Sage Fixed Assets Tracking

User guide

Last updated January 25, 2023

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Chapter 1
Introduction

Everyone who has worked with fixed asset inventories knows they are anything but fixed. The inventories may appear momentarily static, but they never remain fixed. There are just too many uncontrollable elements working against your meticulous bookkeeping: new purchases, obsolescence, disposals, lost or stolen goods, and even re-organizations. Sage Fixed Assets— Tracking puts you back in control and makes your inventory tasks much easier.

Did you ever wish you had a magic wand that you could wave over an asset to automatically receive all of that asset's information? With Sage Fixed Assets—Tracking, you can. After you enter the assets into the application, you just move the portable barcode reader over an asset's barcode label, verify the asset, receive the data, and after reconciliation, receive an asset's entire history through a report. The barcode reader also helps you gather information by letting you enter asset information directly into the reader—no more deciphering your co-workers' handwriting.

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.

Here are some of the benefits you'll discover from using the application:

- Easy entry and manipulation of fixed asset data.

- The flexibility of fully customizable asset fields.

- Printing barcodes of most fields for data consistency during an inventory.

- The ability to conduct an inventory either locally or at remote sites.

- Simple yet streamlined inventory methodologies.

- Powerful yet simple inventory reconciliation procedures.

- Complete inventory review reports.

- Inventory and individual asset histories.

Welcome to Sage Fixed Assets

Welcome to the world of Sage Fixed Assets! Understanding fixed asset management takes the right experience. For almost two decades, Sage Fixed Assets has remained the industry's most reliable, most respected name in fixed asset management. Today, Sage Fixed Assets is hard at work helping more than 25,000 fixed asset managers nationwide. In fact, we outsell every other package three to one. For fixed asset management done right, there's just one choice: Sage Fixed Assets. For information about the rest of the Sage Fixed Assets line of fixed asset management solutions, contact your Sage Fixed Assets sales representative, or visit our website at www.SageFixedAssets.com.

Sage Fixed Assets—Tracking/Network

If you have purchased Sage Fixed Assets—Tracking/Network, please read Appendix E, "Multi-User Features." This appendix describes the features not included in the standalone version of Sage Fixed Assets—Tracking and explains how it handles potential conflicts when two or more users are working in the same company or database.

The applicable installation & administration guide contains information on system requirements, installing and starting the application, converting databases, and troubleshooting. Please refer to it for information on these areas, as well as other network-related issues. To access the installation & administration guide, see "Verifying Your Computer's Equipment," page 1-2.

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.

What Kind of Readers Does the Application Support?

In addition to the Virtual Reader, the application supports several brands of readers. You can find a list of the readers supported by Sage Fixed Assets at www.SageFixedAssets.com/hardware.

What Kind of Barcode Symbology Does the Application Support?

There are many kinds of barcode symbologies on the market these days. The application takes advantage of one of the easiest and most widely used symbologies available: Code 39. Contact your Sage Fixed Assets representative for details.

Key Steps in Implementing the Application

Working with the Sage Fixed Assets—Tracking program is only one part of a much larger process. Other parts of the process include preparing for the inventory, taking the inventory with the portable reader, analyzing the results, and correcting problems. In addition, there are several other one-time implementation steps necessary for you to get started with the application. The following is just one implementation plan example.

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

Set Up a Company
Create and set up a new company to store your asset data. Or you can attach to an existing company in Sage Fixed Assets—Depreciation.

Customize Asset Fields
The application has numerous fields you can use to describe your assets. To tailor the application to the specific needs of your company, you can customize the fields within the application. However, since there are 12 Sage Fixed Assets—Tracking user-defined fields, two Custom Date fields, and ten additional user-defined fields for Sage Fixed Assets—Depreciation users, you might not find it necessary to change any of the predefined fields.

Choose a Tag Field
From all of the fields in the application that describe your assets, you must choose one of them as the Tag field. The Tag field is the field translated into the barcode symbology appearing on the asset's barcode label. Not all fields can be set up to be the Tag field, since the field you choose should contain a unique value for each asset. We recommend using the Asset ID or the System Number field as the Tag field. This field should always contain a unique value and should not be blank.

Set Up the Portable Reader
The application provides a simple, automated process that helps you identify the portable readers you will use to take the inventory. If you do not have a portable reader, we recommend you consider purchasing one.

Purchase or Print Barcode Labels
You must decide whether you want to purchase pre-printed barcode labels or print them using the application. There are pros and cons to each decision. For more information, see "Purchasing Pre-Printed Labels," page 7-2. We provide custom labels tailored to your environment.

Verify the Barcode Labels
If you decide to print your own barcode labels using the application, you should verify the accuracy of your labels.

Label the Locations
If your assets are in multiple locations, you can label the entrance to each location. Then, rather than manually entering the location for each individual asset, you can scan the location label once and apply it to every asset in the location.

Label the Assets and Gather Asset Data Information
There are a number of ways to approach the gathering of asset data information. You might already have the data on hand in another source. In this case, you would begin entering data directly into the application. You might have your asset data contained in another Sage Fixed Assets product database. If so, you simply attach Sage Fixed Assets—Tracking to that database. Or, you might need to gather your asset data from scratch. If this is the case, you can collect the information as you attach the barcode labels to your assets.

■ **Enter Data**
After you gather your asset data, use the Asset menu to enter the data into the application. This step depends on your data collection method. If you have already entered your assets into the application, this step is not necessary. Also, you can import asset data into the application from a file that you create with a range of software applications, including spreadsheet programs.

■ **Conduct the Inventory**
Conduct the inventory using the portable reader or the Virtual Reader. As you begin taking inventory in each new location, type in the location code or read the location label. Then read the barcode label for each asset in the location.

■ **Reconcile the Inventory**
If you find discrepancies in the inventory, use the built-in Reconciliation report, which guides you through the process of reconciling your inventory.

■ **Analyze the Results**
After you conduct the inventory, you will want to run reports that show inventory exceptions, such as missing assets or assets in the wrong location.

Understanding Databases

The application stores your asset 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.

Note: If you are using Sage Fixed Assets—Tracking to connect to Sage Fixed Assets— Depreciation data, you do not need to create new databases; just open your existing databases.

You store each company you create in a database. You can store one or more companies in one database, or you can create multiple databases for storing multiple companies. To optimize application processing speed and convenience, determine which number of databases is best for you. Storing all your companies in one database is convenient because you do all your work in one place, and you can run comprehensive reports for all of your companies. However, distributing your companies among multiple databases optimizes application processing speed, particularly if you maintain more than about thirty thousand assets.

You can create more than one database in each directory (or file folder) on your computer. The database is a file with a BDB 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.

Understanding Companies

A company is a collection of assets that you define as you prefer; it is not necessarily a legal entity. For example, you might want to define a company for the assets in each department or in each location of your organization. You store companies in one or more databases.

Why Use More than One Company

Even though you can group assets within a company, there are still many reasons to create separate companies for different groups of assets. Reasons for organizing your assets into multiple companies include the following:

■ **Multiple Legal Entities**
The most obvious reason for creating multiple companies to track assets is if your organization tracks or owns assets for separate legal entities. In this case, you would want to create at least one company for each of the legal entities. Remember, if you create those companies within the same database, you can still generate combined reports using Sage Fixed Assets - Reporting (if purchased). You might also want to create more than one company for a legal entity if it meets other criteria as listed below.

■ **Mergers or Acquisitions**
If the legal entity that is your organization has merged with another organization or has acquired one, you might want to maintain the assets for these entities in separate companies within the application.

■ **Decentralized Corporate Structure**
If the culture of your organization is decentralized, or if different organizational units maintain autonomous jurisdiction over assets or accounting, or if they track and report to a central authority separately, then you will want to create separate companies for each of these organizational units.

■ **Multi-State Organization**
If your organization owns assets in multiple states that require unique calculations, then you might need to enter these assets into different companies.

■ **Large Number of Assets**
The application processing speed depends on how many assets you store in your working database. Many functions in the application process all data in all companies in the working database. Therefore, if you maintain many assets (more than about thirty thousand), to gain optimal processing speed you should organize them into multiple companies stored in multiple databases. For example, you might organize your assets according to the reporting structure for different areas of your organization based on accounting principles.

■ **Strict Separation of Asset Classifications/Diversified Products or Markets**
Even if your organization is centralized and accounting is controlled by one umbrella administrative unit, you might want to create separate companies for your assets if the assets are strictly divided by classification. For instance, one arm of your organization may be devoted to manufacturing and another to medical supplies.

When to Keep Assets in One Company?

Many of the situations outlined above are special situations. If your organization does not fit into any of the above situations, then you probably want to store all your assets in one company.

Use one company to store assets if:

- Your organization is a single legal entity.

- Your organization has a centralized management and accounting structure.

- Your organization does not have diversified products or markets.

- Your organization has a relatively low number of assets (say less than thirty thousand).

Understanding Groups

A group is a logical - not physical - subset of assets within a company. Groups are viewed in the Asset List. A group is a collection of assets grouped together for the purpose of tracking them, working on them, or reporting on them collectively.

You create groups using the Group Manager. By specifying one or more criteria, you define which type(s) of assets to include in the group. For example, you might create a group that includes only the assets of a specific location during a specific time period. Defining a group is flexible; you can pinpoint your group with various types of criteria. You can also hand-pick individual assets for a group, and you can change a group definition at any time.

You can define multiple groups per company, and include any asset in multiple groups. For example, you might want to organize your assets into several groups because you have different reporting requirements for each group. In addition, because a group is simply a logical view of a company, it is always current - you never have to update a group created with Group Manager. (Groups created by selecting assets are not updated automatically.) It is important that you understand how assets are grouped within the same company and why you would want to group your assets.

Using Groups

Creating a variety of distinct, logical groups gives you greater control of managing and reporting on your assets. For example, you might create groups to more precisely accomplish the following tasks:

- Run reports

- Browse your asset list

- Sort your assets

- Find a specific asset

- Activate or inactivate assets

- Replace data

Understanding Asset Fields and SmartLists

Nearly everything you do in asset management is based on information about your assets. To identify an asset, you must know its description, classification, location, serial number, purchase order number, or any of a myriad of bits of information available on an asset. The application contains asset fields for each of these bits of information and many more.

Nearly all of these asset fields are fully customizable. In addition, you can create SmartLists of valid entries for the descriptive fields of assets. For instance, you can create a SmartList for the Department field. You might only have three departments in your organization: Administration, Warehouse, and Machining. Why allow users to add other departments, or to add them at random? Field entries are a prominent part of reports. Allowing users to add their own department at random can create a report that has many variations of the same department:

- Machining

- machining

- MACHINING

- Mach

There is beauty in consistency. In addition to the aesthetic problem posed by the above entries, it would not be possible for you to perform accurate sorts or create valid groups with these types of entries. To avoid this situation, you should create SmartLists from which the user can select a valid entry when needed. For details on customizing your fields and creating SmartLists, see Chapter 4, "Setting Up the Product."

Chapter 2
Getting Started

In this chapter:

Sage Fixed Assets—Tracking is a straightforward, easy-to-use barcode and inventory management application. Its interface is designed to get you up and running quickly. We are sure you will master the basics in only a few hours, ensuring that you begin to reap the benefits of an automated inventory system almost immediately. Once you get deeper into the program, you will notice that the simplicity of the interface takes nothing away from the power of the program itself. The application contains all the features and power you need to perform even the most complex bar coding and inventory processes. This chapter guides you through the initial tasks involved in getting the application up and running. You'll also learn how to protect your data by setting system and user security levels.

Starting the Application

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

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

To start the application

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

2. Select the Sage Fixed Assets program group.

3. Select the Tracking software icon. The first time you start the application, the Update User Information dialog appears.

4. Do one of the following

    • Complete the Update User Information dialog, and then click OK. For more information, see "Completing the Update User Information Dialog," page 2-2.

    • Click the Cancel button. You can enter the information next time you launch the application or at a later time from the Help menu.

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 2-2.

Completing the Update User Information Dialog

Follow the guidelines below to complete the Update User Information dialog.

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

■ **Job Title**
Use this field to enter your job title.

■ **Email**
Use this field to enter the email address you want to use for receiving the latest information from Sage Fixed Assets.

■ **Company**
Use this field to enter the name of your company.

■ **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.

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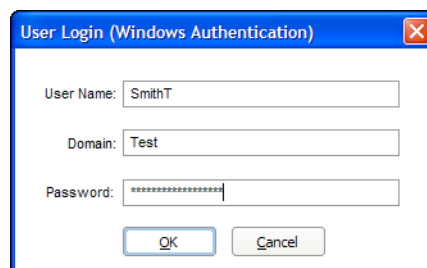
If security is enabled, you must enter your user name and password to access the application.

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 2-18.

You must get your user name from your system security administrator. Your temporary password is the same as your user name. Once you log into the application, you can change your password. For more information, see "Changing Passwords," page 2-3.

To enter a user name and password

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

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 2-17.

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

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

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

The application closes the User Login dialog. You now have access only to those functions as defined by your system security administrator.

Changing Passwords

To change your password you must be logged into the application using your old password. If you've lost your old password, ask your system security administrator to reset it back to your user name. For more information, see "Resetting User Passwords," page 2-21.

To change your password

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

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

Completing the Change Password Dialog

Follow the guidelines below to complete the Change Password dialog.

■   **User Name**
This field displays the name of the user 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 that you won't be able to replicate.

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

Using Demonstration Data

We have provided demonstration data for three sample companies (one for each entity type). This demonstration data makes it much easier for new users to learn the application. Use the data for a hypothetical company while you learn how to use the system; then you will not need to worry about affecting your own data. Depending on whether you are a new user, or the first user of the application for your company, a sample company might open automatically after startup. If not, you can open it as you would any other company. See "Opening an Existing Company," page 2-4.

Opening an Existing Company

You can have only one company open at a time.

To open an existing company

1. Select File/Open Company from the menu bar.

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

2. Click Yes to continue. The Open Company dialog appears.

3. Complete the Open Company dialog, and then click OK to open the Asset List.

Completing the Open Company Dialog

Follow the guidelines below to complete the Open Company dialog.

■ **Companies**
Use this field to select the company you want to open from the list of existing companies. If the company you want to open is not displayed, you might be looking in the wrong database. To change the list of companies, select a different database in the Database field.

■ **Show Non-Sage Fixed Assets—Tracking Companies**
Select this check box to see all companies in the database that were created in other Sage Fixed Assets applications, such as Sage Fixed Assets—Depreciation, but have not been opened in Sage Fixed Assets—Tracking. After you have opened a company in Sage Fixed Assets—Tracking, you no longer need to check this box to see it in the list of existing companies.

■ **Database**
Use this field to select the database that contains the company you want to open. Click the down arrow to view a drop-down list of available databases. If you do not see the database you want, click the Find Database button to locate and add the database to the system.

■ **Find Database Button**
Click this button to locate and add a database to the system. The Find Databases dialog appears. For more information, see "Completing the Find Databases Dialog," page 5-19.

Getting Help

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

- Using the online Help system (see)

- Viewing the online guide

- Contacting Sage Fixed Assets (see)

- Sage Live Connect (see)

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 window 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 website for our customers. You can quickly access various pages on this website from the Help menu.

To contact Sage Fixed Assets

1. Select Help/Sage Fixed Assets Home.

2. Explore the Home page to find information about support hours and contact information.

Sage Live Connect

The Sage Live Connect option on the Help menu allows you to connect your computer directly to a Customer Support representative. The Customer Support representative can then take control of your computer to more quickly diagnose your computer's problem.

Before using the Sage Live Connect feature, you must first contact Sage Fixed Assets Customer Support by calling 800-331-8514. If the Customer Support representative decides that taking control of your computer would be helpful, the representative will tell you how to start a session.

Viewing Your Customer Number

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

To view your customer number

1. Select Help/Update User Information from the menu bar. A dialog appears containing your information, including your customer number.
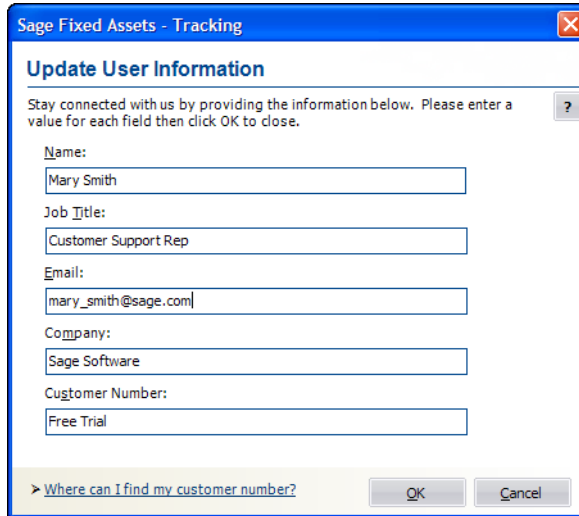
Note: If you did not enter a customer number when the application was installed, call Customer Service at 800-368-2405.

Updating Your Customer Number

After you purchase the application, you will be given a customer number. Once you receive your customer number, you can enter it in a dialog 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. Update your customer number and any other user information, and then click OK. For more information, see "Completing the Update User Information Dialog," page 2-2.

You can view your customer number at any time from the Help menu. For more information, see "Viewing Your Customer Number," page 2-6.

Setting User Security

The security feature enables you to define the kind of access each of the users in your company has to the application's many functions. You might want some users to have access to data entry functions, while you might want others to be able to read but not change the information in the database. 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 this profile to access everything in the application. You might have another security profile named Data Entry that allow access only to functions associated with data entry, and disables access to the application'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 application.

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**

*   **Company level security**

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

Setting user security is a four-step process.

*   Assign a supervisor password and enable system security. For more information, see .

*   Create system level security profiles. For more information, see .

*   Create company level security profiles. For more information, see .

*   Assign profiles to users. For more information, see .
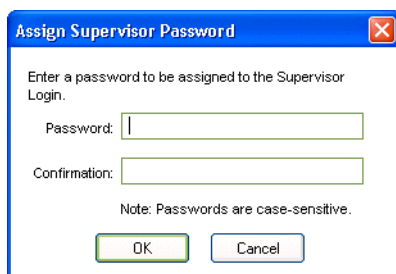
Assigning Supervisor Password and Enabling System Security

To assign a supervisor password and enable system security

Once you enable system security, every user must have a user name and a password to enter the application. If you are using Windows Authentication security mode, 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. For more information, see "Switching to Windows Authentication," page 2-18.

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

1. Select File/Password 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 Supervisor dialog appears. See "Completing the Supervisor Dialog," page 2-9.
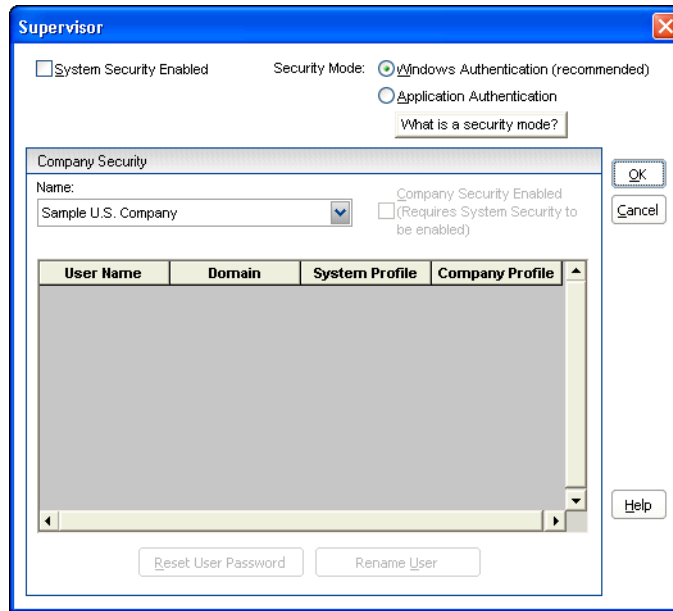
4. Select the System Security Enabled check box.

5. Select a company from the Name field, and then select the Company Security Enabled check box to enable security for that company.

6. Complete the rest of the Supervisor dialog, then click OK.

Completing the Supervisor Dialog

Follow the guidelines below to complete the Supervisor dialog.

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

■ **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 2-17.

❑ **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 company for which you want to view user profiles or enable company level security. This field displays the names of all companies in the current database. If you want to access a company in a different database, you must exit this dialog and open a company in the desired database. See "Opening an Existing Company," page 2-4.

Tip: Select the <All Companies> option in the Name field to locate a user name when you don't know the company to which the user has been assigned. Selecting the <All Companies> option displays all of the users in the application, whether or not they have been assigned a system or company profile.

■ **Company Security Enabled**
Select this check box to enable security for the selected company. This check box is available only if you click the System Security Enabled check box.

Note: This check box is not available if you select the <All Companies> option in the Name field.

■ **User Profiles List**
This field displays the profiles for each user in the selected company.

■ **Reset User Password Button**
Click this button to reset the password for the selected user. Select the desired user in the User Profile List, and then click the Reset User 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 User Password button, the password for that user becomes "MSMITH." See "Resetting User Passwords," page 2-21.

Note: This button is available only if you are using Application Authentication security mode. For more information, see "Switching to Application Authentication," page 2-20.

■ **Rename User Button**
Click this button to rename the selected user. Select the desired user in the User Profiles List, 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. See "Renaming a User," page 2-22.

Creating System Level Security Profiles

System level security specifies the type of access a user has to application's functions. System level security is effective across all companies within the application. 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.

To create system level security profiles

1. Select File/Password Security/Define Profiles/Define System Profiles from the menu bar. The Define System Profiles dialog appears.
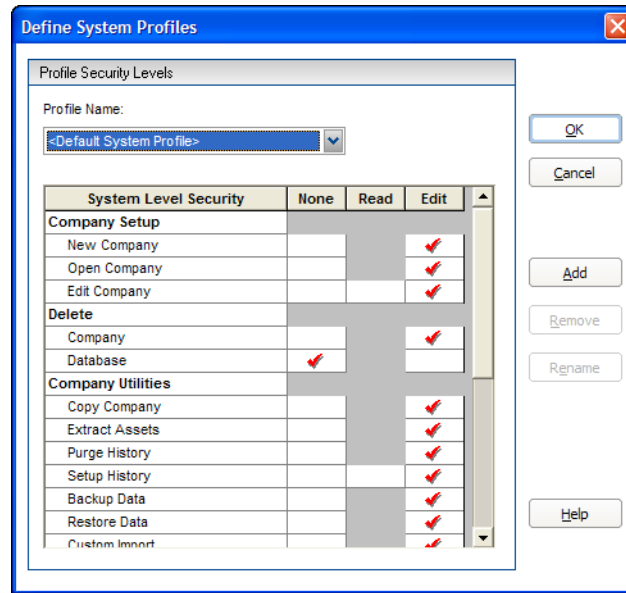
2. Complete the Define System Profiles dialog, and then click OK.

Completing the Define System Profiles Dialog

Follow the guidelines 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 application displays the new profile in this field.

■ **System Security List**
Use these fields to assign system security based on the following explanations of each field in the system security list. Shaded areas represent areas that are not applicable to a specific function.

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

❑ **None**
Click this field if you don't want users assigned this profile to have access to the specified application function.

❑ **Read**
Click this field if you want users assigned this profile to be able to read but not edit the data in the specified application function.

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

■ **Add Button**
Click this button to add a new profile to the application. The application displays the Add Profile dialog. Type a name for the new profile you want to add, and then click OK. The application 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 application 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 application displays the Rename Profile dialog, with the old profile name at the top. Type the new name, and then click OK. The application returns to the Define System Profiles dialog.

Creating Company Level Security Profiles

Company level security specifies what the user can and cannot do to the data in a company.

Note: To complete the steps below, you must be logged on to the system as a supervisor, and you must have a company open.

To create company level security profiles

1. Select File/Password Security/Define Profiles/Define Company Profiles from the menu bar. The Define Company Profiles dialog appears.
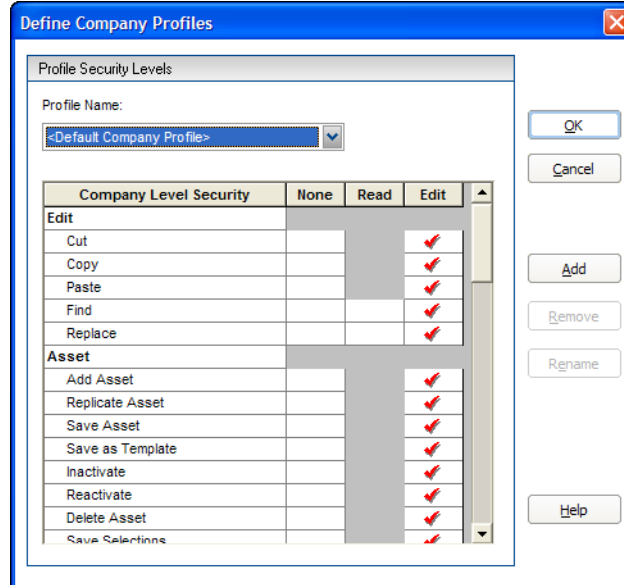
2. Complete the Define Company Profiles dialog, and then click OK.

Completing the Define Company Profiles Dialog

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

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

- **Company Security List**
  Use these fields to assign company security based on the following explanation of each field in the company security list. Shaded areas represent areas that are not applicable to a specific function.

  - ❑ **Company Level Security**
    This column displays the names of all the company level functions for which you can impose security restrictions. To specify a security level, select one of the three security options in the columns to the right.

  - ❑ **None**
    Click this field if you don't want users assigned this profile to have access to the specified company function.

  - ❑ **Read**
    Click this field if you want users assigned this profile to be able to read but not edit the data in the specified company function.

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

- **Add Button**
  Click this button to add a new security profile. The Add Profile dialog appears. Type a name for the new profile you want to add, and then click OK. The application returns to the Define Company 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 application 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 application displays the Rename Profile dialog, with the old profile name at the top. Type in the new name, and then click OK. The application returns to the Define Company Profiles dialog.

Assigning User Privileges

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

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

To create a user list

The application 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 most network IDs: last name, followed by first initial.

1. Select File/Password Security/Assign User Privileges/Assign System Privileges from the menu bar. The Assign System Privileges dialog appears. See "Completing the Assign System Privileges Dialog," page 2-16.
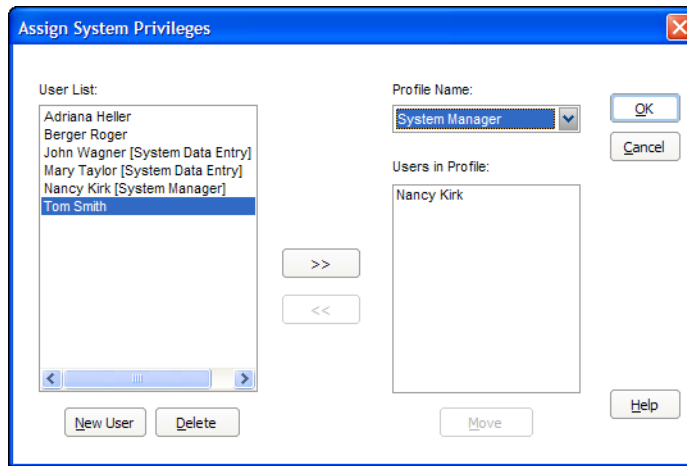
2. Click the New User button. The Add New User dialog appears.
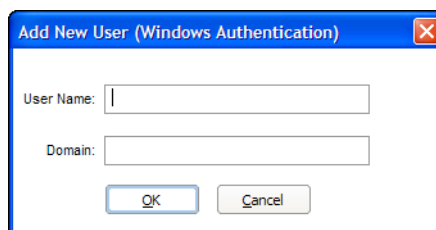
3. Type a new user name in the User Name field, and then click OK. If you are using Windows Authentication security mode, enter the Domain name. See "Selecting a Security Mode," page 2-17.

   Tip: 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 application returns to the Assign System Privileges dialog and adds the new user name to the User List. By default, the application initially creates case-sensitive user passwords that are the same as the user login.

4. Repeat steps 2 and 3 for additional names.

5. Click OK to exit the Assign System Privileges dialog, or complete the rest of the dialog to assign profiles to your users (see below).

To assign system profiles

1. Select File/Password Security/Assign User Privileges/Assign System Privileges from the menu bar. The Assign System Privileges dialog appears.
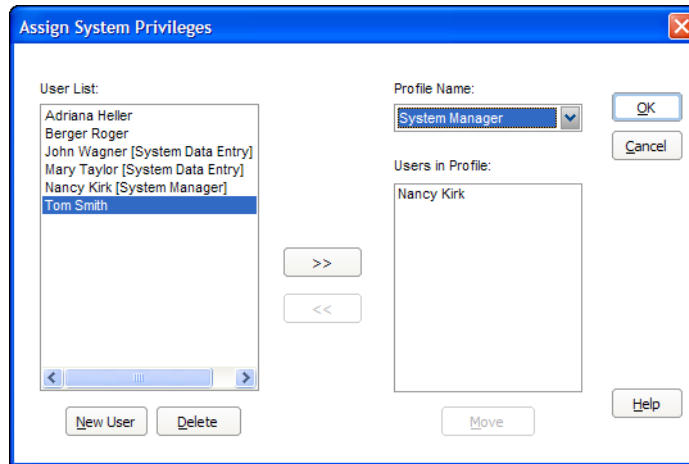
2. Complete the Assign System Privileges dialog, and then click OK. For more information, see "Completing the Assign System Privileges Dialog," page 2-16.

To assign company profiles

1. Select File/Password Security/Assign User Privileges/Assign Company Privileges from the menu bar. The Assign Company Privileges dialog appears.
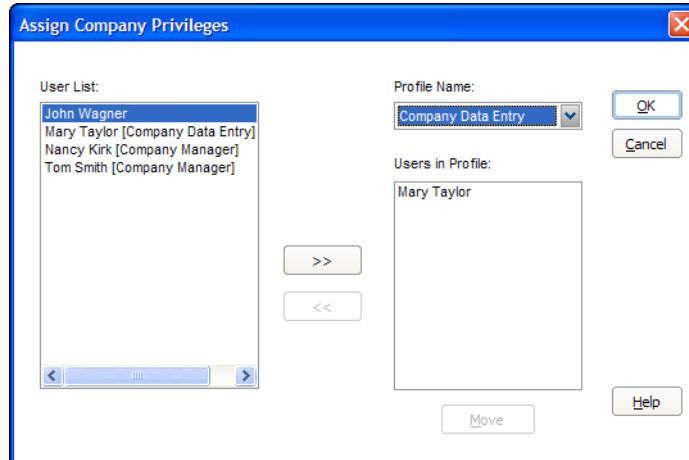
2. Complete the Assign Company Privileges dialog, and then click OK. For more information, see "Completing the Assign Company Privileges Dialog," page 2-16.

To view or make changes to user profiles

1. Select File/Password Security/Define Profiles from the menu bar.

2. Select either the Assign System Privileges dialog or the Assign Company Privileges dialog. The appropriate dialog appears.

3. Complete the dialog to view or make changes to the user profiles. See "Completing the Assign System Privileges Dialog," page 2-16 or "Completing the Assign Company Privileges Dialog," page 2-16.

4. Click OK to exit the dialog.

Completing the Assign System Privileges Dialog

Follow the guidelines below to complete the Assign System Privileges dialog.

- **User List**
  This field displays the names of all users in the system. If you are using Windows Authentication security mode, this field also displays the domain name; for example, USER@DOMAIN. After a profile has been assigned, the application displays the system profile assigned to that user next to each user name. Use this field to select user names you want to add to the Users in Profile list to the right, or to delete them from the user list.

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

- **Delete Button**
  Click this button to delete selected users from the user list.

- **Profile Name**
  Use this field to select the system profile you want to assign to users. Once you select the profile, select users from the User List, and then click the Add button.

- **Users in Profile**
  This field displays the names of all users added to the system profile selected in the Profile Name field. Use this field to select names you want to remove from the profile or move to another profile by clicking the Move button.

- **Move Button**
  Click this button to move a selected user in the Users in Profile list to another profile. Clicking this button displays the Move User dialog. See "Completing the Move User Dialog," page 2-17.

- **>> (Add Button)**
  Click this button to add selected users from the User List to the Users in Profile list to the right.

- **<< (Remove Button)**
  Click this button to remove selected users from the Users in Profile list. Removing users from the Users in Profile list removes all privileges assigned to those users' login names. You must reassign each user a new profile or they won't have access to the application. You can also use the Move button to accomplish both tasks more efficiently. See "Move Button."

Completing the Assign Company Privileges Dialog

Follow the guidelines below to complete the Assign Company Privileges dialog.

- **User List**
  This field displays the names of all users in the application. If you are using Windows Authentication security mode, this field also displays the domain name; for example, USER@DOMAIN. After a profile has been assigned, the application displays the company profile assigned to that user next to each user name. Use this field to select user names you want to add them to the Users in Profile list to the right.

- **Profile Name**
  Use this field to select the company profile you want to assign to users. Once you select the profile, select users from the User List, and then click the Add button.

■ **Users in Profile**
This field displays the names of all users added to the company profile selected in the Profile Name field. Use this field to select names you want to remove from the profile or move to another profile by clicking the Move button.

■ **Move Button**
Click this button to move a selected user in the Users in Profile list to another profile. Clicking this button displays the Move User dialog. See "Completing the Move User Dialog," page 2-17.

■ **>> (Add Button)**
Click this button to add selected users from the User List to the Users in Profile list to the right.

■ **<< (Remove Button)**
Click this button to remove selected users from the Users in Profile list. Removing users from the Users in Profile list removes all privileges assigned to those users' login names. You must reassign each user a new profile or they won't have access to the application. You can also use the Move button to accomplish both tasks more efficiently. See "Move Button."

Completing the Move User Dialog

Follow the guidelines below to complete the Move User dialog.

■ **User Name**
This field displays the name of the selected user you want to move from one profile to another.

■ **Old Profile**
This field displays the name of the profile to which the selected user is currently assigned.

■ **New Profile**
Use this field to select the new profile you want to assign to the selected user.

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 2-18.

- To change to Application Authentication security mode, see "Switching to Application Authentication," page 2-20.

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 File/Password Security/Supervisor from the menu bar. The Supervisor dialog appears.
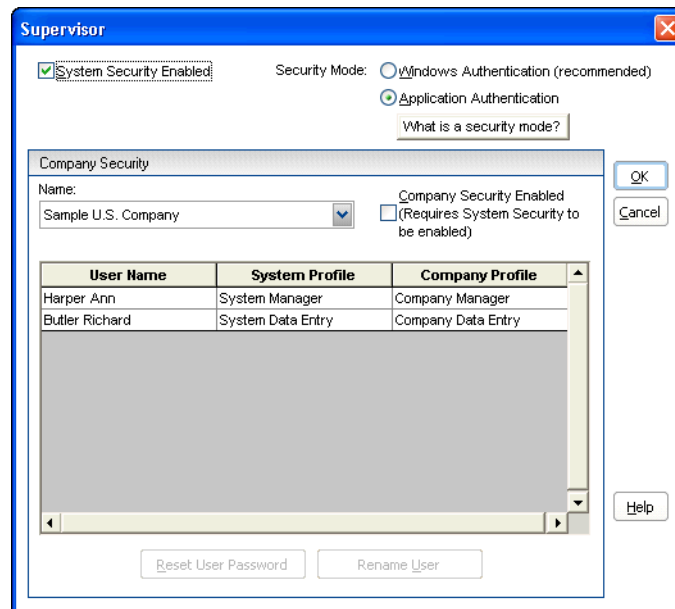
2. In the Security Mode field, select the Windows Authentication option. See "Completing the Supervisor Dialog," page 2-9.

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

4. Click Yes to continue. If there are existing users in the system, then the Map to Windows Authentication User Names dialog appears.
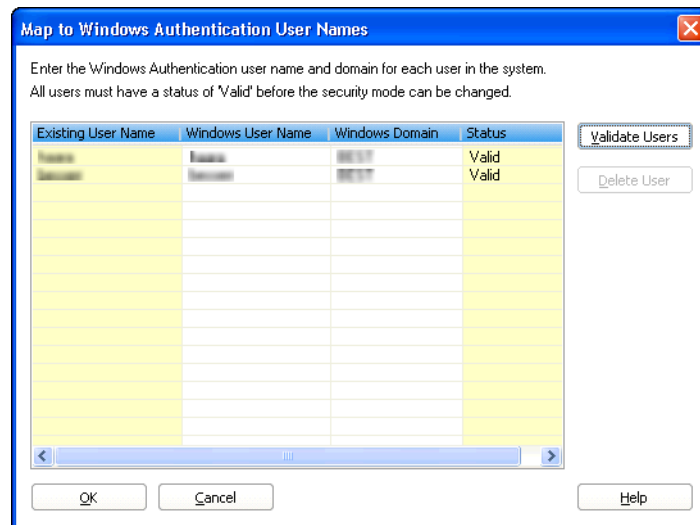
5. For each existing Sage Fixed Assets user name, enter the Windows user name and domain. For more information, see "Completing the Map to Windows Authentication User Names Dialog," page 2-20.

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 Authentication user names and domains for all existing users before you can save your changes in this dialog. If you do not know the Windows Authentication 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.

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

8. Click OK to close the Supervisor dialog.

Completing the Map to Windows Authentication User Names Dialog

Follow the guidelines 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 Authentication user name.

> **Tip:** 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 Authentication user names and domains that you entered. After you click this button, the Status column indicates whether the Windows Authentication 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 File/Password Security/Supervisor from the menu bar. The Supervisor dialog appears.

2. In the Security Mode field, select the Application Authentication option. See "Completing the Supervisor Dialog," page 2-9.

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 File/Password Security/Supervisor from the menu bar. The Supervisor dialog appears.

2. Select the user for which you want to reset the password from the User Profile list box. See "Completing the Supervisor Dialog," page 2-9.

Tip: Select the <All Companies> option in the Name field to locate a user name when you don't know the company to which the user has been assigned. Selecting the <All Companies> option displays all of the users in the application, whether or not they have been assigned a system or company profile.

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3. Click the Reset User Password button. A message confirms that the password has been reset to the user name.
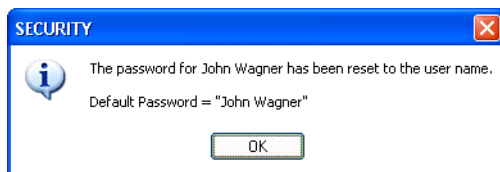
Note: The application resets the password as soon as you click the Reset User Password button. The password for the selected user will be his or her user name, even if you click the Cancel button on the Supervisor dialog.

Renaming a User

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

To rename a user

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

2. In the User Profiles list, select the user that you want to rename. See "Completing the Supervisor Dialog," page 2-9.

3. Click the Rename User button. The Rename User dialog appears. See "Completing the Rename User Dialog," page 2-22.

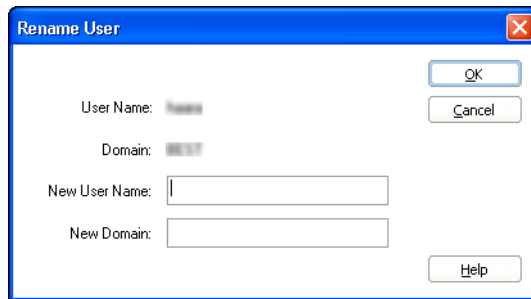4. Enter the new user name. If you have selected Windows Authentication security mode, you must also enter a domain name. For more information, see "Selecting a Security Mode," page 2-17.

5. Click OK.

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

Completing the Rename User 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.

Default Security Levels

The Password Security will include one default profile. The Default profile defines the security levels for new profiles.

The *Default System Profile* security levels are:

	Access Levels		
System Level Security	**None**	**Read**	**Edit**
Company Setup			
New Company			√
Open Company			√
Edit Company			√
Delete			
Company			√
Database (not Premier Tracking)	√		
Company Utilities			
Copy Company			√
Extract Assets			√
Purge History			√
Setup History			√
Backup Data			√
Restore Data			√
Custom Import			√
Custom Export			√
Preferences			
User Preferences			√
Database (not Premier Tracking)			
Database List Manager			√
Password Security			
Define Profiles			√
Assign User Privileges			√
Print Assets			
Print Asset List			√
Print Asset Detail			√

The ***Default Company Profile*** security levels are:

Company Level Security	Access Levels		
	None	Read	Edit
Edit			
Cut		▓	√
Copy		▓	√
Paste		▓	√
Find			√
Replace			√
Asset			
Add Asset		▓	√
Replicate Asset		▓	√
Save Asset		▓	√
Save as Template		▓	√
Inactivate		▓	√
Reactivate		▓	√
Delete Asset		▓	√
Save Selections		▓	√
Acquisition Values		▓	√
Assign Numbers		▓	√
Leading Zeros			√
Export to Excel		▓	√
Inventory			
Check-Out Assets			√
Check-In Assets			√
Check-Out History		▓	√
Reader Manager			√
Inventory Helper			√
Prepare Readers		▓	√
Receive Reader Data			√
Move to Reconciliation		▓	√
Reconciliation			√
Complete Reconciliation		▓	√
Reports			
Collected Data		√	▓
Exceptions		√	▓
Transfer		√	▓
Reconciliation		√	▓
Check-In/Out		√	▓

Company Level Security	Access Levels		
	None	Read	Edit
Past Due Assets		√	
History		√	
Asset Detail		√	
Asset Listing		√	
Duplicate Tag		√	
Labels		√	
Readers		√	
Reporting			
Create New Report			√
Open Existing Report		√	
Customize			
Customize Fields			√
Group Manager			√
Template Manager			√
Image Manager			√
Asset Detail			
Main			√
Notes			√
Images			√
History		√	

Connecting to Sage Fixed Assets—Depreciation Data

Since Sage Fixed Assets—Tracking and Sage Fixed Assets—Depreciation can share a database, connecting to Sage Fixed Assets—Depreciation data is as easy as opening a Sage Fixed Assets—Tracking-specific company.

Note: When you open a Sage Fixed Assets—Depreciation company, you might want to reassign its Acquisition Values.

### To connect to Sage Fixed Assets—Depreciation data

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

2. Select the Show Non-Sage Fixed Assets—Tracking Companies check box.

3. Select the company you want to open, and then click OK.
   If all of your companies do not appear in the list, click the Find Database button to access the Find Databases dialog, and then find and select the database in which the missing companies are located.

Retrieving Acquisition Values

When you open a company created in Sage Fixed Assets—Depreciation, the application does not display the assets' acquisition values for that company. Since the Acquisition Value field is critical for correctly calculating depreciation, this safety feature avoids accidental changes to data in the Acquisition Value field in Sage Fixed Assets—Depreciation. However, you can view the Acquisition Value field by reassigning it to one of the Sage Fixed Assets—Tracking custom fields. You can then change the custom field without overwriting the changes back into Sage Fixed Assets—Depreciation.

To retrieve the acquisition values of Sage Fixed Assets—Depreciation

1. Select Asset/Acquisition Values from the menu bar. The Retrieve Acquisition Values dialog appears.
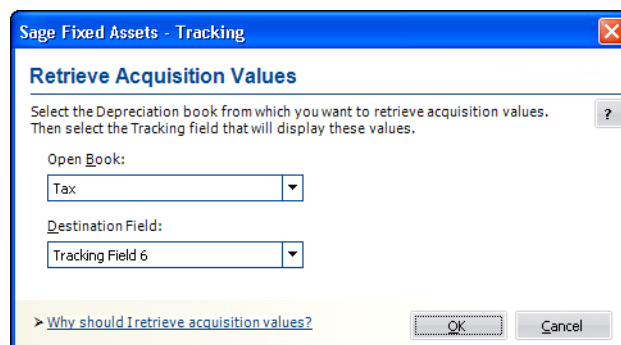
2. Complete the Retrieve Acquisition Values dialog, and then click OK.

Completing the Retrieve Acquisition Values Dialog

Follow the guidelines below to complete the Retrieve Acquisition Values dialog.

Open Book
Use this field to specify the depreciation book from which you want to copy the acquisition value. The application displays only the open books in this field.

Destination Field
Use this field to select the Sage Fixed Assets—Tracking field in which you want the application to display the Acquisition Value field used in Sage Fixed Assets—Depreciation. The application automatically places the data into (and changes the name of) the destination field that you select.

Note: Sage Fixed Assets—Depreciation contains seven books (or three, depending on the entity type), but Sage Fixed Assets—Tracking contains only five destination fields (Tracking Fields 6 through 10). Therefore, in a U.S. Company you can copy the acquisition value from five fields (books). In a Canadian, Government, or Nonprofit Organization you can copy the acquisition value from three fields (books).
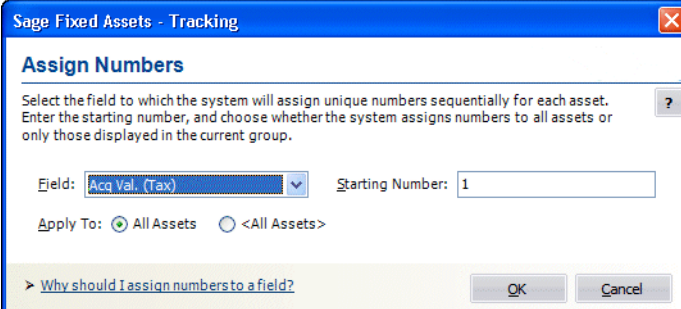
Assigning Barcode Numbers

You can assign a series of system-generated numbers to your assets using a user-defined field and the Assign Numbers dialog. You can then assign these numbers to the Tag field, which then uses the numbers as your barcode labels.

Note: You can assign system-generated numbers to the Acquisition Value field or to Tracking Fields 6 through 10.

To assign numbers to your assets

1. Select Asset/Assign Numbers from the menu bar. The Assign Numbers dialog appears.

2. Complete the Assign Numbers dialog, then click OK.

Completing the Assign Numbers Dialog

Follow the guidelines below to complete the Assign Numbers dialog.

■ **Field**
Use this field to select the Sage Fixed Assets—Tracking field for which you want the application to assign unique numbers sequentially for each asset. If you are already using the Acquisition

Value field to display Acquisition Value data from Sage Fixed Assets—Depreciation, do not select Acquisition Value in this field.

■ **Starting Number**
Use this field to enter the number you want the application to use as the starting point for assigning numbers. If you have pre-purchased barcode labels, use the first number in the series of labels you have purchased.

■ **Apply To**
❑ **All Assets**
Click this option button if you want the application to automatically assign numbers to all assets for the currently open company.

❑ **Current Group**
Click this option button if you want the application to automatically assign numbers only to the current group of assets displayed in the Asset List.
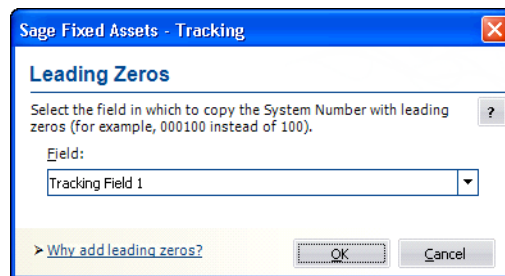
Adding Leading Zeros

To make your System Numbers more readable, you can add leading zeros to them so that they contain six places. For example, if the numbers currently run from 1 to 1000, you can add leading zeros so that they run from 000001 to 001000. The application copies the reformatted numbers to the custom field that you select. If you are adding leading zeros to the Asset Tag field, your barcode label must also contain the leading zeros.

Note: You can add leading zeros to Custom Fields 1 through 5 and to Tracking Fields 1 through 5.

To add leading zeros

1. Select Asset/Leading Zeros from the menu bar. The Leading Zeros dialog appears.

2. Complete the Leading Zeros dialog, then click OK. The application copies the System Numbers to the selected field and adds leading zeros to them.

Completing the Leading Zeros Dialog

Follow the guidelines below to complete the Leading Zeros dialog.

■ **Field**
Select the field to which you want the application to copy the reformatted System Number. You can choose one of these ten custom fields:

• Custom Fields 1 through 5

• Tracking Fields 1 through 5

Setting Up Your Printer

The Print Setup option is a standard Windows option. It allows you to select a printer that you want to use to print asset information, asset images, and reports, and change the orientation of the printed page (portrait or landscape).

When you open the Sage Fixed Assets application the first time, the system registers your default printer from your operating system. It will automatically use your default printer if you do not select a different printer.

To set up the printer

1. Select File/Print Setup from the menu bar. The Print Setup dialog appears.
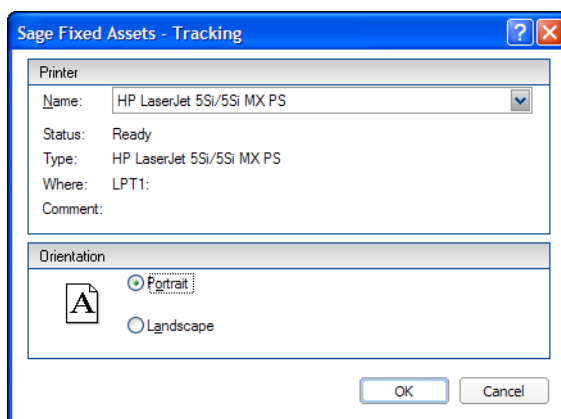
2. Complete the Print Setup dialog, and then click OK.

Note: For details about completing the Print Setup dialog, see your Windows documentation.

Chapter 3
Navigating the Application Interface

This chapter introduces you to the application and describes the application's interface. You'll learn about the two views of your assets—the Asset List for looking at a group of assets and Asset Detail for looking at a single asset. You'll also learn how to accomplish some basic tasks, such as finding and selecting assets, replacing asset data, entering dates in date fields, and browsing the currently selected group of assets.

The main window contains all the elements of a standard Windows application, plus many features that are specific to the application.

Elements of the Main Application Window

Following are the most important elements of the main application window in both the Asset List and Asset Detail.

■ **Menu Bar**
The menu bar is a standard Windows interface tool used to access specific areas of an application. The menu bar contains menu headings that list specific functions or actions in the application. To initiate an action, click the menu heading that corresponds to the desired action, or use keyboard commands to access the menu heading. For more information, see "Keyboard Shortcuts," page 3-33.

■ **Navigation Pane**
The navigation pane contains tasks and buttons that give you quick access to many features in the application. The list of tasks changes, depending on what is currently displayed in the working area. For more information, see "Using the Navigation Pane," page 3-2.

■ **System Number/Asset ID/Tag Number**
To find an asset quickly, enter its System Number, Asset ID, or Tag Number in this field. You choose whether to use System Number, Asset ID, or Tag Number by selecting the Go Options field on the Preferences dialog. See "Setting Preferences," page 4-1.

■ **Go Button**

After you enter the System Number, Asset ID, or Tag Number, click the Go button. If you are viewing the Asset List, the application finds and highlights the asset. If you are in Asset Detail, the application finds the asset and displays it in Asset Detail view.

■ **Asset List**

In the Asset List, the application displays all assets in your database that are contained in the currently selected group. A single horizontal row represents one asset. Use the horizontal scroll bar to view all field information. For more information, see "Asset List," page 3-13.

■ **Asset Detail**

In Asset Detail, the application displays detailed information about your assets. The Asset tabs display the following tabs of detailed information about your assets: Main, Images, Notes, and History. For more information, see "Asset Detail," page 3-21.

■ **Asset Detail/Asset List Button**

When you are in the Asset List, click this button to switch the view of your asset group to a detailed view of the selected asset. When you are in Asset Detail, this button changes to Asset List. Click this button to return to the Asset List.

Navigating the Application

It's easy to navigate to the various areas of the application using the buttons at the bottom of the navigation pane. Once you are in the appropriate work area, you can use either the menu bar or the tasks on the navigation pane to perform the desired functions.

Using the Navigation Pane

You navigate the application using the navigation pane.

The list of tasks changes depending on which working area is currently displayed.

Click a button to display a working area.
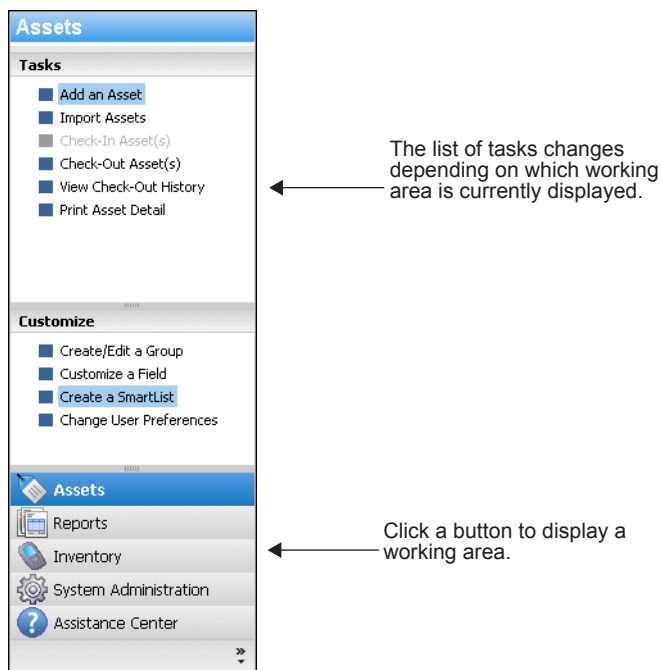
To navigate to different areas of the application, click the buttons at the bottom of the navigation pane.

- Click the Assets button to view the Asset List.

  The Asset List displays the current group of assets in the working area of the application. For more information, see "Assets Area," page 3-4.

  To view information about a single asset, double-click the asset, or click the Asset Detail button at the bottom of the Asset List. The asset information appears in the Asset Detail view.

  To perform a task, such as adding an asset or checking an asset in or out, use the task list on the navigation pane.

  The list of tasks changes depending on what is currently displayed in the working area.

- Click the Reports button to view the Reports working area.

  In the Reports working area, you can run the standard reports, create batch reports, and create a list of favorite reports. For more information, see "Reports Area," page 3-5.

- Click the Inventory button to view the Inventory working area.

  In the Inventory working area, you can perform each step of an inventory, from setup to reconciliation. For more information, see "Inventory Area," page 3-6.

- Click the System Administration button to view the System Administration working area.

  In the System Administration working area, you can perform tasks that relate to the entire system, such as managing your databases, backing up and restoring data, and setting up security. For more information, see "System Administration Area," page 3-9.

- Click the Assistance Center button to view the Assistance Center working area.

  In the Assistance Center, you can find answers to frequently asked questions and links for contacting customer support, sales, and training. For more information, see "Assistance Center Area," page 3-10.

To hide and show the navigation pane

You can quickly enlarge the Assets working area by hiding the navigation pane.

- To hide the navigation pane, select View/Hide Navigation Pane from the menu bar.

- To show the navigation pane, select View/Show Navigation Pane from the menu bar.

Assets Area

Some commands on the Assets task list may be enabled or disabled based on the security settings and whether you select an asset from the Asset List.

For more information, see "Viewing Your Assets - Asset List, Asset Detail," page 3-11.

Reports Area

To access the Reports area, click the Reports button on the navigation pane. The application displays the Reports area.

For more information, see "Running Standard Reports," page 9-2.

Inventory Area

To access the Inventory area, click the Inventory button on the navigation pane. The application displays the Inventory working area.

The Inventory working area has two main sections:

- **Inventory List** appears at the top and displays information about inventories that are in process. For more information, see "Inventory List," page 3-6.

- **Inventory Process Map** appears at the bottom and provides easy access to each step in the inventory. For more information, see "Inventory Process Map," page 3-7.

Inventory List

The inventory list displays the following information about each inventory:

- **Inventory Name**
  This column displays the name entered on the Inventory Helper - Inventory Type dialog.

- **Status**
  This column displays the status of the inventory:

  - **Preliminary**
    The inventory has been initiated in the Inventory Helper, but no readers have been prepared.

❑ **In Progress**
One or more readers have been prepared, but the application has not received data from all of the readers.

❑ **Data Received**
The application has received data from all of the readers, but reconciliation has not yet begun.

❑ **In-Reconciliation**
Reconciliation has begun but has not been completed.

❑ **Complete**
Reconciliation of the inventory has been completed.

■ **Step Owner**
This column displays the name of the person currently responsible for the inventory.

■ **Step Date**
This column displays the date the following steps were performed:

• Inventory has been defined using the Inventory Helper.

• Inventory has been initiated with the Begin Reconciliation dialog.

• Inventory has been completed with the Complete Reconciliation dialog.

■ **Type**
This column displays the type of inventory (Baseline or Dynamic) selected on the Inventory Helper - Inventory Type dialog.

■ **Group**
This column displays the group of assets selected in the Inventory Helper - Select Groups dialog when the inventory was defined.

■ **Number of Readers**
This column displays the number of readers that have been prepared for the inventory.

Inventory Process Map

The Inventory Process map walks you step-by-step through the three stages of the inventory process.

To view the Inventory Process map

1. Click the Inventory button on the navigation pane. The Inventory working area appears.

   The Inventory Process map appears in the lower half of the Inventory working area. The system highlights in blue the next step in the inventory process.

2. Click a button to perform a step in the inventory process.

   After you complete a step, a green check mark appears to the right of the button.

   After you have defined an inventory, it appears in the Inventory List at the top of the Inventory working area. You must select the inventory before you can click the button for the next step in the process.

■ **Step 1: Initiating an Inventory**
In this step, you perform the following tasks:

❑ **Define/Edit Inventory**
Click this button to begin the Inventory Helper, a series of dialogs that helps you define the inventory. For more information, see "Completing the Inventory Helper - Inventory Type Dialog," page 8-6.

❑ **Set Up Readers**
Click this button to display a dialog that allows you to register the readers you want to use to conduct the inventory. For more information, see "Completing the Reader Manager Dialog," page 8-10.

■ **Step 2: Conducting an Inventory**
In this step, you perform the following tasks:

❑ **Prepare Readers**
Click this button to display a dialog that downloads asset data from the application to your readers. The asset data will be compared to the data collected in the field when you conduct the inventory. For more information, see "Completing the Prepare Reader Dialog," page 8-14.

❑ **Receive Reader Data**
Click this button to display a dialog that uploads the data you have collected during the inventory from the reader to the application. For more information, see "Completing the Receive Reader Data Dialog," page 8-22.

■ **Step 3: Reconciling an Inventory**
In this step, you perform the following tasks:

❑ **Begin Reconciliation**
Click this button to display a dialog that begins the reconciliation process and changes the status of the inventory to "In-Reconciliation." For more information, see "Completing the Begin Reconciliation Dialog," page 8-24.

❑ **Reconcile Inventory Data**
Click this button to display a dialog that allows you to reconcile the information you collected during the inventory with the asset data in the application. For more information, see "Completing the Reconciliation Dialog," page 8-26.

❑ **Complete Reconciliation**
Click this button to display a dialog that completes the reconciliation process and changes the status of the inventory to "Complete." For more information, see "Completing the Complete Reconciliation Dialog," page 8-28.

System Administration Area

To access the System Administration area, click the System Administration button on the navigation pane. The application displays the System Administration area.
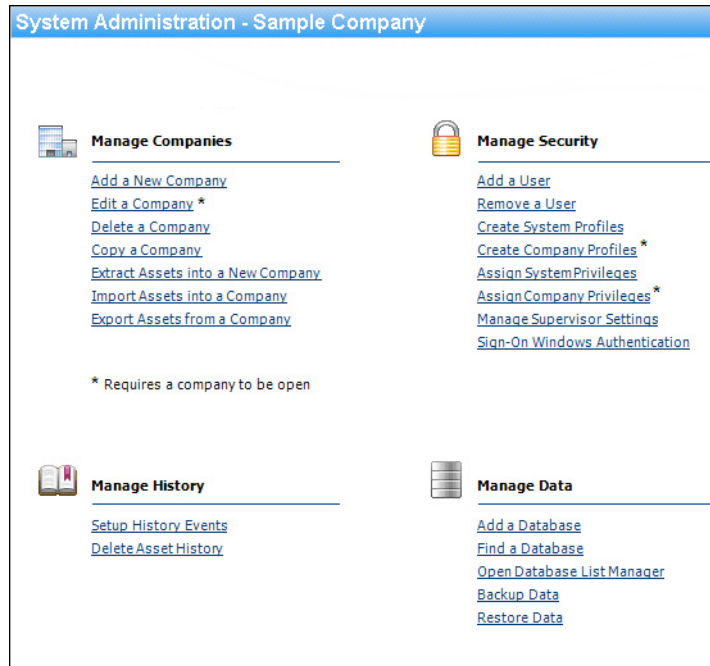
The System Administration area provides quick access to many of the administrative features of the application. System administration functions, such as managing databases, companies, history events and security, can be performed using this shortcut.

Assistance Center Area

In the Assistance Center, you can find answers to frequently asked questions and links for contacting customer support, sales, and training.

Assistance Center

Get Sage Fixed Assets Expert Advice

Get moving right away with some of the most common tasks. Check here for how to get started, some time saving tips, and fixed assets basics.

Inventory Concepts

How do I create a new company?

Inventory FAQ

Why do a physical inventory?
How often should I do an inventory?
The ROI of inventories

Inventories and Readers

How do I install the Barcode Reader program?
How do I manage multiple inventories?
How do I conduct a remote inventory?
Why use a physical reader?

Working with Barcode Labels

Which label is right for me?
Should I buy or print barcode labels?
How do I tag my assets?
What numbering system should I use?

➢ **Click here if you need help setting up your system for the first time.**

Productivity Tips

Group assets together
Customize assetfields
Enter data faster with SmartLists
Maximize your view of asset data
Creating asset templates

Inventory 101

Choosing the asset tag field
Baseline vs. dynamic inventories
Setting-up and initiating an inventory
Best practices for conducting the inventory
Reconciling and completing inventories

User's Guide

Support   💬 Live Chat

FixedAssetsSupport@sage.com
1-800-331-8514   Support Hours

Sales and Training

FixedAssets@sage.com
1-800-368-2405, 8:30 a.m. - 5:30 p.m. ET

Using the Right Mouse Button

You can use the right mouse button to print the Asset List, navigate from Asset Detail to the Asset List, save an asset as a template, and more.

In the Asset List, right-click anywhere on the list of assets to display the following menu:

Asset List

Add Asset
Edit Asset
Print Asset List
Print Asset Detail

Select All
Unselect All
Freeze Column
Unfreeze Column
Sort By
Restore Group Sort
Restore Default View

Customize Fields
Refresh Asset List
Hide Navigation Pane

In Asset Detail, right-click anywhere on the Main tab of the current asset to display the following menu:

```
Asset Detail
Copy
Paste
Save as Template
Print Asset Detail
Asset List

Customize Fields
Refresh
Hide Navigation Pane
```
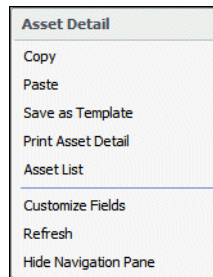
Browsing Your Assets

The application uses scroll buttons so you can easily browse the assets in the currently active group.

Asset List

In the Asset List, use the scroll buttons located on the right-hand side of the screen as follows:

Use this button to display the top of the asset list.

Use this button to display the bottom of the asset list.

Use this button to move up through the assets one *row* at a time.

Use this button to move down through the assets one *row* at a time.

Asset Detail

In Asset Detail, you can use the scroll buttons next to the Go button, as shown below.

Asset ID: 100013   Go ◄ ►

The Go field scroll buttons move forward or backward as follows:

Use this button to move to the *previous* asset in the currently active group.

Use this button to move to the *next* asset in the currently active group.

Viewing Your Assets - Asset List, Asset Detail

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

The application opens the company in the Asset List view. For information how to open an existing company, see "Opening an Existing Company," page 2-4.

To navigate to Asset Detail

1. Do any one of the following

   - Click the Asset Detail button at the bottom of the Assets working area.

   - Select Asset/Asset Detail from the menu bar.

   - Double-click on any asset in the Asset List.

   - Select any asset in the Asset List, then press Enter.

To navigate to the Asset List

1. Do any one of the following:

   - Click the Asset List button at the bottom of the Assets working area.

   - Select Asset/Asset List from the menu bar.

   - Click the Assets button on the navigation pane.

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

The diagrams on the following pages illustrate the most important elements of the main window in both the Asset List, page 3-13, and Asset Detail, page 3-21. Following the diagrams are brief explanations of most elements.

Asset List

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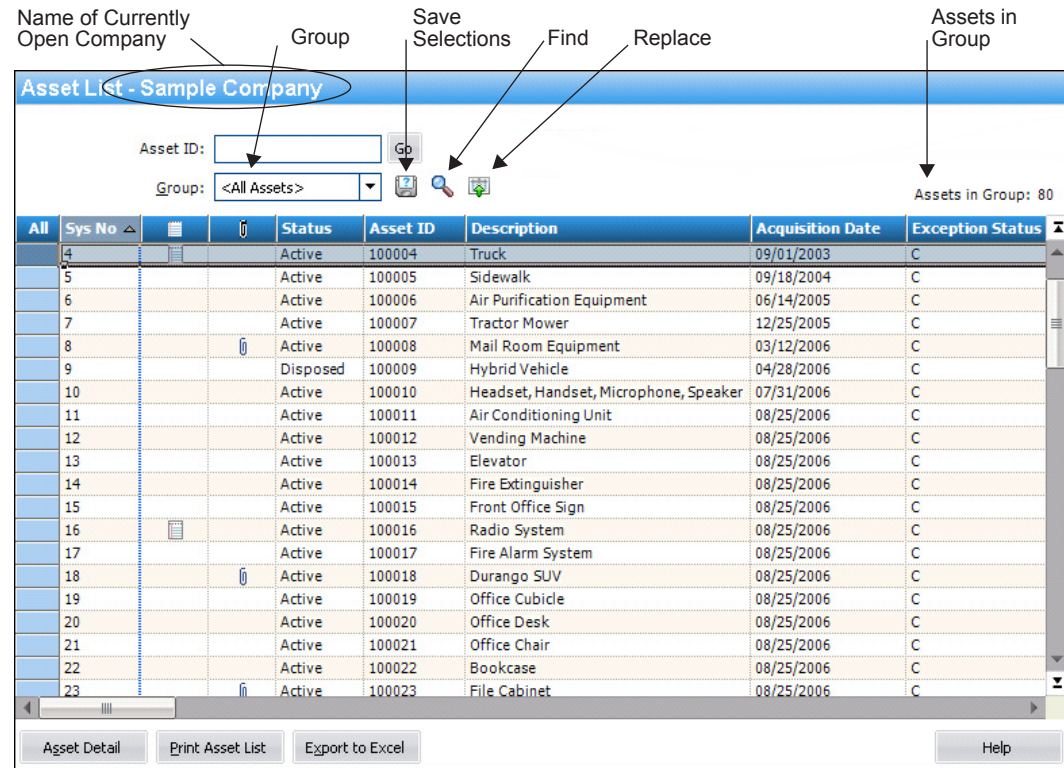
The following describes the elements of the Asset List.

■ **Group**
This field provides easy access to the complete list of available asset groups. An asset group is a group of assets that you design for specific purposes such as running reports. The Asset List displays only the assets contained in the currently selected group.

■ **Save Selections Icon**
Create a group quickly by selecting assets. Select the assets in the Asset List that you want to save as a group, and then click this icon. For more information, see "Completing the Save Selections Dialog," page 4-17.

■ **Find Icon**
Use this icon to find one or more assets in the current group based on search criteria that you specify. For more information, see "Completing the Find Dialog," page 3-31.

■ **Replace Icon**
Use this icon to replace data in one or more assets in the current group. For more information, see "Completing the Replace on Selected Assets Dialog," page 3-20.

■ **Assets in Group**
This field displays the number of assets in the current group.

■ **Asset Detail Button**
Click this button to go to Asset Detail view for a selected asset. For more information, see "Asset Detail," page 3-21.

■ **Print Asset List Button**
Click this button to send the list of assets in the current group to the printer. For more information, see "Printing the Asset List," page 6-23.

■ **Export to Excel Button**
Click this button to export the list of assets in the current group to a file that can be opened in Microsoft Excel. For more information, see "Exporting the Asset List to Microsoft Excel," page 3-18.

Viewing Asset Groups

You can view all assets within a company by selecting the All Assets group in the Group field at the top of the Asset List.

The application creates six default groups when a company is created:

- All Assets

- Checked Out Assets

- Overdue Assets

- Active Assets

- Disposed Assets

- Inactive Assets

You can select one of these groups to see a subset of the assets within the company that qualify for the group. For more information, see "Predefined Groups," page 4-11. In addition, you can create your own groups using Group Manager. For more information, see "Creating Groups," page 4-15.

To view the assets in the group, you can scroll through the assets by using the scroll bar to the right of the spreadsheet, or use the Go field at the top to locate a specific asset within the group. When you select a group of assets, the Assets in Group field at the top of the view indicates how many assets qualify for the group.

Use the Group field in the Asset List to switch between groups.

To switch between groups

1. In the Group field, click the down arrow to display the list of available groups.
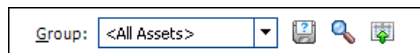
2. Select the group you want displayed from the list. The assets in the group appear in the Asset List main window.

Selecting Assets

You can select assets individually, or you can select or deselect them all. To select an asset, simply click anywhere within the row. To select multiple assets, you can use the CTRL and Shift keys.

If you want to edit the attributes displayed in the list or view the asset in greater detail, you can switch to Asset Detail by double-clicking in a row or clicking the Asset Detail button. For more information, see "Asset Detail," page 3-21.

To select an individual asset from the Asset List

1. Do any one of the following:

   - Click anywhere in the row that contains the asset you want to select.

   - Use the Go field to find and select the asset.

   The application highlights the asset you select.

To select all assets in the current group from the Asset List

You navigate the asset grid in a similar way as an Excel spreadsheet.

1. Do any one of the following:

   - Select Edit/Select All from the menu bar.

   - Click the box in the upper-left corner of the Asset List.
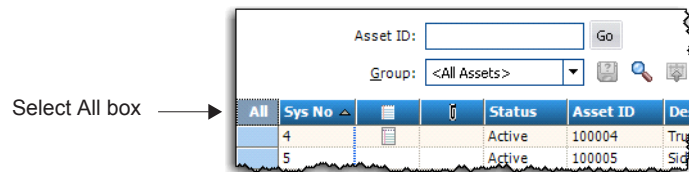
The application highlights all assets in the current group.

To deselect all assets in the current group from the Asset List

1. Do any one of the following:

   - Select Edit/Deselect All from the menu bar.

   - Click the box in the upper-left corner of the Asset List.

   The application removes the highlight bar from all the assets in the current group.

To select contiguous assets

1. Select the first asset by clicking anywhere in the row that contains the asset.

2. Press and hold the Shift key on the keyboard.

3. Select the last asset by clicking anywhere in the row that contains the asset.

   The first and last assets and all of the assets in between are highlighted.

To select noncontiguous assets

1. Select the first asset by clicking anywhere in the row that contains the asset.

2. Press and hold the CTRL key on the keyboard.

3. Select the next asset by clicking anywhere in the row that contains the asset.

   Each asset that you select is highlighted.

Customizing the Asset List View

You can customize the view of your assets in the Asset List by doing the following:

- Changing the order of the columns by moving them. See "Moving a Column in the Asset List," page 3-16.

- Sorting the assets temporarily by viewing any column in ascending or descending order. See "Temporarily Changing the Asset Sort Order," page 3-16.

- Freezing a column to keep it in view as you scroll through the columns. See "Freezing a Column in the Asset List," page 3-17.

- Changing the width of columns. See "Changing the Column Width," page 3-17.

- Hiding fields by removing them from the Asset List view. See "Removing a Field," page 3-18.

Moving a Column in the Asset List

To move a column in the Asset List

1. Click on the column header of the column that you want to move.

1. Drag the column header to its new location. Two red arrows indicate the new location of the column.

2. Release the mouse button.

Note: The column remains in its new position, even if you close the company. The column order is specific to each company; you can have a different column order in each company.

Temporarily Changing the Asset Sort Order

You can temporarily change the sort order of your assets in the Asset List.

The assets in the Asset List are displayed according to the Sort Criteria tab of the currently active group (most often by System Number). To temporarily change asset sort order, select another general information field by which to sort the group. The general-information field names are listed at the top of each column in the Asset List.

To temporarily change asset sort order

1. Do one of the following:

   - Double-click the column header of the field by which you want to sort the assets. The assets are sorted in ascending order by the selected field. Double-click the column header again to sort the assets in descending order.

   - Right-click the column header, and from the pop-up menu select **Sort By**. The assets are sorted in ascending order by the selected field. Right-click the column header and select Sort By again to sort the assets in descending order.

To return to the default sort order

1. Select Window/Restore Group Sort from the menu bar. The Asset List displays the original sort order of the current group, which could consist of more than one sort level.

Tip: You can use this procedure to find out if any asset fields are blank. For example, to quickly discover if any assets have blank entries in the G/L Expense Account field, sort your assets by that field. Any assets with blank entries in the G/L Expense Account field will appear at the top of the list.

Note: When you use this method to sort assets, the new sort order is only temporary. When you close the company and then re-open it, or you select another group to display, the assets will be sorted in their original order.

Freezing a Column in the Asset List

You can freeze a column in the Asset List so that it remains visible as you scroll to the right.

To freeze a column

1. Right-click the column header of the column that you want to freeze.

2. From the pop-up menu, select Freeze Column.

Note: The column remains frozen, even if you close the company. To unfreeze the column, follow the steps below.

To unfreeze the column

1. Right-click the column header of the column that you want to unfreeze.

2. From the pop-up menu, select Unfreeze Column.

Tip: Be careful about scrolling to the right and freezing a column. You may freeze a column and not be able to scroll to that column to see it. If this happens, you must unfreeze the column. Right-click anywhere in the Asset List, and select Unfreeze Column from the pop-up menu. To freeze the desired column, first move the column within the visible range of columns and then freeze it.

Changing the Column Width

You can change the width of columns in the Asset List. The columns retain their new width when you move between companies, as well as when you exit from the program and start it again.

To change the column width

1. Click and hold the vertical line separating the columns you want to change.

2. Drag the line left or right to decrease or increase the width of the column, then release the line.

Note: The Asset List keeps the change made to the column width, even if you close the company.

To restore the column width

1. Select Window/Restore Default View from the menu bar. The columns return to their default widths.

To size the column to the data

1. Double-click the column divider to the right of the column header. The column enlarges or contracts so that the column header and the longest piece of data in the column are completely visible.

Removing a Field

You can remove a field from the Asset List by hiding it from view.

To remove a field from view

1. Select Customize/Customize Fields from the menu bar.

2. From the Asset Field list box, select the field that you want to remove from view.

3. From the View field drop-down list, select Hide.

4. Click OK.

Restoring Your Asset List View

If you have customized the Asset List, you can restore the default view of your assets.

To restore your asset view

1. Select Window/Restore Default View from the menu bar. The default view of the Asset List appears.

Exporting the Asset List to Microsoft Excel

The asset information in the Asset List view can be saved in a file that you can open in Microsoft Excel. After you save the file, the system opens the file in Microsoft Excel.

To export the Asset List to Microsoft Excel

1. If you are in Asset Detail, click the Asset List button.

2. Select the assets that you want to save to a file.

Note: If no assets are selected, then the application saves all of the assets in the currently displayed group to the file.

---

3. Click the Export to Excel button located at the bottom of the main application window. The application displays a dialog that allows you to select the folder where you want to save the Microsoft Excel file.

4. In the File Name field, enter a name for the Microsoft Excel file.

5. Click the Save button. The application saves the file and then attempts to launch Microsoft Excel and open the file.

Note: The version of Microsoft Excel installed on your computer determines the version(s) available in the Save as Type drop-down list. If Microsoft Excel is not on your machine, an error message appears, but the file is still saved. You can copy the file to another machine that has Microsoft Excel to view the file.

Replacing Asset Data

You can replace data in any one of the general information fields for *selected* assets. The Replace feature is only available from the Asset List, and it operates only on assets that have been selected from the currently active group. That is, you must first select the assets from the currently active group before using the Replace command. For information on selecting assets, see "Selecting Assets," page 3-14.

To replace asset data

1. In the Asset List, select the assets in which you want to replace data. (To replace data for all assets in a company, make sure the currently active group in the Asset List is All Assets.)

2. Select Edit/Replace from the menu bar. The Replace on Selected Assets dialog appears.
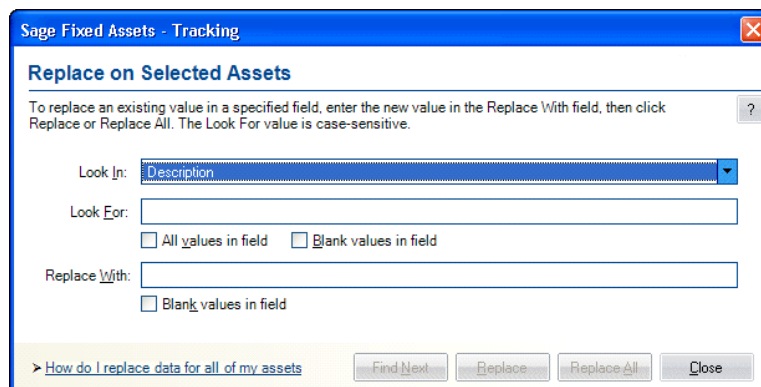
3. Complete the Replace on Selected Assets dialog, then click the Replace button. A message asks you to confirm your intention to replace the data. After you confirm your intention, a message tells you how many replacements were made, and then the Asset List appears. For more information, see "Completing the Replace on Selected Assets Dialog," page 3-20.

Note: The application (U.S. companies only) reserves the word *Null* when you are using the Replace feature. Therefore, you cannot enter this word in the Look For field or the Replace With field on the Replace on Selected Assets dialog.

Reserved words for Replace feature (Government & Nonprofit and Canadian organizations)

The application reserves certain words when you are using the Replace feature. Therefore, you cannot enter these words in the Look For field or the Replace With field on the Replace on Selected Assets dialog.

For any field selected in the Look In field, the following word is reserved:

- Null

If you select G/L Accum Account, G/L Asset Account, or G/L Expense Account in the Look In field, the following words are reserved:

- <Allocated>

- <Allocate...>

Replacing Data for All Assets

You can globally replace data in any one of the general information fields for *selected* assets. The Replace feature is only available in the Asset List, and it operates only on assets that have been selected from the currently active group. That is, you must first select the assets from the currently active group before using the Replace command. For information on selecting assets, see "Selecting Assets," page 3-14.

To replace data for all assets

1. Make sure the currently active group in the Asset List is All Assets.

2. Select Edit/Select All from the menu bar.

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

4. Complete the Replace on Selected Assets dialog, and then click the Replace All button. A message asks you to confirm your intention to replace the data. After you confirm your intention, a message tells you how many replacements were made, and then returns to the Asset List.

Completing the Replace on Selected Assets Dialog

Follow the guidelines below to complete the Replace on Selected Assets dialog.

Tip: The application replaces data only in *selected* assets of the currently active group. You must first select the assets in the currently active group before using the Replace command. For information on selecting assets, see "Selecting Assets," page 3-14.

■ **Look In**
Use this field to select the General Information field for which you want to replace data.

■ **Look For**
Use this field to enter or select the specific data you want to replace in the selected field. If the field you selected contains a SmartList, you can select the value from a drop-down list.

   ❑ **All Values in Field**
Select this check box if you do not want to enter data in the Look For field, and you would rather have all data replaced in the specified field. If you select this check box, the Look For field is no longer available.

   ❑ **Blank Values in Field**
Select this check box if you want to replace fields that are blank. If you select this check box, the Look For field is no longer available.

■ **Replace With**
Use this field to enter or select the specific data you want to use to replace the old data. If the field you selected contains a SmartList, you can select the value from a drop-down list.

❑ **Blank Values in Field**
Select this check box to replace the old data with a blank field. If you select this check box, the Replace With field is no longer available.

Note: In U.S. companies, you cannot enter the word *Null* in the Look For or Replace With fields because it is reserved by the application.

Note: In Government & Nonprofit and Canadian organizations, you cannot enter certain words in the Look For or Replace With fields because they are reserved by the application. For more information, see

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■ **Find Next Button**
Click this button to display the next selected asset in the Asset List containing the old data that you want to replace. The application scrolls so that you can view the field that you selected in the Look In field, if necessary. You can move the Replace on Selected Assets dialog to view this asset. If you decide you want to replace the data, click the Replace button.

■ **Replace Button**
Click this button to replace the value entered in the Look For field with the value entered in the Replace With field. This button is not available until you have clicked the Find Next button. When you click the Replace button, the application replaces data for one field at a time. Therefore, after you replace the data for one asset, you must click the Find Next button again before you can click the Replace button for another asset.

■ **Replace All Button**
Click this button to replace the value entered in the Look For field with the value entered in the Replace With field for all selected assets in the Asset List.

Note: It is possible that after you replace data, one or more assets may no longer qualify for the group currently displayed in the Asset List. In that case, the asset will not appear in the Asset List when you close the Replace on Selected Assets dialog.

Asset Detail

Asset Detail allows you to view and/or edit the information for each asset individually. Asset Detail contains four asset pages. You can access the pages by clicking the corresponding tabs. The asset pages provide a complete audit trail of all events pertaining to the asset.

Apply Template

The following describes the elements of Asset Detail.

- **Asset System Number and Description**
  The application displays the System Number and the contents of the Description field at the top of Asset Detail.

- **Status**
  This field displays the status of the asset (Active, Inactive, Disposed, or Transferred). If the asset was partially disposed or partially transferred, the application displays "Partial" in this field.

- **Go**
  Use this field to navigate to another asset while remaining in Asset Detail view. For more information, see "Browsing Your Assets," page 3-11.

- **Group**
  This field displays the most recently displayed group in the Asset List.

- **Asset Tabs**
  Asset tabs display additional information about your assets, such as notes, images, and asset history. For more information, see "Using the Tabs in Asset Detail," page 3-23.

- **Apply Template**
  This field allows you to select from a list of available asset templates that you can apply to an existing asset or use to create a new asset. An asset template is a set of standard field entries that you create. For more information, see "Asset Templates," page 6-12.

- **General Information Fields**
  These fields contain general business information about your assets, such as G/L Asset Account and Purchase Order, and fields useful for asset management, such as Location, Department, Owner, and Condition. You can customize these fields and also define and use 20 additional fields for your own purposes. For more information, see "The Main Tab of Asset Detail," page 3-23.

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

■ **Print Detail Button**
Click this button to send the information for the current asset to the printer. For more information, see "Completing the Print Asset Information Dialog," page 6-22.

■ **Save Asset Button**
Click this button to save changes made to the current asset.

Using the Tabs in Asset Detail

Asset tabs display detailed information about each asset, notes, images, history events, and more.

Asset Detail contains the following tabs:

- Main tab, page 3-23

- Notes tab, page 3-26

- Images tab, page 3-27

- History tab, page 3-28

The Main Tab of Asset Detail

Fields on the Main tab contain general business information about your assets, such as G/L Asset Account and Purchase Order, and fields useful for asset management, such as Location, Department, Owner, and Condition. You can customize these fields and also define and use 24 additional fields for your own purposes.

A light gray line separates the fields on the Main tab into two groups:

- The fields above the gray line can be edited.

- The fields below the line cannot be edited. They display information about the status of the asset, such as its reconciliation status or check-out date. These fields may also display

information about asset activity performed in Sage Fixed Assets—Depreciation, such as disposal date and disposal method.

The following general information fields appear on the Main tab of Asset Detail:

■ **Asset ID**
Use this field to enter the number that your company has assigned to identify this asset. This number can be any number you've been using in the past to track this asset, up to 25 alphanumeric characters. You can assign the same Asset ID to more than one asset.

Note: You must use unique Asset IDs for each asset if this number is used for the Asset Tag field.

■ **Description**
Use this field to enter a description of the asset, up to 80 alphanumeric characters. The application prints this description on all reports that include the description field. However, on many reports the system truncates the Description field to ten characters. Therefore, when creating a description, you might want to make the first ten characters the most descriptive.

■ **Location**
Use this field to enter any alphanumeric code or description, up to 25 characters, to identify this asset's location. For example, a location code could be a room number, a building name, or the name of a city.

■ **G/L Asset Account**
Use this field to enter a General Ledger Asset Account number as defined by your accounting department. You can enter up to 100 alphanumeric characters.

■ **Department**
Use this field to enter the name of the department to which this asset belongs, up to 25 alphanumeric characters. For example, a department code could be Accounting, Shipping, or Warehouse.

■ **G/L Accum Account**
Use this field to enter a General Ledger Accumulated Account number as defined by your accounting department. You can enter up to 100 alphanumeric characters.

■ **Class**
Use this field to group the assets by type. For example, enter any one- or two-character code, which you define, to classify this asset. Common class codes are FF for Furniture and Fixtures, and ME for Machinery and Equipment. This is an especially useful field when you want to sort the company's assets for a particular report.

■ **G/L Expense Account**
Use this field to enter a General Ledger Expense Account number as defined by your accounting department. You can enter up to 100 alphanumeric characters.

■ **Purchase Order**
Use this field to enter the purchase order number for the asset, up to 25 alphanumeric characters.

■ **Invoice (U.S. Company)**
Use this field to enter the invoice number for the asset, up to 25 alphanumeric characters.

■ **Fund (Government. Nonprofit, and Canadian Organization)**
Use this field to enter the name of the fund that reports on this asset, up to 25 alphanumeric characters.

■ **Vendor**
Use this field to enter the name of the vendor of the asset, up to 25 alphanumeric characters.

Serial Number
Use this field to enter the manufacturer's serial number for the asset, up to 25 alphanumeric characters.

Quantity
Use this field to enter the number of items the asset consists of. For example, you can enter 12 chairs as a single asset; you would enter 12 in this field.

Acquisition Date
Use this field to enter the date on which you actually acquired the asset (as opposed to the date you placed the asset in service).

Room
Use this field to enter the room number of the asset, up to 15 alphanumeric characters.

Floor
Use this field to enter the floor on which the asset is located, up to 15 alphanumeric characters.

Owner
Use this field to enter the name of the person most responsible for the asset, up to 25 alphanumeric characters.

Condition
Use this general information field in Asset Detail to enter the asset's condition, up to 25 alphanumeric characters. For example, you could classify the asset's condition as excellent, good, fair, or poor.

Custom Date 1 and 2
Use these two date fields for entering information that is not appropriate for the other fields. These fields may have been customized with new names.

Custom Fields 1 Through 10 (Alphanumeric)
Use these fields to enter data as determined by your company. These fields can contain letters of the alphabet or numbers. Sage Fixed Assets—Tracking displays asset information entered in Sage Fixed Assets—Depreciation in Custom Fields 1 through 10.

Tracking Fields 1 Through 5, and 12 (Alphanumeric)
Use these fields to enter data as determined by your company. These fields can contain letters of the alphabet or numbers.

Tracking Fields 6 Through 11 (Numeric)
Use these fields to enter data as determined by your company. These fields can contain numbers only.

Note: Tracking Fields 1-12 are Sage Fixed Assets—Tracking-only fields and are not shared with Sage Fixed Assets—Depreciation.

■ **Exception Status**
This field displays the exception status of the asset following an inventory reconciliation. These are the possible exception status codes:

O   Asset found with no changes

C   Asset found with changes

N   Asset not found

I   New asset

■ **Reconciliation Status**

This field displays the reconciliation status of the asset following an inventory reconciliation. These are the possible reconciliation status codes:

G   No changes

U   Update database with new values

F   Not updated for new values

T   Inactive assets

A   Add asset to the database

D   Not reconciled

M   Checked out

Check-out Date

This field displays the date the asset was checked out.

Expected Return Date

This field displays the date you expected the checked-out asset would be returned. This date was entered on the Check-Out Asset(s) dialog.

Property Type

This field displays the asset's Property Type selected in Sage Fixed Assets—Depreciation.

Activity Code

This field displays the activity code of the asset.

Disposal Date

This field displays the date the asset was disposed in Sage Fixed Assets—Depreciation.

Disposal Method

This field displays the disposal method selected when the asset was disposed in Sage Fixed Assets—Depreciation.

The Notes Tab of Asset Detail

The Notes tab provides additional space for you to enter any notes or special information about the asset. You can document certain changes made to the asset or the reasons for the changes, or provide further detail on asset maintenance information.

To add a note

1. Select the Notes tab.

2. Enter the note in the upper section.

3. Click the Add Note button. The note is saved in the lower section of the tab.

4. Click the Save Asset button to save the note.

After a note has been added and saved, you can edit it by clicking the Edit Note button.

To edit a note

1. Click the Edit Note button on the Notes tab.

2. Make the desired changes to the note.

3. Click the Save Asset button to save your changes.

The Images Tab of Asset Detail
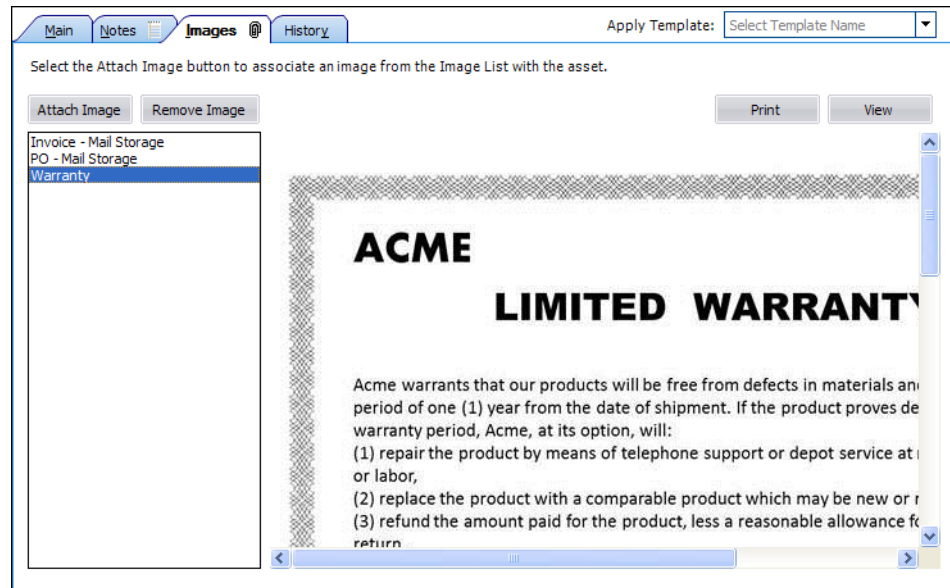
Use the Images tab to associate an image with the selected asset.

■ **Attach Image Button**
Click this button to display the Image Manager, which allows you to select the image you want to associate with the asset.

■ **Remove Image Button**
Click this button to remove the selected image from the Images tab. To remove the image, select the image from the list in the left-hand pane, and then click the Remove Image button. Removing the image does not delete the image from your computer. You can reattach the image to the asset at a later date, if desired.

■ **Print Button**

Click this button to send the selected image to a printer. To print an image, select the image from the list in the left-hand pane, and then click the Print button. Complete the Print dialog to send the image to the printer.

■ **View Button**

Click this button to display the selected image in its original size if it has been scaled down to display in the Images tab. To display the image in its original size, select the image in the left-hand pane, and then click the View button. The image appears in a separate window. Press the Esc key to return to the Images tab.

For more information, see "Storing and Viewing Asset Images," page 6-5.

The History Tab of Asset Detail

The History tab provides a history of major milestones and actions performed on an asset. The application automatically records and tracks specified actions, including the date and time they occurred, and displays a viewable history.

You can decide which events in an asset's life you want to track. For more information, see "Setting Up History Events," page 5-7.

User Column of the History Tab

The History tab contains a column for network applications: User. When you select the History tab to view the history of an asset, you not only see the actions that a user performed on the asset (such as checking the asset in and out), but you see the login ID of the user who performed each action. If password security is enabled, you see the actions and the system-specific login ID of the user who performed each action.

Note: When a user performs operations with a non-network version of a Sage Fixed Assets product, or imports assets from another application, the "(unknown)" appears in the User column.

Asset History Events

The following chart explains the historical actions that the application tracks:

Action	Description
Activated Asset	Asset was activated
Changed General Information	Data in a general information field was changed
Asset Checked In	Asset was checked in
Asset Checked Out	Asset was checked out
Checked Out Modified	Checked-out information was changed
Exception Occurred	An asset inventory exception occurred
Extracted Asset Information	Asset was extracted from another company
Asset Created	Asset was created
Imported Asset Information	Asset was created by a custom import
Imported Update(s)	Asset general information was updated by a custom import
Inactivated Asset	Asset was inactivated
Dynamic Inventory Conducted	A dynamic inventory was conducted
Baseline Inventory Conducted	A baseline inventory was conducted
Asset Created - Inventory	An asset was added during an inventory reconciliation
Reconciled	Inventory was reconciled

Finding Specific Assets or Specific Data

The application provides two tools to help you find specific assets. The two tools are the Go field and the Find feature. The Find feature helps you find specific data in the asset fields.

- **Go Field**
  The Go field is available in both the Asset List and Asset Detail. It is useful when you know the System Number or the user-entered Asset ID of an asset you want to display in Asset Detail. (You use the Go Options field on the Preferences dialog to specify which of the two types of numbers you want to use. See "Setting Preferences," page 4-1.)

  Here is an illustration of the Go field.

- **Find Feature**
  The Find feature is only available from the Asset List. It is useful when you do not know the System Number or the Asset ID for an asset, but you do know other information about the asset. You search for an asset or a group of assets based on data in the asset fields.

To find an asset using the Go field

Tip: You may want to select the All Assets group in the Group field before you follow the steps below.

1. In the Go field, enter the System Number or the Asset ID of the asset you want to find, then click the Go button. (In the Go field, you must use the same number type you specified on the Preferences dialog.)

    The application highlights the asset if it is found in the currently active group.

2. Press Enter to go to Asset Detail for the found asset.

    The Asset Detail of the specified asset appears. Once in Asset Detail, you can use the Go field scroll buttons to scroll through the assets in the currently active group. For more information, see "Browsing Your Assets," page 3-11.

To find an asset using the Find feature

When using the Find feature, do not worry about entering upper- or lowercase letters. This feature is not case sensitive.

1. Select Edit/Find from the menu bar. The Find dialog appears.
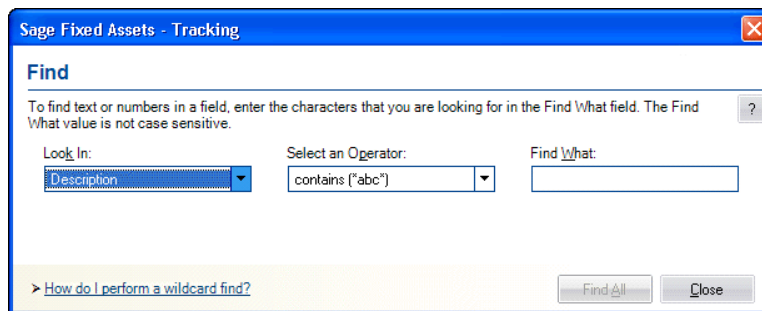
2. Complete the Find dialog, and then click the Find All button. For more information, see "Completing the Find Dialog," page 3-31.

    The application displays the assets that meet the Find criteria in a group called <Temporary Group> in the Asset List view. You can select one of the assets that meet the criteria and view it in Asset Detail. You must return to the Asset List before you can use the Find command to perform another search.

Note: The application (U.S. companies only) reserves the word *Null* when you are using the Find feature. Therefore, you cannot enter this word in the Find What field on the Find dialog.

Reserved words for Find feature (Government & Nonprofit and Canadian organizations)

The application reserves certain words when you are using the Find feature. Therefore, you cannot enter these words in the Find What field on the Find dialog.

For any field selected in the Look In field, the following word is reserved:

*   Null

If you select G/L Accum Account, G/L Asset Account, or G/L Expense Account in the Look In field, the following words are reserved:

*   <Allocated>

*   <Allocate...>

To find an asset using a wildcard character

The asterisk (*) is a wildcard character that can help you search for assets. The asterisk represents any letter combination.

For example, to search for asset descriptions containing the letters D-E-S-K, follow these steps:

1. Go to the Asset List view.

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

3. From the Look In drop-down list, select the Description field.

4. From the Select an Operator drop-down list, select one of the following:

   - contains (*abc*)

   - ends with (*abc)

   - begins with (abc*)

   If you select **contains (*abc*)** in the Find What field, the application finds assets with the letters D-E-S-K- anywhere in their descriptions.

   If you select **ends with (*abc)** in the Find What field, the application finds asset descriptions that end with the letters D-E-S-K.

   If you select **begins with (abc*)** in the Find What field, the application finds every asset description beginning with the letters D-E-S-K.

5. In the Find What field, enter the letters D-E-S-K.

6. Click the Find All button. The Find results appear in the Asset List.

Completing the Find Dialog

Follow the guidelines below to complete the Find dialog.

- **Look In**
  Use this field to select the field in which you want to look for specific data.

- **Select an Operator**
  Use this field to specify the operator you want to use for the expression you are building to find the data. Operators are very much like mathematical symbols. For a full discussion of operators, see "Understanding and Specifying Criteria," page 4-12.

- **Find What**
  Use this field to type the specific value you want to find in the selected field.

Note: In U.S companies, you cannot enter the word *Null* in the Find What field because it is reserved by the application.

Note: In Government & Nonprofit and Canadian organizations, you cannot enter certain words in the Find What field because they are reserved by the application. For more information, see "Reserved words for Find feature (Government & Nonprofit and Canadian organizations)," page 3-30.

■ **And**

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 assets with a System Number between 4 and 7. In this case, you would enter the 7 in this field. This field appears only if you select an operator that requires a range of data.

■ **Find All Button**

Click this button to find all assets in the currently displayed group that contain the specified data in the selected field. The application displays the assets in a group called <Temporary Group> in the Asset List view.

Entering Dates in Date Fields
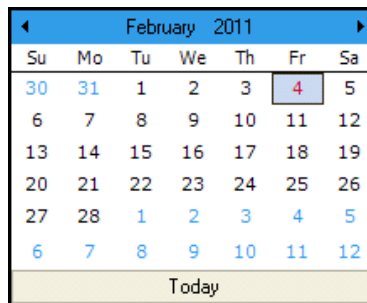
There are several ways you can enter the date in the date fields.

• Simply type the date.

• Use the built-in calendar.

The application contains an easy-to-use calendar that you can access in any date field.

To use the built-in calendar

1. Move the cursor to any date field, then click the down arrow button that appears in the field. The calendar appears.

2. Select a date from the calendar. For more information, see "Selecting Dates in the Calendar," page 3-32.

The application enters the date you selected in the date field.

Selecting Dates in the Calendar

To move the calendar to the next month, click the arrow in the upper-right corner of the calendar. To move the calendar to the previous month, click the arrow in the upper-left corner.

You can also quickly change the month by clicking the month displayed in the center top of the calendar, and selecting a different month from the drop-down list. To quickly change the year, click the year displayed, and select the year by clicking the up or down arrows.
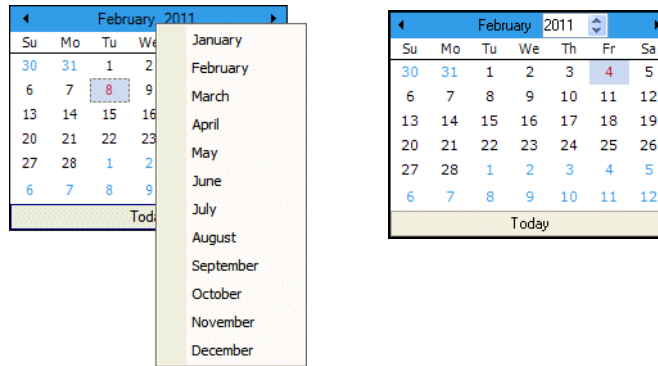
After you've displayed the appropriate year and month, click on the desired date.

Keyboard Shortcuts

Keyboard commands are sometimes faster than using the mouse. The following table shows keyboard commands specific to the application.

Key Combination	Feature
Working with Many Assets:	
Ctrl+R	Refresh the selected group
Working with an Asset:	
Ctrl+A	Create new asset
Ctrl+S	Save changes to an asset, or save a new asset
Ctrl+P	Print the detail of an asset
Moving between Fields in Asset Detail:	
Tab	Move to next entry field or button
Shift+Tab	Move to previous entry field or button
Editing a Field in Asset Detail:	
Alt+Down Arrow	Open a drop-down list box, calendar, or other special function
Standard Windows key combinations:	
Space	Toggle a check box
F1	Open the Help index
Ctrl+K	Launch the online calculator
Alt+A, Alt+B (etc.)	Execute the command that contains the underscored letter
Cut/Copy/Paste:	
Ctrl+X	Edit/Cut
Ctrl+C	Edit/Copy

Key Combination	Feature
Ctrl+V	Edit/Paste
Moving between Windows/Applications:	
Alt+F4	Exit the application

Accessing the Windows Calculator

You can easily access the Windows calculator while using the application.

To access the Windows calculator

1. Select Window/Calculator from the menu bar. The Windows calculator appears.

2. Click the Close button in the upper-right corner of the calculator dialog to close it.

Chapter 4
Setting Up the Product

In this chapter:

In Chapter 3 you learned about the most important elements of the application and about how those elements work together to make the application work for you. In this chapter you'll learn the steps necessary to making each of those elements a reality. Specifically, you'll learn how to fine-tune the application by selecting preferences and creating databases, companies, and groups. You'll also learn how to customize your asset fields to suit your needs and create valid field entries with the SmartList feature.

Setting Preferences

You can use the Preferences dialog to make several decisions about how your application operates. You can increase your efficiency by changing the settings in the Preferences dialog. For more information, see "Setting Preferences to Increase Efficiency," page 4-3.

To set your preferences

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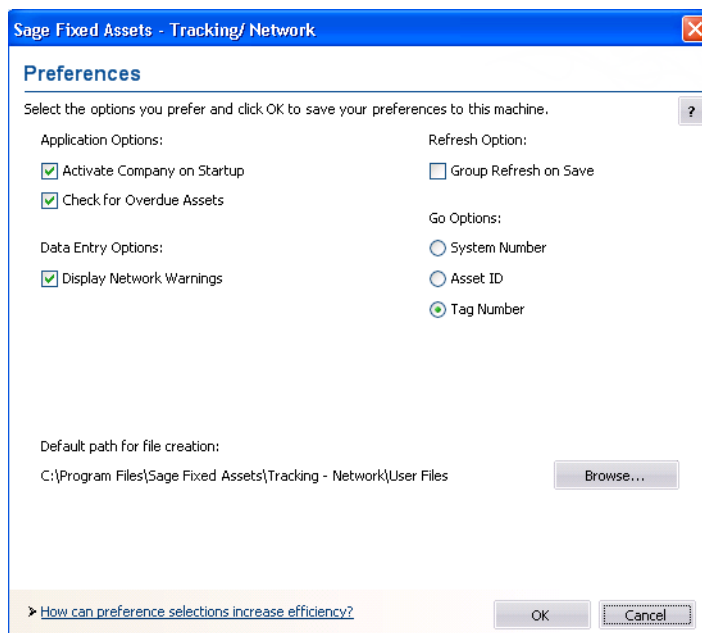
2. Complete the Preferences dialog. For more information, see "Completing the Preferences Dialog," page 4-3.

3. Click OK to exit the Preferences dialog.

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:

*   exporting data to a file

*   saving export field map files

*   importing files

*   saving import field map files

*   backing up companies

*   restoring backed-up companies

*   saving and loading a field list during an inventory setup

To specify the default folder for file creation

1. Select File/Preferences from the menu bar. The 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 Preferences dialog.

Setting Preferences to Increase Efficiency

You can use the Preferences dialog to make several decisions about how your application operates. Here are a few suggestions for using this dialog to increase your efficiency.

- Select the Activate Company on Startup check box. The last company opened will open automatically when you start the application.

- Clear the Group Refresh on Save option. This check box determines when the application updates the assets shown in the Asset List. Suppose you edit an asset in Asset Detail so that the asset no longer qualifies for the current group displayed in the Asset List. (For example, the current group shows assets in Location A, and you change the location of the asset to Location B.) If you select this check box, the application refreshes the Asset List every time you save changes to an asset in Asset Detail. You can save time by clearing this check box. You can then change as many assets as you want in Asset Detail, without waiting for the application to refresh the data shown in the Asset List. When you are ready to refresh the data, select View/Refresh View from the menu bar, or simply return to the Asset List.

Completing the Preferences Dialog

Follow the guidelines below to complete the Preferences dialog.

- ■ **Application Options**
  - ❑ **Activate Company on Startup**
    Select this check box if you want the last open company to open when you start the application.

  - ❑ **Check for Overdue Assets**
    Select this check box if you want an overdue assets alert displayed every time you open a company. For more information, see "Overdue Assets Alert," page 6-21.

- ■ **Refresh Option**
  - ❑ **Group Refresh on Save**
    If you select this check box, the list of assets in the current group is automatically refreshed when you save new assets or save changes to existing assets. If the additions or changes do not meet the criteria of the current group, you will no longer be able to locate the assets using the previous and next (arrow) buttons in the Go field. If you clear this check box, you can continue to use the Go field to find the assets until a refresh occurs. You can manually refresh the current group by selecting View/Refresh View from the menu bar. See "Updating Groups," page 4-21.

- ■ **Data Entry Options**
  - ❑ **Display Network Warnings**
    Select this check box if you want warning messages displayed when you select a command that may affect other users. For more information, see "Turning Off the Network Warning Messages," page E-3.

    Note: This option is available only for network products.

- ■ **Go Options**
  Use this field to specify which of the three available fields you want to use as a search mechanism in the Go field. The Go field is a quick-find feature that allows you to enter a System Number, an Asset ID, or a Tag Number which is then located and displayed.

❑ **System Number**
Click this option button if you want to enter System Numbers in the Go field when switching between assets.

❑ **Asset ID**
Click this option button if you want to enter Asset ID numbers in the Go field when switching between assets.

❑ **Tag Number**
Click this option button if you want to enter Tag Numbers in the Go field when switching between assets.

■ **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 to a file, saving export field map files, importing files, saving import field map files, and backing up and restoring companies. 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

The application already has a default database containing the demonstration data for sample companies (one for each entity type). You can store your new company in the default database, but you might also want to create databases with unique names to assist your database management.

Before creating your first database, make sure you read "Understanding Databases," page 1-4. A folder can contain two or more databases.

To create a new database

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

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

2. Click Yes to continue. The Database List Manager dialog appears. See "Completing the Database List Manager Dialog," page 5-18.
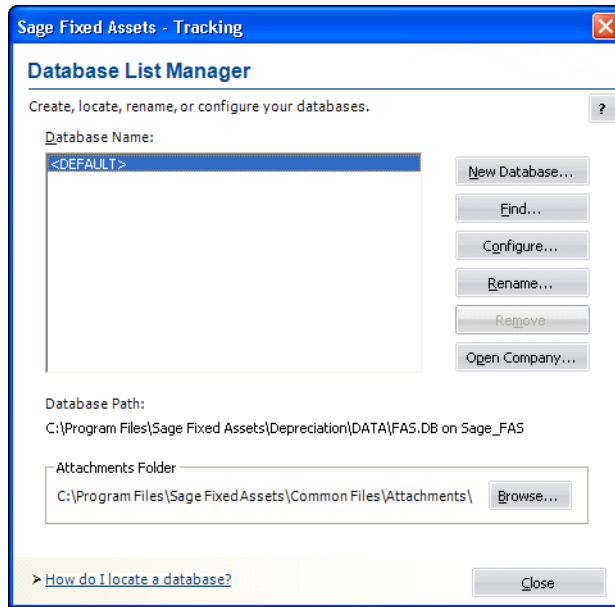
3. Click the New Database button. The New Database dialog appears.
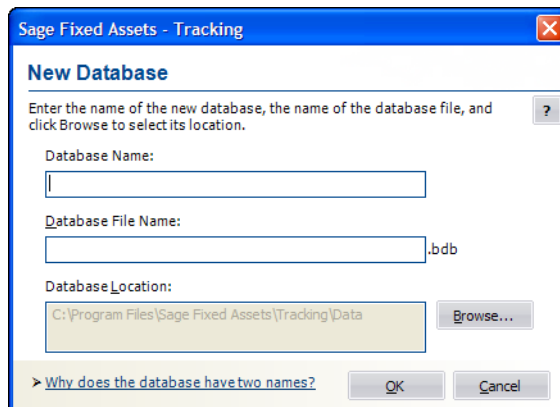
4. Complete the New Database dialog, and then click OK. See "Completing the New Database Dialog," page 4-5.

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

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

Completing the New Database Dialog

Follow the guidelines below to complete the New Database dialog. A folder can contain two or more databases.

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

■   **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 software. You do not need to enter a file extension because the application automatically adds a BDB extension to the file name.

■   **Database Location**
This field displays the folder where you want to store the database. (Long file names for folder names are supported by the application.)

❑   **Browse Button**
Click this button to select the folder.

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 Company

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

Before creating your first company, make sure you read "Understanding Companies," page 1-4.

Choosing the Entity Type

To create a new company, first you need to decide which type of entity meets your asset accounting requirements. Based on your selection, the application provides the appropriate depreciation books, depreciation methods, and reports for that entity type.

The table below shows the available options for each entity type:

| Entity Type	Available Options
U.S. Company	**Seven Depreciation Books:** Tax, Internal, State, AMT, ACE, Custom 1, Custom 2 **Tax-related fields in Asset Detail:** Business Use %, Section 179 Deduction, Investment Tax Credit, 168 Allowance % **Depreciation Options:** MACRS Convention Switch, 168 Allowance Switch **U.S. Tax Reports:** Adjusted Current Earnings, Alternative Minimum Tax, FASB 109 Projection, Midquarter Applicability, Form 3468 - ITC, Form 4255 - ITC Recapture, Form 4562 - Depreciation & Amortization, Form 4626 - Corporate AMT, Form 4797 - Sales of Property

Entity Type	Available Options
Canadian Organization	**Three Depreciation Books:** Financial, Budgetary 1, Budgetary 2 **Allocations:** Apportion an asset's cost, depreciation expense, and accumulated depreciation among different funding sources and functions within your organization **T2S(8) Manager:** Calculate the annual Capital Cost Allowance for Canadian tax filings. **Additional Financial Reports:** Capital Assets Note Disclosure, Change in Capital Assets
Government & Nonprofit Organization	**Three Depreciation Books:** Financial, Budgetary 1, Budgetary 2 **Allocations:** Apportion an asset's cost, depreciation expense, and accumulated depreciation among different funding sources and functions within your organization **Additional Financial Reports:** Capital Assets Note Disclosure, Change in Capital Assets

Note: You cannot change the entity type after you create your company or organization. You can create another company using a different entity type.

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

To create a new company

1. Select File/New Company from the menu bar. The Entity Type dialog appears.
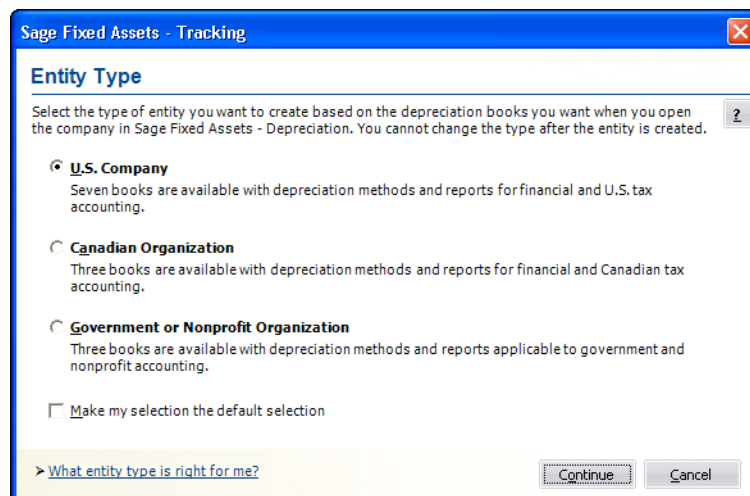
2. Click the appropriate option button to indicate the type of company or organization you want to create. For more information, see "Completing the Entity Type Dialog," page 4-9.

3. Click the Continue button. The New Company dialog appears.

4. Complete the New Company dialog, and then click OK. See

The new company is opened showing the Asset List, so you can begin adding assets.

Completing the Entity Type Dialog

Follow the guidelines below to complete the fields on the Entity Type dialog. For more information, see "Choosing the Entity Type," page 4-6.

U.S. Company
Click this option button if you want to use depreciation books for financial and U.S. tax accounting when you open the company in Sage Fixed Assets—Depreciation.

Canadian Organization
Click this option button if you want to use depreciation books for financial and Canadian tax accounting when you open the organization in Sage Fixed Assets—Depreciation.

Government or Nonprofit Organization
Click this option button if you want to use depreciation books for government and nonprofit accounting when you open the organization in Sage Fixed Assets—Depreciation.

Make My Selection the Default Selection
Select this check box to make your selection the default selection the next time you create a company or organization.

Completing the New Company Dialog

Follow the guidelines below to complete the New Company or Edit Company dialog.

The dialog is divided into the following sections:

- Company information at the top. See "The Company Information Section," page 4-10.

- Contact Information tab, page 4-10, and Notes tab, page 4-11, in the middle.

- Database information at the bottom. See "The Database Information Section," page 4-10.

The Company Information Section

Follow the guidelines below to complete the company information section of the New Company or Edit Company dialog.

■ **Name (Required Field)**
Use this field to enter a unique name for the company you are creating (up to 32 characters). This name appears in the title bar of dialogs and reports. You can change the company name, if desired.

■ **Starting System Number**
Use this field to type the starting System Number. The application assigns a unique System Number to each asset you enter into the system. The System Number initially begins with 1. However, if you have more than one company, you might want your assets' System Numbers to remain unique. To ensure unique System Numbers, start the System Numbers for additional companies at a much higher level.

For example, Company #1 might start at 1, Company #2 at 5001, and Company #3 at 10,001. Always leave plenty of room for growth. The highest available system number is 999,999; therefore, the starting System Number affects the number of assets a company can enter into the system. For example, if you entered a starting system number of 300,000, you could not create more than 700,000 assets for the company.

Note: This field is only available until the first asset is entered in a new company. You cannot change the starting System Number after you begin adding assets.

The Database Information Section

Follow the guidelines below to complete the database information section of the New Company or Edit Company dialog.

■ **Database**
Use this field to select the database in which you want to store the company you are creating. You can select a database only when you first create a company.

■ **New Database Button**
Click this button if you want to create a new database to store the company you are creating. The application displays the New Database dialog. This button is available only when you first create a company. See "Completing the New Database Dialog," page 4-5.

The Contact Information Tab

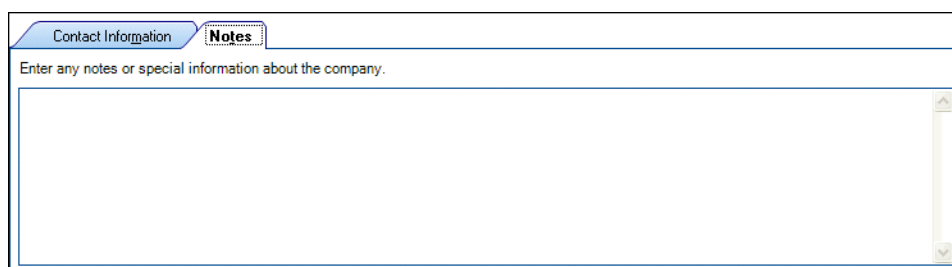Follow the guidelines below to complete the Contact Information tab of the New Company or Edit Company dialog.

■ **Contact Name**
Use this field to enter the name of a contact person for the company you are creating.

■ **Address**
Use this field to enter the address of the company you are creating.

■ **City**
Use this field to enter the city in which the company you are creating is located.

■ **State/Province**
From the drop-down list, select the state or territory in which the company you are creating is located.

■ **Zip Code/Postal Code**
Use this field to enter the zip code/postal code in which the company you are creating is located.

■ **Country**
Use this field to enter the country in which the company you are creating is located.

■ **Phone**
Use this field to enter the phone number of the company you are creating.

■ **Fax**
Use this field to enter the fax number of the company you are creating.

The Notes Tab

Use the Notes tab of the New Company or Edit Company dialog to enter any notes or special information about the company.

Predefined Groups

The ability to create groups is a very powerful feature for managing a company's fixed assets. By using a predefined group, you can quickly and efficiently view information and run reports for a very select group of assets. After you identify the assets to define as a group, you can also decide the order in which you want them to appear.

The more groups you have, the more control you have over your assets. Groups provide you with a way to permanently sort selected assets into logical formations. Groups can also narrow-down the number of assets you have to browse in order to find a specific asset.

The application contains the following predefined groups for you to use:

• All Assets: Activity Codes A, D, F, I, J, K, L, M, and N. For a description of each activity code, see "Understanding Activity Codes," page 6-3.

• Checked Out Assets: Assets that have been checked out.

- Overdue Assets: Assets that have been checked out and not checked in by their expected return dates.

- Active Assets: Activity codes A, D, F, J, K, L, M and N. (Disposals are included in the Active Assets group because they are considered to have current activity in the year of disposal.)

- Inactive Assets: Activity code I

- Disposed Assets: Activity codes D and F.

Understanding and Specifying Criteria

In the Group Manager, you write a criteria string to specify which assets to include in a group. A criteria string—also known as an expression—is a statement or series of statements that qualifies the characteristics of assets to include in a group. An expression can search for multiple criteria (a complex expression) or just one criterion (a simple expression).

In addition, you can sort groups any way you want. For more information, see .

Simple Expressions

When you specify criteria for a group, only those assets that satisfy the expression criteria are included in the group. For example, to define a group that includes only those assets with the location code *Admin*, you would write the expression *Location is Admin*. The word *is* is an operator, which is equivalent to the mathematical symbol for the EQUAL SIGN (=). Conversely, the operator *is not* would exclude all assets with Location code *Admin*.

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 asset selected for the group will be 5.*"

Operator	Mathematical Symbol	If	(Given a Set of 10) Then
contains (*abc*)		xyz	All occurrences of the specified string, xyz
does not contain		xyz	All occurrences not containing the string, xyz
begins with (abc*)		xyz	All occurrences beginning with the string, xyz
ends with (*abc)		xyz	All occurrences ending with the string, xyz
is	=	5	5
is not	$\neq$	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
is between [1]		5, 8	5, 6, 7, 8
is not between [1]		5, 8	1, 2, 3, 4, 9, 10
is not blank	$\in$	Any	Include all with any data
is blank	$\notin$		Include only those with no data
equals	=	5	5
does not equal	$\neq$	5	1, 2, 3, 4, 6, 7, 8, 9, 10
equals or is less than	$\leq$	5	1, 2, 3, 4, 5
equals or is greater than	$\geq$	5	5, 6, 7, 8, 9, 10

[1] 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.

Complex Expressions

A complex expression is one that searches for multiple criteria. The *and* operator or the *or* operator connect these criteria. (much the same way you would connect these types of statements in a sentence).

The decision to use an *and* or an *or* in a sentence specifies the relationship between the two variables. For example, look at these two sentences.

1. For the company retreat, you must bring a flashlight *and* a lantern.

2. For the company retreat, you must bring a flashlight *or* a lantern.

These statements written in the same format as an expression specifying a group would read:

We separated the individuals attending the company retreat into two groups. Group One brought a flashlight *and* a lantern. Group Two brought a flashlight *or* a lantern.

This example illustrates how the use of the *or* statement tends to create a larger group.

The application applies the *and* and *or* statements automatically.

- An *and* operator connects multiple expressions specifying criteria for different fields.

- An *or* operator connects multiple expressions specifying criteria for the same field.

To illustrate this important point further, here is an example of each type:

- **An *And* Operator Connecting a Complex Expression**
  A series of statements connected by the *and* operator indicates that the criteria of all statements must be satisfied. For example, to define a group that includes all assets whose Class is not CE and whose Location is Omaha, write this expression:

  ```
  Class is not CE
  Location is Omaha
  ```

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

- **An *Or* Operator Connecting a Complex Expression**
  A series of statements connected by the *or* operator indicates that the criteria of any one of the statements must be satisfied. For example, to define a group that includes all assets whose Location is either Omaha or Chicago, write this expression:

  ```
  Location is Omaha
  Location is Chicago
  ```

  Note that you do not have to enter the *or* operator; when you specify the same field twice, the application 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:

```
Class is not CE
Class is not FF
```

You may be surprised to discover that the group using this expression contains all assets, including assets in the CE class and the FF class. Because you specified the same field (Class), the application employs the *or* operator. An asset in the AA class is not in the CE or FF class, so it satisfies the criteria. An asset in the CE class is not in the FF class, so it satisfies the criteria. And of course, an asset in the FF class is not in the CE class, so the group contains that asset as well. (Remember, when the application employs the *or* operator, the asset is included in the group if one of the criteria is true.)

■ **An *And* Operator Connecting Multiple Criteria for a Single Field**
If a single statement 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 assets acquired in 2010, you would write the expression:

```
Acquisition Date is between 01/01/2010 and 12/31/2010
```

Note that in this case, you must enter the *and* operator.

You can write an expression combining all search criteria specified above, plus more if needed. Here is an example of a more complex expression:

```
Acquisition Date is between 01/01/2010 and 12/31/2010
```

```
Class is not CE
```

```
Location is Omaha
```

```
Location is Chicago
```

Include assets that meet the following criteria:
Acquisition Date is between 01/01/2010 and 12/31/2010
Class is not CE
Location is Omaha
Location is Chicago

Here is how it reads:

• Create a group where the Acquisition Date *is between* 01/01/2010 and 12/31/2010 AND

• where the Class *is not* equal to CE AND

• where the Location *is* equal to Omana *OR*

• where the Location *is* equal to Chicago.

Creating Groups

You can create groups of assets based on the asset attributes specified in any field, unless the field has been hidden from view. For more information, see "Removing a Field," page 3-18. Therefore, a group is a request to search the current company for assets matching criteria you specify. To create groups, you should understand how to apply criteria to build expressions. See "Understanding and Specifying Criteria," page 4-12.

You can use Group Manager to create a new group, and to edit, rename, delete, or copy an existing group.

Note: As a precaution, the application does not permit you to edit or delete the All Assets group, the Checked Out Assets group, or the Overdue Assets group.

Before creating your first group, make sure you read "Understanding Groups," page 1-5.

To create a group using Group Manager

1. Select Customize/Group Manager from the menu bar. The Group Manager dialog appears.

2. In the Enter New Group Name field, type a name for the group you are creating, then click the Add button. The Add Group - [*Group Name*] dialog appears.
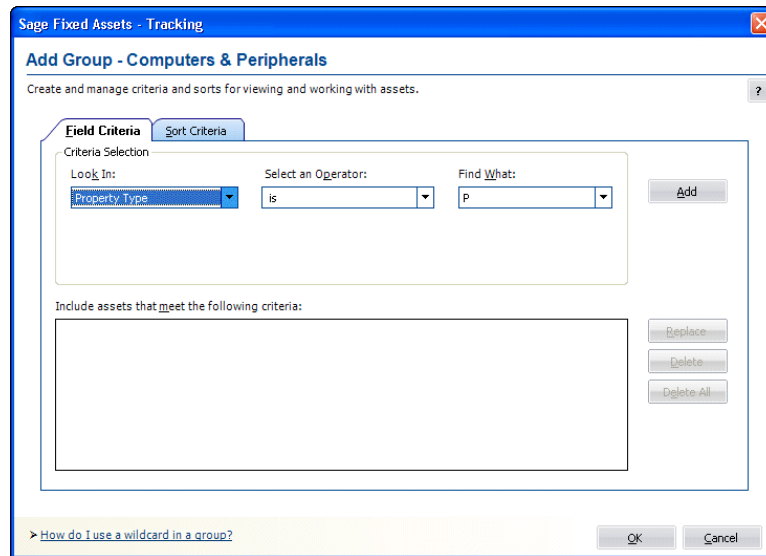
3. Complete the Field Criteria tab and Sort Criteria tab, then click OK. See "Completing the Field Criteria Tab," page 4-18 and "Completing the Sort Criteria Tab," page 4-20. The application returns to the Group Manager dialog.

4. Click the Close button to close the Group Manager dialog.

Completing the Group Manager Dialog

Follow the guidelines below to complete the Group Manager dialog.

■ **Enter New 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.

■ **Existing Groups**
   This list box displays the names of all the groups in the current company. 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 (Edit, Rename, Delete, or Copy).

■ **Add Button**
   Click this button to add the group name that you enter in the Enter New Group Name field to the Existing Groups list box. When you add a new group name to the Existing Groups list box, the Add Group - [*Group Name*] dialog appears, which allows you to define the criteria for the new group. See "Completing the Add/Edit Group - [Group Name] Dialog," page 4-18.

■ **Edit Button**
   Click this button to display a dialog that allows you to edit the criteria for the selected group. See "Completing the Add/Edit Group - [Group Name] Dialog," page 4-18.

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

■ **Delete Button**
Click this button to delete the selected group. When you delete a group, that logical organization of assets is deleted; the assets that belonged to the deleted group are not deleted.

■ **Copy Button**
Click this button to copy the selected group. In the Existing Groups list box, select the group you want to copy. In the Copy Group dialog, enter the name of the new group. The group name is not case-sensitive. That is, "active" and "Active" are names for the same group.

To create a group from selected assets

1. Select the assets in the Asset List that you want to form into a group.

2. Select Asset/Save Selections from the menu bar. The Save Selection dialog appears.
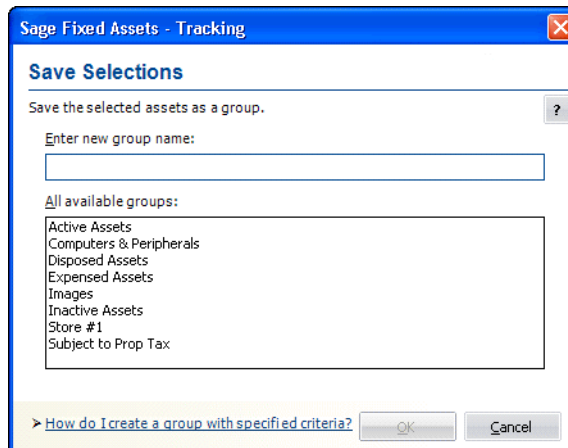
3. Type a name for the group in the Enter New Group Name field, then click OK. The application saves the selected assets as a group. The application defines the criteria of the group based on the System Numbers of the selected assets.

Completing the Save Selections Dialog

Follow the guidelines below to complete the Save Selections dialog.

■ **Enter New Group Name**
Type a name for the new asset group (25 alphanumeric characters maximum, uppercase or lowercase).

■ **All Available Groups**
This field shows the names of the existing groups in the current company.

Sorting Groups

You can sort groups any way you want - by any field and any number of fields - using the Sort Criteria tab of the Add/Edit Group - [*Group Name*] dialog. For more information, see "Completing the Sort Criteria Tab," page 4-20. The default sort field is System Number. In addition, you can specify whether to sort in ascending order (the default) or descending order.

After you define your preferred sort order, you can set it permanently (for any group except the All Assets group) or temporarily just for the current session. A temporary sort overrides a permanent sort.

Completing the Add/Edit Group - [*Group Name*] Dialog

The Add/Edit Group - [*Group Name*] dialog contains two tabs:

- On the Field Criteria tab, you define the group. See "Completing the Field Criteria Tab," page 4-18.

- On the Sort Criteria tab, you define how the group is sorted. See "Completing the Sort Criteria Tab," page 4-20.

If you intend to specify complex criteria to build a group, there is information critical to both of these tabs in "Understanding and Specifying Criteria," page 4-12.

Completing the Field Criteria Tab

You use the fields on the Field Criteria tab of the Add/Edit Group dialog that specify the criteria for building a group.

Think of the fields outlined above as being divided into three sections, like a mathematical equation.

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

- The Look In field tells the application where to look for the data you want to use to define the group.

- The Select an Operator field tells the application how to look at the data in the Find What field.

- The Find What field tells the application what specifically to look for in the selected field. The application then compares what it finds based on how it is looking at it as specified in the Select an Operator field.

After you create an expression, you add that expression to the Include Assets that Meet the Following Criteria field. You can create multiple expressions to define a group. Each added expression further restricts the asset selection for the group. For example, suppose you choose to select by date placed-in-service and then by location. The application selects assets that match both criteria. However, if you add two expressions using the same field but requesting different data, the application selects all assets that fall in either range (for instance, location is New York or location is Chicago). To understand how multiple expressions work together, see "Complex Expressions," page 4-13.

Follow the guidelines below to complete the Field Criteria tab of the Add/Edit Group dialog.

■ **Look In**
Use this field to specify the asset field you want to use to define your group.

■ **Select an Operator**
Use this field to specify the operator you want to use for the expression you are building to define the group. Operators are very much like mathematical symbols. For a full discussion of operators, see "Understanding and Specifying Criteria," page 4-12.

■ **Find What**
Use this field to specify the data you want to find or not find in the field you selected above. This is not a case-sensitive field. That is, if you enter Bakery, the application will find assets that contain BAKERY in their Location 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).

■ **And**
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 assets with a System Number between 4 and 7. In this case, you would enter the 7 in this field. Enter dates in MM/DD/YYYY format. This field appears only if you select an operator that requires a range of data.

■ **Include Assets that Meet the Following Criteria**
This field displays all the expressions you created for this group.

■ **Add Button**
Click this button to add an expression you have created into the Include Assets that Meet the Following Criteria field.

■ **Replace Button**
Click this button to replace an expression selected in the Include Assets that Meet the Following Criteria field with a newly created expression. Select the expression you want to change in the Include Assets that Meet the Following Criteria field, make the desired changes, and then click the Replace button.

■ **Delete Button**
Click this button to delete a selected expression from the Include Assets that Meet the Following Criteria field.

■ **Delete All Button**
Click this button to clear the Include Assets that Meet the Following Criteria field of all expressions.

Completing the Sort Criteria Tab

By default, assets are listed in the Asset List according to System Number. The Sort Criteria tab in the Add/Edit Group dialog allows you to change the order in which assets are listed in the Asset List and in reports. There is information critical to creating complex sort criteria in "Complex Expressions," page 4-13. Refer to it if you plan to build such a sort.

The application sorts fields first by number, then by uppercase letters, and finally by lowercase letters. If you select descending order, this order is reversed.

The order in which you select fields to sort is important. The first field determines the primary sort order. The next field determines the sort order within the primary group. The third field determines the sort order within the secondary group. If you do not select a secondary sort field, the assets are listed within the primary sort group in order by System Number.

Follow the guidelines below to complete the Sort Criteria tab of the Add/Edit Group dialog.

■ **Sort By**
Use this field to select the field you want the application to use as the primary sort.

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

■ **Add Button**
Click this button to add the sort criteria to the Sort Assets by the Following Criteria field.

■ **Sort Assets by the Following Criteria**
This field displays the sort criteria that you have created.

■ **Replace Button**
Click this button to replace a sort criterion with a newly created sort criterion. Select the sort criterion you want to change in the Sort Assets by the Following Criteria field, make the desired changes, and then click the Replace button.

■ **Delete Button**
Click this button to delete a selected sort criterion from the Sort Assets by the Following Criteria field.

■ **Delete All Button**
Click this button to clear the Sort Assets by the Following Criteria field of all sort criteria

Updating Groups

When you make changes to asset information, you might make a change that affects an asset in such a way that it no longer qualifies for the current group, or you might add an asset that should be part of the current group. In order for the current group to reflect such changes, a refresh group action must occur.

On the Preferences dialog, you can specify that you want to automatically update groups when you save changes to an asset in Asset Detail. For more information, see "Setting Preferences," page 4-1. You can also update groups anytime you want. When you use the manual refresh group option, the current group is refreshed when you perform the procedure. This eliminates the need for you to wait every time the application refreshes the group as specified in the Preference settings.

To update the current group

1. Select View/Refresh View from the menu bar.

   The application automatically updates the current group. Any assets you added are displayed if they meet the criteria of the current group.

For information about editing, renaming, deleting, or copying groups, see "Completing the Group Manager Dialog," page 4-16.

Customizing Asset Fields

You can customize all aspects of asset fields—not only the names of fields and the messages they display in the status bar, but also the lists of possible entries in the fields themselves. The list of possible field entries is called a SmartList. You can print barcode labels of your SmartList. Printing barcodes of your SmartList makes inventory collection easier, because you don't have to manually enter data on the reader keypad.

SmartLists are also directly accessible on physical readers during an inventory. The drop-down menu containing the SmartList entries will appear in the field of the column and you can easily choose the appropriate entry from the list.

Note: If you plan to print barcode labels of your SmartList, be sure to read "Label Width Limits," page 7-5.

Before you customize the names and functions of pre-defined fields, you should take advantage of the custom fields provided with the system. When customizing these fields, keep in mind that there are 16 alphanumeric custom fields you can customize, six numeric custom fields, and two Custom Date fields. Therefore, you might not want to customize any of the pre-existing fields until you've

exhausted the custom fields. You follow the same procedure to customize either the pre-existing fields or the custom fields.

Custom Fields

The application contains 24 user-defined fields. You should use these fields based on the guidelines described below.

Custom Dates 1 and 2
Use these two date fields in Asset Detail for entering information that is not appropriate for the other fields. These fields may have been customized with new names.

Custom Fields 1-10 (Alphanumeric)
Use these fields to enter data as determined by your company. These fields can contain letters of the alphabet or numbers. The application displays asset information entered in Sage Fixed Assets—Depreciation in Custom Fields 1 through 10.

Tracking Fields 1-5 and 12 (Alphanumeric)
Use these fields to enter data as determined by your company. These fields can contain letters or numbers.

Tracking Fields 6-11 (Numeric)
Use these fields to enter data as determined by your company. These fields can contain numbers only.

Note: Tracking Fields 1-12 are Sage Fixed Assets—Tracking-only fields and are not shared with Sage Fixed Assets—Depreciation.

You should not customize the four asset fields listed below so that their overall purpose is changed:

* Asset ID

* The three G/L asset account fields: G/L Asset Account, G/L Accumulated Account, and G/L Expense Account

Before attempting to customize your fields for the first time, make sure you read "Understanding Asset Fields and SmartLists," page 1-6.

To customize asset fields

1. Do one of the following:

    * Select Customize/Customize Fields from the menu bar.

    * Click the Customize a Field task on the navigation pane.

    * In either Asset Detail or the Asset List, right-click on the field you want to customize, and select Customize Fields from the popup menu.

The Customize Fields dialog appears.

2. Complete the Customize Fields dialog, and then click OK. See "Completing the Customize Fields Dialog," page 4-23.

Completing the Customize Fields Dialog

Follow the guidelines below to complete the Customize Fields dialog.

■ **Asset Field**
Use this field to select the asset field you want to customize. All customizable asset fields are listed here. The attributes of the selected field are displayed on the right.

■ **Make Tag Field Button**
Click this button to designate the selected field as the Tag field.

■ **Tag Field**
This field displays the name of the field designated as the Tag field. If you have not yet designated a field as a Tag field, then "No Tag Field Selected" appears in this field.

■ **Field Attributes**
❑ **View**
Use this field to specify the viewing or entry rights you want to allow users for the selected field. Following are the available options:

❑ **Allow Entry**
Select this option if you want to allow, but not require, users to enter data in the field. Users can view the data.

❑ **Require Entry**
Select this option if you want to require users who are creating an asset to enter data in the field before saving the asset. Users can view the data.

❑ **View Only**
Select this option if you want to allow users to view the default data, but not enter data in the field.

❑ **Hide**
Select this option if you want to hide the entire field in both the Asset List and Asset Detail. This option is useful when you do not want to use a particular field. If you decide not to hide the field at a later time, select a different View option and the field will be available to you.

❑ **Title**
This field displays the name of the currently selected field. To edit the field, type over the current name. After changing the name of a field, the original name is still displayed in the list of available fields to the left. This option is most often used for the user-defined fields.

❑ **Entry Mask**
Use this field to specify the type of character (such as number or alphanumeric) or how many characters you want to allow users to type in the field. The default number is listed on top of the field; as you change the number of characters, the application tracks the number of characters you are typing. To change the number of characters allowed, type or delete the Xs. For more information, see "Completing the Entry Mask Field," page 4-24.

❑ **Default**
Use this field to type in a default entry for the field. The user can overwrite the default.

❑ **Message**
Use this field to enter a brief explanatory message to appear in the status bar when a user enters the field. For example, if you rename Custom Field 1 to Branch, you might want the prompt to read "Enter the branch office number where the asset is located."

❑ **Entry Order**
Use this field to specify the order in which you want the fields to appear in Asset Detail. When changing the entry order of a field, the field previously holding that entry order swaps places with the new field.

Example: Suppose you change the field in the 7th position to the 4th position. The field that was in the 4th position will now be in the 7th position.

■ **Activate SmartList?**
Select this check box to enable the SmartList Manager button.

■ **SmartList Manager Button**
Click this button to display the SmartList Manager dialog, which allows you to create valid entries for asset fields. A list of valid entries for an asset is called a SmartList. See "Creating Valid Field Entries with SmartLists," page 4-25.

■ **Restore Defaults Button**
Click this button to restore the default settings for this dialog. Clicking this button erases all modifications you've made to all the fields.

Completing the Entry Mask Field

An entry mask allows you to specify up to three characteristics about most general information fields:

• Field length

• Special characters to format the text (optional)

• Restrictions on data types (optional)

The total number of characters entered, including special characters, will correspond to the maximum number of characters allowed in the field. The information next to the field label will track this information as you enter it.

You can specify special characters (such as decimal points, hyphens, and slashes) that will appear in the field during and after data entry. These characters often help to segment the data into meaningful data elements, such as those found in a general ledger account. When entering data, the user cannot type over those characters. You can use all non-alphanumeric characters except an exclamation point (!), an apostrophe ('), or a pound sign (#).

You can also restrict the data entered to specific data types. The following table shows how you can specify the kinds of characters the user can enter:

Character	Meaning
X	Any ASCII character (not allowed in combination with special characters)
9	Any number 0-9
N	Any alphanumeric character

Examples of valid Entry Masks include all Xs (such as XXXXX) or any combination of 9, N, and non-alphanumeric characters (such as NN-999-99).

Note: A decrease in entry mask size can cause you to lose existing data. Additionally, if you change the field entry mask to include characters such as hyphens and slashes, existing characters move to the right, past the fixed characters. If the addition of fixed characters pushes existing characters beyond the length of the field and you save the asset's data, the characters beyond the field length are lost.

When you click OK to exit the Customize Fields dialog in either of the above situations, the application prompts you with a message. Click Yes to continue.

Creating Valid Field Entries with SmartLists

You can create valid entries for your asset fields. A list of valid entries for an asset is called a SmartList. After you've created a SmartList for a field, a user can simply select an option from the available list, rather than having to manually enter the data in the field. In addition to saving data entry time, SmartLists also ensure consistency.

Creating a SmartList does not necessarily eliminate a user's ability to add an entry to a field that is not currently on the SmartList. You control the ability or inability to perform such an action in the SmartList Manager dialog.

Another useful feature in the SmartList Manager dialog is the Fill button. The Fill button adds every previously entered unique value in a selected field to a SmartList. Although this is an extremely powerful feature, it is not appropriate for all situations.

Before creating your first SmartList, make sure you read "Understanding Asset Fields and SmartLists," page 1-6.

To create asset SmartLists

1. Select Customize/Customize Fields from the menu bar. The Customize Fields dialog appears.

2. From the list, select the field for which you want to create a SmartList, then select the Activate SmartList check box. See "Completing the Customize Fields Dialog," page 4-23.

3. Click the SmartList Manager button. The SmartList Manager dialog appears.

4. Complete the SmartList Manager dialog to build the list of valid entries for the selected field, and then click the Close button. The Customize Fields dialog appears. See "Completing the SmartList Manager Dialog," page 4-26.

5. Click OK to exit the Customize Fields dialog.

Completing the SmartList Manager Dialog

Follow the guidelines below to complete the SmartList Manager dialog.

■ **Enter New Name and Description**
Use this field to type the valid entry you want your users to have the option of selecting from the SmartList when they create or edit an asset. The entry mask in the Customize Fields dialog dictates the maximum number of characters.

You can also use this field to provide users with additional details about the SmartList entry. For example, if the name is HW, then a description of computer hardware would greatly aid your users. By using this field in conjunction with the Display Description field under List Attributes (see below), you can specify whether you want to display descriptions in a SmartList. If you do not want to display descriptions, skip this field.

■ **SmartList List Box**
This list box displays the names and descriptions of all SmartList entries that you have added to the list.

■ **List Attributes**
Use this field to select the attributes to apply to your SmartList:

❑ **Display Description**
Select this check box if you want to display the description beside the valid entry. This is extremely useful for fields where you are using codes instead of full names.

❑ **Auto Drop List**
Select this check box if you want the application to automatically open the drop-down list box whenever the cursor is in the field.

❑ **Quick Lookup**

Select this check box if you want to enable the Quick Lookup feature. If you select both the Auto Drop List and Quick Lookup check boxes, the application finds the first SmartList entry that matches the first character that you type in the field (it is case-sensitive). As you continue to type, the application continues to find the first SmartList entry that matches the second and third characters, and so on. Finally, you must select the highlighted value in the displayed drop-down list to enter it into the field, unless you type the complete value into the field.

Tip: If you select the Restrict Entry to List check box, the application will only allow you to enter values in the SmartList and will always match each character you type in the field with a matching value in the list (not case sensitive). It will not matter if you select the Quick Lookup check box.

■ **Entry Options**

Use this field to specify how you want the application to react to users making entries that are not currently in the SmartList:

❑ **Restrict Entry to List**

Click this option button if you want to require users to enter data in a field by using an entry from the SmartList. Selecting this option disables the Auto Add Entry to List options.

❑ **Auto Add Entry to List**

Click this option button if you want to allow users to make entries in the selected field that are not on the SmartList. From the drop-down list, select how you want the application to react to the user's entries.

• **No Auto Add**

Select this option if you want to allow users to make entries in the selected field that are not on the SmartList, but you do not want the application to add those entries to the SmartList.

• **Confirm Auto Add**

Select this option if you want to allow users to make entries in the selected field that are not on the SmartList, but you want the application to prompt the user for confirmation before adding the entry into the SmartList.

• **Auto Add Always**

Select this option if you want to allow users to make entries in the selected field that are not on the SmartList, and you also want the application to automatically add the entry into the SmartList.

■ **Add Button**

Click this button to add an entry to the SmartList. To add another entry, click in the Enter New Name and Description field, enter the new SmartList entry and description (if desired), and then click the Add button. The application adds the entry to the SmartList list box.

■ **Replace Button**

Click this button to replace the selected SmartList entry with another entry you have created. To replace a SmartList entry, select the entry, type a new entry in the Enter New Name and Description field, then click this button. If the SmartList entry you are replacing has already been used for an asset, the Replace Field List Entry dialog appears informing you of the number of existing assets in the current company that will be affected by the change. You then have three update options available:

❑ **Keep the Original Entry**
Click this option button to keep the original entry in the field for existing assets, but still replace the entry in the SmartList.

❑ **Blank the Original Entry**
Click this option button to remove the original entry from the field for existing assets and leave it blank.

❑ **Globally Replace the Original Entry With the New Entry**
Click this option button to replace the original entry in the field with the new entry for all existing assets.

■ **Delete Button**
Click this button to delete the selected SmartList entry. To delete a SmartList entry, select the entry, then click this button. If the SmartList entry you are deleting has already been used for an asset, the Delete Field List Entry dialog appears informing you of the number of existing assets in the current company that will be affected by the change. You then have two update options available:

❑ **Keep the Original Entry**
Click this option button to keep the original entry in the field for existing assets, but still delete the entry from the SmartList.

❑ **Blank the Original Entry**
Click this option button to remove the original entry from the field for existing assets and leave it blank

■ **Fill Button**
Click this button to create a SmartList from all previously existing unique data in this field.

Note: A warning appears during the Fill process if over 1,000 unique entries are detected. This warning indicates that system performance may be affected by such a large volume of data in a single field.

■ **Delete All Button**
Click this button to delete all SmartList entries from the list. If the SmartList entries you are deleting have already been used for an asset, the application displays the Delete All Field List Entries dialog, and informs you of the number of existing assets in the current company that will be affected by the change. You then have two update options available (see Delete Button above).

■ **Print Button**
Click this button to send the SmartList report to the default printer. The report shows a field's SmartList entries. For more information, see "Printing a SmartList Report," page 4-28.

Printing a SmartList Report

A SmartList is a customized drop-down list box of available entries for a field. You can print a SmartList report that shows the entries for any field for which you have created a SmartList.

To print a SmartList report

1. Select Customize/Customize Fields from the menu bar. The Customize Fields dialog appears.

2. Select the field for which you want to print the SmartList report. See "Completing the Customize Fields Dialog," page 4-23.

3. Select the Activate SmartList check box.

4. Click the SmartList Manager button. The SmartList Manager dialog appears. For more information, see "Completing the SmartList Manager Dialog," page 4-26.

5. Click the Print button. A standard Print dialog appears.

6. Complete the standard Print dialog to send the SmartList report to the printer.

SmartList Report Sections

The SmartList report contains three sections:

■ **Field Customizations**
This section of the report displays the contents of the following fields on the Customize Fields dialog for the selected field.

- Title field

- View field

- Entry Mask field

- Default field

■ **SmartList Manager**
This section of the report displays the following information for the selected field:

- List of available SmartList entries

- Description of each available SmartList entry

- Total number of available SmartList entries

■ **List Options**
This section of the report displays the following information about the fields on the SmartList Manager dialog for the selected field:

- Which of the List Attributes have been selected

- Which one of the Entry Options has been selected

Sample SmartList Report

May 12, 2011   Page   1
3:12 pm

<div align="center">

Sample Company
SmartList Report

Field: **Class**

</div>

Field Customizations

Title:	Class
View:	Allow Entry
Entry Mask:	XX
Default:	<None>

SmartList Manager

The following data is contained in the SmartList Manager for the field indicated above.

Field Name (Value)	Description
BD	Building
BE	Building Equipment
BI	Building Improvements
CO	Communications Equipment
EQ	Equipment
IP	Intellectual Property
IT	IT Infrastructure
LD	Land
LI	Land Improvements
ME	Manufacturing Equipment
MV	Motor Vehicles
OE	Office Equipment

12	Total SmartList Entries

List Options

List Attributes

Display description =	Yes
Auto drop list =	Yes
Quick lookup =	Yes
Restrict Entry =	Yes

Auto Add Options	No auto add

Chapter 5
Working with Companies

In this chapter:

In Chapter 4 you learned how to create a new company. In this chapter, you'll learn to perform maintenance on your companies by using the company utility options.

Editing a Company Setup

If the company information you entered in the New Company dialog has changed, you can easily change it. You can only edit the company currently open in the application.

To edit company setup

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

2. Select File/Edit Company from the menu. The Edit Company dialog appears.

You can now make changes to the company setup. The Edit Company dialog is the same as the New Company dialog. For full details on the fields on this dialog, see "Completing the New Company Dialog," page 4-9.

Deleting Companies and Databases

You should delete a company only if you've moved all data into another company or into another location for a specific purpose. After you delete a company, the data contained within that company cannot be restored except from company data that you have backed up.

We recommend that you first back up a company before you delete it, especially if you think you may want to view the data at a later date. For more information, see "Backing Up Your Companies," page 5-10. After you have backed up the company, you can easily restore the company at a later date, even if you have deleted it. For more information, see "Restoring a Backed-Up Company," page 5-11.

You can delete only one company at a time. You cannot have any companies open when deleting a company.

To delete a database, you must first delete each of the companies within the database.

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

To delete a company

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

2. Complete the Delete Company dialog, and then click the Delete button. A message confirms the deletion of the company.

3. Click Yes to delete the company.

4. Click the Close button to close the Delete Company dialog.

To delete a database

1. Delete all companies within the database you want to delete.

2. Select the database you want to delete in the Database field of the Delete Company dialog, and then click the Delete button. A message confirms the deletion of the database.

3. Click Yes to delete the database.

4. Click the Close button to close the Delete Company dialog.

Note: You may want to use Windows Explorer to delete the physical files associated with the database (that is, the .BDB, .ID, and .LOG files).

Completing the Delete Company Dialog

Follow the guidelines below to complete the Delete Company dialog.

◼ **Companies**
Use this field to select the company you want to delete from the list of existing companies. If the company you want to delete is not displayed, you might be looking in the wrong database. To change the list of companies, select a different database in the Database field.

■ **Database**
Use this field to select the database that contains the company you want to delete. If you do not see the database you want, select Database List Manager from the File menu to locate and add the database to the system. For more information, see "Completing the Database List Manager Dialog," page 5-18.

■ **Delete Button**
Click this button to delete the selected company.

Note: After you delete a company, the data contained within that company cannot be restored except from a backup.

Using Company Utilities

The company utilities enable you to manage the asset data in your companies. You can use the utilities to copy companies, extract assets from one company into another, back up and restore your asset data, and more.

Copying a Company

You might want to copy a company in order to create a new company using the same data. When you copy a company in its entirety, an exact copy of the original company is created. The System Numbers remain intact.

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

To copy a company

1. Select File/Company Utilities/Copy Company from the menu bar. The Copy Company dialog appears.
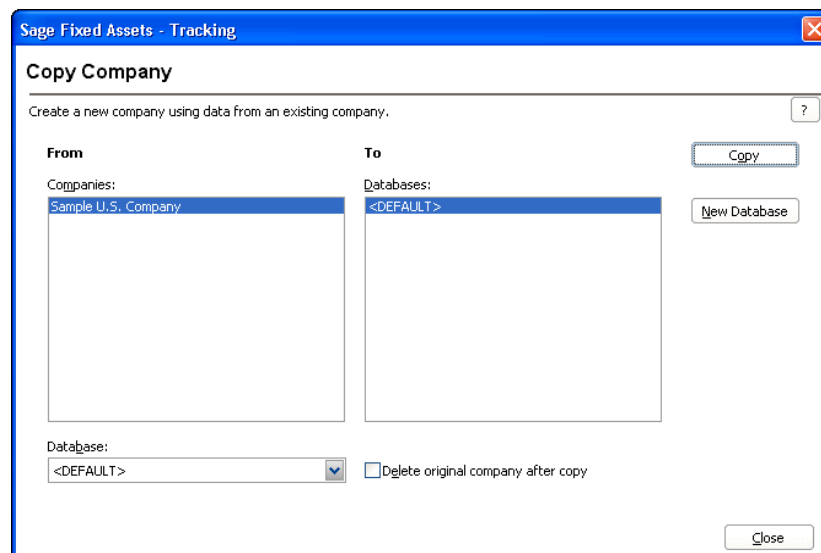
2. Complete the Copy Company dialog, and then click the Copy button to copy the company. See "Completing the Copy Company Dialog," page 5-4. If you're copying the company into the same database, or into a database containing a company with the same name, the Rename Company dialog appears.

---

3. Enter a name for the new company. If you want to overwrite a company with the same name in the selected database, click the Overwrite button; otherwise, click the Rename button. The Overwrite button is not available if you are copying the company into the same database. See "Completing the Rename Company Dialog," page 5-4. The application begins the copy process, and then returns to the Copy Company dialog.

    Click the Close button to close the Copy Company dialog.

Completing the Copy Company Dialog

Follow the guidelines below to complete the Copy Company dialog.

- **From**
  Use these fields to describe the original company you are copying.

  - **Companies**
    Use this field to select the company you want to copy from the list of existing companies. If the name of the company you want to copy is not displayed, you might be looking in the wrong database. To change the list of companies, select a different database in the Database field.

  - **Database**
    Use this field to select the database containing the company you want to copy. If you do not see the database you want, you can select Database List Manager from the File menu. See "Managing Your Databases," page 5-16.

  - **Delete Original Company After Copy**
    Select this check box if you want to delete the original company after the copy is created. When you click the Copy button, a message asks you to confirm the deletion.

- **To**
  Use this field to describe the company to create during the copying process.

  - **Databases**
    Use this field to select the database in which you want to store the new company created by the copying process.

Note: We recommend copying a company to a new database. Copying a company to the database in which it currently resides may cause performance problems.

- **Copy Button**
  Click this button to copy the selected company.

- **New Database Button**
  Click this button to display a dialog that allows you to create a new database to store the company you are copying. For more information, see "Completing the New Database Dialog," page 4-5.

Completing the Rename Company Dialog

Follow the guidelines below to complete the Rename Company dialog.

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

- **Overwrite Button**
  Click to overwrite the existing company with the same name as the one you are copying.

- **Rename Button**
  Click this button to change the name of the company that you are copying. You must enter a new name in the New Company Name field to enable this button.

Extracting Assets from Another Company

You can extract assets from an existing company and place them into a new company. When extracting assets, you are actually copying them and placing them into the new company. The company from which you extracted the assets is not affected.

Extractions are based on groups. You must extract an entire group of assets from a company. If you want to extract only a selection of assets from one company, create a group from the selection in the original company, and then you can extract that group.

You can extract assets into a new company. You cannot extract assets into an existing company.

The application assigns System Numbers to the assets you extract, based on the starting System Number of the new company. For example, if you extract three assets with System Numbers of 51, 55, and 57, and you place them in a new company with a starting System Number of 1, the application assigns System Numbers 1, 2, and 3 to the assets.

All company information for the new company, except for password security information, is copied from the company from which you are extracting the assets (including SmartLists and company setup information).

Note: To extract assets, you must have security rights to the company from which you are extracting the assets.

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

To extract assets

1. Select File/Company Utilities/Extract Assets from the menu. The Extract Assets dialog opens.

2. Complete the Extract Assets dialog, then click OK. See "Completing the Extract Assets Dialog," page 5-6.

   If a company with the same name as the destination company already exists, the Rename Company dialog appears.

3. Enter a new name for the destination company, and then click the Rename button. See "Completing the Rename Company Dialog," page 5-7.

   The assets are automatically extracted, and the new company is created. The application returns to the Extract Assets dialog.

4. Click the Cancel button to close the Extract Assets dialog.

Completing the Extract Assets Dialog

Follow the guidelines below to complete the Extract Assets dialog.

■ **Step 1: Select Source Company and Group**
   Use these fields to describe the company from which you are extracting the assets.

   ❑ **Database**
      Use this field to select the database that contains the company from which you want to extract the assets.

   ❑ **Company**
      Use this field to select the company from which you want to extract assets.

   ❑ **Group**
      Use this field to select the group you want to extract from the company specified in the Company field.

■ **Step 2: Create Destination Company**
   Use these fields to describe the company you are creating as a result of the extraction process.

   ❑ **New Company Name**
      Use this field to enter a name for the new company you are creating out of the extracted assets.

   ❑ **Database**
      Use this field to select the database in which you want to store the new company you are creating.

   ❑ **New Database Button**
      Click this button to display a dialog that allows you to create a new database. For more information, see "Completing the New Database Dialog," page 4-5.

■ **Step 3: Select Options**
   ❑ **Starting System Number for New Assets**
      Use this field to enter a number you want to use as the first System Number for the first asset in the new company. Thereafter, all other assets are assigned System Numbers in sequential order.

   ❑ **Print Asset Map of System Numbers**
      Select this check box if you want to run the Asset Map report. This report displays the relationship between old System Numbers and new ones created by the extraction. This is a one-time-only option. You cannot generate the report at a later time.

Completing the Rename Company Dialog

Follow the guidelines below to complete the Rename Company dialog.

■ **New Company Name**
Use this field to enter a new name for the destination company that will contain the extracted assets. To rename the company, click the Rename button.

■ **Rename Button**
Click this button to change the name of the destination company that will contain the extracted assets. You must enter a new name in the New Company Name field to enable this button.

Setting Up History Events

You can decide which events in an asset's life you want the application to track. When you use the Setup History feature, the application tracks only the events that are important to you. For more information, see "Asset History Events," page 3-29.

To set up history events

1. Select File/Company Utilities/History/Setup History from the menu bar. The Setup History dialog appears.

2. Complete the Setup History dialog, and then click OK.

Completing the Setup History Dialog

Follow the guidelines below to complete the Setup History dialog.

■ **History Events**
This column displays the events in an asset's life that you can track.

■ **On**
Use this column to indicate whether you want to track an event in the asset's life. If a check mark appears in this column, then the event will be tracked. Click once in this column if you want to track the event. Click on a check mark to remove it if you do not want to track the event.

■ **Purge Schedule**
❑ **Never Delete History**
Click this option button if you do not want the application to delete asset history events.

❑ **Delete History After X Days**
Click this option button if you want the application to delete asset history events after a specified number of days. Enter the desired number of days in the text box.

❑ **Confirmation Required**
Select this check box if you want the application to display a confirmation message before the asset history is deleted.

■ **Restore Defaults Button**
Click this button to restore the default settings for this dialog.

Purging Asset History

When you purge the asset history from a company, you lose the record of events that pertain to each asset. For more information, see "Asset History Events," page 3-29. Before you decide to do this, you may want to back up your company so that you can recover the asset history information at a later date. For information on backing up your company, see "Backing Up Your Companies," page 5-10.

You can purge asset history in one of two ways:

• Purge asset history manually using the Purge History dialog. See below for details.

• Purge asset history automatically after a specified number of days using the History Setup feature. For more information, see "Setting Up History Events," page 5-7.

When you purge history manually using the Purge History dialog, you can either delete all history events, or you can purge history events prior to a date that you specify.

You can delete the asset history from a single company, or you can delete the asset history from all of the companies in the selected database.

To purge asset history

1. Select File/Company Utilities/History/Purge History from the menu bar. The Purge History dialog appears.
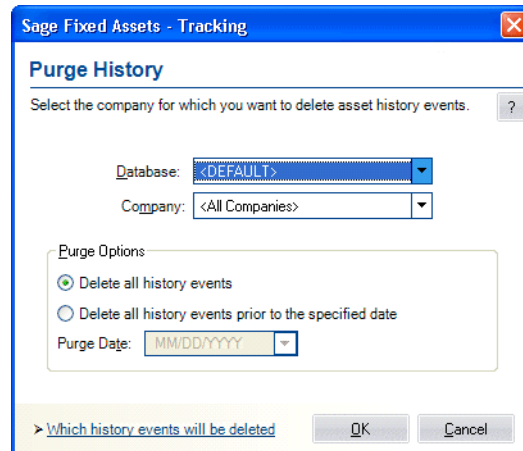
2. Complete the Purge History dialog, and then click OK. See "Completing the Purge History Dialog," page 5-9. The application displays a confirmation message.

3. Click the Yes button to close the confirmation message. The application either deletes all history entries, or it deletes the history events prior to the date that you specified on the Purge History dialog.

Completing the Purge History Dialog

Follow the guidelines below to complete the Purge History dialog.

■ **Database**
   Use the list of databases in this field to select the database that contains the company (or companies) from which you want to purge asset history. You can purge asset history from one database at a time.

■ **Company**
   Use the list of companies in this field to select the company (or companies) from which you want to purge asset history. You can purge asset history from all of the companies in the selected database, or from a single company in the selected database.

■ **Purge Options**
   ❑ **Delete All History Events**
      Click this option button to delete all of the asset history events from the selected company (or companies).

   ❑ **Delete All History Events Prior To the Specified Date**
      Click this option button to delete all of the asset history events prior to the date you specify in the date field.

   ❑ **Purge Date**
      Use this field to specify the purge date. The application will delete all asset history events occurring before this date.

Backing Up Your Companies

It is extremely important for you to make backup copies of the data in your companies 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 company data. If the need ever arises, you can restore the backed-up data by using the Restore Company function. For more information, see "Restoring a Backed-Up Company," page 5-11.

You might also want to back up your data before deleting groups of assets, performing a global field change, or deleting a company, 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 company.

To make a backup of your company data

1. Select File/Company Utilities/Backup Company from the menu bar. The Backup Company dialog appears.
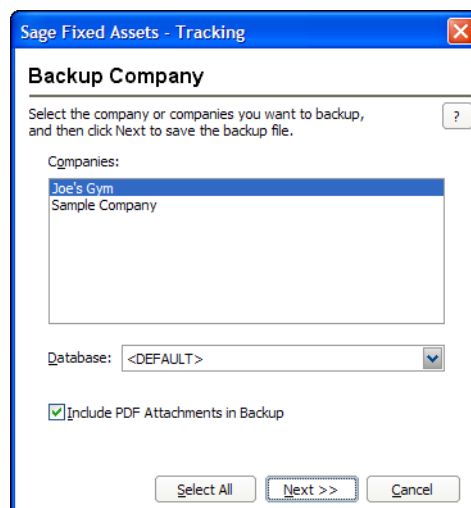
2. Complete the Backup Company dialog, and then click the Next button. See "Completing the Backup Company Dialog," page 5-11. A dialog that allows you to name and save the backup file appears.

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.

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 Company dialog.

The backed-up company (or companies) are stored in a file with a BBK extension. Because the data is compressed, you must use the Restore option to restore it. For more information, see "Restoring a Backed-Up Company," page 5-11.

Completing the Backup Company Dialog

Follow the guidelines below to complete the Backup Company dialog.

- **Companies**
  Use this field to select the company (or companies) you want to back up.

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

- **Database**
  Use this field to select the database that contains the company (or companies) you want to back up.

- **Include PDF Attachments in Backup**
  Select this check box to back up Adobe PDF files attached to assets. Selecting this check box increases the time for the backup. Clearing the check box detaches the PDF images from assets during the backup.

- **Select All Button**
  Click this button to select all of the companies displayed in the Companies 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 Company

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 companies you have backed up.

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

To restore a backed-up company

1. Select File/Company Utilities/Restore Company from the menu bar. The Restore - Select Companies dialog appears.
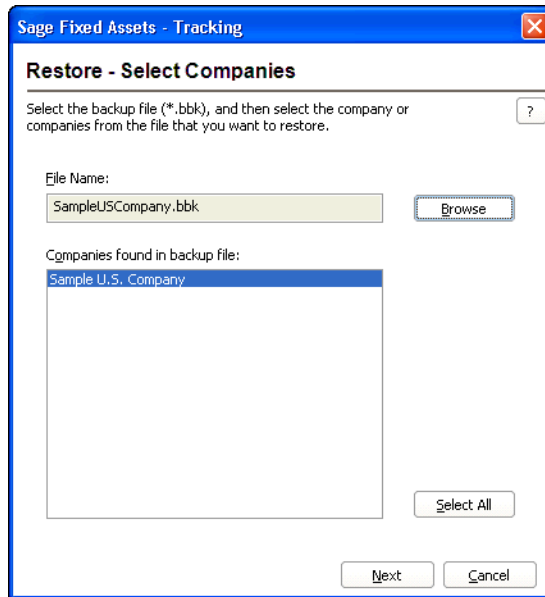
2. Complete the Restore - Select Companies dialog, and then click Next when finished. See "Completing the Restore - Select Companies Dialog," page 5-13. The Restore - Choose Destination dialog appears.
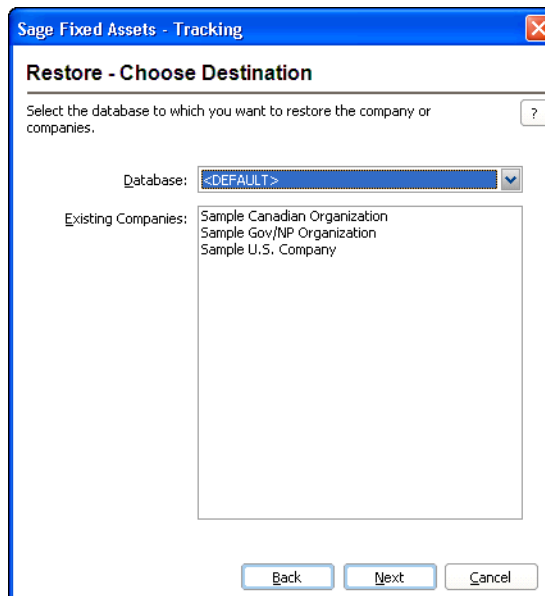
3. Complete the Restore - Choose Destination dialog, and then click the Next button. See "Completing the Restore - Choose Destination Dialog," page 5-14. The Restore - Purge History dialog appears.
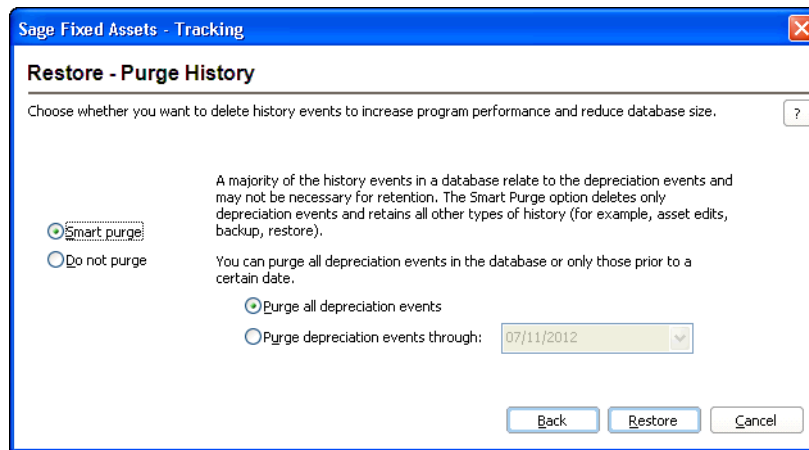
4. Complete the Restore - Purge History dialog, and then click the Restore button. See "Completing the Restore - Purge History Dialog," page 5-14. The restore process begins. A series of status messages appears as it decompresses and restores the data.

Note: If you are restoring a backed-up company with the same name as a company already existing in the selected database, the Restore - Rename Company dialog appears. See "Completing the Restore - Rename Company Dialog," page 5-15.
To rename the company that you are restoring, type a new name in the New Company Name field, and then click the Rename button.

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

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

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

After the application completes the restore process, it returns to the Restore - Purge History dialog.

5. Click the Cancel button when the restore is complete to close the Restore - Purge History dialog.

Completing the Restore - Select Companies Dialog

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

■ **File Name**
Use this field to enter the selected backup file, which holds the company (or companies) that you want to restore.

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

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

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

❑ **Select All Button**
Click this button to select all of the companies displayed in the Companies Found in Backup File field.

■ **Next Button**
Click this button to display a dialog that allows you to select the database to which you want to restore the company or companies. See "Completing the Restore - Choose Destination Dialog," page 5-14.

Completing the 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 company (or companies) restored.

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

■ **Existing Companies**
This field lists the companies already residing in the selected database.

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

■ **Next Button**
Click this button to display a dialog that allows you to delete history events from the company or companies that you are restoring. See "Completing the Restore - Purge History Dialog," page 5-14.

Completing the Restore - Purge History Dialog

Follow the guidelines below to complete the Restore - Purge History dialog.

■ **Smart Purge**
Click this option button if you want to delete the depreciation events from the database that you are restoring. If you click this button, you have two options:

❑ **Purge All Depreciation Events**
Click this option button if you want to delete all of the depreciation events from the database that you are restoring.

❑ **Purge Depreciation Events Prior To**
Click this option button if you want to delete only the depreciation events prior to the date that you enter in the date field.

■ **Do Not Purge**
Click this option button if you do not want to delete any history events from the database that you are restoring.

■ **Restore Button**
Click this button to begin restoring the company or companies you selected on the Restore - Select Companies dialog to the selected database. If you are restoring a backed-up company with the same name as a company already existing in the selected database, a dialog appears and allows you to overwrite the existing company or rename the company that you are restoring. See "Completing the Restore - Rename Company Dialog," page 5-15.

Completing the Restore - Rename Company Dialog

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

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

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

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

■ **Rename Button**
Click this button to change the name of the company that you are restoring. You must enter a new name in the New Company Name field to enable this button.

Importing Data

The Custom Import Helper guides you through the process of importing asset data from other sources into the Sage Fixed Assets application. When importing data, you can add the assets into a new or existing company. When using the Custom Import Helper, you can import asset data to update existing assets, or as new assets (that is, the application assigns new system numbers to the imported assets). The new assets you import can be either active or fully disposed. You can import inactive assets if you also import the Activity Code field. For detailed instructions, see Appendix B, "Custom Import Helper."

Note: If you are upgrading your version of Sage Fixed Assets—Tracking or moving data between installed versions of the application, use a simple backup and restore procedure instead of Custom Import.

No matter which type of data you are importing, you can import data only by company, and you can only import one company at a time.

Exporting Data

Sage Fixed Assets now offers two ways to export asset data to Microsoft Excel:

- As in previous Sage Fixed Assets versions, you can use the Custom Export Helper to export asset data to a .CSV file, which can be opened in Microsoft Excel. For detailed instructions, see Appendix C, "Custom Export Helper."

- You can now export the current group of assets in the Asset List to Microsoft Excel. For more information, see "Exporting the Asset List to Microsoft Excel," page 3-18.

Managing Your Databases

You can use the Database List Manager to help you manage your databases. 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. You can access the Database List Manager from the File menu, or from any dialog with a Database button. To create a new database using Database List Manager, click the New Database button, then complete the New Database dialog. For more information, see "Creating a New Database," page 4-4.

Note: The Database List Manager allows you to work with Sage Fixed Assets—Tracking and other Sage Fixed Assets products' databases only. Other databases are not compatible with Sage Fixed Assets—Tracking.

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 Depreciation & Tracking. It is designed to assist you in creating and managing databases, registering your product, specifying the folder for Adobe PDF files attached to assets, and more. You launch this utility from the Sage Fixed Assets program group; you do not access it from within the application. For information on PDF attachments, see "Setting Up the Attachments Folder for PDF Files," page 6-5. For more information on using this utility, see "Using the Database Utility," page E-1 and the applicable installation & administration guide. To access the installation & administration guide, see "Verifying Your Computer's Equipment," page 1-2.

Using Windows Explorer to Manage Your Databases

You can use Windows Explorer to move and copy your database file. The database file name can have any name that complies with Windows standards, as long as it has a BDB file extension. A single folder can contain two or more database files.

If you use Windows Explorer to move your database file, make sure that you also move the file with the .ID extension. For example, if you move the MYDATA.BDB file to a new folder, make sure you also move MYDATA.ID to the same folder.

After you move a database using Windows Explorer, you must locate the database using the Database List Manager to let the system know the new location.

To locate a database using the Database List Manager

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

   If a company is open, a message asks if you want to close the open company.

2. Click Yes to continue. The Database List Manager dialog appears. See "Completing the Database List Manager Dialog," page 5-18.
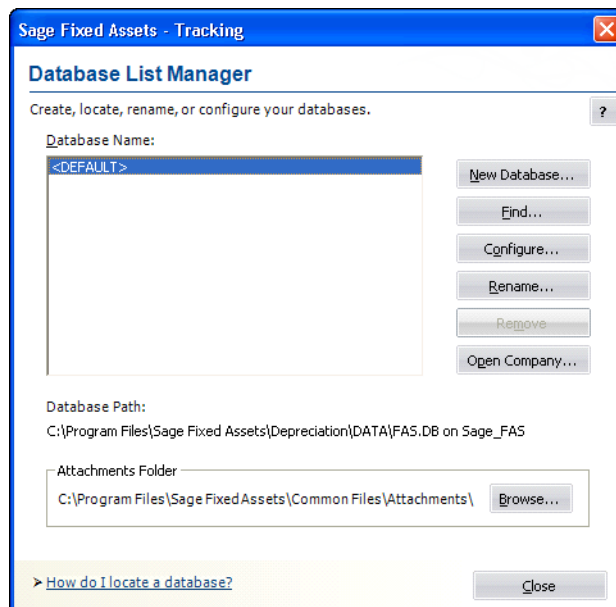
3. Click the Find button. The Find Databases dialog appears. See "Completing the Find Databases Dialog," page 5-19.

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 "Completing the Browse for Folder Dialog," page 5-20. The application returns to the Find Databases dialog.

7. Click the Search button. The application searches the selected drive 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.

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9. Repeat step 8 for additional databases you want added to your list.

10. Click the Close button on the Find Databases dialog.

11. Click the Close button on the Database List Manager dialog.

To rename a database

You can use the Database List Manager to change the database name. You cannot change the database file name.

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

2. Select the database you want to rename from the list.

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. See "Completing the Rename Database Dialog," page 5-20.

5. Click the Close button on the Database List Manager dialog.

To remove a database from the list

Removing a database simply removes the database from the list. It does not delete the database. To delete a database, see "Deleting Companies and Databases," page 5-2.

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

2. Select the database you want to remove from the list.

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 when finished with the Database List Manager dialog.

Completing the Database List Manager Dialog

Follow the guidelines below to complete the Database List Manager dialog.

- **Database Name**
  This field displays the names of all databases in the system. To perform a function on a database, select it, and then click the appropriate button to the right.

- **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 the new database. For more information, see "Completing the New Database Dialog," page 4-5.

- **Find Button**
  Click this button to display a dialog that allows you to search for an existing database. For more information, see "Completing the Find Databases Dialog," page 5-19.

- **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.

- **Rename Button**
  Click this button to display a dialog that allows you to rename the selected database. For more information, see "Completing the Rename Database Dialog," page 5-20.

- **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.

- **Open Company Button**
  Click this button to display a dialog that allows you to open an existing company in the selected database.

■ **Database Path**
This field displays the directory path and file name of the database as it appears in the Windows Explorer program.

■ **Attachments Folder**
This field displays the directory path of the folder containing the files of images attached to assets. The name of the default folder is "Attachments."

Note: For the current release, this folder contains only Adobe PDF files.

❑ **Browse Button**
Click this button to select or create a different folder that will contain the files of images attached to assets.

Note: The Attachments Folder field and the Browse button are not available in the Sage Fixed Assets—Tracking/Network product. In the network product, you use the Database Utility - Network Depreciation & Tracking to specify the folder for images attached to assets. For more information, see "Setting Up the Attachments Folder for PDF Files," page 6-5.

Completing the Find Databases Dialog

Follow the guidelines below to complete the Find Databases dialog.

■ **Options**
Use this field to specify the drive(s) that you want to search for the databases.

❑ **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.

■ **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.

■ **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 application 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**
This field displays all databases found during a search. Use this field to individually select databases to add to your list by clicking the Add button.

■ **Name**
This field displays the database name. 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.

Completing the 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.

Completing the Rename Database Dialog

Follow the guidelines below to complete the Rename Database dialog.

■ **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.

■ **Database File Name**
Use this field to enter a new physical file name for the database. This is the name that appears in the Windows Explorer program.

■ **Database Location**
This field displays the folder containing the database file that you want to rename. Click the Browse button to select the folder.

Chapter 6
Working with Assets

Fixed assets are physical entities—difficult to move and manage. Paper management of your assets is equally as difficult to control. Fixed asset data is the digital representation of your assets; it is easy to move, manage and control. This chapter explains the process of turning your fixed assets (physical entities) into fixed asset data (digital representations).

There are several approaches you can take to adding new assets to the application.

- First is the standard method of entering data in each of the asset fields individually. After you add the assets to the database, you must barcode the assets. For more information, see "Entering New Assets," page 6-2.

- Alternatively, you can barcode your assets first, and then conduct an inventory and add each asset during the inventory.

- In the third method, you replicate an asset that closely matches the asset you are adding. For more information, see "Replicating Assets," page 6-11.

- In the fourth method, you apply an asset template that you have created to a new asset. For more information, see "Applying Asset Templates," page 6-13.

Entering New Assets

Follow the steps below to add new assets to the currently open company.

To add individual assets into a company

1. Do any of the following:

   • Select Asset/Add from the menu bar.

   • Click the Add an Asset task on the navigation pane.

   A blank set of asset tabs appears in Asset Detail.

   Asset Detail - Joe's Gym

   Asset : <New Asset>
   Status: New

   Asset ID: [_____] [Go] [◄] [►]   Group: <All Assets>

   Main | Notes | Images | History

   System Number:

   General Information   > Items in bold are required fields

Asset ID		Description	
Location		G/L Asset Account	
Department		G/L Accum Account	
Class		G/L Expense Account	
Purchase Order		Invoice	
Vendor		Serial Number	
Quantity	1	Acquisition Date	MM/DD/YYYY
Tracking Field 11		Tracking Field 12	0.00
Room		Floor	
Owner		Condition	
Custom Date 1	MM/DD/YYYY	Custom Date 2	MM/DD/YYYY
Custom Field 1		Custom Field 2	
Custom Field 3		Custom Field 4	
Custom Field 5		Custom Field 6	
Custom Field 7		Custom Field 8	
Custom Field 9		Custom Field 10	
Tracking Field 1		Tracking Field 2	
Tracking Field 3		Tracking Field 4	
Tracking Field 5		Tracking Field 6	0.00
Tracking Field 7	0.00	Tracking Field 8	0.00
Tracking Field 9	0.00	Tracking Field 10	0.00
Exception Status		Reconciliation Status	
Check-out Date	MM/DD/YYYY	Expected Return Date	MM/DD/YYYY
Property Type	P	Activity Code	A
Disposal Date	MM/DD/YYYY	Disposal Method	

   [Asset List] [Print Detail] [Save Asset]   [Help]

2. Complete the fields on the Main tab. For more information, see "The Main Tab of Asset Detail," page 3-23.

3. Complete the Images tab if you want to store images to this asset. For more information, see "The Images Tab of Asset Detail," page 3-27.

4. Complete the Notes tab if you want to store additional information for this asset not covered by any of the other tabs. For more information, see "The Notes Tab of Asset Detail," page 3-26.

5. Save the asset by doing any one of the following:

   • Click the Save Asset button.

   • Press Ctrl+S.

   • Select Asset/Save from the menu bar.

   The application assigns a System Number to the asset and displays the System Number and description underneath the title bar of Asset Detail. The asset is now saved.

Understanding Activity Codes

Activity Code is an important field, it indicates the activity status of an asset. Activity codes are automatically assigned during asset activity.

If you are a Sage Fixed Assets—Tracking-only user, the application can assign two activity codes: Active and Inactive. You determine the codes when you create a new asset or inactivate an asset from the Asset menu. If you use Sage Fixed Assets—Depreciation, the application can assign all of the activity codes available in the Sage Fixed Assets—Depreciation program.

You can use activity codes to find and replace asset data and to create groups. You can view the creation code for an asset on the Asset Detail report.

The table below summarizes the available activity codes.

Activity Code	Status	Definition
A	Active	Active asset
D	Disposed	Disposed asset
I	Inactive	Inactive asset (other than codes F, J, K, L, M, and N)
F	Whole	Asset that was disposed of when fully transferred and is inactive
J	Partial	Asset that was partially disposed of and is inactive
K	Whole	Asset that was fully transferred to another company or within the company and is inactive
L	Partial	Asset that was partially transferred to another company and is inactive
M	Partial	Asset that was partially transferred within the company and is inactive
N	Partial	Asset that was disposed of when partially transferred and is inactive

Creation Codes

The creation code indicates how the asset was created in Sage Fixed Assets—Depreciation. You can use creation codes to find and replace asset data and to create groups. You can view the creation code for an asset on the Asset Detail report.

The table below summarizes the available creation codes.

Creation Code	Definition
D	Created as the disposed portion of a partial disposal
E	Created as the remaining portion of a partial disposal
O	Created directly by the user through Add Asset in Asset Detail
P	Created as the transferred portion of a partial transfer
Q	Created as the transferred portion of a partial transfer that was considered a disposal of the original asset
R	Created as the remaining portion of a partial transfer
S	Created as the remaining portion of a partial transfer that was considered a disposal of the original asset
T	Created as a result of a complete transfer of the original asset
U	Created as the disposed portion of a partial transfer that was considered a disposal or the original asset within the company

Creation Code	Definition
V	Created as the disposed portion of a partial transfer that was considered a disposal of the original asset to another company
W	Created as a result of a complete transfer of the original asset that was considered a disposal of the original asset

Storing and Viewing Asset Images

You can store images and attach them to an asset through the asset's Images tab in Asset Detail. There are many images useful to an asset's record. Images can include drawings (schematics), scanned photographs, and scanned documentation, such as an invoice or purchase order, or warranty information.

The application accepts the following standard file formats:

File Type	Extension
JPEG files	.jpg
Adobe PDF files	.pdf
Graphics Interchange Format (GIF) files	.gif
Portable Network Graphic (PNG) files	.png
TIFF files (uncompressed only)	.tif
Windows bitmaps	.bmp

The application stores most types of image files in the asset database. The file sizes of the stored images do add to the overall size of your database. You do not need to scan your images at a high resolution. We recommend using the JPEG format because it offers the best compression.

Because most PDFs can be large files, the application stores Adobe PDF file attachments in a separate folder outside the database to help ensure better overall performance. If you want PDFs to be stored within the database, simply convert them to JPEG or other image file.

Setting Up the Attachments Folder for PDF Files

In the single-user version, the application displays the default path of the PDF attachments folder on the Database List Manager dialog. You can use the path, or you can change it. For more information, see "Completing the Database List Manager Dialog," page 5-18.

In the network version, the application creates an Attachments folder during installation. You can find it under C:\SFASsrv\COMMON on the server machine. You must specify the path to this folder before you can attach an Adobe PDF file to an asset.

Note: In the network version, make sure the folder that you select is either shared or underneath a shared folder.

To set up the attachments folder in the network version

1. On the server machine, click the Start button on the Windows taskbar, and then select Programs (or All Programs) program group.

2. Select the Sage Fixed Assets program group.

3. Select the Tools program group from.

4. Select the Database Utility - Network Depreciation & Tracking icon. The Database Utility - Network Depreciation & Tracking dialog appears.
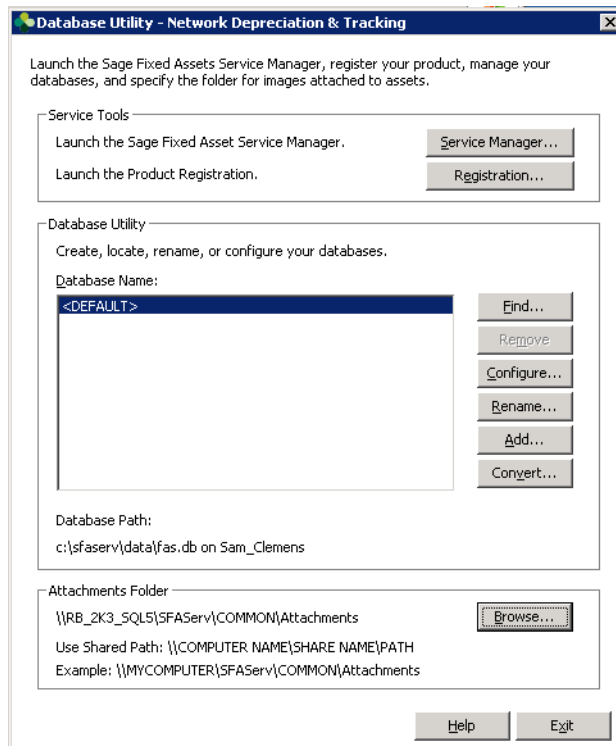
5. Click the Browse button. The Browse for Folder dialog appears.

6. Select (or create) the folder that will contain the Adobe PDF file attachments. The directory path must appear in the format \\COMPUTER NAME\SHARE NAME\folder path. For example, if the computer name is "MYCOMPUTER" and the share name of the SFAServ folder is "SFAServ," then the path to the existing attachments folder would appear as:

    \\MYCOMPUTER\SFAServ\COMMON\Attachments.

7. Enter this path in the Folder field of the Browse for Folder dialog.

8. Click OK to close the Browse for Folder dialog. The path to the selected folder appears in the Attachments Folder field.

9. Click the Exit button to close the Database Utility.

You can now use the Images tab in Asset Detail to attach the Adobe PDF file to the asset.

Adding an Image to the Image List

To use images, you must first add the image into the image list in Image Manager. After an image has been added to the image list, you can select it from the Image Manager dialog and link it to an asset's Images tab. Any number of assets can use the same image file on their Images tab. For more information, see .

To add an image to the image list

1. Select Customize/Image Manager from the menu bar. The Image Manager dialog appears. For more information, see "Completing the Image Manager Dialog," page 6-8.
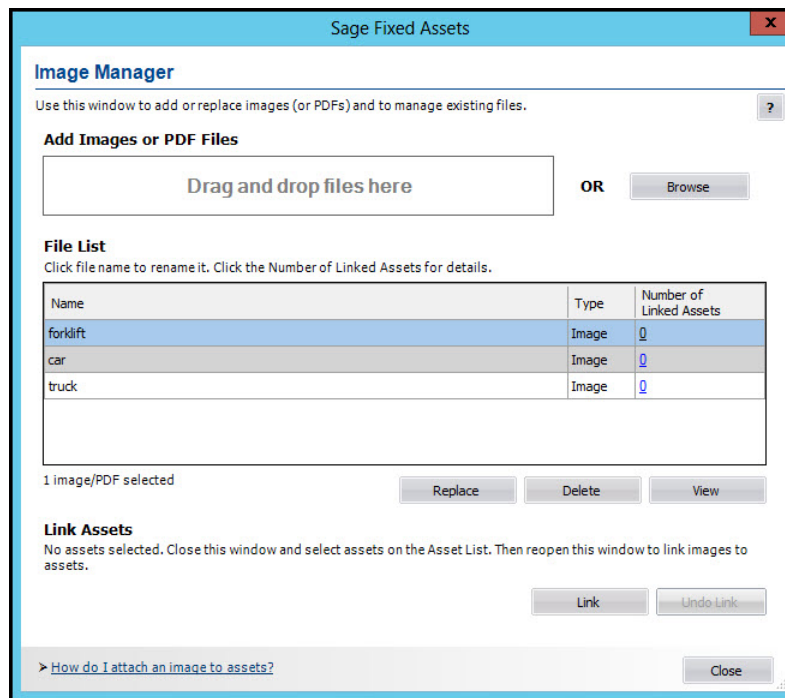
2. Drag and drop images (or PDF files) from your computer to the indicated area on the dialog to automatically upload them or click Browse to display a dialog that allows you to select an image (or images).

3. Complete the rest of the Image Manager dialog (if appropriate), and then click the Close button.

Adding an Image to the Images Tab

After you add an image to the image list, you can attach the image on the asset's Images tab.

To add an image to an asset's Images tab

1. In Asset Detail, display the asset to which you want to add an image.

2. Click the Images tab.

3. Click the Link Image(s) button. The Image Manager dialog appears. For more information, see "Completing the Image Manager Dialog," page 6-8.

4. In the File List, select the desired image.

Note: If the desired image does not appear in the Existing Images field, you must add it to the image list. For more information, see "Adding an Image to the Image List," page 6-6.

5.   Click the Link button. The application adds the image to the Images tab.

6.   Click the Close button to close the Image Manager dialog.

7.   Click the Save Asset button to save the changes to the asset.

Completing the Image Manager Dialog

Follow the guidelines below to complete the Image Manager dialog. You can access this dialog by selecting Customize/Image Manager from the menu bar or by clicking the Attach Image button from the Images tab.

- **Add Images or PDF Files**
  Drag and drop images (or PDF files) from your computer to the indicated area on the dialog to automatically upload them or click Browse to search for the files you want to add to the image list.

- **File List**
  By default, the files are listed in the order they were added to the system, most recent at the top. Click any column name to sort the rows in ascending order. Click again to sort descending. The Name column lists the name of each file you have uploaded. Click the name if you want to rename a file. Also, clicking a row will enable the standard function buttons below the list. The Type column lists the file type, image or PDF. The Number of Linked Assets column lists the number of assets linked to each file. Click the number to show the Linked Assets report, which displays additional details about the linked assets.

- **Replace Button**
  Click this button to replace the selected file with an updated (or new) file. The displayed name of the file will not change.

- **Delete Button**
  Click this button to delete the selected image (or images) from the image list.

- **View Button**
  Click this button to view the selected image.

- **Link Button**
  Click this button to link the selected image to the current asset. This button is available only if you access the dialog from the Images tab by clicking the Link Image button.

Tip: On the Asset List, hold down Shift to select multiple contiguous assets. Hold down Ctrl to select non-contiguous assets. You can use Shift and Ctrl to select multiple non-contiguous images in the File List. After selecting the assets, click on the Link icon at the top of the Asset List.

- **Undo Link Button**
  Click this button to unlink the selected image from the selected asset. If you have already used the dialog box to link images to assets, use this button to undo the last link you made. If you need to unlink an image from an asset and this button is disabled, open the Image tab of the Asset Detail dialog and click Remove Link.

Viewing Asset Images

After you add an image to the image list and add it to the Images tab, you can view the asset image.

To view asset images

1. In Asset Detail, display the asset that contains the image you want to view.

2. Click the Images tab. The application displays the default image in the right-hand pane.

3. To switch to another image, select another image from the left-hand pane.

4. If the image has been scaled down, click the View button to view the image in its original size.

5. After viewing the image, press the Escape key to return to the Images tab.

To print an asset image

After you have added an image to an asset's Images tab, you can print the image.

1. In Asset Detail, display the asset that contains the image you want to print.

2. Click the Images tab.

3. From the left-hand pane, select the image that you want to print.

4. Click the Print button. A standard Print dialog appears.

5. Complete the Print dialog. The image is sent to the printer.

To remove an image from an asset's Images tab

1. In Asset Detail, display the asset that contains the image you want to remove.

2. Click the Images tab.

3. From the left-hand pane, select the image that you want to remove from the asset's Images tab, and then click the Remove Link button. The application removes the image from the asset's Images tab. (The image is not deleted from the image list; it is still available for other assets.)

4. Repeat step 3 for additional images.

5. Click the Save Asset button to save the changes to the asset.

Note: You can relink an image to the asset's Images tab at any time.

To delete an image from the image list

1. Select Customize/Image Manager from the menu bar. The Image Manager dialog appears. For more information, see .

2. Select the image you want to delete from the image list.

3. Click the Delete button.

4. Complete the rest of the Image Manger dialog (if appropriate), and then click the Close button.

Relinking an Image File

You can relink an image to an asset if the application cannot locate the image for some reason. This may occur if the image file has been moved, renamed, or deleted.

To relink an image

1. In Asset Detail, display the asset whose image you want to reattach.

2. Click the Images tab.

3. From the left-hand pane, select the image that you want to relink. Click Yes. The Image Manager dialog appears.

4. In the File List, select the image that you want to relink.

5. Click the Link button. The application displays a dialog that allows you to locate the image file.

6. Select the image file, and click the Open button. The application returns to the Image Manager dialog.

7. Click the Close button.

You can now return to the Images tab and view the relinked image.

Replicating Assets

If you are adding multiple assets that are similar in nature, you can add the first one, save it, and then replicate it as needed. The application can create as many as 999 assets out of a single entry. Once you have replicated an asset, you can change each asset individually to modify specific fields as needed. This feature is particularly useful for adding grouped assets from the same invoice.

To replicate an asset

1. In Asset Detail, display the asset you want to replicate.

2. Do one of the following:

    - Select Asset/Replicate from the menu bar.

    - Click the Replicate an Asset task on the navigation pane.

    The Replicate Asset dialog appears.
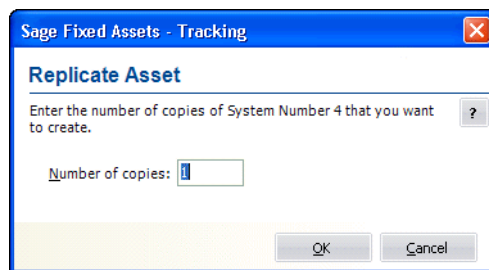
3. Enter the number of times you want to replicate the asset, and then click OK. The application displays a message confirming the replication and informing you of the Starting System Number.

4. Click OK to close the confirmation message.

5. Enter assets individually to edit asset information (if applicable).

Asset Templates

The Asset Templates feature lets you create predefined assets, which can then be copied into individual assets. You should create an asset specifically made to be saved as a template. This is because you probably do *not* want to complete certain fields, such as the Asset ID field. If you completed this field for the template, you would have to change it every time you applied the template to an asset.

Asset templates provide more flexibility than the Replicate function.

With an asset template, you can:

- Assign it a recognizable name for quick and easy recall.

- Enter data in all fields or only in a few fields.

- Use the template to create a new asset.

- Use the template over an existing asset. If you use a template over an existing asset, the template information will overwrite any existing information that was entered for the asset before you used the template. If, however, the asset has information in a field that is blank in the template, such preexisting information will not be overwritten.

You can view an existing template once you create it. Then you can edit the template and save it under a new name or its current name. For more information, see "Editing an Existing Template," page 6-13.

To rename, copy, or delete an asset template, select Customize/Template Manager from the menu bar, and then complete the Template Manager dialog. For more information, see "Completing the Template Manager Dialog," page 6-15.

Creating a Template

You can create an asset for the purpose of saving it as a template.

To create a template

1. Enter a new asset that you want to save as a template. For more information, see "Entering New Assets," page 6-2. (You can also use an existing asset to create a template.)

2. Do one of the following after you have completed all asset fields you want to include in the template:

   - Select Asset/Save As Template from the menu bar.

   - Click the Save as a Template on the navigation pane.

   The Save as Template dialog appears.

3. Enter a name for the template you are creating, and then click OK. For more information, see "Completing the Save as Template Dialog," page 6-13. The application returns to the asset tabs and remains in the new asset mode.

Note: In addition to creating an asset template, you can save your current entries as a new asset at the same time. To save the current entries as a new asset, click the Save Asset button. If you do not want to save the current entries as a new asset, click the Asset List button. A message appears asking if you want to create this asset. Click No. The application does not save the template settings as a new asset.

Editing an Existing Template

To edit an existing template

1. Do one of the following:

   • Select Asset/Add from the menu bar.

   • Click the Add an Asset task on the navigation pane.

   A blank asset form in Asset Detail view appears.

2. From the Apply Template drop-down list, select the template that you want to edit. A confirmation message asks if you want to continue.

3. Click Yes. The application displays the information in the template.

4. Make the desired changes to the template.

5. Do one of the following:

   • Select Asset/Save as Template from the menu bar.

   • Click the Save as Template task on the navigation pane.

   The Save as Template dialog appears.

6. Complete the Save as Template dialog, and click OK.

Completing the Save as Template Dialog

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

■ **Enter New Template Name**
Enter a name for the new template; up to 25 alphanumeric characters, uppercase or lowercase.

■ **Options**
   ❑ **Include Images**
   Select this check box if you want the template to include the images attached to the Images tab.

   ❑ **Include Notes**
   Select this check box if you want the template to include the notes entered on the Notes tab.

■ **Existing Templates**
This field displays the names of existing templates.

Applying Asset Templates

You can easily apply a template to an asset.

Note: When you apply a template to an existing asset, any information in the template will **override** existing asset information. If depreciation has been calculated for an asset, it will have book information so you cannot apply a template. You can apply a template to an asset that has only general information.

To apply an asset template

1. In Asset Detail, display the asset to which you want to apply the template. To apply the template to a new asset, select Asset/Add from the menu bar.

2. Click the arrow button in the Apply Template field. The application displays a list of all available templates.
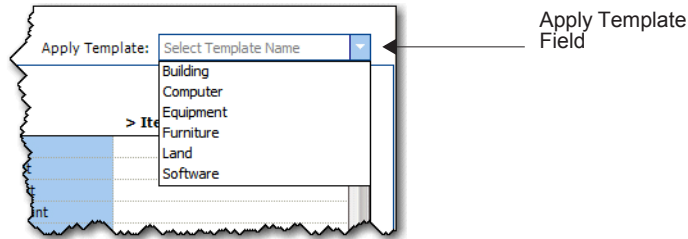
3. Select a template.

    The application asks you to confirm your intention, and then applies the template to the asset. All completed fields in the template will be entered into the corresponding fields in the asset.

4. Click the Save Asset button.

Note: You can cancel the application of an asset template before saving the asset. To do so, click the Asset List button and do not save the asset when the system prompts you.

Renaming a Template

Follow the steps below to rename an existing template.

To rename a template

1. Select Customize/Template Manager from the menu bar. The Template Manager dialog appears.
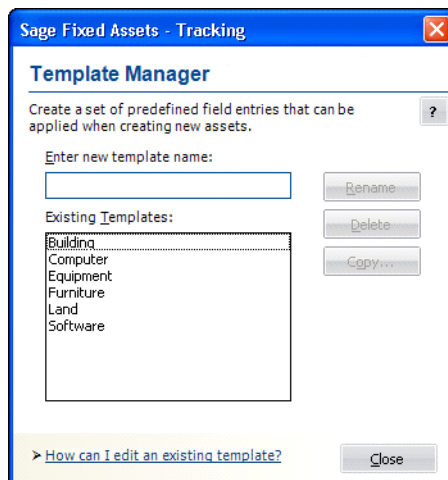
2. In the Existing Templates field, select the template that you want to rename.

3. In the Enter New Template Name field, type the new name for the template. For more information, see "Completing the Template Manager Dialog," page 6-15.

4. Click the Rename button. The application changes the name of the template in the Existing Templates field.

5. Click the Close button.

Copying a Template

Follow the steps below to copy an existing template and give it a new name.

To copy a template

1. Select Customize/Template Manager from the menu bar. The Template Manager dialog appears.

2. In the Existing Templates field, select the template that you want to copy. For more information, see "Completing the Template Manager Dialog," page 6-15.

3. Click the Copy button. The Copy Template dialog appears.

4. In the Copy To field, type the new name for the template.

5. Click OK. The application returns to the Template Manager dialog and the new template appears in the Existing Templates field.

6. Click the Close button.

Deleting a Template

Follow the steps below to delete an existing template.

To delete a template

1. Select Customize/Template Manager from the menu bar. The Template Manager dialog appears.

2. In the Existing Templates field, select the template that you want to delete.

3. Click the Delete button. A message confirms that you want to delete the template.

4. Click the Yes button. The application removes the template from the Existing Templates field. For more information, see "Completing the Template Manager Dialog," page 6-15.

5. Click the Close button.

Completing the Template Manager Dialog

Follow the guidelines below to complete the Template Manager dialog.

■ **Enter New Template Name**
Use this field to rename a template. First, select the template you want to rename in the Existing Templates field. Then, type a new name in this field and click the Rename button.

■ **Existing Templates**
This field displays the names of existing templates.

■ **Rename Button**
Click this button to rename an existing template. First, select the template that you want to rename in the Existing Templates field. Then enter the new name in the Enter New Template Name field, and click the Rename button.

■ **Delete Button**
Click this button to delete an existing template. First, select the template that you want to delete in the Existing Templates field. Then click the Delete button.

■ **Copy Button**
Click this button to display a dialog that allows you to copy an existing template and give it a new name.

Checking Assets In and Out

The application contains comprehensive asset check-out and check-in features. These features help you control one of the most difficult aspects of fixed asset management: tracking portable assets. Once you have checked an asset in or out, you can easily review the asset's check-out history. For more information, see "Viewing Asset Check-Out History," page 6-20.

Checking Out Assets
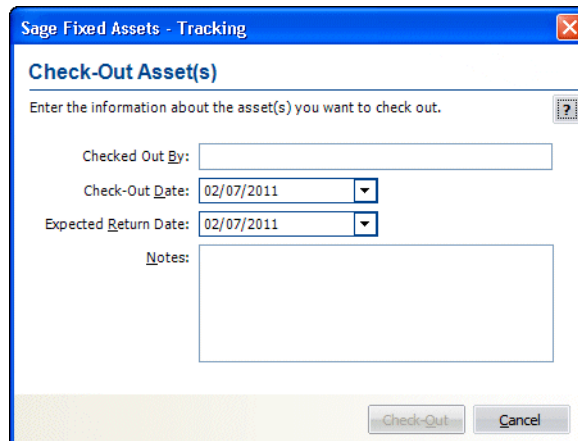
To check out more than one asset at a time, you must be in the Asset List.

You can check out a single asset from Asset Detail.

To check out one or more assets

1. In the Asset List, select the asset(s) you want to check out.

2. Do one of the following:

   • Select Inventory/Check-Out Asset(s) from the menu bar.

   • Click the Check-Out Asset(s) task on the navigation pane.

   The Check-Out Asset(s) dialog appears.

3. Complete the Check-Out Asset(s) dialog, and then click the Check-Out button. The application displays a confirmation message.

4. Click Yes to continue.

To view the assets that have been checked out, select the Checked-Out Assets group from the Group field at the top of the Asset List.

Completing the Check-Out Asset(s) Dialog

Follow the guidelines below to complete the Check-Out Asset(s) dialog.

■ **Checked Out By**
   Use this field to enter the name of the person checking out the asset.

■ **Check-Out Date**
Use this field to enter the date on which you are checking out the asset. You can click the down arrow to the right of the field to display a pop-up calendar that allows you to select a date.

■ **Expected Return Date**
Use this field to enter the date on which you expect to return the asset. Or you can click the button to the right of the field to display a pop-up calendar that allows you to select a date. You can edit this field later to revise the expected return date.

■ **Notes**
Use this field to enter any additional information about the check-out.

Checking In Assets
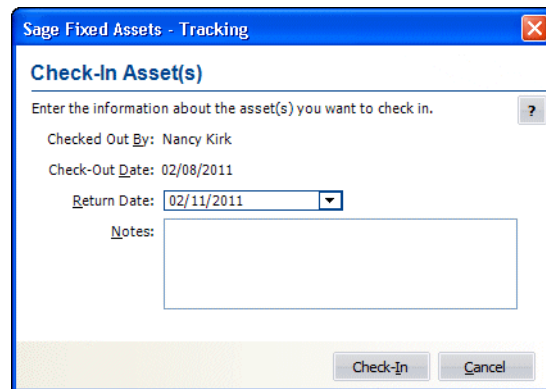
To check in more than one asset at a time, you must be in the Asset List.

You can check in a single asset from Asset Detail.

To check in one or more assets

1. In the Asset List, select the asset(s) you want to check in.

2. Do one of the following:

    *   Select Inventory/Check-In Asset(s) from the menu bar.

    *   Click the Check-In Asset(s) task on the navigation pane.

    The Check-In Asset(s) dialog appears.

3. Complete the Check-In Asset(s) dialog, and then click the Check-In button. The application returns to the Asset List view

Completing the Check-In Asset(s) Dialog

Follow the guidelines below to complete the Check-In Asset(s) dialog.

■ **Checked Out By**
This field displays the name of the person who checked out the asset.

■ **Check-Out Date**
This field displays the date the asset was checked out.

■ **Return Date**
This field displays the default value: the current date. If the asset's expected return date is different from the default, use this field to enter the correct date. You can click the down arrow to the right of the field to display a pop-up calendar that allows you to select a date.

■ **Notes**
Use this field to enter any additional information about the check-in.

Viewing Asset Check-Out History

You can view the check-out history of any asset.

To view an asset's check-out history

1. Do one of the following:

   • In the Asset List, select the asset for which you want to view the check-out history.

   • Display the asset for which you want to view the check-out history in Asset Detail.

2. Do one of the following:

   • Select Inventory/Check-Out History from the menu bar.

   • Click View Check-Out History on the navigation pane.

   The Check-Out History dialog appears.

3. View the asset's check-out history in the Check-Out History dialog.

4. When you finish viewing the asset history, click the Close button.

Completing the Check-Out History Dialog

Follow the guidelines below to review the Check-Out History dialog.

■ **System Number**
This field displays the System Number of the selected asset.

■ **Description**
This field displays the Description of the selected asset.

■ **Check-Out History Grid**
These fields display the asset history for the asset you have selected.

   ❑ **Checkout**
   This column shows the date the selected asset was checked out.

   ❑ **Expected**
   This column shows the date the selected asset was expected to be returned.

❑ **Return**
This column shows the date the selected asset was returned.

❑ **By Whom**
This column shows who returned the selected asset.

❑ **Notes**
This column shows any notes entered in the Check-In dialog when the asset was returned.

Viewing a Check-Out History Report

The Check-Out report shows the check-out history of the selected asset group.

To view a report of check-out history

1. From the Reports menu, select Check-In/Out. The Check-In/Out dialog appears.

2. Complete the Check-In/Out dialog, and then click the Print button. For more information, see "Completing the Standard Report Dialog," page 9-4.

Overdue Assets Alert

An overdue asset is an asset that has been checked out and has not been checked in by its expected return date. For more information, see "Checking Assets In and Out," page 6-17.

When you attempt to open a company, the application determines if the company contains overdue assets. If overdue assets exist, a message asks if you want to view the list of overdue assets. Click Yes to view the <Overdue Assets> group, or No to view the Asset List. If you answer Yes, the application opens the company and displays the <Overdue Assets> group in the Asset List view.

You can turn the overdue assets alert on or off in the Preferences dialog. For more information, see "Setting Preferences," page 4-1.

Printing Asset Information

You can print a copy of each of the asset tabs you see in Asset Detail. When you print them, you can include asset information, or you can print blank tabs for data collection. When you print the asset tabs, you can either select assets or an entire group.

It is not necessary to create a group before you print the asset information for the Images tab. If you print the Images tab for the All Assets group, the Images tabs are printed only for the assets with images. This makes it easy to quickly identify the assets that have images associated with them.

Note: When you print the Images tab, the name of the image associated with each asset is printed. The image is *not* printed. You can print the image from the Images tab in Asset Detail.

When you print asset tabs, they are sent to the printer as a graphic. Make sure your computer hardware can handle the request.

To enable the print function, you must select at lease one asset.

To print copies of asset tabs

1. Select an asset or assets in the Asset List, or display an asset in Asset Detail. (To print one set of blank tabs, display a new asset in Asset Detail, or select the Print Blank Forms for Main Tab Only option on the Print Asset Information dialog.)

2. Do any one of the following:

   • Select File/Print Asset Detail from the menu bar.

   • Click the Print Detail button at the bottom of Asset Detail.

   The Print Asset Information dialog appears.
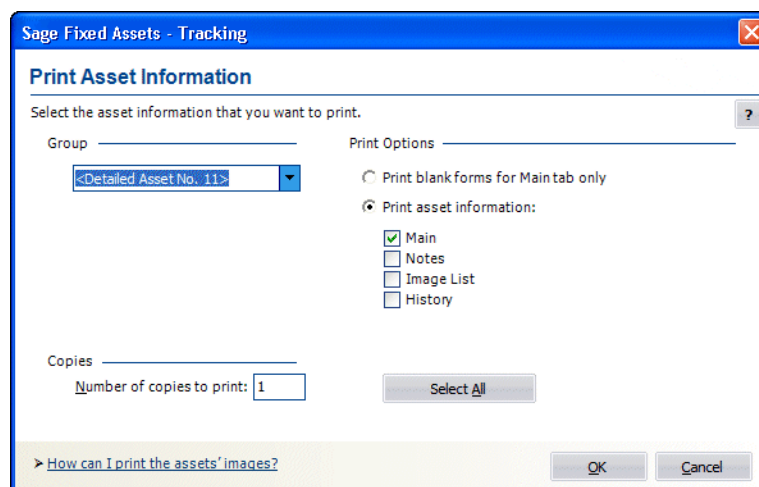
3. Complete the Print Asset Information dialog, and then click OK. See "Completing the Print Asset Information Dialog," page 6-22.

Completing the Print Asset Information Dialog

Follow the guidelines below to complete the Print Asset Information dialog.

■ **Group**
Use this field to select which assets' tabs you want to print. If you are printing blank tabs for data collection, it is only necessary to print one set of asset tabs. To do so, select <Detailed Asset No. X>.

■ **Print Options**
Use this field to specify the tabs you want to print.

❑ **Print Blank Forms for Main Tab Only**
Click this option button to print blank tabs for data collection.

❑ **Print Asset Information**
Click this option button to specify the information that you want to print.

Note: When you select the Image List check box, the name of the image associated with each asset is printed. The image is *not* printed.

❑ **Select All/Unselect All Button**
Click this button to either select all of the check boxes or to clear all of the check boxes.

■ **Copies**
Use this field to enter the number of copies of each tab you want to print.

Printing the Asset List

You can print the list of assets currently displayed in the Asset List. You can add a header and footer to the printed pages, and you can include grid lines and column labels.

To print the Asset List

1. In the Asset List view, click the Print Asset List button. The Print Options dialog appears.

2. Complete the Print Options dialog, and then click the Print button.

Completing the Print Options Dialog

Follow the guidelines below to complete the Print Options dialog.

- **Header**
  Enter text that will appear at the top of the printed Asset List.

- **Footer**
  Enter text that will appear at the bottom of the printed Asset List.

- **Grid Lines**
  Select this check box to include horizontal grid lines between each asset and vertical grid lines between each column on the printed Asset List.

- **Column Labels**
  Select this check box to include field names at the top of each column on the printed Asset List.

- **Preview Button**
  Click this button to view a preview of the printed Asset List before you send it to the printer.

- **Print Button**
  Click this button to display a standard Print dialog that allows you to send the Asset List to a printer.

Inactivating and Reactivating Assets

You can easily change the activity status of assets from Active to Inactive, and then reactivate them again. You might want to do this for assets that are temporarily out of use. The Active/Inactive designation appears in the Activity field of the asset. In addition, one of the default groups is Inactive Assets. The Asset menu has two menu items to facilitate this: Inactivate and Reactivate.

Tip: Users of Sage Fixed Assets—Depreciation should beware of inactivating assets in Sage Fixed Assets—Tracking. If you inactivate an asset in Sage Fixed Assets—Tracking, the asset does not undergo the Disposal process that is necessary to properly inactivate an asset in depreciation products.

To inactivate an asset

You can inactivate an asset individually or inactivate a selection of assets. Or you can use the Select All button in the upper-left corner of the Asset List and inactivate the entire group of assets.

1. Select the asset or assets you want to inactivate.

2. Select Asset/Inactivate from the menu bar. The system displays a message asking you to confirm your intention to inactivate the selected assets.

3. Click Yes.

To activate an asset

You can reactivate an asset individually or you can reactivate a selection of assets. Or you can use the Select All button in the upper-left corner of the Asset List and reactivate the entire group of assets.

1. Select the asset or assets you want to reactivate.

2. Select Asset/Reactivate from the menu bar. The system displays a message asking you to confirm your intention to reactivate the selected assets.

3. Click Yes.

Deleting Assets

Deleting an asset deletes it from the Sage Fixed Assets—Tracking database. It does not delete the asset from the Sage Fixed Assets—Depreciation database. Before the assets are deleted, the system asks if you would like to print a deleted asset report. The report can be used to identify deleted assets, or to re-enter data deleted by mistake.

Note: Deleted assets cannot be undeleted.

To delete asset(s)

1. In the Asset List, select the asset(s) you want to delete.

2. Select Asset/Delete Asset from the menu bar. The system displays a confirmation message.

3. Click Yes to delete the asset(s). A message asks if you want to print a report.

4. Click Yes to print a report of the assets marked for deletion, or No to delete the asset(s) without printing a report. If you click Yes, the Print Options dialog appears.

5. Complete the Print Options dialog, and click the Print button. For more information, see . The system displays the standard Print dialog.

6. Complete the standard Print dialog to send the report to the printer. The system deletes the asset(s) and returns to the Asset List view.

Chapter 7
Getting Ready for an Inventory: Labeling Your Assets

This chapter discusses an important step in the inventory process: identifying your assets with barcode labels. You may want to attach a barcode label to each and every asset you own. Or, you may want to print sheets of labels that you attach to a clipboard, and scan them as you complete the inventory.

Barcode Labels

Barcode Labels are one of the most important elements of automating your fixed asset management. The application contains everything necessary to print your own Code 39 barcode labels for your assets and your SmartLists. However, you should spend some time analyzing your needs before deciding what kind of labels you want to use for your assets. There are many types of labels on the market, some better than others.

Labels are primarily composed of three elements:

- The information printed on them

- Their adhesive quality

- Their lamination or protective quality

For you to decide what kind of quality you need for each of these elements, you need to ask yourself these questions:

- What kind of products will I place the labels on?

- What kind of environment do these products exist in?

- What kind of physical handling do these products receive?

Obviously, if you are labeling office furniture in an accounting firm, you would have less concern about the kind of labels you purchase than if you are labeling auto parts in a greasy shop environment. For more custom labels, please contact your Sage Fixed Assets representative for a custom label analysis worksheet.

Purchasing Pre-Printed Labels

You might want to consider purchasing pre-printed labels. Sage offers custom labels for your asset IDs, or pre-numbered labels. As a one-stop shop for all your asset management needs, Sage can provide you with labels tailored to your environment.

To order custom labels from Sage

1. Click the Inventory button on the navigation pane.

2. Click the Buy Labels task on the navigation pane.

How Labels Identify Assets

An asset field uniquely identifies assets. You can specify the field you want to use as this unique identifier. The field you choose as the unique identifier is called the asset's Tag field. You assign the Tag field in the Customize Fields dialog. For more information, see "Completing the Customize Fields Dialog," page 4-23. To make labels, the application translates the value in the Tag field into Code 39 fonts.

Barcode Labels of Your SmartList

It is often helpful to print barcode labels of your SmartList. Then, when you go into the field with your barcode reader, you don't have to use the reader's keypad to manually enter data. All you have to do is scan in the data. (You don't have to use adhesive labels to print barcode labels of your SmartList. You can print them on regular paper on your laser printer.)

Note: SmartLists are directly accessible on physical readers during an inventory. The drop-down menu containing the SmartList entries will appear in the field of the column and you can easily choose the appropriate entry from the list.

This is a good time to take advantage of the Fill button on the SmartList Manager dialog. When you click the Fill button, the application fills your SmartList with all values already entered into the application for a particular field. See Fill Button in "Completing the SmartList Manager Dialog," page 4-26.

To print barcode labels of your SmartList, follow the instructions provided below. When the Express Labels dialog appears, click the SmartList Entries option button, and then select a field to print. You may want to print out information such as location, condition, or custodian. Then, to ease data entry and speed the inventory process, you can attach these printed sheets to a clipboard and then scan the information during an inventory.

Printing Barcode Labels

Printing barcode labels is a simple report function. You can print up to 5000 labels in one batch.

Note: The font used to print barcode labels is Code 39. By default, Code 39 barcode symbology supports only UPPERCASE letters. Therefore, before attempting to scan information on the labels you are printing using a barcode reader, you must change the setting on your reader to Full ASCII Code 39. This allows the barcode reader to properly register information containing lowercase letters or a date field containing forward slashes (/). For instructions on changing the setting for your reader, please refer to the documentation accompanying your reader.

To print barcode labels

1. Select Reports/Labels from the menu bar. The Express Labels dialog appears.

2. Complete the Express Labels dialog, and then click the Print button.

3. When printing is complete, click the Cancel button.

Completing the Express Labels Dialog

Follow the guidelines below to complete the Express Labels dialog.

■ **Barcode**
  ❑ **SmartList Entry**
    Click this option button if you want to print labels of your SmartList entries.

    ❑ **Asset Detail Field**
      Use this field to select the field that has a SmartList for which you want to print labels.

  ❑ **Enter Local Numbers**
    Click this option button if you want to enter the starting and ending numbers for the labels.

    ❑ **Starting**
      Use this field to enter up to six characters for the starting number you want the application to use when printing the labels. For example, the numbers you use to label your assets could correspond to each asset's Asset Tag field. For information, see "How Labels Identify Assets," page 7-2.

❑ **Ending**
Use this field to enter the ending number you want the application to use when printing the labels.

■ **Format**
❑ **Label Title**
Use this field to enter additional text, such as your company name, that you want the application to print at the top of each label.

❑ **Barcode Font Size**
Use this field to specify the size of the barcode font you want the application to use to print your barcodes.

❑ **Medium Font (14 point)**
Click this option button if you want the application to use a 14-point font to print your barcode labels.

❑ **Large Font (18 point)**
Click this option button if you want the application to use an 18-point font to print your barcode labels.

❑ **Show Page Header**
Select this check box if you want to display the page header.

■ **Label Size**
Use this field to specify the standard Avery Label size you want the application to use to print your barcodes. For more information, see "Label Width Limits," page 7-5.

❑ **Avery 5160 (2.52" x 1.0")**
Click this option button if you want to print labels that are 2.52 inches by 1 inch.

❑ **Avery 5161 (4.00" x 1.0")**
Click this option button if you want to print labels that are 4 inches by 1 inch.

❑ **Avery 5267 (1.75" x 0.5")**
Click this option button if you want to print labels that are 1.75 inches by .5 inches.

❑ **Single Column Full Page Width**
Click this option button if you want to print labels on a full sheet of paper. You may want to print out information such as location, condition, or custodian. Then, to ease data entry and speed the inventory process, you can attach these printed sheets to a clipboard and scan the information during an inventory.

■ **Preview Button**
Click this button if you want to preview the labels before you print them.

■ **Print Button**
Click this button to start printing your labels.

Verifying Your Labels

Before you start labeling assets, you should conduct a mock inventory right at your computer to verify the integrity of your labels. Many factors affect the performance of barcode labels and a reader's ability to correctly interpret them. Printer resolution is one issue that can drastically affect barcode interpretation. So before you spend time labeling all your assets, you should verify that your reader can interpret the labels correctly.

Label Width Limits

Barcode labels contain a label width limit. There are only so many characters you can fit on a label due to size restrictions that are dictated by the standards of the barcode symbology. Because of this restriction you must think about how you choose your labels, your Asset Tag field, and your SmartList entries (if you want to print labels of SmartList entries).

The following table shows the barcode label width limitations.

Label Character Limits Table			
		Character Limit	
Label Size	Font Pt Size	Regular	Extended
Avery Label 5161	14	32	16
Avery Label 5161	18	22	11
Avery Label 5160	14	20	10
Avery Label 5160	18	13	6
Avery Label 5267	14	14	7
Avery Label 5267	18	8	4
Full Page Option			
Landscape	14	80	40
Portrait	18	80	40

Note: Regular characters refer to all uppercase letters. Extended characters refer to mixed upper and lower case letters.

Chapter 8
Conducting an Inventory and Reconciling Your Inventory Results

In this chapter, you'll learn how to conduct an inventory and reconcile the inventory results. The application contains an Inventory Helper to guide you through the entire inventory process. You'll use the Inventory Helper to get started, collect asset data with the reader, and compare the results of your inventory with your asset database using the reconciliation feature.

The Inventory Helper leads you through a series of steps for setting up an inventory. This ensures that you will not forget any important elements in the inventory process.

Readers Basics

The application supports two basic types of readers:

*   Virtual reader

*   Physical readers

The Virtual Reader

The application includes a Virtual reader that allows you to perform an inventory without using barcode hardware. The Virtual reader is a software tool that performs like a physical reader you hold in your hand. Even though you can perform a full inventory using the Virtual reader, it is probably not practical to do so. The primary purpose of the Virtual reader is to teach you about the inventory and barcoding process.

To use the Virtual reader, access the Reader Manager from the Inventory menu. Add a new reader, and on the Add Reader dialog, make sure you select "Virtual" in the Reader Type field. Then select this reader on the Prepare Reader dialog.

The Physical Readers

Physical readers offer a fast and easy way to conduct an inventory. You can find a list of the readers supported by Sage Fixed Assets at www.SageFixedAssets.com/Hardware.

The physical readers supported by Sage Fixed Assets—Tracking use the Android operating system. You can navigate within the system using the touch-activated screen. Data can be entered by using the keyboard, or by scanning barcodes with the reader.

To successfully operate physical readers during the inventory, you must perform the following operations.

1. Set up your reader in Sage Fixed Assets—Tracking by completing the Reader Manager dialog.

2. Define the inventory using the Inventory Helper.

3. Download the Sage Fixed Assets Scanner app from the Google Play Store.

4. Transfer the inventory data from the computer to the physical reader using OneDrive.

For more information about the Sage Fixed Assets Scanner, see Appendix D, "Physical Readers"

Baseline Inventory or Dynamic Inventory

There are two possible inventory methods, each of which contains procedural variations:

* Baseline inventory
* Dynamic inventory

You can use the Virtual reader and the physical reader to perform both inventories. See the following descriptions to decide which method to use.

Baseline Inventory

The Baseline inventory is used to collect data in the field on assets to build a database or add assets to an existing company in a database. The Baseline inventory allows you to collect three fields of "tracking level" data and then up to 12 additional fields of inventory data.

The tracking level fields are designed to hold information that remains more or less constant during the inventory. You specify the initial information for the tracking fields when you define the inventory using the Inventory Helper. During the inventory, you can change the information as needed. For example, you might specify "Floor" as a tracking field. You would change the value of the tracking field as you move from one floor to another during the inventory.

After the tracking levels are set up, the additional inventory data is collected for each asset. This typically is data that varies for each asset—for example, Asset ID, serial number, etc. For more information, see "Level Tracking Fields," page 8-15.

Dynamic Inventory

The Dynamic inventory downloads the database entries for the group of assets you have selected. This allows you to scroll through the database on the reader screen during the inventory process, and immediately validate or edit asset data as you scan each asset. The Dynamic inventory supports thirteen fields: the Asset Tag field and twelve additional fields you choose. The Dynamic inventory is most useful for inventories that require extreme care in asset data validation. If you don't need to perform asset information validation during the inventory, you can use the Baseline inventory method.

Overview of Conducting an Inventory

You conduct an automated inventory in three phases. The sections "Phase 1," "Phase 2," and "Phase 3" describe the general steps you perform to conduct an inventory. Regardless of the method you choose to begin an inventory, follow the steps described in "Phase 1" to initiate an inventory.

◼ **Phase 1: Initiating the Inventory**
In Phase 1 you initiate the inventory process, using the Inventory Helper to set up your inventory and register the reader using the Reader Manager. For more information, see "Phase 1: Initiating the Inventory," page 8-4.

❑ **Step 1-1: Define/Edit Inventory**
Begin the Inventory Helper, a series of dialogs that helps you define the inventory. For more information, see "Step 1-1: Defining a Baseline Inventory," page 8-4 or "Step 1-1: Defining a Dynamic Inventory," page 8-7.

❑ **Step 1-2: Set Up Readers**
Register the readers you want to use to conduct the inventory. For more information, see "Step 1-2: Setting Up Your Readers," page 8-10.

◼ **Phase 2: Conducting the Inventory**
In Phase 2 you download data onto the reader, take the reader into the field to collect data, and transmit data from the reader to Sage Fixed Assets—Tracking. (If you use the Virtual reader provided with the application, you can conduct an inventory right at your desk.) For more information, see "Phase 2: Conducting an Inventory," page 8-13.

❑ **Step 2-1: Prepare Readers**
Download asset data from the application to your readers. The asset data will be compared to the data collected in the field when you conduct the inventory. For more information, see "Step 2-1: Preparing Readers for an Inventory," page 8-13.

❑ **Step 2-2: Conducting an Inventory**
Use your readers to collect inventory data. For more information, see "Step 2-2: Conducting an Inventory Using the Virtual Reader," page 8-15 or "Step 2-2: Conducting an Inventory Using the Physical Reader," page 8-18.

❑ **Step 2-3: Receive Reader Data**
Upload the data you have collected during the inventory from the reader to the application. For more information, see "Step 2-3: Receiving Data from the Reader After an Inventory," page 8-21.

◼ **Phase 3: Reconciling the Inventory**
In Phase 3 you conduct an inventory reconciliation. The reconciliation is separate from the inventory process, so you can reconcile data at your own pace after all inventories are completed. For more information, see "Phase 3: Reconciling the Inventory," page 8-23.

❑ **Step 3-1: Begin Reconciliation**
Begin the reconciliation process. The status of the inventory in the Inventory List changes to "In-Reconciliation." For more information, see "Step 3-1: Beginning the Reconciliation," page 8-23.

❑ **Step 3-2: Reconcile Inventory Data**
Reconcile the information you collected during the inventory with the asset data in the application. For more information, see "Step 3-2: Reconciling the Inventory Data," page 8-25.

❑ **Step 3-3: Complete Reconciliation**
Complete the reconciliation process. The status of the inventory in the Inventory List changes to "Complete." For more information, see "Step 3-3: Completing the Reconciliation," page 8-28.

Phase 1: Initiating the Inventory

In Phase 1 you initiate the inventory process, use the Inventory Helper to set up your inventory, and register the reader using the Reader Manager.

Step 1-1: Defining a Baseline Inventory

In this step, you begin the Inventory Helper, a series of dialogs that helps you define the inventory. Most of the instructions are the same for a Baseline inventory or a Dynamic inventory. Follow the steps below to define a Baseline inventory. For details on initiating a Dynamic inventory, see "Step 1-1: Defining a Dynamic Inventory," page 8-7.

To define a Baseline inventory

1. If you are using a physical reader to conduct the inventory, connect the reader to the computer.

2. Do one of the following:

    • Click the Inventory button on the navigation pane, and then click the Define/Edit Inventory button on the Inventory Process map.

    • Select Inventory/Inventory Helper from the menu bar.

    The Inventory Helper - Introduction dialog appears.

3. Click the Next button. The Inventory Helper - Inventory Type dialog appears.

4. Enter a name for the Inventory session so it can be identified later during the reconciliation process. For more information, see "Completing the Inventory Helper - Inventory Type Dialog," page 8-6. Since you can have multiple inventories from various sessions in a multi-user environment, be sure to use a name you can identify later during the reconciliation process.

5. Enter the name of the person conducting the inventory.

6. Select Baseline Inventory, and then click the Next button. The Inventory Helper - Level Tracking dialog appears.

7. Fill in the Baseline Inventory Tracking Levels, and then click the Next button. For more information, see "Completing the Inventory Helper - Level Tracking Dialog (Baseline)," page 8-6. The Inventory Helper - Select Asset Fields dialog appears.

8. Select the asset fields to use during the inventory, and then click the Next button. For more information, see "Completing the Inventory Helper - Select Asset Fields Dialog," page 8-6. The Inventory Helper - Summary dialog appears and shows the summary of the inventory.

9. Click the Finish button. For more information, see "Reviewing the Inventory Helper - Summary Dialog (Baseline)," page 8-7.

- If no readers have been added using the Reader Manager dialog, a message asks if you want to set up a reader now.

- If at least one reader has been added using the Reader Manager dialog, a message asks if you want to prepare the reader(s) for the inventory.

10. Click Yes to either set up or prepare the reader(s) now; otherwise, click No.

11. If no readers have been set up in the system, continue to Step 2: Setting Up Readers. For more information, see "Step 1-2: Setting Up Your Readers," page 8-10.

12. If you have already set up your readers in the system, continue to prepare the reader. For more information, see "Step 2-1: Preparing Readers for an Inventory," page 8-13.

Completing the Inventory Helper - Inventory Type Dialog

Follow the guidelines below to complete the Inventory Helper - Inventory Type dialog.

■ **Inventory Name**
Use this field to enter the inventory name that you want to assign to this inventory. This name must be unique for inventory names within the company.

■ **Step Owner**
Use this field to enter the name of the person conducting the inventory

Choose the type of inventory you want to conduct. For more information on the differences between Baseline and Dynamic inventories, see "Baseline Inventory or Dynamic Inventory," page 8-2.

■ **Baseline Inventory**
Choose this option button to collect information on new assets that are not already in the system.

■ **Dynamic Inventory**
Choose this option button if you want to download asset data to a reader so you can validate or edit asset information during the physical inventory.

Completing the Inventory Helper - Level Tracking Dialog (Baseline)

Follow the guidelines below to complete the Inventory Helper - Level Tracking dialog (Baseline).

■ **Level 1, Level 2, and Level 3**
Use these fields to select the level tracking fields you will use when adding assets to the system during the inventory.

You can set up one, two, or three levels. The order of level tracking fields you select is not important. As a general rule, you should select the field that remains most constant over the inventory for level 1 and less constant fields for levels 2 and 3. For more information, see "Level Tracking Fields," page 8-15.

If you select only one level, leave levels 2 and 3 set to "None." If you select two levels, leave level 3 set to "None."

Completing the Inventory Helper - Select Asset Fields Dialog

Follow the guidelines below to complete the Inventory Helper - Select Asset Fields dialog.

For a Baseline inventory, you can add up to 12 additional fields beyond the fields you selected in the Inventory Helper - Level Tracking dialog. (The Asset Tag field is always selected).

For a Dynamic inventory, you can select up to 12 fields in addition to the Asset Tag field.

■ **Available Fields**
Use this field to specify a field you want to include in the inventory.

■ **Inventory Field List**
This field displays the fields that will be added to the inventory.

■ **>> (Add Button)**
Click this button to add the specified field to the Inventory Field List, or double-click the selected field to add the specified field to the Inventory Field List.

■ **<< (Remove Button)**
Click this button to remove the specified field from the inventory.

■ **Save List Button**
Click this button to save the selected inventory field list for future inventories. The file is saved as an inventory field file with an .ivf extension.

■ **Load List Button**
Click this button to open an inventory field file containing a previously saved selected group of fields. The standard Windows Open dialog appears. Select the desired inventory field file and click Open.

Reviewing the Inventory Helper - Summary Dialog (Baseline)

Follow the guidelines below to review the Inventory Helper - Summary dialog.

■ **Inventory Name**
This field displays the name assigned to the inventory on the Inventory Helper - Inventory Type Dialog.

■ **Inventory Type**
This field indicates the inventory type selected on the Inventory Helper - Inventory Type Dialog.

■ **Asset Tag**
This field indicates which field is designated the Tag field on the Customize Fields dialog. The Tag field is always included in a Baseline inventory.

■ **Level Tracking Fields**
This field displays the level tracking fields selected on the Inventory Helper - Level Tracking dialog.

■ **Inventory Fields**
This field lists the names of the fields that will be included in the inventory. These fields were selected on the Inventory Helper - Select Asset Fields dialog.

■ **Finish Button**
Click this button if you are satisfied with your selections. The Prepare Reader dialog appears, where you can prepare your readers for the inventory.

■ **Back Button**
Click this button if you would like to modify your selections.

Step 1-1: Defining a Dynamic Inventory

Follow the steps below to define a Dynamic inventory.

To define a Dynamic inventory

1. If you are using a physical reader to conduct the inventory, connect the reader to the computer.

2. Do one of the following:

   • Click the Inventory button on the navigation pane, and then click the Define/Edit Inventory button on the Inventory Process map.

- Select Inventory/Inventory Helper from the menu bar.

The Inventory Helper - Introduction dialog appears.

3. Click the Next button. The Inventory Helper - Inventory Type dialog appears.

4. Enter a name for the Inventory session so it can be identified later during the reconciliation process. For more information, see "Completing the Inventory Helper - Inventory Type Dialog," page 8-6. Since you can have multiple inventories from various sessions in a multi-user environment, be sure to use a name you can identify later during the reconciliation process.

5. Enter the name of the person conducting the inventory.

6. Select Dynamic Inventory, and then click the Next button. The Inventory Helper - Select Groups dialog appears.
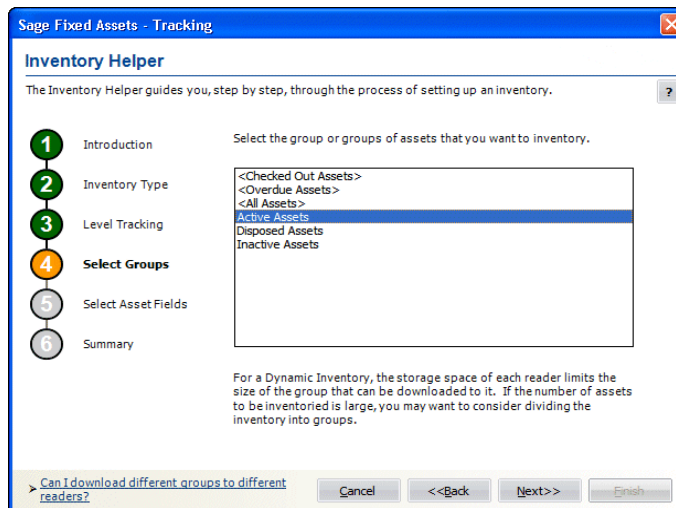
7. Select one or more groups of assets you want to include in the current inventory, and then click the Next button. For more information, see "Completing the Inventory Helper - Select Groups Dialog (Dynamic)," page 8-9. The Inventory Helper - Select Asset Fields dialog appears.

8. Select the asset fields to use during the inventory, and then click the Next button. For more information, see "Completing the Inventory Helper - Select Asset Fields Dialog," page 8-6. The Inventory Helper - Summary dialog appears and shows a summary of the inventory.
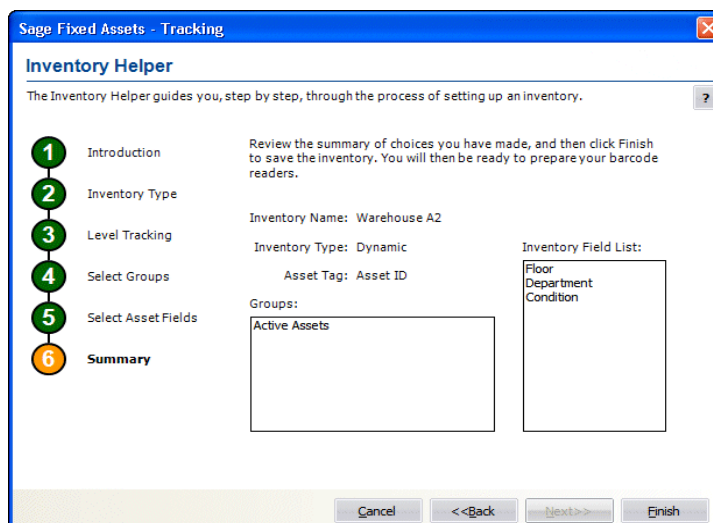
9. Click the Finish button. For more information, see "Reviewing the Inventory Helper - Summary Dialog (Dynamic)," page 8-9.

   • If no readers have been added using the Reader Manager dialog, a message asks if you want to set up a reader now.

   • If at least one reader has been added using the Reader Manager dialog, a message asks if you want to prepare the reader(s) for the inventory.

10. Click Yes to either set up or prepare the reader(s) now; otherwise, click No.

11. If no readers have been set up in the system, continue to Step 2: Setting Up Readers. For more information, see "Step 1-2: Setting Up Your Readers," page 8-10.

12. If you have already set up your readers in the system, continue to prepare the reader. For more information, see "Step 2-1: Preparing Readers for an Inventory," page 8-13.

Completing the Inventory Helper - Select Groups Dialog (Dynamic)

Follow the guidelines below to complete the Inventory Helper - Select Groups dialog (Dynamic).

Select the group or groups of assets that you want to inventory. The groups chosen here will be used to prepare the readers. For example, if you select two groups, Group A and Group B, then when readers are prepared, Reader A can be prepared with Group A and Reader B can be prepared with Group B. This can reduce the size of the files required to be stored on the individual readers. For more information, see "Downloading Different Groups to Different Readers," page 8-9.

Tip: You can use the Ctrl and Shift keys to select more than one group at a time.

Downloading Different Groups to Different Readers

You can use multiple readers during an inventory to reduce the size of the files that you download to each reader.

Before you begin the inventory, you may want to create several new groups of assets. For example, suppose you want to inventory assets on three different floors. You could create three asset groups: Floor 1, Floor 2, and Floor 3. You would select all three groups on the Inventory Helper - Select Groups dialog.

You will use these groups when you prepare the readers. The Floor 1 reader will be prepared with the Floor 1 group, the Floor 2 reader with the Floor 2 group, etc. This will reduce the size of the files required to be stored on each reader. For more information, see "Using Multiple Readers," page 8-20.

Reviewing the Inventory Helper - Summary Dialog (Dynamic)

Follow the guidelines below to review the Inventory Helper - Summary dialog (Dynamic).

■ **Inventory Name**
This field displays the name assigned to the inventory on the Inventory Helper - Inventory Type dialog.

■ **Inventory Type**
This field indicates the inventory type selected on the Inventory Helper - Inventory Type dialog.

■ **Groups**
This field indicates the groups of assets included in the inventory. The groups displayed in this field were selected on the Inventory Helper - Select Groups dialog.

Tip: When you prepare the physical readers for the inventory, you can download different groups to different readers to save space on the readers. For more information, see "Downloading Different Groups to Different Readers," page 8-9.

■ **Inventory Field List**
This field lists the names of the fields that will be included in the inventory. These fields were selected on the Inventory Helper - Select Asset Fields dialog. The field designated as the Tag field is always included.

■ **Finish Button**
Click this button if you are satisfied with your selections. The Prepare Reader dialog appears, where you can prepare your readers for the inventory.

■ **Back Button**
Click this button if you would like to modify your selections.

Step 1-2: Setting Up Your Readers

Before you begin your inventory, you must use the Reader Manager to set up any new readers you are going to use with the application.

To add a new reader to Sage Fixed Assets—Tracking

1. Do one of the following:

    • Click the Inventory button on the navigation pane, and then click the Set Up Readers button on the Inventory Process map.

    • Select Inventory/Reader Manager from the menu bar. The Reader Manager dialog appears.

2. Enter a new name for the reader you are adding. See "Completing the Reader Manager Dialog," page 8-10.

3. Click the Add button. The Add Reader - [*Reader Name*] dialog appears.

4. Complete the Add Reader - [*Reader Name*] dialog. For more information, see "Completing the Add/Edit Reader - [Reader Name] Dialog," page 8-11.

5. Click OK. The application returns to the Reader Manager dialog.

6. Click the Close button.

Completing the Reader Manager Dialog

Follow the guidelines below to complete the Reader Manager dialog.

■ **Enter New Reader Name**
Enter the name of the reader that you want to add. To add the new reader, click the Add button.

■ **Existing Readers**
This list box displays the list of existing readers.

■ **Add Button**
Click this button to display the Add Reader - [*Reader Name*] dialog, which allows you to add a new reader. For more information, see "Completing the Add/Edit Reader - [Reader Name] Dialog," page 8-11.

The following buttons are available after you select an existing reader:

■ **Edit Button**
Click this button to display the Edit Reader - [*Reader Name*] dialog, which allows you to change any options on the selected reader.

■ **Rename Button**
Click this button to rename the selected reader.

■ **Delete Button**
Click this button to delete the selected reader.

■ **Copy Button**
Click this button to make a copy of the selected reader.

Completing the Add/Edit Reader - [*Reader Name*] Dialog

Follow the guidelines below to complete the Add/Edit Reader - [*Reader Name*] dialog.

General Options Tab

■ **Reader Information**
❑ **Reader Type**
Use this field to select the appropriate reader type.

❑ **Collector**
Use this field to enter the name of the inventory collector.

❑ **Last Initialization**
This field displays the date that the reader was last initialized.

❑ **Last Date Transmitted**
This field displays the date that the reader last transmitted data to Sage Fixed Assets—Tracking.

■ **Device Info Button**
Click this button to display physical device-specific information about the reader and the current inventory. This button is available only if the reader is a physical device. For more information, see "Physical Reader Information," page 8-12.

Note: The Barcode Reader program, Microsoft ActiveSync, and Windows Mobile Device Center are no longer supported by Sage. This information is retained for reference purposes.

Notes Tab

Use this tab to enter any additional information not covered by the fields on the General Options tab of the Add/Edit Reader - [*Reader Name*] dialog.

Physical Reader Information

Note: The Barcode Reader program, Microsoft ActiveSync, and Windows Mobile Device Center are no longer supported by Sage. This information is retained for reference purposes.

If Windows OS reader is chosen from the scroll list in the Reader Type field of the Add Reader - [*Reader Name*] dialog, the Device Info button is enabled. The Device Information dialog contains information on the device connection status, device installation status, system information, and inventory information.

Note: Make sure the Barcode Reader program is installed onto the physical reader before using the Device Info option. To display reader information, the physical reader must be connected to your computer.

To display Windows OS reader information

1. In the Add/Edit Reader - [*Reader Name*] dialog, click the Device Info button. The computer connects with the physical reader, and the Device Information dialog appears.

2. Click OK to close the Device Information dialog.

Reviewing the Device Information Dialog

Follow the guidelines below to view the fields on the Device Information dialog.

- **Device Connection Status**
  This field shows whether the device is connected or not connected.

- **Device Installation Status**
  This field shows whether the device is installed or not installed.

- **System Information**
  - **Operating System Version**
    This field displays the device's operating system.

  - **Total Storage Memory (Bytes)**
    This field displays the amount of storage memory in the device.

  - **Available Storage Memory (Bytes)**
    This field displays the amount of available storage memory in the device.

- **Inventory Information**
  - **Update Date**
    This field shows the last date that the inventory was updated.

  - **Inventory Type**
    This field shows whether the inventory is a Baseline or Dynamic inventory.

  - **Collector**
    This field shows the name of the Collector as specified in the Add Reader - [*Reader Name*] dialog. For more information, see "Completing the Add/Edit Reader - [Reader Name] Dialog," page 8-11.

  - **Reader Name**
    This field shows the Reader Name as specified in the Reader Manager dialog. For more information, see "Completing the Reader Manager Dialog," page 8-10.

Phase 2: Conducting an Inventory

In Phase 2 you download data into the reader, take the reader into the field to collect data, and transmit data from the reader to Sage Fixed Assets—Tracking. (If you use the Virtual Reader provided with the application, you can conduct an inventory right at your desk.)

Step 2-1: Preparing Readers for an Inventory

Follow the steps below to prepare readers for an inventory. For a Dynamic inventory, this step converts your asset information to a file and transfers it to your physical reader.

Note: After you prepare the reader, you cannot change the selections you made for the inventory in the Inventory Helper.

Note: The Barcode Reader program, Microsoft ActiveSync, and Windows Mobile Device Center are no longer supported by Sage. This information is retained for reference purposes.

Note: Make sure the Barcode Reader program on the Windows OS reader is closed before completing the Prepare Reader dialog. Select File/Exit to close the program.

To prepare readers for an inventory

1. Click the Inventory button on the navigation pane. The Inventory working area appears.

2. In the Inventory List, select the desired inventory.

3. Click the Prepare Readers button on the Inventory Process map. The Prepare Reader dialog appears.

4. In the Reader Name field, select the reader you want to use to conduct the inventory. For more information, see .

5. Click the Prepare button. The Prepare Reader - Summary dialog appears.

6. Review the information, and then click OK. For more information, see "Completing the Prepare Reader - Summary Dialog," page 8-14.

You are ready to use your readers to collect inventory data.

Completing the Prepare Reader Dialog

Follow the guidelines below to complete the Prepare Reader dialog.

■ **Inventory Name**
This field displays the name of the working inventory.

■ **Reader Name**
Choose the reader that you wish to prepare. This list shows all readers that are created in the Reader Manager.

■ **Prepare Button**
Click this button to display a dialog that allows you to prepare a reader to conduct an inventory. For more information, see "Completing the Prepare Reader - Summary Dialog," page 8-14.

■ **Prepared Readers**
This list shows the list of readers that have been prepared for this inventory.

Completing the Prepare Reader - Summary Dialog

Follow the guidelines below to complete the Prepare Reader - Summary dialog.

Reader Information

■ **Name**
This field displays the name of the current reader setup.

■ **Type**
This field displays the reader type used in the current reader setup.

■ **Collector**
This field displays the name of the collector listed in the current reader setup.

■ **Last Initialization**
This field displays the date that this reader was last initialized.

■ **Last Account Used**
The email account the person used by the person who last prepared an inventory.

■ **Last Transmitted**
This field displays the date that this reader last transmitted data to the application.

■ **Records to be Sent**
This field displays the number of records that will be sent to the reader.

■ **Notes**
This field displays any notes included in the current reader setup.

■ **Select Groups for Reader (Dynamic Inventory Only)**
This field displays the groups you have selected for the current inventory. If you are downloading an inventory to multiple readers, select the group or groups you want to download to the current reader.

■ **Account Logged Into**
The Microsoft OneDrive account that is currently signed in.

■ **Reset OneDrive Login**
Select if you want to sign out the account shown in Account Logged Into and sign in to a different account.

Level Tracking Fields

The Baseline inventory allows you to collect three fields of "tracking level" data and then up to 12 additional fields of inventory data.

The tracking level fields are designed to hold information that remains more or less constant during the inventory. You specify the initial information for the tracking fields when you define the inventory using the Inventory Helper. During the inventory, you can change the information as needed.

Here is an example of how this works:

When you define the Baseline inventory, you select three level tracking fields: Location, Floor, and Department.

You need to scan the assets in a single location that has seven floors and several departments. Before you begin scanning your assets, you press the Levels button on your scanner.

You enter initial information for each field.

Then you scan the assets for the Department 200 on the seventh floor. For each scanned asset, the application automatically enters "HQ" for the Location, "7" for the Floor, and "200" for the Department.

When you are ready to scan the assets for another floor, or for another department, you again press the Levels button and change the value of the Floor or Department tracking field.

Step 2-2: Conducting an Inventory Using the Virtual Reader

To use the Virtual reader, you must add a new reader in the Reader Manager and on the Add Reader dialog select "Virtual" in the Reader Type field. Select this reader on the Prepare Reader dialog. The Virtual reader appears.

The following figure shows the specific elements of the Virtual reader.

To conduct a Baseline inventory with the Virtual reader

1. Enter the data for the first field of the first asset, and then click the Search button on the Virtual reader.

2. Enter the data for all the additional fields for the first asset.

3. Click the Save button to accept your entries for this asset. A confirmation message appears.

4. Click Yes.

5. Repeat steps 1 through 4 for all additional assets that meet the criteria of the first set of tracking levels.

6. Click the Levels button to open the Tracking Fields dialog.

7. Enter the next set of tracking levels and click the OK button.

8. Repeat steps 1 through 4 for all additional assets that meet the criteria of the new set of tracking levels.

9. Repeat steps 5 through 8 if necessary.

10. Click the [X] button or use the menu (File/Exit) when you finish the inventory.

To conduct a Dynamic inventory with the Virtual reader

When the Virtual reader first appears, the application displays the Asset Tag field in the Data Entry Window.

1. Enter the Asset Tag field value for the first asset you want to inventory, and then click the Search button. The system finds the asset and displays its field entries.

2. Confirm or change the asset data, and then click the Save button.

3. Repeat steps 1 and 2 for all additional assets.

4. Click the [X] button or use the menu (File/Exit) when you finish the inventory.

Entering and Viewing Field Data in the Reader

■ **Data Entry Window**
This window displays the names of the fields you selected to include in the inventory. In addition, you use this window to enter data. Use the arrow keys on the keyboard to move from one field to the next.

When you save an asset entry, the system clears all the fields. Entries you made to the tracking fields remain in place as the system displays the next asset record. This allows you to quickly enter similar assets.

■ **Save Button**
Click this button to save all field entries to each individual asset.

■ **Search Button**
After you enter the Asset Tag Field value, click this button to find the asset in the database.

■ **Levels Button (Baseline Inventory only)**
After you enter all the data for the first set of tracking levels, click this button to open the Tracking Levels dialog, where you can select the next set of tracking levels.

■ **Cancel Button**
Click this button to clear entries made for the current asset prior to saving.

■ **Browse Data Button**
Click this button to toggle between the Virtual Reader's Browse Data and Perform Inventory modes. During a Dynamic inventory, the Browse Data mode allows you to use the scroll database buttons to view your asset entries.

■ **Scroll Records Buttons**
Click this button to move forward and backward through the database records you have already inventoried.

■ **Exit Button**
Click this button to return to the application when you finish the inventory.

■ **Menu**
File

Preferences

Confirm new asset
Clear this option if you do not wish to be queried when an asset is to be saved.

Use extended search
Check this option to use extended search. When extended search is on, you may add search

criteria for all fields. All the fields that have data will be searched. Once searched, a number of records could be returned. Use the browse buttons to navigate to the next found value.

User Info

Creation Date: Date the inventory was prepared

User: The name of the user from the Reader Manager

User ID: This is the reader name from the Reader Manager

Records: This is the number of records that have been scanned.

Mode: Indicates whether the inventory is Dynamic or Baseline

Clear Inventory

This rewinds the current inventory and erases all scanned records.

Step 2-2: Conducting an Inventory Using the Physical Reader

This section explains how to use a physical reader to conduct an inventory during Phase 2 of the inventory process. To reach this point in the inventory process, you must have already:

- Begun the inventory process using the Inventory Helper. (Be sure the company you want to inventory is open before you start the Inventory Helper.)

- Downloaded the Sage Fixed Assets Scanner app to your device.

- Completed the Prepare Reader dialog (Prepare Readers button on the Inventory Process map).

Unlike a Dynamic inventory, the Baseline inventory contains information on tracking levels. The tracking level fields may be changed throughout the inventory. For details on conducting a Dynamic inventory, see "To conduct a Dynamic inventory with the physical reader," page 8-19.

To conduct a Baseline inventory with the physical reader

1. Launch the Sage Fixed Assets Scanner app on your device.

2. Select Download Inventory from the menu and select the correct inventory. Select Download on the message pop up.

3. In the Inventory List, find and select the correct inventory.

4. The Tracking Fields dialog appears. Fill in the appropriate fields and select the back arrow. The Tracking fields data can be changed at any time during the inventory by selecting the Level Tracking Fields item in the Menu.

Note: If there are too many entries in the SmartLists, the list will be truncated to a manageable size by the reader. The message "Too many smartlists entries. Some will be truncated." will appear.

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5. Using the physical reader, scan the first asset into the reader; or select the Add Asset menu item.

6. Use the touch screen to enter the data for the Asset.

Note: To change or add data to a field that has a SmartList activated, select the appropriate entry from the drop-down menu in that field.

- The application will not allow invalid field values. Some fields support only numbers, some only letters, and others a combination.

Note: If you printed barcodes of your SmartLists, you can scan the SmartList entries for fields instead of entering them manually.

7. Click the Save button to save the asset. Click the back arrow to return to the Asset List.

8. Repeat steps 5 through 7 for additional assets.

9. When you have completed the Inventory, return to the Inventory List to upload the inventory.

For more information on using the Sage Fixed Assets Scanner see the FAQs at the following link: https://support.na.sage.com/selfservice/viewdocument.do?externalID=84158

To conduct a Dynamic inventory with the physical reader

1. Launch the Sage Fixed Assets Scanner app on your device.

2. Select Download Inventory from the menu and select the correct inventory. Select Download on the message pop up.

3. In the Inventory List, find and select the correct inventory.

   Note: If there are too many entries in a Smartlist, the reader truncates the list.

4. Using the physical reader, scan the first asset into the reader; or use the keyboard to search for the Asset Tag field number.

5. If the application finds the asset, it displays the asset's records with a Found Status. Use the touch screen or the keyboard to click on the data fields you want to change.

6. Click the Save button to record any changes made, or click the back arrow to continue searching.

7. Repeat steps 4 through 6 for additional assets.

8. When you have completed the Inventory, return to the Inventory List to upload the inventory.

For more information on using the Sage Fixed Assets Scanner see the FAQs at the following link: https://support.na.sage.com/selfservice/viewdocument.do?externalID=84158

Note: If a field has a SmartList activated for it, you can select from among the entries in the SmartList by clicking on the drop-down menu on the field line.

Note: If you printed barcodes of your SmartLists, you can scan the SmartList entries for fields instead of entering them manually.

Using Multiple Readers

You can use multiple readers during an inventory to reduce the size of the files that you download to each reader.

To use multiple readers in a single inventory

1. Before you begin the inventory, you may want to create several new groups of assets. For example, suppose you want to inventory assets on three different floors. You could create three asset groups: Floor 1, Floor 2, and Floor 3.

2. Select Inventory/Reader Manager from the menu bar. The Reader Manager dialog appears. For more information, see "Completing the Reader Manager Dialog," page 8-10.

3. Enter the name of a reader (for example, Floor 1) in the Enter New Reader Name field, and then click the Add button.

4. Complete the Add Reader dialog, and then click OK. For more information, see "Completing the Add/Edit Reader - [Reader Name] Dialog," page 8-11.

5. Repeat steps 3 and 4 for the additional readers.

6. Select Inventory/Inventory Helper from the menu bar. The first Inventory Helper dialog appears.

7. Click the Next button.

8. On the Inventory Type dialog, select the Dynamic Inventory option, and then click Next. For more information, see "Completing the Inventory Helper - Inventory Type Dialog," page 8-6.

9. On the Select Groups dialog, select the groups you created in step 1. You will use these groups when you prepare the readers. The Floor 1 reader will be prepared with the Floor 1 group, the Floor 2 reader with the Floor 2 group, etc. This will reduce the size of the files required to be stored on each reader. For more information, see "Completing the Inventory Helper - Select Groups Dialog (Dynamic)," page 8-9.

10. Complete the remaining Inventory Helper dialogs. At the end of the Inventory Helper, you are prompted to prepare your readers.

11. In the Prepare Reader dialog, select a reader and then click the Select button. The system displays the Prepare Reader - Summary dialog. For more information, see "Completing the Prepare Reader - Summary Dialog," page 8-14.

12. In the Select Groups for Reader field, select a group to download to the current reader, and then click the Prepare button.

13. Select OK on the Prepare Reader summary and follow any prompts. A "Transfer Successful" message appears.

14. Repeat steps 11 through 13 for the additional readers.

Step 2-3: Receiving Data from the Reader After an Inventory

After you have finished scanning your assets with your reader, follow the instructions below to send the data from the reader to Sage Fixed Assets—Tracking.

1. In Sage Fixed Assets Scanner navigate to the Inventory List.

2. Select the upload icon and click Upload on the message.

Note: If using a Windows OS reader, exit from the Barcode Reader program by selecting File/ Exit and connect the reader to the computer where Sage Fixed Assets—Tracking is installed.

Note: The Barcode Reader program, Microsoft ActiveSync, and Windows Mobile Device Center are no longer supported by Sage. This information is retained for reference purposes.

To receive inventory data from the reader

1. Click the Inventory button on the navigation pane. The Inventory working area appears.

2. Select the inventory on the Inventory List.

3. Click the Receive Reader Data button on the Inventory Process map. The Receive Reader Data dialog appears.

4. Select the reader that contains the data you want to receive. For more information, see "Completing the Receive Reader Data Dialog," page 8-22.

5. Click the Receive button. The Inventory Helper displays a set of instructions to help you receive the data from the reader. (If you are using the Virtual Reader, the system may receive the data quickly with no visual clues that the process is complete.)

6. If you prepared additional readers and used them during the inventory, repeat steps 4 and 5 for each reader.

7. Click the Cancel button. The system returns to the Inventory Process map.

8. Continue to Phase 3: Reconciling the Inventory. For more information, see "Phase 3: Reconciling the Inventory," page 8-23.

Completing the Receive Reader Data Dialog

Follow the guidelines below to complete the Receive Reader Data dialog.

- **Inventory Name**
  This field displays the name of the working inventory.

- **Reader Name**
  Choose the reader that you wish to prepare. This list shows all readers that are created in the Reader Manager.

- **Receive Button**
  Click this button to receive a reader. This will download the data from the reader and insert it into the database.

- **Reader Name**
  This list shows the list of readers that have been received for this inventory. It shows the reader name, the status (Not Received / Received) and the date that the reader was received.

- **Status**
  The status (Not Received / Received) of each reader.

- **Last Transaction**
  The date when the reader was last prepared or received.

- **OneDrive Account**
  Shows the Microsoft OneDrive account used to prepare the inventory in the Inventory Name field. You must sign in to this account to receive the completed reader data.

- **Account Logged Into**
  The Microsoft OneDrive account that is currently signed in.

- **Reset OneDrive Login**
  Select if you want to sign out the account shown in the Account Logged Into field and sign in to a different account. This may be necessary to receive data if the account shown in the OneDrive Account column is different than the one shown in the Account Logged Into field.

Phase 3: Reconciling the Inventory

Inventory management deals with several critical issues. Are assets that were once in the inventory no longer there? Why are the assets no longer in the inventory? These issues emphasize that reconciling your inventory is the key to successful inventory management. Without it, your inventory efforts may be meaningless. The application provides an easy reconciliation function you must perform immediately after you receive all data from your readers.

Reconciliation is based on a series of codes you apply to your inventory records to explain differences between your asset database and your actual inventory (the inventory records). Once you apply these codes, you decide whether or not to update the database. After the reconciliation is complete, the system asks if you want to run the Reconciliation report at that time. The Reconciliation report details the inventory reconciliation.

Step 3-1: Beginning the Reconciliation

Before you can complete the steps below, you must have already conducted the inventory with your physical reader(s) or the Virtual reader, and the system must have received the data from the reader(s). For more information, see "Step 2-3: Receiving Data from the Reader After an Inventory," page 8-21.

To begin the reconciliation

1. Click the Inventory button on the navigation pane, and then click the Begin Reconciliation button on the Inventory Process map.
   If the system has not yet received data from one or more of the readers prepared for the inventory, the Outstanding Readers dialog appears. You must either remove all outstanding readers from the list on the Outstanding Readers dialog, or make sure that the system has received data from all of the prepared readers. For more information, see "Removing Outstanding Readers," page 8-24.
   If there are no outstanding readers, the Begin Reconciliation dialog appears.

2. Complete the Begin Reconciliation dialog. For more information, see "Completing the Begin Reconciliation Dialog," page 8-24.

3. Continue to reconcile your inventory. For more information, see "Step 3-2: Reconciling the Inventory Data," page 8-25.

Completing the Begin Reconciliation Dialog

Follow the guidelines below to complete the Begin Reconciliation dialog.

- **Name**
  Enter the name of the person responsible for this step of the inventory process. When you click OK, the application displays this name in the Step Owner column of the Inventory List. For more information, see "Inventory List," page 3-6.

- **Current Status**
  This field displays the current status of the inventory. When you click OK, the application updates the Status column of the Inventory List to "In-Reconciliation."

- **Date**
  This field displays the current date. When you click OK, the application displays this date in the Step Date column of the Inventory List.

Removing Outstanding Readers

You cannot complete an inventory if there are outstanding readers. You must either remove all outstanding readers from the list on the Outstanding Readers dialog, or click the Receive Reader data button to make sure that the system has received data from all of the readers.

The Outstanding Readers dialog appears when you attempt to begin the reconciliation process, and the system has not yet received data from one or more readers prepared for the inventory.
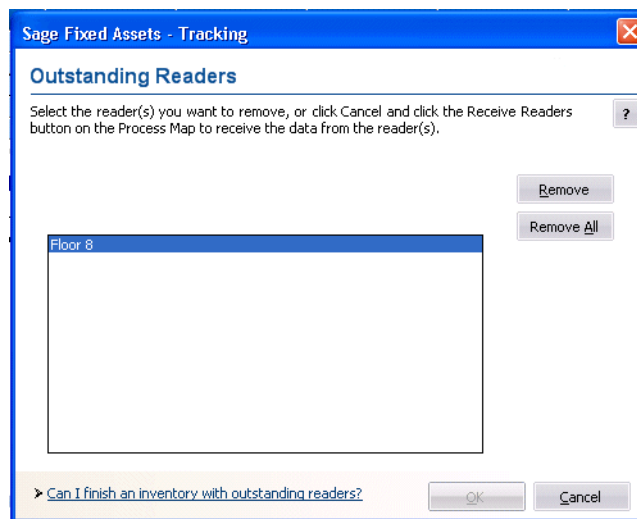
To remove outstanding readers

1. Do one of the following:

   - In the Readers Not Received field, select the reader that you want to remove from the list, and then click the Remove Button.

   - Click the Remove All button.

The system either removes the selected reader from the list or removes all of the readers from the list.

Completing the Outstanding Readers Dialog

Follow the guidelines below to complete the Outstanding Readers dialog.

■ **Readers Not Received**
The system uses this field to display the readers that have not yet received data from the current inventory.

■ **Remove Button**
Click this button to remove the selected reader from the Readers Not Received field.

■ **Remove All Button**
Click this button to remove all of the readers from the Readers Not Received field.

Step 3-2: Reconciling the Inventory Data

Before you can complete the steps below, you must have uploaded the data from the reader(s) to the application and completed the steps in "Step 3-1: Beginning the Reconciliation," page 8-23.

To reconcile an inventory

1. Click the Inventory button on the navigation pane. The Inventory working area appears. For more information, see "Inventory Area," page 3-6.

2. From the Inventory List, select the inventory to be reconciled. Only one inventory can be reconciled at a time. The status of the inventory must be "In-Reconciliation."

3. Do one of the following:

    • Click the Reconcile Inventory Data button on the Inventory Process map.

    • Select Inventory/Reconciliation from the menu bar.

    The Reconciliation dialog appears. For more information, see "Completing the Reconciliation Dialog," page 8-26.

4. In the Exceptions field, select an inventory exception from the drop-down list. The application displays any assets in that exception group in the Inventoried Assets field.

5. In the Inventoried Assets field, select one or more assets.

6. If your inventory contains assets in the Assets with Changes exception group, select each asset individually in the Inventoried Assets field. The system displays the differences between the existing data and the collected data in the Inventory Data field. Viewing the differences will help you decide which reconciliation option to select.

7. In the Reconciliation Options field, select a reconciliation option to apply to the assets selected in the Inventoried Assets field. For more information, see "Reconciliation Options," page 8-27.

8. Click the Apply button or the Apply to All button to apply the selected reconciliation option to the selected assets. The application removes assets from the Inventoried Assets list as you apply reconciliation options to the assets.
If you add an inventoried asset to the database, and the company contains asset templates, a message asks if you want to apply a template to the asset.

9. If applicable, select a template on the Choose Template dialog, and then click OK.

10. Repeat steps 4 through 9 until no more assets appear in the Inventoried Assets field.

Completing the Reconciliation Dialog

Follow the guidelines below to complete the Reconciliation dialog.

◼ **Exceptions**
Select an exception to display the assets that match the selected exception.

    ❑ **Assets Not Found**
    Select this exception to display assets in the database that the system did not find during the inventory.

    ❑ **Assets with Changes**
    Select this exception to display only those assets that the system changed during the inventory. To change an asset, select the asset from this group, and then use the Collected Data dialog to specify the changes. For more information about the Transfer field, see "Modifying a Transfer Field," page 8-28.

    ❑ **New Assets**
    Select this exception to display only those assets that the system added during the inventory.

    ❑ **Assets with No Changes**
    Select this exception to display only those assets that did not change during the inventory.

◼ **Inventoried Assets**
This field displays the group of assets that match the selected Exception option. You use this field to select one asset or a group of assets. To select multiple assets, hold down the Ctrl key while you click the left mouse button to select assets. After you select an asset, you apply a reconciliation option to it, and the system removes the asset from the Inventoried Assets list.

◼ **Asset Count**
This field counts the number of assets currently displayed in the Inventoried Assets field. When you apply a reconciliation option to a selected asset, the system removes the asset from the Inventoried Assets field and updates the Asset Count field.

◼ **Inventory Data**
This field compares the asset data in the database with the data collected in the field during the inventory. This field appears only if you select the Assets with Changes exception.

❑ **Item**
This column displays the asset field names that you selected on the Inventory Helper - Select Asset Fields dialog. For more information, see "Completing the Inventory Helper - Select Asset Fields Dialog," page 8-6.

❑ **Existing Data**
This column displays the current asset data in the database.

❑ **Collected Data**
This column displays the asset data collected in the field during the inventory. The text in this field appears blue if the collected data is different from the existing data. You can edit the text in this field.

■ **Reconciliation Options**
Use this field to select the reconciliation option you want to apply to the selected asset or assets. Depending on the exception group you select, some reconciliation options may not be available. The chart below outlines the availability of reconciliation options based on exception group. Following the chart are descriptions of each reconciliation option.

Exception	Reconciliation Option
Assets not found	Do not reconcile Inactivate Confirm checked-out assets Delete
Assets with changes	Do not update Update
New assets	Do not add Add
Assets with no changes	No changes

❑ **Do Not Reconcile**
Use this option to indicate that the system found a change in the asset data during the inventory but has not changed it in the database.

❑ **Inactivate**
Use this option to inactivate the asset. To view inactivated assets, you can specify the Inactive Assets group, or you can display the Inactive Assets group in a report.

❑ **Confirm Checked-Out Assets**
Use this option to identify missing assets that have been checked out.

❑ **Delete**
Select options in this field to delete all Tracking-specific asset references from the system. If you created the asset in Sage Fixed Assets—Tracking, the system deletes the entire asset. If you created the asset in Sage Fixed Assets—Depreciation, the system deletes only the Tracking-specific fields.

❑ **Do Not Update**
Select this option if, when the system finds a change in the asset data during the inventory, you do not want to change it in the database (perhaps because the change is temporary).

❑ **Update**
Select this option to apply the inventory changes to the database.

❑ **Do Not Add**
Select this option if you do not want to add a new asset directly into the database. Before adding the new asset, you may need to decide whether this asset is a valid database entry.

❑ **Add**
Select this option if you want to add the new asset directly into the database.

❑ **No Changes**
Valid only for assets with no changes.

■ **Apply Button**
Click this button to apply the selected reconciliation option to the selected asset or assets.

■ **Apply to All Button**
Click this button to apply the selected reconciliation option to the entire exception group.

Modifying a Transfer Field

This message will be displayed if you have an Asset with Changes, where one of the changed fields is the Transfer field.

Yes - Perform the update, but don't update the transfer field
Select this option if you would like to update all the other field changes, but not update the change to the Transfer field. If the change in the Transfer By field is permanent, you can transfer the asset in Sage Fixed Assets—Depreciation at a later date.

No - Update the transfer field bypassing the transfer mechanism
Select this option if you would like to update all the field changes, including updating the change to the Transfer field.

Step 3-3: Completing the Reconciliation

To complete the Reconciliation

1. Click the Complete Reconciliation button on the Inventory Process map. The Complete Reconciliation dialog appears.

2. Complete the Complete Reconciliation dialog. For more information, see "Completing the Complete Reconciliation Dialog," page 8-28. After you complete the Complete Reconciliation dialog, you have completed the reconciliation process for the inventory. You cannot return to the Reconciliation dialog.

Completing the Complete Reconciliation Dialog

Follow the guidelines below to complete the Complete Reconciliation dialog.

■ **Name**
Enter the name of the person responsible for this step of the inventory process. When you click OK, the system displays this name in the Step Owner column. See "Inventory List," page 3-6.

■ **Current Status**
This field displays the current status of the inventory. When you click OK, the system updates the Status column of the Inventory List to "Complete."

■ **Date**
This field displays the current date. When you click OK, the system displays this date in the Step Date column of the Inventory List.

Chapter 9
Using Reports to Control and Analyze Your Data

Reports are an important aspect of how the application helps you control your fixed asset inventory. You can view all details of your asset history through reports, as well as get full details on the latest inventory results. It is through reports that you receive the *big picture* of your fixed asset inventory.

In addition to the standard reports listed below, the application lets you create custom reports through Sage Fixed Assets - Reporting.

List of Reports

You can find an example of each type of report in Appendix A, "Sample Reports." Following is a brief description of each report.

Collected Data
This report details the asset information collected during the most recent inventory. This report should be run before performing a reconciliation. Once reconciliation is complete, the collected data is cleared.

Exceptions
This report displays the Exception status assigned to each asset during the most recent inventory. This report should be run before performing a reconciliation. Once reconciliation is complete, the data is cleared.

Transfer
This report shows assets that have had their "transfer field" changed during an inventory. The transfer field is set in the Sage Fixed Assets—Depreciation application. This report should be run before completing a reconciliation. Once reconciliation is complete, the data is cleared.

Reconciliation
This report details your most recent inventory reconciliation. It provides details on such issues as the Exception status of the inventoried assets and their Reconciliation Code.

Check-In/Out
This report details the check-in and check-out history of the selected asset group.

Past Due Assets
This report indicates checked-out assets that are past due.

■ **History**
This report details the history codes assigned to each asset in the selected asset group. This report is sorted by date and time.

■ **Asset Detail**
This report displays all the asset fields and their values for each of the assets in the selected asset group.

■ **Asset Listing**
This report displays information about the assets in the current company, such as department, location, vendor, room, floor, and acquisition value.

■ **Duplicate Tag**
This report identifies and displays all duplicate tag fields for the assets in the selected asset groups. This report is sorted by the Tag field, then in each Duplicate Tag field, sorted by System Number.

■ **Labels**
This report allows you to print numbered barcode labels to label your assets and to print barcode labels of your SmartLists. See "Printing Barcode Labels," page 7-3.

■ **Readers**
This report displays information about your barcode readers, such as the reader name, the reader type, and whether the reader is currently being used for an inventory.

Running Standard Reports

Note: Except for the Labels report (described in "Printing Barcode Labels," page 7-3) and Custom Reports (described in "Creating a New Report with Sage Fixed Assets - Reporting," page 9-7), the procedures to run all of the reports are identical.

There are two methods for running a standard report.

• Click the Reports button on the navigation pane, and then select the report you want to run from the Reports list box on the Reports tab. Click the Run/Edit Report button, and then complete the fields on the report dialog. For more information, see "Completing the Reports Tab," page 9-4.

• Select the report you want to run from the Reports menu. You then complete the fields on the report dialog.

Tip: The first method has several advantages. You can view relevant information about the report you select to run, as well as a preview of the report.

When completing the report dialog, you must decide where you want the system to send the report. The available options are to a report viewer on your computer or to the default printer. If you want to view the report before it prints, click the Preview button. From the report viewer, you can then send the report to the default printer or export it to several different file formats.

To run a standard report

1. Select Reports from the menu bar, and then use the drop-down menu to select the report you want to run.

Reports	Customize
Collected Data	
Exceptions	
Transfer	
Reconciliation	
Check-In/Out	
Past Due Assets	
History	
Asset Detail	
Asset Listing	
Duplicate Tag	
Labels	
Readers	
Reporting	▶
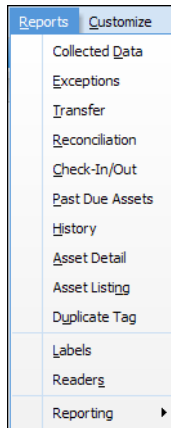
2. Select the report. A standard report dialog that allows you to define the report appears.

Note: For most reports, you select the group of assets to include on the report (see "Completing the Standard Report Dialog," page 9-4). For the Collected Data report, you select the readers to include on the report (see "Completing the Collected Data Dialog," page 9-5).

---

3. Complete the report dialog (or the Express Labels Dialog).

4. Click the Print button or the Preview button. The application prints the report or displays it in the report viewer. For more information, see "Viewing a Report," page 9-5.

5. If you printed the report, click the Cancel button on the report dialog. If you previewed the report, you must first click the Close button on the report viewer.

Completing the Reports Tab

Follow the guidelines below to complete the Reports tab.

- **Reports List Box**
  Use this field to select the report that you want to run. When you select a report, the application displays relevant information about that report to the right of the list box.

- **Run/Edit Report Button**
  Click this button to display a dialog that allows you to run the report, as well as edit the definition of the report.

- **Report Columns**
  This field displays an image of the selected report so that you can preview the columns on the report before you run it.

  Note: No image is available for customized reports.

Completing the Standard Report Dialog

Follow the guidelines below to complete the standard report dialog.

- **Group**
  This field displays the available Sage Fixed Assets—Tracking groups. Use this field to select the group for which you want to run a report.

- **Preview Button**
  Click this button to preview the report for the selected group of assets.

■ **Print Button**
Click this button to print the report for the selected group of assets.

Completing the Collected Data Dialog

Follow the guidelines below to complete the Collected Data dialog.

■ **Readers**
This field displays the available readers. Use this field to select a reader or a number of readers for which you want to run a report.

■ **Preview Button**
Click this button to preview the report for the selected reader(s).

■ **Print Button**
Click this button to print the report for the selected reader(s).

Viewing a Report

Follow the steps below to preview a report.

To preview a report

1. From the Reports menu, select the report that you want to preview. The standard report dialog appears.

2. On the report dialog, click the Preview button. The report appears in a report viewer.

The Report Viewer

Reports appear in a standard report viewer that contains many features that make it easy for you to view, manipulate, and print the report.

Export Report   Print Report   Go To Page Number   Zoom Size

Stop Loading   Search Text

Page Scroll
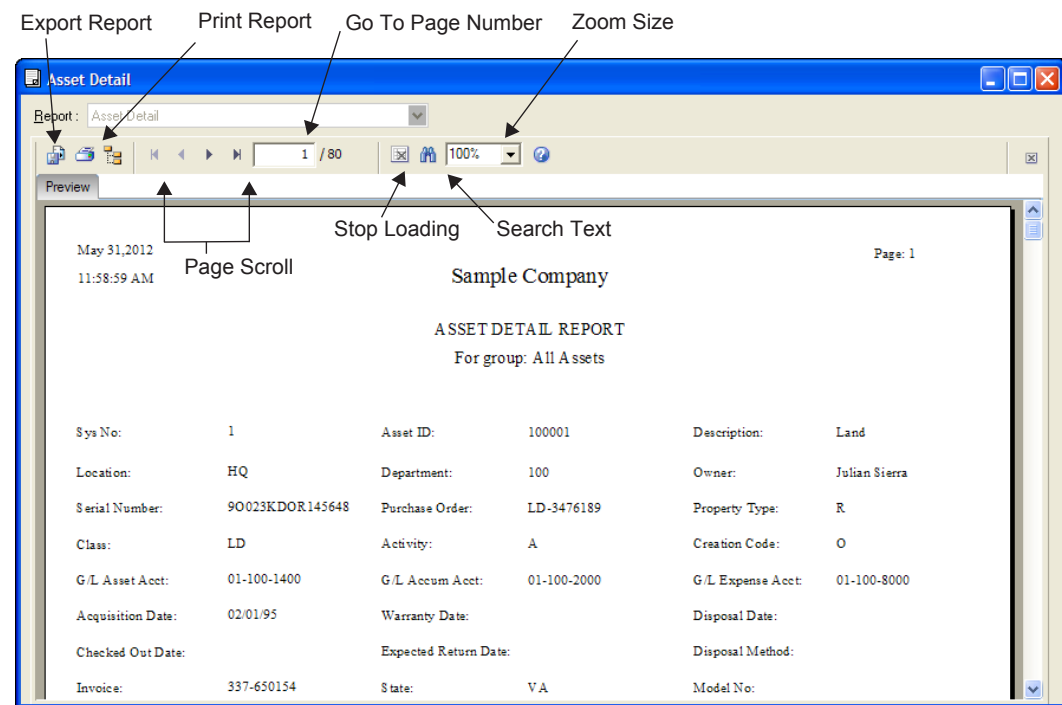
The standard report viewer elements are as follows:

- **Report**
  This field displays the name of the report on your computer's screen.

- **Print All Reports Button**
  Click this button to send all of the pages of the report to the printer.

- **Export Report Button**
  Click this button to display the Export dialog, which allows you to export the report to an external file. 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 display a Print dialog, which allows you to send the report to the printer. You can print all of the pages of the report or specify the pages that you want to print.

- **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.

- **Stop Loading Button**
  Click this button to interrupt the loading of the report in the report viewer. You can view the portion of the report that was loaded before the button was clicked.

■ **Search Text Button**
Click this button to display the Search dialog, which allows you to search for text on the report.

■ **Zoom Size**
Select the zoom size of the report from the drop-down list box.

Exporting a Report

When you run a report, you can export the report in a variety of formats. These formats include:

• Adobe Acrobat (.PDF) for easy report distribution

• eXtensible Markup Language (.XML) for easy analysis of your data in other financial packages

• Microsoft Excel (.XLS) format, that retains more of the original report columns and layout for convenient use in a spreadsheet.

To export a report

1. Click the Export Report button on the report viewer. The Export dialog appears.
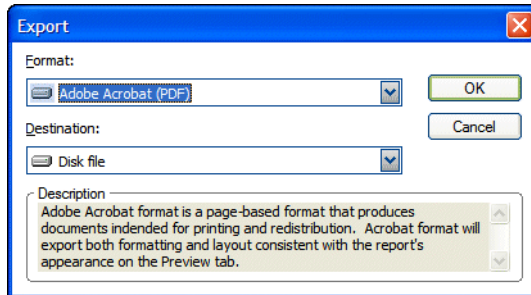
2. Select the desired format (for example, Adobe Acrobat or Microsoft Excel).

3. Select the desired destination (for example, an application or a disk file).

4. Click OK.

If you choose to send the report to a disk file, the application displays the Choose Export File dialog, which allows you to select a folder in which to save the file. If you choose to send the report to an application, the system opens the appropriate program and displays the report.

Creating a New Report with Sage Fixed Assets - Reporting

Follow the steps below to create a new report in SAP® Crystal Reports 2011 (Crystal Reports) using the Sage Fixed Assets - Reporting program.

Note: You can follow these instructions only if you have purchased the Sage Fixed Assets - Reporting program. If you would like to purchase it, 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.
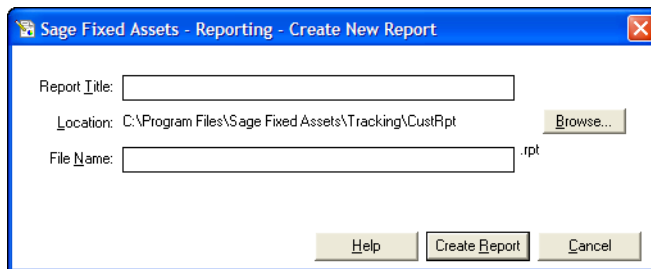
2. Complete the Create New Report dialog.

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*.

Completing the Create New Report Dialog

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

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

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

    ❑   **Browse Button**
        Click this button to select the folder in which you want to save the report file.

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

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

■   **Create Report Button**
    Click this button to launch the Crystal Reports program and begin creating the report.

Appendix A
Sample Reports

This appendix contains sample output for most Sage Fixed Assets—Tracking reports.

Collected Data Report

<table>
<tr><td>May 12, 2011
2:42:41 PM</td><td align="center">Sample Company</td><td align="right">Page   1</td></tr>
</table>

COLLECTED DATA REPORT

From 5/12/2011 to 5/12/2011

Field Description	Field Value

Reader: Virtual   **Collected By:**   M.SETO   **Inventory Date:**   5/12/11

Inventory Name: **Michael's Inventory**

System Number: 1

Co Asset No	100001
Department	100
Description	Land
Floor	
Room	
Location	VA

System Number: 2

Co Asset No	100002
Department	100
Description	Office Building
Floor	
Room	
Location	VA

System Number: 3

Co Asset No	100003
Department	100
Description	Parking Lot
Floor	
Room	
Location	VA

System Number: 4

Co Asset No	100004
Department	600
Description	Truck
Floor	
Room	
Location	HQ

Exceptions Report

Sample Company

EXCEPTIONS REPORT

Field Description	Original Values	Entered Values	Exception Code

Inventory Name: **Michael's Inventory**

Exception Code: **C**

System Number: 1		**Asset Description**	Land	
Co Asset No	100001		100001	
Department	100		100	
Description	Land		Land	
Floor				
Room				
Location	HQ		VA	

System Number: 2		**Asset Description**	Office Building	
Co Asset No	100002		100002	
Department	100		100	
Description	Office Building		Office Building	
Floor				
Room				
Location	HQ		VA	

System Number: 3		**Asset Description**	Parking Lot	
Co Asset No	100003		100003	
Department	100		100	
Description	Parking Lot		Parking Lot	
Floor				
Room				
Location	HQ		VA	

System Number: 4		**Asset Description**	Truck	
Co Asset No	100004		100004	
Department	600		600	
Description	Truck		Truck	
Floor				
Room				
Location	MG		HQ	

System Number: 5		**Asset Description**	Sidewalk	
Co Asset No	100005		100005	
Department	100		100	
Description	Sidewalk		Sidewalk	
Floor				
Room				
Location	HQ		VA	

Exception Codes: N = Asset not found (unmatched)

O = Asset found with no changes (matched)

C = Asset found with changes (matched with changes)

I = New assets

Transfer Report

May 12,2011			Page: 1
2:50:08 PM		**Sample Company**	
		TRANSFER REPORT	
		For group: All Assets	

Co Asset No	Description	Current Location	Inventoried Location

Inventory: Michael's Inventory

Co Asset No	Description	Current Location	Inventoried Location
100001	Land	HQ	VA
100002	Office Building	HQ	VA
100003	Parking Lot	HQ	VA
100004	Truck	MG	HQ
100005	Sidewalk	HQ	VA

Total Assets: 5

Grand Total: 5

Reconciliation Report

<div>

May 13,2011   Page: 1
4:34:20 PM

ABC MANUFACTURING CORPORATION

RECONCILIATION REPORT

For group: 1Through24

Co Asset No	Description	Exception Code	Reconciliation Code
Assets not found			
100001	Land	N	D
100002	Office Building	N	D
100003	Parking Lot	N	D
100004	Truck	N	D
100005	Sidewalk	N	D
100006	Air Purification Equipment	N	D
100007	Tractor Mower	N	D
100008	Mail Room Equipment	N	D
100009	Hybrid Vehicle	N	D
100010	Headset, Handset, Microphone, Speaker	N	D
100011	Air Conditioning Unit	N	D
100024	Windows	N	D
Total	Assets not found	=	12
Assets with no changes			
100012	Vending Machine	O	G
100013	Elevator	O	G
100014	Fire Extinguisher	O	G
100015	Front Office Sign	O	G
100016	Radio System	O	G
100017	Fire Alarm System	O	G
100018	Durango SUV	O	G
100019	Office Cubicle	O	G
100020	Office Desk	O	G
Total	Assets with no changes	=	9
Assets with changes			
100021	Office Chair	C	U
100022	Bookcase	C	U
100023	File Cabinet	C	U
Total	Assets with changes	=	3
Grand Total =	24		

Exception Codes:		Reconciliation Codes:	
	O - Assets with no changes		G - No changes
	C - Assets with changes		U - Updated
	N - Assets not found		F - Not updated
	I - New Assets		T - Inactive
			A - New Asset
			D - Not Reconciled
			M - Checked-out

</div>

Check-In/Out Report

May 12,2011						Page: 1
2:53:28 PM			Sample Company			

<div align="center">

CHECK-IN/OUT REPORT

Check-out dates from 5/12/2011 to 5/12/2011

For group: All Assets

</div>

Co Asset No	Description	Check-out Date	Checked-out By	Expected Return	Status	Return Date
100001	Land	05/12/11	Michael	05/13/11	OUT	
100002	Office Building	05/12/11	Michael	05/13/11	OUT	
100003	Parking Lot	05/12/11	Michael	05/13/11	OUT	
100004	Truck	05/12/11	Michael	05/13/11	OUT	
100005	Sidewalk	05/12/11	Michael	05/13/11	OUT	
Grand Total =	5					

Past Due Assets Report

| May 12,2011 | | | | | | Page: 1 |
| 2:54:43 PM | | | | | | |

Sample Company

PAST DUE ASSETS REPORT

Check-out dates from 5/10/2011 to 5/10/2011

For group: All Assets

Co Asset No	Description	Check-out Date	Checked-out By	Expected Return	Status	Return Date
100001	Land	05/10/11	Michael	05/11/11	LATE	
100002	Office Building	05/10/11	Michael	05/11/11	LATE	
100003	Parking Lot	05/10/11	Michael	05/11/11	LATE	
100004	Truck	05/10/11	Michael	05/11/11	LATE	
100005	Sidewalk	05/10/11	Michael	05/11/11	LATE	
Grand Total =	5					

History Report

Sample Company

HISTORY REPORT

From 3/2/2011 to 5/12/2011

For group: All Assets

Co Asset No	Description	History Code	Date/Time		History Description
100001	Land	Asset Checked-in	05/12/11	14:55:08	Asset was checked in
		Dynamic Inventory Completed	05/12/11	14:42:07	A dynamic inventory was completed
		Exception Occurred	05/12/11	14:50:47	An asset inventory exception occurred
		Asset Check-out	05/12/11	14:53:00	Asset was checked out
		Asset Checked-in	05/12/11	14:54:11	Asset was checked in
		Asset Check-out	05/12/11	14:54:37	Asset was checked out
100002	Office Building	Asset Checked-in	05/12/11	14:55:08	Asset was checked in
		Dynamic Inventory Completed	05/12/11	14:42:07	A dynamic inventory was completed
		Exception Occurred	05/12/11	14:50:47	An asset inventory exception occurred
		Asset Check-out	05/12/11	14:53:23	Asset was checked out
		Asset Checked-in	05/12/11	14:54:11	Asset was checked in
		Asset Check-out	05/12/11	14:54:37	Asset was checked out
100003	Parking Lot	Asset Checked-in	05/12/11	14:55:08	Asset was checked in
		Dynamic Inventory Completed	05/12/11	14:42:07	A dynamic inventory was completed
		Exception Occurred	05/12/11	14:50:47	An asset inventory exception occurred
		Asset Check-out	05/12/11	14:53:23	Asset was checked out
		Asset Checked-in	05/12/11	14:54:11	Asset was checked in
		Asset Check-out	05/12/11	14:54:37	Asset was checked out
100004	Truck	NA-FAS Asset Inventory	03/02/11	09:27:13	No information available
		NA-FAS Asset Inventory	03/02/11	09:27:13	No information available
		NA-FAS Asset Inventory	03/02/11	09:27:13	No information available
		NA-FAS Asset Inventory	03/02/11	09:27:13	No information available
		NA-FAS Asset Inventory	03/02/11	09:27:13	No information available

Asset Detail Report

Sample Company

ASSET DETAIL REPORT

For group: All Assets

Sys No:	4	Asset ID:	100004	Description:	Truck
Location:	MG	Department:	600	Owner:	Emily Jacob
Serial Number:		Purchase Order:	MV-4088988	Property Type:	T
Class:	MV	Activity:	A	Creation Code:	O
G/L Asset Acct:	02-600-1550	G/L Accum Acct:	02-600-2150	G/L Expense Acct:	02-600-8100
Acquisition Date:	09/01/03	Warranty Date:	09/01/05	Disposal Date:	
Checked Out Date:		Expected Return Date:		Disposal Method:	
Invoice:	8879-90483	State:	TX	Model No:	
Cap/Exp:	C	Custom Field 4:		Custom Field 5:	
Custom Field 6:		Custom Field 7:		Custom Field 8:	
Custom Field 9:		CIP Reference No:		Quantity:	1.00
Tracking Field 1:		Tracking Field 2:		Tracking Field 3:	
Tracking Field 4:		Tracking Field 5:		Tracking Field 6:	0.00
Tracking Field 7:	0.00	Tracking Field 8:	0.00	Tracking Field 9:	0.00
Tracking Field10:	0.00	Tracking Field11:		Tracking Field12:	0.00
Room:		Vendor:	Car Max	Reconcile Status:	U
Floor:		Condition:	Good	Exception Status:	C

Duplicate Tag Field Report

Sample Company

DUPLICATE TAG FIELD REPORT

Asset ID	System No.	Description
100001	1	Land
100001	2	Office Building

Total assets with duplicates:	2	
Total assets in group(s):	80	

Labels Report

Labels Report - SmartLists

Sample Company	Sample Company	Sample Company
100001	100002	100003
Sample Company	Sample Company	Sample Company
100004	100005	100006
Sample Company	Sample Company	Sample Company
100007	100008	100009
Sample Company	Sample Company	Sample Company
100010	100011	100012
Sample Company	Sample Company	Sample Company
100013	100014	100015
Sample Company	Sample Company	Sample Company
100016	100017	100018
Sample Company	Sample Company	Sample Company
100019	100020	100021
Sample Company	Sample Company	Sample Company
100022	100023	100024
Sample Company	Sample Company	Sample Company
100025	100026	100027
Sample Company	Sample Company	Sample Company
100028	100029	100030

Appendix B
Custom Import Helper

The Custom Import Helper guides you through the process of importing asset data from other sources into your application. When importing data, you can add the assets into a new or existing company. You can import assets to update existing asset, or you can import them as new assets.

Custom Import Helper File Types

Using the Custom Import Helper you can import data from the following sources:

- ASCII files (comma delimited)

- Excel Spreadsheet files (Microsoft Excel 97 and later)

Setting Import Security

The security supervisor can set system security to allow or disallow specific users from importing data into the application. The security supervisor assigns security for Custom Import Helper in the system-level security feature by assigning access to the Custom Import menu heading. Therefore, users denied access to Custom Import Helper will not be able to use any other functions listed under the Custom Import menu heading, because all import functions are controlled by the same security option. Likewise, any user with access to Custom Import Helper will have access to any other function listed under the Custom Import menu heading. For information on setting system security, see "Setting User Security," page 2-7.

Setting Asset Warning Preference

The Custom Import Helper reports two types of messages when validating or importing a data file. Error messages indicate invalid information in your data file, and will always be displayed. Warning messages indicate data inconsistent with depreciation concepts and rules. The application does not import an asset if the Import Exceptions report displays an error message for that asset. However, the application does import an asset if the report displays a warning message for that asset.

To turn on or turn off the display of asset warnings on the Import Exceptions report

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

2. Select the Display Asset Warnings check box to display asset warnings. Clear the check box to turn off the display of asset warnings.

Note that if you clear the Display Asset Warnings check box, you will not see any warning messages when adding or changing assets.

Importing Asset Data

When using the Custom 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 Custom Import Helper guides you through this entire process. The order of the data within the source file is not important; however, you may need to convert some of your data to the correct Sage Fixed Assets —Tracking format. For more information on preparing your data for import, see "List of Importable Fields," page B-12.

Navigating the Custom Import Helper

The guidelines below explain the navigation buttons common to all Custom Import Helper dialogs.

- **Help Button**
  Accesses the online Help.

- **Cancel Button**
  Cancels the current import and returns you to the main application window.

- **Back Button**
  Returns to the previous Custom Import Helper dialog.

- **Next Button**
  Accepts the entries in the current Custom Import Helper dialog and display the next dialog.

- **Finish Button**
  Begins the import process.

Follow the steps below to import asset data using the Custom Import Helper.

To import asset data

1. Select File/Company Utilities/Custom Import from the menu bar. The Custom Import Helper - Welcome dialog appears.

2. Click the Next button to continue with the import process. The Custom Import Helper - Select File dialog appears.
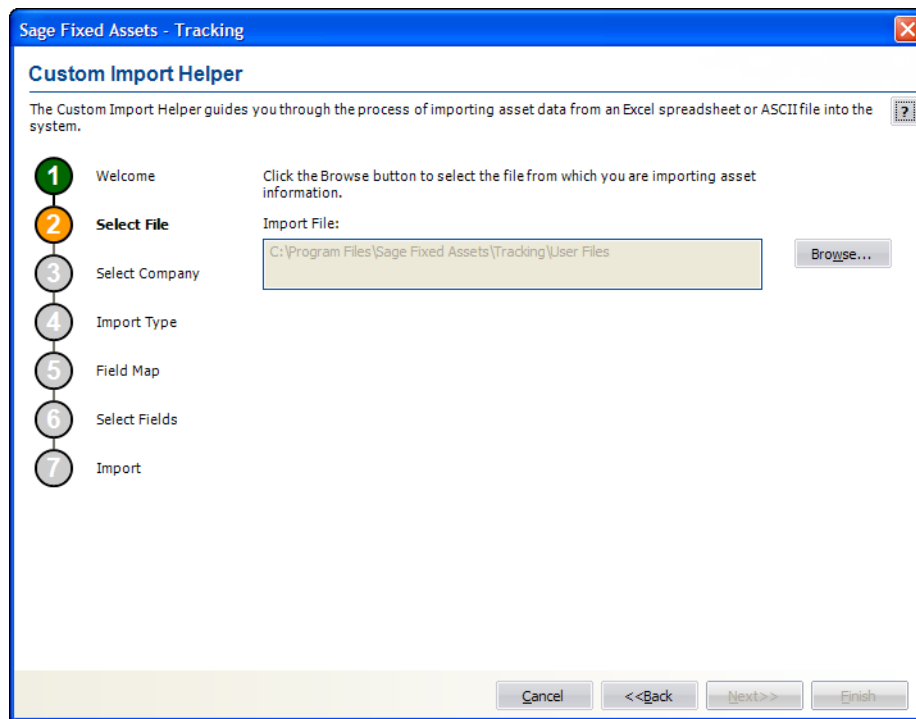
Follow the guidelines below to complete the Custom Import Helper - Select File dialog.

- **Import File**
  This box displays the importable files found in the specified location. Select the source file containing the data you want to import.

- **Browse Button**
  Click this button to locate the file containing the data that you want to import.

3. Click the Next button. The Custom Import Helper - Select Company dialog appears.

This dialog allows you to specify the company into which you want the asset data imported. Follow the guidelines below to complete the Custom Import Helper - Select Company dialog.

Company
Click the down arrow to display a list of available companies. Select the company into which you want to import the asset data.

❑ **Show Companies in Sage Fixed Assets—Depreciation**
Select this check box if you want the Company field to display companies that have been opened in Sage Fixed Assets—Depreciation.

New Company Button
Click this button to display a dialog that allows you to create a new company. If you decide to create a new company at this time, follow the instructions in "Creating a New Company," page 4-6.

Database
Click the down arrow to display a list of databases where your Sage Fixed Assets companies are stored. Select the database containing the company into which you want to import the asset data.

4. Click the Next button. The Custom Import Helper - Import Type dialog appears.
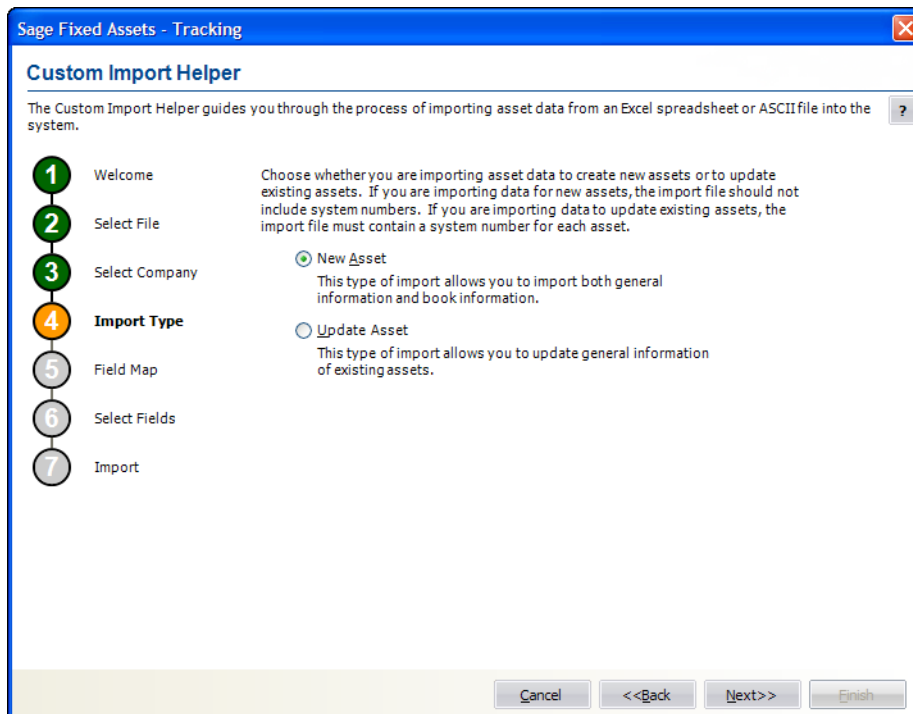
Follow the guidelines below to complete the Custom Import Helper - Import Type dialog.

■   **New Asset**
    Click this option button if you are importing data for new assets. If you select this option, the import file should not include system numbers.

■   **Update Asset**
    Click this option button if you are importing data to update existing assets. If you select this option, the import file must contain a system number for each asset.

5. Click the Next button. The Custom Import Helper - Field Map dialog appears.

A Field Map correctly links the data fields from your originating source to the fields in the application. Follow the guidelines below to complete the Custom Import Helper - Field Map dialog.

■ **Select Field Map**
Select one of the available field map options.

❑ **Create New Field Map**
Click this option button if you want to create a new field map. When you click the Next button, you'll create the map on the Custom Import Helper - Select Fields dialog.

❑ **Use Saved Field Map**
Click this option button if you want to use a pre-existing field map. When you click the Next button, the Custom Import Helper - Select Fields dialog is completed using the pre-existing map.

❑ **Field Map**
Click the down arrow 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.

6. Click the Next button. The Custom Import Helper - Select Fields dialog appears.

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 application. 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 the application. Follow the guidelines below to complete the Custom Import Helper - Select Fields dialog.

■ **Columns**
Select the column you want to map to the application 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.

❑ **All Fields**
Select this category to display all available fields.

❑ **Tracking Fields**
Select this category to display only those fields that are unique to Sage Fixed Assets —Tracking.

■ **Available Fields**
After you've selected the column you want to map from the Columns list, select the Sage Fixed Assets system field you want to map to that column. Once you've mapped a field to a column, the field no longer appears in the Available Fields list.

■ **Field Mapping**
This list box displays a list of the fields you've added to the map.

■ **File Display**
This box displays 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 the application field.

■ **Begin Import at Row**
Type the row number of the file you are importing that you want the application 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 remove the selected fields from the map file.

■ **Print Map Button**
Click this button to send the map you have created to the default printer.

■ **Save Map Button**
Click this button to display a dialog that allows you to save the map you've created. For more information, see "Completing the Save As Dialog (Custom Import Helper)," page B-10, and "Sample Import Field Map Report," page B-10.

7. Click the Next button. The Custom Import Helper - Import dialog appears.

Follow the guidelines below to understand the Custom Import Helper - Import dialog and to run an Import Exceptions report.

■ **Company Name**
This field displays the name of the company into which you are importing the file.

■ **Import File**
This field displays the name of the file you are importing.

■ **Field Map**
This field displays the name of the selected field map (in brackets). The list below contains the names of all the fields included in the field map.

■ **Invalid**
After you've clicked the Validate button, this field displays the number of invalid records in the data you are importing.

■ **Valid Records**
After you've clicked the Validate button, this field displays the number of valid records in the data you are importing.

■ **Exceptions**
After you've clicked the Validate button, this field displays the number of individual exceptions in the data you are importing. An exception is an error in the data you are importing. Each record can have many exceptions. The Import Exceptions report details these errors.

■ **Validate Button**
Click this button to validate the data in the source file you are importing.

■ **View Report Button**
Click this button to display the Import Exceptions report in the report viewer. The Import Exceptions report provides information about invalid records and their trouble spots. See "Sample Import Exceptions Report," page B-11.

■ **Stop Button**
Click this button to stop the import process.

■ **Finish Button**
Click this button to import the data into the Sage Fixed Assets application. Custom Import Helper imports only valid records. You can validate the data and view an Import Exceptions report prior to importing.

8. Review the data on the Custom Import Helper - Import dialog prior to completing the import. This ensures the accuracy of your data.

Note: You cannot have the spreadsheet open while you are in the Custom Import Helper.

---

9. Click the Validate button to validate the data of the source file before importing. The application determines whether the data in the originating source file is valid and then displays the number of valid and invalid records. You can also run an Import Exceptions report from this dialog. An Import Exceptions report indicates incompatible or invalid records in the file you are importing. It also indicates the reason the record is invalid.

10. If desired, click the View Report button to view the Import Exceptions report, and then click the Close button. If the application finds invalid fields in the import file, this report explains why the fields are invalid. If you choose to run the report at this time, the application displays the report in a report viewer, where you can then print the report or save it in a file. You must close the report viewer in order to return to the import function.

11. Correct any errors in your data (you can click the Back button to move backwards through the dialogs).

12. Click the Finish button. The application imports only valid data from the source file and displays a completion message, when finished with the import.

Note: Avoid importing valid records twice. The application 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 Custom Import Helper - Import dialog, do any one of the following:

- Press ALT+F4.

- Click the Close button.

Completing the Save As Dialog (Custom Import Helper)

The Save As dialog appears when you click the Save Map button on the Custom Import Helper - Select Fields dialog.

Follow the guidelines below to complete this dialog.

■ **Save In**
Specify a storage location for the file you are creating.

■ **File Name**
Specify a name for the file you are creating.

■ **Save as Type**
The application selects the .IMI file type as a default.

Sample Import Field Map Report

Below is an example of an Import Field Map report. The report displays the connections you mapped from the columns in your source file to the fields in the application.

June 11, 2012
1:52 PM

Inventory Sample Data.imi
Import Field Map

Page   1

Field Map Path: C:\Program Files\Sage Fixed Assets\Tracking\User Files

Column	Asset Field
B	Asset ID
C	Description
D	Acquisition Date
E	Condition
F	Floor
G	Room
H	Location
I	Department
J	Serial Number
K	Vendor
L	Owner
M	Class
N	G/L Expense Account
O	G/L Asset Account
P	G/L Accum Account
Q	Purchase Order
R	Invoice
S	Quantity

Sample Import Exceptions Report

Below is an example of an Import Exceptions report. The report specifies where problems exist in your source file data, and explains the nature of the problems, if possible.

June 11, 2012		Page 1
2:06 PM	Government Organization	
	Import Exceptions Report	

Import File:	C:\Program Files\Sage Fixed Assets\Tracking\User Files\FAI Sample Data.xls
Field Map:	My Sample Data 2.imi

Line Number	Exceptions
2	Error: Unable to convert column C to a date.
2	Warning: The value in column K exceeds the max field size. Data will be truncated.
3	Error: Unable to convert column C to a date.

List of Importable Fields

The following table contains the list of fields available for mapping with Custom Import Helper. For each field, the table provides the name, the required format, and an example.

Date Fields

Enter dates in MM/DD/YYYY format.

Please note that the Beginning Date field should *always* be expressed as the end of the month.

The application assumes that a date entered with only five characters contains a leading zero in the month field.

Numeric Fields

Numeric fields must be stored as integers (0 through 9), not as formulas or special functions.

Numeric (currency) fields are formatted with ten digits and two decimals (1234567890.12).

Fields Available for Importing

Common fields between Sage Fixed Assets—Depreciation and Sage Fixed Assets—Tracking

Field Name	Format - Width	Example
Acquisition Date	Date - 10	10/15/2011
Asset ID	Alphanumeric - 50	123abc
Class	Alphanumeric - 2	CC
Custom Date 1	Date - 10	10/15/2011
Custom Date 2	Date - 10	10/15/2011
Custom Field 1	Alphanumeric - 25	Insurance Code Office
Custom Field 2	Alphanumeric - 25	Phys Inv 12/06
Custom Field 3	Alphanumeric - 25	Fairfax County
Custom Field 4	Alphanumeric - 25	Floor 2
Custom Field 5	Alphanumeric - 25	Approp No. 94-25
Custom Field 6	Alphanumeric - 25	Contract 100-43
Custom Field 7	Alphanumeric - 25	Cubicle Type A
Custom Field 8	Alphanumeric - 25	Sales Territory 5
Custom Field 9	Alphanumeric - 25	System12
Custom Field 10	Alphanumeric - 25	Portable
Department	Alphanumeric - 25	Administration
Description	Alphanumeric - 80	Computer Printer
Fund (Government, Nonprofit, and Canadian Organization)	Alphanumeric - 25	Capital Projects
G/L Accum Account	Alphanumeric - 100	2550-2001-0047
G/L Asset Account	Alphanumeric - 100	1550-2001-0047
G/L Expense Account	Alphanumeric - 100	5200-2000-5000
Invoice (U.S. Company)	Alphanumeric - 25	Computer
Location	Alphanumeric - 25	Herndon

Field Name	Format - Width	Example
Owner	Alphanumeric - 25	Jim Mayer
Purchase Order	Alphanumeric - 25	15647613-BK5
Quantity	Numeric - 11	99999999999
Serial Number	Alphanumeric - 25	PG11-VA977332
Vendor	Alphanumeric - 25	JOHNSON CONTROLS

Sage Fixed Assets—Tracking Only Fields

Field Name	Format	Example
Check-out Date	Date - 10	05/24/2007
Condition	Alphanumeric - 25	Falling Apart
Expected Return Date	Date - 10	06/12/2011
Floor	Alphanumeric - 15	Floor 6B
Room	Alphanumeric - 15	Room 125
Tracking Field 1	Alphanumeric - 20	VA Tangible
Tracking Field 2	Alphanumeric - 20	Maintenance 3/10/2007
Tracking Field 3	Alphanumeric - 20	Traded in #000039
Tracking Field 4	Alphanumeric - 20	12 Chairs #0050-512
Tracking Field 5	Alphanumeric - 20	Internal Only
Tracking Field 6	Numeric (currency) - 13	50000.90
Tracking Field 7	Numeric (currency) - 13	50000.90
Tracking Field 8	Numeric (currency) - 13	50000.90
Tracking Field 9	Numeric (currency) - 13	50000.90
Tracking Field 10	Numeric (currency) - 13	50000.90
Tracking Field 11	Numeric (currency) - 13	10599.45
Tracking Field 12	Alphanumeric - 25	Factor 5

Appendix C
Custom Export Helper

The Custom Export Helper guides you through the process of exporting asset data to an ASCII Comma Separated Value (CSV) file. A wide range of applications, including popular spreadsheet programs, can read this file format.

Exporting Asset Data

The Custom Export Helper is a series of dialogs that assist you in exporting asset information from the application. In addition to creating the CSV file, you also create an export field map file during the export process. The field map file lists the names of the asset fields that you are exporting. You can reuse the field map in subsequent exports. By using an existing field map, you don't have to select the fields you want to export each time you perform the export.

Navigating the Custom Export Helper

The guidelines below explain the navigation buttons common to all Custom Export Helper dialogs.

■ **Help Button**
Accesses the Sage Fixed Assets online Help.

■ **Cancel Button**
Cancels the current export and returns you to the application main window.

■ **Back Button**
Returns to the previous Custom Export Helper dialog.

■ **Next Button**
Accepts the entries in the current Custom Export Helper dialog and displays the next dialog.

■ **Finish Button**
Begins the export process.

Follow the steps below to export asset data using the Custom Export Helper.

To export asset data

1. Select File/Company Utilities/Custom Export from the menu bar. The Custom Export Helper - Welcome dialog appears.

2. Click the Next button to continue with the export process. The Custom Export Helper - Select Company dialog appears.
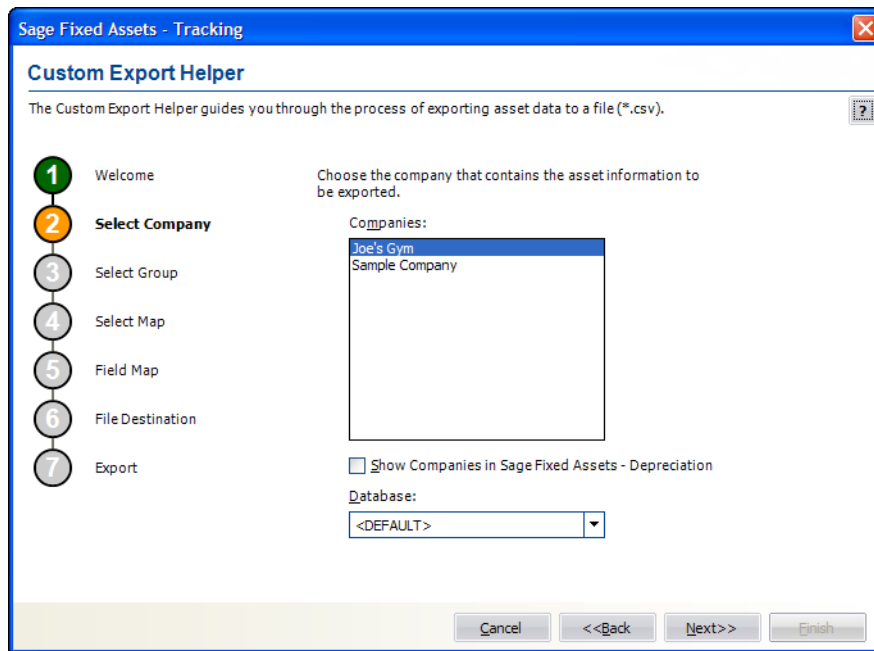
Follow the guidelines below to complete the Custom Export Helper - Select Company dialog.

Companies
Use this field to select the company from which you want to export assets.

❑ **Show Companies in Sage Fixed Assets—Depreciation**
Select this check box if you want the Companies field to display companies that have been opened in Sage Fixed Assets—Depreciation.

Databases
Use this field to select the database that contains the company from which you want to export assets.

3. Click the Next button. The Custom Export Helper - Select Group dialog appears.

Follow the guidelines below to complete the Custom Export Helper - Select Group dialog.

■ **Groups**
Use this field to select the group of assets that you want to export. If you want to export all of the assets of the selected company, select the All Assets group. If you want to export a subset of assets from the selected company, select another group.

4. Click the Next button. The Custom Export Helper - Select Map dialog appears.

A Field Map lists the names of the asset fields that you are exporting. After you create a field map, you can reuse it in subsequent exports. By using an existing field map, you don't have to select the fields you want to export each time you perform the export. Follow the guidelines below to complete the Custom Export Helper - Select Map dialog.

■ **Select Field Map**
Use these fields to either create a new field map or to select an existing field map.

❑ **Create New Field Map**
Click this option button if you want to create a new field map. When you click the Next button, you create the field map on the Custom Export Helper - Field Map dialog.

❑ **Use Saved Field Map**
Click this option button if you want to use an existing field map. When you click the Next button, the Custom Export Helper - Field Map dialog is completed using the existing map.

❑ **Field Map**
Select the appropriate field map from the list.

❑ **Browse Button**
Click this button to specify the location of the existing field map that you want to use for the export.

5. Click the Next button. The Custom Export Helper - Field Map dialog appears.
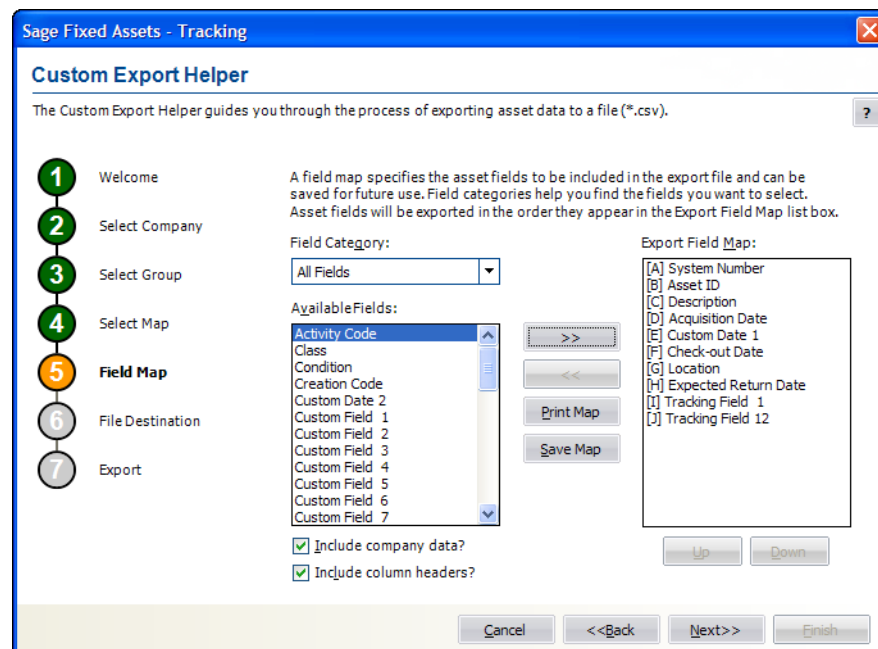
This dialog allows you to select the asset fields that you want to export. Follow the guidelines below to complete the Custom Export Helper - Field Map dialog.

■ **Field Category**
Use this field to 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.

❑ **All Fields**
Select this category to display all available fields.

❑ **Tracking Fields**
Select this category to display only the fields that are unique to Sage Fixed Assets —Tracking.

■ **Available Fields**
Use this field to select the field(s) that you want to include in the field map. You can add a field to the field map by highlighting it and then clicking the Add button. The field appears in the Export Field Map list box.

■ **Export Field Map**
This list box displays a list of the fields you have added to the field map.

■ **>> (Add Button)**
Click this button to add the selected field(s) to the field map file.

■ **<< (Remove Button)**
Click this button to remove the selected fields from the field map file.

■ **Print Map Button**
Click this button to send the map you have created to the default printer.

■ **Save Map Button**
Click this button to display a dialog that allows you to save the field map you have created.

■ **Up and Down Buttons**
Click these buttons to change the order of the fields in the Export Field Map 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.

■ **Include Company Data?**
Select this check box if you want the field map to include a header row that contains the name of the selected company and group.

■ **Include Column Headers?**
Select this check box if you want the field map to include a header row that contains the names of the selected asset fields.

6. Click the Next button. The Custom Export Helper - File Destination dialog appears.

If you have not included the System Number field in the field map, a message asks if you want to continue with the export. Click the No button if you want to return to the Custom Export Helper - Field Map dialog and select the System Number. Otherwise, click the Yes button to continue with the export.

If you have not saved your changes to the field map, a message asks if you want to save the field map. Click the Yes button if you want to save the field map. The Save Field Map dialog appears.
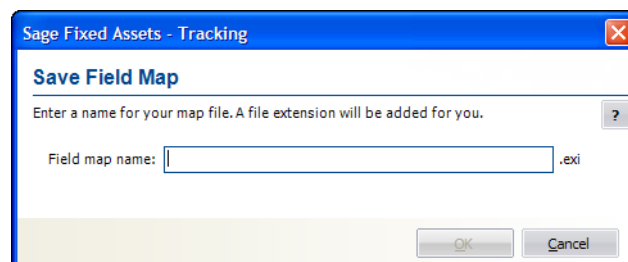
Enter a name for the field map, and then click OK. Otherwise, click the No button to continue with the export.

Follow the guidelines below to complete the Custom Export Helper - File Destination dialog.

■ **File Name**
Use this field to enter the name of the file that will contain information about the assets that you export. You do not have to enter a file extension. The application automatically adds a CSV extension to the file name.

■ **Location**
Use this field to enter the location of the export file.

■ **Browse Button**
Click the Browse button to display the Export File dialog that allows you to select the destination folder for the export file.

7. Click the Next button. The Custom Export Helper - Export dialog appears.

Follow the guidelines below to understand the Custom Export Helper - Export dialog.

■ **Company Name**
This field displays the name of the selected company from which you are exporting asset information.

■ **Group**
This field displays the name of the selected group of assets.

■ **Export File**
This field displays the directory path and file name of the export file.

■ **Field Map**
This field displays the name of the selected field map (in brackets). The list box displays the contents of the export field map.

■ **Exporting Asset**
This field displays the progress of the export after you click the Export button.

■ **Stop Button**
Click this button to stop the export process once it has begun.

■ **Finish Button**
Click this button to begin the export process.

8. Review the data on the Custom Export Helper - Export dialog prior to completing the export. This ensures the accuracy of your data.

9. Click the Finish button. The application exports only valid data from the source file and displays a completion message, when finished with the export.

10. To exit from the Custom Export Helper - Export dialog, do any of the following:

    • Press ALT+F4.

    • Click the Close button.

List of Exportable Fields

The following table contains the list of fields available for exporting with the Custom Export Helper. For each field, the table provides the name and the required format.

Common fields between Sage Fixed Assets—Depreciation and Sage Fixed Assets —Tracking

Field Name	Format
Acquisition Date	Date
Activity Code	Text - A, D, I, etc.
Asset ID	Alphanumeric
Class	Alphanumeric
Creation Code	Text - O, D, etc.
Custom Date 1	Date
Custom Date 2	Date
Custom Field 1	Alphanumeric
Custom Field 2	Alphanumeric
Custom Field 3	Alphanumeric
Custom Field 4	Alphanumeric
Custom Field 5	Alphanumeric
Custom Field 6	Alphanumeric
Custom Field 7	Alphanumeric
Custom Field 8	Alphanumeric
Custom Field 9	Alphanumeric
Custom Field 10	Alphanumeric
Department	Alphanumeric
Description	Alphanumeric
Disposal Date	Date
Disposal Method	Text - S, A, T, etc.
Fund (Government, Nonprofit, and Canadian Organization)	Alphanumeric
G/L Accum Account	Alphanumeric
G/L Asset Account	Alphanumeric
G/L Expense Account	Alphanumeric
Invoice (U.S. Company)	Alphanumeric
Location	Alphanumeric
Owner	Alphanumeric
Property Type	Text – P, A, T, Q, R, S, C, E, F, H, Z, V
Purchase Order	Alphanumeric
Quantity	Numeric
Serial Number	Alphanumeric
System Number	Numeric
Vendor	Alphanumeric

Sage Fixed Assets—Tracking Only Fields

Field Name	Format
Check-out Date	Date
Condition	Alphanumeric
Exception Status	Text
Expected Return Date	Date
Floor	Alphanumeric
Reconciliation Status	Text
Room	Alphanumeric
Tracking Field 1	Alphanumeric
Tracking Field 2	Alphanumeric
Tracking Field 3	Alphanumeric
Tracking Field 4	Alphanumeric
Tracking Field 5	Alphanumeric
Tracking Field 6	Numeric
Tracking Field 7	Numeric
Tracking Field 8	Numeric
Tracking Field 9	Numeric
Tracking Field 10	Numeric
Tracking Field 11	Numeric
Tracking Field 12	Alphanumeric

Appendix D
Physical Readers

Physical readers offer a fast and easy way to conduct an inventory. You can find a list of the readers supported by Sage Fixed Assets at https://www.sage.com/en-us/products/sage-fixed-assets/features/#scanners.

The physical readers supported by Sage Fixed Assets—Tracking use the Android operating system. You can navigate within the system using the touch-activated screen. Data can be entered by using the keyboard, or by scanning barcodes with the reader.

Before you begin your inventory, you must use the Reader Manager to set up any readers you are going to use with the application. For information on setting up a reader, see .

Sage Fixed Assets Scanner Mobile Application

Our mobile application, Sage Fixed Assets Scanner, allows you to upload a prepared inventory file from Sage Fixed Assets—Tracking to Microsoft OneDrive. You can then share the default inventory folder with other users so that they can use Sage Fixed Assets Scanner on their mobile devices to download the inventory file. This allows employees working outside of the office to add and update inventory, which you can later sync with Sage Fixed Assets—Tracking via inventory reconciliation. The Sage Fixed Assets Scanner can be found in the Google Play Store.

Help: For additional information about using Sage Fixed Assets Scanner, see *About the Sage Fixed Assets Scanner mobile application* in the online Help system.

Appendix E
Multi-User Features

In this appendix we discuss the features that are unique to Sage Fixed Assets—Tracking/Network. We also discuss how the application handles the potential conflicts between two or more users who have access to the same database. Since the same database can be shared between Sage Fixed Assets —Tracking and Sage Fixed Assets—Depreciation, the network features protect the integrity of data in both systems. For information on installing and starting the application, converting databases, and troubleshooting, see the applicable installation & administration guide. To access the installation & administration guide, see "Verifying Your Computer's Equipment," page 1-2.

Using the Database Utility

You can use the Database Utility - Network Depreciation & Tracking to perform the following tasks:

• Launch the Sage Fixed Assets Service Manager.

• Register your product.

• Manage your databases.

• Specify the directory path of the folder containing the files of images attached to assets.

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) program group.

2. Select the Sage Fixed Assets program group.

3. Select the Tools program group.

4. Select the Database Utility - Network Depreciation & Tracking icon. The Database Utility - Network Depreciation & Tracking 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.

Network Features

With the network version, you can also do the following:

• View a list of users in a company or database.

• Turn off network warning messages.

• View the login ID of the user who performed an action on an asset.

List Users in a Company or Database

You can quickly see a list of users who are currently logged into a company or database. The list of users in a company or database is available from:

• The menu bar, as explained in this section.

• Network conflict messages. For more information on network conflict messages, see "Network Conflict Messages," page E-7.

To see a list of users in the company you are logged in to

1. Select File/List Users/Company Users from the menu bar. The system displays the User List dialog. The dialog lists the login IDs of all other users currently logged into the company.

To see a list of users in the database you are logged in to

1. Select File/List Users/Database Users from the menu bar. The system displays the User List dialog. The dialog lists the login IDs of all other users currently logged into the database.

Completing the User List in Database Dialog
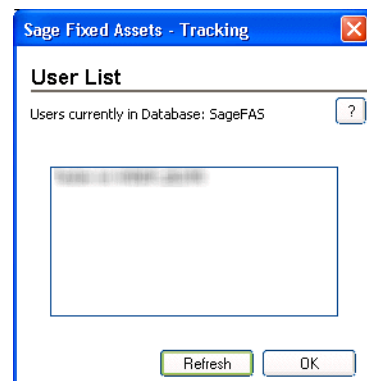
■ **OK Button**
When you click OK, the system closes the User List dialog.

■ **Refresh Button**
When you click the Refresh button, the system displays an updated list of users currently logged into the company or database.

Turning Off the Network Warning Messages

As you work in the network application, you may see network warning messages. The application displays these warning messages when you select a command that may affect other users. For example, when you attempt to delete an asset, the application displays a message that warns you, "Changes to this asset . . . may affect other users in this company." For more information on network warning messages, see "Network Warning Messages," page E-15.

As a default, the application displays warning messages. However, you can turn off network warning messages, and you can turn the messages on again.

To turn off network warning messages

1. Select File/Preferences from the menu bar. The Preferences dialog appears.
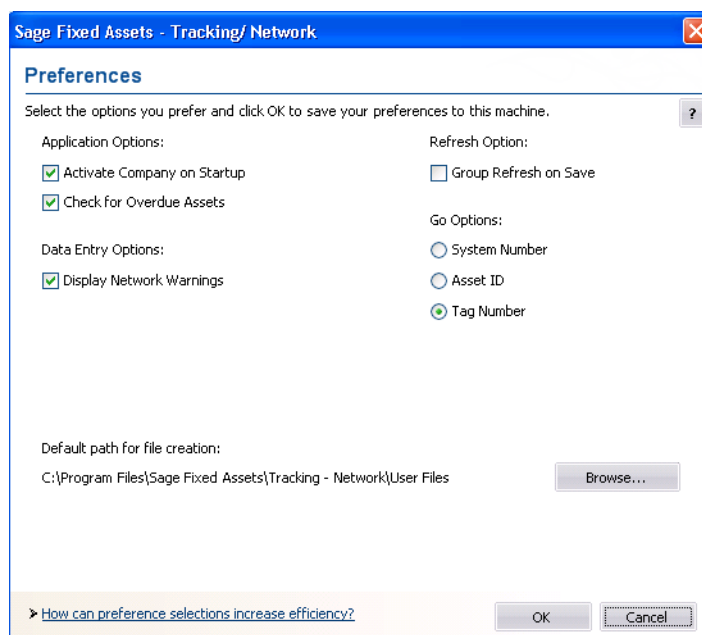
2. Clear the Display Network Warnings check box, and then click OK. For more information, see "Completing the Preferences Dialog," page 4-3.

Note: Each user sets preferences for his or her own workstation. Preferences on other workstations on the network are not affected.

Data Integrity

When you work in a network environment, many users have access to the data in the same database, allowing you to work more efficiently. For example, two or three users can enter assets in the same company at the same time.

However, having more than one user working in the same company at the same time can create conflicts. What if one user deletes an asset while another user is editing that asset's data? Or, what if two users make different changes to the same company? Or, what if a Sage Fixed Assets—Tracking user tries to check-out an asset while a Sage Fixed Assets—Depreciation user is calculating depreciation on the same asset?

The network versions of Sage Fixed Assets—Depreciation contain four mechanisms that ensure the integrity of your data and resolve network conflicts.

- **Locks**—mechanisms within the program that protect the integrity of your data. See "Locks," page E-4.

- **Asset Modification Protection**—a mechanism that protects the first user who saves changes to asset information when two users are modifying the same asset. See "Asset Modification Protection," page E-7.

- **Network Conflict Messages**—messages the system displays on the computer screen that momentarily interrupt your operations, require you to wait while another user performs an operation, or inform you that an operation cannot be completed at this time. See "Network Conflict Messages," page E-7.

- **Network Warning Messages**—messages that remind you that the chosen operation may affect other users. See "Network Warning Messages," page E-15.

Locks

Locks allow you to perform operations without worrying that another user will change the data during the operation. There are several different types of locks:

- **Add/Delete Asset Lock**—Allows you to add, delete, or replicate assets. Another user cannot add or delete the locked assets or lock book data when you issue an add/delete asset lock. These locks usually last only a brief moment; see the footnote to the table in "What Other Locks Are Prevented When a Lock Is Asserted?," page E-6.

- **Company Lock**—Allows you to create or edit a company, import data into a company, export data from a company, get asset data to conduct inventories, and reconcile inventory data. When you lock a company, another user cannot open the company.

- **Database Lock**—Allows you to create or delete a database. When you lock a database, another user cannot open the locked database.

- **Edit Lock**—Allows you to modify batch or security information. The first user with Edit privileges to open system security dialogs obtains an edit lock, and all other users can read but not edit the system security information.

- **Image Lock**—Allows you to modify an image. When you lock an image, another user cannot modify the locked image. These locks usually last only a brief moment; see the footnote to the table in "What Other Locks Are Prevented When a Lock Is Asserted?," page E-6.

- **Read Lock**—Allows you to read batch (Sage Fixed Assets—Depreciation) or security information. When you issue a read lock, other users cannot change the information.

- **Update Asset Lock**—Allows you to modify asset information. When you issue an update asset lock, another user cannot add, replicate, or delete the locked asset, or lock book data. These locks usually last only a brief moment; see the footnote to the table in "What Other Locks Are Prevented When a Lock Is Asserted?," page E-6.

- **Write Lock**—Allows you to save changes to batch (Sage Fixed Assets—Depreciation) or security information. When you issue a write lock, other users cannot read the information.

Lock Types

This table summarizes the different types of locks, the consequences of invoking them, and the operations that cause them.

Lock Type and Description	What Operations Cause the Lock	
	Sage Fixed Assets—Tracking	**Sage Fixed Assets —Depreciation**

Add/Delete Lock (Record Lock)— Allows lock holder to add, delete, or replicate assets; prevents other users from doing so. Preserves integrity of system numbering of assets.	Assets/Delete Asset
	Assets/Replicate
	Assets/Save (new)
		Asset/Delete Asset
		Asset/Replicate
		Asset/Save (new)
		Asset/Delete Last
		   Transaction (in destination
		     company of the transaction)
		Transfers (saving asset) in the
		   destination company

Book Lock—For a specified book, makes depreciation book-specific data read-write for lock holder, read-only for other users.	None	Customize/Depreciation
		   Methods (for all books)
		Depreciation/Depreciate (for
		   selected books)
		Depreciation/MACRS
		   Convention Switch for selected
		     books)
		Depreciation/Period Close (for
		   selected books)
		Depreciation/Reset
		   Depreciation (for selected
		     books)
		Report/ACE (for ACE book)
		Report/Depreciation
		   Expense (for selected books)

Company Lock— Prevents any other users from opening company.	File/New Company
	File/Edit Company
	File/Delete Company
	File/Import
	File/Export
	File/Company Utilities:
	   Backup Company
	   Restore Company
	Dynamic Inventory download
	   (snapshot of groups selected
	     for download)
	Reconciliation Process after
	   Verification (Baseline and
	     Dynamic Inventories)
	New Database
	Delete Database
		File/New Company
		File/Edit Company
		File/Delete Company
		File/Company Utilities:
		   Copy Company (for both
		     company being created and
		     company being copied
		   Backup Company
		   Restore Company
		   Custom Import
		   Custom Export
		   Extract Assets (in both source
		     and dest. companies)
		   Merge Companies (in both
		     source and dest. companies)

Database Lock— Prevents any other users from opening database.	New Database Delete Database	New Database Delete Database

Edit Lock (Batch)— Allows lock holder to edit batch information.	None	Customize/Batch Manager/Batch
		   Reports (when editing
		   information)

	What Operations Cause the Lock	
Lock Type and Description	**Sage Fixed Assets—Tracking**	**Sage Fixed Assets— Depreciation**
Edit Lock (Security)— Allows lock holder to edit security information.	File/Password Security (if you have privileges to modify data): Define Profiles Assign User Privileges Supervisor	File/Password Security (if you have privileges to modify data): Define Profiles Assign User Privileges Supervisor
Image Lock—Allows lock holder to modify company image information.	Customize/Image Manager (only while changes are being saved)	Customize/Image Manager (only while changes are being saved)
Read Lock (Batch)— Allows lock holder to read batch information.	None	Customize/Batch Manager/Batch Reports
Read Lock (Security)— Allows lock holder to read security information.	File/Password Security	File/Password Security
Update Asset Lock— Allows lock holder to modify existing specific asset data.	Asset/Save (existing) Inventory/Check-out Assets Inventory/Check-in Assets	Asset/Save (existing) Asset/Delete Last Transaction (in the company in which transaction originated) Partial Disposals Transfers (when you save the original asset)
Write Lock (Batch)— Allows lock holder to save batch information.	Any batch operation that involves writing to record (Replace All, batch Check-in/Check-out)	Customize/Batch Manager/Batch Reports (when saving changes)
Write Lock (Security)— Allows lock holder to save security information.	File/Password Security (when saving changes)	File/Password Security (when saving changes)

What Other Locks Are Prevented When a Lock Is Asserted?

This table summarizes the locks that you cannot assert when other users assert the different types of locks.

When This Lock is Asserted	These Locks Cannot Be Asserted	Which Means
Add/Delete Asset Lock*	Add/Delete Asset Lock, Book Lock	When assets are being added** or deleted, no one else can add or delete assets or lock book data.
(Any) Book Lock	Add/Delete Asset Lock, Update Asset Lock, (same) Book Lock	When a book is locked, no one can add**, delete, or modify asset information, or lock the same book.
Company Lock	Any other company activity	Cannot open a company if someone else has locked it.
Edit Lock	Edit or Write Lock	When a user is modifying batch or security information, other users cannot modify it.
Image Lock*	Image Lock	Only one user can modify image information for a company at a time.

When This Lock is Asserted	These Locks Cannot Be Asserted	Which Means
Read Lock	Write Lock	When a user is reading batch or security information, another user cannot save changes to the information.
Update Asset Lock*	Book Lock, Add/Delete Asset Lock	When someone is updating asset information, no one else can lock a book, or add** or delete assets (definitely want to prevent asset deletion).
Write Lock	Read Lock	When a user is saving changes to batch or security information, another user cannot read the information.

* This assumes that add/delete, update and image locks will not be held for very long. When one user cannot obtain a lock because one of these locks is asserted, the system waits briefly and tries again repeatedly (rather than immediately reporting a conflict). If the system still cannot obtain a lock after retrying for two seconds or so, it displays a Waiting message, then retries until successful or the user clicks Cancel. The text in the message says, "Waiting while [USER] is modifying asset (or image) information. Pressing Cancel will terminate this operation."

** Adding assets includes asset replication.

Asset Modification Protection

When two users are modifying asset data for the same asset at the same time, the system protects the changes of the first user who saves his or her changes.

For example, suppose User Alice selects Asset No. 151 and enters "Company Auto" in the Description field, but she has not yet saved the asset. User Bob selects Asset No. 151 and types "Company Car" in the Description field. Whose changes does the system preserve? Answer: The user who saves the asset first. Suppose User Alice saves the asset first. When User Bob saves the asset, the system displays a message indicating his changes were not saved. The system protects User Alice from losing the changes she made.

Note: Both User Alice and User Bob can select View/Refresh from the menu bar to see the most current version of the asset. If User Bob selects View/Refresh after User Alice saves the asset, he sees User Alice's changes.

Network Conflict Messages

As you work in the multi-user application, you may see network conflict messages on your computer's screen. These messages are similar, but there are three different types of network conflict messages:

- **Operation Interruption Messages**—These messages appear when the system will not allow you to continue the operation you chose because that operation conflicts with another user's operation. (The other user issued a lock, which prevents your operation.) See "Operation Interruption Messages," page E-8.

- **Retry Messages**—These messages appear when another user is performing certain company tasks. The system allows you to continue when you click the Retry button if the other user is finished copying, backing up, or restoring the company. See "Retry Messages," page E-12.

- **Waiting Messages**—These messages appear when another user is adding, deleting, or replicating assets. You need only wait for a few seconds, then the system allows you to

continue. When the other user finishes adding, deleting, or replicating assets, the message disappears. See "Waiting Messages," page E-13.

Operation Interruption Messages

Operation Interruption messages appear when the system prevents you from choosing an option because that choice could adversely affect another user. These messages protect you or the other user from doing something that could harm your data. For example, if you attempt to delete a company when another user is working in that company, the system displays a Network Conflict—Operation Interruption message.

When the system displays an operation interruption message, it prevents you from completing an operation because that operation conflicts with another user's operation. You have two options when the system displays an operation interruption message:

• You can avoid the conflict and go on to another activity.

• You can resolve the conflict by looking at a list of users who are working in the same company in which you are working, then asking them to exit from the company.

Completing a Network Conflict—Operation Interruption Message

■ **OK Button**
When you click OK, the system closes the Network Conflict—Operation Interruption message. The system redisplays the dialog that was open before the conflict occurred. In our example, in which you attempted to delete a company, the system returns to the Delete dialog.

■ **List Users Button**
When you click the List Users button, the system displays a User List dialog, similar to the one shown below. This dialog lists the network login IDs of the users who are logged into the company in which you are working.
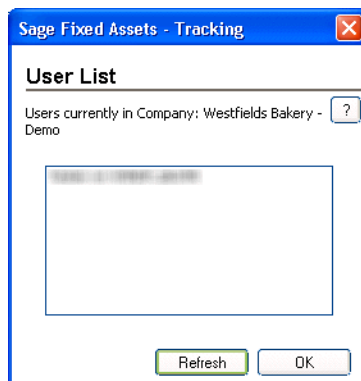
In our example, in which you attempted to delete a company, the User List dialog displays a list of users who are logged into the company you tried to delete. You can then ask these users to exit from the company so that you can delete it.

Completing the User List in Company Dialog

■ **OK Button**
When you click OK, the system closes the User List dialog. Then, the system redisplays the Network Conflict dialog.

■ **Refresh Button**
When you click the Refresh button, the system displays an updated list of users currently logged into the company. In our example, if you click the Refresh button after the other users exit from the company, the system displays a User List dialog that shows there are no other users currently working in the company.

Understanding Operation Interruption Messages

The system displays an operation interruption message under the circumstances listed below. Following the list are sections that discuss each circumstance in more detail.

- Another user is working in the company in which you are working. See "Another User in Company," page E-9.

- Another user modified asset data during the operation you chose. See "Another User Modified Data," page E-10.

- Another user is working in the database in which you are working. See "Another User in Database," page E-10.

- Another user locked the book in which you are attempting to work. See "Books Are Locked," page E-10.

- The system cannot find the company you have selected. See "Company Cannot Be Found," page E-11.

- Another user locked the company that you are attempting to open. See "Company Is Locked," page E-11.

- The application cannot find the database you have selected. See "Database Cannot Be Found," page E-11.

- The application has lost its connection to the database you have selected. See "Database Engine Not Available," page E-11 and "Connection to Database is Lost," page E-11.

- Another user locked the database that you are attempting to open. See "Database Is Locked," page E-11.

- Another user deleted the asset, group, or template with which you were working. See "Deletions," page E-12.

- The print file you have selected is not available. See "Print File Unavailable," page E-12.

Another User in Company

The system displays a conflict message when another user is working in the same company in which you are working and you choose one of the following options.

- **Delete Company**—You cannot delete a company when another user is working in that company.

- **Edit Company**—You cannot save changes to a company when another user is working in that company.

- **Export Data**—You cannot export information from a company when another user is working in that company.

- **Import Data**—You cannot import information into an existing company when another user is working in that company.

Another User Modified Data

When two users are making changes to the same asset at the same time, the system protects the changes of the first user who saves his or her changes. See "Asset Modification Protection," page E-7.

Note: If you receive a conflict message that indicates another user has modified data, you can click OK on the message, and then select View/Refresh from the menu bar. This ensures you are working on the most current version of the asset.

The system displays a conflict message when you attempt to choose any of the following options after another user has modified asset data that would be affected by your operation.

- **Delete**—When you attempt to delete an asset after another user has modified data pertaining to that asset, the system displays a conflict message indicating the Delete command did not execute.

- **Group Manager**—When you attempt to save a group name and another user has edited that group or created a group with an identical name, the system displays a conflict message indicating the Save command did not execute.

- **Inactivate**—When you attempt to inactivate an asset after another user has modified data pertaining to that asset, the system displays a conflict message indicating the Inactivate command did not execute.

- **Reactivate**—When you attempt to reactivate an asset after another user has modified data pertaining to that asset, the system displays a conflict message indicating the Reactivate command did not execute.

- **Replace**—When you attempt to replace a field in an asset after another user has modified information pertaining to that asset, the system displays a message indicating the Replace command did not execute and your changes were not saved.

- **Save**—When another user has modified an asset and saved the changes before you attempt to save your changes to the same asset, the system displays a conflict message indicating the Save command did not execute because another user modified data during the operation. After you click OK in the Network Conflict—Operation Interruption message, the system displays a refreshed view that includes the other user's changes.

Another User in Database

You cannot delete a database when another user is accessing data from that database.

Books Are Locked

If you attempt to change asset information for an asset on which a Sage Fixed Assets— Depreciation user is performing book-related activity, the system displays a message indicating you cannot continue because the book is locked. If you try to delete a company under the same conditions, the result is the same. When a book is locked, you cannot perform any of the following operations in the locked book:

- Add an asset.

- Delete an asset.

- Replicate an asset.

- Modify asset information.

- Delete a company.

For more information on locks, see "Locks," page E-4.

Company Cannot Be Found

If you attempt to open a company after another user has deleted the company, the system displays a message indicating it cannot find the company.

Company Is Locked

The system displays a message indicating the company is locked if you attempt to open a company when another user is performing one of the following operations:

- Importing information into the company.

- Exporting information from the company.

- Conducting an inventory reconciliation.

- Downloading asset information to conduct a dynamic inventory.

- Copying, backing up, or restoring the company (Sage Fixed Assets—Depreciation).

- Merging the company (Sage Fixed Assets—Depreciation).

- Extracting assets from the company (Sage Fixed Assets—Depreciation).

For more information, see "Locks," page E-4.

Database Cannot Be Found

If you attempt to open a database after another user has deleted the database, the system displays a message indicating it cannot find the database.

Database Engine Not Available

If you attempt to open a database after the system has lost its connection to the database, the system displays a message indicating the database engine is not available. This situation may occur when another user is operating a computer that is both a database server and a workstation. If that user turns the computer off, all other workstations lose their connections to the server. The solution may be as simple as turning on that computer and starting the server.

Connection to Database is Lost

If the server malfunctions and is unable to complete a critical process, such as importing data or calculating depreciation, the application performs a "database rollback." In a database rollback, the application restores the database to the values existing before the attempted process. The purpose of the rollback is to protect data integrity.

The application displays a message on the server indicating it is rolling back the database, but the application does not display this message on your monitor. If you attempt to restart the network version of an application during a database rollback, the application displays the splash screen (initial screen) until the application completes the rollback. It can take from a few seconds to several minutes, depending on the size of the database.

Database Is Locked

If you attempt to open a database while another user is deleting that database, or another user is creating the database but the system has not completed its creation, the system displays a message

indicating the database is locked. For more information, see the discussion on locks earlier in this appendix.

Deletions

- **Asset Deleted**—When you attempt to save an asset after another user has deleted the asset with the same system number, the system displays a conflict message indicating the Save command did not execute. When you click OK on the Network Conflict— Operation Interruption message, the system displays a refreshed view, and the deleted assets system number is no longer available.

- **Group Deleted**—When you attempt to select a group that has been deleted, the system displays a conflict message indicating the group has been deleted and asking you to select another group.

- **Template Deleted**—When you attempt to apply a template that has been deleted, the system displays a conflict message indicating the template has been deleted and asking you to select another template.

Print File Unavailable

If more than one user tries to print a report to the same file, the system displays a message indicating the file is not available.

Retry Messages

Retry messages appear when another user is copying, backing up, restoring, merging, or extracting assets from the same company in which you are working. When the other user performs one of those operations, the system "locks" the company to maintain data integrity. (For more information, see)

The system allows you to complete the command you chose after the other user finishes copying, backing up, restoring, merging, or extracting assets from the company. When you select File/Open Company while another user is copying, backing up, restoring, merging, or extracting assets from a company, the system displays a Network Conflict—Retry message.

Note that the name of the user who is copying, backing up, restoring, merging, or extracting assets from the company automatically appears in the Network Conflict—Retry message. Therefore, there is no List Users button on this message. Only one user's name appears in this Network Conflict— Retry message, because only one user can hold a company lock at one time.

Completing a Network Conflict—Retry Message

- **Retry Button**
  When you click this button, the system continues the operation you chose when the system displayed the Network Conflict—Retry message. If the other user has finished copying, backing up, restoring, merging, or extracting assets from the company, the system allows you to continue. If the other user has not finished, the Network Conflict—Retry message remains on the monitor.

- **Cancel Button**
  When you click this button, the system closes the Network Conflict—Retry message, then redisplays the previous dialog.

Understanding Retry Messages

The system displays a Network Conflict—Retry message when you attempt to open a company or a database and another user is performing one of the following operations:

- Deleting the company

- Importing information into the company

- Exporting information from the company

- Deleting the database

- Creating the database

- Copying the company (Sage Fixed Assets—Depreciation)

- Backing up the company

- Restoring the company

- Merging the company (Sage Fixed Assets—Depreciation)

- Extracting assets from the company (Sage Fixed Assets—Depreciation)

- Purging asset history from the company (Sage Fixed Assets—Depreciation)

Waiting Messages

Sometimes the system does not execute your command immediately because another user is adding, deleting, or replicating assets. In this case, the system displays a waiting message. If you wait for the other user to finish the activity, the system executes your command.

For example, if you attempt to add a new asset when another user is also adding a new asset to the same company, the system cannot assign a system number to your asset until it has assigned a number to the other user's asset. The system displays a Network Conflict—Waiting Message, while the other user is adding or deleting assets.

When the system displays a waiting message, you have two choices: you can wait until the message disappears, or you can exit from the Network Conflict—Waiting message by clicking the Cancel button.

The system displays a waiting message when another user is performing a brief operation that momentarily does not allow you to continue. If you wait a few seconds until the other user finishes the operation, the system closes the Network Conflict—Waiting message and completes the operation you chose.

Completing the Network Conflict—Waiting Message

■ **Cancel Button**
When you click the Cancel button, the system closes the Network Conflict—Waiting message and redisplays the previous menu.

Notice that Network Conflict—Waiting messages do not have List Users buttons. You do not need one, since only one user created the conflict and the system names that user in the Network Conflict—Waiting message.

Understanding Waiting Messages

When you and another user are working in the same company, the system displays a waiting message in the circumstances described below.

Another User Creating an Asset

When another user is creating a new asset and you attempt to add, delete, or replicate an asset, or you attempt to lock a book, the system displays a waiting message.

Another User Deleting an Asset

When another user deletes an asset and you attempt to add, replicate, or delete another asset, or lock a book, the system displays a waiting message.

Another User Replicating an Asset

When another user replicates an asset and you attempt to add, replicate, or delete another asset, or lock a book, the system displays a waiting message.

Another User Transferring an Asset (Sage Fixed Assets—Depreciation)

When another user is transferring an asset into a company, the system displays a waiting message while it creates the asset.

Network Warning Messages

The application displays network warning messages to remind you that the option you just chose may affect other users. Unlike network conflict messages, the application allows you to continue when it displays a warning message. For example, when you delete a group of assets while there are other users in the same company, the system displays a Network Warning message.

This warning message reminds you that while you are deleting the group of assets, other users may be performing different activities, including viewing, without having asserted any locks.

You can select File/Preferences from the menu bar to turn off warning messages. To do this, see "Turning Off the Network Warning Messages," page E-3.

When the system displays a network warning message, you have three options.

- You can accept the warning and proceed with the option you chose when you received the message.

- You can exit from the Network Warning message and choose a different option.

- You can view a list of other users who will be affected if you proceed with the option you chose. This feature enables you to notify other users that you intend to perform an operation that may affect them, such as deleting a group of assets.

Completing a Network Warning Message

■ **OK Button**
Click this button to accept the warning and proceed with the option you chose when the system displayed the message.

■ **Cancel Button**
When you click this button, the system closes the warning message, and then redisplays the current view of assets, either the group view or the detail view.

■ **List Users Button**
When you click this button, the system displays the User List dialog. This dialog lists the logon IDs of the users who are logged in to the same company in which you are working. For more information, see "Completing the User List in Database Dialog," page E-2.

Understanding Network Warning Messages

There are two types of network warning messages. One type warns you about changes to assets or groups; the other type warns you about changing password security information.

Network Conflict—License Limit Messages

Your license agreement with Sage limits the number of users who can have access to the application at one time. For example, if you purchased a three-seat license, the system does not allow more than three users to operate the application at the same time. If three users are working in the program, and another user attempts to open the program, the system displays a Network Conflict—License Limit message.

Note: Licenses between Sage Fixed Assets—Depreciation and Sage Fixed Assets—Tracking cannot be transferred or combined. For example, if you have a 3-seat Sage Fixed Assets—Tracking license and a 5-seat Sage Fixed Assets—Depreciation license, only 3 users can use Sage Fixed Assets—Tracking and 5 can use Sage Fixed Assets—Depreciation. If only 4 users are in Sage Fixed Assets—Depreciation, Sage Fixed Assets—Tracking is still limited to 3 users.

Completing the Network Conflict—License Limit Message

■ **Retry Button**
When you click this button, the system attempts again to open the program. If the number of users using the application does not exceed the number permitted by the license agreement, the system opens the program; otherwise, the Network Conflict—License Limit message remains on the computer screen.

■ **Cancel Button**
When you click this button, the system closes the Network Conflict—License Limit message, and then it displays a message indicating it cannot initialize the program.

■ **List Users Button**
When you click this button, the system displays the User List dialog. This dialog lists the logon IDs of the users who are logged in to the database you are attempting to open. For more information, see "Completing the User List in Company Dialog," page E-8.

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