Sage Fixed Assets

Links Guide

Your Guide to Software Integrations Between Sage Fixed Assets and Other Accounting Systems
Version 10

Contents

Chapter 1. Introduction

Chapter 2. Sage ERP Accpac Link

Chapter 3. Sage Pro Series Link

Chapter 4. Sage ERP Accpac AP/PO Link

Chapter 5. Sage BusinessVision Link

Chapter 6. Sage BusinessWorks Accounting Link

Chapter 7. Sage ERP MAS 90 / Sage ERP MAS 200 Link

Chapter 8. Sage ERP MAS 90 / Sage ERP MAS 200 AP/PO Link

Chapter 9. Sage ERP MAS 500 Link

Chapter 10. Linking to Sage ERP MAS 90/200/200 for SQL from Sage Fixed Assets - Premier Depreciation

Chapter 11. Sage ERP MAS 500 AP/PO Link

Chapter 12. Sage MIP Fund Accounting Link

Chapter 13. Sage 50 Link

Chapter 14. Sage PFW ERP Link

Chapter 15. Sage Simply Accounting Link

Chapter 16. Sage Timberline Office EQ Cost Link

Chapter 17. Sage Timberline Office Link

Chapter 18. Sage Fixed Assets Universal Link

Chapter 1
Introduction

Sage Fixed Assets Links provide a convenient and effective method of moving fixed asset information from your Sage Fixed Assets solution into your General Ledger or other accounting system. By utilizing a fixed asset solution that transfers data with a few simple clicks of the mouse, you ensure the consistency of the information you've entered and reduce the risk of data errors. Valuable time is saved when your fixed asset information does not have to be re-keyed into another system following a run of depreciation.

Sage Fixed Assets has developed a number of dedicated links to other Sage products, including Sage ERP MAS, Sage Timberline Office, Sage ERP Accpac, Sage MIP Fund Accounting, and more. Integrations also exist to several third-party systems, and the Sage Fixed Assets Universal Link can deliver fixed asset data to any system capable of importing a standard ASCII file. Depending on the level of integration involved, these links work in a variety of ways to help you work more efficiently.

	FAS 50 Asset Accounting	FAS 100 Asset Accounting	FAS 500 Asset Accounting	FAS Gov 100 Asset Accounting	FAS Nonprofit 100 Asset Accounting	FAS Canada 50 Asset Accounting	FAS Canada Asset Accounting
Peachtree by Sage	●	●	●	●	●	●	●
Sage Accpac ERP	●	●	●	●	●	●	●
Sage Accpac ERP AP/PO	●	●	●			●	●
Sage BusinessVision Accounting	●	●	●	●	●	●	●
Sage BusinessWorks Accounting	●	●	●	●	●	●	●
Sage MAS 200 ERP	●	●	U	U	U	U	U
Sage MAS 200 for SQL	●	●	●	●	●	●	●
Sage MAS 200 AP/PO	●	●					
Sage MAS 500 AP/PO			●				
Sage MAS 500 ERP	●	●	●	●	●	●	●
Sage MAS 90 ERP	●	●	U	U	U	U	U
Sage MAS 90 AP/PO	●	●					
Sage MIP Fund Accounting				●	●	●	●
Sage MIP Fund Accounting AP/PO				●	●		
Sage PFW ERP	●	●	●	●	●	●	●
Sage Pro ERP	U	U	U	U	U	U	U
Sage Timberline Office	●	●	●	●	●	●	●
Sage Timberline Office Equipment Cost Module	●	●	●				
Simply Accounting by Sage	●	●	●	●	●	●	●

U=Universal Link

Sage Fixed Assets Links are readily available to any customer and come pre-installed with your Sage Fixed Assets software solution. The links are highly visible and easy to locate on a "Links" menu in Sage Fixed Assets - Lite Depreciation, Sage Fixed Assets - Depreciation, and Sage Fixed Assets - Premier Depreciation. All links to Sage Fixed Assets G/L packages

are available at no-charge, and third-party integrations as well as the Sage Fixed Assets Universal Link are available at a nominal charge. Sage Fixed Assets Government & Nonprofit Edition - Depreciation include a dedicated link to Sage MIP Fund Accounting and the Sage Fixed Assets Universal Link.

This document is intended to provide an overview of each Link, including how to activate the integration (if necessary), how to initiate and run the link, and how to access the fixed asset data from within the general ledger. This guide should be considered a handy source of information about the wide variety of integrations that are available from Sage Fixed Assets. For more detailed information about how to use any Sage product, please reference the built-in online Help or your Sage Fixed Assets user's guide, or contact the appropriate customer support team.

Chapter 2
Sage ERP Accpac Link

The Sage ERP Accpac Link exports depreciation transactions for one Sage Fixed Assets company, or one group within a company, at a time. The link posts depreciation directly from Sage Fixed Assets to the Sage ERP Accpac general ledger program. When you post depreciation in Sage Fixed Assets, the system does not create a posting export file. You only need to run the link in Sage Fixed Assets and post the journal entry in the Sage Accpac general ledger program.

Note: We refer to all versions of Sage Fixed Assets - Depreciation that are compatible with this link as "Sage Fixed Assets." For a list of products that work with this link, see the chart on page 1-1. In this chapter, "Sage Fixed Assets" does not include Sage Fixed Assets - Tracking or Sage Fixed Assets - Planning.

Installing the Link

The Sage ERP Accpac Link is preinstalled; the system installs the link when you install Sage Fixed Assets.

Preparing the Data in Sage Fixed Assets

Step 1: Checking the G/L Account Numbers in Sage Fixed Assets

You must make sure that all of the assets for which you want to post depreciation in Sage Fixed Assets contain G/L Account numbers that match the G/L Account Number list in the Sage Accpac accounting program.

1. In the Asset List, scroll to the right to view the G/L Account numbers.

2. Make sure that all of the assets contain the correct G/L Expense Account numbers and G/L Accumulated Account numbers.

Tip: You can use the Replace feature to globally replace G/L Account numbers. For information on using the Replace feature, see your Sage Fixed Assets online guide or online Help.

Step 2: Depreciate Assets in Sage Fixed Assets

The next step is to calculate depreciation in Sage Fixed Assets for the period for which you want to post depreciation. In our example, we want to post depreciation for December 2004.

We need to make sure that the Depreciation This Run column on the Depreciation Expense report represents only the depreciation for one month. First, we'll calculate depreciation for the month prior to the date that we want to post (that is, November 2004).

1. Select Depreciation/Depreciate from the menu bar. The Depreciate dialog appears.

2. Select the book and group of assets for which you want to calculate depreciation, and then enter the date in the Calculate Depreciation Through field. For this example, enter **11/2004**.

3. Clear the Window check box because you do not need to view the Depreciation Expense report at this time.

4. In the Choose Report field, leave the default selection of Depreciation Expense.

5. Click OK. The system calculates depreciation for November.

Next, we will calculate depreciation for the period for which we want to post depreciation.

6. On the Depreciate dialog, make sure the book and group of assets for which you want to calculate depreciation are still selected, and then enter the new date in the Date field. This time, enter **12/2004**.

7. Select the Window check box.

8. Select the Update Current Reporting Period check box.

9. Click OK. The system calculates depreciation and displays the Depreciation Expense report.

Westfields Bakery
Depreciation Expense Report
As of December 31, 2004

Book = Internal
FYE Month = December

Sys No	Ext	In Svc Date	Acquired Value	P T	Depr Meth	Est Life	Salv / 168(k) Sec 179	Depreciable Basis	Prior Thru	Prior Accum Depreciation	Depreciation This Run	Current YTD Depreciation	Current Accum Depreciation	Key Code
000107	000	03/10/04	6,200.00	R	SLFM	10 00	0.00	6,200.00	11/30/04	0.00	51.67	516.67	516.67	
000108	000	03/23/04	2,624.00	P	SLFM	05 00	0.00	2,624.00	11/30/04	0.00	43.74	437.33	437.33	
000109	000	04/12/04	110,000.00	P	SLFM	05 00	0.00	110,000.00	11/30/04	0.00	1,833.34	16,500.00	16,500.00	
000110	000	04/18/04	22,000.00	P	SLFM	05 00	22,000.00	0.00	11/30/04	0.00	0.00	22,000.00	22,000.00	r
000111	000	07/01/04	2,700.00	P	SLFM	10 00	0.00	2,700.00	11/30/04	0.00	22.50	135.00	135.00	
000112	000	07/01/04	4,800.00	P	SLFM	10 00	0.00	4,800.00	11/30/04	0.00	40.00	240.00	240.00	
000113	000	07/05/04	6,350.00	P	SLFM	05 00	0.00	6,350.00	11/30/04	0.00	105.84	635.00	635.00	
000114	000	07/05/04	1,755.43	P	SLFM	10 00	0.00	1,755.43	11/30/04	0.00	14.63	87.77	87.77	
000115	000	07/13/04	606.00	P	SLFM	05 00	0.00	606.00	11/30/04	0.00	10.10	60.60	60.60	
000116	000	08/14/04	2,420.00	P	SLFM	05 00	0.00	2,420.00	11/30/04	0.00	40.34	201.67	201.67	
000117	000	08/14/04	1,760.00	P	SLFM	05 00	0.00	1,760.00	11/30/04	0.00	29.34	146.67	146.67	
000118	000	08/22/04	450.00	R	SLFM	10 00	0.00	450.00	11/30/04	0.00	3.75	18.75	18.75	
000119	000	08/22/04	325.00	P	SLFM	05 00	0.00	325.00	11/30/04	0.00	5.42	27.08	27.08	
000120	000	09/12/04	5,724.00	P	SLFM	05 00	0.00	5,724.00	11/30/04	0.00	95.40	381.60	381.60	
000121	000	09/12/04	24,750.50	P	SLFM	05 00	0.00	24,750.50	11/30/04	0.00	412.51	1,650.03	1,650.03	
000122	000	09/14/04	15,000.00	P	SLFM	05 00	0.00	15,000.00	11/30/04	0.00	250.00	1,000.00	1,000.00	
000123	000	09/20/04	880.00	P	SLFM	05 00	0.00	880.00	11/30/04	0.00	14.67	58.67	58.67	
000124	000	09/20/04	1,240.00	P	SLFM	05 00	0.00	1,240.00	11/30/04	0.00	20.67	82.67	82.67	
000125	000	09/20/04	1,175.00	P	SLFM	05 00	0.00	1,175.00	11/30/04	0.00	19.59	78.33	78.33	
000126	000	09/23/04	360.00	P	SLFM	05 00	0.00	360.00	11/30/04	0.00	6.00	24.00	24.00	
000127	000	09/29/04	380.66	P	SLFM	05 00	0.00	380.66	11/30/04	0.00	6.35	25.38	25.38	
000128	000	09/29/04	495.00	P	SLFM	10 00	0.00	495.00	11/30/04	0.00	4.13	16.50	16.50	
000129	000	09/30/04	1,200.00	P	SLFM	05 00	0.00	1,200.00	11/30/04	0.00	20.00	80.00	80.00	
000130	000	10/02/04	275.00	P	SLFM	05 00	0.00	275.00	11/30/04	0.00	4.59	13.75	13.75	
000131	000	10/15/04	762.00	P	SLFM	05 00	0.00	762.00	11/30/04	0.00	12.70	38.10	38.10	
000132	000	12/21/04	28,950.00	A	SLFM	05 00	0.00	28,950.00		0.00	482.50	482.50	482.50	
000138	000	11/22/04	125,000.00	P	SLFM	10 00	100,000.00	25,000.00	11/30/04	0.00	208.34	100,416.67	100,416.67	r
000139	000	10/02/04	2,175.46	P	SLFM	05 00	0.00	2,175.46	11/30/04	0.00	36.26	108.77	108.77	
000140	000	08/15/04	14,925.00	P	SLFM	05 00	0.00	14,925.00	11/30/04	0.00	248.75	1,243.75	1,243.75	
000141	000	05/05/00	1,092.00	P	SLFM	03 00	0.00	1,092.00	11/30/04	1,092.00	0.00	0.00	1,092.00	
000142	000	09/02/04	52,241.00	A	SLFM	05 00	0.00	31,344.60	11/30/04	0.00	522.41	2,089.64	2,089.64	b

Grand Total		2,731,056.63					122,000.00	2,588,160.23		805,336.43	10,044.80	215,124.31	1,020,460.74
Less disposals and transfers		(8,867.00)					0.00	(8,867.00)		(6,107.00)			(6,452.00)
Count = 3													
Net Grand Total		2,722,189.63					122,000.00	2,579,293.23		799,229.43	10,044.80	215,124.31	1,014,008.74
Count = 134													

10. Note the amount of $10,044.80 in the Depreciation This Run column. This is the total amount that Sage Fixed Assets sends to the Sage ERP Accpac program, so you'll need to remember this number to make sure that the link worked correctly.

The Depreciation This Run column shows the amount of depreciation that was calculated between the next-to-last depreciation calculation (on November 30, 2004, which is shown

in the Prior Thru column) and the last depreciation calculation (on December 31, 2004, which is shown in the heading of the report).

Posting Depreciation in Sage Fixed Assets

Follow the steps below to post depreciation in Sage Fixed Assets. The system sends the depreciation journal entry for the selected period and group of assets directly to the Sage Accpac program.

1. Select Links/Depreciation Links/Sage ERP Accpac Link from the menu bar. The Sage ERP Accpac Link dialog appears.

2. Make sure that you select the correct database and company.

3. Select the same asset group, book, and period posting date that you selected when you depreciated assets.

    Note: The default date for the Journal Entry Date field is today's date, but you can change this date if desired.

4. Enter a reference number if desired; it is not required.

5. Click the Preview button. The system displays the Posting Preview report.

Note that the Grand Total amounts in the Debit and Credit columns match the Grand Total amounts in the Depreciation This Run column on the Depreciation Expense report.

6. On the Sage Accpac Link dialog, click the Post button. The system displays the Sage Accpac G/L Link Login dialog.

7. Enter a User Name and Password, and select the Sage Accpac company to which you are posting depreciation.

8. Click OK. The system displays the Sage Accpac G/L Link Posting Parameters dialog.
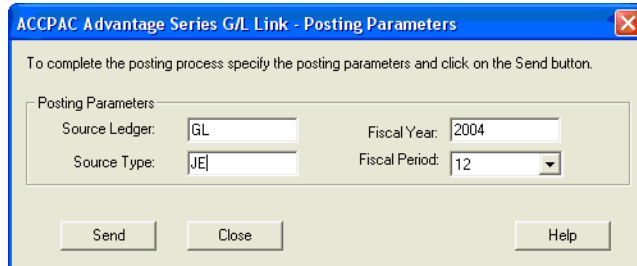
9. Enter the Source Ledger and the Source Type. The default Source Ledger is GL, and the default Source Type is JE.

10. Enter the Fiscal Year and Fiscal Period for which you are posting depreciation.

11. Click the Send button. The system displays a message indicating the journal entry has been sent successfully to the Sage Accpac program.
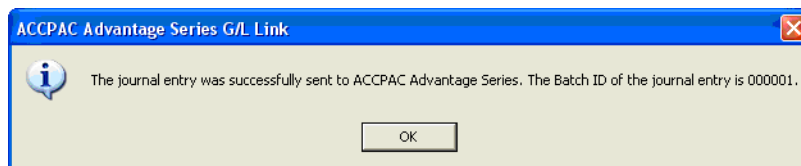
Posting the Journal Entry in Sage Accpac

Step 1: Verifying the Journal Entry

1. In the Sage Accpac program, open the desired company.

2. In the left-hand pane, select General Ledger, and then select G/L Transactions.
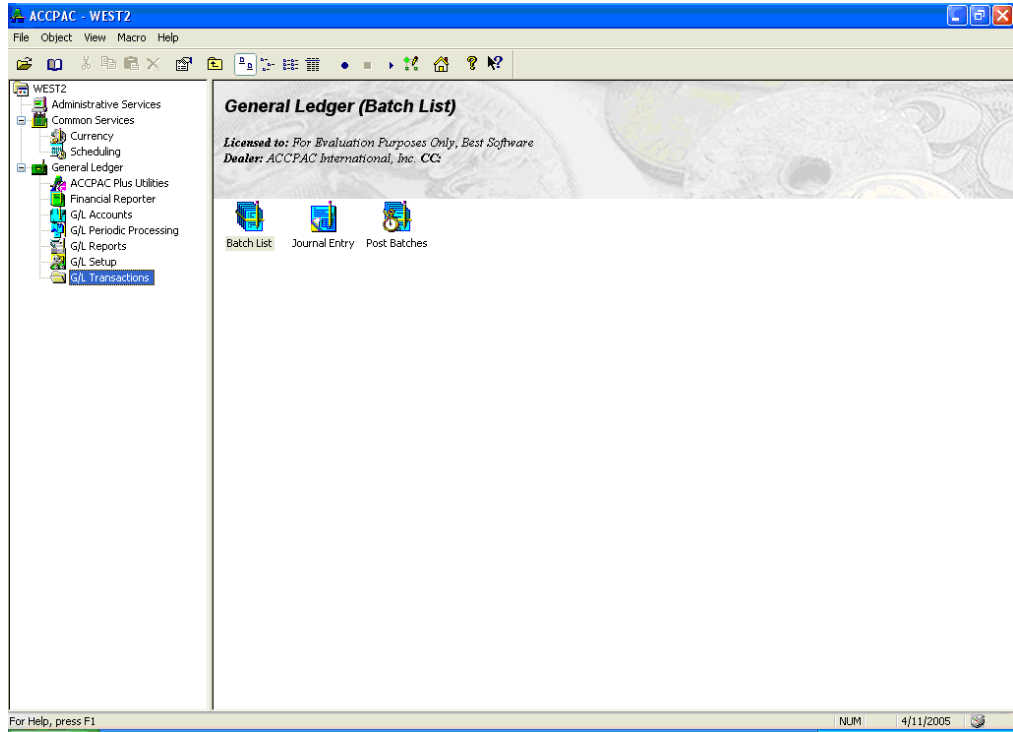
3. In the right-hand pane, double-click the Journal Entry icon. The Journal Entry dialog appears.
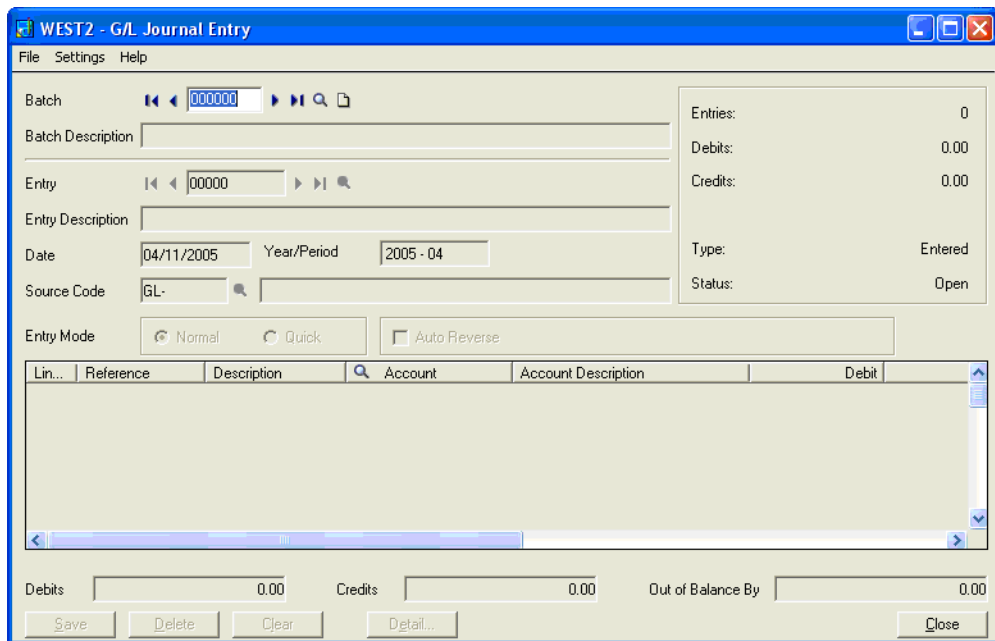
4. Click the lookup icon to the right of the Batch field to view the general ledger batches. The Finder Batches dialog appears.
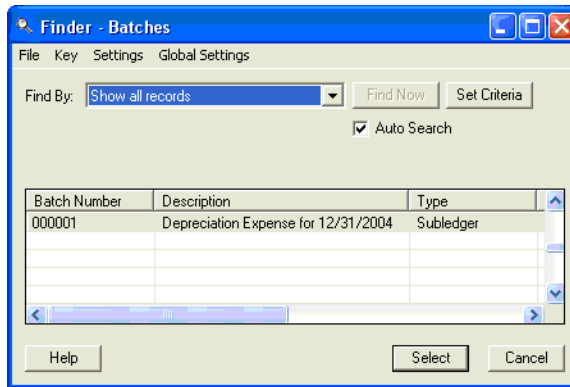
5. Highlight the batch containing the description "Depreciation Expense for MM/DD/YYYY" where MM/DD/YYYY is the period posting date.

6. Click the Select button. The system displays the G/L Journal Entry dialog.
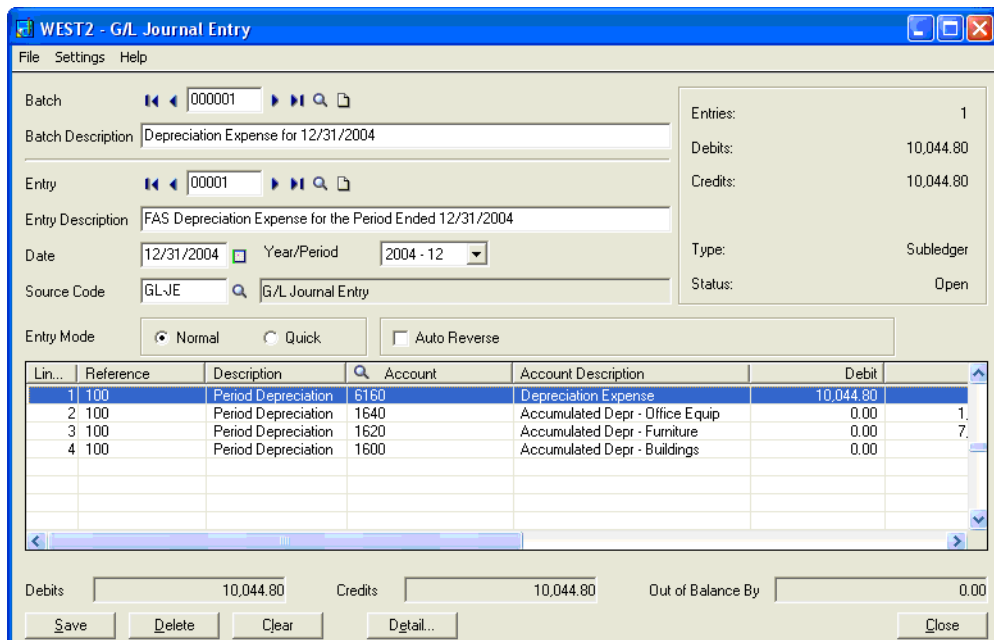
7. Verify that the Debit and Credit columns match the Debit and Credit columns on the Depreciation Posting report in Sage Fixed Assets.

Step 2: Posting the Journal Entry

1. In the Sage Accpac program, select General Ledger and then G/L Transactions in the left-hand pane.
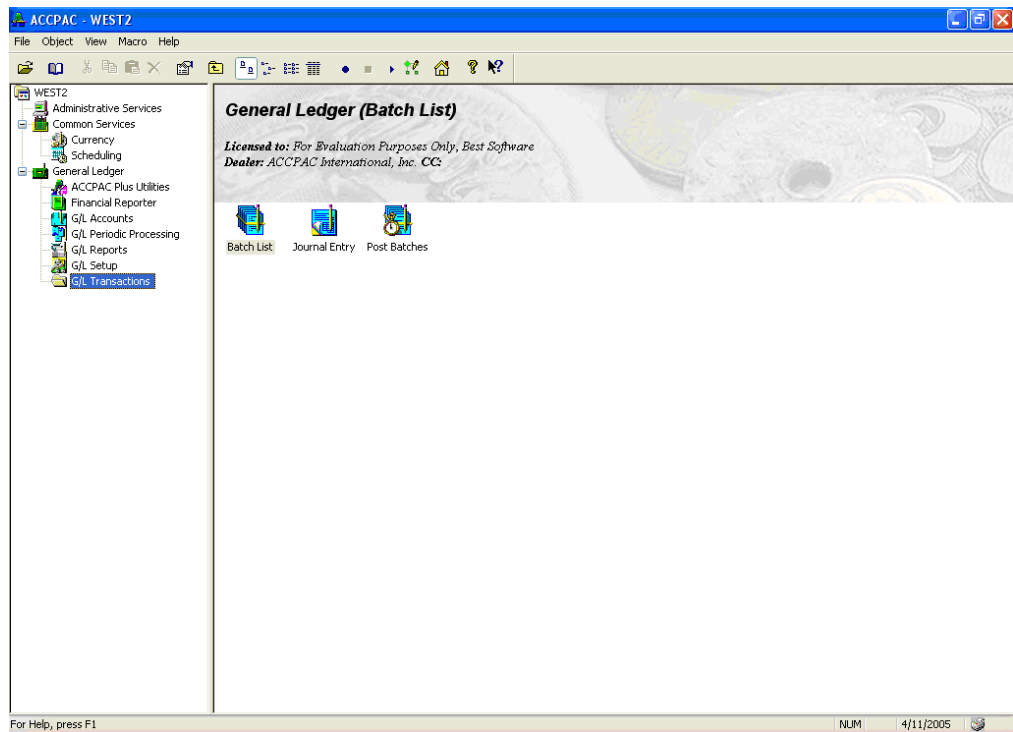
2. In the right-hand pane, double-click the Batch List icon. The system displays the G/L Batch List dialog.
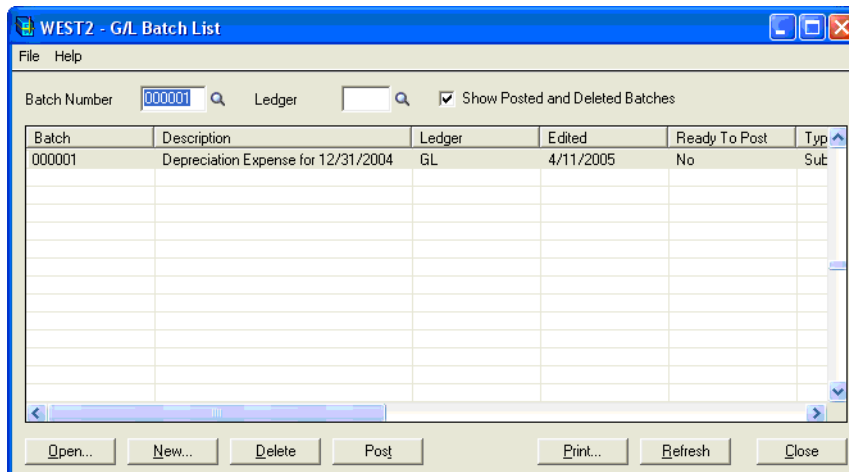
3. Highlight the batch that you want to post.

4.   Click the Post button. The system displays a message indicating the batch is not set to ready.
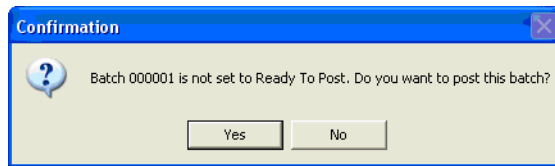
5.   Click the Yes button. The system displays a message indicating the posting has been completed successfully.
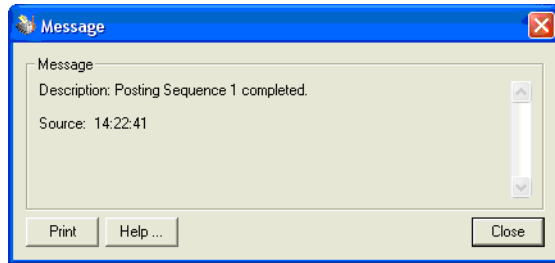
6.   Click the Close button.

Step 3: Verifying the Amounts Posted

1.   In the left-hand pane, select General Ledger, and then select G/L Transactions.
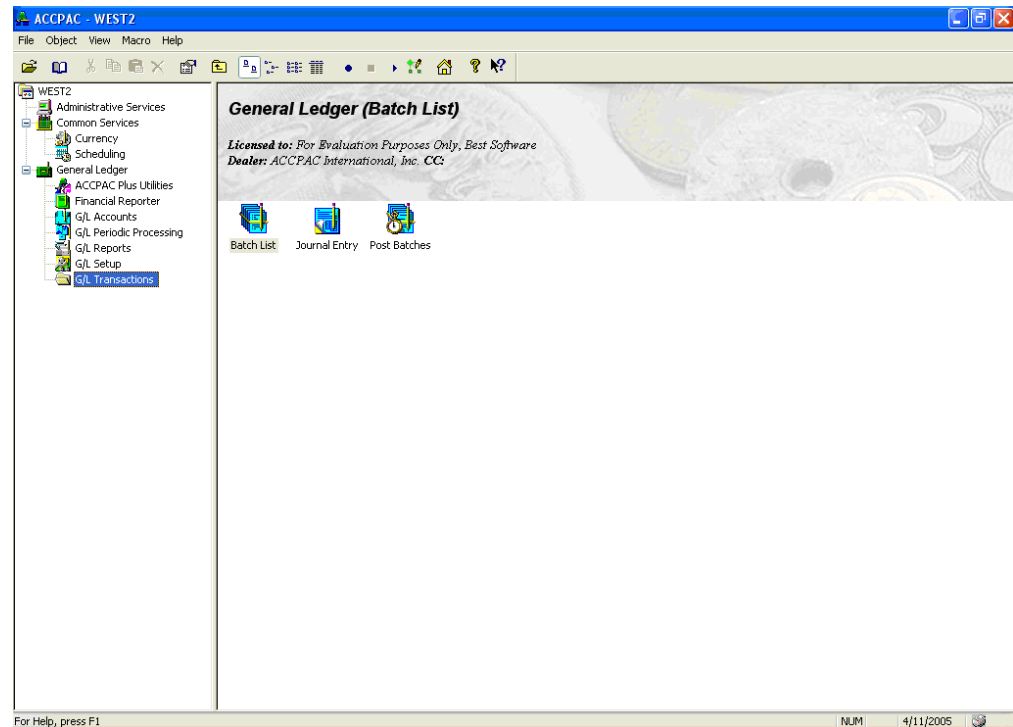
2.   In the right-hand pane, double-click the Batch List icon. The system displays the Batch List dialog.
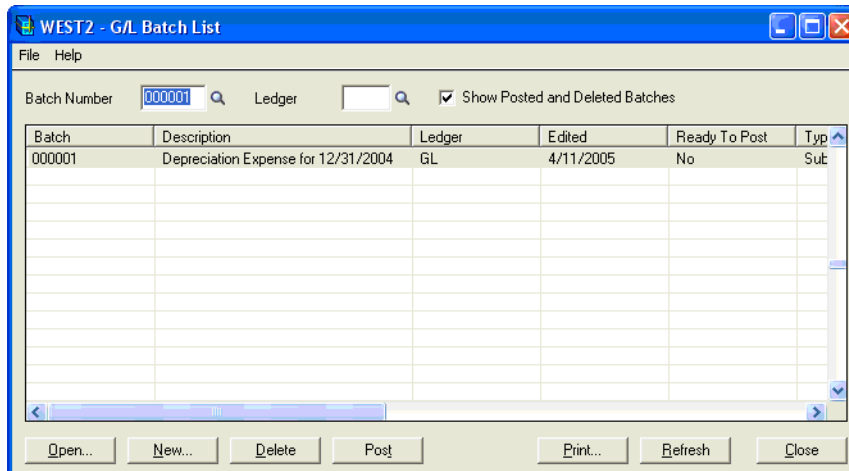
3. Highlight the batch that you want to verify.

4. Click the Open button. The system displays the G/L Journal Entry Posted dialog.
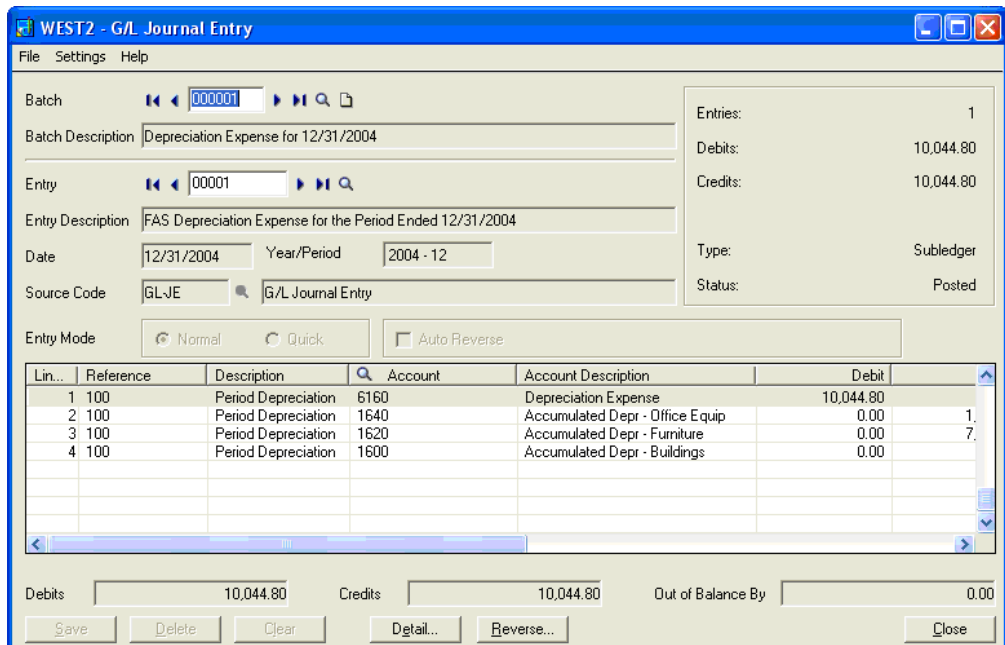
5. Verify that the amounts in the Debit and Credit columns are correct.

6. Verify that the Status field now indicates that the journal entry has been posted.

Chapter 3
Sage Pro Series Link

Sending a depreciation expense journal entry to Sage Pro is a two-step process:

- Export the journal entry using the Sage Fixed Assets Universal Link

- Import the journal entry using the Sage Pro Series Link

The Sage Fixed Assets Universal Link exports depreciation transactions for one Sage Fixed Assets company, or one group within a company, at a time. The link exports the depreciation information to a standard ASCII output file. The output file contains all of the information necessary to facilitate journal entries in the Sage Pro program.

The Sage Pro Series Link converts the output file generated by the Sage Fixed Assets Universal Link into a Visual FoxPro or Microsoft SQL Server® database file. Once the conversion is complete, the system creates an unposted General Ledger batch file, which can then be posted to the Pro Series General Ledger. The Sage Pro Series Link runs from within Pro Series General Ledger.

Note: We refer to all versions of Sage Fixed Assets - Depreciation that are compatible with this link as "Sage Fixed Assets." For a list of products that work with this link, see the chart on page 1-1. In this chapter, "Sage Fixed Assets" does not include Sage Fixed Assets - Tracking or Sage Fixed Assets - Planning.

Installing and Activating the Links

Step 1: Activating the Sage Fixed Assets Universal Link

The Sage Fixed Assets Universal Link is preinstalled; the system installs the link when you install Sage Fixed Assets. However, the first time you open the link, you must enter an unlocking code to activate the program.

To obtain your unlocking code, call Sage Fixed Assets Customer Service at 800-368-2405.

Step 2: Installing the Sage Pro Series Link

1. Identify the target drive and directory that Sage Pro is using for the General Ledger program files.

2. Insert the Sage Pro product CD into your CD-ROM drive.

3. In Windows Explorer, navigate to the BESTFAS folder on the product CD, and double-click the SETUP.EXE file to start the setup program.

4. Follow the instructions on the installation dialogs.

Note: You must install the Sage Pro Series Link in the Sage Pro General Ledger folder, and the path must include the subdirectory, for example, C:\Pro73\GL.

Preparing the Data in Sage Fixed Assets

Step 1: Checking the G/L Account Numbers in Sage Fixed Assets

You must make sure that all of the assets for which you want to post depreciation in Sage Fixed Assets contain G/L Account numbers that match the chart of accounts in the Sage Pro accounting program.

1. In the Asset List, scroll to the right to view the G/L Account numbers.

2. Make sure that all of the assets contain the correct G/L Expense Account numbers and G/L Accumulated Account numbers.

Tip: You can use the Replace feature to globally replace G/L Account numbers. For information on using the Replace feature, see your Sage Fixed Assets online guide or online Help.

Step 2: Depreciate Assets in Sage Fixed Assets

The next step is to calculate depreciation in Sage Fixed Assets for the period for which you want to post depreciation. In our example, we want to post depreciation for December 2004.

We need to make sure that the Depreciation This Run column on the Depreciation Expense report represents only the depreciation for one month. First, we'll calculate depreciation for the month prior to the date that we want to post (that is, November 2004).

1. Select Depreciation/Depreciate from the menu bar. The Depreciate dialog appears.

2. Select the book and group of assets for which you want to calculate depreciation, and then enter the date in the Date field. For this example, enter **11/30/2004**.

3. Clear the Window check box because you do not need to view the Depreciation Expense report at this time.

4. In the Choose Report field, leave the default selection of Depreciation Expense.

5. Click OK. The system calculates depreciation for November.

Next, we will calculate depreciation for the period for which we want to post depreciation.

6. On the Depreciate dialog, make sure the book and group of assets for which you want to calculate depreciation are still selected, and then enter the new date in the Date field. This time, enter **12/31/2004**.

7. Select the Window check box.

8. Select the Update Current Reporting Period check box.

9. Click OK. The system calculates depreciation and displays the Depreciation Expense report.

Westfields Bakery
Depreciation Expense Report
As of December 31, 2004

Book = Internal
FYE Month = December

Sys No	Ext	In Svc Date	Acquired Value	P T	Depr Meth	Est Life	Salv / 168(k) Sec 179	Depreciable Basis	Prior Thru	Prior Accum Depreciation	Depreciation This Run	Current YTD Depreciation	Current Accum Depreciation	Key Code
000107	000	03/10/04	6,200.00	R	SLFM	10 00	0.00	6,200.00	11/30/04	0.00	51.67	516.67	516.67	
000108	000	03/23/04	2,624.00	P	SLFM	05 00	0.00	2,624.00	11/30/04	0.00	43.74	437.33	437.33	
000109	000	04/12/04	110,000.00	P	SLFM	05 00	0.00	110,000.00	11/30/04	0.00	1,833.34	16,500.00	16,500.00	
000110	000	04/18/04	22,000.00	P	SLFM	05 00	22,000.00	0.00	11/30/04	0.00	0.00	22,000.00	22,000.00	r
000111	000	07/01/04	2,700.00	P	SLFM	10 00	0.00	2,700.00	11/30/04	0.00	22.50	135.00	135.00	
000112	000	07/01/04	4,800.00	P	SLFM	10 00	0.00	4,800.00	11/30/04	0.00	40.00	240.00	240.00	
000113	000	07/05/04	6,350.00	P	SLFM	05 00	0.00	6,350.00	11/30/04	0.00	105.84	635.00	635.00	
000114	000	07/05/04	1,755.43	P	SLFM	10 00	0.00	1,755.43	11/30/04	0.00	14.63	87.77	87.77	
000115	000	07/13/04	606.00	P	SLFM	05 00	0.00	606.00	11/30/04	0.00	10.10	60.60	60.60	
000116	000	08/14/04	2,420.00	P	SLFM	05 00	0.00	2,420.00	11/30/04	0.00	40.34	201.67	201.67	
000117	000	08/14/04	1,760.00	P	SLFM	05 00	0.00	1,760.00	11/30/04	0.00	29.34	146.67	146.67	
000118	000	08/22/04	450.00	R	SLFM	10 00	0.00	450.00	11/30/04	0.00	3.75	18.75	18.75	
000119	000	08/22/04	325.00	P	SLFM	05 00	0.00	325.00	11/30/04	0.00	5.42	27.08	27.08	
000120	000	09/12/04	5,724.00	P	SLFM	05 00	0.00	5,724.00	11/30/04	0.00	95.40	381.60	381.60	
000121	000	09/12/04	24,750.50	P	SLFM	05 00	0.00	24,750.50	11/30/04	0.00	412.51	1,650.03	1,650.03	
000122	000	09/14/04	15,000.00	P	SLFM	05 00	0.00	15,000.00	11/30/04	0.00	250.00	1,000.00	1,000.00	
000123	000	09/20/04	880.00	P	SLFM	05 00	0.00	880.00	11/30/04	0.00	14.67	58.67	58.67	
000124	000	09/20/04	1,240.00	P	SLFM	05 00	0.00	1,240.00	11/30/04	0.00	20.67	82.67	82.67	
000125	000	09/20/04	1,175.00	P	SLFM	05 00	0.00	1,175.00	11/30/04	0.00	19.59	78.33	78.33	
000126	000	09/23/04	360.00	P	SLFM	05 00	0.00	360.00	11/30/04	0.00	6.00	24.00	24.00	
000127	000	09/29/04	380.66	P	SLFM	05 00	0.00	380.66	11/30/04	0.00	6.35	25.38	25.38	
000128	000	09/29/04	495.00	P	SLFM	10 00	0.00	495.00	11/30/04	0.00	4.13	16.50	16.50	
000129	000	09/30/04	1,200.00	P	SLFM	05 00	0.00	1,200.00	11/30/04	0.00	20.00	80.00	80.00	
000130	000	10/02/04	275.00	P	SLFM	05 00	0.00	275.00	11/30/04	0.00	4.59	13.75	13.75	
000131	000	10/15/04	762.00	P	SLFM	05 00	0.00	762.00	11/30/04	0.00	12.70	38.10	38.10	
000132	000	12/21/04	28,950.00	A	SLFM	05 00	0.00	28,950.00		0.00	482.50	482.50	482.50	
000138	000	11/22/04	125,000.00	P	SLFM	10 00	100,000.00	25,000.00	11/30/04	0.00	208.34	100,416.67	100,416.67	r
000139	000	10/02/04	2,175.46	P	SLFM	05 00	0.00	2,175.46	11/30/04	0.00	36.26	108.77	108.77	
000140	000	08/15/04	14,925.00	P	SLFM	05 00	0.00	14,925.00	11/30/04	0.00	248.75	1,243.75	1,243.75	
000141	000	05/05/00	1,092.00	P	SLFM	03 00	0.00	1,092.00	11/30/04	1,092.00	0.00	0.00	1,092.00	
000142	000	09/02/04	52,241.00	A	SLFM	05 00	0.00	31,344.60	11/30/04	0.00	522.41	2,089.64	2,089.64	b

Grand Total	2,731,056.63					122,000.00	2,588,160.23	805,336.43	10,044.80	215,124.31	1,020,460.74
Less disposals and transfers	(8,867.00)					0.00	(8,867.00)	(6,107.00)			(6,452.00)
Count = 3										
Net Grand Total	2,722,189.63					122,000.00	2,579,293.23	799,229.43	10,044.80	215,124.31	1,014,008.74
Count = 134										

Note the amount of $10,044.37 in the Depreciation This Run column. This is the total amount that Sage Fixed Assets sends to the Sage Pro program, so you'll need to remember this number to make sure that the link worked correctly.

The Depreciation This Run column shows the amount of depreciation that was calculated between the next-to-last depreciation calculation (on November 30, 2004, which is shown in the Prior Thru column) and the last depreciation calculation (on December 31, 2004, which is shown in the heading of the report).

Running the Sage Fixed Assets Universal Link

Follow the steps below to run the Sage Fixed Assets Universal Link.

1. Select Links/Depreciation Links/Sage Fixed Assets Universal Link from the menu bar. If a company is open, the system displays a message indicating you must close the company to continue.

2. Click Yes to continue. If you haven't already activated the Sage Fixed Assets Universal Link, the system displays a dialog that allows you to enter your unlocking code.

3. Enter your unlocking code, and then click OK. The Sage Fixed Assets Universal Link dialog appears.

4. Make sure that you select the correct database and company.

5. Select the same asset group, book, and period posting date that you selected when you depreciated assets.

    Note: The default date for the Journal Entry Date field is today's date, but you can change this date if desired.

6. Enter a reference number if desired; it is not required.

7. In the Link File field, you specify the name of the link file and the location in which the system should save the file. For the integration with Sage Pro, you must use the name GLBESTnn.ASC, where "nn" is the number of the general ledger company you are using in Sage Pro. In addition, you must create a folder called **"External"** underneath the Pro Series system directory. You can either type the information directly in the Link File field, or you can click the Browse button to navigate to the **External** folder and select GLBESTnn.ASC.

Note: Failure to use the Sage Pro External folder and the file name GLBESTnn will result in an unusable link file.

8. Click the Preview button. The system displays the Depreciation Posting Preview report.


```
General Ledger Posting Preview                                    Page 1 of 1

May 5, 2005
02:39 PM
                             Westfields St. Bakery
                         General Ledger Posting Preview
                            For the period ended 12/31/2004

                        Account Number   Account Name            Debit        Credit


Book: Internal                  FY: December              Group: Active Assets

Reference Number: 001

                            77110   Depreciation Expense      10044.37
                            18010   Accumulated Depreciation                  704.16
                            18020   Accumulated Depreciation                 1053.34
                            18030   Accumulated Depreciation                 6736.04
                            18040   Accumulated Depreciation                 1550.83


                            Grand Total:                      10044.37      10044.37
```

Note that the Grand Total amounts in the Debit and Credit columns match the Grand Total amounts on the Depreciation This Run column on the Depreciation Expense report.

9. On the Sage Fixed Assets Universal Link dialog, click the Post button. The system displays a message indicating the depreciation journal entry was created successfully.

GLLINK Windows Application

The G/L data was successfully exported.

OK
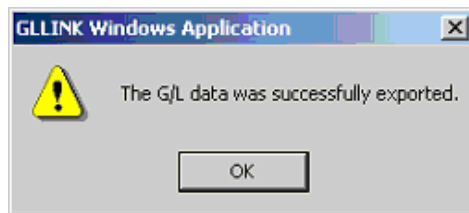
10. Click OK to close the message box.

The ASCII file is now ready to be imported into your Sage Pro general ledger program.

Importing the Link File in Sage Pro

Follow the steps below to import the GLBESTnn.ASC link file into Sage Pro.

1. In the Sage Pro general ledger module, select Transaction/Update from External Files/ACCPAC/Best! FAS from the menu bar. The system looks for the GLBESTnn.ASC file in the **External** folder in the Sage Accpac system directory. Once you select the command, the system performs a series of checks:

   - The system performs a check for a defined suspense account. If one has not been defined, the system displays an error message.
     Note: The suspense account is defined in the General Ledger Setup information dialog.

   - The system checks to ensure that the suspense account is defined and active in the chart of accounts. If it is not, the system displays an error message.

   If the system finds the file and completes the other validations, it displays the Update from Best! FAS to PRO message box, which allows you to view the link file and update the Sage Pro program.

2. Click the View button to generate and view the posting from Sage Fixed Assets. The system displays a message box that allows you to select the preview mode.
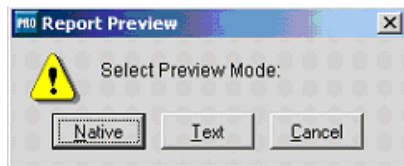
If you select the Native preview mode, the system displays a posting report similar to the one shown below:

```
Page: 1
Date:  03/23/04 at 2:42
                                        Professional Software, Inc.
                                                Link File
                                        Posting from Best! FAS Software
                                        Current Fiscal Period: 03 / 2004

                         Journal/Batch      Period      Period                        Amount to
Account Number           Number             Begin Date  End Date                       be Posted
18010                    001                12/01/04    12/31/04                          -704.16

18020                    001                12/01/04    12/31/04                         -1053.34

18030                    001                12/01/04    12/31/04                         -6736.04

18040                    001                12/01/04    12/31/04                         -1550.83

77110                    001                12/01/04    12/31/04                         10044.37

                                                                 Total:                      0.00
```

After you have viewed the Link File report, the next step is to update the Pro Series program with the depreciation expense journal entry.

3. On the Update from Best! FAS to Pro message box, click the Update button to create the GL Batch. The system displays a message indicating the period in which the batch will be posted.

Update from Best! FAS to PRO

⚠ This batch will be posted to Period 12, Fiscal Year 2004.
Would you like to proceed?

[Proceed] [Cancel]
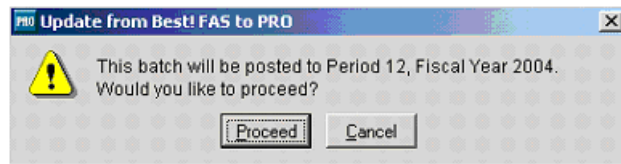
The GL period is determined by the fiscal calendar period or year in which the beginning date of the first transaction falls.

4. Click the Proceed button. The system checks for balanced postings, valid batch numbers, and defined beginning/ending dates. When the system has completed processing, it displays a message indicating the process is complete.

Update from Best! FAS to PRO

ℹ Update from the ACCPAC/Best! FAS link file completed.

[OK]

If there were any errors encountered during the update process (for example, invalid or deleted account numbers), the system prints all the invalid transactions in an exceptions report and posts the amounts for these erroneous records to the suspense account.

Chapter 4
Sage ERP Accpac AP/PO Link

This chapter describes how to set up the Sage ERP Accpac AP/PO Link in Sage ERP Accpac. It also describes how to use the integration features to update Sage Fixed Assets with asset information recorded in Sage ERP Accpac.

The Sage ERP Accpac AP/PO Link lets you:

- Identify items as fixed assets when you purchase them or when you withdraw them from inventory for internal use by your company.

- Send asset information that you have identified in Sage ERP Accpac to Sage Fixed Assets.

- Synchronize template information between Sage ERP Accpac and Sage Fixed Assets.

The Sage ERP Accpac AP/PO Link also provides an audit trail for assets created by Sage ERP Accpac applications (Accounts Payable, Intercompany Transactions, Purchase Orders, and Inventory Control) for Sage Fixed Assets.

Note: We refer to all versions of Sage Fixed Assets - Depreciation that are compatible with this link as "Sage Fixed Assets." For a list of products that work with this link, see the chart on page 1-1. In this chapter, "Sage Fixed Assets" does not include Sage Fixed Assets - Tracking or Sage Fixed Assets - Planning.

Installing the Link

In the Sage ERP Accpac application, the AP/PO link is called "Sage FAS Integration." You install and activate Sage FAS Integration as you would any other Sage ERP Accpac program.

You must install and activate System Manager version 5.5 or later and the latest service pack before you can use Sage FAS Integration. In addition, you must install and activate version 5.5 or later of one or more of the following Sage ERP Accpac programs:

- General Ledger and Subledger Services

- Accounts Payable

- Inventory Control

If you use Sage ERP Accpac Purchase Orders and Intercompany Transactions, you must also use version 5.5 or later of those programs.

If you use Intercompany Transactions, note also that you must activate Sage FAS Integration for the ICT company and all the originator companies you use.

Preparing the Company in Sage Fixed Assets

The Asset Template feature in Sage Fixed Assets allows you to save asset information, which you can then copy into individual assets. You create an asset specifically designed to be saved as a template, completing certain fields (for example, general ledger fields, depreciation method, and estimated life).

1. In Sage Fixed Assets, enter a new asset that you want to save as a template.

2. Select Asset/Save as Template from the menu bar. The Save as Template dialog appears.
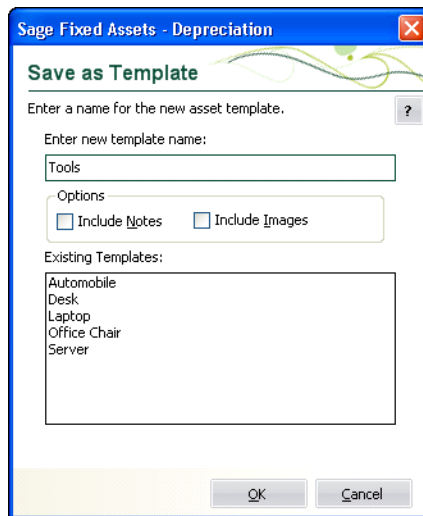
3. Enter a name for the template you are creating, and then click OK.

4. Repeat steps 1 through 3 to create a template for each type of asset that you will be creating.

Setting Up Sage FAS Integration

This section describes the options you can select for Sage FAS Integration, and it guides you through the setup process.

Step 1: Setting Up Security for Sage FAS Integration

If you use security with your Sage ERP Accpac system, you must grant users access privileges to the Sage FAS Integration folder, as for other Sage ERP Accpac programs.

You use Administrative Services to define security groups for Sage FAS Integration, specifying the functions that members of each security group can perform, and then you

assign users to the security groups. (For detailed information on activating security and setting up security groups, see the Sage ERP Accpac *System Manager Administrator Guide*.)

You can define and assign security authorizations for the following Sage FAS Integration functions:

— **Sage FAS Integration Setup** — lets you view and edit setup options in F/A Options. It also lets you print the F/A Options report.

— **Sage FAS Asset Inquiry** — lets you view, edit, and delete asset details in the Asset Inquiry dialog, and it lets you print the F/A Assets report.

— **Create Sage FAS Assets** — lets you create asset records for Sage Fixed Assets.

— **Clear Created Sage FAS Assets** — lets you clear details for assets for which you have created records in Sage Fixed Assets.

Step 2: Selecting Integration Options

After installing and activating the Sage FAS Integration program, you need to select options that determine how Sage ERP Accpac interacts with Sage Fixed Assets. You specify:

- The Sage Fixed Assets product you want to integrate with Sage ERP Accpac.

- The Sage Fixed Assets database and company (or organization) to use as defaults in Sage ERP Accpac programs (for example, in Accounts Payable Invoice Entry).

- A Sage Fixed Assets asset template to use as the default in the Sage ERP Accpac programs you use to identify assets for Sage Fixed Assets.

- How the asset will be created in Sage Fixed Assets.

- Sage ERP Accpac schedules to use for synchronizing Sage Fixed Assets information, creating assets in Sage Fixed Assets, and clearing asset information automatically in Sage FAS Integration.

Note: You cannot save Sage FAS Integration options if other users are working with Sage FAS Integration dialogs or with other Sage ERP Accpac dialogs that integrate with Sage Fixed Assets.

To set options for Sage FAS Integration

1. Double-click the Sage FAS Integration folder.
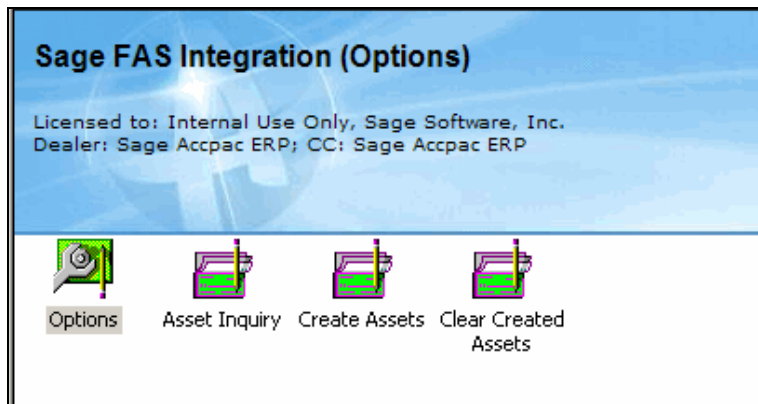
2. Double-click the Options icon. The F/A Options dialog appears.
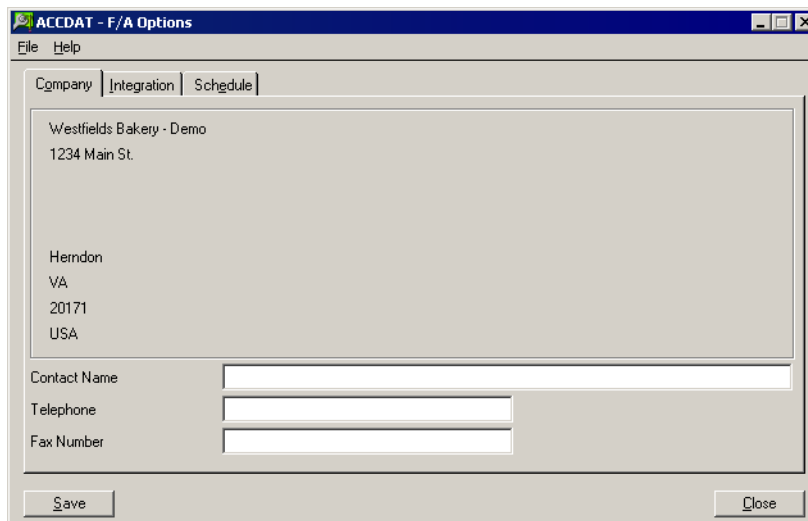
The Company tab displays information about the currently open Sage ERP Accpac company.

3. In the Contact Name, Telephone, and Fax Number fields, make any required changes to the contact information that appears on the Company tab, and then click the Integration tab.
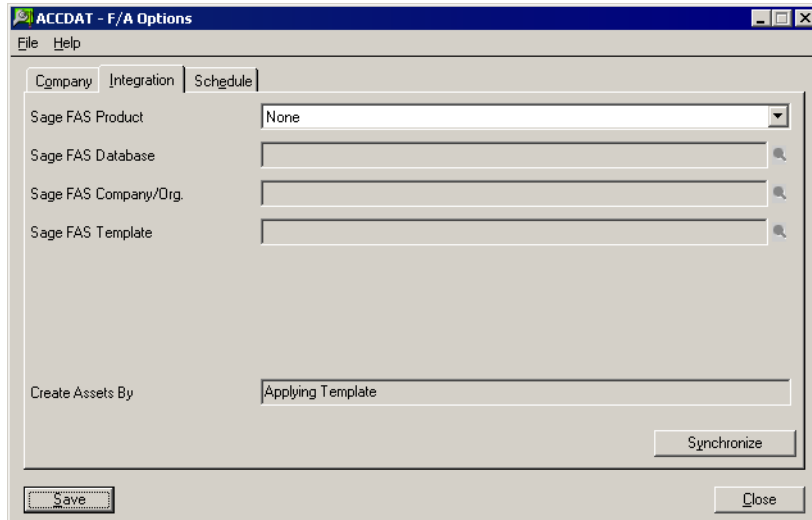
4. From the Sage FAS Product list, select the product with which you want to exchange asset data, and then click Save.

> **Note:** The Sage FAS Product list displays only the Sage Fixed Assets products installed on your machine.

Once you click Save, the Synchronize button and the Sage FAS Database field become available, as shown here:
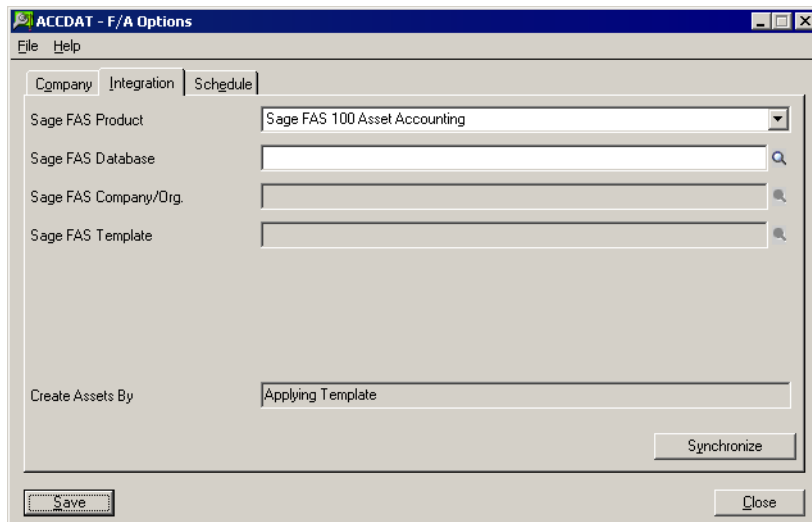
5. Click the Synchronize button to copy the Sage FAS database, company (or organization), and template information to Sage ERP Accpac, which you can then select using the Finders on the Integration tab.

A message indicates that the synchronization is complete.
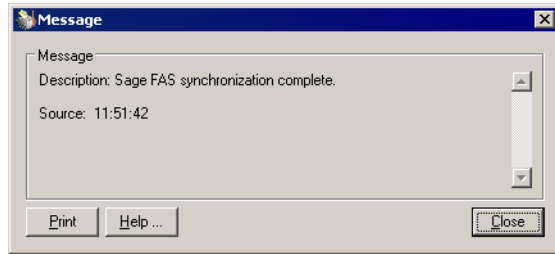
6. Click the Close button to remove the message.

7. Use the Finder for the Sage FAS Database field to select the Sage Fixed Assets database you want to integrate with Sage ERP Accpac.

    The database you select appears automatically in Sage ERP Accpac dialogs that you use to record fixed asset details.

8. Use the Finder for the Sage FAS Company/Org. field to select the Sage Fixed Assets company (or organization) with which to integrate.

    Your selection for this field appears automatically in Sage ERP Accpac dialogs that you use to record fixed asset details.

9. Select the Sage FAS Template for the type of asset (such as equipment, furniture, or building) you will add most often using Sage ERP Accpac.

   **Note:** Sage FAS templates facilitate the systematic creation of assets in Sage Fixed Assets. They define standard entries, such as the depreciation method and the estimated useful life, for each asset type. You set up the templates in Sage Fixed Assets.

    The template you select appears as the default in the Sage ERP Accpac dialogs that you use to record asset details for Sage Fixed Assets.

    If you use the option to apply a template when creating assets, asset records you create for Sage Fixed Assets will include all the general information and book information from the template.

10. In the Create Assets By field, select the method for creating the asset record in Sage Fixed Assets.

    Applying Template. Choose this option if you want to use the general information and book information from the selected template in the asset records you create for Sage Fixed Assets. If you choose this option, the Placed in Service date and Acquisition Value information will post only to the Tax book.
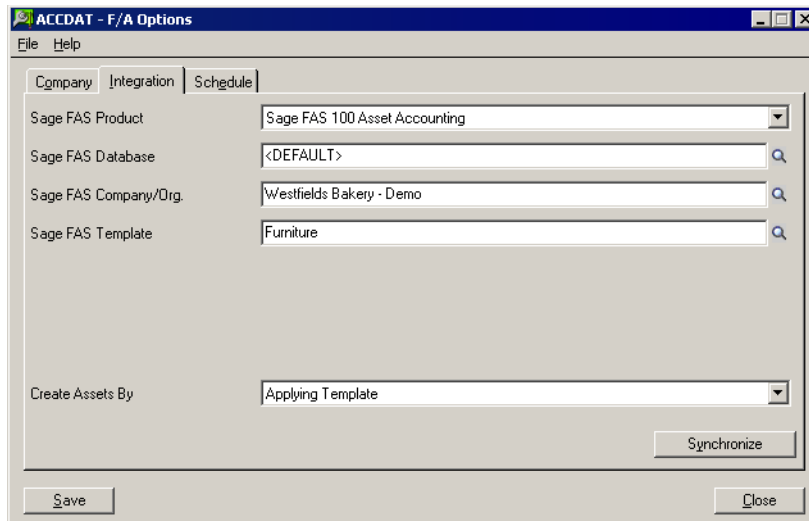
    Applying Template Then Forcing Book Defaults. Choose this option if you want the new records to use the general information from the asset template, but use the book and system defaults in Sage Fixed Assets for the book information when creating the asset. This option is the recommended setting, especially if you want to enter data into the Internal (Financial) book, in addition to the Tax book. When Sage FAS Integration creates the asset records, it inserts data in the asset records in this order:

    •   It applies the general information specified in the template for each transaction.

- It uses the information entered in Sage ERP Accpac and runs the Force Defaults function in Sage Fixed Assets to create the book information for the asset record.

Regardless of the method you use to create the asset records, the program always uses the description, document date, quantity, value, PO number, and vendor number entered in the original transaction in Sage ERP Accpac.
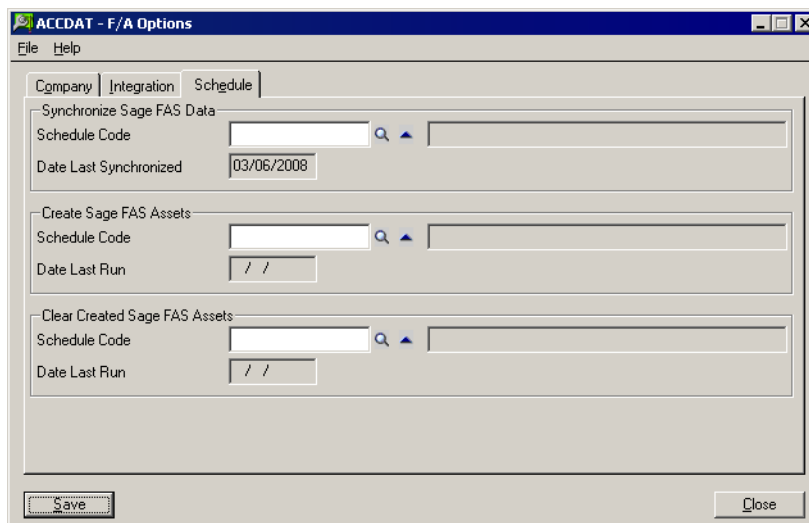
The Options dialog should look similar to this dialog:

11. Click the Schedule tab.

This tab allows you to select a schedule code if you want to run each of the following integration processes automatically from the Reminder List at regular intervals:

- **Synchronize Sage FAS Data.** You synchronize data to update the Sage Fixed Assets databases, companies (or organizations), and templates tables in Sage ERP Accpac.

- **Create Sage FAS Assets.** When you create assets from the Reminder List, the program creates records for fixed assets processed in all Sage ERP Accpac programs.

- **Clear Created Sage FAS Assets.** When you clear assets using the Reminder List, the program clears assets for all Sage ERP Accpac programs.

Note: Using the Schedule tab is optional. You can also synchronize data manually using the Synchronize button on the Integration tab of the F/A Options dialog. You can create and clear assets using the respective dialogs in the Sage FAS Integration folder.

---

12. Click the Save button.

Step 3: Printing Sage FAS Integration Options

Once you have selected Sage FAS Integration options, you should print the F/A Options report, and file it for future reference.

To print the F/A Options report

1. On the F/A Options dialog, from the File menu, click Print.

   The program sends the report to your usual print destination.

   Print from the Preview window: If you use Preview as your print destination, the report appears in a Business Objects window. You can obtain a hard copy of the report by clicking the printer icon at the top left corner of the window.

Sample F/A Options Report

Using Sage FAS Integration

In this section you will learn how to:

- Use Sage ERP Accpac Accounts Payable to enter fixed asset details for Sage Fixed Assets along with purchase transactions.

- Use Sage ERP Accpac Purchase Orders to enter fixed asset details for Sage Fixed Assets along with receipt transactions.

- Use Sage ERP Accpac Inventory Control to identify internal usage transactions that you want to track as fixed assets.

- Create asset records for Sage Fixed Assets.

- Clear asset details created for Sage Fixed Assets.

Step 1: Entering Fixed Asset Purchases for Sage Fixed Assets

You use the Invoice Entry dialog in Sage ERP Accpac Accounts Payable to identify purchases as fixed assets for Sage Fixed Assets. You can also use the Receipt Entry dialog in Sage ERP Accpac Purchase orders to identify assets.

You include Sage Fixed Assets-related information with invoice or receipt details, asset template, asset description quantity, and the unit order of measure for each detail.

Note: The Sage Fixed Assets database and company (or organization) are specified on the F/A Options dialog for your Sage ERP Accpac company. They appear on the A/P Invoice dialog for your information, but you cannot change them on an individual invoice.

When you post a Sage Fixed Assets-related invoice, Accounts Payable creates records for FAS Integration as part of the transaction. Similarly, Purchase Orders creates these records when you post a Sage Fixed Assets-related receipt.

When you create assets (using the Reminder List or the Create Assets dialog), the system uses these FAS Integration records to create asset records for Sage Fixed Assets.

The book value of the asset recorded in Sage Fixed Assets is the cost plus allocated taxes. (You do not capitalize recoverable and expensed taxes.)

To record the purchase of an asset for Sage Fixed Assets

1. In Accounts Payable, from the A/P Transactions folder, choose Invoice Entry.

2. Select or create a batch, create a new invoice, and enter header information as usual. (See the Sage ERP Accpac *Accounts Payable User Guide* if you need detailed instructions on entering invoices.)

3. Click the detail-entry grid, and then click the Account/Tax button or press the F9 key.

4. Enter information for the invoice detail, including the distribution code or the general ledger asset account to which to post this purchase, a detail description, and the amount, as usual.

5. Select the Fixed Assets check box, and then click the Zoom button.

Zoom button

The Fixed Assets dialog appears. For information on completing the Fixed Assets dialog, see .

6. After you complete the Fixed Assets dialog, click the Close button to the return to the Detail Accounts/Taxes dialog.

7. Click the Add button.

8. When you have finished adding details for the invoice, click the Close button to return to the main Invoice Entry dialog.

9. Click the Add button, and then click the Close button.

To record the receipt of an asset for Sage Fixed Assets

1. In Purchase Orders, from the P/O Transactions folder, choose Receipt Entry.

2. Create the receipt, entering header information as usual. (See the Sage ERP Accpac *Purchase Orders User Guide* for detailed instructions on entering receipts.)

3. On the grid, click the receipt detail that includes the asset, and then click the Item/Tax button or press the F9 key.

4. Enter information for the detail, such as the quantity received, extended cost, and any discount that applies, as usual when receiving items in Purchase Orders.

5. Select the Fixed Assets option, and then click the Zoom button.

Zoom button

The system displays the Fixed Assets dialog. For information on completing the Fixed Assets dialog, see "Completing the Fixed Assets Dialog," page 4-13.
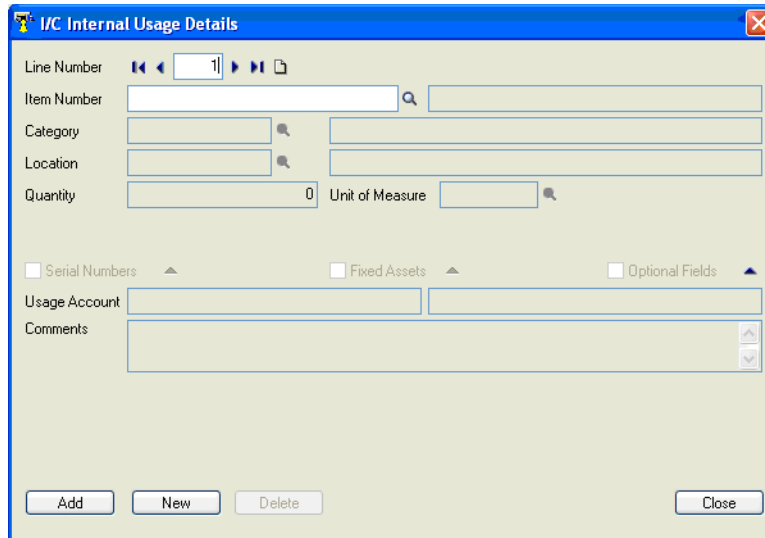
6. After you complete the Fixed Assets dialog, click the Close button to return to the Detail Items/Taxes dialog.

7. Click the Add button.

8. When you have finished adding details for the receipt, click the Close button to return to the main Receipt Entry dialog.

9. Click the Add button, and then click the Close button.

Step 2: Recording the Internal Use of Inventory for Sage Fixed Assets

You use the Internal Usage dialog in Sage ERP Accpac Inventory Control to withdraw items from inventory for use by your company (or organization) and identify them as fixed assets for Sage Fixed Assets.

To record the purchase of an asset for Sage Fixed Assets

1. In Inventory Control, from the I/C Transactions folder, choose Internal Usage.

2. Create a new internal usage transaction, entering header information as usual. (See the *Inventory Control User Guide* for detailed instructions on entering internal usage transactions.)

3. Click the detail-entry grid, and then click the Details button or press the F9 key.

4. Enter information for the item detail, including the item number for the asset you are withdrawing from inventory, location, quantity, and unit of measure, as usual.

5. Select the Fixed Assets option, and then click the Zoom button.

   The Fixed Assets dialog appears. For information on completing the Fixed Assets dialog, see "Completing the Fixed Assets Dialog," page 4-13.

6. After you complete the Fixed Assets dialog, click the Close button to return to the Internal Usage Details dialog.

7. Click the Add button.

8. When you have finished adding details for the transaction, click Close to return to the main Internal Usage dialog.

9. Click the Add button, and then click the Close button.

Completing the Fixed Assets Dialog

Follow the instructions below to complete the Fixed Assets dialog.

Enter information for the asset record as follows:

- If you want to use a different template than the one displayed on the Fixed Assets dialog, use the Finder to select a different one. Otherwise, either accept the default template code that appears or clear the entry from this field. (You do not have to use a template to create the asset in Sage Fixed Assets.)

- Use the Description field to enter the description that you want to use for the asset in Sage Fixed Assets.

- If you are receiving more than one asset item and you want to create separate asset records for each one in Sage Fixed Assets, select the Separate Assets option.

- The program allocates the Sage FAS value entered on the Fixed Assets dialog proportionately to each Sage Fixed Assets record it creates. For example, for a quantity of 10 and a value of $25,000, the program creates 10 records for assets that each has a value of $2,500.

- In the Sage FAS Quantity field, type the quantity of asset items you purchased.

- In the Sage FAS UOM field, type the unit of measure for the quantity you entered.

- In the Sage FAS Value field, type the value to use as the Acquired Value for the asset in Sage Fixed Assets.

Important Note About Running Day End Processing

You must run Day End processing to update Sage FAS Integration with the asset information. You cannot create the asset record for Sage Fixed Assets if Sage FAS Integration does not contain the asset information.

Step 3: Creating Asset Records for Sage Fixed Assets

Follow the steps in this section if you have not scheduled asset creation using the Schedule tab on the F/A Options dialog.

Once you have processed fixed asset transactions in Sage ERP Accpac, you use the Create Sage FAS Assets dialog to create records for the assets in Sage Fixed Assets.

When you run Create Assets, the program:

- Selects asset transactions processed in Sage ERP Accpac for which no Sage Fixed Assets record has yet been created.

- Creates asset records in Sage Fixed Assets using the method you specified on the F/A Options dialog. (Note that the unit of measure is not passed to Sage Fixed Assets.)

To create Sage Fixed Assets asset records

1. From the Sage FAS Integration folder, choose Create Assets.

   The Create Sage FAS Assets dialog appears.
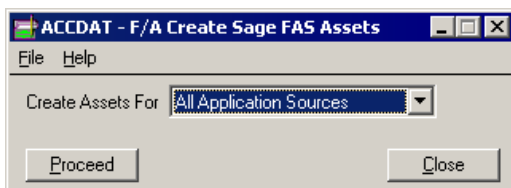
   You can create the assets in Sage Fixed Assets for fixed asset details processed in one Sage ERP Accpac program (for example, Accounts Payable) or for all programs.

2. From the Create Assets For list, choose either:

   - **All Application Sources** if you want to create FAS asset records for fixed asset details entered in all Sage ERP Accpac programs.

   Or

   - **One Application Source** if you want to create FAS asset records for a single Sage ERP Accpac program that you specify.

   If you select this option, enter the two-character source code for the Sage ERP Accpac program in the adjacent field that appears. You enter:

   - **AP** for Accounts Payable

   - **IC** for Inventory Control

   - **PO** for Purchase Orders

3. Click the Proceed button.

The program displays a message telling you whether the asset records were created successfully in Sage Fixed Assets.
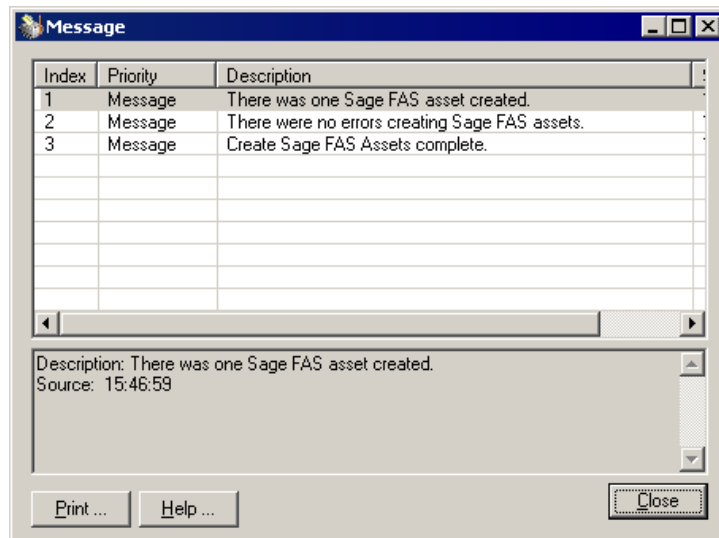
If the message tells you that some or all of the records were not created in Sage Fixed Assets, you must:
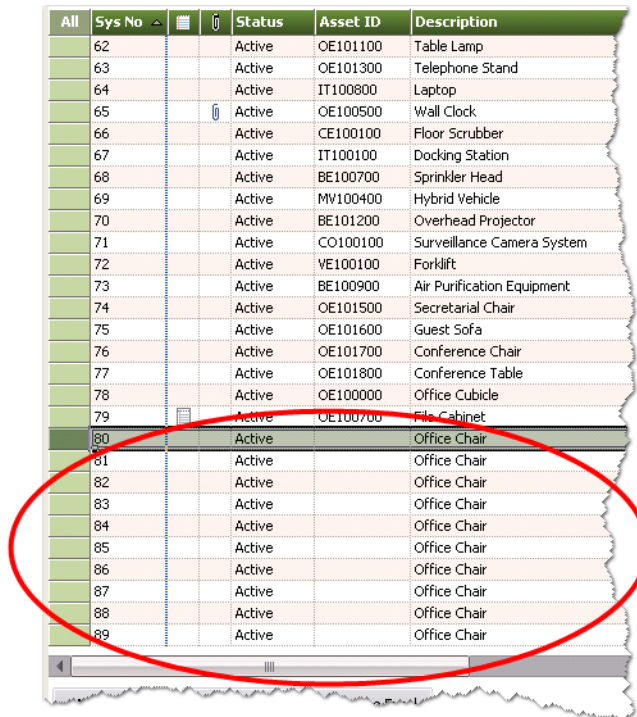
- Look up the error in the Asset Inquiry dialog.

- Correct the error on the Asset Inquiry dialog, as described in the section "Step 5: Looking Up Assets," page 4-16.

- Reset the status for the asset line from Error to Pending.

- Run the Create Assets function again to create the FAS records.

4. Click the Close button.

Step 4: Verifying the Asset Appears in Sage Fixed Assets

In this step, you launch the Sage Fixed Assets application to verify that the asset was created.

1. Launch the Sage Fixed Assets application.

2. Open the Sage Fixed Assets company to which you have sent the asset.

3. Scroll down to the bottom of the Asset List.

4. Verify that the created asset or assets appear at the bottom of the asset list.

5. In Asset Detail, enter any additional asset information not sent over from Sage ERP Accpac.

Step 5: Looking Up Assets

You use the Asset Inquiry dialog to:

- Display asset details for transactions you entered in Sage ERP Accpac.

- Drill down to originating transactions in the program where they were entered.

- Edit asset details for an asset that has an Error status.

- Change the Error status for an asset that could not be created in Sage Fixed Assets because of an error.

- Delete asset details.

To view asset details

1. In the Sage ERP Accpac program, from the Sage FAS Integration folder, choose Asset Inquiry.

   The Asset Inquiry dialog appears.
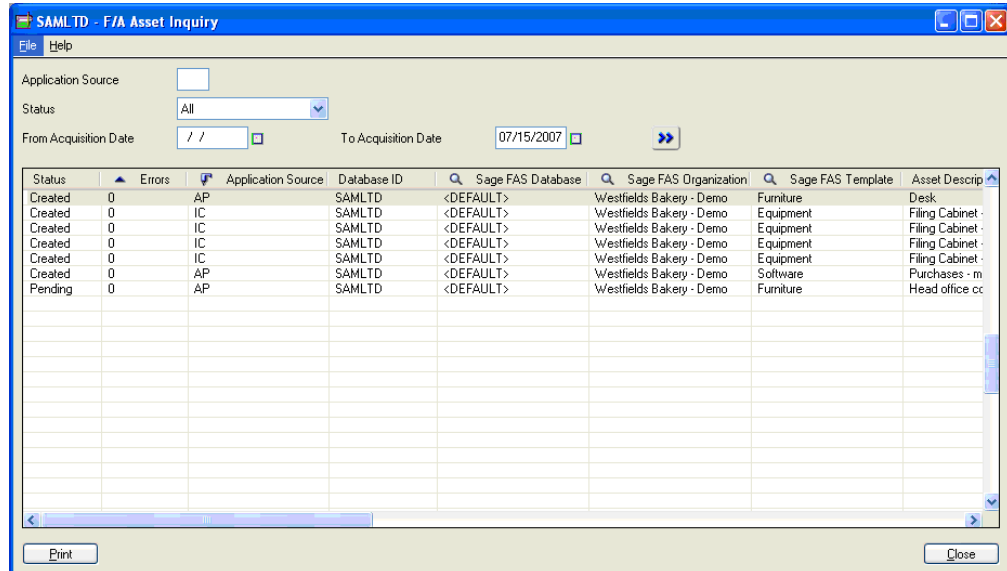
2. Fill in the selection fields at the top of the dialog if you want to limit the display to asset details that meet certain criteria, as follows:

   - To display details only for assets recorded in a specified Sage ERP Accpac program, enter the source code for the program in the Application Source field. You can enter:

     - **AP** for Accounts Payable

     - **IC** for Inventory Control

     - **PO** for Purchase Orders

   Leave the field blank to display asset details for all Sage ERP Accpac programs.

   - To display details only for assets that have a particular status, select the required status from Status list. You can select Created, Pending, Error, or you can accept All, the default status.

   - To display details only for assets that were acquired within a certain period, enter the range of dates using the From Acquisition Date and To Acquisition Date fields.

3. Click Go.

   The program displays asset details that meet the specified criteria.

4. Edit or delete asset details, as you require.

   To delete a detail, you select it, and then press Delete on your keyboard. (You can also clear Created assets using the Clear Assets dialog, as described in the next section.)

   You can edit most information for assets that have an Error status, but you cannot edit information for assets that have a Pending or Created status.

The information provided for each asset includes:

- **Status.** Sage FAS Integration uses three statuses for assets:

  - **Pending.** Assets for which you need to create records in Sage Fixed Assets have a Pending status, providing the asset details do not contain an error.

  - **Error.** Assets for which the Create Assets program could not create a record have an Error status.

  - You must correct any errors in the asset details, change the asset status to Pending, and then run the Create Assets program again to create the record.

  - **Created.** Assets for which you have created records in Sage Fixed Assets have a Created status.

- **Errors.** For assets that have an Error status, the program displays the number of errors that the Create Assets program encountered when attempting to create the asset record in Sage Fixed Assets.

  To see a report of the errors for a particular asset, select the asset on the grid, and then click the Zoom button on the Errors column heading. The program displays a separate dialog that lists the errors you must correct before you can create the asset record in Sage Fixed Assets.

- **Application Source.** The program displays the application where you originally recorded the purchase or internal use of each asset.

- **Database ID.** This field shows the ID of the Sage ERP Accpac database. You cannot change the database ID, regardless of the asset status.

- **Sage FAS Database / Sage FAS Company/Org. / Sage FAS Template / Asset Description / Quantity / Unit of Measure.** These fields show entries specified when you entered the asset detail in a Sage ERP Accpac transaction. You can edit the fields if the asset has an Error status.

- **Acquisition Date.** This field shows a date from the Sage ERP Accpac transaction that recorded the asset detail. The acquisition date is:

  - The Document Date for an Accounts Payable invoice, including invoices for intercompany transactions.

  - The Receipt Date for a Purchase Orders receipt transaction.

  - The Date for an internal usage transaction

  You can change the acquisition date for assets that have an Error status.

- **Asset Value.** This field shows the value entered for the asset when you entered the asset detail in a Sage ERP Accpac transaction. The value includes allocated taxes (not recoverable or expensed taxes), and, if the asset was posted in Purchase Orders, any prorated or manually entered additional costs.

  Multicurrency: If the ledger uses multicurrency, the asset values are shown in both source and functional currency, along with the type of currency and the exchange rate, rate type, and rate date.

  You can change the asset value for assets that have an Error status.

- **Date Asset Created / Sys. No.** For assets that were successfully created in Sage Fixed Assets, Asset Inquiry also displays the date that the record was created and

the identification number (Sys. No.) that Sage Fixed Assets has assigned to the asset.

5. To print a listing of assets recorded in Sage ERP Accpac that have not been cleared from your Sage ERP Accpac database, click Print. The listing prints to your usual print destination.

6. Click the Close button when you have finished reviewing asset details.

Step 6: Printing the F/A Assets Report

Sage FAS Integration lets you print a convenient listing of the status of fixed assets that you have processed in Sage ERP Accpac.

The F/A Assets report shows key details for each asset, including its status, the Sage ERP Accpac source application, the asset description, database ID, Sage FAS database, Sage FAS company (or organization), Sage FAS template, acquisition date, and the value specified in the original Sage ERP Accpac transactions. It also shows the system number assigned to the asset in Sage Fixed Assets for assets that have a Created status.

To print the F/A Assets report

1. Open the Asset Inquiry dialog.

2. In the Application Source field, type the source code for the application in which you processed the assets you want to review. If you leave the field blank, the report will include assets from all Sage ERP Accpac applications.

3. Use the Status field to select the status that the assets must have to appear on the report. You can select Pending, Created, or Error to restrict the report to assets that have that status, or you can select All to include all assets regardless of their status.

4. If you want to limit the report to assets purchased or withdrawn from inventory for internal use during a specific time period, use the From and To Acquisition Date fields to identify the period.

5. To select a printer, a page orientation, and other printing options for the report:

    *   From the File menu, select Print Setup:
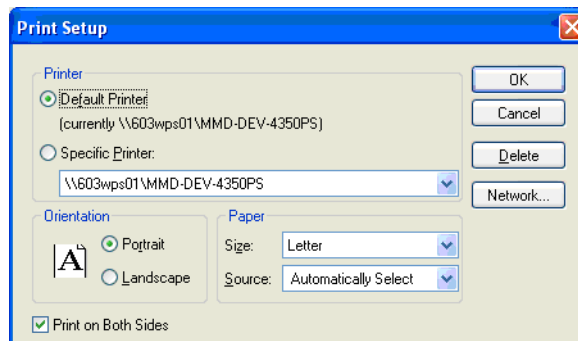
    *   Select the printing options you want to use for this report.

    *   Click OK.

6. On the File menu, click Print.

Sample F/A Assets Report

```
3/6/2008  3:53:01PM                        Westfield Bakery - Demo                        Page 1
F/A Assets (FAASSETS)

Status:             All
From Acquisition Date:  [ ]  To  [3/6/2008]

Asset Description
          Appl.    Database                                                        Acquisition
Status    Source   ID       Sage FAS Database   Sage FAS Company/Org.   Sage FAS Template   Date        Value
6 Office Chairs                                                                              Sys No: 175
Created   AP       ACCDAT   Sage_FAS            Westfields Bakery - Demo  Furniture         3/6/2008    1,250.00

1 asset printed
```

Using Intercompany Transactions and Sage FAS Integration

If you use Sage ERP Accpac Intercompany Transactions, you can record fixed asset purchases for a destination company by an originating company.

Intercompany Transactions does not create asset records for Sage Fixed Assets. When you post an ICT Accounts Payable batch, the program creates an Accounts Payable batch in the originating company. When you post the created batch in the originating company, the program generates pending assets for Sage FAS Integration. You then create the Sage FAS asset record in the originating company.

Note: You must activate Sage FAS Integration for the ICT company and the originating company before you can enter Intercompany fixed asset details.

Step 1: Entering Intercompany Asset Purchases

To process a fixed asset purchase for a destination company

1. In Sage ERP Accpac, open the ICT company.

2. From the ICT Accounts Payable folder, open Invoice Entry.

3. Enter the intercompany purchase as you would any ICT invoice, specifying the originator for the entry and the route for the transaction detail.

4. For the transaction detail, select the Fixed Asset option, and then click the Zoom button to display the Fixed Asset dialog as you would in non-ICT Accounts Payable. For an ICT Accounts Payable invoice, however, you enter the Sage FAS database and the Sage FAS company (or organization), as shown on the following dialog:

This field shows the destination company to which the asset purchase is allocated.

5. Specify the Sage FAS database and company (or organization) for the *originator* company.

6. Close the Fixed Assets dialog.

7. Save the invoice, and then close the Invoice Entry dialog.

8. Post the ICT invoice batch.

Step 2: Creating Asset Records for Intercompany Transactions

When you post an ICT Accounts Payable invoice batch, Sage ERP Accpac creates an Accounts Payable invoice batch in the originating company. If the batch contains fixed asset details, the program creates pending asset details for Sage FAS Integration when you post the batch in the originating company.

This section explains how to view asset information and create asset records for transactions posted in Intercompany Transactions.

To view asset details for an invoice

1. In Sage ERP Accpac, open the originating company.

2. Display the invoice in Accounts Payable Invoice Entry.

3. Select the detail, and then click the Zoom button for the Fixed Asset option.

The usual Sage FAS Integration fields appear for the invoice detail, as for a regular Accounts Payable invoice. However, the Allocate Assets To field appears for transactions originally posted in Intercompany Transactions. The Allocate Assets To field shows the database ID for the destination company specified in the ICT transaction.

You cannot edit the Allocate Asset To field, the Sage FAS Database field, or the Sage FAS Company/Org field.

To create the asset record for Sage Fixed Assets

1. Post the invoice batch in Accounts Payable.

    Once you post the batch in the originating company, you can use the Asset Inquiry dialog to view the fixed asset details. The Asset Inquiry dialog shows the database ID and the company (or organization) to which the asset was allocated, in addition to the usual fields.

2. Use the Create Sage FAS Assets dialog to process the fixed asset details for Accounts Payable.

Step 3: Clearing Created Assets

You use the Clear Created Assets dialog to remove from your Sage ERP Accpac database details of assets for which you have created a record in Sage Fixed Assets.

To clear assets from your Sage ERP Accpac database

1. From the Sage FAS Integration folder, choose Clear Created Assets.
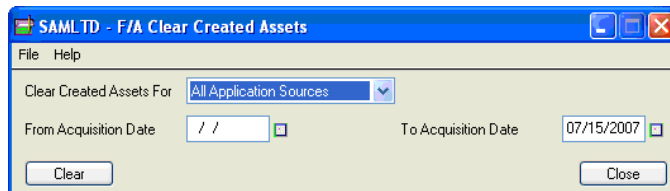
2. Use the drop-down list to specify how to clear assets. You can clear assets for a specific application or for all applications. If you select the option Clear Created Assets For One Application Source, specify in the adjacent field the source code for the Sage ERP Accpac application (for example, IC or AP).

3. To clear assets acquired during a particular period, specify the range of acquisition dates using the From and To Acquisition Date fields.

4. Click the Clear button.

5. Click the Close button to leave the dialog.

Chapter 5
Sage BusinessVision Link

The Sage BusinessVision Link exports depreciation transactions for one Sage Fixed Assets company or organization, or one group within a company or organization, at a time. The depreciation transactions are exported in an ASCII file that you can import into your Sage BusinessVision software.

You must have Sage BusinessVision version 7.20 or later to use the Sage BusinessVision Link.

Note: We refer to all versions of Sage Fixed Assets - Depreciation that are compatible with this link as "Sage Fixed Assets." For a list of products that work with this link, see the chart on page 1-1. In this chapter, "Sage Fixed Assets" does not include Sage Fixed Assets - Tracking or Sage Fixed Assets - Planning.

Installing the Link

The Sage BusinessVision Link is preinstalled; the system installs the link when you install Sage Fixed Assets.

Preparing the Data in Sage Fixed Assets

Step 1: Checking the G/L Account Numbers in Sage Fixed Assets

You must make sure that all of the assets for which you want to post depreciation in Sage Fixed Assets contain G/L Account numbers that match the G/L Account Number list in the Sage BusinessVision program.

1. In the Asset List, scroll to the right to view the G/L Account numbers.

2. Make sure that all of the assets contain the correct G/L Expense Account numbers and G/L Accumulated Account numbers.

Tip: You can use the Replace feature to globally replace G/L Account numbers. For information on using the Replace feature, see your Sage Fixed Assets online guide or online Help.

Step 2: Depreciate Assets in Sage Fixed Assets

The next step is to calculate depreciation in Sage Fixed Assets for the period for which you want to post depreciation. In our example, we want to post depreciation for December 2007.

We need to make sure that the Depreciation This Run column on the Depreciation Expense report represents only the depreciation for one month. First, we'll calculate depreciation for the month prior to the date that we want to post (that is, November 2007).

1. Select Depreciation/Depreciate from the menu bar. The Depreciate dialog appears.

2. Select the book and group of assets for which you want to calculate depreciation, and then enter the date in the Date field. For this example, enter **11/2007**.

3. Clear the Window check box because you do not need to view the Depreciation Expense report at this time.

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4. In the Choose Report field, leave the default selection of Depreciation Expense.

5. Click OK. The system calculates depreciation for November.

Next, we will calculate depreciation for the period for which we want to post depreciation.

6. On the Depreciate dialog, make sure the book and group of assets for which you want to calculate depreciation are still selected, and then enter the new date in the Date field. This time, enter **12/2007**.

7. Select the Window check box.

8. Select the Update Current Reporting Period for Selected Books check box.

9. Click OK. The system calculates depreciation and displays the Depreciation Expense report.

<div align="center">

Westfields Bakery - Demo
Depreciation Expense Report
As of December 31, 2007

Book = Financial
FYE Month = December

</div>

Sys No	Ext	P T	In Svc Date	Depr Meth	Est Life	Acquired Value	Prior Thru	Prior Accum Depreciation	Depreciation This Run	Current YTD Depreciation	Current Accum Depreciation	Pct Alloc	Key Code
000109	000	D	06/12/04	SLFM	05 00	2,200.00	11/30/07	1,136.67	36.67	440.00	1,576.67	100.000	
000110	000	D	06/14/04	SLFM	05 00	2,750.88	11/30/07	1,421.30	45.85	550.18	1,971.48	100.000	
000111	000	D	06/21/04	SLFM	05 00	5,248.00	11/30/07	2,711.47	87.47	1,049.60	3,761.07	100.000	
000112	000	D	07/01/04	SLFM	05 00	605.00	11/30/07	303.00	10.10	121.20	424.20	100.000	
000113	000	D	08/05/04	SLFM	05 00	119.00	11/30/07	57.52	1.98	23.80	81.32	100.000	
000114	000	D	08/17/04	SLFM	05 00	540.00	11/30/07	261.00	9.00	108.00	369.00	100.000	
000115	000	D	09/10/04	SLFM	05 00	3,500.00	11/30/07	1,633.33	58.33	700.00	2,333.33	100.000	
000116	000	D	10/01/04	SLFM	05 00	500.00	11/30/07	225.00	8.33	100.00	325.00	100.000	
000117	000	D	01/12/05	SLFM	10 00	1,200.00	11/30/07	240.00	10.00	120.00	360.00	100.000	
000118	000	D	01/17/05	SLFM	10 00	3,650.00	11/30/07	730.00	30.42	365.00	1,095.00	100.000	
000119	000	D	08/13/05	SLFM	05 00	1,143.00	11/30/07	323.85	19.05	228.60	552.45	100.000	
000120	000	D	07/30/03	SLFM	10 00	3,126.00	11/30/07	1,094.10	26.05	312.60	1,406.70	100.000	
000121	000	D	04/12/02	SLFM	10 00	6,750.00	11/30/07	3,206.25	56.25	675.00	3,881.25	100.000	
000122	000	D	04/18/02	SLFM	10 00	522.00	11/30/07	247.95	4.35	52.20	300.15	100.000	
000123	000	D	05/03/02	SLFM	10 00	2,450.00	11/30/07	1,143.33	20.42	245.00	1,388.33	100.000	
000124	000	D	09/11/04	SLFM	10 00	7,400.00	11/30/07	1,726.67	61.67	740.00	2,466.67	100.000	
000125	000	D	12/10/03	DM30	99 00	375.00	11/30/07	249.60	3.13	37.52	287.22	100.000	
000126	000	D	10/09/04	DM30	99 00	795.00	11/30/07	434.67	9.01	108.10	542.77	100.000	
000127	000	D	10/09/04	DM30	99 00	5,950.00	11/30/07	3,253.17	67.42	809.05	4,062.22	100.000	
000128	000	D	10/12/04	DM30	99 00	880.00	11/30/07	481.14	9.97	119.66	600.80	100.000	
000129	000	D	10/14/04	DM30	99 00	1,141.98	11/30/07	624.38	12.94	155.28	779.66	100.000	
000130	000	D	10/27/04	DM30	99 00	198.00	11/30/07	105.83	2.30	27.65	133.48	100.000	
000131	000	D	11/01/04	DM30	99 00	495.00	11/30/07	264.58	5.76	69.13	333.71	100.000	
000132	000	D	11/07/04	DM30	99 00	1,175.00	11/30/07	528.04	13.57	164.09	792.13	100.000	
000133	000	D	11/13/04	DM30	99 00	1,510.00	11/30/07	807.10	17.57	210.87	1,017.97	100.000	
000137	000	D	02/18/02	DM30	99 00	1,475.00	11/30/07	1,209.39	6.64	79.68	1,289.07	100.000	
000138	000	D	05/01/03	DM30	99 00	2,600.00	11/30/07	1,886.56	17.84	214.03	2,100.59	100.000	
000139	000	D	08/31/05	DM30	99 00	875.00	11/30/07	323.75	13.78	165.38	489.13	100.000	
000141	000	D	09/20/07	SLFM	05 00	650.00	11/30/07	0.00	10.83	43.33	43.33	100.000	
000142	000	D	09/20/07	SLFM	05 00	785.00	11/30/07	0.00	13.08	52.33	52.33	100.000	
000143	000	D	09/23/07	SLFM	05 00	2,760.00	11/30/07	0.00	46.00	184.00	184.00	100.000	
000144	000	D	09/29/07	SLFM	05 00	886.00	11/30/07	0.00	14.77	59.07	59.07	100.000	
000145	000	D	09/29/07	SLFM	05 00	210.00	11/30/07	0.00	3.50	14.00	14.00	100.000	
000146	000	D	09/30/07	SLFM	05 00	250.00	11/30/07	0.00	4.17	16.67	16.67	100.000	
000147	000	D	10/02/07	SLFM	05 00	130.00	11/30/07	0.00	2.17	6.50	6.50	100.000	
000148	000	D	10/15/07	SLFM	05 00	381.00	11/30/07	0.00	6.35	19.05	19.05	100.000	
000149	000	D	12/21/07	SLFM	05 00	38,625.00		0.00	643.75	643.75	643.75	100.000	
000150	000	D	07/05/07	SLFM	39 00	2,200.00	11/30/07	0.00	4.70	28.21	28.21	100.000	

Grand Total	2,402,818.95	903,460.26	5,424.04	57,351.31	960,811.57
Less disposals and transfers	0.00	0.00			0.00
Count = 0					
Net Grand Total	2,402,818.95	903,460.26	5,424.04	57,351.31	960,811.57
Count = 144					

Note the amount in the Depreciation This Run column. This is the total amount that Sage Fixed Assets sends to the Sage BusinessVision program, so you'll need to remember this number to make sure that the link worked correctly.

The Depreciation This Run column shows the amount of depreciation that was calculated between the next-to-last depreciation calculation (on November 30, 2007, which is shown in the Prior Thru column) and the last depreciation calculation (on December 31, 2007, which is shown in the heading of the report).

Posting Depreciation in Sage Fixed Assets

Follow the steps below to run the Sage BusinessVision Link.

1. Select Links/Depreciation Links/Sage BusinessVision Link from the menu bar. If a company or organization is open, the system displays a message indicating you must close the company or organization to continue.

2. Click Yes to continue. The Sage BusinessVision Link dialog appears.

3. Make sure that you select the correct database and company or organization.

4. Select the same asset group, book, and period posting date that you selected when you depreciated assets.

   Note: The default date for the Journal Entry Date field is today's date, but you can change this date if desired.

5. In the Type field, select either Summary Journal Entry or Detail Journal Entry.

   • **Summary Journal Entry:** Includes only the total amounts for each expense account number and accumulated account number.

   • **Detail Journal Entry:** Includes the expense amount for each asset. Each line of the journal entry includes a system number and extension, and an asset description for identification purposes.

6. Enter a reference number if desired; it is not required.

7. Make a note of the name and location of the file in the GL Link Filename field. You will need to know where this file is when you import it into your general ledger program.

Tip: You may want to change the file name to make it more meaningful and the folder location to make the file easier to find.

---

8. Click the Preview button. The system displays the General Ledger Posting Preview report.

Note that the Grand Total amounts for the Debit and Credit columns match the Grand Total amount in the Depreciation This Run column on the Depreciation Expense report.

9. On the Sage BusinessVision Link dialog, click the Post button. The system displays a message indicating the depreciation journal entry was created successfully.
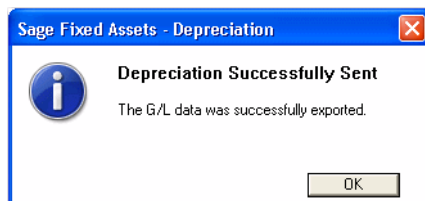
10. Click OK to close the message box.

The ASCII file is now ready to be imported into your Sage BusinessVision program.

Importing the File

Follow the steps below to import the ASCII file into the Sage BusinessVision program.

1. In the Sage BusinessVision program, select File/Import/Sage FAS Import from the menu bar. The FAS Import dialog appears.
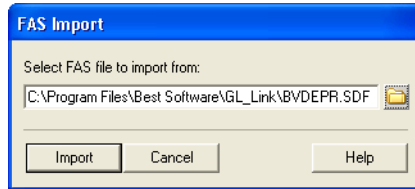
2. Click the folder icon to locate the G/L Link file that you exported from the Sage Fixed Assets program.

3. Click the Import button. A message indicates that the import was successful.
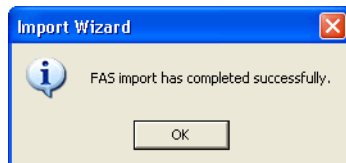
Verifying the Import

Follow the steps below to verify that the journal entry was imported successfully.
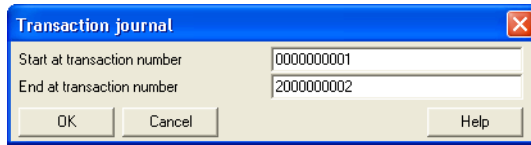
1. Select File/Print Reports from the menu bar. The Reporting Suite dialog appears.
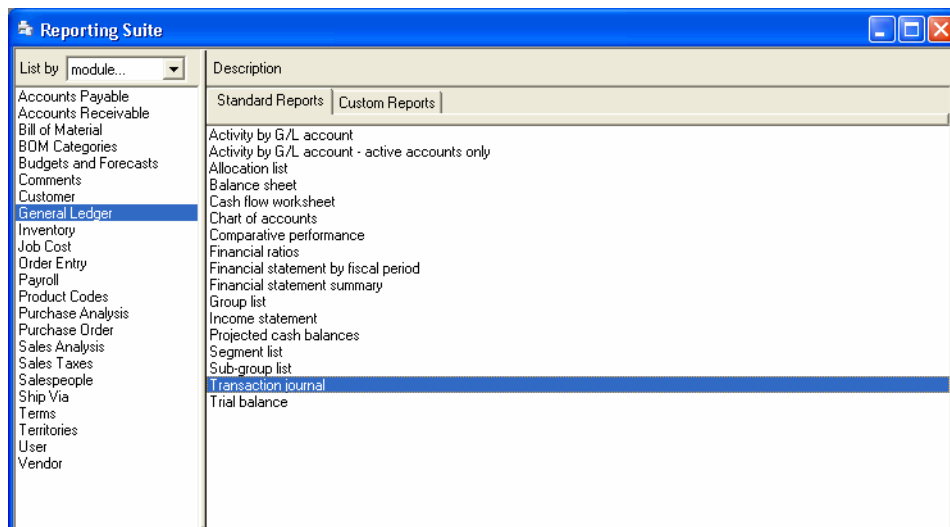
2. In the left-hand column, select the General Ledger module.

3. On the Standard Reports tab, double-click the Transaction Journal report. The Transaction Journal dialog appears.

4. Click OK. The Transaction Journal report appears.

5. Verify that the totals in the Debit and Credit columns match the totals on the General Ledger Posting Preview report.

Chapter 6
Sage BusinessWorks Accounting Link

The Sage BusinessWorks Accounting Link exports depreciation transactions for one Sage Fixed Assets company, or one group within a company, at a time. The link posts depreciation directly from Sage Fixed Assets to the Sage BusinessWorks Accounting program. When you post depreciation in Sage Fixed Assets, the system does not create a posting export file. You only need to run the link in Sage Fixed Assets and post the journal entry in the Sage BusinessWorks Accounting program.

Note: We refer to all versions of Sage Fixed Assets - Depreciation that are compatible with this link as "Sage Fixed Assets." For a list of products that work with this link, see the chart on page 1-1. In this chapter, "Sage Fixed Assets" does not include Sage Fixed Assets - Tracking or Sage Fixed Assets - Planning.

Installing the Link

The Sage BusinessWorks Accounting Link is preinstalled; the system installs the link when you install Sage Fixed Assets.

Preparing the Data in Sage Fixed Assets

Step 1: Verify the Company ID

Follow the steps below to verify that the company ID in Sage BusinessWorks Accounting matches the Sage Fixed Assets company name.

1. In Sage BusinessWorks Accounting, select Utilities/Maintain Companies from the menu bar. A message appears indicating no other users can access the application.
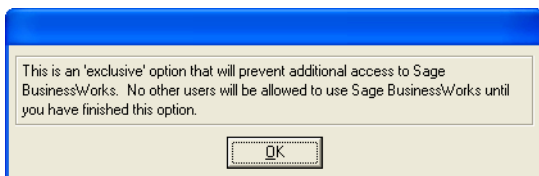
2. Click OK to close the message box. The Maintain Companies dialog appears.

3. Use the arrow buttons to navigate to the desired company.

4. Make sure that the Company ID in Sage BusinessWorks Accounting matches the Sage Fixed Assets company name.

Step 2: Checking the G/L Account Numbers in Sage Fixed Assets

You must make sure that all of the assets for which you want to post depreciation in Sage Fixed Assets contain G/L Account numbers that match the G/L Account Number list in the Sage BusinessWorks program.

1. In the Asset List, scroll to the right to view the G/L Account numbers.

2. Make sure that all of the assets contain the correct G/L Expense Account numbers and G/L Accumulated Account numbers.

Tip: You can use the Replace feature to globally replace G/L Account numbers. For information on using the Replace feature, see your Sage Fixed Assets online guide or online Help.

Step 3: Depreciate Assets in Sage Fixed Assets

The next step is to calculate depreciation in Sage Fixed Assets for the period for which you want to post depreciation. In our example, we want to post depreciation for October 2007.

We need to make sure that the Depreciation This Run column on the Depreciation Expense report represents only the depreciation for one month. First, we'll calculate depreciation for the month prior to the date that we want to post (that is, September 2007).

1. Select Depreciation/Depreciate from the menu bar. The Depreciate dialog appears.

2. Select the book and group of assets for which you want to calculate depreciation, and then enter the date in the Date field. For this example, enter **09/2007**.

3. Clear the Window check box because you do not need to view the Depreciation Expense report at this time.

4. In the Choose Report field, leave the default selection of Depreciation Expense.

5. Click OK. The system calculates depreciation for September.

Next, we will calculate depreciation for the period for which we want to post depreciation.

6. On the Depreciate dialog, make sure the book and group of assets for which you want to calculate depreciation are still selected, and then enter the new date in the Date field. This time, enter **10/2007**.

7. Select the Window check box.

8. Select the Update Current Reporting Period check box.

9. Click OK. The system calculates depreciation and displays the Depreciation Expense report.

WESTFIELDS
Depreciation Expense Report
As of October 31, 2007

Book = Internal
FYE Month = December

Sys No	Ext	In Svc Date	Acquired Value	P/T	Depr Meth	Est Life	Slv / 168(k) Sec 179	Depreciable Basis	Prior Thru	Prior Accum Depreciation	Depreciation This Run	Current YTD Depreciation	Current Accum Depreciation	Key Code
000110	000	04/18/04	22,000.00	P	SLFM	05 00	22,000.00	0.00	09/30/07	22,000.00	0.00	0.00	22,000.00	r
000111	000	07/01/04	2,700.00	P	SLFM	10 00	0.00	2,700.00	09/30/07	675.00	22.50	225.00	900.00	
000112	000	07/01/04	4,800.00	P	SLFM	10 00	0.00	4,800.00	09/30/07	1,200.00	40.00	400.00	1,600.00	
000113	000	07/05/04	6,350.00	P	SLFM	05 00	0.00	6,350.00	09/30/07	3,175.00	105.83	1,058.33	4,233.33	
000114	000	07/05/04	1,755.43	P	SLFM	10 00	0.00	1,755.43	09/30/07	438.85	14.63	146.28	585.13	
000115	000	07/13/04	606.00	P	SLFM	05 00	0.00	606.00	09/30/07	303.00	10.10	101.00	404.00	
000116	000	08/14/04	2,420.00	P	SLFM	05 00	0.00	2,420.00	09/30/07	1,169.67	40.33	403.33	1,573.00	
000117	000	08/14/04	1,760.00	P	SLFM	05 00	0.00	1,760.00	09/30/07	850.67	29.33	293.33	1,144.00	
000118	000	08/22/04	450.00	R	SLFM	10 00	0.00	450.00	09/30/07	108.75	3.75	37.50	146.25	
000119	000	08/22/04	325.00	P	SLFM	05 00	0.00	325.00	09/30/07	157.08	5.41	54.16	211.24	
000120	000	09/12/04	5,724.00	P	SLFM	05 00	0.00	5,724.00	09/30/07	2,671.20	95.40	954.00	3,625.20	
000121	000	09/12/04	24,750.50	P	SLFM	05 00	0.00	24,750.50	09/30/07	11,550.23	412.51	4,125.08	15,675.31	
000122	000	09/14/04	15,000.00	P	SLFM	05 00	0.00	15,000.00	09/30/07	7,000.00	250.00	2,500.00	9,500.00	
000123	000	09/20/04	880.00	P	SLFM	05 00	0.00	880.00	09/30/07	410.67	14.66	146.66	557.33	
000124	000	09/20/04	1,240.00	P	SLFM	05 00	0.00	1,240.00	09/30/07	578.67	20.66	206.66	785.33	
000125	000	09/20/04	1,175.00	P	SLFM	05 00	0.00	1,175.00	09/30/07	548.33	19.58	195.83	744.16	
000126	000	09/23/04	360.00	P	SLFM	05 00	0.00	360.00	09/30/07	168.00	6.00	60.00	228.00	
000127	000	09/29/04	380.66	P	SLFM	05 00	0.00	380.66	09/30/07	177.64	6.35	63.44	241.08	
000128	000	09/29/04	495.00	P	SLFM	10 00	0.00	495.00	09/30/07	115.50	4.13	41.25	156.75	
000129	000	09/30/04	1,200.00	P	SLFM	05 00	0.00	1,200.00	09/30/07	560.00	20.00	200.00	760.00	
000130	000	10/02/04	275.00	P	SLFM	05 00	0.00	275.00	09/30/07	123.75	4.58	45.83	169.58	
000131	000	10/15/04	762.00	P	SLFM	05 00	0.00	762.00	09/30/07	342.90	12.70	127.00	469.90	
000132	000	12/21/04	28,950.00	A	SLFM	05 00	0.00	28,950.00	09/30/07	12,062.50	482.50	4,825.00	16,887.50	
000133	000	07/05/05	5,444.28	R	SLFM	10 00	0.00	5,444.28	09/30/07	816.64	45.37	453.69	1,270.33	
000138	000	11/22/04	125,000.00		SLFM	10 00	100,000.00	25,000.00	09/30/07	105,416.67	208.33	2,083.33	107,500.00	r
000139	000	10/02/04	2,175.46	P	SLFM	05 00	0.00	2,175.46	09/30/07	978.95	36.26	362.57	1,341.52	
000140	000	08/15/04	14,925.00	P	SLFM	05 00	0.00	14,925.00	09/30/07	7,213.75	248.75	2,487.50	9,701.25	
000141	000	05/05/00	1,092.00	P	SLFM	03 00	0.00	1,092.00	09/30/07	1,092.00	0.00	0.00	1,092.00	
000142	000	09/02/04	52,241.00	A	SLFM	05 00	0.00	31,344.60	09/30/07	14,627.48	522.41	5,224.10	19,851.58	b
Grand Total			2,727,633.91				122,000.00	2,584,737.51		1,236,658.61	6,889.06	73,558.80	1,310,217.41	
Less disposals and transfers			0.00				0.00	0.00		0.00			0.00	
Count = 0														
Net Grand Total			2,727,633.91				122,000.00	2,584,737.51		1,236,658.61	6,889.06	73,558.80	1,310,217.41	
Count = 135														

Note the amount in the Depreciation This Run column. This is the total amount that Sage Fixed Assets sends to the Sage BusinessWorks Accounting program, so you'll need to remember this number to make sure that the link worked correctly.

The Depreciation This Run column shows the amount of depreciation that was calculated between the next-to-last depreciation calculation (on September 30, 2007, which is shown in the Prior Thru column) and the last depreciation calculation (on October 31, 2007, which is shown in the heading of the report).

Posting Depreciation in Sage Fixed Assets

Follow the steps below to run the Sage BusinessWorks Accounting Link.

1. Select Links/Depreciation Links/Sage BusinessWorks Accounting Link from the menu bar. If a company is open, the system displays a message indicating you must close the company to continue.

2. Click Yes to continue. The system displays the Sage BusinessWorks Accounting Link dialog.

3. Make sure that you select the correct database and company.

4. Select the same asset group, book, and period posting date that you selected when you depreciated assets.

Note: The default date for the Journal Entry Date field is today's date, but you can change this date if desired.

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5. Enter a reference number if desired; it is not required.

6. Click the Preview button. The system displays the General Ledger Posting Preview report.

Note that the Grand Total amounts for the Debit and Credit columns match the Grand Total amount in the Depreciation This Run column on the Depreciation Expense report.

7. On the Sage BusinessWorks Accounting Link dialog, click the Post button. The system displays a message indicating the depreciation journal entry was imported successfully into Sage BusinessWorks Accounting.
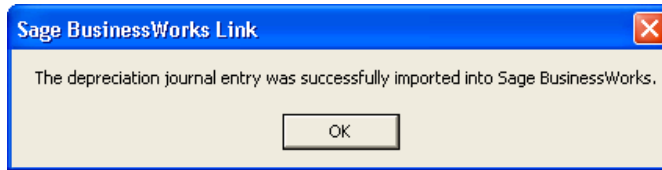
8. Click OK to close the message box.

Verifying the Import

Step 1: Verify the Journal Entry was Imported

Follow the steps below to verify the journal entry was imported successfully into Sage BusinessWorks Accounting.

1. In Sage BusinessWorks Accounting, click the GL button. A drop-down menu appears.

2. Select Reports and then Journal Report. The Journal Report dialog appears.
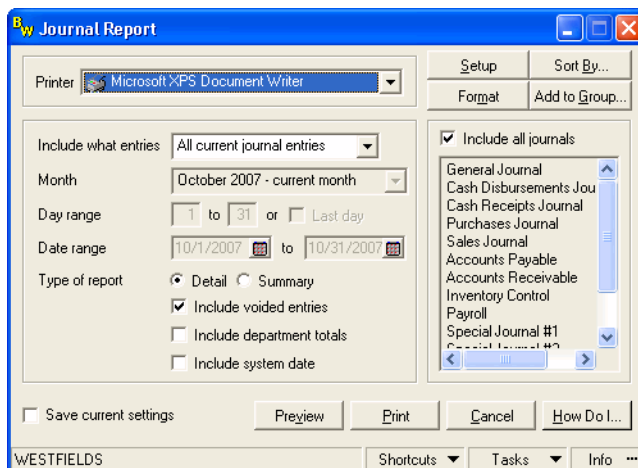
3. Click the Preview button. The Journal Detail report appears.

4. Make sure the totals in the Debits and Credits column match the totals on the Sage Fixed Assets General Ledger Posting Preview report.

Chapter 7
Sage ERP MAS 90 / Sage ERP MAS 200 Link

The steps for using the Fixed Assets module with Sage ERP MAS 90 and Sage ERP MAS 200 are virtually identical. Therefore, this chapter applies equally to both applications. For information about the integration with Sage ERP MAS 500, see page 1-1.

The Fixed Assets module can be powered by Sage Fixed Assets - Depreciation or Sage Fixed Assets - Lite Depreciation. Unlike some of the other Sage Fixed Assets link programs, you do not need to run the link in the Sage Fixed Assets application to post depreciation to Sage ERP MAS 90 or Sage ERP MAS 200. You need only calculate depreciation for the desired period and group of assets. Then, in the Sage ERP MAS 90/200 program, you activate the Fixed Assets module and process the period-end.

Note: We refer to Sage Fixed Assets - Depreciation, and Sage Fixed Assets - Lite Depreciation as "Sage Fixed Assets." In this chapter, "Sage Fixed Assets" does not include Sage Fixed Assets - Tracking or Sage Fixed Assets - Planning.

Installing and Configuring the Fixed Assets Module

Step 1: Installing the Fixed Assets Module

For complete instructions on installing the Sage ERP MAS 90/200 programs, please refer to your Sage ERP MAS 90/200 installation documentation.

1. Make sure the Fixed Assets module has been installed. Select the Modules menu; Fixed Assets should appear as a command on the Modules menu. If Fixed Assets does not appear on the Modules menu, reinstall the Sage ERP MAS 90/200 program, and make sure you select the Fixed Assets check box on the Select Features dialog.
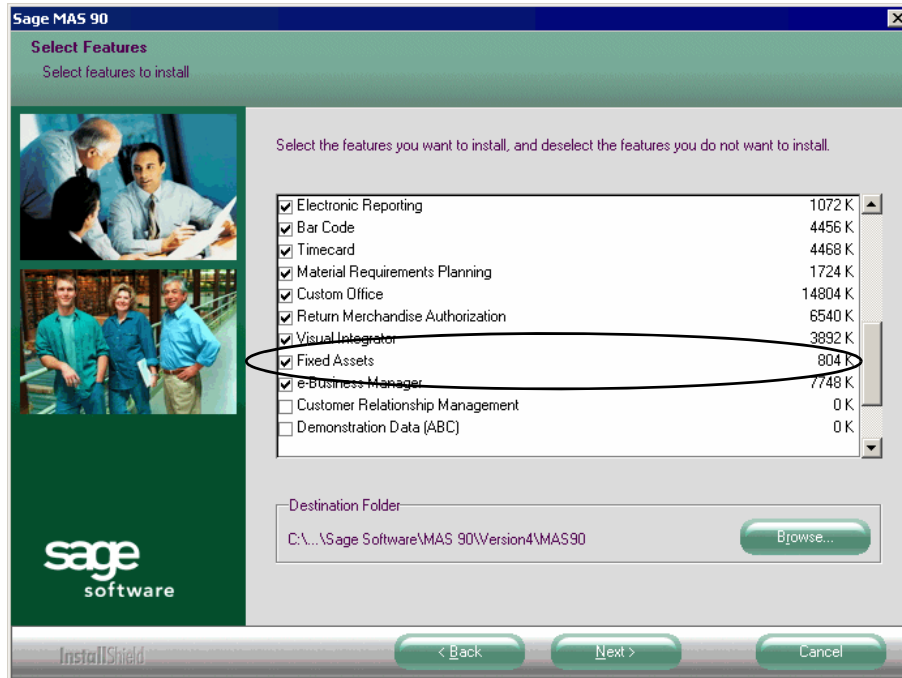
Step 2: Activating the Fixed Assets Module

The next step is to activate the Fixed Assets module in the Sage ERP MAS 90/200 program.

1. Select Modules/Fixed Assets/Setup/Fixed Assets Options from the menu bar. The system displays a message indicating that the module has not been activated.
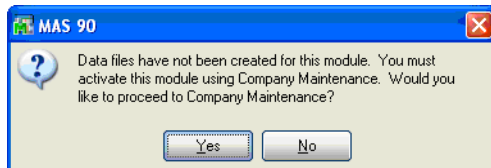
2. Click Yes to proceed. The system displays the Company Maintenance dialog.
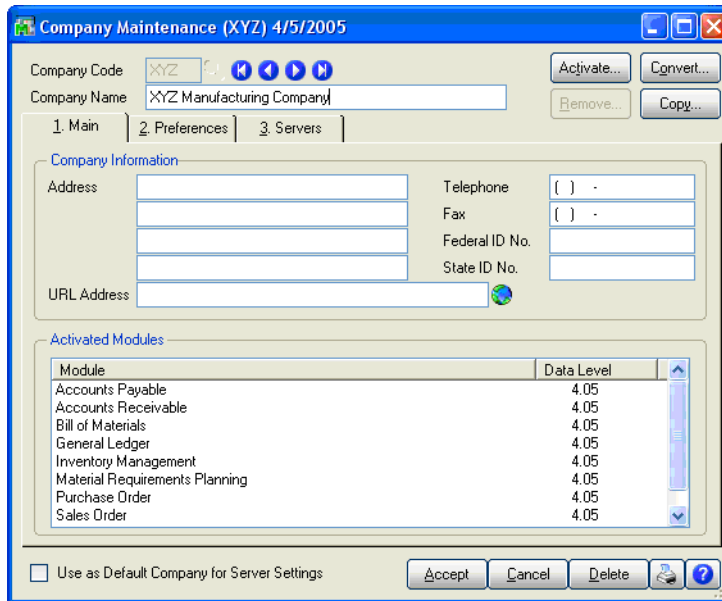
3. Click the Activate button. The system displays the Activate Module dialog.
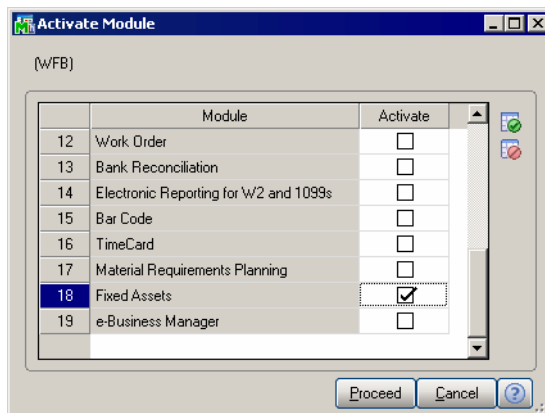
4. Scroll down until you see Fixed Assets, and then select the Activate check box.

5. Click the Proceed button to close the Activate Module dialog. The system returns to the Company Maintenance dialog.

6. Close the Company Maintenance dialog.

Preparing the Data

Step 1: Checking the G/L Account Numbers in Sage Fixed Assets

You must make sure that all of the assets for which you want to post depreciation in Sage Fixed Assets contain G/L Account numbers that match the G/L Account Number list in Sage ERP MAS 90/200.

1. In the Asset List, scroll to the right to view the G/L Account numbers.

2. Make sure that all of the assets contain the correct G/L Account numbers.

Tip: You can use the Replace feature to globally replace G/L Account numbers. For information on using the Replace feature, see your Sage Fixed Assets online guide or online Help.

Step 2: Depreciate Assets in Sage Fixed Assets

The next step is to calculate depreciation in Sage Fixed Assets for the period for which you want to post depreciation. In our example, we want to post depreciation for March 2007.

We need to make sure that the Depreciation This Run column on the Depreciation Expense report represents only the depreciation for one month. First, we'll calculate depreciation for the month prior to the date that we want to post (that is, February).

1. Select Depreciation/Depreciate from the menu bar. The Depreciate dialog appears.

2. Select the book for which you want to calculate depreciation, and then enter the date in the Calculate Depreciation Through field. For this example, select the Internal book, and enter **02/2007** in the date field.

Note: The default posting book in the Sage ERP MAS 90/200 program is the Internal book.

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3. Clear the Window check box because you do not need to view the Depreciation Expense report at this time.

4. Click OK. The system calculates depreciation for February.

Next, we will calculate depreciation for the period for which we want to post depreciation.

5. Select Depreciation/Depreciate from the menu bar. The Depreciate dialog appears.

6. Select the book for which you want to calculate depreciation, and then enter the date in the Date field. This time, enter **03/2007**.

7. Select the Window check box.

8. Click OK. The system calculates depreciation and displays the Depreciation Expense report.

Westfields Bakery - Demo
Depreciation Expense Report
As of March 31, 2007

Book = Internal
FYE Month = December

Sys No	Ext	In Svc Date	Acquired Value	P T	Depr Meth	Est Life	Salv / 168(k) Sec 179	Depreciable Basis	Prior Thru	Prior Accum Depreciation	Depreciation This Run	Current YTD Depreciation	Current Accum Depreciation	Key Code
000110	000	04/18/04	22,000.00	P	SLFM	05 00	22,000.00	0.00	02/28/07	22,000.00	0.00	0.00	22,000.00	r
000111	000	07/01/04	2,700.00	P	SLFM	10 00	0.00	2,700.00	02/28/07	675.00	22.50	67.50	742.50	
000112	000	07/01/04	4,800.00	P	SLFM	10 00	0.00	4,800.00	02/28/07	1,200.00	40.00	120.00	1,320.00	
000113	000	07/05/04	6,350.00	P	SLFM	05 00	0.00	6,350.00	02/28/07	3,175.00	105.84	317.50	3,492.50	
000114	000	07/05/04	1,755.43	P	SLFM	10 00	0.00	1,755.43	02/28/07	438.85	14.63	43.88	482.73	
000115	000	07/13/04	606.00	P	SLFM	05 00	0.00	606.00	02/28/07	303.00	10.10	30.30	333.30	
000116	000	08/14/04	2,420.00	P	SLFM	05 00	0.00	2,420.00	02/28/07	1,169.67	40.34	121.00	1,290.67	
000117	000	08/14/04	1,760.00	P	SLFM	05 00	0.00	1,760.00	02/28/07	850.67	29.34	88.00	938.67	
000118	000	08/22/04	450.00	R	SLFM	10 00	0.00	450.00	02/28/07	108.75	3.75	11.25	120.00	
000119	000	08/22/04	325.00	P	SLFM	05 00	0.00	325.00	02/28/07	157.08	5.42	16.25	173.33	
000120	000	09/12/04	5,724.00	P	SLFM	05 00	0.00	5,724.00	02/28/07	2,671.20	95.40	286.20	2,957.40	
000121	000	09/12/04	24,750.50	P	SLFM	05 00	0.00	24,750.50	02/28/07	11,550.23	412.51	1,237.52	12,787.75	
000122	000	09/14/04	15,000.00	P	SLFM	05 00	0.00	15,000.00	02/28/07	7,000.00	250.00	750.00	7,750.00	
000123	000	09/20/04	880.00	P	SLFM	05 00	0.00	880.00	02/28/07	410.67	14.67	44.00	454.67	
000124	000	09/20/04	1,240.00	P	SLFM	05 00	0.00	1,240.00	02/28/07	578.67	20.67	62.00	640.67	
000125	000	09/20/04	1,175.00	P	SLFM	05 00	0.00	1,175.00	02/28/07	548.33	19.59	58.75	607.08	
000126	000	09/23/04	360.00	P	SLFM	05 00	0.00	360.00	02/28/07	168.00	6.00	18.00	186.00	
000127	000	09/29/04	380.66	P	SLFM	05 00	0.00	380.66	02/28/07	177.64	6.35	19.03	196.67	
000128	000	09/29/04	495.00	P	SLFM	10 00	0.00	495.00	02/28/07	115.50	4.12	12.37	127.87	
000129	000	09/30/04	1,200.00	P	SLFM	05 00	0.00	1,200.00	02/28/07	560.00	20.00	60.00	620.00	
000130	000	10/02/04	275.00	P	SLFM	05 00	0.00	275.00	02/28/07	123.75	4.59	13.75	137.50	
000131	000	10/15/04	762.00	P	SLFM	05 00	0.00	762.00	02/28/07	342.90	12.70	38.10	381.00	
000132	000	12/21/04	28,950.00	A	SLFM	05 00	0.00	28,950.00	02/28/07	12,062.50	482.50	1,447.50	13,510.00	
000133	000	07/05/05	5,444.28	R	SLFM	10 00	0.00	5,444.28	02/28/07	816.64	45.37	136.10	952.74	
000138	000	11/22/04	125,000.00	P	SLFM	10 00	100,000.00	25,000.00	02/28/07	105,416.67	208.34	625.00	106,041.67	r
000139	000	10/02/04	2,175.46	P	SLFM	05 00	0.00	2,175.46	02/28/07	978.95	36.26	108.77	1,087.72	
000140	000	08/15/04	14,925.00	P	SLFM	05 00	0.00	14,925.00	02/28/07	7,213.75	248.75	746.25	7,960.00	
000141	000	05/05/00	1,092.00	P	SLFM	03 00	0.00	1,092.00	02/28/07	1,092.00	0.00	0.00	1,092.00	
000142	000	09/02/04	52,241.00	A	SLFM	05 00	0.00	31,344.60	02/28/07	14,627.48	522.41	1,567.23	16,194.71	b

Grand Total		2,727,633.91		122,000.00	2,584,737.51	1,236,658.61	7,478.09	23,213.45	1,259,872.06
Less disposals and transfers		0.00		0.00	0.00	0.00			0.00
Count = 0									
Net Grand Total		2,727,633.91		122,000.00	2,584,737.51	1,236,658.61	7,478.09	23,213.45	1,259,872.06
Count = 135									

Note the amount of $7,478.09 in the Depreciation This Run column. This is the total amount that Sage Fixed Assets sends to Sage ERP MAS 90/200, so you'll need to remember this number to make sure that the link worked correctly.

The Depreciation This Run column shows the amount of depreciation that was calculated between the next-to-last depreciation calculation (on February 28, 2007, which is shown in the Prior Through column) and the last depreciation calculation (on March 31, 2007, which is shown in the heading of the report).

Step 3: Run the General Ledger Posting Report in Sage Fixed Assets

The next step is to run the General Ledger Posting report, which displays the journal entry that will be posted in Sage ERP MAS 90/200.

1. Select Reports/Standard Reports/General Ledger Posting from the menu bar. The Report Definition dialog appears.
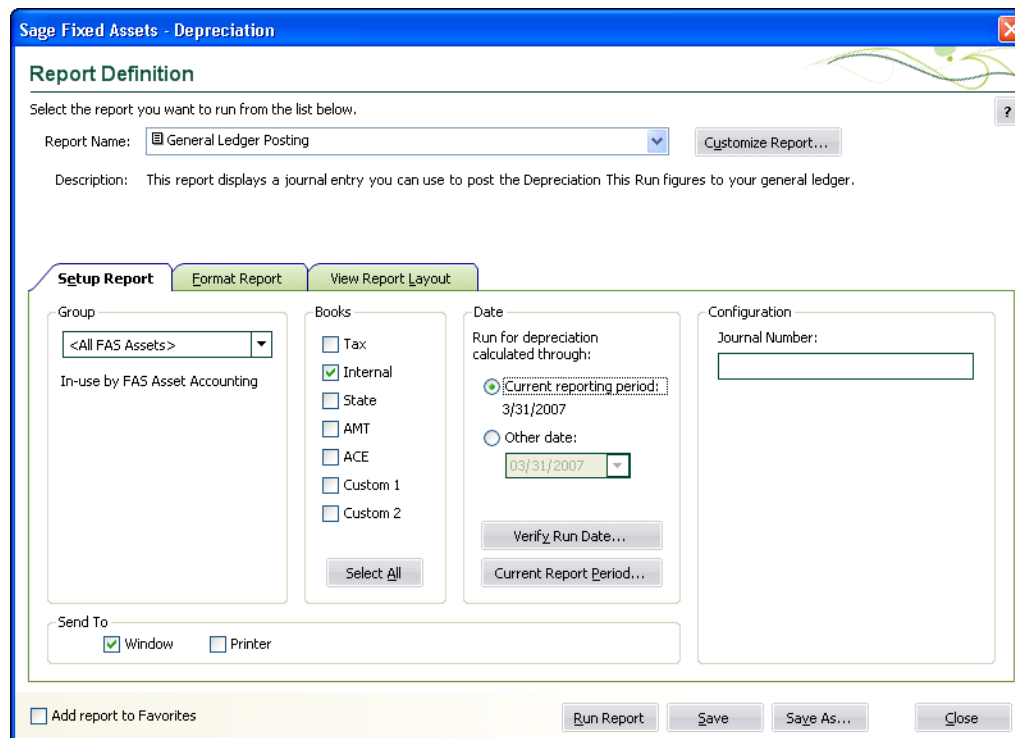
2. Make sure that General Ledger Posting appears in the Report field.

3. Select the Internal book check box.

4. Make sure that the Current Reporting Period is March 31, 2007.

5. Click the Run Report button. The system displays the General Ledger Posting report.

Note that the Grand Total amounts of $7,478.09 in the Debit and Credit columns match the Depreciation This Run amount on the Depreciation Expense report.

Step 4: Setting the Fiscal Period in Sage ERP MAS 90/200

The fiscal period in Sage ERP MAS 90/200 must match the fiscal period that you want to post in Sage Fixed Assets. For this example, we will post depreciation for March 2007.

1. Select Modules/General Ledger/Setup/General Ledger Options from the menu bar. The General Ledger Options dialog appears.

2. Check the year in the Current Fiscal Year field to make sure it is correct.

3. Check the period in the Current Period field to make sure it is correct.

4. Click the Accept button to close the dialog.

Running the Fixed Assets Module

Step 1: Setting Up the Fixed Assets Module in Sage ERP MAS 90/200

The next step is to set up the Fixed Assets module in the Sage ERP MAS 90/200 program. You need to specify the Sage Fixed Assets company, as well as the period for which you posted depreciation.

1. In Sage ERP MAS 90/200, select Modules/Fixed Assets/Setup/Fixed Assets Options from the menu bar. The system displays a message indicating the F/L (Fixed Assets Link) module has not been set up yet.
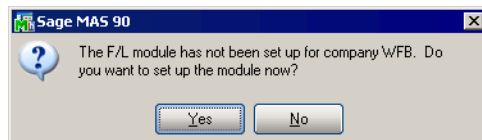
2. Click Yes to proceed. The Fixed Assets Options dialog appears.
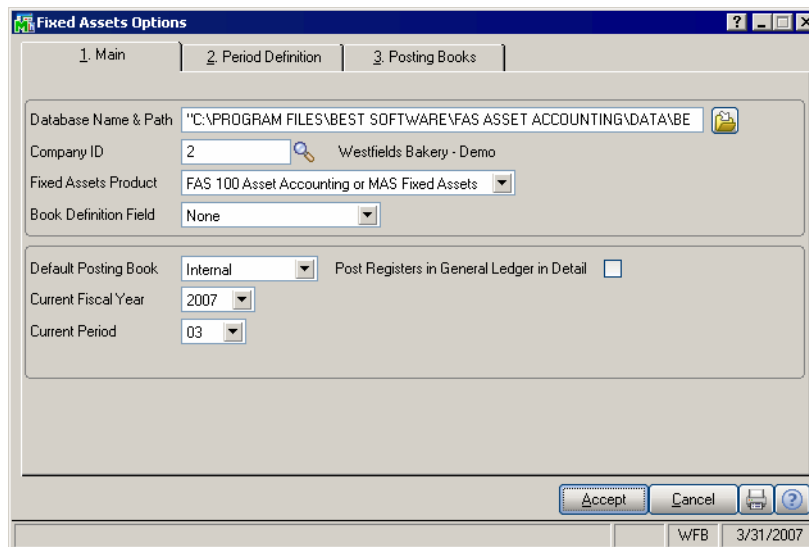
3. Use the browse button to the right of the Database Name and Path field to locate the Sage Fixed Assets database.

4. Click the lookup icon to the right of the Company ID field. The FAS Company List dialog appears.
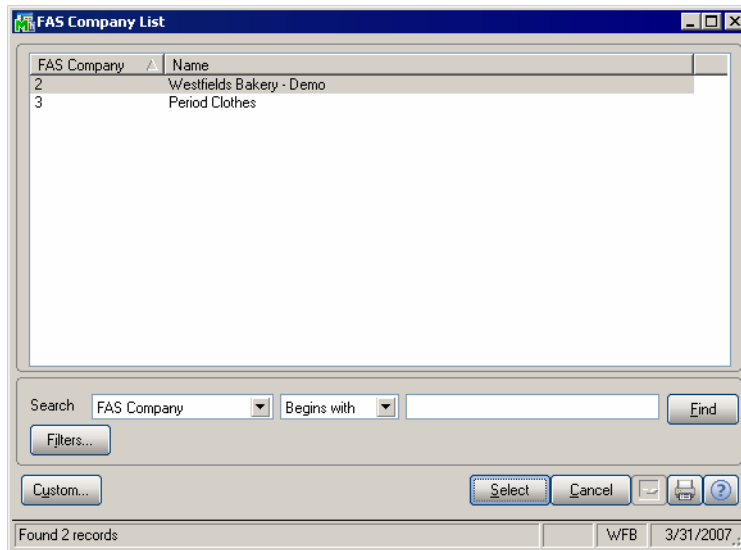
5. Select the Sage Fixed Assets company from which you posted depreciation. For this example, we selected Westfields Bakery - Demo.

6. Click the Select button. The system returns to the Fixed Assets Options dialog.
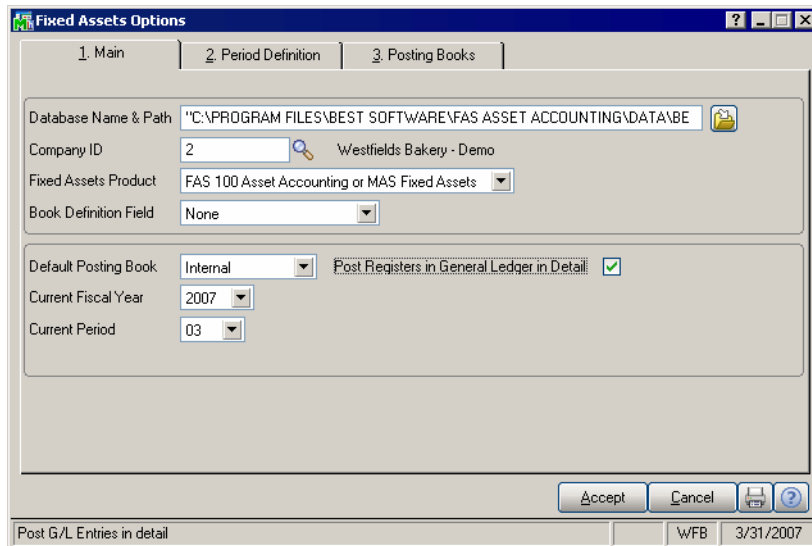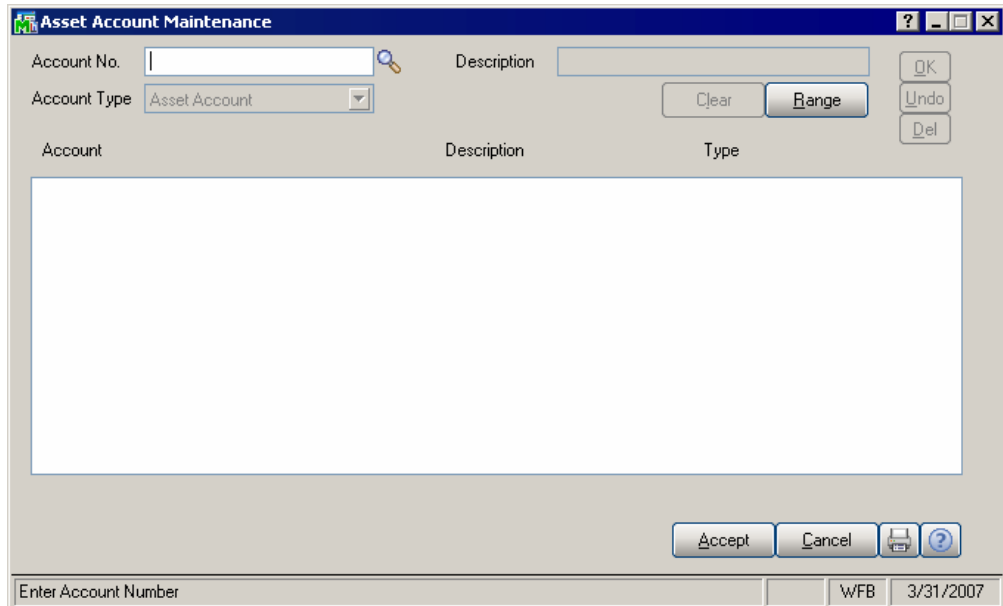
7. Select the correct book in the Default Posting Book field. For this example, we selected the **Internal** book.

8. Select the correct year in the Current Fiscal Year field and the correct period in the Current Period field. For this example, we selected **2007** and **03** for March 2007.

9. Select the Post Registers in General Ledger in Detail check box.

10. Click the Accept button to close the dialog.

Step 2: Selecting the G/L Account Numbers
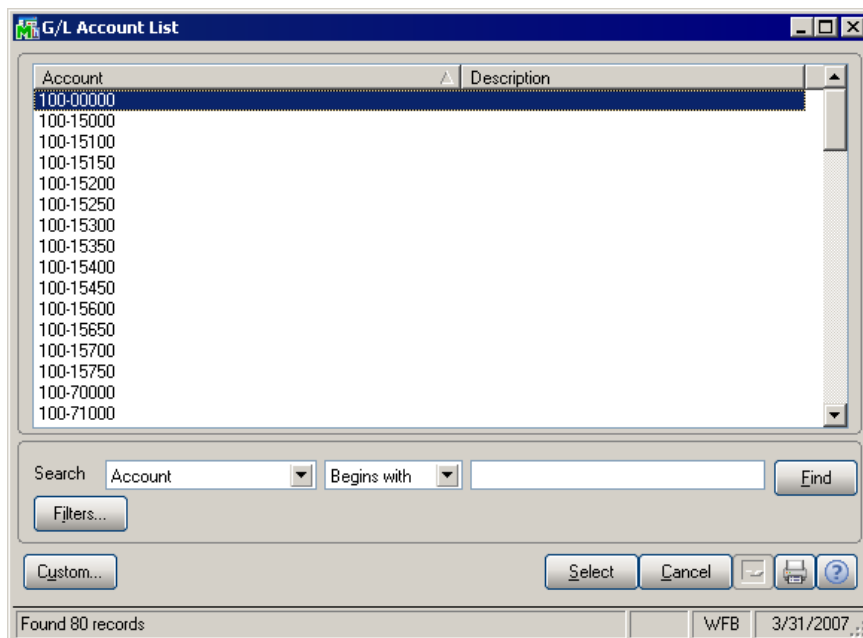
The next step is to specify the G/L Account numbers.

1. Select Modules/Fixed Assets/Main/Asset Account Maintenance. The Asset Account Maintenance dialog appears.

2. Click the lookup icon to the right of the Account Number field. The G/L Account List dialog appears.

3. Select the G/L Asset Account numbers used in Sage Fixed Assets by double-clicking on them. For this example, we selected **100-15000**. When the system returns to the Asset Account Maintenance dialog, click OK to add the number to the list box.
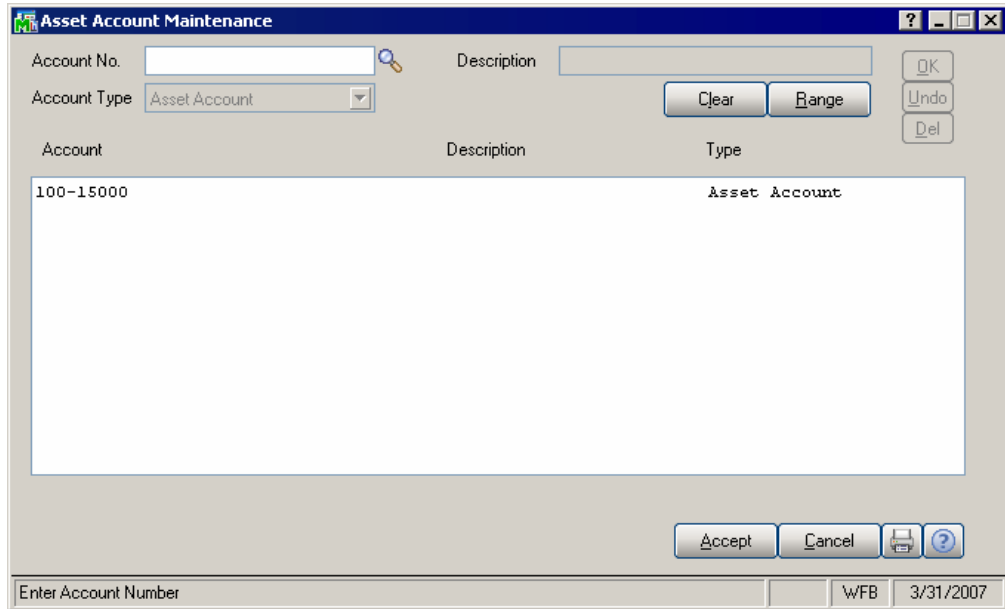
4. Select the Accumulated Depreciation account number used in Sage Fixed Assets.

5. In the Account Type field, select Accumulated Depreciation, and click OK to add it to the list box. For this example, we selected **100-15150**.

6. Select the Depreciation Expense Account number used in Sage Fixed Assets.

7. In the Account Type field, select Expense Account and click OK to add it to the list box. For this example, we selected **100-7000**.

When you are finished, the Asset Account Maintenance dialog should look similar to the one shown below:
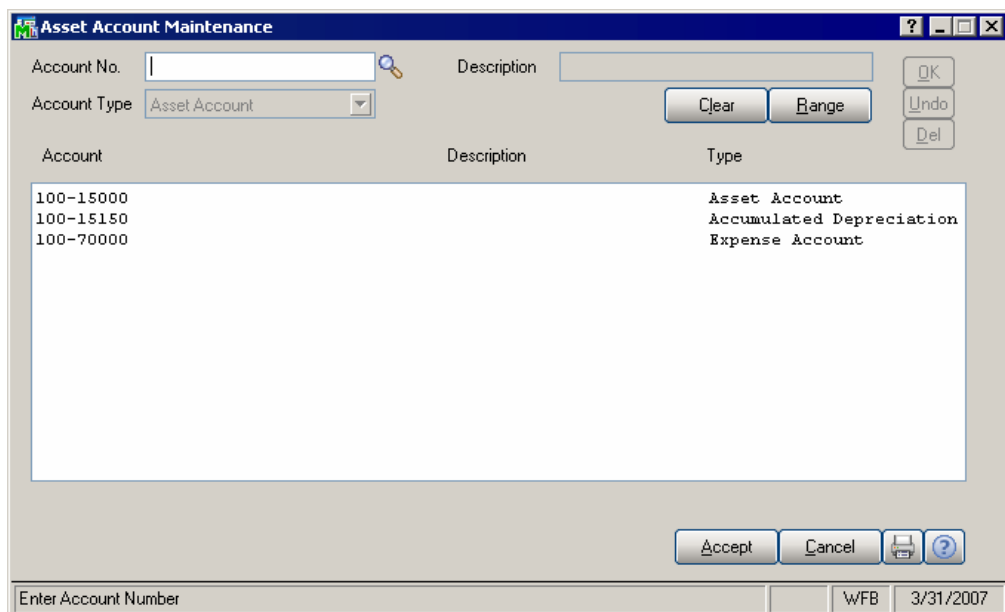
8. Repeat steps 2 through 7 until you have added all of the asset account numbers, accumulated depreciation account numbers, and expense account numbers in the Sage Fixed Assets company.

9. Click the Accept button to close the dialog.

Step 3: Processing the Period-End

The final step is to perform the period-end processing to transfer the calculated depreciation postings from Sage Fixed Assets to the Sage ERP MAS 90/200 general ledger. The process includes validating all of your assets and generating and updating a Fixed Assets Journal.

The system validates all assets for the following:

- Valid general ledger account numbers are used in the G/L Asset Account Number, G/L Accumulated Account Number, and G/L Expense Account Number fields in Sage Fixed Assets.

- The closing date in Sage Fixed Assets matches the current period closing date in the Fixed Assets Options dialog.

- The depreciation for the current period has not been posted.

If any asset fails the validation tests, the system creates a Posting Exceptions report. When all assets are validated, the depreciation amounts for the current period are updated from the Sage Fixed Assets system to the Fixed Assets Journal. When the Fixed Assets Journal has been printed and updated for all active Sage Fixed Assets posting books, the period-end process is complete, and the current period in the Fixed Assets Setup file increments to the next period.

1. Select Modules/Fixed Assets/Period End/Period End Processing from the menu bar. The Period End Processing dialog appears.
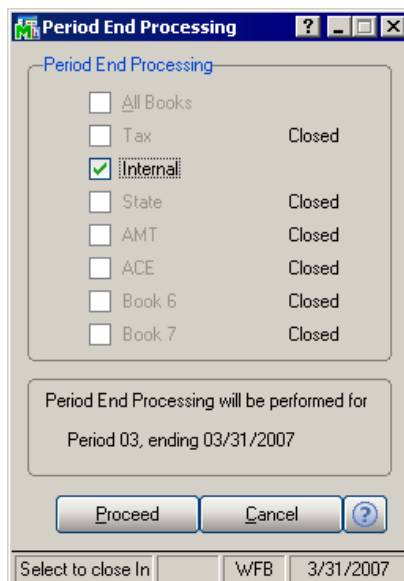
2. Make sure the period end processing will be performed for the correct period-end date.

3. Click the Proceed button. The Fixed Assets Journal dialog appears.
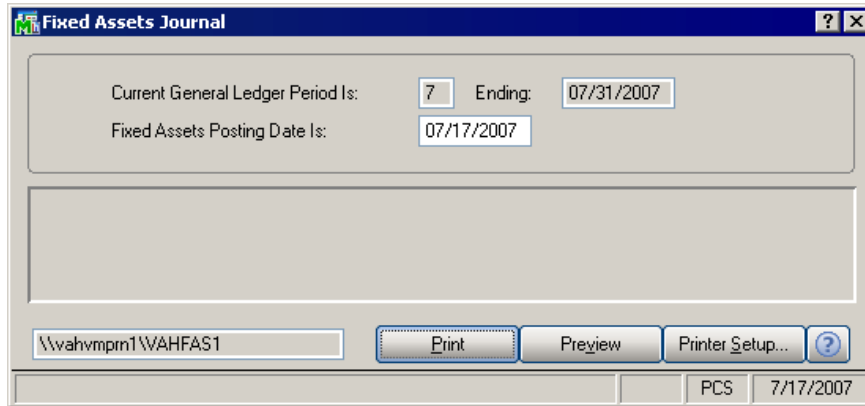
If the system finds errors, it displays a message box that allows you to print or preview the Fixed Assets Posting Exception report.
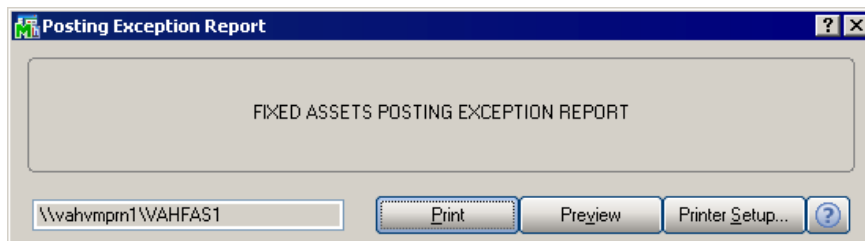
If the system does not find any errors, the Fixed Assets Journal dialog appears.
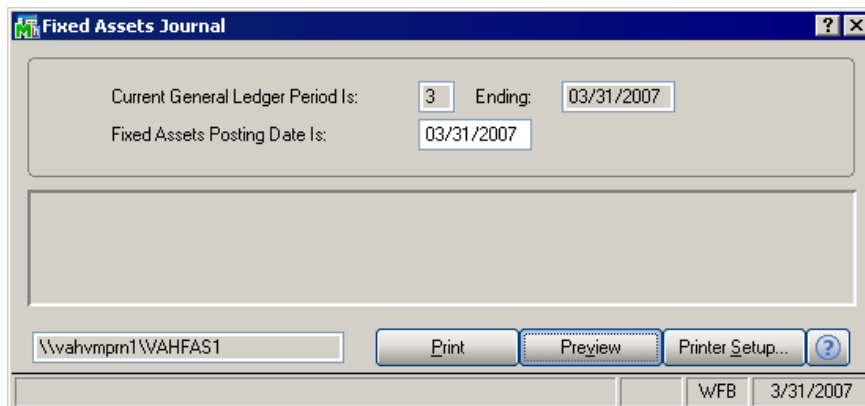
4. Click the Preview button to display the Fixed Assets Journal.

5. Close the Preview of the report. The Fixed Assets Journal report appears.

6. Make sure that the Total Depreciation amount is the same as the total in the Depreciation This Run column on the Depreciation Expense report that you ran in Sage Fixed Assets. A message appears asking if you want to update the Fixed Assets journal.

7. Click Yes. The Period End Processing dialog appears.

8. Click the Proceed button to update the period. In this example, the period is updated from **03** to **04**. A confirmation message indicates that period end processing is complete.

9. Click OK to close the message box. The Daily Transaction Register dialog appears.
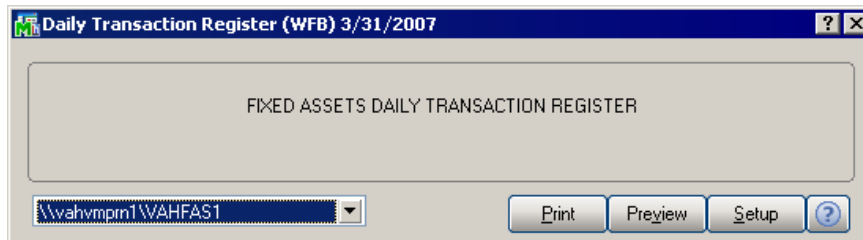
10. Click the Print button. A message asks if you want to update the Daily Transaction Register.
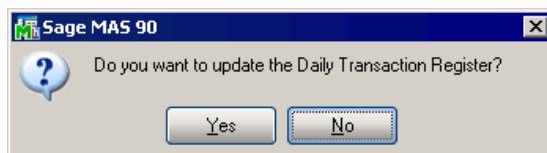
11. Click the Yes button.

Step 4: Verifying the Posting

To verify the amount posted, run the General Detail by Source report.

1. Select Modules/General Ledger/Reports/General Ledger Detail by Source Report. The General Ledger Detail by Source Report dialog appears.

2. Click the Preview button to verify that the posting amount is correct.

Chapter 8
Sage ERP MAS 90 / Sage ERP MAS 200 AP/PO Link

The Sage ERP MAS 90 AP/PO Link or Sage ERP MAS 200 AP/PO Link allows fixed asset purchases entered through PO Invoice Entry or AP Voucher Entry in Sage ERP MAS 90/200 to be automatically added to Sage Fixed Assets.

In Sage Fixed Assets, you can create asset templates, which contain basic information about the asset. Then in Sage ERP MAS 90/200, you can select the desired template for each fixed asset purchase. Then when you post the AP voucher or PO receipt of invoice, the item is sent directly to Sage Fixed Assets, where the template is applied, thus avoiding additional data entry.

Line items can be identified as fixed assets in the following forms:

- Enter Vouchers (AP)

- Enter Receipt of Invoice (PO)

- Purchase Order Entry (PO)

Note: We refer to all versions of Sage Fixed Assets - Depreciation that are compatible with this link as "Sage Fixed Assets." For a list of products that work with this link, see the chart on page 1-1. In this chapter, "Sage Fixed Assets" does not include Sage Fixed Assets - Tracking or Sage Fixed Assets - Planning.

Installing the Link

The Sage ERP MAS 90/200 AP/PO Link is preinstalled; the system installs the link when you install Sage ERP MAS 90 or Sage ERP MAS 200. You must install Sage Fixed Assets separately.

Preparing the Company in Sage Fixed Assets

The Asset Template feature in Sage Fixed Assets allows you to create predefined assets, which you can then copy into individual assets. You create an asset specifically designed to be saved as a template, completing fields for a certain type of asset (for example, general ledger fields, depreciation method, and estimated life).

1. In Sage Fixed Assets, enter a new asset that you want to save as a template.

2. Select Asset/Save as Template from the menu bar. The Save as Template dialog appears.
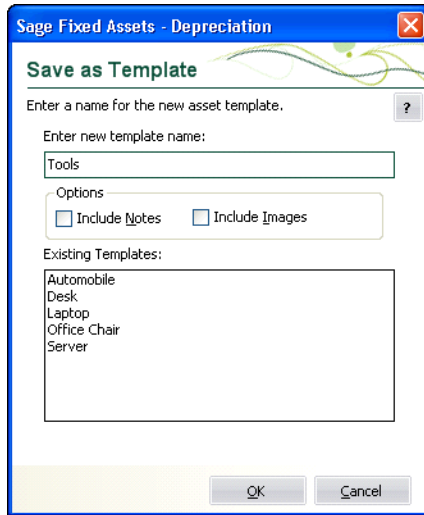
3. Enter a name for the template you are creating, and then click OK.

Setting Up the Fixed Assets Module in Sage ERP MAS 90/200

This section describes the steps for setting up the Fixed Assets module in Sage ERP MAS 90/200. You need to perform the steps in this section only once.

Step 1: Activating the Fixed Assets Module

1. Select Modules/Library Master/Main/Company Maintenance. The Company Maintenance dialog appears.
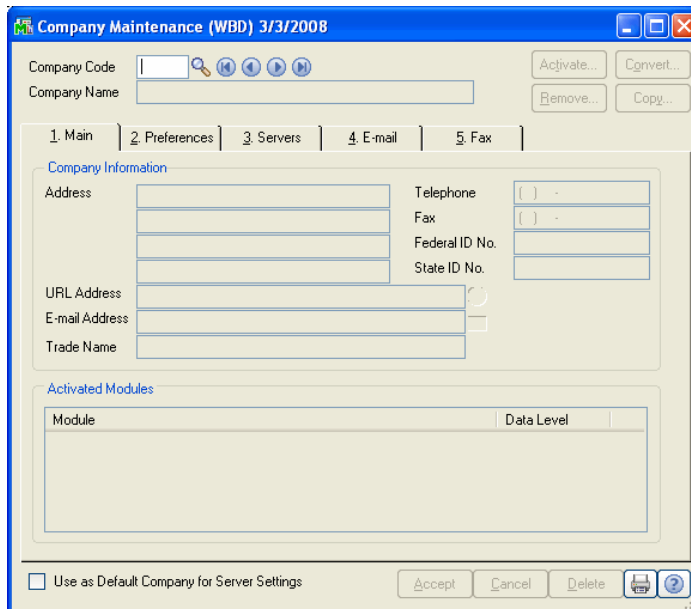
2. Click the Lookup icon for the Company Code field to select the company you want to link to Sage Fixed Assets. The Company List dialog appears.
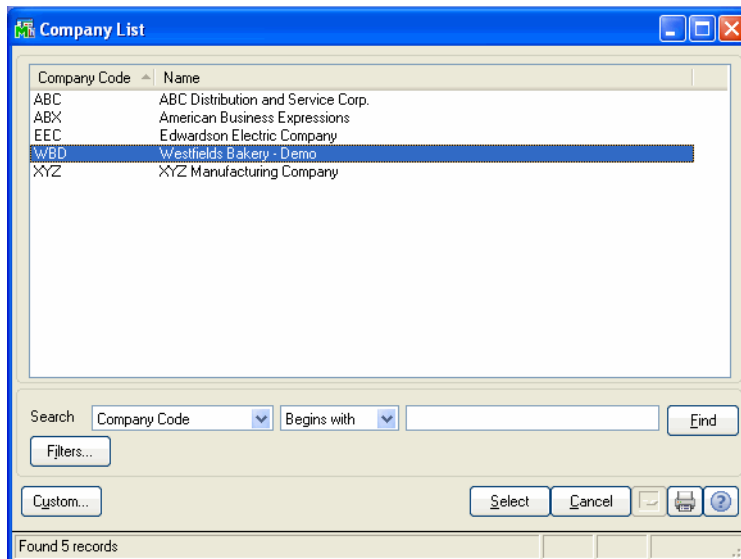
3. Select the desired company, and then click the Select button. The system returns to the Company Maintenance dialog.

4. Click the Activate button. The Activate Module dialog appears.
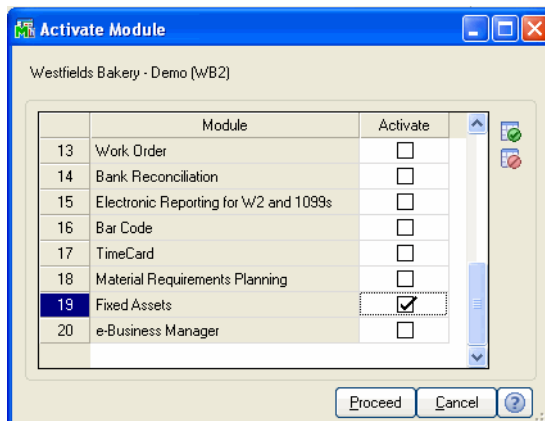
5. Select the Activate check box for the Fixed Assets module.

6. Click the Proceed button to return to the Company Maintenance dialog.

7. Click the Accept button.

Step 2: Setting Up the Fixed Assets Module Options

1. Select Modules/Fixed Assets/Setup/Fixed Assets Options. A message asks if you want to set up the F/L module.
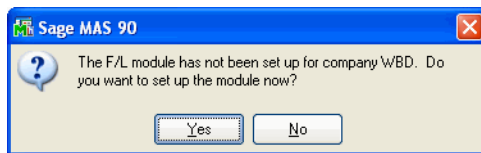
2. Click the Yes button. The Fixed Assets Options dialog appears.
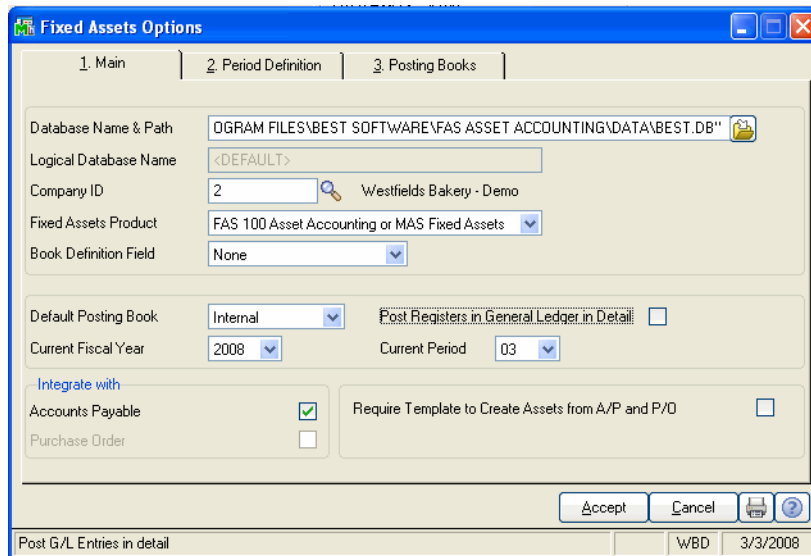
3. Make sure that the Database Name & Path field displays the file path of the database containing the Sage Fixed Assets company that you want to link to. If it does not, click the folder icon for the Database Name & Path field. The Database Location dialog appears.
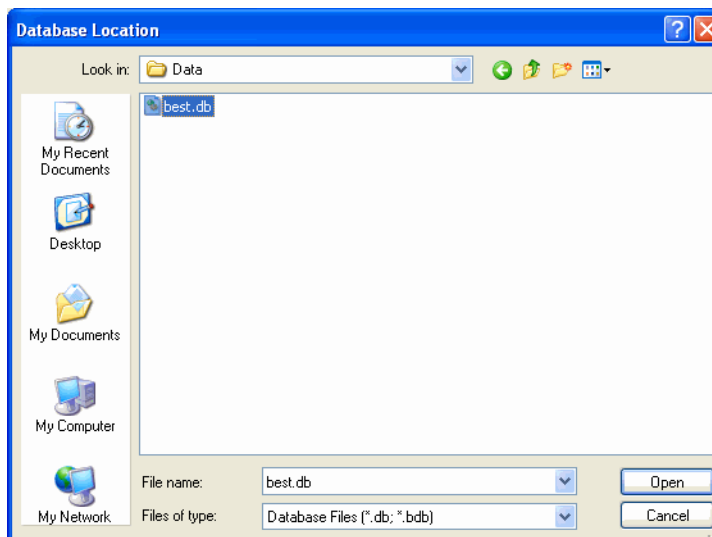
4. Select the database file (BEST.DB or *.BDB file) that contains the Sage Fixed Assets company that you want to link to, and then click the Open button. The system returns to the Fixed Assets Options dialog.

5. Click the Lookup icon for the Company ID field. The system displays the FAS Company List dialog.
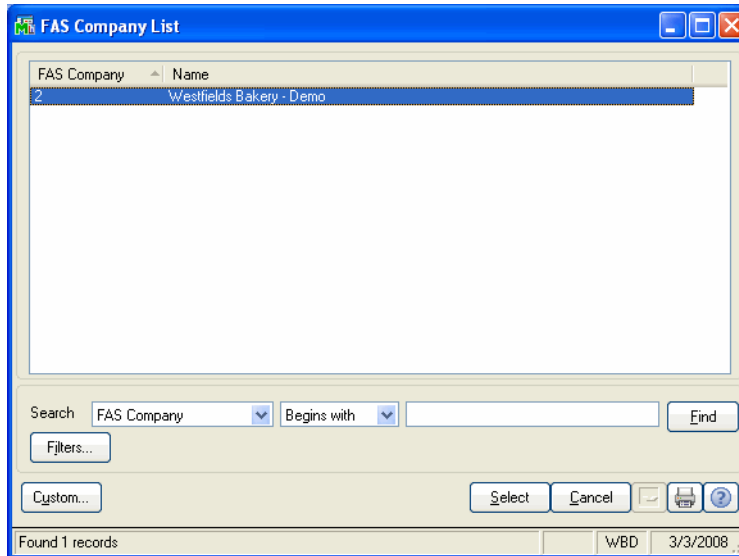
6. Select the Sage Fixed Assets company that you want to link to, and then click the Select button. The system returns to the Fixed Assets Options dialog.

7. Complete the remaining fields on the Fixed Assets Options dialog.

8. In the Integrate With field, make sure you select either the **Accounts Payable** or **Purchase Order** check box.

9. Click the Accept button.

Step 3: Refreshing Asset Templates

In this step, you make sure the latest Sage Fixed Assets templates are available to your Sage ERP MAS 90/200 company.

1. Select Modules/Fixed Assets/Setup, and then double-click the Refresh Asset Templates option.

   A progress meter appears during the refresh process and closes automatically when the process is complete.

Step 4: Selecting the G/L Account Numbers

In this step, you specify the G/L Account Numbers that are designated as Asset Account numbers.

1. Select Modules/Fixed Assets/Main/Asset Account Maintenance. The Asset Account Maintenance dialog appears.

2. Click the Lookup icon for the Account No. field. The G/L Account List dialog appears.

3. Select the desired G/L Account number, and then click the Select button. The system returns to the Asset Account Maintenance dialog.

4. In the Account Type field, select **Asset Account**.

5. Click OK to add the G/L Account Number to the list box.

6. Click the Accept button.

Creating the Asset

You follow the steps in this section every time you create an asset in Sage Fixed Assets.

Step 1: Entering an Invoice

In this step, you enter an invoice. During the invoice entry, you enter an asset account and select an asset template for the line items. When the asset items are invoiced and updated, the asset items are posted to the asset account, and assets are created based on the asset template. When the applicable register is updated, the Fixed Assets Import Status report is printed, which you can use to verify the assets created.

1. Select Modules/Accounts Payable/Main/Invoice Data Entry. The A/P Invoice Data Entry dialog appears.

2. Click the Lookup icon for the Vendor No. field to select the desired vendor for this invoice.

3. Enter the invoice number, date, and amount.

4. Complete the remaining fields on the dialog, as needed.

5. Select the Lines tab.

6. Click the Lookup icon for the G/L Account field. The G/L Account List dialog appears.
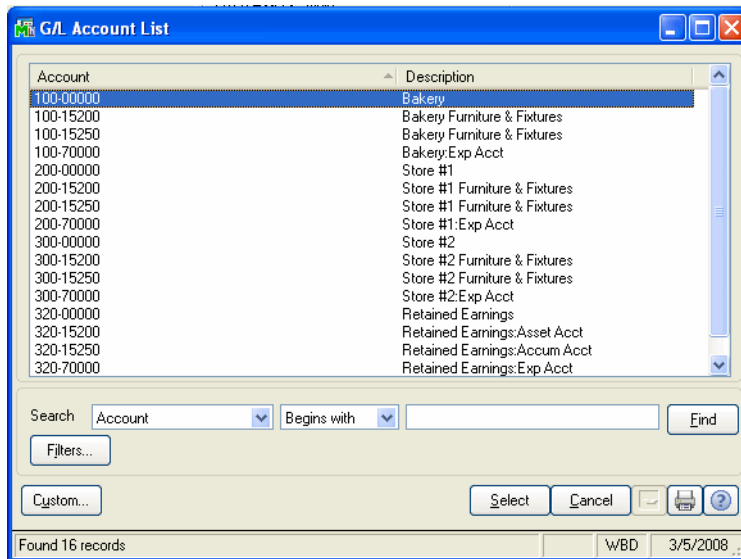
7. Select the desired G/L Account number, and then click the Select button. The system returns to the A/P Invoice Data Entry dialog.

8. Enter the amount of the invoice associated with this G/L Account number in the Amount column.

9. From the Asset Template field, click the drop-down arrow to select the Sage Fixed Assets Asset Template you want to apply to the asset.
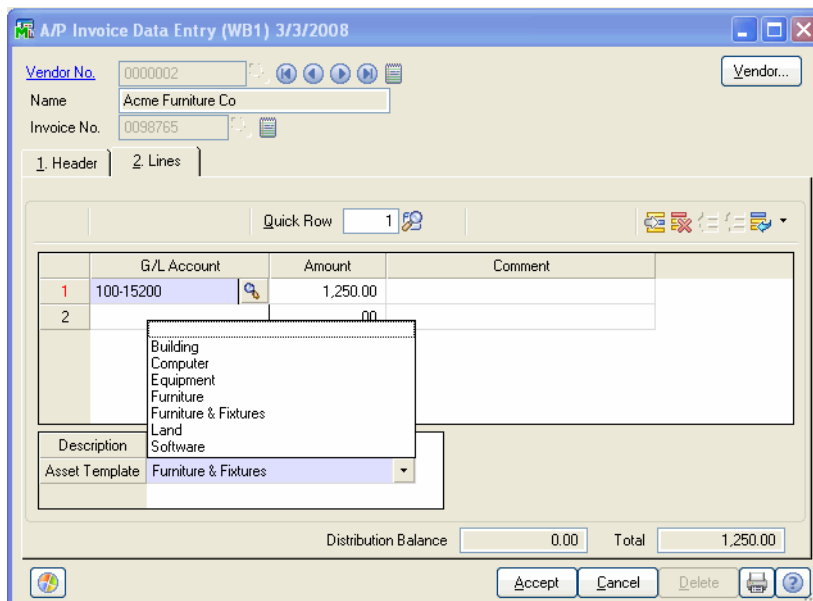
10. Repeat steps 6 through 9 for each line item.

11. Click the Accept button.

12. Close the A/P Invoice Data Entry dialog when finished.

Step 2: Printing the Invoice Register

In this step, you print the Invoice Register and the Fixed Assets Import Status report, which you can use to verify the assets created.

1. Select Modules/Accounts Payable/Main/Invoice Register. The Accounts Payable Invoice Register dialog appears.

2. Click the Print button. A message asks if you want to update the Invoice Register.

3. Click the Yes button. The system updates the Invoice Register and sends the Invoice Register to the default printer.

The system also sends the Fixed Assets Import Status report to the default printer.

Step 3: Verifying the Creation of Fixed Assets in Sage Fixed Assets

In this step, you open the Sage Fixed Assets application to verify that the asset was created.

1. Open the Sage Fixed Assets application.

2. Open the company that is linked to Sage ERP MAS 90/200.

3. Scroll down to the bottom of the Asset List.

4. Verify that the asset appears in the asset list.

Chapter 9
Sage ERP MAS 500 Link

The Sage ERP MAS 500 Link exports depreciation transactions for one Sage Fixed Assets company, or one group within a company, at a time. The link posts depreciation directly from Sage Fixed Assets to the Sage ERP MAS 500 program. When you send the depreciation journal entry from Sage Fixed Assets to Sage ERP MAS 500, the system does not create a posting export file. You only need to run the link in Sage Fixed Assets and the journal entry will be imported and then posted in the Sage ERP MAS 500 program.

Note: We refer to all versions of Sage Fixed Assets - Depreciation that are compatible with this link as "Sage Fixed Assets." For a list of products that work with this link, see the chart on page 1-1. In this chapter, "Sage Fixed Assets" does not include Sage Fixed Assets - Tracking or Sage Fixed Assets - Planning.

Installing the Link

The Sage ERP MAS 500 Link is preinstalled; the system installs the link when you install Sage Fixed Assets.

Preparing the Data in Sage Fixed Assets

Step 1: Checking the G/L Account Numbers in Sage Fixed Assets

You must make sure that all of the assets for which you want to post depreciation in Sage Fixed Assets contain G/L Account numbers that match the chart of accounts in the Sage ERP MAS 500 program.

1. In the Asset List, scroll to the right to view the G/L Account numbers.

2. Make sure that all of the assets contain the correct G/L Expense Account numbers and G/L Accumulated Account numbers.

Tip: You can use the Replace feature to globally replace G/L Account numbers. For information on using the Replace feature, see your Sage Fixed Assets online guide or online Help.

Step 2: Depreciate Assets in Sage Fixed Assets

The next step is to calculate depreciation in Sage Fixed Assets for the period for which you want to post depreciation. In our example, we want to post depreciation for June 2004.

We need to make sure that the Depreciation This Run column on the Depreciation Expense report represents only the depreciation for one month. First, we'll calculate depreciation for the month prior to the date that we want to post (that is, May 2004).

1. Select Depreciation/Depreciate from the menu bar. The Depreciate dialog appears.

2. Select the book and group of assets for which you want to calculate depreciation, and then enter the date in the Date field. For this example, enter **05/2004**.

3. Clear the Window check box because you do not need to view the Depreciation Expense report at this time.

4. In the Choose Report field, leave the default selection of Depreciation Expense.

5. Click OK. The system calculates depreciation for May 2004.

Next, we will calculate depreciation for the period for which we want to post depreciation.

6. On the Depreciate dialog, make sure the group of assets and book for which you want to calculate depreciation are still selected, and then enter the new date in the Date field. This time, calculate depreciation for June 2004.

7. Select the Window check box.

8. Select the Update Current Reporting Period check box.

9. Click OK. The system calculates depreciation and displays the Depreciation Expense report.

Note the amount of $3,000.01 in the Depreciation This Run column. This is the total amount that Sage Fixed Assets sends to the Sage ERP MAS 500 program, so you'll need to remember this number to make sure that the link worked correctly.

The Depreciation This Run column shows the amount of depreciation that was calculated between the next-to-last depreciation calculation (on May 31, 2004, which is shown in the Prior Thru column) and the last depreciation calculation (on June 30, 2004, which is shown in the heading of the report).

Posting Depreciation in Sage Fixed Assets

Follow the steps below to post depreciation in Sage Fixed Assets. The system creates a depreciation journal entry for the selected period in Sage ERP MAS 500.

1. Select Links/Depreciation Links/Sage ERP MAS 500 Link from the menu bar. The Sage ERP MAS 500 Link dialog appears.

2. Make sure that you select the correct database and company.

3. Select the same asset group, book, and period posting date that you selected when you depreciated assets.

Note: The default date for the Journal Entry Date field is today's date, but you can change this date if desired.

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4. Enter a reference number if desired; it is not required.

5. Click the Preview button. The system displays the General Ledger Posting Preview report.

Note that the Grand Total amounts in the Debit and Credit columns match the Grand Total amounts on the General Ledger Posting report and the Depreciation This Run column on the Depreciation Expense report.

6. On the Sage ERP MAS 500 Link dialog, click the Post button. The MAS 500 Login dialog appears.

7. Enter your Sage ERP MAS 500 user name and password.

8. Select the Sage ERP MAS 500 company to which you are posting depreciation.

9. Click OK to close the message box. The Import Transactions dialog appears.
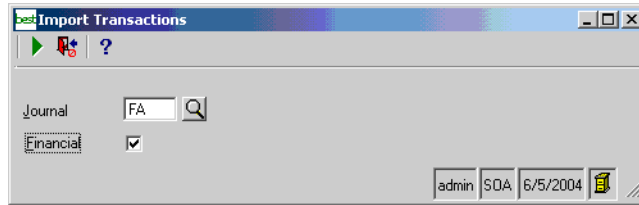
10. Enter FA (for Fixed Assets) in the Journal field.

11. Select the Financial check box.

12. Click the Green Arrow to proceed. The Transfer Status dialog appears.
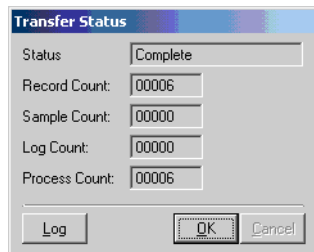
13. Wait until the Status field displays "Complete," and then click OK. The system displays a message indicating the G/L data was exported successfully.
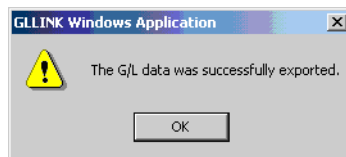
14. Click OK to close the message box.

Posting the Journal Entry in Sage ERP MAS 500

Step 1: Selecting the Journal Entry

1. In the Sage ERP MAS 500 program, open the desired company.

2. Select General Ledger/Activities/Process Journal Transaction from the menu bar. The Process Journal Transactions dialog appears.
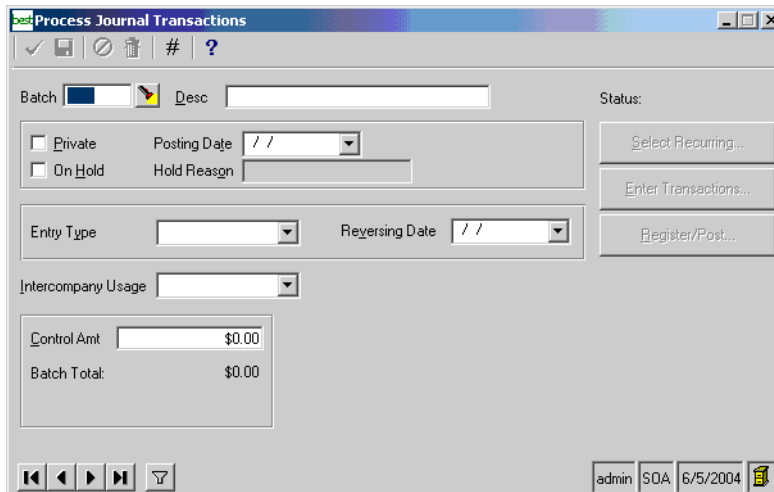
3. Click the flashlight icon to the right of the Batch field. The system displays the Lookup Window dialog that allows you to select the desired batch.
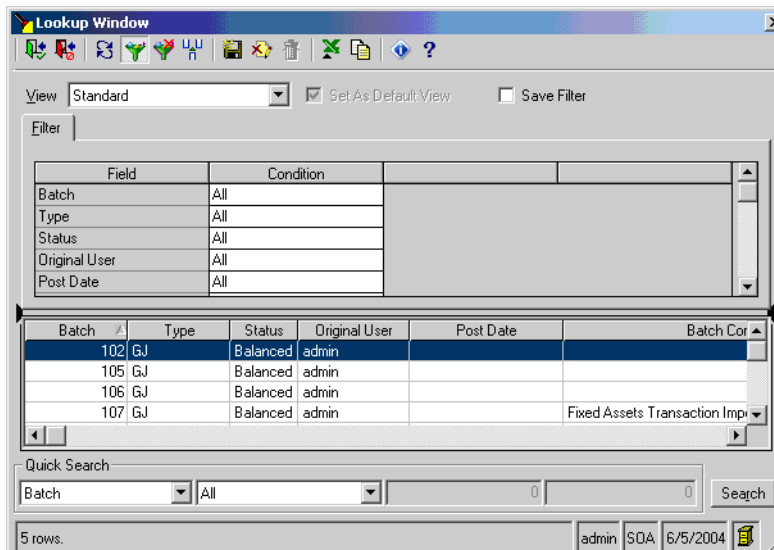
4. Scroll down until you see Fixed Assets Transaction Import in the Batch Comment column.

5. Select (highlight) that line, and then click the Finish and Exit button. The system returns to the Process Journal Transactions dialog.
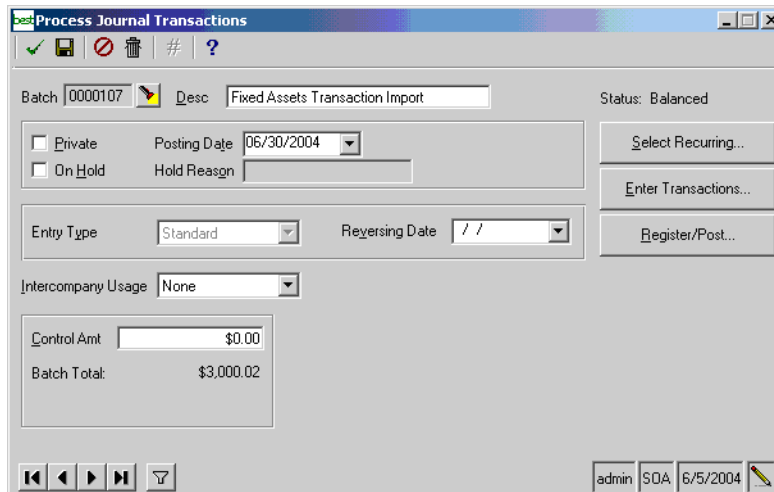
6. Enter the correct posting date in the Posting Date field. For this example, the posting date is **06/30/2004**.

Step 2: Verifying the Journal Entry

1. Click the Enter Transactions button. The Enter Journal Transactions dialog appears.
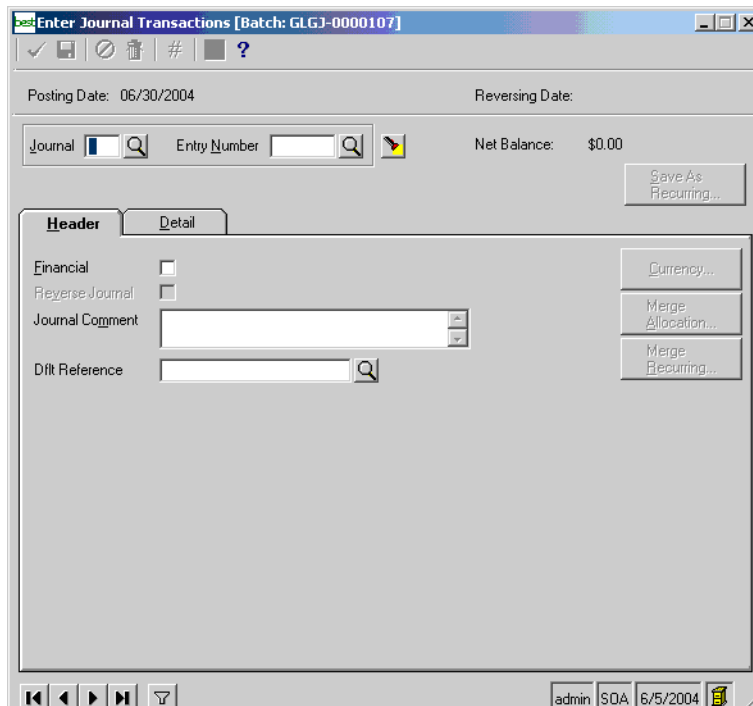
2. Click the Search icon (magnifying glass) to the right of the Journal field. The system displays the Lookup Window dialog that allows you to select the journal transaction.
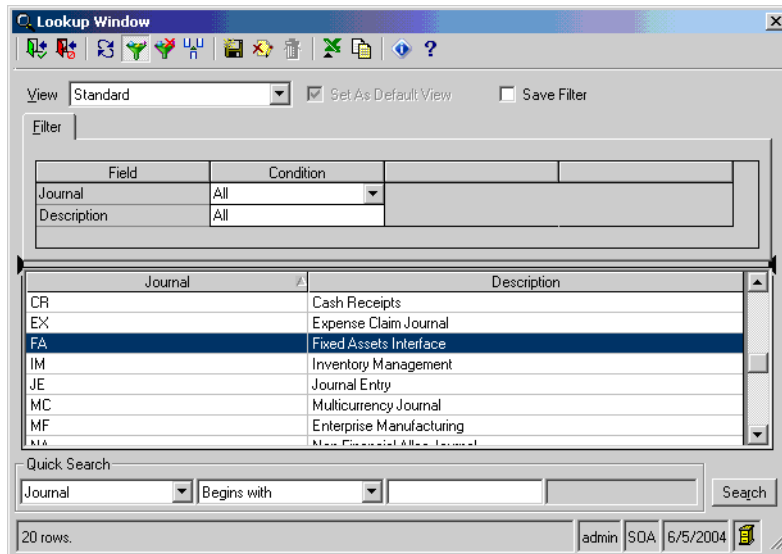
3. Scroll down until you see the FA journal, and double-click on that line. The system returns to the Enter Journal Transactions dialog.

4. Select the Search button (magnifying glass) to the right of the Entry Number field. The Lookup Window dialog appears.
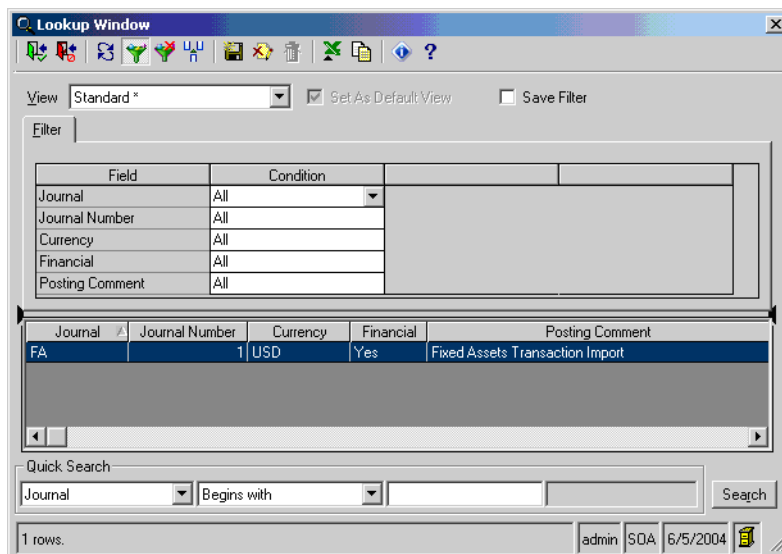
5. Double-click on the FA journal line. The system returns to the Enter Journal Transactions dialog.
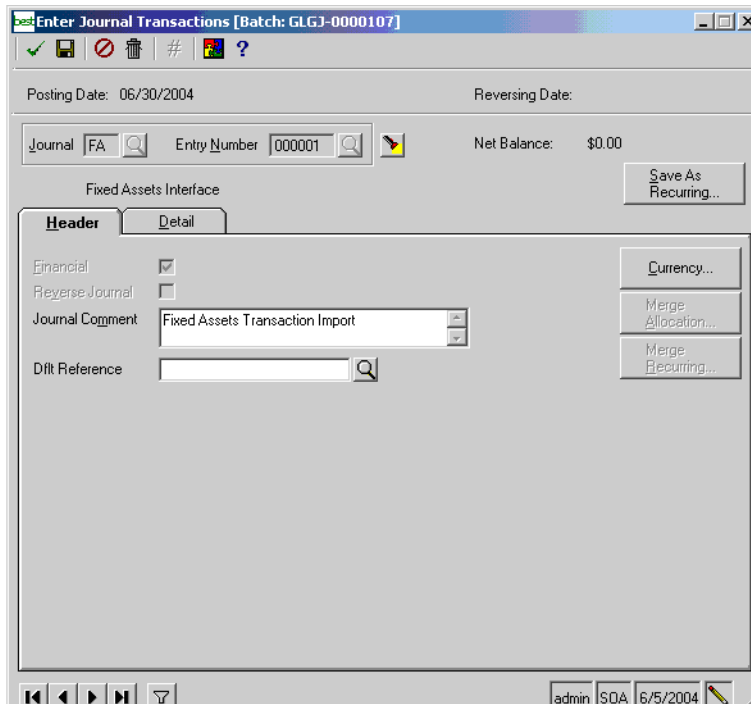
6. Click the Detail tab. The Detail page of the Enter Journal Transactions dialog appears.
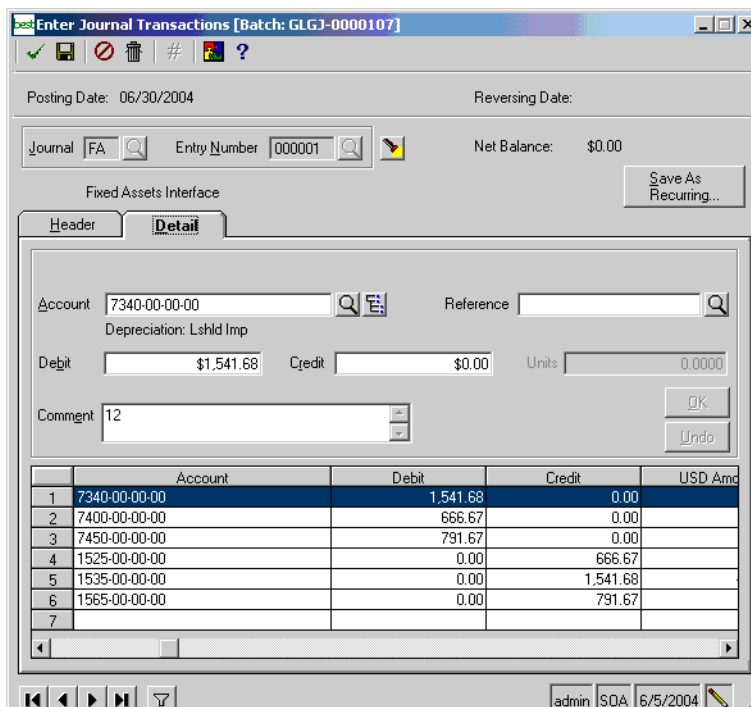
7. Verify the journal entry. The total amount of depreciation expense should match the grand total amount in the Debit and Credit columns on the General Ledger Posting report.

Chapter 10
Linking to Sage ERP MAS 90/200/200 for SQL from Sage Fixed Assets - Premier Depreciation

If you are using Sage Fixed Assets - Premier Depreciation, you must use the Sage Fixed Assets Universal Link to send depreciation expense to Sage ERP MAS 90, Sage ERP MAS 200, or Sage ERP MAS 200 for Microsoft SQL Server. You cannot use the Sage Fixed Assets Link.

Note: We refer to Sage Fixed Assets - Premier Depreciation as "Sage Fixed Assets." In this chapter, "Sage Fixed Assets" does not include Sage Fixed Assets - Tracking or Sage Fixed Assets - Planning. We refer to Sage ERP MAS 90, Sage ERP MAS 200, and Sage ERP MAS 200 for SQL as "Sage ERP MAS."

Installing and Configuring the Link

Step 1: Installing the Sage Fixed Assets Universal Link

The Sage Fixed Assets Universal Link is preinstalled; the system installs the link when you install Sage Fixed Assets. However, the first time you open the link, you must enter an unlocking code to activate the program.
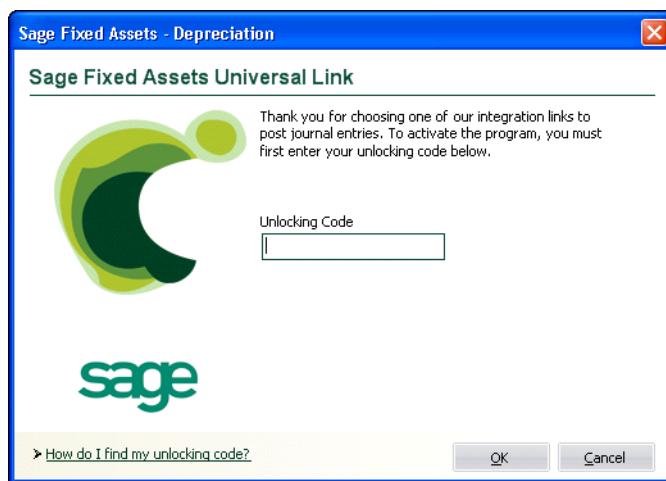
To obtain your unlocking code, call Sage Fixed Assets Customer Service at 800-368-2405.

Step 2: Setting Up Sage ERP MAS to Accept Batch Entries

1. Select Modules/General Ledger/Setup/General Ledger Options. The General Ledger Options dialog appears.

2. Select the Entry tab. The Entry page of the General Ledger Options dialog appears.

3. Select the Enable check boxes for both General Journal Entry and Transaction Journal Entry.

4. Click the Accept button.

Linking to Sage ERP MAS 90/200/200 for SQL from Sage Fixed Assets - Premier Depreciation
Preparing the Data in Sage Fixed Assets

10

Preparing the Data in Sage Fixed Assets

Step 1: Checking the G/L Account Numbers in Sage Fixed Assets

You must make sure that all of the assets for which you want to post depreciation in Sage Fixed Assets contain G/L Account numbers that match the G/L Account Number list in your accounting program.

1. In the Asset List view, scroll to the right to view the G/L Account numbers.

2. Make sure that all of the assets contain the correct G/L Expense Account numbers and G/L Accumulated Account numbers.

Tip: You can use the Replace feature to globally replace G/L Account numbers. For information on using the Replace feature, see your Sage Fixed Assets online guide or online Help.

Step 2: Depreciate Assets in Sage Fixed Assets

The next step is to calculate depreciation in Sage Fixed Assets for the period for which you want to post depreciation. In our example, we want to post depreciation for December 2004.

If you run depreciation monthly, you need to make sure that the Depreciation This Run column on the Depreciation Expense report represents only the depreciation for one month. First, we'll calculate depreciation for the month prior to the date that we want to post (that is, November 2004).

1. Select Depreciation/Depreciate from the menu bar. The Depreciate dialog appears.

2. Select the book and group of assets for which you want to calculate depreciation, and then enter the date in the Date field. For this example, enter **11/30/2004**.

3. Clear the Window check box because you do not need to view the Depreciation Expense report at this time.

4. In the Choose Report field, leave the default selection of Depreciation Expense.

5. Click OK. The system calculates depreciation for November.

Next, we will calculate depreciation for the period for which we want to post depreciation.

6. On the Depreciate dialog, make sure the book and group of assets for which you want to calculate depreciation are still selected, and then enter the new date in the Date field. This time, enter **12/31/2004**.

7. Select the Window check box.

8. Select the Update Current Reporting Period check box.

9. Click OK. The system calculates depreciation and displays the Depreciation Expense report.

Westfields St. Bakery
Depreciation Expense Report
As of December 31, 2004

Book = Internal
FYE Month = December

Sys No	Ext	In Svc Date	Acquired Value	P T	Depr Meth	Est Life	Salv / 168(k) Sec 179	Depreciable Basis	Prior Thru	Prior Accum Depreciation	Depreciation This Run	Current YTD Depreciation	Current Accum Depreciation	Key Code
000107	000	03/10/04	6,200.00	R	SLFM	10 00	0.00	6,200.00	11/30/04	0.00	51.67	516.67	516.67	
000108	000	03/23/04	2,624.00	P	SLFM	05 00	0.00	2,624.00	11/30/04	0.00	43.73	437.33	437.33	
000109	000	04/12/04	110,000.00	P	SLFM	05 00	0.00	110,000.00	11/30/04	0.00	1,833.33	16,500.00	16,500.00	
000110	000	04/18/04	22,000.00	P	SLFM	05 00	22,000.00	0.00	11/30/04	0.00	0.00	22,000.00	22,000.00	r
000111	000	07/01/04	2,700.00	P	SLFM	10 00	0.00	2,700.00	11/30/04	0.00	22.50	135.00	135.00	
000112	000	07/01/04	4,800.00	P	SLFM	10 00	0.00	4,800.00	11/30/04	0.00	40.00	240.00	240.00	
000113	000	07/05/04	6,350.00	P	SLFM	05 00	0.00	6,350.00	11/30/04	0.00	105.83	635.00	635.00	
000114	000	07/05/04	1,755.43	P	SLFM	10 00	0.00	1,755.43	11/30/04	0.00	14.63	87.77	87.77	
000115	000	07/13/04	606.00	P	SLFM	05 00	0.00	606.00	11/30/04	0.00	10.10	60.60	60.60	
000116	000	08/14/04	2,420.00	P	SLFM	05 00	0.00	2,420.00	11/30/04	0.00	40.33	201.67	201.67	
000117	000	08/14/04	1,760.00	P	SLFM	05 00	0.00	1,760.00	11/30/04	0.00	29.33	146.67	146.67	
000118	000	08/22/04	450.00	R	SLFM	10 00	0.00	450.00	11/30/04	0.00	3.75	18.75	18.75	
000119	000	08/22/04	325.00	P	SLFM	05 00	0.00	325.00	11/30/04	0.00	5.42	27.08	27.08	
000120	000	09/12/04	5,724.00	P	SLFM	05 00	0.00	5,724.00	11/30/04	0.00	95.40	381.60	381.60	
000121	000	09/12/04	24,750.50	P	SLFM	05 00	0.00	24,750.50	11/30/04	0.00	412.51	1,650.03	1,650.03	
000122	000	09/14/04	15,000.00	P	SLFM	05 00	0.00	15,000.00	11/30/04	0.00	250.00	1,000.00	1,000.00	
000123	000	09/20/04	880.00	P	SLFM	05 00	0.00	880.00	11/30/04	0.00	14.67	58.67	58.67	
000124	000	09/20/04	1,240.00	P	SLFM	05 00	0.00	1,240.00	11/30/04	0.00	20.67	82.67	82.67	
000125	000	09/20/04	1,175.00	P	SLFM	05 00	0.00	1,175.00	11/30/04	0.00	19.58	78.33	78.33	
000126	000	09/23/04	360.00	P	SLFM	05 00	0.00	360.00	11/30/04	0.00	6.00	24.00	24.00	
000127	000	09/29/04	380.66	P	SLFM	05 00	0.00	380.66	11/30/04	0.00	6.34	25.38	25.38	
000128	000	09/29/04	495.00	P	SLFM	10 00	0.00	495.00	11/30/04	0.00	4.12	16.50	16.50	
000129	000	09/30/04	1,200.00	P	SLFM	05 00	0.00	1,200.00	11/30/04	0.00	20.00	80.00	80.00	
000130	000	10/02/04	275.00	P	SLFM	05 00	0.00	275.00	11/30/04	0.00	4.58	13.75	13.75	
000131	000	10/15/04	762.00	P	SLFM	05 00	0.00	762.00	11/30/04	0.00	12.70	38.10	38.10	
000132	000	12/21/04	28,950.00	A	SLFM	05 00	0.00	28,950.00		0.00	482.50	482.50	482.50	
000138	000	11/22/04	125,000.00	P	SLFM	10 00	100,000.00	25,000.00	11/30/04	0.00	208.33	100,416.67	100,416.67	r
000139	000	10/02/04	2,175.46	P	SLFM	05 00	0.00	2,175.46	11/30/04	0.00	36.26	108.77	108.77	
000140	000	08/15/04	14,925.00	P	SLFM	05 00	0.00	14,925.00	11/30/04	0.00	248.75	1,243.75	1,243.75	
000141	000	05/05/00	1,092.00	P	SLFM	03 00	0.00	1,092.00	11/30/04	1,092.00	0.00	0.00	1,092.00	
000142	000	09/02/04	52,241.00	A	SLFM	05 00	0.00	31,344.60	11/30/04	0.00	522.41	2,089.64	2,089.64	b

	Acquired Value		Salv/168(k) Sec 179	Depreciable Basis		Prior Accum Depreciation	Depreciation This Run	Current YTD Depreciation	Current Accum Depreciation
Grand Total	2,731,056.63		122,000.00	2,588,160.23		805,336.43	10,044.37	215,124.31	1,020,460.74
Less disposals and transfers	(8,867.00)		0.00	(8,867.00)		(6,107.00)			(6,452.00)
Count = 3									
Net Grand Total	2,722,189.63		122,000.00	2,579,293.23		799,229.43	10,044.37	215,124.31	1,014,008.74
Count = 134									

Note the amount of $10,044.37 in the Depreciation This Run column. This is the total amount that Sage Fixed Assets sends to the export file, so you'll need to remember this number to make sure that the link worked correctly.

The Depreciation This Run column shows the amount of depreciation that was calculated between the next-to-last depreciation calculation (on November 30, 2004, which is shown in the Prior Thru column) and the last depreciation calculation (on December 31, 2004, which is shown in the heading of the report).

Running the Sage Fixed Assets Universal Link

Step 1: Running the Link in Sage Fixed Assets

Follow the steps below to run the Sage Fixed Assets Universal Link.

1. Select Links/Other Links/Sage Fixed Assets Universal Link from the menu bar. If a company is open, the system displays a message indicating you must close the company to continue.

2. Click Yes to continue. If you haven't already activated the Sage Fixed Assets Universal Link, the system displays a dialog that allows you to enter your unlocking code.

3. Enter your unlocking code, and then click OK. The Sage Fixed Assets Universal Link dialog appears.

4. Make sure that you select the correct database and company.

5. Select the same asset group, book, and period posting date that you selected when you depreciated assets.

    Note: The default date for the Journal Entry Date field is today's date, but you can change this date if desired.

6. Enter a reference number if desired; it is not required.

7. Make a note of the name and location of the file in the Link File field. You will need to know where this file is when you import it into your general ledger program.

8. Click the Preview button. The system displays the General Ledger Posting Preview report.

Note that the Grand Total amounts for the Debit and Credit columns match the Grand Total amounts on the Depreciation This Run column on the Depreciation Expense report.

9. On the Sage Fixed Assets Universal Link dialog, click the Post button. The system displays a message indicating the depreciation journal entry was created successfully.

10. Click OK to close the message box.

The ASCII file is now ready to be imported into your general ledger program.

Importing the GL Link File into Sage ERP MAS

Step 1: Setting Up the Visual Integrator to Import Depreciation Expense

1. Select Modules/Visual Integrator/Main/Import Job Maintenance. The system displays a dialog that allows you to change the accounting date.
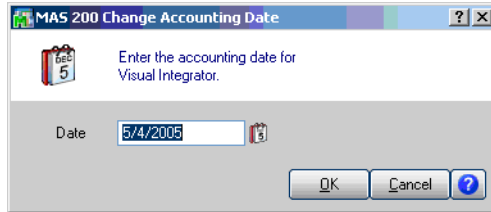
2. Enter the desired accounting date, and then click OK. The Import Job Selection dialog appears.
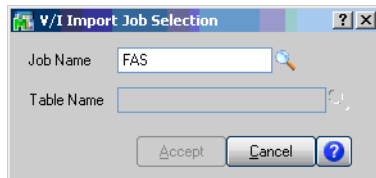
3. In the Job Name field, enter a name such as "Sage Fixed Assets."

4. Click the Lookup icon next to the Table Name field. The Table List dialog appears.
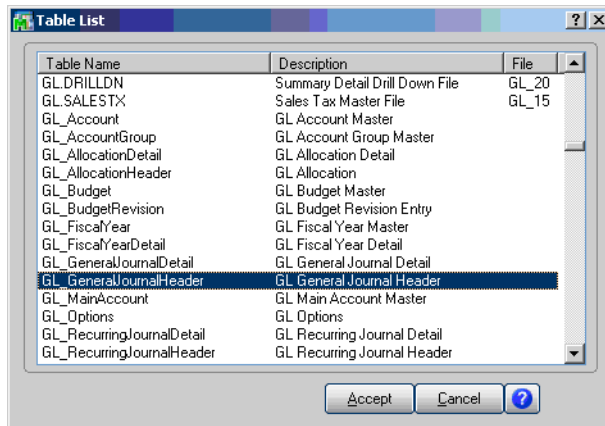
5. Select GL_GeneralJournalHeader, and then click the Accept button. The system returns to the Import Job Selection dialog.

6. Click the Accept button. The system displays a message that asks if this is a new job.
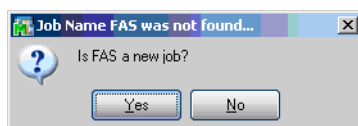
7. Click the Yes button. The Import Job Maintenance dialog appears.
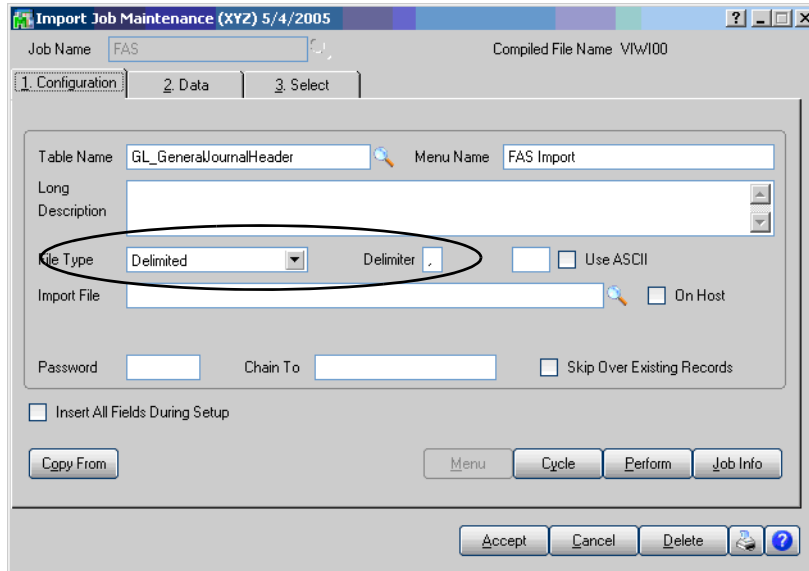
8. In the File Type field, select Delimited.

9. In the Delimiter field, select comma (,).

10. Select the Data tab. The Data page of the Import Job Maintenance dialog appears.
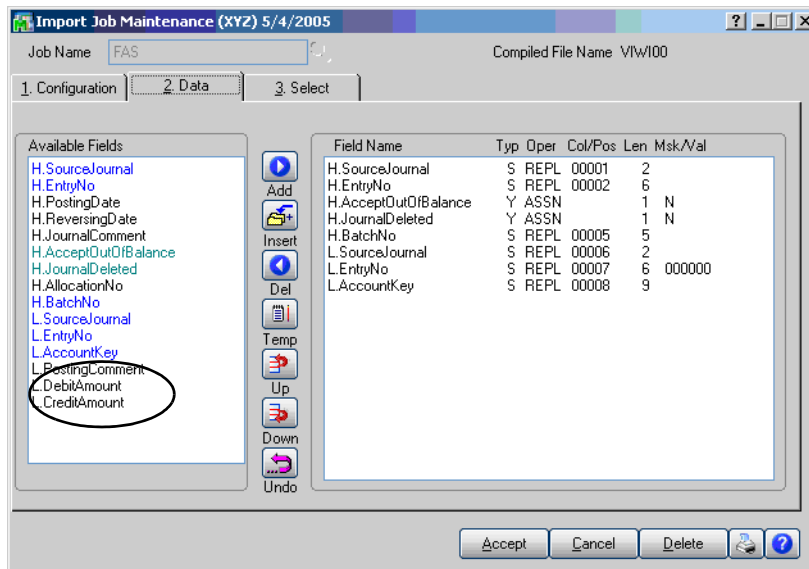
11. In the Available Field List, select L.DebitAmount, and then click the Add button to add it to the list.

12. In the Available Field List, select L.CreditAmount, and then click the Add button to add it to the list.
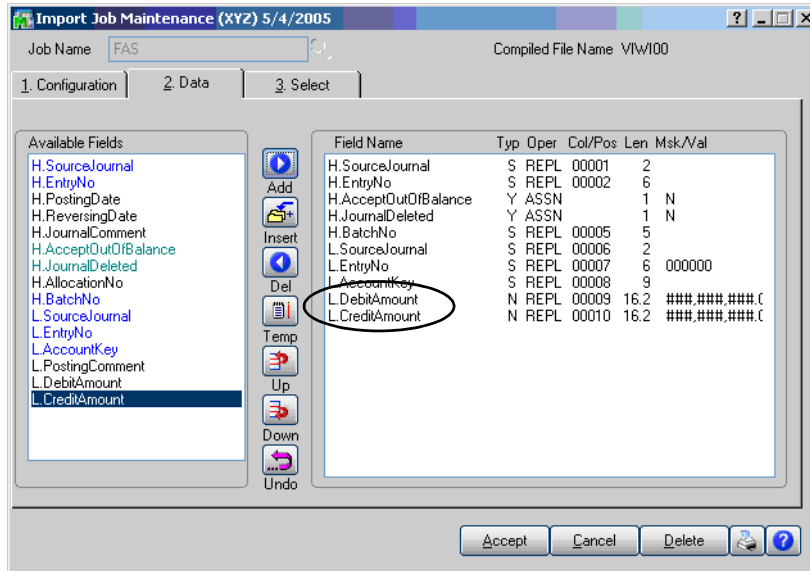
Step 2: Editing the SDF File

You must edit the SDF file that you exported from Sage Fixed Assets so that the fields in each record match the list of fields in the Import Job Maintenance dialog.

1. Using Notepad, open the GLLINK.SDF file.
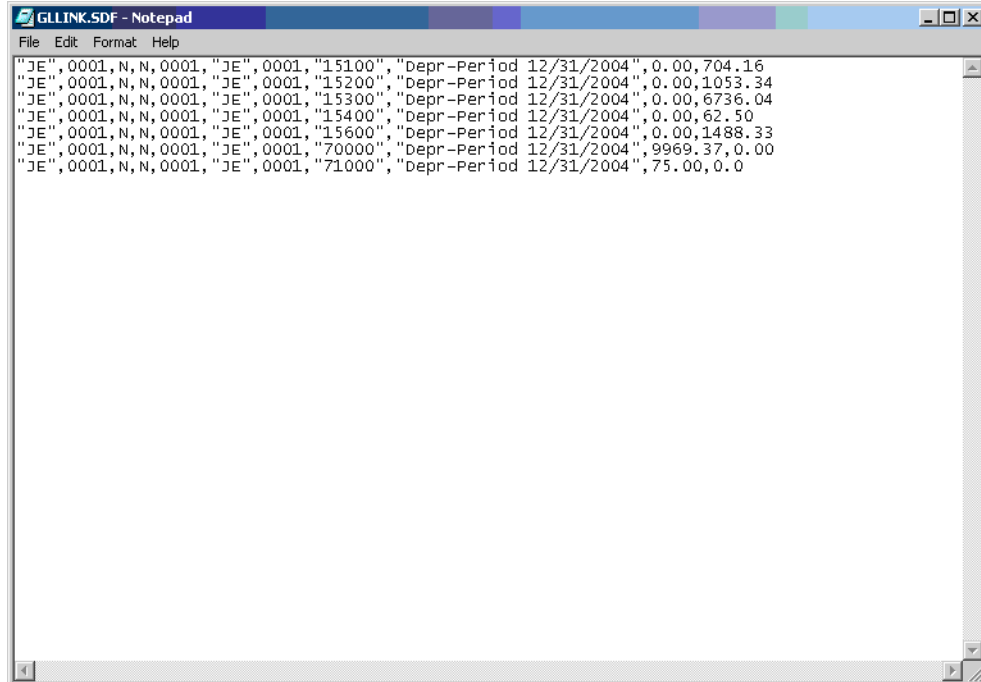
2. Make sure that the fields in each record match the list of fields in the Import Job Maintenance dialog.

For example, if the first field in the Import Job Maintenance List dialog is Source Journal, then the first field in each record must be Source Journal. The file above contains the following fields:

- **Source Journal:** A journal name, such as "JE" for Journal Entry. You must make sure the source journal exists in Sage ERP MAS.

- **Entry Number:** The reference number entered in the Sage Fixed Assets Universal dialog.

- **Accept Out of Balance:** A Boolean variable, such as "N" for No.

- **Journal Deleted:** A Boolean variable, such as "N" for No.

- **Batch ID:** An ID number that is found on the Entry page of the General Ledger Options dialog.

- **Account Key:** The G/L Expense Account number or G/L Accumulated Account number in Sage Fixed Assets.

- **Posting Comment:** A comment that describes the batch, such as "Depr-Period 12/31/2004."

- **Debit Amount:** A numeric value for debit posting.

- **Credit Amount:** A numeric value for credit posting.

Note that each record must contain a debit amount and a credit amount. In the original GLLINK.SDF file, each record contains either a credit amount or a debit amount, followed by a "C" or "D." For a credit amount, you must enter a debit amount of 0.00 and delete the "C." For a debit amount, you must enter a credit amount of 0.00 and delete the "D."

3. When you are finished editing the file, select File/Save to save your changes.

Step 3: Importing the Link File

1. On the Import Job Maintenance dialog, click the Accept button. The system displays a message asking if you want to execute the job.
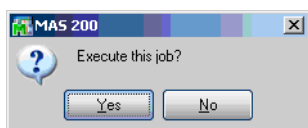
2. Click the Yes button. The system displays a dialog that allows you to specify the Import File Name.
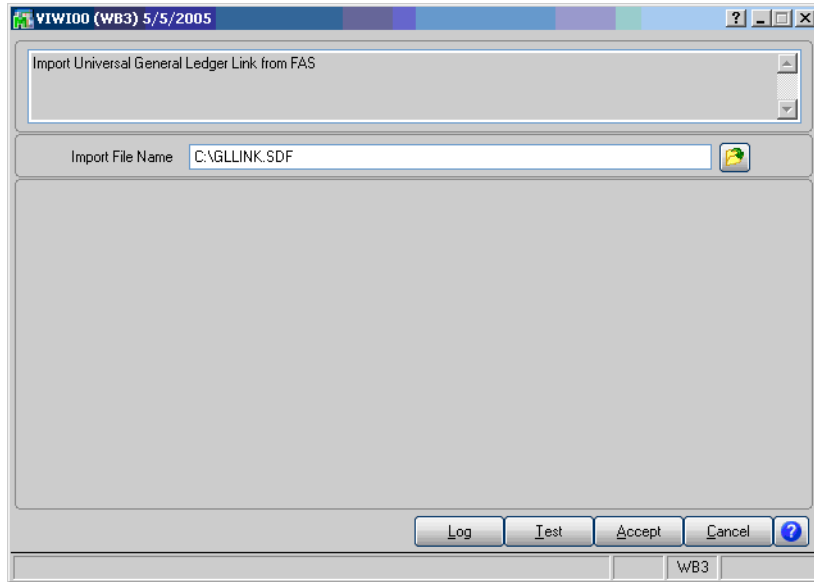
3. Use the browse button to locate the GLLINK.SDF file.

4. Click the Test button. The Job Test dialog appears.
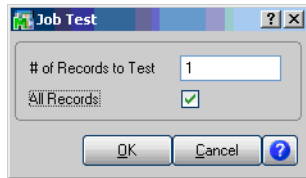
5. If you want to test all records in the file, then select the All Records check box.

6. Click OK. The system displays a message that indicates how many records passed the test and asking if you want to view the import log.

7. Click Yes to view the import log.
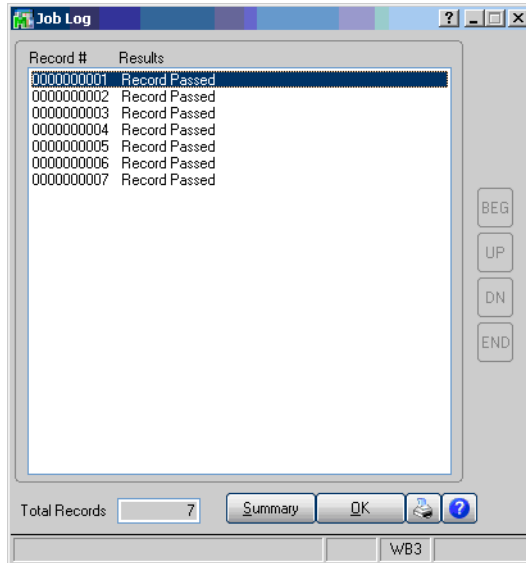
8. Click OK. The system returns to the import dialog.

9. Click the Accept button. The system displays a message indicating the records are ready to import.
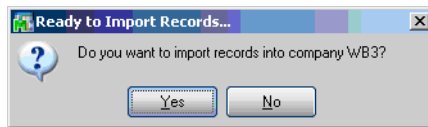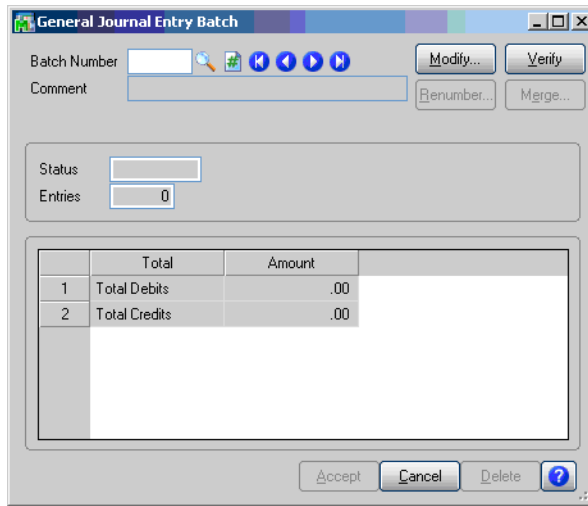
10. Click Yes. The system displays an import summary message asking if you want to view the import log.

11. Click No to close the message box.

Step 4: Verifying the Imported Batch

1. Select General Ledger/Main/General Journal Entry. The General Journal Entry Batch dialog appears.
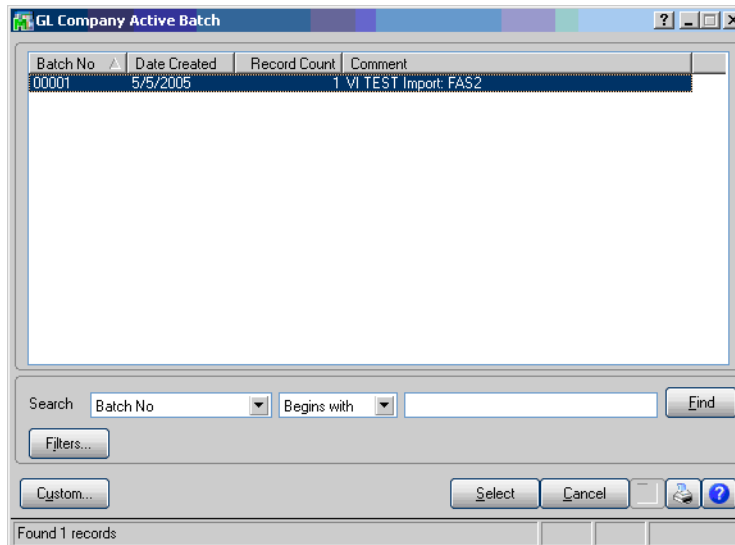
2. Click the Lookup icon next to the Batch Number field. The GL Company Active Batch dialog appears.

3. Select the batch that you have imported, and then click the Select button. The system returns to the General Journal Entry Batch dialog.
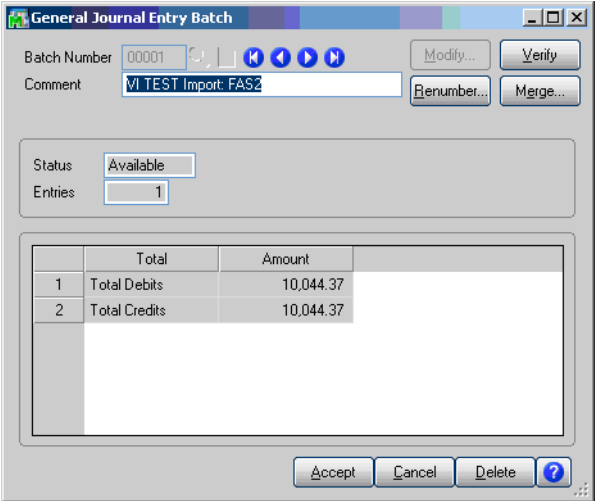
Make sure that the Total Debits and Total Credits are correct.

Chapter 11
Sage ERP MAS 500 AP/PO Link

The Sage ERP MAS 500 AP/PO Link allows fixed asset purchases entered through PO Entry or AP Voucher Entry in Sage ERP MAS 500 to be automatically added to Sage Fixed Assets.

In Sage Fixed Assets, you can create asset templates, which contain basic information about the asset. Then in Sage ERP MAS 500, you can select the desired template for each fixed asset purchase. Then when you post the AP voucher or PO receipt of invoice, the item is sent directly to Sage Fixed Assets, where the template is applied, thus avoiding additional data entry.

Line items can be identified as fixed assets in the following forms:

- Enter Vouchers (AP)

- Enter Receipt of Invoice (PO)

- Purchase Order Entry (PO)

Note: We refer to all versions of Sage Fixed Assets - Depreciation that are compatible with this link as "Sage Fixed Assets." For a list of products that work with this link, see the chart on page 1-1. In this chapter, "Sage Fixed Assets" does not include Sage Fixed Assets - Tracking or Sage Fixed Assets - Planning.

Note: This integration is supported only in the Microsoft SQL Server version of Sage Fixed Assets.

Installing the Link

The Sage ERP MAS 500 AP/PO Link is preinstalled; the system installs the link when you install Sage ERP MAS 500. You must install Sage Fixed Assets separately.

Preparing the Company in Sage Fixed Assets

The Asset Template feature in Sage Fixed Assets allows you to create predefined assets, which you can then copy into individual assets. You create an asset specifically designed to be saved as a template, completing fields for a certain type of asset (for example, general ledger fields, depreciation method, and estimated life).

1. In Sage Fixed Assets, enter a new asset that you want to save as a template.

2. Select Asset/Save as Template from the menu bar. The Save as Template dialog appears.
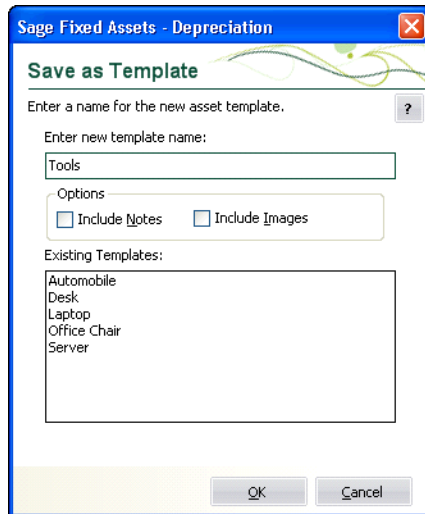
3. Enter a name for the template you are creating, and then click OK.

Setting Up the Link in Sage ERP MAS 500

Step 1: Activating the Link

1. In Sage ERP MAS 500, log into the company that you want to link to Sage Fixed Assets.

2. Select System Manager/Maintenance/Maintain Companies. The Maintain Companies dialog appears.
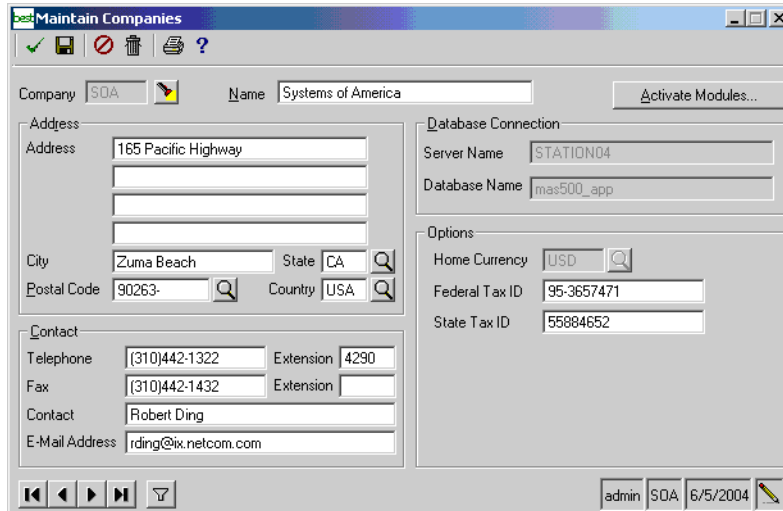
3. In the Company field, select the company that you want to link to Sage Fixed Assets.

4. Click the Activate Modules button. The Activate Modules dialog appears.
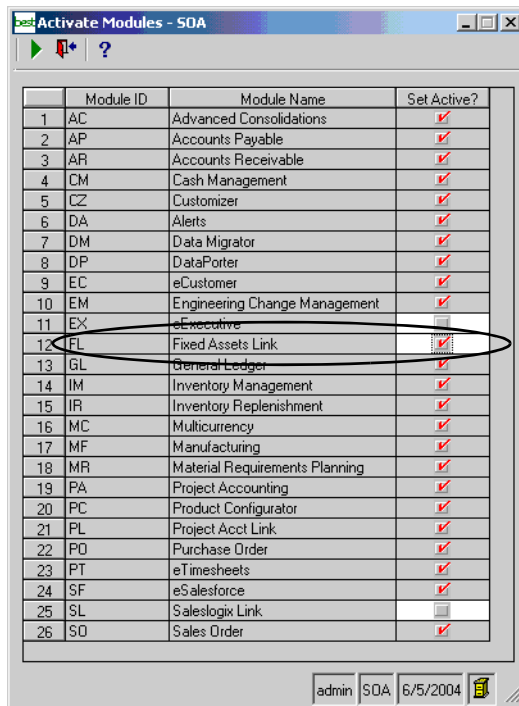
5. For the FL - Fixed Asset Link, select the check box in the Set Active column.

6. Click the Proceed button and then close the dialog. The system returns to the Maintain Companies dialog.

7. Click the Save button to save your changes.

8. Click the Finish button and then close the Maintain Companies dialog.

Step 2: Selecting the Fixed Assets Account Type

In this step, you define the Account Type of one of the Natural Accounts in Sage ERP MAS 500 as "Fixed Assets."

1. Select General Ledger/Maintenance/Maintain GL Accounts/Maintain Natural Accounts. The Maintain Natural Accounts dialog appears.

2. Click the Lookup button to the right of the Natural Account field. The Lookup Window dialog for the Natural Account field appears.

3. Select a natural account number that contains "Fixed Assets" in the Account Type Description column.

4. Select Finish and Exit button to close the dialog. The system returns to the Maintain Natural Accounts dialog.

5. In the Account Type field, select Fixed Assets, and then click the Save button.

6. Click the Finish button and then close the dialog.

Step 3: Selecting the Sage Fixed Assets Company

In this step, you select the Sage Fixed Assets company to which you want to link.

1. Select Accounts Payable/Maintenance/AP Setup/Set Up AP Options. The Setup AP Options dialog appears.
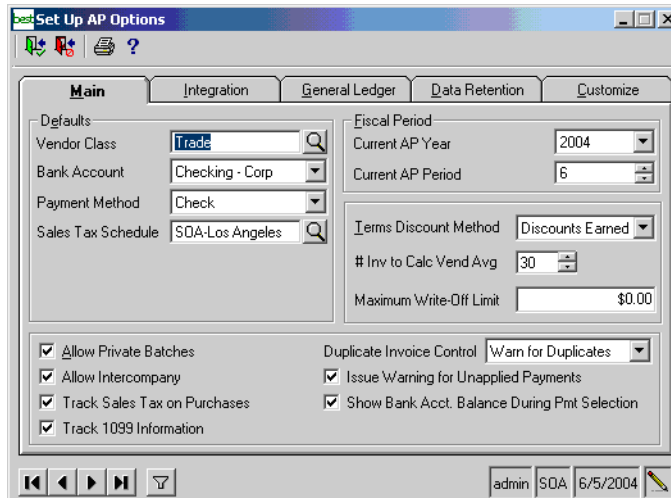
2. Select the Integration tab. The Integration page of the Setup AP Options dialog appears.
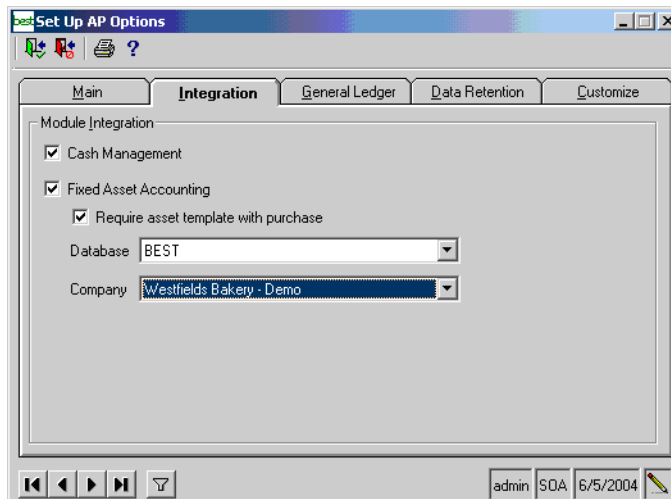
3. Select the Fixed Asset Accounting check box.

4. Select the Require Asset Template with Purchase if you want the system to require users to assign an asset template to line items with a fixed asset account. The asset template enables the line item to be added automatically to Sage Fixed Assets.

5. Select the Sage Fixed Assets database containing the company to which you want to link.

6. Select the Sage Fixed Assets company to which you want to link.

7. Select the Finish and Exit button to close the dialog.

Processing Vouchers

Step 1: Entering Vouchers

1. Select Accounts Payable/Activities/Process Vouchers. The Process Vouchers dialog appears.

2. In the Batch field, enter a batch number.

3. Click the Enter Vouchers button. The Enter Vouchers dialog appears.

4. In the Voucher field, enter a voucher number.

5. Select a vendor, and enter an invoice number and an amount.

6. Click the Detail tab. The Detail page of the Enter Vouchers dialog appears.

7. In the Item field, select an item.

8. Select the Account tab. The system displays the Account fields.

9. Click the Lookup icon next to the Account field. The Lookup Window dialog appears.
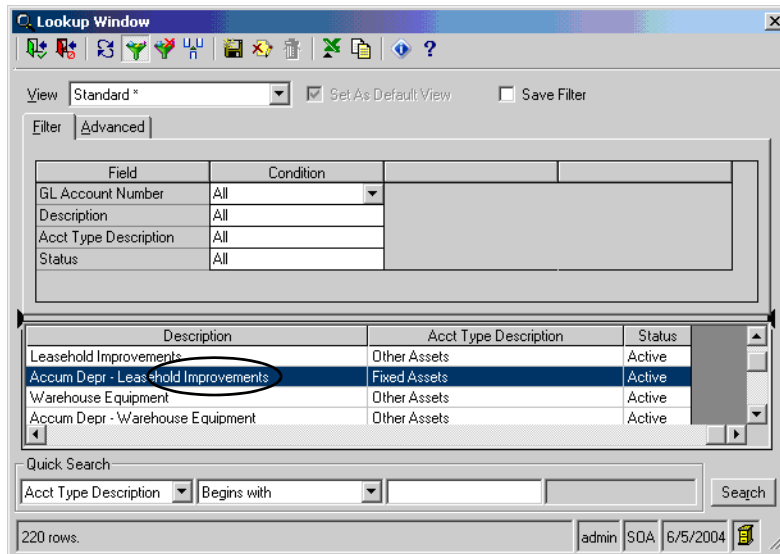
10. Select an account number that contains "Fixed Assets" in the Account Type Description column.

    Note: This account number does not need to be the account number that will be assigned to the asset in Sage Fixed Assets. The only requirement is that the account number must have an Account Type Description of "Fixed Assets."

11. Select the Finish and Exit button to close the dialog. The system returns to the Enter Vouchers dialog.
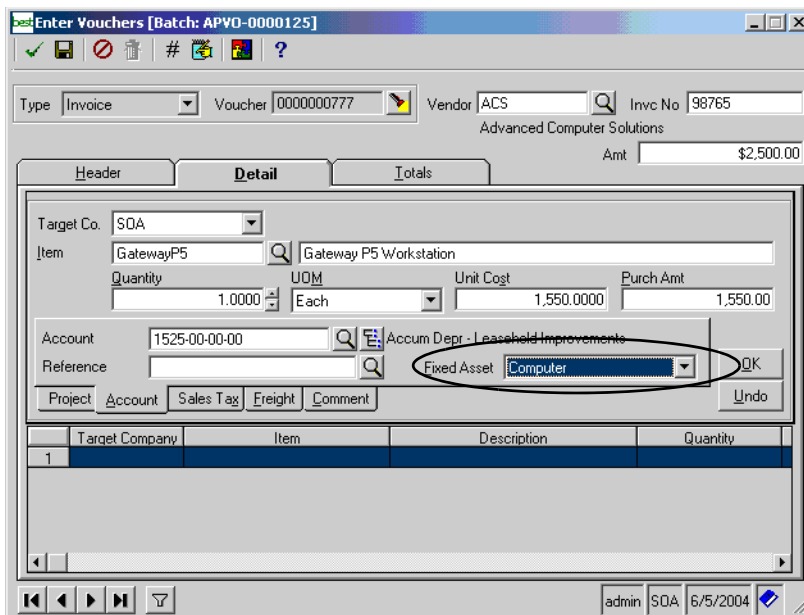
12. In the Fixed Assets field, select the desired Sage Fixed Assets template.

13. Click OK to add the voucher to the list box at the bottom of the dialog.
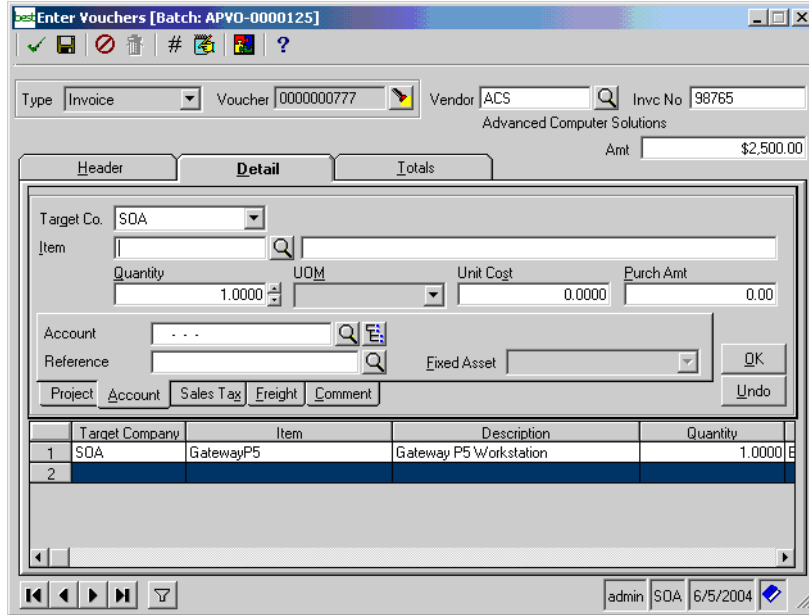
14. Click the Save button to save your changes.

15. Click the Finish button and then close the Enter Vouchers dialog. The system returns to the Process Vouchers dialog.

16. Click the Finish button to save your changes in the Process Vouchers dialog.

Step 2: Posting AP Batches

1. Select Accounts Payable/Activities/Post AP Batches. The Post AP Batches dialog appears.
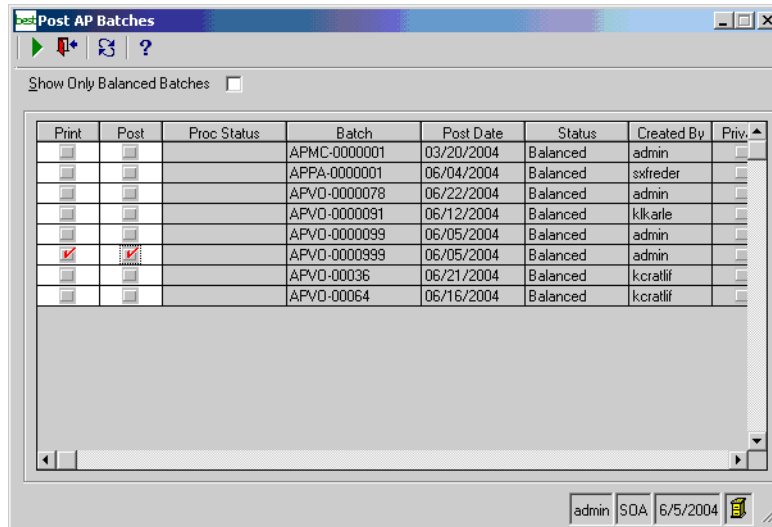
2. Select the check boxes in the Print and Post columns for the desired batch.

3. Click the Proceed button. The system displays a message indicating that the batch has been posted.
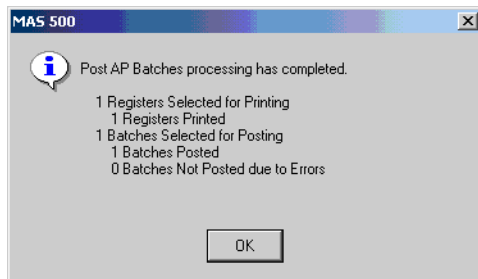
4. Click OK to close the message box. The system returns to the Post AP Batches dialog.

Viewing the Asset in Sage Fixed Assets

1. In the Sage Fixed Assets program, open the company that is linked to Sage ERP MAS 500.

2. In the Asset List, scroll down to the bottom of the page.

Note that the assets from Sage ERP MAS 500 have been added to the list of assets.

Chapter 12
Sage MIP Fund Accounting Link

The integration between Sage MIP Fund Accounting and Sage Fixed Assets Government & Nonprofit Edition - Depreciation works two ways:

- **Sage MIP to Sage Fixed Assets:** When entering purchase information in Sage MIP's A/P Invoice Entry, Cash Disbursement, or Write Checks forms, you can easily and quickly identify the purchase as a fixed asset by selecting a toolbar button to access the FAS Asset Quick Entry dialog. Then at the end of the period you can send all purchases identified as fixed assets over to the Sage Fixed Assets system as active assets. The information that you entered in Sage MIP appears when you view the asset in Sage Fixed Assets. (See "Setting Up Sage MIP to Link with Sage Fixed Assets," page 12-2 and "Monthly Processing in Sage MIP," page 12-5.)

- **Sage Fixed Assets to Sage MIP:** You can send a depreciation expense journal entry directly from Sage Fixed Assets to Sage MIP as an unposted journal entry. The system uses the account offset feature in Sage MIP to create the depreciation expense journal entry, as well as distribution codes to allocate depreciation across the appropriate expense accounts, if necessary.

In addition to the above integration points, in the Sage Fixed Assets system you can import Distribution Codes from Sage MIP, launch Sage MIP, and map a Sage Fixed Assets company to a Sage MIP database.

Note: We refer to all versions of Sage Fixed Assets - Depreciation that are compatible with this link as "Sage Fixed Assets." For a list of products that work with this link, see the chart on page 1-1. In this chapter, "Sage Fixed Assets" does not include Sage Fixed Assets - Tracking or Sage Fixed Assets - Planning. We refer to Sage MIP Fund Accounting as "Sage MIP."

Installing the Link

The Sage MIP Fund Accounting Link is preinstalled; the system installs the link when you install Sage Fixed Assets.

Setting Up Sage MIP to Link with Sage Fixed Assets

Before you can begin to enter fixed asset information in the A/P Invoice Entry, Cash Disbursement, or Write Checks modules, you must complete a one-time setup process for each Sage MIP Organization that will integrate with Sage Fixed Assets.

Step 1: Enabling FAS Asset Quick Entry

Perform the following steps in Sage MIP.

1. In the Administration module, select Organization/Organization Preferences from the menu bar. The system displays a dialog that allows you to enter preferences for your organizations.
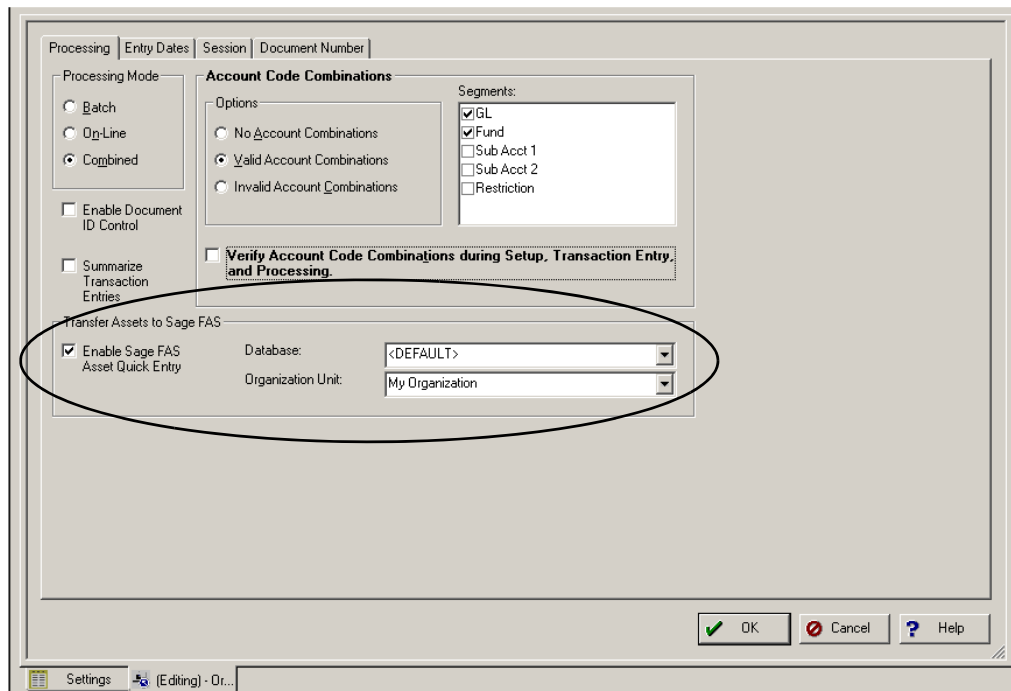
2. Select the Enable Sage FAS Asset Quick Entry check box.

3. In the Database field, select the Sage Fixed Assets database containing the organization to which you want to send assets.

   Note: This field is not enabled unless Sage Fixed Assets version 2003.1 or higher is properly installed.

4. In the Organization Unit field, select the default Sage Fixed Assets organization to which you want to send assets.

   Note that this field is only a default setting. You can select a different organization during the transfer to Sage Fixed Assets process.

5. Click OK to close the dialog.

Step 2: Setting Up Offsets for the Journal Vouchers

1. In the Accounting module, select Maintain/Offset Account Assignments from the menu bar. A dialog similar to the one shown below appears.

2. Click the Wizard button at the top left of the dialog. The first wizard dialog appears.

3. In the Transaction field, select JV.

4. Click the Next button. The second wizard dialog appears.
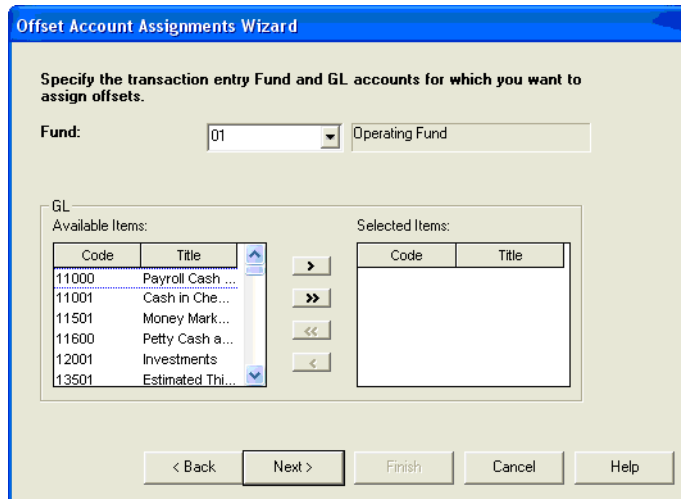
5. In the Fund field, select a fund to which you will be posting depreciation.

6. In the GL list box, select the account or accounts to which you will be posting depreciation.

7. Click the Move button to move the selected GL codes to the Selected Items list box.
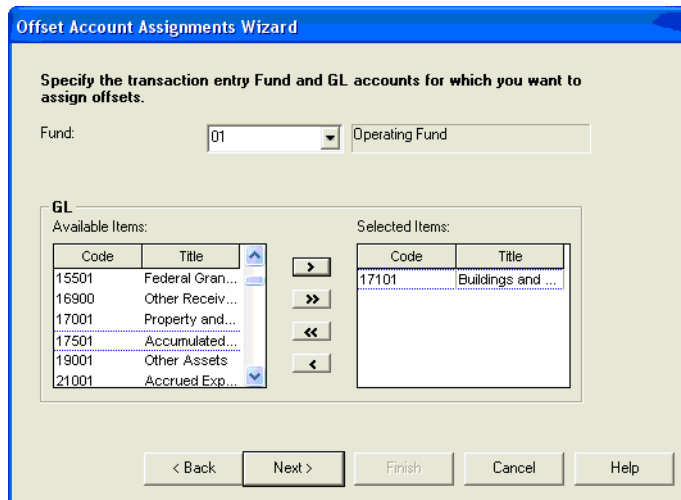
8. Click the Next button. The third wizard dialog appears.
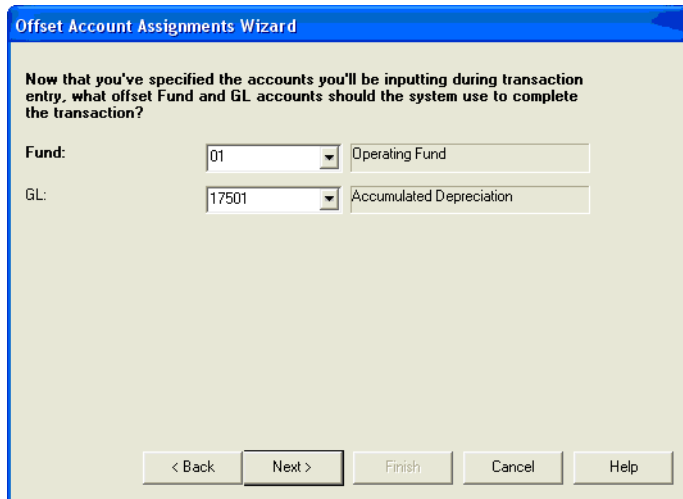
9. In the Fund field, select the fund to which the depreciation expense offset should be posted.

10. In the GL field, select the account to which accumulated depreciation will be posted.

11. Click the Next button. The fourth wizard dialog.
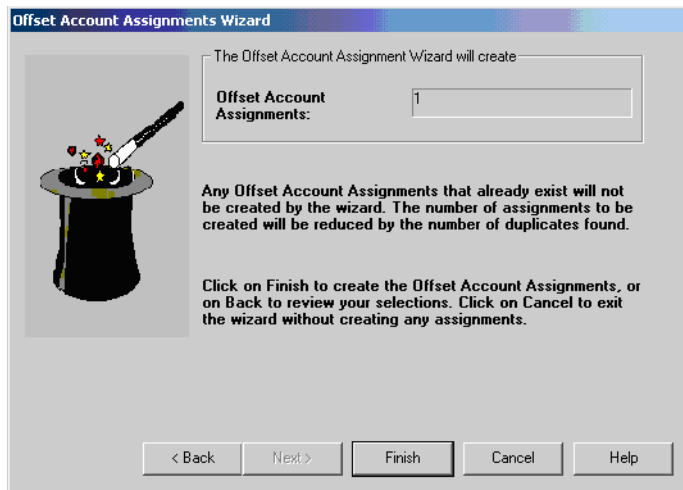
12. Click the Finish button. The system returns to the main dialog.

Tip: You can use the copy icon to set up the offsets for other funds.

Monthly Processing in Sage MIP

Once the setup is complete you can begin processing fixed asset information. The Sage MIP system includes a new FAS Asset Quick Entry dialog that allows you to enter fixed asset information about a purchase so that assets can be properly created in the Sage Fixed Assets system. This form is available in Sage MIP from the A/P Invoice Entry, Cash Disbursement,

or Write Checks forms. Each form includes a toolbar icon to access the FAS Asset Quick Entry dialog. For example purposes, we will use the A/P Invoices form.

Step 1: Entering A/P Invoices

1. In the Accounting module, select Transactions/Enter A/P Invoices from the menu bar. A dialog that allows you to enter A/P invoices appears.
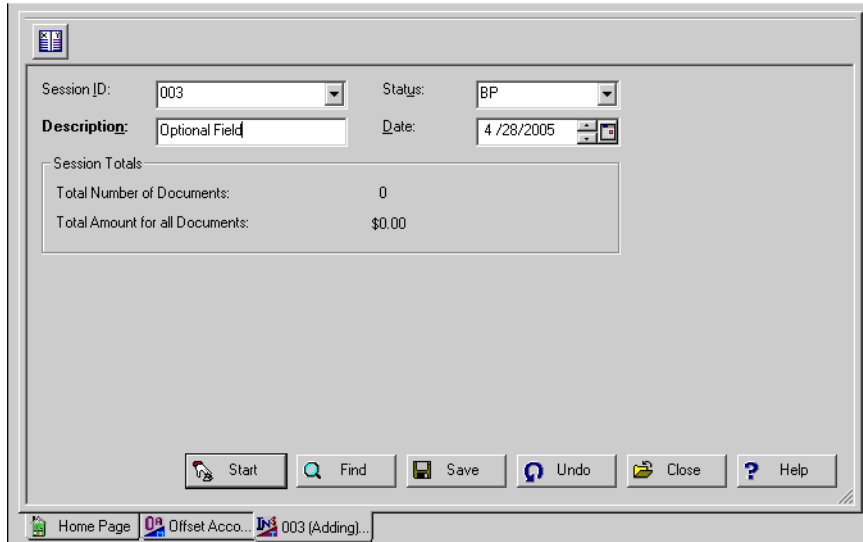
2. Enter the appropriate Session ID, Status Description, and Date.

3. Click the Start button. A dialog that allows you to enter the invoice details appears.
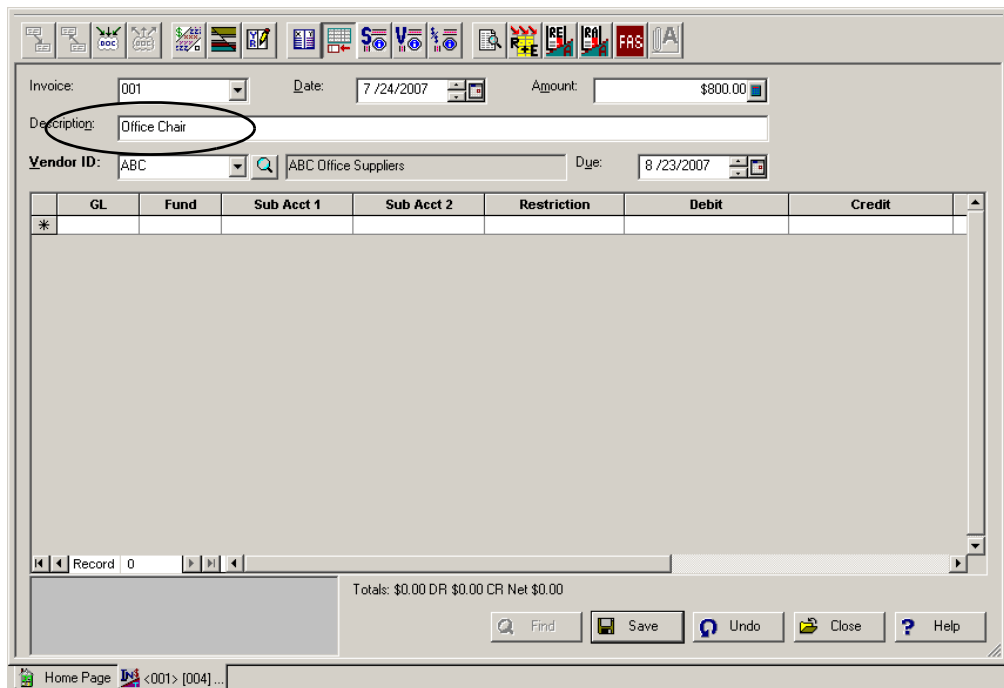
4. Complete the information on this dialog for the selected invoice. After you select a vendor ID, the system enables the FAS toolbar button at the top of the dialog.

5. Click the FAS button to display the Sage FAS Asset Quick Entry dialog.

6. Enter as much information for the asset as possible:

   • **Placed in Service Date:** The date on which the system will begin to calculate depreciation.

   • **Acquired Value:** The value of the asset prior to any basis reductions.

   • **Asset Template:** The Sage Fixed Assets template to be applied to the asset when it's created.

   • **Description:** The description of the fixed asset.

   • **Asset GL Account:** The balance sheet account to which the acquired value was originally posted.

   • **Accumulated Depreciation GL Account:** The balance sheet account to which accumulated depreciation will be posted.

   • **Depreciation Expense GL Account:** The general ledger account to which the depreciation expense will be posted.

   • **Depreciation Distribution Code:** The Sage MIP distribution code used to allocate depreciation expense.

   • **Tag Number:** An internal identifier typically used for inventory or tracking purposes.

   Note: The general information entered in the FAS Asset Quick Entry form will overwrite any information already saved in the Sage Fixed Assets asset template. For example, the GL Expense Account entered in the FAS Asset Quick Entry form will overwrite any GL Account saved with the template. If no template is selected, the asset will be created with a Property Type of "P" and a depreciation method of "No."

7. Click OK. The information is now saved within the Sage MIP accounting system.

Step 2: Sending Assets to Sage Fixed Assets

1. In the Accounting module, select Activities/Transfer Assets to Sage FAS. A dialog similar to the one shown below appears.
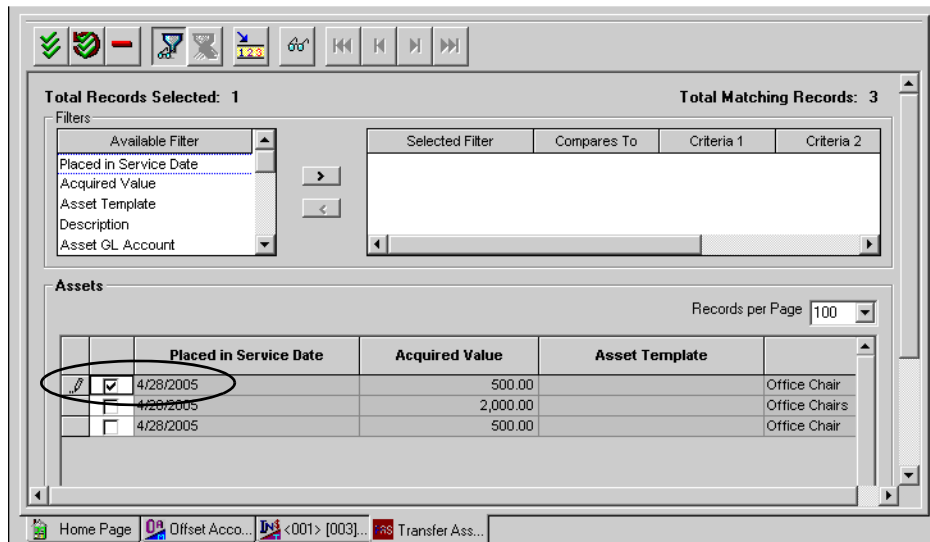
2. Select the check box for the record(s) that you want to send.

3. Click OK. The Select Organization Unit dialog appears.
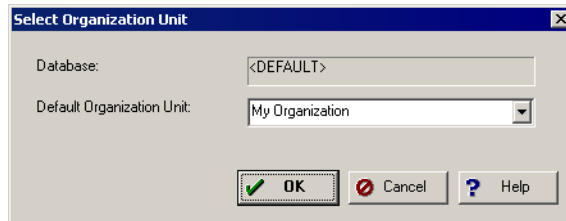
4. Select the Sage Fixed Assets organization to which you want to send the asset.

5. Click OK. A message indicating that the transfer to Sage Fixed Assets was successful appears.
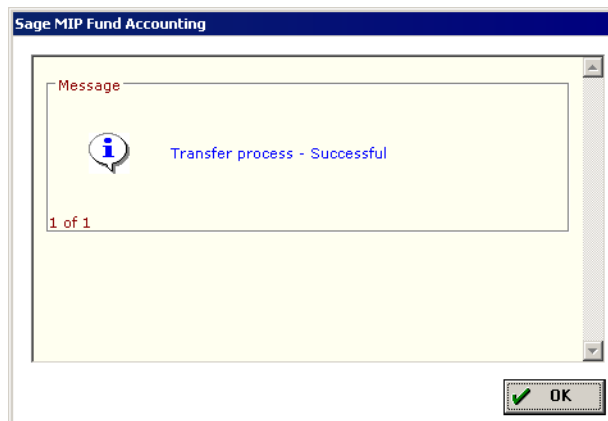
6. Click OK to close the message.

Step 3: Viewing the Asset in Sage Fixed Assets

1. In the Sage Fixed Assets program, open the organization to which you sent the asset.

2. Make sure the asset appears in the Asset List.

Tip: We suggest that you select the "All FAS Assets" group in the Asset List when looking for the newly created assets.

Setting Up Sage Fixed Assets to Link with Sage MIP

Before you can send a depreciation expense journal entry from Sage Fixed Assets to Sage MIP, there is a one-time setup process for each Sage Fixed Assets organization that will link to a Sage MIP database. You must map the Sage Fixed Assets organization to a Sage MIP database and import the Sage MIP distribution codes.

Note: Before you can perform the setup process in Sage Fixed Assets, you must first install Sage MIP version 7.0.0.0 or later.

Step 1: Mapping the Sage Fixed Assets Organization to Sage MIP

In order to send depreciation to Sage MIP, you must map each Sage Fixed Assets organization to a Sage MIP Organization.

1. To complete the mapping process, do one of the following:

   - If you have already created the organization in Sage Fixed Assets, open that organization and select File/Edit Organization from the menu bar.

   - If you are creating a new organization, select File/New Organization from the menu bar.

   The system displays either the Edit Organization or the New Organization dialog.

2. Click the Map to Sage MIP button. The Map to Sage MIP dialog appears.

3. Select the Sage MIP database to which you want to send the depreciation expense journal entry, and then click OK. The system returns to the New (or Edit) Organization dialog.

4. Click OK to close the New (or Edit) Organization dialog.

Step 2: Importing Distribution Codes from Sage MIP

If you plan to allocate depreciation expense across general ledger accounts, you will need to associate each Sage Fixed Assets asset with a Sage MIP distribution code. To facilitate this process, you can import the distribution codes directly from Sage MIP.
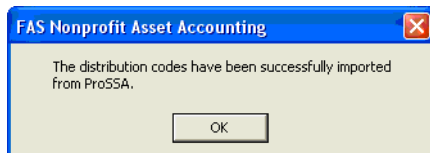
Note: The system will import the distribution codes from the Sage MIP organization to which you mapped the Sage Fixed Assets organization in Step 1.

---

1. Select Customize/Import Distribution Codes from the menu bar. The Logon to Sage MIP Fund Accounting dialog appears.

2. Enter your Sage MIP user name and password, and then click OK. The system displays a message indicating the Sage MIP distribution codes have been imported.

3. Click OK to close the message box. The system renames User Field 10 to "Distribution Code." You can now select a distribution code for each asset by selecting the distribution code from a SmartList in Asset Detail, or use the Replace function to globally set the distribution code for groups of assets.

Step 3: Entering the G/L Expense Account Numbers and Distribution Codes for Existing Assets

1. In the Asset List, scroll to the right to view the G/L Account Numbers.

All	Sys No ▲	Class	G/L Expense Account	G/L Asset Account	G/L Accum Account	Purchase Order
	1	LD	<Allocated>	01-500-1400	01-500-2000	LD-96732
	2	LI	<Allocated>	01-500-1450	01-500-2050	LI-387135569
	3	LI	<Allocated>	03-500-1450	03-500-2050	LI-9782
	4	BE	01-500-7750	01-500-1150	01-500-1750	BE-57897
	5	VI	01-500-8200	01-500-1600	01-500-2200	VE-59314
	6	BE	04-600-7750	04-600-1150	04-600-1750	BE-78911
	7	MV	02-600-8100	02-600-1500	02-600-2100	MV-59369
	8	CO	04-400-7850	04-400-1250	04-400-1850	CO-39875
	9	BD	<Allocated>	01-500-1100	01-500-1700	BD-4687987
	10	BE	01-500-7750	01-500-1150	01-500-1750	BE-64970
			7750	04-500		BE-59794

2. Make sure that all of the assets contain the correct G/L Expense Account number.

3. Scroll to the right again and make sure that all of the assets contain the correct Distribution Codes.

If you find existing assets that contain the wrong information, you can use the Replace feature to globally replace G/L Account numbers. For information on using the Replace feature, see your Sage Fixed Assets online guide or online Help.

Monthly Processing in Sage Fixed Assets

Once the setup is complete you can begin processing your monthly depreciation expense. Remember as you add new assets to the system during the month you will need to ensure they have a valid G/L Expense Account Number and Distribution Code.

Step 1: Depreciate Assets in Sage Fixed Assets

The next step is to calculate depreciation in Sage Fixed Assets for the period for which you want to post depreciation. In our example, we want to post depreciation for December 2007.

If you post depreciation expense on a monthly basis, then we need to make sure that the Depreciation This Run column on the Depreciation Expense report represents only the depreciation for one month. First, we'll calculate depreciation for the month prior to the date that we want to post (that is, November).

1. Select Depreciation/Depreciate from the menu bar. The Depreciate dialog appears.
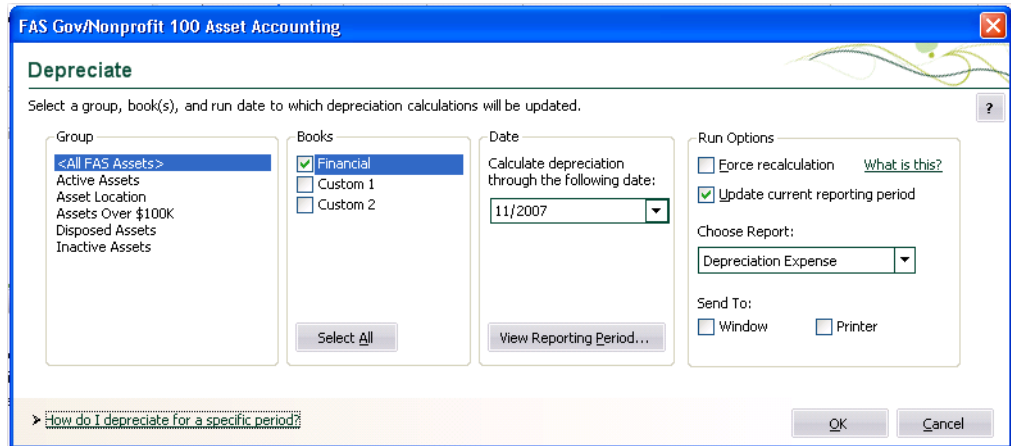
2. Select the group of assets and the book for which you want to calculate depreciation, and then enter the date in the Date field. For this example, enter **11/2007** in the date field.

3. Clear the Window check box because you do not need to view the Depreciation Expense report at this time.

4. In the Choose Report field, leave the default selection of Depreciation Expense.

5. Click OK. The system calculates depreciation for November.

Next, we will calculate depreciation for the period for which we want to post depreciation.

6. On the Depreciate dialog, make sure the book and group of assets for which you want to calculate depreciation are still selected, and then enter the new date in the Date field. This time, enter **12/2007**.

7. Select the Update Current Reporting Period check box.

8. Select the Window check box.

9. In the Choose Report field, leave the default selection of Depreciation Expense.

10. Click OK. The system calculates depreciation and displays the Depreciation Expense report.

Note the amount of $476.20 in the Depreciation This Run column. This is the total amount that Sage Fixed Assets sends to the Sage MIP accounting program, so you'll need to remember this number to make sure that the link worked correctly.
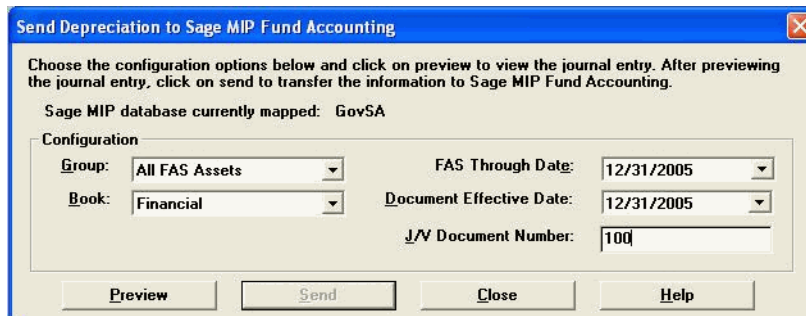
The Depreciation This Run column shows the amount of depreciation that was calculated between the next-to-last depreciation calculation (on November 31, 2007, which is shown in the Prior Thru column) and the last depreciation calculation (on December 31, 2007, which is shown in the heading of the report).

Step 2: Sending Depreciation to Sage MIP

1. Select Depreciation/Send Depreciation to Sage MIP from the menu bar. The Logon to Sage MIP Fund Accounting dialog appears.

2. Enter your Sage MIP user name and password, and then click OK. The Send Depreciation to Sage MIP Fund Accounting dialog appears.

3. Select the same asset group and book for which you calculated depreciation.

4. In the FAS Through Date field, select the same date for which you last calculated depreciation.

5. Enter the Document Effective Date. The default date is today's date, but you can change this date if desired.

6. Enter a J/V Document Number.

7. Click the Preview button. The system displays the General Ledger Link Report and enables the Send button.

General Ledger Link Report   Page 1 of 1

May 11, 2005
04:23 PM

Pro Social Service Agency
General Ledger Link Report
Group: All FAS Assets
Book: Financial   **FY:** December

J/V Document Number	Distribution Code	G/L Expense Account Number	Amount
100			

To record depreciation expense
run through 12/31/2005.

	General	59001	$476.20
		Grand Total:	$476.20

Accumlated Depreciation Accounts are determined using the G/L Expense Account Offset.

8. Make sure that the Grand Total on the report is the same as the Depreciation This Run amount on the Depreciation Expense report.

9. On the Send Depreciation to Sage MIP Fund Accounting dialog, click the Send button. The system displays a message indicating that the depreciation was sent successfully.

> **FAS Nonprofit Asset Accounting**
>
> ℹ The depreciation information was successfully sent to MIP
>
> OK
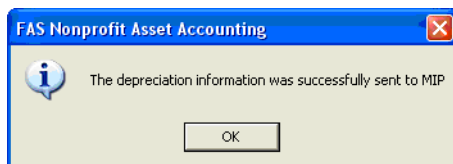
10. Click OK to close the message box. The system returns to the Send Depreciation to Sage MIP Fund Accounting dialog.

11. Click the Close button.

Step 3: Viewing the Depreciation in Sage MIP

1. In the Sage MIP Accounting module, select Reports/Transaction Reports/Unposted General Ledger Transactions from the menu bar. A dialog that allows you to run the report appears.
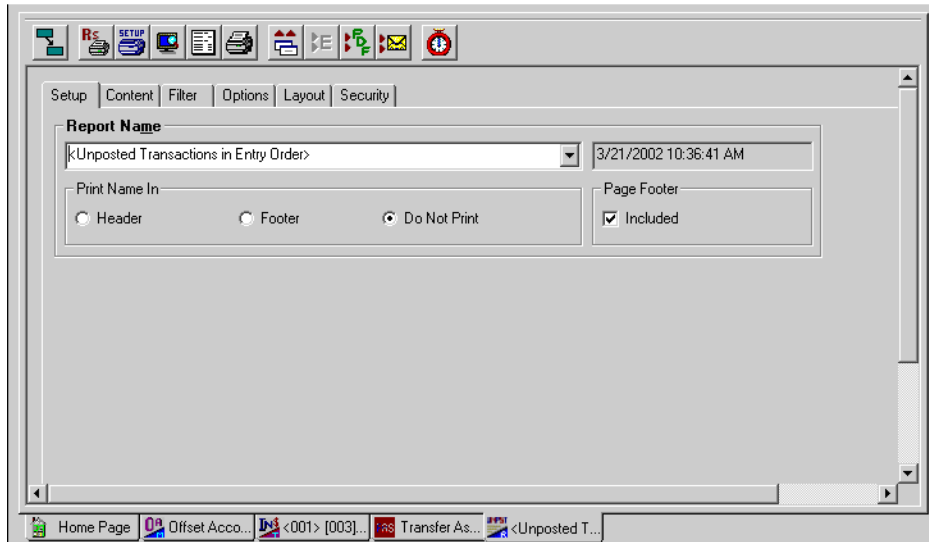
2. In the Report Name field, select Unposted Transactions in Entry Order.

3. Select the Print to Screen button to view the report on your computer's screen.

4. Verify that the depreciation expense journal entry appears on the report.

Sending Depreciation to Sage MIP from the Links Menu

In Sage Fixed Assets Government & Nonprofit Edition - Depreciation, you have two options for sending depreciation to Sage MIP. You can use the Send Depreciation to MIP command as described above, or you can use the Links menu. In the Sage Fixed Assets Canadian Edition - Depreciation program, you must use the Links menu to send depreciation to Sage MIP.

Note: The instructions below assume that you have already calculated depreciation in Sage Fixed Assets. For information on calculating depreciation for one month, see "Step 1: Depreciate Assets in Sage Fixed Assets," page 12-12.

Step 1: Sending Depreciation to Sage MIP

Follow the steps below to send depreciation to a file that you can import into Sage MIP.

1. Select Links/Depreciation Links/Sage Fund Accounting Link from the menu bar. The Sage Fund Accounting Link dialog appears.

2. Make sure that you select the correct database and organization.

3. Select the same asset group, book, and period posting date that you selected when you depreciated assets.


Note: The default date for the Journal Entry date is today's date, but you can change this date if desired.

---

4. Enter a reference number if desired; it is not required.

5. Make a note of the name and location of the file in the GL Link Filename field. You will need to know where this file is when you import it into the Sage MIP program.

---

6. Click the Preview button. The system displays the General Ledger Posting Preview report.

General Ledger Posting Preview   Page 1 of 1

July 30, 2007
05:58 PM
My Organization
General Ledger Posting Preview
For the period ended 12/31/2007
Summary Journal Entry

Book: Financial   Group: Active Assets
FYE: September   Reference Number: 100

Account Number	Account Name	Debit	Credit
60-0100	Depreciation Expense	11175.12	
60-0200	Depreciation Expense	6650.00	
60-0300	Depreciation Expense	7931.95	
60-0400	Depreciation Expense	5481.50	
35-0012	Accumulated Depreciation		10.00
35-0105	Accumulated Depreciation		397.38
35-0111	Accumulated Depreciation		316.16
35-0125	Accumulated Depreciation		2460.42
35-0130	Accumulated Depreciation		250.00
35-0134	Accumulated Depreciation		232.09
35-0142	Accumulated Depreciation		1165.34
35-0145	Accumulated Depreciation		26407.18
	Grand Total:	31238.57	31238.57

7. Make sure the Grand Total amounts in the Debit and Credit Columns match the Grand Total amounts in the Depreciation This Run column on the Depreciation Expense report.

8. On the Sage Fund Accounting Link dialog, click the Post button. A message indicates that the general ledger data was exported successfully.

FAS Gov/Nonprofit 100 Asset Accounting

Depreciation Successfully Sent
The G/L data was successfully exported.

OK
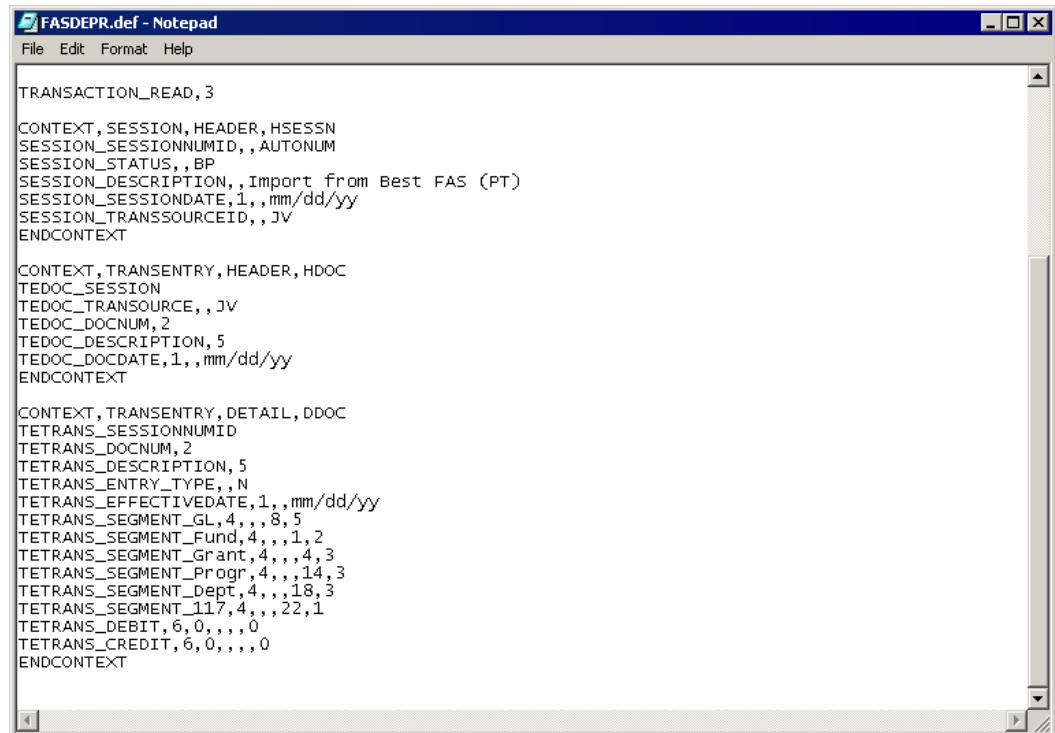
9. Click OK to close the message box.

The ASCII file is now ready to be imported into the Sage MIP program.

Step 2: Editing the Import Definition File

The Sage MIP program contains a sample import definition file. This file describes how to interpret the information contained in the link file that you exported from Sage Fixed Assets in step 1 above. (The default name for the link file is FASDEPR.CSV.)

The sample import definition file is named FASDEPR.DEF, and it is located in the C:\MIP Share\Import\3rd Party Samples\Fixed Assets folder.

```
FASDEPR.def - Notepad
File  Edit  Format  Help

TRANSACTION_READ,3

CONTEXT,SESSION,HEADER,HSESSN
SESSION_SESSIONNUMID,,AUTONUM
SESSION_STATUS,,BP
SESSION_DESCRIPTION,,Import from Best FAS (PT)
SESSION_SESSIONDATE,1,,mm/dd/yy
SESSION_TRANSSOURCEID,,JV
ENDCONTEXT

CONTEXT,TRANSENTRY,HEADER,HDOC
TEDOC_SESSION
TEDOC_TRANSOURCE,,JV
TEDOC_DOCNUM,2
TEDOC_DESCRIPTION,5
TEDOC_DOCDATE,1,,mm/dd/yy
ENDCONTEXT

CONTEXT,TRANSENTRY,DETAIL,DDOC
TETRANS_SESSIONNUMID
TETRANS_DOCNUM,2
TETRANS_DESCRIPTION,5
TETRANS_ENTRY_TYPE,,N
TETRANS_EFFECTIVEDATE,1,,mm/dd/yy
TETRANS_SEGMENT_GL,4,,,,8,5
TETRANS_SEGMENT_Fund,4,,,1,2
TETRANS_SEGMENT_Grant,4,,,,4,3
TETRANS_SEGMENT_Progr,4,,,,14,3
TETRANS_SEGMENT_Dept,4,,,,18,3
TETRANS_SEGMENT_117,4,,,,22,1
TETRANS_DEBIT,6,0,,,,0
TETRANS_CREDIT,6,0,,,,0
ENDCONTEXT
```

You may need to edit this file to change the general ledger account number segments to match your Chart of Accounts. We recommend that you copy and rename this file before you make changes to it.

For complete instructions on editing this file, see your Sage MIP online documentation.

Step 3: Importing the GL Link File into Sage MIP

1. In the Sage MIP Accounting module, select File/Import from the menu bar. The Import File Path dialog appears.
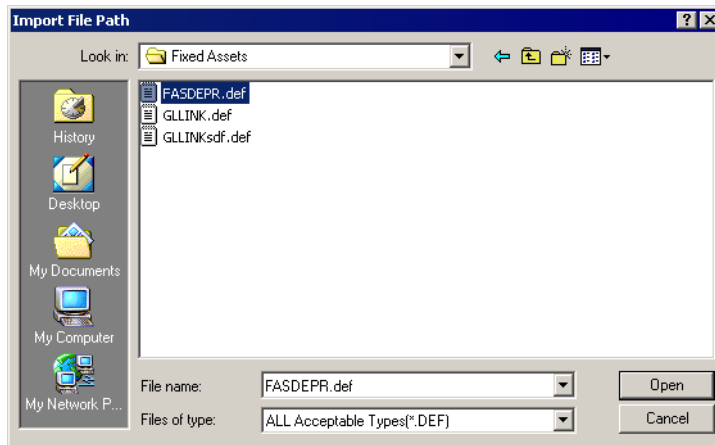
2. Select the import definition file, and then click the Open button. The Select the Data File to Import dialog appears.
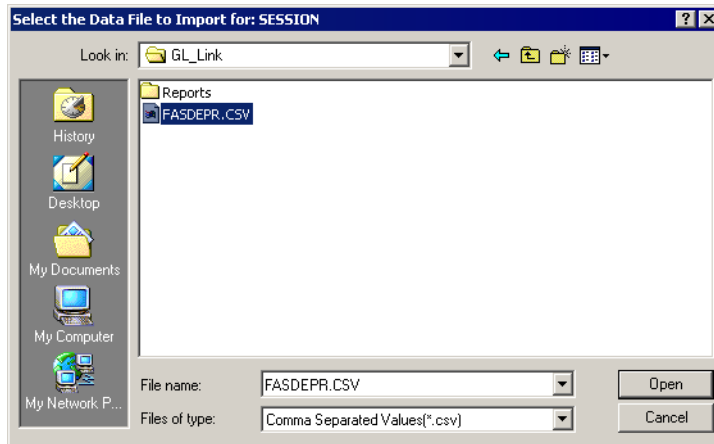
3. Select the GL Link file that you exported from Sage Fixed Assets, and then click the Open button.

Step 4: Verifying the Import in Sage MIP

1. Select Reports/Transaction Reports/Unposted General Ledger Transactions from the menu bar. A dialog similar to the one shown below appears.
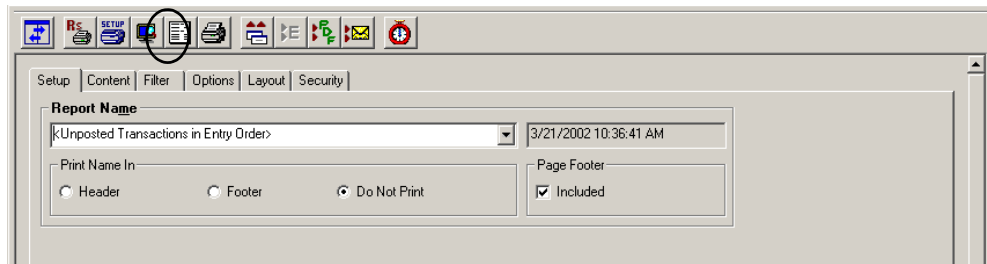
2. In the Report Name field, select Unposted Transactions in Entry Order from the drop-down list.

3. Click the Preview icon. The Unposted Transactions report appears.

4. Make sure the report totals match the grand totals in the General Ledger Posting Preview report in Sage Fixed Assets.

Chapter 13
Sage 50 Link

Sage Fixed Assets offer two types of integrations with the Sage 50 (Sage Peachtree) accounting program:

- If you use **Sage Fixed Assets - Premier Depreciation**, **Sage Fixed Assets - Depreciation,** or **Sage Fixed Assets - Lite Depreciation**, the integration is accomplished through a link that creates a CSV file containing the journal entry. You can then import the CSV file into the Sage 50 accounting program. (See "Preparing the Data in Sage Fixed Assets," page 13-2, "Posting Depreciation in Sage Fixed Assets - Depreciation," page 13-5, and "Importing the Data into Sage 50," page 13-7.)

- If you use **Sage Fixed Assets - Lite Depreciation for Sage 50** or **Sage 50 Fixed Assets**, the integration is built into the Sage Fixed Assets program so that you can seamlessly post your journal entry directly into the Sage 50 accounting program. (See "Preparing the Data in Sage Fixed Assets," page 13-2, "Posting Depreciation in Other Sage Fixed Assets Editions," page 13-10, and "Viewing the Journal Entry in Sage 50," page 13-11.)

This chapter first describes how to post depreciation from Sage Fixed Assets - Depreciation and how to import the journal entry link file into the Sage 50 accounting program. Then we describe how to post depreciation from Sage Fixed Assets - Lite Depreciation for Sage 50 and how to view the journal entry in the Sage 50 accounting program.

Installing the Link

The Sage 50 Link is preinstalled; the system installs the link when you install:

- Sage Fixed Assets - Premier Depreciation

- Sage Fixed Assets - Depreciation

- Sage Fixed Assets - Lite Depreciation

- Sage Fixed Assets - Lite Depreciation for Sage 50, or

- Sage 50 Fixed Assets.

Preparing the Data in Sage Fixed Assets

Step 1: Mapping the Sage Fixed Assets Company to a Sage 50 Company

This step is necessary only if you are using Sage Fixed Assets - Lite Depreciation for Sage 50 or Sage 50 Fixed Assets.

1. Start the Sage 50 accounting program.

2. In Sage Fixed Assets, select File/New Company from the menu bar to create a new company. The New Company dialog appears.

3. Click the Map to Sage 50 button. The Link to Sage 50 Company dialog appears.

4. Select the Sage 50 company to which you want to send the depreciation journal entry, and then click OK. The system returns to the New Company dialog.

5. Complete the New Company dialog, and then click OK.

Step 2: Importing General Ledger SmartLists

This step is necessary only if you are using Sage Fixed Assets - Lite Depreciation for Sage 50 or Sage 50 Fixed Assets, and you need to refresh the SmartList entries in your general ledger account number fields. It is important that the your selections in the G/L Expense Account number fields and the G/L Accumulated Account number fields in Sage Fixed Assets match the general ledger account numbers in the Sage 50 company.

1. Select Customize/Refresh from Sage 50 from the menu bar. The system updates the SmartList entries in the general ledger account number fields, if necessary. If your SmartLists match the general ledger account numbers in the Sage 50 company, the system displays a message similar to the one below.

Step 3: Checking the G/L Account Numbers in Sage Fixed Assets

You must make sure that all of the assets for which you want to post depreciation in Sage Fixed Assets contain G/L Account numbers that match the G/L Account Number list in the Sage 50 accounting program.

1. In the Asset List, scroll to the right to view the G/L Account numbers.

2. Make sure that all of the assets contain the correct G/L Expense Account numbers and G/L Accumulated Account numbers.

Tip: You can use the Replace feature to globally replace G/L Account numbers. For information on using the Replace feature, see your Sage Fixed Assets online guide or online Help.

Step 4: Depreciate Assets in Sage Fixed Assets

The next step is to calculate depreciation in Sage Fixed Assets for the period for which you want to post depreciation. In our example, we want to post depreciation for March 2007.

If you post depreciation expense on a monthly basis, then we need to make sure that the Depreciation This Run column on the Depreciation Expense report represents only the depreciation for one month. First, we'll calculate depreciation for the month prior to the date that we want to post (that is, February).

1. Select Depreciation/Depreciate from the menu bar. The Depreciate dialog appears.

2. Select the group of assets and the book for which you want to calculate depreciation, and then enter the date in the Date field. For this example, enter **02/2007** in the date field.

3. Clear the Window check box because you do not need to view the Depreciation Expense report at this time.

4. Click OK. The system calculates depreciation for February.

Next, we will calculate depreciation for the period for which we want to post depreciation.

5. On the Depreciate dialog, make sure the book and group of assets for which you want to calculate depreciation are still selected, and then enter the new date in the Date field. This time, enter **03/2007**.

6. Select the Update Current Reporting Period check box.

7. Select the Window check box.

8. Click OK. The system calculates depreciation and displays the Depreciation Expense report.

Note the amount of $300.02 in the Depreciation This Run column. This is the total amount that Sage Fixed Assets sends to the Sage 50 accounting program, so you'll need to remember this number to make sure that the link worked correctly.

The Depreciation This Run column shows the amount of depreciation that was calculated between the next-to-last depreciation calculation (on February 28, 2007, which is shown in the Prior Thru column) and the last depreciation calculation (on March 31, 2007, which is shown in the heading of the report).

Posting Depreciation in Sage Fixed Assets - Depreciation

Follow the steps below to post depreciation in Sage Fixed Assets. The system creates a CSV file containing a depreciation journal entry for the selected period.

1. Select Links/Depreciation Links/Sage 50 Link from the menu bar. The Sage 50 Link dialog appears.

2. Make sure that you select the correct database and company.

3. Select the same asset group, book, and period posting date that you selected when you depreciated assets.

> **Note:** The default date for the Journal Entry Date field is today's date, but you can change this date if desired.

4. Click the Preview button. The system displays the General Ledger Posting Preview report.

Note that the Grand Total amounts in the Debit and Credit columns match the amount reported in the Depreciation This Run column on the Depreciation Expense report.

5. On the Sage 50 Link dialog, click the Post button. The system displays a message indicating that the depreciation journal entry was created successfully.
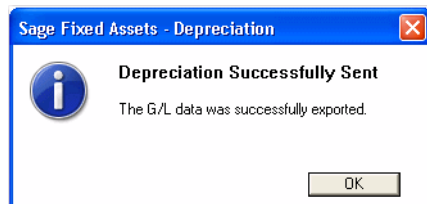
You are now ready to import this CSV file into your Sage 50 accounting program.

Importing the Data into Sage 50

Step 1: Importing the File

1. In the Sage 50 accounting program, open the desired company.

2. From the File menu, select the Select Import/Export command. The system displays the Select Import/Export dialog.
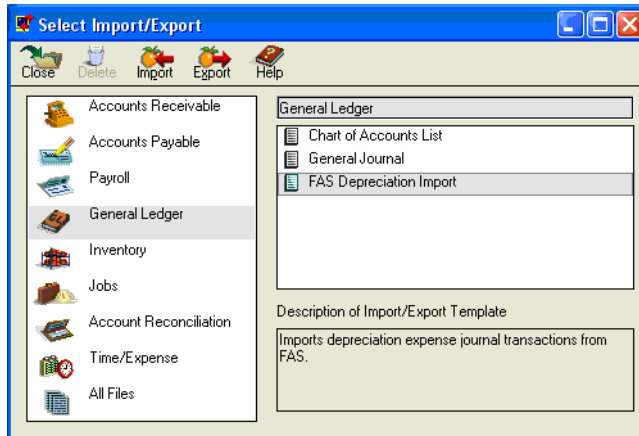
3. On the left side, select General Ledger.

4. On the right side, select FAS Depreciation Import. The depreciation import map has already been created to match the CSV file exported from your Sage Fixed Assets system.

5. At the top of the dialog, click the Import icon. The system displays the FAS Depreciation Import dialog.
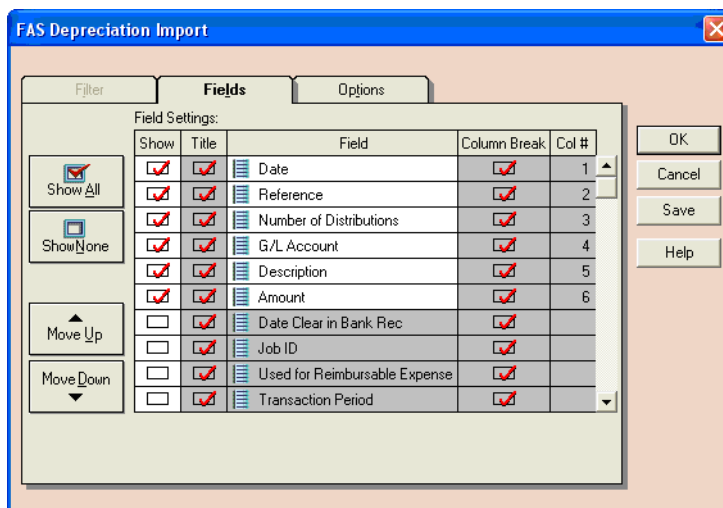
6. Select the Options tab. The system displays the Options tab of the FAS Depreciation Import dialog.
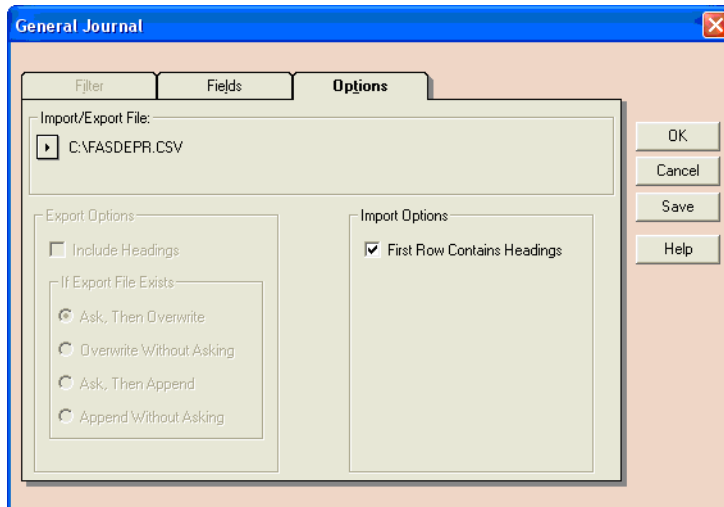
7. Click the Browse button (it looks like an arrowhead) to locate the CSV file that you exported from Sage Fixed Assets. (The default name of the file is FASDEPR.CSV, and its default location is in the root of your computer's C: drive.)

8. Select the First Row Contains Headings check box.

9. Click OK. The system displays a message reminding you to perform a backup.
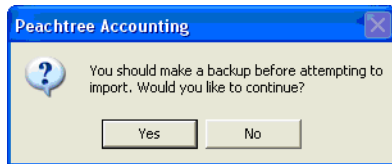
10. Click the Yes button to continue. The system imports the CSV file and returns to the Select Import/Export dialog.

Step 2: Running the General Ledger Report

1. In the Sage 50 accounting program, select Reports/General Ledger from the menu bar. The Select a Report dialog appears.

2. On the left side, select General Ledger.

3. On the right side, select General Journal.

4. At the top of the dialog, click the Preview icon. The General Journal dialog appears.

5. Enter the desired date range in the From and To fields, and then click OK. The General Journal report appears.

Note that the Total amounts in the Debit Amount and Credit Amount columns match the total amount in the General Ledger Posting report in Sage Fixed Assets.

Posting Depreciation in Other Sage Fixed Assets Editions

In this step, you will send the journal entry directly to the Sage 50 accounting program if you use:

- Sage Fixed Assets - Lite Depreciation for Sage 50 or
- Sage 50 Fixed Assets.

Posting Depreciation

1. Select Depreciation/Post Depreciation from the menu bar. The Post Depreciation dialog appears.

2. In the Group field, select the group of assets for which you want to post depreciation.

3. In the Book field, select the depreciation book for which you want to post depreciation.

4. In the Period Posting Date field, select the last date of the period for which you are posting depreciation. For this example, enter **4/30/07**.

5. In the Journal Entry Date field, select the date on which you are posting the journal entry. The default date is today's date, but you can change this date if desired.

6. Click the Preview button. The Depreciation Posting Preview report appears.

General Ledger Posting Preview   Page 1 of 1

April 19, 2005
02:23 PM

Stone Arbor Landscaping
General Ledger Posting Preview
For the period ended 03/31/2007

Account Number	Account Name	Debit	Credit
Book: Internal	**FY: December**	**Group: All FAS Assets**	
64000	Depreciation Expense	299.99	
17000	Accumulated Depreciation		299.99
	Grand Total:	299.99	299.99

Notice that the Grand Total amounts for the Debit and Credit columns ($299.99) match the total amount in the Depreciation This Run column on the Depreciation Expense report.

7. Click the Post button. The system sends the depreciation journal entry directly to the Sage 50 accounting program.

Viewing the Journal Entry in Sage 50

Running the General Ledger Report

1. In the Sage 50 accounting program, select Reports/General Ledger from the menu bar. The Select a Report dialog appears.
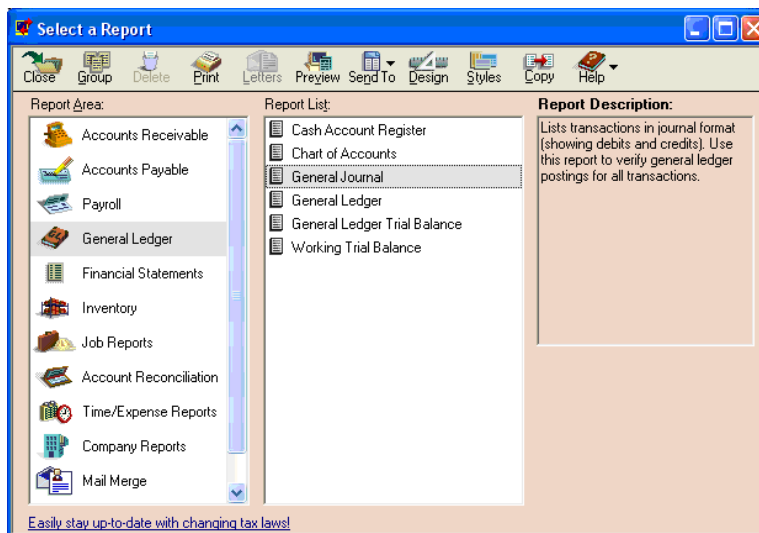
2.   On the left side, select General Ledger.

3.   On the right side, select General Journal.

4.   At the top of the dialog, click the Preview icon. The General Journal dialog appears.
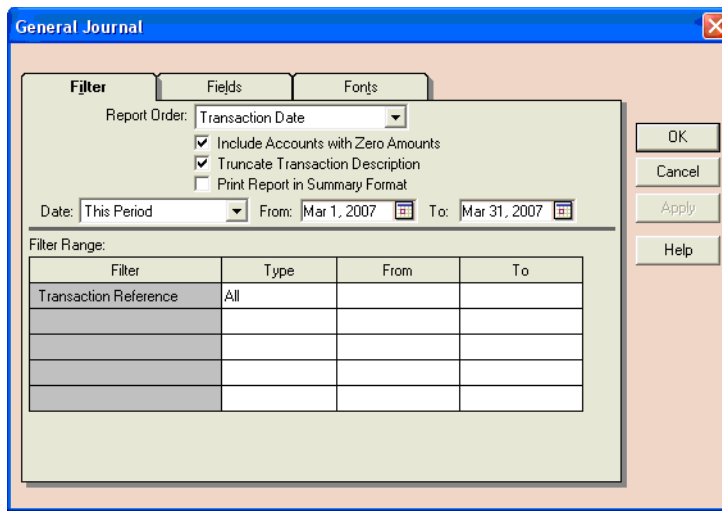
5.   Enter the desired date range in the From and To fields, and then click OK. The General Journal report appears.
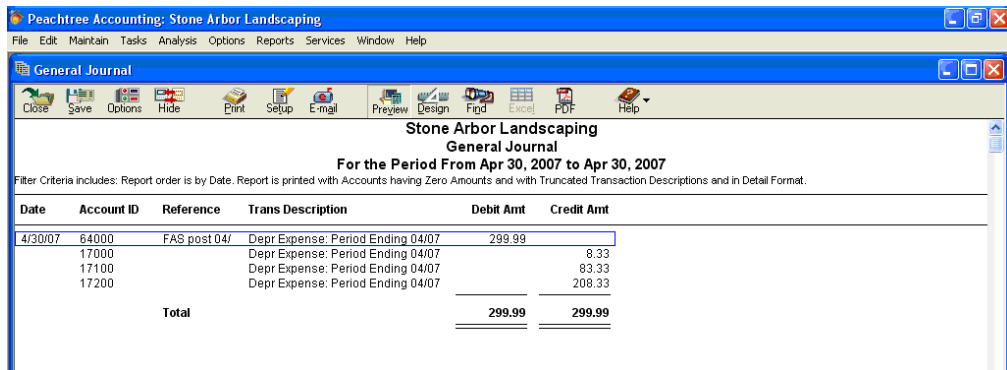
Note that the Total amounts in the Debit Amount and Credit Amount columns ($299.99) match the total amount in the General Ledger Posting report in Sage Fixed Assets.

Chapter 14
Sage PFW ERP Link

The Sage PFW ERP Link exports depreciation transactions for one Sage Fixed Assets company or organization, or one group within a company or organization, at a time. The depreciation transactions are exported to a Microsoft Excel file that you can import into your Sage PFW ERP software.

Note: We refer to all versions of Sage Fixed Assets - Depreciation that are compatible with this link as "Sage Fixed Assets." For a list of products that work with this link, see the chart on page 1-1. In this chapter, "Sage Fixed Assets" does not include Sage Fixed Assets - Tracking or Sage Fixed Assets - Planning.

Installing the Link

The Sage PFW ERP Link is preinstalled; the system installs the link when you install Sage Fixed Assets.

Preparing the Data in Sage Fixed Assets

Step 1: Checking the G/L Account Numbers in Sage Fixed Assets

You must make sure that all of the assets for which you want to post depreciation in Sage Fixed Assets contain G/L Account numbers that match the G/L Account Number list in the Sage PFW ERP program.

1. In the Asset List, scroll to the right to view the G/L Account numbers.

2. Make sure that all of the assets contain the correct G/L Expense Account numbers and G/L Accumulated Account numbers.

Tip: You can use the Replace feature to globally replace G/L Account numbers. For information on using the Replace feature, see your Sage Fixed Assets online guide or online Help.

Step 2: Depreciate Assets in Sage Fixed Assets

The next step is to calculate depreciation in Sage Fixed Assets for the period for which you want to post depreciation. In our example, we want to post depreciation for December 2007.

We need to make sure that the Depreciation This Run column on the Depreciation Expense report represents only the depreciation for one month. First, we'll calculate depreciation for the month prior to the date that we want to post (that is, November 2007).

1. Select Depreciation/Depreciate from the menu bar. The Depreciate dialog appears.

2. Select the book and group of assets for which you want to calculate depreciation, and then enter the date in the Date field. For this example, enter **11/2007**.

3. Clear the Window check box because you do not need to view the Depreciation Expense report at this time.

4. In the Choose Report field, leave the default selection of Depreciation Expense.

5. Click OK. The system calculates depreciation for November.

Next, we will calculate depreciation for the period for which we want to post depreciation.

6. On the Depreciate dialog, make sure the book and group of assets for which you want to calculate depreciation are still selected, and then enter the new date in the Date field. This time, enter **12/2007**.

7. Select the Window check box.

8. Select the Update Current Reporting Period check box.

9. Click OK. The system calculates depreciation and displays the Depreciation Expense report.

Westfields Bakery - Demo
Depreciation Expense Report
As of December 31, 2007

Book = Internal
FYE Month = December

Sys No	Ext	In Svc Date	Acquired Value	P T	Depr Meth	Est Life	Salv / 168(k) Sec 179	Depreciable Basis	Prior Thru	Prior Accum Depreciation	Depreciation This Run	Current YTD Depreciation	Current Accum Depreciation	Key Code
000110	000	04/18/04	22,000.00	P	SLFM	05 00	22,000.00	0.00	11/30/07	22,000.00	0.00	0.00	22,000.00	r
000111	000	07/01/04	2,700.00	P	SLFM	10 00	0.00	2,700.00	11/30/07	675.00	22.50	270.00	945.00	
000112	000	07/01/04	4,800.00	P	SLFM	10 00	0.00	4,800.00	11/30/07	1,200.00	40.00	480.00	1,680.00	
000113	000	07/05/04	6,350.00	P	SLFM	05 00	0.00	6,350.00	11/30/07	3,175.00	105.84	1,270.00	4,445.00	
000114	000	07/05/04	1,755.43	P	SLFM	10 00	0.00	1,755.43	11/30/07	438.85	14.63	175.54	614.39	
000115	000	07/13/04	606.00	P	SLFM	05 00	0.00	606.00	11/30/07	303.00	10.10	121.20	424.20	
000116	000	08/14/04	2,420.00	P	SLFM	05 00	0.00	2,420.00	11/30/07	1,169.67	40.34	484.00	1,653.67	
000117	000	08/14/04	1,760.00	P	SLFM	05 00	0.00	1,760.00	11/30/07	850.67	29.34	352.00	1,202.67	
000118	000	08/22/04	450.00	R	SLFM	10 00	0.00	450.00	11/30/07	108.75	3.75	45.00	153.75	
000119	000	08/22/04	325.00	P	SLFM	05 00	0.00	325.00	11/30/07	157.08	5.42	65.00	222.08	
000120	000	09/12/04	5,724.00	P	SLFM	05 00	0.00	5,724.00	11/30/07	2,671.20	95.40	1,144.80	3,816.00	
000121	000	09/12/04	24,750.50	P	SLFM	05 00	0.00	24,750.50	11/30/07	11,550.23	412.51	4,950.10	16,500.33	
000122	000	09/14/04	15,000.00	P	SLFM	05 00	0.00	15,000.00	11/30/07	7,000.00	250.00	3,000.00	10,000.00	
000123	000	09/20/04	880.00	P	SLFM	05 00	0.00	880.00	11/30/07	410.67	14.67	176.00	586.67	
000124	000	09/20/04	1,240.00	P	SLFM	05 00	0.00	1,240.00	11/30/07	578.67	20.67	248.00	826.67	
000125	000	09/20/04	1,175.00	P	SLFM	05 00	0.00	1,175.00	11/30/07	548.33	19.59	235.00	783.33	
000126	000	09/23/04	360.00	P	SLFM	05 00	0.00	360.00	11/30/07	168.00	6.00	72.00	240.00	
000127	000	09/29/04	380.66	P	SLFM	05 00	0.00	380.66	11/30/07	177.64	6.35	76.13	253.77	
000128	000	09/29/04	495.00	P	SLFM	10 00	0.00	495.00	11/30/07	115.50	4.13	49.50	165.00	
000129	000	09/30/04	1,200.00	P	SLFM	05 00	0.00	1,200.00	11/30/07	560.00	20.00	240.00	800.00	
000130	000	10/02/04	275.00	P	SLFM	05 00	0.00	275.00	11/30/07	123.75	4.59	55.00	178.75	
000131	000	10/15/04	762.00	P	SLFM	05 00	0.00	762.00	11/30/07	342.90	12.70	152.40	495.30	
000132	000	12/21/04	28,950.00	A	SLFM	05 00	0.00	28,950.00	11/30/07	12,062.50	482.50	5,790.00	17,852.50	
000133	000	07/05/05	5,444.28	R	SLFM	10 00	0.00	5,444.28	11/30/07	816.64	45.37	544.43	1,361.07	
000138	000	11/22/04	125,000.00	P	SLFM	10 00	100,000.00	25,000.00	11/30/07	105,416.67	208.34	2,500.00	107,916.67	r
000139	000	10/02/04	2,175.46	P	SLFM	05 00	0.00	2,175.46	11/30/07	978.95	36.26	435.09	1,414.04	
000140	000	08/15/04	14,925.00	P	SLFM	05 00	0.00	14,925.00	11/30/07	7,213.75	248.75	2,985.00	10,198.75	
000141	000	05/05/00	1,092.00	P	SLFM	03 00	0.00	1,092.00	11/30/07	1,092.00	0.00	0.00	1,092.00	
000142	000	09/02/04	52,241.00	A	SLFM	05 00	0.00	31,344.60	11/30/07	14,627.48	522.41	6,268.92	20,896.40	b
000143	000	09/20/07	650.00	P	SLFM	05 00	0.00	650.00	11/30/07	0.00	10.84	43.33	43.33	
000144	000	09/20/07	785.00	P	SLFM	05 00	0.00	785.00	11/30/07	0.00	13.09	52.33	52.33	
000145	000	09/23/07	2,760.00	P	SLFM	05 00	0.00	2,760.00	11/30/07	0.00	46.00	184.00	184.00	
000146	000	09/29/07	886.00	P	SLFM	05 00	0.00	886.00	11/30/07	0.00	14.77	59.07	59.07	
000147	000	09/29/07	210.00	P	SLFM	05 00	0.00	210.00	11/30/07	0.00	3.50	14.00	14.00	
000148	000	09/30/07	250.00	P	SLFM	05 00	0.00	250.00	11/30/07	0.00	4.17	16.67	16.67	
000149	000	10/02/07	130.00	P	SLFM	05 00	0.00	130.00	11/30/07	0.00	2.17	6.50	6.50	
000150	000	10/15/07	381.00	P	SLFM	05 00	0.00	381.00	11/30/07	0.00	6.35	19.05	19.05	
000151	000	12/21/07	38,625.00	T	SLFM	05 00	0.00	38,625.00		0.00	643.75	643.75	643.75	
000152	000	07/05/07	2,200.00	R	SLFM	40 00	0.00	2,200.00	11/30/07	0.00	4.59	27.50	27.50	

	Acquired Value	Salv / 168(k) Sec 179	Depreciable Basis	Prior Accum Depreciation	Depreciation This Run	Current YTD Depreciation	Current Accum Depreciation
Grand Total	2,774,510.91	122,000.00	2,631,614.51	1,236,658.61	6,999.83	87,144.66	1,323,803.27
Less disposals and transfers	0.00	0.00	0.00	0.00	0.00		0.00
Count = 0							
Net Grand Total	2,774,510.91	122,000.00	2,631,614.51	1,236,658.6	6,999.83	87,144.66	1,323,803.27
Count = 145							

Note the amount in the Depreciation This Run column. This is the total amount that Sage Fixed Assets sends to the Sage PFW ERP program, so you'll need to remember this number to make sure that the link worked correctly.

The Depreciation This Run column shows the amount of depreciation that was calculated between the next-to-last depreciation calculation (on November 30, 2007, which is shown in the Prior Thru column) and the last depreciation calculation (on December 31, 2007, which is shown in the heading of the report).

Posting Depreciation in Sage Fixed Assets

Follow the steps below to run the Sage PFW ERP Link.

1. Select Links/Depreciation Links/Sage PFW ERP Link from the menu bar. If a company is open, the system displays a message indicating you must close the company to continue.

2. Click Yes to continue. The system displays the Sage PFW ERP Link dialog.

3. Make sure that you select the correct database and company.

4. Select the same asset group, book, and period posting date that you selected when you depreciated assets.

Note: The default date for the Journal Entry Date field is today's date, but you can change this date if desired.

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5. In the Type field, select either Summary Journal Entry or Detail Journal Entry.

   - **Summary Journal Entry:** Includes only the total amounts for each expense account number and accumulated account number.

   - **Detail Journal Entry:** Includes the expense amount for each asset. Each line of the journal entry includes a system number and extension, and an asset description for identification purposes.

6. Enter a reference number if desired; it is not required.

7. Make a note of the name and location of the file in the GL Link Filename field. You will need to know where this file is when you import it into your general ledger program.

Note: The system always defaults to the same file name. To keep the previous file(s), you must change the file name each time your run the link.

---

8. Click the Preview button. The General Ledger Posting Preview report appears.

Note that the Grand Total amounts for the Debit and Credit columns match the Grand Total amount in the Depreciation This Run column on the Depreciation Expense report.

9. On the Sage PFW ERP Link dialog, click the Post button. The system displays a message indicating the depreciation journal entry was created successfully.
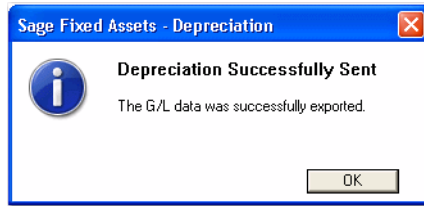
10. Click OK to close the message box.

The Microsoft Excel file is now ready to be imported into your Sage PFW ERP program.

Importing the G/L Link File into Sage PFW ERP

Step 1: Setting Up Sage PFW ERP to Import the G/L Link File

Note: This step is a one-time event. You need to follow these steps only once before you can import the G/L Link file into Sage PFW ERP.

1. Select General Ledger/System Setup/Spreadsheet Import Configuration. The system displays the Spreadsheet Import Configuration dialog.
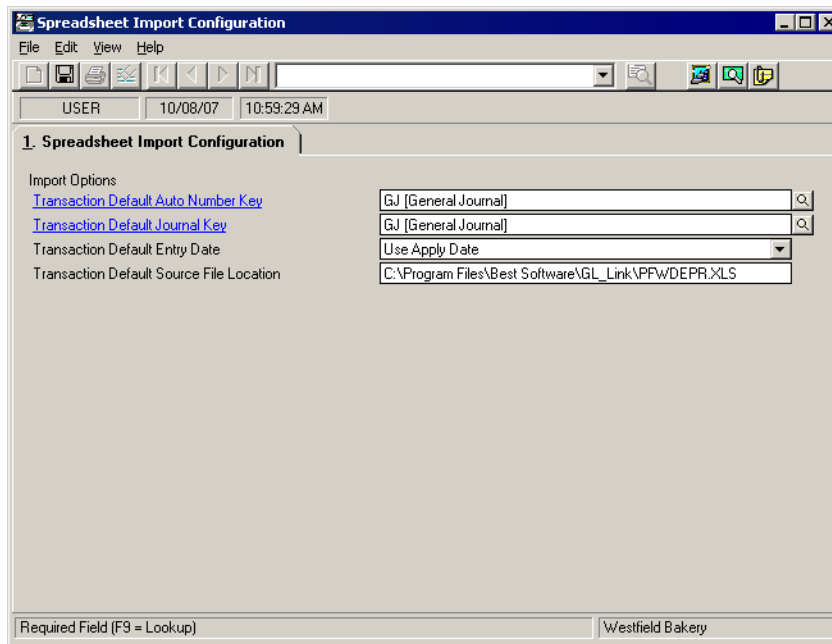
2. Click the magnifying glass icon next to the Transaction Default Auto Number Key field. The Journal Batch Auto Number dialog appears.
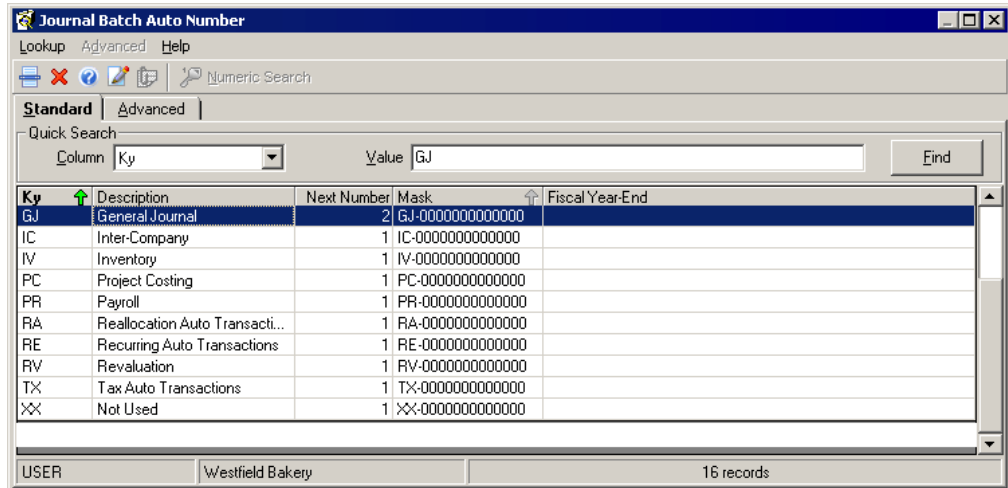
3. Double-click General Journal. The system returns to the Spreadsheet Import Configuration dialog.

4. Click the magnifying glass icon next to the Transaction Default Journal Key field. The system displays the Journal Batch Auto Number dialog.

5. Double-click General Journal. The system returns to the Spreadsheet Import Configuration dialog.

6. In the Transaction Default Entry Date field, select Use Apply Date.

7. In the Transaction Default Source File Location field, enter the complete path and file name from the Link File field of the Sage PFW ERP Link dialog.

8. Save the changes you have made, and close the Spreadsheet Import Configuration dialog.

Step 2: Importing the G/L Link File into Sage PFW ERP

1. Select General Ledger/Transaction Processing/Spreadsheet Import. The Spreadsheet Import dialog appears.
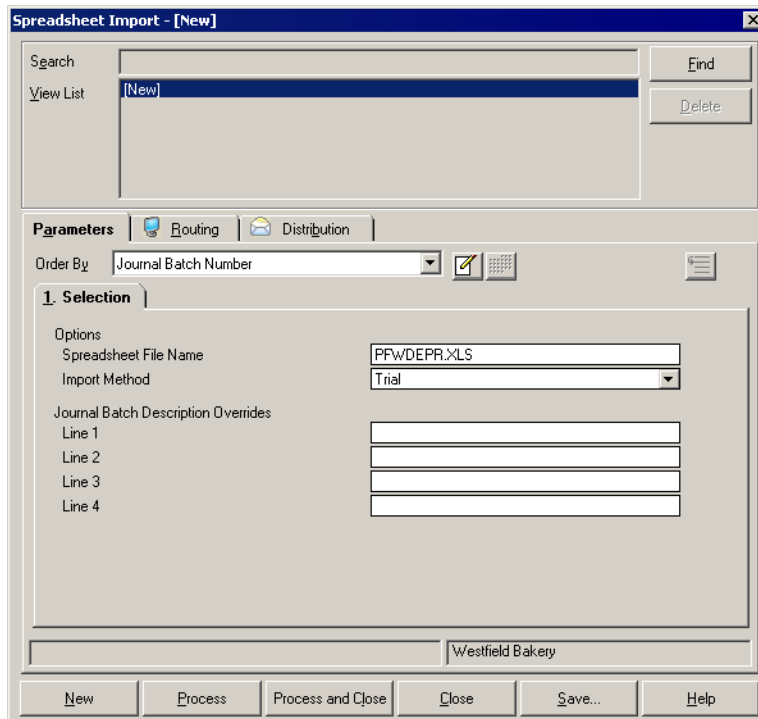
2. In the Spreadsheet File Name field, enter the name of the G/L Link file.

3. In the Import Method field, select Trial.

4. Click the Process button. The system displays a report that shows error messages, if any.
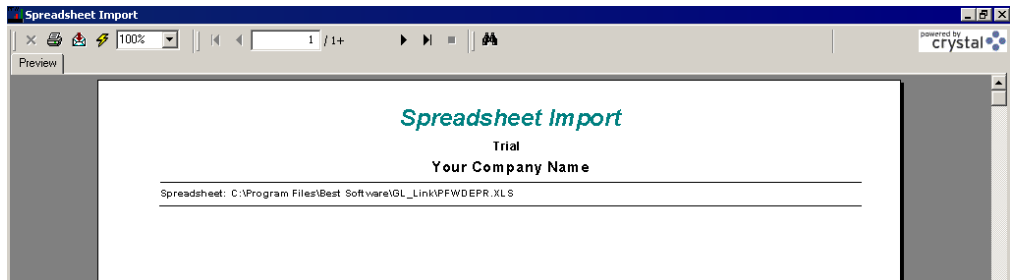
5. Close the report viewer to return to the Spreadsheet Import dialog.

6. In the Import Method field, select Final.

7. Click the Process button to import the G/L Link file. The system displays a report that shows the spreadsheet import is complete.
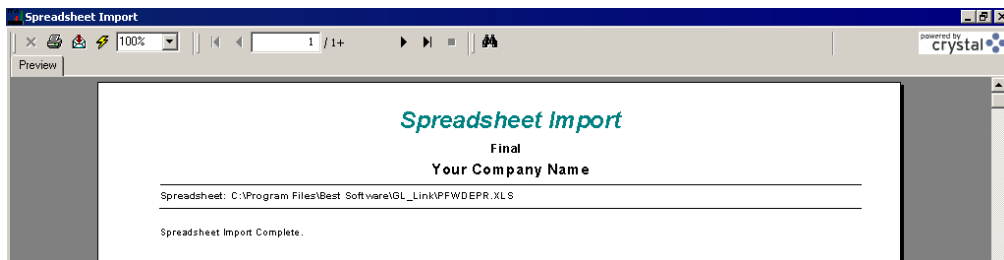
8. Close the report viewer to return to the Spreadsheet Import dialog.

9. Close the Spreadsheet Import dialog.

Step 3: Verifying the Import

1. Select General Ledger/Transaction Processing/Journal Batch Entry. The system displays the Journal Batch Entry dialog.
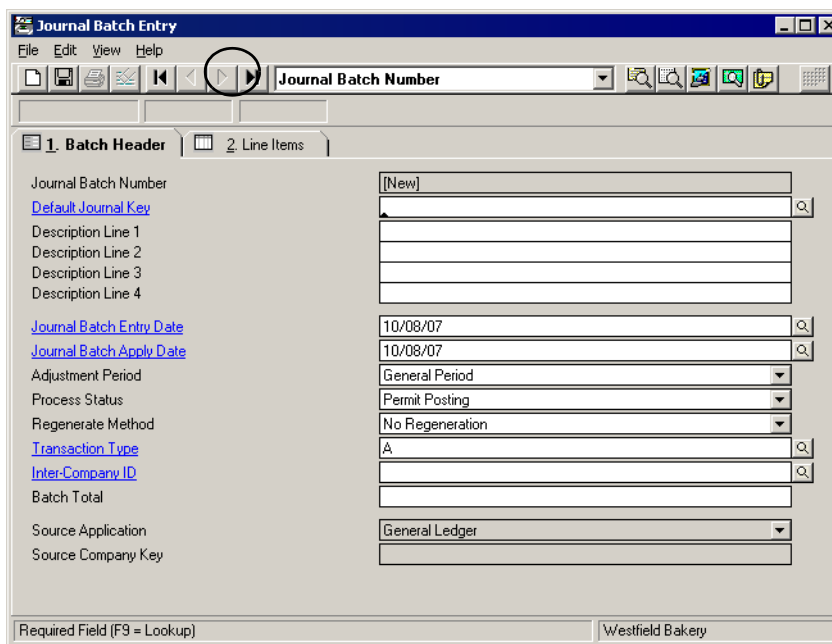
2. Click the Last Record button. The system displays information for the last record imported.
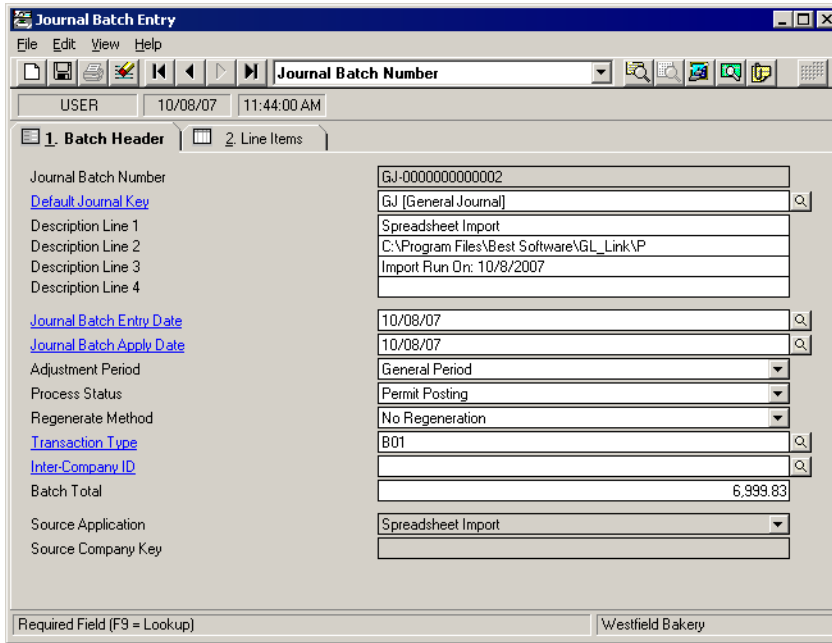
3. Select the Line Items tab. The Line Items page of the Journal Batch Entry dialog appears.
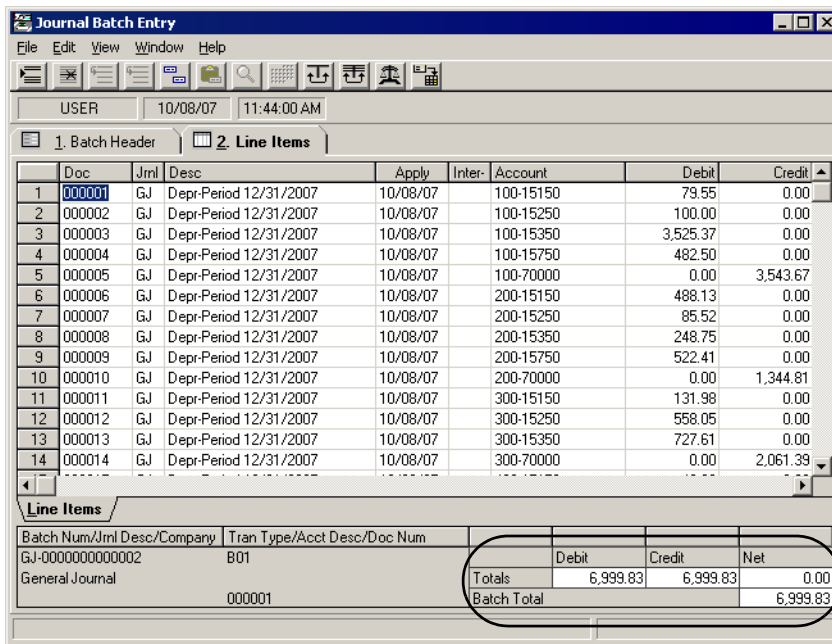
4. Make sure the Totals match the grand totals on the General Ledger Posting Preview report.

Chapter 15
Sage Simply Accounting Link

The Sage Simply Accounting Link exports depreciation transactions for one Sage Fixed Assets company, or one group within a company or organization, at a time. The depreciation transactions are exported in a TXT file that you can import into your Sage Simply Accounting application. The file is automatically formatted so that it is ready to be imported.

Note: We refer to all versions of Sage Fixed Assets - Depreciation that are compatible with this link as "Sage Fixed Assets." For a list of products that work with this link, see the chart on page 1-1. In this chapter, "Sage Fixed Assets" does not include Sage Fixed Assets - Tracking or Sage Fixed Assets - Planning.

Installing the Link

The Sage Simply Accounting Link is preinstalled; the system installs the link when you install Sage Fixed Assets.

Preparing the Data in Sage Fixed Assets

Step 1: Checking the G/L Account Numbers in Sage Fixed Assets

You must make sure that all of the assets for which you want to post depreciation in Sage Fixed Assets contain G/L Account numbers that match the G/L Account Number list in the Sage Simply Accounting program.

1. In the Asset List, scroll to the right to view the G/L Account numbers.

2. Make sure that all of the assets contain the correct G/L Expense Account numbers and G/L Accumulated Account numbers.

Tip: You can use the Replace feature to globally replace G/L Account numbers. For information on using the Replace feature, see your Sage Fixed Assets online guide or online Help.

Step 2: Depreciate Assets in Sage Fixed Assets

The next step is to calculate depreciation in Sage Fixed Assets for the period for which you want to post depreciation. In our example, we want to post depreciation for December 2007.

We need to make sure that the Depreciation This Run column on the Depreciation Expense report represents only the depreciation for one month. First, we'll calculate depreciation for the month prior to the date that we want to post (that is, November 2007).

1. Select Depreciation/Depreciate from the menu bar. The Depreciate dialog appears.

2. Select the book and group of assets for which you want to calculate depreciation, and then enter the date in the Date field. For this example, enter **11/2007**.

3. Clear the Window check box because you do not need to view the Depreciation Expense report at this time.

4. In the Choose Report field, leave the default selection of Depreciation Expense.

5. Click OK. The system calculates depreciation for November.

Next, we will calculate depreciation for the period for which we want to post depreciation.

6. On the Depreciate dialog, make sure the book and group of assets for which you want to calculate depreciation are still selected, and then enter the new date in the Date field. This time, enter **12/2007**.

7. Select the Window check box.

8. Select the Update Current Reporting Period check box.

9. Click OK. The system calculates depreciation and displays the Depreciation Expense report.

Note the amount in the Depreciation This Run column. This is the total amount that Sage Fixed Assets sends to the Sage Simply Accounting program, so you'll need to remember this number to make sure that the link worked correctly.

Note: The Percent Allocated column appears only on reports for the Sage Fixed Assets Canadian Edition - Depreciation and Sage Fixed Assets Government & Nonprofit Edition - Depreciation applications.

The Depreciation This Run column shows the amount of depreciation that was calculated between the next-to-last depreciation calculation (on November 30, 2007, which is shown in the Prior Thru column) and the last depreciation calculation (on December 31, 2007, which is shown in the heading of the report).

Posting Depreciation in Sage Fixed Assets

Follow the steps below to run the Sage Simply Accounting link.

1. Select Links/Depreciation Links/Sage Simply Accounting Link from the menu bar. If a company is open, the system displays a message indicating you must close the company to continue.

2. Click Yes to continue. The Sage Simply Accounting Link dialog appears.

3. Make sure that you select the correct database and company.

4. Select the same asset group, book, and period posting date that you selected when you depreciated assets.

    Note: The default date for the Journal Entry Date field is today's date, but you can change this date if desired.

5. In the Type field, select either Summary Journal Entry or Detail Journal Entry.

    *   **Summary Journal Entry:** Includes only the total amounts for each expense account number and accumulated account number.

    *   **Detail Journal Entry:** Includes the expense amount for each asset. Each line of the journal entry includes a system number and extension, and an asset description for identification purposes.

6. Enter a reference number.

7. Make a note of the name and location of the file in the GL Link Filename field. You will need to know where this file is when you import it into your general ledger program.

Note: The system always defaults to the same file name. To keep the previous file(s), you must change the file name each time your run the link.

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8. Click the Preview button. The General Ledger Posting Preview report appears.

Note that the Grand Total amounts for the Debit and Credit columns match the Grand Total amount in the Depreciation This Run column on the Depreciation Expense report.

9. On the Sage Simply Accounting Link dialog, click the Post button. The system displays a message indicating the depreciation journal entry was created successfully.

10. Click OK to close the message box.

The TXT file is now ready to be imported into your Sage Simply Accounting program.

Importing the G/L Link File into Sage Simply Accounting

Step 1: Importing the G/L Link File

Follow the steps below to import the G/L Link file into Sage Simply Accounting:

1. From the File menu, select Import/Export, and then select Import Transactions. The Import Transactions Wizard dialog appears.
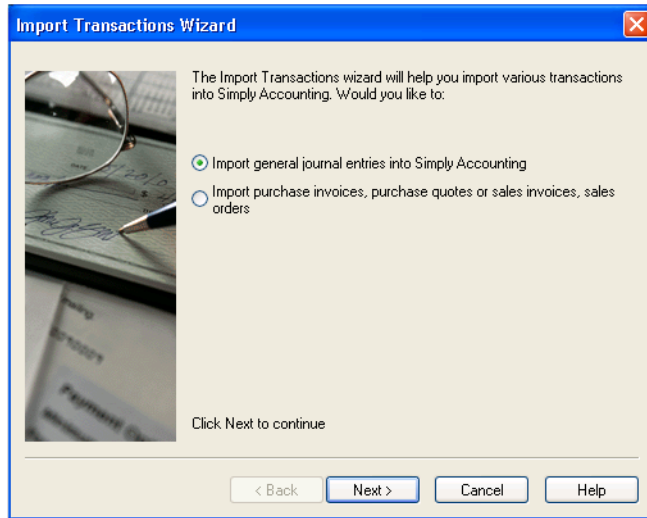
2. Click the Import General Journal Entries into Simply Accounting option button.

3. Click the Next button. The Import Transactions Wizard - Backup dialog appears.
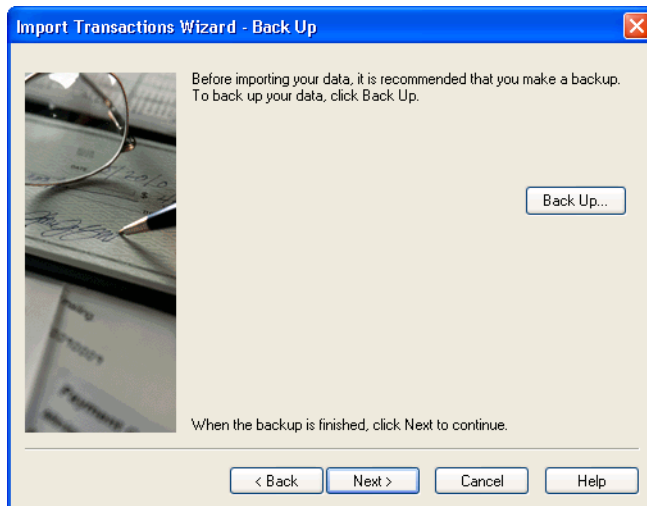
4. Click the Backup button to back up your data if desired.

5. Click the Next button. The Import Transactions Wizard - Select File dialog appears.
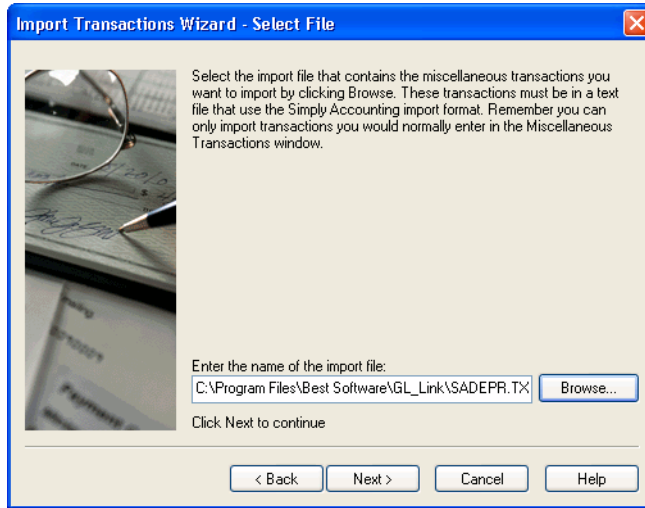
6. Click the Browse button to select the G/L Link file that you created when you ran the Sage Simply Accounting Link in the Sage Fixed Assets program.

7. Click the Next button. The Import Records Summary dialog appears.

8. Click OK. The Import Transactions Wizard - Finish dialog appears.
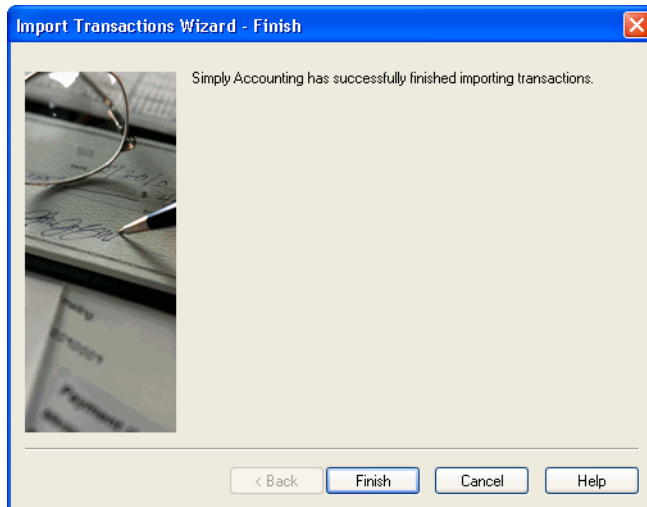
9. Click the Finish button to close the Import Transactions Wizard - Finish dialog.

Step 2: Verifying the Journal Entry

Follow the steps below to verify that the G/L Link file was imported correctly.

1. Select Reports/Transaction Details/General from the menu bar. The General Journal - Modify Report dialog appears.
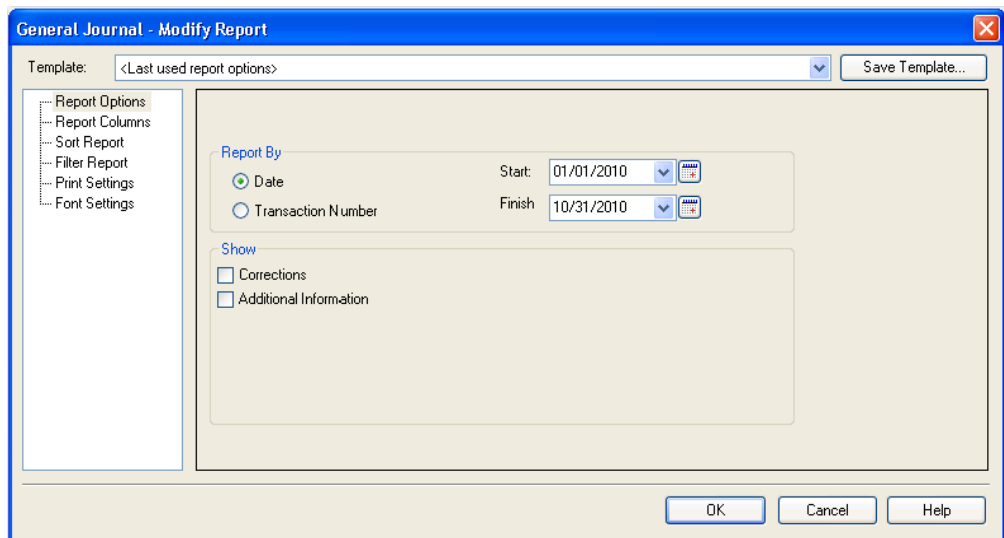
2. In the Report By field, select either the Date or Transaction Number option button.

- If you select the Date option, enter a valid Start and Finish date.

- If you select the Transaction Number option, enter a valid Start and Finish transaction number.

3. Click OK. The General Journal Display dialog appears.

4. Make sure that the Total amounts match the Grand Total amounts on the General Ledger Posting Preview report.

Chapter 16
Sage Timberline Office EQ Cost Link

The Sage Timberline Office EQ Cost Link exports asset information, including depreciation expense, in detail for one Sage Fixed Assets company, or one group within a company, at a time. The depreciation transactions are exported in an ASCII file that you can import into your Sage Timberline Office Equipment Cost module.

Note: We refer to all versions of Sage Fixed Assets - Depreciation that are compatible with this link as "Sage Fixed Assets." For a list of products that work with this link, see the chart on page 1-1. In this chapter, "Sage Fixed Assets" does not include Sage Fixed Assets - Tracking or Sage Fixed Assets - Planning.

Installing the Link

The Sage Timberline Office EQ Cost Link is preinstalled; the system installs the link when you install Sage Fixed Assets.

Preparing the Data in Sage Fixed Assets

Because this integration is not to a general ledger module, the data that is exported to the ASCII file contains a number of fields not normally associated with a depreciation expense journal entry, including the Equipment ID and Cost Code. The integration assumes this information is stored in certain fields in the Sage Fixed Assets system. This section of the document provides information on setting up your Sage Fixed Assets data to ensure all the proper information is exported to the ASCII file.

Step 1: Checking the G/L Account Numbers in Sage Fixed Assets

You will probably want to make sure that all of the assets for which you want to post depreciation in Sage Fixed Assets contain G/L Account numbers that match the G/L Account Number list in the Sage Timberline Office program. However, this step is not required to use the link.

1. In the Asset List, scroll to the right to view the G/L Account numbers.

2. Make sure that all of the assets contain the correct G/L Expense Account numbers and G/L Accumulated Account numbers.

Tip: You can use the Replace feature to globally replace G/L Account numbers. For information on using the Replace feature, see your Sage Fixed Assets online guide or online Help.

Step 2: Customizing the Asset ID Field

The next step is to change the name of the Asset ID field to "Equipment." Renaming the field in Sage Fixed Assets will help ensure that data entry users are familiar with the field from which the Equipment ID will be pulled.

1. Select Customize/Customize Fields from the menu bar. The Customize Fields dialog appears.

2. In the Asset Field list, select Asset ID.

3. In the Title field, enter "Equipment."

4. Select the Activate SmartList check box.

Step 3: Customizing User Field 1

Next, you can change the name of Custom Field 1 to "Cost Code" and create SmartList entries for the field.

1. Select Customize/Customize Fields from the menu bar. The Customize Fields dialog appears.
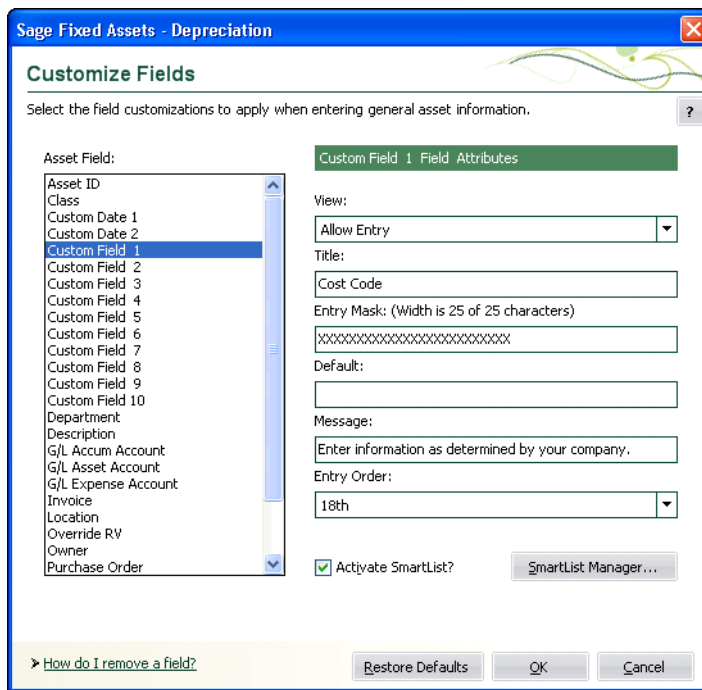
2. In the Asset Field list, select Custom Field 1.

3. In the Title field, enter "Cost Code."

4. Select the Activate SmartList check box.

5. Click the SmartList Manager button. The SmartList Manager dialog appears.
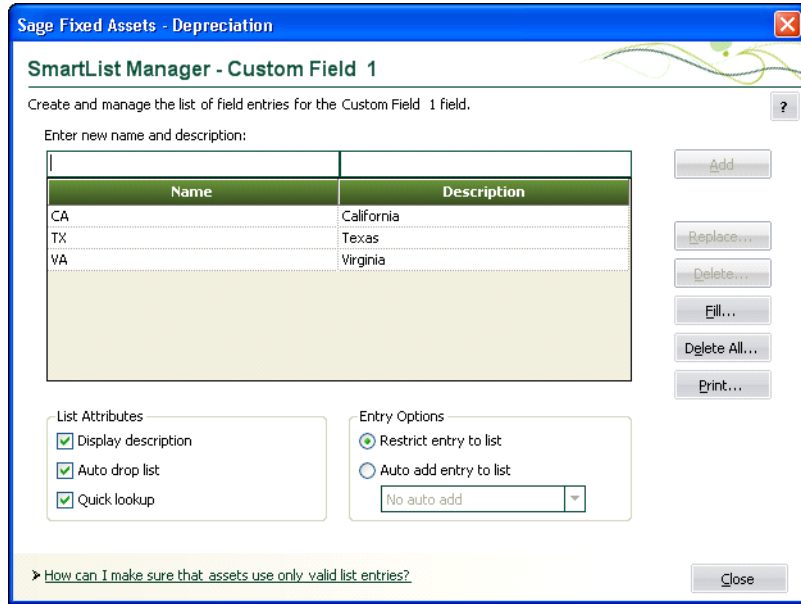
6. In the Enter New Name and Description field, enter the Cost Code number and its description.

7. Click the Add button to add the Cost Code and the description to the list of valid entries.

8. Click the Close button when you are finished entering Cost Codes.

Step 4: Checking the Equipment and Cost Codes

Before you calculate depreciation, make sure that all of the assets contain entries in the Equipment and Cost Code fields.

1. In the Asset List, make sure that each asset for which you will be calculating depreciation contains the proper Equipment codes.
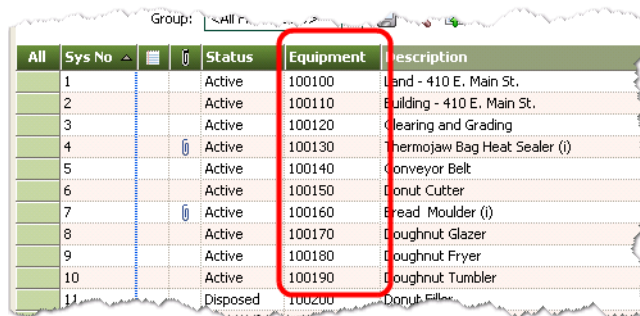
2. In the Asset List, scroll to the right to make sure that each asset contains the proper Cost Code.

Step 5: Depreciate Assets in Sage Fixed Assets

The next step is to calculate depreciation in Sage Fixed Assets for the period for which you want to post depreciation. In our example, we want to post depreciation for May 2001.

If you post depreciation monthly, you need to make sure that the Depreciation This Run column on the Depreciation Expense report represents only the depreciation for one month. First, we'll calculate depreciation for the month prior to the date that we want to post (that is, April 2001).

1. Select Depreciation/Depreciate from the menu bar. The Depreciate dialog appears.

2. Select the book and group of assets for which you want to calculate depreciation, and then enter the date in the Date field. For this example, we enter **04/2001**.

3. Clear the Window check box because you do not need to view the Depreciation Expense report at this time.

4. In the Choose Report field, leave the default selection of Depreciation Expense.

5. Click OK. The system calculates depreciation for April.

Next, we will calculate depreciation for the period for which we want to post depreciation.

6. On the Depreciate dialog, make sure the book and group of assets for which you want to calculate depreciation are still selected, and then enter the date in the Date field. This time we enter **05/2001**.

7. Select the Window check box.

8. Select the Update Current Reporting Period check box.

9. Click OK. The system calculates depreciation and the Depreciation Expense report appears.

Note the amount in the Depreciation This Run column. This is the total amount that Sage Fixed Assets sends to the Timberline program, so you'll need to remember this number to make sure that the link worked correctly.

The Depreciation This Run column shows the amount of depreciation that was calculated between the next-to-last depreciation calculation (on April 30, 2001, which is shown in the Prior Thru column) and the last depreciation calculation (on May 31, 2001, which is shown in the heading of the report).

Sending Depreciation from Sage Fixed Assets

Follow the steps below to post depreciation in Sage Fixed Assets. The system creates an ASCII text file containing a depreciation journal entry for the selected period.

1. Select Links/Depreciation Links/Sage Timberline Office EQ Cost Link from the menu bar. The Sage Timberline Office EQ Cost Link dialog appears.
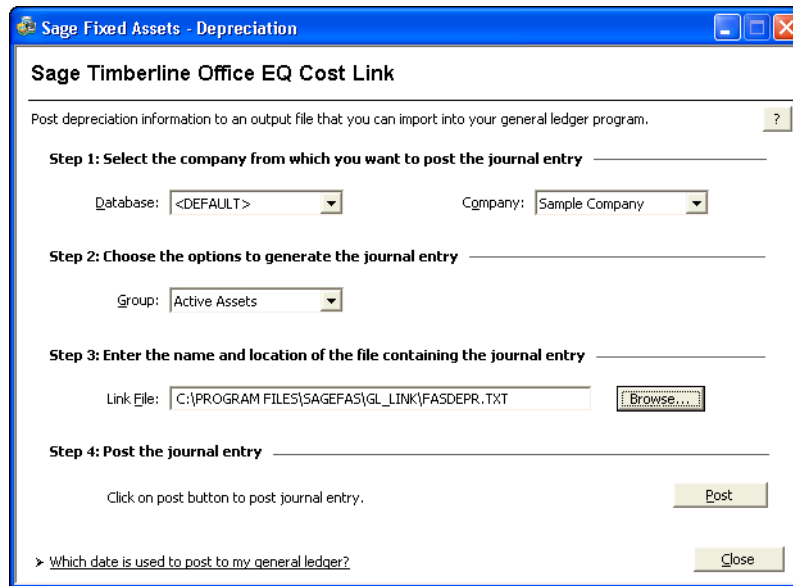
2. Make sure that you select the correct database and company.

3. Select the same asset group that you selected when you depreciated assets.

4. Make a note of the name and location of the file in the Link File field. You will need to know where this file is when you import it into the Timberline Office Equipment Cost module.

   Note: The system always defaults to the same file name. To keep the previous file(s), you must change the file name each time your run the link.

5. Click the Post button. The system displays a message indicating the depreciation journal entry was created successfully.
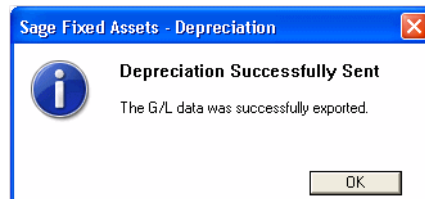

6. Click OK to close the message box.

The ASCII file is now ready to be imported into your Sage Timberline Office program.

Importing Depreciation Expense in Sage Timberline Office

Step 1: Importing the Journal Entry

1. In the Sage Timberline Office Equipment Cost module, open the desired company.

2. Select Tools/Import Entries from the menu bar. The Import Entries dialog appears.
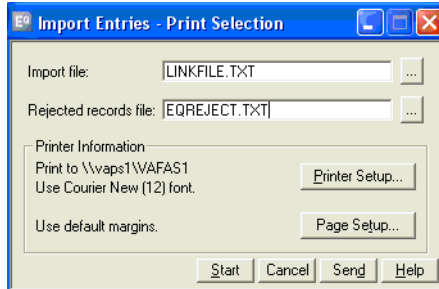
3. Use the browse button to select the import file. The default location and name for the import file is C:\LINKFILE.TXT.

4. Use the browse button to select the Rejected Records file. The default location and name for the file is C:\GLREJECT.TXT.

5. Click the Start button. The system displays the Background Tasks dialog.
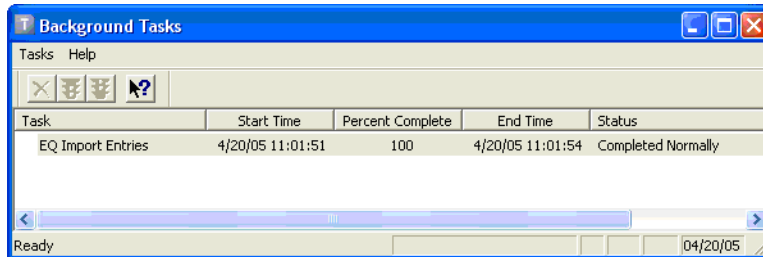
6. Select Tasks/Exit from the menu bar to close the dialog. The system prints the Equipment Cost Import Entries report.

Step 2: Viewing the Journal Entry

1. Select Inquiry/Entries/Entries by Batch from the menu bar. The Transaction File Selection dialog appears.
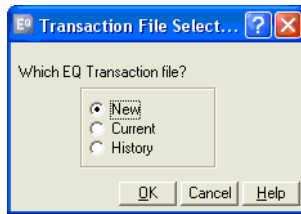
2. Click the New option button, and then click OK. The Inquiry – Entries by Batch – General Batch Information dialog appears.

3. Make sure that the amount in the Batch Totals column matches the totals in the Depreciation This Run column on the Depreciation Expense report.

Chapter 17
Sage Timberline Office Link

Sage Fixed Assets offers two types of integrations with the Sage Timberline Office accounting program based on the version of Sage Timberline Office installed on your machine. There is a single point of access for the links on the Link menu called "Sage Timberline Office Link." The Sage Fixed Assets system automatically determines which link process to use:

- **Timberline Link - Direct Integration**: If you use version 9.1 or higher of Sage Timberline Office, then the Sage Fixed Assets integration is built into the Sage Fixed Assets program so that you can seamlessly post your journal entry directly into the Timberline accounting program database. (See "Preparing the Data in Sage Fixed Assets," page 17-2 and "Timberline Direct Integration," page 17-4.)

- **Timberline Link – Export/Import Integration:** If you use a version of Sage Timberline Office prior to 9.1, then the depreciation expense journal entry is sent to Sage Timberline Office using an ASCII file that you can import into your Sage Timberline general ledger software. (See "Preparing the Data in Sage Fixed Assets," page 17-2 and "Timberline Export/Import Integration," page 17-7.)

This chapter first describes how to prepare the data in order to send the depreciation expense journal entry. This process is the same no matter which integration method you use. Next the chapter discusses how to post depreciation from Sage Fixed Assets using the Direct Integration method for users of Sage Timberline Office version 9.1 or later. Finally, the chapter instructs users of Sage Timberline Office versions earlier than 9.1 on how to post depreciation to a file from Sage Fixed Assets and then import the file into the Sage Timberline Office accounting program.

Note: We refer to all versions of Sage Fixed Assets - Depreciation that are compatible with this link as "Sage Fixed Assets." For a list of products that work with this link, see the chart on page 1-1. In this chapter, "Sage Fixed Assets" does not include Sage Fixed Assets - Tracking or Sage Fixed Assets - Planning.

Installing the Link

The Sage Timberline Office Link is preinstalled; the system installs the link when you install Sage Fixed Assets.

Preparing the Data in Sage Fixed Assets

Step 1: Checking the G/L Account Numbers in Sage Fixed Assets

You must make sure that all of the assets for which you want to post depreciation in Sage Fixed Assets contain G/L Account numbers that match the G/L Account Number list in the Sage Timberline Office program.

1. In the Asset List, scroll to the right to view the G/L Account numbers.

2. Make sure that all of the assets contain the correct G/L Expense Account numbers and G/L Accumulated Account numbers.
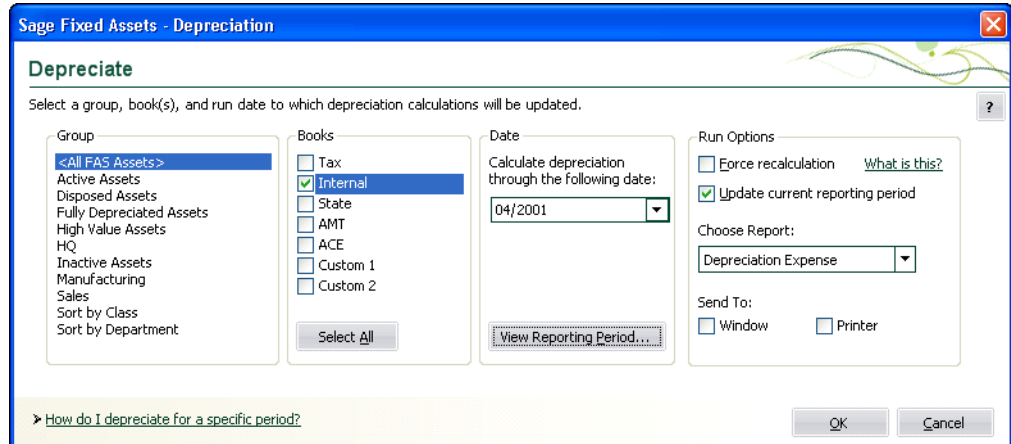
Tip: You can use the Replace feature to globally replace G/L Account numbers. For information on using the Replace feature, see your Sage Fixed Assets online guide or online Help.

Step 2: Depreciate Assets in Sage Fixed Assets

The next step is to calculate depreciation in Sage Fixed Assets for the period for which you want to post depreciation. In our example, we want to post depreciation for May 2001.

If you post depreciation monthly, you need to make sure that the Depreciation This Run column on the Depreciation Expense report represents only the depreciation for one month. First, we'll calculate depreciation for the month prior to the date that we want to post (that is, April 2001).

1. Select Depreciation/Depreciate from the menu bar. The Depreciate dialog appears.

2. Select the book and group of assets for which you want to calculate depreciation, and then enter the date in the Date field. For this example, we enter **04/2001**.

3. Clear the Window check box because you do not need to view the Depreciation Expense report at this time.

4. In the Choose Report field, leave the default selection of Depreciation Expense.

5. Click OK. The system calculates depreciation for November.

Next, we will calculate depreciation for the period for which we want to post depreciation.

6. On the Depreciate dialog, make sure the book and group of assets for which you want to calculate depreciation are still selected, and then enter the date in the Date field. This time we enter **05/2001**.

7. Select the Window check box.

8. Select the Update Current Reporting Period check box.

9. Click OK. The system calculates depreciation and the Depreciation Expense report appears.

Note the amount of $346.66 in the Depreciation This Run column. This is the total amount that Sage Fixed Assets sends to the Sage Timberline Office program, so you'll need to remember this number to make sure that the link worked correctly.

The Depreciation This Run column shows the amount of depreciation that was calculated between the next-to-last depreciation calculation (on April 30, 2001, which is shown in the Prior Thru column) and the last depreciation calculation (on May 31, 2001, which is shown in the heading of the report).

Timberline Direct Integration

For users of Sage Timberline Office version 9.1 or higher, follow the steps below to post depreciation directly to your Sage Timberline Office accounting system.

1. Select Links/Depreciation Links/Sage Timberline Office Link from the menu bar. The Sage Timberline Office Link dialog appears.

2. Make sure that you select the correct database and company.

3. Select the same asset group, book, and period posting date that you selected when you depreciated assets.

Note: The default date for the Journal Entry Date field is today's date, but you can change this date if desired.

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4. Enter a reference number if desired; it is not required.

5. Click the Preview button. The Depreciation Posting report appears.

General Ledger Posting Preview — Page 1 of 1

April 20, 2005
02:34 PM

Timberline Construction
General Ledger Posting Preview
For the period ended 5/31/2001

Account Number	Account Name	Debit	Credit
Book: Internal	FY: December		Group: All FAS Assets
Reference Number: 05			
10-6104	Depreciation Expense	108.33	
21-6104	Depreciation Expense	129.16	
22-6104	Depreciation Expense	109.17	
10-1902	Accumulated Depreciation		108.33
10-1903	Accumulated Depreciation		129.16
10-1904	Accumulated Depreciation		25.84
21-1904	Accumulated Depreciation		83.33
	Grand Total:	346.66	346.66

Note that the Grand Total amounts in the Debit and Credit columns match the Grand Total amounts in the Depreciation This Run column on the Depreciation Expense report.

6. On the Timberline G/L Link dialog, click the Post button. The second link dialog appears.
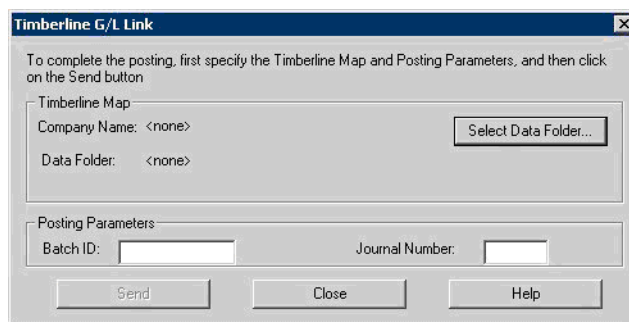
This dialog collects information about the company to which you will be posting depreciation in Timberline. After you select the company, the dialog will display the company name and data folder of the company to which depreciation will be posted.

7. To select the correct company, click the Select Data Folder button. The Select Data Folder dialog appears.
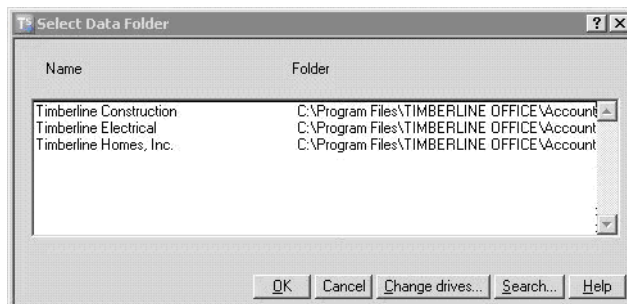
8. Select the company to which you want to send depreciation, and then click OK. The system returns to the Timberline G/L Link dialog.

9. Once you have selected the correct Sage Timberline Office company, you must enter a Batch ID and Journal number to which the journal entry will be recorded as an unposted journal entry. Once the Batch ID and Journal number have been entered, the Send button will be enabled.

10. Click the Send button to send the journal entry directly to the Sage Timberline Office accounting system. If security is enabled, then the system displays a login dialog allowing you to properly login to Sage Timberline Office.
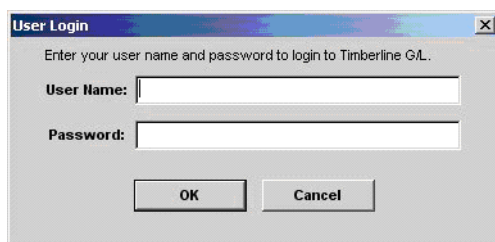
11. Enter your User Name and Password to login to the Sage Timberline Office system, and then click OK.

12. The system validates the journal entry information and displays a confirmation message once the journal entry has been properly recorded in Timberline.

If any errors exist in the journal entry (for example, an invalid journal entry number), then an error message will appear which allows you to view an Exceptions Report. The Exception Report will be displayed in your internet browser.

Timberline Export/Import Integration

Part 1: Exporting Depreciation Expense

For users of Sage Timberline Office version 9.0 or earlier, follow the steps below to post depreciation from Sage Fixed Assets. The system creates an ASCII text file containing a depreciation journal entry for the selected period.

1. Select Links/Depreciation Links/Sage Timberline Office Link from the menu bar. The Sage Timberline Office Link dialog appears.

2. Make sure that you select the correct database and company.

3. Select the same asset group, book, and period posting date that you selected when you depreciated assets.

   Note: The default date for the Journal Entry Date field is today's date, but you can change this date if desired.

4. Enter a reference number if desired; it is not required.

5. Make a note of the name and location of the file in the Link File field. You will need to know where this file is when you import it into your general ledger program.

6. Click the Preview button. The Depreciation Posting report appears.

Note that the Grand Total amounts in the Debit and Credit columns match the Grand Total amounts in the Depreciation This Run column on the Depreciation Expense report.

7. On the Sage Timberline Office Link dialog, click the Post button. The system displays a message box asking you to select the accounting method used by the Timberline company to which you are posting depreciation.
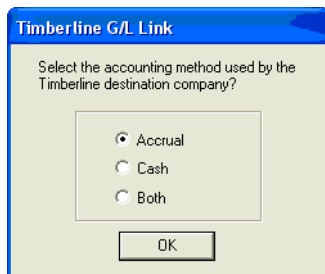
8. Select the appropriate accounting method, and then click OK. The system displays a message indicating that the G/L data was exported successfully.
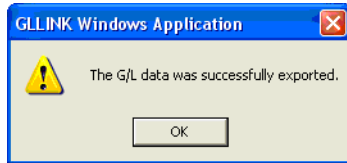
9. Click OK to close the message box.

Part 2: Posting the Journal Entry in Sage Timberline Office

Step 1: Importing the Journal Entry

1. In the Sage Timberline Office program, open the desired company.

2. Select Tools/Import Transactions from the menu bar. The Import Transactions dialog appears.
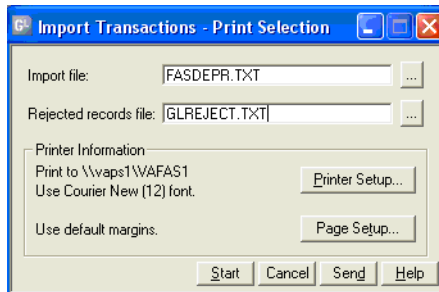
3. Use the browse button to select the import file. The default location and name for the import file is C:\FASDEPR.TXT.

4. Use the browse button to select the Rejected Records file. The default location and name for the file is C:\GLREJECT.TXT.

5. Click the Start button. The Background Tasks dialog appears.
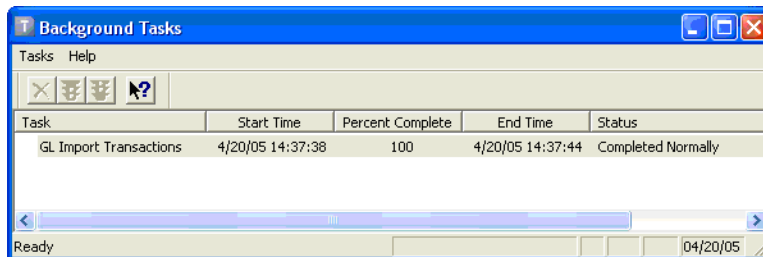
6. Select Tasks/Exit from the menu bar to close the dialog. The system prints the General Ledger Import Transactions report.

```
Timberline Construction                          General Ledger Import Transactions                    4/20/2005  Page 1

Accounting
   Date        Account        Debit         Credit  Jrn  Desc          Warnings

GL, 20, Import Transactions, 4/20/05
   6/10/01   10-1902            .00          108.33    0  Depr Exp P   Period Not Current
   6/10/01   10-1903            .00          129.16    0  Depr Exp P   Period Not Current
   6/10/01   10-1904            .00           25.84    0  Depr Exp P   Period Not Current
   6/10/01   10-6104         108.33            .00     0  Depr Exp P   Period Not Current
   6/10/01   21-1904            .00           83.33    0  Depr Exp P   Period Not Current
   6/10/01   21-6104         129.16            .00     0  Depr Exp P   Period Not Current
   6/10/01   22-6104         109.17            .00     0  Depr Exp P   Period Not Current

ENTRY TOTALS

               Number of entries                   7
   Total amount of units entries                 .00
   Total amount of debit entries              346.66
   Total amount of credit entries             346.66
```

Step 2: Viewing the Journal Entry

1. Select Inquiry/Entries by Batch from the menu bar. The Transactions File Selection dialog appears.

2. Click the New option button, and then click OK. The Inquiry – Entries by Batch – General Batch Information dialog appears.

3. Double-click the desired batch. The Inquiry – Entries by Batch – Entry Information dialog appears.

4. Make sure that the totals in the Debit and Credit columns match the totals on the General Ledger Posting report.

Step 3: Posting the Journal Entry

1. In the Sage Timberline Office program, select Tasks/Post Entries from the menu bar. The Post Entries – Print Selection dialog appears.
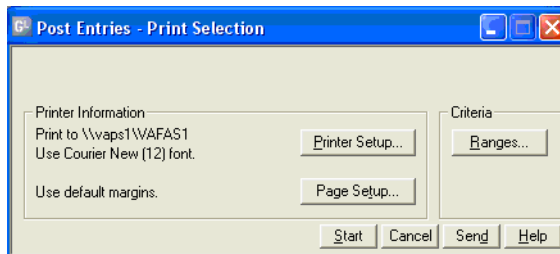
2. Click the Start button to post and print the journal entries. The system prints the General Ledger Post Entries report.

Step 4: Viewing the Updated Account

1. Select Inquiry/Account from the menu bar. A message asking you to select a GL Transaction file appears.
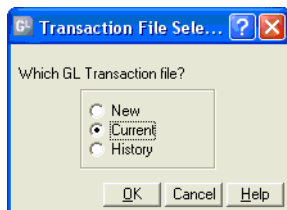
2. Click the Current option button, and then click OK. The Inquiry – Account – Account Information dialog appears.

3. Select the first account where a posting should have occurred. For example, double-click on 10-1902, Accumulated Depreciation – Buildings. The Inquiry – Account – Entry Information dialog appears.

4. Verify that the expected entry has been posted.

5. Click the Cancel button to close the dialog.

6. Repeat the process for the other G/L account numbers displayed on the Depreciation Posting report.

Chapter 18
Sage Fixed Assets Universal Link

The Sage Fixed Assets Universal Link exports depreciation transactions for one Sage Fixed Assets company, or one group within a company, at a time. The depreciation transactions are exported in ASCII files that you can import into your general ledger software.

You have two options when you create the journal entry file:

- **Summary Journal Entry:** Includes only the total amounts for each expense account number and accumulated account number.

- **Detail Journal Entry:** Includes the expense amount for each asset. Each line of the journal entry includes a system number and extension, and an asset description for identification purposes.

Note: We refer to all versions of Sage Fixed Assets - Depreciation that are compatible with this link as "Sage Fixed Assets." For a list of products that work with this link, see the chart on page 1-1. In this chapter, "Sage Fixed Assets" does not include Sage Fixed Assets - Tracking or Sage Fixed Assets - Planning.

Installing the Link

The Sage Fixed Assets Universal Link is preinstalled; the system installs the link when you install Sage Fixed Assets. However, the first time you open the link, you must enter an unlocking code to activate the program.

To obtain your unlocking code, call Sage Fixed Assets Customer Service at 800-368-2405.

Preparing the Data in Sage Fixed Assets

Step 1: Checking the G/L Account Numbers in Sage Fixed Assets

You must make sure that all of the assets for which you want to post depreciation in Sage Fixed Assets contain G/L Account numbers that match the G/L Account Number list in your accounting program.

1. In the Asset List, view the G/L Account numbers.

2. Make sure that all of the assets contain the correct G/L Expense Account numbers and G/L Accumulated Account numbers.

Tip: You can use the Replace feature to globally replace G/L Account numbers. For information on using the Replace feature, see your Sage Fixed Assets online user's guide or online Help.

Step 2: Depreciate Assets in Sage Fixed Assets

The next step is to calculate depreciation in Sage Fixed Assets for the period for which you want to post depreciation. In our example, we want to post depreciation for April 2007.

We need to make sure that the Depreciation This Run column on the Depreciation Expense report represents only the depreciation for one month. First, we'll calculate depreciation for the month prior to the date that we want to post (that is, March 2007).

1. Select Depreciation/Depreciate from the menu bar. The Depreciate dialog appears.
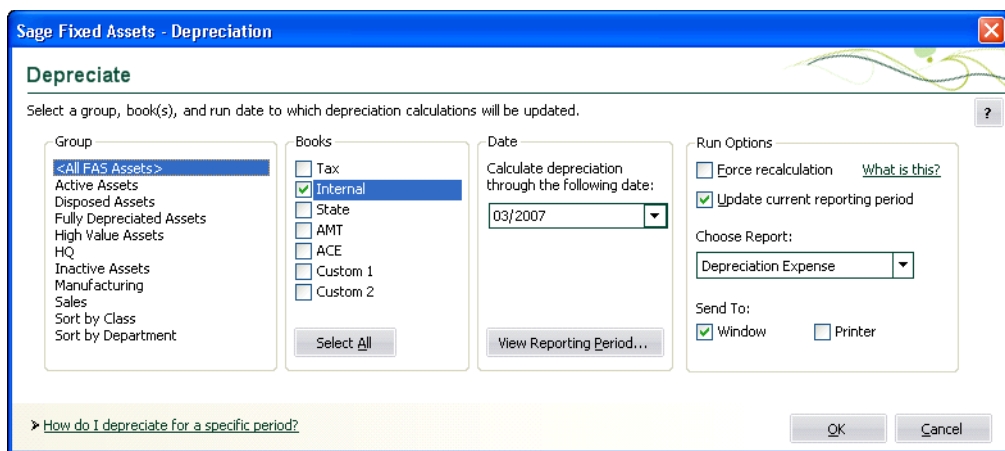
2. Select the book and group of assets for which you want to calculate depreciation, and then enter the date in the Calculate Depreciation Through field. For this example, enter **03/2007**.

3. Clear the Window check box because you do not need to view the Depreciation Expense report at this time.

4. In the Choose Report field, leave the default selection of Depreciation Expense.

5. Click the Execute button. The system calculates depreciation for March.

Next, we will calculate depreciation for the period for which we want to post depreciation.

6. On the Depreciate dialog, make sure the book and group of assets for which you want to calculate depreciation are still selected, and then enter the new date in the Calculate Depreciation Through field. This time, enter **04/2007**.

7. Select the Window check box.

8. Select the Update Current Reporting Period for Selected Books check box.

9. Click the Execute button. The system calculates depreciation and displays the Depreciation Expense report.

```
                              Westfields Bakery - Demo
                             Depreciation Expense Report
                                 As of April 30, 2007

Book = Internal
FYE Month = December

            In Svc    Acquired  P  Depr   Est  Salv / 168(k)  Depreciable  Prior     Prior Accum    Depreciation  Current YTD   Current Accum  Key
Sys No  Ext Date      Value     T  Meth   Life    Sec 179      Basis       Thru      Depreciation   This Run      Depreciation  Depreciation   Code

000107  000 03/10/04    6,200.00 R SLFM  10 00      0.00       6,200.00  03/31/07      1,756.67         51.66         206.66       1,963.33
000108  000 03/23/04    2,624.00 P SLFM  05 00      0.00       2,624.00  03/31/07      1,486.93         43.73         174.93       1,661.86
000109  000 04/12/04  110,000.00 P SLFM  05 00      0.00     110,000.00  03/31/07     60,500.00      1,833.33       7,333.33      67,833.33
000110  000 04/18/04   22,000.00 P SLFM  05 00  22,000.00         0.00  03/31/07     22,000.00          0.00           0.00      22,000.00  r
000111  000 07/01/04    2,700.00 P SLFM  10 00      0.00       2,700.00  03/31/07        675.00         22.50          90.00         765.00
000112  000 07/01/04    4,800.00 P SLFM  10 00      0.00       4,800.00  03/31/07      1,200.00         40.00         160.00       1,360.00
000113  000 07/05/04    6,350.00 P SLFM  05 00      0.00       6,350.00  03/31/07      3,175.00        105.83         423.33       3,598.33
000114  000 07/05/04    1,755.43 P SLFM  10 00      0.00       1,755.43  03/31/07        438.85         14.63          58.51         497.36
000115  000 07/13/04      606.00 P SLFM  05 00      0.00         606.00  03/31/07        303.00         10.10          40.40         343.40
000116  000 08/14/04    2,420.00 P SLFM  05 00      0.00       2,420.00  03/31/07      1,169.67         40.33         161.33       1,331.00
000117  000 08/14/04    1,760.00 P SLFM  05 00      0.00       1,760.00  03/31/07        850.67         29.33         117.33         968.00
000118  000 08/22/04      450.00 R SLFM  10 00      0.00         450.00  03/31/07        108.75          3.75          15.00         123.75
000119  000 08/22/04      325.00 P SLFM  05 00      0.00         325.00  03/31/07        157.08          5.41          21.66         178.74
000120  000 09/12/04    5,724.00 P SLFM  05 00      0.00       5,724.00  03/31/07      2,671.20         95.40         381.60       3,052.80
000121  000 09/12/04   24,750.50 P SLFM  05 00      0.00      24,750.50  03/31/07     11,550.23        412.51       1,650.03      13,200.26
000122  000 09/14/04   15,000.00 P SLFM  05 00      0.00      15,000.00  03/31/07      7,000.00        250.00       1,000.00       8,000.00
000123  000 09/20/04      880.00 P SLFM  05 00      0.00         880.00  03/31/07        410.67         14.66          58.66         469.33
000124  000 09/20/04    1,240.00 P SLFM  05 00      0.00       1,240.00  03/31/07        578.67         20.66          82.66         661.33
000125  000 09/20/04    1,175.00 P SLFM  05 00      0.00       1,175.00  03/31/07        548.33         19.58          78.33         626.66
000126  000 09/23/04      360.00 P SLFM  05 00      0.00         360.00  03/31/07        168.00          6.00          24.00         192.00
000127  000 09/29/04      380.66 P SLFM  05 00      0.00         380.66  03/31/07        177.64          6.34          25.37         203.01
000128  000 09/29/04      495.00 P SLFM  10 00      0.00         495.00  03/31/07        115.50          4.13          16.50         132.00
000129  000 09/30/04    1,200.00 P SLFM  05 00      0.00       1,200.00  03/31/07        560.00         20.00          80.00         640.00
000130  000 10/02/04      275.00 P SLFM  05 00      0.00         275.00  03/31/07        123.75          4.58          18.33         142.08
000131  000 10/15/04      762.00 P SLFM  05 00      0.00         762.00  03/31/07        342.90         12.70          50.80         393.70
000132  000 12/21/04   28,950.00 A SLFM  05 00      0.00      28,950.00  03/31/07     12,062.50        482.50       1,930.00      13,992.50
000133  000 07/05/05    5,444.28 R SLFM  10 00      0.00       5,444.28  03/31/07        816.64         45.37         181.47         998.11
000138  000 11/22/04  125,000.00 P SLFM  10 00 100,000.00     25,000.00  03/31/07    105,416.67        208.33         833.33     106,250.00  r
000139  000 10/02/04    2,175.46 P SLFM  05 00      0.00       2,175.46  03/31/07        978.95         36.26         145.03       1,123.98
000140  000 08/15/04   14,925.00 P SLFM  05 00      0.00      14,925.00  03/31/07      7,213.75        248.75         995.00       8,208.75
000141  000 05/05/00    1,092.00 P SLFM  03 00      0.00       1,092.00  03/31/07      1,092.00          0.00           0.00       1,092.00
000142  000 09/02/04   52,241.00 A SLFM  05 00      0.00      31,344.60  03/31/07     14,627.48        522.41       2,089.64      16,717.12  b


        Grand Total  444,060.33              122,000.00     301,163.93              260,276.50      4,610.78      18,443.23     278,719.73
   Less disposals and       0.00                    0.00           0.00                    0.00          0.00           0.00            0.00
         transfers
         Count = 0
     Net Grand Total  444,060.33              122,000.00     301,163.93              260,276.50      4,610.78      18,443.23     278,719.73
         Count = 32
```

Note the amount of $4,610.78 in the Depreciation This Run column. This is the total amount that Sage Fixed Assets sends to the export file, so you'll need to remember this number to make sure that the link worked correctly.

The Depreciation This Run column shows the amount of depreciation that was calculated between the next-to-last depreciation calculation (on March 31, 2007, which is shown in the Prior Thru column) and the last depreciation calculation (on April 30, 2007, which is shown in the heading of the report).

Running the Sage Fixed Assets Universal Link

Step 1: Running the Link in Sage Fixed Assets

Follow the steps below to run the Sage Fixed Assets Universal Link.

1. Select Links/Depreciation Links/Sage Fixed Assets Universal Link from the menu bar. If a company is open, the system displays a message indicating you must close the company to continue.

2. Click Yes to continue. If you haven't already activated the Sage Fixed Assets Universal Link, the system displays a dialog that allows you to enter your unlocking code.

3. Enter your unlocking code, and then click OK. The Sage Fixed Assets Universal Link dialog appears.

4. Make sure that you select the correct database and company.

5. Select the same asset group, book, and period posting date that you selected when you depreciated assets.

Note: The default date for the Journal Entry Date field is today's date, but you can change this date if desired.

---

6. In the Type field, select either Summary Journal Entry or Detail Journal Entry.

7. Enter a reference number if desired; it is not required.

8. Make a note of the name and location of the file in the Link File field. You will need to know where this file is when you import it into your general ledger program.

9. Click the Preview button. The system displays the Depreciation Posting report.
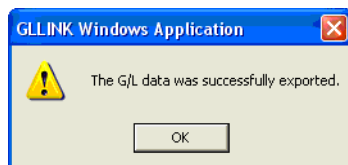
General Ledger Posting Preview

```
General Ledger Posting Preview                                    Page 1 of 2


April 25, 2007
04:30 PM
                        Westfields Bakery - Demo
                      General Ledger Posting Preview
                        For the period ended 4/30/2007
                            Detail Journal Entry

Book: Internal                                      Group: Active Assets
  FYE: December                                  Reference Number: 100

                    Account Number
                    Sys No\Extension   Description          Debit      Credit

                        100-70000      Depreciation Expense
                        000109 000     Double Door Roll In    1833.33
                                       Proofer
                        000132 000     Ford Delivery Van 2 (i)  482.50
                        000138 000     Production Line Equipment 208.33
                        000139 000     Donut Filler - replacement  36.26

                        200-70000      Depreciation Expense
                        000140 000     Quart Mixer - replacement  248.75
                        000142 000     Executive Auto - Hummer H2  522.41
                                       (i)

                        300-70000      Depreciation Expense
                        000107 000     Renovate Restroom        51.66
                        000108 000     Glass Door Merchandiser  43.73
                        000111 000     Bakery Sign              22.50
                        000112 000     Storefront Awning        40.00
                        000113 000     Beverage Coolers        105.83
                        000114 000     Decorative Light Fixtures 14.63
                        000115 000     Stackable Food Bins      10.10
                        000116 000     Cafe Chairs              40.33
                        000117 000     Cafe Table Top           29.33
                        000118 000     Fire Extinguishers        3.75
                        000119 000     Fire Safe                 5.41
                        000120 000     Euro Front Display Cases 95.40
                        000121 000     Refrigerated Display Case 412.51
                        000122 000     Telephone Equipment     250.00
                        000123 000     Automatic Coffee Machines 14.66
                        000124 000     Automatic Ice Dispenser  20.66
                        000125 000     Cold Beverage Dispenser  19.58
                        000126 000     Vertical Blinds           6.00
                        000127 000     Cafe Microwave            6.34
                        000128 000     Cash Register             4.13
                        000129 000     Interior Decor           20.00
                        000130 000     Window Writing            4.58
                        000131 000     Stainless Trash Bin - Push 12.70
                                       Top

                        400-70000      Depreciation Expense
                        000133 000     Fire Protection Equipment 45.37

                        100-15350      Accumulated Depreciation
                        000109 000     Double Door Roll In              1833.33
                                       Proofer
                        000138 000     Production Line Equipment        208.33


file://C:\Program Files\Best Software\GL_Link\Reports\instances\BPa04060.htm   4/25/2007
```

General Ledger Posting Preview

Note that the Grand Total amounts for the Debit and Credit columns match the Grand Total amount in the Depreciation This Run column on the Depreciation Expense report.

10. On the Sage Fixed Assets Universal Link dialog, click the Post button. The system displays a message indicating the depreciation journal entry was created successfully.

11. Click OK to close the message box.

The ASCII file is now ready to be imported into your general ledger program.

Standard Output File

The standard output comes in two file formats. Each format has its own file extension. The file extensions are as follows:

- **SDF**. The Standard Delimited File (SDF) is a comma-delimited file, which contains a comma between each field and double quotes around the text fields. The fields appear in the same order as the ASC file.

- **ASC**. The ASCII (ASC) text file stores the fields at predefined or fixed positions within the output file.

The following table shows the field positions and field lengths in the ASCII file:

Field No.	Field Name	Data Type	Field Length	Start Position
1	System No. & Extension	Alphanumeric	10	1
2	Description	Alphanumeric	80	11
3	G/L Account Number	Alphanumeric	100	91
4	Journal Entry Date	Numeric	10	191
5	Source	Alphanumeric	8	201
6	Period Posting Date	Numeric	10	209
7	Reference Number	Alphanumeric	10	219
8	Transaction Description	Alphanumeric	24	229
9	Path and File Name	Alphanumeric	260	253
10	Transaction Amount	Numeric	15	513
11	Credit/Debit Flag	Alphanumeric	1	528

System Number and Extension
The System Number and Asset Extension Number is a 10-character alphanumeric in the following format: *system number.extension*.

Note: In Sage Fixed Assets - Lite Depreciation, the extension is always .000.

Description
The Description field is the same as the Description column in the Asset List.

G/L Account Number
- For debits, the G/L account number is the G/L Expense Account Number stored in the General Asset Information field of the Sage Fixed Assets program.

- For credits, the G/L account number is the G/L Accumulated Account Number stored in the General Asset Information field of the Sage Fixed Assets program.

Journal Entry Date
The Journal Entry Date is the date entered in the Journal Entry Date field in the Sage Fixed Assets Universal Link dialog. The date is in the format MM/DD/YYYY.

Source
The source will always be "Best FAS." This flag indicates that all transactions posted to the general ledger program using the Sage Fixed Assets Universal Link program originated in the Sage Fixed Assets program.

Period Posting Date
The Period Posting Date is the date entered in the Period Posting Date field in the Sage Fixed Assets Universal Link dialog. The date is in the format MM/DD/YYYY.

Reference Number
The reference number is an alphanumeric number specified by the user of up to 10 characters for the journal entry.

Transaction Description
The transaction description will always be "Depr-Period MM/DD/YYYY," where MM/DD/YYYY is the end date of the posting period.

Path and File Name
The path and file name is the full path and file name for the standard output file that you entered in the Sage Fixed Assets Universal Link dialog.

Transaction Amount
The transaction amount is the depreciation expense amount calculated in Depreciation This Run by selecting the Depreciation command from the Depreciation menu.

Credit/Debit Flag
The credit/debit flag will be "C" for a credit transaction and "D" for a debit transaction.

Step 2: Importing the File

The final step is to import the ASCII file into your general ledger software. The process for doing this will vary, depending on which general ledger software you use. For more information, please refer to the documentation for your general ledger software.