

Asset Keeper Pro - Account Setup

Account Setup

New account numbers and sort code values can be added to a client file in advance or on the fly as assets are added or edited.

To add accounts and sort code values in advance, access the Account Setup option by selecting that option in the Assets menu. Note, that these can also be setup in the Client Information screen in the Account Setup section.

The screenshot shows the 'Account Setup' window for 'ABC Computer Consultants, LLC - December 31, 2014 - Asset A/C#'. The window has a menu bar with 'File', 'Edit', and 'Help'. Below the menu bar, there is a dropdown menu for 'Account or Sort Field' currently set to 'Asset A/C#'. To the right of this dropdown is a callout box: 'Select account or sort code field you wish to add'. Below the dropdown is a list of accounts with the following entries: '100 LAND', '110 BUILDINGS', '120 VEHICLES', '130 FURNITURE & FIXTURES', and '140 COMPUTERS & PRINTERS'. The '140 COMPUTERS & PRINTERS' entry is highlighted. To the right of the list is a text input field containing '140' and a label 'Asset A/C#'. Below that is another text input field containing 'COMPUTERS & PRINTERS' and a label 'Account Name'. At the bottom left of the list area are three buttons: '+', '-', and a gear icon. A callout box points to these buttons: 'Click the + button to add an account. Click the - button to delete an account.' Another callout box points to the gear icon: 'Click the wheel to edit a highlighted account or sort code value.' At the bottom of the window, there is a status bar with 'Created 5/13/2014 - 8:47 AM', 'Last Modified 5/13/2014 - 8:47 AM', and a 'Done' button. A link 'How To...?' is also present. A note at the bottom right of the main area says '4 assets are assigned this Asset A/C#'.

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Clicking the "+" (plus) button allows you to enter a new account number (or sort code value), and the account name (or sort code value description).

Clicking the "-" (minus) button allows you to delete an account (or sort code value). Accounts and sort code values cannot be deleted until all assets with the same account or sort code values are deleted from the file.

To edit account numbers or sort code values and their associated descriptions, highlight the account number and click the cog wheel button.

When you click the "Save" button the new account or sort code value is added to the table and can be assigned as you add or edit accounts on the Add / Edit Assets screen.

