# **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.

🚟 Company Name - December 31, 2014 - Quick Fix Asset Data					
File	Edit	Help			
	QUICK This o	FIX ASSET DATA ption will fix fields that contain invalid or incorrect data that may have been improperly imported or entered.			
F	ix Optic	ns			
	Yea	r of depreciation			
	🔘 De	preciation convention			
	Calculate months year-to-date				
	🔘 Spl	it ALL assets			
	⊚ Im	port Tracking Notes			
	Blank Asset A/C #'s or Sort Codes				
	Compare beginning accumulated in current file to ending accumulated in prior year file				
			How To	<u>x?</u>	
		Fix	Cance	el	

### **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.

🚟 Company Name - December 31, 2014 - Quick Fix Asset Data	
File Edit Help	
QUICK FIX ASSET DATA This option will fix fields that contain invalid or incorrect data that may have been improperly imported or entered.	
Fix Options	
Vear of depreciation	
O Depreciation convention	
Calculate months year-to-date	
Split ALL assets	
Import Tracking Notes	
Blank Asset A/C #'s or Sort Codes	
Compare beginning accumulated in current file to ending accumulated in prior year file	
Depreciation method 1. Federal (F - Federal)	<u>How To?</u> Cancel

#### **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.

Edit Help			
Acquired	Description	Current YROD	Calculated YRO
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	1
06/01/1997	HP Laserjet Printer	13	1
08/23/1998	Bookcase and Credenza	12	1
01/01/2004	Land - 6835 South 173 Street	6	(
01/01/2004	Building - 6835 South 173 Street	6	(
06/01/2004	3 desks / 5 chairs	6	(
06/01/2004	Disk Duplicator	6	(
06/15/2004	3 Compaq Laptops nc6000	6	(
06/01/2006	5 Computer Desks	4	4
01/01/2007	3 File Cabinets	3	1
07/01/2007	2004 Lexus RX330	3	
01/01/2008	Conference Table	2	1
04/30/2008	GMC Envoy 2008	2	1
12/31/2009	[LKA000001] Acquired Asset Description?	1	1
12/31/2009	[LKA000002] Acquired Asset Description?	1	
View Changed	0 assets to be changed.	Annly	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.

BC 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 Laseriet 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 Compag 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 asset	s you want to change select a convention, then click as	sian	Assign	1				
	- ,		Asign	ļ				
			Арріу	Cancer				

## **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 Co	nsultants, LLC - December 31, 2009 - Fix Months Year-	To-Date					
le Edit Help							
Acquired	Description	Method / Life / Conv	Current MYTD	Calc'd MYTD			
02/01/1996	Building - 2212 South 132 Street	AMORT-66 0000-EM	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 Laseriet 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 Compag 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-HV	6.00	6.00			
04/30/2008	GMC Envoy 2008	MA200-7 0000-HV	6.00	6.00			
12/31/2009	[LKA000001] Acquired Asset Description?	MA200-7 0000-HV	0.00	0.00			
12/31/2009	[LKA000002] Acquired Asset Description?	MA200-5 0000-HV	0.00	0.00			
	(						
Characteria and							
Change the re-cald	culated months for the highlighted assets by this amour	it L	Change				
Use alternate ca	lculation routine? ( May be more accurate if you've had	a short year )					
Statemate calculation rotatic. (May be more acculate in you ve had a short year)							
When you are finis	hed making changes, click the APPLY button to copy th	e 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.							
View Differen	ces 📃 Fix highlighted	assets only?	Apply	Cancel			

#### **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.

🚟 ABC Computer Consultants, LLC - December 31, 2009 - Split Assets							
File Edit Help							
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 Percentage allocated to new asset Total	50.0000 50.0000 100.0000	( must equal 100.00% )					
Mark the UNMERGE flag of new assets?			Split Assets	Cancel			

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.

🌉 ABC Computer Consultants, LLC - December 31, 2009 - Quick Fix Asset Data		
File Edit Help		
QUICK FIX ASSET DATA This option will fix fields that contain invalid or incorrect data that may have been improperly imported or entered.		
Fix Options  O Year of depreciation  Depreciation convention  Fix Complete!		
<ul> <li>Calculate months year-to-da</li> <li>Split ALL assets</li> <li>Import Tracking Notes</li> <li>Blank Asset A/C #'s or Sort C</li> </ul>		
Depreciation method 1. FEDERAL (F - Federal)		
Fix	Cancel	