

Sage Fixed Assets Links and Integrations

User guide

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Chapter 1 Introduction

Sage Fixed Assets—Depreciation Links are readily available to any customer and come pre-installed with your Sage Fixed Assets software solution. The links are highly visible and easy to locate on a "Links" menu in Sage Fixed Assets—Lite Depreciation, Sage Fixed Assets—Depreciation, and Sage Fixed Assets—Premier Depreciation. All links to Sage Fixed Assets G/L packages are available at no-charge, and third-party integrations as well as the Sage Fixed Assets Universal link are available at a nominal charge. Sage Fixed Assets—Depreciation for Government & Nonprofit Organizations includes a dedicated link to Abila MIP Quick Asset Entry.

This document is intended to provide an overview of each link, including how to activate the integration (if necessary), how to initiate and run the link, and how to access the fixed asset data from within the general ledger. This guide should be considered a handy source of information about the wide variety of integrations that are available from Sage Fixed Assets. For more detailed information about how to use any Sage product, please reference the built-in online Help or your Sage Fixed Assets user's guide or contact the appropriate customer support team.

Sage Fixed Assets—Depreciation Links provide a convenient and effective method of moving fixed asset information from your Sage Fixed Assets solution into your General Ledger or other accounting system. By utilizing a fixed asset solution that transfers data with a few simple clicks of the mouse, you ensure the consistency of the information you've entered and reduce the risk of data errors. Valuable time is saved when your fixed asset information does not have to be re-keyed into another system following a run of depreciation.

Sage Fixed Assets has developed several dedicated links to other Sage products, including Sage 100, Sage 300 Construction and Real Estate, Sage 300, and more. Integrations also exist to several third-party systems, and the Sage Fixed Assets Universal link can deliver fixed asset data to any system capable of importing a standard ASCII file. Depending on the level of integration involved, these links work in a variety of ways to help you work more efficiently.

See the table on the next page for more information on these links.

Sage Fixed Assets Integration Chart

		i te ciation		dard ciation		w ork ciation		mier ciation
	Lite for Sage 50 Sage 50 Fixed Assets	Lite Depreciation	U.S. Companies	Gov & NP Orgs Canadian Orgs	U.S. Companies	Gov & NP Orgs Canadian Orgs	U.S. Companies	Gov & NP Orgs Canadian Orgs
Abila MIP				2		2		2
Abila MIP Asset Entry				2		2		2
CCH [®] ProSystem fx [®] Tax		2	2		2		2	
CPA Accounting		1	1	1	1	1	1	1
Microsoft Dynamics SL		1	1	1	1	1	1	1
Sage 100 Advanced **					2b	2ab		
Sage 100 Premium **					2b	2ab	1	1
Sage 100 Standard **		2	2	2a	2	2a		
Sage 300		2	2	2	2	2	2	2
Sage 300 AP/ PO		2	2	2***	2	2***	2	2***
Sage 300 Construction and Real Estate		1	1	1	1	1	1	1
Sage 300 Construction EQ Cost		1	1		1		1	
Sage 50 CA		1	1	1	1	1	1	1
Sage 50 US	2	1	1	1	1	1	1	1
Sage 500 ERP		2	2	2	2	2	2	2
Sage 500 ERP AP/PO							2	2
Sage Fixed Assets Universal		1	1	1	1	1	1	1
Sage Intacct		1, 2c	1, 2c	1, 2c	1, 2c	1, 2c	1, 2c	1, 2c
Sage Intacct AP/PO		2c	2c	2c	2c	2c	2c	2c
Sage X3 *			2		2		2	

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Notes

- 1 Level one link Export a file from Sage Fixed Assets for import into the other accounting program.
- 2 Level two link Integrates directly between Sage Fixed Assets and the other accounting program.
- a Available if allocation is not used for general ledger accounts.
- b Installation of the Sage Fixed Assets Network client is required on the same server as the Sage 100 Advanced or Premium server for the level two integration to function properly.
- c Subscription licenses only.
- * Sage X3 customers can use a dedicated link to post depreciation in Sage X3. For more information on the Sage X3 Posting Link, please contact Sage X3 at 866-530-7243.
- ** Sage 100 level two integration is accessed from within Sage 100, not from Sage Fixed Assets.
- *** Canadian organizations only.



- Refer to the <u>Sage Intacct Link Guide</u> for guidance on using the Sage Intacct Level one link.
- Refer to the <u>Sage Intacct Posting and AP/PO Links Guide</u> for guidance on using the Sage Intacct level two link and the Sage Intacct AP/PO link.

Chapter 2 Sage 300 Link

The Sage 300 Link exports depreciation transactions for one Sage Fixed Assets company, or one group within a company, at a time. The link posts depreciation directly from Sage Fixed Assets to the Sage 300 generalledger program. When you post depreciation in Sage Fixed Assets, the system does not create a posting export file. You only need to run the link in Sage Fixed Assets and post the journal entry in the Sage 300 general ledger program.

Note: We refer to all versions of Sage Fixed Assets—Depreciation that are compatible with this link as "Sage Fixed Assets." For a list of products that work with this link, see the chart on page 5. In this chapter, "Sage Fixed Assets" does not include Sage Fixed Assets—Tracking or Sage Fixed Assets—Planning.

Installing the Link

The Sage 300 Link is preinstalled; the system installs the link when you install Sage Fixed Assets.

Preparing the Data in Sage Fixed Assets

Step 1: Checking the G/L Account Numbers in Sage Fixed Assets

You must make sure that all assets for which you want to post depreciation in Sage Fixed Assets contain G/L Account numbers that match the G/L Account Number list in the Sage 300 accounting program.

1. In the Asset List, scroll to the right to view the G/L Account numbers.

	System	Number: Group:		nplete Assets	Go 🗸 🛗 🤇		Assets in Group: 4						
All	Sys No	B	0	Status	Asset ID	Description	Acquisition Date	Location	Departm	Class	G/L Expense Account	G/L Asset Account	G/L Accum Accou
۶.	1			Active			01/02/2022			7	100-71000	100-15150	100-16160
	2			Active			01/04/2022				200-71000	200-15150	200-16160
	3			Active			01/02/2022				100-71000	100-15150	100-16160
				Active			01/02/2022				100-71000	100-15150	100-16160

2. Make sure that all the assets contain the correct G/L Expense Account numbers and G/L Accumulated Account numbers.

Tip: You can use the Replace feature to globally replace G/L Account numbers. For information on using the Replace feature, see your Sage Fixed Assets online guide or online Help.

Step 2: Depreciate Assets in Sage Fixed Assets

The next step is to calculate depreciation in Sage Fixed Assets for the period for which you want to post depreciation. In our example, we want to post depreciation for December 2023.

We need to make sure that the Depreciation This Run column on the Depreciation Expense report represents only the depreciation for one month. First, we'll calculate depreciation for the month prior to the date that we want to post (that is, November 2023).

1. Select Depreciation/Depreciate from the menu bar. The Depreciate dialog appears.

Depreciate			
Select a group, book(s), and run o		culations will be updated.	i c ?
Group < <u>All Complete Assets</u> Active Assets Current Assets Disposed Assets Images Inactive Assets Store #1 Subject to Prop Tax	Books Select All Tax Internal State AMT ACE Budget 1	Date Calculate depreciation through the following date: 11/30/2028	Run Options Force recalculation What is this? Update current reporting period Choose Report: Depreciation Expense V
	Budget 2	Verify Run Date View Reporting Period	Send To:
> How do I depreciate for a spec	fic period?		OK Cancel

- 2. Select the book and group of assets for which you want to calculate depreciation, and then enter the date in the Calculate Depreciation Through field. For this example, enter **11/2023**.
- 3. Clear the Window check box because you do not need to view the Depreciation Expense report at this time.
- 4. In the Choose Report field, leave the default selection of Depreciation Expense.
- 5. Select OK. The system calculates depreciation for November.

Next, we will calculate depreciation for the period for which we want to post depreciation.

- 6. On the Depreciate dialog, make sure the book and group of assets for which you want to calculate depreciation are still selected, and then enter the new date in the Date field. This time, enter **12/2023**.
- 7. Select the Window check box.

Sage

- 8. Select the Update Current Reporting Period check box.
- 9. Select OK. The system calculates depreciation and displays the Depreciation Expense report.

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					Dep	age 300 In reciation Expe s of Decembe	ense Repo	Drit				
Book = FYE Mo	Internal nth = December									Grou	• = All Complete /	Ass
Sys No	in Svc Ext Date	Acquired Value	P Depr T Meth	Est Lile	Salv/168 Allow Sec 179	Depreciable Basis	Pria: Thru	Prior Accum Depreciation	Depreciation This Run	Current YTD Depreciation	Current Accum Depreciation	Ke
000002 000003	000 01/02/22 000 01/04/22 000 01/02/22 000 01/02/22	128,500.00 128,500.00 98,500.00 128,500.00	P RV-MM P SLMM	07 00 07 00 10 00 07 00	0.00 0.00 0.00 0.00	128,500.00 128,500.00 98,500.00 128,500.00	11/30/23 11/30/23	17,592.26 17,592.26 9,850.00 17,592.26	1,529,76 1,529,76 820,83 1,529,76	18,357.14 18,357.14 9,850.00 18,357.14	35,949.40 35,949.40 19,700.00 35,949.40	
Less	Grand Total disposals and transfers Count =0	484,000.00 0.00			0.00 0.00	484,000.00 0.00		62,626.78 0.00	5,410.11	64,921.42	127,548.20 0.00	
N	let Grand Total Count = 4	484,000.00			0.00	484,000.00		62,626.78	5,410.11	64,921.42	127,548.20	:

10. Note the amount of \$5,410.11 in the Depreciation This Run column. This is the total amount that Sage Fixed Assets sends to the Sage 300 program, so you'll need to remember this number to make sure that the link worked correctly.

The Depreciation This Run column shows the amount of depreciation that was calculated between the next-to-last depreciation calculation (on November 30, 2023, which is shown in the Prior Thru column) and the last depreciation calculation (on December 31, 2023, which is shown in the heading of the report).

Posting Depreciation in Sage Fixed Assets

Follow the steps below to post depreciation in Sage Fixed Assets. The system sends the depreciation journal entry for the selected period and group of assets directly to the Sage 300 program.

- 1. Select Links/Depreciation Links/Sage 300 from the menu bar. The Sage 300 dialog appears.
- 2. Make sure that you select the correct database and company.
- 3. Select the same asset group, book, and period posting date that you selected when you depreciated assets.

Note: The default date for the Journal Entry Date field is today's date, but you can change this date if desired.

- 4. Enter a reference number if desired; it is not required.
- 5. Select the Preview button. The system displays the Posting Preview report.

Book: Internal			Group: Act	ive Acceto
FYE: December			Reference Number:Dec	
	Account Number	Account Name	Debit	Credit
	100-17170	Depreciation Expense	820.83	
	200-17170	Depreciation Expense	4,589.28	
	100-16160	Accumulated Depreciation		820.83
	200-16160	Accumulated Depreciation		4,589.28

Note that the Grand Total amounts in the Debit and Credit columns match the Grand Total amounts in the Depreciation This Run column on the Depreciation Expense report.

On the Sage 300 link dialog, select the Post button. The system displays the Sage 300 G/L Link Login dialog.

Login						
Enter a user nar depreciation wil		vord to login to Sage 300,	then select the o	company to w	hich	
User Login						
	User Name:	ADMIN				
	Password:	*****				
Sage 300 Com	npany					
Com	ipany Name:	Sarah 300 Test		2		
				OK	_	Cancel

- 6. Enter a Username and Password and select the Sage 300 company to which you are posting depreciation.
- 7. Select OK. The system displays the Sage 300 G/L Link Posting Parameters dialog.



Sage 300	×
Posting Parameters	
To complete the posting, specify the posting paramet	ers and click the Send button.
Posting Parameters	
Source Ledger: GL	Fiscal Year: 2023
Source Type: JE	Fiscal Period: 12
	Send Close

- 8. Enter the Source Ledger and the Source Type. The default Source Ledger is GL, and the default Source Type is JE.
- 9. Enter the Fiscal Year and Fiscal Period for which you are posting depreciation.
- 10. Select the Send button. The system displays a message indicating the journal entry has been sent successfully to the Sage 300 program.



Posting the Journal Entry in Sage 300

Step 1: Verifying the Journal Entry

- 1. In the Sage 300 program, open the desired company.
- 2. In the left-hand pane, select General Ledger, and then select G/L Transactions.

lome					
Open Close Page Des	Print trination	Up One View	 Edit Macro Options 	Notes Website Sage Data & Analytics	() About
File	Objects	Desktop View	Macros	Miscellaneous	Help
Sarah Test Integration 300 > Accounts Payable	G/L Transaction	s (Batch List)			
> Administrative Services	Licensed to: , Test Dealer:				
> Common Services	CC:				
✓ General Ledger					
Financial Reporter		iii) 🖬			
G/L Accounts	Batch List Jour	nal Entry Post Ba	tches		
G/L Periodic Processi					
G/L Reports					
G/L Setup					4
G/L Transactions					4
> Inventory Control					
Sage Fixed Assets Integr					
	-				



3. In the right-hand pane, double-click the Journal Entry icon. The Journal Entry dialog appears.

latch Number latch Description		N Q +		Entered By ADMIN	0
intry Number	∢ ∢ 00000			Debits:	0.00
ntry Description				Credits:	0.00
Document Date	04/13/2023 Pc	sting Date 04/13/202	3 Year/Period 2023 - 12	Type:	Entered
ource Code	GL- Q			Status:	Open
intry Mode	() Normal	Quick	Auto Reverse		
intry Type	Standard	Tax Group	۹ ۵		Create Tax Details
Lin Reference	Description	Q Account	Account Description	Debit	Credit Dat
<			_		,

4. Select the lookup icon to the right of the Batch field to view the general ledger batches. The Finder Batches dialog appears.

nd By: Show a	ll records	✓ F	ind Now Set C	Criteria	
			Auto Search		
Batch Number	Description	Туре	Status	Source Ledg	er
	Description Depreciation Ex	Type Subledger	Status Open	Source Ledg GL	er
Batch Number 000001					er

5. Highlight the desired batch and choose the Select button. The system displays

the G/L Journal Entry dialog.

atch Number atch Description	Depreciation Expense for 12	1 Q + /31/2023		Entered By ADMIN Entries:	Required
ntry Number	◀ ◀ 00001 ▶ ▶	9 +		Debits:	5,410.11
ntry Description	Depreciation Expense for the	Period Ended 12/31/	2023	Credits:	5,410.11
locument Date	04/13/2023 Posting GL-JE Q G/L Je	g Date 12/31/20 purnal Entry	23 🛗 Year/Period 2023 - 12 🛗	Type: Status:	Subledger Open
ntry Mode	Normal O	luick	Auto Reverse		
ntry Type	Standard	Tax Group	< 5		Create Tax Details
Lin Reference	Description	Q, Account	Account Description	Debit	Credit Date
1 Dec 23	Period Depreciation	200-17170	200-17170	4,589.28	0.00 12/31/202
2 Dec 23	Period Depreciation		200-16160	0.00	4,589.28 12/31/202
3 Dec 23	Period Depreciation	100-17170	100-17170	820.83	0.00 12/31/202
4 Dec 23	Period Depreciation	100-16160	100-16160	0.00	820.83 12/31/202
<					>
	5,410.11	Credits	5,410.11	t of Balance By	0.0

6. Verify that the Debit and Credit columns match the Debit and Credit columns on the Depreciation Posting report in Sage Fixed Assets.

Step 2: Posting the Journal Entry

1. In the Sage 300 program, select General Ledger and then G/L Transactions in the lefthand pane.



2. In the right-hand pane, double-click the Batch List icon. The system displays theG/L Batch List dialog.



atch Number	000001 Q Sou	urce Ledger	Show	v Posted and Deleted B	latches		
Batch Number	Description	Source Ledger	Edited	Ready To Post	Туре	Status	
000001	Depreciation Ex	GL	4/13/2023	No	Subledger	Open	

- 3. Highlight the batch that you want to post.
- 4. Select the Post button. The system displays a message indicating the batch is now set to ready.
- 5. Select the Yes button. The system displays a message indicating the posting has been completed successfully.



6. Select the Close button.

Step 3: Verifying the Amounts Posted

- 1. In the left-hand pane, select General Ledger, and then select G/L Transactions.
- 2. In the right-hand pane, double-click the Batch List icon. The system displays the Batch List dialog.
- 3. Highlight the batch that you want to verify.
- 4. Select the Open button. The system displays the G/L Journal Entry Posted dialog.



Batch Number	◀ ◀ 000001 ►)	·I Q +		Entered By ADMIN		
Batch Description	Depreciation Expense for 12	2/31/2023		Entries:		1
Entry Number	I ▲ 00001	► N Q		Debits:		5,410.11
	Depreciation Expense for th		2022	Credits:		5,410.11
Entry Description		e relioù Endeù 12/31/	2023			
Document Date	04/13/2023 Postin	g Date 12/31/20	23 Year/Period 2023 - 12	Type:		Subledger
Source Code	GL-JE Q G/LJ	ournal Entry		Status:		Posted
Entry Mode	Normal	luick	Auto Reverse			
Entry Type	Standard	Tax Group	٩ .		Create T	ax Details
Lin Reference	Description	Q, Account	Account Description	Debit	Credit	Date
1 Dec 23	Period Depreciation		200-17170	4,589.28		12/31/202
2 Dec 23	Period Depreciation		200-16160	0.00		12/31/202
3 Dec 23 4 Dec 23	Period Depreciation Period Depreciation		100-17170 100-16160	820.83 0.00		12/31/202 12/31/202
<						>
	5,410,11	Credits	5.410.11	Out of Balance By		0.

- 5. Verify that the amounts in the Debit and Credit columns are correct.
- 6. Verify that the Status field now indicates that the journal entry has been posted.

Chapter 3 Sage 300 AP/PO Link

This chapter describes how to set up the Sage 300 AP/PO Link in Sage 300. It also describes how to use the integration features to update Sage Fixed Assets with asset information recorded in Sage 300.

The Sage 300 AP/PO Link lets you:

- Identify items as fixed assets when you purchase them or when you withdraw them from inventory for internal use by your company.
- Send asset information that you have identified in Sage 300 to Sage Fixed Assets.
- Synchronize template information between Sage 300 and Sage FixedAssets.

The Sage 300 AP/PO Link also provides an audit trail for assets created by Sage 300 applications (Accounts Payable, Intercompany Transactions, Purchase Orders, and Inventory Control) for Sage Fixed Assets.

Note: We refer to all versions of Sage Fixed Assets—Depreciation that are compatible with this link as "Sage Fixed Assets." For a list of products that work with this link, see the chart on page 5. In this chapter, "Sage Fixed Assets" does not include Sage Fixed Assets—Tracking or Sage Fixed Assets—Planning.

Installing the Link

In the Sage 300 application, the AP/PO link is called "Sage Fixed Assets Integration." You install and activate Sage Fixed Assets Integration as you would any other Sage 300 program.

You must install and activate System Manager version 5.5 or later and the latest service pack before you can use Sage Fixed Assets Integration. In addition, you must install and activate version 5.5 or later of one or more of the following Sage 300 programs:

- General Ledger and Subledger Services
- Accounts Payable
- Inventory Control

If you use Sage 300 Purchase Orders and Intercompany Transactions, you must also use version 5.5 or later of those programs.

If you use Intercompany Transactions, note also that you must activate Sage Fixed Assets Integration for the ICT company and all the originator companies you use.

Preparing the Company in Sage Fixed Assets

The Asset Template feature in Sage Fixed Assets allows you to save asset information, which you can then copy into individual assets. You create an asset specifically designed to be saved as a template, completing certain fields (for example, general ledger fields, depreciation method, and estimated life).

- 1. In Sage Fixed Assets, enter a new asset that you want to save as a template.
- 2. Select Asset/Save as Template from the menu bar. The Save as Template dialog appears.

reate a set of predefined field entrie pplied when creating new assets.	es that can be 💼
Enter new template name:	
	Rename
Existing Templates:	Delete
Sage 300 Sage 300 Template	Сору

- 3. Enter a name for the template you are creating, and then select OK.
- 4. Repeat steps 1 through 3 to create a template for each type of asset that you will be creating.

Setting Up Sage Fixed Assets Integration

This section describes the options you can select for Sage Fixed Assets Integration, and it guides you through the setup process.

Step 1: Setting Up Security for Sage Fixed Assets Integration

If you use security with your Sage 300 system, you must grant users access privileges to the Sage Fixed Assets Integration folder, as for other Sage 300 programs.

You use Administrative Services to define security groups for Sage Fixed Assets Integration, specifying the functions that members of each security group can perform, and then you assign users to the security groups. (For detailed information on activating security and setting up security groups, see the Sage 300 *System Manager Administrator Guide*.)

You can define and assign security authorizations for the following Sage Fixed Assets Integration functions:

— **Sage Fixed Assets Integration Setup** — lets you view and edit setup options in F/A Options. It also lets you print the F/A Options report.

— **Sage Fixed Asset Inquiry** — lets you view, edit, and delete asset details in the Asset Inquiry dialog, and it lets you print the F/A Assets report.

— Create Sage Fixed Assets — lets you create asset records for Sage Fixed Assets.

— **Clear Created Sage Fixed Assets** — lets you clear details for assets for which you have created records in Sage Fixed Assets.

Step 2: Selecting Integration Options

After installing and activating the Sage Fixed Assets Integration program, you need to select options that determine how Sage 300 interacts with Sage Fixed Assets. You specify:

- The Sage Fixed Assets product you want to integrate with Sage 300.
- The Sage Fixed Assets database and company (or organization) to use as defaults in Sage 300 programs (for example, in Accounts Payable Invoice Entry).
- A Sage FixedAssets asset template to use as the default in the Sage 300 programs you use to identify assets for Sage Fixed Assets.
- How the asset will be created in Sage Fixed Assets.
- Sage 300 schedules to use for synchronizing Sage Fixed Assets information, creating assets in Sage Fixed Assets, and clearing asset information automatically in Sage Fixed Assets Integration.

Note: You cannot save Sage Fixed Assets Integration options if other users are working with Sage Fixed Assets Integration dialogs or with other Sage 300 dialogs that integrate with Sage Fixed Assets.

To set options for Sage Fixed Assets Integration

1. Double-click the Sage Fixed Assets Integration folder.





2. Double-click the Options icon. The F/A Options dialog appears.

)AT - F/A (Help	Options				-	×
Company	Integration	Schedule					
Sarah ⁻	Test Integratio	n 300					
Contact N Telephone Fax Numb	•		 				
Tax Numb]			

The Company tab displays information about the currently open Sage 300 company.

3. In the Contact Name, Telephone, and Fax Number fields, make any required changes to the contact information that appears on the Company tab, and then select the Integration tab.

ACCDAT - F/A Options File Help		-		×
Company Integration Schedule				
Product	None			~
Database				Q
Company/Organization				Q
Template				Q
Create Assets By	Applying Template			
		Sy	nchronize	e
Save			Cle	ose

4. From the Product list, select the product with which you want to exchange asset data, and then select Save.

Note: The Product list displays only the Sage Fixed Assets products installed on your machine.

Once you select Save, the Synchronize button and the Sage Database field



become available, as shown here:

ACCDAT - F/A Options File Help	5	-	×
Company Integration Schedu	le		
Product	Sage Fixed Assets - Premier Depreciation		~
Database	[Q
Company/Organization			Q
Template			Q
Create Assets By	Applying Template		
		Sy	nchronize
Save			Close

5. Select the Synchronize button to copy the Sage Fixed Assets database, company (or organization), and template information to Sage 300, which you can then select using the Finders on the Integration tab.

A message indicates that the synchronization is complete.

- 6. Select the Close button to remove the message.
- 7. Use the Finder for the Database field to select the Sage Fixed Assets database you want to integrate with Sage 300.

The database you select appears automatically in Sage 300 dialogs that you use to record fixed asset details.

8. Use the Finder for the Company/Organization field to select the Sage Fixed Assets company (or organization) with which to integrate.

Your selection for this field appears automatically in Sage 300 dialogs that you use to record fixed asset details.

9. Select the Sage Fixed Assets Template for the type of asset (such as equipment, furniture, or building) you will add most often using Sage 300.

Note: Sage Fixed Assets templates facilitate the systematic creation of assets in Sage Fixed Assets. They define standard entries, such as the depreciation method and the estimated useful life, for each asset type. You set up the templates in Sage Fixed Assets.

The template you select appears as the default in the Sage 300 dialogs that you use to record asset details for Sage Fixed Assets.

If you use the option to apply a template when creating assets, asset records you create for Sage Fixed Assets will include all the general information and book information from the template.

10. In the Create Assets By field, select the method for creating the asset record in Sage Fixed Assets.

Applying Template. Choose this option if you want to use the general information and book information from the selected template in the asset records you create for Sage Fixed Assets. If you choose this option, the Placed in Service date and Acquisition Value information will post only to the Tax book.

Applying Template Then Forcing Book Defaults. Choose this option if you want the new records to use the general information from the asset template but use the book and system defaults in Sage Fixed Assets for the book information when creating the asset. This option is the recommended setting, especially if you want to enter data into the Internal (Financial) book, in addition to the Tax book. When Sage Fixed Assets Integration creates the asset records, it inserts data in the asset records in thisorder:

- It applies the general information specified in the template for each transaction.
- It uses the information entered in Sage 300 and runs the Force Defaults function in Sage Fixed Assets to create the book information for the asset record.

Regardless of the method you use to create the asset records, the program always uses the description, document date, quantity, value, PO number, and vendor number entered in the original transaction in Sage 300.

Company Integration Sche	edule	
Product	Sage Fixed Assets - Premier Depreciation	~
Database	SR300PS	Q
Company/Organization	Sage 300 Integration	Q
Template	Sage 300	Q

The Options dialog should look similar to this dialog:

11. Select the Schedule tab.

Company Integration Sc	h <u>e</u> dule			
Synchronize Data Schedule Code		। ৭ 🕫 🗍		
Date Last Synchronized	04/13/2023			
Create Assets				
Schedule Code		Q 🗗 🗌		
Date Last Run	//			
Clear Created Assets				
Schedule Code		୍ 🗖 🗌		
Date Last Run	//			

This tab allows you to select a schedule code if you want to run each of the following integration processes automatically from the Reminder List at regular intervals:

- **Synchronize Data.** You synchronize data to update the Sage Fixed Assets databases, companies (or organizations), and templates tables in Sage300.
- **Create Assets.** When you create assets from the Reminder List, the program creates records for fixed assets processed in all Sage 300 programs.
- **Clear Created Assets.** When you clear assets using the Reminder List, the program clears assets for all Sage 300 programs.

Note: Using the Schedule tab is optional. You can also synchronize data manually using the Synchronize button on the Integration tab of the F/A Options dialog. You can create and clear assets using the respective dialogs in the Sage Fixed Assets Integration folder.

12. Select the Save button.

Step 3: Printing Sage Fixed Assets Integration Options

Once you have selected Sage Fixed Assets Integration options, you should print the F/A Options report, and file it for future reference.

To print the F/A Options report

1. On the F/A Options dialog, from the File menu, select Print.

The program sends the report to your usual print destination.

Print from the Preview window: If you use Preview as your print destination, the report appears in a Business Objects window. You can obtain a hard copy of the report by selecting the printer icon at the top left corner of the window.



Sample F/A Options Report

/14/2023 9:52:58AM	Sarah Test Integration 300	Page 1
AOptions (FAOPT)		
ompany		
Company Name: Address:	Sarah Test Integration 300 2325 Dulles Corner Elvd	
Addres:	2325 Dulles Corner Bivd Suite 700	
	Herndon, VA20171	
	USA	
ntegration		
Product:	Sage Fixed Assets - Premier Depreciation	
Database:	SR300PS	
Company/Organization:	Sage 300 Integration	
Template	Sage 300	
Create Assets By:	Applying Template	
chedule		
Synchronize Data		
Schedule Code:		
Date Last Syncrhonized:	4/13/2023	
Create Assets		
Schedule Code:		
Date Last Run:		
Clear Created Assets		
Schedule Code:		
Date Last Run:		

Using Sage Fixed Assets Integration

In this section you will learn how to:

- Use Sage 300 Accounts Payable to enter fixed asset details for Sage Fixed Assets along with purchase transactions.
- Use Sage 300 Purchase Orders to enter fixed asset details for Sage Fixed Assets along with receipt transactions.
- Use Sage 300 Inventory Control to identify internal usage transactions that you want to track as fixed assets.
- Create asset records for Sage Fixed Assets.
- Clear asset details created for Sage Fixed Assets.

Step 1: Entering Fixed Asset Purchases for Sage Fixed Assets

You use the Invoice Entry dialog in Sage 300 Accounts Payable to identify purchases as fixed assets for Sage Fixed Assets. You can also use the Receipt Entry dialog in Sage 300 Purchase orders to identify assets.

You include Sage Fixed Assets-related information with invoice or receipt details, asset template, asset description quantity, and the unit order of measure for each detail.

Note: The Sage Fixed Assets database and company (or organization) are specified on the F/A Options dialog for your Sage 300 company. They appear on the A/P Invoice dialog for your information, but you cannot change them on an individual invoice.

When you post a Sage Fixed Assets-related invoice, Accounts Payable creates records for Sage Fixed Assets Integration as part of the transaction. Similarly, Purchase



Orders creates these records when you post a Sage Fixed Assets-related receipt.

When you create assets (using the Reminder List or the Create Assets dialog), the system uses these Sage Fixed Assets Integration records to create asset records for Sage Fixed Assets.

The book value of the asset recorded in Sage Fixed Assets is the cost plus allocated taxes. (You do not capitalize recoverable and expensed taxes.)

To record the purchase of an asset for Sage Fixed Assets

- 1. In Accounts Payable, from the A/P Transactions folder, choose Invoice Entry.
- 2. Select or create a batch, create a new invoice, and enter header information as usual. (See the Sage 300 *Accounts Payable User Guide* if you need detailed instructions on entering invoices.)
- 3. Select the detail-entry grid, and then select the Account/Tax button or press the F9 key.

Line Number	I I I	1)) +					
Dist. Code	DISCOD	Q Distribution Cod	e				
Description	Distribution Code						
G/L Account	300-17170			Q 300-17170			
Amount		0.00					
Comment		1					
Discountable	Fix	ed Assets					
Discountable	Fix		Tax Includ	Tax Base	Tax Amount	Reverse Charge Am	Estimate
	Fix		Tax Includ	Tax Base	Tax Amount	Reverse Charge Am	Estimate
	Fix		Tax Includ	Tax Base	Tax Amount	Reverse Charge Am	Estimate
	Fix		Tax Includ	Tax Base	Tax Amount	Reverse Charge Am	Estimated
	Fix		Tax Includ	Tax Base	Tax Amount	Reverse Charge Am	
Tax Authority			Tax Includ	Tax Base	Tax Amount Total Tax	Reverse Charge Am	Estimate

- 4. Enter information for the invoice detail, including the distribution code or the general ledger asset account to which to post this purchase, a detail description, and the amount, as usual.
- 5. Select the Fixed Assets check box, and then select the Zoom button.



- 6. After you complete the Fixed Assets dialog, select the Close button to the return to the Detail Accounts/Taxes dialog.
- 7. Select the Add button.
- 8. When you have finished adding details for the invoice, select the Close button to return to the main Invoice Entry dialog.

9. Select the Add button, and then select the Close button.

To record the receipt of an asset for Sage Fixed Assets

- 1. In Purchase Orders, from the P/O Transactions folder, choose Receipt Entry.
- 2. Create the receipt, entering header information as usual. (See the Sage 300 *Purchase Orders User Guide* for detailed instructions on entering receipts.)
- 3. On the grid, select the receipt detail that includes the asset, and then select the Item/Tax button or press the F9 key.

ine Number	I I	∎ ► ► +	Completed			
tem Number		Q				
ocation		Q	Drop-Ship	Comments/Instructions	Expected Anival	Date / /
Quantity Ordered		0	Unit of Measure	Q.		
Jnit Cost		0.000000 Q	Extended Cost	0.00		
Discount %		0.00000	Discount Amount	0.00	Discounted Ext. Cost	0.
Tax Included		0.00	Net of Tax	0.00	Allocated Tax	0.
Weight UOM		Q	Unit Weight	0.0000	Extended Weight	0.00
Quantity Outstanding		0	Quantity Received	0		
/endor Item Number			2 0	Order Number		
Tax Authority Ta	ax Description	Q. Detail Tax Class	Tax Class Description	Tax Included Tr	ax Base Tax Amount	Allocated Tax F
Tax Faultoney 14	ax Description	C Detair Tax Class	Tax class Description			Alocated Tax

- 4. Enter information for the detail, such as the quantity received, extended cost, and any discount that applies, as usual when receiving items in Purchase Orders.
- 5. Select the Fixed Assets option, and then select the Zoom button.

The system displays the Fixed Assets dialog. For information on completing the Fixed Assets dialog, see "Completing the Fixed Assets Dialog," page 26.

- 6. After you complete the Fixed Assets dialog, select the Close button to return to the Detail Items/Taxes dialog.
- 7. Select the Add button.
- 8. When you have finished adding details for the receipt, select the Close button to return to the main Receipt Entry dialog.
- 9. Select the Add button, and then select the Close button.

Step 2: Recording the Internal Use of Inventory for Sage Fixed Assets

You use the Internal Usage dialog in Sage 300 Inventory Control to withdraw items from inventory for use by your company (or organization) and identify them as fixed assets for Sage Fixed Assets.



To record the purchase of an asset for Sage Fixed Assets

- 1. In Inventory Control, from the I/C Transactions folder, choose Internal Usage.
- 2. Create a new internal usage transaction, entering header information as usual. (See the *Inventory Control User Guide* for detailed instructions on entering internal usage transactions.)
- 3. Select the detail-entry grid, and then select the Details button or press the F9key.

🎢 I/C Internal U	age Details	×
Line Number	∢ ∢ _ 🛙 ▶ ▶ +	
Item Number	٩ [
Category	Q	
Location	Q	
Quantity	0 Unit of Measure	
Usage Account	Fixed Assets	
Comments		^
Add	New Delete	Close

- 4. Enter information for the item detail, including the item number for the asset you are withdrawing from inventory, location, quantity, and unit of measure, as usual.
- 5. Select the Fixed Assets option, and then select the Zoom button.

The Fixed Assets dialog appears. For information on completing the Fixed Assets dialog, see "Completing the Fixed Assets Dialog," page 26.

- 6. After you complete the Fixed Assets dialog, select the Close button to return to the Internal Usage Details dialog.
- 7. Select the Add button.
- 8. When you have finished adding details for the transaction, select Close to return to the main Internal Usage dialog.
- 9. Select the Add button, and then select the Close button.

Completing the Fixed Assets Dialog

Sage

Follow the instructions below to complete the Fixed Assets dialog.

Sage Fixed Assets – Links Guide

26

Fixed Assets			×
Database	SR300PS		Q
Company/Organization	Sage 300 Integration		Q
Template	Sage 300		Q
Description	Distribution Code		
Separate Assets			
Fixed Asset Quantity	10.00000		
Fixed Asset UOM			
Fixed Asset Value	2,500.00	Amount	0.00
			Close

Enter information for the asset record as follows:

- If you want to use a different template than the one displayed on the Fixed Assets dialog, use the Finder to select a different one. Otherwise, either accept the default template code that appears or clear the entry from this field. (You do not have to use a template to create the asset in Sage Fixed Assets.)
- Use the Description field to enter the description that you want to use for the asset in Sage Fixed Assets.
- If you are receiving more than one asset item and you want to create separate asset records for each one in Sage Fixed Assets, select the Separate Assets option.
- The program allocates the Sage Fixed Assets value entered on the Fixed Assets dialog proportionately to each Sage Fixed Assets record it creates. For example, for a quantity of 10 and a value of \$25,000, the program creates 10 records for assets that each has a value of \$2,500.
- In the FixedAsset Quantity field, type the quantity of asset items you purchased.
- In the Fixed Asset UOM field, type the unit of measure for the quantity youentered.
- In the Fixed Asset Value field, type the value to use as the Acquired Value for the asset in Sage Fixed Assets.

Important Note About Running Day End Processing

You must run Day End processing to update Sage Fixed Assets Integration with the asset information. You cannot create the asset record for Sage Fixed Assets if Sage Fixed Assets Integration does not contain the asset information.

Step 3: Creating Asset Records for Sage Fixed Assets

Follow the steps in this section if you have not scheduled asset creation using the Schedule tab on the F/A Options dialog.



Once you have processed fixed asset transactions in Sage 300, you use the F/A Create Assets dialog to create records for the assets in Sage Fixed Assets.

When you run Create Assets, the program:

- Selects asset transactions processed in Sage 300 for which no Sage Fixed Assets record has yet been created.
- Creates asset records in Sage Fixed Assets using the method you specified on the F/ A Options dialog. (Note that the unit of measure is not passed to Sage FixedAssets.)

To create Sage Fixed Assets asset records

1. From the Sage Fixed Assets Integration folder, choose Create

Assets. The F/A Create Assets dialog appears.

7 ACCDAT - F/A C	Clear Created Assets		-	□ ×
Clear Created Assets For From Acquisition Date	All Application Sources	To Acquisition Date		04/14/2023 凿
Clear				Close

You can create the assets in Sage Fixed Assets for fixed asset details processed in one Sage 300 program (for example, Accounts Payable) or for all programs.

- 2. From the Create Assets For list, choose either:
 - **All Application Sources** if you want to create Sage FixedAssets asset records for fixed asset details entered in all Sage 300 programs.

Or

• **One Application Source** if you want to create Sage FixedAssets asset records for a single Sage 300 program that you specify.

If you select this option, enter the two-character source code for the Sage 300 program in the adjacent field that appears. You enter:

- **AP** for Accounts Payable
- IC for Inventory Control
- **PO** for Purchase Orders
- 3. Select the Proceed button.

The program displays a message telling you whether the asset records were created successfully in Sage Fixed Assets.

wies	sage	_	
Index	Priority	Description	
1	Message	There were 20 Sage Fixed Assets assets created.	
2	Message	There were no errors creating Sage Fixed Assets a	issets.
3	Message	Create Assets complete.	
<			2
	tion: There we 10:40:57	ere 20 Sage Fixed Assets assets created.	
			100

If the message tells you that some or all of the records were not created in Sage Fixed Assets, you must:

- Look up the error in the Asset Inquiry dialog.
- Correct the error on the Asset Inquiry dialog, as described in the section "Step 5: Looking Up Assets," page 30.
- Reset the status for the asset line from Error to Pending.
- Run the Create Assets function again to create the Sage Fixed Assets records.
- 4. Select the Close button.

Step 4: Verifying the Asset Appears in Sage Fixed Assets

In this step, you launch the Sage Fixed Assets application to verify that the asset was created.

- 1. Launch the Sage Fixed Assets application.
- 2. Open the Sage Fixed Assets company to which you have sent the asset.
- 3. Scroll down to the bottom of the Asset List.



	System	Number:			Go							
		Group:	<all co<="" th=""><th>mplete Assets v</th><th>📓 🔍 🗊 📓 Assets in Group: 24</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></all>	mplete Assets v	📓 🔍 🗊 📓 Assets in Group: 24							
ţ.	Sys No		0	Status	Description	Acquisiti	L	Class	G/L Expense Account	G/L Asset Account	G/L Accum Account	Purchase Or
*	1			Active		01/02/2022			200-17170	200-15150	200-16160	
	2			Active		01/02/2022			200-17170	200-15150	200-16160	
	-3			Active		01/13/2022			100-17170	100-15150	100-16160	
	- 4			Active		01/02/2022			200-17170	200-15150	200-16160	~
	5			Active	Distribution Code	04/13/2023			100-17170	100-15150	100-16160	3
	6			Active	Distribution Code	04/13/2023		-	100-17170	100-15150	100-16160	3
	7			Active	Distribution Code	04/13/2023			100-17170	100-15150	100-16160	3
	8		-	Active	Distribution Code	04/13/2023			100-17170	100-15150	100-16160	3
	9			Active	Distribution Code	04/13/2023			100-17170	100-15150	100-16160	3
	10	1	-	Active	Distribution Code	04/13/2023			100-17170	100-15150	100-16160	3
	11	/		Active	Distribution Code	04/13/2023			100-17170	100-15150	100-16160	3
	12	1		Active	Distribution Code	04/13/2023			100-17170	100-15150	100-16160	3
	17			Active	Distribution Code	04/13/2023			100-17170	100-15150	100-16160	3
	1			Active	Distribution Code	04/13/2023			100-17170	100-15150	100-16160	
	1			Active	Distribution Code	04/14/2023			200-17170	200-15150	200-16160	4
	16			Active	Distribution Code	04/14/2023			200-17170	200-1515	200-16160	4
	17			Active	Distribution Code	04/14/2023			200-17170	200-15150	200-16160	4
	18	1		Active	Distribution Code	04/14/2023			200-17170	200 15150	200-16160	4
	19			Active	Distribution Code	04/14/2023			200-17170	200-15150	200-16160	4
	20			Active	Distribution Code	04/14/2023			200-17170	200-15150	200-16160	4
	21			ACEVE	Distribution Code	04/14/2023			200-17170	200-15150	200-16160	4
	22			Active	Distribution Code	04/14/2023			200 17170	200-15150	200-16160	4
	23			Active	Distribution Code	04/14/2023	-		200-17170	200-15150	200-16160	4
	24			Active	Distribution Code	04/14/2023			200-17170	200-15150	200-16160	4

- 4. Verify that the created asset or assets appear at the bottom of the asset list.
- 5. InAsset Detail, enter any additional asset information not sent over from Sage 300.

Step 5: Looking Up Assets

You use the Asset Inquiry dialog to:

- Display asset details for transactions you entered in Sage 300.
- Drill down to originating transactions in the program where they were entered.
- Edit asset details for an asset that has an Error status.
- Change the Error status for an asset that could not be created in Sage Fixed Assets because of an error.
- Delete asset details.

To view asset details

1. In the Sage 300 program, from the Sage Fixed Assets Integration folder, choose Asset Inquiry.

The Asset Inquiry dialog appears.



Application Sourc Status	e Al	〕 			
From Acquisition [Date //	□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	Acquisition Date	04/14/2023	
Status	Errors	Application Source	Database ID	Q Database	Q, Cor ^
Created	0	AP	ACCDAT	SR300PS	Sage 3
Created	0	AP	ACCDAT	SR300PS	Sage 3
Created	0	AP	ACCDAT	SR300PS	Sage 3
Greated	0	AP	ACCDAT	SR300PS	Sage 3
Created	0	AP	ACCDAT	SR300PS	Sage 3
Created	0	AP	ACCDAT	SR300PS	Sage 3I
Created	0	AP	ACCDAT	SR300PS	Sage 3
Created	0	AP	ACCDAT	SR300PS	Sage 3
Created	0	AP	ACCDAT	SR300PS	Sage 3
Created	0	AP	ACCDAT	SR300PS	Sage 3
Created	0	AP	ACCDAT	SR300PS	Sage 3
Created	0	AP	ACCDAT	SR300PS	Sage 3
Created	0	AP	ACCDAT	SR300PS	Sage 31
<					>

- 2. Fill in the selection fields at the top of the dialog if you want to limit the display to asset details that meet certain criteria, as follows:
 - To display details only for assets recorded in a specified Sage 300 program, enter the source code for the program in the Application Source field. You can enter:
 - **AP** for Accounts Payable
 - IC for Inventory Control
 - **PO** for Purchase Orders

Leave the field blank to display asset details for all Sage 300 programs.

- To display details only for assets that have a particular status, select the required status from Status list. You can select Created, Pending, Error, or you can accept All, the default status.
- To display details only for assets that were acquired within a certain period, enter the range of dates using the From Acquisition Date and To Acquisition Datefields.
- Select Go.

The program displays asset details that meet the specified criteria.

3. Edit or delete asset details, as you require.

To delete a detail, you select it, and then press Delete on your keyboard. (You can also clear Created assets using the Clear Assets dialog, as described in the next section.)

You can edit most information for assets that have an Error status, but you cannot edit information for assets that have a Pending or Created status.

The information provided for each asset includes:

აივო

- Status. Sage Fixed Assets Integration uses three statuses for assets:
 - **Pending.** Assets for which you need to create records in Sage Fixed Assets have a Pending status, providing the asset details do not contain an error.
 - **Error.** Assets for which the Create Assets program could not create a record have an Error status.
 - You must correct any errors in the asset details, change the asset status to Pending, and then run the Create Assets program again to create the record.
 - **Created.** Assets for which you have created records in Sage Fixed Assets have a Created status.
- **Errors.** For assets that have an Error status, the program displays the number of errors that the Create Assets program encountered when attempting to create the asset record in Sage Fixed Assets.

To see a report of the errors for a particular asset, select the asset on the grid, and then select the Zoom button on the Errors column heading. The program displays a separate dialog that lists the errors you must correct before you can create the asset record in Sage Fixed Assets.

- **Application Source.** The program displays the application where you originally recorded the purchase or internal use of each asset.
- **Database ID.** This field shows the ID of the Sage 300 database. You cannot change the database ID, regardless of the asset status.
- Database/Company/Organization/Template/Asset Description/ Quantity/Unit of Measure. These fields show entries specified when you entered the asset detail in a Sage 300 transaction. You can edit the fields if the asset has an Error status.
- Acquisition Date. This field shows a date from the Sage 300 transaction that recorded the asset detail. The acquisition date is:
 - The Document Date for an Accounts Payable invoice, including invoices for intercompany transactions.
 - The Receipt Date for a Purchase Orders receipt transaction.
 - The Date for an internal usage transaction

You can change the acquisition date for assets that have an Error status.

• **Asset Value.** This field shows the value entered for the asset when you entered the asset detail in a Sage 300 transaction. The value includes allocated taxes (not recoverable or expensed taxes), and, if the asset was posted in Purchase Orders, any prorated or manually entered additional costs.

Multicurrency: If the ledger uses multicurrency, the asset values are shown in both source and functional currency, along with the type of currency and the exchange rate, rate type, and rate date.

You can change the asset value for assets that have an Error status.

• **Date Asset Created / Sys. No.** For assets that were successfully created in Sage Fixed Assets, Asset Inquiry also displays the date that the record was

created and the identification number (Sys. No.) that Sage Fixed Assets has assigned to the asset.

- 4. To print a listing of assets recorded in Sage 300 that have not been cleared from your Sage 300 database, select Print. The listing prints to your usual print destination.
- 5. Select the Close button when you have finished reviewing asset details.

Step 6: Printing the F/A Assets Report

Sage Fixed Assets Integration lets you print a convenient listing of the status of fixed assets that you have processed in Sage 300.

The F/A Assets report shows key details for each asset, including its status, the Sage 300 source application, the asset description, database ID, Sage Fixed Assets database, Sage Fixed Assets company (or organization), Sage Fixed Assets template, acquisition date, and the value specified in the original Sage 300 transactions. It also shows the system number assigned to the asset in Sage Fixed Assets for assets that have a Created status.

To print the F/A Assets report

- 1. Open the Asset Inquiry dialog.
- 2. In the Application Source field, type the source code for the application in which you processed the assets you want to review. If you leave the field blank, the report will include assets from all Sage 300 applications.
- 3. Use the Status field to select the status that the assets must have to appear on the report. You can select Pending, Created, or Error to restrict the report to assets that have that status, or you can select All to include all assets regardless of their status.
- 4. If you want to limit the report to assets purchased or withdrawn from inventory for internal use during a specific time period, use the From and ToAcquisition Date fields to identify the period.
- 5. To select a printer, a page orientation, and other printing options for the report:
 - From the File menu, select Print Setup. The Print Setup dialog appears.

Printer				OK
Default Printer (currently Microsoft Print	to PDF)			Cancel
) Specific Printer:				Delete
Microsoft Print to PDF			\sim	Network
Drientation	Paper			
A Portrait	Size:	Letter	~	
	Source:		\sim	

- Select the printing options you want to use for this report, and then select OK.
- 6. On the File menu, select Print.

Sample F/A Assets Report

/A.Assets	(FAASSET	rs)					
tatus: rom Acq sset Desc	uisition Da	All te: [] To	[4/14/2023]				
	Appl.	Database				Acquisition	
tatus	Source	ID	Database	Company/Organization	Template	Date	Value
istributio reated	n Code AP	ACCDAT	SR300PS	Sage 300 Integration	Sage 300	4/13/2023	Sys No: 5 2,500.00
istributio	n Code AP	ACCDAT	SR300PS	Sage 300 Integration	Sage 300	4/13/2023	Sys No: 6 2,500.00
istributio	n Code AP	ACCDAT	SR300PS	Sage 300 Integration	Sage 300	4/13/2023	Sys No: 7 2,500.00
istributio reated	n Code AP	ACCDAT	SR300PS	Sage 300 Integration	Sage 300	4/13/2023	Sys No: 8 2,500.00
istributio	n Code AP	ACCDAT	SR300PS	Sage 300 Integration	Sage 300	4/13/2023	Sys No: 9 2,500.00
istributio reated	n Code AP	ACCDAT	SR300PS	Sage 300 Integration	Sage 300	4/13/2023	Sys No: 10 2,500.00
istributio reated	n Code AP	ACCDAT	SR300PS	Sage 300 Integration	Sage 300	4/13/2023	Sys No: 11 2,500.00
istributio reated	n Code AP	ACCDAT	SR300PS	Sage 300 Integration	Sage 300	4/13/2023	Sys No: 12 2,500.00
istributio reated	n Code AP	ACCDAT	SR300PS	Sage 300 Integration	Sage 300	4/13/2023	Sys No: 13 2,500.00
istributio reated	n Code AP	ACCDAT	SR300PS	Sage 300 Integration	Sage 300	4/13/2023	Sys No: 14 2,500.00
istributio	Code				-		Sys No: 15

Using Intercompany Transactions and Sage Fixed Assets Integration

If you use Sage 300 Intercompany Transactions, you can record fixed asset purchases for a destination company by an originating company.

Intercompany Transactions does not create asset records for Sage Fixed Assets. When you post an ICT Accounts Payable batch, the program creates an Accounts Payable batch in the originating company. When you post the created batch in the originating company, the program generates pending assets for Sage Fixed Assets Integration. You then create the Sage Fixed Assets asset record in the originating company.

Note: You must activate Sage Fixed Assets Integration for the ICT company and the originating company before you can enter Intercompany fixed asset details.

Step 1: Entering Intercompany Asset Purchases

To process a fixed asset purchase for a destination company

- 1. In Sage 300, open the ICT company.
- 2. From the ICT Accounts Payable folder, open Invoice Entry.
- 3. Enter the intercompany purchase as you would any ICT invoice, specifying the originator for the entry and the route for the transaction detail.
- 4. For the transaction detail, select the Fixed Asset option, and then select the Zoom button to display the Fixed Asset dialog as you would in non-ICT Accounts Payable. For an ICT Accounts Payable invoice, however, you enter the Sage Fixed Assets database and the Sage Fixed Assets company (or organization), as shown on the following dialog:

Fixed Assets		× This field shows the
Allocate Asset To	ZILTD2 ZILTD2	destination company to
Database	<pre>kDEFAULT></pre>	which the asset purchase
Company/Organization	Sample Canadian Organization	is allocated.
Template		Q
Description	Other purchases	
Separate Assets		
Fixed Asset Quantity	0.00000	
Fixed Asset UOM		
Fixed Asset Value	0.00 CAD Amount	0.00
		Close

- 5. Specify the Sage Fixed Assets database and company (or organization) for the *originator* company.
- 6. Close the Fixed Assets dialog.
- 7. Save the invoice, and then close the Invoice Entry dialog.
- 8. Post the ICT invoice batch.

Step 2: Creating Asset Records for Intercompany Transactions

When you post an ICT Accounts Payable invoice batch, Sage 300 creates an Accounts Payable invoice batch in the originating company. If the batch contains fixed asset details, the program creates pending asset details for Sage Fixed Assets Integration when you post the batch in the originating company.

This section explains how to view asset information and create asset records for transactions posted in Intercompany Transactions.

To view asset details for an invoice

- 1. In Sage 300, open the originating company.
- 2. Display the invoice in Accounts Payable Invoice Entry.
- 3. Select the detail, and then select the Zoom button for the Fixed Asset option.

Fixed Assets	×
Allocate Asset To	ZIINC
Database	<default></default>
Company/Organization	Sample Canadian Organization
Template	Q
Description	Purchase of inventory
Separate Assets	
Fixed Asset Quantity	0.00000
Fixed Asset UOM	
Fixed Asset Value	0.00 USD Amount 0.00
	Close

The usual Sage Fixed Assets Integration fields appear for the invoice detail, as for a regular Accounts Payable invoice. However, the Allocate Assets To field appears for transactions originally posted in Intercompany Transactions. The

Allocate Assets To field shows the database ID for the destination company specified in the ICT transaction.

You cannot edit the Allocate Asset To field, the Sage FAS Database field, or the Sage FAS Company/Org field.

To create the asset record for Sage Fixed Assets

1. Post the invoice batch in Accounts Payable.

Once you post the batch in the originating company, you can use the Asset Inquiry dialog to view the fixed asset details. The Asset Inquiry dialog shows the database ID and the company (or organization) to which the asset was allocated, in addition to the usual fields.

2. Use the F/A Create Assets dialog to process the fixed asset details for Accounts Payable.

Step 3: Clearing Created Assets

You use the Clear Created Assets dialog to remove from your Sage 300 database details of assets for which you have created a record in Sage Fixed Assets.

To clear assets from your Sage 300 database

1. From the Sage Fixed Assets Integration folder, choose Clear Created Assets.

📅 ACCDAT - F/A C	lear Created Assets			-		×
File Help						
Clear Created Assets For	All Application Sources	~				
From Acquisition Date	//		To Acquisition Date		04/14/2023	
Clear					Close	

- 2. Use the drop-down list to specify how to clear assets. You can clear assets for a specific application or for all applications. If you select the option Clear Created Assets For One Application Source, specify in the adjacent field the source code for the Sage 300 application (for example, IC or AP).
- 3. To clear assets acquired during a particular period, specify the range of acquisition dates using the From and To Acquisition Date fields.
- 4. Select the Clear button.
- 5. Select the Close button to leave the dialog.
Chapter 4 Sage 100 Standard, Advanced, and Premium Link

Important: This chapter is only applicable to Sage Fixed Assets—Lite Depreciation, Sage Fixed Assets—Depreciation Standard, and Sage Fixed Assets—Depreciation Network users. If you are using Sage Fixed Assets—Depreciation Premier, see page 59.

Unlike some of the other Sage Fixed Assets link programs, you do not need to run the link in the Sage Fixed Assets application to post depreciation to Sage 100. You need only calculate depreciation for the desired period and group of assets. Then, in the Sage 100 program, you activate the Fixed Assets module and process the period-end.

Note: We refer to Sage Fixed Assets—Depreciation, and Sage Fixed Assets— Lite Depreciation as "Sage Fixed Assets." In this chapter, "Sage Fixed Assets" does not include Sage Fixed Assets—Tracking or Sage Fixed Assets—Planning.

Installing and Configuring the Fixed Assets Module

Step 1: Installing the Fixed Assets Module

For complete instructions on installing the Sage 100 programs, please refer to your Sage 100 installation documentation.

 Make sure the Fixed Assets module has been installed. Select the Modules menu; Fixed Assets should appear as a command on the Modules menu. If Fixed Assets does not appear on the Modules menu, reinstall the Sage 100 program, and make sure you select the Fixed Assets check box on the Custom Setup dialog.

🚬 Sage 100 2023	×
Module Selection	Saaa
Select the modules you want to install.	ouge
Modules selected based on current licensing.	
Bank Reconciliation	
■ Mobility for Bar Code	
Custom Office	
Return Merchandise Authorization	
Visual Integrator	1
Fixed Assets	
American Business Expressions (ABX) Sedwardson Electric Company (EEC)	
MFG Manufacturing Company (MFG)	
MrG Manufacturing Company (MrG) PM7 Production Management Company (PM7)	
Install to:	
C:\Sage\Sage 100\MAS90\	Channel
	Change
InstallShield	
Space <back next=""></back>	Cancel



Step 2: Activating the Fixed Assets Module

The next step is to activate the Fixed Assets module in the Sage 100 program.

- 1. Select Modules/Fixed Assets/Setup/Fixed Assets Options from the menu bar. The system displays a message indicating that the module has not been activated.
- 2. Select Yes to proceed. The system displays the Company Maintenance dialog.

1. Main 2. Addition	al 3. Preferences 4. Date	s <u>5</u> . Payment <u>6</u> . E	-mail <u>7</u> . Fax	§. Then
Company Information				
Country	9			
Address				
ZIP/Postal Code				
City		State/P	rovince	
Telephone		Work -		
Fax				
E-mail Address				
URL Address				
Activated Modules				
Module		1	Data Level	

3. Select the Activate button. The system displays the Activate Moduledialog.

	Module	Activate	^	
10	Return Merchandise Authorization			6
11	Job Cost			
12	Bill of Materials			
13	Production Management			
14	Bank Reconciliation			
15	Mobility for Bar Code			
16	Fixed Assets			
17	eBusiness Manager			
			~	

- 4. Scroll down until you see Fixed Assets, and then select the Activate checkbox.
- 5. Select the Proceed button to close the Activate Module dialog. The system returns to the Company Maintenance dialog.



6. Close the Company Maintenance dialog.

Preparing the Data

Step 1: Checking the G/L Account Numbers in Sage FixedAssets

You must make sure that all assets for which you want to post depreciation in Sage Fixed Assets contain G/L Account numbers that match the G/L Account Number list in Sage 100.

1. In the Asset List, scroll to the right to view the G/L Accountnumbers.

	System	Number: Group:		mplete Assets	System Number: Go Group: Go Go Go Assets in Group: 3								
All	Sys No			Status			Acquisition				G/L Expense Account	G/L Asset Account	G/L Accum Accou
	Sys No	B	Ø	Status Active			Acquisition 01/10/2022				G/L Expense Account 100-71000	G/L Asset Account 100-15150	G/L Accum Accou 100-16160
	Sys No	E	0				_	•••		1			

2. Make sure that all assets contain the correct G/L Account numbers.

Tip: You can use the Replace feature to globally replace G/L Account numbers. For information on using the Replace feature, see your Sage Fixed Assets online guide or online Help.

Step 2: Depreciate Assets in Sage Fixed Assets

The next step is to calculate depreciation in Sage Fixed Assets for the period for which you want to post depreciation. In our example, we want to post depreciation for March 2023.

We need to make sure that the Depreciation This Run column on the Depreciation Expense report represents only the depreciation for one month. First, we'll calculate depreciation for the month prior to the date that we want to post (that is, February).

1. Select Depreciation/Depreciate from the menu bar. The Depreciate dialog appears.

Group	Books	Date	Run Options
< <u>Al Complete Assets</u> Active Assets Disposed Assets Inactive Assets	Select All Tax Internal State AMT ACE Book 6 Book 7	Calculate depreciation through the following date: 02/2023 v	Force recalculation <u>What is this:</u> Update current reporting period Choose Report: Depreciation Expense v
	TEXAS	View Reporting Period	Send To:

2. Select the book for which you want to calculate depreciation, and then enter the date in the Calculate Depreciation Through field. For this example, select the



Note: The default posting book in the Sage 100 program is the Internal book.

- 3. Clear the Window check box because you do not need to view the Depreciation Expense report at this time.
- 4. Select OK. The system calculates depreciation for February.

Next, we will calculate depreciation for the period for which we want to post depreciation.

- 5. Select Depreciation/Depreciate from the menu bar. The Depreciate dialog appears.
- 6. Select the book for which you want to calculate depreciation, and then enter the date in the Date field. This time, enter **03/2023**.
- 7. Select the Window check box.
- 8. Select OK. The system calculates depreciation and displays the Depreciation Expense report.



Note the amount of \$8916.68 in the Depreciation This Run column. This is the total amount that Sage Fixed Assets sends to Sage 100, so you'll need to remember this number to make sure that the link worked correctly.

The Depreciation This Run column shows the amount of depreciation that was calculated between the next-to-last depreciation calculation (on February 28, 2007, which is shown in the Prior Through column) and the last depreciation calculation (on March 31, 2007, which is shown in the heading of the report).

Step 3: Run the General Ledger Posting Report in Sage Fixed Assets

The next step is to run the General Ledger Posting report, which displays the journal entry that will be posted in Sage 100.

1. Select Reports/Standard Reports/General Ledger Posting from the menu bar. The Report Definition dialog appears.



	you want to run from				18
eport Name:	General Ledger P	osting	~	Customize Report	
Description:	This report displays	a journal entry you can a	use to post the Depreciation This Run fi	gures to your general ledger.	
etup Report	Eormat Report	view Report Layout			
Group		Books	Date	Configuration	
<all comple<="" td=""><td>te Assets> V</td><td>Select All</td><td>Run for depreciation calculated through:</td><td>Journal Number:</td><td></td></all>	te Assets> V	Select All	Run for depreciation calculated through:	Journal Number:	
	ge Fixed Assets -	Internal	Ourrent reporting period:	March23	
Depreciation		State	03/31/2023		
			Other date:		
		Book 6 Book 7 TEXAS	03/31/2023 🗸		
			Verify Run Date		
			Current Report Period		
Send To					
Vii Wi	ndow Printer				

- 2. Make sure that General Ledger Posting appears in the Report field.
- 3. Select the Internal book check box.
- 4. Make sure that the Current Reporting Period is March 31, 2023.
- 5. Select the Run Report button. The system displays the General Ledger Posting report.

1/1 # @, -				
		Sage 100 Integration General Ledger Posting Report Sec. 168 Allowance and Sec. 179 amounts)		
Book = Internal FYE Month = December				
Journal Entry Number Journal Entry	General Ledger Account Number	Account Name	Debit	Credit
March23 Fo record depreciation expense run through 03/31/2023				
	100-17170 100-17171 100-16160 100-16161	Depreciation Expense Accumulated Depreciation	\$ 8,208.34 708.34	\$ 8,208.34 708.34
		Grand Total	\$ 8,916.68	\$ 8,916.68

Note that the Grand Total amounts of \$8,916.68 in the Debit and Credit columns match the Depreciation This Run amount on the Depreciation Expense report.

Step 4: Setting the Fiscal Period in Sage 100

The fiscal period in Sage 100 must match the fiscal period that you want to post in Sage Fixed Assets. For this example, we will post depreciation for March 2023.



1. Select Modules/General Ledger/Setup/General Ledger Options from the menu bar. The General Ledger Options dialog appears.

<u>1</u> . Main	2. Entry	3. Budget	4. Terminology
Accounts Auto Create v	vhen all Segments	are Valid Yes	Rollups Rollup Type 1 Description
	itions counts in General I ounts in General L		Rollup Type 2 Description Rollup Type 3 Description Rollup Type 4 Description
GL Account Au Account Char Track Addition	nges to Track	None	Fiscal Period Current Fiscal Year Current Period 03 ▼
Retained Earnin Retained Earn	_	20-00000	Miscellaneous Years to Retain General Ledger History 09 Integrate with Bank Reconciliation

- 2. Check the year in the Current Fiscal Year field to make sure it is correct.
- 3. Check the period in the Current Period field to make sure it is correct.
- 4. Select the Accept button to close the dialog.

Running the Fixed Assets Module

Step 1: Setting Up the Fixed Assets Module in Sage 100

The next step is to set up the Fixed Assets module in the Sage 100 program. You need to specify the Sage Fixed Assets company, as well as the period for which you posted depreciation.

1. In Sage 100, select Modules/Fixed Assets/Setup/Fixed Assets Options from the menu bar. The system displays a message indicating the F/L (Fixed Assets Link) module has not been set up yet.



2. Select Yes to proceed. The Fixed Assets Options dialog appears.



General Ledger Options (SAR) 1/1/2023	- 🗆 X
Accounts Auto Create when all Segments are Valid Ves On The Fly Additions Add Main Accounts in General Ledger	Rollups Rollup Type 1 Description Rollup Type 2 Description Rollup Type 3 Description Rollup Type 4 Description
Add Sub Accounts in General Ledger GL Account Audit Account Changes to Track Track Additions in Detail	Fiscal Period Current Fiscal Year Current Period 03 ▼
Retained Earnings Retained Earnings Account 320-00000	Miscellaneous Years to Retain General Ledger History 09 Integrate with Bank Reconciliation
<u>ର</u>	Accept Cancel 📇 📀

- 3. Select the browse button to the right of the Database Name and Path field to locate the Sage Fixed Assets database.
- 4. Select the company from the drop-down list.
- 5. Select the Select button. The system returns to the Fixed Assets Options dialog.
- 6. Select the correct book in the Default Posting Book field. For this example, we selected the **Internal** book.
- 7. Select the correct year in the Current Fiscal Year field and the correct period in the Current Period field. For this example, we selected **2023** and **03** for March 2023.
- 8. Select the Post Registers in General Ledger in Detail check box.
- 9. Select the Accept button to close the dialog.

Step 2: Selecting the G/L Account Numbers

The next step is to specify the G/L Account numbers.

1. Select Modules/Fixed Assets/Main/Asset Account Maintenance. The Asset Account Maintenance dialog appears.





2. Select the lookup icon to the right of the Account Number field. The G/L Account List dialog appears.

Account	^	Description		^
100-0000	00	100		
100-1515	50	100:15150		
100-1515	51	100:15151		
100-1515	52	100:15152		
100-1616	50	100:16160		
100-1616	51	100:16161		
100-1616	52	100:16162		
100-1717	70	100:17170		
100-1717	71	100:17171		
100-1717	12	100:17172		
200-0000	00	200		
200-1515	50	200:15150		
200-1515	51	200:15151		
200-1515	52	200:15152		
200 1010	20	200-16160		*
				_
Bearch	Account	✓ Begins with ▼		Find
Filters				
Custom	Lookup Wizard	Select Car	ncel ,	2 🖨 🧯

3. Select the G/L Asset Account numbers used in Sage Fixed Assets by doubleclicking on them. For this example, we selected **100-15150**. When the system returns to the Asset Account Maintenance dialog, select OK to add the number to the listbox.

100-15150 100-15150 Asset Account •
2

- 4. Select the Asset Account number used in Sage FixedAssets.
- 5. In the Account Type field, select Asset Account, and select OK to add it to the list box. For this example, we selected **100-15150.**
- 6. Select the Accumulated Depreciation Account number used in Sage Fixed Assets

Search Filters.	Account	▼ Begins with ▼		<u>F</u> ind
200-151		200:15152		
200-151		200:15151		
200-151		200:15150		
200-000	00	200		
100-171		100:17172		
100-171		100:17171		
100-161		100:16162		
100-161		100:16161 100:16162		
100-161		100:16160		
100-151		100:15152		
100-151		100:15151		
100-151	50	100:15150		18
100-000	00	100		
Account	t	Description		

- 7. In the Account Type field, select Accumulated Depreciation, and select OK to add it to the list box. For this example, we selected **100-16161**
- 8. Select the Depreciation Expense Account number used in Sage FixedAssets.
- 9. In the Account Type field, select Expense Account and select OK to add it to the list box. For this example, we selected **100-7000**.

When you are finished, the Asset Account Maintenance dialog should look similar to the one shown below:

	Account No.	Account Description	Account Type	^	-
1	100-00000	100	Asset Account		ŝ
2	100-15150	100:15150	Asset Account		
3	100-15151	100:15151	Asset Account		=
4	100-15152	100:15152	Asset Account		
5	100-15153	100:15153	Asset Account		
6	100-16161	100:16161	Accumulated Depreciation		
7	100-16162	100:16162	Accumulated Depreciation		
8	100-16163	100:16163	Accumulated Depreciation		
9	100-71000	100:71000	Expense Account -		
10	100-71001	100:71001	Expense Account		
11	100-71002	100:71002	Expense Account		
12	100-71003	100:71003	Expense Account		
13	200-00000	200	Asset Account	~	

- 10. Repeat steps 2 through 7 until you have added all of the asset account numbers, accumulated depreciation account numbers, and expense account numbers in the Sage Fixed Assets company.
- 11. Select the Accept button to close the dialog.



The final step is to perform the period-end processing to transfer the calculated depreciation postings from Sage Fixed Assets to the Sage 100 general ledger. The process includes validating all of your assets and generating and updating a Fixed Assets Journal.

The system validates all assets for the following:

- Valid general ledger account numbers are used in the G/L Asset Account Number, G/L Accumulated Account Number, and G/L Expense Account Number fields in Sage Fixed Assets.
- The closing date in Sage Fixed Assets matches the current period closing date in the Fixed Assets Options dialog.
- The depreciation for the current period has not been posted.

If any asset fails the validation tests, the system creates a Posting Exceptions report. When all assets are validated, the depreciation amounts for the current period are updated from the Sage Fixed Assets system to the Fixed Assets Journal. When the Fixed Assets Journal has been printed and updated for all active Sage Fixed Assets posting books,the

period-end process is complete, and the current period in the FixedAssets Setup file increments to the next period.

1. Select Modules/Fixed Assets/Period End/Period End Processing from the menu bar. The Period End Processing dialog appears.

Book Name	Close Book	
Tax		
Internal		
State		
AMT		
ACE		
Book 6		
Book 7		
TEXAS		

- 2. Make sure the period end processing will be performed for the correct period-end date.
- 3. Select the Proceed button. The Fixed Assets Journal dialog appears.

Current General Ledger Period Fixed Assets Posting Date	03 Ending 3/31/2023 5/1/2023
Notice: This Fixed As	sets posting date falls into a future General Ledger period.

If the system finds errors, it displays a message box that allows you to print or preview the Fixed Assets Posting Exception report.

Fixed Assets Journal Erro	r Log			?	×
	FIXED ASSETS JO	OURNAL ERROR LOG			
Microsoft Print to PDF	•	Print	Pre <u>v</u> iew	<u>S</u> etup	0

If the system does not find any errors, the Fixed Assets Journal dialog appears.

Current General Ledger Period	03 Ending 3/31/2023
Fixed Assets Posting Date	5/1/2023
•	
Notice: This Fixed Ass	ets posting date falls into a future General Ledger period.

- 4. Select the Preview button to display the Fixed Assets Journal.
- 5. Close the Preview of the report. The Fixed Assets Journal report appears.

Journal Posting Date: 5 Register Number: FL-00			
•		Westfield	s Bakery (WFB)
G/L Account	Description	Debit	Credit
100-16160	100:16160		8,208.34
100-16161	100:16161		708.34
100-17170	100:17170	8.208	.34
100-17171	100:17171	708	34
		Report Total: 6,916	.68 8,916.68

4. Make sure that the Total Depreciation amount is the same as the total in the Depreciation This Run column on the Depreciation Expense report that you ran in Sage Fixed Assets. A message appears asking if you want to update the Fixed Assets Journal.



5. Select the Yes button. The Period End Processing dialog appears.



- 6. Select the Proceed button to update the period. In this example, the period is updated from **03** to **04**. A confirmation message indicates that period end processing is complete.
- 7. Select OK to close the message box. The Daily Transaction Register dialogappears.

Sag	e 100	×
?	Do you want to print the Daily Transaction Register?	
	Yes <u>N</u> o	

- 8. Select the Print button. A message asks if you want to update the Daily Transaction Register.
- 9. Select OK to close the message box. The Daily Transaction Register dialogappears.

Sag	ie 100	×
?	Do you want to print the Daily Transaction Register?	
	Yes No	

10. Select the Print button. A message asks if you want to update the Daily Transaction Register.



11. Select the Yes button.

Step 4: Verifying the Posting

To verify the amount posted, run the General Ledger Detail by Source report.

1. Select Modules/General Ledger/Reports/General Ledger Detail by Source Report. The General Ledger Detail by Source Report dialog appears.

Report Setting	STANDAR		~			Save
escription	General L	edger Detail	by Source	Report		
Setting Options						
Туре	Public	*	Print Rep	oort Settings	Number of Co	pies 1 🗘
Default Report			Three H	ble Punch	Collated	1
Options						
Source Type	All		-			
Print Comments	Partial	•				
Selections						
Select Field		Operand	1	Value		
Source Journal		All	•			
Journal/Register	Number	AI	•			
Posting Date		AI	-			
Source Module		AI	-			

2. Select the Preview button to verify that the posting amount is correct.

Source Journal	Posting Date	Source			
FL-000001	5/1/2023	F/L			
Account Nun	nber	Description/Comments		Debit	Credit
100-16160		100:16160			106,708.33
		F/L PERIOD END: 5/1/2023			
100-16161		100:16161			8,500.00
		F/L PERIOD END: 5/1/2023			
100-17170		100:17170		106,708.33	
		F/L PERIOD END: 5/1/2023			
100-17171		100:17171		8,500.00	
		F/L PERIOD END: 5/1/2023			
			Journal FL-000001 Totals:	115,208.33	115,208.33
FL-000002	5/1/2023	F/L			
Account Nun	nber	Description/Comments		Debit	Credit
100-16160		100:16160			8,208.33
		F/L PERIOD END: 5/1/2023			
100-16161		100:16161			708.33
		F/L PERIOD END: 5/1/2023			
100-17170		100:17170		8,208.33	
100-17171		F/L PERIOD END: 5/1/2023 100:17171		708.33	
100-1/1/1		F/L PERIOD END: 5/1/2023	-	/08.33	
		FIL FERIOD END. SHI2023	Journal FL-000002 Totals:	8,916.66	8,916.66
			Source FL Totals:		
			Report Totals.	124,124.99	124,124.99
			Report Totals	124,124.99	124,124.99

Chapter 5 Sage 100 Standard, Advanced, and Premium AP/PO Link

The Sage 100 Standard AP/PO Link or Sage 100 Advanced AP/PO Link allows fixed asset purchases entered through PO Invoice Entry or AP Voucher Entry in Sage 100 Standard/Advanced to be automatically added to Sage Fixed Assets.

In Sage Fixed Assets, you can create asset templates, which contain basic information about the asset. Then in Sage 100 Standard/Advanced, you can select the desired template for each fixed asset purchase. Then when you post the AP voucher or PO receipt of invoice, the item is sent directly to Sage Fixed Assets, where the template is applied, thus avoiding additional data entry.

Line items can be identified as fixed assets in the following forms:

- Enter Vouchers (AP)
- Enter Receipt of Invoice (PO)
- Purchase Order Entry (PO)

Note: We refer to all versions of Sage Fixed Assets—Depreciation that are compatible with this link as "Sage Fixed Assets." For a list of products that work with this link, see the chart on page 5. In this chapter, "Sage Fixed Assets" does not include Sage Fixed Assets—Tracking or Sage Fixed Assets—Planning.

Installing the Link

The Sage 100 Standard/Advanced AP/PO Link is preinstalled; the system installs the link when you install Sage 100 Standard or Sage 100 Advanced. You must install Sage Fixed Assets separately.

Preparing the Company in Sage Fixed Assets

The Asset Template feature in Sage Fixed Assets allows you to create predefined assets, which you can then copy into individual assets. You create an asset specifically designed to be saved as a template, completing fields for a certain type of asset (for example, general ledger fields, depreciation method, and estimated life).

- 1. In Sage Fixed Assets, enter a new asset that you want to save as a template.
- 2. Select Asset/Save as Template from the menu bar. The Save as Template dialog appears.



Sage Fixed Assets - Depreciation Save as Template	×
Enter a name for the new asset template.	?
Enter new template name:	
Options	
Indude Notes Indude Images	
Existing Templates:	
Furniture and Fixture Sage100 Template	
OK Cance	

3. Enter a name for the template you are creating, and then select OK.

Setting Up the Fixed Assets Module in Sage 100 Standard/Advanced

This section describes the steps for setting up the Fixed Assets module in Sage 100 Standard/Advanced. You need to perform the steps in this section only once.

Step 1: Activating the Fixed Assets Module

1. Select Modules/Library Master/Main/Company Maintenance. The Company Maintenance dialog appears.

1. Main	be	*					
Company l		3. Preferences	4. Dates	5. Payment	<u>6</u> . E-mail	<u>7</u> . Fax	8. Theme
Country	Tormation	Q.					
Address		-0					
ZIP/Post	al Code						
City					State/Province		
Telephor	le .			Work 🔻			
Fax E-mail Ar	idraee						
URL Add							
Activated N							
Module					Data Level		
modulo					Data Level		

2. Select the Lookup icon for the Company Code field to select the company you want to link to Sage Fixed Assets. The Company List dialog appears.

Company Code	Name	Туре
ABC	ABC Distribution and Service Corp.	Demo
ABX	American Business Expressions	Demo
WFB	Westfields Bakery	Live
XYZ	XYZ Manufacturing Company	Live
Search Compa	ny Code 🔹 Begins with 💌	Eint

- 3. Select the desired company, and then choose the Select button. The system returns to the Company Maintenance dialog.
- 4. Select the Activate button. The Activate Module dialog appears.

Z Mar	nufacturing Company (XYZ)			
	Module	Activate	^	V
10	Return Merchandise Authorization			
11	Job Cost			
12	Bill of Materials			
13	Production Management			
14	Bank Reconciliation			
15	Mobility for Bar Code			
16	Fixed Assets			
17	eBusiness Manager			
			~	

- 5. Select the Activate check box for the Fixed Assets module.
- 6. Select the Proceed button to return to the Company Maintenance dialog.
- 7. Select the Accept button.

Step 2: Setting Up the Fixed Assets Module Options

- 1. Select Modules/Fixed Assets/Setup/Fixed Assets Options. A message asks if you want to set up the F/L module.
- 2. Select the Yes button. The Fixed Assets Options dialog appears.



<u>1</u> . Main <u>2</u> . A	Additional				
Database					
Database	TEST	•			
SFA Company	Sage 100 Integration	•			
Book Definition Field	None	-			
Current Fiscal Year	2023 🔻	Default Posting Book	Internal	•	
Current Period	04 👻	Post to General Ledger in Detail			
Integrate with					
Accounts Payable		Require Template to Create Asse	ets from A/P and P/O		
Purchase Order					

- 3. Make sure that the Database Name & Path field displays the file path of the database containing the Sage Fixed Assets company that you want to link to.
- 4. Select the Sage Fixed Assets company that you want to link to, and then the Select button. The system returns to the Fixed Assets Options dialog.
- 5. Complete the remaining fields on the Fixed Assets Options dialog.
- 6. In the Integrate With field, make sure you select either the **Accounts Payable** or **Purchase Order** check box.
- 7. Select the Accept button.

Step 3: Refreshing Asset Templates

In this step, you make sure the latest Sage Fixed Assets templates are available to your Sage 100 Standard/Advanced company.

1. Select Modules/Fixed Assets/Setup, and then double-click the Refresh Asset Templates option.

A progress meter appears during the refresh process and closes automatically when the process is complete.

Step 4: Selecting the G/L Account Numbers

In this step, you specify the G/L Account Numbers that are designated as Asset Account numbers.

1. Select Modules/Fixed Assets/Main/Asset Account Maintenance. The Asset Account Maintenance dialog appears.



2. Select the Lookup icon for the Account No. field. The G/L Account List dialog appears.

Filters					5 6
Search	Account	✓ Begins with	-		Find
200 424	ien		500-12120		
300-151			300:15153		~
300-151			300:15152		
300-151			300:15151		
300-151			300:15150		
300-000			300		
200-710	003		200:71003		
200-710	002		200:71002		
200-710	001		200:71001		
200-710	000		200:71000		
200-161	163		200:16163		
200-161	162		200:16162		
200-161	161		200:16161		1.2
200-161			200:16160		
200-151	153		200:15153		
Accoun		^	Description		^

- 3. Select the desired G/L Account number, and then choose the Select button. The system returns to the Asset Account Maintenance dialog.
- 4. In the Account Type field, select AssetAccount.
- 5. Select OK to add the G/L Account Number to the list box.

-55017	Account Maintenance (S	AN) 17 172023)
	Account No.	Account Description	Account Type	^	-
1	100-00000	100	Asset Account		
2	100-15150	100:15150	Asset Account		-
3	100-15151	100:15151	Asset Account		
4	100-15152	100:15152	Asset Account		
5	100-15153	100:15153	Asset Account		
6	100-16161	100:16161	Accumulated Depreciation		
7	100-16162	100:16162	Accumulated Depreciation		
8	100-16163	100:16163	Accumulated Depreciation		
9	100-71000	100:71000	Expense Account -		
10	100-71001	100:71001	Expense Account		
11	100-71002	100:71002	Expense Account		
12	100-71003	100:71003	Expense Account		
13	200-00000	200	Asset Account	~	

6. Select the Accept button.



You follow the steps in this section every time you create an asset in Sage Fixed Assets. **Step 1: Entering an Invoice**

In this step, you enter an invoice. During the invoice entry, you enter an asset account and select an asset template for the line items. When the asset items are invoiced and updated, the asset items are posted to the asset account, and assets are created based on the asset template. When the applicable register is updated, the Fixed Assets Import Status report is printed, which you can use to verify the assets created.

1. Select Modules/Accounts Payable/Main/Invoice Data Entry. The A/P Invoice Data Entry dialog appears.

Vendor No.	0000001	9 % IA A P PI			Vendor
Name	Vendor				
nvoice No.	001	< □			
1. Header	2. Lines				
Subject to D Prepaid Inve		12,500.00	Discount Due Date Discount Amount		.00
			Hold Payment	Separate C	Check

- 2. Select the Lookup icon for the Vendor No. field to select the desired vendor for this invoice.
- 3. Enter the invoice number, date, and amount.
- 4. Complete the remaining fields on the dialog, as needed.
- 5. Select the Lines tab.



endor No	0000001	99					Vendor
ame	Vendor						
voice No	. 001		S 🗆				
<u>1</u> . Header	<u>2</u> . Lines]					
		Qui	ck Row 1	2		E N	ie L 🛼 •
	G/L Acco	ount	Amount	Co	omment		
1	100-15150	٩	.00				
2			.00				
Descr	ription 100:15	150					
Asset T	emplate Sage10	00 Template					
			Distribution	Balanca	12,500.00	Total	0.00

6. Select the Lookup icon for the G/L Account field. The G/L Account List dialog appears.

Account	Description	
100-00000	100	
100-15150	100:15150	
100-15151	100:15151	
100-15152	100:15152	
100-16160	100:16160	
100-16161	100:16161	
100-16162	100:16162	
100-17170	100:17170	
100-17171	100:17171	
100-17172	100:17172	
200-00000	200	
200-15150	200:15150	
200-15151	200:15151	
200-15152	200:15152	
200 16160	200-16160	
Search Account -	Begins with	Find
Filters		_

- 7. Select the desired G/L Account number, and then choose the Select button. The system returns to the A/P Invoice Data Entry dialog.
- 8. Enter the amount of the invoice associated with this G/L Account number in the Amount column.
- 9. From the Asset Template field, select the drop-down arrow to select the Sage Fixed Assets Asset Template you want to apply to the asset.

/endor N	<u>lo.</u> 000	0001	99	8 14 4 1) H 🗐			Vendor
lame	Ver	ndor						
nvoice N	o. 001			S 🗆				
<u>1</u> . Heade	er <u>2</u> .	Lines						
			<u>Q</u> u	ick Row	1 🛃	Z		ie C 👼 •
	(G/L Account	t	Amount		Comment		
1	100-151	50	9	.0	0			
2				.0	0			
	cription Template	100:15150 Sage100 T			•			
		Furniture a Sage100 T				12,500.00	Total	0.00

- 10. Repeat steps 6 through 9 for each line item.
- 11. Select the Accept button.
- 12. Close the A/P Invoice Data Entry dialog when finished.

Step 2: Printing the Invoice Register

In this step, you print the Invoice Register and the Fixed Assets Import Status report, which you can use to verify the assets created.

1. Select Modules/Accounts Payable/Main/Invoice Register. The Accounts Payable Invoice Register dialog appears.



2. Select the Print button. A message asks if you want to update the Invoice Register.

S Sag	je 100	\times	
2	Do you want to update the Invoice Register?		
	<u>Y</u> es <u>N</u> o		

Sage

3. Select the Yes button. The system updates the Invoice Register and sends the Invoice Register to the default printer.

Journal Posting Date: 5/3/2023 Register Number: AP-000001		M/ 46	
Vendor No \Dates Invoice No Invoice Due Discount	Invoice Amount	Dis	ields Bakery (WFE scount Distribution nount Amount
0000001 Vendor 001		Sepa	rate Check: No
5/3/2023 5/3/2023 G/L Account: 100-15150 Comment: Sage 100 Asst for Fixed Asset	12,500.00 100:15150		0.00 12,500.0
Report Total:	12,500.00	Prepaid Amt:	0.00 12,500.0

The system also sends the Fixed Assets Import Status report to the default printer.

Fixed Assets Compan Module: A/P Source: AP-000001 Posting Date: 5/3/2023							
Invoice Number	Vendor Number	Vendor Name		Acqu Date	uired	fields Bake	Asset
Asset Template	Asset	Description	System	Unit Cost	Landed Cost	Total Cost	Create
001	0000001	Vendor		5/3/2			
Sage100 Template	Sage1	00 Template	3	12,500.00	0.00	12,500.	00 Yes
				Value Number of A	of Assets Created: of Assets Created: Issets Not Created: Issets Not Created:		12,500.0
	0	usek the Library Master Activity Los	for any errors or warnings received i		issues not oreated.		0.

Step 3: Verifying the Creation of Fixed Assets in Sage Fixed Assets

In this step, you open the Sage Fixed Assets application to verify that the asset was created.

- 1. Open the Sage Fixed Assets application.
- 2. Open the company that is linked to Sage 100 Standard/Advanced.
- 3. Scroll down to the bottom of the Asset List.

	G		Sys	stem	Comple	ete Assets>	Go Go	🕽 📧 Assets	in Grou	n· 3				
											-			
All	Sys No			0 Sta	atus	Asset ID	Description	Acquisition D	Loc	D	Class	G/L Expense Acc	G/L Asset Acc	G/L A
•		1		Activ	/e	SFA Fixed A		01/01/2022				100-17170	100-15150	100-161
		2		Activ	/e	SEA ASset 2		02/01/2022				100-17171	100-15151	100-161
		3		Activ	10		Sage 100 Template					100-17170	100-15150	100-161

4. Verify that the asset appears in the asset list.



Chapter 6 Sage 100 Premium Link (Premier users only)

This chapter applies to Sage 100 Premium versions prior to 2016.1 and customers using Sage Fixed Assets Premier.

We refer to all versions of Sage Fixed Assets—Depreciation that are compatible with this link as "Sage Fixed Assets." For a list of products that work with this link, see the chart on page 5. In this chapter, "Sage Fixed Assets" does not include Sage Fixed Assets—Tracking or Sage Fixed Assets—Planning.

The Sage 100 Premium Link is installed with Sage Fixed Assets.

Preparing the Data in Sage Fixed Assets

Step 1: Checking the G/L Account Numbers in Sage Fixed Assets

You must make sure that all assets for which you want to post depreciation in Sage Fixed Assets contain G/L Account numbers that match the G/L Account Number list in your accounting program.

1. In the Asset List view, scroll to the right to view the G/L Account numbers.

	System Nu G		omplete Assets	Go 👻 💾 🔍	<u>(</u>)	📓 Asset	s in Gro	oup:	: 6			
All	Sys No	0	Status	Asset ID		Acquisitio	L		Class	G/LExpense Account	G/L Asset Account	G/L Accum Acco
	1		Active	Asset 1		02/04/2021				100-17170	100-15150	100-16100
	2		Active	Asset 2		01/04/2022			1	100-17171	100-15151	100-16161
	3		Active	Asset 3		02/04/2022				100-17172	100-15152	100-16162
	4		Active	Asset 4		02/04/2022				200-17170	200-15150	200-16160
	5		Active	Asset 5		03/01/2022				200-17171	200-15151	200 16161
	6		Active	Asset 6		03/04/2022				200-17172	200-15152	200-16162

2. Make sure that all assets contain the correct G/L Expense Accountnumbers and G/L Accumulated Accountnumbers.



You can use the Replace feature to globally replace G/L Account numbers. For information on using the Replace feature, see your Sage Fixed Assets online user's guide or online Help.

Step 2: Depreciate Assets in Sage Fixed Assets

The next step is to calculate depreciation in Sage Fixed Assets for the period for which you want to post depreciation. In our example, we want to post depreciation for December 2023.

If you run depreciation monthly, you need to make sure that the Depreciation This Run column on the Depreciation Expense report represents only the depreciation for one month. First, we'll calculate depreciation for the month prior to the date that we want to post (that is, November 2023).

1. Select Depreciation/Depreciate from the menu bar. The Depreciate dialog appears.

ct a group, book(s), and run	date to which depreciation cal	lculations will be updated.	18
Group	Books	Date	Run Options
<selected assets=""> <all assets="" complete=""></all></selected>	Select All	Calculate depreciation through the following date:	Force recalculation What is this? Update current reporting period
Active Assets Disposed Assets	☐ Tax ✓ Internal	11/30/2023 🗸	
Inactive Assets	State		Choose Report:
			Depreciation Expense V
	Book 6		
	Book 7	Verify Run Date	Send To:
		View Reporting Period	Window Printer

- 2. Select the book and group of assets for which you want to calculate depreciation, and then enter the date in the Date field. For this example, enter **11/30/2023**.
- 3. Clear the Window check box because you do not need to view the Depreciation Expense report at this time.
- 4. In the Choose Report field, leave the default selection of Depreciation Expense.
- 5. Select OK. The system calculates depreciation for 11/2023.

Next, we will calculate depreciation for the period for which we want to post depreciation.

- 6. On the Depreciate dialog, make sure the book and group of assets for which you want to calculate depreciation are still selected, and then enter the new date in the Date field. This time, enter **12/31/2023**.
- 7. Select the Window check box.
- 8. Select the Update Current Reporting Period check box.
- 9. Select OK. The system calculates depreciation and displays the Depreciation Expense report.

							Dep	ge 100 Pre preciation Expo s of Decembe	ense Repo	ort				
Book =		al Decembe										Group	a = All Complete	Asse
Bys No	l	n Svc	Acquired Value		Depr Meth	Est Life	Salv/168 Allow Sec 179	Depreciable Basis	Prior Thru	Prior Accum Depreciation	Depreciation This Run	Current YTD Depreciation	Current Accum Depreciation	Key Cod
00001	000 0	2/04/21	125.000.00	P	SLMM	10 00	0.00	125.000.00	11/30/23	23.958.33	1.041.67	12,500.00	36,458.33	
00002	000 0	1/04/22	98.000.00	P	SLMM	10 00	0.00	98,000.00	11/30/23	9,800.00	816.67	9.800.00	19,600.00	
000003	000 0	2/04/22	12,000.00	Ρ	SLMM	10 00	0.00	12,000.00	11/30/23	1,100.00	100.00	1,200.00	2,300.00	
000004	000 0	2/04/22	25,000.00	P	SLMM	10 00	0.00	25,000.00	11/30/23	2,291.67	208.33	2,500.00	4,791.67	
000005	000 0	3/01/22	10,000.00	Ρ	SLMM	10 00	0.00	10,000.00	11/30/23	833.33	83.33	1,000.00	1,833.33	
00006	000 0	3/04/22	75,000.00	P	SLMM	10 00	0.00	75,000.00	11/30/23	6,250.00	625.00	7,500.00	13,750.00	
	Gra	nd Total	345,000.00				0.00	345,000.00		44,233.33	2,875.00	34,500.00	78,733.33	
Less	t	als and ransfers ount = 0	0.00				0.00	0.00		0.00	\bigcirc		0.00	
N	et Gra	nd Total	345,000.00				0.00	345,000.00		44,233.33	2,875.00	34,500.00	78,733.33	
	-	ount = 6							5 S					

Note the amount of \$2875.00 in the Depreciation This Run column. This is the total amount that Sage Fixed Assets exports, so you'll need to remember this number to make sure that the link worked correctly.

The Depreciation This Run column shows the amount of depreciation that was calculated between the next-to-last depreciation calculation (on November 30, 2023, which is shown in the Prior Thru column) and the last depreciation calculation (on December 31, 2023, which is shown in the heading of the report).

Posting Depreciation in Sage Fixed Assets

Follow the steps below to run the Sage 100 Premium Link.

- 1. Select Links/Depreciation Links/Sage 100 Premium from the Sage Fixed Assets menu bar. If a company or organization is open, the system displays a message indicating you must close the company or organization to continue.
- 2. Select Yes to continue. The Sage 100 Premium Link dialog appears.

Sage Fixed Asset	s - Premier Depreciation		,	_	
Sage 100 Pre	mium				
Post depreciation info	rmation to an output file that	t you can import into your gene	ral ledger program.		?
Step 1: Select th	ne company from which y	you want to post the journa	al entry		
Database:	SR2024 💌	Company:	Sage 100 Premier	Test 💌	
Step 2: Choose t	the options to generate t	the journal entry			
Group:	Active Assets	Period Posting Date:	12/31/2023	-	
Book:	Internal 💌	Journal Entry Date:	12/31/2023	•	1
Type:	Summary Journal Entry	<u>R</u> eference Number:	Dec23		j
		he file containing the journ SAGE FIXED ASSETS\GL_LINK\		<u>w</u> se	
Step 4: Preview	and post the journal ent	ry			
First prev	riew the journal entry to valid	date and then post.	Preview		Post
 Which date is used 	to post to my general ledge	<u>12</u>			Close

- 3. Make sure that you select the correct database and company or organization.
- 4. Select the same asset group, book, and period posting date that you selected when you depreciated assets.

The default date for the Journal Entry Date field is today's date, but you can change this date if desired.

- 5. In the Type field, select either Summary Journal Entry or Detail Journal Entry.
 - **Summary Journal Entry:** Includes only the total amounts for each expense account number and accumulated account number.
 - **Detail Journal Entry:** Includes the expense amount for each asset. Each line of the journal entry includes a system number and extension, and an asset description for identification purposes.
- 6. Enter a reference number if desired; it is not required.
- 7. Make a note of the name and location of the file in the Link File field. You will need to know where this file is when you import it into your general ledger program.

You may want to change the file name to make it more meaningful and the folder location to make the file easier to find.

8. Select the Preview button. The system displays the General Ledger Posting Preview report.

	General Ledg For the per) Premier Test er Posting Prev iod ended 12/31/2023 y Journal Entry	view		
Book: Internal FYE: December			Group: Active Assets Reference Number: Dec23		
	Account Number	Account Name	Debit	Credit	
	100-17170	Depreciation Expense	1,041.67		
	100-17171	Depreciation Expense	816.67		
	100-17172	Depreciation Expense	100.00		
	200-17170	Depreciation Expense	208.33		
	200-17171	Depreciation Expense	83.33		
	200-17172	Depreciation Expense	625.00		
	100-16160	Accumulated Depreciation		1,041.67	
	100-16161	Accumulated Depreciation		816.67	
	100-16162	Accumulated Depreciation		100.00	
	200-16160	Accumulated Depreciation		208.33	
	200-16161	Accumulated Depreciation		83.33	
	200-16162	Accumulated Depreciation		625.00	
		Grand Total:	2,875.00	2,875.00	

Note that the Grand Total amounts for the Debit and Credit columns match the Grand Total amounts on the Depreciation This Run column on the Depreciation Expense report.

9. Select the Post button. The system displays a message indicating the depreciation journal entry was created successfully.



10. Select OK to close the message box.

The ASCII file is now ready to be imported into your general ledger program.

Step 1: Setting Up the Visual Integrator to Import Depreciation Expense

- 1. Select Modules/Visual Integrator/Main/Import Job Maintenance. The system displays a dialog that allows you to change the accounting date.
- 2. Enter the desired accounting date, and then select OK.
- 3. Select Modules/Visual Integrator/Main/Job Import. The system displays a dialog that allows you to select the import templates.

3	Job Import		×
Import File Nan	ne		
C:\Program Fil	es (x86)\Sage Fixed Assets\GL_Link\Sage100	Premium_Ex	
Available Jobs			
SFA-D	Example of Sage Fixed Assets d	IMP	Select All
SFA-S	Example of Sage Fixed Assets s	IMP	2 CICULAII
			Unselect All
		2	
	Accept	<u>Cancel</u>	9

- 4. Select on Select All and Accept.
- 5. Select OK on the warning message that appears.

Step 2: Importing the Link File

1. Select Modules/Visual Integrator/Main/Job Select.

S	Job Select	_ □ >	¢
Job 1	lame	Job Type	
SFA		IMPORT	
SFA SFA	-5	IMPORT IMPORT	
	<u>S</u> elect	<u>C</u> ancel 📇	

2. Select the import job you want to run and then the Select button. The system displaysa dialog that allows you to specify the location and name of the file in the Import File Name field.

S	V	/IWI02 (SAR)	11/29/201	6			x
Example of Sage Fixed	Assets summary JE im	port to the G/L G	eneral Journal	Entry tables.			~ ~
Import File Name	C:\Users\Administra	tor\Desktop\XYZ-	CO-082016.SI	DF			
		Job Maint	Log	Test	Accept	Cancel	0
					TST	SAR 11/29	9/2016

3. Use the browse button to locate the GLLINK.SDF file.

		VIWI02 (SAR)	11/29/201	6			X
Example of Sage Fixed.	Assets summary JE	import to the G/L Ge	eneral Journal	Entry tables.			< >
Import File Name	C:\Program Files ()	x86)\Sage Fixed As	sets\GL_Link\/	ASDEPR.SD	F		
		Job Maint	Log	<u>T</u> est	Accept	Cancel	

4. Select the Test button. The Job Test dialog appears.



- 5. If you want to test all records in the file, then select the All Records checkbox.
- 6. Select OK. The system displays a message that indicates how many records passed the test and asking if you want to view the import log.



7. Select Yes to view the import log.

🚮 Job Log				3	
	Results Record Passed Record Passed Record Passed Record Passed Record Passed				BEG UP DN END
Total Records	7	<u>S</u> ummary	<u> </u>		0
				WB3	

- 8. Select OK. The system returns to the import dialog.
- 9. Select the Accept button. The system displays a message indicating the records are ready to import.
- 10. Select Yes. The system displays an import summary message asking if you want to view the import log.
- 11. Select No to close the message box.



Step 4: Verifying the Imported Batch

1. Select General Ledger/Main/General Journal Entry. The General Journal Entry Batch dialog appears.

Batch Ni Commen		ch 🖉 🗘 🗘 🗘 💭	Modify Verify Renumber Marga
Status Entries	0		
	Total	Amount	
1	Total Debits	.00	
2	Total Credits	.00	
		Accept	Cancel Delete 🕜

2. Select the Lookup icon next to the Batch Number field. The GL Company Active Batch dialog appears.

🚰 GL Company Active Batch	? <u>-</u> X
Batch No 🛆 Date Created Record Count Comment	
00001 5/5/2005 1 VI TEST Import: FAS2	
Search Batch No 💌 Begins with 💌	Eind
Fjikers	
Custom	20
Found 1 records	

3. Select the batch that you have imported, and then the Select button. The system returns to the General Journal Entry Batch dialog.

🚰 Genera	<mark>l Jo</mark> urnal Entry Bat	ch		<u> </u>
Batch Nu	mber 00001 O		Modify	⊻erify
Comment	VI TEST Impo	rt: FAS2	<u>R</u> enumber	Merge
Status	Available			
Entries	1			
	Total	Amount		
1	Total Debits	10,044.37		
2	Total Credits	10,044.37		
		Accep	t <u>C</u> ancel <u>D</u> e	lete 🕜

Make sure that the Total Debits and Total Credits are correct.



Chapter 7 Sage 500 ERP Link

The Sage 500 ERP Link exports depreciation transactions for one Sage Fixed Assets company, or one group within a company, at a time. The link posts depreciation directly from Sage Fixed Assets to the Sage 500 ERP program. When you send the depreciation journal entry from Sage Fixed Assets to Sage 500 ERP, the system does not create a posting export file. You only need to run the link in Sage Fixed Assets and the journal entry will be imported and then posted in the Sage 500 ERP program.

We refer to all versions of Sage Fixed Assets—Depreciation that are compatible with this link as "Sage Fixed Assets." For a list of products that work with this link, see the chart on page 5. In this chapter, "Sage Fixed Assets" does not include Sage Fixed Assets—Tracking or Sage Fixed Assets—Planning.

Installing the Link

The Sage 500 ERP Link is preinstalled; the system installs the link when you install Sage Fixed Assets.

Preparing the Data in Sage Fixed Assets

Step 1: Checking the G/L Account Numbers in Sage Fixed Assets

You must make sure that all assets for which you want to post depreciation in Sage Fixed Assets contain G/L Account numbers that match the chart of accounts in the Sage 500 ERP program.

1. In the Asset List, scroll to the right to view the G/L Accountnumbers.

,	[SR500]	.1		
	Go			
omplete Assets V		C. D. Annual Co.		
ompiete Assets +		🛐 📓 Assets in Gro	up: 2	
Department	Class	G/L Expense Account	G/L Asset Account	C/L Accum Acco
Department	Class		G/L Asset Account 10015150	10016160

2. Make sure that all assets contain the correct G/L Expense Accountnumbers and G/L Accumulated Accountnumbers.

You can use the Replace feature to globally replace G/L Account numbers. For information on using the Replace feature, see your Sage Fixed Assets online user's guide or online Help.



Step 2: Depreciate Assets in Sage Fixed Assets

The next step is to calculate depreciation in Sage Fixed Assets for the period for which you want to post depreciation. In our example, we want to post depreciation for December 2023.

We need to make sure that the Depreciation This Run column on the Depreciation Expense report represents only the depreciation for one month. First, we'll calculate depreciation for the month prior to the date that we want to post (that is, November 2023).

1. Select Depreciation/Depreciate from the menu bar. The Depreciate dialog appears.

ect a group, book(s), and run o	date to which depreciation c	alculations will be updated.	Ê
Group	Books	Date	Run Options
All Complete Assets> Active Assets Disposed Assets Inactive Assets	Select All Tax Internal State AMT ACE Book 6	Calculate depreciation through the following date: 11/52/2023 V	Force recalculation <u>What is this?</u> Update current reporting period Choose Report: Depreciation Expense v
	Book 7	Verify Run Date View Reporting Period	Send To:

- 2. Select the book and group of assets for which you want to calculate depreciation, and then enter the date in the Date field. For this example, enter **11/2023**.
- 3. Clear the Window check box because you do not need to view the Depreciation Expense report at this time.
- 4. In the Choose Report field, leave the default selection of Depreciation Expense.
- 5. Select OK. The system calculates depreciation for November 2023.

Next, we will calculate depreciation for the period for which we want to post depreciation.

- 6. On the Depreciate dialog, make sure the group of assets and book for which you want to calculate depreciation are still selected, and then enter the new date in the Date field. This time, calculate depreciation for **December 2023.**
- 7. Select the Window check box.
- 8. Select the Update Current Reporting Period check box.
- 9. Select OK. The system calculates depreciation and displays the Depreciation Expense report.

							Sage	500 Integra	ation Te	sting				
								preciation Exp						
							A	s of Decembe	r 31, 2023					
Book = FYE M		rnal = Decembe	r									Grou	p = All Complete	As
Sys No	Ext	In Svc Date	Acquired Value		Depr Meth	Est Life	Salv/168 Allow Sec 179	Depreciable Basis	Prior Thru	Prior Accum Depreciation	Depreciation This Run	Current YTD Depreciation	Current Accum Depreciation	K
000001	000	01/02/22	750,000.00			10 00	0.00	750,000.00	11/30/23	75,000.00	6,250.00	75,000.00	150,000.00	
000002	000	03/02/22	80,000.00	P	SLMM	10 00	0.00	80,000.00	11/30/23	6,666.67	666.67	8,000.00	14,666.67	
	(and Total	830.000.00				0.00	830.000.00		81,666,67	6,916.67	83,000.00	164.666.67	
Les	s disp	transfers	0.00				0.00	0.00		0.00			0.00	
1		Brand Total	830,000.00	-			0.00	830,000.00		81,666.67	6,916.67	83,000.00	164,666.67	-
	Net (

Note the amount of \$6,916.67 in the Depreciation This Run column. This is the total amount that Sage Fixed Assets sends to the Sage 500 ERP program, so you'll need to remember this number to make sure that the link worked correctly.

The Depreciation This Run column shows the amount of depreciation that was calculated between the next-to-last depreciation calculation (on November 30, 2023, which is shown in the Prior Thru column) and the last depreciation calculation (on December 31, 2023, which is shown in the heading of the report).

Posting Depreciation in Sage Fixed Assets

Follow the steps below to post depreciation in Sage Fixed Assets. The system creates a depreciation journal entry for the selected period in Sage 500 ERP.

1. Select Links/Depreciation Links/Sage 500 ERP from the menu bar. The Sage 500 ERP dialog appears.

👯 Sage Fixed Asset	s - Premier Deprec	iation			-		\times
Sage 500 ERF	2						
Post depreciation info	rmation to an output	file that you	can import into your gene	ral ledger progra	am.		?
Step 1: Select th	e company from	which you v	vant to post the journ	al entry —			
Database:	SR 500T	•	Company:	Sage 500 Integ	gration T	e 💌	
Step 2: Choose t	the options to gen	erate the j	ournal entry ———				
Group:	Active Assets	•	Period Posting Date:	12/31/2023		•	
Book:	Internal	•	Journal Entry Date:	12/31/2023		•	
			Reference Number:	Dec23			
Step 3: Preview	and post the jour	nal entry _					
First prev	view the journal entry	to validate a	and then post.	Previe	ew	Post	
Which date is used	to post to my gener	al ledger?				Clo	se

- 2. Make sure that you select the correct database and company.
- 3. Select the same asset group, book, and period posting date that you selected when you depreciated assets.

The default date for the Journal Entry Date field is today's date, but you can change this date if desired.

- 4. Enter a reference number if desired; it is not required.
- 5. Select the Preview button. The system displays the General Ledger Posting Preview report.

March 30, 2023 05:15 PM				
	Sage 500 In	tegration Testi	ng	
	For the per	er Posting Prev iod ended 12/31/2023 y Journal Entry	iew	
Book: Internal			Group: Act:	ve Assets
FYE: December			Reference Number: Deci	3
	Account Number	Account Name	Debit	Credit
	10071000	Depreciation Expense	6,250.00	
	10072000	Depreciation Expense	666.67	
	10016160	Accumulated Depreciation		6,250.00
	10016161	Accumulated Depreciation		666.67
		Grand Total:	6,916.67	6,916.67

Note that the Grand Total amounts in the Debit and Credit columns match the Grand Total amounts on the General Ledger Posting report and the Depreciation This Run column on the Depreciation Expense report.

6. On the Sage 500 ERP link dialog, select the Post button. The Sage 500 ERP Login dialog appears.

Sage 500 ERP Login X
Use Windows Authentication
User Name: admin
Password:
Company: SAR
Advanced Options OK Cancel
- Server / Databases
Change Server / Database
SQL Server: SR24500 Refresh
Database: Sage500_app
Save Setting As Default

- 7. Enter your Sage 500 ERP User Name and Password.
- 8. Select the Sage 500 ERP company to which you are posting depreciation.
- 9. Select OK to close the message box. The Import Transactions dialog appears.

S Import Tr	ansactions	-	×
► 🌆 🤇) 🚷 🛅		
Journal Einancial	JE 💁		
*******		admin SAR	

- 10. Enter JE (for Fixed Assets) in the Journal field.
- 11. Select the Financial check box.
- 12. Select the Green Arrow to proceed. The Transfer Status dialogappears.

Status	Complete
Record Count:	00004
Sample Count:	00000
Log Count:	00000
Process Count:	00004

13. Wait until the Status field displays "Complete," and then select OK. The system displays a message indicating the G/L data was exported successfully.



14. Select OK to close the message box.

Posting the Journal Entry in Sage 500 ERP

Step 1: Selecting the Journal Entry

- 1. In the Sage 500 ERP program, open the desired company.
- 2. Select General Ledger/Activities/Process Journal Transaction from the menu bar. The Process Journal Transactions dialog appears.


Process Journal Transactions	- 🗆 x
✓ □ ∅ × ₨ ♥ ♥ ■	
Batch Nesc	Status:
Private Posting Date //	Select Recurring
On Hold Hold Reason	Enter Transactions
Entry Type Reversing Date / /	Begister/Post
Control Amt \$0.00	
Batch Total: \$0.00	
14 4 D D Y	admin SAR

3. Select the flashlight icon to the right of the Batch field. The system displays the Lookup Window dialog that allows you to select the desired batch.

r Pos
12/31/202

- 4. Scroll down until you see FixedAssets Transaction Import in the Batch Comment column.
- 5. Select (highlight) that line, and then select the Finish and Exit button. The system returns to the Process Journal Transactions dialog.



S Process Journal Transactions	- 🗆 🗙
🛩 🔜 🥝 💥 🗟 🎯 🚷 🚟	
Batch 0000001 📎 Desc Fixed Assets Transaction Import	Status: Balanced
Private Posting Date 12/31/2023	Select Recurring
On Hold Hold Reason	Enter Transactions
Entry Type Standard V Reversing Date / /	<u>R</u> egister/Post
Control Amt \$0.00	
Batch Total: \$6,916.67	
	admin SAR I

6. Enter the correct posting date in the Posting Date field. For this example, the posting date is **12/31/2023**.

Step 2: Verifying the Journal Entry

1. Select the Enter Transactions button. The Enter Journal Transactions dialogappears.

Usung Date. 12/5	1/2023		Reversing) Date:		
Lournal 📗 🔦	Entry Number	<u>s</u>	Net Balar	ice: \$0.00	<u>S</u> ave A	
<u>H</u> eader	Detail			_	Recurrin	g
<u>F</u> inancial						
Re <u>v</u> erse Journal					Merge	
Journal Co <u>m</u> ment			÷	-	Allocation	L.,
					<u>R</u> ecurring	
				_	Tecanni	

2. Select the Search icon (magnifying glass) to the right of the Journal field. The system displays the Lookup Window dialog that allows you to select the journal transaction.



2 Lookup Window				
🛃 🐻 C 🍸 🐻 🛛	P 🛛 🔛 🖾 💥	🔜 🔄 📀 🕢		
<u>V</u> iew Standard ×	•	🔽 Set As Default View 🔲 Save Filter		
<u>F</u> ilter				
Field	Condit	ion		
Journal	All	~		
Description	All			
Journal	X	Description		<u> </u>
EX		Expense Claim Journal		
IM		Inventory Management		_
JE		Journal Entry		
MC MF		Multicurrency Journal		
		Enterprise Manufacturing Non-Financial Alloc Journal		
NA				
PA PT		Project Journal Project Transaction Journal		-
		Project Transaction Journal		
Quick Search				_
Journal 👤	Begins with	•		Search
7 rows.		admir	SAR	

- 3. Scroll down until you see the JE Journal Entry, and double-click on that line. The system returns to the Enter Journal Transactions dialog.
- 4. Select the Search button (magnifying glass) to the right of the Entry Number field. The Lookup Window dialog appears.

iew Standard jilter	• [Set As Default Vie	sw 🕅 Save Filter	
Field	Conditi	on		
Journal	All	~		
Journal Number	All			
Curr	All			
Financial	All			
Post Comment	All			
	al Number Curr		Post Commen	t
E	1 USD	Yes F	ixed Assets Transaction Import	

5. Double-click on the JE Journal Entry line. The system returns to the Enter Journal Transactions dialog.



-	11/2023	Reversing [)ate:		
Journal JE	Entry <u>N</u> umber 000000001 🔬 📎	Net Balance	e: \$0.00		
Journal Er	ntry			<u>S</u> ave As Recurring.	
Header	<u>D</u> etail				
Einancial	N				
Reverse Journal	Г			Merge	
Journal Co <u>m</u> ment	Fixed Assets Transaction Import	<u>^</u>		Allocation	
	1	V		Merge	
			_	<u>R</u> ecurring	

6. Select the Detail tab. The Detail page of the Enter Journal Transactions dialog appears.

lourn	g Date: 12/31/2023 al JE <u>G</u> Entry <u>N</u> umber 0000000001		versing Date: t Balance: \$0.00	
Не	Journal Entry			<u>S</u> ave As Recurring
			,	<u>o</u> k
Com	ment Dec23	Ŷ		
	Account	C Debit	Credit	Undo
1	Account 100-71000	6,250.00	Credit	Undo
1 2	Account 100-71000 100-72000			Undo
1	Account 100-71000	6,250.00	6,250.	Undo

7. Verify the journal entry. The total amount of depreciation expense should match the grand total amount in the Debit and Credit columns on the General Ledger Posting report.

Chapter 8 Sage 500 ERP AP/PO Link

The Sage 500 ERPAP/PO Link allows fixed asset purchases entered through PO Entry or AP Voucher Entry in Sage 500 ERP to be automatically added to Sage Fixed Assets.

In Sage Fixed Assets, you can create asset templates, which contain basic information about the asset. Then in Sage 500 ERP

, you can select the desired template for each fixed asset purchase. Then when you post the AP voucher or PO receipt of invoice, the item is sent directly to Sage Fixed Assets, where the template is applied, thus avoiding additional data entry.

Line items can be identified as fixed assets in the following forms:

- Enter Vouchers (AP)
- Enter Receipt of Invoice (PO)
- Purchase Order Entry (PO)

We refer to all versions of Sage Fixed Assets—Depreciation that are compatible with this link as "Sage Fixed Assets." For a list of products that work with this link, see the chart on page 5. In this chapter, "Sage Fixed Assets" does not include Sage Fixed Assets—Tracking or Sage Fixed Assets—Planning.

This integration is supported only in the Microsoft SQL Server version of Sage Fixed Assets.

Installing the Link

The Sage 500 ERP AP/PO Link is preinstalled; the system installs the link when you install Sage 500 ERP. You must install Sage Fixed Assets separately.

Preparing the Company in Sage Fixed Assets

The Asset Template feature in Sage Fixed Assets allows you to create predefined assets, which you can then copy into individual assets. You create an asset specifically designed to be saved as a template, completing fields for a certain type of asset (for example, general ledger fields, depreciation method, and estimated life).

- 1. In Sage Fixed Assets, enter a new asset that you want to save as a template.
- 2. Select Asset/Save as Template from the menu bar. The Save as Template dialog appears.

Create a set of predefined field entries that can be applied when creating new assets.				
Enter new template name:				
	Rename			
Existing Templates:	Delete			
Sage 500 AP 01	Copy			
> How can I edit an existing template?				

3. Enter a name for the template you are creating, and then select OK.

Setting Up the Link in Sage 500 ERP

Step 1: Activating the Link

- 1. In Sage 500 ERP, log into the company that you want to link to Sage Fixed Assets.
- 2 Select System Manager/Maintenance/Maintain Companies. The Maintain Companies dialog appears.

ompany SOA	Name Name	Bystems of America			Activate Modules
Address				ction	
Address [165 Pacific Highway		Server Name	SR24500	
[Database Name	sage500_ap)
Ĺ			Options		
City 🛛	Zuma Beach	State CA 🔍	Home Currency	USD	2
Postal Code	90263-	Country USA 🔍	Federal Tax ID	95-365747	1
Contact			State Tax ID	55884652	
Telephone	(310) 442-1322	Extension 4290			
Fax	(310) 442-1432	Extension	Company Color		
Contact	Robert Ding		It Delault		

- 3. In the Company field, select the company that you want to link to Sage Fixed Assets.
- 4. Select the Activate Modules button. The Activate Modules dialogappears.



	🚡 🕐 🤣			
	Module ID	Module Name	Set Active?	4
1	AM	Advanced Manufacturing		
2	AP	Accounts Payable		
3	AR	Accounts Receivable		
4	AS	Advanced Planning & Scheduling		
5	BA	Business Insights - Analyzer		
6	BE	Business Insights - Explorer		1
7	CC	Credit Card Processing		11
8	CM	Cash Management		1
9	CZ	Customizer		1
10	DA	Alerts		1
11	DI	Data Import Manager		1
12	DM	Data Migrator		1
13	DP	DataPorter		1
14	EM	Engineering Change Management		1
15	ES	Estimating	✓	1
16	FX	Business Insights Dashboard		1
17	FL	Fixed Assets Link		
18	GL	General Ledger	V	1
19	IM	Inventory Management		1
20	IN	Intercompany Transactions	I	1
21	IR	Inventory Replenishment		1
22	MC	Multicurrency		1
23	MF	Manufacturing		1
24	MB	Material Requirements Planning		

- 5. For the FL Fixed Asset Link, select the check box in the Set Active column.
- 6. Select the Proceed button and then close the dialog. The system returns to the Maintain Companies dialog.
- 7. Select the Save button to save your changes.
- 8. Select the Finish button and then close the Maintain Companies dialog.

Step 2: Selecting the Fixed Assets Account Type

In this step, you define the Account Type of one of the Natural Accounts in Sage 500 ERP as "Fixed Assets."

1. Select General Ledger/Maintenance/Maintain GLAccounts/Maintain Natural Accounts. The Maintain Natural Accounts dialog appears.

tural Account	1525	
M	ain	
Description	Accumulated Depreciation	Effective Dates
Short Desc	Accum Depr	
<u>S</u> tatus	Active Apply to all associated GL accounts	To 1/1 -
Financial		1
Account Group	FIX ASSETS	Create Accounts
Account Type	Other Assets	Reference Groups
Cash Flo <u>w</u> Code	Operating	hereience Groups

2. Select the Lookup button to the right of the Natural Account field. The Lookup Window dialog for the Natural Account field appears.

⊻iew Standard× _Eilter		💌 🔽 Set As Default Vi	iew 🗌 Save Filter	
Field		Condition		
Natural Acct		All		
Natural Acct Descri	iption	All		
Acct Type Descript	ion	All		
Natural Acct 520	Lea	Natural Acct Description asehold Improvements	Acct Type Description Other Assets	ť
1320	Accumulated Depreciation		Fixed Assets	
	Acc	umulated Depreciation	Tined Assets	
1525		cumulated Depreciation rehouse Equipment	Other Assets	
1525 1530	Wa			
1525 1530 1535	Wa Acc	rehouse Equipment	Other Assets	
1525 1530 1535 1560	Wa Acc Veł	rehouse Equipment cumulated Depreciation	Other Assets Other Assets	
1525 1530 1535 1560 1565	Wa Acc Vel Acc	rehouse Equipment cumulated Depreciation nicles	Other Assets Other Assets Other Assets	
1525 1530 1535 1560 1565 2001 Quick Search	Wa Acc Vel Acc	rehouse Equipment cumulated Depreciation nicles cumulated Depreciation	Other Assets Other Assets Other Assets Other Assets	

- 3. Select a natural account number that contains "Fixed Assets" in the Account Type Description column.
- 4. Select Finish and Exit button to close the dialog. The system returns to the Maintain Natural Accounts dialog.
- 5. In the Account Type field, select Fixed Assets, and then select the Savebutton.
- 6. Select the Finish button and then close the dialog.

Step 3: Selecting the Sage Fixed Assets Company

In this step, you select the Sage Fixed Assets company to which you want to link.

1. Select Accounts Payable/Maintenance/AP Setup/Set Up AP Options. The Setup AP Options dialog appears.

Integration	Gener	al Ledger	<u>D</u> ata Reten	tion	Custom	nize
2023 •	CI	Unlock All F	uture Periods	nhock 0		
				nook jo	<u>.</u>	
Trade	9	Terms Disc	ount Method	Discou	nts Earne	d 🕶
Checking - Corp	-	# Inv to Ca	lc Vend Ava	30	-	
Check	-			100		0.00
SOA-Los Angeles	9	Maximum V	/rite-Uff Limit	1	1	0.00
hes	Du	uplicate Invoid	e Control 😡	arn for Du	uplicates	-
y	V	Issue Warni	ng for Unappli	ed Payme	ents	
n Purchases	~	Show Bank	Acct. Balance	e During F	mt Select	ion
	2023 12 Trade Checking · Corp Check SOA-Los Angeles hes y	2023 12 Trade Checking · Corp Check SQA-Los Angeles w V	2023 Closing or Creat Unlock All F No of Future Trade I rade I r	2023 Closing or Creating Periods: Unlock All Future Periods No of Future Periods to Un 12 Image: Complexity of the periods of the period	2023 Closing or Creating Periods: 12 Unlock All Future Periods to Unlock [0] Trade Ierms Discount Method Checking · Corp Ierms Discount Method Check Ierms Discount Method SQA-Los Angeles Maximum Write-Off Limit y Issue Warning for Unapplied Payme	2023 Closing or Creating Periods: 12 Unlock All Future Periods to Unlock 0 12 Image: State in the imag

2. Select the Integration tab. The Integration page of the Setup AP Options dialog appears.

Main	Integration	<u>G</u> eneral Ledger <u>D</u> ata Retention <u>C</u> ustomiz
Eiscal Period Current AP Year Current AP Period	2023 • 12 •	Closing or Creating Periods: Unlock All Future Periods No of Future Periods to Unlock 0 🛨
Defaults Vendor Class Bank Account Payment Method Sales Tax Schedule	Trade Checking - Corp Check SOA-Los Angeles	Image: Second Method Discounts Earned Image: Second Avg 30 1 Maximum Write-Off Limit \$0.
Allow Private Bat Allow Intercompa Track Sales Tax Track 1099 Inform	ny on Purchases	Duplicate Invoice Control Warn for Duplicates Issue Warning for Unapplied Payments Show Bank Acct. Balance During Pmt Selection

- 3. Select the Fixed Asset Accounting checkbox.
- 4. Select the Require Asset Template with Purchase if you want the system to require users to assign an asset template to line items with a fixed asset account. The asset template enables the line item to be added automatically to Sage FixedAssets.
- 5. Select the Sage Fixed Assets database containing the company to which you wantto link.
- 6. Select the Sage Fixed Assets company to which you want to link.
- 7. Select the Finish and Exit button to close the dialog.

Processing Vouchers

Step 1: Entering Vouchers

1. Select Accounts Payable/Activities/Process Vouchers. The Process Vouchers dialog appears.

atch	No. Desc				Status:		
□ <u>P</u> rivate P	osting Date 기	-	•		Sele	ct Recurring	j
□ On <u>H</u> old H □ R <u>a</u> pid Entry	old Reas <u>o</u> n				Ent	er Vouchers	
Department		Q			<u>B</u> e	gister/Post.	
Control Amt	\$0.00	Tran Type	Count	Amount			
Batch Total	\$0.00		I				

- 2. In the Batch field, enter a batch number.
- 3. Select the Enter Vouchers button. The Enter Vouchers dialog appears.

be Invoice	Voucher 00000	33123 Nendor ACS Solution Advanced Computer Solution	nvc No 2024 itions
<u>H</u> eader			\$0.00
⊻endor Remit To Purchase From Contact		Ivanced Computer Solutions Ivanced Computer Solutions	<u>R</u> emit To Address <u>P</u> urchase Address
Invoice Invoice Date Receipt Date Reason Comment	03/31/2023 03/31/2023	Bank Account Checking - Corp Separate Check Hold Payment	<u>Qurrency</u> USD
<u>S</u> hipping Ship Via F.O.B.	FedEx Q	Tgms Payment Tems 5%TenNet30 Due Date 04/30/2023 Discount Date 04/10/2023 ▼	

- 4. In the Voucher field, enter a voucher number.
- 5. Select a vendor and enter an invoice number and an amount.
- 6. Select the Detail tab. The Detail page of the Enter Vouchers dialog appears.

pe Invoice	• V	oucher 0003312023	Vendor ACS Advanced	Somputer Solution	c No 2024 ns	
<u>H</u> eade	ſ	Detail	<u>I</u> otals	Amt		\$
	SOA	•				
<u>I</u> tem [[Quantity 1	<u> しのM</u> しのM しのM しのM	Unit Cost	0.0000	n Amt	0.00
Account Reference	· · · ·	<u>4</u> 2	<u>Fixed</u> Asset			<u>0</u> K
Project A	A Sales T	a <u>x Freight Comment</u> Item	Н		Quantity	<u>U</u> ndo ,
1						

- 7. In the Item field, select an item.
- 8. Select the Account tab. The system displays the Accountfields.
- 9. Select the Lookup icon next to the Account field. The Lookup Window dialog appears.

Q Lookup Window					\times
🖶 🐻 C 🍸 🖉 🛛	P 🔛 🐼 💥 🔀 🗎	b 🛈 🕜			
<u>V</u> iew Standard	💌 🔽 Set A	s Default View 🔲 Save Filter			
Eilter					
Field	Condition				
GL Account Number	All	~			
Description	All				
Acct Type Description	All				
Status	All				
	int Number 🛛 🕅	Description			
1510-00-00-00	int Number 🛛 🚈	Description)ther
1520-00-00-00		Leasehold Improvements)thei
1525-00-00-00		Accum Depr - Leasehold Improvement	\$		ixed
1530-00-00-00 ◀		Warehouse Equipment)the
Quick Search					
GL Account Number	Begins with	•			Sea <u>r</u> ch
274 rows.		admin	SOA 3/3	31/2023	

10. Select an account number that contains "Fixed Assets" in the Account Type Description column.

This account number does not need to be the account number that will be assigned to the asset in Sage Fixed Assets. The only requirement is that the account number must have an Account Type Description of "FixedAssets."

11. Select the Finish and Exit button to close the dialog. The system returns to the Enter Vouchers dialog.

Ype Invoice	→ 🔲 ▼ 🚱 🤔 🐯 🧞 ▼ Voucher 0003312023	Vendor ACS	Invc No	2024
<u>H</u> ead z	<u>D</u> etail	<u>I</u> otals	Amt	\$25,000.
Reference	Lobles UOM 1.0000 - Box 5-00-00-00 Sales Tag Ereight Comment	Unit Cogt Accum Depr - Leasehold Exced Asset Sage		120.00
A	Item	н		Quantity
•				

12. In the Fixed Asset field, select the desired Sage Fixed Assets template.

13. Select OK to add the voucher to the list box at the bottom of the dialog.

pe Invoic	e <u> </u>	Voucher 0003312023	Vendor ACS Advanced Compu	Linvc No 2024 ter Solutions	
<u>H</u> ea	ader	Detail	Iotals	Amt	\$21
Target Co.	SOA	•			
<u>I</u> tem	Cables Quantity	Cables UOM 1.0000 Dox	Unit Cost	00 Purch Amt 20.00	
Account Reference			Accum Depr - Leasehold Improve Eixed Asset Sage 500 AP		
Project	A /	es Ta <u>x</u> <u>F</u> reight <u>C</u> omment	н	Quantity	UOI
1 SOA		ables	Cables	1.0000 B	ox

- 14. Select the Save button to save your changes.
- 15. Select the Finish button and then close the Enter Vouchers dialog. The system returns to the Process Vouchers dialog.
- 16. Select the Finish button to save your changes in the Process Vouchers dialog.

Step 2: Posting AP Batches

1. Select Accounts Payable/Activities/Post AP Batches. The Post AP Batches dialog appears.

Print	Post	Proc Status	Batch	Post Date	Status	Created By	Priv
			APMC-0000001	03/20/2008	Balanced	admin	Г
			APPA-0000001	06/04/2008	Balanced	sxfreder	Г
			APSC-0000033	06/05/2008	Balanced	admin	Γ
			APV0-0000078	06/22/2008	Balanced	admin	Γ
			APV0-0000091	06/12/2008	Balanced	klkarle	Γ
			APV0-00036	06/21/2008	Balanced	kcratlif	Г
-			APV0-00064	06/16/2008	Balanced	kcratlif	Г
V)	APV0-0033123	03/31/2023	Balanced	admin	Г
							,

- 2. Select the check boxes in the Print and Post columns for the desired batch.
- 3. Select the Proceed button. The system displays a message indicating that the batch has been posted.

S	Print/Post Status	_	\times
	Currently Processing Batch:	APV0-0033123	
	Options Selected:	Print and Post	
	Status:	Process Complete	

4. Select OK to close the message box. The system returns to the Post AP Batches dialog.

Viewing the Asset in Sage Fixed Assets

- 1. In the Sage Fixed Assets program, open the company that is linked to Sage 500 ERP.
- 2 In the Asset List, scroll down to the bottom of the page.



Note that the assets from Sage 500 ERP have been added to the list of assets.

Chapter 9 Abila MIP Link

The integration between Abila MIP and Sage Fixed Assets—Depreciation works two ways:

- **Abila MIP to Sage Fixed Assets:** When entering purchase information in Abila MIP A/P Invoice Entry, Cash Disbursement, or Write Checks forms, you can easily and quickly identify the purchase as a fixed asset by selecting a toolbar button to access the FAS Asset Quick Entry dialog. Then at the end of the period you can send all purchases identified as fixed assets over to the Sage Fixed Assets system as active assets. The information that you entered in Abila MIP appears when you view the asset in Sage Fixed Assets. (See "Setting Up Abila MIP to Link with Sage Fixed Assets," page 86 and "Monthly Processing in Abila MIP," page 90.)
- **Sage Fixed Assets to Abila MIP:** You can send a depreciation expense journal entry directly from Sage Fixed Assets to Abila MIP as an unposted journal entry. The system uses the account offset feature in Abila MIP to create the depreciation expense journal entry, as well as distribution codes to allocate depreciation across the appropriate expense accounts, if necessary.

In addition to the above integration points, in the Sage Fixed Assets system you can import Distribution Codes from Abila MIP, launch Abila MIP, and map a Sage Fixed Assets company to an Abila MIP database.

Note: We refer to all versions of Sage Fixed Assets—Depreciation that are compatible with this link as "Sage Fixed Assets." For a list of products that work with this link, see the chart on page 5. In this chapter, "Sage Fixed Assets" does not include Sage Fixed Assets—Tracking or Sage Fixed Assets—Planning.

Installing the Link

The Abila MIP Link is preinstalled; the system installs the link when you install Sage Fixed Assets.

Setting Up Abila MIP to Link with Sage Fixed Assets

Before you can begin to enter fixed asset information in the A/P Invoice Entry, Cash Disbursement, or Write Checks modules, you must complete a one-time setup process for each Abila MIP Organization that will integrate with Sage FixedAssets.

Step 1: Enabling FAS Asset Quick Entry

Perform the following steps in Abila MIP.

1. In the Administration module, select Organization/Organization Preferences from the menu bar. The system displays a dialog that allows you to enter preferences for your organizations.



Processing Mode O Batch On-Line Combined	Account Code Combinations Options No Account Combination Valid Account Combinati Invalid Account Combinati	ons
Enable Document ID Control Summarize Transaction Entries	Verify Account Code Com Processing.	binations during Setup, Transaction Entry, and
Transfer to Sage Fixed	Assets	
Enable Sage	Database:	SRABila
Fixed Assets Ouick Entry	Organization Unit:	Sample Gov/NP Organization

- 2. Select the Enable Sage FAS Asset Quick Entry check box.
- 3. In the Database field, select the Sage Fixed Assets database containing the organization to which you want to send assets.

Note: This field is not enabled unless Sage Fixed Assets version 2003.1 or higher is properly installed.

4. In the Organization Unit field, select the default Sage Fixed Assets organization to which you want to send assets.

Note that this field is only a default setting. You can select a different organization during the transfer to Sage Fixed Assets process.

5. Select OK to close the dialog.

Step 2: Setting Up Offsets for the Journal Vouchers

1. In the Accounting module, select Maintain/Offset Account Assignments from the menu bar. A dialog similar to the one shown below appears.



Transaction Source:		
Transaction Entry Accounts		
Fund:	~	
GL:		
Automatic Offset Accounts		
Fund:		
GL:		
Due To/Due From Accounts		
For the Transaction Entry Fund:		
For the Offset Entry Fund:		

2. Select the Wizard button at the top left of the dialog. The first wizard dialogappears.

uring transaction entry			accounts you	input	
pecify the type of trans	action for which yo	u want to assig	n offsets.		
ransaction Source:	VL	~			

- 3. In the Transaction field, select JV.
- 4. Select the Next button. The second wizard dialog appears.

	t Assignments Wi ansaction entry Fund		nts for which you	want to assign offs	ets.
Fund:		\sim			
GL Available Ite	ms:		Selected Items:		
Code	Title		Code	Title	
11-111	11-111	-			
30-000	30-000				
30-145	30-145	>>			
60-100	60-100				
		<			

- 5. In the Fund field, select a fund to which you will be posting depreciation.
- 6. In the GL list box, select the account or accounts to which you will be posting depreciation.
- 7. Select the Move button to move the selected GL codes to the Selected Items list box.
- 8. Select the Next button. The third wizard dialog appears.

Offset Account Assignme	ents Wizard				
Now that you've specified the offset Fund and GL account					
Fund:	0	✓0			
GL:	11-111	✓ 11-111			
	< Back	Next >	Finish	Cancel	Help

- 9. In the Fund field, select the fund to which the depreciation expense offset should be posted.
- 10. In the GL field, select the account to which accumulated depreciation will be posted.
- 11. Select the Next button. The fourth wizard dialog.



12. Select the Finish button. The system returns to the main dialog.

Tip: You can use the copy icon to set up the offsets for other funds.

Monthly Processing in Abila MIP

Once the setup is complete you can begin processing fixed asset information. The Abila MIP system includes a new FAS Asset Quick Entry dialog that allows you to enter fixed asset information about a purchase so that assets can be properly created in the Sage Fixed Assets system. This form is available in Abila MIP from the A/P Invoice Entry, Cash Disbursement, or Write Checks forms. Each form includes a toolbar icon to access the FAS Asset Quick Entry dialog. For example, we will use the A/P Invoicesform.

Step 1: Entering A/P Invoices

1. In the Accounting module, select Transactions/Enter A/P Invoices from the menubar. A dialog that allows you to enter A/P invoices appears.

ession ID:	~	Status:	\checkmark
escription:		Date:	-
Session Totals Total Number of Documents:			
Total Amount for all Documents	:	\$0.00	

- 2. Enter the appropriate Session ID, Status Description, and Date.
- 3. Select the Start button. A dialog that allows you to enter the invoice details appears.

. (à. 🙉 m	i 🛛 🛏 🕅 I	ð 💶 41 🚛 🐑 🖉	and when I am				
nvoice: 00	ffice Chair	Date: 5 /10/20			400		
Vendor ID:	 	a		Due: 6 / 9 /2023	0		
GL	Fund	Debit	Credit	Entry Type	Effective Date	Description	
*	1				I		
4 4 Record		<					
4 4 Record) (1 181 181	د		Totals: \$6.00 DK \$6.00 DK	R Met \$0.00		

4. Complete the information on this dialog for the selected invoice. After you select a vendor ID, the system enables the FAS toolbar button at the top of the dialog.

5. Select the FAS button to display the Sage FAS Asset Quick Entry dialog.

	Placed in Se	rvice Date	Acquired Value	Asset Tem
∮ *	/31/ <mark>2022</mark>	÷ 🖬	5,000.00	
4 4	Record 1)) (,

- 6. Enter as much information for the asset as possible:
 - **Placed in Service Date:** The date on which the system will begin to calculate depreciation.
 - **Acquired Value:** The value of the asset prior to any basis reductions.
 - **Asset Template:** The Sage Fixed Assets template to be applied to the asset when it's created.
 - **Description:** The description of the fixed asset.
 - **Asset GL Account:** The balance sheet account to which the acquired value was originally posted.
 - Accumulated Depreciation GL Account: The balance sheet account to which accumulated depreciation will be posted.
 - **Depreciation Expense GL Account:** The general ledger account to which the depreciation expense will be posted.
 - **Depreciation Distribution Code:** The Abila MIP distribution code used to allocate depreciation expense.
 - **Tag Number:**An internal identifier typically used for inventory or tracking purposes.

Note: The general information entered in the FAS Asset Quick Entry form will overwrite any information already saved in the Sage Fixed Assets asset template. For example, the GL Expense Account entered in the FAS Asset Quick Entry form will overwrite any GL Account saved with the template. If no template is selected, the asset will be created with a Property Type of "P" and a depreciation method of "No."

7. Select OK. The information is now saved within the Abila MIP accountingsystem.

Step 2: Sending Assets to Sage Fixed Assets

1. In the Accounting module, select Activities/Accounts Payable/Transfer



Assets to Sage FAS. A dialog similar to the one shown below appears.

Available Filter			
Available Filter	^		Selected Filter
Placed in Service Date			
Acquired Value		•	
Asset Template		e11	
Description			
Asset GL Account			
Accumulated Depreciation GL Account	~		
Assets Placed in Service Date	Acquired Value	Asset Template	

- 2. Select the check box for the record(s) that you want to send.
- 3. Select OK. The Select Organization Unit dialog appears.

	×
SRABila	_
Abila Integration	~
✓ OK 🖉 Cancel 💡 H	elp
	Abila Integration

- 4. Select the Sage Fixed Assets organization to which you want to send the asset.
- 5. Select OK. A message indicating that the transfer was successful appears.

(j	Transfer process - Successful	
1 of 1		

6. Select OK to close the message.



Step 3: Viewing the Asset in Sage Fixed Assets

1. In the Sage Fixed Assets program, open the organization to which you sent the asset.

and a second	name and a second					
Asset 3: Premier	r Asset Creation					
Status: Active						
System Number: 3	Go < > G	roup: <all assets="" complete=""></all>				
Main Transactions	Notes Images History					
System Number: 3						
General Information			(> Items in bold are r
Asset ID		D	escription	Premier Asset Creation		
Fund			/L Asset Account			
Location			L Accum Account			
Department			/L Expense Account	100]	
Class			uantity	1		
Purchase Order			srial Number			
Vendor Replacement Value	ABC		wher verride RV			
Custom Field 1			astom Field 2	No		
Custom Field 3			astom Field 2			
			astom Field 6			
Custom Field 5						
Custom Field 5 Custom Field 7 Custom Field 9		0.	ustom Field 8 Istribution Code			
Custom Field 7		0.	ustom Field 8			
Custom Field 7		0.	ustom Field 8			
Custom Field 7 Custom Field 9		C. Di	ustom Field 8			
Custom Field 7 Custom Field 9 Book Information	مراجع م	C. Di	ustom Field 8			
Custom Field 7 Custom Field 9 Book Information	NDD/YYYY V Activity Type: ® Government Financial	C. Di	ustom Field 8			
Custom Field 7 Custom Field 9 Book Information Acquisition Date:		C. Di	ustom Field 8 Istribution Code		P	
Custom Field 7 Custom Field 9 Book Information Acquisition Date:	Financial	CC DU al O Business	ustom Field 8 Istribution Code		P 05/31/2022	
Custom Field 7 Custom Field 9 Book Information Acquisition Date: Property Type Placed-in-Service Acquisition Value	P 05/31/2022 55.000.00	0. D al Business P 05/31/2022 55:00:00	ustom Field 8 Istribution Code		05/31/2022 \$5.000.00	
Custom Field 7 Custom Field 9 Book Information Acquisition Date: M Property Type Placed-in-Service Acquisition Value Depreciation Method	Financial 95/31/2022 95.000.00 NO	a Dutriess	ustom Field 8 Istribution Code		05/31/2022 \$5,000.00 NO	
Custom Field 7 Custom Field 9 Book Information Acquisition Date: Property Type Placed-in-Service Acquisition Value Depreciation Nethod Estimated Life	P Financial 9 05/31/2022 55.000.00 NO 00 vrs 00 mos	a Distinets	ustom Field 8 Istribution Code		05/31/2022 \$5,000.00 NO 00 yrs 00 mos	
Custom Field 7 Custom Field 9 Book Information Acquisition Date: M Property Type Placed-in-Service Acquisition Value Depreciation bethod Estimated Life Salvage Value	Financial P Financial 05/31/2022 55.000.00 NO 00 yrs 00 mos 90.00 50.00	al Business P 95/31/2022 55/06/00 10 11 12 13 10 10 10 10 10 10 10 10 10 10 10 10 10	ustom Field 8 Istribution Code		05/31/2022 \$5,000.00 NO 00 vrs 00 mos \$0.00	
Custom Field 7 Custom Field 9 Book Information Acquisition Date: Property Type Placed in-Servec Acquisition Value Depreciation Nethoo Estimated Life Salvase Value Beaining Date	Financial P 65/31/2022 \$5,000.00 00 NO 00 vrs 00 mos \$0.00 MO	a Businees	ustom Field 8 Istribution Code		05/31/2022 \$5,000.00 NO 00 vrs 00 mos \$0.00 MM/DD/YYYY	
Custom Field 7 Custom Field 9 Book Information Acquisition Date: M Property Type Placed-in-Service Acquisition Value Depreciation hethod Estimated Life Salvase Value Beainning Date Beainning VTD	Financial P Financial S5,000.00 S0 NO 00 yrs 00 mos 90,00 MMDD/YYYY' 90,00 S0.00	al Distiness	ustom Field 8 Istribution Code		05/31/2022 \$5,000.00 NO 00 yrs 00 mos \$0.00 MM/DD/YYYY \$0.00	
Custom Field 7 Custom Field 9 Book Information Acquisition Date: Property Type Placed in-Servec Acquisition Value Depreciation Nethoo Estimated Life Salvase Value Beaining Date	Financial P 65/31/2022 \$5,000.00 00 NO 00 vrs 00 mos \$0.00 MO	al Distriness	stom Field 8 stribution Code Budgetary 1		05/31/2022 \$5,000.00 NO 00 vrs 00 mos \$0.00 MM/DD/YYYY	
Custom Field 7 Custom Field 9 Book Information Acquisition Date:	Financial 55/11/302 55/01/302 55/01/302 60/01/302 60/01/302 60/01/302 60/01/302 60/01/302	a Distiness	ustom Field 8 Istribution Code	tions	05/31/2022 \$5,000.00 NO 00 yrs 00 mos \$0.00 MM/DD/YYYY \$0.00 \$0.00	
Custom Field 7 Custom Field 9 Book Information Acquisition Date: M Property Type Placed in-servec Acquisition Value Depreciation bethod Estimated Life Sarvaer Value Bedrimme YTD Bedrimme YTD Bedrimme Accum	Financial P 05/31/2022 \$5,00.00 NO OV vr5 00 mos. 5000 \$5,000 mos. 5000 \$6,000 S000 MM / DD/YYYY S000	a Districts	stom Field 8 stribution Code Budgetary 1	tions	05/31/2022 55.000.00 NO 00 vrs 00 mos 50.00 MM/DD/YYYY 50.00 50.00 MM/DD/YYYY	
Custom Field 9 Book Information Acquisition Date:	Financial 9371/2022 550 950 9670 971 970	al Distinees	stom Field 8 stributor Code Budgetary 1	tions	05/31/2022 55.000.00 NO 00 yrs 00 mos 50.00 MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY	
Custom Field 7 Custom Field 9 Book Information Acquisition Date: Property Type Placed in-Service Accusition Value Bearing Date Bearing Date Bearing Cate Bearing Cate Cate Cate Cate Cate Cate Cate Cate	Financial 5/21/2022 5/21/2022 5/20 5/20 5/20 5/20 5/20 5/20 5/20 5/20 5/20 5/20 5/20 5/20 5/20 5/20 5/20	a Distinets	stom Field 8 stributor Code Budgetary 1	tions	05/31/2022 55,000,00 NO 00 yrs 60 mos 50,00 50,00 50,00 MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY S0,00	
Custom Field 7 Book Information Acquisition Date: Property Type Placed In-Service Deproclation / Pathod Salvade Value Bearining Y10 Bearining Y10 Bearining Y10 Bearining Y10 Provide Placed In-Service Phys. Through Date Depreciation The Run Depreciation The Run Depreciation The Run Depreciation The Run Pathod Placed In-Service	Fisuredal 9/31/2022 55:000-00 NO 10 10 10 10 50 10 10 10 50 10 10 10 50 10 10 10 50 10 10 10 10 10 10 10 10 10 10 10 10 10 1	al Disatives	stom Field 8 stributor Code Budgetary 1	tions	05/31/2022 55,000,00 NO 00 VIS 00 mos 50,00 50,00 50,00 MM/DD/YYYY MM/DD/YYYY S0,00 50,00 50,00 50,00	
Custom Field 7 Custom Field 9 Book Information Acquisition Date: Property Type Paced in Serrico. Salvaely Value Beanning Accum Beanning Accum Prior Through Date Corrent Through Date Corrent Through Date Corrent YTO	Fauncial 00/31/2022 55:006.00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00	al Business	stom Field 8 stributor Code Budgetary 1	tions	05/31/2022 55.000.00 NO 00 yrs 00 mos 50.00 50.00 50.00 MH/DD/YYYY MH/DD/YYYY 50.00 50.00 50.00 50.00	
Custom Field 7 Book Information Acquisition Date: Property Type Placed In-Service Deproclation / Pathod Salvade Value Bearining Y10 Bearining Y10 Bearining Y10 Bearining Y10 Provide Placed In-Service Phys. Through Date Depreciation The Run Depreciation The Run Depreciation The Run Depreciation The Run Pathod Placed In-Service	Fisuredal 9/31/2022 55:000-00 NO 10 10 10 10 00 10 00 100 1	al Disatives	stom Field 8 stributor Code Budgetary 1	tions	05/31/2022 55,000,00 NO 00 VIS 00 mos 50,00 50,00 50,00 MM/DD/YYYY MM/DD/YYYY S0,00 50,00 50,00 50,00	

2. Make sure the asset appears in the Asset Detail.

Tip: We suggest that you select the "All Complete Assets" group in the Asset List when looking for the newly created assets.

Setting Up Sage Fixed Assets to Link with Abila MIP

Before you can send a depreciation expense journal entry from Sage Fixed Assets to Abila MIP, there is a one-time setup process for each Sage Fixed Assets organization that will link to an Abila MIP database. You must map the Sage Fixed Assets organization to an Abila MIP database and import the Abila MIP distribution codes.

Note: Before you can perform the setup process in Sage Fixed Assets, you must first install Abila MIP version 7.0.0.0 or later.

Step 1: Mapping the Sage Fixed Assets Organization to Sage MIP

In order to send depreciation to Abila MIP, you must map each Sage Fixed Assets organization to an Abila MIP Organization.

- 1. To complete the mapping process, do one of the following:
 - If you have already created the organization in Sage FixedAssets, open that organization and select File/Edit Organization from the menu bar.
 - If you are creating a new organization, select File/New Organization from the menu bar. On the Entity Type dialog, select the type of organization you want to create.

The Edit Organization or the New Organization dialog appears.



Name:	Abila Integration			
	ADIIa Integration			
tup Information				
	Start Date:	01/01/1920 🗸		
Startin	ng System Number:	1		
	Transfer By:	Location V		
Book Defaults	Short Years Bo	ook Overrides Contact Informatio	on Notes	
		Financial	Budgetary 1	Budgetary 2
pen Book		Yes	Yes	Yes
ook Title		Financial	Budgetary 1	Budgetary 2
iscal Year End		December	December	December
efault Method		SL	SL	SL
nable Begin Field	ds	Yes	Yes	Yes
alendar Used		Calendar 1	Calendar 1	Calendar 1

2. Select the Map to Abila MIP button. The Map to Abila MIP dialogappears.

973	formation. Abila MIP Organiz
	Abila_Test
	LINIO

- 3. Select the Abila MIP database to which you want to send the depreciation expense journal entry, and then select OK. The system returns to the New (or Edit) Organization dialog.
- 4. Select OK to close the New (or Edit) Organization dialog.

Step 2: Importing Distribution Codes from Abila MIP

If you plan to allocate depreciation expense across general ledger accounts, you will need to associate each Sage Fixed Assets asset with an Abila MIP distribution code. To facilitate this process, you can import the distribution codes directly from Abila MIP.

Note: The system will import the distribution codes from the Abila MIP organization to which you mapped the Sage Fixed Assets organization in Step 1.

1. Select Customize/Import Distribution Codes from the menu bar. The Login to Abila MIP dialog appears.

Login to Abila	MIP	\times
	name and password to logon to the Abila MIP ganization database.	
User Name: Password:		
	OK Car	ncel

2. Enter your Abila MIP user name and password, and then select OK. The system displays a message indicating the Abila MIP distribution codes have been imported.

Sage Fixe	ed Assets - Premier Depreciation	×
1	Import Successful The distribution codes have been successfully imported from Abila_Test.	
	OK	

3. Select OK to close the message box. The system renames User Field 10 to "Distribution Code." You can now select a distribution code for each asset by selecting the distribution code from a SmartList in Asset Detail, or use the Replace function to globally set the distribution code for groups of assets.

Step 3: Entering the G/L Expense Account Numbers and Distribution Codes for Existing Assets

1. In the Asset List, scroll to the right to view the G/L Accountnumbers.

	System Number Group		omplete Assets	Ga ✓ I		ets in Grou	p: 6				
All	Sys No 📑	0	Status	As	Acquisition Date	Fund L	oc [) Class	G/L Expense Account	G/L Asset Account	G/L Ad
•	1		Active		01/02/2022				60-100	30-145	30-145
	2		Active		01/02/2022		1		60-100	30-145	30-145
	3		Active		01/02/2022				60-100	30-145	30-145
	4		Active		01/02/2022		1		60-100	30-145	39-145
	5		Active		01/02/2022				60-100	30-145	30-145
	min		Activ	-	mask2212022	- man	-	-	and many	30-145	-30-149

- 2. Make sure that all assets contain the correct G/L Expense Account number.
- 3. Scroll to the right again and make sure that all assets contain the correct Distribution Codes.

If you find existing assets that contain the wrong information, you can use the Replace feature to globally replace G/L Account numbers. For information on using the Replace feature, see your Sage Fixed Assets online guide or online Help.



Monthly Processing in Sage Fixed Assets

Once the setup is complete you can begin processing your monthly depreciation expense. Remember as you add new assets to the system during the month you will need to ensure they have a valid G/L Expense Account Number and DistributionCode.

Step 1: Depreciate Assets in Sage Fixed Assets

The next step is to calculate depreciation in Sage Fixed Assets for the period for which you want to post depreciation. In our example, we want to post depreciation for December 2022.

If you post depreciation expense on a monthly basis, then we need to make sure that the Depreciation This Run column on the Depreciation Expense report represents only the depreciation for one month. First, we'll calculate depreciation for the month prior to the date that we want to post (that is, November).

1. Select Depreciation/Depreciate from the menu bar. The Depreciate dialog appears.

ect a group, book(s), and run	date to which depreciation calc	ulations will be updated.	1 8	
Group	Books	Date	Run Options	
<all assets="" complete=""> Active Assets Disposed Assets Inactive Assets</all>	Select All Financial Budgetary 1 Budgetary 2	Calculate depreciation through the following date:	Force recalculation <u>What is this</u> Update current reporting period Choose Report:	
			Depreciation Expense V	
		Verify Run Date View Reporting Period	Send To:	

- Select the group of assets and the book for which you want to calculate depreciation, and then enter the date in the Date field. For this example, enter 11/2022
- 3. in the date field.
- 4. Clear the Window check box because you do not need to view the Depreciation Expense report at this time.
- 5. In the Choose Report field, leave the default selection of Depreciation Expense.
- 6. Select OK. The system calculates depreciation for November.

Next, we will calculate depreciation for the period for which we want to post depreciation.

- 7. On the Depreciate dialog, make sure the book and group of assets for which you want to calculate depreciation are still selected, and then enter the new date in the Date field. This time, enter **12/2022**.
- 8. Select the Update Current Reporting Period check box.
- 9. Select the Window check box.
- 10. In the Choose Report field, leave the default selection of Depreciation Expense.
- 11. Select OK. The system calculates depreciation and displays the Depreciation Expense report.



	Abila SU Integration Depreciation Expense Report As of December 31, 2022 Book = Financial Group = -Not applicable>								
Book = Financial FYE Month = December						Group =	<not applicable=""></not>		
	Depr Est Meth Life	Acquired Prior Value Thru	Prior Accum Depreciation	Depreciation This Run	Current YTD Depreciation	Current Accum Depreciation	Pot Key Alloc Code		
000001 000 D 01/16/22 3	SLMM 07 00	250,000.00	0.00	32,738.10	32,738.10	32,738.10	100.000		
Less dispos	Grand Total sals and transfers Count = 0	250,000.00 0.00	0.00	32,738.10	32,738.10	32,738.10 0.00			
	Net Grand Total	250,000.00	0.00	32,738.10	32,738.10	32,738.10			

Note the amount of \$32,738.10 in the Depreciation This Run column. This is the total amount that Sage Fixed Assets sends to the Abila MIP accounting program, so you'll need to remember this number to make sure that the link worked correctly.

The Depreciation This Run column shows the amount of depreciation that was calculated between the next-to-last depreciation calculation (on November 31, 2022, which is shown in the Prior Thru column) and the last depreciation calculation (on December 31, 2022, which is shown in the heading of the report).

Step 2: Sending Depreciation to Abila MIP

1. Select Depreciation/Send Depreciation toAbila MIP from the menu bar. The Login to Abila MIP dialog appears.

Login to Abila	MIP	×
	ame and password to logon to the Abila MIP ganization database.	
User Name: Password:	<u> </u>	
	OK Car	ncel

2. Enter your Abila MIP user name and password, and then select OK. The Send Depreciation to Abila MIP dialog appears.

Send Depre	ciation to Abila MIP				×
	configuration options bel click on Send to transfe		Preview to view the journal e ion to Abila MIP.	entry. After previewing the	?
Abila MIP	database currently mapp	ed:	Abila_Test		
<u>G</u> roup:	All Complete Assets	~	Current Through Dat <u>e</u> :	12/31/2022	•
<u>B</u> ook:	Financial	~	\underline{D} ocument Effective Date:	12/31/2022	•
			J/V Document Number:	Dec2022	
➤ <u>√hich dat</u>	e is used to post to my g	eneral ledger	? Previe	w Send Ca	ncel

- 3. Select the same asset group and book for which you calculated depreciation.
- 4. In the Current Through Date field, select the same date for which you last calculated depreciation.
- 5. Enter the Document Effective Date. The default date is today's date, but you can change this date if desired.
- 6. Enter a J/V Document Number.
- 7. Select the Preview button. The system displays the General Ledger Link Report and enables the Send button.

May 16, 2022 08:43 PM				
	Abila SU Integ General Ledger Li			
	Group: All Comple			
J/V Document Number	Distribution Code	G/L Expense Account Number	Amount	
1				
To record depreciation expe run through 12/31/2022.	ense			
	Asset	60-010	\$32,738.10	
		Grand Total:	\$32,738.10	
Accumlated Deprecia	ation Accounts are determined	using the G/L Expense Ac	count Offset.	

- 8. Make sure that the Grand Total on the report is the same as the Depreciation This Run amount on the Depreciation Expense report.
- 9. On the Send Depreciation toAbila MIP dialog, select the Send button. The system displays a message indicating that the depreciation was sent successfully.



- 10. Select OK to close the message box. The system returns to the Send Depreciation to Abila MIP dialog.
- 11. Select the Close button.

Step 3: Viewing the Depreciation in Abila MIP

1. In the Accounting module in Abila MIP, select Reports/Transaction Reports/Unposted General Ledger Transactions from the menu bar. A dialog that allows you to run the report appears.



-	tions in Entry Order>		✓ 3/21/2002 10:36:00 AM	
int Name In	Oratur	De Net Driet	Page Footer	
)Header	OFooter	Do Not Print		

- 2 In the Report Name field, select Unposted Transactions in Entry Order.
- 3. Select the Print to Screen button to view the report on your computer's screen.

		Unposted Gene	A2023TEST arai Ledger Transactions JV B5 sse: Period End 12/31/2022
Document N	En GL Code	Debit	Credit
SU23	1 60-010	32,738.10	32,738.10
SU23	2 11-111	32,738.10	32,738.10
Report Total	Total BS	50,469.05	50,469.05

4. Verify that the depreciation expense journal entry appears on the report.

Sending Depreciation to Abila MIP from the Links Menu

Note: The instructions below assume that you have already calculated depreciation in Sage Fixed Assets. For information on calculating depreciation for one month, see "Step 1: Depreciate Assets in Sage Fixed Assets," page 96.

Step 1: Sending Depreciation to Abila MIP

Follow the steps below to send depreciation to a file that you can import into Abila MIP.

1. Select Links/Depreciation Links/Abila MIP from the menu bar. TheAbila MIP dialog appears.

Abila MIP							
ost depreciation info	rmation to an output	file that you o	an import into your gene	ral ledger program	n.		?
Step 1: Select th	e company from	which you w	ant to post the journa	al entry			
Database:	SRABila	•	Company:	Abila Integration	n .	•	
Step 2: Choose t	he options to gen	erate the jo	urnal entry				
Group:	Active Assets	•	Period Posting Date:	12/31/2022		•	
Book:	Financial	•	Journal Entry Date:	12/31/2022		•	
			Reference Number:	Dec2022			
			containing the journ		ro <u>w</u> se		
Step 4: Preview	and post the jour	al entry					_
First prev	iew the journal entry	to validate ar	nd then post.	Preview	N	Post	
Which date is used	to post to my genera	al ledger?				Clos	e

- 2. Make sure that you select the correct database and organization.
- 3. Select the same asset group, book, and period posting date that you selected when you depreciated assets.

Note: The default date for the Journal Entry date is today's date, but you can change this date if desired.

- 4. Enter a reference number if desired; it is not required.
- 5. Make a note of the name and location of the file in the Link File field. You will need to know where this file is when you import it into the Abila MIP program.
- 6. Select the Preview button. The system displays the General Ledger Posting Preview report.



- 7. Make sure the Grand Total amounts in the Debit and Credit Columns match the Grand Total amounts in the Depreciation This Run column on the Depreciation Expense report.
- 8. On the Abila MIP link dialog, select the Post button. A message indicates that the general ledger data was exported successfully.



9. Select OK to close the message box.

The ASCII file is now ready to be imported into the Abila MIP program.

Step 2: Editing the Import Definition File

The Abila MIP program contains a sample import definition file. This file describes how to interpret the information contained in the link file that you exported from Sage Fixed Assets in step 1 above. (The default name for the link file is FASDEPR.CSV.)

The sample import definition file is named FASDEPR.DEF, and it is located in the C:\MIP Share\Import\3rd Party Samples\Fixed Assets folder.

FAGDEPR.def - Notepad		-	×
ile Edit Format View Help			
ESSION_DESCRIPTION,,Import from Sage ESSION_SESSIONDATE,1,,mm/dd/yy ESSION_TRANSSOURCEID,,JV NDCONTEXT	Fixed Assets (PT)		^
ONTEXT, TRANSENTRY, HEADER, HDOC			
EDOC_SESSION			
EDOC_TRANSOURCE,,JV			
EDOC_DOCNUM, 2			
EDOC_DESCRIPTION,5			
EDOC_DOCDATE,1,,mm/dd/yy			
NDCONTEXT			- 1
ONTEXT, TRANSENTRY, DETAIL, DDOC			
ETRANS_SESSIONNUMID			
ETRANS_DOCNUM, 2			
ETRANS_DESCRIPTION,5			
ETRANS_ENTRY_TYPE,,N			
ETRANS_EFFECTIVEDATE,1,,mm/dd/yy			
ETRANS_SEGMENT_GL,4,,,8,5			
ETRANS_SEGMENT_Fund,4,,,1,2			
ETRANS_SEGMENT_Grant,4,,,4,3			
ETRANS_SEGMENT_Progr,4,,,14,3 ETRANS SEGMENT Dept,4,,,18,3			
ETRANS_SEGMENT_DEPC,4,,,18,5			
ETRANS_SEGRENT_117,4,,,22,1			
ETRANS_CREDIT,6,0,,,,0			
NDCONTEXT			
			~
	Windows (CRLF)	100	2

You may need to edit this file to change the general ledger account number segments to match your Chart of Accounts. We recommend that you copy and rename this file before you make changes to it.

For complete instructions on editing this file, see your Abila MIP online documentation.

Step 3: Importing the GL Link File into Abila MIP

1. In the Accounting module in Abila MIP, select File/Import from the menu bar. The Import File Path dialog appears.

- → ◇ ↑ 📜 « Import > 3rd Party Samples > Fixed Assets	✓ Ŭ	Search Fixed Assets	م ر
Organize - New folder			- 🔳 🕜
 April3rd BAMIPLnk GL_Link Name Name FASDEPR.1.def FASDEPR.def FASDEPR.2.def GLLINK.sdf.def 	Date modified 5/10/2023 3:49 PM 1/16/2023 7:30 AM 4/6/2023 4:40 PM 1/16/2023 7:30 AM 1/16/2023 7:30 AM	Type DEF File DEF File DEF File DEF File DEF File	Size
This PC Vetwork <			
File name:	~	ALL Acceptable Type	es(*.DEF) ~

2 Select the import definition file, and then select the Open button. The Select theData File to Import dialog appears.

> -> 1 📜 «	Import > 3rd Party Samples > Fixed Assets	~ Ū	Search Fixed Assets	Q
Organize • New f	older			
Quick access	Name	Date modified	Туре	Size
Desktop	* ASDEPR.CSV	1/16/2023 7:30 AM	CSV File	1 K
Downloads	*			
Documents	*			
E Pictures	*			
- rictures				
April3rd				
April3rd				
April3rd				
 April3rd BAMIPLnk Fixed Assets 				
 April3rd BAMIPLnk Fixed Assets GL_Link 	<			
 April3rd BAMIPLnk Fixed Assets GL_Link This PC Network 		~	Comma Separated V	'alues(*.csv) >

3. Select the GL Link file that you exported from Sage Fixed Assets, and then select the Open button.

Step 4: Verifying the Import in Abila MIP

1. Select Reports/Transaction Reports/Unposted General Ledger Transactions from the menu bar. A dialog similar to the one shown below appears.



- 2. In the Report Name field, select Unposted Transactions in Entry Order from the drop-down list.
- 3. Select the Preview icon. The Unposted Transactions report appears.



4. Make sure the report totals match the grand totals in the General Ledger Posting Preview report in Sage Fixed Assets.

Chapter 10 Sage 50 Link

Sage Fixed Assets offer two types of integrations with the Sage 50 Accounting program:

- If you use **Sage Fixed Assets—Premier Depreciation**, **Sage Fixed Assets— Depreciation**, or **Sage Fixed Assets—Lite Depreciation**, the integration is accomplished through a link that creates a CSV file containing the journal entry. You can then import the CSV file into the Sage 50 Accounting program. (See "Preparing the Data in Sage Fixed Assets," page 104, "Posting Depreciation in Sage Fixed Assets—Depreciation," page 108, and "Importing the Data into Sage 50 Accounting," page 109.)
- If you use Sage Fixed Assets—Lite Depreciation for Sage 50 or Sage 50
 Fixed Assets, the integration is built into the Sage Fixed Assets program so
 that you can seamlessly post your journal entry directly into the Sage 50
 Accounting program. (See "Preparing the Data in Sage Fixed Assets," page 104,
 "Posting Depreciation in Other Sage Fixed Assets Editions," page 112, and
 "Viewing the Journal Entry in Sage 50 Accounting," page 113.)

This chapter first describes how to post depreciation from Sage Fixed Assets— Depreciation and how to import the journal entry link file into the Sage 50 Accounting program. Then we describe how to post depreciation from Sage Fixed Assets—Lite Depreciation for Sage 50 and how to view the journal entry in the Sage 50 Accounting program.

Installing the Link

The Sage 50 Link is preinstalled; the system installs the link when you install:

- Sage Fixed Assets—Premier Depreciation
- Sage Fixed Assets—Depreciation
- Sage Fixed Assets—Lite Depreciation
- Sage Fixed Assets—Lite Depreciation for Sage 50, or
- Sage 50 Fixed Assets.

Preparing the Data in Sage Fixed Assets

Step 1: Mapping the Sage Fixed Assets Company to a Sage 50 Accounting Company

This step is necessary only if you are using Sage Fixed Assets—Lite Depreciation for Sage 50 or Sage 50 Fixed Assets.

- 1. Start the Sage 50 Accounting program.
- 2. In Sage Fixed Assets, select File/New Company from the menu bar to create a new company. The New Company dialog appears.



		any that yo	ou are creating.					18
Name:				Identif	ication Number (E	IN):		
etup Information								
I	Business Start Da	ate: 01/19	20	∨ Ro	und Tax Reports ar	nd Worksheets to	whole dollars?	
Start	ng System Numb	er: 00000)1	✓ Inc	lude Sec. 168 Allov	vance and Sec. 17	79 in expense	
Real Defender	al and							
Book Defaults	Short <u>Y</u> ears	Book Ove		_	tes	ACT	Beels	Deels 7
Boo <u>k</u> Defaults	Short <u>Y</u> ears Tax (Tax	-	rrides Contact Internal (Internal)	Information No State (State)	AMT (AMT)	ACE (ACE)	Book 6 (Book 06)	Book 7 (Book 07)
Boo <u>k</u> Defaults Open Book	Tax	-	Internal	State	AMT			
	Tax	()	Internal (Internal)	State (State)	AMT (AMT)	(ACE)	(Book 06)	(Book 07)
Open Book	Tax (Tax	() Yes	Internal (Internal) Yes	State (State) Yes	AMT (AMT) Yes	(ACE) Yes	(Book 06) Yes	(Book 07) Ye:
Open Book Book Title Fiscal Year End Emulate Book	Tax (Tax	Yes	Internal (Internal) Yes Internal	State (State) Yes State	AMT (AMT) Yes AMT	(ACE) Yes ACE	(Book 06) Yes Book 6	(Book 07) Yes Book
Open Book Book Title Fiscal Year End	Tax (Tax	Yes Tax cember	Internal (Internal) Yes Internal December	State (State) Yes State December	AMT (AMT) Yes AMT December	(ACE) Yes ACE December	(Book 06) Yes Book 6 December	(Book 07) Yes Book Decembe
Open Book Book Title Fiscal Year End Emulate Book	Tax (Tax	Yes Tax cember N/A	Internal (Internal) Yes Internal December None	State (State) Yes State December Tax	AMT (AMT) Yes AMT December N/A	(ACE) Yes ACE December None	(Book 06) Yes Book 6 December None	(Book 07) Ye: Book Decembe Non
Open Book Book Title Fiscal Year End	Tax (Tax	Yes Tax cember	Internal (Internal) Yes Internal December	State (State) Yes State December	AMT (AMT) Yes AMT December	(ACE) Yes ACE December	(Book 06) Yes Book 6 December	(Bo

3. Select the Map to Sage 50 button. The Link to Sage 50 Company dialog appears.

Company Name	Last Modified	Directory	
Test S50 Link	3/24/2023 10:40 AM	C:\Sage\Peachtree\Company\tesslink	ОК
Interplanetary Cafe	3/24/2023 10:40 AM	C:\Sage\Peachtree\Company\intcafe	
Test Lite S50 Link	3/23/2023 11:31 AM	C:\Sage\Peachtree\Company\teslitsI	Cancel
Stone Arbor Construction	3/25/2022 3:02 AM	C:\Sage\Peachtree\Company\Sample\PTX\!_CON	
Chase Ridge Holdings	3/25/2022 3:02 AM	C:\Sage\Peachtree\Company\Sample\PTX\!_CRH	
SBD Manufacturing & Distribution	3/25/2022 3:02 AM	C:\Sage\Peachtree\Company\Sample\PTX\!_SBD	Help
Bellwether Garden Supply	3/25/2022 3:02 AM	C:\Sage\Peachtree\Company\Sample\PTX\BCS	

- 4. Select the Sage 50 Accounting company to which you want to send the depreciation journal entry, and then select OK. The system returns to the New Company dialog.
- 5. Complete the New Company dialog, and then select OK.

Step 2: Importing General Ledger SmartLists

This step is necessary only if you are using Sage Fixed Assets—Lite Depreciation for Sage 50 or Sage 50 Fixed Assets, and you need to refresh the SmartList entries in your general ledger account number fields. It is important that your selections in the G/L Expense Account number fields and the G/L Accumulated Account number fields in Sage Fixed Assets match the general ledger account numbers in the Sage 50 Accounting company.

1. Select Customize/Refresh from Sage 50 Accounting from the menu bar. The system updates the SmartList entries in the general ledger account number

fields, if necessary. If your SmartLists match the general ledger account numbers in the Sage 50 Accounting company, the system displays a message similar to the one below.



Step 3: Checking the G/L Account Numbers in Sage FixedAssets

You must make sure that all assets for which you want to post depreciation in Sage Fixed Assets contain G/L Account numbers that match the G/L Account Number list in the Sage 50 Accounting program.

Group: CAll Complete Assets Image: CompleteAssets Image: CompleteAssets Ima	Description
1 LD 04-100-3000 01-100-1400 01-100-2000 2 LI 01-100-8050 01-100-1450 01-100-2050 3 IP 01-100-7900 01-100-1300 01-100-1900	Description
2 LI 01-100-8050 01-100-1450 01-100-2050 3 IP 01-100-7900 01-100-1300 01-100-1900	
3 IP 01-100-7900 01-100-1300 01-100-1900	Lend
	Sidewalk
	US Patent # D
4 BE 01-100-7750 01-100-1150 01-100-1750	Parking Lot Lig
5 LI 02-100-8000 02-100-1400 02-100-2000	Irrigation Syst
6 EQ 02-600-7900 02-600-1300 02-609 1750	Manufacturing
7 EQ 02-600-7900 02-600-1300 02-600-1750	Acme 5000

1. In the Asset List, scroll to the right to view the G/L Accountnumbers.

2. Make sure that all assets contain the correct G/L Expense Accountnumbers and G/L Accumulated Accountnumbers.

Note: You can use the Replace feature to globally replace G/L Account numbers. For information on using the Replace feature, see your Sage Fixed Assets online user's guide or online Help.

Step 4: Depreciate Assets in Sage Fixed Assets

The next step is to calculate depreciation in Sage Fixed Assets for the period for which you want to post depreciation. In our example, we want to post depreciation for March 2023.

If you post depreciation expense monthly, then we need to make sure that the Depreciation This Run column on the Depreciation Expense report represents only the depreciation for one month. First, we'll calculate depreciation for the month prior to the date that we want to post (that is, February).

1. Select Depreciation/Depreciate from the menu bar. The Depreciate dialog appears.

	a date to which depreciation ca Books	Date	Due Caliana
Group < <u>All Complete Assets</u> Active Assets Supposed Assets Inactive Assets	Select All Tax Internal State AMT ACE Book 6	Calculate depreciation through the following date: 02/2023 v	Run Options Force recalculation <u>What is this?</u> Update current reporting period
	Book 7	View Reporting Period	Send To:

- Select the group of assets and the book for which you want to calculate depreciation, and then enter the date in the Date field. For this example, enter 02/2023 in the date field.
- 3. Clear the Window check box because you do not need to view the Depreciation Expense report at this time.
- 4. Select OK. The system calculates depreciation for February.

Next, we will calculate depreciation for the period for which we want to post depreciation.

- 5. On the Depreciate dialog, make sure the book and group of assets for which you want to calculate depreciation are still selected, and then enter the new date in the Date field. This time, enter **03/2023**.
- 6. Select the Update Current Reporting Period check box.
- 7. Select the Window check box.
- 8. Select OK. The system calculates depreciation and displays the Depreciation Expense report.



Note the amount of \$232.40 in the Depreciation This Run column. This is the total amount that Sage Fixed Assets sends to the Sage 50 Accounting program, so you'll need to remember this number to make sure that the link worked correctly.

The Depreciation This Run column shows the amount of depreciation that was calculated between the next-to-last depreciation calculation (on February 28, 2023, which is shown in the Prior Thru column) and the last depreciation calculation (on March 31, 2023, which is shown in the heading of the report).

Posting Depreciation in Sage Fixed Assets—Depreciation

Follow the steps below to post depreciation in Sage Fixed Assets. The system creates a CSV file containing a depreciation journal entry for the selected period.

1. Select Links/Depreciation Links/Sage 50 from the menu bar. The Sage 50 dialog appears.

ge 50				
t depreciation info	rmation to an output	t file that you	ı can import into your gene	eral ledger program.
Step 1: Select th	ne company from	which you	want to post the journ	al entry
Database:	SR511	•	Company:	Sample U.S. Company
iten 2: Choose I	the options to gen	erate the i	ournal entry	
•			-	
Group:	Active Assets	•	Period Posting Date:	03/31/2023
Book:	Internal	-	Journal Entry Date:	03/31/2023 💌
			Reference Number:	March23
			le containing the journ	
	and post the jour	nal entry		
Step 4: Preview				

- 2. Make sure that you select the correct database and company.
- 3. Select the same asset group, book, and period posting date that you selected when you depreciated assets.

The default date for the Journal Entry Date field is today's date, but you can change this date if desired.

4. Select the Preview button. The system displays the General Ledger Posting Preview report.

	General Ledg For the per	Lite S50Link er Posting Prev: riod ended 3/31/2023 y Journal Entry	iew	
Book: Internal FYE: December			Group: Actin Reference Number: Marci	
	Account Number	Account Name	Debit	Credit
	7050	Depreciation Expense	232.40	
	1900	Accumulated Depreciation		232.40
		Grand Total:	232.40	232.40
Note that the Grand Total amounts in the Debit and Credit columns match the amount reported in the Depreciation This Run column on the Depreciation Expense report.

5. On the Sage 50 link dialog, select the Post button. The system displays a message indicating that the depreciation journal entry was created successfully.

Sage Fixed A	Assets - Depreciation	×
i	Depreciation Successfully Sent The G/L data was successfully exported.	
	ОК	

You are now ready to import this CSV file into your Sage 50 Accounting program.

Step 1: Importing the File

- 1. In the Sage 50 Accounting program, open the desired company.
- 2. From the File menu, choose the Select Import/Export command. The Select Import/ Export dialog appears.



- 3. On the left side, select General Ledger.
- 4. On the right side, select FAS Depreciation Import. The depreciation import map has already been created to match the CSV file exported from your Sage Fixed Assets system.
- 5. At the top of the dialog, select the Import icon. The FAS Depreciation Import dialog appears.



FAS Depreciation	n Impor	t					×
Filter		Fie	lds Options			_	
	Field Se Show	ttings: Title	Field	Column Break	Col #		ОК
	•	1	📕 Date	1	1	-	Cancel
Show <u>A</u> ll	•		Reference	1	2		
	V	1	Number of Distributions	1	3		Save
ShowNone	•	1	📕 G/L Account		4		Help
		1	Description	1	5		
	1	1	Amount Amount	1	6		
Move Up			📕 Date Clear in Bank Rec	1			
THOSE 2P		1	📕 Job ID	1			
Move Down			Used for Reimbursable Expense	1			
-		V	Transaction Period	1		-	
L	_	_			_		

6. Select the Options tab. The Options tab of the FAS Depreciation Import dialog appears.

Filter Fields	Opțions	_
Import/Export File: C:\Program Files (x86)\Sage Fixed As	ssets\GL_Link\FASDEPR.CSV	OK Cancel
- Export Options	Import Options	Save
Include Headings	✓ First Row Contains Headings	Help
If Export File Exists		
Ask, Then Overwrite		
C Overwrite Without Asking		
C Overwrite Without Asking C Ask, Then Append		

- 7. Select the Browse button (it looks like an arrowhead) to locate the CSV file that you exported from Sage Fixed Assets. (The default name of the file is FASDEPR.CSV, and its default location is in the root of your computer's C: drive.)
- 8. Select the First Row Contains Headings check box.
- 9. Select OK. The system displays a message reminding you to perform a backup.



10. Select the Yes button to continue. The system imports the CSV file and returns to the Select Import/Export dialog.

Step 2: Running the General Ledger Report

1. In the Sage 50Accounting program, select Reports/General Ledger from the menu bar. The Select a Report dialog appears.



- 2. On the left side, select General Ledger.
- 3. On the right side, select General Journal.
- 4. At the top of the dialog, select the Options icon. The General Journal dialog appears.

			Sorting and Summary		Other Options
Date: Range		~	Sort.by: Transaction Date	~	Columns
From: 1/1/2023	V To: Mar 3	1, 2023 🗸	Summarize report		A Fonts
Filters					
Select a filter:		Select an option:			
Transaction Refe GL Account ID GL Account Descr					
	ints with zero amounts				
Shorten desc	npuon				
Shorten desc	npuon				
Shorten desc	npeon				
	ipuon				
Filters on report:	Filter	Set To			Clear All Filters
		Set To			Clear All Filters
		Set To			Clear All Filters

5. Enter the desired date range in the From and Tofields, and then select OK. The General Journal report appears.

0 0					0 0	
Save Pr	int Options	Columns Fonts	s Setup Hide E-maji Excej	PDF Fir	d Help Refresh	
			.3] 8
						Test S50 Link
						General Journal
					For the Der	
						iod From Mar 29, 2023 to Mar 31, 2023
Filter Criter	ia includes: Repo	rt order is by Trai	nsaction Reference. Report is printed with Ac	counts having Zero		iod From Mar 29, 2023 to Mar 31, 2023
Filter Criter	ia includes: Repo	rt order is by Trai	nsaction Reference. Report is printed with Ac	Debit Amt++	Amounts and with she	iod From Mar 29, 2023 to Mar 31, 2023
-		-		++ Debit Amt++	Amounts and with she	iod From Mar 29, 2023 to Mar 31, 2023
Date	++Account ID	++Reference	++Trans Description	++ Debit Amt+	Amounts and with she	iod From Mar 29, 2023 to Mar 31, 2023
Date	++Account ID	++Reference	Trans Description Depreciation Exp Period Ended 03/3	++ Debit Amt+	Amounts and with she	iod From Mar 29, 2023 to Mar 31, 2023

Note that the Total amounts in the Debit Amount and Credit Amount columns match the total amount in the General Ledger Posting report in Sage Fixed Assets.

Posting Depreciation in Other Sage Fixed Assets Editions

In this step, you will send the journal entry directly to the Sage 50 Accounting program if you use:

- Sage Fixed Assets—Lite Depreciation for Sage 50 or
- Sage 50 Fixed Assets.

Posting Depreciation

1. Select Depreciation/Post Depreciation from the menu bar. The Post Depreciation dialog appears.

tion				>
ciation				
	-			[
	erate	the journal entry		
All Complete Assets>	~	Period Posting Date:	04/30/2023	-
ternal	~	Journal Entry Date:	04/30/2023	-
	o your general ledger p e the options to gen All Complete Assets>	o your general ledger program. e the options to generate All Complete Assets> v	o your general ledger program. e the options to generate the journal entry All Complete Assets> Y Period Posting Date:	o your general ledger program. e the options to generate the journal entry All Complete Assets> V Period Posting Date: 04/30/2023

- 2. In the Group field, select the group of assets for which you want to postdepreciation.
- 3. In the Book field, select the depreciation book for which you want to post depreciation.
- 4. In the Period Posting Date field, select the last date of the period for which you are posting depreciation. For this example, enter **4/30/23**.
- 5. In the Journal Entry Date field, select the date on which you are posting the journal entry. The default date is today's date, but you can change this date if desired.
- 6. Select the Preview button. The Depreciation Posting Preview report appears.

	Test Lite S50Li General Ledger Postin For the period ended 04/3	g Preview	
Account Number	Account Name	Debit	Credit
Book: Internal	FY: December	Group: All Comp	lete Assets
7050	Depreciation Expense	1186.28	
1900	Accumulated Depreciation		1186.28
	Grand Total:	1186.28	1186.28

Notice that the Grand Total amounts for the Debit and Credit columns (\$1186.28) match the total amount in the Depreciation This Run column on the Depreciation Expense report.

7. Select the Post button. The system sends the depreciation journal entry directly to the Sage 50 Accounting program.

Viewing the Journal Entry in Sage 50 Accounting

Running the General Ledger Report

1. In the Sage 50Accounting program, select Reports/General Ledger from the menu bar. The Select a Report dialog appears.



- 2. On the left side, select General Ledger.
- 3. On the right side, select General Journal.
- 4. At the top of the dialog, select the Options Icon. The General Journal dialog appears.

Lytes Date: Range From: <mark>4/1/2023</mark>	 To: Apr 30, 20 	→)23 →	Sorting and Summary Sort.by: Transaction Date Summarize report	Other Options Columns A Fonts
Filters Select a filter: Transaction Referen GL Account ID GL Account Description		Select an option:		
 Include accounts Shorten descripti 				
Filters on report:	ilter	Set To		Clear All Filters

5. Enter the desired date range in the From and Tofields, and then select OK. The General Journal report appears.

🚫 🛄 Close Save	Print Options	Columns Fonts	Setup H	ide E-mail E	Excel	PDF	Sind Help	C Refresh	
-				-		0.50	-	0.100000000	
			J		5				Test S50 Link
		13							General Journal
		45					For	the Peri	
Filter Crit	eria includes [.] Penr		Report is printed y	with Accounts having	7ero A	nounts and w			od From Apr 1, 2023 to Apr 30, 20
Filter Cri	eria includes: Repo		Report is printed v	with Accounts having	g Zero A	nounts and w			od From Apr 1, 2023 to Apr 30, 20
Filter Crit	eria includes: Repo		Report is printed ++Trans Descri		g Zero A	nounts and w	ith shortened d	escriptions	od From Apr 1, 2023 to Apr 30, 20
Date	↔Account ID	ort order is by Date	++Trans Descri	ption	++	Debit Amt	th shortened d ↔ Credit A	escriptions	od From Apr 1, 2023 to Apr 30, 20
	Account ID	ort order is by Date	++Trans Descri	ption e: Period Ending 04	++ 4/23		th shortened of the credit A	escriptions mt++	od From Apr 1, 2023 to Apr 30, 20
Date	↔Account ID	ort order is by Date	++Trans Descri	ption	++ 4/23	Debit Amt	th shortened d ↔ Credit A	escriptions mt++	od From Apr 1, 2023 to Apr 30, 20

Note that the Total amounts in the Debit Amount and Credit Amount columns (\$1186.28) match the total amount in the General Ledger Posting report in Sage Fixed Assets.



Chapter 11 Sage 50—Canadian Edition Link

The Sage 50—Canadian Edition Link exports depreciation transactions for one Sage Fixed Assets company, or one group within a company or organization, at a time. The depreciation transactions are exported in a TXT file that you can import into your Sage 50 Accounting—Canadian Edition application. The file is automatically formatted so that it is ready to be imported.

We refer to all versions of Sage Fixed Assets—Depreciation that are compatible with this link as "Sage Fixed Assets." For a list of products that work with this link, see the chart on page 5. In this chapter, "Sage Fixed Assets" does not include Sage Fixed Assets—Tracking or Sage Fixed Assets—Planning.

Installing the Link

The Sage 50—Canadian Edition Link is preinstalled; the system installs the link when you install Sage Fixed Assets.

Preparing the Data in Sage Fixed Assets

Step 1: Checking the G/L Account Numbers in Sage Fixed Assets

You must make sure that all assets for which you want to post depreciation in Sage Fixed Assets contain G/L Account numbers that match the G/L Account Number list in the Sage 50 Accounting—Canadian Edition program.

1. In the Asset List, scroll to the right to view the G/L Account numbers.

ment	Class	G/L Expense Acct	G/L Asset Acct	G/L Accum Acct	Purchase Ord
	LV	5660	1820	1825	
	ME	5660	1820	1825	DC20180001
	LV	5660	1820	1825	
	BI	5660	1820	1825	DC02180022
	ME	5660	1820	1825	DC20180025
	ME	5660	1820	1825	DC20180045
	CE	5660	1820	1825	DC02180051
	LV	5660	1820	1825	
	AT	5660	1820	1825	DC02180059
	AT	5660	1820	1825	DC02180060

2. Make sure that all assets contain the correct G/L Expense Accountnumbers and G/L Accumulated Accountnumbers.

Note: You can use the Replace feature to globally replace G/L Account numbers. For information on using the Replace feature, see your Sage Fixed Assets online guide or online Help.

Step 2: Depreciate Assets in Sage Fixed Assets

The next step is to calculate depreciation in Sage Fixed Assets for the period for which you want to post depreciation. In our example, we want to post depreciation for December 2023.

We need to make sure that the Depreciation This Run column on the Depreciation Expense report represents only the depreciation for one month. First, we'll calculate depreciation for the month prior to the date that we want to post (that is, November 2023).

1. Select Depreciation/Depreciate from the menu bar. The Depreciate dialog appears.

ct a group, book(s), and run	date to which depreciation ca	alculations will be updated.	हि
Group	Books	Date	Run Options
<selected assets=""> <all assets="" complete=""> Active Assets</all></selected>	Select All	Calculate depreciation through the following date:	 □ Force recalculation <u>What is this?</u> ✓ Update current reporting period
Active Assets Asset #1 Disposed Assets Inactive Assets	Internal State	11/2023 🗸	Choose Report:
	AMT ACE Book 6		Depreciation Expense V
	Book 7		Send To:
		View Reporting Period	Window Printer

- 2. Select the book and group of assets for which you want to calculate depreciation, and then enter the date in the Date field. For this example, enter **11/2023**.
- 3. Clear the Window check box because you do not need to view the Depreciation Expense report at this time.
- 4. In the Choose Report field, leave the default selection of Depreciation Expense.
- 5. Select OK. The system calculates depreciation for November.

Next, we will calculate depreciation for the period for which we want to post depreciation.

- 6. On the Depreciate dialog, make sure the book and group of assets for which you want to calculate depreciation are still selected, and then enter the new date in the Date field. This time, enter **12/2023**.
- 7. Select the Window check box.
- 8. Select the Update Current Reporting Period check box.
- 9. Select OK. The system calculates depreciation and displays the Depreciation Expense report.



As of December 31, 2023 Book = Internal Group = All Complete Asset												Accote	
_		= December									Caloq	= At complete	nasels
Sys No	Ext	in Svc Date	Acquired Value	P Depr T Meth	Est Lite	Salv/168 Allow Sec 179	Depreciable Basis	Prior Thru	Prior Accum Depreciation	Depreciation This Run	Current YTD Depreciation	Current Accum Depreciation	Key Code
		03/23/23 02/21/23	56,000.00 850,000.00	P SLMM R SLMM	10 00 40 00	00.0 00.0	56,000.00 850,000.00		0.0 00.0	4,200.00 17,708.33	4,200.00 17,708.33	4,200.00 17,708.33	
Less	disp	and Total osals and transfers Count =0	906,000.00 0.00			0.0 00.0	906,000.00 0.00		0.00	21,908.33	21,908.33	21,908.33 0.00	
1	Net Gr	and Total = Count =2	906,000.00			0.00	906,000.00		0.00	21,908.33	21,908.33	21,908.33	

Note the amount in the Depreciation This Run column. This is the total amount that Sage Fixed Assets sends to the Sage 50 Accounting—Canadian Edition program, so you'll need to remember this number to make sure that the link worked correctly.

The Percent Allocated column appears only on reports for Canadian, Government, and Nonprofit Organizations.

The Depreciation This Run column shows the amount of depreciation that was calculated between the next-to-last depreciation calculation (on November 30, 2023, which is shown in the Prior Thru column) and the last depreciation calculation (on December 31, 2023, which is shown in the heading of the report).

Posting Depreciation in Sage Fixed Assets

Follow the steps below to run the Sage 50—Canadian Edition link.

- 1. Select Links/Depreciation Links/Sage 50—Canadian Edition from the menu bar. If a company is open, the system displays a message indicating you must close the company to continue.
- 2. Select Yes to continue. The Sage 50-Canadian Edition dialog appears.

st depreciation info	rmation to an output file that ye	ou can import into your gene	eral ledger program.	
Step 1: Select th	e company from which you	u want to post the journ	al entry	
Database:	<default></default>	Company:	Heifen Helideye 💌	·
Step 2: Choose t	he options to generate the	journal entry —		
Group:	Active Assets	Period Posting Date:	12/31/2023	
Book:	Internal 💌	Journal Entry Date:	12/31/2023	
Type:	Summary Journal Entry 💌	Reference Number:	Dec23	
	c:\PROGRAM FILES (X86)\SA]
Step 4: Preview	and post the journal entry			
		e and then post.	Preview	Post

- 3. Make sure that you select the correct database and company.
- 4. Select the same asset group, book, and period posting date that you selected when you depreciated assets.

Note: The default date for the Journal Entry Date field is today's date, but you can change this date if desired.

- 5. In the Type field, select either Summary Journal Entry or Detail Journal Entry.
 - **Summary Journal Entry:** Includes only the total amounts for each expense account number and accumulated account number.
 - **Detail Journal Entry:** Includes the expense amount for each asset. Each line of the journal entry includes a system number and extension, and an asset description for identification purposes.
- 6. Enter a reference number.
- 7. Make a note of the name and location of the file in the GL Link Filename field. You will need to know where this file is when you import it into your general ledger program.

The system always defaults to the same file name. To keep the previous file(s), you must change the file name each time your run the link.



8. Select the Preview button. The General Ledger Posting Preview report appears.

Note that the Grand Total amounts for the Debit and Credit columns match the Grand Total amount in the Depreciation This Run column on the Depreciation Expense report.

9. On the Sage 50—Canadian Edition dialog, select the Post button. The system displays a message indicating the depreciation journal entry was created successfully.



10. Select OK to close the message box.

The TXT file is now ready to be imported into your Sage 50 Accounting—Canadian Edition program.

Importing the G/L Link File into Sage 50 Accounting— Canadian Edition

Step 1: Importing the G/L Link File

Follow the steps below to import the G/L Link file into Sage 50 Accounting—Canadian Edition:

1. From the File menu, select Import/Export, and then select Import Transactions. The Import Transactions Wizard dialog appears.



- 2. Select the Import General Journal Entries into Sage 50 option button.
- 3. Select the Next button. The Import Transactions Wizard Backup dialog appears.

Import Transactions Wiz	ard - Back Up	\times
	Before importing your data, it is recommended that you make a backu To back up your data, click Back Up. Back Up	_
2mg	When the backup is finished, click Next to continue.	
	< Back Next > Cancel Help	



- 4. Select the Backup button to back up your data if desired.
- 5. Select the Next button. The Import Transactions Wizard Select File dialogappears.

Import Transactions Wiz	ard - Select File	×
	Select the import file that contains the general journal entries you want to import by clicking Browse. These transactions must be in a text file that use the Sage 50 import format. Remember you can only import transactions you would normally enter in the General Journal window.	
1.0	C:\Program Files (x86)\Sage Fixed Assets\GL_Link\SA Browse	
a man	p. a regram rise (nee) to age rised Associa tat_Ellik toA	
and and	Click Next to continue	
	< Back Next > Cancel Help	

- 6. Select the Browse button to select the G/L Link file that you created when you ran the Sage 50—Canadian Edition Link in the Sage Fixed Assets program.
- 7. Select the Next button. The Import Records Summary dialog appears.



8. Select OK. The Import Transactions Wizard - Finish dialogappears.





9. Select the Finish button to close the Import Transactions Wizard - Finish dialog.

Step 2: Verifying the Journal Entry

Follow the steps below to verify that the G/L Link file was imported correctly.

1. Select Reports/Transaction Details/All from the menu bar. The All Transactions – Modify Report dialog appears.

mplate: <last th="" use<=""><th>d report options></th><th></th><th></th><th></th><th>~</th><th>Save Template</th></last>	d report options>				~	Save Template
Report Options	1					
- Report Columns	Report on Fiscal Year: Current Year (2024)) ~				
- Sort Report	Report By					
 Filter Report Print Settings 	Date	Start:	12/01/2023	~ 🐨		
- Font Settings	O Transaction Number	Finish	12/31/2023	~		
	Show					
	Corrections					
	Additional Information					

- 2. In the Report By field, select either the Date or Journal Number option button.
 - If you select the Date option, enter a valid Start and Finish date.
 - If you select the Journal Number option, enter a valid Start and Finish transaction number.
- 3. Select OK. The All Transactions Display dialog appears.

Print A Print Preview	Change Print Setti	ings 📩 Export 🔞 Open in Excel®	Modify •	Refresh
All Transactions 1	2/01/2023 to 12/3	1/2023		
All Hallsacuolis I	210112023 10 1213	112020		
	Account Number	Account Description	Debits	Credits
12/31/2023 ^{La} J2	Dec23, Depr for the p 1825 1865 5660	eriod ended 12/31/2023 Accum. AmortFurn. & Equip. Accum. AmortBuilding Amortization Expense	21,908.33	4.200.00 17,708.33
Senerated On: 03/30/2023			21,908.33	21,908.33

4. Make sure that the Total amounts match the Grand Total amounts on the General Ledger Posting Preview report.

Chapter 12 Sage 300 Construction EQ Cost Link

The Sage 300 Construction EQ Cost Link exports asset information, including depreciation expense, in detail for one Sage Fixed Assets company, or one group within a company, at a time. The depreciation transactions are exported in an ASCII file that you can import into your Sage 300 Construction EQ Cost module.

We refer to all versions of Sage Fixed Assets—Depreciation that are compatible with this link as "Sage Fixed Assets." For a list of products that work with this link, see the chart on page 5. In this chapter, "Sage Fixed Assets" does not include Sage Fixed Assets—Tracking or Sage Fixed Assets—Planning.

Installing the Link

The Sage 300 Construction EQ Cost Link is preinstalled; the system installs the link when you install Sage Fixed Assets.

Preparing the Data in Sage Fixed Assets

Because this integration is not to a general ledger module, the data that is exported to the ASCII file contains a number of fields not normally associated with a depreciation expense journal entry, including the Equipment ID and Cost Code. The integration assumes this information is stored in certain fields in the Sage Fixed Assets system. This section of the document provides information on setting up your Sage Fixed Assets data to ensure all the proper information is exported to the ASCII file.

Step 1: Checking the G/L Account Numbers in Sage Fixed Assets

You will probably want to make sure that all assets for which you want to post depreciation in Sage Fixed Assets contain G/L Account numbers that match the G/L Account Number list in the Sage 300 Construction program. However, this step is not required to use the link.

1. In the Asset List, scroll to the right to view the G/L Accountnumbers.

	System	Number:	+ v	Go 🗧 💭 🗗				
All	Sys No	Group: Equipmen	Location	Department		sets in Group: 7	G/L Asset Acct	G/L Accum Acct
	41	100110	SL	400	EQ (03-400-8100	03-400-1500	03-400-2100
		100120 100150	SL MG	400 600	EQ EQ	03-400-7850 02-600-7900	03-400-1200 02-600-1300	03-400-1800 02-600-1750
	49	100170	MG	600	EQ	02-600-7900	02-600-1300	02-600-1900

2. Make sure that all assets contain the correct G/L Expense Accountnumbers and G/L Accumulated Accountnumbers.

You can use the Replace feature to globally replace G/L Account numbers. For information on using the Replace feature, see your Sage Fixed Assets online guide or online Help.

Step 2: Customizing the Asset ID Field

The next step is to change the name of the Asset ID field to "Equipment." Renaming the field in Sage Fixed Assets will help ensure that data entry users are familiar with the field from which the Equipment ID will be pulled.

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

Asset Field:	Asset ID Field Attributes
Asset ID Class	A View:
Custom Date 1 Custom Date 2	Allow Entry
Custom Field 1	Title:
Custom Field 2 Custom Field 3	Asset ID
Custom Field 4 Custom Field 5	Entry Mask: (Width is 5 of 50 characters)
ustom Field 6	booox
Custom Field 7 Custom Field 8	Default:
Custom Field 9 Custom Field 10	
Department	Message:
Description G/L Accum Account	Enter an asset number assigned by your company.
G/L Asset Account	Entry Order:
G/L Expense Account Invoice	1st V
Location Maint Actual Cost Maint Completed Date Maint Date 1	Activate SmartList? SmartList Manager

- 2. In the Asset Field list, select Asset ID.
- 3. In the Title field, enter "Equipment."
- 4. Select the Activate SmartList check box.

Step 3: Customizing User Field 1

Next, you can change the name of Custom Field 1 to "Cost Code" and create SmartList entries for the field.

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



	o opp.,	hen entering general asset information.
Asset Field:		Custom Field 1 Field Attributes
Asset ID Class	^	View:
Custom Date 1 Custom Date 2		Allow Entry 🗸
Custom Field 1 Custom Field 2		Title:
Custom Field 3		Cost Code
Custom Field 4 Custom Field 5		Entry Mask: (Width is 25 of 25 characters)
Custom Field 6		x0000000000000000000000000000000000000
Custom Field 7 Custom Field 8		Default:
Custom Field 9		
Custom Field 10 Department		Message:
Description		-
G/L Accum Account G/L Asset Account		Enter information as determined by your company.
G/L Expense Account Invoice		Entry Order:
Location		17th 🗸
Maint Actual Cost Maint Completed Date Maint Date 1	~	Activate SmartList? SmartList Manager

- 2. In the Asset Field list, select Custom Field 1.
- 3. In the Title field, enter "Cost Code."
- 4. Select the Activate SmartList check box.
- 5. Select the SmartList Manager button. The SmartList Manager dialog appears.

ite and manage the list of field en iter new name and description:	tries for the Custom Field 1 field.	1
		Add
Name	Description	Replace
DEPR	Depreciation	Delete
		Fil
		Delete All
		Print
List Attributes	Entry Options	
✓ Display description	 Restrict entry to list 	
Auto drop list	 Auto add entry to list 	
✓ Quick lookup	No auto add 🗸 🗸 🗸	

6. In the Enter New Name and Description field, enter the Cost Code number and its description.



- 7. Select the Add button to add the Cost Code and the description to the list of valid entries.
- 8. Select the Close button when you are finished entering Cost Codes.

Step 4: Checking the Equipment and Cost Codes

Before you calculate depreciation, make sure that all assets contain entries in the Equipment and Cost Code fields.

1. In the Asset List, make sure that each asset for which you will be calculating depreciation contains the proper Equipment codes.

	System	Number: Group:	Equipment	Go Go 🛛 🖓 🔛 Assets in Gro	oup: 7	\frown	
All	Sys No	Status	Asset ID	Description	Acquisition Date	Equipment Code	Locatio
	41	Active	100041	Tractor Mower	12/25/2015	100110	SL
	45	Active	100045	Vacuum Cleaner	09/13/2016	100120	SL ,
	48	Active	100048	Conveyor System	11/07/2016	100150	MG
	_ 49	Active	100049	Packaging System	11/07/2016	100170	MG /

2. In the Asset List, scroll to the right to make sure that each asset contains the proper Cost Code.

	System	Number:		Go			
		Group: Equipm	ent	Y ■ Q ₽ ■	Assets in Group: 7		
All	Sys No	Department	Class	G/L Expense Acct	G/L Asset Acct	G/L Accum Acct	Cost Code
	41	400	EQ	03-400-8100	03-400-1500	03-400-2100	90-010
	45	400	EQ	03-400-7850	03-400-1200	03-400-1800	90-010
	48	600	EQ	02-600-7900	02-600-1300	02-600-1750	90-010
J		600	El	02-500-7900	02-600-	02-500-1900	90-010

Step 5: Depreciate Assets in Sage Fixed Assets

The next step is to calculate depreciation in Sage Fixed Assets for the period for which you want to post depreciation. In our example, we want to post depreciation for May. 2023.

If you post depreciation monthly, you need to make sure that the Depreciation This Run column on the Depreciation Expense report represents only the depreciation for one month. First, we'll calculate depreciation for the month prior to the date that we want to post (that is, April 2023).

1. Select Depreciation/Depreciate from the menu bar. The Depreciate dialog appears.

ct a group, book(s), and run d	ate to which depreciation calcula	tions will be updated.	18
Group <all assets="" complete=""> Active Assets Discourse Assets</all>	Books Select All	Date Calculate depreciation through t following date:	Run Options Force recalculation What is this? Update current reporting period
Disposed Assets Inactive Assets	✓ Internal State	04/2023 🗸	Choose Report:
	AMT ACE Book 6 Book 7 TEXAS		Depredation Expense v Send To:
		View Reporting Period	Window Printer



- 2. Select the book and group of assets for which you want to calculate depreciation, and then enter the date in the Date field. For this example, we enter **04/2023**.
- 3. Clear the Window check box because you do not need to view the Depreciation Expense report at this time.
- 4. In the Choose Report field, leave the default selection of Depreciation Expense.
- 5. Select OK. The system calculates depreciation for April.

Next, we will calculate depreciation for the period for which we want to post depreciation.

- 1. On the Depreciate dialog, make sure the book and group of assets for which you want to calculate depreciation are still selected, and then enter the date in the Date field. This time we enter **05/2023**.
- 2. Select the Window check box.
- 3. Select the Update Current Reporting Period check box.
- 4. Select OK. The system calculates depreciation and the Depreciation Expense report appears.

Timberline EQ Integration Depreciation Expense Report As of May 31, 2023													
	Internal o nth = December										Group	a = All Complete	Assets
Sys No	In Svc Ext Date	Acquired Value		Depr Meth	Est Life	Salv/168 Allow Sec 179	Depreciable Basis	Prior Thru	Prior Accum Depreciation	Depreciation This Run	Current YTD Depreciation	Current Accum Depreciation	Key Code
000001 000002 000003	000 01/02/22 000 01/03/21 000 03/02/22	118,000.00 75,000.00 98,203.00	Ρ	SLMM	10 00 10 00 10 00	0.00 0.00 0.00	118,000.00 75,000.00 98,203.00		11,800.00 15,000.00 8,183.58	983.34 625.00 818.36	4,916.67 3,125.00 4,091.79	16,716.67 18,125.00 12,27537	
Less	Grand Total s disposals and transfers Count = 0	291,203.00 0.00				0.00 0.00	291,203.00 0.00		34,983.58 0.00	2,42670	12,133.46	47,117.04 0.00	
١	Vet Grand Total Count = 3	291,203.00				0.00	291,203.00		34,983.58	2,42670	12,133.46	47,117.04	

Note the amount in the Depreciation This Run column. This is the total amount that Sage Fixed Assets sends to the Sage 300 Construction program, so you'll need to remember this number to make sure that the link worked correctly.

The Depreciation This Run column shows the amount of depreciation that was calculated between the next-to-last depreciation calculation (on April 30, 2023, which is shown in the Prior Thru column) and the last depreciation calculation (on May 31, 2023, which is shown in the heading of the report).

Sending Depreciation from Sage Fixed Assets

Follow the steps below to post depreciation in Sage Fixed Assets. The system creates an ASCII text file containing a depreciation journal entry for the selected period.

1. Select Links/Depreciation Links/Sage 300 Construction EQ Cost from the menu bar. The Sage 300 Construction EQ Cost dialog appears.



Sage Fixed Assets - Premier Depreciation	-		×
Sage 300 Construction EQ Cost			
Post depreciation information to an output file that you can import into your general ledger			1
Step 1: Select the company from which you want to post the journal entry			
Database: SR300CRE	Q Integr	at 💌	
Step 2: Choose the options to generate the journal entry			
Group: Active Assets			
Step 3: Enter the name and location of the file containing the journal entry			
ink Eile: C:\PROGRAM FILES (X86)\SAGE FIXED ASSETS\GL_LINK\FASDEPI	Bro <u>w</u> s	e	
Step 4: Post the journal entry			
Click on Post button to post journal entry.		Post	
Which date is used to post to my general.		Clo	ose

- 2. Make sure that you select the correct database and company.
- 3. Select the same asset group that you selected when you depreciated assets.
- 4. Make a note of the name and location of the file in the Link File field. You will need to know where this file is when you import it into the Sage 300 Construction EQ Cost module.

The system always defaults to the same file name. To keep the previous file(s), you must change the file name each time your run the link.

5. Select the Post button. The system displays a message indicating the depreciation journal entry was created successfully.



6. Select OK to close the message box.

The ASCII file is now ready to be imported into your Sage 300 Construction program.

Importing Depreciation Expense in Sage 300 Construction

Step 1: Importing the Journal Entry

- 1. In the Sage 300 Construction EQ Cost module, open the desired company.
- 2. Select Tools/Import Entries from the menu bar. The Import Entries dialog appears.

Import Entries - P	_		\times
Import file: FASDEI	PR.TXT		
Rejected records file: EOREJ	ECT.TXT		
Printer Information			
Print to Microsoft Print to PDF Use Courier New (12) font.		Printer Se	tup
Use default margins.		Page Set	up
	Start Ca	ncel Send	Help
eadv			

- 3. Use the browse button to select the import file. The default location and name for the import file is C:\FASDEPR.TXT.
- 4. Use the browse button to select the Rejected Records file. The default location and name for the file is C:\EQREJECT.TXT.
- 5. Select the Start button. The system displays the Background Tasks dialog.



Step 2: Viewing the Journal Entry

1. Select Inquiry/Entries/Entries by Batch from the menu bar. The Transaction File Selection dialog appears.



2. Select the New option button, and then select OK. The Inquiry – Entries by Batch– General Batch Information dialog appears.

					1 Cak
2	00			2 0	
i lag	Batch	Batch Tab Source Description	Batch Total Date Entries	Batch Totals	
Q	1	Import entries	4/04/23 3 2,	426.70	



3. Make sure that the amount in the Batch Totals column matches the totals in the Depreciation This Run column on the Depreciation Expense report.

Chapter 13 Sage 300 Construction Link

Sage Fixed Assets offers two types of integrations with the Sage 300 Construction accounting program based on the version of Sage 300 Construction installed on your machine. There is a single point of access for the links on the Link menu called "Sage 300 Construction." The Sage Fixed Assets system automatically determines which link process to use:

- Sage 300 Construction Link Direct Integration: If you use version 9.1 or higher of Sage 300 Construction, then the Sage Fixed Assets integration is built into the Sage Fixed Assets program so that you can seamlessly post your journal entry directly into the Sage 300 Construction accounting program database. (See "Preparing the Data in Sage Fixed Assets," page 130 and "Sage 300 Construction Direct Integration," page 132.)
- Sage 300 Construction Link Export/Import Integration: If you use a version of Sage 300 Construction prior to 9.1, then the depreciation expense journal entry is sent to Sage 300 Construction using an ASCII file that you can import into your Sage 300 Construction general ledger software. (See "Preparing the Data in Sage Fixed Assets," page 130 and "Sage 300 Construction Export/Import Integration," page 135.)

This chapter first describes how to prepare the data in order to send the depreciation expense journal entry. This process is the same no matter which integration method you use. Next the chapter discusses how to post depreciation from Sage Fixed Assets using the Direct Integration method for users of Sage 300 Construction version 9.1 or later.

Finally, the chapter instructs users of Sage 300 Construction versions earlier than 9.1 on how to post depreciation to a file from Sage Fixed Assets and then import the file into the Sage 300 Construction accounting program.

We refer to all versions of Sage Fixed Assets—Depreciation that are compatible with this link as "Sage Fixed Assets." For a list of products that work with this link, see the chart on page 5. In this chapter, "Sage Fixed Assets" does not include Sage Fixed Assets—Tracking or Sage Fixed Assets—Planning.

Installing the Link

The Sage 300 Construction Link is preinstalled; the system installs the link when you install Sage Fixed Assets.

Preparing the Data in Sage Fixed Assets

Step 1: Checking the G/L Account Numbers in Sage Fixed Assets

You must make sure that all assets for which you want to post depreciation in Sage Fixed Assets contain G/L Account numbers that match the G/L Account Number list in the Sage 300 Construction program.

1. In the Asset List, scroll to the right to view the G/L Accountnumbers.

sec	: List - De	oreciatio	n Timbel	rine Office	e [<default></default>	1				
		Systen G	ro <all comple<="" th=""><th>te Assets></th><th>Go ¥ 🗎 🔍 🛔</th><th>🗇 📓 Assets in G</th><th>Group: 2</th><th></th><th></th><th></th></all>	te Assets>	Go ¥ 🗎 🔍 🛔	🗇 📓 Assets in G	Group: 2			
					Description .	A musicitizen D	Demesting and	Class G/L Expens	e Acc G/L Asset Acc	G/L Accum
S	ys No 🛛 🖥		Status	Asset ID	Description	Acquisition D	Locau Department	Gift Care Expens	G/L ASSEL ACC	G/L ACCOUNT
S	ys No 🛛 🖥	0	Active	Asset ID	Description	01/02/2022	Locati Department	100-71000	100-15150	100-16160

2. Make sure that all assets contain the correct G/L Expense Accountnumbers and G/L Accumulated Accountnumbers.

You can use the Replace feature to globally replace G/L Account numbers. For information on using the Replace feature, see your Sage Fixed Assets online guide or online Help.

Step 2: Depreciate Assets in Sage Fixed Assets

The next step is to calculate depreciation in Sage Fixed Assets for the period for which you want to post depreciation. In our example, we want to post depreciation for May 2023.

If you post depreciation monthly, you need to make sure that the Depreciation This Run column on the Depreciation Expense report represents only the depreciation for one month. First, we'll calculate depreciation for the month prior to the date that we want to post (that is, April 2023).

1. Select Depreciation/Depreciate from the menu bar. The Depreciate dialog appears.

t a group, book(s), and run dat	e to which depreciation calculat	tions will be updated.	18
Group	Books	Date	Run Options
<ai assets<br="" complete="">Active Assets Disposed Assets Inactive Assets</ai>	Select Al Tax Vinternal Att ACE Book 6 Book 7 TEXAS	Calculate depreciation through t following date: 04/2023 v	Force recalculation What is this? What is this? Update current reporting period Choose Report: Depreciation Expense v Send To:
		View Reporting Period	Window Printer

- 2. Select the book and group of assets for which you want to calculate depreciation, and then enter the date in the Date field. For this example, we enter **04/2023**.
- 3. Clear the Window check box because you do not need to view the Depreciation Expense report at this time.
- 4. In the Choose Report field, leave the default selection of Depreciation Expense.
- 5. Select OK. The system calculates depreciation for November.

Next, we will calculate depreciation for the period for which we want to post depreciation.

6. On the Depreciate dialog, make sure the book and group of assets for which you

want to calculate depreciation are still selected, and then enter the date in the Date field. This time we enter **05/2023**.

- 7. Select the Window check box.
- 8. Select the Update Current Reporting Period check box.
- 9. Select OK. The system calculates depreciation and the Depreciation Expense report appears.

					preciation Exp	Depreciation Timbelrine Office Depreciation Expense Report As of May 31, 2023							
Book = FYE Mo	nth = Decembe									a = All Complete			
Sys No	In Svc Ext Date	Acquired Value	P Depr T Meth	Salv/168 Allow Sec 179	Depreciable Basis	Prior Thru	Prior Accum Depreciation	Depreciation This Run	Current YTD Depreciation	Current Accum Depreciation	Key Code		
	000 01/02/22 000 02/01/22	82,000.00 125,000.00			82,000.00 125,000.00	04/30/23 04/30/23	8,200.00 11,458.33	683.33 1,041.67	3,416.66 5,208.33	11,616.66 16,666.66			
Less	Grand Total disposals and transfers	207,000.00 0.00		0.00 0.00	207,000.00 0.00		19,65833 0.00	1,725.00	8,624.99	28,283.32 0.00			
N	Count = 0 et Grand Total Count = 2	207,000.00		0.00	207,000.00		19,658.33	1,725.00	8,624.99	28,283.32			

Note the amount of \$1725.00 in the Depreciation This Run column. This is the total amount that Sage Fixed Assets sends to the Sage 300 Construction program, so you'll need to remember this number to make sure that the link worked correctly.

The Depreciation This Run column shows the amount of depreciation that was calculated between the next-to-last depreciation calculation (on April 30, 2023, which is shown in the Prior Thru column) and the last depreciation calculation (on May 31, 2023, which is shown in the heading of the report).

Sage 300 Construction Direct Integration

For users of Sage 300 Construction version 9.1 or higher, follow the steps below to post depreciation directly to your Sage 300 Construction accounting system.

1. Select Links/Depreciation Links/Sage 300 Construction from the menu bar. The Sage 300 Construction dialog appears.

age 300 Const	ruction					
st depreciation info	ormation to an outpu	ut file that ye	ou can import into your ger	neral ledger		3
Step 1: Select the	company from which	you want to	o post the journal entry			
<u>D</u> atabase:	<default></default>	•	C <u>o</u> mpany:	Depreciation Time	oelrin 💌	
Step 2: Choose the	options to generate	e the journal	entry			
<u>G</u> roup:	Active Assets	•	Period Posting Date:	05/31/2023	•	
Book:	Internal	•	Journal Entry Date:	05/31/2023	•	
			Reference Number:	May23		
Step 3: Preview an	d post the journal e	ntry				
First prev	view the journal ent	ry to validate	e and then post.	Preview	Post	t

- 2. Make sure that you select the correct database and company.
- 3. Select the same asset group, book, and period posting date that you selected when you depreciated assets.

The default date for the Journal Entry Date field is today's date, but you can change this date if desired.

- 4. Enter a reference number if desired; it is not required.
- 5. Select the Preview button. The Depreciation Posting report appears.

April 3, 2023 05:30 PM				
	Depreciation	Timbelrine Off	ice	
	For the per	er Posting Prev riod ended 5/31/2023 y Journal Entry	view	
Book: Internal			Group: Ac	tive Assets
FYE: December			Reference Number: Ma	y23
	Account Number	Account Name	Debit	Credit
	100-71000	Depreciation Expense	683.33	
	200-71000	Depreciation Expense	1,041.67	
	100-16160	Accumulated Depreciation		683.33
	200-16160	Accumulated Depreciation		1,041.67
		Grand Total:	1,725.00	1,725.00

Note that the Grand Total amounts in the Debit and Credit columns match the Grand Total amounts in the Depreciation This Run column on the Depreciation Expense report.



6. On the Sage 300 Construction link dialog, select the Post button. The second link dialog appears.

Timberline Office Link	\times
Posting Parameters	
− To cd⊋plete the posting, specify the Timberline map and posting parameters, and then click the Send button.	?
Timberline Map	
Company Name: <none></none>	
Data Folder: <none></none>	
Posting Parameters	
Batch ID: Journal Number:	
Send Close)

This dialog collects information about the company to which you will be posting depreciation in Sage 300 Construction. After you select the company, the dialog will display the company name and data folder of the company to which depreciation will be posted.

7. To select the correct company, choose the Select Data Folder button. The Select Data Folder dialog appears.

Select Co	mpany		?	×
Name	Description	Location		
CRE Test		C.\ProgramData\Sage\TIMBERLINE OFFICE\Data\		
_				
		OK Cancel Specify Folders Remove From List	t He	alm

- 8. Select the company to which you want to send depreciation, and then select OK. The system returns to the Sage 300 Construction link dialog.
- 9. Once you have selected the correct Sage 300 Construction company, you must enter a Batch ID and Journal number to which the journal entry will be recorded as an unposted journal entry. Once the Batch ID and Journal number have been entered, the Send button will be enabled.
- Select the Send button to send the journal entry directly to the Sage 300 Construction accounting system. If security is enabled, then the system displays a login dialog allowing you to properly login to Sage 300 Construction.

Enter your use	er name and passv	word to login to Tim	berline G/L.	
User Name:	I			
Password:				

11. Enter your User Name and Password to login to the Sage 300 Construction system, and then select OK.



12. The system validates the journal entry information and displays a confirmation message once the journal entry has been properly recorded in Sage 300 Construction.

If any errors exist in the journal entry (for example, an invalid journal entry number), then an error message will appear which allows you to view an Exceptions Report. The Exception Report will be displayed in your internet browser.

Sage 300 Construction Export/Import Integration

Part 1: Exporting Depreciation Expense

For users of Sage 300 Construction version 9.0 or earlier, follow the steps below to post depreciation from Sage Fixed Assets. The system creates an ASCII text file containing a depreciation journal entry for the selected period.

1. Select Links/Depreciation Links/Sage 300 Construction from the menu bar. The Sage 300 Construction dialog appears.

ost depreciation inf	ormation to an outpu	ut file that yo	u can import into your ger	neral ledger	
Step 1: Select the	company from which	you want to	post the journal entry		
Database:	SR300CRE	•	Company:	Timberline EQ Integrat	•
<u>B</u> ook:	Internal	•	Journal Entry Date:	05/11/2023	•
	Active Assets	•	Period Posting Date:		~
			Reference Number:	May23	
Step 3: Preview an	d post the journal er	ntry .			

- 2. Make sure that you select the correct database and company.
- 3. Select the same asset group, book, and period posting date that you selected when you depreciated assets.

The default date for the Journal Entry Date field is today's date, but you can change this date if desired.

- 4. Enter a reference number if desired; it is not required.
- 5. Make a note of the name and location of the file in the Link File field. You will need to know where this file is when you import it into your general ledger program.



6. Select the Preview button. The Depreciation Posting report appears.

©gram Files (x86)\Sag ♪ → April 3, 2023 05:30 PM					ĺ
	General Ledg For the per	Timbelrine Off er Posting Prev riod ended 5/31/2023 y Journal Entry			
Book: Internal FYE: December			Group: Ac Reference Number: Ma	tive Assets y23	
	Account Number	Account Name	Debit	Credit	
	100-71000	Depreciation Expense	683.33		
	200-71000	Depreciation Expense	1,041.67		
	100-16160	Accumulated Depreciation		683.33	
	200-16160	Accumulated Depreciation		1,041.67	
		Grand Total:	1,725.00	1,725.00	

Note that the Grand Total amounts in the Debit and Credit columns match the Grand Total amounts in the Depreciation This Run column on the Depreciation Expense report.

7. On the Sage 300 Construction link dialog, select the Post button. The system displays a message box asking you to select the accounting method used by the Sage 300 Construction company to which you are posting depreciation.

Timber	line G/L Link
	t the accounting method used by the rline destination company?
	 Accrual
	C Cash
	C Both
	OK

8. Select the appropriate accounting method, and then select OK. The system displaysa message indicating that the G/L data was exported successfully.



9. Select OK to close the message box.



Part 2: Posting the Journal Entry in Sage 300 Construction

Step 1: Importing the Journal Entry

- 1. In the Sage 300 Construction program, open the desired company.
- 2. Select Tools/Import Transactions from the menu bar. The Import Transactions dialog appears.

💭 Import Tra				
Import file:	FASDEPF	R.TXT		
Rejected records I	file: GLREJEC	T.TXI		
Printer Informatio	n			
Print to Microsoft Use Courier New			Printer Se	tup
Use default marg	ins.		Page Sel	tup
Use default marg		art Can		tup

- 3. Use the browse button to select the import file. The default location and name for the import file is C:\FASDEPR.TXT.
- 4. Use the browse button to select the Rejected Records file. The default location and name for the file is C:\GLREJECT.TXT.
- 5. Select the Start button. The Background Tasks dialog appears.

Background Tasks	5			- (×
Tasks Help × ₹ ¥ №?						
Task	Start Time	Percent Compl	End Time	Status		
GL Post Entries	4/03/23 21:	100	4/03/23 21:	Completed Norm	nally	
<						>
Ferminates the selected	task					

Step 2: Viewing the Journal Entry

1. Select Inquiry/Entries by Batch from the menu bar. The Transactions File Selection dialog appears.

Iransactio	?	\times
Which GL Transaction fil	e?	
New Current History		
<u>0</u> K	Cance	l <u>H</u> elp
Ready		

2. Select the New option button, and then select OK. The Inquiry – Entries by Batch– General Batch Information dialog appears.

Inquiry - Entries I	by Batch - C	General Batch	Information		-		×
							1 (S) N
🔕 🖸 🖸 🗕 🚍	ү General B	Batch Information	~ 🛯 🔛 🜃 🕻	H) 🔍	***	0	
Application		Batch					1
of Origin Batch	Date	Description					
FA Batch1	4/03/2023	FAS]			
							`
<							>
					00	CAP N	JM 04

3. Double-select the desired batch. The Inquiry – Entries by Batch – Entry Information dialog appears.

							(S)
8 3 5 -	🖻 🖶 🍸	Entry Information	~ 0	😿 H 🔍 🗉	2	· 🕜	
Account	Accounting Date	Transaction Desc	Debit	Credit	Appl	Batch	
100-16160		Depr Exp Period En		683.33-	FA	Batch1	-
100-71000 200-16160	5/31/2023		683.33	1 041 67	FA FA	Batch1 Batch1	
200-71000	5/31/2023 5/31/2023	Depr Exp Period En	1,041.67	1,041.67-	FA	Batch1	

4. Make sure that the totals in the Debit and Credit columns match the totals on the General Ledger Posting report.

Step 3: Posting the Journal Entry

1. In the Sage 300 Construction program, select Tasks/Post Entries from the menu bar. The Post Entries – Print Selection dialog appears.

Printer Information Print to Microsoft Print to PDF Use Courier New (12) font.	Printer Setup	Criteria Ranges
Use default margins.	Page Setup	

2. Select the Start button to post and print the journal entries. The system prints the General Ledger Post Entries report.

Step 4: Viewing the Updated Account

1. Select Inquiry/Account from the menu bar. A message asking you to select a GL Transaction file appears.



2 Select the Current option button, and then select OK. The Inquiry – Account – Account Information dialog appears.

					1	<u>ا ا ک</u>
300.	🖂 🔒 🍸 A	.ccount Info (Accrua	a) ~ (j	21 🗭 🕅 🔍		
	Account		Current Period	Current	Future	
Account	Title		Activity	Balance	Activity 1	
100-15150	15150					
100-16160	16160					
100-71000	71000					
200-15150	15150					
200-16160	16160					
200-71000	71000					
300-15150	15150					
300-16160	16160					
300-71000	71000					
320-15150	15150					
320-16160	16160					
320-71000	71000					
						>

3. Select the first account where a posting should have occurred. For example, double-click on 100-16160. The Inquiry – Account – Entry Information dialog appears.

Ge Inquiry -	Account - A	Account Info (Acc	rual)		-			\times
5								<u>ال</u>
8 3 0 -	🖻 🖶 🍸	Entry Information	~ 0	🌠 H 🔍 🤅	24	•	Source	e Accour
Account	Accounting Date	Transaction Desc	Debit	Credit	App I Orgn	Batch		
100-16160	5/31/2023	Depr Exp Period En		683.33-	FA	Batch1		
<								>
								100

- 4. Verify that the expected entry has been posted.
- 5. Select the Cancel button to close the dialog.
- 6. Repeat the process for the other G/L account numbers displayed on the Depreciation Posting report.



Chapter 14 Sage Fixed Assets Universal Link

The Sage Fixed Assets Universal Link exports depreciation transactions for one Sage Fixed Assets company, or one group within a company, at a time. The depreciation transactions are exported in ASCII files that you can import into your general ledger software.

You have two options when you create the journal entry file:

- **Summary Journal Entry:** Includes only the total amounts for each expense account number and accumulated account number.
- **Detail Journal Entry:** Includes the expense amount for each asset. Each line of the journal entry includes a system number and extension, and an asset description for identification purposes.

We refer to all versions of Sage Fixed Assets—Depreciation that are compatible with this link as "Sage Fixed Assets." For a list of products that work with this link, see the chart on page 5. In this chapter, "Sage Fixed Assets" does not include Sage Fixed Assets—Tracking or Sage Fixed Assets—Planning.

Installing the Link

The Sage Fixed Assets Universal Link is preinstalled; the system installs the link when you install Sage Fixed Assets. However, the first time you open the link, you must enter an unlocking code to activate the program.

Sage	Thank you for choosing one of our integration links to post journal entries. To activate the program, you must first enter your unlocking code below.				
	Unlocking Code				
ow do I find my unlocking co					

To obtain your unlocking code, call Sage Fixed Assets Customer Service at 800-368-2405.

Preparing the Data in Sage Fixed Assets

Step 1: Checking the G/L Account Numbers in Sage Fixed Assets

You must make sure that all assets for which you want to post depreciation in Sage Fixed Assets contain G/L Account numbers that match the G/L Account Number list in your accounting program.



1. In the Asset List, view the G/L Accountnumbers.

	System I	Number:				Go							
		Group:	<all< th=""><th>Complete</th><th>Assets 🗸</th><th>🗎 🔍 🗊 📓 Ass</th><th>ets in Group: 98</th><th></th><th></th><th></th><th></th><th></th><th></th></all<>	Complete	Assets 🗸	🗎 🔍 🗊 📓 Ass	ets in Group: 98						
A II	Sys No		Ø	Status	Asset	Description	Acquisition D	Location	Dep	Class	G/L Expense Acct	G/L Asset Acct	G/L Accum Acc
	1			Active	100001	Land	02/01/2004	HQ	100	LD	01-100-8000	01-100-1400	01-100-2000
	2			Active	100002	Sidewalk	09/18/2004	HQ	100	LI	01-100-8050	01-100-1450	01-100-2050
	3			Active	100003	US Patent # D509546	09/01/2006	HQ	100	IP	01-109-7900	01-100-1300	01-100-1900
	4			Active	100004	Parking Lot Light	09/01/2006	HQ	100	BE	01-100-7750	01-100-1150	01-100,1750
	5			Active	100005	Irrigation System	10/01/2006	MG	100	LI /	02-100-8000	02-100-1400	02-100-2000
	6			Active	100006	Manufacturing Plant Building	10/15/2006	MG	600	EQ	02-600-7900	02-600-1300	02-600-1750
	7			Partial	100007	Acme 5000	11/01/2006	MG	600	EQ	02-600-7900	02-600-1300	02-600-1750
	8			Active	100008	Acme 5000	11/01/2006	MG	600	EQ	02-600-7900	02-600-1300	02-600-1750
	9			Active	100009	Conference Table	02/28/2012	HQ	200	OE	01-200-8150	01-200-1550	01-200-215
	10			Active	100010	Conference Chair	04/28/2012	HQ	200	OE	01-200-8150	01-200-1550	01-200-2.50
	11			Active	100011	Office Building	07/01/2012	HQ	100	BD	01.100-7700	01-100-1100	01-100-1700
	12			Active	100012	Parking Lot	08/01/2012	HQ	100	LI	01-100-8050	01-100-1450	01-100-2050
	13			Active	100013	Truck	09/01/2012	MG	600	MV	02-600-8100	02-600-1550	02-600-2150
	14			Active	100014	Server Rack	03/15/2013	HQ	300	CO	01-300-7950	01-300-1350	01-300-1950
	15			Active	100015	SLR Camera	04/20/2013	HQ	100	CO	01-100-7900	01-300-1350	01-300-1950
	16			Active	100016	Van	05/31/2013	HQ	600	MV	01-100-7700	01-100-1150	01-100-1700

2. Make sure that all assets contain the correct G/L Expense Accountnumbers and G/L Accumulated Accountnumbers.

You can use the Replace feature to globally replace G/L Account numbers. For information on using the Replace feature, see your Sage Fixed Assets online user's guide or online Help.

Step 2: Depreciate Assets in Sage Fixed Assets

The next step is to calculate depreciation in Sage Fixed Assets for the period for which you want to post depreciation. In our example, we want to post depreciation for April 2023.

We need to make sure that the Depreciation This Run column on the Depreciation Expense report represents only the depreciation for one month. First, we'll calculate depreciation for the month prior to the date that we want to post (that is, March 2023).

1. Select Depreciation/Depreciate from the menu bar. The Depreciate dialog appears.

preciate ct a group, book(s), and run da	te to which depreciation cal	culations will be updated.	*
Group	Books	Date	Run Options
<pre><all assets="" complete=""> Active Assets Active Assets Asset and System Asset ID is 10001 Disposed Assets Fully Depreciated Assets HQ Inactive Assets Manufacturing Sales Sort by Class Sort by Department System No between 1 to 30</all></pre>	Select Al	Calculate depreciation through the following date: 03/31/2023 V Verify Run Date View Reporting Period	Force recalculation What is this? Update current reporting period Choose Report: Depreciation Expense v Send To: Window Printer

2. Select the book and group of assets for which you want to calculate depreciation, and then enter the date in the Calculate Depreciation Through field. For this example, enter **03/2023**.

- 3. Clear the Window check box because you do not need to view the Depreciation Expense report at this time.
- 4. In the Choose Report field, leave the default selection of Depreciation Expense.
- 5. Select the Execute button. The system calculates depreciation for March.

Next, we will calculate depreciation for the period for which we want to post depreciation.

- 6. On the Depreciate dialog, make sure the book and group of assets for which you want to calculate depreciation are still selected, and then enter the new date in the Calculate Depreciation Through field. This time, enter **04/2023**.
- 7. Select the Window check box.
- 8. Select the Update Current Reporting Period for Selected Books check box.
- 9. Select the Execute button. The system calculates depreciation and displays the Depreciation Expense report.

				Dej	As of April 3		ort				
Book = Internal FYE Month = Decen	ber								Grou	a = All Complete	Asse
In Svc Syrs No Ext Dade	Acquired Value	P Dapa T Met		Salv/168 Allow Sec 179	Depreciable Basis	Prior Thru	Prior Accum Depreciation	Depreciation This Run	Current YTD Depreciation	Current Accum Depreciation	Key Cod
000050 000 01.05/18	80.000.00	4 9 F	M 05.00	0.00	80 000 00	03/31/23	80.000.00	0.00	0.00	80.000.00	
000061 000 12/31/17		P SLF		0.00		03/31/23	5,000,00	0.00	0.00	5,000,00	
000062 000 04/12/18				0.00		03/31/23	475.00	0.00	25.00	500.00	
000062 000 04/12/18				0.00		03/31/23	4/5.00	4.77	19.07	285.00	
000054 000 05/29/18				0.00		03/31/23	298.67	5.33	21.33	320.00	
000065 000 06/04/18				0.00	1,200.00		1,100.00	20.00	80.00	1, 180,00	
000055 000 05/04/18				0.00	4,000,000,00		458.333.33	8.333.33	33.333.33	491.666.65	
000067 000 06/04/18		Z SLF		0.00	15,000,000		408,333.33	250.00	1.000.00	14,750.00	
200068 000 10.06/18		A SLF		0.00	99,447.00		84,529,95	1.657.45	6.629.80	91, 159, 75	
000070 002 06/23/19				0.00		03/31/23	825.93	19.23	76.92	903.85	
000071 000 07/03/19				0.00		03/31/23	175.00	4.17	16.67	191.67	
000072 000 08/16/19				0.00		03/31/23	3.416.67	83.33	333.33	3,750.00	
000073 000 08/16/19				0.00	13 000.00		1,110.42	27.08	108.33	1.218.75	
000074 000 08/16/19				0.00		03/31/23	3.416.67	83.33	333.33	3,750.00	
000075 000 08/16/19				0.00		03/31/23	4,148.82	101.19	404.76	4,553,58	
000076 000 08/16/19				0.00	75.000.00		51,250.00	1,250.00	5,000.00	56,250.00	
000077 000 08/16/19		P SLF		0.00		03/31/23	3,415,67	83.33	333.33	3,750.00	
000078 000 11.04/19				0.00	45,000.00		28,500.00	750.00	3.000.00	31,500.00	
200079 000 07/31/20				0.00	35,000.00		5,000,00	166.67	666.67	5.666.67	
000080 000 08/19/20		PSLF		0.00		03/31/23	1.015.00	35.00	140.00	1,155.00	
000081 000 10/25/20				0.00	22,000.00		7.071.44	261.90	1.047.62	8,119.05	
000082 000 10/25/20	8.000.00			0.00		03/31/23	2.571.44	95.23	380.95	2,952,39	
000083 000 10/31/20				0.00		03/31/23	642.87	23.81	95.24	738.11	
200084 000 10/31/20				0.00		03/31/23	1, 125.00	41.67	166.67	1.291.67	
000085 000 10/31/20	20.000.00			0.00	20,000,00		9,000,00	333.33	1.333.33	10.333.33	
000085 000 10/3/120				0.00		03/31/23	248.00	10.33	41.33	289.33	
000087 000 01/23/2				0.00		03/31/23	298.58	9.53	38.10	265.68	
000088 000 02/06/21				0.00	15,000,00		5.750.00	250.00	1.000.00	6,750.00	
000000 000 04/04/2				0.00		03/31/23	105.00	5.00	20.00	125.00	
000090 000 04/04/2				0.00		03/31/23	1,260.00	60.00	240.00	1.500.00	
000092 000 04/06/2				0.00		03/31/23	210.00	10.00	40.00	250.00	
000093 000 09/30/2				0.00	750.00		200.00	12.50	50.00	250.00	
00095 000 09/30/2	5.300.00			0.00		03/31/23	1.325.00	88.33	353.33	1.678.33	
000097 000 05/06/19				0.00	25,000.00		9,166.67	208.33	833.33	10.000.00	
000098 000 10.04/21	5.300.00			0.00		03/31/23	1.325.00	88.33	353.33	1.678.33	
000099 000 07/31/17				0.00		03/31/23	2,500.00	0.00	0.00	2,500.00	
www.da www.wr/31/11	2,000.00	- our	. 00 00	0.00	2,000.00	93131123	2,000.00		0.00	2,000.00	
Grand Tota	9, 139, 495.00			0.00	9,116,995.00		2,874,168.41	25,569.27	105,302.16	2,979,470.57	
Less disposals and	0.00			0.00	0.00		0.00			0.00	
transfer Count =	5										
Net Grand Tota				0.00	0 116 005 00		2.874, 168.41	25.569.27	105.302.16	2,979,470.57	
Net Grand Tota	9,139,495.00			0.00	9,116,995.00		2,8/9,108.41	20,009.27	100,302.10	2,9/9,4/0.5/	

Note the amount of \$25,569.27 in the Depreciation This Run column. This is the total amount that Sage Fixed Assets sends to the export file, so you'll need to remember this number to make sure that the link worked correctly.

The Depreciation This Run column shows the amount of depreciation that was calculated between the next-to-last depreciation calculation (on March 31, 2023, which is shown in the Prior Thru column) and the last depreciation calculation (on April 30, 2023, which is shown in the heading of the report).

Running the Sage Fixed Assets Universal Link

Step 1: Running the Link in Sage Fixed Assets

Follow the steps below to run the Sage Fixed Assets Universal Link.

- 1. Select Links/Depreciation Links/Sage FixedAssets Universal from the menu bar. If a company is open, the system displays a message indicating you must close the company to continue.
- 2. Select Yes to continue. If you haven't already activated the Sage Fixed Assets Universal Link, the system displays a dialog that allows you to enter your unlocking code.

Sage	Thank you for choosing one of our integration links to post journal entries. To activate the program, you must first enter your unlocking code below.					
Ŭ	Unlocking Code 					
ow do I find my unlocking	code? OK C	ance				

3. Enter your unlocking code, and then select OK. The Sage Fixed Assets Universal dialog appears.

	rmation to an output file that yo	ou can import into your gene	eral ledger program.	
Step 1: Select th	e company from which you	want to post the journ	al entry	_
Database:	SRUPG24	Company:	Sample U.S. Company	
Stan 2: Choose t	he options to generate the	iournal entry		
Step 2: Choose t	ne options to generate the	journal entry		
Group:	Active Assets 💌	Period Posting Date:	04/30/2023	
Book:	Internal 💌	Journal Entry Date:	04/30/2023	
Type:	Summary Journal Entry 💌	Reference Number:	April2023	
Step 3: Enter the	e name and location of the	file containing the journ	al entry	_
	C: \PROGRAM FILES (X86) \SA	GE FIXED ASSETS\GL_LINK\	GLLINK.A: Browse	
Link File:				
-	and post the journal entry			_

4. Make sure that you select the correct database and company.



5. Select the same asset group, book, and period posting date that you selected when you depreciated assets.

The default date for the Journal Entry Date field is today's date, but you can change this date if desired.

- 6. In the Type field, select either Summary Journal Entry or Detail Journal Entry.
- 7. Enter a reference number if desired; it is not required.
- 8. Make a note of the name and location of the file in the Link File field. You will need to know where this file is when you import it into your general ledger program.
- 9. Select the **Preview** button. The system displays the Depreciation Posting report.



General Ledger Posting Preview



Note that the Grand Total amounts for the Debit and Credit columns match the Grand Total amount in the Depreciation This Run column on the Depreciation Expense report.

10. On the Sage Fixed Assets Universal dialog, select the Post button. The system displays a message indicating the depreciation journal entry was created successfully.



11. Select OK to close the message box.

The ASCII file is now ready to be imported into your general ledger program.

Standard Output File

The standard output comes in two file formats. Each format has its own file extension. The file extensions are as follows:

- **SDF**. The Standard Delimited File (SDF) is a comma-delimited file, which contains a comma between each field and double quotes around the text fields. The fields appear in the same order as the ASC file.
- **ASC**. The ASCII (ASC) text file stores the fields at predefined or fixed positions within the output file.

The following table shows the field positions and field lengths in the ASCII file:

Field No.	Field Name	Data Type	Field Length	Start Position
1	System No. & Extension	Alphanumeric	10	1
2	Description	Alphanumeric	80	11
3	G/L Account Number	Alphanumeric	100	91
4	Journal Entry Date	Numeric	10	191
5	Source	Alphanumeric	8	201
6	Period Posting Date	Numeric	10	209
7	Reference Number	Alphanumeric	10	219
8	Transaction Description	Alphanumeric	24	229
9	Path and File Name	Alphanumeric	260	253
10	Transaction Amount	Numeric	15	513
11	Credit/Debit Flag	Alphanumeric	1	528

System Number and Extension

The System Number and Asset Extension Number is a 10-character alphanumeric in the following format: *system number.extension*.

In Sage Fixed Assets—Lite Depreciation, the extension is always .000.



Description

The Description field is the same as the Description column in the Asset List.

G/L Account Number

- For debits, the G/L account number is the G/L Expense Account Number stored in the General Asset Information field of the Sage Fixed Assetsprogram.
- For credits, the G/L account number is the G/L Accumulated Account Number stored in the General Asset Information field of the Sage Fixed Assetsprogram.

Journal Entry Date

The Journal Entry Date is the date entered in the Journal Entry Date field in the Sage Fixed Assets Universal link dialog. The date is in the format MM/DD/YYYY.

Source

The source will always be "Best FAS." This flag indicates that all transactions posted to the general ledger program using the Sage Fixed Assets Universal Link program originated in the Sage Fixed Assets program.

Period Posting Date

The Period Posting Date is the date entered in the Period Posting Date field in the Sage Fixed Assets Universal link dialog. The date is in the format MM/DD/YYYY.

Reference Number

The reference number is an alphanumeric number specified by the user of up to 10 characters for the journal entry.

Transaction Description

The transaction description will always be "Depr-Period MM/DD/YYYY," where MM/DD/YYYY is the end date of the posting period.

Path and File Name

The path and file name is the full path and file name for the standard output file that you entered in the Sage Fixed Assets Universal link dialog.

Transaction Amount

The transaction amount is the depreciation expense amount calculated in Depreciation This Run by selecting the Depreciation command from the Depreciation menu.

Credit/Debit Flag

The credit/debit flag will be "C" for a credit transaction and "D" for a debit transaction.

Step 2: Importing the File

The final step is to import the ASCII file into your general ledger software. The process for doing this will vary, depending on which general ledger software you use. For more information, please refer to the documentation for your general ledger software.

