

Sage FAS Fixed Assets

FAS Asset Accounting

FAS CIP Accounting

FAS Asset Inventory

SQL Server Installation & Administration Guide

Version 2011.1

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1

Introduction

This guide provides the information necessary for installing the following programs:

- FAS 500 Asset Accounting
- FAS 500 Asset Inventory
- FAS 500 CIP Accounting
- FAS Report Writer.

This guide contains information that will get your application up and running as quickly as possible. It includes information about installing these applications for the first time, as well as upgrading from a previous version of each product.

Supported Operating Environments

You can operate the Sage FAS application in the following environments:

- Windows XP (Home and Professional Editions), 32-bit and 64-bit compatibility
- Windows 2000
- Windows 2003 Server (Standard or Enterprise), 32-bit and 64-bit compatibility
- Windows Server 2008, 32-bit and 64-bit compatibility
- Citrix Presentation Server
- Windows Vista,[®] 32-bit and 64-bit compatibility
- Windows 7, 32-bit and 64-bit compatibility

System Requirements

The requirements listed here are the *minimum* requirements. As is true of all software products, enhancing your hardware and application software may improve performance.

Server System Requirements

Operating System	Windows 2000 Server with Service Pack 4*; Windows 2003 Server (Standard or Enterprise) with Service Pack 2* Windows Server 2008; 32-bit and 64-bit compatibility
Database Server	Microsoft® SQL Server® 2000 ** with Service Pack 4* Microsoft SQL Server 2005 with Service Pack 2* (Standard, Enterprise, or Workgroup edition). (Note: SQL-DMO version 8.5 must be installed and turned on when running SQL 2005.) Microsoft SQL Server 2008
Processor	700 MHz or higher; 1 GHz or higher recommended
Memory (RAM)	512 MB or higher; (Note: For FAS Report Writer 1 GB is required.)
Free Disk Space	2 GB for application installation.

Client System Requirements

Operating System	Windows 2000 with Service Pack 4 *; Windows XP (Professional or Home) with Service Pack 2 or 3 *; Windows Vista with Service Pack 1; Windows 7; 32-bit and 64-bit compatibility
Processor	700 MHz or higher; 1 GHz or higher recommended
Memory (RAM)	256 MB or higher
Screen Resolution	Sage FAS is optimized for 1024 x 768 viewing resolution.
Free Disk Space	500 MB for the Sage FAS application; 2 GB required for full install of FAS Report Writer

* We have tested the application with the Service Packs listed here. We will continue to test Service Packs as they are released to ensure that you can use the latest Service Pack with the application.

** Requires the following Microsoft SQL Server configurations:
Server Collation: SQL_Latin1_General_CP1_CI_AS (1252)
Character Set: ISO
Mixed mode authentication

Remote Access Requirements

Client-Based Solutions	Windows XP, Windows 2000 Professional and Windows Vista with Remote Desktop Connection enabled; Windows 7 Third-party remote access solution (such as PC Anywhere)
Server- and Network-Based Solutions	Windows 2000 Server running Windows Terminal Services with SP 4; Windows Server 2003 running Windows Terminal Services (Standard Edition or Enterprise Edition) Windows 2000 with SP 4 or Windows 2008, including Citrix Presentation Server Note: Cannot be used across WAN subnets due to the use of the Sybase Database Engine. Customers must use Windows Terminal Services or Citrix.

Security Requirements

The following rights are required to install and run the FAS 500 Asset Accounting application properly.

Installation

The person installing the application must have **Administrative** rights to the local computer.

During the installation of the network client, the client machine will need **Read** access to the FASServ directory. After you install the server components, make sure that you share the FASServ directory and not just its subdirectories.

Microsoft SQL Server Requirements

Before beginning installation and creation of databases, you must verify that your server configuration meets the following requirements:

- You must use Mixed Mode Authentication when connecting to Microsoft SQL Server. You select Mixed Mode Authentication when you install Microsoft SQL Server. For more information about using Mixed Mode Authentication (rather than Windows Authentication Mode), please refer to your Microsoft SQL Server documentation.

- The Sage FAS application supports **multiple instances** of Microsoft SQL Server. The first time you launch the FAS 500 Database Utility, the application prompts you to create a system configuration database. You can select the desired SQL Server instance when you create the system configuration database.

You can install the Sage FAS server components on a machine that uses any of the supported operating systems, whether or not Microsoft SQL Server is installed on that machine.

If you are installing the server components on a computer that does not have Microsoft SQL Server on it, the FAS Server installation will automatically drop the necessary SQL Server components that are required by the FAS 500 Database Utility.

You can install the Sage FAS server components on Machine A even if Microsoft SQL Server is on Machine B. When creating the Sage FAS configuration database (Bestsys) on Machine A, in the Configure Bestsys Database dialog box, select Machine B in the Engine Name field.

- The **tempdb** database size should be 100 MB or greater and should be created on a device other than the default master device. We recommend that you do not place tempdb in RAM if you are running Microsoft SQL Server for a dedicated Sage FAS installation.
- The Microsoft SQL Server service must be started and running before execution of the installation application or the Database Utility.
- The Sage FAS application requires that the following Server Collation settings be applied:

Server Collation: SQL_Latin1_General_CP1_CI_AS
(1252)

Character Set: ISO

Note If you are using Microsoft SQL Server 2000, you should use the defaults for both character set and sort order.

To verify the character set and sort order

1. Select Query Analyzer. In Microsoft SQL Server 2000 the Query Analyzer is located in the Microsoft SQL Server group.
2. Run the stored procedure SP_HELPSORT. This procedure shows the settings for the server. Query Analyzer can also be run within Enterprise Manager by selecting Tools/SQL Server Query Analyzer from the menu bar.

Sage FAS Checklist

- Do you want to run the client application on the file server?
To run the client application on the server, you must perform the client installation after you perform the server portion of the installation.
- Have you backed up your existing data (current users only) using the application's backup utility? (To back up your data, select File/Company Utilities/Backup Company from the menu bar.)

Location of backup _____

Microsoft SQL Server Checklist

Before you install Sage FAS on your server, go through this checklist and verify that you have completed all the required preliminary steps. If you answer no to any of these checklist questions, then do not proceed with the installation until you can answer yes to that step.

- Are you installing on a server that meets the minimum hardware requirements for Sage FAS? For more information, see "[Server System Requirements](#)," page 1-2.
- Is your **tempdb** for Microsoft SQL Server configured with a size of at least 100 MB, and is the tempdb located on a device other than the master device?

- Have you configured Microsoft SQL Server to meet the configuration settings?

Server Collation: SQL_Latin1_General_CP1_CI_AS_(1252)
Character Set: ISO

- Have you backed up your master database as well as any other existing databases on the file server on which you plan to install the Sage FAS application? In the event of a Microsoft SQL Server failure, you may need to restore the databases from a backup.
- Have you closed all other Windows applications, including virus-checking software, before you begin the installation?

You are now ready to install Sage FAS on the server and create the required databases.

2

Installing FAS 500 Asset Accounting the First Time

Overview of the Install Process

The install process consists of the following steps:

1. Installing the Fixed Assets server components, [page 2-1](#).
2. **Optional:** Installing the FAS Report Writer server components, [page 2-10](#).
3. Creating the configuration database, [page 2-10](#).
4. Creating an asset database, [page 2-14](#).
5. Registering the application, [page 2-19](#).
6. Sharing the FASServ folder, [page 2-22](#).
7. Mapping a drive to the FASServ folder, [page 2-22](#).
8. Installing the client components, [page 2-23](#).
9. Starting the application, [page 2-29](#).

Step 1: Installing the Fixed Assets Server Components

In this step, you install the server components on the server machine for the following applications:

- FAS 500 Asset Accounting
- FAS 500 Asset Inventory
- FAS 500 CIP Accounting

To install the Fixed Assets server components

1. Insert the Sage FAS Fixed Assets Server installation DVD in your computer's DVD drive. If your computer's AutoRun option is enabled, the system automatically displays the Sage 500 Fixed Assets Server Installation screen.



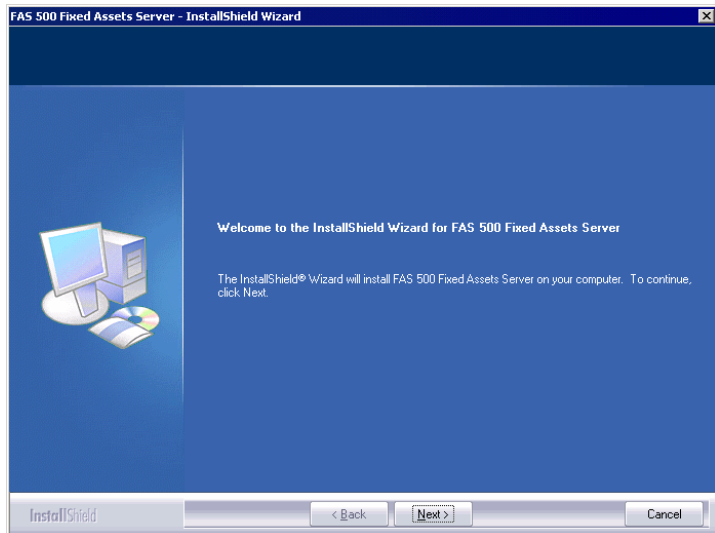
Note If your computer's AutoRun option is not enabled, follow these steps to start the install program:

- Select Start/Run from the Windows taskbar. The system displays the Run dialog box.
 - Type (or browse to) D:\SETUP.EXE in the Open field, and then click OK. (Substitute your computer's DVD drive letter for "D" if it is different.) The system displays the Server Installation screen.
-

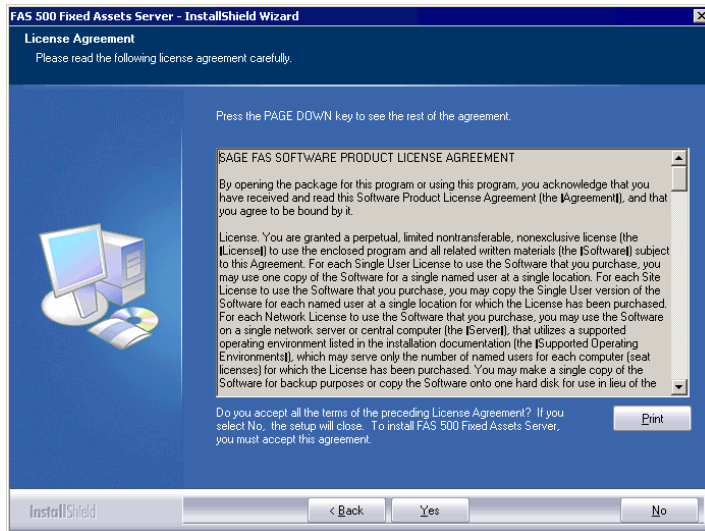
2. Select the Install FAS Server Components option. A message reminds you that you are installing the server components. Make sure you are sitting at the correct machine.



3. Click OK to continue. The Welcome screen appears.



4. Click the Next button. The Software License Agreement screen appears.

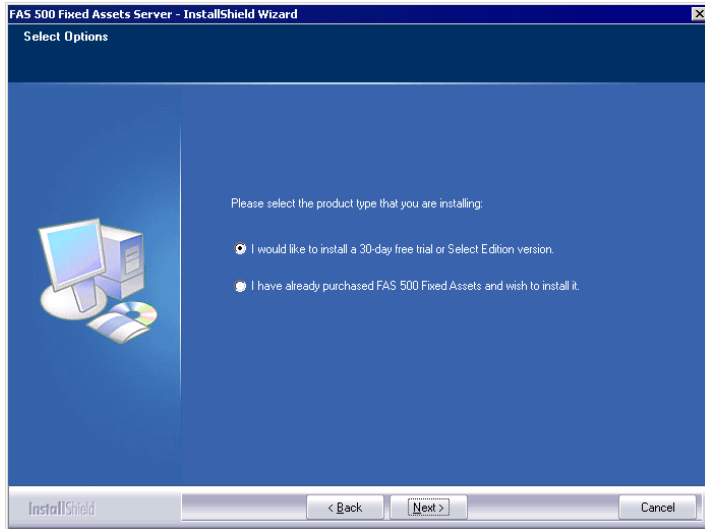


■ **Print Button**

Click this button to send the license agreement to the default printer.

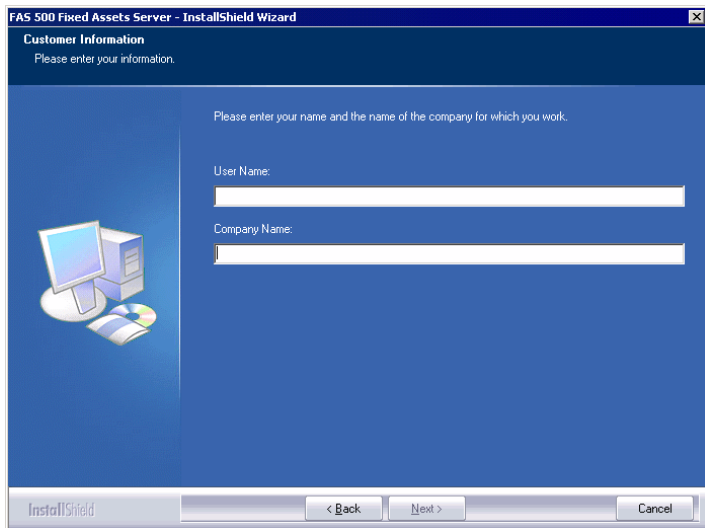
5. Read the license agreement, and then click the Yes button to accept the terms of the agreement. (If you do not accept the terms of the license agreement, click the No button. The system exits from the installation program.)

After you click the Yes button, the Select Options screen appears.



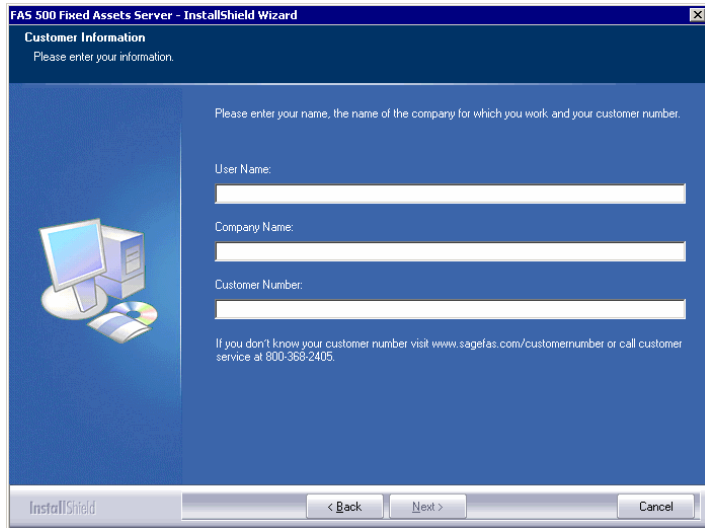
6. Select either the 30-day free trial option or the purchased option.

If you selected the 30-day free trial option, the following Customer Information screen appears.



7. Enter your name and company name, and continue to step 9.

If you selected the purchased option, the following Customer Information screen appears.

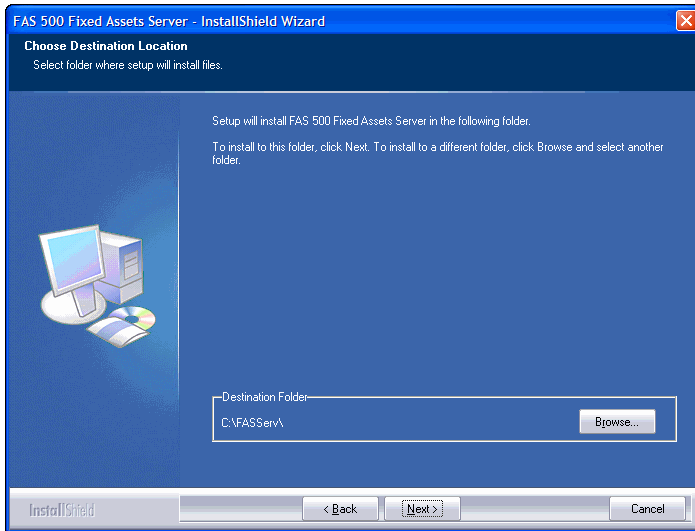


The screenshot shows a window titled "FAS 500 Fixed Assets Server - InstallShield Wizard" with a sub-header "Customer Information". Below the sub-header, it says "Please enter your information." and "Please enter your name, the name of the company for which you work and your customer number." There are three input fields labeled "User Name:", "Company Name:", and "Customer Number:". To the left of the input fields is an icon of a computer monitor, tower, and CD/DVD. At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel". A small note at the bottom right of the form area says: "If you don't know your customer number visit www.sagefas.com/customernumber or call customer service at 800-368-2405."

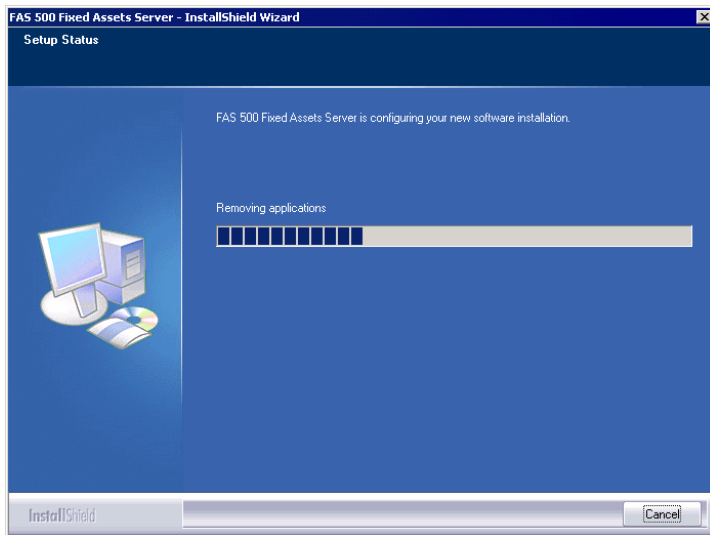
8. Enter your name, company name, and customer number. You will need your customer number if you call Sage FAS Customer Support with a technical question.

Note You can find the customer number on the packing slip in the upgrade package or by clicking About from the Help menu. If you cannot find your customer number, visit www.sagefas.com/customernumber, or call Customer Service at 800-368-2405.

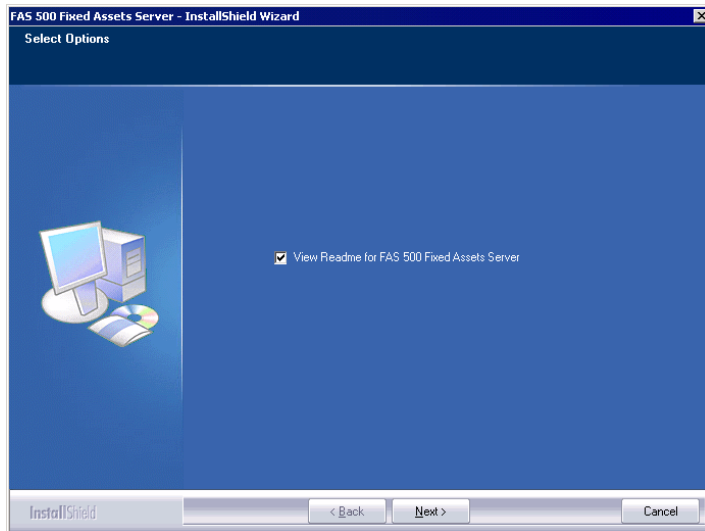
9. Click the Next button. The Choose Destination Location screen appears.



10. Select the folder in which to install the server components, and then click the Next button. The system begins installing the software, and the Setup Status screen appears.



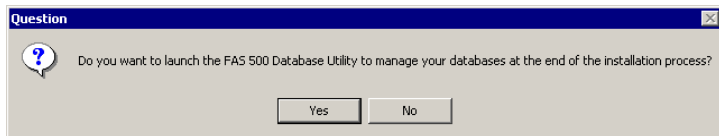
When all of the files have been installed, the Select Readme screen appears.



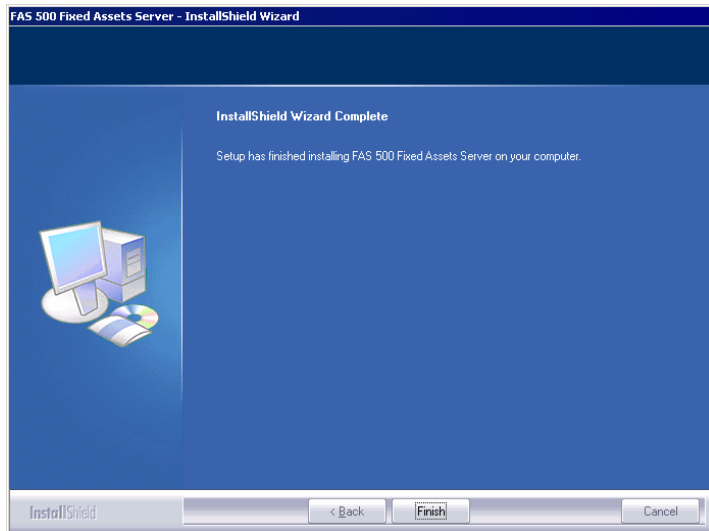
■ **View Readme for FAS 500 Fixed Assets Server**

Click this check box if you want to view the Readme file, which contains additional information not included in the printed or online documentation.

11. Click the Next button. A message asks if you want to start the FAS 500 Database Utility at the end of the server installation.



12. Click Yes if you want to use the FAS 500 Database Utility to create an asset database; otherwise, click No. The InstallShield Wizard Complete screen appears.



If the installation program determines that you need to restart your computer before you use the program, it displays two options on the InstallShield Wizard Complete dialog box. You can either allow the system to restart your computer immediately, or you can restart your computer at a later time.

Important We strongly recommend that you allow the system to restart your computer at this time.

13. Click the Finish button. If you clicked Yes to launch the FAS 500 Database Utility, the database utility screen appears; otherwise, the system returns to the Sage FAS Fixed Asset Management Solutions installation screen.
14. Click Exit to close the Server Installation screen.

Step 2: Installing the FAS Report Writer Server Components

FAS Report Writer enables you to create custom reports. It is a powerful program that allows you to design, create, print, and distribute your custom reports. In this step, you install the FAS Report Writer server components on the server machine.

Important The latest version of FAS Report Writer uses Crystal Reports® XI. You must install FAS Report Writer to create custom reports, even if you have previously installed FAS Report Writer.

Note The FAS Report Writer program uses Crystal Reports XI. FAS Report Writer may not be compatible with other versions of Crystal Reports. Before installing FAS Report Writer, we recommend that you make sure version Crystal Reports XI is compatible with your other applications that run Crystal Reports.

To install the FAS Report Writer server components

1. Insert the Sage FAS Report Writer DVD in your computer's DVD drive, and follow the on-screen instructions.

For instructions on installing the FAS Report Writer client components, see [Chapter 8, "Installing FAS Report Writer."](#)

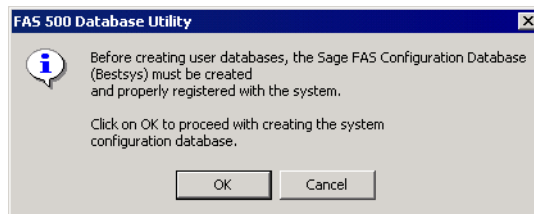
Step 3: Creating the Configuration Database

When you installed the application, you provided the necessary information to create the Configuration Database (BESTSYS). The first time you launch the Database Utility, the database will be created for the Configuration Database. The BESTSYS database contains critical information about the application and your other Sage FAS asset databases.

If you chose to launch the FAS 500 Database Utility, a message prompts you to create the Configuration Database. Otherwise, follow the steps below to launch the FAS 500 Database Utility.

To create the Configuration Database

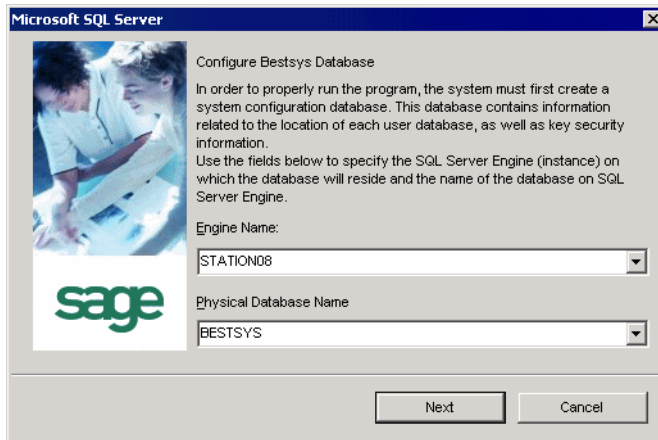
1. Select Start/Programs from the Windows taskbar.
2. Select the Sage Software program group.
3. Select the FAS 500 Server program group.
4. Select the FAS 500 Database Utility icon. A message prompts you to create the Configuration Database.



5. Click OK to proceed.

If you are launching the utility for the first time, the application displays the Configure Bestsys Database window.

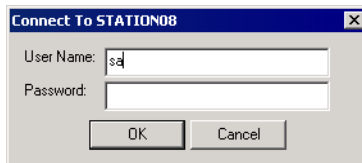
If you are creating the Bestsys database on a machine that does not have Microsoft SQL Server on it, you must point to the Microsoft SQL Server machine. Select the Microsoft SQL Server machine in the Engine Name field.



- **Engine Name**
Use this field to enter the SQL Server Engine on which the Configuration Database will reside.
- **Physical Database Name**
Use this field to enter the name of the Configuration Database.

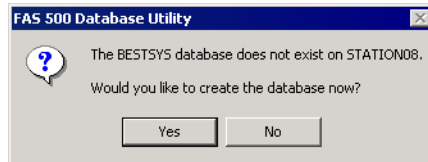
Caution We strongly recommend that you do NOT change the default database name of BESTSYS.

6. Click the Next button. The application displays a login screen.

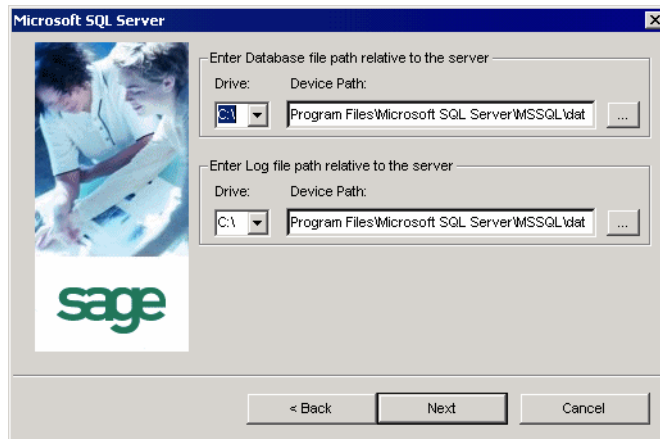


7. Enter your system administrator login name and password used to log in to Microsoft SQL Server, and then click OK. The application returns to the Configure Bestsys Database window.

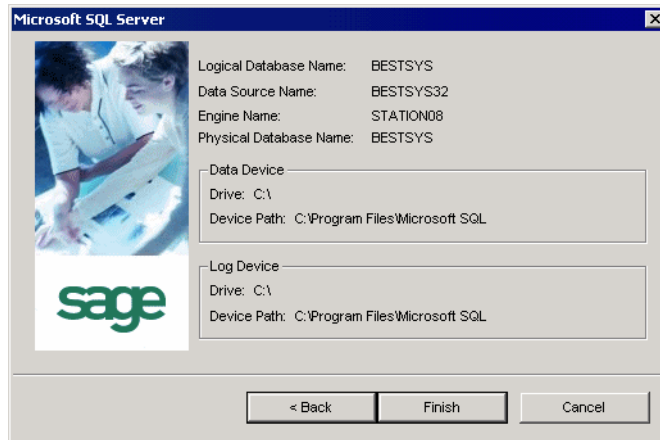
- Click the Next button. The application displays a message indicating that the Configuration Database does not exist and asking if you want to create it now.



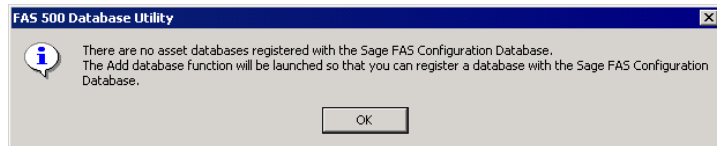
- Click the Yes button to proceed. The application displays a window that allows you to specify the location of the Configuration Database.



- Specify the location of the Configuration Database, and then click the Next button. The application displays a window that provides information about the Configuration Database.



11. Review the information, and then click the Finish button. The application displays a message indicating that you need to create a new asset database.

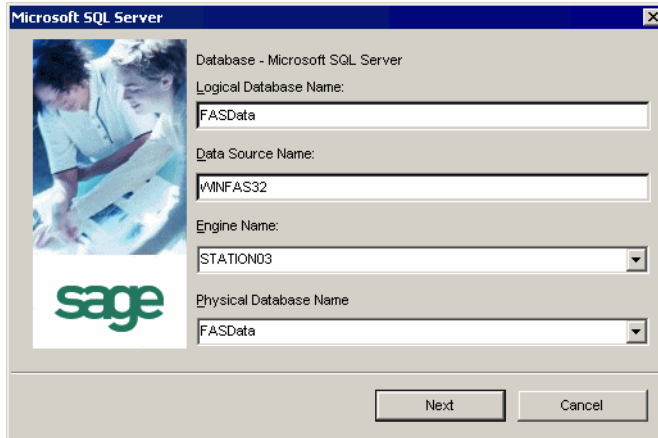


Step 4: Creating an Asset Database

You must create at least one asset database before you install the client components and run the application.

To create an asset database

12. Click OK to proceed. The application displays a window that allows you to enter information about the asset database.



Microsoft SQL Server

Database - Microsoft SQL Server

Logical Database Name:
FASData

Data Source Name:
WINFAS32

Engine Name:
STATION03

Physical Database Name:
FASData

Next Cancel

■ **Logical Database Name**

Use this field to enter the “user friendly” name for the new database as you want it to appear in the Database field inside the application. This name can consist of up to 50 characters. We recommend that the Logical Database Name match the Physical Database Name.

■ **Data Source Name**

Use this field if you need to enter a specific data source name. Otherwise, use the default name that the application provides.

Caution: We strongly recommend that you use the default Data Source Name of WINFAS32.

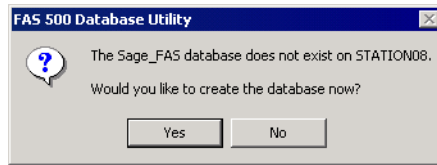
■ **Engine Name**

Use this field to enter the name of the computer or SQL instance on which the MS SQL Server is running.

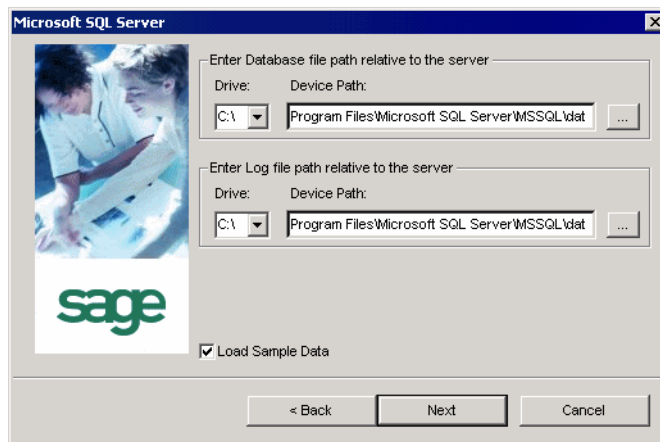
■ **Physical Database Name**

Use this field to enter the name of the database as you want it to appear (or as it already appears) on the MS SQL Server machine. We recommend that the Physical Database Name match the Logical Database Name.

13. Click the Next button. The application displays a message confirming that you want to create the asset database now.



14. Click the Yes button to proceed. The application displays a window that allows you to specify information about the asset database.



■ Database

Use these fields to enter the Drive and Path of the new device. You can use the Browse button next to the Device Path field to select the path for the device.

The name of the device depends on the physical database name entered in the previous screen. For example, if the physical database name is Newbestdb, then the device will be named Newbestdb.mdf.

■ Log

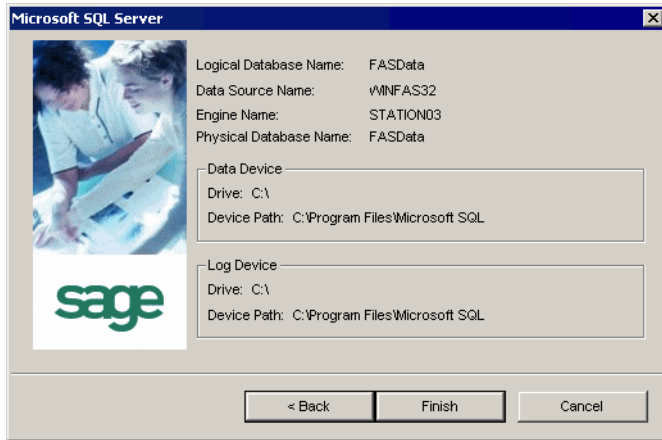
Use these fields to enter the Drive and Path of the log file for the new database. You can use the Browse button next to the Device Path field to select the path for the log file.

The name of the log file depends on the physical database name entered in the previous screen. For example, if the physical database name is Newbestdb, then the log file will be named Newbestdblog.ldf.

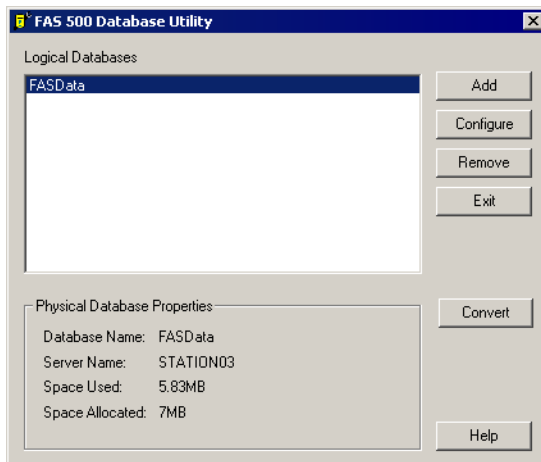
■ **Load Sample Data (Recommended)**

Select this check box if you want the database to contain a sample company with sample assets. We have included a sample company called Westfields Bakery - Demo. You can use this sample data for learning about the features of the application.

15. Click the Next button. The application displays a window that summarizes the information about the asset database.



16. Click the Finish button. The application displays the main screen of the FAS 500 Database Utility.



■ **Logical Databases**

The application uses this field to list the logical names of databases. These are the database names that application users see in windows. When you select a database, the application displays information about that database underneath the list box in the Physical Database Properties field.

Note Although the application allows multiple logical database names for a single MS SQL Server database, it is not recommended.

■ **Physical Database Properties**

The application uses this field to display information about the selected database.

□ **Database Name**

This is the actual database name as it appears on the MS SQL Server.

□ **Server Name**

This is the name of the server on which the database resides.

□ **Space Used**

This is the disk space that is currently being used by the database.

□ **Space Allocated**

This is the disk spaced allocated for this database.

■ **Add Button**

Click this button to display a window that allows you to add a new database.

■ **Configure Button**

Click this button to display a window that allows you to change the attributes of the selected database.

■ **Remove Button**

Click this button to remove the selected database. When you remove a database, you only remove information about it from the Configuration Database (BESTSYS). You do not actually remove it from the MS SQL Server. To remove it from the MS SQL Server, you must use Enterprise Manager.

■ **Convert Button**

Click this button to convert data used in a previous version of the Sage FAS application.

To add additional asset databases

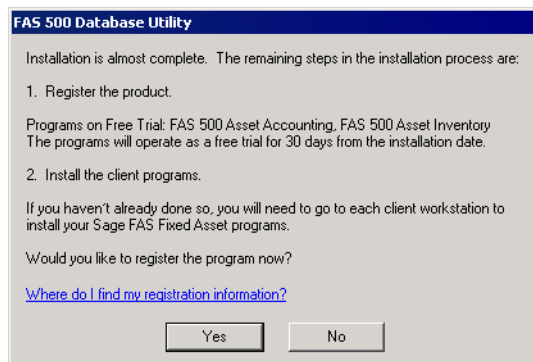
Follow the steps below to add additional asset databases.

1. Select Start/Programs from the Windows task bar.
2. Select the Sage Software program group.
3. Select the FAS 500 Server program group.
4. Select the FAS 500 Database Utility icon. The main screen of the FAS 500 Database Utility appears.
5. Click the Add button to add a new asset database.

Step 5: Registering the Application

The process of registering the program is a one-time event. After you enter your registration codes, you won't have to enter them again—not even when you receive your next program update.

If you close the FAS 500 Database Utility without registering the application, a message appears reminding you to register.

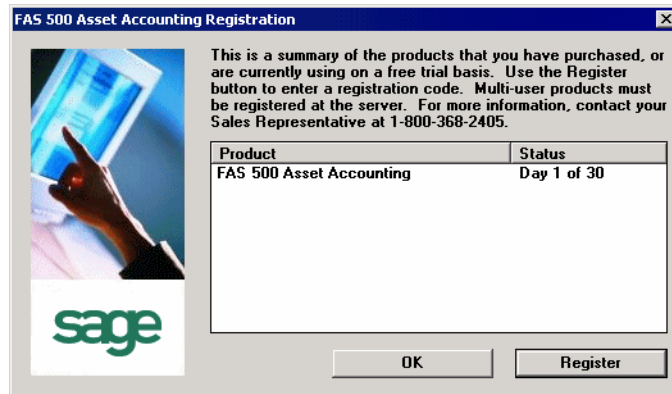


Click “Where do I find my registration information” to view a web page that explains where to find your Serial Number and Activation Code.

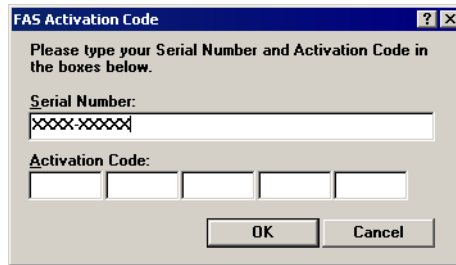
Note You have 30 days to register the application.

To register the application

1. On the server machine, click the Start button on the Windows taskbar, and then select Programs from the Start menu.
2. Select the Sage Software program group.
3. Select the FAS 500 Server program group.
4. Select the FAS 500 Product Registration icon. A registration screen similar to the one shown below appears.



5. Click the Register button. A screen appears that allows you to enter your serial number and activation code.



FAS Activation Code

Please type your Serial Number and Activation Code in the boxes below.

Serial Number:

Activation Code:

OK Cancel

■ **Serial Number**

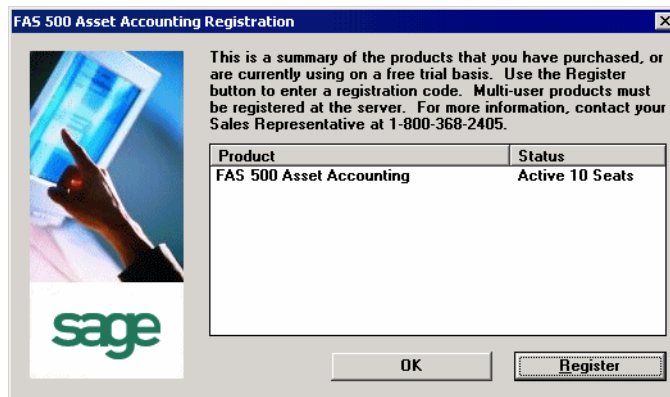
Enter your serial number. **You must enter the hyphen.** The system displays XXXX-XXXXXX in this field to demonstrate the required format. Replace the X's with your serial number.

■ **Activation Code**

Enter your activation code.

Please contact Customer Service at 800-368-2405 if you cannot find your serial number and activation code.

6. Click OK. The system returns to the previous registration screen.



FAS 500 Asset Accounting Registration

This is a summary of the products that you have purchased, or are currently using on a free trial basis. Use the Register button to enter a registration code. Multi-user products must be registered at the server. For more information, contact your Sales Representative at 1-800-368-2405.

Product	Status
FAS 500 Asset Accounting	Active 10 Seats

OK Register

7. Click OK to close the registration screen.

Before you install the client components, you must share the directory in which you installed the database server and map a network drive to that directory on each workstation.

Step 6: Sharing the FASServ Folder

The next step is to share the \FASSERV folder with **full control** for the following users or groups:

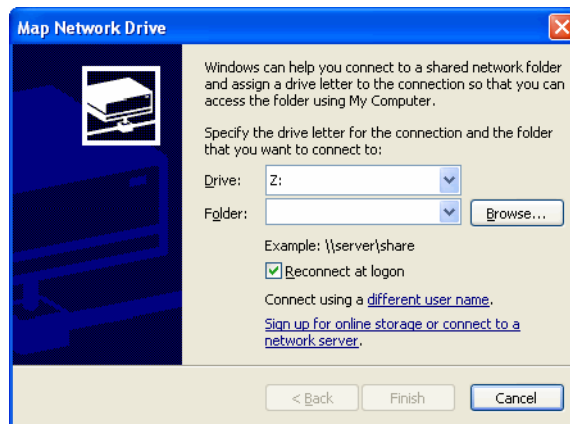
- Users of the Sage FAS application
- Domain Administrators (optional)
- Local operating System group (optional)

The procedure for sharing the FASServ folder is slightly different depending on the platform you are using. For information on sharing folders with full control, see your Windows documentation.

Step 7: Mapping a Drive to the FASServ Folder

To map a drive to the FASServ folder

1. On each workstation, in Windows Explorer, select Tools/Map Network Drive. The Map Network Drive screen appears.



2. Click the Browse button to locate the FASServ folder on the server.

Note We recommend that you select the Reconnect at Logon check box.

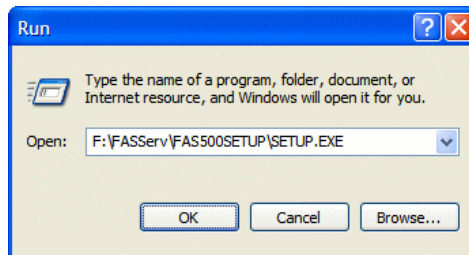
3. Click the Finish button to close the Map Network Drive screen.

Step 8: Installing the Client Components

Follow the steps below on each workstation on which you will run the network application. You can also install the client application on the server for testing purposes.

To install a client on a workstation

1. Select Start/Run from the Windows taskbar. The Run screen appears.



■ **Browse**

Click this button to select the SETUP.EXE file. The default directory path is F:\FASserv\FAS500SETUP.

Note The SETUP.EXE file is located on the machine on which you installed the server components; it is NOT on the installation DVD.

(Substitute your network drive letter for “F” if it is different.)

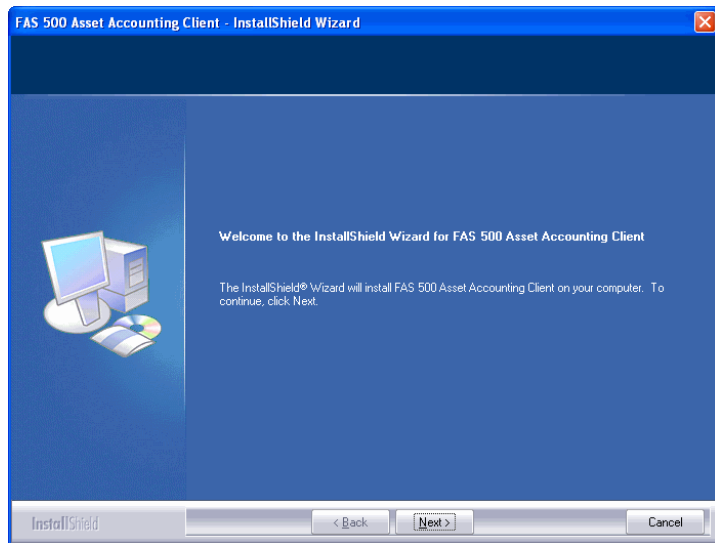
Note If you mapped the F: drive to \FASServ, then the path would be:
F:\FAS500SETUP\SETUP.EXE

2. Click OK. The Client Installation screen appears.

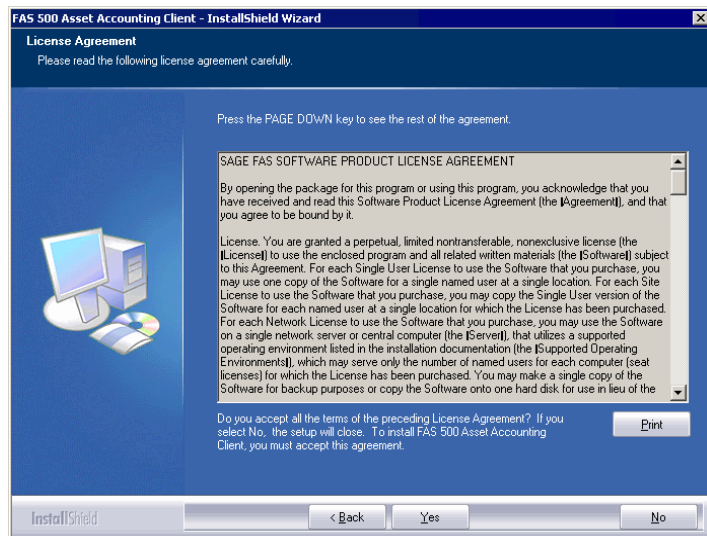


Note The Install FAS Report Writer option appears only if you have installed the FAS Report Writer server components.

3. Select the Install FAS 500 Asset Accounting option. The Welcome screen appears.



4. Click the Next button. The Software License Agreement screen appears.



■ **Print Button**

Click this button to send the license agreement to the default printer.

5. Read the license agreement, and then click the Yes button to accept the terms of the agreement. (If you do not accept the terms of the license agreement, click the No button. The system exits from the installation program.)

After you click the Yes button, the Customer Information screen appears.

FAS 500 Asset Accounting Client - InstallShield Wizard

Customer Information
Please enter your information.

Please enter your name, the name of the company for which you work, and your customer number.

User Name:
Mary Riley

Company Name:
Period Clothes

Customer Number:
123456789

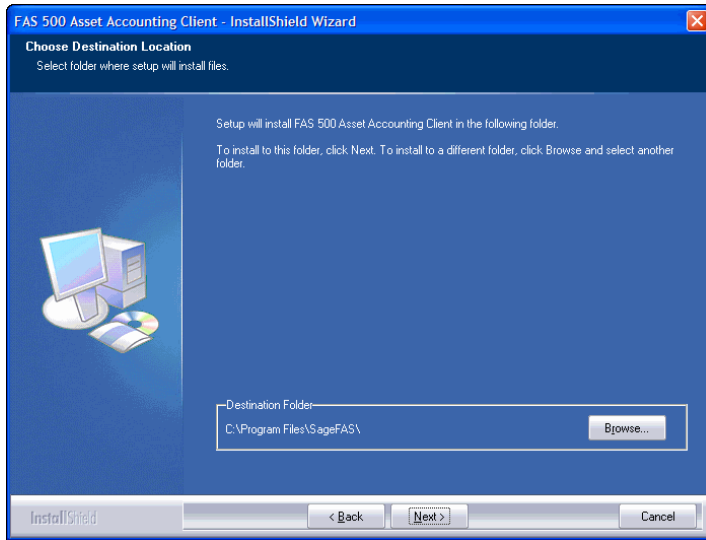
If you don't know your customer number visit www.sagefas.com/customernumber or call customer service at 800-368-2405.

InstallShield < Back Next > Cancel

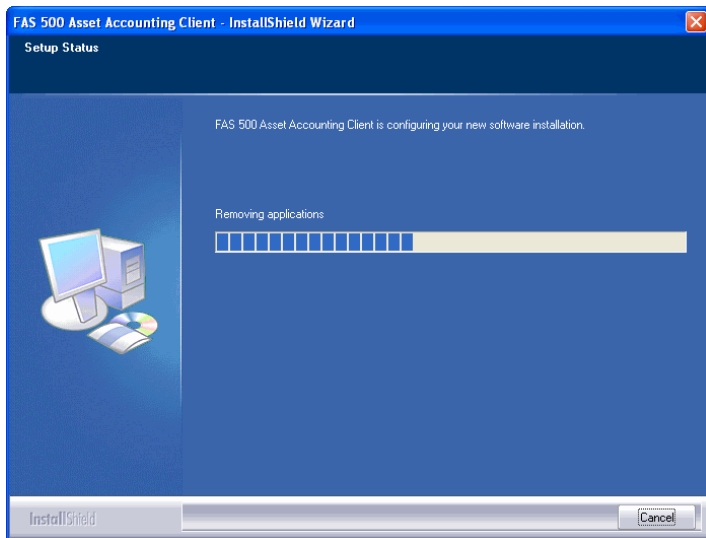
6. Enter your name, company name, and customer number. You will need your customer number if you call Sage FAS Customer Support with a technical question.

Note You can find the customer number on the packing slip in the upgrade package or by clicking About from the Help menu. If you cannot find your customer number, visit www.sagefas.com/customernumber, or call Customer Service at 800-368-2405.

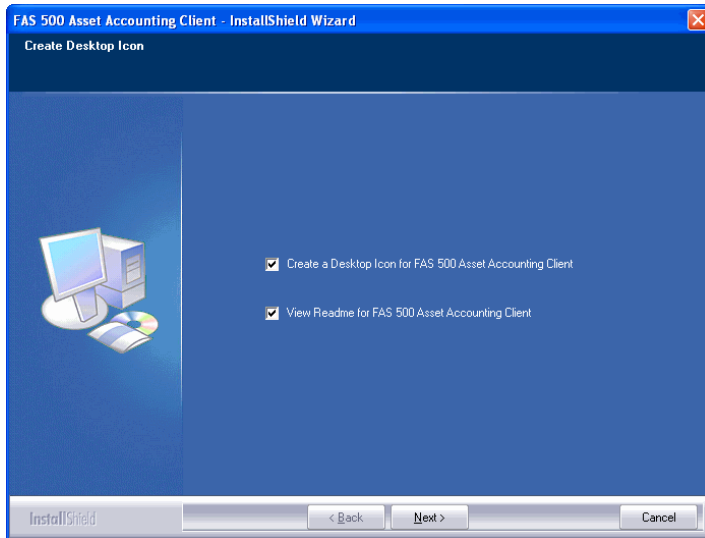
7. Click the Next button. The Choose Destination Location screen appears.



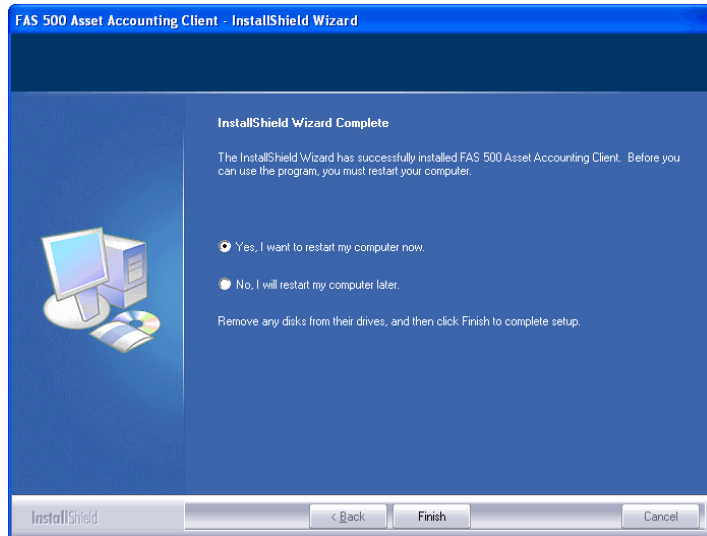
8. Select the location for the client components, and then click the Next button. The system begins installing the software, and the Setup Status screen appears.



When all of the files have been installed, the Create Desktop Icon screen appears.



- **Create a Desktop Icon for FAS 500 Asset Accounting Client**
Select this check box if you want to add an icon to your desktop that enables you to start the program.
 - **View Readme for FAS 500 Asset Accounting Client**
Click this check box if you want to view the Readme file, which contains additional information not included in the printed or online documentation.
9. Click the Next button. The InstallShield Wizard Complete screen appears.



If the installation program determines that you need to restart your computer before you use the program, it displays two options on the InstallShield Wizard Complete dialog box. You can either allow the system to restart your computer immediately, or you can restart your computer at a later time.

Important We strongly recommend that you allow the system to restart your computer at this time.

10. Click the Finish button.

Step 9: Starting the Application

Note If you chose to install a desktop icon during the client installation, you can start the program by double-clicking the icon on your desktop.

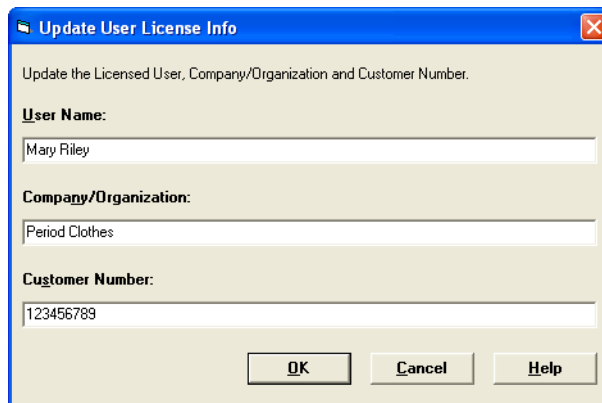
To start the application from a workstation

1. Select Start/Programs from the Windows taskbar.
2. Select the Sage Software program group.
3. Select the FAS 500 Asset Accounting Client program group.
4. Select the FAS 500 Asset Accounting Client icon.

To update your customer number

After you purchase the application, you will receive a customer number. You can enter your customer number so that it will be available if you need to call Customer Support with a question.

1. Select Help/Update User License Info from the menu bar. A screen appears that allows you to enter your customer number.



Update User License Info

Update the Licensed User, Company/Organization and Customer Number.

User Name:
Mary Riley

Company/Organization:
Period Clothes

Customer Number:
123456789

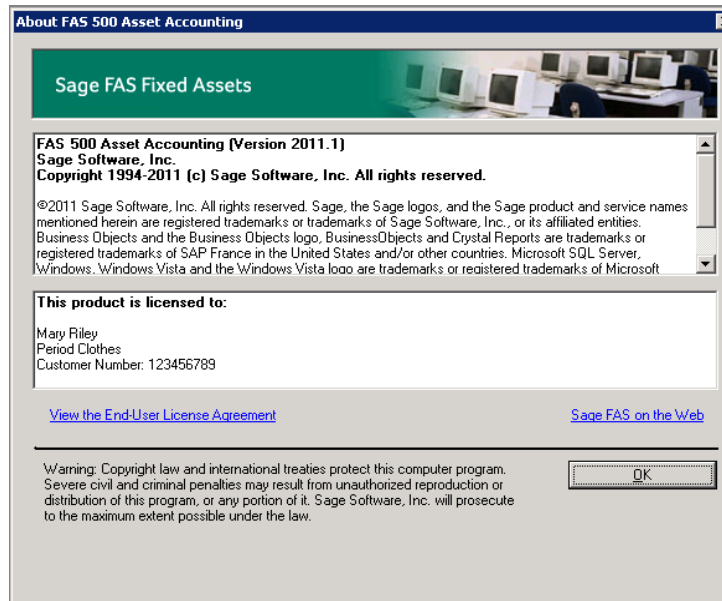
OK Cancel Help

2. Enter your name, company name, and customer number, and then click OK.

To view your customer number

When you call Customer Support with a question, you will need your customer number. Follow the steps below to view your customer number.

1. Select Help/About FAS Asset Accounting from the menu bar. A screen appears that provides information about your application, including your customer number.



Upgrading to SQL Server 2005

The syntax for the stored procedures in each asset database is designed specifically for the version of Microsoft SQL Server you are running. For example, you can run version 2010.1 of FAS 500 Asset Accounting on Microsoft SQL Server 2000, and the stored procedures will have the syntax appropriate for Microsoft SQL Server 2000.

If you install version 2010.1 and are running SQL Server 2000, and then you upgrade your database server to SQL Server 2005, the

syntax of the stored procedures in each database must be updated also. To update the stored procedures, you must start the FAS 500 Database Utility.

To update the stored procedures for SQL Server 2005

1. Click the Start button on the Windows taskbar, and then select Programs from the Start menu.
2. Select the Sage Software program group.
3. Select the FAS 500 Server program group.
4. Select the FAS 500 Database Utility icon. The database utility screen appears.

The system updates the stored procedures in each database so that they are compatible with Microsoft SQL Server 2005.

Upgrading to SQL Server 2008

If you upgrade directly from Microsoft SQL Server 2000 to Microsoft SQL Server 2008 and the FAS Server components are on the same computer, you will encounter the following error message when you run the FAS 500 Database Utility:

```
Cannot instantiate SQLOLE server object.
```

To avoid this error, you must install the SQL 2005 Backward Compatibility Components. You can obtain these directly from Microsoft. Follow these steps:

1. Go to the Microsoft Download Center (www.microsoft.com/downloads/en/default.aspx).
2. Search for "Microsoft SQL Server 2008 Feature Pack."
3. Download and install the SQL 2005 Backward Compatibility Components on the same computer where the FAS Server components have been installed.

3

Installing FAS 500 Asset Accounting: Upgrading from a Prior Version

This chapter describes the steps for upgrading from a previous version of FAS 500 Asset Accounting.

Important You must be currently using **version 2010.1** of FAS 500 Asset Accounting to follow the steps in this chapter. If you are not running version 2010.1, you will need to install prior releases in sequential order through 2010.1 before you upgrade.

Note FAS Report Writer uses Crystal Reports XI, which was shipped with Sage FAS versions 2008.2 and later. If you installed FAS Report Writer with Sage FAS version 2008.2 or later, you do not need to install it again.

A previous version of FAS Report Writer used Crystal Reports 8.5. If this version of Crystal Reports is still on your machine, you may want to uninstall it. The latest version of FAS Report Writer requires 1.5 GB of hard disk space. To uninstall FAS Report Writer, go to Control Panel, click the Add or Remove Programs icon, select FAS Report Writer from the list, and click the Remove button.

Preparing for an Upgrade

- Do you want to run the client application on the file server?

To run the client application on the server, you must perform the client installation after you perform the server portion of the installation.

- Have you backed up your existing data using the application's backup utility? (To back up your data, select File/Company Utilities/Backup Company from the menu bar.)

Location of backup _____

Overview of the Upgrade Process

The upgrade process consists of the following steps:

1. Backing up your current data, [page 3-3](#).
2. Installing the Fixed Assets server components, [page 3-3](#).
3. Optional: Installing the FAS Report Writer server components, [page 3-10](#).

Note FAS Report Writer uses Crystal Reports XI, which was shipped with Sage FAS versions 2008.2 and later. If you installed FAS Report Writer with version 2008.2 or later, you do not need to reinstall it.

4. Making sure the location of the server components, either the FASServ or Bestserv folder by default, is shared, [page 3-11](#).
5. Making sure you have a mapped drive to the location of the server components, either the FASServ or Bestserv folder by default, [page 3-11](#).
6. Installing the client components, [page 3-12](#).
7. Starting the application, [page 3-19](#).

Step 1: Backing Up Your Current Data

To back up your data

1. Select File/Company Utilities/Backup Company from the menu bar. The system displays the Backup Company dialog box.
2. Select the company that you want to back up, designate the destination directory, enter a file name for the backup file, and then click OK. The system takes a few moments to analyze the data.

Note If you're backing up to disk, you'll receive a message informing you of the number of disks necessary to back up your data. Then you'll be prompted to change disks at the appropriate time.

3. After the backup is complete, click the Cancel button to close the Backup Company dialog box, or select another company to back up.

Step 2: Installing the Fixed Assets Server Components

In this step, you install the server components on the server machine for the following applications:

- FAS 500 Asset Accounting
- FAS 500 Asset Inventory
- FAS 500 CIP Accounting

To install the Fixed Assets server components

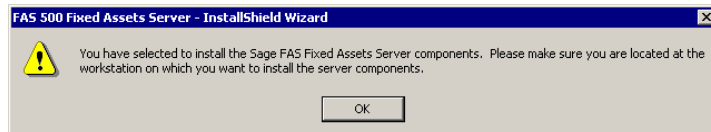
1. Insert the Sage FAS Fixed Assets installation DVD in your computer's DVD drive. If your computer's AutoRun option is enabled, the system automatically displays the Sage 500 Fixed Assets Server Installation screen.



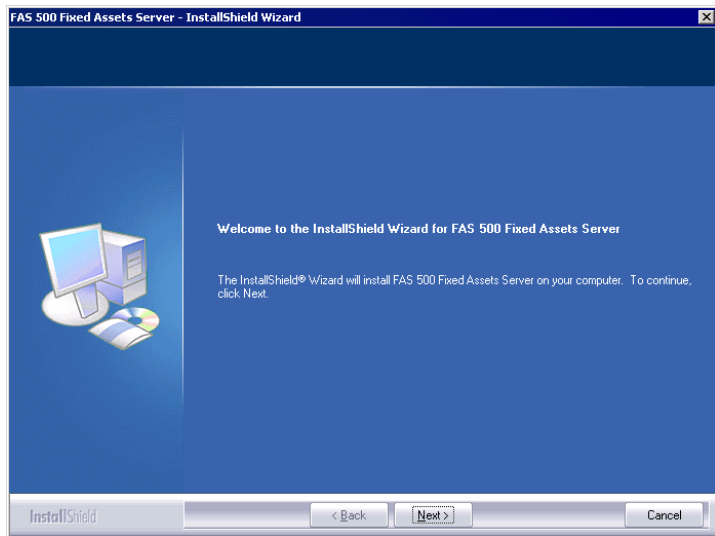
Note If your computer's AutoRun option is not enabled, follow these steps to start the install program:

- Select Start/Run from the Windows taskbar. The system displays the Run dialog box.
- Type (or browse to) D:\SETUP.EXE in the Open field, and then click OK. (Substitute your computer's DVD drive letter for "D" if it is different.) The system displays the Server Installation screen.

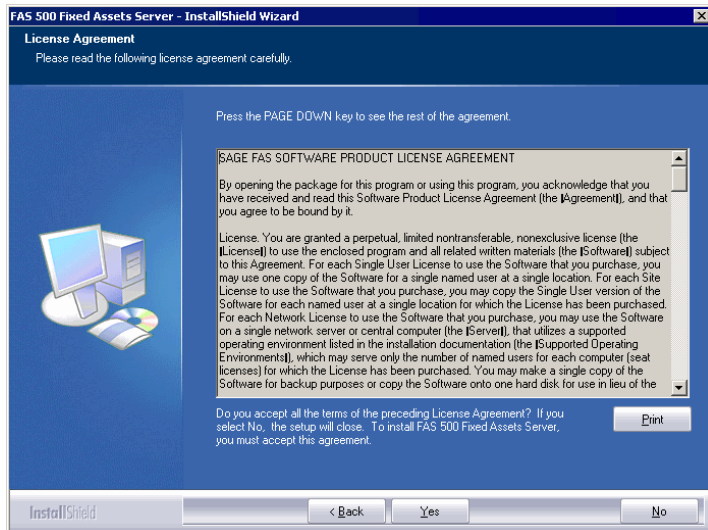
-
2. Select the Install FAS Server Components option. A message reminds you that you are installing the server components. Make sure you are sitting at the correct machine.



3. Click OK to continue. The Welcome screen appears.



4. Click the Next button. The Software License Agreement screen appears.



■ **Print Button**

Click this button to send the license agreement to the default printer.

5. Read the license agreement, and then click the Yes button to accept the terms of the agreement. (If you do not accept the terms of the license agreement, click the No button. The system exits from the installation program.)

After you click the Yes button, the Customer Information screen appears.

FAS 500 Fixed Assets Server - InstallShield Wizard

Customer Information
Please enter your information.

Please enter your name, the name of the company for which you work, and your customer number.

User Name:

Company Name:

Customer Number:

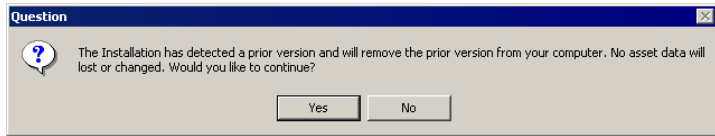
If you don't know your customer number visit www.sagefas.com/customernumber or call customer service at 800-368-2405.

InstallShield < Back Next > Cancel

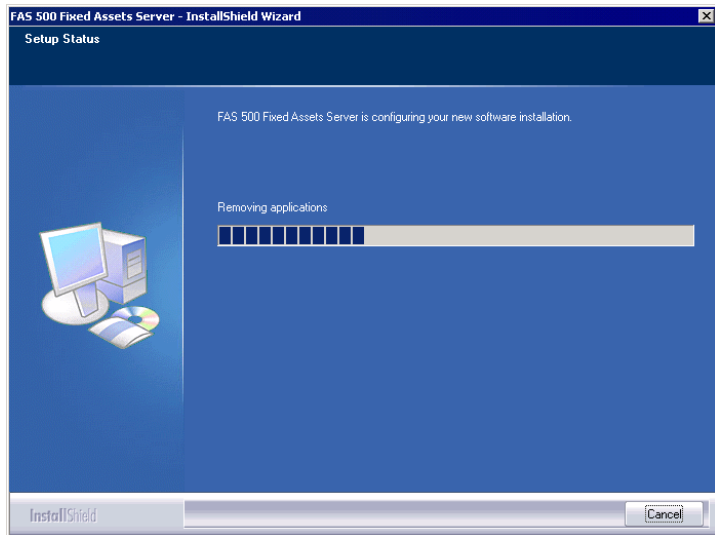
6. Enter your name, company name, and customer number. You will need your customer number if you call Sage FAS Customer Support with a technical question.

Note You can find the customer number on the packing slip in the upgrade package or by clicking About from the Help menu. If you cannot find your customer number, visit www.sagefas.com/customernumber, or call Customer Service at 800-368-2405.

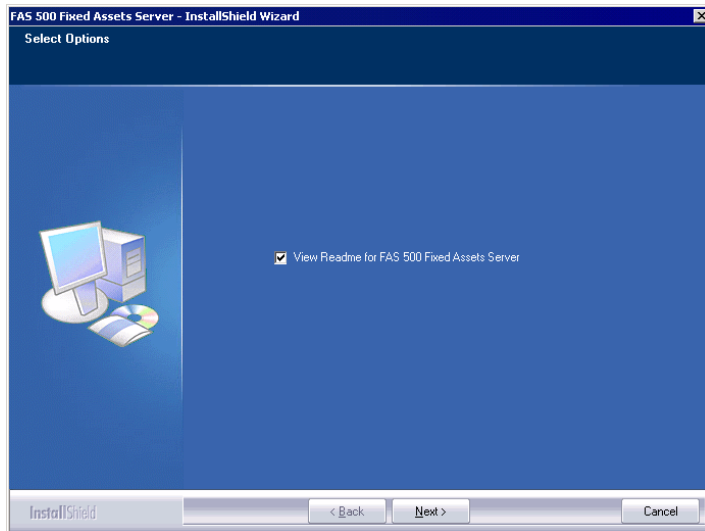
7. Click the Next button. A message appears indicating that a previous version of the program has been found on your computer.



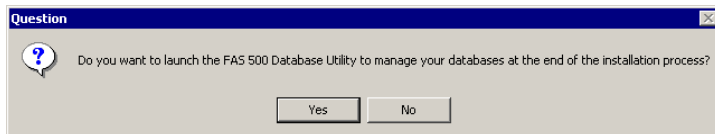
8. Click Yes to remove the previous version of the application. The system begins installing the software, and the Setup Status screen appears.



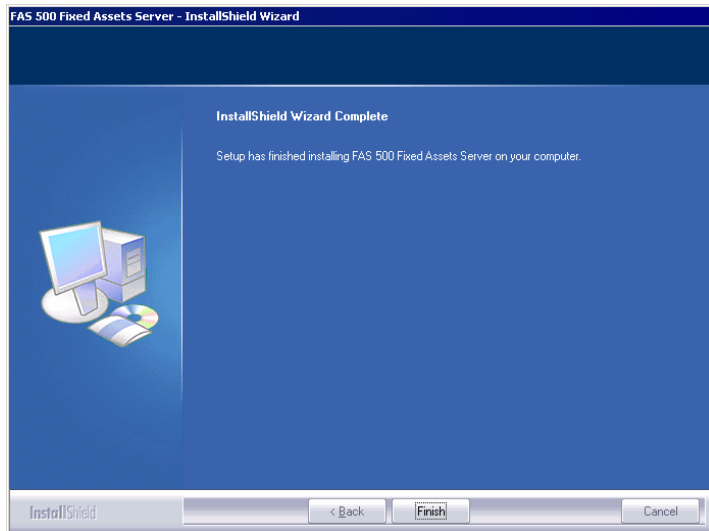
When all of the files have been installed, the Select Readme screen appears.



- **View Readme for FAS 500 Fixed Assets Server**
Click this check box if you want to view the Readme file, which contains additional information not included in the printed or online documentation.
9. Click the Next button. A message asks if you want to start the FAS 500 Database Utility at the end of the server installation.



10. Click Yes if you want to use the FAS 500 Database Utility to create an asset database; otherwise, click No. The InstallShield Wizard Complete screen appears.



If the installation program determines that you need to restart your computer before you use the program, it displays two options on the InstallShield Wizard Complete dialog box. You can either allow the system to restart your computer immediately, or you can restart your computer at a later time.

Important It is advised that you allow the system to restart your computer at this time if prompted to do so.

11. Click the Finish button. If you clicked Yes to launch the FAS 500 Database Utility, the database utility screen appears; otherwise, the system returns to the Sage FAS Fixed Asset Management Solutions installation screen.
12. Click Exit to close the Server Installation screen.

Step 3: Installing the FAS Report Writer Server Components

FAS Report Writer enables you to create custom reports. It is a powerful program that allows you to design, create, print, and distribute your custom reports.

Note FAS Report Writer uses Crystal Reports XI, which was shipped with Sage FAS versions 2008.2 and later. If you installed FAS Report Writer with version 2008.2 or later, you do not need to reinstall it.

In this step, you install the FAS Report Writer server components on the server machine. This step is optional. You should install the FAS Report Writer server components only if you have purchased FAS Report Writer, or you want to explore its features on a 30-day, free trial basis.

Note The FAS Report Writer program uses Crystal Reports XI. FAS Report Writer may not be compatible with other versions of Crystal Reports. Before installing FAS Report Writer, we recommend that you make sure version Crystal Reports XI is compatible with your other applications that run Crystal Reports.

To install the FAS Report Writer server components

1. Insert the Sage FAS Report Writer DVD in your computer's DVD drive, and follow the on-screen instructions.

For instructions on installing the FAS Report Writer client components, see [Chapter 8, "Installing FAS Report Writer."](#)

Step 4: Sharing the FASServ or Bestserv Folder

Note Since you are upgrading from a previous version, the FASServ or Bestserv folder may already be shared.

The next step is to share the \FASServ or \Bestserv folder with **full control** for the following users or groups:

- Users of the Sage FAS application
- Domain Administrators (optional)
- Local operating System group (optional)

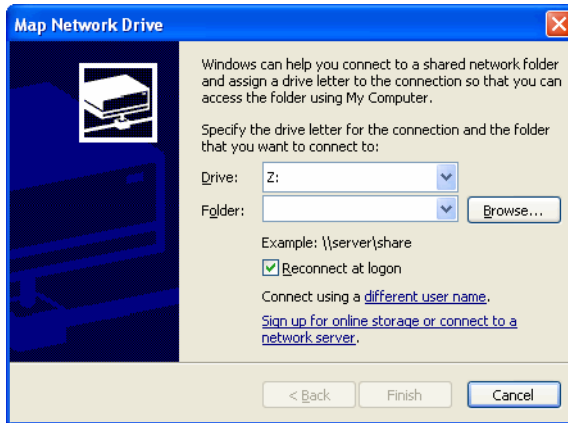
The procedure for sharing the FASServ or Bestserv folder is slightly different depending on the platform you are using. For information on sharing folders with full control, see your Windows documentation.

Step 5: Mapping a Drive to the FASServ or Bestserv Folder

Before you install the client components, you must share the directory in which you installed the database server and map a network drive to that directory on each workstation.

To map a drive to the FASServ or Bestserv folder

1. In Windows Explorer, select Tools/Map Network Drive. The Map Network Drive screen appears.



2. Click the Browse button to locate the Bestserv folder on the server.

Note We recommend that you select the Reconnect at Logon check box.

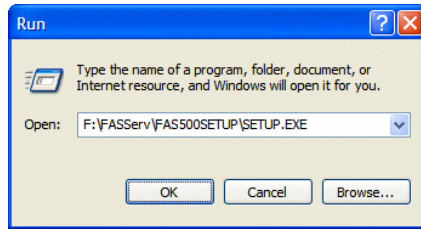
3. Click the Finish button to close the Map Network Drive screen.

Step 6: Installing the Client Components

Follow the steps below on each workstation on which you will run the network application. You can also install the client application on the server for testing purposes.

To install a client on a workstation

1. Select Start/Run from the Windows taskbar. The Run screen appears.



■ **Browse**

Click this button to select the SETUP.EXE file. The default directory path is

F:\FAServ\FAS500SETUP

or

F:\BESTSERV\FAS500SETUP.

(Substitute your network drive letter for "F" if it is different.)

Note If you mapped the F: drive to \FAServ or \BESTSERV, then the path would be:
F:\FAS500SETUP\SETUP.EXE

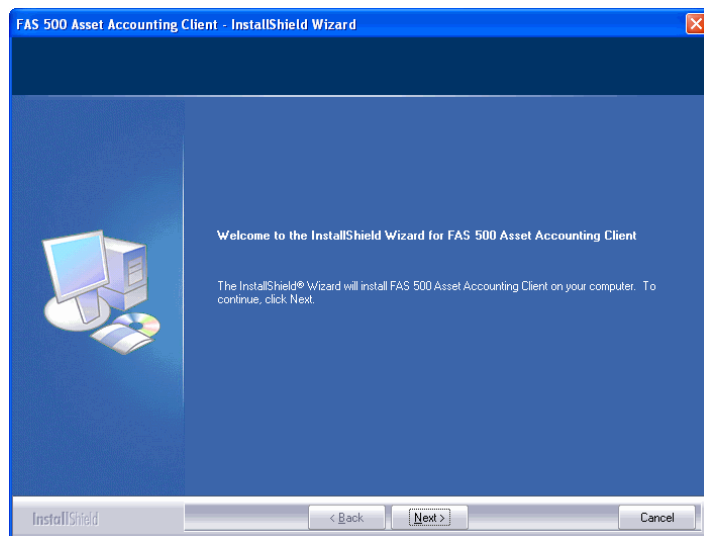
Note The SETUP.EXE file is located on the machine on which you installed the server components; it is NOT on the installation DVD.

2. Click OK. The Client Installation screen appears.

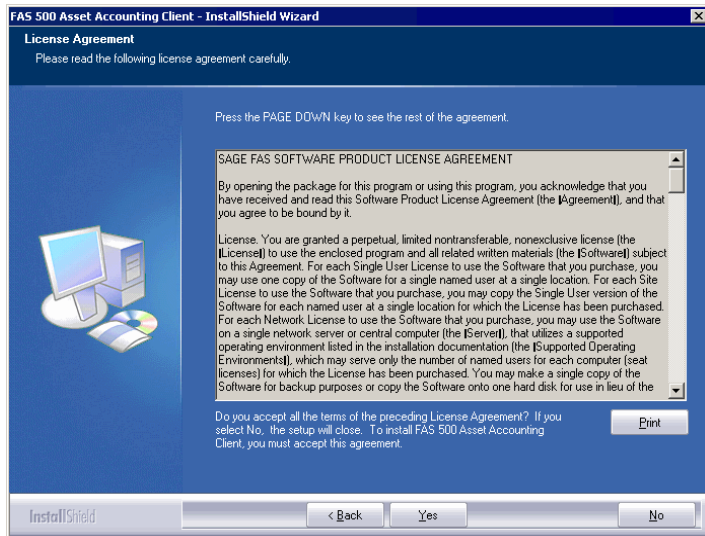


Note The Install FAS Report Writer option appears only if you have installed the FAS Report Writer server components.

3. Select the Install FAS 500 Asset Accounting option. The Welcome screen appears.



4. Click the Next button. The Software License Agreement screen appears.

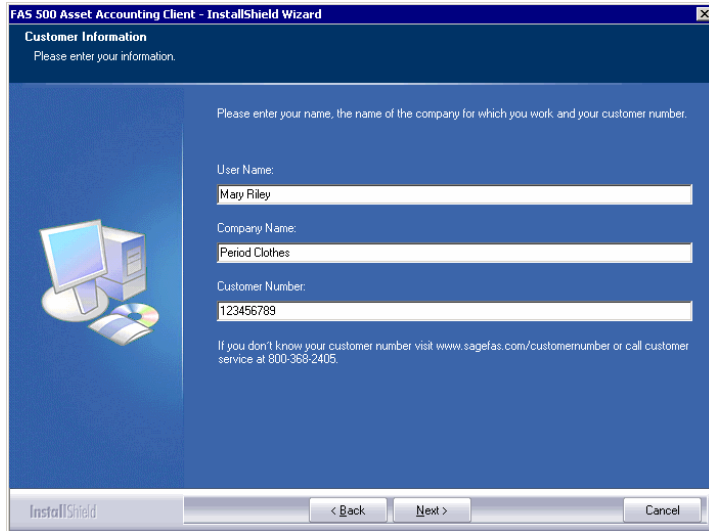


■ **Print Button**

Click this button to send the license agreement to the default printer.

5. Read the license agreement, and then click the Yes button to accept the terms of the agreement. (If you do not accept the terms of the license agreement, click the No button. The system exits from the installation program.)

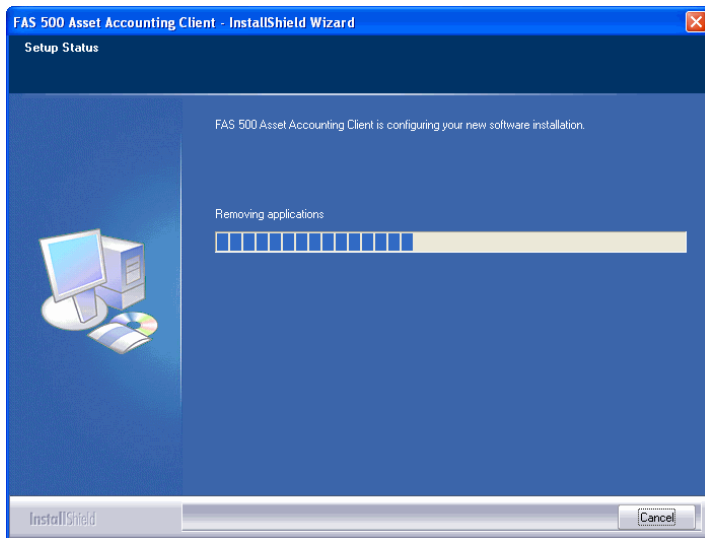
After you click the Yes button, the Customer Information screen appears.



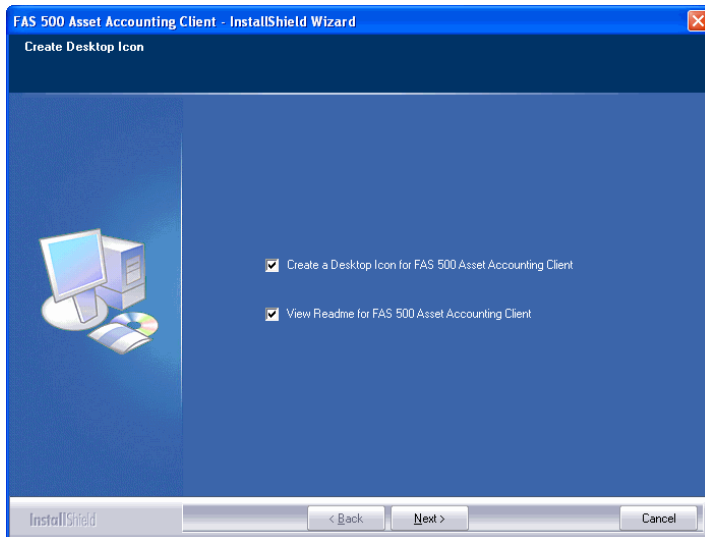
6. Enter your name, company name, and customer number. You will need your customer number if you call Sage FAS Customer Support with a technical question.

Note You can find the customer number on the packing slip in the upgrade package or by clicking About from the Help menu. If you cannot find your customer number, visit www.sagefas.com/customernumber, or call Customer Service at 800-368-2405.

7. Click the Next button. A message appears indicating that a previous version of the program has been found on your computer.
8. Click Yes to remove the previous version of the application. The system removes the prior version and begins installing the software, and the Setup Status screen appears.



When all of the files have been installed, the Create Desktop Icon screen appears.



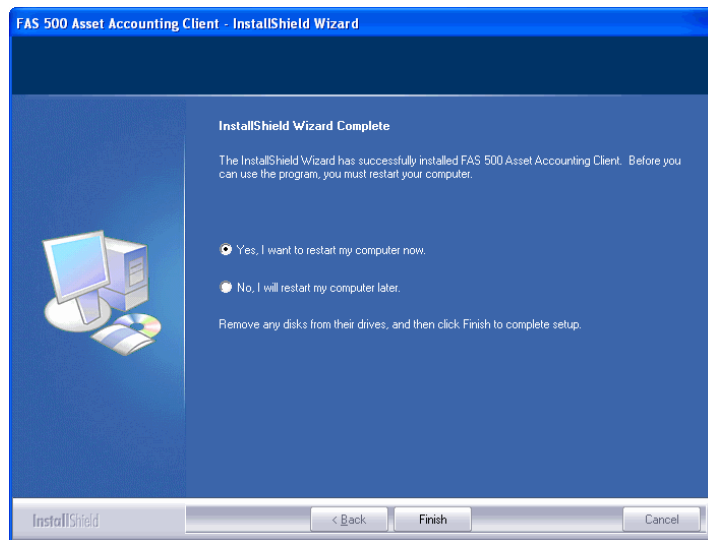
■ **Create a Desktop Icon for FAS 500 Asset Accounting Client**

Select this check box if you want to add an icon to your desktop that enables you to start the program.

■ **View Readme for FAS 500 Asset Accounting Client**

Click this check box if you want to view the Readme file, which contains additional information not included in the printed or online documentation.

9. Click the Next button. The InstallShield Wizard Complete screen appears.



If the installation program determines that you need to restart your computer before you use the program, it displays two options on the InstallShield Wizard Complete dialog box. You can either allow the system to restart your computer immediately, or you can restart your computer at a later time.

Important It is advised that you allow the system to restart your computer at this time if prompted to do so.

10. Click the Finish button.

Step 7: Starting the Application

Note If you chose to install a desktop icon during the client installation, you can start the program by double-clicking the icon on your desktop.

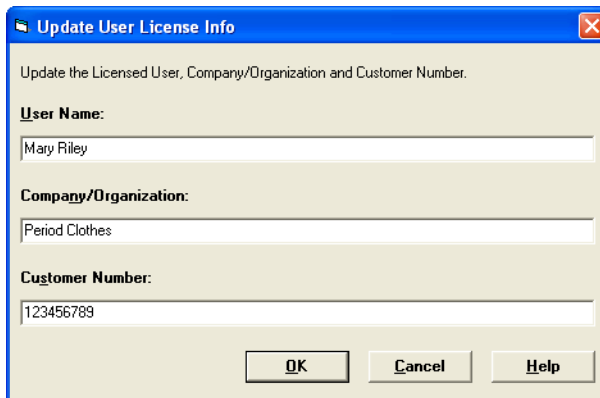
To start the application from a workstation

1. Select Start/Programs from the Windows taskbar.
2. Select the Sage Software program group.
3. Select the FAS 500 Asset Accounting Client program group.
4. Select the FAS 500 Asset Accounting Client icon.

To update your customer number

After you purchase the application, you will receive a customer number. You can enter your customer number so that it will be available if you need to call Customer Support with a question.

1. Select Help/Update User License Info from the menu bar. A screen appears that allows you to enter your customer number.



Update User License Info

Update the Licensed User, Company/Organization and Customer Number.

User Name:
Mary Riley

Company/Organization:
Period Clothes

Customer Number:
123456789

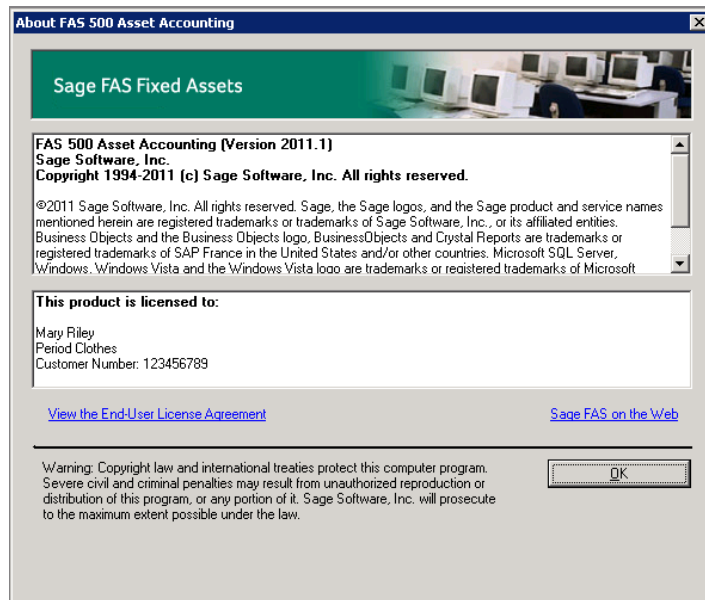
OK Cancel Help

2. Enter your name, company name, and customer number, and then click OK.

To view your customer number

When you call Customer Support with a question, you will need your customer number. Follow the steps below to view your customer number.

1. Select Help/About FAS Asset Accounting from the menu bar. A screen appears that provides information about your program, including your customer number.



Upgrading to SQL Server 2005

The syntax for the stored procedures in each asset database is designed specifically for the version of Microsoft SQL Server you are running. For example, you can run version 2010.1 of FAS 500 Asset Accounting on Microsoft SQL Server 2000, and the stored

procedures will have the syntax appropriate for Microsoft SQL Server 2000.

If you install version 2010.1 and are running SQL Server 2000, and then you upgrade your database server to SQL Server 2005, the syntax of the stored procedures in each database must be updated also. To update the stored procedures, you must start the FAS 500 Database Utility.

To update the stored procedures for SQL Server 2005

1. Click the Start button on the Windows taskbar, and then select Programs from the Start menu.
2. Select the Sage Software program group.
3. Select the FAS 500 Server program group.
4. Select the FAS 500 Database Utility icon. The database utility screen appears.

The system updates the stored procedures in each database so that they are compatible with Microsoft SQL Server 2005.

Upgrading to SQL Server 2008

If you upgrade directly from Microsoft SQL Server 2000 to Microsoft SQL Server 2008 and the FAS Server components are on the same computer, you will encounter the following error message when you run the FAS 500 Database Utility:

```
Cannot instantiate SQLOLE server object.
```

To avoid this error, you must install the SQL 2005 Backward Compatibility Components. You can obtain these directly from Microsoft. Follow these steps:

1. Go to the Microsoft Download Center (www.microsoft.com/downloads/en/default.aspx).

2. Search for "Microsoft SQL Server 2008 Feature Pack."
3. Download and install the SQL 2005 Backward Compatibility Components on the same computer where the FAS Server components have been installed.

4

Installing FAS 500 Asset Inventory the First Time

Overview of the Install Process

The install process consists of the following steps:

1. Installing the Fixed Assets server components, [page 4-1](#).
2. **Optional:** Installing the FAS Report Writer server components, [page 4-10](#).
3. Creating the configuration database, [page 4-10](#).
4. Creating an asset database, [page 4-14](#).
5. Registering the application, [page 4-19](#).
6. Sharing the FASserv folder, [page 4-22](#).
7. Mapping a drive to the FASserv folder, [page 4-22](#).
8. Attaching your bar code reader to your workstation, [page 4-23](#).
9. Installing the client components, [page 4-23](#).
10. Installing the FAS Reader program, [page 4-29](#).
11. Starting the application, [page 4-30](#).

Step 1: Installing the Fixed Assets Server Components

In this step, you install the server components on the server machine for the following applications:

- FAS 500 Asset Accounting
- FAS 500 Asset Inventory
- FAS 500 CIP Accounting

To install the Fixed Assets server components

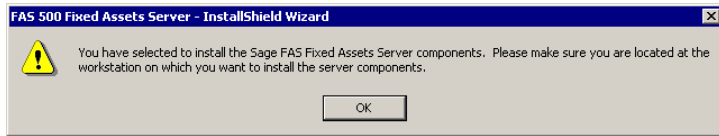
1. Insert the Sage FAS Fixed Assets Server installation DVD in your computer's DVD drive. If your computer's AutoRun option is enabled, the system automatically displays the Sage 500 Fixed Assets Server Installation screen.



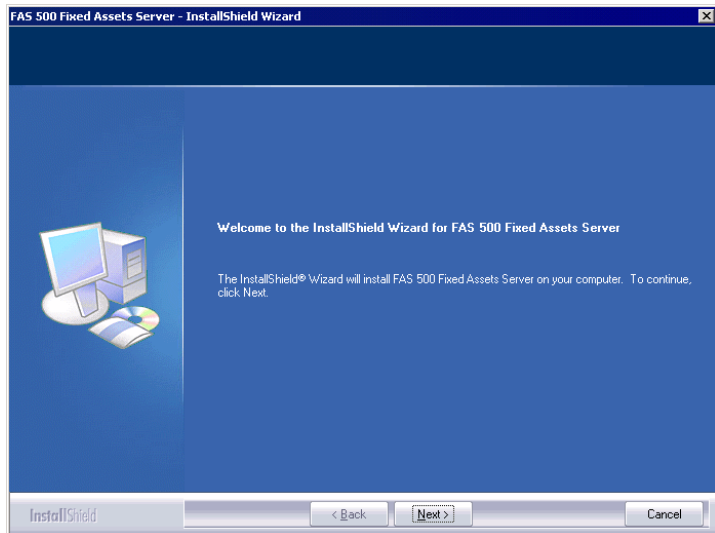
Note If your computer's AutoRun option is not enabled, follow these steps to start the install program:

- Select Start/Run from the Windows taskbar. The system displays the Run dialog box.
 - Type (or browse to) D:\SETUP.EXE in the Open field, and then click OK. (Substitute your computer's DVD drive letter for "D" if it is different.) The system displays the Server Installation screen.
-

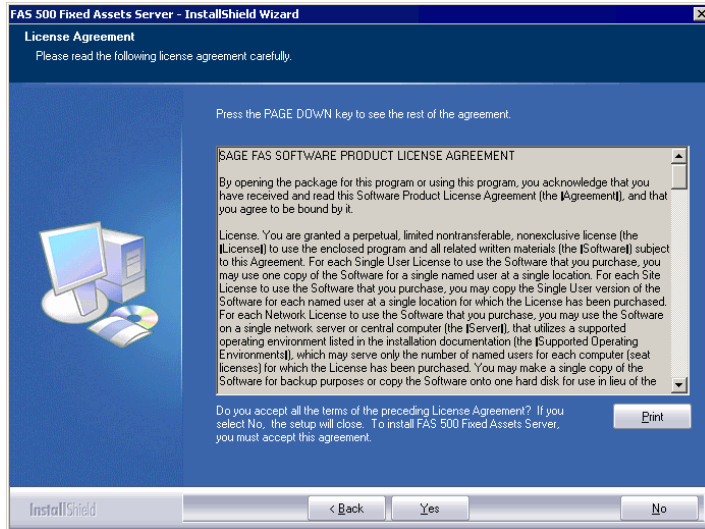
2. Select the Install FAS Server Components option. A message reminds you that you are installing the server components. Make sure you are sitting at the correct machine.



3. Click OK to continue. The Welcome screen appears.



4. Click the Next button. The Software License Agreement screen appears.

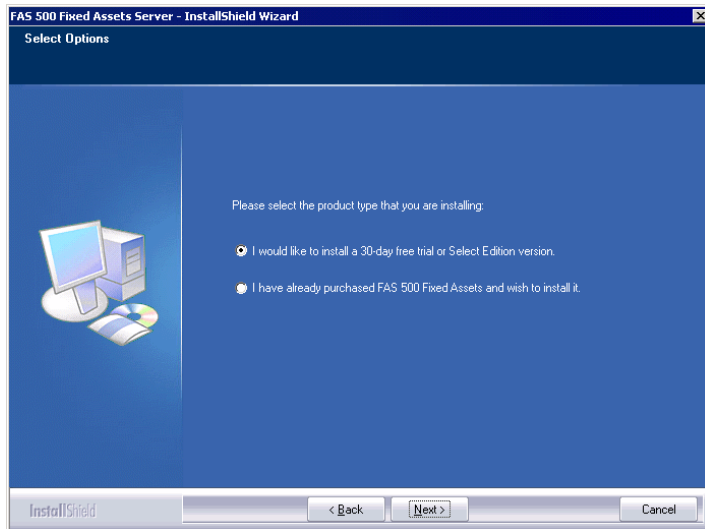


■ **Print Button**

Click this button to send the license agreement to the default printer.

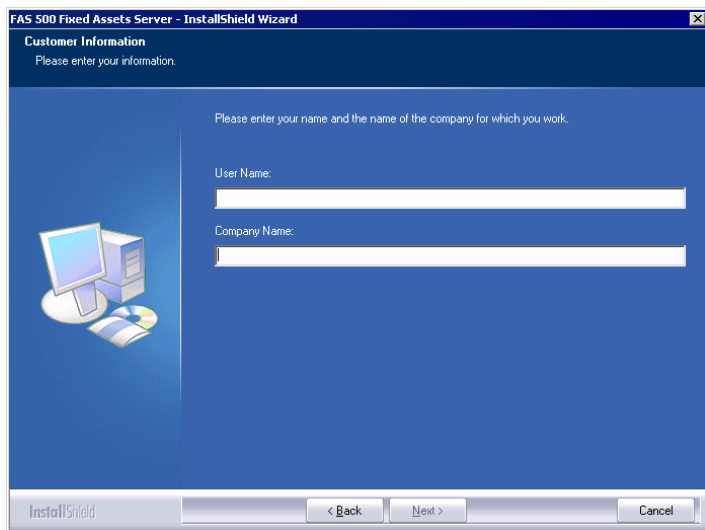
5. Read the license agreement, and then click the Yes button to accept the terms of the agreement. (If you do not accept the terms of the license agreement, click the No button. The system exits from the installation program.)

After you click the Yes button, the Select Options screen appears.



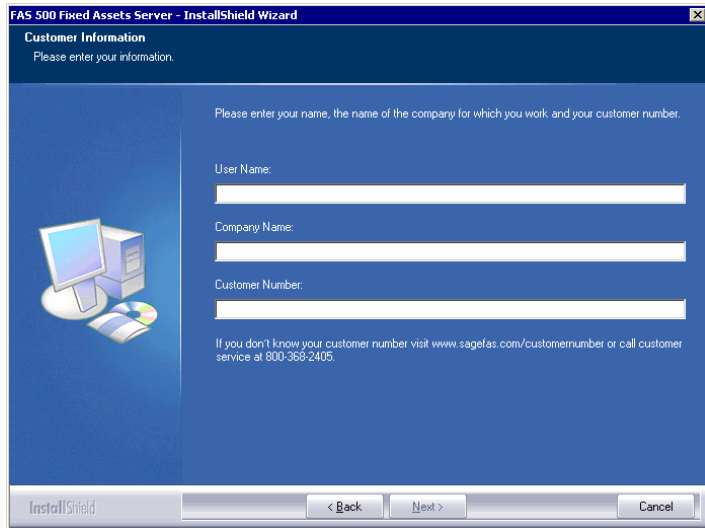
6. Select either the 30-day free trial option or the purchased option.

If you selected the 30-day free trial option, the following Customer Information screen appears.



7. Enter your name and company name, and continue to step 9.

If you selected the purchased option, the following Customer Information screen appears.

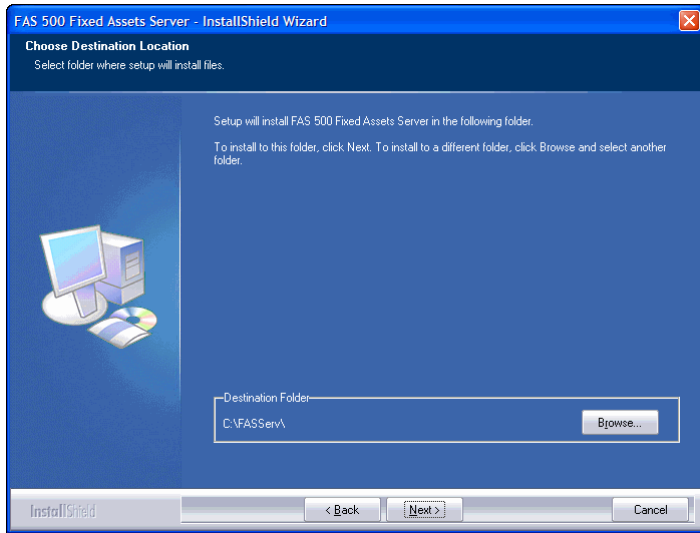


The screenshot shows a window titled "FAS 500 Fixed Assets Server - InstallShield Wizard" with a sub-header "Customer Information". Below the sub-header, it says "Please enter your information." and "Please enter your name, the name of the company for which you work and your customer number." There are three input fields: "User Name:", "Company Name:", and "Customer Number:". A small icon of a computer monitor and tower is on the left. At the bottom, there are buttons for "< Back", "Next >", and "Cancel". A footer bar contains the "InstallShield" logo.

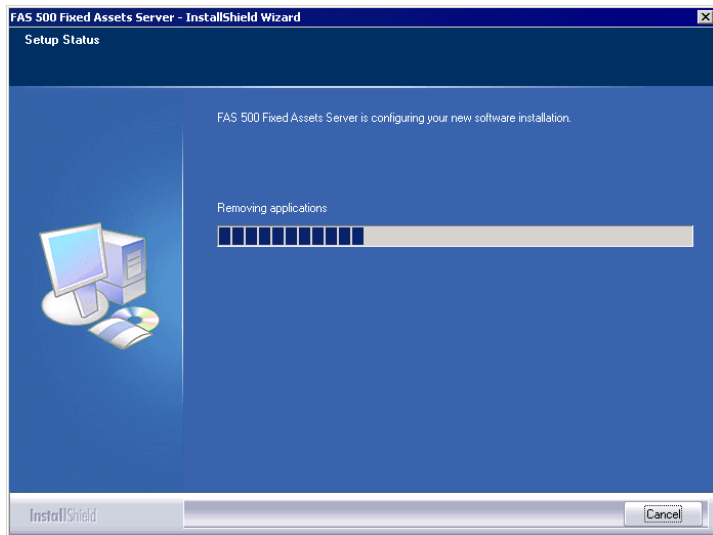
8. Enter your name, company name, and customer number. You will need your customer number if you call Sage FAS Customer Support with a technical question.

Note You can find the customer number on the packing slip in the upgrade package or by clicking About from the Help menu. If you cannot find your customer number, visit www.sagefas.com/customernumber, or call Customer Service at 800-368-2405.

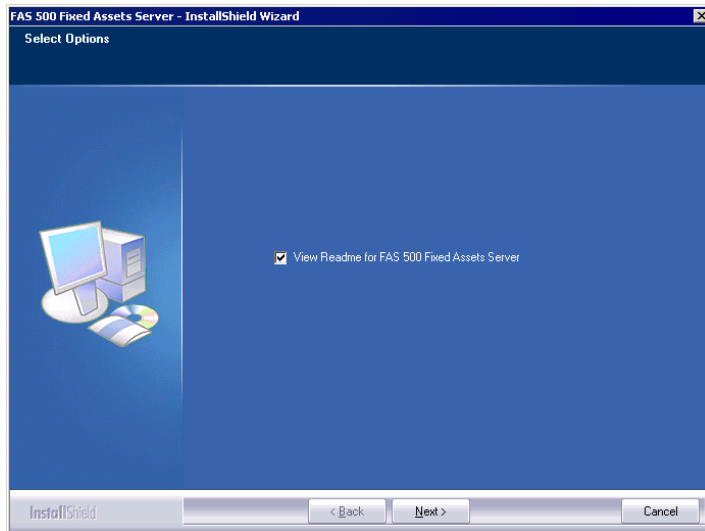
9. Click the Next button. The Choose Destination Location screen appears.



10. Select the folder in which to install the server components, and then click the Next button. The system begins installing the software, and the Setup Status screen appears.



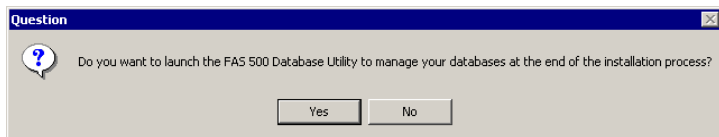
When all of the files have been installed, the Select Readme screen appears.



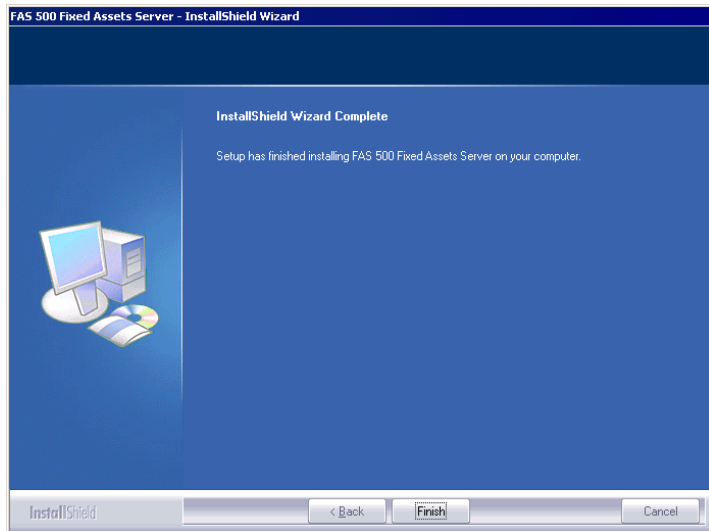
■ **View Readme for FAS 500 Fixed Assets Server**

Click this check box if you want to view the Readme file, which contains additional information not included in the printed or online documentation.

11. Click the Next button. A message asks if you want to start the FAS 500 Database Utility at the end of the server installation.



12. Click Yes if you want to use the FAS 500 Database Utility to create an asset database; otherwise, click No. The InstallShield Wizard Complete screen appears.



If the installation program determines that you need to restart your computer before you use the program, it displays two options on the InstallShield Wizard Complete dialog box. You can either allow the system to restart your computer immediately, or you can restart your computer at a later time.

Important It is advised that you allow the system to restart your computer at this time if prompted to do so.

13. Click the Finish button. If you clicked Yes to launch the FAS 500 Database Utility, the database utility screen appears; otherwise, the system returns to the Sage FAS Fixed Asset Management Solutions installation screen.
14. Click Exit to close the Server Installation screen.

Step 2: Installing the FAS Report Writer Server Components

FAS Report Writer enables you to create custom reports. It is a powerful program that allows you to design, create, print, and distribute your custom reports. In this step, you install the FAS Report Writer server components on the server machine.

Important The latest version of FAS Report Writer uses Crystal Reports XI. You must install FAS Report Writer to create custom reports, even if you have previously installed FAS Report Writer.

Note The FAS Report Writer program uses Crystal Reports XI. FAS Report Writer may not be compatible with other versions of Crystal Reports. Before installing FAS Report Writer, we recommend that you make sure version Crystal Reports XI is compatible with your other applications that run Crystal Reports.

To install the FAS Report Writer server components

1. Insert the Sage FAS Report Writer DVD in your computer's DVD drive, and follow the on-screen instructions.

For instructions on installing the FAS Report Writer client components, see [Chapter 8, "Installing FAS Report Writer."](#)

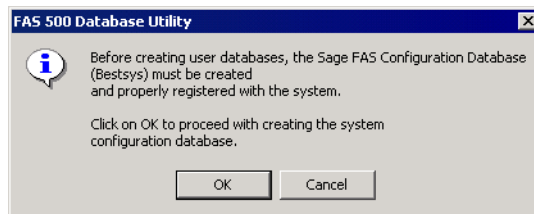
Step 3: Creating the Configuration Database

When you installed the application, you provided the necessary information to create the Configuration Database (BESTSYS). The first time you launch the Database Utility, the database will be created for the Configuration Database. The BESTSYS database contains critical information about the application and your other Sage FAS asset databases.

If you chose to launch the FAS 500 Database Utility, a message prompts you to create the Configuration Database. Otherwise, follow the steps below to launch the FAS 500 Database Utility.

To create the Configuration Database

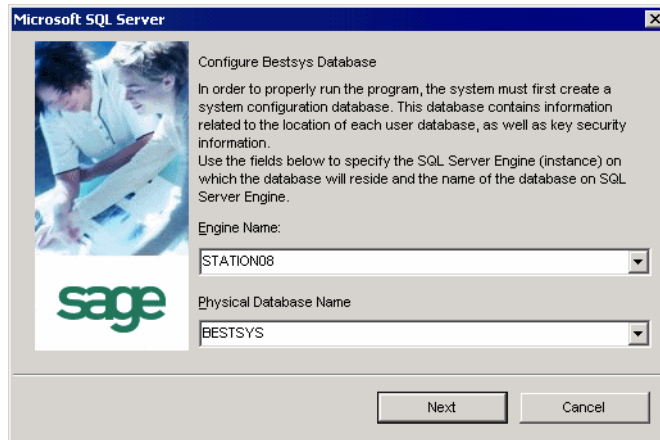
1. Select Start/Programs from the Windows taskbar.
2. Select the Sage Software program group.
3. Select the FAS 500 Server program group.
4. Select the FAS 500 Database Utility icon. A message prompts you to create the Configuration Database.



5. Click OK to proceed.

If you are launching the utility for the first time, the application displays the Configure Bestsys Database window.

If you are creating the Bestsys database on a machine that does not have Microsoft SQL Server on it, you must point to the Microsoft SQL Server machine. Select the Microsoft SQL Server machine in the Engine Name field.



- **Engine Name**

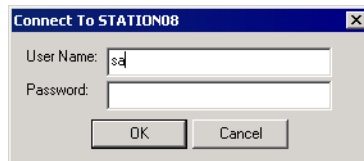
Use this field to enter the SQL Server Engine on which the Configuration Database will reside.

- **Physical Database Name**

Use this field to enter the name of the Configuration Database.

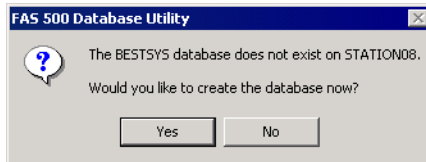
Caution We strongly recommend that you do NOT change the default database name of BESTSYS.

6. Click the Next button. The application displays a login screen.

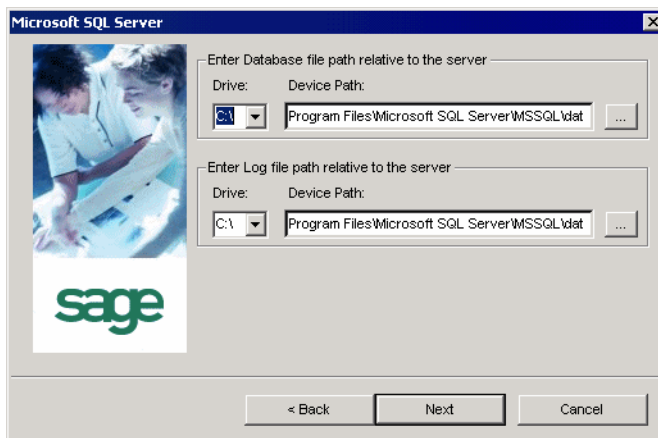


7. Enter your system administrator login name and password used to log in to Microsoft SQL Server, and then click OK. The application returns to the Configure Bestsys Database window.

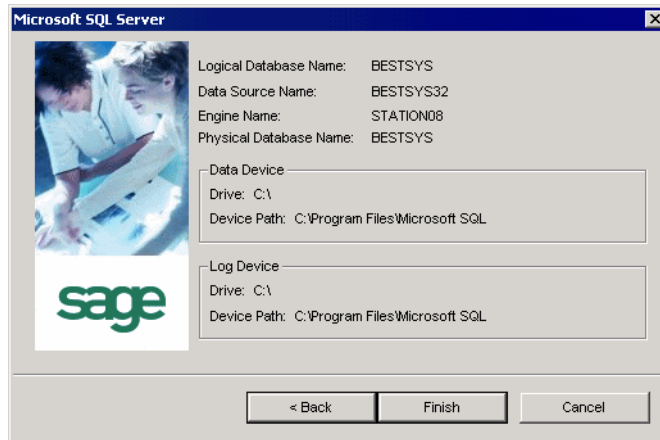
- Click the Next button. The application displays a message indicating that the Configuration Database does not exist and asking if you want to create it now.



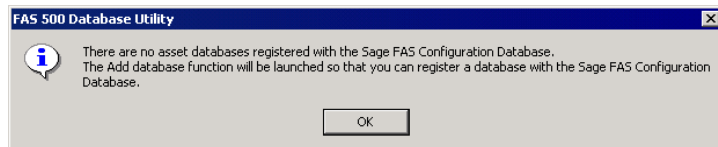
- Click the Yes button to proceed. The application displays a window that allows you to specify the location of the Configuration Database.



- Specify the location of the Configuration Database, and then click the Next button. The application displays a window that provides information about the Configuration Database.



11. Review the information, and then click the Finish button. The application displays a message indicating that you need to create a new asset database.

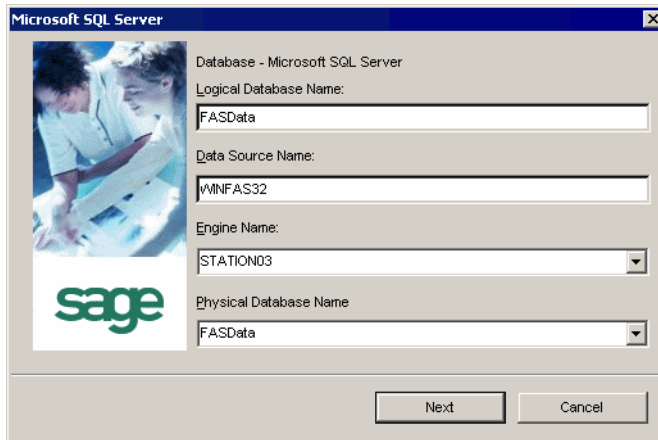


Step 4: Creating an Asset Database

You must create at least one asset database before you install the client components and run the application.

To create an asset database

12. Click OK to proceed. The application displays a window that allows you to enter information about the asset database.



Microsoft SQL Server

Database - Microsoft SQL Server

Logical Database Name:
FASData

Data Source Name:
WINFAS32

Engine Name:
STATION03

Physical Database Name:
FASData

Next Cancel

■ **Logical Database Name**

Use this field to enter the “user friendly” name for the new database as you want it to appear in the Database field inside the application. This name can consist of up to 50 characters. We recommend that the Logical Database Name match the Physical Database Name.

■ **Data Source Name**

Use this field if you need to enter a specific data source name. Otherwise, use the default name that the application provides.

Caution: We strongly recommend that you use the default Data Source Name of WINFAS32.

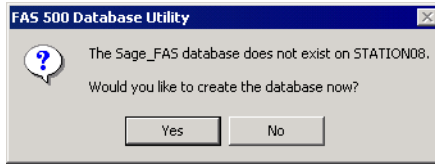
■ **Engine Name**

Use this field to enter the name of the computer or SQL instance on which the MS SQL Server is running.

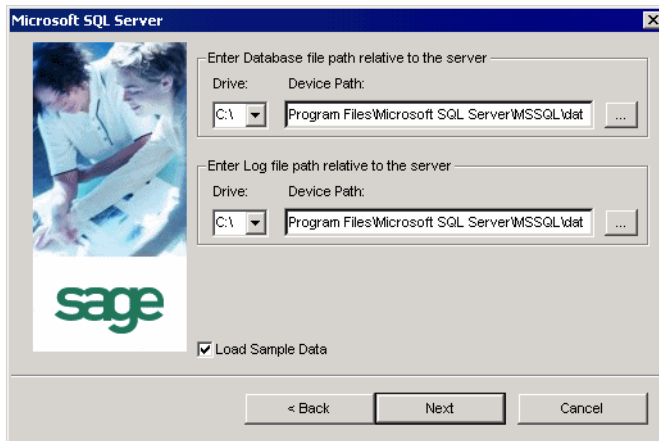
■ **Physical Database Name**

Use this field to enter the name of the database as you want it to appear (or as it already appears) on the MS SQL Server machine. We recommend that the Physical Database Name match the Logical Database Name.

13. Click the Next button. The application displays a message confirming that you want to create the asset database now.



14. Click the Yes button to proceed. The application displays a window that allows you to specify information about the asset database.



- **Database**

Use these fields to enter the Drive and Path of the new device. You can use the Browse button next to the Device Path field to select the path for the device.

The name of the device depends on the physical database name entered in the previous screen. For example, if the physical database name is Newbestdb, then the device will be named Newbestdb.mdf.

- **Log**

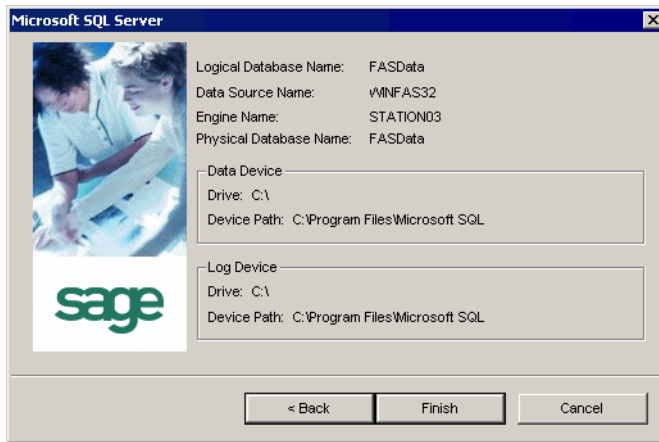
Use these fields to enter the Drive and Path of the log file for the new database. You can use the Browse button next to the Device Path field to select the path for the log file.

The name of the log file depends on the physical database name entered in the previous screen. For example, if the physical database name is Newbestdb, then the log file will be named Newbestdblog.ldf.

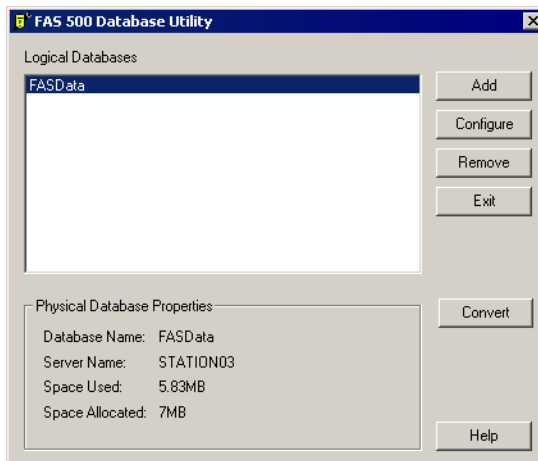
■ **Load Sample Data (Recommended)**

Select this check box if you want the database to contain a sample company with sample assets. We have included a sample company called Westfields Bakery - Demo. You can use this sample data for learning about the features of the application.

15. Click the Next button. The application displays a window that summarizes the information about the asset database.



16. Click the Finish button. The application displays the main screen of the FAS 500 Database Utility.



■ **Logical Databases**

The application uses this field to list the logical names of databases. These are the database names that application users see in windows. When you select a database, the application displays information about that database underneath the list box in the Physical Database Properties field.

Note Although the application allows multiple logical database names for a single MS SQL Server database, it is not recommended.

■ **Physical Database Properties**

The application uses this field to display information about the selected database.

□ **Database Name**

This is the actual database name as it appears on the MS SQL Server.

□ **Server Name**

This is the name of the server on which the database resides.

□ **Space Used**

This is the disk space that is currently being used by the database.

□ **Space Allocated**

This is the disk spaced allocated for this database.

■ **Add Button**

Click this button to display a window that allows you to add a new database.

■ **Configure Button**

Click this button to display a window that allows you to change the attributes of the selected database.

■ **Remove Button**

Click this button to remove the selected database. When you remove a database, you only remove information about it from the Configuration Database (BESTSYS). You do not actually remove it from the MS SQL Server. To remove it from the MS SQL Server, you must use Enterprise Manager.

■ **Convert Button**

Click this button to convert data used in a previous version of the Sage FAS application.

To add additional asset databases

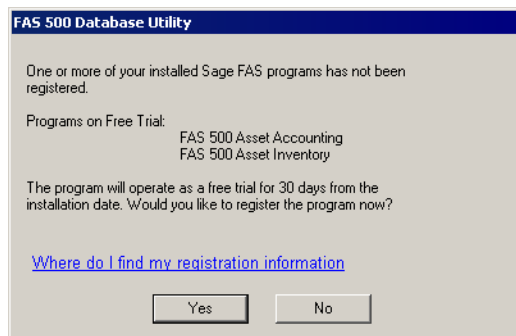
Follow the steps below to add additional asset databases.

1. Select Start/Programs from the Windows task bar.
2. Select the Sage Software program group.
3. Select the FAS 500 Server program group.
4. Select the FAS 500 Database Utility icon. The main screen of the FAS 500 Database Utility appears.
5. Click the Add button to add a new asset database.

Step 5: Registering the Application

The process of registering the program is a one-time event. After you enter your registration codes, you won't have to enter them again—not even when you receive your next program update.

If you close the FAS 500 Database Utility without registering the application, a message appears reminding you to register.

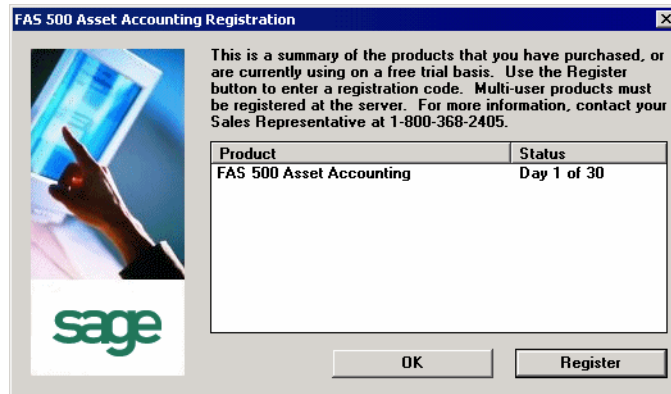


Click “Where do I find my registration information” to view a web page that explains where to find your Serial Number and Activation Code.

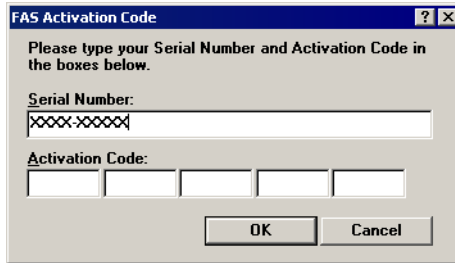
Note You have 30 days to register the application.

To register the application

1. On the server machine, click the Start button on the Windows taskbar, and then select Programs from the Start menu.
2. Select the Sage Software program group.
3. Select the FAS 500 Server program group.
4. Select the FAS 500 Product Registration icon. A registration screen similar to the one shown below appears.



5. Click the Register button. A screen appears that allows you to enter your serial number and activation code.



FAS Activation Code

Please type your Serial Number and Activation Code in the boxes below.

Serial Number:

Activation Code:

OK Cancel

■ **Serial Number**

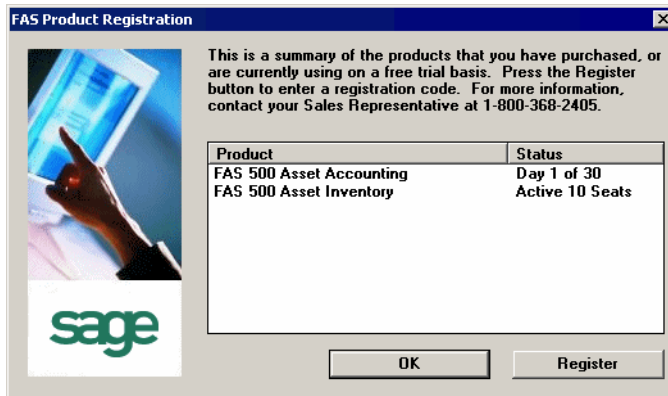
Enter your serial number. **You must enter the hyphen.** The system displays XXXX-XXXXXX in this field to demonstrate the required format. Replace the X's with your serial number.

■ **Activation Code**

Enter your activation code.

Please contact Customer Service at 800-368-2405 if you cannot find your serial number and activation code.

6. Click OK. The system returns to the previous registration screen.



FAS Product Registration

This is a summary of the products that you have purchased, or are currently using on a free trial basis. Press the Register button to enter a registration code. For more information, contact your Sales Representative at 1-800-368-2405.

Product	Status
FAS 500 Asset Accounting	Day 1 of 30
FAS 500 Asset Inventory	Active 10 Seats

OK Register

7. Click OK to close the registration screen.

Before you install the client components, you must share the directory in which you installed the database server and map a network drive to that directory on each workstation.

Step 6: Sharing the FASServ Folder

The next step is to share the \FASServ folder with **full control** for the following users or groups:

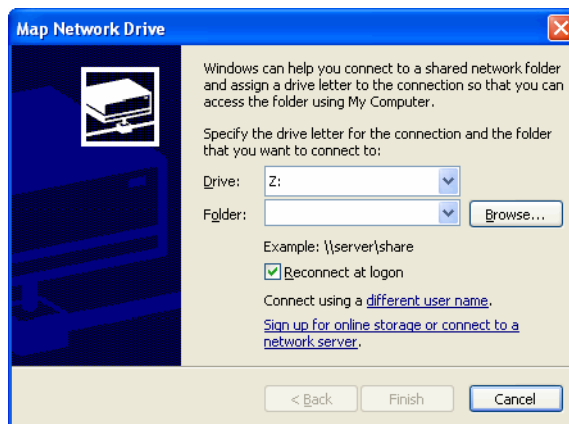
- Users of the Sage FAS application
- Domain Administrators (optional)
- Local operating System group (optional)

The procedure for sharing the FASServ folder is slightly different depending on the platform you are using. For information on sharing folders with full control, see your Windows documentation.

Step 7: Mapping a Drive to the FASServ Folder

To map a drive to the FASServ folder

1. In Windows Explorer, select Tools/Map Network Drive. The Map Network Drive screen appears.



2. Click the Browse button to locate the FASServ folder on the server.

Note We recommend that you select the Reconnect at Logon check box.

3. Click the Finish button to close the Map Network Drive screen.

Step 8: Attaching Your Hardware

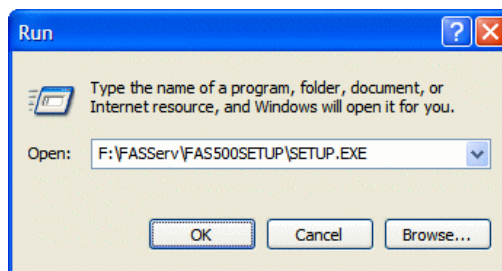
In this step, you attach your Windows Mobile reader to your workstation. The installation program will detect your reader and prompt you to install the FAS Reader program. For more information, see [“Step 10: Installing the FAS Reader Program,”](#) page 4-29.

Step 9: Installing the Client Components

Follow the steps below on each workstation on which you will run the network application. You can also install the client application on the server for testing purposes.

To install a client on a workstation

1. Select Start/Run from the Windows taskbar. The Run screen appears.



■ **Browse**

Click this button to select the SETUP.EXE file. The default directory path is F:\FASSERV\FAS500SETUP.

Note If you mapped the F: drive to \FASServ, then the path would be:

F:\FAS500SETUP\SETUP.EXE

(Substitute your network drive letter for “F” if it is different.)

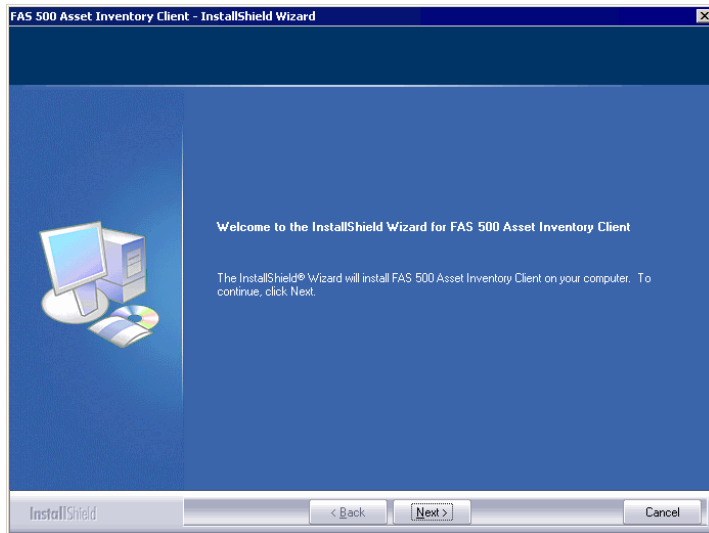
Note The SETUP.EXE file is located on the machine on which you installed the server components; it is NOT on the installation DVD.

2. Click OK. The Client Installation screen appears.

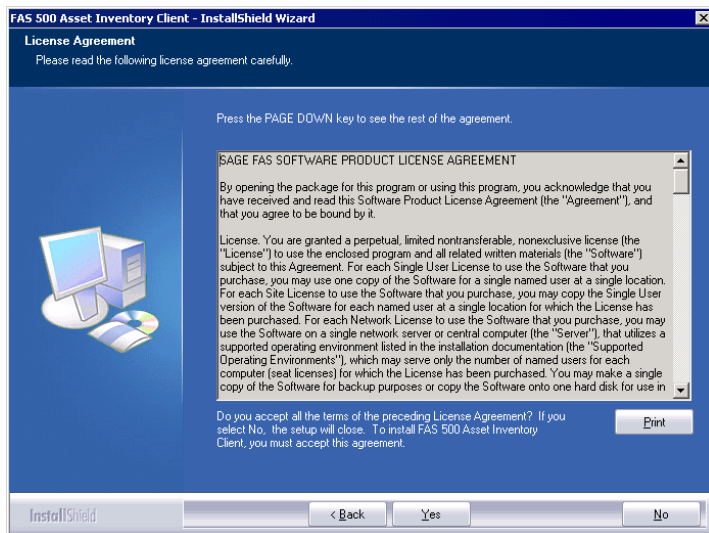


Note The Install FAS Report Writer option appears only if you have installed the FAS Report Writer server components.

3. Select the Install FAS 500 Asset Inventory option. The Welcome screen appears.



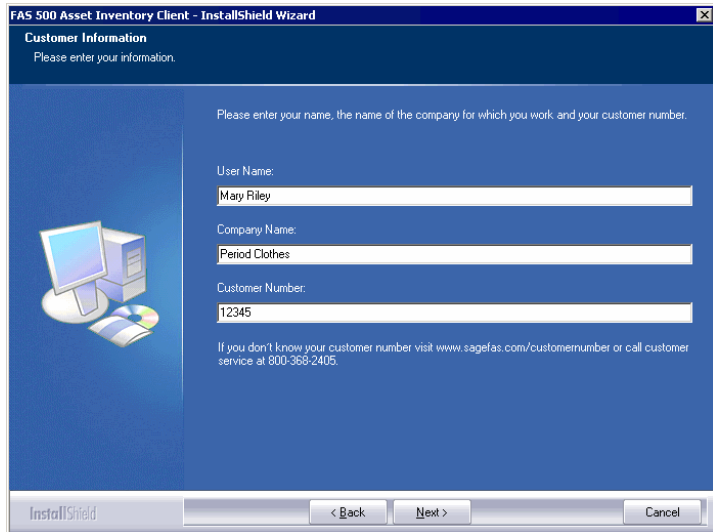
4. Click the Next button. The Software License Agreement screen appears.



- **Print Button**
Click this button to send the license agreement to the default printer.

5. Read the license agreement, and then click the Yes button to accept the terms of the agreement. (If you do not accept the terms of the license agreement, click the No button. The system exits from the installation program.)

After you click the Yes button, the Customer Information screen appears.

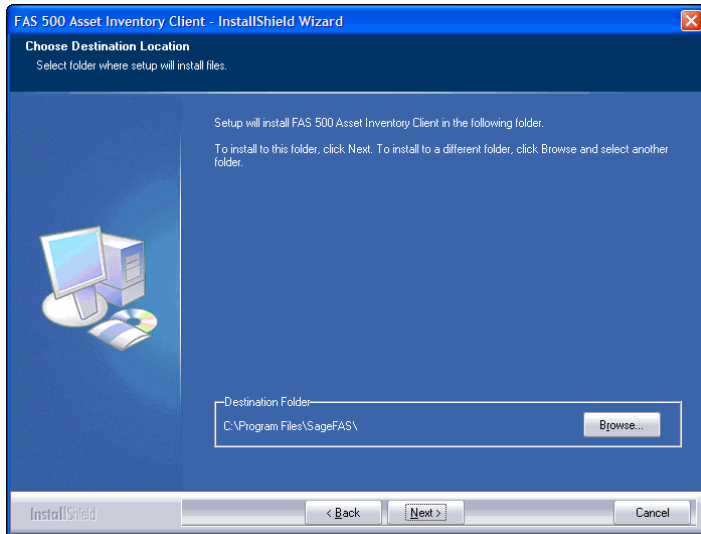


The screenshot shows a window titled "FAS 500 Asset Inventory Client - InstallShield Wizard" with a sub-header "Customer Information". Below the sub-header, it says "Please enter your information." On the left side, there is an illustration of a computer monitor, keyboard, mouse, and a CD/DVD. On the right side, there are three text input fields: "User Name:" with the text "Mary Riley", "Company Name:" with the text "Period Clothes", and "Customer Number:" with the text "12345". Below these fields, there is a small text block: "If you don't know your customer number visit www.sagefas.com/customernumber or call customer service at 800-368-2405." At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel". The "InstallShield" logo is visible in the bottom left corner of the window.

6. Enter your name, company name, and customer number. You will need your customer number if you call Sage FAS Customer Support with a technical question.

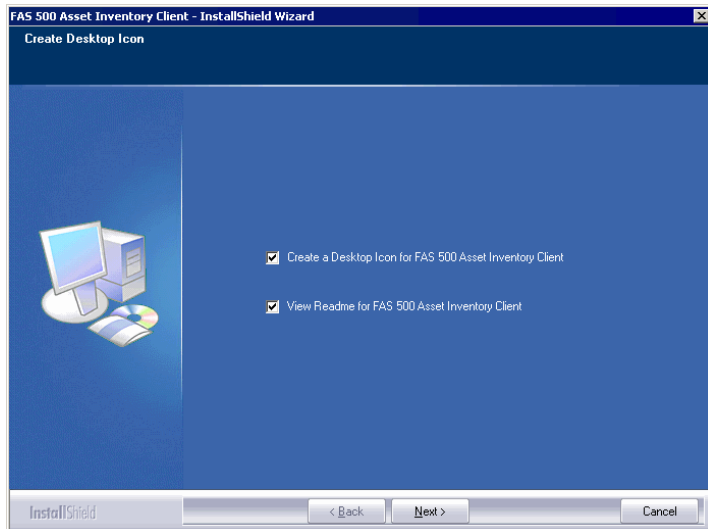
Note You can find the customer number on the packing slip in the upgrade package or by clicking About from the Help menu. If you cannot find your customer number, visit www.sagefas.com/customernumber, or call Customer Service at 800-368-2405.

7. Click the Next button. The Choose Destination Location screen appears.



8. Select the location for the client components, and then click the Next button. The system begins installing the software, and the Setup Status screen appears.

When all of the files have been installed, the Create Desktop Icon screen appears.



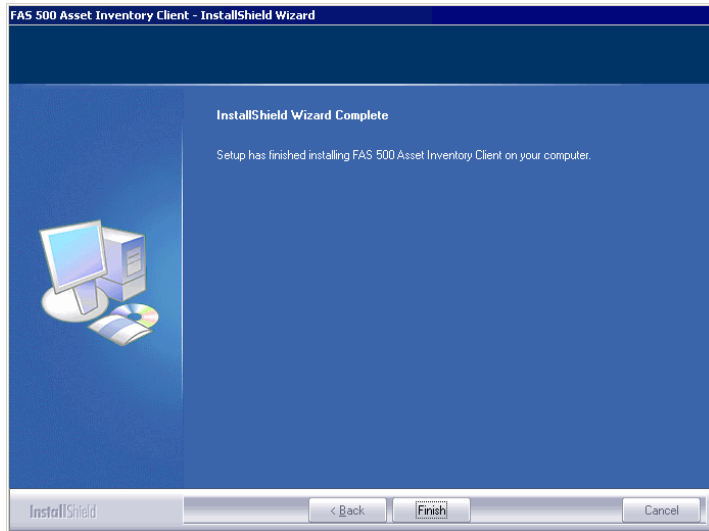
- **Create a Desktop Icon for FAS 500 Asset Inventory Client**

Select this check box if you want to add an icon to your desktop that enables you to start the program.

- **View Readme for FAS 500 Asset Inventory Client**

Click this check box if you want to view the Readme file, which contains additional information not included in the printed or online documentation.

9. Click the Next button. The InstallShield Wizard Complete screen appears.



If the installation program determines that you need to restart your computer before you use the program, it displays two options on the InstallShield Wizard Complete dialog box. You can either allow the system to restart your computer immediately, or you can restart your computer at a later time.

Important We strongly recommend that you allow the system to restart your computer at this time.

10. Click the Finish button.

Step 10: Installing the FAS Reader Program

Microsoft ActivSync must be installed on your computer before you can install the FAS Windows Reader program.

If you install FAS 500 Asset Inventory and the system detects Windows CE Services during the installation, a dialog box appears asking if you want to install the FAS Windows Reader program. If you choose to install the FAS Windows Reader program, follow the steps below to complete the installation.

Note The system installs the FAS Windows Reader program on the client workstation. In previous releases, the system installed the FAS Windows Reader program on the network server in the FAS 500 Asset Inventory installation directory.

You can also re-install the FAS Windows Reader program directly from the SageFAS folder in your Program Files.

Note In order to install the FAS Windows Reader program, your mobile reader must have established a connection with your PC.

To install FAS Windows reader

1. Make sure your mobile reader is connected to the PC before installing the FAS Windows Reader program.
2. From the FAS 500 Asset Inventory Installation process, choose Yes when the system asks if you would like to install the FAS Windows Reader program.

If you are re-installing FAS Windows Reader, in Windows Explorer, open the folder C:\Program Files\SageFAS\CEReader and double-click on SETUP.EXE.

3. The system displays the Welcome to FAS Windows Reader Setup screen.
4. Click the Next button. The system displays the License Agreement dialog box.

5. Read the license agreement, and then click the Yes button to accept the terms of the agreement. (If you do not accept the terms of the license agreement, click the No button and the system exits from the installation program.)

The system then connects to the Windows Mobile reader and begins to install the FAS Windows Reader program.

During the installation, the system asks if you would like to install the FAS Windows Reader program using the default application install directory.

6. Click the Yes button to accept the default directory, or click the No button to choose a different directory (choose a different directory on the mobile reader).

Step 11: Starting the Application

Note If you chose to install a desktop icon during the client installation, you can start the program by double-clicking the icon on your desktop.

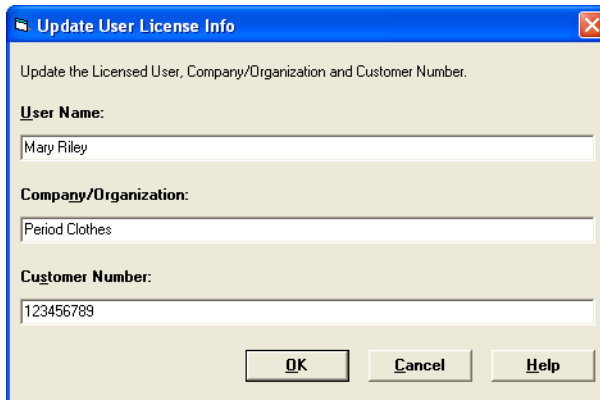
To start the application from a workstation

1. Select Start/Programs from the Windows taskbar.
2. Select the Sage Software program group.
3. Select the FAS 500 Asset Inventory Client program group.
4. Select the FAS 500 Asset Inventory Client icon.

To update your customer number

After you purchase the application, you will receive a customer number. You can enter your customer number so that it will be available if you need to call Customer Support with a question.

1. Select Help/Update User License Info from the menu bar. A screen appears that allows you to enter your customer number.



Update User License Info

Update the Licensed User, Company/Organization and Customer Number.

User Name:
Mary Riley

Company/Organization:
Period Clothes

Customer Number:
123456789

OK Cancel Help

2. Enter your name, company name, and customer number, and then click OK.

To view your customer number

When you call Customer Support with a question, you will need your customer number. Follow the steps below to view your customer number.

1. Select Help/About FAS Asset Inventory from the menu bar. A screen appears that provides information about your program, including your customer number.



Upgrading to SQL Server 2005

The syntax for the stored procedures in each asset database is designed specifically for the version of Microsoft SQL Server you are running. For example, you can run version 10.1 of FAS 500 Asset Inventory on Microsoft SQL Server 2000, and the stored procedures will have the syntax appropriate for Microsoft SQL Server 2000.

If you install version 10.1 and are running SQL Server 2000, and then you upgrade your database server to SQL Server 2005, the syntax of the stored procedures in each database must be updated also. To update the stored procedures, you must start the FAS 500 Database Utility.

To update the stored procedures for SQL Server 2005

1. Click the Start button on the Windows taskbar, and then select Programs from the Start menu.
2. Select the Sage Software program group.
3. Select the FAS 500 Server program group.
4. Select the FAS 500 Database Utility icon. The database utility screen appears.

The system updates the stored procedures in each database so that they are compatible with Microsoft SQL Server 2005.

Upgrading to SQL Server 2008

If you upgrade directly from Microsoft SQL Server 2000 to Microsoft SQL Server 2008 and the FAS Server components are on the same computer, you will encounter the following error message when you run the FAS 500 Database Utility:

Cannot instantiate SQLOLE server object.

To avoid this error, you must install the SQL 2005 Backward Compatibility Components. You can obtain these directly from Microsoft. Follow these steps:

1. Go to the Microsoft Download Center (www.microsoft.com/downloads/en/default.aspx).
2. Search for "Microsoft SQL Server 2008 Feature Pack."
3. Download and install the SQL 2005 Backward Compatibility Components on the same computer where the FAS Server components have been installed.

5

Installing FAS 500 Asset Inventory: Upgrading from a Prior Version

This chapter describes the steps for upgrading from a previous version of FAS 500 Asset Inventory.

Important You must be currently using **version 10.1** of FAS 500 Asset Inventory to follow the steps in this chapter. If you are not running version 10.1, you will need to install prior releases in sequential order through 10.1 before you upgrade.

Note FAS Report Writer uses Crystal Reports XI, which was shipped with Sage FAS versions 2008.2 and later. If you installed FAS Report Writer with Sage FAS version 2008.2 or later, you do not need to install it again.

A previous version of FAS Report Writer used Crystal Reports 8.5. If this version of Crystal Reports is still on your machine, you may want to uninstall it. The latest version of FAS Report Writer requires 1.5 GB of hard disk space. To uninstall FAS Report Writer, go to Control Panel, click the Add or Remove Programs icon, select FAS Report Writer from the list, and click the Remove button.

Preparing for an Upgrade

- Do you want to run the client application on the file server?

To run the client application on the server, you must perform the client installation after you perform the server portion of the installation.

- Have you backed up your existing data using the application's backup utility? (To back up your data, select File/Company Utilities/Backup Company from the menu bar.)

Location of backup _____

Overview of the Upgrade Process

The upgrade process consists of the following steps:

1. Backing up your current data, [page 5-3](#).
2. Installing the Fixed Assets server components, [page 5-3](#).
3. **Optional:** Installing the FAS Report Writer server components, [page 5-10](#).

Note FAS Report Writer uses Crystal Reports XI, which was shipped with Sage FAS versions 2008.2 and later. If you installed FAS Report Writer with version 2008.2 or later, you do not need to reinstall it.

4. Making sure the location of the server components, either the FASServ or Bestserv folder by default, is shared, [page 5-10](#).
5. Making sure you have a mapped drive to the location of the server components, either the FASServ or Bestserv folder by default, [page 5-11](#).
6. Installing the client components, [page 5-12](#).
7. Starting the application, [page 5-18](#).

Step 1: Backing Up Your Current Data

To back up your data

1. Select File/Company Utilities/Backup Company from the menu bar. The system displays the Backup Company dialog box.
2. Select the company that you want to back up, designate the destination directory, enter a file name for the backup file, and then click OK. The system takes a few moments to analyze the data. If you're backing up to disk, you'll receive a message informing you of the number of disks necessary to back up your data. Then you'll be prompted to change disks at the appropriate time.
3. After the backup is complete, click the Cancel button to close the Backup Company dialog box, or select another company to back up.

Step 2: Installing the Fixed Assets Server Components

Note You need to install the server components only once. If you have already installed the server components for the 2008.1 tax update, you do not need to repeat these steps again.

In this step, you install the server components on the server machine for the following applications:

- FAS 500 Asset Accounting
- FAS 500 Asset Inventory
- FAS 500 CIP Accounting

To install the Fixed Assets server components

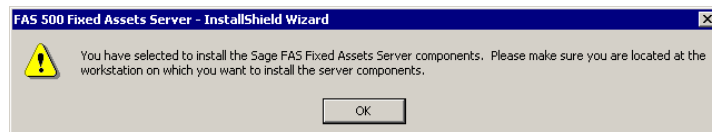
1. Insert the Sage FAS Fixed Assets installation DVD in your computer's DVD drive. If your computer's AutoRun option is enabled, the system automatically displays the Sage 500 Fixed Assets Server Installation screen.



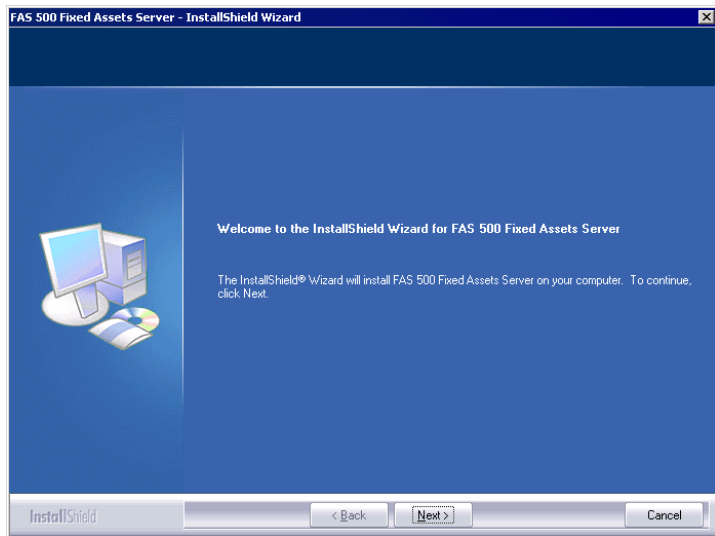
Note If your computer's AutoRun option is not enabled, follow these steps to start the install program:

- Select Start/Run from the Windows taskbar. The system displays the Run dialog box.
- Type (or browse to) D:\SETUP.EXE in the Open field, and then click OK. (Substitute your computer's DVD drive letter for "D" if it is different.) The system displays the Server Installation screen.

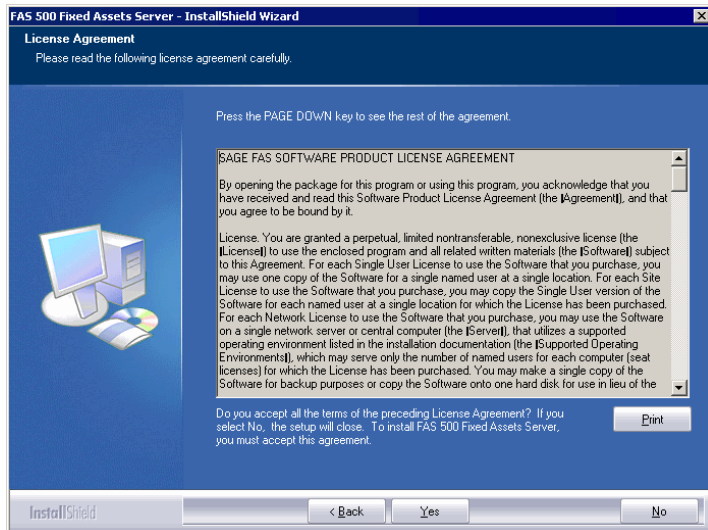
2. Select the Install FAS Server Components option. A message reminds you that you are installing the server components. Make sure you are sitting at the correct machine.



3. Click OK to continue. The Welcome screen appears.



4. Click the Next button. The Software License Agreement screen appears.



■ **Print Button**

Click this button to send the license agreement to the default printer.

5. Read the license agreement, and then click the Yes button to accept the terms of the agreement. (If you do not accept the terms of the license agreement, click the No button. The system exits from the installation program.)

After you click the Yes button, the Customer Information screen appears.

FAS 500 Fixed Assets Server - InstallShield Wizard

Customer Information
Please enter your information.

Please enter your name, the name of the company for which you work, and your customer number.

User Name:

Company Name:

Customer Number:

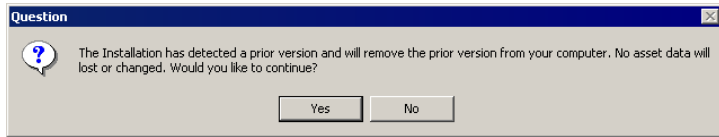
If you don't know your customer number visit www.sagefas.com/customernumber or call customer service at 800-368-2405.

InstallShield < Back Next > Cancel

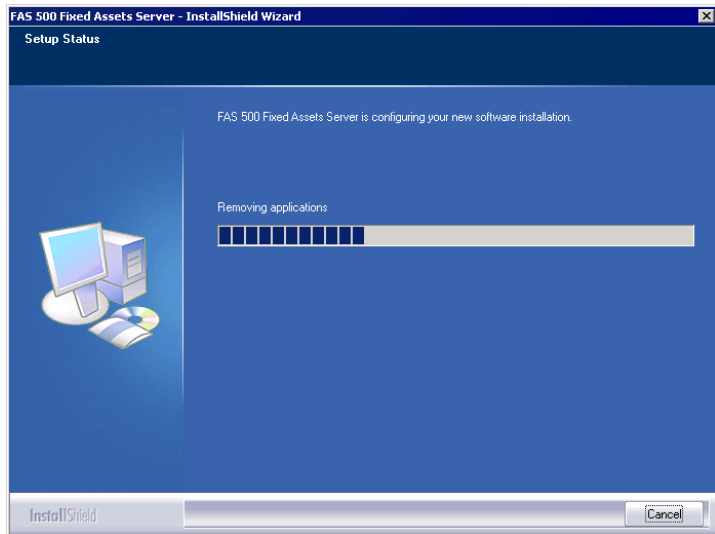
6. Enter your name, company name, and customer number. You will need your customer number if you call Sage FAS Customer Support with a technical question.

Note You can find the customer number on the packing slip in the upgrade package or by clicking About from the Help menu. If you cannot find your customer number, visit www.sagefas.com/customernumber, or call Customer Service at 800-368-2405.

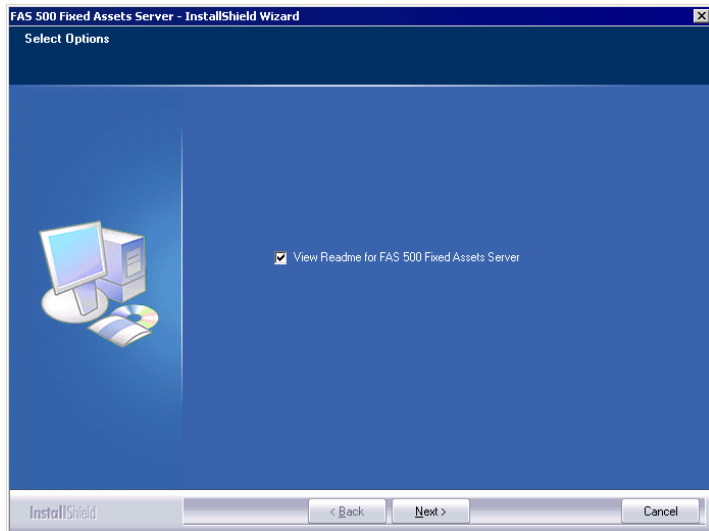
7. Click the Next button. A message appears indicating that a previous version of the program has been found on your computer.



8. Click Yes to continue. The system begins installing the software, and the Setup Status screen appears.



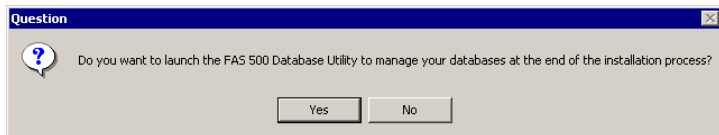
When all of the files have been installed, the Select Readme screen appears.



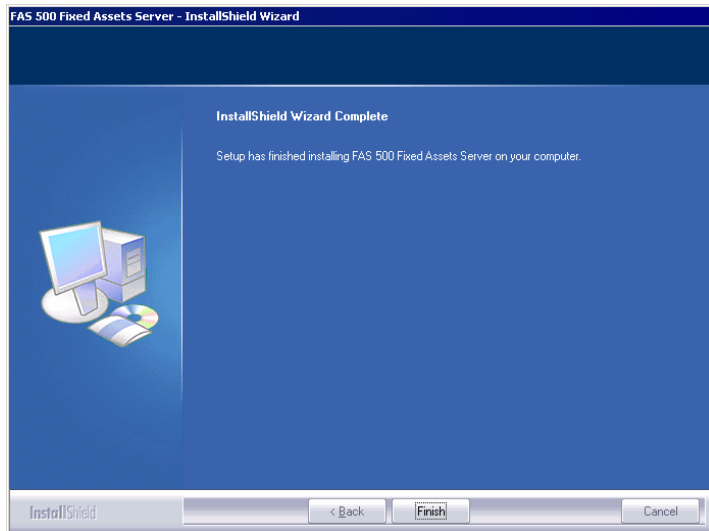
■ **View Readme for FAS 500 Fixed Assets Server**

Click this check box if you want to view the Readme file, which contains additional information not included in the printed or online documentation.

9. Click the Next button. A message asks if you want to start the FAS 500 Database Utility at the end of the server installation.



10. Click Yes if you want to use the FAS 500 Database Utility to create an asset database; otherwise, click No. The InstallShield Wizard Complete screen appears.



If the installation program determines that you need to restart your computer before you use the program, it displays two options on the InstallShield Wizard Complete dialog box. You can either allow the system to restart your computer immediately, or you can restart your computer at a later time.

Important It is advised that you allow the system to restart your computer at this time if prompted to do so.

11. Click the Finish button. If you clicked Yes to launch the FAS 500 Database Utility, the database utility screen appears; otherwise, the system returns to the Sage FAS Fixed Asset Management Solutions installation screen.
12. Click Exit to close the Server Installation screen.

Note The Install FAS Report Writer option appears only if you have installed the FAS Report Writer server components.

Step 3: Installing the FAS Report Writer Server Components

FAS Report Writer enables you to create custom reports. It is a powerful program that allows you to design, create, print, and distribute your custom reports. In this step, you install the FAS Report Writer server components on the server machine.

Note FAS Report Writer uses Crystal Reports XI, which was shipped with Sage FAS versions 2008.2 and later. If you installed FAS Report Writer with version 2008.2 or later, you do not need to reinstall it.

Note The FAS Report Writer program uses Crystal Reports XI. FAS Report Writer may not be compatible with other versions of Crystal Reports. Before installing FAS Report Writer, we recommend that you make sure version Crystal Reports XI is compatible with your other applications that run Crystal Reports.

To install the FAS Report Writer server components

1. Insert the Sage FAS Report Writer DVD in your computer's DVD drive, and follow the on-screen instructions.

For instructions on installing the FAS Report Writer client components, see [Chapter 8, "Installing FAS Report Writer."](#)

Step 4: Sharing the FASServ or Bestserv Folder

Note The following information is for users of the Windows Network Edition only. Since you are upgrading from a previous version, the FASServ or Bestserv folder may already be shared.

The next step is to share the \FASServ or \Bestserv folder with **full control** for the following users or groups:

- Users of the Sage FAS application
- Domain Administrators (optional)
- Local operating System group (optional)

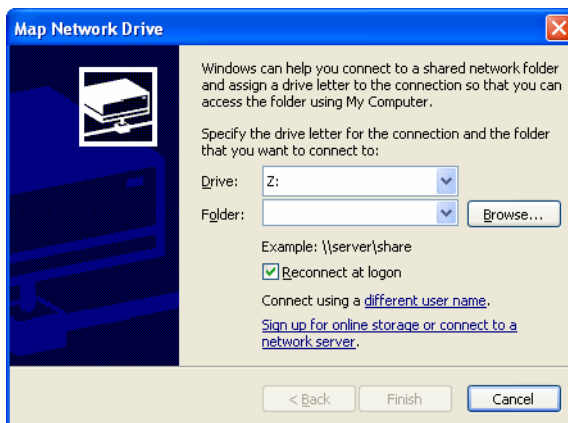
The procedure for sharing the FASServ or Bestserv folder is slightly different depending on the platform you are using. For information on sharing folders with full control, see your Windows documentation.

Step 5: Mapping a Drive to the FASServ or Bestserv Folder

Before you install the client components, you must share the directory in which you installed the database server and map a network drive to that directory on each workstation.

To map a drive to the FASServ or Bestserv folder

1. In Windows Explorer, select Tools/Map Network Drive. The Map Network Drive screen appears.



2. Click the Browse button to locate the Bestserv folder on the server.

Note We recommend that you select the Reconnect at Logon check box.

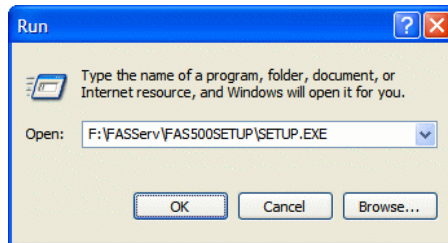
3. Click the Finish button to close the Map Network Drive screen.

Step 6: Installing the Client Components

Follow the steps below on each workstation on which you will run the network application. You can also install the client application on the server for testing purposes.

To install a client on a workstation

1. Select Start/Run from the Windows taskbar. The Run screen appears.



■ **Browse**

Click this button to select the SETUP.EXE file. The default directory path is:

F:\FASserv\FAS500SETUP

or

F:\BESTSERV\FAS500SETUP.

(Substitute your network drive letter for “F” if it is different.)

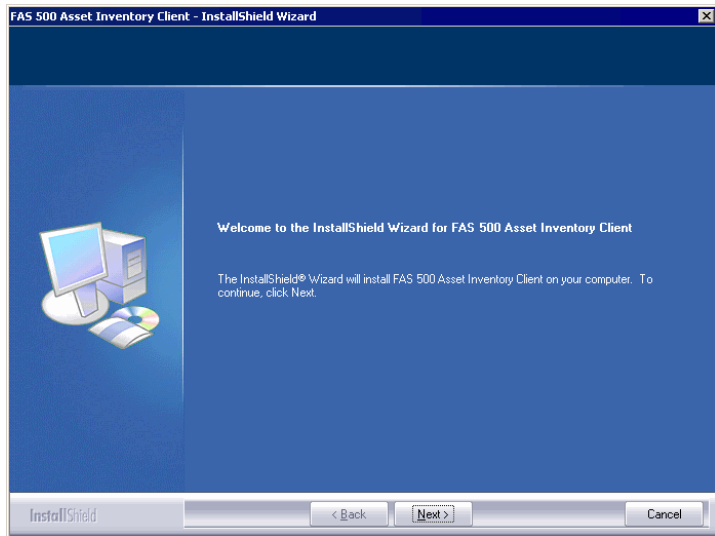
Note If you mapped the F: drive to \FASServ or \BESTSERV, then the path would be:
F:\FAS500SETUP\SETUP.EXE

Note The SETUP.EXE file is located on the machine on which you installed the server components; it is NOT on the installation DVD.

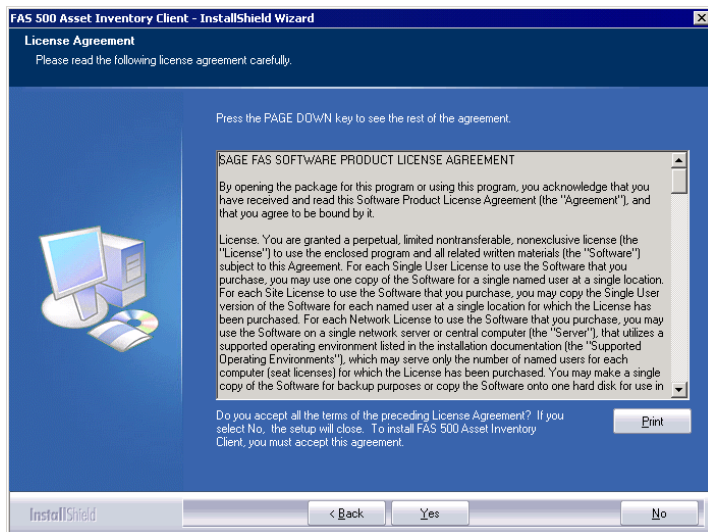
2. Click OK. The Client Installation screen appears.



3. Select the Install FAS 500 Asset Inventory option. The Welcome screen appears.



4. Click the Next button. The Software License Agreement screen appears.



5. Read the license agreement, and then click the Yes button to accept the terms of the agreement. (If you do not accept the terms of the license agreement, click the No button. The system exits from the installation program.)

After you click the Yes button, the Customer Information screen appears.

FAS 500 Asset Inventory Client - InstallShield Wizard

Customer Information
Please enter your information.

Please enter your name, the name of the company for which you work and your customer number.

User Name:
Maya Riley

Company Name:
Period Clothes

Customer Number:
12345

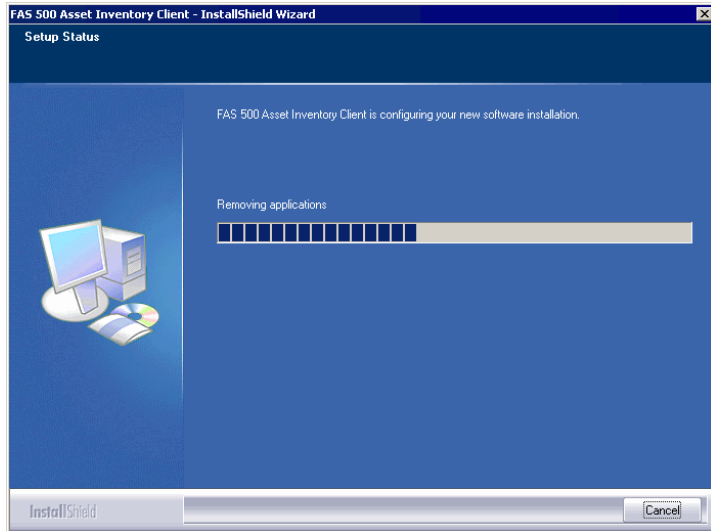
If you don't know your customer number visit www.sagefas.com/customernumber or call customer service at 800-368-2405.

InstallShield < Back Next > Cancel

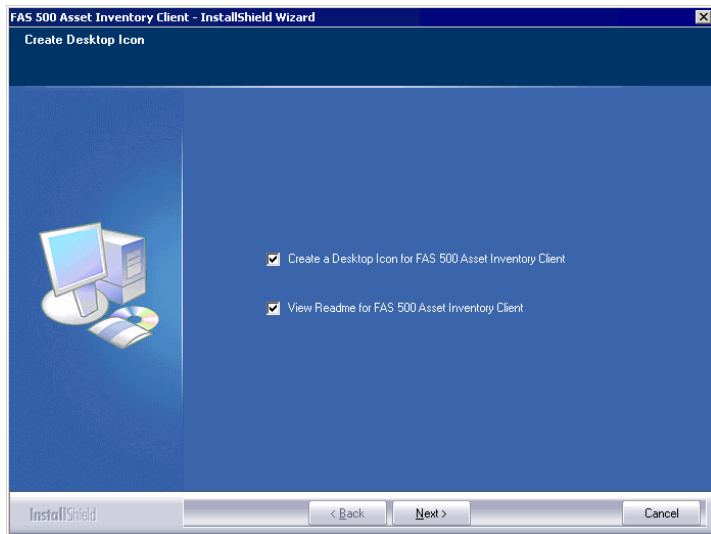
6. Enter your name, company name, and customer number. You will need your customer number if you call Sage FAS Customer Support with a technical question.

Note You can find the customer number on the packing slip in the upgrade package or by clicking About from the Help menu. If you cannot find your customer number, visit www.sagefas.com/customernumber, or call Customer Service at 800-368-2405.

7. Click the Next button. A message appears indicating that a previous version of the program has been found on your computer.
8. Click Yes to remove the previous version of the application. The system removes the prior version and begins installing the software, and the Setup Status screen appears.



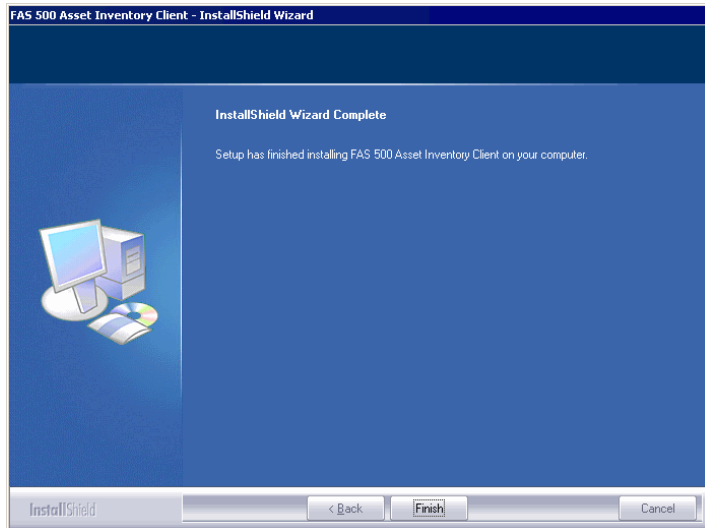
When all of the files have been installed, the Create Desktop Icon screen appears.



- **Create a Desktop Icon for FAS 500 Asset Inventory Client**
Select this check box if you want to add an icon to your desktop that enables you to start the program.

- **View Readme for FAS 500 Asset Inventory Client**
Click this check box if you want to view the Readme file, which contains additional information not included in the printed or online documentation.

9. Click the Next button. The InstallShield Wizard Complete screen appears.



If the installation program determines that you need to restart your computer before you use the program, it displays two options on the InstallShield Wizard Complete dialog box. You can either allow the system to restart your computer immediately, or you can restart your computer at a later time.

Important It is advised that you allow the system to restart your computer at this time if prompted to do so.

10. Click the Finish button.

Step 7: Starting the Application

Note If you chose to install a desktop icon during the client installation, you can start the program by double-clicking the icon on your desktop.

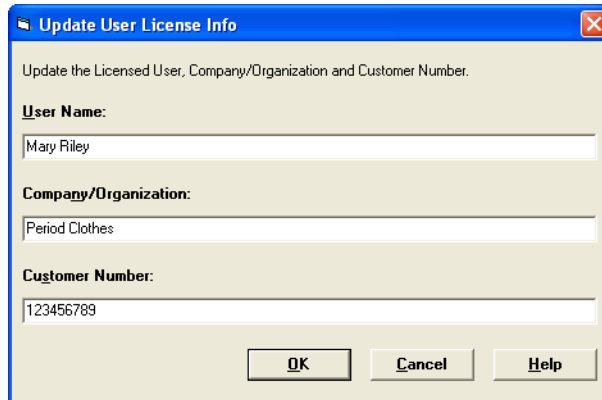
To start the application from a workstation

1. Select Start/Programs from the Windows taskbar.
2. Select the Sage Software program group.
3. Select the FAS 500 Asset Inventory Client program group.
4. Select the FAS 500 Asset Inventory Client icon.

To update your customer number

After you purchase the application, you will receive a customer number. You can enter your customer number so that it will be available if you need to call Customer Support with a question.

1. Select Help/Update User License Info from the menu bar. A screen appears that allows you to enter your customer number.

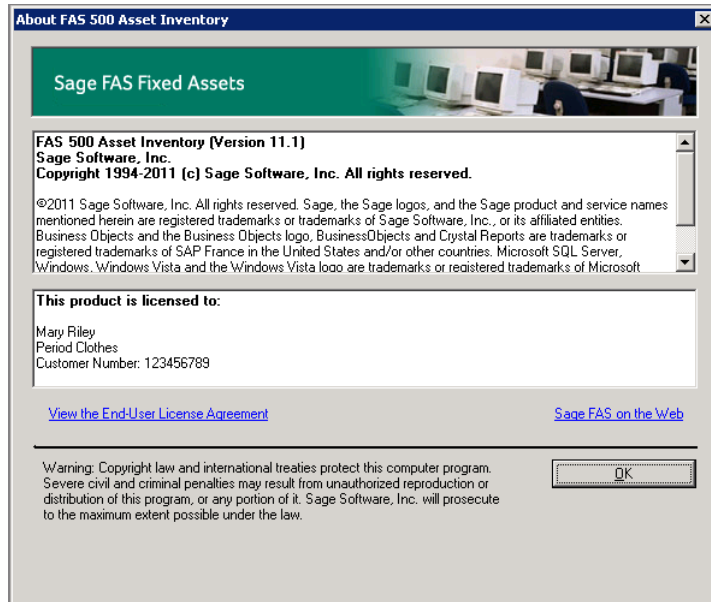


2. Enter your name, company name, and customer number, and then click OK.

To view your customer number

When you call Customer Support with a question, you will need your customer number. Follow the steps below to view your customer number.

1. Select Help/About FAS Asset Inventory from the menu bar. A screen appears that provides information about your program, including your customer number.



Upgrading to SQL Server 2005

The syntax for the stored procedures in each asset database is designed specifically for the version of Microsoft SQL Server you are running. For example, you can run version 10.1 of FAS 500 Asset Inventory on Microsoft SQL Server 2000, and the stored procedures will have the syntax appropriate for Microsoft SQL Server 2000.

If you install version 10.1 and are running SQL Server 2000, and then you upgrade your database server to SQL Server 2005, the syntax of the stored procedures in each database must be updated also. To update the stored procedures, you must start the FAS 500 Database Utility.

To update the stored procedures for SQL Server 2005

1. Click the Start button on the Windows taskbar, and then select Programs from the Start menu.

2. Select the Sage Software program group.
3. Select the FAS 500 Server program group.
4. Select the FAS 500 Database Utility icon. The database utility screen appears.

The system updates the stored procedures in each database so that they are compatible with Microsoft SQL Server 2005.

Upgrading to SQL Server 2008

If you upgrade directly from Microsoft SQL Server 2000 to Microsoft SQL Server 2008 and the FAS Server components are on the same computer, you will encounter the following error message when you run the FAS 500 Database Utility:

```
Cannot instantiate SQLOLE server object.
```

To avoid this error, you must install the SQL 2005 Backward Compatibility Components. You can obtain these directly from Microsoft. Follow these steps:

1. Go to the Microsoft Download Center (www.microsoft.com/downloads/en/default.aspx).
2. Search for "Microsoft SQL Server 2008 Feature Pack."
3. Download and install the SQL 2005 Backward Compatibility Components on the same computer where the FAS Server components have been installed.

6

Installing FAS 500 CIP Accounting the First Time

Overview of the Install Process

The install process consists of the following steps:

1. Installing the Fixed Assets server components, [page 6-1](#).
2. **Optional:** Installing the FAS Report Writer server components, [page 6-10](#).
3. Creating the configuration database, [page 6-10](#).
4. Creating an asset database, [page 6-14](#).
5. Registering the application, [page 6-19](#).
6. Sharing the FASserv folder, [page 6-22](#).
7. Mapping a drive to the FASserv folder, [page 6-23](#).
8. Installing the client components, [page 6-23](#).
9. Starting the application, [page 6-30](#).

Step 1: Installing the Fixed Assets Server Components

In this step, you install the server components on the server machine for the following applications:

- FAS 500 Asset Accounting

- FAS 500 Asset Inventory
- FAS 500 CIP Accounting

To install the Fixed Assets server components

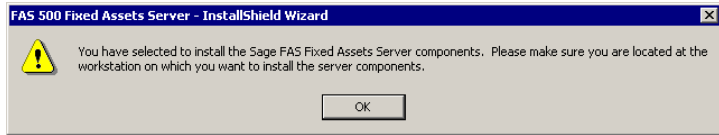
1. Insert the Sage Fixed Assets Server installation DVD in your computer's DVD drive. If your computer's AutoRun option is enabled, the system automatically displays the Sage 500 Fixed Assets Server Installation screen.



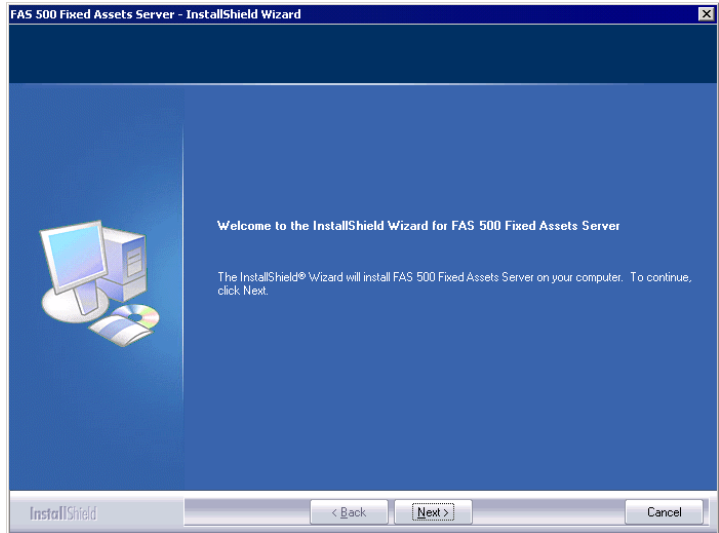
Note If your computer's AutoRun option is not enabled, follow these steps to start the install program:

- Select Start/Run from the Windows taskbar. The system displays the Run dialog box.
- Type (or browse to) D:\SETUP.EXE in the Open field, and then click OK. (Substitute your computer's DVD drive letter for "D" if it is different.) The system displays the Server Installation screen.

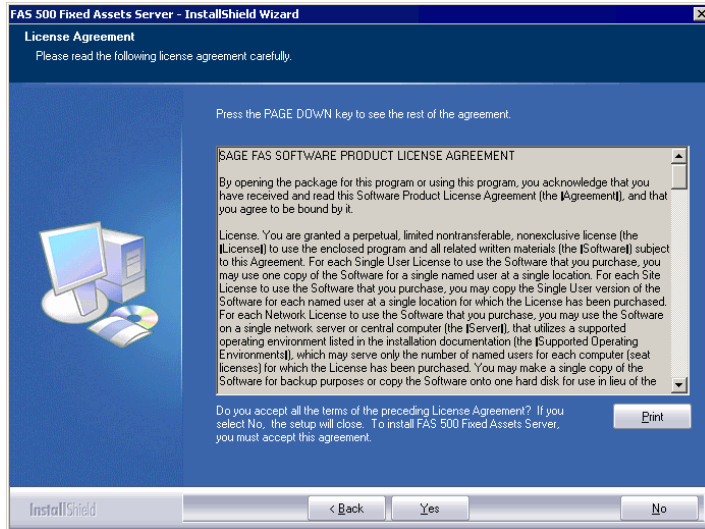
-
2. Select the Install FAS Server Components option. A message reminds you that you are installing the server components. Make sure you are sitting at the correct machine.



3. Click OK to continue. The Welcome screen appears.



4. Click the Next button. The Software License Agreement screen appears.

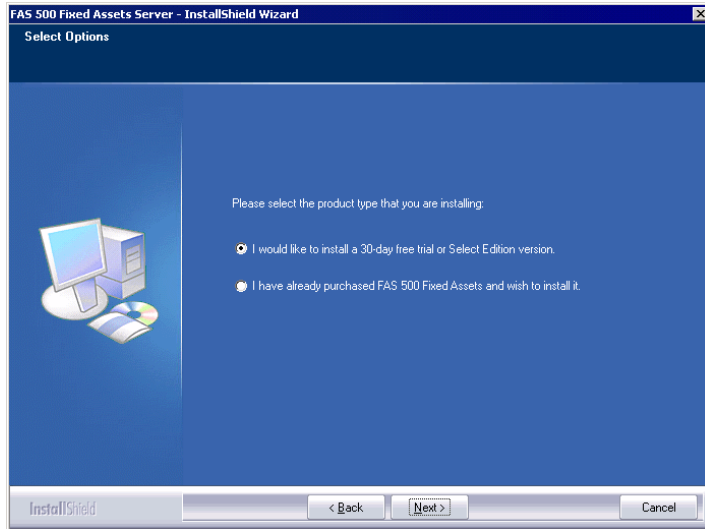


■ **Print Button**

Click this button to send the license agreement to the default printer.

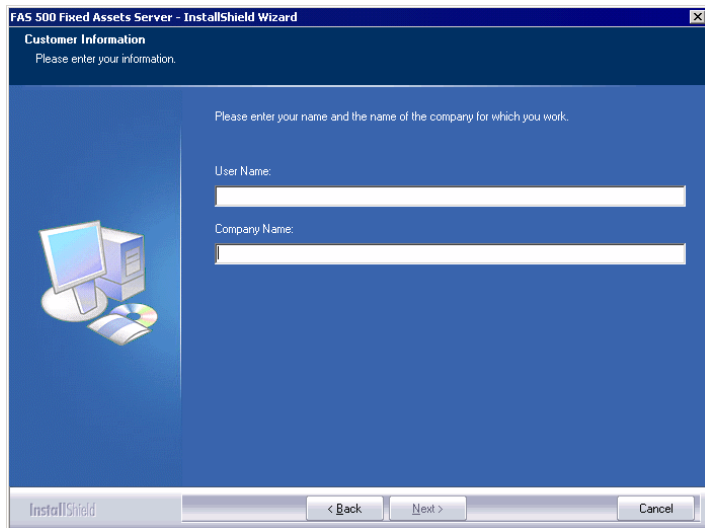
5. Read the license agreement, and then click the Yes button to accept the terms of the agreement. (If you do not accept the terms of the license agreement, click the No button. The system exits from the installation program.)

After you click the Yes button, the Select Options screen appears.



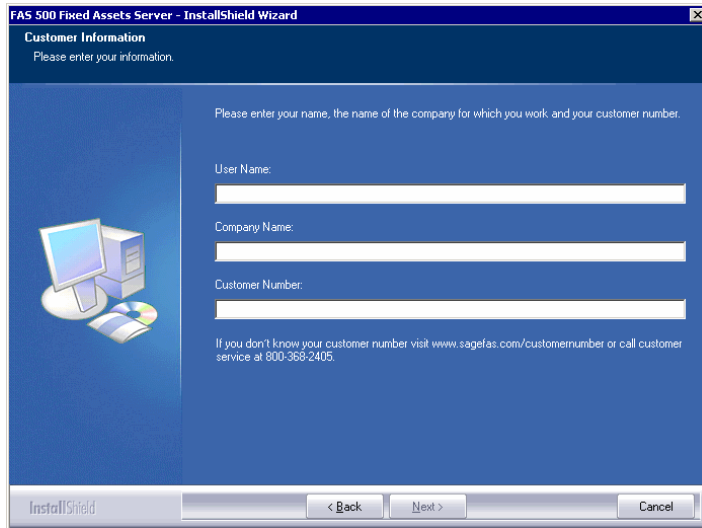
6. Select either the 30-day free trial option or the purchased option.

If you selected the 30-day free trial option, the following Customer Information screen appears.



7. Enter your name and company name, and continue to step 9.

If you selected the purchased option, the following Customer Information screen appears.

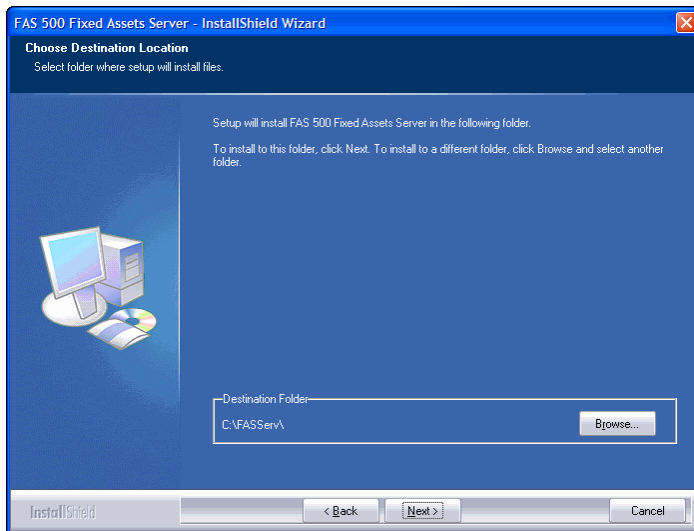


The screenshot shows a window titled "FAS 500 Fixed Assets Server - InstallShield Wizard" with a sub-header "Customer Information". Below the sub-header, it says "Please enter your information." and "Please enter your name, the name of the company for which you work and your customer number." There are three input fields: "User Name:", "Company Name:", and "Customer Number:". To the left of the input fields is an icon of a computer monitor, tower, and CD/DVD. Below the input fields, there is a note: "If you don't know your customer number visit www.sagefas.com/customernumber or call customer service at 800-368-2405." At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

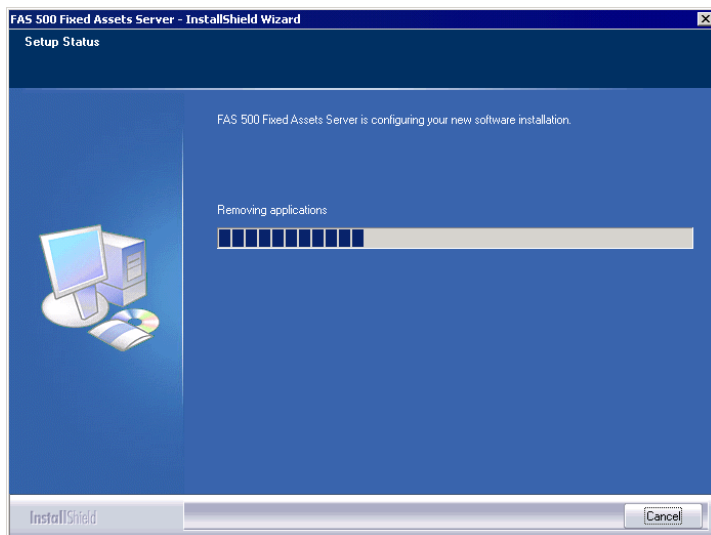
8. Enter your name, company name, and customer number. You will need your customer number if you call Sage FAS Customer Support with a technical question.

Note You can find the customer number on the packing slip in the upgrade package or by clicking About from the Help menu. If you cannot find your customer number, visit www.sagefas.com/customernumber, or call Customer Service at 800-368-2405.

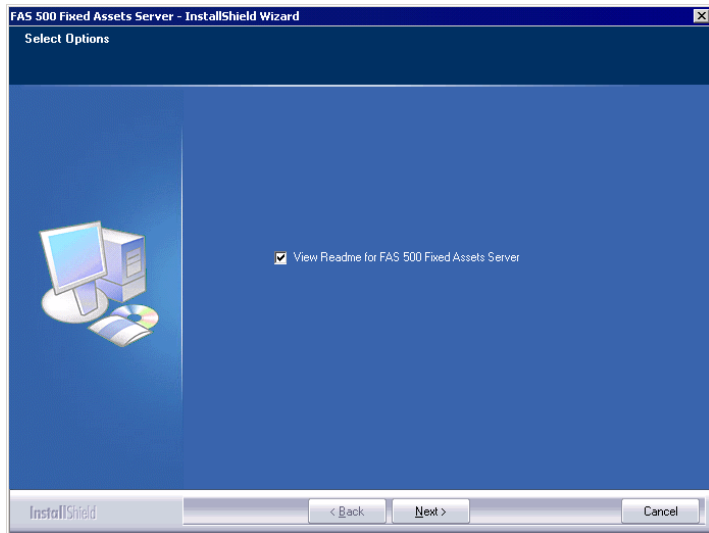
9. Click the Next button. The Choose Destination Location screen appears.



10. Select the folder in which to install the server components, and then click the Next button. The system begins installing the software, and the Setup Status screen appears.



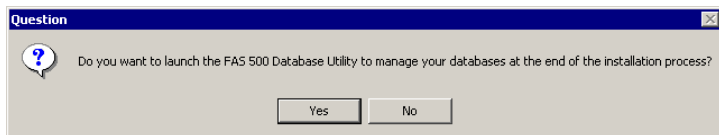
When all of the files have been installed, the Select Readme screen appears.



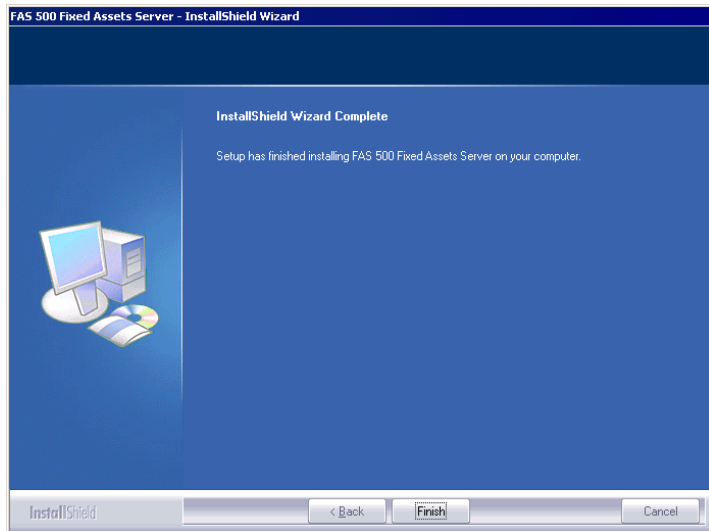
■ **View Readme for FAS 500 Fixed Assets Server**

Click this check box if you want to view the Readme file, which contains additional information not included in the printed or online documentation.

11. Click the Next button. A message asks if you want to start the FAS 500 CIP Database Utility at the end of the server installation.



12. Click Yes if you want to use the FAS 500 CIP Database Utility to create an asset database; otherwise, click No. The InstallShield Wizard Complete screen appears.



If the installation program determines that you need to restart your computer before you use the program, it displays two options on the InstallShield Wizard Complete dialog box. You can either allow the system to restart your computer immediately, or you can restart your computer at a later time.

Important It is advised that you allow the system to restart your computer at this time if prompted to do so.

13. Click the Finish button. If you clicked Yes to launch the FAS 500 Database Utility, the database utility screen appears; otherwise, the system returns to the Sage FAS Fixed Asset Management Solutions installation screen.
14. Click Exit to close the Server Installation screen.

Step 2: Installing the FAS Report Writer Server Components

FAS Report Writer enables you to create custom reports. It is a powerful program that allows you to design, create, print, and distribute your custom reports. In this step, you install the FAS Report Writer server components on the server machine.

Important The latest version of FAS Report Writer uses Crystal Reports XI. You must install FAS Report Writer to create custom reports, even if you have previously installed FAS Report Writer.

Note The FAS Report Writer program uses Crystal Reports XI. FAS Report Writer may not be compatible with other versions of Crystal Reports. Before installing FAS Report Writer, we recommend that you make sure version Crystal Reports XI is compatible with your other applications that run Crystal Reports.

To install the FAS Report Writer server components

1. Insert the Sage FAS Report Writer DVD in your computer's DVD drive, and follow the on-screen instructions.

For instructions on installing the FAS Report Writer client components, see [Chapter 8, "Installing FAS Report Writer."](#)

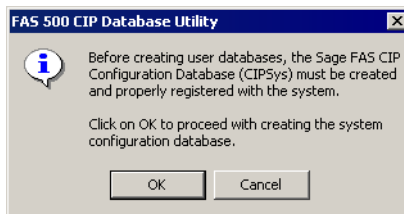
Step 3: Creating the Configuration Database

When you installed the application, you provided the necessary information to create the Configuration Database (CIPSYS). The first time you launch the Database Utility, the database will be created for the Configuration Database. The CIPSYS database contains critical information about the application and your other Sage FAS asset databases.

If you chose to launch the FAS 500 CIP Database Utility, a message prompts you to create the Configuration Database. Otherwise, follow the steps below to launch the FAS 500 Database Utility.

To create the Configuration Database

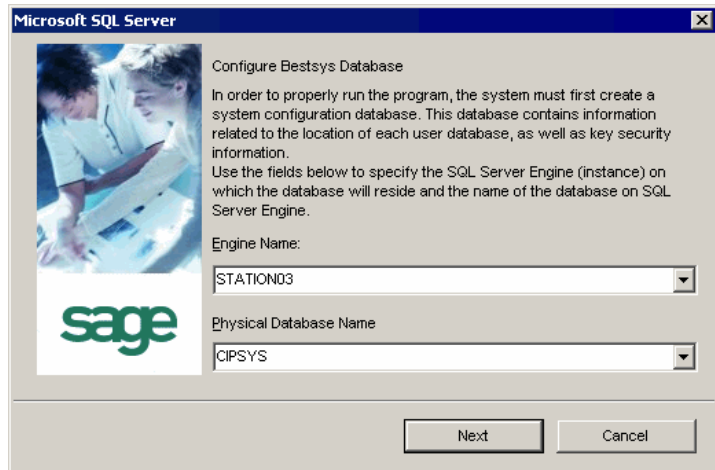
1. Select Start/Programs from the Windows taskbar.
2. Select the Sage Software program group.
3. Select the FAS 500 CIP Server program group.
4. Select the FAS 500 CIP Database Utility icon. A message prompts you to create the Configuration Database.



5. Click OK to proceed.

If you are launching the utility for the first time, the application displays the Configure Bestsys Database window.

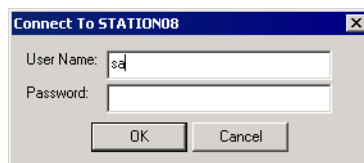
If you are creating the configuration database on a machine that does not have Microsoft SQL Server on it, you must point to the Microsoft SQL Server machine. Select the Microsoft SQL Server machine in the Engine Name field.



- **Engine Name**
Use this field to enter the SQL Server Engine on which the Configuration Database will reside.
- **Physical Database Name**
Use this field to enter the name of the Configuration Database.

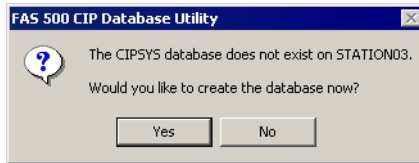
Caution We strongly recommend that you do NOT change the default database name of CIPSYS.

6. Click the Next button. The application displays a login screen.

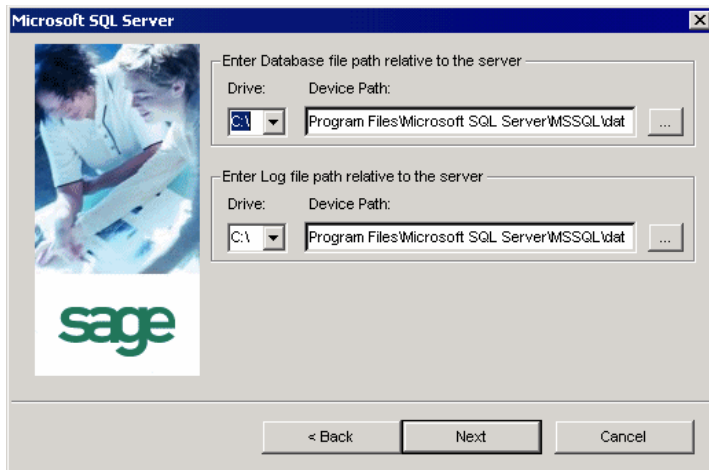


7. Enter your system administrator login name and password used to log in to Microsoft SQL Server, and then click OK. The application returns to the Configure Bestsys Database window.

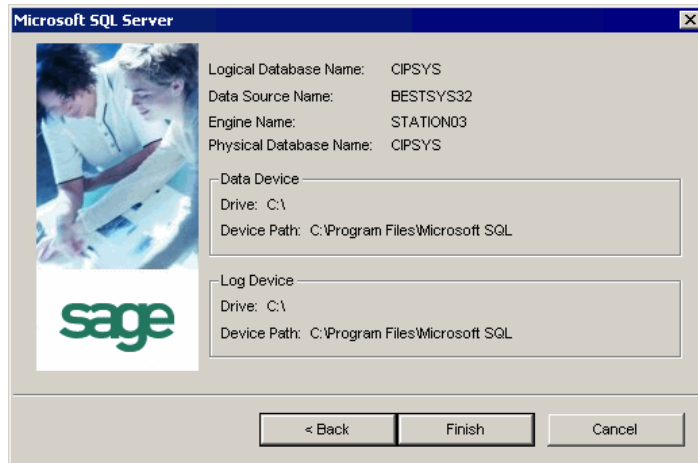
- Click the Next button. The application displays a message indicating that the Configuration Database does not exist and asking if you want to create it now.



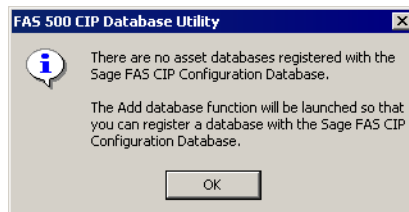
- Click the Yes button to proceed. The application displays a window that allows you to specify the location of the Configuration Database.



- Specify the location of the Configuration Database, and then click the Next button. The application displays a window that provides information about the Configuration Database.



11. Review the information, and then click the Finish button. The application displays a message indicating that you need to create a new asset database.

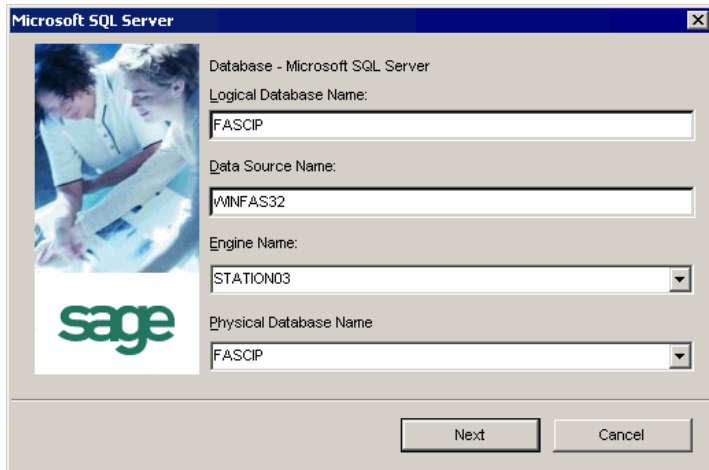


Step 4: Creating an Asset Database

You must create at least one asset database before you install the client components and run the application.

To create an asset database

12. Click OK to proceed. The application displays a window that allows you to enter information about the asset database.



Microsoft SQL Server

Database - Microsoft SQL Server

Logical Database Name: FASCIP

Data Source Name: WINFAS32

Engine Name: STATION03

Physical Database Name: FASCIP

Next Cancel

■ **Logical Database Name**

Use this field to enter the “user friendly” name for the new database as you want it to appear in the Database field inside the application. This name can consist of up to 50 characters. We recommend that the Logical Database Name match the Physical Database Name.

■ **Data Source Name**

Use this field if you need to enter a specific data source name. Otherwise, use the default name that the application provides.

Caution: We strongly recommend that you use the default Data Source Name of WINFAS32.

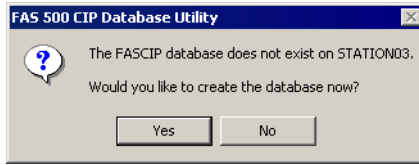
■ **Engine Name**

Use this field to enter the name of the computer or SQL instance on which the MS SQL Server is running.

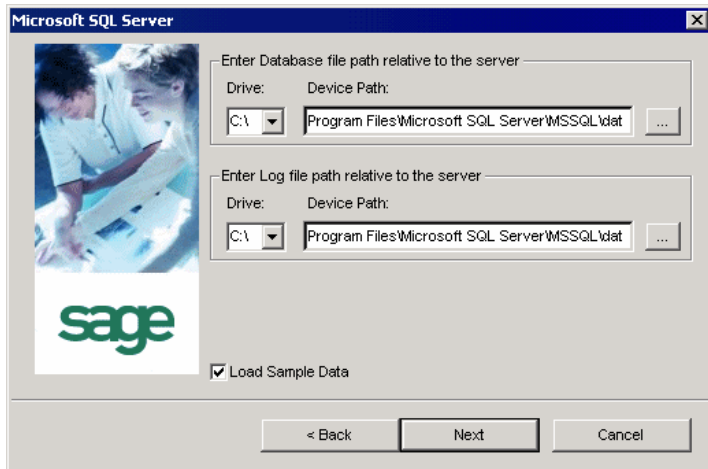
■ **Physical Database Name**

Use this field to enter the name of the database as you want it to appear (or as it already appears) on the MS SQL Server machine. We recommend that the Physical Database Name match the Logical Database Name.

13. Click the Next button. The application displays a message confirming that you want to create the asset database now.



14. Click the Yes button to proceed. The application displays a window that allows you to specify information about the asset database.



- **Database**

Use these fields to enter the Drive and Path of the new device. You can use the Browse button next to the Device Path field to select the path for the device.

The name of the device depends on the physical database name entered in the previous screen. For example, if the physical database name is Newbestdb, then the device will be named Newbestdb.mdf.

- **Log**

Use these fields to enter the Drive and Path of the log file for the new database. You can use the Browse button next to the Device Path field to select the path for the log file.

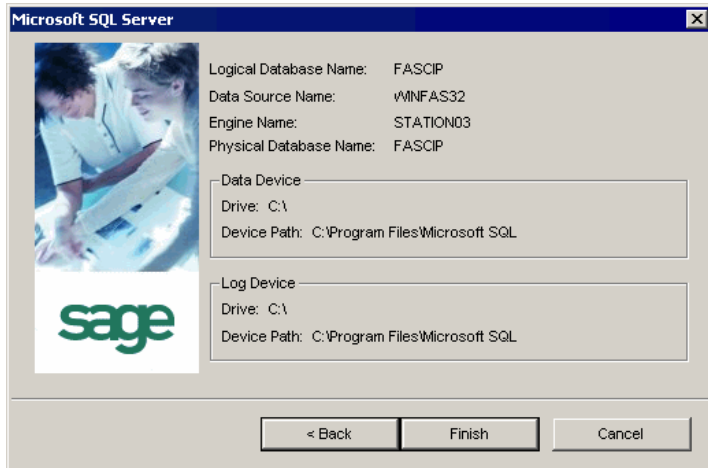
The name of the log file depends on the physical database name entered in the previous screen. For example, if the

physical database name is Newbestdb, then the log file will be named Newbestdblog.ldf.

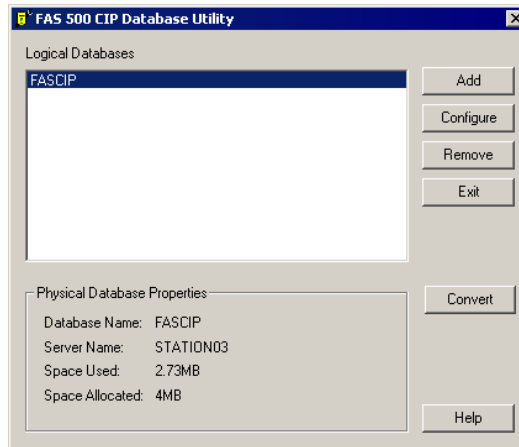
■ **Load Sample Data (Recommended)**

Select this check box if you want the database to contain a sample company with sample assets. We have included a sample company called Westfields Bakery - Demo. You can use this sample data for learning about the features of the application.

15. Click the Next button. The application displays a window that summarizes the information about the asset database.



16. Click the Finish button. The application displays the main screen of the FAS 500 CIP Database Utility.



■ Logical Databases

The application uses this field to list the logical names of databases. These are the database names that application users see in windows. When you select a database, the application displays information about that database underneath the list box in the Physical Database Properties field.

Note Although the application allows multiple logical database names for a single MS SQL Server database, it is not recommended.

■ Physical Database Properties

The application uses this field to display information about the selected database.

❑ Database Name

This is the actual database name as it appears on the MS SQL Server.

❑ Server Name

This is the name of the server on which the database resides.

❑ Space Used

This is the disk space that is currently being used by the database.

❑ Space Allocated

This is the disk space allocated for this database.

- **Add Button**
Click this button to display a window that allows you to add a new database.
- **Configure Button**
Click this button to display a window that allows you to change the attributes of the selected database.
- **Remove Button**
Click this button to remove the selected database. When you remove a database, you only remove information about it from the Configuration Database (BESTSYS). You do not actually remove it from the MS SQL Server. To remove it from the MS SQL Server, you must use Enterprise Manager.
- **Convert Button**
Click this button to convert data used in a previous version of the Sage FAS application.

To add additional asset databases

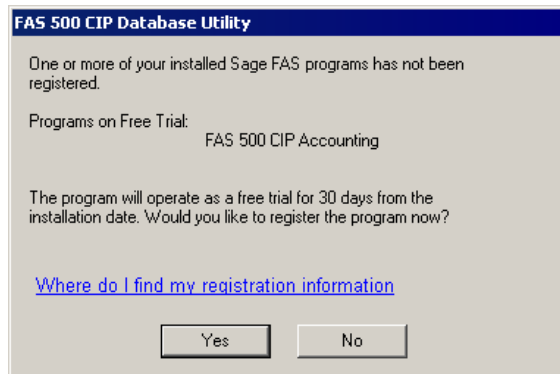
Follow the steps below to add additional asset databases.

1. Select Start/Programs from the Windows task bar.
2. Select the Sage Software program group.
3. Select the FAS 500 CIP Server program group.
4. Select the FAS 500 CIP Database Utility icon. The main screen of the FAS 500 Database Utility appears.
5. Click the Add button to add a new asset database.

Step 5: Registering the Application

The process of registering the program is a one-time event. After you enter your registration codes, you won't have to enter them again—not even when you receive your next program update.

If you close the FAS 500 CIP Database Utility without registering the application, a message appears reminding you to register.

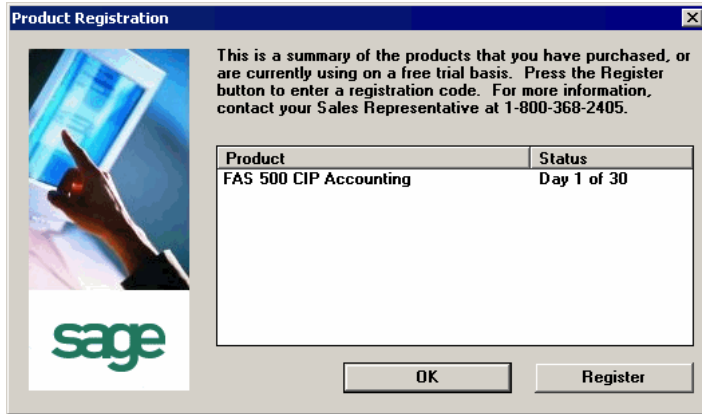


Click "Where do I find my registration information" to view a web page that explains where to find your Serial Number and Activation Code.

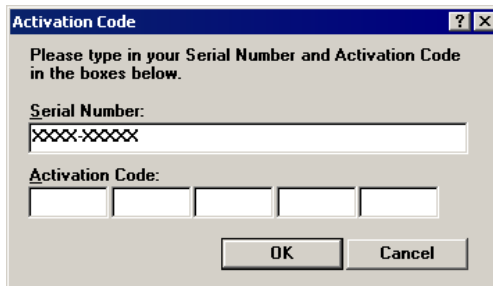
Note You have 30 days to register the application.

To register the application

1. On the server machine, click the Start button on the Windows taskbar, and then select Programs from the Start menu.
2. Select the Sage Software program group.
3. Select the FAS 500 CIP Server program group.
4. Select the FAS 500 CIP Product Registration icon. A registration screen similar to the one shown below appears.



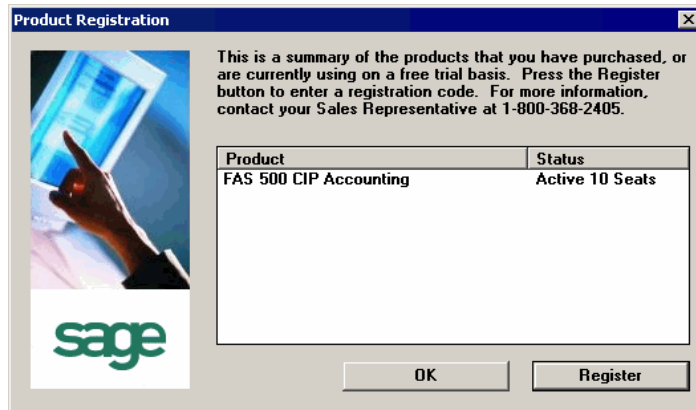
- Click the Register button. A screen appears that allows you to enter your serial number and activation code.



- **Serial Number**
Enter your serial number. **You must enter the hyphen.** The system displays XXXX-XXXXX in this field to demonstrate the required format. Replace the X's with your serial number.
- **Activation Code**
Enter your activation code.

Please contact Customer Service at 800-368-2405 if you cannot find your serial number and activation code.

- Click OK. The system returns to the previous registration screen.



7. Click OK to close the registration screen.

Before you install the client components, you must share the directory in which you installed the database server and map a network drive to that directory on each workstation.

Step 6: Sharing the FASServ Folder

The next step is to share the \FASServ folder with **full control** for the following users or groups:

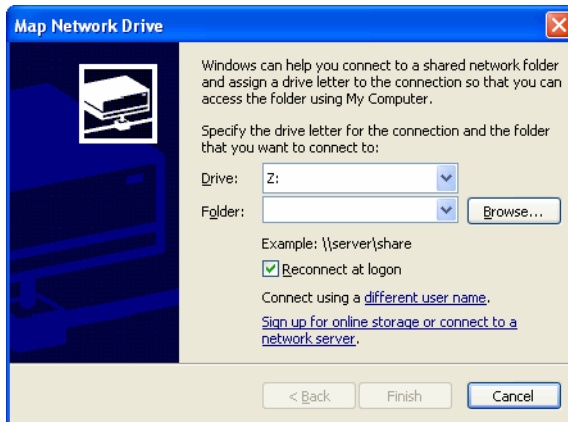
- Users of the Sage FAS application
- Domain Administrators (optional)
- Local operating System group (optional)

The procedure for sharing the FASServ folder is slightly different depending on the platform you are using. For information on sharing folders with full control, see your Windows documentation.

Step 7: Mapping a Drive to the FASServ Folder

To map a drive to the FASServ folder

1. In Windows Explorer, select Tools/Map Network Drive. The Map Network Drive screen appears.



2. Click the Browse button to locate the FASServ folder on the server.

Note We recommend that you select the Reconnect at Logon check box.

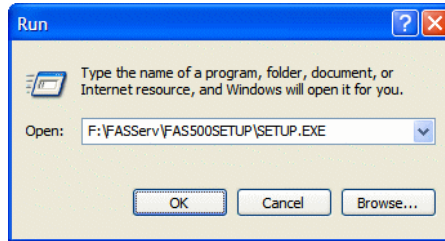
3. Click the Finish button to close the Map Network Drive screen.

Step 8: Installing the Client Components

Follow the steps below on each workstation on which you will run the network application. You can also install the client application on the server for testing purposes.

To install a client on a workstation

1. Select Start/Run from the Windows taskbar. The Run screen appears.



■ **Browse**

Click this button to select the SETUP.EXE file. The default directory path is F:\FASERV\FAS500SETUP.

Note If you mapped the F: drive to \FAServ, then the path would be:

F:\FAS500SETUP\SETUP.EXE

(Substitute your network drive letter for “F” if it is different.)

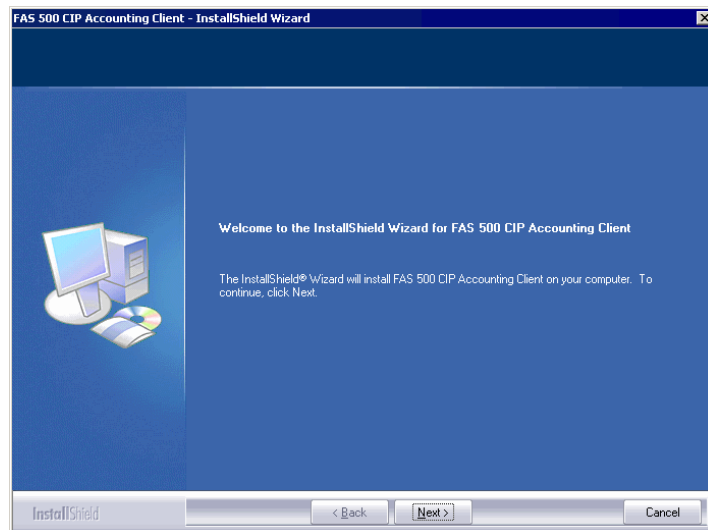
Note The SETUP.EXE file is located on the machine on which you installed the server components; it is NOT on the installation DVD.

2. Click OK. The Client Installation screen appears.

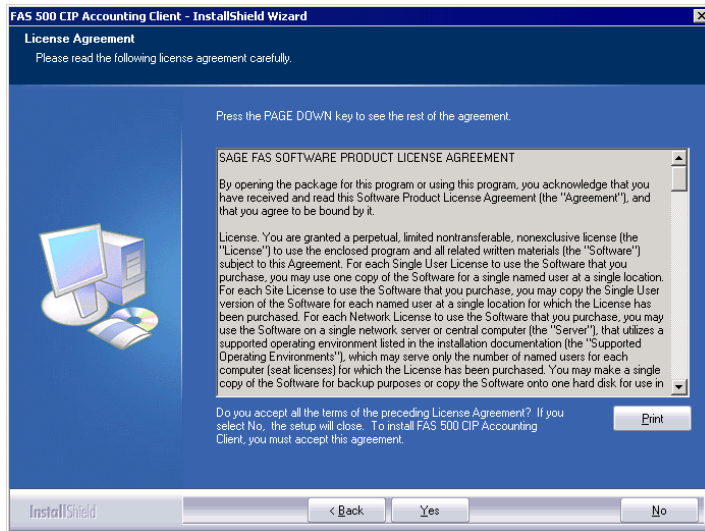


Note The Install FAS Report Writer option appears only if you have installed the FAS Report Writer server components.

3. Select the Install FAS 500 CIP Accounting option. The Welcome screen appears.



4. Click the Next button. The Software License Agreement screen appears.

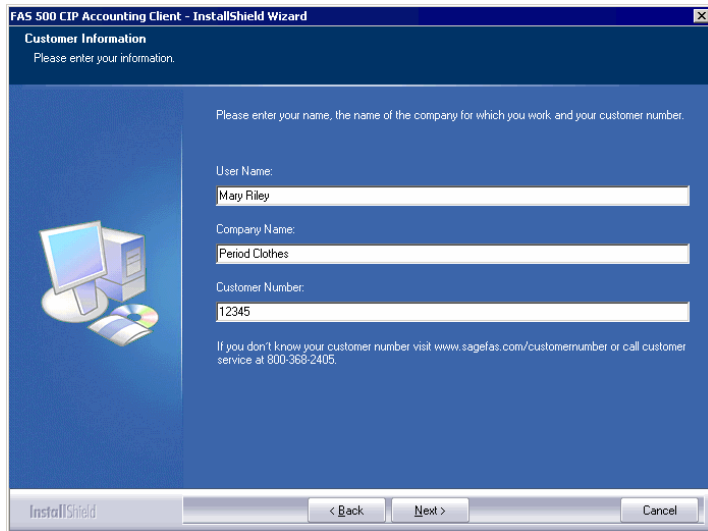


■ **Print Button**

Click this button to send the license agreement to the default printer.

5. Read the license agreement, and then click the Yes button to accept the terms of the agreement. (If you do not accept the terms of the license agreement, click the No button. The system exits from the installation program.)

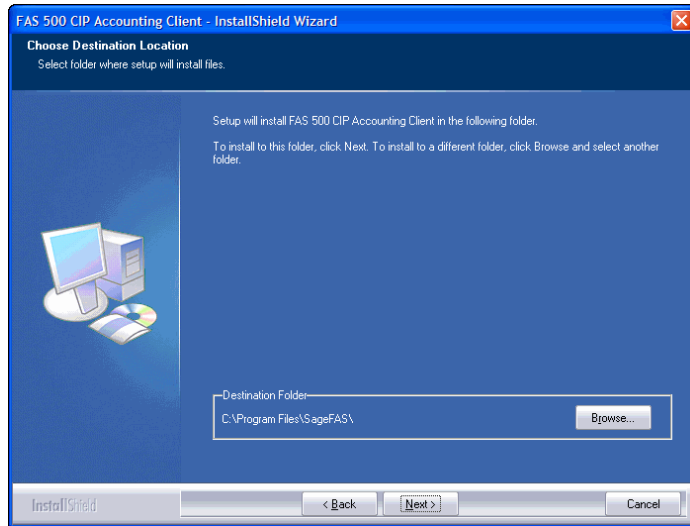
After you click the Yes button, the Customer Information screen appears.



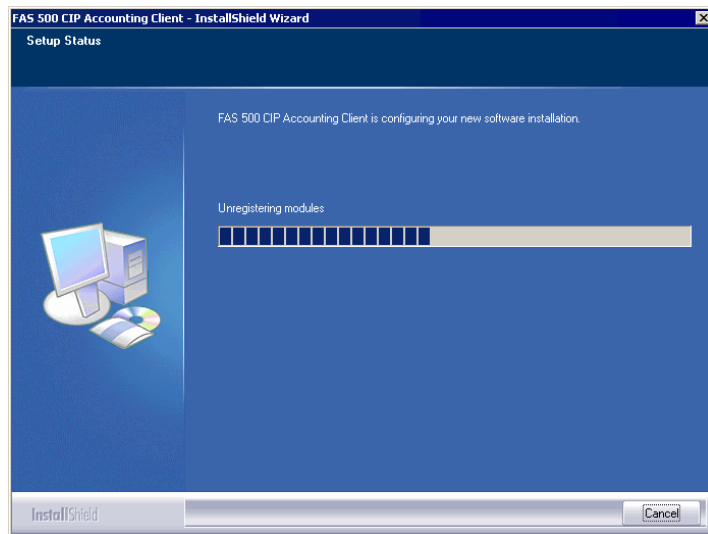
6. Enter your name, company name, and customer number. You will need your customer number if you call Sage FAS Customer Support with a technical question.

Note You can find the customer number on the packing slip in the upgrade package or by clicking About from the Help menu. If you cannot find your customer number, visit www.sagefas.com/customernumber, or call Customer Service at 800-368-2405.

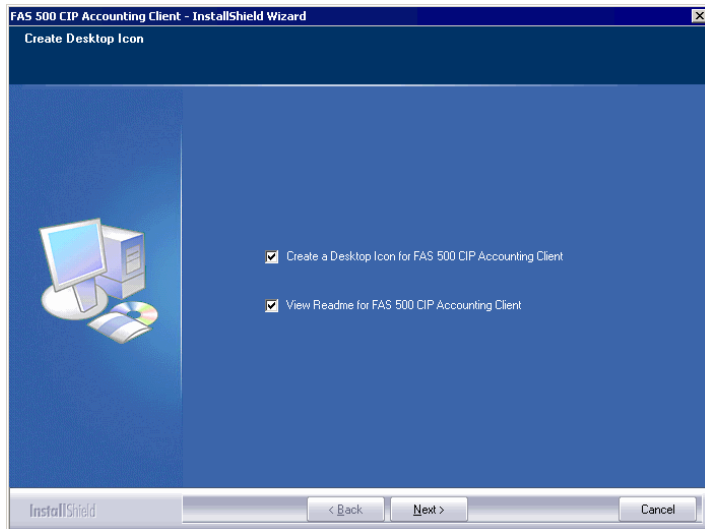
7. Click the Next button. The Choose Destination Location screen appears.



8. Select the location for the client components, and then click the Next button. The system begins installing the software, and the Setup Status screen appears.



When all of the files have been installed, the Create Desktop Icon screen appears.



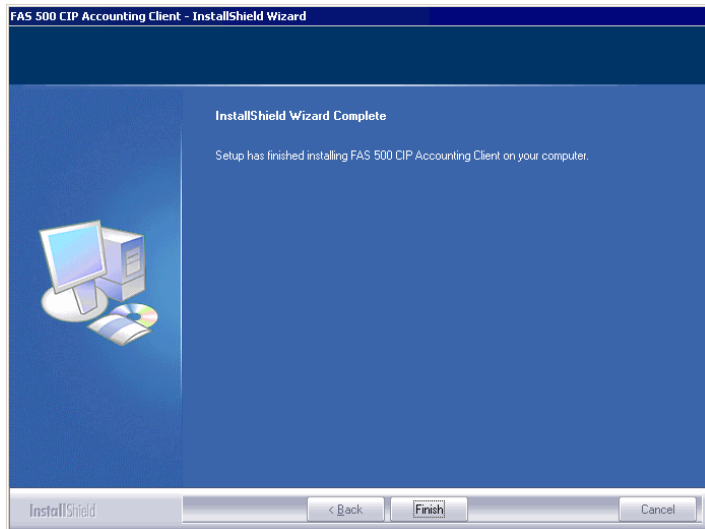
- **Create a Desktop Icon for FAS 500 CIP Accounting Client**

Select this check box if you want to add an icon to your desktop that enables you to start the program.

- **View Readme for FAS 500 CIP Accounting Client**

Click this check box if you want to view the Readme file, which contains additional information not included in the printed or online documentation.

9. Click the Next button. The InstallShield Wizard Complete screen appears.



If the installation program determines that you need to restart your computer before you use the program, it displays two options on the InstallShield Wizard Complete dialog box. You can either allow the system to restart your computer immediately, or you can restart your computer at a later time.

Important It is advised that you allow the system to restart your computer at this time if prompted to do so.

10. Click the Finish button

Step 9: Starting the Application

Note If you chose to install a desktop icon during the client installation, you can start the program by double-clicking the icon on your desktop.

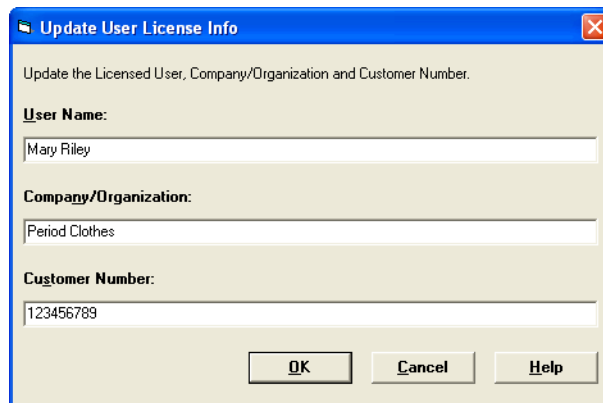
To start the application from a workstation

1. Select Start/Programs from the Windows taskbar.
2. Select the Sage Software program group.
3. Select the FAS 500 CIP Accounting Client program group.
4. Select the FAS 500 CIP Accounting Client icon.

To update your customer number

After you purchase the application, you will receive a customer number. You can enter your customer number so that it will be available if you need to call Customer Support with a question.

1. Select Help/Update User License Info from the menu bar. A screen appears that allows you to enter your customer number.



Update User License Info

Update the Licensed User, Company/Organization and Customer Number.

User Name:
Mary Riley

Company/Organization:
Period Clothes

Customer Number:
123456789

OK Cancel Help

2. Enter your name, company name, and customer number, and then click OK.

To view your customer number

When you call Customer Support with a question, you will need your customer number. Follow the steps below to view your customer number.

1. Select Help/About FAS CIP Accounting from the menu bar. A screen appears that provides information about your program, including your customer number.



Upgrading to SQL Server 2005

The syntax for the stored procedures in each asset database is designed specifically for the version of Microsoft SQL Server you are running. For example, you can run version 10.1 of FAS 500 CIP Accounting on Microsoft SQL Server 2000, and the stored procedures will have the syntax appropriate for Microsoft SQL Server 2000.

If you install version 10.1 and are running SQL Server 2000, and then you upgrade your database server to SQL Server 2005, the

syntax of the stored procedures in each database must be updated also. To update the stored procedures, you must start the FAS 500 CIP Database Utility.

To update the stored procedures for SQL Server 2005

1. Select Start/Programs from the Windows taskbar.
2. Select the Sage Software program group.
3. Select the FAS 500 CIP Server program group.
4. Select the FAS 500 CIP Database Utility icon.

The system updates the stored procedures in each database so that they are compatible with Microsoft SQL Server 2005.

Upgrading to SQL Server 2008

If you upgrade directly from Microsoft SQL Server 2000 to Microsoft SQL Server 2008 and the FAS Server components are on the same computer, you will encounter the following error message when you run the FAS 500 Database Utility:

```
Cannot instantiate SQLOLE server object.
```

To avoid this error, you must install the SQL 2005 Backward Compatibility Components. You can obtain these directly from Microsoft. Follow these steps:

1. Go to the Microsoft Download Center (www.microsoft.com/downloads/en/default.aspx).
2. Search for "Microsoft SQL Server 2008 Feature Pack."
3. Download and install the SQL 2005 Backward Compatibility Components on the same computer where the FAS Server components have been installed.

7

Installing FAS 500 CIP Accounting: Upgrading from a Prior Version

This chapter provides instructions for upgrading from a previous version of FAS 500 CIP Accounting.

Important You must be currently using **version 10.1** of FAS 500 CIP Accounting to follow the steps in this chapter. If you are not running version 10.1, you will need to install prior releases in sequential order through 10.1 before you upgrade.

Note FAS Report Writer uses Crystal Reports XI, which was shipped with Sage FAS versions 2008.2 and later. If you installed FAS Report Writer with Sage FAS version 2008.2 or later, you do not need to install it again.

A previous version of FAS Report Writer used Crystal Reports 8.5. If this version of Crystal Reports is still on your machine, we **strongly recommend** that you uninstall it to avoid conflicts with the latest version of Crystal Reports. The latest version of FAS Report Writer requires 1.5 GB of hard disk space. To uninstall FAS Report Writer, go to Control Panel, click the Add or Remove Programs icon, select FAS Report Writer from the list, and click the Remove button.

Preparing for an Upgrade

- Do you want to run the client application on the file server?

To run the client application on the server, you must perform the client installation after you perform the server portion of the installation.

- Have you backed up your existing data using the application's backup utility? (To back up your data, select File/Company Utilities/Backup Company from the menu bar.)

Location of backup _____

Overview of the Upgrade Process

The upgrade process consists of the following steps:

1. Backing up your current data, [page 7-3](#).
2. Installing the Fixed Assets server components, [page 7-3](#).
3. **Optional:** Installing the FAS Report Writer server components, [page 7-10](#).

Note FAS Report Writer uses Crystal Reports XI, which was shipped with Sage FAS versions 2008.2 and later. If you installed FAS Report Writer with version 2008.2 or later, you do not need to reinstall it.

4. Making sure the location of the server components, either the FASServ or Bestserv folder by default, is still shared, [page 7-11](#).
5. Making sure you have a mapped drive to the location of the server components, either the FASServ or Bestserv folder by default, [page 7-11](#).
6. Installing the client components, [page 7-12](#).
7. Starting the application, [page 7-19](#).

Step 1: Backing Up Your Current Data

To back up your data

1. Select Projects/Utilities/Backup from the menu bar. The system displays the Backup Projects dialog box.
2. Select the projects that you want to back up, designate the destination directory, enter a file name for the backup file, and then click OK. The system takes a few moments to analyze the data. If you're backing up to disk, you'll receive a message informing you of the number of disks necessary to back up your data. Then you'll be prompted to change disks at the appropriate time.
3. After the backup is complete, click the Cancel button to close the Backup Projects dialog box, or select another company to back up.

Step 2: Installing the Fixed Assets Server Components

Note You need to install the server components only once. If you have already installed the server components for the 2008.1 tax update, you do not need to repeat these steps again.

In this step, you install the server components on the server machine for the following applications:

- FAS 500 Asset Accounting
- FAS 500 Asset Inventory
- FAS 500 CIP Accounting

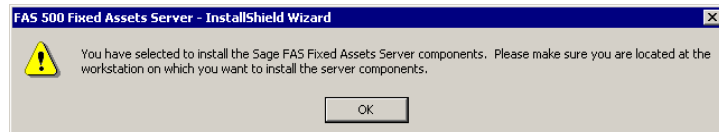
To install the Fixed Assets server components

1. Insert the Sage Fixed Assets installation DVD in your computer's DVD drive. If your computer's AutoRun option is enabled, the system automatically displays the Sage 500 Fixed Assets Server Installation screen.

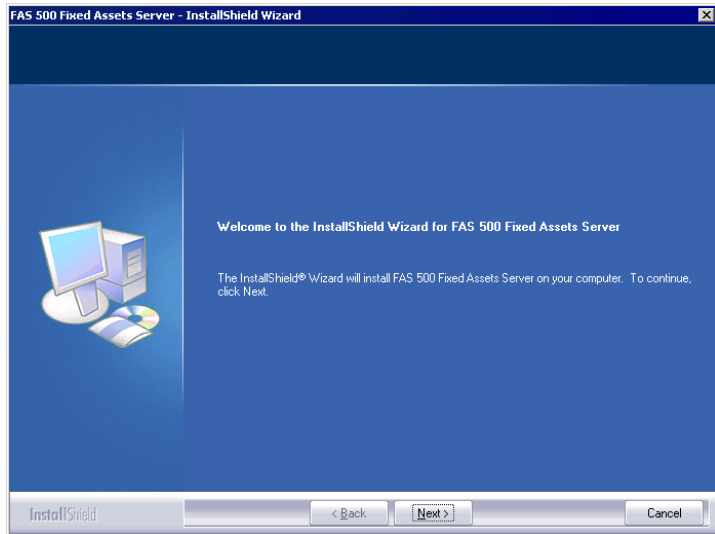


Note If your computer's AutoRun option is not enabled, follow these steps to start the install program:

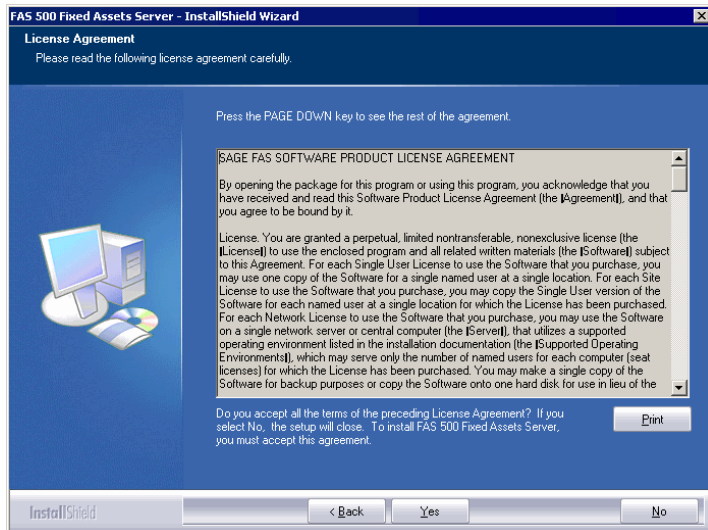
- Select Start/Run from the Windows taskbar. The system displays the Run dialog box.
 - Type (or browse to) D:\SETUP.EXE in the Open field, and then click OK. (Substitute your computer's DVD drive letter for "D" if it is different.) The system displays the Server Installation screen.
2. Select the Install FAS Server Components option. A message reminds you that you are installing the server components. Make sure you are sitting at the correct machine.



3. Click OK to continue. The Welcome screen appears.



4. Click the Next button. The Software License Agreement screen appears.

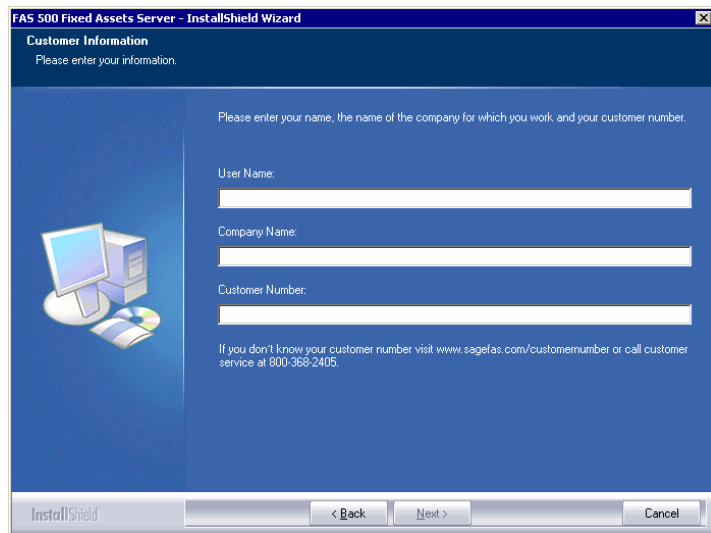


■ **Print Button**

Click this button to send the license agreement to the default printer.

5. Read the license agreement, and then click the Yes button to accept the terms of the agreement. (If you do not accept the terms of the license agreement, click the No button. The system exits from the installation program.)

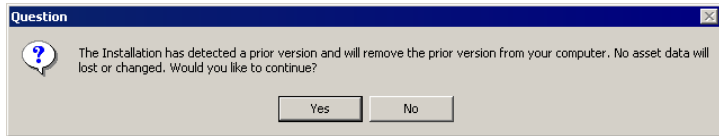
After you click the Yes button, the Customer Information screen appears.



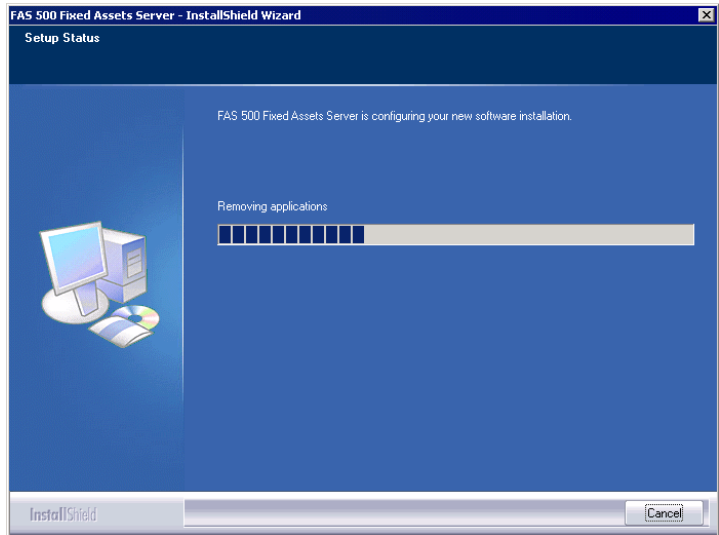
6. Enter your name, company name, and customer number. You will need your customer number if you call Sage FAS Customer Support with a technical question.

Note You can find the customer number on the packing slip in the upgrade package or by clicking About from the Help menu. If you cannot find your customer number, visit www.sagefas.com/customernumber, or call Customer Service at 800-368-2405.

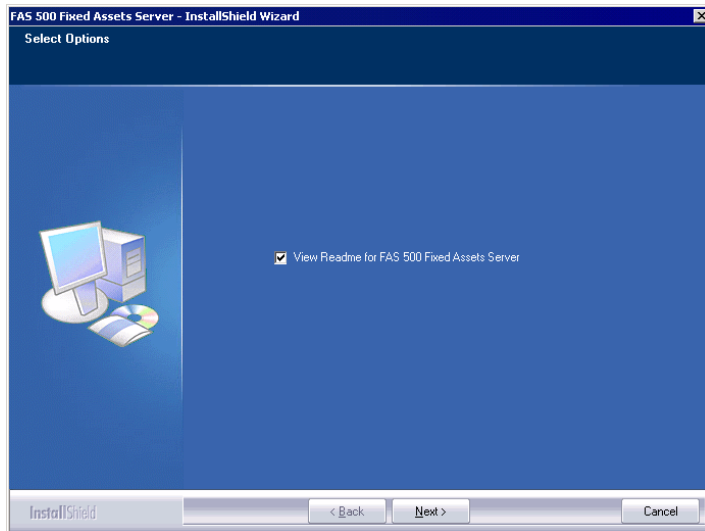
7. Click the Next button. A message appears indicating that a previous version of the program has been found on your computer.



8. Click Yes to continue. The system begins installing the software, and the Setup Status screen appears.



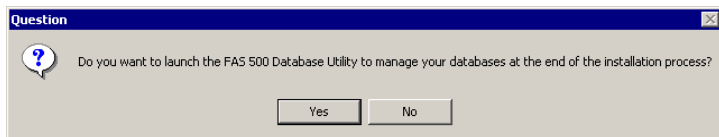
When all of the files have been installed, the Select Readme screen appears.



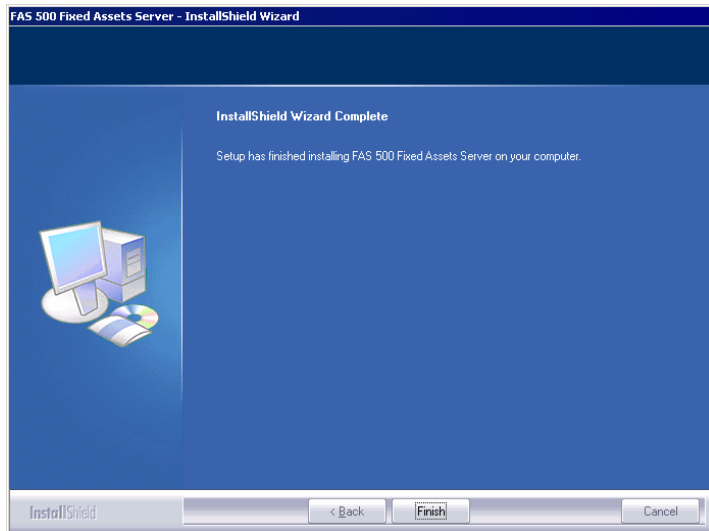
■ **View Readme for FAS 500 Fixed Assets Server**

Click this check box if you want to view the Readme file, which contains additional information not included in the printed or online documentation.

9. Click the Next button. A message asks if you want to start the FAS 500 Database Utility at the end of the server installation.



10. Click Yes if you want to use the FAS 500 Database Utility to create an asset database; otherwise, click No. The InstallShield Wizard Complete screen appears.



If the installation program determines that you need to restart your computer before you use the program, it displays two options on the InstallShield Wizard Complete dialog box. You can either allow the system to restart your computer immediately, or you can restart your computer at a later time.

Important It is advised that you allow the system to restart your computer at this time if prompted to do so.

11. Click the Finish button. If you clicked Yes to launch the FAS 500 Database Utility, the database utility screen appears; otherwise, the system returns to the Sage FAS Fixed Asset Management Solutions installation screen.
12. Click Exit to close the Server Installation screen.

Step 3: Installing the FAS Report Writer Server Components

FAS Report Writer enables you to create custom reports. It is a powerful program that allows you to design, create, print, and distribute your custom reports.

Note FAS Report Writer uses Crystal Reports XI, which was shipped with Sage FAS versions 2008.2 and later. If you installed FAS Report Writer with version 2008.2 or later, you do not need to reinstall it.

In this step, you install the FAS Report Writer server components on the server machine. This step is optional. You should install the FAS Report Writer server components only if you have purchased FAS Report Writer, or you want to explore its features on a 30-day, free trial basis.

Note The FAS Report Writer program uses Crystal Reports XI. FAS Report Writer may not be compatible with other versions of Crystal Reports. Before installing FAS Report Writer, we recommend that you make sure version Crystal Reports XI is compatible with your other applications that run Crystal Reports.

To install the FAS Report Writer server components

1. Insert the Sage FAS Report Writer DVD in your computer's DVD drive, and follow the on-screen instructions.

For instructions on installing the FAS Report Writer client components, see [Chapter 8, "Installing FAS Report Writer."](#)

Step 4: Sharing the FASServ or Bestserv Folder

Note The following information is for users of the Windows Network Edition only. Since you are upgrading from a previous version, the FASServ or Bestserv folder may already be shared.

The next step is to share the \FASServ or \Bestserv folder with **full control** for the following users or groups:

- Users of the Sage FAS application
- Domain Administrators (optional)
- Local operating System group (optional)

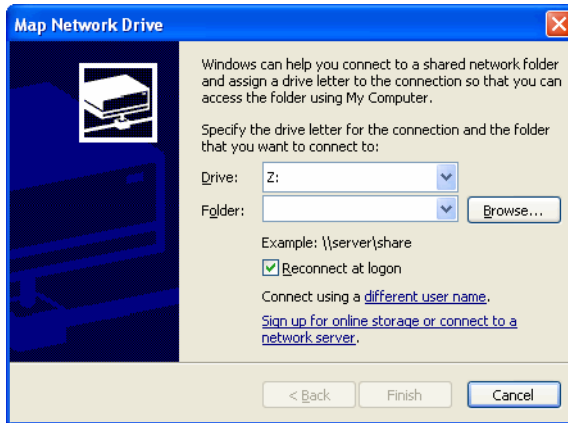
The procedure for sharing the FASServ or Bestserv folder is slightly different depending on the platform you are using. For information on sharing folders with full control, see your Windows documentation.

Step 5: Mapping a Drive to FASServ or Bestserv

Before you install the client components, you must share the directory in which you installed the database server and map a network drive to that directory on each workstation.

To map a drive to the FASServ or Bestserv folder

1. In Windows Explorer, select Tools/Map Network Drive. The Map Network Drive screen appears.



2. Click the Browse button to locate the FASServ or Bestserv folder on the server.

Note We recommend that you select the Reconnect at Logon check box.

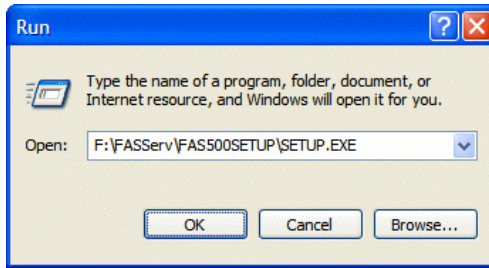
3. Click the Finish button to close the Map Network Drive screen.

Step 6: Installing the Client Components

Follow the steps below on each workstation on which you will run the network application. You can also install the client application on the server for testing purposes.

To install a client on a workstation

1. Select Start/Run from the Windows taskbar. The Run screen appears.



■ **Browse**

Click this button to select the SETUP.EXE file. The default directory path is:

F:\FASServ\FAS500SETUP

or

F:\BESTSERV\FAS500SETUP.

Note If you mapped the F: drive to \FASServ or \Bestserv, then the path would be:
F:\FAS500SETUP\SETUP.EXE

(Substitute your network drive letter for "F" if it is different.)

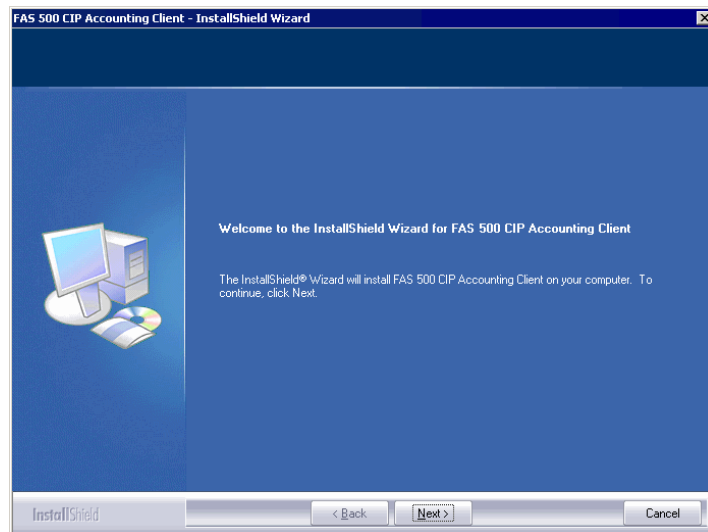
Note The SETUP.EXE file is located on the machine on which you installed the server components; it is NOT on the installation DVD.

2. Click OK. The Client Installation screen appears.

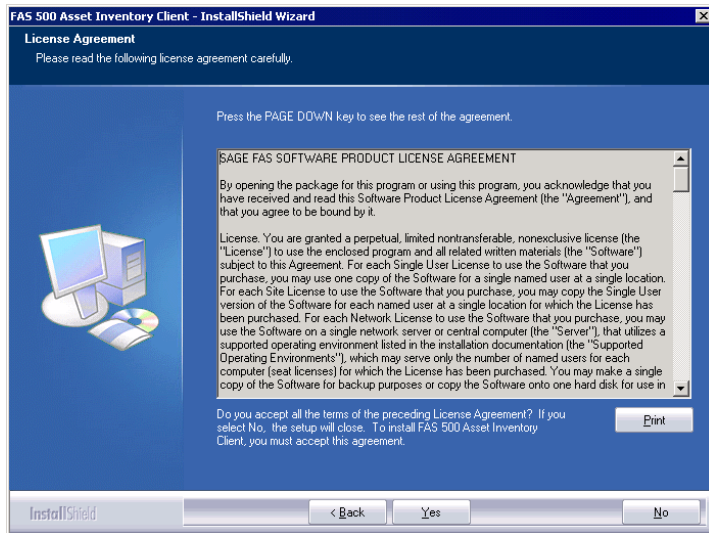


Note The Install FAS Report Writer option appears only if you have installed the FAS Report Writer server components.

3. Select the Install FAS 500 CIP Accounting option. The Welcome screen appears.



4. Click the Next button. The Software License Agreement screen appears.

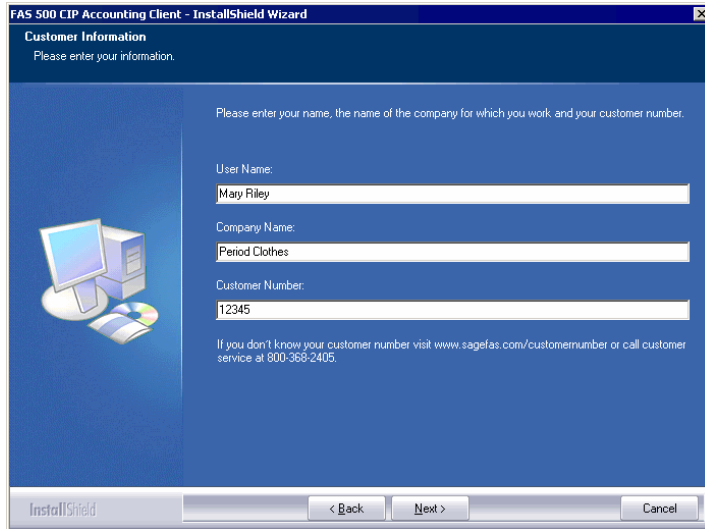


■ **Print Button**

Click this button to send the license agreement to the default printer.

5. Read the license agreement, and then click the Yes button to accept the terms of the agreement. (If you do not accept the terms of the license agreement, click the No button. The system exits from the installation program.)

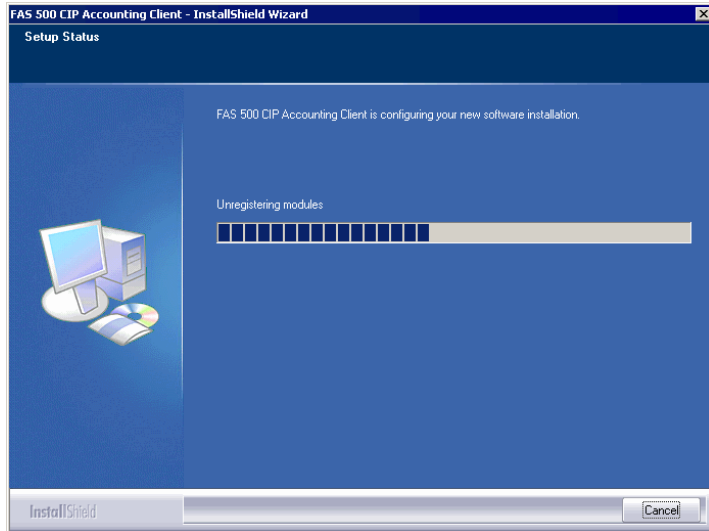
After you click the Yes button, the Customer Information screen appears.



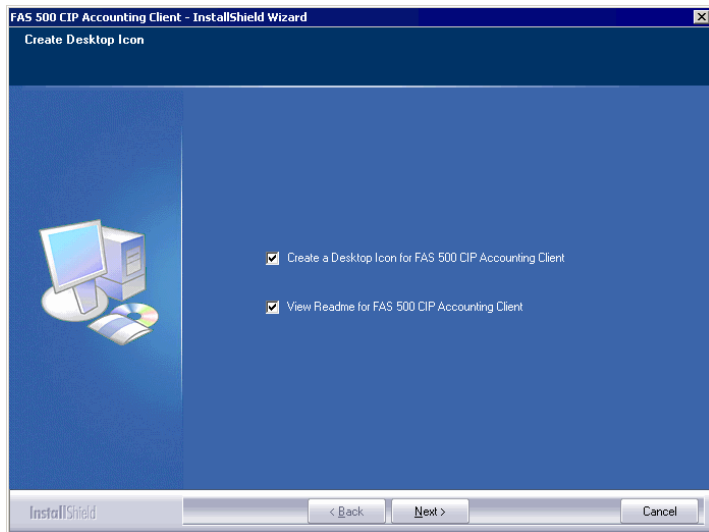
6. Enter your name, company name, and customer number. You will need your customer number if you call Sage FAS Customer Support with a technical question.

Note You can find the customer number on the packing slip in the upgrade package or by clicking About from the Help menu. If you cannot find your customer number, visit www.sagefas.com/customernumber, or call Customer Service at 800-368-2405.

7. Click the Next button. A message appears indicating that a previous version of the program has been found on your computer.
8. Click Yes to remove the previous version of the application. The system removes the prior version and begins installing the software, and the Setup Status screen appears.



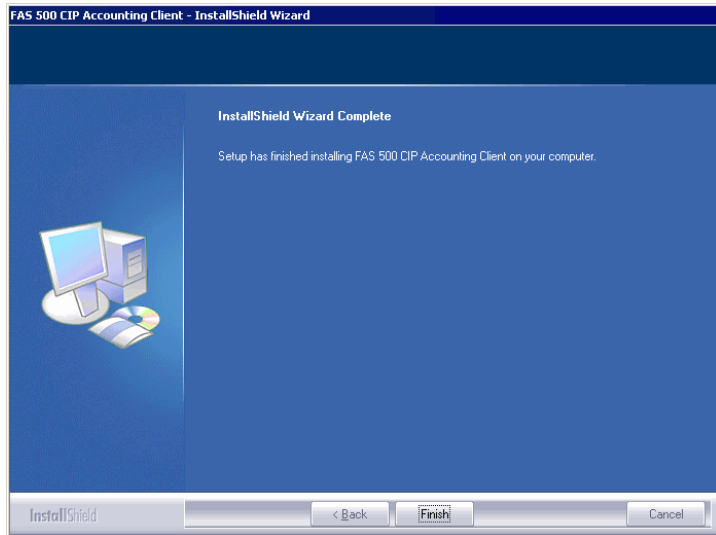
When all of the files have been installed, the Create Desktop Icon screen appears.



- **Create a Desktop Icon for FAS 500 CIP Accounting Client**
Select this check box if you want to add an icon to your desktop that enables you to start the program.

- **View Readme for FAS 500 CIP Accounting Client**
Click this check box if you want to view the Readme file, which contains additional information not included in the printed or online documentation.

9. Click the Next button. The InstallShield Wizard Complete screen appears.



If the installation program determines that you need to restart your computer before you use the program, it displays two options on the InstallShield Wizard Complete dialog box. You can either allow the system to restart your computer immediately, or you can restart your computer at a later time.

Important It is advised that you allow the system to restart your computer at this time if prompted to do so.

10. Click the Finish button.

Step 7: Starting the Application

Note If you chose to install a desktop icon during the client installation, you can start the program by double-clicking the icon on your desktop.

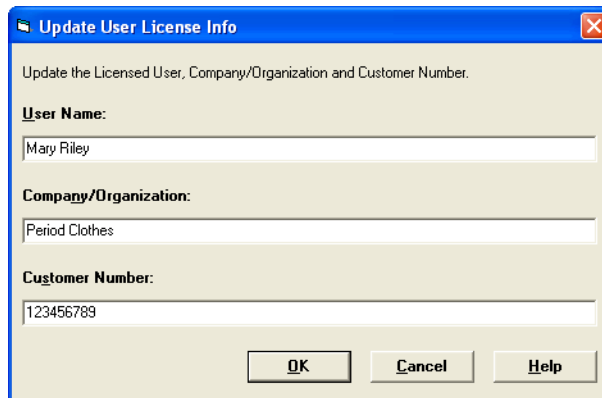
To start the application from a workstation

1. Select Start/Programs from the Windows taskbar.
2. Select the Sage Software program group.
3. Select the FAS 500 CIP Accounting Client program group.
4. Select the FAS 500 CIP Accounting Client icon.

To update your customer number

After you purchase the application, you will receive a customer number. You can enter your customer number so that it will be available if you need to call Customer Support with a question.

1. Select Help/Update User License Info from the menu bar. A screen appears that allows you to enter your customer number.



Update User License Info

Update the Licensed User, Company/Organization and Customer Number.

User Name:
Mary Riley

Company/Organization:
Period Clothes

Customer Number:
123456789

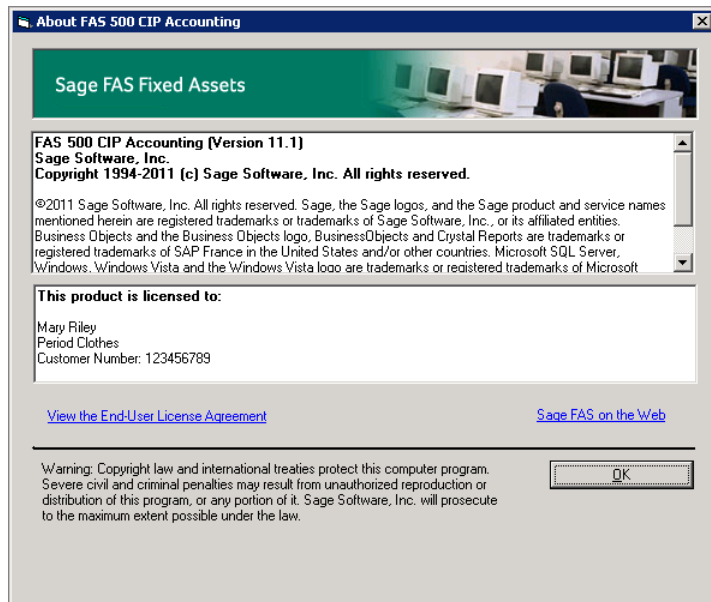
OK Cancel Help

2. Enter your name, company name, and customer number, and then click OK.

To view your customer number

When you call Customer Support with a question, you will need your customer number. Follow the steps below to view your customer number.

1. Select Help/About FAS CIP Accounting from the menu bar. A screen appears that provides information about your program, including your customer number.



Upgrading to SQL Server 2005

The syntax for the stored procedures in each asset database is designed specifically for the version of Microsoft SQL Server you are running. For example, you can run version 10.1 of FAS 500 CIP Accounting on Microsoft SQL Server 2000, and the stored

procedures will have the syntax appropriate for Microsoft SQL Server 2000.

If you install version 10.1 and are running SQL Server 2000, and then you upgrade your database server to SQL Server 2005, the syntax of the stored procedures in each database must be updated also. To update the stored procedures, you must start the FAS 500 CIP Database Utility.

To update the stored procedures for SQL Server 2005

1. Select Start/Programs from the Windows taskbar.
2. Select the Sage Software program group.
3. Select the FAS 500 CIP Server program group.
4. Select the FAS 500 CIP Database Utility icon.

The system updates the stored procedures in each database so that they are compatible with Microsoft SQL Server 2005.

Upgrading to SQL Server 2008

If you upgrade directly from Microsoft SQL Server 2000 to Microsoft SQL Server 2008 and the FAS Server components are on the same computer, you will encounter the following error message when you run the FAS 500 Database Utility:

`Cannot instantiate SQLOLE server object.`

To avoid this error, you must install the SQL 2005 Backward Compatibility Components. You can obtain these directly from Microsoft. Follow these steps:

1. Go to the Microsoft Download Center (www.microsoft.com/downloads/en/default.aspx).
2. Search for "Microsoft SQL Server 2008 Feature Pack."

3. Download and install the SQL 2005 Backward Compatibility Components on the same computer where the FAS Server components have been installed.

8

Installing FAS Report Writer

FAS Report Writer enables you to create custom reports. It is a powerful program that allows you to design, create, print, and distribute your custom reports.

Important FAS Report Writer uses Crystal Reports XI, which was shipped with Sage FAS versions 2008.2 and later. If you installed FAS Report Writer when you installed Sage FAS version 2008.2 or later, you do not need to reinstall it.

The latest version of FAS Report Writer uses Crystal Reports XI. You must install FAS Report Writer to create custom reports, even if you have previously installed FAS Report Writer.

Note The FAS Report Writer program uses Crystal Reports XI. FAS Report Writer may not be compatible with other versions of Crystal Reports. Before installing FAS Report Writer, we recommend that you make sure version Crystal Reports XI is compatible with your other applications that run Crystal Reports.

Step 1: Installing the Latest Version

Before you begin to install the application, you should do the following:

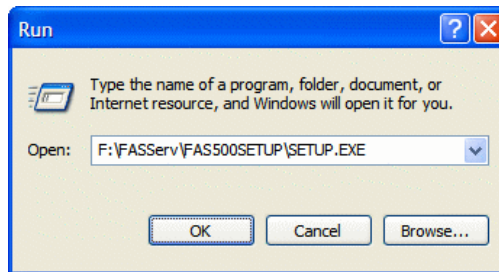
- Close all other Windows programs.
- Close all tool bars on your computer's desktop (such as the Microsoft Office tool bar).

- Close all programs that run in the background after you start your computer (such as virus-checking programs).
- Make sure you have administrative rights to the local computer.

When installing the application, we recommend you accept the default options and directory locations the installation program provides. However, you can customize the installation to suit your needs by choosing the components you want to install.

To install FAS Report Writer

1. Select Start/Run from the Windows taskbar. The Run screen appears.



■ **Browse**

Click this button to select the SETUP.EXE file. The default directory path is F:\FASERV\FAS500SETUP.

Note If you mapped the F: drive to \FAServ, then the path would be:
F:\FAS500SETUP\SETUP.EXE

(Substitute your network drive letter for “F” if it is different.)

Note The SETUP.EXE file is located on the machine on which you installed the server components; it is NOT on the installation DVD.

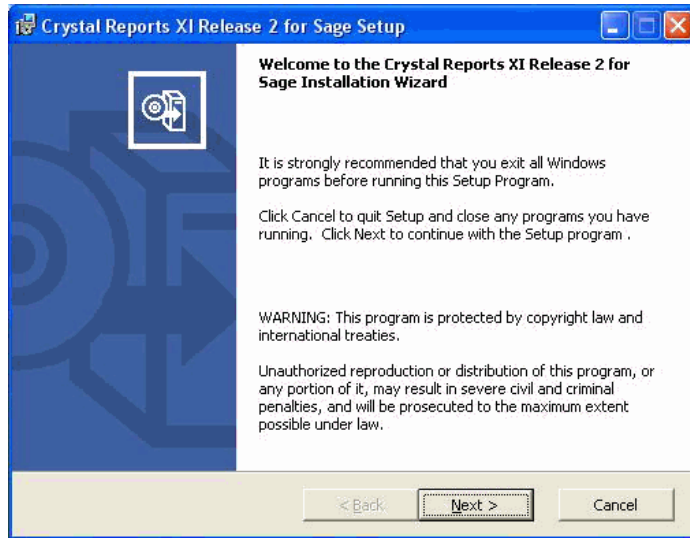
2. Click OK. The Client Installation screen appears.



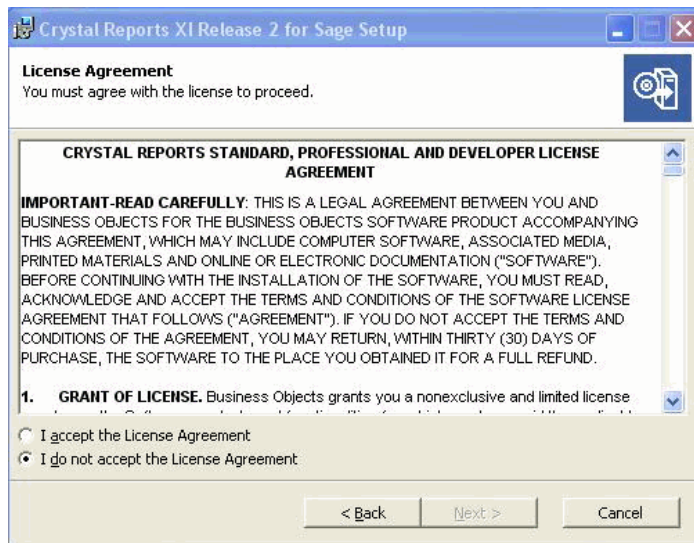
3. From the installation screen, click the Install FAS Report Writer option. The FAS Report Writer installation screen appears.



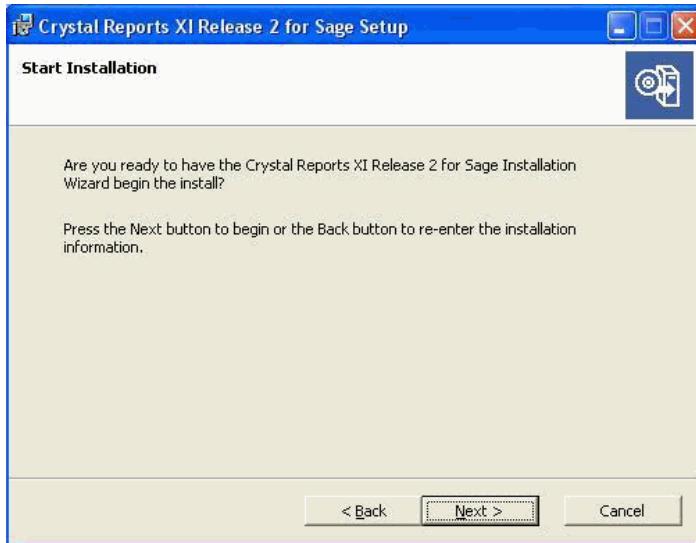
4. Click Install FAS Report Writer. The system begins the installation of the application and displays the Welcome screen.



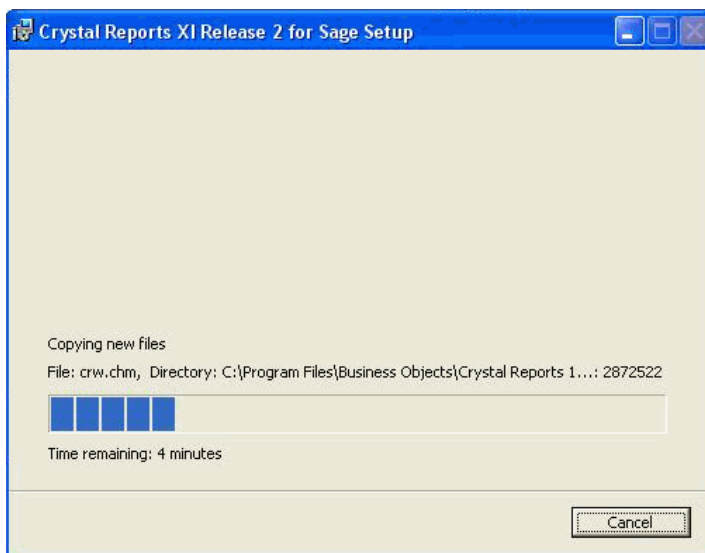
5. Click the Next button. The system displays the License Agreement.



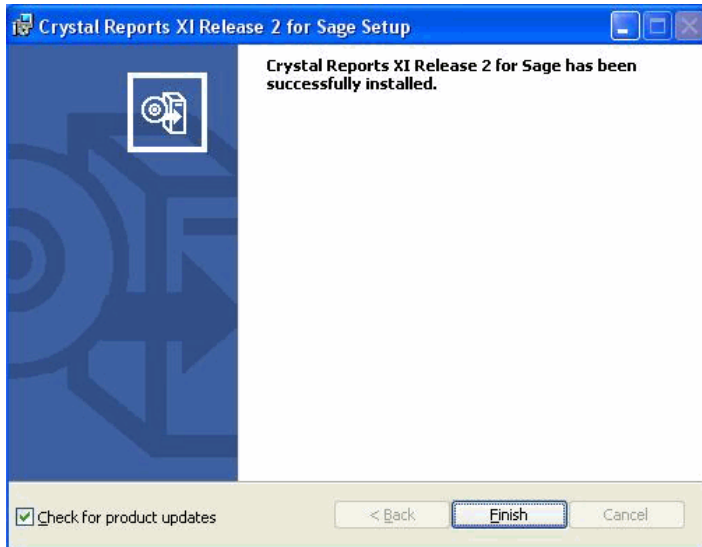
6. Click the I Accept the License Agreement option button, and then click the Next button. The system displays the Start Installation dialog box.



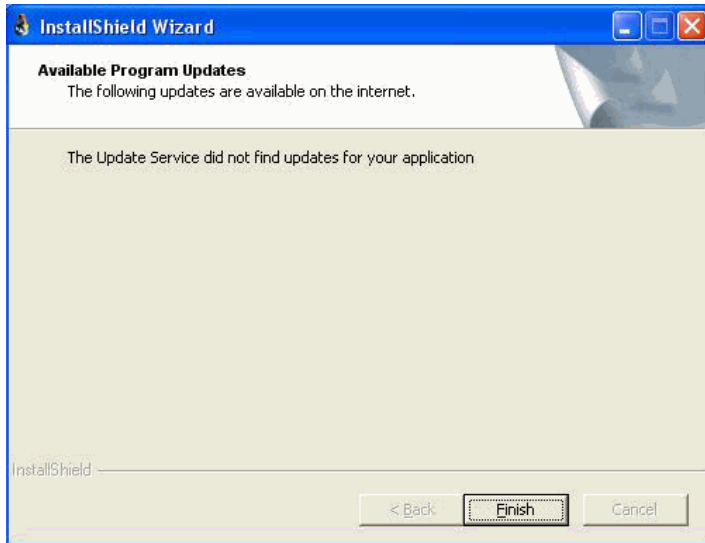
7. Click the Next button. The system begins installing the software.



8. When the installation is complete, a message indicates the installation has been completed successfully.



9. Clear the Check for Product Updates button if you do not want to install product updates at this time. The process can be time-consuming.
10. Click the Finish button. The installation program determines whether you need to install updates to the Crystal Reports program.



11. Click the Finish button. The system installs updates to the program if necessary.

You are now ready to begin using FAS 500 Asset Accounting and creating custom reports with FAS Report Writer. For information on using FAS Report Writer, see the online *FAS Report Writer User's Guide*.

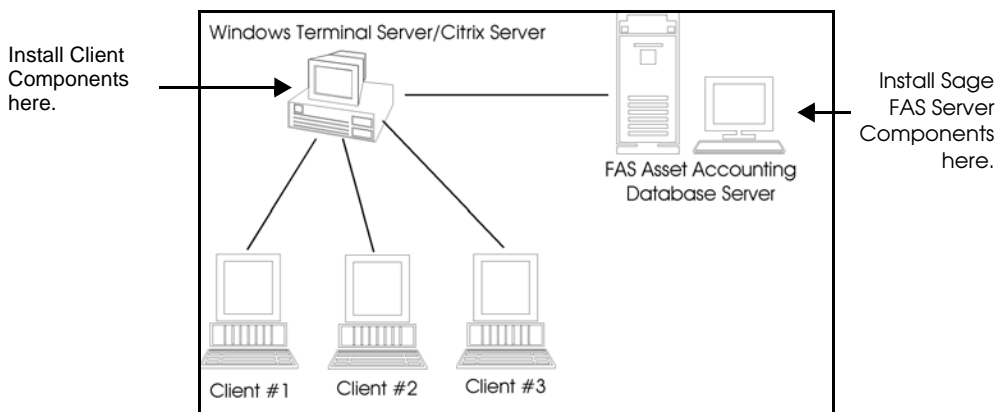
9

Installing in a Microsoft Windows Terminal Server/ Citrix Environment

To manage fixed assets at a central location, and provide remote users with access to fixed asset data, you can install the application on a Windows Terminal Server (WTS) or in a Citrix environment.

The Sage FAS application works best in a Windows Terminal Server/Citrix environment when you install it in a “three-tiered” configuration; that is, where the Database Server and the Client are on separate servers.

Three-tiered Environment



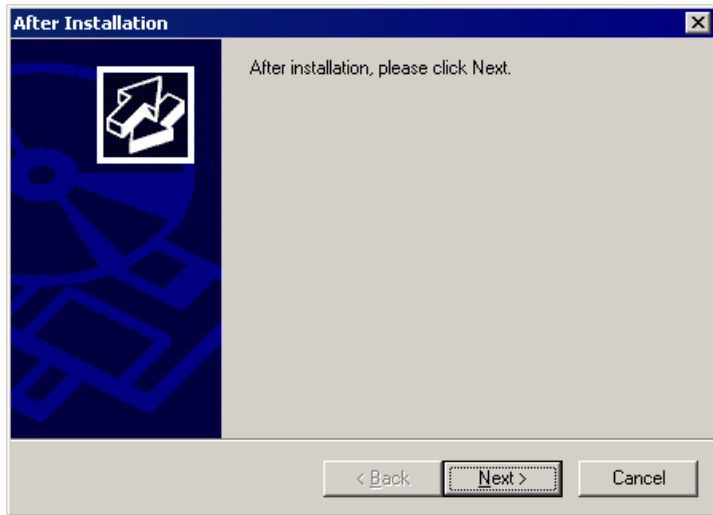
To install in a three-tiered environment

Perform these steps on the Database Server:

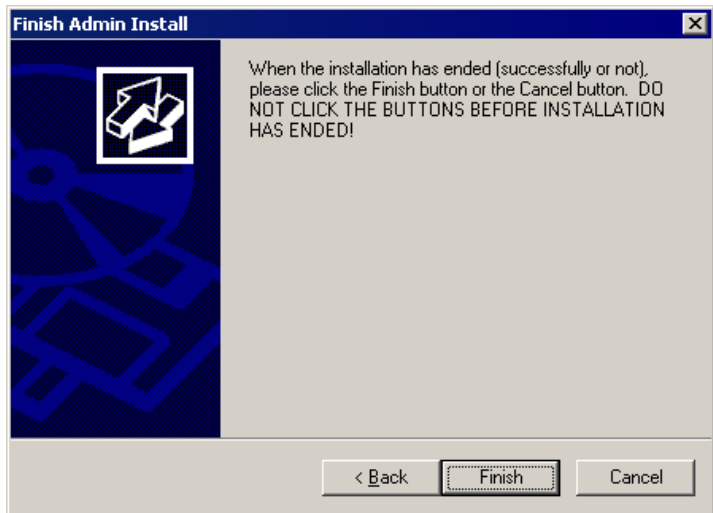
1. Perform the network server installation on the server that will run the database engine.
2. Share the FASServ directory so that you can perform the client installation on the WTS server.

Perform these steps on the WTS/Citrix Server:

1. Make sure that each user who will be using the program has a home directory set up **on the WTS server**.
2. Map a drive to the shared directory FASServ on the Database Server.
3. In the Control Panel, double-click Add/Remove Programs.
4. Select Add New Programs.
5. Click the CD or Floppy button. The Install Program from Floppy Disk or CD-ROM screen appears.
6. Click the Next button. The Run Installation Program screen appears.
7. Click the Browse button, and select the SETUP.EXE file in the FASServ\FAS500SETUP folder on the server.
8. On the Run Installation Program screen, click the Next button. The Sage FAS 500 Fixed Assets client installation screen appears.
9. Select the application that you want to install, and then follow the instructions on the installation screens.
10. After you install the client components, the After Installation screen appears.



11. After the installation is complete, click the Next button. The Finish Administration Install screen appears.



12. Click the Finish button. **IMPORTANT:** Do **NOT** click the Finish button before the installation has completed!

You are now ready to set up the client workstations to do one of the following:

- Run the ASSTACCT.EXE file, which is located in the following directory on the WTS server:
 \Program Files\SageFAS\Asset Accounting
- Run the ASSTINV.EXE file, which is located in the following directory on the WTS server:
 \Program Files\SageFAS\Asset Inventory

For information on setting up your client workstations to run the application, please refer to your Microsoft documentation.

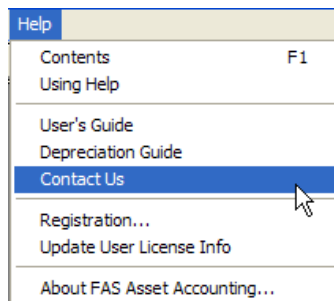
A

How to Contact Us

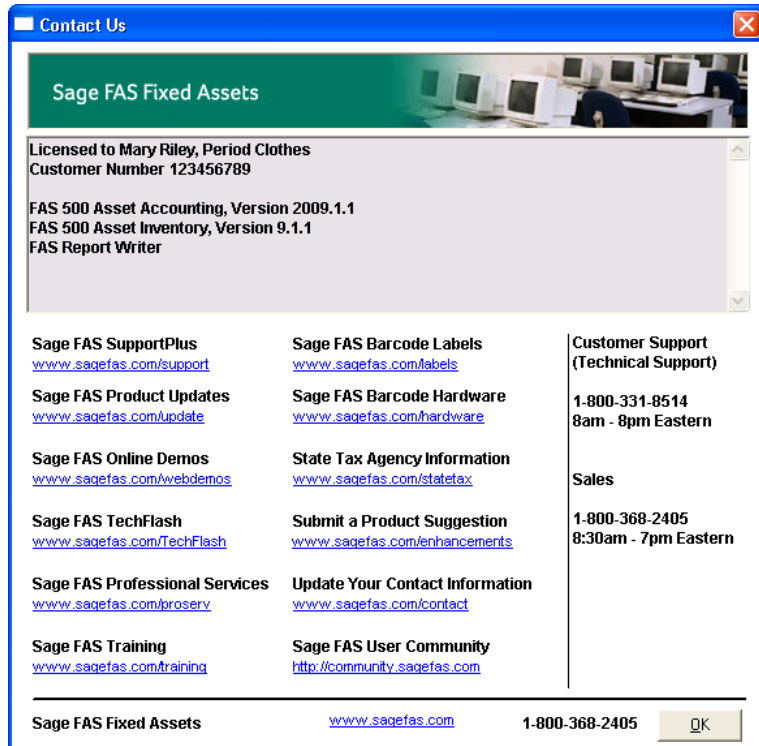
Here are some of the quickest ways to contact us if you have a question about operating the program, or if you need assistance in purchasing a Sage FAS product.

Customer Support	Phone: 1-800-331-8514 (8 a.m.—8 p.m. EST) FAX: 1-866-856-6844 e-mail: FASSupport@sage.com web: www.sagefas.com/support Customer number required
Website	www.sagefas.com
Sales/Customer Service	1-800-368-2405 (8:30 a.m.—7 p.m. EST) To enroll in or renew Sage FAS SupportPlus

Sage FAS operates a Web site for our customers at www.sagefas.com. To quickly access this Web site from within the application, select Help/Contact Us from the menu bar.



The Contact Us window appears.



Click on a link to receive customer support, find information about training opportunities, view online demos of our products, purchase barcode labels or barcode hardware, or to send us a product suggestion.

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