# **FAS 50 Asset Accounting**



### **Quick Start Guide**

Version 2012

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This guide provides the information necessary for installing the FAS 50 Asset Accounting program. It contains information that will get your application up and running as quickly as possible. It includes information about installing the application for the first time, as well as upgrading from a previous version of the product.

### **Supported Operating Environments**

You can operate the application in the following environments:

- Windows XP (Home and Professional Editions), 32-bit and 64-bit compatibility
- Windows 2000 Professional Edition
- Windows Vista,<sup>®</sup> 32-bit and 64-bit compatibility
- Windows 7, 32-bit and 64-bit compatibility

### **System Requirements**

The following table displays the minimum system requirements for running the application. Enhancing your hardware and system software may improve system performance.

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 minimum; 1 GHz or higher recommended
Memory (RAM)	256 MB of RAM or higher
Screen Resolution	Sage FAS is optimized for 1024 x 768 viewing resolution.
Free Disk Space	400 MB for the Sage FAS application; Additional free disk space for new and/or existing data

\* 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 program.

#### Limit to Number of Assets

**Important:** The application allows you to enter up to 1,000 assets per company. The system does not allow you to enter new assets in a company after 1,000 assets have been created in that company.

### **Security Requirements**

The following rights are required to install the application properly.

#### Installation

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

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This chapter provides instructions for users who have never installed FAS 50 Asset Accounting before. If you are currently using FAS 50 Asset Accounting, please see Chapter 3, "Installing FAS 50 Asset Accounting: Upgrading from a Prior Version."

### **Overview of the Install Process**

The install process consists of the following steps:

- 1. Installing the latest version, page 2-1.
- 2. Registering the application, page 2-7.
- 3. Starting the application, page 2-9.

### **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 start the install program

1. Insert the installation DVD in your computer's DVD drive. If your computer's AutoRun option is enabled, the Sage Fixed Assets installation dialog automatically appears.

- 2. If your computer's AutoRun option is not enabled, follow these steps:
  - Select Start/Run from the Windows taskbar. The Run dialog appears.

Run	? 🛛
-	Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.
Open:	D:\SETUP.EXE
	OK Cancel Browse

• 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 Sage Fixed Assets installation dialog appears.



3. From the installation dialog, click the Install FAS 50 Asset Accounting option. A splash screen appears for a few seconds, followed by the Welcome dialog.

FAS 50 Asset Accounting -	InstallShield Wizard	
sage		
	Welcome to the InstallShield Wizard for FAS 50 Asset Accounting The InstallShield Wizard will install FAS 50 Asset Accounting on your computer. Next.	
InstallShield	< <u>B</u> ack	Cancel

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

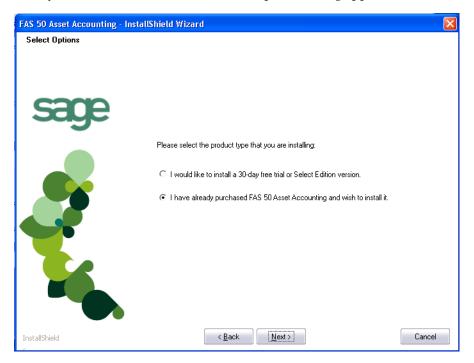
FAS 50 Asset Accounting - In	stallShield Wizard	
License Agreement		
Please read the following license	agreement carefully.	
cano	Press the PAGE DOWN key to see the rest of the agreement.	
Saye	SAGE END USER LICENSE AGREEMENT IMPORTANT - SCROLL THROUGH AND READ ALL OF THE FOLLOWING TERMS AND CONDITIONS	
	<ol> <li>Grant of License. Sage hereby grants to You a limited, perpetual, non-exclusive, non-transferable (except as set forth in Section 4(b) below) license to Use the Software on th terms and conditions set forth in this End User License Agreement ("Agreement").</li> <li>Introduction.</li> <li>(a) Sage ("Sage" and other capitalized terms are defined below) is willing to grant to You a license of the scope described herein to Use the Software (comprised of the Program and th Documentation) only upon the conditions that You or someone acting on Your behalf and at Your direction, such as Your Distributor has:</li> <li>(1) placed an order with Sage for either an initial license or an upgrade (such as for more users, additional modules, etc.), or a service plan for future maintenance releases ("Maintenance Software") and/or for customer support, and Sage has accepted such order and Enabled Use of the Software; and</li> <li>(2) accepted all of the terms and conditions of this Agreement either before or during installation of the Program.</li> </ol>	
	Do you accept all the terms of the preceding License Agreement? If you select No, the setup will close. To install FAS 50 Asset Accounting, you must accept this agreement.	t
InstallShield	< <u>B</u> ack <u>Y</u> es <u>N</u>	0

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.)

6. After you click the Yes button, the Select Options dialog appears.



7. 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 dialog appears.

FAS 50 Asset Accounting - Ins	tallShield Wizard	×
Customer Information Please enter your information.		
sage	Please enter your name and the name of the company for which you work.	
Saye	User Name:	
	Mary Riley	
	Company Name:	
	Sample Company	
InstallShield	Cancel	

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

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

FAS 50 Asset Accounting - Ins	stallShield Wizard	×
Customer Information Please enter your information.		
sano	Please enter your name, the name of the company for which you work and your customer number.	
Saye	User Name:	
	Mary Riley	
	Company Name:	
	Sample Company	
	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	< <u>B</u> ack Cancel	

9. 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. If you cannot find your customer number, visit www.sagefas.com/customernumber, or call Customer Service at 800-368-2405.

10. Click the Next button. The Choose Destination Location dialog appears.

FAS 50 Asset Accounting - Insta	allShield Wizard	×
Choose Destination Location Select folder where setup will install	files.	
	Setup will install FAS 50 Asset Accounting in the following folder.	
sage	To install to this folder, click Next. To install to a different folder, click Browse and select another folder.	
	Destination Folder C:\Program Files\SageFAS\ Browse	
InstallShield	< Back         Next>         Cancel	

11. Click the Next button. The system begins installing the software, and the Setup Status dialog appears.

FAS 50 Asset Accounting -	InstallShield Wizard	×
Setup Status	FAS 50 Asset Accounting is configuring your new software installation.	
	Validating install	
InstallShield		Cancel

When all of the files have been installed, the InstallShield Wizard Complete dialog appears.

FAS 50 Asset Accounting - In	nstallShield Wizard	
sage	InstallShield Wizard Complete Setup has finished installing FAS 50 Asset Accounting on your computer.	
InstallShield	< Back	Cancel

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. You can either allow the system to restart your computer immediately, or you can restart your computer at a later time.

Tip: We recommend that you allow the system to restart your computer at this time if prompted to do so.

12. Click the Finish button. The system returns to the Sage FAS 50 Fixed Assets Installation dialog.

### **Step 2: Registering the Application**

The process of registering the application 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.

Note: You have 30 days to register the application.

#### To register the application

- 1. Click the Start button on the Windows taskbar, and then click Programs (or All Programs) on the Start submenu.
- 2. Select the Sage FAS Fixed Assets program group.

3. Select the FAS 50 Asset Accounting icon. A message appears indicating you can use the application for 30 days.



4. Click the Next button. The Product Registration dialog appears.

Product Registration		$\mathbf{X}$
<u>\$</u>	This is a summary of the products that you have purchased, or are currently using on a free trial basis. Click the Register button to enter your activation code. For more information, contact your Sales Representative at 1-800-368-2405.	
	Product	Status
<b>*</b> **	FAS 50 Asset Accounting	Day 1 of 30
sace		
		Register Launch Product

5. Click the Register button. A registration dialog appears allowing you to enter your Serial Number and Activation Code.

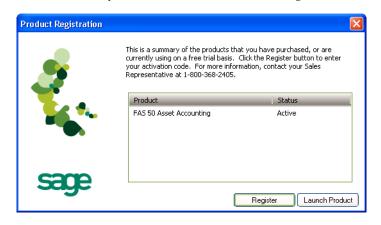
Activation Code	×
Please type in your Serial Number and Activation Code in the boxes below	
Serial Number:	
XXXX-XXXXX	
Activation Code:	
OK Cancel	

- Serial Number Enter your serial number. You must enter the hyphen.
- Activation Code

Enter your activation code.

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

6. Click OK. The system returns to the Product Registration dialog.



7. Click the Launch Product button to start the application.

### **Step 3: Starting the Application**

The FAS 50 Asset Accounting program icon appears in the Sage FAS Fixed Assets program group by default.

Note: You can also start the application by double-clicking the icon on your desktop.

#### To start the application

#### Starting the purchased version:

- 1. Click the Start button on the Windows taskbar, and then select Programs (or All Programs) from the Start menu.
- 2. Select the Sage FAS Fixed Assets program group from the Programs submenu.
- 3. Select the FAS 50 Asset Accounting icon.

The system opens the application and displays the main window.

#### Starting the free trial version:

- 1. Click the Start button on the Windows taskbar, and then select Programs (or All Programs) from the Start menu.
- 2. Select the Sage FAS Fixed Assets program group from the Programs submenu.
- 3. Select the FAS 50 Asset Accounting icon. A message appears indicating you have 30 days to try the program.



4. Click the Register Later button.

The system opens the application and displays the main window.

#### 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 from the menu bar. A dialog appears that allows you to enter your customer number.

	CARLEND AND AND A REPORT OF THE PARTY NAME.
FAS 50 Asset Accounting	
Update User License Information	
Enter information about you and your company below.	?
User Name:	
Mary Riley	
Company:	
Sample Company	
Customer Number:	
123456789	
> Where can I find my customer number?	OK <u>C</u> ancel

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 dialog appears that provides information about your program, including your customer number.

FAS 50 Asset Accounting
Sage FAS Fixed Assets
FAS 50 Asset Accounting (Version 2012.0)         Sage Software, Inc.         Copyright 1994-2011 (c) Sage Software, Inc. All rights reserved.         ®2011 Sage Software, Inc. All rights reserved. Sage, the Sage logos, and the Sage product and service names mentioned herein are registered trademarks of Sage Software, Inc., or its affiliated entities. Business Dbjects and Crystal Reports are trademarks or registered trademarks of SAP France in the United States and in other countries. Microsoft SQL
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# Chapter 3 Installing FAS 50 Asset Accounting: Upgrading from a Prior Version

#### In this chapter:

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This chapter provides instructions for upgrading from a previous version of FAS 50 Asset Accounting.

**Note:** You must be currently using **version 2011.1 or later** of FAS 50 Asset Accounting to follow the steps in this chapter. If you are not running version 2011.1 or later, you will need to install prior releases in sequential order through 2011.1 before you upgrade.

### **Overview of the Install Process**

The install process consists of the following steps:

- 1. Backing up your current data, page 3-2.
- 2. Installing the latest version, page 3-2.
- 3. Converting your current data, page 3-7.
- 4. Starting the application, page 3-13.

### Step 1: Backing Up Your Data

#### To back up your database

1. Select File/Company Utilities/Backup Company from the menu bar. The system displays the Backup Companies dialog.

Backup Companies	? 🛛
Companies: Westfields Bakery - Demo Database: <default></default>	Save in: FAS First Step   FAS First Step  FAS First Step  Seports SAUGHTS SampleCompany.bbk
	File name: Save as type: FAS Backup Files (bbk)

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

### **Step 2: 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 start the install program

1. Insert the installation DVD in your computer's DVD drive. If your computer's AutoRun option is enabled, the Sage FAS Fixed Assets installation dialog automatically appears.

If your computer's AutoRun option is not enabled, follow these steps:

• Select Start/Run from the Windows taskbar. The Run dialog appears.

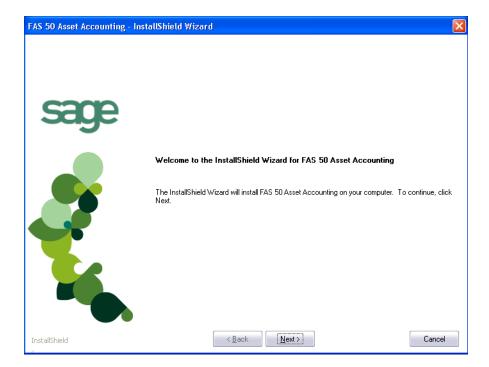
Run	? 🛛
7	Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.
Open:	D:\SETUP.EXE
	OK Cancel Browse

• 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 Sage FAS Fixed Assets installation dialog appears.



2. From the installation dialog, click the Install FAS 50 Asset Accounting option. A splash screen appears for a few seconds, followed by the Welcome dialog.



3. Click the Next button. The Software License Agreement dialog appears.

FAS 50 Asset Accounting - Inst	allShield Wizard	X
License Agreement		
Please read the following license ag	reement carefully.	
6200	Press the PAGE DOWN key to see the rest of the agreement.	
Saye	SAGE END USER LICENSE AGREEMENT IMPORTANT - SCROLL THROUGH AND READ ALL OF THE FOLLOWING TERMS AND CONDITIONS	
	<ol> <li>Grant of License. Sage hereby grants to You a limited, perpetual, non-exclusive, non-transferable (except as set forth in Section 4(b) below) license to Use the Software on the terms and conditions set forth in this End User License Agreement ("Agreement").</li> <li>Introduction.</li> <li>(a) Sage ("Sage" and other capitalized terms are defined below) is willing to grant to You a license of the scope described herein to Use the Software (comprised of the Program and the Documentation) only upon the conditions that You or someone acting on Your behalf and at Your direction, such as Your Distributor has:</li> <li>(1) placed an order with Sage for either an initial license or an upgrade (such as for more users, additional modules, etc.), or a service plan for future maintenance releases ("Maintenance Software") and/or for customer support, and Sage has accepted such order and Enable Use of the Software; and</li> <li>(2) accepted all of the terms and conditions of this Agreement either before or during installation of the Program.</li> </ol>	
	Do you accept all the terms of the preceding License Agreement? If you select No, the setup will close. To install FAS 50 Asset Accounting, you must accept this agreement.	
InstallShield	< Back	

#### Print Button

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

4. 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.)

5. After you click the Yes button, the Customer Information dialog appears.

FAS 50 Asset Accounting - Ins	stallShield Wizard	$\mathbf{X}$
Customer Information Please enter your information.		
com	Please enter your name, the name of the company for which you work and your customer number	
sage	User Name:	
	Mary Biley	
	Company Name:	
	Sample Company	
	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 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 FAS Asset Accounting 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 dialog appears.

FAS 50 Asset Accounting - Ins	stallShield Wizard	
Setup Status	FAS 50 Asset Accounting is configuring your new software installation.	
	Validating install	
InstallShield		Cancel

When all of the files have been installed, the InstallShield Wizard Complete dialog 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. You can either allow the system to restart your computer immediately, or you can restart your computer at a later time. Tip: We recommend that you allow the system to restart your computer at this time if prompted to do so.

9. Click the Finish button. The system returns to the Sage FAS 50 Fixed Assets Installation dialog.

### Step 3: Converting Your Data

As new features and enhancements are added to the program, the system requires additional information to support the new features. This requires that changes be made to your asset database so that the system can store the new information. To update your database(s) to hold the new information, you must perform a database conversion.

**Note:** You must be currently using **version 2011.1 or later** of FAS 50 Asset Accounting to follow the steps in this section.

You have two options for converting your databases.

- **FAS Database Conversion Utility:** You can use the utility to convert two or more databases at a time. You run the utility from the Sage Software program group.
- **In-place Database Conversion:** You perform this type of database conversion when you open a database. You can convert only one database at a time with this type of conversion.

Converting a database is a time-consuming process. Please refer to the table below, which outlines the recommended conversion procedure:

Number of Databases	Number of Assets	Recommended Conversion Program
1	less than 3,000	In-place Database Conversion
1	3,000 or more	FAS Database Conversion Utility
more than 1	any number	FAS Database Conversion Utility

#### To use the FAS Database Conversion Utility to convert databases

- 1. Click the Start button on the Windows taskbar, and then click Programs (or All Programs) on the Start submenu.
- 2. Select the Sage FAS Fixed Assets program group.
- 3. Select the Tolls program group.
- 4. Select the FAS Database Conversion Program icon.

If more than one Sage FAS program is installed on your machine, the Select Application dialog appears.

Fixed Assets Database Conversion - Select Application	X
Multiple Sage Fixed Asset products have been found on this computer. Please select the application you'd like to perform the conversion on and click Next. Asset Applications Found: FAS 50 or 100 Asset Accounting or Asset Inventory - Standalone Edition Sage FAS for Peachtree or FAS 50 Asset Accounting - Sage Peachtree Edition	
Help         Cancel          Next>         Convert	

- 5. Select the Sage FAS program containing the database that you want to convert.
- 6. Click the Next button. The Fixed Assets Database Conversion Welcome dialog appears.



7. Click the Next button. The Fixed Assets Database Conversion Performance dialog appears.

Assets	1.6 GHz	2.4 GHz	3.2 GHz
1,000	00 min 35 sec	00 min 23 sec	00 min 15 sec
5,000	01 min 47 sec	01 min 00 sec	00 min 45 sec
10,000	03 min 13 sec	01 min 42 sec	01 min 16 sec
20,000	06 min 15 sec	03 min 24 sec	02 min 27 sec
100,000	33 min 05 sec	18 min 34 sec	10 min 48 sec
<			

- 8. Review the Performance dialog to estimate how long the database conversion will take.
- 9. Click the Next button. The Fixed Assets Database Conversion Select Databases dialog appears.

Fixed Assets Database Conversion - Select Databases				
		abase that has not been converted cannot be with a status of "Ready to convert" will be		
Logical Database Name	Status	Physical Database Name	1	
<default> ABCData XYZData</default>	Ready to convert Ready to convert Ready to convert	C:\Program Files\SageFAS\FAS Asset Ac C:\Program Files\SageFAS\FAS Asset Ac C:\Program Files\SageFAS\FAS Asset Ac		
Se	lect All	Unselect All		
Help Car	-KBack	Next> Convert		

This dialog displays the status of each database.

Conversion Complete

This status indicates that the database has already been converted to the latest version.

Ready to Convert

This status indicates that the database is ready to be converted to the latest version.

Incompatible Version

This status indicates that the database cannot be converted because it has not yet been converted to version 2011.1 or later. For assistance in converting your databases to version 2011.1, please contact Sage FAS Customer Support.

#### Cannot Open

This status indicates that the database cannot be converted for an unknown reason. The database may have been moved and the system cannot locate it, or the database may be corrupted. For assistance in resolving the problem, please contact Sage FAS Customer Support.

10. Select the database(s) that you want to convert, and then click the Next button. The Fixed Assets Database Conversion Summary dialog appears.

Fixed Assets Database Conversion	on - Summary 🛛 🗙
dialog indicating the progress of the co	annot access the database(s) being converted. After a
Selected Databases	Estimated Time to Convert
ABCData	10 seconds to 25 seconds
XYZData	10 seconds to 25 seconds
Total Estimated Time to Convert :	20 seconds to 50 seconds
	process please ensure that there is at least the same amount ne drive of the database being converted.
Help Cancel	KBack Next Convert

11. Review the Fixed Assets Database Conversion Summary dialog, and then click the Convert button.

The system checks your computer's disk space to make sure there is sufficient space to convert your data. If there is sufficient space for the conversion, it begins to convert the database(s) and displays the Conversion Status message box.

Conversion Status	
Database: XYZData 2 of 2	
Phase: Phase Status: 60 of 60	
Additional Information: Conversion complete.	
Close	

When the conversion is complete, a "Conversion Complete" message appears in the Additional Information text box.

12. Click the Close button. The system displays the Database Conversion Summary report, which indicates whether the conversion was successful for each database.

	FAS Database Conversion Summary	
	Conversion to Database Schema: 7.2	
Database	Conversion status	
ABCData	Successful	
XYZData	Successful	

#### To perform an in-place database conversion

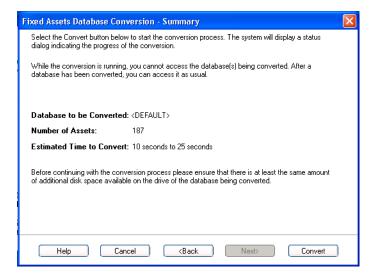
- 1. Click the Start button on the Windows taskbar, and then click Programs (or All Programs) on the Start submenu.
- 2. Select the Sage FAS Fixed Assets program group.
- 3. Select the FAS 50 Asset Accounting icon. The application attempts to open a database that must be converted. The Fixed Assets Database Conversion Welcome dialog appears.

Fixed Assets Datab	ase Conversion - Welcome 🛛 🔀		
	In-Place Conversion		
2	The system has determined that a database conversion is necessary in order to run the fixed asset software. A new version of the software has been installed that requires your existing data to be updated.		
<b>1</b>	As new features and enhancements are added to the product, additional information is needed. The database you are currently using needs to be updated to allow the system to save this new information.		
sage	If you need to convert more than one database, you may want to use the Fixed Assets Database Conversion Program, which allows for unattended processing of multiple databases. To convert multiple databases at the same time, select the Cancel button and access the Fixed Assets Database Conversion Program from the program group.		
	Converting to database schema version: 7.2		
Note: Before continuing with the conversion process, please make sure you have a backup of the database.			
Help	Cancel (Back Next) Convert		

4. Click the Next button. The Fixed Assets Database Conversion Performance dialog appears.

1,000         00 min 35 sec         00 min 23 sec         00 min 15 sec           5,000         01 min 47 sec         01 min 00 sec         00 min 15 sec           10,000         03 min 13 sec         01 min 42 sec         01 min 16 sec           20,000         06 min 15 sec         03 min 24 sec         02 min 17 sec           10,000         33 min 05 sec         18 min 34 sec         10 min 48 sec	s 1.6	GHz 2.	4 GHz	3.2 GHz
10,000 03 min 13 sec 01 min 42 sec 01 min 16 sec 20,000 06 min 15 sec 03 min 24 sec 02 min 27 sec	00 mi	in 35 sec 00	min 23 sec	00 min 15 sec
20,000 06 min 15 sec 03 min 24 sec 02 min 27 sec	01 mi	in 47 sec 01	min 00 sec	00 min 45 sec
100,000 33 min 05 sec 18 min 34 sec 10 min 48 sec				02 min 27 sec
	J 33 mi	in U5 sec 18	min 34 sec	10 min 48 sec
< 1 m				

- 5. Review the Performance dialog to estimate how long the database conversion will take.
- 6. Click the Next button. The Fixed Assets Database Conversion Summary dialog appears.



7. Review the Fixed Assets Database Conversion Summary dialog, and then click the Convert button.

The application checks your computer's disk space to make sure there is sufficient space to convert your data. If there is sufficient space for the conversion, it begins to convert the database(s) and displays the Conversion Status message box.

Conversion Statu	S
Database: <def< th=""><th>AULT&gt;</th></def<>	AULT>
Phase:	
Phase Status:	60 of 60
Additional Info	ormation:
Conversion com	plete.
	Close
L	

When the conversion is complete, a "Conversion Complete" message appears in the Additional Information text box.

### **Step 4: Starting the Application**

The FAS 50 Asset Accounting program icon appears in the Sage FAS Fixed Assets program group by default.

Note: You can also start the application by double-clicking the icon on your desktop.

#### To start the application

#### Starting the purchased version:

- 1. Click the Start button on the Windows taskbar, and then select Programs (or All Programs) from the Start menu.
- 2. Select the Sage FAS Fixed Assets program group from the Programs submenu.
- 3. Select the FAS 50 Asset Accounting icon.

The system opens the application and displays the main window.

#### Starting the free trial version:

- 1. Click the Start button on the Windows taskbar, and then select Programs (or All Programs) from the Start menu.
- 2. Select the Sage FAS Fixed Assets program group from the Programs submenu.

3. Select the FAS 50 Asset Accounting icon. A message appears indicating you have 30 days to try the program.



4. Click the Register Later button.

The system opens the application and displays the main window.

#### 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 from the menu bar. A dialog appears that allows you to enter your customer number.

	CARD IN COLUMN 2 AND A DATE OF THE	IT THAT I THAT
FAS 50 Asset Accounting		
Update User License Information		S.
Enter information about you and your company below.		?
User Name:		
Mary Riley		
Company:		
Sample Company		
Customer Number:		
123456789		
> Where can I find my customer number?	<u>O</u> K	<u>C</u> ancel

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 dialog appears that provides information about your program, including your customer number.

FAS 50 Asset Accounting	
Sage FAS Fixed Assets	
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# Appendix 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 Business Care

Sage FAS operates a web site for our customers at www.sagefas.com. You can quickly access various pages on this web site within the application by selecting Help/Contact Us from the menu bar.

#### To contact Sage FAS

1. Select Help/Contact Us from the menu bar. The Contact Us dialog appears.



2. 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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### **Moving and Reconfiguring Databases**

Due to changes in the Windows Vista and Windows 7 operating systems, you may have to change the location of your Sage FAS asset databases.

If you have a database located in a virtualized location, you will need to move it to a new location and update the location information in Database List Manager. The virtualization feature occurs in the C:\Windows and C:\Program Files folders.

#### To determine if you need to move your databases

1. Open your existing Sage FAS application and select File\Database List Manager from the menu bar.

Database List Manager	
Database Name: CDEFAULTS	Close Find
Westfields Bakery	Rename
	Remove New Database
	Configure Open Company
Database Path: C:\FAS.bdb on Sage_FAS	
	Help

- 2. Select each database and review the Database Path information to determine the location of the physical database file.
- 3. If the database file is located in C:\Program Files\SageFAS or any other non-virtualized location outside of My Documents, then close the application. You are ready to install the latest version and operate the program under Windows Vista or Windows 7.
- 4. If the database is located in a virtualized location (i.e., C:\Windows or C:\Program Files), or a folder within My Documents, you will need to move the database. Close the application and continue with step 5 below.

#### If databases are in an unsupported Windows Vista or Windows 7 location

For any database located in a virtualized location, use Windows Explorer to move the physical files to a non-virtualized location. We recommend using the Data folder or any other subfolder created under the SageFAS installation directory. For any databases previously located in the My Documents folder, you will need to confirm the current location of the physical database file under C:\Users.

- 5. For any database located in a virtualized location, use Windows Explorer to move the physical files to a non-virtualized location. We recommend using the Data folder or any other subfolder created under the SageFAS installation directory. For any databases previously located in the My Documents folder, you will need to confirm the current location of the physical database file under C:\Users.
- 6. Open your Sage FAS application and access Database List Manager.
- 7. Select the database that has been moved to a new location and click the Configure button.

Sybase SQL Anywhere		$\mathbf{X}$
sæge	Database - Sybase SQL Anywhere Logical Database Name: Westfields Bakery Data Source Name: WINFAS32 Engine Name: Sage_FAS Physical Database Name C::PROGRAM FILESISAGEFASIFAS FIRSTSTEPIDATAIFAS.DB Resurce	
	Browse	
	< Back Next > Cancel	

- 8. Click the Browse button to locate the newly located database and update the Physical Database Name location.
- 9. Click the Next button to move to the second panel of the Configure wizard.

Sybase SQL Anywhere		
	Database - Sybase SQL Anywhere	e
		C TCPIP C All Network Protocols
	Start-up Parameters:	
	-gp 2048 -c 16384K -ga	a
1 × 3		
sage		
age		
	ļ	
	_	
	< Back	Finish Cancel

10. Click the Finish button to return to the Database List Manager dialog. Notice that the Database Path information has been updated.

Database List Manager	X
Database Name:	Close
(DEFAULT) 123	Find
Westfields Bakery	
	Rename
	Remove
	New Database
	Configure
	Open Company
Daterbase Path:	
C:\PROGRAM FILES\SAGEFAS\FAS	
FIRSTSTEP\DATA\FAS.DB on Sage_FAS	Help
	neip

11. Repeat this process for each database that has been moved to a new location.

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