

Asset Keeper Pro - Category Setup

Category Setup

Categories are used in the Quick Add with Categories option for quickly adding assets using methods and lives pre-setup as categories.

To add categories values in advance, access the Categories Setup option by selecting that option in the Assets menu. Note, that these can also be setup via the Category button on the Quick Add with Categories screen.

The categories setup screen is show below.

Sample Data File - December 31, 2013 - Categories

File Edit Help

Category Name (1 categories)

DEFAULT

DEFAULT

Category Name

Notes

0 Reset

Assets added using this category

	Method	Life
Federal	MA200 - MACRS Personal	7
Alt. Min. Tax	NONE - Other	7
Adj Curr Earn	NONE - Other	7
Book	SLP - Book	7

Created 5/13/2014 - 4:30 PM Last Modified 5/13/2014 - 4:30 PM [How To...?](#) Done

Category Setup

Clicking the "+" (plus) button allows you to enter a new category.

Clicking the "-" (minus) button allows you to delete a category.

To edit categories, highlight the category and click the cog wheel button.

Once you are in add or edit mode, you can enter information for the category on the right. When you click the "Save" button the category is saved to the table.

The screenshot shows a software window titled "Sample Data File - December 31, 2013 - Categories". The window has a menu bar with "File", "Edit", and "Help". On the left, there is a list box labeled "Category Name (1 categories)" containing the entry "DEFAULT". Below this list is a toolbar with three buttons: a plus sign (+), a minus sign (-), and a cog wheel icon. On the right, there is a form for editing a category. It includes a "Category Name" text field, a "Notes" text area, a "Notes" count field showing "0" with a "Reset" button, and a section titled "Assets added using this category". This section contains a table with columns "Method" and "Life". The table has four rows: "Federal" with "MA200 - MACRS Personal" and "7", "Alt. Min. Tax" with "NONE - Other" and "7", "Adj Curr Earn" with "NONE - Other" and "7", and "Book" with "SLP - Book" and "7". At the bottom of the window, there are fields for "Created" (5/13/2014 - 4:30 PM) and "Last Modified" (5/13/2014 - 4:30 PM), a "How To...?" link, and "Save" and "Cancel" buttons.

Enter category name and what method and lives to use with it on the Quick Add with Categories screen

Click the + button to add a category. Click the - button to delete a category.

Click the wheel to edit a highlighted category.

	Method	Life
Federal	MA200 - MACRS Personal	7
Alt. Min. Tax	NONE - Other	7
Adj Curr Earn	NONE - Other	7
Book	SLP - Book	7