

# Unique Tools for Unusual Circumstances

## Auto Assign Options

Asset Keeper Pro includes some unique features to meet the demanding needs of its users.

Shown below are the Auto Assign options available from the Home screen in the Assets menu.

- Auto Assign Section 179 - this option will assign Section 179 using logic that will maximize your deduction. Enter all your assets without Section 179, then just run this option to ensure that your deduction is maximized.
- Auto Assign AMT Methods and Lives - If you suddenly need to start calculating AMT (Alternative Minimum Tax) depreciation, this option will assign the correct depreciation methods and lives based on the data entered for your Federal method.
- Auto Assign ACE Methods and Lives - Similar to the Auto Assign AMT Methods and Lives, this option can be used to create your ACE method should the need arise.
- Auto Assign for Merger or Termination - If your company is merging or you have a partnership that has undergone a technical termination, this option will create a new file based on options you select with the proper adjustments to the assets in your file.

The screenshot displays the Asset Keeper Pro software interface. The title bar reads "Sample Data File - December 31, 2013 / AKPRO ( Subscription expires 12/31/2014 )". 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", and "Tracking Setup". The "Auto Assign" sub-menu is also open, listing: "Section 179", "AMT Methods and Lives", "ACE Methods and Lives", and "For Merger or Termination".

Below the menu, there is a "Method Details" table:

Method	Convention	Sec 179 Exp Limit	Sec 179 Acq Limit
Federal	Std Conventions Applied	500,000.00	2,000,000.00
Alt. Min. Tax	Std Conventions Applied	500,000.00	2,000,000.00
Adj. Curr. Earn	Std Conventions Applied	500,000.00	2,000,000.00
Book	Std Conventions Applied	0.00	0.00

Below the table, there are links for "Summary Reports": [View Asset Summary](#), [View Section 179 Summary](#), [View Mid-Quarter Summary](#), and [View Bonus Summary](#). At the bottom, there is a "Quick Access" section with a search bar and a "Favorite Reports" dropdown set to "Asset Depreciation Report".

## Add / Edit Tools

The Tools option on the toolbar on the Add / Edit screen provides some options for special circumstances.

- Duplicate the Current Asset - If you need to enter a number of similar assets, this option will duplicate the current asset displayed so that you can make any necessary changes and save it.
- Dispose Asset(s) - This option allows you to fully dispose the current asset, partially dispose the current asset, or perform a BULK sale where you can dispose of one or more assets at one time.
- UnDo Disposal - This option can be used to undo a fully disposed, partially disposed, or even a bulk sale of assets.
- Trade Asset - This option allows you perform a like-kind exchange where one asset is traded for another asset of a similar kind.
- Undo Trade - This option will reverse a previously traded asset.
- Split Asset - This option will split an asset into multiple pieces so that you can dispose or trade a portion of the asset.
- Combine Assets - This option will combine two or more assets into one asset. This might be useful if you have a number of fully depreciated assets that you want to combine so that you can save a few trees 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  
 Asset Status A - Active Trade Code

General Methods Notes Picture

1-Federal 2-Alt. Min. Tax 3-Adj Curr Earn 4-Book

Method MA200 - MACRS Personal Life 5 Convention Half-Year

Listed Code Auto  
 Bus Use Pct 100.00  Bus use percent may change from year-to-year

Cost 25,000.00  
 Salvage Value 0.00  
 ITC Amount 0.00  No credit taken Tax Credits Code  
 Section 179 0.00  Qualified 179?  Include in MQ calculation?  No Auto-Assign

Depr Basis 25,000.00  
 AFYD/Bonus 11,060.00  Take Bonus? Percent 50.00  
 Beg A/Depr 11,060.00  Override?   
 Current Depr 1,775.00  
 Ending A/Depr 12,835.00  
 Net Book Value 12,165.00

Trade Allowance 0.00  
 Gain / -Loss 0.00

Prior Yr Depr 0.00  
 Current Depr 1,775.00  
 Next Yr Depr 1,775.00

No Breaks

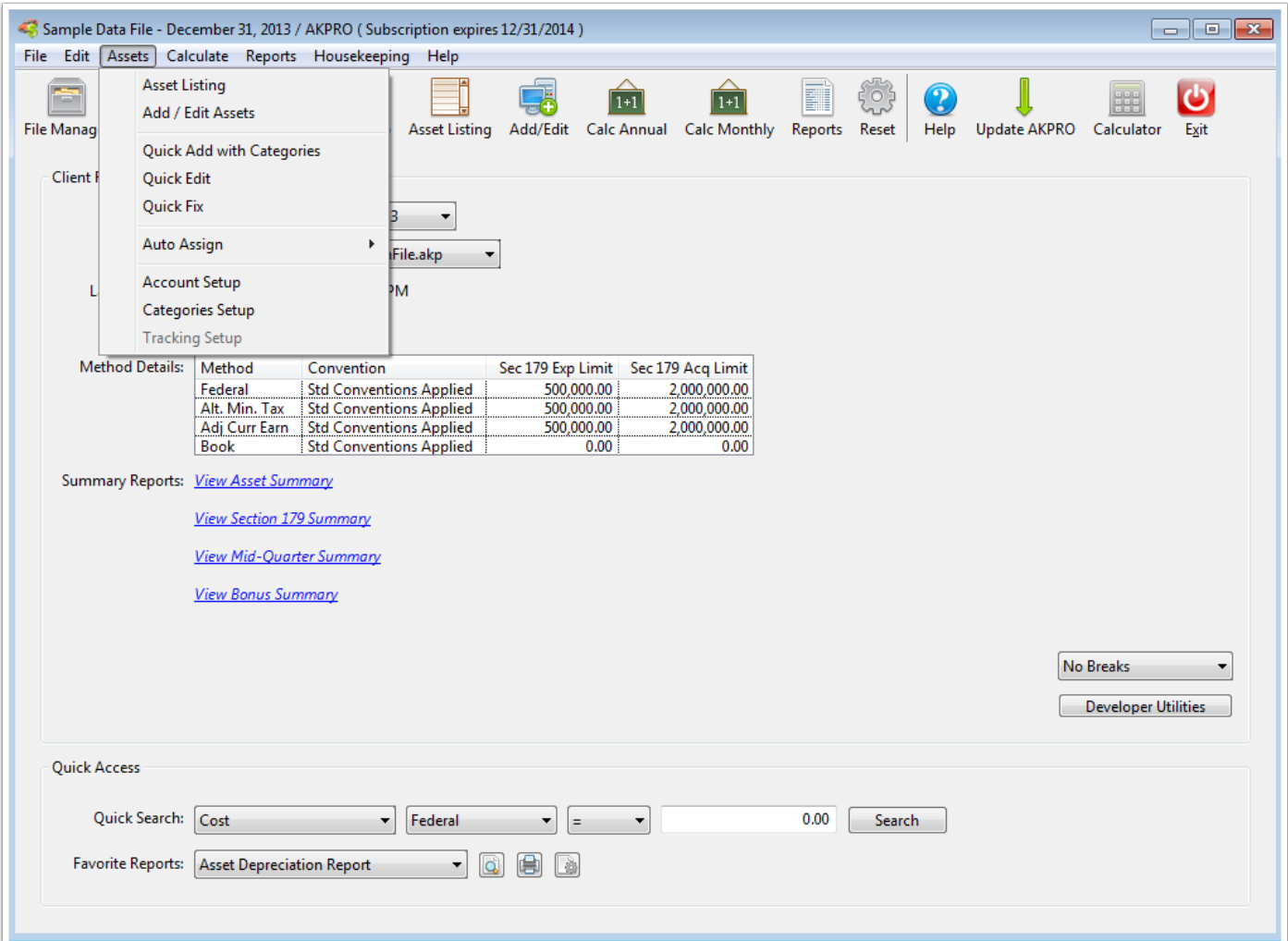
Created 4/25/2013 - 2:35 PM Last Modified 4/25/2013 - 2:35 PM 12 of 12 assets ( Sorted: AC Asc, ACQ Desc )

- Duplicate the Current Asset
- Dispose Asset(s)
- Undo Disposal
- Trade Asset
- Undo Trade
- Split Asset
- Combine Assets
- Mark Group Check Boxes
- Account Setup

## Other Tools

The Assets menu contains even more options to make processing your fixed asset data easier and faster including the following:

- Quick Add with Categories - This option allows you to create asset categories and then quickly add new assets based on the depreciation methods and lives that are specified for a category. For example, if you enter a large number of assets, such as vehicles, that require a certain depreciation method and life for each of the methods you are maintaining, you could create a category called "Vehicles" and then select this category and enter assets much faster than using the Add / Edit screen.
- Quick Edit - This option allows you to add or change data in certain fields for multiple assets in much less time that it would take to edit the asset and add or change the value.
- Quick Fix - This option is primarily useful if you've imported data into Asset Keeper Pro and some of the data was not properly imported.



The screenshot shows the Asset Keeper Pro software interface. The title bar reads "Sample Data File - December 31, 2013 / AKPRO ( Subscription expires 12/31/2014 )". 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, and Tracking Setup. The main window displays a table of Method Details and a Quick Access section.

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Alt. Min. Tax	Std Conventions Applied	500,000.00	2,000,000.00
Adj Curr Earn	Std Conventions Applied	500,000.00	2,000,000.00
Book	Std Conventions Applied	0.00	0.00

Summary Reports: [View Asset Summary](#)  
[View Section 179 Summary](#)  
[View Mid-Quarter Summary](#)  
[View Bonus Summary](#)

Quick Access: Quick Search: Cost Federal = 0.00 Search  
Favorite Reports: Asset Depreciation Report