Sage

# Sage Fixed Assets—Lite Depreciation for Sage 50 - U.S. Edition

## Quick Start Guide

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# Contents

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# 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 Sage Fixed Assets, 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 person installing the program must have Administrative rights to the local computer.

## Contacting Us

Within Sage Fixed Assets, select **Help > Sage Support** to display a list of support options. Select to access the product Knowledgebase, find product downloads and updates, start a live chat session at http://www.sagefixedassets.com/pegg, or to submit a support ticket.

# 2 Installing Sage Fixed Assets—Lite Depreciation for Sage 50

## Overview of the Install Process

The install process consists of the following steps:

Step 1: Installing the Latest Version, on page 2.

Step 2: Starting the Application, on page 3.

If you are currently using Sage Fixed Assets—Lite Depreciation for Sage 50, please see Chapter 3, "Upgrading Sage Fixed Assets—Lite Depreciation for Sage 50", on page 5.

## Step 1: Installing the Latest Version

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

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

When installing the application, we recommend you accept the default options and directory locations the installation program provides.

### To start the install program

1. Sign in to the Sage Knowledgebase.

2. Select the green "Download Sage Fixed Assets" box.

3. Select the link for the latest version of the program.

4. Select the **Download** button and open the downloaded file.

5. Select the **Run** button when prompted to either Run or Save the file. The system displays the **Sage**

**Download Manager** dialog.

6. Select **OK**. The system begins to download the file. The system prompts you to install Sage Advisor Update, Sage SBDDesktop, Microsoft .NET Framework, Microsoft Visual C++ 2017 Redistributable, Microsoft Visual C++ 2015 2022 Redistributable Package, and Microsoft Visual C++ 2015 Redistributable if it is not already installed.

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

8. Select the **Next** button. The **Software License Agreement** dialog appears. Read the license agreement, and then select the **Yes** button to accept the terms of the agreement. (If you do not accept the terms of the license agreement, select the **No** button. The system exits from the installation program.)

9. After you select the **Yes** button, the **Choose Destination Location** dialog appears.

10. Select 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.

11. Select the **Finish** button.

# Step 2: Starting the Application

## Starting the application:

1. Launch a Sage Fixed Assets product by doing one of the following:
   a. Double-click the product icon from your desktop.
   b.  Select the **Start** button (Windows icon) on the Windows taskbar and select the **Sage Fixed Assets** program group. Select the icon for the desired product.

2. 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.

2. Enter your information including your customer number, and then select OK.

## Finding your customer number

Your customer number is available in several places:

- On the About Window (**Help > About Sage Fixed Assets**).

- From your Sage Account Manager at 800-368-2405.

After you have entered your customer number, it can also be found at **Help > Update User Information**.

You will need your Customer Number when contacting Sage for assistance.

# 3 Upgrading Sage Fixed Assets—Lite Depreciation for Sage 50

This chapter provides instructions for upgrading from a previous version.

## Previous Versions Compatible with the Latest Version

You must be currently using the prior Midyear release or Tax Update release of Sage Fixed Assets to follow the steps in this section. If you are not, install prior releases in sequential order through the compatible version before you upgrade.

## Overview of the Upgrade Process

## Step 1: Backing Up Your Data

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

### To back up your database

1. Select **File > Company Utilities > Backup Company** from the menu bar. The system displays the **Backup Company** dialog.
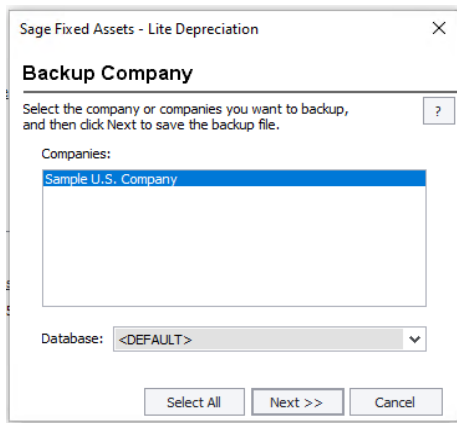
2. Select the database containing the company or companies you want to back up.

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

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

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

4. Select the **Next** button, and designate the destination directory, enter a file name for the backup file, and then select the **Backup** button.

5. After the backup is complete, select 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 **Local Administrative rights** to the 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. Sign in to the [Sage Knowledgebase](#).

2. Select the green "Download Sage Fixed Assets" box.

3. Select the link for the latest version of the program.

4. Select the **Download** button and open the downloaded file.

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

6. Select **OK**. The system begins to download the file.The system prompts you to install Sage Advisor Update, Sage SBDDesktop, Microsoft .NET Framework, Microsoft Visual C++ 2017 Redistributable, Microsoft Visual C++ 2015 2022 Redistributable Package, and Microsoft Visual C++ 2015 Redistributable if it is not already installed.

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

8. Select the **Next** button. The **Software License Agreement** dialog appears. Read the license agreement, and then select the **Yes** button to accept the terms of the agreement. (If you do not accept the terms of the license agreement, select the No button. The system exits from the installation program.)

9. After you select the **Yes** button, a message appears indicating that a previous version of the program has been found on your computer. No asset data will be lost; however, before using the program you may be required to convert your data.

10. Select **Yes** to remove the prior version of the application. 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.

11. Select the **Finish** button.

# 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 existing asset database so that the system can store the new information. To update your database, you perform a database conversion.

> Note: A database conversion may not be required for the current release. If the program launches and does not prompt you to perform the In-Place Database Conversion, a conversion is not needed for the current database. If it does prompt you for conversion, you can continue and convert the current database, or cancel to use the Database Conversion Utility to convert multiple databases.

If a conversion is needed, 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 four times the physical size of the database. Make sure you have enough disk space before you convert your database.

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. Select the **Start** button on the Windows taskbar, and then select **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.

5. Select the Sage Fixed Assets program containing the database that you want to convert.

6. Select the **Next** button. The **Conversion Utility Welcome** dialog appears.

7. Select 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. Select the **Next** button. The **Conversion Utility Select Databases** dialog appears.
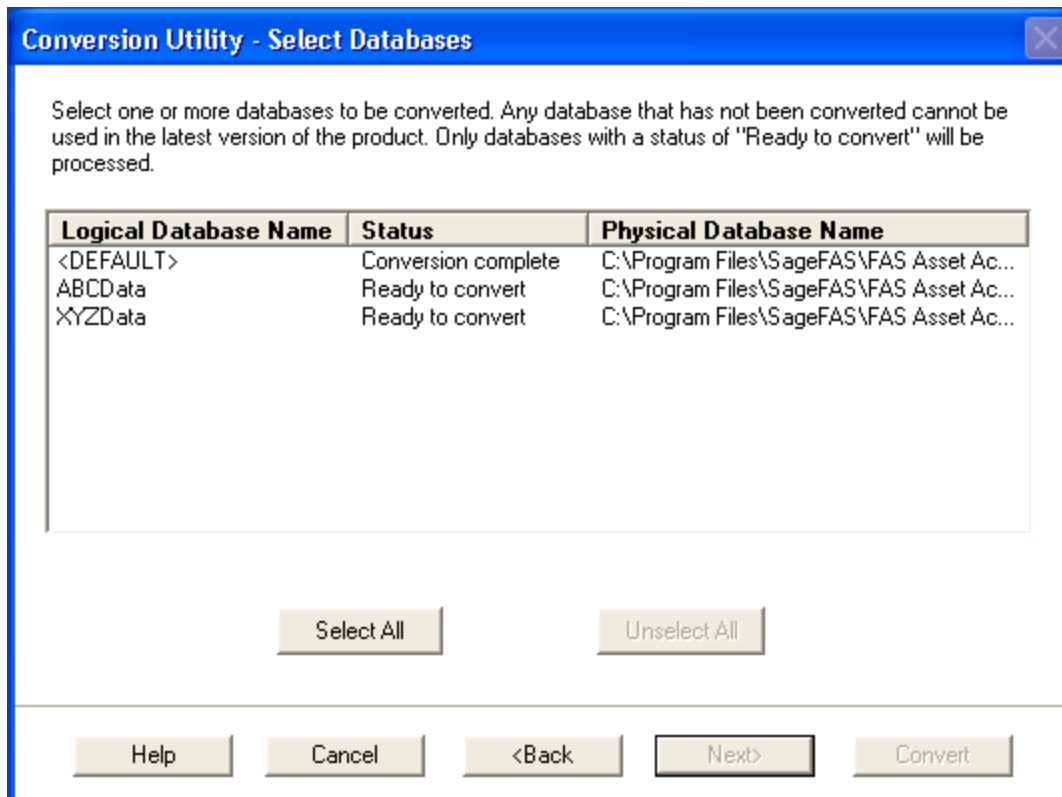
This dialog displays the status of each database.

- **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.

10. Select the database(s) that you want to convert, and then select the **Next** button. The **Conversion Utility Summary** dialog appears.
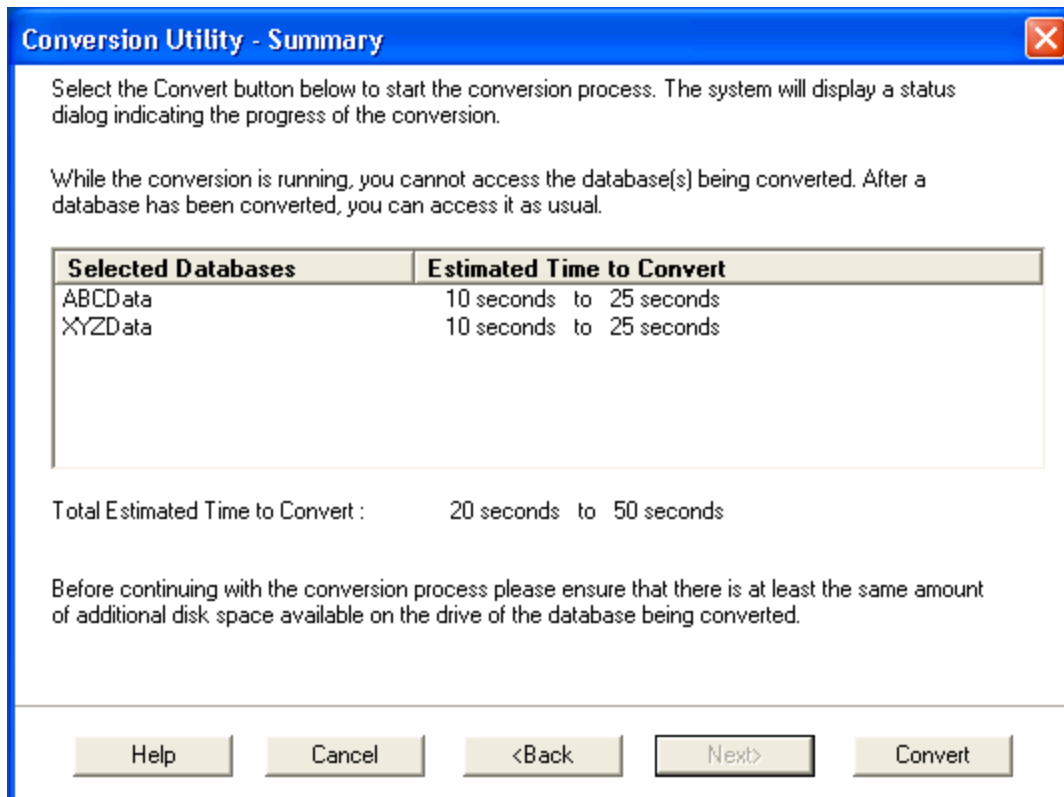
11. Review the **Conversion Utility Summary** dialog, and then select the **Convert** button.The system checks your computer's disk space to make sure there is sufficient space to convert your data. The conversion requires four times the size of each database of disk space for each database being converted. If there is sufficient space for the conversion, it begins to convert the database(s) and displays the **Conversion Status** message box.
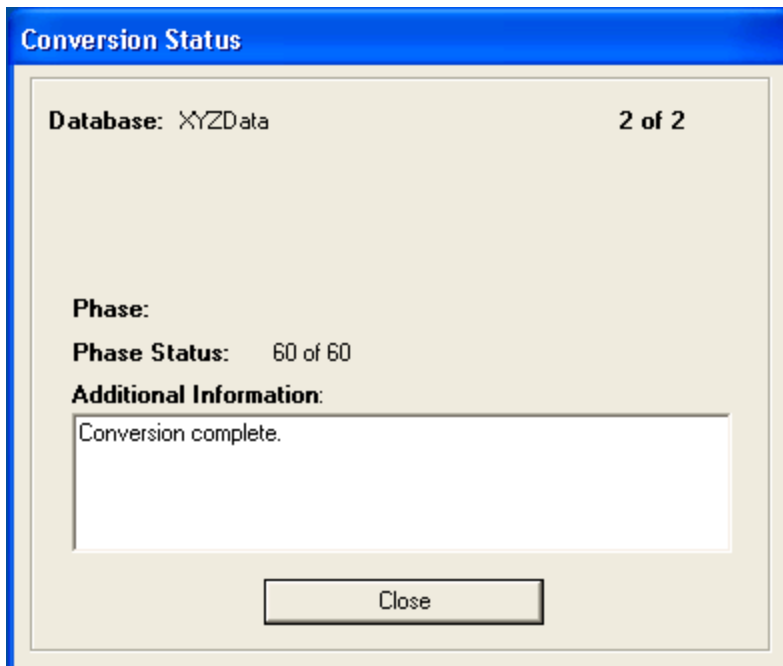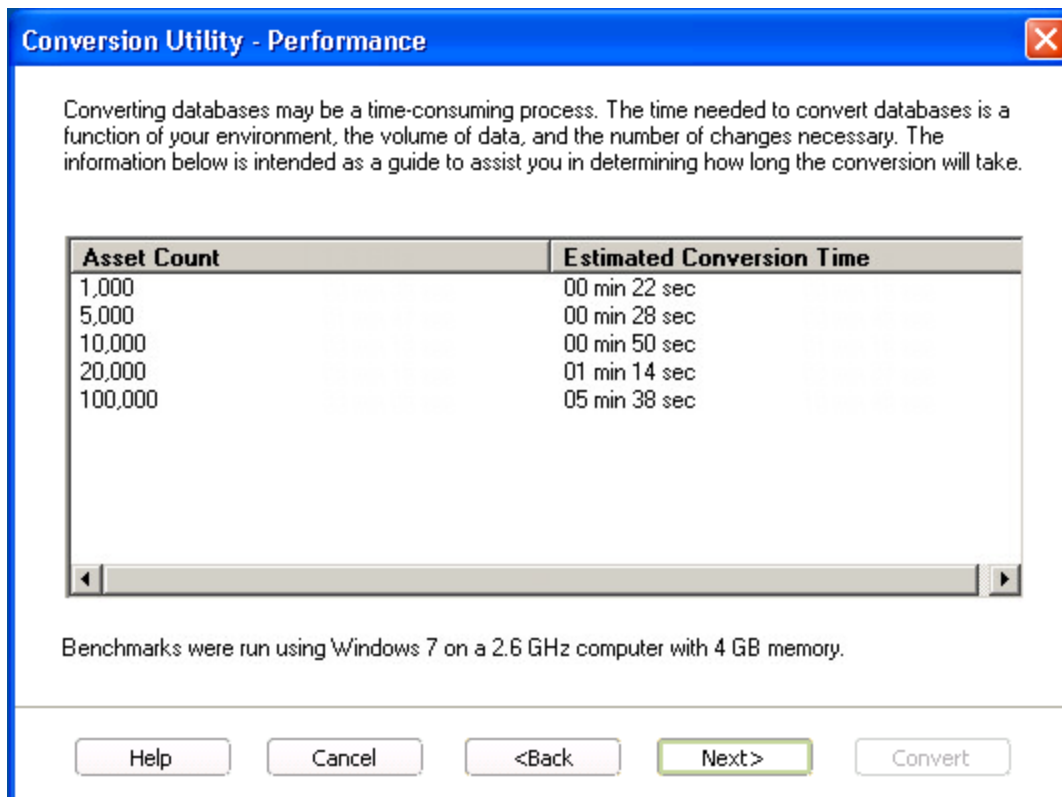
When the conversion is complete, a "Conversion Complete" message appears in the **Additional Information** text box.

12. Select the **Close** button. The system displays the **Database Conversion Summary** report, which indicates whether the conversion was successful for each database.
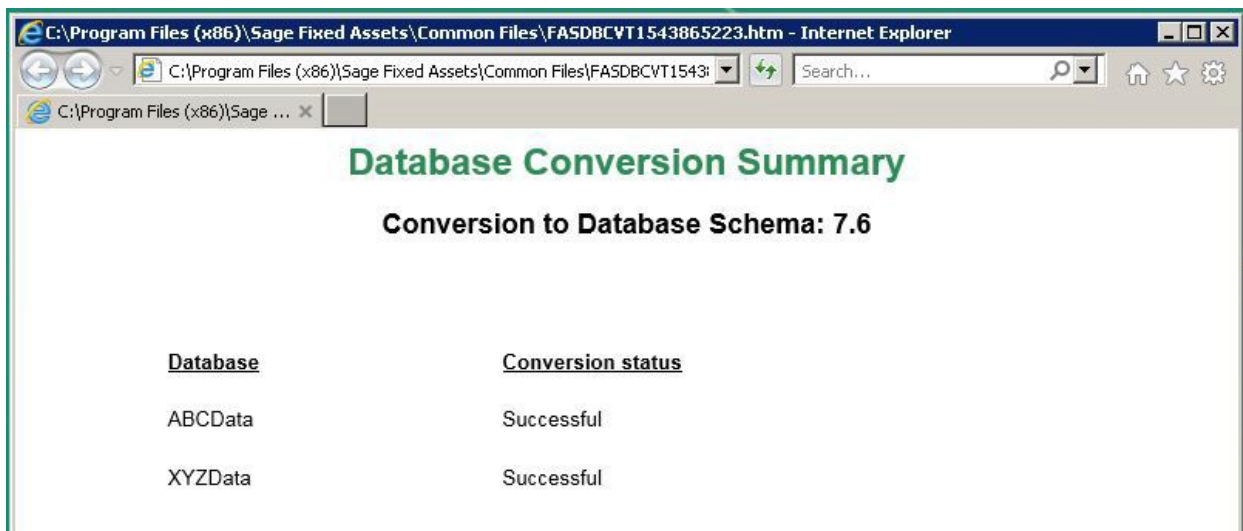
## To perform an in-place database conversion

1. Select the **Start** button on the Windows taskbar, and then select **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. Select 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. Select the **Next** button. The **Conversion Utility Summary** dialog appears.

Fixed Assets Database Conversion - Summary
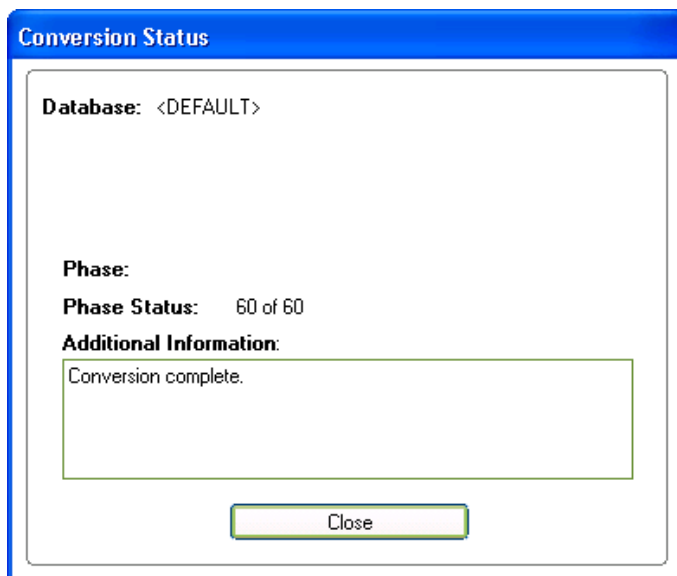
Select the Convert button below to start the conversion process. The system will display a status dialog indicating the progress of the conversion.

While the conversion is running, you cannot access the database(s) being converted. After a database has been converted, you can access it as usual.

**Database to be Converted:** <DEFAULT>

**Number of Assets:**            187

**Estimated Time to Convert:** 10 seconds to 25 seconds

Before continuing with the conversion process please ensure that there is at least the same amount of additional disk space available on the drive of the database being converted.

Help    Cancel    <Back    Next>    Convert

7.  Review the **Conversion Utility Summary** dialog, and then select 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.



Conversion Status

**Database:** <DEFAULT>

**Phase:**
**Phase Status:**    60 of 60
**Additional Information:**

Conversion complete.

Close

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

# Step 4: Starting the Application

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

## To start the application

1. Launch a Sage Fixed Assets product by doing one of the following:

    a. Double-click the product icon from your desktop.

    b.  Select the **Start** button (Windows icon) on the Windows taskbar and select the **Sage Fixed Assets** program group. Select the icon for the desired product.

2. The system opens the application and displays the main window.

## Finding your customer number

Your customer number is available in several places:

- On the About Window (**Help > About Sage Fixed Assets**).

- From your Sage Account Manager at 800-368-2405.

After you have entered your customer number, it can also be found at **Help > Update User Information**.

You will need your Customer Number when contacting Sage for assistance.

# Appendix Troubleshooting

## Moving and Reconfiguring Databases

Due to changes in the Windows 8 and Windows 10 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 8 and Windows 10.

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 8 or Windows 10 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 select the **Configure** button.

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

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

9. Select 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.