

INCLUDES CHANGES FOR THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009!



ASSET KEEPER

New for 2010

Reasonably priced at just \$599.00 for unlimited, multi-user license!

What is Asset Keeper?

Asset Keeper is a full-featured fixed asset depreciation software program designed by CPA's for accounting professionals. Since 1985, Pro-Ware has provided accountants and other professionals with quality software that distinguishes itself from other fixed asset programs. Asset Keeper was designed with you, the professional, in mind, and all at a very reasonable price.

Asset Keeper has virtually unlimited utility and flexibility. With Asset Keeper, you can maintain an unlimited number of client depreciation files with an unlimited number of fixed assets. Additionally, Asset Keeper's reporting options give you nearly an infinite number of ways in which to display your fixed asset data.

From creating your company, to entering fixed asset data, to printing reports, Asset Keeper sets a standard that is unmatched by any other fixed asset software. Asset Keeper has features that take the difficult work out of maintaining depreciation schedules, and we continue to add new features with each new version.

Whether you are an accountant in private practice, controller of a large corporation, or somewhere in-between, Asset Keeper has the flexibility and features you require in a fixed asset software program. That

makes Asset Keeper the right choice, regardless of your reporting requirements or level of expertise. Asset Keeper is easier to use and much faster than any other fixed asset program available. Don't take our word for it, try Asset Keeper today and see for yourself!

10 Reasons why your firm needs Asset Keeper!

1. Converts data automatically from most any fixed asset program
2. Has reporting features far superior to any similar software available
3. Data entry is far easier and much more flexible than other programs
4. Asset Keeper's toolbars make complex depreciation tasks easy
5. Unmatched technical support, free with your purchase
6. Unlimited site licensing eliminates having to purchase additional licenses for each user
7. Importing and exporting your fixed asset data is easy and flexible
8. Excellent help features, on-line documentation, and tutorials are built right into the program
9. Timely updates for up-to-the-minute tax law changes
10. Comprehensive reporting for nearly any specific state and federal reporting requirements



Technical Support

Whenever the need arises, our technical support line is there to help you. You can visit our discussion board on the website to find answers to questions posted by other users. Try Asset Keeper today and you'll see that we provide the best technical support available. It's unlimited and at no additional cost to you. We support the software we sell and will work hard to answer your questions and resolve technical issues right away so you can continue on with your work.

From the latest in tax law compliance to the newest software development features, we will happily assist you with any difficulties you encounter. In addition, you won't experience long hold times or wait endlessly for call backs because our technicians are trained to handle most problems quickly and correctly the first time!

Out technical support is always included at no additional cost!!

It's all about making the right choice!

For most accounting professionals, choosing an asset depreciation program can be an arduous task. When faced with the many choices presented in the marketplace, it's no wonder that many professionals make the wrong choice the first time. Choosing the easiest to use, least complex program that will meet your needs is generally the preferred choice over the more complex, and more expensive one.

During the past ten years, many vendors have come and gone; and many of the old ones have tried to re-invent themselves by changing their name or the name of their software. As a leader in the industry, for over 25 years, we have been quietly, but consistently, improving our software to make depreciation maintenance as easy and painless as possible. If you are not happy with your fixed asset software, we encourage you to compare our features and design to the one you are currently using. We think you'll find a more straight-forward approach with less confusion, more flexibility, and better reporting than you thought possible.

The simplicity and utility built into the Asset Keeper program can only be appreciated by using it. We want you to install it, put some data into it, and print some reports. We want you try it out using your real-world fixed asset data. Test it by using the conversion or import features for your current fixed asset data! We want you to make the right choice this time; and we are confident that Asset Keeper will be the right choice for your company!

ASSET KEEPER ADVANCED FEATURES

Installation

- Step-by-step installation process
- Every copy is network capable
- Site license allows installation on any PC or network at a registered location
- Extensive page program documentation included

System Requirements

- Windows 98/NT/ME/2000/XP operating systems supported
- Minimum RAM requirements for current operating system
- Minimum Processor requirements for current operating system
- Hard disk storage 25-30 Megabytes
- Mouse (Recommended)
- VGA Monitor (Recommended)
- Pentium Processor (Recommended)

General Features

- Informative context sensitive HELP system by pressing the F1 key
- Unlimited number of assets
- Unlimited number of client data files
- Ability to merge data files between two sets of client data files
- Ability to unmerge all or specific assets to another data file
- Calculate depreciation for up to eight user-defined methods for each asset
- Backup and Restore a single file or all files in a directory to zip format
- Handy toolbar for accessing many of Asset Keeper's most commonly used features
- Forms can be resized to match your monitor's resolution for easier viewing
- Reports can be printed to file in .PDF format and viewed with Adobe Acrobat™ Reader

Calculation Features

- Annual Depreciation will automatically check for mid-quarter convention applicability and apply it, if necessary
- Monthly Depreciation Wizard calculates depreciation for current and next year
- Next Year's Annual and Monthly Depreciation automatically calculated
- Pro-Rated Depreciation is calculated for specific number of months or percentage
- Short Year Depreciation Wizard will calculate short year depreciation easily
- Projected Depreciation for up to 99 years
- Beginning Accumulated Depreciation
- Write-Off Un-depreciated amounts

Asset Keeper Conversions

- Convert fixed assets from the following:
 - *Accountware for Windows*
 - *AICPA/Turbo Tax*
 - *AMI/SCS Compute*
 - *BNA (DOS)*
 - *BNA Next Dimension (Windows)*
 - *Creative Solutions (DS II)*
 - *Creative Solutions (Windows)*
 - *Best (DOS)*
 - *FAS 1000/2000 (DOS)*
 - *FAS for Windows*
 - *Prentice Hall*
 - *Prentice Hall (System 36)*
 - *Pro-Series Fixed Asset (Windows)*
 - *ProSystems FX*
 - *TAASC*

Export/Import Features

- Step-by-step import instructions
- Choose only the fields needed
- Sort and filter on specific assets
- Import and export from the following:
 - *CSV – Comma Separated Values*
 - *DIF – Data Format Exchange*
 - *DBF – Fox-Pro, Dbase, Clipper*
 - *DEL – Delimited ASCII*
 - *SDF – Fixed Length ASCII*
 - *WKS – Lotus 1-2-3*
 - *WK1 – Lotus 1-2-3*
 - *WRK – Symphony*
 - *WR1 – Symphony*
 - *XLS – Excel (All versions)*

Global Changes

- Changes the following fields for one asset or a selected group of assets:
 - *Asset A/C #*
 - *Asset A/C Description*
 - *Sort Codes #1 - #4*
 - *Expense A/C#*
 - *Accumulated Depreciation A/C#*
 - *Grouping*
 - *Date Acquired*
 - *Depreciation Methods*
 - *Depreciation Lives*
 - *Status Codes*
 - *Date Sold*
 - *Selling Price*
 - *Valuation*
 - *Replace Cost with Net Book Values*
 - *Business User Percentage*
 - *Cost*

- Bulk Sale Wizard for one asset or selected group of assets
- Consolidate fully depreciated assets into one asset
- Split one asset into multiple assets by determining how many and what percentage to split the asset
- Consolidate multiple assets into one asset
- Data Mover automatically moves or appends data from one field to another, cleans up description fields, and provides many other useful tools

Data Entry Features

- Large description area (100 characters) for each asset entered
- Up to 7 user-defined sorting fields plus fields for asset, accumulated depreciation, and expense account numbers
- Two user-defined fields (35 characters)
- Options toolbar allowing you to complete complex tasks with the click of a button
- Pop-up lists of valid entries for many data entry fields eliminating memorizing codes
- Duplicate the prior asset entered and make whatever necessary changes you wish prior to saving the data
- Quick Entry feature allows a user to change data on one particular field, while moving from one asset to another
- When disposing an asset, you can elect to split the asset or perform a partial disposal. All the complicated math and pro-rating are done automatically

Auto-Assign Options

- Auto Assign Section 179 wizard takes expense deductions automatically and adjusts current depreciation to optimize your deductions
- Auto Assign Alternative Minimum Tax (AMT) methods and lives automatically to sets up an AMT book using your existing Federal Tax methods and lives and calculates beginning and current depreciation amounts for every asset
- Auto Assign Adjusted Current Earnings (ACE) to automatically assign the correct methods and lives to set up an ACE book and calculates beginning and current depreciation amounts for every asset
- Auto Assign Method and Lives (Book, Profit & Loss, etc.) assigns user-defined methods and lives for all assets

System Tools

- File listings displays and prints a list of all your clients in a directory in summary or detail format
- Asset Listings provide an easy and fully customizable view of your asset data.

Asset Keeper

Reporting capabilities

Asset Keeper's diverse reporting capabilities are unique and powerful. Our reports are not just lists of assets; they are specifically designed to provide you with useful management, tax and financial information. By taking advantage of our easy to use sorting and filtering capabilities, you can generate reports that contain just the information you need and in the order you want it. The following features are included on most reports:

- ❖ Reports can be printed on 8.5" X 11" paper using portrait or landscape formats.
- ❖ Dual sorting in ascending or descending order with beginning and ending ranges available on most reports.
- ❖ Subtotaling by sort codes available on most reports with page breaks available on some reports.
- ❖ Print reports to any Windows or network printer, to a text file, or preview on your screen.
- ❖ Certain reports allow a replaceable description field. This option allows the description field to be replaced by description #2, either user defined field, or any of the sort fields with their descriptions.
- ❖ Certain reports allow replaceable method and life fields. This option allows the method and life fields be substituted with the Asset A/C#, Sort Codes 1-4, Expense A/C#, or the Accumulated Depreciation A/C#.
- ❖ Most reports can be printed in detail (each assets detail printed) or summary (subtotaling only) formats.
- ❖ Reports are designed allowing you to reconcile to your general ledger. Asset Keeper is not just a tax program, it's an accounting program. We make it easy to stay in balance with your general ledger. Our report writers flexibility and ease of use eliminates the need for expensive training and extensive computer knowledge. The report writer allows 5 user defined reports with only the selected fields requested placed in the order of their selection. Otherwise, the report writer has the same functionality as other reports.
- ❖ In the event a report cannot be generated to meet your needs, Asset Keeper includes the ability to export data to a Lotus or Excel, allowing you to use your favorite spreadsheet to create ad hoc reports.

REPORT DESCRIPTIONS

(NOTE: Only a limited number of the 175 available reports are described below.)

GENERAL DEPRECIATION REPORTS

Asset Depreciation Report

This report is designed to provide you with as much information about each asset in as concise a format as possible. All additions, disposals, or trades are easily identifiable by the A, D, or T, respectively, next to the date acquired. You can also reconcile and determine differences from your general ledger using this report.

Asset Depreciation Short Report

This very concise report is one of most popular reports. Its abbreviated format does not permit printing all asset information; however, it does contain enough data to ensure that you can review depreciation calculations and still reconcile to your general ledger.

Asset Summary Report

This summary report shows additions and disposals for all depreciation expense and accumulated depreciation accounts. Auditors will ask for this report by name once they've seen it.

End of Year Summary

This report is intended to provide a "snapshot" of your fixed asset account balances. It also includes current and next year's depreciation.

Asset Acquisition Reports – Annual, Quarterly, Monthly

These reports are used to review new acquisitions for the current year and the impact they may have on Mid-Quarter Convention applicability.

Depreciation Comparison Reports

These reports can be useful in identifying large variations in current depreciation amounts for different methods being used in the various book types. This may allow identification of assets having incorrect methods or lives assigned to them.

Disposed Assets Reports – Current & Prior Years

These reports will only include assets that have been disposed or traded during the year (Current Year) or prior years (Prior Years Disposed Assets Report).

TAX REPORTS

IRS Form 4562 and 4797

These tax forms can be filed with IRS and can be printed on any Window's printer without loading any additional fonts.

Tax Depreciation Schedules

This report contains detail asset listings showing how your assets were grouped and printed on the IRS form 4562.

4797 Information Report

This report contains detail assets listings showing how your assets were grouped and printed on the IRS form 4797.

Tax Preference Reports

This is actually more than one report and contains information for completing IRS form 4626 for corporations or 6251 for individuals.

M-1 Reconciliation Report

The most common use of this report is to reconcile the differences between *Book* and *Tax* methods for depreciation on the *IRS Tax Schedule M-1*.

FINANCIAL REPORTS

Financial Statement Report

This report recaps your fixed asset data in a format that is useful in preparing financial statements.

Asset Valuation Report

This report will contain pertinent information about the value of the asset and facilitates the use of alternative valuation methods such as insurance valuation, stepped-up valuation, or other estimated values of assets.

Asset Summary and End of Year Summary Reports

These reports contain all of the depreciation information needed to reconcile your fixed assets for tax and book purposes. These reports are usually only 1 or 2 pages long even for very large files. They are easy to read and will quickly become indispensable as a tool for archiving your company's yearly fixed asset activity.

PROJECTED REPORTS

Projected Depreciation Reports

After calculating projected depreciation for next year or up to 99 years in the future, you can select from four different projected reports depending on the amount of detail you need.

Next Years Depreciation Reports – Annual & Monthly

This report uses the same format as the Asset Depreciation Short Report; however, it generates the report using next year's depreciation rather than the current.

BOOK & INVENTORY REPORTS

Monthly, Quarterly, Semi-Annual Reports

The monthly, quarterly, and semi-annual reports are similarly formatted to present depreciation for the time period you need.

Journal Entry Reports

Journal entry reports can be printed monthly or annually to make recording depreciation in your general ledger or write-up software as easy as possible.

Transfer Reports

The transfer report shows assets that have been transferred during the year and all respective departments which incur monthly depreciation as a result of the transfer.

Fixed Asset Inventory Report

This report is used for inventorying a company's fixed assets. Check boxes are printed with note fields.

PERSONAL PROPERTY REPORTS

Personal Property Reports

Included are specially formatted personal property reports for:

❖ <i>Arizona</i>	❖ <i>Michigan</i>
❖ <i>California</i>	❖ <i>Nebraska</i>
❖ <i>Colorado</i>	❖ <i>New Mexico</i>
❖ <i>Florida</i>	❖ <i>Ohio</i>
❖ <i>Generic</i>	❖ <i>Oklahoma</i>
❖ <i>Georgia</i>	❖ <i>South Carolina</i>
❖ <i>Indiana</i>	❖ <i>Tennessee</i>
❖ <i>Kansas</i>	❖ <i>Utah</i>
❖ <i>Kentucky</i>	❖ <i>Washington</i>
❖ <i>Maryland</i>	❖ <i>Wisconsin Mfg.</i>

MISCELLANEOUS REPORTS

Diagnostic Report

This report will identify data that is inconsistent with certain internal validation rules. It will also help you find missing or improperly imported data if you are converting from another fixed asset program.

User-Defined Reports

If you can't find a report that contains just the right information for your company, you can build your own. Sort and subtotal just the way you want for maximum flexibility.