

# Asset Keeper Pro - Import Assets

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## Import Assets

Data can be imported into Asset Keeper Pro from either an Excel file or CSV file. The import option is located in the File menu in the Import / Export Assets submenu.

Before importing you need to ensure that your Excel or CSV file has been formatted to follow Asset Keeper Pro's file structure. If the formatting is not correct or the data is not formatted properly, data will either not get imported or it will cause an error.

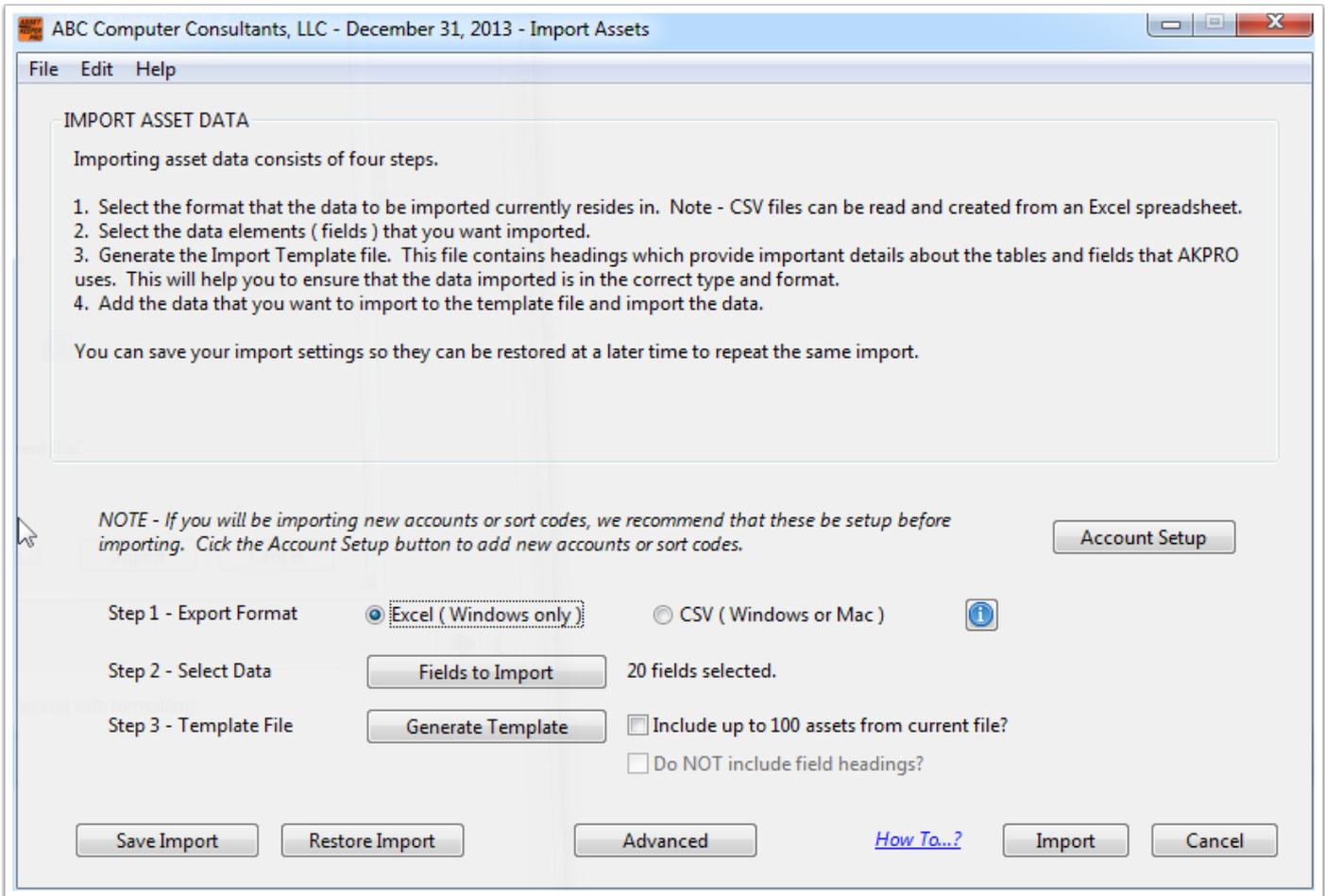
If you are importing account numbers or sort codes, we recommend setting these up before importing your data. You can do this in the Account Setup option which is selected from the Assets menu. If you do not set them up in advance, the account numbers and sort codes will get imported; however, there will be no account names or sort code descriptions. These can be entered after importing by using the Account Setup option.

On the Import Assets screen select whether you are importing from Excel or CSV.

Select the data fields that you are importing by clicking the "Fields to Import" button. A list of all of the data fields used in Asset Keeper Pro is displayed and you can then select individual fields to import.

The General Template button is used to generate a template file that can be used as a guide for entering your import data. If you have never imported data into Asset Keeper Pro before, we ALWAYS recommend the following as the easiest way to ensure that your data will be properly formatted.

1. Enter a few assets in your file before attempting to import any data. Enter assets that are representative of the data you will be importing.
2. Generate the template and review it carefully to determine how your data should be formatted.
3. Pay particular attention to the last page of this document that explains how data should be formatted in your file.



## Import Assets - Template

The following is a portion of the Excel template that is created by Asset Keeper Pro when you click the Generate Template button. The template includes five header rows to assist with formatting.

Row one - Designates whether the column should contain asset data or method data. It will contain the word Asset if it is asset data or the name of the method (Federal, Book, AMT, etc.) if it contains method data.

Row two - Data field name.

Row three - Data type (text, date, numeric, logical). ( The last page of this document will provide additional information about how to format your data based on the data type.)

Row four - Field length.

Row five - Accepted values for each field. \* denotes text, numeric, or date data. T, F indicates true or false (yes or no).

A	B	C	D	E	F	G	H	I	J	K	L	M
*ASSETS	*ASSETS	*ASSETS	*ASSETS	*ASSETS	*Federal	*Federal	*Federal	*Federal	*Federal	*Federal	*Federal	*Federal
*Asset A/Ch	*Date Acquired	*Description #1	*New property	*Status	*Bonus Taken	*Bonus Percentage	*Listed Code	*ITC Code	*Bus. Use Percent	*Depr Method	*Depr Convention	*Depr Life
*Text	*Date	*Text	*Logical	*Text	*Logical	*Numeric	*Text	*Text	*Numeric	*Text	*Text	*Numeric
*10	*10	*50	*1	*1	*1	*6 total, 2 decimal	*1	*1	*6 total, 2 decimal	*5	*2	*7 total, 4 decimal
*	*	*	*T, F	*A, I, D, T	*T, F	*30, 50, 100	*N, Y, T, E, L	*O, D, T, C, Q, S, E, F, N, R, M, I		*	*HY, MQ, PR, MM, FM, FY	*

# Import Assets - Template

Here is part of a template that was generated for importing from an Excel file. It includes several assets so you can see how the spreadsheet should look with actual data. The five header rows appear and should remain on the spreadsheet when you import.

After clicking the "Import" button you can browse to the Excel or CSV file that you are importing from and select it. The data will then be imported into your existing Asset Keeper Pro file.

After the import is complete, the Diagnostics Report appears. This report points out problems that the program may find with your file.

Before clicking the "Import" button you can also save your import settings by clicking the "Save Import" button. The settings are saved under a separate name and can be recalled for any future imports. To recall a previously saved import, click the "Restore Import" option.

A	B	C	D	E	F	G	H	I	J	K	L	M	
*ASSETS	*ASSETS	*ASSETS	*ASSETS	*ASSETS	*Federal	*Federal	*Federal	*Federal	*Federal	*Federal	*Federal	*Federal	
*Asset A/C#	*Date Acquired	*Description #1	*New property	*Status	*Bonus Taken	*Bonus Percentage	*Listed Code	*ITC Code	*Bus. Use Percent	*Depr Method	*Depr Convention	*Depr Life	
*Text	*Date	*Text	*Logical	*Text	*Logical	*Numeric	*Text	*Text	*Numeric	*Text	*Text	*Numeric	
*10	*10	*50	*1	*1	*1	*6 total, 2 decimal	*1	*1	*6 total, 2 decimal	*5	*2	*7 total, 4 decimal	
*	*	*	*T, F	*A, I, D, T	*T, F	*30, 50, 100	*N, Y, T, E, L	*O, D, T, C, Q, S, E, F, N, R, M, I	*	*	*HY, MQ, PR, MM, FM, FY	*	
100	02/12/2012	DELL DESKTOP	T	A	T			50.00 N	O	100.00	MA200	HY	7.0000
200	02/12/2012	DESK & 6 CHAIRS	T	A	T			50.00 N	O	100.00	MA200	HY	7.0000
300	03/10/2010	2010 GMC ENVOY	T	A	T			50.00 Y	O	100.00	MA200	HY	7.0000
100	03/11/2013	HP PRINTER	T	A	T			50.00 Y	O	100.00	MA200	HY	7.0000
100	02/12/2012	DELL DESKTOP	T	A	T			50.00 N	O	100.00	MA200	HY	7.0000
200	02/12/2012	DESK & 6 CHAIRS	T	A	T			50.00 N	O	100.00	MA200	HY	7.0000
300	03/10/2010	2010 GMC ENVOY	T	A	T			50.00 Y	O	100.00	MA200	HY	7.0000
100	03/11/2013	HP PRINTER	T	A	T			50.00 Y	O	100.00	MA200	HY	7.0000
100	02/12/2012	DELL DESKTOP	T	A	T			50.00 N	R	100.00	MA200	HY	7.0000
200	02/12/2012	GE Microwave	T	A	T			50.00 N	O	100.00	MA200	HY	7.0000
200	02/12/2012	Test	T	A	T			50.00 N	O	100.00	MA200	HY	7.0000
300	01/01/2005	test_asset	T	A	T			50.00 N	O	100.00	MA200	HY	7.0000
200	02/12/2012	DESK & 6 CHAIRS	T	A	T			50.00 N	O	100.00	MA200	HY	7.0000
300	01/01/2005	test_asset	T	A	T			50.00 N	O	100.00	MA200	HY	7.0000

## VERY IMPORTANT - READ CAREFULLY

There are 4 different data types that can be entered in your Excel spreadsheet. If the data is not formatted properly, you will probably get an error or invalid data imported into your data file.

### GUIDELINES

First, here are some guidelines that you should observe when creating your spreadsheet.

1. If you are importing data into a file that is current empty, add a couple of assets with valid data, then generate the template from the Import Assets screen. Then either enter, or copy and paste, the data you want to import into the template file.
2. Make sure that ALL columns have valid data entered in them. You should never leave a column blank. For example, even though you have never claimed ITC (investment tax credit) for any of the assets you are going to import does not mean you can ignore this column. Enter 0.00 for the assets you did not claim ITC.
3. If you don't know what is valid data for a column, ask rather than guess. One of the number one problems with importing that we encounter is the data imported is invalid.

### EXCEL or CSV

Most users will choose to import data from Excel because you have a visual interface to enter your import data. However, it's important to understand that a CSV file can be opened with Excel or created with Excel. More importantly, a CSV file will import faster than an Excel spreadsheet, so if you have a large number of assets to import, you may want to convert the Excel file containing the import data into a CSV file.

### DATA TYPES

This information is primarily provided for

Here are the 4 types of data that should be entered in the columns of your spreadsheet. The 3rd row in the template file shown on the previous page has the data type identified for each column.

**Text** - this can be any alpha numeric data; however, make sure that the column is formatted as general or text in Excel. Obviously, if you have the column formatted as a number or currency, it will NOT import properly.

**Date** - Columns with dates in them should be formatted as Dates and have the date formatted as MM/DD/YYYY. The acquisition date should NEVER be left blank.

**Logical** - These fields should ONLY contain T (for true) or F (for false) and should be formatted as general or text in Excel.

**Numeric** - Columns with numeric data in them should be formatted as numbers in Excel with the appropriate number of decimals. There should be NO comma separators for thousands.

For example, the cost field is a Numeric field and should contain no more than 18 characters formatted as a number with 2 decimals. The depreciable life should be formatted as a number field with 4 decimals and no more than 7 total characters. The max value for the life is 99.0000 and should never be less than .0000.