



Sage Fixed Assets for Sage 50 - U.S Edition Lite Depreciation 2016.1 Quick Start Guide

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Rev 02

Sage Fixed Assets

Lite Depreciation for Sage 50 Quick Start Guide

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Chapter 1

Introduction

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

The application is designed to work with the Sage 50 Accounting—U.S. Edition product. After you create a company in the Lite Depreciation for Sage 50 application, you can “map” it to a company in the Sage 50 Accounting—U.S. Edition application. The system links the two companies in the following ways:

- The application automatically imports the chart of accounts from the Sage 50 Accounting—U.S. Edition application.
- The application posts depreciation expense directly to the Sage 50 general ledger.

System Requirements

Before installing, review the [System Requirements: Sage Fixed Assets Lite Depreciation](#) article in the Sage Knowledgebase for the latest system requirements. The requirements listed are the *minimum* requirements. As is true of most software programs, enhancing your hardware and system software may improve performance.

Limit to Number of Assets

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

Security Requirements

The following rights are required to install the application properly.

Installation

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

Chapter 2

Installing Sage Fixed Assets—Lite Depreciation for Sage 50 the First Time

In this chapter:

Step 1: Installing the Latest Version	2-1
Step 2: Starting the Application	2-6

This chapter provides instructions for users who have never installed the application before. If you are currently using Lite Depreciation for Sage 50, please see [Chapter 3, “Installing Sage Fixed Assets—Lite Depreciation for Sage 50: Upgrading from a Prior Version.”](#)

Step 1: Installing the Latest Version

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

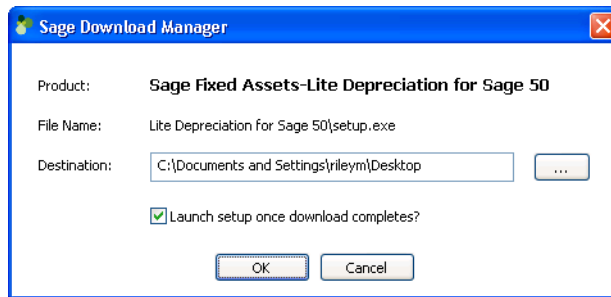
- Close all other Windows programs.
- Close all toolbars on your computer’s desktop (such as the Microsoft Office tool bar).
- Close all programs that run in the background after you start your computer (such as virus-checking programs).
- Make sure you have **Administrative** rights to the local computer.

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.

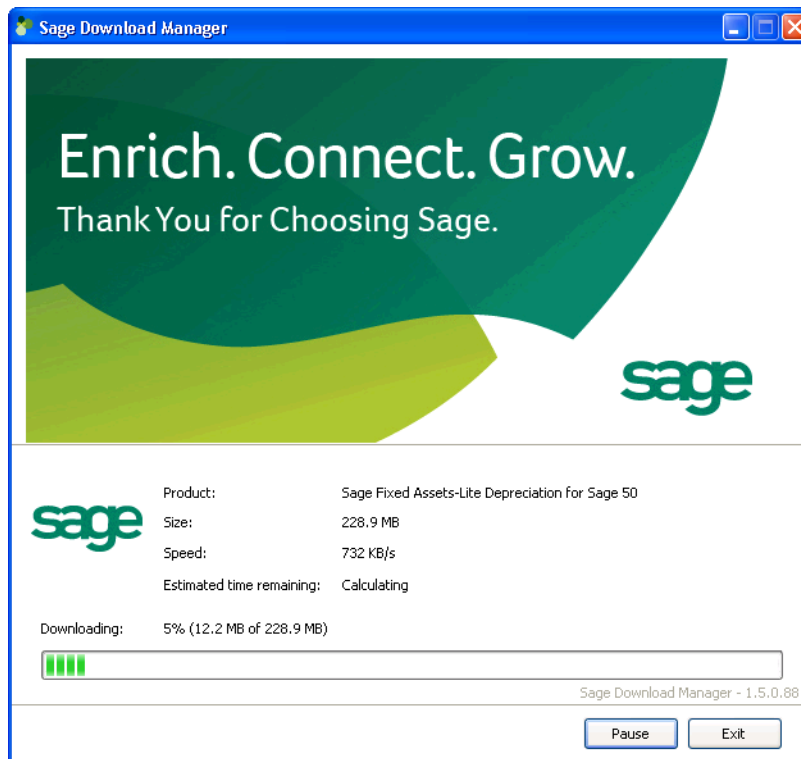
To start the install program

1. Log on to the Sage Knowledgebase at: <https://support.na.sage.com/>.
2. Under Browse Products on the left, click Sage Fixed Assets.
3. Enter Download 2015.2 in the text field and then click Search.
4. Find and then click the Download Sage Fixed Assets - Lite Depreciation for Sage 50 hyperlink to open the product download article.

5. Click the Run button when prompted to either Run or Save the file. The system displays the Sage Download Manager dialog.

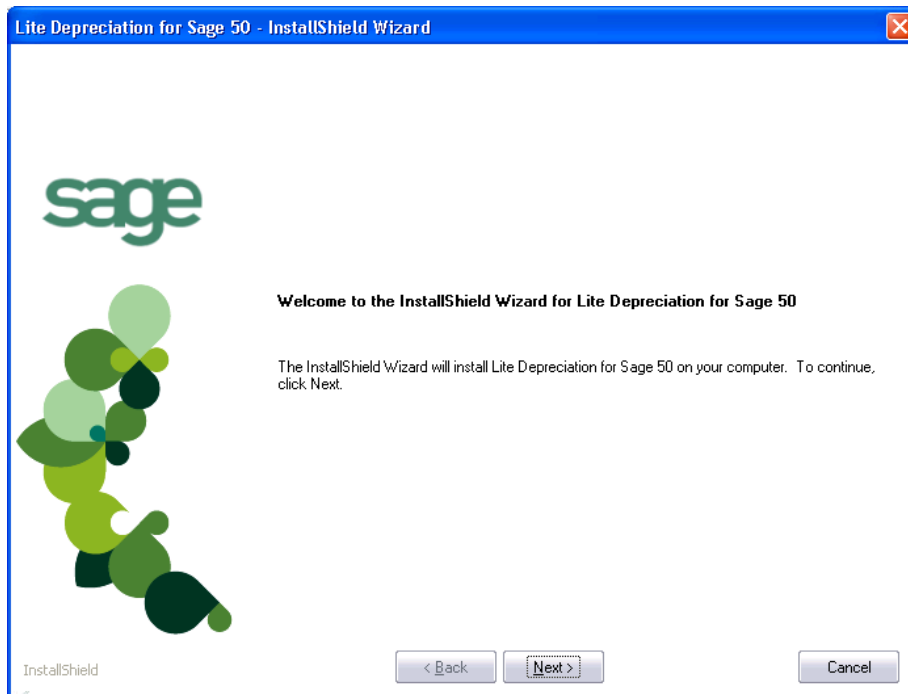


6. Click OK. The system begins to download the file.

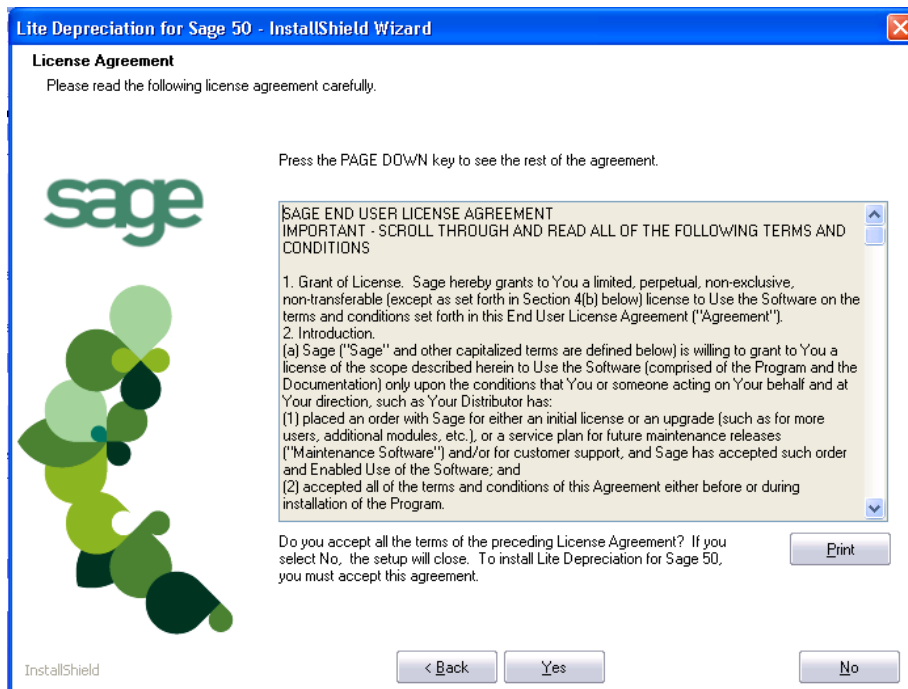


The system prompts you to install Sage Advisor Update, Microsoft .NET Framework, and Microsoft Visual C++ 2005 Redistributables if it is not already installed.

7. Click the Install button. The system installs the required componenets, and then displays the Welcome dialog. (You may need to restart your machine.)

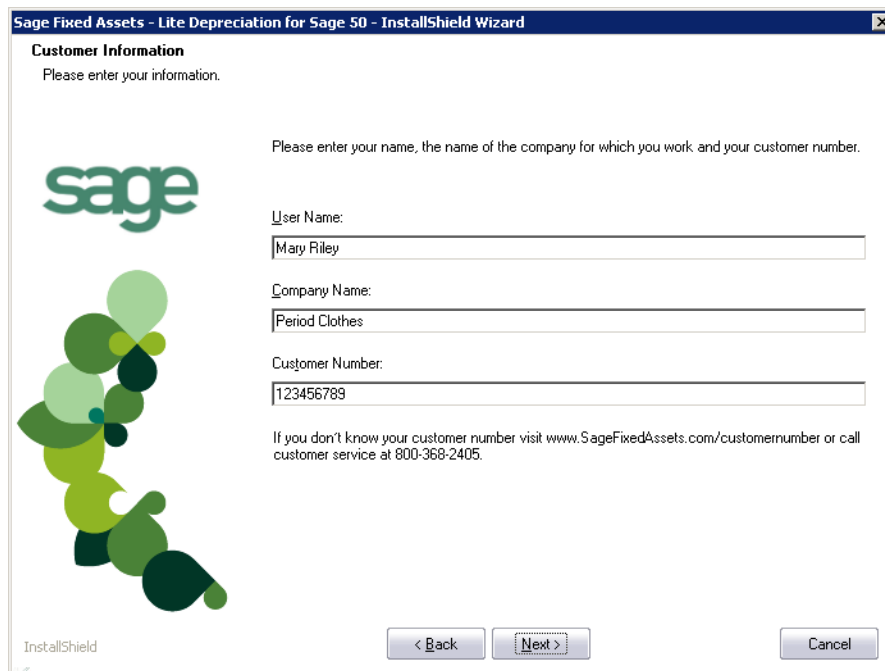


8. Click the Next button. The Software License Agreement dialog appears.



- **Print Button**
Click this button to send the license agreement to the default printer.

9. 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.)
10. After you click the Yes button, the Customer Information dialog appears.

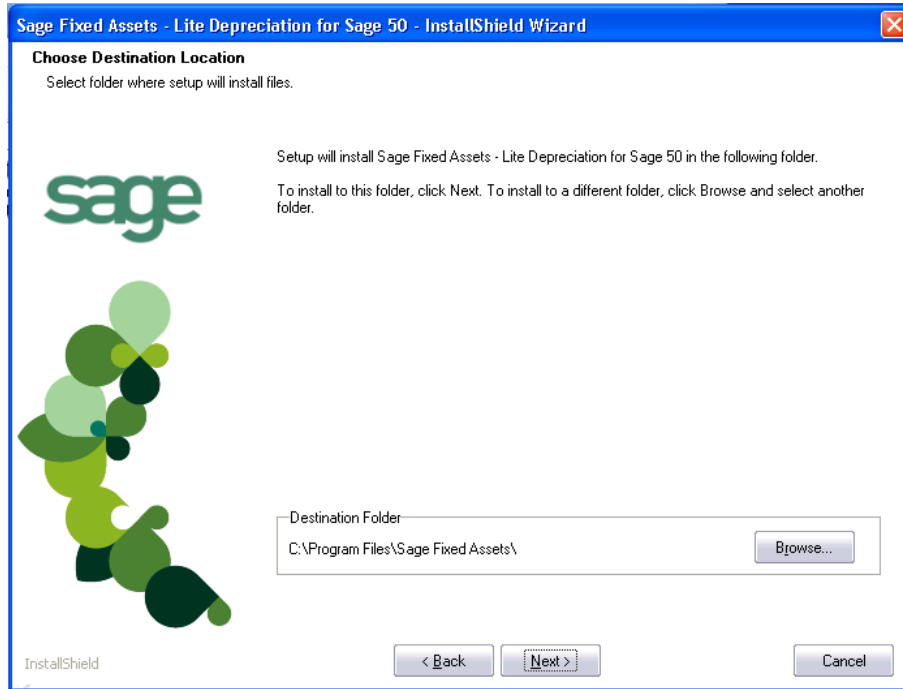


The screenshot shows a dialog box titled "Sage Fixed Assets - Lite Depreciation for Sage 50 - InstallShield Wizard". The dialog has a blue header bar with the title and a close button (X). Below the header, the text "Customer Information" is displayed, followed by "Please enter your information." On the left side, there is the Sage logo and a decorative graphic of overlapping green and blue circles. On the right side, there is a text prompt: "Please enter your name, the name of the company for which you work and your customer number." Below this prompt are three text input fields: "User Name:" with the value "Mary Riley", "Company Name:" with the value "Period Clothes", and "Customer Number:" with the value "123456789". Below the input fields, there is a note: "If you don't know your customer number visit www.SageFixedAssets.com/customernumber or call customer service at 800-368-2405." At the bottom of the dialog, there are three buttons: "< Back", "Next >" (which is highlighted with a dashed border), and "Cancel". The text "InstallShield" is visible in the bottom left corner of the dialog.

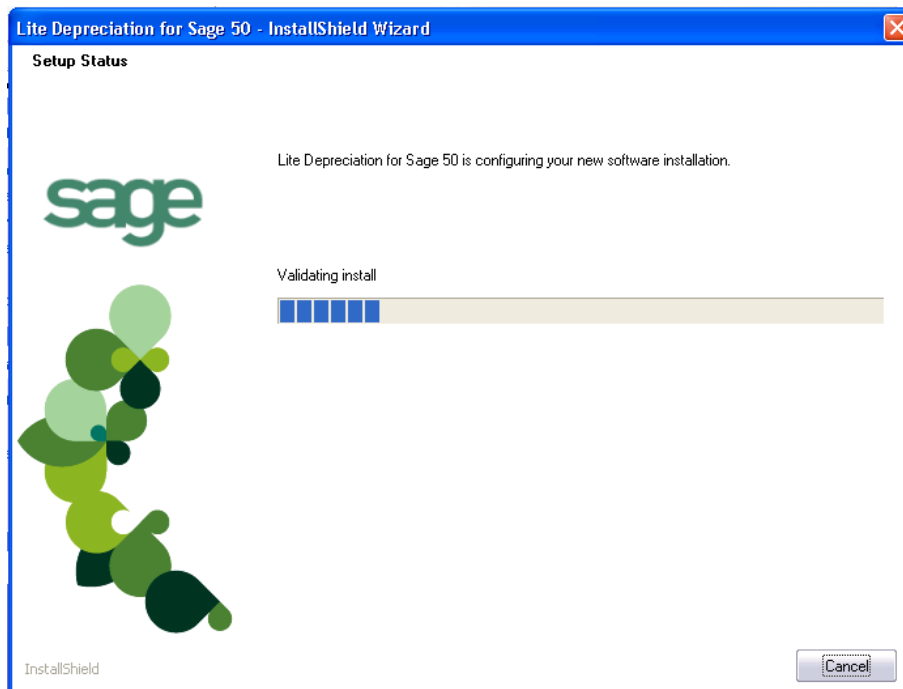
11. Enter your name, company name, and customer number. You will need your customer number if you call Sage Fixed Assets Customer Support with a technical question.

Note: You can find the customer number on the packing slip. If you cannot find your customer number, call Customer Support at 800-368-2405.

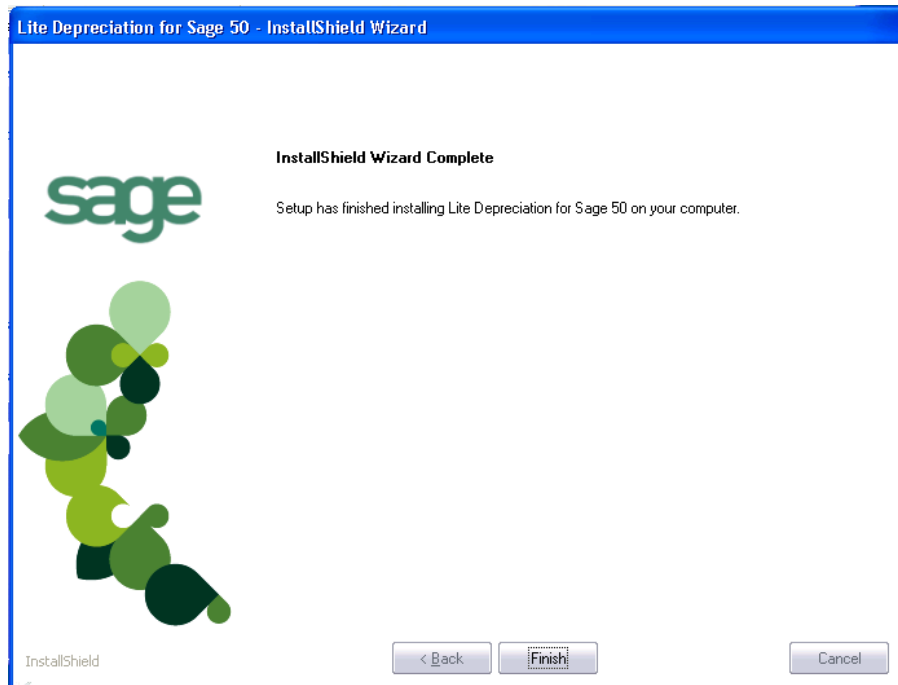
- Click the Next button. The Choose Destination Location dialog appears.



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



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



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

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

14. Click the Finish button. The system returns to the Sage Fixed Assets installation dialog.

Step 2: Starting the Application

The Lite Depreciation for Sage 50 program icon appears in the Sage 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

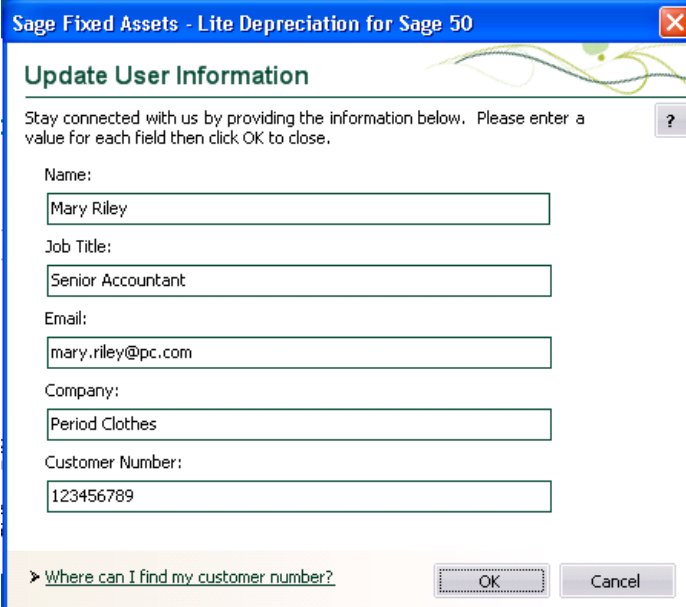
1. Click the Start button on the Windows taskbar, and then select Programs (or All Programs) from the Start menu.
2. Select the Sage Fixed Assets program group from the Programs submenu.
3. Select the Lite Depreciation for Sage 50 icon.

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



Sage Fixed Assets - Lite Depreciation for Sage 50

Update User Information

Stay connected with us by providing the information below. Please enter a value for each field then click OK to close. ?

Name:

Job Title:

Email:

Company:

Customer Number:

> [Where can I find my 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 Depreciation from the menu bar. A dialog appears that provides information about your program, including your customer number.

Chapter 3

Installing Sage Fixed Assets—Lite Depreciation for Sage 50: Upgrading from a Prior Version

In this chapter:

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Step 2: Installing the Latest Version	3-2
Step 3: Converting Your Data	3-6
Step 4: Starting the Application	3-12

This chapter provides instructions for upgrading from a previous version of Lite Depreciation for Sage 50.

Note: You must be currently using version 2015.1 of Lite Depreciation for Sage 50 to follow the steps in this chapter. If you are not running the latest version, you will need to install prior releases in sequential order through the compatible version before you upgrade.

Step 1: Backing Up Your Data

To back up your database

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



2. Select the company that you want to back up, and click the Next button.
3. Designate the destination directory, enter a file name for the backup file, and then click the Backup button.
4. After the backup is complete, click the Cancel button to close the Backup Company dialog, or select another company to back up.

Step 2: Installing the Latest Version

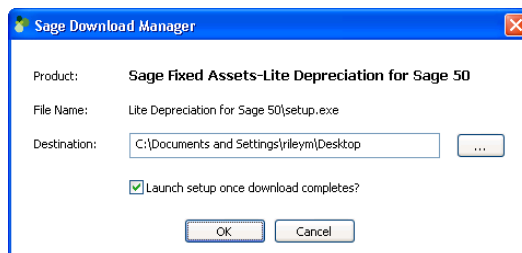
Before you begin to install the application, you should do the following:

- 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.

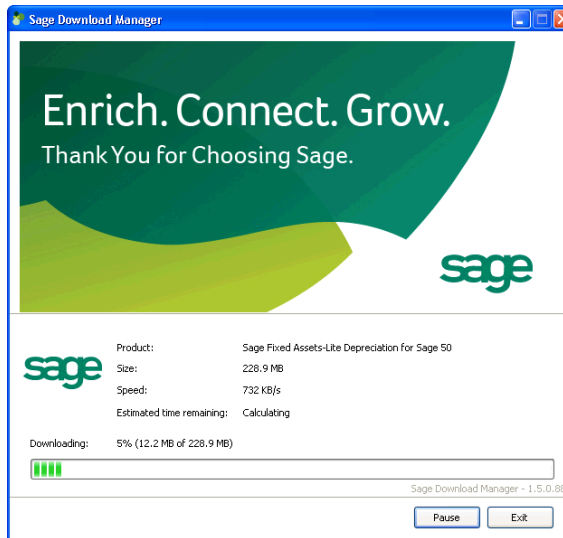
When installing the application, we recommend you accept the default options and directory locations the installation program provides. However, you can customize the installation to suit your needs by choosing the components you want to install.

To start the install program

1. Log on to the Sage Knowledgebase at: <https://support.na.sage.com/>.
2. Under Browse Products on the left, click Sage Fixed Assets.
3. Enter Download 2015.2 in the text field and then click Search.
4. Find and then click the Download Sage Fixed Assets - Lite Depreciation for Sage 50 hyperlink to open the product download article.
5. Click the Run button when prompted to either Run or Save the file. The system displays the Sage Download Manager dialog.

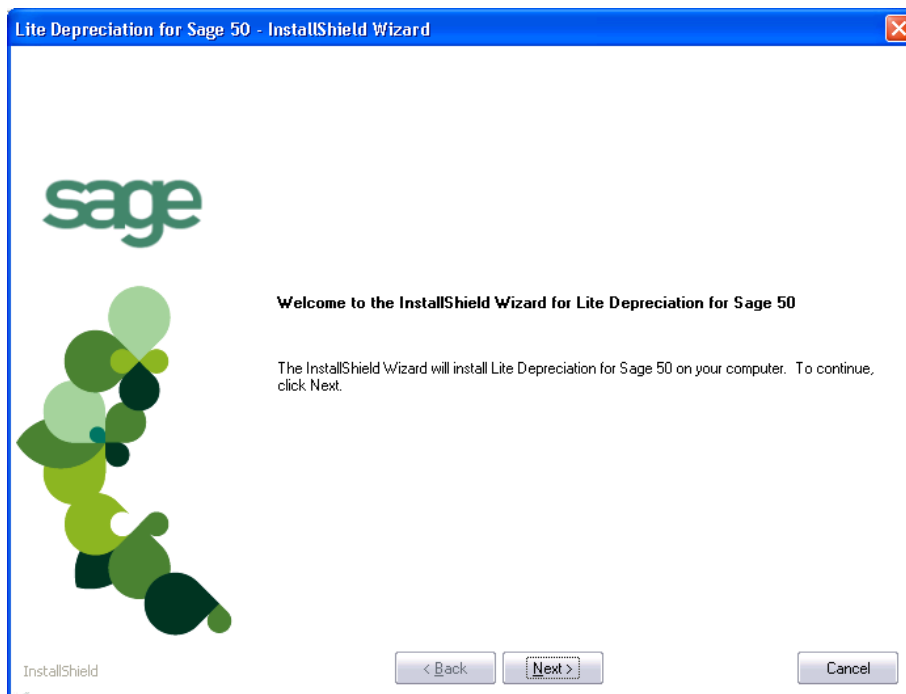


6. Click OK. The system begins to download the file.

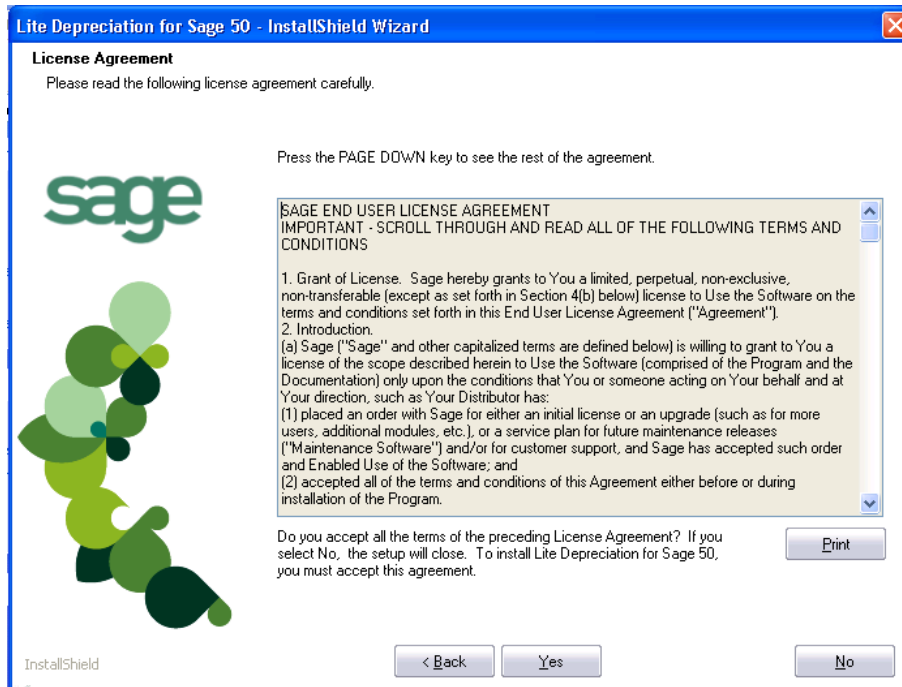


The system prompts you to install Sage Advisor Update, Microsoft .NET Framework, and Microsoft Visual C++ 2005 Redistributables if it is not already installed.

7. Click the Install button. The system installs the required componenets, and then displays the Welcome dialog. (You may need to restart your machine.)



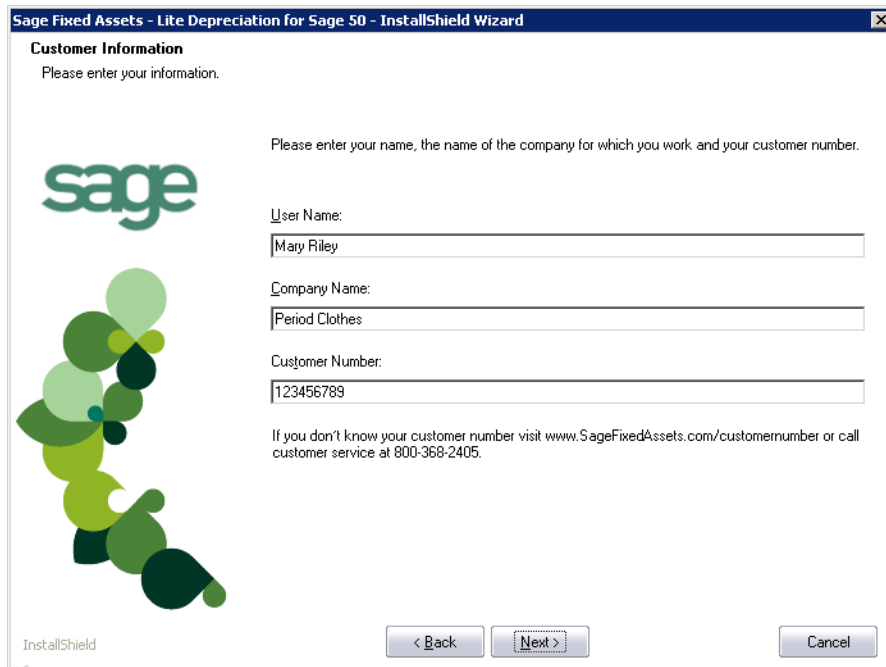
8. Click the Next button. The Software License Agreement dialog appears.



■ **Print Button**

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

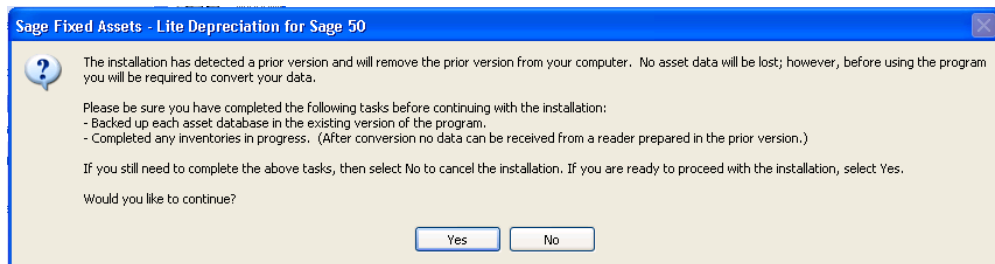
9. Read the license agreement, and then click the Yes button to accept the terms of the agreement. (If you do not accept the terms of the license agreement, click the No button. The system exits from the installation program.)
10. After you click the Yes button, the Customer Information dialog appears.



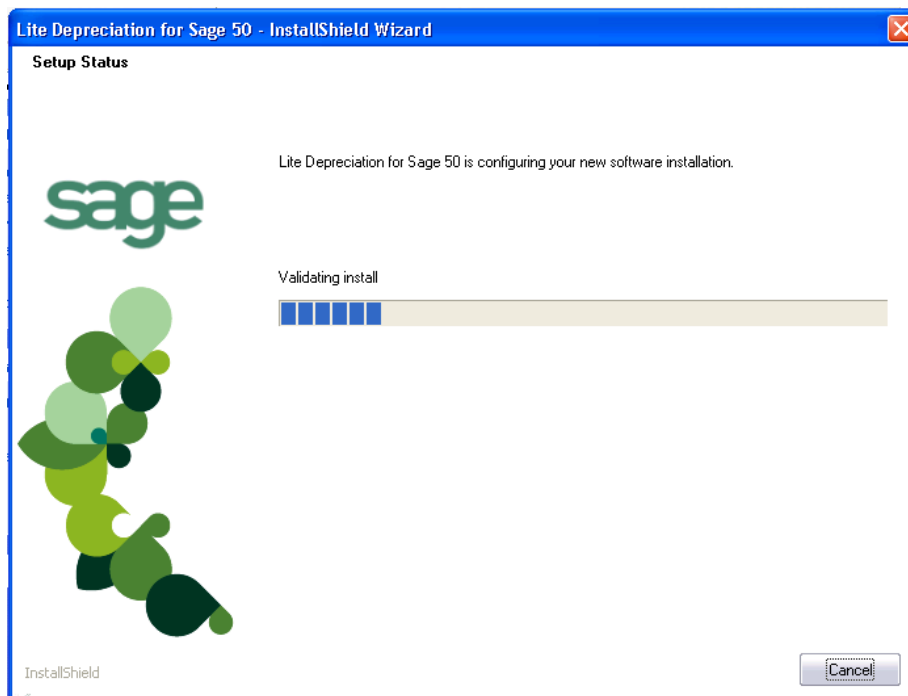
11. Enter your name, company name, and customer number. You will need your customer number if you call Sage Fixed Assets Customer Support with a technical question.

Note: You can find the customer number on the packing slip in the upgrade package or by clicking About Depreciation from the Help menu. If you cannot find your customer number, call Customer Support at 800-368-2405.

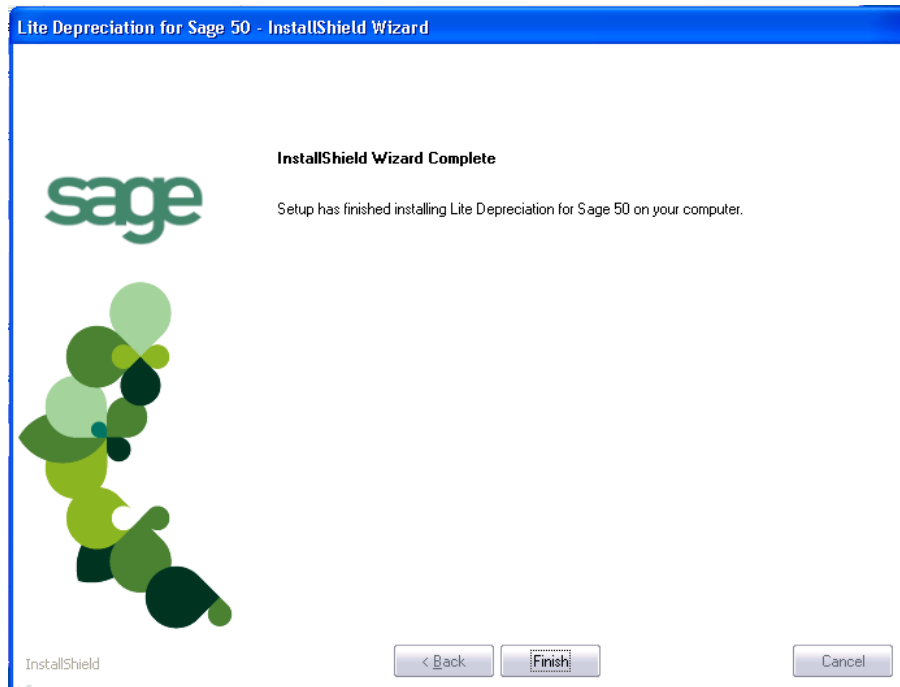
12. Click the Next button. A message appears indicating that a previous version of the program has been found on your computer.



13. Click Yes to continue. The system begins installing the software, and the Setup Status dialog appears.



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



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

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

14. Click the Finish button. The system returns to the Sage Fixed Assets installation dialog.

Step 3: Converting Your Data

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

Note: You must be currently using version 2015.1 of Sage Fixed Assets—Lite Depreciation for Sage 50 to follow the steps in this section.

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 Fixed Assets 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.

Note: A database conversion requires three to four GB of disk space. Make sure you have sufficient disk space before you convert your databases.

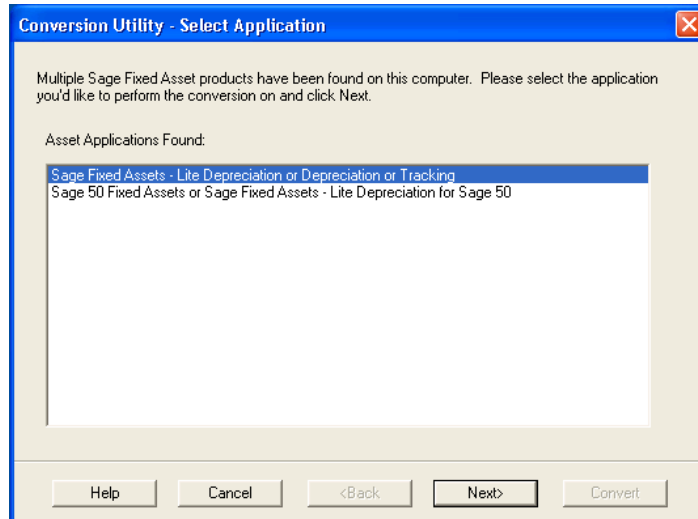
Converting a database is a time-consuming process. Please refer to the table below, which outlines the recommended conversion procedure:

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

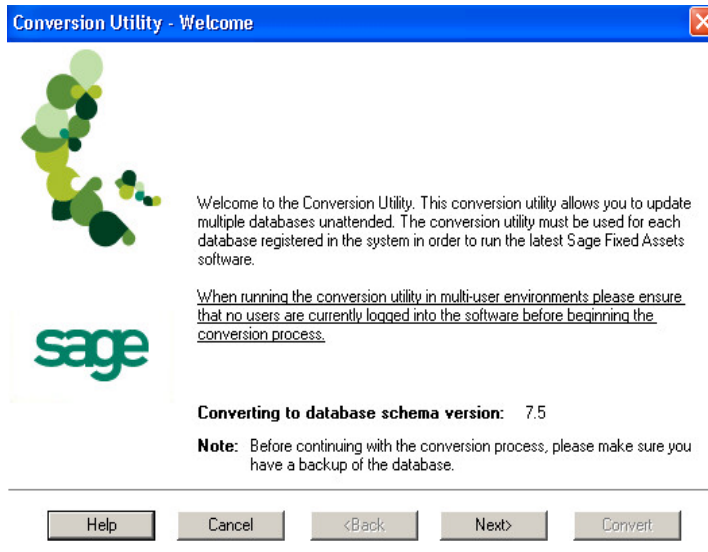
To use the Database Conversion Utility to convert databases

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

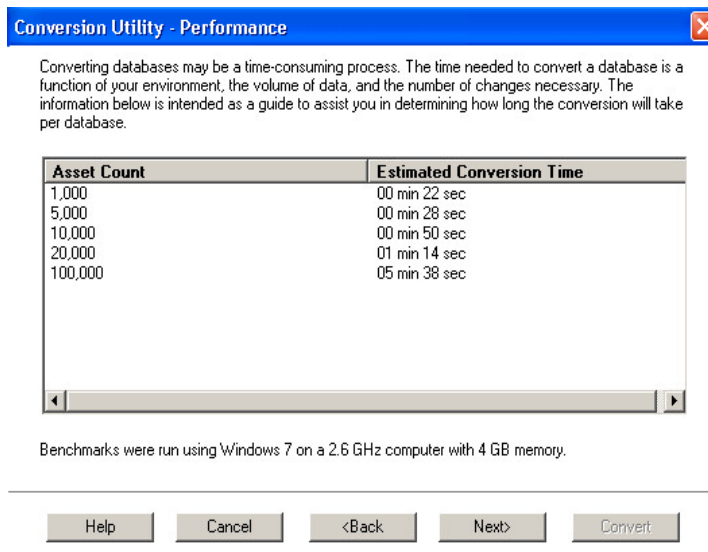
If more than one Sage Fixed Assets program is installed on your machine, the Conversion Utility Select Application dialog appears.



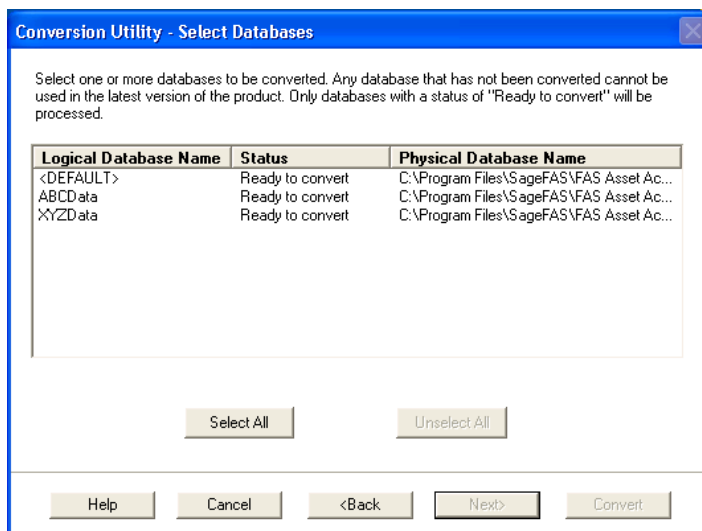
5. Select the Sage Fixed Assets program containing the database that you want to convert.
6. Click the Next button. The Conversion Utility Welcome dialog appears.



7. Click the Next button. The Conversion Utility Performance dialog appears.



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



■ **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.

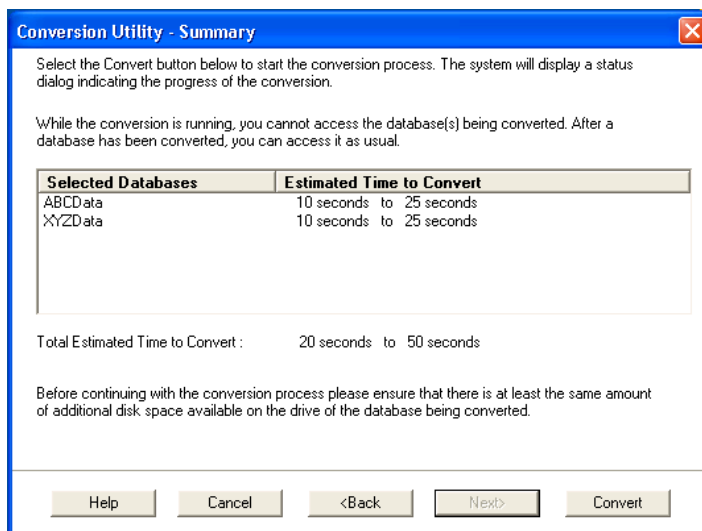
■ **Incompatible Version**

This status indicates that the database cannot be converted because the database version is incompatible with the latest version of the application. For assistance in converting your databases, please contact Sage Fixed Assets Customer Support.

■ **Cannot Open**

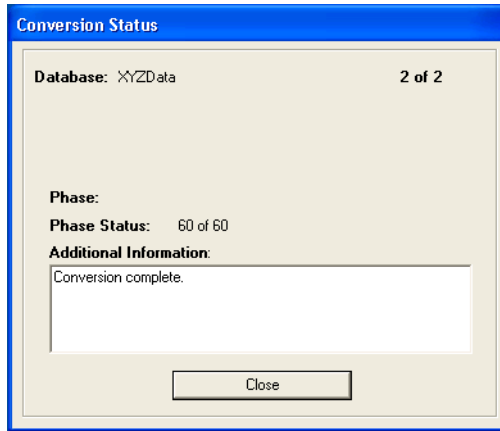
This status indicates that the database cannot be converted for an unknown reason. The database may have been moved and the system cannot locate it, or the database may be corrupted. For assistance in resolving the problem, please contact Sage Fixed Assets Customer Support.

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



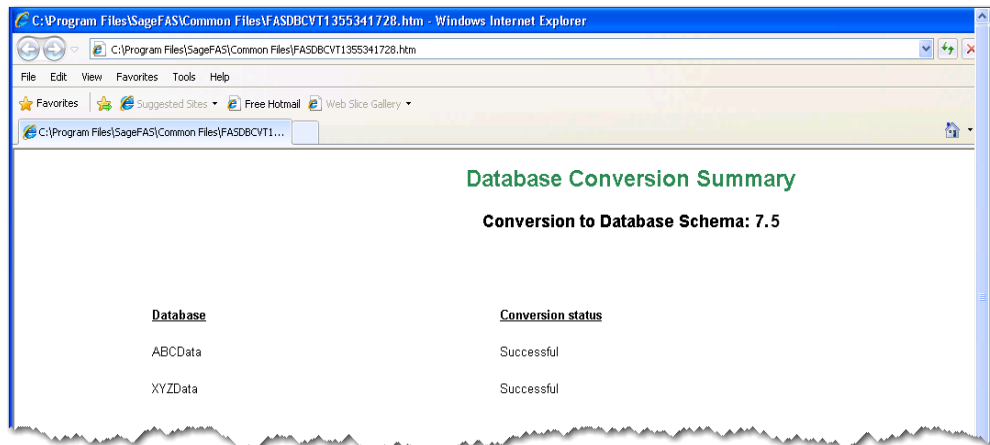
11. Review the Conversion Utility Summary dialog, and then click the Convert button.

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



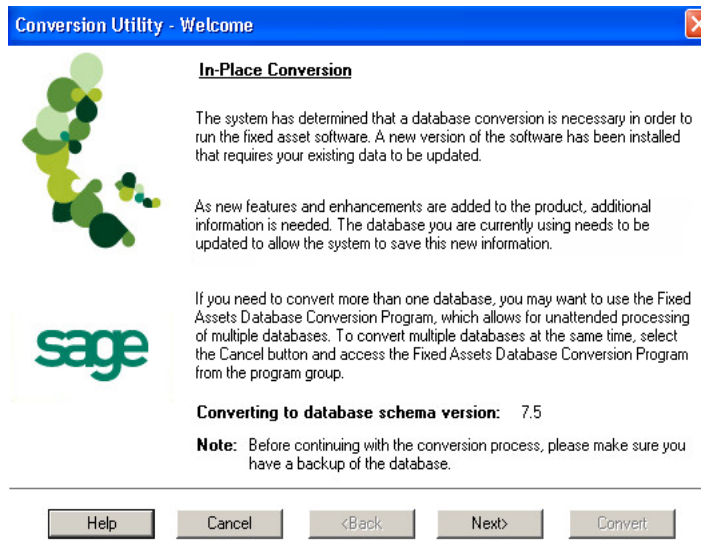
When the conversion is complete, a “Conversion Complete” message appears in the Additional Information text box.

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

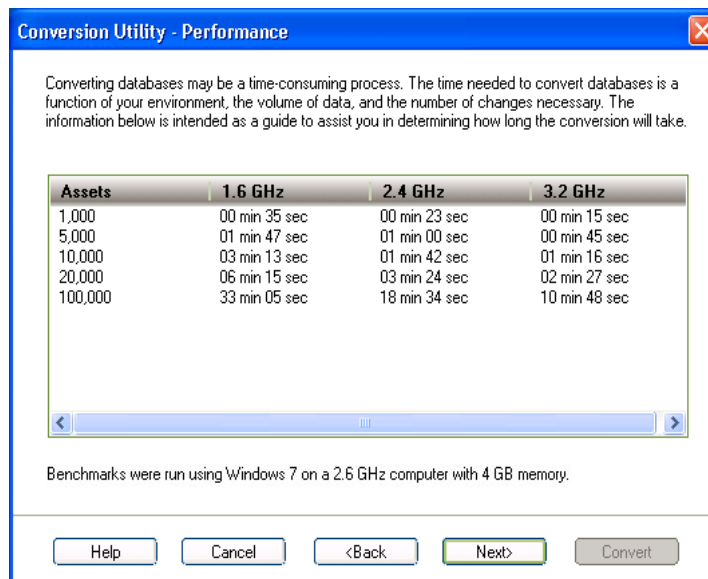


To perform an in-place database conversion

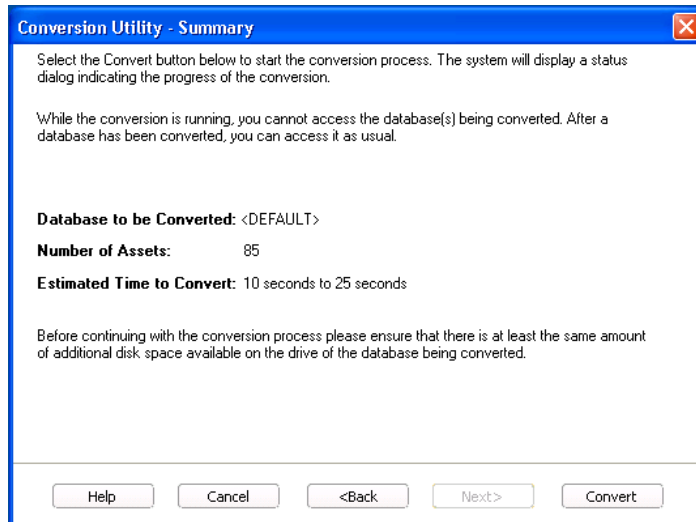
1. Click the Start button on the Windows taskbar, and then click Programs (or All Programs) on the Start submenu.
2. Select the Sage Fixed Assets program group.
3. Select the Lite Depreciation for Sage 50 icon. The application attempts to open a database that must be converted. The Conversion Utility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



4. Click the Next button. The Conversion Utility Performance dialog appears.

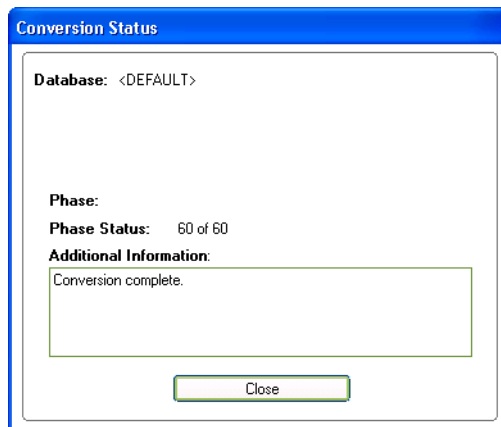


5. Review the Conversion Utility Performance dialog to estimate how long the database conversion will take.
6. Click the Next button. The Conversion Utility Summary dialog appears.



7. Review the Conversion Utility 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 Lite Depreciation for Sage 50 program icon appears in the Sage 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 Fixed Assets program group from the Programs submenu.
3. Select the Lite Depreciation for Sage 50 icon.

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

The screenshot shows a dialog box titled "Sage Fixed Assets - Lite Depreciation for Sage 50" with the subtitle "Update User Information". The dialog contains the following text and fields:

Stay connected with us by providing the information below. Please enter a value for each field then click OK to close. ?

Name:

Job Title:

Email:

Company:

Customer Number:

> [Where can I find my 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 Depreciation from the menu bar. A dialog appears that provides information about your program, including your customer number.

Appendix A

How to Contact Us

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

Customer Support	Phone: 800-331-8514 (see the website for support hours) FAX: 800-793-2329 (24 hours) email: FixedAssetsSupport@sage.com website: www.SageFixedAssets.com/support Customer number required
Sales	800-368-2405 (8:30 a.m.—5:30 p.m. ET) To enroll in or renew Sage Business Care
Website	www.SageFixedAssets.com

Sage Fixed Assets operates a website for our customers at www.SageFixedAssets.com. You can quickly access various pages on this website within the application by selecting Help/Contact Us from the menu bar.

To contact Sage Fixed Assets

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
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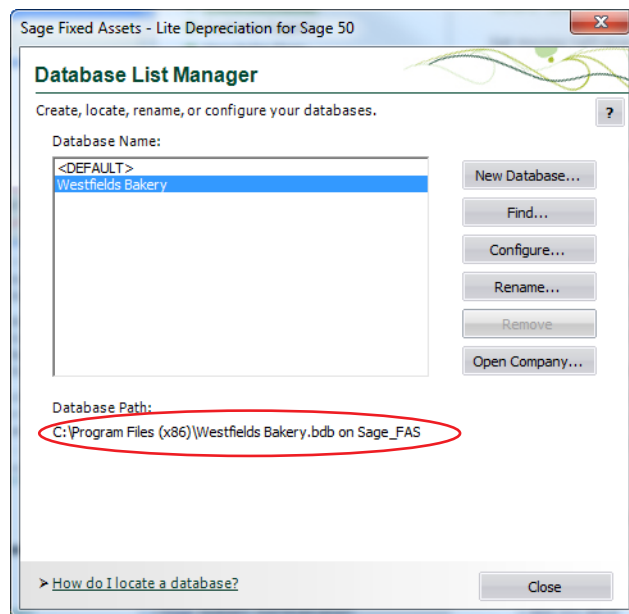
Moving and Reconfiguring Databases

Due to changes in the Windows Vista, Windows 7, and Windows 8 operating systems, you may have to change the location of your Sage Fixed Assets 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 Fixed Assets application and select File\Database List Manager from the menu bar.



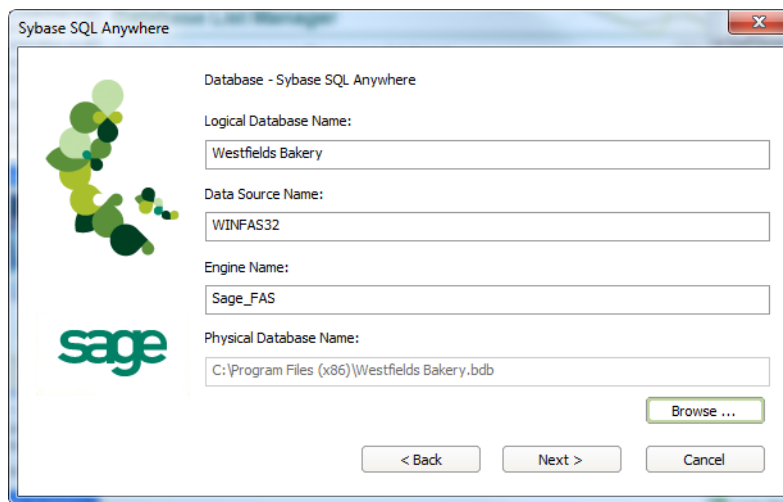
2. Select each database and review the Database Path information to determine the location of the physical database file.
3. If the database file is located in C:\Program Files\Sage Fixed Assets or any other non-virtualized location outside of My Documents, then close the application. You are ready to install the latest version and operate the application under Windows Vista, Windows 7, or Windows 8.

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.

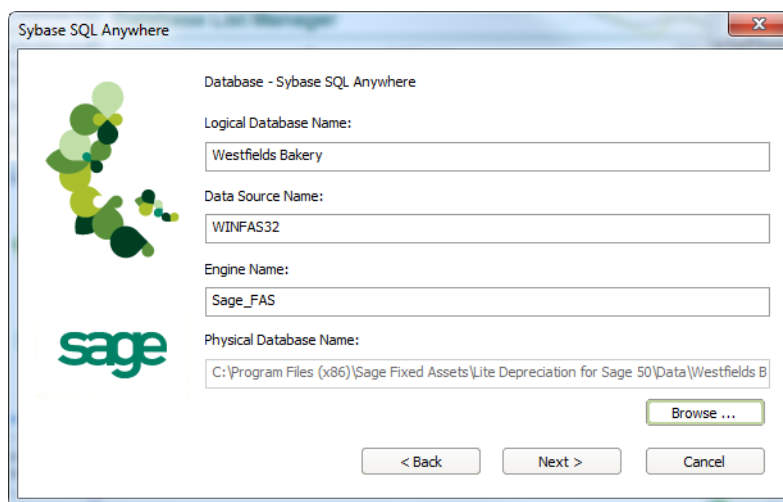
If databases are in an unsupported Windows Vista, Windows 7, or Windows 8 location

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 Sage Fixed Assets 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.

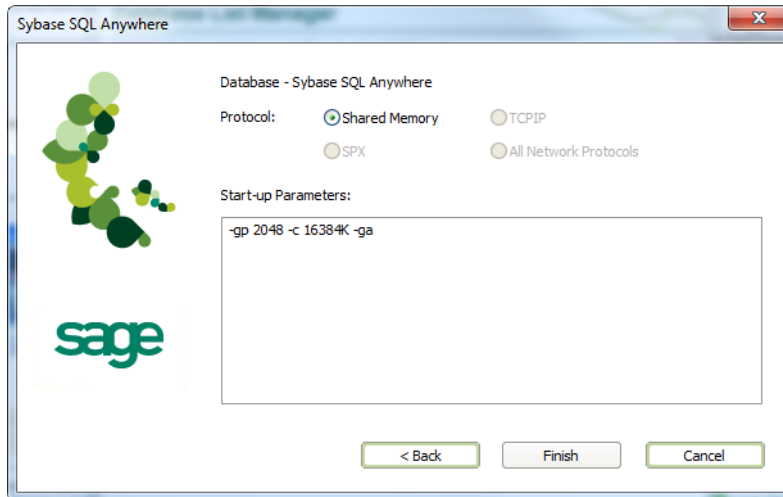
5. Open your Sage Fixed Assets application and access Database List Manager.
6. Select the database that has been moved to a new location and click the Configure button.



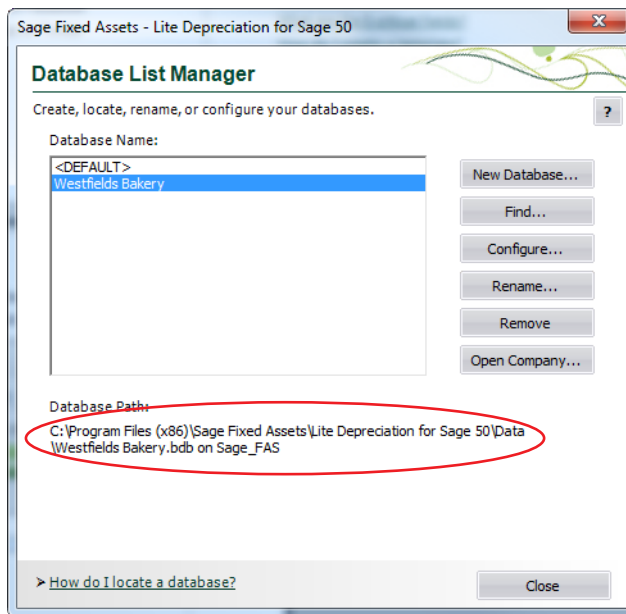
7. Click the Browse button to locate the newly located database and update the Physical Database Name location.



8. Click the Next button to move to the second panel of the Configure wizard.



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



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

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