

# Asset Keeper Pro

## Features Listing

### Overview

Asset Keeper Pro is a cross-platform (Windows and Mac) full-featured desktop fixed asset, depreciation, software application. Asset Keeper Pro is 100% tax compliant with all current Federal regulations. Depreciation can be calculated for tax, financial accounting, state, alternative minimum tax, and adjusted current earnings.

You can calculate annual, monthly, 13-period, short-year, and projected depreciation.

The following sections contain additional information about the multitude of features included; however, it is surprisingly easy to use and extremely flexible to meet the needs of even the most demanding users.

### System Requirements

Windows system requirements - 32-bit and 64-bit versions of the following versions are supported

Windows 7 Service Pack 1  
Windows 8  
Windows 10

Minimum 2 GB RAM

Mac OS system requirements - the following versions are supported.

High Sierra 10.13.x  
Sierra 10.12.x  
El Capitan 10.11.x  
Yosemite 10.10.5  
Mavericks 10.9.5

4 GB RAM

Printers - All printers supported by the operating system. Reports are printed on 8 1/2 X 11 inch paper in either portrait or landscape format.

### Data Limits

Data Files - There are no limits to the number of data files that you can create with Asset Keeper Pro.

Assets - There is no limit to the number of assets that you can enter into an Asset Keeper data file.

Account numbers and sort codes - There is no limit to the number of general ledger account numbers or sort codes that you can assign to your assets. Account numbers and sort codes are used primarily for sorting your assets when printing reports.

# Asset Keeper Pro

## Features Listing

Depreciation Methods - You can maintain up to 10 different depreciation methods. This allows you to calculate depreciation 10 different ways depending on your needs. Method codes are used to identify the type of depreciation that will be calculated so that default depreciation methods assigned to your assets can be provided.

There are specific methods codes for Federal, Alternative Minimum Tax, Adjusted Current Earnings, Book or Financial Statements, State, and California. State methods can be further customized by assigning a specific 2-character State identifier, such as, NE, IA, PA, as the description so that the section 179 and bonus depreciation rules for that state can be applied when entering new assets.

There are also options to add a new method, delete a method, or re-order your depreciation methods after the file has been created.

### Installation

Asset Keeper Pro should never be installed on a server or remote computer. We always recommend installing Asset Keeper Pro on a desktop computer, laptop, or computer workstation.

### Data Files

Storing Data files - Data files can be stored on a local hard drive or remote network hard drive that is accessible by your computer.

We do not recommend accessing data files remotely due to the possibility of data loss that might result from a poor or interrupted connection. Remote access is when the data files are located on a server that is not connected via a wired connection. An example of this is using Citrix server to access remote data.

While we do not support remote installations, we know that some users access their data remotely without encountering any issues other than much slower access due to the reduced speed of the connection.

Also keep in mind, should you decide to store your data on a remote server, each location (postal address) is required to have a their own Asset Keeper Pro site license.

Mobility - Asset Keeper Pro data files are extremely compact and mobile. All data is stored in ONE file and can easily be moved from one folder to another, one computer to another, or from your local computer to a laptop or server.

Asset Keeper's data is stored in an SQLITE database which accounts for the speed of access and mobility of the data files.

### Licensing

Subscription Model - Asset Keeper Pro is distributed using the subscription model.

The subscription runs for one year from the initial date of purchase and must be renewed annually before the original subscription expires. PRO-WARE will send out renewal reminders 30 days prior to expiration of the subscription. The user can also setup an auto-renewal option to avoid any interruption of service.

Should the subscription expire, the user will be not be able to use Asset Keeper Pro until the subscription is renewed. In addition, subscriptions reinstatement will be at the full retail price if expired as opposed to the reduced rate if renewed before expiration.

The user's data is not affected should the subscription expire and will remain intact and accessible once the subscription is renewed.

# Asset Keeper Pro

## Features Listing

Site License - Asset Keeper Pro is distributed with a site license. This allows the user to install Asset Keeper Pro on as many computers in their office as they wish, including laptops that are used by personnel permanently assigned to that one physical office location for use while working out of the office.

Pricing - Current pricing is available on our website's shopping cart. Annual subscription renewals are offered at a reduced price from the original purchase price.

### Preferences

Asset Keeper Pro has two types of preferences that can be used to customize for each installation and/or client.

User Preferences - You can set certain user preferences that will be applied whenever you access Asset Keeper Pro on the selected computer. For example, you can set a default data folder where Asset Keeper Pro will always look when selecting or creating a new data file.

Client Preferences - These are preferences that apply to the data file created for each client. For example, each client data file can have a certain number of methods being maintained. Client preferences are set in the Client Information screen. The ability to set preferences for each client provides for great flexibility to meet the needs of you or your client's fixed asset requirements.

### File Manager

Asset Keeper Pro includes a robust file manager that allows users to maintain a catalog of data files they have created. This makes the process of finding and selecting data files much simpler than interfacing with the operating system's file system.

The File Manager has a great deal of very useful information, such as, the name and year-end of the client, last date and time accessed, and the actual physical location of the file.

### Importing Data

Import from Excel or CSV file - Asset Keeper Pro has a very robust importing option that allows you to import raw data into your Asset Keeper Pro data files. Import options selected can be saved for later import operations to make it even easier to perform routine data importing.

Convert Data - You can convert data from the following fixed asset programs. These conversion routines were created because many of our current users previously used these fixed asset systems and requested an easy to way to move their data to Asset Keeper Pro.

BNA Fixed Assets

Fixed Assets CS ( Creative Solutions )

Sage Fixed Assets

ProSystem FX (CCH)

Instructions for converting from these fixed asset programs can be viewed when you select the appropriate conversion option.

# Asset Keeper Pro

## Features Listing

Merging Data - Asset Keeper Pro includes a merging option that allows you to merge one or more assets from another data file into the file currently selected.

This is convenient if you have two companies that merged or you are maintaining two separate data files and want to do consolidated reporting.

You can also assign a sort code to assets that are merged so that you can easily identify those assets should you want to review or remove them using the UnMerge option. (See UnMerge Data in Export Data feature)

### Export Data

Export - Asset Keeper Pro includes a very flexible exporting option. You can select just the fields you need and just the assets that you want in addition to the export format - Excel or CSV (comma separate values). You can also specify a sort order for the exported data.

In addition to exporting selected fields, you also have the option of exporting based on some popular report formats. For example, there is an export format for the Monthly Abbreviated Depreciation Reports that is specifically designed for importing monthly depreciation into general ledger or accounting systems.

Just like our Import options, the export settings you select can be saved for future use.

UnMerge Data - This is a compliment to the Merge Data option and allows you to unmerge selected assets to a NEW or another Asset Keeper Pro data file.

In those cases where you simply want to remove assets that were temporarily merged or no longer need to be maintained, you can also elect to delete them permanently from your data file without transferring them to another file.

### Backup / Restore

Asset Keeper Pro includes a backup option that permits you to backup one file or all files located in a folder.

There is also a Quick Backup option that you will be prompted to do whenever selecting an option that could make significant changes to your data, such as importing data or resetting for the next year.

# Asset Keeper Pro

## Features Listing

### Data Entry

Asset Keeper Pro allows you to enter a great deal of information about your assets so you can easily identify them. The data entered is broken into the following categories that also comprise the data entry screen.

General - descriptions, date acquired, account numbers and sort codes, etc.

Method - method codes, lives, conventions, cost, section 179, bonus depreciation, etc.

Notes - this is an unlimited notes field that you can use to enter additional information in

Picture - attach a picture to each asset

Document - attach a document to each asset, such as, purchase invoice, deed, etc.

Auto-Mileage - current year mileage for vehicles that need to be reported on IRS Form 4562

Tracking - asset tracking information

Construction-in-progress - enter costs and other information for assembled or constructed assets

Sort codes can also be customized for specific needs, such as, if you want to maintain an Asset ID number, you can change the screen prompt so that it will say "Asset ID" and make data entry that much easier.

In addition to the cost of the asset, you can also optionally enter valuation amounts that can be used in the personal property reports that are included with Asset Keeper Pro. (See Personal Property Reports in the Reports section)

You can also allocate depreciation expense to multiple expense accounts.

Documents and Pictures - Asset Keeper Pro allows you to attach an external document, such as an invoice, and an external picture to each asset that you enter.

Asset Tracking - You can enter tracking information for your assets, such as, location, type of asset, who it is assigned to, etc.

Construction in Progress - You can keep track of costs associated with the construction of a new asset and when the new asset is completed, transfer that to the cost field to begin depreciating it.

Reference Data - When entering new assets, Asset Keeper Pro provides additional help and reference data that will help you select the proper methods and codes for the assets you enter. For example, there is an option called "Help Me Choose" that will assist you in selecting the correct depreciation method and life depending on the type of asset and depreciation system you select.

Trade assets - You can trade one or more assets using the trade option. The trade option has been updated for the Tax Cuts and Jobs Act of 2017 that only allow deferral of gain for real property after 2018.

If you make a mistake when trading an asset, there is a handy undo trade option.

Dispose Asset - You can dispose of one asset or partially dispose of a portion of an asset. You can also dispose of multiple assets often referred to as a bulk sale. Should you make a mistake and you can undo a disposal and start over.

Disposed assets remain in the file until you reset for a new year and are then moved to a prior year disposed assets file. This keeps the current data file from being cluttered with assets that you no longer have; however, you can print the data in the prior year disposed assets file.

# Asset Keeper Pro

## Features Listing

Duplicate Asset - You can easily duplicate an asset previously entered to speed up entering assets that are virtually the same.

You can also create a template out of any asset in your file. Template assets can be assigned a description and use to duplicate assets of a similar nature to speed up your data entry.

Split Asset - You can split an asset into one or more pieces by using the Split Asset option.

### Auto-Assign Options

Section 179 - This option will optimize your deductions by assigning section 179 to those assets that will maximize your deduction and avoid the mid-quarter convention.

Alternative Minimum Tax (AMT) - This option will assign the correct methods and lives to your alternative depreciation method. It is primarily used by users who do not currently have an AMT method and need to create one.

Adjusted Current Earnings (ACE) - This option will assign the correct methods and lives to your ACE method. It is primarily used by users who do not currently have an ACE method and need to create one.

Merger and Acquisitions - This option is used should you need to perform a technical termination of a partnership, or other entity, and need to adjust the cost and acquisition date of all your assets.

Bonus Depreciation - On some occasions you may need to change your bonus election on qualifying assets by editing each asset; however, the View Bonus Summary option in Asset Keeper Pro allows you to change the bonus election on multiple assets in seconds rather than hours.

### Calculations

Annual - Annual depreciation is calculated whenever you enter a new asset. However, since mid-quarter convention can not be determined until all acquisitions for the year have been entered, the Calculate Annual Depreciation option is used to determine if the mid-quarter convention applies, and if it does, apply it to all new acquisitions.

Depreciation can be calculated for tax, book, alternative minimum tax, adjusted current earnings, or state purposes by simply selecting the appropriate depreciation method and life. Depreciation methods are easily identified by intuitive codes, such as, MA200 is the code for MACRS 200% double-declining depreciation.

We also provide a method and life selection option that will help you select the correct method and life for your purposes.

Monthly - Monthly depreciation calculations are extremely flexible.

You can allocate annual depreciation based on the normal 12-month periods, 12-periods with user-entered percentages for each period, or 13-periods with user-entered percentages for each period.

Monthly depreciation can be allocated to multiple cost centers or departments to accommodate assets that are transferred from one cost center to another.

Monthly depreciation can be locked after a period has been completed so that re-calculating monthly depreciation will only affect later periods and not change those periods that have been locked.

You can even override the monthly depreciation allocations if necessary.

Short-Year - If you encounter a short-year, you can calculate short-year depreciation based on current tax law.

# Asset Keeper Pro

## Features Listing

### Reports

Report Variety - Asset Keeper Pro will generate various reports needed for book and tax purposes. The variety of reports can become overwhelming; however, they are organized into specific groups to make selection easier and more intuitive.

There are specialized reports for tax, monthly depreciation, projected depreciation, and management reports.

Tax reports include IRS tax forms 4562, 4797, and state add-back reports to determine bonus depreciation conformity.

Report Settings - Each report can be customized to include just the data you want and sorted in a variety of ways. All reports can be printed to PDF and many reports can be printed to Excel.

Report settings can be saved so that the custom selections do not have to be remembered and entered each time the report is generated.

Batch Reports - You can create a batch of selected reports that can be printed together to make report generation easier and faster.

Custom Reports - A report writer is included should you need to create custom reports for specific needs. Custom reports can also be printed to PDF or Excel.

Personal Property Reports - You can also generate personal property reports based on your fixed asset data to meet state reporting requirements. Many of the personal property reports are specifically customized for individual states and a generic personal property report is included for those that do not have specific reporting requirements.

Report Search - A report search option is also included that allows you to select from a list of data fields and find just those reports that include those data fields.

Printing Prior Year Reports - You can easily print reports from prior years from the Reports screen by changing the year from the current year to any of the prior years available. A prior year file is created whenever you reset for a new year and is then used to generate prior year reports.

Memorized Reports - You can also create a memorized report which is based on specific report settings. This permits you to have multiple versions of the reports included in Asset Keeper Pro for you to select and include in a batch of reports.

For example, one of our most popular reports is the Asset Depreciation Short Report. If you wanted to print this report for both your book and tax method, you would have to select the report and then change the Report Settings to select the method you want to generate the report from. Alternatively, you could create a memorized Asset Depreciation Report that uses the book depreciation method and a separate one that uses the your tax method.

Memorized reports are particularly handy when creating a batch of reports.

### Prior Year Data

Prior Year Data - Asset Keeper Pro will make a complete copy of the current year's data when you run the Reset for New Year when you are finished processing the current year's data.

In those cases where you need to go back to a previous year to make changes and re-generate reports, Asset Keeper Pro allows you to unreset to the prior year.

You can also quickly access the prior year file to print a report for a prior period using the Reports screen.