

Comprehensive Data Storage

Add / Edit Assets - General Page

Shown below is the Add / Edit screen where you enter your asset data.

This screen allows you to enter a variety of information to identify, sort, group, and determine the calculations performed for tax or financial reporting. In this brief summary, we will describe the various sections and what data is entered into each section.

The top section of this screen allows you to enter basic information such as the description and date acquired.

The General tab (also shown below) allows you to enter various account numbers and sort codes that can be used to group and sort your asset data when printing reports.

Sample Data File (December 31, 2013) - Add / Edit Assets

File Edit Help

Asset Listing First Previous Next Last Add Edit Print Delete Tools Close

Description #1 3 Epson printers

Description #2

Acquired 05/01/2010 New property? Yr of Depr 4 Chg

Asset Status A - Active Trade Code

Selling Price 0.00

Selling Expense 0.00

General Methods Notes Picture Document Auto Mileage Tracking CIP

Asset A/C# 200 Equipment Do not print on IRS form 4797 ?

Expense A/C#

Accum. A/C#

Sort Code 1

Sort Code 2

Sort Code 3

Sort Code 4

Sort Code 5

Sort Code 6

Sort Code 7

Sort Code 8

User Defined #1

User Defined #2

Valuation 0.00

Pers Prop Valuation 0.00

Sec 263A Cost 0.00

Group #1

Group #2

Group #3

Group #4

Group #5

Special Tax Codes

Created 4/25/2013 - 2:35 PM Last Modified 4/25/2013 - 2:35 PM

12 of 12 assets (Sorted: AC Asc, ACQ Desc)

Basic information entered here.

General tab section includes accounts numbers and sort codes used for sorting reports.

Add / Edit Assets - Methods Page

The methods tab contains additional tabbed sections, one for each method that you are maintaining. On the methods tab you enter all necessary information to make the various calculations based on the type of method being maintained; Federal, Book, AMT, ACE, State, etc.

The screenshot shows the 'Add / Edit Assets' window for a 'Sample Data File (December 31, 2013)'. The 'Methods' tab is active, showing details for an asset with description '3 Epson printers', acquired on 05/01/2010, and an active status. The 'Methods' sub-tab '1-Federal' is selected, displaying various depreciation parameters such as Method (MA200 - MACRS Personal), Life (5), Convention (Half-Year), and calculated values for Current Depreciation (1,775.00) and Net Book Value (12,165.00). A callout box with a red arrow points to the sub-tab headers, stating 'Click on these tabs to change the method information.' The interface includes a menu bar, a toolbar with navigation and action icons, and a status bar at the bottom showing creation and modification timestamps.

Add / Edit Assets - Notes

The Notes tab allows you to enter an unlimited amount of text regarding the asset.

Sample Data File (December 31, 2013) - Add / Edit Assets

File Edit Help

Asset Listing First Previous Next Last Add Edit Print Delete Tools Close

Description #1 3 Epson printers

Description #2

Acquired 05/01/2010 New property? Yr of Depr 4 Chg

Asset Status A - Active Trade Code

Date Disposed Selling Price 0.00 Selling Expense 0.00

General Methods **Notes** Picture Document Auto Mileage Tracking CIP

ASSET NOTES

These three printers were purchased from Amazon.

Append New Note

Created 4/25/2013 - 2:35 PM Last Modified 9/1/2013 - 7:13 PM 12 of 12 assets (Sorted: AC Asc, ACQ Desc)

Add / Edit Assets - Picture

The Picture tab allows you to save pictures of your assets that you can view from within Asset Keeper Pro or with an external application for a more detailed view.

Sample Data File (December 31, 2013) - Add / Edit Assets

File Edit Help

Asset Listing First Previous Next Last Add Edit Print Delete Tools Close

Description #1 3 Epson printers
Description #2
Acquired 05/01/2010 New property? Yr of Depr 4 Chg
Asset Status A - Active Trade Code

Date Disposed
Selling Price 0.00
Selling Expense 0.00

General Methods Notes **Picture** Document Auto Mileage Tracking CIP

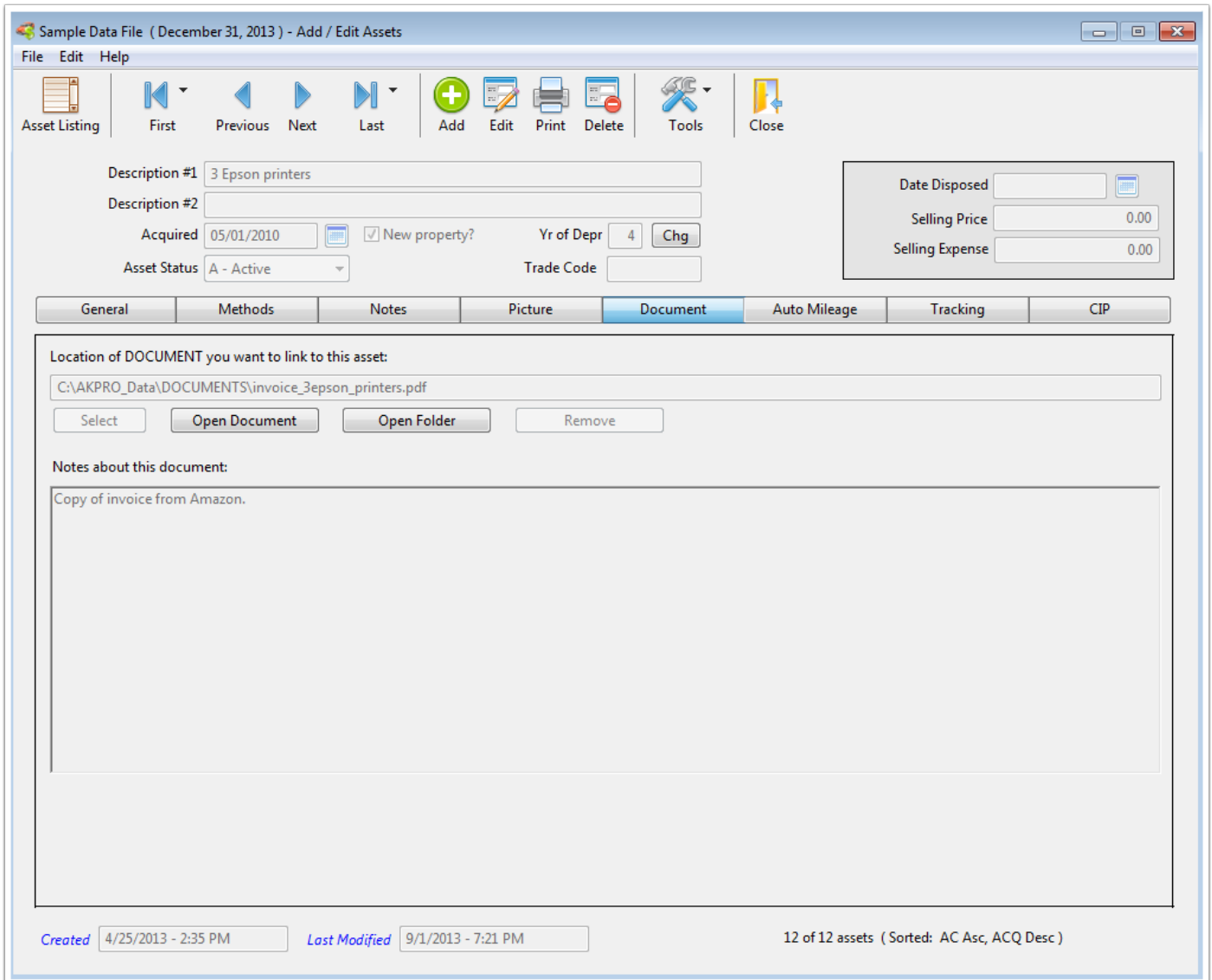
Location of PICTURE you want linked to this asset:
C:\Users\John\Downloads\epson.jpg
Select View Image Here View Image in Associated Application Remove

Created 4/25/2013 - 2:35 PM Last Modified 9/1/2013 - 7:13 PM

12 of 12 assets (Sorted: AC Asc, ACQ Desc)

Add / Edit Assets - Document

The Document tab allows you to save a document for each asset, such as in the case shown below, a copy of the invoice.



Add / Edit Assets - Auto Mileage

If the asset is identified as a vehicle, you can enter mileage information that will be reported on the IRS Form 4562 on the Auto Mileage tab.

Sample Data File (December 31, 2013) - Add / Edit Assets

File Edit Help

Asset Listing First Previous Next Last Add Edit Print Delete Tools Close

Description #1 2009 Ford Crown Victoria
 Description #2
 Acquired 05/01/2008 New property? Yr of Depr 6 Chg
 Asset Status A - Active Trade Code

Date Disposed
 Selling Price 0.00
 Selling Expense 0.00

General Methods Notes Picture Document **Auto Mileage** Tracking CIP

	Current Year	Prior Year
Total Miles on Vehicle	25,000	15,000
Line 30 - Business Miles	10,000	0
Line 31 - Commuting Miles	0	0
Line 32 - Other Personal Miles	0	0
Line 33 - Total Miles Driven	10,000	0
Calculated Business Use Percentage	100.00	
Federal Business Use Percentage	100.00	

Was vehicle available for personal use during off duty hours? (Line 34)
 Was vehicle use by more than 5% owner or related person? (Line 35)
 Is another vehicle available for personal use? (Line 36)

Vehicles Listing

Created 4/24/2013 - 1:30 PM Last Modified 9/1/2013 - 7:22 PM 12 of 12 assets (Sorted: AC Asc, ACQ Desc)

Add / Edit Assets - Asset Tracking

Asset Tracking can be turned on or off for each data file you create. If enabled, you can enter tracking information to provide additional information for each asset.

The screenshot shows a software window titled "Sample Data File (December 31, 2013) - Add / Edit Assets". The interface includes a menu bar (File, Edit, Help) and a toolbar with icons for Asset Listing, navigation (First, Previous, Next, Last), Add, Edit, Print, Delete, Tools, and Close. The main form contains the following fields:

- Description #1: 3 Epson printers
- Description #2: (empty)
- Acquired: 05/01/2010 (calendar icon), New property?, Yr of Depr: 4, Chg button
- Asset Status: A - Active (dropdown), Trade Code: (empty)
- Date Disposed: (empty), (calendar icon)
- Selling Price: 0.00
- Selling Expense: 0.00

Below the main form is a tabbed interface with tabs for General, Methods, Notes, Picture, Document, Auto Mileage, Tracking (selected), and CIP. The "ASSET TRACKING" section contains:

- Asset Type: PRINTERS (dropdown), (+) button
- Location of Asset: MAIN OFFICE (dropdown), (+) button
- Assigned To: Jerry, Wilson (dropdown), (+) button
- Date Assigned: 05/01/2010 (calendar icon)
- Asset Status: OPERABLE (dropdown), (+) button

Below the tracking fields is a "Tracking Notes" section with a large empty text area. At the bottom of the window, it displays "Created 4/25/2013 - 2:35 PM", "Last Modified 9/1/2013 - 7:24 PM", and "12 of 12 assets (Sorted: AC Asc, ACQ Desc)".

Add / Edit Assets - Construction in progress

For assets that are assembled or constructed, the CIP (construction in progress) tab allows you to enter budget, materials, labor, and overhead costs. When the asset is ready for activation, you can click the Activate button all the costs will be transferred to the method data tab.

Sample Data File (December 31, 2013) - Add / Edit Assets

File Edit Help

Asset Listing First Previous Next Last Add Edit Print Delete Tools Close

Description #1 Network Server
 Description #2
 Acquired 10/01/2013 New property? Yr of Depr 1 Chg
 Asset Status I - Inactive Trade Code

Date Disposed
 Selling Price 0.00
 Selling Expense 0.00

General Methods Notes Picture Document Auto Mileage Tracking **CIP**

CONSTRUCTION IN PROGRESS (CIP)

Date	Trans. Type	Amount	Vendor	Notes
10/15/2013	Materials	254.33	Best Buy	power supply
10/15/2013	Materials	1,365.88	Newegg	Excis motherboard, Nvidia graphics cards, port c...
10/01/2013	Materials	375.75	Dell	Desktop case for server
10/01/2013	Materials	1,265.88	Tiger Direct	2- 1TB hard drives.

Activate Print Double-click transaction to edit or delete. Add

Created 9/1/2013 - 7:31 PM Last Modified 9/1/2013 - 7:31 PM 13 of 13 assets (Sorted: AC Asc, ACQ Desc)