# Sage

# Sage Fixed Assets Reporting

**User guide** 

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### Chapter 1 Introduction to Sage Fixed Assets—Reporting

#### About Sage Fixed Assets—Reporting

**Note:** The latest version of Sage Fixed Assets—Reporting uses SAP® Crystal Reports 2020 (Crystal Reports), which requires 2 GB of hard disk space and a 64-bit environment. The previous version of Sage Fixed Assets—Reporting used Crystal Reports 2016 and is still available if you have not yet upgraded or your machine has a 32-bit operating environment. If both versions of Crystal Reports are on your machine Sage Fixed Assets—Reporting will default to Crystal Reports 2020.

The Sage Fixed Assets—Reporting application enables you to create custom reports to serve most every asset management reporting need, from financial reporting to departmental tracking and asset planning. Users of the Sage Fixed Assets—Depreciation products who also use the Sage Fixed Assets—Tracking products can create combined reports using fields from both applications. You can even combine Sage Fixed Assets data with data residing in other, non-Sage Fixed Assets data sources.

**Note:** Throughout this manual, we refer to all of the Sage Fixed Assets products (Sage Fixed Assets—Depreciation, Sage Fixed Assets—Tracking, and Sage Fixed Assets—Planning) as Sage Fixed Assets. Since Sage Fixed Assets—Reporting works identically with each product, these instructions apply to all three.

Sage Fixed Assets—Reporting is a powerful application that allows you to design, create, print, and distribute your custom reports. See the examples below.

- Use the Sage Fixed Assets Standard Reporting Features with Crystal Reports You can use the Sage Fixed Assets standard reporting features to create most of the reports that meet your needs. Even if you have not purchased Sage Fixed Assets— Reporting, you can still make the following changes to Sage Fixed Assets standard reports:
  - Set the current reporting period
  - Set the orientation of the report (portrait or landscape)
  - Set the currency rounding option
  - Specify the group of assets included on the report
  - Change the sort order specified in the selected group of assets
  - Set the page break options
  - Add the report to favorites.

For more information about formatting reports, see the online *Sage Fixed Assets*—*Depreciation User Guide*.

The easiest way to get started using Crystal Reports is by exporting a standard report from within Sage Fixed Assets to Crystal Reports. Then, in Crystal Reports, you can add a chart, create formula fields, and format the report with shading, special fonts, or a logo. With this method, you maintain all of the time-saving, built-in logic of the Sage Fixed Assets standard reports while extending the reporting functionality by using the powerful features of Crystal Reports. For more information, see "Exporting a Standard Report to Crystal Reports," page 46.

**Note:** After you export a standard Sage Fixed Assets report to Crystal Reports, that report can display data only for the reporting period for which the report was run in Sage Fixed Assets.

#### Customize a Standard Report

Using the Sage Fixed Assets—Reporting customization feature, you can make changes to the standard reports that are shipped with Sage Fixed Assets products. You still get all of the report logic designed by the Sage Fixed Assets experts, but you are able to modify the report format to fit your company's needs. You perform all of these tasks inside your Sage Fixed Assets application. Starting with one of the Sage Fixed Assets standard reports, you can:

- Add and remove columns
- Edit the column headers
- Change the order of the columns
- Change the column widths
- Change the text of headers and footers
- Save multiple versions of the same report.

For more information on customizing standard reports, see Chapter 2, "Customizing Standard Reports."

After you customize a standard report in your Sage Fixed Assets application, you can export the report to Crystal Reports. Then, in Crystal Reports, you can add a chart, create formula fields, and format the report with shading, special fonts, or a logo.

**Note:** After you export a customized standard Sage Fixed Assets report to Crystal Reports, that report can display data only for the reporting period for which the report was run in Sage Fixed Assets.

#### Create Your Own Sage Fixed Assets Reports in Crystal Reports

You can create your own Sage Fixed Assets reports in the Crystal Reports program. First, open a Sage Fixed Assets company and from the top menu go to Reports > Reporting > Create New Report.

We provide a template that has been preconfigured to work with your Sage Fixed Assets application and that connects directly to the Sage Fixed Assets database. The template contains basic filtering and sorting logic, as well as other information, such as the name of the company and the name of the report. You can easily add Sage Fixed Assets fields to create columns on the report.

Here are just a few examples of how the powerful features of Crystal Reports can add value to Sage Fixed Assets data:

• Add special formatting, such as shading or a logo

- Use parameters and formula fields to show data in multiple currencies
- Integrate data from multiple Sage Fixed Assets companies into a single report
- Compare information from multiple depreciation books in a single report
- Specify the records shown on the report using sophisticated grouping and sorting features
- Add charts and graphs to your reports
- Integrate Sage Fixed Assets data with data existing in other sources, such as relational, XML, and spreadsheet data.

For information on creating your own Sage Fixed Assets reports, see "Creating a Report from Scratch in Crystal Reports," page 29 and "Adding Sage Fixed Assets Fields to the Report," page 32.

#### Which Method of Creating Reports is Right for Me?

As we mentioned above, Sage Fixed Assets—Reporting gives you several options for creating a report. With this application, you can:

- Customize a standard Sage Fixed Assets report inside the Sage Fixed Assets program
- Export a Sage Fixed Assets report to Crystal Reports
- Create a report from scratch in Crystal Reports

How do you choose which method is best for you?

#### **Planning the Report**

The first step is to decide what information you want to include on the report and how you want the report to look. Some of the questions you will want to ask are:

- Which group of assets do you want to include on the report?
- Do you need to narrow the group of assets further? For example, you may want to include only those assets that cost over \$10,000, or only the assets placed in service in the past year.
- Which depreciation book(s) do you want to report on?
- Do you want to compare information from two depreciation books on a single report?
- Which fields do you want to subtotal?
- For which fields do you want to show totals at the end of the report?
- How do you want to sort the data on the report? For example, you can sort the assets by their location, and for each location you can sort the assets by their class.
- Do you want the report to include a graph or chart?
- Do you want to add special formatting, such as shading or a logo?
- Do you need to display information for more than one company at a time?
- Will you integrate this data with data from other sources?
- Will you publish and distribute the report via the web or email?

The table below may help you decide whether you need to use the customized reporting feature in Sage Fixed Assets or use the features in Crystal Reports.

If you need to	You should use
Set the current reporting period	Sage Fixed Assets Standard Reporting features
Set the orientation of the report	Sage Fixed Assets Standard Reporting features
Set the currency rounding option	Sage Fixed Assets Standard Reporting features
Specify the group of assets included on the	Sage Fixed Assets Standard Reporting features
report	
Change the sort order	Sage Fixed Assets Standard Reporting features
Set the page break options	Sage Fixed Assets Standard Reporting features
Add the report to a list of favorites in Sage Fixed	Sage Fixed Assets Standard Reporting features
Assets	
Add or remove columns	Customized Standard Reports
Modify column headers	Customized Standard Reports
Change the order of columns	Customized Standard Reports
Change the Orientation (portrait vs. landscape)	Customized Standard Reports
Change the Column Widths	Customized Standard Reports
Add a chart or graph	Crystal Reports
Add special formatting (such as shading or	Crystal Reports
drawing boxes around fields)	
Add formula fields	Crystal Reports
Report on multiple companies	Crystal Reports
Compare two or more depreciation books	Crystal Reports

#### Does a Standard Report Meet My Needs?

After you have planned your report, you should review the Sage Fixed Assets standard reports. Ask yourself if any of them meets your needs or comes close to meeting your needs. For a description of the standard reports, see the Sage Fixed Assets user's guide for your application. For a table of the standard reports that shows which reports are fully customizable, see "Which Reports Can Be Customized?," page 26.

#### If the Answer is Yes

If a standard report meets all of your needs, you do not need to use Sage Fixed Assets— Reporting in this instance. For information on running the standard reports, see the Sage Fixed Assets guide for your application.

#### *If the Answer is Almost*

If one of the standard Sage Fixed Assets reports meets most but not all of your needs, you should probably use the custom reporting feature in your Sage Fixed Assets application. You can customize a standard report by adding and deleting columns, changing column widths, and more. For complete information on customizing a standard report, see Chapter 2, "Customizing Standard Reports." You can then export the customized standard report to Crystal Reports for even more advanced customization.

#### If the Answer is No

If the custom reporting feature does not meet all of your needs, you have two options:

• You can create your report from scratch in Crystal Reports. The easiest way to do this is to select Reports/Reporting/Create New Report from the menu bar in Sage Fixed

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Assets. That way, you start with a basic report template that establishes a database connection to Sage Fixed Assets and sends the name of the Sage Fixed Assets company and the title of the report to Crystal Reports. In Crystal Reports, you can easily select Sage Fixed Assets fields as columns on the report. For information on using Sage Fixed Assets—Reporting to create a report from scratch, see "Creating a Report from Scratch in Crystal Reports," page 29 and "Adding Sage Fixed Assets Fields to the Report," page 32. For a list of all of the fields you can add in Crystal Reports, see Appendix A, "Crystal Reports for Sage Field Names."

• You can run a standard report in Sage Fixed Assets, use the customized standard report features (if necessary), and then export the report to Crystal Reports. That way, you still get all of the logic built into the report by Sage Fixed Assets experts, and you can make further changes to the report in Crystal Reports. For more information, see "Exporting a Standard Report to Crystal Reports," page 46.

### Chapter 2 Customizing Standard Reports

This chapter describes how to make changes to a standard report that is shipped with the product. You can also design, create, and print a custom report from scratch using Crystal Reports. For some ideas for using Crystal Reports to create informative reports, see Chapter 3, "Tips for Using Crystal Reports."

#### **Customizing a Report**

There may be times when you want to make changes to one of the standard reports, but you do not want to take the time to recreate the report using the Sage Fixed Assets—Reporting program. For example, you may want to add a new column to the report, or you may want to edit one of the column headers.

Using Sage Fixed Assets—Reporting, you can customize a report from within the Sage Fixed Assets application. You get all of the report logic designed by the Sage Fixed Assets experts, but you are able to modify the report format to fit your company's needs.

You can make the following changes to an existing standard report:

- Add and remove columns (see "Adding and Removing Columns on a Report," page 16)
- Change the text in column headers (see "Changing the Column Headers of a Report," page 17)
- Change the order of columns (see "Changing the Column Order on a Report," page 18)
- Change the column widths (see "Changing the Column Widths of a Report," page 19)
- Change the space between columns (see "Changing the Space Between Columns on a Report," page 20)
- Change the left and right margin spacing (see "Changing the Left and Right Margins of a Report," page 21)
- Change the text in headers and footers (see "Changing the Headers and Footers of Reports," page 21)
- Save multiple versions of the same report (see "Saving Multiple Versions of the Same Report," page 22)

The Sage Fixed Assets customized standard reporting features are also available in Crystal Reports. However, the customized standard reporting features in the application have several advantages:

- Sage Fixed Assets customization features are easier to use. Although Crystal Reports is a powerful program, many novice users find it to be more challenging to accomplish tasks.
- Customized standard reports can be saved on the Reports menu to be run at a later time (by selecting Reports/Customized Reports). Reports created in Crystal Reports do not appear on the Reports menu.
- Customized standard reports can be run in Global Task Manager (available in Sage Fixed Assets–Premier Depreciation only.)

- Customized standard reports can be included in Batch Reports.
- In Sage Fixed Assets, you can create a security profile that allows a user to run a report but doesn't allow that user to customize or edit the report and/or create a new report with the Reporting/Create New Report command on the Reports menu. If you create a report in Crystal Reports, you cannot attach security restrictions to it.

#### To customize a report

1. Select Reports/Reporting/Customize Reports from the menu bar. The Report Customization dialog appears.

**Tip:** You can also access the Report Customization dialog by clicking the Customize Report button on the Report Definition dialog.

2. From the Report Name field, select the report you want to customize.

**Note:** You can select either a standard report or a report that you have already customized. If you select a standard report, you must rename the report when you save your changes.

- 3. Complete the Report Customization dialog. For more information, see "Completing the Report Customization Dialog," page 10.
- 4. Do one of the following:
  - Click the Save As button if you are customizing a standard report, or you want to save your changes under a different report name. The Save As dialog appears. Enter a new name for the report, and then click the Save button. The application adds the report to the list of customized reports that you can run by selecting Reports/Customized Reports from the menu bar.
  - Click the Save button if you are making changes to a customized report, and you do not want to change the name of the report. The application saves the changes that you made to the report.
- 5. Click the Close button to exit from the Report Customization dialog.

#### Completing the Report Customization Dialog

Follow the guidelines below to complete the Report Customization dialog.

Report Name

Use this field to select the report that you want to customize.

**Note:** This field is unavailable if you access the Report Customization dialog by clicking the Customize Report button on the Report Definition dialog. That's because you can edit only one standard report at a time. However, this field is available if you access the Report Customization dialog by selecting Reports/Reporting/Customize Reports from the menu bar.

#### Description

Use this field to enter a description of the report that you are customizing. You can enter up to 200 characters.

#### Three tabs on the dialog:

#### **Edit Columns Tab**

For more information, see "Completing the Edit Columns Tab of the Report Customization Dialog," page 11.

#### Edit Header/Footer Tab

For more information, see "Completing the Edit Header/Footer Tab of the Report Customization Dialog," page 14.

#### View Report Layout Tab

For more information, see "Completing the View Report Layout Tab of the Report Customization Dialog," page 15.

#### Save Button

Click this button to save the changes you make to the report. Because you cannot overwrite a standard report, this button is unavailable until you click the Save As button and enter a new name for the report.

#### Save As Button

Click this button to save the changes you make under a different report name. After you rename the report, it appears under Customized Reports on the Reports menu. The renamed report also appears underneath the standard report on which it was based in the Report Name field on this dialog, as well as the Report Name field of the Report Definition dialog.

#### Completing the Edit Columns Tab of the Report Customization Dialog

dit Columns Edit <u>H</u> eader/Foote	r Vie <u>w</u> Rep	oort Layout					
Field Category:		Report Columns:					
All Fields v		Field	Header	Width	Total?		
168 Allow %	1	System No	Sys No	0.32"		^	Reord Field
168 Allowance	>>	Extension	Ext	0.15"			Lie
168 Expense ACE Basis		Asset ID	Asset ID	0.85"			Up
ACE Remaining Life	<<	G/L Asset Acct	G/L Asset Acct	1.20"			Down
Acquisition Date Acquisition Value		Beginning Cost	Beginning Cost	0.78"	~		
Activity Code		Current Year Acquisitions	Current Year   Acquisitions	0.78"	~		
Adjustment Amount ADS Life		Current Year Transfers-In	Current Year    Transfers-In	0.78"	~	$\checkmark$	
	_		Total Column Width	is 7.20"			
Paper Width: (inches)	Margin:	(inches)	Column Spacing: 0.06 🗘	0.54"			
	Left:	0.5 🗘	Total Width	n: 7.74"			
8.5 () 11	Right:	0.25	Maximum Widt	h: 7.75"			
	Right:	0.25 ¥	(Over)/Under	: 0.01"	Rest	ore D	efaults

Follow the guidelines below to complete the Edit Columns tab of the Report Customization Reports dialog.

#### Field Category

Select the type of fields you want displayed in the field list. This option allows you to limit the number of fields in the list, to reduce scrolling through them all.

#### All Fields

Select this category to display all available fields in the application.

#### Book Related Fields

Select this category to display additional data entry fields that affect depreciation calculations (in addition to the fields in the Critical Fields category). Most of these fields can have different values in each book.

#### □ Report Specific Fields

Select this category to display only the fields that are specially calculated for the selected report. This category contains fields only after you have removed fields from the Report Columns box.

#### Critical Fields

Select this category to display only the fields that are required to calculate depreciation.

#### Depreciation Fields

Select this category to display only the fields that contain applicationcalculated depreciation amounts or information about those amounts (such as the dates for which depreciation was calculated).

#### Disposal Fields

Select this category to display only fields that pertain to asset disposals.

#### General Info Fields

Select this category to display only the fields that contain general information about an asset, such as its location, but do not affect the asset's depreciation calculations.

#### Tracking Fields

Select this category to display only the fields that are unique to the Sage Fixed Assets— Tracking application. This category appears only if you use the current company in Sage Fixed Assets—Tracking.

#### □ Transfer Fields (Child)

Select this category to display only fields that pertain to assets that have been created as a result of a transfer.

#### □ Transfer Fields (Parent)

Select this category to display only fields that pertain to original assets that have been transferred.

#### Field List Box

Use this field to select the data that you want to include as columns on the report. You can select more than one field at a time. You are limited to a maximum of 20 columns on

each report. You can include up to five additional currency columns that you can total to each standard report.

#### >>(Add Button)

Click this button to add the selected field(s) to the Report Columns box.

#### << (Remove Button)</p>

Click this button to remove the selected field(s) from the Report Columns box.

#### Report Columns

This field displays the columns that will be displayed on the report. The application displays the leftmost column on the first row, the second column on the second row, and so on. After you make changes to the report columns, you can see how the report will appear by clicking the View Report Layout tab.

#### Field

This column displays the name of the field in the application. If you have changed the name of the field using the Customize Fields dialog, the new field name appears in this list. The application displays the new fields added to the report in bold, to distinguish them from the original columns.

#### Header

This column displays the column header for the field. You can click on the column header and change it. To create a two-line column header, insert a double pipe symbol (||) where you want the break in the column header.

#### Width

This column displays the width of the column in inches. You can click on the width and change it. If you want to change the overall size of the report in order to display wider columns, you can change the margins and change the page orientation to landscape.

#### Total?

This field displays whether a field is totaled and subtotaled. The application displays a check mark when a field is totaled and subtotaled; otherwise, the column is blank.

#### Up/Down Buttons

Click these buttons to move the selected field either up or down in the list. As you move the field up, the column is moved to the left on the report.

#### Total Column Widths

This field displays the total of the column widths without the spaces between the columns.

#### Column Spacing

Use this field to enter the space, in inches, between columns on the report.

#### Total Width

This field displays the total of the column widths and the space between the columns. (This field does not include the width of the left and right margins.)

#### Maximum Width

This field displays the total space available for columns and space between columns. This amount is the width of the paper minus the space for the left and right margins.

#### (Over)/Under

This field displays the amount of space that is available for use on the report. This amount is the maximum width minus the total width. The application displays negative amounts in red.

#### Paper Width: (inches)

Use these fields to set the page orientation of the report.

**8.5** 

Click this option button if you want the report to have an overall page width based on 8.5 inches.

**11** 

Click this option button if you want the report to have an overall page width based on 11 inches.

#### Margins: (inches)

Use these fields to enter the left and right margins. Changing each of these fields affects the amount of data that can be displayed on the report.

Left

Click the up and down arrows to specify the left margin of the report.

**Tip:** If you want to place the reports in binders, you may want to increase the left margin to avoid cropping data.

Right

Click the up and down arrows to specify the right margin of the report.

#### Restore Defaults Button

Click this button to restore the original settings for the standard report on which the customized report is based.

#### Completing the Edit Header/Footer Tab of the Report Customization Dialog

Edit Columns	Edit <u>H</u> eader/Footer	Vie <u>w</u> Report Layout		
Header Left Justifi	ied	A	Centered Sample U.S. Company nnual Activity Report al year ended December 31, 2023	RightJustified
July 20, 20	23 at 8:48 AM			Page 1
				Restore Defaults

Follow the guidelines below to complete the Edit Header/Footer tab of the Report Customization dialog.

#### Header

Use these fields to enter text that will appear in the header of the report.

#### □ Left Justified

Use these three text fields to enter text that will appear on the left side of the header. You can enter a maximum of 35 characters in each text field.

#### Centered

Use this text field to enter text that will appear in the center of the header below the company name, which will always print on the report. You can enter a maximum of 40 characters in the text field.

#### **Right Justified**

Use these three text fields to enter text that will appear on the right side of the header. You can enter a maximum of 35 characters in each text field.

#### Footer

Use these fields to enter text that will appear centered in the footer of the report. The application automatically displays the date on the left side of the footer and the page number on the right side of the footer. You can enter a maximum of 110 characters in each text field.

#### Completing the View Report Layout Tab of the Report Customization Dialog

The View Report Layout tab displays a sample report for the report that you select in the Report Name field. If you select a report that you have customized, this tab displays the changes that you made to the original standard report.

Header Sample U.S. Company Annual Activity Report For the fiscal year ended December 31, 2023									
olumns —						_			
	Sys No	Ext	Asset ID	G/L Asset Acct	Beginning Cost				
<	000001	000	23456789012345678901234	123-456-789	\$123,456,789.00	\$			
oter									

Follow the guidelines below to review the report on the View Report Layout tab of the Report Customization dialog.

Header

This field displays the header section of the report.

Columns

This text box displays sample data for the report.

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#### Footer

This field displays the footer section of the report.

#### Adding and Removing Columns on a Report

You can add columns and remove columns from standard reports.

#### To add columns to a report

- 1. Select Reports/Reporting/Customize Reports from the menu bar. The Report Customization dialog appears.
- 2. From the Report Name field, select the report to which you want to add or remove columns.

**Note:** You can select either a standard report or a report that you have already customized. If you select a standard report, you must rename the report when you save your changes to the report.

- 3. Click the Edit Columns tab. The Edit Columns information appears.
- 4. From the Field Category list, select a field category to limit the number of fields shown in the field list box, if desired.
- 5. From the field list box underneath the Field Category list, select the field that you want to add as a column on the report.
- 6. Click the Add button. The application removes the field name from the field list and adds it to the Report Columns box. The field will appear as a column when you run the customized report. The columns will appear on the report in the same order as they appear in the Report Columns box, but you can change the column order, if desired.

**Note:** When you add a column to a report, the application recalculates the remaining space available on the report and displays the amount in the (Over)/Under field. **Make sure this amount is zero or greater.** If the number in the (Over)/Under field is negative, one or more columns will be truncated. You can change the left and right margins and the space between the columns to adjust the amount in the (Over)/Under field.

- 7. Do one of the following:
  - Click the Save As button if you are adding a column to a standard report, or you want to save your changes under a different report name. The Save As dialog appears. Enter a new name for the report, and then click the Save button. The application adds the report to the list of customized reports that you can run by selecting Reports/Customized Reports from the menu bar.
  - Click the Save Button if you are adding a column to a customized report, and you do not want to change the name of the report. The application saves the changes that you made to the report.
- 8. Click the Close button to exit from the Report Customization dialog.

You are now ready to run the customized report with the additional column(s).

#### To remove columns from a report

- 1. Repeat steps 1 through 3 above. The Edit Columns information appears.
- 2. Select the field that you want to remove from the Report Columns box.
- 3. Click the Remove button. The application removes the field from the Report Columns box and adds it to the Field List box.
- 4. Do one of the following:
  - Click the Save As button if you are removing a column from a standard report, or you want to save your changes under a different report name. The Save As dialog appears. Enter a new name for the report, and then click the Save button. The application adds the report to the list of customized reports that you can run by selecting Reports/Customized Reports from the menu bar.
  - Click the Save Button if you are removing a column from a customized report, and you do not want to change the name of the report. The application saves the changes that you made to the report.
- 5. Click the Close button to exit from the Report Customization dialog.

You are now ready to run the customized report with the removed column(s).

#### Changing the Column Headers of a Report

You can change the text that appears at the top of columns on a standard report.

By default, the column headers display the names of fields as they appear in the application. If you change a field name in the Customize Fields dialog, the new field name appears on the report. You can change the field name in the Report Customization dialog before you run the report, and that new name will appear on the report.

#### To change the column headers on a report

- 1. Select Reports/Reporting/Customize Reports from the menu bar. The Report Customization dialog appears.
- 2. From the Report Name field, select the report for which you want to change the column headers.

**Note:** You can select either a standard report or a report that you have already customized. If you select a standard report, you must rename the report when you save your changes to the report.

- 3. Click the Edit Columns tab. The Edit Columns information appears.
- 4. In the Header column of the Report Columns box, click in the field that you want to change. A blinking cursor appears in the field.
- 5. Using the left and right arrow keys, make the desired changes to the text.

**Note:** You can indicate a line break (or carriage return) in a column header by inserting two vertical pipe symbols (||) where you want the line to break. For example, to make the words "Sys No" appear on two lines instead of one, you would insert two vertical pipe symbols between "Sys" and "No." It would look like this: Sys||No.

- 6. Do one of the following:
  - Click the Save As button if you are changing the column headers of a standard report, or you want to save your changes under a different report name. The Save As dialog appears. Enter a new name for the report, and then click the Save button. The application adds the report to the list of customized reports that you can run by selecting Reports/Customized Reports from the menu bar.
  - Click the Save button if you are changing the column headers of a customized report, and you do not want to change the name of the report. The application saves the changes that you have made to the report.
- 7. Click the Close button to exit from the Report Customization dialog.

You are now ready to run the customized report with the changes that you have made to the column headers.

#### Changing the Column Order on a Report

You can change the order of the columns on the standard reports.

#### To change the column order on a report

- 1. Select Reports/Reporting/Customize Reports from the menu bar. The Report Customization dialog appears.
- 2. From the Report Name field, select the report for which you want to change the column order.

**Note:** You can select either a standard report or a report that you have already customized. If you select a standard report, you must rename the report when you save your changes to the report.

- 3. Click the Edit Columns tab. The Edit Columns information appears.
- 4. In the Report Columns box, select the field whose position you want to change, and then click the Up button or the Down button. As you move a field up in the list, the column moves to the left on the report. As you move a field down in the list, the column moves to the right on the report.
- 5. Do one of the following:
  - Click the Save As button if you are changing the column order on a standard report, or you want to save your changes under a different report name. The Save As dialog appears. Enter a new name for the report, and then click the Save button. The application adds the report to the list of customized reports that you can run by selecting Reports/Customized Reports from the menu bar.

- Click the Save Button if you are changing the column order on a customized report, and you do not want to change the name of the report. The application saves the changes that you made to the report.
- 6. Click the Close button to exit from the Report Customization dialog.

You are now ready to run the customized report with the changed column order.

#### Changing the Column Widths of a Report

You can change the column widths on a standard report. You may want to decrease one or more column widths after you have added a column to the report so that the new column fits on the report.

#### To change the column widths on a report

- 1. Select Reports/Reporting/Customize Reports from the menu bar. The Report Customization Reports dialog appears.
- 2. From the Report Name field, select the report for which you want to change the column widths.

**Note:** You can select either a standard report or a report that you have already customized. If you select a standard report, you must rename the report when you save your changes to the report.

- 3. Click the Edit Columns tab. The Edit Columns information appears.
- 4. In the Report Columns box, click in the Width column for the field whose column width you want to change. A blinking cursor appears in the field.
- 5. Make the desired change to the width.

**Note:** When you tab out of the Width column, the application recalculates the remaining space available on the report and displays the amount in the (Over)/Under field. **Make sure this amount is zero or greater.** If the number in the (Over)/Under field is negative, one or more columns will be truncated. You can change the left and right margins and the space between the columns to adjust the amount in the (Over)/Under field.

- 6. Do one of the following:
  - Click the Save As button if you are changing the column widths on a standard report, or you want to save your changes under a different report name. The Save As dialog appears. Enter a new name for the report, and then click the Save button. The application adds the report to the list of customized reports that you can run by selecting Reports/Customized Reports from the menu bar.
  - Click the Save button if you are changing the column widths on a customized report, and you do not want to change the name of the report. The application saves the changes that you have made to the report.
- 7. Click the Close button to exit from the Report Customization dialog.

You are now ready to run the customized report with the changes that you have made to the column width(s).

#### Changing the Space Between Columns on a Report

You can change the space between columns on a standard report. After you have added a column to a report, you may want to change the space between columns so that the new column fits on the report.

#### To change the space between columns on a report

- 1. Select Reports/Reporting/Customize Reports from the menu bar. The Report Customization dialog appears.
- 2. From the Report Name field, select the report for which you want to change the space between columns.

**Note:** You can select either a standard report or a report that you have already customized. If you select a standard report, you must rename the report when you save your changes to the report.

- 3. Click the Edit Columns tab. The Edit Columns information appears.
- 4. In the Column Spacing field, enter the desired spacing between the report columns.

**Note:** When you tab out of the Column Spacing field, the application recalculates the remaining space available on the report and displays the amount in the (Over)/Under field. **Make sure this amount is zero or greater.** If the number in the (Over)/Under field is negative, one or more columns will be truncated. You can change the left and right margins and change the width of columns to adjust the amount in the (Over)/Under field.

- 5. Do one of the following:
  - Click the Save As button if you are changing the space between columns on a standard report, or you want to save your changes under a different report name. The Save As dialog appears. Enter a new name for the report, and then click the Save button. The application adds the report to the list of customized reports that you can run by selecting Reports/Customized Reports from the menu bar.
  - Click the Save button if you are changing the space between columns on a customized report, and you do not want to change the name of the report. The application saves the changes that you have made to the report.
- 6. Click the Close button to exit from the Report Customization dialog.

You are now ready to run the customized report with the changes that you have made to the space between columns.

#### Changing the Left and Right Margins of a Report

You can change the left and right margins of a standard report. You may want to decrease the margins after you have added a column to the report so that the new column fits on the report.

#### To change the margins of a report

- 1. Select Reports/Reporting/Customize Reports from the menu bar. The Report Customization dialog appears.
- 2. From the Report Name field, select the report for which you want to change the margins.

**Note:** You can select either a standard report or a report that you have already customized. If you select a standard report, you must rename the report when you save your changes to the report.

- 3. Click the Edit Columns tab. The Edit Columns information appears.
- 4. Select the left margin in the Left field and select the right margin in the Right field.

**Note:** When you change the width of the margins, the application recalculates the remaining space available on the report and displays the amount in the (Over)/Under field. **Make sure this amount is zero or greater.** If the number in the (Over)/Under field is negative, one or more columns will be truncated. You can change the width of columns and the space between the columns to adjust the amount in the (Over)/Under field.

- 5. Do one of the following:
  - Click the Save As button if you are changing the margins of a standard report, or you want to save your changes under a different report name. The Save As dialog appears. Enter a new name for the report, and then click the Save button. The application adds the report to the list of customized reports that you can run by selecting Reports/Customized Reports from the menu bar.
  - Click the Save button if you are changing the margins of a customized report, and you do not want to change the name of the report. The application saves the changes that you have made to the report.
- 6. Click the Close button to exit from the Report Customization dialog.

You are now ready to run the customized report with the changes that you have made to the left and right margins.

#### Changing the Headers and Footers of Reports

You can change the text at the top of standard reports (the header) and the bottom of the standard report (the footer).

#### To change the text of headers and footers

1. Select Reports/Reporting/Customize Reports from the menu bar. The Report Customization dialog appears.

2. From the Report Name field, select the report for which you want to change the text of headers and footers.

**Note:** You can select either a standard report or a report that you have already customized. If you select a standard report, you must rename the report when you save your changes to the report.

- 3. Click the Edit Header/Footer tab. The Edit Header/Footer information appears.
- 4. Enter the desired text in the text boxes.
- 5. Do one of the following:
  - Click the Save As button if you are changing the headers and footers on a standard report, or you want to save your changes under a different report name. The Save As dialog appears. Enter a new name for the report, and then click the Save button. The application adds the report to the list of customized reports that you can run by selecting Reports/ Customized Reports from the menu bar.
  - Click the Save Button if you are changing the headers and footers on a customized report, and you do not want to change the name of the report. The application saves the changes that you made to the report.
- 6. Click the Close button to exit from the Report Customization dialog.

You are now ready to run the customized report with the changed headers and footers.

#### Saving Multiple Versions of the Same Report

You can save multiple versions of the same report. For example, you could create two versions of the Depreciation Expense report. For one report, you select a group that you defined to show the assets in the Store #1 location. You could save this report definition as "DER Store #1." For the second report, you select a group that you defined to show the assets in the Store #2 location. You could then run each report monthly and distribute them to different managers.

#### To save multiple versions of the same report

- 1. Select Report/Standard Reports from the menu bar. A submenu containing all of the standard reports appears.
- 2. Select the report you want to run from the submenu. The Report Definition dialog appears.
- 3. Complete the fields on the Setup Report tab and the Format Report tab.
- 4. Click the Save As button. The Save As dialog appears.

Sage Fixed Assets - Depreciation	$\times$
Save As	
To save your changes to the report definition, enter a new name for the report and click Save.	?
Report Name: Expense by Location	
Save Cance	el l

- 5. Enter a name for the new version of the report and click the Save button. The application returns to the Report Definition dialog.
- 6. Repeat steps 3 through 5 to save multiple versions of the report.
- 7. Click the Close button to close the Report Definition dialog.

#### Completing the Save As Dialog

Follow the guidelines below to complete the Save As dialog.

Report Name

Use this field to type a system name for the new report. This name is for use within the application on the Report Definition dialog and on the Customized Reports submenu. This is not the name that appears when you run the report. To customize the printed report name, use the Customize Reports button on the Report Definition dialog.

#### Save Button

Click this button to save the changes to the report definition.

#### **Running a Customized Report**

Follow the steps below to run a standard report that you have customized.

#### To run a customized report

1. Select Reports/Customized Reports from the menu bar. A submenu containing all of the reports that you have customized appears.



<u>R</u> eport	s <u>C</u> ustomize	<u>L</u> inks	<u>W</u> indow	Help
<u>S</u>	tandard Reports		•	
C	ustomized Reports	;	•	Assets by Class
Б	ax Reports		•	Depreciation Expense QBI
A	ssets Snapshot			Expense by Location
R	eporting		•	Property Tax by State
0	urrent Reporting P	eriod		
B	atch Reports			
D	epreciation Expen	se		
E	xpense by Location	n		

**Note:** If you have formatted a standard report and saved it under a different name, the report also appears on the submenu. The submenu does not display reports created using Crystal Reports. To run a report that you created using Crystal Reports, select Reports/Reporting/Open Existing Report from the menu bar.

2. Select the customized report that you want to run. The Report Definition dialog appears.

Report Defi	nition	Í
Select the report	you want to run from the list below.	7
Report Name:	Expense by Location	🦉
Description:	Annual Activity     Annual Projection     Asset Basis	ation
Source Report:	Depreciation Adjustment     Depreciation Expense	5
Setup Report	Depreciation Expense QBI     Expense by Location	
Group	Expense by coccorr     E Depreciation Summary	5
<all comple<="" td=""><td>目 Disposal 目 File Listing</td><td>3</td></all>	目 Disposal 目 File Listing	3
In-use by Sag Depreciation	Assets by Class	R
	General Ledger Posting Monthly Projection	

3. Complete the fields on the Report Definition dialog, and then click the Run Report button. The application either displays the report on your computer or sends the report to the printer.

**Note:** You use the Reports working area to manage your customized reports. In the Reports working area, you can do the following:

- Rename existing customized reports. For more information, see "Renaming a Customized Report," page 25.
- Delete existing customized reports. For more information, see "Deleting a Customized Report," page 25.

#### Renaming a Customized Report

After you have customized a standard report, you can rename the report using the Reports tab.

**Note:** You can rename a report only after you have customized it. You cannot rename a standard report.

#### To rename a customized report

- 1. Click the Reports button on the navigation pane.
- 2. Select the Reports tab.
- 3. In the reports list box, right-click the report that you want to rename.
- 4. From the popup menu, select Rename Report. The Rename Report dialog appears.
- 5. In the Rename To field, enter the name of the report, and then click OK. The system changes the name of the report in the reports list box.

**Note:** You must enter a unique name for the report. You cannot enter a name of a report that already exists.

The new name of the report also appears in the Report Name field of the Report Definition dialog.

#### **Deleting a Customized Report**

After you have customized a standard report, you can delete it from the list of reports that you can run.

**Note:** You can delete only customized reports. You cannot delete a standard report. In addition, you cannot delete a report that has been included in a Batch report. You must first remove the report from the Batch report before you can delete it.

#### To delete a customized report

- 1. Click the Reports button on the navigation pane.
- 2. Select the Reports tab.

- 3. In the reports list box, right-click the report you want to delete.
- 4. From the popup menu, select Delete Report. A confirmation message appears.
- 5. Click Yes to delete the report. The system removes the selected report from the reports list box.

The customized report that you have deleted no longer appears in the reports list box nor in the Report Name field of the Report Definition dialog.

#### Which Reports Can Be Customized?

You can customize most of the standard reports in the application. However, for some reports you cannot change the columns; you can only change the headers and footers. And some reports are not customizable at all unless you export them to Crystal Reports.

#### Sage Fixed Assets—Depreciation for U.S. Companies

The table below indicates which reports are fully customizable, which reports allow changes to the headers and footers only, and which reports are not customizable.



	Customization Level					
Report Name	Full	Headers/ Footers	None			
Adjusted Current Earnings			Х			
Alternative Minimum Tax			Х			
AnnualActivity	Х					
Annual Projection		Х				
Asset Basis	Х					
Depreciation Adjustment	Х					
Depreciation Expense	Х					
Depreciation on RV			Х			
Depreciation Summary	Х					
Disposal	Х					
FASB 109 Projection			Х			
File Listing	Х					
Fixed Asset Summary	Х					
Form 3468			Х			
Form 4255			Х			
Form 4562*			Х			
Form 4626			Х			
Form 4797*			Х			
General Ledger Posting		Х				
Interest on RV			Х			
Midquarter Applicability*			Х			
Monthly Projection		Х				
Net Book Value	Х					
Partial Disposal		Х				
Partial Transfer		Х				
Period Close Summary	Х					
Property Tax - Detail	Х					
Property Tax - Summary		Х				
Quarterly Acquisition		Х				
Quick Projection			Х			
Replacement Value	Х					
Section 199A Report*			Х			
Tax Expense	Х					
Transfer		Х				

\*The name for this report can be customized.

### Sage Fixed Assets—Depreciation for Canadian, Government, or Nonprofit Organizations

The table below indicates which reports are fully customizable, which reports allow changes to the headers and footers only, and which reports are not customizable.

	Customization Level					
Report Name	Full	Headers/ Footers	None			
Allocation Percentages		Х				
AnnualActivity	Х					
Annual Projection		Х				
Capital Assets Note Disclosure		Х				
Change in Capital Assets		Х				
Depreciation Adjustment	Х					
Depreciation Expense	Х					
Disposal	Х					
File Listing	Х					
General Ledger Posting		Х				
Monthly Projection		Х				
Net Book Value	Х					
Partial Disposal		Х				
Partial Transfer		Х				
Period Close Summary	Х					
Quarterly Acquisition		Х				
Quick Projection			Х			
Replacement Value	Х					
Transfer		Х				

### Chapter 3 Tips for Using Crystal Reports

In this chapter, we provide some ideas for using Crystal Reports to create informative reports.

#### Creating a Report from Scratch in Crystal Reports

Follow the steps below to create a report in Crystal Reports.

#### To create a new report

- 1. In Sage Fixed Assets, open the company or organization that you want to report on.
- 2. Select Reports/Reporting/Create New Report from the menu bar. The Create New Report dialog appears.

💀 Sage Fixed Ass	ets - Reporting - Create New Report			×
Report Title:	<u> </u>			
Location:	C:\Program Files (x86)\Sage Fixed Assets\Depreciation\CustRpt	C	Browse	
File Name:		.rpt		
	Help Create Repor	t	Cancel	$\Box$

- 3. Enter the name of the report in the Report Title field. For more information, see "Completing the Create New Report Dialog," page 31.
- 4. Click the Browse button to select the folder in which you want to save the report. The Save New Report As dialog appears.



🔣 Sage Fixed Ass	ets - Reporti	ng - Open Existing Report						×
$\leftarrow \rightarrow \vee$	↑ 🚞 «	Sage Fixed Assets > Depre	eciation > Custrpt	~	C	Search Custrpt		Q
Organize 🔻	New folder						≣ • [	] ()
Document	ts 🖈	Name		Date modified		Туре	Size	
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🛂 Videos	*							
🚞 Carl	*							
🚞 User Files	*							
📒 Companie	s							
늘 Custrpt	1							
	File nam	e:			~	Crystal Reports	(*.rpt)	~
						Open	Car	ncel

5. In the File Name field, enter the name of the report file.

**Note:** You do not need to type the RPT extension when you enter the file name. The system automatically adds the RPT extension to the file name.

6. Click the Save button to return to the Create New Report dialog.

7. Click the Create Report button. The Crystal Reports program opens in Preview mode.

📌 Crystal Reports	2020 for Sag	ge - [Month.rpt]							-		×
File SAP Edit	View Inse	rt Format Databa	e Report	Window	Help						
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🗄 Groups	D	000128 000									
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Find	D	000130 000									
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For Help, press F1							100	% (=	)	Ū	- 🕀 ,

The new report contains the following information by default:

- The name of the company or organization
- The title of the report
- The date and time the report was created
- Columns for System Number and Extension (for a Sage Fixed Assets— Depreciation report) or a column for System Number (for a Sage Fixed Assets— Tracking report), or columns for Line Item ID and Line Item Description (for a Sage Fixed Assets—Planning report).

#### Completing the Create New Report Dialog

Follow the guidelines below to complete the Create New Report dialog.

Report Title

Use this field to enter the name of the report as you want it to appear at the top of the first page.

Location

This field displays the folder in which the report file is saved. You can specify the folder by clicking the Browse button.

Browse Button

Click this button to select the folder in which you want to save the report file.

#### File Name

Enter the file name for the report. (If you entered the file name when you specified the folder, then this field displays the name that you entered.)

**Tip:** You do not need to type the RPT extension when you enter the file name. The system automatically adds the RPT extension to the file name.

#### Create Report Button

Click this button to launch the Crystal Reports program and begin creating the report.

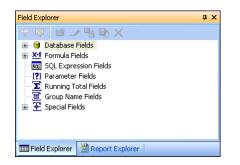
#### Adding Sage Fixed Assets Fields to the Report

Follow the steps below to add Sage Fixed Assets fields as columns on the report.

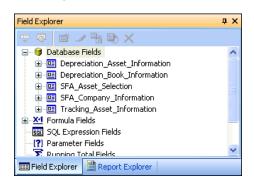
#### To add Sage Fixed Assets fields as columns on the report

- 1. If the Field Explorer does not appear, do one of the following:
  - Select View/Field Explorer from the menu bar.
  - Click the Field Explorer icon.

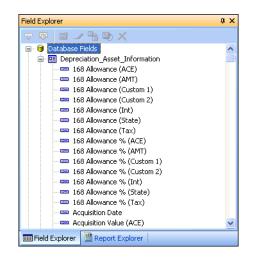
The Field Explorer tab appears on the right side of the main application window.



2. Click the **Plus Sign** (+) next to Database Fields to expand it. The Database Fields subcategories appear. The subcategories change depending on the entity type you are using.



3. Click the **Plus Sign** (+) next to the Depreciation Asset Information subcategory to expand it. The fields in the subcategory appear.

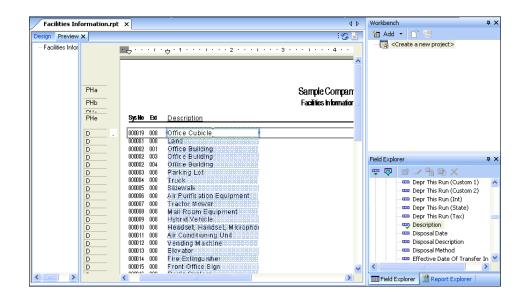


4. Select the field that you want to add as a column on the report, and drag the field onto the report Design or Preview tab.

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5. When the field is in the correct position, release the left mouse button to place the field on the report.





For a complete list of views and field names available from Sage Fixed Assets applications, see Appendix A, "Crystal Reports for Sage Field Names."

#### Sorting Fields on a Report

Sorting means placing data in some kind of order so you can find it and evaluate it. For example, you might want assets to appear on a report sorted by System Number, in ascending order.

Crystal Reports contains a Record Sort Expert that enables you to sort the records on a report.

#### To sort fields on a report

- 1. Do one of the following:
  - Select Report/Record Sort Expert
  - Click the Record Sort Expert icon. The Record Sort Expert dialog appears.

vailable Fields:	Sort Fields:	+ +
Report Fields     Depreciation_Asset_Inf     Depreciation_Asset_Inf     SFA_Company_Informa     SFA_Asset_Selection.I     Depreciation_Asset_Inf     Depreciation_Asset_Inf     fx Book Name (ACE)     fx Book Name (AMT)     fx Book Name (Book 06)	>  Sort Direction:  Ascending  Descending	



For more information on sorting records, see "Sorting Data" in the SAP Crystal Reports User Guide.

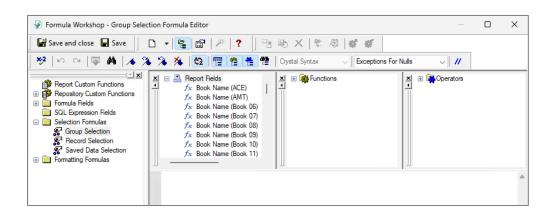
#### **Creating Groups**

Grouped data is data that is sorted and broken up into meaningful groups. For example, you might want the assets on your report to be grouped according to their location.

Crystal Reports contains a Group Selection Formula Editor to help you group the records on your report.

#### To create groups

1. Select Report/Selection Formulas/Group from the menu bar. The Group Selection Formula Editor dialog appears.



For more information on creating groups, see "Grouping Data" in the SAP Crystal Reports User Guide.

#### Connecting to the Sage Fixed Assets Database

You can connect to the Sage Fixed Assets database without using the template provided by your Sage Fixed Assets application. When you connect to a Sage Fixed Assets database without using the provided template, you lose sorting and group selection logic that makes your reports more meaningful. In addition, the template provides database views with links between database views. The database views translate your data into userfriendly terms, making the data much more manageable for reporting purposes.

If you are an advanced Crystal Reports or database user, the following steps will help you connect to the Sage Fixed Assets database.

#### To connect to the Sage Fixed Assets database

- 1. Do one of the following:
  - Select File/New/Standard Report from the menu bar.
  - On the Crystal Reports start page, select Standard Report Wizard.

The first Standard Report Creation Wizard dialog appears.

vailable Data Sources:	Selected Tables:	
WiNFASRW     Create New Connection     WINFASRW     Create New Connection     Database Files     Java Beans Connectivity     JDBC (JNDI)     ODBC (RDO)     OLBC (RDO)     OLAP     OLE DB (ADO)     Salesforce.com     SAP BW MDX Query     SAP Phro sets     SAP Operational Data Store     SAP Table. Cluster, or Function		

- 2. Expand (double-click) the Create New Connection folder, and then expand the ODBC (RDO) folder.
- 3. Double-click Make New Connection. The ODBC (RDO) Data Source Selection dialog appears.

Select Data Source:	0				
Data Source Name:	BESTSYS32 FCABSYS32 Sample SAP Salesforce DSN WINFAS32 WINFASRW				
Find File DSN					
	0				
File DSN:					
Enter Connection String:	0				

- 4. Select WINFASRW in the Data Source Name list box.
- 5. Click the Next button. The ODBC (RDO) Connection Information dialog appears.

Server:	WIN	FASRW	
Jser ID:			
assword:			
Database:			~

- 6. Enter *guest* in the User ID field and leave the Password field blank.
- 7. Click the Finish button. The application returns to the Standard Report Creation Wizard dialog.

Standard Report Creation Wizard		×
Data Choose the data you want to report on.		
Available Data Sources:	Selected Tables:	
< Back	Next > Finish Cancel	Help

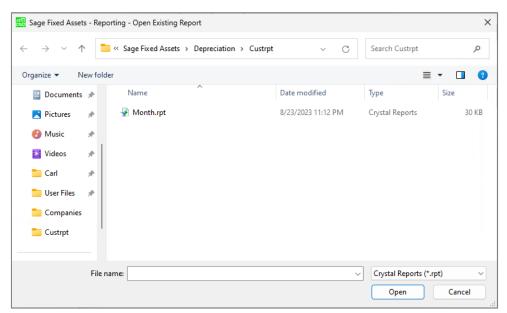
8. Complete the remaining wizard dialogs.

### **Opening an Existing Report**

After you have worked on a report and saved it in Crystal Reports, you may want to work on it later. Follow the instructions below to open an existing report from the Sage Fixed Assets application.

#### To open an existing report from the Sage Fixed Assets application

1. In the Sage Fixed Assets application, select Reports/Reporting/Open Existing Report from the menu bar. The Open Existing Report dialog appears.



2. Select the report that you want to open, and then click the Open button.

If the report you are opening contains saved data or was created from another company, a message asks how you want to open the report. The report opens in Preview mode in Crystal Reports.

**Note:** You can also launch Crystal Reports from the Start menu and open an existing Sage Fixed Assets report. The report is automatically linked to the Sage Fixed Assets database.



### Saving a Report with Data

Reports with saved data are useful for saving a snapshot of the depreciation numbers exactly as they were first generated without having to recalculate depreciation. When you navigate through reports with saved data, and drill down for details on columns or charts, you don't access the database server directly; instead, you access the saved data.

For example, you may have performed a period close for a certain date, and you want to save the period close information for that date for future reference. That way, you can avoid having to reset depreciation for an earlier date and running the report again.

After you run the report with the period close information, you can specify that you want to save the report with data. To save a report with data, first make sure the Save Data with Report option is selected on the File menu; then, save your report.

For more information, see "Saved Data" in the SAP Crystal Reports User Guide.

### Comparing Two or More Sage Fixed Assets Depreciation Books in a Report

When you run a standard report in your Sage Fixed Assets application, the report displays data for a single Sage Fixed Assets depreciation book. You can use Crystal Reports to create a single report that compares data in two (or more) different books.

For example, suppose you want to calculate your book to tax adjustments for your tax return. You could add the following fields as columns on the report:

- Current Year-to-Date Depreciation field for the Tax book
- Current Year-to-Date Depreciation field for the Internal book
- A formula field that calculates the difference between them.

For information on adding fields as columns on a report, see "Inserting a Field" in the SAP Crystal Reports User Guide.

#### Filtering the Data on a Report

The Select Expert makes it easy to specify the records you want included in your report. When you work with the Select Expert, you select the field to which you want to apply selection conditions and then you specify those conditions.

For example, you can create a report that shows:

- Only those assets placed in service between January 1, 2022 and December 31, 2022.
- Only those assets with an acquired value greater than \$10,000.

For more information on filtering data on reports, see "Selecting Records" in the SAP Crystal Reports User Guide.

### Filtering a Report with a Parameter Field

Parameter fields allow you to filter the data on a report at the time you view the report. For example, you can insert a parameter field that filters the report by location. When you open the report, a message appears asking which location you want to run the report for. In this way, a single report can contain different data every time you run it, depending on which location you ask for.

For more information on adding parameter fields and prompts, see "Parameter Fields and Prompts" in the SAP Crystal Reports User Guide.

### Adding a Formula Field

In many cases, the data needed for a report already exists in Sage Fixed Assets fields. For example, if you want the report to show the location of an asset, you simply add the Location field to the report.

Sometimes, however, you want to put data on the report that does not exist in any of the Sage Fixed Assets fields. In such cases, you need to create a formula field. For example, you may need to calculate a specific dollar amount for a step-up in basis for each asset. You could create a formula field that allocates the step-up amount based on the relative net book value of each active asset.

For information on creating formula fields, see "Using Formulas" in the SAP Crystal Reports User Guide.

#### **Combining Parameter Fields and Formula Fields**

Combining parameter fields and formula fields allows you to create sophisticated reports. For example, suppose you would like to send a report to your company headquarters in Canada. You want the report to display data in both U.S. dollars and Canadian dollars.

To do this, you need to create both a parameter field and a formula field in Crystal Reports.

For example, suppose you want to show the Acquisition Value field in both U.S. dollars and Canadian dollars. You would set up a parameter field that prompts you to enter the exchange rate when you open the report.



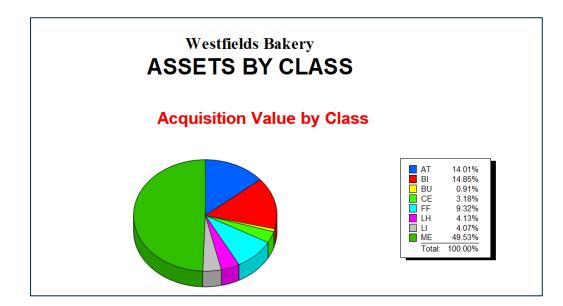
You would also need to include a formula field on the report. The formula for this field would multiply the Acquisition Value amount by the exchange rate that you entered.

9:17:15AM							Westfields Bake	ery - Demo
	Repo	rt is for: Internal	Excha	ange Ra	ate on 4/22/2008 is <u>\$1</u>	1.00 U.S. Dollar to \$1.25	Canada Dollar	
	U.	S. Dollar Currency			C	anadian Dollar Currency		
	Acquisition Cost	Current Accumulated Depreciation	Net Book Value		Conversion Rate Acquisition Cost	Conversion Rate Current Accumulated Depreciation	Conversion Rate Net Book Value	Current Throug Date of Depreciation
	\$2,600.00	\$2,600.00	\$0.00		\$3,250.00	\$3,250.00	\$0.00	12/31/2008
	\$993.00	\$993.00	\$0.00	i	\$1,241.25	\$1,241.25	\$0.00	12/31/2008
	\$8,900.00	\$8,900.00	\$0.00	- İ	\$11,125.00	\$11,125.00	\$0.00	12/31/2008
	\$3,126.00	\$2,344.50	\$781.50	- İ	\$3,907.50	\$2,930.63	\$976.88	12/31/2008
	\$4,699.95	\$1,723.33	\$2,976.62	i	\$5,874.94	\$2,154.16	\$3,720.78	12/31/2008
	\$1,250.00	\$1,250.00	\$0.00	- İ	\$1,562.50	\$1,562.50	\$0.00	12/31/2008
	\$800.00	\$580.00	\$220.00	i	\$1,000.00	\$725.00	\$275.00	12/31/2008
	\$400.00	\$286.67	\$113.33	i	\$500.00	\$358.34	\$141.66	12/31/2008
	\$225.00	\$161.25	\$63.75	i	\$281.25	\$201.56	\$79.69	12/31/2008
	\$276.87	\$276.87	\$0.00	i	\$346.09	\$346.09	\$0.00	12/31/2008
	\$12,650.00	\$8,960.42	\$3,689.58	İ	\$15,812.50	\$11,200.53	\$4,611.98	12/31/2008
	\$375.00	\$375.00	\$0.00	i	\$468.75	\$468.75	\$0.00	12/31/2008
	\$2,450.00	\$2,450.00	\$0.00	Í	\$3,062.50	\$3,062.50	\$0.00	12/31/2008
	\$2,057,393.82	\$807.686.15	\$1,249,707.67		\$2,571,742.28	\$1,009,607.69	\$1,562,134.59	

For more information on adding parameter fields and prompts, see "Parameter Fields and Prompts" in the SAP Crystal Reports User Guide. For information on creating formula fields, see "Using Formulas" in the SAP Crystal Reports User Guide. For information on displaying the currency symbol, see "Using Conventional Accounting Formats" in the SAP Crystal Reports User Guide.

#### Adding a Chart or Graph to a Report

Sometimes a chart or graph can provide information quickly and more effectively than columns of numbers. Creating visually appealing charts and graphs from Sage Fixed Assets data is easy in Crystal Reports.





For more information on adding charts to your report, see "Charting" in the SAP Crystal Reports User Guide.

## Using Select Expert

The Select Expert in Crystal Reports is another feature that allows you to create some sophisticated reports.

Note: The companies must be in the same Sage Fixed Assets database.

_		
	Select Expert Record	×
	Depreciation_Asset_Information.Activity Code Depreciation_Asset_Information.Creation Code	•
	is not equal to V J	New
		Delete
		Browse
L	OK Cancel Help	Show Formula >>>



For example, you can combine data from multiple Sage Fixed Assets companies. The report below shows data from three Sage Fixed Assets companies.

		dation			Westfields Bakery - Westfields Bakery - Westfields Bakery -	- Demo B
8:52:54 AM						
4/22/2022						
Asset Numbe	er Department	Location	Company Name	Class	Custodian	Prop Type
Corporate Offi	ice					
	akery - Demo A					
100290	Corporate Office	Bakery	Westfields Bakery - Demo A	FF	Debbie Franklin	P
100300	Corporate Office	Bakery	Westfields Bakery - Demo A	FF	Debbie Franklin	P
100305	Corporate Office	Bakery	Westfields Bakery - Demo A	CE	Debbie Franklin	z
100310	Corporate Office	Bakery	Westfields Bakery - Demo A	FF	Debbie Franklin	P
100330	Corporate Office	Bakery	Westfields Bakery - Demo A	FF	Debbie Franklin	Р
NeetFolde B	akany Dama B					
Westfields B 100290	akery - Demo B Corporate Office	Bakery	Westfields Bakery - Demo B	FF ·	Debbie Franklin	P
100300	Corporate Office	Bakery	Westfields Bakery - Demo B	FF	Debbie Franklin	P
100305	Corporate Office	Bakery	Westfields Bakery - Demo B	CE	Debbie Franklin	z
100310	Corporate Office	Bakery	Westfields Bakery - Demo B	FF	Debbie Franklin	P
100330	Corporate Office	Bakery	Westfields Bakery - Demo B	FF	Debbie Franklin	P
			,			
Westfields B	akery - Demo C					
100290	Corporate Office	Bakery	Westfields Bakery - Demo C	FF	Debbie Franklin	P
100300	Corporate Office	Bakery	Westfields Bakery - Demo C	FF	Debbie Franklin	P
100305	Corporate Office	Bakery	Westfields Bakery - Demo C	CE	Debbie Franklin	z
100310	Corporate Office	Bakery	Westfields Bakery - Demo C	FF	Debbie Franklin	P
100330	Corporate Office	Bakery	Westfields Bakery - Demo C	FF	Debbie Franklin	P
	akery - Demo A					
100320	Facilities	Bakery	Westfields Bakery - Demo A	LH	Scott Higgins	P
100260	Facilities	Bakery	Westfields Bakery - Demo A	BI	Scott Higgins	R
100270	Facilities	Bakery	Westfields Bakery - Demo A	84	Scott Higgins	R
100100	Facilities	Bakery	Westfields Bakery - Demo A	LD	Scott Higgins	R
100110	Facilities	Bakery	Westfields Bakery - Demo A	BD	Scott Higgins	R
100120	Facilities	Bakery	Westfields Bakery - Demo A	LI	Scott Higgins	
			Market Area and a second second second second second second second second second second second second second se			R
	Facilities	Store #1	Westfields Bakery - Demo A	u	Tony Balmer	P
100230	Facilities Facilities	Store #1 Store #1	Westfields Bakery - Demo A	u u	Tony Balmer Tony Balmer	P
100230	Facilities	Store #1		u	Tony Balmer	P
	Facilities Facilities Facilities	Store #1 Store #1 Store #1	Westfields Bakery - Demo A Westfields Bakery - Demo A	u u	Tony Balmer Tony Balmer Tony Balmer	P P P
100230 100240 Westfields B 100100	Facilities Facilities Facilities akery - Demo B Facilities	Store #1 Store #1 Store #1 Bakery	Westfields Bakery - Demo A Westfields Bakery - Demo A Westfields Bakery - Demo B		Tony Balmer Tony Balmer Tony Balmer Scott Higgins	P P P
100230 100240 Westfields B 100100 100110	Facilities Facilities Facilities akery - Demo B Facilities Facilities	Store #1 Store #1 Store #1 Bakery Bakery	Westfields Bakery - Demo A Westfields Bakery - Demo B Westfields Bakery - Demo B	LI LD BD	Tony Balmer Tony Balmer Tony Balmer Scott Higgins Scott Higgins	P P P R
100230 100240 Westfields B 100100 100110 100120	Facilities Facilities Facilities Facilities Facilities Facilities Facilities	Store #1 Store #1 Store #1 Bakery Bakery Bakery	Westfields Bakery - Demo A Westfields Bakery - Demo B Westfields Bakery - Demo B Westfields Bakery - Demo B Westfields Bakery - Demo B	LD LD LD	Tony Balmer Tony Balmer Tony Balmer Scott Higgins Scott Higgins Scott Higgins	P P P R R R
100230 100240 Westfields B 100100 100110 100120 100320	Facilities Facilities Facilities Facilities Facilities Facilities Facilities Facilities Facilities	Store #1 Store #1 Store #1 Bakery Bakery Bakery Bakery	Westfields Bakery - Demo A Westfields Bakery - Demo A Westfields Bakery - Demo B Westfields Bakery - Demo B Westfields Bakery - Demo B		Tony Balmer Tony Balmer Tony Balmer Scott Higgins Scott Higgins Scott Higgins Scott Higgins	P P P R R R P
100230 100240 Westfields B 100100 100110 100120 100320 100260	Facilities Facilities Facilities Facilities Facilities Facilities Facilities Facilities Facilities Facilities	Store #1 Store #1 Store #1 Bakery Bakery Bakery Bakery	Westfields Bakery - Demo A Westfields Bakery - Demo B Westfields Bakery - Demo B Westfields Bakery - Demo B Westfields Bakery - Demo B Westfields Bakery - Demo B		Tony Balmer Tony Balmer Tony Balmer Scott Higgins Scott Higgins Scott Higgins Scott Higgins Scott Higgins	P P R R R R R R
100230 100240 Westfields B 100100 100110 100120 100320 100250 100270	Facilities Facilities Facilities Facilities Facilities Facilities Facilities Facilities Facilities Facilities Facilities Facilities	Store #1 Store #1 Store #1 Bakery Bakery Bakery Bakery Bakery Bakery	Westfields Bakery - Demo A Westfields Bakery - Demo B Westfields Bakery - Demo B	LU LD BD LU LH BI BI	Tony Balmer Tony Balmer Tony Balmer Scott Higgins Scott Higgins Scott Higgins Scott Higgins Scott Higgins	P P R R R R R R R R
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100230 100240 Westfields B 100100 100110 100120 100320 100250 100270	Facilities Facilities Facilities Facilities Facilities Facilities Facilities Facilities Facilities Facilities Facilities Facilities	Store #1 Store #1 Store #1 Bakery Bakery Bakery Bakery Bakery Bakery	Westfields Bakery - Demo A Westfields Bakery - Demo B Westfields Bakery - Demo B	LU LD BD LU LH BI BI	Tony Balmer Tony Balmer Tony Balmer Scott Higgins Scott Higgins Scott Higgins Scott Higgins Scott Higgins	P P R R R R R R R R

For information on using the Select Expert, see "Using the Select Expert" in the SAP Crystal Reports User Guide.

## Using Formula Fields and Advanced Formatting

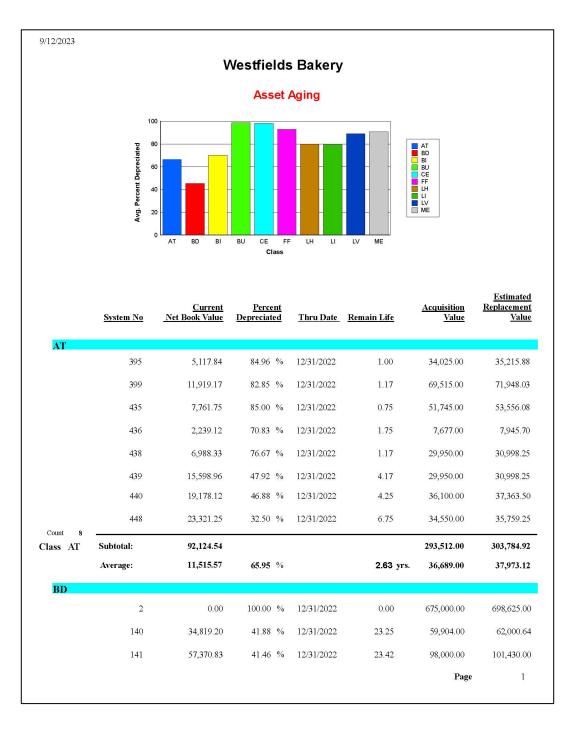
Combining formula fields and advanced formatting techniques allows you to create sophisticated, visually appealing reports.

00035         000         Cheny Silverado 3500 HD         113/2015         52/0000         Agriculture           Jasas = BD         Incursion Value subtotal         \$532,448.40         Acquisition Value subtotal         \$532,448.40           00038         000         Double Wide Trailer         117/2016         54,100.00         Agriculture           00032         000         Concriet Stab         111/2016         54,100.00         Agriculture           00021         000         Store Bidg         95/2012         615,000.00         Facilities           00014         000         Bam         4/00/2006         \$9,900.00         Agriculture           00014         000         Bam         4/02/2006         \$9,900.00         Agriculture           00002         000         Buiding -10 E. Main St.         4/12/1993         675,000.00         Facilities           00001         000         Sprinkler System         11/22002         38,000         Facilities           00014         000         Sprinkler System         11/22002         3,875.00         Facilities           00027         000         HvAC         2/1/2012         1,750.00         Facilities           00028         0000         Facinitins         4,720.7				Westfields Bakery					
No.         Ext         Description         In Service Date         Acquisition Value         Department           1004         000         For Cargo Van         492019         55,100.00         Facilities           1004         000         For Cargo Van         492019         53,107.00         Facilities           1004         000         Toro Cargo Van         1075019         24,550.00         Apacitome           1004         000         Torot Carnov         352019         22,950.00         Pacial Operations           1005         00         Torot Carnov         352019         22,950.00         Pacial Operations           1005         00         Torot Carnov         352019         22,950.00         Pacial Operations           1005         00         Torot Carnov         12,200.11         24,500.00         Pacial Operations           1005         00         Torot Carnov         10,202.01         24,500.00         Pacial Operations           1006         Ford Deveny Van (t)         12,220.01         24,500.00         Pacial Operations           1007         00         Ford Deveny Van (t)         12,220.01         35,700.00         Apaculate           1007         00         Operatim 2500 Lamante         1				ASSETS BY CLASS					
Same         AT         49/2019         36,100.00         Fadilies           00440         000         Fadilies         20,0000         Fadilies         20,0000         Fadilies           00480         00         Adve Mus         117/2012         73,137/40         Comported Ottee           00480         00         Adve Mus         35/2019         24/2000         Adve Mus           00499         00         Toyota Camy         35/2019         24/2000         Fadilies           00499         00         Toyota Camy         35/2019         24/2000         Fadilies           00400         Toyota Camy         35/2019         24/2000         Fadilies         Comported Colle         Fadilies           00400         Torota Colle ()         12/20/2014         16/2000         Fadilies         Comported Colle         Fadilies           00400         Ford Escape Hybrid ()         12/22/2011         24/2000         Fadilies         Comported Colle         Fadilies           00405         Fadilies         10/22/2012         5/75/50         Agriculture         Comported Colle         Fadilies           00405         Fadilies         10/12/2012         34/2000         Agriculture         Comported Colle         Comported	Acquisition Value by Class								
00440         00         Ford Carpy Van         49/019         \$8,100         Facilities           00583         00         Exclute Aux - Hummer H2         11/2012         73,137.40         Coporale Office           00483         00         Toyta Camy         352019         24950.00         Reial Operators           00489         00         Toyta Camy         352019         24950.00         Reial Operators           00489         00         Toyta Camy         352019         24950.00         Reial Operators           00489         00         Toyta Camy         352019         24950.00         Reial Operators           00480         00         Toyta Camy         342017         6551.50         Operators           00400         Ford Escape Hybrid ()         122820.01         24.50.50         Facilities           00400         Tord Escape Hybrid ()         12520.01         34.25.50         Agriculture           00405         Dodg Fam.250.01 Laramie         102820.20         55.75.50         Agriculture           00405         Dodg Fam.250.01 Laramie         102820.20         54.75.50         Agriculture           00406         Dodg Fam.250.01 Laramie         102820.12         54.00.00         Agriculture	ys No	Ext	Description	In Service Date	Acquisition Value	Department			
00053         0005         Execute <sup>1</sup> Add-1HummerH2         117/2012         73,3740         Corporate Office           00448         00.00149	lass =	AT							
0044         00         John Dere Compact Tractor (i)         1015/2019         34,3600         Apriculture           00438         00         Toyla Carny         35/2019         22,55000         Retal Qventions           00189         00         Toyla Carny         35/2019         22,55000         Retal Qventions           00189         00         Toyla Contla (i)         12/202014         16/5000         Facilities           00189         00         Toyla Contla (i)         12/22/2011         24,55500         Carporata Clines           00100         Ford Escape Hydrid (i)         12/22/2011         24,55500         Retal Qventions           00100         Ford Escape Hydrid (i)         12/22/2011         24,55500         Retal Qventions           00105         Ood Escape Hydrid (i)         12/22/2013         7,77700         Apriculture           00105         Ood Escape Hydrid (i)         12/22/2013         3,77700         Apriculture           00105         Ood Carporata Tactor         10/52/2013         3,77700         Apriculture           00105         Ood Carporata Tactor         10/52/2013         3,75900         Apriculture           00105         Ood Carporata Tactor         10/52/2013         3,75000         Apriculture     <	00440	000	Ford Cargo Van	4/9/2019	36,100.00	Facilities			
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00439         00         Toyla Carmy         35/2019         29/29/00         Retai Operations           0056         00         Toxk         11/2009         45/50000         Retai Operations           00389         00         Toyla Coulia ()         12/20/2014         15/5000         Retai Operations           00400         0         Ford Dilery Van ()         12/22/2011         24/36500         Facilities           00400         0         Torde Stage Hybrid ()         15/25/2017         34/25/201         24/36500         Retai Operations           00400         Ford Escage Hybrid ()         12/5/2017         34/25/201         24/36/200         Retai Operations           00405         00         Conget Ram 2500 Laramie         10/25/2018         57/5600         Apriculture           00405         00         Conget Ram 2500 Laramie         10/25/2018         51/34/300         Apriculture           00255         00         Storage Sted         9/20/2012         24/40/00         Apriculture           00256         00         Storage Sted         9/20/2012         24/40/00         Apriculture           00256         00         Storage Sted         9/20/2012         24/40/00         Apriculture           00250									
00165         000         Tuck         114/2009         4500000         Facilities           00389         000         Lincoh Navigator (i)         34/2017         69,515.00         Corporate Office           00389         000         Ford Delkey Yan (i)         12,22001         23,565.00         Facilities           00011         000         Ford Delkey Yan (i)         12,22001         23,565.00         Facilities           00017         000         Ford Escape Hybrid (i)         12,520.01         34,025.00         Relail Operations           000160         Tarlar         100240203         56,755.00         Agriculture           00056         000         Chape Marcel (i)         113,2015         52,000.00         Agriculture           00058         000         Chape Marcel (i)         113,2015         52,000.00         Agriculture           00058         000         Chape Shotd         114,2016         54,100.00         Agriculture           00059         Chape Shotd         114,2016         54,100.00         Agriculture           00050         Concrete Slab         114,2016         54,100.00         Agriculture           00050         Concrete Slab         114,2016         54,000.00         Agriculture									
0013         000         Toyota Coolla (i)         12202014         16,500.00         Relai Operations           00399         000         Lincoln Navigator (i)         34/2017         69,515.00         Carporate Olice           00400         000         Ford Delvery Van (i)         1222/2001         24,566.00         Fradites           00401         000         Ford Delvery Van (i)         125,2008         32,000.00         Retail Operations           00405         000         Ord Estage Hydrid (i)         125,2017         34,025.00         Retail Operations           00405         000         Dodge Fham 2500 Latamie         1022020         56,755.00         Agriculture           00458         000         Compact Tractor         1015,2020         39,999.00         Agriculture           00459         000         Storage Shed         920.012         24,400.00         Agriculture           00459         000         Storage Shed         920.2012         24,400.00         Agriculture           00450         000 Joule Wide Traiter         117,2016         51,900.00         Facilities           00408         000         Bun         40,202.06         59,940.00         Agriculture           004010         Bun         40,2									
00000         Lincoln Navigator (i)         34/2017         66,515.00         Coporale Office           0004         000         Ford Delvey Van (i)         12/28/2011         24,505.00         Facilities           0014         00         Ford Delvey Van (i)         12/28/201         34,057.00         Agiculture           00171         00         Ford Escape Hydri (i)         12/28/201         34,057.00         Relail Operations           00166         00         Dodge Fam 250.01 Larmine         10/28/2013         57,75.00         Agriculture           001686         00         Dodge Fam 250.01 Larmine         10/28/2013         57,75.00         Agriculture           001686         00         Conge Fam 250.01 Larmine         10/15/2023         39,999.00         Agriculture           001687         00         Chaye Fam 250.01 Larmine         10/15/2023         39,999.00         Agriculture           00252         000         Storage Shed         10/22015         52,000.00         Agriculture           00388         00         Concette Slab         11/1/2016         8,100.00         Agriculture           00389         00         Concette Slab         11/1/2016         9,000.00         Agriculture           00390         Obdi					and the supervision of the super				
0004 000         Ford Delvery Van (i)         12282001         24,565.00         Facilities           00046 000         Trailer         10302018         7,677.000         Relat Operations           00055 000         Ford Escape Hybrid (i)         95,2008         32,0000         Relat Operations           00056 000         Odge Fane 2500 Laamie         10282020         55,755.00         Agriculture           00043 000         Chey Silverado 3500 HD         113,2015         52,000.00         Agriculture           00058 000         Chey Silverado 3500 HD         113,2015         52,000.00         Agriculture           00025 000         Storage Shed         92,02012         24,400.00         Agriculture           00025 000         Concrete Slab         114,2016         8,100.00         Agriculture           00026 000         Concrete Slab         114,2016         8,000.00         Agriculture           00027 000         Building - 410 E. Main St.         41/20180         89,000.00         Agriculture           00014 1000         Bain Slab         61/2006         89,000.00         Agriculture           00027 000         Building - 410 E. Main St.         41/211983         675,000.00         Facilities           000271 000         HVAC         21/2									
00368         000         Trailer         1030/2018         7,677.00         Agriculture           00171         000         Ford Escape Hybrid (i)         15/25008         32,000.00         Retail Operations           00460         000         Dodge Fam 2500 Laramie         102/2020         57,75.00         Agriculture           00465         000         Compact Tactor         1015/2020         39,999.00         Agriculture           00458         000         Odge Fam 2500 Laramie         1015/2020         39,999.00         Agriculture           00458         000         Odge Fam 2500 Laramie         113/2015         52,000.00         Agriculture           00225         000         Storage Sted         920/2012         24,400.00         Agriculture           00255         000         Concrete Stab         11//2016         54,100.00         Agriculture           00262         000         Concrete Stab         11//2016         54,000.00         Agriculture           00262         000         Borne Stab         61//2006         63,000.00         Agriculture           00262         000         Borne Stab         61//2006         59,94.00         Agriculture           00262         000         Concrete Stab </td <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>									
00171         000         Ford Escape Hybrid (i)         95/2018         32/0000         Feal Operatons           00039         000         Ford Escape Hybrid (i)         1/25/2017         34/025.00         Relail Operatons           00045         000         Dodge Flam 2500 Laramie         10/29/2018         51/745.00         Agriculture           00045         000         Chevy Silverado 3500 HD         11/3/2015         52/000.00         Agriculture           00255         000         Chray Silverado 3500 HD         11/3/2015         52/000.00         Agriculture           00255         000         Storage Shed         9/20/2012         24,400.00         Agriculture           00255         000         Storage Shed         9/20/2012         24,400.00         Agriculture           00256         000         Concrete Slab         11/4/2016         8,100.00         Agriculture           00266         000         Storage Shed         9/20/2012         6/5/000.00         Facilities           00267         000         Ban         4/0/20/00         5/9/9/40.00         Agriculture           00268         000         Window Writing         10/2/20/2012         9/2/0/201         9/2/0/201           00000         Gam Silo </td <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>									
0009         000         Ford Escape Hybrid (i)         125/017         34/025/00         Relail Operations           00046         000         Dodge Ram 2500 Latamine         10/29/2020         55/75:00         Agriculture           00058         000         Compact Tactor         10/15/2020         39/99:00         Agriculture           00058         000         Chey Silverado 3500 HD         11/2/2015         52/000.00         Agriculture           Acquisition Value subtotal         \$532/448.00         Agriculture         532/448.00         Agriculture           00052         000         Storage Shed         9/20/2012         24,400.00         Agriculture           000382         000         Double Wide Tailer         11//2016         54,100.00         Agriculture           000382         000         Correcte Stab         11/4/2016         54,000.00         Agriculture           00140         000         Gani Silo         6/1/2006         99,000.00         Agriculture           00021         000         Buting -110 E. Main St.         4/12/1993         675,000.00         Facilities           000140         000         Gani Silo         6/1/2006         99,000.00         Agriculture           000141         000									
00400         0000         Dodge Ram 2500 Laramie         10292020         55,795,00         Agiculture           00435         000         Dodge Ram 2500 Laramie         10292013         51,745,00         Agiculture           00589         000         Chevy Silverado 3500 HD         113,2015         52,000,00         Agriculture           00589         000         Storage Shed         920,2012         24,400,00         Agriculture           00580         000         Double Wide Trailer         117,2016         54,100,00         Agriculture           00580         000         Double Wide Trailer         117,2016         8,100,00         Agriculture           002010         Concrete Slab         114,2016         8,100,00         Agriculture           00216         000         Store Bidg         95,2012         615,000,00         Facilities           00141         000         Gain Sio         61,2006         98,000,00         Agriculture           002217         000         Hvidting - 410 E. Main St.         412,1193         675,000,00         Facilities           00141         000         Gain Sio         61,2006         98,000,00         Agriculture           002280         000         Window Writing					Contraction and Contraction				
00405         000         Dodge Ram 2500 Latamie         1022018         51745.00         Agiculture           00459         000         Compact Tactor         10152020         39.999.00         Agiculture           20805         000         Compact Tactor         10152020         39.999.00         Agiculture           20805         000         Solage Shed         9202012         24,400.00         Agiculture           00383         000         Double Wide Trailer         117/2016         51,000.00         Agiculture           00382         000         Concrete Slab         114/2016         8,100.00         Agiculture           00140         000         Bam         4302006         59,904.00         Agiculture           00141         000         Gani Silo         61/2006         98,000.00         Agiculture           00141         O00         Bami Slib         11/2/193         675,000.00         Facilities           00141         O00         Barin Silo         11/2/193         675,000.00         Facilities           0017         O00         Window Witting         10222012         38,50.00         Facilities           0017         O00         Buitini Shelving         75/200.7         2,200.		000	Dodge Ram 2500 Laramie		200 C . 200 W				
00035         000         Cheny Silverado 3500 HD         113/2015         52/0000         Agriculture           Jasas = BD         Incursion Value subtotal         \$532,448.40         Acquisition Value subtotal         \$532,448.40           00038         000         Double Wide Trailer         117/2016         54,100.00         Agriculture           00032         000         Concriet Stab         111/2016         54,100.00         Agriculture           00021         000         Store Bidg         95/2012         615,000.00         Facilities           00014         000         Bam         4/00/2006         \$9,900.00         Agriculture           00014         000         Bam         4/02/2006         \$9,900.00         Agriculture           00002         000         Buiding -10 E. Main St.         4/12/1993         675,000.00         Facilities           00001         000         Sprinkler System         11/22002         38,000         Facilities           00014         000         Sprinkler System         11/22002         3,875.00         Facilities           00027         000         HvAC         2/1/2012         1,750.00         Facilities           00028         0000         Facinitins         4,720.7	00435	000	Dodge Ram 2500 Laramie	10/29/2018	51,745.00				
Jass =         BD         Acquisition Value subtotal         \$532,448.40           00225         000         Storage Shed         9/20/2012         24,400.00         Agriculture           00025         000         Double Wide Trailer         117/2016         54,100.00         Agriculture           00026         000         Store Bldg         95/2012         615,000.00         Facilities           00014         000         Bam         430/2006         59,941.00         Agriculture           00001         000         Bam         430/2006         98,000.00         Agriculture           00001         000         Bam         430/2006         98,000.00         Agriculture           00001         000         Bam         10/22/012         38,500         Facilities           000017         000         Window Writing         10/22/012         38,500         Facilities           00171         000         Window Writing         10/22/012         38,500         Facilities           00171         000         Window Writing         10/22/012         38,500         Facilities           00171         000         Sprinkler System         11/22/2002         38,7500         Facilities									
Xaes         BD         Image: Concept State         Product State           00025         000         Storage Shed         9/20/2012         24,400.00         Agriculture           00038         000         Double Wide Trailer         11/7/2016         54,100.00         Agriculture           000216         000         Store Bldy         9/5/2012         615,000.00         Facilities           00014         000         Bam         430/2006         59,94.00         Agriculture           00014         000         Bam         430/2006         98,000.00         Agriculture           00014         000         Grain Silo         6112006         98,000.00         Agriculture           00002         000         Building -410 E. Main St.         4/12/1993         67,500.00.00         Facilities           00217         000         Window Writing         1022/2012         38,50.00         Facilities           002217         000         Window Writing         10/22/2012         17,500.00         Facilities           002217         000         HVAC         2/12/2012         17,500.00         Facilities           002217         000         Window Writing         1/2/2002         38,75.00         Facilities <td>00358</td> <td>000</td> <td>Chevy Silverado 3500 HD</td> <td>11/3/2015</td> <td></td> <td>Agriculture</td>	00358	000	Chevy Silverado 3500 HD	11/3/2015		Agriculture			
00025         000         Storage Shed         920/2012         24,400,00         Agriculture           00038         000         Double Wide Trailer         11/7/2016         \$4,100,00         Agriculture           00216         000         Store Bldg         95/2012         615,000,00         Facilities           00216         000         Bam         430/2006         \$9,904,00         Agriculture           00211         000         Bam         430/2006         \$9,904,00         Agriculture           00002         000         Building -410 E. Main SL         4/12/1983         675,000,00         Facilities           00002         000         Window Writing         10/22/2012         385,00         Facilities           00014         000         Window Writing         7/52/007         2,200,00         Facilities           00017         000         Built-in Shelving         10/22/012         3,875,00         Facilities           00022         000         Recess Lighting         10/62/012         1,200,00         Facilities           00017         000         Sprinkler System         11/2/2002         3,875,00         Facilities           00023         000         Agriculture         4,899,95				Acquisition Value subtotal	\$632,448.40				
0003         000         Double Wide Trailer         11/72016         54,100.00         Agriculture           00032         000         Concrete Stab         11/4/2016         8,100.00         Agriculture           00140         000         Barn         430/2006         59,904.00         Agriculture           00141         000         Grain Silo         6/1/2006         98,000.00         Agriculture           00002         000         Building -410 E. Main St.         4/1/21983         675,000.00         Facilities           00141         000         Grain Silo         6/1/2006         98,000.00         Agriculture           00228         000         Window Writing         10/22/2012         385.00         Facilities           00217         000         HvAC         2/1/2012         17,500.00         Facilities           00228         000         Window Writing         10/22/2012         3875.00         Facilities           00217         000         HvAC         2/1/2012         17,500.00         Facilities           00228         000         Window Writing         10/22/2012         3875.00         Facilities           00217         000         Sprinkler System         11/22/002			Storage Shed	9/20/2012	24 400 00	Agriculture			
00039         000         Concrete Slab         11/4/2016         8,100.00         Agriculture           00016         000         Store Bldg         95/2012         615,000.00         Facilities           00114         000         Grain Silo         61/2006         59,994.00         Agriculture           00114         000         Grain Silo         61/12006         98,000.00         Agriculture           00002         000         Building -410 E. Main St.         41/2/1983         675,000.00         Facilities           Tasses         Bi           Tasses         Bi           Signal Silo         Facilities           OU         Signal Silo         Agriculture           OU         Signal Silo         Facilities            Si					1 (1 (1 (1 (1 (1 (1 (1 (1 (1 (1 (1 (1 (1				
0010         Ban         4/30/2006         59/904.00         Agriculture           00111         000         Grain Silo         61/2006         98,000.00         Agriculture           000000         000         Building - 410 E. Main St.         4/12/1983         675,000.00         Facilities           Acquisition Value subtotal         \$1,534,504.00         Facilities           00249         000         Window Writing         10/22/2012         385.00         Facilities           00217         000         HVAC         21/2012         17,500.00         Facilities           000157         000         Built-in Shelving         75/2007         2,200.00         Facilities           00022         000         Recess Lighting         10/6/2012         1,120.00         Facilities           00023         000         Recess Lighting         10/6/2012         1,20.00         Facilities           00033         000         Air conditioning         96/2001         4/8/2013         5,000.00         Facilities           00033         000         Air conditioning         96/2001         4,699.95         Facilities           00033         000         Air conditioninq         73/12012         9,500.00         Facilities <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>									
0011         000         Grain Silo         6/1/2006         99,000.00         Agriculture           00002         000         Bulding - 410 E. Main St.         4/12/1983         675,000.00         Facilities           00004         000         Window Writing         10/22/2012         385.00         Facilities           00117         000         HVAC         2/1/2012         17,500.00         Facilities           00117         000         Bult-in Shelving         10/22/2012         385.00         Facilities           00117         000         Bult-in Shelving         10/22/2012         3875.00         Facilities           00110         Synikler System         11/12/2002         3875.00         Facilities           00222         000         Recess Lighting         10/6/2012         1,120.00         Facilities           00232         000         Recess Lighting         10/6/2012         1,20.00         Facilities           00220         000         Rice Adam System         8/17/2017         3,100.00         Facilities           00230         000         Air conditioning         9/6/2001         4,699.95         Facilities           00231         000         Air conditioning         11/3/2012         <	00216	000	Store Bldg	9/5/2012	615,000.00	Facilities			
building - 410 E. Main St.         4/12/1983         675,000.00         Facilities           Asse =         BI         Acquisition Value subtotal         \$1,534,504.00           Outset         000         Window Writing         10/22/2012         385.00         Facilities           Outset         000         Window Writing         10/22/2012         385.00         Facilities           00017         000         HVAC         2/1/2012         17,500.00         Facilities           00018         Out         Spinikler System         1/12/2002         38,75.00         Facilities           00024         000         Spinikler System         1/12/2012         1,120.00         Facilities           00025         000         File Alarm System         4/8/2013         5,000.00         Facilities           00026         000         Security System         1/12/2017         6,200.00         Facilities           00027         000         Air conditioning         96/2001         4,699.95         Facilities           00028         000         Varities         1/12/2017         6,200.00         Facilities           00029         000         Spinikler System         10/11/2011         4,802.00         Facilities <t< td=""><td>00140</td><td>000</td><td>Bam</td><td>4/30/2006</td><td>59,904.00</td><td>Agriculture</td></t<>	00140	000	Bam	4/30/2006	59,904.00	Agriculture			
Acquisition Value subtotal         \$1534,504.00           O0248         000         Window Writing         10/22/2012         385.00         Facilities           00217         000         HVAC         2/1/2012         17,500.00         Facilities           002141         000         Sprinkler System         1/12/2002         3,875.00         Facilities           00041         000         Sprinkler System         1/12/2002         3,875.00         Facilities           00042         000         Security System         1/12/2002         3,875.00         Facilities           00040         000         Security System         8/17/2017         3,100.00         Facilities           00032         000         Air conditioning         9/6/2001         4,699.95         Facilities           00032         000         Air conditioning         1/3/2000         6,627.00         Facilities           00033         000         Wallpaper         1/1/1/2012         9,500.00         Facilities           00034         000         Year Matheter         10/11/2012         5,425.00         Facilities           00035         000         Emergency Exit Signs         10/11/2012         5,425.00         Facilities									
Xass =         BI           000248         000         Window Writing         10/22/2012         385.00         Facilities           000157         000         Buit-in Shelving         7/5/2007         2,200.00         Facilities           00011         000         Sprinkler System         1/1/22002         3,875.00         Facilities           00022         000         Recess Lighting         10/6/2012         1,120.00         Facilities           00023         000         Recess Lighting         10/6/2012         1,120.00         Facilities           000240         000         Security System         8/17/2017         3,100.00         Facilities           000250         000         Air conditioning         96/2001         4,699.95         Facilities           00032         000         Air conditioning         11/3/2000         6,627.00         Facilities           00011         000         Ventilation System         10/11/2012         5,425.00         Facilities           00027         000         Sprinkler System         10/11/2012         5,425.00         Facilities           00011         000         Ventilation System         10/11/2012         5,425.00         Facilities	00002	000	Building - 410 E. Main St.			Facilities			
0004         Window Writing         10/22/2012         385.00         Facilities           00017         000         HVAC         2/1/2012         17,500.00         Facilities           00017         000         Buit-in Shelving         7/5/2007         2,200.00         Facilities           00014         000         Spinkler System         1/12/2002         3,875.00         Facilities           00222         000         Recess Lighting         10/6/2012         1,120.00         Facilities           00232         000         Security System         8/17/2017         3,100.00         Facilities           00240         000         Security System         4/8/2013         5,000.00         Facilities           00032         000         Air conditioning         9/6/2001         4,699.95         Facilities           00041         000         Fire Alarm System         11/3/2000         6,627.00         Facilities           00017         000         Fire Alarm System         10/11/2012         5,425.00         Facilities           0017         000         Facilities         11/12/201         400.00         Facilities           0017         000         Facilities         11/11/201         400.00	Jace -	RI		Acquisiuon value subiotal	\$1,534,504.00				
00217         000         HVAC         2/1/2012         17,500.00         Facilities           000157         000         Built in Shelving         7/5/2007         2,200.00         Facilities           000141         000         Sprinkler System         1/12/2002         3,875.00         Facilities           00022         000         Recess Lighting         106/2012         1,120.00         Facilities           00046         000         Security System         8/17/2017         3,100.00         Facilities           00072         000         Fire Alarm System         4/8/2013         5,000.00         Facilities           00073         000         Air conditioning         9/6/2001         4,699.95         Facilities           00074         000         Fire Alarm System         11/3/2000         6,627.00         Facilities           00073         000         Ventilation System         8/15/2000         4,300.00         Facilities           00023         000         Ventilation System         10/11/2012         5,425.00         Facilities           00023         000         Emergency Exit Lighting         11/11/2001         225.00         Facilities           000234         000         Emergency Exit Lightin			Window Writing	10/22/2012	385.00	Facilities			
00041         000         Sprinkler System         1/12/2002         3,875.00         Facilities           00042         000         Recess Lighting         106/2012         1,120.00         Facilities           000406         000         Security System         8/17/2017         3,100.00         Facilities           00042         000         Air conditioning         9/6/2001         4,699.95         Facilities           00032         000         Air conditioning         9/6/2001         4,699.95         Facilities           000417         000         Fie Alarm System         11/3/2000         6,627.00         Facilities           00032         000         Air conditioning         9/6/2001         4,699.95         Facilities           000417         000         Fie Alarm System         11/3/2000         6,627.00         Facilities           00017         000         Fie Alarm System         10/11/2012         9,500.00         Facilities           00022         000         Air conditioning         10/11/2012         5,425.00         Facilities           00035         000         Emergency Exit Signs         10/11/2011         225.00         Facilities           00034         000         Porte Cochere									
00022         000         Řecess Lighting         10/6/2012         1,120.00         Facilities           00046         000         Security System         8/17/2017         3,100.00         Facilities           00072         000         Fire Alarm System         4/8/2013         5,000.00         Facilities           00032         000         Ar conditioning         9/6/2001         4,699.95         Facilities           00033         000         Wallpaper         1/10/2017         6,200.00         Facilities           00017         000         Fire Alarm System         11/3/2000         6,627.00         Facilities           00023         000         Ventilation System         10/11/2012         5,425.00         Facilities           00018         000         Ventilation System         10/11/2012         5,425.00         Facilities           00032         000         Emergency Exit Lighting         11/11/2001         400.00         Facilities           00034         000         Emergency Exit Signs         11/11/2001         25.00         Facilities           0035         000         Emergency Exit Signs         10/11/2012         3/15.00         Facilities           00340         000         Emergency Exit	00157	000	Built-in Shelving	7/5/2007	2,200.00	Facilities			
00000         Security System         8/17/2017         3,100.00         Facilities           000750         000         Fire Alarm System         4/8/2013         5,000.00         Facilities           000030         000         Air conditioning         9/6/2001         4,699.95         Facilities           00031         000         Walpaper         1/10/2017         6,200.00         Facilities           00017         000         Fire Alarm System         1/13/2000         6,627.00         Facilities           00023         000         Ventilation System         1/13/2000         6,627.00         Facilities           00023         000         Ventilation System         1/11/2012         5,425.00         Facilities           00023         000         Ventilation System         10/11/2012         5,425.00         Facilities           00035         000         Emergency Exit Lighting         11/11/2001         225.00         Facilities           00036         000         Emergency Exit Lighting         11/11/2001         225.00         Facilities           00037         000         Pacilities         10/8/2012         315.00         Facilities           00330         000         Emergency Exit Lighting         <	00041	000	Sprinkler System	1/12/2002	3,875.00	Facilities			
0007         000         Fire Alarm System         4/8/2013         5,000.00         Facilities           00039         000         Air conditioning         9/6/2001         4,699.95         Facilities           00039         000         Wallpaper         1/10/2017         6,200.00         Facilities           00017         000         Fire Alarm System         1/13/2010         6,627.00         Facilities           00223         000         Air conditioning         7/31/2012         9,500.00         Facilities           00233         000         Ventilation System         8/15/2000         4,300.00         Facilities           00234         000         Sprinkler System         10/11/2012         5,425.00         Facilities           00035         000         Emergency Exit Lighting         11/11/2001         225.00         Facilities           00035         000         Emergency Exit Signs         10/8/2012         315.00         Facilities           00034         000         Solerfont Awning         1//2/2017         12,100.00         Facilities           0034         000         Solerfont Awning         1//2/2014         18,500.00         Agriture           00372         000         Loading Dock Equipm									
00032         000         Air conditioning         9/6/2001         4,699.95         Facilities           00038         000         Wallpaper         1/10/2017         6,200.00         Facilities           00017         000         Fire Alarm System         11/3/2000         6,627.00         Facilities           00018         000         Ventilation System         8/15/2000         4,300.00         Facilities           00038         000         Ventilation System         10/11/2012         5,425.00         Facilities           00038         000         Spinkler System         10/11/2012         5,425.00         Facilities           00036         000         Emergency Exit Lighting         11/11/2001         225.00         Facilities           00036         000         Emergency Exit Signs         10/11/2012         315.00         Facilities           00130         000         Emergency Exit Signs         10/82012         315.00         Facilities           00334         000         Solerfont Awning         1/422017         12,100.00         Facilities           00342         000         Solerfont Awning         1/422017         12,100.00         Facilities           00374         000         Solerfont Awn									
00393         000         Wallpaper         1/10/2017         6,200.00         Facilities           00017         000         Fire Alarm System         11/3/2000         6,627.00         Facilities           00023         000         Air conditioning         7/3/1/2012         9,500.00         Facilities           00018         000         Ventilation System         8/15/2000         4,300.00         Facilities           00037         000         Spinkler System         10/11/2012         5,425.00         Facilities           00038         000         Emergency Exit Lighting         11/11/2001         400.00         Facilities           00030         000         Emergency Exit Signs         11/11/2001         225.00         Facilities           00031         000         Porte Cochere         5/10/2018         72,000.00         Facilities           00324         000         Energency Exit Signs         10/8/2012         315.00         Facilities           00324         000         Storefront Awning         1/12/2017         12,100.00         Facilities           00342         000         Storefront Awning         1/2/2016         5,945.00         Facilities           00342         000         Storefront Aw									
0001         Fire Ålarm System         11/3/2000         6,627.00         Facilities           00023         000         Åir conditioning         7/81/2012         9,500.00         Facilities           00018         000         Ventilation System         8/15/2000         4,300.00         Facilities           00037         000         Spinkler System         10/11/2012         5,425.00         Facilities           00038         000         Emergency Exit Lighting         11/1/2001         400.00         Facilities           00030         000         Emergency Exit Lighting         11/1/2001         225.00         Facilities           00034         000         Porte Cochere         5/10/2018         72,000.00         Facilities           00234         000         Storefront Awning         1/1/2/2017         12,100.00         Facilities           00342         000         Storefront Awning         1/2/2/017         12,100.00         Facilities           00342         000         Storefront Awning         6/10/2/016         5,045.00         Facilities           00374         000         Roof         6/2/2/009         16,000.00         Facilities           00374         000         Roof         6/2/2/009									
00023         000         Air conditioning         7/312012         9,500.00         Facilities           00018         000         Ventilation System         8/152000         4,300.00         Facilities           00237         000         Sprinkler System         10/11/2012         5,425.00         Facilities           00035         000         Emergency Exit Lighting         11/11/2001         400.00         Facilities           00036         000         Emergency Exit Signs         11/11/2001         225.00         Facilities           00036         000         Emergency Exit Signs         11/11/2001         225.00         Facilities           00174         000         Facilities         11/12/2017         12,100.00         Facilities           00342         000         Solerfont Awning         1/12/2017         12,100.00         Facilities           00342         000         Solar Panels         12/6/2014         18,500.00         Agriculture           00372         000         Loading Dock Equipment         6/10/2016         5,045.00         Facilities           00374         000         Rocilities         12/6/2014         18,500.00         Facilities           00372         000         Rocinditioni									
0001         000         Ventilation System         8/15/2000         4,300.00         Facilities           00037         000         Sprinkler System         10/11/2012         5,425.00         Facilities           00036         000         Emergency Exit Lighting         11/11/2001         400.00         Facilities           00036         000         Emergency Exit Lighting         11/11/2001         225.00         Facilities           00037         000         Porte Cochere         5/10/2018         72,000.00         Facilities           00340         000         Emergency Exit Signs         10/8/2012         315.00         Facilities           00341         000         Storefront Awning         1/12/2017         12,100.00         Facilities           00342         000         Solar Panels         12/62014         18,500.00         Agriculture           00372         000         Loading Dock Equipment         6/10/2016         5,045.00         Facilities           00179         000         Air conditioning         10/5/2012         6,579.33         Facilities           00231         000         Storefront Awning         10/13/2012         6,720.00         Facilities					the state of the s				
0003         Sprinkler System         10/11/2012         5,425.00         Facilities           00035         000         Emergency Exit Lighting         11/11/2001         400.00         Facilities           00036         000         Emergency Exit Signs         11/11/2001         225.00         Facilities           000430         000         Porte Cochere         5/10/2018         72,000.00         Facilities           00344         000         Storefront Awning         1/12/2017         12,100.00         Facilities           00342         000         Storefront Awning         1/12/2017         12,100.00         Facilities           00342         000         Solar Panets         12/6/2014         18,500.00         Agriculture           00372         000         Roaf         6/10/2016         5,045.00         Facilities           00374         000         Roaf         6/23/2009         16,000.00         Facilities           00372         000         Roaf         10/5/2012         6,579.33         Facilities           0031         000         Storefront Awning         10/13/2012         6,720.00         Facilities									
00035         000         Emergency Exit Lighting         11/11/2001         400.00         Facilities           00036         000         Emergency Exit Signs         11/11/2001         225.00         Facilities           00036         000         Porte Cochere         5/10/2018         72,000.00         Facilities           00234         000         Emergency Exit Signs         10/8/2012         315.00         Facilities           00234         000         Storefront Awning         1/1/2/2017         12,100.00         Facilities           00342         000         Storefront Awning         1/2/2017         12,100.00         Facilities           00372         000         Solar Panels         12/6/2014         18,500.00         Agriculture           00372         000         Roof         6/23/2009         16,000.00         Facilities           00179         000         Roof         10/5/2012         6,579.93         Facilities           00231         000         Storefront Awning         10/13/2012         6,720.00         Facilities									
00036         000         Emergency Exit Signs         11/11/2001         225.00         Facilities           00036         000         Pote Cochere         5/10/2018         72,000.00         Facilities           00034         000         Emergency Exit Signs         10/8/2012         315.00         Facilities           00034         000         Storefnort Awning         11/2/2017         12,100.00         Facilities           00342         000         Solar Panels         12/6/2014         18,500.00         Agriculture           00372         000         Loading Dock Equipment         6/10/2016         5,045.00         Facilities           00371         000         Roof         6/23/2009         16,000.00         Facilities           00321         000         Storefnort Awning         10/5/2012         6,579.93         Facilities           00323         000         Storefnort Awning         10/13/2012         6,720.00         Facilities									
0043         000         Porte Cochere         5/10/2018         72,000.00         Facilities           00234         000         Emergency Exit Signs         10/8/2012         315.00         Facilities           00344         000         Storefront Awning         1/12/2017         12,100.00         Facilities           00342         000         Storefront Awning         1/12/2017         12,100.00         Facilities           00342         000         Solar Panels         12/6/2014         18,500.00         Agriculture           00372         000         Loading Dock Equipment         6/10/2016         5,045.00         Facilities           00179         000         Roof         6/23/2009         16,000.00         Facilities           00231         000         Air conditioning         10/5/2012         6,579.33         Facilities           00232         000         Storefront Awning         10/13/2012         6,720.00         Facilities									
000234         000         Emergency Exit Signs         10/8/2012         315.00         Facilities           00394         000         Storefront Awning         1/12/2017         12,100.00         Facilities           00394         000         Solar Panels         12/6/2014         18,500.00         Agriculture           00372         000         Loading Dock Equipment         6/10/2016         5,045.00         Facilities           00179         000         Roof         6/23/2009         16,000.00         Facilities           00231         000         Air conditioning         10/5/2012         6,579.33         Facilities           00232         000         Storefront Awning         10/13/2012         6,720.00         Facilities									
00342         000         Solar Panels         12/6/2014         18,500,00         Agriculture           00372         000         Loading Dock Equipment         6/10/2016         5,045,00         Facilities           00179         000         Roof         6/23/2009         16,000,00         Facilities           00231         000         Air conditioning         10/5/2012         6,579.93         Facilities           00239         000         Storefront Awning         10/13/2012         6,720.00         Facilities									
00072         000         Loading Dock Equipment         6/10/2016         5,045.00         Facilities           00179         000         Roof         6/23/2009         16,000.00         Facilities           00231         000         Air conditioning         10/5/2012         6,579.93         Facilities           00239         000         Storefront Awning         10/13/2012         6,720.00         Facilities	00394	000	Storefront Awning	1/12/2017		Facilities			
00179         000         Roof         6/23/2009         16,000.00         Facilities           00231         000         Air conditioning         10/5/2012         6,579.93         Facilities           00239         000         Storefront Awning         10/13/2012         6,720.00         Facilities									
000231         000         Air conditioning         10/5/2012         6,579.93         Facilities           00239         000         Storefront Awning         10/13/2012         6,720.00         Facilities									
00239 000 Storefront Awning 10/13/2012 6,720.00 Facilities									
00244 000 File Examples 10/18/2012 630.00 Facilities									
	JU244	000	Fire Exunguisners	10/18/2012	630.00	Facilities			

For information on formatting your reports, see "Formatting" in the SAP Crystal Reports User Guide.

## Using Multi-line Subtotals and Advanced Formatting

The report below shows an example of a multi-line subtotal, a formula field, bold text, and a chart.



For information on adding totals to a report, see "Running Totals" in the SAP Crystal Reports User Guide.

## Exporting a Standard Report to Crystal Reports

There may be times when you want to add a chart or special formatting to a Sage Fixed Assets standard report or to a Sage Fixed Assets standard report that you have customized. After you run a report in Sage Fixed Assets, you can export the report to the Crystal Reports program. Then all of the powerful features in Crystal Reports are available to make the report fit your precise needs.

#### To export a standard report to Crystal Reports

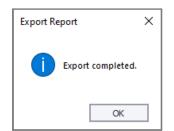
1. In Sage Fixed Assets, run the standard report or the customized standard report. The report appears in the report viewer.

👥 D	epreciation I	Expense														- 1		×
Rep	ort Deprecia	ation Expens	e		<ul> <li>✓ B</li> </ul>	ooks Ta	¢			¥						Print A	ll Repor	ts
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			Book = FYE Mo	Tax <b>nth</b> = December									Group	= All Complete A	ssets			
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				000 02/01/04	750,000.00		00 00	0.00	750,000.00		0.00	0.00	0.00	0.00				
				000 09/18/04 000 09/01/06		P MF150 Z SLFM	15 00 05 00	0.00	20,000.00 50,000.00		20,000.00 50,000.00	00.0 00.0	0.00	20,000.00 50,000.00	S			
				000 09/01/06		R MF150	15 00	0.00	5,114.00		5,114.00	452.96	0.00	5,114.00				
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2. In the report viewer, click the Export Report button. The Export Report dialog appears.

💀 Export Report			×
$\leftarrow \rightarrow \cdot \cdot \uparrow$	Sage Fixed Assets > Depreciation > Custrpt v 0		
File name	er 📔		*
Save as type	e: Crystal Reports (*.rpt)		*
✓ Browse Folders	[	Save	Cancel

- 3. In the File Name field, enter the name of the report you want to save.
- 4. The Save as Type field should default to Crystal Reports (\*.rpt), if it does not, select Crystal Reports (\*.rpt) from the drop-down list box.
- 5. Click the Save button. The Export Completed dialog appears indicating the file was saved successfully.



6. Click OK to return to the report viewer.

**Note:** In order to modify, save, and preview reports, you must enter the *guest* Login ID with blank password on the Login tab of the Connect to SQL Anywhere dialog.

**Note:** You can also use the Export Report feature to export data to a number of popular formats, such as Microsoft Excel and PDF. This makes the distribution of information easier.

## **Appendix A: Crystal Reports for Sage Field Names**

### List of Field Names in Sage Fixed Assets Applications

The tables below show all of the views and fields that are available when creating a report from Sage Fixed Assets applications. For information how to access Sage Fixed Assets fields in Crystal Reports, see "Adding Sage Fixed Assets Fields to the Report," page 32.

#### Field Names in Sage Fixed Assets—Depreciation and Sage Fixed Assets—Tracking

The following views are available from Sage Fixed Assets—Depreciation and Sage Fixed Assets—Tracking.

#### Database Fields

#### Allocated\_Fields

This view contains the allocated general ledger fields and their corresponding allocation percentages. Use this view only if you allocate depreciation across multiple GL accounts; otherwise use the GL fields in the SFA Asset Information view.

#### □ SFA\_Asset\_Selection

This view contains flag fields to help determine which Sage Fixed Assets application (Depreciation or Tracking) the asset has been recorded in. If you use only one Sage Fixed Assets application, either Sage Fixed Assets—Depreciation or Sage Fixed Assets—Tracking, then you do not need to use these flag fields.

### Depreciation\_Asset\_Information/SFA\_Asset\_Information

This view contains the general information and book information fields for the assets.

#### □ Tracking\_Asset\_Information

This view contains asset attributes that are used exclusively in Sage Fixed Assets— Tracking, such as the exception code and reconciliation code.

#### Depreciation\_Book\_Information/SFA\_Book\_Information

This view contains depreciation book attributes, such as the fiscal year-end and whether the book is open.

#### **GRATHERSON SFA\_Company\_Information/SFA\_Organization\_Information**

This view contains the company name and flag fields to help determine which Sage Fixed Assets application (Depreciation or Tracking) the company has been opened in. For example, a company can be created in Sage Fixed Assets—Tracking but never opened or used in Sage Fixed Assets—Depreciation and vice versa. If you use only one Sage Fixed Assets application, either Depreciation or Tracking, then you do not need to use these flag fields.

#### Formula Fields

The template contains many predefined formula fields that calculate the fiscal year end of certain key transaction dates. For example, the fiscal year end of the placedin-service date is available in the formula fields and can be particularly useful when you need to group or sort by fiscal year. You might want to do this when preparing property tax reports.

#### Special Fields



This view contains report attributes, such as the file creation date, page number, and total page count.

**Note:** The table below lists the field names in the latest version of the applications. Your field names might differ slightly if you have upgraded from a previous version of the application.

Field Name	U.S. Company	Government or Nonprofit Organization	Canadian Organization
Allocated_Fields			
Alloc GL Accum Acct		х	х
Alloc GL Accum Pct		x	x
Alloc GL Asset Acct		х	х
Alloc GL Asset Pct		х	х
Alloc GL Expense Acct		х	х
Alloc GL Expense Pct		X	x
Depreciation_Asset_Information/ SFA_Asset_Information			
168 Allowance (all books)	x		
168 Allowance % (all books)	x		
Acquisition Date	x	х	x
Acquisition Value (all books)	Х	Х	x
Activity Code	x	х	
Activity Type		x	x
Adjustment Amount (all books)	х	x	x
ADS Life	х		
Asset Note	х	х	х
Beginning Accum (all books)	х	х	х
Begin Prior Accum Depr (all books)	х	x	х
Beginning Date (all books)	х	X	х
Beginning YTD (all books)	х	X	х
Cash Proceeds	х	X	х
Child Company/Org Name (1)	Х	х	х
Child 1 Database	х	Х	x

Field Name	U.S. Company	Government or Nonprofit Organization	Canadian Organization
Child 1 Extension	x	X	X
Child System Number (1)	x	x	X
Child Company/Org Name (2)	x	x	X
Child 2 Database	х	x	x
Child 2 Extension	х	x	x
Child System Number (2)	х	x	x
Child Company/Org Name (3)	х	x	x
Child 3 Database	х	x	x
Child 3 Extension	х	x	x
Child System Number (3)	х	x	х
Class	х	x	x
Asset ID	х	x	x
Creation Code	х	x	x
Current Accum (all books)	х	x	x
Current Business Use % (all books)	х		
Current Depreciable Basis (all books)	х	x	х
Current Key Codes (all books)	х	x	х
Current Net Book Value (all books)	х	x	х
Current Prev Thru Date (all books)	х	x	х
Current Remain ACE Basis	х		
Current Remain ACE Life	х		
Current Remain Life (all books)	х	x	х
Current Through Date (all books)	х	x	х
Current YTD (all books)	х	x	х
Owner	х	x	х
Date Of Transfer In	х	x	х
Date Of Transfer Out	х	x	х
Deferred Code (all books)	х	х	х
Deferred Date (all books)	х	x	х
Department	х	x	х
Depreciation Method (all books)	х	х	х
Depr This Run (all books)	х	х	х
Description	х	х	х
Disposal Date	х	х	х
Disposal Description	х	х	х
Disposal Method	х	х	х
Effective Date Of Transfer In	х	х	х
Effective Date Of Transfer Out	х	х	х
Entity Code	Х		

Field Name	U.S. Company	Government or Nonprofit Organization	Canadian Organization
Estimated Life (YYMM) (all books)	х	Х	х
Acquired By	х		
Expenses of Sale	х	x	х
Extension	х	x	х
Tracking Last Extension	х	x	х
First Yr Business Use % (all books)	х		
FYE of PIS Date (all books)	х	x	х
G/L Accum Account	х	x	х
G/L Asset Account	х	x	х
G/L Expense Account	х	x	х
Gain/Loss (all books)	х	x	х
Include on Depr Report? (all books)	х	Х	x
Fund		Х	x
Insurance Category	х		
ITC Amount	х		
ITC Basis Reduction	х		
ITC Option	х		
ITC Recapture (all books)	х		
ITC %	х		
Last Calc Date (all books)	х	х	х
Location	х	х	х
Serial Number	х	х	х
Non Cash Proceeds	х	х	х
Parent Org ID		х	х
Parent Company/Org Name	х	х	х
Parent Database	х	х	х
Parent Extension	х	х	х
Parent System Number	х	х	х
Transferred In %	х	х	х
Transferred Out %	х	х	х
Period Close Accum (all books)	х	х	x
Period Prior Accum Depr (all books)	х	х	x
Period Close Date (all books)	х	х	x
Period Close YTD (all books)	х	х	x
Placed in Service Date (all books)	х	x	x
Prior Accum Depr (all books)	х	х	x
Property Type	х	х	x
Purchase Order	х	х	x
Remaining Life Switch (all books)	х	x	х

Field Name	U.S. Company	Government or Nonprofit Organization	Canadian Organization
Replacement Value	х	х	х
Override RV	х	Х	х
RV Override Date	х	Х	х
Salvage Value (all books)	х	Х	х
179 Other Amount (all books)	х		
179 Other Code (all books)	х		
Current 179 Recapture (all books)	х		
179 Qualified? (Y/N) (all books)	х		
179 Deduction (all books)	х		
System Number	х	х	х
Transfer As Disposal (Y/N)	х	х	х
Transfer By Key	х	x	х
Transfer From (Child)	х	x	х
Transfer From (Parent)	х	x	х
Transfer To (Child)	х	x	х
Transfer To (Parent)	х	x	х
Custom Field 1	х	x	х
Custom Field 2	х	x	х
Custom Field 3	х	Х	х
Custom Field 4	х	Х	х
Custom Field 5	х	Х	х
Custom Field 6	х	Х	х
Custom Field 7	х	Х	х
Custom Field 8	х	Х	х
Custom Field 9	х	Х	х
Custom Field 10	х	X	х
Quantity	х	X	х
Vendor	х	X	х
Custom Date 1	x	X	х
Custom Date 2	x	X	х
Zone Type (all books)	Х		
Depreciation_Book_Information/ SFA_Book_Information			
Book Name (all books)	х	х	х
Is Open? (all books)	х	Х	х
Fiscal Year End (all books)	х	x	х
Current Reporting Period (all books)	х	x	х

Field Name	U.S. Company	Government or Nonprofit Organization	Canadian Organization
SFA_Asset_Selection			
Depreciation	Х	х	х
Tracking	х	х	х
Current Sequence	Х	х	х
Last Sequence	Х	Х	Х
SFA_Company_Information/ SFA_Organization_Information			
Business Start Date	х	x	х
Company/Org Name	х	x	х
Company/Org Number	х	x	х
Depreciation Company/Organization	х	x	х
Tracking Company/Organization	х	х	x
Tracking Tag Field	х	x	х
Contact	х	x	х
Address	х	x	х
Country	Х	Х	х
State	Х	Х	х
City	Х	Х	х
Zip	Х	Х	х
Phone	Х	х	х
Fax	Х	х	х
Note	Х	X	Х
Tracking_Asset_Information			
Tracking Field 1	х	х	х
Tracking Field 2	х	x	x
Tracking Field 3	х	х	х
Tracking Field 4	х	х	х
Tracking Field 5	х	х	х
Tracking Field 6	х	х	х
Tracking Field 7	х	х	х
Tracking Field 8	х	х	x
Tracking Field 9	х	x	x
Tracking Field 10	х	х	x
Tracking Field 11	х	х	x
Tracking Field 12	х	x	x
Condition	х	x	x
Room	х	х	x
Floor	Х	X	x

Field Name	U.S. Company	Government or Nonprofit Organization	Canadian Organization
Exception Status	х	х	х
Reconciliation Status	х	х	х
Expected Return Date	х	х	х
Return Date	х	х	х
Checked Out By	х	х	х
Check-Out Date	Х	x	x
Formula Fields			
Center	х	х	х
Company/Org Name	х	x	x
Database File Name	х	x	x
Database Name	х	х	х
Extension	х	х	х
FYEnd Acquisition Date (all books)	х	х	х
FYEnd Custom Date 1 (all books)	х	х	х
FYEnd Date Of Transfer In (all books)	х	х	х
FYEnd Date Of Transfer Out (all books)	х	х	х
FYEnd Deferred Date (all books)	х	х	х
FYEnd Disposal Date (all books)	х	х	х
FYEnd Period Close Date (all books)	х	х	х
FYEnd PIS Date (all books)	х	х	х
FYEnd Through Date (all books)	х	х	х
Report Title	х	x	х
System Number	х	х	х
Vertical Spacer 10	х	х	х
Vertical Spacer 15	х	x	x
Special Fields			
Content Locale	~	X	×
Current CE User ID	X	X	X
Current CE User Name	×	×	×
Current CE User Time Zone	×	×	×
	X	X	X
Data Date	X	X	X
Data Time	X	X	X
Data Time Zone	X	X	X
File Author	X	X	X
File Creation Date	X	X	X
File Path and Name	X	X	X
Group Number	Х	Х	Х

Field Name	U.S. Company	Government or Nonprofit Organization	Canadian Organization
Group Selection Formula	х	Х	х
Horizontal Page Number	х	х	х
Modification Date	х	х	х
Modification Time	х	х	х
Page N of M	x	х	х
Page Number	x	х	х
Print Date	x	Х	х
Print Time	x	Х	х
Print Time Zone	x	Х	х
Record Number	x	Х	х
Record Selection Formula	x	Х	х
Report Comments	x	х	х
Report Title	х	х	х
Selection Locale	x	х	х
Total Page Count	х	x	х

#### Field Names in Sage Fixed Assets—Planning

The following views are available from Sage Fixed Assets—Planning.

Line\_Item

This view contains the all the information associated with a line item that exists on both the Line Item Information and Asset Information tabs in Detail View. This includes information related to the GL CIP Acct No. and the statistics for the number of transactions associated with the selected line item.

Projects

This view contains the information related to an individual project such as the project status and budget amounts.

#### Transaction

This view contains the attributes related to each transaction within a line item, including the transaction date, transaction amount and twenty-one user defined fields.

Field Name	Sage Fixed Assets—Planning
Line_Item	
Asset Description	Revised vs. Actual
Asset Template	Spending Complete
Date Complete	User Field 1
Date Sent	User Field 2
Description	User Field 3
GL CIP Acct No	User Field 4

Field Name	Sage Fixed Assets—Planning
In Service Date	User Field 5
Last Transaction Date	User Field 6
Line Item Actual	User Field 7
Line Item End Date	User Field 8
Line Item ID	User Field 9
Line Item Original Budget	User Field 10
Line Item Revised Budget	User Field 11
Line Item Start Date	User Field 12
Line Item Status	User Field 13
Line Item Type	User Field 14
# of Assets	User Numeric 1
# of Transactions	User Numeric 2
Original Last Updated	User Numeric 3
Original % Complete	User Numeric 4
Original vs. Actual	User Numeric 5
Revised Last Updated	User Numeric 6
Revised % Complete	User Numeric 7
Projects	
Company	Original Last Updated
Contact Name	Percent Complete
Contact Location	Project Code
Contact Phone	Project Description
Contact Ext	Project Name
Contact Fax	Project Notes
Contact Mobile	Revised Budget
Contact EMail	Revised Last Updated
Contact Address	Start Date
Contact City	Status
Contact State	User Field 1
Contact Zip Code	User Field 2
Contact Country	User Field 3
End Date	User Field 4
Original Budget	User Field 5
Transaction	
Amount	User Field 6
Batch ID	User Field 7
Created Date	User Field 8
Date Posted	User Field 9
Description	User Field 10
Journal	User Field 11

Field Name	Sage Fixed Assets—Planning
Last Edited Date	User Field 12
Reference	User Field 13
Transaction Date	User Field 14
Target Line Item ID	User Numeric 1
Transaction ID	User Numeric 2
Vendor	User Numeric 3
User Field 1	User Numeric 4
User Field 2	User Numeric 5
User Field 3	User Numeric 6
User Field 4	User Numeric 7
User Field 5	

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