

# FAS 100 Asset Accounting

# FAS 100 Asset Inventory

## Installation & Administration Guide

Version 2012

## Contents

---

### Chapter 1. Introduction

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

### Chapter 2. Installing FAS 100 Asset Accounting the First Time

Overview of the Install Process .....	2-1
Step 1: Installing the Latest Version .....	2-1
Step 2: Registering the Application .....	2-7
Step 3: Starting the Application .....	2-8

### Chapter 3. Installing FAS 100 Asset Accounting: Upgrading from a Prior Version

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

### Chapter 4. Installing FAS 100 Asset Inventory the First Time

Overview of the Install Process .....	4-1
Step 1: Attaching Your Barcode Reader .....	4-1
Step 2: Installing the Latest Version .....	4-1
Step 3: Installing the FAS Reader Program .....	4-7
Step 4: Registering the Application .....	4-10
Step 5: Starting the Application .....	4-12

### Chapter 5. Installing FAS 100 Asset Inventory: Upgrading from a Prior Version

Overview of the Upgrade Process .....	5-1
Step 1: Backing Up Your Data .....	5-2
Step 2: Installing the Latest Version .....	5-2
Step 3: Upgrading the FAS Reader Program .....	5-7
Step 4: Converting Your Data .....	5-11
Step 5: Starting the Application .....	5-18

## **Chapter 6. Installing FAS Report Writer**

Installing the Latest Version ..... 6-1

## **Appendix A. How to Contact Us**

## **Appendix B. Troubleshooting**

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

## **Index**

# Chapter 1

## Introduction

---

### In this chapter:

Supported Operating Environments .....	1-1
System Requirements .....	1-1

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

- FAS 100 Asset Accounting
- FAS 100 Asset Inventory
- FAS Report Writer.

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

## Supported Operating Environments

You can operate the Sage FAS 100 Fixed Assets programs in the following environments:

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

## System Requirements

The requirements listed here are the *minimum* requirements. As is true of most software programs, enhancing your hardware and system software may improve performance.

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

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

## Security Requirements

The following rights are required to install the Sage FAS 100 Fixed Assets programs properly.

### Installation

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

# Chapter 2

## Installing FAS 100 Asset Accounting the First Time

---

### In this chapter:

Overview of the Install Process .....	2-1
Step 1: Installing the Latest Version .....	2-1
Step 2: Registering the Application .....	2-7
Step 3: Starting the Application .....	2-8

This chapter provides instructions for users who have never installed FAS 100 Asset Accounting before. If you are currently using FAS Asset Accounting, please see [Chapter 3, "Installing FAS 100 Asset Accounting: Upgrading from a Prior Version."](#)

## Overview of the Install Process

The install process consists of the following steps:

1. Installing the latest version, [page 2-1](#).
2. Registering the application, [page 2-7](#).
3. Starting the program, [page 2-8](#).

## Step 1: Installing the Latest Version

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

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

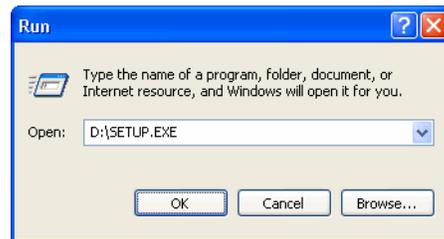
When installing the application, we recommend you accept the default options and directory locations the installation program provides. However, you can customize the installation to suit your needs by choosing the components you want to install.

### ***To start the install program***

1. Insert the Sage FAS Fixed Assets installation DVD in your computer's DVD drive. If your computer's AutoRun option is enabled, the Sage FAS 100 Fixed Assets installation dialog automatically appears.

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

- Select Start/Run from the Windows taskbar. The Run window appears.

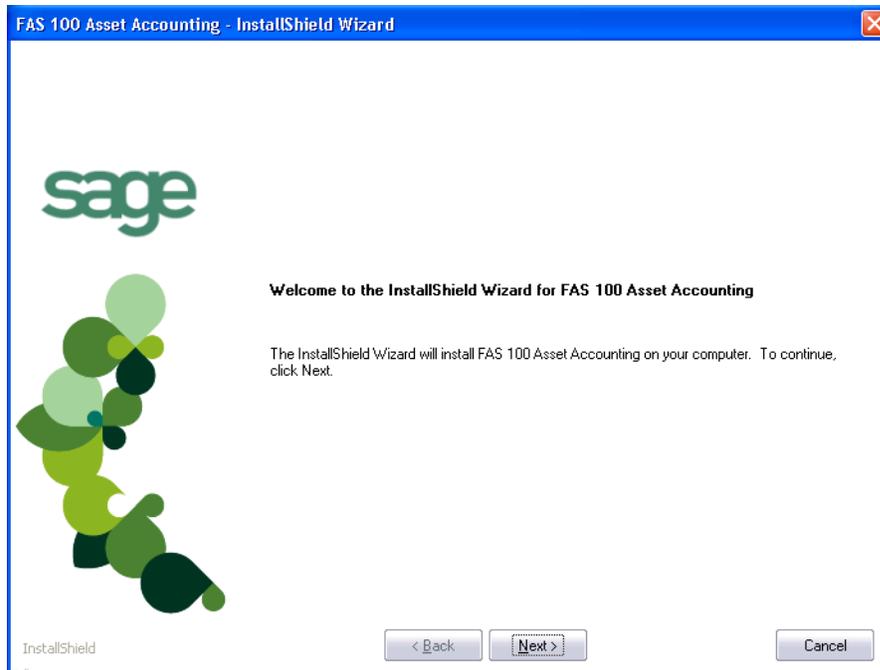


- Type (or browse to) D:\SETUP.EXE in the Open field, and then click OK. (Substitute your computer's DVD drive letter for D: if it is different.)

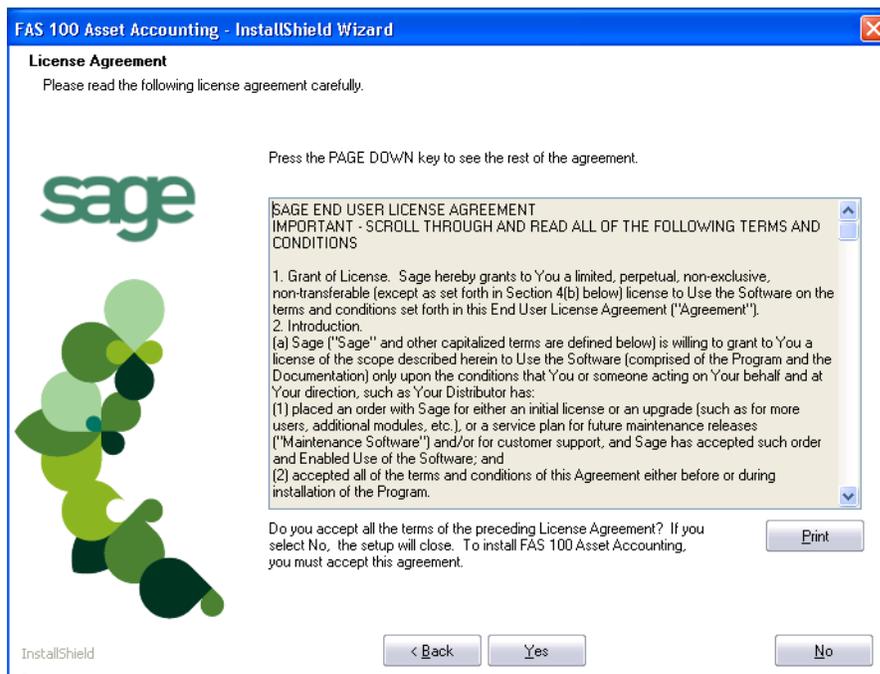
The Sage FAS Fixed Assets installation dialog appears.



2. From the installation dialog, click the Install FAS 100 Asset Accounting option. The system displays the Welcome dialog.



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

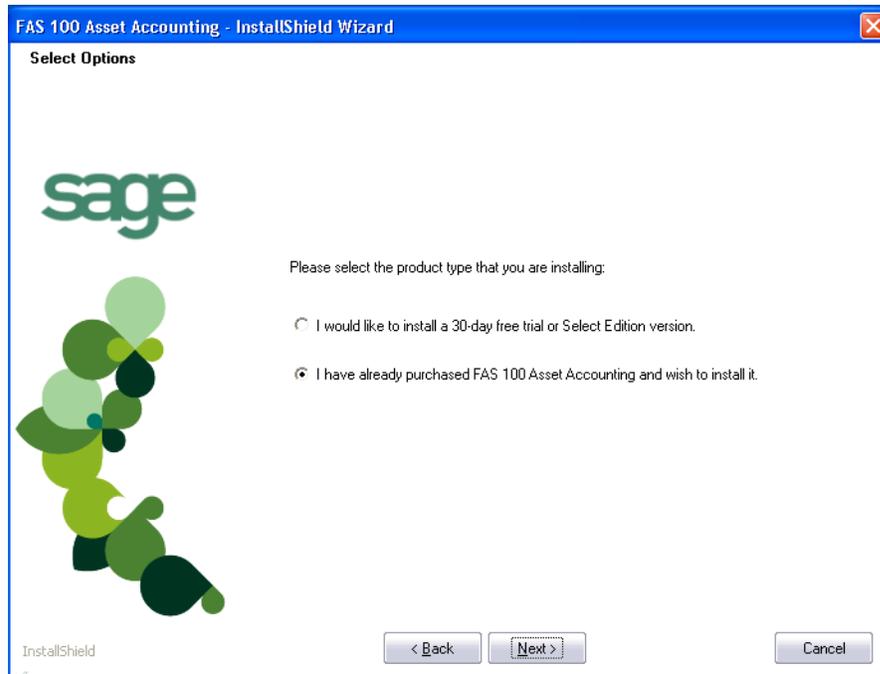


■ **Print Button**

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

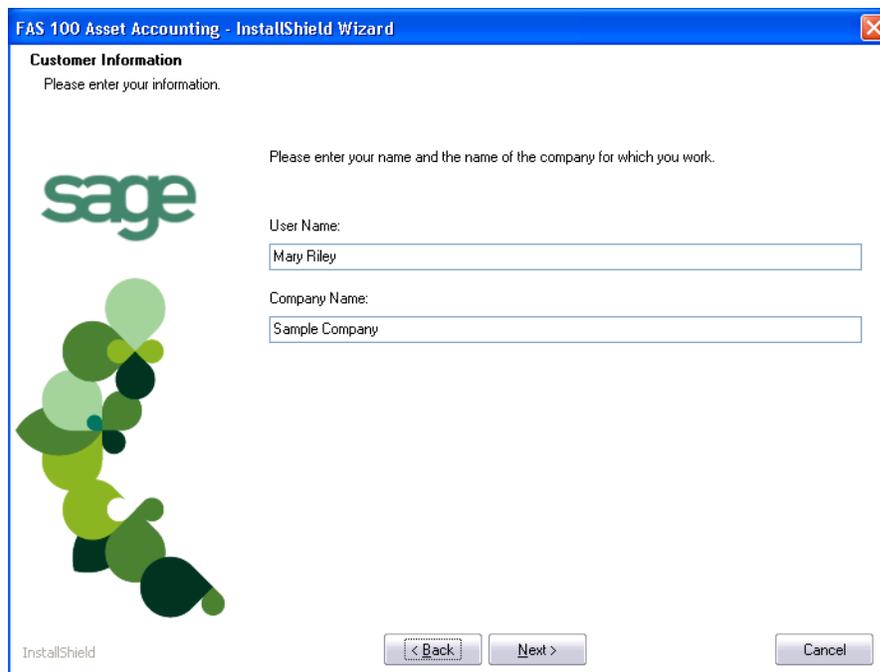
4. Read the license agreement, and then click the Yes button to accept the terms of the agreement. (If you do not accept the terms of the license agreement, click the No button. The system exits from the installation program.)

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



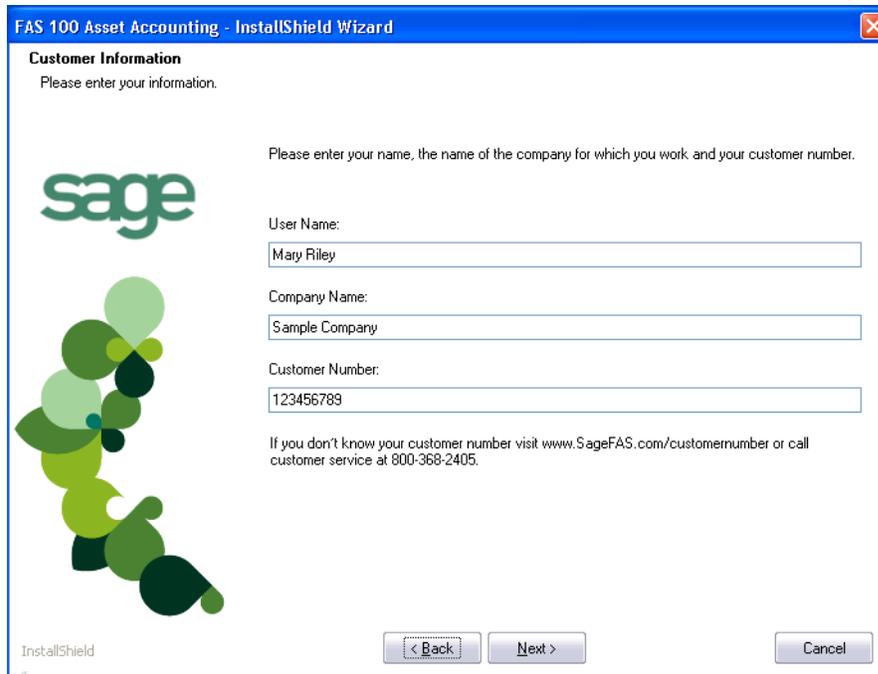
6. Select either the 30-day free trial option or the purchased option.

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



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

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



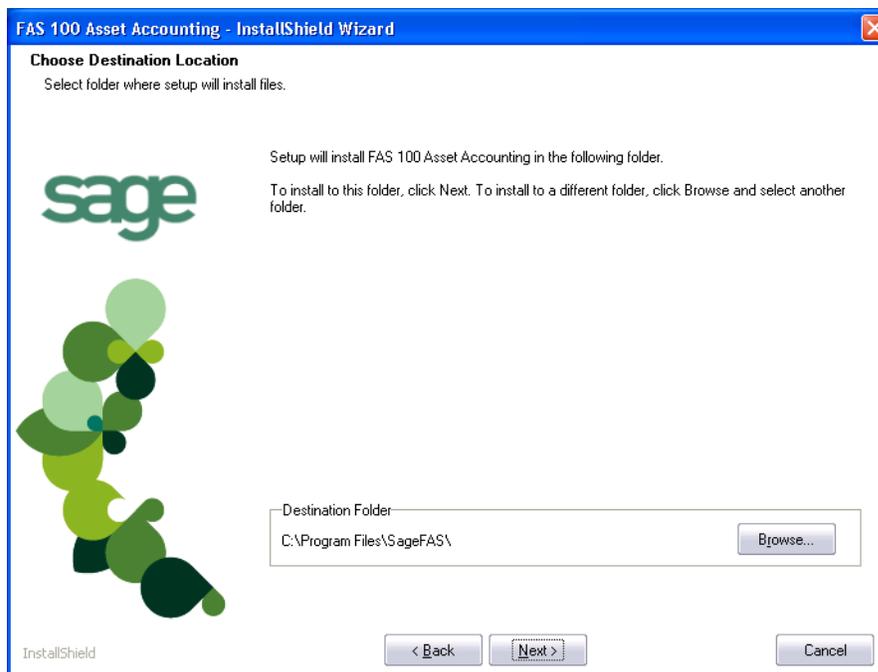
8. Enter your name, company name, and customer number. You will need your customer number if you call Sage FAS Customer Support with a technical question.

---

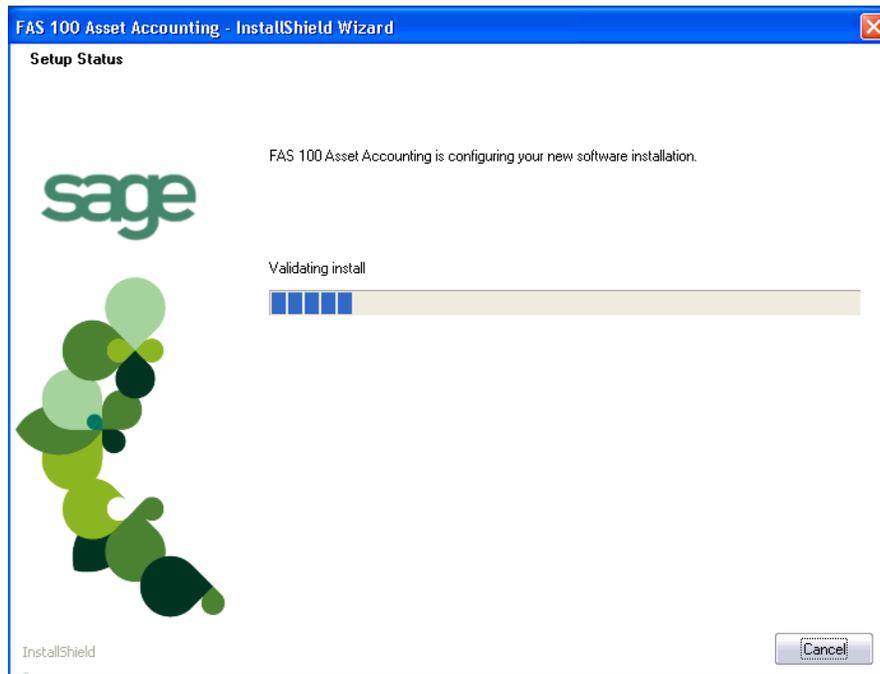
**Note:** You can find the customer number on the packing slip. If you cannot find your customer number, visit [www.sagefas.com/customernumber](http://www.sagefas.com/customernumber), or call Customer Service at 800-368-2405.

---

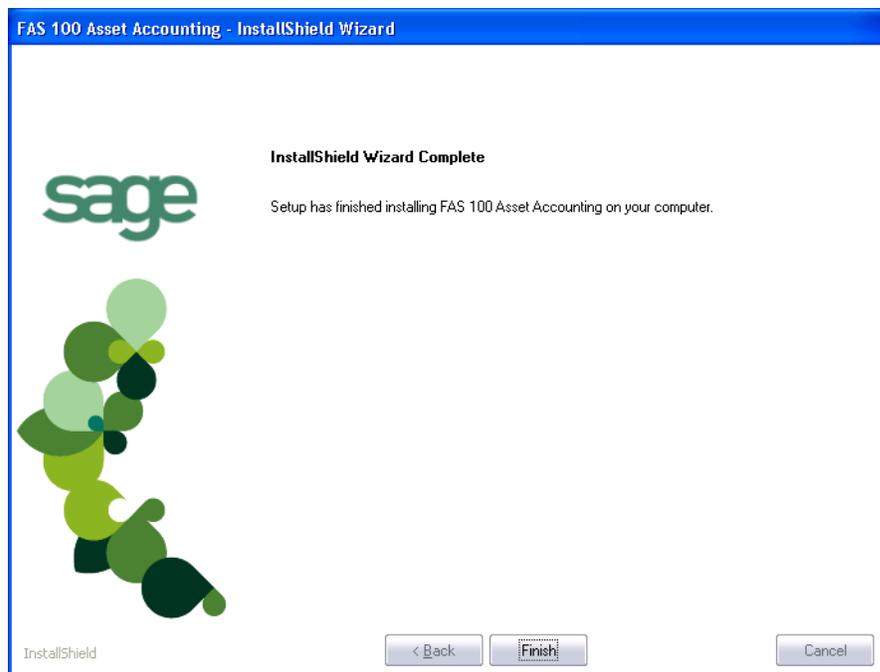
9. Click the Next button. The Choose Destination Location dialog appears.



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



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



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

---

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

---

11. Click the Finish button. The system returns to the Sage FAS Fixed Asset installation dialog.

## Step 2: Registering the Application

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

---

**Note:** You have 30 days to register the application.

---

### To register the application

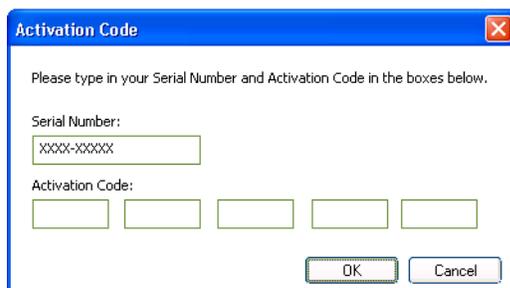
1. Click the Start button on the Windows taskbar, and then click Programs (or All Programs) on the Start submenu.
2. Select the Sage FAS Fixed Assets program group.
3. Select the FAS 100 Asset Accounting icon. A message appears indicating you can use the application for 30 days.



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



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



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

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

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



Product	Status
FAS Report Writer	Active
FAS 100 Asset Accounting - Standalone E...	Active
FAS 100 Asset Inventory - Standalone Edi...	Active

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

## Step 3: Starting the Application

The FAS 100 Asset Accounting program icon appears in the Sage FAS Fixed Assets program group by default.

---

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

---

### ***To start the application***

#### **Starting the purchased version:**

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

2. Select the Sage FAS Fixed Assets program group from the Programs submenu.
3. Select the FAS 100 Asset Accounting icon.

The system opens the application and displays the main window.

#### Starting the free trial version:

1. Click the Start button on the Windows taskbar, and then select Programs (or All Programs) from the Start menu.
2. Select the Sage FAS Fixed Assets program group from the Programs submenu.
3. Select the FAS 100 Asset Accounting icon. A message appears indicating you have 30 days to try the program.



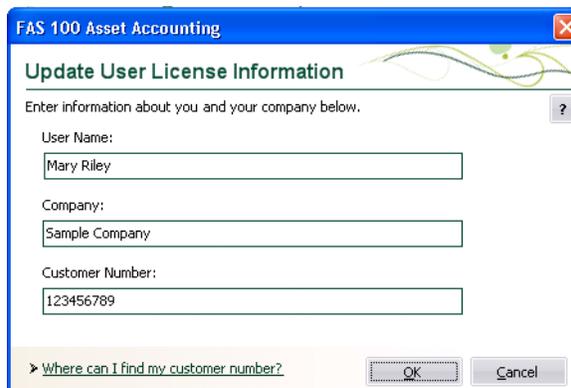
4. Click the Register Later button.

The system opens the application and displays the main window.

#### To update your customer number

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

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



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

### **To view your customer number**

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

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



# Chapter 3

## Installing FAS 100 Asset Accounting: Upgrading from a Prior Version

---

### In this chapter:

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

This chapter provides instructions for upgrading from a previous version of FAS 100 Asset Accounting.

---

**Note:** You must be currently using **version 2011.1 or later** of FAS 100 Asset Accounting to follow the steps in this chapter. If you are not running version 2011.1 or later, you will need to install prior releases in sequential order through 2011.1 before you upgrade.

---

---

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

---

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

---

## Overview of the Upgrade Process

The upgrade process consists of the following steps:

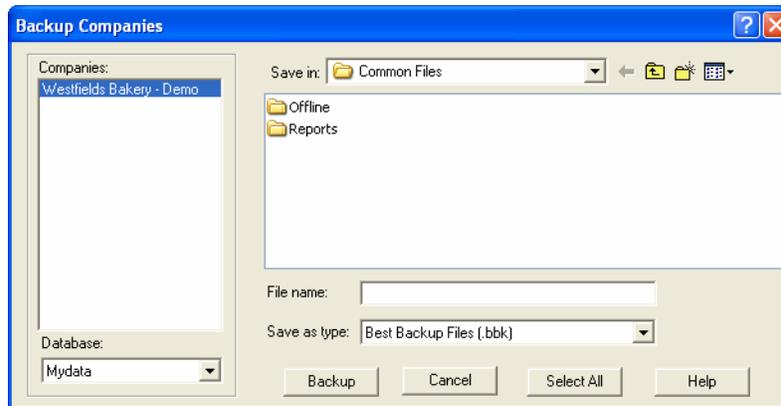
1. Backing up your current data, [page 3-2](#).
2. Installing the latest version, [page 3-2](#).
3. Converting your current data, [page 3-7](#).
4. Starting the application, [page 3-13](#).

## Step 1: Backing Up Your Data

After you install the latest Sage FAS version, you cannot open your companies in a previous version of the application. You may want to back up your data before you install the latest version, in case you need to go back to a previous version.

### **To back up your database**

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



2. Select the database containing the company or companies you want to back up.

---

**Note:** You can repeat these steps and select a different database if you have multiple companies in multiple databases.

---

3. Select the company or companies that you want to back up.

---

**Note:** Click the Select All button to select all of the companies listed in the Companies field.

---

4. Designate the destination directory, enter a file name for the backup file, and then click the Backup button.
5. After the backup is complete, click the Cancel button to close the Backup Companies dialog, or select another company to back up.

## Step 2: Installing the Latest Version

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

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

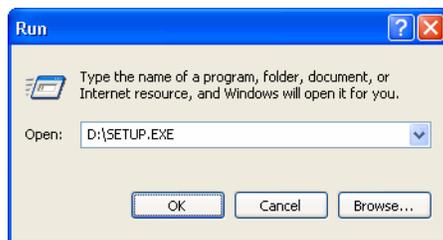
When installing the application, we recommend you accept the default options and directory locations the installation program provides. However, you can customize the installation to suit your needs by choosing the components you want to install.

### To start the install program

1. Insert the Sage FAS installation DVD in your computer's DVD drive. If your computer's AutoRun option is enabled, the Sage FAS 100 Fixed Assets installation dialog automatically appears.

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

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

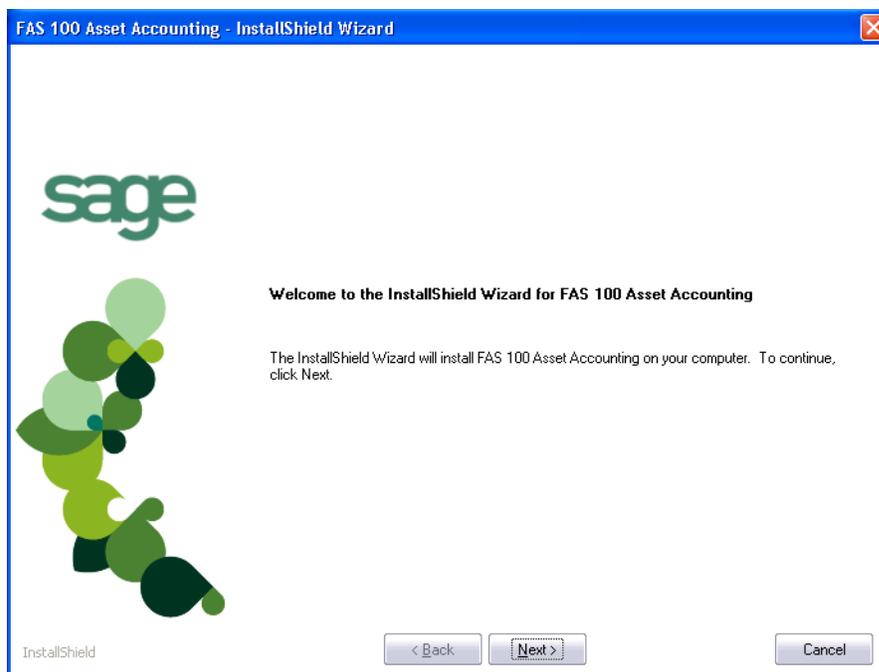


- Type (or browse to) D:\SETUP.EXE in the Open field, and then click OK. (Substitute your computer's DVD drive letter for D: if it is different.)

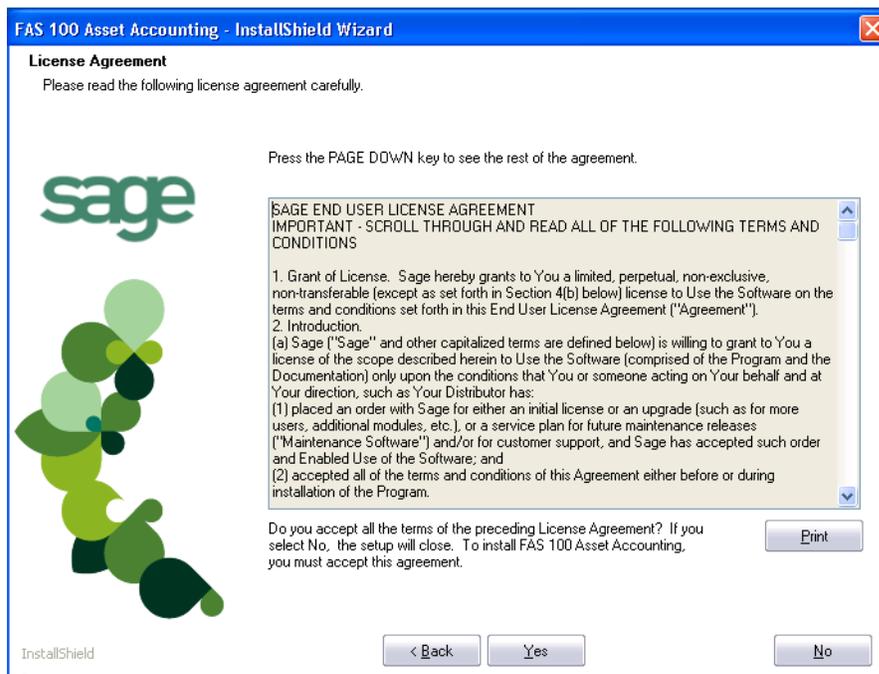
The Sage FAS Fixed Assets installation dialog appears.



2. From the installation dialog, click the Install FAS 100 Asset Accounting option. The Welcome dialog appears.



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

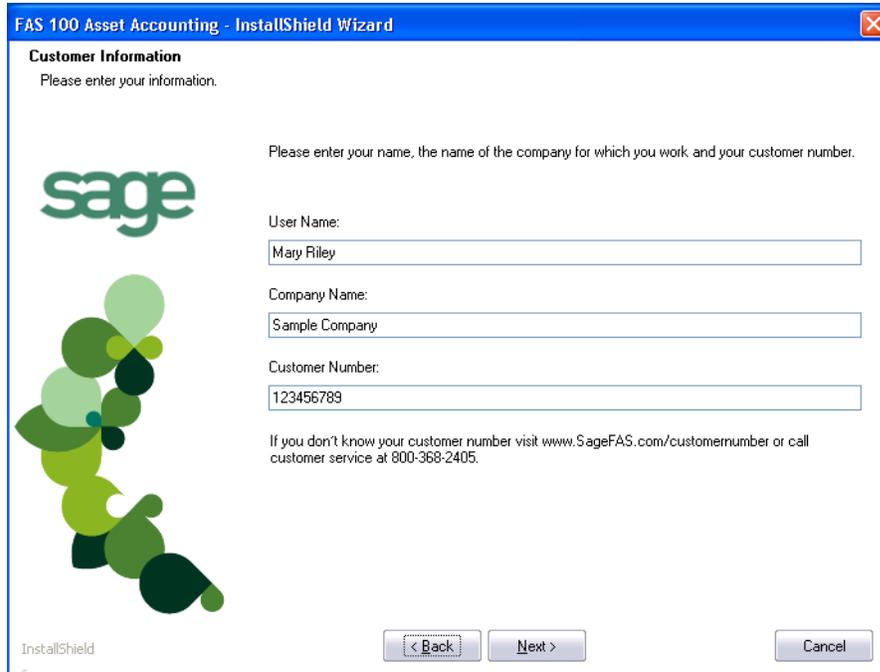


■ **Print Button**

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

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

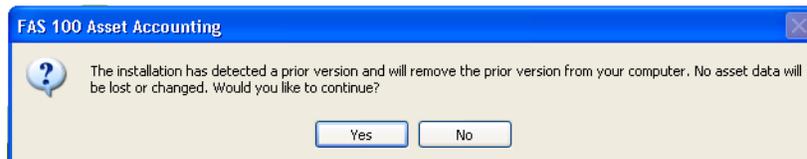
- After you click the Yes button, the Customer Information dialog appears.



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

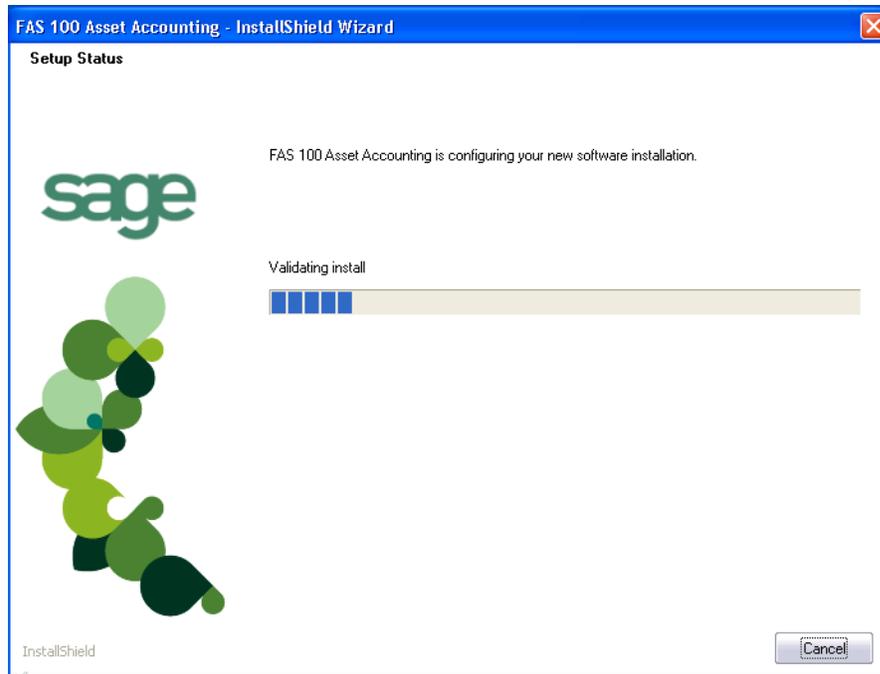
**Note:** You can find the customer number on the packing slip in the upgrade package or by clicking About FAS Asset Accounting from the Help menu. If you cannot find your customer number, visit [www.sagefas.com/customernumber](http://www.sagefas.com/customernumber), or call Customer Service at 800-368-2405.

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

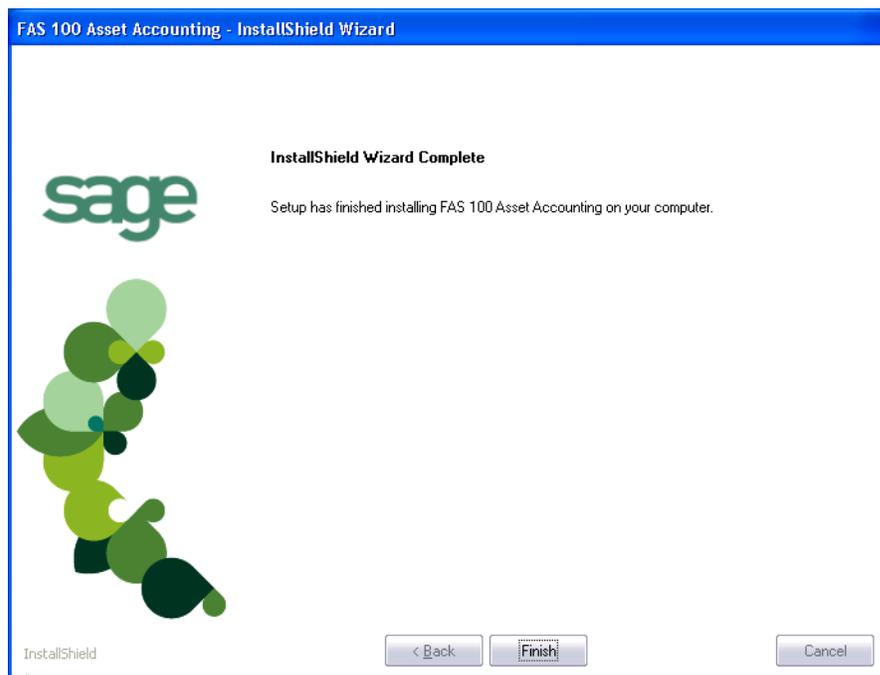


- Click Yes to remove the prior version of the application. The system begins installing the software, and the Setup Status dialog appears.

### 3 Installing FAS 100 Asset Accounting: Upgrading from a Prior Version Step 2: Installing the Latest Version



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



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

---

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

---

- Click the Finish button. The system returns to the Sage FAS Fixed Asset installation dialog.

## Step 3: Converting Your Data

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

---

**Note:** You must be currently using **version 2011.1 or later** of FAS 100 Asset Accounting to follow the steps in this section.

---

You have two options for converting your databases.

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

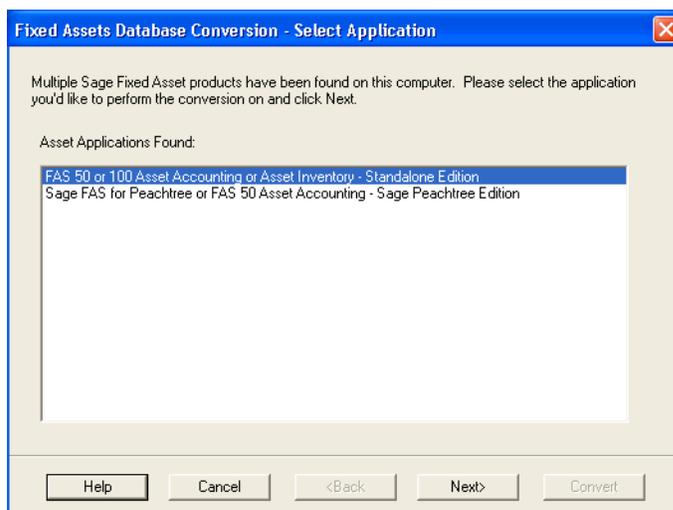
Converting a database is a time-consuming process. Please refer to the table below, which outlines the recommended conversion procedure:

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

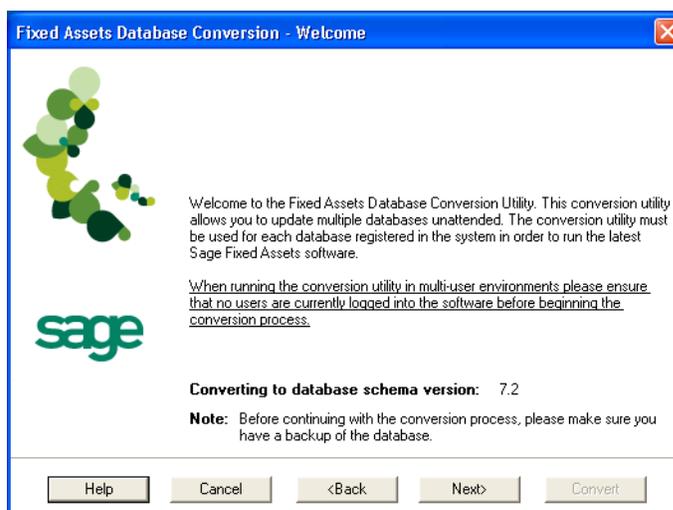
### ***To use the FAS Database Conversion Utility to convert databases***

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

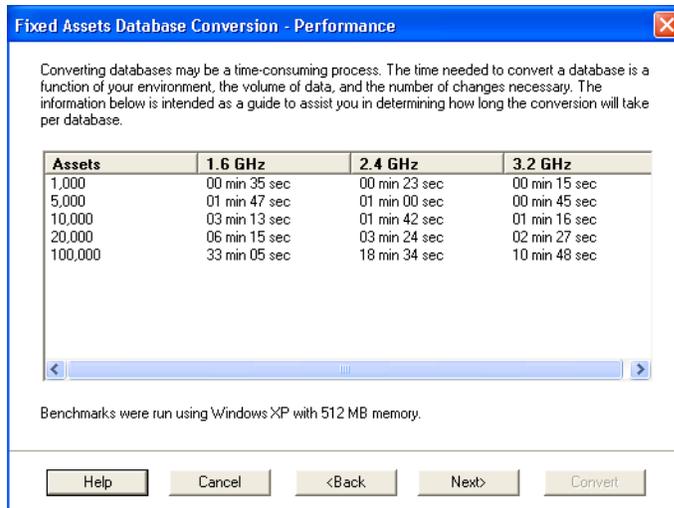
If more than one Sage FAS program is installed on your machine, the Select Application dialog appears.



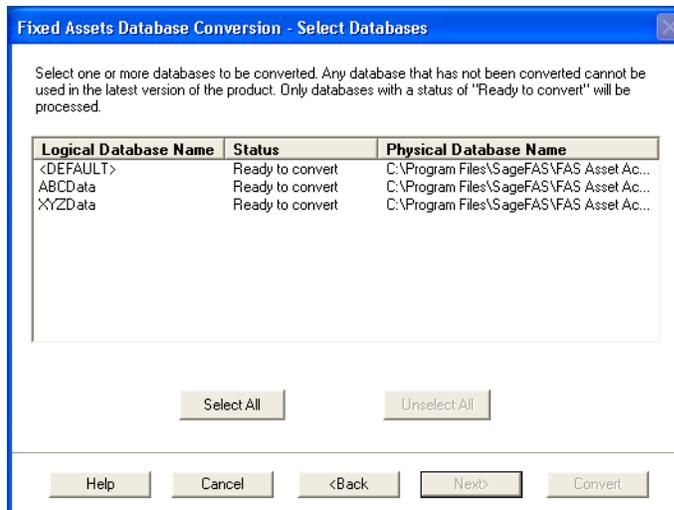
5. Select the Sage FAS program containing the database that you want to convert.
6. Click the Next button. The Fixed Assets Database Conversion Welcome dialog appears.



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



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



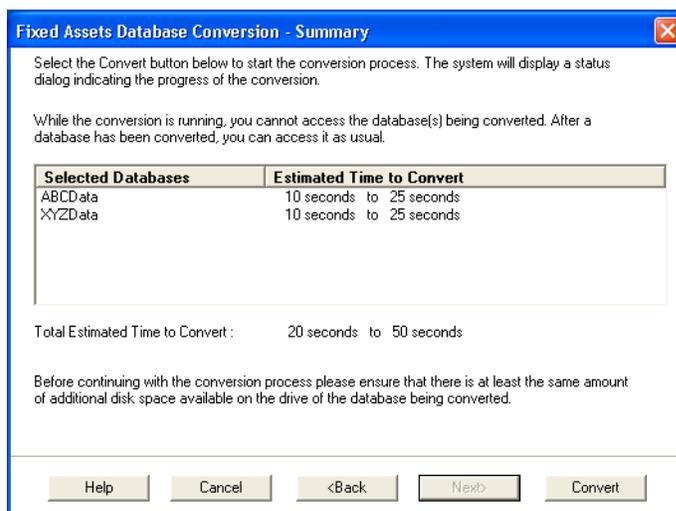
This dialog displays the status of each database.

- **Conversion Complete**  
 This status indicates that the database has already been converted to the latest version.
- **Ready to Convert**  
 This status indicates that the database is ready to be converted to the latest version.
- **Incompatible Version**  
 This status indicates that the database cannot be converted because it has not yet been converted to version 2011.1 or later. For assistance in converting your databases to version 2011.1, please contact Sage FAS Customer Support.

■ **Cannot Open**

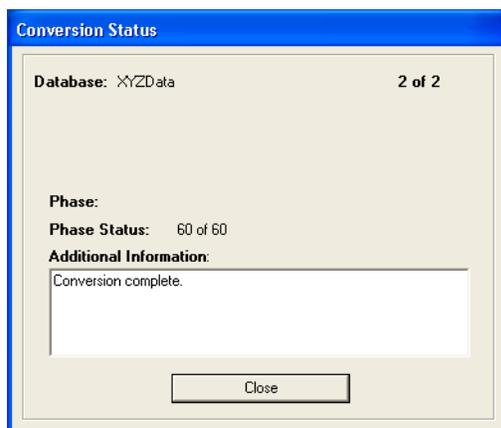
This status indicates that the database cannot be converted for an unknown reason. The database may have been moved and the system cannot locate it, or the database may be corrupted. For assistance in resolving the problem, please contact Sage FAS Customer Support.

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



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

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



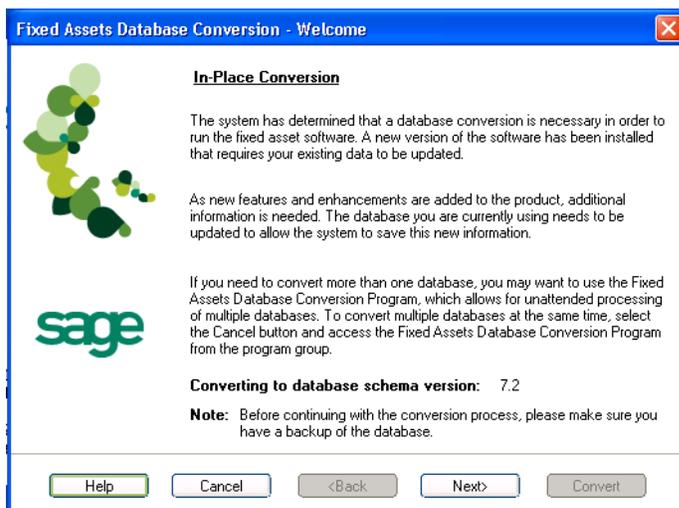
When the conversion is complete, a "Conversion Complete" message appears in the Additional Information text box.

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

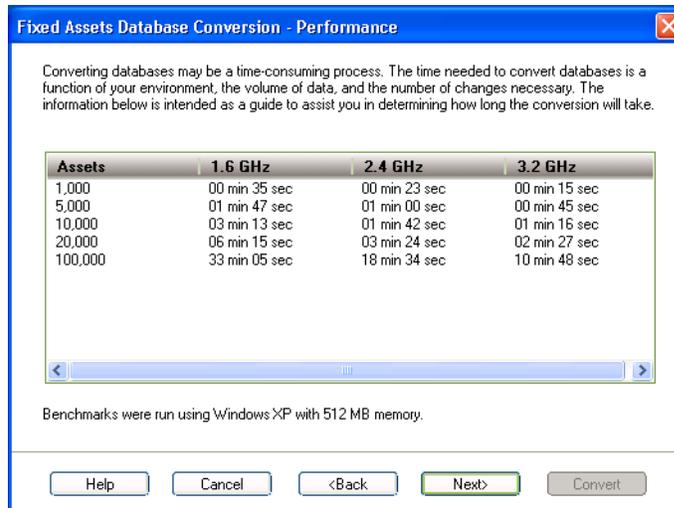
<b>FAS Database Conversion Summary</b>	
<b>Conversion to Database Schema: 7.2</b>	
<b>Database</b>	<b>Conversion status</b>
ABCData	Successful
XYZData	Successful

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

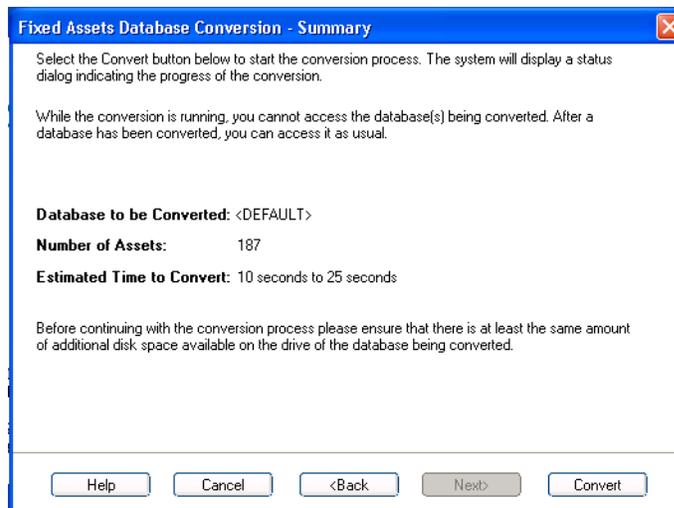
- Click the Start button on the Windows taskbar, and then click Programs (or All Programs) on the Start submenu.
- Select the Sage FAS Fixed Assets program group.
- Select the FAS 100 Asset Accounting icon. The application attempts to open a database that must be converted. The Fixed Assets Database Conversion Welcome dialog appears.



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

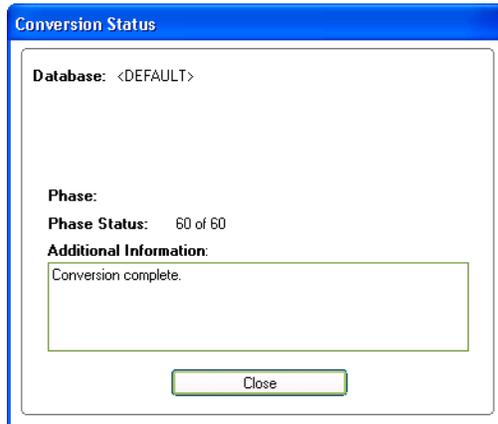


5. Review the Performance dialog to estimate how long the database conversion will take.
6. Click the Next button. The Fixed Assets Database Conversion Summary dialog appears.



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

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



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

## Step 4: Starting the Application

The FAS 100 Asset Accounting program icon appears in the Sage FAS Fixed Assets program group by default.

---

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

---

### ***To start the application***

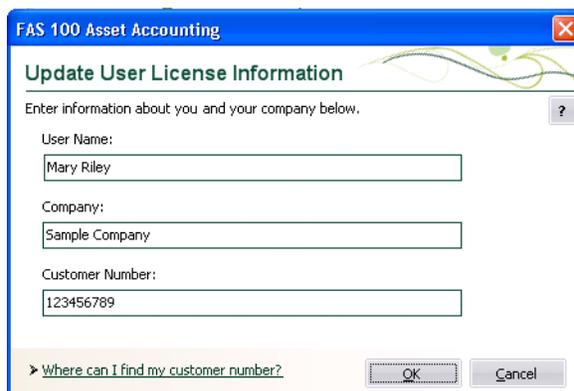
1. Click the Start button on the Windows taskbar, and then select Programs (or All Programs) from the Start menu.
2. Select the Sage FAS Fixed Assets program group from the Programs submenu.
3. Select the FAS 100 Asset Accounting icon.

The system opens the application and displays the main window. If security is enabled, you must enter your user name and password.

### ***To update your customer number***

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

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

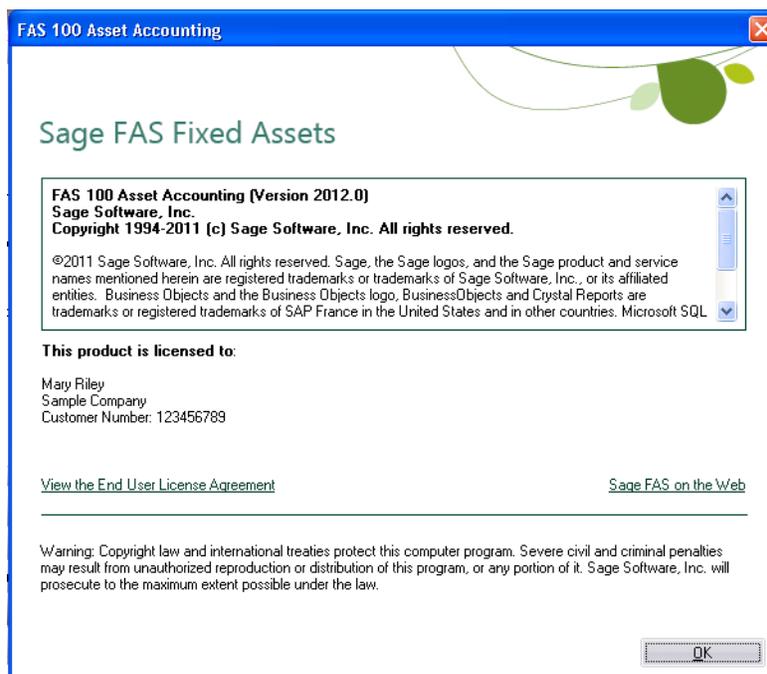


2. Enter your name, company name, and customer number, and then click OK.

### **To view your customer number**

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

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



# Chapter 4

## Installing FAS 100 Asset Inventory the First Time

---

### In this chapter:

Overview of the Install Process .....	4-1
Step 1: Attaching Your Barcode Reader .....	4-1
Step 2: Installing the Latest Version .....	4-1
Step 3: Installing the FAS Reader Program .....	4-7
Step 4: Registering the Application .....	4-10
Step 5: Starting the Application .....	4-12

This chapter provides instructions for users who have never installed FAS 100 Asset Inventory before. If you are currently using FAS Asset Inventory, please see [Chapter 5, “Installing FAS 100 Asset Inventory: Upgrading from a Prior Version.”](#)

### Overview of the Install Process

The install process consists of the following steps:

1. Attaching your bar code reader, [page 4-1](#).
2. Installing the latest version, [page 4-1](#).
3. Installing the FAS Reader program, [page 4-7](#).
4. Registering the application, [page 4-10](#).
5. Starting the program, [page 4-12](#).

### Step 1: Attaching Your Barcode Reader

In this step, you attach your Windows Mobile reader or Palm reader to your workstation. The installation program will detect your reader and prompt you to install the FAS Reader program (see [“Step 3: Installing the FAS Reader Program,” page 4-7](#)).

### Step 2: Installing the Latest Version

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

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

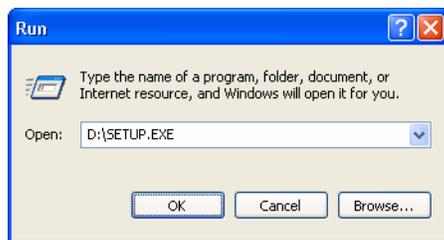
When installing the application, we recommend you accept the default options and directory locations the installation program provides. However, you can customize the installation to suit your needs by choosing the components you want to install.

### **To start the install program**

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

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

- Select Start/Run from the Windows taskbar. The Run window appears.

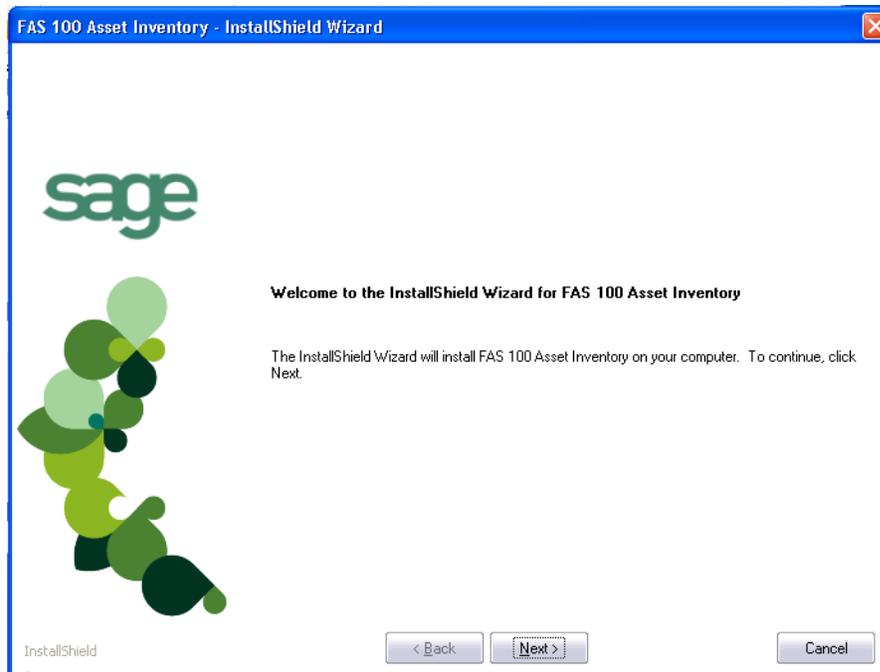


- Type (or browse to) D:\SETUP.EXE in the Open field, and then click OK. (Substitute your computer's DVD drive letter for D: if it is different.)

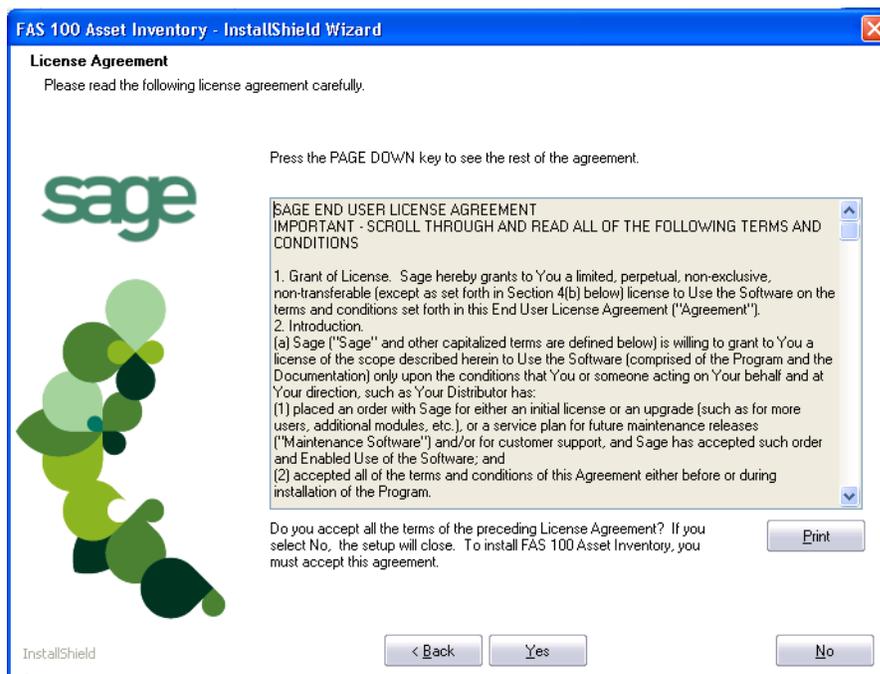
The Sage FAS Fixed Assets installation dialog appears.



2. From the installation dialog, click the Install FAS 100 Asset Inventory option. The Welcome dialog appears.



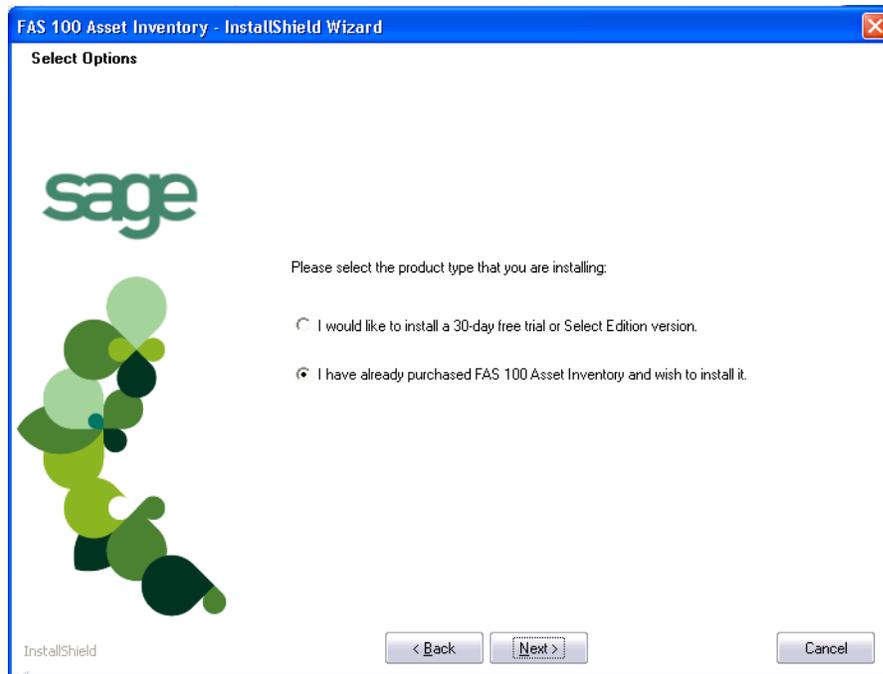
3. Click the Next button. The Software License Agreement dialog appears.



■ **Print Button**

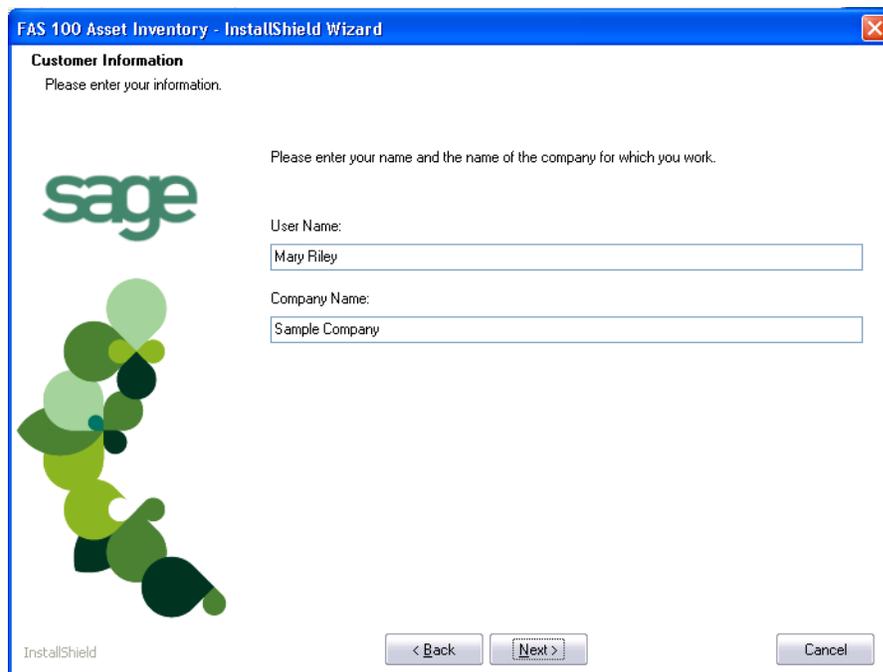
Click this button to send the license agreement to the default printer.

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



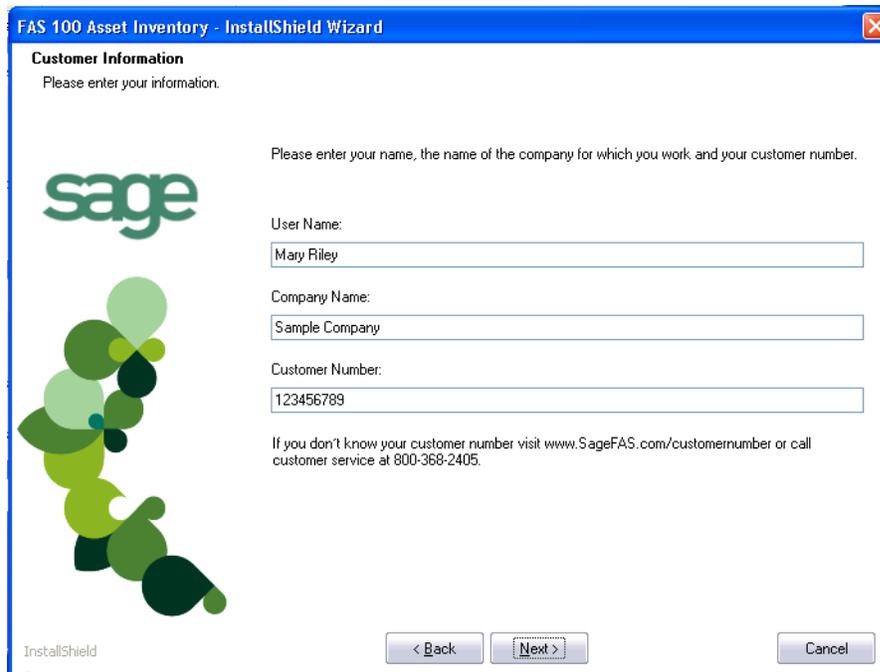
6. Select either the 30-day free trial option or the purchased option.

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



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

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



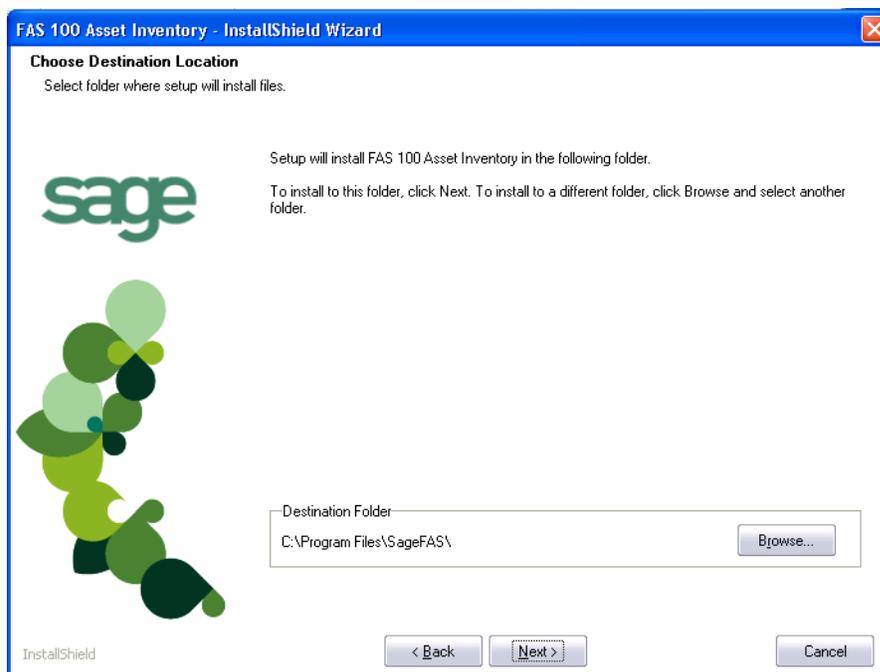
8. Enter your name, company name, and customer number. You will need your customer number if you call Sage FAS Customer Support with a technical question.

---

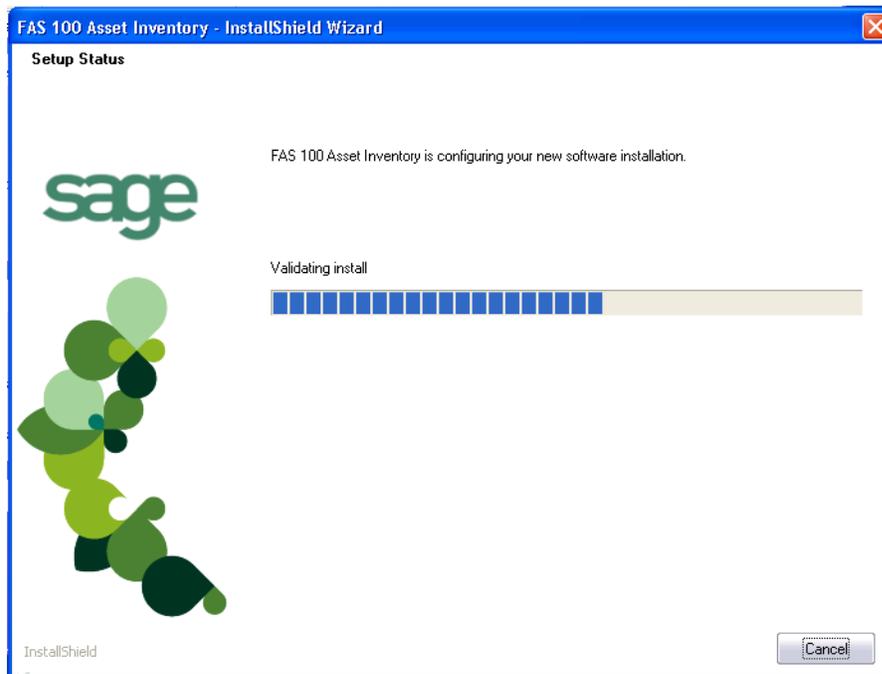
**Note:** You can find the customer number on the packing slip. If you cannot find your customer number, visit [www.sagefas.com/customer number](http://www.sagefas.com/customernumber), or call Customer Service at 800-368-2405.

---

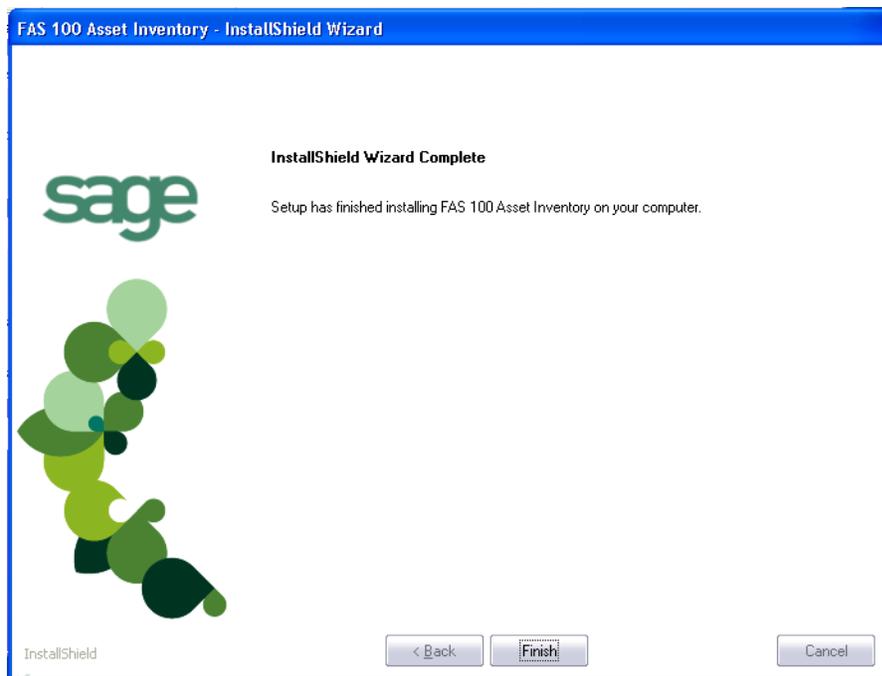
9. Click the Next button. The Choose Destination Location dialog appears.



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



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



11. Click the Finish button. The system returns to the installation dialog.

## Step 3: Installing the FAS Reader Program

To successfully operate barcode readers during a Dynamic or Baseline inventory, you must transfer the FAS Reader program files from your computer to the reader. You must have already installed Microsoft ActiveSync on your computer before installing FAS Reader.

You only need to follow the procedure that downloads the inventory program to the barcode reader once. You will not need to repeat this procedure unless there is an update to the program.

Please note the following:

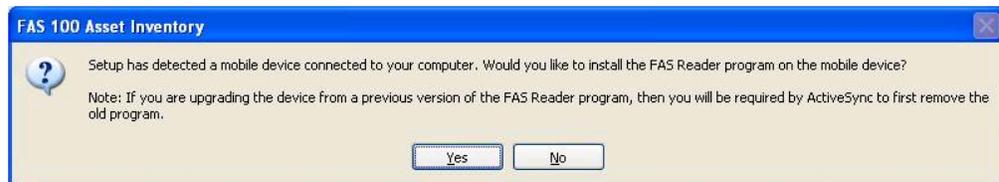
- If you are running Windows XP, before installing the FAS Reader program, you must install Microsoft ActiveSync on your computer. You can obtain it for free from the download page on the Microsoft Web site at [www.microsoft.com](http://www.microsoft.com).
- If you are running Microsoft Vista or Windows 7, Microsoft ActiveSync is not required because these operating systems ship with Windows Mobile Device Center. The autosync process occurs when you connect the reader to your computer.
- If you are running Windows Server 2008, you must download Windows Mobile Device Center from the Microsoft Web site before installing the FAS Reader program.

The following steps describe how to install the FAS Reader program during the installation of FAS Asset Inventory. You can install the FAS Reader program at any time after you have installed FAS Asset Inventory by double-clicking the SETUP.EXE file located in the Reader folder where you installed FAS Asset Inventory. The default location is C:\Program Files\SageFAS\Reader.

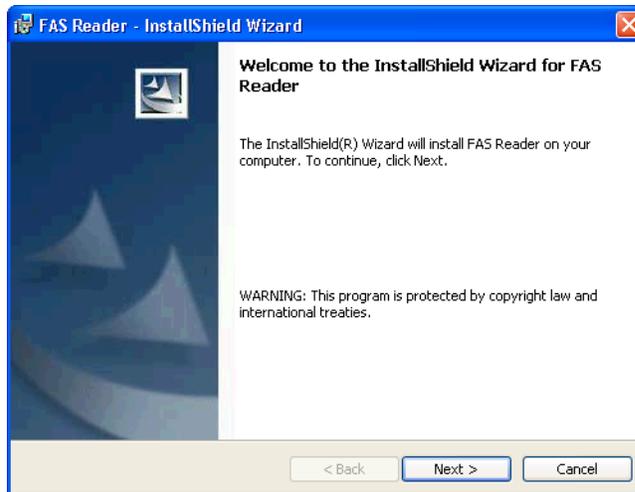
### ***To install the FAS Reader program to the barcode reader from the computer***

1. Make sure your barcode reader is connected to your computer.

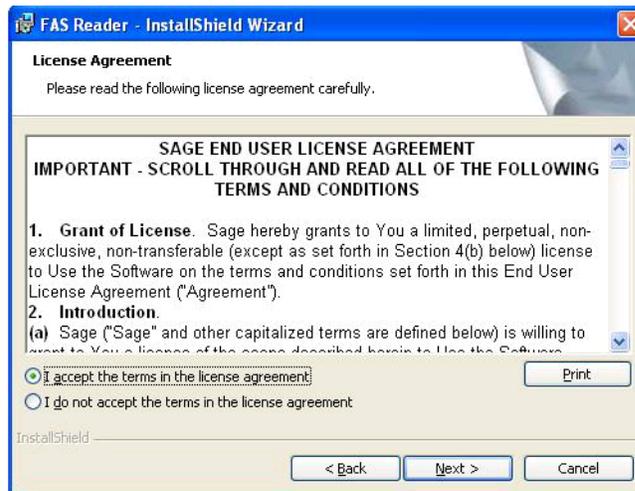
From the FAS 100 Asset Inventory Installation process, the system asks if you would like to install the FAS Reader program.



2. Click Yes. The system displays the Welcome dialog.

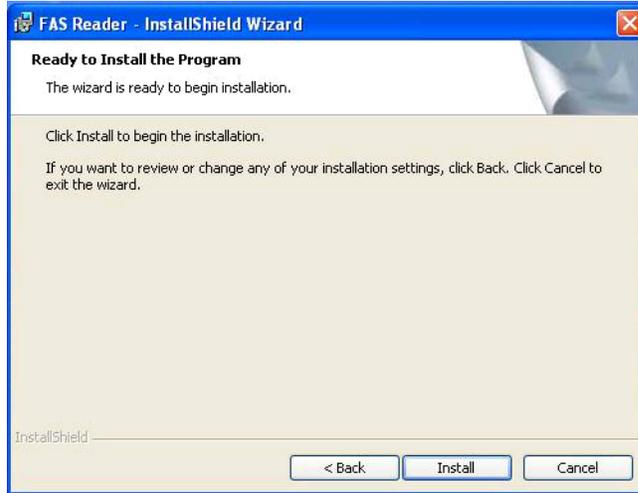


3. Click the Next button. The License Agreement dialog appears.

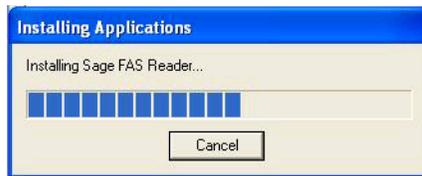


4. Read the license agreement, and then click the Next button to accept the terms of the agreement. (If you do not accept the terms of the license agreement, click the Cancel button and the system exits from the installation program.)

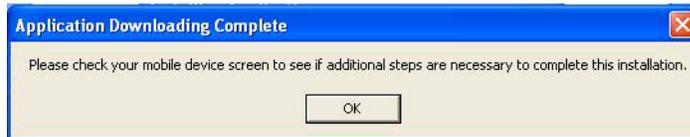
The Ready to Install the Program dialog appears.



5. Click the Install button. The system displays a message that indicates the progress of the installation.



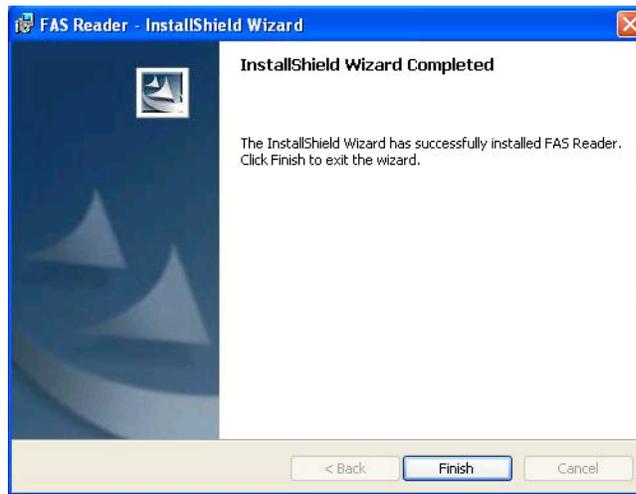
When the installation is complete, a message asks you to check your mobile device screen for additional steps to complete the installation.



6. Click OK. On the mobile device, a message allows you to select the location for installing the FAS Reader program.



7. Click the Flash Storage option, and then click Install. On the computer desktop, the system displays the InstallShield Wizard Completed dialog.



8. Click the Finish button. After installation is complete, it is recommended that you restart the barcode reader.

## Step 4: Registering the Application

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

---

**Note:** You have 30 days to register the application.

---

### ***To register the application***

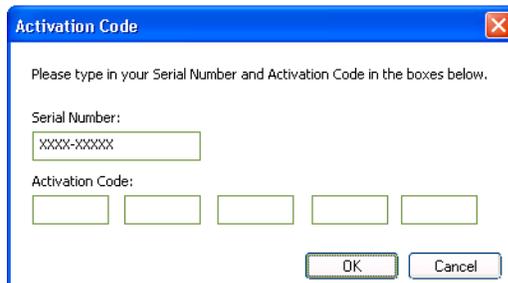
1. Click the Start button on the Windows taskbar, and then click Programs (or All Programs) on the Start submenu.
2. Select the FAS Solutions program group.
3. Select the FAS 100 Asset Inventory program group, and then select the FAS 100 Asset Inventory icon. A message appears indicating you can use the application for 30 days.



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



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



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

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

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



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

## Step 5: Starting the Application

The FAS 100 Asset Inventory program icon appears in the Sage FAS Fixed Assets program group by default.

---

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

---

### *To start the application*

#### **Starting the purchased version:**

1. Click the Start button on the Windows taskbar, and then select Programs (or All Programs) from the Start menu.
2. Select the Sage FAS Fixed Assets program group from the Programs submenu.
3. Select the FAS 100 Asset Inventory icon.

The system opens the application and displays the main window. If security is enabled, you must enter your user name and password.

#### **Starting the free trial version:**

1. Click the Start button on the Windows taskbar, and then select Programs (or All Programs) from the Start menu.
2. Select the Sage FAS Fixed Assets program group from the Programs submenu.
3. Select the FAS 100 Asset Inventory icon. A message appears indicating you have 30 days to try the program.



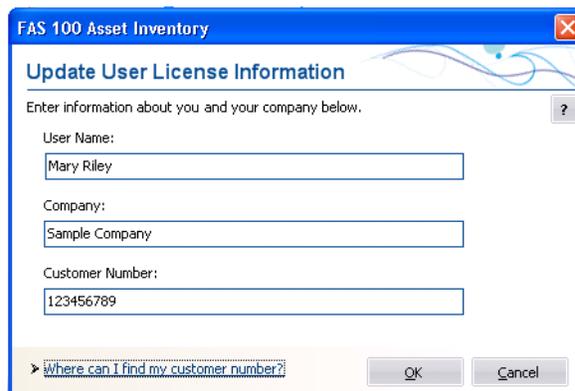
4. Click the Register Later button.

The system opens the application and displays the main window.

### ***To update your customer number***

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

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



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

### **To view your customer number**

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

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



# Chapter 5

## Installing FAS 100 Asset Inventory: Upgrading from a Prior Version

---

### In this chapter:

Overview of the Upgrade Process .....	5-1
Step 1: Backing Up Your Data .....	5-2
Step 2: Installing the Latest Version .....	5-2
Step 3: Upgrading the FAS Reader Program .....	5-7
Step 4: Converting Your Data .....	5-11
Step 5: Starting the Application .....	5-18

This chapter provides instructions for upgrading from a previous version of FAS 100 Asset Inventory.

---

**Note:** You must be currently using **version 11.1** of FAS 100 Asset Inventory to follow the steps in this chapter. If you are not running version 11.1 or later, you will need to install prior releases in sequential order through 11.1 before you upgrade.

---

---

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

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

---

## Overview of the Upgrade Process

The upgrade process consists of the following steps:

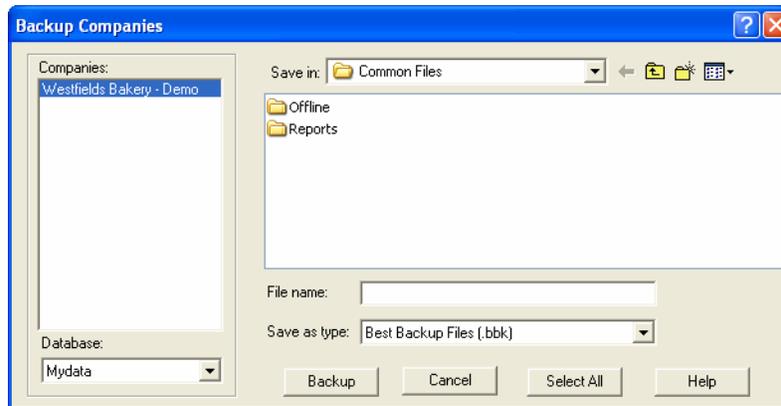
1. Backing up your current data, [page 5-2](#).
2. Installing the latest version, [page 5-2](#).
3. Upgrading the FAS Reader program, [page 5-7](#).
4. Converting your current data, [page 5-11](#).
5. Starting the application, [page 5-18](#).

## Step 1: Backing Up Your Data

After you install the latest Sage FAS version, you cannot open your companies in a previous version of the application. You may want to back up your data before you install the latest version, in case you need to go back to a previous version.

### To back up your database

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



2. Select the database containing the company or companies you want to back up.

---

**Note:** You can repeat these steps and select a different database if you have multiple companies in multiple databases.

---

3. Select the company or companies that you want to back up.

---

**Note:** Click the Select All button to select all of the companies listed in the Companies field.

---

4. Designate the destination directory, enter a file name for the backup file, and then click the Backup button.
5. After the backup is complete, click the Cancel button to close the Backup Companies dialog, or select another company to back up.

## Step 2: Installing the Latest Version

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

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

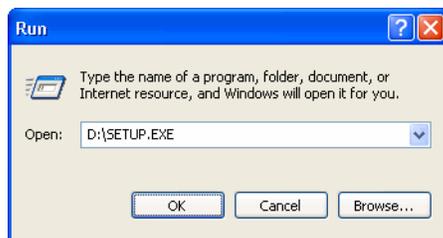
When installing the application, we recommend you accept the default options and directory locations the installation program provides. However, you can customize the installation to suit your needs by choosing the components you want to install.

### To start the install program

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

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

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

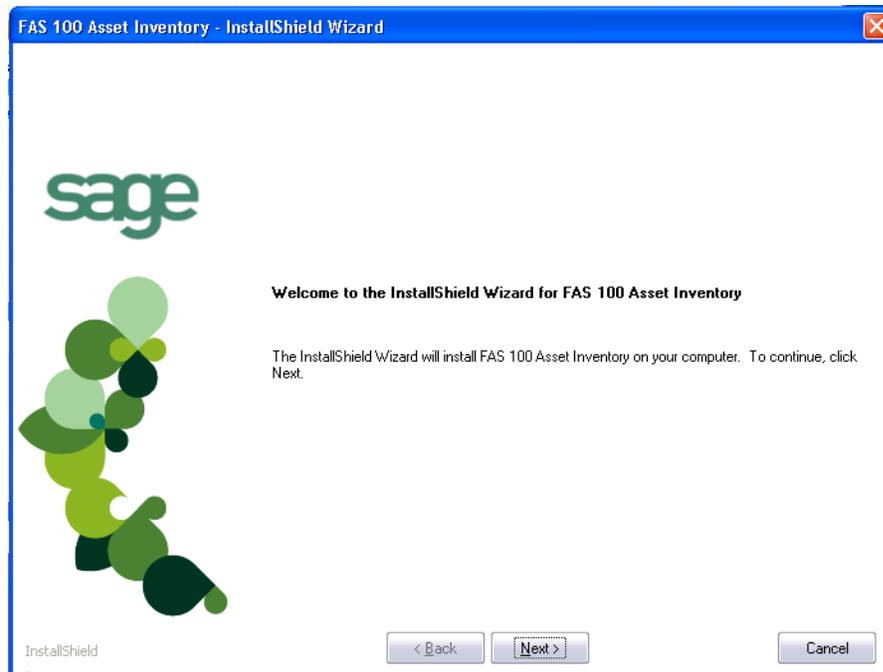


- Type (or browse to) D:\SETUP.EXE in the Open field, and then click OK. (Substitute your computer's DVD drive letter for D: if it is different.)

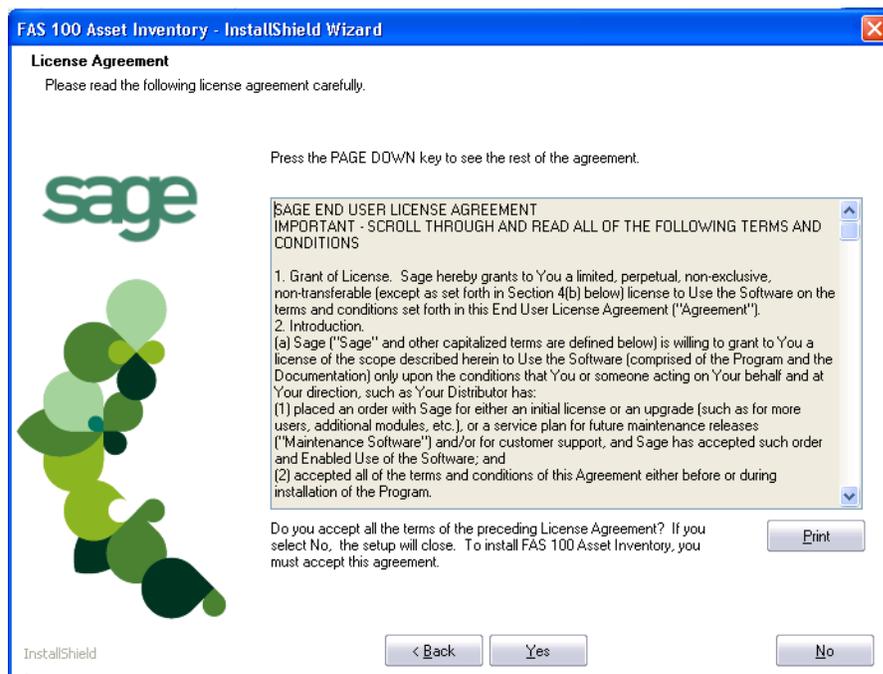
The Sage FAS Fixed Assets installation dialog appears.



2. From the installation dialog, click the Install FAS 100 Asset Inventory option. The Welcome dialog appears.



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

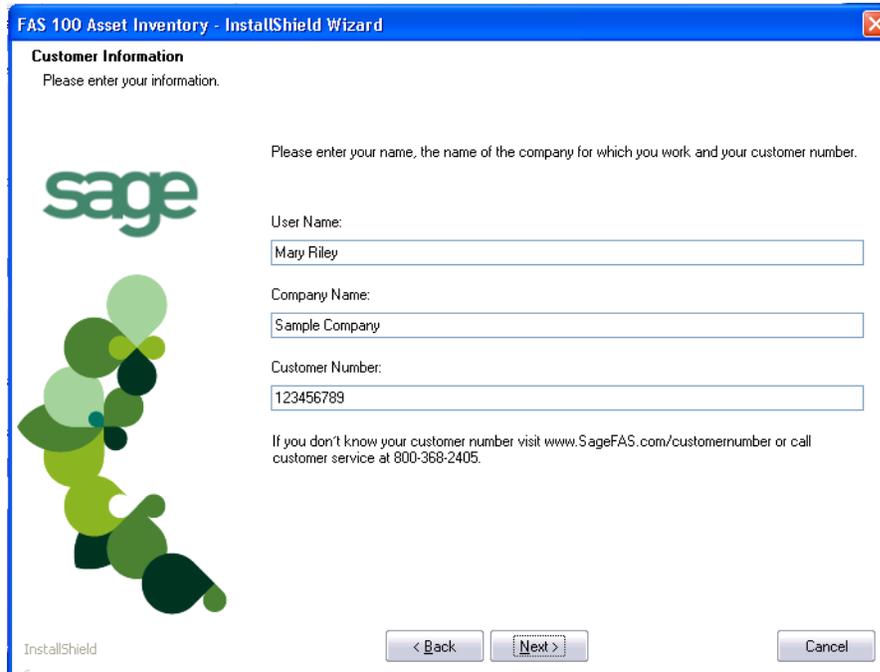


■ **Print Button**

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

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

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



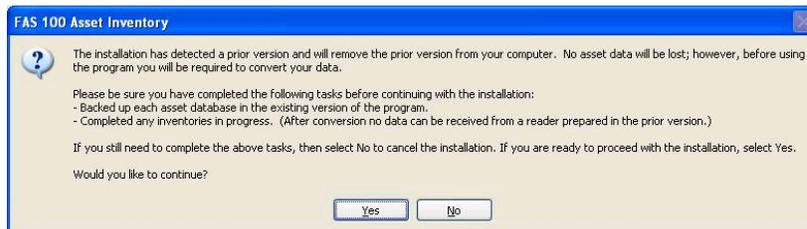
- Enter your name, company name, and customer number. You will need your customer number if you call Sage FAS Customer Support with a technical question.

---

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

---

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




---

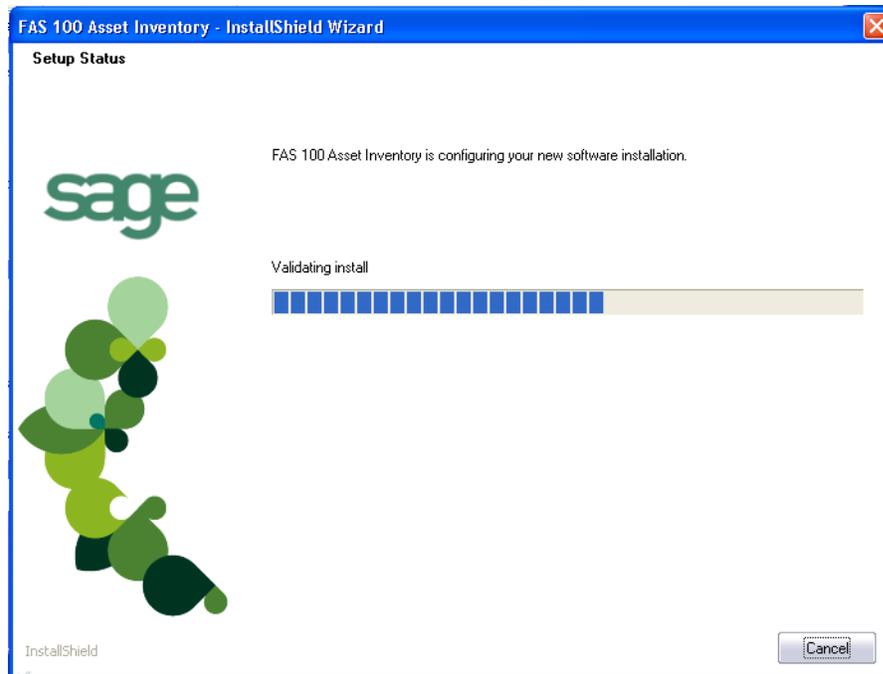
**Note:** Before you continue, make sure you do not have inventories in progress. After you install the latest version, the system will not be able to receive data from readers prepared in a prior version of the application.

---

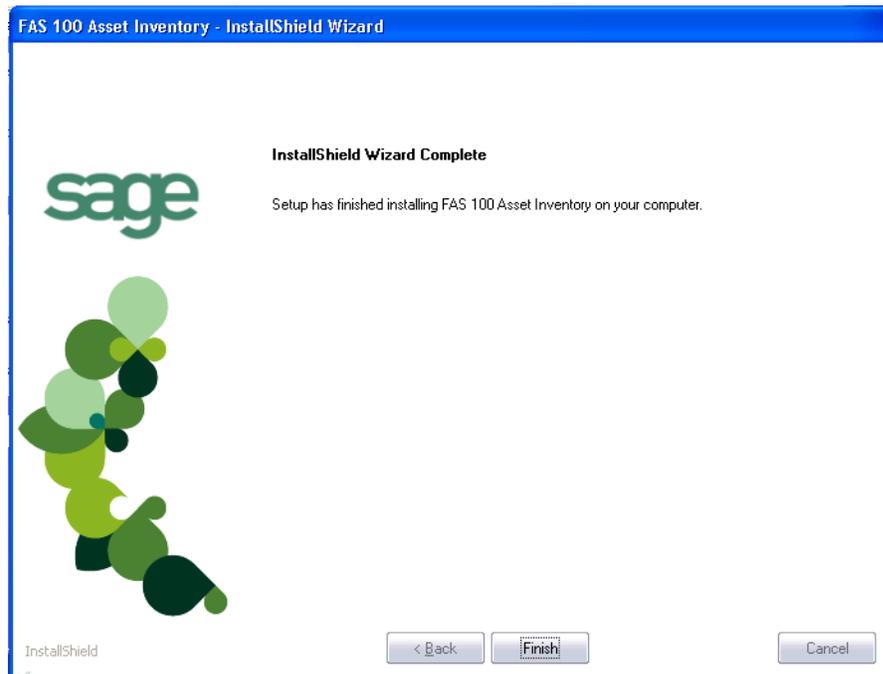
- Do one of the following:
  - Click No to cancel the installation and receive data from your reader(s).
  - Click Yes to remove the prior version of the application. The system begins installing the software, and the Setup Status dialog appears.

## 5 Installing FAS 100 Asset Inventory: Upgrading from a Prior Version

### Step 2: Installing the Latest Version



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



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

---

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

---

9. Click the Finish button. The system returns to the Sage FAS Fixed Asset installation dialog.

## Step 3: Upgrading the FAS Reader Program

To successfully operate barcode readers during a Dynamic or Baseline inventory, you must transfer the FAS Reader program files from your computer to the reader. You must have already installed Microsoft ActiveSync on your computer before installing FAS Reader.

You only need to follow the procedure that downloads the inventory program to the barcode reader once. You will not need to repeat this procedure unless there is an update to the program.

Please note the following:

- If you are running Windows XP, before installing the FAS Reader program, you must install Microsoft ActiveSync on your computer. You can obtain it for free from the download page on the Microsoft Web site at [www.microsoft.com](http://www.microsoft.com).
- If you are running Microsoft Vista or Windows 7, Microsoft ActiveSync is not required because these operating systems ship with Windows Mobile Device Center. The autosync process occurs when you connect the reader to your computer.
- If you are running Windows Server 2008, you must download Windows Mobile Device Center from the Microsoft Web site before installing the FAS Reader program.

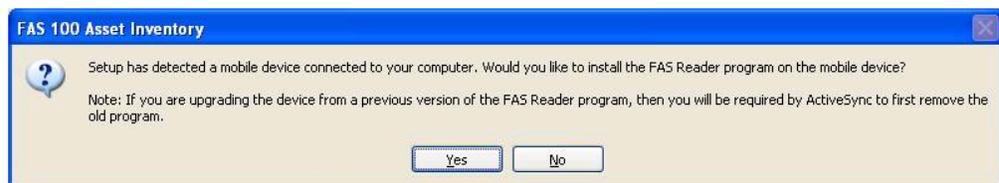
The following steps describe how to install the FAS Reader program during the installation of FAS Asset Inventory. You can install the FAS Reader program at any time after you have installed FAS Asset Inventory by double-clicking the SETUP.EXE file located in the Reader folder where you installed FAS Asset Inventory. The default location is C:\Program Files\SageFAS\Reader.

### ***To upgrade the FAS Reader program***

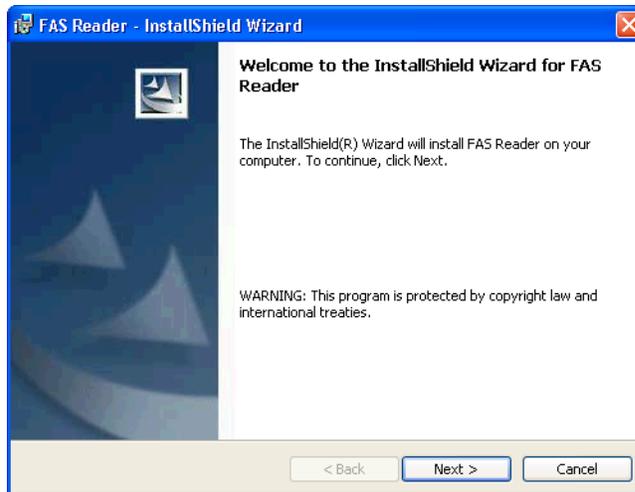
Complete the following steps if you have already installed a previous version of the FAS Reader program on your mobile device.

1. Make sure your barcode reader is connected to your computer.

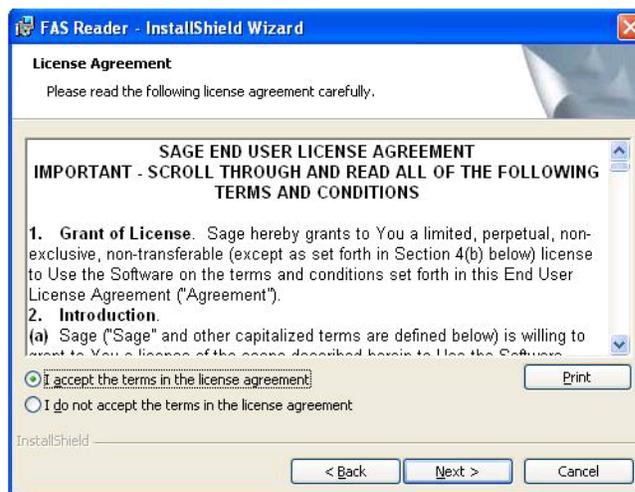
From the FAS 100 Asset Inventory Installation process, the system asks if you would like to install the FAS Reader program.



2. Click Yes. The system displays the Welcome dialog.

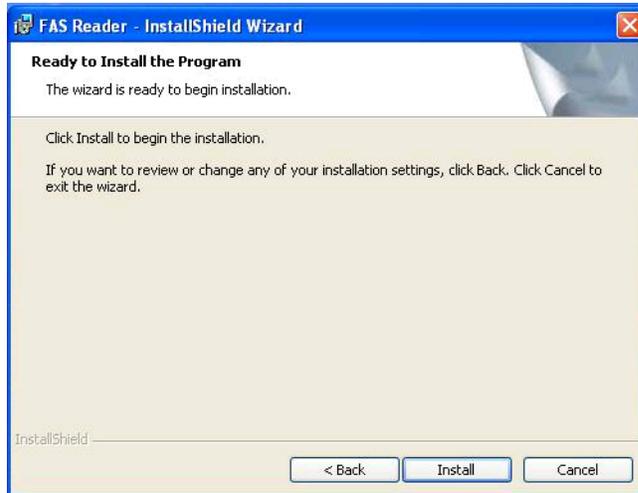


3. Click the Next button. The system displays the License Agreement dialog.



4. Read the license agreement, and then click the Next button to accept the terms of the agreement. (If you do not accept the terms of the license agreement, click the Cancel button and the system exits from the installation program.)

The system displays the Ready to Install the Program dialog.



---

**Note:** Because you are upgrading the device from a previous version of the FAS Reader program, you will be required by ActiveSync to first remove the old program.

---

5. Click the Install button. The system displays the Add Remove Program dialog. In previous versions, the FAS Reader program was called Sage FAS CE.



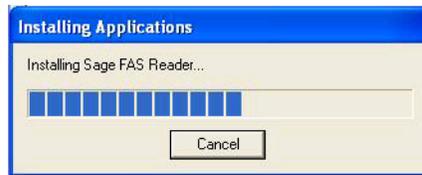
6. Click the Remove button. The system displays a confirmation message.



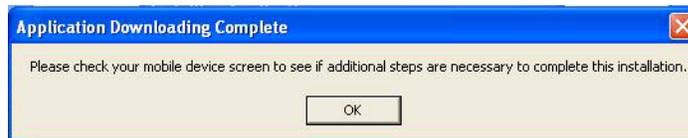
7. Click OK. The system displays a message that confirms your intention to uninstall the previous version of the program.



8. Click Yes. The system displays a message that indicates the progress of the installation of the FAS Reader program.



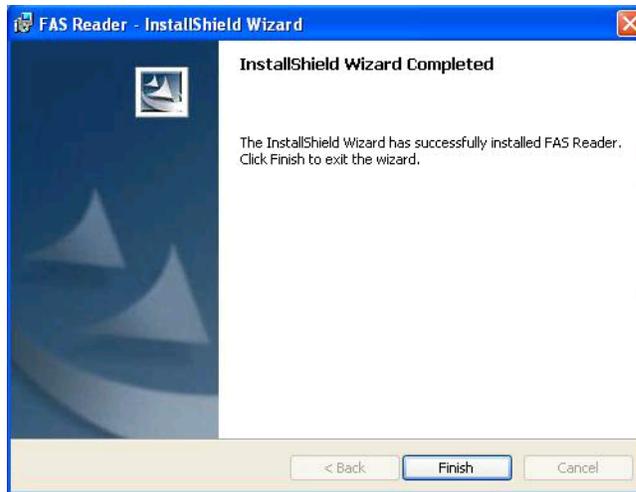
When the installation is complete, a message asks you to check your mobile device screen for additional steps to complete the installation.



9. Click OK. On the mobile device, a message allows you to select the location for installing the FAS Reader program.



10. Click the Flash Storage option, and then click Install. On the computer desktop, the system displays the InstallShield Wizard Completed dialog.



11. Click the Finish button. After installation is complete, it is recommended that you restart the barcode reader.

## Step 4: Converting Your Data

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

---

**Note:** You must be currently using **version 11.1** of FAS 100 Asset Inventory to follow the steps in this section.

---



---

**Note:** Before you convert your data, make sure you do not have inventories in progress. After your data has been converted, the system will not be able to receive data from readers prepared in a prior version of the application. **To receive the reader data, you must reinstall the prior version.**

---

You have two options for converting your databases.

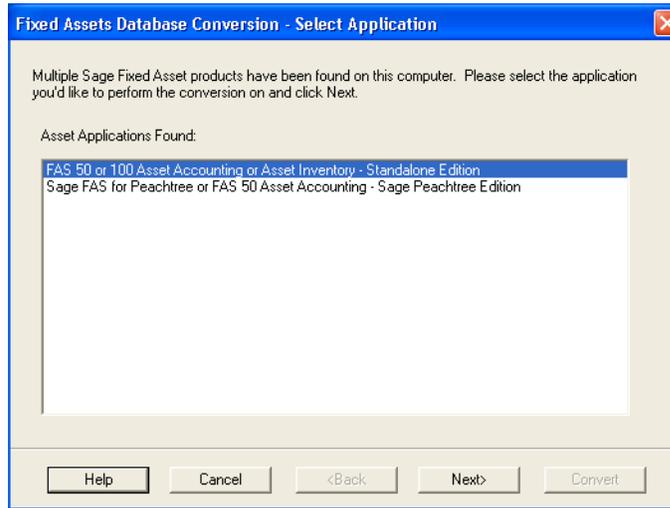
- **Database Conversion Utility:** You can use the utility to convert two or more databases at a time. You run the utility from the Sage Software program group.
- **In-place Database Conversion:** You perform this type of database conversion when you open a database. You can convert only one database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

### ***To use the database conversion utility to convert multiple databases***

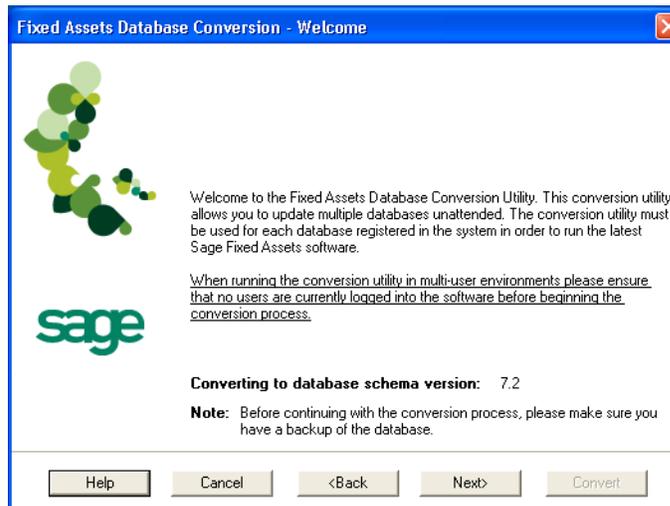
1. Click the Start button on the Windows taskbar, and then click Programs (or All Programs) on the Start submenu.
2. Select the Sage FAS Fixed Assets program group.
3. Select the Tools program group.

4. Select the FAS Database Conversion Program icon.

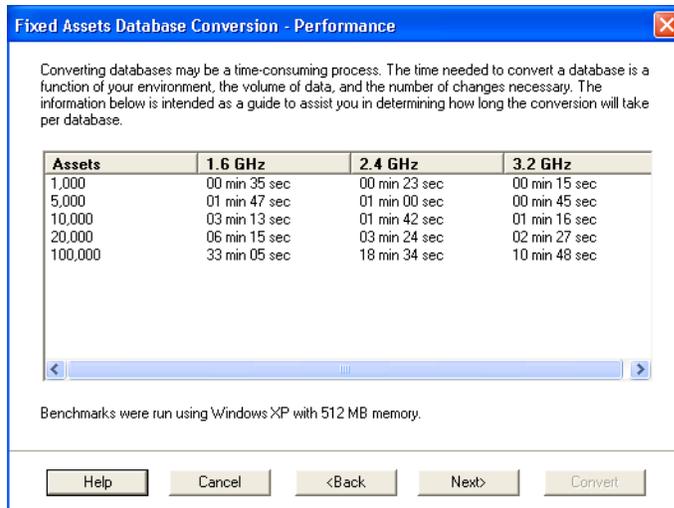
If more than one Sage FAS program is installed on your machine, the Select Application dialog appears.



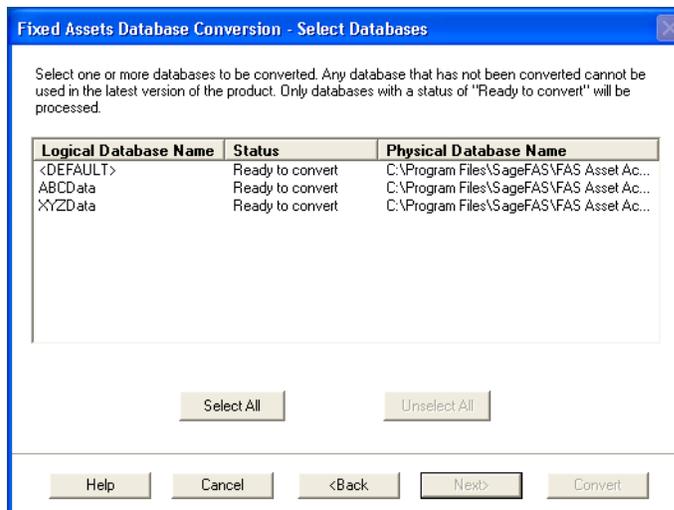
5. Select the Sage FAS program containing the database(s) that you want to convert.
6. Click the Next button. The Fixed Assets Database Conversion Welcome dialog appears.



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



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



This dialog displays the status of each database.

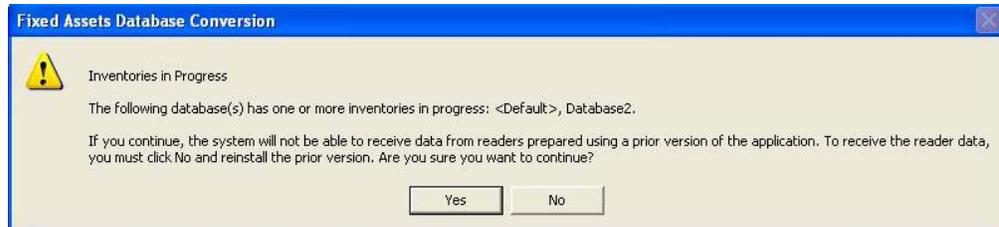
- **Conversion Complete**  
 This status indicates that the database has already been converted to the latest version.
- **Ready to Convert**  
 This status indicates that the database is ready to be converted to the latest version.
- **Incompatible Version**  
 This status indicates that the database cannot be converted because it has not yet been converted to version 11.1. For assistance in converting your databases to version 11.1, please contact Sage FAS Customer Support.

■ **Cannot Open**

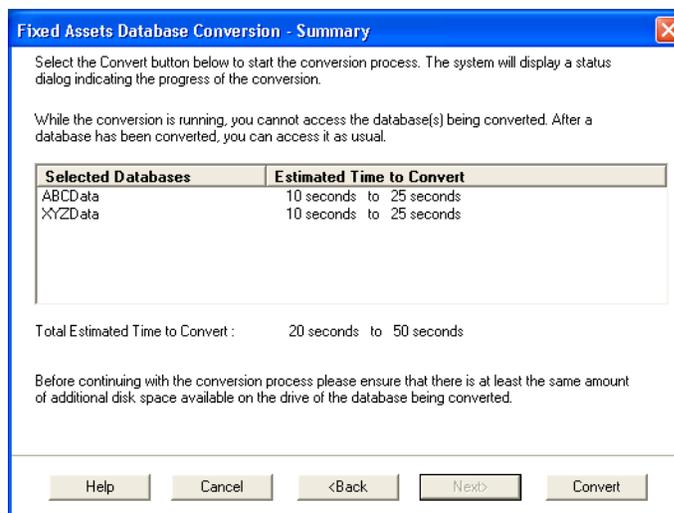
This status indicates that the database cannot be converted for an unknown reason. The database may have been moved and the system cannot locate it, or the database may be corrupted. For assistance in resolving the problem, please contact Sage FAS Customer Support.

10. Select the database(s) that you want to convert, and then click the Next button.

If a selected database contains a company with an inventory in progress, a message warns you that after the database conversion the system will be unable to receive data from readers prepared in a prior version of the application. **To receive the reader data, you must click No and reinstall the prior version.**

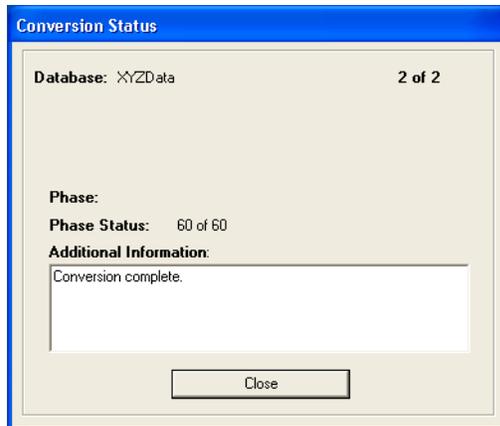


11. Click Yes to continue. The Fixed Assets Database Conversion Summary dialog appears.



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

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



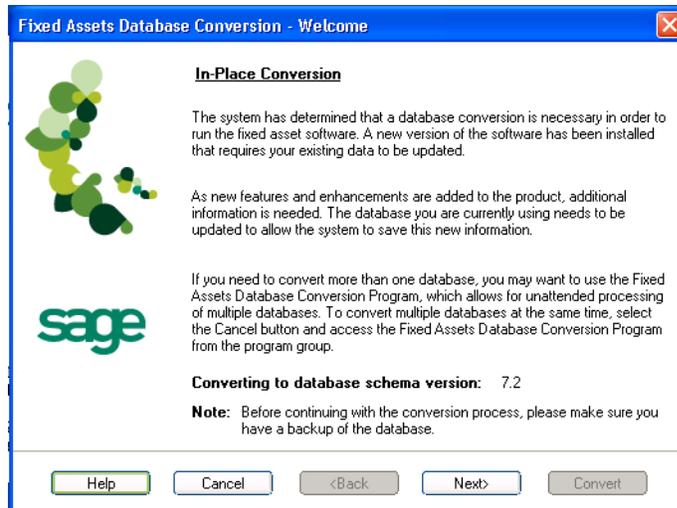
When the conversion is complete, a “Conversion Complete” message appears in the Additional Information text box.

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

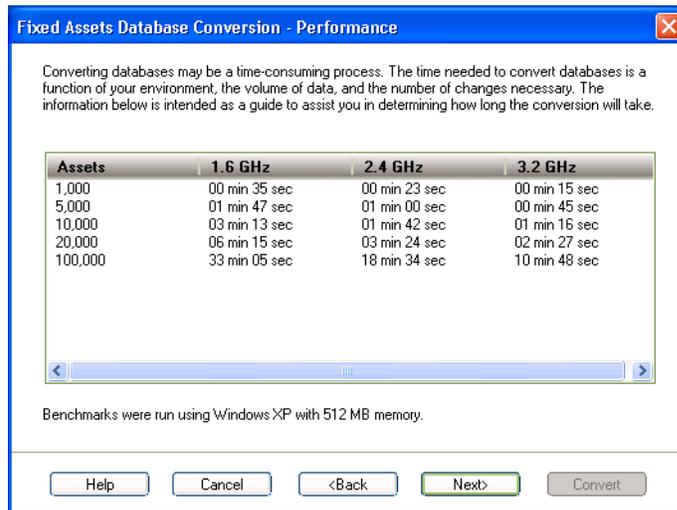
<b>FAS Database Conversion Summary</b>	
<b>Conversion to Database Schema: 7.2</b>	
<u>Database</u>	<u>Conversion status</u>
ABCData	Successful
XYZData	Successful

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

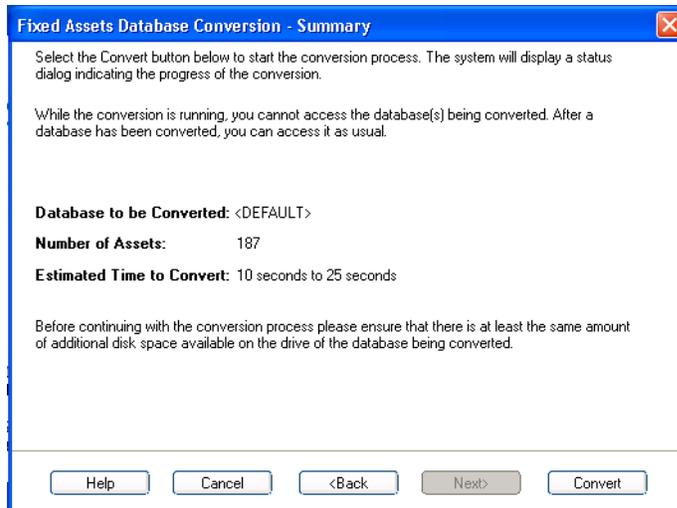
1. Click the Start button on the Windows taskbar, and then click Programs (or All Programs) on the Start submenu.
2. Select the Sage FAS Fixed Assets program group
3. Select the FAS 100 Asset Inventory icon. The application attempts to open a database that must be converted. The FAS Database Conversion Welcome dialog appears.



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

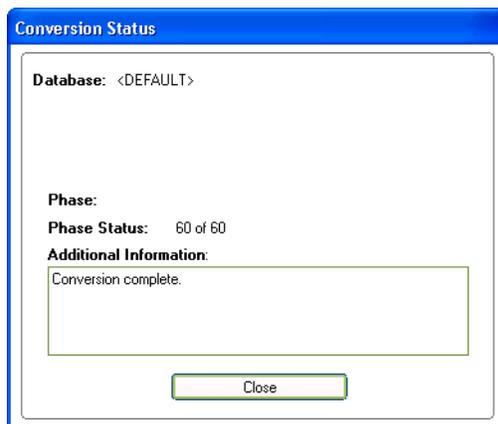


5. Review the Performance dialog to estimate how long the database conversion will take.
6. Click the Next button. The Fixed Assets Database Conversion Summary dialog appears.



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

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



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

## Step 5: Starting the Application

The FAS 100 Asset Inventory program icon appears in the Sage FAS Fixed Assets program group by default.

---

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

---

### ***To start the application***

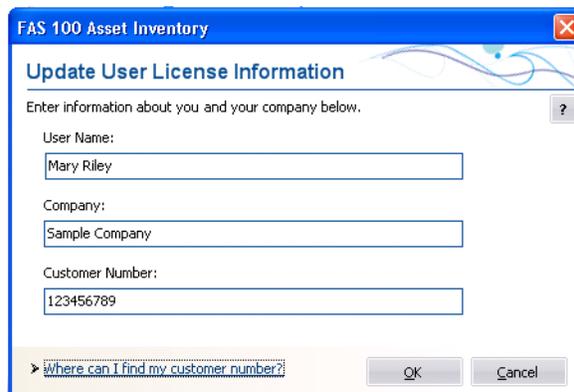
1. Click the Start button on the Windows taskbar, and then select Programs (or All Programs) from the Start menu.
2. Select the Sage FAS Fixed Assets program group from the Programs submenu.
3. Select the FAS 100 Asset Inventory icon.

The system opens the application and displays the main window. If security is enabled, you must enter your user name and password.

### ***To update your customer number***

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

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



The screenshot shows a dialog box titled "FAS 100 Asset Inventory" with the subtitle "Update User License Information". The dialog contains the following text and fields:

- Header: "Update User License Information"
- Instruction: "Enter information about you and your company below."
- Field 1: "User Name:" with the value "Mary Riley".
- Field 2: "Company:" with the value "Sample Company".
- Field 3: "Customer Number:" with the value "123456789".
- Buttons: "OK" and "Cancel".
- Footer: A link "Where can I find my customer number?" with a right-pointing arrow.

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

## To view your customer number

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

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





# Chapter 6

## Installing FAS Report Writer

---

### In this chapter:

Installing the Latest Version .....	6-1
-------------------------------------	-----

---

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

---

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

---

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

---

## Installing the Latest Version

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

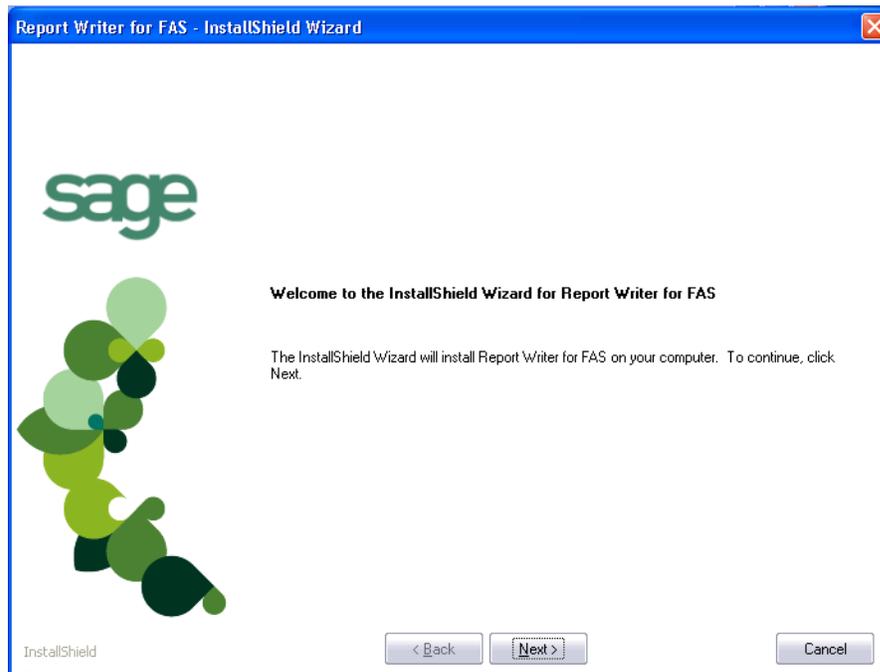
- Close all other Windows programs.
- Close all tool bars on your computer's desktop (such as the Microsoft Office tool bar).
- Close all programs that run in the background after you start your computer (such as virus-checking programs).
- Make sure you have administrative rights to the local computer.

### **To start the install program**

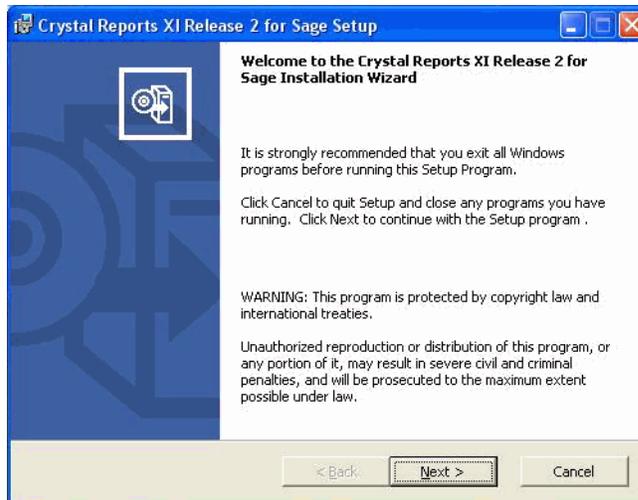
1. Insert the Sage FAS installation DVD in your computer's DVD drive. If your computer's AutoRun option is enabled, the FAS Report Writer installation screen automatically appears.



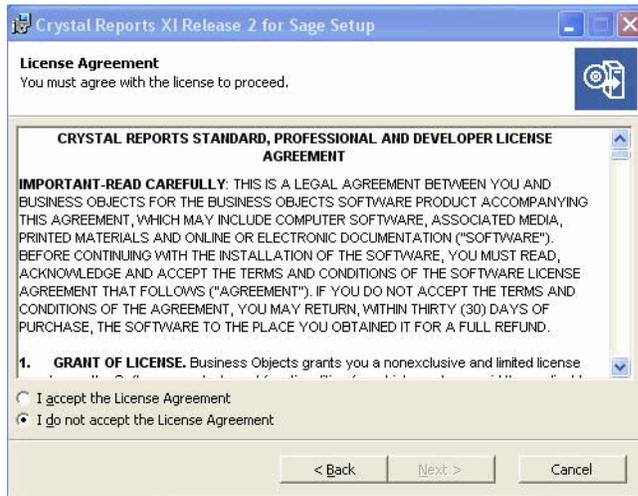
From the installation screen, click the Install FAS Report Writer option. The FAS Report Writer Welcome dialog appears.



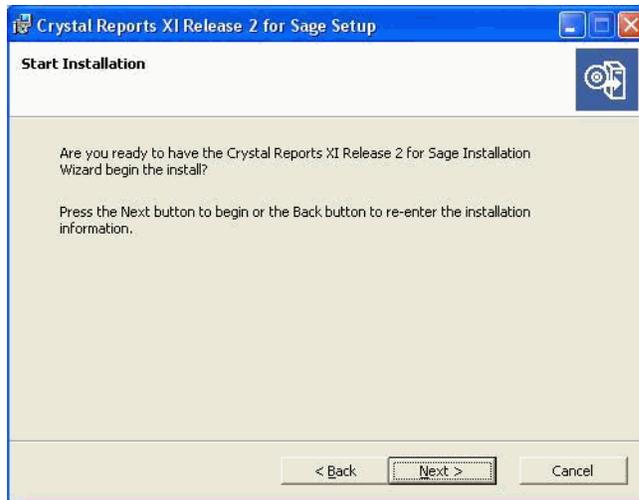
2. Click the Next button. The system displays the Crystal Reports Welcome dialog.



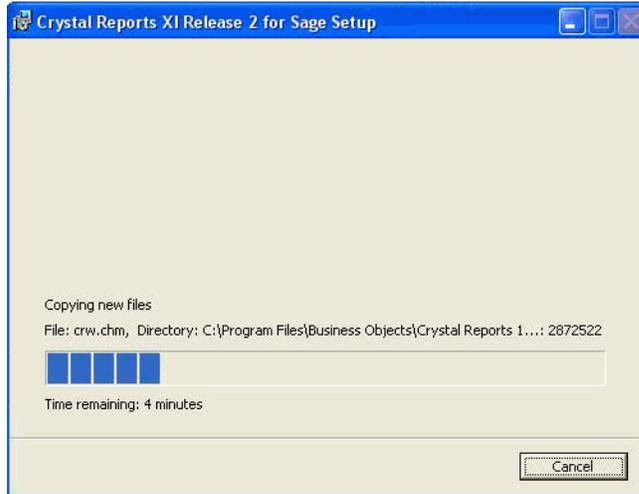
3. Click the Next button. The system displays the License Agreement.



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



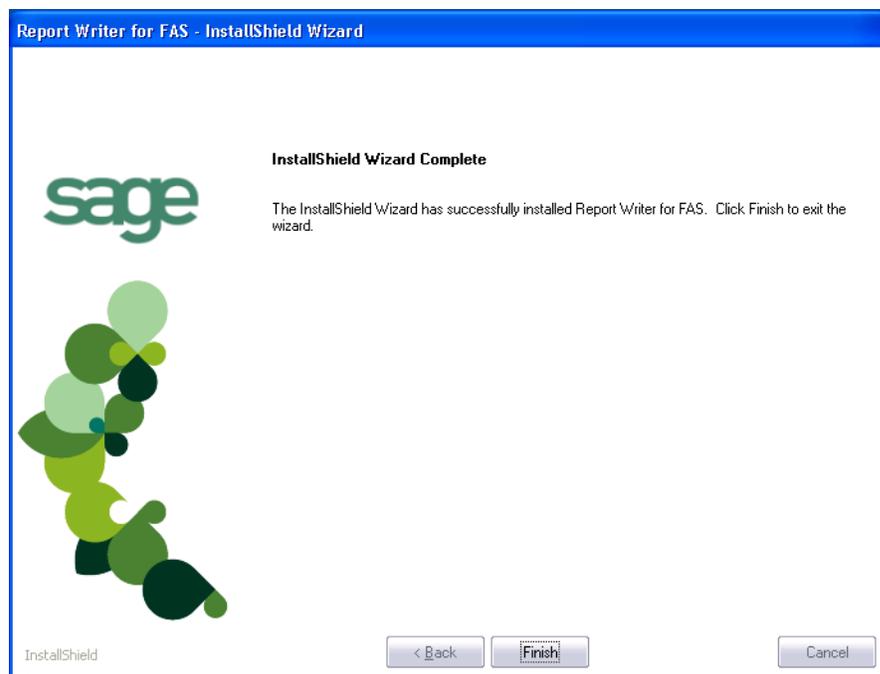
5. Click the Next button. The system begins installing the software.



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



6. Clear the Check for Product Updates button.
7. Click the Finish button. The system displays the InstallShield Wizard Complete dialog.



8. Click the Finish button. The system returns to the Client Installation dialog.
9. Click the Exit button to close the dialog.

You are now ready to begin using FAS 100 Asset Accounting and creating custom reports with FAS Report Writer. For information on using FAS Report Writer, see the online *FAS Report Writer User's Guide*.



# Appendix A

## How to Contact Us

---

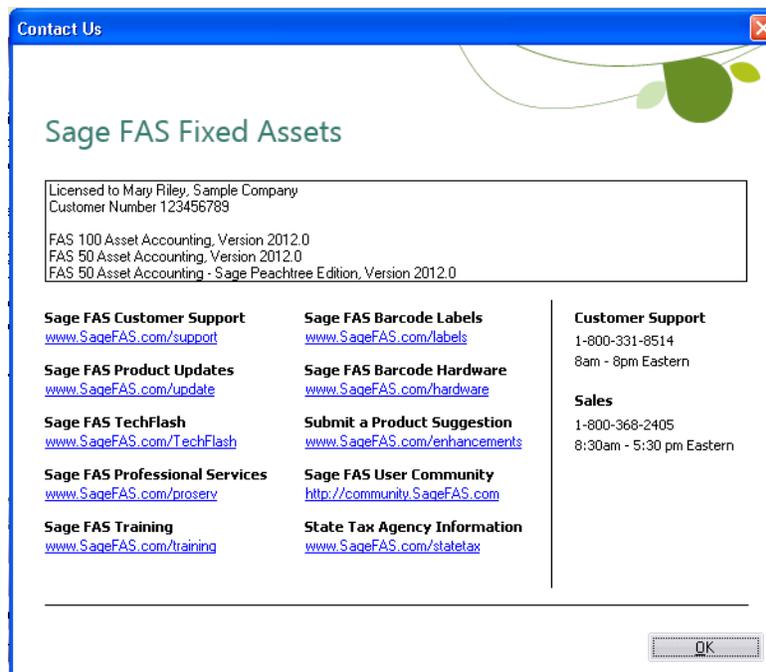
Here are some of the quickest ways to contact us if you have a question about operating the program, or if you need assistance in purchasing a Sage FAS product.

<b>Customer Support</b>	<b>Phone:</b> 1-800-331-8514 (8 a.m.—8 p.m. EST) <b>FAX:</b> 1-866-856-6844 <b>e-mail:</b> <a href="mailto:FASsupport@sage.com">FASsupport@sage.com</a> <b>web:</b> <a href="http://www.sagefas.com/support">www.sagefas.com/support</a> Customer number required
<b>Website</b>	<a href="http://www.sagefas.com">www.sagefas.com</a>
<b>Sales/Customer Service</b>	1-800-368-2405 (8:30 a.m.—7 p.m. EST) To enroll in or renew Sage Business Care

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

### To contact Sage FAS

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



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



# Appendix B

## Troubleshooting

---

### In this appendix:

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

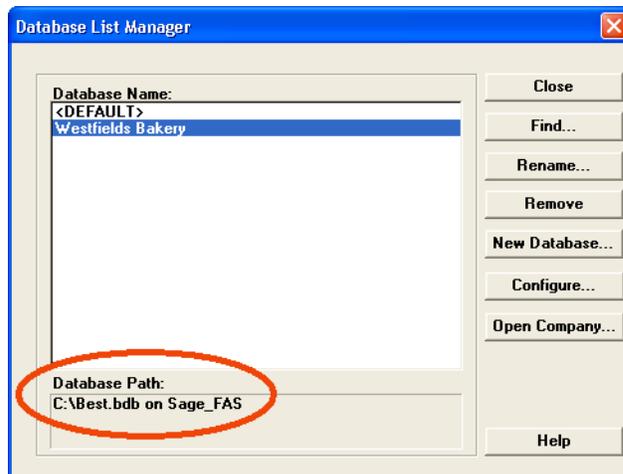
## Moving and Reconfiguring Databases

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

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

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

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



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

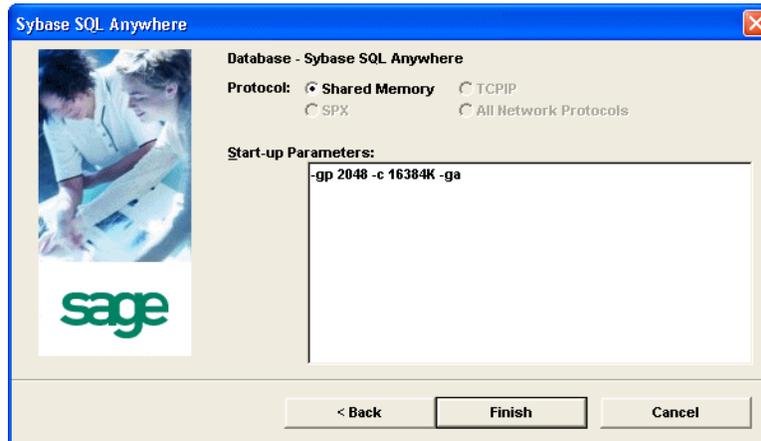
### If databases are in an unsupported Windows Vista or Windows 7 location

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

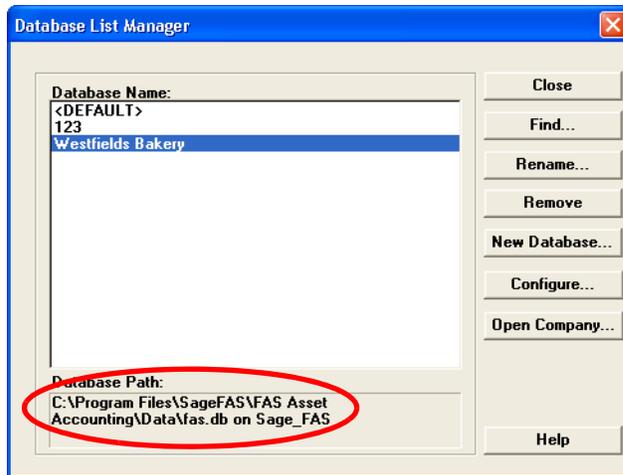
5. Open your Sage FAS application and access Database List Manager.
6. Select the database that has been moved to a new location and click the Configure button.



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



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



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



# Index

---

## B

### backing up data

- FAS 100 Asset Accounting ..... 3-2
- FAS 100 Asset Inventory ..... 5-2

## C

### companies, backing up

- FAS 100 Asset Accounting ..... 3-2
- FAS 100 Asset Inventory ..... 5-2

### contact information ..... A-1

### customer support ..... A-1

## D

### database files

#### backing up

- FAS 100 Asset Accounting ..... 3-2
- FAS 100 Asset Inventory ..... 5-2

- moving and reconfiguring ..... B-1

## F

### FAS 100 Asset Accounting

- installing first time ..... 2-1
- installing over previous version ..... 3-2
- registering ..... 2-7
- upgrading, steps for ..... 3-1

### FAS 100 Asset Inventory

- installing first time ..... 4-1
- installing over previous version ..... 5-2
- registering ..... 4-10
- upgrading, steps for ..... 5-1

### FAS Report Writer, installing first time ..... 6-1

## I

### installing first time

- FAS 100 Asset Accounting ..... 2-1
- FAS 100 Asset Inventory ..... 4-1
- FAS Report Writer ..... 6-1

### installing over previous version

- FAS 100 Asset Accounting ..... 3-2
- FAS 100 Asset Inventory ..... 5-2

## O

### operating environments ..... 1-1

## R

### registering

- FAS 100 Asset Accounting ..... 2-7
- FAS 100 Asset Inventory ..... 4-10

### requirements, system ..... 1-1

## S

### supported operating environments ..... 1-1

### system requirements ..... 1-1

## U

### upgrading, steps for

- FAS 100 Asset Accounting ..... 3-1
- FAS 100 Asset Inventory ..... 5-1

## W

### Windows Vista, reconfiguring databases ..... B-1



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

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

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

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

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