

# **Sage Fixed Assets**

**for Government & Non-Profit organizations**

## **Depreciation**

User guide

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# Chapter 1

## Introduction

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### 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 web site at [www.SageFixedAssets.com](http://www.SageFixedAssets.com).

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**Note:** Throughout this manual, we refer to the Sage Fixed Assets Depreciation and Sage Fixed Assets Premier Depreciation products as Sage Fixed Assets Depreciation. The instructions applicable to the specific version are clearly marked.

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### Sage Fixed Assets Depreciation Network

If you have purchased the Network version, please read [Appendix C, “Multi-User Features.”](#) This appendix describes the features not included in the standalone version of Sage Fixed Assets Depreciation and explains how it handles potential conflicts when two or more users are working in the same 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 guide, see [“Verifying Your Computer’s Equipment,”](#) page 1-2.

### Depreciation and Public Organizations

In 1984, the Financial Accounting Foundation (FAF) created the Governmental Accounting Standards Board (GASB). The purpose of GASB is to establish standards of financial accounting

and reporting for state and local governmental entities. Most GASB pronouncements also apply to public benefit corporations, public employee retirement systems, public utilities, and public hospitals and health care providers. GASB publishes the rules for how these entities should prepare their external financial reports.

On June 10, 1999, GASB approved Statement No. 34, Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments. Statement No. 34 is undoubtedly the most important change in the history of governmental financial reporting. GASB Statement No. 34 requires that fixed asset record-keeping be implemented and maintained by state and local governments. This was soon followed by GASB Statement No. 35, which extends these principles to public universities and colleges. For more information, see [Appendix A, "Depreciation and Fixed Asset Concepts."](#)

## Verifying Your Computer's Equipment

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

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**Tip:** The Sage Customer Portal also has links to installation guides and other Sage Fixed Assets applications.

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### ***To access the system requirements***

1. Sign in to [Sage Support](#).
2. Click My downloads in the top right-hand corner of the page.
3. Under System requirements, click the link for the latest version of the program to open the article.

## Key Steps in Implementing the Application

There are numerous implementation plans you can develop in order to get the application up and running and working efficiently with your existing fixed asset management solution. Two benefits of the product are its extreme flexibility and its customization features. The following is just one implementation plan example.

### ■ **Install the Application**

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

### ■ **Read the Introduction Chapter**

This chapter introduces you to the basic concepts necessary for you to understand how the application works. Make your life easier, read this chapter. Don't skip this step.

### ■ **Define User Security**

Decide who is going to be the system supervisor for the product. The system supervisor has access rights to the entire system. The person responsible for setting up the application and defining organization and user security is usually the system supervisor. For full details on setting up user security, see [Chapter 2, "Getting Started."](#)

- **Navigate through the Application**  
Familiarize yourself with the application's interface and two views of your assets. Learn how to accomplish some basic tasks. For more information, see [Chapter 3, "Navigating the Application Interface."](#)
- **Set Preferences**  
For full instructions on setting up preferences, see [Chapter 4, "Setting Up the Product."](#)
- **Set Up an Organization/Define Books**  
Create and set up a new organization to store your asset data. When creating a new organization you can also set up any of the three accounting books necessary for your individual accounting needs. For full instructions on setting up an organization and the three depreciation books, see [Chapter 4, "Setting Up the Product."](#)

## ■ **Customize Fields**

The application has numerous fields you can use to describe your assets (most of which are fully customizable). The majority of fields are pre-defined, using common fixed asset terminology. It also contains twelve user-defined fields, so you can tailor the application to meet the specific needs of your organization. Since there are so many user-defined fields, you might not find it necessary to change any of the pre-defined fields. You can also create lists of valid entries for each of these fields. These lists are called SmartLists. For details on the customization process, see [Chapter 4, “Setting Up the Product.”](#)

## ■ **Enter Asset Data Information**

If your asset data is not already contained in some electronic form, then you must enter your asset data from scratch. If this is the case, be sure to take advantage of the Template Manager, which allows you to create templates for easy data entry of similar assets. To help you gather your asset information, you can print blank forms of the data entry fields in Asset Detail. For details on entering asset information and using templates, see [Chapter 6, “Working with Assets.”](#) If you currently use a spreadsheet to track your assets, you can quickly import your data into the application using Custom Import. For more information on importing your data, see [Appendix D, “Custom Import Helper.”](#)

## ■ **Create Groups**

Use Group Manager to divide your assets into useful groups. Groups logically divide and order your assets, and make reporting on assets much easier. For a full conceptual discussion of groups, see [“Understanding Groups,” page 1-6](#). For detailed instructions on how to create groups, see [Chapter 4, “Setting Up the Product.”](#)

## ■ **Perform Asset Maintenance**

Use the application to perform basic asset maintenance, such as adding assets, transferring assets, or disposing of assets. For information about the transferring and disposing of assets, see [Chapter 7, “Performing Advanced Asset Functions.”](#)

## ■ **Perform Depreciation-Related Tasks and Budgetary Projections**

Calculate depreciation for the current period, past periods, and future periods. You can also reset depreciation, make changes to assets, and then recalculate depreciation. For details on running depreciation-related tasks, see [Chapter 9, “Depreciation.”](#)

## ■ **Run Reports**

Run any or all of the reports available in the application. These reports provide information on every aspect of your asset maintenance, including, of course, budgetary projections and depreciation. For report information, see [Chapter 10, “Standard Reports.”](#)

## ■ **Customize Standard Reports (Requires Purchase of Sage Fixed Assets Reporting)**

Using Sage Fixed Assets Reporting, you can customize a standard report from within the application. You get all of the report logic designed by the Sage Fixed Assets experts, but you are able to modify the report format to fit your organization’s needs. For example, you can add and remove columns, change the order of columns, and change the text in column headers. For information about customizing a report, see [Chapter 11, “Customized Reports.”](#)

## ■ **Create Custom Reports (Requires Purchase of Sage Fixed Assets Reporting)**

Create your own customized reports that appear exactly the way you want. For details on using SAP® Crystal Reports 2011(Crystal Reports) to create your own customized reports, see the online *Sage Fixed Assets Reporting User’s Guide*.

## 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. Additionally, you can create many databases to further organize your data.

Each organization you create is stored in a database. You can store one or more organizations in one database, or you can create multiple databases for storing multiple organizations. To optimize system processing speed and convenience, determine which number of databases is best for you. Storing all your organizations in one database is convenient because you do all your work in one place, and you can run comprehensive reports for all of your organizations. However, distributing your organizations among multiple databases optimizes system 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. For example, you might create two databases named MACHINES and OFFICE.

## Understanding Organizations

An organization is a collection of assets that you define as you prefer—it is not necessarily a jurisdiction. For example, you might want to define an organization for the assets in each department, in each location, or in each fund of your organization. You store organizations in one or more databases.

### Why Use More than One Organization?

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

- **Multiple Jurisdictions**

The most obvious reason for creating multiple organizations to track assets is if your organization tracks or owns assets in separate jurisdictions. In this case, you would want to create at least one organization for each jurisdiction. You might also want to create more than one organization for a jurisdiction if it meets other criteria as listed below.

- **Mergers or Acquisitions**

If an organization either merges with another organization or acquires one, it might want to maintain the assets in separate organizations within the application.

- **Different Fiscal Year Ends or Short Years**

Fiscal year ends and short years must be the same within a single organization. If this is not true for the different reporting units within your organization, you must create separate organizations for each reporting unit. For example, if one organization with a December year-end acquired another organization with a September year-end, you might want to maintain the assets in two separate organizations.

- **Decentralized Organization 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 organizations for each of these organizational entities.

■ **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* organizations in the working database. Therefore, if you maintain a large number of assets (more than about thirty thousand), to gain optimal processing speed you should organize them into multiple organizations stored in multiple databases.

■ **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 organizations for your assets if the assets are strictly divided by classification. For instance, one arm of your organization may be devoted to equipment maintenance and another to medical supplies.

## When to Keep Assets in One Organization?

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 organization.

Use one organization to store assets if:

- Your organization is located in a single jurisdiction.
- Your organization has a centralized management and accounting structure.
- Your organization does not offer diversified services.
- All units in your organization have the same fiscal year-end and short years.
- 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 an organization. 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 option. 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 change a group definition at any time.

You can define multiple groups per organization, 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 an organization, 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 organization 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:

- Calculate depreciation

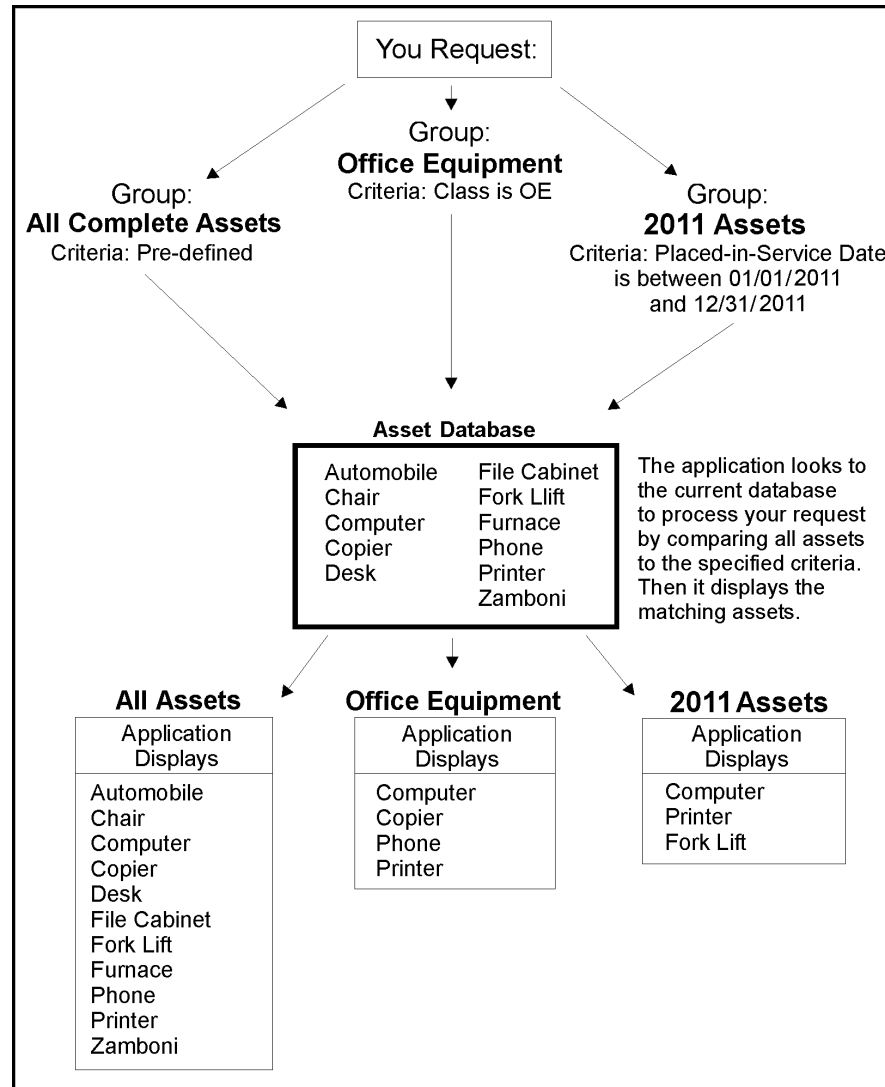


- Run reports
- Browse your asset list
- Sort your assets
- Find a specific asset
- Activate or inactivate assets
- Dispose of assets
- Replace data
- Transfer assets
- Reset depreciation

## How the Application Updates Groups

The illustration below shows how the application processes your requests for a group.

### How the Application Processes Requests for Groups



## Understanding Asset Fields and SmartLists

Nearly everything you do in asset management is based on information about your assets. In order 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 cause you to end up with a report that has this many variations of the same department:

- Machining
- machining
- MACHINING
- Mach
- Mchng
- MAC
- Machineing
- Masheening

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

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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 Depreciation software icon appears in the Sage Fixed Assets program 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 Depreciation 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 2-1.
  - 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 2-3.

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

## Entering a User Login and Password

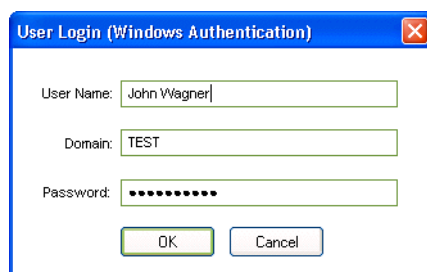
If security is enabled, you must enter your user name and password to access the application.

**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 Supervisor. 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.

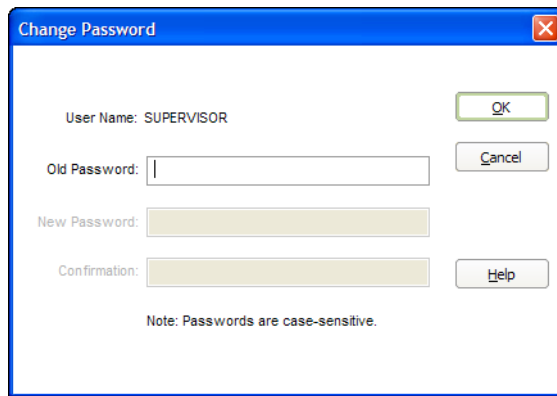
The application closes the User Login dialog. You now have access only to those functions as defined by your Supervisor.

## 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 Supervisor 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.



The image shows a 'Change Password' dialog box with a blue title bar and a close button (X) in the top right corner. Inside the dialog, the 'User Name' is displayed as 'SUPERVISOR'. There are three input fields: 'Old Password', 'New Password', and 'Confirmation'. To the right of the 'Old Password' field is a 'Cancel' button. To the right of the 'New Password' and 'Confirmation' fields is a 'Help' button. At the top right of the dialog is an 'OK' button. At the bottom of the dialog, there is a note: 'Note: Passwords are case-sensitive.'

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 organization 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 organization, a sample organization might open automatically after startup. If not, you can open it as you would any other organization.

## Opening an Existing Organization

You can have only one organization open at a time.



---

**Note:** When no companies or organizations are open, the menus and dialogs display the word **Company**, rather than the word **Organization**.

---

Before you begin the steps below, you must close any open organization.

### ***To open an existing organization***

1. Select File/Open Company from the menu bar.  
If you currently have another organization open, a message asks if you want to close the currently open organization.
2. Click Yes to continue. The Open Company dialog appears.
3. Complete the Open Company dialog, and then click OK. See [“Completing the Open Company Dialog,” page 2-5](#). The application opens the organization and displays 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 organization you want to open from the list of existing organizations. If the organization you want to open is not displayed, you might be looking in the wrong database. To change the list of organizations, select a different database in the Database field.
- **Show non-Sage Fixed Assets Companies**  
Select this check box to see all organizations in the database that were created by other Sage Fixed Assets applications, such as Sage Fixed Assets Tracking, but have not been opened in Sage Fixed Assets Depreciation. After you have opened an organization in the application, you no longer need to check this box to see it in the list of existing organizations.
- **Database**  
Use this field to select the database that contains the organization 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 5-36](#).

## **Getting Help**

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

- Using the online Help system (see [page 2-6](#))
- Viewing the online user’s guide
- Contacting Sage Fixed Assets (see [page 2-7](#))
- Sage Live Connect (see [page 2-7](#))

## 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***

---

**Note:** The Help menu changes, depending on whether an organization is open.

---

1. Do one of the following:
  - Select Help/Help Topics from the menu bar.
  - Select Help/Help Topics/Government & Nonprofit 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.

---

**Note:** When no companies or organizations are open, the menus and dialogs display the word **Company**, rather than the word **Organization**.

---

### ***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 2-1.](#)

You can view your customer number at any time from the Help menu. For more information, see [“Viewing Your Customer Number,” page 2-7](#).

## Setting User Security

The security feature allows you to define the kind of access each of the users in your organization 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 organization’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**
- **Organization level security**

System level security specifies the type of access a user has to application functions. Organization level security specifies what the user can and cannot do to the data in an organization. You can assign a user to different profiles in different organizations.

Setting user security is a four-step process.

- Assign a supervisor password and enable system security. For more information, see [page 2-8](#).
- Create system level security profiles. For more information, see [page 2-11](#).
- Create organization level security profiles. For more information, see [page 2-12](#).
- Assign privileges to users. For more information, see [page 2-14](#).

## 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

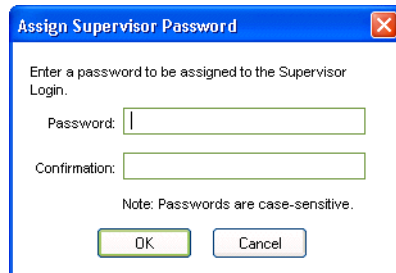
network password becomes your password for using the Sage Fixed Assets application. For more information, see “Switching to Windows Authentication,” page 2-18.

---

**Note:** When no companies or organizations are open, the menus and dialogs display the word **Company**, rather than the word **Organization**.

---

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



The "Assign Supervisor Password" dialog box has a blue title bar with a close button. It contains the text "Enter a password to be assigned to the Supervisor Login." Below this are two text input fields: "Password:" and "Confirmation:". A note states "Note: Passwords are case-sensitive." At the bottom are "OK" and "Cancel" buttons.

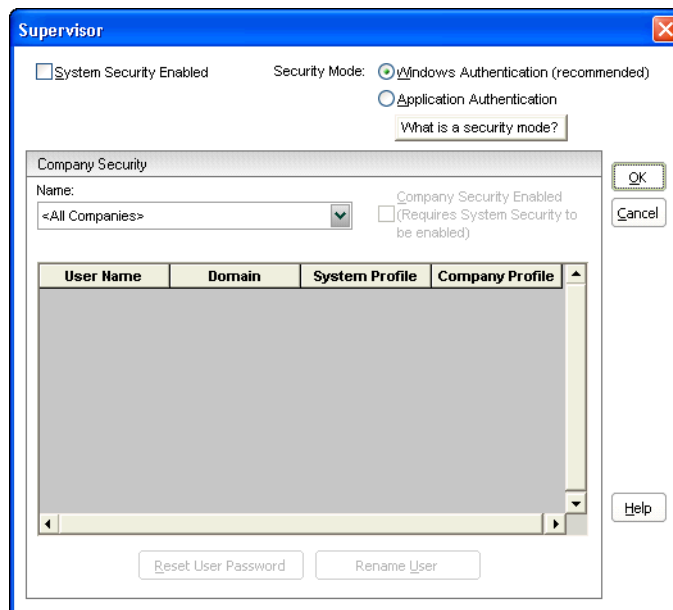
2. Type a password in the Password field, and then retype the password in the Confirmation field.

---

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

---

3. Click OK. The Supervisor dialog appears. See “Completing the Supervisor Dialog,” page 2-10.



The "Supervisor" dialog box has a blue title bar with a close button. It contains several sections: "System Security Enabled" with a checkbox, "Security Mode:" with radio buttons for "Windows Authentication (recommended)" and "Application Authentication", and a "What is a security mode?" link. Below is a "Company Security" section with a "Name:" dropdown menu showing "<All Companies>" and a "Company Security Enabled" checkbox with a note "(Requires System Security to be enabled)". At the bottom are "Reset User Password" and "Rename User" buttons. On the right side are "OK", "Cancel", and "Help" buttons. A table with columns "User Name", "Domain", "System Profile", and "Company Profile" is visible in the background.

4. Select the System Security Enabled check box.
5. Select an organization from the Name field, and then select the Company Security Enabled check box to enable security for that organization.
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 will need 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 and 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 an organization for the purpose of viewing its user profiles or to enable its organization level security. This field displays the names of all organizations in the current database. If you want to access an organization in a different database, you must exit this dialog and open an organization in the desired database. See [“Opening an Existing Organization,” page 2-4](#).

---

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

---

■ **Company Security Enabled**

Select this check box to enable security for the selected organization. This check box is available only if you select 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 organization.

■ **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 2-21.

## 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 organizations within the application. You must assign each user to a valid system security profile.

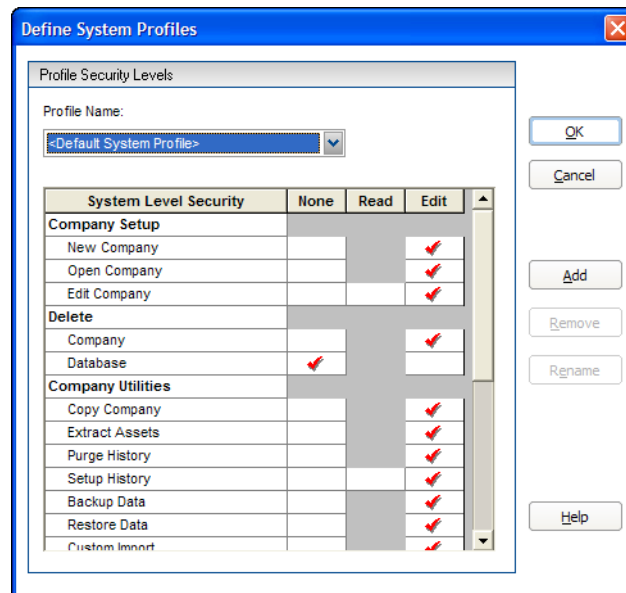
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**Note:** To complete the steps below, you must be logged on to the system as a supervisor.

---

### *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.

---

**Note:** When no companies or organizations are open, the menus and dialogs display the word **Company**, rather than the word **Organization**.

---

## 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 explanation 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 application 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 Organization Level Security Profiles

Organization level security specifies what the user can and cannot do to the data in an organization.

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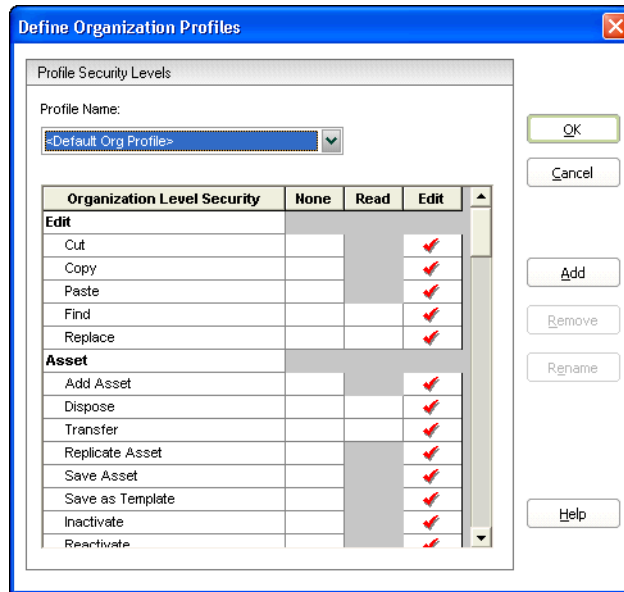
**Note:** To complete the steps below, you must be logged on to the system as a supervisor, and you must have an organization open.

---

### ***To create organization level security profiles***

1. Select File/Password Security/Define Profiles/Define Organization Profiles from the menu bar. The Define Organization Profiles dialog appears.





2. Complete the Define Organization Profiles dialog, and then click OK.

## Completing the Define Organization Profiles Dialog

Follow the guidelines below to complete the Define Organization 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.

### ■ Organization Security List

Use these fields to assign organization security based on the following explanation of each field in the organization security list. Shaded areas represent areas that are not applicable to a specific function.

#### ☐ Organization Level Security

This column displays the names of all the organization 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 organization 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 organization function.

#### ☐ Edit

Click this field if you want users assigned this profile to have all rights to the specified organization 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 Organization 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 Organization Profiles dialog.

## Assigning User Privileges

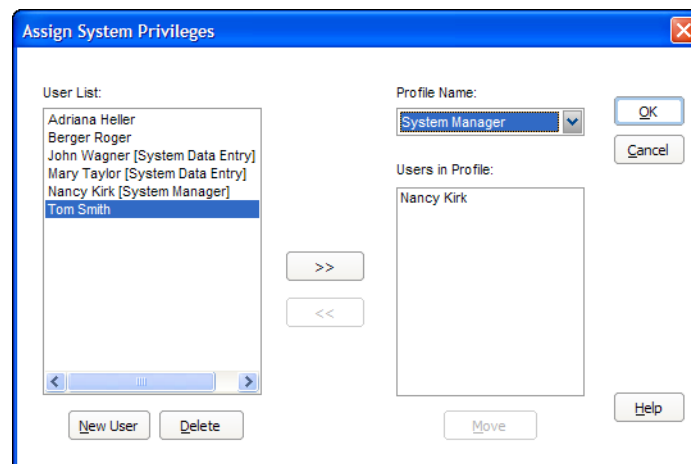
Once you've created security profiles, you must assign your users a system profile and an organization profile. After users are assigned a profile, they only have access to the functions as specified in the profile.

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

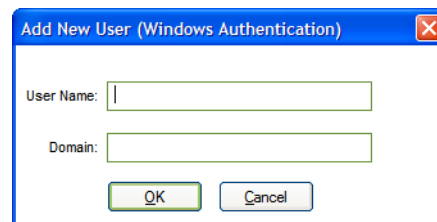
### *To create a user list*

The application uses the names in the user list as the users' 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.

---

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

---

---

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

---

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

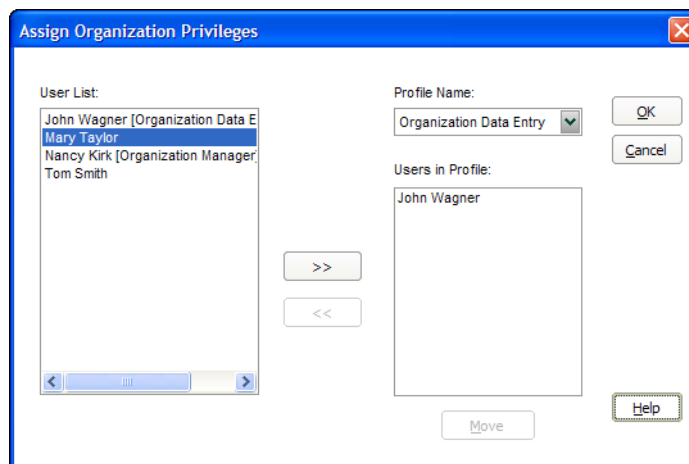
4. Repeat steps 2 and 3 for additional names.
5. Click OK to exit the Assign System Privileges dialog or complete the rest of the dialog to assign profiles to your users (see below).

### ***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. See [“Completing the Assign System Privileges Dialog,”](#) page 2-16.

### ***To assign organization profiles***

1. Select File/Password Security/Assign User Privileges/Assign Organization Privileges from the menu bar. The Assign Organization Privileges dialog appears.



2. Complete the Assign Organization Privileges dialog, and then click OK. See [“Completing the Assign Organization 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 Organization 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 Organization 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 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 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.

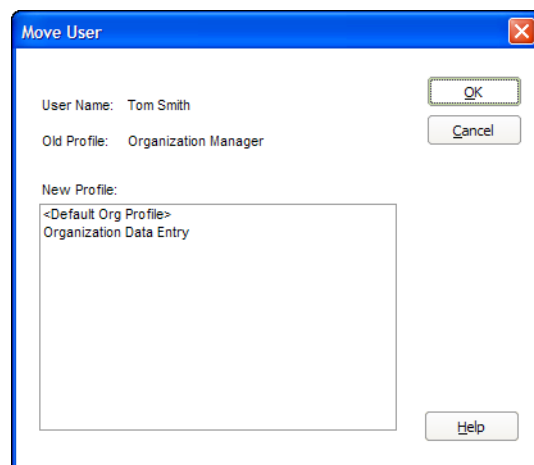
### Completing the Assign Organization Privileges Dialog

Follow the guidelines below to complete the Assign Organization 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 organization 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 organization 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 organization 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. Choosing 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

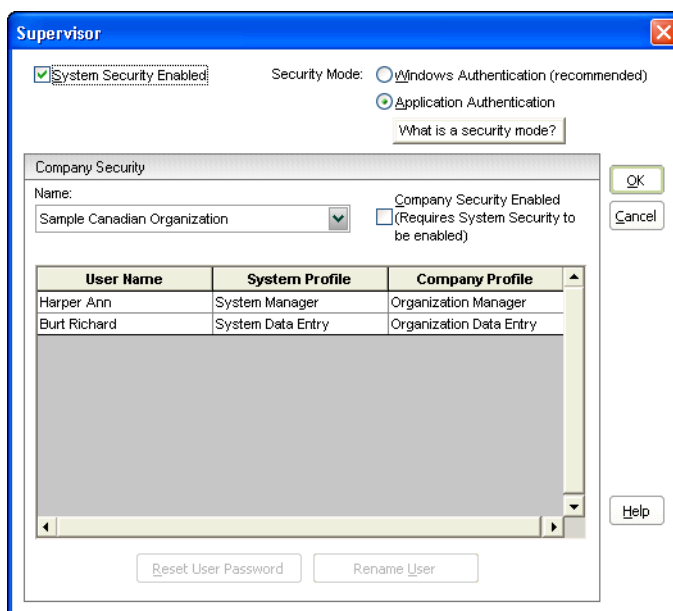
We recommend using Windows Authentication because your network administrator can establish stricter password rules, making your data more secure.

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.

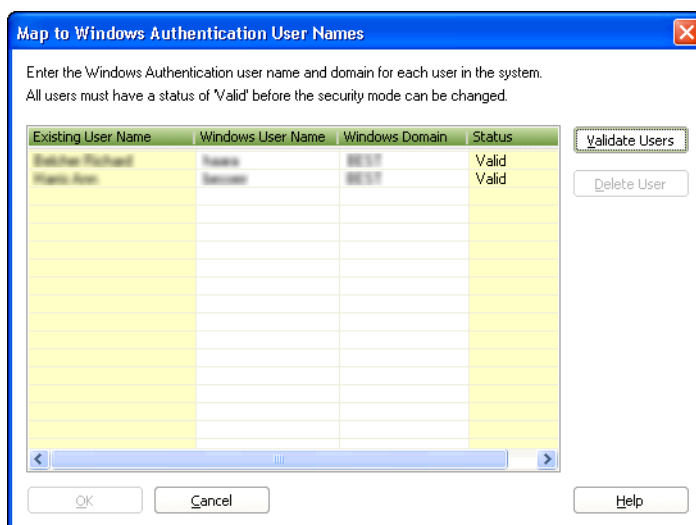
Follow the steps below to switch from Application Authentication security mode to Windows Authentication.

### ***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 2-10.
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 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.

---

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

---

■ **Status**

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

■ **Validate Users Button**

Click this button to validate the Windows 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 2-10](#).
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 2-10](#).

---

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

---

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.

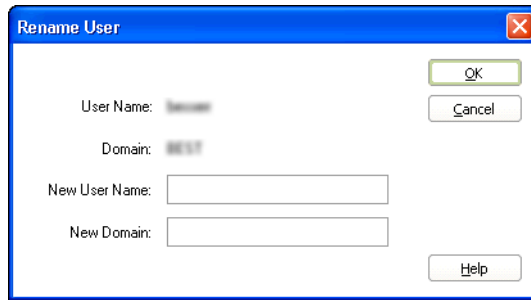
---

## **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 2-10](#).
3. Click the Rename User button. The Rename User dialog appears.



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.

---

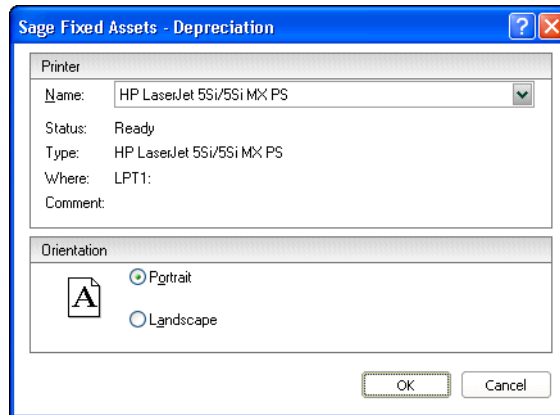
## Setting Up Your Printer

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 your 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.

The selected orientation on this dialog is the default setting for the standard Report Definition dialog. Once you change and save the setting on your Report Definition dialog, it overrides the Print Setup option for that specific report.

---

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

---



# Chapter 3

## Navigating the Application Interface

---

### In this chapter:

Elements of the Main Application Window .....	3-1
Navigating the Application .....	3-2
Viewing Your Assets - Asset List, Asset Detail .....	3-9
Asset List .....	3-10
Asset Detail .....	3-19
Finding Specific Assets or Specific Data .....	3-26
Entering Dates in Date Fields .....	3-29
Keyboard Shortcuts .....	3-30
Accessing the Windows Calculator .....	3-31

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 3-30](#).

### ■ 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

To find an asset quickly, enter its System Number or Asset ID in this field. You choose whether to use System Number or Asset ID by selecting the Go option in the Preferences dialog.

#### ■ Go Button

After you enter the System Number or Asset ID, 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. 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. For more information, see “Asset List,” page 3-10.

#### ■ Asset Detail

In Asset Detail, the application displays detailed information about your assets. The Asset tabs display the following pages of detailed information about your assets: Main, Transactions, History, Images, and Notes. For more information, see “Asset Detail,” page 3-19.

#### ■ Asset Detail/Asset List Button

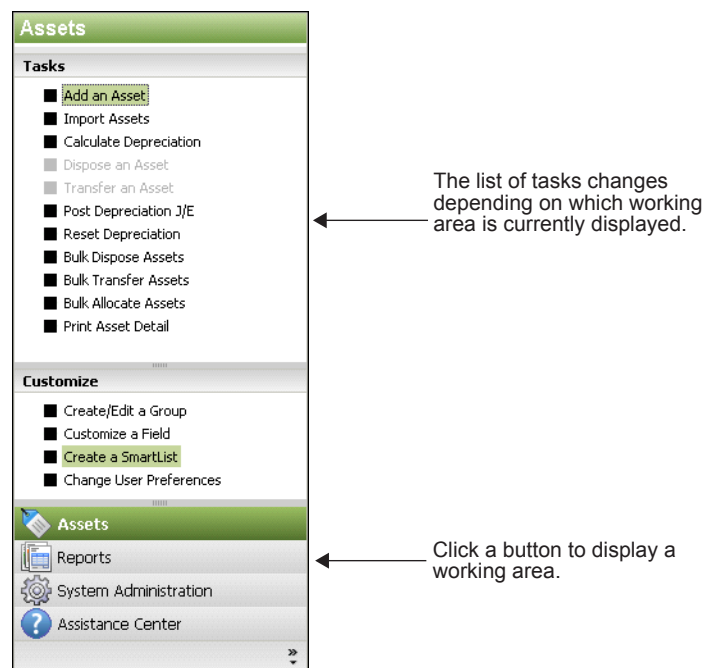
When you are in the Asset List, click this button to switch the view of your asset group to a detailed view of the selected asset. When you are in Asset Detail, this button changes to Asset List. Click this button to return to the Asset List.

## 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.



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, disposing an asset, or calculating depreciation, 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 reports, create batch reports, create a list of favorite reports, and view the report layout. For more information, see [“Reports Area,” page 3-5](#).

- 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 3-6](#).

- 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 3-7](#).

### ***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.

Asset List - Sample Gov/NP Organization									
System Number: <input type="text"/>				Go					
Group: <All Complete Assets>						Assets in Group: 87			
All	Sys No			Status	Asset ID	Description	Acquisition ...	Fund	Location
	1			Active	LD100000	Land	02/01/1995	01	Westminst
	2			Active	LI100000	Parking Lot	07/03/2003	01	Westminst
	3			Active	LI100100	Sidewalk	09/18/2004	03	Westminst
	4			Transferred	BE100900	Air Purification Equipment	06/14/2005	01	Storage
	5			Disposed	VE100000	Tractor Mower	12/25/2005	01	Garage
	6			Active	BE101400	Mail Room Equipment	03/12/2006	04	Office
	7			Transferred	MV100400	Hybrid Vehicle	04/28/2006	02	Garage
	8			Active	CO100200	Headset, Handset, Microphone, Speaker	07/31/2006	04	Office
	9			Active	BD100000	Office Building	08/25/2006	01	Westminst
	10			Disposed	BE100000	Air Conditioning Unit	08/25/2006	01	Office
	11			Active	BE100100	Vending Machine	08/25/2006	04	Office
	12			Active	BE100200	Elevator	08/25/2006	01	Office
	13			Active	BE100400	Fire Extinguisher	08/25/2006	01	Office
	14			Active	BE101500	Front Office Sign	08/25/2006	04	Office
	15			Inactive	CO100000	Radio System	08/25/2006	02	Storage
	16			Disposed	CO100500	Fire Alarm System	08/25/2006	01	Office
	17			Active	MV100000	Durango SUV	08/25/2006	02	Garage
	18			Partial	OE100000	Office Cubicle	08/25/2006	01	Office
	19			Active	OE100100	Office Desk	08/25/2006	01	Office
	20			Disposed	OE100400	Office Chair	08/25/2006	01	Office

For more information, see “Viewing Your Assets - Asset List, Asset Detail,” page 3-9.



## Reports Area

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

**Reports - Gov Organization**

**Reports** | Batch Reports | Favorites

Select a report category, and then choose the report you want to run.

Report Category: All Reports

Allocation Percentages	Name: Allocation Percentages
Annual Activity	Description: This report shows the allocation scheme for the expense, accumulated depreciation and asset general ledger accounts, for each asset in the selected group.
Annual Activity Wide	
Annual Projection	
Capital Assets Note Disclosure	
Change in Capital Assets	
Depreciation Adjustment	
Depreciation Expense *	
Disposal *	
File Listing	
General Ledger Posting	
Monthly Projection	Group: All Complete Assets
Net Book Value	Run Date: Current Reporting Period
Partial Disposal	Subtotal: N/A
	Book(s): N/A

Right-click to add a report to Favorites. Run/Edit Report ...

**Report Columns**

Allocation Percentages Report					
Sys No	Asset ID	Description	Account Name	Account No	Percent Allocated
000005	102901	Asset 5	G/L Asset Account	100-15500	25.000%
				100-15400	25.000%
				100-15300	25.000%

Help

For more information, see “Running a Standard Report,” page 10-3.

## 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, organizations, 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 - Sample Gov/NP Organization

### 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.

**What sort of help are you looking for?** [Which is right for me?](#)

- U.S. Company
- Canadian Organization
-  **Government & Nonprofit Organizations**

#### Using Depreciation

[How do I create a new organization?](#)

#### Entering New Assets

[What are my options for creating assets?](#)  
[What are the 5 critical fields?](#)  
[How do I create a template?](#)

#### Running Depreciation

[When should depreciation be run?](#)  
[What is a depreciation critical change?](#)  
[Why conduct a period close?](#)

#### Running Reports

[Which standard report should I run?](#)  
[What is a current reporting period?](#)  
[What is a favorite report?](#)  
[What is Reporting?](#)

#### Productivity Tips

[Group assets together](#)  
[Customize asset fields](#)  
[Enter data faster with SmartLists](#)  
[Maximize your view of asset data](#)  
[Set up and run batch reports](#)

#### Fixed Assets 101

[Definition of fixed assets](#)  
[Depreciation vs. amortization](#)  
[Ownership of depreciation deduction](#)  
[Capitalized vs. expensed](#)  
[Acquisition date vs. placed in service date](#)  
[Capital vs. operating leases](#)

 [User's Guide for Government and Nonprofit Organizations](#)

> [Click here if you need help setting up your system for the first time.](#)

#### Support

 [Live Chat](#)  
[FixedAssetsSupport@sage.com](mailto:FixedAssetsSupport@sage.com)  
1-800-331-8514

#### Sales and Training

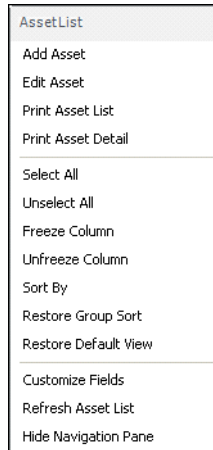
[FixedAssets@sage.com](mailto:FixedAssets@sage.com)  
1-800-368-2405, 8:30 a.m. - 5:30 p.m. ET

The links in the Assistance Center change, depending on whether you are working in a U.S. company, a Canadian organization, or a government or nonprofit organization. To view the links for each type of entity, move the slider at the top of the Assistance Center area. For more information, see “Choosing the Entity Type,” page 4-5.

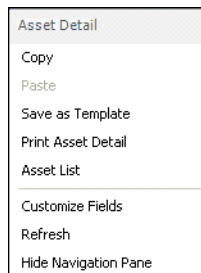
## Using the Right Mouse Button

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:



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



## 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 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.



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 five tabbed pages of information about a single selected asset.

The application opens the organization in the Asset List view. For information how to open an existing organization, see “[Opening an Existing Organization](#),” page 2-4.

### To navigate to Asset Detail

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

### To navigate to the Asset List

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

---

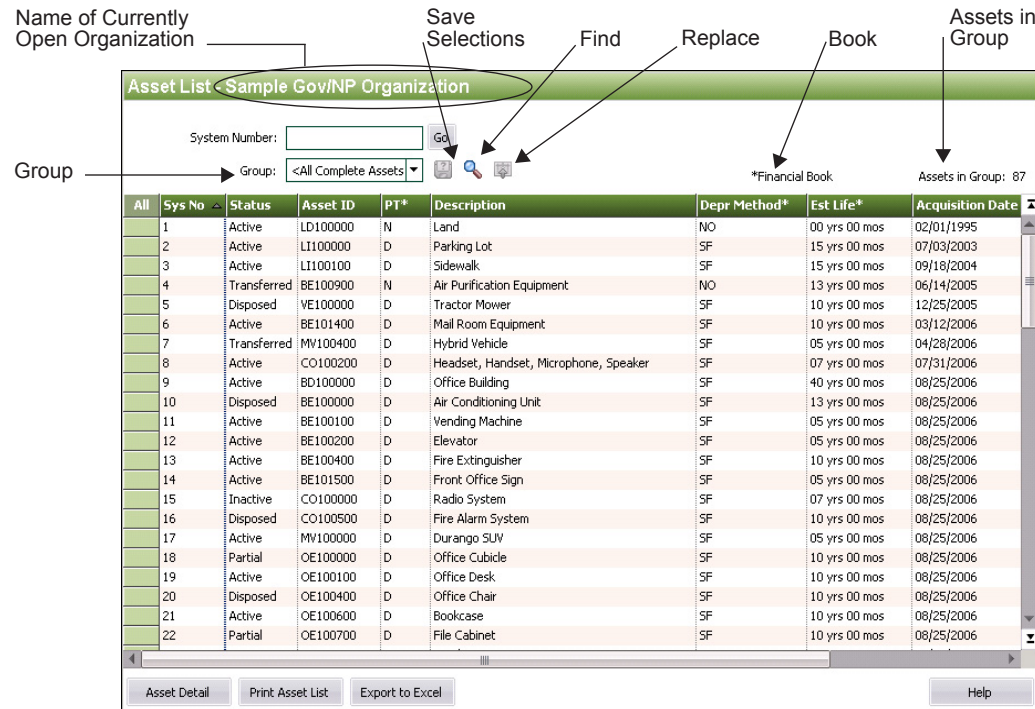
**Note:** If you don’t have any asset selected, the application displays Asset Detail of the first asset listed in the Asset List view.

---

The diagrams on the following pages illustrate the most important elements of the main window in both the Asset List, [page 3-10](#), and Asset Detail, [page 3-19](#). Following the diagrams are brief explanations of most elements.

## Asset List

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



The following describes the elements of the Asset List.

- **Group**

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

- **Save Selections Icon**

Create a group quickly by selecting assets. Select the assets in the Asset List that you want to save as a group, and then click this icon. For more information, see [“Completing the Save Selections Dialog,” page 4-20.](#)

- **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 3-28.](#)

- **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 3-18.](#)

- **Book Name**

Book that includes the book field columns (indicated by asterisks) displaying on the Asset List.

- **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 3-19.](#)
- **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 3-16.](#)

## Viewing Asset Groups

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

The application creates five default groups when an organization is created:

- All Complete Assets
- All Incomplete Assets
- Active Assets
- Disposed Assets
- Inactive Assets

You can select one of these groups to see a subset of the assets within the organization that qualify for the group. For more information, see [“Predefined Groups,” page 4-15.](#)

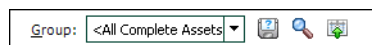
In addition, you can create your own groups using Group Manager. For more information, see [“Creating Groups,” page 4-18.](#)

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 view.

## Selecting Assets

The Asset List allows you to select one or more assets in the view to perform asset functions, such as disposals, bulk transfers, or calculating depreciation using standard Windows controls. For more information, see [“Disposing Individual Assets,” page 7-4,](#) [“Transferring Multiple Assets,” page 7-18,](#) and [“Calculating Depreciation for Your Assets,” page 9-3.](#)

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 3-19.

#### **To select an individual asset from the Asset List**

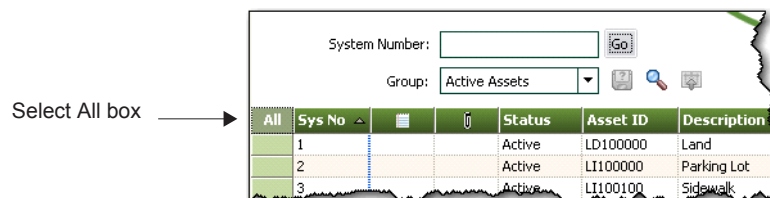
- Do any of the following:
  - Click anywhere in the row that contains the asset you want to select.
  - Use the Go field to find and select the asset.

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.

- Do any of the following:
  - Select Edit/Select All from the menu bar.
  - Click the Select All box in the upper-left corner of the Asset List.



The application highlights all assets in the current group.

#### **To unselect all assets in the current group from the Asset List**

- Do any of the following:
  - Select Edit/Unselect All from the menu bar.
  - Click the Select All 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**

- Select the first asset by clicking anywhere in the row that contains the asset.
- Press and hold the Shift key on the keyboard.
- 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**

- Select the first asset by clicking anywhere in the row that contains the asset.
- 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 3-13](#).
- Sorting the assets temporarily by viewing any column in ascending or descending order. See [“Temporarily Changing the Asset Sort Order,” page 3-13](#).
- Freezing a column to keep it in view as you scroll through the columns. See [“Freezing a Column in the Asset List,” page 3-14](#).
- Changing the width of columns. See [“Changing the Column Width,” page 3-15](#).
- Hiding fields by removing them from the Asset List view. See [“Hiding a Field,” page 3-15](#).
- Selecting which fields display on the Asset List window. See [“Adding and Removing Fields,” page 3-15](#).

For information about restoring your Asset List view, see [“Restoring Your Asset List View,” page 3-16](#).

## 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.
2. Drag the column header to its new location. Two red arrows indicate the new location of the column.
3. Release the mouse button.

---

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

---

## 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). For more information, see [“Completing the Sort Criteria Tab,” page 4-23](#). 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 organization 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 organization. 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 organizations, as well as when you exit from the application 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, and then release the line.

---

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

---

### ***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.

## Hiding a Field

Follow the steps below to hide a field on the Asset List.

### ***To hide a field***

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.

## Adding and Removing Fields

Follow the steps below to add or remove fields on the Asset List.

### ***To add or remove fields***

1. Select Customize/Asset List from the menu bar. The Customize Asset List window opens.
2. By default, all the general information fields are listed in the Selected Fields list, and the book fields are listed in the Available Fields list.
3. To display book fields on the Asset List, select the book in the Select Book field for which book fields you want displayed. The Financial book is selected by default. The selected book will be displayed on Asset List.

4. View the list of fields currently in the book in the Available Fields list and the Selected Fields list:
  - To add fields to the Asset List for the book, select a field (or to select multiple fields, hold down the Shift key for contiguous fields or the Ctrl key for non-contiguous fields) then click the right arrow button to add it to the Selected Fields list, which will show the field on the Asset List.

---

**Note:** An asterisk next to a field name indicates that it is a book field and hidden fields are indicated as (Hidden).

---

- To remove a field from the Asset List, select it on the Selected Fields list and then click the left arrow button to move it back to the Available Fields list. The System Number, Status, Image, and Notes fields cannot be removed.
  - Optionally, use the Up and Down buttons to change the order of the field columns on the Asset List. Select a field and then click the Up or Down arrow to move it up or down on the list. The System Number field must always be the first column so it cannot be moved.
5. If necessary, click Restore Defaults to restore the default general information fields for the book and to discard your changes.
  6. Click OK to save your selections.

---

**Note:** If you add fields to the Asset List window and are experiencing performance issues, remove book fields and unused general information fields (including hidden fields) from the Selected Fields list on the Customize Asset List window.

---

## 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, 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 system 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 3-11.](#)

### 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 an organization, make sure the currently active group in the Asset List is All Complete 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 3-18.](#)

### Reserved words for Replace feature

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 3-11](#).

### To replace data for all assets

1. Make sure the currently active group in the Asset List is All Complete 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 3-11](#).

---

### ■ 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:** You cannot enter certain words in the Look For or Replace With fields because they are reserved by the application. For more information, see [“Reserved words for Replace feature,” page 3-17.](#)

---

■ **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 five asset pages. You can access the pages by clicking the corresponding tabs. For more information, see [“Using the Tabs in Asset Detail,” page 3-21.](#)

**Asset Detail - Sample Gov/NP Organization**

**Asset 18: Office Cubicle**  
Status: Partial  
System Number: 18 Go [Left Arrow] [Right Arrow] Group: <All Complete Assets>

**Asset Tabs:** Main Transactions Notes Images History

**Apply Template:** Select Template Name

System Number: 18.003

**General Information** > Items in bold are required fields

Asset ID	OE100000	Description	Office Cubicle
Fund	01	<b>G/L Asset Account</b>	01-800-1550
<b>Location</b>	Office	<b>G/L Accum Account</b>	01-800-2100
Department	800	<b>G/L Expense Account</b>	01-800-8150
Class	OE	Quantity	20
Purchase Order	OE-57114	Invoice Date	08/18/2006
Vendor	New Life Office	Owner	Madison James
Serial Number		State	VA
Override RV	No	Replacement Value	\$5,023.00
Custom Field 3		Cap/Exp	C

**Book Information**

Acquisition Date: 08/25/2006 Activity Type: ☒ Governmental ☐ Business

	Financial	Custom 1	Custom 2
<b>Property Type</b>	D	D	D
<b>Placed-in-Service Date</b>	08/25/2006	08/25/2006	08/25/2006
<b>Acquisition Value</b>	\$5,000.00	\$5,000.00	\$5,000.00
<b>Depreciation Method</b>	SF	DB200	YS
<b>Estimated Life</b>	10 yrs 00 mos	10 yrs 00 mos	10 yrs 00 mos
<b>Salvage Value</b>	\$0.00	\$0.00	\$0.00
<b>Beginning Date</b>	12/2011	12/2011	12/2011

Asset List Print Detail Save Asset Help

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 3-8.

### ■ Group

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

### ■ Asset Tabs

Asset tabs display additional information about your assets, such as disposals, transfers, history, and more. For more information, see “[Using the Tabs in Asset Detail,](#)” page 3-21.

### ■ Apply Template

This field allows you to select from a list of available asset templates that you can apply to an existing asset or use to create a new asset. An asset template is a set of standard general-information-field and book-information-field entries that you create. For more information, see “[Asset Templates,](#)” page 6-18.

### ■ General Information Fields

The general information fields contain information about the asset that does not affect depreciation calculations. Whenever you add a new asset into the application, you enter data into the general information fields. These fields can be used to create asset groups. For more information, see “[Completing the General Information Fields,](#)” page 6-3.



■ **Book Information Fields**

The book information fields display depreciation data specific to each book displayed in the column headings. In Asset Detail, you can view all depreciation data for a single asset. Use the scroll bars to the right to scroll through all available fields. For more information, see [“Completing the Book Information Fields,” page 6-5.](#)

■ **Depreciation Books**

The three depreciation books available in the application are displayed across each of these column headings. Data in each column relates to the book listed at the top of the column. For more information, see [“Sage Fixed Assets Depreciation Books,” page A-2.](#)

■ **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 6-23.](#)

■ **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, such as depreciation amounts, disposal and transfer information, history events, and more.

Asset Detail contains the following tabs:

- Main tab, [page 3-22](#)
- Transactions tab, [page 3-23](#)
- Notes tab, [page 3-24](#)
- Images tab, [page 3-25](#)
- History tab, [page 3-26](#)

## The Main Tab of Asset Detail

Main
Transactions
Notes
Images
History

Apply Template: Select Template Name

System Number: 18.003

General Information

> Items in bold are required fields

Asset ID	OE100000	Description	Office Cubicle
Fund	01	<b>G/L Asset Account</b>	01-800-1550
<b>Location</b>	Office	<b>G/L Accum Account</b>	01-800-2100
Department	800	<b>G/L Expense Account</b>	01-800-8150
Class	OE	Quantity	20
Purchase Order	OE-57114	Invoice Date	08/18/2006
Vendor	New Life Office	Owner	Madison James
Serial Number		State	VA
Override RV	No	Replacement Value	\$5,023.00
Custom Field 3		Cap/Exp	C

Book Information

Acquisition Date: 08/25/2006 Activity Type: ☒ Governmental ☐ Business

	Financial	Custom 1	Custom 2
<b>Property Type</b>	D	D	D
<b>Placed-in-Service Date</b>	08/25/2006	08/25/2006	08/25/2006
<b>Acquisition Value</b>	\$5,000.00	\$5,000.00	\$5,000.00
<b>Depreciation Method</b>	SF	D6200	Y5
<b>Estimated Life</b>	10 yrs 00 mos	10 yrs 00 mos	10 yrs 00 mos
Salvage Value	\$0.00	\$0.00	\$0.00
Beginning Date	12/2011	12/2011	12/2011
Beginning YTD	\$0.00	\$0.00	\$0.00

The Main tab of Asset Detail contains two categories of fields:

### ■ General Information Fields

Fields on the main system window that contain general business information about your assets; for example, G/L Asset Account and Purchase Order. This information does not affect the depreciation calculations, but is useful for asset management. You can customize these fields and also define and use 12 additional fields for your own purposes. For more information, see [“Completing the General Information Fields,” page 6-3.](#)

### ■ Book Information Fields

Data entry fields that accept or display depreciation data specific to each book displayed in the column headings. All of these fields affect the depreciation calculations. Examples include the Depreciation Method field and the Acquisition Value field. For more information, see [“Completing the Book Information Fields,” page 6-5.](#)

**Tip:** You can move the gray divider between the General Information and Book Information fields to display more or fewer fields in each section.

## The Transactions Tab of Asset Detail

The screenshot shows the 'Transactions' tab selected in the application interface. At the top, there are tabs for 'Main', 'Transactions', 'Notes', 'Images', and 'History'. To the right of these tabs is an 'Apply Template:' dropdown menu with 'Select Template Name' as the current selection. Below the tabs, a text box provides instructions: 'Select View Transaction to make changes to the most recent transaction and to view all other transactions. Select Delete Last Transaction to delete the most recent transaction. The most recent transaction is displayed at the top of the list.' Below this text are three buttons: 'View Transaction', 'Delete Last Transaction', and 'Disposal Worksheet'. The main area displays two transaction entries. The first entry is titled '8/1/2012 Partial Disposal' and is expanded, showing details: Disposal Date: 8/1/2012, Disposal Method: Sale, Disposal Amount: \$1,000.00, Cash Proceeds: \$0.00, Non-Cash Proceeds: \$0.00, Expense of Sale: \$100.00, Original Asset: 18.001, Disposed Asset: 18.002, and Remaining Asset: 18.003. The second entry is titled '1/1/2012 Partial Transfer' and is collapsed, showing details: Transfer Date: 1/1/2012, Transfer From: 800, Transfer To: 500, Transfer Amount: \$6,000.00, Original Asset: 18.000, Transferred Asset: 78.000, and Remaining Asset: 18.001. A vertical scrollbar is visible on the right side of the transaction list.

The Transactions tab displays information about disposals and transfers for the selected asset. From this tab, you can:

- Make changes to the most recent disposal or transfer.
- Delete the most recent disposal or transfer.
- View all other disposals and transfers.
- View the disposal calculation for any disposal.

### ■ View Transaction Button

Click this button to edit or view information about a disposal or transfer.

---

**Note:** You can edit only the most recent transaction (transfer or disposal). If you select an earlier transaction, you can view the information but you cannot edit it.

---

### ■ Delete Last Transaction Button

Click this button to delete the most recent transaction. For more information, see [“Deleting Asset Transactions,” page 7-25](#).

### ■ Disposal Worksheet

Click this button to view the Disposal Worksheet. For more information, see [“Viewing the Disposal Calculation,” page 7-11](#).

---

**Tip:** You can collapse and expand the transaction information on the Transactions tab. To collapse the information for a transaction, click the minus (-) sign next to the transaction. To expand the information for a transaction, click the plus (+) sign.

---

### The Notes Tab of Asset Detail

The screenshot shows the 'Notes' tab selected in the application interface. At the top, there are tabs for 'Main', 'Transactions', 'Notes', 'Images', and 'History'. To the right of these tabs is a dropdown menu labeled 'Apply Template:' with the text 'Select Template Name'. Below the tabs, a text area contains the instruction: 'Enter any notes or special information about the asset below, and then click Add Note. Click Edit Note to make changes to notes. Click Save Asset to save the note.' The main area is divided into two sections. The upper section contains a text input field with the date and time 'May 29, 2012 11:33 AM' and an 'Add Note' button. The lower section contains a list of notes. The first note is dated 'March 2, 2004 09:49 AM' and reads 'Maintenance - Performed 4 wheel alignment'. The second note is dated 'June 14, 2005 11:53 AM' and reads 'Maintenance - Replaced tires'. An 'Edit Note' button is located at the bottom right of the lower section.

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 to the asset***

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

Select the Link Image button to associate an image from the Image List with the asset.

Link Image Remove Link Print View

Automobile  
Invoice

**Mail Solutions**  
896 N. Main Street, Suite 201 C-D  
Lewisville, TX 75067  
Off: 555-420-8600 Fax: 555-420-8660  
E-mail: john.smith@mailsolutions.com

**#925902381M**  
Sample Company  
Herndon, VA 20171  
Phone: 555-748-4907  
Fax: 555-298-72-393

Attention: Mimi Date: 3-15-06

INVOICE DETAIL			
Item #	Qty.	Work Item Description	Amt
445-3	1	Deluxe Mail Sorting and Storage Unit	\$3,258.00

Use the Images tab to associate an image with the selected asset.

### ■ Link 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 Link Button

Click this button to remove the selected image from the Images tab. To remove the image link, select the image from the list in the left-hand pane, and then click the Remove Link button. Removing the image link does not delete the image from your computer. You can relink 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 window 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 on 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 Escape key to return to the Images tab.

For more information, see [“Storing and Viewing Asset Images,” page 6-9.](#)

## The History Tab of Asset Detail

Use the buttons to display the history of actions performed on assets in Summary or in Detail format. To change the events that are recorded in History, use the History Setup feature in System Administration.

Summary Detail

Action	Date	Description
Imported Asset Information	July 23, 2010 10:17:15 PM	Asset was created by a custom import
Depreciation Calculated	July 28, 2010 09:51:32 AM	Depreciation was calculated through 6/30/2011
Transferred Asset	August 31, 2010 07:48:50 PM	Partially transferred asset within the organization
Changed Book Information	August 31, 2010 07:48:50 PM	Information in the Acquired Value field was changed
Changed Book Information	August 31, 2010 07:48:50 PM	Information in the Begin Date field was changed
Changed Book Information	August 31, 2010 07:48:50 PM	Information in the Begin Accum field was changed
Changed Book Information	August 31, 2010 07:48:50 PM	Information in the Begin Accum field was changed
Changed Book Information	August 31, 2010 07:48:50 PM	Information in the Begin Accum field was changed
Asset Partially Disposed	August 31, 2010 07:49:55 PM	Partially disposed, gain/loss was calculated as of 8/1/2012
Changed Book Information	August 31, 2010 07:49:55 PM	Information in the Acquired Value field was changed
Changed Book Information	August 31, 2010 07:49:55 PM	Information in the Begin Accum field was changed
Changed Book Information	August 31, 2010 07:49:55 PM	Information in the Begin Accum field was changed
Changed Book Information	August 31, 2010 07:49:55 PM	Information in the Begin Accum field was changed

[What events can I view here ?](#)

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.

You can decide which events in an asset's life you want to track. For more information, see [“Setting Up History Events,” page 5-25](#).

There are two different views you can use to view the History tab.

- **Summary Button**

Click this button to see a quick look at asset history.

- **Detail Button**

Click this button to view more in-depth historical information about individual events.

For a description of the historical actions that the application tracks and more information, see [“Asset History Events,” page 6-24](#).

## 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 general information or book information fields of an asset.

- **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. For more information, 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 general information or book information fields.

### ***To find an asset using the Go field***

---

**Tip:** You may want to select the All Complete 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, and 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 for 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 3-8](#).

### ***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 3-28](#).

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.

### **Reserved words for Find feature**

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 system displays the Find results 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.

#### ☐ For Book

Use this field to specify the book that contains the field you selected above. This field appears only if you select a book information field in the Look In drop-down list box.

### ■ 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 4-16.

### ■ Find What

Use this field to type the specific value you want to find in the selected field.

---

**Note:** 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](#),” page 3-27.

---

### ■ 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.

September 2010						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9
Today						

2. Select a date from the calendar. For more information, see [“Selecting Dates in the Calendar,”](#) page 3-30.

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
<b>Working with Many Assets:</b>	
<b>Ctrl+R</b>	Refresh the selected group
<b>Working with an Asset:</b>	
<b>Ctrl+A</b>	Create new asset
<b>Ctrl+S</b>	Save changes to an asset, or save a new asset
<b>Ctrl+P</b>	Print the detail of an asset
<b>Moving between Fields in Asset Detail:</b>	
<b>Tab</b>	Move to next entry field or button
<b>Shift+Tab</b>	Move to previous entry field or button
<b>Ctrl+Right Arrow</b>	Skip to next depreciation book
<b>Ctrl+Left Arrow</b>	Skip to previous depreciation book
<b>Editing a Field in Asset Detail:</b>	
<b>Alt+Down Arrow</b>	Open a drop-down list box, calendar, or other special function
<b>Working with Depreciation Books in Asset Detail:</b>	

Key Combination	Feature
<b>Ctrl+D</b>	Apply book defaults
<b>Ctrl+Q</b>	Quick depreciation projection
<b>Standard Windows key combinations:</b>	
<b>Space</b>	Toggle a check box
<b>F1</b>	Open the Help index
<b>Ctrl+K</b>	Launch the online calculator
<b>Alt+A, Alt+B (etc.)</b>	Execute the command that contains the underscored letter
<b>Cut/Copy/Paste:</b>	
<b>Ctrl+X</b>	Edit/Cut
<b>Ctrl+C</b>	Edit/Copy
<b>Ctrl+V</b>	Edit/Paste
<b>Moving between Windows/Applications:</b>	
<b>Alt+F4</b>	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 the calculator.



# Chapter 4

## Setting Up the Product

---

### In this chapter:

Setting Preferences .....	4-1
Creating a New Database .....	4-4
Creating a New Organization .....	4-5
Predefined Groups .....	4-15
Customizing Asset Fields .....	4-25

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, organizations, 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 4-2](#).

### *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 4-2](#).
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 organizations

- restoring backed-up organizations

### ***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 Organization on Startup check box. The last organization opened will open automatically when you start the application.
- Clear the Automatically Show Assets Snapshot check box. Although the Assets Snapshot provides useful information at a glance, you probably do not need to view it every time 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.
- Select the Automatic Book Defaults check box. When you finish entering asset information in the Financial book, the application will enter default information in the other open books.
- Select a Favorite Link. If you use a Sage Fixed Assets link to a general ledger application, your favorite link will appear at the bottom of the Links menu, making it easier to select when you need it.

## **Completing the Preferences Dialog**

Follow the guidelines below to complete the Preferences dialog.

### ■ **Application Options**

#### ☐ **Activate Organization on Startup**

Select this check box if you want the last open organization to open when you start the application.

#### ☐ **Automatically Show Assets Snapshot**

Select this check box if you want to display the Assets Snapshot dialog every time you open an organization. See [“Viewing an Assets Snapshot,” page 5-1.](#)

### ■ **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 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 4-25](#).

#### ■ Data Entry Options

##### ☐ Automatic Book Defaults

Select this check box to enable the automatic defaulting feature. This feature defaults information you’ve entered from the Financial book into the other open books. This is an extremely useful feature when you are adding a new asset. It saves data entry time.

##### ☐ Display Asset Warnings

Select this check box if you want warning messages displayed each time you enter data that is inconsistent with depreciation concepts and rules. For more information, see [“Setting Asset Warning Preference,” page D-2](#).

##### ☐ Disable Report Definition Warnings

Click this check box if you want a warning message displayed when you select another report without saving your changes in the Report Definition dialog. Clear this check box if you do *not* want the warning message displayed.

##### ☐ Activate Non-Sage Fixed Assets Fields

Select this check box to use asset groups created in Sage Fixed Assets Tracking and to use Sage Fixed Assets Tracking fields when creating new groups and finding asset data. This option is available only if you have installed Sage Fixed Assets Tracking. You must have opened the organization in Sage Fixed Assets Tracking to view these groups and fields.

##### ☐ 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 C-2](#).

---

**Note:** This check box is available only for network products.

---

#### ■ Go Options

Use this field to specify which of the two 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 or an Asset ID 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.

#### ■ 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 organizations. See [“Setting the Default Folder for File Creation,” page 4-1](#).

##### ☐ Browse Button

Click this button to select the default folder for file creation.

## ■ Favorite Link

Use this field to select the general ledger link that you use most often. The selected link appears at the bottom of the Links menu, making it easier to access. See [“Selecting a Favorite Sage Fixed Assets Link,”](#) page F-1.

## Creating a New Database

The application already has a default database containing the demonstration data for three sample companies (one for each entity type). You can store your new organization 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 1-5. 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 an organization open, a message asks if you want to close the currently open organization.

2. Click Yes to continue. The Database List Manager dialog appears. See [“Completing the Database List Manager Dialog,”](#) page 5-35.
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 4-4.

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 Organization

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

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

---

**Note:** If your organization uses short fiscal years, make sure you complete the Short Years tab before you calculate depreciation. For more information, see [“The Short Years Tab,”](#) page 4-10.

---

Before creating your first organization, make sure you read [“Understanding Organizations,”](#) page 1-5.

## Choosing the Entity Type

To create a new organization, 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	<p><b>Seven Depreciation Books:</b> Tax, Internal, State, AMT, ACE, Custom 1, Custom 2</p> <p><b>Tax-related fields in Asset Detail:</b> Business Use %, Section 179 Deduction, Investment Tax Credit, 168 Allowance %</p> <p><b>Depreciation Options:</b> MACRS Convention Switch, 168 Allowance Switch</p> <p><b>U.S. Tax Reports:</b> Adjusted Current Earnings, Alternative Minimum Tax, FASB 109 Projection, Midquarter Applicability, Form 3468 - ITC, Form 4255 - ITC Recapture, Form 4562 - Depreciation &amp; Amortization, Form 4626 - Corporate AMT, Form 4797 - Sales of Property</p>
Canadian Organization	<p><b>Three Depreciation Books:</b> Financial, Budgetary 1, Budgetary 2</p> <p><b>Allocations:</b> Apportion an asset's cost, depreciation expense, and accumulated depreciation among different funding sources and functions within your organization</p> <p><b>T2S(8) Manager:</b> Calculate the annual Capital Cost Allowance for Canadian tax filings.</p> <p><b>Additional Financial Reports:</b> Capital Assets Note Disclosure, Change in Capital Assets</p>
Government & Nonprofit Organization	<p><b>Three Depreciation Books:</b> Financial, Budgetary 1, Budgetary 2</p> <p><b>Allocations:</b> Apportion an asset's cost, depreciation expense, and accumulated depreciation among different funding sources and functions within your organization</p> <p><b>Additional Financial Reports:</b> Capital Assets Note Disclosure, Change in Capital Assets</p>

---

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

---

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

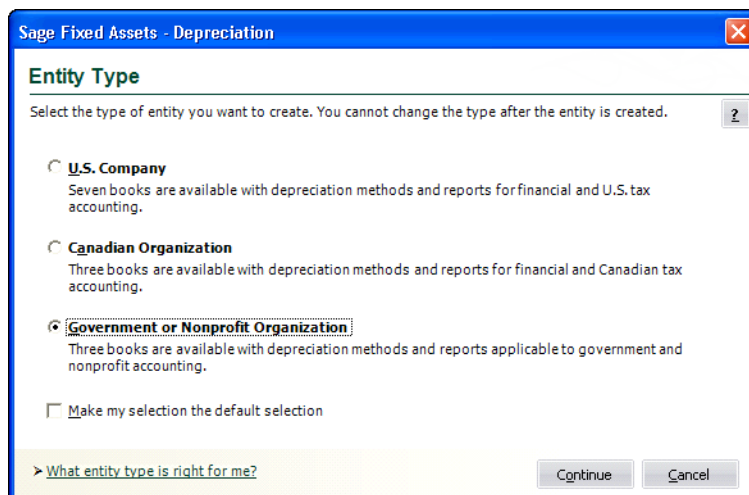
---

**Note:** When no companies or organizations are open, the menus and dialogs display the word **Company**, rather than the word **Organization**.

---

## To create a new organization

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



2. Click the Government or Nonprofit Organization option button to indicate the type of organization you want to create. For more information, see [“Completing the Entity Type Dialog,” page 4-6](#).
3. Click the Continue button. The New Organization dialog appears.
4. Complete the New Organization dialog, and then click OK. See [“Completing the New Organization Dialog,” page 4-7](#).

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

## Completing the Entity Type Dialog

Follow the guidelines below to complete the Entity Type dialog. For more information, see [“Choosing the Entity Type,” page 4-5](#).

- **U.S. Company**  
Click this option button if you want to create a company using depreciation books for financial and U.S. tax accounting.
- **Canadian Organization**  
Click this option button if you want to create an organization using depreciation books for financial and Canadian tax accounting.
- **Government or Nonprofit Organization**  
Click this option button if you want to create an organization using depreciation books for government and nonprofit accounting.

### ■ 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 Organization Dialog

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

Organization Information

Organization/Setup Information

Book-Related Tabs

Database Information

Book Defaults		Short Years	Book Overrides	Contact Information	Notes
		Financial	Budgetary 1	Budgetary 2	
Open Book		Yes	Yes	Yes	
Book Title		Financial	Budgetary 1	Budgetary 2	
Fiscal Year End		December	December	December	
Default Method		SL	SL	SL	
Enable Begin Fields		Yes	Yes	Yes	

The New Organization dialog is divided into the following sections:

- Organization information at the top. See “The Organization Information Section,” page 4-7.
- Setup information. See “The Setup Information Section,” page 4-7.
- Tabs in the middle: Book Defaults, page 4-9, Short Years, page 4-10, Book Overrides, page 4-12, Contact Information, page 4-14, and Notes, page 4-15.
- Database information at the bottom. See “The Database Information Section,” page 4-8.

## The Organization Information Section

Follow the guidelines below to complete the organization information section of the New Organization or Edit Organization dialog.

### ■ Name (Required Field)

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

## The Setup Information Section

Follow the guidelines below to complete the setup information section of the New Organization or Edit Organization dialog.

■ **Start Date (Required Field)**

Use this field to specify the start date of your organization. Enter the date in MM/YYYY format. For more information, see [“Entering Dates in Date Fields,” page 3-29](#). The date entered in this field cannot be later than the placed-in-service date of the organization’s oldest asset.

---

**Note:** If you have entered assets in an organization, changing the Start Date affects your short years, which in turn may affect depreciation calculations. You may need to reset depreciation to the beginning date and recalculate depreciation for all three books. For information on resetting depreciation, see [“Resetting Depreciation,” page 9-5](#).

If you change the Start Date, the application displays a warning message:  
Click the Yes button to change the Start Date; otherwise, click the No button.

---

■ **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 application. The System Number initially begins with 1. However, if you have more than one organization, you might want your assets’ System Numbers to remain unique. To ensure unique System Numbers, start the System Numbers for additional organizations at a much higher level.

For example, Organization #1 might start at 1, Organization #2 at 5001, and Organization #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 an organization can enter into the application. For example, if you entered a starting system number of 300,000, you could not create more than 700,000 assets for the organization.

---

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

---

■ **Transfer By**

Use this field to select the general information field you want to use to conduct transfers of your assets. For instance, the most common type of transfer is by location. If you want to conduct transfers based on location, select the Location field here. You can *only* conduct transfers by the field selected in the organization setup. If you need to conduct a transfer by another field at a later date, you can re-enter the organization setup and change this field.

## The Database Information Section

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

■ **Database**

Use this field to select the database in which you want to store the organization you are creating. You can select a database only when you first create an organization.

■ **New Database Button**

Click this button if you want to create a new database to store the organization you are creating. The New Database dialog appears. This button is available only when you first create an organization. See [“Completing the New Database Dialog,” page 4-4](#).

■ **Copy Setup Button**

Click this button to display a dialog that allows you to copy the organization setup information from another organization to this organization. For information on copying an organization setup, see [“Copying an Organization Setup,” page 5-13](#).

## The Book Defaults Tab

Follow the guidelines below to complete the Book Defaults tab of the New Organization or Edit Organization dialog.

Book Defaults	Short Years	Book Overrides	Contact Information	Notes
	Financial	Budgetary 1	Budgetary 2	
Open Book	Yes	Yes	Yes	Yes
Book Title	Financial	Custom 1	Custom 2	
Fiscal Year End	June	June	June	
Default Method	SF	DB	YS	
Enable Begin Fields	Yes	Yes	Yes	Yes

The application can keep as many as three depreciation books for each organization. In brief, these books are:

Name	Description
Financial	For financial depreciation calculations (GASB)
Budgetary 1	For use as desired
Budgetary 2	For use as desired

The fields on the Book Defaults tab are arranged in columns and rows. One field is duplicated across a row and corresponds to the book listed at the top of each column. The information you enter on the Book Defaults tab affects the book information fields you access when adding a new asset. For more information, see [“Completing the Book Information Fields,” page 6-5](#).

### ■ Open Book

Use this field to specify whether you want to use the book listed at the top of the column.

You can open and close individual books at any time. Closing a book does not affect data already entered, but you cannot access the data until you reopen the book. Also, the application will not enter default information in closed books.

### ■ Book Title

This field displays the name of the book in the current column. You cannot edit the book title for the Financial book because the purpose of this book is predefined. For the Budgetary book 1 or 2, you can change the title to identify your use of the book.

### ■ Fiscal Year End

Use this field to select the last month of the organization's *original* fiscal year. The end of the fiscal year may be different in different books. The default fiscal year-end is December.

---

**Note:** If the end of the fiscal year has changed since the organization's first year, click the Short Years tab and enter the change(s) there. Afterwards, the fiscal year-end field will reflect the current fiscal year-end.

---

For information about this field when a short year has been entered, see [“Short Years Example,” page 4-11](#).

If the organization's first year of operation was less than 12 months and you later need to correct the original fiscal year-end date, you must first clear all the short years. The best way to do this is to select the Short Years tab and click the Clear Short Years button. The application clears the

short years entered in Years 2 to 20 (if any). You can now return to the Book Defaults tab and enter the correct year-end dates for the organization's first year in the Fiscal Year End field. For information on clearing short years, see ["Clearing Short Years," page 4-11](#). If you have already calculated depreciation, you must also reset depreciation. See ["Resetting Depreciation," page 9-5](#).

## ■ Default Method

Use this field to select a default depreciation method for the Budgetary books. The default method for all three books is the straight-line method (method SL). For more information, see ["Depreciation Method," page 6-6](#).

## ■ Enable Begin Fields

Use this field to specify whether you want the application to allow users to enter beginning depreciation amounts for assets. The default allows users to enter beginning amounts in all books.

---

**Note:** After you have entered all assets previously maintained on another fixed asset system, you may want to disallow entry of beginning amounts in order to protect the data; these fields are not required for newly acquired assets.

---

## The Short Years Tab

Follow the guidelines below to complete the Short Years tab of the New Organization or Edit Organization dialog.

	Book Defaults	Short Years	Book Overrides	Contact Information	Notes
	Financial		Budgetary 1		Budgetary 2
Year 1	06/2007		06/2007		06/2007
Year 2					
Year 3					
Year 4					
Year 5					
Year 6					
Year 7					
Year 8					
Year 9					

You need to use the Short Years tab only if you are entering an organization's past history, or if you are editing an organization setup and want to enter the dates of current or future short years. An initial short year is completed automatically if you complete the Book Defaults tab and indicate that the first year of operation is less than 12 months.

You can enter up to twenty different short years for each book. If the first year of operation was a short year, its fiscal year-end date appears in the dialog and is disabled. All fields on this tab are date fields. Enter dates in the MM/YYYY format, or use the calendar to select the fiscal year-end. For more information on entering dates, see ["Entering Dates in Date Fields," page 3-29](#).

## ■ Year 1

When setting up an organization that has a *first* year of less than 12 months duration based on the Start Date, this field is completed automatically based on the entries you made in the Organization Information fields. If the *first* year of operation is not a short year, this field is available for use in the future. See the explanation for Years 2-20 below.

## ■ Years 2-20

Use the fields in each row to enter the month and year of the new fiscal year-end for each book listed at the top of the column.

The application assumes that a fiscal year ends with the last day of the month. It also assumes the new fiscal year-end is in effect for subsequent years, unless you enter another new fiscal year-end.

---

**Note:** Ideally, you should enter a short year before you calculate depreciation for the given year. However, if you need to enter a short year after you've initially calculated depreciation for the year, or if you need to change a short-year date you've entered (including a short first year of operation), you must clear all previously calculated depreciation figures by resetting depreciation. See [“Resetting Depreciation,” page 9-5](#). You do not need to reset depreciation if you are adding a short-year date later than the date(s) through which you have calculated current depreciation for all assets.

**Example:** Organization A has a fiscal year-end of December 2010. They have calculated depreciation through June when they realize they will have a short year ending in August 2010. Organization A should reset depreciation on all active assets that were previously calculated through June because the original calculations assumed a full 12-month fiscal year.

---

### Short Years Example

Suppose that the ABC Town was established in May 2002 and decided to use a fiscal year-end of April. In 2005, the town adopted a new fiscal year-end of December. In 2010, the ABC Town was required to change its fiscal year-end to September. How would you enter this in the application?

Note that the first year of operation for the ABC Town was not a short year. Enter a Start Date of 5/2002. For the fiscal year-end, on the Book Defaults tab, you enter April. The organization had two subsequent short years, so you select the Short Years tab. In the Year 1 field, you enter the first new fiscal year-end date, 12/2005. Then you enter the second new fiscal year-end date of 09/2010 in the Year 2 field.

The application considers the fiscal year-end from 12/2005 through 2009 to be December, and the fiscal year-end after 12/2009 to be September. The Fiscal Year End field on the Book Defaults tab now shows September. The application automatically makes all adjustments necessary to prorate depreciation for the short years when you update depreciation.

### Clearing Short Years

You can click the Clear Short Years button to clear the short years entered in Years 2 to 20 on the Short Years tab. A message asks for your confirmation before clearing the short years.

To clear the Year 1 field, you must select the Book Defaults tab and enter a month in the Fiscal Year End field that is 12 months after the Start Date. For example, if the Start Date is 01/2010, then enter December in the Fiscal Year End field. Because the fiscal year-end is now 12 months after the date the operation began, the application clears the short years in the Year 1 field on the Short Years tab.

If you clear short years, you must also reset depreciation for all assets that have system-calculated depreciation. For more information, see [“Resetting Depreciation,” page 9-5](#).



## The Book Overrides Tab

Follow the guidelines below to complete the Book Overrides tab of the New Organization or Edit Organization dialog.

Book Defaults	Short Years	<b>Book Overrides</b>	Contact Information	Notes
	<b>Financial</b>	<b>Budgetary 1</b>	<b>Budgetary 2</b>	
Adjustments	Immediate	Immediate	Immediate	

The Book Overrides tab displays some of the default settings used to calculate the depreciation of your assets if they were previously depreciated using another solution. You can override any of the defaults on this tab by selecting another valid option.

By default, the application does not apply a depreciation adjustment amount to your prior depreciation calculations. The depreciation adjustment amount is the difference between the user-entered beginning depreciation amounts and the amounts the application calculates for the same period.

You may want to change the default settings applied by the application.

### ■ Adjustments

Use this field to specify how you want the application to adjust incorrect depreciation calculation amounts that result from mixing past calculation amounts (calculated outside of a Sage Fixed Assets application) with current Sage Fixed Assets Depreciation calculations. You need only concern yourself with this field if you added assets to Sage Fixed Assets for which another system previously calculated depreciation. Note that this option only affects assets that were underdepreciated before they were added to the application.

When you add previously depreciated assets to the application, you can enter beginning depreciation amounts. These are the amounts previously calculated by another accounting system.

The application then calculates depreciation for the same dates and arrives at its own depreciation amount. The difference between the two amounts, if any, is called the depreciation adjustment amount. The Depreciation Adjustment report lists all depreciation adjustment amounts for all assets in the application.

After you know that you have depreciation adjustment amounts in the application, you might want to reconcile them.

There are two kinds of depreciation adjustment amounts, only one of which you can do anything about (i.e., underdepreciated assets):

### □ Overdepreciated Assets

If you entered a Beginning Date and a Beginning Depreciation amount that is more than the application calculates to be correct, the asset is considered overdepreciated. The application continues to correctly calculate as much depreciation as you would be entitled to for that asset for each subsequent year. The application stops calculating depreciation when the asset is fully depreciated, thereby actually taking less depreciation than you would otherwise be entitled to in the last year of the asset's life. This is because you took that depreciation earlier in the asset's life than you should have.



#### ❑ Underdepreciated Assets

If you entered a Beginning Date and a Beginning Depreciation amount that is less than the application calculates to be correct, the asset is considered underdepreciated. Again, the application continues to correctly calculate as much depreciation as you would be entitled to for that asset for each subsequent year. However, because the application generally does not calculate depreciation beyond an asset's estimated life, the asset might remain on the books indefinitely with a net book value remaining unless you set an adjustment convention. There are a number of ways you can handle the adjustment, depending on which depreciation method you are using.

You have three options for handling underdepreciated assets. Each of these options contains at least one exception. The exceptions are explained below.

- **None:** Select this option to take no adjustment. The asset will never be fully depreciated, leaving a residual value of the adjustment amount. (This is not the case for the depreciation methods listed below. These methods handle the None option differently, as explained.)
- **Immediate:** Select this option to take an immediate adjustment. After entering the beginning depreciation amount, the application takes the adjustment amount the next time you calculate depreciation. The adjustment is included in the Depreciation This Run values. The adjustment is recorded in the month following the beginning date. If you run depreciation within the same fiscal year as the beginning date, it will be included in the Current Year to Date values. If the next time you run depreciation you skip the fiscal year of the beginning date, (for example, you calculate depreciation for a future period), then the adjustment will display in the Prior Accum Depreciation values. In reports, the Key Code column displays an "a" for adjustment.  
**Note:** This is not the case for depreciation method RV, which handles this adjustment type the same as it does for None and Postrecovery, as explained below.
- **Postrecovery:** Select this option to take a postrecovery period adjustment. The application takes the adjustment amount in the first period in the next fiscal year after the end of the asset's life. The asset is then fully depreciated. On the Depreciation Expense report for the postrecovery period, the Year-to-Date columns reflect the adjustment amount, and the Key Code column displays an "a" for adjustment. (This is not the case for the depreciation methods listed below. These methods handle this adjustment type differently, as explained.)

If you are using the depreciation methods listed below, both the None and Post Recovery adjustment types prorate the adjustment amount over the asset's remaining life. These methods do not make the adjustment as explained above, because the calculations are based on the remaining net book value.

- Declining-balance (DB)
- Declining-balance half-year (DH)
- Declining-balance modified half-year (DD)
- Declining balance, no switch to SL (DC)
- Declining-balance, half-year, no switch to SL (DI)
- Declining-balance, modified half-year, no switch to SL (DE)
- Remaining value over remaining life (RV)

There is an exception to how the application applies a Post Recovery adjustment for the declining-balance depreciation methods listed above.

When an asset's Beginning Date is during the fiscal year in which the asset's life ends, the application takes the Post Recovery adjustment in the first period of the following fiscal year.

When an asset's Beginning Date is after the fiscal year in which the asset's life ends, the application takes the Post Recovery adjustment in the period following the Beginning Date.

Here are some examples:

An asset's life ends on 6/30/10, at which point it should be fully depreciated. Berryville, a calendar year organization, has under-depreciated the asset in another solution and now enters it in Sage Fixed Assets Depreciation.

**Example A:** Berryville enters a Beginning Date of 03/10 (that is, in the last year of the asset's life). The application takes the adjustment amount when it calculates depreciation for 1/31/11, the first period in the following fiscal year.

**Example B:** Berryville enters a Beginning Date of 03/11 (that is, in the fiscal year following the fiscal year in which the asset's life ends). The application takes the adjustment amount when it calculates depreciation for 4/30/11, the first period following the Beginning Date.

## The Contact Information Tab

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

Book Defaults	Short Years	Book Overrides	Contact Information	Notes
<p>Contact Name: <input type="text" value="Veronica Curhan"/> Phone: <input type="text" value="800-331-8514"/></p> <p>Address: <input type="text" value="437 Sidney Place"/> Fax: <input type="text"/></p> <p>City: <input type="text" value="Arlington"/></p> <p>State: <input type="text" value="VA"/> Zip Code: <input type="text" value="63110"/> Country: <input type="text" value="USA"/></p>				

- **Contact Name**  
Use this field to enter the name of a contact person for the organization you are creating.
- **Address**  
Use this field to enter the address of the organization you are creating.
- **City**  
Use this field to enter the city in which the organization you are creating is located.
- **State**  
From the drop-down list, select the state or territory in which the organization you are creating is located.
- **Zip Code**  
Use this field to enter the zip code in which the organization you are creating is located.
- **Country**  
Use this field to enter the country in which the organization you are created is located.
- **Phone**  
Use this field to enter the phone number of the organization you are creating.

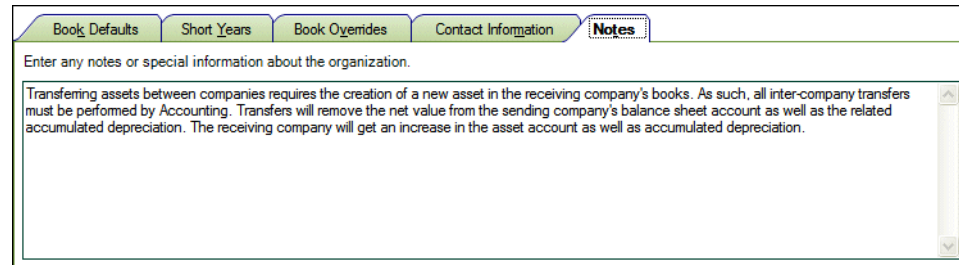
---

**■ Fax**

Use this field to enter the fax number of the organization you are creating.

## The Notes Tab

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



The screenshot shows a dialog box with several tabs: Book Defaults, Short Years, Book Overrides, Contact Information, and Notes. The Notes tab is selected and active. Below the tabs, there is a text area with the prompt "Enter any notes or special information about the organization." The text area contains the following text: "Transferring assets between companies requires the creation of a new asset in the receiving company's books. As such, all inter-company transfers must be performed by Accounting. Transfers will remove the net value from the sending company's balance sheet account as well as the related accumulated depreciation. The receiving company will get an increase in the asset account as well as accumulated depreciation." The text area has a vertical scrollbar on the right side.

## Predefined Groups

The ability to create groups is a very powerful feature for managing an organization's fixed assets. By using a predefined group you can quickly and efficiently view information, run reports, and project depreciation 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. In addition, you can decide whether you want to subtotal the assets in a group during reports.

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 five pre-defined groups for you to use:

- All Complete 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 7-3.
- All Incomplete Assets: Assets created by other Sage Fixed Assets applications, such as Sage Fixed Assets Tracking. (For information about other Sage Fixed Assets products, call 800-368-2405 or visit [www.SageFixedAssets.com/products](http://www.SageFixedAssets.com/products).)
- 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.

---

**Note:** The group All Incomplete Assets is used for assets created by other Sage Fixed Assets applications that Sage Fixed Assets Depreciation can open. You can even create groups based on fields inside Sage Fixed Assets Tracking that don't exist in Sage Fixed Assets Depreciation. Read about the Activate Non-Sage Fixed Assets Fields option in ["Completing the Preferences Dialog,"](#) page 4-2.

---

## 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 “[Sorting Groups](#),” page 4-21.

### 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	≠	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 <sup>1</sup>		5, 8	5, 6, 7, 8
is not between <sup>1</sup>		5, 8	1, 2, 3, 4, 9, 10
is not blank	∈	Any	Include all with any data
is blank	∉		Include only those with no data
equals	=	5	5
does not equal	≠	5	1, 2, 3, 4, 6, 7, 8, 9, 10
equals or is less than	≤	5	1, 2, 3, 4, 5
equals or is greater than	≥	5	5, 6, 7, 8, 9, 10

<sup>1</sup> 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 meeting, you must bring a pen *and* a pencil.
2. For the meeting, you must bring a pen *or* a pencil.

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

We separated the individuals attending the meeting into two groups. Group One brought a pen *and* a pencil. Group Two brought a pen *or* a pencil.

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 Financial book Depreciation Method is SL, write this expression:

```
Class is not CE
```

```
Financial book Depreciation Method is SL
```

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 Financial book Depreciation Method is either SL or SF, write this expression:

```
Financial book Depreciation Method is SL
```

```
Financial book Depreciation Method is SF
```

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

Financial book Depreciation Method *is* SF

Financial book Depreciation Method *is* SL

Include assets that meet the following criteria:

Acquisition Date is between 01/01/2010 and 12/31/2010  
Class is not CE  
Financial Book Depreciation Method is SF  
Financial Book Depreciation Method is SL

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 Financial book Depreciation Method *is* equal to SF OR
- where the Financial book Depreciation Method *is* equal to SL.

## Creating Groups

You can create groups of assets based on any asset attributes specified in the general information or book information fields, unless the field has been hidden from view. For more information, see [“Hiding a Field,” page 3-15](#). Therefore, a group is a request to search the current organization 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 4-16](#).

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 Complete Assets group or the All Incomplete Assets group.

---

Before creating your first group, make sure you read [“Understanding Groups,” page 1-6](#).

## 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, and then click OK. See “Completing the Field Criteria Tab,” page 4-21 and “Completing the Sort Criteria Tab,” page 4-23. 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. To access this dialog, select Customize/Group Manager from the menu bar.

- **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 organization. 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 4-21](#).

- **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 4-21](#).

- **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. On 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 Selections dialog appears.
3. Type a name for the group in the Enter New Group Name field, and 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

After you have selected assets in the Asset List, you can save the selected assets as a group. Select Asset/Save Selections from the menu bar, and 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 organization.

## 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 4-23](#). 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 Complete Assets and the All Incomplete Assets groups) 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 4-21](#).
- On the Sort Criteria tab, you define how the group is sorted. See [“Completing the Sort Criteria Tab,” page 4-23](#).

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 4-16](#).

## Completing the Field Criteria Tab

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

**Sage Fixed Assets - Depreciation**

**Add Group - Assets Over \$100K**

Create and manage criteria and sorts for viewing and working with assets.

**Field Criteria** | Sort Criteria

Criteria Selection

Look In: Beginning Date | Select an Operator: is between | Find What: MM/DD/YYYY

for Book: Financial | and: MM/DD/YYYY

Include assets that meet the following criteria:

Financial Book Acquisition Value equals or is greater than \$100,000.00

> How do I use a wildcard in a group?

OK Cancel

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

Variable X	plus, minus, equal to, etc...	Variable Y
<b>Look In</b>	<b>Select an Operator</b>	<b>Find What</b>
Criteria Selection Look In: <input type="text" value="Beginning Date"/> for Book: <input type="text" value="Financial"/>	Select an Operator: <input type="text" value="is between"/>	Find What: <input type="text" value="MM/DD/YYYY"/> and: <input type="text" value="MM/DD/YYYY"/>
equals your group.		

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). For detailed information on criteria expressions, see [“Understanding and Specifying Criteria,” page 4-16](#).

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. For non-Depreciation fields, the system displays the application name in parentheses next to the field name in the drop-down list. For information on activating non-Depreciation fields to include them in the list of fields, see [“Completing the Preferences Dialog,” page 4-2](#).

## ■ For Book

Use this field to specify the book that contains the field you selected above. This field appears only if you select a book information field in the Look In drop-down list.

## ■ 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 4-16](#).

## ■ 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 Centerville, the application will find assets that contain CENTERVILLE 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. In reports, they are also ordered by book. The Sort Criteria tab of the Add/Edit Group dialog allows you to change the order in which assets are listed in the Asset List and in reports. You can also indicate whether you want subtotals to appear for each sort level in reports. There is information critical to creating complex sort criteria in [“Complex Expressions,” page 4-16](#). Refer to it if you plan to build such a sort.

**Note:** You can override the sort criteria that you select on the Sort Criteria tab when you run reports.

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 to use as the primary sort. For non-Sage Fixed Assets fields, the system displays the application name in parentheses next to the field name in the drop-down list. (For information on activating non-Sage Fixed Assets fields to include them in the list of fields, see “Completing the Preferences Dialog,” page 4-2.)
- **Select an Order**  
Use this field to select whether you want the sort to list assets in ascending or descending order.
- **Subtotal**  
Use this field to indicate the type of subtotaling system, if any, that you want to use in reports for the selected field. Any type of subtotaling increases the size of your reports.
- **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 4-20](#).

## Customizing Asset Fields

You can customize the assets' general information fields to suit the individual needs of your organization. When customizing these fields, keep in mind that there are ten alphanumeric Custom Fields you can customize 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.

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 Accum 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 1-9](#).

### ***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 4-26.

### 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.

#### ■ Tag Field

This field displays the name of the field designated as the Tag field in Sage Fixed Assets Tracking. This field appears only if Sage Fixed Assets Tracking has been installed. 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 don't 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 4-27](#).

☐ **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 Agency, you might want the prompt to read “Enter the name of the agency 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 4-29](#).

☒ **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 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 nonalphanumeric 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 this message:

Click Yes to continue.

---

## Creating Valid Field Entries with SmartLists

You can create valid entries for your assets' general information 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.

You can copy SmartLists from one organization to another by using the Copy Setup feature in the Edit Organization dialog. For more information, see [“Copying an Organization Setup,” page 5-13](#).

Before creating your first SmartList, make sure you read [“Understanding Asset Fields and SmartLists,” page 1-9](#).

### **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, and then select the Activate SmartList check box. See [“Completing the Customize Fields Dialog,” page 4-26](#).
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 application returns to the Customize Fields dialog. See [“Completing the SmartList Manager Dialog,” page 4-30](#).
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 don't 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 organization 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**  
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 organization 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 Delete All Field List Entries dialog appears informing you of the number of existing assets in the current organization 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 4-32](#).

## 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 4-26](#).
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 4-30.](#)
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

November 07, 2011  
2:41 pm

Page 1

Sample Organization  
SmartList Report  
Field: Class

---

**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
BI	Building Improvements
BU	Bakery Utensils
CE	Computer Equipment
FF	Furniture and Fixtures
LD	Land
LH	Leasehold Improvements
LI	Land Improvements
LV	Livestock
ME	Machinery and Equipment
VH	Vehicles

11

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 Organizations

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### In this chapter:

Viewing an Assets Snapshot .....	5-1
Editing an Organization Setup .....	5-12
Copying an Organization Setup .....	5-13
Deleting Organizations and Databases .....	5-16
Using Organization Utilities .....	5-17
Managing Your Databases .....	5-33

In Chapter 4 you learned how to create a new organization. In this chapter, you'll learn to perform maintenance on your organizations by using the organization utility options. You will also learn about viewing the Assets Snapshot, which provides summary information about your organization's assets.

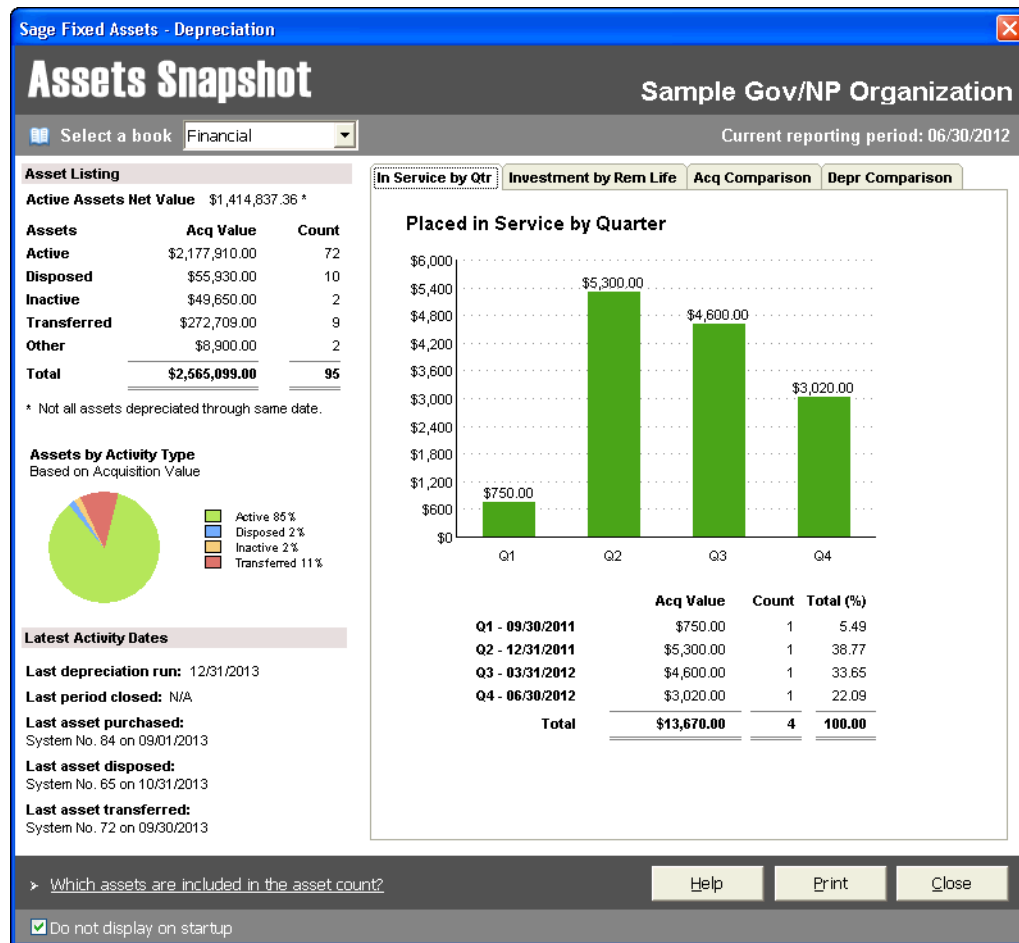
## Viewing an Assets Snapshot

The Assets Snapshot provides summary information about the currently open organization and its assets. The Assets Snapshot will not display automatically until an asset or assets have been created in an organization. Once assets have been created, the snapshot appears automatically every time you open an organization, unless you turn this option off or you don't have the appropriate security access to the snapshot. For more information, see [“Turning the Assets Snapshot Off and On,” page 5-11](#).

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

### ***To view the Assets Snapshot***

1. Open the organization for which you want to view the Assets Snapshot dialog.
2. Select Reports/Assets Snapshot from the menu bar. The Assets Snapshot dialog appears. For more information, see [“Assets Snapshot Dialog,” page 5-2](#).



## Assets Snapshot Dialog

The Assets Snapshot dialog displays summary information about the currently open organization and its assets. It is divided into the following three main sections:

- **The Header** displays the name of the current organization and the current reporting period. It also allows you to select one of the three depreciation books. For more information, see “Assets Snapshot: Header,” page 5-3.
- **Assets Overview** displays information about your assets and your latest asset activity. For more information, see “Assets Snapshot: Assets Overview,” page 5-3.
- **Charts and Charts Data** display four different charts with chart data specific to the selected chart beneath. For more information, see “Assets Snapshot: Charts and Chart Data,” page 5-5.



## Assets Snapshot: Header

The Header appears at the top of the Assets Snapshot dialog.

<b>Assets Snapshot</b>		<b>Sample Gov/NP Organization</b>
Select a book	Financial	Current reporting period: 06/30/2012

It contains the following information about the currently open organization:

- **Organization Name**  
The Header displays the name of the currently opened organization.
- **Select a Book**  
Select the depreciation book for which you want to display information in the Assets Snapshot dialog. When you select a different book from the drop-down list, the application refreshes the Assets Snapshot dialog. The next time you open the snapshot, the drop-down list displays the last selected book from the previous session, unless that book is closed. For more information, see [“Sage Fixed Assets Depreciation Books,” page A-2](#).
- **Current reporting period**  
The application displays the current reporting period date for the selected depreciation book. For more information, see [“Setting the Current Reporting Period,” page 10-9](#). If you select a new book with a different current reporting period, the application performs a refresh and updates the date in this field.

## Assets Snapshot: Assets Overview

The Assets Overview section appears on the left side of the Assets Snapshot dialog. The section displays the following information about your assets and your latest asset activity:

- **Asset Listing** displays the net value of your active assets, as well as the number of your assets and their acquisition values broken down by their current status (active, disposed, inactive, or transferred). For more information, see [page 5-3](#).
- **Assets by Activity Type** pie chart shows the relative percentage of total acquisition values of your assets by their current status of activity types. For more information, see [page 5-4](#).
- **Latest Activity Dates** displays the most recent date that various activities occurred, such as running depreciation, performing a period close, placing an asset in service, and disposing or transferring an asset. For more information, see [page 5-5](#).

### Asset Listing

The Asset Listing table is part of the Assets Overview section of the Assets Snapshot dialog.

Asset Listing		
Active Assets Net Value \$1,414,837.36 *		
Assets	Acq Value	Count
Active	\$2,177,910.00	72
Disposed	\$55,930.00	10
Inactive	\$49,650.00	2
Transferred	\$272,709.00	9
Other	\$8,900.00	2
Total	\$2,565,099.00	95

\* Not all assets depreciated through same date.

It displays the following information about your assets for the currently selected book:

■ **Active Assets Net Value**

The application displays the net book value amount for active assets (Activity Code = A). If any of the active assets have been depreciated through different dates, an asterisk appears next to the net value and a note appears below the table. The note informs you that not all assets were depreciated through the current reporting period and thus the total net book value displayed may not represent the value on your balance sheet.

■ **Assets, Acquisition Value, and Count**

The table groups your assets into five categories based on the assets' activity code status. For more information, see [“Understanding Activity Codes,” page 7-3](#). The table shows the acquisition value and number of assets in each category. The total acquisition value for all categories matches the total acquisition value on the File Listing report. For more information, see [“File Listing Report,” page 10-55](#). If an asset category does not have any saved assets, the application displays zeros in the Acq Value and Count columns.

It is possible to have a different acquisition value for an asset from one book to another. Therefore, when a different book is selected, the values may change for the Active Assets Net Value and the Acquisition Values of the assets listed in the table.

The following asset categories appear:

- **Active** - assets with an activity code A
- **Disposed** - assets with an activity code D
- **Inactive** - assets with an activity code I
- **Transferred** - assets with activity codes F, K, M, or N
- **Other** - assets with activity code J

---

**Note:** The Count column includes all of the assets in your organization, including partial disposals and partial transfers. The application counts each system number and extension number as a unique asset. This count matches the count on the File Listing report for the <All Complete Assets> group and the Asset Count option selected in the Configuration section of the Report Definition dialog.

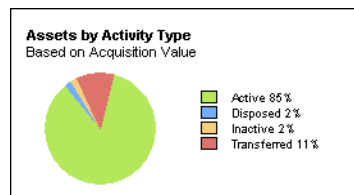
The Assets in Group field at the top right of the Asset List works differently. It counts each system number displayed in the Asset List. This number does not include assets with extension numbers. For more information, see [“Asset List,” page 3-10](#).

Therefore, the “Count” column of the Assets Snapshot may not match the Assets in Group field on the Asset List.

---

## Assets by Activity Type

The Assets by Activity Type chart is part of the Assets Overview section of the Assets Snapshot dialog.



The Assets by Activity Type pie chart shows the relative percentage of total acquisition values based on the assets' activity code status. It represents the information in your Asset Listing table above this

chart. If your organization has assets in two activity types, then the chart displays only those two activity types.

### Latest Activity Dates

The Latest Activity Dates area is part of the Assets Overview section of the Assets Snapshot dialog.

Latest Activity Dates	
<b>Last depreciation run:</b>	12/31/2013
<b>Last period closed:</b>	N/A
<b>Last asset purchased:</b>	
System No. 84 on 09/01/2013	
<b>Last asset disposed:</b>	
System No. 65 on 10/31/2013	
<b>Last asset transferred:</b>	
System No. 72 on 09/30/2013	

The application displays the following asset activities:

- **Last depreciation run**  
Displays the most recent date for which you calculated depreciation for the currently selected book.
- **Last period closed**  
Displays the most recent date for which you performed a Period Close for the currently selected book.
- **Last asset purchased**  
Displays the System Number of the asset with the most recent placed in service date.
- **Last asset disposed**  
Displays the System Number of the asset with the most recent disposal date, including partial disposals.
- **Last asset transferred**  
Displays the System Number of the asset with the most recent transfer date.

### Assets Snapshot: Charts and Chart Data

The Assets Snapshot Charts and chart data appear on the right side of the Assets Snapshot dialog. Beneath each chart, the application displays chart data specific to the selected chart.

Click a tab to display one of the following charts:

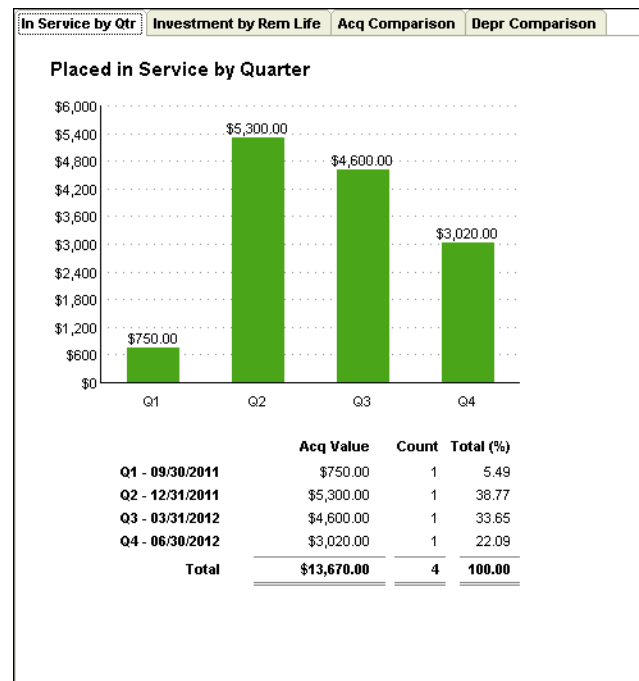
- **Placed in Service by Quarter Chart** (In Service by Qtr tab) displays the total acquisition value of the assets placed in service in each quarter of the current year. For more information, see [page 5-6](#).
- **Investment by Remaining Life Chart** (Investment by Rem Life tab) groups active assets (Activity Code = A) into four categories, according to how much time remains before the assets are completely depreciated, and compares the total acquisition values of each group. A fifth category displays active assets that have been fully depreciated or assets that have never been depreciated. For more information, see [page 5-7](#).
- **Five Year Acquisition Comparison Chart** (Acq Comparison tab) shows the total acquisition value of assets placed in service in each of the last five fiscal years. For more information, see [page 5-8](#).

- **Depreciation Comparison by Book Chart** (Depr Comparison tab) compares the total acquisition value and total accumulated depreciation for all active assets (Activity Code = A) for each open depreciation book. For more information, see [page 5-10](#).

## Placed in Service by Quarter Chart

The Placed in Service by Quarter chart shows the total acquisition value of assets placed in service in each quarter of the current year for the currently selected book.

You can view the chart by selecting it in the Assets Snapshot dialog.



The following guidelines apply to the Placed in Service by Quarter chart:

- The current year is determined by the year of the current reporting period for the currently selected book.
- The placed-in-service date determines whether an asset falls within a quarter.
- If the organization did not acquire any assets for a quarter, then the chart displays zeros for that quarter.
- An asset that is acquired and disposed of within the same fiscal year is considered an acquisition for the purposes of this chart.

**Note:** Acquisition values and fiscal years could be different from one book to the next. The chart's information could change if you select a different book.

A table beneath the chart shows the following information for each quarter:

- **Acq Value**  
Displays the total acquisition value of assets placed in service.
- **Count**  
Displays the number of assets placed in service.

### ■ Total (%)

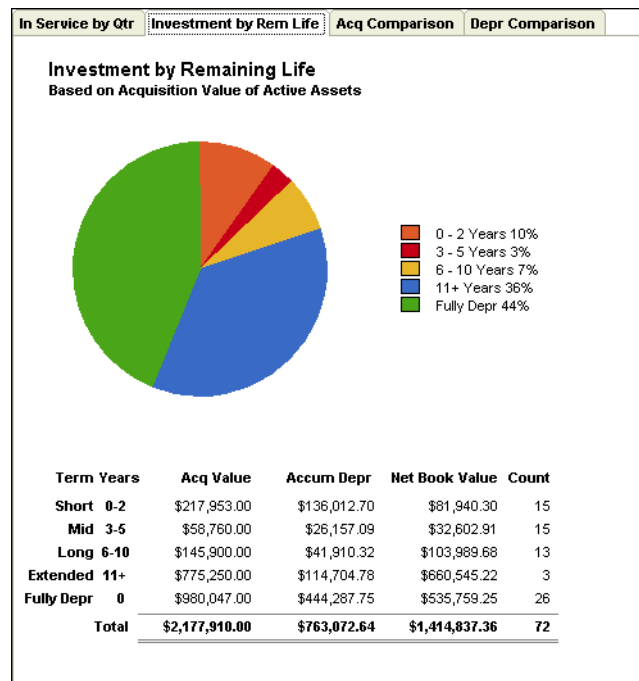
Displays the percentage of the total acquisition value.

The data displayed on this chart should match the information reported on the Quarterly Acquisition report when run for the same fiscal year, as long as the acquisition date and placed in service date are the same. For more information, see “Quarterly Acquisition Report,” page 10-68.

## Investment by Remaining Life Chart

The Investment by Remaining Life pie chart groups active assets (Activity Code = A) into five categories, according to how much time remains before the assets are completely depreciated, and compares the total acquisition values of each group. If your organization has assets in two categories, then the chart displays only those two categories.

You can view the chart by selecting it in the Assets Snapshot dialog.



The following guidelines apply to the Investment by Remaining Life chart:

- The Remaining Life and Accumulated Depreciation is determined based on the last Thru date of the asset.
- The chart displays only assets whose last status is active. Running depreciation back in time does not affect the status of the asset for the purpose of this chart.
- New assets do not appear in the chart until the assets have been depreciated. Otherwise, they will be grouped into the Fully Depreciated category.

The chart groups assets into the following categories:

Category	Remaining Life
Short	from 1 month to 2 years, 11 months
Mid	from 3 years to 5 years, 11 months
Long	from 6 years to 10 years, 11 months

Category	Remaining Life
Extended	from 11 years and above
Fully Depreciated	no remaining life left/assets not yet depreciated

---

**Note:** The remaining life for an asset is not calculated until depreciation has been run for the asset. Assets that have not been depreciated have a remaining life of zero and will be grouped in with the Fully Depreciated assets. For a correct representation of the remaining life of your assets, make sure all of your assets have been depreciated before viewing this chart.

---

A table beneath the chart shows the following information for each category:

- **Acq Value**  
Displays the total acquisition value for the assets in this category.
- **Accum Depr**  
Displays the total accumulated depreciation for the assets in this category.
- **Net Book Value**  
Displays the total net book value for the assets in this category.
- **Count**  
Displays the total number of assets in this category.

The data displayed on this chart should match the Net Grand Totals on the Net Book Value report for Current Accum Depreciation and Net Book Value when the report is run for a group with the criterion “Activity is currently A.” For more information, see [“Net Book Value Report,” page 10-60](#).

## Five Year Acquisition Comparison Chart

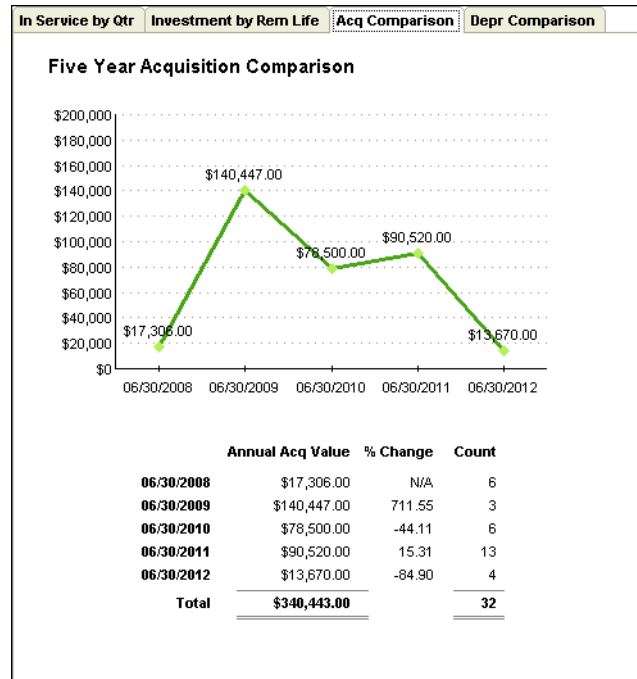
The Five Year Acquisition Comparison chart is a line graph that shows acquisitions for the last five fiscal years based on the placed in service date.

---

**Note:** The application uses the date when the asset was placed in service, NOT the date when the asset was acquired to determine the fiscal year.

---

You can view the chart by selecting it in the Assets Snapshot dialog.



The following guidelines apply to the Five Year Acquisition Comparison chart:

- The chart displays up to five fiscal years from the current reporting period on the computer.
- The date of the fiscal year-end is determined using the Sage Fixed Assets calendar for the open book entered in the organization definition.
- A fiscal year with no acquired assets will display a zero.
- A short year is considered a fiscal year for purposes of the five year display.
- An asset that is acquired and disposed of within the same fiscal year is considered an acquisition for the purposes of this chart.

**Note:** Acquisition values and fiscal years could be different from one book to the next. The chart's information could change if you select a different book.

A table beneath the chart shows the following information for each of the five fiscal years:

- **Annual Acq Value**  
Displays the total acquisition value of assets placed in service in the fiscal year.
- **% Change**  
Displays the difference in acquisition value from the previous fiscal year, shown as a percentage.
- **Count**  
Displays the number of assets placed in service in the fiscal year.

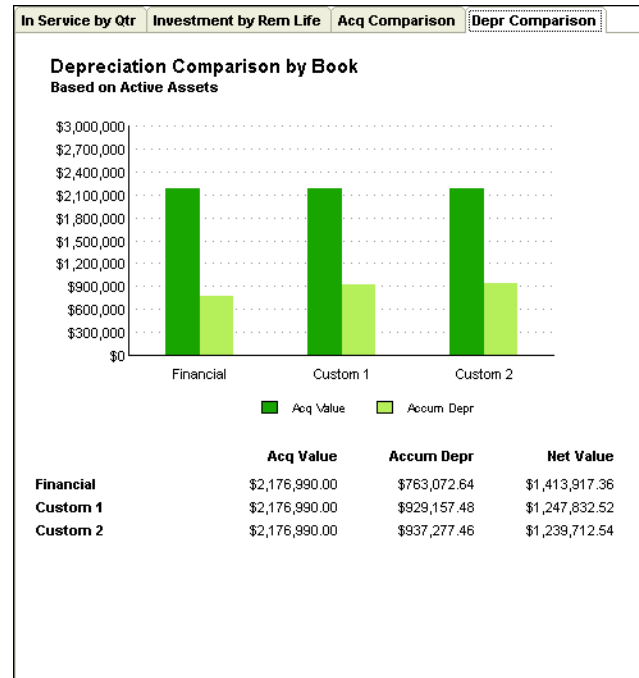
The data displayed on this chart should match the Current Year Acquisitions Grand Total on the Annual Activity report when run for groups set up for each of the five acquisition years. For more information, see [“Annual Activity Report,” page 10-37](#). For example, assuming a calendar year in acquisition year 2007, you would create a group for assets with the criterion “Placed in Service Date

is between 1/31/2007 and 12/31/2007.” You would repeat this process for each of the acquisition years.

## Depreciation Comparison by Book Chart

The Depreciation Comparison by Book chart compares the total acquisition value and total accumulated depreciation for all active assets (Activity Code = A) through the current reporting period for each open book. By selecting a different depreciation book, the chart and chart data will not change.

You can view the chart by selecting it in the Assets Snapshot dialog.



The Depreciation Comparison by Book chart displays double bars for:

- **Total Acquisition Value** of all active assets (Activity Code = A) for each open book
- **Total Accumulated Depreciation** of all active assets (Activity Code = A) for each open book

The books are in the same order as displayed in Asset Detail, with the first opened book on the far left side of the chart. If the book is closed or has no acquisition values, it will not appear in the chart.

**Note:** In order to get an accurate representation of the accumulated depreciation for each book, make sure all active assets are depreciated through the most recent date of activity in your general ledger.

A table beneath the chart shows the following information for each open book:

- **Acq Value**  
Displays the total acquisition value of all active assets for each open book.
- **Accum Depr**  
Displays the total accumulated depreciation of all active assets for each open book.



**■ Net Value**

Display the total net book value of all active assets for each open book.

The data displayed on this chart should match the Net Grand Totals for Acquisition Value and Current Accum Depreciation on the Depreciation Expense report. For more information, see “[Depreciation Expense Report](#),” page 10-49. The report should be run for a group with the criterion “Activity is currently A” and for each open book. The Net Value displayed on the chart data will match the Net Book Value Grand Total on the Net Book Value report when run for each open book and the group with the criterion “Activity is currently A.” For more information, see “[Net Book Value Report](#),” page 10-60.

## Printing the Assets Snapshot

You can print a copy of the Assets Snapshot dialog by clicking the Print button on the Assets Snapshot dialog. The application sends the currently displayed chart and the assets overview data to the printer set as default printer in Print Setup located on the File menu. The Assets Snapshot always prints in landscape orientation.

## Turning the Assets Snapshot Off and On

The Assets Snapshot appears automatically every time you open an organization unless you turn it off.

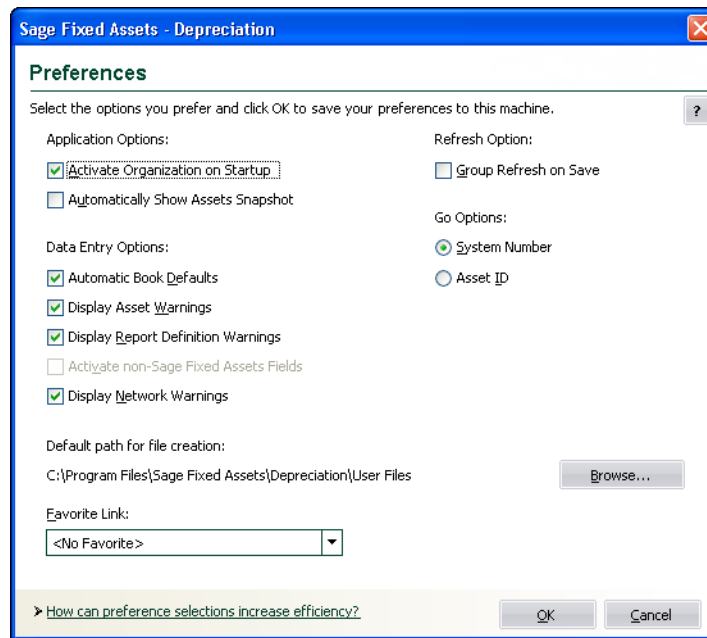
To turn off the snapshot, do one of the following:

- Select the Do not display on startup check box at the bottom of the Assets Snapshot dialog.
- Turn the display off on the Preferences dialog (see the steps below).

The snapshot no longer appears when you open an organization.

### ***To turn on or turn off the display of the Assets Snapshot***

1. Open the organization for which you want to turn on or turn off the Assets Snapshot dialog.
2. Select File/Preferences from the menu bar. The Preferences dialog appears.



3. Select the Automatically Show Assets Snapshot check box to display the snapshot. Clear the check box to turn off the display of the snapshot. For more information, see [“Completing the Preferences Dialog,” page 4-2.](#)
4. Click OK to close the Preferences dialog.

Even if you turn off the display of the snapshot on the Preferences dialog, you can still view the Assets Snapshot for the currently open organization at any time from the Reports menu. For more information, see [“Viewing an Assets Snapshot,” page 5-1.](#)

---

**Note:** Preferences are saved for the user’s machine rather than for the individual user.

---

## Editing an Organization Setup

An organization setup defines critical depreciation-related elements of an organization, such as short years and depreciation methods. Without a proper organization setup, the application cannot properly calculate depreciation on your assets. After you’ve defined an organization setup, you can edit that setup.

### ***To edit an organization setup***

1. Make sure the organization you want to edit is open.
2. Select File/Edit Organization from the menu bar. The Edit Organization dialog appears.

You can now make changes to the organization setup. The Edit Organization dialog is the same as the New Organization dialog. For full details on the fields on this dialog, see [“Completing the New Organization Dialog,” page 4-7.](#)

---

**Tip:** Making changes to the organization setup after assets have been added and depreciated will cause existing depreciation amounts to change. You will probably need to recalculate depreciation.

---

You can also use the Edit Organization dialog to copy the organization setup from another organization. See “[Copying an Organization Setup](#),” page 5-13.

## Changing Organization Settings

It is possible that changing organization settings in the Edit Organization dialog might require you to recalculate depreciation.

You must recalculate depreciation if you have existing assets for which you have already calculated depreciation and then you do one of the following:

- Enter a short year that exists during the life of any asset.
- Change a short year date that you have previously entered (including a short first year of operation).
- Change the adjustment convention on assets.

In any of these cases, you must clear all system-calculated depreciation by resetting depreciation to the Beginning Date or the Period Close Date, and then recalculating depreciation to the current through date.

## Copying an Organization Setup

You can copy an organization setup from an existing organization and apply it to a new organization or to another existing organization.

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

---

**Note:** When no companies or organizations are open, the menus and dialogs display the word **Company**, rather than the word **Organization**.

---

### *To copy an organization setup into a new organization*

1. Select File/New Organization from the menu bar. The Entity Type dialog appears.
2. Click the Government or Nonprofit Organization option button to indicate the type of organization you want to create. For more information, see “[Completing the Entity Type Dialog](#),” page 4-6.
3. Click the Continue button. The New Organization dialog appears.
4. Click the Copy Setup button. The Copy Setup dialog appears. In this dialog, select the organization and the attributes of the organization you want to copy.
5. Complete the Copy Setup dialog, and then click OK. For more information, see “[Completing the Copy Setup Dialog](#),” page 5-14. The application returns to the New Organization dialog.
6. Complete the New Organization dialog, and then click OK. Although most data should be copied from the originating organization into the New Organization dialog, you must name the new organization in this dialog, plus you should enter any additional information not copied, or make changes to the organization setup as needed. For full details on the fields in this dialog, see “[Creating a New Organization](#),” page 4-5.

---

**Note:** The new organization is not created until you click OK in step 6.

---

## ***To copy an organization setup into an existing organization***

---

**Note:** You cannot copy the Book Defaults, the Short Years, or the Book Overrides into an existing organization. This prevents you from accidentally overriding the most critical elements of your already existing organization's depreciation calculations.

---

1. Open the existing organization.
2. Select File/Edit Organization from the menu bar. The Edit Organization dialog appears.
3. Click the Copy Setup button. The Copy Setup dialog appears. In this dialog, select the organization and the attributes of the organization you want to copy.
4. Complete the Copy Setup dialog, and then click OK. See [“Completing the Copy Setup Dialog,” page 5-14](#). The application returns to the Edit Organization dialog.
5. Complete any changes to the Edit Organization dialog, and then click OK. Although most data should be copied from the originating organization, you should enter any additional information not copied. For full details on the fields in this dialog, see [“Creating a New Organization,” page 4-5](#).

### **Completing the Copy Setup Dialog**

The fields on this dialog pertain to the organization whose setup you want to copy. Follow the guidelines below to complete the Copy Setup dialog.

■ **Source Organization**

Use this field to select the organization whose setup you want to copy.

■ **Database**

Use this field to select the database that contains the organization whose setup you want to copy. You can select Database List Manager from the File menu, if you don't see the database you want. Database List Manager helps you find hidden databases. See [“Managing Your Databases,” page 5-33](#).

■ **Options**

Use these fields to specify the setup options you want to copy into the new or existing organization.

☐ **Book Defaults**

Select this check box to copy the information from the Book Defaults tab into the new organization you are creating. This option is unavailable if you are copying the setup into an already existing organization.

☐ **Short Years**

Select this check box to copy the short years into the new organization you are creating. This option is unavailable if you are copying the setup into an already existing organization.

☐ **Book Overrides**

Select this check box to copy the information from the Book Overrides tab into the new organization you are creating. This option is unavailable if you are copying the setup into an already existing organization.

☐ **Contact Information**

Select this check box to copy the information from the Contact Information tab of the source organization into the new organization. This option is unavailable if you are copying the setup into an already existing organization.

- ☐ **Organization Notes**  
Select this check box to copy the information from the Notes tab of the source organization into the new organization. This option is unavailable if you are copying the setup into an already existing organization.
- ☐ **Custom Depreciation Methods**  
Select this check box to copy any custom depreciation methods into the new organization you are creating. If you are copying the setup into an existing organization that contains custom methods with the same custom method codes as those you are copying, the application does not overwrite the already existing methods.
- ☐ **SmartLists**  
Select this check box to copy any SmartLists from the source organization into the new organization you are creating. If you are copying the setup into an existing organization that contains SmartLists for the same fields in the organization you are copying, the application overwrites the existing SmartLists.
- ☐ **Custom Fields**  
Select this check box to copy any custom fields from the source organization into the new organization you are creating. Custom fields include View, Title, Entry Mask, Default, Entry Order, and Message.
- ☐ **Customized Reports**  
Click this check box to copy any customized standard reports from the source organization into the new organization that you are creating. Expand the plus button to display a list of your customized reports then select the reports you want to copy. If you are copying customized reports into an existing organization that contains customized reports with the same name, the application applies a numeric suffix to create a unique report name.
- ☐ **Templates**  
Select this check box to copy any Templates from the source organization into the new organization you are creating. If you are copying the setup into an already existing organization that contains duplicate names for templates existing in the organization you are copying, the application overwrites the duplicate existing templates.
- ☐ **Image List**  
Select this check box to copy the list of images in Image Manager from the source organization into the new organization you are creating. If you are copying the setup into an already existing organization that contains duplicate names for images existing in the organization you are copying, the application overwrites the duplicate existing images.
- ☐ **Group Definitions**  
Select this check box to copy group definitions from the source organization into the new organization you are creating. If you are copying the setup into an already existing organization that contains duplicate names for groups existing in the organization you are copying, the application overwrites the duplicate existing groups.
- ☐ **Batch Report Definitions**  
Select this check box to copy batch report definitions into the new organization you are creating. If you are copying the setup into an already existing organization that contains duplicate names for batch reports existing in the organization you are copying, the application overwrites the duplicate batch report definitions.
- ☐ **Replacement Value**  
Select this check box to copy the information from the Replacement Value dialog, including the RV Setup tab and the RV Index tab. The application does not copy calculated Replacement Value or Replacement Value override information pertaining to individual assets.

## Deleting Organizations and Databases

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

We recommend that you first back up an organization 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 Organizations,” page 5-27](#). After you have backed up the organization, you can easily restore the organization at a later date, even if you have deleted it. For more information, see [“Restoring a Backed-Up Organization,” page 5-29](#).

You can delete only one organization at a time. You cannot have any organizations open when deleting an organization.

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

---

**Note:** When no companies or organizations are open, the menus and dialogs display the word **Company**, rather than the word **Organization**.

---

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

### ***To delete an organization***

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 organization.
3. Click Yes to delete the organization.
4. Click the Close button to close the Delete Company dialog.

### ***To delete a database***

1. Delete all organizations 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 organization you want to delete from the list of existing organizations. If the organization you want to delete is not displayed, you might be looking in the wrong database. To change the list of organizations, select a different database in the Database field.

---

**■ Database**

Use this field to select the database that contains the organization 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. See “[Managing Your Databases](#),” page 5-33.

**■ Delete Button**

Click this button to delete the selected organization.

---

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

---

## Using Organization Utilities

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

### Merging Organizations

You can merge two or more organizations to create a third organization. The organizations you merge must all possess the same fiscal year-end dates and short years. The original organizations used in the merge remain intact and are not affected by the merge.

The first organization you select for merging is referred to as the primary organization. The application uses the primary organization to define many important aspects of the new organization created during the merging process, including the fiscal year-end date and any short years. Once you select a primary organization, the application makes available only those organizations with data compatible for a merge with the primary organization. The following information is copied directly from the primary organization:

- Book defaults
- Book overrides
- Custom fields
- Group definitions
- Short years
- SmartLists
- Templates
- Batch report definitions
- Replacement Value setup

All organization information for the new organization, except for password security information, is copied from the primary organization.

The assets in the organization created by the merge will have different System Numbers than they did in their original organizations. During the merge, you have the option of running an Asset Map report which matches up the old System Numbers with the new ones. This report is a one-time offer. You can only run it during the merge. If you want to keep this information, make sure you print the report and store it in your files.

---

**Note:** In order to merge organizations, you must have security rights to all organizations you are merging.

---

You must close any open organization prior to initiating a merge.

---

**Note:** When no companies or organizations are open, the menus and dialogs display the word **Company**, rather than the word **Organization**.

---

## To merge organizations

1. Select File/Organization Utilities/Merge Organizations from the menu bar. The Merge Companies dialog appears.

The screenshot shows the 'Merge Companies' dialog box within the 'Sage Fixed Assets - Depreciation' application. The dialog is divided into three main sections: 'Step 1: Select Companies', 'Step 2: Create Company', and 'Step 3: Select Options'. In 'Step 1', there is a list of 'Available Companies' (Papa's Pizza, Sample Canadian Organization, Sample Gov/NP Organization, Sample U.S. Company) and a list for 'Companies to be merged', with arrows for moving items between them. Below this is a 'Database' dropdown set to '<DEFAULT>'. 'Step 2' includes a 'New Company Name' text field and another 'Database' dropdown, also set to '<DEFAULT>', with a 'New Database...' button. 'Step 3' features a 'Starting System Number' field with the value '1' and a checkbox for 'Print Asset Map of System Numbers'. At the bottom, there is a link for 'What is an Asset Map?' and 'OK' and 'Cancel' buttons.

2. Complete the Merge Companies dialog, and then click OK. See “[Completing the Merge Companies Dialog](#),” page 5-19. The application automatically merges the organizations into the new organization and returns you to the main application window. If you opted to run the Asset Map report, the report is displayed. Print the report, or click the Close button to return to the main application window.

If you are merging the organization into a database containing an organization with the same name, the Rename Company dialog appears.

3. Do one of the following:
  - Enter a new name for the merged organization, and then click the Rename button.



- Click the Append button if you want to add assets to an existing organization without changing its name. For more information, see [“Completing the Rename Company Dialog,” page 5-20.](#)

To view the merged organization, open the organization as you would any other.

## Completing the Merge Companies Dialog

Follow the guidelines below to complete the Merge Companies dialog.

### ■ Step 1: Select Companies

#### ☐ Available Companies

Use this field to select the organizations you want to merge. Select the primary organization first, add it, then select the rest. You can select more than one organization at a time.

---

**Note:** After you select the primary organization, the Available Companies field displays only organizations having the same fiscal year-end dates and short years as the primary organization. The available organizations are the same entity type as the primary organization.

---

#### ☐ Database

Use this field to select the database that contains the organizations you want to merge. You can merge organizations from different databases.

#### ☐ >> (Add Button)

Click this button to add organizations you have selected for the merge into the list of organizations to be merged.

#### ☐ << (Remove Button)

Click this button to remove organizations from the list of organizations to be merged.

#### ☐ Companies to be Merged

This field displays the organizations to be merged, and the order in which they are to be merged.

### ■ Step 2: Create Company

#### ☐ New Company Name

Use this field to specify a name for the new organization that the merge will create.

#### ☐ Database

Use this field to select the database in which to store the new organization.

#### ☐ New Database Button

Click this button if you want to create a new database to store the organization created by the merge. The New Database dialog appears. For more information, see [“Completing the New Database Dialog,” page 4-4.](#)

### ■ 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 it assigns to the first asset in the new organization. Thereafter, the system assigns all other assets 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 merge. This report is available only during a merge; you cannot produce it at any other 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 name for the new organization that will contain the assets and customization features of the merged organizations. To rename the organization, click the Rename button.

- **Append Button**

Click this button if you want to add assets to the merged organization without changing its name.

- **Rename Button**

Click this button to change the name of the organization that will contain the merged assets and customization features. You must enter a new name in the New Company Name field to enable this button.

## Copying an Organization

You might want to copy an organization in order to create a new organization using the same data. If all you want to copy is the organization setup in order to create a new organization, see [“Copying an Organization Setup,” page 5-13](#).

When you copy an organization in its entirety, an exact copy of the original organization is created, including its assets. The System Numbers remain intact.

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

---

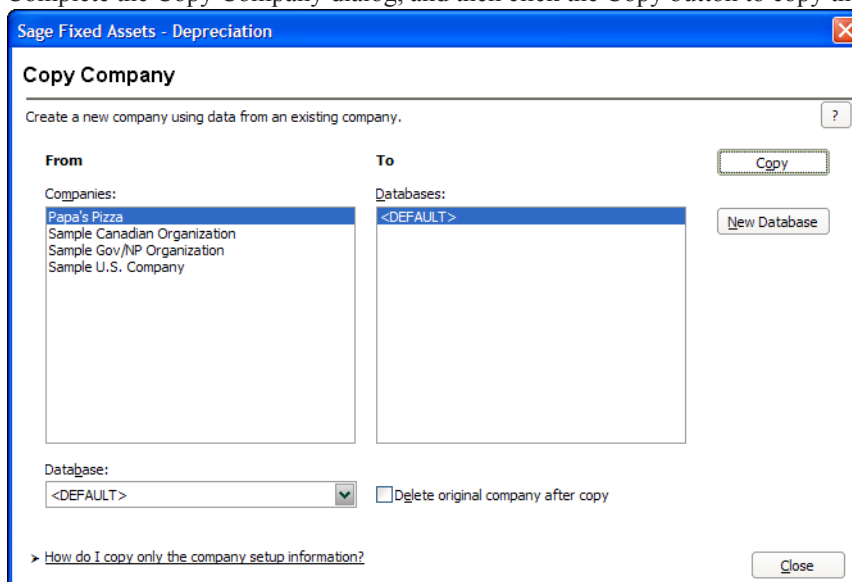
**Note:** When no companies or organizations are open, the menus and dialogs display the word **Company**, rather than the word **Organization**.

---

### ***To copy an organization***

1. Select File/Organization Utilities/Copy Organization from the menu bar. The Copy Company dialog appears.

2. Complete the Copy Company dialog, and then click the Copy button to copy the organization.



See “[Completing the Copy Company Dialog](#),” page 5-21. If you’re copying the organization into the same database, or into a database containing an organization with the same name, the Rename Company dialog appears.

3. Enter a name for the new organization. If you want to overwrite an organization 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 organization into the same database. See “[Completing the Rename Company Dialog](#),” page 5-22. The application begins the copy process, and then returns to the Copy Company dialog.
4. 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 organization you are copying.

#### ❑ Companies

Use this field to select the organization you want to copy from the list of existing organizations. If the name of the organization you want to copy is not displayed, you might be looking in the wrong database. To change the list of organizations, select a different database in the Database field.

#### ❑ Database

Use this field to select the database containing the organization 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 5-33.

#### ❑ Delete Original Company After Copy

Select this check box if you want to delete the original organization after the copy is created. When you click the Copy button, a message asks you to confirm the deletion.

### ■ To

Use this field to describes the organization to create during the copying process.

❑ **Databases**

Use this field to select the database in which you want to store the new organization created by the copying process.

---

**Tip:** We recommend copying an organization to a new database. Copying an organization to the database in which it currently resides may cause performance problems.

---

■ **Copy Button**

Click this button to copy the selected organization.

■ **New Database Button**

Click this button to display a dialog that allows you to create a new database to store the organization you are copying. For more information, see [“Completing the New Database Dialog,” page 4-4.](#)

## 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 organization that you are copying. To rename the organization, click the Rename button.

■ **Overwrite Button**

Click this button to overwrite the existing organization with the same name as the one you are copying.

■ **Rename Button**

Click this button to change the name of the organization that you are copying. You must enter a new name in the New Company Name field to enable this button.

## Extracting Assets from Another Organization

You can extract assets from an existing organization and place them into a new organization. When extracting assets, you are actually copying them and placing them into the new organization. The organization from which you extracted the assets is not affected.

Extractions are based on groups. You must extract an entire group of assets from an organization. If you want to extract only a selection of assets from one organization, create a group out of the selection in the original organization, and then you can extract that group.

You can extract assets into a new organization. You cannot extract assets into an existing organization.

---

**Note:** The destination organization that receives the extracted assets will be the same entity type as the source organization. For example, if you extract assets from a Government or Nonprofit Organization, the destination organization will be a Government or Nonprofit Organization. For more information about entity types, see [“Choosing the Entity Type,” page 4-5.](#)

---

The application assigns System Numbers to the assets you extract, based on the starting System Number of the new organization. For example, if you extract three assets with System Numbers of 51, 55, and 57, and you place them in a new organization with a starting System Number of 1, the application assigns System Numbers 1, 2, and 3 to the assets.

All organization information for the new organization, except for password security information, is copied from the organization from which you are extracting the assets (including SmartLists and organization setup information).

**Note:** To extract assets, you must have security rights to the organization from which you are extracting the assets.

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

**Note:** When no companies or organizations are open, the menus and dialogs display the word **Company**, rather than the word **Organization**.

### To extract assets

1. Select File/Organization Utilities/Extract Assets from the menu bar. The Extract Assets dialog appears.

The screenshot shows the 'Sage Fixed Assets - Depreciation' dialog box with the 'Extract Assets' tab selected. The dialog is divided into three steps:

- Step 1: Select Source Company and Group**
  - Database: <DEFAULT>
  - Company: Sample Gov/NP Organization
  - Group: <All Complete Assets> (selected), Active Assets, Asset Location, Assets Over \$100K, Disposed Assets
- Step 2: Create Destination Company**
  - New Company Name: (empty text box)
  - Database: <DEFAULT>
  - New Database... button
- Step 3: Select Options**
  - Starting System Number for new assets: 1
  - Print Asset Map of System Numbers: (unchecked checkbox)

At the bottom, there is a link 'What happens when assets are extracted?' and 'OK' and 'Cancel' buttons.

2. Complete the Extract Assets dialog, then click OK. See [“Completing the Extract Assets Dialog,” page 5-24.](#)

If an organization with the same name as the destination organization already exists, the Rename Company dialog appears.

3. Enter a name for the destination organization. If you want to overwrite an organization with the same name in the selected database, click the Overwrite button; otherwise, click the Rename button. See [“Completing the Rename Company Dialog,” page 5-25.](#)

The application automatically extracts the assets and creates the new organization, and then returns to the main application window.

## 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 organization from which you are extracting the assets.

☐ **Database**

Use this field to select the database that contains the organization from which you want to extract the assets.

☐ **Company**

Use this field to select the organization from which you want to extract assets.

☐ **Group**

Use this field to select the group you want to extract from the organization specified in the Company field.

### ■ Step 2: Create Destination Company

Use these fields to describe the organization you are creating as a result of the extraction process.

---

**Note:** The destination organization that receives the extracted assets will be the same entity type as the source organization. For example, if you extract assets from a Government or Nonprofit Organization, the destination organization will be a Government or Nonprofit Organization. For more information about entity types, see [“Choosing the Entity Type,” page 4-5](#).

---

☐ **New Company Name**

Use this field to enter a name for the new organization you are creating out of the extracted assets.

☐ **Database**

Use this field to select the database in which you want to store the new organization you are creating.

☐ **New Database Button**

Click this button if you want to create a new database to store the new organization containing the extracted assets. The New Database dialog appears. For more information, see [“Completing the New Database Dialog,” page 4-4](#).

### ■ 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 organization. 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 organization that will contain the extracted assets. To rename the organization, click the Rename button.

### ■ Overwrite Button

Click this button to overwrite the existing organization with the same name as the destination organization that will contain the extracted assets.

### ■ Rename Button

Click this button to change the name of the destination organization 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 6-24.

### *To set up history events*

1. Select File/Organization Utilities/History/Setup History from the menu bar. The Setup History dialog appears.

The screenshot shows the 'Setup History' dialog box within the 'Sage Fixed Assets - Depreciation' application. The dialog has a title bar with the application name and a close button. Below the title bar, the text 'Setup History' is displayed in green. A instruction reads: 'Select the history events you want to track by checking the box next to the individual event below.' To the right of this text is a help icon (?). The main area contains a table with two columns: 'History Events' and 'On'. The 'On' column has checkboxes for each event. The events listed are: Program Tasks, 168 Allowance Switch (U.S. Companies only), Activate Asset, Adjustment Calculated, Asset Creation, Changed Book Information, Changed General Information, Close Period, Copy Book Information (U.S. Companies only), Delete Last Transaction, Depreciation Calculated, Dispose Asset, and Inactivated Asset. The checkboxes for '168 Allowance Switch', 'Adjustment Calculated', 'Asset Creation', 'Changed Book Information', 'Close Period', 'Copy Book Information', 'Delete Last Transaction', 'Dispose Asset', and 'Inactivated Asset' are checked. Below the table is a 'Purge Schedule' section with three options: 'Never delete history' (selected with a radio button), 'Delete history after' followed by a text box and 'days', and 'Confirmation required' (unchecked checkbox). At the bottom of the dialog are three buttons: 'Restore Defaults', 'OK', and 'Cancel'.

History Events	On
Program Tasks	<input type="checkbox"/>
168 Allowance Switch (U.S. Companies only)	<input checked="" type="checkbox"/>
Activate Asset	<input type="checkbox"/>
Adjustment Calculated	<input checked="" type="checkbox"/>
Asset Creation	<input checked="" type="checkbox"/>
Changed Book Information	<input checked="" type="checkbox"/>
Changed General Information	<input type="checkbox"/>
Close Period	<input checked="" type="checkbox"/>
Copy Book Information (U.S. Companies only)	<input checked="" type="checkbox"/>
Delete Last Transaction	<input checked="" type="checkbox"/>
Depreciation Calculated	<input type="checkbox"/>
Dispose Asset	<input checked="" type="checkbox"/>
Inactivated Asset	<input type="checkbox"/>

Purge Schedule

☒ Never delete history

☐ Delete history after  days. ☐ Confirmation required

Restore Defaults OK Cancel

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 application will track the event. 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 revert to the default settings for this dialog.

## Purging Asset History

When you purge the asset history from an organization, you lose the record of events that pertain to each asset. For more information, see [“Asset History Events,” page 6-24](#). Before you decide to do this, you may want to back up your organization so that you can recover the asset history information at a later date. For information on backing up your organization, see [“Backing Up Your Organizations,” page 5-27](#).

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 5-25](#).

When you purge history manually using the Purge History dialog, you can either delete all history events, or you can delete history events prior to a date that you specify.

You can delete the asset history from a single organization, or you can delete the asset history from all of the organizations in the selected database.

---

**Note:** When no companies or organizations are open, the menus and dialogs display the word **Company**, rather than the word **Organization**.

---



## To purge asset history

1. Select File/Organization 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 5-27](#). 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 organization (or organizations) from which you want to purge asset history. You can purge asset history from one database at a time.

### ■ Company

Use the list of organizations in this field to select the organization (or organizations) from which you want to purge asset history. You can purge asset history from all of the organizations in the selected database, or from a single organization 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 organization (or organizations).

#### ☐ 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 Organizations

It is extremely important for you to make backup copies of the data in your organizations 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 organization 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 Organization,” page 5-29](#).

You might also want to back up your data before deleting groups of assets, performing a global field change, resetting depreciation, or deleting an organization, 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 organization.

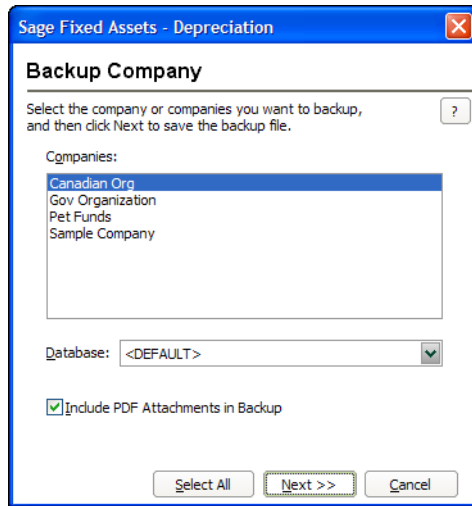
---

**Note:** When no companies or organizations are open, the menus and dialogs display the word **Company**, rather than the word **Organization**.

---

## ***To make a backup of your organization data***

1. Select File/Organization Utilities/Backup Organization 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 5-28](#). The 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 organization (or organizations) 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 Organization,” page 5-29](#).

## **Completing the Backup Company Dialog**

Follow the guidelines below to complete the Backup Company dialog.

### ■ Companies

Use this field to select the organization (or organizations) you want to back up.

---

**Note:** To select more than one organization in the Companies field, hold down the Control key when you select the organizations. The application highlights each organization as you select it. To select several organizations that appear consecutively in the list, hold down the Shift key, and then select the first and last organizations. The application highlights the first and last organizations and all of the organizations in between them.

---

- **Database**  
Use this field to select the database that contains the organization (or organizations) 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 organizations 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 Organization

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 organizations you have backed up.

During the restore process, you can choose whether to delete the Depreciate history events from the backed-up database that you are restoring. Deleting unwanted Depreciate history events can decrease the size of the database, speed up the restore process, and improve on-going program performance.

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

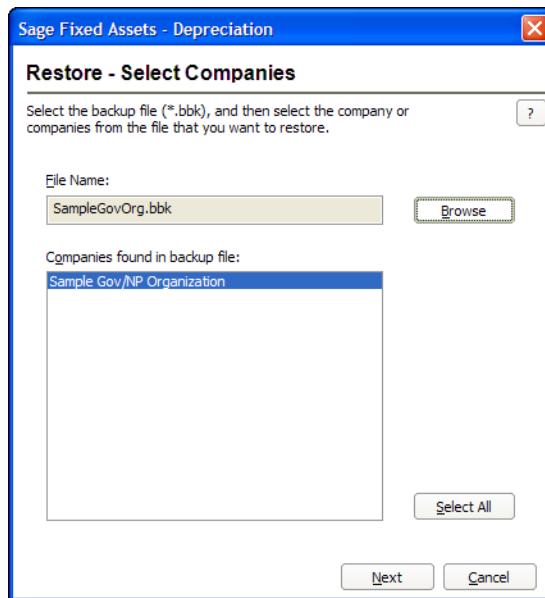
---

**Note:** When no companies or organizations are open, the menus and dialogs display the word **Company**, rather than the word **Organization**.

---

### *To restore a backed-up organization*

1. Select File/Organization Utilities/Restore Organization from the menu bar. The Restore - Select Companies dialog appears.



2. Complete the Restore - Select Companies dialog, and then click the Next button when finished. See [“Completing the Restore - Select Companies Dialog,” page 5-31](#). 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 5-32](#). 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 5-32](#). 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 organization with the same name as an organization already existing in the selected database, the Restore - Rename Company dialog appears. See [“Completing the Restore - Rename Company Dialog,” page 5-32.](#)

- To rename the organization that you are restoring, type a new name in the New Company Name field, and then click the Rename button.
- To replace the existing organization that has the same name as the organization you are restoring, click the Overwrite button.

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

- If you are restoring more than one organization and you want to replace all of the existing organizations that have the same names as the organizations 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 organization (or organizations) 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 organization (or organizations) contained in the backed-up file. You can choose to restore one or more of the organizations found in the backup file.

---

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

---

#### ☐ Select All Button

Click this button to select all of the organizations 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 organization or organizations. See [“Completing the Restore - Choose Destination Dialog,” page 5-32.](#)

## 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 organization (or organizations) restored.

---

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

---

- **Existing Companies**

This field lists the organizations already residing in the selected database.

---

**Note:** If you begin to overwrite an existing organization and then you cancel the restore process, the application deletes the organization 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 organization or organizations that you are restoring. See [“Completing the Restore - Purge History Dialog,” page 5-32.](#)

## 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 organization(s) you selected on the Restore - Select Companies dialog to the selected database. If you are restoring a backed-up organization with the same name as an organization already existing in the selected database, a dialog appears and allows you to overwrite the existing organization or rename the organization that you are restoring. See [“Completing the Restore - Rename Company Dialog,” page 5-32.](#)

## 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 organization that you are restoring. To rename the organization, click the Rename button.

- **Overwrite Button**

Click this button to overwrite the existing organization with the same name as the one you are restoring.

- **Overwrite All Button**

Click this button if you are restoring more than one organization and you want to overwrite all of the existing organizations in the database.

- **Rename Button**

Click this button to change the name of the organization 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 organization. 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 D, “Custom Import Helper.”](#)

---

**Note:** If you are upgrading your version of Sage Fixed Assets Depreciation 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 organization, and you can only import one organization 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 E, “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 3-16.

## 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 and complete the New Database dialog. For more information, see [“Creating a New Database,” page 4-4](#).

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 6-10](#). For more information on using this utility, see [“Using the Database Utility,” page C-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 an organization is open, a message asks if you want to close the open organization.
2. Click Yes to continue. The Database List Manager dialog appears. See [“Completing the Database List Manager Dialog,” page 5-35](#).
3. Click the Find button. The Find Databases dialog appears. See [“Completing the Find Databases Dialog,” page 5-36](#).
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 5-37](#). The application returns to the Find Databases dialog.
7. Click the Search button. The application searches the selected drive(s) for Sage Fixed Assets 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.

---

9. Repeat step 8 for additional databases you want to add to your list.



10. Click the Close button on the Find Databases dialog.
11. Click the Close button on the Database List Manager dialog.

### ***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 5-37](#).
5. Click the Close button on the Database List Manager dialog.

### ***To remove a database from the list***

Removing a database removes the database from the list; however, it does not delete the database. To delete a database, see [“Deleting Organizations and Databases,” page 5-16](#).

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 on 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 [“Creating a New Database,” page 4-4](#).
- **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 5-36](#).
- **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 5-37.](#)

■ **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 organization 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 - Depreciation/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 6-10.](#)

---

## 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). For more information, see [“Completing the Browse for Folder Dialog,” page 5-37](#). 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

---

### In this chapter:

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This chapter describes the procedures for all the different methods of creating assets, explains the tabs in Asset Detail, and how to view asset status history. Before advancing further into this chapter, make sure you've read "[Understanding Asset Fields and SmartLists](#)," page 1-9. Creating SmartLists before adding assets will be a great help.

In addition to the import options, there are three additional methods available for adding assets into the application.

1. First is the standard method of entering data in each of the asset fields individually. For more information, see "[Entering New Assets](#)," page 6-1.
2. In the second method, you replicate an asset that closely matches the asset you are adding. For more information, see "[Replicating Assets](#)," page 6-17.
3. In the third method, you apply an asset template that you have created to a new asset. For more information, see "[Applying Asset Templates](#)," page 6-20.

The second and third methods drastically reduce your data-entry time, because you only have to complete a few asset fields (the rest are completed automatically).

## Entering New Assets

Entering assets is a three-phase process:

- Enter the general asset information.
- Enter the book-specific information. (You should start with the Financial book so you can make the most use of the application's defaults to save you valuable data entry time in the other books.)
- Enter any notes or images, if applicable.

## To add individual assets into an organization

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 in Asset Detail appears.

**Asset Detail - Gov Organization**

**Asset : <New Asset>**  
Status: New

System Number:     Group: <All Complete Assets>

**Main** Transactions Notes Images History Apply Template:

System Number:

**General Information** > Items in bold are required fields

<b>Asset ID</b>		<b>Description</b>	
<b>Fund</b>		G/L Asset Account	
<b>Location</b>		G/L Accum Account	
<b>Department</b>		G/L Expense Account	
<b>Class</b>		Quantity	1
<b>Purchase Order</b>		Serial Number	

**Book Information**

Acquisition Date:  Activity Type: ☒ Governmental ☐ Business

	Financial	Budgetary 1	Budgetary 2
<b>Property Type</b>	D	D	D
<b>Placed-in-Service Date</b>	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY
<b>Acquisition Value</b>	\$0.00	\$0.00	\$0.00
<b>Depreciation Method</b>	NO	NO	NO

- Complete the general information fields on the Main tab. For more information, see [“Completing the General Information Fields,”](#) page 6-3.
- Complete the book information fields on the Main tab. For more information, see [“Completing the Book Information Fields,”](#) page 6-5.
- Complete the Images tab if you want to store images to this asset. For more information, see [“The Images Tab of Asset Detail,”](#) page 3-25.
- 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 3-24.
- 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.

## Completing the General Information Fields

System Number:

General Information		> Items in bold are required fields	
Asset ID		Description	
Fund		G/L Asset Account	
Location		G/L Accum Account	
Department		G/L Expense Account	
Class		Quantity	1
Purchase Order		Serial Number	
Vendor		Owner	
Replacement Value		Override RV	No
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	
Custom Date 1	MM/DD/YYYY	Custom Date 2	MM/DD/YYYY

Follow the guidelines below to complete the general information fields.

These guidelines are based upon all available fields in the general information field set. If you have customized your application, it is possible that some of these fields do not display or that other fields display instead. A brief descriptive message appears in the status bar as you enter each field.

After you complete the fields that are in full view, use the scroll bar to the right of the general information fields to make the rest of the fields available.

### ■ Asset ID

Use this field to enter the number that your organization 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:** Users of Sage Fixed Assets Tracking must use unique Asset ID for each asset if this number is used for the Asset Tag field.

---

### ■ Description

Use this field to enter a description of the asset. This description prints on all reports that include the description field. However, on many reports the Description field is truncated to ten characters. Therefore, when creating a description, you might want to make the first ten characters the most descriptive.

### ■ Fund

Use this field to enter the name of the fund that reports on this asset.

### ■ G/L Asset Account

Use this field to enter a General Ledger Asset Account number as defined by your finance department. You can enter up to 100 alphanumeric characters.

### ■ Location

Use this field to enter any alphanumeric code or description 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 Accum Account

Use this field to enter a General Ledger Accumulated Account number as defined by your finance department. You can enter up to 100 alphanumeric characters. This field is important when posting fixed asset information to your organization's accounting system. It is also important to the General Ledger Posting report.

- **Department**  
Use this field to enter the name of the department to which this asset belongs.
- **G/L Expense Account**  
Use this field to enter a General Ledger Expense Account number as defined by your finance department. You can enter up to 100 alphanumeric characters. This field is important when posting fixed asset information to your organization's accounting solution. It is also important to the General Ledger Posting report.
- **Class**  
Use this field to 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.
- **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.
- **Purchase Order**  
Use this field to enter the purchase order number for the asset.
- **Serial Number**  
Use this field to enter the manufacturer's serial number for the 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.
- **Owner**  
Use this field to enter the name of the person most responsible for the asset, up to 25 alphanumeric characters.
- **Replacement Value**  
This field displays the asset's Replacement Value that the application calculates. You must establish RV indices (select Customize/Replacement Value from the menu bar) and calculate depreciation on the asset before the application enters a value in this field.
- **Override RV**  
Use this field to either replace the application's Replacement Value (RV) calculation for an asset for a specified year, or to replace Acquisition Value as the starting point for the RV calculation.
- **Custom Fields 1 Through 10**  
Use these additional ten alphanumeric fields for entering information that is not appropriate for the other fields. Each field can contain up to 25 alphanumeric characters. The application treats entries in these fields as text, so they cannot be used for calculations on custom reports. These fields may have been customized with new names.
- **Custom Dates 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.



## Completing the Book Information Fields

Book Information		
Acquisition Date: 12/25/2005    Acquired by: <input checked="" type="radio"/> Purchase <input type="radio"/> Exchange or Conversion		
	Tax	Internal
Property Type	P	P
Placed-in-Service Date	12/25/2005	12/25/2005
Acquisition Value	\$6,550.00	\$6,550.00
Depreciation Method	MF200	SF
Estimated Life	10 yrs 00 mos	17 yrs 06 mos
ADS Life	00 yrs 00 mos	N/A
Business Use %	100	100
179 Deduction	\$3,275.00	\$3,275.00
168 Allowance %	0	0
Salvage Value	\$0.00	\$0.00
Investment Tax Credit	\$0.00	\$0.00
Beginning Date	MM/DD/YYYY	MM/DD/YYYY
Beginning YTD	\$0.00	\$0.00
Beginning Accum	\$0.00	\$0.00
Prior Through Date	MM/DD/YYYY	MM/DD/YYYY
Current Through Date	12/31/2013	12/31/2013
168 Allowance Amount	\$0.00	\$0.00
Depreciation This Run	\$2,953.05	\$1,512.72
Current YTD	\$214.63	\$187.14
Current Accum	\$2,953.05	\$1,512.72
Net Book Value	\$321.95	\$1,762.28
Period Close Date	MM/DD/YYYY	MM/DD/YYYY
Period Close YTD	\$0.00	\$0.00
Period Close Accum	\$0.00	\$0.00

Follow the guidelines below to complete the book information fields on the Main tab in Asset Detail.

The book information fields are extremely important since they determine your depreciation calculations. If you need a brush-up on depreciation rules and regulations, or if you need to simply lookup a depreciation concept, refer to [Appendix A, “Depreciation and Fixed Asset Concepts.”](#)

The book information fields on the Main tab are organized in rows and columns. Each field contains depreciation data specific to the book heading up the column.

The application enters default information in the other open books based on the Financial book entries. For this reason, you might want to complete the Financial book first. Then you may only need to make slight changes to each additional book. If you need to set default values in other books after the initial setting, you must use the Apply Book Defaults feature on the Asset menu. See [“Applying Book Defaults,” page 6-18.](#)

Following are the book information fields:

### ■ 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). The application uses this date in the Quarterly Acquisition report and in the Annual Activity report. If you choose not to enter a date, the application defaults to the Placed-in-Service Date from the reported book as the Acquisition Date for these two reports.

### ■ Activity Type

Use this field to designate whether the asset is related to governmental or business activities. This field is important to the Capital Assets Note Disclosure report and the Change in Capital Assets report.

■ **Property Type**

Use this field to select the correct Property Type of the asset. This is a required field. The application uses this field to determine whether or not the asset will be depreciated. For more information, see “Types of Property,” page A-3. There are two choices:

Code	Property Type
D	Depreciable
N	Non-Depreciable

■ **Placed-in-Service Date**

Use this field to enter the date you placed the asset in service. Enter the date in MM/DD/YYYY format. Click the down arrow to select the date from a calendar. For more information, see “Entering Dates in Date Fields,” page 3-29. The application uses this field to determine when to begin depreciating an asset. This field is mandatory and extremely important for depreciation calculations. You must enter the Placed-in-Service Date in order for the rest of the fields to become active.

■ **Acquisition Value**

Use this field to enter the acquired dollar value of the asset including freight and installation charges, up to nine digits to the left of the decimal point. You may use a negative number when you have a credit or rebate on an asset that reduces its value below zero. To enter a negative number, use the minus sign on the keyboard. The application displays -\$200 using parentheses; that is (\$200).

---

**Note:** The acquisition value is used in determining the asset’s depreciable basis. The formula for determining the depreciable basis depends on the depreciation method.

---

■ **Depreciation Method**

Use this field to select a depreciation method code. A depreciation method code is a combination of the depreciation method and averaging convention. After you complete the Property Type and Placed-in-Service Date fields, the application provides a default depreciation method and estimated life.

In the drop-down list, the application displays the available depreciation methods for assets identified as Property Type D. Custom depreciation methods appear in the list, or you can enter the custom code in lower case letters.

The following chart displays the available standard depreciation methods.

Code	Depreciation Method
SD	Straight-line, modified half-year
SL	Straight-line
SF	Straight-line, full month
SH	Straight-line, half-year
DC	Declining-balance, no switch to SL
DE	Declining-balance, modified half-year, no switch to SL
DI	Declining-balance, half-year, no switch to SL
DB	Declining-balance, switch to SL when optimal
DD	Declining-balance, modified half-year, switch to SL when optimal
DH	Declining-balance, half-year, switch to SL when optimal

Code	Depreciation Method
YH	Sum-of-the-years'-digits, half-year
YD	Sum-of-the-years'-digits, modified half-year
YS	Sum-of-the-years'-digits
RV	Remaining value over remaining life
OC	Own depreciation calculation
NO	Do not depreciate

For a detailed explanation of depreciation methods, see [Appendix B, “Depreciation Methods.”](#)

■ **Estimated Life**

Use this field to enter the asset's estimated life, in the format YY/MM. The application uses this field to determine the time period over which the asset will recover its depreciable basis. Generally, you cannot enter an estimated life of less than 1 year for an asset. (Although for the declining-balance and sum-of-the-year's digits methods, the minimum estimated life is 3 years.) An exception is: If the asset's depreciation method is straight-line (SL), remaining value over remaining life (RV), or your own depreciation calculation (OC), the estimated life can be 1 to 11 months. Method OC lets you manually enter depreciation amounts; the application will not calculate depreciation for the asset.

■ **Salvage Value**

Use this field to enter the estimated salvage value of the asset. Salvage value is an estimate of an asset's worth at the end of its useful life. Several depreciation methods use the salvage value in determining depreciation amounts. In such cases, the salvage value is generally subtracted from the acquisition value when calculating the depreciable basis.

■ **Beginning Depreciation Fields**

There are three fields that handle beginning depreciation: Beginning Date, Beginning Year-to-Date, and Beginning Accumulated.

The application automatically enters information in the beginning depreciation fields under several different circumstances:

- You have manually entered data in the beginning depreciation fields. You will do this if you have calculated depreciation on an asset before you purchased the Sage Fixed Assets application. Previously, you may have used other software or computed depreciation using a spreadsheet.
- You have imported assets from another source (such as a spreadsheet program) into the Sage Fixed Assets application. When you use the Import Helper to import assets from another source, the system places the depreciation associated with the imported assets in the beginning depreciation fields only if you enter the depreciation amounts in the appropriate fields before you import the assets.
- You have changed an entry in an asset that is critical to calculating depreciation and have chosen to save the depreciation already calculated to date by the Sage Fixed Assets application. When you indicate that this is what you want to do, the application takes the current depreciation and copies it into the beginning depreciation fields.
- You have partially transferred an asset. When this occurs, the depreciation through the month prior to the transfer is divided among the remaining and transferred assets and is placed in the beginning depreciation fields.

You are required to enter data in these fields only if you are entering an asset on which depreciation was calculated in another system. These fields are not required for newly acquired assets or for assets that have never been depreciated.

Entering beginning depreciation amounts is your way of telling the application to accept your prior depreciation balances and to calculate depreciation from that point forward.

**Example:** Suppose your organization owns an asset with an acquisition value of \$1,000 and a life of 10 years, and you are depreciating it using the straight-line method. The organization's fiscal year-end is June. You placed the asset in service on July 1, 1998, and you are adding it to the application on June 30, 2007, after you have taken 9 years of depreciation. You would enter a beginning current YTD depreciation of \$100, beginning accumulated depreciation of \$900, and a beginning date of 06/07, for June 2007. Note that the beginning accumulated depreciation amount includes the \$100 depreciation for the current fiscal year.

☐ **Beginning Date**

Use this field to enter the date through which you have calculated the amounts for beginning YTD depreciation and beginning accumulated depreciation. Enter the date in MM/YYYY format.

The application calculates depreciation for this asset starting from the next month and adds the beginning amounts to the amounts it calculates for future periods. The simplest approach is to enter the end of the last fiscal year as the beginning date and let the application begin calculating depreciation for the new fiscal year. This field is only required if you are entering depreciation for an asset on which you calculated depreciation on another system; it is not required for newly acquired assets.

Do not confuse the Beginning Date with the date on which you are entering assets in the application for the first time. For example, if an asset was placed in service on 8/1/06, was depreciated through 12/2006, and entered in the application on 5/3/07, the Beginning Date field should be 12/2006. The application starts depreciating the asset on 1/1/07. If you were to mistakenly enter 05/2007 in the Beginning Date field, you would have zero depreciation in the Beginning Year-to-Date field (because the asset was not yet depreciated in 2007), and the accumulated depreciation through 12/2006 would be entered in the Beginning Accumulated field. What would happen is that the application would start calculating depreciation on 6/1/07 and five months of depreciation (1/1/07 through 5/31/07) would be missing!

☐ **Beginning Year-to-Date**

Use this field to enter the amount of depreciation, if any, already taken on this asset for the fiscal year in which you are switching the asset's depreciation to Sage Fixed Assets. This amount is the amount of depreciation taken from the beginning of that fiscal year through the date you will enter as the beginning date for the Sage Fixed Assets depreciation. If the beginning date is any date other than the end of a fiscal year, you must enter an amount in this field to get correct results for the current fiscal year. If you do not enter an amount in this field, the application assumes that you did not take any depreciation in the current fiscal year.

☐ **Beginning Accumulated**

Use this field to enter the total of all depreciation calculated on the asset since you placed it in service, including the amount entered as the beginning YTD depreciation.

■ **Prior Through Date**

The system uses this book information field to display the prior date through which depreciation was calculated. The application automatically updates this field every time you calculate depreciation for the asset.

■ **Depreciation This Run**

The amount of depreciation calculated for an asset since the last time the application calculated (that is, ran) depreciation. It can be for almost any length of time, but usually it will be for a month or a quarter of a year.

- **Current Year-to-Date**  
This field displays the asset's depreciation amount for the period starting with the first day of the current fiscal year through the Current Through Date (the last date on which you calculated depreciation for the asset in the current year). The application automatically updates this field every time you calculate depreciation for the asset.
- **Current Accumulated**  
This field displays the asset's depreciation from the asset's placed-in-service date through the Current Through Date (the last date on which you calculated depreciation), including any current year-to-date depreciation. The application automatically updates this field every time you calculate depreciation for the asset.
- **Current Through Date**  
This field displays the date through which depreciation was last calculated. The application automatically updates this field every time you calculate depreciation for the asset.
- **Net Book Value**  
This field displays the current net book value for the asset through the Current Through Date. The application automatically updates the net book value when current depreciation is updated.
- **Period Close Date**  
This field displays the date through which depreciation was last saved for a period close. Each time you run a period close, the application automatically updates this field with the results of your last depreciation calculation.
- **Period Close Year-to-Date**  
This field displays the current year-to-date depreciation amount through the most recent period close date. Each time you run a period close, the application automatically updates this field with the results of your last depreciation calculation.
- **Period Close Accumulated**  
This field displays the asset's depreciation from the date of the asset's placed-in-service date through the most recent period close date, including any period year-to-date depreciation. Each time you run a period close, the application automatically updates this field.

## 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 may include drawings (schematics), scanned photographs, and scanned documentation (such as an invoice, 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 of all formats, it offers the best compression.

Because most PDF files 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 PDF files to be stored within the database, simply convert them to JPEG or other image file type before attaching them to assets.

## 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 this path, or you can change it. For more information, see [“Completing the Database List Manager Dialog,” page 5-35.](#)

In the network version, the application creates an Attachments folder during installation. You can find it under C:\SFAServ\COMMON on the server machine. You must specify the path to this folder before you can attach an Adobe PDF file to an asset.

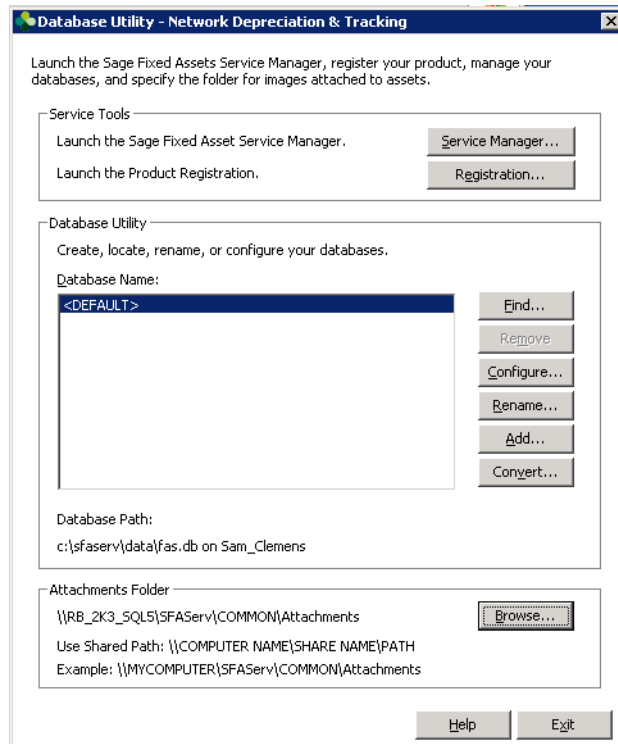
---

**Note:** In the network version, make sure the folder that you select is either shared or underneath a shared folder.

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### ***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.
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\SFA Serv\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.

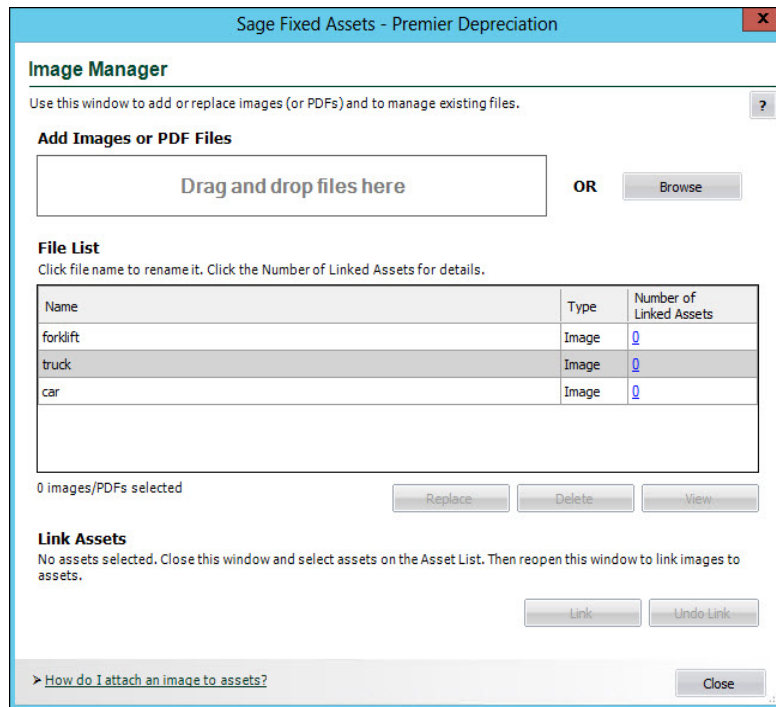
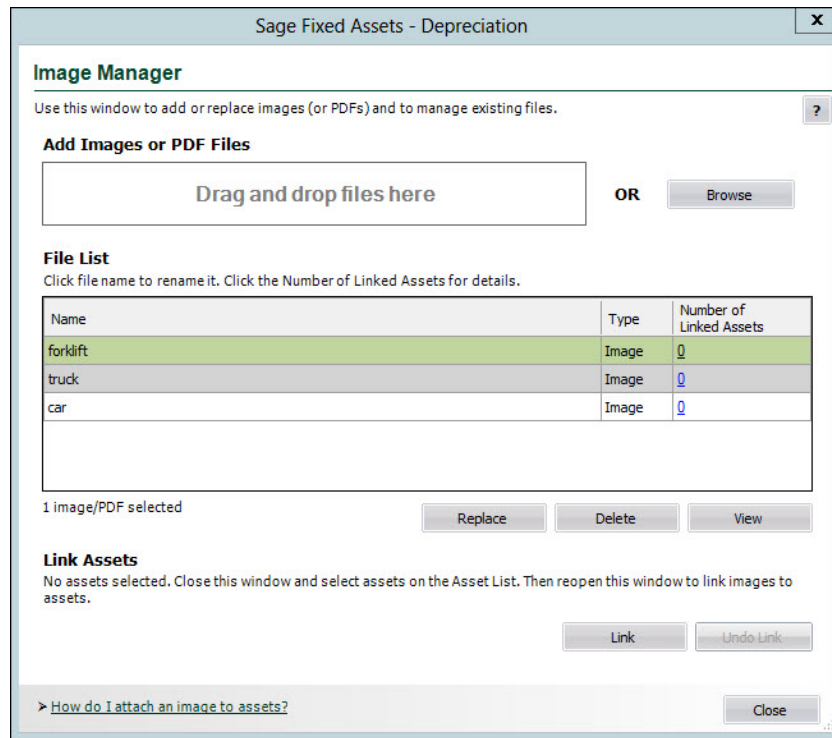
## Adding an Image to the Image List

To use images, you must first add an image to the image list in Image Manager. After you add an image to the image list, you can select it from the Image Manager dialog and attach 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 “Adding an Image to the Images Tab,” page 6-13.



## 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 6-13.



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 button. The Image Manager dialog appears. For more information, see [“Completing the Image Manager Dialog,” page 6-13.](#)
4. In the File List, select the desired image.
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 Link Image button from the Images tab.

### ■ Add Image 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.

---

**Important:** Deleting an image removes it permanently from the company. Any linked assets are unlinked. If you also use Sage Fixed Assets—Tracking, the image will remain in Sage Fixed Assets—Depreciation until it is deleted from the Image Manager in Sage Fixed Assets—Tracking.

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- **View Button**

Click this button to view the selected image.

- **Link Button**

Click this button to link the selected image (or images) to the selected asset (or assets). Link multiple assets to one or more images at the same time by selecting the assets in the asset list before opening the Image Manager.

---

**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 assets, click 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 [“Completing the Image Manager Dialog,” page 6-13](#).
2. Select the image you want to delete from the image list.
3. Click the Delete button.
4. Complete the rest of the Image Manager 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 Image 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.

## Editing Asset Data

Once you've entered asset data, you can edit the data anytime by entering Asset Detail and making changes directly in asset fields. However, when you make changes to any fields used in calculations, you'll have to perform additional tasks in order to update the data. Follow the guidelines below when editing asset data.

### ■ **Editing General Information Fields**

The general information fields do not affect depreciation. You can change the data in general information fields at any time.

### ■ **Editing Book Information Fields**

When you change an entry in the book-specific fields after you have calculated depreciation or entered beginning depreciation for the asset, the application assumes that the current depreciation figures are no longer correct. A message appears asking you if you want to accept the change and reset the current depreciation amount. If you answer No, the change will not take effect. If you answer Yes, a second message appears asking when you want to apply the change to the depreciation-critical field.

After you have reset depreciation and made your changes, execute the Depreciate command from the Depreciation menu to get current depreciation figures.

### ■ **Editing Financial Book Fields**

If you change information in the Financial book, you can force the application to determine new default values for the other books. For example, if you change the Financial book's estimated life from 5 years to 10 years, you may also want this change made in the Budgetary 1 and Budgetary 2 books. However, if you already changed information in the other books to values you want, you may not want to overwrite your data with the new default values.

For this reason, before you leave the asset after making changes in the Financial book, you must decide whether you want the new defaults to overwrite the existing data in the other books. If so, select Apply Book Defaults on the Asset menu. A message appears asking you to confirm your intent to overwrite information in all open books.

### ■ Editing Transfer Dates

To edit transfer dates, you must delete the transactions and then re-transfer the assets. See [“Deleting Asset Transactions,” page 7-25](#).

### ■ Editing Whole Disposals

You can edit disposal information. After you change the information, click the Calculate button to obtain the new gain/loss information, and then click the Save button.

### ■ Editing Partial Disposals

To edit partial disposals, you must first delete the transaction, and then re-enter the disposal information. See [“Deleting Asset Transactions,” page 7-25](#).

### ■ Editing Inactive Assets

You cannot edit inactive assets. To edit an inactive asset, you must first reactivate it. See [“Inactivating and Reactivating Assets,” page 7-24](#).

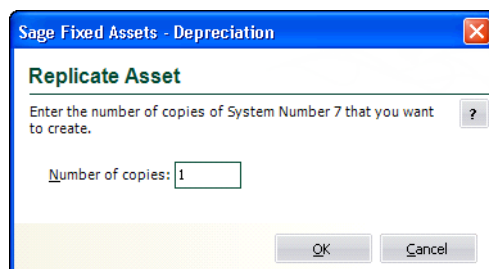
## Replicating Assets

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. After you’ve 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 any 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).

## Applying Book Defaults

You can apply the defaults from the Financial book into the other books using the Apply Book Defaults feature. You will want to use the Apply Book Defaults function if you change an entry in the Financial book that you want to affect the other books.

### ***To apply book defaults***

1. Display the asset in Asset Detail.
2. Select Asset/Apply Book Defaults from the menu bar.  
The application displays a confirmation message.
3. Select Yes to re-apply the defaults.

---

**Note:** If you want to apply defaults only in certain books, you can close books in the Edit Organization dialog. The Apply Book Defaults feature will reset defaults only in the open books.

---

## 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 6-19](#)

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 6-22](#).

## 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 6-1](#). (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 6-20](#). 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 the No button. 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.

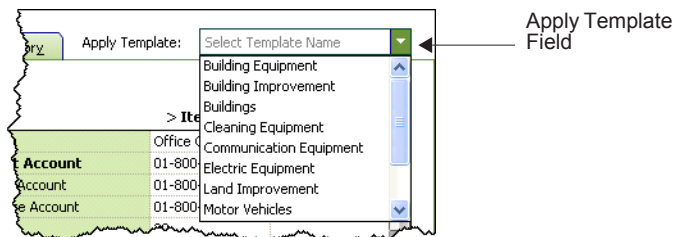
## Applying Asset Templates

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 system asks you to confirm your intention, and then applies the template to the asset. All completed fields in the template will be entered in 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 6-22](#).
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 6-22](#).
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 6-22](#).
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.

## 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.

---

**Tip:** When you print disposal information, the application prints information on the Asset Disposal dialog. When you print transfer information, the application prints information on the Asset Transfer dialog. Before printing either the Disposal or Transfer information, we recommend that you first create an appropriate group with Group Manager. For example, before you print Disposal information, create a group consisting only of disposed assets. Then, select that group when you print the Disposal information. For more information, see [“Creating Groups,” page 4-18](#).

---

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 Complete 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 least 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, Disposal and Transfer Only option on the Print Asset Information dialog.)

2. Do any 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 6-23](#).

You may notice that asset information does not print for some of the assets you have selected in the Asset List.

The application prints asset information tabs only when the information exists. You may have selected the Disposal or Transfer check boxes. If you selected some assets in the Asset List that have not been disposed or transferred, the application does not print disposal or transfer tabs for those assets. (In previous versions of Sage Fixed Assets, the application would print blank disposal or transfer tabs for these assets.)

## 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, Disposal and Transfer 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. If you select the Disposal check box, the application prints the information on the Asset Disposal dialog. If you select the Transfer check box, the application prints the information on the Asset Transfer dialog.

---

**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.

## Asset History Events

The History tab of Asset Detail 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 5-25](#).

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

Action	Description
Activated Asset	Asset was activated
Adjustment Calculated	Depreciation adjustment amount was calculated
Asset Data Backed Up	Organization data was backed up
Changed General Information	Data in a general information field was changed
Changed Book Information	Information in the [specified] field was changed from [prior value] to [new value]
* 168 Allowance Switched	168 Allowance Switch - [100%, 50%, 30%, or No] Allowance taken - Depreciation method changed from [prior method] to [new method]
Cleared Period Close	Period close fields were cleared
Copied Asset Information	Asset data was copied to another organization Asset data was copied from another organization
* Copied Book Information	Asset data was copied into the [specified] book
Deleted Last Transaction	Last asset transaction was deleted. Restored parent extension 000
Depreciation Calculated	Depreciation was calculated through MM/DD/YYYY
Disposed Asset	Asset disposed, gain/loss was calculated as of MM/DD/YYYY

Action	Description
Extracted Asset Information	Data was extracted from another organization
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
Merged Asset Information	Asset was created by an organization merge
Asset Created	Asset was created
Asset Partially Disposed	Partially disposed, gain/loss was calculated as of MM/YY
Period Closed	Period Close was set as of MM/YYYY
Reset to Begin Date	Depreciation was reset to Beginning date
Reset to Period Close	Depreciation was reset to Period Close date
Reset to Placed in Service Date	Depreciation was reset to Placed-in-Service date
Restored Asset Data	Backed-up asset data was restored
Transferred Asset	Asset was transferred within the organization Created from a transfer within the organization Transferred asset to another organization Transferred asset from another organization Partially transferred asset within the organization Created from partially transferred asset Partially transferred asset to another organization Partially transferred asset from another organization Transferred asset considered a disposal within the organization Created from transferred asset considered a disposal within the organization Transferred asset to another organization considered a disposal Transferred asset from another organization considered a disposal Partially transferred asset considered a disposal Created from a partially transferred asset considered a disposal Partially transferred asset to another organization considered a disposal Created from a partially transferred asset from another organization considered a disposal

\* These events are tracked only in U.S. Companies. They are not tracked in Canadian, Government, or Nonprofit Organizations.

There are two different views you can use to view the History tab: Summary view and Detail view.

## Summary View

The Summary view is the default view. It provides a quick look at asset history.

Use the buttons to display the history of actions performed on assets in Summary or in Detail format. To change the events that are recorded in History, use the History Setup feature in System Administration.

Summary Detail

Action	Date	Description
Imported Asset Information	July 23, 2010 10:17:15 PM	Asset was created by a custom import
Depreciation Calculated	July 28, 2010 09:51:32 AM	Depreciation was calculated through 6/30/2011
Asset Partially Disposed	August 31, 2010 07:51:54 PM	Partially disposed, gain/loss was calculated as of 1/1/20
Changed Book Information	August 31, 2010 07:51:54 PM	Information in the Acquired Value field was changed
Deleted Last Transaction	August 31, 2010 07:52:29 PM	Last asset transaction was deleted. Restored parent ex
Asset Partially Disposed	August 31, 2010 07:53:14 PM	Partially disposed, gain/loss was calculated as of 1/1/20
Changed Book Information	August 31, 2010 07:53:14 PM	Information in the Acquired Value field was changed
Transferred Asset	August 31, 2010 07:54:14 PM	Partially transferred asset within the organization

[What events can I view here ?](#)

### 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 (such as import, change, and calculate depreciation) that a user performed on the asset, 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.

## Detail View

The second view is the Detail view. Access Detail view by clicking the Detail button. Detail view provides more in-depth historical information about individual events.

Use the buttons to display the history of actions performed on assets in Summary or in Detail format. To change the events that are recorded in History, use the History Setup feature in System Administration.

Summary Detail

Action	Date	Description
Imported Asset Information	July 23, 2010 10:17:15 PM	Asset was created by a custom import
Depreciation Calculated	July 28, 2010 09:51:32 AM	<p>General information</p> <p>Depreciation was calculated through 6/30/2011</p> <p>Financial book Custom 1 book Custom 2 book</p>
Asset Partially Disposed	August 31, 2010 07:51:54 PM	Partially disposed, gain/loss was calculated as of 1/1/20
Changed Book Information	August 31, 2010 07:51:54 PM	<p>Additional detail information unavailable</p> <p>Information in the Acquired Value field was changed from \$2,900.00 to \$2,560.00</p>

[What events can I view here ?](#)

The Detail view shows the condition of an asset **before** and **after** it was changed. For example, if you change an asset's Property Type from Depreciable to Non-depreciable, both the old and new Property Types are displayed in the Description column.

Action	Date	Description
Asset Created	May 29, 2012 02:59:18 PM	Asset was created Additional detail information unavailable
Changed Book Information	June 04, 2012 03:07:19 PM	Information in the Depreciation Method field was changed from SL to NO Financial book

When you click the Detail button, you can see the previous and current condition of an asset if you have changed the following fields:

**Fields on the Main tab:**

Property Type  
Placed-in-Service Date  
Acquisition Value  
Depreciation Method  
Estimated Life  
Beginning Date  
Beginning YTD  
Beginning Accum

**Fields on the Asset Disposal dialog:**

Disposal Date  
Cash Proceeds  
Non-Cash Proceeds  
Expenses of Sale

Besides using the Detail and Summary buttons, you can double-click on an event to switch between Detail and Summary views.

## Viewing Asset Status History

The application contains an Asset Status report that outlines the past history of an asset. After you've worked with the application for some time, especially if you've performed many transfers and disposals, it is useful to be able to track the history of an asset. This history includes the asset's antecedent and/or descendent extensions.

The Asset Status report outlines these historical facts about an asset:

- Original and remaining asset relationships
- Related asset extensions
- Activity Code
- Creation Code
- Acquisition Value
- Transfer or Disposal Date

***To run the Asset Status report***

1. In Asset Detail, display the asset you want to view in the Asset Status report.
2. Select Asset/Asset Status from the menu bar. The Asset Status dialog appears.





## Completing the Asset Status Dialog

Follow the guidelines below to complete the Asset Status dialog.

### ■ Books

Use this field to select the book(s) containing the Acquisition Value you want to view in the report. Because Acquisition Value can be different for each book, you must select the book(s) you want to see in the report.

### ☐ Select All/Unselect All Button

Click this button either to select the check boxes for all available books or to clear the check boxes for all available books.

## Creation Codes

The following table shows the possible creation codes for an asset. You can use creation codes to find and replace asset data and to create groups. You can view the asset's creation code on the Asset Status report.

Creation Code	Definition
D	Disposed portion of a partial disposal
E	Remaining portion of a partial disposal
O	Original asset
P	Transferred portion of a partial transfer (current organization or another organization)
Q	Transferred portion of a partial transfer that was considered a disposal of the original asset
R	Remaining portion of a partial transfer
S	Remaining portion of a partial transfer that was considered a disposal of the original asset
T	Whole transfer of the original asset
U	Disposed portion of a partial transfer that was considered a disposal of the original asset within the organization
V	Disposed portion of a partial transfer that was considered a disposal of the original asset to another organization
W	Whole transfer of the original asset that was considered a disposal of the original asset

# Chapter 7

## Performing Advanced Asset Functions

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### In this chapter:

Understanding Asset Identification .....	7-1
Understanding Activity Codes .....	7-3
Disposing Assets .....	7-3
Transferring Assets .....	7-12
Inactivating and Reactivating Assets .....	7-24
Deleting Asset Transactions .....	7-25
Deleting Assets .....	7-25

This chapter outlines the steps necessary to perform basic asset management tasks. These tasks include disposing assets (individually or in bulk); transferring assets (in whole or in part, within a single organization or between organizations); and inactivating, reactivating, and deleting assets.

## Understanding Asset Identification

Assets are identified by their System Number. The application assigns a unique System Number to each asset in an organization. You also have the ability to track assets based on your own identification scheme by entering pre-existing or internal numbers into the Asset ID field.

### Asset Extension Numbers

Every System Number contains a numeric extension. Extension numbers allow the application to maintain the integrity of an asset's System Number when partial activity occurs, and they help you track partial activity. New assets are given the extension of .000. Extensions change when assets have been partially transferred or partially disposed and the remaining values have changed.

During either of these activities, there are three asset conditions created from the original asset. The conditions are different depending on which of the two activities you are performing.

These asset conditions are created when you **partially transfer** an asset.

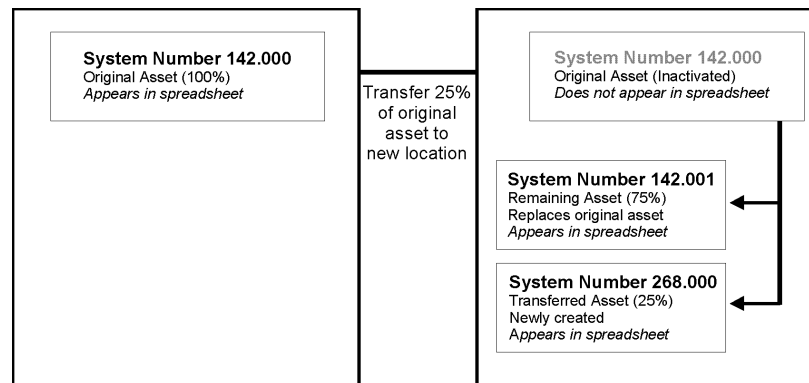
- The *original asset* retains its current System Number and extension. The asset is inactivated so it can be replaced by the remaining asset. The application assigns an Activity Code to the asset based on the details of the transaction.
- A *remaining asset* is created using the original System Number, but it is given a new extension. This remaining asset replaces the original asset in the Asset List. It retains all field attributes of the original asset except for Acquisition Value, which is decreased by the amount that has been transferred or disposed.
- A *transferred asset* is created from the portion of the asset that was transferred. The transferred asset is given a new System Number and a .000 extension.

These asset conditions are created when you **partially dispose** of an asset:

- The *original asset* retains its current System Number and extension. The asset is inactivated so it can be replaced by the remaining asset. The application assigns an Activity Code to the asset based on the details of the transaction.
- A *disposed asset* is created using the original System Number, but it is given a new extension and its Activity code is changed to Disposed. You cannot view this asset in the Asset List. To view this asset, you must go to Asset Detail view of the core System Number, select the Transactions tab, and click the View Transaction button.
- A *remaining asset* is created using the original System Number, but it is given a new extension. This remaining asset replaces the original asset in the Asset List. It retains all field attributes of the original asset except for Acquisition Value, which is decreased by the amount that has been disposed.

When you perform a partial transfer or a partial disposal on an asset, the application assigns a new extension number to the remaining asset. This new extension number identifies the new condition of the asset. The remaining asset has a smaller Acquisition Value than it had prior to the transfer or disposal, when it was in the original condition. Therefore, to correctly calculate depreciation on the remaining asset, the application must recognize its new condition.

Once the application has assigned a new extension number to the remaining asset, the remaining asset replaces the original asset in the Asset List.



To see the history of the original asset, click the Transactions tab in Asset Detail of the core System Number, or you can view reports.

To illustrate this process, imagine the partial transfer of a hypothetical asset with a System Number of 142.000. During the transfer, the application creates a remaining asset and assigns it a new extension, making it asset 142.001. Asset 142.001 takes the place of the original asset 142.000 in the Asset List. At the same time, the application creates an entirely new asset (the transferred asset) with a new System Number and a .000 extension (it could be asset 268.000). To view the original asset 142.000, go to Asset Detail for asset 142, click on the Transactions tab, and click the View Transaction button.

It is important to mention that you can perform a partial transfer or partial disposal on a remaining asset after the original partial activity. In fact, you can repeat this process several times, until the value of the asset is decreased to zero. If you perform partial activity on a remaining asset, the remaining asset becomes the original asset for the current partial activity. The application creates a new remaining asset, and repeats all activity outlined above.

**Note:** When you transfer an asset in its entirety and treat it as a disposal, the application creates a disposed asset with the same System Number as the original asset, but with a new extension. However, in this case the disposed asset with the new extension does not take the place of the original asset and is only visible in the Disposal report.

## 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.

The activity status of an asset affects your ability to perform certain functions on the asset. It also affects how the asset appears in reports. For instance, after you have disposed of an asset, the Activity Code of that asset changes from Active to Disposed. Once disposed, you cannot perform any asset functions on the asset. The asset appears on most reports indefinitely. One exception to this rule is the Depreciation Expense report, where the asset appears on the report only until the end of the year in which it was disposed. On reports in which it does appear, the application flags the asset as disposed by placing a “D” in the Key Code column of the report.

Every activity status has a distinct code. Here is a chart outlining the activity statuses, their corresponding codes, their definitions, and the effects the statuses have on an asset’s activity.

Activity Code	Type	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 organization or within the organization and is inactive
L	Partial	Asset that was partially transferred to another organization and is inactive
M	Partial	Asset that was partially transferred within the organization and is inactive
N	Partial	Asset that was disposed of when partially transferred and is inactive

## Disposing Assets

When you sell, exchange, abandon, retire, or in some other way dispose of an asset, you must inform the application of the transaction so it can calculate the gain or loss and halt depreciation on the asset. The application automatically calculates depreciation through the disposal date, so you don’t have to update current depreciation before disposing of the asset.

The application indicates that an asset is disposed in many ways. In reports, it displays the code for a disposal in the Key Code Column. The code for a standard disposal is “d.” To signify disposed assets, the application also displays the word “Disposed” in the Status field of the asset when in Asset Detail. In the Asset List, it displays the word “Disposed” in the Status column of the asset. If the asset is partially disposed or partially transferred, the application displays the word “Partial,” instead of “Disposed.”

You can perform bulk disposals or individual disposals.

In addition to performing disposals of entire assets, you can also perform partial disposals of assets. This is extremely useful when you group assets at acquisition time (quite often for inexpensive parts or for assets with various components) and enter them into the application as one record rather than entering them as individual records. To perform a partial disposal, you must use the individual disposal method. See [“Disposing Individual Assets,” page 7-4](#).

---

**Note:** Resetting depreciation affects the two types of disposals differently, depending on whether it was a disposal of a partial asset or an entire asset. When you reset depreciation for a partially disposed asset (or for a group containing partially disposed assets), the application retains the disposal information. Resetting depreciation on partially disposed assets does not cancel the disposal. However, when you reset depreciation on an asset that was entirely disposed, the disposal is canceled. For information on canceling a disposal, see [“Deleting Asset Transactions,” page 7-25](#).

---

## Disposing Individual Assets

You can perform whole or partial disposals on individual assets by selecting Dispose from the Asset menu. For an explanation of how partial disposals affect an asset and its extension, see [“Understanding Asset Identification,” page 7-1](#).

### ***To perform a full disposal of an individual asset***

1. Do one of the following:
  - In the Asset List, select the asset you want to dispose.
  - Display the asset you want to dispose in Asset Detail.
2. Do one of the following:
  - Select Asset/Dispose from the menu bar.
  - Click the Dispose an Asset task on the navigation pane.

The Asset Disposal dialog appears.

**Sage Fixed Assets - Depreciation**

**Asset Disposal - Asset 13**

Enter the asset's disposal information and click the Calculate button to view the computed gain or loss.

Disposal Date: [MM/DD/YYYY]      Cash Proceeds: \$0.00  
 Disposal Method: Sale      Non-Cash Proceeds: \$0.00  
 Partial Disposal?: No      Expenses of Sale: \$0.00

Calculate

**Asset Information**

	Financial	Custom 1	Custom 2
Acquisition Date	08/25/2006	08/25/2006	08/25/2006
Property Type	D	D	D
Placed-in-Service Date	08/25/2006	08/25/2006	08/25/2006
Acquisition Value	\$10,000.00	\$10,000.00	\$10,000.00
Current YTD	\$1,000.00	\$682.67	\$939.39
Current Accum	\$5,916.67	\$7,269.34	\$8,030.30
Current Through Date	6/2012	6/2012	6/2012
Net Book Value	\$4,083.33	\$2,730.66	\$1,969.70

**Disposal Calculations**

	Financial	Custom 1	Custom 2
Gain/Loss	\$0.00	\$0.00	\$0.00
Recognize?	No	No	No
Deferred Date	MM/YYYY	MM/YYYY	MM/YYYY

How are disposed assets displayed on reports?

Worksheet    OK    Cancel

- Complete the Asset Disposal dialog, making sure to specify No in the Partial Disposal field. See “Completing the Asset Disposal Dialog,” page 7-6.
- Click the Calculate button. The application calculates depreciation for the disposed asset and displays the new figures in the appropriate fields.
- Click OK to save the disposal information and close the Asset Disposal dialog.

A message confirms the disposal and asks if you want to view the disposal information on the Transactions tab.

- Click Yes to view the disposal information on the Transactions tab; otherwise, click No.

### To perform a partial disposal of an individual asset

- Do one of the following:
  - In the Asset List, select the asset you want to dispose.
  - Display the asset you want to dispose in Asset Detail.
- Do one of the following:
  - Select Asset/Dispose from the menu bar.
  - Click the Dispose an Asset task on the navigation pane.

The Asset Disposal dialog appears.

- Complete the Disposal Date and Disposal Method fields on the Asset Disposal dialog.

4. Specify Yes in the Partial Disposal field. The Partial Disposal dialog appears.
5. Complete the Partial Disposal dialog, and then click OK to return to the Asset Disposal dialog. See [“Completing the Partial Disposal Dialog,” page 7-7](#).

The Partial Disposal field is now set to Yes. If you need to edit the Partial Disposal dialog, go back to the Partial Disposal field and select the Edit option that is now available.

6. Complete the rest of the Asset Disposal dialog.
7. Click the Calculate button. The application calculates depreciation for the disposed asset and displays the new figures in the appropriate fields.
8. Click OK to save the disposal information and close the Asset Disposal dialog.

A message confirms the disposal and asks if you want to view the disposal information on the Transactions tab.

9. Click Yes to view the disposal information on the Transactions tab; otherwise, click No.

## Completing the Asset Disposal Dialog

Follow the guidelines below to complete the Asset Disposal dialog.

To view this dialog, select Asset/Dispose from the menu bar. To view disposal information, select the Transactions tab of the disposed asset.

### ■ Disposal Date (Required Field)

Use this field to enter the date of the asset disposal in MM/DD/YYYY format. The application uses this date and the appropriate averaging convention to calculate gain or loss on the disposal. If you enter a date prior to the asset's Current Through Date, the application recalculates depreciation as of the disposal date. The disposal date must be on or after the Beginning Date and after the Period Close Date, if any.

### ■ Disposal Method

Use this field to select the disposal method. The disposal method you select determines how the application treats the default gain or loss treatment of the disposed asset. For a full description of each disposal method, see the online Help or [“Disposal Methods,” page A-7](#).

### ■ Partial Disposal

Use this field to specify whether this disposal is a full disposal of the acquisition value or a partial disposal of the acquisition value. Select Yes to perform a partial disposal. The Partial Disposal dialog appears.

### ■ Cash Proceeds

Use this field to enter the dollar amount of all cash received plus the value of any debts or other liabilities assumed by the buyer. If the disposal is a like-kind exchange, also include the value of any property received that is not like-kind.

### ■ Non-cash Proceeds

Use this field to enter the dollar value of any non-cash items received. If the disposal is a like-kind exchange, include the value of any like-kind property received.

### ■ Expenses of Sale

Use this field to enter the dollar amount of direct expenses incurred in selling or otherwise disposing of the asset.

### ■ Calculate Button

Click this button to calculate the gain or loss on the disposal.



## Asset Information

The application uses these fields to display relevant information about the asset.

## Disposal Calculations

The application uses these fields to display the gain/loss calculations.

### ■ Gain/Loss

This field displays the realized gain or loss on the disposal after the calculation is complete. The disposal method determines the realized gain or loss. You can override the amount by entering your own figure. Precede a negative number with a negative sign; do not enclose a loss amount in parentheses.

### ■ Recognize?

Use this field to specify the appropriate recognition choice. If you want the application to recognize a gain or loss (that is, report on it in the organization books), select Yes.

You can also specify Defer to defer the recognition until a later date. Defer causes the application to enable the Deferred Date field below the Recognize field. Based on the disposal method you choose, the application automatically sets the Recognize field to the default.

### ■ Deferred Date

The application enables this field only if you specified Defer in the Recognize field. Enter the month and year for which you want the gain or loss to be recognized.

---

**Note:** The Deferred Date must be later than the Disposal Date.

---

### ■ Worksheet Button

Click this button at the bottom of the Asset Disposal dialog to view a detailed calculation of the gain or loss amount.

## Completing the Partial Disposal Dialog

Follow the guidelines below to complete the Partial Disposal dialog.

### ■ Book

Use this field to select the book that contains the Acquisition Value you want to use to calculate a disposal percentage to apply to the partial disposal.

### ■ Disposal Amount

Use this field to enter the disposal dollar amount. This amount must be less than the Acquisition Value of the asset for the selected book.

### ■ Partial Disposal Description

Use this field to enter a brief description to help you identify this disposal, or to identify which portion of the asset is being disposed, if desired.

### ■ Original Asset, Disposal Portion, and Remaining Active Asset

The fields in this section are for the display of partial disposal information only; you cannot edit them. Each field explained below heads a column containing the rows Original Asset, Disposal Portion, and Remaining Active Asset.

#### ☐ Extension

This field displays the asset extension assigned to the related piece of the disposed asset heading each row.

### ☐ **Percentage**

This field displays the percentage of the asset contained in the related piece of the disposed asset heading each row.

### ☐ **Acquisition Value**

This field displays the Acquisition Value of the asset for the related piece of the disposed asset heading each row.

## Sample Disposal Worksheet

October 24, 2011  
6:39 PM

**Sample Organization**  
**Disposal Worksheet**  
**Book: Financial**

Page 1

---

System Asset Number: 000009  
Extension: 000  
Asset ID: MV0002  
Description: Hybrid Vehicle

	1,948.00	Net proceeds
-	3,079.83	Adjusted basis for gains (losses)
	(1,131.83)	Net gain (loss)
	18,479.00	Acquired value
-	15,399.17	Total accumulated depreciation
	3,079.83	Adjusted basis for gains (losses)

## Performing Bulk Disposals

A bulk disposal occurs when you sell multiple assets for one selling price. When this occurs, the cash proceeds, non-cash proceeds, and selling expenses must be prorated for the individual assets. Prorating is based on the percentage of the acquisition value of each asset selected over the total acquisition value of all the assets selected.

To dispose in bulk, you can select assets from the Asset List, or you can create a group for the assets that you want to dispose. If you create a group of assets to dispose, display that group in the Asset List and select all assets.

You cannot dispose of an inactive asset. If you've run depreciation back to an inactive extension of an asset, you cannot perform a bulk disposal. You must reset depreciation to a date when all the assets in your bulk disposal group are active.

### ***To perform a bulk disposal***

1. In the Asset List, select the assets that you want to include in the bulk sale.
2. Do any one of the following:
  - Select Asset/Bulk Disposal from the menu bar.
  - Click the Bulk Dispose Assets task on the navigation pane.

The Bulk Disposal dialog appears.

---

**Note:** The Bulk Disposal menu item is not activated unless you select at least two or more assets.

---

3. Complete the Bulk Disposal dialog. “[Completing the Bulk Disposal Dialog](#),” page 7-9.
4. Click OK. The application displays the Bulk Disposal report in the report viewer.

## Completing the Bulk Disposal Dialog

Follow the guidelines below to complete the Bulk Disposal dialog.

### ■ Disposal Date

Type the date of the asset disposal in MM/DD/YYYY format. The application uses this date when calculating gain or loss on the disposal. It applies the appropriate averaging convention.

### ■ Disposal Method

Use this field to select the disposal method. The disposal method you select determines the default gain or loss treatment of the disposed assets. For a full description of each disposal method, see “[Disposal Methods](#),” page A-7. The application applies the selected disposal method to all of the assets you have selected for the bulk disposal. However, you can edit the Disposal Method field after you have completed the bulk disposal.

---

**Note:** When you perform a bulk disposal, the Like-Kind Exchange disposal method is unavailable.

---

### ■ Cash Proceeds

Enter the dollar amount of all cash received plus the value of any debts or other liabilities assumed by the buyer.

### ■ Non-Cash Proceeds

Enter the dollar value of any non-cash items received.

### ■ Expenses of Sale

Enter the dollar amount of direct expenses incurred in selling or otherwise disposing of the assets.

## Editing Disposal Information

You can change disposal information after you perform a disposal of an asset.

### ***To edit disposal information***

1. Go to Asset Detail for the disposed asset.
2. Click the Transactions tab.

Select View Transaction to make changes to the most recent transaction and to view all other transactions. Select Delete Last Transaction to delete the most recent transaction. The most recent transaction is displayed at the top of the list.

View Transaction   Delete Last Transaction   Disposal Worksheet

7/7/2010 Partial Disposal

Disposal Date: 7/7/2010	Cash Proceeds: \$830.00	Original Asset: 9.002
Disposal Method: Sale	Non-Cash Proceeds: \$0.00	Disposed Asset: 9.003
Disposal Amount: \$3,500.00	Expense of Sale: \$75.00	Remaining Asset: 9.004

7/13/2010 Partial Disposal

3. Click the View Transaction button. If there is more than one event on the Transactions tab, the Select Transaction dialog appears.
4. Select the disposal transaction that you want to edit, and then click OK. The Asset Disposal dialog appears.

---

**Note:** You can edit only the most recent transaction. If you select an earlier transaction, you can view the information but you cannot edit it.

---

5. Edit any of the fields, and then click OK. The application displays a message asking you to confirm your changes.
6. Click the Yes button to confirm the changes to the disposal information.

Please note the following limitations on editing disposal information:

- When you perform a partial disposal of an asset more than once, you can edit only the most recent disposal information. You cannot edit the previous partial disposal information.
- You cannot edit disposal information after you perform a transfer as a disposal. For information on performing a transfer as a disposal, see [“Transfer as a Disposal,” page 7-20](#).
- You cannot edit disposal information after you disposed the asset during a Like-Kind Exchange.

To change the disposal information in these three situations, you must select Delete Last Transaction from the Asset menu and re-enter the disposal data.

## Viewing the Disposal Calculation

You can view a detailed worksheet of the calculations used to determine the gain or loss for an individual asset.

### ***To view the disposal calculation***

1. Display the Asset Detail view for the disposed asset.
2. Select the Transactions tab. For more information, see [“The Transactions Tab of Asset Detail,” page 3-23.](#)
3. Click the Disposal Worksheet button. The Disposal Worksheet appears in the report viewer.

The system initially displays the worksheet for the Financial book. However, you can view the worksheet for each of the three books by clicking the page scroll buttons at the top of the report.



You can also print the worksheet by clicking the Print Report button on the report viewer. For more information about viewing and printing the worksheet, see [“Viewing a Report,” page 10-28.](#)

## Viewing Past Conditions and Extension Numbers of Partially Disposed Assets

All asset extensions are descendants of the original asset as identified by the core System Number. Asset extension numbers reveal the evolution of an asset. As partial activity occurs on an asset, such as a partial disposal or a partial transfer, the application creates one or more new asset extension numbers to reflect the changing condition of the original asset. In the Asset List, only the core System Number is displayed. In Asset Detail, only the current extension of a core System Number is immediately visible. However, you can view past extension numbers and conditions of an asset on the Transactions tab in Asset Detail.

Another way to view asset history is by running the Asset Status report. See [“Viewing Asset Status History,” page 6-28.](#) For a full discussion of asset extension numbers, see [“Understanding Asset Identification,” page 7-1.](#)

### ***To view past conditions and extension numbers of partially disposed assets***

1. In Asset Detail, display the asset’s core System Number.
2. Click the Transactions tab.
3. Click the View Transactions button to view the partial disposal information.

If more than one transaction exists for the asset, the Select Transaction dialog appears.

4. Select the transaction that you want to view, and then click OK.

The Asset Disposal dialog appears. The title of the dialog displays the asset’s extension number (for example, Asset Disposal - Asset 23.003).

## Viewing Current-Year Disposals

You can specify a range of disposal dates when you run the Disposal report. For example, you can run the report for assets disposed in the current year.

### ***To view only current-year disposals***

1. Select Reports/Standard Reports/Disposal from the menu bar. The Report Definition dialog appears.  
Notice the Run for Assets Disposed field, which contains two fields for entering dates.
2. In the From field, enter the beginning date of the current fiscal year.
3. In the To field, enter the ending date of the current fiscal year.
4. Complete the remaining fields on the Report Definition dialog, and then click the Run Report button.

The application either displays the Disposal report in the report viewer or sends the Disposal report to the default printer, or both. The Disposal report now includes only those assets disposed during the current fiscal year. Notice that the range of dates that you entered appears beneath the title of the report.

## Deleting Asset Disposals

For information on the best way to delete transactions, see [“Deleting Asset Transactions,” page 7-25](#). To delete disposal information, you can also delete the entire asset. Deleting the asset deletes the core System Number and all extensions of it. However, we do not generally recommend deleting assets.

## Transferring Assets

You can transfer assets within an organization or between one organization and another. When you perform either type of transfer, the application automatically calculates depreciation through the transfer date. Therefore, you do not need to update current depreciation before transferring the asset.

There are four ways to handle the transfer of an asset, for either a transfer within an organization or a transfer to another organization:

- You can perform a standard whole asset transfer, which inactivates the original asset.
- You can transfer a whole asset and treat the transferred portion as both a transfer and a disposal.
- You can partially transfer an asset.
- You can partially transfer an asset and treat the transferred portion as both a transfer and a disposal.

## Types of Transfers

The charts below outline the many ways in which the application handles the possible transfer types.

Whole Transfer	
<b>Original Asset</b>	Depreciates up to month-end prior to transfer date.
	Displays transfer-out date on the Transactions tab.
	Status = Transferred*
	Current accumulated depreciation and current YTD depreciation are calculated through one month before transfer date; therefore, depreciation for the month of the transfer applies to the new transferred asset.
	When you transfer an asset, the Current Through Date field displays the month-end prior to the month in which the transfer occurs. After you calculate depreciation for the month in which the transfer occurs, the Current Through Date field displays that month-end date. <b>Example:</b> You transfer the asset on 06/15/07. The Current Through Date field displays 05/2007. After you calculate depreciation for June 2007, the Current Through Date field displays (and will continue to display) 06/2007.
<b>Transferred Asset</b>	Status = Active
	Beginning YTD depreciation = 0
	Beginning accumulated depreciation = original asset's current accumulated depreciation
	Beginning date = original asset's through date (month-end prior to transfer date)

\* Transferred status is a type of inactive status that allows the asset to be included in depreciation calculations through the end of the fiscal year in which the transfer took place (if the asset was not already fully depreciated). It prevents values such as acquisition value and depreciable basis from being double counted.

Partial Transfer	
<b>Original Asset</b>	Depreciates up to month-end prior to transfer date.
	Displays transfer-out date on the Transactions tab.
	Status = Transferred*
	Current accumulated depreciation and current YTD depreciation are calculated through one month before transfer date; therefore, depreciation for the month of the transfer applies to the new transferred asset.
	When you transfer an asset, the Current Through Date field displays the month-end prior to the month in which the transfer occurs. After you calculate depreciation for the month in which the transfer occurs, the Current Through Date field displays that month-end date. <b>Example:</b> You transfer the asset on 06/15/07. The Current Through Date field displays 05/2007. After you calculate depreciation for June 2007, the Current Through Date field displays (and will continue to display) 06/2007.
<b>Transferred Asset</b>	Status = Active.
	Beginning YTD depreciation = 0.
	Beginning accum. depreciation = percentage share of original asset's current accumulated depreciation.
	Beginning date = original asset's through date (month-end prior to transfer date).

Partial Transfer	
<b>Remaining Asset</b>	Status = Active
	Beginning YTD depreciation = percentage share of original asset's current YTD depreciation for transfer year.
	Beginning accumulated depreciation = percentage share of original asset's current accumulated depreciation.
	Beginning date = original asset's through date (month-end prior to transfer date).

\* Transferred status is a type of inactive status that allows the asset to be included in depreciation calculations through the end of the fiscal year in which the transfer took place (if the asset was not already fully depreciated). It prevents values such as acquisition value and depreciable basis from being double counted.

## Transfers and Depreciation Example

The following example illustrates how the application divides depreciation amounts between the original asset and the transferred asset.

You place an asset in service in January 1, 2007. The acquisition value is \$12,000, its estimated life is 10 years, and it uses the straight-line depreciation method.

The depreciation for the first year would be \$100 per month, or \$1,200 at the end of the year (assuming a calendar-year organization).

However, on August 8, you transfer the asset within the organization. The organization now has two assets: the original asset and the transferred asset.

### Original Asset

The application depreciates the original asset up to the month end prior to the transfer date. Therefore, it calculates seven months of depreciation up to July 31, 2007, and it enters \$700 in the Current YTD field and the Current Accum field.

### Transferred Asset

The depreciation for the month of the transfer is applied to the new transferred asset. When you calculate depreciation for December 31, 2007, the transferred asset receives five months of depreciation (August through December). The application enters the following amounts in the depreciation fields of the transferred asset:

Beginning YTD	\$0
Beginning Accum	\$700
Current YTD	\$500
Current Accum	\$1,200

Note that the amount in the Beginning Accum field represents the amount in the original asset's Current Accum field. The amount in the Current YTD field represents the five months of depreciation from August to December. Note also that the transferred asset has a Beginning Date of 07/2007.



## Transferring a Single Asset

You can perform a standard whole asset transfer, which inactivates the original asset. You can also transfer a whole asset and treat the transferred portion as both a transfer and a disposal.

### To transfer a whole asset

1. Do one of the following:
  - In the Asset List, select the asset you want to transfer.
  - Display the asset you want to transfer in Asset Detail.
2. Do one of the following:
  - Select Asset/Transfer from the menu bar.
  - Click the Transfer an Asset task on the navigation pane.

The Asset Transfer dialog appears.

**Sage Fixed Assets - Depreciation**

**Asset Transfer - Asset 1**

Enter the information needed to prorate depreciation in the transfer year of the transfer.

Transfer Date: 05/31/2012 Destination: Current Organization

Transfer By: Location

Transfer Asset From: From: Transfer Asset To: To:

Optional Transfer Parameter:

Partial Transfer?: No Transfer as Disposal?: No

Partial Transfer Book: Financial Edit General Info?: No

Partial Transfer Amount: \$0.00

Transfer Results:

	Database	Organization	Transferred By	System Number	Asset %	Acquired Value
Original Asset	<DEFAULT>	Gov Org		1.000	100.0	\$1,350.00
Transferred Asset	<DEFAULT>	Gov Org		3.000	100.0	\$1,350.00

> [How are transferred assets displayed on reports.](#)

OK Cancel

3. Complete the Asset Transfer dialog. See “[Completing the Asset Transfer Dialog](#),” page 7-16.

If you want to treat the transferred portion of the asset as a disposal, you must select Yes in the Disposal field. Doing so causes the Transfer as a Disposal dialog to appear. Complete the dialog, then click OK to return to the Asset Transfer dialog. See “[Completing the Transfer as a Disposal Dialog](#),” page 7-21. After you return to the Asset Transfer dialog, the Disposal field is set to Yes. If you need to edit the Asset Disposal dialog, go back to the Disposal field and select the Edit option that is now available.

If you want to change any of the general information fields in the new asset, you can do so during the transfer process. Specify Yes in the Edit General Info field. The Edit General Information dialog will appear. For more information, see “[Completing the Edit General Information Dialog](#),” page 7-22.

The application calculates depreciation for the transferred asset and displays the new figures in the appropriate fields.

4. Click OK to save the transfer information and close the Asset Transfer dialog.

A message confirms the transfer and asks if you want to view the transfer information on the Transactions tab. For more information, see [“The Transactions Tab of Asset Detail,” page 3-23](#).

5. Click Yes to view the transfer information on the Transaction tab; otherwise, click No.

### ***To partially transfer an asset***

You can partially transfer an asset. You can also partially transfer an asset and treat the transferred portion as both a transfer and a disposal.

1. Do one of the following:
  - In the Asset List, select the asset you want to transfer.
  - Display the asset you want to transfer in Asset Detail.
2. Do one of the following:
  - Select Asset/Transfer from the menu bar.
  - Click the Transfer an Asset task on the navigation pane.

The Asset Transfer dialog appears.

3. Complete the Asset Transfer dialog, making sure to specify Yes in the Partial Transfer field. The system displays the Partial Transfer Book and Partial Transfer Amount fields. See [“Completing the Asset Transfer Dialog,” page 7-16](#).
4. Complete the rest of the Asset Transfer dialog.

If you want to treat the transferred portion of the asset as a disposal, you must specify Yes in the Disposal field. Doing so causes the application to display the Transfer as a Disposal dialog. Complete the dialog, then click OK to return to the Asset Transfer dialog. See [“Completing the Transfer as a Disposal Dialog,” page 7-21](#). After you return to the Asset Transfer dialog, the Disposal field is set to Yes. If you need to edit the Asset Disposal dialog, go back to the Disposal field and select the Edit option that is now available.

If you want to change any of the general information fields in the new asset, you can do so during the transfer process. Specify Yes in the Edit General Info field. The Edit General Information dialog will appear. For more information, see [“Completing the Edit General Information Dialog,” page 7-22](#).

The application calculates depreciation for the transferred asset and displays the new figures in the appropriate fields.

5. Click OK to save the transfer information and close the Asset Transfer dialog.

A message confirms the transfer and asks if you want to view the transfer information on the Transactions tab. For more information, see [“The Transactions Tab of Asset Detail,” page 3-23](#).

6. Click Yes to view the transfer information on the Transactions tab; otherwise, click No.

### **Completing the Asset Transfer Dialog**

Follow the guidelines below to complete the Asset Transfer dialog, or to view transfer information.

#### ■ **Transfer Date**

Enter the date of the transfer. The transfer date cannot occur before the current depreciation through date, since the application will last calculate depreciation for it through the end of the month preceding the transfer date. The transfer date is the date that ends depreciation for the original asset (the application calculates depreciation for it through the end of the month

preceding the transfer date). Enter a date in MM/DD/YYYY format, or click the arrow button to display the popup calendar. The transfer date must be on or after the Beginning Date and after the Period Close Date on all open and closed books.

■ **Destination**

Use this field to indicate whether the transfer is to another organization or within the same organization. If you select another organization, the application automatically completes the Transfer By and From fields, and displays the Database section of the tab.

■ **Transfer By**

This field indicates which descriptive field you are using to perform the transfer. For instance, for a transfer within an organization, you can transfer an asset from one Location to another, or from one G/L Account number to another.

For a transfer within an organization, you use the Organization Setup to indicate which descriptive field you want to use in this field. See [“The Organization Information Section,” page 4-7](#). For a transfer to another organization, this field is automatically set to Organization.

■ **Transfer Asset**

☐ **From**

This field displays the contents of the field displayed in the Transfer By field. For example, suppose you transfer assets between locations in your organization. The application would display “Location” in the Transfer By field. In the From field, the application would display the name of the original location for the asset you are transferring (such as Eastern Center).

☐ **Database**

This field displays the original database for the asset that you are transferring. This field is visible only during a transfer to another organization.

☐ **To**

During a transfer within an organization, use this field to select the SmartList entry to which you want to transfer the asset. If you need to select another field for transferring the asset, see Transfer By field in the Edit Organization dialog. See [“The Setup Information Section,” page 4-7](#). During a transfer to another organization, use this field to select the organization to which you want to transfer the asset. If the organization to which you want to transfer is contained in a database other than the current database, you must first change the Database field.

☐ **Database**

Use this field to select the database in which the destination organization is located. This field is visible only during a transfer to another organization.

■ **Optional Transfer Parameter**

☐ **Partial Transfer?**

Use this field to indicate whether the transfer is a partial transfer or a whole transfer. Specify No for a whole transfer; specify Yes for a partial transfer. If you specify Yes, the application displays the Partial Transfer Book and Partial Transfer Amount fields.

☐ **Partial Transfer Book**

This option is available only during a partial transfer. Select the book that contains the Acquisition Value you want to use in determining the transfer percentage that will apply to all other books during the transfer. Because each book can contain different Acquisition Values, you must tell the application which value to use to calculate the transfer percentage. For instance, if you select the Financial book Acquisition Value of an asset that is \$100.00, and the transfer amount of the asset is \$20.00, the application calculates a 20% transfer. The application applies a transfer percentage of 20% to the Acquisition Value amounts in the rest of the books.

☐ **Partial Transfer Amount**

This option is available only during a partial transfer. Enter a dollar value for the portion of the original asset being transferred. The dollar value is used to calculate the transfer percentage that applies to all books.

☐ **Transfer as Disposal?**

Use this field to indicate whether you want the application to treat the transferred portion of the asset as a disposal. If you select yes, the Transfer as a Disposal dialog appears. See [“Completing the Transfer as a Disposal Dialog,” page 7-21](#). Treating the transferred portion of the asset as a disposal causes the application to calculate a gain or loss on the original asset or on a portion of the original asset during a partial transfer. This gain or loss amount will appear only on a disposal report.

☐ **Edit General Info?**

Use this field to access the Edit General Information dialog. This dialog allows you to make changes to the descriptive fields of the transferred asset prior to creation. For instance, you can assign a new Owner. For details, see [“Completing the Edit General Information Dialog,” page 7-22](#).

■ **Transfer Results**

☐ **Original Asset, Transferred Asset, and Remaining Asset**

These fields are for the display of transfer information only; you cannot edit them. Each field explained below heads a column containing the rows Original Asset, Transferred Asset, and Remaining Asset.

☐ **Database**

This field indicates the database in which the organization containing the asset is located.

☐ **Organization**

This field indicates the organization containing the asset.

☐ **Transferred By**

This field indicates which descriptive field the application is using to conduct the transfer.

☐ **System Number**

This field indicates the System Number of the asset.

☐ **Asset %**

This field indicates the percentage of the original asset that this asset contains once the transfer has been completed.

☐ **Acquisition Value**

This field indicates the Acquisition Value of the asset once the transfer has been completed.

## Transferring Multiple Assets

You can transfer multiple assets at once; this is called a “bulk transfer.” All of the assets being transferred must have the same destination. The transfer can occur within the current organization, or from the current organization to another organization.

### ***To transfer multiple assets***

1. Select the assets that you want to transfer in the Asset List.
2. Do any one of the following:

- Select Asset/Bulk Transfer from the menu bar.
- Click the Bulk Transfer Assets task on the navigation pane.

The Bulk Transfer dialog appears.

**Note:** The Bulk Transfer menu item and the Bulk Transfer Assets task are not available unless you select at least two assets.

3. Complete the Bulk Transfer dialog. See “[Completing the Bulk Transfer Dialog](#),” page 7-19.
4. Click OK. The Bulk Transfer report appears. For information about the Bulk Transfer report, see “[Bulk Transfer Report](#),” page 7-20.

## Completing the Bulk Transfer Dialog

Follow the guidelines below to complete the Bulk Transfer dialog.

**Note:** You must first select the assets in the Asset List that you want to transfer *before* you complete the Bulk Transfer dialog.

### ■ Transfer Date

Use this field to enter the date of the transfer. Enter a date in MM/DD/YYYY format, or click the arrow button to display the pop-up calendar. Do not enter a date that is earlier than the placed-in-service date of any of the selected assets. Also, the transfer date cannot occur before the current depreciation through date of any of the selected assets. The application calculates depreciation on the original assets through the end of the month preceding the transfer date.

### ■ Current Organization Based on XXXX

Click this option to transfer assets within a single organization. The application displays the name of the field on which the transfer is based in place of the XXXX. For example, you can transfer an asset from one location to another, or from one G/L Account number to another.

For a transfer within an organization, you indicate the descriptive field on which you want to base the transfer in the Transfer By field of the New Organization dialog or the Edit Organization dialog. For more information, see “[The Organization Information Section](#),” page 4-7.

☐ **Transfer To**

Use this field to select or enter the destination of the bulk transfer.

■ **To Another Organization**

Click this option button to transfer assets from the current organization to another organization.

☐ **Database**

Use this field to select the database containing the organization to which you are transferring the assets.

☐ **Organization**

Use this field to select the organization to which you are transferring the assets.

## Bulk Transfer Report

The Bulk Transfer report displays the assets that were transferred successfully. If an asset was selected for a bulk transfer and it was not transferred successfully, the report displays the reason the transfer did not occur. A selected asset will not be transferred under the following conditions:

- The asset was disposed.
- The asset was inactive.
- The asset had already been transferred.
- The asset's placed-in-service date is later than the transfer date specified in the Bulk Transfer dialog.

## Transfer as a Disposal

You complete this type of disposal only from the Asset Transfer dialog. As the application completes a transfer, it calculates a gain/loss amount on the transaction as if the asset had been sold instead of transferred. The application displays the gain/loss amount on the Transfer as a Disposal dialog.

For reporting purposes, the asset continues to appear on all reports as a transferred asset; however, the application reports the amount of the gain/loss on the Disposal report with a disposal method of "T." This allows you to track gain/loss information on transfers within an organization and to another organization for separate reporting purposes.

### ***To perform a transfer as a disposal***

1. In Asset Detail, display the asset that you want to transfer.
2. Do one of the following:
  - Select Asset/Transfer from the menu bar.
  - Select the Transfer an Asset task on the navigation pane.

The Asset Transfer dialog appears.

**Sage Fixed Assets - Depreciation**

**Asset Transfer - Asset 1**

Enter the information needed to prorate depreciation in the transfer year of the transfer.

Transfer Date: 05/31/2012 Destination: Current Organization

Transfer By: Location

Transfer Asset From: From: Transfer Asset To: To:

Optional Transfer Parameter:

Partial Transfer?: No Transfer as Disposal?: No

Partial Transfer Book: Financial Edit General Info?: No

Partial Transfer Amount: \$0.00

Transfer Results

	Database	Organization	Transferred By	System Number	Asset %	Acquired Value
Original Asset	<DEFAULT>	Gov Org		1.000	100.0	\$1,350.00
Transferred Asset	<DEFAULT>	Gov Org		3.000	100.0	\$1,350.00

> How are transferred assets displayed on reports

OK Cancel

- Complete the Asset Transfer dialog. For more information, see “Completing the Asset Transfer Dialog,” page 7-16.
- On the Asset Transfer dialog, click the plus sign (+) to expand the Optional Transfer Parameter section.
- In the Transfer as a Disposal field, select Yes. The Transfer as a Disposal dialog appears.
- Complete the Transfer as a Disposal dialog, and then click the Calculate button. The system calculates the gain/loss amount of the transfer.
- Click OK. The system returns to the Asset Transfer dialog.
- Complete the remainder of the Asset Transfer dialog, and then click OK. A message asks if you want to view the details of the transfer on the Transactions tab.
- Click Yes to view the details of the transfer; otherwise, click No.

## Completing the Transfer as a Disposal Dialog

Follow the guidelines below to complete the Transfer as a Disposal dialog.

- Disposal Date**  
 The application automatically completes this field, using the same date as the transfer date.
- Disposal Method**  
 This field displays the transfer disposal method. On a Disposal report, the Disposal Method column displays a “T” (for “transfer”).
- Cash Proceeds**  
 Use this field to enter the dollar amount of all cash received plus the value of any debts or other liabilities assumed by the buyer. If the transfer is a like-kind exchange, also include the value of any property received that is not like-kind.



### ■ Non-Cash Proceeds

Use this field to enter the dollar value of any non-cash items received during the transfer. If the disposal is a like-kind exchange, include the value of any like-kind property received.

### ■ Expenses of Sale

Use this field to enter the dollar amount of direct expenses incurred in selling or otherwise disposing of the asset.

### ■ Gain/Loss

This field displays the realized gain or loss on the disposal after the calculation is complete. The disposal method determines the realized gain or loss. You can override the amount by entering your own figure. Precede a negative number with a negative sign; do not enclose a loss amount in parentheses.

### ■ Recognize?

The application displays No in this field. The gain or loss on a transfer treated as a disposal is not recognized. You can view the gain or loss amount on the Disposal report.

### ■ Calculate Button

Click this button to calculate the gain or loss amount on the disposal.

## Completing the Edit General Information Dialog

The Edit General Information dialog allows you to make changes to any of the descriptive fields for the asset that is being created by the transfer. Typically, when you transfer an asset, you must change many of the asset's attributes. For example, when you transfer an asset by Location, not only do you want the Location field to change (which happens automatically), but you might also want to change the asset's Owner, G/L Asset Account, G/L Expense Account, and Department. The Edit General Information dialog allows you to change all of these fields and more—without having to go to Asset Detail for the new asset after it is created.

**Sage Fixed Assets - Depreciation**

**Edit General Information**

Change the general information for the new asset that will be created as the result of the transfer.

General Information:

Asset ID	BE101400	Description	Mail Room Equipment
Fund	04	G/L Asset Account	04-600-1150
Location		G/L Accum Account	04-600-1750
Department		G/L Expense Account	04-600-7750
Class		Quantity	1
Purchase Order	BE	Serial Number	
Vendor	Mail Solutions	Owner	Alexis Richard
Custom Field 1		Custom Field 2	
Custom Field 3		Custom Field 4	

Notes:

May 17, 2012 1:51 PM

> [How can I view the asset that is created?](#)

Restore Defaults OK Cancel

When the Edit General Information dialog first appears, it reflects the settings of the original asset. To edit fields, use the scroll bars to locate the field you want to edit, and then make the appropriate changes. You can add notes to the asset in the space provided. Click OK when finished.



## Deleting Asset Transfers

For information on the best way to delete asset transfers, see [“Deleting Asset Transactions,” page 7-25](#). You can also delete the entire asset to delete the transfer information. In order to delete the transferred asset, you must first delete all new system numbers created as a result of the transfer. Deleting the asset deletes the core System Number and all extensions of it.

---

**Note:** We do not generally recommend deleting assets because you cannot undo the deletion. We recommend that you inactivate an asset instead of deleting it. For more information, see [“Inactivating Assets,” page 7-24](#).

---

## Viewing the Transferred Asset

The Transactions tab in Asset Detail displays information about transferred assets.

### ***To view the asset that is created***

1. In Asset Detail, display the asset that was transferred.
2. Select the Transactions tab. For more information, see [“The Transactions Tab of Asset Detail,” page 3-23](#).

For each transfer, the Transactions tab displays the System Number of the original asset, the transferred asset, and the remaining asset.

3. In the Go field, enter the System Number of the transferred asset, and then click the Go button. The application displays the Asset Detail view of the transferred asset.

---

**Note:** If the asset was transferred to another organization, you must first open that organization to see the transferred asset.

---

## Viewing Past Conditions and Extension Numbers of Partially Transferred Assets

All asset extensions are descendants of the original asset as identified by the core System Number. Asset extensions reveal the evolution of an asset. As partial activity occurs on an asset, such as a partial disposal or a partial transfer, one or more new asset extensions are created to reflect the changing condition of the original asset. In the Asset List, only the core System Number is displayed. In Asset Detail, only the current extension of a core System Number is immediately visible. However, you can view past extension numbers and conditions of an asset on the Transactions tab in Asset Detail.

Another way to view asset history is to run the Asset Status report. For more information, see [“Viewing Asset Status History,” page 6-28](#). For a full discussion of asset extensions, see [“Understanding Asset Identification,” page 7-1](#).

### ***To view past conditions and extension numbers of partially transferred assets***

1. In Asset Detail, display the asset’s core System Number.
2. Click the Transactions tab.

3. Click the View Transactions button to view the partial transfer information.  
If more than one transaction exists for the asset, the Select Transaction dialog appears.
4. Select the transaction that you want to view, and then click OK.  
The Asset Transfer dialog appears. The title of the dialog displays the asset's extension number (for example, Asset Transfer - Asset 24.003).

## Inactivating and Reactivating Assets

Reactivating and inactivating assets is an important element of the asset maintenance activities.

### **Inactivating Assets**

Temporarily prevent assets from appearing on reports or being depreciated.

### **Reactivating Assets**

Remove the inactive status from assets, allowing them to appear on reports and be depreciated.

## Inactivating Assets

We recommend that you inactivate assets instead of deleting them. If you delete an asset, you lose all of its history information. If you inactivate an asset, you retain that asset's history and accomplish most other goals you would attain by deleting an asset.

You should inactivate (rather than delete) an asset that has been disposed of if you believe that you may need the asset's data again for an audit or other purposes.

Inactivating an asset affects the asset in these ways:

- The application removes the asset from all reports except the File Listing report.
- The application does not calculate additional depreciation on the asset.
- The application disables the asset's tabs. You are allowed to view but not edit the inactive asset's descriptive fields.
- In the Asset List, the Status column indicates the asset's inactive status.
- In Asset Detail, the Status field indicates the asset's inactive status.

Be sure you complete all necessary processing on an asset before you inactivate it.

### **To inactivate assets**

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. A message appears asking you to confirm your intention to inactivate the selected assets.
3. Click Yes.

## Reactivating Assets

After you inactivate an asset you can no longer perform asset functions on it or edit it. To change an inactive asset, you must first reactivate the asset. You also reactivate an asset to make it appear on

reports again. The next time depreciation is calculated after an asset is reactivated, the application calculates depreciation through the inactive period.

### ***To reactivate assets***

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 on 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. A message appears asking you to confirm your intention to reactivate the selected assets.
3. Click Yes.

## **Deleting Asset Transactions**

You can use the Delete Last Transaction command to delete disposal and transfer transactions, either whole or partial. Deleting the last transaction returns an asset to its original condition prior to the transaction. If the application created a new asset and a new extension during the transaction, it deletes both the new asset and the new extension, and reactivates the original asset. You can select this command only in Asset Detail view of an individual System Number.

Although you can use the Delete Last Transaction command to delete many transactions, you can delete only one transaction each time you use the command. The application deletes transactions in reverse order of creation for a particular System Number.

In addition to this method of deleting transactions, you can also delete disposals of fully disposed assets by resetting depreciation. (This is not the case for partial disposals. Resetting depreciation on a partially disposed asset does not cancel the disposal.) For more information, see [“Resetting Depreciation,” page 9-5](#).

### ***To delete the last transaction performed on an asset***

1. In Asset Detail, display the asset that contains the transaction you want to delete.
2. Select the Transactions tab. See [“The Transactions Tab of Asset Detail,” page 3-23](#).
3. Click the Delete Last Transaction button. A message confirms that you want to continue.
4. Click the Yes button. The application automatically deletes the last transaction for this asset.
5. Repeat step 3 and 4 to delete additional transactions for this asset. Repeat steps 1 through 4 to delete the last transaction for other assets.

## **Deleting Assets**

Generally, you don’t want to delete an asset. If you delete an asset, you lose all of its history information. If you inactivate the asset instead, you retain that asset’s history and accomplish most other goals you would attain by deleting an asset. Delete an asset only if you think you will never again need a single piece of information from that asset.

The application does not reuse deleted asset numbers unless it is the last asset number issued.

---

**Note:** Deleted assets cannot be undeleted.

---

If you still want to delete an asset, follow the procedures outlined below.

#### ***To delete a single asset***

1. In Asset Detail, display the asset you want to delete. Select Asset/Delete Asset from the menu bar. A confirmation message appears.
2. Click Yes to delete the asset. A message asks if you want to print the Asset Detail report for the deleted asset.
3. Click Yes to print the report. A standard Print dialog appears.
4. Complete the Print dialog to send the Asset Detail report to the printer.

#### ***To delete multiple assets***

1. In the Asset List, select the assets you want to delete. For more information, see [“Selecting Assets,” page 3-11](#).
2. Select Asset/Delete Asset from the menu bar. A confirmation message appears.
3. Click Yes to delete the assets. A message asks if you want to print the Asset Detail report for the deleted assets.
4. Click Yes to print the report. A standard Print dialog appears.
5. Complete the Print dialog to send the Asset Detail report to the printer.

# Chapter 8

## Allocations

---

**In this chapter:**

Allocating Cost and Depreciation .....	8-1
Performing Bulk Allocations .....	8-6

### Allocating Cost and Depreciation

The allocation feature allows you to apportion an asset’s cost, depreciation expense, and accumulated depreciation among different funding sources and functions within your organization.

You apportion an asset’s cost and depreciation by creating an allocation scheme for the three G/L account fields:

- G/L Asset Account
- G/L Accumulated Account
- G/L Expense Account

First, you set up the G/L account fields in the application so that each entry for the G/L account fields represents a category to which you want to apportion the asset’s cost or depreciation. For example, if you want to apportion an asset’s cost to three different funding sources, you could assign each funding source a unique entry for the G/L Asset Account field.

Second, you set up the allocation scheme for each asset. For example, you could allocate an asset’s cost so that 50% of the cost is assigned to Source A, 30% is assigned to Source B, and 20% is assigned to Source C.

Third, you can view the allocation schemes for each asset by running the Allocation Percentages report. You can also run the Depreciation Expense report and sort by the G/L Expense Account field to view the depreciation expense allocated across various functions.

## Step 1: Planning the Allocations

Before you set up an allocation scheme, you must do some planning. The first step is to decide what information about an asset you want to allocate, and how you want to allocate it.

Suppose you want to allocate an asset's cost among three funding sources. First, you would assign three different entries for the G/L Asset Account field to the three funding sources. You might assign the three entries for the G/L Asset Account field as follows:

G/L Asset Account	Funding Source
14-550	Source A
14-650	Source B
14-750	Source C

---

**Note:** The easiest way to set up the G/L Asset Account field is to create a list of valid entries for the field. The list of valid entries is called a SmartList. After you create the SmartList for a field, a user can select an entry for the G/L Asset Account field from a list, rather than having to enter the number manually. For more information on creating SmartLists, see [“Creating Valid Field Entries with SmartLists,” page 4-29](#).

---

## Step 2: Performing the Allocation

After you set up the list of valid entries for the G/L Asset Account field, the next step is to allocate the asset's cost between the funding sources. You might allocate an asset's cost as follows:

G/L Asset Account	Allocation Percentage
14-550 (Source A)	50%
14-650 (Source B)	30%
14-750 (Source C)	20%

You allocate the asset's cost by selecting <Allocate> in the G/L Asset Account field in Asset Detail. You can enter up to 1035 allocations for each G/L account field. (You can also apply an allocation scheme to a group of assets in the Asset List. For more information, see [“Performing Bulk Allocations,” page 8-6](#).)

---

**Note:** An asset's allocation scheme applies to all three of the asset's books. That is, you cannot apply different allocation schemes to each book.

---

### ***To perform an allocation***

1. Select the asset whose cost or depreciation you want to allocate, and go to Asset Detail.
2. Select the G/L account that you want to use for the allocation (that is, select the G/L Asset Account, G/L Accum Account, or G/L Expense Account field).
3. Select <Allocate> from the drop-down list and press ENTER. The Allocate dialog appears.

4. Complete the Allocate dialog, and then click OK. See “Completing the Allocate Dialog,” page 8-3.
5. Repeat steps 2 through 4 for each G/L account that you want to use.
6. Save the asset.

## Completing the Allocate Dialog

Follow the guidelines below to complete the Allocate dialog.

- **Enter New Account and Percent**  
Select a G/L account and enter an allocation percentage, and then click the Add (or Replace) button. Enter the percentage in XX.XXX format. For example, to enter an allocation percentage of 40%, you would enter 40.000.
- **Add Button**  
Click this button to add the new G/L account and allocation percentage to the list box.
- **G/L Account**  
Use this field to enter (or select) the G/L account to which you are assigning an allocation percentage. You can enter up to 10 allocation fields for each G/L Account field.
- **Percent**  
Use this field to enter the percentage that you are assigning to the G/L account. Enter the percentages in XX.XXX format. For example, to enter an allocation percentage of 40%, you would enter 40.000. The percentage that you enter for each G/L account must be greater than zero. The total of all percentages that you enter must equal 100.000.
- **Replace Button**  
Click this button to replace the selected G/L account and percentage in the list box with a different G/L account or percentage. Select the G/L account and percentage that you want to change, make the desired changes in the Enter New Account and Percent field, and then click the Replace button.
- **Delete Button**  
Click this button to delete a selected G/L account and percent from the list box.

■ **Delete All Button**

Click this button to clear the list box of all G/L accounts and percentages.

■ **Total Percentage**

This field displays the sum of the percentages entered in the Percent fields.

■ **Remaining Percentage**

This field displays the difference between 100 percent and the total percentages entered in the Percent fields.

## Step 3: Viewing the Allocation Schemes

After you set up an allocation scheme for one or more assets, you can view the allocation percentages by running the Allocation Percentages report. This report shows how you have allocated the three G/L account fields for each asset on the report. For more information, see “[Allocation Percentages Report](#),” page 10-35.

### *To run the Allocation Percentages report*

1. Select Reports/Standard Reports/Allocation Percentages from the menu bar. The Report Definition dialog appears.
2. Select the group of assets for which you want to view the allocation schemes.
3. Select how you want to view the report (on your computer or on a printed copy).
4. Click the Run Report button. The application either displays the report on your computer or sends the report to the printer, or does both.

## Step 4: Viewing the Allocation Amounts

After you set up the allocation scheme for one or more G/L account fields, you can run a report to view an asset’s allocated cost and depreciation amounts. When you run the report, sort and total the report by the G/L account field.

For example, to view depreciation values for an asset by funding source, run the Depreciation Expense report. You would first set up a group sorted and totaled by the G/L Asset Account field, and then run the report.

**Note:** You select the field by which you sort the report when you define the group in the Group Manager. Then you select the group that you have defined when you run the report. For information about creating groups, see “[Creating Groups](#),” page 4-18. For information about running reports, see “[Running a Standard Report](#),” page 10-3.

The application allocates each of the columns on the Depreciation Expense report according to the allocation scheme you set up for the G/L Asset Account field in Step 2:

G/L Asset Acct.	Acquisition Value	Prior Accum. Depreciation	Depreciation This Run	Current Year-to-Date Depreciation	Current Accum. Depreciation
14-550	50%	50%	50%	50%	50%
14-650	30%	30%	30%	30%	30%
14-750	20%	20%	20%	20%	20%



For example, if the asset's Current Accumulated Depreciation is \$1,000, then the application allocates the amount as follows:

G/L Asset Account	Current Accumulated Depreciation
14-550	\$500
14-650	\$300
14-750	\$200

## Sorting by More Than One G/L Account Field

You can sort a report by more than one G/L asset account field. For example, you can sort a report first by the G/L Expense Account field and then by the G/L Accumulated Account field.

**Note:** 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, and so on. For more information about sorting, see [“Completing the Sort Criteria Tab,” page 4-23](#).

Here is an example of sorting by more than one G/L asset account field.

Suppose you allocate an asset's G/L Expense Account field as follows:

G/L Expense Account	Allocation Percentage
1002-000	20%
1003-000	80%

Suppose you allocate the asset's G/L Accumulated Account field as follows:

G/L Accum Account	Allocation Percentage
400-100	60%
500-100	40%

Now you run the Depreciation Expense report and sort first by the G/L Expense Account field, and then by the G/L Accumulated Account field.

The application sorts the secondary group, G/L Accumulated Account, within the primary group, G/L Expense Account, as follows:

G/L Account	Acquisition Value	Prior Accum. Depr.	Depr. This Run	Current YTD Depr.	Current Accum. Depr.
<b>G/L Expense Account 1002-000</b>					
G/L Accum Account 400-100	20% x 60%	20% x 60%	20% x 60%	20% x 60%	20% x 60%

G/L Account	Acquisition Value	Prior Accum. Depr.	Depr. This Run	Current YTD Depr.	Current Accum. Depr.
G/L Accum Account 500-100	20% x 40%	20% x 40%	20% x 40%	20% x 40%	20% x 40%
<b>G/L Expense Account 1003-000</b>					
G/L Accum Account 400-100	80% x 60%	80% x 60%	80% x 60%	80% x 60%	80% x 60%
G/L Accum Account 500-100	80% x 40%	80% x 40%	80% x 40%	80% x 40%	80% x 40%

Suppose the asset's Current Accumulated Depreciation is \$1,000. The application would allocate that amount as follows:

G/L Account	Amount	Calculation
<b>G/L Expense Account 1002-100</b>		
G/L Accum Account 400-100	\$120	\$1,000 x .20 x .60
G/L Accum Account 500-100	\$ 80	\$1,000 x .20 x .40
<b>Subtotal</b>	\$200	\$1,000 x .20
<b>G/L Expense Account 1003-100</b>		
G/L Accum Account 400-100	\$480	\$1,000 x .80 x .60
G/L Accum Account 500-100	\$320	\$1,000 x .80 x .40
<b>Subtotal</b>	\$800	\$1,000 x .80

The application allocates 20% of the \$1,000 to G/L Expense Account 1002-000. Of that 20%, the application allocates 60% (\$120) to G/L Accumulated Account 400-100 and 40% (\$80) to G/L Accumulated Account 500-100.

The application allocates 80% of the \$1,000 to G/L Expense Account 1003-000. Of that 80%, the application allocates 60% (\$480) to G/L Accumulated Account 400-100 and 40% (\$320) to G/L Accumulated Account 500-100.

If you sort the report only by G/L Accumulated Account field, the application allocates 60% of the \$1,000 (\$600 or \$120 + \$480) to G/L Accumulated Account 400-100 and 40% of the \$1,000 (\$400 or \$80 + \$320) to G/L Accumulated Account 500-100.

## Performing Bulk Allocations

Applying an allocation scheme to more than one asset at a time is called a “bulk allocation.” Follow the instructions below to perform a bulk allocation.

### ***To perform a bulk allocation***

1. In the Asset List, select the assets whose costs (or depreciation amounts) you want to allocate.

2. Select Asset/Bulk Allocate from the menu bar. The Bulk Allocate dialog appears.

**Sage Fixed Assets - Depreciation**

**Bulk Allocate**

To allocate a G/L Account for the selected assets, enter the G/L Account Number and corresponding percentages below. After you have entered the allocation scheme on all tabs, click OK.

**G/L Expense Acct No** | G/L Asset Acct No | G/L Accum Acct No

If you do not want to Bulk Allocate the G/L Expense Acct Number, do not enter any values in the table below and the system will retain the current value(s) for this field.

Enter new account and percent:

0.000 %

G/L Expense Account	Percent
011007850	20.000

Total Percentage: 20.000% Remaining Percentage: 80.000%

☐ Check this box if you wish to clear the current allocation scheme for this field

[Why are the G/L Account Number fields blank?](#)

3. Select the G/L Expense Account Number tab to allocate the entries in the G/L Expense Account field for the selected assets.
4. Select the G/L Asset Account Number tab to allocate the entries in the G/L Asset Account field for the selected assets.
5. Select the G/L Accumulated Account Number tab to allocate the entries in the G/L Accumulated Account field for the selected assets.
6. Click OK to exit from the Bulk Allocate dialog. For more information, see [“Completing the Bulk Allocate Dialog,” page 8-7.](#)

The assets that you select in the Asset List could have several different allocation schemes when you select them. The application cannot display more than one allocation scheme at a time. Therefore, the Bulk Allocate dialog displays blank fields when you first open it. You can accept the existing allocation scheme for the selected assets by leaving the dialog blank and then clicking either the OK or Cancel buttons. If you enter a new allocation scheme, it applies to all of the selected assets. To delete the current allocation scheme for the selected assets, you must select the Clear Allocations check box.

## Completing the Bulk Allocate Dialog

Follow the guidelines below to complete the Bulk Allocate dialog.

The Bulk Allocate dialog consists of three tabs, one for each general ledger account field. The fields on each tab are identical. Each tab of the dialog contains the following fields:

### ■ Enter New Account and Percent

Use this field to enter (or select) the general ledger account that you want to allocate for the selected assets, and enter the percentage for that account. You can enter (or select) up to 10 accounts for each G/L account field. Enter the percentages in XX.XXX format. For example, to enter an allocation percentage of 40%, you would enter 40.000. The percentage that you enter

for each general ledger account number must be greater than zero. The total of all percentages that you enter must equal 100.000.

■ **G/L Account**

This field displays the general ledger account numbers to which you are assigning allocation percentages.

■ **Percent**

This field displays the percentages that you are assigning to the general ledger account numbers.

■ **Total Percentage**

This field displays the sum of the percentages in the Percent fields.

■ **Remaining Percentage**

This field displays the difference between 100 per cent and the total percentages in the Percent fields.

■ **Clear Allocations Check Box**

Select this check box if you want to clear the allocation scheme for a general ledger account number. For example, select the check box on the G/L Expense Account Number tab to clear the allocation scheme for G/L Expense Account numbers. The application maintains the allocation scheme for the other general ledger account numbers (G/L Asset Account numbers and G/L Accumulated Account numbers).

■ **Add Button**

Click this button to add the G/L account and percent that you enter in the Enter New Account and Percent field to the allocation scheme.

■ **Replace Button**

Click this button to replace the selected G/L account and percent with the account and percent entered in the Enter New Account and Percent field. Enter the new G/L account and percent in the Enter New Account and Percent field, select the G/L account that you want to replace, and click the Replace button.

■ **Delete Button**

Click this button to delete the selected G/L account and percent from the allocation scheme.

■ **Delete All Button**

Click this button to delete all of the G/L accounts and their percentages from the allocation scheme.

# Chapter 9

## Depreciation

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### In this chapter:

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Calculating depreciation is one of the most important aspects of working with fixed assets. You can calculate and update current depreciation, project future depreciation amounts, or recalculate depreciation for an earlier period.

The Depreciation menu is where you go to calculate current depreciation for all assets or for a group of assets. You can depreciate monthly, quarterly, or annually. You can also reset depreciation back to an earlier date. Using this menu, you can choose to project depreciation amounts for future years for a group of assets or for an entire organization. After you calculate current depreciation, you can store the results separately by running a period close, so that you can later return to them if necessary.

This chapter covers these topics plus the steps necessary to create custom depreciation methods. For additional detailed information about the elements of depreciation, depreciation defaults, and disposal methods, you may also want to refer to [Appendix A, “Depreciation and Fixed Asset Concepts.”](#) The depreciation methods are described in depth in [Appendix B, “Depreciation Methods.”](#)

## Understanding Depreciation Calculation Concepts

Following are several hints regarding the proper methods for calculating depreciation effectively.

### Depreciation Calculation Dates

The application calculates depreciation from one of the four following dates:

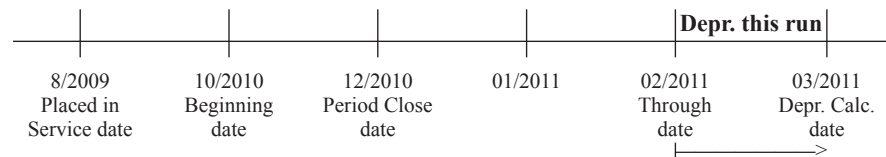
- Placed-in-service date
- Beginning date
- Period close date
- Current through date

The *placed-in-service date* is self-explanatory. The *beginning date* is the date through which depreciation was already calculated for the asset at the time you entered it in the application. The

*period close date* is the date on which depreciation was last saved in the database. The *current through date* is the date through which depreciation was last calculated by the application.

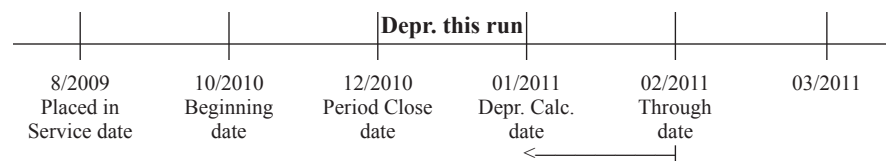
The application uses whichever of those four dates immediately precedes the new date you enter for calculations (the *depreciation calculation date*), as illustrated below.

### Monthly Depreciation Run for Next Period



In the above example, the user is calculating forward from 2/2011 to 3/2011. Thus, depreciation this run is for the 1-month period between the two dates.

### Depreciation Run for Earlier Period



In this example, the user is calculating depreciation for a period prior to the current Through Date of 2/2011. The application looks for a starting point for the calculations and determines that the latest date in time is the Period Close on 12/2010. Thus, depreciation this run is for the 1-month period from 12/2010 to 1/2011. If no period close data existed, the application's starting point for calculations would have been the Beginning Date of 10/2010 and depreciation this run would have been for the 3-month period between 10/2010 and 1/2011.

Note that in either case the depreciation calculation date becomes the new through date for the asset or assets being depreciated.

## Obtaining Monthly Depreciation Figures

Because the depreciation this run amount is dependent on the frequency of your depreciation calculations, you should calculate depreciation for each month in succession in order to obtain accurate monthly depreciation figures. For example, suppose today is April 2, 2010. You last calculated depreciation for all assets and all books through February 2010. This means that current year-to-date and accumulated depreciation for all assets has been calculated through February 2010, and the current through date in Asset Detail is February 2010.

To calculate depreciation for March, you would type 03/10 as the date through which you want to calculate depreciation and select an output option. If you run a Depreciation Expense report at the time you calculate depreciation, the column that shows depreciation for this run will give you the March figures; that is, depreciation is calculated from the current through date (February) through the depreciation calculation date (March). After you calculate depreciation, the new through date in Asset Detail for your assets will be March 2010, and each asset's current depreciation figures will include the March numbers.

**Note:** If you need only to update the assets in the application and don't need to generate a report, make sure you clear all Send To check boxes.

## Calculating Depreciation for Earlier Periods

If you calculate depreciation for an earlier period, you will reset current depreciation for the selected assets to the figures for the earlier period. Note that if you include a disposed asset in a report with a run date earlier than the disposal date, the gain/loss figures on the Disposal report will be incorrect for that asset. In any case, you can return to the current period amounts by executing the Depreciate command again, through the disposal date, after you finish calculating depreciation for the earlier period.

## Multiple Books

Because you can select which books to include for depreciation calculations, a given asset may have current depreciation calculated through different dates in different books. Similarly, because you can select which assets to depreciate, different assets belonging to the same organization may have current depreciation calculated through different dates. If you want all assets in all books to have depreciation calculated through the same date, select all books on the Depreciate dialog and use the All Complete Assets group when calculating depreciation. This does not affect any disposed or transferred assets.

## Calculating Depreciation for Your Assets

The Depreciate feature calculates depreciation beginning from the last date you ran depreciation to an end date that you specify. Anytime you calculate depreciation you can run a Depreciation Expense report as well. The Depreciation Expense report provides essential asset data, plus figures for previous depreciation, depreciation calculated by this depreciation run, and current depreciation. The application generates a separate Depreciation Expense report for each book you select. The Depreciation Expense report is discussed in length in “[Depreciation Expense Report](#),” [page 10-49](#).

The application also calculates depreciation up to the transaction date when you dispose or transfer an asset. An asset’s depreciation figures reflect whichever of these actions—depreciate, dispose, or transfer—you performed most recently.

You should calculate depreciation monthly for any book that is posted monthly.

### ***To depreciate your assets***

1. Do one of the following:
  - Select Depreciation/Depreciate from the menu bar.
  - Click the Calculate Depreciation task on the navigation pane. The Depreciate dialog appears.
2. Complete the Depreciate dialog, and then click OK. See “[Completing the Depreciate Dialog](#),” [page 9-4](#). The application calculates depreciation for the selected group of assets, then either displays the results in a report viewer or sends them to a printer.

You can also depreciate only selected assets or an individual assets.

### ***To depreciate only selected assets***

1. In the Asset List, select the assets you want to depreciate.
2. Do one of the following:
  - Select Depreciation/Depreciate from the menu bar.

- Click the Calculate Depreciation task on the navigation pane.

The Depreciate dialog appears. The application automatically selects <Selected Assets> in the Group field.

3. Complete the Depreciate dialog, then click OK. The application calculates depreciation for the selected assets, then either displays the results in a report viewer or sends them to a printer.

### ***To depreciate only a single asset***

1. Select the asset for which you want to calculate depreciation, and then go to Asset Detail.
2. Do one of the following:

- Select Depreciation/Depreciate from the menu bar.
- Click the Calculate Depreciation task on the navigation pane.

The Depreciate dialog appears. The application automatically selects <Detailed Asset No. XX> in the Group field, where XX is the System Number of the selected asset.

3. Complete the Depreciate dialog, then click OK. The application calculates depreciation for the selected asset, then either displays the results in a report viewer or sends them to a printer.

## **Completing the Depreciate Dialog**

Follow the guidelines below to complete the Depreciate dialog.

### **■ Group**

Use this field to select a group for which you want to calculate depreciation. To create a new group, you select Group Manager from the Customize menu.

### **■ Books**

Use this field to select the books for which you want to calculate depreciation. You must select at least one book.

#### ☐ **Select All/Unselect All Button**

Click this button either to select the check boxes for all available books or to clear the check boxes for all available books.

### **■ Date**

#### ☐ **Calculate Depreciation Through the Following Date**

Use this field to enter the date (in the MM/YYYY format) through which you want to calculate depreciation. All assets placed in service through the last day of the month you enter are included. The date can be for any period, including an earlier period. If you enter a date for an earlier period, however, the current depreciation figures for all assets included in the calculation are reset to the depreciation amounts for that earlier period.

---

**Note:** Certain date validations occur during the depreciate process. Refer to [“Calculating Depreciation for Your Assets,” page 9-3](#), for an explanation of depreciation calculation dates.

---

#### ☐ **View Reporting Period Button**

Click this button to view a dialog that allows you to select the reporting period for each book. For more information, see [“Completing the Current Reporting Period Dialog,” page 10-9](#).



### ■ Run Options

#### ☐ Force Recalculation

Select this check box to recalculate depreciation on assets for which you have already calculated depreciation through this date. You should select this check box if you have changed the organization's fiscal year-end or the adjustment convention in the Edit Organization dialog since your last calculated depreciation. Otherwise, you can save processing time by clearing this check box.

#### ☐ Update Current Reporting Period

Select this check box to change the current reporting period to the date entered in the Date field. For more information, see [“Setting the Current Reporting Period,”](#) page 10-9.

#### ☐ Choose Report

Use this field to select a customized report that will display the calculation results at the end of the depreciate process. You can choose the Depreciation Expense report or any customized standard report based on the Depreciation Expense report. For example, if you have changed the column headings on the Depreciation Expense report and named the customized report “My Depr Expense Report,” you can select My Depr Expense Report from this field.

---

**Note:** This field is available only if you have purchased the Sage Fixed Assets Reporting program.

---

#### ☐ Send To

You can send a report to two possible destinations: a display window or a printer. Select the appropriate check box. If you do not want to generate a report, clear both check boxes. When no boxes are selected, depreciation is calculated for the selected assets and depreciation amounts are updated in Asset Detail.

## Resetting Depreciation

Resetting depreciation on assets with extension numbers is handled differently than when resetting depreciation on assets without extension numbers. (Although, you can reset depreciation on a group containing both.) Remember, an asset is assigned an extension number only if it has been partially transferred or partially disposed.

Resetting depreciation on an asset with extension numbers resets depreciation only on the last extension number. Depreciation is not reset on the original extension number or on any intermediary extension numbers. When resetting depreciation to a date prior to the creation of the last extension number, the application resets depreciation to the beginning date of the last extension for that particular asset. All other assets without extension numbers in the selected group are reset to the specified date.

Resetting depreciation on a fully disposed asset cancels the disposal. If you've disposed of the asset through several partial transactions, the application cancels only the final disposal transaction (if it was a whole disposal). If the final transaction was a partial disposal, then the application resets to the beginning date of the last extension number.

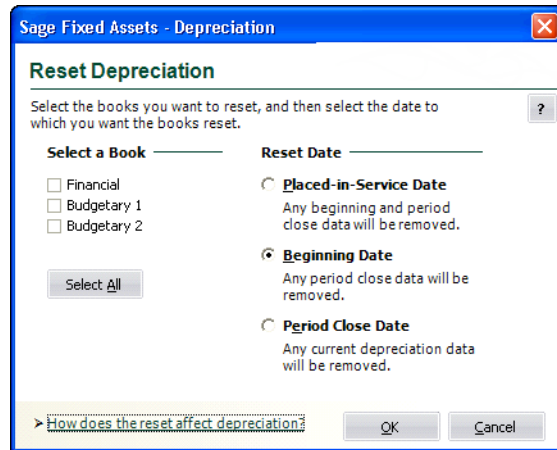
To cancel a partial disposal, see [“Deleting Asset Transactions,”](#) page 7-25.

### ***To reset depreciation***

1. Select the asset or assets on which you want to reset depreciation.

2. Do any of the following:
  - Select Depreciation/Reset Depreciation from the menu bar.
  - Click the Reset Depreciation task on the navigation pane.

The Reset Depreciation dialog appears.



3. Complete the Reset Depreciation dialog, and then click OK. See “[Completing the Reset Depreciation Dialog](#),” page 9-6.

The application resets depreciation for the selected assets.

## Completing the Reset Depreciation Dialog

Follow the guidelines below to complete the Reset Depreciation dialog.

### ■ Select a Book

Use the check boxes in this field to specify the books for which you want to reset depreciation.

#### ☐ Select All/Unselect All Button

Click this button either to select the check boxes for all available books or to clear the check boxes for all available books.

### ■ Reset Date

Use this field to specify the date to which you want to reset depreciation.

#### ☐ Placed-in-Service Date

Click this option button to reset depreciation to the asset’s Placed-in-Service Date. Selecting this option resets all depreciation figures to zero (the amount of depreciation on the date the asset was placed in service). The amounts in the Period Close fields, if any, will be deleted. Select this option if critical depreciation values, such as the acquisition value or depreciation method, were entered incorrectly. In this case, you need to reenter the beginning amounts and other values after resetting depreciation and before executing the Depreciate command.

---

**Note:** You cannot reset depreciation to the Placed-in-Service Date on an asset that was created as the result of a transfer. The application cannot reset depreciation prior to the asset’s Beginning Date.

---

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**❑ Beginning Date**

Click this option button to reset the current depreciation fields to the beginning date of the asset (if applicable). Selecting this option resets depreciation figures to the amounts entered in the asset's beginning depreciation fields. The amounts in the Period Close fields, if any, will be deleted. This is the default. Select this option when the beginning values are correct but the current or period close depreciation figures are not. After you reset to the beginning depreciation amounts, you can change asset data as needed and recalculate depreciation by executing the Depreciate command.

---

**Note:** If there is no date in the Beginning Date field, the application automatically resets the asset's depreciation to the Placed-in-Service Date.

---

**❑ Period Close Date**

Click this option button if you want to reset depreciation back to the last period close date. Selecting this option resets the current depreciation figures to the amounts entered when the last period close was performed.

---

**Note:** If there is no date in the Period Close Date field, the application automatically resets the asset's depreciation to the Beginning Date (if one exists). If there is no date in the Beginning Date field, the application resets the asset's depreciation to the Placed-in-Service Date.

---

## Running a Budgetary Projection

For each fiscal year, it's easy to view the projected depreciation expense for one asset or for a group of assets. You can view the projected depreciation expense in two ways:

- Run a **monthly projection**, which shows the projected depreciation expense for each month in a single year.
- Run an **annual projection**, which shows the projected depreciation expense for multiple years.

The application displays the projection in the form of the Monthly Projection report and the Annual Projection report. These reports display the projection as a grand total of all assets selected for inclusion in the report. They do not display projections for individual assets, unless you run the report for only one asset. The Monthly Projection report and Annual Projection report are discussed at length in [Chapter 10, "Standard Reports."](#)

## To run a monthly budgetary projection

1. Select Depreciation/Monthly Projection from the menu bar. The Report Definition dialog appears.

2. Complete the Report Definition dialog, and then click the Run Report button. The application runs the projection and sends the results to the specified location. For more information, see [“Completing the Report Definition Dialog,” page 10-7.](#)

**Note:** When you click the Other Date option button, and change the report date to another year, you get a monthly projection for that year.

3. If you sent the report to the display window, view the Monthly Projection report. Print the report by clicking the Print icon, if desired, and then click the Close button to exit from the report viewer.
4. Click the Close button to exit from the Report Definition dialog.

## To run an annual projection

1. Select Depreciation/Annual Projection from the menu bar. The Report Definition dialog appears.
2. Complete the Report Definition dialog, then click the Run Report button. The application runs the projection and sends the results to the specified location. For more information, see [“Completing the Report Definition Dialog,” page 10-7.](#)
3. If you sent the report to the display window, view the Annual Projection report. Print the report by clicking the Print icon, if desired, and then click the Close button to exit from the report viewer.
4. Click the Close button to exit from the Report Definition dialog.

## Running a Quick Projection

You can easily view an asset's projected depreciation expense for the life of the asset.

### *To run a quick projection on an asset*

1. Do one of the following:
  - In Asset Detail, display the asset you want to project.
  - In the Asset List, select the asset you want to project.
2. Do one of the following:
  - Select Depreciation/Quick Projection from the menu bar.
  - Click the Run a Quick Projection task on the navigation pane. The Quick Projection dialog appears.
3. Select the book on which you want to run a projection, and then click OK. The application generates and displays the Quick Projection report.

## Quick Projection Report

The Quick Projection report shows an asset's projected depreciation expense for the life of the asset.

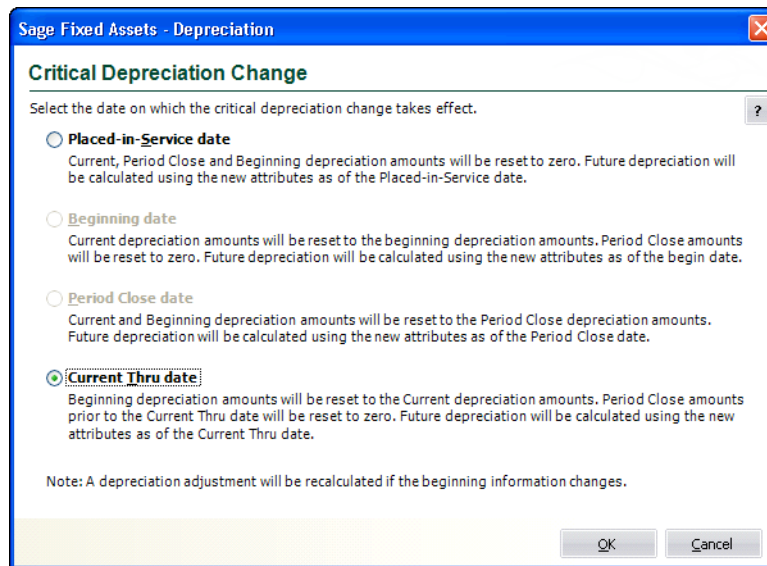
### Report Columns

The following guidelines provide detail on the columns appearing on the report.

- **As Of**  
This column displays the fiscal year-end for each year in the asset's life.
- **Beginning Depreciation**  
Beginning Depreciation includes all depreciation expense from the asset's placed-in-service date through the end of the fiscal year before the one for which depreciation is projected.
- **Depreciation This Run**  
Because this projection is run annually, the Depreciation This Run column will always be the same as the Current Year to Date Depreciation.
- **Current YTD Depreciation**  
Current Year to Date Depreciation includes all depreciation expense from the beginning to the end of the fiscal year for which depreciation is projected.
- **Current Accum Depreciation**  
Current Accumulated Depreciation includes all depreciation expense from the asset's placed-in-service date up to the end of the year for which depreciation is projected.



2. Change the information in one of the depreciation-critical fields. When you tab out of the field, a message warns you that you are making a change to a depreciation-critical field and asks if you want to continue.
3. Click the Yes button to continue. The Critical Depreciation Change dialog appears.



4. Click one of the four option buttons, and then click OK. The information in the Beginning Depreciation, Current Depreciation, and Period Close fields is updated.
5. Click the Save Asset button.

**Note:** If you select anything except Placed-in-Service Date in step 4, and the depreciation method is currently SL, SF, or SH and the changes make the asset under-depreciated as related to the new values, the asset may not fully depreciate over the life of the asset. In this case, we recommend changing the Depreciation Method to RV. The Depreciation Adjustment report can assist you in identifying under-depreciated assets.

## Completing the Critical Depreciation Change Dialog

Follow the guidelines below to complete the Critical Depreciation Change dialog.

### ■ Placed-in-Service Date

Click this option button to apply the change as of the Placed-in-Service date. Any depreciation in the Current Depreciation, Period Close, and Beginning Depreciation fields is reset to zero. The next time you calculate depreciation, the newly entered information is applied as of the Placed-in-Service date as though the asset had been originally entered with the new information.

**Note:** This option is not recommended for older assets. Choosing this option will remove prior-year calculations.

### ■ Beginning Date

Click this option button to apply the change as of the Beginning date. The values in the beginning fields are retained and depreciation will be recalculated going forward using the newly entered information. Zeros are entered in the Period Close fields if the Period Close date is after the Beginning date. The information in the Period Close fields is retained if the Period

Close date equals the Beginning date. The next time you calculate depreciation, the newly entered information will be applied as of the Beginning date. This option is not available if you are changing the Placed-in-Service date to a date after the Beginning date or there is no Beginning information.

■ **Period Close Date**

Click this option button to apply the change as of the Period Close date. The period close values calculated using the existing depreciation-critical field values are retained. The next time you calculate depreciation, the newly entered information is applied as of the Period Close date. The Period Close data becomes the Beginning data and overwrites the information in the Beginning fields. This option is not available if you are changing the Placed-in-Service date to a date after the Period Close date or there is no Beginning data.

■ **Current Through Date**

Click this option button to apply the change as of the Current Through date. The Current Through date values calculated using the existing depreciation-critical field values are retained. Period Close amounts before the Current Through date will be reset to zero. The next time you calculate depreciation beyond the Current Through date, the newly entered information will be applied. The Current Through data becomes the Beginning data and overwrites the information in the Beginning fields. This option is not available if you are changing the Placed-in-Service date to a date after the Current Through date.

## Changing the Beginning Depreciation Fields

When you make a change to any of the Beginning Depreciation fields (Beginning Date, Beginning Year-to-Date Depreciation, or Beginning Accumulated Depreciation), the following changes to the asset are made:

- The newly entered Beginning Depreciation information is copied into the Current Depreciation fields (Current Through Date, Current Year-to-Date Depreciation, and Current Accumulated Depreciation).
- The information in the Period Close fields (Period Close Date, Period Close Year-to-Date Depreciation, and Period Close Accumulated Depreciation) is set to zero.
- The depreciation adjustment, if any, is recalculated and can be viewed on the Depreciation Adjustment report.

---

**Note:** You should be careful about changing information in the Beginning Depreciation fields on an asset that was created as the result of a transfer. The Beginning Depreciation fields contain important information regarding the depreciation expense as of the transfer date. You generally should not change this information.

---

## Conducting a Period Close

The Period Close feature allows you to store and protect current depreciation values for all assets. This feature provides a security blanket against future calculation problems, such as changes made to assets that lead to incorrect calculations. If needed, you can then later reset depreciation to the period close date, a time when you last tied out to your general ledger.

The tasks involved in conducting a period close are exactly the same as those for running a Depreciation Expense report. The only difference is how you access the feature. Plus, the results of conducting the period close are stored in the Period Close fields. This allows you to later reset depreciation to a period close date if necessary.



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**Note:** When you conduct a period close, depreciation is not calculated; the application is only storing figures.

---

You can view period close calculation amounts for an asset in Asset Detail. The last three book information fields display those figures:

- Period Close Date
- Period Close Year-to-Date
- Period Close Accumulated

---

**Note:** If you want the period close to affect all extensions of a System Number, you must assign criteria to the group on which you are performing the period close that will include all extension numbers.

---

### Hints for Conducting a Period Close

- Before you conduct a Period Close, calculate depreciation on the assets you want to include in the process. To calculate depreciation, select the Depreciate command from the Depreciation menu. The date that you enter on the Set Period Close dialog must be the same as the date through which you have calculated depreciation. If depreciation on an asset has not been calculated through the date in this field, it will not appear on the Period Close report.
- We recommend that you select the All Complete Assets group when you conduct a period close.

---

**Note:** The date of the Period Close must be on or after the Beginning Date for each asset for which you are conducting the Period Close. You cannot conduct a Period Close prior to an asset's Beginning Date.

---

### *To conduct a period close*

1. Select Depreciation/Period Close/Set Period Close from the menu bar. The Set Period Close dialog appears.
2. Complete the Set Period Close dialog, and then click OK. See [“Completing the Set Period Close Dialog,” page 9-13](#). The most recent depreciation calculations for the selected group of assets are saved, and then the results are either displayed on your computer screen or sent to a printer.

If you opted to display the results, click the Close button to exit the report viewer.

### Completing the Set Period Close Dialog

Follow the guidelines below to complete the Set Period Close dialog.

#### ■ Group

Use this field to select the group on which you want to conduct a period close. To create a new group, you can select Group Manager from the Customize menu.

■ **Books**

Use this field to select the books for which you want to conduct a period close. You must select at least one book.

☐ **Select All/Unselect All Button**

Click this button either to select the check boxes for all available books or to clear the check boxes for all available books.

■ **Date**

☐ **Close the Period for Assets Calculated Through**

Use this field to enter the date (in the format MM/YYYY) through which you want the application to save previously calculated depreciation amounts. The application includes all assets for which depreciation has been calculated through the last day of the month you enter. The date may be for any period, including an earlier period. If you enter a date for an earlier period, however, be sure you have calculated depreciation through that date for the assets you want to include in the report. The assets' current through date must be the same as the date you enter in this field. This ensures that the selected assets appear on the report.

☐ **View Reporting Period Button**

Click this button to view a dialog that allows you to select the reporting period for each book. For more information, see [“Completing the Current Reporting Period Dialog,” page 10-9.](#)

■ **Run Options**

☐ **Choose Report**

Use this field to select a report that will display the calculation results at the end of the period close process. You can choose the Depreciation Expense report or any customized standard report based on the Depreciation Expense report. For example, if you have changed the column headings on the Depreciation Expense report and named the customized report “My Depr Expense Report,” you can select My Depr Expense Report from this field.

---

**Note:** This field is available only if you have purchased the Sage Fixed Assets Reporting program.

---

☐ **Send To**

Use this field to specify where you want to send the report: a display window or printer. Select the appropriate check box. If you do not want to generate a report, clear both check boxes. The application saves previously calculated depreciation amounts for the selected assets and updates them in Asset Detail.

## Saving Calculations with a Period Close

The Period Close feature saves the most recent depreciation calculations and displays them in the three Period Close fields. When you conduct a period close, the application copies the amounts in the three depreciation-related fields to the three Period Close fields. The table below shows the three fields that contain your depreciation calculations and the corresponding Period Close fields.

Depreciation Fields	Period Close Fields
Current Year-to-Date	Period Close Year-to-Date
Current Accum	Period Close Accum
Current Through Date	Period Close Date

**Example:**

You calculate depreciation on an asset with the following attributes:

<b>Property Type:</b>	D
<b>Placed-in-Service Date:</b>	03/01/2003
<b>Acquisition Value:</b>	\$10,000
<b>Depreciation Method:</b>	SL
<b>Estimated Life:</b>	7 years

You calculate depreciation for this asset on 12/31/2007. The application displays the following in the three depreciation-related fields:

<b>Current Year-to-Date:</b>	\$1,428.57
<b>Current Accum:</b>	\$6,904.76
<b>Current Through Date:</b>	12/2007

Then you conduct a Period Close for a group of assets that includes this asset. After you conduct the Period Close, the application displays the following in the three Period Close fields:

<b>Period Close Year-to-Date:</b>	\$1,428.57
<b>Period Close Accum:</b>	\$6,904.76
<b>Period Close Date:</b>	12/2007

## Relying on the Period Close Calculations

The Period Close feature allows you to store current depreciation values for all assets. This feature locks in your calculations to ensure that your historical balances will always tie out as of the Period Close date.

For example, if you make changes to the asset attributes, such as estimated life or depreciation method, you can make the change effective as of the Period Close date. This means your beginning balance is secured and the change will affect only the ongoing calculations.

The Period Close amounts are used as a “starting point” when you calculate depreciation. The Period Close amounts serve as the foundation on which future depreciation is calculated.

**Example:**

You enter an asset in January of 2007, and you calculate depreciation on the asset each month. In December 2007, you conduct a Period Close for a group of assets that includes this asset. The information in the current depreciation fields for December 2007 is now saved in your Period Close depreciation fields.

You continue to calculate depreciation monthly through March 2008. Then you realize that an error was made on the asset during the original data entry, and you need to change the estimated life from seven years to five years.

After you make the depreciation-critical change, depreciation is recalculated, starting with the December 2007 values, which are locked in and stored in the Period Close fields. An adjustment is also calculated as of December 2007 for the change in estimated life. Therefore, you are able to make

the depreciation-critical change and claim an adjustment in the current year, without restating your historical values.

## Period Close and Beginning Depreciation Fields

Both the Period Close fields and the Beginning Depreciation fields protect your depreciation calculations. The application does not allow you to calculate depreciation prior to the Beginning Date or the Period Close Date. (To do so, you must first reset depreciation back to the Placed-in-Service date.)

Please note the following rules for the Period Close and Beginning Depreciation fields:

- You **cannot** conduct a Period Close **before** the date in the Beginning Date field. (This is because you cannot calculate depreciation prior to the date in the Beginning Date field.)
- You **can** conduct a Period Close on the **same date** as the date in the Beginning Date field. If you do so, then all three sets of depreciation fields (the Beginning Depreciation fields, the Period Close fields, and the Current Depreciation fields) will contain the same information.
- When you conduct a Period Close after the Beginning Date, the application copies the depreciation amounts from the Current Depreciation fields into the Period Close fields. The information in the Beginning Depreciation fields remains the same. The application does not recalculate an adjustment.
- The application calculates adjustments to depreciation based on the information in the Beginning Depreciation fields. You can run a Depreciation Adjustment report to view the difference between depreciation calculated by the application and the amounts entered in the Beginning Depreciation fields.

## Clearing the Period Close Fields

You can remove information from the period close fields for a single asset or for a group of assets, allowing you to easily rerun depreciation reports for periods prior to a period close. When you use the Clear Period Close feature, the application removes the period close date and enters zeros in the period close depreciation fields.

If an asset has been involved in a partial transfer or partial disposal, the application removes period close information for the original asset extension as well as all of the remaining extensions.

The application does not remove period close information from an asset whose status is Inactive.

---

**Note:** Removing period close data does not immediately change the current depreciation data. However, if you made changes to asset attributes after the Period Close date, then depreciation calculations may be affected the next time depreciation is calculated prior to the current through date.

---

### ***To clear the period close fields***

1. Select Depreciation/Period Close/Clear Period Close from the menu bar. The Clear Period Close dialog appears.
2. Complete the Clear Period Close dialog. See [“Completing the Clear Period Close Dialog,” page 9-17.](#)
3. Click OK. Zeros are entered in the period close fields if the asset’s Period Close Date is on or after the date entered in the Clear Period Close dialog.

## Completing the Clear Period Close Dialog

Follow the guidelines below to complete the Clear Period Close dialog.

### ■ Step 1: Select a Group

Use this field to select the group of assets for which you want to set the period close fields to zero.

### ■ Step 2: Select Books

Use this field to select the book(s) for which you want to set the period close fields to zero.

#### ☐ Select All/Unselect All Button

Click this button either to select the check boxes for all available books or to clear the check boxes for all available books.

### ■ Step 3: Enter Period Close Date

#### **Clear Period Close Information On or After**

Use this field to enter the date for which you want to set the period close fields to zero. When you click OK, the application enters zeros in the period close fields if the asset's Period Close Date is on or after the date you entered.

## Creating Custom Depreciation Methods

If your organization uses nonstandard depreciation methods, you can create custom depreciation methods. Custom methods can be used to depreciate assets for up to 60 years with a specified percentage for each year. The default for the averaging convention in the year of disposition is full month, but you can select a different averaging convention. You can create over 1200 different custom depreciation methods.

**Note:** The averaging convention for the placed-in-service year must be calculated as part of the first year percentage.

### *To create a custom depreciation method*

1. Select Customize/Depreciation Methods from the menu bar. The Custom Depreciation Methods dialog appears.

**Sage Fixed Assets - Depreciation**

**Custom Depreciation Methods**

Create a depreciation method that uses an annual percentage applied to the asset's basis when running the Depreciate function.

Enter new name and description:

Name	Description
11	CM for License Fees

> Are there restrictions on the method name?

Close

2. Enter a two-character code and a brief description of the method, and then click the Add button. For more information, see [“Completing the Custom Depreciation Methods Dialog,” page 9-18.](#)

The Depreciation Method Setup - [Name] dialog appears.

3. Complete the Depreciation Method Setup - [Name] dialog, and then click OK. See [“Completing the Depreciation Method Setup - \[Name\] Dialog,” page 9-19.](#) The application returns to the Custom Depreciation Methods dialog.
4. Click the Close button on the Custom Depreciation Methods dialog. The application automatically adds your custom method to the SmartList of available depreciation methods.

## Completing the Custom Depreciation Methods Dialog

Follow the guidelines below to complete the Custom Depreciation Methods dialog.

### ■ Enter New Name and Description

Use this field to type a two-character code to identify this depreciation method. The code can include any number or lowercase letter, except for the codes reserved by the application (see note below). If you enter uppercase letters, the application changes them to lowercase. Uppercase letters are reserved for the application’s standard depreciation methods.

---

**Note:** The following two-character codes are reserved by the application. Therefore, you cannot enter the following codes in the Enter New Name and Description field:

aa	de	ma	oc	sh
ad	dh	mf	rv	sl
at	di	mi	sa	st
db	dl	mr	sb	yd
dc	dm	mt	sd	yh
dd	dy	no	sf	ys

---

### ■ Custom Methods List Box

This list box displays the two-character codes and descriptions of all the custom methods in your application. Use this list box to select a custom method on which you want to perform one of the functions listed on the buttons to the right of this list box (Edit, Delete, Copy, Replace).

### ■ Add Button

Click this button to define the custom method you specify in the Enter New Name and Description field. The application automatically adds your custom method to the SmartList of available depreciation methods.

### ■ Edit Button

Click this button to edit a custom method you select from the Custom Methods list box. See [“Completing the Depreciation Method Setup - \[Name\] Dialog,” page 9-19.](#) If you edit a custom method used by an existing asset, you must use the depreciate function to redepreciate the asset and apply the new percentages.

### ■ Delete Button

Click this button to delete the custom method you select from the Custom Methods list box. If you delete a custom method used by an existing asset, the asset’s depreciation method will change to RV.

### ■ Copy Button

To copy a custom method, select the method from the Custom Methods list box, click this button, and complete the Copy Custom Method dialog. See “[Completing the Copy Custom Method Dialog](#),” page 9-20.

### ■ Replace Button

To replace a custom method, select the method from the Custom Methods list box, click this button, and complete the Replace Custom Method dialog. See “[Completing the Replace Custom Method Dialog](#),” page 9-20.

## Completing the Depreciation Method Setup - [Name] Dialog

Follow the guidelines below to complete the Depreciation Method Setup - [Name] dialog.

### ■ Description

This field displays the description you entered in the Custom Depreciation Methods dialog.

### ■ Disposal Method Convention

Use this field to select a disposal year averaging convention. The default disposal year convention is full month. The following disposal year conventions are available:

- Full month
- Midmonth
- Half-year
- Modified half-year

---

**Note:** The application uses the selected averaging convention only in the disposal year. The averaging convention for the placed-in-service year must be calculated as part of the first year percentage.

---

Averaging conventions are discussed at length in [Appendix A, “Depreciation and Fixed Asset Concepts.”](#)

### ■ Percent (%)

For each year, enter the percentage of depreciation to be taken in that year. Year 1 is the year you placed the asset in service, and you can enter percentages for up to 60 years. Enter the percentage as a whole number or a whole number with a decimal; for example, enter 10% as 10, and enter 14.5% as 14.5.

---

**Note:** For the placed-in-service year, the asset always receives a full year’s depreciation, no matter when the asset is placed in service. For example, suppose you enter 20% in the Percent Field for Year 1. Even if you place the asset in service on the last day of the year, the application would multiply the asset’s depreciable basis by 20% for the first year. If you want the asset to receive only partial depreciation for the first year, you must enter a smaller percentage.

---

You should not enter a percentage greater than 100.000.

As you enter the percentages for each year, notice the change in the two display fields at the bottom of the dialog.

### ■ Total Percentage

This field shows the total percentage of depreciation for all years entered thus far. This amount cannot exceed 100.000.

■ **Remaining Percentage**

This field shows the difference between the total percentage and 100.000 (100% depreciation).

For most depreciation methods, when you finish entering annual percentages the total percentage should be 100.000 and the remaining percentage should be zero. You can, however, create a depreciation method that does not fully depreciate assets.

When the application calculates depreciation, it applies the percentage entered for each year to the depreciable basis of the asset and evenly distributes the depreciation amount over the 12-month period.

When you have entered the percentages, click OK to save your data and return to the Custom Depreciation Methods dialog. The new custom depreciation method appears in the list box.

## Completing the Copy Custom Method Dialog

Follow the guidelines below to complete the Copy Custom Method dialog.

■ **Copy From**

This field displays the method you are copying.

■ **Copy To**

Use this field to type the name of the method to which you are copying the selected method. You must enter a new custom method name. You cannot use the Copy Custom Method to override an existing method.

## Completing the Replace Custom Method Dialog

Follow the guidelines below to complete the Replace Custom Method dialog.

■ **Replace From**

This field displays the method you want to replace with the method you type in the Replace To field.

■ **Replace To**

Use this field to type the name of the method that you want to replace the method displayed in the Replace From field. You can enter either a new or existing method in this field.



# Chapter 10

## Standard Reports

---

### In this chapter:

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The application contains numerous standard reports to help you manage your assets and keep track of their depreciation. You decide which assets and which books to include in each report, and how the assets should be sorted and subtotaled. You can print a report or display it on the computer screen.

The application also contains a batch report feature that allows you to create an entire batch of reports that you can run with a single command. Batch reporting is extremely useful when you consistently run certain reports for such purposes as monthly reporting.

This chapter explains how to run the standard reports, how to format the reports, how to create batch reports, how to use the Utility Reports, and how to interpret each report.

## List of Reports

Following is a list of each report and a brief description of each. A more detailed explanation follows later in this chapter.

You run the following reports by selecting Standard Reports from the Reports menu:

### ■ Depreciation Expense Report

The Depreciation Expense report displays depreciation-related information for assets on which depreciation has been calculated. The report includes assets containing depreciation calculations through the date you enter for the report. Along with essential asset data, the report shows figures for previous depreciation, depreciation that was calculated for the last depreciation run, and current depreciation.

### ■ Period Close Summary Report

The Period Close Summary report displays the period close dates for the assets on the report. It also shows the last date that depreciation was calculated (the Current Through Date).

### ■ Depreciation Adjustment Report

The Depreciation Adjustment report shows the difference between the beginning depreciation amounts you enter and the depreciation amounts the application calculated for the same period. The report includes only those selected assets that have adjustment amounts.

- **Disposal Report**  
The Disposal report lists the assets in the selected group that have been disposed and shows the amounts of realized, recognized, and deferred gain or loss on each asset.
- **Partial Disposal Report**  
The Partial Disposal report summarizes the partial disposal transactions in the selected group of assets.
- **Transfer Report**  
The Transfer report tracks the origin and destination of every selected asset that has been transferred, whether the transfer was within the same organization or to a different organization. This tracking includes all asset extensions or new assets that were created as part of the transfer. The report also displays the details of the transfer, such as the transfer date, acquisition values, prior accumulated depreciation, and current accumulated depreciation.
- **Partial Transfer Report**  
The Partial Transfer report summarizes all partial transfers in the selected group that originated in the currently open organization.
- **Annual Activity Report**  
The Annual Activity report shows the asset account balance activity for Acquisition Value over a requested fiscal year. It presents the asset account balance as of the beginning of the fiscal year, the cost of any acquisitions and disposals during the year, and the account's balance at the end of the fiscal year.
- **Allocation Percentages Report**  
The Allocation Percentages report shows how you have allocated cost and depreciation expense among each general ledger account number.
- **File Listing Report**  
For each selected asset and book, the File Listing report presents a summary of commonly used information, such as the asset's description, depreciation method, and acquisition value. It also includes an activity code that differentiates between active, inactive, and disposed assets.
- **General Ledger Posting Report**  
The General Ledger Posting report prints a journal entry you can use to post the Depreciation This Run figures stored from the most recent depreciation calculation to a general ledger.
- **Net Book Value Report**  
The Net Book Value report shows the current net book value of each selected asset and how that value is calculated. It also calculates the percentage of total depreciation taken to date for each asset.
- **Quarterly Acquisition Report**  
The Quarterly Acquisition report displays the total Acquisition Value of all assets acquired in each quarter of a fiscal year.
- **Capital Assets Note Disclosure Report**  
The Capital Assets Note Disclosure report provides details about capital assets that you can include in the Notes to Financial Statements. These details include beginning capital asset balances, activity throughout the year, and ending capital asset balances. To view the Capital Assets Note Disclosure - Depreciation Expense report, select the report from the Report field in the report viewer.
- **Change in Capital Assets Report**  
The Change in Capital Assets report compares the net book value for a current year to a prior year.
- **Replacement Value Report**  
The Replacement Value report displays annual Replacement Value amounts.

The following commands also appear on the Reports menu:

- **Customized Reports**  
Select this command to run a report that you have customized using Sage Fixed Assets Reporting. For information on creating custom reports, see the online *Sage Fixed Assets Reporting User's Guide*.
- **Assets Snapshot**  
Select this command to view the Assets Snapshot. The dialog displays summary information about the currently open organization and its assets. For more information, see [“Viewing an Assets Snapshot,” page 5-1](#).
- **Sage Fixed Assets Reporting**  
The Sage Fixed Assets Reporting is an optional add-on module that includes the following features:
  - **Customize Reports**  
Make extensive changes to the standard reports included in the application. For more information, see the online *Sage Fixed Assets Reporting User's Guide*.
  - **Create New Report**  
Create your own customized reports that appear exactly the way you want. For more information, see the online *Sage Fixed Assets Reporting User's Guide*.
  - **Open Existing Report**  
Open a report that you have customized or created using Sage Fixed Assets Reporting.
- **Current Reporting Period**  
Select this command to set the date for which you want to run reports. For more information, see [“Setting the Current Reporting Period,” page 10-9](#).
- **Favorites Section**  
The application lists the reports you mark as Favorites in the Report Definition dialog. For more information, see [“Adding a Report to Favorites,” page 10-27](#).

You run the following reports by selecting them from the Depreciation menu:

- **Annual Projection Report**  
The Annual Projection report projects the total annual depreciation expense for selected assets for up to 99 years.
- **Monthly Projection Report**  
The Monthly Projection report displays projected depreciation amounts for each month (or period) in a fiscal year for the selected group of assets.
- **Quick Projection Report**  
The Quick Projection report displays an asset's projected depreciation expense for the life of the asset.

---

**Note:** For information on the Asset Status report, see [“Viewing Asset Status History,” page 6-28](#).

---

## Running a Standard Report

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 Report Definition dialog. For more information, see [“Completing the Reports Tab,” page 10-6.](#)

- Use the menu bar to select the report you want to run. You then complete the Report Definition dialog. For more information, see [“Completing the Report Definition Dialog,” page 10-7.](#)

**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. You can also select favorite reports. Favorite reports appear on the bottom of the Reports menu, where they are easier to run in the future.

When completing the Report Definition dialog, you must decide where you want to send the report. The available options are to a report viewer on your computer (Window) or to the default printer. If you want to view the report before it prints, select the Window check box. From the report viewer, you can then send the report to the default printer or export it to several different file formats.

**Note:** Before you run a report that includes depreciation figures, be sure you have calculated depreciation through the desired depreciation date for the assets you want to include in the report. To calculate depreciation, select the Depreciate command at the Depreciation menu; otherwise your depreciation figures will not be current.

## To run a standard report

1. Select Reports/Standard Reports from the menu bar. The application displays a submenu containing all of the standard reports.
2. Select the report you want to run from the submenu. The Report Definition dialog appears.

3. Complete the Report Definition dialog, then click the Run Report button. For more information, see [“Completing the Report Definition Dialog,” page 10-7.](#) The application runs

the report and sends it to the selected location. If you select the Window check box, the report appears on your computer. For more information, see [“Viewing a Report,” page 10-28](#).

---

**Note:** To run the Monthly Projection report, the Annual Projection report, or the Quick Projection report, select the report from the Depreciation menu. For more information, see [“Running a Budgetary Projection,” page 9-7](#).

---

You can also run a report on only selected assets or on an individual asset.

### ***To run a report for only selected assets***

1. In the Asset List, select the assets for which you want to run the report.
2. Select Reports/Standard Reports from the menu bar. The application displays a submenu containing all of the standard reports.
3. Select the report you want to run from the submenu. The Report Definition dialog appears. The application automatically selects <Selected Assets> in the Group field.
4. Complete the Report Definition dialog, then click the Run Report button. For more information, see [“Completing the Report Definition Dialog,” page 10-7](#). The application runs the report and sends it to the selected location. If you select the Window check box, the report appears on your computer. For more information, see [“Viewing a Report,” page 10-28](#).

### ***To run a report for only a single asset***

1. Select the asset for which you want to run the report, and then go to Asset Detail.
2. Select Reports/Standard Reports from the menu bar. The application displays a submenu containing all of the standard reports.
3. Select the report you want to run from the submenu. The Report Definition dialog appears. The application automatically selects <Detailed Asset No. XX> in the Group field, where XX is the System Number of the selected asset.
4. Complete the Report Definition dialog, then click the Run Report button. For more information, see [“Completing the Report Definition Dialog,” page 10-7](#). The application runs the report and sends it to the selected location. If you select the Window check box, the report appears on your computer. For more information, see [“Viewing a Report,” page 10-28](#).

## Completing the Reports Tab

Select a report category, and then choose the report you want to run.

Report Category: All Reports

Allocation Percentages  
**Annual Activity**  
 Annual Activity Wide  
 Annual Projection  
 Capital Assets Note Disclosure  
 Change in Capital Assets  
 Depreciation Adjustment  
 Depreciation Expense  
 Disposal  
 File Listing  
 General Ledger Posting \*  
 Monthly Projection  
 Net Book Value  
 Partial Disposal

Name: Annual Activity  
 Description: This report displays the account balance activity for the acquired value over a requested fiscal year.  
 Group: All Complete Assets  
 Run Date: Current Reporting Period  
 Subtotal: Detail, subtotals, and totals  
 Book(s): Financial

Right-click to add a report to Favorites.

Run/Edit Report ...

Report Columns

Annual Activity Report  
 For the fiscal year ended December 31, 2015

Sys No	Ext	Asset ID	Description	Beginning Cost	Current Year Acquisitions	Current Year Transfers-In	Current Year Transfers-Out	Current Year Dispositions	Ending Cost
000001	000	100110	Asset 1	\$ 1,675,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,675,000.00
000002	000	102105	Asset 2	45,000.00	0.00	0.00	0.00	0.00	45,000.00

Help

Follow the guidelines below to complete the Reports tab.

- **Report Category**

Use this field to narrow the list of reports that appear in the reports list box.

- **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.

An asterisk (\*) appears after the report name if the report has been added to the list of favorites.

---

**Tip:** To add a report to the list of favorites, right-click on the report name, and then select Add to Favorites from the popup menu. The report appears at the bottom of the Reports menu, making it easier to run in the future.

---

- **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 Report Definition Dialog

There are three tabs on the Report Definition dialog:

- **Setup Report Tab** (for more information, see “Completing the Setup Report Tab of the Report Definition Dialog,” page 10-10)
- **Format Report Tab** (for information, see “Completing the Format Report Tab of the Report Definition Dialog,” page 10-20)
- **View Report Layout Tab** (for information, see “Completing the View Report Layout Tab of the Report Definition Dialog,” page 10-22)

Follow the guidelines below to complete the Report Definition dialog.

### ■ Report Name

Use this field to select the report that you want to run. The Report Name field allows you to run multiple reports without having to go back to the Reports menu.

### ■ Description

This field displays a brief description of the selected report. You can enter a description of a customized report; however, you cannot change the description of a standard report.

### ■ Source Report

This field displays the customized report on which the selected report is based. For example, if you have changed the column headings on the Depreciation Expense report and named the customized report “My Depr Expense Report,” this field displays “Depreciation Expense” when you select “My Depr Expense Report” in the Report Name field.

### ■ Customize Report Button

Click this button to display a dialog that allows you to make changes to the standard reports. You must have purchased Sage Fixed Assets Reporting to make changes to a standard report. (This button is not available for some reports.)

---

**Note:** The Customize Report button is not visible after the 30-day free trial of the Sage Fixed Assets Reporting program has expired.

---

### ■ Add Report to Favorites

Select this check box to add the selected report to the Favorites section on the bottom of the Reports menu.

### ■ Run Report Button

Click this button to run the selected report.

### ■ Save Button

Click this button to save the report definition under the current name. The report definition includes all of the fields on the Setup Report and Format Report tabs. If you do not save your changes to the report definition, all of the fields on these tabs revert to the default settings for the selected report.

### ■ Save As Button

Click this button to save the report definition under a different name. The report definition includes all of the fields on the Setup Report and Format Report tabs. For more information, see “Saving Multiple Versions of the Same Report,” page 11-15. This button is available only if you have purchased Sage Fixed Assets Reporting.

**Note:** The Save As button is not visible after the 30-day free trial of the Sage Fixed Assets Reporting program has expired.

## Verifying the Run Date for Each Book

When you run a report, you enter the date for which you want to run the report. You may want to run the report for the end of the month or for the end of the year.

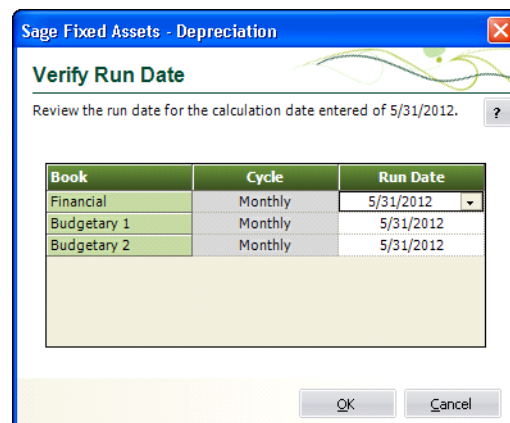
However, suppose your organization has different year-ends in the Financial book and the Budgetary books. In that case, you can use the Verify Run Date button on the Setup Report tab of the Report Definition dialog to select a separate report run date for each book.

### *To verify the run date of the report for each book*

1. On the Setup Report tab of the Report Definition dialog, click the Other Date option button.
2. In the text box underneath the Other Date field, enter the date for which you want to run the report.

**Tip:** You can also click the down arrow to display a calendar that allows you to select the date.

3. Click the Verify Run Date button. The Verify Run Date dialog appears.



4. Select the dates that you want to use to run the report for each depreciation book, and then click OK. See “Completing the Verify Run Date Dialog,” page 10-8.

## Completing the Verify Run Date Dialog

Follow the guidelines below to complete the Verify Run Date dialog.

- **Book**  
This field displays the name of each open depreciation book
- **Cycle**  
This field displays the type of accounting cycle used by each depreciation book.
- **Run Date**  
Use this field to select the run date that you want to use for each depreciation book. For most reports, you must select a date that is the last date in a month. (For some reports, this date must



be the beginning date of a fiscal year.) Enter dates in MM/DD/YYYY format. For information on entering dates in date fields, see [“Entering Dates in Date Fields,”](#) page 3-29.

## Setting the Current Reporting Period

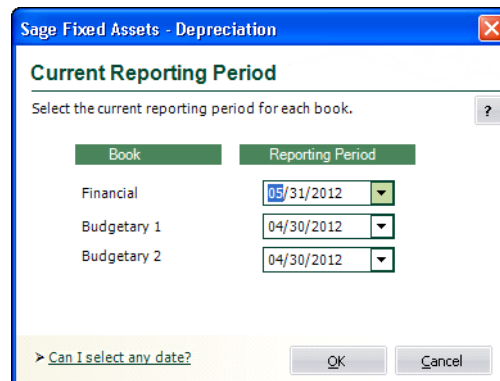
You can set the date for which you want to run reports in one place. The date that you select is called the “current reporting period.” After you select the current reporting period for an organization, the date becomes the default date when you run reports. You may want to set the current reporting period before you run batch reports. For more information about batch reports, see [“Running Batch Reports,”](#) page 10-26.

You can change the date when you run reports to a date other than the current reporting period, if needed. And you can change the current reporting period at any time.

You can set the current reporting period for each open book.

### To set the current reporting period

1. Select Reports/Current Reporting Period from the menu bar. The Current Reporting Period dialog appears.



**Tip:** You can also access the Current Reporting Period dialog by clicking the Current Report Period button on the Setup Report tab of the Report Definition dialog. For more information, see [“Completing the Setup Report Tab of the Report Definition Dialog,”](#) page 10-10.

2. Complete the Current Reporting Period dialog, and then click OK.

The application uses the date that you select for each book when you run a report.

**Note:** You can also set the current reporting period when you calculate depreciation by selecting the Update Current Reporting Period check box on the Depreciate dialog. See [“Completing the Depreciate Dialog,”](#) page 9-4.

## Completing the Current Reporting Period Dialog

Follow the guidelines below to complete the Current Reporting Period dialog.

### ■ Book

This field displays the name of the book for which you can set the current reporting period.

### ■ Reporting Period

Use this field to select the period-end date for the current reporting period for each book. The date must be the end of a period. If you enter a date that is not the end of a period, the application automatically enters the end date for the period that contains the date you entered.

## Completing the Setup Report Tab of the Report Definition Dialog

Follow the guidelines below to complete the Setup Report tab of the Report Definition dialog.

### ■ Group

Use this field to select the group for which you want to run the report. You can select the Selected Assets option to run the report on only the assets you select in the Asset List. If you go to Asset Detail for an asset before you select the report from the Reports menu, you can run a report on that single asset. The group you select also determines the sort order of the report and whether the application uses subtotals. See [“Completing the Sort Criteria Tab,” page 4-23](#).

The application displays a description of the selected group’s criteria and sort order underneath the field. You can override the sort order of the selected group with a new sort order. The application also displays a message when you have overridden the group’s sort order on the Format Report tab.

### ■ Books

Use this field to select the book or books you want to include in the report. For most reports, you must select at least one book to include in the report. An exception is the Allocation Percentages report, which does not require the selection of a book when you run the report.

#### ❑ Select All/Unselect All Button

Click this button either to select the check boxes for all available books or to clear the check boxes for all available books.

### ■ Date

Use this field to run the report for either the current reporting period or for a date that you select.

#### ❑ Current Reporting Period

Click this option button to run the report for the current reporting period. You can set the current reporting period for each book. For more information, see [“Setting the Current Reporting Period,” page 10-9](#).

If you select only one book, the application displays the current reporting period for that book. If you select more than one book with different current reporting periods, you can view the current reporting periods by clicking the Verify Run Date button.

☐ **Other Date**

Click this option button if you want to run the report for a date other than the current reporting period. Enter the date for which you want to run the report in MM/DD/YYYY format. Click the down arrow to use the calendar to select the date. For most reports, this date must be the end of a period.

☐ **Verify Run Date Button**

Click this button to display a dialog that allows you to view which period-end the date you entered falls within, for each selected book. This button is unavailable if you have not selected a book in the Books field. For information about using this feature, see [“Verifying the Run Date for Each Book,”](#) page 10-8.

☐ **Current Report Period Button**

Click this button to display a dialog that allows you to set the end date of the current reporting period.

☒ **Configuration**

The options in this field allow you to specify what you want included in the report. The available options vary depending on which report you are running.

☐ **Extended Asset Description**

Select this check box if you want the report to include the full asset description rather than the abbreviated version usually used for reports. The asset’s full description prints on a line above the asset’s other information. Selecting this check box doubles the size of your report.

☐ **Column Wrapping**

Select this check box if you want text fields that exceed the column width to print on the next line(s), so that all of the data in the field is displayed on the report.

☐ **Asset Count**

Select this check box if you want the application to display the number of assets on subtotal and total lines.

☐ **Subtotal Options**

Use this field to determine how you want subtotals to display on the report.

- **Detail, Subtotals, and Totals**

Click this option button if you want the report to display details about every asset included in the report in addition to subtotals and the grand total.

- **Subtotals and Totals**

Click this option button if you want the report to display only subtotals and the grand total. Even if you choose to display subtotals and totals only, you can drill down to view the details when you send the report to Window.

☒ **Send To**

Use this field to specify where you want the application to send the report.

☐ **Window**

Select this check box if you want to display the report on your computer screen in a report viewer. You must first select a default printer to display the report in the report viewer. After you display the report in the report viewer, you can print the report or export it to several different file formats.

☐ **Printer**

Select this check box if you want to send the report to the default printer.

## Utility Reports

The Utility Reports assist you in running reports for the organizations in your Sage Fixed Assets application. These reports have been specifically designed to help you prepare documentation for an audit in conjunction with compliance with Section 404 of the Sarbanes-Oxley Act.

The first step in the process is to select the report that you want to run. For more information, see “[List of Utility Reports](#),” [page 10-12](#). The reports fall into three general categories:

- **Asset Reports:** Provide information about an organization’s assets, such as history events, customized groups, general ledger codes, SmartLists, and templates.
- **Company Reports:** Provide information about the organization, such as the company setup (U.S. company only), customized reports, and the name of all of the databases and organizations in the system.
- **Security Reports:** Provide information about the security setup, such as organization access by user, organization profile assignments, organization profile definitions, security status, system access by user, system profile assignments, and system profile definitions.

The second step is to select the database(s) and organization or organizations for which you want to run the report. Most reports can be run for multiple organizations and multiple databases. However, some reports provide information on your entire Sage Fixed Assets system, so you don’t need to select a database or organization.

Two reports require more information before you can run them: the Asset History Events report and the SmartList Field Entries report. If you select either of these two reports, a dialog appears that allows you to select more options before you run the report.

The final step is to specify where you want to send the report: to your computer’s screen, to your default printer, or both. After you make your selection, you click the Run Report button to view and/or print the report. For more information, see “[Running Utility Reports](#),” [page 10-13](#).

## List of Utility Reports

You can use the Utility Reports to run one or more of the following reports:

- **Asset Reports**
  - ❑ **Asset Group Definitions**  
This report lists all of the groups that exist in Group Manager, as well as the group criteria and sort criteria.
  - ❑ **Asset History Events**  
This report shows the history events that are being tracked for individual assets for a selected company. You can select whether the report shows asset details.
  - ❑ **General Ledger Codes in Use**  
This report shows all of the General Ledger Codes, along with a code description and the number of assets that have been assigned to each code.
  - ❑ **History Setup**  
This report lists which events are being tracked on the History tab in Asset Detail for each company within a database.
  - ❑ **SmartList Field Entries**  
This report shows which fields have SmartLists activated, the SmartList entries and SmartList descriptions for each field, and the number of assets that have been assigned each SmartList entry. It also shows the field customizations and the list options for each field shown on the report.

- ❑ **Template Listing**  
This report lists all of the templates created for each company. It shows all of the General Information fields and the data that have been entered in the fields for each template.
- **Company Reports**
  - ❑ **Company Setup (U.S. Company Only)**  
This report shows company setup information, such as the Starting System Number and the Start Date for each company in a database. It also shows the fiscal-year end, selected averaging convention, and selected adjustment option for all seven books within a company.
  - ❑ **Customized Reports Listing**  
This report lists the titles of all of the customized reports, a description of each customized report, and the standard report that was the source for the customized report.
  - ❑ **Database and Company Summary**  
This report lists all databases by their physical names (directory path and file name) and their logical names (user-friendly names as they appear on dialogs in the application). The report also lists each organization within the database, as well as the total number of assets and total acquisition value of all assets in each organization.
- **Security Reports**
  - ❑ **Company Access by User**  
This report lists each user and the organizations to which they have access, along with the organization profile(s) to which they are assigned.
  - ❑ **Company Profile Assignments**  
This report shows a list of organization-level profiles and the users assigned to each profile for each organization.
  - ❑ **Company Profile Definitions**  
This report lists the organization-level profiles within each organization and the security access level (Edit, Read, or None) for each feature in the profiles.
  - ❑ **Security Status**  
This report shows which organizations have security enabled in each database. It also shows how many users with organization-level profiles have access to each organization.
  - ❑ **System Access by User**  
This report lists each user in the system and the system-level profile(s) to which they are assigned. The report includes all users, even the users not currently assigned to a profile.
  - ❑ **System Profile Assignments**  
This report shows a list of system-level profiles and the users assigned to each profile.
  - ❑ **System Profile Definitions**  
This report lists each system-level profile and the security access level (Edit, Read, or None) for each feature in the profile.

## Running Utility Reports

The Utility Reports helper walks you through the process of creating system reports or reports for the database(s), organization, or organizations that you select.

---

**Note:** In previous versions of the application, these reports were accessed by purchasing FAS Compliance Advisor.

---

### To run the utility reports

1. Click the System Administration button on the navigation pane.
2. Click the Access Utility Reports task on the navigation pane.
3. The Utility Reports - Welcome dialog appears. Click the Next button to continue. The Reports dialog appears.
4. Select the report that you want to create. For more information, see [“Completing the Utility Reports - Reports Dialog,” page 10-15.](#)
5. Click the Next button. The Utility Reports - Databases and Companies dialog appears.

---

**Note:** There are several reports that skip the Utility Reports - Databases and Companies and the Utility Reports - Reporting Options dialogs.

---

6. If applicable, select the database and organizations for which you want to create the selected report. For more information, see [“Completing the Utility Reports - Databases and Companies Dialog,” page 10-15.](#)
7. Click the Next button. The Utility Reports - Reporting Options dialog appears.

---

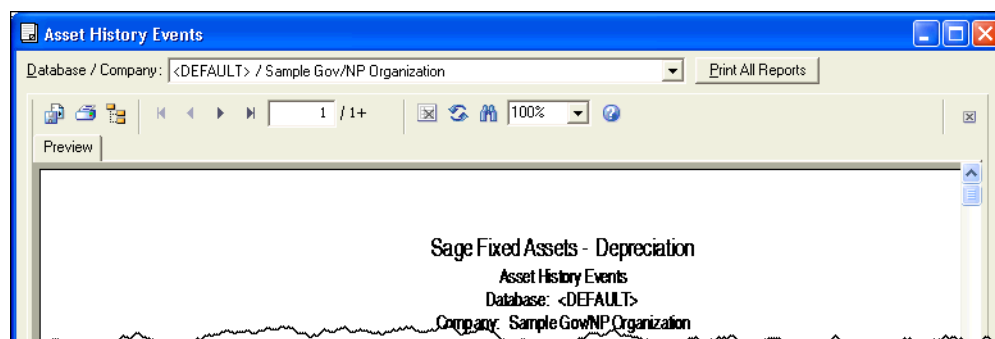
**Note:** Only two reports use the Utility Reports - Reporting Options dialog, the Asset History Event and SmartList Field Entries reports. Each report has its own reporting options.

---

8. If applicable, select the reporting options. For information about Asset History Event options, see [page 10-15.](#) For information about SmartList Field Entries options, see [page 10-16.](#)
9. Click the Next button. The Utility Reports - Summary dialog appears.
10. Review a summary of the selections you made and select where you want to send the report, your computer screen or your default printer. For more information, see [“Completing the Utility Reports - Summary Dialog,” page 10-16.](#)
11. Click the Run Report button. The application runs the report and sends it to the selected location. If you select the Send to Window check box, the report appears on your computer in a standard report viewer.

The standard report viewer contains many features that make it easy for you to view, manipulate, and print the report.

One report viewer element, Database/Company is specific to the utility reports only.



**■ Database/Company**

Use this field to select the database and/or organization for which you want to view a report. The application creates a separate report for each database and/or organization selected from the drop-down list.

For most reports, you can select the database and organization for which you want to view the report.

Some reports are run for each database in the system. You can select the database from the list. The report for each database includes all of the organizations within that database.

Some reports are run for the entire application. There is no database or organization selection for system reports.

For more information about the rest of the standard report viewer elements, see [“The Report Viewer,” page 10-29](#).

## Completing the Utility Reports - Reports Dialog

Follow the guidelines below to complete the Utility Reports - Reports dialog.

**■ Reports**

Use this field to select the report that you want to create. For a description of each report, see [“List of Utility Reports,” page 10-12](#).

**■ Description**

This field displays a description of the selected report.

## Completing the Utility Reports - Databases and Companies Dialog

Follow the guidelines below to complete the Utility Reports – Database and Companies dialog.

**■ Databases and Companies**

Use this field to select the database and organizations for which you want to run the selected report.

**■ Page Break After Each Company**

Select this check box if you want to insert an automatic page break after the information for each organization. This option is available only for the Company Profile Assignments and Company Setup reports.

## Completing the Reporting Options Dialog for the Asset History Events Report

Follow the guidelines below to complete the Utility Reports – Reporting Options dialog for the Asset History Events report.

**■ Asset Group**

Use this field to select the asset group for which you want to run the report.

**■ Date**

Use these fields to select the date range for the report.

☐ **From**

Use this field to select the beginning date of the date range.

☐ **Through**

Use this field to select the end date of the date range.

- ☐ **All**  
Select this check box to include all of the asset history events for the selected organization or organizations. If you select this check box, the application ignores any dates entered in the Date fields.
- **Asset Events**  
Use this field to select the asset history event(s) that you want to include on the report.
  - ☐ **Select All/Unselect All Button**  
Click this button to either select the check boxes for all available events or to clear the check boxes for all available events.
- **Suppress Details of History Events**  
Select this check box if you do NOT want the report to display details for each history event. Clear this check box if you DO want the report to display details for each history event.
- **Page Break After Each Asset**  
Select this check box if you want to insert an automatic page break after the information for each asset.

## Completing the Reporting Options Dialog for the SmartList Field Entries Report

Follow the guidelines below to complete the Utility Reports - Reporting Options dialog for the SmartList Field Entries report.

- **SmartLists**  
Use this field to select the field(s) that you want to include on the SmartList report. If you select a field, the report includes the SmartList information for that field.
  - ☐ **Select All/Unselect All Button**  
Click this button to either select the check boxes for all available fields or to clear the check boxes for all available fields.

## Completing the Utility Reports - Summary Dialog

Follow the guidelines below to complete the Utility Reports - Summary dialog.

- **Report**  
This field displays the selected report.
- **Database**  
This field displays the selected database(s).
- **Company**  
This field displays the selected organization or organizations.
- **Run Options**  
Use this field to select where you want to send the report.
  - ☐ **Send to Window**  
Select this check box if you want to view the report in a report viewer on your computer.
  - ☐ **Send to Printer**  
Select this check box if you want to send the report to your default printer.
- **Run Report Button**  
Click this button to view the report on your computer screen or to send the report to your default printer.



## Formatting a Report

You can make the following changes to the format of a report, even if you have not purchased Sage Fixed Assets Reporting:

- Set the current reporting period. See [“Setting the Current Reporting Period,”](#) page 10-9.
- Set the orientation (portrait or landscape). See [“Setting the Orientation of a Report,”](#) page 10-17.
- Set the currency rounding option. See [“Setting the Currency Rounding Option on a Report,”](#) page 10-18.
- Change the sort order that was specified in Group Manager. See [“Changing the Sort Order on a Report,”](#) page 10-19.
- Set the page break options. See [“Setting the Page Break Options,”](#) page 10-19.

---

**Note:** If you have purchased Sage Fixed Assets Reporting, you can make extensive changes to the reports, such as adding and deleting columns, changing margins and spaces between columns, and editing the headers and footers. For further details, see [Chapter 11, “Customized Reports.”](#)

---

### Setting the Orientation of a Report

You can set the orientation of a report; that is, you can change the orientation from portrait to landscape or from landscape to portrait.

#### ***To set the orientation of a report***

1. Select Reports/Standard Reports from the menu bar. A submenu appears containing all of the standard reports.
2. From the submenu, select the report for which you want to set the orientation. The Report Definition dialog appears.
3. Make sure the report for which you want to set the orientation is selected in the Report Name field.
4. Click the Format Report tab. The Format Report information appears. For more information, see [“Completing the Format Report Tab of the Report Definition Dialog,”](#) page 10-20.
5. Select the desired orientation in the Report Orientation field. Select Portrait for a vertical orientation, and select Landscape for a horizontal orientation.
6. Do one of the following:
  - Click the Run Report button to run the report immediately.
  - Click the Save button to run the report at a later time, and then click the Close button to close the Report Definition dialog.
  - Click the Save As button to save your changes and change the report name. The application displays the Save As dialog. You can enter a new name for the report, if desired. (This name is for use within the application on the Report Definition dialog and on the Customized Reports submenu. This is not the name that appears when you run the report. To customize the printed report name, use the Customize Reports button on the Report Definition dialog.) Click the Save button to save the change to the report

definition, and then click the Close button to close the Report Definition dialog. The Save As button is available only if you have purchased Sage Fixed Assets Reporting.

## Setting the Currency Rounding Option on a Report

You can set the currency rounding option for dollar amounts on reports. For example, you can have the application round dollar amounts to the nearest dollar, the nearest thousand, or the nearest million.

### ***To set the currency rounding option on a report***

1. Select Reports/Standard Reports from the menu bar. A submenu appears containing all of the standard reports.
2. From the submenu, select the report for which you want to set the orientation. The Report Definition dialog appears.
3. Make sure the report for which you want to set the currency rounding option is selected in the Report Name field.
4. Click the Format Report tab. The Format Report information appears. For more information, see [“Completing the Format Report Tab of the Report Definition Dialog,” page 10-20](#).
5. Select the desired currency rounding option from the Currency Rounding field. The application displays an example of how the rounding option affects currency fields underneath the field.
6. Do one of the following:
  - Click the Run Report button to run the report immediately.
  - Click the Save button to run the report at a later time, and then click the Close button to close the Report Definition dialog.
  - Click the Save As button to save your changes and change the report name. The application displays the Save As dialog. You can enter a new name for the report, if desired. (This name is for use within the application on the Report Definition dialog and on the Customized Reports submenu. This is not the name that appears when you run the report. To customize the printed report name, use the Customize Reports button on the Report Definition dialog.) Click the Save button to save the change to the report definition, and then click the Close button to close the Report Definition dialog. The Save As button is available only if you have purchased Sage Fixed Assets Reporting.

## Changing the Sort Order on a Report

The order in which assets are sorted on a report is originally determined by the sort order of the group you select when you run the report. This sort order is defined on the Sort Criteria tab in Group Manager. For more information, see [“Completing the Sort Criteria Tab,” page 4-23](#). You can change this sort order in the Report Definition dialog when you run a report.

### ***To change the sort order on a report***

1. Select Reports/Standard Reports from the menu bar. A submenu appears containing all of the standard reports.
2. From the submenu, select the report for which you want to set the orientation. The Report Definition dialog appears.
3. Make sure the report for which you want to change the sort order is selected in the Report Name field.
4. Click the Format Report tab. The Format Report information appears. For more information, see [“Completing the Format Report Tab of the Report Definition Dialog,” page 10-20](#).
5. Complete the Sort Options fields on the Format Report tab of the Report Definition dialog.
6. Do one of the following:
  - Click the Run Report button to run the report immediately.
  - Click the Save button to run the report at a later time, and then click the Close button to close the Report Definition dialog.
  - Click the Save As button to save your changes and change the report name. The application displays the Save As dialog. You can enter a new name for the report, if desired. (This name is for use within the application on the Report Definition dialog and on the Customized Reports submenu. This is not the name that appears when you run the report. To customize the printed report name, use the Customize Reports button on the Report Definition dialog.) Click the Save button to save the change to the report definition, and then click the Close button to close the Report Definition dialog. The Save As button is available only if you have purchased Sage Fixed Assets Reporting.

## Setting the Page Break Options

You can determine where the page breaks are on a standard report.

### ***To set the page breaks***

1. Select Reports/Standard Reports from the menu bar. A submenu appears containing all of the standard reports.
2. From the submenu, select the report for which you want to set the page break option. The Report Definition dialog appears.
3. Make sure the report for which you want to set the page break option is selected in the Report Name field.
4. Click the Format Report tab. The Format Report information appears. For more information, see [“Completing the Format Report Tab of the Report Definition Dialog,” page 10-20](#).
5. Click the Override Sort Specified in Group option button. The fields that determine the three sorting levels become available.

6. Select the field that you want to use for the primary sort level. The Page Break check box becomes available for the first sort level.
7. Select the Page Break check box if you want the report to print a new page every time the value for the primary sort level changes.
8. Select a field for the second and third level sort levels, if desired.
9. Select the Page Break check box if you want the report to print a new page every time the value for the second and third sort level changes.
10. Do one of the following:
  - Click the Run Report button to run the report immediately.
  - Click the Save button to run the report at a later time, and then click the Close button to close the Report Definition dialog.
  - Click the Save As button to save your changes and change the report name. The application displays the Save As dialog. You can enter a new name for the report, if desired. (This name is for use within the application on the Report Definition dialog and on the Customized Reports submenu. This is not the name that appears when you run the report. To customize the printed report name, use the Customize Reports button on the Report Definition dialog.) Click the Save button to save the change to the report definition, and then click the Close button to close the Report Definition dialog. The Save As button is available only if you have purchased Sage Fixed Assets Reporting.

## Completing the Format Report Tab of the Report Definition Dialog

The screenshot shows the 'Format Report' tab of the 'Report Definition' dialog. It features three sub-tabs: 'Setup Report', 'Format Report' (which is active), and 'View Report Layout'. The 'Format Report' sub-tab is divided into two main sections. The 'Report Orientation' section on the left contains two radio buttons: 'Portrait' (which is selected) and 'Landscape'. The 'Sort Options' section on the right contains two radio buttons: 'Use Sort Specified in Group (Active Assets)' (selected) and 'Override Sort Specified in Group'. Below these are three rows for 'Sort 1', 'Sort 2', and 'Sort 3'. Each row has four columns: 'Field', 'Order', 'Subtotals', and 'Page Break'. The 'Page Break' column has a checkbox. The data shown is: Data: \$123,456,789.12 and Display: \$123,456,789.12.

Follow the guidelines below to complete the Format Report tab of the Report Definition dialog.

### ■ Report Orientation

Use this field to select the orientation of the report on the page.

#### ☐ Portrait

Click this option button if you want the report to have a vertical orientation.

#### ☐ Landscape

Click this option button if you want the report to have a horizontal orientation.

### ■ Currency Rounding

Use this field to specify how you want the application to round dollar amounts on the report.

☐ **Do Not Round**

Select this option if you want the application to display both dollars and cents.

☐ **Whole Dollars**

Select this option if you want the application to round dollar amounts to the nearest dollar.

☐ **Thousands**

Select this option if you want the application to round dollar amounts to the nearest thousand.

☐ **Millions**

Select this option if you want the application to round dollar amounts to the nearest million.

☐ **Data**

This field displays an example of a dollar amount before the rounding option is applied to it.

☐ **Display**

This field displays the dollar amount shown in the Data field after the rounding option has been applied.

☒ **Sort Options**

Use these fields to specify how you want the application to sort the information on the report.

☐ **Use Sort Specified in Group**

Click this option button if you want the application to sort the information as specified for the selected group on the Sort Criteria tab of the Group Manager. The application displays the group's criteria and sort order underneath the Group field on the Setup Report tab.

☐ **Override Sort Specified in Group**

Click this option button if you want to override the sorting information specified for the selected group on the Sort Criteria tab of the Group Manager.

The following fields are available only if you click the Override Sort Specified in Group option button.

☐ **Field**

Select up to three fields on which you want the application to sort the report.

☐ **Order**

Use these fields to select the order in which you want the application to display the data. Select Ascending to display the assets from A to Z or from 0 to 9. Select Descending to display the data from Z to A or from 9 to 0.

☐ **Subtotals**

Use these fields to specify how you want the application to display subtotals on the report.

- **None**

Select this option if you do not want the application to display subtotals on the report for the corresponding field.

- **Subtotals**

Select this option if you want the application to display subtotals on the report for the corresponding field.

- **Year Subtotals**

Select this option if you want the application to display subtotals for each year. This option is available only for date fields.

- **Month and Year Subtotals**

Select this option if you want the application to display subtotals for each year and for each month within each year. This option is available only for date fields.

**Note:** You can select subtotal options for up to three sort levels. The Month and Year Subtotals option counts as two sort levels. Therefore, if you select Month and Year Subtotals for either the first or second field, the application ignores the subtotal selection for the third field. In addition, the Month and Year Subtotals sort option is not available for the third field because selecting it would exceed the limit of three sort levels.

## ☐ Page Break

Select this check box if you want the application to start a new page when the sort value changes. For example, if you select the Page Break check box for the Location field, then the application starts a new page every time the location changes.

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

Sys No	Ext	P	In Svc Date	Depr Meth	Est Life	Acquired Value	Prior Thru	Prior Accum Depreciation
000001	000	P	10/11/2010	MF200	07.00	\$123,456,789.00	12/31/2010	\$123,456,789.00

Follow the guidelines below to review the View Report Layout tab of the Report Definition dialog.

The View Report Layout tab displays a sample report for the report that you select in the Report Name field.

### ■ Header

This field displays the header section of the selected report.

### ■ Columns

This text box displays sample data for the selected report.

### ■ Footer

This field displays the footer section of the selected report.

## Creating Batch Reports

The Batch Reports feature allows you to select a number of reports and consolidate those reports under a single batch name. You can then run the batch and the application will print all reports included in the batch. This saves you time, because you do not have to continually define and individually run commonly used reports.

Before you create a batch, you should complete and save the Report Definition dialog for each report in the batch. For more information, see [“Completing the Report Definition Dialog,” page 10-7](#). When defining each report, you might want to select the option to run the report for the current reporting period. Then you can simply set the current reporting period once, and each report will be

run for the correct date when you run the batch. Using this method, you do not have to set the date for each report in the batch. For more information, see [“Setting the Current Reporting Period,” page 10-9](#).

When running batch reports, you can only send the reports to the printer. You cannot view batch reports on your computer screen.

You use the Batch Manager dialog to create batch reports.

To run batch reports, click the Reports button on the navigation pane, and then select the Batch Reports tab. For more information, see [“Completing the Batch Reports Tab,” page 10-24](#).

---

**Note:** The Batch Reports feature operates only within the currently open organization. You must define batch reports separately for each organization. Remember that you can copy batch report definitions from one organization to another when you copy an organization setup. For more information, see [“Copying an Organization Setup,” page 5-13](#).

---

---

**Tip:** When selecting reports to include in the batch, remember that the application runs the reports in the order that you select them.

---

## To create a batch report

1. Select Customize/Batch Manager from the menu bar. The Batch Manager dialog appears.
2. In the Enter New Batch Name field, type a name for the batch. The application enables the function buttons. For more information, see [“Completing the Batch Manager Dialog,” page 10-25.](#)
3. Click the Add button. The Add Batch - [Batch Name] dialog appears.
4. Select a report from the Available Reports field, and then click the Add button to add it to the Reports in Batch field.
5. To add more reports to the batch, repeat step 4.
6. Click OK. The Batch Manager dialog reappears, which now shows the newly created batch in the Existing Batches field.
7. To edit a batch, select it and click the Edit button. The Edit Batch - [Batch Name] dialog appears.
8. Use the Add and Remove buttons to change the reports in the batch, and then click OK. The application returns to the Batch Manager dialog.
9. Click OK to close the Batch Manager dialog.

You are now ready to run the batch reports. For more information, see [“Running Batch Reports,” page 10-26.](#)

## Completing the Batch Reports Tab

The screenshot shows the 'Batch Reports' tab in the Sage Fixed Assets application. At the top, there are three tabs: 'Reports', 'Batch Reports' (selected), and 'Favorites'. Below the tabs, a message says 'Select the batch you want to run.' Below this, there is a 'Batch Name' dropdown menu set to 'Monthly Close' and a 'Create Batch' button. A list of available reports is shown: 'Depreciation Expense' (selected), 'Disposal', 'Transfer', and 'General Ledger Posting'. To the right of this list, details for the selected report are displayed: Name: Depreciation Expense, Description: This report displays depreciation-related information for assets on which depreciation has been calculated through the date entered for the report, Group: All Complete Assets, Run Date: Current Reporting Period, Subtotal: Detail, subtotals, and totals, and Book(s): Financial. Below this, there is a message 'Edit individual report settings in the Reports tab.' and two buttons: 'Edit Batch' and 'Run Batch'. At the bottom, there is a 'Report Columns' section showing a preview of the 'Depreciation Expense Report' as of December 31, 2015. The preview shows a table with columns: Sys No, P, In, Svc, Date, Depr, Est, Acquired, Prior, Prior Accum, Depreciation, Current YTD, and Current Accum. The table has two rows of data. At the bottom of the preview, there is a message 'How can I save Batch Report files?' and a 'Help' button.

Sys No	P	In	Svc	Date	Depr	Est	Acquired	Prior	Prior Accum	Depreciation	Current YTD	Current Accum
Ext	T				Meth	Life	Value	Thru	Depreciation	This Run	Depreciation	Depreciation
000001	000	D		04/12/09	SLMM	40 00	1,675,000.00	12/31/14	240,781.25	41,875.00	41,875.00	282,656.25
000002	000	n		07/01/09	SLMM	05 00	45,000.00	12/31/14	45,000.00	0.00	0.00	45,000.00

Follow the guidelines below to complete the Batch Reports tab.



---

**■ Batch Name**

Use this field to select the batch of reports that you want to run or edit. The application displays the list of reports included in the batch. Select a report to view its report settings, which appear to the right of the list of reports.

---

**Note:** To change the settings for a report, select the Reports tab, then select the report, and click the Run/Edit Report button.

---

**■ Create Batch Button**

Click this button to display a dialog that allows you to define a new batch. For more information, see [“Completing the Batch Manager Dialog,” page 10-25.](#)

**■ Edit Batch Button**

Click this button to display a dialog that allows you to add or remove reports from the selected batch. For more information, see [“Completing the Add/Edit Batch - \[Batch Name\] Dialog,” page 10-26.](#)

**■ Run Batch Button**

Click this button to run the reports in the selected batch.

**■ 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 Batch Manager Dialog

Follow the guidelines below to complete the Batch Manager dialog.

**■ Enter New Batch Name**

Use this field to type the name of a new batch you want to create. After you enter the name of a batch, click the Add button to add it to the Existing Batches list.

**■ Existing Batches**

This field displays the names of all the available batch reports. Use this field to select a batch you want to edit, rename, or delete.

**■ Add Button**

Click this button to display a dialog that allows you to select the reports in the batch and add the batch to the list.

**■ Edit Button**

Click this button to display a dialog that allows you to edit a selected batch. For more information, see [“Completing the Add/Edit Batch - \[Batch Name\] Dialog,” page 10-26.](#)

**■ Rename Button**

Click this button to rename a selected batch. After you select the batch, edit the name in the Enter New Batch Name field, then click the Rename button.

**■ Delete Button**

Click this button to delete a selected batch.

**■ Copy Button**

Click this button to copy a selected batch and give it a new name.

## Completing the Add/Edit Batch - [Batch Name] Dialog

Follow the guidelines below to complete the Add (or Edit) Batch - [Batch Name] dialog.

- **Available Reports**  
Use this field to select one or more reports to include in the batch. To do so, click on a report and click the Add button.
- **>> (Add Button)**  
Click this button to add the selected report to the Reports in Batch list.
- **<< (Remove Button)**  
Click this button to remove the selected report from the Reports in Batch list.
- **Reports in Batch**  
This field displays all reports you selected in the Available Reports field. To remove reports from the batch list, highlight the reports and click the Remove button.

## Running Batch Reports

Before you run a batch report, you need to do the following:

- Complete the Report Definition dialogs for the reports in the batch.
- Create the batch report using the Batch Manager feature. In this step, you decide which reports will print when you run the batch report.

---

**Tip:** Before you run a batch, you can set the current reporting period so that each report in the batch will be run for the same date.

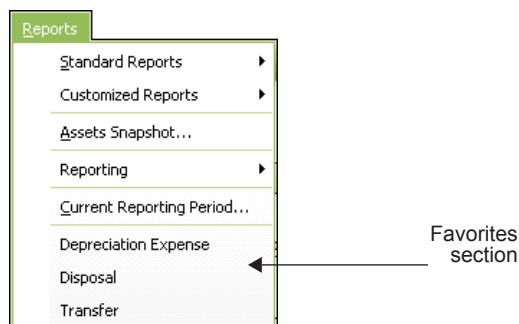
---

### ***To run a Batch Report***

1. Click the Reports button on the navigation pane. The Reports working area appears.
2. Select the Batch Reports tab.
3. In the Batch Name field, select the batch you want to run. For more information, see [“Completing the Batch Reports Tab,” page 10-24](#).
4. Click the Run Batch button. The application sends the reports in the batch to the printer, then returns to the Reports working area.

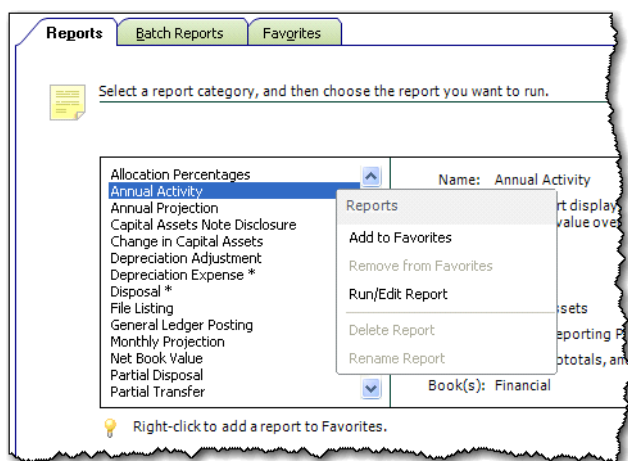
## Adding a Report to Favorites

You can create a list of the reports that you run most often. This will make it easier and quicker to select the report you need. The list of reports will appear in the list of Favorites on the Favorites tab, as well as in the Favorites section on the Reports menu.



### To add a report to the Favorites tab

1. Click the Reports button on the navigation pane.
2. Select the Reports tab.
3. In the list of reports, right-click the report you want to add to Favorites.



**Note:** You can select either a standard report or a report that you have already customized.

4. From the pop-up menu, select Add to Favorites. The report appears in the list of Favorites on the Favorites tab, as well as the bottom of the Reports menu.

**Tip:** You can also add a report to the Favorites section of the Reports menu by selecting the Add Report to Favorites check box on the Report Definition dialog. For more information, see [“Completing the Report Definition Dialog,” page 10-7.](#)

## Completing the Favorites Tab

Select the report you want to run.

Depreciation Expense	Name: Depreciation Expense
Disposal	Description: This report displays depreciation-related information for assets on which depreciation has been calculated through the date entered for the report.
Transfer	

Group: All Complete Assets  
Run Date: Current Reporting Period  
Subtotal: Detail, subtotals, and totals  
Book(s): Financial

To add a report to Favorites, right-click on the report in the Reports tab. Run/Edit Report

Report Columns

Sys No	P	In Svc	Depr	Est	Acquired	Prior	Prior Accum	Depreciation	Current YTD	Current Accum	Pct	
Ext	T	Date	Meth	Life	Value	Thru	Depreciation	This Run	Depreciation	Depreciation	Alloc	
000001	000	D	04/12/09	SLMM	40 00	1,675,000.00	12/31/14	240,781.25	41,875.00	41,875.00	282,656.25	100.000

Help

The Favorites tab displays the reports that you have added as favorites to the Reports menu. When you select a favorite report from the list, the application displays the report settings to the right of the list.

### ■ 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.

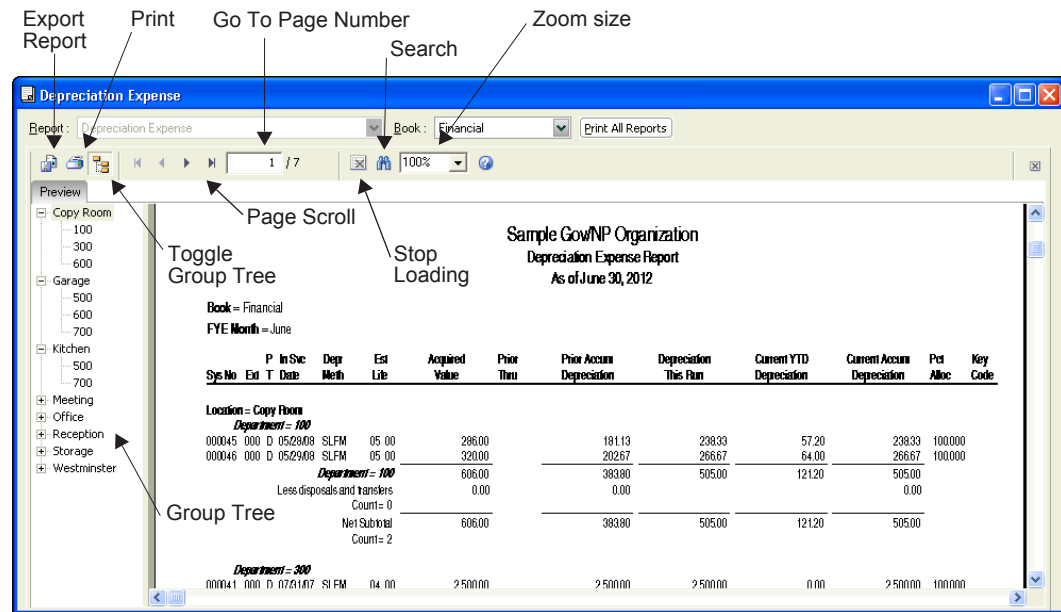
---

## Viewing a Report

When you select the Window check box in the Send To field on the Report Definition dialog, the report appears on your computer. Every report appears in a standard report viewer that contains many features that make it easy for you to view, manipulate, and print the report.

## The Report Viewer

Here is the Depreciation Expense report displayed in the standard report viewer with each of the elements of the report viewer displayed.



The standard report viewer elements are as follows:

### ■ Report

This field displays the name of the report on your monitor.

### ■ Book

Use this field to select the book for which you want to view a report. The application creates a separate report for each book selected on the Report Definition dialog.

**Note:** This field does not appear if you run a report, such as the Allocation Percentages report, that does not require you to select a book when running the report.

### ■ Print All Reports Button

Click this button to send the reports for all books to the printer. You can use this button to print reports before you drill down for details. After you drill down, you must use the Print button (see below).

**Note:** Selecting the Print All Reports button prints only one report in the following situations:

- Running a report for only one book (for example, running the report for only the Financial book).
- Running a report, such as the Allocation Percentages report, that does not require you to select a book when running the report.

### ■ Export Report Button

Click this button to display the Export dialog, which allows you to export the report to an external file or email. You can export the report in many different file formats, including Adobe

Acrobat (PDF), comma-separated values (CSV), Microsoft Excel (XLS), Microsoft Word for Windows (DOC), HTML, and XML.

- **Print Report Button**  
Click this button to send the report to the default printer. You can use this button to print reports after you drill down for details.
- **Toggle Group Tree Button**  
Click this button to either display or hide the group tree. The group tree displays the sort levels of the report. The application displays the group tree only if you have selected to subtotal the sort criteria for the group of assets on which you are reporting. You can use the group tree to navigate the report. Simply select a sort level from the group tree to move the preview to the selected sort level. If you have not selected to subtotal the sort criteria for the group of assets on which you are reporting, the application displays a blank navigation area when you click the Toggle Group Tree button. For more information, see [“Using the Group Tree,” page 10-32](#).
- **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 a zoom size from the drop-down list box.

## Interpreting Common Report Data

The guidelines below pertain to features common to most reports. For full details on columns in individual reports, see [“Report Details,” page 10-34](#).

- **Header of Report**  
The header, or top section, of reports displays the following information about the report:
  - ❑ **Book**  
This field in the report header section displays the name of the book for which the report was run. The application creates a separate report for each book that you select in the Report Definition dialog.
  - ❑ **Fiscal Year-End Month**  
This field in the report header section displays the month in which the fiscal year ends for the selected book.
- **Body of Report**  
The following information is displayed in the body of most reports:
  - ❑ **Extension Column**  
The Extension column displays asset extension numbers created during partial transfers and partial disposals. When a report is sorted by System Number, asset extensions appear in order of creation beneath the original or the core System Number. In this situation, the System Number is not repeated.

When a report is sorted by a field other than System Number, asset extensions can appear apart from the original System Number. They will be placed on the report in proper sort order. For instance, if a report is sorted by Acquisition Value and the Acquisition Value for an asset extension is less than the original asset, yet still less than other assets, the asset extension appears further down in the report listing. The assets with intervening Acquisition Values appear between the original asset and the asset extension. In this case, the System Number for the asset extension is repeated in the System Number column.

❑ **Key Code Column**

Many reports have a Key Code column. This column lists one or more lowercase letters that are keys to understanding how depreciation was calculated for the asset listed. The key codes are:

a	A depreciation adjustment amount (to adjust for taking too little beginning depreciation) is included in total accumulated depreciation. For information about depreciation adjustments, see the online Help or “ <a href="#">The Book Overrides Tab</a> ,” page 4-12. To obtain the adjustment amount for this asset, you can run a Depreciation Adjustment report.
d	The asset has been disposed.
r	The asset’s acquisition value was reduced by salvage value to arrive at the depreciable basis.
s	The asset switched from a declining-balance depreciation method to a straight-line depreciation method when straight-line depreciation resulted in more depreciation than declining balance.
t	The asset was transferred.

■ **Report Assumptions**

The last page of most reports displays important information about the data included on the report.

❑ **Report Name**

This field displays the name of the report. If you customized a standard report and changed the name of the report, this field displays the new report name.

❑ **Source Report**

If you have customized a standard report, this field displays the standard report on which the customized report is based.

❑ **Calculation Assumptions**

The calculation assumptions section shows:

- Whether the organization had any short years during the report period.
- The depreciation adjustment convention used when an asset’s depreciation is less than the amount the application calculates for the beginning period (no adjustment, immediate adjustment, or postrecovery adjustment).

❑ **Key Codes**

The key section lists all of the available key codes that can appear in the Key Code column, along with a brief explanation of each code.

❑ **Grouping/Sorting Criteria**

This section shows the group name, group definition, and sort criteria. You can override the sort order specified in the group by completing the Sort Order fields on the Format Report tab of the Report Definition dialog.

## Using the Group Tree



The group tree in the report viewer displays the sort levels of a report. You can use the group tree to view the sort levels and to quickly move from one section of the report to another.

To view the group tree, click the Group Tree button on the report viewer.

**Note:** The application displays the group tree only if you have selected to subtotal the sort criteria for the group of assets on which you are reporting. You can select whether to subtotal the sort criteria when you define the group in the Group Manager. For more information about creating groups, see “Creating Groups,” page 4-18. You can also select to subtotal the sort criteria on the Format Report tab of the Report Definition dialog. If you have not selected to subtotal the sort criteria for the group of assets on which you are reporting, the application displays a blank navigation area when you click the Group Tree button.

The image below shows the group tree for a report that is sorted first by the Location field, and then by the Department field.

The screenshot shows the 'Depreciation Expense' report viewer. On the left is a 'Preview' group tree with expandable sections: Copy Room (100, 300, 600), Garage (500, 600, 700), Kitchen (500, 700), Meeting (100, 300, 500, 600, 800), Office (+), Reception (+), and Shrine (+). The main report area displays the following information:

Sample Gov/NP Organization  
Depreciation Expense Report  
As of June 30, 2012

Book = Financial  
FYE Month = June

Sys No	Ext	T	Date	P	In Str	Dep Meth	Est Life	Acquired Value	Prior Thru	Prior Accum Depreciation	Depreciation This Fun	Current YTD Depreciation
Location = Copy Room												
Department = 100												
000045	000	D	05/28/08		SLFM	05	00	286.00		191.13	238.33	57.20
000046	000	D	05/29/08		SLFM	05	00	320.00		202.67	266.67	64.00
Department = 100								606.00		393.80	505.00	121.20
Less disposals and transfers								0.00		0.00		
Count = 0												

You can expand the entries for the primary sort field (Location) to display the entries for the secondary sort field (Department). In the image above, the Garage location is expanded to show the three departments for that location. Click the plus sign (+) to expand a sort field, and click the minus sign (-) to contract a sort field.

You can also quickly move to a section of the report by clicking a sort level on the group tree. For example, when you click on Kitchen in the group tree, the application displays the information about Kitchen in the report viewer.

## Drilling Down for More Details

You can create a report that initially displays only subtotals and totals. You can then “drill down” to view the assets that make up those subtotals or totals.

For example, you might create a report for a group of assets that are sorted and subtotaled by location. When you run the report, you select the Subtotals and Totals option on the Setup Report



tab of the Report Definition dialog. The application displays the subtotals for each location in the organization. You can “drill down” to see the details for each asset in a particular location.

### To drill down for more details

1. Run a report, and select the Subtotals and Totals option and the Window check box in the Send To field. The application displays only the subtotals and totals for each sort level.
2. Move the cursor over a sort level until the cursor becomes a magnifying glass.

Sys No	P	In Svc	Dep	Est	Acquired	Prior	Prior Accum	Depreciation	Current YTD	Current Accum	Pct
Ext	T	Date	Meth	Life	Value	Thru	Depreciation	This Run	Depreciation	Depreciation	Alloc
<b>Location = Copy Room</b>											
<b>Department = 100</b>											
					606.00		383.80	505.00	121.20	505.00	
					0.00		0.00			0.00	
					Net Subtotal		383.80	505.00	121.20	505.00	
					Count = 2						

3. Double-click on the sort level. The application displays the assets that make up that sort level in a separate page. Double-click to toggle between subtotals and the detail page, or click the appropriate tab.

Preview Office 800

- 800

Sample Gov/NP Organization  
Depreciation Expense Report  
As of June 30, 2012

Book = Financial  
FYE Month = June

Sys No	Ext	T	Date	Dep Meth	Est Life	Acquired Value	Prior Thru	Prior Accum Depreciation	Depreciation This Run	Current YTD Depreciation	Current Accum Depreciation	Pct Alloc	Key Code
Location = Office													
Department = 800													
00018	000	D	08/25/06	SLFM	10	12,000.00	12/31/11	5,900.00	0.00	600.00	6,500.00	100.000	1
002	D	08/25/06	SLFM	10	00	1,000.00	12/31/11	491.67	50.00	50.00	591.67	100.000	
003	D	08/25/06	SLFM	10	00	5,000.00	12/31/11	2,458.33	250.00	250.00	2,958.33	100.000	
00019	000	D	08/25/06	SLFM	10	8,750.00		4,302.08	5,177.08	875.00	5,177.08	100.000	
00020	000	D	08/25/06	SLFM	10	5,000.00		2,458.33	2,958.33	500.00	2,958.33	100.000	
00049	000	D	05/06/09	11	06	25,000.00		0.00	0.00	0.00	0.00	100.000	
Department = 800						56,750.00		15,610.41	8,435.41	2,275.00	18,185.41		
Less disposals and transfers						(12,000.00)		(5,900.00)			(6,500.00)		
Count = 1													
Net Subtotal						44,750.00		9,710.41	8,435.41	2,275.00	11,685.41		
Count = 5													

**Note:** To print a copy of the detail page, click the Print icon (not the Print All Reports button) while viewing the detail page.

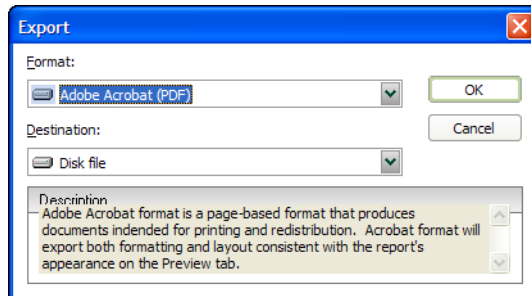
## Exporting a Report

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. Make sure you select the Window check box in the Send To field on the Report Definition dialog.
2. Click the Run Report button. The report appears in the report viewer.
3. Click the Export Report button on the report viewer. The Export dialog appears.



4. Select the desired format (for example, Adobe Acrobat or Microsoft Excel).
5. Select the desired destination (for example, an application or a disk file).
6. 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.

## Report Details

This section outlines the purpose of each report, suggests hints or tips on running each report, provides detailed descriptions of the columns in each report, and displays a sample of each report. Each report is presented in alphabetic order to make them easier for you to locate in this guide.

---

## Allocation Percentages Report

### Purpose

The Allocation Percentages report shows the allocation scheme for each asset on the report. For each asset, the report displays the asset's three G/L account fields:

- G/L Asset Account
- G/L Accumulated Account
- G/L Expense Account

The report also displays how you have allocated the asset's cost and depreciation expense among each G/L account field.

---

**Note:** You can run the Allocation Percentages report for a group of assets that is sorted by a general information field. For example, the group can be sorted in ascending order by the Location field or the Acquisition Date field. However, you cannot run the report for a group that is sorted by a book information field. For example, you cannot run the report for a group that is sorted in ascending order by the Acquisition Value field or the Estimated Life field.

---

### Report Columns

These standard columns appear on the Allocation Percentages report and need no explanation:

- System Number
- Asset ID
- Description

The following guidelines provide detail on the nonstandard columns on the Allocation Percentages report.

■ **Account Name**

This column displays the name of the three G/L account fields for each asset on the report:

- G/L Asset Account
- G/L Accumulated Account
- G/L Expense Account

■ **Account Number**

This column displays the G/L account values for each G/L account field.

■ **Percent Allocated**

This column shows the percentage of the asset's cost and depreciation expense that you have allocated to the asset's G/L Asset Account, G/L Accumulated Account, and G/L Expense Account.

## Sample Allocation Percentages Report

Sample Organization Allocation Percentages Report					
Sys No	Asset ID	Description	Account Name	Account No	Percent Allocated
000002	BD0001	Office Building	G/L Asset Account	01-100-1100	35.000%
				01-200-1100	35.000%
				01-300-1100	30.000%
			G/L Accum Account	01-100-1700	35.000%
				01-200-1700	35.000%
				01-300-1700	30.000%
			G/L Expense Account	01-100-7700	35.000%
				02-100-7700	35.000%
				03-100-7700	30.000%
000026	BI0001	Windows	G/L Asset Account	01-100-1155	35.000%
				01-200-1155	35.000%
				01-300-1155	30.000%
			G/L Accum Account	01-100-1750	35.000%
				01-200-1750	35.000%
				01-300-1750	30.000%
			G/L Expense Account	01-100-7755	35.000%
				02-100-7755	35.000%
				03-100-7755	30.000%
000055	BI0002	Roof	G/L Asset Account	01-100-1155	35.000%
				01-200-1155	35.000%
				01-300-1155	30.000%
			G/L Accum Account	01-100-1750	35.000%
				01-200-1750	35.000%
				01-300-1750	30.000%
			G/L Expense Account	01-100-7755	35.000%
				02-100-7755	35.000%
				03-100-7755	30.000%
000057	BI0003	Automatic Door	G/L Asset Account	01-100-1155	35.000%
				02-100-1155	35.000%
				03-100-1155	30.000%
			G/L Accum Account	02-100-1750	35.000%
				02-600-1750	35.000%
				03-100-1750	30.000%
			G/L Expense Account	01-100-7755	35.000%
				02-100-7755	35.000%
				03-100-7755	30.000%
000058	BI0004	Carpet	G/L Asset Account	01-300-1155	30.000%
				02-100-1155	35.000%
				03-100-1155	35.000%
			G/L Accum Account	02-100-1750	30.000%
				02-600-1750	35.000%
				03-100-1750	35.000%
			G/L Expense Account	01-100-7755	35.000%
				02-100-7755	35.000%
				03-100-7755	30.000%

## Annual Activity Report

### Purpose

The Annual Activity report presents asset account balance activity for Acquisition Value over the requested fiscal year. For each asset included, it shows the asset's cost as of the beginning of the fiscal year (its acquisition value or, if the asset was disposed of in a previous year, zero); the cost of acquisitions, transfers, and disposals during the fiscal year; and the asset's cost at the end of the fiscal year. You may choose to include only assets with current activity and a summary line for other assets, or you may include details for all selected assets.

### Hint for Running the Report

- To reconcile the changes in G/L asset account balances from the beginning to the end of the fiscal year, sort and subtotal the report by G/L asset account number.

### Unique Report Definition Fields

#### ■ Summarize Assets With No Activity

Select this check box to display only the totals of the Beginning Cost and the Ending Cost columns for assets with no activity in the fiscal year (that is, fully depreciated assets). The report will display no other information for such assets.

### Report Columns

These standard columns appear in the Annual Activity report and need no explanation:

- System Number
- Extension
- Asset ID
- Description

The following guidelines provide detail on the nonstandard columns appearing on the Annual Activity report.

#### ■ Beginning Cost

This column shows the asset's value at the beginning of the fiscal year. The application determines the value by taking into account all activity before the report year. If the asset was not acquired by the beginning of the fiscal year, this column would show zero.

#### ■ Current Year Acquisitions, Current Year Dispositions

These columns show the asset values affected by acquisitions and disposals. If an asset has an entry in the acquisition date field, the application uses that date to determine whether the asset was acquired in the current fiscal year. If the asset has no entry in the acquisition date field, the application uses the date in the placed in service field for the selected book.

#### ■ Current Year Transfers In, Current Year Transfers Out

These columns show the acquisition values of all assets transferred in and out of the organization for the current year.

#### ■ Ending Cost

The asset's ending cost is the total of the asset's:

current-year beginning cost  
*plus* current-year acquisition value  
*plus* current-year transfer-in value  
*minus* current-year transfer-out value  
*minus* current-year disposal value

## Sample Annual Activity Report

<p style="text-align: center;"><b>Sample Organization</b>  <b>Annual Activity Report</b>  For the fiscal year ended June 30, 2011</p>									
<p><b>Book =</b> Financial  <b>FYE Month =</b> June</p>									
Sys No	Ext	Asset ID	Description	Beginning Cost	Current Year Acquisitions	Current Year Transfer-In	Current Year Transfer-Out	Current Year Dispositions	Ending Cost
000002	000	BD0001	Office Building	\$ 1,450,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,450,000.00
000007	000	EQ0001	Tractor Mower	6,550.00	0.00	0.00	0.00	0.00	6,550.00
000014	000	BE0004	Elevator	76,250.00	0.00	0.00	0.00	0.00	76,250.00
000024	000	OE0006	Adding Machine	1,750.00	0.00	0.00	0.00	0.00	1,750.00
000029	000	BE0008	Generator	4,877.00	0.00	0.00	0.00	0.00	4,877.00
000039	000	C00004	Security System	6,200.00	0.00	0.00	0.00	0.00	6,200.00
000042	000	EQ0008	Auto Scrubber	6,000.00	0.00	0.00	0.00	0.00	6,000.00
000051	000	OE0010	Industrial Paper	320.00	0.00	0.00	0.00	0.00	320.00
000067	000	OE0013	Table Lamp	0.00	620.00	0.00	0.00	0.00	620.00
<b>Grand Total</b>				<u>\$ 1,551,947.00</u>	<u>\$ 620.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 1,552,567.00</u>
Count = 9									
Report Assumptions									

## Annual Projection Report

### Purpose

The Annual Projection report projects total annual depreciation expense for selected assets for up to 99 years. The report shows projected depreciation for all the depreciation books.

The Annual Projection report includes assets only when they are subject to depreciation calculations. Therefore, the report does not project depreciation expense for assets that have been fully or partially disposed, or for assets that have been transferred out of the group for which you are running the report.

For more information about the Annual Projection report, see [“Running a Budgetary Projection,” page 9-7.](#)

### Hint for Running the Report

- You will probably find the Annual Projection report more useful if the group for which you run the report is sorted and subtotaed by a field you use for budgeting.

### Unique Report Definition Fields

#### ■ Number of Years to Project

Use this field to enter the number of years to project, from 1 to 99.

### Report Columns

The following guidelines provide detail on the nonstandard columns that appear on the Annual Projection report.

#### ■ Month and Year

The Month and Year column shows all fiscal year-ends for all selected books during the projection period.

#### ■ Year-to-Date Depreciation

The YTD Depreciation column for each book shows projected annual depreciation expense only for the appropriate fiscal year-end dates.

## Sample Annual Projection Report

Sample Organization Annual Projection Report Projection for 5 Fiscal Years Beginning 07/01/2011			
Mo Year	Financial YTD Depreciation	Budgetary 1 YTD Depreciation	Budgetary 2 YTD Depreciation
Jun 2012	\$ 65,909.09	\$ 25,076.88	\$ 57,628.21
Jun 2013	39,545.46	17,553.82	55,769.23
Jun 2014	13,181.81	12,287.67	53,910.26
Jun 2015	0.00	8,601.37	52,051.28
Jun 2016	0.00	6,020.96	50,192.31
Grand Total	<u>\$ 118,636.36</u>	<u>\$ 69,540.70</u>	<u>\$ 269,551.29</u>
..... Report Assumptions .....			

## Capital Assets Note Disclosure Report

### Purpose

The Capital Assets Note Disclosure report provides details about capital assets that can be included in the Notes to Financial Statements. These details include beginning capital asset balances for cost and accumulated depreciation, activity throughout the year, and ending capital asset balances.

The Capital Assets Note Disclosure report follows the recommended layout for the capital asset footnote disclosure in governmental financial statements, as specified in Appendix C of GASB Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments. The report displays information in separate sections for governmental assets and business assets. Each of these sections is further divided between depreciable and non-depreciable assets. In addition, this report displays how depreciation expense was allocated across functions.

To view the Capital Assets Note Disclosure - Depreciation Expense report, select the report from the Report field in the report viewer.

### Hints for Running the Report

Before you run the Capital Assets Note Disclosure report, you should prepare your assets to make the report more useful. There are two ways to prepare your assets:

- Select the Activity Type for each asset (that is, governmental or business).
- Select a field that represents the functions in your organization.
- Use the same field to sort the report.

### Selecting the Activity Type

The Capital Assets Note Disclosure report displays information in three sections. The first section shows assets used in **governmental activities**. The second section shows assets used in **business-type activities**. Before you run the report, make sure that you have indicated the correct activity type for each asset on which you want to report.

### *To indicate an asset's activity type*

1. Go to Asset Detail for the asset.
2. Select the desired activity type in the Activity Type field.

### Selecting the Field to represent Functions

The third section of the report shows how depreciation expense was allocated to the various functions in your organization. Before you run this report, you should follow a procedure similar to the following:

1. Select a field to indicate each function in your organization. For example, you might select the Department field for this purpose.
2. Create a SmartList of valid entries for the Department field, which would contain all of the functions in the organization.
3. For each asset, select the function that is associated with the asset from the Department field's SmartList.



4. When you run the report, make sure you select the Department field in the Select the Field to Identify Depreciation Expense by Function field on the Report Definition dialog.

### Sorting the Report

In addition, you should use the field that represents functions to sort the report. You can select this field on the Sort Criteria tab of the Group Manager dialog when you create a group. For more information, see [“Completing the Sort Criteria Tab,” page 4-23](#). Then select this group when you run the report. Alternatively, you can sort the report by selecting the field on the Format Report tab of the Report Definition dialog.

### Unique Report Definition Fields

#### ■ Select the Field to Identify Depreciation Expense by Function

Use this field to select the field used to identify the functions in your organization. The report displays the depreciation expense for each function, as well as the total depreciation expense for all functions.

### Report Columns

Before we discuss the columns that run across the top of the report, look at how the report is organized in the left-most column. The report is divided into three main sections.

- The first section of the report includes only assets involved in **governmental activities**. These are assets for which you have selected “Governmental” in the Activity Type field.
- The second section includes only assets involved in **business-type activities**. These are assets for which you have selected “Business” in the Activity Type field.
- The third section displays how Depreciation Expense was charged to each function in the organization.

Now look more closely at the first section, **governmental activities**. This group of assets is further divided into two categories: assets that are not depreciated and assets that are depreciated.

- Assets that are **not depreciated** have a property type of “N” AND a zero value in the Current Accumulated Depreciation field. (If you calculated depreciation on an asset and then switched the property type to “NO,” the asset does not appear in this group.)
- Assets that **are depreciated** have a property type of “D” or a value other than zero in the Current Accumulated Depreciation field.

Underneath the second category, assets that are depreciated, the report displays a section called “Less Accumulated Depreciation.” In this section the report totals the Current Accumulated Depreciation amounts for the assets that are depreciated as of the date entered in the Fiscal Year-End field on the Report Definition dialog. The report then makes the following calculations:

	Total of “Assets that are depreciated”
<i>minus</i>	Total of “Less Accumulated Depreciation”
	<hr/> Total depreciable capital assets, net
	Total of “Assets that are not depreciated”
<i>plus</i>	Total of “Assets that are depreciated”
<i>minus</i>	Total of “Less Accumulated Depreciation”
	<hr/> Governmental activities capital assets, net

The second section, **business-type activities** is also divided into two categories: assets that are not depreciated and assets that are depreciated. This section also contains a “Less Accumulated Depreciation” section.

The third section displays information about how depreciation expense was allocated to each function in the organization. This section displays the total Current Year-to-Date depreciation for the assets associated with each function. See the Hints section for information about assigning your assets to the functions in your organization.

The following guidelines provide detail on the nonstandard columns on the Capital Assets Note Disclosure report.

- **Beginning Balance**  
This column displays the Acquisition Values (or Accumulated Depreciation) for the selected assets as of the beginning of the fiscal year for which you are running the report.
- **Additions**  
This column displays the Acquisition Values (or Current Year Depreciation Expense) for assets acquired since the beginning of the fiscal year for which you are running the report.
- **Retirements/Reclassifications**  
This column displays the Acquisition Values (or Accumulated Depreciation) for assets disposed or transferred after the beginning of the fiscal year for which you are running the report. The application displays Acquisition Values as negative values and Accumulated Depreciation as positive values.
- **Ending Balance**  
This column displays the Acquisition Values (or Accumulated Depreciation) for assets as of the end of the fiscal year for which you are running the report.

# Sample Capital Assets Note Disclosure Report

<b>Sample Organization</b> <b>Capital Assets Note Disclosure Report</b> <b>For the fiscal year to date ended June 30, 2012</b>				
<b>Book = Financial</b> <b>FYE Month = June</b>				
	Beginning Balance	Additions	Retirements/ Reclassifications	Ending Balance
<b>Governmental activities:</b>				
<i><b>Assets that are not depreciated:</b></i>				
Executive Office	\$ 1,420	\$ 0	\$ 0	\$ 1,420
Facilities	1,503,893	0	0	1,503,893
Manufacturing	1,500	0	0	1,500
Sales Operations	5,653	0	0	5,653
Total	1,512,466	0	0	1,512,466
<i><b>Assets that are depreciated:</b></i>				
Executive Office	226,736	7,620	0	234,356
Facilities	1,692,652	0	0	1,692,652
Manufacturing	810,550	0	(80,000)	730,550
Research & Development	49,770	0	0	49,770
Sales Operations	78,422	0	(2,100)	76,322
Total	2,858,130	7,620	(82,100)	2,783,650
<i><b>Less accumulated depreciation:</b></i>				
Executive Office	(125,597)	(32,333)	0	(157,930)
Facilities	(463,007)	(50,235)	0	(513,243)
Manufacturing	(520,537)	(102,373)	23,708	(599,202)
Research & Development	(34,958)	(7,110)	0	(42,068)
Sales Operations	(37,483)	(10,728)	280	(47,932)
Total	(1,181,583)	(202,779)	23,988	(1,360,373)
Total depreciable capital assets, net	1,676,547	(195,159)	(58,112)	1,423,277
Governmental activities capital assets, net	<u>\$ 3,189,013</u>	<u>\$ (195,159)</u>	<u>\$ (58,112)</u>	<u>\$ 2,935,743</u>
<b>Business-type activities:</b>				
<i><b>Assets that are not depreciated:</b></i>				
Executive Office	\$ 0	\$ 750	\$ 0	\$ 750
Total	0	750	0	750
<i><b>Assets that are depreciated:</b></i>				
Executive Office	\$ 0	\$ 5,300	\$ 0	\$ 5,300
Research & Development	3,600	0	0	3,600
Sales Operations	15,000	0	0	15,000
Total	18,600	5,300	0	23,900
<i><b>Less accumulated depreciation:</b></i>				
Executive Office	0	(795)	0	(795)
Research & Development	(129)	(514)	0	(643)
Sales Operations	(893)	(2,143)	0	(3,036)
Total	(1,021)	(3,452)	0	(4,474)
Total depreciable capital assets, net	17,579	1,848	0	19,426
Business-type activities capital assets, net	<u>\$ 17,579</u>	<u>\$ 2,598</u>	<u>\$ 0</u>	<u>\$ 20,176</u>

## Sample Capital Assets Note Disclosure - Depreciation Expense Report

<p style="text-align: center;"><b>Sample Organization</b>  <b>Capital Assets Note Disclosure Report</b>  <b>Depreciation Expense</b>  For the fiscal year to date ended June 30, 2012</p>	
<p><b>Book</b> = Financial  <b>FYE Month</b> = June</p>	
<p><b>Depreciation Expense was charged to functions as follows:</b></p>	
Executive Office	\$ 33,128
Facilities	50,235
Manufacturing	102,373
Research & Development	7,624
Sales Operations	12,871
<b>Total Depreciation Expense</b>	<u><u>\$ 206,231</u></u>

## Change in Capital Assets Report

### Purpose

The Change in Capital Assets report displays a comparison of capital assets for a current year to a prior year. You can insert this report in your Management's Discussion and Analysis as an integral part of your financial statements.

### Hint for Running the Report

- To print a Change in Capital Assets report that follows the GASB Statement No. 34 guidelines, you must run the report for a group that is sorted by the field that you use for "asset categories" (for example, Land, Buildings, and Machinery & Equipment.) You can identify this sort field either on the Sort Criteria tab of the Group Manager, or on the Format Report tab of the Report Definition dialog. When you run the report, the application automatically prints subtotals for the primary sort field, regardless of whether you selected the subtotal option for this field. If you run the report for a group that contains more than one sort level, the application sorts only the field selected for the primary sort level and ignores all other sort levels. If you run the report for a group that contains no sort levels, the application sorts the report using the Class field.

### Unique Report Definition Fields

#### ■ Current Fiscal Year-End for Report

Use this field to enter the fiscal year-end date for the current year on which you want to report. The report compares the capital assets for the year that you enter in this field with the capital assets for the previous year.

### Report Columns

The following guidelines provide detail on the nonstandard columns on the Change in Capital Assets report.

#### ■ Governmental Activities

The application displays the Net Book Value for the assets included in the selected group in two columns: the year entered in the Report Definition dialog, and the year that precedes this year.

#### ■ Business-Type Activities

The application displays the Net Book Value for the assets included in the selected group in two columns: the year entered in the Report Definition dialog, and the year that precedes this year.

#### ■ Total

The application displays the total Net Book Value for the assets included in the selected group for each year.

#### ■ Total Percentage Change

The application displays the percentage change in the total Net Book Value from the previous year to the current year. This change is calculated as follows:

$$\frac{\text{Total Net Book Value for Current Year} - \text{Net Book Value for Previous Year}}{\text{Total Net Book Value for Previous Year}} \times 100$$

**Note:** If the prior year's Net Book Value is zero, the application will display "N/A" in this column.

## Sample Change in Capital Assets Report

<b>Sample Organization</b> <b>Change in Capital Assets Report</b> <i>(net of depreciation)</i>							
<b>Book = Financial</b>							
	<b>Governmental Activities</b>		<b>Business-type Activities</b>		<b>Total</b>		<b>Total %</b>
	<b>6/30/2010</b>	<b>6/30/2011</b>	<b>6/30/2010</b>	<b>6/30/2011</b>	<b>6/30/2010</b>	<b>6/30/2011</b>	<b>6/30/2010 - 6/30/2011</b>
<b>Executive Office</b>	\$ 133,592	\$ 106,782	\$ 0	\$ 0	\$ 133,592	\$ 106,782	-20.1%
<b>Facilities</b>	1,043,992	923,967	4,950	1,759	1,048,942	925,726	-11.7%
<b>Manufacturing</b>	231,073	198,246	78,695	53,267	309,768	251,513	-18.8%
<b>Research &amp; Development</b>	21,923	18,284	0	0	21,923	18,284	-16.6%
<b>Sales Operations</b>	25,705	55,449	3,858	3,203	29,563	58,652	98.4%
<b>Grand Total</b>	<b>\$ 1,456,284</b>	<b>\$ 1,302,728</b>	<b>\$ 87,503</b>	<b>\$ 58,229</b>	<b>\$ 1,543,787</b>	<b>\$ 1,360,957</b>	<b>-11.8%</b>

## Depreciation Adjustment Report

### Purpose

For each asset selected, the Depreciation Adjustment report shows the difference between the beginning depreciation amounts you enter (if any) and the depreciation amounts the application calculated for the same period. The beginning information is also entered by the application when you change any one of the critical information fields (Property Type, Placed-in-Service Date, Acquisition Value, Depreciation Method, or Estimated Life). For more information, see [“Beginning Depreciation Fields,” page 6-7](#). The report includes only those selected assets that have adjustment amounts. The Depreciation Adjustment report displays your assets in two separate groups: under-depreciated assets and over-depreciated assets.

The Depreciation Adjustment report is not affected by any choices you make for depreciation adjustment settings on the Book Overrides tab of the New (or Edit) Organization dialog. However, if you decide to adjust depreciation, you may want to use this report to learn the adjustment amount for each asset.

### Report Columns

These standard columns appear in the Depreciation Adjustment report and need no explanation:

- System Number
- Extension
- Description (first ten characters)
- [Placed] In-Service Date
- Estimated Life (in years and months)
- Depreciation Method
- Beginning YTD Depreciation
- Beginning Accumulated Depreciation
- Key Code

The following guidelines provide detail on the nonstandard columns appearing in the Depreciation Adjustment report.

■ **Creation Code**

This column shows the asset’s creation code: O - Original Asset; D - Disposed Asset; etc.

■ **Depreciable Basis**

This column shows the asset’s depreciable basis as calculated by the application.

■ **Calculated Total Accumulated Depreciation**

This column shows the amount the application calculated as the correct depreciation from the date the asset was placed in service through the date entered in Asset Detail as the beginning date. The beginning date appears in the next column.

■ **Begin Date**

This column shows the date you entered in the Beginning Date field in Asset Detail.

■ **Over (Under) Depreciated**

This column shows the difference between the calculated total accumulated depreciation and the user-entered beginning accumulated depreciation (or application-entered information after making a critical depreciation change).

In most cases, a negative adjustment amount shows that you have not taken enough depreciation for the asset as of the beginning date entered. A positive adjustment amount shows that you have taken too much depreciation as of the beginning date. However, in the case of negative acquisition values entered for credits and rebates, a positive number shows not enough depreciation has been taken; a negative number shows too much depreciation has been taken.

If you've taken more beginning depreciation for an asset than the application calculates as correct, the application continues to take as much depreciation as you're entitled to each year. However, it stops taking depreciation when the asset is fully depreciated, taking less depreciation than you would otherwise be entitled to in the last year of the asset's life.

If you've taken less beginning depreciation than the application calculates as correct, the application by default does nothing to adjust for the difference and the asset will never be fully depreciated (unless you are using a declining-balance method of depreciation that switches to straight-line). Through Book Overrides, you can request that the application adjust for the difference and take the remaining depreciation expense immediately or during the postrecovery period. For instructions, see the online Help or ["The Book Overrides Tab," page 4-12.](#)

## Sample Depreciation Adjustment Report

Sample Organization Depreciation Adjustment Report													
Book = Financial													
FYE Month = June													
Sys No	Ext	Description	In Svc Date	Est Life	Depr Meth	C	Depreciable Basis	Beginning YTD Depr	Beginning Accum Depr	Calculated Total Accum	Begin Date	Over (Under) Depreciated	Key Code
<b>Under Depreciated Assets</b>													
000007	000	Tractor Mower	12/25/05	10 00	SLFM	O	\$ 6,550.00	\$ 1,000.00	\$ 1,000.00	\$ 1,310.00	11/30/07	\$ (310.00)	
000019	000	Office Chair	08/25/06	10 00	SLFM	O	5,500.00	(1,000.00)	(1,000.00)	320.84	02/28/07	(1,320.84)	
000020	000	Office Cubicle	08/25/06	10 00	SLFM	O	12,540.00	1,000.00	1,000.00	4,702.50	04/30/10	(3,702.50)	
<b>Under Depreciated Assets</b>							\$ 24,590.00	\$ 1,000.00	\$ 1,000.00	\$ 6,333.34		\$ (5,333.34)	
Count = 3													
<b>Over Depreciated Assets</b>													
000026	000	Windows	08/26/06	39 00	SLFM	O	9,223.00	1,000.00	1,000.00	374.44	02/29/08	625.56	
<b>Over Depreciated Assets</b>							\$ 9,223.00	\$ 1,000.00	\$ 1,000.00	\$ 374.44		\$ 625.56	
Count = 1													
<b>Grand Total</b>							\$ 33,813.00	\$ 2,000.00	\$ 2,000.00	\$ 6,707.78		\$ (4,707.78)	
Count = 4													



## Depreciation Expense Report

### Purpose

The Depreciation Expense report displays depreciation amounts that have been calculated for the selected assets. Along with essential asset data, the report shows figures for previous years' depreciation, current year-to-date depreciation, and total current accumulated depreciation. The application prints a separate Depreciation Expense report for each book selected.

To calculate depreciation, use the Depreciate command on the Depreciation menu.

### Hints for Running the Report

- Run this report monthly for any book that is posted monthly.
- You should run the Depreciation Expense report from the Reports menu if you are sure that all selected assets have been depreciated through the date for which you are running the report. If this is not the case, we recommend that you calculate depreciation at the same time you run the report. To do this, use the Depreciate command on the Depreciation menu. On the Depreciate dialog, in the Send To field, you can select Window or Printer (or both). You can calculate depreciation and run the report in this one easy step. In this way you can be sure that the report lists depreciation through the correct date on all assets selected.
- If you calculate depreciation monthly, and you inadvertently skip a month, the amounts in the Depreciation This Run column will be greater than expected. You can view the correct monthly amounts by calculating depreciation for the previous month and then calculating depreciation again for the current month.

### Report Columns

The Depreciation Expense report columns first identify the asset, then provide depreciable basis and depreciation expense figures. The column guidelines below apply to all books.

These standard columns appear in the Depreciation Expense report and need no explanation:

- System Number
- Extension
- Property Type (PT)
- [Placed] In-Service Date
- Depreciation Method
- Estimated Life (shown in years and months)
- Acquired Value
- Key Code

The following guidelines provide detail on the nonstandard columns appearing in the Depreciation Expense report.

#### ■ Previous Through

This date is the previous through date (that is, the date of the next-to-last depreciation calculation). For example, if you calculated depreciation through 01/07 and then calculated depreciation through 02/07, the application displays 01/31/07 in the Previous Through column.

■ **Prior Accumulated Depreciation**

Prior accumulated depreciation includes all depreciation expense from the asset's placed-in-service date through the end of the fiscal year before depreciation was last calculated. For example, if depreciation was last calculated through 03/07, prior accumulated depreciation includes all depreciation expense from the asset's placed-in-service date through December 2006 (assuming a calendar year-end organization), including any beginning depreciation amounts.

■ **Depreciation This Run**

Depreciation this run is the amount that was calculated for the period between the next-to-last depreciation calculation (the Previous Through date) and the last depreciation calculation (the current through date). For example, if you calculated depreciation through 01/07 and then calculated depreciation through 03/07, the Depreciation this Run column includes depreciation for February and March 2007.

■ **Current Year to Date Depreciation**

Current year-to-date depreciation includes all depreciation expense from the beginning of the fiscal year containing the current through date up to and including the current through date. (The *current through date* is the last date through which you calculated depreciation.) For example, if the current through date is 03/07, the current year-to-date depreciation includes depreciation for January, February, and March 2007 (for a calendar year-end organization).

■ **Current Accumulated Depreciation**

Current accumulated depreciation includes all depreciation expense from the asset's placed-in-service date up to and including the current through date. (The *current through date* is the last date through which you calculated depreciation.) Current accumulated depreciation equals the amount in the Prior Accumulated Depreciation column plus the amount in the Current Year-to-Date Depreciation column.

■ **Percent Allocated**

This column shows how the percentage of the asset's cost and depreciation expense has been allocated.

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**Tip:** To show the allocation on an asset's cost among the G/L Asset Account numbers, you must run the report for a group that is sorted by the G/L Asset Account field. Alternatively, to show the allocation of an asset's depreciation among the G/L Expense Account numbers, you must run the report for a group that is sorted by the G/L Expense Account field.

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## Sample Depreciation Expense Report

# Sample Organization

## Depreciation Expense Report

### As of December 31, 2011

Book = Financial

FYE Month = June

Sys No	Ext	P T	In Svc Date	Depr Meth	Est Life	Acquired Value	Prior Thru	Prior Accum Depreciation	Depreciation This Run	Current YTD Depreciation	Current Accum Depreciation	Pct Alloc	Key Code
000003	000	D	08/01/03	SLFM	15 00	27,000.00	06/30/11	14,250.00	900.00	900.00	15,150.00	100.000	
000010	000	D	07/31/06	SLFM	07 00	6,500.00	06/30/11	4,642.85	464.29	464.29	5,107.14	100.000	
000017	000	D	08/25/06	SLFM	10 00	9,855.00	06/30/11	4,845.38	492.75	492.75	5,338.13	100.000	
000027	000	D	09/01/06	SLFM	07 00	15,875.00	06/30/11	10,961.32	1,133.93	1,133.93	12,095.25	100.000	
000036	000	D	11/01/06	SLFM	07 00	375,000.00	06/30/11	250,000.01	26,785.72	26,785.72	276,785.73	100.000	
000042	000	D	04/16/07	SLFM	05 00	6,000.00	06/30/11	5,100.00	600.00	600.00	5,700.00	100.000	
000047	000	N	09/01/07	NoDep	00 00	650.00	06/30/11	0.00	0.00	0.00	0.00	100.000	
000057	000	D	08/16/09	SLFM	10 00	13,000.00	06/30/11	2,491.67	650.00	650.00	3,141.67	100.000	
000058	000	D	08/16/09	SLFM	05 00	5,000.00	06/30/11	1,916.67	500.00	500.00	2,416.67	100.000	
000065	000	D	10/25/10	SLFM	07 00	8,000.00	06/30/11	857.14	571.43	571.43	1,428.57	100.000	
000068	000	N	01/23/11	NoDep	10 00	800.00	06/30/11	0.00	0.00	0.00	0.00	100.000	
000070	000	N	03/16/11	NoDep	00 00	500.00	06/30/11	0.00	0.00	0.00	0.00	100.000	
000073	000	N	04/06/11	NoDep	05 00	600.00	06/30/11	0.00	0.00	0.00	0.00	100.000	
000075	000	D	10/04/11	SLFM	05 00	5,300.00		0.00	265.00	265.00	265.00	100.000	
000077	000	D	12/27/11	SLFM	05 00	3,020.00		0.00	50.33	50.33	50.33	100.000	
<b>Grand Total</b>						477,100.00		295,065.04	32,413.45	32,413.45	327,478.49		
Less disposals and transfers						0.00		0.00			0.00		
Count = 0													
Net Grand Total						<u>477,100.00</u>		<u>295,065.04</u>	<u>32,413.45</u>	<u>32,413.45</u>	<u>327,478.49</u>		
Count = 15													

## Disposal Report

### Purpose

The Disposal report lists only assets that you have disposed. The report has two parts. In the first part, it shows the realized gain or loss for each asset and whether the gain or loss is recognized, not recognized, or deferred. In the second part, it shows a summary of the portions of the total gains and losses for all selected assets that are recognized, not recognized, or deferred.

### Hints for Running the Report

- To be certain that figures are final for disposed assets before you run the Disposal report, first calculate depreciation at least through the latest disposal date that might appear on the Disposal report. Although the application calculates depreciation on disposal, if you then calculate depreciation through an earlier date, the application will have overwritten the disposal figures before you run the Disposal report.
- You can limit the Disposal report so that it shows only the assets disposed during the current year. For more information, see [“Viewing Current-Year Disposals,”](#) page 7-12.

### Unique Report Definition Fields

#### ■ Run for Assets Disposed

Use this field to limit the Disposal report to only those assets disposed between specified dates.

##### ☐ From

Enter the beginning disposal date of assets that you want to appear on the report.

##### ☐ To

Enter the ending disposal date of assets that you want to appear on the report.

### Report Columns

These standard columns appear in Part One of the Disposal report and need no explanation:

- System Number
- Extension
- Asset ID
- Class (CI)
- [Placed] In-Service Date
- Disposal Date
- Acquired Value

The following guidelines provide detail on the nonstandard columns appearing in Part One of the Disposal report.

**■ Disposal Method (DM)**

The following table displays the available Disposal Method codes:

Code	Disposal Method
S	Sale
A	Abandonment
C	Casualty
L	Like-Kind Exchange
R	Other

**■ Current Accumulated Depreciation**

This column shows the current accumulated depreciation calculated by the application, as displayed in Asset Detail. Because the asset has been disposed of, this is the final total depreciation taken on the asset.

**■ Net Proceeds**

The application calculates the net proceeds as cash proceeds plus non-cash proceeds, minus the expenses of the sale, as entered when you disposed of the asset.

**■ Gain or Loss Adjusted Basis**

This column shows the adjusted basis used for calculating the asset's realized gain or loss.

**■ Realized Gain or Loss**

This column shows the amount the application calculated as the asset's realized gain or loss, or the amount you entered to override the calculated amount when disposing of the asset.

**■ Gain or Loss Recognition (GL)**

This column shows the gain or loss recognition code entered or accepted when you disposed of the asset. This chart explains those codes:

Code	Description
Y	The gain or loss was recognized.
N	The gain or loss was not recognized.
D	The gain or loss was deferred.

The following guideline provides detail on the nonstandard column appearing in Part Two of the Disposal report.

**■ Recognition Totals**

The three columns (Gains, Losses, and Net) list the amounts that were recognized, not recognized, or deferred for the disposed assets included in the report. The Net column shows the totals for gains net of losses.

## Sample Disposal Report

# Sample Organization

## Disposal Report

01/01/2000 to 12/31/2011

Book = Financial

FYE Month = June

Sys No	Ext	Asset ID	Cl	In Svc Date	Disposal Date	D M	Acquired Value	Current Accum Depreciation	Net Proceeds	Gain/Loss Adjust Basis	Realized Gain (Loss)	G L
000009	000	MV0002	MV	04/28/06	06/08/10	S	\$ 18,479.00	\$ 15,399.17	\$ 1,948.00	\$ 3,079.83	\$ (1,131.83)	Y
000032	000	EQ0002	EQ	09/15/06	10/14/09	A	275.00	0.00	0.00	275.00	(275.00)	Y
000038	000	EQ0007	EQ	11/08/06	12/31/11	S	120,000.00	87,142.87	40,000.00	32,857.13	7,142.87	Y
000052	000	BE0013	BE	06/04/08	12/01/08	A	1,200.00	120.00	0.00	1,080.00	(1,080.00)	Y
<b>Grand Total</b>							<u>\$ 139,954.00</u>	<u>\$ 102,662.04</u>	<u>\$ 41,948.00</u>	<u>\$ 37,291.96</u>	<u>\$ 4,656.04</u>	

Count = 4

	Gains	Losses	Net
Recognized	\$ 7,142.87	\$ (2,486.83)	\$ 4,656.04
Not Recognized	0.00	0.00	0.00
Deferred	0.00	0.00	0.00
<b>Total</b>	<u>\$ 7,142.87</u>	<u>\$ (2,486.83)</u>	<u>\$ 4,656.04</u>

Report Assumptions

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## File Listing Report

### Purpose

For each selected asset and for each selected book, the File Listing report prints a summary of commonly used information (such as the asset's description, depreciation method, and acquisition value) and an activity code that differentiates between active, inactive, and disposed assets. Activity codes are also useful for identifying assets that were transferred or partially disposed. For a list of the activity codes, see [“Understanding Activity Codes,” page 7-3](#).

This report includes inactive assets, unless you intentionally exclude them. You can also generate a report that includes only inactive assets by running the report for the Inactive Assets group.

### Report Columns

These standard columns appear in the File Listing report and need no explanation:

- System Number
- Extension
- Activity Code (AC)
- Asset ID
- Description
- Class (CL)
- Fund
- [Placed] In-Service Date
- Property Type (PT)
- Depreciation Method
- Department
- Vendor
- Disposal Date
- Acquired Value

## Sample File Listing Report

Sample Organization													
File Listing Report													
Book = Financial													
FYE Month = June													
Sys No	Ext	A C	Asset ID	Description	Cl	Fund	In Svc Date	P T	Depr Meth	Department	Vendor	Disposal Date	Acquired Value
000001	000	A	LD0001	Land	LD	01	02/01/95	N	NoDep	100	Clark Realty		\$ 750,000.00
000002	000	A	BD0001	Office Building	BD	01	07/01/03	D	YHHY	100	Alterra Propertie		1,450,000.00
000003	000	A	LI0001	Parking Lot	LI	01	08/01/03	D	SLFM	100	Clark Realty		27,000.00
000004	000	A	MV0001	Truck	MV	02	09/01/03	D	SLFM	600	Car Max		45,000.00
000005	000	A	LI0002	Sidewalk	LI	01	09/18/04	D	SLFM	100	Clark Realty		20,000.00
000006	000	A	BE0001	Air Purification Equipment	BE	02	07/01/05	N	NoDep	100	Home Depot		2,743.00
000007	000	A	EQ0001	Tractor Mower	EQ	03	12/25/05	D	SLFM	400	Home Depot		6,550.00
000008	000	A	BE0002	Mail Room Equipment	BE	01	03/12/06	D	SLFM	100	Mail Solutions		3,258.00
000009	000	D	MV0002	Hybrid Vehicle	MV	03	04/28/06	D	SLFM	400	Car Max	06/08/10	18,479.00
000010	000	A	CO0001	Headset, Handset, Microp	CO	03	07/31/06	D	SLFM	400	Office Max		6,500.00
000011	000	A	BE0003	Air Conditioning Unit	BE	01	08/25/06	D	SLFM	100	Home Depot		15,000.00
000012	000	A	OE0001	Bookcase	OE	01	08/25/06	D	SLFM	200	New Life Office		4,800.00
000013	000	A	MV0003	Durango SUV	MV	01	08/25/06	D	SLFM	200	Car Max		34,599.00
000014	000	A	BE0004	Elevator	BE	01	08/25/06	D	SLFM	100	Otis		76,250.00
000015	000	A	OE0002	File Cabinet	OE	01	08/25/06	D	SLFM	200	New Life Office		2,900.00
000016	000	A	CO0002	Fire Alarm System	CO	02	08/25/06	D	SLFM	600	ADT Security S		6,050.00
000017	000	A	BE0005	Fire Extinguisher	BE	01	08/25/06	D	SLFM	100	Home Depot		9,855.00
000018	000	A	BE0006	Front Office Sign	BE	03	08/25/06	D	SLFM	100	Signs By Tomor		14,400.00
000019	000	A	OE0003	Office Chair	OE	01	08/25/06	D	SLFM	200	New Life Office		5,500.00
000020	000	A	OE0004	Office Cubicle	OE	01	08/25/06	D	SLFM	200	New Life Office		12,540.00
Grand Total												\$ 2,511,424.00	
Count = 20													



## General Ledger Posting Report

### Purpose

This report prints a journal entry you can use to post the Depreciation This Run figures stored from the most recent depreciation calculation to a general ledger. For this report to be useful, you must have entered a G/L expense account number and a G/L accumulated account number for each asset. If you customized these fields to be used for a different purpose, this report will be meaningless.

The General Ledger Posting report will include only those assets whose last depreciation run date (the current through date) matches the date you enter for the posting report.

### Hint for Running the Report

- Before you run this report, make sure the report will be for the period you need to post. If you post depreciation monthly and calculate depreciation monthly, simply run the General Ledger Posting report after you calculate your monthly depreciation figures. However, if you are not sure what period was included in the last depreciation run figures, we recommend the following procedure:
  1. Calculate depreciation through the month ending before the month for which you want to view the report. For example, to run a General Ledger Posting report for October 2010, first calculate depreciation through September 2010.
  2. Calculate depreciation for the month you want to view on the report. Continuing the example, you would calculate depreciation through October 2010.
  3. Run the General Ledger Posting report using a posting date of October 2010.

### Unique Report Definition Fields

#### ■ Journal Number

Use this field to enter up to 15 alphanumeric characters as the journal entry number for your general ledger.

### Report Columns

This report shows total Depreciation This Run figures by G/L account number for all assets included in the report. The following guidelines provide detail on the nonstandard columns appearing in the General Ledger Posting report.

#### ■ Journal Entry Number and Journal Entry

This column shows the journal entry number that you entered on the Report Definition dialog and the date through which you are posting depreciation expense.

#### ■ General Ledger Account Number

This column lists all the G/L expense account numbers, then the G/L accumulated account numbers, for the assets included in the report. The account numbers are listed in numeric order. The list may also include a blank G/L expense or accumulated account number. The blank account number is for assets that did not have entries in these fields.

#### ■ Account Name

The Account Name column shows whether the account number is a depreciation expense account or an accumulated depreciation account.

## ■ Debit

For all assets that use the G/L expense account number shown in the General Ledger Account column, the Debit column shows the total depreciation expense from the last depreciation run.

## ■ Credit

For all assets that use the G/L accumulated account number shown in the General Ledger Account column, the Credit column shows the accumulated depreciation which offsets the debit created by the depreciation expense from the last depreciation run.

The totals for the Debit and Credit columns will be equal.

## Sample General Ledger Posting Report

Sample Organization General Ledger Posting Report				
Book = Financial				
FYE Month = June				
Journal Entry Number	General Ledger			
Journal Entry	Account Number	Account Name	Debit	Credit
To record depreciation expense run through 12/31/2011				
	01-100-7700	Depreciation Expense	\$ 477,511.37	
	01-100-8050	Depreciation Expense	900.00	
	02-100-7700	Depreciation Expense	477,511.36	
	03-100-7700	Depreciation Expense	409,295.46	
	03-400-7850	Depreciation Expense	464.29	
	01-100-1700	Accumulated Depreciation		\$ 1,364,318.19
	01-100-2050	Accumulated Depreciation		900.00
	03-400-1950	Accumulated Depreciation		464.29
Grand Total			<u>\$ 1,365,682.48</u>	<u>\$ 1,365,682.48</u>

## Monthly Projection Report

### Purpose

The Monthly Projection report displays projected depreciation amounts for each month (or period) in a fiscal year for the selected group of assets.

For more information about the Monthly Projection report, see [“Running a Budgetary Projection,” page 9-7.](#)

### Report Columns

The following guidelines provide detail on the nonstandard columns that appear on the Monthly Projection report.

■ **Period End**

This column shows the date on which each period of the fiscal year ends.

■ **Period Expense**

This column shows the total depreciation expense for each period of the fiscal year.

■ **Current Year to Date Depreciation**

This column shows the total current year-to-date depreciation for each period. The current year-to-date depreciation is the asset's depreciation amount for the period starting with the first day of the current fiscal year through the current Through Date. The Through Date is the last date on which you calculated depreciation for the asset in the current year.

## Sample Monthly Projection Report

<b>Sample Organization</b> <b>Monthly Projection Report</b> Project for 12 periods (Monthly) beginning: 07/01/2011		
Book = Financial FYE Month = June		
Period End	Period Expense	Current YTD Depreciation
07/31/2011	\$ 5,912.64	\$ 5,912.64
08/31/2011	5,912.66	11,825.30
09/30/2011	5,912.64	17,737.94
10/31/2011	5,912.65	23,650.59
11/30/2011	5,912.65	29,563.24
12/31/2011	5,912.66	35,475.90
01/31/2012	5,912.64	41,388.54
02/29/2012	5,912.65	47,301.19
03/31/2012	5,912.65	53,213.84
04/30/2012	5,912.64	59,126.48
05/31/2012	5,912.66	65,039.14
06/30/2012	5,912.64	70,951.78
<b>Grand Total</b>	<b>\$ 70,951.78</b>	

## Net Book Value Report

### Purpose

The Net Book Value report shows the current net book (or carrying) value of each selected asset and how the value is calculated. It also shows the percentage of total depreciation taken to date for each asset.

---

**Note:** The date to run the report is grayed out by default because the application sets the net value report date to the last depreciation run date. In order to view net value as of a specific month, make sure you run depreciation to that period prior to running the Net Book Value report.

---

### Report Columns

The Net Book Value report first shows general information about the asset, then the data used in calculating the net book value and the percentage of total depreciation taken.

These standard columns appear in the Net Book Value report and need no explanation:

- System Number
- Extension
- Asset ID
- [Placed] In-Service Date
- Depreciation Method
- Salvage Value

The following guidelines provide detail on the nonstandard columns appearing in the Net Book Value report.

- **Remaining Life (in years and months)**  
The application calculates the asset's remaining life as the estimated life minus the number of years and months from the date placed in service through the date you last calculated depreciation for the asset (shown in the Current Through date column).
- **Depreciable Basis**  
To calculate the depreciable basis, the application starts with the asset's original acquisition value and then subtracts salvage value if applicable for the depreciation method.
- **(+) Salvage Value**  
Salvage Value is an estimate of an asset's worth at the end of its useful life. This column displays an asset's salvage value only if the asset's depreciation method uses salvage value in its depreciation calculation. For example, if you are using a straight-line method, the asset's salvage value, if any, appears in this column.
- **Through Date**  
This column shows the date depreciation was last calculated for the asset. This date is the same as the current through date displayed in Asset Detail for the asset.
- **(-) Current Accumulated Depreciation**  
This column shows the current accumulated depreciation that the application calculated through the date shown in the Through Date column.

■ **(=) Net Book Value**

The application calculates the net book value as shown in the following equation:

$$\frac{(\text{Depreciable basis} + \text{Salvage value}) - \text{Current accumulated depreciation}}{\text{Net book value}}$$

■ **Percent Depreciated**

This column shows the percentage of the asset's total depreciation expense taken to date. The application calculates depreciation as shown in the following equation:

$$\frac{\text{Current accumulated depreciation}}{\text{Depreciable basis}} = \text{Percent depreciated}$$

## Sample Net Book Value Report

# Sample Organization

## Net Book Value Report

Book = Financial

FYE Month = June

Sys No	Ext	Asset ID	In Svc Date	Depr Meth	Rem Life	Depreciable Base	(+) Salvage Value	Thru Date	(-) Current Accum Depreciation	(=) Net Book Value	Pct Dep
000002	000	BD0001	07/01/03	YHHY	01 11	\$ 1,450,000.00	\$ 0.00	12/31/11	\$ 1,364,318.19	\$ 85,681.81	94.09%
000008	000	BE0002	03/12/06	SLFM	04 08	3,258.00	0.00	06/30/11	1,737.60	1,520.40	53.33%
000014	000	BE0004	08/25/06	SLFM	00 01	76,250.00	0.00	06/30/11	74,979.17	1,270.83	98.33%
000019	000	OE0003	08/25/06	SLFM	05 01	5,500.00	0.00	06/30/11	2,704.17	2,795.83	49.17%
000023	000	BE0007	08/25/06	SLFM	00 01	14,325.00	0.00	06/30/11	14,086.25	238.75	98.33%
000028	000	IT0002	09/01/06	SLFM	02 02	9,577.00	0.00	06/30/11	6,612.68	2,964.32	69.05%
000036	000	EQ0005	11/01/06	SLFM	01 10	375,000.00	0.00	12/31/11	276,785.73	98,214.27	73.81%
000037	000	EQ0006	11/07/06	SLFM	02 04	150,000.00	0.00	06/30/11	100,000.00	50,000.00	66.67%
000038	000	EQ0007	11/08/06	SLFM	00 00	120,000.00	0.00	12/31/11	87,142.87	32,857.13	72.62%
000039	000	CQ0004	01/01/07	SLFM	02 06	6,200.00	0.00	06/30/11	3,985.74	2,214.26	64.29%
000049	000	BE0012	04/12/08	NoDep	00 00	500.00	0.00	06/30/11	0.00	500.00	0.00%
000056	000	BE0014	07/03/09	SLFM	03 00	2,000.00	0.00	06/30/11	800.00	1,200.00	40.00%
000065	000	IT0008	10/25/10	SLFM	05 09	8,000.00	0.00	12/31/11	1,428.57	6,571.43	17.86%
000071	000	IT0011	04/04/11	SLFM	06 09	3,600.00	0.00	06/30/11	128.57	3,471.43	3.57%
000072	000	EQ0010	04/04/11	NoDep	00 00	300.00	0.00	06/30/11	0.00	300.00	0.00%
<b>Grand Total</b>						\$ 2,224,510.00	\$ 0.00		\$ 1,934,709.54	\$ 289,800.46	86.97%
Less disposals and transfers						(120,000.00)	0.00		(87,142.87)	(32,857.13)	72.62%
Count = 1											
Net Grand Total						<u>\$ 2,104,510.00</u>	<u>\$ 0.00</u>		<u>\$ 1,847,566.67</u>	<u>\$ 256,943.33</u>	87.79%
Count = 14											

## Partial Disposal Report

### Purpose

The Partial Disposal report displays the pieces of an asset involved in a partial disposal: the original asset, the disposed portion, and the remaining asset.

### Report Columns

The columns are divided into three groups, one for each type of asset possibly involved in the partial disposal:

- the *original asset*
- the *disposed asset*, which is the portion of the original asset that you disposed of
- the *remaining asset*, which is the portion of the original asset that you did not dispose of.

These standard columns appear in the Partial Disposal report and need no explanation:

- System Number
- Extension
- [Placed] In-Service Date
- Acquired Value
- Disposal Description
- Disposal Date

The following guidelines provide detail on the nonstandard columns that appear on the Partial Disposal report.

#### ■ Percent Disposed, Percent Remaining

The application calculates these percentages from the amount you entered (when creating the partial disposal) as the amount of the original asset's acquisition value that was being disposed of. The percent disposed is the amount you entered divided by the acquisition value of the original asset; the percent remaining is 100% minus the percent disposed.

#### ■ Acquired Value Disposed, Acquired Value Remaining

The acquired value disposed is the amount you entered (when creating the partial disposal) as the amount of the original asset's acquired value that was being disposed of. The acquired value remaining is the original asset's acquired value minus the acquired value disposed.

## Sample Partial Disposal Report

Sample Organization											
Partial Disposal Report											
Book = Financial											
FYE Month = June											
Original Asset				Disposed Asset				Remaining Asset			
Sys No	Ext	In Svc Date	Acquired Value	Ext	Disposal Description	Disposal Date	Pct Disp	Acquired Value	Ext	Pct Remain	Acquired Value
000046	000	07/31/07	\$ 5,000.00	001		12/31/11	20.00%	\$ 1,000.00	002	80.00%	\$ 4,000.00
000069	000	02/06/11	15,000.00	001		12/31/11	3.33%	500.00	002	96.67%	14,500.00
Grand Total			\$ 20,000.00					\$ 1,500.00	\$ 18,500.00		
Count = 2											
Report Assumptions											

## Partial Transfer Report

### Purpose

The Partial Transfer report displays information about partial transfers that originated in the current organization. The report displays the Acquired Value of the original asset, the transferred asset, and the remaining asset.

The Partial Transfer report includes only partially transferred assets originating in the current organization that meet the group selection criteria.

### Report Columns

The columns are divided into three groups, one for each type of asset possibly involved in the partial transfer:

- the *original asset*, which is always inactivated
- the *transferred asset*, which is the portion of the original asset that you transferred to another organization or within the same organization
- the *remaining asset*, which is the portion of the original asset that you neither transferred nor disposed of, and that remains with the originating organization.

These standard columns appear on the report and need no explanation:

- System Number
- Extension
- Description
- Transfer Date

The following guidelines provide detail on the nonstandard columns that appear on the report.

#### ■ **Acquired Value, Percent Transferred, Percent Remaining**

For the original asset, the acquired value comes from the entry in Asset Detail. For the transferred and remaining assets, the acquired value is the original asset's acquired value multiplied by the percent transferred or the percent remaining. The application calculates the percent during the transfer process, when you enter the amount of the original acquired value being transferred.

#### ■ **Disposal (D)**

This column indicates whether the asset is considered a disposal. The application displays a Y (for Yes) if the asset is considered a disposal. The application displays an N (for No) if the asset is not considered a disposal.



## Sample Partial Transfer Report

Sample Organization  
Partial Transfer Report

Book = Financial  
FYE Month = June

Original Asset				Transferred Asset				Remaining Asset				
Sys No	Ext	Description	Transfer Date	Acquired Value	Sys No	Pct Trans	Acquired Value	D	Ext	Pct Remain	Acquired Value	
000033	000	Land	12/31/2011	\$ 750,000.00	000079	26.67%	\$ 200,000.00	N	001	73.33%	\$ 550,000.00	
000074	000	Secretarial Chair	12/31/2011	750.00	000078	26.67%	200.00	N	001	73.33%	550.00	
Grand Total				<u>\$ 750,750.00</u>	<u>\$ 200,200.00</u>				<u>\$ 550,550.00</u>			
Count = 2												

## Period Close Summary Report

### Purpose

The Period Close Summary report displays the period close dates for the assets on the report. It also shows the last date that depreciation was calculated (the Current Through Date).

### Report Columns

These standard columns appear on the report and need no explanation:

- System Number
- Extension
- Description
- Asset ID
- Fund
- Department
- [Placed] In-Service Date
- Acquired Value
- Key Code

The following guidelines provide detail on the nonstandard columns that appear on the report.

■ **Period Close Date**

This column shows the date through which depreciation was last saved for a period close.

■ **Through Date**

This column shows the date through which depreciation was last calculated for each asset.

## Sample Period Close Summary Report

Sample Organization										
Period Close Summary Report										
Book = Financial										
Sys No	Ext	Description	Asset ID	Fund	Department	In Svc Date	Acquired Value	Prd Close Date	Thru Date	Key Code
000003	000	Parking Lot	LI0001	01	100	08/01/2003	\$ 27,000.00	12/31/2011	12/31/2011	
000005	000	Sidewalk	LI0002	01	100	09/18/2004	20,000.00		06/30/2011	
000010	000	Headset, Handset, Microp	CO0001	03	400	07/31/2006	6,500.00	12/31/2011	12/31/2011	
000015	000	File Cabinet	OE0002	01	200	08/25/2006	2,900.00		06/30/2011	
000018	000	Front Office Sign	BE0006	03	100	08/25/2006	14,400.00		06/30/2011	
000020	000	Office Cubicle	OE0004	01	200	08/25/2006	12,540.00		06/30/2011	
000033	000	Land	LD0002	02	100	10/01/2006	750,000.00	12/31/2011	12/31/2011	t
	001	Land	LD0002	02	100	10/01/2006	550,000.00		11/30/2011	
000038	000	Scanning Unit	EQ0007	02	600	11/08/2006	120,000.00	12/31/2011	12/31/2011	d
000043	000	Camera	OE0008	02	600	06/12/2007	600.00		06/30/2011	
000057	000	Automatic Door	BI0003	02	100	08/16/2009	13,000.00	12/31/2011	12/31/2011	
000064	000	Audio Teleconferencing S	CO0006	03	400	10/25/2010	22,000.00		06/30/2011	
000068	000	Telephone Stand	OE0014	01	200	01/23/2011	800.00	12/31/2011	12/31/2011	
000070	000	Wall Clock	OE0015	03	400	03/16/2011	500.00	12/31/2011	12/31/2011	
000077	000	Conference Chair	OE0019	01	200	12/27/2011	3,020.00	12/31/2011	12/31/2011	
Grand Total										
Count = 15										

## Quarterly Acquisition Report

### Purpose

The Quarterly Acquisition report displays the total Acquired Value of all assets acquired in each quarter of a fiscal year.

### Report Columns

The following guidelines provide detail on the nonstandard columns that appear on the report.

- **Acquisition Month/Period**  
This column displays the periods in the fiscal year and groups them into quarters. If the fiscal year is a short year, the quarters are determined by counting forward every three periods until the end of the fiscal year. Any short quarters will occur at the end of the fiscal year.
- **Acquired Value**  
This column displays the acquired value of all assets purchased within the period. If the asset does not have an acquisition date, the application uses the placed in service date. This column also displays the acquired values subtotaled for each quarter. (The grand totals appear on the last line.)
- **Percent**  
The application divides the acquired value for each quarter by the total acquired value and displays the result as a percentage.

## Sample Quarterly Acquisition Report

<p style="text-align: center;">Sample Organization Quarterly Acquisition Report For the fiscal year ended June 30, 2012</p>		
<p>Book = Financial FYE Month = June</p>		
Acquisition Month/Period	Acquired Value	Percent
Quarter : 1 September 30, 2011	\$ 750.00	
	Quarter : 1      \$ 750.00	5.49%
Quarter : 2 October 31, 2011	\$ 5,300.00	
	Quarter : 2      \$ 5,300.00	38.77%
Quarter : 3 February 29, 2012	\$ 4,600.00	
	Quarter : 3      \$ 4,600.00	33.65%
Quarter : 4 April 30, 2012	\$ 3,020.00	
	Quarter : 4      \$ 3,020.00	22.09%
	<b>Grand Total</b> <u>\$ 13,670.00</u>	<u>100.00%</u>
<p style="text-align: center;">If no assets were acquired in a particular month, the month will not display.</p>		

## Transfer Report

### Purpose

The Transfer report tracks the origin and destination of every selected asset that you have transferred, whether the transfer was within an organization or to a different organization. This tracking includes all asset extensions or new assets created as part of the transfer. The report also displays the details of the transfer, such as the transfer date, acquisition values, prior accumulated depreciation, and current accumulated depreciation.

### Report Columns

These standard columns appear on the report and need no explanation:

- Transfer From
- Transfer To
- System Number
- Extension

The following guidelines provide detail on the nonstandard columns that appear on the report.

■ **Transfer Date**

This is the effective date for prorating depreciation.

■ **Acquired Value Transferred Out**

This is the acquired value being transferred out of an organization. This number will always be listed on the top row of the transaction.

■ **Prior Accumulated Depreciation Transferred Out**

This is the prior accumulated depreciation being transferred out of an organization. This number will always be listed on the top row of the transaction.

■ **Current Accumulated Depreciation Transferred Out**

This is the current accumulated depreciation being transferred out of an organization. This number will always be listed on the top row of the transaction.

■ **Acquired Value Transferred In**

This is the acquired value being transferred into an organization. This number will always be listed on the bottom row of the transaction.

■ **Prior Accumulated Depreciation Transferred In**

This is the prior accumulated depreciation being transferred into an organization. This number will always be listed on the bottom row of the transaction.

■ **Current Accumulated Depreciation Transferred In**

This is the current accumulated depreciation being transferred into an organization. This number will always be listed on the bottom row of the transaction.

■ **Partial Transfer (PT)**

This column indicates whether the asset was partially transferred.

■ **Disposal (D)**

This column indicates whether the asset was considered a disposal. The application displays a Y (for Yes) if the asset is considered a disposal. The application displays an N (for No) if the asset is not considered a disposal.

## Sample Transfer Report

# Sample Organization

## Transfer Report

07/01/2012 to 06/30/2013

Book=Financial

FYE Month= June

Transfer From Transfer To	Transferred Out					Transferred In					P D T	
	Sys No	Ext Trans Date	Acquired Value	Prior Accum Depreciation	Current Accum Depreciation	Sys No	Ext	Acquired Value	Prior Accum Depreciation	Current Accum Depreciation		
MG	000038	000	120,000.00	97,142.87	105,714.30	000038	001	45,000.00	36,428.58	39,642.86	Y N	
HQ		01/30/2013				000080	000	75,000.00	60,714.29	66,071.44		
SL	000049	000	500.00	0.00	0.00			0.00	0.00	0.00	N N	
HQ		06/01/2013				000078	000	500.00	0.00	0.00		
<b>Grand Total</b>			120,500.00	97,142.87	105,714.30				120,500.00	97,142.87	105,714.30	
Less Remaining Assets			(45,000.00)	(36,428.58)	(39,642.86)				(45,000.00)	(36,428.58)	(39,642.86)	
Net Grand Total			75,500.00	60,714.29	66,071.44				75,500.00	60,714.29	66,071.44	
Count =2												

# Chapter 11

## Customized Reports

---

### In this chapter:

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Which Reports Can Be Customized? .....	11-17

This chapter describes how to begin creating a new custom report and how to make changes to a standard report using Sage Fixed Assets Reporting. You decide which columns you want to appear on the report, and the order in which they appear. You can use all of the powerful features of Sage Fixed Assets Reporting to make the report appear exactly as you want. You can also design, create, and print a custom report from scratch using Crystal Reports. For tips on using Crystal Reports to design a report, see the online *Sage Fixed Assets - Reporting User's Guide*.

## Creating a New Report with Sage Fixed Assets Reporting

Follow the steps below to create a new report in Crystal Reports using Sage Fixed Assets Reporting.

---

**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. For more information, see “[Completing the Create New Report Dialog](#),” page 11-1.
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.

## Customizing a Report

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

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

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

- Add and remove columns (see [“Adding and Removing Columns on a Report,”](#) page 11-9)
- Change the text in column headers (see [“Changing the Column Headers of a Report,”](#) page 11-10)
- Change the order of columns (see [“Changing the Column Order on a Report,”](#) page 11-11)
- Change the column widths (see [“Changing the Column Widths of a Report,”](#) page 11-11)
- Change the space between columns (see [“Changing the Space Between Columns on a Report,”](#) page 11-12)
- Change the left and right margin spacing (see [“Changing the Left and Right Margins of a Report,”](#) page 11-13)
- Change the text in headers and footers (see [“Changing the Headers and Footers of Reports,”](#) page 11-14)
- Save multiple versions of the same report (see [“Saving Multiple Versions of the Same Report,”](#) page 11-15)

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**Note:** The above features are available only if you have purchased the Sage Fixed Assets Reporting program. If you would like to purchase Sage Fixed Assets Reporting, please contact your Sage Fixed Assets sales representative at 800-368-2405 or go to [www.SageFixedAssets.com/Reporting](http://www.SageFixedAssets.com/Reporting) to purchase online.

---



## To customize a report

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

**Sage Fixed Assets - Depreciation**

**Report Customization**

Select the report you want to customize from the list below.

Report Name:

Description: This report displays commonly used information, such as the asset's description, depreciation method, and acquired value.

**Edit Columns** | Edit Header/Footer | View Report Layout

Field Category: Depreciation Fields

Report Columns:

Field	Header	Width	Total?
System No	Sys No	0.33"	
Extension	Ext	0.15"	
Activity Code	A  C	0.09"	
Asset ID	Asset ID	0.90"	
Description	Description	1.00"	
Class	Cl	0.15"	
Fund	Fund	0.90"	
Placed In Service Date	In Svc Date	0.45"	

Paper Width: (inches) ☐ 8.5 ☐ 11

Margin: (inches) Left:  Right:

Total Column Widths: 7.10"

Column Spacing:  0.65"

Total Width: 7.75"

Maximum Width: 7.75"

(Over)/Under: 0.00"

Restore Defaults

How do I manage customized reports?

Save Save As... Close

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

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

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

3. Complete the Report Customization dialog. For more information, see “Completing the Report Customization Dialog,” page 11-4.
4. Do one of the following:
  - Click the Save As button if you are customizing a standard report, or you want to save your changes under a different report name. The Save As dialog appears. Enter a new name for the report, and then click the Save button. The application adds the report to the list of customized reports that you can run by selecting Reports/Customized Reports from the menu bar.
  - Click the Save button if you are making changes to a customized report, and you do not want to change the name of the report. The application saves the changes that you made to the report.
5. Click the Close button to exit from the Report Customization dialog.

**Note:** If you have not purchased Sage Fixed Assets Reporting, you can still make the following changes to standard reports:

- Set the orientation (portrait or landscape). See “[Setting the Orientation of a Report,](#)” page 10-17.
  - Set the currency rounding option. See “[Setting the Currency Rounding Option on a Report,](#)” page 10-18.
  - Change the sort order that was specified in Group Manager. See “[Changing the Sort Order on a Report,](#)” page 10-19.
  - Set the page break options. See “[Setting the Page Break Options,](#)” page 10-19.
- 

## Completing the Report Customization Dialog

Follow the guidelines below to complete the Report Customization dialog.

### ■ Report Name

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

---

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

---

### ■ Description

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

### ■ Three tabs on the dialog:

#### ☐ Edit Columns Tab

For more information, see “[Completing the Edit Columns Tab of the Report Customization Dialog,](#)” page 11-5.

#### ☐ Edit Header/Footer Tab

For more information, see “[Completing the Edit Header/Footer Tab of the Report Customization Dialog,](#)” page 11-7.

#### ☐ View Report Layout Tab

For more information, see “[Completing the View Report Layout Tab of the Report Customization Dialog,](#)” page 11-8.

### ■ Save Button

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

### ■ Save As Button

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

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

**Edit Columns** | Edit Header/Footer | View Report Layout

Field Category: Depreciation Fields

Report Columns:

Field	Header	Width	Total?
System No	Sys No	0.33"	
Extension	Ext	0.15"	
Activity Code	A  C	0.09"	
Asset ID	Asset ID	0.90"	
Description	Description	1.00"	
Class	Cl	0.15"	
Fund	Fund	0.90"	
Placed In Service Date	In Svc Date	0.45"	

Paper Width: (inches) 8.5 11

Margin: (inches) Left: 0.50 Right: 0.25

Total Column Widths: 7.10"

Column Spacing: 0.05" 0.65"

Total Width: 7.75"

Maximum Width: 7.75"

(Over)/Under: 0.00"

Restore Defaults

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

### ■ Field Category

Select the type of fields you want displayed in the field list. This option allows you to limit the number of fields in the list so you don't have to scroll through them all.

#### ☐ All Fields

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

#### ☐ Book Info Fields

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

#### ☐ Report Specific Fields

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

#### ☐ Critical Fields

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

#### ☐ Depreciation Fields

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

#### ☐ Disposal Fields

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

#### ☐ General Info Fields

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

#### ☐ Tracking Fields

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

- ☐ **Transfer Fields (Child)**  
Select this category to display only fields that pertain to assets that have been created as a result of a transfer.
- ☐ **Transfer Fields (Parent)**  
Select this category to display only fields that pertain to original assets that have been transferred.
- **Field List Box**  
Use this field to select the data that you want to include as columns on the report. You can select more than one field at a time. You are limited to a maximum of 20 columns on each report. You can include up to five additional currency columns that you can total to each standard report.
- **>> (Add Button)**  
Click this button to add the selected field(s) to the Report Columns box.
- **<< (Remove Button)**  
Click this button to remove the selected field(s) from the Report Columns box.
- **Report Columns**  
This field displays the columns that will appear on the report. The application displays the leftmost column on the first row, the second column on the second row, and so on. After you make changes to the report columns, you can see how the report will appear by clicking the View Report Layout tab.
  - ☐ **Field**  
This column displays the name of the field in the application. If you have changed the name of the field using the Customize Fields dialog, the new field name appears in the list. The application displays the new fields added to the report in bold, to distinguish them from the original columns.
  - ☐ **Header**  
This column displays the column header for the field. You can click on the column header and change it. To create a two-line column header, insert a double pipe symbol (||) where you want the break in the column header.
  - ☐ **Width**  
This column displays the width of the column in inches. You can click on the width and change it. If you want to change the overall size of the report in order to display wider columns, you can change the margins and change the page orientation to landscape.
  - ☐ **Total?**  
This field displays whether a field is totaled and subtotaled. The application displays a check mark when a field is totaled and subtotaled; otherwise, the column is blank.
  - ☐ **Up/Down Buttons**  
Click these buttons to move the selected field either up or down in the list. As you move the field up, the column is moved to the left on the report.
  - ☐ **Total Column Widths**  
This field displays the total of the column widths without the spaces between the columns.
  - ☐ **Column Spacing**  
Use this field to enter the space, in inches, between columns on the report.
  - ☐ **Total Width**  
This field displays the total of the column widths and the space between the columns. (This field does not include the width of the left and right margins.)

☐ **Maximum Width**

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

☐ **(Over)/Under**

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

☒ **Paper Width: (inches)**

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

☐ **8.5**

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

☐ **11**

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

☒ **Margin: (inches)**

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

☐ **Left**

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

---

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

---

☐ **Right**

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

☒ **Restore Defaults Button**

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

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

The screenshot shows the 'Edit Header/Footer' tab of a report customization dialog. At the top, there are three tabs: 'Edit Columns', 'Edit Header/Footer' (which is selected), and 'View Report Layout'. The main area is divided into two sections: 'Header' and 'Footer'. The 'Header' section has three columns: 'Left Justified', 'Centered', and 'Right Justified'. The 'Centered' column contains the text 'Gov Org' and 'File Listing Report'. The 'Footer' section has a single line with the text 'May 2, 2012 at 2:15 PM' and 'Page 1'. At the bottom right, there is a button labeled 'Restore Defaults'.

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

## ■ Header

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

### ☐ Left Justified

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

### ☐ Centered

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

### ☐ Right Justified

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

## ■ Footer

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

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

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

The screenshot shows the 'View Report Layout' tab of the Report Customization dialog. The layout is divided into three main sections: Header, Columns, and Footer.

**Header:** Contains the text 'Gov Org' and 'File Listing Report'.

**Columns:** Displays a table with the following headers: Sys No, Ex, A, C, Asset ID, Description, CI, Fund, and In Svc Date. The table contains one row of sample data: 000001, 00, A, 12345678901234567890123, Abcdefghij, AA, Abcdefghij, and 10/11/2011.

**Footer:** Contains the text 'May 2, 2012 at 2:16 PM' and 'Page 1'.

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

## ■ Header

This field displays the header section of the report.

## ■ Columns

This text box displays sample data for the report.

## ■ Footer

This field displays the footer section of the report.

---

## Adding and Removing Columns on a Report

You can add columns and remove columns from standard reports.

### ***To add columns to a report***

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

---

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

---

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

---

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

---

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

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

### ***To remove columns from a report***

1. Repeat steps 1 through 3 above. The Edit Columns information appears.
2. Select the field that you want to remove from the Report Columns box.

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

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

## Changing the Column Headers of a Report

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

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

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

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

---

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

---

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

---

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

---

6. Do one of the following:
  - Click the Save As button if you are changing the column headers of a standard report, or you want to save your changes under a different report name. The Save As dialog appears.



Enter a new name for the report, and then click the Save button. The application adds the report to the list of customized reports that you can run by selecting Reports/Customized Reports from the menu bar.

- Click the Save button if you are changing the column headers of a customized report, and you do not want to change the name of the report. The application saves the changes that you have made to the report.

7. Click the Close button to exit from the Report Customization dialog.

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

## Changing the Column Order on a Report

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

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

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

---

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

---

3. Click the Edit Columns tab. The Edit Columns information appears.
4. In the Report Columns box, select the field whose position you want to change, and then click the Up button or the Down button. As you move a field up in the list, the column moves to the left on the report. As you move a field down in the list, the column moves to the right on the report.
5. Do one of the following:
  - Click the Save As button if you are changing the column order on a standard report, or you want to save your changes under a different report name. The Save As dialog appears. Enter a new name for the report, and then click the Save button. The application adds the report to the list of customized reports that you can run by selecting Reports/Customized Reports from the menu bar.
  - Click the Save Button if you are changing the column order on a customized report, and you do not want to change the name of the report. The application saves the changes that you made to the report.

6. Click the Close button to exit from the Report Customization dialog.

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

## Changing the Column Widths of a Report

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

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

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

---

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

---

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

---

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

---

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

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

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

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

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

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

---

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

---

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

---

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

---

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

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

## Changing the Left and Right Margins of a Report

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

### *To change the margins of a report*

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

---

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

---

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

---

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

---

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

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

## Changing the Headers and Footers of Reports

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

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

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

---

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

---

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

6. Click the Close button to exit from the Report Customization dialog.

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

## Saving Multiple Versions of the Same Report

If you have purchased Sage Fixed Assets Reporting, you can save multiple versions of the same report. For example, you could create two versions of the Depreciation Expense report. For one report, you select a group that you defined to show the assets in the Organization #1 location. You could save this report definition as “DER Organization #1.” For the second report, you select a group that you defined to show the assets in the Organization #2 location. You could then run each report monthly and distribute them to different managers.

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

1. Select Report/Standard Reports from the menu bar. A submenu containing all of the standard reports appears.
2. Select the report you want to run from the submenu. The Report Definition dialog appears.
3. Complete the fields on the Setup Report tab and the Format Report tab. For more information, see [“Completing the Setup Report Tab of the Report Definition Dialog,” page 10-10](#) and [“Completing the Format Report Tab of the Report Definition Dialog,” page 10-20](#).
4. Click the Save As button. The Save As dialog appears.
5. Enter a name for the new version of the report, and click the Save button. The application returns to the Report Definition dialog.
6. Repeat steps 3 through 5 to save multiple versions of the report.
7. Click the Close button to close the Report Definition dialog.

### Completing the Save As Dialog

Follow the guidelines below to complete the Save As dialog.

#### ■ **Report Name**

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

#### ■ **Save Button**

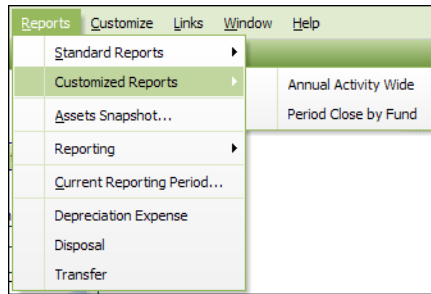
Click this button to save the changes to the report definition.

## Running a Customized Report

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

### ***To run a customized report***

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




---

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

---

2. Select the customized report that you want to run. The Report Definition dialog appears. For more information, see [“Completing the Report Definition Dialog,” page 10-7.](#)
3. Complete the fields on the Report Definition dialog, and then click the Run Report button. The application either displays the report on your computer or sends the report to the printer.

## Managing Customized Reports

---

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

---

- Rename existing customized reports. For more information, see [“Renaming a Customized Report,” page 11-16.](#)
- Delete existing customized reports. For more information, see [“Deleting a Customized Report,” page 11-17.](#)

## Renaming a Customized Report

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

---

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

---

### ***To rename a customized report***

1. Click the Reports button on the navigation pane.
2. Select the Reports tab.
3. In the reports list box, right-click the report that you want to rename.
4. From the popup menu, select Rename Report. The Rename Report dialog appears.

5. In the Rename To field, enter the new name of the report, and then click OK. The application changes the name of the report in the reports list box.

---

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

---

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

## Deleting a Customized Report

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

---

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

---

### *To delete a customized report*

1. Click the Reports button on the navigation pane.
2. Select the Reports tab.
3. In the reports list box, right-click the report that you want to delete.
4. From the popup menu, select Delete Report. A confirmation message appears.
5. Click Yes to delete the report. The application removes the selected report from the reports list box.

The customized report that you have deleted no longer appears in the Report Name field of the Report Definition dialog.

## Which Reports Can Be Customized?

You can customize most of the standard reports in the program. However, for some reports you cannot change the columns; you can only change the headers and footers. And some reports are not customizable at all.

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

Report Name	Customization Level		
	Full	Headers/ Footers	None
Allocation Percentages		X	
Annual Activity	X		
Annual Projection		X	
Capital Assets Note Disclosure		X	
Change in Capital Assets		X	

Report Name	Customization Level		
	Full	Headers/ Footers	None
Depreciation Adjustment	X		
Depreciation Expense	X		
Disposal	X		
File Listing	X		
General Ledger Posting		X	
Monthly Projection		X	
Net Book Value	X		
Partial Disposal		X	
Partial Transfer		X	
Period Close Summary	X		
Quarterly Acquisition		X	
Quick Projection			X
Replacement Value	X		
Transfer		X	



# Chapter 12

## Replacement Value

---

### In this chapter:

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Setting Up Replacement Value .....	12-2
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The Replacement Value feature allows you to calculate an increase (or decrease) in the value of your assets. You determine an asset's Replacement Value by applying a yearly index to either its acquisition value or to its prior year Replacement Value. It can be used to value an organization's existing assets at the equivalent cost of purchasing the assets new today. This chapter describes the Replacement Value feature.

## Replacement Value: An Overview

The starting point for the calculation of Replacement Value (RV) is an asset's Acquisition Value. This is multiplied by a Replacement Value index that you enter in the application. An RV index is applied to a group of assets based on one of the General Information fields.

For example, you can associate the RV indices with the entries in the Class field. If all widget machines, Class WW, will appreciate in value by 10% after one year and 5% in the following year, you enter an index of 1.10 in year one and 1.05 in year two. You enter the appropriate indices for each class of assets. The actual calculation of Replacement Value, however, is made at the individual asset level.

The application automatically calculates Replacement Value on an asset every time depreciation is calculated (using the Depreciate command on the Depreciation menu) for the book established as the Replacement Value book. Therefore, if you want to calculate Replacement Value, you simply calculate depreciation.

The application provides two ways to calculate an annual Replacement Value for your assets. In the first method, the application multiplies the **Acquisition Value** of an asset by a value (called an *index*) that you specify for each year. In the second method, the program multiplies the asset's **prior year Replacement Value** by the index that you specify.

### Example:

Organization X placed an asset in service on 6/1/2010. The asset has an acquisition value of \$10,000. The percentage increase for determining the asset's Replacement Value is 3% for 2011 and 3.2% for 2012.

For 2010, the year in which the asset is placed in service, Replacement Value is equal to the asset's Acquisition Value, \$10,000.

## Method 1: Apply index to Acquisition Value

For 2011:

	\$10,000	Acquisition Value
<i>times</i>	1.03	2011 RV Index
	<hr/>	
	\$10,300	2011 Replacement Value

For 2012:

	\$10,000	Acquisition Value
<i>times</i>	1.032	2012 RV Index
	<hr/>	
	\$10,320	2012 Replacement Value

## Method 2: Apply index to prior year Replacement Value

For 2011:

	\$10,000	Acquisition Value
<i>times</i>	1.03	2011 RV Index
	<hr/>	
	\$10,300	2011 Replacement Value

For 2012\*:

	\$10,300	2011 Replacement Value
<i>times</i>	1.032	2012 RV Index
	<hr/>	
	\$10,629.60	2012 Replacement Value

**\*Note:** The difference between the two methods for calculating Replacement Value first appears in the second year, where the starting point is the prior year's calculated Replacement Value.

In the next section, we discuss in detail how to set up and use Replacement Value.

## Setting Up Replacement Value

The first time you set up the Replacement Value, you make several decisions about how the program calculates the Replacement Value amount. You must make the following choices:

- Which book do you want to use as the basis for the Replacement Value calculations (that is, Financial, Budgetary 1, or Budgetary 2)?
- Which General Information field do you want to use to group assets for applying the Replacement Value index?
- Which method do you want to use to calculate the Replacement Value? That is, do you want the application to apply the index to the Acquisition Value or the prior year's Replacement Value?

The process of setting up Replacement Value is a two-step process. First, you must make some key decisions as discussed above. Once that is complete, you must enter the index values to apply to the

assets. Below is a step-by-step explanation of how to implement Replacement Value in your organization.

## Step 1: Defining How the Program Calculates Replacement Value

You use the RV Setup tab of the Replacement Value dialog to define how the application calculates Replacement Value.

### *To define how the application calculates Replacement Value*

1. Select Customize/Replacement Value from the menu bar. If this is the first time you selected the Replacement Value command, the RV Setup tab of the Replacement Value dialog appears. Otherwise, click the RV Setup tab to display it.

The screenshot shows the 'Sage Fixed Assets - Depreciation' dialog box with the 'Replacement Value' tab selected. The tab is divided into two sub-tabs: 'RV Index' and 'RV Setup'. The 'RV Setup' sub-tab is active. It contains the following fields and options:

- 'Book on which to base RV calculations:' with a dropdown menu set to 'Financial'.
- 'Field on which to base RV calculations:' with a dropdown menu set to 'Class'.
- 'RV Calculation Method' section with two radio buttons:
  - ☐ Apply index to Acquisition Value
  - ☒ Apply index to prior year Replacement Value

At the bottom of the dialog, there is a link '> When is the replacement value calculated?' and 'OK' and 'Cancel' buttons.

2. Complete the Replacement Value dialog, and then click OK. See “Completing the RV Setup Tab of the Replacement Value Dialog,” page 12-3. You must complete both the RV Setup tab and the RV Index tab.

## Completing the RV Setup Tab of the Replacement Value Dialog

Follow the guidelines below to complete the RV Setup tab of the Replacement Value dialog.

### ■ Book on Which to Base RV Calculations

Use this field to select the book on which you want the application to base the Replacement Value calculations. The book that you select identifies the Acquisition Value field to be used as the basis for calculating Replacement Value. It also is the book that you must select to calculate depreciation (using the Depreciate command on the Depreciate menu) whenever you want the application to update the Replacement Value.

### ■ Field on Which to Base RV Calculations

Use this field to select the field that you want to use as a basis for applying the Replacement Value index. The Class field is frequently used for this purpose. If you change the selected field after entering indices, the index entries are deleted and new ones must be entered.

---

**Note:** This field does not display fields that have been removed from view in the Customize Fields dialog. If the field that you select as a basis for applying the Replacement Value index is later removed from view, you must either change the View attributes for the field in the Customize Fields dialog or select a different field on which to base Replacement Value calculations.

---

■ **RV Calculation Method**

Select the option that describes how you want the application to apply the Replacement Value index. For a comparison of the two methods, see [“Replacement Value: An Overview,” page 12-1](#).

☐ **Apply Index to Acquisition Value**

Click this option if you want the application to apply the Replacement Value index to the Acquisition Value.

☐ **Apply Index to Prior Year Replacement Value**

Click this option if you want the application to apply the Replacement Value index to the prior year's Replacement Value.

---

**Note:** If you have entered an Override amount for Replacement Value in Asset Detail (i.e., using the Override RV field), the application uses that amount instead of the asset's Acquisition Value as the starting point for either of these two methods.

---

Now that you have established the rules for how the application calculates Replacement Value, you need to set up the RV indices.

## Step 2: Entering the Index Values

You use the RV Index tab of the Replacement Value dialog to enter the RV indices.

### ***To enter the index values***

1. Select Customize/Replacement Value from the menu bar. The Replacement Value dialog appears.
2. Click the RV Index tab. The RV Index information appears.

Sage Fixed Assets - Depreciation

**Replacement Value**

Select the replacement value calculation options, and then annually enter the inflation indices.

RV Index RV Setup

Class	12/31/2013	12/31/2012	12/31/2011	12/31/2010	12/31/2009	12/31/2008	12/31/2007
BD							

Build from SmartList New Index Row Delete Index Row Print Index List

> When is the replacement value calculated? OK Cancel

3. Complete the RV Index tab of the Replacement Value dialog, and then click OK. See [“Completing the RV Index Tab of the Replacement Value Dialog,” page 12-5.](#)

## Completing the RV Index Tab of the Replacement Value Dialog

Follow the guidelines below to complete the RV Index tab of the Replacement Value dialog.

When you first click the RV Index tab, the application does not display any index entries. The first column of the spreadsheet displays the field selected on the RV Setup tab. The remaining column headings are the ending dates of the fiscal years of the organization for the book selected on the RV Setup tab. Any short years that you have established on the New Organization or Edit Organization dialog will appear here.

You can select either the Build from SmartList button to populate the first column with entries from the SmartList, or if you did not create a SmartList for the selected field, select the New Index Row button to establish the rows for entering data. For instructions on how to create SmartLists, see [“Creating Valid Field Entries with SmartLists,” page 4-29.](#) For example, if you selected the Class field, the application displays all of the entries of the Class field SmartList. Use this spreadsheet to enter the index value for each entry of the selected field. For each entry, you can enter a different index value for each year.

### ■ Entering RV Indices

Enter the Replacement Value index in the X.XXXX format. An index of 100% should be entered as 1.0000. Remember that the Replacement Value is multiplied by the index to increase or decrease the Replacement Value. For example, if a group of assets increases its Replacement Value by 5 ½% in the first year that Replacement Value is calculated, enter an index of 1.0550. If a group of assets decreases its Replacement Value by 3%, enter an index of 0.9700.

**Note:** If an index is omitted for any entry, the application assumes the index is 1.0000. To delete an index, enter a “1” (using the Backspace key will cause the index to become zero).

## ■ Build/Refresh from SmartList

Click this button to build or refresh the RV index rows from the SmartLists created by using the Customize Fields command. If the SmartList contains categories that do not presently appear in the spreadsheet, the application adds these categories to the first column. However, the application does not delete categories from the spreadsheet if they do not appear in the SmartList.

## ■ New Index Row

Click this button to display a dialog that allows you to add a new row to the spreadsheet. The application adds the new row to the bottom of the spreadsheet. When you exit and return to the RV Index tab, the categories appear in alphabetical order.

---

**Note:** Adding an RV index row does not add a SmartList entry.

---

## ■ Delete Index Row

Click this button to delete an index row.

## ■ Print Index List

Click this button to print the index list.

You have now completed the initial setup of Replacement Value. Once your assets have been entered in the application, Replacement Value will be calculated when depreciation is run. From here on, you only need to return to this dialog to enter next year's index values.

## Using Replacement Value

Replacement Value is a calculated amount for each individual asset. There are several fields in Asset Detail that are related to the Replacement Value feature.

Below is Asset Detail for a sample asset. For this asset, the Replacement Value was set up using the Financial book as the basis for Replacement Value calculations, and the Class field was established as the field for applying the Replacement Value index.

Replacement Value

Class field used to apply index

Asset-by-asset override available

Starting point for Replacement Value calculations (Acquisition Value)

Current Through Date, which indicates the year for which Replacement Value has been calculated

Main Transactions Notes Images History

Apply Template: Select Template Name

System Number: 3

**General Information**

Department	500	G/L Expense Account	<Allocated>
Class	LI	Quantity	1
Purchase Order	LI-59782	Invoice Date	08/18/2006
Vendor	Clark Realty	Owner	Julian Sierra
Serial Number		State	CA
Override RV	No	Replacement Value	\$21,000.00

**Book Information**

Acquisition Date: 09/18/2004 Activity Type: ☒ Governmental ☐ Business

	Financial	Custom 1	Custom 2
Acquisition Value	\$21,000.00	\$21,000.00	\$21,000.00
Depreciation Method	SF	DB200	YS
Estimated Life	15 yrs 00 mos	15 yrs 00 mos	15 yrs 00 mos
Salvage Value	\$0.00	\$0.00	\$0.00
Beginning Date	06/30/2011	06/30/2011	06/30/2011
Beginning YTD	\$1,333.33	\$1,543.02	\$1,861.11
Beginning Accum	\$6,555.54	\$9,970.34	\$10,527.78
<b>Depreciation Calculations</b>			
Current YTD	\$1,027.79	\$1,200.61	\$1,415.99
Current Accum	\$7,583.33	\$11,170.95	\$11,943.77
Current Through Date	12/31/2011	12/31/2011	12/31/2011

The Asset Detail view of an individual asset displays the Replacement Value for that asset. The Replacement Value fields are located just above the Custom fields (in the General Information field section of Asset Detail).

There are two fields relating specifically to Replacement Value: Replacement Value and Override RV. The Replacement Value field indicates the current Replacement Value amount for the asset. This is the field that the application updates every year as depreciation is run. The Override RV field is where the user can enter a value to be used in place of Acquisition Value as the starting point for calculating Replacement Value.

Other fields that relate to Replacement Value include the following:

- Class (or whichever General Information field is selected for applying the RV index),
- Acquisition Value in the Replacement Value book, and
- Current Through Date in the Replacement Value book.

---

**Note:** The Current Through Date field is extremely important. It indicates which year that the Replacement Value amount displayed represents. (Remember just like depreciation, you can calculate RV amounts for earlier periods.) For example, if the Current Through Date is 2/11, the 2011 RV index has been applied and Replacement Value has been calculated for the 2011 year.

---

## Overriding Replacement Value

You can use an Override RV field in one of two ways:

- To replace Acquisition Value as the starting point for the Replacement Value calculations, or
- To replace the application's Replacement Value calculation for a specified year, after the year when the asset is placed in service.

### ***To override the Replacement Value***

1. Click the down-arrow button to the right of the Override RV field in Asset Detail, and select Yes. The Override RV dialog appears.
2. Enter an override amount in the Override Amount field, and, if you are using the RV method that applies the index to the prior year RV, enter a date in the Fiscal Year End for Override field. Click OK. The application replaces the value in the Replacement Value field in Asset Detail with the amount you entered in the Override RV dialog, provided that the Current Through Date field (in the book selected during the RV Setup) matches the year for which you entered the RV Override amount. If the Override Date is not within the fiscal year of the Current Through Date, you will see a message stating that Replacement Value will be updated the next time depreciation is run.

---

**Note:** If you have selected the option to apply the index to the Acquisition Value (on the RV Setup tab of the Replacement Value dialog), it is not necessary to enter a date for the RV Override amount.

---

To delete an RV Override amount, select No in the Override RV field in Asset Detail. Do not attempt to delete the override by entering zero in the Override Amount field because this will cause Replacement Value to have a zero value.

For more information on how the application uses the override amount to calculate Replacement Value, see [“Calculating Replacement Value,” page 12-8](#).

## Completing the Override RV Dialog

Use this dialog to override an asset’s Acquisition Value as the amount that the application uses to calculate Replacement Value.

Follow the guidelines below to complete the Override RV dialog.

### ■ Fiscal Year End for Override

Use this field to enter the date of the fiscal year end for which you want to override the Replacement Value. This field is mandatory when you have selected the RV calculation method that applies the RV Index to the prior year’s Replacement Value. This field is not available if you select the RV calculation method that applies the RV Index to Acquisition Value.

### ■ Override Amount

Use this field to enter the amount with which you want to replace Acquisition Value when calculating Replacement Value.

To delete an RV Override amount, select No in the Override RV field in Asset Detail. If you delete the amount in this field, the system assumes the RV Override amount is zero.

## Calculating Replacement Value

In the General Information fields in Asset Detail there are two fields for Replacement Value. One is Replacement Value, and the other is Override RV. The application automatically updates the Replacement Value in the Replacement Value field each time that you calculate depreciation for the Replacement Value book (using the Depreciate command on the Depreciation menu).

Because Replacement Value is an annual amount, you enter one Replacement Value index per year. However, you probably update depreciation on a monthly basis. Each time depreciation is calculated, the same Replacement Value amount (that is, the annual Replacement Value amount) is re-entered in the Replacement Value field. However, once you calculate depreciation for any period of time in the next fiscal year, the next year’s annual Replacement Value amount is displayed. This occurs whenever you calculate depreciation for any period of time in the fiscal year for the book that you selected on the RV Setup tab of the Replacement Value dialog.

---

**Note:** If an asset does not have an entry in the General Information field on which you are basing the RV calculations, the application will not calculate Replacement Value.

---

**Example:** If you select the Financial book on the RV Setup tab, look at the Current Through Date field in the Financial book in Asset Detail. For a calendar year-end organization, if the Current Through Date field displays 6/11, the Replacement Value field displays the 2011 Replacement Value. If you enter an RV Override amount in Asset Detail, the amount of the override is used as the starting point for calculating Replacement Value (instead of the Acquisition Value field).

The application does not calculate Replacement Value for an asset in the year in which the asset is placed in service. If you want the Replacement Value to be different from the asset’s Acquisition Value in the first year, use the Override RV field. See [“Overriding Replacement Value,” page 12-7](#).



## Reporting on Replacement Value

You can run an annual report that shows the Replacement Value for all of your assets. You can also select a group of assets and run the report for the assets that belong to the selected group. The Replacement Value report displays the Replacement Value amounts that were calculated when depreciation was run.

### ***To run a Replacement Value report***

1. Select Reports/Standard Reports/Replacement Value from the menu bar. The Report Definition dialog appears. For more information, see [“Completing the Report Definition Dialog,” page 10-7.](#)
2. Complete the Report Definition dialog, and then click the Run Report button. The application runs the report and sends it to the selected location. If you selected the Window check box, the report appears on your computer. See [“Replacement Value Report,” page 12-9.](#)

## Replacement Value Report

### **Purpose**

The Replacement Value report displays annual Replacement Value amounts and compares them to each selected asset's net book value.

### **Hint for Running the Report**

- The report includes only assets for which depreciation was last calculated (using the Depreciate command on the Depreciation menu) through the date you enter for the report's run date.

## Report Columns

These standard columns appear in the Replacement Value report and need no explanation:

- System Number
- Extension
- [Placed] In-Service Date
- Property Type
- Estimated Life
- Location
- Acquired Value
- Net Book Value

The following guidelines provide detail on the nonstandard columns appearing in the Replacement Value report.

### ■ Override Amount

If an RV Override amount is entered for an asset in Asset Detail, this column displays it.

### ■ Replacement Value

This column displays the annual Replacement Value amount for the fiscal year that contains the asset's Current Through Date, the date for which depreciation was last calculated for the asset.

### ■ Replacement Value - Net Book Value

This column displays the difference between the Replacement Value and the Net Book Value.

## Sample Replacement Value Report

Sample Organization Replacement Value Report As of December 31, 2011										
RV Book = Financial Calc Method = Apply index to prior year Replacement Value										
Sys No	Ext	In Svc Date	P T	Est Life	Location	Acquired Value	Override Amount	Net Book Value	Replacement Value	RV - NBV
000002	000	07/01/03	D	10 00	HQ	\$ 1,450,000.00	\$ 0.00	\$ 85,681.81	\$ 1,450,000.00	\$ 1,364,318.19
000026	000	08/26/06	D	39 00	HQ	9,223.00	0.00	7,942.01	100,559.22	92,617.21
000055	000	06/23/09	D	39 00	HQ	16,000.00	0.00	14,940.16	157,815.71	142,875.55
000057	000	08/16/09	D	10 00	MG	13,000.00	0.00	9,858.33	28,915.90	19,057.57
000058	000	08/16/09	D	05 00	SL	5,000.00	0.00	2,583.33	22,275.25	19,691.92
<b>Grand Total</b>						\$ 1,493,223.00	\$ 0.00	\$ 121,005.64	\$ 1,759,566.08	\$ 1,638,560.44
Count = 5										
<b>Less Transfers and Disposals</b>						0.00		0.00	0.00	0.00
Count = 0										
<b>Net Grand Total</b>						<u>\$ 1,493,223.00</u>		<u>\$ 121,005.64</u>	<u>\$ 1,759,566.08</u>	<u>\$ 1,638,560.44</u>
Count = 5										

## Replacement Value and Other Features

The system incorporates the Replacement Value feature throughout the application. Here is a list of some of the other features that use Replacement Value:

- **Group Manager**—You can use Replacement Value to define a group. For example, you can establish a group that contains assets with a Replacement Value greater than \$10,000. You can also sort the group on the Replacement Value field. For information on using Group Manager to create groups, see [“Predefined Groups,” page 4-15](#).
- **Search/Replace**—You can perform a global search and/or replace on values in the Replacement Value fields. For information on searching for and replacing asset data, see [“Finding Specific Assets or Specific Data,” page 3-26](#), and [“Replacing Data for All Assets,” page 3-18](#).
- **Copy Setup**—You can copy information from the RV Setup and RV Index tabs of the Replacement Value dialog when you copy an organization setup. For information on copying an organization setup, see [“Copying an Organization Setup,” page 5-13](#).
- **Batch Reports**—You can include the Replacement Value report in your batch of reports for the month-end. For information on creating batch reports, see [“Creating Batch Reports,” page 10-22](#).
- **Security**—You can restrict entry to the RV indices to the fixed asset manager. For information about restricting access to program features, see [“Setting User Security,” page 2-8](#).



# Appendix A

## Depreciation and Fixed Asset Concepts

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### In this appendix:

Sage Fixed Assets Depreciation Books .....	A-2
Depreciation: An Overview .....	A-3
Elements of Depreciation .....	A-3
Asset Disposals .....	A-7

On June 10, 1999, the Government Accounting Standards Board (GASB) approved Statement No. 34, Basic Financial Statements—and Management’s Discussion and Analysis—for State and Local Governments. Statement No. 34 is undoubtedly the most important change in the history of governmental financial reporting. GASB Statement No. 34 requires that fixed asset record-keeping be implemented and maintained.

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**Note:** GASB pronouncements, unless otherwise stated, apply to state and local governments, public hospitals and health care providers, public utilities, public employee retirement systems, and public benefit corporations and authorities. GASB Statement No. 35 is an amendment to Statement No. 34. GASB Statement No. 35 extends Statement No. 34 to also apply to public universities and colleges.

---

To briefly summarize the GASB requirements for recording fixed assets:

- Record your organization’s fixed assets at historical cost (unless they are donated, in which case, use their fair market value at the time of the donation).
- Depreciate your fixed assets over their estimated useful lives.

Do not depreciate fixed assets when:

- They are *not* subject to wear and tear (for example, land and certain land improvements), or
- They are classified as infrastructure assets for which a modified approach is being implemented.

---

**Note:** The use of a modified approach, to avoid depreciating infrastructure assets, requires that you inventory such assets and include them in some type of asset management solution. Also, you must maintain such assets in good condition.

---

The application is designed to reduce the burden of the many complicated calculations that may be required to depreciate your fixed assets. To produce the optimal depreciation results for your organization, however, you must understand several things:

- The concepts involved in the depreciation of fixed assets
- The assumptions and decisions the application makes when calculating depreciation
- The different depreciation methods available to you and their effects on your books

This appendix provides detailed information about depreciation concepts and methods. It can help you make the right decisions about your entries in the depreciation books.

Although the application takes much of the work out of depreciation by applying the correct depreciation rules and calculations to each asset, its calculations can only be as correct as the information you enter. The person who sets guidelines for entering asset information and who sets up the books should have a thorough understanding of depreciation and the way the application calculates it. The person who enters asset data (if different) may also find it helpful to have a basic understanding of depreciation.

This appendix discusses the basics of depreciation, how the application determines default values for the elements of depreciation, and the application's disposal methods.

## Sage Fixed Assets Depreciation Books

There are three depreciation books: the Financial book and two Budgetary books. There is also an area where you can enter general information about an asset—data that does not affect depreciation. To learn more about the general information fields, see [“Completing the General Information Fields,” page 6-3](#). To learn about the book-specific information fields, see [“Completing the Book Information Fields,” page 6-5](#).

This section of the appendix describes the three depreciation books.

### The Financial Book

The Financial book is for asset depreciation as needed for the organization's accounting. Generally Accepted Accounting Principles (GAAP) require only that depreciation be a systematic and rational measure of asset wear and tear and that any selected depreciation method be applied consistently. Some rules are, however, quite specific, and you should refer to the GASB and GAAP guidelines for detailed information.

### Budgetary Books 1 and 2

The Budgetary books are for your organization to use as it wishes. The application copies the data from the Financial book into the Budgetary 1 and 2 books. You may then modify this data.

Some examples of possible uses for these books are:

- Budgeting purposes
- Compliance with special industry regulations
- Insurance valuations
- What-if scenarios

## Depreciation: An Overview

Depreciation is an allowance for the decline in an asset's value. It has two aspects, an accounting aspect and a practical aspect.

In accounting terms, depreciation is the process of allocating the cost of tangible property against revenue over a period of time, rather than deducting the cost as a cash expense in the year of acquisition. Generally, at the end of an asset's life, the sum of the amounts set aside for depreciation each accounting period will equal original cost less salvage value (the value of an asset at the end of its life).

In practical terms, depreciation suggests a gradual decline in an asset's market value because of use and wear and tear.

Good accounting and financial management practices require that an organization take both the cost expiration and the declining market value of an asset into account. The cost expiration of an organization's assets must be recognized if the cost of its operations is to be realistic. Also, the decline in the market value of those assets must be considered.

Generally, to be depreciated, a fixed asset must:

- Be used in the organization's operations
- Have an estimated life greater than 1 year
- Be subject to wear, decay, or expiration
- Be fully installed and ready for use

## Elements of Depreciation

To calculate depreciation on a fixed asset, you must know five things:

- The type of property
- The date the asset was placed in service
- The asset's depreciable basis
- The asset's estimated useful life
- The depreciation method

The rest of this section explains each of the first four elements of depreciation. The available depreciation methods are discussed in [Appendix B, "Depreciation Methods."](#)

## Types of Property

The application offers two types of property: depreciable assets (Property Type: D) and non-depreciable assets (Property Type: N).

The application calculates depreciation only on assets that have a property type of D.

When you enter an asset and identify it as non-depreciable, the application automatically enters a depreciation method of NO in the Depreciation Method field. However, the General Information fields are still available. These provide an excellent method for tracking information about the asset. Remember that you can create groups of assets based on your entries in the General Information fields. Then you can use your groups to access just those assets you want to view or for which you want to run reports.

An example of a non-depreciable asset is land. While entering it in the application provides a good tracking mechanism, you cannot depreciate it.

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**Note:** Whereas land is never depreciable, land improvements may be depreciable. If the land improvement is a permanent improvement, such as the cost of grading land so a building can be constructed, then its cost is not depreciable. However, if the land improvement is subject to deterioration over time, such as a parking lot, it is depreciable.

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Another good use for the property type N, non-depreciable assets, is for infrastructure assets for which you have decided to use the modified approach. Under the modified approach, you can elect not to depreciate your infrastructure assets as long as you inventory them, add them to an asset management solution (such as Sage Fixed Assets Depreciation), and maintain them in good working order, at or above a level established by the government.

## Date Placed in Service

The date on which you place an asset in service determines when depreciation begins.

The date an asset is placed in service affects depreciation in two other ways: the **averaging convention** that you use (see [page A-4](#)), and whether you placed the asset in service during a **short year** (see [page A-5](#)).

### ■ Averaging Conventions

To avoid the complications of depreciating each asset from the specific date on which you placed it in service, GAAP supports guidelines that assume you place assets in service or disposed of at designated dates throughout the year. These guidelines are called averaging conventions. By assuming an average placed-in-service date, the amount of total depreciation allowed for all assets approximates the total depreciation that would be calculated based on the actual days in service.

Under GAAP rules, different depreciation methods use specific averaging conventions. To learn which averaging convention the application uses for each depreciation method, see [Appendix B, “Depreciation Methods.”](#)

There are four averaging conventions, as described below.

#### ❑ Half-Year Convention

Under the half-year convention, an asset is treated as though it were placed in service or disposed of on July 1 (or on the first day of the 7th month of a fiscal year). One-half of a full year’s depreciation is allowed for the asset in its first year placed in service, regardless of when it was actually placed in service during that year.

#### ❑ Modified Half-Year Convention

Under this convention, assets placed in service during the first half of the year are considered to have been placed in service on the first day of the year. Therefore, they receive a full year’s depreciation in the acquisition year. Assets placed in service during the second half of the year are considered to have been placed in service on the first day of the following year. Therefore, they receive no depreciation in the acquisition year but receive a full year’s depreciation in the subsequent year.



Applying the modified half-year convention in the disposal year is slightly more complicated because the disposal-year allowance depends on the acquisition year allowance. The following table summarizes the relationships:

If Asset Was Placed in Service in the:	And Disposed of in the:	Amount of Depreciation Allowed in the Disposal Year
1st half of year	1st half of year	No depreciation
1st half of year	2nd half of year	50% of full year depreciation
2nd half of year	1st half of year	50% of full year depreciation
2nd half of year	2nd half of year*	Full year of depreciation

\* To earn the full year of depreciation, the disposal must have been in a year after the acquisition year.

#### ❑ Midmonth Convention

Under the midmonth convention, if the asset is placed in service after the 15th of the month, no depreciation is taken for that month. If the asset is placed in service before the 16th of the month, a full month's depreciation is allowed. Similarly, if the asset is disposed of before the 16th of the month, no depreciation is taken for that month. If the asset is disposed of after the 15th of the month, a full month's depreciation is allowed.

#### ❑ Full-Month Convention

Under a full-month convention, property placed in service at any time during a given month is treated as if it had been placed in service on the first day of that month. This allows depreciation to be taken for the entire month in which the asset is placed in service. If the property is disposed of before the end of the recovery period, no depreciation is allowed for the month in which the property is disposed of.

### ■ Short Years

A short year occurs when there is an accounting period of less than 12 calendar months. A short year can be:

- the first reporting period,
- the final reporting period, or
- the result of a change in an annual accounting period.

A short period requires special calculations for depreciation. In general, a short accounting period requires that you allocate depreciation calculations based on the number of months in the short year. The way you accomplish this differs depending on the depreciation method selected.

Depreciation methods that use a half-year convention (methods SH, DH, and YH) need to use the half-rate rule, which requires that one-half of the depreciation calculated for the full short-year period be used. Depreciation methods that use the modified half-year convention (methods SD, DD, and YD) apply special rules to the short-year calculation. When you place an asset in service in the first half of a short year, then the full amount of the short-year depreciation is allowed. In such cases, the regular full-year recovery is multiplied by the short-year fraction.

The short-year fraction is:

$$\frac{\text{Months in a short year}}{12}$$

For example, if an organization changes its fiscal year-end month from September to December, the short-year fraction is 3/12.

## Depreciable Basis

An asset's depreciable basis is the amount of the asset's acquisition value for which an organization is allowed to claim depreciation. A percentage of this basis is deducted each year. The depreciable basis is the cost or acquisition value of the asset. Under some depreciation methods, the cost is reduced by salvage value to determine the depreciable basis. The two elements of depreciable basis are discussed in this section.

In summary, an asset's depreciable basis equals the following:

	the asset's acquisition value
<i>minus</i>	the salvage value if the asset uses a straight-line, sum-of-the-years'-digits, or custom depreciation method

### ■ Acquisition Value

One measure of an asset's acquisition value is its purchase price. If something other than cash is used to pay for the asset, then the fair market value of the non-cash payment or consideration determines the acquisition value. A non-cash consideration often takes the form of an account payable or another obligation to pay. When the value of the consideration paid can't be determined, the fair market value of the asset determines its acquisition value.

With few exceptions, an asset's acquisition value should also include necessary costs incurred to place the asset in service. These costs will then be capitalized, not expensed. Costs that can be capitalized include the invoice price plus incidental costs (insurance during transit, freight, duties, title search, registration fees, and installation costs). An exception to this rule is interest expenses associated with deferred payments.

To accommodate different calculations, the application lets you enter a different acquisition value for each depreciation book maintained.

### ■ Salvage Value

The salvage value of an asset is the value it's expected to have when it's no longer useful. In other words, the salvage value is the amount for which the asset could be sold at the end of its useful life.

Straight-line, sum-of-the-years'-digits, and custom depreciation methods require that the salvage value be subtracted from an asset's acquisition value to determine its depreciable basis. Other methods (such as declining-balance) do not subtract the salvage value to determine the basis but will not depreciate an asset below its salvage value.

## Estimated Life

The estimated life of an asset is the period over which an asset is to be depreciated. The estimated life of an asset should be based on the asset's condition, how it will be used, and how long it is expected to remain productive or be useful to your organization. The estimated life is usually based on experience in replacing that type of property. You should periodically review the estimated lives of your assets, because you may need to revise your estimates. An advancement in technology may make an asset obsolete earlier than expected. On the other hand, good maintenance can prolong an asset's life.

## Depreciation Method Defaults

You can specify a default depreciation method on the Book Defaults tab in the Edit Organization dialog. See [Chapter 4, "Setting Up the Product."](#) If you do not specify this setting, the application will default to the straight-line (SL) depreciation method.

## Asset Disposals

A fixed asset may be disposed of voluntarily or involuntarily. The application categorizes four kinds of voluntary disposition: sale, abandonment, like-kind exchange, and bulk disposal. An involuntary disposition is a casualty. The application also provides a category for all other kinds of disposals. An asset can be disposed of completely or in part.

When you dispose of an asset, the application calculates the realized gain or loss as appropriate for the kind of disposition. The application has defaults for gain or loss recognition, which you can override. You can also override the calculated gain or loss amount.

The following text explains each of the available disposal methods and how the application determines an asset's gain or loss.

## Disposal Methods

### ■ Sale

This is the default method on the Disposal tab. It applies to assets that you sell either for:

- Cash
- Cash and non-cash items (if not qualifying as an exchange)

By default, when an asset is sold, the application recognizes gains and losses in all books.

### ■ Abandonment

An asset that is voluntarily scrapped because of obsolescence, lack of suitability, or other reasons is considered an abandonment. If the asset is abandoned before the end of its useful life, any basis that has not been depreciated becomes a loss that can be deducted in the current period. Insurance reimbursements or other proceeds reduce the amount of the loss and can result in a gain. By default, the application recognizes gains and losses on abandoned assets in all books.

### ■ Like-Kind Exchange

A like-kind exchange occurs when an asset is exchanged for a similar asset, such as exchanging an old car for a new one. The exchange may also include the receipt of money or dissimilar property.

Entering a like-kind exchange in the application is a two-step process:

1. Dispose of the asset given up in the exchange.

2. Enter the asset(s) received in the exchange.

■ **Bulk Disposal**

A bulk disposal occurs when you sell more than one asset for one selling price. When this occurs, the cash proceeds, any non-cash proceeds, and any selling expenses need to be prorated for the individual assets. This is done based on the percentage of the acquisition value of each asset selected over the total acquisition value of all the assets selected.

■ **Casualty**

When an asset is stolen or damaged by a sudden natural cause or vandalism, the disposal is a casualty. Casualties are often compensated for by insurance or other means, which may produce a gain. The gain or loss is recognized in the current period.

■ **Other**

If the asset was disposed of in a way not addressed by any of the other disposal methods, choose this method. By default, the application recognizes gains and losses from such assets in all books.

## Gains and Losses

The application calculates the realized gain or loss amount for all disposed assets. You can decide whether to recognize the gain or loss. This section describes the gain or loss calculation.

■ **The Gain or Loss Calculation**

Calculating the gain or loss on a disposed asset requires determining the net proceeds from the disposal and the asset's adjusted basis. The adjusted basis is then subtracted from the net proceeds to arrive at the net gain or loss.

Net proceeds are calculated as:

	cash proceeds
<i>plus</i>	non-cash proceeds
<i>minus</i>	expenses of the sale

The adjusted basis for the gain or loss calculation equals:

	the asset's depreciable basis
<i>plus</i>	the salvage value if it was subtracted in determining the depreciable basis
<i>minus</i>	total accumulated depreciation through the disposal date

# Appendix B

## Depreciation Methods

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### In this appendix:

Straight-Line Methods .....	B-2
Declining-Balance Methods .....	B-6
Sum-of-the-Years'-Digits Depreciation .....	B-10
Remaining Value Over Remaining Life (Method RV) .....	B-14
Own Calculation (Method OC) .....	B-16
No Depreciation (Method NO) .....	B-16
Custom Depreciation Methods .....	B-16

There are many different methods used to calculate depreciation. Some methods allow more depreciation in early years than in later years. Some apply the same percentage each year while the basis declines. Others apply different percentages each year while the basis remains the same.

You do not need to use the same depreciation method for every fixed asset. Once you choose a method for a particular asset, however, you generally must stick with it. Consistency is an important principle of Generally Accepted Accounting Principles (GAAP).

The same asset may be subject to various methods of depreciation, depending on the book for which depreciation is being calculated. You may use up to three depreciation books.

This appendix describes each of the standard depreciation methods available in the application. They are grouped by general method type:

- Straight-line, [page B-2](#)
- Declining-balance, [page B-6](#)
- Sum-of-the-years'-digits, [page B-10](#)
- Remaining value, [page B-14](#)

Following the standard methods are descriptions of two special depreciation codes for use within the application:

- Own calculation (OC), [page B-16](#)
- No depreciation (NO), [page B-16](#)

Finally, this appendix discusses possible uses for custom depreciation methods you can create and how the application applies depreciation to custom methods. See [page B-16](#).

## Straight-Line Methods

The straight-line method is the simplest and most commonly used method for calculating depreciation. It can be used for any type of depreciable property. Under the straight-line depreciation method, the basis of the asset is written off evenly over the useful life of the asset. The same amount of depreciation is taken each year.

The straight-line method is approved under Generally Accepted Accounting Principles (GAAP). In general, the amount of depreciation equals an asset's depreciable basis divided by its estimated life.

The application supports four standard straight-line methods, each using a different averaging convention: midmonth convention, full month, half-year, and modified half-year.

### Straight-Line (Method SL)

The regular straight-line depreciation method is quite simple and uses a midmonth convention.

#### ■ Straight-Line Convention

The midmonth convention allows a full month's depreciation for the month of acquisition if the asset is purchased on or before the 15th of a month; no depreciation is allowed if the asset is purchased after the 15th. No depreciation is allowed for the disposition month if the asset is disposed of on or before the 15th of the month; a full month's depreciation is allowed if the asset is disposed of after the 15th.

#### ■ Straight-Line Calculation

The basis used in straight-line depreciation is calculated by subtracting the salvage value from the acquisition value; the result is the adjusted basis. Straight-line depreciation is calculated by dividing the adjusted basis by the useful life. The first and last years of the asset's depreciable life must be prorated if the organization places the asset in service at any time other than the beginning of the first month of the fiscal year. The total amount depreciated can never exceed the adjusted basis. At the end of the asset's estimated life, the salvage value will remain.

#### ■ Straight-Line Example

For a \$14,000 truck placed in service on March 16, 2010, with an estimated life of 6 years and a salvage value of \$2,000, the depreciation calculation for the straight-line method would look like this:

Original cost	\$14,000
– Salvage value	2,000
Adjusted basis	<u>\$12,000</u>

$$\frac{\text{Adjusted basis}}{\text{Estimated life}} = \frac{\$12,000}{6} = \$2,000$$

Yearly depreciation would be \$2,000 for the years 2011 through 2015. Under the midmonth convention, the truck was considered to be placed in service in April, so the acquisition year depreciation would be 9/12ths of the annual depreciation (\$1,500). The deduction for the last year would be 3/12ths of the annual depreciation (\$500).

#### ■ Straight-Line Short-Year Calculation

For a straight-line short year, the amount of depreciation computed for a full year is prorated over the number of months in the short-year period. The application prorates the amount of depreciation computed for a full year by multiplying the amount by the short-year fraction.

## Straight-Line, Full-Month (Method SF)

The straight-line, full-month method is a GAAP-approved method of depreciation that is very similar to the regular straight-line depreciation method. The key distinction between the two is a full-month versus a midmonth convention.

- **Straight-Line, Full-Month Convention**

Under a full-month convention, property placed in service at any time during a given month is treated as if it had been placed in service on the first day of that month. This allows depreciation for the entire month in which the asset is placed in service. If the property is disposed of before the end of its depreciable life, no depreciation is allowed for the disposal month.

- **Straight-Line, Full-Month Calculation**

The calculation for the straight-line, full-month method is the same as for regular straight-line (method SL), except for the averaging convention.

- **Straight-Line, Full-Month Example**

The example shown for method SL is valid for this method, except that the full-month convention allows depreciation for the month of March. The acquisition year depreciation would be 10/12ths of the annual depreciation (\$1,666.67) and the final year depreciation would be 2/12ths of the annual depreciation (\$333.33).

- **Straight-Line, Full-Month Short-Year Calculation**

The short-year calculation for this method is the same as for method SL.

## Straight-Line, Half-Year (Method SH)

The straight-line, half-year method is a method of depreciation that is similar to the regular straight-line depreciation method. It uses a half-year convention instead of a midmonth convention.

- **Straight-Line, Half-Year Convention**

As the name implies, straight-line half-year depreciation uses a half-year convention. The half-year convention gives a half year's depreciation in the year of acquisition, regardless of the actual acquisition date, and a half year's depreciation in the year of disposal.

- **Straight-Line, Half-Year Calculation**

The calculation for the straight-line, half-year method is the same as for regular straight-line (method SL), except for the averaging convention.

■ **Straight-Line, Half-Year Example**

For a \$14,000 truck placed in service on March 16, 2010, with an estimated life of 6 years and a salvage value of \$2,000, the depreciation calculation for the straight-line method would look like this:

Original cost	\$14,000
– Salvage value	<u>2,000</u>
Adjusted basis	\$12,000

$$\frac{\text{Adjusted basis}}{\text{Estimated life}} = \frac{\$12,000}{6} = \$2,000$$

Yearly depreciation would be \$2,000 for the years 2011 through 2015. Since the truck was placed in service in March, the 2010 depreciation using the half-year convention would be one-half of the annual depreciation, or \$1,000. The depreciation for the last year would also be one-half of the annual depreciation, or \$1,000.

■ **Straight-Line, Half-Year Short-Year Calculation**

Because this method uses a half-year convention, the half-rate rule applies. The depreciation is calculated as if the asset were placed in service or disposed of during the middle of the short year. For example, if an asset were placed in service during a short year of 3 months, the annual depreciation would be one-half of the 3-month depreciation deduction. The formula is:

$$\text{Short year depr.} = \frac{1}{2} \times \text{Full year depr.} \times \frac{\text{Months in short year}}{12}$$

## Straight-Line, Modified Half-Year (Method SD)

Method SD is like the regular straight-line depreciation calculation in every way except that it uses the modified half-year averaging convention. It is a GAAP-approved method that allows for an even flow of depreciation over an asset's life.

■ **Straight-Line, Modified Half-Year Convention**

Under the modified half-year convention, assets that are placed in service during the first half of the year are considered to have been placed in service on the first day of the year. Therefore, they receive a full year's depreciation in the acquisition year. Assets that are placed in service during the second half of the year are considered to have been placed in service on the first day of the following year. Therefore, they receive no depreciation in the acquisition year but receive a full year's depreciation in the subsequent year.

Applying the modified half-year convention in the disposal year is slightly more complicated. For details, see the description of this convention in [“Modified Half-Year Convention,” page A-4](#).

■ **Straight-Line, Modified Half-Year Calculation**

The calculation for the straight-line, half-year method is the same as for regular straight-line (method SL), except for the averaging convention.



### ■ Straight-Line, Modified Half-Year Example

A piece of equipment with a 5-year life is placed in service in April 2008. The asset, which was purchased for \$10,000 and has a salvage value of \$2,000, is sold in July 2012.

Year	Depreciation Allowance	Calculation
2008	\$1,600.00	$[(\$10,000 - 2,000 \text{ salvage}) / 5 \text{ years}] \times 100\%$
2009	1,600.00	$(\$10,000 - 2,000 \text{ salvage}) / 5 \text{ years}$
2010	1,600.00	$(\$10,000 - 2,000 \text{ salvage}) / 5 \text{ years}$
2011	1,600.00	$(\$10,000 - 2,000 \text{ salvage}) / 5 \text{ years}$
2012	800.00	$[(\$10,000 - 2,000 \text{ salvage}) / 5 \text{ years}] \times 50\%$

Had the asset been sold in the first half of the year, no depreciation (rather than 50%) would have been allowed in the disposal year. This is due to the effect of the convention type on the disposal year.

In the above example, the asset was placed in service in April, the first half of the year. Therefore, a full year of depreciation is allowed in the acquisition year. The annual allowance is earned evenly over the number of months that the asset was in service in that year.

### ■ Straight-Line, Modified Half-Year Short-Year Calculation

The formula is the same as for the regular straight-line method (method SL). However, because of the modified half-year convention, the treatment in the first and disposal years is different. Continuing the example shown above, the example below depicts what would happen in the event that a short year of 9 months had occurred in 2011:

Year	Depreciation Allowance	Calculation
2011	\$1,200.00	$[(\$10,000 - 2,000 \text{ salvage}) / 5 \text{ years}] \times \frac{9}{12}$
2012	800.00	$[(\$10,000 - 2,000 \text{ salvage}) / 5 \text{ years}] \times 50\%$

In the event of a short year in either the acquisition or disposal year, the determination of the cutoff date for the first half of the year can get complicated. In such an event, the following rules apply:

- If the duration of the short year is exactly 1 month, the cutoff of the short year is the 15th of that month, regardless of the actual number of days in that month.
- If the duration of the short year is an even number of months, the cutoff of the short year is the last day of the month that ends the first half of the short year.
- If the duration of the short year is an odd number of months, the cutoff of the short year is determined by dividing the number of days in the short year by two to arrive at the midpoint of the year. From that midpoint, advance or retreat to the closest end of a month and treat that month's end as the cutoff. If the midpoint is an equal distance from the prior month's end and the current month's end, advance to the current month's end as the cutoff.

## Declining-Balance Methods

Declining-balance depreciation is a method that depreciates an asset at a higher rate in the earlier years of the asset's life than straight-line depreciation. It applies only to tangible assets with a useful life equal to or greater than 3 years. The declining-balance methods are approved under Generally Accepted Accounting Principles (GAAP). The declining-balance rates are allowed to a maximum of twice the straight-line rate (200%). When you enter a declining-balance method, you select the rate you want to apply.

Using declining-balance depreciation for each year of an asset's life will never completely depreciate the asset. Therefore, you can opt to switch from declining-balance depreciation to straight-line depreciation once during the life of an asset. This will allow you to completely write the asset off by depreciating it fully.

The application provides 6 standard declining-balance methods. When paired with the 4 possible depreciation rates (125%, 150%, 175%, and 200%), you have 24 choices.

Each method is different based on the percentage used, the averaging convention used, and whether it will switch from declining-balance to straight-line at the optimal point. The optimal point for switching to straight-line depreciation is when the deductions allowed by the straight-line method equal or exceed the deductions allowed by the declining-balance method. When the change to straight-line is made, the unrecovered basis of the asset is spread over the remaining estimated life, ensuring that the entire amount is depreciated. When straight-line depreciation is applied in this way, it is often called remaining value over remaining life depreciation. The methods are as follows:

DB	Declining-balance, midmonth convention, switch to SL when optimal
DC	Declining-balance, midmonth convention, no switch to SL
DD	Declining-balance, modified half-year, switch to SL when optimal
DE	Declining-balance, modified half-year, no switch to SL
DH	Declining-balance, half-year, switch to SL when optimal
DI	Declining-balance, half-year, no switch to SL

### Declining-Balance (Methods DB and DC)

#### ■ Declining-Balance Convention

The midmonth convention allows a full month's depreciation for the month of acquisition if the asset is placed in service on or before the 15th of a month; no depreciation is allowed if the asset is placed in service after the 15th. No depreciation is allowed for the disposition month if the asset is disposed of on or before the 15th of the month; a full month's depreciation is allowed if the asset is disposed of after the 15th.

#### ■ Declining-Balance Calculation

Declining-balance depreciation is computed at the same rate each year, but each year this rate is applied to the asset's depreciable basis remaining at the beginning of that period. As a result, annual depreciation deduction amounts are greater in the early years and lower in the later years of an asset's life.

The four most common rate structures for declining-balance depreciation are 125%, 150%, 175%, and 200%, where the straight-line rate would be 100%. Two hundred percent, also known as double declining-balance, is the most widely used. Salvage value does not reduce the depreciable basis for declining balance as it does in other methods. However, the total amount depreciated cannot exceed the difference between the acquisition value and the salvage value.

The declining-balance formula is:

$$\frac{1}{\text{Estimated life}} \times \text{Percentage} = \text{Rate}$$

$$\text{Rate} \times \text{Remaining depreciable basis} = \text{Annual depreciation}$$

For an asset with an expected life of 8 years and the double declining-balance method, the rate would be:

$$\frac{1}{8} \times 200\% = 25\%$$

Remember that if you choose to switch the asset to straight-line (method DB), the calculation changes when deductions allowed by straight-line equal or exceed deductions allowed by declining-balance. If you choose not to switch (method DC), the asset will never fully depreciate and will have a residual value at the end of its estimated life.

#### ■ Declining-Balance Example

An organization bought new cleaning equipment worth \$4,800 on August 15, 2010, with an estimated life of 8 years and a salvage value of \$300. The organization would see the following results from calculating depreciation using double declining-balance depreciation. If the organization uses method DB (switch to straight-line when optimal), the application calculates straight-line depreciation figures at the same time to determine when to make the switch. The straight-line amount is calculated on the remaining basis for each year.

The rate for the double declining-balance computations is figured by dividing the percentage by the estimated life:

$$\frac{200\%}{8} = 25\%$$

The beginning depreciable basis for the declining-balance computations is \$4,800.

For the first year, during which the equipment was in service only 5 months (August to December using the midmonth convention), the declining-balance calculation would be:

$$\$4,800 \times .25 \times \frac{5}{12} = \$500$$

For subsequent years, the asset's remaining depreciable basis is figured by subtracting the accumulated depreciation from the beginning depreciable basis.

The second and third year declining-balance calculations are:

Year 2	(\$4,800 - 500)	x .25 =	\$1,075.00
Year 3	[\$4,800 - (500 + 1,075)]	x .25 =	\$ 806.25

If the organization uses method DB (switches to straight-line when optimal), the switch will occur for the year in which the straight-line depreciation is greater than the declining-balance depreciation. This occurs in year 7, when straight-line depreciation is \$278.87 and declining-balance is \$255.10.

#### ■ Declining-Balance Short-Year Calculation

For a declining-balance short year, the amount of depreciation computed for a full year is prorated over the number of months in the short-year period. The application prorates the amount of depreciation computed for a full year by multiplying the amount by the short-year fraction.

The prorated amount is deducted from the remaining depreciable basis at the beginning of the short-year period to determine the remaining depreciable basis at the beginning of the following year.

## Declining-Balance, Half-Year (Methods DH and DI)

For an overview of declining-balance depreciation, see “[Declining-Balance Methods](#),” page B-6. The methods are the same as the declining-balance methods DB and DC except for the averaging convention.

- **Declining-Balance, Half-Year Convention**

The half-year convention gives a half-year’s depreciation in the year of acquisition and a half year’s depreciation in the year of disposal.

- **Declining-Balance, Half-Year Calculation**

The calculation for this method is the same as for methods DB and DC except for the averaging convention applied to the acquisition and disposal years.

- **Declining-Balance, Half-Year Example**

Using the same asset example for this method as for methods DB and DC, the first year declining-balance, half-year deduction would be \$600, as calculated below:

$$\$4,800 \times .25 \times \frac{1}{2} = \$600$$

Under the half-year convention, this calculation is used regardless of the month in which the asset was placed in service within that year.

- **Declining-Balance, Half-Year Short-Year Calculation**

The short-year calculation for this method is the same as for methods DB and DC except that the half-rate rule applies. The depreciation is calculated as if the asset were placed in service or disposed of during the middle of the short year. For example, if an asset were placed in service during a short year of 3 months, the annual depreciation would be one-half of the 3-month depreciation deduction.

## Declining-Balance, Modified Half-Year (Methods DD and DE)

These methods are like the declining-balance depreciation methods DB and DC in every way except that they use a different averaging convention.

- **Declining-Balance, Modified Half-Year Convention**

Under the modified half-year convention, assets that are placed in service during the first half of the year are considered to be placed in service on the first day of the year. Therefore, they receive a full year’s depreciation in the acquisition year. Assets that are placed in service during the second half of the year are considered to be placed in service on the first day of the following year. Therefore, they receive no depreciation in the acquisition year but receive a full year’s depreciation in the subsequent year.

Applying the modified half-year convention in the disposal year is more complicated. For details, see the description of this averaging convention in “[Modified Half-Year Convention](#),” page A-4.

- **Declining-Balance, Modified Half-Year Calculation**

The calculation for this method is the same as for methods DB and DC except for the averaging convention applied to the acquisition and disposal years.

■ **Declining-Balance, Modified Half-Year Example**

An organization places a supply cabinet with a 5-year life in service in June 2009. The asset, which was purchased for \$10,000, is sold in February 2013. The schedule of allowable depreciation under the declining-balance method DE, modified half-year method with a 200% rate (without switching to straight-line) is shown below.

Year	Depreciation Allowance	Calculation
2009	\$4,000.00	$[\$10,000 \times (200\% / 5 \text{ years})] \times 100\%$
2010	2,400.00	$(\$10,000 - 4,000) \times (200\% / 5 \text{ years})$
2011	1,440.00	$(\$10,000 - 4,000 - 2,400) \times (200\% / 5 \text{ years})$
2012	864.00	$(\$10,000 - 4,000 - 2,400 - 1,440) \times (200\% / 5 \text{ years})$
2013	0.00	No depreciation allowed

In this example, the asset was placed in service in June, the first half of the year. Therefore, a full year of depreciation is allowed in the acquisition year. Had the asset been sold in the second half of the year, a half year's depreciation (rather than none) would have been allowed in the disposal year.

■ **Declining-Balance, Modified Half-Year Short-Year Calculation**

For a declining-balance short-year calculation where the modified half-year convention is used, the amount of depreciation allowed in the short year is the normal full year's allowance prorated over the number of months the asset was in service in the short year. The formula is the same as for the declining-balance methods DB and DC.

The example below depicts what would happen in the event that a short year of 9 months had occurred in 2012 in the above example.

Year	Depreciation Allowance	Calculation
2012	648.00	$[(\$10,000 - 4,000 - 2,400 - 1,440) \times (200\% / 5 \text{ years})] \times \frac{9}{12}$
2013	0.00	No depreciation allowed

In the event of a short year in either the acquisition or disposal years, the determination of the cutoff date for the first half of the year can be complicated. In such an event, the following rules apply:

- If the duration of the short year is exactly 1 month, the cutoff of the short year is the 15th of that month, regardless of the actual number of days in that month.
- If the duration of the short year is an even number of months, the cutoff of the short year is the last day of the month that ends the first half of the short year.
- If the duration of the short year is an odd number of months, the cutoff of the short year is determined by dividing the number of days in the short year by two to arrive at the midpoint of the year. From that midpoint, advance or retreat to the closest end of a month and treat that month's end as the cutoff. If the midpoint is an equal distance from the prior month's end and the current month's end, advance to the current month's end as the cutoff.

## Sum-of-the-Years'-Digits Depreciation

Sum-of-the-years'-digits depreciation is another way to accelerate the depreciation of an asset. It can result in deductions that are larger than those given by double declining-balance depreciation in the early years. Although the deductions get smaller each year, all of the asset's depreciable basis is written off over the property's useful life. It applies only to tangible assets with a useful life equal to or greater than 3 years.

The application provides three standard sum-of-the-years'-digits depreciation methods, each using a different averaging convention: sum-of-the-years'-digits (midmonth), half-year, and modified half-year.

### Sum-of-the-Years'-Digits (Method YS)

#### ■ Sum-of-the-Years'-Digits Convention

The sum-of-the-years'-digits depreciation method applies a midmonth convention, giving a full month's depreciation in the acquisition month if the asset is purchased on or before the 15th of the month. No depreciation is allowed if the asset is acquired after the 15th. In the disposal month, no depreciation is allowed if the asset is disposed of before the 16th; a full month's depreciation is allowed if the asset is disposed of after the 15th.

#### ■ Sum-of-the-Years'-Digits Calculation

The sum-of-the-years'-digits depreciation method bases its depreciation computations on a decreasing fraction of the depreciable basis (acquisition value less the salvage value). The numerator of the fraction changes each year. For any one year, the numerator represents the remaining estimated life of the asset. The denominator, which represents (but does not equal) the entire estimated life, does not change.

Here are two ways to calculate the denominator. One way is to add the digits for each year in the estimated life; that is, add 1 for the first year, 2 for the second year, and so on through the final year. For example, the sum of the years' digits for an asset with an estimated life of 5 years is:

$$1 + 2 + 3 + 4 + 5 = 15$$

Another, faster way to calculate the sum, when the life is expressed in whole years only, is to multiply the estimated life by itself plus 1 and divide the result by 2. The formula looks like this:

$$\frac{n(n+1)}{2}$$

where n = the number of years in the asset's useful life.

Assuming a 5-year useful life, the calculation is shown below:

$$\frac{5(5+1)}{2} = \frac{30}{2} = 15$$

#### ■ Sum-of-the-Years'-Digits Example

A new forklift was purchased on September 14, 2007, at a cost of \$3,000. It had a useful life of 10 years and a \$200 salvage value. The depreciation calculations would look like the following table.

This example uses a calendar fiscal year. First, calculate the denominator:

$$\frac{10(10+1)}{2} = 55$$

Then calculate the depreciation. Because the asset was placed in service after the beginning of the year, the depreciation deduction must be prorated. The total for each year, except the first year, is the remaining fraction from the previous year plus the fraction for the current year.

Date Range	Calculations	
09/07 - 12/07 *	$\frac{4}{12} \times \left( \frac{10}{55} \times 2,800 \right)$	= \$169.70
<b>Total 2007 depreciation</b>		= <b>\$169.70</b>
01/08 - 08/08	$\frac{8}{12} \times \left( \frac{10}{55} \times 2,800 \right)$	= \$339.39
09/08 - 12/08	$\frac{4}{12} \times \left( \frac{9}{55} \times 2,800 \right)$	= \$152.73
<b>Total 2008 depreciation</b>		= <b>\$492.12</b>
01/09 - 08/09	$\frac{8}{12} \times \left( \frac{9}{55} \times 2,800 \right)$	= \$305.45
09/09 - 12/09	$\frac{4}{12} \times \left( \frac{8}{55} \times 2,800 \right)$	= \$135.76
<b>Total 2009 depreciation</b>		= <b>\$441.21</b>
01/10 - 08/10	$\frac{8}{12} \times \left( \frac{8}{55} \times 2,800 \right)$	= \$271.51
09/10 - 12/10	$\frac{4}{12} \times \left( \frac{7}{55} \times 2,800 \right)$	= \$118.79
<b>Total 2010 depreciation</b>		= <b>\$390.30</b>
01/11 - 08/11	$\frac{8}{12} \times \left( \frac{7}{55} \times 2,800 \right)$	= \$237.57
09/11 - 12/11	$\frac{4}{12} \times \left( \frac{6}{55} \times 2,800 \right)$	= \$101.82
<b>Total 2011 depreciation</b>		= <b>\$339.39</b>
01/12 - 08/12	$\frac{8}{12} \times \left( \frac{6}{55} \times 2,800 \right)$	= \$203.64
09/12 - 12/12	$\frac{4}{12} \times \left( \frac{5}{55} \times 2,800 \right)$	= \$ 84.85
<b>Total 2012 depreciation</b>		= <b>\$288.49</b>

\* Under the midmonth convention, year 1 includes the month of September in the proration because the asset was acquired before the 16th of the month.

The deductions continue in a similar manner for 5 more years.

#### ■ Sum-of-the-Years'-Digits Short-Year Calculation

For sum-of-the-years'-digits depreciation short-year calculation, a proration is made in much the same way that a full-year proration is made.

Building from the example above, in the event of a 3-month short year in 2011 (from January 1, 2011, to March 31, 2011), depreciation would be calculated as follows:

Date Range	Calculations	
01/11 - 03/11	$\frac{3}{12} \times \left( \frac{7}{55} \times 2,800 \right)$	= \$ 89.09
<b>Total short-year 03/11 depreciation</b>		= <b>\$ 89.09</b>
04/11 - 08/11	$\frac{5}{12} \times \left( \frac{7}{55} \times 2,800 \right)$	= \$148.48
09/11 - 03/12	$\frac{7}{12} \times \left( \frac{6}{55} \times 2,800 \right)$	= \$178.18
<b>Total fiscal-year 2011 depreciation</b>		= <b>\$326.66</b>

## Sum-of-the-Years'-Digits, Half-Year (Method YH)

Method YH is like the sum-of-the-years'-digits depreciation (method YS) calculation except that it uses a different depreciation convention.

- **Sum-of-the-Years'-Digits, Half-Year Convention**  
A half year's depreciation is allowed in the year of purchase, regardless of the acquisition date. A half year's depreciation is allowed in the disposition year, regardless of the disposal date.
- **Sum-of-the-Years'-Digits, Half-Year Calculation**  
The calculation for this method is the same as the calculation for method YS.
- **Sum-of-the-Years'-Digits, Half-Year Example**  
Using the same example for method YH as for method YS, the first-year sum-of-the-years'-digits, half-year deduction would be \$254.55.

$$\frac{6}{12} \times \left( \frac{10}{55} \times 2,800 \right) = \$254.55$$

Under the half-year convention, the first-year calculation would be true regardless of the month in which the asset was placed in service within the year.

The second-year calculations would then be computed as follows:

$$\begin{aligned} \frac{6}{12} \times \left( \frac{10}{55} \times 2,800 \right) &= \$254.55 \\ \frac{6}{12} \times \left( \frac{9}{55} \times 2,800 \right) &= \$229.09 \\ \text{Total year 2 depreciation} &= \textbf{\$483.64} \end{aligned}$$

- **Sum-of-the-Years'-Digits, Half-Year Short-Year Calculation**  
The short-year calculation for method YH is the same as the short-year calculation for method YS, except when the short year is the acquisition or disposal year. If the short year is the acquisition or disposal year, the half-rate rule applies: only one-half of the depreciation calculated for the full short-year period may be taken.



## Sum-of-the-Years'-Digits, Modified Half-Year (Method YD)

Method YD is like the sum-of-the-years'-digits depreciation (method YS) calculation except that it uses the modified half-year averaging convention.

### ■ Sum-of-the-Years'-Digits, Modified Half-Year Convention

Under the modified half-year convention, assets that are placed in service during the first half of the year are considered placed in service on the first day of the year. Therefore, they receive a full year's depreciation in the acquisition year. Assets that are placed in service during the second half of the year are considered placed in service on the first day of the following year. Therefore, they receive no depreciation in the acquisition year, but receive a full year's depreciation in the subsequent year.

Applying the modified half-year convention in the disposal year is more complicated. For details, see "Modified Half-Year Convention," page A-4.

### ■ Sum-of-the-Years'-Digits, Modified Half-Year Calculation

The calculation for method YD is the same as for method YS.

### ■ Sum-of-the-Years'-Digits, Modified Half-Year Example

A single asset is placed in service in October 2001. It is assigned a 10-year life. The asset, which was purchased for \$10,000, was sold in July 2010. The schedule of allowable depreciation under the sum-of-the-years'-digits, modified half-year method is shown below.

Year	Depreciation Allowance	Calculation
2001	\$ 0.00	(Purchased after the midpoint of the year)
2002	1,818.18	$10/55 \times 10,000$
2003	1,636.36	$9/55 \times 10,000$
2004	1,454.55	$8/55 \times 10,000$
2005	1,272.73	$7/55 \times 10,000$
2006	1,090.91	$6/55 \times 10,000$
2007	909.09	$5/55 \times 10,000$
2008	727.27	$4/55 \times 10,000$
2009	545.45	$3/55 \times 10,000$
2010	363.64	$2/55 \times 10,000 \times 100\% *$

\* The asset receives a full year of depreciation because it was both placed in service and disposed of in the second half of a year.

### ■ Sum-of-the-Years'-Digits, Modified Half-Year Short-Year Calculation

For a short-year calculation where the sum-of-the-years'-digits modified half-year convention is used, a proration is made in much the same way that a full-year proration is made. The following example shows what would have happened if a short year of 9 months had occurred in 2009.

Year	Depreciation Allowance	Calculation
2009	\$409.09	$\left(\frac{3}{55} \times 10,000\right) \times \frac{9}{12}$
2010	409.09	$\left[\left(\frac{3}{55} \times 10,000 \times \frac{3}{12}\right) + \left(\frac{2}{55} \times 10,000 \times \frac{9}{12}\right)\right] \times 100\%$

In the event of a short year in either the acquisition or disposal year, the determination of the cutoff date for the first half of the year can be complicated. The following rules apply:

- If the duration of the short year is exactly 1 month, the cutoff of the short year is the 15th day of that month, regardless of the actual number of days in that month.
- If the duration of the short year is an even number of months, the cutoff of the short year is the last day of the month that ends the first half of the short year.
- If the duration of the short year is an odd number of months, the cutoff of the short year is determined by dividing the number of days in the short year by 2 to arrive at the midpoint of the year. From that midpoint, advance or retreat to the closest end of a month, and treat that month's end as the cutoff. If the midpoint is an equal distance from the prior month's end and the current month's end, advance to the current month's end as the cutoff.

## Remaining Value Over Remaining Life (Method RV)

Remaining value over remaining life is similar to straight-line depreciation. What makes it unique is that while the straight-line calculation is static, the remaining value over remaining life calculation is dynamic. If there is a change in a critical value (for example, the asset's estimated life), the straight-line method cannot adjust its future calculations so that the asset is fully depreciated at the end of its life. The remaining value over remaining life method, on the other hand, takes the asset's remaining depreciable basis and depreciates that amount evenly over the asset's remaining estimated life.

Converting to remaining value over remaining life is generally the best way to take an adjustment evenly over the rest of an asset's life. It is the suggested approach to handling a change in an accounting estimate under the Accounting Principles Board (APB) Opinion Number 20.

You can convert from any other depreciation method to the remaining value over remaining life method. To do this, follow these steps:

1. Calculate depreciation through the date that the conversion to remaining value over remaining life is to be effective.
2. Change the Depreciation Method field selection to RV. The application displays a confirmation message.
3. Click the Yes button to confirm that you want the application to reset depreciation. The application displays a message asking if you want to update the beginning depreciation fields with the current depreciation amounts, or clear the beginning and current depreciation.

If you click the Yes button, the application saves the current depreciation information as beginning depreciation. If you click the No button, the application resets depreciation to zero.

If the remaining value over remaining life method is chosen for an asset in the year the asset was placed in service, and if the asset was placed in service on or before the 15th of the month, the depreciation calculated is identical to that calculated using the straight-line method.

### ■ Remaining Value Over Remaining Life Convention

The remaining value over remaining life method uses a full-month convention in calculating depreciation allowances. The full-month convention allows an asset a full month's worth of depreciation in the month that the asset is placed in service, regardless of the date of the month. Conversely, no depreciation is allowed in the month of disposal.

If you convert an asset to remaining value over remaining life from any other method, the convention type associated with the former method is disregarded, and the asset's remaining life is determined as though the full-month convention had been used in the acquisition year.

■ **Remaining Value Over Remaining Life Calculation**

The calculation of remaining value over remaining life depreciation is implicit in its name. The calculation takes an asset's remaining undepreciated basis and depreciates that amount evenly over the remaining time in the asset's estimated life.

■ **Remaining Value Over Remaining Life Example**

A \$10,000 asset was acquired on March 31, 2006, and sold on July 31, 2010. The organization determines depreciation using the remaining value over remaining life method over a 5-year life. The amount of depreciation allowed is shown below.

Year	Depreciation Allowance	Calculation
2006	\$1,666.67	$\frac{\$10,000}{60 \text{ months}} \times 10 \text{ months}^*$
2007	2,000.00	$\frac{\$10,000 - 1,666.67}{50 \text{ months}} \times 12 \text{ months}$
2008	2,000.00	$\frac{\$10,000 - 3,666.67}{38 \text{ months}} \times 12 \text{ months}$
2009	2,000.00	$\frac{\$10,000 - 5,666.67}{26 \text{ months}} \times 12 \text{ months}$
2010	1,000.00	$\frac{\$10,000 - 7,666.67}{14 \text{ months}} \times 6 \text{ months}^{**}$

\* A full month's depreciation is allowed for the month of March 2006.

\*\* No depreciation is allowed for the month of July 2010.

Assume that, for the same asset, the organization determined at the beginning of 2008 that the asset had a remaining life of 4 years as of the end of 2007. To make this change, change the Estimated Life field to 5 years, 10 months (i.e., 4 years plus the 22 months for which the asset has already been depreciated). When you receive the prompts due to changes being made to a critical field, answer Yes both times. In this case, you want to save the existing depreciation (calculated through 12/31/07) before you make the change.

Note the changes in the calculations below:

Year	Depreciation Allowance	Calculation
2006	\$1,666.67	$\frac{\$10,000}{60 \text{ months}} \times 10 \text{ months}$
2007	2,000.00	$\frac{\$10,000 - 1,666.67}{50 \text{ months}} \times 12 \text{ months}$
2008	1,583.33	$\frac{[\$10,000 - (1,666.67 + 2,000.00)]}{48 \text{ months}} \times 12 \text{ months}$
2009	1,583.33	$\frac{[\$10,000 - (1,666.67 + 2,000.00 + 1,583.33)]}{36 \text{ months}} \times 12 \text{ months}$
2010	791.67	$\frac{\{\$10,000 - [1,666.67 + 2,000.00 + (2 \times 1,583.33)]\}}{24 \text{ months}} \times 6 \text{ months}$

■ **Remaining Value Over Remaining Life Short-Year Calculation**

If a short year occurs, the amount of depreciation computed for a full year is prorated over the number of months in the short year. The application prorates the amount of depreciation computed for a full year by multiplying by the short-year fraction.

## Own Calculation (Method OC)

If you have assets that need special calculations not provided by the standard methods (such as units of production) or any custom method you set up, method OC gives you the flexibility to enter manually calculated amounts. The application does not calculate depreciation for any asset using method OC. In Asset Detail, enter the depreciation amounts in the Beginning Depreciation fields. After you calculate depreciation (by executing the Depreciate command from the Depreciate menu), the amounts you entered will also appear in reports.

You must update the Beginning Depreciation fields before you perform a Period Close. Every time you make a change to the Beginning Depreciation fields, the application resets the Period Close fields to zero. (Thus, if you performed the Period Close first, you would lose the Period Close information when you changed the Beginning Depreciation information.)

The application cannot check whether any amounts you enter using this code are correct. As the asset depreciates, you must update the depreciation amounts yourself by entering new figures in the beginning depreciation fields.

## No Depreciation (Method NO)

If you select method NO, the application will not calculate depreciation for the asset. Method NO applies to all non-depreciable assets, including non-depreciable land. You can enter any other general asset information you want. Assets using method NO will appear in the Depreciation Expense report but depreciation amounts will be zero.

## Custom Depreciation Methods

You can set up custom depreciation methods through the Customize option on the menu bar. See [“Creating Custom Depreciation Methods,” page 9-17](#). The custom method codes must be two characters and can include any number or lowercase letter. The Custom Depreciation Methods feature lets you create depreciation method calculations that the application does not provide.

### Custom Depreciation Method Conventions

When you set up the custom depreciation method, you can choose the disposal year averaging convention. You can choose full month, midmonth, half-year, or modified half-year. For more information, see [“Averaging Conventions,” page A-4](#).

### Custom Depreciation Method Calculation

Custom depreciation is calculated by multiplying the yearly recovery percentage you selected by the asset’s depreciable basis (acquisition value minus the salvage value). A custom method table can have a recovery period ranging from 2 years to 60 years.

## Custom Depreciation Method Example

A calendar year-end organization places a \$17,000 truck in service on June 1, 2010, subject to a 3-year recovery period.

Assume that the organization had set up a custom depreciation method based on the following years and percentages:

Year	Percentage
1	14.58%
2	38.00%
3	37.00%
4	10.42%
Total	100.00%

If the depreciable basis (\$17,000) were multiplied by the percentage for each year, the results would be:

Year	Calculation	Depreciation
2010	$\$17,000 \times 14.58\%$	\$ 2,478.60
2011	$\$17,000 \times 38.00\%$	6,460.00
2012	$\$17,000 \times 37.00\%$	6,290.00
2013	$\$17,000 \times 10.42\%$	1,771.40
Total		\$17,000.00

## Custom Depreciation Methods and Short Years

During a short year, the annual percentage in the custom method table is multiplied by the depreciable basis to determine the annual depreciation. This amount is further reduced by the short-year fraction (the number of months in the short year divided by 12). For more information, see “[Short Years](#),” page A-5. The short-year amount is divided equally among the months in the short year.

Using the example above, assume the organization had a short year because it began operations in June 2010. The calculations must be modified to take into account the short year. First-year depreciation would equal 7/12ths of the annual amount (June to December). The balance would be recovered in the year following the last scheduled recovery period.

Taking into account the short year, the percentage for each year would yield these results:

Year	Calculation	Depreciation
1	$\$17,000 \times 14.58\% \times 7/12$	\$ 1,445.85
2	$\$17,000 \times 38.00\%$	6,460.00
3	$\$17,000 \times 37.00\%$	6,290.00
4	$\$17,000 \times 10.42\%$	1,771.40
5	$\$17,000 \times 14.58\% \times 5/12$	1,032.75
Total		\$17,000.00



# Appendix C

## Multi-User Features

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### In this appendix:

Using the Database Utility .....	C-1
Network Features .....	C-1
Data Integrity .....	C-3

In this appendix we discuss the features that are unique to the Sage Fixed Assets Depreciation Network. We also discuss how the application handles the potential conflicts between two or more users who have access to the same database. 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 an organization or database.

- Turn off network warning messages.
- View the login ID of the user who performed an action on an asset.

## List Users in an Organization or Database

You can quickly see a list of users who are currently logged into an organization or database. The list of users in an organization or database is available from:

- The menu bar, as explained in this section.
- Network conflict messages dialogs. For more information, see “[Network Conflict Messages](#),” page C-7.

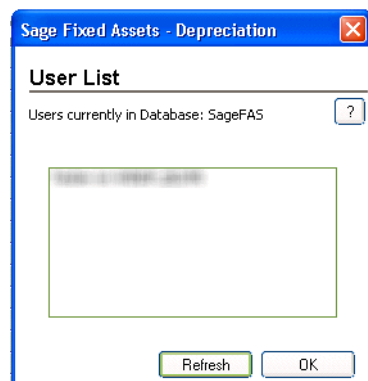
### ***To see a list of users in the organization you are logged in to***

1. Select File/List Users/Organization Users from the menu bar. The List Organization Users dialog appears. The dialog lists the login IDs of all other users currently logged into the organization.

### ***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 List Database Users dialog appears. 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 User List dialog closes.

#### ■ **Refresh Button**

When you click the Refresh button, an updated list of users currently logged into the organization or database appears.

## 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 organization.” For more information, see “[Network Warning Messages](#),” page C-14.



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 4-2](#).

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**Note:** Each user sets preferences for his or her own workstation. Preferences on other workstations on the network are not affected.

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## **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 organization at the same time.

However, having more than one user working in the same organization 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 one user starts calculating depreciation for a group of assets, and another user attempts to change the Acquisition Value of an asset in that group? Or, what if two users make different changes to the same asset?

The network versions of Sage Fixed Assets products 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. For more information, see [“Locks,” page C-3](#).
- **Asset Modification Protection**—a mechanism that protects the first user who saves changes to asset information when two users are modifying the same asset. For more information, see [“Asset Modification Protection,” page C-6](#).
- **Network Conflict Messages**—messages the application 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. For more information, see [“Network Conflict Messages,” page C-7](#).
- **Network Warning Messages**—messages that remind you that the chosen operation may affect other users. For more information, see [“Network Warning Messages,” page C-14](#).

## **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 C-5](#).

- **Book Lock**—Allows you to calculate and reset depreciation, or customize depreciation methods. When you lock a book, another user cannot add, delete, replicate, or modify asset information in the locked book, or lock the same book.
- **Organization Lock**—Allows you to create, edit, copy, back up, or restore an organization, import data into an organization, export data from an organization, merge organizations, and extract assets from an organization. When you lock an organization, another user cannot open the organization.
- **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 C-5.
- **Read Lock**—Allows you to read batch 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 C-5.
- **Write Lock**—Allows you to save changes to batch 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	Description	What Operations Cause the Lock
Add/Delete Asset Lock	Allows lock holder to add, delete, or replicate assets; prevents other users from doing so. Preserves integrity of system numbering of assets.	Asset/Delete Asset Asset/Replicate Asset/Save (new) Asset/Delete Last Transaction (in destination organization of the transaction) Transfers (saving asset) in the destination organization
Book Lock	For a specified book, makes depreciation book-specific data read-write for lock holder, read-only for other users.	Customize/Depreciation Methods (for all books) Depreciation/Depreciate (for selected books) Depreciation/Period Close (for selected books) Depreciation/Reset Depreciation (for selected books)

Lock Type	Description	What Operations Cause the Lock
Organization Lock	Prevents any other users from opening organization.	File/New Organization File/Edit Organization File/Organization Utilities: Copy Organization (for both organization being created and org. being copied) Backup Organization Restore Organization Custom Import Custom Export History/Purge History Extract Assets (in both source and destination organizations) Merge Organizations (in both source and destination organizations)
Database Lock	Prevents any other users from opening database.	New Database Delete Database
Edit Lock (Batch)	Allows lock holder to edit batch information.	Customize/Batch Manager/Batch Reports (when editing information)
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
Image Lock	Allows lock holder to modify organization image information.	Customize/Image Manager (only while changes are being saved)
Read Lock (Batch)	Allows lock holder to read batch information.	Customize/Batch Manager/Batch Reports
Read Lock (Security)	Allows lock holder to read security information.	File/Password Security
Update Asset Lock	Allows lock holder to modify existing specific asset data.	Asset/Save (existing) Asset/Delete Last Transaction (in the organization in which transaction originated) Partial Disposals Transfers (when you save the original asset)
Write Lock (Batch)	Allows lock holder to save batch information.	Customize/Batch Manager/Batch Reports (when saving changes)
Write Lock (Security)	Allows lock holder to save security information.	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.
Organization Lock	Any other organization activity	Cannot open an organization 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 an organization at a time.
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 application waits briefly and tries again repeatedly (rather than immediately reporting a conflict). If the application 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 application protects the changes of the first user who saves his or her changes.

For example, suppose User Alice selects Asset No. 151 and enters “Organization Auto” in the Description field, but she has not yet saved the asset. User Bob selects Asset No. 151 and types “Organization Car” in the Description field. Whose changes does the application preserve? Answer: The user who saves the asset first. Suppose User Alice saves the asset first. When User Bob saves the asset, the application displays a message indicating his changes were not saved. The application protects User Alice from losing the changes she made.

**Note:** Both User Alice and User Bob can click the Refresh button to see the most current version of the asset. If User Bob clicks the Refresh button after User Alice saves the asset, he sees User Alice’s changes.

## Network Conflict Messages

As you work in the application, you may see network conflict messages on your computer screen. These messages are similar, but there are three different types of network conflict messages:

- **Operation Interruption Messages**—These messages appear when the application 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.) For more information, see [“Operation Interruption Messages,” page C-7](#).
- **Retry Messages**—These messages appear when another user is copying, backing up, restoring, merging, or extracting assets from an organization. The application allows you to continue when you click the Retry button if the other user is finished copying, backing up, or restoring the organization. For more information, see [“Retry Messages,” page C-12](#).
- **Waiting Messages**—These messages appear when another user is adding, deleting, or replicating assets. You need to wait for only a few seconds, then the application allows you to continue. When the other user finishes adding, deleting, or replicating assets, the message disappears. For more information, see [“Waiting Messages,” page C-13](#).

### Operation Interruption Messages

Operation Interruption messages appear when the application 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 an organization when another user is working in that organization, the application displays a Network Conflict—Operation Interruption message.

When the application 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 application 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 organization in which you are working, then asking them to exit from the organization.

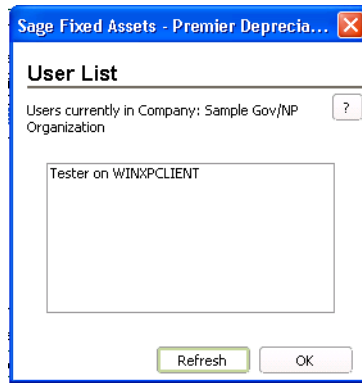
### Completing the Network Conflict—Operation Interruption Message

#### ■ OK Button

When you click OK, the application closes the Network Conflict—Operation Interruption message. The application redisplay the dialog that was open before the conflict occurred.

#### ■ List Users Button

When you click the List Users button, the application 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 organization in which you are working.



In our example, in which you attempted to delete an organization, the User List dialog displays a list of users who are logged into the organization you tried to delete. You can then ask these users to exit from the organization so that you can delete it.

## Completing the User List in Organization Dialog

### ■ OK Button

When you click OK, the application closes the User List dialog. Then, it redisplay the Network Conflict dialog.

### ■ Refresh Button

When you click the Refresh button, the application displays an updated list of users currently logged into the organization. In our example, if you click the Refresh button after the other users exit from the organization, the application displays a User List dialog that shows there are no other users currently working in the organization.

## Understanding Operation Interruption Messages

The application 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 organization in which you are working. See [“Another User in Organization,”](#) page C-9.
- Another user modified asset data during the operation you chose. See [“Another User Modified Data,”](#) page C-9.
- Another user is working in the database in which you are working. See [“Another User in Database,”](#) page C-10.
- Another user locked the book in which you are attempting to work. See [“Books Are Locked,”](#) page C-10.
- The application cannot find the organization you have selected. See [“Organization Cannot be Found,”](#) page C-11.
- Another user locked the organization that you are attempting to open. See [“Organization Is Locked,”](#) page C-11.
- The application cannot find the database you have selected. See [“Database Cannot Be Found,”](#) page C-11.
- The application has lost its connection to the database you have selected. See [“Database Engine Not Available,”](#) page C-11 and [“Connection to Database is Lost,”](#) page C-11.

- Another user locked the database that you are attempting to open. See [“Database Is Locked,” page C-11](#).
- Another user deleted the asset, group, or template with which you were working. See [“Deletions,” page C-11](#).
- The print file you have selected is not available. See [“Print File Unavailable,” page C-12](#).

### Another User in Organization

The application displays a conflict message when another user is working in the same organization in which you are working and you choose one of the following options.

- **Back Up Organization**—You cannot back up an organization when another user is working in that organization.
- **Copy Organization**—You cannot copy from or to an organization when another user is working in that organization.
- **Delete Organization**—You cannot delete an organization when another user is working in that organization.
- **Edit Organization**—You cannot save changes to an organization when another user is working in that organization.
- **Export Data**—You cannot export information from an organization when another user is working in that organization.
- **Extract Assets**—You cannot extract assets from an organization if another user is working in either the source or destination organization.
- **Import Data**—You cannot import information into an existing organization when another user is working in that organization.
- **Merge Organization**—You cannot merge an organization if another user is working in any of the source organizations.
- **Restore Organization**—You cannot restore an organization when another user is working in that organization.

### Another User Modified Data

When two users are making changes to the same asset at the same time, the application protects the changes of the first user who saves his or her changes. See [“Asset Modification Protection,” page C-6](#).

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**Note:** If you receive a conflict message that indicates another user has modified data, you can click OK on the message, and then click the Refresh button. This ensures you are working on the most current version of the asset.

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The application displays a conflict message when you attempt to choose any of the following options while another user is modifying asset data that would be affected by your operation.

- **Asset Detail**—When you work in Asset Detail while another user is modifying an asset affected by your work, the application displays a conflict message indicating the Save command did not execute.
- **Asset Disposal Dialog**—When you work in the Asset Disposal dialog while another user is modifying data affected by your work, the application displays a conflict message indicating the Save command did not execute.



- **Asset Transfer Dialog**—When you work in the Asset Transfer dialog while another user is modifying data affected by your work, the application displays a conflict message indicating the Save command did not execute.
- **Batch Manager**—When you attempt to save a batch name while another user is editing that batch or creating a batch with an identical name, the application displays a conflict message indicating the Save command did not execute.
- **Bulk Disposal**—When you attempt to perform a bulk disposal while another user is modifying data pertaining to an asset affected by the disposal command, the application displays a conflict message indicating the Bulk Disposal command did not execute.
- **Delete**—When you attempt to delete an asset while another user is modifying data pertaining to that asset, the application displays a conflict message indicating the Delete command did not execute.
- **Group Manager**—When you attempt to save a group name while another user is editing that group or creating a group with an identical name, the application displays a conflict message indicating the Save command did not execute.
- **Inactivate**—When you attempt to inactivate an asset while another user is modifying data pertaining to that asset, the application displays a conflict message indicating the Inactivate command did not execute.
- **Reactivate**—When you attempt to reactivate an asset while another user is modifying data pertaining to that asset, the application displays a conflict message indicating the Reactivate command did not execute.
- **Replace**—When you attempt to replace a field in an asset while another user is modifying information pertaining to that asset, the application 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 application displays a conflict message indicating the Save command did not execute because another user modified data during the operation. After you click OK on the Network Conflict—Operation Interruption message, the application 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 work in a specific book (for example, change asset information for that book) and another user has already begun to calculate depreciation for that book, the application displays a message indicating you cannot continue because the book is locked. 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 last transaction
- Depreciate/period close
- Reset depreciation



For more information on locks, see “[Locks](#),” page C-3.

### **Organization Cannot be Found**

If you attempt to open an organization after another user has deleted the organization, the application displays a message indicating it cannot find the organization.

### **Organization Is Locked**

The application displays a message indicating the organization is locked if you attempt to open an organization when another user is performing one of the following operations:

- Copying, backing up, restoring, or purging asset history from the organization.
- Importing information into the organization.
- Merging the organization.
- Exporting information from the organization.
- Extracting assets from the organization.

### **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 application has lost its connection to the database, the application 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 system performs a “database rollback.” In a database rollback, the system restores the database to the values existing before the attempted process. The purpose of the rollback is to protect data integrity.

The system displays a message on the server indicating it is rolling back the database, but the system does not display this message on your monitor. If you attempt to restart the network version of an application during a database rollback, the system displays the splash screen (initial dialog) until it completes the rollback. The rollback 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 application has not completed its creation, the application 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 application displays a conflict message indicating the Save command did

not execute. When you click OK on the Network Conflict—Operation Interruption message, the application displays a refreshed view, and the deleted asset's system number is no longer available.

**Group Deleted**—When you attempt to select a group that has been deleted, the application 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 application 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 application displays a message indicating the file is not available.

## **Retry Messages**

Retry messages appear when another user is copying, backing up, restoring, merging, extracting assets, or purging asset history from the same organization in which you are working. When the other user performs one of those operations, the application “locks” the organization to maintain data integrity. For more information, see “Locks,” page C-3.

The application allows you to complete the command you chose after the other user finishes copying, backing up, restoring, merging, extracting assets, or purging asset history from the organization. When you select File/Open Organization while another user is copying, backing up, restoring, merging, or extracting assets from an organization, the application 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 organization automatically appears in the Network Conflict—Retry message. Therefore, there is no List User button on this message. Only one user's name appears in this Network Conflict—Retry message, because only one user can hold an organization lock at one time.

## **Completing the Network Conflict—Retry Message**

### ■ **Retry Button**

When you click this button, the application continues the operation you chose when it displayed the Network Conflict—Retry message. If the other user has finished copying, backing up, restoring, merging, extracting assets, or purging asset history from the organization, the application 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 application closes the Network Conflict—Retry message, then redisplay the previous dialog.

## **Understanding Retry Messages**

The application displays a Network Conflict—Retry message when you attempt to open an organization or a database and another user is performing one of the following operations:

- Deleting the organization
- Copying the organization
- Backing up the organization
- Restoring the organization

- Importing information into the organization
- Exporting information from the organization
- Merging the organization
- Extracting assets from the organization
- Purging asset history from the organization
- Deleting the database
- Creating the database

## Waiting Messages

Sometimes the application does not execute your command immediately because another user is adding, deleting, or replicating assets. In this case, the application displays a waiting message. If you wait for the other user to finish the activity, the application 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 organization, the application cannot assign a system number to your asset until it has assigned a number to the other user's asset. The application displays a Network Conflict—Waiting message, while the other user is adding or deleting assets.

When the application 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 application 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 application 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 application closes the Network Conflict—Waiting message and redisplay 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 application names that user in the Network Conflict—Waiting message.

## Understanding Waiting Messages

When you and another user are working in the same organization, the application 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 application displays a waiting message.

### Another User Deleting an Asset

When another user deletes an asset (using either the Delete Asset command or the Delete Last Transaction command) and you attempt to add, replicate, or delete another asset, or lock a book, the application 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 application displays a waiting message.

### **Another User Transferring an Asset**

When another user is transferring an asset into an organization, the application 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 select Depreciation/Depreciate from the menu bar, the application displays a Network Warning message.

This warning message reminds you that while you are calculating depreciation, other users cannot make any changes to asset information.

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 C-2](#).

When the application 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 depreciate an organization’s assets.

## **Completing the Network Warning Dialog**

### **■ OK Button**

Click this button to accept the warning and proceed with the option you chose when the application displayed the message.

### **■ Cancel Button**

When you click this button, the application closes the warning message, and then redisplay the current view of assets, either Asset List or the Asset Detail view.

### **■ List Users Button**

When you click this button, the application displays the User List dialog. This dialog lists the logon IDs of the users who are logged in to the same organization in which you are working. For more information, see [“Completing the User List in Organization Dialog,” page C-8](#).

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## 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 performing certain activities.

### Changes to Assets or Groups

The first type of warning message cautions you that changes to an asset or group may affect other users in the organization in which you are working. The application displays a warning message when you select any of the following items from the menu bar:

- Asset/Delete Asset
- Asset/Bulk Disposal
- Asset/Bulk Transfer
- Asset/Delete Last Transaction
- Customize/Depreciation Methods
- Customize/Group Manager

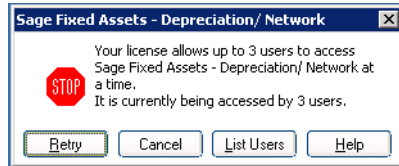
### Activity Restricts Other Users

The second type of warning message warns you that the option you chose restricts other users from performing certain tasks. The application displays a message when you select any one of the following items from the menu bar:

- Depreciation/Depreciate
- Depreciation/Reset Depreciation
- Depreciation/Period Close
- File/Password Security

## Network Conflict—License Limit Messages

Your license agreement with Sage Fixed Assets 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 application 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 application displays a Network Conflict—License Limit message, similar to the one shown below.



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**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.

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### Completing the Network Conflict—License Limit Message

■ **Retry Button**

When you click this button, the system attempts again to open the application. If the number of users using the application does not exceed the number permitted by the license agreement, the application opens; otherwise, the Network Conflict—License Limit message remains on the monitor.

■ **Cancel Button**

When you click this button, the Network Conflict—License Limit message is closed, and then a message indicates the application cannot be initialized.

■ **List Users Button**

When you click this button, the application 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 Organization Dialog,”](#) page C-8.

# Appendix D

## Custom Import Helper

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### In this appendix:

Importing Depreciation-Critical Fields .....	D-1
Setting Import Security .....	D-2
Setting Asset Warning Preference .....	D-2
Importing Asset Data .....	D-2
List of Importable Fields .....	D-13
Field Specifications .....	D-15

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 organization. You can import assets to update existing asset data, or you can import them as new assets.

When you import data as new assets, you can import both general information and book information fields. When you import data to update existing assets, you can import only general information fields. For more information, see [“Completing the General Information Fields,”](#) page 6-3 and [“Completing the Book Information Fields,”](#) page 6-5.

### 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)

## Importing Depreciation-Critical Fields

Each asset contains five fields that are critical to your depreciation calculations. You can import these fields into each of the three depreciation books. If you choose to import one of these fields for a book, you must import all of them for that book. However, you must import critical fields into at least one book. You are not required to import all three books. The five critical fields are listed below.

- Property Type
- Placed-in-Service Date
- Acquisition Value
- Depreciation Method
- Estimated Life

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**Note:** Declining balance methods require a depreciation percentage in addition to the depreciation method. These depreciation methods are DC, DE, DI, DB, DD, and DH. For further information regarding depreciation methods, refer to [Appendix B, “Depreciation Methods.”](#)

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## 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 2-8.](#)

## 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 Custom 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 Depreciation format. For more information on preparing your data for import, see [“List of Importable Fields,” page D-13](#), and [“Field Specifications,” page D-15](#).

You can use the Custom Import Helper to import assets to update existing asset data, or you can import them as new assets. When you import data as new assets, you can import both general information and book information fields. When you import data to update existing assets, you can import only general information fields.



## 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.

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

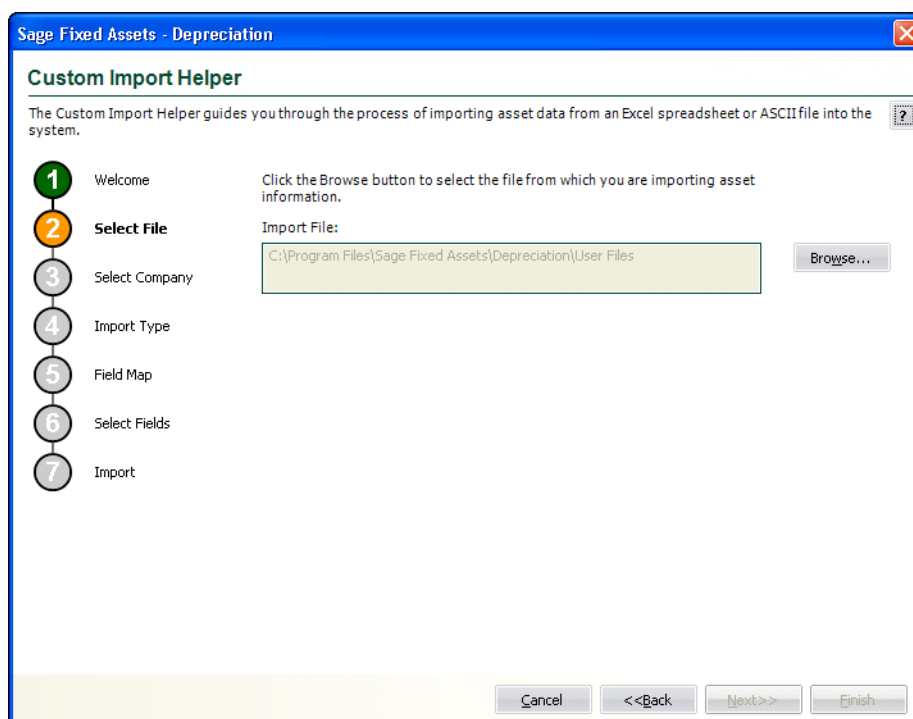
---

**Note:** When no companies or organizations are open, the menus and dialogs display the word **Company**, rather than the word **Organization**.

---

### *To import asset data using the Custom Import Helper*

1. Select File/Organization 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.

The screenshot shows a dialog box titled "Sage Fixed Assets - Depreciation" with a sub-header "Custom Import Helper". Below the sub-header is a brief description: "The Custom Import Helper guides you through the process of importing asset data from an Excel spreadsheet or ASCII file into the system." A progress bar on the left indicates seven steps: 1. Welcome, 2. Select File, 3. Select Company (highlighted with a green circle), 4. Import Type, 5. Field Map, 6. Select Fields, and 7. Import. The main area of the dialog is titled "Select the company into which you are importing asset information." and contains the following fields and buttons: a "Company:" label, a dropdown menu showing "Sample Gov/NP Organization", a "New Company..." button, a checked checkbox labeled "Show Companies in Sage Fixed Assets - Tracking", a "Database:" label, and a dropdown menu showing "<DEFAULT>". At the bottom of the dialog are four buttons: "Cancel", "<<Back", "Next>>", and "Finish".

This dialog allows you to specify the organization 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 organizations. Select the organization into which you want to import the asset data.

- ☐ **Show Companies in Sage Fixed Assets Tracking**

Select this check box if you want the Company field to display organizations created in Sage Fixed Assets Tracking and not yet opened in Sage Fixed Assets Depreciation.

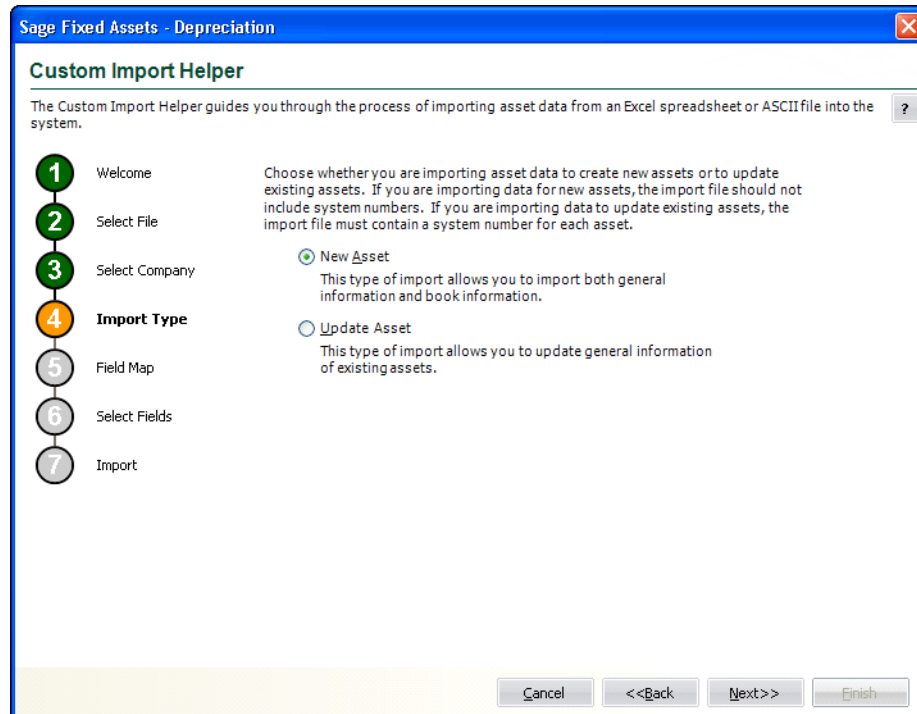
- **New Company Button**

Click this button to display a dialog that allows you to create a new organization. If you decide to create a new organization at this time, follow the instructions in [“Creating a New Organization,”](#) page 4-5.

- **Database**

Click the down arrow to display a list of databases where your Sage Fixed Assets organizations are stored. Select the database containing the organization 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. You can import both general information and book information fields.

■ **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. You can import only general information fields.

5. Click the Next button. The Custom Import Helper - Field Map dialog appears.

The screenshot shows the 'Sage Fixed Assets - Depreciation' window with the 'Custom Import Helper' tab active. On the left, a vertical progress bar shows seven steps: 1 Welcome, 2 Select File, 3 Select Company, 4 Import Type, 5 Field Map (highlighted in orange), 6 Select Fields, and 7 Import. The main area contains the following text: 'The Custom Import Helper guides you through the process of importing asset data from an Excel spreadsheet or ASCII file into the system.' Below this, a paragraph explains: 'You use a field map to tell the system which fields you are importing. The field map matches the fields in the system to the fields or columns in the import file. Choose whether you are creating a new field map or using one saved during a previous import.' Under the heading 'Select Field Map:', there are two radio buttons: 'Create New Field Map' (selected) and 'Use Saved Field Map'. Below these is a 'Field Map:' label followed by a dropdown menu and a 'Browse...' button. At the bottom of the main area is a checkbox labeled 'Include Sage Fixed Assets - Tracking fields'. At the very bottom of the dialog are four buttons: 'Cancel', '<<Back', 'Next>>', and 'Finish'.

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.

##### ☐ **Include Sage Fixed Assets Tracking Fields**

Select this check box if you own Sage Fixed Assets Tracking and want to include fields used by Sage Fixed Assets Tracking in the import. If you select this check box, your Sage Fixed Assets Tracking fields will be available when you are creating a field map.

6. Click the Next button. The Custom Import Helper - Select Fields dialog appears.

**Sage Fixed Assets - Depreciation**

**Custom Import Helper**

The Custom Import Helper guides you through the process of importing asset data from an Excel spreadsheet or ASCII file into the system.

Using the preview of the import file as a guide, create the field map. First, select a column, then select the system field that matches this column in the import file, and click the Add button.

**Columns:** A B C D E F G H I J K L M

**Field Category:** All Fields

**Available Fields:**

- Acquisition Value (Budg 1)
- Acquisition Value (Budg 2)
- Activity Code
- Asset ID
- Beginning Accum (Budg 1)
- Beginning Accum (Budg 2)
- Beginning Accum (Fin)
- Beginning Date (Budg 1)
- Beginning Date (Budg 2)

**Field Mapping:**

- [A] Description
- [B] Acquisition Date
- [C] Acquisition Value (Fin)
- [D] Placed-In-Service Date (Fin)
- [E] Quantity
- [F] Depreciation Method (Fin)
- [G] Activity Type
- [H] Declining Balance % (Fin)
- [I] Estimated Life (YMM) (Fin)
- [J] Property Type

**File Display:**

	A	B	C	D	E	F	G
1	Sample Go	<All Compl	Financial				
2	System Nu	Departmen	Asset ID	Description	Acquisition	Acquisition	Property
3	1	500	LD100000	Land	2/1/1995	500000.00	N

Begin import at row: 2

Buttons: Cancel, <<Back, Next>>, Finish

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.

**Note:** Because you can allocate general ledger account numbers, each general ledger account number in the list of Available Fields has a corresponding percentage field. You must select both the general ledger account number and its corresponding percentage field. For more information, see [“Mapping G/L Account Fields,”](#) page D-12.

#### ■ 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.

##### ☐ Book Fields

Select this category to display only fields that pertain to the book information fields in the application.

##### ☐ Critical Fields

Select this category to display only the fields that are critical to calculating depreciation.

☐ **General Info Fields**

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

☐ **Disposal Fields**

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

☐ **Tracking Fields**

Select this category to display only the fields that are unique to Sage Fixed Assets Tracking. This category appears only if you have selected the Include Sage Fixed Assets Tracking Fields check box on the previous Custom Import Helper - Field Map dialog.

■ **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. You can select multiple fields from this list in order to map the data in a column to multiple Sage Fixed Assets system fields. For example, the placed-in-service date might appear only once in your source file, but you can map it to the Placed-in-Service field in all three books. 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 D-10 and [“Sample Import Field Map Report,”](#) page D-11.

7. Click the Next button. The Custom Import Helper - Import dialog appears.

**Sage Fixed Assets - Depreciation**

**Custom Import Helper**

The Custom Import Helper guides you through the process of importing asset data from an Excel spreadsheet or ASCII file into the system.

**1 Welcome** View the summary of choices you have made. To change any information, click the Back button and make changes in the previous steps. To verify the data, click the Validate button. To import the validated data, click the Finish button.

**2 Select File**

**3 Select Company** Company Name: Sample Gov/NP Organization

**4 Import Type** Import File: C:\Program Files\Sage Fixed Assets\Depreciation\User Files\GovExport.csv

**5 Field Map** Field Map [GovImportMap.imp]

**6 Select Fields**

**7 Import**

[A] Description  
[B] Acquisition Date  
[C] Acquisition Value (Fin)  
[D] Placed-In-Service Date (Fin)  
[E] Quantity  
[F] Depreciation Method (Fin)  
[G] Activity Type  
[H] Declining Balance % (Fin)  
[I] Estimated Life (YYMM) (Fin)  
[J] Property Type

Invalid: 0  
Valid Records: 0  
Exceptions: 0

Validate View Report...

Importing Asset: 0 of 96 Stop

Close <<Back Next>> Finish

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 organization into which you are importing the file.

■ **Import File**

This field displays the directory path and 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 or warning in the data you are importing. Each record can have many exceptions. The Import Exceptions report lists 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 D-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. See [“Sample Import Exceptions Report,” page D-11](#).
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 IMP 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.

September 28, 2010 11:24 AM		sample.imp Import Field Map		Page 1
Field Map Path:		C:\Program Files (x86)\SageFAS\IFASgov Asset Accounting		
Column	Asset Field			
A	Description			
B	Acquisition Date			
C	Placed-In-Service Date (Fin)			
D	Acquisition Value (Fin)			
E	Quantity			
F	Depreciation Method (Fin)			
G	Activity Type			
H	Class			
I	Property Type			
J	Fund			
K	Estimated Life (YYMM) (Fin)			
M	Location			
O	G/L Accum Account (1)			
Q	G/L Asset Account (1)			
S	G/L Expense Account (1)			
U	Serial Number			
Z	Custom Field 1			

## 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.

September 28, 2010 12:55 PM		My Sample Organization Import Exceptions Report		Page 1
Import File:		C:\Users\Tester\Desktop\Import.csv		
Field Map:		sample.imp		
Line Number	Exceptions			
2	Error: Unable to convert column B to a date.			
2	Error: Unable to convert column E to a number.			
2	Error: Begin Accum Depr must not be zero. (Internal)			
2	Error: The Beginning date must be a valid period end. (Internal)			
3	Error: The depreciation thru date cannot be prior to the placed in service date (Internal)			
5	Error: Acquisition Value is zero. Depreciation method must be 'NO'. (Internal)			
6	Error: Placed-in-service date may not precede start of business date. (Internal)			

## Mapping G/L Account Fields

The Custom Import Helper – Select Fields dialog allows you to map columns in a file that you are importing to the fields in the application. You must take extra care when you map columns in the import file to G/L account fields if you have allocated cost and depreciation expense.

Because you can allocate depreciation to multiple G/L account field entries, each G/L account field in the list of Available Fields has a corresponding percentage field.

The following table shows the three G/L account fields and their corresponding percentage fields.

G/L Account Field	Percentage Field
G/L Accum Account	G/L Accum Acct Pct
G/L Asset Account	G/L Asset Acct Pct
G/L Expense Account	G/L Expense Acct Pct

You can allocate depreciation to up to ten different G/L account values for each G/L account field. Therefore, the application displays index numbers after each G/L account field and each percentage field. Here is how it works:

The first time you map one of the G/L account fields, you select a field followed by index number 1. You then map a corresponding percentage field followed by index number 1. Next, you map the G/L account field followed by index number 2. Then, you map the corresponding percentage field followed by index number 2.

For example, you might map G/L Accum Account (1) to a column in the import file. You would then map G/L Accum Acct Pct (1) to a second column. Next, you would map G/L Accum Account (2) to a column, followed by G/L Accum Acct Pct (2), and so on.

Suppose you have allocated the G/L Accum Account field for Asset #1 as follows:

G/L Accum Account	Allocation Percentage
200-100	40%
200-200	60%

Follow the instructions below to map the G/L Accum Account field.

### ***To map the G/L Accum Account field***

1. Map the column in the import file containing account number 200-100 to G/L Accum Acct (1).
2. Map the column in the import file containing the 40% allocation percentage to G/L Accum Acct Pct (1).
3. Map the column in the import file containing account number 200-200 to G/L Accum Acct (2).
4. Map the column in the import file containing the 60% allocation percentage to G/L Accum Acct Pct (2).

The order in which you select and remove G/L account fields and their corresponding allocation percentage fields is important.

- First map the G/L account field, and then map the allocation percentage. For example, you must map G/L Accum Acct (1) before you map G/L Accum Acct Pct (1).

- Remove the allocation percentage from the Field Mapping list before you remove the G/L account field. For example, you must remove G/L Accum Acct Pct (1) before you remove G/L Accum Acct (1).

## 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 and the required format. Some fields require a particular code that is specified by the application. These fields are noted with an asterisk in front of the field name. For the correct codes for these fields, see “[Field Specifications](#),” [page D-15](#). Please pay particular attention to the format of date fields and the Estimated Life field.

### 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 nine (or twelve) digits and two decimals (123456789.12).

### Percentage Fields

The Declining Balance % field must be an integer (for example, 125, 150, 175, or 200).

The general ledger percent fields can have up to three digits to the left of the decimal and three digits to the right of the decimal (for example, 100.00 or 45.555).

### Estimated Life Field

The Estimated Life field generally should be formatted as YYMM. Data received without leading or trailing zeroes will be assumed to have the following format:

Data	Format	Example
1 character	Y	5 or five years
2 characters	YY	15 or fifteen years
3 characters	YMM	506 or five years and six months

### Fields Available for Importing

Sage Fixed Assets Depreciation Field Name	Format - Width
Acquisition Date	Date - 10
Acquisition Value (all books)	Numeric (currency) - 15
* Activity Code	Text - A, D, I, etc.
Activity Type	Text - G or B

Sage Fixed Assets Depreciation Field Name	Format - Width
Asset ID	Alphanumeric - 50
Beginning Accum (all books)	Numeric (currency) - 15
Beginning Date (all books)	Date - 7
Beginning YTD (all books)	Numeric (currency) - 15
Cash Proceeds	Numeric (currency) - 15
Class	Alphanumeric - 2
Custom Date 1	Date - 10
Custom Date 2	Date - 10
Custom Field 1	Alphanumeric - 25
Custom Field 2	Alphanumeric - 25
Custom Field 3	Alphanumeric - 25
Custom Field 4	Alphanumeric - 25
Custom Field 5	Alphanumeric - 25
Custom Field 6	Alphanumeric - 25
Custom Field 7	Alphanumeric - 25
Custom Field 8	Alphanumeric - 25
Custom Field 9	Alphanumeric - 25
Custom Field 10	Alphanumeric - 25
Declining Balance % (all books)	Numeric - 3 (125, 150, etc.)
* Deferred Code (all books)	Text - (Y, N, D)
Deferred Date (all books)	Date - 7
Department	Alphanumeric - 25
* Depreciation Method (all books)	Text - 2
Description	Alphanumeric - 80
Disposal Date	Date - 10
Disposal Method	Text - 1
Estimated Life (all books)	Numeric - YYMM
Expense of Sale	Numeric (currency) - 15
Fund	Alphanumeric - 25
G/L Accum Account	Alphanumeric - 100
G/L Accum Account Pct	Numeric - 3.3 (100.00 or 44.555)
G/L Asset Account	Alphanumeric - 100
G/L Asset Account Pct	Numeric - 3.3 (100.00 or 44.555)
G/L Expense Account	Alphanumeric - 100
G/L Expense Account Pct	Numeric - 3.3 (100.00 or 44.555)
Gain/Loss (all books)	Numeric (currency) - 15
Location	Alphanumeric - 25
Non Cash Proceeds	Numeric (currency) - 15
Owner	Alphanumeric - 25
Placed-In-Service Date (all books)	Date - 10
* Property Type	Text - 1

Sage Fixed Assets Depreciation Field Name	Format - Width
Purchase Order	Alphanumeric - 25
Quantity	Numeric - 11
RV Override Amount	Numeric (currency) - 15
RV Override Date	Date - 10
Salvage Value (all books)	Numeric (currency) - 15
Serial Number	Alphanumeric - 25
Vendor	Alphanumeric - 25

\* These fields require a particular code that is specified by Sage Fixed Assets Depreciation.

Sage Fixed Assets Tracking Field Name	Format - Width
Check-out Date	Date - 10
Condition	Alphanumeric - 25
Expected Return Date	Date - 10
Floor	Alphanumeric - 15
Room	Alphanumeric - 15
Tracking Field 1	Alphanumeric - 20
Tracking Field 2	Alphanumeric - 20
Tracking Field 3	Alphanumeric - 20
Tracking Field 4	Alphanumeric - 20
Tracking Field 5	Alphanumeric - 20
Tracking Field 6	Numeric (currency) - 13
Tracking Field 7	Numeric (currency) - 13
Tracking Field 8	Numeric (currency) - 13
Tracking Field 9	Numeric (currency) - 13
Tracking Field 10	Numeric (currency) - 13
Tracking Field 11	Numeric (currency) - 13
Tracking Field 12	Alphanumeric - 25

## Field Specifications

The files you import to the application must match the format the application expects to receive. Each file you import includes multiple records, and each record includes multiple *fields* that must contain data of the proper type.

Most general-information fields are user-defined. In the description of each field that follows, general information fields are listed as user-defined. This means you can enter data of your choice that is appropriate to the field name. For field lengths and formats of each field listed below, see the table, “[Fields Available for Importing](#),” page D-13.

---

**Note:** The order of the fields within a record is not important. For convenience, the fields in the descriptions below match the order in which they are listed in the table.

---

- **Acquisition Date**  
User-defined date field.
- **Acquisition Value**  
The field must contain the cost of the asset.
- **Activity Code**  
Use one of the following codes.

Activity Code	Type	Definition
A	Active	Active Asset
D	Disposed	Disposed Asset
I	Inactive	Inactive Asset

- **Activity Type**  
Use one of the following codes:

Code	Activity Type
G	Governmental
B	Business

- **Asset ID**  
User-defined field.
- **Beginning Depreciation Fields**  
These fields should contain depreciation data being brought forward from a previous fixed assets solution.
  - ❑ **Beginning Accum**  
This field should contain the total of all depreciation calculated on the asset since it was placed in service, including the amount in the Beginning YTD field.  
  
The amount in this field may not be greater than the asset's depreciable basis or less than the beginning YTD depreciation amount.
  - ❑ **Beginning Date**  
Required if the beginning accumulated amount is greater than 0. The date must be in the format MM/YYYY, where the day represents the end of the month.
  - ❑ **Beginning YTD**  
This field should contain the amount of depreciation, if any, already taken on this asset in this book for the fiscal year in which you are importing the data. This is the amount of depreciation taken from the beginning of that fiscal year through the date in the beginning date field. If the beginning date is any date other than the end of a fiscal year, this field must contain the YTD depreciation to get correct results when you run depreciation for the current fiscal year. If this field is blank, the application assumes no depreciation for the fiscal year as of the beginning date has been taken.  
  
The amount in this field may not be greater than the asset's depreciable basis, or the beginning accumulated depreciation amount.
- **Cash Proceeds**  
You may leave this field blank. However, if the gain/loss amount is based on this figure, the number should be entered.

- **Class**  
User-defined field.
- **Custom Date 1 and 2**  
User-defined date fields.
- **Custom Fields 1 through 10**  
User-defined fields.
- **Declining Balance %**  
Enter the depreciation percentage associated with the declining balance method specified in the Depreciation Method field. Use this field only if you entered a depreciation method of DB, DH, DD, DI, DE, or DC.  
  
Enter the number as 100, 125, 150, 175, or 200 without special formatting.
- **Deferred Code**  
Enter “Y” if you want to recognize a gain for a disposal. Enter “N” if you do not. Enter “D” if you want to defer the gain until a later date.
- **Deferred Date**  
Enter a deferred disposal date only if you entered “D” in the Deferred Code field.
- **Department**  
User-defined field.
- **Depreciation Method**  
This field must contain a valid depreciation method code. All depreciation method codes must be in uppercase letters. The following table contains the valid depreciation method codes.

Code	Depreciation Method
SD	Straight-line, modified half-year
SL	Straight-line
SF	Straight-line, full month
SH	Straight-line, half-year
DC	Declining-balance, no switch to SL
DE	Declining-balance, modified half-year, no switch to SL
DI	Declining-balance, half-year, no switch to SL
DB	Declining-balance, switch to SL when optimal
DD	Declining-balance, modified half-year, switch to SL when optimal
DH	Declining-balance, half-year, switch to SL when optimal
YH	Sum-of-the-years'-digits, half-year
YD	Sum-of-the-years'-digits, modified half-year
YS	Sum-of-the-years'-digits
RV	Remaining value over remaining life
OC	Own depreciation calculation
NO	Do not depreciate

All custom method depreciation codes must be in lowercase letters.

- **Description**  
User-defined field.

■ **Disposal Date**

If the asset has been disposed of, this field must contain a valid date in the format MM/DD/YYYY.

■ **Disposal Method**

If the record includes a disposal date, a disposal method is required. Enter one of the following codes.

Code	Disposal Method
S	Sale
A	Abandonment
C	Casualty
L	Like-Kind Exchange
R	Other

■ **Estimated Life**

This field must have an estimated life in years and months that is valid for the depreciation method used.

The format of this field is YYMM. For example, enter 5 ½ years as 0506.

■ **Expense of Sale**

This field may be left blank. However, if the gain/loss amount is based on this figure, the number should be entered.

■ **Fund**

User-defined field.

■ **G/L Accum Account**

User-defined field

■ **G/L Accum Account Pct**

Enter the allocation percentage for the G/L Accum Account.

■ **G/L Asset Account**

User-defined field

■ **G/L Asset Account Pct**

Enter the allocation percentage for the G/L Asset Account.

■ **G/L Expense Account**

User-defined field.

■ **G/L Expense Account Pct**

Enter the allocation percentage for the G/L Expense Account.

■ **Gain/Loss**

Enter the gain/loss amount for this asset. This field may be left blank.

Denote a loss by a negative sign before the amount.

■ **Location**

User-defined field.

■ **Non Cash Proceeds**

This field may be left blank. However, if the gain/loss amount is based on this figure, the number should be entered.



- **Owner**  
User-defined field.
- **Placed-In-Service Date**  
User-defined date field.
- **Property Type**  
Enter property type in uppercase letters. The property type field must display one of the following codes.

Code	Property Type
D	Depreciable property
N	Non-Depreciable property

- **Purchase Order**  
User-defined field.
- **Quantity**  
User-defined field.
- **RV Override Amount**  
This field is used only if you are using the Replacement Value functionality. Enter the RV Override Amount if applicable.
- **RV Override Date**  
This field is used only if you are using the Replacement Value functionality. Enter the RV Override Date pertaining to the RV Override Amount.
- **Salvage Value**  
The salvage value cannot be greater than the asset's depreciable basis.
- **Serial Number**  
User-defined field.
- **Vendor**  
User-defined field.



# Appendix E

## Custom Export Helper

---

### In this appendix:

Exporting Asset Data .....	E-1
Exporting Allocated G/L Account Fields .....	E-8
List of Exportable Fields .....	E-9

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 online Help.
- **Cancel Button**  
Cancels the current export and returns you to the main application 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.

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

---

**Note:** When no companies or organizations are open, the menus and dialogs display the word **Company**, rather than the word **Organization**.

---

## ***To export asset data using the Custom Export Helper***

1. Select File/Organization 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.

The screenshot shows a dialog box titled "Sage Fixed Assets - Depreciation" with a sub-header "Custom Export Helper". Below the sub-header, it says "The Custom Export Helper guides you through the process of exporting asset data to a file (\*.csv)." and a help icon (?). On the left, a vertical list of steps is shown: 1 Welcome, 2 Select Company (highlighted), 3 Select Group, 4 Select Map, 5 Field Map, 6 File Destination, and 7 Export. The main area contains the instruction "Choose the company that contains the asset information to be exported." Below this is a list box labeled "Companies:" containing the following items: Canadian Org, Gov Organization, Pet Funds, Pets 4 Us, and Sample Company. Below the list box is a checkbox labeled "Show Companies in Sage Fixed Assets - Tracking" which is checked. Below the checkbox is a label "Database:" followed by a dropdown menu showing "<DEFAULT>". At the bottom of the dialog are four buttons: Cancel, <<Back, Next>>, and Finish.

Follow the guidelines below to complete the Custom Export Helper - Select Company dialog.

### ■ **Companies**

Use this field to select the organization from which you want to export assets.

#### ☐ **Show Companies in Sage Fixed Assets Tracking**

Select this check box if you want the Companies field to display organizations created in Sage Fixed Assets Tracking and not yet opened in Sage Fixed Assets Depreciation.

### ■ **Databases**

Use this field to select the database that contains the organization from which you want to export assets.

3. Click the Next button. The Custom Export Helper - Select Group dialog appears.

The screenshot shows the 'Custom Export Helper' dialog box with the title 'Sage Fixed Assets - Depreciation'. The main heading is 'Custom Export Helper'. Below it, a message states: 'The Custom Export Helper guides you through the process of exporting asset data to a file (\*.csv).' A progress bar on the left shows seven steps: 1. Welcome, 2. Select Company, 3. Select Group (highlighted), 4. Select Map, 5. Field Map, 6. File Destination, and 7. Export. The main content area explains that users can export asset information for all assets within a company by selecting the '<All Complete Assets>' group, or a subset of assets by selecting a different group. A list of groups is shown: '<All Complete Assets>', '<All Incomplete Assets>', 'Active Assets', 'Asset Location', 'Assets Over \$100K', 'Disposed Assets', and 'Inactive Assets'. At the bottom, there are buttons for 'Cancel', '<<Back', 'Next>>', and 'Finish'.

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 organization, select the All Complete Assets group. If you want to export a subset of assets from the selected organization, select another group.

4. Click the Next button. The Custom Export Helper - Select Map dialog appears.

The screenshot shows the 'Custom Export Helper' dialog box with the title 'Sage Fixed Assets - Depreciation'. The main heading is 'Custom Export Helper'. Below it, a message states: 'The Custom Export Helper guides you through the process of exporting asset data to a file (\*.csv).' A progress bar on the left shows seven steps: 1. Welcome, 2. Select Company, 3. Select Group, 4. Select Map (highlighted), 5. Field Map, 6. File Destination, and 7. Export. The main content area explains that to export asset information, users must tell the system which fields to export by creating a field map. They can either create a new field map or use an existing field map. Two radio buttons are present: 'Create New Field Map' (selected) and 'Use Saved Field Map'. Below the radio buttons is a 'Field Map' label and a text input field with a 'Browse...' button. A message states: 'If you choose to include book information, you must also select the book from which the information will be retrieved.' Below this is a 'Book:' label and a dropdown menu showing 'Financial'. At the bottom, there is a checkbox labeled 'Include Sage Fixed Assets - Tracking fields'. At the bottom of the dialog, there are buttons for 'Cancel', '<<Back', 'Next>>', and 'Finish'.

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.

■ **Book**

Use this field to select the Book (Financial, Budgetary 1, or Budgetary 2) that you want to use for the export file. Some depreciation information differs from one book to another.

■ **Include Sage Fixed Assets Tracking Fields**

Select this check box if you want the field map to include fields that are unique to the Sage Fixed Assets Tracking application. This check box appears only if you are exporting assets from an organization used in Sage Fixed Assets Tracking.

5. Click the Next button. The Custom Export Helper - Field Map dialog appears.

**Sage Fixed Assets - Depreciation**

**Custom Export Helper**

The Custom Export Helper guides you through the process of exporting asset data to a file (\*.csv).

1 Welcome  
2 Select Company  
3 Select Group  
4 Select Map  
5 **Field Map**  
6 File Destination  
7 Export

A field map specifies the asset fields to be included in the export file and can be saved for future use. Field categories help you find the fields you want to select. Asset fields will be exported in the order they appear in the Export Field Map list box.

Field Category: General Info Fields

Available Fields:

- Activity Code
- Creation Code
- Custom Date 1
- Custom Date 2
- Custom Field 1
- Custom Field 2
- Custom Field 3
- Custom Field 4
- Custom Field 5
- Custom Field 6
- Custom Field 7
- Custom Field 8

Export Field Map:

- [A] System Number
- [B] Department
- [C] Asset ID
- [D] Description
- [E] Acquisition Date
- [F] Acquisition Value
- [G] Property Type
- [H] Class
- [I] Owner
- [J] Declining Balance %
- [K] Depreciation Method
- [L] Estimated Life
- [M] Placed-in-Service Date
- [N] Replacement Value

>> << Print Map Save Map Up Down

☒ Include company data?  
☒ Include column headers?

Cancel <<Back Next>> Finish

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.

---

**Note:** If you select a general ledger account number, the application automatically adds columns to the export file to show the allocation percentages. For more information, see [“Exporting Allocated G/L Account Fields,” page E-8](#).

---

■ **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.

☐ **General Info Fields**

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

☐ **Critical Fields**

Select this category to display only the fields that are critical to calculating depreciation.

☐ **Book Related Fields**

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

☐ **Depreciation Fields**

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

☐ **Disposal Fields**

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

☐ **Transfer Fields (Parent)**

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

☐ **Transfer Fields (Child)**

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

☐ **Tracking Fields**

Select this category to display only the fields that are unique to Sage Fixed Assets Tracking. This category appears only if you have selected the Include Sage Fixed Assets Tracking Fields check box on the previous Custom Export Helper - Select Map dialog.

■ **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 organization, group, and book.
- **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.

**Sage Fixed Assets - Depreciation**

**Custom Export Helper**

The Custom Export Helper guides you through the process of exporting asset data to a file (\*.csv).

1 Welcome  
2 Select Company  
3 Select Group  
4 Select Map  
5 Field Map  
6 **File Destination**  
7 Export

Specify the file name and destination to which you want to export the asset information.

File name: GovExport .csv

Location: C:\Program Files\Sage Fixed Assets\Depreciation\User Files **Browse...**

Cancel <<Back Next>> Finish



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.

The screenshot shows the 'Custom Export Helper' dialog box for 'Sage Fixed Assets - Depreciation'. The dialog has a blue title bar and a green header. Below the header, it says 'The Custom Export Helper guides you through the process of exporting asset data to a file (\*.csv).' with a help icon. On the left, there is a vertical list of steps numbered 1 through 7. Step 7, 'Export', is highlighted with an orange circle. The main area of the dialog displays the following information:

- Welcome:** View the summary of choices you have made. To change any information, click the Back button and make changes in the previous steps. If the information is correct, click the Finish button to begin the export process.
- Select Company:** Company Name: Sample Gov/NP Organization Group: <All Complete Assets>
- Select Group:** Export File: C:\Program Files\Sage Fixed Assets\Depreciation\User Files\GovExport.csv
- Select Map:** Field Map [GovFieldMap]:
- Field Map:** A list box containing the following items: [A] System Number, [B] Department, [C] Asset ID, [D] Description, [E] Acquisition Date, [F] Acquisition Value (Financial), [G] Property Type, [H] Class, [I] Owner.
- Exporting Asset:** 0

At the bottom of the dialog, there are four buttons: 'Close', '<<Back', 'Next>>', and 'Finish'.

Follow the guidelines below to understand the Custom Export Helper - Export dialog.

- **Company Name**  
This field displays the name of the selected organization 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.

## Exporting Allocated G/L Account Fields

The Custom Export Helper - Field Map dialog allows you to select asset fields that you want to export. If you select a G/L account field that has been allocated, the application automatically adds columns to the export file to show the allocation percentages.

When you select a G/L account field, the application allots 20 columns in the export file for it. For example, if you select the G/L Accum Account field, the application creates the following 20 columns:

- G/L Accumulated Account 1 through 10
- G/L Accumulated Account Percent 1 through 10.

Therefore, you can allocate the G/L account fields among 10 account entries for each exported asset.

For example, suppose you have allocated the G/L Accum Account for Asset #1 as follows:

G/L Accum Account	Allocation Percentage
200-100	40%
200-200	60%

If you select the G/L Accum Account field in the Custom Export Helper - Field Map dialog, the application displays the following information in the G/L Accum Account columns for Asset #1 in the export file:

G/L Accum Account 1	G/L Accum Acct Pct 1	G/L Accum Account 2	G/L Accum Acct Pct 2
200-100	40	200-20	60

Every time you select an asset field to export, the application displays a letter before the field in the Export Field Map list box. Each letter corresponds to a column in the export file. When you select the first field, the application displays an (A) before the field. When you select the second field, the application displays a (B) before that field, and so on.

Note that you select only the G/L Accum Account field in the Custom Export Helper - Field Map dialog. The G/L Accum Account Pct field is not available in this dialog. The application creates the G/L account percentage columns in the export file for you. For more information on allocating assets, see [Chapter 8, “Allocations.”](#)

## 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.

Field Name	Format
<b>General Information Fields</b>	
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
Extension	Numeric
Fund	Alphanumeric
G/L Accum Account	Alphanumeric
G/L Asset Account	Alphanumeric
G/L Expense Account	Alphanumeric
Location	Alphanumeric
Owner	Alphanumeric
Purchase Order	Alphanumeric
Quantity	Numeric
Replacement Value	Numeric (currency)
RV Override Amount	Numeric (currency)
RV Override Date	Date
Serial Number	Alphanumeric
System Number	Numeric
Vendor	Alphanumeric
<b>Critical Fields</b>	
Acquisition Value	Numeric (currency)
Declining Balance %	Numeric - 100, 125, 150, 175, 200

Field Name	Format
Depreciation Method	Text - SL, SD, etc.
Estimated Life	YYMM
Placed-in-Service Date	Date
Property Type	Text – D, N
<b>Book Information Fields</b>	
Acquisition Date	Date
Activity Type	Text - G or B
Adjustment Amount	Numeric (currency)
Current Remaining Life	YYMM
Last Calc Date	Date
Net Book Value	Numeric (currency)
Salvage Value	Numeric (currency)
<b>Depreciation Fields</b>	
Begin Prior Accum Depr	Numeric (currency)
Beginning Accum	Numeric (currency)
Beginning Date	Date
Beginning YTD	Numeric (currency)
Current Accum	Numeric (currency)
Current Key Codes	Text – m, l, a, etc.
Current Through Date	Date
Current YTD	Numeric (currency)
Depreciation This Run	Numeric (currency)
Exclude on Depr Report?	Yes/No
Prior Accum Depr	Numeric (currency)
<b>Disposal Fields</b>	
Cash Proceeds	Numeric (currency)
Deferred Code	Text - Y, N, D
Deferred Date	Date
Disposal Date	Date
Disposal Description	Alphanumeric
Disposal Method	Text – S, A, etc.
Expense of Sale	Numeric (currency)
Gain/Loss	Numeric (currency)
Non-Cash Proceeds	Numeric (currency)
<b>Transfer Fields (Parent)</b>	
Date of Transfer Out	Date
Effective Date of Transfer-Out	Date
Percent Transferred-Out	Numeric

Field Name	Format
Transfer By	Alphanumeric
Transfer From	Alphanumeric
Transfer Out Amount	Numeric (currency)
Transfer To	Alphanumeric
<b>Transfer Fields (Child)</b>	
Date of Transfer In	Date
Effective Date of Transfer-In	Date
Percent Transferred-In	Percent
Transfer In Amount	Numeric (currency)
Transferred-In From	Alphanumeric
Transferred-In To	Alphanumeric
<b>Sage Fixed Assets Tracking Fields</b>	
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 (currency)
Tracking Field 7	Numeric (currency)
Tracking Field 8	Numeric (currency)
Tracking Field 9	Numeric (currency)
Tracking Field 10	Numeric (currency)
Tracking Field 11	Numeric (currency)
Tracking Field 12	Alphanumeric



# Appendix F

## Sage Fixed Assets Links

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### In this appendix:

Selecting a Favorite Sage Fixed Assets Link .....	F-1
Sage Fixed Assets Link Process .....	F-2

The Sage Fixed Assets links enable you to electronically create and post depreciation expense directly from the application to your accounting software. Using a link will reduce duplicate data entry, eliminate keyboard errors, and keep the asset register up to date with the accounting solution.

---

**Note:** For complete instructions on using all of the Sage Fixed Assets links, refer to the *Sage Fixed Assets - Depreciation Links Guide*, which is available from the Help menu.

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The Sage Fixed Assets link creates a depreciation expense journal entry for one organization or group within an organization at a time (the organization that is currently open when you run the link). The link cannot export depreciation transactions for multiple organizations within the same output file.

In the simplest terms, the Sage Fixed Assets link accomplishes these tasks:

- Identifies assets in the data files for a given organization.
- Accumulates the Depreciation This Run expense amounts for these assets.
- Creates a depreciation expense journal entry. For some Sage Fixed Assets links, the application creates an output file that you must import into your general ledger software. For other Sage Fixed Assets links, the application sends the depreciation expense journal entry directly to your general ledger software when you run the link.

The application installs several links automatically at no additional cost when you install the application. **You do not have to install these links.** These links enable you to post depreciation to many Sage products, including Sage 300 ERP, Sage 50—US Edition, Sage 300 Construction, and more.

However, you can install additional links if needed. You must enter a serial number when you install one of these additional links. To purchase a link and receive your serial number, call your Sage Fixed Assets sales representative.

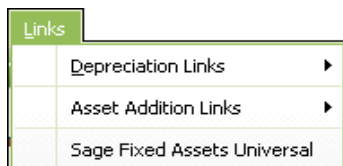
You access the desired link from the Links menu.

## Selecting a Favorite Sage Fixed Assets Link

You can select the Sage Fixed Assets link that you run most often. After you select your favorite link, it appears at the bottom of the Links menu, so that you can run the link with a single mouse click.

### To select a favorite Sage Fixed Assets link

1. Select File/Preferences from the menu bar. The Preferences dialog appears.
2. Open the drop-down list box in the Favorite Link field, and select one of the Sage Fixed Assets links.
3. Click OK to close the Preferences dialog. The selected link appears at the bottom of the Links menu.



## Sage Fixed Assets Link Process

Each time you transfer depreciation information from Sage Fixed Assets Depreciation to the standard output file, you will follow the steps outlined below:

1. Add new assets and change existing assets as necessary. Make certain that the G/L Expense Account number and G/L Accum Account number have been entered for every asset included in your posting. For more information, see [“Step 1: Entering G/L Account Numbers,” page F-2.](#)
2. Calculate depreciation for the period you want to post. Typically, users post depreciation amounts once a month. Calculate depreciation by selecting the Depreciate command from the Depreciation menu. This procedure calculates depreciation for the period and updates the Depreciation This Run column on the Depreciation Expense report. Depreciation This Run must equal the period you want to post. For more information, see [“Step 2: Calculating Depreciation Before Running the Sage Fixed Assets Link,” page F-3.](#)

---

**Note:** If Depreciation This Run is too high, depreciate to the previous month and then to the current month. That will ensure the monthly posting amount is correct.

---

3. Run the Sage Fixed Assets link to generate the depreciation expense journal entry. For some links, the application sends the depreciation expense journal entry directly to your general ledger when you run the link. For more information, see [“Step 3: Running a Sage Fixed Assets Link,” page F-4.](#)
4. For some Sage Fixed Assets links, you must now import the ASCII file that the application has just created into your general ledger system.

### Step 1: Entering G/L Account Numbers

The application uses two account numbers to post depreciation: the G/L Expense Account number and the G/L Accum Account number. The format of these account codes must match the format used by your general ledger software.

- **G/L Expense Account:** This is the depreciation expense account number and should be entered as it is set up in the Chart of Accounts in your general ledger software. This account usually has a debit balance. The application uses it to create the journal entry to be transferred to your general ledger software.



- **G/L Accum Account:** This is the accumulated depreciation expense account number and should be entered as it is set up in the Chart of Accounts in your general ledger software. This is a contra asset account and usually has a credit balance. The application uses it to create the journal entry to be transferred to your general ledger software.

Before you run the Sage Fixed Assets link, you should make sure that all of the assets on which you calculate depreciation contain information in their G/L account fields. To quickly discover if any assets have blank G/L account fields, follow the steps below.

### ***To check for blank G/L account fields***

1. Go to the Asset List.
2. Select the All Complete Assets group.
3. Double-click the G/L account field name.

Double-clicking on a column heading in the Asset List sorts the column temporarily. Any assets with blank G/L account fields will appear at the top of the list.

If you have any assets for which you calculate depreciation with blank G/L account fields, select the asset and click the Asset Detail button to view the asset information. The general ledger fields will appear in the general asset information in Asset Detail.

Enter the G/L Accum Account number and G/L Expense Account number for every asset on which you calculate depreciation. Use the same format for these account numbers as the format used in the general ledger software.

---

**Note:** You may save time by using the Replace feature.

---

### **Important Note if You Customize G/L Account Fields**

Many Sage Fixed Assets users facilitate data entry of the G/L account fields by using the Customize Fields dialog. For example, suppose your G/L Expense Account numbers consist of three numbers, a hyphen, and then three more numbers. In the Customize Fields dialog, you could select the G/L Expense Account field and enter NNN-NNN in the Entry Mask field. When you begin to enter an account number in the G/L Expense Account field, the application enters the hyphen automatically.

However, the application does not recognize the entries in the Entry Mask field when you use the Sage 50 link. If the G/L account fields contain hyphens entered automatically by the application because of entries in the Entry Mask field, these hyphens will not appear in the link export file.

Therefore, if you want the G/L account numbers to have hyphens, you must enter the hyphens manually in the G/L account fields.

## **Step 2: Calculating Depreciation Before Running the Sage Fixed Assets Link**

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

---

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

---

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

1. Calculate depreciation through the month-end before the beginning of the posting period. For example, to create a link file for October 2011, first calculate depreciation through September 2011.
2. Calculate depreciation through the end of the posting period. Continuing the example, you would calculate depreciation through October 2011. The period included in the Depreciation This Run column, shown on the Depreciation Expense report, would include only the month of October (the period since the last time you calculated depreciation).
3. Run the link using a posting date of October 2011.

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

### Step 3: Running a Sage Fixed Assets Link

Before you run a Sage Fixed Assets link, you should have performed the following tasks:

- Make sure that the G/L Expense Account number and G/L Accum Account number have been entered for every asset included in your posting.
- Calculate depreciation for the period you want to post. Typically, users post depreciation amounts once a month. Calculate depreciation by selecting the Depreciate command from the Depreciation menu. Calculate depreciation through the posting date, making sure to select the depreciation book you use for financial reporting (typically the Financial book). Run and review the report for all assets to be included in your output file.

#### **To run a Sage Fixed Assets link**

1. Do one of the following:
  - Select Links/Depreciation Links from the menu bar.
  - Select Links/Asset Addition Links from the menu bar.

---

**Note:** Asset addition links allow you to create assets in the application. The asset information is sent to the application as you enter invoices and/or purchase orders. For information on running an asset addition link, see the *Sage Fixed Assets - Depreciation Links Guide*.

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**Note:** If you have selected a favorite general ledger link, you can select the link directly from the Links menu.

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2. Select the link that you want to run. The link dialog for the selected link appears.

3. Complete the Sage Fixed Assets link dialog, and then click the Preview button to view the G/L Posting report. **This is a required step.**
4. Click the Post button to run the Sage Fixed Assets link.

## Completing the Sage Fixed Assets Link Dialog

**Sage Fixed Assets - Depreciation**

**Sage Fixed Assets Universal**

Post depreciation information to an output file that you can import into your general ledger program. ?

**Step 1: Select the company from which you want to post the journal entry**

Database: <DEFAULT> Company: Gov Organization

**Step 2: Choose the options to generate the journal entry**

Group: All Complete Assets Period Posting Date: 05/18/2012  
Book: Financial Journal Entry Date: 05/18/2012  
Type: Summary Journal Entry Reference Number:

**Step 3: Enter the name and location of the file containing the journal entry**

Link File: C:\PROGRAM FILES\SAGE FIXED ASSETS\GL\_LINK\GLLINK.ASC Browse...

**Step 4: Preview and post the journal entry**

First preview the journal entry to validate and then post. Preview Post

> Which date is used to post to my general ledger? Close

Follow the guidelines below to complete the Sage Fixed Assets link dialog.

- **Database**  
Use this field to specify the database that contains the organization and group of assets for which you want to export depreciation expense information to the general ledger software.
- **Company**  
Use this field to specify the organization that contains the group of assets for which you want to export depreciation information to the general ledger software.
- **Group**  
Use this field to specify a group that you have defined using the Group Manager or the Save as Group command. If you do not select a group from the list, the standard output file will include information for “All Complete Assets” for the current organization, in order by G/L account number.
- **Book**  
Use this field to select the Sage Fixed Assets depreciation book (Financial, Budgetary 1, or Budgetary 2) for which you want to post depreciation expense.  
  
The link will post depreciation for any of the three books, but it will only do so for one book at a time. On the Book Defaults tab of the Edit Organization dialog, make sure that the book for which you are posting depreciation is open.
- **Type (Sage Fixed Assets Universal Only)**  
Use this field to specify the level of detail that you want to include in your journal entry posting file.

☐ **Summary Journal Entry**

Select this option if you want the posting file to include only the total Depreciation This Run amounts for each G/L Expense Account number and G/L Accum Account number.

☐ **Detail Journal Entry**

Select this option if you want the posting file to include the System Number, asset extension number, asset description, depreciation expense, and accumulated depreciation for each asset in the selected group.

■ **Period Posting Date**

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

■ **Journal Entry Date**

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

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

■ **Reference Number**

Enter up to 10 alphanumeric characters as the journal entry number for your general ledger. The application uses this number as a reference number for each record (or row) in the standard output file. This field can include numbers, letters, and hyphens.

■ **Link File**

Use this field to indicate a path and file name for the ASCII files that will be created. You can accept the default directory path and file name, or you can click the Browse button to create a different directory path and/or file name.

■ **Preview Button**

Click this button to create a G/L Posting report containing depreciation expense and accumulated depreciation information for the selected group of assets. The Preview button is available only after you enter a date in the Period Posting Date field.

■ **Post Button**

Click this button to create the depreciation expense journal entry for the selected group of assets.

# Glossary

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For greater detail about many of the terms in this glossary, see the appropriate section of this manual. The index will direct you to specific pages.

## A

### **abandonment**

A type of disposal where you voluntarily scrap an asset because of obsolescence, lack of suitability, or other reasons.

### **accounting period**

An accounting period is the economic cycle for which financial records are maintained. It may be a twelve-month period or a year that is less than twelve months (a short year). A calendar year is an accounting period that begins on January 1 and ends on December 31.

### **accumulated depreciation**

Current accumulated depreciation for an asset is the amount of depreciation taken, including current year-to-date depreciation, from the date the asset was placed in service to the date through which depreciation was last calculated.

### **acquisition value**

An asset's acquisition value is the cost of obtaining the asset. This may be the asset's purchase price, its fair market value, or its basis in the hands of the transferor, depending on the type of transaction. The acquisition value is used as the beginning value for calculating the depreciable basis. See "[depreciable basis](#)."

### **acquisition date**

The acquisition date is a general information field. It represents the date the asset was actually acquired, which may not be the same as the date it was placed in service.

### **adjusted basis**

The application uses an adjusted basis for the gain or loss calculation when assets are disposed. This adjusted basis is the depreciable basis plus salvage value (if subtracted in determining depreciable basis), minus current accumulated depreciation.

### **alphanumeric field**

An alphanumeric character is any letter or number you can create using your keyboard.

### **amortization**

Amortization is a method of recovering the cost of intangible assets using straight-line depreciation.

### **ASCII file**

ASCII means American Standard Code for Information Interchange. An ASCII file is a text file without any special control characters such as for bold text or underlining.

**asset group**

An asset group is a request from a user to search the organization database for assets matching the range criteria the user has entered. For example, you could specify a range of 0 to 500 for the Acquisition Value field, and the application would display a list of assets having an acquisition value of \$500 or less. For more information, see [“Understanding Groups,” page 1-6.](#)

**asset ID**

Many organizations have an existing asset numbering system. The application lets you enter the asset’s existing number in the Asset ID field and lets you search for the asset using that number.

**averaging conventions**

Averaging conventions assume assets are placed in service or disposed of at designated dates throughout the year. An averaging convention generally adopts a prescribed placed-in-service date that simplifies depreciation calculations and record keeping.

Examples of averaging conventions are the midmonth convention, full-month convention, half-year convention, and modified half-year convention.

**B**

**basis**

Basis usually refers to the acquisition value (that is, purchase price); however, basis can have a number of meanings depending on the descriptive word that precedes it. For instance, depreciable basis is generally the acquisition value adjusted for salvage value (for certain depreciation methods only).

**beginning date**

The date through which depreciation was calculated for the asset at the time you entered it in the application.

**beginning depreciation**

Beginning depreciation is the amount of depreciation taken on an asset before the date you want the application to start calculating the asset’s depreciation. For example, if you switch from another depreciation solution to Sage Fixed Assets Depreciation in May 2008 and you want the application to calculate depreciation from the beginning of the 2008 calendar year, an asset’s beginning depreciation would be all depreciation taken on it before 2008. For details, see [Chapter 6, “Working with Assets.”](#)

**book information fields**

The book information fields are the data entry fields for which you enter (or accept) separate values in each depreciation book. All of these fields affect the depreciation calculations. Examples of book information fields include the Depreciation Method and the Acquisition Value.

**boot**

In a trade-in of one asset for another, boot is any cash or note payable given to the seller in addition to the asset traded.

**Budgetary books**

The Budgetary books are depreciation books not designated for specific reporting purposes. The Budgetary 1 and Budgetary 2 books may be defined as you wish.

**bulk disposal**

A type of disposal that occurs when you sell multiple assets for one selling price.

---

**C****calendar year**

A calendar year is the period of twelve months beginning January 1 and ending December 31. It is the most widely used accounting period.

**casualty**

A type of disposal that occurs when an asset is stolen or damaged by a sudden natural cause or vandalism.

**class**

Class refers to user-defined classification codes for grouping fixed assets. Most organizations have such codes. For example, an organization might use this kind of coding system:

A	Automobiles
FF	Furniture and fixtures
HW	Computer hardware

**complex expression**

An expression that uses the *and* operator or the *or* operator to search for multiple criteria.

**criteria string**

A statement or series of statements that qualifies the characteristics of assets to be included in a group. Also called an expression.

**current accumulated depreciation**

See “[accumulated depreciation](#).”

**current extension**

Every System Number contains a numeric extension. Asset extensions reflect the changing condition of an asset that has been partially transferred or partially disposed. The current extension displays the current condition of the asset, as displayed in Asset Detail. See also “[Asset Extension Numbers](#),” [page 7-1](#).

**current through date**

The current through date is the date depreciation was last calculated for the asset in a given book. It is displayed in Asset Detail. Depreciation can be calculated by executing the Depreciate command from the Depreciate menu.

**current year-to-date depreciation**

Current year-to-date depreciation includes all depreciation expense from the beginning of the fiscal year containing the current through date up to and including the through date. (The *through date* is the last date through which you calculated depreciation.)

**custom depreciation method**

The application lets you create custom depreciation methods. You enter annual depreciation percentages for the life of the asset and specify the disposal year averaging convention. When an asset uses the custom depreciation method, the application calculates depreciation each year based on that year’s percentage.

**D****database**

An internal software structure that stores data in a way that makes it extremely easy to search, sort, organize, and retrieve.

**declining-balance depreciation**

Using a declining-balance method of depreciation, assets are depreciated faster than using straight-line depreciation. The asset's net book value is multiplied by a constant rate (125%, 150%, 175%, or 200%, divided by the estimated life), which results in a greater amount of depreciation being expensed in the early years of an asset's life and a smaller amount in later years.

**default**

A default is a selection that appears or is used automatically in the application if you press Enter or make no other choice. For example, if you select OK at the New Organization dialog, a message appears in a dialog asking if you want to create the new organization. The highlighted frame is on the Yes button. Therefore, Yes is the default.

A default also occurs when you enter data in certain book information fields and the application automatically enters information in others. For example, when you enter the Property Type and the Placed-in-Service Date fields, the application provides a default depreciation method, and estimated life.

**depreciable basis**

Depreciable basis is the acquisition value adjusted to arrive at the total amount to be depreciated. See also [“basis.”](#)

**depreciation**

Depreciation is the process of allocating the cost of an asset used in an organization over the period of time during which the asset is used. It also suggests that an asset declines in value because of use, wear and tear, or obsolescence.

**depreciation adjustment**

The application lets you enter year-to-date and accumulated depreciation amounts from your current depreciation books as beginning depreciation. The application then compares the difference between the depreciation entered and what the application would have calculated for the beginning period. The difference between the two, if any, is stored as an adjustment amount and appears in the Depreciation Adjustment report.

If not enough depreciation was taken for the asset, you may choose a depreciation adjustment to adjust for the difference immediately, in the post recovery period, or not at all. For instructions on choosing a depreciation adjustment for each depreciation book, see [“The Book Overrides Tab,”](#) page 4-12.

**depreciation methods**

The depreciation method determines the pattern of allocating the asset's cost to the specific years of its life. For example, a straight-line depreciation method allocates the asset's cost uniformly over its useful life. A declining balance depreciation method allocates a greater cost at the beginning of the useful life than at the end.

**directory**

A directory is a place on a hard drive, equivalent to a folder in a filing cabinet, where the application stores information.



**disposal date**

The disposal date is the date on which the asset was sold, lost, damaged, stolen, exchanged, used up, worn out, broken, retired, or given away. It is not determined by the estimated life, but by the actual disposal or retirement of the asset.

**disposal method**

In the application, there are six disposal methods: sale, abandonment, like-kind exchange, bulk disposal, casualty, and other.

**E****estimated life**

Estimated life is the period over which an asset is to be depreciated or its cost is to be recovered. The estimated life often has nothing to do with the physical life span of an individual asset. The shorter the estimated life, the more rapidly the cost of an asset can be recovered.

**expression**

A statement or series of statements that qualifies the characteristics of assets to be included in a group.

**F****field**

A field is an area that holds (or can hold) program data. Each field on the dialog is labeled for its intended purpose. For example, the first field on the Bulk Disposal dialog is labeled “Disposal Date.”

**Financial book**

The Financial book is for the depreciation calculations used in the preparation of financial statements. It follows Generally Accepted Accounting Principles (GAAP) and can be used for GASB reporting.

**fiscal year**

A fiscal year is the twelve-month period you use to define your accounting year.

**fixed asset**

A fixed asset is property acquired by an organization for use in its operations and having an estimated life of more than one year.

**G****GAAP**

GAAP stands for Generally Accepted Accounting Principles. These include both guidelines and specific rules and procedures issued by bodies within the accounting industry, principally the Financial Accounting Standards Board (FASB) and the American Institute of Certified Public Accountants (AICPA), to standardize accounting practices. The goal of these principles is for firms to produce financial records that fairly reflect their operations.

### **gain or loss**

Fixed assets that are disposed of usually are sold at a price above or below the net book value of the asset. This results in a gain or loss. The Disposal Report shows whether the disposal of an asset results in a gain or loss. The calculated gain or loss is the amount realized. Gains and losses on certain types of dispositions need not be recognized. Recognition may also be deferred.

### **GASB**

GASB stands for Governmental Accounting Standards Board. The GASB was created in 1984 to establish standards for financial accounting and reporting for state and local governments.

### **general information fields**

General information fields hold information about assets that does not affect the depreciation calculations but which is useful for asset management. For example, you can enter information about the *G/L asset account*, the *purchase order*, and the *vendor*. You can customize the general information fields and also define and use twelve additional fields for your own purposes.

### **Generally Accepted Accounting Principles**

See “GAAP.”

### **Governmental Accounting Standards Board**

See “GASB.”

### **group**

An asset group is the result of a request from a user to search the organization database for assets matching the criteria the user has entered. For example, you could specify a range of 0 to 500 for the Acquisition Value field, and the application would display a list of assets having an acquisition value of \$500 or less.

By defining and using groups you can quickly and efficiently view, run reports, and/or project depreciation for a selected group of assets.

## **H**

### **half-year convention**

The half-year averaging convention treats all property placed in service during any year (or disposed of during any year) as if it were placed in service (or disposed of) at the midpoint of such year.

## **I**

### **image**

An image can be a scanned picture of an asset, a drawing of an asset created with a number of software packages, or a scanned picture of documentation, such as a warranty, that you want to keep with the asset.

### **image list**

The image list is a collection of images that can be opened on the Images tab. You can associate any number of images in the image list to the asset you are viewing. The list is built using the Image Manager, which is available from the Customize menu.

**inactive assets**

In the application, assets can be inactivated. This removes them from all reports except the File Listing. Inactive assets can be reactivated. Inactive assets will not be depreciated, so be sure assets are fully depreciated before they are inactivated.

**infrastructure assets**

Infrastructure assets are long-lived assets that are generally stationary. Examples of infrastructure assets are roads, bridges, sewer systems, and street lighting systems. Buildings are not considered infrastructure assets unless they are an integral part of a network of infrastructure assets, such as a rest area facility associated with a highway.

**intangible assets**

Intangible assets are those assets that provide future economic benefit but have no physical substance. Examples include goodwill, patents, copyrights, and trademarks.

**L****land improvements**

Land improvements are the costs of readying land for its intended use. Examples of land improvements are the costs of excavation, fill, grading, and installation of utilities; landscaping; fencing; and parking lots. Land improvements are depreciable if they are subject to wear and tear.

**like-kind exchange**

A type of disposal that occurs when you exchange an asset for a similar asset. It can include the receipt of money or dissimilar property.

**N****net book value**

The net book value of an asset is its acquisition value minus its total accumulated depreciation.

**numeric field**

A numeric field accepts only numbers (no letters or other keyboard characters except a single decimal point). For example, a field used to enter dollar values is a numeric field.

**O****organization**

You define an organization for the purpose of grouping assets and is not necessarily a jurisdiction. For example, it may be a state, a county, a city, or a school district.

**organization setup**

Defines critical depreciation-related elements of an organization, such as short years and book defaults.

**P****partial transfer**

You can transfer less than the entire acquisition value of an asset from one location to another. When you perform a transfer within an organization, the partial transfer can occur between any descriptive field in the application. You select the descriptive field in the Transfer By field on the Edit (or New) Organization dialog. (For a transfer to another organization, you cannot select a descriptive field because the transfer occurs between *organizations*, by definition.) The most common examples of partial transfers are between locations, organizations, or G/L accounts.

**personal property**

Personal property generally includes fixed assets that are movable (that is, not attached to the land), and that are not real property (buildings). Equipment and machinery are examples of personal property.

**placed-in-service date**

The date that an asset is ready and available for a specified use is the date it was placed in service for depreciation purposes. This date is entered for each depreciation book and may be different from the date it was acquired. You can enter an acquisition date in the general information field if you need it for warranty, insurance, or other purposes.

**postrecovery period**

The postrecovery period is the period that begins immediately after the end of an asset's normal depreciable life.

**primary organization**

When merging two or more organizations, the first organization you select is referred to as the primary organization. The fiscal year-end date and any short years of this primary organization are used to determine whether the rest of the selected organizations are compatible for merging.

**printer port**

A printer port is where your printer cable connects to the computer.

**property type**

There are two types of property in the application: depreciable and non-depreciable.

**R****RAM**

RAM stands for random access memory. It is your computer's internal memory, which the application uses as its work space and temporary storage area. The application saves data permanently on your computer's hard drive.

**range**

You can specify which assets to include in an Asset Group or in a report by selecting a range of assets. The range specifies which values must be found in the selected field for the asset to be included. For example, if the range for acquisition value is 0 to 500, any asset having an acquisition value of \$500 or less will be included in the group results or in the report.

**reactivate assets**

An asset that has been made inactive may be made active again. An inactive asset is no longer depreciated and does not appear on reports. After being reactivated, the asset again appears in reports and recommences depreciation, if its cost is not fully recovered.

**real property**

Real property includes land and generally anything erected on or attached to the land, such as a building or a parking lot.

**recovery period**

The recovery period is the period of time over which an asset is depreciated.

**refresh**

Updates all data in the current group. Select View/Refresh from the menu bar.

**remaining asset**

The remaining asset represents the amount of basis left after a partial transfer or a partial disposal has occurred. It is always the last numbered extension in a partial transaction.

**remaining life**

Remaining life is an asset's original estimated life less the number of years for which depreciation has already been taken.

**remaining value**

Remaining value is an asset's original depreciable basis less depreciation taken to date. It is also called remaining basis.

**Replacement Value**

Replacement Value represents the increase (or decrease) in the value of your assets. You can use Replacement Value to determine the equivalent cost of purchasing assets new today. Replacement Value is calculated annually for an asset when depreciation is run.

**replicate [an asset]**

Fixed assets that are similar or identical can be entered once and then replicated as many as 999 times to speed up the data entry process. For example, if you had four identical chairs, you might enter the first one and then replicate that asset three times.

**S****sale**

A type of disposal that occurs when you sell an asset for:

- Cash
- Cash and noncash items (if not qualifying as an exchange).

**salvage value**

The salvage value of an asset is the value it's expected to have at the end of its useful life. Straight-line, sum-of-the-years'-digits, and custom depreciation methods subtract salvage value from an asset's depreciable basis, while other methods will not depreciate below the salvage value.

**short year**

A short year occurs when there is an accounting period of less than twelve calendar months. It often appears in the first and last years of an organization's life.

**simple expression**

A simple expression is an expression that searches for just one criterion.

**SmartList**

A SmartList is a customized list box of available entries for a field. You can give a field a SmartList by using the field customization feature.

**sort**

To sort a report means to put the items in the report in a specified order. For example, the simplest way to sort a report is to let the application print the assets in order by System Number. You can specify that you want the assets sorted by some other field, such as by *class*, if you want the assets organized for a particular purpose. Use the Group Manager to define how you want the assets to be sorted.

**straight-line depreciation**

Straight-line depreciation generally allows an equal amount of depreciation for each year in the asset's estimated life. Exceptions for the first and last years in the life are caused by the averaging convention in use for the asset.

**sum-of-the-years'-digits depreciation**

Sum-of-the-years'-digits depreciation is an accelerated method of depreciation that results in a greater amount of depreciation being expensed in the early years of an asset's life and a smaller amount in later years.

**system (or SYS) number**

The application assigns each asset a permanent system number that can be used to find the asset in the data files. The number is different for each asset. When you set up an organization, you determine what the beginning system number will be. The application also uses the system number in sorting assets in reports.

**T**

**tab**

The application makes efficient use of the space on a dialog by providing tabs which provide access to different types of information on that dialog.

**tangible assets**

Tangible assets are those assets that provide economic benefit and have physical substance. See also [“intangible assets.”](#)

**template**

An asset template is predefined asset information for a certain kind of asset. Once you have saved as much or as little data as you want for an asset as an asset template, you can use the template to quickly create new assets that need only a small amount of modification to be unique, for example, giving each asset its own asset number.

**transfer by**

The transfer by key indicates the field that the user establishes as a cost center to transfer assets. The most common applications would be a location, G/L account, or organization.

**transferred asset**

A transferred asset is the amount of basis being transferred out of an asset, creating a new unique System Number.

**U****utilities**

Utilities are programs or functions of an application that help the user maintain the database and perform other tasks that are not the primary purpose of the program. For example, some of the utilities let you inactivate assets, reset depreciation, and export ASCII files.

**W****whole transfer**

A whole transfer occurs when an asset's entire acquisition value is moved from one location to another. A whole transfer can occur between any descriptive field in the application. This is set on the New (or Edit) Organization dialog in the Transfer By field. The most common examples of whole transfers are between locations, organizations, or G/L accounts.





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