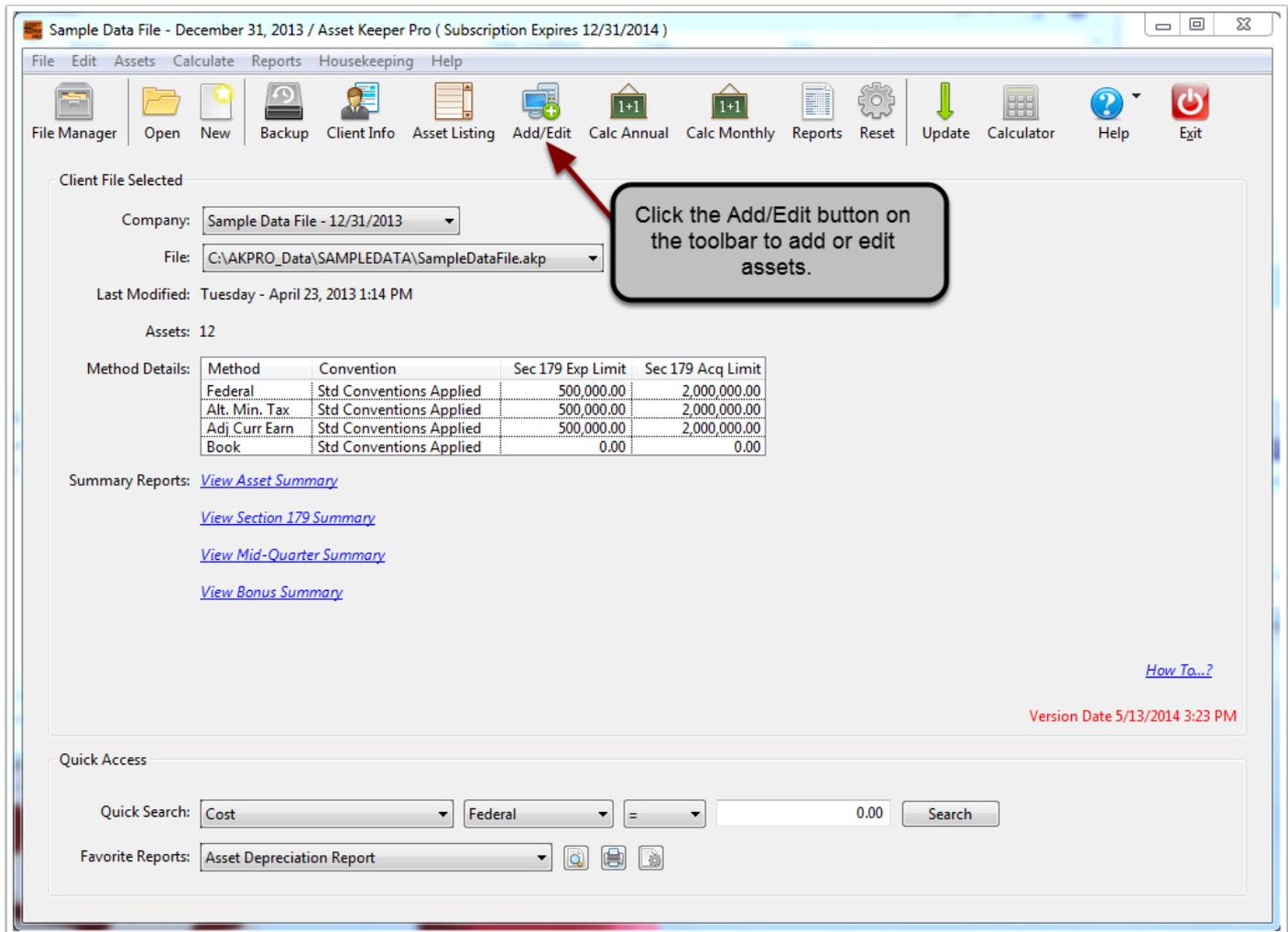


Add / Edit Screen - Overview

Accessing the Add / Edit screen

Adding or editing assets is performed primarily on the Add / Edit screen.

You can access the Add / Edit screen by clicking the Add/Edit button on the toolbar or selecting Add / Edit Assets from the Assets Menu.



Add / Edit screen - Tabbed sections

The Add / Edit screen is where you will spend a great deal of your time, so it is very important to understand how to use this screen to add or edit your asset data. This document will introduce you to the various sections of the Add / Edit screen.

The Add / Edit screen has the following tabbed sections:

- General - used to enter account numbers and sort codes
- Methods - used to enter method information. Note that the Method section (as shown below) contains additional tabs - one for each of your methods.
- Notes - used to enter notes about the asset
- Picture - used to link an external picture to the asset
- Document - used to link an external document to the asset
- Auto Mileage - used to enter auto mileage that appears on the IRS Form 4562
- Tracking - asset tracking data is entered on this tab
- CIP (construction in progress) - used to enter costs for constructed or assembled assets

To move from one tab to another tab, you can either click on the tab or press the F3 key (CMD-T on a Mac) to move from one tab to the next.

The Asset Tracking and CIP (construction in progress) tabs may not be enabled if you have not enabled them in the Client Information screen.

To move from one method tab to another method tab, you can either click on the method tab or press the F2 key (CMD-M on a Mac) to move from one tab to the next.

When adding or editing an asset, you can press the F4 key to save your changes or CMD-S on a Mac.

Sample Data File (December 31, 2013) - Add / Edit Assets

File Edit Help

Asset Listing First Previous Next Last Add Edit Print Delete Trade Dispose Tools Close

Description #1 3 Epson printers
 Description #2
 Acquired 05/01/2010 New property? Yr of Depr 4 Chg
 Asset Status A - Active Trade Code

Date Disposed
 Selling Price 0.00
 Selling Expense 0.00

General Methods Notes Picture Document Auto Mileage Tracking CIP

Asset A/C# 200 Equipment Do not print on IRS form 4797 ?
 Expense A/C#
 Accum. A/C# Group #1
 Sort Code 1 Group #2
 Sort Code 2 Group #3
 Sort Code 3 Group #4
 Sort Code 4 Group #5
 Sort Code 5
 Sort Code 6 Special Tax Codes
 Sort Code 7
 Sort Code 8
 User Defined #1
 User Defined #2
 Valuation 0.00
 Pers Prop Valuation 0.00
 Sec 263A Cost 0.00

Created 4/25/2013 - 2:35 PM Last Modified 5/13/2014 - 11:08 AM Viewing 12 of 12 assets (Sorted: AC Asc, ACQ Desc) [How To...?](#)

Tabs that are used to add, review, or edit various asset data.
 General tab is currently selected.

Add / Edit screen - Toolbar

The Toolbar on the Add / Edit screen contains those options that are most frequently used. They include the following:

- Asset Listing - display the Asset Listing
- First - move to the first asset in the file or the first asset with the same account number
- Previous - move to the prior asset in the file
- Next - move to the next asset in the file
- Last - move to the last asset in the file or the last asset with the same account number
- Add - add a new asset to the file
- Edit - edit the asset currently displayed
- Print - print a report showing all details for the asset displayed
- Delete - delete the asset from the file as if it had never been entered
- Trade - from the drop-down you can perform a trade or undo trade (see below)
- Dispose - from the drop-down you can dispose asset(s) or undo disposal (see below)
- Tools - contains additional options that perform useful functions on your asset data (see below)
- Close - return to the Home screen

Note, the asset displayed when pressing the previous or next buttons will depend on how the assets are sorted. See the tip at the bottom right of the screen that shows how the assets are sorted.

Dispose -

- Dispose Asset(s) - this option allows you to fully dispose or partially dispose the asset currently disposed. It also allows you to perform a bulk sale on any or all assets in your file.
- Undo Disposal - this option will undo a full disposal, partial disposal, or a bulk sale in case you need to perform the disposal again using new information.

Trade -

- Trade Asset - this option allows you to trade (like-kind exchange) an asset in your file.
- Undo Trade - this option will undo a like-kind exchange so you can re-process the trade with new information.

Tools -

The tools button contains some special options that you will probably need to process your asset data. Each of the options in the tools button is explained briefly here.

- Duplicate the current asset - if you click this button, a new asset will be added to the file that will be a clone of the asset displayed when you select this option.
- Split Asset - this option allows you to split an asset into multiple assets.
- Combine Assets - this option allows you to combine two or more assets into one asset.
- Mark Group Check Boxes - this option allows you to quickly mark the group check boxes for one or more assets.
- Account Setup - displays the Account Setup screen where you can add new account numbers or sort codes.

Sample Data File (December 31, 2013) - Add / Edit Assets

File Edit Help

Asset Listing First Previous Next Last Add Edit Print Delete Trade Dispose Tools Close

Description #1 3 Epson printers
 Description #2
 Acquired 05/01/2010 New property? Yr
 Asset Status A - Active Trade

Toolbar to access frequently used options.

- Duplicate the Current Asset
- Split Asset
- Combine Assets
- Mark Group Check Boxes
- Account Setup

General Methods Notes Picture Document Auto Mileage Tracking CIP

Asset A/C# 200 Equipment Do not print on IRS form 4797 ?

Expense A/C# Group #1

Accum. A/C# Group #2

Sort Code 1 Group #3

Sort Code 2 Group #4

Sort Code 3 Group #5

Sort Code 4

Sort Code 5

Sort Code 6

Sort Code 7

Sort Code 8

User Defined #1

User Defined #2

Valuation 0.00

Pers Prop Valuation 0.00

Sec 263A Cost 0.00

Created 4/25/2013 - 2:35 PM Last Modified 5/13/2014 - 11:08 AM Viewing 12 of 12 assets (Sorted: AC Asc, ACQ Desc) [How To...?](#)

Add / Edit screen - General Tab

In the screen shown below, the General tab is selected.

At the top of the screen, the description of the asset, date acquired, asset status, and other information is displayed. This information is always displayed no matter what tab is selected.

The General tab is where you enter the account numbers and sort codes that you want to assign to your assets as well as other information that is unique to each asset.

Sample Data File (December 31, 2013) - Add / Edit Assets

File Edit Help

Asset Listing First Previous Next Last Add Edit Print Delete Trade Dispose 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

Date Disposed
Selling Price 0.00
Selling Expense 0.00

General Methods Notes Picture Document Auto Mileage Tracking CIP

Asset A/C# 200 Equipment Do not print on IRS form 4797 ?
Expense A/C#
Accum. A/C# Group #1
Sort Code 1 Group #2
Sort Code 2 Group #3
Sort Code 3 Group #4
Sort Code 4 Group #5
Sort Code 5
Sort Code 6
Sort Code 7
Sort Code 8
User Defined #1
User Defined #2
Valuation 0.00
Pers Prop Valuation 0.00
Sec 263A Cost 0.00
Special Tax Codes

Created 4/25/2013 - 2:35 PM Last Modified 5/13/2014 - 11:08 AM Viewing 12 of 12 assets (Sorted: AC Asc, ACQ Desc) [How To...?](#)

Add / Edit screen - Methods tab

If you want to review your method data, click on the Methods tab.

As shown below, when you click on the Methods tab, another set of tabs is displayed that allow you to select one of the depreciation methods that you are maintaining. In the screen below, the Book method data is shown, if you want to view your Federal method data, you would click on the Federal tab.

To view another method's data, you can either click on the method you want to select or press the F2 to move to the next method. Press CMD-M on a Mac.

Sample Data File (December 31, 2013) - Add / Edit Assets

File Edit Help

Asset Listing First Previous Next Last Add Edit Print Delete Trade Dispose Tools Close

Description #1 3 Epson printers
Description #2
Acquired 05/01/2010 New property? Yr of Depr 4 Chg
Asset Status A - Active Trade Code

Date Disposed
Selling Price 0.00
Selling Expense 0.00

General **Methods** Notes Picture CIP

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

Method SLP - Book Life 5,000

Listed Code Not Listed
Bus Use Pct 100.00 Bus use percent may change from year-to-year

Cost 25,000.00 Monthly Overrides and Transfers

Salvage Value 0.00
ITC Amount 0.00 0 = 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 0.00 Take Bonus? Percent 0.00 Override

Beg A/Depr 13,333.33 Calc Acc Depr
Current Depr 5,000.00 Override? Prior Yr Depr 0.00
Ending A/Depr 18,333.33 Current Depr 5,000.00
Net Book Value 6,666.67 Next Yr Depr 5,000.00
Trade Allowance 0.00 Projected Depr
Gain / -Loss 0.00

No Breaks

Created 4/25/2013 - 2:35 PM Last Modified 5/13/2014 - 11:08 AM Viewing 12 of 12 assets (Sorted: AC Asc, ACQ Desc) [How To...?](#)

Add / Edit screen - Notes tab

On the screen shown below is the Notes tab. You can enter an unlimited amount of text in the notes field.

Sample Data File (December 31, 2013) - Add / Edit Assets

File Edit Help

Asset Listing First Previous Next Last Add Edit Print Delete Trade Dispose Tools Close

Description #1 3 Epson printers
Description #2
Acquired 05/01/2010 New property? Yr of Depr 4 Chg
Asset Status A - Active Trade Code

Date Disposed
Selling Price 0.00
Selling Expense 0.00

General Methods **Notes** Picture Document Auto Mileage Tracking CIP

ASSET NOTES

Append New Note

Created 4/25/2013 - 2:35 PM Last Modified 5/13/2014 - 11:08 AM Viewing 12 of 12 assets (Sorted: AC Asc, ACQ Desc) [How To...?](#)

Add / Edit screen - Picture tab

If you want to save a picture of your asset, you can do this in the picture tab.

Sample Data File (December 31, 2013) - Add / Edit Assets

File Edit Help

Asset Listing First Previous Next Last Add Save Print Delete Trade Dispose Tools Cancel

Description #1 3 Epson printers
Description #2
Acquired 05/01/2010 New property? Yr of Depr 4 Chg
Asset Status A - Active Trade Code

Date Disposed
Selling Price 0.00
Selling Expense 0.00

General Methods Notes **Picture** Document Auto Mileage Tracking CIP

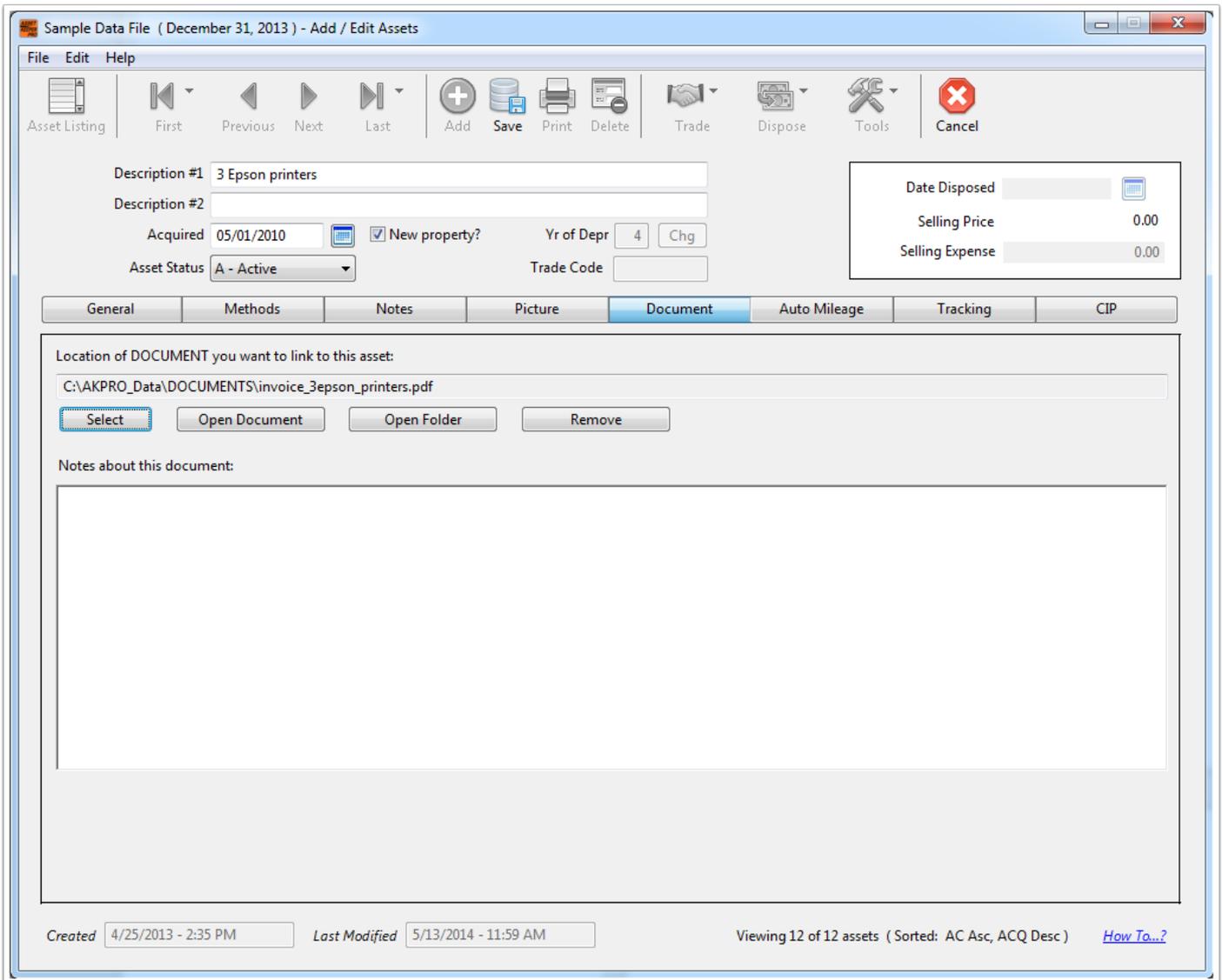
Location of PICTURE you want linked to this asset:
C:\AKPRO_Data\PICTURES\epsonprinter.jpg



Created 4/25/2013 - 2:35 PM Last Modified 5/13/2014 - 11:59 AM Viewing 12 of 12 assets (Sorted: AC Asc, ACQ Desc) [How To...?](#)

Add / Edit screen - Document tab

If you want to save a document related to your asset, you can do this in the Document tab. You can also enter notes related to the attached document on this tab.



Add / Edit screen - Auto Mileage tab

If an asset is identified as a vehicle, you will be able to enter mileage and other information on the Auto Mileage tab. This information will be printed on the IRS Form 4562.

Sample Data File (December 31, 2013) - Add / Edit Assets

File Edit Help

Asset Listing First Previous Next Last Add Save Print Delete Trade Dispose Tools Cancel

Description #1 2009 Ford Crown Victoria
 Description #2
 Acquired 05/01/2008 New property? Yr of Depr 6 Chg
 Asset Status A - Active Trade Code

Date Disposed
 Selling Price 0.00
 Selling Expense 0.00

General Methods Notes Picture Document **Auto Mileage** Tracking CIP

	Current Year	Prior Year
Total Miles on Vehicle	25,000	15,000
Line 30 - Business Miles	10,000	0
Line 31 - Commuting Miles	0	0
Line 32 - Other Personal Miles	0	0
Line 33 - Total Miles Driven	10,000	0

Calculated Business Use Percentage 100.00
 Federal Business Use Percentage

Was vehicle available for personal use during off duty hours? (Line 34)
 Was vehicle use by more than 5% owner or related person? (Line 35)
 Is another vehicle available for personal use? (Line 36)

Vehicles Listing

Created 4/24/2013 - 1:30 PM Last Modified 5/13/2014 - 12:01 PM Viewing 12 of 12 assets (Sorted: AC Asc, ACQ Desc) [How To...?](#)

Add / Edit screen - Asset Tracking tab

The Tracking tab allows you to enter tracking information for your assets. This includes:

- Asset type
- Location of asset
- Whom it is assigned to
- Date assigned
- Asset status

New categories for these tracking fields can be created by you and assigned to your assets. For example, you can create as many asset types as you need.

Sample Data File (December 31, 2013) - Add / Edit Assets

File Edit Help

Asset Listing First Previous Next Last Add Save Print Delete Trade Dispose Tools Cancel

Description #1 3 Epson printers
Description #2
Acquired 05/01/2010 New property? Yr of Depr 4 Chg
Asset Status A - Active Trade Code

Date Disposed
Selling Price 0.00
Selling Expense 0.00

General Methods Notes Picture Document Auto Mileage **Tracking** CIP

ASSET TRACKING

Asset Type PRINTERS
Location of Asset MAIN OFFICE
Assigned To Wilson, Jerry
Date Assigned 05/01/2010
Asset Status OPERABLE

Tracking Notes

Created 4/25/2013 - 2:35 PM Last Modified 5/13/2014 - 12:02 PM Viewing 12 of 12 assets (Sorted: AC Asc, ACQ Desc) [How To...?](#)

Add / Edit screen - Construction in Progress

If you construct your own assets or have assets that are assembled from multiple pieces or components, then the Construction in Progress tab will allow you to enter the various components and costs and, once all costs have been entered, activate the asset and begin depreciating it.

The screenshot shows the 'Add / Edit Assets' window for a 'Sample Data File (December 31, 2013)'. The 'Construction in Progress (CIP)' tab is active. The main area contains a table of transactions with the following data:

Date	Trans. Type	Amount	Vendor	Notes
10/16/2013	Labor	120.00	Construction and Testing Time	6 hours at \$20 per hour.
10/15/2013	Materials	254.33	Best Buy	power supply
10/15/2013	Materials	1,365.88	NewEgg	Excis motherboard, NVidia graphics card, port ca...
10/01/2013	Materials	375.75	Dell	Desktop case for server
10/01/2013	Materials	1,265.88	Tiger Direct	2-1 TB hard drives

At the bottom of the window, it shows 'Created 5/13/2014 - 12:04 PM', 'Last Modified 5/13/2014 - 12:04 PM', and 'Viewing 13 of 13 assets (Sorted: AC Asc, ACQ Desc)'. There is also a 'How To...?' link.