

Asset Keeper Pro - Manage Favorite Reports

Report Favorites

Asset Keeper Pro allows you to setup favorite reports that you can quickly access from the Home screen or the Reports menu.

Sample Data File - December 31, 2013 / Asset Keeper Pro (Subscription Expires 12/31/2014)

File Edit Assets Calculate Reports Housekeeping Help

File Manager Open New Backup Client Info Asset Listing Add/Edit Calc Annual Calc Monthly Reports Reset Update Calculator Help Exit

Client File Selected

Company: Sample Data File - 12/31/2013

File: C:\AKPRO_Data\SAMPLEDATA\SampleDataFile.akp

Last Modified: Tuesday - April 23, 2013 1:14 PM

Assets: 12

Method Details:

Method	Convention	Sec 179 Exp Limit	Sec 179 Acq Limit
Federal	Std Conventions Applied	500,000.00	2,000,000.00
Alt. Min. Tax	Std Conventions Applied	500,000.00	2,000,000.00
Adj Curr Earn	Std Conventions Applied	500,000.00	2,000,000.00
Book	Std Conventions Applied	0.00	0.00

Summary Reports: [View Asset Summary](#)
[View Section 179 Summary](#)
[View Mid-Quarter Summary](#)
[View Bonus Summary](#)

[How To...?](#)

Version Date 5/13/2014 3:23 PM

Quick Access

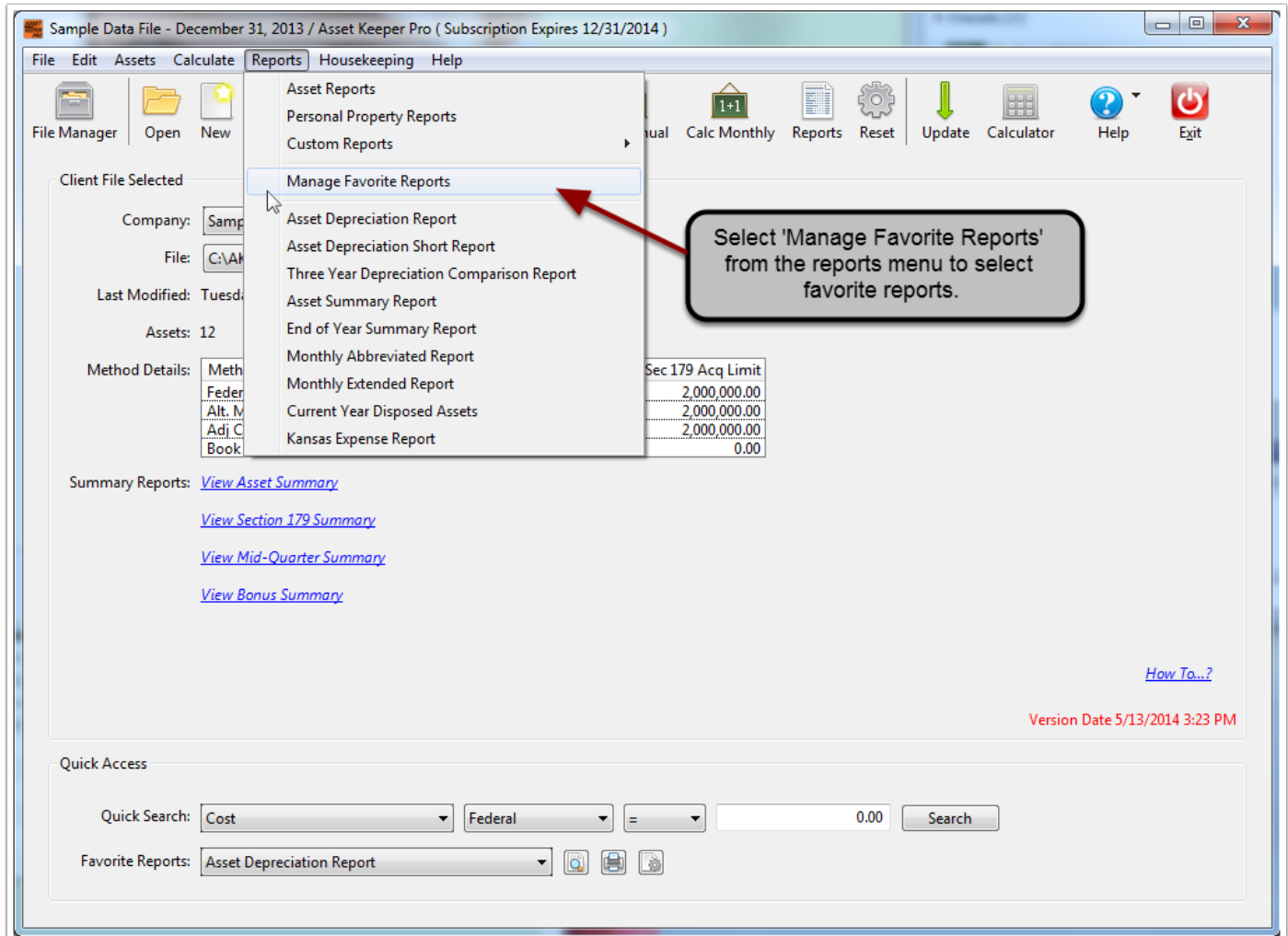
Quick Search: Cost

Favorite Reports: Asset Depreciation Report

Quickly preview, print, and configure favorite reports from the Home Screen

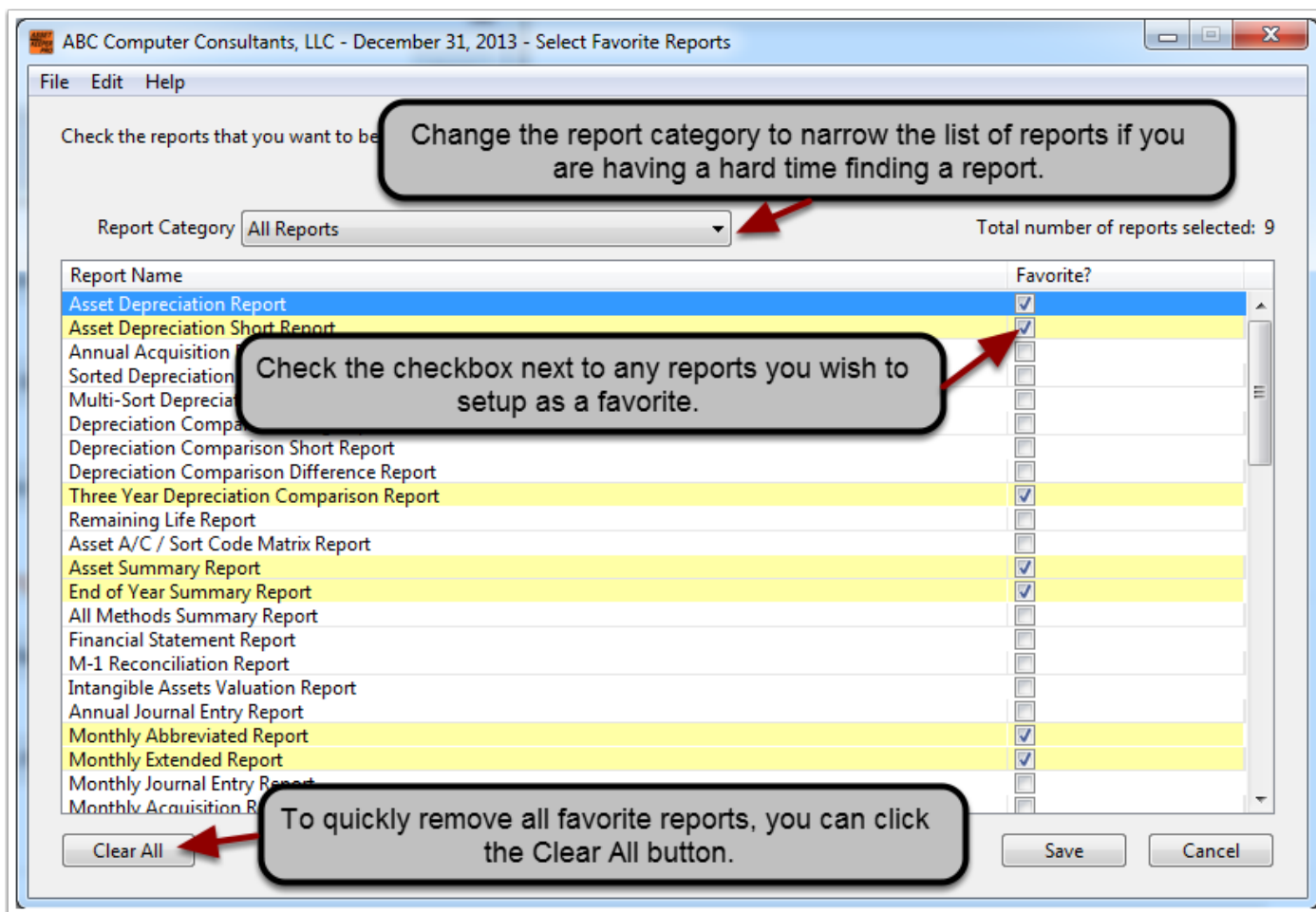
Setup Report Favorites

When you first install Asset Keeper Pro, a pre-defined list of favorite reports is setup for you. The list of favorite reports can be changed by selecting Manage Favorite Reports the Reports menu or from the Reports section of the Preferences screen. The Preferences screen is accessible by selecting Preferences from the Edit menu or Preferences from the Asset Keeper Pro menu on a Mac.



Review and Select Report Favorites

Currently selected favorites are highlighted in yellow and are checked. Simply use the checkbox to add or remove reports from your list of favorites. By default, all reports are visible in the grid. If you wish to narrow the list to find a report faster, you can use the Report Category selection at the top of the screen. When you have selected all the reports, click the 'Save' button.



Preview, Print, or Configure Favorite Report

Once a report is setup as a favorite, you can select it from the Favorite Report drop-down on the Home screen or the Reports menu. Using the buttons to the right you can quickly preview, print, or configure the report. The preview and print will automatically use the settings saved for the report, if any. If no saved settings were found, it will print using Asset Keeper Pro defaults. These settings can be viewed and changed using the configure button.

