

Asset Keeper Pro - Merge Assets

Merge Assets

The Merge Assets option is located off the File menu, Import / Export Assets, Merge Assets from Another Client File. This option allows you to add (merge) assets from one Asset Keeper Pro file into another Asset Keeper Pro file.

After selecting the Merge Assets option, the screen below will open. Here you can select the file that you wish to merge assets from. Assets from that file will be merged into the currently selected file.

It's important to note that both the file you are merging assets from and the file you are merging assets into must have the same year-end, the same methods, and the methods need to be in the same order. In other words, if one file has Federal - Book - AMT, the other file must also have Federal - Book - AMT, and in that same order. If it is necessary to add or re-order methods, you may do so by going to the File menu, Client Information, Methods.

ABC Computer Consultants, LLC - December 31, 2013 - Merge Assets

File Edit Help

MERGE ASSETS

This option permits you to add (merge) assets from another file.

Select a file that contains the assets that you want to merge assets from. Note that the file selected must have the same year-end, the same number of methods, and the methods must be in the same order.

Next, select the assets from the other file that you want to merge into the file selected.

Merge assets from this file:

Click this button to browse to file you wish to merge assets from.

Select Assets 0 Number of assets selected for merging.

Assign the following sort code to the merged assets?

County

Add new County

Clear MERGE flag in current file BEFORE merging in assets?

[How To...?](#)

Merge Cancel

Merge Assets - Select Assets for Merging

After selecting the file to merge assets from, click the "Select Assets" button and you will receive a list of your assets like you see here. Check each asset you wish to merge into the client file that you are currently accessing.

After selecting assets, click the "Close" button.

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File Edit Help

Filter assets in grid based on

Acquired	Asset A/C#	Description	Cost	Check to Merge
03/01/2012	100	Canon Fax Machine	500.99	<input type="checkbox"/>
02/12/2012	100	Dell Computer	975.99	<input type="checkbox"/>
02/12/2012	100	HP Printer	350.25	<input type="checkbox"/>
12/30/2012	200	2012 GMC Envoy	45,000.00	<input type="checkbox"/>
12/30/2012	300	150 Acres	250,000.00	<input type="checkbox"/>

Select All assets or Clear All assets

Select All Clear All Number of assets selected for unmerging 5 assets listed.

Allow multiple row selection?

Merge Assets

After selecting assets and clicking the "Close" button, you will return to the Merge Assets screen. If you like, you can add a value to a specified field to indentify assets that were merged into the file. Select the field you wish to use and then the code you want to assign.

Click the "Merge" button and the selected assets are merged into the file that you are currently in.

