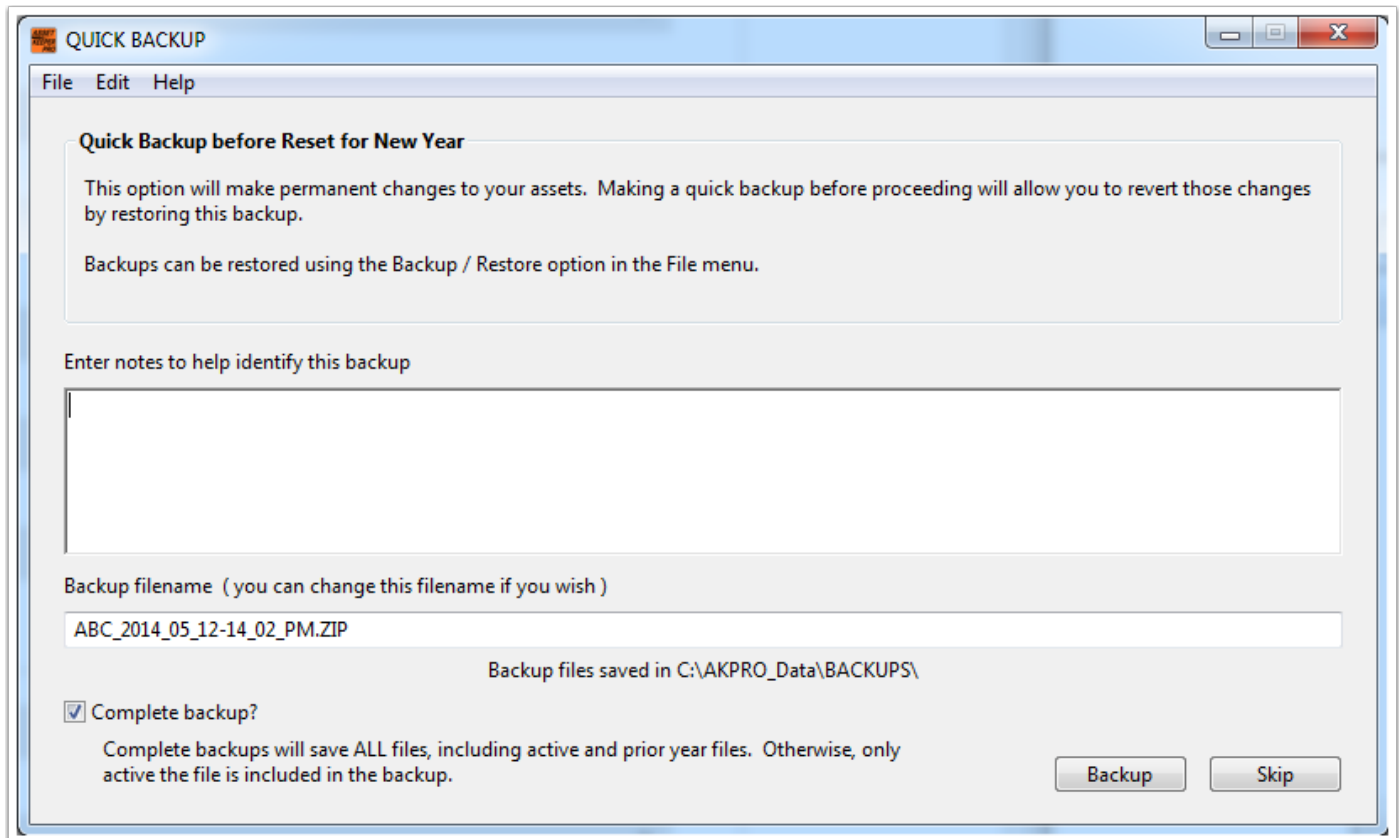


# Asset Keeper Pro - Housekeeping / Reset for New Year

## Reset for New Year (Quick Backup)

Reset for New Year (accessed from the Housekeeping menu), allows you to reset your file for the New Year so that you may enter activity for the New Year, run reports, etc.

After selecting the Reset for New Year option you will be prompted to perform a backup of your file before proceeding.



The screenshot shows a Windows-style dialog box titled "QUICK BACKUP". It has a menu bar with "File", "Edit", and "Help". The main content area contains the following elements:

- A section titled "Quick Backup before Reset for New Year" with a light blue background. It contains the text: "This option will make permanent changes to your assets. Making a quick backup before proceeding will allow you to revert those changes by restoring this backup." and "Backups can be restored using the Backup / Restore option in the File menu."
- A text prompt: "Enter notes to help identify this backup" followed by a large empty text box.
- A label: "Backup filename ( you can change this filename if you wish )" above a text input field containing "ABC\_2014\_05\_12-14\_02\_PM.ZIP".
- Text indicating the save location: "Backup files saved in C:\AKPRO\_Data\BACKUPS\".
- A checkbox labeled "Complete backup?" which is checked. Below it, text reads: "Complete backups will save ALL files, including active and prior year files. Otherwise, only active the file is included in the backup."
- Two buttons at the bottom right: "Backup" and "Skip".

# Reset for New Year

After the backup is complete, the Reset for New Year screen will appear.

Select the desired options and click the "Reset" button. To see a list of everything that Asset Keeper Pro does during the Reset, click the link before clicking the "Reset" button.

**RESET FOR NEW YEAR**

This option prepares your file for the next year's, or fiscal period's, activity.

Before resetting your file, you should ensure that all activity has been completed, including adding new assets, disposing or trading assets, and that you have calculated depreciation for all methods.

Year End BEFORE Reset	Year End AFTER Reset
December 31, 2013	December 31, 2014

**OPTIONS**

- ☒ Reset depreciation to ZERO for assets with depreciation method of MAN (manual entry)?
- ☐ View Reset Report after reset is completed?
- ☐ Import acquisitions from file created during an unreset? - None found!

[See a complete list of what happens during a reset for new year?](#)

[How To...?](#)

Reset Cancel