

FAS 50 Asset Accounting

Quick Start Guide

Version 2012

Contents

Chapter 1. Introduction

Supported Operating Environments	1-1
System Requirements	1-1
Security Requirements	1-2

Chapter 2. Installing FAS 50 Asset Accounting the First Time

Overview of the Install Process	2-1
Step 1: Installing the Latest Version	2-1
Step 2: Registering the Application	2-7
Step 3: Starting the Application	2-9

Chapter 3. Installing FAS 50 Asset Accounting: Upgrading from a Prior Version

Overview of the Install Process	3-1
Step 1: Backing Up Your Data	3-2
Step 2: Installing the Latest Version	3-2
Step 3: Converting Your Data	3-7
Step 4: Starting the Application	3-13

Appendix A. How to Contact Us

Appendix B. Troubleshooting

Moving and Reconfiguring Databases	B-1
--	-----

Index

Chapter 1

Introduction

In this chapter:

Supported Operating Environments	1-1
System Requirements	1-1

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,[®] 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.

Chapter 2

Installing FAS 50 Asset Accounting the First Time

In this chapter:

Overview of the Install Process	2-1
Step 1: Installing the Latest Version	2-1
Step 2: Registering the Application	2-7
Step 3: Starting the Application	2-9

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:

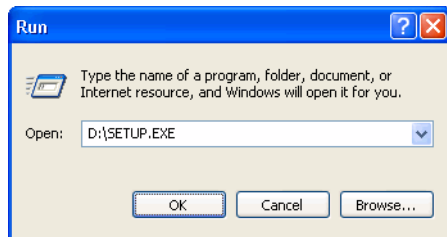
- Close all other Windows programs.
- Close all tool bars on your computer’s desktop (such as the Microsoft Office tool bar).
- Close all programs that run in the background after you start your computer (such as virus-checking programs).
- Make sure you have **Administrative rights** to the local computer.

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.

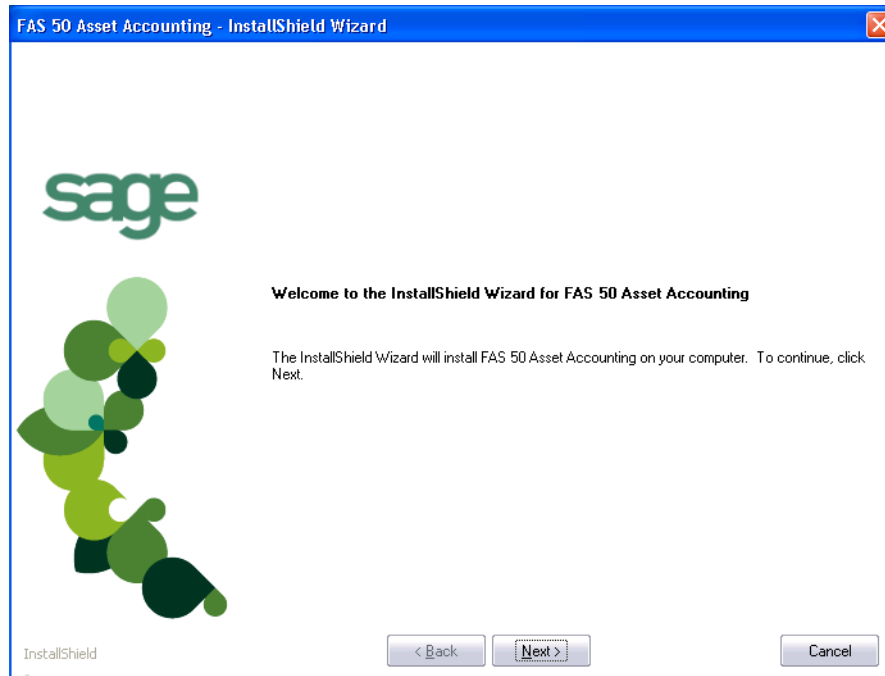


- Type (or browse to) D:\SETUP.EXE in the Open field, and then click OK. (Substitute your computer's DVD drive letter for D: if it is different.)

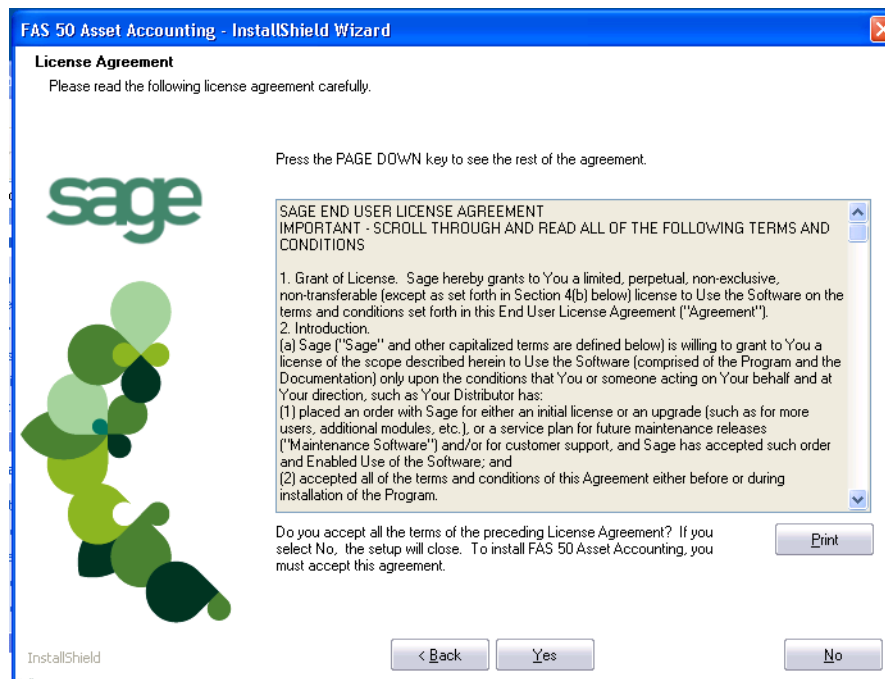
The Sage Fixed Assets installation dialog appears.



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.



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

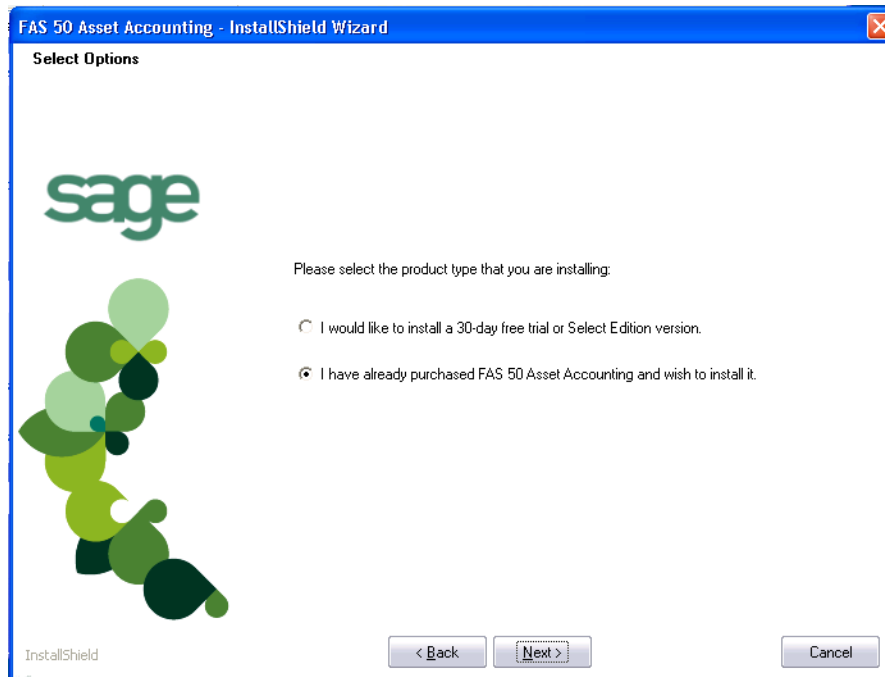


■ Print Button

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

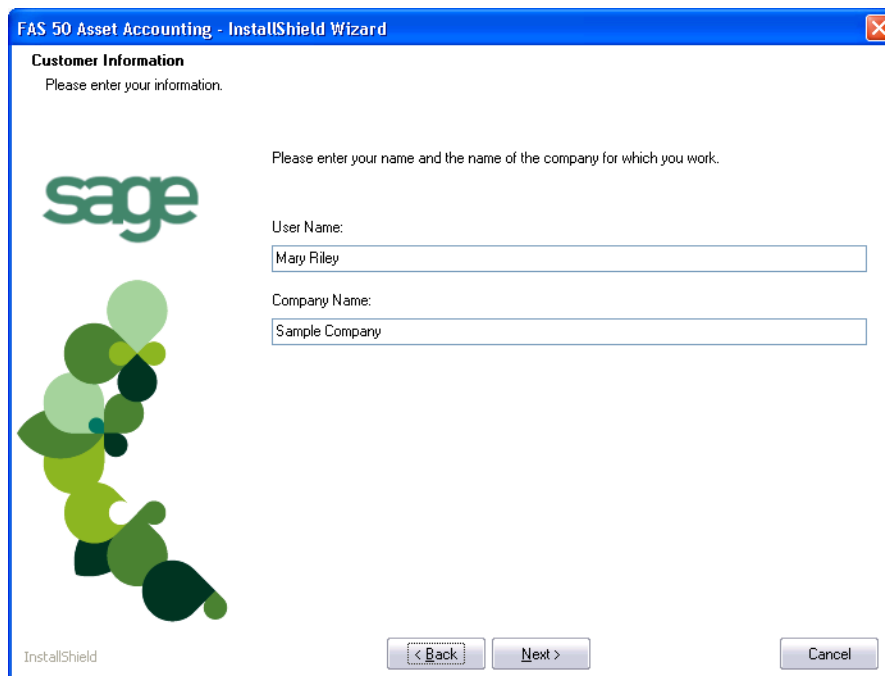
5. Read the license agreement, and then click the Yes button to accept the terms of the agreement. (If you do not accept the terms of the license agreement, click the No button. The system exits from the installation program.)

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



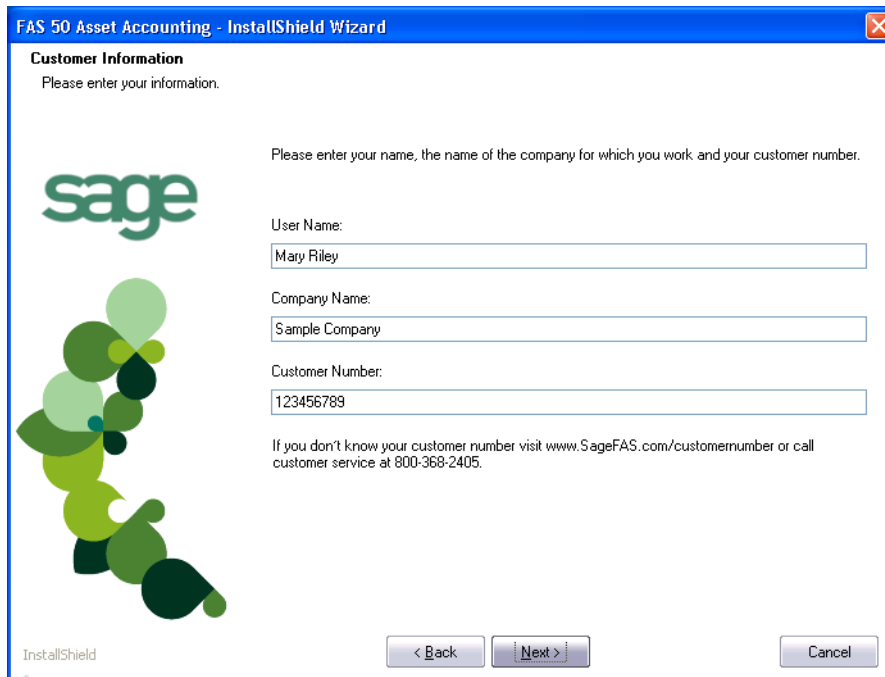
7. Select either the 30-day free trial option or the purchased option.

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



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

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

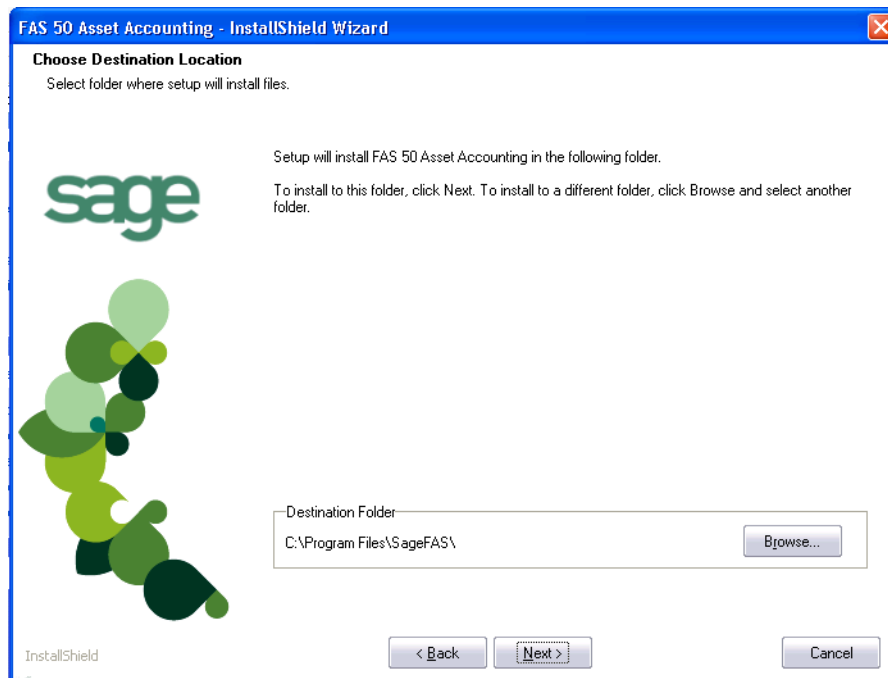


The screenshot shows the 'FAS 50 Asset Accounting - InstallShield Wizard' window. The title bar is blue with a close button. The main area is white with the Sage logo on the left. The text 'Customer Information' is at the top, followed by 'Please enter your information.' and 'Please enter your name, the name of the company for which you work and your customer number.' There are three input fields: 'User Name:' with 'Mary Riley', 'Company Name:' with 'Sample Company', and 'Customer Number:' with '123456789'. Below these fields 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 are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted.

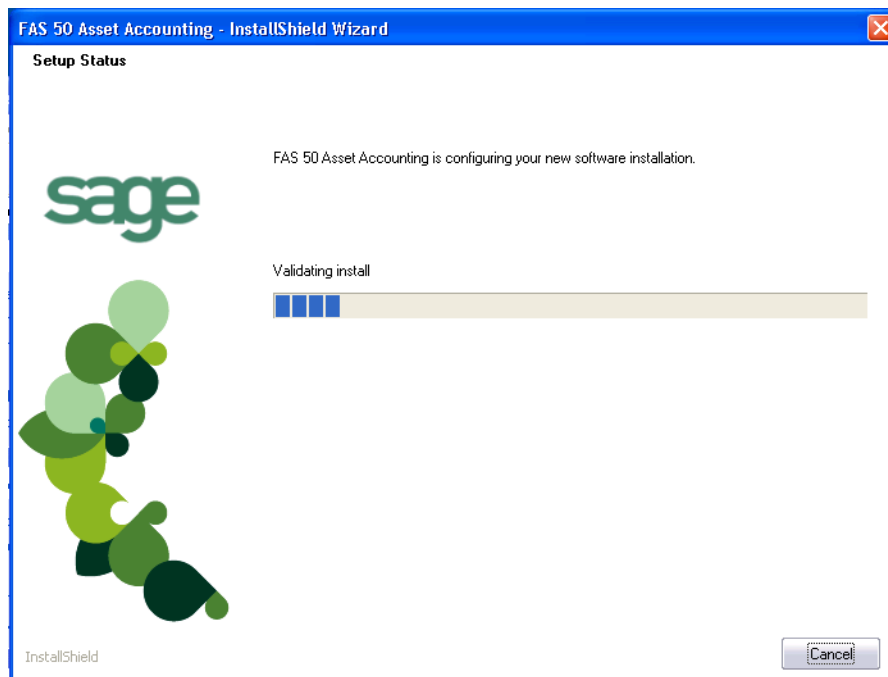
9. Enter your name, company name, and customer number. You will need your customer number if you call Sage FAS Customer Support with a technical question.

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.

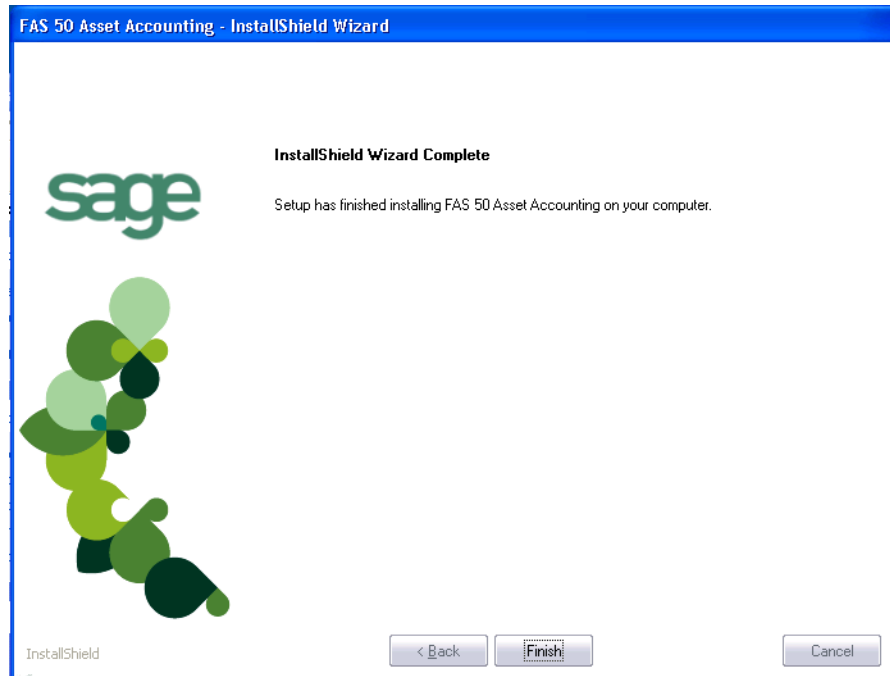
10. Click the Next button. The Choose Destination Location dialog appears.



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



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.

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

Step 2: Registering the Application

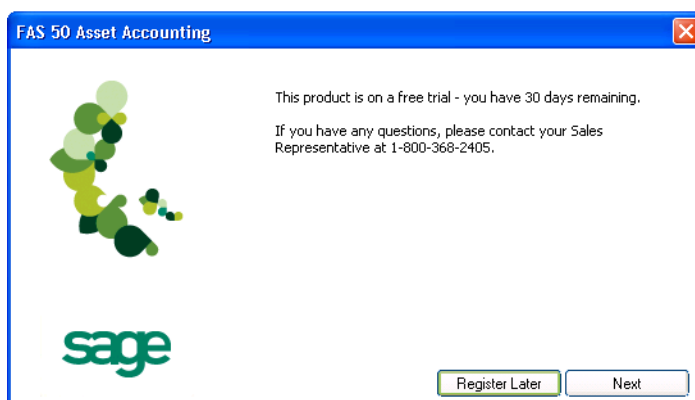
The process of registering the application is a one-time event. After you enter your registration codes, you won't have to enter them again—not even when you receive your next program update.

Note: You have 30 days to register the application.

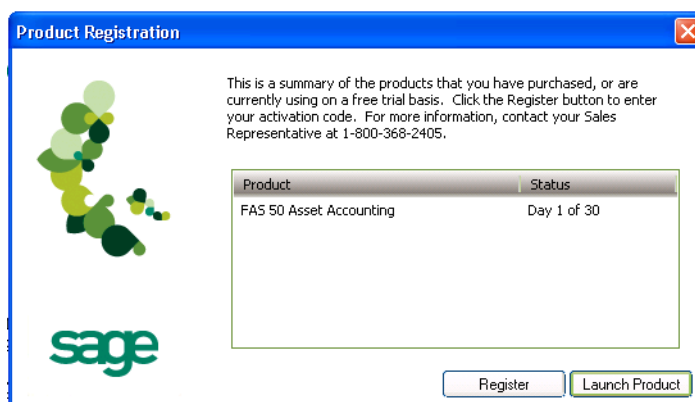
To register the application

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.

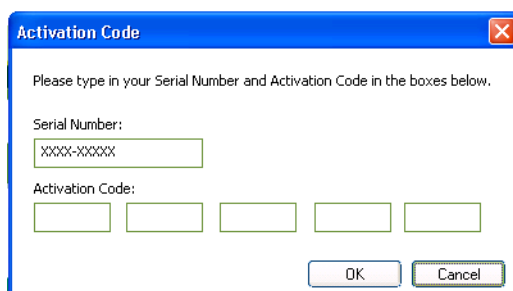
3. Select the FAS 50 Asset Accounting icon. A message appears indicating you can use the application for 30 days.



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



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



- **Serial Number**

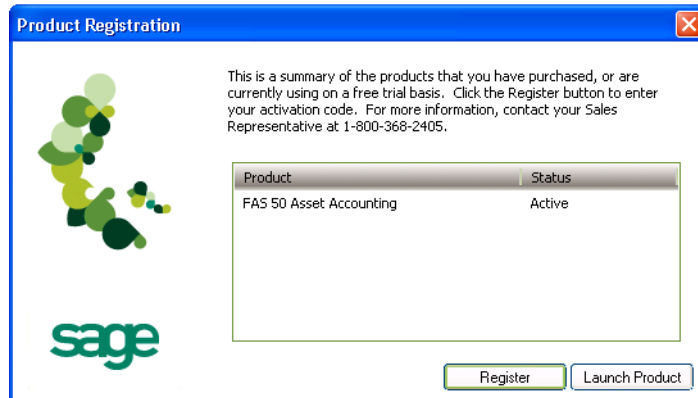
Enter your serial number. **You must enter the hyphen.**

- **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

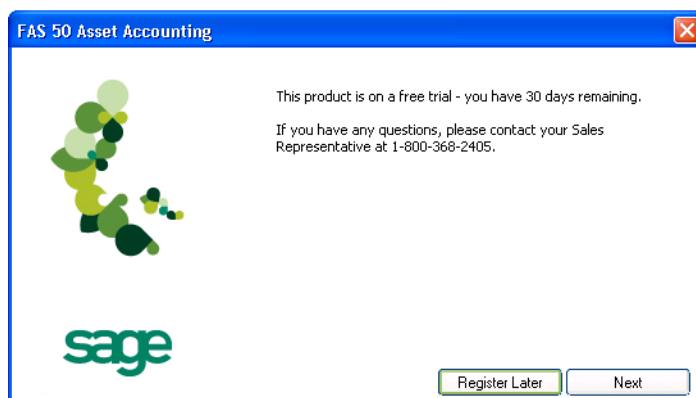
Starting the purchased version:

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.



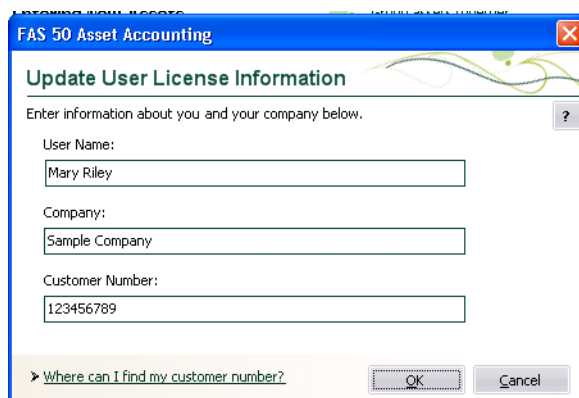
4. Click the Register Later button.

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.



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.



Chapter 3

Installing FAS 50 Asset Accounting: Upgrading from a Prior Version

In this chapter:

Overview of the Install Process	3-1
Step 1: Backing Up Your Data	3-2
Step 2: Installing the Latest Version	3-2
Step 3: Converting Your Data	3-7
Step 4: Starting the Application	3-13

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

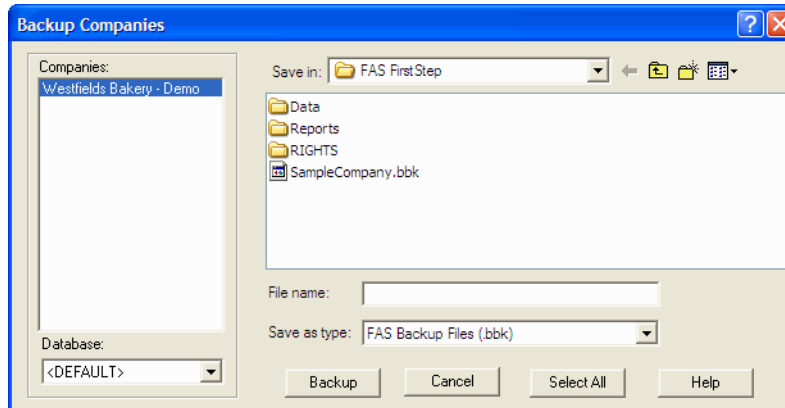
The install process consists of the following steps:

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.



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.

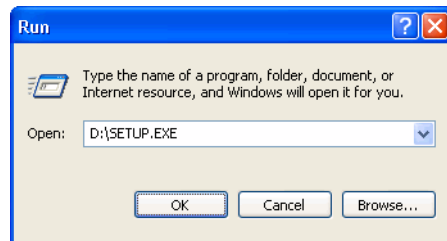
When installing the application, we recommend you accept the default options and directory locations the installation program provides. However, you can customize the installation to suit your needs by choosing the components you want to install.

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.

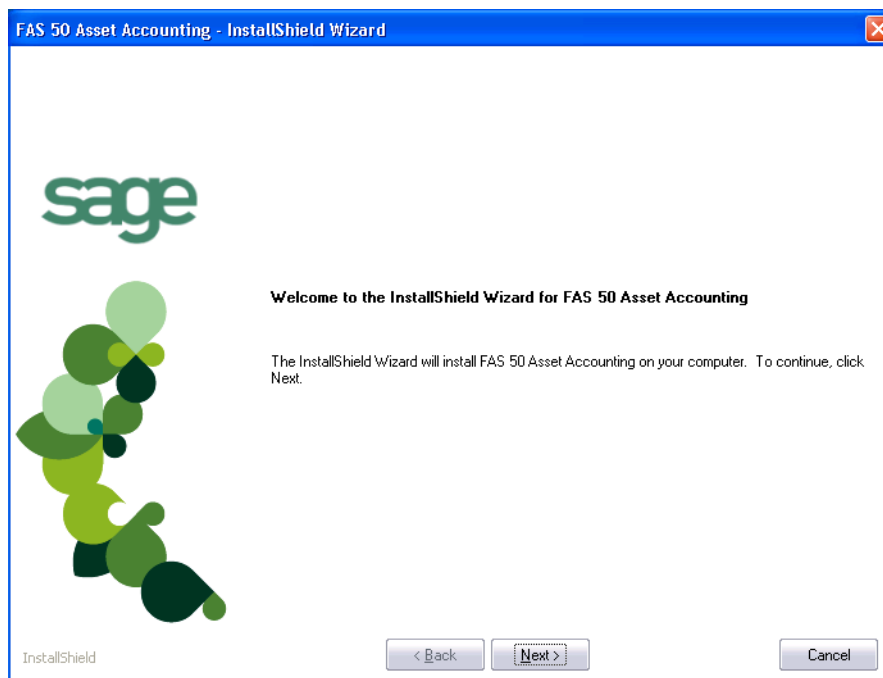


- Type (or browse to) D:\SETUP.EXE in the Open field, and then click OK. (Substitute your computer's DVD drive letter for D: if it is different.)

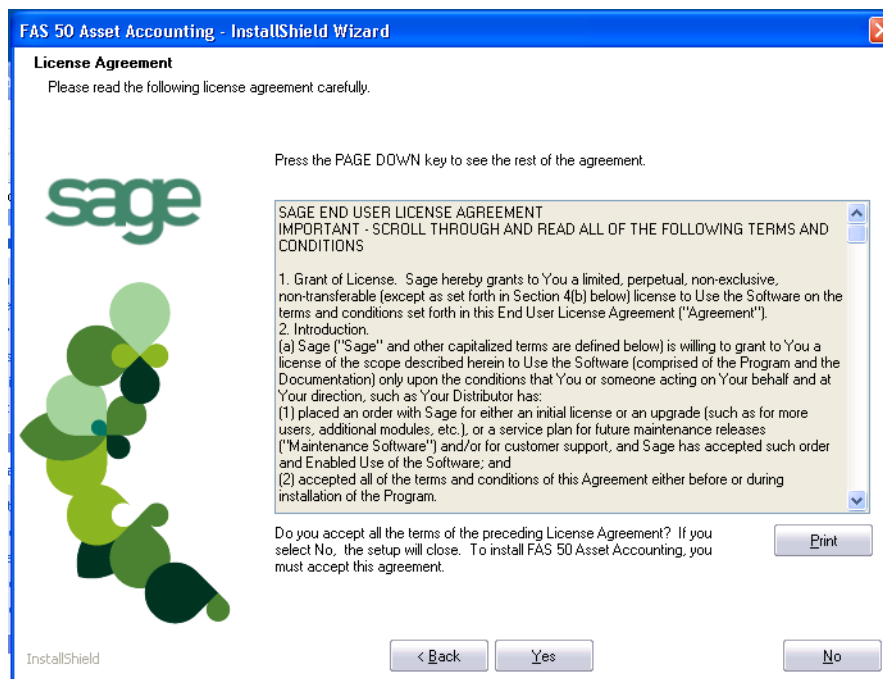
The Sage FAS Fixed Assets installation dialog appears.



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.



■ 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.)

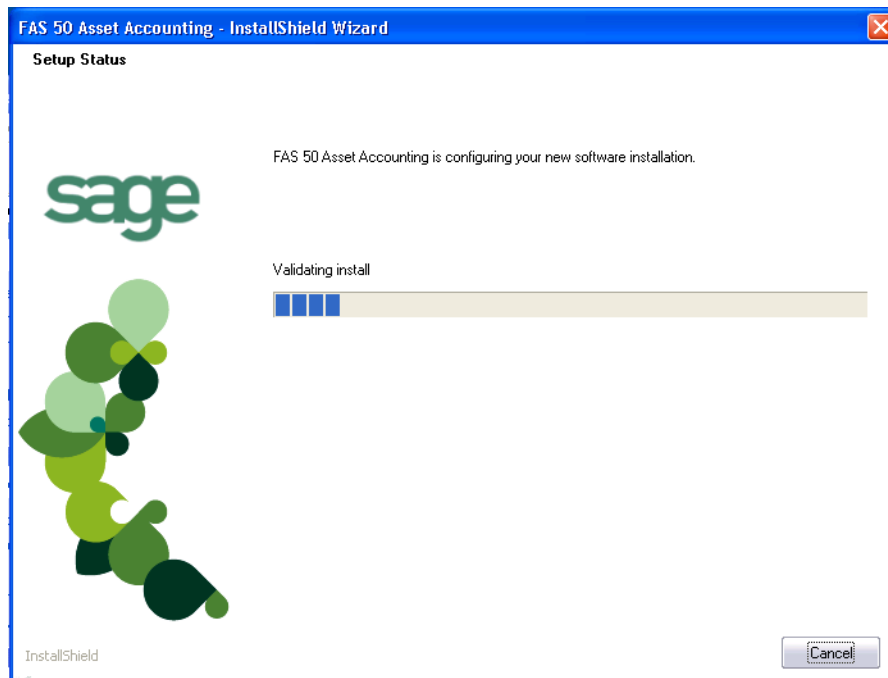
5. After you click the Yes button, the Customer Information dialog appears.

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.

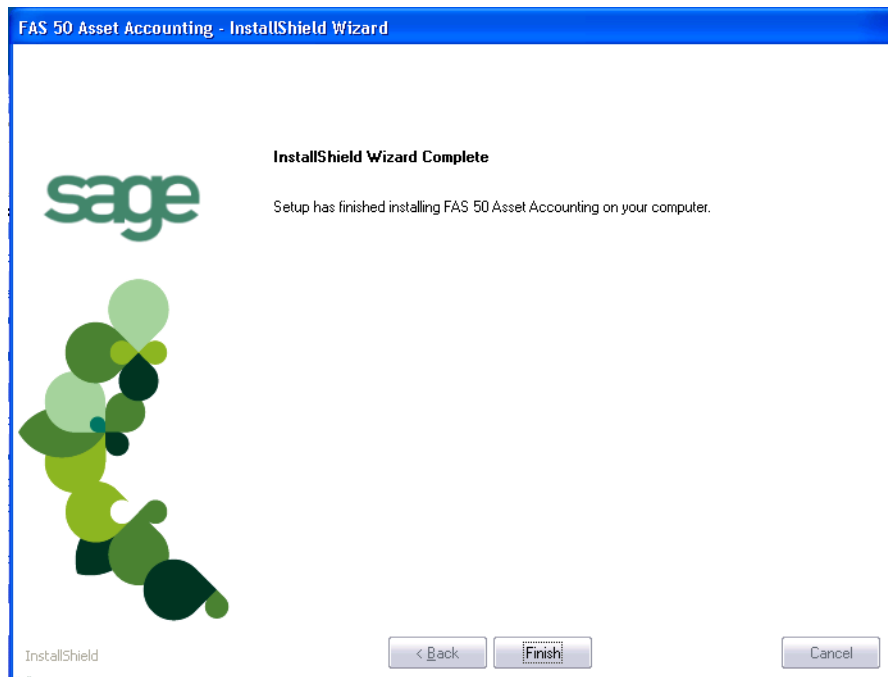
Note: You can find the customer number on the packing slip in the upgrade package or by clicking About FAS Asset Accounting from the Help menu. If you cannot find your customer number, visit www.sagefas.com/customernumber, or call Customer Service at 800-368-2405.

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.



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.

- 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.

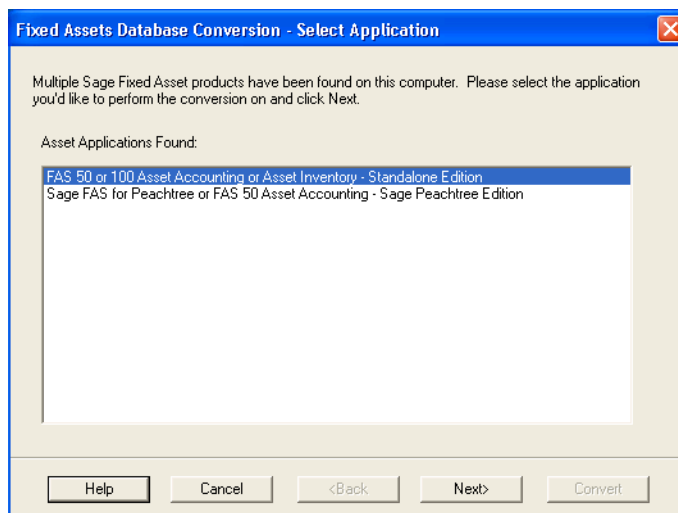
Converting a database is a time-consuming process. Please refer to the table below, which outlines the recommended conversion procedure:

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

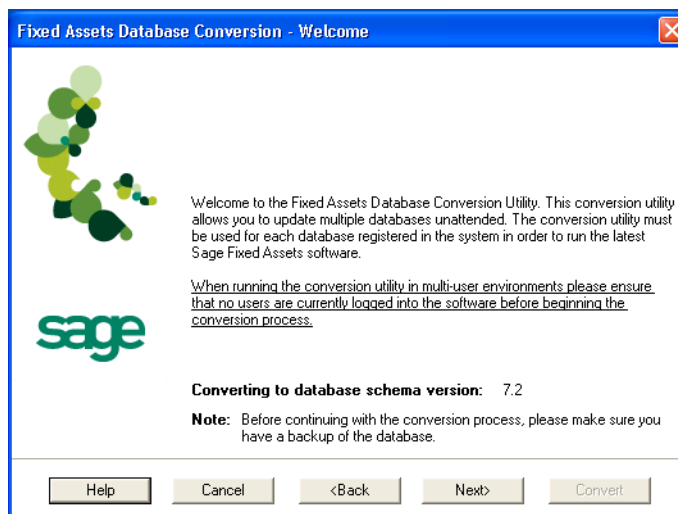
To use the FAS Database Conversion Utility to convert databases

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

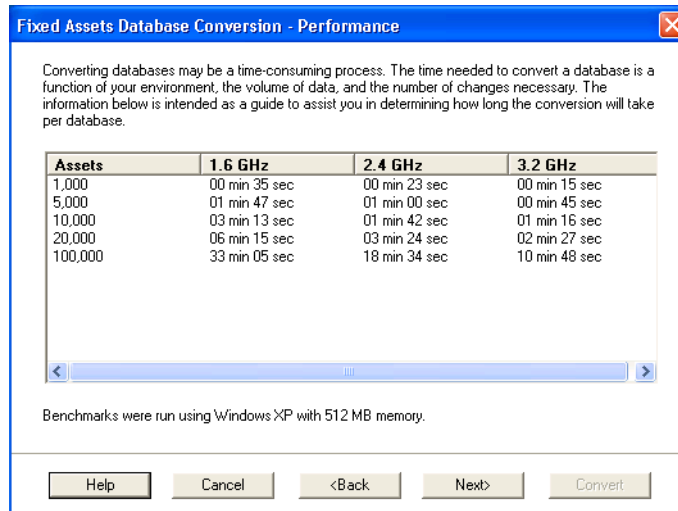
If more than one Sage FAS program is installed on your machine, the Select Application dialog appears.



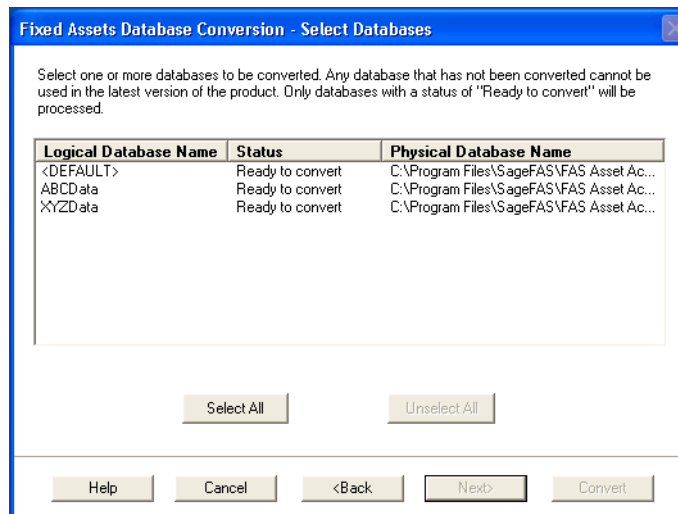
5. Select the Sage FAS program containing the database that you want to convert.
6. Click the Next button. The Fixed Assets Database Conversion Welcome dialog appears.



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



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.



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.

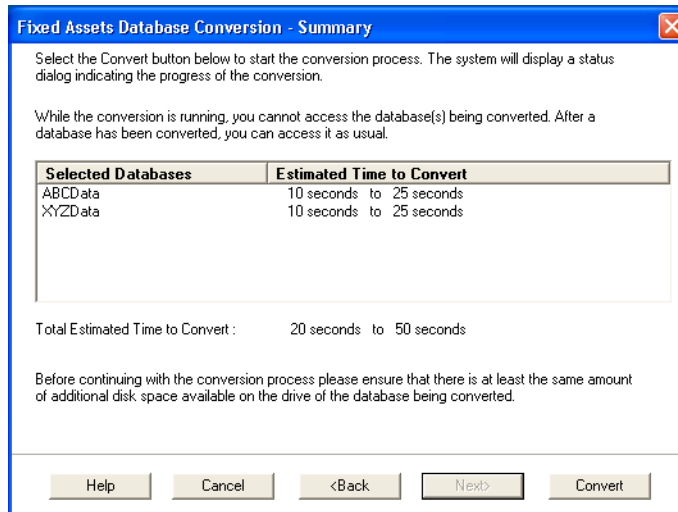
■ **Incompatible Version**

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

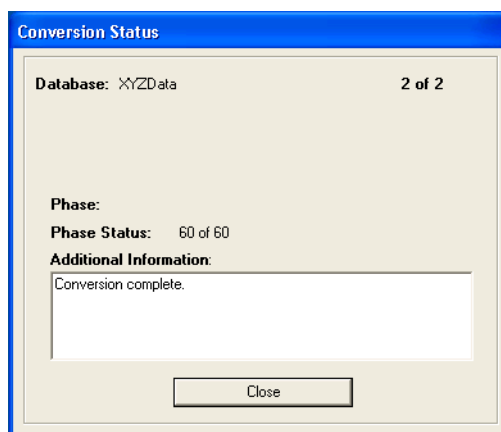
This status indicates that the database cannot be converted for an unknown reason. The database may have been moved and the system cannot locate it, or the database may be corrupted. For assistance in resolving the problem, please contact Sage FAS Customer Support.

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



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.



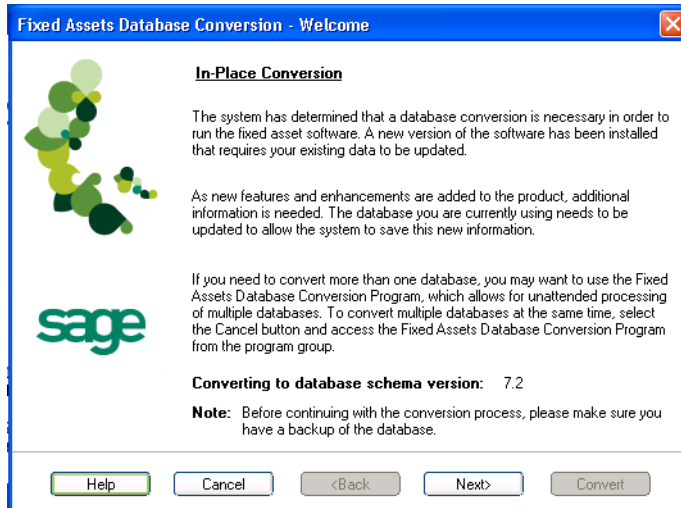
When the conversion is complete, a "Conversion Complete" message appears in the Additional Information text box.

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

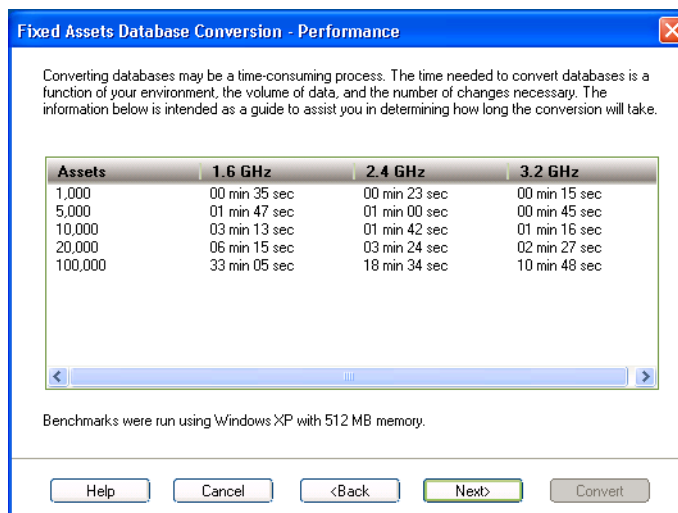
FAS Database Conversion Summary	
Conversion to Database Schema: 7.2	
Database	Conversion status
ABCDData	Successful
XYZData	Successful

To perform an in-place database conversion

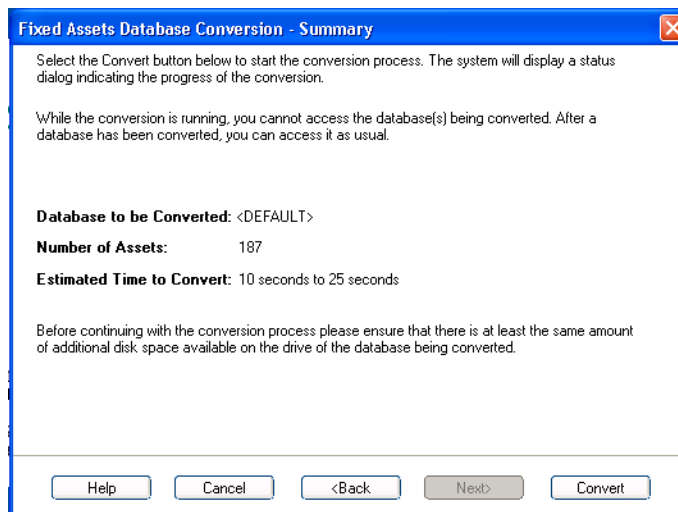
1. Click the Start button on the Windows taskbar, and then click Programs (or All Programs) on the Start submenu.
2. Select the Sage FAS Fixed Assets program group.
3. Select the FAS 50 Asset Accounting icon. The application attempts to open a database that must be converted. The Fixed Assets Database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



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

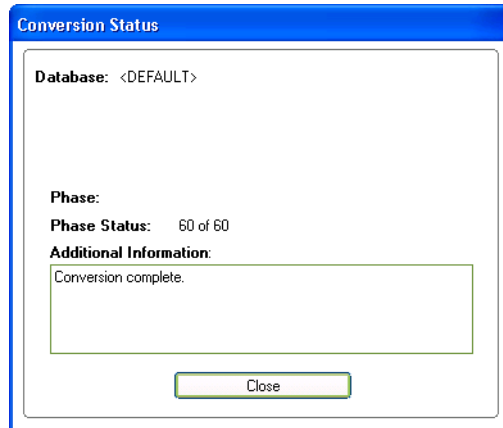


5. Review the Performance dialog to estimate how long the database conversion will take.
6. Click the Next button. The Fixed Assets Database Conversion Summary dialog appears.



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.



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.

A screenshot of a dialog box titled "FAS 50 Asset Accounting" with the subtitle "Update User License Information". It contains the instruction "Enter information about you and your company below." followed by three text input fields. The first field is labeled "User Name:" and contains the text "Mary Riley". The second field is labeled "Company:" and contains the text "Sample Company". The third field is labeled "Customer Number:" and contains the text "123456789". At the bottom left, there is a link that says "Where can I find my customer number?". At the bottom right, there are "OK" and "Cancel" buttons.

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.



Appendix A

How to Contact Us

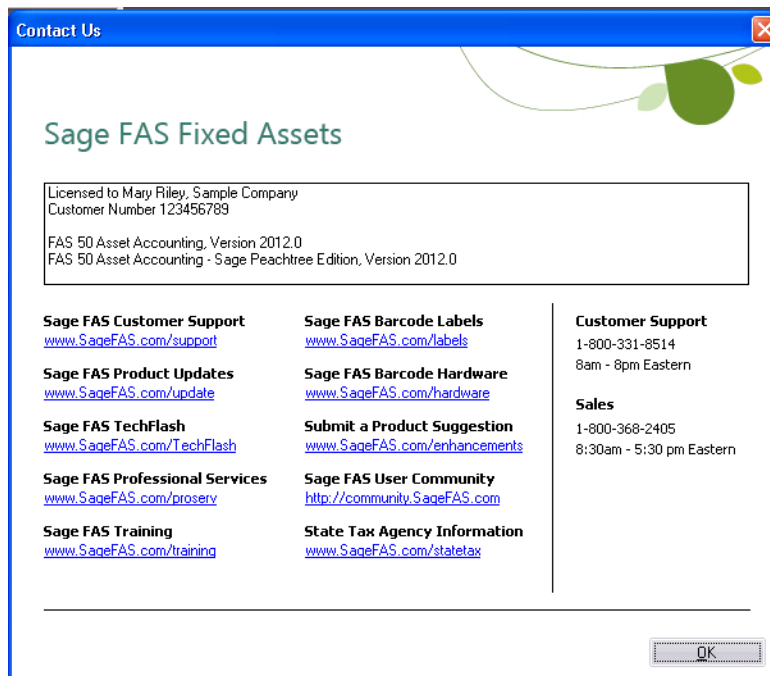
Here are some of the quickest ways to contact us if you have a question about operating the program, or if you need assistance in purchasing a Sage FAS product.

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.

Appendix B

Troubleshooting

In this appendix:

Moving and Reconfiguring Databases B-1

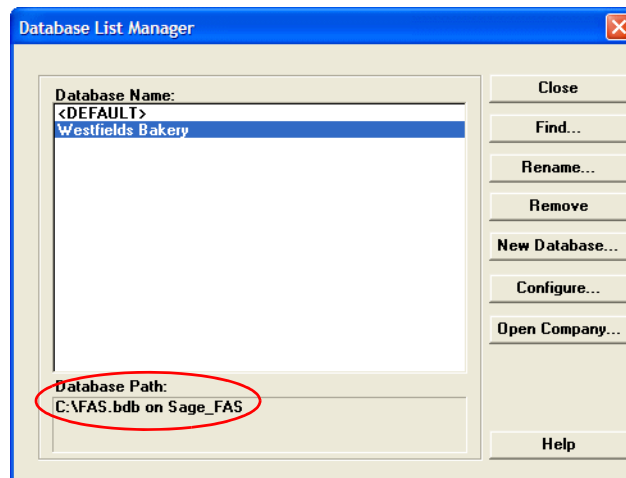
Moving and Reconfiguring Databases

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.

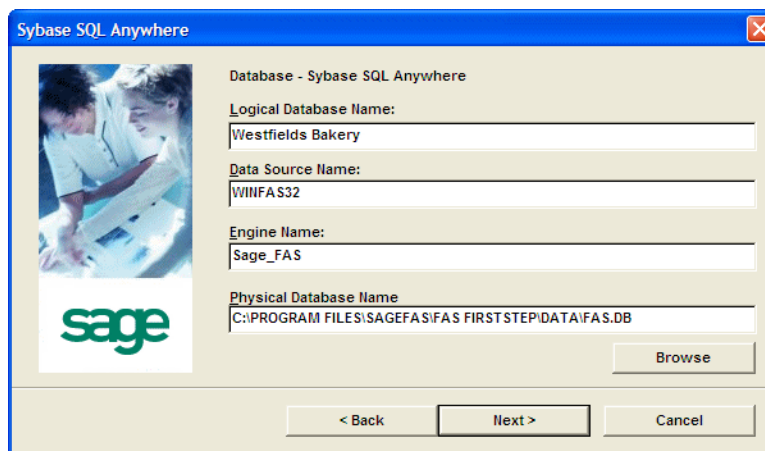


2. Select each database and review the Database Path information to determine the location of the physical database file.
3. If the database file is located in C:\Program Files\SageFAS or any other non-virtualized location outside of My Documents, then close the application. You are ready to install 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.

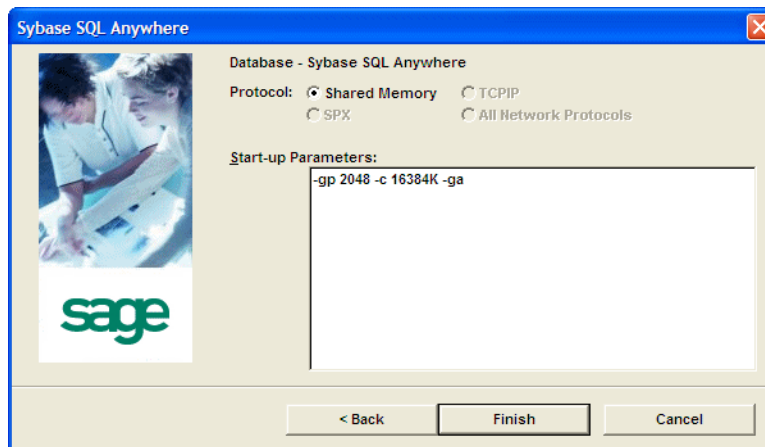
If databases are in an unsupported Windows Vista or Windows 7 location

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.

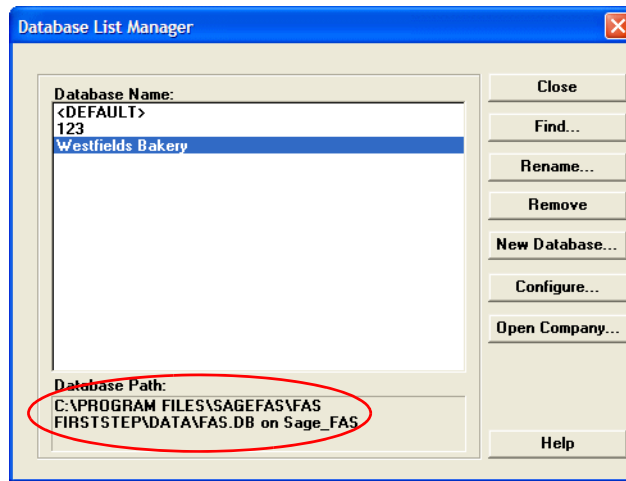
5. For any database located in a virtualized location, use Windows Explorer to move the physical files to a non-virtualized location. We recommend using the Data folder or any other subfolder created under the SageFAS installation directory. For any databases previously located in the My Documents folder, 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.



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.



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



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

Index

B

backing up data 3-2

C

companies, backing up 3-2

contact information A-1

converting data 3-7

customer support A-1

D

database files

backing up 3-2

converting 3-7

moving and reconfiguring B-1

F

FAS 50 Asset Accounting

installing first time 2-1

installing over previous version 3-2

registering 2-7

upgrading, steps for 3-1

I

installing

first time 2-1

over previous version 3-2

O

operating environments 1-1

R

registering application 2-7

requirements, system 1-1

S

supported operating environments 1-1

system requirements 1-1

U

upgrading, steps for 3-1

W

Windows Vista, reconfiguring databases B-1

© 2011 Sage Software, Inc. All rights reserved.
Portions Copyrighted ©1991-2001 by iAnywhere Solutions, Inc.

Published by
Sage
2325 Dulles Corner Boulevard, Suite 700
Herndon, VA 20171
571-612-6000 • FAX 678-281-0834

Notice: Sage has made every effort to ensure this manual is correct and accurate, but reserves the right to make changes without notice at its sole discretion at any time. Use, duplication, modification, or transfer of the product described in this publication, except as expressly permitted by the Sage License Agreement, is strictly prohibited. Individuals who make any unauthorized use of this product may be subject to civil and criminal penalties.

Sage makes no warranties (expressed or implied) or representations with respect to the information contained herein; and Sage shall not be liable for damages resulting from any errors or omissions herein or from the use of information contained in this manual.

© 2011 Sage Software, Inc. All rights reserved. Sage, the Sage logos, and the Sage product and service names mentioned herein are registered trademarks or trademarks of Sage Software, Inc., or its affiliated entities. Business Objects and the Business Objects logo, BusinessObjects and Crystal Reports are trademarks or registered trademarks of SAP France in the United States and in other countries. Microsoft SQL Server, Windows Vista and the Windows Vista logo are trademarks or registered trademarks of Microsoft Corporation in the United States and/or other countries. All other trademarks are the property of their respective owners.