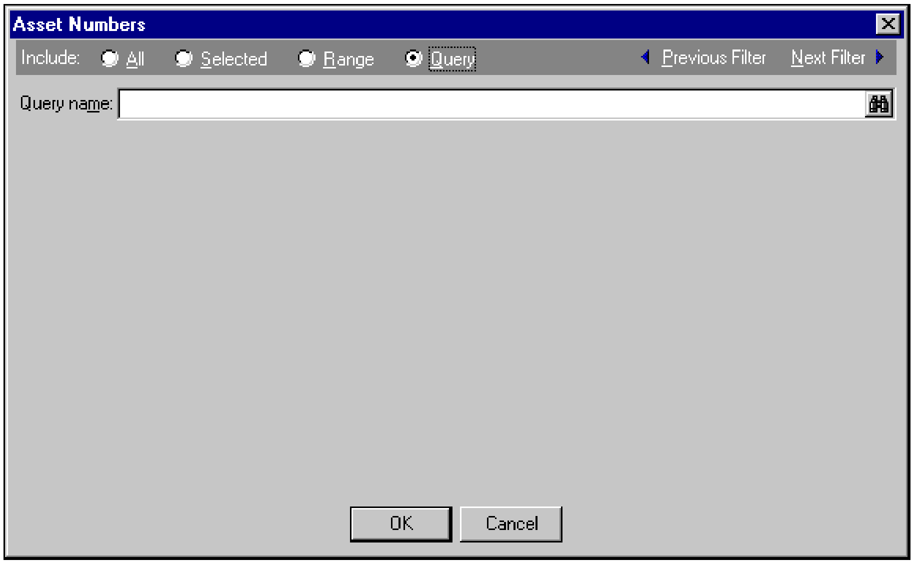
Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and click **Open** on the action bar, the Selected <Filter> screen appears. Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on your selection, different options appear on the screen.

Note: If you mark **All**, you cannot define filters. You must mark **Selected**, **Range**, or **Query** to define filters.

If you mark **Selected** or **Range**, a grid appears so you can specify individual filters.



If you mark **Query**, the **Query name** field appears so you can select a query to use as a filter.



Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Format Tab

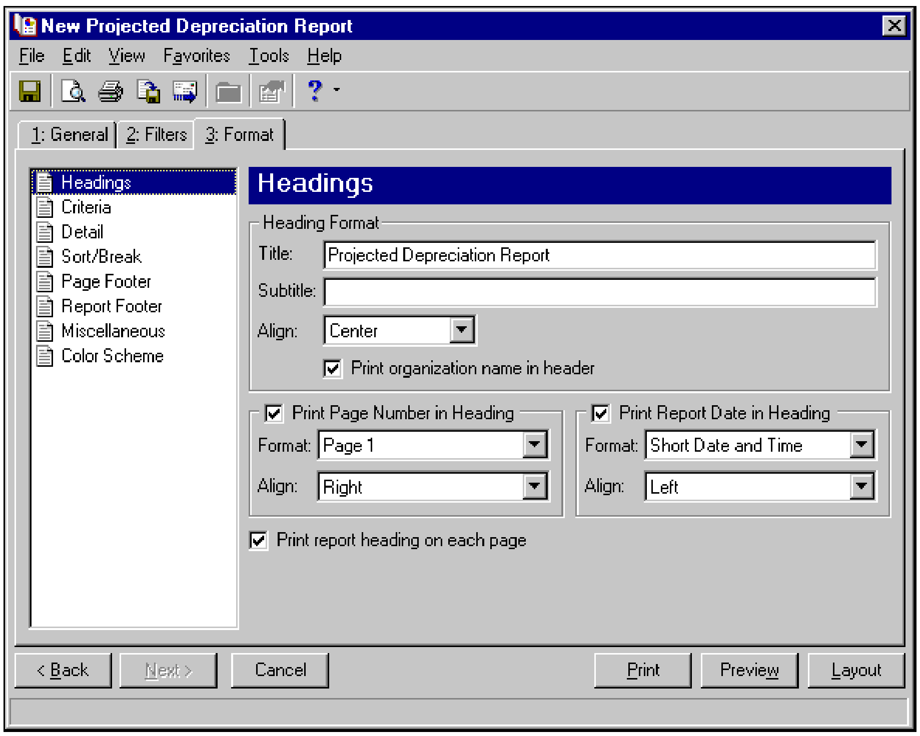
On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, sort the information in the report, and select the format for displaying monetary amounts.

The list on the left of the screen displays formatting options for the Projected Depreciation Report: **Headings**, **Criteria**, **Detail**, **Sort/Break**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen changes to present selections for that section of the report.

Note: The heading defaults to Projected Depreciation Report in the **Title** field. You can leave this as the title for your report or enter your own.

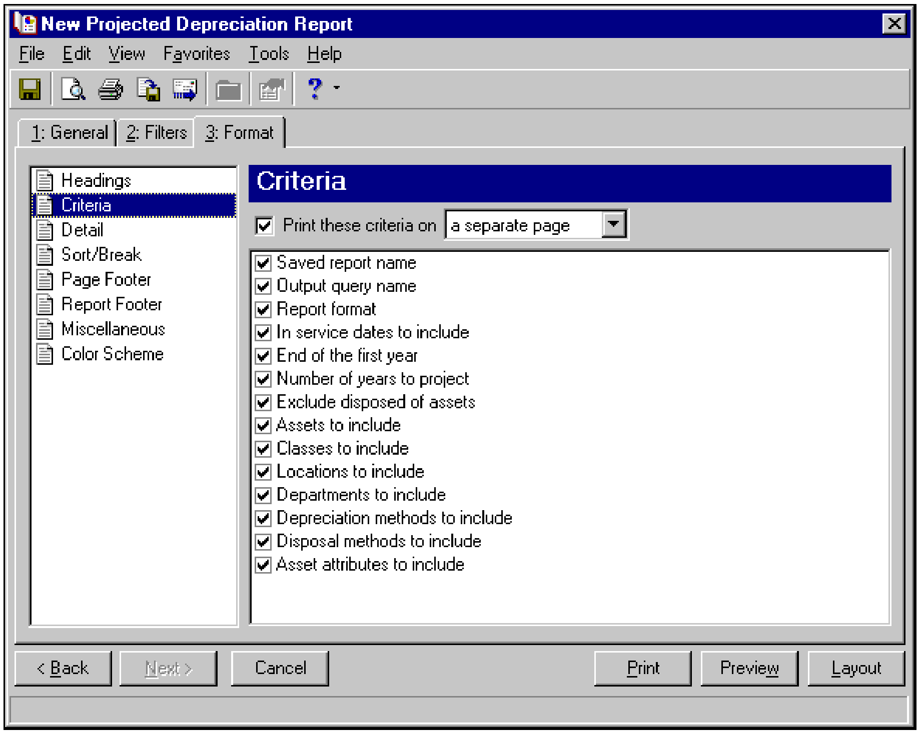
Headings. You can enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how you want the heading aligned and whether you want your organization's name to appear in the header.

You can include other options in the header, such as the page number and the date. You can also select to include the header on every page of the report.



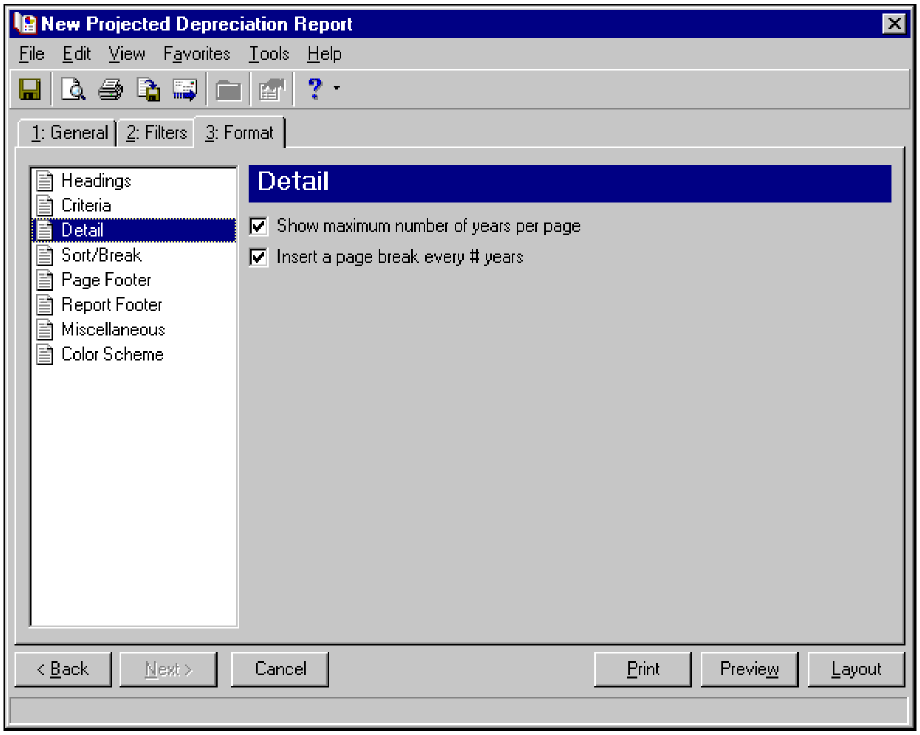
Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print with the report.

Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.



Note: You can show project detail only if you have the optional module *Projects and Grants*.

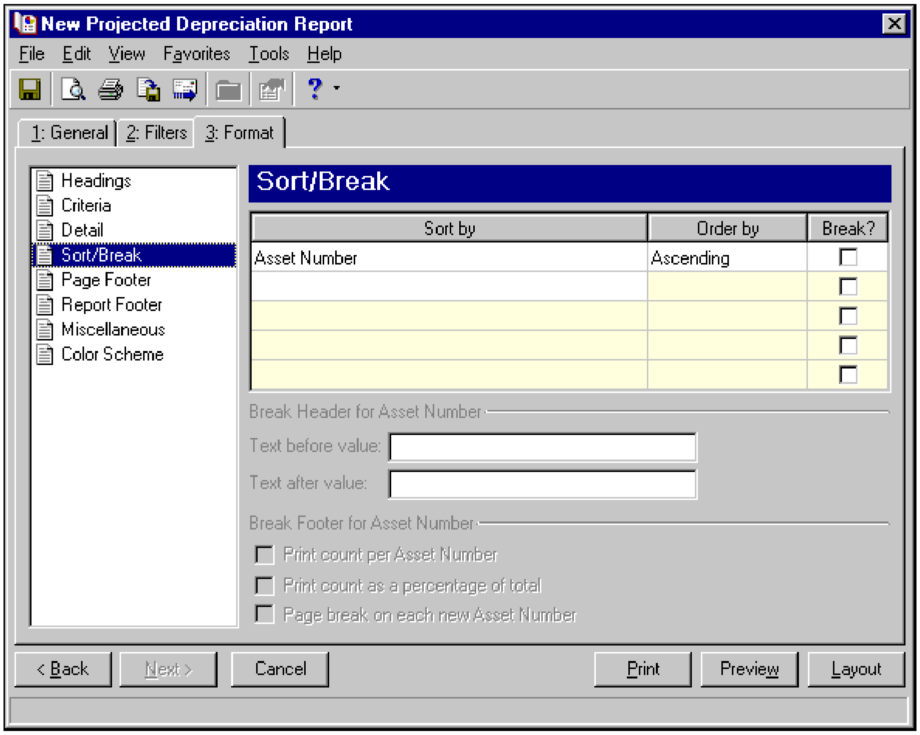
Detail. Use **Detail** to select details specific to the Projected Depreciation Report. You can mark the checkboxes to show the maximum number of years per page and to insert a page break after each year projected.



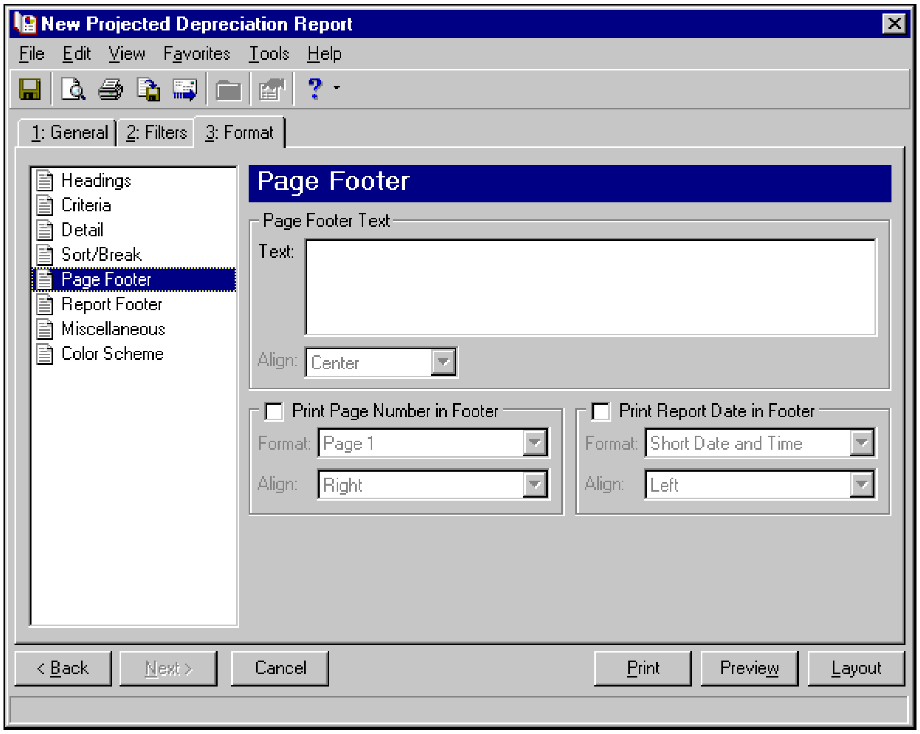
Sort/Break. Use **Sort/Break** to select the order that information appears on the report. When you select **Sort/Break** on the Format tab, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

If you make no selections in the **Sort by** column, the program sorts by the entire asset number in ascending order.

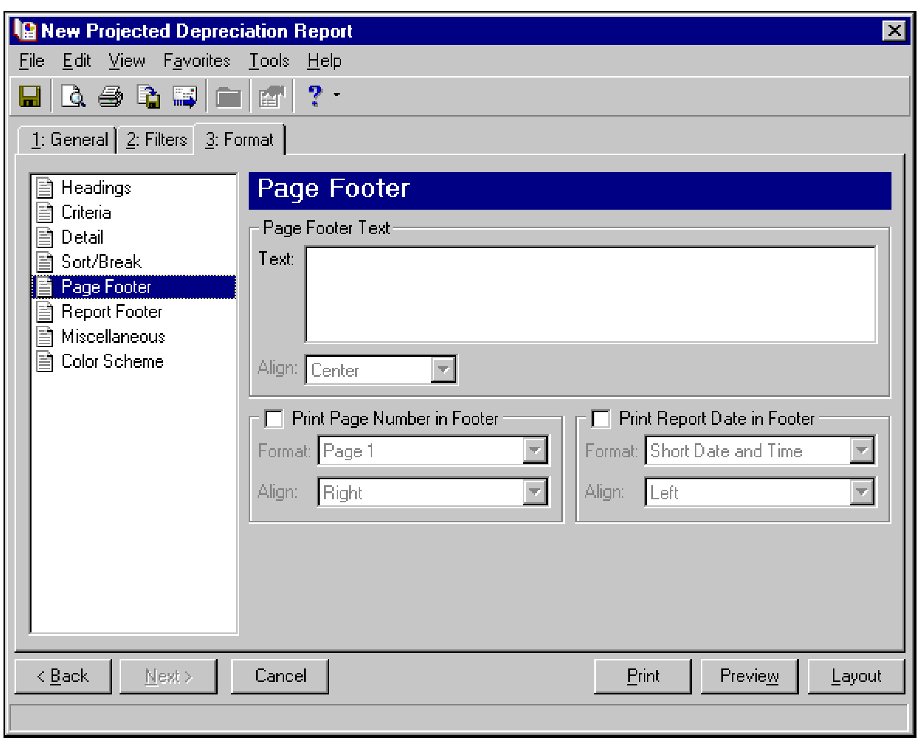
You can also create breaks between the sections you have sorted by. In the **Text before value** and **Text after value** fields, you can enter up to 30 characters in each field for information you want to print directly before and after the break. If you mark **Print count per [ ]** or **Print count as percentage of total** for the selected sort field, the number or percentage for each selected sort option appears in the footer. If you mark **Page break on each new [ ]**, a new page starts for the highest level break.



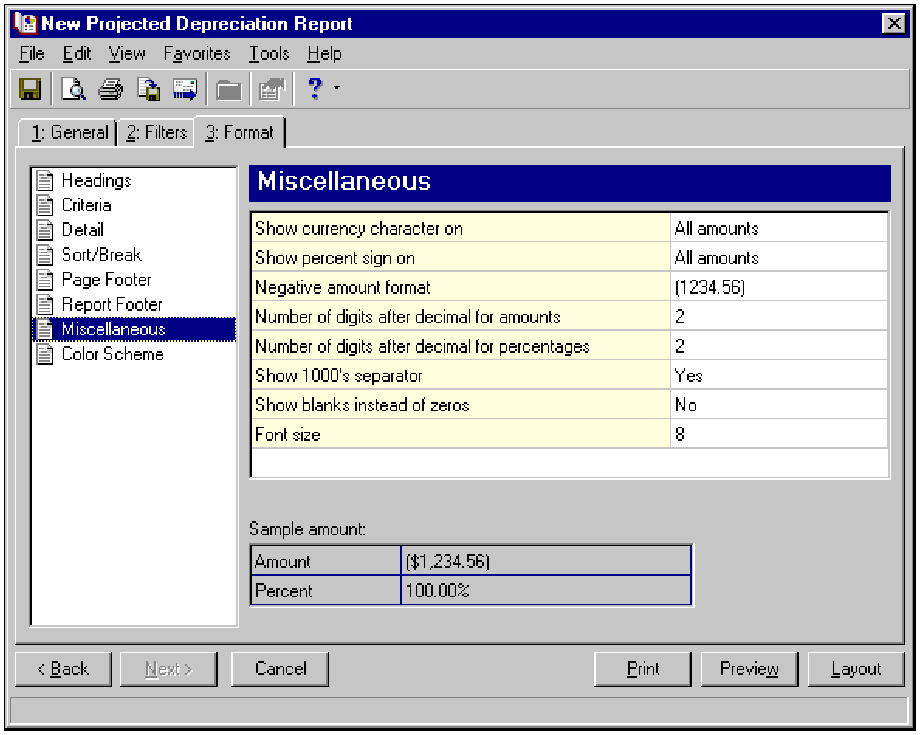
Page Footer. Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field for the page footer. You can also select how to align the text and include the page number and date in the footer.



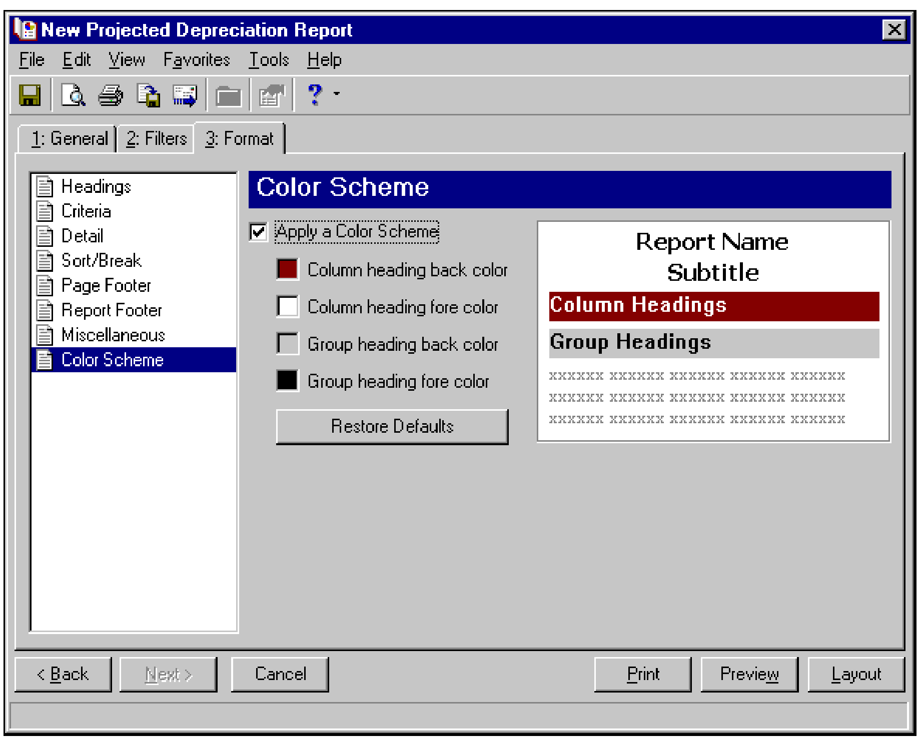
Report Footer. Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field for the report footer and select how to align the text.



Miscellaneous. Use **Miscellaneous** to specify how you want numbers to appear on the report and the font size for the report.



Color Scheme. Use **Color Scheme** to select colors for report headings. When you click the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave the **Apply a Color Scheme** checkbox unmarked, the reports prints in black.



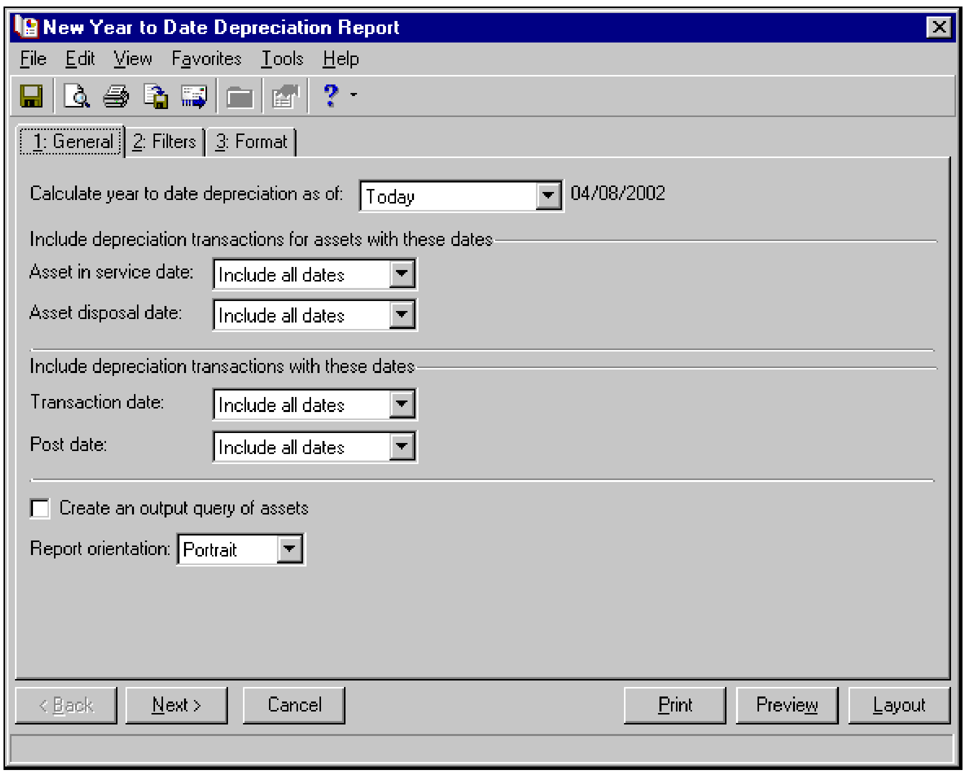
Year-to-Date Depreciation Report

The Year-to-Date Depreciation Report lists depreciable basis, prior years' depreciation, and year-to-date depreciation expense for selected assets.

The Year-to-Date Depreciation Report has three tabs on which you set parameters: General, Filters, and Format. To move among the tabs in a report, use **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify the records to include in the report and how the report should look. For more information about creating a Year-to-Date Depreciation Report, see "Creating Reports" on page 9.

General Tab

On the General tab, you set parameters specific to the report and make selections about the information included in the report.



Calculate year-to-date depreciation as of. In the **Calculate year-to-date depreciation as of** field, select Today or <Specific date>.

Asset in service date. In the **Asset in service date** field, select the dates in which the assets were placed in service. You can select to include all dates, a specific date, or a specific date range.

If you select <Specific range>, you can specify a start date and an end date. If you leave the **Start date** field blank, all activity is included up to the end date. If you leave the **End date** field blank, all activity from the start date until present is included. If you leave both fields blank, all activity is included.

Asset disposal date. In the **Asset disposal date** field, select the dates in which the assets were disposed or will be disposed. You can select to include all dates, a specific date, or a specific date range.

If you select <Specific range>, you can specify a start date and an end date. If you leave the **Start date** field blank, all activity is included up to the end date. If you leave the **End date** field blank, all activity from the start date until present is included. If you leave both fields blank, all activity is included.

Transaction date. In the **Transaction date** field, select dates of transactions to include in the report. You can select to include all dates, a specific date, or a specific date range.

If you select <Specific range>, you can specify a start date and an end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date until present is included. If both fields are blank, all activity is included.

Post date. In the **Post Date** field, select the post dates for transactions to include in the report. You can select to include all dates, a specific date, or a specific date range.

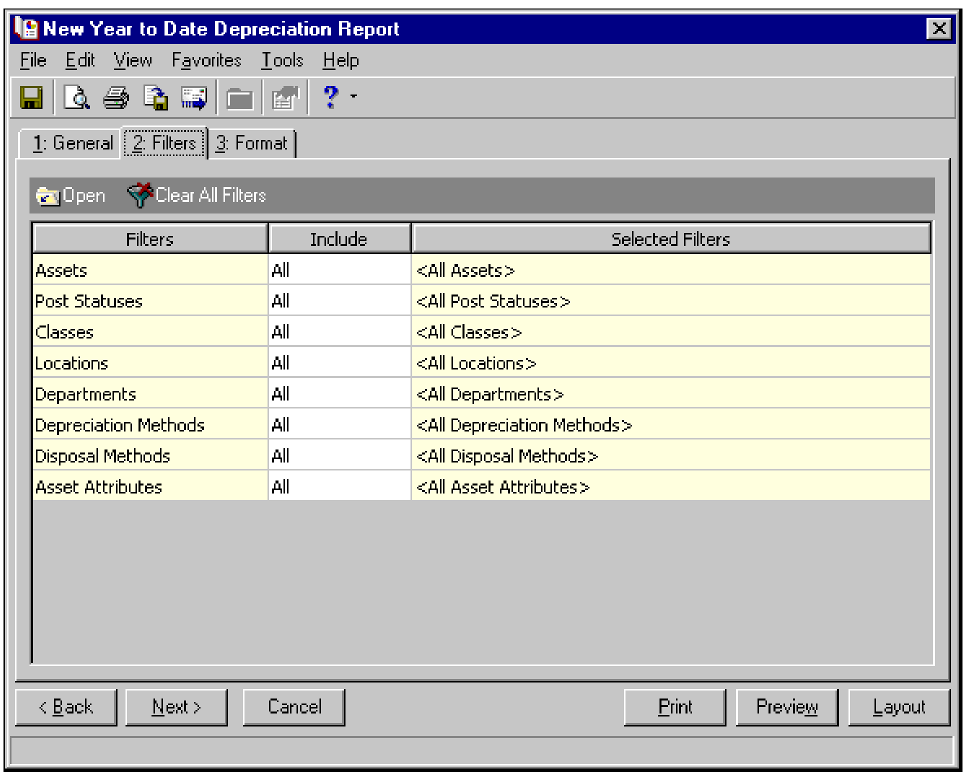
If you select <Specific range>, you can specify a start date and an end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date until present is included. If both fields are blank, all activity is included.

Create an output query of assets. If you mark this option, the program creates a query of the assets you select and includes it in the report. This query is available for use in other areas of the program.

Report orientation. In the **Report orientation** field, select Portrait or Landscape.

Filters Tab

On the Filters tab, you can include information based on selected criteria such as Assets, Post Statuses, Classes, and Locations. For example, you can include assets within a selected range, and assets not falling within the range do not appear on the report. For more information about filtering in ***The Financial Edge***, see the *Program Basics Guide*.



Open. Click a filter in the grid and click **Open** on the action bar. The Selected <Filter> screen appears so you can designate specific filters for the report.

Clear All Filters. Click **Clear All Filters** to remove all previously selected filters from the report.

Glossary: A filter is a requirement records must meet to be included in a report. For example, if you apply the Asset Numbers filter, only the assets with the numbers you select are included in the report.

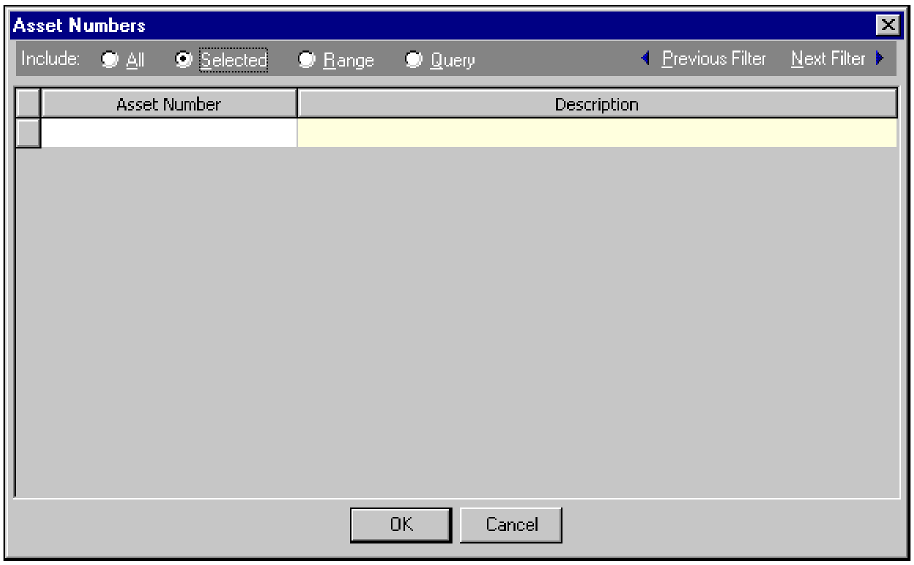
Filters. The **Filters** column lists all filters for this report. You cannot edit this column.

Include. Choose Selected in the **Include** column. The Selected <Filter> screen appears so you can designate specific filters for the report.

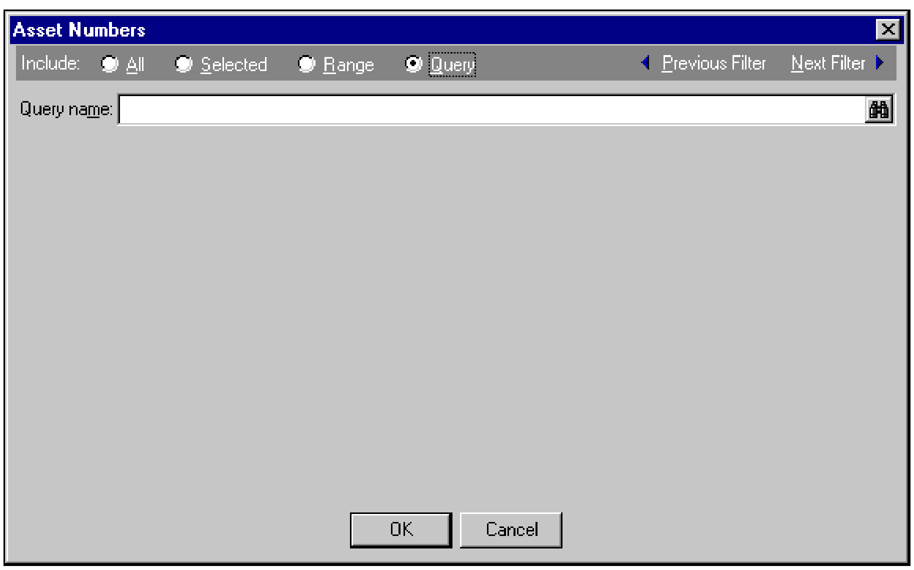
Selected Filters. Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and click **Open** on the action bar, the Selected <Filter> screen appears. Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on your selection, different options appear on the screen.

Note: If you mark **All**, you cannot define filters. You must mark **Selected**, **Range**, or **Query** to define filters.

If you mark **Selected** or **Range**, a grid appears so you can specify individual filters.



If you mark **Query**, the **Query name** field appears so you can select a query to use as a filter.



Query name. The **Query name** field appears if you select **Query**. Enter the name of the query to use to filter the report or click the binoculars to search for a query.

To create a new query, click the binoculars and click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter** on the toolbar.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter** on the toolbar.

Format Tab

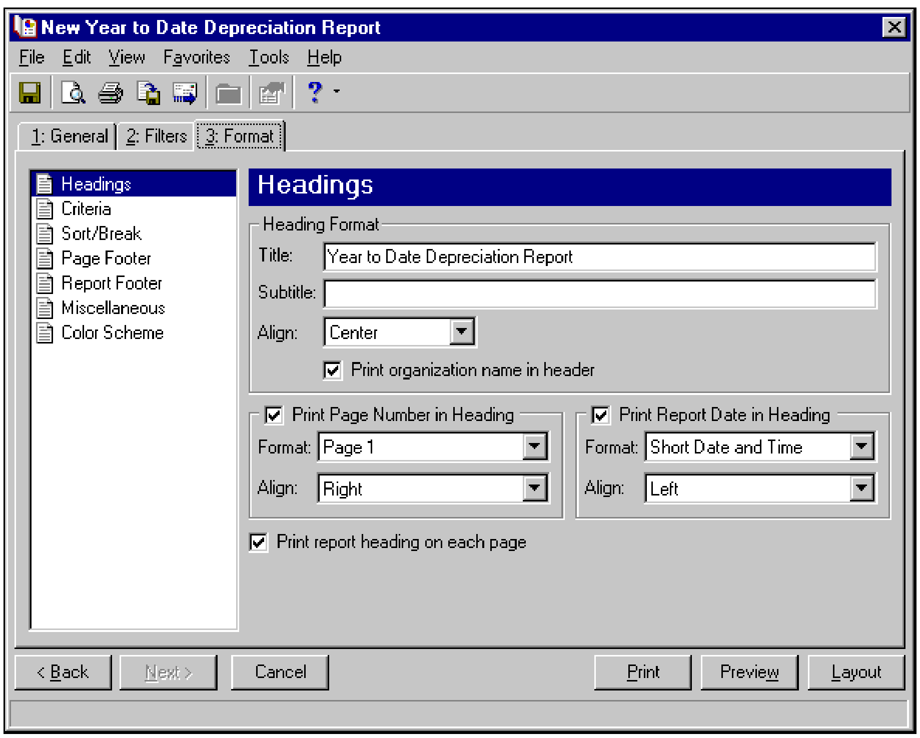
On the Format tab, you decide how the report should look. You can create headings and footers, include a list of criteria used to create the report, sort the information in the report, and select the format for displaying monetary amounts.

The list on the left of the screen displays formatting options for the Year-to-Date Depreciation: **Headings**, **Criteria**, **Sort/Break**, **Page Footer**, **Report Footer**, **Miscellaneous**, and **Color Scheme**. When you select an item in the list, the right side of the screen changes to present selections for that section of the report.

Note: The heading defaults to Year-to-Date Depreciation Report in the **Title** field. You can leave this as the title for your report or enter your own.

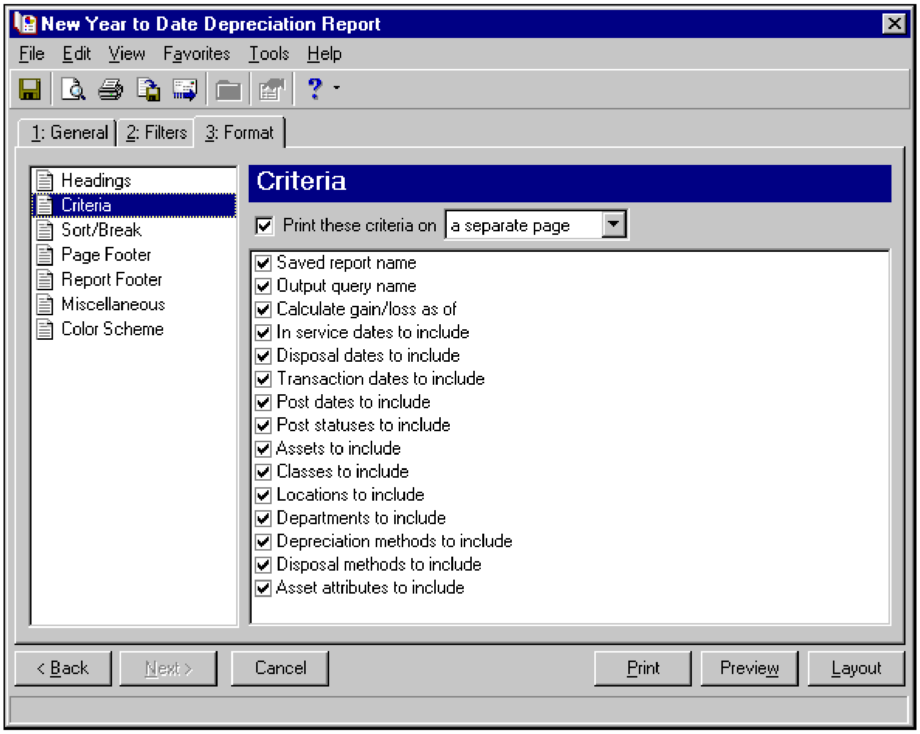
Headings. You can enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. The title and subtitle appear at the top of the report. You can select how you want the heading aligned and whether you want your organization's name to appear in the header.

You can include other options in the header, such as the page number and the date. You can also select to include the header on every page of the report.



Note: The program automatically selects all criteria. Unmark the checkbox for any you do not want to print with the report.

Criteria. Use **Criteria** to print data to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.



Note: You can show project detail only if you have the optional module *Projects and Grants*.

Sort/Break. Use **Sort/Break** to select the order that information appears on the report. When you select **Sort/Break** on the Format tab, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

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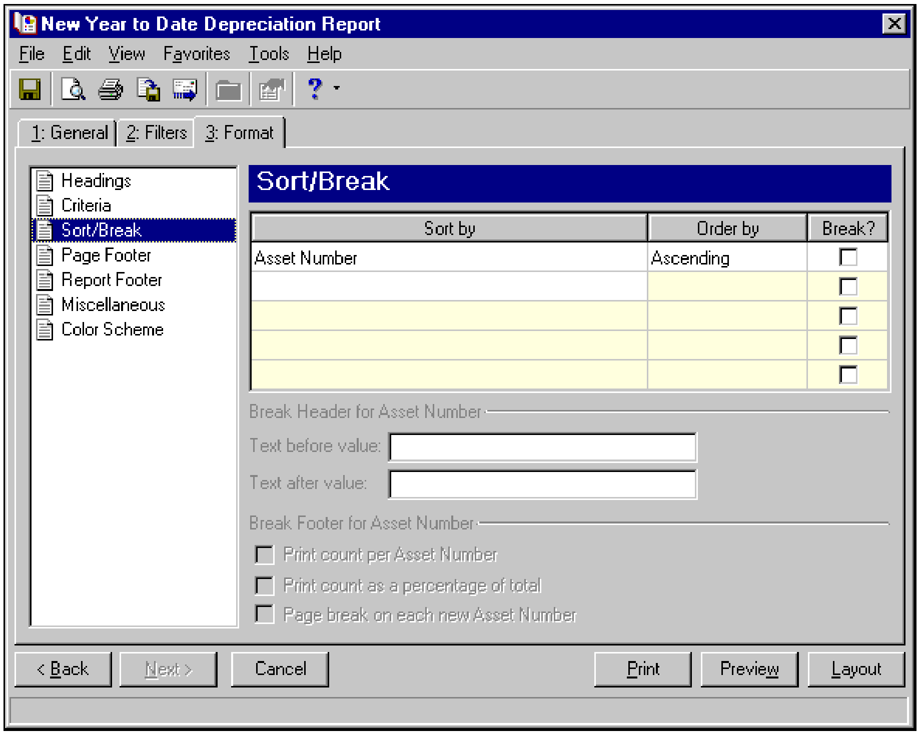

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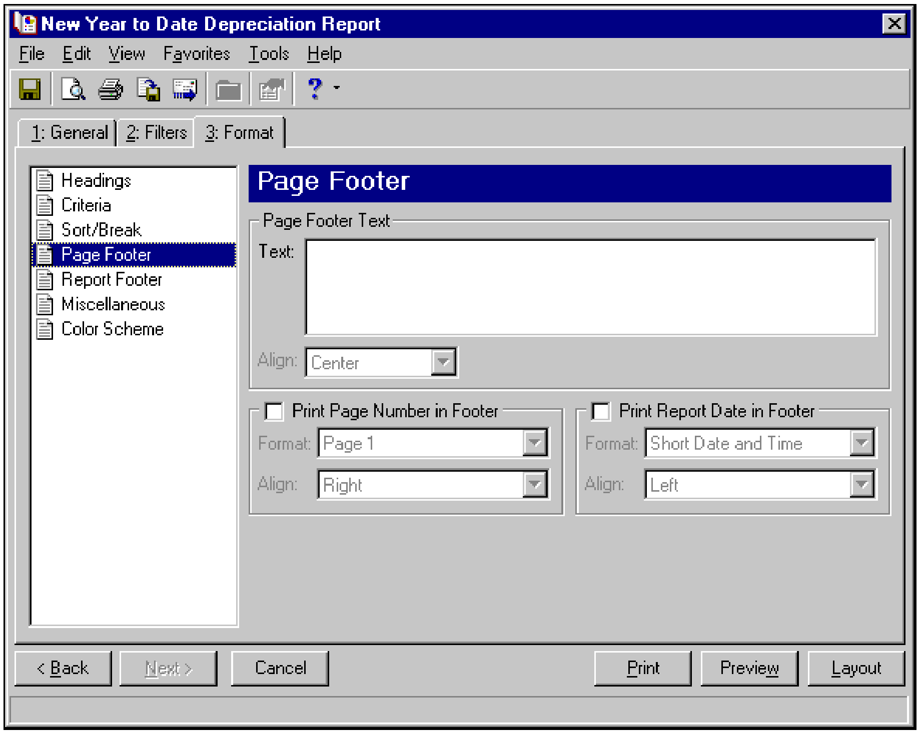

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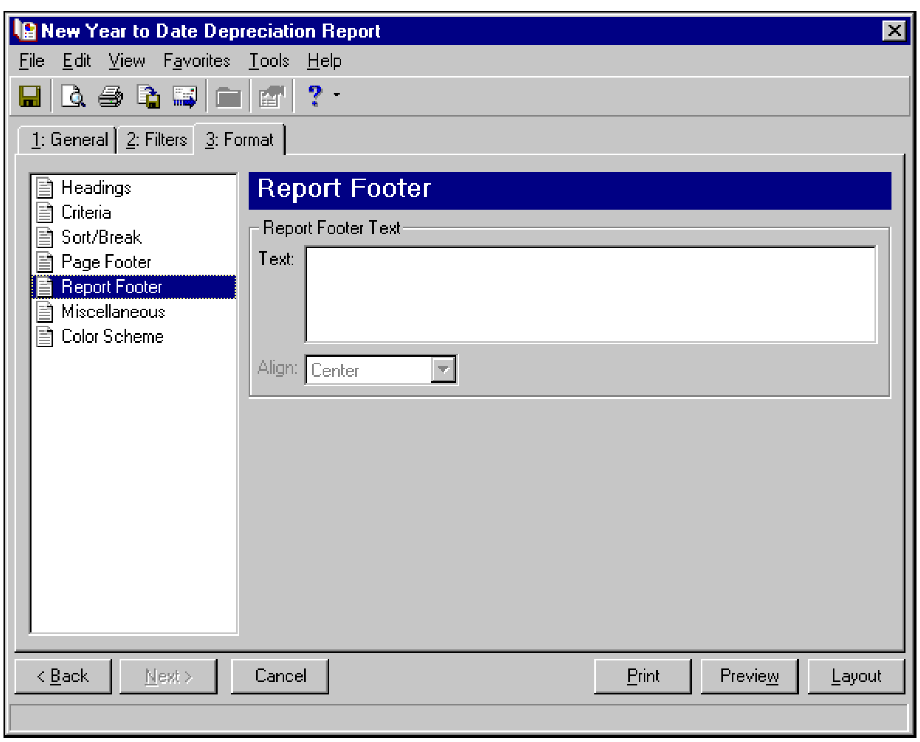

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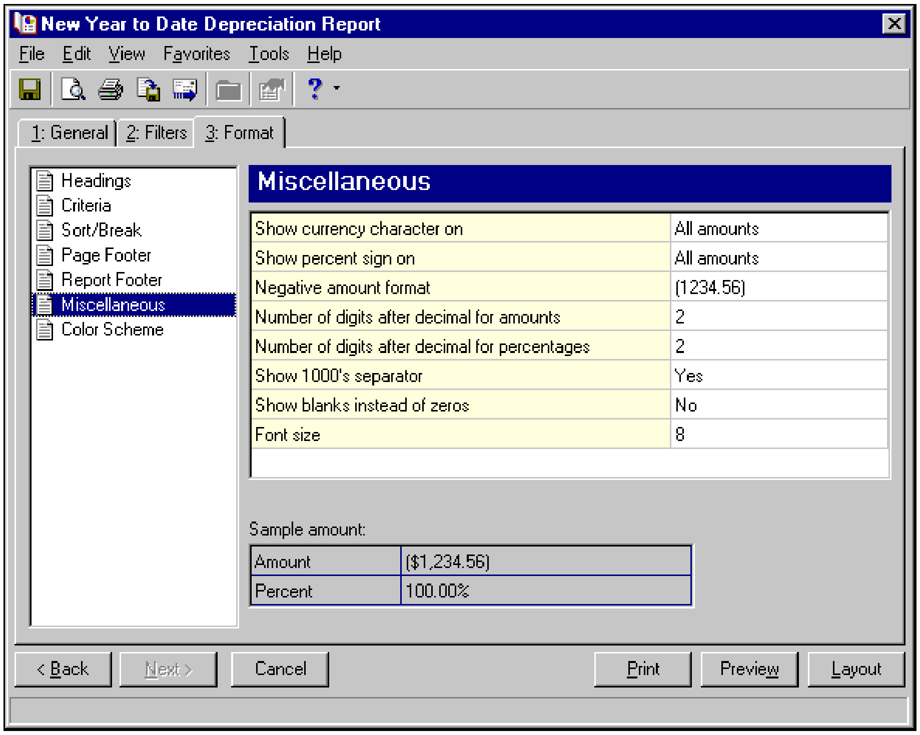

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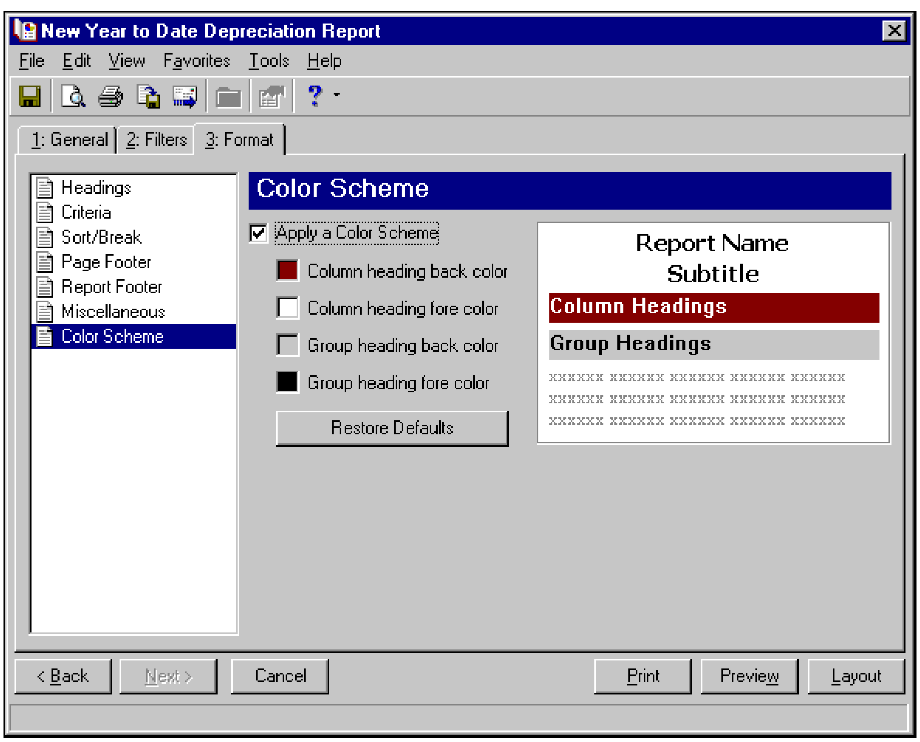

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