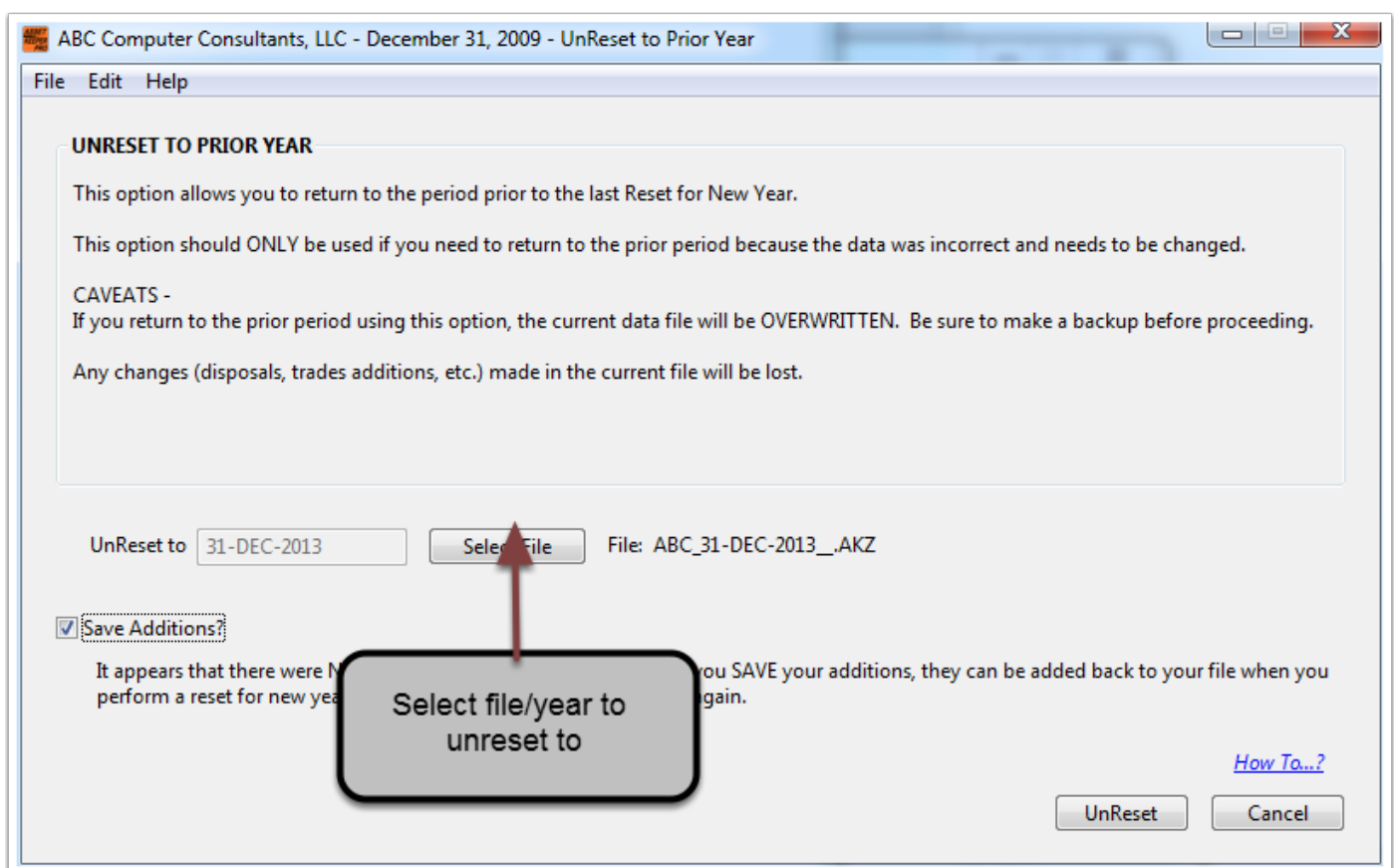# Asset Keeper Pro - Housekeeping / UnReset to Prior Year

UnReset to Prior Year (Quick Backup)

The UnReset to Prior Year option can be accessed from the Houskeepeing menu. It allows you to unreset your file to a prior year so that you can make changes to your file.

If you simply want to run reports from the prior year it is not necessary to do an UnReset. To print reports for a prior year, choose Reports button on the main screen toolbar and then select the appropriate year for which to print reports.

After selecting the year to restore, click "Unreset" and the prior year file for that year is restored.

UnReset to Prior Year

After hitting the UnReset button, you will be prompted to perform a quick backup. After the backup, your file will be unreset.