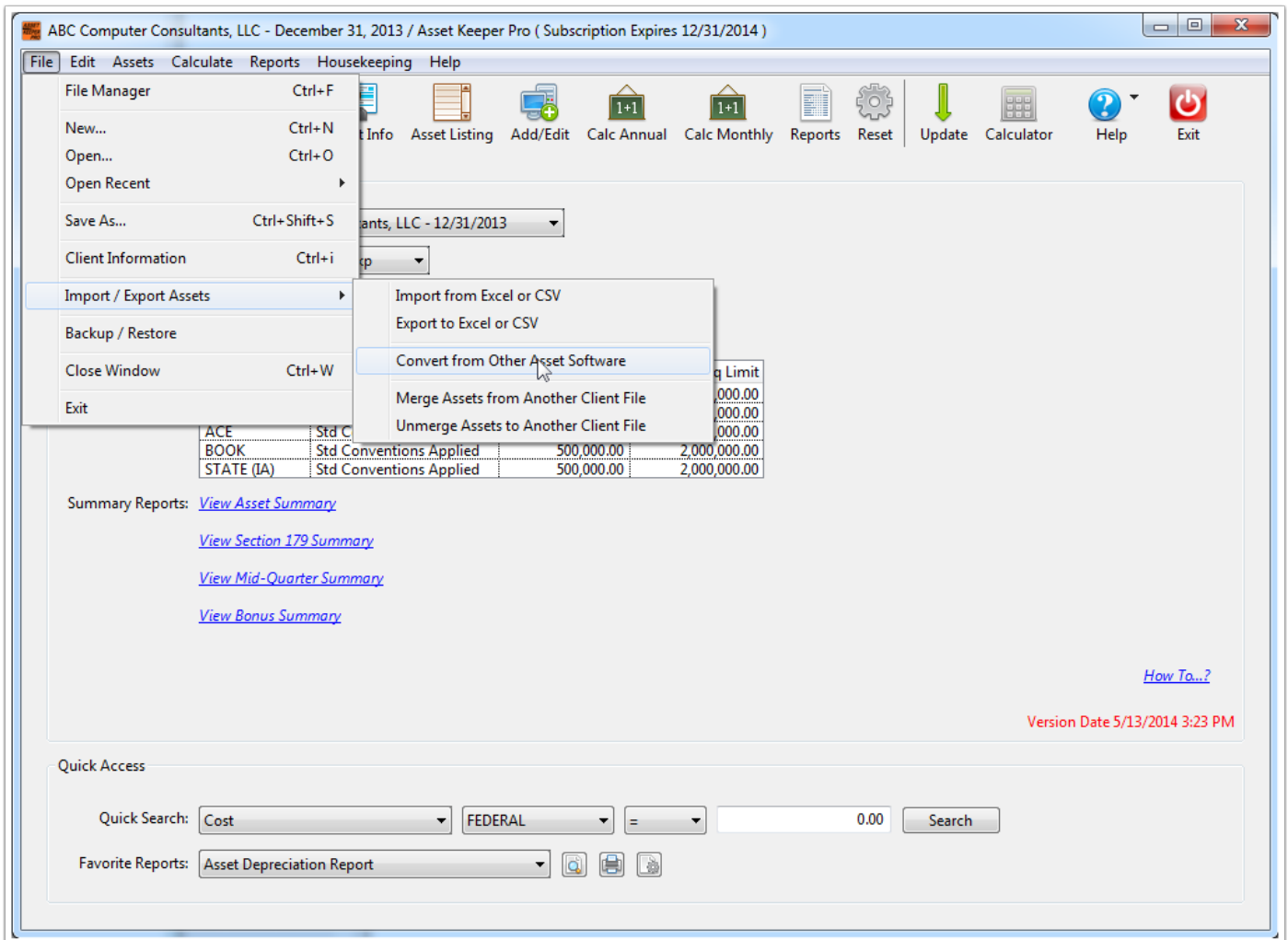# Asset Keeper Pro - Convert from Other Asset Software - BNA Fixed Assets
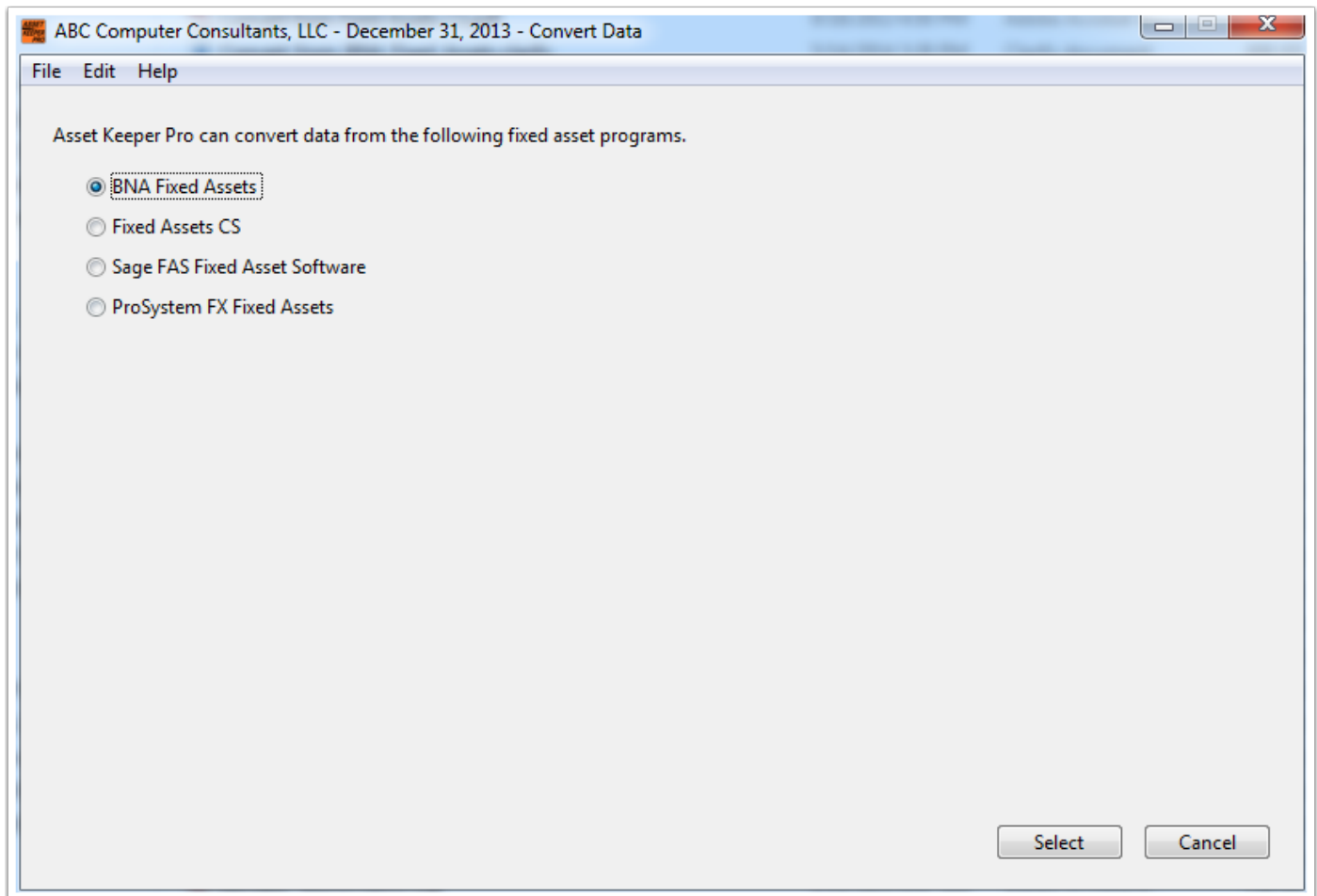
Convert from Other Asset Software

To convert data from BNA Fixed Assets, select the Convert from Other Asset Software option in the File, Import / Exports Assets submenu.
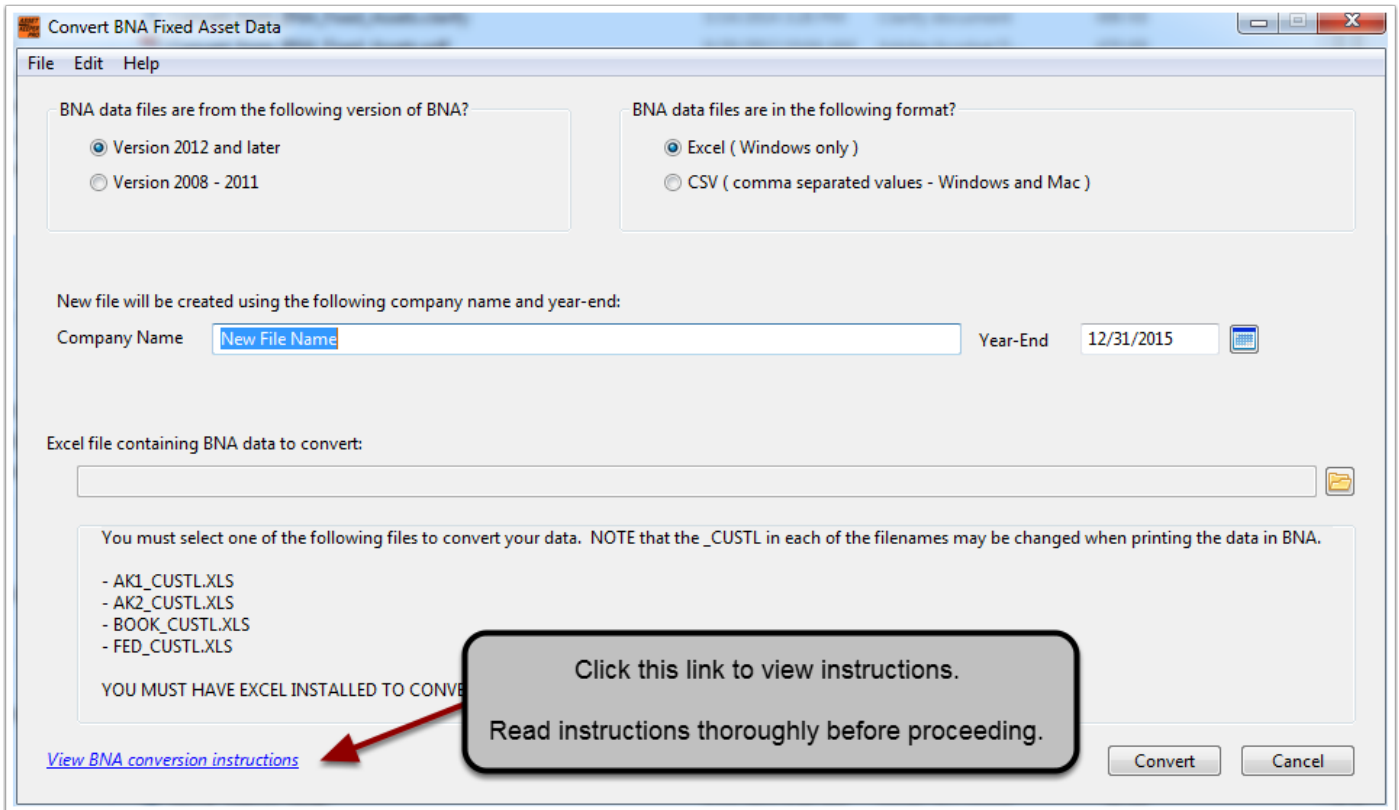
Select other fixed asset program

On this screen, select what fixed asset program you are converting from. Since you are converting from BNA Fixed Assets, you would select the first option.

View BNA conversion instructions

Before proceeding, click the "View BNA conversion instructions" option at the bottom of the screen to view or print the conversion instructions.

BNA Conversion Instructions

Be sure to read the instructions thoroughly before proceeding with the conversion of your data.

Conversion Instructions - BNA Next Dimension

File   Edit   Help

BEFORE YOU START...
Before you can convert your data from your BNA program, you will need to create the four custom landscape reports from within BNA Next Dimension.

After creating the report files, you will use these files to print the data for a BNA client file; however, instead of printing the report on your printer, you will be printed to disk.

After the reports have been printed to disk, you will then use the conversion option in AKPRO to convert the data in these files to an Asset Keeper Pro data file.

The converison program converts your Federal and Book methods only! If you need additonal methods, including AMT or ACE, you can create them in Asset Keeper Pro once your data is converted.

SUMMARY OF PROCEDURES TO CONVERT YOUR FILES
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1. Start AKPRO and minimize it.
2. Start BNA Next Dimension
3. Select a client in BNA that you want to convert to AKPRO.
4. Create the custom reports (see below) required to print the client data to disk.
5. Print the client's data to disk using the custom reports.
6. Minimize the BNA program and return to AKPRO.
7. Run the conversion option for BNA to convert the data contained in your custom report files.
8. If you need to convert multiple files, return to #1 above and proceed again.

DETAIL INSTRUCTIONS

STEP #1 - Start Asset Keeper


Print   Done

BNA Conversion Options

When you have created your report files in BNA, you are then ready to convert your data. You will need to select the version of BNA that you are using and whether the report files you created are in Excel or CSV format.

You should then enter the company name and year-end. The year-end should be the year following the last year caclulated in BNA. For example, if you have already completed 12/31/12 and prepared financial statements or tax returns, then you should enter 12/31/2013 for the year-end.

Finally, you will need to click the button with the Folder icon on it to select one of the report files you created with BNA, then click the Convert button.
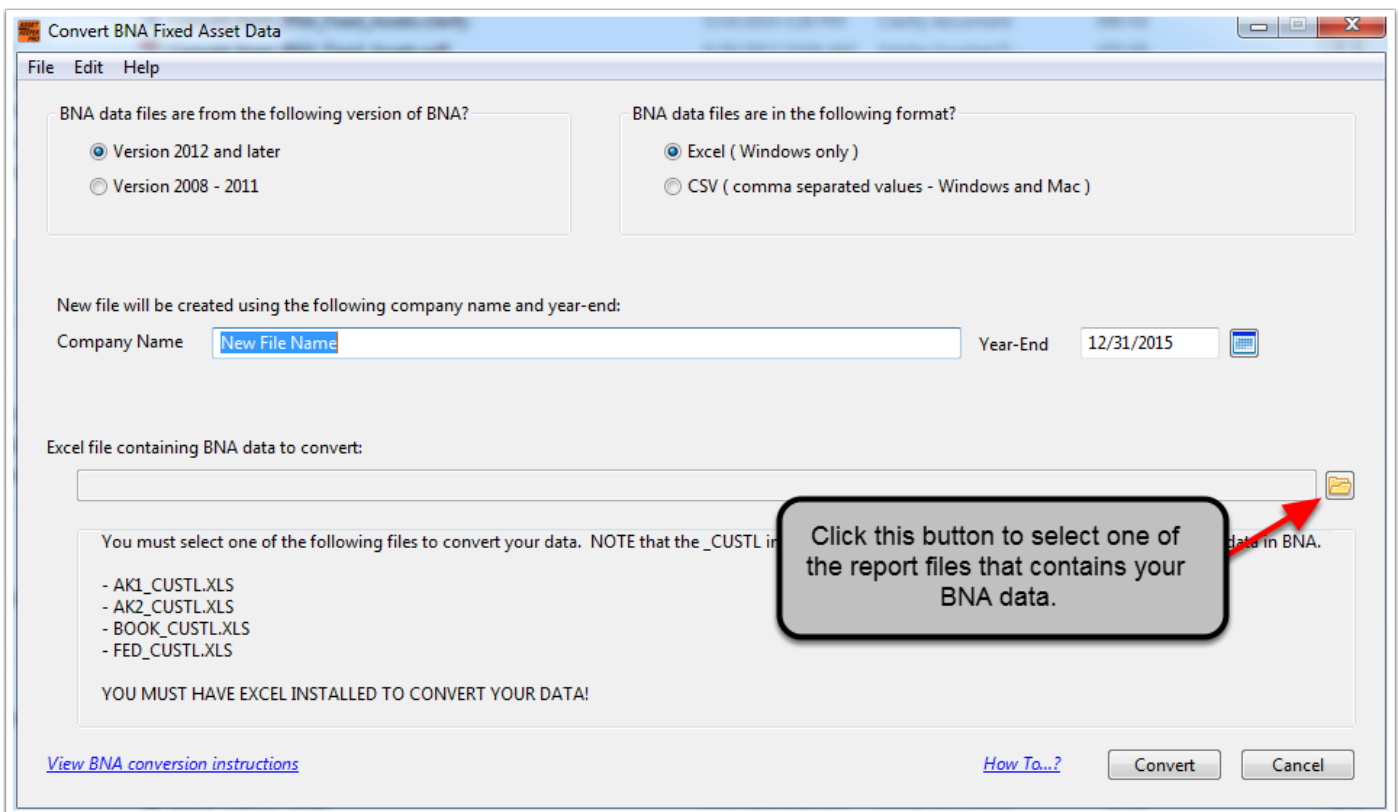
Select BNA report file

This is the dialog screen that is used to select one of the report files that contains your BNA data.
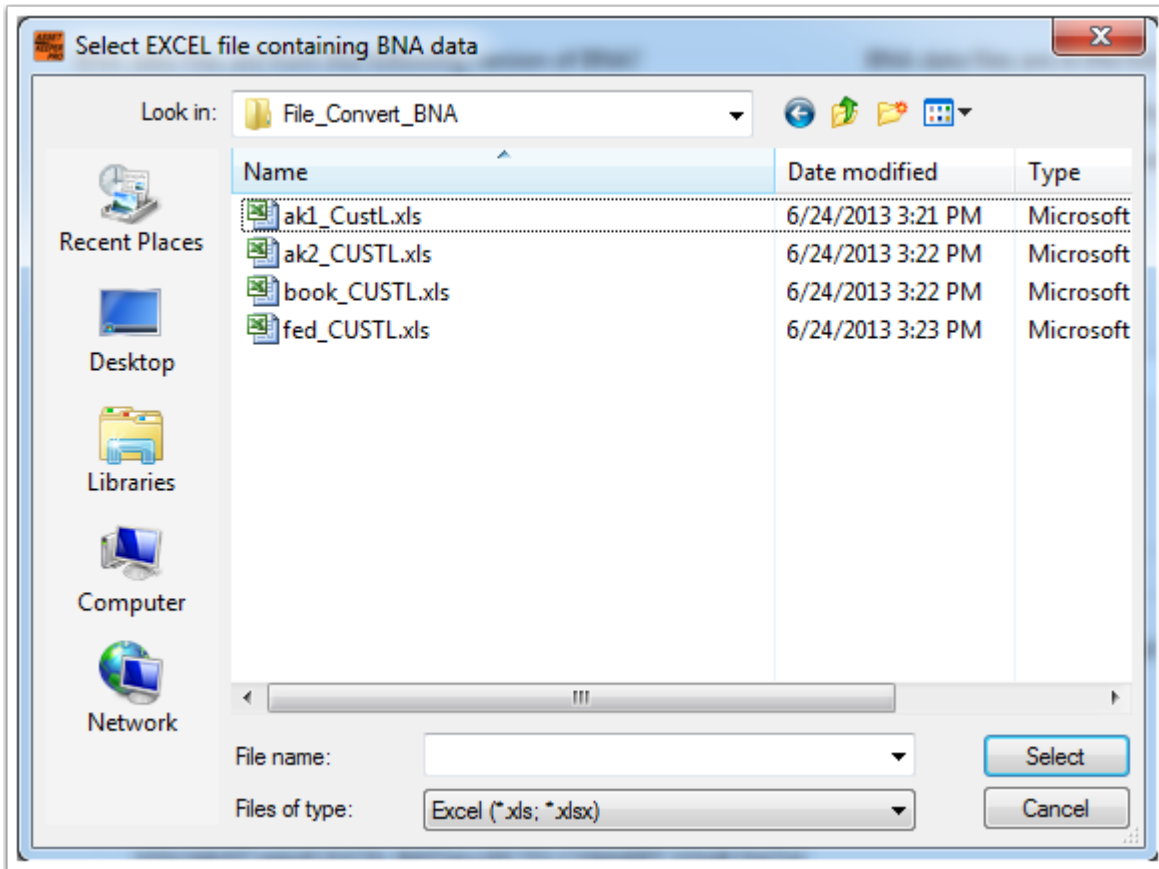
Create New File

After clicking the Convert button, you will be prompted to select a location and enter a filename for your Asset Keeper Pro data file that will contain your converted data. If you enter a filename that already exists, you will be asked if you want to overwrite it.
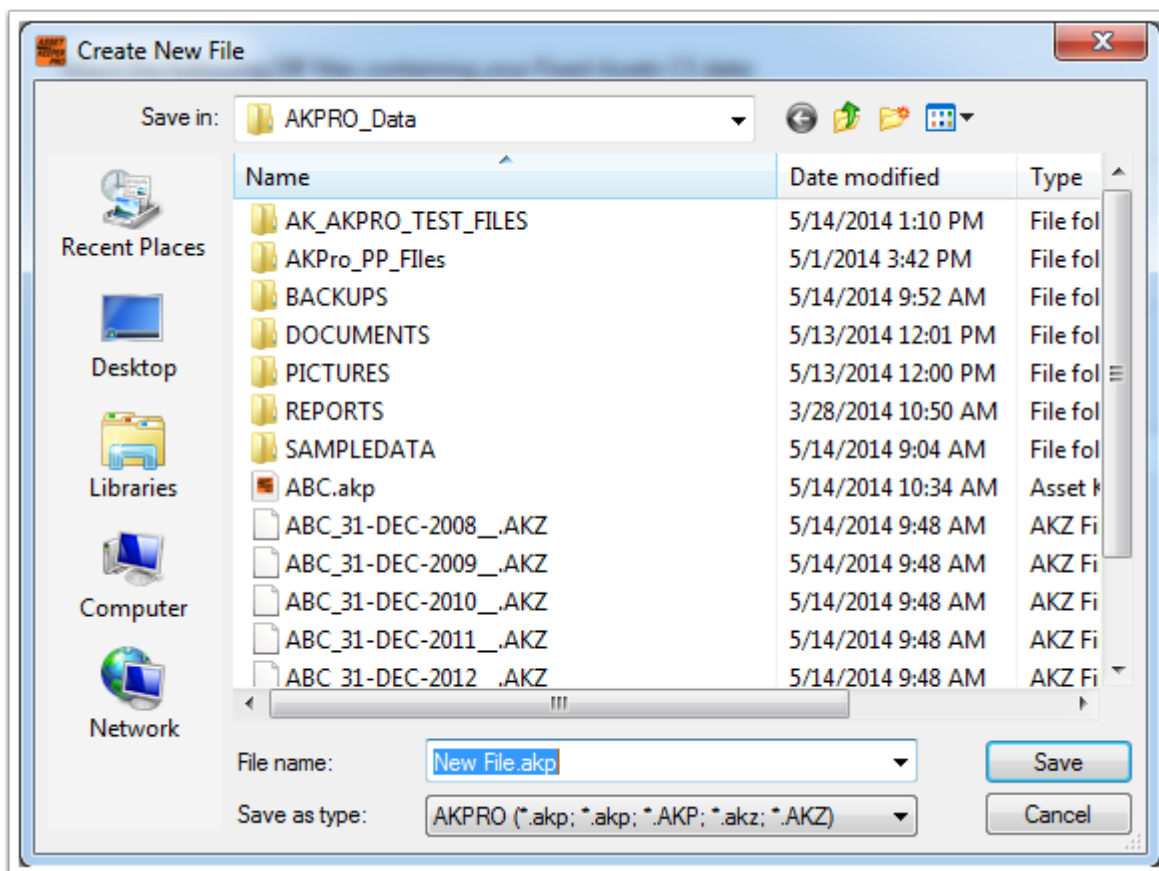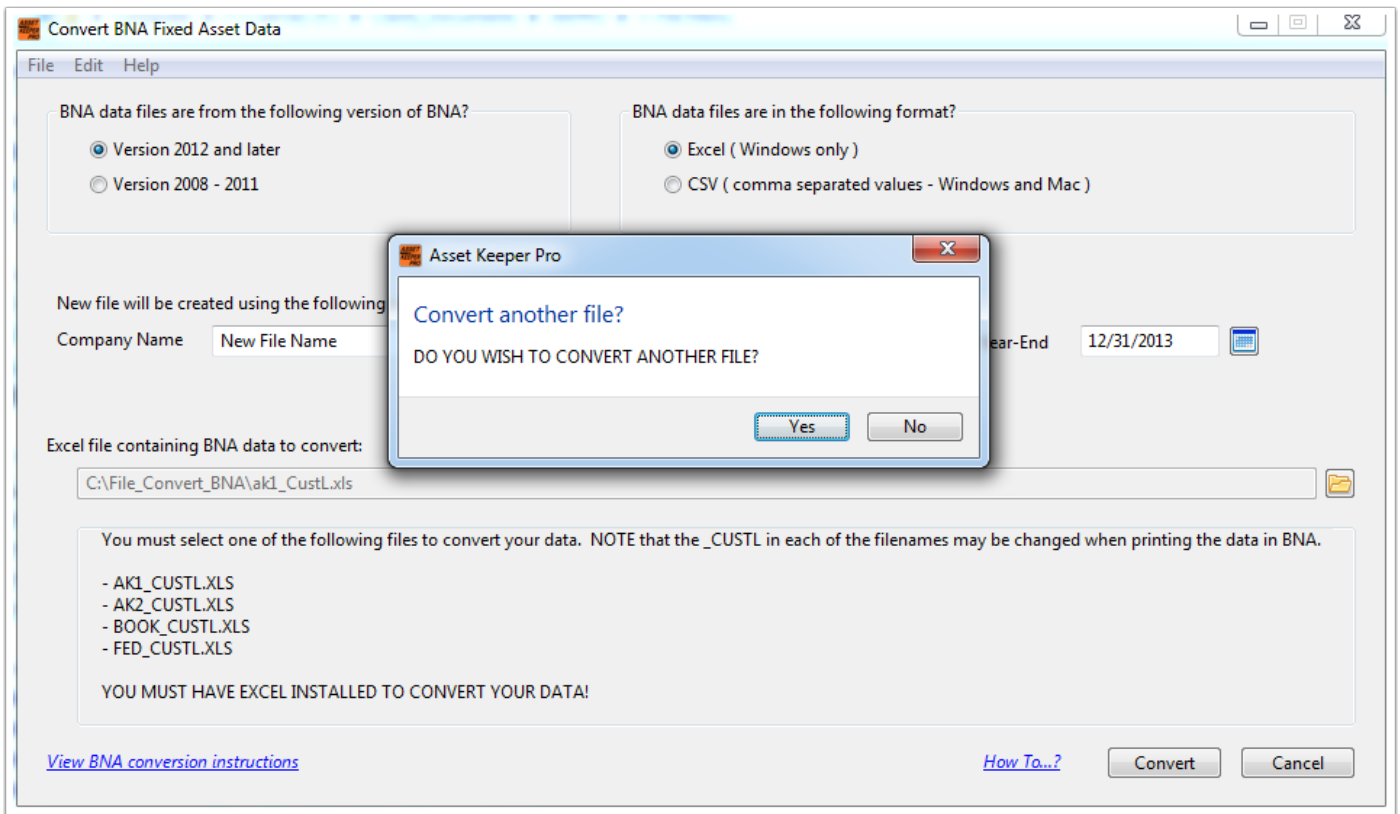
Conversion results

After your data is converted, you will see a message box that will tell you how many assets were converted.
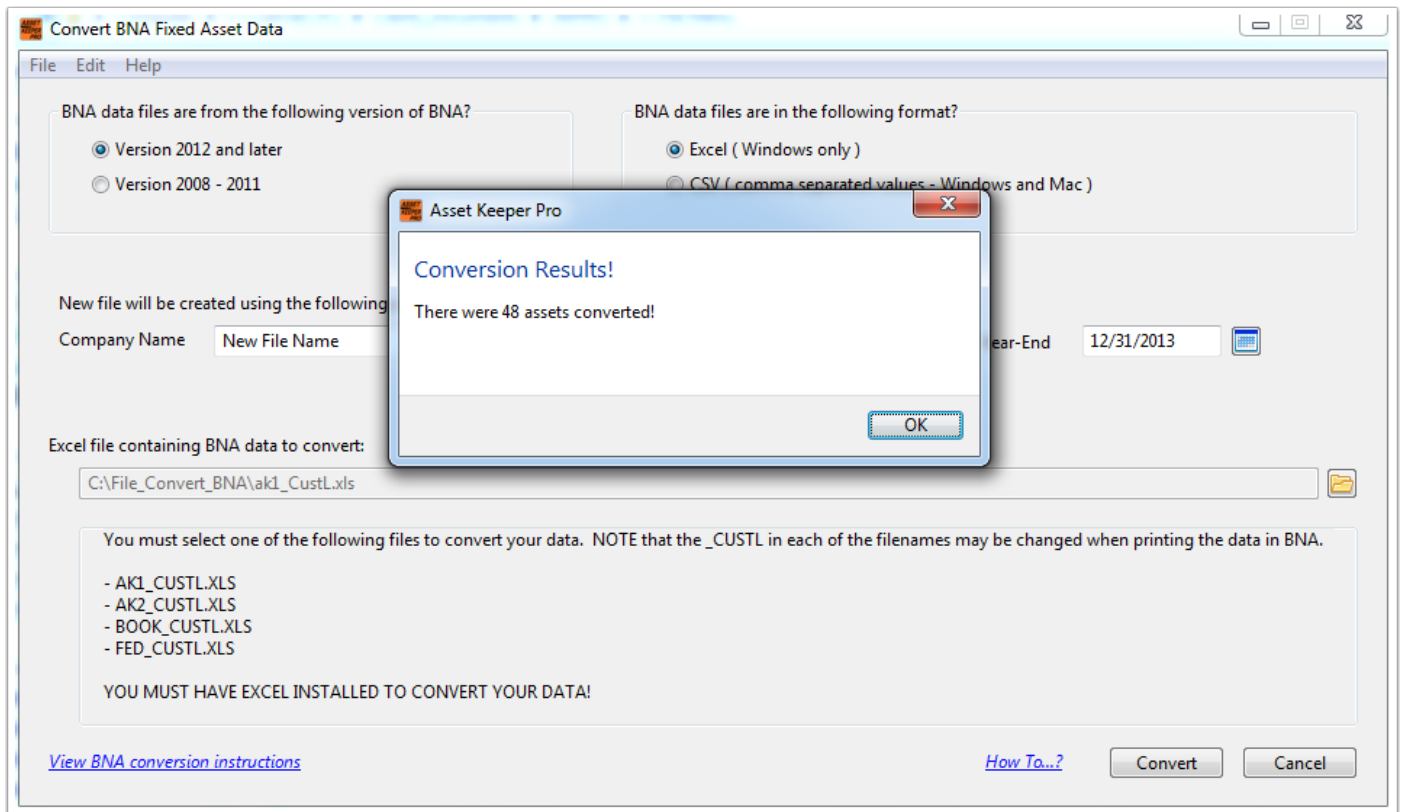
Convert another file

You will then be asked if you want to convert additional client data from BNA.

Select data file containing BNA converted data

After your data is converted, you can use the Open button on the Home screen toolbar to select the AKPRO data file that was created and contains your converted data.