

# Online Filing

Using the formatted

Excel spreadsheet

**Account Number: 047295**  
**Asset Reporting**

You can either download a formatted spreadsheet to enter your assets, or you may enter assets individually below. If you choose the upload option, Excel 2007, or newer, or Open Office is required. Once your assets have been entered and the spreadsheet saved, you can import it to your return using the following upload. [Click here for Instructions and General Information.](#) Once successfully imported, your assets will appear in the grid below.

[Link to formatted Excel Spreadsheet](#)

Import Excel Spreadsheet only

Browse...

Upload

**You must use this formatted spreadsheet to upload asset information.**

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

To enter a new asset individually, click the "New" link on the left side of the grid, enter the data and then click on the Update link which appears in place of the "New" link to save.

Editing and deleting assets already entered or imported is done by using a combination of check boxes on the left of the grid and buttons above the grid. By checking the box(es) adjacent to the asset, and then clicking the "Start Edit" button you can edit multiple assets at once. When done editing, click the "Update" button to save or the "Cancel" button to revert back to the old values. Deleting assets is done the same way as editing. Select the check box(es) adjacent to the asset and then click "Delete" to remove from the grid. The "Select All" and "Unselect All" buttons are there so you can easily select all the assets on the current page or unselect.

In order to save a copy of your reported assets, use the export options before final submission.

Start Edit	Delete	Select All	Unselect All	Export to XLSX	Export to PDF							
#	#	Your Unique Asset ID	Owned, Lease or Leased to Own Owned, Lease or Leased to Own	Lessor Name Address, phone, email if available	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase YYYY	Purchase Price Whole Number Only	Total Purchase Price Qty x Price	Estimated Market Value Whole Number Only
New No data to display												
\$0												
\$0												
<a href="#">Create Filter</a>												

Back

Next

**Account Number: 04729**  
**Asset Reporting**

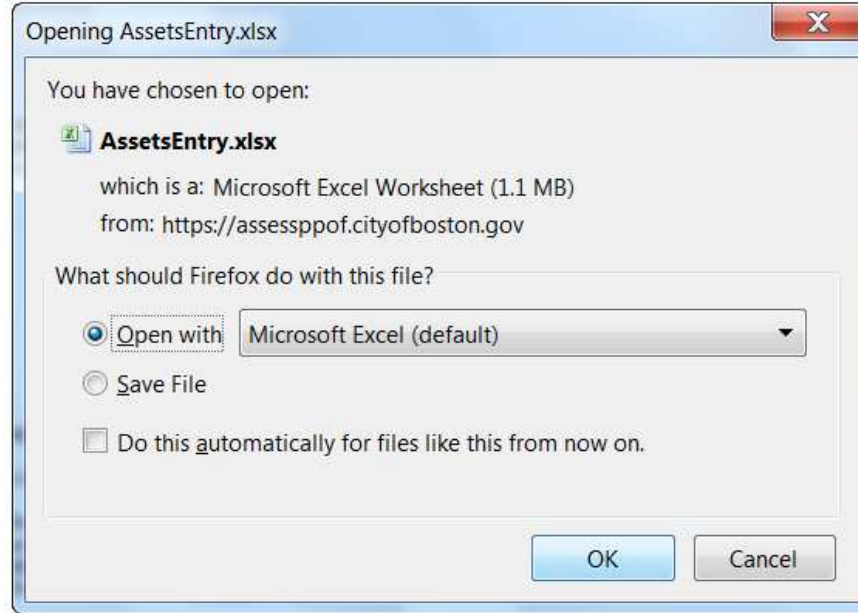
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[Link to formatted Excel Spreadsheet](#)

Import Excel Spreadsheet only

1. Click Link to open formatted Excel spreadsheet
2. Save to your computer
3. Enter the data
4. Save
5. Browse
6. Upload



Save to your computer and name as you wish.

**Note:** After you save the file you may want to log out of the website. If the website is inactive for 15 minutes the website will close automatically but will save all information entered.

A	B	C	D	E	F	G	H	I	J	K	L
	Your Unique Asset ID	Own, Lease or Leased to Own	Lessor Name	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase	Purchase Price	Total Purchase Price (Quantity X Purchase Price)	Estimated Market Value
		Own, Lease, Leased to Own		50 Character Limit: includes periods, commas, spaces etc			Whole Number Only	YYYY	Whole Number Only	DO NOT FILL/AUTOMATIC CALCULATION	Whole Number Only
1		↑		↑			↑	↑	↑	✓	\$0
2										✓	\$0
3										✓	\$0
4										✓	\$0
5										✓	\$0

Enter as much information regarding the asset as possible.  
The required information are the columns which have a sub-header:

1. Own, Lease, Leased to Own
2. Description
3. Quantity
4. Year of Purchase
5. Purchase price

Please note Total Purchase Price is automatically calculated for you

Note: each column is limited to 50 characters.

Below is an example of an error free spreadsheet.

Use whole numbers only: no decimals, commas, formulas, dollar signs, or **negative** numbers.  
 Use the Formula bar as a guide for each cells entry. Do not skip lines to separate types of assets.

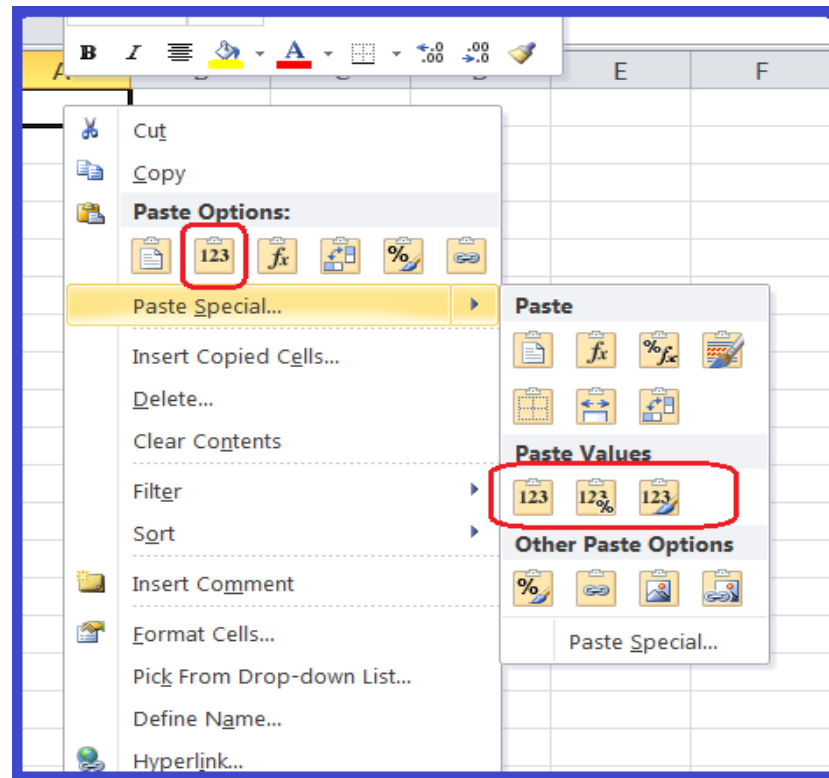
You may enter up to 25,000 asset lines.

**Remember: This is a list of current assets not a income tax valuation.**

J3		fx		7000						
B	C	D	E	F	G	H	I	J	K	L
Your Unique Asset ID	Own, Lease or Leased to Own	Lessor Name	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase	Purchase Price	Total Purchase Price (Quantity X Purchase Price)	Estimated Market Value
	Own, Lease, Leased to Own		50 Character Limit: includes periods, commas, spaces etc			Whole Number Only	YYYY	Whole Number Only	DO NOT FILL/AUTOMATIC CALCULATION	Whole Number Only
1:FN-392	own		Furniture & others	FURNITURE		1	2001	\$7,000	\$7,000	
2:OE-111	own		Time stamp	OFFICE EQP		1	2001	\$3,603	\$3,603	
3:FN-388	own		3-workstation 1	FURNITURE		1	2001	\$1,445	\$1,445	
4:FN-389	own		3-workstation 2	FURNITURE		1	2001	\$1,445	\$1,445	
5:FN-390	own		3-workstation 3	FURNITURE		1	2001	\$1,445	\$1,445	
6:CC-117	own		Bridge 4 wire system	COMMUNICATIONS		1	2001	\$8,598	\$8,598	
7:FN-391	own		Artwork-Cannon Beach	FURNITURE		1	2001	\$1,095	\$1,095	
8:FN-551	own		PCS Signage 5	FURNITURE		1	2001	\$1,150	\$1,150	
9:FN-552	own		PCS Signage 6	FURNITURE		1	2001	\$758	\$758	
0:FN-553	own		PCS Signage 7	FURNITURE		1	2002	\$1,150	\$1,150	
1:FN-554	own		PCS Signage 8	FURNITURE		1	2002	\$2,751	\$2,751	
2:FN-393	own		12 chairs 1	FURNITURE		1	2005	\$766	\$766	

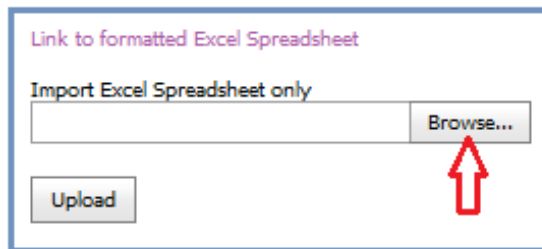
If you have the information already in another spreadsheet transfer the information using the paste options below. Paste Value options uses the end result of the formula.

**Transferring the formula will cause an upload error.**



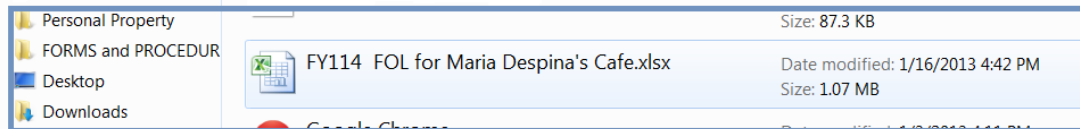
**Once all your information has been entered, save and close the file.**

Return to the website, proceed to the third page/screen and Browse



The screenshot shows a web form titled "Link to formatted Excel Spreadsheet". Below the title is the text "Import Excel Spreadsheet only". There is a text input field followed by a "Browse..." button. A red arrow points to the "Browse..." button. Below the input field is an "Upload" button.

**Upload:** find your document...





If you accidentally upload the wrong document you can cancel by clicking the red X.

**Account Number: 047295**  
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You can either download a formatted spreadsheet or you can upload a spreadsheet. A formatted spreadsheet is required. Once your assets have been entered and successfully imported, your assets will appear on the Asset Reporting page.

[Link to formatted Excel Spreadsheet](#)

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FY114 FOL for Maria Despina's Cafe.xls ✕

Upload