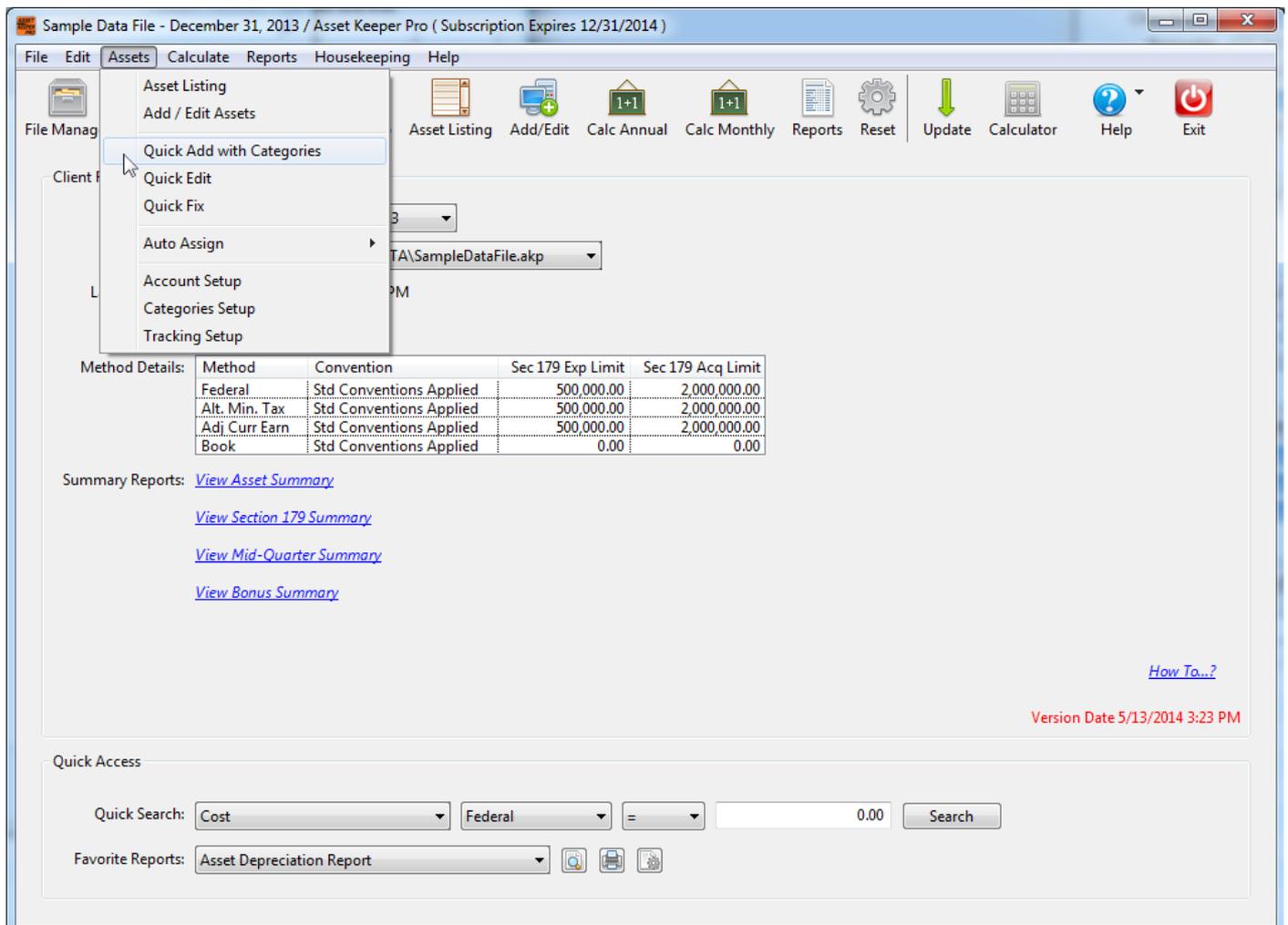


# ASSET KEEPER PRO - QUICK ADD with CATEGORIES

## Quick Add with Categories option

The Quick Add with Categories option is in the Assets menu.



# Quick Add with Categories screen

The Quick Add with Categories screen is shown below.

The best way to think of this screen is an abbreviated Add / Edit Assets screen. Instead of multiple tabbed sections, there is just one page. Of course, there is a lot of information that can not be entered using this option, such as, notes, documents, pictures, auto mileage, asset tracking, and construction in progress.

Nevertheless, if you are entering a number of similar assets, this option is much faster than using the Add / Edit Assets screen.

The asset displayed (if you have assets in your file) will be the last asset added. To add a new asset, just click the Add button at the bottom of the screen.

To duplicate the last asset added, click the Dupe Asset button.

The asset that will be added will be assigned the depreciation methods and lives based on the Category selected. In the screen below, the Default category is selected.

Sample Data File - December 31, 2013 - Quick Add with Categories

File Edit Help

Category: DEFAULT

Description #1: Test Asset

Description #2:

Acquired: 05/01/2013  New Property?  Take Bonus?

Cost: 10,000.00

Listed Code: Auto  Tax methods only - all others will be Not Listed

Asset A/C#: 100 Vehicles  Assign to ALL methods

Expense A/C#:

Accum. A/C#:

Sort Code 1:

Sort Code 2:

Sort Code 3:

Sort Code 4:

Sort Code 5:

Sort Code 6:

Sort Code 7:

Sort Code 8:

User Defined #1:

User Defined #2:

Valuation: 0.00

Pers Prop Valuation: 0.00

Categories Dupe Asset

Click this button to add a new category or select a different one.

Category selected

Category DEFAULT methods and lives

Method	Depr Method	Life
Federal	MA200	7.0000
Alt. Min. Tax	NONE	7.0000
Adj Curr Earn	NONE	7.0000
Book	SLP	7.0000

( These methods and lives will be assigned to your asset. )

How To...?

Goto Asset Listing Goto Add / Edit Add Cancel

Use these buttons to go to the Asset Listing or Add / Edit Screen. The asset displayed above will be automatically selected.

# Adding Categories

When you click the Categories button, the Categories screen will be displayed.

Shown below is the Categories screen after the Add button has been clicked and we have entered a new category for Vehicles with depreciation methods and lives that we want assigned whenever we add an asset using this category.

Sample Data File - December 31, 2013 - Categories

File Edit Help

Category Name (1 categories)  
DEFAULT

Vehicles

Category Name

Use this for any assets where the Listed Code is Auto or Trucks/Vans.

Notes

0 Reset

Assets added using this category

	Method	Life
Federal	MA200 - MACRS Personal	5
Alt. Min. Tax	NONE - Other	5
Adj Curr Earn	NONE - Other	5
Book	SLP - Book	7

Created 5/13/2014 - 4:30 PM Last Modified 5/13/2014 - 4:30 PM [How To...?](#) Save Cancel

# Changing categories

After you've added a new category or made changes to existing categories, you will be returned to the Quick Add with Categories.

To change categories ( the Default category is selected in the screen below ) - click the Categories button.

Sample Data File - December 31, 2013 - Quick Add with Categories

File Edit Help

Category: DEFAULT

Description #1: Test Asset

Description #2:

Acquired: 05/01/2013  New Property?  Take Bonus?

Cost: 10,000.00

Listed Code: Auto  Tax methods only - all others will be Not Listed  Assign to ALL methods

Asset A/C#: 100 Vehicles

Expense A/C#:

Accum. A/C#:

Sort Code 1:

Sort Code 2:

Sort Code 3:

Sort Code 4:

Sort Code 5:

Sort Code 6:

Sort Code 7:

Sort Code 8:

User Defined #1:

User Defined #2:

Valuation: 0.00

Pers Prop Valuation: 0.00

Categories

Dupe Asset

Category DEFAULT methods and lives

Method	Depr Method	Life
Federal	MA200	7.0000
Alt. Min. Tax	NONE	7.0000
Adj Curr Earn	NONE	7.0000
Book	SLP	7.0000

( These methods and lives will be assigned to your asset. )

[How To...?](#)

Goto Asset Listing Goto Add / Edit Add Cancel

## Select a different category

Click the category you want to select in the grid. We selected the Vehicles category in the screen below. Click the Done button to use the category selected.

Sample Data File - December 31, 2013 - Categories

File Edit Help

Category Name ( 2 categories )

DEFAULT

Vehicles

Vehicles

Category Name

Use this for any assets where the Listed Code is Auto or Trucks/Vans.

Notes

0 Reset

Assets added using this category

	Method	Life
Federal	MA200 - MACRS Personal	5
Alt. Min. Tax	NONE - Other	5
Adj Curr Earn	NONE - Other	5
Book	SLP - Book	7

Created 5/13/2014 - 4:38 PM Last Modified 5/13/2014 - 4:38 PM [How To...?](#) Done

# Add asset using new category

When you return to the Quick Add with Category screen, the category selected will be used when adding any new assets.

Sample Data File - December 31, 2013 - Quick Add with Categories

File Edit Help

Category: Vehicles

Description #1: Test Asset

Acquired: 05/01/2013

Cost: 10,000.00

Asset A/C#: 100

Asset A/C# Search: Vehicles

Valuation: 0.00

Pers Prop Valuation: 0.00

Buttons: Goto Asset Listing, Goto Add / Edit, Add, Cancel

Callout: Vehicles category is selected.

Category VEHICLES methods and lives

Method	Depr Method	Life
Federal	MA200	5.0000
Alt. Min. Tax	NONE	5.0000
Adj Curr Earn	NONE	5.0000
Book	SLP	7.0000

( These methods and lives will be assigned to your asset. )

[How To...?](#)