

# **Sage 300 2016**

## **Sage Fixed Assets Integration Guide**

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# Chapter 1

# Introduction to Sage Fixed Assets Integration

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In this guide, we discuss how to set up Sage Fixed Assets Integration in Sage 300. We also discuss how to use the integration features to update Sage Fixed Assets with asset information recorded in Sage 300.

This chapter provides an overview of Sage Fixed Assets Integration, and it also provides information about this guide.

For information about using the Sage Fixed Assets program see the documentation that comes with that program.

## What Is Sage Fixed Assets Integration?

Sage Fixed Assets integration with Sage 300 lets you:

- Identify items as financial assets when you purchase them or when you withdraw them from inventory for internal use by your Company.
- Send asset information to Sage Fixed Assets to set up assets that you have identified in Sage 300.
- Synchronize information between Sage 300 and Sage Fixed Assets.

Sage Fixed Assets Integration also provides an audit trail for assets created for Sage Fixed Assets by Sage 300 applications (Accounts Payable, Intercompany Transactions, Purchase Orders, and Inventory Control).

## Installing Sage Fixed Assets Integration

### Requirements

You install and activate Sage Fixed Assets Integration, as you would any other Sage 300 program.

You must install and activate the current version of System Manager and the latest product update (if any) before you can use Sage Fixed Assets Integration. In addition, you must install and activate the current version of the following Sage 300 programs:

- General Ledger and Subledger Services
- Accounts Payable
- Inventory Control

If you use Sage 300 Purchase Orders and Intercompany Transactions, you must also use the current version of those programs.

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

## About this Guide

The chapters are organized as follows:

**Chapter 2: Setting Up Sage Fixed Assets Integration** describes how to enter Sage Fixed Assets integration options for Sage 300. It also describes the Sage 300 Security Group settings you need to select if you use security with your Sage 300 company.

**Chapter 3: Using Sage Fixed Assets Integration** describes how to record fixed asset transactions using Sage 300 programs. It describes how to create assets in Sage Fixed Assets for the fixed asset purchases and items. It also tells you how to clear assets you have created, and how to synchronize data between Sage Fixed Assets and Sage 300.

# Chapter 2

## Setting Up Sage Fixed Assets Integration

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This chapter describes the options you can select for Sage Fixed Assets Integration, and it guides you through the setup process.

### Selecting Integration Options

After installing and activating the Sage Fixed Assets integration program, you need to select options that determine how Sage 300 interacts with Sage Fixed Assets. You specify:

- The Sage Fixed Assets product you want to integrate with Sage 300.
- The Sage Fixed Assets database and company (or organization) to use as defaults in Sage 300 programs (for example, in Accounts Payable Invoice Entry).
- A Sage Fixed Assets asset template to use as the default in the Sage 300 programs you use to identify assets for Sage Fixed Assets.
- How the asset will be created in Sage Fixed Assets.
- Sage 300 schedules to use for synchronizing Sage Fixed Assets information, creating assets in Sage Fixed Assets, and clearing asset information automatically in Sage Fixed Assets Integration.

#### **You set options for Sage Fixed Assets Integration as follows:**

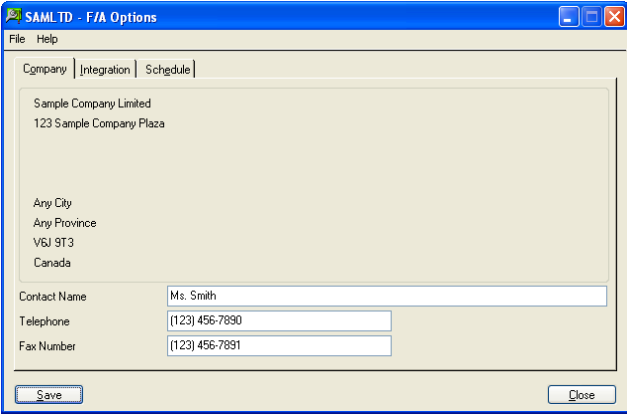
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**Note:** You cannot save Sage Fixed Assets Integration options if other users are working with Sage Fixed Assets Integration forms or with other Sage 300 forms that integrate with Sage Fixed Assets.

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1. From the Sage Fixed Assets Integration folder, choose Options.

The Options form appears as follows:



The screenshot shows a window titled "SAMLTD - F/A Options" with a menu bar containing "File" and "Help". Below the menu bar are three tabs: "Company", "Integration", and "Schedule". The "Company" tab is active and displays the following information:

- Sample Company Limited
- 123 Sample Company Plaza
- Any City
- Any Province
- V6J 9T3
- Canada

Below this information are three input fields:

- Contact Name: Ms. Smith
- Telephone: (123) 456-7890
- Fax Number: (123) 456-7891

At the bottom of the dialog box are two buttons: "Save" and "Close".

The company contact name and the telephone and fax numbers appear on the Company tab, but you can change them, as required.

2. Make any required changes to the contact information that appears on the Company tab, and then click the Integration tab.
3. From the Sage Fixed Assets Product list, select the product with which you want to exchange asset data, and then click Save.

Once you click Save, the Synchronize button and the Sage Fixed Assets Database fields become available.

4. Click Synchronize to copy the Sage Fixed Assets database, company (or organization), and template information to Sage 300, which you can then select using the Finders on the Integration tab.
5. Use the Finder for the Database field to select the Sage Fixed Assets database you want to integrate with Sage 300.

The database you select appears automatically in Sage 300 forms that you use to record fixed asset details.

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

Your selection for this field appears automatically in Sage 300 forms that you use to record fixed asset details.

7. Select the Sage Fixed Assets template for the type of asset (such as equipment, furniture, or building) you will add most often using Sage 300.



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**Note:** Sage Fixed Assets 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.

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The template you select appears as the default in the Sage 300 forms 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 and book entries from the template.

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

You can choose from the following options.

- **Applying Template.** Choose this option if you want to use the entries from the selected template in the asset records you create for Sage Fixed Assets.
- **Applying Template Then Forcing Book Defaults.** Choose this option if you want the new records to use the standard entries from the asset template as well as the book and system defaults in Sage Fixed Assets. When Sage Fixed Assets Integration creates the asset records, it inserts data in the asset records in this order:
  - i. It applies the template specified for each transaction.
  - ii. It runs the Force Defaults function in Sage Fixed Assets to apply Sage Fixed Assets book and system defaults.

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 used in the original transaction.

9. Click the Schedule tab.

Use the Finder 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 Data.** You synchronize data to update the Sage Fixed Assets databases, companies (or organizations), and templates tables in Sage 300.
- **Create Assets.** When you create assets from the Reminder List, the program creates records for fixed assets processed in all Sage 300 programs.

Run Sage Fixed Assets Integration functions automatically

Run Sage Fixed Assets Integration functions manually

- **Clear Created Assets.** When you clear assets using the Reminder List, the program clears assets for all Sage 300 programs.

You can also synchronize data manually using the F/A Options form, and you can create and clear assets using the respective forms in Sage 300.

10. Click Save.

## Printing Sage Fixed Assets Integration Options

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

### To print the F/A Options report:

- On the F/A Options form, from the File menu, click Print.

The program sends the report to your usual print destination.

## Setting Up Security for Sage Fixed Assets Integration

If you use security with your Sage 300 system, you must grant users access privileges to Sage Fixed Assets Integration, as for other Sage 300 programs.

You use Administrative Services to define security groups for Sage Fixed Assets 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 *System Manager Help*.)

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

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

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

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

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

## Where to Now?

Now that you have set up the link between Sage Fixed Assets and Sage 300, you can update Sage Fixed Assets with details of fixed assets or inventory whose purchase or internal use you first record in Sage 300.

Read Chapter 3, "Using Sage Fixed Assets Integration," to learn about how to:

- Use forms in Sage 300 to enter asset details for Sage Fixed Assets.
- Use the Create Assets form to create records for Sage Fixed Assets.
- Use the Clear Created Assets form to remove asset-creation data for one Sage 300 program (for example, Accounts Payable) or for all integrated Sage 300 programs.
- Use the Asset Inquiry form to see a list of asset details that you have entered in Sage 300 for Sage Fixed Assets. (The list includes asset details for which record creation is pending, assets that you have created in Sage Fixed Assets and have not yet cleared from Sage 300, and assets that could not be created because of some error, or all fixed asset details entered in Sage 300 for Sage Fixed Assets.)
- Use the Asset Inquiry form to edit the asset details that contain errors.



# Chapter 3

## Using Sage Fixed Assets Integration

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In this chapter you will learn how to:

- Use Sage 300 Accounts Payable to enter fixed asset details for Sage Fixed Assets along with purchase transactions.
- Use Sage 300 Purchase Orders to enter fixed asset details for Sage Fixed Assets along with receipt transactions.
- Use Sage 300 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.

### Entering Fixed Asset Purchases for Sage Fixed Assets

You use the Invoice Entry form in Sage 300 Accounts Payable to identify purchases as fixed assets for Sage Fixed Assets. You can also use the Receipt Entry form in Sage 300 Purchase Orders to identify assets.

You include fixed asset related information with invoice or receipt details, entering the Sage Fixed Assets database, company (or organization), asset template, asset description quantity, and the unit order of measure for each detail.

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**Note:** The Sage Fixed Assets database and company (or organization) are specified on the F/A Options form for your Sage 300 company. They appear on the A/P Invoice form for your information, but you cannot change them on an individual invoice.

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

When you create assets (using the Reminder List or the Create Assets form), the system uses these Sage Fixed Asset 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:**



Invoice Entry

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 *Accounts Payable help* if you need detailed instructions on entering invoices.)

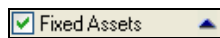


Detail entry

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

Tax Authority	Detail Tax Class	Tax Inclu...	Tax Base	Tax Amount
Goods and Service Tax	1	No	0.00	0.00
Provincial Sales Tax	1	No	0.00	0.00
			Total Tax	0.00

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 option, and then click the Zoom button to open the Fixed Assets form.
6. Enter information for the asset record as follows:
  - a. If you want to use a different template than the one displayed on the Fixed Assets form, 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.)
  - b. Use the Description field to enter the description that you want to use for the asset in Sage Fixed Assets.

- c. If you are purchasing 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 Fixed Assets value entered on the Fixed Assets form 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.

- d. In the Fixed Asset Quantity field, type the quantity of asset items you purchased.
  - e. In the Fixed Asset UOM field, type the unit of measure for the quantity you entered.
  - f. In the Fixed Asset Value field, type the value to book for the asset in Sage Fixed Assets.
  - g. Click Close to return to the detail entry form.
7. Click Add.
  8. When you have finished adding details for the invoice, click Close to return to the main Invoice Entry form.
  9. Click Add, and then click Close.

**To record the receipt of an asset for Sage Fixed Assets:**



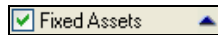
1. In Purchase Orders, from the P/O Transactions folder, choose Receipt Entry.
2. Create the receipt, entering header information as usual. (See the *Purchase Orders help* for detailed instructions on entering receipts.)



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

Tax Authority	Tax Description	Detail Tax Class	Tax Class Description	Tax Included	Tax Base	Tax Amount	Alloca
STATE	State Tax	1	Taxable item	No	0.00	0.00	
COUNTY	County Tax	1	Taxable merchandise	No	0.00	0.00	

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 to open the Fixed Assets form.
6. Enter information for the asset record as follows:
  - a. If you want to use a different template than the one displayed on the Fixed Assets form, 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.)
  - b. Use the Description field to enter the description that you want to use for the asset in Sage Fixed Assets.
  - c. 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.
  - d. The program allocates the Sage Fixed Assets value entered on the Fixed Assets form 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.
  - e. In the Fixed Asset Quantity field, type the quantity of asset items you purchased.
  - f. In the Fixed Asset UOM field, type the unit of measure for the quantity you entered.



- g. In the Fixed Asset Value field, type the value to book for the asset in Sage Fixed Assets.
7. Click Close to return to the detail entry form.
8. Click Add.
9. When you have finished adding details for the receipt, click Close to return to the main Receipt Entry form.
10. Click Add, and then click Close.

## Recording the Internal Use of Inventory for Sage Fixed Assets

You use the Internal Usage form in Sage 300 Inventory Control to withdraw items from inventory for use by your company (or organization) and identify them as fixed assets for Sage Fixed Assets.

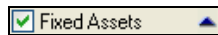
### To record the purchase of an asset for Sage Fixed Assets:



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 help* 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.

Detail entry

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 to open the Fixed Assets form.
6. Enter information for the asset record as follows:
  - a. If you want to use a different template than the one displayed on the Fixed Assets form, use the Finder for the Sage Fixed Assets Template field 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.)
  - b. Use the Description field to enter the description that you want to use for the asset in Sage Fixed Assets.
  - c. If you are using 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 Fixed Assets value entered on the Fixed Assets form 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.
  - d. In the Fixed Asset Quantity field, type the quantity of asset items you are removing for internal use.
  - e. In the Fixed Asset UOM field, type the unit of measure for the quantity you entered.
  - f. In the Fixed Asset Value field, type the value to book for the asset in Sage Fixed Assets.
7. Click Close to return to the detail entry form.
8. Click Add.
9. When you have finished adding details for the transaction, click Close to return to the main Internal Usage form.
10. Click Add, and then click Close.

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

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## Creating Asset Records for Sage Fixed Assets

Once you have processed fixed asset transactions in Sage 300, you use the Create Assets form to create records for the assets in Sage Fixed Assets.

When you run Create Assets, the program:

- Selects asset transactions processed in Sage 300 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 form. (Note that the unit of measure is not passed to Sage Fixed Assets.)

### **To create Sage Fixed Assets asset records:**

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

The Create Assets form appears.

You can create the assets in Sage Fixed Assets for fixed asset details processed in one Sage 300 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 Sage Fixed Asset records for fixed asset details entered in all Sage 300 programs.

*Or*

- One Application Source if you want to create Sage Fixed Asset records for a single Sage 300 program that you specify.

If you select this option, enter the two character source code for the Sage 300 program in the adjacent field that appears. You enter:

- AP for Accounts Payable
- IC for Inventory Control
- PO for Purchase Orders

3. Click Proceed.

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:

- a. Look up the error in the Asset Inquiry form.

- b. Correct the error on the Asset Inquiry form, as described in the next section, "Looking Up Assets."
  - c. Reset the status for the asset line from Error to Pending.
  - d. Run the Create Assets function again to create the Sage Fixed Assets records.
4. Click Close.

## Looking Up Assets

You use the Asset Inquiry form to:

- Display asset details for transactions you entered in Sage 300.
- 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. From the Sage Fixed Assets Integration folder, choose Asset Inquiry.

The Asset Inquiry form appears.

2. Fill in the selection fields at the top of the form 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 300 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 300 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.



Asset Inquiry

- 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.

» "Go" button

3. Click Go.

The program displays asset details that meet the specified criteria.

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

Deleting an asset detail

To delete a detail, you select it, and then press Delete on your keyboard. (You can also clear Created assets using the Clear Assets form, 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 Fixed Assets 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.

▲ Listing errors

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 form 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 300 database. You cannot change the database ID, regardless of the asset status.

- **Sage Fixed Assets Database, Company/Organization, Template / Description / Quantity / Unit of Measure.** These fields show entries specified when you entered the asset detail in a Sage 300 transaction. You can edit the fields if the asset has an Error status.
- **Acquisition Date.** This field shows a date from the Sage 300 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 300 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 (Sys.) number that Sage Fixed Assets has assigned to the asset.

Print

5. To print a listing of assets recorded in Sage 300 that have not been cleared from your Sage 300 database, click Print. The listing prints to your usual print destination.
6. Click Close when you have finished reviewing asset details.

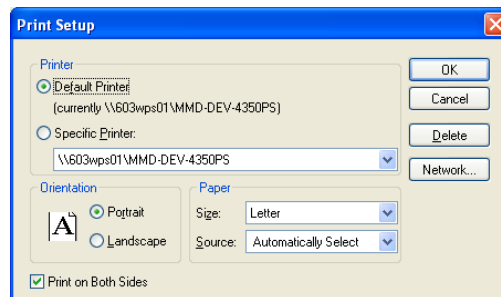
## Printing the F/A Assets Report

Sage Fixed Assets Integration lets you print a convenient listing of the status of fixed assets that you have processed in Sage 300.

The F/A Assets report shows key details for each asset, including its status, the Sage 300 source application, the asset description, database ID, Sage Fixed Assets database, Sage Fixed Assets company (or organization), Sage Fixed Assets template, acquisition date, and the value specified in the original Sage 300 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 form.
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 300 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:
  - a. From the File menu, select Print Setup:



- b. Select the printing options you want to use for this report.
  - c. Click OK.
6. On the File menu, click Print.

## Using Intercompany Transactions and Sage Fixed Assets Integration

If you use Sage 300 Intercompany Transactions (ICT), 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 Fixed Assets Integration. You then create the Sage Fixed Assets asset record in the originating company.

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

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### Entering Intercompany Asset Purchases

**To process a fixed asset purchase for a destination company:**

1. In Sage 300, 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 form as you would in non-ICT Accounts Payable. For an ICT Accounts Payable invoice, however, you enter the Sage Fixed Assets database and the Sage Fixed Assets company (or organization).
5. Specify the Sage Fixed Assets database and company (or organization) for the *originator* company.
6. Close the Fixed Assets form.
7. Save the invoice, and then close the Invoice Entry form.
8. Post the ICT invoice batch.



## Creating Asset Records for Intercompany Transactions

When you post an ICT Accounts Payable invoice batch, Sage 300 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 Fixed Assets 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 300, 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 Allocate Assets To field appears for the asset detail

The usual Sage Fixed Assets 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 Fixed Assets Database field, or the Sage Fixed Assets 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 form to view the fixed asset details. The Asset Inquiry form shows the database ID and the company (or organization) to which the asset was allocated, in addition to the usual fields.

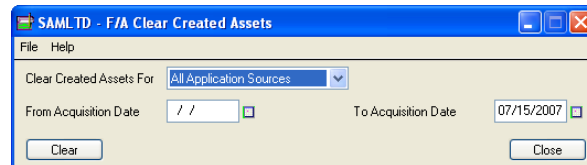
2. Use the Create Assets form to process the fixed asset details for Accounts Payable.

## Clearing Created Assets

You use the Clear Created Assets form to remove from your Sage 300 database details of assets for which you have created a record in Sage Fixed Assets.

### To clear assets from your Sage 300 database:

1. From the Sage Fixed Assets 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 300 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 Clear.
5. Click Close to leave the form.