

Asset Keeper Pro - Quick Fix

Quick Fix

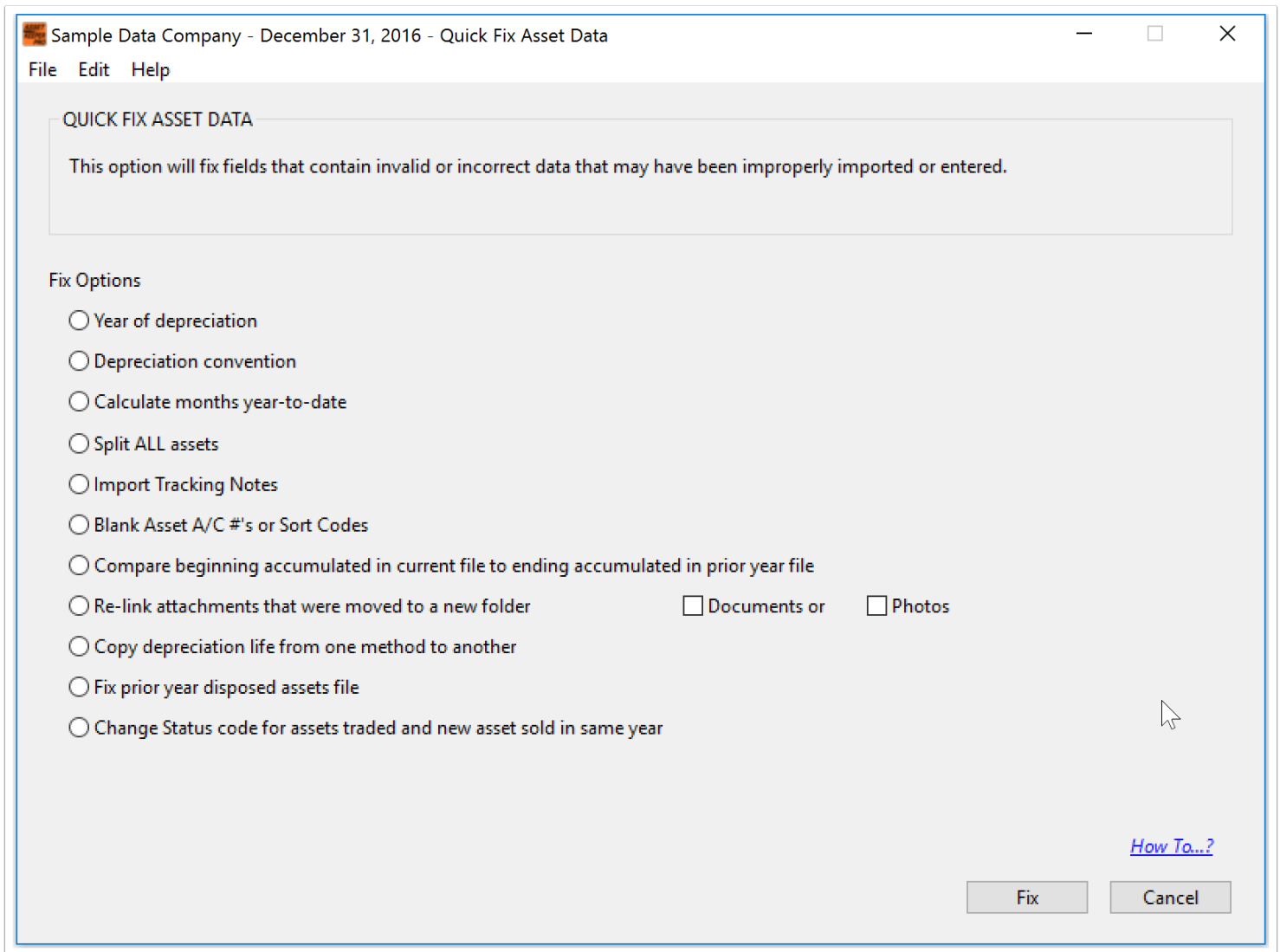
The Quick Fix option, located in the Assets menu, allows you to quickly fix fields that might be incorrect due to an import or data that was originally entered incorrectly.

The screenshot shows the Asset Keeper Pro application window. The title bar reads "Sample Data Company - December 31, 2016 / Asset Keeper Pro (Subscription Expires 02/05/2019)". The menu bar includes File, Edit, Assets, Calculate, Reports, Housekeeping, and Help. The Assets menu is open, showing options: Asset Listing, Add / Edit Assets, Quick Add with Categories, Quick Edit, Quick Fix, Auto Assign, Account Setup, Categories Setup, Tracking Setup, and Expense Allocation. The Quick Fix option is highlighted. The main window displays a toolbar with icons for Asset Listing, Add/Edit, Calc Annual, Calc Monthly, Reports, Reset, Update, Calculator, Help, and Exit. Below the toolbar, there is a "Version Date 8/27/2018 1:45 PM (Serial No 203385)" label. The main content area shows "Assets: 16" and a table of Method Details. The table has columns: Method, Convention, Sec 179 Exp Limit, and Sec 179 Acq Limit. The rows are: Federal, Alt. Min. Tax, Adj. Curr. Earn, Book, and State. Below the table are links for "View Asset Summary", "View Section 179 Summary", "View Mid-Quarter Summary", and "View Bonus Summary". A "Quick Access, Favorite Reports" section at the bottom includes a "Quick Search" field with a dropdown for "Description" and "Contains", a search input field, and a "Search" button. Below that is a "Favorite Reports" section with a dropdown for "Asset Depreciation Report", a "Rpt Month" field, and a "Saved Report Setting" dropdown.

Method	Convention	Sec 179 Exp Limit	Sec 179 Acq Limit
Federal	Std Conventions Applied	500,000.00	2,010,000.00
Alt. Min. Tax	Std Conventions Applied	500,000.00	2,010,000.00
Adj. Curr. Earn	Std Conventions Applied	500,000.00	2,010,000.00
Book	Std Conventions Applied	0.00	0.00
State	Std Conventions Applied	500,000.00	2,010,000.00

Quick Fix Menu

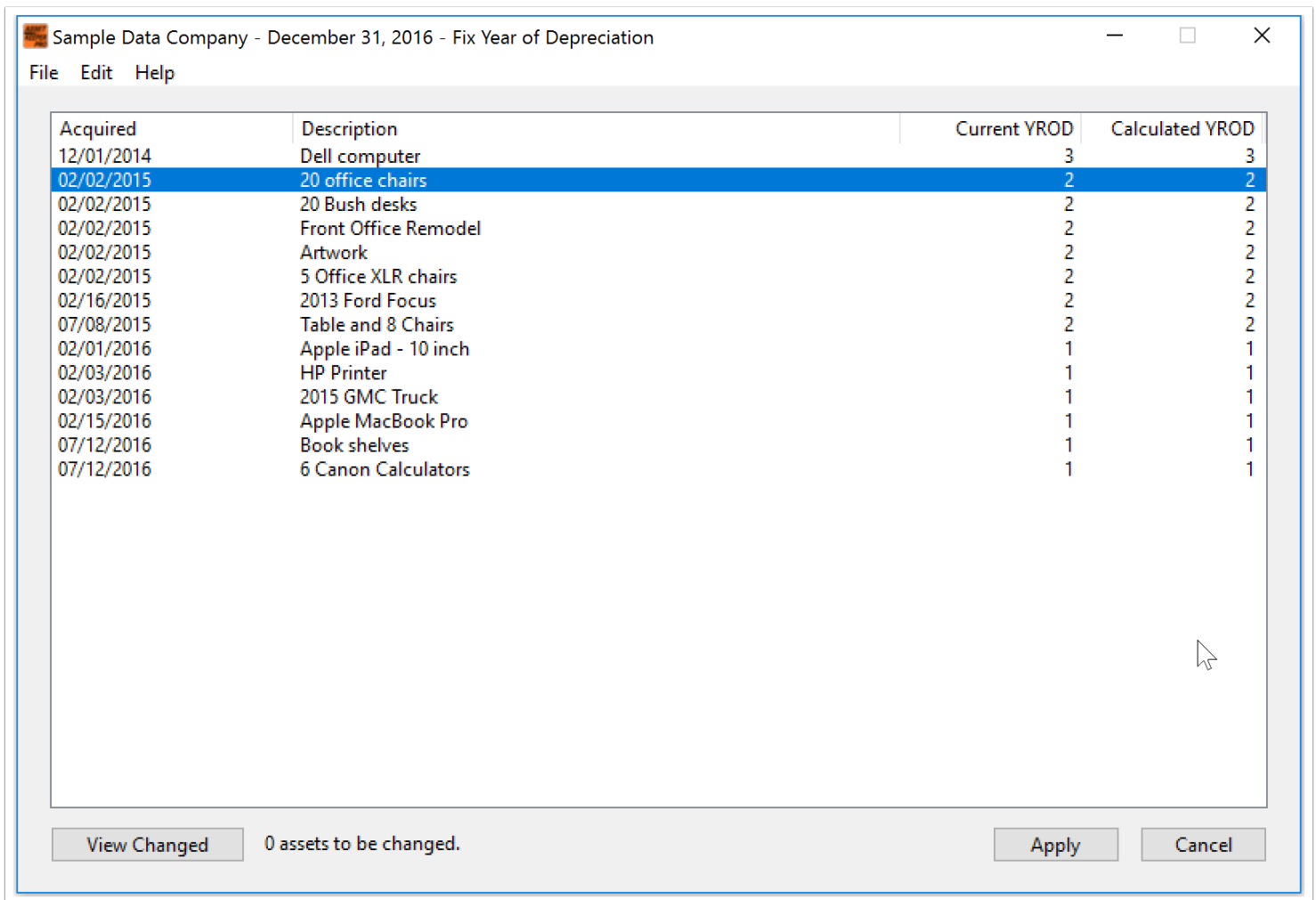
When you select the Quick Fix option you will be prompted to backup your file, as the Quick Fix option does permanently change your file. After the backup is complete the following screen appears. Select the field you wish to correct and then click the "Fix" button.



Quick Fix - Year of Depreciation

If the option to fix Year of Depreciation is selected, the following screen appears. Each asset is displayed with the current YROD (year of depreciation), and what the calculated YROD should be. The YROD is determined by the acquisition date of each asset and the year end of the file.

Click the "Apply" button and any asset with an incorrect YROD will be fixed.



Acquired	Description	Current YROD	Calculated YROD
12/01/2014	Dell computer	3	3
02/02/2015	20 office chairs	2	2
02/02/2015	20 Bush desks	2	2
02/02/2015	Front Office Remodel	2	2
02/02/2015	Artwork	2	2
02/02/2015	5 Office XLR chairs	2	2
02/16/2015	2013 Ford Focus	2	2
07/08/2015	Table and 8 Chairs	2	2
02/01/2016	Apple iPad - 10 inch	1	1
02/03/2016	HP Printer	1	1
02/03/2016	2015 GMC Truck	1	1
02/15/2016	Apple MacBook Pro	1	1
07/12/2016	Book shelves	1	1
07/12/2016	6 Canon Calculators	1	1

View Changed 0 assets to be changed. Apply Cancel

Quick Fix - Depreciation Convention

If the option to fix Depreciation Convention is selected, you will first need to select the method (Federal, Book, AMT, etc), that you want to fix the convention for. After selecting the method to fix, the assets are displayed with the currently assigned convention.

Select the assets to change and the new convention to assign. Click the "Apply" button and the selected assets will have their convention changed.

Sample Data Company - December 31, 2016 - Fix Convention Field

File Edit Help

Acquired	Description	Method / Life	Current Conv	Fixed Conv
12/01/2014	Dell computer	MA200-7.0000	Half-Year	
02/02/2015	20 office chairs	MA200-7.0000	Half-Year	
02/02/2015	20 Bush desks	MA200-7.0000	Half-Year	
02/02/2015	Front Office Remodel	MACRS-39.0000	Mid-Month	
02/02/2015	Artwork	AMORT-15.0000	Full-Month	
02/02/2015	5 Office XLR chairs	MA200-7.0000	Half-Year	
02/16/2015	2013 Ford Focus	MA200-7.0000	Half-Year	
07/08/2015	Table and 8 Chairs	MA200-7.0000	Half-Year	
02/01/2016	Apple iPad - 10 inch	MA200-5.0000	Half-Year	
02/03/2016	HP Printer	MA200-5.0000	Half-Year	
02/03/2016	2015 GMC Truck	MA200-5.0000	Half-Year	
02/15/2016	Apple MacBook Pro	MA200-5.0000	Half-Year	
07/12/2016	Book shelves	MA200-7.0000	Half-Year	
07/12/2016	6 Canon Calculators	MA200-7.0000	Half-Year	

Highlight the assets you want to change, select a convention, then click assign

Assign Apply Cancel

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Quick Fix - Months Year-To-Date

The option to Fix Months Year-To-Date is similar to fixing the year of depreciation, but this option should only be used if a short year was calculated assets before using Asset Keeper Pro.

You can add add or subtract months as needed due to a short year calculation. Normally you would not have a need to take this option unless we have advised you to do so.

Sample Data Company - December 31, 2016 - Fix Months Year-To-Date

File Edit Help

Acquired	Description	Method / Life / Conv	Current MYTD	Calc'd MYTD
12/01/2014	Dell computer	MA200-7.0000-HY	0.00	18.00
02/02/2015	20 office chairs	MA200-7.0000-HY	0.00	6.00
02/02/2015	20 Bush desks	MA200-7.0000-HY	0.00	6.00
02/02/2015	Front Office Remodel	MACRS-39.0000-MM	0.00	10.50
02/02/2015	Artwork	AMORT-15.0000-FM	0.00	11.00
02/02/2015	5 Office XLR chairs	MA200-7.0000-HY	0.00	6.00
02/16/2015	2013 Ford Focus	MA200-7.0000-HY	0.00	6.00
07/08/2015	Table and 8 Chairs	MA200-7.0000-HY	0.00	6.00
02/01/2016	Apple iPad - 10 inch	MA200-5.0000-HY	0.00	0.00
02/03/2016	HP Printer	MA200-5.0000-HY	0.00	0.00
02/03/2016	2015 GMC Truck	MA200-5.0000-HY	0.00	0.00
02/15/2016	Apple MacBook Pro	MA200-5.0000-HY	0.00	0.00
07/12/2016	Book shelves	MA200-7.0000-HY	0.00	0.00
07/12/2016	6 Canon Calculators	MA200-7.0000-HY	0.00	0.00

Change the re-calculated months for the highlighted assets by this amount

Use alternate calculation routine? (May be more accurate if you've had a short year)

When you are finished making changes, click the APPLY button to copy the changes to your assets.
If you only want to update some of your assets, highlight the ones you want to update and check the checkbox below.

Fix highlighted assets only?

Quick Fix - Split Assets

The option to Split All Assets allows you to split each asset in your file. You might use this option if you have a partnership that is terminating and each partner is taking 50% of the cost of each asset. In this example you would enter 50% allocated to original asset, which would assign 50% to the new asset.

You also have the option of having Asset Keeper Pro mark the assets so that they can easily be unmerged into another Asset Keeper Pro file or exported to Excel.

Click the "Split Assets" button and your assets will be split.

Sample Data Company - December 31, 2016 - Split Assets

File Edit Help

SPLIT ALL ASSETS

This option will split ALL the assets in your file into two assets.

Using the fields below you can select the ratio of the original asset and the newly created asset.

If you need to split the assets into more than two assets, you can always run this option more than once.

You can use the check boxes to mark the unmerge or export flags. This will mark the newly created assets so you can immediately unmerge, export, or delete the newly created assets.

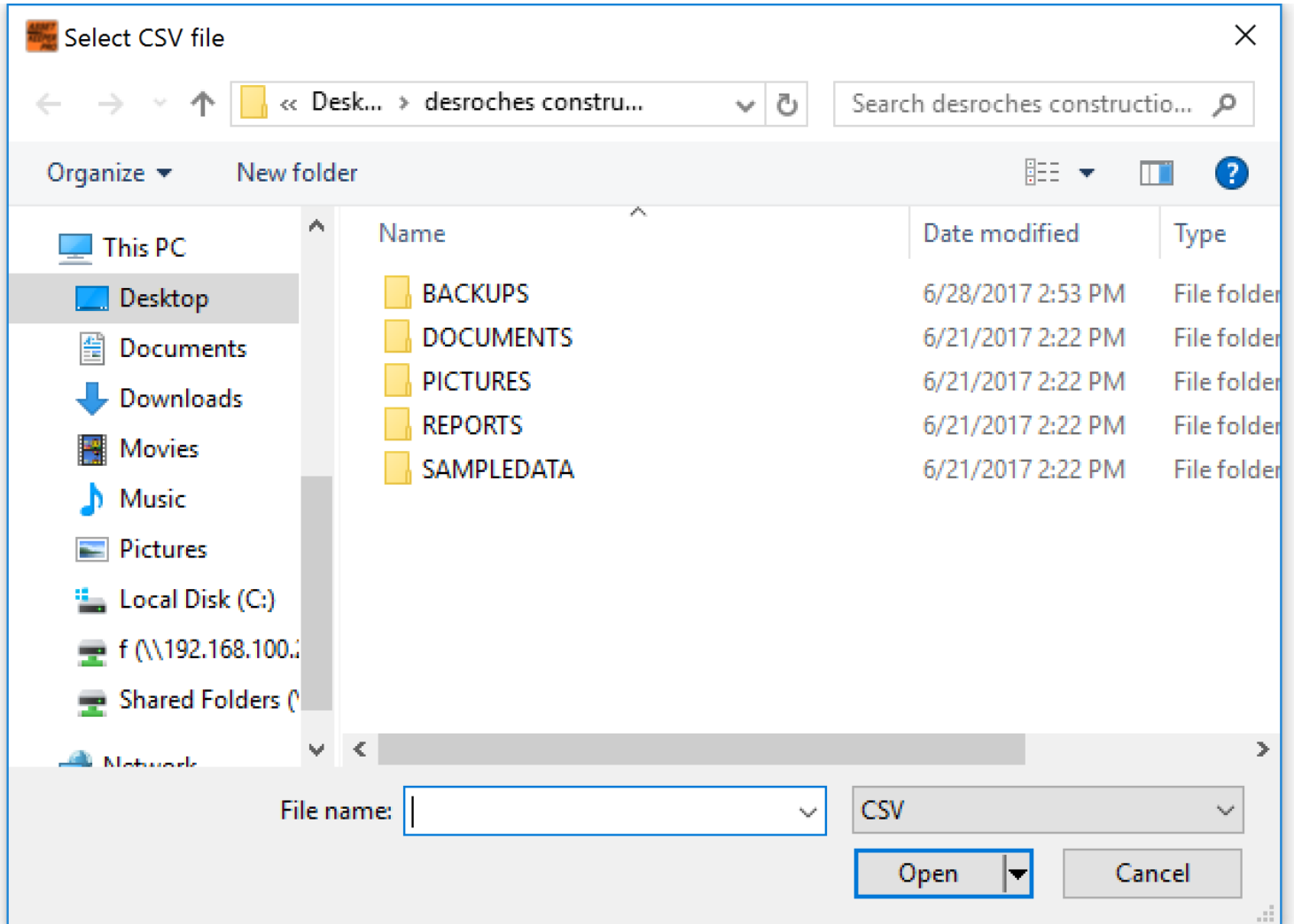
Percentage allocated to original asset	<input type="text" value="50.0000"/>
Percentage allocated to new asset	<input type="text" value="50.0000"/>
Total	<input type="text" value="100.0000"/> (must equal 100.00%)

Mark the UNMERGE flag of new assets?

Mark the EXPORT flag of the new assets?

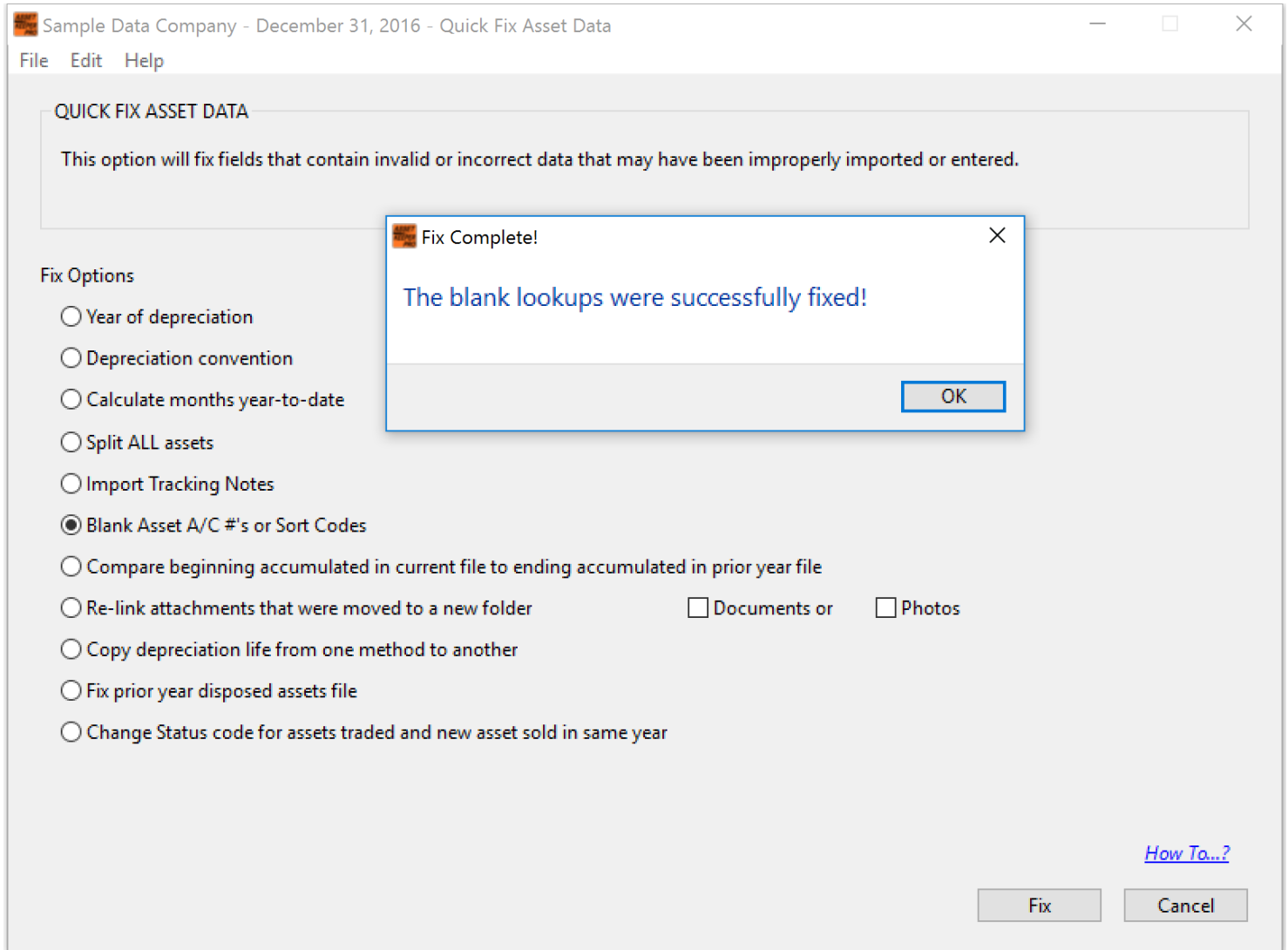
Quick Fix - Import Tracking Notes

This options allows you import tracking notes from a CSV file. Note: this is only necessary if they did not come over during the file conversion.



Quick Fix - Blank Asset A/C #'s or Sort Codes

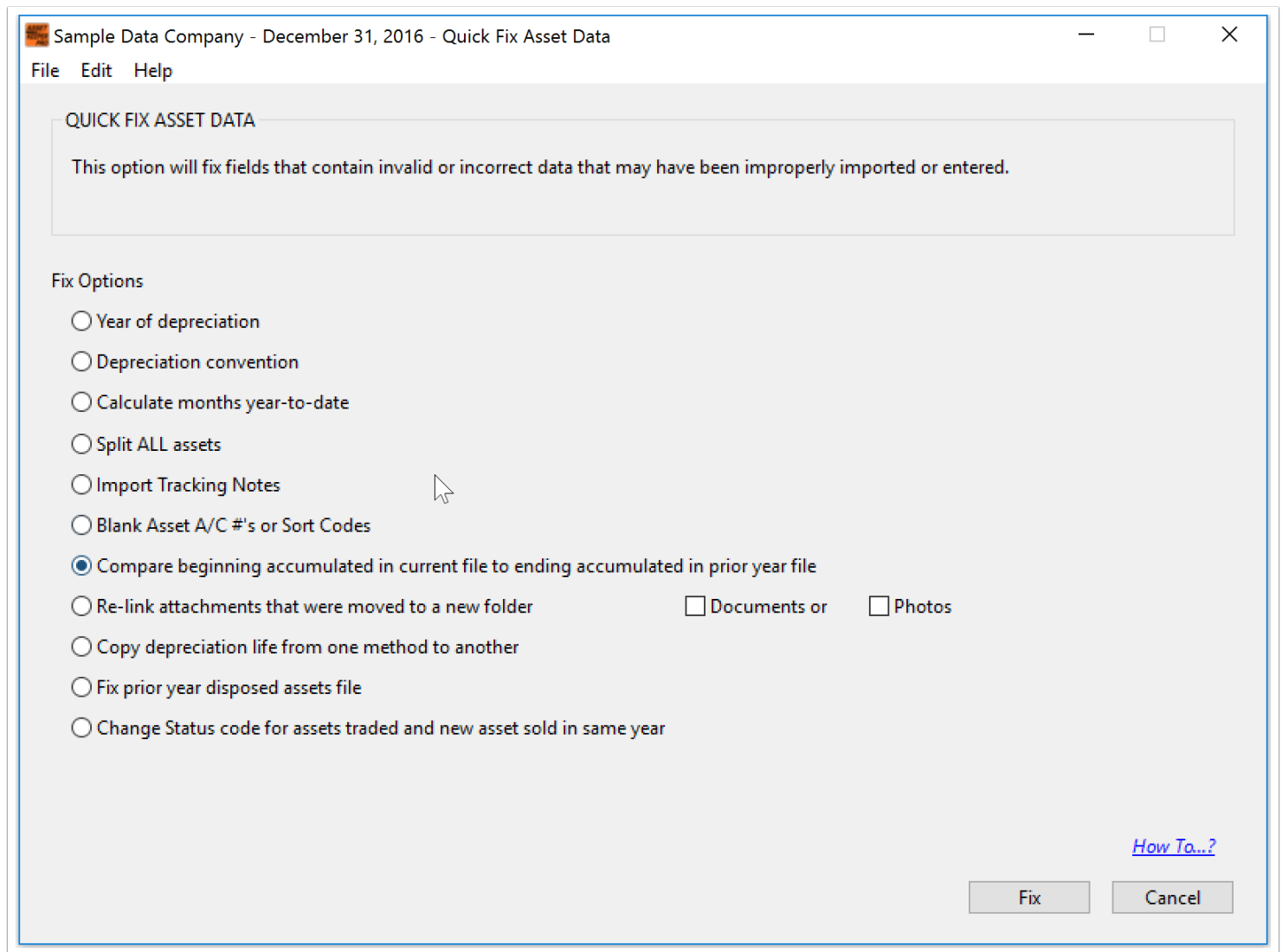
This option adds blank lookup values for the account number or sort codes. This option is only required if you are having a problem and were instructed by Pro-Ware Technical Support to run this option.



Quick Fix - Beginning Accumulated Depreciation

If you think the beginning accumulated is different than the ending accumulated of the prior year, you can use the option shown below to compare the beginning accumulated in your current file to the ending accumulated in the prior year file.

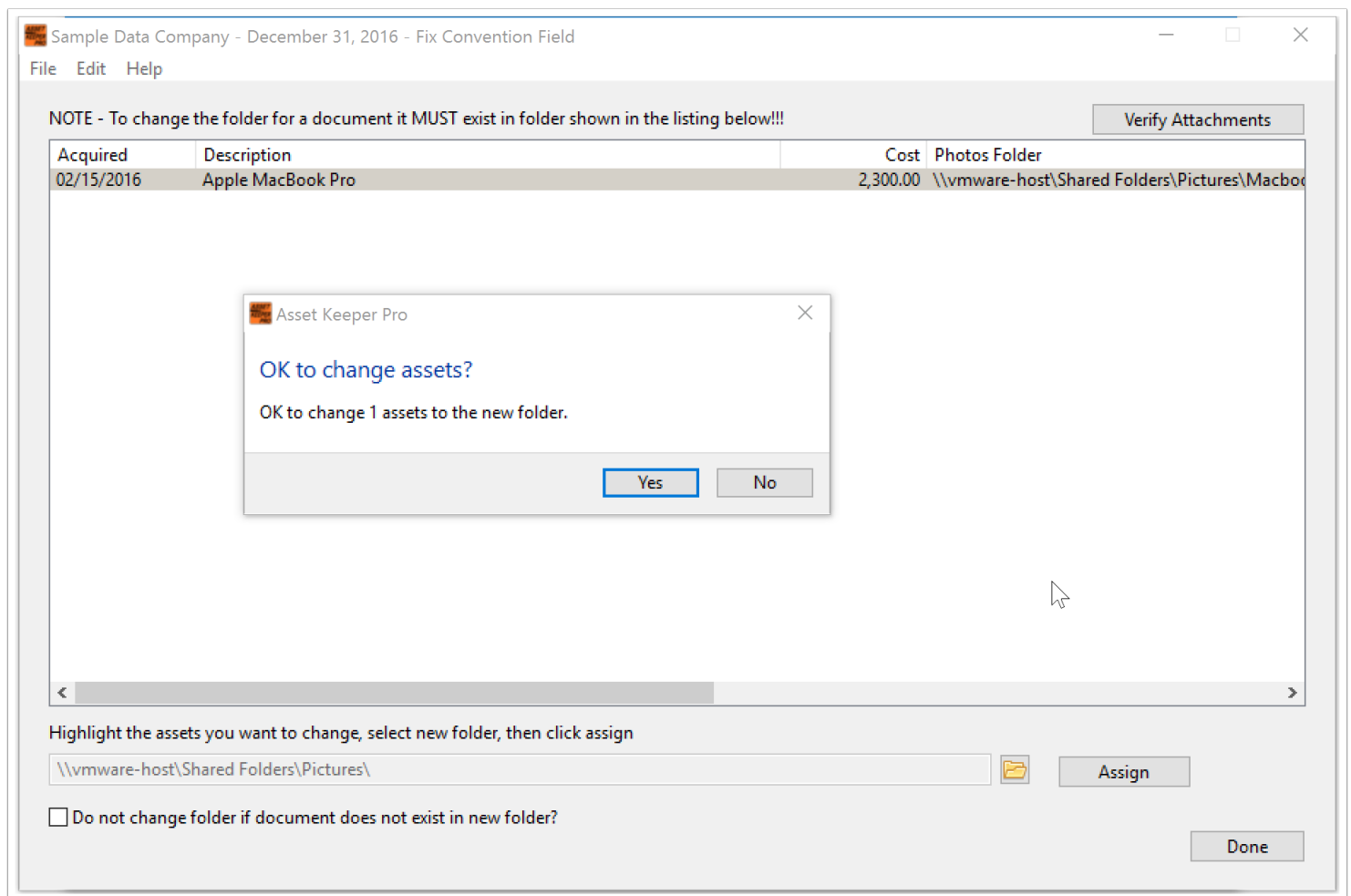
If there are amounts that are different, this option can copy the ending accumulated from the prior year to the current year, thereby eliminating the need to edit each asset and change it.



Quick Fix - Re-link Attachments

If a picture or document attached to an asset changes folder location, use the Re-link attachments options on the fix menu. You can also verify those attachments with the button on the right hand corner.

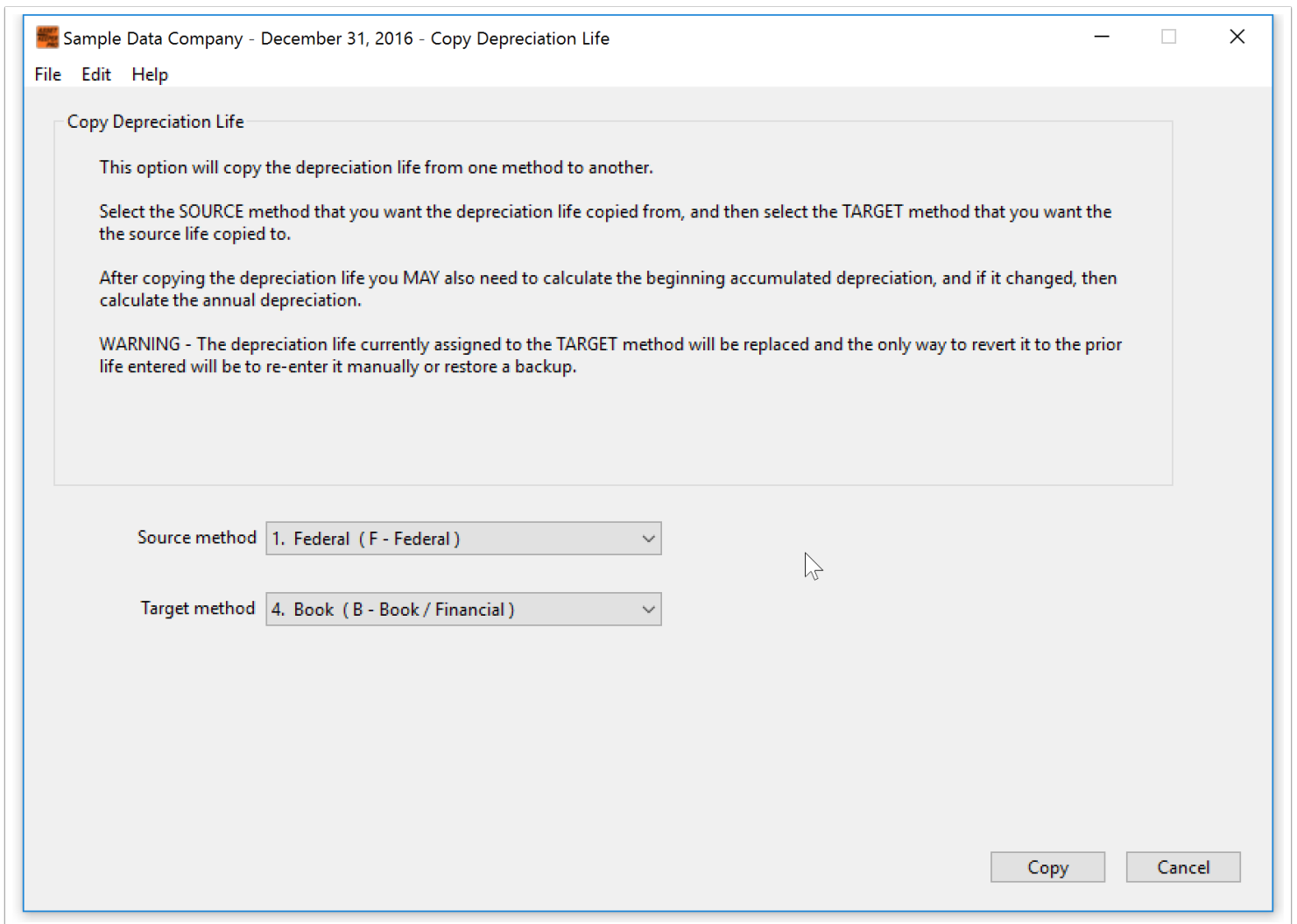
After selecting the correct folder, hit the Assign button to link the asset to the picture or document. Check the box in the bottom left corner if you do not wish to change folder should the document or picture not exist in the folder selected.



Quick Fix - Copy Depreciation Life from One Method to Another

If you wish to copy the depreciation lives for all assets from one method to another, select the source method to copy from to the target method.

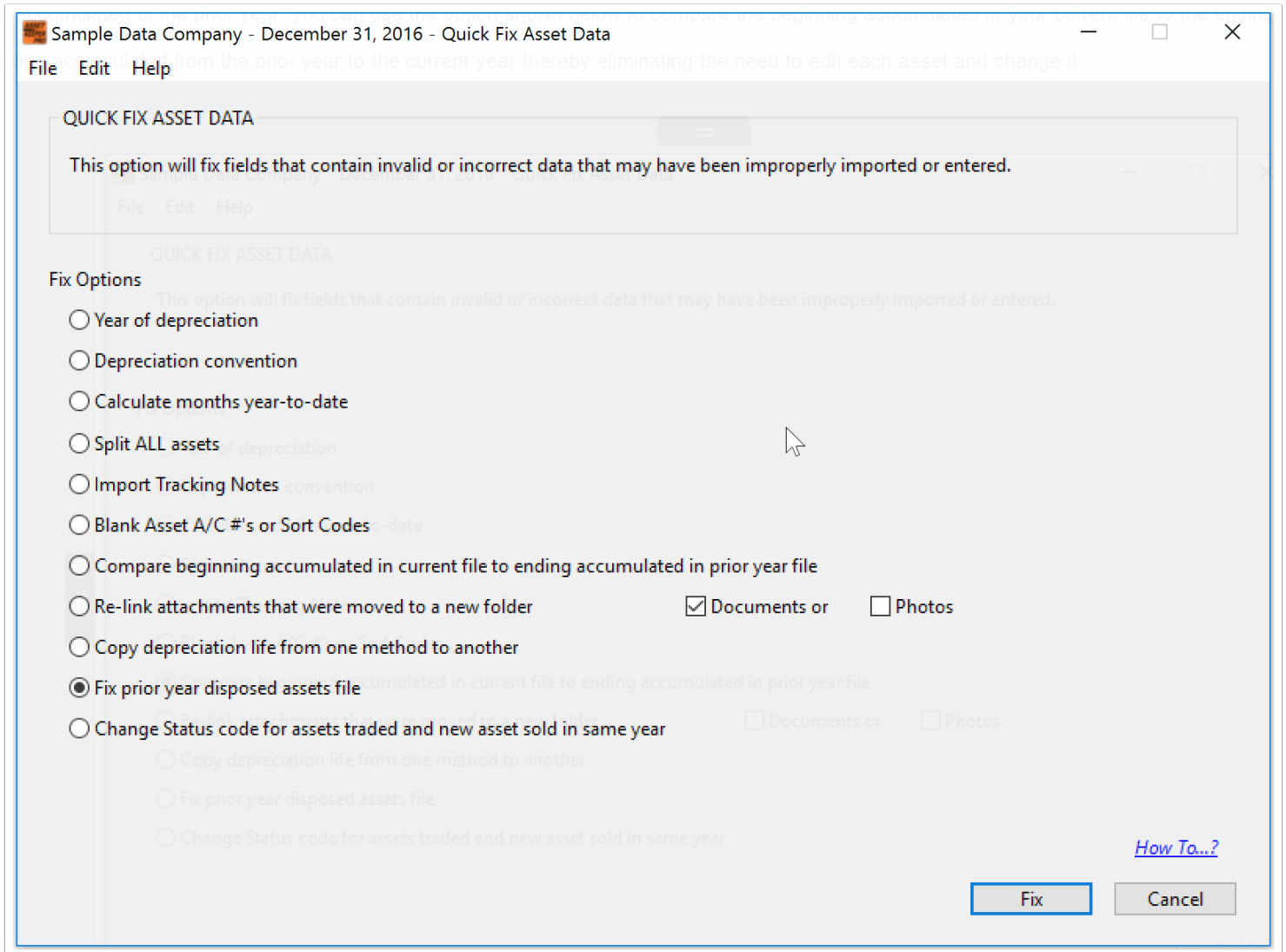
You may wish to recalculate beginning accumulated depreciation under the Calculation menu after applying this change.



Asset Keeper Pro - Quick Fix

Quick Fix - Fix prior year disposed assets file

If you think your prior year disposed assets file is in error, you may apply this fix to the disposed assets.



Quick Fix - Change Status for Assets traded and sold in the Same Year

If an asset was traded for a new asset and the new asset was sold in the same year, then this screen can be used to fix the status on any asset with the incorrect Asset Status.

