

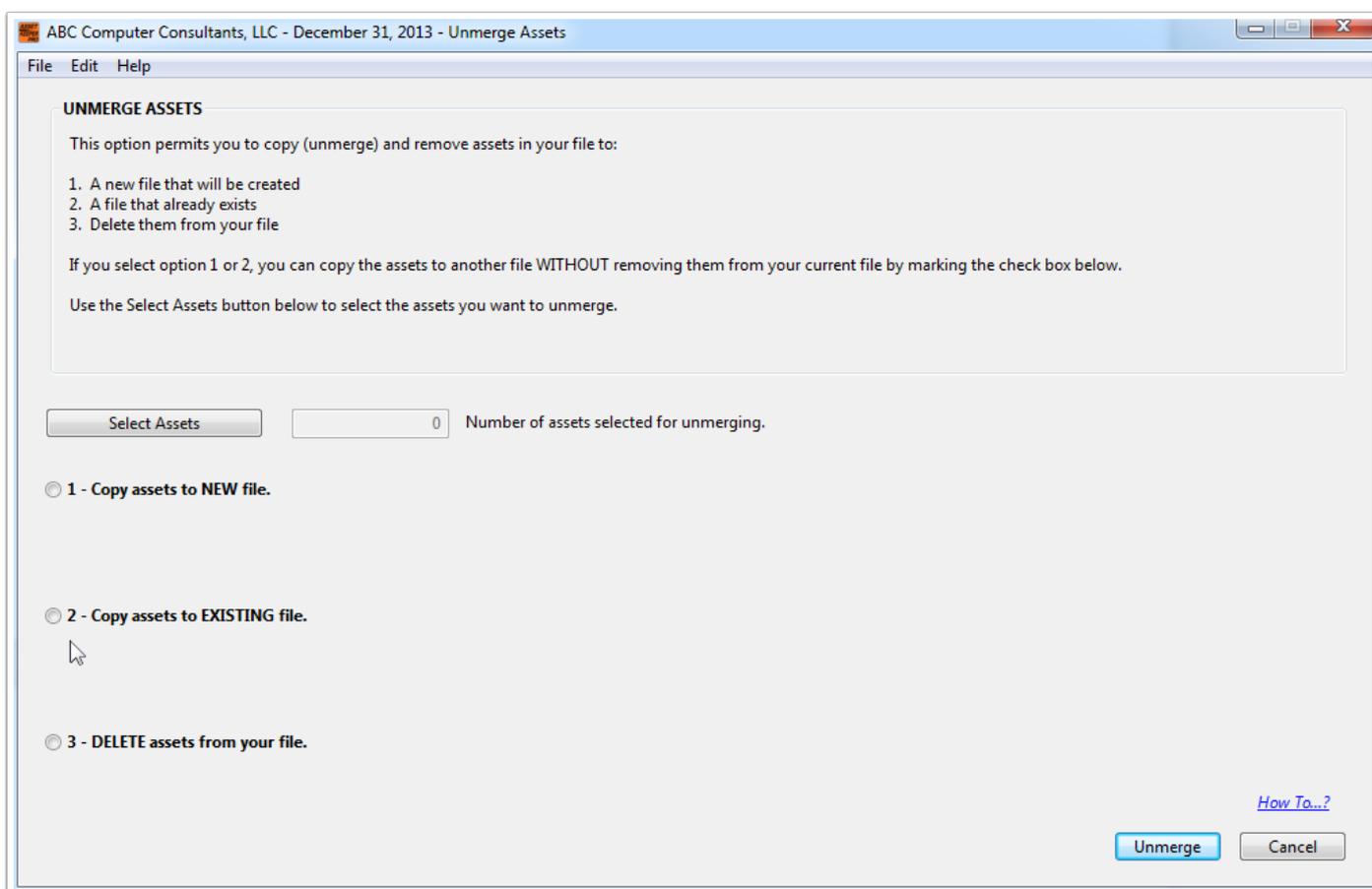
Asset Keeper Pro - Unmerge Assets

Unmerge Assets

The Unmerge Assets option is located off the File menu, Import / Export Assets, Unmerge Assets to Another Client File. This option allows you to copy (unmerge) and remove assets from your file into another Asset Keeper Pro file.

Assets can be unmerged into a new file, an existing file, or they can simply be deleted from a file.

After taking the Unmerge Assets option you will receive the following screen. Click the "Select Assets" button to select the assets you wish to unmerge.



Unmerge Assets - Select Assets

After clicking the "Select Assets" screen you will receive a screen like you see here. Check each asset you wish to unmerge.

After selecting assets, click the "Close" button.

ABC Computer Consultants, LLC - December 31, 2013 - Select Assets for UnMerging

File Edit Help

Filter assets in grid based on

Acquired	Asset A/C#	Description	Cost	Check to UnMerge
01/01/2004	100	Land - 6835 South 173 Street	135,000.00	<input checked="" type="checkbox"/>
06/01/1996	100	Land - 2212 South 132 Street	125,000.00	<input type="checkbox"/>
01/01/2004	110	Building - 6835 South 173 Street	968,000.00	<input checked="" type="checkbox"/>
02/01/1996	110	Building - 2212 South 132 Street	875,125.00	<input type="checkbox"/>
04/30/2008	120	GMC Envoy 2008	31,500.00	<input checked="" type="checkbox"/>
07/01/2007	120	2004 Lexus RX330	42,655.65	<input type="checkbox"/>
12/31/2009	130	[LKA000001] Acquired Asset Description?	1,731.78	<input checked="" type="checkbox"/>
01/01/2008	130	Conference Table	1,198.00	<input type="checkbox"/>
06/01/2006	130	5 Computer Desks	7,875.00	<input checked="" type="checkbox"/>
06/01/2004	130	3 desks / 5 chairs	14,500.00	<input type="checkbox"/>
12/31/2009	140	[LKA000002] Acquired Asset Description?	0.00	<input checked="" type="checkbox"/>
06/15/2004	140	3 Compaq Laptops nc6000	7,628.00	<input checked="" type="checkbox"/>
06/01/1997	140	1-Thinkpad computer	2,575.00	<input checked="" type="checkbox"/>
06/01/1997	140	HP Laserjet Printer	1,450.00	<input type="checkbox"/>

Select All assets or Clear All assets

Check assets you wish to unmerge

Select All Clear All 8 Number of assets selected for unmerging 14 assets listed. Close

Allow multiple row selection?

Unmerge Assets

After selecting assets and clicking the "Close" button you will return to the Unmerge Assets screen. You can now select whether you want to copy the selected assets to a new file, copy selected assets to an existing file, or delete the selected assets from the file they are currently in.

If you select to copy assets to a new file you will be prompted to create the new file.

If you select to copy assets to an existing file you will be prompted to select that file.

If you select to delete assets you will be prompted to verify that you do want to delete the assets.

Click the "Unmerge" button to complete the process and you will be returned to the home screen.

