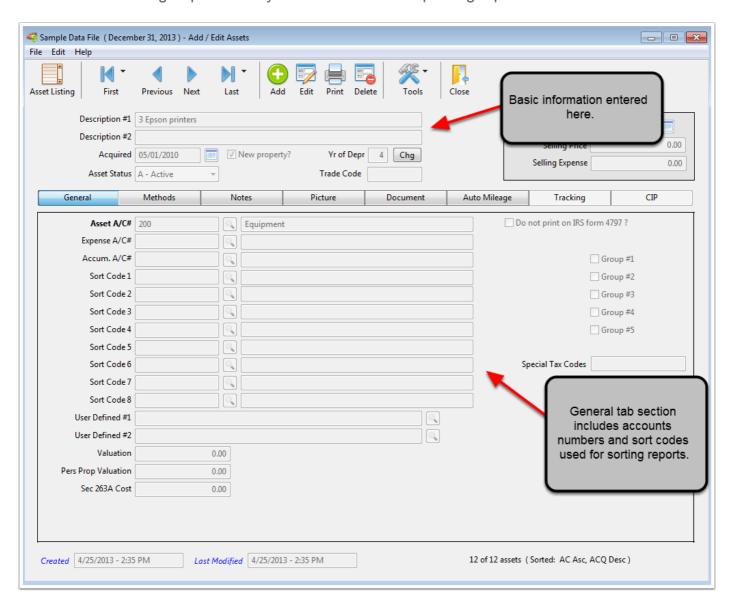# Comprehensive Data Storage

Add / Edit Assets - General Page

Shown below is the Add / Edit screen where you enter your asset data.

This screen allows you to enter a variety of information to identify, sort, group, and determine the calculations performed for tax or financial reporting. In this brief summary, we will describe the various sections and what data is entered into each section.
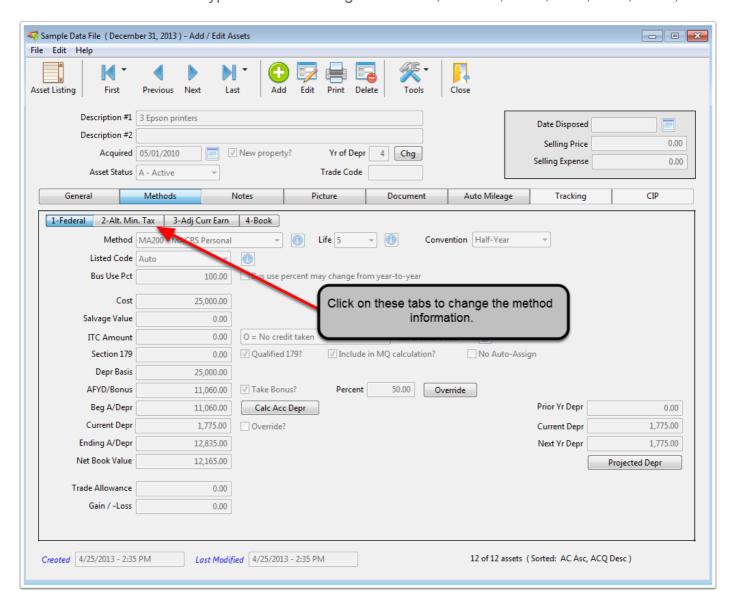
The top section of this screen allows you to enter basic information such as the description and date acquired.

The General tab (also shown below) allows you to enter various account numbers and sort codes that can be used to group and sort your asset data when printing reports.
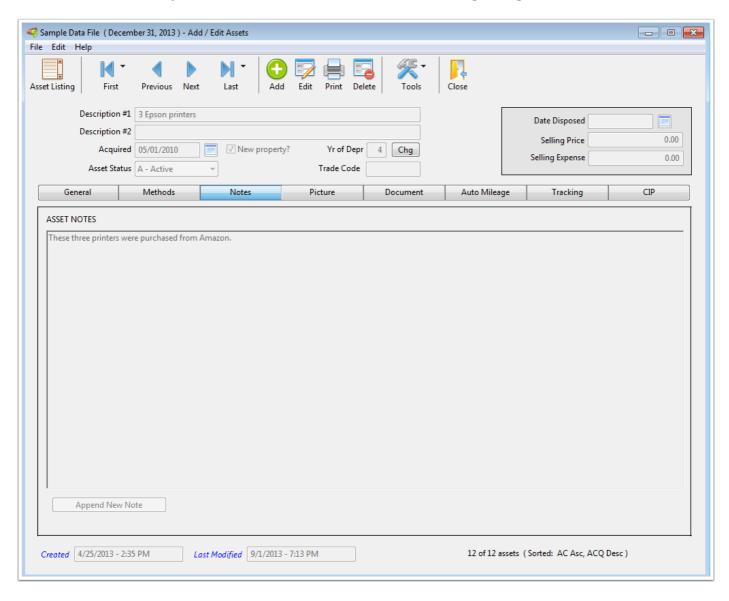
Add / Edit Assets - Methods Page

The methods tab contains additional tabbed sections, one for each method that you are maintaining. On the methods tab you enter all necessary information to make the various calculations based on the type of method being maintained; Federal, Book, AMT, ACE, State, etc.
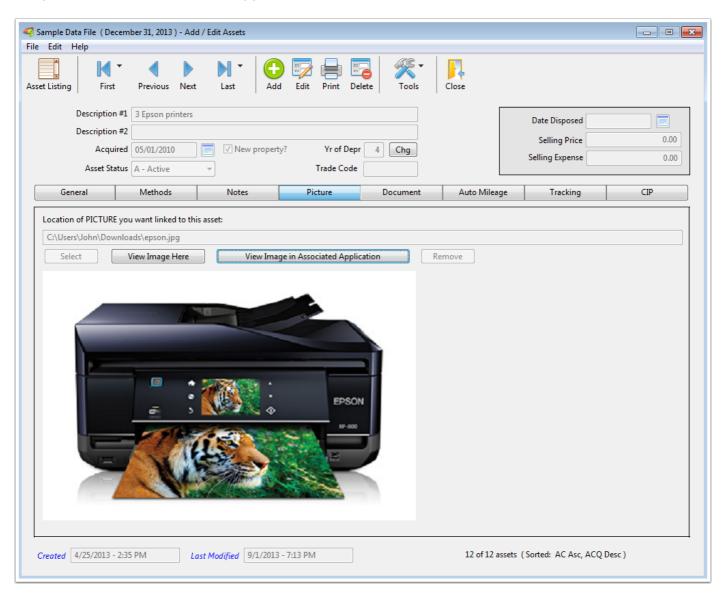
Add / Edit Assets - Notes

The Notes tab allows you to enter an unlimited amount of text regarding the asset.
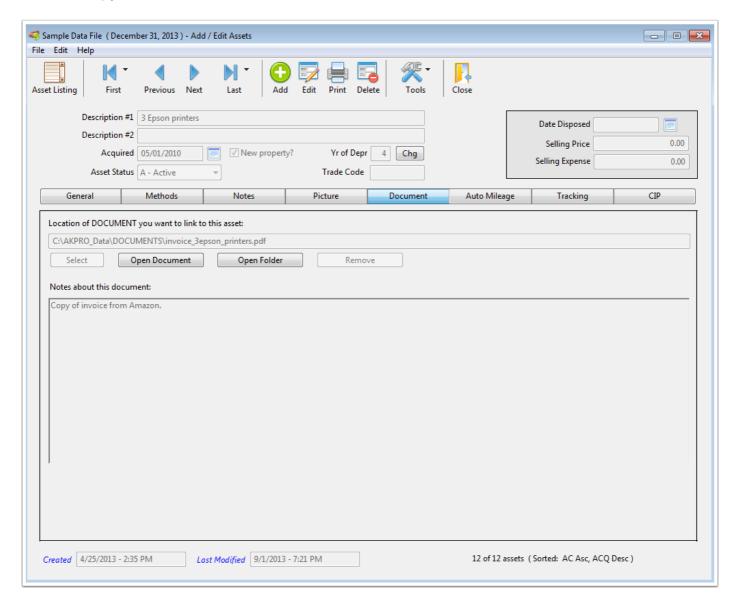
Add / Edit Assets - Picture

The Picture tab allows you to save pictures of your assets that you can view from within Asset Keeper Pro or with an external application for a more detailed view.
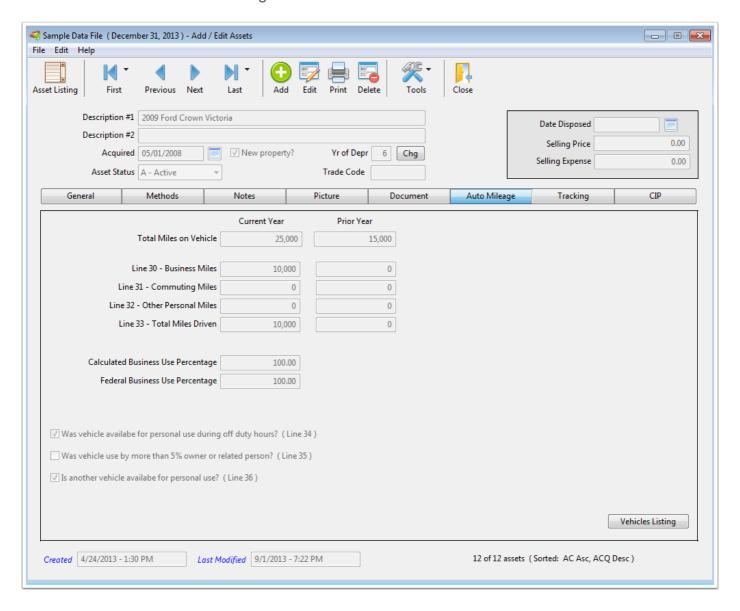
Add / Edit Assets - Document

The Document tab allows you to save a document for each asset, such as in the case shown below, a copy of the invoice.
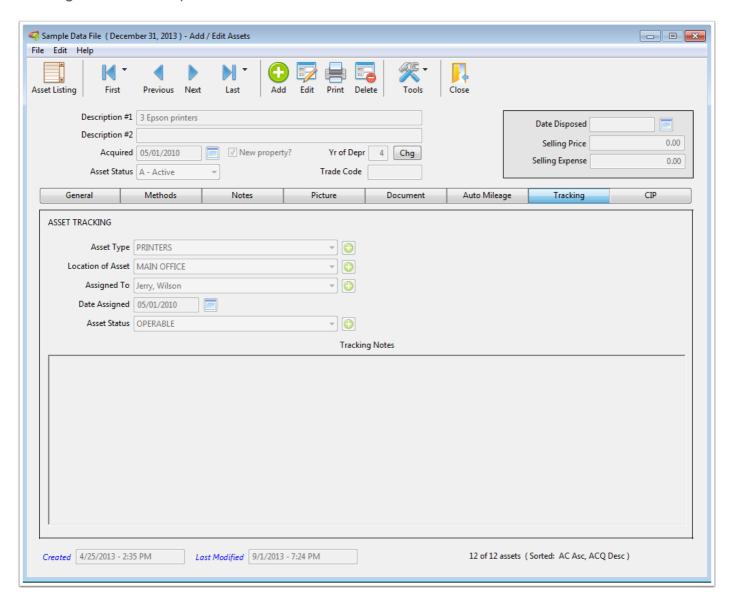
Add / Edit Assets - Auto Mileage

If the asset is identified as a vehicle, you can enter mileage information that will be reported on the IRS Form 4562 on the Auto Mileage tab.

Add / Edit Assets - Asset Tracking

Asset Tracking can be turned on or off for each data file you create. If enabled, you can enter tracking information to provide additional information for each asset.

Add / Edit Assets - Construction in progress

For assets that are assembled or constructed, the CIP (construction in progress) tab allows you to enter budget, materials, labor, and overhead costs. When the asset is ready for activation, you can click the Activate button all the costs will be transferred to the method data tab.