sage Fixed Assets

Sage Fixed Assets Planning

User guide

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Chapter 1
Introduction

Welcome to Sage Fixed Assets - Planning. The application enables you to track the costs associated with assets before you place them in service. When you are ready to place your assets in service, you can import the asset information into your Sage Fixed Assets product. Inside your Sage Fixed Assets application you can add more information to the assets and begin calculating depreciation on them.

The Overview

You use the application to keep track of costs associated with assets before you place them in service. To organize these various costs, you create projects.

A project can be as big or as small as you want it to be. A project might be the construction of a new piece of equipment, or it might be the construction of a new office building.

A project consists of one or more line items. A line item is one piece of a project. For example, if your project is to upgrade the equipment in your manufacturing plant, each line item might represent a piece of equipment. When you complete the spending for a line item, you can send it to your Sage Fixed Assets - Depreciation program as an asset.

A line item, in turn, consists of one or more transactions. Continuing with the example of upgrading equipment, each transaction might represent an invoice associated with the line item.

With the application, you can accomplish the following tasks:

- Manage unlimited numbers of projects with up to 9,999 line items per project.

- Summarize numerous expenses at multiple levels.

- Control spending through onscreen monitoring of actual vs. budgeted spending.

- Reduce time and manual data entry by importing data, both when you first set up your projects as well as on an ongoing basis.

- Run standard reports that provide quick insights into your construction in progress projects.

- Create custom reports using Sage Fixed Assets - Reporting for in-depth analysis.

- Create assets automatically in your Sage Fixed Assets - Depreciation product from the line items in the Sage Fixed Assets - Planning application.

- Manage both capitalized expenses and expensed costs.

Verifying Your Computer's Equipment

For information on the minimum system requirements for operating the application, please refer to the System Requirements documents on the Sage Customer Portal.

Tip: The Sage Customer Portal also has links to installation & administration guides and other Sage Fixed Assets applications. Follow the steps below to access the installation & administration guide for your application.

Note: You must have access to the Internet to open the documents.

To access the system requirements

1. Sign in to Sage Support.

2. Click My downloads and updates in the top right-hand corner of the page.

3. Under System requirements, click the link for the latest version of the program to open the article.

Key Steps in Implementing the Application

The application is designed to offer you the maximum amount of flexibility for tracking project costs. There are numerous implementation plans that you can develop to begin using the program. Below is just one possible implementation plan you could follow.

Install the Application

Use the installation instructions in the applicable installation & administration guide to install the product on your computer.

Set Up Your Project(s)

Decide how many projects you want to track in the program. A project could be as simple as the construction of a small piece of equipment, or as complicated as the construction of an office building. When you set up a project, you enter the amount you have budgeted for the project. You can always change this amount at a later time if the budget is revised. In this way, you can keep track of whether the project is over or under budget. For full instructions on setting up a project, see "Creating a New Project," page 4-5.

Import Data from a Spreadsheet Program

If you are currently tracking your construction-in-progress costs in a spreadsheet program, you can import the data directly into the application. For detailed instructions on how to import data, see Appendix B, "Importing Data."

Customize Fields

The application has numerous fields that you can use to describe your line items and transactions, many of which are customizable. There are also numerous user-defined fields, so you can tailor the system to meet the specific needs of your organization. Because there are so many user-defined fields, you might not find it necessary to change any of the pre-defined fields. However, you might want to change the position of fields in the views, so the fields you use most often are always

available. For full instructions on how to customize fields, see "Customizing Fields," page 4-18.

Enter Line Item and Transaction Information

You enter line item and transaction information in two tabs in Detail View. For details on entering line item and transaction information, see Chapter 6, "Working with Line Items and Transactions."

Create Groups

Use the Group Manager to divide your line items into useful groups. Groups logically divide your line items and make reporting on your projects much easier. For detailed instructions on how to create groups, see "Creating Groups," page 4-13.

Run Reports

Run any of the available reports in the application. For report information, see Chapter 7, "Reports."

Create Assets and Send Them to Sage Fixed Assets

When you have completed the construction for a project, or for part of a project, and you are ready to place your assets in service, then you can send the line item information to your Sage Fixed Assets - Depreciation program. After they have become assets in the Sage Fixed Assets - Depreciation program, you can add more information to them and begin calculating depreciation on them. For full details on creating assets and sending them to Sage Fixed Assets, see Chapter 6, "Creating Assets from Line Items."

Chapter 2
The Interface

This chapter introduces you to Sage Fixed Assets - Planning and describes the application's interface. You'll learn about the two views of your projects: Group View for looking at a group of line items and Detail View for looking at a single line item and its transactions. You'll also learn some basic tasks, such as finding and replacing data, and changing the columns that appear in Group View and Detail View.

Starting the Application

The Planning software icon appears in the Sage Fixed Assets program group by default.

To start the application

1. Click the Start button on the Windows taskbar, and then select Programs from the Start menu.

2. Select the Sage Fixed Assets program group from the Programs submenu.

3. Select the Planning software icon.

Note: Alternatively, you can simply double-click the Planning desktop icon if you chose to create the icon when you installed the application.

The application opens and displays the main window. If security is enabled, you must enter your user name and password. For more information, see "Entering a User Login and Password," page 2-3.

Note: If you are using Windows authentication and have entered a user name and password to log into your workstation, you do not need to enter a password to use the application. See "Switching to Windows Authentication," page 4-32.

Getting Help

There are many ways to learn to use the application. Your options include:

- Using the online Help system

- Viewing the online user's guide

- Contacting Sage Fixed Assets

Using Online Help

Sometimes the quickest way to get help with the application is to use its extensive online Help. All Windows-based online Help systems contain three main sections—Contents, Index, and Search. The Contents section presents the information contained within the online system in an easy-to-follow manner. The Index and Search features allow you to quickly locate specific information.

To activate the online Help

1. Select Help/Help Topics from the menu bar. The online Help dialog appears.

2. Do one of the following:

   - Click the Contents tab to explore the Table of Contents.

   - Click the Index tab to find a topic by entering an index key word.

   - Click the Search tab to search for any word or phrase in the online Help.

Contacting Sage Fixed Assets

Sage Fixed Assets operates a web site for our customers. You can quickly access various pages on this web site by selecting Help/Sage Fixed Assets Home.

Updating Your Customer Number

After you purchase the application, you will be given a customer number. You must have your customer number when you call Customer Support with a question about using the application.

After you receive your customer number, you can enter it in a window so it will be readily available when you need it.

To update your customer number

1. Select Help/Update User Information from the menu bar. The Update User Information dialog appears.

2. Enter your name, the name of your company or organization, and your customer number. For more information, see "Completing the Update User Information Dialog," page 2-3.

3. Click OK.

You can view your customer number at any time from the Help menu. For more information, see "Viewing Your Customer Number," page 2-3.

Completing the Update User Information Dialog

Follow the guidelines below to complete the Update User License Info dialog.

■ **User Name**
Use this field to enter your name.

■ **Company/Organization**
Use this field to enter the name of your company or organization.

■ **Customer Number**
Use this field to enter your customer number. Your customer number is located on the package list that comes with your software. If you cannot find your customer number, you can call Customer Service at 800-368-2405.

Viewing Your Customer Number

You must have your customer number when you call Customer Support with a question about using the application.

Select Help/Update User Information from the menu bar. A dialog appears containing your user information and your customer number.

Entering a User Login and Password
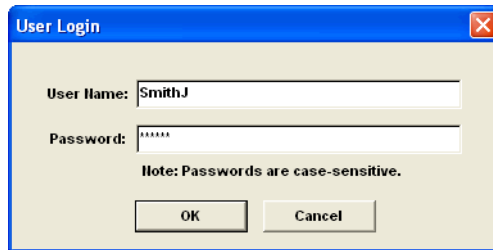
If security is enabled, you must enter your user login name and password to access the application.

Note: If you are using Windows authentication and have entered a user name and password to log into your workstation, you do not need to enter a password to use the application. See "Switching to Windows Authentication," page 4-32.

You must get your user login name from your system supervisor. Your temporary password is the same as your user login name. Once you log into the application, you can change your password. For more information, see "Changing Passwords," page 2-4.

To enter a user login name and password

1. Start the application. The application displays the main window and the User Login dialog.

2. Type your user name in the User Name field.

3. If you are using the Windows Authentication security mode, type the domain name in the Domain field. For more information, see "Selecting a Security Mode," page 4-31.

Note: If you are logging in as the Supervisor, the Domain field is unavailable. Supervisors are not required to enter the Domain name.

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4. Type your password in the Password field, then click OK.

Note: Passwords are case-sensitive. That is, MyPassword and MYPASSWORD are two different passwords.
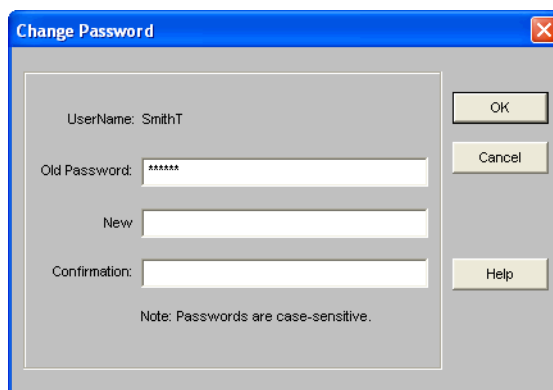
The system closes the User Login dialog. You now have access only to those functions as defined by your system security supervisor.

Changing Passwords

To change your password you must be logged into the system using your old password. If you've lost your old password, ask your system security supervisor to reset it back to your user name.

To change your password

1. Select Projects/Security/Change Password from the menu bar. The Change Password dialog appears.

2. Complete the Change Password dialog, then click OK.

Change Password Dialog

Follow the guidelines provided below to complete the Change Password dialog.

- **User Name**
  The system uses this field to display the name of the user that is currently logged in. You can only change the password for the currently logged-in user.

- **Old Password**
  Use this field to type your old password as a security verification.

- **New Password**
  Use this field to enter the new password you want to use.

- **Confirmation**
  Use this field to re-enter the new password. This ensures that you have not made a typing mistake and thereby typed in a password you will not be able to access.

Note: Passwords are case-sensitive. That is, MyPassword and MYPASSWORD are two different passwords.

Viewing Your Projects: Group View and Detail View

In the main window, there are two ways in which to view your projects: Group View and Detail View. Group View displays all line items in the currently selected group. Detail View displays detailed information about each line item, the transactions posted to each line item, and information about assets created from each line item. The application opens in Group View.

Group View

The Group View displays information about the line items in your project.

The top section of the group view identifies the project and the current group of line items. The columns display line item information. The buttons at the bottom allow you to enter new line items, export line item information, and switch to Detail View.

- **Project Status**
  The system uses this field to display the status of the project.

- **Project Code**
  The system uses this field to display a code that identifies the project.

- **Line Items Group**
  Use this field to select the group of line items that you want to display.

- **Group View Columns**
  The following are the original columns that appear in the Group View. You can add and remove columns, and you can change the column order.

  - ❑ **Line Item ID**
    This column identifies each line item with a system-assigned number.

❑ **Description**
This column displays a description of the line item. You enter the description on the New
Line Item or Edit Line Item dialog.

❑ **Status**
This column displays the status of the line item: Active, Complete, or Sent.

❑ **Type**
This column indicates whether the line item is to be expensed or capitalized.

❑ **GL CIP Account Number**
This column identifies the general ledger account number for the line item.

❑ **Start Date**
This column displays the date that construction begins for the line item.

❑ **End Date**
This column displays the date that construction ends for the line item.

❑ **Last Transaction Date**
This column displays the date of the last transaction posted for the line item.

❑ **Original Budget**
This column displays the amount that was originally budgeted for the line item.

❑ **Actual**
This column displays the total amount of spending for all transactions associated with the
line item.

❑ **Number of Transactions**
This column displays the number of transactions posted to the line item.

❑ **Original vs. Actual**
This column displays the difference between the original budgeted cost and the actual
spending for the line item.

■ **New Line Item Button**
Click this button to add a new line item to the Group View. The Line Item Information page
appears in Detail View.

■ **Export Button**
Click this button to display a dialog that allows you to export information to a file for the
currently displayed group of line items.

■ **Detail View Button**
Click this button to view the Detail View for the currently selected line item.

Detail View

The Detail View displays information about a selected line item.

The top section of Detail View displays general information, and it contains buttons that allow you to move to the previous and next line items. The middle section of Detail View contains three pages of information: Line Item Information, Transactions, and Asset Information. The bottom section contains buttons that allow you to Save the information, create a new line item, export transaction information, and navigate to the Group View.

- **Line Item Status**
  The system uses this field to display the status of the line item: New, Active, Complete, or Sent.

- **Line Item ID**
  The system uses this field to display a system-generated number that identifies the line item.

- **Description**
  Use this field to enter a description of the line item.

- **Previous Line Item Button**
  Click this button to display information about the previous line item in the selected group.

- **Next Line Item Button**
  Click this button to display information about the next line item in the selected group.

- **Save Button**
  Click this button to save the information on all three pages that you have entered.

- **New Line Item Button**
  Click this button to create a new line item.

■ **Export Button**
Click this button to display a dialog that allows you to export transaction information to a file for the currently selected line item.

■ **Group View Button**
Click this button to navigate to the Group View.

Line Item Information Tab of Detail View

Follow the guidelines below to complete the Line Item Information page in Detail View.

■ **Line Item Start Date**
Use this field to select the date on which construction for the line item begins. This date is generally on or before the earliest date for transactions for the line item.

■ **Line Item End Date**
Use this field to select the date on which construction for the line item ends. This date is generally on or after the latest date for transactions for this line item.

■ **GL CIP Account Number**
Use this field to enter the general ledger account number for construction in progress.

■ **Line Item Type**
Use this field to select whether the line item will be capitalized or expensed.

■ **Number of Transactions**
The system uses this field to display the number of transactions posted to the line item.

■ **Last Transaction Date**
The system uses this field to display the date of the last transaction posted to the line item.

■ **Line Item Actual**
The system uses this field to display the total of the Amount fields for all of the transactions posted to this line item.

■ **Line Item Original Budget**
Use this field to enter the amount you have originally budgeted for this line item.

■ **Line Item Revised Budget**
Use this field to enter the revised budgeted amount for this line item, if any.

- **Last Updated**

  The system displays the dates that the Line Item Original Budget field and the Line Item Revised Budget field were last updated immediately to the right of the budget fields once the line item is saved.

- **Original vs. Actual**

  The system uses this field to display the difference between the Line Item Original Budget amount and the Line Item Actual amount. If the actual amount is greater than the original budget amount, the system displays the result in parentheses.

- **Revised vs. Actual**

  The system uses this field to display the difference between the Line Item Revised Budget amount and the Line Item Actual amount. If the actual amount is greater than then revised budget amount, the system displays the result in parentheses. Note that the system will display a value in this field only if the Line Item Original Budget is other than zero.

- **Original Percent Complete**

  The system uses this field to display the percentage of the original budget amount that has been spent for the line item. The system calculates this field by dividing the Line Item Actual amount by the Line Item Original Budget amount.

- **Revised Percent Complete**

  The system uses this field to display the percentage of the revised budget amount that has been spent for the line item. The system calculates this field by dividing the Line Item Actual amount by the Line Item Revised Budget amount. Note that the system will display a value in this field only if the Line Item Revised Budget is other than zero.

- **User Fields 1 - 14**

  Use these alphanumeric fields to enter information that is not appropriate for the other line item fields. You can enter both numeric and alphabetic characters in these fields. You can customize the names of these fields.

- **User Numeric Fields 1 - 7**

  Use these numeric fields to enter information that is not appropriate for the other line item fields. You can enter numeric values only in these fields. You can customize the names of these fields.

Transactions Tab of Detail View

Follow the guidelines below to complete the Transactions page in Detail View.

- **Display Transactions Posted From**
  Use this field to enter the beginning posting date for the transactions you want to display on this page. The system displays transactions for the selected line item with a Date Posted on or after this date.

- **Through**
  Use this field to enter the ending posting date for the transactions you want to display on this page. The system displays transactions for the selected line item with a Date Posted on or before this date.

- **All**
  Select this check box to display all of the transactions posted for the selected line item. If you select this check box, the Display Transactions Posted From field and Through field are unavailable.

- **Refresh Button**
  Click this button to refresh the information on this page.

- **Total**
  The system uses this field to display the total of the Amount column for all of the transactions displayed on this page.

- **Count**
  The system uses this field to display the number of transactions displayed on the page and the total number of transactions posted to the selected line item. For example, if the system displays "20 of 100" in this field, then 20 transactions are displayed on the page, and 100 transactions are posted to the selected line item.

- **New Transaction Button**
  Click this button to add a new transaction to the selected line item. The system displays the New Transaction dialog.

- **Edit Transaction Button**
  Click this button to change or view the information for the selected transaction. To edit a transaction, select a row on the page, and then click this button. The system displays the Edit Transaction dialog. Alternatively, you can select the transaction and double-click to access the Edit Transaction dialog.

- **Transaction ID**
  The system uses this column to display a system-assigned number that identifies the transaction.

- **Description**
  The system uses this column to display a description of the transaction.

- **Date Posted**
  The system uses this column to display the date the transaction was posted to the line item.

- **Transaction Date**
  The system uses this column to display the date the transaction occurred (that is, the date of the invoice for the transaction).

- **Reference**
  The system uses this column to display a reference number for the transaction. Use this column to help you further identify the transaction. For example, it might display a journal entry number or a vendor invoice number.

- **Journal**
  The system uses this column to display the journal type for the transaction. Examples of journal types are AP, GL, PA, etc.

- **Vendor**
  The system uses this column to display the name of the vendor for the transaction.

- **Amount**
  The system uses this column to display the dollar amount of the transaction.

- **Created Date**
  The system uses this column to display the date that the transaction was either created or imported into the program.

- **Last Edit Date**
  The system uses this column to display the date that changes were last made to the transaction.

- **Target Line Item ID**
  The system uses this column to display the Line Item ID that you assigned to the pending transaction.

- **Batch ID**
  The system uses this column to display a number that identifies the group of transactions that were imported into the system. The system assigns a unique Batch ID number to all of the transactions imported in a single session.

Asset Information Tab of Detail View

Follow the guidelines below to complete the Asset Information page of Detail View.

- **Spending Complete**
  Use this field to indicate whether spending is complete for the selected line item. You can create assets only from line items for which spending is complete.

- **Date Complete**
  Use this field to indicate the date on which spending is complete for the selected line item.

- **Date Sent**
  The system uses this field to indicate the date on which an asset or assets were created from the selected line item.

- **Asset Information**
  Use these fields to specify information about the asset that you create from the selected line item.

❑ **Asset Template**
Use this field to specify the already existing Sage Fixed Assets template that you want to use to create the asset or assets from the selected line item. You must have already set up the template in your Sage Fixed Assets application. This field is case-sensitive (that is, if the template is named Equipment in your Sage Fixed Assets application, you cannot enter EQUIPMENT in this field.)

Note: You can import a list of asset template names from your Sage Fixed Assets application. The system imports the asset template list from the default Sage Fixed Assets company. After you import the asset template names, you can select the desired asset template from the list. For more information, see "Importing an Asset Template List," page 4-22.

❑ **In Service Date**
Use this field to specify the placed-in-service date of the asset or assets that you create from the selected line item.

❑ **Asset Description**
Use this field to enter a description for the asset or assets that you create from the selected line item.

◼ **Asset Distribution**
Use these fields to specify the dollar amount of each asset to be created from the line item.

❑ **Line Item Actual**
The system uses this field to display the total of the Amount column for all of the transactions posted to the selected line item.

❑ **Value per Asset**
The system uses this field to display the value of each asset that you create from the selected line item. The system calculates this field by dividing the Line Item Actual amount by the number of assets if you have clicked the Equal option button. The system displays "N/A" if you have clicked the Assigned option button.

❑ **Distribution of Asset Value**
Use this field to specify whether all of the assets created from the line item will have equal values or you will assign values to each asset.

• **Equal**
Click this option button if you want all of the assets created from the line item to have equal values.

• **Assigned**
Click this option button if you want to assign values to each asset created from the line item.

❑ **Number of Assets**
Use this field to enter the number of assets that you are creating from the selected line item. You can enter a number between 1 and 99.

❑ **Enter Values Button**
Click this button to display an Asset Distribution dialog that allows you to assign values to each asset created from the line item. For more information, see "Asset Distribution Dialog," page 6-24.

Switching Between Group View and Detail View

There are several ways to switch between Group View and Detail View. You can use icons, drop-down menus, or buttons.

To switch to Detail View from Group View

1. Do one of the following:

    *   Double-click on a line item while in Group View. The Line Item Information page for the line item appears.

    *   Click the Detail View toolbar icon. A blank Line Item Information page appears.

    *   Click the Detail View button at the bottom of the Group View window. A blank Line Item Information page appears.

    *   Select View/Detail View from the menu bar. A blank Line Item Information page appears.

To switch to Group View from Detail View

1. Do one of the following:

    *   Click the Group View toolbar icon.

    *   Click the Group View button at the bottom of the Detail View window.

    *   Select View/Group View from the menu bar.

    The Group View appears.

Managing Group View

You can make the following changes to the columns in Group View.

*   Add columns to the view. See "Adding Columns in Group View," page 2-14.

*   Remove columns from the view. See "Removing Columns from Group View," page 2-15.

*   Change the column order. See "Changing the Column Order in Group View," page 2-15.

Adding Columns in Group View

Follow the instructions below to add columns in Group View.

To add a column in Group View

1. Select View/Manage/Group View from the menu bar. The Manage Group View dialog appears. For more information, see "Manage Group View Dialog," page 2-16.
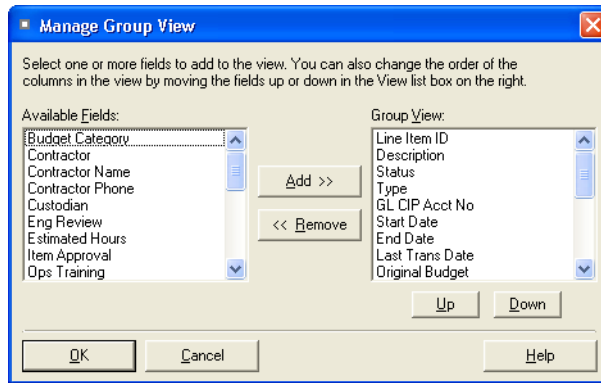
2. Select the field that you want to add as a column to Group View from the Available Fields list box.

3. Click the Add button. The system adds the field to the Group View list box.

4. Click OK. The system adds the selected field as a column in Group View.

Removing Columns from Group View

Follow the steps below to remove columns from Group View.

Note: Line Item ID is a required column in Group View; therefore, you cannot remove it.

To remove a column from Group View

1. Select View/Manage/Group View from the menu bar. The Manage Group View dialog appears. For more information, see "Manage Group View Dialog," page 2-16.

2. Select the field that you want to remove from Group View from the Group View list box.

3. Click the Remove button. The system removes the field from the Group View list box and adds it to the Available Fields list box.

4. Click OK. The system removes the selected column from the Group View.

Changing the Column Order in Group View

Follow the steps below to change the order (from left to right) of the columns in Group View.

To change the column order in Group View

1. Select View/Manage/Group View from the menu bar. The Manage Group View dialog appears. For more information, see "Manage Group View Dialog," page 2-16.

2. Select the field whose position you want to change in the Group View list box. The field at the top of the list is the leftmost column in Group View.

3. Click the Up or Down button to change the position in the Group View list box. Moving a field up in the list moves the column to the left in Group View. Moving a field down in the list moves the column to the right in Group View.

4.   Click OK. The new column order in Group View appears.

Manage Group View Dialog

Follow the guidelines below to complete the Manage Group View dialog.

■   **Available Fields**
The system displays the fields that are available for you to display as columns in Group View. To add a field as a column in Group View, select the field and then click the Add button. The system adds the field to the list in the Group View field and removes the field from the Available Fields list. You may select more than one field by holding down the Ctrl or Shift key while selecting fields.

Note: To select more than field, hold down the Ctrl key when you select the fields. The system highlights each field as you select it. To select several fields that appear consecutively in the list, hold down the Shift key, and then select the first and last fields. The system highlights the first and the last fields and all of the fields in between them.

■   **Add Button**
Click this button to add the selected field to the Group View list.

■   **Remove Button**
Click this button to remove the selected field from the Group View list.

Note: Line Item ID is a required column in Group View; therefore, you cannot remove it from the Group View list.

■   **Group View**
The system displays the fields that currently appear as columns in Group View. The system displays the fields in Group View in the order they appear in the list. The highest field is displayed as the leftmost column in Group View.

■   **Up and Down Buttons**
Click these buttons to change the order of the fields in the Group View list box. Select a field and click the Up button to move the field higher in the list. Select a field and click the Down button to move the field lower in the list. The system displays the fields in Group View in the order they appear in the list. The highest field is displayed as the leftmost column in Group View.

Viewing Groups

There are eight default groups included with the program. For more information, see "Predefined Groups," page 4-12. In addition, you can create many more groups. Use the Line Items Group field in Group View to switch between groups.

To switch between groups

1.   Make sure you are in Group View.

2.   Click the down-arrow in the Line Items Group field, and select the group you want displayed from the list.

The group in the Group View main window appears.

Managing Detail View

You can make the following changes to the columns on the Transactions page in Detail View:

- Add columns to the view. See "Adding Columns to the Transactions Page," page 2-18.

- Remove columns from the view. See "Removing Columns from the Transactions Page," page 2-18.

- Change the column order. See "Changing the Column Order on the Transactions Page," page 2-19.

Adding Columns to the Transactions Page

Follow the steps below to add columns to the Transactions page in Detail View.

To add a column to the Transactions page

1. Select View/Manage/Transaction View from the menu bar. The Manage Transaction View dialog appears. For more information, see "Manage Transaction View Dialog," page 2-19.
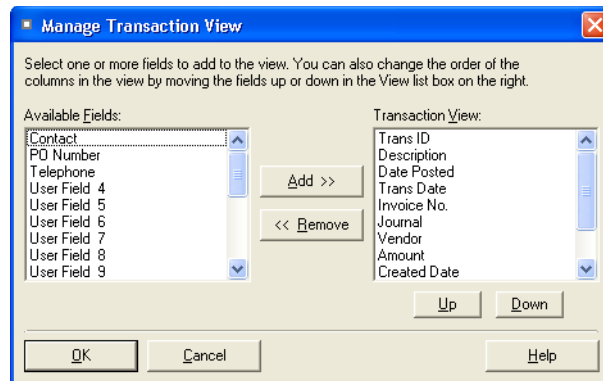
2. Select the field that you want to add as a column to the Transactions page from the Available Fields list box.

3. Click the Add button. The system adds the field to the Transaction View list box. The field at the top of the list is the leftmost column on the Transactions page.

4. Click OK. The system adds the selected field as a column on the Transactions page.

Removing Columns from the Transactions Page

Follow the steps below to remove columns from the Transactions page in Detail View.

Note: Transaction ID is a required column on the Transactions page; therefore, you cannot remove it.

To remove a column from the Transactions page

1. Select View/Manage/Transaction View from the menu bar. The Manage Transaction View dialog appears. For more information, see "Manage Transaction View Dialog," page 2-19.

2. Select the field that you want to remove as a column from the Transactions page from the Transaction View list box.

3. Click the Remove button. The system removes the field from the Transaction View list box and adds it to the Available Fields list box.

4. Click OK. The system removes the selected column from the Transactions page.

Changing the Column Order on the Transactions Page

Follow the steps below to change the order of the columns on the Transactions page in Detail View.

To change the column order on the Transactions page

1. Select View/Manage/Transaction View from the menu bar. The Manage Transaction View dialog appears. For more information, see "Manage Transaction View Dialog," page 2-19.

2. Select the field whose position you want to change in the Transaction View list box.

3. Click the Up or Down button to change the position in the Transaction View list box. Moving a field up in the list moves the column to the left on the Transactions page. Moving a field down in the list moves the column to the right on the Transactions page.

4. Click OK. The new column order on the Transactions page in Detail View appears.

Manage Transaction View Dialog

Follow the guidelines below to complete the Manage Transaction View dialog.

■ **Available Fields**
The system uses this field to display the fields that are available for you to display as columns on the Transactions page of Detail View. To add a field as a column on the Transactions page, select the field and then click the Add button. The system adds the field to the list in the Transaction View field and removes the field from the Available Fields list.

■ **Add Button**
Click this button to add the selected field to the Transaction View list.

■ **Remove Button**
Click this button to remove the selected field from the Transaction View list.

Note: Transaction ID is a required column on the Transactions page; therefore, you cannot remove it from the Transaction View list.

■ **Transaction View**
The system uses this field to display the fields that currently appear as columns on the Transactions page. The system displays the fields on the Transactions page in the order they appear in the list. The highest field is displayed as the leftmost column on the Transactions page.

■ **Up and Down Buttons**
Click these buttons to change the order of the fields in the Transaction View list box. Select a field and click the Up button to move the field higher in the list. Select a field and click the Down button to move the field lower in the list. The system displays the fields on the Transactions page in the order they appear in the list. The highest field is displayed as the leftmost column on the Transactions page.

Selecting Line Items and Transactions

You use the same method to select line items in Group View and transactions on the Transactions page in Detail View: you click on them. The system highlights the selected line item or transaction.

To select an individual line item or transaction

1. Do any one of the following:

    •   Click anywhere in the row containing the line item or transaction you want to select.

    •   Click in any row, and then press the Up or Down Arrow keys on your keyboard until the system highlights the line item or transaction you want to select.

    The system highlights the line item or transaction you want to select.

To select more than one line item or transaction

Hold down the Ctrl key when you select the line items or transactions. The system highlights each line item or transaction as you select it.

To select several line items or transactions that appear consecutively

Hold down the Shift key when you select the first and last line items or transactions. The system highlights the first and last line item or transaction and all of the ones between them.

To select all line items or transactions

Select Edit/Select All from the menu bar, or press the Ctrl+A keys. The system highlights all line items or transactions in the current view.

To unselect all line items or transactions

Select Edit/Deselect All from the menu bar, or press the Ctrl+D keys. The system removes the highlight bar from all the line items or transactions in the current view.

Toolbar Buttons

The toolbar provides an array of buttons that simplify many tasks. Following are each of the toolbar buttons and a brief description of each.

■   **Open Project**

Open an existing project

■   **Close Project**

Close the currently open project.

■   **Edit Project**

Change the information pertaining to the currently open project.

■   **Open Group View**

Display a group of line items.

■ **New Line Item**

Create a new line item.

■ **Move/Copy Line Item**

Move or copy the selected line item(s).

■ **Save Line Items as Group**

Save selected line items as a group.

■ **Open Detail View**

Display a blank Line Item Information page in Detail View.

■ **New Transaction**

Create a new transaction.

■ **Move/Copy Transaction**

Move or copy the selected transaction(s).

■ **Split Transaction**

Split the selected transaction into multiple transactions.

■ **Search Current View**

Find specific data in the selected line items or transactions.

■ **Clear Search**

Clear the current search for specific data and redisplay the original group of line items or transactions.

■ **Open Report Definition**

Run a report.

■ **Create Group**

Define groups for use in Group View or reports.

■ **Online Help**

Display the online Help for the program.

Finding Specific Data

The Search feature allows you to find specific data for line items and their transactions.

The Search feature is available only in Group View, and it operates only on line items that have been selected from the currently active group. That is, you must first select the line items from the currently active group before using the Search command.

After you perform a search and close the Search dialog, the system displays only the line items that contain the data for which you searched. To restore the Group View so that it displays all of the line items in the group, you click the Clear Search button on the Search dialog or the Clear Search toolbar button.

To find specific data

1. Go to Group View, and select the group of line items that you want to search. For example, you might want to search the "All Active Line Items" group for the name of a specific vendor.

2. Select the line items you want to search, or select Edit/Select All from the menu bar to select all of the line items in the currently displayed group. For information on selecting line items, see .

Note: You must select the line items in Group View before you perform the search. The system searches for data only in selected line items.

3. Select Edit/Search from the menu bar. The Search dialog appears.
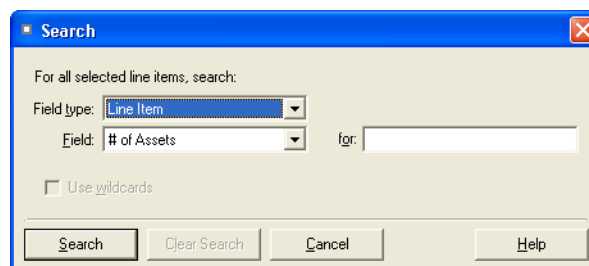
4. Select the field type and field in which you want to search for data. For example, you might select the Transaction field type and the Vendor field to search for a specific vendor ID. For more information, see .

5. Enter the data for which you want to search in the For field. For example, you might enter the name of a vendor in this field.

6. Click the Search button to perform the search. The system searches for the specific data in all of the selected line items and their transactions, and then it displays only the line items that contain the data for which you are searching.

7. Click the Cancel button to close the Search dialog and view the line items.

Search Dialog

Follow the guidelines below to complete the Search dialog.

- **Field Type**
  Use this field to select the type of field you want to search.

  - **Line Item**
    Select this option if you want to search for data only in fields on the Line Item Information page and the Asset Information page.

  - **Transaction**
    Select this option if you want to search for data only in fields on the Transactions page.

- **Field**
  Use this field to select the name of the field that you want to search for data.

- **For**
  Use this field to enter the data for which you want to search.

- **Use Wildcards**
  Select this check box if you want to use wildcards when you enter the data that you want to search for in the For field. The system supports the following wildcards:

  - **? (Question Mark)**
    Use this wildcard to represent a single character. For example, if you enter **"C?TS"** in the For field, the system will find data containing the letters CATS, COTS, and CUTS.

  - *** (Asterisk)**
    Use this wildcard to represent zero or more characters. For example, if you enter **"C*TS"** in the For field, the system will find data containing the letters CTS, CATS, COTS, CUTS, COURTS, and COLTS.

- **Clear Search Button**
  Click this button to clear the search and redisplay the original group of line items in Group View.

Wildcard Characters

A wildcard character is a keyboard character that represents one or more characters when you are searching for data in fields. You can use wildcard characters when you do not know the actual characters contained in the data.

The system supports the use of two wildcard characters:

- **Asterisks (*):** Use the asterisk to represent zero or more characters. For example, if you are looking for data that starts with SMITH, type SMITH*. The system finds data that begins with SMITH, including SMITH, SMITHERS, and SMITHTOWN.

- **Question marks (?):** Use the question mark as a substitute for a single character in a name. For example, if you ask the system to find COR?, the system finds CORP and CORN but not CORPORATION.

Globally Replacing Data

The Replace feature allows you to replace data in line item fields and transaction fields.
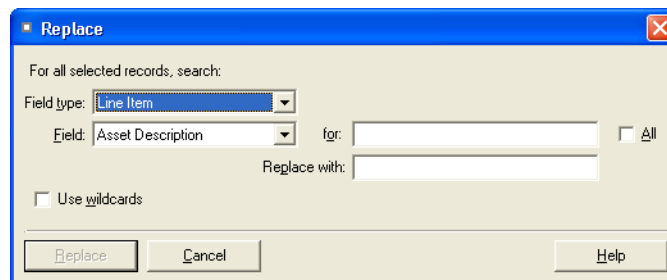
The Replace feature is available in both Group View and Detail View, and it operates only on line items or transactions that have been selected from the grid. That is, you must first select one or more rows in the grid before using the Replace command.

To globally replace data

1. Go to Group View or the Transactions page in Detail View.

2. Select the rows for which you want to replace data, or select Edit/Select All from the menu bar to select all of the rows in the grid.

    Note: You must select the rows in the grid before you perform the replace command. The system replaces data only on selected rows.

    ---

3. Select Edit/Replace from the menu bar. The Replace dialog appears.

4. Complete the Replace dialog, and then click the Replace button. For more information, see "Replace Dialog," page 2-24.

Replace Dialog

Follow the guidelines below to complete the Replace dialog.

■ **Field Type**
   Use this field to select the type of field you want to search for data and replace with the specified data.

   ❑ **Line Item**
      Select this option if you want to replace data only in fields on the Line Item Information page and the Asset Information page.

   ❑ **Transaction**
      Select this option if you want to replace data only in fields on the Transactions page.

■ **Field**
   Use this field to select the name of the field in which you want to replace data.

■ **For**
   Use this field to enter the data for which you want to search.

■ **All**
   Select this check box if you want to replace data in all fields, regardless of the contents of that field.

■ **Replace With**
Use this field to enter the text that you want to replace the existing text in the specified field.

■ **Use Wildcards**
Select this check box if you want to use wildcards when you enter the data that you want to replace in the For field. The system supports the following wildcards:

❑ **? (Question Mark)**
Use this wildcard to represent a single character. For example, if you enter **"C?TS"** in the For field, the system will find data containing the letters CATS, COTS, and CUTS.

❑ *** (Asterisk)**
Use this wildcard to represent zero or more characters. For example, if you enter **"C*TS"** in the For field, the system will find data containing the letters CTS, CATS, COTS, CUTS, COURTS, and COLTS.

■ **Replace Button**
Click this button to replace the text in the selected field with the text in the Replace With field.

Changing the Sort Order

You can quickly change the order of the line items in Group View or the transactions on the Transactions page in Detail View. For example, you can see the Vendors in alphabetical order or the amount spent on each transaction in ascending order.

To change the sort order

1. Go to either Group View or the Transaction page of Detail View. The system originally displays the line items or transactions in order by Line Item ID number or Transaction ID number.

2. Click on a column heading. The system sorts the line items or transactions in ascending order.

3. Click again to sort the line items or transactions in descending order.

Creating Groups from Selected Line Items

You can create a group of line items quickly by selecting them in Group View and saving them as a group.

To create a group from selected line items

1. Select the line items in Group View that you want to form into a group. For information on selecting line items, see "Selecting Line Items and Transactions," page 2-19.

2. Select View/Save as Group from the menu bar. The Save As Group dialog appears.
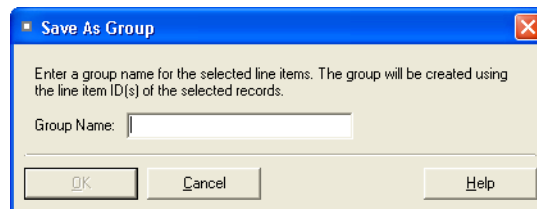
3. Type a name for the group in the Group Name field, then click OK. For more information, see "Save as Group Dialog," page 2-26. The system saves the selected line items as a group.

Save as Group Dialog

Follow the guidelines below to complete the Save as Group dialog.

Note: You must first select the line items that you want to save as a group before you complete the Save as Group dialog.

■ **Group Name**
Use this field to enter the name of the group that you want to create from the selected line items.

Grouping by Column Headings

You can sort the line items in Group View into temporary groups by dragging column headings in to the dark area above the grid.

For example, you might want to see all of the capitalized line items grouped together, and then all of the expensed line items grouped together. You would simply click on the Type column heading and drag it into the dark area labeled "Drag a column here to group by that column." The system creates two groups of line items: a group of capitalized line items and a group of expensed line items.

You can create a secondary sort within the primary sort by dragging another column into the same area. For example, if you drag the Start Date column heading into the area next to the Type column heading, the system sorts the line items first by Type and then by Start Date.

Changing the Column Width

You can change the width of columns in Group View and on the Transactions page in Detail View.

To change the column width

1. Place the cursor over the vertical line separating the column you want to change. The cursor changes to a column width adjustment tool.

2. Click and drag the line right or left to increase or decrease the width of the column, and then release the mouse button.

Accessing a Calculator

You can easily access a calculator for numeric fields. The calculator is available for fields such as original and revised budget fields, amount fields, and user numeric fields.

To access a calculator

1. Go to Detail View and click a numeric field.

2. Press the F4 key. The system displays a calculator.
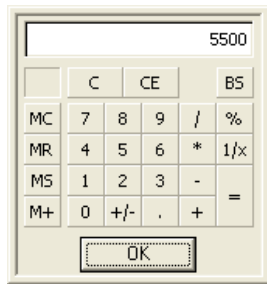
Cutting, Copying, and Pasting Data

You can cut, copy, and paste data just as you can in any other Windows-based program. Follow the guidelines provided below to cut, copy, or paste data.

Cutting Data

When you cut data, you delete highlighted data from one area of the program. That data is placed in the Windows clipboard so you can then paste it somewhere else.

To cut data

1. Highlight the data that you want to cut.

2. Do one of the following:

    *   Select Edit/Cut from the menu bar.

    *   Press Ctrl+X.

    *   Right-click on the field, and then select Cut from the popup menu.

    The system deletes the highlighted data and places it in the clipboard.

Copying Data

When you copy data, you place a copy of highlighted data in the Windows clipboard so you can then paste it somewhere else. The old copy remains behind.

To copy data

1. Highlight the data you want to copy.

2. Do one of the following:

    *   Select Edit/Copy from the menu bar.

    *   Press Ctrl+C.

    *   Right-click on the field, and then select Copy from the popup menu.

The system copies the highlighted data and places it in the clipboard.

Pasting Data

When you paste data, you place data from the Windows clipboard into a new location.

To paste data

1. Place the cursor in the area where you want to paste the data.

2. Do one of the following:

   • Select Edit/Paste from the menu bar.

   • Press Ctrl+V.

   • Right-click on the field, and then select Paste from the popup menu.

The system places the contents of the clipboard into the cursor location.

Chapter 3
Understanding Key Elements

To use the application most effectively, you should understand the key elements of the product: databases, projects, line items, transactions, groups, and field entry lists.

Databases are containers that hold your data. Depending on your needs, you may want to have only one database to hold your data, or you may want to create additional databases.

You use **projects** to organize your construction costs. A database can hold one project or several projects. The choice is yours.

A project consists of one or more **line items**; a line item is one piece of a project. For example, if your project is the construction of a new piece of equipment, each line item might be a part that you have purchased to build the piece of equipment.

A line item, in turn, consists of one or more **transactions**. A transaction represents the spending of money on the project.

A **group** is a collection of line items grouped together for the purpose of viewing or reporting on them. For example, you might want to see information about all of the line items posted to the project in January.

A **field entry list** is a list of possible selections for a particular field in the program. By encouraging users to enter data in fields by selecting from a list, you ensure accuracy and consistency when entering data.

The following diagram compares the hierarchy levels in Sage Fixed Assets - Planning with the levels in your Sage Fixed Assets - Depreciation application.

Sage Fixed Assets - Planning	Sage Fixed Assets - Depreciation
Projects	Companies
Line Items →	Assets
Transactions (Expenses, Invoices, Tasks)	Detail (Images)
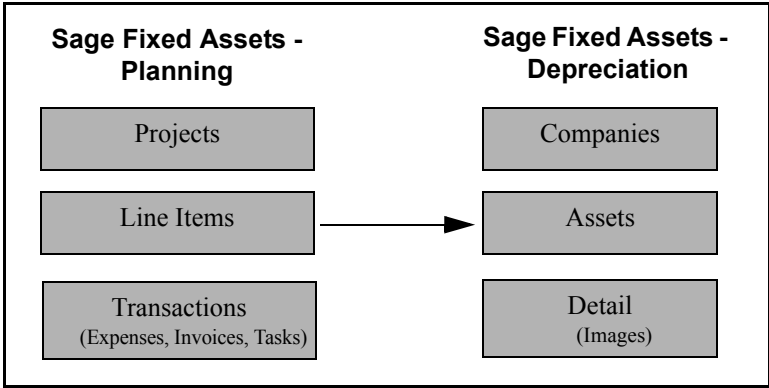
Databases

The application stores your data in an internal software structure called a database. A database holds data in a way that makes it extremely easy to search, sort, organize, and retrieve your data. Additionally, you can create many databases to further organize your data.

You store each project you create in a database. You can store one or more projects in a single database, or you can create multiple databases for storing each project.

Storing all your projects in one database is convenient because you do all your work in one place. However, distributing your projects among multiple databases optimizes system processing speed.

You can run a consolidated report, which displays information for multiple projects. However, the projects included in a consolidated report must be stored in the same database.

You can create more than one database in each directory (or file folder) on your computer. The database is a file with a CDB extension. You can give this file any name that conforms to Windows file-naming standards. You can assign each database a unique name that you use to reference the database within the application.

The Sage Fixed Assets products, such as Sage Fixed Assets - Depreciation or Sage Fixed Assets - Lite Depreciation, store data in separate databases from the ones used by Sage Fixed Assets - Planning. You should not try to use a single database to store data for both applications.

Projects

You create projects so that you can organize your construction costs in a way that is most meaningful to you.

A project can be as big or as small as you want it to be. A project might be the construction of a new piece of equipment, or it might be the construction of a new office building.

You must specify the date that a project begins (the Start Date) and the date the projects ends (the End Date). But don't worry if the End Date changes; you can always change this date at a later time.

When you create a new project, you can also specify the amount of money that you have budgeted for it. You can also enter a revised budget amount if the budgeted amount for the project changes. As you spend money on the project, the system compares the amount that you have budgeted for the project with the amount that you have actually spent on the project. In this way, you can easily tell if you are over or under your budget.

You can enter contact information for your projects (names, addresses, telephone numbers, etc.). The system also provides some user-defined fields and a place for entering project notes and other information.

There are several ways to view information about your projects. You can open the Edit Project dialog at any time to view project information and make changes to the information that you have already entered. In addition, you can run the Project Information report to view the general information that you entered for the project, or the Project Status report to view the project's financial information.

Line Items

Line items are a way to organize spending for the individual pieces of a project. You can organize a project by creating as many line items as you need. Each line item consists of one or more transactions. The transactions represent the actual spending for the line item. When setting up your

project, remember that you can create one or more fixed assets from a single line item, but line items cannot be combined to create a single asset.

For example, suppose your project is to upgrade the equipment in your manufacturing plant. Each line item in the project could represent a piece of equipment. The transactions represent the actual costs for upgrading each piece of equipment, purchasing the part, installing it, etc.

After you set up a new project in the program, you should plan how you want to organize the project into separate line items. You can enter a budget amount for each line item, and as the project continues, you can view the budget information for the line items to see if you are over or under budget.

When the spending for a line item is complete, you can create one or more assets from each line item. You can send the asset information directly to your Sage Fixed Assets application, or you can send it to a file.

You can see information about all of the line items in a project in the Group View. You can see the information for a single line item by double-clicking on it and going to Detail View.

You can track the costs of two types of line items: capitalized and expensed. You specify whether the line item will be capitalized or expensed when you create the line item. Capitalized line items will appear on the balance sheet and become assets that you place in service. You can send capitalized line items to your Sage Fixed Assets application when you are ready to place them in service and calculate depreciation on them.

You can quickly view the two types of line items in Group View by selecting one of the predefined groups: the capital line items group or the expensed line items group. You can also run reports on either of these groups.

After you enter a new line item, you can edit the line item information in Detail View at a later time. Another way to view information about line items is to run the Line Item Summary report or the Line Item Information report. After you have created one or more assets from a line item, you can view the asset information by running the Line Item Asset Listing report.

Transactions

Transactions represent the items that you spend money on for a project. Every time money is spent on a project, you should enter a new transaction for the project. Transaction information is usually obtained directly from the general ledger or accounts payable.

You associate each transaction with a line item. A line item can have one or more transactions associated with it.

After you enter a new transaction, you can edit the transaction information. You can also run the Transaction Detail report and the Transaction Information report to view the transactions in your project.

Groups

A group is a collection of line items grouped together for the purpose of tracking them, working on them, or reporting on them collectively. Groups are viewed in Group View.

The program contains several predefined groups, but you can create additional groups using the Group Manager. By specifying one or more criteria, you define which type(s) of line items to include in the group. For example, you might create a group that includes only the line items for which you posted transactions during a specific time period.

When you create a group, you also decide how to sort the line items in the group. The sort criteria determine the order the line items appear (that is, ascending or descending) and whether you want subtotals to appear when you run a report for the group. For example, you might want a report to show line items in ascending order by their start dates (from earliest to latest). And you might want the report to show a subtotal for the transactions for each vendor.

Defining a group is flexible; you can pinpoint your group with many criteria, you can hand-pick individual line items for a group, and you can change a group definition at any time.

You can define multiple groups per project, and include any line item in multiple groups. For example, you might want to organize your line items into several groups because you have different reporting requirements for each group. In addition, because a group is simply a logical view of a project, it is always current - you never have to update a group.

It is important that you understand how line items are grouped within the same project and why you would want to group your line items. Creating a variety of distinct, logical groups gives you greater control of managing and reporting on your projects. For example, you might create groups to more precisely accomplish the following tasks:

- Run reports
- Browse your line items
- Sort your line items
- Find a specific line item
- Make global changes

Field Entry Lists

You can create lists of valid entries for many of the fields in the program. For example, you can create a list of valid entries for the Vendor field on the New Transaction dialog.

You might have only a few vendors that you do business with, and you may want users of the program to enter their names consistently. To achieve that consistency, you can create a field entry list for the Vendor field. Instead of typing in the name of the vendor each time, the person entering the transaction information can simply select the vendor's name from the list.

Chapter 4
Setting Up the Application

In this chapter:

In Chapter 3 you learned about the most important elements of the program. In this chapter you'll learn the steps necessary for making each of those elements a reality. Specifically, you'll learn how to create databases, projects, and groups. You'll also learn how to change the names of fields so they are more meaningful to you, and how to create valid field entry lists.

Setting System Preferences

Follow the instructions below to set preferences that apply to all of the projects in the application.

Before you complete these steps, you must first close any open projects.

To set system preferences

1. Select Projects/Preferences/System Preferences from the menu bar. The System Preferences dialog appears.
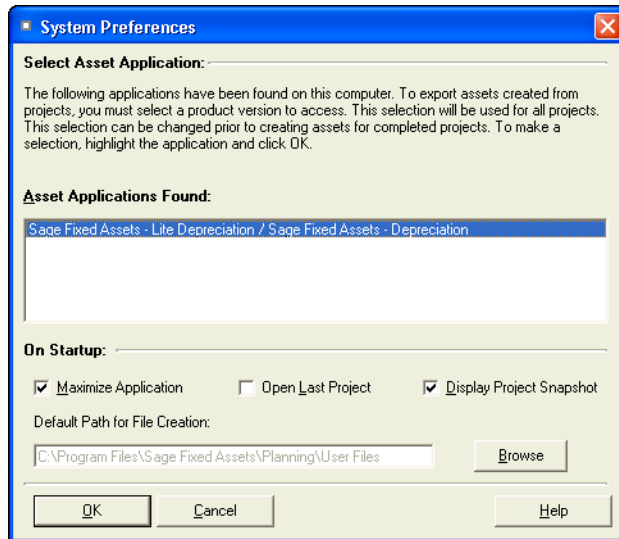
2. Complete the System Preferences dialog. For more information, see "System Preferences Dialog," page 4-3.

Setting the Default Folder for File Creation

You can specify a default folder for files created by the application. After you specify the folder, it becomes the default folder for the following activities:

- Importing transactions
- Selecting import field map files
- Saving import field map files
- Exporting data
- Backing up projects
- Restoring backed-up projects
- Creating assets from line items

To specify the default folder for file creation

1. Select Projects/Preferences/System Preferences from the menu bar. The System Preferences dialog appears.

2. Click the Browse button to select the default folder. After you select the folder, the directory path to the folder appears in the Default Path for File Creation field.

3. Click OK to close the System Preferences dialog.

System Preferences Dialog

Follow the guidelines below to complete the System Preferences dialog. The selections that you make on this dialog apply to all of the projects in the application.

Note: The preferences that you select on this dialog apply only to the individual workstation.

■ **Asset Applications Found**
Use this field to select the version of Sage Fixed Assets - Depreciation that you want to use when you send assets from projects. You can select a different version when you are ready to send the assets, if desired.

■ **On Startup**
Use these fields to specify how the application appears when you start the program.

❑ **Maximize Application**
Select this check box if you want the application to occupy the entire computer screen when you start the program. (For the program to occupy the entire screen, you must also activate the Microsoft Windows "auto hide" feature to hide the task bar and the Microsoft Office toolbar, if present.)

❑ **Open Last Project**
Select this check box if you want the system to open the last open project when you start the program.

❑ **Display Project Snapshot**
Select this check box if you want the system to display the Project Snapshot dialog when you open a project.

■ **Default Path for File Creation**
Use this field to specify the default folder for creating files in the application. The folder that you select becomes the default folder for exporting data, importing transactions, selecting import field map files, saving export field map files, importing files, saving import field map files, backing up projects, restoring backed-up projects, and creating assets from line items. For more information, see "Setting the Default Folder for File Creation," page 4-2.

❑ **Browse Button**
Click this button to select the default folder for file creation.

Creating a New Database

You can store your new project in the default database, but you might also want to create databases with unique names to assist your database management.

To create a new database

1. Select Projects/Database List Manager from the menu bar.

   If you currently have a project open, a message asks if you want to close the currently open project.

2. Click Yes to continue. The Database List Manager dialog appears. See "Database List Manager Dialog," page 5-22.
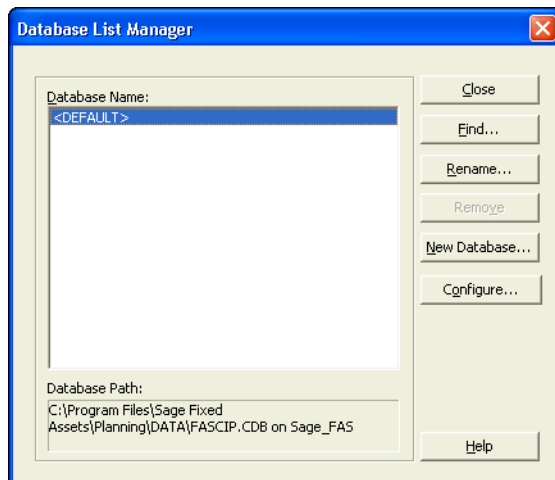
3. Click the New Database button. The New Database dialog appears.
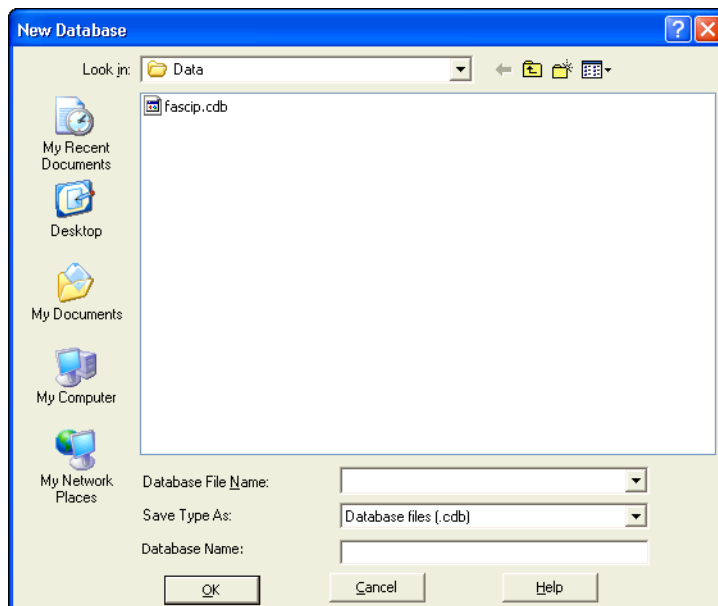
4. Complete the New Database dialog, then click OK. For more information, see "New Database Dialog," page 4-4.

    You should now see your new database name displayed in the Database Name field in the Database List Manager dialog.

5. Click the Close button to exit the Database List Manager dialog.

New Database Dialog

Follow the guidelines below to complete the New Database dialog.

◼ **Look In**
This field displays the folder where you want to store the database. (Long file names for folder names are supported by the application.) Use the box below this field to select the folder. Use

the toolbar buttons to the right of this field to move up a level or to create a new folder. Click the arrow button to select another drive letter.

■ **Database File Name**
Use this field to enter the file name for the database you are creating. This is the name of the file as it appears in the Windows Explorer program. You do not need to enter a file extension because the system automatically adds a CDB extension to the file name.

■ **Save Type As**
The system uses this field to display the file type of the database file.

■ **Database Name**
Use this field to enter a name for the database. This is the name of the database that appears in the Database field of other dialogs in the application.

Note: Each database name in the application must be unique. You cannot enter a database name that already exists in the Database List Manager.

Creating a New Project

To create a new project

1. Select Projects/New from the menu bar. The New Project dialog appears.

2. Complete the New Project dialog, and then click OK. For more information, see .

New Project Dialog

Follow the guidelines below to complete the New Project dialog.

■ **Project Name**
Use this field to enter a unique name for the project.

Note: The system does not support the use of apostrophes or single-quotes (') in project names.

■ **Project Code**
Use this field to enter a unique code to identify the project.

■ **Status**
The system uses this field to display the status of the project.

■ **Database**
Use this field to select the database in which you want to store the project.

■ **Start Date**
Use this field to indicate the date the project starts.

■ **End Date**
Use this field to indicate the date the project ends.

■ **Project Description**
Use this field to enter a more complete description of the project.

■ **Financial Information Page**
For information on completing the fields on the Financial Information page, see "Financial Information Page of the New Project Dialog," page 4-7.

■ **Contact Information Page**
For information on completing the fields on the Contact Information page, see "Contact Information Page of the New Project Dialog," page 4-9.

■ **Other Information Page**
For information on completing the fields on the Other Information page, see "Other Information Page of the New Project Dialog," page 4-10.

Financial Information Page of the New Project Dialog

Follow the guidelines below to complete the Financial Information page of the New Project dialog.

Actual Spending

■ **Actual Spending to Date**
The system uses this field to display the amount spent on the project. The system calculates this amount by adding the amounts for each transaction posted to the project.

■ **Include Pending Transactions in Actuals**
Select this check box if you want to include pending transactions in the spending for the project. If you select the check box, the system includes pending transactions in the following fields: Original vs. Actual Amount, Revised vs. Actual Amount, Original vs. Actual Percent Complete, Revised vs. Actual Percent Complete, as well as the Pending field on the Project Snapshot dialog.

Project Budget and Actual

■ **Original Budget**
Use this field to enter the original amount budgeted for the project.

■ **Revised Budget**
Use this field to enter the revised budget amount for the project.

■ **Last Updated**
The system uses these fields to display the dates the Original Budget field and the Revised Budget field were last updated.

■ **Original vs. Actual Amount**
The system uses this field to display the difference between the Original Budget amount and the Actual Spending to Date amount.

■ **Original vs. Actual Percent Complete**
The system uses this field to display the percentage of the original budget that has been spent. The system calculates this amount by dividing the Actual Spending to Date amount by the Original Budget amount.

■ **Revised vs. Actual Amount**
The system uses this field to display the difference between the Revised Budget amount and the Actual Spending to Date amount.

■ **Revised vs. Actual Percent Complete**
The system uses this field to display the percentage of the revised budget that has been spent. The system calculates this amount by dividing the Actual Spending to Date amount by the Revised Budget amount.

Line Item Budget

■ **Original Budget of Current Line Items Entered**
The system uses this field to display the total of original budget amounts for all line items posted to the project.

■ **Revised Budget of Current Line Items Entered**
The system uses this field to display the total of revised budget amounts for all line items posted to the project.

■ **Last Updated**
The system uses this column to display the dates that the last transaction was posted to the project.

■ **Original Budget of Remaining Line Items to be Entered**
The system uses this field to display the difference between the Original Budget for the project and the original budget for all line items posted to the project.

■ **Revised Budget of Remaining Line Items to be Entered**
The system uses this field to display the difference between the Revised Budget for the project and the revised budget for all line items posted to the project.

Contact Information Page of the New Project Dialog

Follow the guidelines below to complete the Contact Information page of the New Project dialog.

■ **Name**
Use this field to enter the name of the primary contact for the project.

■ **Location/Department**
Use this field to enter the location or department name for the project.

■ **Telephone**
Use this field to enter the telephone number for the project's primary contact.

■ **Extension**
Use this field to enter the telephone extension for the project's primary contact.

■ **Fax**
Use this field to enter the fax number for the project's primary contact.

■ **Mobile**
Use this field to enter the mobile telephone number for the project's primary contact.

■ **Email**
Use this field to enter the email address of the project's primary contact.

■ **Address**
Use this field to enter the mailing address of the project's primary contact.

■ **City**
Use this field to enter the city of the project's primary contact.

■ **State/Province**
Use this field to enter the state or province of the project's primary contact.

■ **Country**
Use this field to enter the country of the project's primary contact.

■ **ZIP/Postal Code**
Use this field to enter the zip code or postal code of the project's primary contact.

Other Information Page of the New Project Dialog

Follow the guidelines below to complete the Other Information page of the New Project dialog.

■ **Company**
Use this field to enter the company's name for the project.

■ **User Fields 1 - 5**
Use these fields to enter additional information about the project that is not appropriate for the other fields in the New Project dialog.

■ **Project Notes**
Use this field to enter more detailed information about the project.

■ **Percent Complete**
Use this field to enter the completion percentage for the project. You can update this field as often as you desire.

Copying a Project Setup

When you are setting up a new project, you can save time by copying setup information from an already existing project into the new project.

To copy a project setup

1. Select Projects/Utilities/Copy Project Setup from the menu bar. The Copy Project Setup dialog appears.

2. Complete the Copy Project Setup dialog, and then click the Copy button. For more information, see "Copy Project Setup Dialog," page 4-11.

Copy Project Setup Dialog

Follow the guidelines below to complete the Copy Project Setup dialog.

■ **Step 1: Select a Source Project**
Use these fields to select the project containing the setup information that you want to copy to another project.

❑ **Database**
Use this field to select the database containing the project from which you want to copy setup information.

❑ **Project**
Use this field to select the project from which you want to copy setup information.

■ **Step 2: Select the Items You Want to Copy**
Use the fields to select the project setup information that you want to copy to another project.

❑ **Contact Information**
Select this check box to copy information from the Contact Information page.

❑ **Customized Fields**
Select this check box to copy field names that have been changed and field entry lists.

❑ **Field Entry List**
Select this check box to copy field entry lists.

❑ **Group Definitions**
Select this check box to copy group definitions created in Group Manager.

❑ **Set Default Company**
Select this check box to copy the default company in Sage Fixed Assets - Depreciation that was selected to receive sent assets.

❑ **View Layout**
Select this check box to copy the changes made to Group View and Detail View in the Manage Group View and Manage Transaction View dialogs.

■ **Step 3: Select a Destination Project or Projects**
Use these fields to select the project or projects to which you want to copy setup information.

❑ **Database**
Use this field to select the database containing the project to which you want to copy setup information.

❑ **Projects**
Use this field to select the project or projects to which you want to copy setup information.

■ **Copy Button**
Click this button to copy the setup information from the source project to the destination project.

Predefined Groups

The ability to create groups is a very powerful feature for managing a project's line items. By using a predefined group, you can quickly and efficiently view and run reports for a very select group of line items. After you have identified the line items to be defined as a group, you can also decide the order in which you want them to appear. In addition, you can decide whether you want the line items in a group to be subtotaled during reports.

The more groups you have, the more control you have over your line items. The program contains these already-defined groups:

• **All Line Items:** Displays all line items in the currently open project.

• **Active Line Items:** Displays all line items with a status of A, which indicates the line item is active.

• **Capital Line Items:** Displays all line items with a Line Item Type of C, which indicates the line item will be capitalized.

• **Complete Line Items:** Displays all line items with a status of C, which indicates the spending for the line item is complete.

• **Expensed Line Items:** Displays all line items with a Line Item Type of E, which indicates the line item will be expensed.

• **Over Budget:** Displays all line items whose Line Item Actual amount is greater than the Line Item Original Budget amount.

• **Sent Line Items:** Displays all line items with a status of S, which indicates you have created one or more assets from the line item.

• **Under Budget:** Displays all line items whose Line Item Actual amount is less than or equal to the Line Item Original Budget amount.

Creating Groups

The application contains a tool called Group Manager. Use Group Manager to create a new group, edit an existing group, rename an existing group, or delete a group. Before creating your first group, make sure you read "Groups," page 3-3.

To create a group using Group Manager

1. Do any one of the following:

    •   Select Customize/Group Manager from the menu bar.

    •   Select the Group Manager button from the toolbar.

    The Group Manager dialog appears.
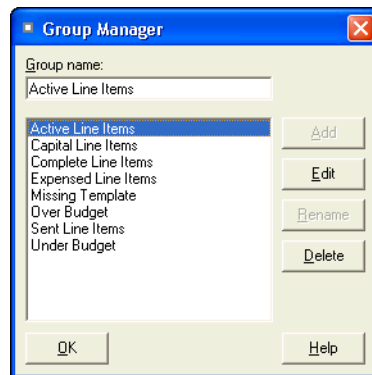
2. In the Group Name field, type a name for the group you are creating, then click the Add button. For more information, see "Group Manager Dialog," page 4-14. The Group Definition [Group Name] dialog appears.
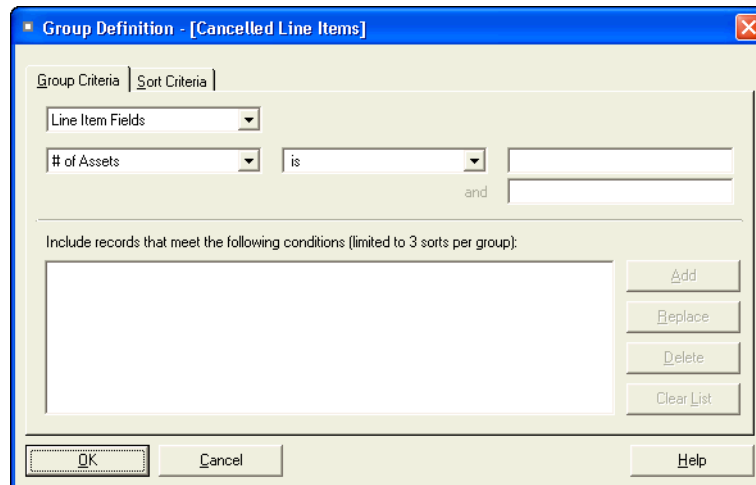
3. Complete the Group Criteria page and Sort Criteria page, then click OK. For more information, see "Group Definition Dialog," page 4-14. The system returns to the Group Manager dialog.

4. Click OK to close the Group Manager dialog.

Group Manager Dialog

Follow the guidelines provided below to complete the Group Manager dialog. To access this dialog, select Customize/Group Manager from the menu bar.

- ■ **Group Name**
  Use this field to enter the name of the group you want to add. Choose a unique name that describes the purpose of the group. The system uses this field to display the group selected in the Group list box.

- ■ **Group List Box**
  The system uses this list box to display the names of all the groups in the current project. Use this list box to select a group on which to perform one of the functions listed on the buttons to the right of this list box (Add, Edit, Rename, Delete).

- ■ **Add Button**
  Click this button to add the group name that you enter in the Group Name field to the Group List box. When you add a new group name to the Group List box, the system displays the Group Manager [Group Name] dialog.

- ■ **Edit Button**
  Click this button to display a dialog that allows you to edit the criteria for the selected group.

- ■ **Rename Button**
  Click this button to rename the selected group. Select the group you want to rename in the Group List Box. Enter the new name in the Group Name field, and then click the Rename button.

- ■ **Delete Button**
  Click this button to delete the selected group. When you delete a group, the system deletes that logical organization of line items; it does not delete the line items that belonged to the deleted group.

Group Definition Dialog

The Group Definition dialog allows you to do the following:

- • Define a group using the Group Criteria page. For more information, see .

- • Sort the group using the Sort Criteria page. For more information, see .

Group Criteria Page

You use the fields on the Group Criteria page of the Group Manager dialog to specify the criteria for building a group. Think of these fields as being divided into three sections, like a mathematical equation.

The three sections together form an expression that defines the group.

1. Section 1 tells the system where to look for the data you want to use to define the group.

2. Section 2 tells the system how to look at the data in Section 3.

3. Section 3 tells the system what specifically to look for in Section 1. The system then compares what it finds based on how it is looking at it as specified in Section 2.

After you create an expression, you add that expression to the Expression list field. You can create multiple expressions to define a group. Each added expression further restricts the selection for the group. For example, suppose you choose to select by date and then by vendor. The system selects line items that match both criteria. However, if you add two expressions using the same field but requesting different data, the system selects all line numbers that fall in either range (for instance, vendor is ABC Manufacturing or vendor is XYZ Manufacturing).

To complete the Group Criteria page, follow the guidelines in Completing the Group Criteria Page.

Completing the Group Criteria Page

Follow the guidelines below to complete the Group Criteria page of the Group Manager dialog.

- **Field Filter**
  Use this field to select the type of field you want to use to define your group:

  - ❑ **Line Item Fields**
    Select this option if you want to define your group using Line Item fields.

  - ❑ **Transaction Fields**
    Select this option if you want to define your group using Transaction fields.

- **Field Selector**
  Use this field to specify the field you want to use to define your group.

- **Operator Selector**
  Use this field to specify the operator you want to use for the expression you are building to define the group. An expression can search for multiple criteria (a complex expression) or just one criterion (a simple expression).

- **Data Selector**
  Use this field to specify the data you want to find or not find in the field you selected above. This is a case-sensitive field. That is, if you enter General Ledger, the system will not find transactions that contain GENERAL LEDGER in their Journal fields. Enter dates in MM/DD/YYYY format. For operators that require a range, enter the first value in the range in this field (for more information, see below).

- **Range**
  Use this field when you select an operator that requires a range of data, such as the *between* operator. The *between* operator looks for data between two values; for example, all line items

with a Line Item ID between 4 and 7. In this case, you would enter the 7 in this field. Enter dates in MM/DD/YYYY format.

■ **Expression List Field**
The system uses this field to display all the expressions you created for this group.

■ **Add Button**
Click this button to add an expression you have created into the Expression list field.

■ **Replace Button**
Click this button to replace an expression selected in the Expression list field with a newly created expression. Select the expression you want to change in the Expression list field, make the desired changes, and then click the Replace button.

■ **Delete Button**
Click this button to delete a selected expression from the Expression list field.

■ **Clear List Button**
Click this button to clear the Expression list field of all expressions.

Completing the Sort Criteria Page

Follow the guidelines below to complete the Sort Criteria page in the Group Manager dialog.

■ **Field Filter**
Use this field to select the type of field you want to use to sort your group:

  ❑ **Line Item Fields**
  Select this option if you want to sort your group using Line Item fields.

  ❑ **Transaction Fields**
  Select this option if you want to sort your group using Transaction fields.

■ **Field Selector**
Use this field to select the field you want the system to use as the primary sort.

■ **Sort Order**
Use this field to select whether you want the sort to list items in ascending or descending order.

■ **Subtotals**
Use this field to indicate the type of subtotaling system, if any, that you want the system to use in reports for the selected field. Any type of subtotaling increases the size of your reports.

Note: You can add up to three sort levels. Selecting "Month & Year Subtotals" counts as two sort levels because the system subtotals by both month and by year. Therefore, if you select "Month & Year Subtotals," you can select only one additional sort level.

Simple Expressions

When you specify criteria for a group, the system includes in the group only those line items that satisfy the expression criteria. For example, to define a group that includes only those line items with a vendor of *ABC Inc.*, you would write the expression *Vendor is ABC, Inc*. The word *is* is an operator, which is equivalent to the mathematical symbol =. Conversely, the operator *is not* would exclude all line items with a vendor of *ABC, Inc*.

The table below lists each available operator and its equivalent mathematical symbol (if any). In addition, the *If* and *Then* columns provide an example of results returned by each operator. The example for the *Is* operator reads: *"If the criteria for the selected field Is 5, then the line item selected for the group will be 5."*

Operator	Mathematical Symbol	(Given a Set of 10)	
		If	**Then**
is	=	5	5
is not	≠	5	1, 2, 3, 4, 6, 7, 8, 9, 10
is less than	<	5	1, 2, 3, 4
is greater than	>	5	6, 7, 8, 9, 10
equals or is greater than	≥	5	5, 6, 7, 8, 9, 10
equals or is less than	≤	5	1, 2, 3, 4, 5
is between *		5, 8	5, 6, 7, 8
is not between *		5, 8	1, 2, 3, 4, 9, 10
contains **		abc	All occurrences of the specified string, abc.
exists	∈	Any	Include all with any data
does not exist	∉		Include only those with no data

*   The *is between* and *is not between* operators do not have an equivalent mathematical symbol. They search for all values *through* the specified value range—including the first and last values.

** The *contains* operator is available for only a small number of fields. It does not have an equivalent mathematical symbol. It searches for all occurrences of the specified string, much like a wildcard character searches a file for a text string.

Complex Expressions

A complex expression is one that searches for multiple criteria. The *and* operator or the *or* operator connect these criteria. A complex expression can include one or more of the following:

• **A series of statements connected by the *and* operator** in which the criteria of all statements must be satisfied. For example, to define a group that includes all line items with transactions whose vendor is not ABC, Inc. and whose Amount is greater than $500, you would write the expression:

Vendor *is not* ABC, Inc.

Amount *is greater than* 500.00

Note that you do not have to enter the *and* operator; when you specify two different fields, the system assumes the *and* operator.

- **A series of statements connected by the *or* operator** in which the criteria of any one of the statements must be satisfied. For example, to define a group that includes all line items with transactions whose vendor is either ABC Inc. or XYZ, Inc., you would write the expression:

Vendor *is* ABC, Inc.

Vendor *is* XYZ, Inc.

Note that you do not have to enter the *or* operator; when you specify the same field twice, the system assumes the *or* operator.

Note: Be careful when you specify criteria for the same field while using the *is not* operator; you may obtain a surprising result. Suppose you create a group using the following expression:

Vendor *is not* ABC, Inc.

Vendor *is not* XYZ, Inc.

You may be surprised to discover that the group using this expression contains all line items, including line items that have transactions with a vendor of ABC, Inc. and transactions with a vendor of XYZ, Inc. Because you specified the same field (Vendor), the system employs the *or* operator. A transaction with a vendor of ABC, Inc. does not have a vendor of XYZ, Inc., so it satisfies the criteria. A transaction with a vendor of XYZ, Inc. does not have a vendor of ABC Inc., so it satisfies the criteria. (Remember, when the system employs the *or* operator, the line item is included in the group if one of the criteria is true.)

- **A single statement that searches a single field for multiple criteria connected by the *and* operator;** all criteria must be satisfied. For example, to define a group that includes all transactions posted during 2008, you would write the expression:

Date Posted *is between* 01/01/2008 and 12/31/2008

Note that in this case, the system enters the *and* operator for you.

Customizing Fields

You can customize project fields, line item fields, and transaction fields to suit the individual needs of your organization. When customizing fields, keep in mind that the system contains 21 line item User Fields and 21 transaction User Fields for you to customize. Therefore, you might not want to customize any of the pre-existing fields until you've exhausted the User Fields.

You can make the following changes to a field:

- Change the name of the field. See "Changing the Name of a Field," page 4-19.

- Map a line item field to a field in the Sage Fixed Assets - Depreciation application. See "Mapping a Field to Sage Fixed Assets - Depreciation," page 4-20.

- Create a field entry list for the field. See "Creating Valid Field Entries," page 4-20.

Changing the Name of a Field

You can change the name of a field. After you change the name of the field, the new field name will appear on reports.

To change the name of a field

1. Select Customize/Fields from the menu bar. The Customize Fields dialog appears.
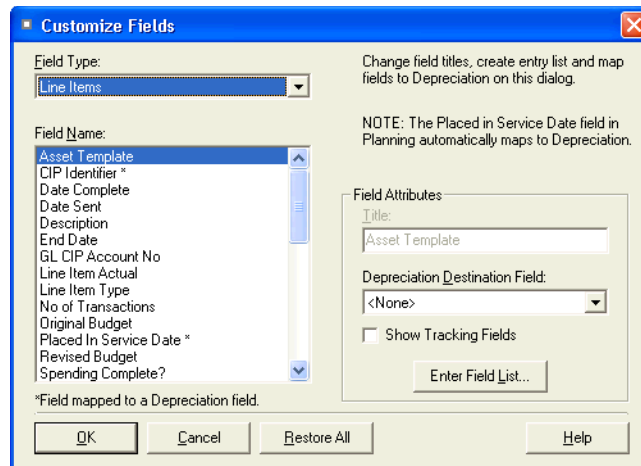
2. In the Field Type field, select the type of field (project, line item, or transaction) whose name you want to change. For more information, see "Customize Fields Dialog," page 4-19.

3. In the Field Name list box, select the field whose name you want to change.

4. Enter the new field name in the Title field.

5. Click OK.

Customize Fields Dialog

Follow the guidelines below to complete the Customize Fields dialog.

■ **Field Type**
Use this field to select the type of field that you want to customize.

❑ **Line Items**
Select this option if you want to customize a field on the Line Item Information page in Detail View. If you change the name of a line item field, the new field name will also appear on reports.

❑ **Project**
Select this option if you want to customize a project field. If you change the name of a project field, the new field name will also appear on reports.

❑ **Transactions**
Select this option if you want to customize a field on the Transactions page in Detail View. If you change the name of a transaction field, the new field name will also appear on reports.

■ **Field Name**
Use this field to select the field that you want to customize.

■ **Title**
Use this field to enter the new name of the selected field.

■ **Depreciation Destination Field**
Use this field to select a field in Sage Fixed Assets - Depreciation in which the contents of the line item field will be stored after assets are created from the line item.

❑ **Show Tracking Fields**
Select this check box to include Sage Fixed Assets - Tracking fields in the list of available fields.

■ **Enter Field List Button**
Click this button to display a dialog that allows you to set up the list of available field entries for the selected field.

■ **Restore All**
Click this button to reset all fields to their original names.

Mapping a Field to Sage Fixed Assets - Depreciation

You can map a line item field to a field in Sage Fixed Assets - Depreciation. After you map the field, the contents of the field will be stored in the Sage Fixed Assets - Depreciation field after you create assets from the line item and send them to Sage Fixed Assets - Depreciation.

For example, suppose you map the Date Complete field to User Field 2. After you send an asset created from a line item to Sage Fixed Assets - Depreciation, the date that the line item was completed will appear in User Field 2.

Note: The Placed in Service Date field is mapped by default to Acquisition Date.

To map a field to Sage Fixed Assets - Depreciation

1. Select Customize/Fields from the menu bar. The Customize Fields dialog appears. For more information, see "Customize Fields Dialog," page 4-19.

2. In the Field Type field, select Line Item.

3. In the Field Name field, select the field that you want to map.

4. In the Depreciation Destination Field field, select the field to which you want to map the Sage Fixed Assets - Planning field.

Note: You can map the line item field to a field in the Sage Fixed Assets - Tracking application by selecting the Show Tracking Fields check box.
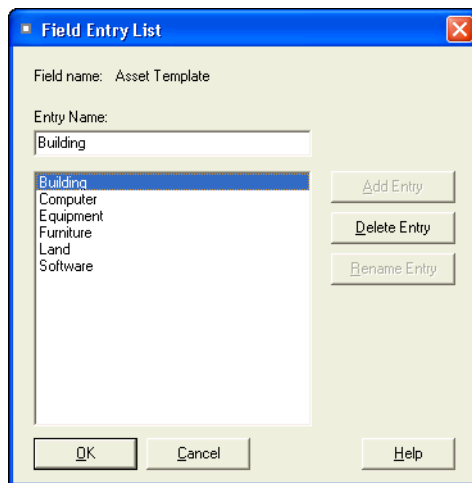
5. Click OK.

Creating Valid Field Entries

You can create a list of valid field entries for a line item field or a transaction field. After you have created a list of valid field entries, a user can simply select an option from the available list, rather than having to enter the data in the field manually. In addition to saving on data entry time, field entries also ensure consistency.

To create valid field entries

1. Select Customize/Fields from the menu bar. The Customize Fields dialog appears. For more information, see "Customize Fields Dialog," page 4-19.

2. Select the type of field (project, line item, or transaction) for which you want to create the list of valid field entries in the Field Type field.

3. Select the field for which you want to create the list of valid field entries from the File Name list box.

4. Click the Enter Field List button. The Field Entry List dialog appears.

5. Complete the Field Entry List dialog, and then click OK. For more information, see "Field Entry List Dialog," page 4-21.

Field Entry List Dialog

Follow the guidelines below to complete the Field Entry List dialog.

■ **Field Name**
The system uses this field to display the name of the selected field for which you are setting up a field entry list.

■ **Entry Name**
Use this field to enter a new field entry for the selected field. When you click the Add Entry button, the system adds the new field entry to the list of valid entries for the selected field.

■ **List of Valid Entries**
The system uses this field to display the list of valid entries for the selected field.

■ **Add Entry Button**
Click this button to add a new field entry to the list of valid entries.

■ **Delete Entry Button**
Click this button to remove a field entry from the list of valid entries.

■ **Rename Entry Button**
Click this button to rename a field entry in the list of valid entries. The system replaces the selected name in the list of valid entries with the new name that you entered in the text box above.

■ **Import List Button**
Click this button to import a list of asset template names from the default Sage Fixed Assets company. You specify the default Sage Fixed Assets company by clicking the Change Company button. After you import the asset template names, you can select the desired asset template from the Asset Template field on the Asset Information page in Detail View.

Note: This button appears only if you selected Asset Template in the Field Name list on the Customize Fields dialog.

■ **Change Company Button**
Click this button to display a dialog that allows you to import the asset template list from a different company.

Note: This button appears only if you selected Asset Template in the Field Name list on the Customize Fields dialog.

Importing an Asset Template List

Before you send assets created from a line item to your Sage Fixed Assets application, you can enter some basic information for each asset. For example, you can enter the placed-in-service date, an asset description, and the asset value. This information will appear in your Sage Fixed Assets application after you send the asset.

One of the pieces of information that you can enter is the asset template that you want the asset to use. After you send the asset to your Sage Fixed Assets application, the system applies the selected asset template to the asset, saving data entry time.

You can import a list of the asset templates used in your Sage Fixed Assets application. After you import the list of asset templates, you will be able to select the desired asset template from a drop-down list in the Asset Template field on the Asset Information page of Detail View. For more information, see "Asset Information Tab of Detail View," page 2-12.

The system imports the list of asset templates from the company selected as the default Sage Fixed Assets company. However, if you want to import the list of asset templates from a different Sage Fixed Assets company, you can click the Change Company button on the Field Entry List dialog. For more information, see "Setting the Default Company," page 6-20.

To import an asset template list

1. Select Customize/Fields from the menu bar. The Customize Fields dialog appears. For more information, see "Customize Fields Dialog," page 4-19.

2. In the Field Type field, select Line Items.

3. In the Field Name field, select Asset Template.

4. Click the Enter Field List button. The Field Entry List dialog appears. For more information, see "Field Entry List Dialog," page 4-21.

5. Click the Import List button. The system displays a message asking you to confirm that you want to import a list of asset template names from the default Sage Fixed Assets company.

6. Click the Yes button. The system imports the asset template list and then displays a message indicating the import is complete.

7. Click OK to close the message box. The system returns to the Field Entry List dialog and displays the imported asset templates in the list box.

8. Click OK to close the Field Entry List dialog. The system returns to the Customize Fields dialog.

9. Click OK to close the Customize Fields dialog.

Setting User Security

The security feature allows you to define the kind of access each of the users in your organization has to the system's many functions. You might want some users to have access to data entry functions, while you might want others to be able to create new projects. You can specify all of this and more using the security feature.

You implement security using login names, passwords, and security profiles. A security profile is a detailed specification of a security level; that is, what a user can and cannot do or what a user can or cannot access. You can have many security profiles. For instance, you might have a security profile named Managers that allows users assigned to this profile to access everything in the system. You might have another security profile named Data Entry that allows access only to functions associated with data entry, and disables access to the system's more advanced functions.

The first profile you'll use is the Supervisor profile. This profile is pre-defined as having access rights to everything in the system.

Note: The first task you'll perform in setting up security is to assign a password to the Supervisor profile. Do not lose this password. If you lose the password assigned to the Supervisor, once you enable system security you'll be locked out of the application. To obtain a new supervisor password, fax your request to our Customer Support department (866-856-6844) on your company's letterhead. The fax should include a brief statement requesting a temporary password, your customer number, an authorized signature, and a job title. A customer support analyst will respond within 24 hours of receiving your fax.

There are two levels of password security:

• **System level security**

• **Project level security**

System level security specifies the type of access a user has to system functions. Project level security specifies what the user can and cannot do to the data in a project. You can assign a user to different profiles in different projects.

System level security is effective across all projects within the same database. Each database must have its own system level security profile.

Setting user security is a four-step process:

1. Assign a supervisor password and enable system security. For more information, see page 4-24.

2. Create system level security profiles. For more information, see page 4-25.

3. Create project level security profiles. For more information, see page 4-27.

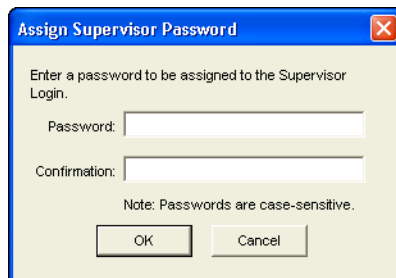4. Assign user privileges. For more information, see page 4-28.

Assigning a Supervisor Password and Enabling System Security

The first task you'll perform in setting up security is to assign a password to the Supervisor profile. Next, you will enable security for the system. Once you enable system security, every user must have a login name and a password to enter the system.

Note: Passwords are case sensitive. That is, MyPassword and MYPASSWORD are two different passwords.
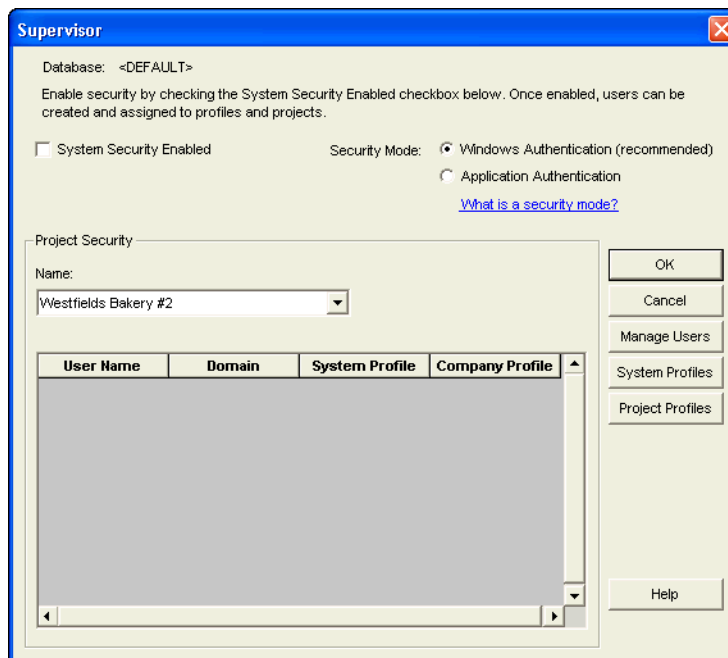
To assign a supervisor password and enable system security

1. Select Projects/Security/Supervisor from the menu bar. The Assign Supervisor Password dialog appears.

2. Type a password in the Password field, and then retype the password in the Confirmation field.

3. Click OK. The system displays a message confirming that the Supervisor password has been saved.

4. Click OK. The Supervisor dialog appears.

5. Click the System Security Enabled check box.

6. Select a project from the Project field.

7. Complete the rest of the Supervisor dialog, and then click OK. For more information, see "Supervisor Dialog," page 4-25.

Supervisor Dialog

Follow the guidelines provided below to complete the Supervisor dialog.

■ **Database**
The system uses this field to display the currently open database.

■ **System Security Enabled**
Click this check box to enable system security. Once you enable system security, every user must have a login name and a password to enter the system.

■ **Security Mode**
Use this field to select how the application handles the rules regarding user names passwords. For more information, see "Selecting a Security Mode," page 4-31.

❑ **Windows Authentication (recommended)**
Click this option to allow the Windows operating system to handle the rules regarding user names and passwords.

❑ **Application Authentication**
Click this option to allow the Sage Fixed Assets application to handle the rules regarding user names and passwords.

■ **Name**
Use this field to select a project for which you want to view user profiles. This field displays the names of all projects in the current database. If you want to access a project in a different database, you must exit this dialog and open a project in the desired database.

■ **User Profiles List**
The system uses this field to display the profiles for each user in the selected project: the user name, password, and the system and project profiles to which they have been assigned.

■ **Manage Users Button**
Click this button to open a dialog that allows you to add and delete users from the system, assign users to system level profiles and project level profiles, and specify the projects each user can access.

■ **System Profiles Button**
Click this button to open a dialog that allows you to define system level profiles.

■ **Project Profiles Button**
Click this button to open a dialog that allows you to define project level profiles.

Creating System Level Security Profiles

System level security specifies the type of access a user has to system functions. System level security is effective across all projects within the same database. Each database must have its own system level security profile. You must assign each user to a valid system security profile.

Note: To complete the steps below, you must be logged on to the system as a supervisor. For more information, see "To assign a supervisor password and enable system security," page 4-24.

To create a system level security profile

1. Select Projects/Security/Supervisor from the menu bar. The Supervisor dialog appears. For more information, see "Supervisor Dialog," page 4-25.

2. Click the System Profiles button. The Define System Profiles dialog appears.
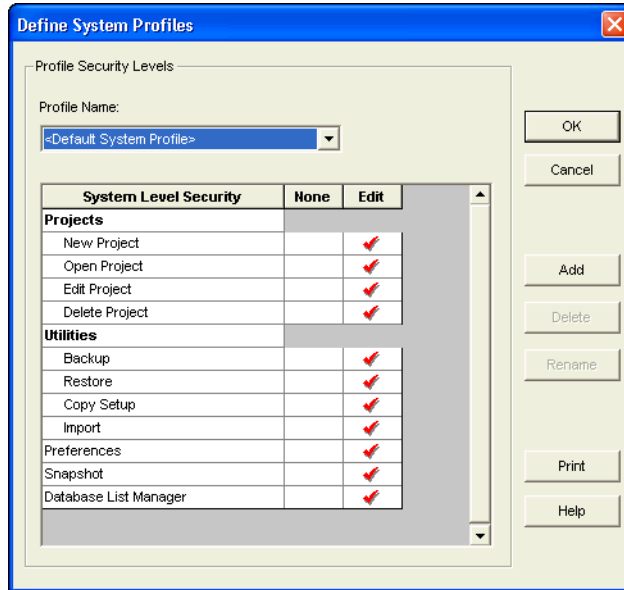
3. Complete the Define System Profiles dialog, then click OK. For more information, see "Define System Profiles Dialog," page 4-26.

Define System Profiles Dialog

Follow the guidelines provided below to complete the Define System Profiles dialog.

■ **Profile Name**
Use this field to select the name of the profile you want to view or edit. Once you click the Add button to add a new profile, the system displays the new profile in this field.

■ **System Security List**
Use these fields to assign system security based on the following explanation of each field in the system security list.

❑ **System Level Security**
The system uses this column to display the names of all the system functions for which you can impose security restrictions. To specify a security level, select one of the security options in the columns to the right.

❑ **None**
Click this field if you do not want users assigned this profile to have access to the specified system function.

❑ **Edit**
Click this field if you want users assigned to this profile to have all rights to the specified system function.

■ **Add Button**
Click this button to add a new profile to the system. The system displays the Add Profile dialog. Type a name for the new profile you want to add, then click OK. The system returns to the Define System Profiles dialog and displays the new profile name in the Profile Name field.

■ **Delete Button**
Click this button to delete the security profile displayed in the Profile Name field. The system asks you to confirm your intention before deleting the profile.

■ **Rename Button**
Click this button to rename the security profile displayed in the Profile Name field. The system displays the Rename Profile dialog, with the old profile name at the top. Type the new name, then click OK. The system returns to the Define System Profiles dialog.

Creating Project Level Security Profiles

Project level security specifies what the user can and cannot do to the data in a project.

Note: To complete the steps below, you must be logged on to the system as a supervisor, and you must have already enabled security. For more information, see "To assign a supervisor password and enable system security," page 4-24.

To create a project level security profile

1. Select Projects/Security/Supervisor from the menu bar. The Supervisor dialog appears. For more information, see "Supervisor Dialog," page 4-25.

2. Click the Project Profiles button. The Define Project Profiles dialog appears.

3. Complete the Define Project Profiles dialog, then click OK. For more information, see "Define Project Profiles Dialog," page 4-28.

Define Project Profiles Dialog

Follow the guidelines below to complete the Define Project Profiles dialog.

- **Profile Name**
  Use this field to select the name of the profile you want to view or edit. Once you click the Add button to add a new profile, the system displays the new profile in this field.

- **Project Security List**
  Use these fields to assign project security based on the following explanation of each field in the project security list.

  - **Project Level Security**
    The system uses this column to display the names of all the project level functions for which you can impose security restrictions. To specify a security level, select one of the security options in the columns to the right.

  - **None**
    Click this field if you do not want users assigned this profile to have access to the specified project function.

  - **Edit**
    Click this field if you want users assigned this profile to have all rights to the specified project function.

- **Add Button**
  Click this button to add a new security profile. The system displays the Add Profile dialog. Type a name for the new profile you want to add, then click OK. The system returns to the Define Project Profiles dialog and displays the new profile name in the Profile Name field.

- **Delete Button**
  Click this button to delete the security profile displayed in the Profile Name field. The system asks you to confirm your intention before deleting the profile.

- **Rename Button**
  Click this button to rename the security profile displayed in the Profile Name field. The system displays the Rename Profile dialog, with old profile name displayed at the top. Type in the new name, then click OK. The system returns to the Define Project Profiles dialog.

Assigning User Privileges

Once you've created security profiles in the system, you must assign your users a system profile and a project profile. After you assign users a profile, they only have access to the functions you specified in their profile.

You must also assign a project or projects to each user. Users can only work on the projects to which they have been assigned.

If you're assigning user privileges for the first time, you must first create a user list.

To create a user list

The system uses the names in the user list as the user's login IDs. Create names on the user list as you would any other login IDs. You might want to use the same standard as with most network IDs: last name, followed by first initial.

1. Select Projects/Security/Supervisor from the menu bar. The Supervisor dialog appears. For more information, see .

2. Click the Manage Users button. The Manage Users dialog appears. For more information, see "Manage Users Dialog," page 4-30.
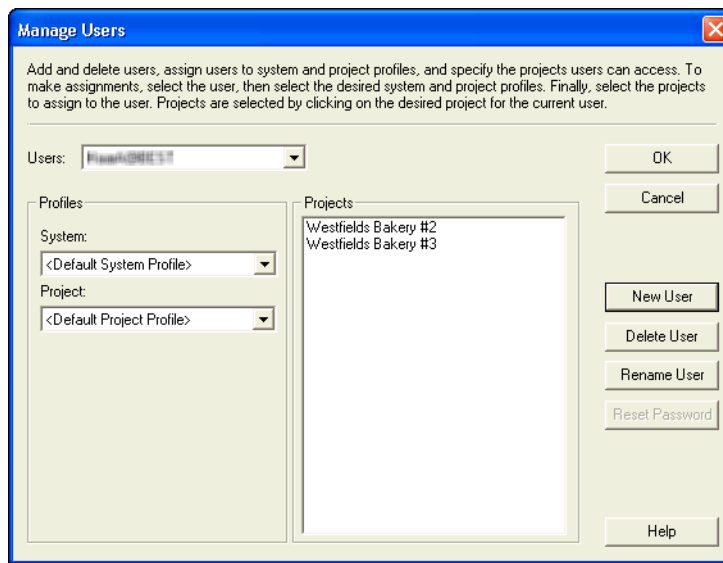
3. Click the New User button. The Add New User dialog appears.
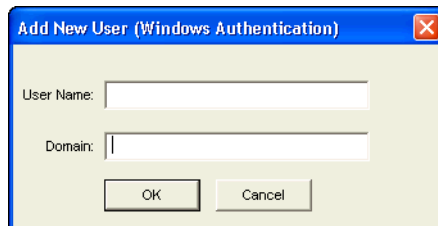
4. Type a new user login name in the User Name field, then click OK. If you are using Windows Authentication security mode, enter the Domain name. See "Selecting a Security Mode," page 4-31.

   Note: Enter the computer name in the Domain field if you are running a standalone computer or you are in a Windows for Workgroups environment.

   Note: Do not enter "Supervisor" as a user name. The word "Supervisor" is reserved for use by the application.

   The system returns to the Manage Users dialog and adds the new user name to the Users field. By default, the system initially creates case-sensitive user passwords that are the same as the user login.

5. Repeat Steps 3 and 4 for additional names.

6. Click OK to exit the Manage Users dialog, or complete the rest of the dialog to assign profiles to your users.

To assign system profiles

1. Select Projects/Security/Supervisor from the menu bar. The Supervisor dialog appears. For more information, see "Supervisor Dialog," page 4-25.

2. Click the Manage Users button. The Manage Users dialog appears.

3. In the Users field, select the user that you want to assign to a system profile.

4. In the System field, select the system profile to which you want the user assigned from the drop-down list.

5. Complete the remaining fields on the Manage Users dialog, and then click OK. For more information, see "Manage Users Dialog," page 4-30.

To assign project profiles

1. Select Projects/Security/Supervisor from the menu bar. The Supervisor dialog appears. For more information, see "Supervisor Dialog," page 4-25.

2. Click the Manage Users button. The Manage Users dialog appears.

3. In the Users field, select the user that you want to assign to a project profile.

4. In the Project field, select the project profile to which you want the user assigned from the drop-down list.

5. Complete the remaining fields on the Manage Users dialog, and then click OK. For more information, see "Manage Users Dialog," page 4-30.

To assign projects to users

1. Select Projects/Security/Supervisor from the menu bar. The Supervisor dialog appears. For more information, see "Supervisor Dialog," page 4-25.

2. Click the Manage Users button. The Manage Users dialog appears.

3. In the Users field, select the user to which you want to assign a project or projects.

4. In the Projects field, select the project or projects that you want to assign to the selected user.

Note: To select more than one project in this field, hold down the Ctrl key when you select the projects. The system highlights each project as you select it. To select several projects that appear consecutively in the list, hold down the Shift key, and then select the first and last projects. The system highlights the first and last projects and all of the projects in between them.

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5. Complete the remaining fields on the Manage Users dialog, and then click OK. For more information, see "Manage Users Dialog," page 4-30.

Manage Users Dialog

Follow the guidelines below to complete the Manage Users dialog.

■ **Users**
Use this field to select the user name. You can assign this user to a system profile and a project profile. You can also select the project or projects that this user can access.

- **Profiles**
Use these fields to select the profiles that you want to assign to the selected user.

  - ❑ **System**
  Use this field to select the system profile to which the selected user will be assigned.

  - ❑ **Project**
  Use this field to select the project profile to which the selected user will be assigned.

- **Projects**
Use this field to select the project or projects that the selected user will be able to access.

- **New User Button**
Click this button to add a new user to the Users field.

- **Delete User Button**
Click this button to remove the selected user from the Users field.

- **Rename User Button**
Click this button to rename the selected user. Select the desired user in the Users field, and then click the Rename User button. A dialog appears that allows you to enter a new user name and, if you selected Windows Authentication, a new domain.

- **Reset Password Button**
Click this button to reset the password for the selected user. Select the desired user in the Users field, and then click the Reset Password button. A message confirms that the password has been reset to the user name. For example, when you select user MSMITH and click the Reset Password button, the password for that user becomes "MSMITH." For more information, see "Resetting User Passwords," page 4-34.

Selecting a Security Mode

The Security Mode refers to how the application handles the rules regarding user names and passwords. You have two options:

Windows Authentication (recommended): You allow the Windows operating system to handle the rules regarding user names and passwords. This option is recommended because password rules can be enforced by Microsoft Windows that are stricter, making your data more secure. For example, the rules can require that passwords have a minimum number of characters, contain both uppercase and lowercase characters, and expire after a certain amount of time. Under Windows Authentication, a unified logon process is enforced. You do not have to enter a password when you start the application (unless you are the Supervisor) because your Windows or network password becomes your password for using the Sage Fixed Assets application.

Note: If you select the Windows Authentication security mode, we recommend the following:

- Each user should become a member of the Domain.

- You should not use a blank password.

Application Authentication: The Sage Fixed Assets application handles the rules regarding your user name and password. These rules are less strict than under Windows Authentication, and a separate logon process is required at application startup.

To select a Security Mode

Do one of the following:

- To change to Windows Authentication security mode, see "Switching to Windows Authentication," page 4-32.

- To change to Application Authentication security mode, see "Switching to Application Authentication," page 4-34.

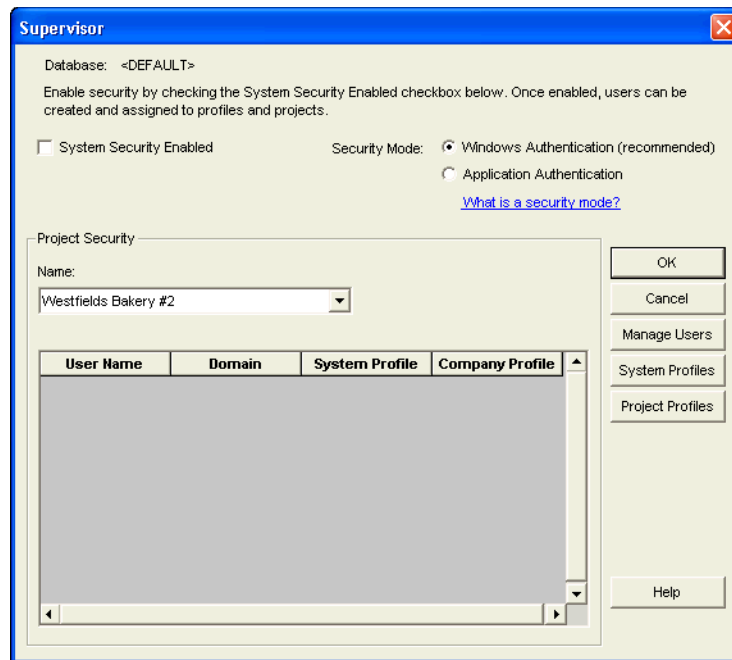# Switching to Windows Authentication

We recommend using Windows Authentication because your network administrator can establish stricter password rules, making your data more secure.

After you follow the steps below, current users can open and use the application without entering a password. Their Windows or network user account is used for establishing Sage Fixed Assets security. When you add new users to the application, you must enter their Windows user name and domain.

Follow the steps below to switch from Application Authentication security mode to Windows Authentication.

To switch to Windows Authentication

1. Select Project/Security/Supervisor from the menu bar. The Supervisor dialog appears.

2. In the Security Mode field, select the Windows Authentication option. See "Supervisor Dialog," page 4-25.

3. Click OK. A message asks if you want to continue.

4. Click Yes to continue. If you are an existing user, then the Map to Windows Authentication User Names dialog appears.
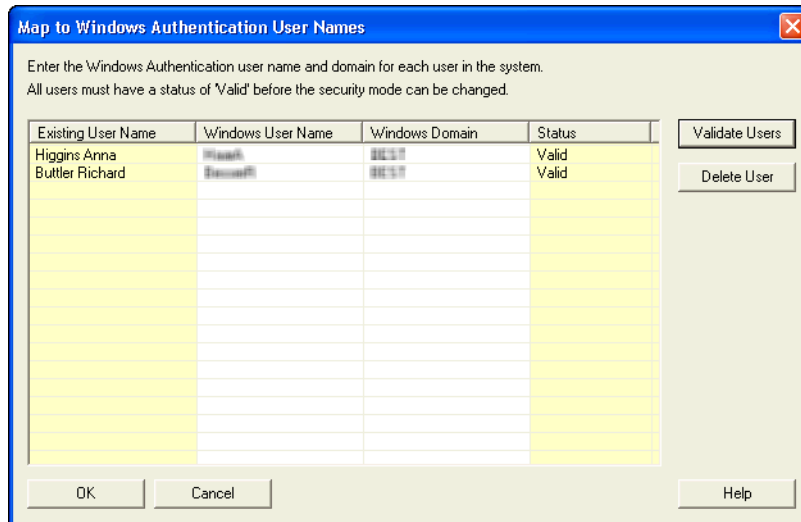
5. For each existing Sage Fixed Assets user name, enter the Windows user name and domain. For more information, see "Map to Windows Authentication User Names Dialog," page 4-33.

6. Click the Validate Users button to make sure you have entered the correct user name and domain for each user.

Note: You must enter valid Windows user names and domains for all existing users before you can save your changes in this dialog. If you do not know the Windows user name or domain for a user, please obtain that information before attempting to switch to Windows Authentication. You can delete users from the list if they are no longer valid Sage Fixed Assets users. To delete a user from the list, highlight the user and click the Delete User button. Deleting a user removes all privileges assigned to the user in the security system.

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7. Click OK. The application returns to the Supervisor dialog.

8. Click OK to close the Supervisor dialog.

Map to Windows Authentication User Names Dialog

Follow the guidelines provided below to complete the Map to Windows Authentication User Names dialog.

■ **Existing User Name**
This column displays the names of users already existing in the Sage Fixed Assets application using Application Authentication.

■ **Windows User Name**
Use this column to enter the name for users when then they log on to their computers or the network.

Note: Do not enter "Supervisor" as a user name. The word "Supervisor" is reserved for use by the application.

■ **Windows Domain**
Use this column to enter the domain for each Windows user name.

> **Note:** Enter the computer name in the Windows Domain field if you are running a standalone computer or you are in a Windows for Workgroups environment.

■ **Status**
After you click the Validate Users button, this column indicates whether the Windows user name and domain are valid for each existing user.

■ **Validate Users Button**
Click this button to validate the Windows user names and domains that you entered. After you click this button, the Status column indicates whether the Windows user name and domain are valid for each existing user.

■ **Delete User Button**
Use this button to delete an existing user from the list.

> **Note:** Deleting a user removes all privileges assigned to the user in the security system.

Switching to Application Authentication

Follow the steps below to switch from Windows Authentication security mode to Application Authentication.

To switch to Application Authentication

1. Select Project/Security/Supervisor from the menu bar. The Supervisor dialog appears.

2. In the Security Mode field, select the Application Authentication option. See "Supervisor Dialog," page 4-25.

3. Click OK to close the Supervisor dialog.

> **Note:** When switching from Windows Authentication to Application Authentication, the user names remain the same and the Sage Fixed Assets system password is set to the user name.

Resetting User Passwords

You can reset a user's password to the user name. For example, when you reset user MSMITH's password, the password for that user becomes "MSMITH." This is a convenient way to create a new password if a user has forgotten his or her password.

To reset a user password

1. Select Projects/Security/Supervisor from the menu bar. The Supervisor dialog appears. See "Supervisor Dialog," page 4-25.

2. Click the Manage Users button. The Manage Users dialog appears.

3. In the Users field, select the user for which you want to reset the password. See "Manage Users Dialog," page 4-30.

4. Click the Reset Password button. A message confirms that the password has been reset to the user name.

Note: The application resets the password as soon as you click the Reset Password button. The password for the selected user will be his or her user name, even if you click the Cancel button on the Manage Users dialog.

Renaming a User

Follow the steps below to change the name of an existing user in the application.

To rename a user

1. Select Project/Security/Supervisor from the menu bar. The Supervisor dialog appears. See "Supervisor Dialog," page 4-25.

2. Click the Manage Users button. The Manage Users dialog appears.

3. In the Users field, select the user that you want to rename. See "Manage Users Dialog," page 4-30.

4. Click the Rename User button. The Rename User dialog appears. See "Rename Dialog," page 4-35
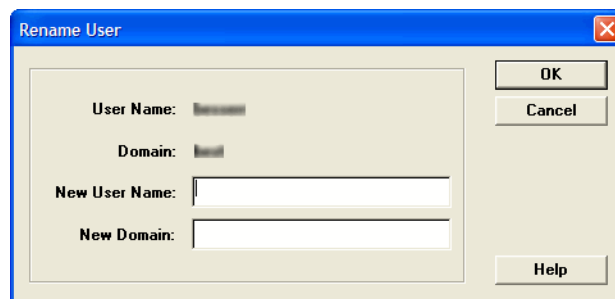
5. Enter the new user name. If you have selected Windows Authentication security mode, you must also enter a domain name. For more information, see "Selecting a Security Mode," page 4-31.

6. Click OK.

Note: Do not enter "Supervisor" as a user name. The word "Supervisor" is reserved for use by the application.

Rename Dialog

Follow the guidelines below to complete the Rename User dialog.

■ **User Name**
This field displays the current name of the user that you selected to rename.

■ **Domain**
This field displays the current domain of the user that you selected to rename. This field appears only if you selected Windows Authentication security mode.

■ **New User Name**
Use this field to enter the new name of the selected user.

■ **New Domain**
Use this field to enter the new domain name of the selected user. This field appears only if you selected Windows Authentication security mode.

Note: Enter the computer name in the Domain field if you are running a standalone computer or you are in a Windows for Workgroups environment.

Chapter 5
Working with Projects

In Chapter 4 you learned how to create a new project. In this chapter you'll learn how to maintain a project. You'll learn how to edit a project, change the status of a project, back up and restore a project, and import and export data from a project.

Opening an Existing Project

To open an existing project

1. Select Projects/Open Project from the menu bar. The Open Project dialog appears.
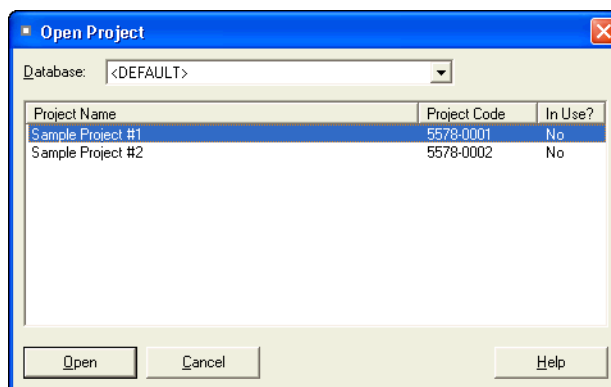
2. Complete the Open Project dialog, and then click the Open button. For more information, see "Open Project Dialog," page 5-2. The system opens the selected project in Group View.

Open Project Dialog

Follow the guidelines below to complete the Open Project dialog.

- **Database**
  Use this field to select the database that contains the project that you want to open.

- **Project Name**
  Use this field to select the project that you want to open.

- **Project Code**
  The system uses this field to display the project codes for the projects in the selected database.

- **In Use?**
  The system uses this field to indicate whether another user is currently working in the project. You can open a project only if it is not currently in use.

- **Open Button**
  After you select the project that you want to open, click this button to open it. The system opens the project in Group View.

Editing an Existing Project

After you have created a new project, you can change the entries in many of the fields on the New Project dialog. You can also update the calculated amounts on the Financial Information page by clicking the Update Calculated Amounts button, and you can change the status of the project by clicking the Change Status button.

To edit an existing project

1. Make sure the project you want to edit is open.

2. Select Projects/Edit Project from the menu bar. The Edit Project dialog appears.

3. Complete the Edit Project dialog, and then click OK.

The Edit Project dialog is the same as the New Project dialog except for the following buttons:

- **Update Calculated Amounts Button**
  Click this button if you want the system to update the calculated amounts on the Financial Information page.

- **Change Status Button**
  Click this button to display a dialog that allows you to change the status of the project.

For full details on the fields in the Edit Project dialog, see .

Viewing Project Budget Information

You can view the budget information for a project in two ways. On:

- The Financial Information page of the Edit Project dialog
- Reports

On the Financial Information page, you can enter the original amount budgeted for the line item, as well as a revised budget amount. You can also view the amount you have actually spent on the project. The system also displays the difference between the amount you have budgeted for the project and the amount you have actually spent on the project.

To view the project budget information on the Financial Information page

1. Make sure the project for which you want to view the budget information is currently open.

2. Select Projects/Edit Project from the menu bar. The Financial Information tab of the Edit Project dialog appears. See "Financial Information Page of the New Project Dialog," page 4-7.

3. Click the Update Calculated Amounts button. The system updates the calculated amounts on the Financial Information page.

To view the project budget information on reports

1. Make sure the project for which you want to view the budget information is currently open.

2. Select Reports/Project Status Report from the menu bar. The Report Definition dialog appears.

3. Complete the Report Definition dialog, and then click the Run Report button. See "Report Definition Dialog," page 7-5. The system displays the Project Status report for the currently open project. See "Project Status Report," page 7-9.

Viewing Line Item Budget Information

You can view the budget information for a single line item in two ways:

• on the Line Item Information page in Detail View

• on reports

On the Line Item Information page, you can enter the original amount budgeted for the line item, as well as a revised budget amount. You can also view the amount you have actually spent on the line item. The system also displays the difference between the amount you have budgeted for the line item and the amount you have actually spent on the line item.

To view the line item budget information in Detail View

1. In Group View, select the line item for which you want to view the budget information.

2. Select the Detail View button. The Line Item Information page of Detail View for the selected line item appears.

   The budget information appears in the middle section of the Line Item Information page. For more information, see "Line Item Information Tab of Detail View," page 2-9.

To view the line item budget information on reports

1. Select Reports/Line Item Summary report from the menu bar. The Report Definition dialog appears.

2. Complete the Report Definition dialog, and then click the Run Report button. See "Report Definition Dialog," page 7-5.

   The system displays the Line Item Summary report, which shows the financial information about each line item posted to the project. The report shows the amount budgeted for each line item, the amount actually spent on each line item, and how much the line item is over or under its budget. For more information, see "Line Item Summary Report," page 7-14.

Changing the Project Status

When you create a new project, the system assigns to it the status of "Active." The Active status indicates that you can enter line items and transactions for the project.

If circumstances change and the project is no longer an active project, you may want to change the status of the project in the program. For example, if the project is on hold for a period, you may want to change the status of the project to Inactive. If you no longer plan to work on the project, you may want to change the status of the project to Cancelled or Closed. You can change the project status to Closed only if the status of all line items within the project is either Complete or Sent.

Changing the project's status to Inactive, Cancelled, or Closed will prevent users from entering additional line items or transactions, editing existing line item or transaction information, or creating assets from line items. However, you will still be able to run reports and change information on the Edit Project dialog.

After you have changed a project's status to Inactive, Cancelled, or Closed, you can always reactivate it by changing the status to Active.

The status of the project can be any one of the following:

■ **Active**
Select this status if you want to continue to enter line items and transactions for the project.

■ **Inactive**
Select this status if you want to put the project on hold for some time, but you will want to enter line items and transaction at some time in the future. When the project has a status of Inactive, you cannot enter line items and transactions, and you cannot create assets from line items. However, you can still run reports and edit project information.

■ **Cancelled**
Select this status if you want to cancel the project. You cannot enter line items or transactions for a cancelled project, and you cannot create assets from line items. However, you can still run reports and edit project information.

■ **Closed**
Select this status if you have completed the project. You can close a project only if all of the line items have a status of either Complete or Sent. You cannot enter line items or transactions for a closed project, and you cannot create assets from line items. However, you can still run reports and edit project information.

To change the status of a project

1. Make sure the project whose status you want to change is currently open.

2. Select Projects/Edit Project from the menu bar. The Edit Project dialog appears.

3. Click the Change Status button. The Change Project Status dialog appears.
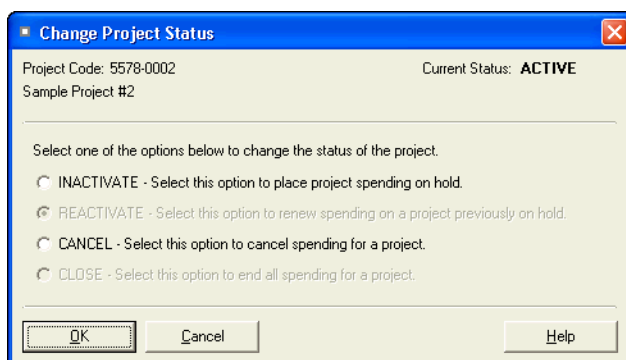
4. Complete the Change Project Status dialog, and then click OK. See "Change Project Status Dialog," page 5-6. The system indicates the new status of the project on the Edit Project dialog.

Change Project Status Dialog

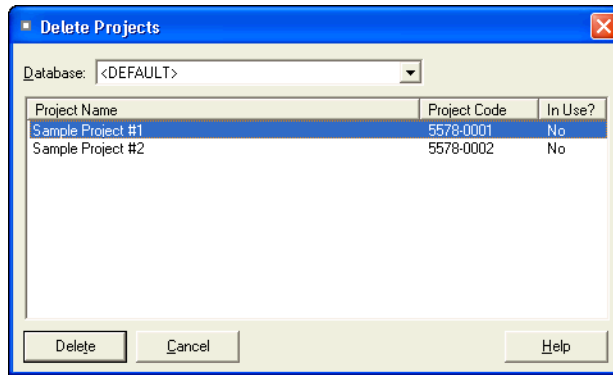Follow the guidelines below to complete the Change Project Status dialog.

■ **Project Code**
The system uses this field to display a project code that identifies the selected project.

■ **Project Name**
The system uses this field to display the current status of the selected project.

■ **Current Status**
The system uses this field to display the current status of the selected project.

■ **New Status Options**
Select the new status for the project.

❑ **Inactivate**
Click this option button to change the project's status to Inactive. If the project's status is Inactive, you cannot enter new line items and transactions, and you cannot create assets from line items. However, you can still run reports and edit project information. Select this status if you plan to reactivate the project in the future.

❑ **Reactivate**
Click this option button to change the project's status to Active. If the project's status is Active, you can enter new line items and transactions, you can create assets from line items, and you can run reports.

❑ **Cancel**
Select this option to change the project's status to Cancelled. If the project's status is Cancelled, you cannot enter new line items and transactions, and you cannot create assets from line items. However, you can still run reports and edit project information. Select this status if you do not plan to reactivate the project in the future.

❑ **Close**
Select this option to change the project's status to Closed. If the project's status is Closed, you cannot enter new line items and transactions, and you cannot create assets from line items. However, you can still run reports and edit project information. You can close a project only if all of the line items are marked Complete, or you created assets from them.

Deleting a Project

You should delete a project only if you have backed up the project, in case you decide you need some of the line item or transaction data at a later time. After you delete a project, the data contained within that project cannot be restored except from a project that you have backed up. You can delete only one project at a time. You cannot delete a project that is currently in use.

To delete a project

1. Make sure that the project you want to delete is not currently in use.

2. Select Projects/Delete Project from the menu bar. The Delete Projects dialog appears.

3. Complete the Delete Projects dialog, and then click the Delete button. See "Delete Projects Dialog," page 5-7.

Delete Projects Dialog

Follow the guidelines below to complete the Delete Projects dialog.

■ **Database**
Use this field to select the database that contains the project you want to delete.

■ **Available Projects**

❑ **Project Name**
The system uses this column to display the name of the projects in the selected database. Select the project you want to delete.

❑ **Project Code**
The system uses this column to display the project codes of the projects in the selected database.

❑ **In Use**
The system uses this column to indicate whether another user is working in the project. You cannot delete a project that is in use.

■ **Delete Button**
Click this button to delete the selected project. The system deletes all information about the project, including the line items and transactions.

Backing Up Your Project

It is extremely important for you to make backup copies of the data in your projects in case you lose data due to computer-related problems. Making backups allows you to get up and running quickly after such an otherwise disastrous episode. You can easily make backup copies of your project data. If the need ever arises, you can use the Restore Project function to restore the backed up data.

You might also want to back up your data before deleting groups of line items, performing a global field change, or deleting a project, in case you make an error or later discover you need the original data.

Before you begin the steps outlined below, you must close any currently open project.

To make a backup of your project data

1. Select Projects/Utilities/Backup from the menu bar. The Backup Projects dialog appears.
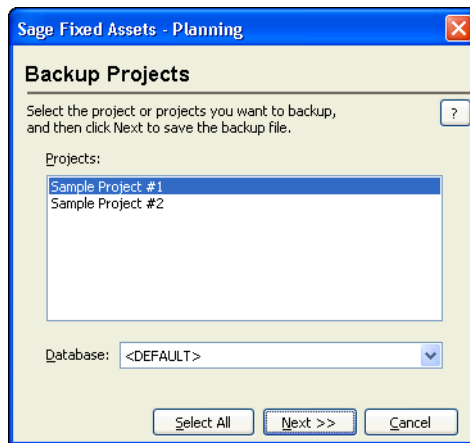
2. Complete the Backup Projects dialog, and then click the Next button. The application displays a dialog that allows you to specify the location and name of the backup file.

3. Enter a file name and select a location for the backup file, and then click the Backup button. The application saves the backup file and returns to the Backup Company dialog. See "Backup Projects Dialog," page 5-8.

Note: If the name that you enter for the backup file already exists, the application asks if you want to overwrite the file. Click Yes to overwrite the existing backup file; otherwise, click No and enter a different file name. If you click Yes to overwrite the file and then cancel the backup process, the application deletes the backup file and you cannot recover it.

---

4. Click the Cancel button to close the Backup Projects dialog.

The backed-up project (or projects) are stored in a file with a CBK extension. Because the data is compressed, you must use the Restore option to restore it. For more information, see "Restoring a Backed-Up Project," page 5-9.

Backup Projects Dialog

Follow the guidelines below to complete the Backup Projects dialog.

■ **Projects**
Use this field to specify the project (or projects) you want to back up.

Note: To select more than one project in the Projects field, hold down the Ctrl key when you select the projects. The system highlights each project as you select it. To select several projects that appear consecutively in the list, hold down the Shift key, and then select the first and last projects. The system highlights the first and last projects and all of the projects in between them.

■ **Database**
Use this field to select the database that contains the project (or projects) you want to back up.

■ **Select All Button**
Click this button to select all of the projects displayed in the Projects field for the backup.

■ **Next Button**
Click this button to display a dialog that allows you to name and save the backup file.

Restoring a Backed-Up Project

If you ever lose data due to a computer-related problem, or if you want to restore data to a previous state, you will need to restore the projects you have backed up.

You must close any open project prior to initiating a restore. You can restore the project to the same database as the original project or to another database.

To restore a backed up project

1. Select Projects/Utilities/Restore from the menu bar. The Restore - Select Projects dialog appears.
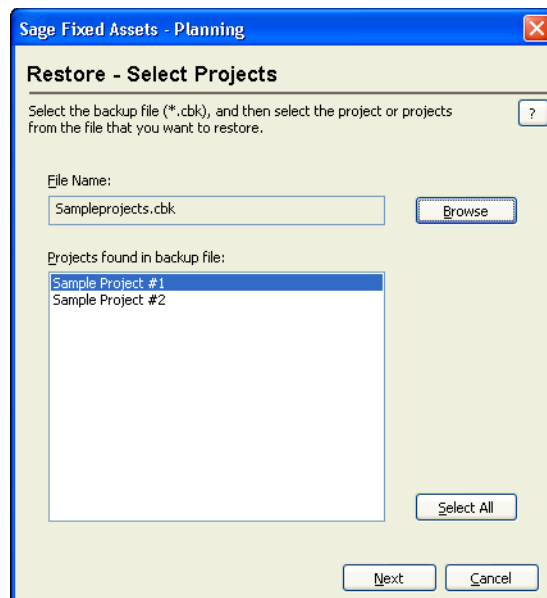


2. Complete the Restore - Select Projects dialog, and then click Next when finished. See "Restore - Select Projects Dialog," page 5-11. The Restore - Choose Destination dialog appears.
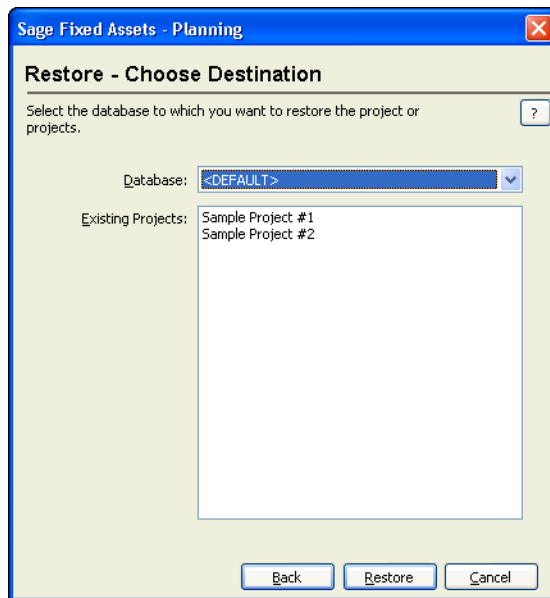
3.   Complete the Restore - Choose Destination dialog, and then click the Restore button. See "Restore - Choose Destination Dialog," page 5-11. The restore process begins. A series of status messages appears as it decompresses and restores the data.

Note: If you are restoring a backed-up project with the same name as a project already existing in the selected database, the Restore - Rename Project dialog appears. See "Restore - Rename Project Dialog," page 5-12.
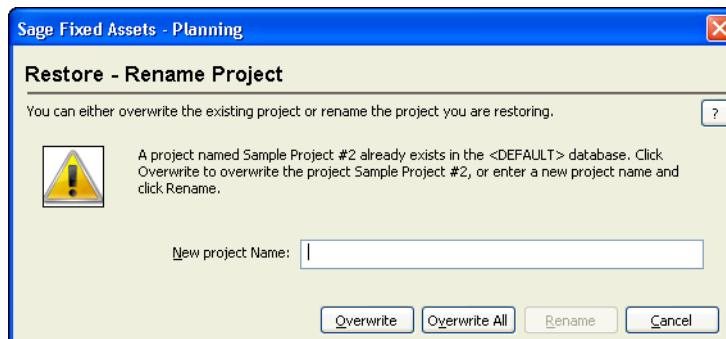
• To rename the project that you are restoring, type a new name in the New Project Name field, and then click the Rename button.

• To replace the existing project that has the same name as the project you are restoring, click the Overwrite button.

Caution: If you begin to overwrite an existing project and then you cancel the restore process, the application deletes the project from the database. You cannot recover it.

• If you are restoring more than one project and you want to replace all of the existing projects that have the same names as the projects you are restoring, click the Overwrite All button.

4. Click the Cancel button when the restore is complete to close the Restore - Choose Destination dialog.

Restore - Select Projects Dialog

Follow the guidelines below to complete the Restore - Select Projects dialog.

■ **File Name**
Use this field to enter the selected backed up file, which holds the project (or projects) that you want to restore.

   ❑ **Browse Button**
   Click this button to locate the folder containing the backed-up file.

■ **Projects Found in Backup File**
This field displays the name of the project (or projects) contained in the backed-up file. You can choose to restore one or more of the projects found in the backup file.

Tip: To select more than one project in this field, hold down the Ctrl key when you select the projects. The system highlights each project as you select it. To select several projects that appear consecutively in the list, hold down the Shift key, and then select the first and last projects. The system highlights the first and last projects and all of the projects in between them.

   ❑ **Select All Button**
   Click this button to select all of the projects displayed in the Projects field.

■ **Next Button**
Click this button to display a dialog that allows you to select the database to which you want to restore the project or projects.

Restore - Choose Destination Dialog

Follow the guidelines below to complete the Restore - Choose Destination dialog.

■ **Database**
Use this field to select the database where you want the project (or projects) restored.

Note: If you are renaming the project during the restore process, we recommend restoring the project to a new database. Restoring a project to the database in which it currently resides and renaming it may cause performance problems. You can override an existing project without causing any problems

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■ **Existing Projects**
This field lists the projects already residing in the selected database.

Tip: If you begin to overwrite an existing project and then you cancel the restore process, the system deletes the project from the database. You cannot recover it.

■ **Restore Button**
Click this button to begin restoring the project or projects you selected in the Restore - Select Projects dialog to the selected database. If you are restoring a backed-up project with the same name as a project already existing in the selected database, a dialog appears and allows you to

overwrite the existing project or rename the project that you are restoring. See "Restore - Rename Project Dialog," page 5-12.

Restore - Rename Project Dialog

Follow the guidelines below to complete the Restore - Rename Pronect dialog.

- **New Project Name**
  Use this field to enter a new name for the project that you are restoring. To rename the project, click the Rename button.

- **Overwrite Button**
  Click this button to overwrite the existing project with the same name as the one you are restoring.

- **Overwrite All Button**
  Click this button if you are restoring more than one project and you want to overwrite all of the existing projects in the database.

- **Rename Button**
  Click this button to change the name of the project that you are restoring. You must enter a new name in the New Project Name field to enable this button.
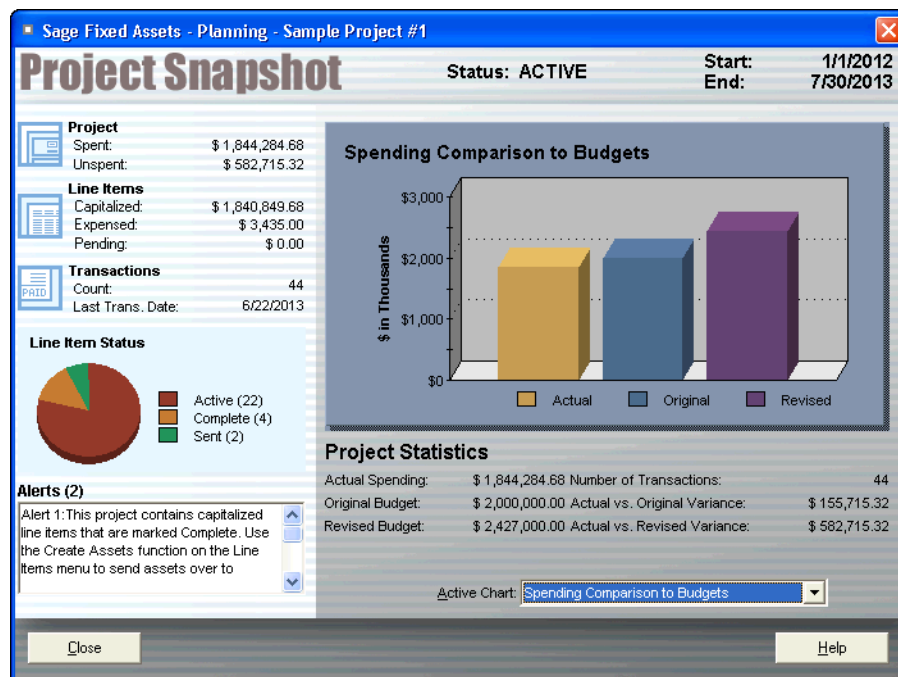
Viewing a Project Snapshot

A Project Snapshot provides summary information about the currently open project. The system displays the Project Snapshot automatically every time you open a project, unless you turn this option off. For more information, see "Turning Off the Project Snapshot," page 5-19.

You can also view the Project Snapshot at any time by accessing it from the Project menu.

To view a Project Snapshot

1. Go to Group View of the currently open project.

2. Select Project/Snapshot from the menu bar. The Project Snapshot dialog appears. For more information, see "Project Snapshot Dialog," page 5-13.

Project Snapshot Dialog

The Project Snapshot dialog displays summary information about the currently open project. The Snapshot is divided into the following areas:

- **Header**; for more information, see page 5-14.

- **Project Overview**; for more information, see page 5-14.

- **Line Item Status Chart**; for more information, see page 5-15.

- **Alerts**; for more information, see page 5-15.

- **Project Charts**; for more information, see page 5-16.

- **Project Statistics**; for more information, see the description of the Project Statistics for each project chart.

Project Snapshot: Header

The Header appears at the top of the Project Snapshot dialog. The Header contains the following information about the currently open project:

• Project Status (that is, whether the project is Active, Closed, Inactive, or Canceled).

• Start and End dates of the project.

Project Snapshot: Project Overview

The Project Overview appears in the upper-left hand section of the Project Snapshot dialog. It displays the following information about the currently open project:

■ **Project**
The system displays the following information about the project:

❑ **Spent**
The system uses this field to display the total amount spent on transactions in the project.

❑ **Unspent**
The system uses this field to display the amount entered as the Original Budget minus the amount spent on the project. If you have entered a Revised Budget amount, the system uses this amount to calculate the Unspent amount.

■ **Line Items**
The system displays the following information about the line items in the currently open project:

❑ **Capitalized**
The system uses this field to display the total amount of capitalized line items and, in parentheses, the total number of capitalized line items.

❑ **Expensed**
The system uses this field to display the total amount of expensed line items and, in parentheses, the total number of expensed line items.

❑ **Pending**
The system uses this field to display the total amount of transactions associated with the pending line item. This amount appears only if you have selected the Include Pending Transactions in Actuals check box on the Edit Project dialog.

■ **Transactions**
The system displays the following information about the transactions in the currently open project:
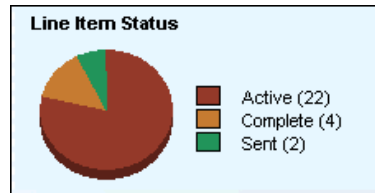
❑ **Count**
The system uses this field to display the total number of transactions in the project.

❑ **Last Transaction Date**
The system uses this field to display the date that the last transaction was entered in the project.
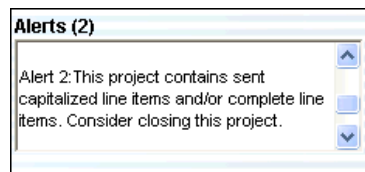
Project Snapshot: Line Item Status Chart

The Line Item Status Chart appears in the left-hand side of the Project Snapshot dialog, directly beneath the Project Overview section.

The Line Item Status Chart is a pie chart that displays the relative number of Active, Complete, and Sent line items in the project.

Project Snapshot: Alerts

The Alerts section appears in the lower left-hand side of the Project Snapshot dialog, directly beneath the Line Item Status Chart section.

The Alerts section displays important information related to project performance.

The following are examples of text displayed in the Alerts section:

• There are pending transactions for this project. Go to the Pending Line Item to update.

• This project is over the Original Budget amount.

• The project is over the Revised Budget amount.

• This project contains capitalized line items that are marked Complete. Use the Create Assets function on the Line Items menu to send assets over to Sage Fixed Assets - Depreciation.

• This project contains sent capitalized line items and/or complete line items. Consider closing this project.

• No new transactions posted in the past 30 days or more.

Project Snapshot: Project Charts

The Project Charts appear in the right-hand side of the Project Snapshot dialog.

You can choose to display the following charts:

- **Actual vs. Physical Percentage Complete Chart**
  This chart compares the actual spending on the project to the amount you enter in the Percent Complete on the Other Information page of the Edit Project dialog. For more information, see "Actual vs. Physical Percentage Complete Chart," page 5-16.

- **Project Spending Timeline Chart**
  This chart displays the Actual Spending for the project over the life of the project. For more information, see "Project Spending Timeline Chart," page 5-17.

- **Spending Comparison to Budget Chart**
  This chart compares the actual spending, original budget, and revised budget for the project. For more information, see "Spending Comparison to Budget Chart," page 5-18.

Actual vs. Physical Percentage Complete Chart
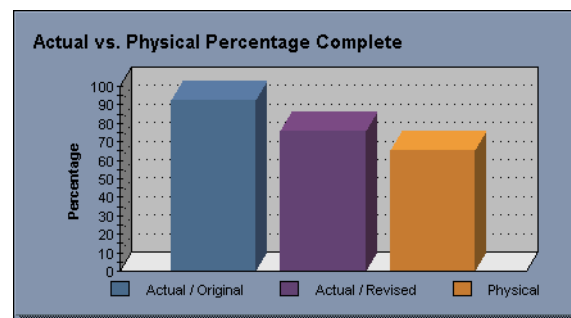
The Actual vs. Physical Percentage Complete chart compares the actual spending on the project to the amount you enter in the Percent Complete on the Other Information page of the Edit Project dialog.

The Actual vs. Physical Percentage Complete chart displays three bars:

- **Actual/Original**
  This bar represents the percentage of the original budget that has been spent on the project. The system calculates this by dividing the Actual Spending by the amount entered in the Original Budget field on the Financial Information page.

- **Actual/Revised**
  This bar represents the percentage of the revised budget that has been spent on the project. The system calculates this by dividing the Actual Spending by the amount entered in the Revised Budget field on the Financial Information page.

- **Physical**
  This bar represents the percentage entered in the Other Information page of the Edit Project dialog.

- **Project Statistics**
  The system displays the following information for the Actual vs. Physical Percentage Complete chart:

  - ❑ **Actual Spending**
    The system uses this field to display the sum of all transactions, including pending transactions, in the project.

❑ **Original Budget**
The system uses this field to display the amount entered in the Original Budget field on the Financial Information page of the New (or Edit) Project dialog.

❑ **Revised Budget**
The system uses this field to display the amount entered in the Revised Budget field on the Financial Information page of the New (or Edit) Project dialog.

❑ **Actual/Original Budget**
The system uses this field to display the percentage of the original budget that has been spent on the project. The system calculates this by dividing the Actual Spending by the amount entered in the Original Budget field on the Financial Information page.

❑ **Actual/Revised Budget**
The system uses this field to display the percentage of the revised budget that has been spent on the project. The system calculates this by dividing the Actual Spending by the amount entered in the Revised Budget field on the Financial Information page.

❑ **Physical Percentage Complete**
The system uses this field to display the amount you enter on the Other Information page of the Project dialog.

Project Spending Timeline Chart
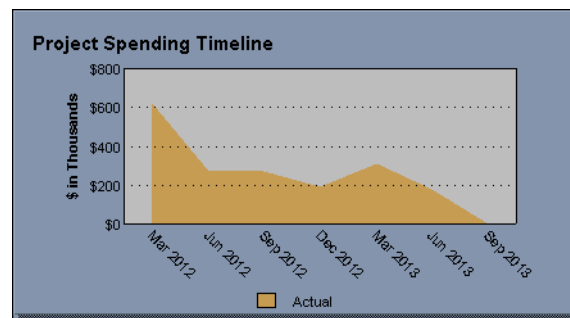
This chart shows the Actual Spending on the project over the life of the project. The life of the project will be divided differently, depending on how long the project has existed.

• **Less Than One Year**
If the project has existed for one year or less, then the system compares the amounts on a **monthly basis**.

• **One to Three Years**
If the project has existed for more than one year and up to three years, then the system compares the amounts on a **quarterly basis**.

• **More Than Three Years**
If the project has existed for more than three years, then the system compares the amounts on a **yearly basis**.

The chart shows the spending for each period based on the Transaction Date. Note that the chart could include a period before the project's start date or after the project's end date. For example, suppose a project starts in July 2005, but it includes transactions with a Transaction Date of June 2005; the chart would show the spending for June 2005.

■ **Project Statistics**
The system displays the following information beneath the Project Timeline chart:

❑ **Actual Spending**
The system uses this field to display the total amount of transactions, including pending transactions, in the project.

❑ **Original Budget**
The system uses this field to display the amount entered in the Original Budget field on the Financial Information page of the New (or Edit) Project dialog.

❑ **Revised Budget**
The system uses this field to display the amount entered in the Revised Budget field on the Financial Information page of the New (or Edit) Project dialog.

❑ **Number of Transactions**
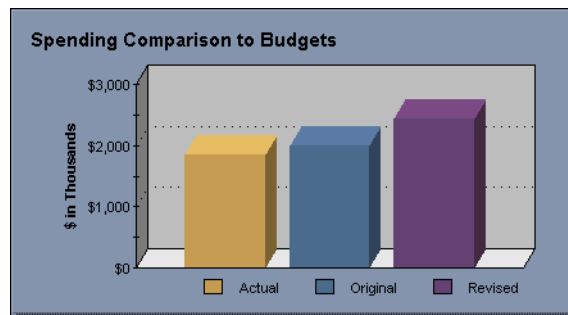The system uses this field to display the number of transactions contained in the project.

❑ **Actual vs. Original Variance**
The system uses this field to display the Actual Spending amount minus the Original Budget amount.

❑ **Actual vs. Revised Variance**
The system uses this field to display the Actual Spending amount minus the Revised Budget amount.

Spending Comparison to Budget Chart

This chart compares the actual spending, original budget, and revised budget for the project.

The chart displays three bars:

• **Actual Spending**
The system uses this bar to display the total amount of transactions, including pending transactions, in the project.

• **Original Budget**
The system uses this bar to display the amount entered in the Original Budget field on the Financial Information page of the New (or Edit) Project dialog.

• **Revised Budget**
The system uses this bar to display the amount entered in the Revised Budget field on the Financial Information page of the New (or Edit) Project dialog.

■ **Project Statistics**
The system displays the following information beneath the Spending Comparison to Budgets chart:

❑ **Actual Spending**
The system uses this field to display the total amount of transactions, including pending transactions, in the project.

❑ **Original Budget**
The system uses this field to display the amount entered in the Original Budget field on the Financial Information page of the New (or Edit) Project dialog.

❑ **Revised Budget**
The system uses this field to display the amount entered in the Revised Budget field on the Financial Information page of the New (or Edit) Project dialog.

❑ **Number of Transactions**
The system uses this field to display the number of transactions contained in the project.

❑ **Actual vs. Original Variance**
The system uses this field to display the Actual Spending amount minus the Original Budget amount.

❑ **Actual vs. Revised Variance**
The system uses this field to display the Actual Spending amount minus the Revised Budget amount.

Turning Off the Project Snapshot

By default, the system displays the Project Snapshot dialog every time you open a project. You can turn this option off in the System Preferences dialog.

To turn off the Project Snapshot

1. Close any open project.

2. Select Projects/Preferences/System Preferences from the menu bar. The System Preferences dialog appears.
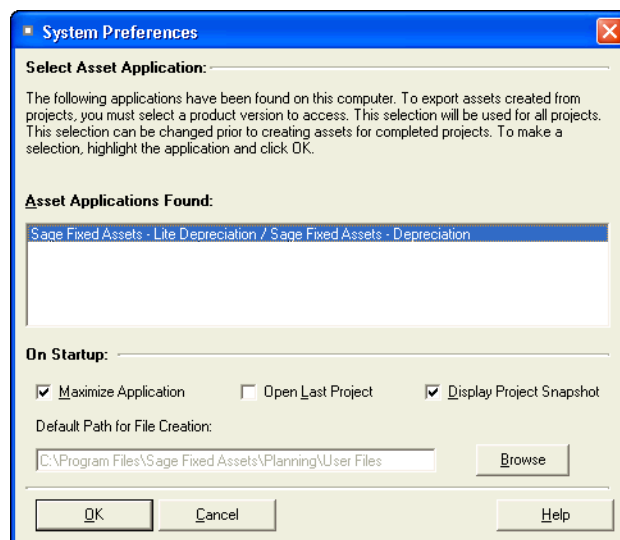
3. Clear the Display Project Snapshot check box, and then click OK.

The next time you open a project, the system will not display the Project Snapshot dialog.

Managing Your Databases

The application contains a utility to help you manage your databases. This utility is called the Database List Manager. In addition to helping you create and rename databases, the Database List Manager also helps you find databases. After using the application for some time, you, or other users, might have created databases in locations that you might not remember. The Database List Manager is extremely useful when you need to connect to a database that another user created in an unknown location.

After the Database List Manager locates a database, you can add the database to a list of databases that you have created. The application remembers where the database is located. To create a new database using Database List Manager, click the New Database button, then complete the New Database dialog as described in New Database dialog. For more information, see "Creating a New Database," page 4-3.

Using the Database Utility

In addition, the network version of the application contains a utility to help you manage your databases. This utility is called the Database Utility - Network Planning. It is designed to assist you in creating and managing databases, registering your product, and more. You launch this utility from the Sage Fixed Assets program group; you do not access it from within the application.

You can use the Database Utility - Network Planning to perform the following tasks:

- Launch the Sage Fixed Assets Service Manager.

- Register your product.

- Manage your databases.

To launch the Database Utility

1. On the server machine, click the Start button on the Windows taskbar, and then select Programs (or All Programs) from the Start menu.

2. Select Sage Fixed Assets program group.

3. Select the Tools program group from the Sage Fixed Assets program group.

4. Select the Database Utility - Network Planning icon. The Database Utility - Network Planning dialog appears.

For more information on using the Database Utility, see the applicable installation & administration guide. To access the installation & administration guide, see "Verifying Your Computer's Equipment," page 1-2.

Locating a Database

After using the application for some time, you, or other users, might have created databases in locations that you might not remember. You can use the Database List Manager to locate a database.
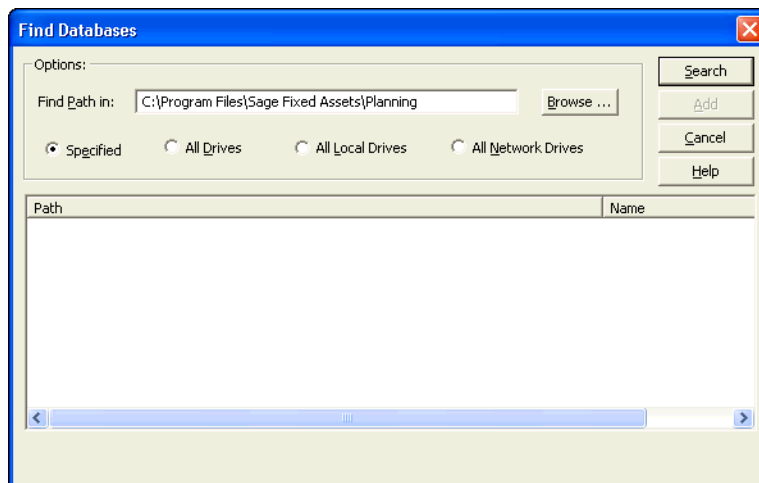
To locate a database

1. Select Projects/Database List Manager from the menu bar.

   If a project is open, a message asks if you want to close the open project.

2. Click Yes to continue. The Database List Manager dialog appears. See "Database List Manager Dialog," page 5-22.
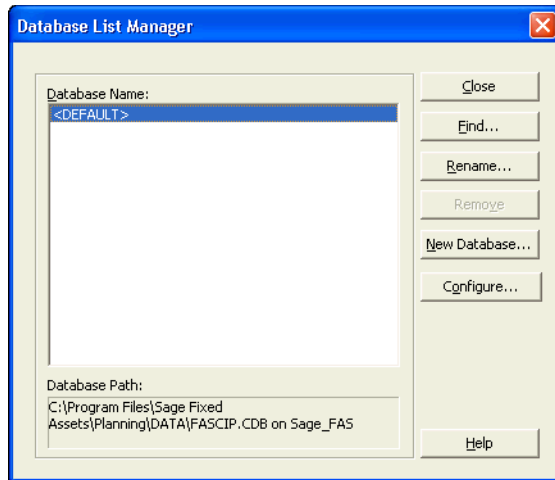
3. Click the Find button. The Find Databases dialog appears. See "Find Databases Dialog," page 5-22

4. Select the drive(s) that you want to search.

5. To specify a folder to search, click the Browse button. The Browse for Folder dialog appears.

6. Select the folder that you want to search, and then click OK. For more information, see "Browse for Folder Dialog," page 5-23. The application returns to the Find Databases dialog.

7. Click the Search button. The application searches the selected drive(s) for databases.

8. Select a database in the list box, and then click the Add button to add the database to your list. The application adds the database to the list.

> **Note:** The Rename Database dialog appears if you attempt to add a database that already exists in the list. You can change the name of the database, the name of the database file, and/or the location of the database. For more information, see "Rename Database Dialog," page 5-24.

9. Repeat step 8 for additional databases you want to add to your list.

10. Click the Close button on the Find Databases dialog.

11. Click the Close button on the Database List Manager dialog.

Database List Manager Dialog

Follow the guidelines provided below to complete the Database List Manager dialog.

■ **Database Name**
This field displays the names of all databases in the application. To perform a function on a database, select it, and then click the appropriate button to the right.

■ **Database Path**
This field displays the directory path and file name of the database as it appears in the Windows Explorer program.

■ **Find Button**
Click this button to display a dialog that allows you to search for an existing database. For more information, see "Find Databases Dialog," page 5-22.

■ **Rename Button**
Click this button to display a dialog that allows you to rename the selected database. For more information, see "Rename Database Dialog," page 5-24.

■ **Remove Button**
Click this button to remove the selected database from the list. This does not delete the database but makes it unavailable for use in the application.

■ **New Database Button**
Click this button to create a new database. The application displays a dialog that allows you to select the location and name of a new database. For more information, see "New Database Dialog," page 4-4.

■ **Configure Button**
Click this button to view a series of dialogs that allow you to specify the protocols and start-up parameters for your databases.

Find Databases Dialog

Follow the guidelines below to complete the Find Databases dialog.

■ **Find Path In**
Use this field to enter the path to the directory where a database is located (if you know it). If not, use the Browse and Search buttons.

■ **Specified**
Click this option button to search only in the path specified in the Find Path In field.

■ **All Drives**
Click this option button to search all drives on your computer (both local and network drives).

- **All Local Drives**
  Click this option button to search only the local drives on your computer's hard disk.

- **All Network Drives**
  Click this option button to search only the computer network drives.

- **Browse Button**
  Click the Browse button to display a dialog that allows you to select the folder that you want to search for the database(s). After you select the folder, the path to the selected folder appears in the Find Path In field. Click the Specified option button, and then click the Search button. The system searches for the database in the selected folder and in all folders underneath the selected folder.

- **Search Button**
  Click this button to search for the database.

- **Path**
  The system uses this field to display all databases found during a search. Use this field to individually select databases to add to your list by clicking the Add button.

- **Name**
  The system uses this field to display the logical name of the database. This is the name that appears in the Database field of other dialogs.

- **Add Button**
  Click this button to add the selected database to the list of databases in the Database List Manager.

Browse for Folder Dialog

Follow the guidelines below to complete the Browse for Folder dialog.

- **Locate Path**
  Use this field to select the folder containing the database you are looking for.

- **Folder**
  This field displays the selected folder.

- **Make New Folder Button**
  Click this button to create a subfolder underneath the selected folder. After you create the new folder, you can rename it by right-clicking the folder and selecting Rename from the popup menu.

Renaming a Database

You can use the Database List Manager to change the database name. You cannot change the database file name.

To rename a database

1. Select Projects/Database List Manager from the menu bar. The Database List Manager dialog appears.

2. In the Database Name field, select the database you want to rename. For more information, see

3. Click the Rename button. The Rename Database dialog appears.

4. Complete the Rename Database dialog, and click OK to return to the Database List Manager dialog. For more information, see "Rename Database Dialog," page 5-24.

5. Click the Close button on the Database List Manager dialog.

Rename Database Dialog

Follow the guidelines below to complete the Rename Database dialog.

- **Look In**
  This field displays the folder containing the database file that you want to rename. Use the box below this field to select the folder. Use the toolbar buttons to the right of this field to move up a level. Click the arrow button to select another drive letter.

- **Database File Name**
  Use this field to enter a new file name for the database. This is the name that appears in the Windows Explorer program.

- **Save Type As**
  The system uses this field to display the file type of the database.

- **Database Name**
  Use this field to enter a new name for the database. The database name is the name that appears in the Database field of other dialogs in the application.

Removing a Database from the List

You can use the Database List Manager to remove a database from the list of databases. Removing a database removes the database from the list; however, it does not delete the database.

To remove a database from the list

1. Select Projects/Database List Manager from the menu bar. The Database List Manager dialog appears.

2. Select the database you want to remove from the list. For more information, see "Database List Manager Dialog," page 5-22.

3. Click the Remove button. A message asks you to confirm your intention to remove the database.

4. Click Yes to remove the database. The application removes the database from the list and displays a message confirming the removal.

5. Click OK to exit the confirmation message.

6. Click the Close button on the Database List Manager dialog.

"Verifying Your Computer's Equipment," page 1-2.

Chapter 6
Working with Line Items and Transactions

In this chapter you'll learn how to work with the pieces of a project: line items and transactions. You'll learn how to enter new line items and transactions and how to create an asset from a line item and send it to your Sage Fixed Assets - Depreciation application.

Entering a New Line Item

To enter a new line item

1. Do one of the following:

    •   Select the New Line Item button in Group View.

    •   Select Line Items/New Line Item from the menu bar.

    •   Click the New Line Item toolbar button.

The Line Item Information page in Detail View appears.

2. Complete the Line Item Information page, and then click the Save button. For information on the fields on this page, see "Line Item Information Tab of Detail View," page 2-9.

Editing a Line Item

After you have entered a new line item, you can go back and change the line item information at a later time.

To edit a line item

1. In Group View, select the line item that you want to edit.

2. Do one of the following:

   - Double-click the line item.

   - Click the Detail View button.

   - Select Line Items/Edit Line Item from the menu bar.

   The Line Item Information page of Detail View for the selected line item appears.

3. Make the desired change(s) to the Line Item Information page, or select the Transactions tab or the Asset Information tab to make changes to those pages.

4. Click the Save button to save your changes.

Changing the Status of a Line Item

A line item can have any of the following statuses:

- Active

- Complete

- Sent

When you create a new line item, the system assigns to it the status of "Active." The Active status indicates that you can create new transactions for the line item, and you can edit the line item information.

After you have completed the spending on a line item, you can change its status to "Complete." A status of Complete indicates that you are ready to create one or more assets from the line item. Form more information, see "Creating Assets from Line Items," page 6-21.

After you create one or more assets from the line item, the system changes the status of the line item from Complete to "Sent." When this occurs, you can modify any information on the Line Item Information page, but cannot modify information on the Asset Information page. In addition, while you can view information for the supporting transactions, you cannot modify any transaction information.

You can change the status of a line item from Sent to "Complete" by resetting the sent asset. For more information, see "Resetting Sent Assets," page 6-25.

To change the line item status from Active to Complete

1. Go to Group View and double-click the line item whose status you want to change. The Detail View for the selected line item appears.

2. Select the Asset Information tab. The Asset Information page appears.

3. Select Yes in the Spending Complete field, and then click the Save button. The system changes the status of the line to Complete. For information on the fields on this page, see "Asset Information Tab of Detail View," page 2-12.

Moving or Copying Line Items

You can move or copy line items to a different project. You can copy line items within a project. You must be in Group View to move or copy line items.

If you are copying the selected line items to another project, you can choose whether to also copy the transactions associated with the line items.

If you are moving the selected line items to another project, the system always includes the transactions with the moved line items. After you have moved the line items, you can delete the transactions if desired.

Active line items can be moved or copied. Complete line items can be copied but not moved. Sent line items cannot be moved or copied.

To move or copy line items

1. In Group View, select the line item(s) that you want to move or copy to a different project.

2. Do one of the following:

   • From the Line Items menu, select Move/Copy Line Item.

   • Click the Move/Copy Line Item button on the toolbar.

   The Move/Copy Line Items dialog appears.
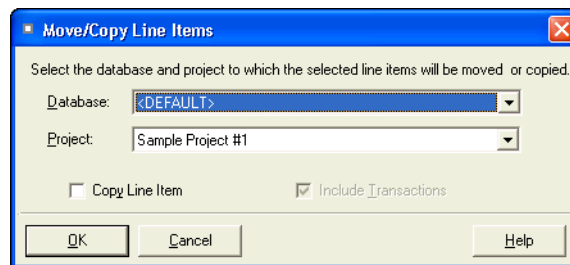
3. Complete the Move/Copy Line Items dialog. For more information, see "Move/Copy Line Items Dialog," page 6-5.

4. Select the Copy Line Item check box if you want to copy the selected line items. Clear the Copy Line Item check box if you want to move the selected line items.

5. Click OK. The system displays a Status message box while it validates the selected line items and their transactions (if you have included them to be moved or copied).

6. Click the View Report button to display the Move/Copy Exceptions report. This report lists any problems with the selected line items and transactions. For more information, see "Move/Copy Exceptions Report," page 6-7.

7. View the Move/Copy Exceptions report, print the report if desired, and then click the Close button. The system returns to the Status message box.

8. Do one of the following:

   • Click the Cancel button to close the Status message box. You can fix the problems with the line items and transactions listed on the Move/Copy Exceptions report, if any.

   • Click the Continue button. The system either moves or copies the selected line items to the selected project, and then it displays a message that the Move/Copy was completed successfully.

9. Click the View Report button. The system displays the Move/Copy report. This report displays information about the line items and transactions that have been moved or copied. For more information, see "Move/Copy Report," page 6-5.

10. View the Move/Copy report, and then click the Close button. The system returns to the Status message box.

11. Click the Close button to close the Status message box.

Move/Copy Line Items Dialog

Follow the guidelines below to complete the Move/Copy Line Items dialog.

■ **Database**
Use this field to select the database containing the project to which you want to move or copy the selected line items.

■ **Project**
Use this field to select the project to which you want to move or copy the selected line items. You cannot move or copy line items to a project that is inactive or has been canceled.

Note: You can select the project in which the line items currently exist. If you select this project as the destination project, the system copies the selected line items.

■ **Copy Line Items**
Select this check box to copy the selected line items to the project. Clear this check box to move the selected line items to the project.

■ **Include Transactions**
Select this check box to copy the transactions associated with the selected line items. Clear this check box to copy the selected line items without the transactions associated with them. This check box is available only if you select the Copy Line Items check box.

Tip: If you are moving the selected line items to another project, the system always includes the transactions with the moved line items. After you have moved the line items, you can delete the transactions if desired.

Move/Copy Report

Purpose

The Move/Copy report displays information about the line items and transactions that you have moved or copied from one project to another. It shows the source and destination projects, as well as information about the line items and transactions that were moved or copied from the source project to the destination project.

Report Columns

The top of the report provides details on the source project and the destination project.

Source

❑ **Database**
The system uses this field to display the name of the database containing the project from which the line items and transactions were moved or copied.

❑ **Project**
The system uses this field to display the name of the project from which the line items and transactions were moved or copied.

Destination

❑ **Database**
The system uses this field to display the name of the database containing the project to which the line items and transactions were moved or copied.

❑ **Project**
The system uses this field to display the name of the project to which the line items and transactions were moved or copied.

The following guidelines provide detail on the columns on the Move/Copy report.

■ **Source Line Item ID**
This column displays the Line Item ID for each line item that was moved or copied. The report displays the total number of line items that were moved or copied at the bottom of the report.

■ **Source Transaction ID**
This column displays the Transaction ID for each transaction that was moved or copied. The report displays the total number of transactions that were moved or copied at the bottom of the report.

■ **Description**
This column displays the description of each line item and transaction that was moved or copied.

■ **Amount**
This column displays the amount for each transaction that was moved or copied. The column also displays the total of the amounts for each line item that was moved or copied.

■ **Destination Line Item ID**
This column displays the new Line Item ID in the destination project after the line item has been moved or copied.

■ **Destination Transaction ID**
This column displays the new Transaction ID in the destination project after the transaction has been moved or copied.

Sample Move/Copy Report

		Date:	11/3/2011				

Date:	11/3/2011
Time:	11:39:07 AM

Move/Copy Report

Source		Destination	
Database:	FAS_CIP	Database:	FAS_CIP
Project:	Sample Project	Project:	Sample Project

Source		Description	Amount	Destination	
LI ID	Tx ID			LI ID	Tx ID
1		Signs		1	
	1	Virginia Signs	$1,150.00		44
	42	Land	$325,000.00		45
		**Total for Line Item	$326,150.00		

Number of Line Items moved/copied: 0
Number of Transactions moved/copied: 2
Total Report Amount: $326,150.00

Move/Copy Exceptions Report

Purpose

When you move or copy line items and transactions, the system validates the moved or copied line items as well as the transactions associated with the line items. The system displays the Move/Copy Exceptions report if it finds either warnings or errors.

Errors

The system does not move or copy line items or transactions for which it finds errors. The report displays errors when:

- The status of the source line item is Sent. Sent line items cannot be moved or copied.

- The limit of 9,999 line items per project would be reached after the move or copy process. The system will move or copy line items only up to the limit.

- The limit of 9,999 transactions per line item would be reached after the move or copy process. The system will move or copy transactions only up to the limit.

- The project selected as the destination project is currently in use.

- You cannot move or copy a pending line item. However, you can move or copy the transactions associated with the pending line item.

- One or more of the transactions do not contain information in all of the required fields (Transaction Amount, Date Posted, or Transaction Date).

- The selected destination project is the same as the source project. Line items and transactions can be copied but not moved.

- The destination line item is the same as the source line item. Transactions associated with the line item can be copied but not moved.

- The source project has a status Closed, Inactive, or Canceled. Line items and the transactions associated with them can be copied but not moved.

- You selected the option to move the transaction to the Target Line Item ID, and the Target Line Item ID is 9999 (the pending line item). You cannot move a transaction to the same line item.

Warnings

The system will move or copy line items and transactions for which it issues warnings. The report displays warnings when:

- The line item start date is before the project start date.

- The transaction date is before the line item start date.

- The line item end date is after the project end date.

- The transaction date is after the line item end date.

- Spending for the destination line item has been marked as complete. Line item and related transactions can be copied but not moved.

- Spending for the source line item has been marked as complete. Line items and related transactions can be copied but not moved.

Sample Move/Copy Exceptions Report

Date:	11/3/2011		
Time:	11:42:03 AM		

Move/Copy Exception Report

Source		Destination	
Database:	FAS_CIP	Database:	FAS_CIP
Project:	Sample Project	Project:	Sample Project

Source LIID	Source Tx ID	Description	Exception
1		Signs	Error: The destination line item is the source line item. Transactions can be copied only.

Number of Line Items Moved/Copied: 0
Number of Transactions Moved/Copied: 0

Deleting a Line Item

You can delete a line item if it has a status of Active or Complete. You cannot delete a pending line item or a line item whose status is Sent.

When you delete a line item, you also delete all of the transactions that are posted to the line item.

To delete a line item

1. In Group View, select the line item(s) that you want to delete.

2. Select Line Items/Delete Line Item from the menu bar. The system displays a confirmation message reminding you that pending lime items and selected line items with a status of Sent will not be deleted.

3. Click Yes. The system deletes the selected line item(s) and the transactions posted to the selected line item(s).

Entering a New Transaction

To enter a new transaction

1. Go to Detail View, and do one of the following:

    *   Select Line Items/New Transaction from the menu bar.

    *   Select the Transactions tab, and then click the New Transaction button.

    *   Click the New Transaction toolbar button.

    The New Transaction dialog appears.

2. Complete the New Transaction dialog, and then click the Save button. See "New Transaction Dialog," page 6-9.

3. Select the New Transaction button on the New Transaction dialog to enter another transaction.

New Transaction Dialog

Follow the guidelines below to complete the New Transaction dialog.

- **Line Item ID**
  The system uses this field to display a system-generated number that identifies the line item with which the transaction will be associated.

- **Transaction ID**
  The system uses this field to display a system-generated number that identifies the transaction after you save the transaction.

- **Description**
  Use this field to enter a description of the transaction.

- **Transaction Date**
  Use this field to enter the date the transaction occurred. This is often the date of the invoice associated with the transaction.

- **Date Posted**
  Use this field to enter the date that you post the transaction to the line item. For reconciliation purposes, this date generally corresponds to the date the transaction was posted to your general ledger.

- **Vendor**
  Use this field to enter the name of the vendor for the transaction.

- **Amount**
  Use this field to enter the dollar amount of the transaction.

- **Journal**
  Use this field to enter the type of journal associated with the transaction; for example, you might enter Accounts Payable, General Journal, or Payroll in this field.

- **Reference**
  Use this field to enter a reference number for the transaction. For example, you might enter a journal entry number or an invoice number in this field.

- **User Field 1 - 14**
  Use these alphanumeric fields to enter information that is not appropriate for any of the other fields on the dialog. You can enter both alphabetic and numeric information in these fields. You can change the names of these fields.

- **User Numeric 1 - 7**
  Use these numeric fields to enter information that is not appropriate for any of the other fields on the dialog. You can enter only numeric information in these fields. You can change the names of these fields.

- **Save Button**
  Click this button to save the information that you entered as a new transaction.

- **New Transaction Button**
  Click this button to save and clear the fields in the New Transaction dialog so that you can create a new transaction.

Editing a Transaction

After you have posted a transaction to a line item, you can change the transaction information at a later time.

To edit a transaction

1. In Group View, select the line item to which you have posted the transaction that you want to edit.

2. Click the Detail View button, or double-click the line item to go to the Detail View for the selected line item.

3. Select the Transactions tab. The Transactions page appears. See "Transactions Tab of Detail View," page 2-10.

4. Select the transaction that you want to edit, and then click the Edit Transaction button. Alternatively, you can double-click the transaction. The Edit Transaction dialog appears.

5. Complete the Edit Transaction dialog, click the Save button and then the Close button.

The fields on the Edit Transaction dialog are identical to the fields on the New Transaction dialog. For information on completing these fields, see "New Transaction Dialog," page 6-9.
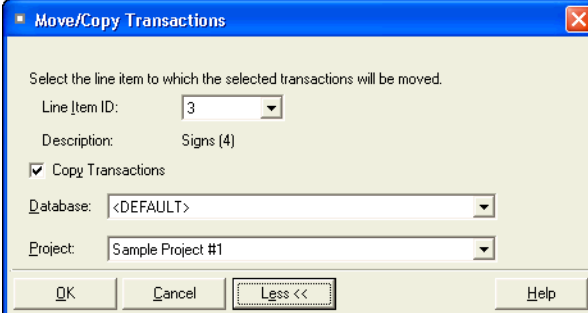
Moving or Copying Transactions

You can move or copy transactions from one line item to another line item. You can copy transactions within a line item. The destination line item can be in the same project or in a different project.

You must select the transaction(s) that you want to move in Detail View.

To move or copy transactions

1. In Detail View, select the Transactions tab. The Transactions page appears.

2. Select the transaction(s) that you want to move or copy.

3. Do one of the following:

    • From the Line Items menu, select Move/Copy Transaction.

    • Click the Move/Copy Transaction button on the toolbar.

   The Move/Copy Transactions dialog appears.

4. Complete the Move/Copy Transactions dialog. For more information, see "Move/Copy Transactions Dialog," page 6-12.

5. Select the Copy Transactions check box if you want to copy the transactions to the selected line item. Clear the Copy Transactions check box if you want to move the transactions.

6. Click the More button if you want to move or copy the transactions to a line item in another project. The system displays the Database and Project fields. (You can hide these fields by clicking the Less button.)

7. Click OK.

The system displays the Move/Copy report if you selected the View Move/Copy Report check box. For more information, see "Move/Copy Report," page 6-5.

The system displays the Move/Copy Exceptions report if the system finds either warnings or errors during the move or copy process. For more information, see "Move/Copy Exceptions Report," page 6-7.

Move/Copy Transactions Dialog

Follow the guidelines below to complete the Move/Copy Transactions dialog.

■ **Move Transactions to the Selected Target Line Item ID**
Click this option button to move or copy the transactions to the Target Line Item ID selected in the New Pending Transactions dialog.

■ **Select the Line Item ID to Which you Wish to Move the Transactions**
Click this option button to move or copy the transactions to the line item that you specify in the Line Item ID field.

Note: These option buttons are available only if you are moving or copying transactions from the pending line item.

❑ **Line Item ID**
Use this field to select the line item to which you want to move or copy the selected transactions.

Note: You can select the line item in which the transactions currently exist. If you select this line item as the destination line item, the system copies the selected transactions.

❑ **Line Item Description**
The system uses this field to display the description of the selected line item.

■ **Copy Transactions**
Select this check box to copy the selected transactions to the line item. Clear this check box to move the selected transactions to the line item.

■ **Database**
Use this field to select the database containing the project to which you want to move or copy the selected transactions.

■ **Project**
Use this field to select the project to which you want to move or copy the selected transactions.

■ **More/Less Button**
Click this button to either display or hide the Database and Project fields. Displaying these fields enables you to move or copy transactions to a different database and project.

Splitting a Transaction

You can split a transaction into two or more separate transactions. When you split the transaction, you specify the amounts for each of the new transactions that you create.

After you split the transaction, you can move or copy the new transactions to different line items, if desired.

To split a transaction

1. In Detail View, select the transaction that you want to split.

2. Select Line Items/Split Transaction from the menu bar. The Split Transaction dialog appears.

3. Complete the Split Transaction dialog. For more information, see "Split Transaction Dialog," page 6-14.

4. Click the Split button.

Split Transaction Dialog

Follow the guidelines below to complete the Split Transaction dialog.

■ **Transaction Information**
The system uses these fields to identify the selected transaction that you are splitting into separate transactions.

  ❏ **Description**
  The system uses this field to display the description of the selected transaction.

  ❏ **Vendor**
  The system uses this field to display the selected transaction's vendor.

  ❏ **Transaction Date**
  The system uses this field to display the date the selected transaction was created.

  ❏ **Journal**
  The system uses this field to display the journal type to which the selected transaction has been assigned.

  ❏ **Reference**
  The system uses this field to display the selected transaction's reference number.

  ❏ **Original Transaction Amount**
  The system uses this field to display the total amount of the selected transaction before it has been split.

■ **Set Up Split Transaction**
Use the following fields to specify how you want to split the transaction.

❑ **Number of Parts**
Use this field to enter the number of transactions that you want to create from the selected transaction. You can enter a number between 2 and 99.

❑ **Update Button**
Click this button to update the split transaction spreadsheet so that it contains the same number of rows that you entered in the Number of Parts field.

❑ **Row Count**
The system uses this field to display the number of rows currently displayed in the split transaction spreadsheet.

■ **Split Transaction Spreadsheet**
Use this field to specify the amounts for each piece of the split transaction.

❑ **Transaction ID**
The system uses this field to display the Transaction ID for each piece of the split transaction. The first row displays the Transaction ID of the original transaction. You cannot edit the Transaction ID column.

❑ **Description**
Use this field to enter a description for each piece of the split transaction.

❑ **Amount**
Use this field to enter an amount for each piece of the split transaction.

■ **Add Row Button**
Click this button to add a row to the split transaction spreadsheet.

■ **Delete Row Button**
Click this button to remove a row from the split transaction spreadsheet.

■ **Total Amount**
The system uses this field to display the total of the amounts entered in the Amount column of the Split Transaction Spreadsheet. The Total Amount must equal the Original Transaction Amount to enable the Split Transaction button.

■ **Remaining Amount**
The system uses this field to display how much of the selected transaction has not yet been assigned to pieces of the transaction in the spreadsheet.

■ **Split Button**
Click this button to split the selected transaction into separate transactions as specified in the Split Transaction Spreadsheet. This button is enabled only if the Total Amount field equals the Original Transaction Amount field.

Pending Transactions

Pending transactions are transactions that are not associated with an active line item. If you need to track costs for a project, but you are not prepared to assign the costs to an active line item, you can create a pending transaction to track the costs.

You create a pending transaction by associating it with a pending line item. A pending line item has a Line Item ID of 9999. The system creates a pending line item when you create a new project.

When you create a pending transaction, you can specify a Target Line Item ID. The Target Line Item ID is the active line item that will eventually contain the transaction. (If you don't know which line item will contain the transaction, then you can just leave the default Target Line Item ID of 9999.)

When you are ready to associate the pending transaction with an active line item, you can use the Move/Copy Transaction command to move or copy the transaction to the desired line item. For more information, see "Moving or Copying Transactions," page 6-12. If you have specified a Target Line Item ID for the pending transaction, the system moves or copies the pending transaction to the Target Line Item ID.

Tip: You can save time by specifying the Target Line Item ID for each pending transaction. Then you can select multiple pending transactions at once when you move them. The system moves each pending transaction to the line item specified in the Target Line Item ID field. (The system ignores the line item specified in the Line Item field of the Move/Copy Transaction dialog.)

Note: You can move or copy the transactions associated with the pending line item. However, you cannot move or copy the pending line item itself.

Creating a Pending Transaction

To create a pending transaction

1. In Group View, double-click the pending line item. The Line Item Information page of the pending line item appears.

Note: The pending line item has a Line Item ID of 9999.

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2. Select the Transactions tab. The Transactions page appears.

3. Click the New Pending button. The New Pending Transaction dialog appears.

4. Complete the New Pending Transaction dialog, and then click the Save button. For more information, see "New Pending Transaction Dialog," page 6-17.

New Pending Transaction Dialog

Follow the guidelines below to complete the New Pending Transaction dialog.

- **Target Line Item ID**
Use this field to enter the Line Item ID for the pending transaction. If you do not know the Line Item ID, enter 9999 in this field.

- **Transaction ID**
The system uses this field to display a system-generated number that identifies the transaction after you save the transaction.

- **Description**
Use this field to enter a description of the transaction.

- **Transaction Date**
Use this field to enter the date the transaction occurred. This is often the date of the invoice associated with the transaction.

- **Date Posted**
Use this field to enter the date that you post the transaction to the line item. For reconciliation purposes, this date generally corresponds to the date the transaction was posted to your general ledger.

- **Vendor**
Use this field to enter the name of the vendor for the transaction.

- **Amount**
Use this field to enter the dollar amount of the transaction.

- **Journal**
Use this field to enter the type of journal associated with the transaction; for example, you might enter Accounts Payable, General Journal, or Payroll in this field.

- **Reference**
Use this field to enter a reference number for the transaction. For example, you might enter a journal entry number or an invoice number in this field.

- **User Field 1 - 14**
Use these alphanumeric fields to enter information that is not appropriate for any of the other fields on the dialog. You can enter both alphabetic and numeric information in these fields. You can change the names of these fields.

- **User Numeric 1 - 7**
Use these numeric fields to enter information that is not appropriate for any of the other fields on the dialog. You can enter only numeric information in these fields. You can change the names of these fields.

- **Save Button**
Click this button to save the information that you entered as a new transaction.

- **New Pending Button**
Click this button to clear the fields in the New Pending Transaction dialog so that you can create a new pending transaction.

Editing a Pending Transaction

To edit a pending transaction

1. In Group View, double-click the pending line item. The Line Item Information page of the pending line item appears.

    Note: The pending line item has a Line Item ID of 9999.

    ---

2. Select the Transactions tab. The Transactions page appears.

3. Select the pending transaction that you want to edit.

4. Click the Edit Pending button. The Edit Pending Transaction dialog appears.

5. Complete the Edit Pending Transaction dialog, and then click the Save button.

The fields on the Edit Pending Transaction dialog are identical to the fields on the New Pending Transaction dialog. For information on completing these fields, see "New Pending Transaction Dialog," page 6-17.

Deleting a Transaction

You can delete a transaction that is posted to a line item if the line item's status is either Active or Complete. You cannot delete a transaction posted to a line item whose status is Sent.

To delete a transaction

1. In Group View, select the line item that has the transaction you want to delete.

2. Go to Detail View, and select the Transactions tab. The Transactions page for the selected line item appears.

3. Select the transaction(s) that you want to delete.

4. Select Line Items/Delete Transactions from the menu bar. The system displays a confirmation message.

5. Click Yes to delete the transaction(s). The system deletes the selected transactions.

Selecting a Program for Sending Assets

After you have completed the spending for a line item, you can create one or more assets from it and send it to your Sage Fixed Assets application.

If you have more than one Sage Fixed Assets application on your computer, you need to select the program to which you want to send the assets.

To select a program for sending assets

1. Select Projects/Preferences/System Preferences from the menu bar. The System Preferences dialog appears.
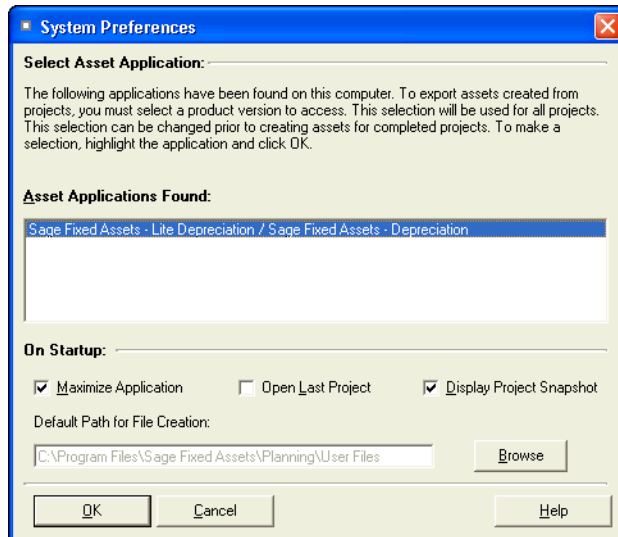
2. From the Asset Applications Found field, select the Sage Fixed Assets application to which you want to send assets.

3. Complete the remaining fields on the System Preferences dialog, and then click OK. For more information, see "System Preferences Dialog," page 4-3.

Setting the Default Company

After you create assets from the line items in a project, you can send the assets to a company in the Sage Fixed Assets - Depreciation application. Once the assets are in Sage Fixed Assets - Depreciation, you can begin to calculate depreciation on them.

For each project in Sage Fixed Assets - Planning, you can specify a default Sage Fixed Assets - Depreciation company. This company becomes the one that will receive the assets that you send to Sage Fixed Assets - Depreciation, unless you decide to select a different company.

Note: A U.S. **company** is the equivalent of a Canadian, Government, or Nonprofit **organization**. We use the term company, which can be replaced with the term organization in all occasions and instructions throughout this guide.

To set the default company

1. Open the project for which you want to set the default company.

2. Select Projects/Preferences/Set Default Company from the menu bar. The Set Default Company dialog appears.
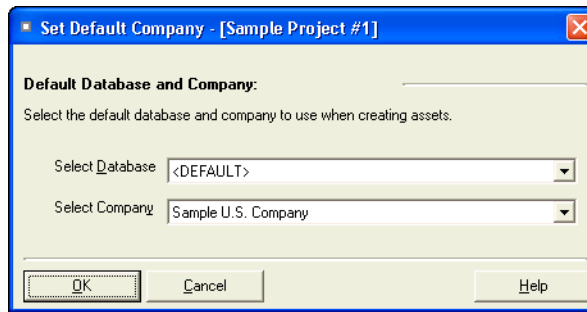
3. Complete the Set Default Company dialog. For more information, see "Set Default Company Dialog," page 6-21.

Set Default Company Dialog

Follow the guidelines below to complete the Set Default Company dialog. The selections that you make on this dialog apply only to the currently open project.

■ **Default Database and Company**
Use these fields to select the company in the Sage Fixed Assets - Depreciation application that will receive the assets created from the currently open project.

  ❑ **Select Database**
  Use this field to select the database containing the Sage Fixed Assets - Depreciation company that will receive the assets created from the currently open project.

  ❑ **Select Company**
  Use this field to select the Sage Fixed Assets - Depreciation company that will receive the assets created from the currently open project

Creating Assets from Line Items

After you have completed the spending for a line item, you can create one or more assets from it and send it to your Sage Fixed Assets application. If you do not have a Sage Fixed Assets application on your computer, you can send the line item information to a file and import the file into your Sage Fixed Assets application at a later time.

After you have created one or more assets from a line item, the status of the line item changes to "Sent." When this occurs, you will be limited in your ability to modify information for that line item. In Detail View, you can modify any information on the Line Item Information page, but you cannot modify information on the Asset Information page. In addition, while you can view information for the supporting transactions, you cannot modify any transaction information.

If you have more than one Sage Fixed Assets application on your computer, you need to select the program to which you want to send the assets. For more information, see "Selecting a Program for Sending Assets," page 6-19.

To create an asset (or assets) from a line item

1. Go to Group View and double-click the line item from which you want to create one or more assets.

2. Select the Asset Information tab. The Asset Information page appears.

3. Select Yes in the Spending Complete field, and complete the other fields on the Asset Information page. For more information, see "Asset Information Tab of Detail View," page 2-12.

4. Click the Assigned option button, and then click the Enter Values button to display an Asset Distribution dialog that allows you to assign values to each asset created from the line item.

For more information, see "Asset Distribution Dialog," page 6-24.

5. Click the Save button to save the information for the line item.

6. Repeat steps 1 through 4 for the line items from which you want to create one or more assets.

Note: You can select each line item from Group View, or you can click the Next Line Item and Previous Line Item buttons to scroll through the line items in the current group.

7. Select Line Items/Create Assets from the menu bar. The Create Assets dialog appears.

Note: You must be in Group View to see all of the completed line items. If you are in Detail View, the system displays only the current line item.

8. Complete the Create Assets dialog, and then click the Create Assets button. For more information, see "Create Assets Dialog," page 6-23. The system sends the information for the selected line items either to a file or directly to your Sage Fixed Assets application.

Create Assets Dialog

Follow the guidelines below to complete the Create Assets dialog.

■ **Send To**
Use these fields to indicate where you want to send the created assets.

❑ **Destination**
Use this field to select whether you want to send the created assets to a file or directly to a Sage Fixed Assets application.

•   **Fixed Assets Application**
Select this option if you want to send the created assets directly to a Sage Fixed Assets product, such as Sage Fixed Assets - Depreciation or Sage Fixed Assets - Lite Depreciation. This option is available only if a Sage Fixed Assets application is installed on your computer.

•   **Select Database**
Use this field to select the database containing the company to which you want to send the asset(s).

•   **Select Company**
Use this field to select the company to which you want to send the asset(s).

Note: A U.S. **company** is the equivalent of a Canadian, Government, or Nonprofit **organization**. We use the term company, which can be replaced with the term organization in all occasions and instructions throughout this guide.

•   **File**
Select this option if you want to send the created assets to an ASCII file that you can import into a Sage Fixed Assets application at a later time.

- **File**
  Use this field to indicate the name and location of the ASCII file if you choose to send the created assets to a file.

- **Browse Button**
  Click this button to select the location of the ASCII file if you choose to send the created assets to a file.

■ **Asset Information to be Sent**
The system uses the columns below to display information about the assets that will be created in the Sage Fixed Assets application.

Note: The columns described in this section are the ones the system displays by default. However, the system will also display a column for a field if you have mapped it to a Sage Fixed Assets - Depreciation field in the Customize Fields dialog.

❑ **Select All/Deselect All Button**
Use this button to either select or unselect all of the line items on the page.

❑ **Status**
The system uses this column to display the current status of the line item. The system displays only line items with a status of "C" (for Complete).

❑ **Line Item ID**
The system uses this column to display the line item identification number.

❑ **Description**
The system uses this column to display the description of the line item.

❑ **Actual**
The system uses this column to display the total spending for the line item. The system totals the Amount column for all of the transactions posted to the line item.

❑ **Number of Assets**
The system uses this column to display the number of assets that will be created from the line item.

❑ **In Service Date (Required)**
The system uses this column to display the placed-in-service date of the asset(s). **This is a required field.** Make sure that each line item contains an In Service Date before you create an asset or assets from it. If the In Service Date field is blank for a line item, you must enter a date on the Asset Information page in Detail View.

❑ **Asset Description**
The system uses this column to display the asset description as it will appear in the Sage Fixed Assets application.

❑ **Asset Template**
The system uses this column to display the Sage Fixed Assets template that will be used to create the asset(s).

■ **Create Assets Button**
Click this button to send the asset information for the selected line item(s) to either a file or to the Sage Fixed Assets application.

Asset Distribution Dialog

Follow the guidelines below to complete the Asset Distribution dialog.

The Asset Distribution dialog allows you to specify a dollar value for each asset that you are creating from the line item.

■ **Edit Asset Values**
Use the Edit Asset Values fields to specify:

- The number of assets that you want to create from the line item.

- The dollar value of each asset.

❑ **Edit Asset Values Box**
Use this field to enter a dollar value for each asset that you are creating from the line item.

❑ **Row**
Each number in the Row column corresponds to an asset that you are creating from the line item.

❑ **Asset Values**
Use this column to enter a dollar value for each asset that you are creating from the line item.

❑ **Add Row Button**
Click this button to add a new row to the Edit Asset Values box.

❑ **Delete Row**
Click this button to remove a row (or rows) from the Edit Asset Values box. First, select the row (or rows) that you want to remove, and then click the Delete Row button.

■ **Remaining Amount**
The system uses this field to display the amount of the line item that has not yet been assigned to an asset. This amount is the Line Item Actual amount minus the total of the amounts entered in the Edit Asset Values box. The OK button is available only if the Remaining Amount is zero.

■ **Total Amount**
The system uses this field to display the Line Item Actual amount. The OK button is available only if the totals of the amounts entered in the Edit Asset Values box equals the amount displayed in the Total Amount field.

Resetting Sent Assets

After you have created an asset from a line item and sent the asset to your Sage Fixed Assets application, you may want to make a change to the line item. For example, you may need to add another transaction to the line item. Such a change to the line item would also change the value of the asset.

In this situation, you would need to reset the sent asset in Sage Fixed Assets - Planning and delete the asset in Sage Fixed Assets - Depreciation. Then you could make the change to the line item and send the asset again to your Sage Fixed Assets - Depreciation.

Note: Assets sent directly to your Sage Fixed Assets - Depreciation application are not deleted when you reset sent assets. You must manually delete them in Sage Fixed Assets - Depreciation.

To reset the sent asset(s)

1. Select one or more line items in Group View with a status of "S" (for Sent).

2. Select Line Items/Reset Sent Assets from the menu bar. The Reset Sent Assets dialog appears.
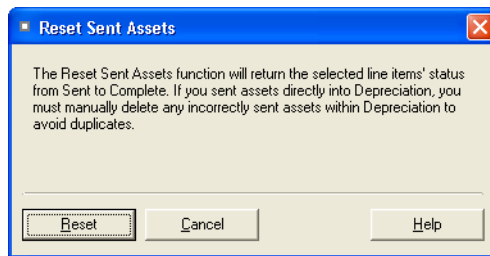
3. Click the Reset button. See "Reset Sent Assets Dialog," page 6-26. The system changes the status of the line item(s) from "S" to "C" (for Complete).

Reset Sent Assets Dialog

Follow the guidelines below to complete the Reset Sent Assets dialog.

■ **Reset Button**
Click this button to change the status from Sent to Complete for line items from which you created assets.

Chapter 7
Reports

The application contains several standard reports that show detailed information about your projects, line items, and transactions. This chapter explains how to run the standard reports, how to run a consolidated report for more than one project at a time, and how to interpret each of the standard reports.

List of Reports

Following is a list of each report and a brief description of each. A more detailed explanation follows later in this chapter.

- **Project Status Report**
  The Project Status report shows budget information for the currently open project. The report provides information about the budget for the project, as well as summary information for the line item budget.

- **Project Information Report**
  The Project Information report shows summary information about the currently open project.

- **Line Item Summary Report**
  The Line Item Summary report shows financial information about each line item posted to the project.

- **Line Item Information Report**
  The Line Item Information report shows all of the information displayed in the Line Item Information page of Detail View for each line item in the selected group.

- **Line Item Asset Listing Report**
  The Line Item Asset Listing report shows information about line items that are complete and ready to be placed in service as assets, or have already been placed in service as assets.

■ **Transaction Detail Report**
The Transaction Detail report shows general information and financial information about the transactions that are posted to the line items in the project.

■ **Transaction Information Report**
The Transaction Information report shows all of the information on the Transactions page in Detail View for each transaction on the report.

■ **Consolidated Reporting**

❑ **Project Listing Report**
The Project Listing report shows financial information for projects. The report shows the amount budgeted for each project, the amount actually spent on each project, and how much the project is over or under its budget.

❑ **Line Item Summary Report**
The Line Item Summary report shows financial information about each line item posted to the project. The report shows the amount budgeted for each line item, the amount actually spent on each line item, and how much the line item is over or under its budget. You can run the Line Item Summary report for more than one project at a time.

■ **Reporting**
This feature allows you to create and define your own reports. It is available only if you purchase the Sage Fixed Assets - Reporting add-on module.

Running Reports

Running a Report for the Open Project

Follow the steps below to run a report for the currently open project.

To run a report for the currently open project

1. Select the report you want to run from the Reports menu. The Report Definition dialog appears.

2. Complete the Report Definition dialog, and then click the Run Report button. See "Report Definition Dialog," page 7-5.

Running a Consolidated Report

A consolidated report is a report that displays information for more than one project at a time.

Running a consolidated report is a two-step process.

• First, you select the projects for which you want to run the consolidated report. You can run the report for the project that is currently open, as well as any other projects in the open project's database.

• Second, you select the consolidated report that you want to run.

To select the projects for a consolidated report

1. Select Reports/Consolidated Reporting/Consolidated Setup from the menu bar. The Consolidated Setup dialog appears.
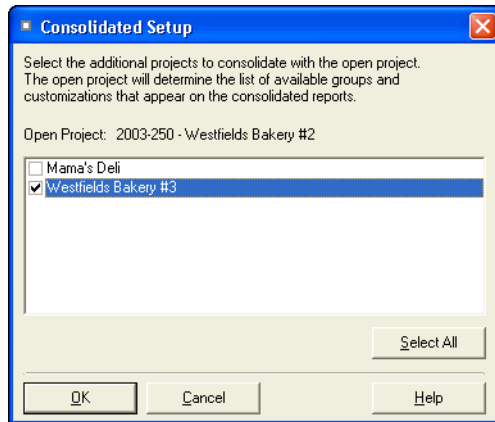
2. Complete the Consolidated Setup dialog, and then click OK. See "Consolidated Setup Dialog," page 7-4.

Consolidated Setup Dialog

Follow the guidelines below to complete the Consolidated Setup dialog.

■ **Open Project**
The system uses this field to display the name of the currently open project.

■ **Project List Box**
Use this list box to select the additional projects for which you want to run consolidated reports. The consolidated report will display information on the currently open project and the project(s) that you select from the list.

■ **Select All/Deselect All Button**
Click this button to either select or unselect all of the projects in the list box.

To select the consolidated report

1. Select Reports/Consolidated Reporting, and then select the consolidated report that you want to run. The Report Definition dialog appears.

2. Complete the Report Definition dialog, and then click the Run Report button. See "Report Definition Dialog," page 7-5. The system runs the selected report for the selected projects.

Report Definition Dialog

Follow the guidelines below to complete the Report Definition dialog. The Report Definition dialog is slightly different for each report. Some of the fields described below do not appear for all reports.

■ **Report**
Use this field to select the report that you want to run.

■ **Group**
Use this field to select the group for which you would like to run the report.

■ **Date**
Use this field to select the date for which you want to run the report. The report will include transactions posted through this date.

■ **All**
Select this check box if you want to run the report for all transactions in the selected group. If you select this check box, the date field becomes unavailable.

■ **Configuration**
Use these fields to indicate how you want to configure the report.

  ❑ **Extended Description**
  Select this check box if you want the report to include the full descriptions of line items and transactions.

  ❑ **Column Wrapping**
  Select this check box if you want entries on the report to wrap to the next line if needed.

❑ **Record Count**
Select this check box if you want the report to include a count of the number of records in a section that is totaled or subtotaled.

❑ **Include Pending Transactions in Actuals**
Select this check box if you want the report to include pending transactions in the total spending for the project.

■ **Currency Rounding**
Select the currency rounding option you desire.

❑ **Do Not Round**
Click this option button if you want no rounding for dollar amounts.

❑ **Whole Dollars**
Click this option button if you want dollar amounts rounded to the nearest whole dollar.

■ **Subtotal Options**
Select the subtotal option you desire.

❑ **Detail, Subtotals and Totals**
Click this option button if you want the report to include details for each record in the report in addition to subtotals and the grand total.

❑ **Subtotals and Totals Only**
Click this option if you want the report to include only subtotals and the grand total.

■ **Compare Actuals To**
Select the budget option you desire.

❑ **Original Budget**
Click this option button if you want the report to compare the amount actually spent to the original budget amount.

❑ **Revised Budget**
Click this option button if you want the report to compare the amount actually spent to the revised budget amount.

■ **Run Options**
Select where you want the report to appear.

❑ **Send to Window**
Select this check box if you want the report to appear on your computer's screen. After viewing the report on your computer's screen, you can still print the report.

❑ **Send to Printer**
Select this check box if you want to send the report to the default printer.

Viewing Reports

When you select the Send to Window check box in the Run Options field of the Report Definition dialog, the application displays the report on your monitor. Every report is contained within a standard report viewer that contains many features that make it easy for you to view, manipulate, and print the report.

Here is the Transaction Information report displayed in the standard report viewer with each of the elements of the report viewer displayed.
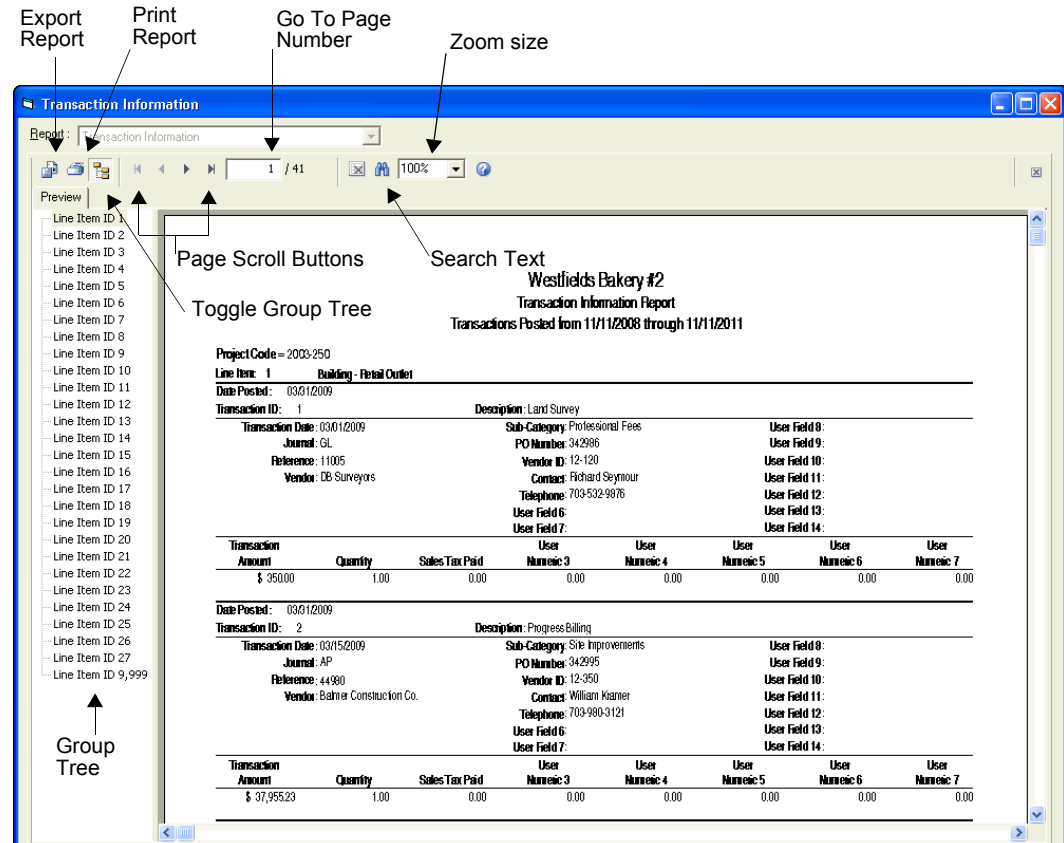
The standard report viewer elements are as follows:

- **Report**
  This field displays the name of the report on your computer's screen.

- **Export Report Button**
  Click this button to display the Export dialog, which allows you to export the report to an external file or e-mail. You can export the report in many different file formats, including Adobe Acrobat (PDF), comma-separated values (CSV), Microsoft Excel (XLS), Microsoft Word for Windows (DOC), HTML, and XML.

- **Print Report Button**
  Click this button to send the report to the default printer. You can use this button to print reports after you drill down for details.

- **Toggle Group Tree Button**
  Click this button to either display or hide the group tree. The group tree displays the sort levels of the report. The application displays the group tree only if you have selected to subtotal the sort criteria for the group of line items on which you are reporting. You select whether to

subtotal the sort criteria when you define the group in the Group Manager. For more information about creating groups, see "Creating Groups," page 4-13. If you have not selected to subtotal the sort criteria for the group of line items on which you are reporting, the application displays a blank navigation area when you click the Toggle Group Tree button.

■ **Page Scroll Buttons**
Click these buttons to scroll through the pages of the report.

■ **Go To Page Number X/Y**
This field displays the current page number. You can enter a page number and press Enter to go to that page of the report. To view the total number of pages in the report, you must first use the page scroll buttons to move to the last page of the report.

■ **Search Text Button**
Click this button to display the Search dialog, which allows you to search for text on the report.

■ **Zoom Size**
Select a larger zoom size from the drop-down list box.

Project Status Report

Purpose

The Project Status report shows budget information for the currently open project. The report provides information about the budget for the project, as well as summary information for the line item budget.

The report shows the original and revised budget amounts and calculates the difference between these two amounts. It displays the actual amount you have spent on the project, and it compares that amount to the original and revised budget amounts.

You can use this report to see whether you have spent more or less than the amount you budgeted for the project.

Report Information

The Project Status report displays the following information:

- **Project Code**
  The report displays the unique code that identifies the project.

- **Status**
  The report displays the status of the project: Active, Inactive, Cancelled, or Closed.

- **Start Date**
  The report displays the date the project started.

- **End Date**
  The report displays the date the project ends.

- **Project Description**
  The report displays a brief description of the project.

Project Information

- **Original Budget**
  The report displays the original amount budgeted for the project.

- **Revised Budget**
  The report displays the revised budget amount for the project.

- **Difference**
  The report displays the difference between the revised budget amount and the original budget amount.

- **Last Updated**
  The report displays the dates the Original Budget amount and the Revised Budget amount were last updated.

- **Actual Spending**
  The report displays the amount spent on the project. The system calculates this amount by adding the amounts for each transaction posted to the project.

- **Last Transaction Date**
  The report displays the date that the last transaction was posted to the project.

- **Number of Transactions**
  The report displays the total number of transactions posted to the project.

■ **Budget vs. Actual**
The report displays the difference between the original budget amount and the actual spending amount on the first line, and the difference between the revised budget amount and the actual spending amount on the second line.

■ **Percent Complete**
The report displays the percentage of the original budget amount that has been spent on the first line, and the percentage of the revised budget amount that has been spent on the second line. The system calculates the first line by dividing the actual spending amount by the original budget amount. It calculates the second line by dividing the actual spending amount by the revised budget amount.

■ **Over (Under) Budget Percent**
The report displays the percentage that the spending is over (or under) the original and revised budgets. The system calculates the first line by dividing the Budget vs. Actual amount for the original budget by the original budget amount. The system calculates the second line by dividing the Budget vs. Actual amount for the revised budget by the revised budget amount.

Line Item Budget Summary

■ **Line Item Budget Entered**
The report displays the total amounts budgeted for each line in the project. The report displays the total of the original budget amounts for each line item on the first line. It displays the total of the revised budget amounts for each line item on the second line. It displays the difference between the revised line item budget and the original line item budget on the third line.

■ **Last Updated**
The report displays the dates the Original Budget amount and the Revised Budget amount were last updated for line items.

■ **Remaining Line Item Budget**
The report displays the difference between the original budget amount for the project and the original Line Item Budget Entered amount on the first line. It displays the difference between the revised budget amount and the revised Line Item Budget Entered on the second line. It displays the difference between these two amounts on the third line.

■ **Project Notes**
The report displays the project notes that you entered on the Other Information page of the New Project dialog or Edit Project dialog.

Project Status Report

```
                                      Sample Project
                                   Project Status Report

Database : FAS_CIP
_____

   Project Code: 2004-250          Status: Active          Start Date: 01/01/2010      End Date: 12/31/2010

Project Description:      Construction of Sample Project
_____

Project Information
_____

     Original Budget:    $ 1,550,000.00              Last Updated: 01/05/2010
     Revised Budget:          $ 0.00                 Last Updated:
        Difference:     $ 1,550,000.00

     Actual Spending:    $ 3,548,300.00         Last Transaction Date: 06/15/2010              # Trans: 40


                       Budget vs. Actual            Percent Complete            Percent Under(Over) Budget
         Original:      $ (1,998,300.00)               228.92 %                         -128.92 %
         Revised:           $ 0.00                        N/A                              N/A


Line Item Budget Summary
_____

                    Line Item Budget Entered          Last Updated            Remaining Line Item Budget

         Original:       $ 1,293,250.00               06/04/2010                    $ 256,750.00
         Revised:          $ 16,000.00                08/01/2010                    $ (16,000.00)
        Difference:      $ 1,277,250.00                                             $ 272,750.00


     Project Notes:



. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .  Report Criteria  . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Actual amounts do not include pending transactions.
```

Project Information Report

Purpose

The Project Information report shows summary information about the currently open project. It displays the status of the project, the start date, and the end date. The report also displays the information entered on the Contact Information page and the Other Information page of the New Project dialog.

Report Information

The Project Information report displays the following information:

■ **Project Code**
The report displays the unique code that identifies the project.

■ **Status**
The report displays the status of the project: Active, Inactive, Cancelled, or Closed.

■ **Start Date**
The report displays the date the project started.

■ **End Date**
The report displays the date the project ends.

■ **Project Description**
The report displays a brief description of the project.

Contact Information

■ **Contact Name**
The report displays the name of the primary contact for the project.

■ **Telephone**
The report displays the telephone number for the project's primary contact.

■ **Fax**
The report displays the fax number for the project's primary contact.

■ **Mobile**
The report displays the mobile telephone number for the project's primary contact.

■ **Email**
The report displays the email address of the project's primary contact.

■ **Address**
The report displays the mailing address of the project's primary contact.

■ **City**
The report displays the city of the project's primary contact.

■ **State/Province**
The report displays the state or province of the project's primary contact.

■ **ZIP/Postal Code**
The report displays the zip code or postal code of the project's primary contact.

Other Information

■ **Company**
The report displays the company's name for the project.

■ **User Fields 1 - 5**
The report displays additional information about the project that you have entered.

■ **Percent Complete**
The report displays the completion percentage for the project.

■ **Project Notes**
The report displays the project notes that you entered on the Other Information page of the New Project dialog or Edit Project dialog.

Project Information Report

Line Item Summary Report

Purpose

The Line Item Summary report shows financial information about each line item posted to the project. The report shows the amount budgeted for each line item, the amount actually spent on each line item, and how much the line item is over or under its budget.

You can run the Line Item Summary report for the currently open project, or you can run it for more than one project by running a consolidated report.

Unique Report Definition Fields

Follow the guidelines below to complete the fields on the Report Definition dialog that are unique to the Line Item Summary report.

■ **Compare Actuals To**
Use this field to select whether you want the report to compare the actual amounts spent on each line item to the original budget amount or the revised budget amount.

■ **Original Budget**
Click this option button if you want the report to compare the actual amount spent on each line item to the original budgeted amount for the line item.

■ **Revised Budget**
Click this option button if you want the report to compare the actual amount spent on each line item to the revised budget amount for the line item.

Report Columns

The following guidelines provide detail on the columns on the Line Item Summary report.

■ **Line ID**
This column identifies each line item with a system-assigned number.

■ **Line Item Description**
This column displays a description of the line item.

■ **Type**
This column indicates whether the line item is to be expensed or capitalized.

■ **Status**
This column displays the status of the line item: Active, Complete, or Sent.

■ **Number of Transactions**
This column displays the total number of transactions posted to each line item.

■ **Budget**
This column displays either the original budgeted amount or the revised budgeted amount for each line item, depending on the option selected on the Compare Actuals To field on the Report Definition dialog.

■ **Actual**
This column displays the total amount of spending for the transactions posted through the date selected on the Report Definition dialog.

■ **$ Under (Over) Budget**
This column displays the dollar amount that the line item is over or under its budget amount. The system calculates the difference between the amount shown in the Budget column and the amount shown in the Actual column.

■ **% Under (Over) Budget**
This column displays the percentage by which the line item is over or under its budget amount. The system calculates this column by dividing the amount in the $ Under (Over) Budget column by the amount in the Budget column.

■ **% Complete**
This column displays the percent of the budget that has been spent on each line item. The system calculates this column by dividing the amount in the Actual column by the amount in the Budget column.

Line Item Summary Report

Sample Project 1

Line Item Summary Report

Actuals include all transactions

Project Code = 2003-250

Budget = Original

Line ID	Line Item Description	Type	S	# of Trans	Budget	Actual	$ Under (Over) Budget	% Under (Over) Budget	% Complete
1	Building - Retail Outlet	C	S	31	$ 1,076,050.00	$ 1,373,410.01	$ (297,360.01)	-27.63 %	127.63 %
2	Land	C	S	2	450,000.00	438,000.00	12,000.00	2.67 %	97.33 %
3	Decorative Awnings	C	C	2	1,500.00	1,275.86	224.14	14.94 %	85.06 %
4	Fire Protection Equipment	C	S	3	4,500.00	5,444.28	(944.28)	-20.98 %	120.98 %
5	Signs (2)	C	A	1	2,000.00	1,253.65	746.35	37.32 %	62.68 %
6	Decorative Light Fixtures	C	A	3	5,000.00	7,652.55	(2,652.55)	-53.05 %	153.05 %
7	Storage Equipment	C	A	2	6,500.00	3,291.10	3,208.90	49.37 %	50.63 %
8	Bakery Display Case	C	S	2	5,500.00	3,795.00	1,705.00	31.00 %	69.00 %
9	Shelving	C	A	4	2,600.00	1,571.00	1,029.00	39.58 %	60.42 %
10	Store Decor	C	C	2	10,000.00	4,611.67	5,388.33	53.88 %	46.12 %
11	Plants	E	A	2	1,500.00	1,624.05	(124.05)	-8.27 %	108.27 %
12	POS Equipment	C	A	4	10,000.00	5,980.00	4,020.00	40.20 %	59.80 %
13	Bakery Equipment	C	A	3	3,000.00	2,450.00	550.00	18.33 %	81.67 %
14	Beverage Equipment	C	A	3	10,000.00	8,320.01	1,679.99	16.80 %	83.20 %
15	Office Machinery	C	A	7	7,250.00	4,619.94	2,630.06	36.28 %	63.72 %
16	Doors and Window Accessories	C	A	1	2,000.00	1,532.16	467.84	23.39 %	76.61 %
17	Kitchen Equipment Hookup	C	A	1	3,800.00	5,301.54	(1,501.54)	-39.51 %	139.51 %
18	Equipment Installation	C	A	1	1,825.00	1,750.00	75.00	4.11 %	95.89 %
19	Office Furnishings	C	A	4	5,500.00	5,906.16	(406.16)	-7.38 %	107.38 %
20	Kitchen HVAC	C	A	5	75,000.00	70,195.42	4,804.58	6.41 %	93.59 %
21	Decorative Millwork	C	A	1	1,000.00	1,250.00	(250.00)	-25.00 %	125.00 %
22	Music System	C	C	1	1,500.00	1,450.00	50.00	3.33 %	96.67 %
23	Plumbing	C	A	1	750.00	622.36	127.64	17.02 %	82.98 %
24	Restroom Accessories	C	A	3	1,200.00	1,130.00	70.00	5.83 %	94.17 %
25	Restroom Partitions	C	A	2	10,000.00	9,550.97	449.03	4.49 %	95.51 %
26	Security System	C	C	1	2,000.00	2,250.00	(250.00)	-12.50 %	112.50 %
27	Trash Enclosure	C	C	1	800.00	875.00	(75.00)	-9.38 %	109.38 %
9999	PENDING TRANSACTIONS LINE ITEM	P	A	6	0.00	6,647.55	(6,647.55)	N/A	N/A
	Grand Total				$ 1,700,775.00	$ 1,971,760.28	$ (270,985.28)	-15.93 %	115.93 %
	Count = 28								

Line Item Information Report

Purpose

The Line Item Information report shows all of the information displayed in the Line Item Information page of Detail View for each line item in the selected group. The report also displays grand totals for the original Budget amount, the Revised Budget amount, the Actual Life to Date amount, and the first five User Numeric fields.

Report Information

The Line Item Information report displays the following information for each line item:

- **Line Item ID/Description**
  The report identifies each line item with a system-assigned number and a brief description of the line item.

- **Type**
  The report indicates whether the line item is to be expensed or capitalized.

- **Status**
  The report displays the status of the line item: Active, Complete, or Sent.

- **Start Date**
  The report displays the date that construction begins for the line item.

- **End Date**
  The report displays the date that construction ends for the line item.

- **Original Percent Complete**
  The report displays the percentage of the original budget amount that has been spent for the line item. The system calculates this field by dividing the Line Item Actual amount by the Line Item Original Budget amount.

- **Revised Percent Complete**
  The report displays the percentage of the revised budget amount that has been spent for the line item. The system calculates this field by dividing the Line Item Actual amount by the Line Item Revised Budget amount.

- **First Transaction Date**
  The report displays the date of the first transaction posted to the line item.

- **Last Transaction Date**
  The report displays the date of the last transaction posted to the line item.

- **Number of Transactions**
  The report displays the number of transactions posted to the line item.

- **GL CIP Account Number**
  The report displays the general ledger account number for construction in progress.

- **Original Budget Last Updated**
  The report displays the date that the Line Item Original Budget field was last updated.

- **Revised Budget Last Updated**
  The report displays the date that the Line Item Revised Budget field was last updated.

- **User Fields 1 - 14**
  The report displays additional alphanumeric information entered for the line item.

■ **User Numeric 1 - 7**
The report displays additional numeric information entered for the line item.

■ **Original Budget**
The report displays the amount you originally budgeted for the line item.

■ **Revised Budget**
The report displays the revised budget amount for the line item.

■ **Actual Life to Date**
The report displays the total of the Amount fields for all of the transactions posted to the line item.

Line Item Information Report

<div style="border:1px solid">

Sample Project 1

Line Item Information Report

Project Code = 2003-250

Line Item ID :	10		Description : Store Decor		
Type :	C	Status: C	Start Date : 03/01/2010	End Date : 09/30/2010	

Actual / Original Pct Complete : 46.12%		Contact : Sue Carver
Actual / Revised Pct Complete : 92.23%		Telephone : 202-478-6252
First Transaction Date : 04/12/2010		Job Title : Staff Accountant
Last Transaction Date : 05/11/2010		Budget Category : Furniture & Fixtures
No. of Transactions : 2		User Field 5 :
GL CIP Acct No : 400-15200		User Field 6 :
Original Budget Last Updated : 03/04/2010		User Field 7 :
Revised Budget Last Updated : 05/01/2010		User Field 8 :
		User Field 9 :
User Numeric 6 : 0.00		User Field 10 :
User Numeric 7 : 0.00		User Field 11 :
		User Field 12 :
User Field 14 :		User Field 13 :

Original Budget	Revised Budget	Actual Life to Date	User Numeric 1	User Numeric 2	User Numeric 3	User Numeric 4	User Numeric 5
$ 10,000.00	$ 5,000.00	$ 4,611.67	0.00	0.00	0.00	0.00	0.00

Grand Total

$ 10,000.00	$ 5,000.00	$ 4,611.67	0.00	0.00	0.00	0.00	0.00

Count = 1

</div>

Line Item Asset Listing Report

Purpose

The Line Item Asset Listing report shows information about line items that are complete and ready to be placed in service as assets, or have already been placed in service as assets. The report displays information about the assets created from the line items, such as the asset description, date placed in service, and the asset template applied in the Sage Fixed Assets application.

Unique Report Definition Fields

■ **Include Assets Placed in Service From**
Enter the beginning placed-in-service date for the assets created from the line items on which you want to run the report.

■ **Through**
Enter the ending placed-in-service date for the assets created from the line items on which you want to run the report.

Report Columns

The following guidelines provide detail on the columns on the Line Item Asset Listing report.

■ **Line ID**
This column identifies each line item with a system-assigned number.

■ **Status**
This column displays the status of the line item: Active, Complete, or Sent.

■ **Date Complete**
This column displays the date that work on the line item was completed.

■ **Date Sent**
This column displays the date that the line item was sent to the Sage Fixed Assets application and an asset (or assets) were created from the line item.

■ **Asset Description**
This column displays the description of the asset that was created from the line item.

■ **Template**
This column displays the name of the asset template that was applied to the asset (or assets) created from the line item.

■ **In Service Date**
This column displays the placed-in-service date of the asset (or assets) that were created from the line item.

■ **Actual**
This column displays the total amount of the transactions posted to the line item.

■ **Value per Asset**
This column displays the value of each asset created from the line item. The system calculates this amount by dividing the amount in the Actual column by the number of assets that were created from the line item.

Line Item Asset Listing Report

Sample Project 1

Line Item Asset Listing Report

All Placed in Service Dates

Project Code = 2003-250

Line ID	S	Date Complete	Date Sent	Asset Description	Template	In Svc Date	Actual	# of Assets	Value Per Asset	A D
1	S	06/30/2010	07/05/2010	Building - Westfields Bakery - Demo	Building	06/30/2010	$ 1,373,410.01	1	$ 1,373,410.01	
2	S	04/30/2009	05/05/2009	Land - Westfields Bakery - Demo	Land	01/01/2010	438,000.00	1	438,000.00	
3	C	12/31/2010		Decorative Awnings	Furniture	12/31/2010	1,275.86	1	1,275.86	
4	S	11/30/2009	12/05/2009	Fire Protection Equipment	Equipment	01/01/2010	5,444.28	1	5,444.28	
8	S	02/28/2010	03/05/2010	Display Case	Furniture	03/31/2010	3,795.00	1	3,795.00	
10	C	04/30/2010		Decor	Furniture	04/30/2010	4,611.67	4	4,611.67	A
22	C	06/30/2010		Music System	Equipment	06/30/2010	1,450.00	1	1,450.00	
26	C	06/30/2010		Security System	Equipment	06/30/2010	2,250.00	1	2,250.00	
27	C	05/31/2010		Trash Enclosure	Equipment	06/01/2010	875.00	1	875.00	

Grand Total   12 $ 1,831,111.82

Transaction Detail Report

Purpose

The Transaction Detail report shows general information and financial information about the transactions that are posted to the line items in the project. The report shows the cost of the transaction. It also includes two user-defined fields, so you can include information on the report that is most useful to you.

Unique Report Definition Fields

■ **Run for Transactions Posted From**
Use this field to enter the beginning posting date for transactions that you want to appear on the report.

■ **Through**
Use this field to enter the ending posting date for transactions that you want to appear on the report.

■ **All**
Select this check box if you want the report to include all transactions in the selected group.

Report Columns

The following guidelines provide detail on the columns on the Transaction Detail report.

■ **Transaction ID**
This column displays a system-assigned number that identifies the transaction.

■ **Line Item ID**
This column displays a system-assigned number that identifies the line item to which the transaction was posted.

■ **Date Posted**
This column displays the date the transaction was posted to the line item.

■ **Journal**
This column displays the type of journal associated with the transaction; for example, it might display Accounts Payable, General Ledger, or Fixed Assets.

■ **Transaction Date**
This column displays the date the transaction occurred (that is, the date of the invoice for the transaction).

■ **Reference**
This column displays a reference number for the transaction. Use this column to help you further identify the transaction. For example, it might display a journal entry number or a vendor invoice number.

■ **Vendor**
This column displays the name of the vendor for the transaction.

■ **Transaction User Field 1**
This column displays additional information about the transaction that is not appropriate for the other columns on the report. You can customize the name of the column. The column can display both numeric and alphabetic characters.

■ **Transaction User Numeric Field 1**
This column displays additional information about the transaction that is not appropriate for the other columns on the report. You can customize the name of the column. The column can display only numeric characters.

■ **Amount**
This column displays the dollar amount of the transaction.

Transaction Detail Report

<div align="center">

Sample Project

Transaction Detail Report

Transactions Posted from 11/03/2000 through 11/03/2011

</div>

Project Code = 2004-250

Trans ID	Line ID	Date Posted	Journal	Trans Date	Reference	Vendor	User Field 1	User Numeric 1	Amount
1	1	02/28/2010	AP	02/01/2010	836032	Virginia Signs		0.00	$ 1,150.00
8	1	04/30/2010	AP	04/15/2010	52211	Balmer Construction, Inc.		0.00	65,000.00
9	1	05/31/2010	AP	05/15/2010	52875	Balmer Construction, Inc.		0.00	75,000.00
42	1	02/28/2010	GL	02/01/2010				0.00	325,000.00
43	1	02/28/2010	GL	02/01/2010				0.00	325,000.00
44	1	02/28/2010	AP	02/01/2010	836032	Virginia Signs		0.00	1,150.00
45	1	02/28/2010	GL	02/01/2010				0.00	325,000.00

<div align="right">

Grand Total   0.00 $ 1,117,300.00

Count = 7

</div>

Transaction Information Report

Purpose

The Transaction Information report shows all of the information on the Transactions page in Detail View for each transaction on the report. The report also display grand totals for the Transaction Amounts and the User Numeric fields.

Unique Report Definition Fields

■ **Run for Transactions Posted From**
Use this field to enter the beginning posting date for transactions that you want to appear on the report.

■ **Through**
Use this field to enter the ending posting date for transactions that you want to appear on the report.

■ **All**
Select this check box if you want the report to include all transactions in the selected group.

Report Information

The Transaction Information report displays the following information for each transaction:

■ **Project Code**
The report displays the unique code that identifies the project.

■ **Line Item ID**
The report identifies the line item to which the transaction was posted with a system-assigned number.

■ **Line Item Description**
The report displays a description of the line item to which the transaction was posted.

■ **Date Posted**
The report displays the date the transaction was posted to the line item.

■ **Transaction ID/Description**
The report identifies each transaction with a system-assigned number and a brief description of the transaction.

■ **Transaction Date**
The report displays the date the transaction occurred (that is, the date of the invoice for the transaction).

■ **Journal**
The report displays the type of journal associated with the transaction; for example, it might display Accounts Payable, General Ledger, or Fixed Assets.

■ **Reference**
The report displays a reference number to help you further identify the transaction. For example, it might display a journal entry number or a vendor invoice number.

■ **Vendor**
The report displays the name of the vendor for the transaction.

■ **User Fields 1 - 14**
The report displays additional information about the transaction that is not appropriate for the other columns on the report. You can customize the name of these fields. The report can display both numeric and alphabetic characters in these user fields.

■ **Transaction Amount**
This column displays the dollar amount of the transaction.

■ **User Numeric 1 - 7**
The report displays additional information about the transaction that is not appropriate for the other columns on the report. You can customize the name of these columns. The report can display only numeric characters in these user fields.

Transaction Information Report

Sample Project 1
Transaction Information Report
All Transactions

Project Code = 2003-250

Line Item: 10   Store Decor

Date Posted : 04/30/2010

Transaction ID : 44   **Description** : Pictures

Transaction Date : 04/12/2010	Sub-Category: Furnishings	User Field 8 :
Journal : AP	PO Number:	User Field 9 :
Reference : 88743	Vendor ID:	User Field 10 :
Vendor:	Contact:	User Field 11 :
	Telephone :	User Field 12 :
	User Field 6 :	User Field 13 :
	User Field 7:	User Field 14 :

Transaction Amount	Quantity	Sales Tax Paid	User Numeric 3	User Numeric 4	User Numeric 5	User Numeric 6	User Numeric 7
$ 1,587.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Date Posted : 05/31/2010

Transaction ID : 45   **Description** : Decorative Shelving

Transaction Date : 05/11/2010	Sub-Category:	User Field 8 :
Journal : AP	PO Number:	User Field 9 :
Reference : 994562	Vendor ID:	User Field 10 :
Vendor:	Contact:	User Field 11 :
	Telephone :	User Field 12 :
	User Field 6 :	User Field 13 :
	User Field 7:	User Field 14 :

Transaction Amount	Quantity	Sales Tax Paid	User Numeric 3	User Numeric 4	User Numeric 5	User Numeric 6	User Numeric 7
$ 3,024.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Line Item = 10

$ 4,611.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Count = 2

Grand Total

$ 4,611.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Count = 2

Consolidated Reports

Line Item Summary Report

Purpose

The Line Item Summary report shows financial information about each line item posted to the project. The report shows the amount budgeted for each line item, the amount actually spent on each line item, and how much the line item is over or under its budget.

You can run the Line Item Summary report for the currently open project, or you can run it for more than one project by running a consolidated report. For information about running a consolidated report, see "Running a Consolidated Report," page 7-3.

Unique Report Definition Fields

■ **Compare Actuals To**
Use this field to select whether you want the report to compare the actual amounts spent on each line item to the original budget amount or the revised budget amount.

   ❑ **Original Budget**
   Click this option button if you want the report to compare the actual amount spent on each line item to the original budgeted amount for the line item.

   ❑ **Revised Budget**
   Click this option button if you want the report to compare the actual amount spent on each line item to the revised budget amount for the line item.

Report Columns

The following guidelines provide detail on the columns on the Line Item Summary report.

■ **Line ID**
This column identifies each line item with a system-assigned number.

■ **Line Item Description**
This column displays a description of the line item.

■ **Type**
This column indicates whether the line item is to be expensed or capitalized.

■ **Status**
This column displays the status of the line item: Active, Complete, or Exported.

■ **Number of Transactions**
This column displays the total number of transactions posted to each line item.

■ **Budget**
This column displays either the original budgeted amount or the revised budgeted amount for each line item, depending on the option selected on the Compare Actuals To field on the Report Definition dialog.

■ **Actual**
This column displays the total amount of spending for the transactions posted through the date selected on the Report Definition dialog.

- **$ Under (Over) Budget**
  This column displays the dollar amount that the line item is over or under its budget amount. The system calculates the difference between the amount shown in the Budget column and the amount shown in the Actual column.

- **% Under (Over) Budget**
  This column displays the percentage by which the line item is over or under its budget amount. The system calculates this column by dividing the amount in the $ Under (Over) Budget column by the amount in the Budget column.

- **% Complete**
  This column displays the percent of the budget that has been spent on each line item. The system calculates this column by dividing the amount in the Actual column by the amount in the Budget column.

Line Item Summary Report

Sample Project

Line Item Summary Report

Actuals include transactions posted through 11/03/2011

Project Code = 2004-250

Budget = Original

Line ID	Line Item Description	Type	S	# of Trans	Budget	Actual	$ Under (Over) Budget	% Under (Over) Budget	% Complete
1	Signs	C	A	7	$ 1,750.00	$ 1,117,300.00	$ (1,115,550.00)	-63,745.71 %	63,845.71 %
2	Land	C	A	1	300,000.00	325,000.00	(25,000.00)	-8.33 %	108.33 %
3	Building - Retail Outlet	C	A	32	975,000.00	2,106,000.00	(1,131,000.00)	-116.00 %	216.00 %
9999	PENDING TRANSACTIONS LINE ITEM	P	A	5	0.00	265,000.00	(265,000.00)	N/A	N/A
	Grand Total				$ 1,276,750.00	$ 3,813,300.00	$ (2,536,550.00)	-198.67 %	298.67 %
	Count = 4								

Project Listing Report

Purpose

The Project Listing report shows financial information for projects. The report shows the amount budgeted for each project, the amount actually spent on each project, and how much the project is over or under its budget.

You can run the Project Listing report for more than one project by running a consolidated report. For information about running a consolidated report, see "Running a Consolidated Report," page 7-3.

Unique Report Definition Fields

Follow the guidelines below to complete the fields on the Report Definition dialog that are unique to the Project Listing report.

◼ **Compare Actuals To**
Use this field to select whether you want the report to compare the actual amounts spent on each line item to the original budget amount or the revised budget amount.

   ❑ **Original Budget**
   Click this option button if you want the report to compare the actual amount spent on each line item to the original budgeted amount for the line item.

   ❑ **Revised Budget**
   Click this option button if you want the report to compare the actual amount spent on each line item to the revised budget amount for the line item.

Report Columns

The following guidelines provide detail on the columns on the Project Listing report.

◼ **Project Code**
This column displays the unique code that identifies the project.

◼ **Project Name**
This column displays the name of the project.

◼ **Status**
This column displays the status of the project: Active, Inactive, Cancelled, or Closed.

◼ **Last Transaction Date**
This column displays the date of the last transaction posted to the project.

◼ **Budget**
This column displays the amount budgeted for the project. It displays either the original budget amount or the revised budget amount, depending on the option selected on the Report Definition dialog.

◼ **Actual**
This column displays the dollar amount actually spent on the project. The system calculates this amount by adding the amount spent on each transaction posted to the project.

◼ **$ Under (Over) Budget**
This column displays the dollar amount that the project is over or under its budget amount. The system calculates the difference between the amount shown in the Budget column and the amount shown in the Actual column.

■ **% Under (Over) Budget**
This column displays the percentage by which the project is over or under its budget amount.
The system calculates this column by dividing the amount in the $ Under (Over) Budget column
by the amount in the Budget column.

■ **% Complete**
This column displays the percent of the budget that has been spent on each project. The system
calculates this column by dividing the amount in the Actual column by the amount in the Budget
column.

■ **Line Item Budget**
The report displays the total of either the original amount budgeted for each line item or the
revised budget amount for each line item, depending on the option selected on the Compare
Actuals To field on the Report Definition dialog.

Project Listing Report

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Consolidated Report
Project Listing Report
Actuals include all transactions

Budget = Original

Project Code	Project Name	S	Last Trans Date	Budget	Actual	$ Under (Over) Budget	% Under (Over) Budget	% Complete	Line Item Budget
2003-250	Sample Project 1	A	12/10/2010	$ 1,700,800.00	$ 1,971,760.28	$ (270,960.28)	-15.93 %	115.93 %	$ 1,700,775.00
2004-250	Sample Project 2	A	06/15/2010	1,550,000.00	3,813,300.00	(2,263,300.00)	-146.02 %	246.02 %	1,293,250.00
		Grand Total		$ 3,250,800.00	$ 5,785,060.28	$ (2,534,260.28)	-77.96 %	177.96 %	$ 2,994,025.00
		Count = 2							

</div>

Creating a New Report with Sage Fixed Assets - Reporting

You can design and create your own custom reports that include information from project fields, line item fields, and transaction fields. You decide which columns you want to appear on the report, and the order in which they appear. You can use all of the powerful features of Sage Fixed Assets - Reporting to make the report appear exactly as you want.

Follow the steps below to create a new report in SAP® Crystal Reports 2011 (Crystal Reports) using Sage Fixed Assets - Reporting.

Note: You can follow these instructions only if you have purchased Sage Fixed Assets - Reporting program. If you would like to purchase the Sage Fixed Assets - Reporting program, please contact your Sage Fixed Assets sales representative.

To create a new report

1. Select Reports/Reporting/Create New Report from the menu bar. The Create New Report dialog appears.
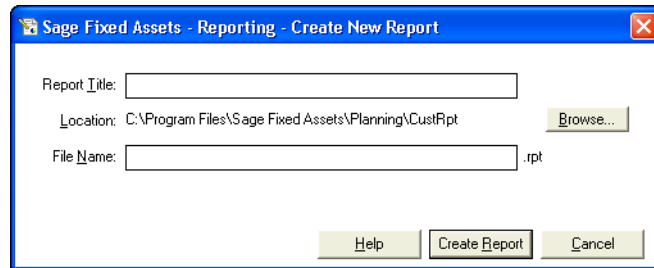
2. Complete the Create New Report dialog.

3. Click the Create Report button. The application opens Crystal Reports and displays a new report in the Preview tab.

For tips on using Crystal Reports to create a report, see the online *Sage Fixed Assets - Reporting User's Guide*.

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 in the Save As dialog, 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.

Appendix A
Exporting Data

Exporting Asset Data

You can export data from Group View and from Detail View. When you are in Group View, you can export only the information that appears in the Group View columns. When you are in Detail View, you can export only the information that appears in the columns on the Transactions page.

You can export data in the following formats:

- Comma Separated Values file (CSV extension)
- Microsoft Excel file (XLS extension)
- XML file (XML extension)

When you export data to a Comma Separated Values file, the system reads each comma in the file as the separation point between fields. Therefore, if the data in a field contains a comma, such as 10,000.00, the system will create two separate fields: one field containing 10 and the other field containing 000.00. To avoid this problem, you can either eliminate the commas in your data, or you can insert quotation marks around the field: "10,000.00."

Note: You can use the Manage Group View or the Manage Transaction View feature to change the data displayed in Group View and Detail View. For more information, see "Managing Group View," page 2-14 or "Managing Detail View," page 2-17.

To export data from Group View

1. Go to Group View.

2. Select the group that contains the information you want to export.

3. Select View/Export Group View from the menu bar. The Export Group View dialog appears.

4. Complete the Export Group View dialog. See "Export Group View Dialog," page A-1. The system saves the group information in a file with either a CSV, XLS, or XML extension.

Export Group View Dialog

Follow the guidelines below to complete the Export Group View dialog.

■ **Save In**
The system uses this field to display the folder in which you want to store the exported group. Use the box below this field to select the folder. Use the toolbar buttons to the right of this folder to move up a level or to create a new folder. Click the arrow to select another drive letter.

■ **File Name**
Use this field to enter the name of the file that contains the exported group. Do not enter a file extension.

■ **Save as Type**
Use this field to select the type of file that you want to create.

❑ **Comma Separated File**
Select this file type if you want to create a comma-separated file with a CSV extension.

❑ **Excel File**
Select this file type if you want to create an Excel file with an XLS extension.

❑ **XML**
Select this file type if you want to create a file with an XML extension.

■ **Save Button**
Click this button to save the exported group file in the selected folder.

To export data from Detail View

1. In Group View, select the line item that has the transactions that you want to export to a file.

2. Go to Detail View and select the Transactions tab. The Transactions page appears.

3. Select View/Export Transactions from the menu bar. The Export Transactions dialog appears.

4. Complete the Export Transactions dialog. See "Export Transactions Dialog," page A-2. The system saves the transaction information in a file with either a CSV, XLS, or XML extension.

Export Transactions Dialog

Follow the guidelines below to complete the Export Transactions dialog.

■ **Save In**
The system uses this field to display the folder in which you want to store the exported transactions. Use the box below this field to select the folder. Use the toolbar buttons to the right of this folder to move up a level or to create a new folder. Click the arrow to select another drive letter.

■ **File Name**
Use this field to enter the name of the file that contains the exported transactions. Do not enter a file extension.

■ **Save as Type**
Use this field to select the type of file that you want to create.

❑ **Comma Separated File**
Select this file type if you want to create a comma-separated file with a CSV extension.

❑ **Excel File**
Select this file type if you want to create an Excel file with an XLS extension.

❑ **XML**
Select this file type if you want to create a file with an XML extension.

■ **Save Button**
Click this button to save the exported transactions file in the selected folder.

Appendix B
Importing Data

If you have existing data in another software program, such as a Microsoft Excel spreadsheet, you can avoid duplicate data entry by importing the data into Sage Fixed Assets - Planning. You can import data immediately after you create your projects and set up your line items, and you can continue to import data from your general ledger program on an ongoing basis.

Note: The file that you import must be an ASCII file with a CSV extension (Comma Separated Value format). If you use Microsoft Excel to create or edit the file, you must save it with a CSV extension before you import it.

Each line (or record) in the import file represents a transaction. You can import the file into a single project or into multiple projects. However, if you decide to import the file into multiple projects, the file must contain a column indicating the project name for each transaction record.

To import transactions, you use the Import Helper, a series of wizard dialogs that walk you step by step through the import process. The wizard dialogs allow you to associate (or "map") columns in the import file to fields in Sage Fixed Assets - Planning. This is an essential step to importing data into the system. The Import Helper makes this a simple task.

During the import, an Import Helper dialog shows you the columns in your source file. The same dialog lists the fields in the program. Your task is to match the columns in the source file to the fields in the program. You can make this job even easier by labeling the columns in the source file before you import it.

You **must** map columns in the import file to the following fields in the program:

- Date Posted

- Project Name (required only if you are importing transactions into multiple projects)

- Transaction Date

- Transaction Amount

The system examines your import file before you import it to determine whether each transaction is ready to be imported. If the import file contains any records that are not ready for import, the system creates a report that indicates which records contain errors. You can either fix the errors before you import the file, or you can continue with the import. If you continue, the system imports only the valid records.

Data Formats for Import Files

The data in an import file can be in the following formats:

- **Numeric** data should either be an integer (0 through 9) or in 9.2 format (that is, up to 9 digits to the left of the decimal point and up to 2 digits to the right of the decimal point). If the number contains a comma, it must be surrounded by quotation marks.

- **Dates** can be entered in any of the following formats: MM/DD/YYYY, MM/DD/YY, MM-DD-YYYY, or MM-DD-YY.

- **Currency** should be entered in 9.2 format (that is, up to 9 digits to the left of the decimal point and up to 2 digits to the right of the decimal point). You can enter whole dollars. Do not enter a dollar sign. If the number contains a comma, it must be surrounded by quotation marks.

- Text data can include up to 25 alphabetic or numeric characters. The data cannot include commas.

Importing Transactions

When using the Import Helper to import data, you create a map that correctly links the field data from your originating source file to the fields in the application. The Import Helper guides you through this entire process.

To import transactions

1. Do one of the following:

    - Select Projects/Utilities/Import from the menu bar.

    - Click the Import button on the tool bar.

    The Import Helper - Introduction dialog appears.

2. Click the Next button. The Import Helper - Select Destination dialog appears.
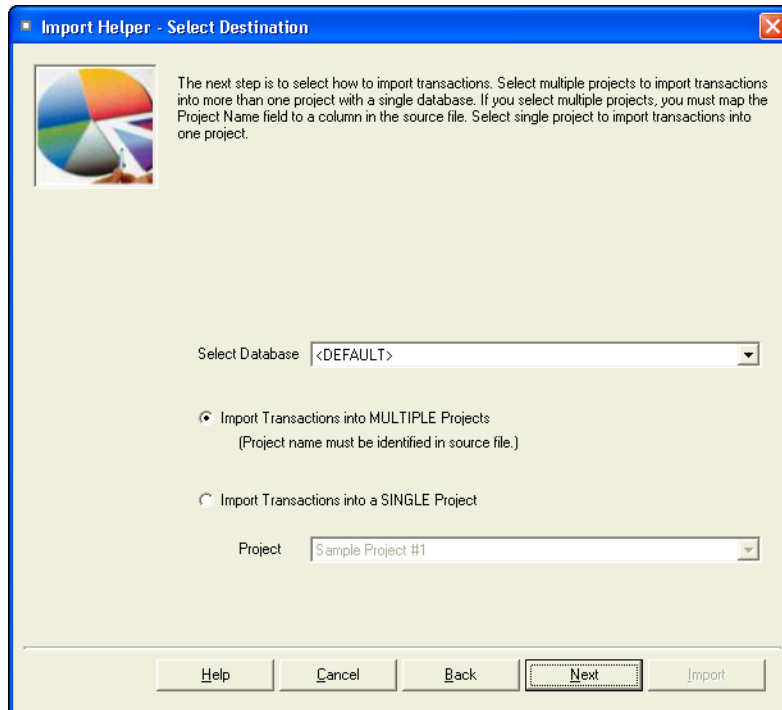
On this dialog, you indicate whether you are importing transactions to a single project or to multiple projects. If you are importing transactions to multiple projects, the import file must have a column that identifies the destination project for each transaction record, and you must map that column to the Project Name field when you complete the Import Helper - Map Fields dialog.

3. Complete the Import Helper - Select Destination dialog. For more information, see "Import Helper - Select Destination Dialog," page B-7.

4. Click the Next button. The Import Helper - Select Source Data and Field Map dialog appears.

On this dialog, you select the file containing the transactions that you are importing. You also indicate whether you are creating a new field map or using an existing field map. The field map tells the system how the columns in the import file correspond to the fields in the application.

5. Complete the Import Helper - Select Source Data and Field Map dialog. For more information, see "Import Helper - Select Source Data and Field Map Dialog," page B-7.

6.   Click the Next button. The Import Helper - Map Fields dialog appears.

On this dialog, you either create a new field map or edit an existing field map. You select a letter for each column in the import file you want to map, and then you match that letter with a field in the application. You can also save the map to use again at a later time, and you can view a report showing the fields that you have mapped to columns in the import file.

7.   Complete the Import Helper - Map Fields dialog. For more information, see "Import Helper - Map Fields Dialog," page B-8.

8. Click the Validate button. The system validates the data in the import file to determine if the data can be written to the database. If the system finds database errors, it creates the Database Exceptions report and then it displays the Import Helper - Summary dialog.
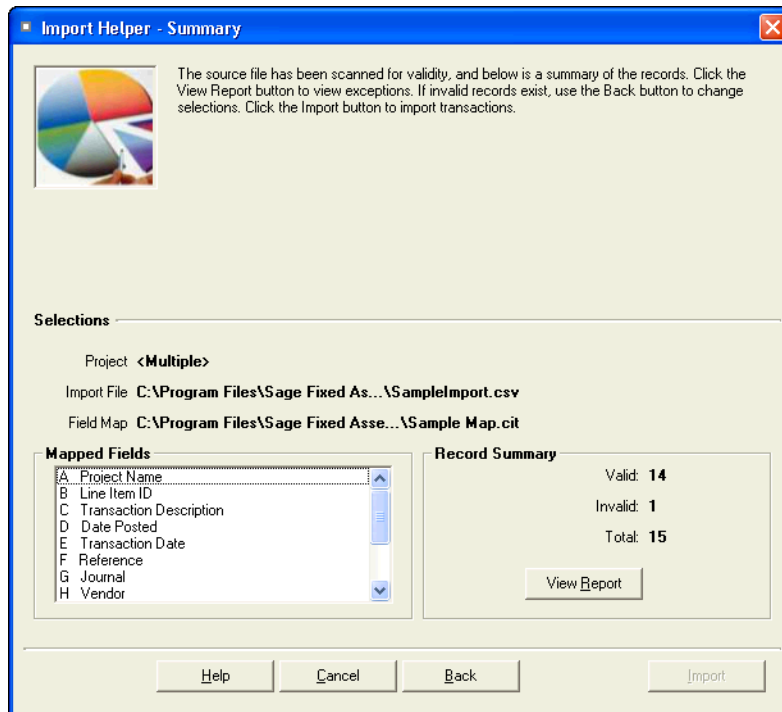
On this dialog, you view a summary of your import. The system displays the fields that you have mapped to columns in the import file, as well as the number of valid and invalid records contained in the file. If the file contains invalid records, you can view a report showing why the records are invalid.

9. Review the data on the Import Helper - Summary dialog prior to completing the import. For more information, see "Import Helper - Summary Dialog," page B-9.

10. If desired, click the View Report button to view the Database Exceptions report, then click the Close button. If the system finds invalid fields in the ASCII text file, this report explains why the fields are invalid. If you choose to run the report at this time, the system displays the report in a report window, where you can then print the report or save it in a file. You must close the report window in order to return to the import function. See "Sample Database Exceptions Report," page B-10.

11. Correct any errors in your data (you can click the Back button to move backwards through the dialogs).

Note: You cannot have the spreadsheet open while you are in the Import Helper program.

12. Click the Import button. The system imports only valid data from the source file and displays an Imported Transactions Exceptions report. This report indicates the transaction records that contain errors, which are not imported, and which records contain warnings, which are imported. See "Sample Imported Transactions Exceptions Report," page B-11.

> **Note:** Avoid importing valid records twice. The system imports valid records, but it does not import invalid records. If some records in your data file are invalid, you can correct the data file and reimport the records that were invalid. Make sure you import only the records that contained errors, and do not reimport the records that were valid more than once.

13. To exit from the Import Helper - Summary dialog, do any of the following:

    • Press Alt+F4.

    • Click the Close button.

Import Helper - Select Destination Dialog

Follow the guidelines below to complete the Import Helper - Select Destination dialog.

■ **Select Database**
Use this field to select the database containing the project or projects into which you want to import data.

■ **Import Transactions into Multiple Projects**
Click this option button if you want to import data into more than one project in the selected database. If you click this option button, then each transaction that you import must include a project name.

■ **Import Transactions into a Single Project**
Click this option button if you want to import data into only one project.

  ❑ **Project**
  Use this field to select the project into which you want to import data.

Import Helper - Select Source Data and Field Map Dialog

Follow the guidelines below to complete the Import Helper - Select Source Data and Field Map dialog. A Field Map correctly links the data fields from your originating source to the fields in the application.

■ **Select Source Data**
Use this field to select the file containing the data that you want to import. The data file must be an ASCII file with a CSV extension (Comma Separated Value format).

  ❑ **Browse Data Button**
  Click this button to display a dialog that allows you to locate the data file.

■ **Select Field Map**
Select one of the available field map options.

  ❑ **Create a New Field Map**
  Click this option if you want to create a new field map. When you click the Next button, you'll create the map on the Import Helper - Map Fields dialog.

  ❑ **Use an Existing Field Map**
  Click this option if you want to use a pre-existing field map. When you click the Next button, the Import Helper - Select Fields dialog is completed using the pre-existing map.

    ❑ **Field Map Location**
    Click the arrow box to reveal a list of pre-existing field maps (use the Browse button to specify the location of the pre-existing field map). Select the appropriate field map from the list.

❑ **Browse Map Button**
Click this button to display a dialog that allows you to locate the field map.

Import Helper - Map Fields Dialog

This dialog allows you to map the columns in the file you are importing to the fields in the application. This is an essential step to importing data into the system. The File Display box displays the file you are importing in a spreadsheet format. You match up the columns in that spreadsheet format to the fields in the application. You do not have to map all of the columns in your source file to the fields in your application. Follow the guidelines below to complete the Import Helper - Map Fields dialog.

■ **Columns**
Select the column you want to map to a Sage Fixed Assets - Planning field. The File Display box displays the column data as it appears in the file you are importing.

■ **Field Category**
Select the type of fields you want displayed in the Available Fields list. This option allows you to limit the number of fields in the list so you don't have to scroll through them all.

■ **Available Fields**
After you've selected the column you want to map from the Columns list, select the Sage Fixed Assets - Planning field you want to map to that column. After you've mapped a field to a column, the field no longer appears in the Available Fields list.

■ **Map Summary**
The system uses this field to display a list of the fields you've added to the map.

■ **File Display**
The system uses this field to display the column data as it appears in the file you are importing. This is where you view the data to decide which column you want to map to a Sage Fixed Assets - Planning field.

■ **Begin at Row?**
Select the row of the file you are importing that you want the system to start importing from. This option allows you to view header rows from your source file in the File Display box without importing them.

■ **Add Button**
Click this button to add the selected fields to the map file.

■ **Remove Button**
Click this button to removes the selected fields from the map file.

■ **Print Map Button**
Click this button to print the map you've created. Clicking this button displays an Import Field Map report in your browser.

■ **Save Map Button**
Click this button to save the map you've created. Clicking this button brings up the Save Map As dialog.

■ **Validate Button**
Click this button to display the next Import Helper dialog. When you click this button, the system determines how many of the records in the data file are valid and how many records are invalid.

Import Helper - Summary Dialog

Follow the guidelines below to understand the Import Helper - Summary dialog and to run an Import Exceptions report.

■ **Project**
If you are importing data into a single project, this field indicates the name of the project into which you are importing the file. If you are importing data into more than one project, this field displays "Multiple."

■ **Import File**
The system uses this field to indicate the name and location of the file you are importing.

■ **Field Map**
The system uses this field to indicate the name and location of the selected field map.

■ **Mapped Fields**
The system uses this field to display the names of all the fields included in the field map.

■ **Record Summary**
The system uses these fields to display information about the records in the import file.

❑ **Valid**
The system uses this field to display the number of valid records in the import file.

❑ **Invalid**
The system uses this field to display the number of invalid records in the import file.

❑ **Total**
The system uses this field to display the total number of records in the import file.

❑ **View Report Button**
Click this button to view the Imported Transactions Exceptions report, which indicates the records that contain errors, if any.

■ **Import Button**
Click this button to begin the process of importing transactions.

Sample Database Exceptions Report

Database Exceptions Report

Source File:	SampleImport.csv	**Date Imported:**	11/11/2011
Map File:	Testing.cit	**Time Imported:**	12:47:52 PM
Destination			
Database:	<DEFAULT>		
Project:	<Multiple>		

Row #	Type	Exception
1	Error	Incorrect Project Name.
1	Error	Invalid date.
1	Error	Invalid date.
1	Error	Incorrect numeric format.
1	Error	Incorrect numeric format.

Grand Totals

Invalid Records:	1
Importable Records:	14
Total Records:	15

Sample Imported Transactions Exceptions Report

Imported Transactions Exceptions Report

Source File:	SampleImport.csv	**Date Imported:** 11/11/2011
Map File:	Testing.cit	**Time Imported:** 12:47:52 PM
Destination		
Database:	<DEFAULT>	
Project:	<Multiple>	

Note: Records that contain errors are imported as PENDING. Records that contain warnings are imported as ACTIVE.

Row #	Line Item ID	Trans Date	Date Posted	Vendor	Reference	Journal	Amount	Exception
Westfields Bakery #2								
2	7	4/27/2005	4/30/2005	CityDiscount	25004	AP	$500.00	Warning:Transaction Date is earlier than the Line Item Start Date.
3	9	11/2/2004	11/30/2004			PO	$200.00	Warning:Transaction Date is earlier than the Line Item Start Date.
4	9	11/12/2004	11/30/2004	Empire Bakery Equipment	998466	AP	$100.00	Warning:Transaction Date is earlier than the Line Item Start Date.
5	12	8/26/2005	8/31/2005	MetroLogic, Inc.	33299883	PO	$1,495.00	Warning:Transaction Date is earlier than the Line Item Start Date.
6	12	8/26/2005	8/31/2005	MetroLogic, Inc.	33299885	PO	$1,495.00	Warning:Transaction Date is earlier than the Line Item Start Date.
7	15	11/12/2005	11/30/2005	Staples	443799	GL	$257.50	Warning:Transaction Date is earlier than the Line Item Start Date.
8	15	11/12/2005	11/30/2005	Staples	443625	GL	$1,500.00	Warning:Transaction Date is earlier than the Line Item Start Date.
9	15	11/12/2005	11/30/2005	Staples	443799	GL	$257.50	Warning:Transaction Date is earlier than the Line Item Start Date.
10	15	11/12/2005	11/30/2005	Staples	443625	GL	$1,500.00	Warning:Transaction Date is earlier than the Line Item Start Date.
11	20	10/12/2005	10/31/2005	Brune, Inc.	4432209	AP	$135.00	Warning:Transaction Date is earlier than the Line Item Start Date.

SubTotals

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