# **Asset Keeper Pro - Printing Report Batches**

#### Start the Reports Screen

Asset Keeper Pro allows you to select from a list of reports and print them all at once instead of having to select each report individually and then printing it. Collectively, the selected reports are called a batch. To print a batch of reports, first, select Asset Reports from the Reports menu or click the Reports icon on the Home screen.

🚟 Sample Data File - Dec	cember 31, 2	013 / Asset Keeper Pro ( Subscription Expires 12/31/2014 )	**********	
File Edit Assets Cal	culate Rep	orts Housekeeping Help		
File Manager Open	New	Asset Reports Personal Property Reports Custom Reports Manage Favorite Reports	Update Calculator	2 T U Help E <u>x</u> it
Company: File: Last Modified:	Samp C:\Ak Tuesdi	Asset Depreciation Report Asset Depreciation Short Report Three Year Depreciation Comparison Report Asset Summary Report	ed via the reports on the toolbar.	ן
Assets:	12	End of Year Summary Report		
Method Details: Summary Reports:	Meth Feder Alt. M Adj C Book View Asset View Sectio View Mid-C View Bonus	Monthly Abbreviated Report Monthly Extended Report Current Year Disposed Assets Kansas Expense Report Summary 179 Summary Uarter Summary Summary		
				How To?
			Version Da	te 5/13/2014 3:23 PM
Quick Access				
Quick Search: Cost   Federal  Federal  Cost  Cost  Search				
Favorite Reports: Asset Depreciation Report				

### **Create a Temporary Batch**

Once the report screen is shown, you will automatically be in a temporary batch as indicted on the screen next to the batch drop-down. In a temporary batch, you can select as many reports as you wish by checking the box to the left of the report name. All reports are categorized by type, so if you cannot see a report, it may be hidden under a closed folder. To expand a folder, click the + to the left of the folder. Conversely, the - button will close the folder. The number of reports selected in each report category is indicated next to the folder name. Once you select all of your reports, you can choose to print, preview, print to file, or save them to a saved batch that you can recall later.

BC Computer Consultants, LLC - December 31, 2009 - Asset Reports					
Batch Temporary Selection	Ches By default, you are in a temporary batch.				
General Reports (3 Reports Selected)	CIICAD				
Asset Depreciation Report					
Annual Acquisition Report					
Sorted Depreciation Report To select multiple r	reports, check the box next to				
	The point Depreciation Report the desired reports.				
Depreciation Comparison Long Report					
Depreciation Comparison Short Report	Configure Settings Reset to Default				
Depreciation Comparison Difference Report					
Three Year Depreciation Comparison Report					
Remaining Life Report					
Asset A/C / Sort Code Matrix Report	Prior Vear Reports				
Monthly & Periodic Reports					
	This option allows you to print a report from a prior year without having to perform an UnReset to the Prior Year				
Projected Reports					
Management Repo     Click the + button to expa	and a				
Miscellaneous Rep     report category folde	r. Select the year that you wish to print reports for Current Year				
	To switch back to the current year, select 'Current Year' above. This setting is only active on this				
	report screen and will not affect the rest of the program. If you leave the reports screen, it will				
	default back to the current year the next time you return.				
	How To?				
Expand All Clear All 3 Reports Selected	PDF Preview Print Cancel				

### **Save Report Batch**

Once a group of reports are selected in the temporary batch, you can save them to a saved batch by clicking the edit button next to the Batch drop-down.

ABC Computer Consultants, LLC - December 31, 2009 - Asset Reports	
Batch Temporary Selection	Click the edit button to save the batch.
<ul> <li>Asset Depreciation Report</li> <li>Asset Depreciation Short Report</li> <li>Annual Acquisition Report</li> <li>Sorted Depreciation Report</li> <li>Depreciation Comparison Long Report</li> <li>Depreciation Comparison Short Report</li> <li>Depreciation Comparison Difference Report</li> <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>Monthly &amp; Periodic Reports</li> <li>Management Reports</li> <li>Miscellaneous Reports</li> </ul>	Multi-Sort Depreciation Report Settings   Report specific settings pertain to the report highlighted on the left.   Configure Settings   Reset to Default   Prior Year Reports Select the year that you wish to print reports for <a href="mailto:current Year">current Year</a> To switch back to the current year, select 'Current Year' above. This setting is only active on this report screen and will not affect the rest of the program. If you leave the reports screen, it will default back to the current year the next time you return.
Expand All Clear All 3 Reports Selected	Show dialog when printing PDF Preview Print Cancel

#### **Saved Batches Screen**

After you click the edit button to save the batch, the "Saved Batches" screen appears. This screen indicates how many batches are currently selected and prompts you to enter a description for the new batch. Once you have entered the description, click the 'Save' button and the new batch is saved.

Saved Batch Description	My First Batch Saved Batch Description B reports are selected		
The number of reports currently selected in the batch are shown here.			
<b>_</b> _ >*e_			

### Add, Remove, Edit Saved Batches

The new saved batch is displayed in the grid on the left side of the screen. Using the buttons under the grid, you can add another batch name for the selected reports, remove the saved batch, or edit the saved batch to change the description. If you are finished reviewing the saved batch, click the 'Select' button to exit the screen.

ABC Computer Consultants, LLC - December 31, 2009 - Saved Batches			
Saved Batch Description	My First Batch		
My First Batch	Saved Batch Description		
	3 reports are selected		
You can add another batch, remove the selected batch, or edit the selected batch with the +, -, and cog wheel buttons respectively.			
+ - *-	Select Cancel		

### **Recall a Saved Batch**

When you return to the the Reports screen, you will still be in the temporary batch but now when you click the drop-down list, for the batch selections, your new batch appears for selection.

Kan ABC Computer Consultants, LLC - December 31, 2009 - Asset Reports	
Batch Temporary Selection  Temporary Selection Gen My First Batch Asset Depreciation Report	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 Short Report     Annual Acquisition Report     Save     Mon. port Depreciation Report     Mon. port Depreciation Report     Depreciation Comparison Loss Report	ed batches can be selected from the drop-down and the reports saved to them will be automatically checked.
<ul> <li>Depreciation Comparison Long Keport</li> <li>Depreciation Comparison Short Report</li> <li>Depreciation Comparison Difference Report</li> <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>Monthly &amp; Periodic Reports</li> <li>Montagement Reports</li> <li>Miscellaneous Reports</li> </ul>	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       Current Year         To switch back to the current year, select 'Current Year' above. This setting is only active on this report screen and will not affect the rest of the program. If you leave the reports screen, it will default back to the current year the next time you return.
Expand All Clear All 3 Reports Selected	How To?

## Update the Reports Selected in a Batch

If you have a saved batch selected, you can change the reports saved to batch by checking or unchecking reports and clicking the edit button next to the batch selection. You will then be prompted to saved the currently selected reports to the batch. Click 'Yes' to save.

🗧 ABC Computer Consultants, LLC - December 31, 2009 - Asset Reports		
Batch My First Batch	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  Asset Depreciation Short Report  Annual Acquisition Report  Sorted Depreciation Report  Multi-Sort Depreciation Report  Asset Konner E	Annual Acquisition Report Settings	
Depreciation Comparison Long Report     Depreciation Comparison Short Report     Depreciation Comparison Difference Rep     Three Year Depreciation Comparison Rep     Remaining Life Report     Save Current     Do you wish to u     reports?	It ly Selected Reports to Batch be saved to the selected batch.	
Asset A/C / Sort Code Matrix Report      Annu A A A A A A A A A A A A A A A A	Yes No year without having to perform an UnReset to	
<ul> <li>Imagement Reports</li> <li>Imagement Reports</li> <li>Imagement Reports</li> </ul>	Select the year that you wish to print reports for Current Year	
	report screen and will not affect the rest of the program. If you leave the reports screen, it will default back to the current year the next time you return.	
	How To?	
Expand All Clear All 4 Reports Selected	Show dialog when printing PDF  Preview Print Cancel	

### **Updated Batch**

The Saved Batches screen will now indicate the new amount of reports selected. Click 'Save' to finalize the change.

