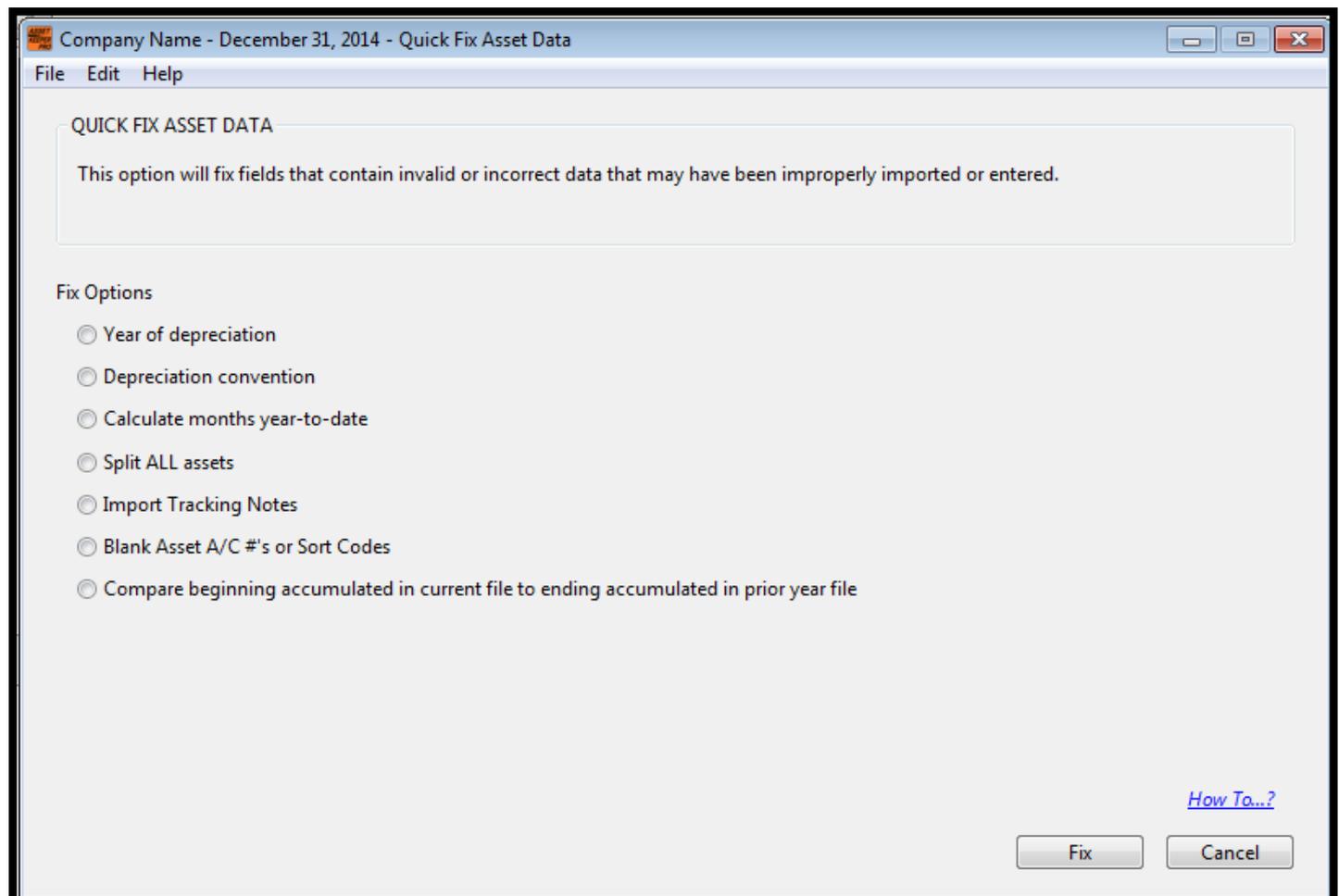


Quick Fix

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.

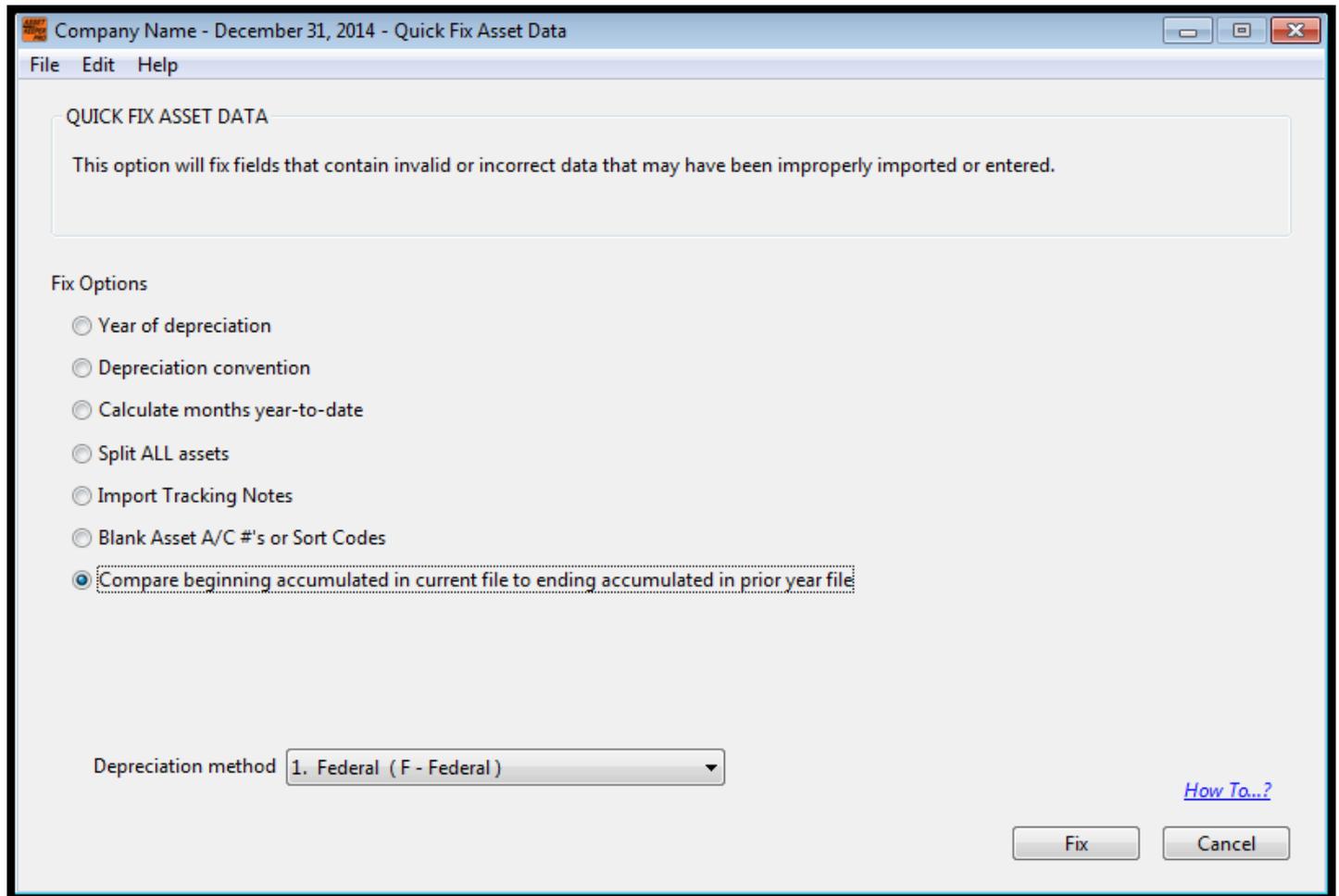
When you select the Quick Fix option you will be prompted to backup your file, as the Quick Fix option does permanently change your file. After the backup is complete the following screen appears. Select the field you wish to correct and then click the "Fix" button.



Quick Fix - 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 - Year of Depreciation

If the option to fix Year of Depreciation is selected, the following screen appears. Each of the assets are 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 in your file and the year end of the file to determine the correct year of depreciation.

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

Acquired	Description	Current YROD	Calculated YROD
02/01/1996	Building - 2212 South 132 Street	14	14
06/01/1996	Land - 2212 South 132 Street	14	14
06/01/1997	1-Thinkpad computer	13	13
06/01/1997	HP Laserjet Printer	13	13
08/23/1998	Bookcase and Credenza	12	12
01/01/2004	Land - 6835 South 173 Street	6	6
01/01/2004	Building - 6835 South 173 Street	6	6
06/01/2004	3 desks / 5 chairs	6	6
06/01/2004	Disk Duplicator	6	6
06/15/2004	3 Compaq Laptops nc6000	6	6
06/01/2006	5 Computer Desks	4	4
01/01/2007	3 File Cabinets	3	3
07/01/2007	2004 Lexus RX330	3	3
01/01/2008	Conference Table	2	2
04/30/2008	GMC Envoy 2008	2	2
12/31/2009	[LKA000001] Acquired Asset Description?	1	1
12/31/2009	[LKA000002] Acquired Asset Description?	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 current convention changed.

ABC Computer Consultants, LLC - December 31, 2009 - Fix Convention Field

File Edit Help

Acquired	Description	Method / Life	Current Conv	Fixed Conv
02/01/1996	Building - 2212 South 132 Street	AMORT-66.0000	Full-Month	
06/01/1996	Land - 2212 South 132 Street	LAND-99.0000	NONE	
06/01/1997	1-Thinkpad computer	MA200-5.0000	Half-Year	
06/01/1997	HP Laserjet Printer	MA200-5.0000	Half-Year	
08/23/1998	Bookcase and Credenza	MA200-7.0000	Half-Year	
01/01/2004	Land - 6835 South 173 Street	LAND-99.0000	NONE	
01/01/2004	Building - 6835 South 173 Street	MACRS-39.0000	Mid-Month	
06/01/2004	3 desks / 5 chairs	MA200-7.0000	Half-Year	
06/01/2004	Disk Duplicator	MA200-5.0000	Half-Year	
06/15/2004	3 Compaq Laptops nc6000	MA200-5.0000	Half-Year	
06/01/2006	5 Computer Desks	MA200-7.0000	Half-Year	
01/01/2007	3 File Cabinets	MA200-7.0000	Half-Year	
07/01/2007	2004 Lexus RX330	MA200-5.0000	Half-Year	
01/01/2008	Conference Table	MA200-7.0000	Half-Year	
04/30/2008	GMC Envoy 2008	MA200-7.0000	Half-Year	
12/31/2009	[LKA000001] Acquired Asset Description?	MA200-7.0000	Half-Year	
12/31/2009	[LKA000002] Acquired Asset Description?	MA200-5.0000	Half-Year	

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

Assign

Apply Cancel

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 for 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.

ABC Computer Consultants, LLC - December 31, 2009 - Fix Months Year-To-Date

Acquired	Description	Method / Life / Conv	Current MYTD	Calc'd MYTD
02/01/1996	Building - 2212 South 132 Street	AMORT-66.0000-FM	0.00	155.00
06/01/1996	Land - 2212 South 132 Street	LAND-99.0000-NO	0.00	144.00
06/01/1997	1-Thinkpad computer	MA200-5.0000-HY	60.00	60.00
06/01/1997	HP Laserjet Printer	MA200-5.0000-HY	60.00	60.00
08/23/1998	Bookcase and Credenza	MA200-7.0000-HY	78.00	84.00
01/01/2004	Land - 6835 South 173 Street	LAND-99.0000-NO	0.00	48.00
01/01/2004	Building - 6835 South 173 Street	MACRS-39.0000-MM	0.00	59.50
06/01/2004	3 desks / 5 chairs	MA200-7.0000-HY	54.00	54.00
06/01/2004	Disk Duplicator	MA200-5.0000-HY	54.00	54.00
06/15/2004	3 Compaq Laptops nc6000	MA200-5.0000-HY	54.00	54.00
06/01/2006	5 Computer Desks	MA200-7.0000-HY	84.00	30.00
01/01/2007	3 File Cabinets	MA200-7.0000-HY	18.00	18.00
07/01/2007	2004 Lexus RX330	MA200-5.0000-HY	18.00	18.00
01/01/2008	Conference Table	MA200-7.0000-HY	6.00	6.00
04/30/2008	GMC Envoy 2008	MA200-7.0000-HY	6.00	6.00
12/31/2009	[LKA000001] Acquired Asset Description?	MA200-7.0000-HY	0.00	0.00
12/31/2009	[LKA000002] Acquired Asset Description?	MA200-5.0000-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.

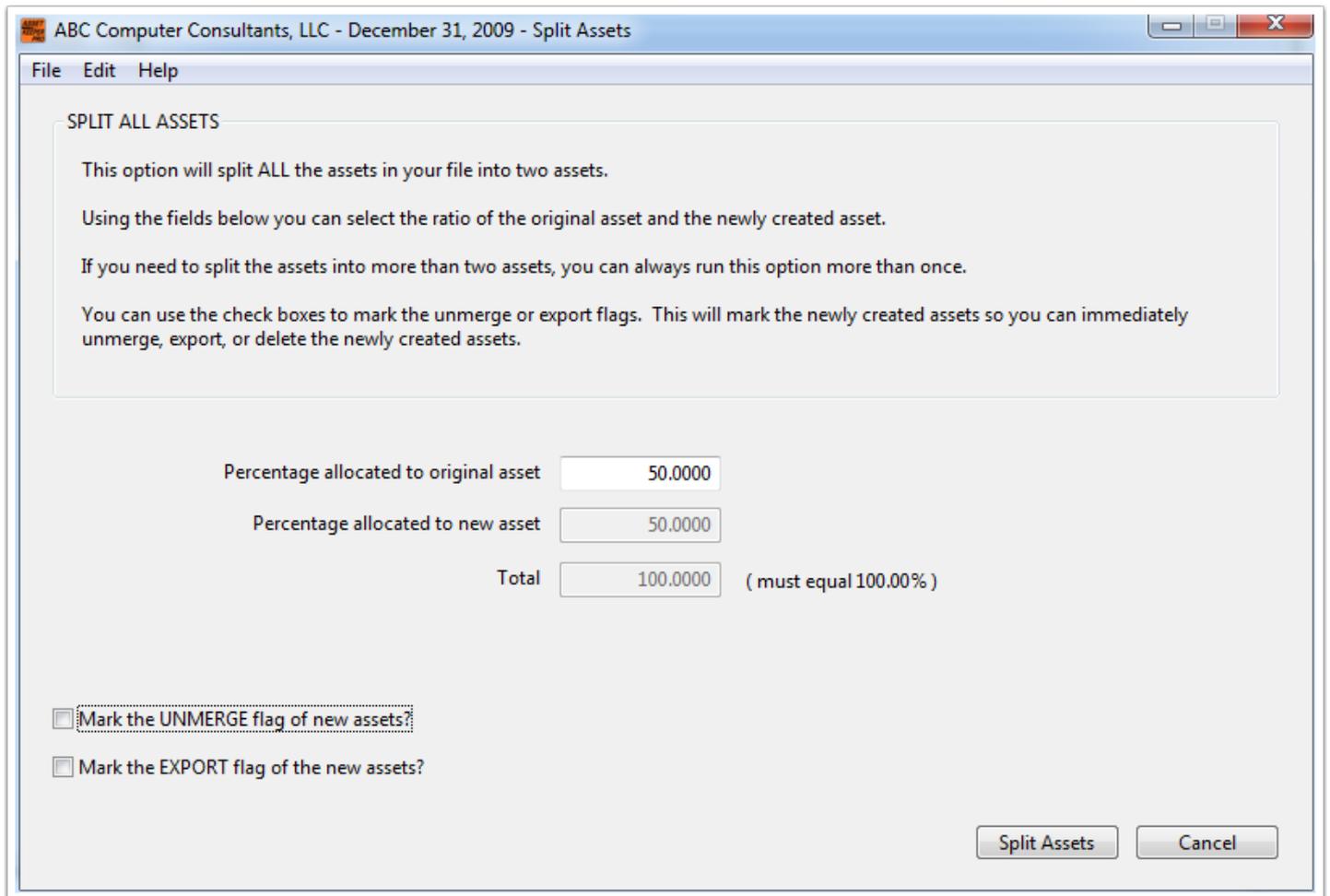
Fix highlighted assets only?

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.

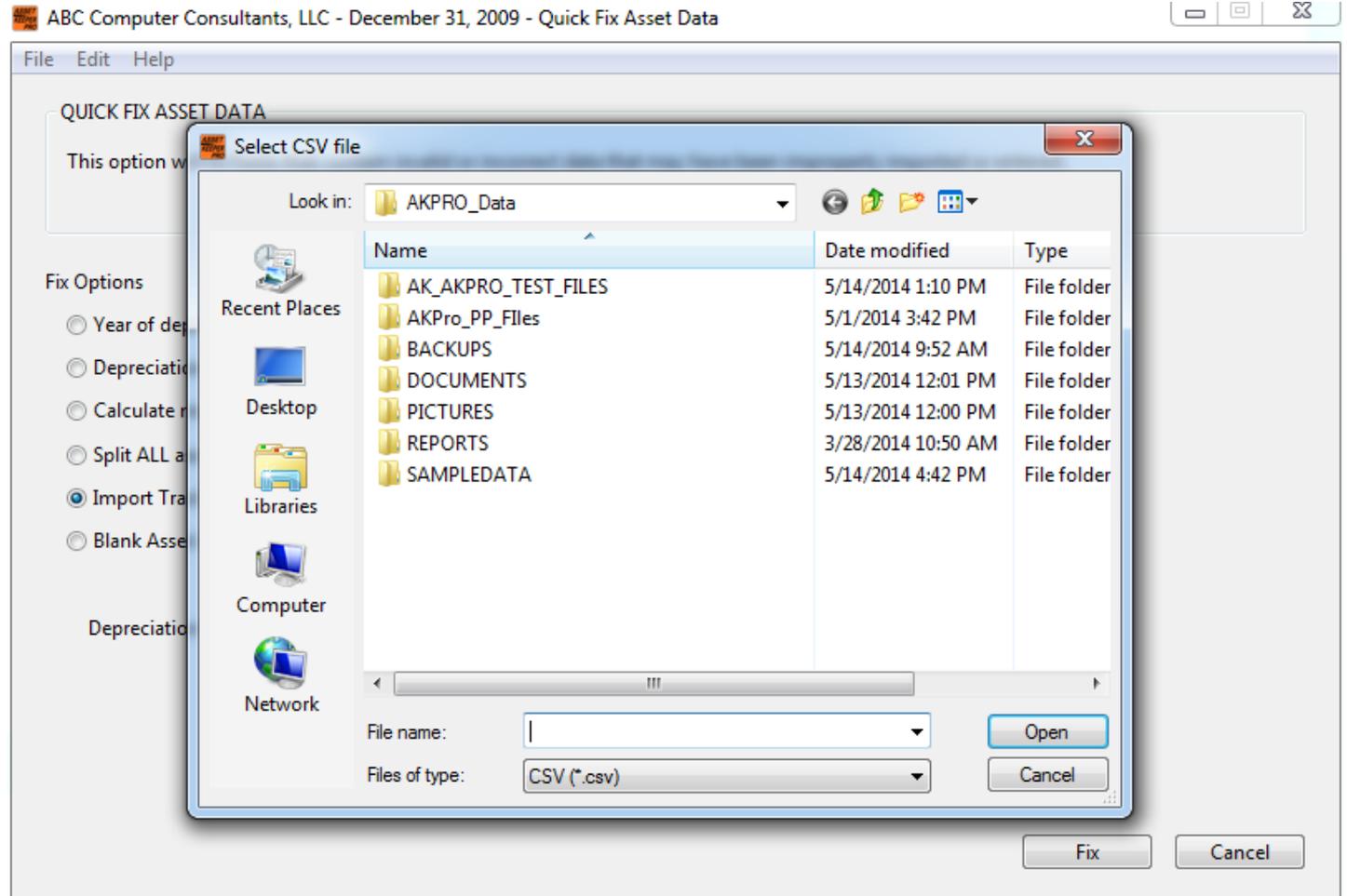
You also have the option of having Asset Keeper Pro mark the assets so that they can easily be unmerged into another Asset Keeper Pro file or exported to Excel.

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



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 to run this option.

