## **Asset Keeper Pro - Printing Prior Year Reports**

### Start the Reports Screen

Asset Keeper Pro allows you to print reports from a prior year without having to to perform an unreset to the prior year. To print a prior year, select Asset Reports in the Reports menu or click the Reports icon on the Home screen.

🚟 Sample Data File - December 31, 2013 / Asset Keeper Pro ( Subscription Expires 12/31/2014 )						
File Edit Assets Calo	culate Rep	orts Housekeeping Help				
File Manager Open	New	Asset Reports Personal Property Reports Custom Reports Update Calculato	r Help Exit			
Client File Selected		Manage Favorite Reports				
Company: File: Last Modified:	Samp C:\Ak Tuesdi	Asset Depreciation Report Asset Depreciation Short Report Three Year Depreciation Comparison Report Asset Summary Report	orts r.			
Assets:	12	End of Year Summary Report				
Method Details:	Meth Feder Alt. M Adj C Book	Monthly Abbreviated Report     Sec 179 Acq Limit       Monthly Extended Report     2,000,000.00       Current Year Disposed Assets     2,000,000.00       Kansas Expense Report     0.00				
Summary Reports:	View Asset	Summary				
	View Section	n <u>179 Summary</u>				
	View Mid-Q	uarter Summary				
	View Bonus	<u>Summary</u>				
			<u>How To?</u>			
		Ver	rsion Date 5/13/2014 3:23 PM			
Quick Access						
Quick Search:	Quick Search: Cost					
Favorite Reports: Asset Depreciation Report						

## **Select the Prior Year**

To print from a prior year, select the prior year date selection from the drop-down list. Any prior years that are found as prior year reset files are displayed. Click the prior year desired and then print or preview your report.

Kan ABC Computer Consultants, LLC - December 31, 2013 - Asset Reports	
ABC Computer Consultants, LLC - December 31, 2013 - Asset Reports Batch Temporary Selection General Reports (1 Report Selected) General Report General Report Asset Depreciation Report General Action Report General Comparison Comparison Comparison Short Report Generation Comparison Difference Report Generation Comparison Difference Report Generation Comparison Comparison Report Generation Comparison Difference Report Generation Comparison Comparison Report Generation Comp	Check the checkbox of any reports you want to print on the left. To change report settings, highlight the report by clicking on it and selecting the options below. Report groups can be expanded or collapsed by clicking the +/- buttons to the right of the group folder.  Asset Depreciation Report Settings Report specific settings pertain to the report highlighted on the left.  Configure Settings Reset to Default  Prior Year Reports  This option allows you to print a report from a prior year without having to perform an UnReset to the Prior Year.
<ul> <li>Three Year Depreciation Comparison Report</li> <li>Remaining Life Report</li> <li>Asset A/C / Sort Code Matrix Report</li> <li>End of Year Reports</li> <li>Monthly &amp; Periodic Reports</li> <li>Projected Reports</li> <li>Management Reports</li> <li>Miscellaneous Reports</li> </ul>	Prior Year Reports This option allows you to print a report from a prior year without having to perform an UnReset to the Prior Year. Select the year that you wish to print reports for To switch back to the current year select 'Current Year abov orgam. If y prior year you wish to print. Prior Year You wish to print.
Expand All Clear All 1 Report Selected	How To? Show dialog when printing PDF - Preview Print Cancel

# **Print / Preview the Report**

After the report is printed or previewed, you can verify that it was printed for the correct year by reviewing the year-end listed next to the company name on the report.

ABC Com	puter Co	onsultants, LLC - Decen	nber 31, 2013 - Asset	Reports							23
Batch	h Ter General Asset	nporary Selection Reports (1 Report Se Depreciation Report	lected) Cur	rent year-end	checkbox of a icking on it a +/- buttons	ny reports nd selectir to the righ	you want to pi ng the options l it of the group	int on the left. below. Report gr folder.	To change report se oups can be expan	ttings, highlight the ded or collapsed by	
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	Ø		ASSET DE	PRECIATION RE	PORT				A 44 -64	Included	
+			ABC Com	outer Consultant	s, LLC - De	c. 31, 20	012 🗲	Report	t year-end		
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				LAND NO 99	Active	New	Not Listed	17	125,000.00	0.00	
			04/04/04		472.01			0.00	425 000 00	0.00	40
			01/01/04	Land - 6835 South	173 Street			0.00	135,000.00	0.00	13
				LAND NO 99	Active	New	Not Listed	9	135,000.00	0.00	
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									260,000.00	0.00	
Expand											
				Summary for: 10	0				Cost		Sec

### **Return to the Current Year**

When you are done printing reports for the prior year, you can select 'Current Year' from the prior year drop-down or just close the reports screen. Every time the report screen opens, it will be defaulted to current year reports.

🚝 ABC Computer Consultants, LLC - December 31, 2013 - Asset Reports	
Batch       Temporary Selection         Image: Computer Consultants, LLC - December 31, 2013 - Asset Reports         Batch       Temporary Selection         Image: Computer Consultants, LLC - December 31, 2013 - Asset Reports         Image: Computer Consultants, LLC - December 31, 2013 - Asset Reports         Image: Computer Consultants, LLC - December 31, 2013 - Asset Reports         Image: Computer Consultants, LLC - December 31, 2013 - Asset Reports         Image: Computer Consultants, LLC - December 31, 2013 - Asset Reports         Image: Computer Consultants, LLC - December 31, 2013 - Asset Reports         Image: Computer Consultants, LLC - December 31, 2013 - Asset Reports         Image: Computer Consultants, LLC - December 31, 2013 - Asset Report         Image: Computer Consultants, LLC - December 31, 2013 - Asset Report         Image: Computer Consultants, LLC - December 31, 2013 - Asset Report         Image: Computer Comparison Short Report         Image: Computer Comparison Comparison Report         Image: Computer Construction Comparison Report         Image: Computer Construction Comparison Reports         Image: Computer Constructing Constreports         Image: Computer	Check the checkbox of any reports you want to print on the left. To change report settings, highlight the report by clicking on it and selecting the options below. Report groups can be expanded or collapsed by clicking the +/- buttons to the right of the group folder.  Asset Depreciation Report Settings Report specific settings pertain to the report highlighted on the left.  Configure Settings Reset to Default  Prior Year Reports This option allows you to print a report from a prior year without having to perform an UnReset to the Prior Year.  Select the year that you wish to print reports for report Setting and will not affect the rest of the program. If you will back to the current year, select 'Current Year's and will not affect the next time you return.  Prior 2011 and additional additionadditionadditional additional additional add
Expand All Clear All 1 Report Selected	✓ Show dialog when printing     PDF →     Preview     Print     Cancel