



Sage 50 Fixed Assets 2018.0

Quick start guide

October 2017

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Chapter 1

Introduction

In this chapter:

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This guide provides the information necessary for installing the Sage 50 Fixed Assets 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 product. After you create a company in Sage 50 Fixed Assets, you can “map” it to a company in the Sage 50 Accounting application. The system links the two companies in the following ways:

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

We have created this *Sage 50 Fixed Assets Quick Start Guide* in order to get you up and running with the program as quickly as possible. To learn about the various parts of the application window and menu commands, see [Chapter 2, “Navigating the Interface.”](#) To learn how to create a new company and map it to a Sage 50 Accounting company, see [Chapter 3, “Getting Started.”](#) To learn how to post depreciation directly from the application to the Sage 50 Accounting application, see [Chapter 4, “Posting Depreciation.”](#)

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 200 assets per company. The system does not allow you to enter new assets in a company after 200 assets have been created in that company. To order the Sage Fixed Assets—Lite Depreciation for Sage 50 product, which allows up to 1,000 assets per company, contact your Sage Fixed Assets Sales representative at 800-368-2405.

Security Requirements

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

Users of Lite Depreciation for Sage 50

If you currently use the Lite Depreciation for Sage 50 application, you can bring your data into the Sage 50 Fixed Assets application. Note, however, that you cannot use both the Lite Depreciation for Sage 50 and Sage 50 Fixed Assets applications on the same machine. Follow the steps below to bring your Lite Depreciation for Sage 50 data into the Sage 50 Fixed Assets application.

Note: If your Lite Depreciation for Sage 50 company contains more than 200 assets, you will not be able to add assets to it after you bring it into Sage 50 Fixed Assets.

Step 1: Back Up Your Lite Depreciation for Sage 50 Data

Follow the steps below in Lite Depreciation for Sage 50.

1. Select File/Company Utilities/Backup Company from the menu bar.
2. Complete the Backup Companies dialog, and then click the Backup button.
3. Once the backup is complete, click the Cancel button to close the Backup Companies dialog.

Step 2: Uninstall the Lite Depreciation for Sage 50 Application

You must uninstall Lite Depreciation for Sage 50 before you install Sage 50 Fixed Assets.

1. Click the Start button on the Windows taskbar, and then select Settings.
2. Select Control Panel.
3. Double-click the Add/Remove Programs icon.
4. Select Lite Depreciation for Sage 50 from the list of programs.
5. Click the Add/Remove button, and follow the prompts on your computer's screen.

Step 3: Install the Sage 50 Fixed Assets Application

Follow the instructions in your installation guide to install the application.

Step 4: Restore Your Lite Depreciation for Sage 50 Data

Follow the instructions below in the Sage 50 Fixed Assets application.

1. Select File/Company Utilities/Restore Company from the menu bar.
2. Complete the Restore Companies dialog, and then click the Next button.
3. Complete the Restore - Choose Destination dialog, and then click the Restore button.
4. Click the Cancel button when the restore is complete to close the Restore - Choose Destination dialog.

You can now open your Lite Depreciation for Sage 50 company in Sage 50 Fixed Assets. For information about connecting the company to Sage 50 Accounting, see [“Mapping the Company to a Sage 50 Accounting Company,” page 3-2.](#)

Contacting Us

For information on Sage 50 Accounting Client Support Services for your Sage 50 Fixed Assets product, you can either call or access the Sage 50 Accounting web site.

Customer Support	800-609-4012
Website	www.Sage50Accounting.com/support

Chapter 2

Navigating the Interface

In this chapter:

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This chapter introduces you to Sage 50 Fixed Assets and describes the application's interface. You'll learn about the two views of your assets — the Asset List for looking at a group of assets and Asset Detail for looking at a single asset.

Viewing Your Assets - Asset List, Asset Detail

In the main application dialog, there are two ways you can view your assets - the Asset List and Asset Detail. The Asset List displays all assets in the currently selected group. Asset Detail displays four tabbed pages of information about a single selected asset.

The application opens the company in the Asset List view.

To navigate to Asset Detail

1. Do any of the following:
 - Click the Asset Detail button at the bottom of the Assets working area.
 - Select Asset/Asset Detail from the menu bar.
 - Double-click on any asset in the Asset List.
 - Select any asset in the Asset List, then press Enter.

To navigate to the Asset List

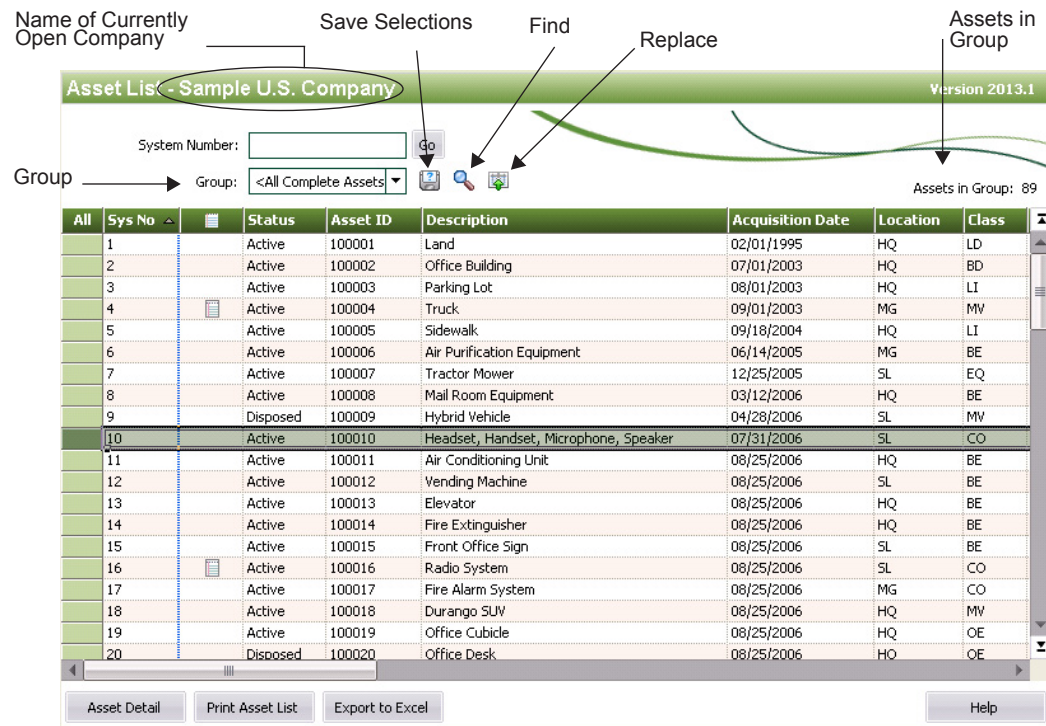
1. Do any of the following:
 - Click the Asset List button at the bottom of the Assets working area.
 - Select Asset/Asset List from the menu bar.
 - On the navigation pane, click the Assets button.

Note: If you don't have any asset selected, the application displays Asset Detail of the first asset listed in the Asset List view.

The diagrams on the following pages illustrate the most important elements of the main dialog in both the Asset List, [page 2-2](#), and Asset Detail, [page 2-3](#). Following the diagrams are brief explanations of most elements.

Asset List

The Asset List displays all assets of the currently selected group in your database. A single horizontal row represents one asset. General information fields, which contain information about the asset, appear at the top of each vertical row. Use the horizontal scroll bar to view all general information field information.



The following describes the elements of the Asset List.

- **Group**
This field provides easy access to the complete list of available asset groups. An asset group is a group of assets that you design for specific purposes such as running reports, calculating depreciation, and performing depreciation projections. The Asset List displays only the assets contained in the currently selected group.
- **Save Selections Icon**
Create a group quickly by selecting assets. Select the assets in the Asset List that you want to save as a group, and then click this icon.
- **Find Icon**
Use this icon to find one or more assets in the current group based on search criteria that you specify.
- **Replace Icon**
Use this icon to replace data in one or more assets in the current group.
- **Assets in Group**
This field displays the number of assets in the current group.
- **Asset Detail Button**
Click this button to go to Asset Detail view for a selected asset.

- Print Asset List Button**
 Click this button to send the list of assets in the current group to the printer.
- Export to Excel Button**
 Click this button to export the list of assets in the current group to a file that can be opened in Microsoft Excel.

Asset Detail

Asset Detail allows you to view and/or edit the information for each asset individually. Asset Detail contains four asset pages. You can access the pages by clicking the corresponding tabs.

The screenshot displays the 'Asset Detail - Sample Company' window for 'Asset 6: Air Purification Equipment'. The interface is organized into several sections:

- Asset Tabs:** Main, Transactions, Notes, History.
- General Information Fields:** Asset ID (100006), Class (BE), Location (MG), G/L Expense Acct (02-100-7750), Serial Number, and Owner (Madison James).
- Book Information Fields:** Acquisition Date (06/14/2005), Acquired by (Purchase), and a table for depreciation.

	Tax	Internal	State	AMT	ACE	Custom 1	Custom 2
Property Type	P	P	P	P	P	P	P
Placed-in-Service Date	07/01/2005	07/01/2005	07/01/2005	07/01/2005	07/01/2005	07/01/2005	07/01/2005
Acquisition Value	\$2,743.00	\$2,743.00	\$2,743.00	\$2,743.00	\$2,743.00	\$2,743.00	\$2,743.00
Depreciation Method	MF200	SF	MF200	MF150	NO	SF	SF
Estimated Life	07 yrs 00 mos	10 yrs 00 mos	07 yrs 00 mos	07 yrs 00 mos	07 yrs 00 mos	10 yrs 00 mos	10 yrs 00 mos
ADS Life	00 yrs 00 mos	N/A	N/A	00 yrs 00 mos	00 yrs 00 mos	N/A	N/A
Business Use %	100	100	100	100	100	100	100
179 Deduction	€1,371.50	€1,371.50	€1,371.50	€1,371.50	€1,371.50	€1,371.50	€1,371.50

The following describes the elements of Asset Detail.

- Asset System Number and Description**
 The application displays the System Number and the contents of the Description field at the top of Asset Detail.
- Status**
 This field displays the status of the asset (Active, Inactive, or Disposed).
- Go**
 Use this field to navigate to another asset while remaining in Asset Detail view.
- Group**
 This field displays the most recently displayed group in the Asset List.
- Asset Tabs**
 Asset tabs display additional information about your assets, such as disposals, history, and more.
- General Information Fields**
 The general information fields contain general business information about your assets. These fields do not affect depreciation calculations. Whenever you add a new asset into the

application, you enter data into the general information fields. These fields can be used to create asset groups.

■ **Apply Template**

This field allows you to select from a list of available asset templates that you can apply to an existing asset or use to create a new asset. An asset template is a set of standard general-information-field and book-information-field entries that you create.

■ **Book Information Fields**

The book information fields display depreciation data specific to each book displayed in the column headings. In Asset Detail, you can view all depreciation data for a single asset. Use the scroll bars to the right to scroll through all available fields.

■ **Sage Fixed Assets Depreciation Books**

The seven depreciation books available in the application are displayed across each of these column headings. Data in each column relates to the book listed at the top of the column.

■ **Asset List Button**

Click this button to go to the Asset List and view the current group of assets.

■ **Print Detail Button**

Click this button to send the information for the current asset to the printer.

■ **Save Asset Button**

Click this button to save changes made to the current asset.

■ **IRS Table Link**

The IRS Table link provides an easy-to-access method for determining an asset's MACRS GDS or ADS life for the Tax book. Click the link to display the IRS ADR Class Life Table, per Revenue Procedure 87-56, which we have reformatted and alphabetized for ease of use. By clicking the See Also button, you can navigate to three different tables:

- Commonly used assets.
- Assets used in manufacturing, alphabetized by end product. (For example, assets used to manufacture photographic equipment are listed under "P" in this table.)
- Assets used in specialized businesses. (For example, assets used in recreational services are listed under "R" in this table.)

By locating an asset in the appropriate table and entering both its MACRS GDS life and ADS life, the application will default the correct lives into both the AMT and ACE books as needed.

Chapter 3

Getting Started

In this chapter:

Creating a New Company 3-1
Mapping the Company to a Sage 50 Accounting Company 3-2

In this chapter you'll learn how to create a new company. When you create a new company, you must connect it to a company in the Sage 50 Accounting product. After you connect (or "map") the two companies, you can share the following information between the two companies:

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

Creating a New Company

There are many fields available to you when setting up a new company. Many of these fields do not have to be completed immediately. Depending on your implementation plan, you might want to set up a company quickly so you can begin data entry. If so, you can go back later and complete the rest of the fields in the company setup.

The most important fields are the book information fields. These fields set up your company so that the application can properly depreciate all assets in the company.

Note: If your company uses short fiscal years, make sure you complete the Short Years tab before you calculate depreciation.

To create a new company

1. Select File/New Company from the menu bar. The New Company dialog appears.

Book Defaults	Short Years	Book Overrides	Contact Information	Notes			
	Tax	Internal	State	AMT	ACE	Custom 1	Custom 2
Open Book	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Book Title	Tax	Internal	State	AMT	ACE	Custom 1	Custom 2
Fiscal Year End	December	December	December	December	December	December	December
Emulate Book	N/A	None	N/A	N/A	None	None	None
Default Method	N/A	SL	N/A	N/A	NO	SL	SL
Enable Begin Fields	Yes	Yes	Yes	Yes	Yes	Yes	Yes

2. Complete the New Company dialog.
3. Click the Map to Sage 50 button to display a dialog that allows you to connect the company to a Sage 50 Accounting company.
4. Click OK to close the New Company dialog.

Mapping the Company to a Sage 50 Accounting Company

When you create a company in the application, you must connect (or “map”) it to a company in Sage 50 Accounting.

After you create this connection between a Sage 50 Fixed Assets company and a Sage 50 Accounting company, you can exchange the following information between the two companies.

- **General Ledger Account Fields:** The application imports the general ledger account names and numbers automatically from the Sage 50 Accounting company. You can access them from the general ledger account fields in Asset Detail.
- **Depreciation Expense:** You can post the depreciation expense journal entry from the Sage 50 Fixed Assets company directly into the Sage 50 Accounting company.

You can map a Sage 50 Fixed Assets company to only one Sage 50 Accounting company.

To map a Sage 50 Fixed Assets company to a Sage 50 Accounting company

1. Start Sage 50 Accounting. The application must be open before you can map a Sage 50 Fixed Assets company to a Sage 50 Accounting company.
2. In the Sage 50 Fixed Assets application, select File/New Company from the menu bar. The New Company dialog appears.
3. Complete the fields on the New Company dialog.
4. Click the Map to Sage 50 button. The Link to Sage 50 Company dialog appears.

5. Select the Sage 50 Accounting company to which you want to map the Sage 50 Fixed Assets company, and then click OK. The application returns to the New Company dialog.
6. Click OK to close the New Company dialog.

The Sage 50 Accounting company that you selected is now mapped to the currently open Sage 50 Fixed Assets company. Every time you open the Sage 50 Fixed Assets company, the application automatically updates the company's general ledger account numbers so they match the general ledger account numbers in the Sage 50 Accounting company.

Also, when you post depreciation expense from the Sage 50 Fixed Assets company, the application posts the depreciation directly to the mapped company in Sage 50 Accounting—U.S. Edition.

Note: You can also map an existing Sage 50 Fixed Assets company to a Sage 50 Accounting company. Follow the instructions below.

To map an existing Sage 50 Fixed Assets company

1. Start Sage 50 Accounting. The application must be open before you can map a Sage 50 Fixed Assets company to a Sage 50 Accounting company.
2. In Sage 50 Fixed Assets, open the company that you want to map to a Sage 50 Accounting company.
3. Select File/Edit Company from the menu bar. The Edit Company dialog appears.
4. Click the Map to Sage 50 button. The Link to Sage 50 Company dialog appears.
5. Select the Sage 50 Accounting company to which you want to map the Sage 50 Fixed Assets company, and then click OK. The application returns to the Edit Company dialog.
6. Click OK to close the Edit Company dialog.

Updating General Ledger Accounts

By now you have mapped a Sage 50 Fixed Assets company to a Sage 50 Accounting company. When you open this Sage 50 Fixed Assets company, the application automatically compares the general ledger account numbers of the Sage 50 Fixed Assets company to the chart of accounts in this Sage 50 Accounting company to make sure they match. If they do not match, the application updates the general ledger fields in the Sage 50 Fixed Assets company.

You can also manually update the general ledger account numbers after you have opened the Sage 50 Fixed Assets company. You might want to do this if you think the chart of accounts has changed in the mapped Sage 50 Accounting company after you opened the Sage 50 Fixed Assets company.

The general ledger fields in Sage 50 Fixed Assets appear in the left-hand column in Asset Detail. When you select one of these fields, the application displays a list of the valid entries for the field. This list of valid field entries is called a SmartList.

The image below shows the SmartList for the G/L Accum Account field.

G/L Accum Account		Class
G/L Expense Account	100-15150	AD - Bakery Buildings
Vendor	100-15250	AD - Bakery Furn & Fix
Owner	100-15350	AD - Bakery M&E
Custom Field 2	100-15450	AD - Bakery Comp\Periph
Custom Field 4	100-15650	AA - Bakery Software
Custom Date 1	100-15750	AD - Bakery Auto&Truck
	200-15150	AD - Store #1 Buildings

A user can simply select an entry from the available list, rather than having to enter data in the field manually. In addition to saving on data entry time, SmartLists also ensure consistency.

Follow the instructions below to manually update the SmartList entries in the Sage 50 Fixed Assets general ledger fields. This ensures that the general ledger account numbers match the most recent changes to the chart of accounts in Sage 50 Accounting.

Note: Before you can follow the instructions in this section, you must have already mapped a Sage 50 Fixed Assets company to a Sage 50 Accounting company.

To manually update the general ledger SmartLists

Select Customize/Refresh from Sage 50 from the menu bar. The application updates the SmartList entries for the general ledger fields, if necessary.

Chapter 4

Posting Depreciation

In this chapter:

Calculating Depreciation Before Posting	4-1
Posting Depreciation to Sage 50 Accounting	4-2
Record Layout of the Standard Output File	4-4

You can post depreciation expense directly from Sage 50 Fixed Assets to the Sage 50 Accounting product.

Calculating Depreciation Before Posting

Before you can post depreciation, you must calculate depreciation for all assets to be included in your posting file. You should calculate depreciation for each period (whether monthly, quarterly, or annually) you plan to post. Do this through the Depreciate command from the Depreciation menu. Calculate depreciation through the posting date, making sure to select the depreciation book you use for financial reporting, typically the Internal book. Run and review the report for all assets to be included in your output file.

Note: The application uses the amount in the Depreciation This Run column for the depreciation amounts in the output file. Therefore, it is important that the amount of depreciation in the Depreciation This Run column represents the depreciation expense for the period you want to post. To ensure the amounts in the Depreciation This Run column represent the period you want to post, follow the guidelines below.

If you post depreciation monthly and calculate depreciation monthly, simply post depreciation after you calculate your monthly depreciation figures. However, if you are not sure what period was included in the last depreciation run figures, use the following procedure:

1. Calculate depreciation through the month-end before the beginning of the posting period. For example, to post depreciation for October 2011, first calculate depreciation through September 2011.
2. Next, calculate depreciation through the end of the posting period. Continuing the example, you would calculate depreciation through October 2011. The period included in the Depreciation This Run column, shown on the Depreciation Expense report, would include only the month of October (the period since the last time you calculated depreciation). The “As of” date at the top of the report should be October 2011, and all *active* assets should have a thru date of September 2011.
3. Post depreciation using a posting date of October 2011.

In most cases, you will want to include all assets in both the depreciation calculations and the posting file. To include all assets, calculate depreciation for the group All Complete Assets.

Posting Depreciation to Sage 50 Accounting

Now that you have prepared your assets in the application, you are ready to post depreciation expense.

Before you follow the instructions below, make sure you have done the following:

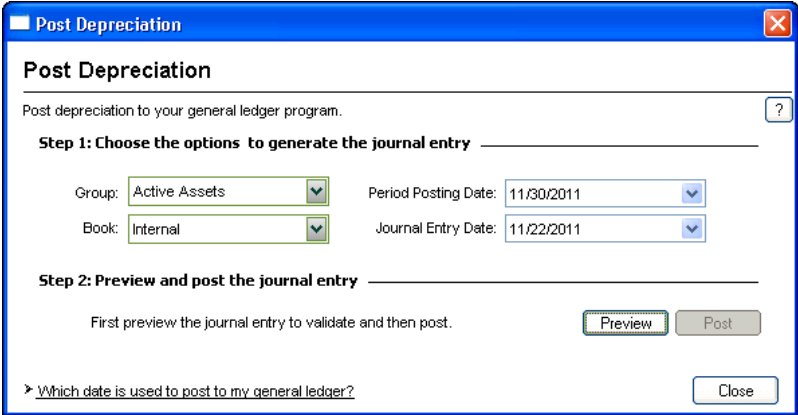
- Mapped the Sage 50 Fixed Assets company to a company in Sage 50 Accounting.
- Calculated depreciation on the group of assets for which you are posting depreciation.

To post depreciation

1. Start Sage 50 Accounting.
2. Open the Sage 50 Accounting company to which you are posting depreciation.

Note: This must be the Sage 50 Accounting company to which you have mapped the Sage 50 Fixed Assets company.

3. In Sage 50 Fixed Assets, select Depreciation/Post Depreciation from the menu bar. The Post Depreciation dialog appears.



4. Complete the Post Depreciation dialog, and then click the Preview button to view the General Ledger Posting Preview report. **This is a required step.**
5. Click the Post button to post depreciation directly to Sage 50 Accounting.

Completing the Post Depreciation Dialog

Follow the guidelines below to complete the Post Depreciation dialog.

■ Group

Use this field to specify a group that you have defined using Group Manager or the Save as Group command. If you do not select a group from the list, the standard output file will include information for “All Complete Assets” for the current company, in order by G/L account number.

■ Book

Use this field to select the depreciation book (Tax, Internal, State, AMT, ACE, Custom 1, or Custom 2) for which you want to post depreciation expense. The Internal book is the default selection.

The application will post depreciation to the standard output file for any of the seven books, but it will only do so for one book at a time. On the Edit Company dialog, make sure that the book for which you are posting depreciation to the output file is open.

■ **Period Posting Date**

Use this field to specify the end of the period through which you want to post depreciation expense. Enter the date in MM/YY, MM/YYYY, or MM/DD/YYYY format. The application validates that the date entered is the end of a period. The standard output file will include the Depreciation This Run figures only for the assets for which depreciation has been calculated through the posting date you enter in this field. If you do not enter a date in this field, you are unable to preview the Posting report or post depreciation.

■ **Journal Entry Date**

Use this field to specify the date on which you want to post the transaction in Sage 50 Accounting. Enter the date in MM/DD/YYYY format. The default date is the system date; generally, this is the date that you are completing the dialog. However, you can change this date if you want.

Example: Suppose you closed the books for March in Sage 50 Accounting, but inadvertently did not post the depreciation expense journal entry at that time. Now it is April, and you want to post the depreciation expense journal entry for March. You would enter a March date in the Period Posting Date field and an April date in the Journal Entry Date field.

Record Layout of the Standard Output File

The following table shows the fields in the standard output file.

Field No.	Field Name	Frequency	Data Type
1	GUID	Once per posting	Alphanumeric
2	Path Info	Once per posting	Alphanumeric
3	Book	Once per posting	Alphanumeric
4	Period Posting Date	Once per posting	Date
5	Journal Entry Date	Once per posting	Date
6	Group Name	Once per posting	Alphanumeric
7	G/L Account Number	Once per account	Alphanumeric
8	Description	Once per account	Alphanumeric
9	Amount to Post	Once per account	Numeric

■ **GUID**

The GUID is the unique ID for the company.

■ **Path Info**

The Path Info is the location of the Sage 50 Accounting company to which the current Sage 50 Fixed Assets company is mapped.

■ **Book**

The Book is the depreciation book for which the transaction is being posted. This book relates directly to the depreciation amount in the Amount to Post field.

■ **Period Posting Date**

The Posting Date is the date through which depreciation has been calculated for the assets.

■ **Journal Entry Date**

The Journal Entry Date is the date entered in the Journal Entry Date field in the Post Depreciation screen. The date is in the MM/DD/YY format. This date represents the date the transaction is posted in the Sage 50 Accounting—U.S. Edition application.

■ **Group Name**

The Group Name is the name of the group selected for posting depreciation expense.

■ **G/L Account Number**

- For debits, the G/L account number is the G/L Expense Account Number stored in the General Asset Information field of the application.
- For credits, the G/L account number is the G/L Accumulated Account Number stored in the General Asset Information field of the application.

■ **Description**

The Description is always “Depr Expense: Period Ended MM/YY,” where MM/YY is the last date entered in the Period Posting Date field of the Post Depreciation screen.

■ **Amount to Post**

The Amount to Post is the depreciation expense amount calculated in the Depreciation This Run column when you select the Depreciate command from the Depreciation menu. Positive amounts represent debits, and negative amounts represent credits.

Appendix 5

Troubleshooting

In this appendix:

Moving and Reconfiguring Databases	5-1
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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 program 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.
9. Click the Finish button to return to the Database List Manager dialog. Notice that the Database Path information has been updated.
10. Repeat this process for each database that has been moved to a new location.

Appendix 6

Converting Your Current Data

In this appendix:

Database Conversion	6-1
Connecting to an Existing Database	6-6

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.

Database Conversion

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.

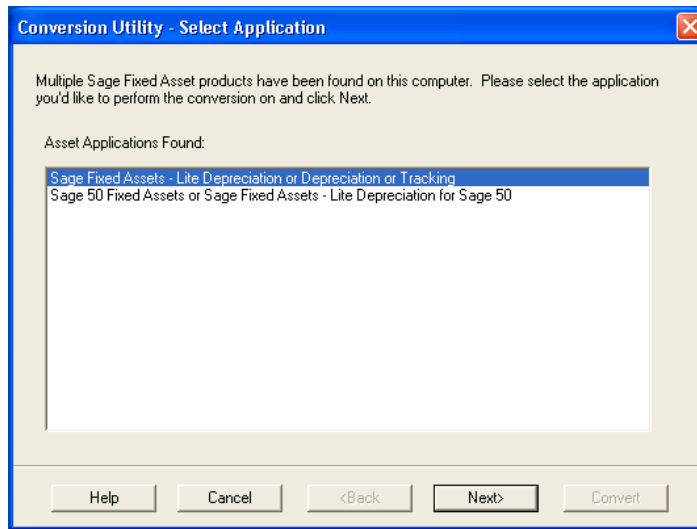
Converting a database is a time-consuming process. Please refer to the table below, which outlines the recommended conversion procedure:

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

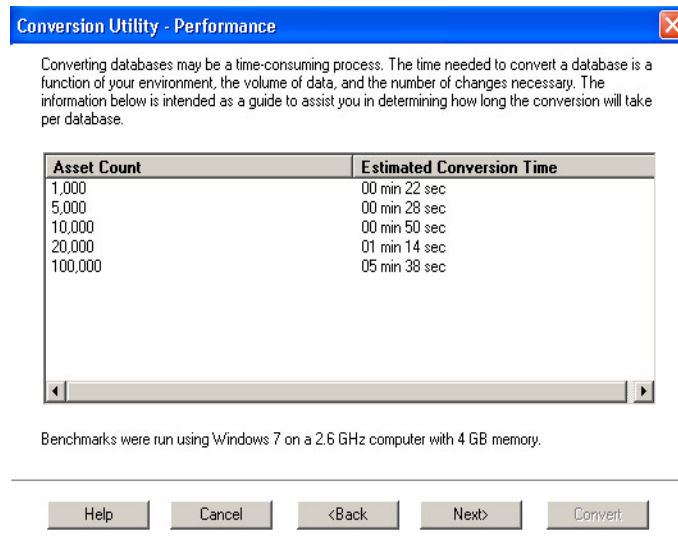
To use the Database Conversion Utility to convert databases

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 you have more than one Sage Fixed Assets product on your machine, the system displays the Conversion Utility Select Application dialog.

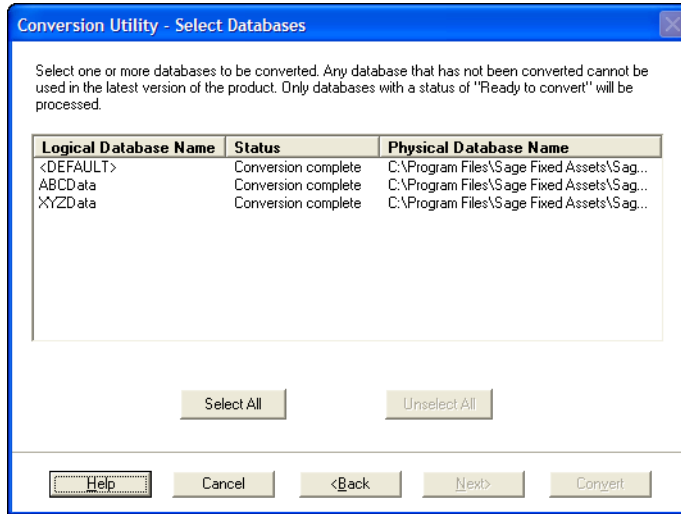


5. Select the application for which you want to convert a database, and then click OK. The Conversion Utility Welcome dialog appears.
6. Click the Next button. The Conversion Utility Performance dialog appears.



7. Review the Conversion Utility Performance dialog to estimate how long the database conversion will take.

8. Click the Next button. The Conversion Utility 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.

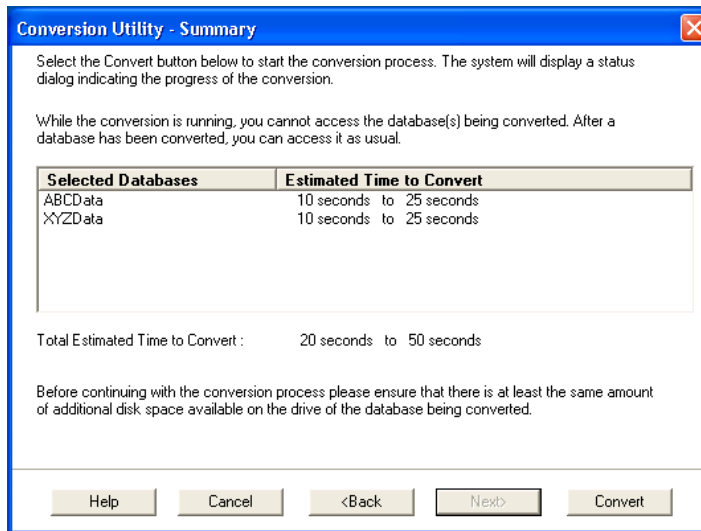
- **Incompatible Version**

This status indicates that the database cannot be converted because 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**

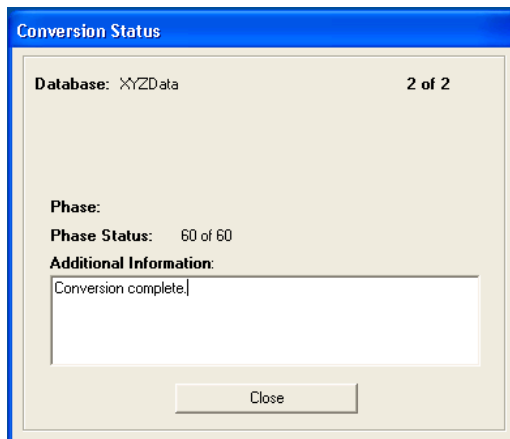
This status indicates that the database cannot be converted for an unknown reason. The database may have been moved and the system cannot locate it, or the database may be corrupted. For assistance in resolving the problem, please contact Sage Fixed Assets Customer Support.

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



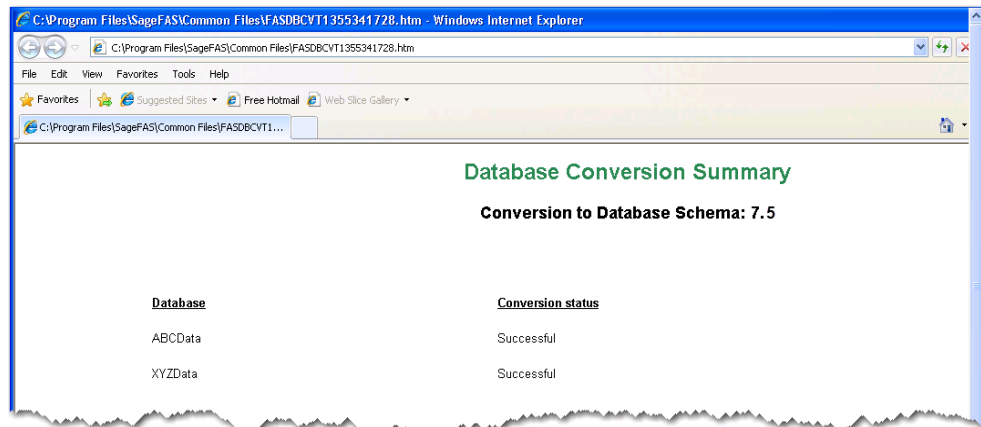
10. Review the Conversion Utility Summary dialog, and then click the Convert button.

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, the system displays a "Conversion Complete" message in the Additional Information text box.

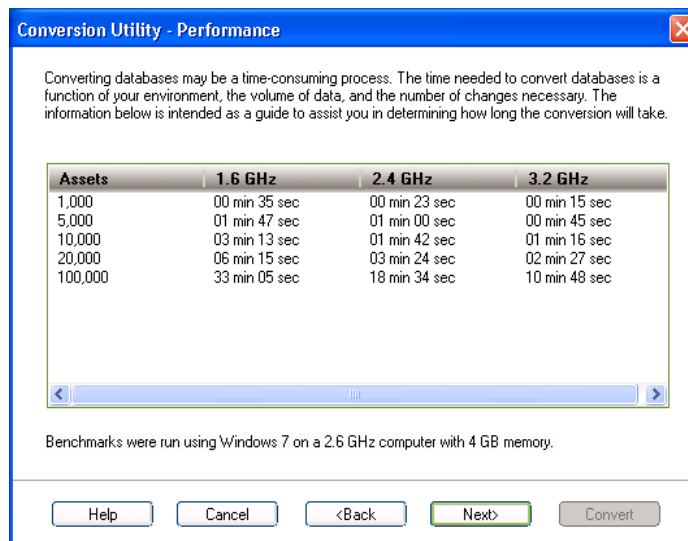
- Click the Close button. The system displays the Database Conversion Summary report, which indicates whether the conversion was successful for each database.



You are now ready to open the database(s) in the latest version of the application.

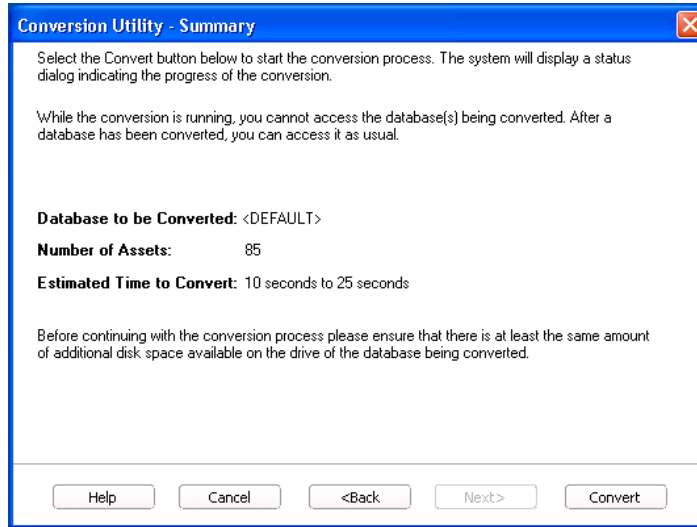
To perform an in-place database conversion

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



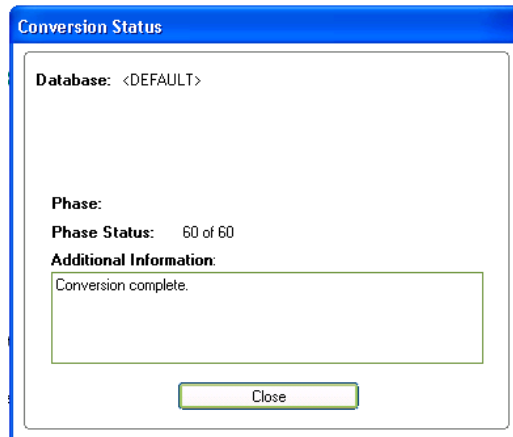
- Review the Conversion Utility Performance dialog to estimate how long the database conversion will take.

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.



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

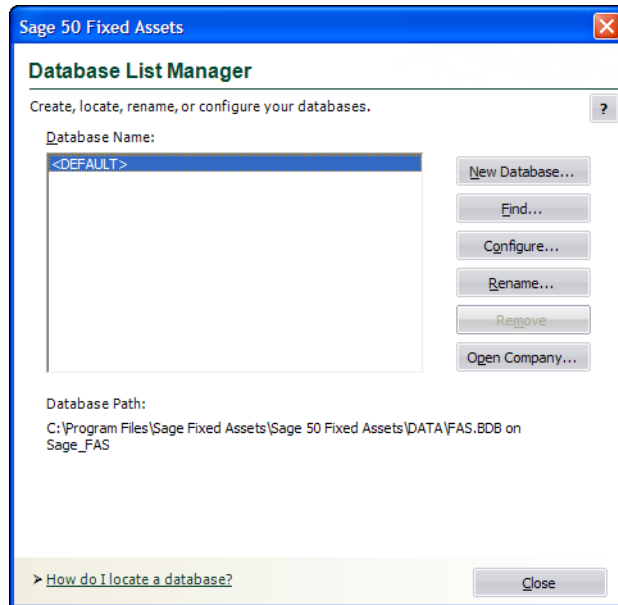
You are now ready to open the database in the latest version of the application.

Connecting to an Existing Database

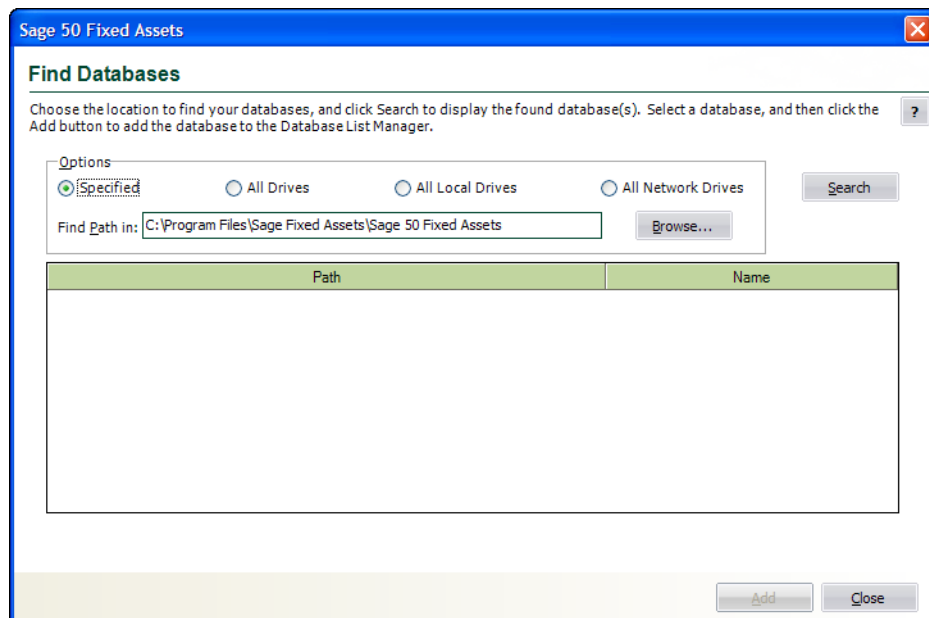
If you already have Sage Fixed Assets data in an existing database from a previous installation, you must make sure the application knows the location of your data. Your database must be listed in the Database List Manager.

To add an existing database to the system

1. Select File/Database List Manager from the menu bar. The system displays the Database List Manager dialog.

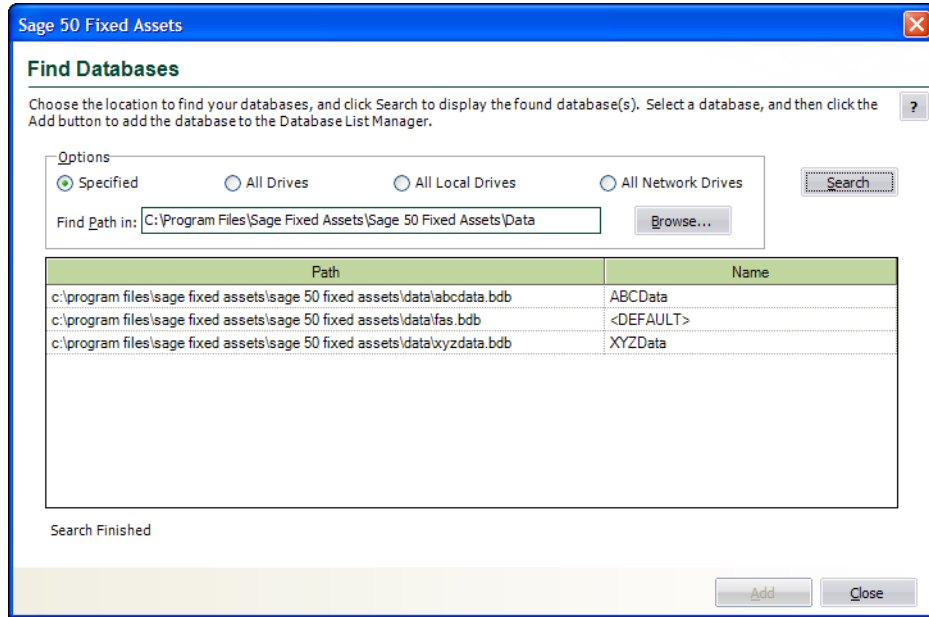


2. Click the Find button. The system displays the Find Databases dialog.



3. Click the Browse button to specify the folder that you want to search for the database. The Browse for Folder dialog appears.
4. Select the folder that you want to search, and then click OK. The system returns to the Find Databases dialog, and the Find Path In field displays the selected directory path.

5. Click the Search button. The system displays the databases that it finds in the Path list box.



6. Select (or highlight) the database that you want to add to the system, and then click the Add button. The system removes the database from the list.

If the system prompts you for a new database name (by displaying the Rename Databases dialog), enter a new Database Name only. Do not change the Database File Name.
7. Click the Close button to exit from the Find Databases dialog. The system returns to the Database List Manager dialog, and the list box displays the selected database.
8. Click the Close button to exit from the Database List Manager dialog. You have added the selected database to the system; you can now open a company from that database.

To open the selected database

1. Select File/Open Company from the menu bar. The system displays the Open Company dialog.
2. Click the arrow on the Database field to display a list of available databases.
3. Select the database from the list. If the database was last used in the previous version of the application, the system displays a message asking if you want to convert the database to the latest version of the program.
4. Click the Yes button to convert the database.

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