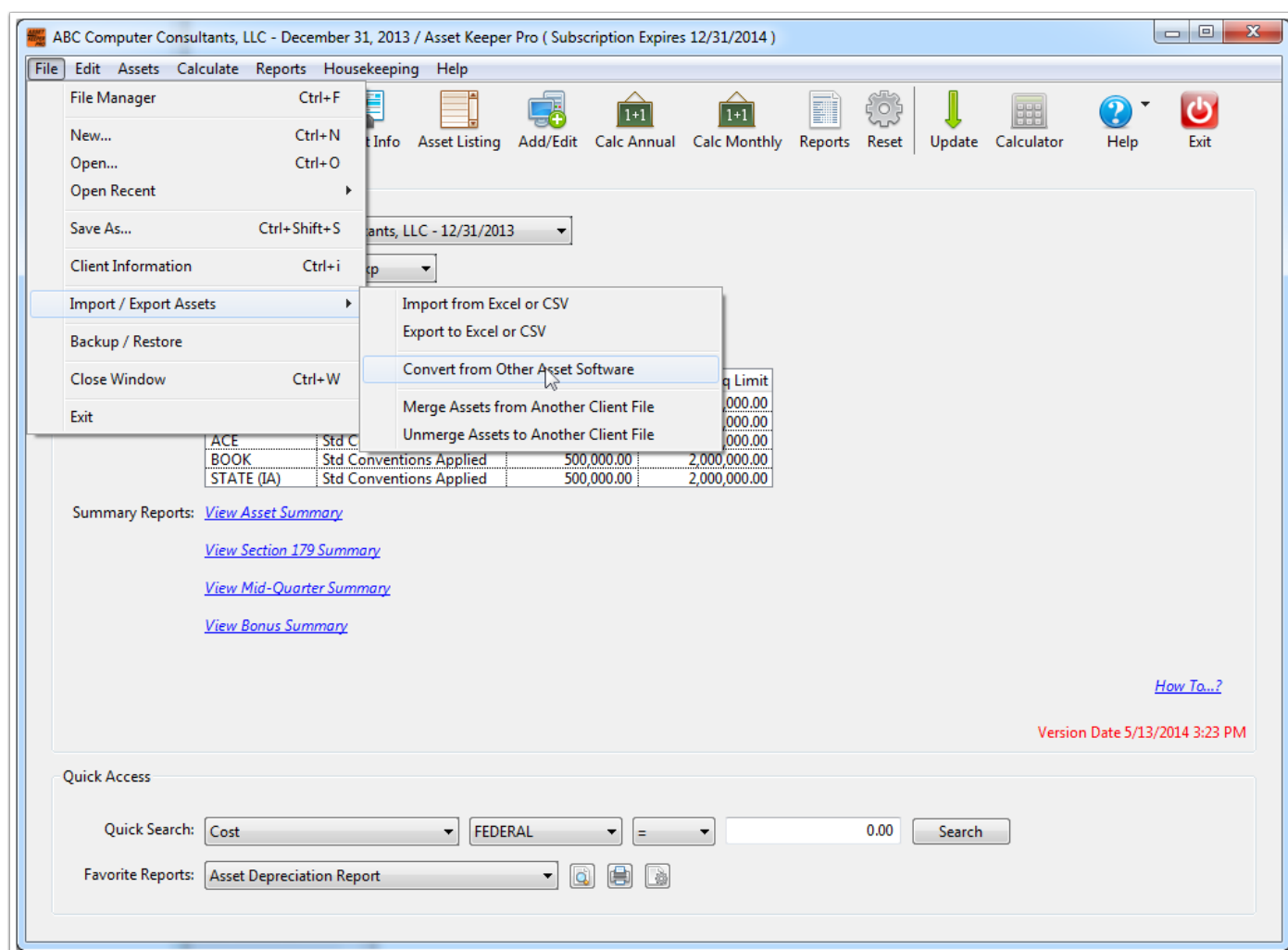


Asset Keeper Pro - Convert from Other Asset Software - Fixed Assets CS Fixed Assets

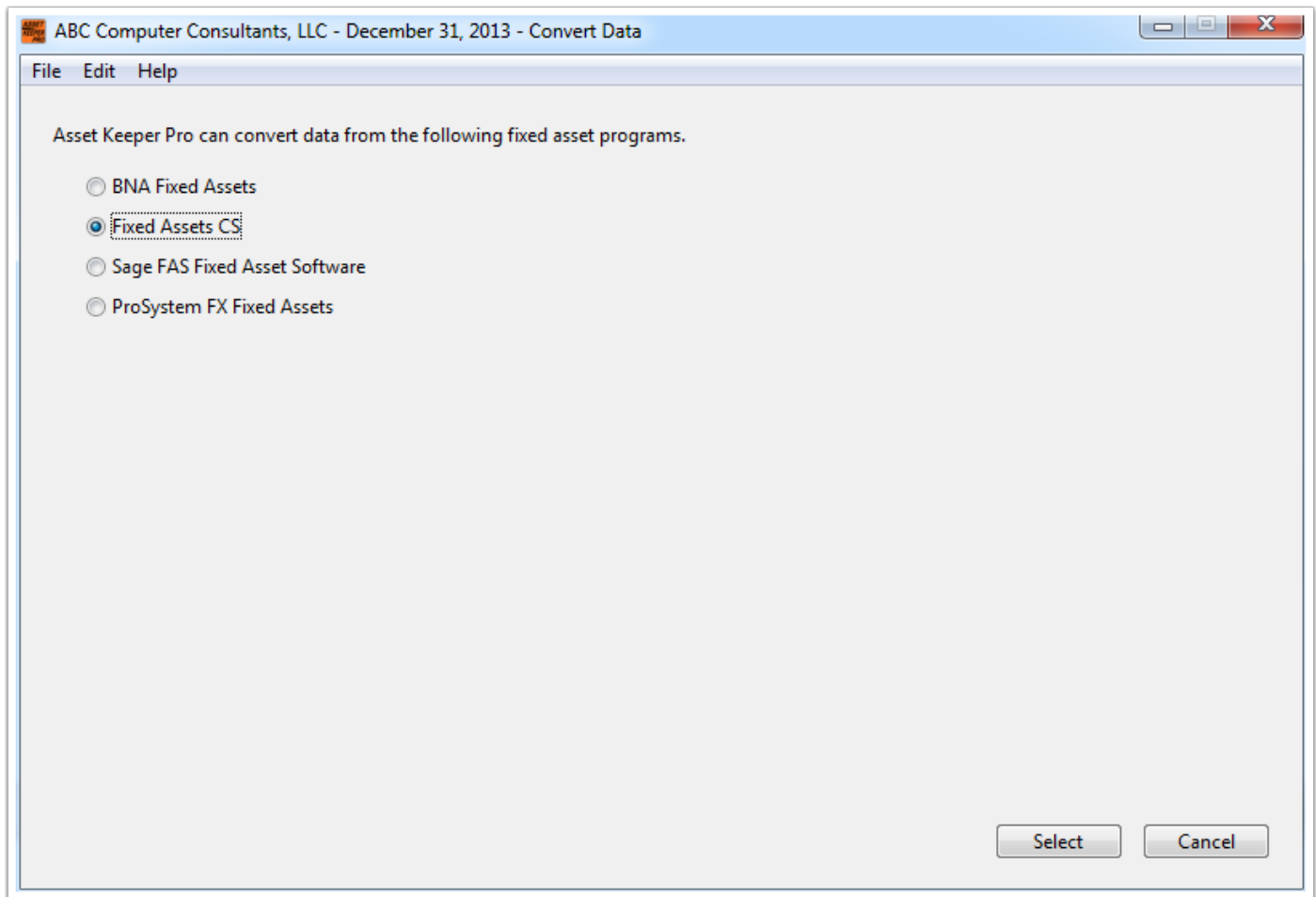
Convert from Other Asset Software

To convert data from Fixed Assets CS Fixed Assets, select the Convert from Other Asset Software option in the File, Import / Exports Assets submenu.



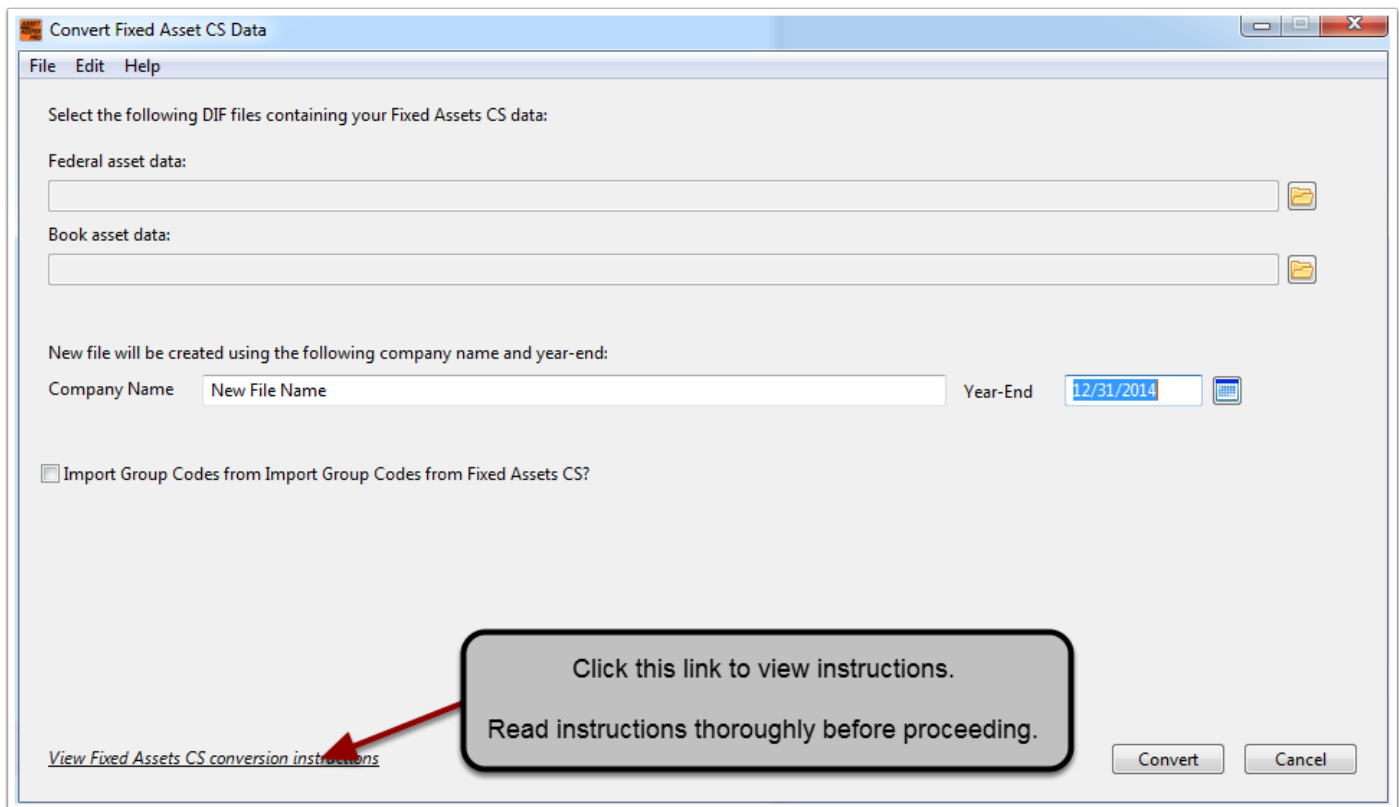
Select other fixed asset program

On this screen, you select what fixed asset program you are converting from. Since you are converting from Fixed Assets CS Fixed Assets, you would select the second option.



View Fixed Assets CS conversion instructions

Before proceeding, click the "View Fixed Assets CS conversion instructions" option at the bottom of the screen to view or print the conversion instructions.



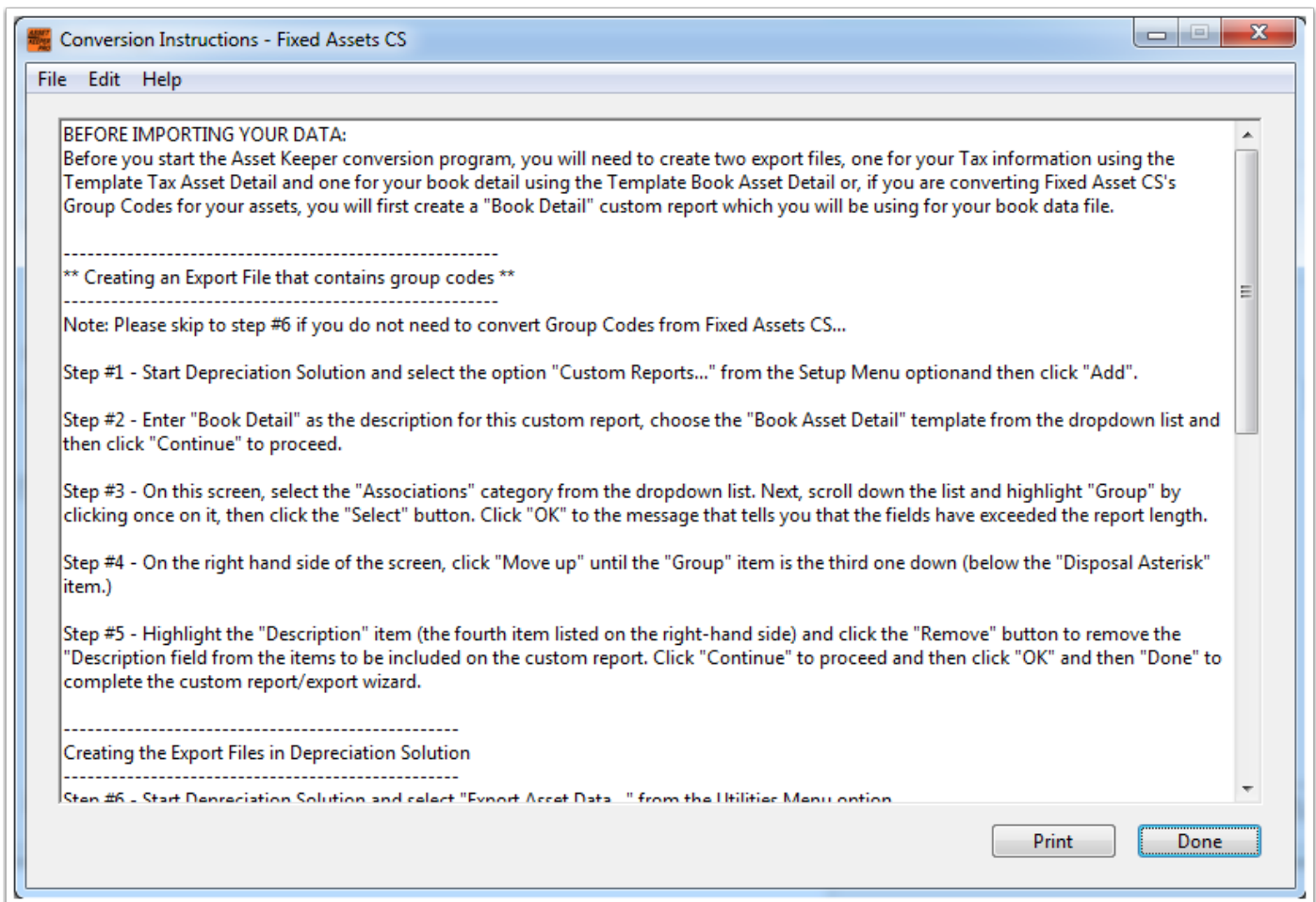
The screenshot shows a software window titled "Convert Fixed Asset CS Data". It has a menu bar with "File", "Edit", and "Help". The main area contains the following elements:

- Text: "Select the following DIF files containing your Fixed Assets CS data:"
- Section: "Federal asset data:" with an empty text box and a folder icon.
- Section: "Book asset data:" with an empty text box and a folder icon.
- Text: "New file will be created using the following company name and year-end:"
- Form: "Company Name" with the text "New File Name" and a "Year-End" dropdown menu showing "12/31/2014".
- Checkbox: "Import Group Codes from Import Group Codes from Fixed Assets CS?" (unchecked).
- Buttons: "Convert" and "Cancel" at the bottom right.
- Link: "[View Fixed Assets CS conversion instructions](#)" at the bottom left.

An annotation box with a black border and rounded corners is positioned over the bottom right of the window. It contains the text: "Click this link to view instructions. Read instructions thoroughly before proceeding." A red arrow points from the top-left corner of this box to the underlined link text.

Fixed Assets CS Conversion Instructions

Be sure to read the instructions thoroughly before proceeding with the conversion of your data.

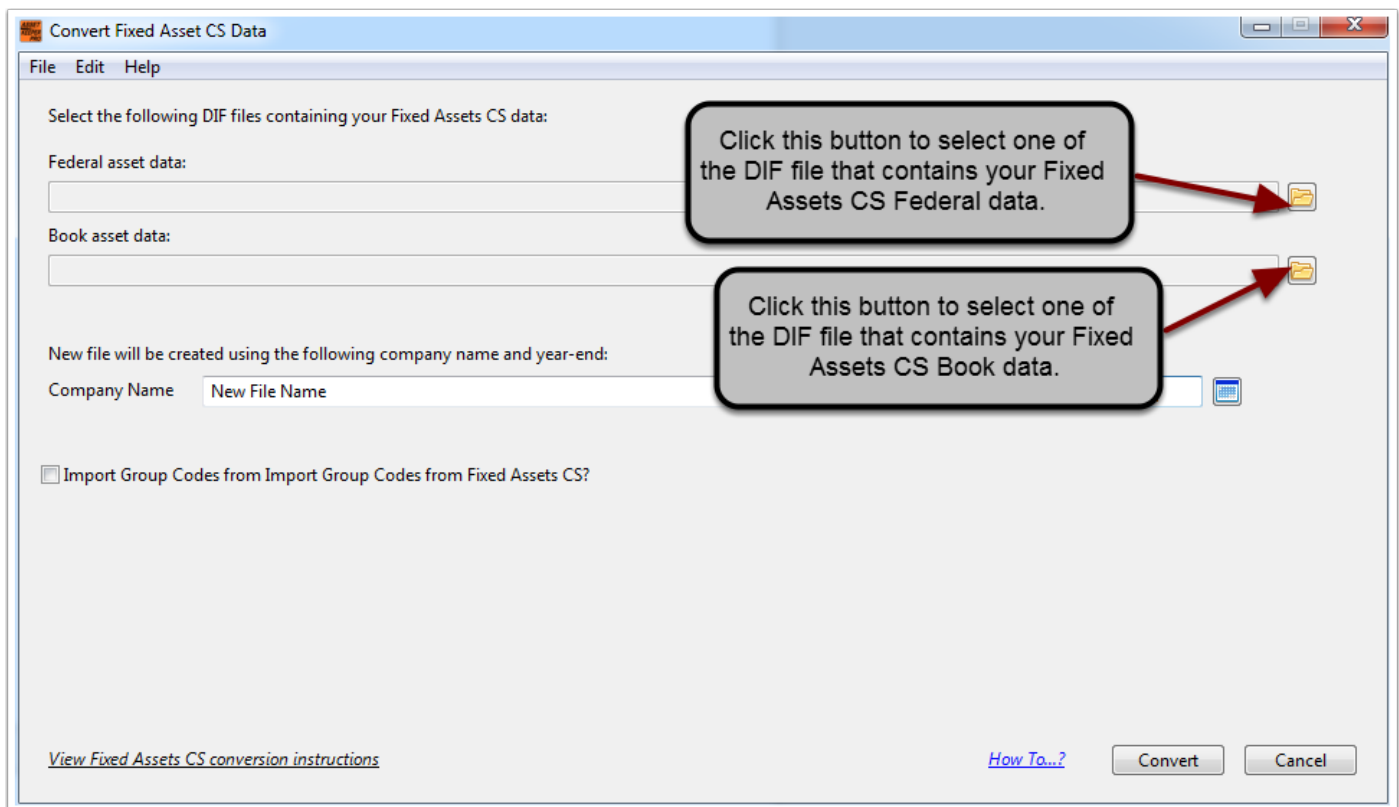


Fixed Assets CS Conversion Options

When you have created the Federal and/or Book DIF files in Fixed Assets CS, you are then ready to convert your data.

You should then click the first button with the Folder icon to select the DIF file containing Federal data from Fixed Assets CS. Then, if you choose to import book data, click the second Folder icon button and select the DIF file containing Book data from Fixed Assets CS.

You should then enter the company name and year-end. The year-end should be the year following the last year calculated in Fixed Assets CS. For example, if you have already completed 12/31/12 and prepared financial statements or tax returns, then you should enter 12/31/2013 for the year-end. Finally click the Convert button.

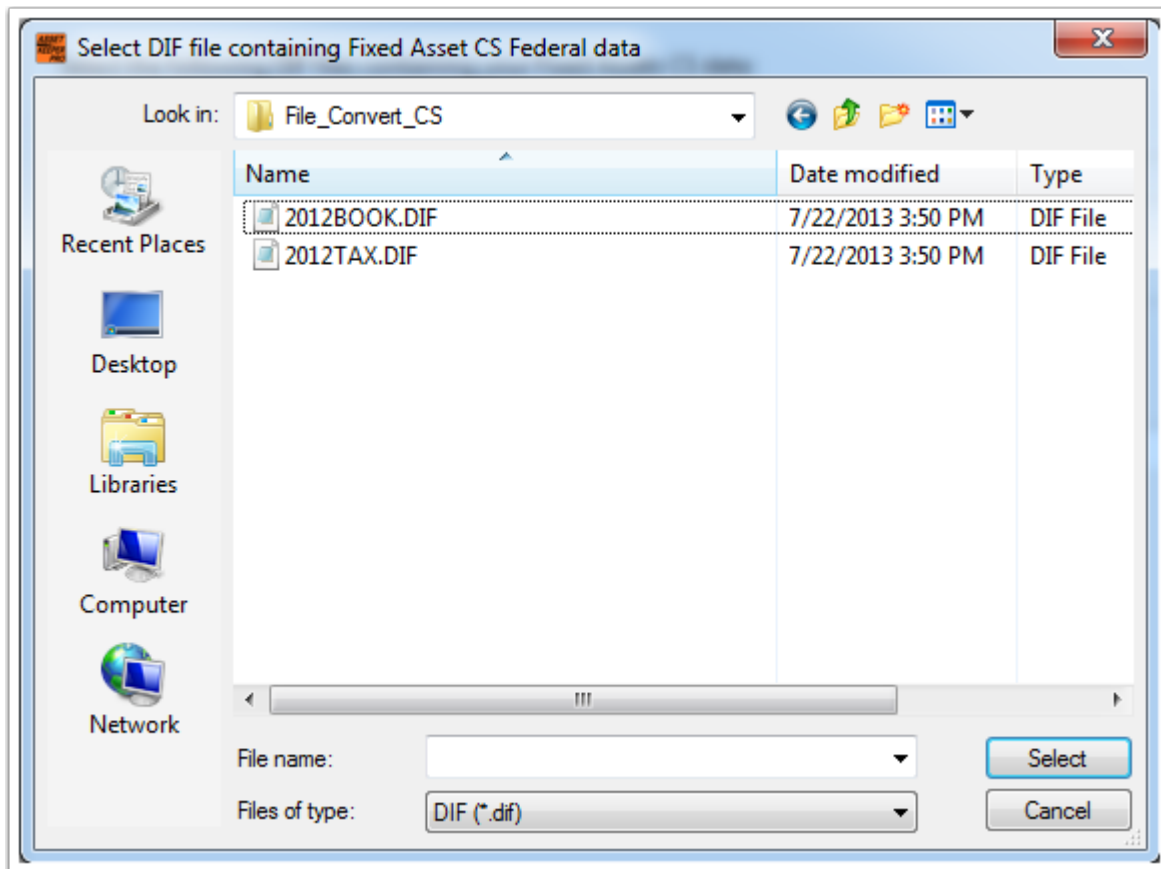


The screenshot shows the 'Convert Fixed Asset CS Data' dialog box. It has a menu bar with 'File', 'Edit', and 'Help'. The main area contains the following fields and controls:

- Select the following DIF files containing your Fixed Assets CS data:**
 - Federal asset data:** A text input field with a folder icon button to its right. A callout box points to this button with the text: "Click this button to select one of the DIF file that contains your Fixed Assets CS Federal data."
 - Book asset data:** A text input field with a folder icon button to its right. A callout box points to this button with the text: "Click this button to select one of the DIF file that contains your Fixed Assets CS Book data."
- New file will be created using the following company name and year-end:**
 - Company Name:** A text input field containing "New File Name".
 - Year-end:** A date picker icon.
- ☐ **Import Group Codes from Import Group Codes from Fixed Assets CS?**
- At the bottom left: [View Fixed Assets CS conversion instructions](#)
- At the bottom right: [How To...?](#), **Convert** button, and **Cancel** button.

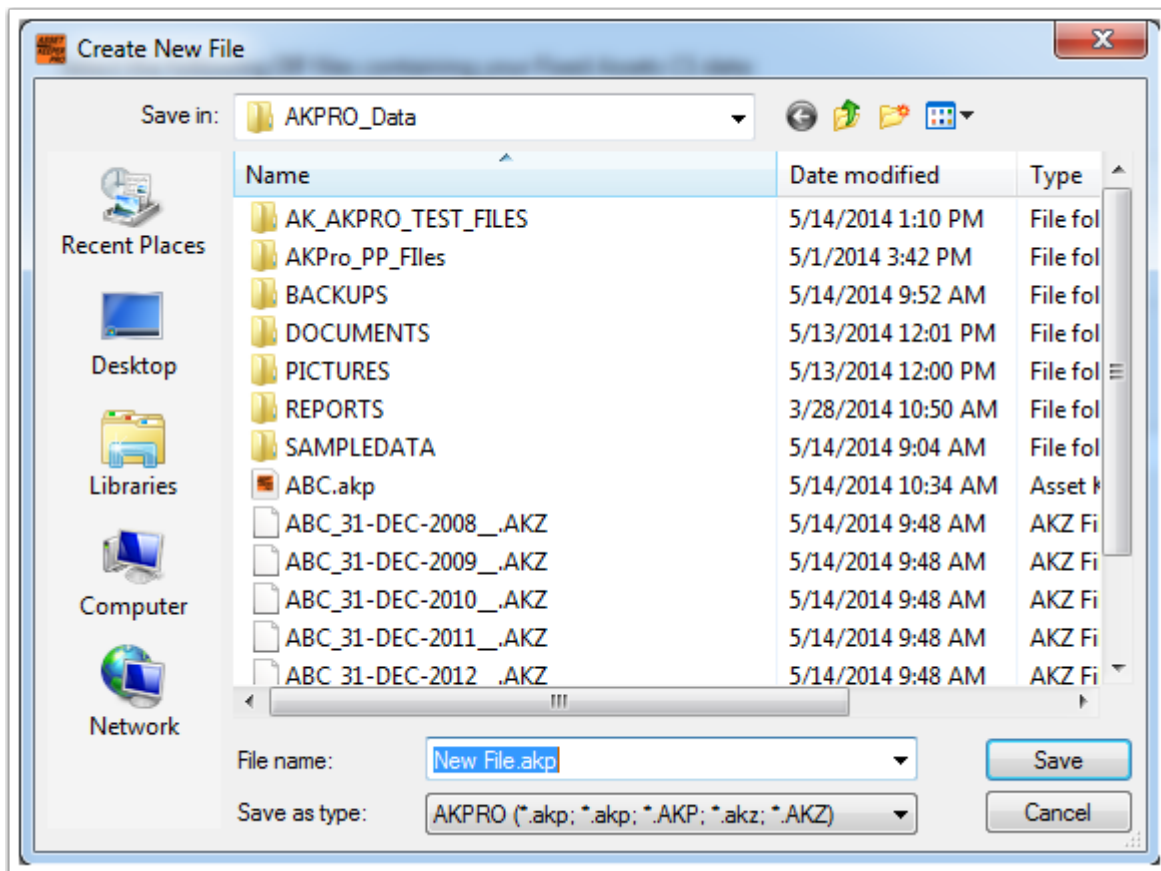
Select Fixed Assets CS DIF file

This is the dialog screen that is used to select one of the DIF files that contains your Fixed Assets CS Federal data.



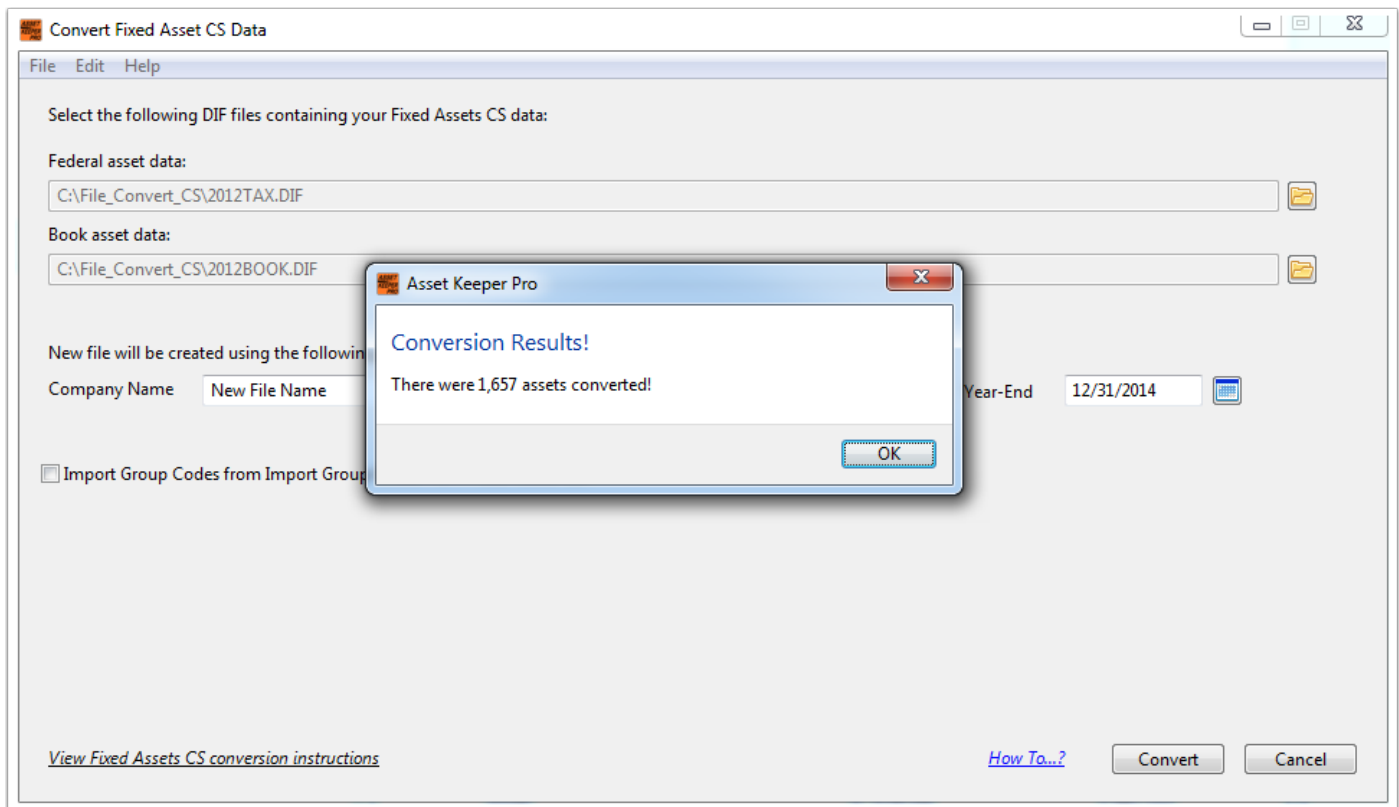
Create New File

After clicking the Convert button, you will be prompted to select a location and enter a file name for your Asset Keeper Pro data file that will contain your converted data. If you enter a file name that already exists, you will be asked if you want to overwrite it.



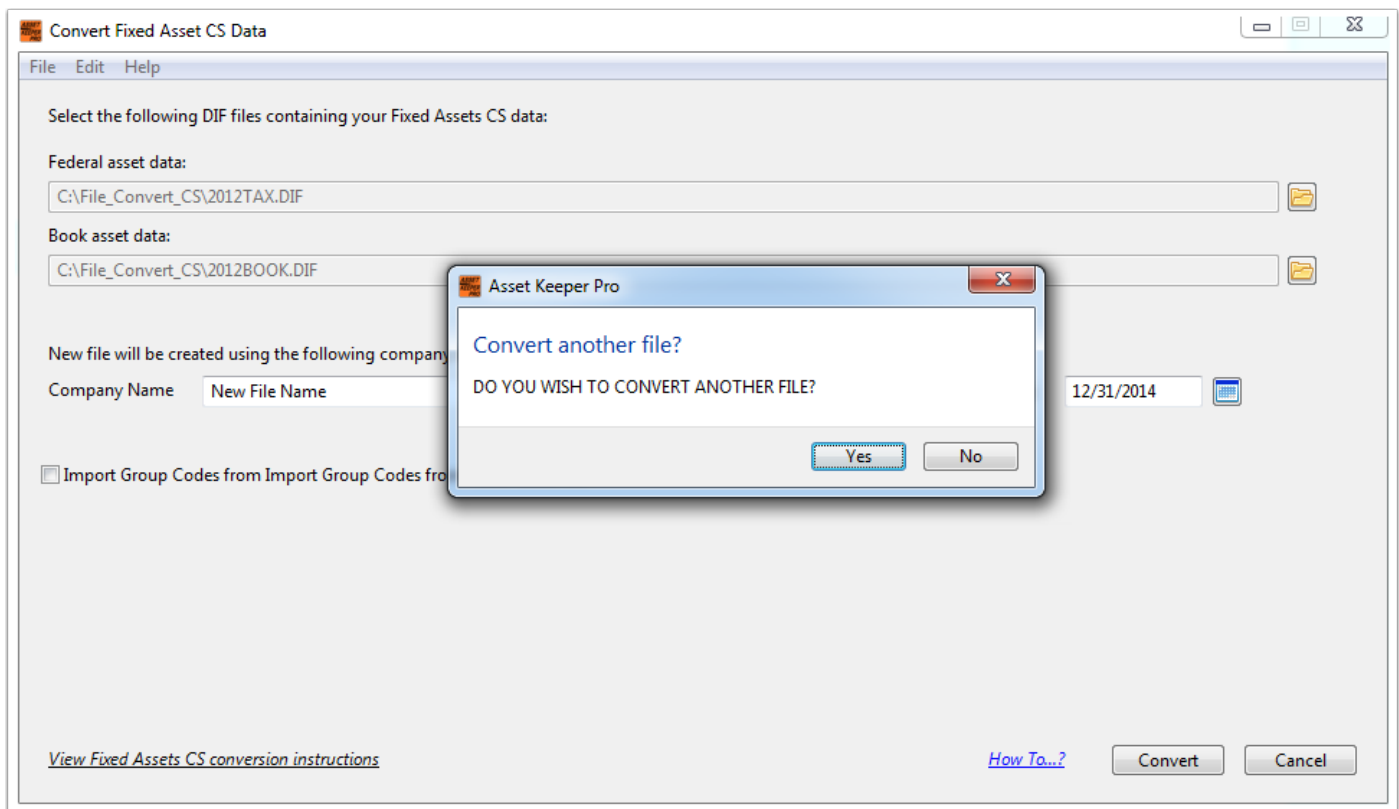
Conversion results

After your data is converted, you will see a message box that will tell you how many assets were converted.



Convert another file

You will then be asked if you want to convert additional client data from Fixed Assets CS.



Select data file containing Fixed Assets CS converted data

After your data is converted, you can use the Open button on the Home screen toolbar to select the AKPRO data file that was created and contains your converted data.

