

# Sage

## **Sage Fixed Assets Links and Integrations**

**User guide**

Last updated January 8, 2024

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# Contents

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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

	Lite Depreciation		Standard Depreciation		Network Depreciation		Premier Depreciation	
	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	

**Last Revised January 2024**

## 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 [Sage Intacct Link Guide](#) for guidance on using the Sage Intacct Level one link.
- Refer to the [Sage Intacct Posting and AP/PO Links Guide](#) 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 general ledger 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.

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**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.

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### Installing the Link

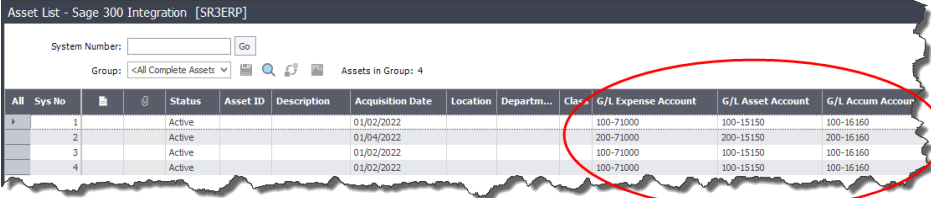
The Sage 300 Link is preinstalled; the system installs the link when you install Sage Fixed Assets.

### 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.



All	Sys No	Status	Asset ID	Description	Acquisition Date	Location	Departm...	Class	G/L Expense Account	G/L Asset Account	G/L Accum Account
	1	Active			01/02/2022				100-71000	100-15150	100-16150
	2	Active			01/04/2022				200-71000	200-15150	200-16150
	3	Active			01/02/2022				100-71000	100-15150	100-16150
	4	Active			01/02/2022				100-71000	100-15150	100-16150

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

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**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.

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## 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.

The screenshot shows the 'Depreciate' dialog box in Sage Fixed Assets. The 'Group' list has '<All Complete Assets>' selected. The 'Books' list has 'Internal' checked. The 'Date' field is set to '11/30/2023'. The 'Run Options' section has 'Update current reporting period' checked and 'Window' selected under 'Send To:'. The 'Choose Report:' dropdown is set to 'Depreciation Expense'. The dialog includes buttons for 'Verify Run Date...', 'View Reporting Period...', 'OK', and 'Cancel'. A help link is visible at the bottom left.

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



**Sage 300 Integration**  
**Depreciation Expense Report**  
**As of December 31, 2023**

Book = Internal  
 FYE Month = December

Group = All Complete Assets

Sys No	In Svc Ext Date	Acquired Value	P T	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	000 01/02/22	128,500.00	P	RV-MM	07 00	0.00	128,500.00	11/30/23	17,592.26	1,529.76	18,357.14	35,949.40	
000002	000 01/04/22	128,500.00	P	RV-MM	07 00	0.00	128,500.00	11/30/23	17,592.26	1,529.76	18,357.14	35,949.40	
000003	000 01/02/22	98,500.00	P	SLMM	10 00	0.00	98,500.00	11/30/23	9,850.00	820.83	9,850.00	19,700.00	
000004	000 01/02/22	128,500.00	P	RV-MM	07 00	0.00	128,500.00	11/30/23	17,592.26	1,529.76	18,357.14	35,949.40	
<b>Grand Total</b>		484,000.00				0.00	484,000.00		62,626.78	5,410.11	64,921.42	127,548.20	
Less disposals and transfers Count = 0		0.00				0.00	0.00		0.00			0.00	
<b>Net Grand Total</b>		484,000.00				0.00	484,000.00		62,626.78	5,410.11	64,921.42	127,548.20	
Count = 4													

- 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.

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

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

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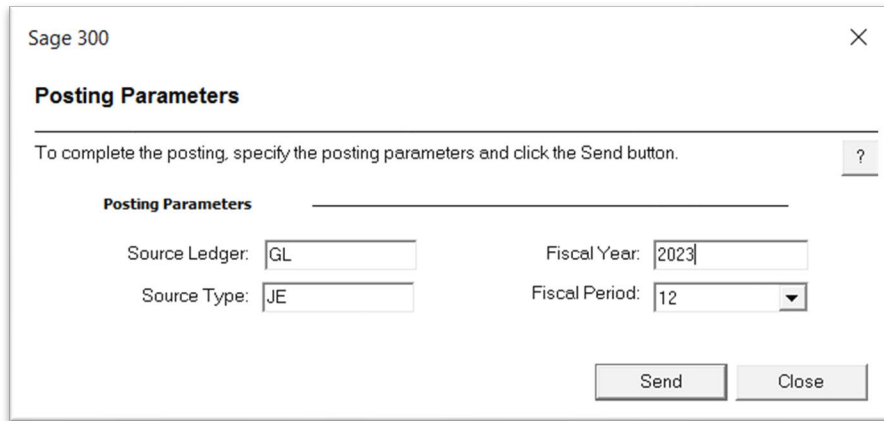
- Enter a reference number if desired; it is not required.
- Select the Preview button. The system displays the Posting Preview report.

Sage 300 Integration				
General Ledger Posting Preview				
For the period ended 12/31/2023				
Summary Journal Entry				
Book: Internal		Group: Active Assets		
FYE: December		Reference Number: Dec 23		
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	
Grand Total:		5,410.11	5,410.11	

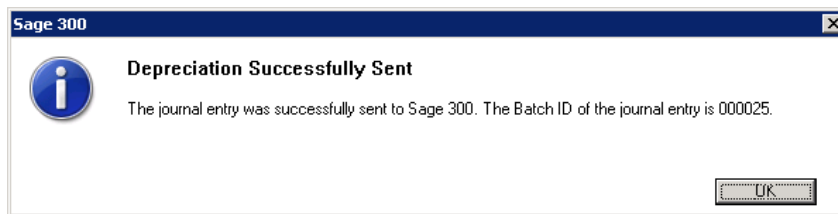
Note that the Grand Total amounts in the Debit and Credit columns match the Grand Total amounts in the Depreciation This Run column on the Depreciation Expense report.

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

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.



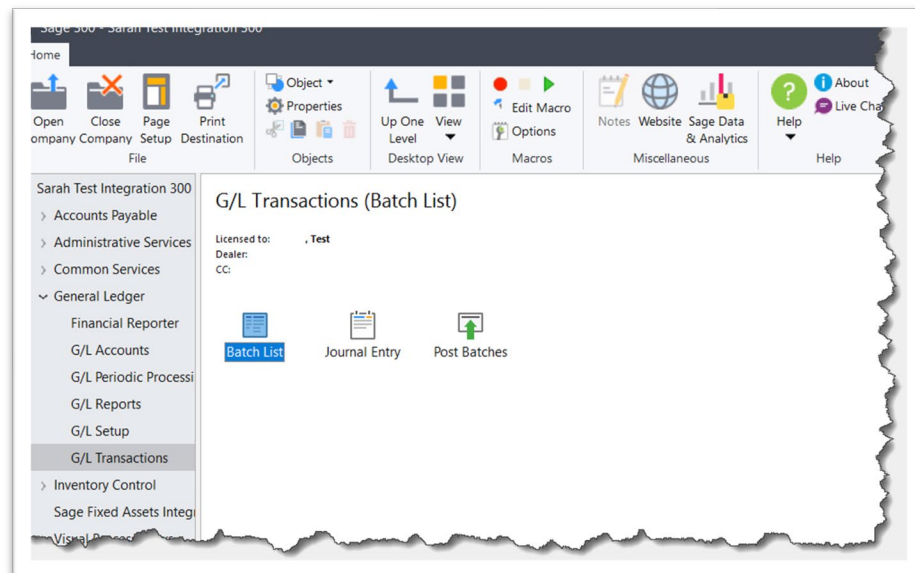
8. Enter the Source Ledger and the Source Type. The default Source Ledger is GL, and the default Source Type is JE.
9. Enter the Fiscal Year and Fiscal Period for which you are posting depreciation.
10. Select the Send button. The system displays a message indicating the journal entry has been sent successfully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



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

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

Batch Number	Description	Type	Status	Source Ledger
000001	Depreciation Ex...	Subledger	Open	GL

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

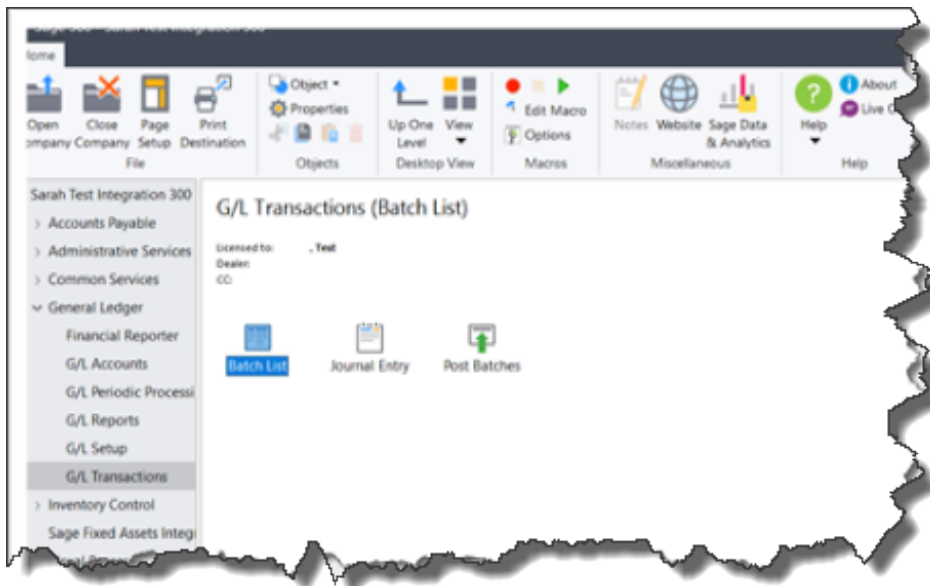
the G/L Journal Entry dialog.

Lin...	Reference	Description	Account	Account Description	Debit	Credit	Date
1	Dec 23	Period Depreciation	200-17170	200-17170	4,589.28	0.00	12/31/2022
2	Dec 23	Period Depreciation	200-16160	200-16160	0.00	4,589.28	12/31/2022
3	Dec 23	Period Depreciation	100-17170	100-17170	820.83	0.00	12/31/2022
4	Dec 23	Period Depreciation	100-16160	100-16160	0.00	820.83	12/31/2022

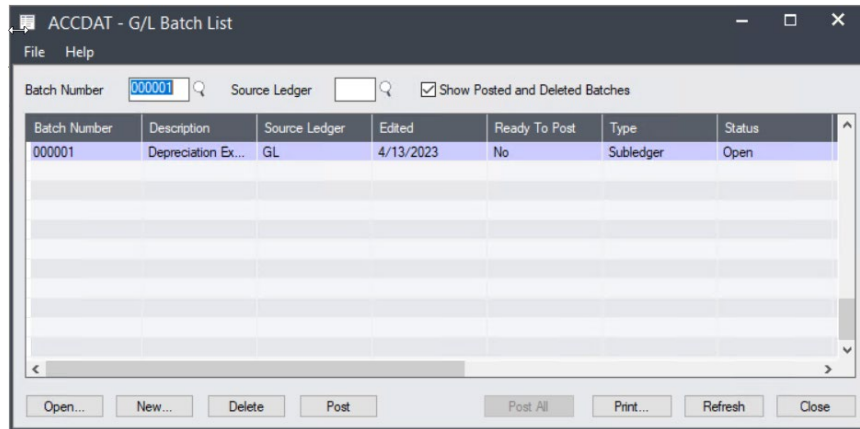
6. Verify that the Debit and Credit columns match the Debit and Credit columns on the Depreciation Posting report in Sage Fixed Assets.

## Step 2: Posting the Journal Entry

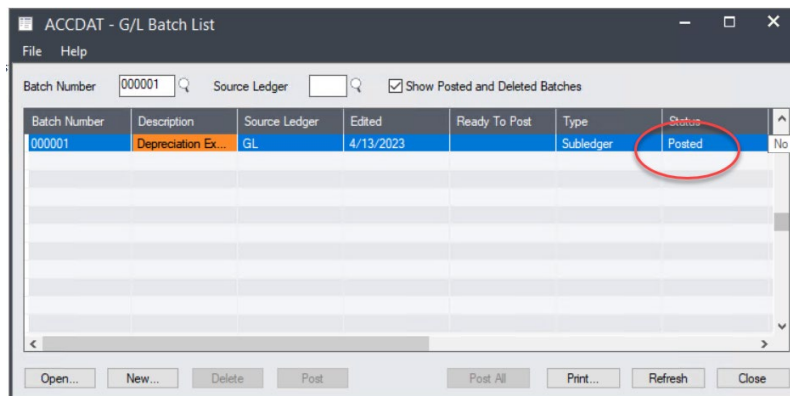
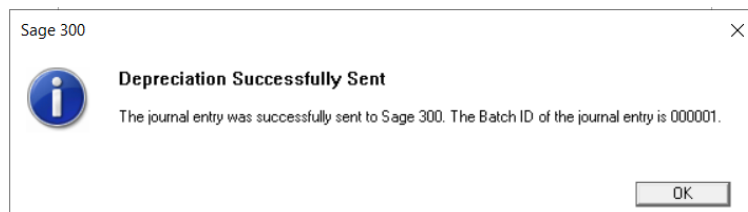
1. In the Sage 300 program, select General Ledger and then G/L Transactions in the left-hand pane.



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



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.

ACCDAT - G/L Journal Entry

File Settings Help

Batch Number: 000001 Entered By: ADMIN

Batch Description: Depreciation Expense for 12/31/2023

Entry Number: 00001

Entry Description: Depreciation Expense for the Period Ended 12/31/2023

Document Date: 04/13/2023 Posting Date: 12/31/2023 Year/Period: 2023 - 12

Source Code: GLJE G/L Journal Entry

Entry Mode: Normal Quick Auto Reverse

Entry Type: Standard Tax Group: Create Tax Details

Entries: 1  
Debits: 5,410.11  
Credits: 5,410.11

Type: Subledger  
Status: Posted

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	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

Debits: 5,410.11 Credits: 5,410.11 Out of Balance By: 0.00

Save Delete Post Clear Detail... Reverse... Close

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 Fixed Assets.

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.

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**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.

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### 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.

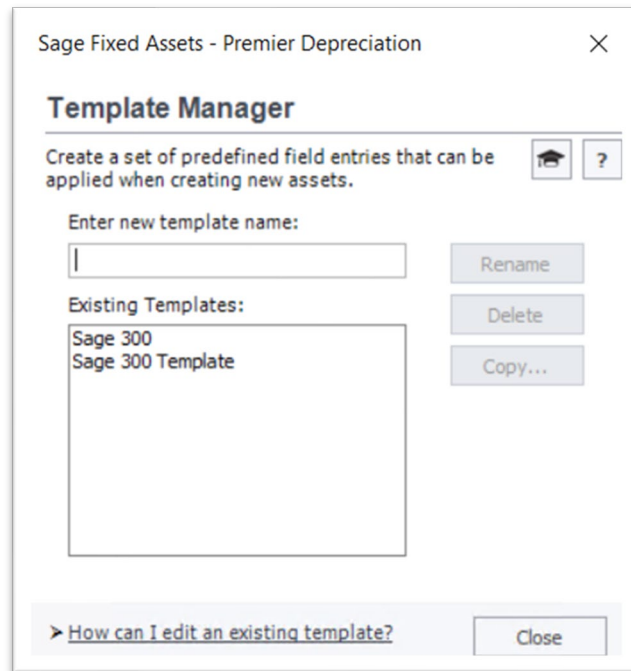
If you use Intercompany Transactions, note also that you must activate Sage Fixed Assets Integration for the ICT company and all the originator companies you use.

### 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.



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 Fixed Assets 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.

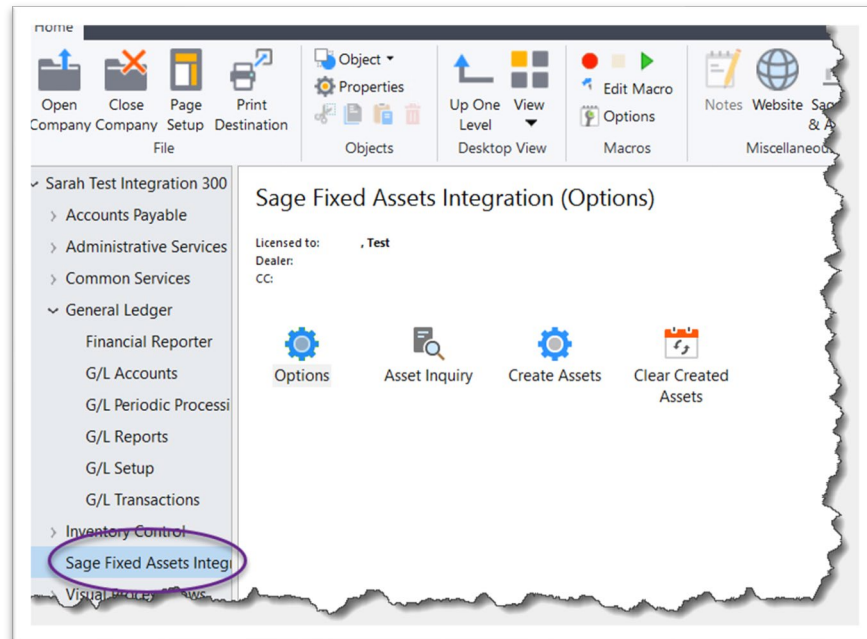
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**Note:** You cannot save Sage Fixed Assets Integration options if other users are working with Sage Fixed Assets Integration dialogs or with other Sage 300 dialogs that integrate with Sage Fixed Assets.

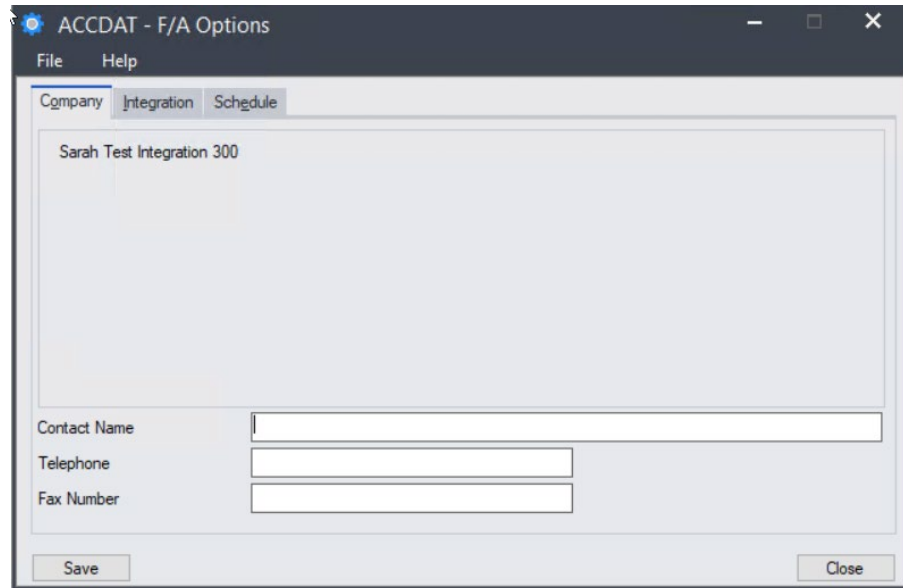
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### *To set options for Sage Fixed Assets Integration*

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

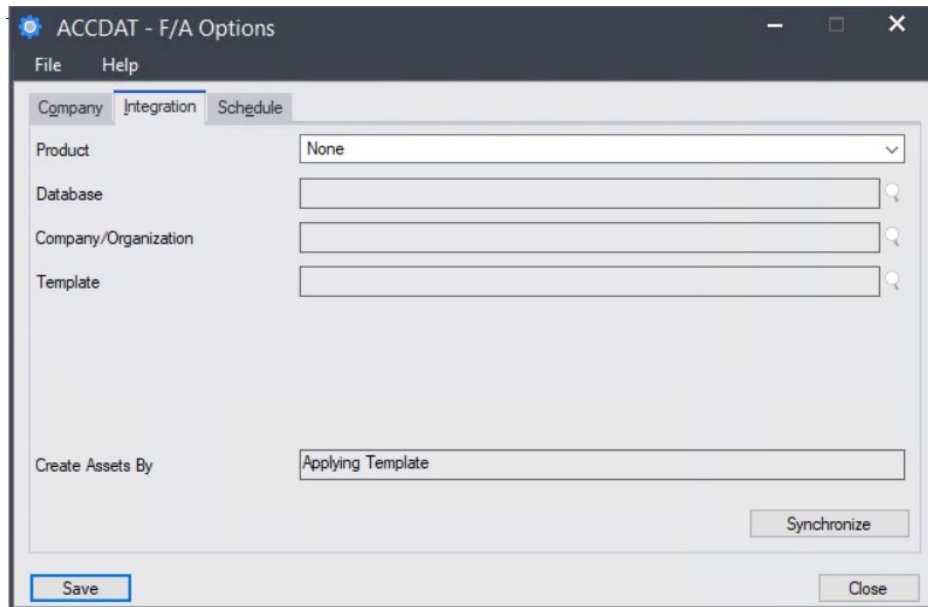


2. Double-click the Options icon. The F/A Options dialog appears.



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.



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

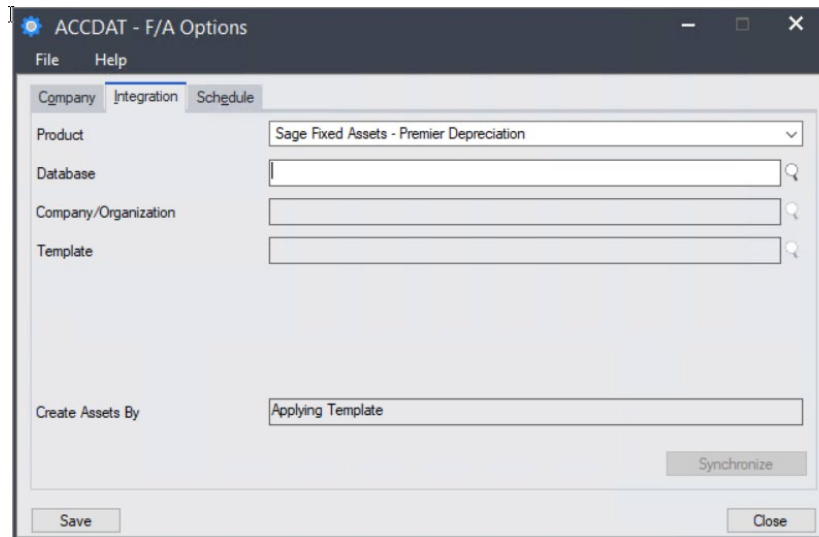
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**Note:** The Product list displays only the Sage Fixed Assets products installed on your machine.

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

become available, as shown here:



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.

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**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.

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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.

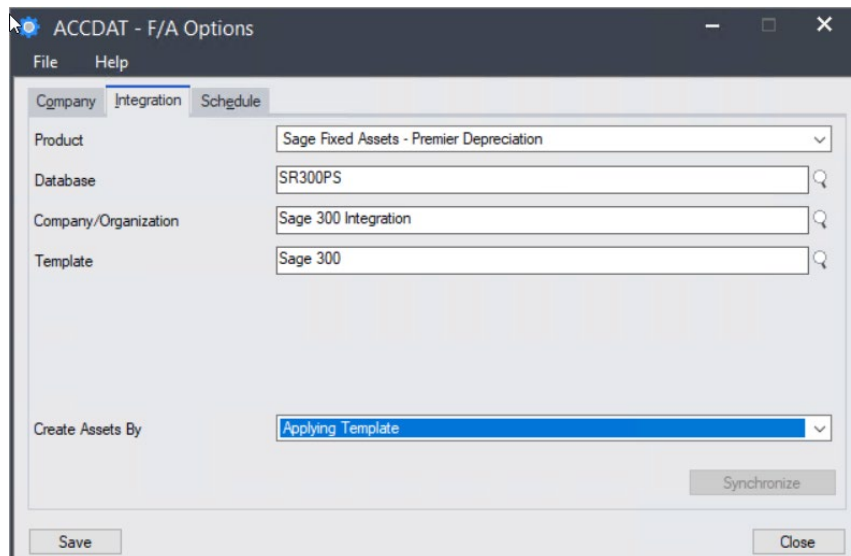
**Applying Template.** Choose this option if you want to use the general information and book information from the selected template in the asset records you create for Sage Fixed Assets. If you choose this option, the Placed in Service date and Acquisition Value information will post only to the Taxbook.

**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 this order:

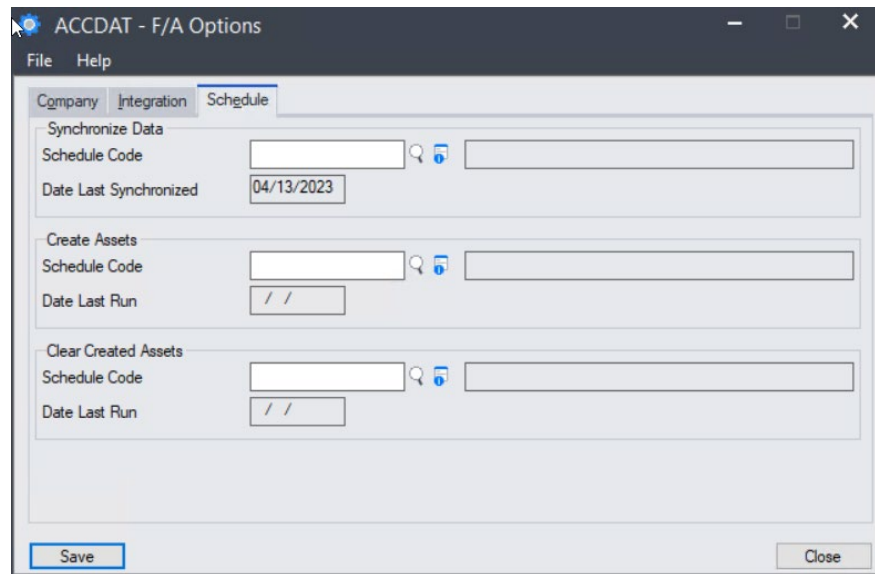
- It applies the general information specified in the template for each transaction.
- It uses the information entered in Sage 300 and runs the Force Defaults function in Sage Fixed Assets to create the book information for the asset record.

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.

The Options dialog should look similar to this dialog:



11. Select the Schedule tab.



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

#7/14/2023 9:52:58AM	Sarah Test Integration 300	Page 1
F/A Options (FAOPT)		
<b>Company</b>		
Company Name:	Sarah Test Integration 300	
Address:	2325 Dulles Corner Blvd Suite 700 Herndon, VA 20171 USA	
<b>Integration</b>		
Product:	Sage Fixed Assets - Premier Depreciation	
Database:	SR300PS	
Company/Organization:	Sage 300 Integration	
Template:	Sage 300	
Create Assets By:	Applying Template	
<b>Schedule</b>		
<b>Synchronize Data</b>		
Schedule Code:		
Date Last Synchronized:	4/13/2023	
<b>Create Assets</b>		
Schedule Code:		
Date Last Run:		
<b>Clear Created Assets</b>		
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.

Tax Authority	Detail Tax Class	Tax Includ...	Tax Base	Tax Amount	Reverse Charge Am...	Estimated Ta

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.



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 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.

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 F9 key.

The screenshot shows the 'I/C Internal Usage Details' dialog box. It features a title bar with a close button (X). Below the title bar are navigation arrows and a plus sign. The main area contains several input fields: 'Item Number', 'Category', 'Location', 'Quantity' (with a '0' in the field), and 'Unit of Measure'. There is a 'Fixed Assets' checkbox which is currently unchecked. Below these fields are 'Usage Account' and 'Comments' (a text area). At the bottom are buttons for 'Add', 'New', 'Delete', and '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

Follow the instructions below to complete the Fixed Assets dialog.

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 you entered.
- 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 FixedAssets 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.

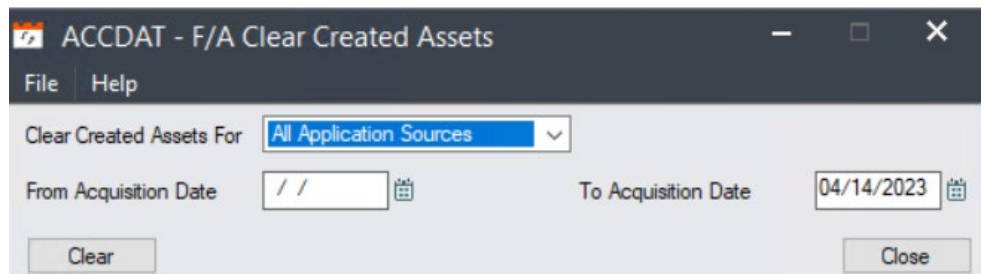
Once you have processed fixed asset transactions in Sage 300, you use the F/A Create Assets dialog to create records for the assets in Sage Fixed Assets.

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.



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

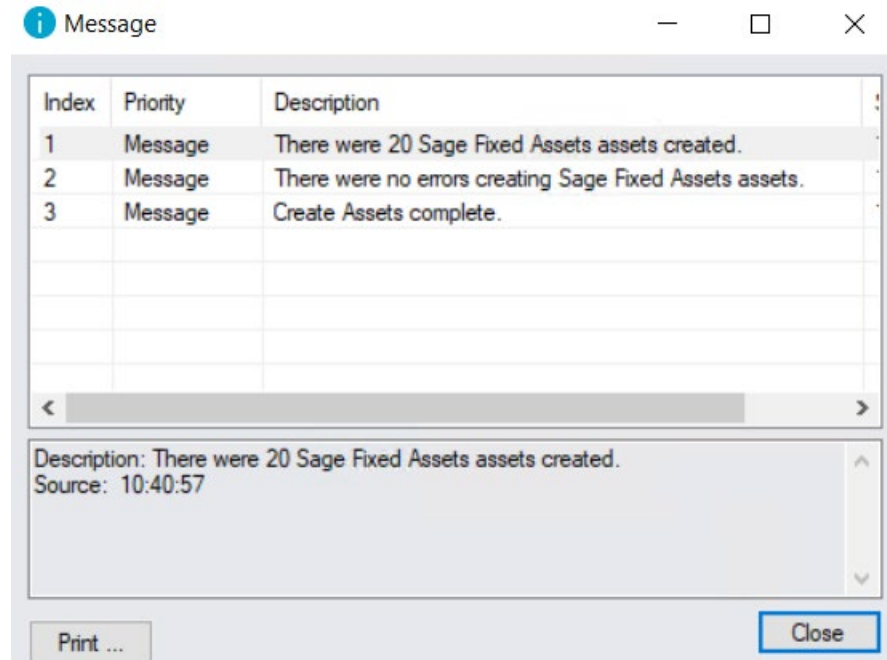
- **One Application Source** if you want to create Sage FixedAssets asset records for a single Sage 300 program that you specify.

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.



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.

Sys No	Status	Description	Acquist...	L...	Class	G/L Expense Account	G/L Asset Account	G/L Accum Account	Purchase Order
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	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	Active	Distribution Code	04/13/2023			100-17170	100-15150	100-16160	3
13	Active	Distribution Code	04/13/2023			100-17170	100-15150	100-16160	3
14	Active	Distribution Code	04/14/2023			200-17170	200-15150	200-16160	4
15	Active	Distribution Code	04/14/2023			200-17170	200-15150	200-16160	4
16	Active	Distribution Code	04/14/2023			200-17170	200-15150	200-16160	4
17	Active	Distribution Code	04/14/2023			200-17170	200-15150	200-16160	4
18	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	Active	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. In Asset Detail, enter any additional asset information not sent over from Sage 300.

### Step 5: Looking Up Assets

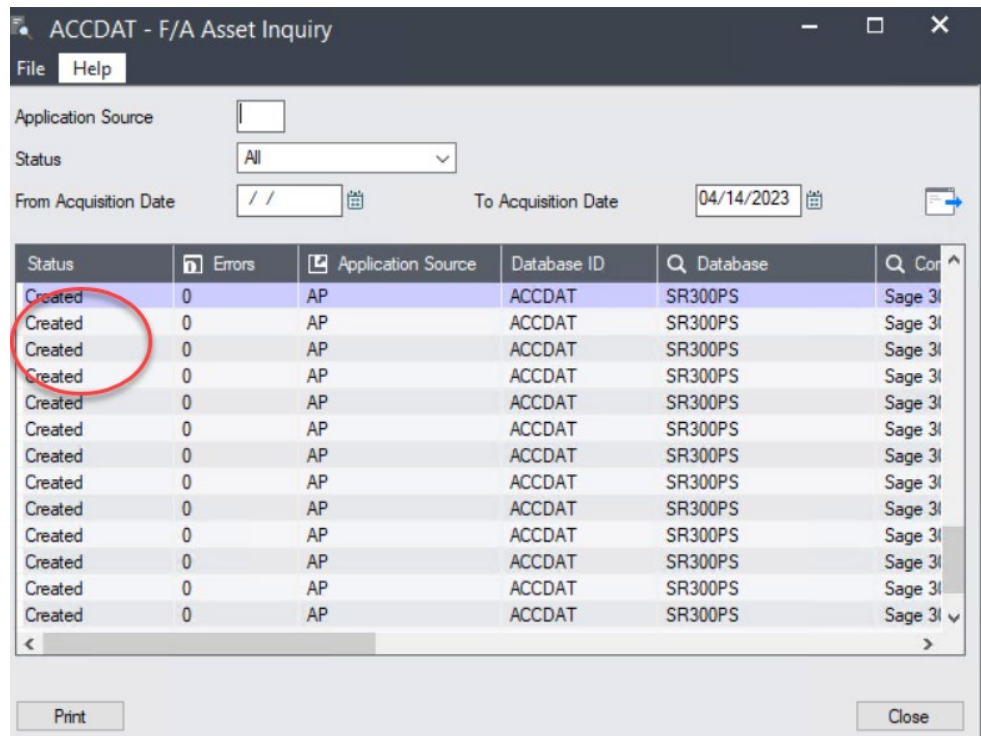
You use the Asset Inquiry dialog to:

- 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.



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 Date fields.
- 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:

- **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.

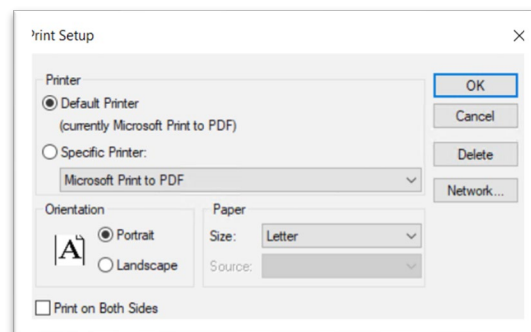
### Step 6: Printing the F/A Assets Report

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 To Acquisition 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.



- 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

7/14/2023 10:46:02AM		Sarah Test Integration 300				Page 1	
/A/Assets (FAASSETS)							
status:		All					
From Acquisition Date:		[] To [4/14/2023]					
Asset Description							
status	Appl. Source	Database ID	Database	Company/Organization	Template	Acquisition Date	Value
	tribution Code						Sys No: 5
	'reated AP	ACCDAT	SR300PS	Sage 300 Integration	Sage 300	4/13/2023	2,500.00
	tribution Code						Sys No: 6
	'reated AP	ACCDAT	SR300PS	Sage 300 Integration	Sage 300	4/13/2023	2,500.00
	tribution Code						Sys No: 7
	'reated AP	ACCDAT	SR300PS	Sage 300 Integration	Sage 300	4/13/2023	2,500.00
	tribution Code						Sys No: 8
	'reated AP	ACCDAT	SR300PS	Sage 300 Integration	Sage 300	4/13/2023	2,500.00
	tribution Code						Sys No: 9
	'reated AP	ACCDAT	SR300PS	Sage 300 Integration	Sage 300	4/13/2023	2,500.00
	tribution Code						Sys No: 10
	'reated AP	ACCDAT	SR300PS	Sage 300 Integration	Sage 300	4/13/2023	2,500.00
	tribution Code						Sys No: 11
	'reated AP	ACCDAT	SR300PS	Sage 300 Integration	Sage 300	4/13/2023	2,500.00
	tribution Code						Sys No: 12
	'reated AP	ACCDAT	SR300PS	Sage 300 Integration	Sage 300	4/13/2023	2,500.00
	tribution Code						Sys No: 13
	'reated AP	ACCDAT	SR300PS	Sage 300 Integration	Sage 300	4/13/2023	2,500.00
	tribution Code						Sys No: 14
	'reated AP	ACCDAT	SR300PS	Sage 300 Integration	Sage 300	4/13/2023	2,500.00
	tribution 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:

This field shows the destination company to which the asset purchase is allocated.

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.

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.

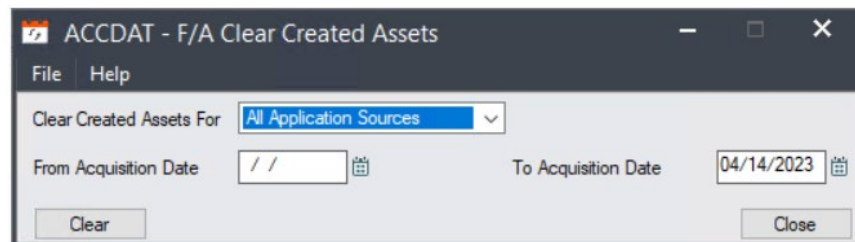
2. Use the F/A Create Assets dialog to process the fixed asset details for Accounts Payable.

### **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.



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.

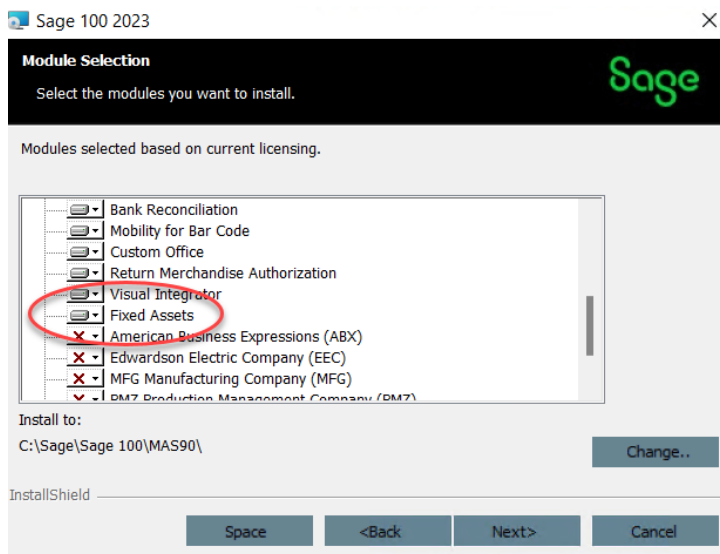
**Note:** We refer to Sage Fixed Assets—Depreciation, and Sage Fixed Assets—Lite Depreciation as “Sage Fixed Assets.” In this chapter, “Sage Fixed Assets” does not include Sage Fixed Assets—Tracking or Sage Fixed Assets—Planning.

### 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.

1. 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.



## 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.

Company Maintenance (WFB) 5/1/2023

Company Code: XYZ  
Company Name: XYZ Manufacturing Company  
Company Type: Live

1. Main 2. Additional 3. Preferences 4. Dates 5. Payment 6. E-mail 7. Fax 8. Theme

Company Information

Country  
Address  
ZIP/Postal Code  
City  
Telephone  
Fax  
E-mail Address  
URL Address

State/Province  
Work

Activated Modules

Module Data Level

Use as Default Company for Server Settings

Accept Cancel Delete

3. Select the Activate button. The system displays the Activate Module dialog.

Activate Module

XYZ Manufacturing Company (XYZ)

	Module	Activate
10	Return Merchandise Authorization	<input type="checkbox"/>
11	Job Cost	<input type="checkbox"/>
12	Bill of Materials	<input type="checkbox"/>
13	Production Management	<input type="checkbox"/>
14	Bank Reconciliation	<input type="checkbox"/>
15	Mobility for Bar Code	<input type="checkbox"/>
16	Fixed Assets	<input checked="" type="checkbox"/>
17	eBusiness Manager	<input type="checkbox"/>

Proceed Cancel

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 Account numbers.

All	Sys No	Status	Acquisition ...	G/L Expense Account	G/L Asset Account	G/L Accum Account
	1	Active	01/10/2022	100-71000	100-15150	100-16160
	2	Active	01/02/2022	100-71001	100-15151	100-16161
	3	Active	02/01/2022	100-71002	100-15152	100-16162

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.

**Depreciate**

Select a group, book(s), and run date to which depreciation calculations will be updated.

**Group:** <All Complete Assets>

**Books:** Select All

- Tax
- Internal
- State
- AMT
- ACE
- Book 6
- Book 7
- TEXAS

**Date:** Calculate depreciation through the following date: 02/2023

**Run Options:**

- Force recalculation
- Update current reporting period

**Choose Report:** Depreciation Expense

**Send To:**  Window  Printer

> How do I depreciate for a specific period?

OK Cancel

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

Internal book, and enter **02/2023** in the date field.

---

**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.

Sys No	Ext	In Svc Date	Acquired Value	P	Depr T	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	000	01/01/22	985,000.00	P	SLMM		10 00	0.00	985,000.00	02/28/23	98,500.00	8,208.34	24,625.00	123,125.00	
000002	000	02/01/22	85,000.00	P	SLMM		10 00	0.00	85,000.00	02/28/23	7,791.67	708.34	2,125.00	9,916.67	
<b>Grand Total</b>			1,070,000.00					0.00	1,070,000.00		106,291.67	8,916.68	26,750.00	133,041.67	
Less disposals and transfers			0.00					0.00	0.00		0.00			0.00	
Count = 0															
Net Grand Total			1,070,000.00					0.00	1,070,000.00		106,291.67	8,916.68	26,750.00	133,041.67	
Count = 2															

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, 2023, which is shown in the Prior Through column) and the last depreciation calculation (on March 31, 2023, 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.



**Report Definition**

Select the report you want to run from the list below.

Report Name:

Description: This report displays a journal entry you can use to post the Depreciation This Run figures to your general ledger.

Setup Report | Format Report | View Report Layout

Group:   
 In-use by Sage Fixed Assets - Depreciation

Books:   
 Tax  
 Internal  
 State  
 AMT  
 ACE  
 Book 6  
 Book 7  
 TEXAS

Date: Run for depreciation calculated through:  
 Current reporting period: 03/31/2023  
 Other date:

Configuration: Journal Number:

Send To:  Window  Printer

Add report to Favorites

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.

**Sage 100 Integration**  
**General Ledger Posting Report**  
 (Includes Sec. 168 Allowance and Sec. 179 amounts)

Book = Internal  
 FYE Month = December

Journal Entry Number	General Ledger Account Number	Account Name	Debit	Credit
March23				
To record depreciation expense run through 03/31/2023				
	100-17170	Depreciation Expense	\$ 8,208.34	
	100-17171	Depreciation Expense	708.34	
	100-16160	Accumulated Depreciation		\$ 8,208.34
	100-16161	Accumulated Depreciation		708.34
<b>Grand Total</b>			<b>\$ 8,916.68</b>	<b>\$ 8,916.68</b>

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.

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.



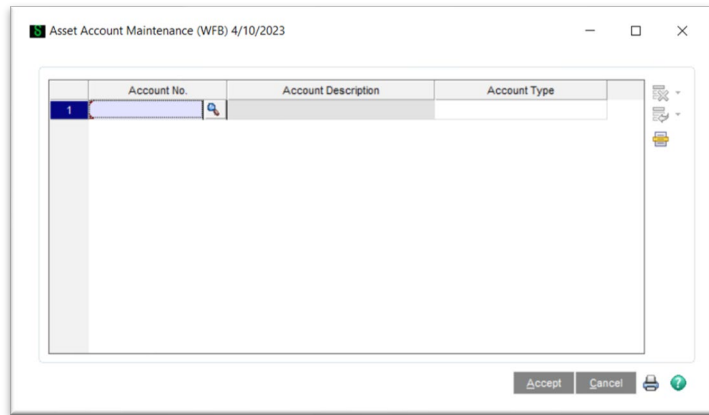
2. Select Yes to proceed. The Fixed Assets Options dialog appears.

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.

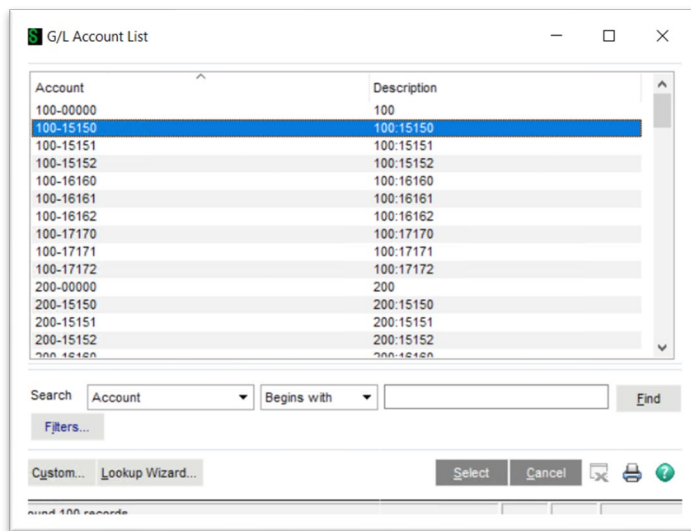
## Step 2: Selecting the G/L Account Numbers

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

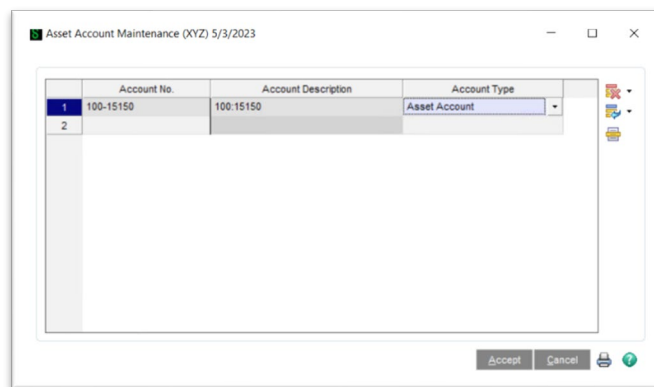
1. Select Modules/Fixed Assets/Main/Asset Account Maintenance. The Asset Account Maintenance dialog appears.



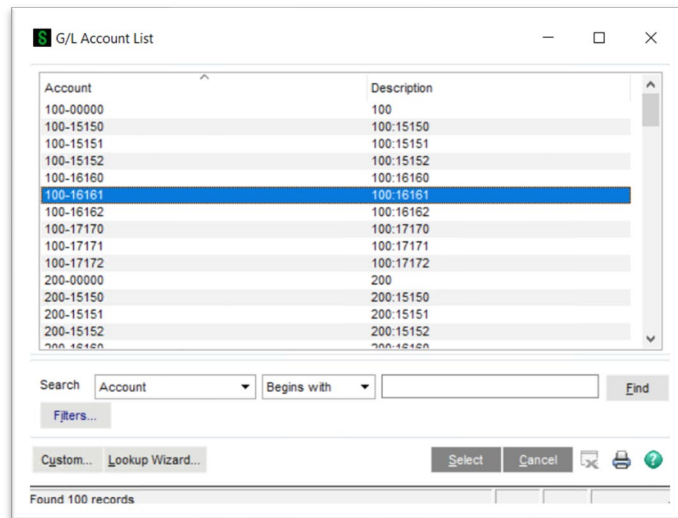
2. Select the lookup icon to the right of the Account Number field. The G/L Account List dialog appears.



3. Select the G/L Asset Account numbers used in Sage Fixed Assets by double-clicking 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 list box.

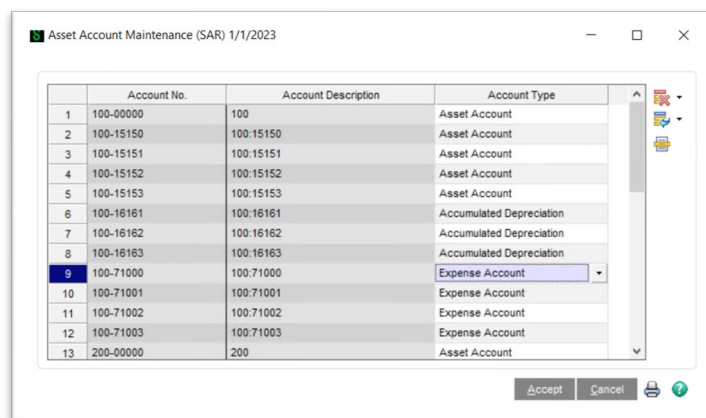


4. Select the Asset Account number used in Sage FixedAssets.
5. In the Account Type field, select Asset Account, and select OK to add it to the list box. For this example, we selected **100-15150**.
6. Select the Accumulated Depreciation Account number used in Sage Fixed Assets



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:



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.

### Step 3: Processing the Period-End

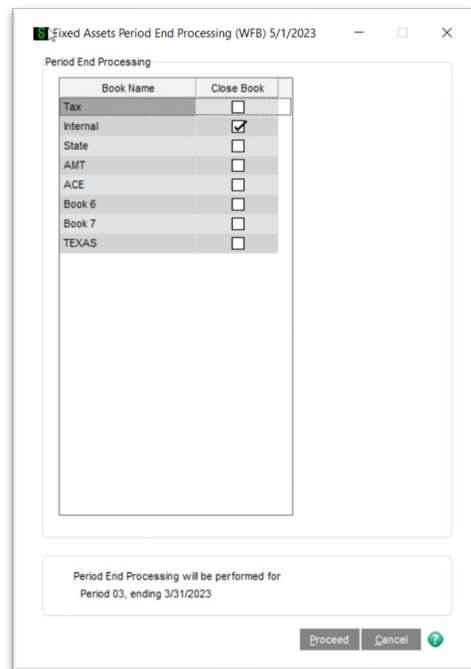
The final step is to perform the period-end processing to transfer the calculated depreciation postings from Sage Fixed Assets to the Sage 100 general ledger. The process includes validating all of your assets and generating and updating a Fixed Assets Journal.

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 Fixed Assets 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.



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.

Fixed Assets Journal (WFB) 5/1/2023

Current General Ledger Period: 03 Ending: 3/31/2023  
 Fixed Assets Posting Date: 5/1/2023

Notice: This Fixed Assets posting date falls into a future General Ledger period.

Microsoft Print to PDF | Print | Preview | Setup

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 Error Log

FIXED ASSETS JOURNAL ERROR LOG

Microsoft Print to PDF | Print | Preview | Setup

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

Fixed Assets Journal (WFB) 5/1/2023

Current General Ledger Period: 03 Ending: 3/31/2023  
 Fixed Assets Posting Date: 5/1/2023

Notice: This Fixed Assets posting date falls into a future General Ledger period.

Microsoft Print to PDF | Print | Preview | Setup

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

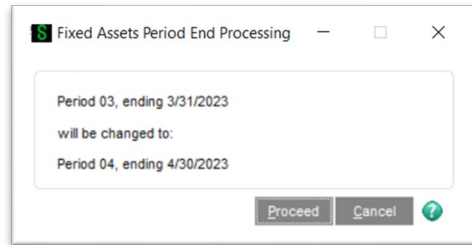
**Fixed Assets Posting Recap**  
 Journal Posting Date: 5/1/2023  
 Register Number: FL-000003

		Westfields Bakery (WFB)	
GL 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:		8,916.68	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.



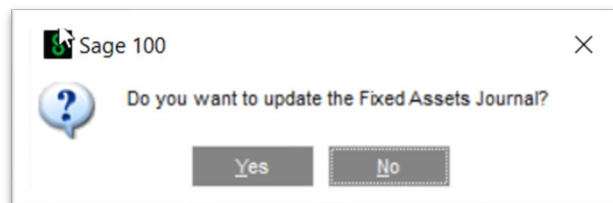
6. Select the Proceed button to update the period. In this example, the period is updated from **03** to **04**. A confirmation message indicates that period end processing is complete.
7. Select OK to close the message box. The Daily Transaction Register dialog appears.



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 dialog appears.



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.

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

General Ledger Detail By Source Report Westfields Bakery (WFB)

Source Journal	Posting Date	Source		
FL-000001	5/1/2023	F/L		
<b>Account Number</b>		<b>Description/Comments</b>	<b>Debit</b>	<b>Credit</b>
100-16160		100-16160		106,708.33
100-16161		F/L PERIOD END: 5/1/2023		8,500.00
100-17170		100-16161	106,708.33	
100-17171		F/L PERIOD END: 5/1/2023		8,500.00
		100-17171	8,500.00	
		F/L PERIOD END: 5/1/2023		
		<b>Journal FL-000001 Totals:</b>	<b>115,208.33</b>	<b>115,208.33</b>
FL-000002	5/1/2023	F/L		
<b>Account Number</b>		<b>Description/Comments</b>	<b>Debit</b>	<b>Credit</b>
100-16160		100-16160		8,208.33
100-16161		F/L PERIOD END: 5/1/2023		708.33
100-17170		100-16161	8,208.33	
100-17171		F/L PERIOD END: 5/1/2023		708.33
		100-17171		708.33
		F/L PERIOD END: 5/1/2023		
		<b>Journal FL-000002 Totals:</b>	<b>8,916.66</b>	<b>8,916.66</b>
		<b>Source FL Totals:</b>	<b>124,124.99</b>	<b>124,124.99</b>
		<b>Report Totals:</b>	<b>124,124.99</b>	<b>124,124.99</b>

# 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)

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**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.

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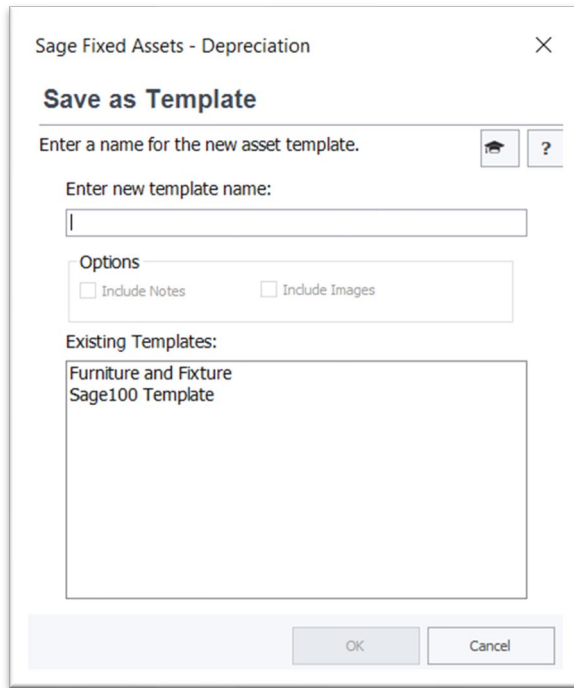
### Installing the Link

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.



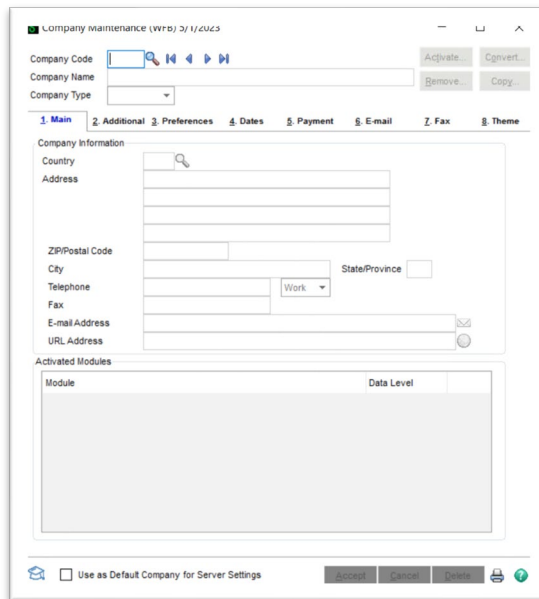
3. Enter a name for the template you are creating, and then select OK.

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

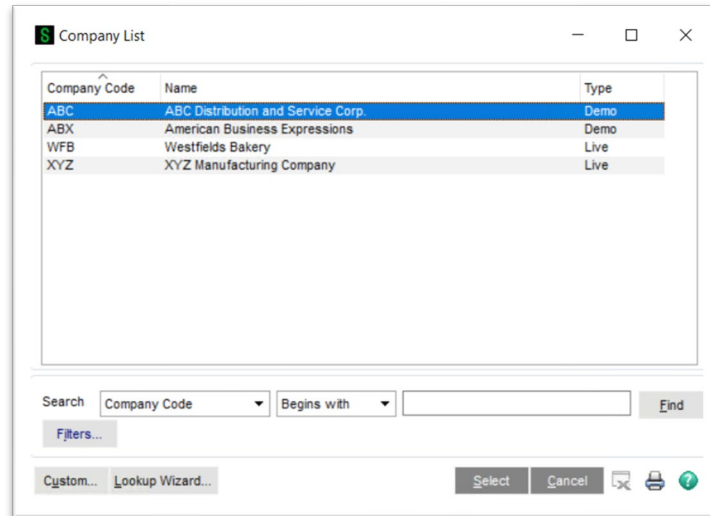
This section describes the steps for setting up the Fixed Assets module in Sage 100 Standard/Advanced. You need to perform the steps in this section only once.

### Step 1: Activating the Fixed Assets Module

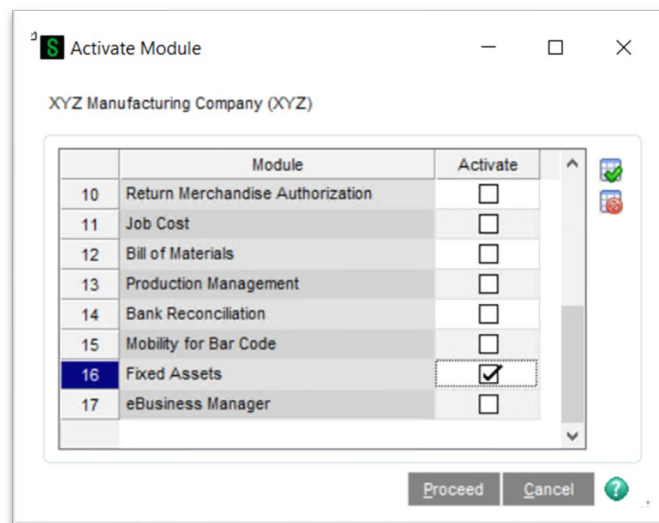
1. Select Modules/Library Master/Main/Company Maintenance. The Company Maintenance dialog appears.



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.



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.



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.

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.

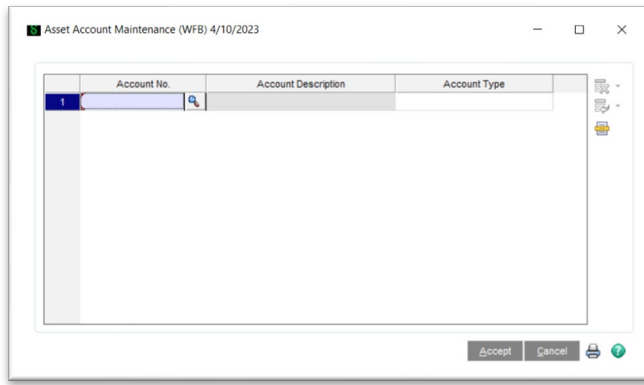
1. Select Modules/Fixed Assets/Setup, and then double-click the Refresh Asset Templates option.

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

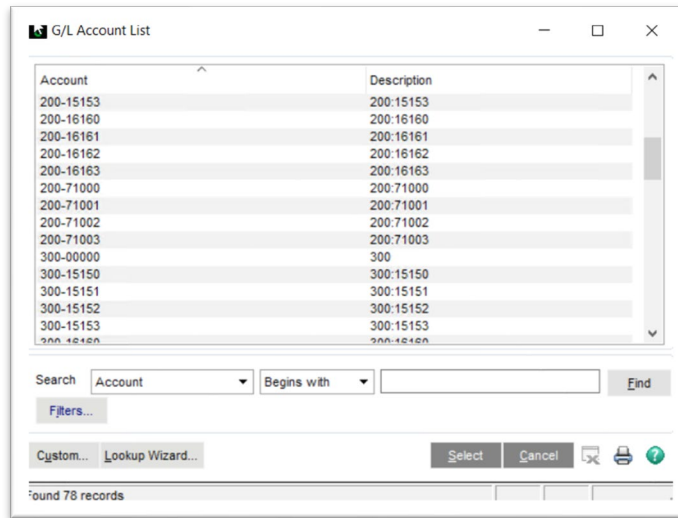
### Step 4: Selecting the G/L Account Numbers

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

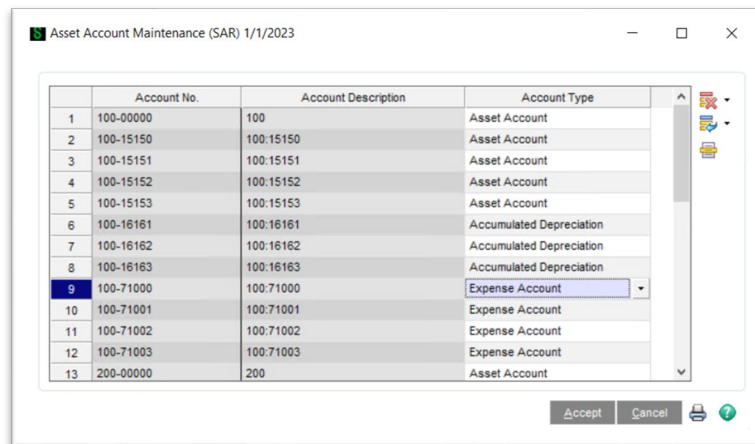
1. Select Modules/Fixed Assets/Main/Asset Account Maintenance. The Asset Account Maintenance dialog appears.



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



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.



6. Select the Accept button.

## Creating the Asset

You follow the steps in this section every time you create an asset in Sage Fixed Assets.

### Step 1: Entering an Invoice

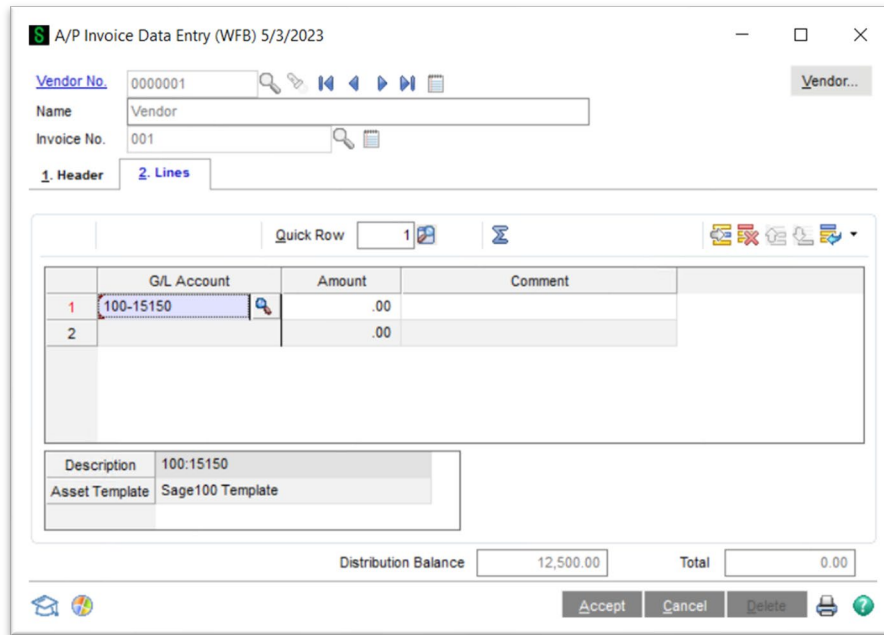
In this step, you enter an invoice. During the invoice entry, you enter an asset account and select an asset template for the line items. When the asset items are invoiced and updated, the asset items are posted to the asset account, and assets are created based on the asset template. When the applicable 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.

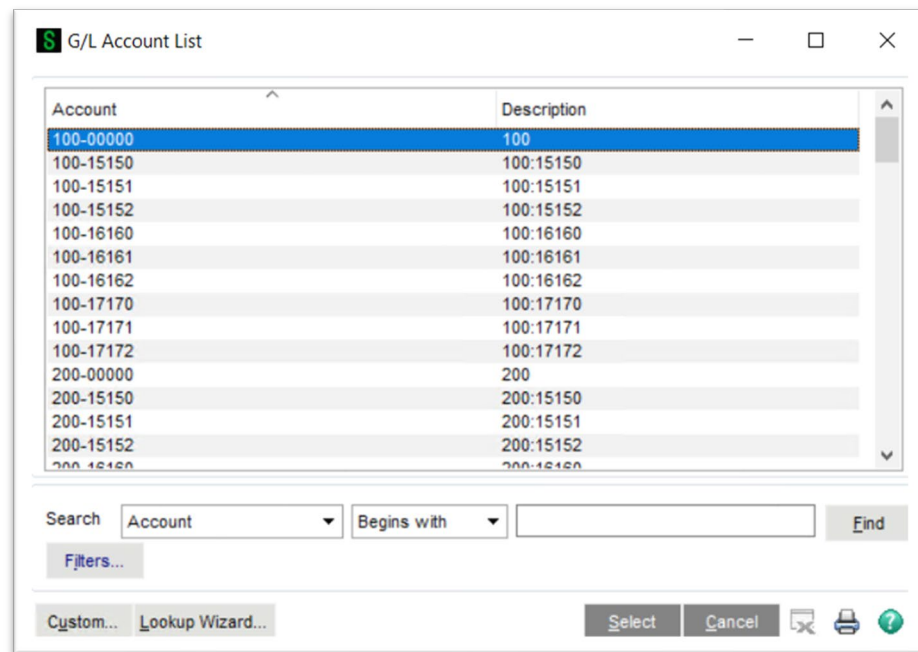
The screenshot shows the 'A/P Invoice Data Entry' dialog box. The 'Header' tab is active, displaying the following fields and values:

- Vendor No.: 0000001
- Name: Vendor
- Invoice No.: 001
- Invoice Date: 5/3/2023
- Invoice Amount: 12,500.00
- Subject to Discount: 12,500.00
- Prepaid Invoice: (empty)
- Terms Code: 00 No Terms
- Invoice Due Date: 5/3/2023
- Discount Due Date: (empty)
- Discount Amount: .00
- Hold Payment:
- Separate Check:
- Comment: (empty)

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.

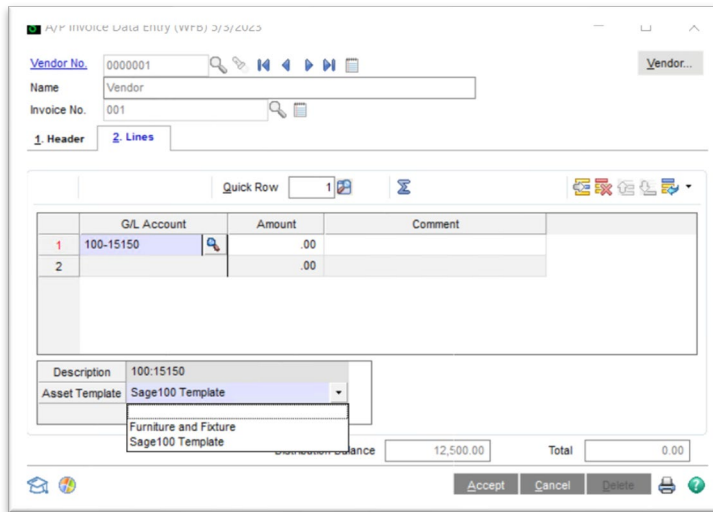


6. Select the Lookup icon for the G/L Account field. The G/L Account List dialog appears.



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.



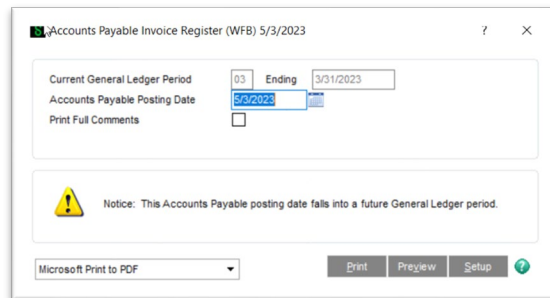


10. Repeat steps 6 through 9 for each line item.
11. Select the Accept button.
12. Close the A/P Invoice Data Entry dialog when finished.

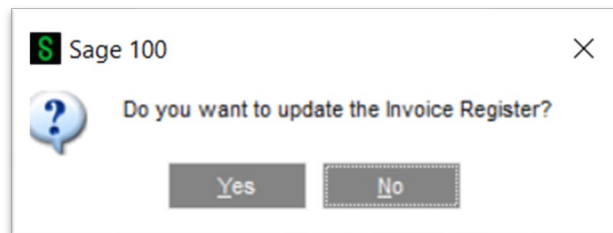
## Step 2: Printing the Invoice Register

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.



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

**Accounts Payable Invoice Register**  
**Journal Posting Date: 5/3/2023**  
**Register Number: AP-000001**

**Westfields Bakery (WFB)**

Vendor No \ Invoice No	Invoice	Dates Due	Discount	Invoice Amount	Discount Amount	Distribution Amount
0000001 001	Vendor	5/3/2023 5/3/2023		12,500.00	0.00	12,500.00
G/L Account: 100-15150				100:15150		
Comment: Sage 100 Asst for Fixed Asset						
<b>Report Total:</b>				12,500.00		
					<b>Prepaid Amt:</b>	0.00
						0.00
						12,500.00

Separate Check: No

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

**Fixed Assets Import Status Report**  
**Fixed Assets Company Name: Sage 100 Integration**  
**Module: A/P**  
**Source: AP-000001**  
**Posting Date: 5/3/2023**

**Westfields Bakery (WFB)**

Invoice Number	Vendor Number	Vendor Name	System	Unit Cost	Acquired Date	Landed Cost	Total Cost	Asset Created
001	0000001	Vendor			5/3/2023			
Sage100 Template		Sage100 Template	3	12,500.00		0.00	12,500.00	Yes
								Number of Assets Created: 1
								Value of Assets Created: 12,500.00
								Number of Assets Not Created: 0
								Value of Assets Not Created: 0.00

Check the Library Master Activity Log for any errors or warnings received in Fixed Assets.

### 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.

Asset List - Sage 100 Integration [TEST]

System  Go

Grp <All Complete Assets> Assets in Group: 3

All	Sys No	Status	Asset ID	Description	Acquisition D...	LoC...	D...	Class	G/L Expense Acc...	G/L Asset Acc...	G/L Ac...
	1	Active	SFA Fixed A...		01/01/2022				100-17170	100-15150	100-16160
	2	Active	SFA Asset 2		02/01/2022				100-17171	100-15151	100-16161
	3	Active		Sage100 Template					100-17170	100-15150	100-16160

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.

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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.

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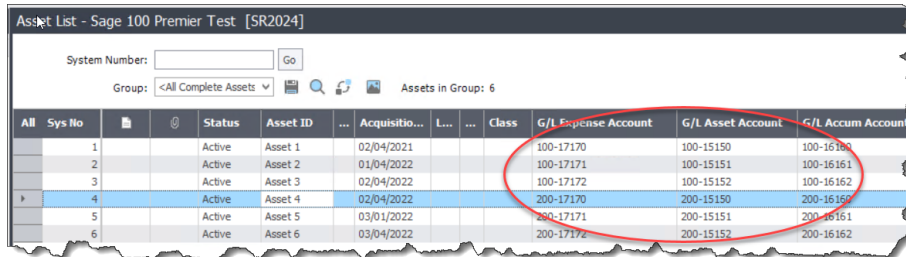
The Sage 100 Premium Link is installed with Sage Fixed Assets.

### 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.



The screenshot shows the 'Asset List - Sage 100 Premier Test [SR2024]' window. It features a search bar for 'System Number' and a dropdown menu for 'Group' set to '<All Complete Assets>'. Below the search bar is a table with columns: All, Sys No, Status, Asset ID, Acquisitio..., L..., Class, G/L Expense Account, G/L Asset Account, and G/L Accum Account. The table contains six rows of asset data. A red circle highlights the G/L Expense Account, G/L Asset Account, and G/L Accum Account columns for all six rows.

All	Sys No	Status	Asset ID	Acquisitio...	L...	Class	G/L Expense Account	G/L Asset Account	G/L Accum Account
	1	Active	Asset 1	02/04/2021			100-17170	100-15150	100-16160
	2	Active	Asset 2	01/04/2022			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 Account numbers and G/L Accumulated Account numbers.

---

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.

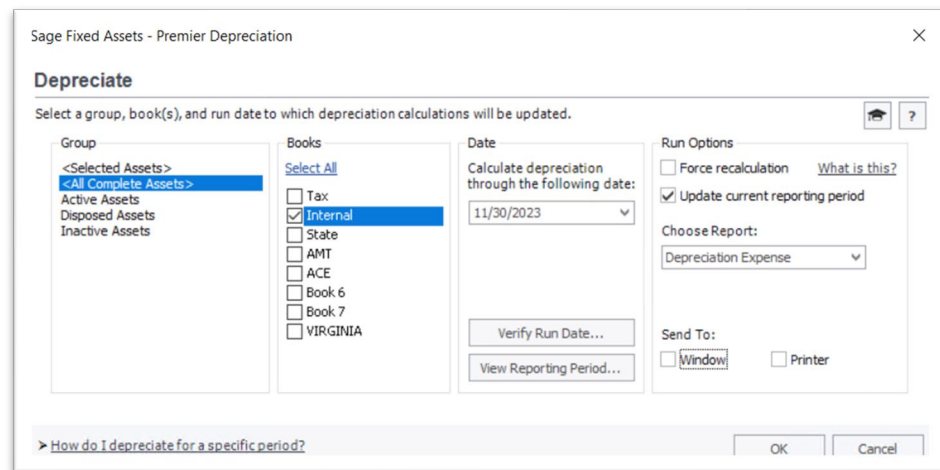
---

## 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.



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.

**Sage 100 Premier Test**  
**Depreciation Expense Report**  
 As of December 31, 2023

Book = Internal  
 FYE Month = December

Group = All Complete Assets

Sys No	In Svc Ext Date	Acquired Value	P T	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	000 02/04/21	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	
000002	000 01/04/22	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 02/04/22	12,000.00	P	SLMM	10 00	0.00	12,000.00	11/30/23	1,100.00	100.00	1,200.00	2,300.00	
000004	000 02/04/22	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 03/01/22	10,000.00	P	SLMM	10 00	0.00	10,000.00	11/30/23	833.33	83.33	1,000.00	1,833.33	
000006	000 03/04/22	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	
<b>Grand Total</b>		345,000.00				0.00	345,000.00		44,233.33	2,875.00	34,500.00	78,733.33	
Less disposals and transfers		0.00				0.00	0.00		0.00			0.00	
Count = 0													
Net Grand Total		345,000.00				0.00	345,000.00		44,233.33	2,875.00	34,500.00	78,733.33	
Count = 6													

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.

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.

May 4, 2023  
03:51 PM

Sage 100 Premier Test  
General Ledger Posting Preview  
For the period ended 12/31/2023  
Summary Journal Entry

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
<b>Grand Total:</b>		<b>2,875.00</b>	<b>2,875.00</b>

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.



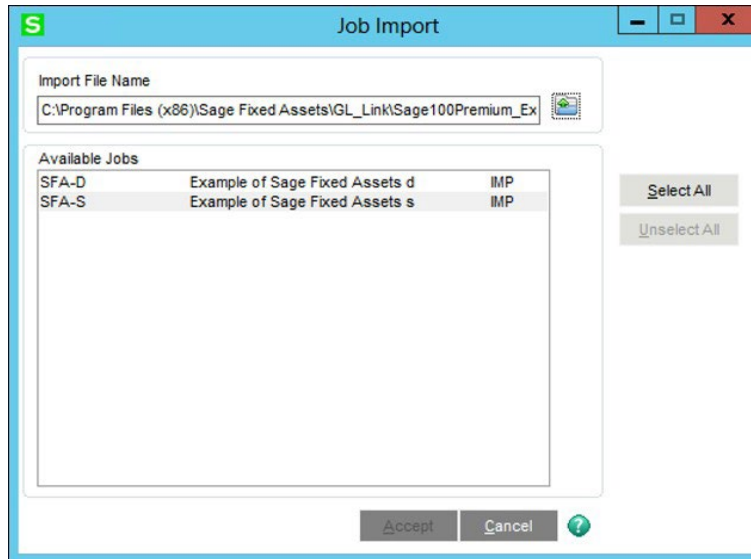
10. Select OK to close the message box.

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

## Importing the GL Link File into Sage 100

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

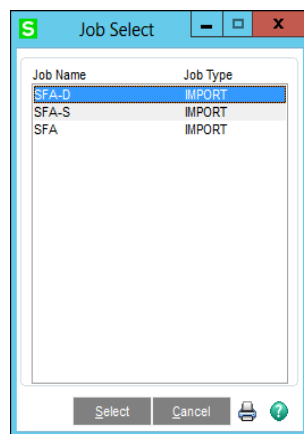
1. Select Modules/Visual Integrator/Main/Import Job Maintenance. The system displays a dialog that allows you to change the accounting date.
2. Enter the desired accounting date, and then select OK.
3. Select Modules/Visual Integrator/Main/Job Import. The system displays a dialog that allows you to select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



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

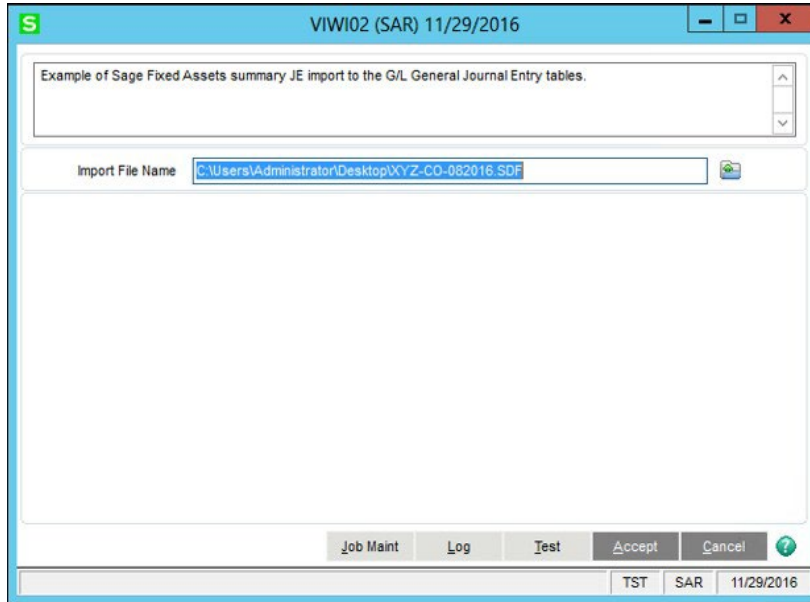
### Step 2: Importing the Link File

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

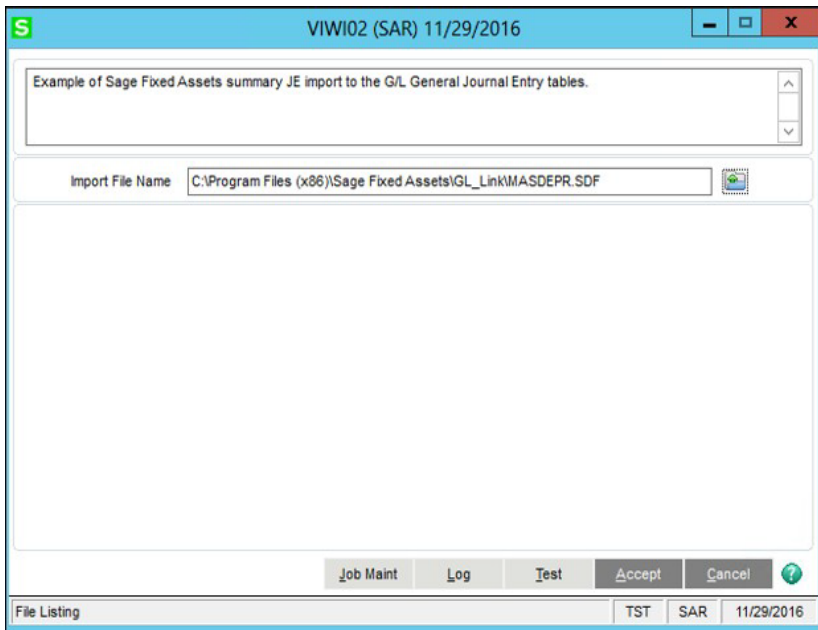




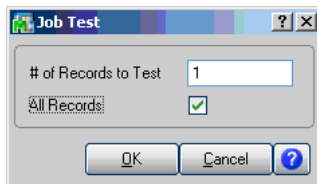
2. Select the import job you want to run and then the Select button. The system displays a dialog that allows you to specify the location and name of the file in the Import File Name field.



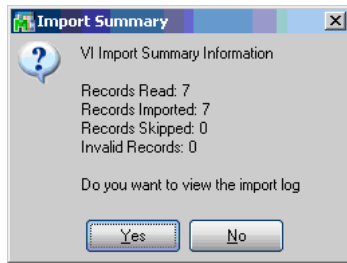
3. Use the browse button to locate the GLLINK.SDF file.



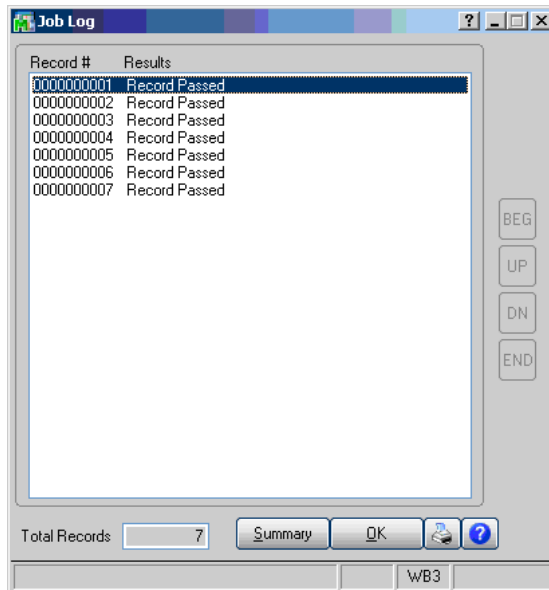
4. Select the Test button. The Job Test dialog appears.



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.



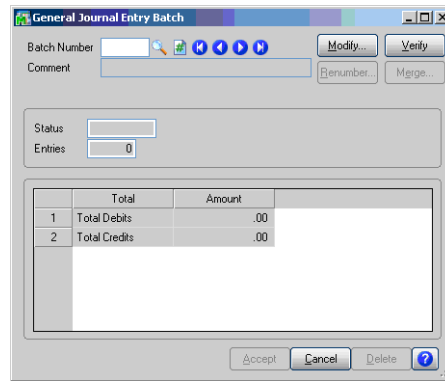
7. Select Yes to view the import log.



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.



General Journal Entry Batch

Batch Number: [ ] [Modify...] [Verify]

Comment: [ ] [Renumber...] [Merge...]

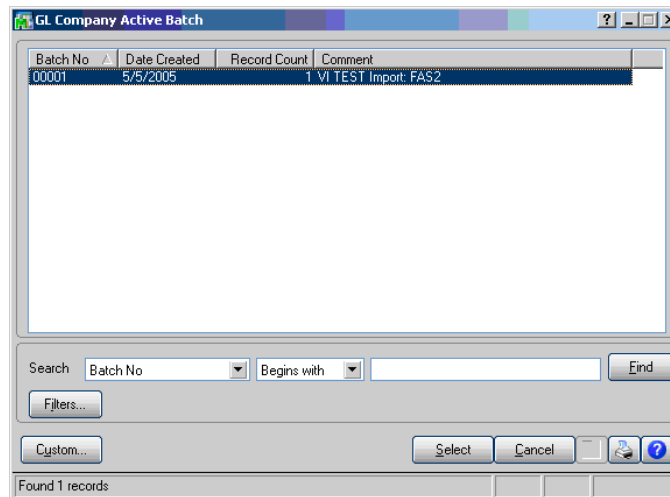
Status: [Available]

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

Batch No	Date Created	Record Count	Comment
00001	5/5/2005	1	VI TEST Import: FAS2

Search: [Batch No] [Begins with] [Find]

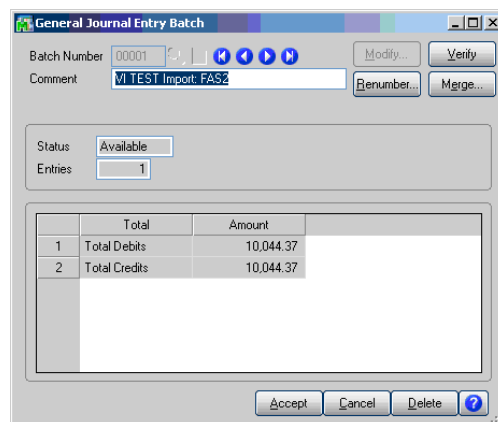
[Filters...]

[Custom...]

[Select] [Cancel] [?]

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.



General Journal Entry Batch

Batch Number: 00001 [Modify...] [Verify]

Comment: VI TEST Import: FAS2 [Renumber...] [Merge...]

Status: [Available]

Entries: [1]

	Total	Amount
1	Total Debits	10,044.37
2	Total Credits	10,044.37

[Accept] [Cancel] [Delete] [?]

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.

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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.

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### Installing the Link

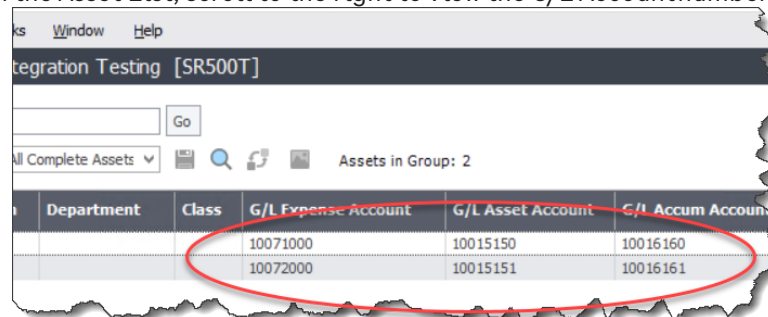
The Sage 500 ERP Link is preinstalled; the system installs the link when you install Sage Fixed Assets.

### 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 Account numbers.



Department	Class	G/L Expense Account	G/L Asset Account	G/L Accum Account
		10071000	10015150	10016160
		10072000	10015151	10016161

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

---

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.

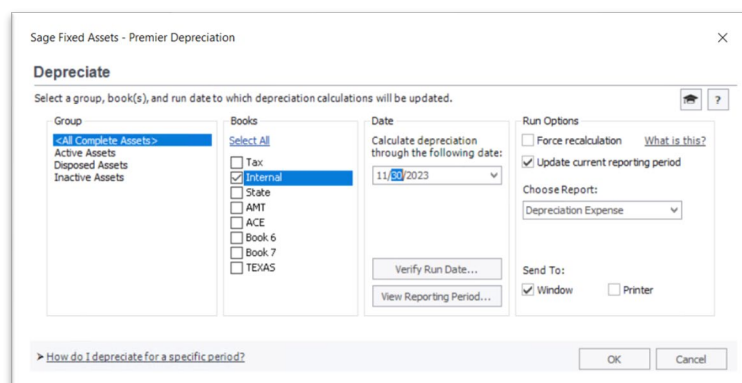
---

## 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.



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 Integration Testing**  
Depreciation Expense Report  
As of December 31, 2023

Book = Internal Group = All Complete Assets  
FYE Month = December

Sys No	Ext	In Svc Date	Acquired Value	P T 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	000	01/02/22	750,000.00	P SLMM	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	
<b>Grand Total</b>			830,000.00			0.00	830,000.00		81,666.67	6,916.67	83,000.00	164,666.67	
Less disposals and transfers			0.00			0.00	0.00		0.00			0.00	
Count = 0													
<b>Net Grand Total</b>			830,000.00			0.00	830,000.00		81,666.67	6,916.67	83,000.00	164,666.67	
Count = 2													

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 Assets - Premier Depreciation

**Sage 500 ERP**

Post depreciation information to an output file that you can import into your general ledger program. ?

**Step 1: Select the company from which you want to post the journal entry**

Database: SR500T Company: Sage 500 Integration T

**Step 2: Choose the options to generate the journal 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 journal entry**

First preview the journal entry to validate and then post. Preview Post

> Which date is used to post to my general ledger? Close

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.

The screenshot shows a web browser window displaying a report titled "Sage 500 Integration Testing General Ledger Posting Preview". The report is for the period ended 12/31/2023, with a Summary Journal Entry. The report includes the following data:

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

The Grand Total row is circled in red in the original image.

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.

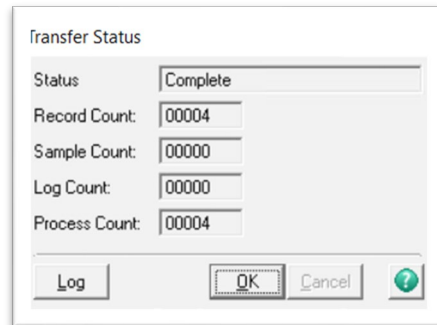
The screenshot shows the Sage 500 ERP Login dialog box. The dialog has the following fields and options:

- Use Windows Authentication
- User Name: admin
- Password: [Empty]
- Company: SAR
- Advanced Options (with OK and Cancel buttons)
- Server / Databases:
  - Change Server / Database
  - SQL Server: SR24500 (with Refresh button)
  - 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.



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 dialog appears.



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.



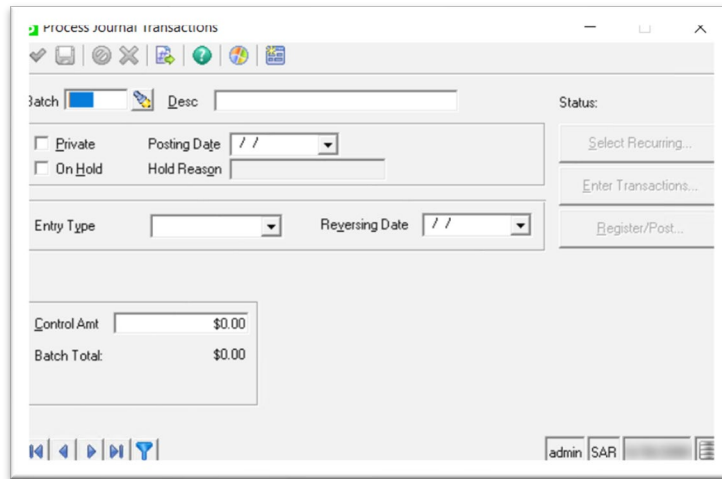
14. Select OK to close the message box.

## Posting the Journal Entry in Sage 500 ERP

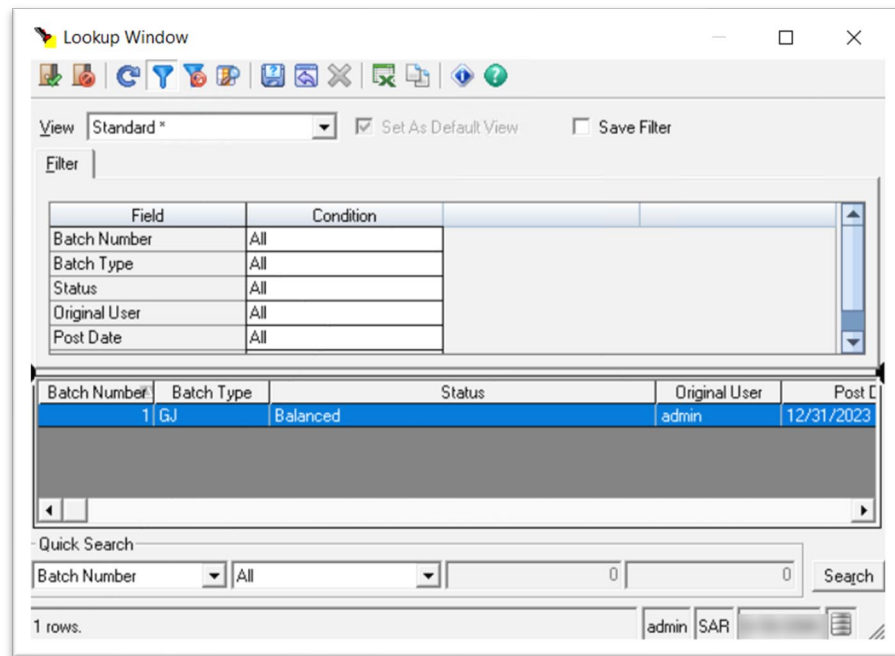
### Step 1: Selecting the Journal Entry

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.

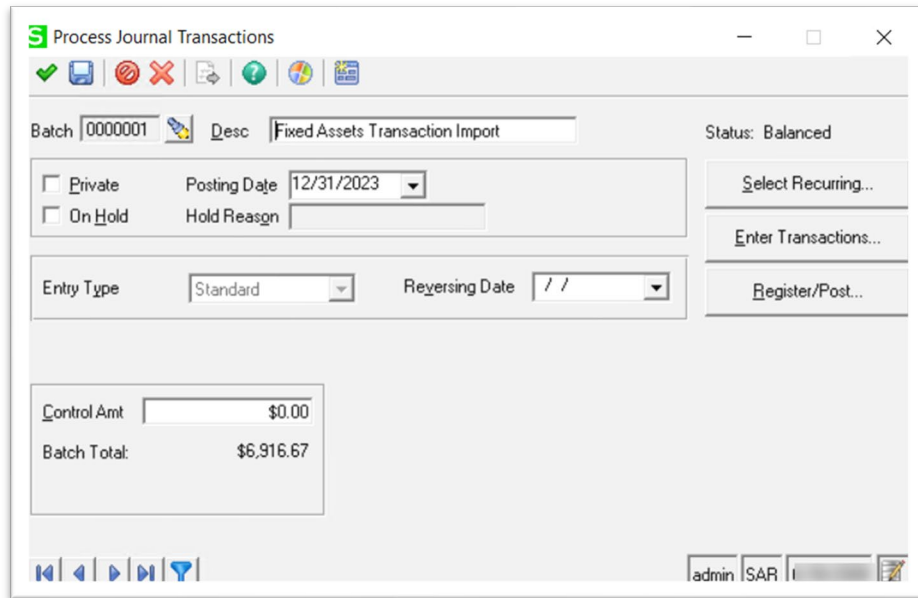




3. Select the flashlight icon to the right of the Batch field. The system displays the Lookup Window dialog that allows you to select the desired batch.



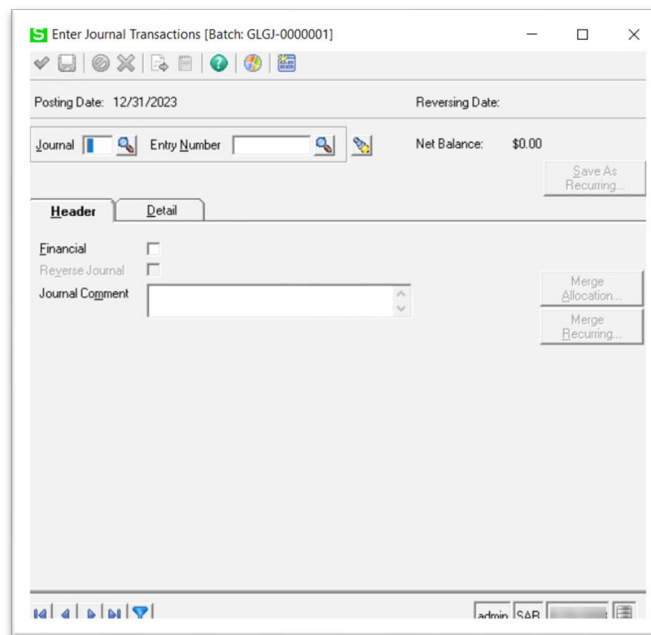
4. Scroll down until you see FixedAssets Transaction Import in the Batch Comment column.
5. Select (highlight) that line, and then select the Finish and Exit button. The system returns to the Process Journal Transactions dialog.



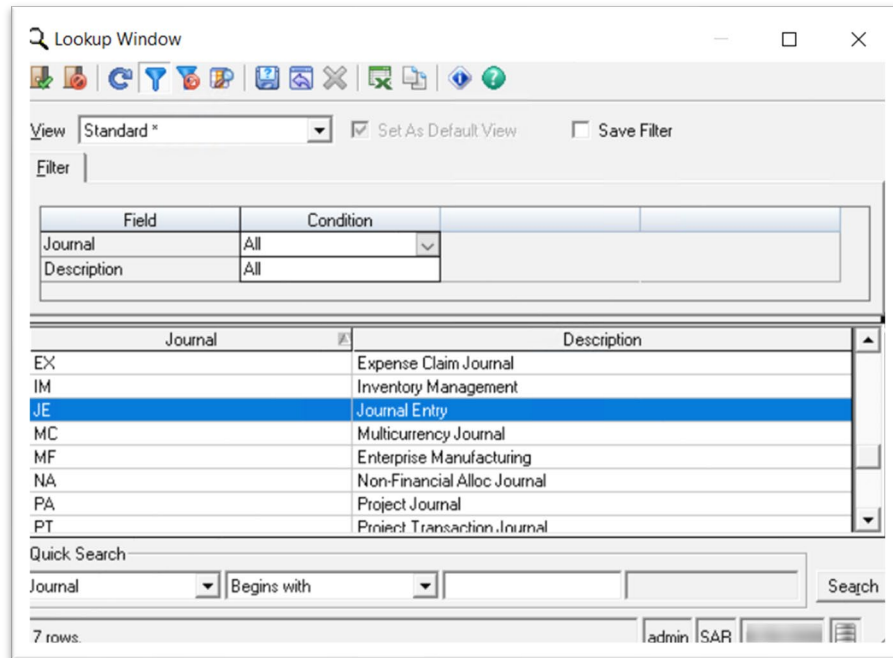
6. Enter the correct posting date in the Posting Date field. For this example, the posting date is **12/31/2023**.

## Step 2: Verifying the Journal Entry

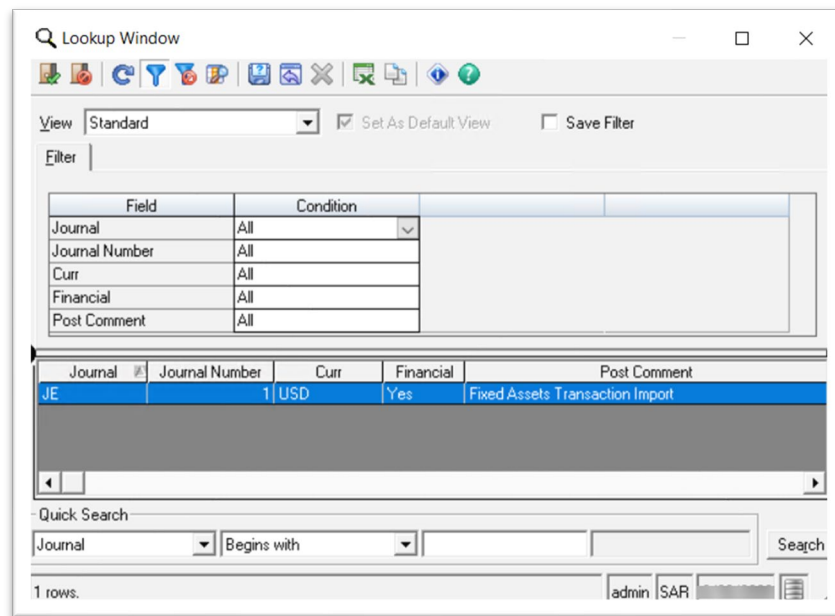
1. Select the Enter Transactions button. The Enter Journal Transactions dialog appears.



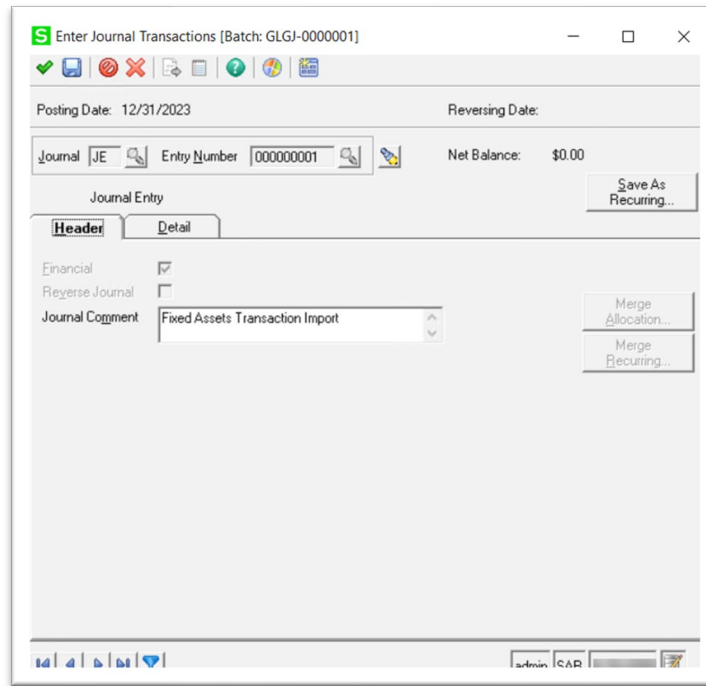
2. Select the Search icon (magnifying glass) to the right of the Journal field. The system displays the Lookup Window dialog that allows you to select the journal transaction.



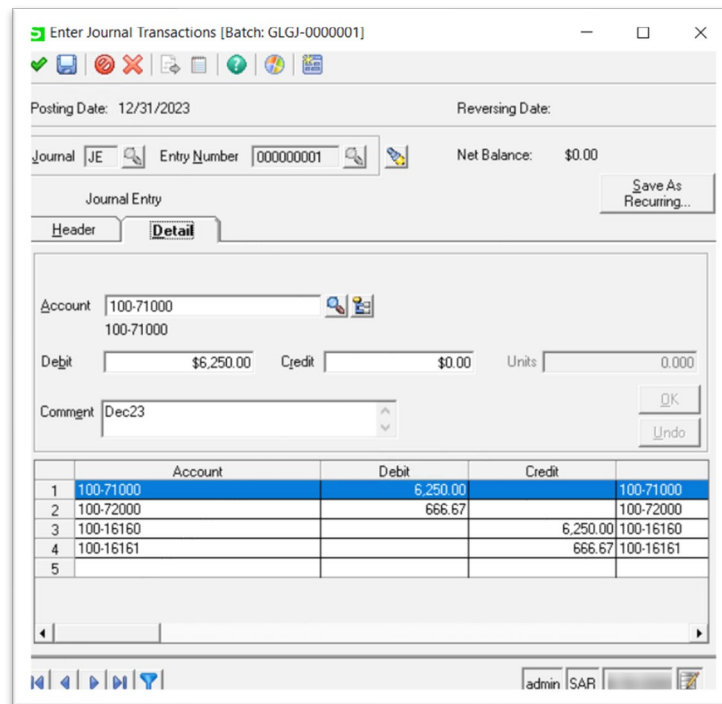
3. Scroll down until you see the JE Journal Entry, and double-click on that line. The system returns to the Enter Journal Transactions dialog.
4. Select the Search button (magnifying glass) to the right of the Entry Number field. The Lookup Window dialog appears.



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



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



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 ERP AP/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)

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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.

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

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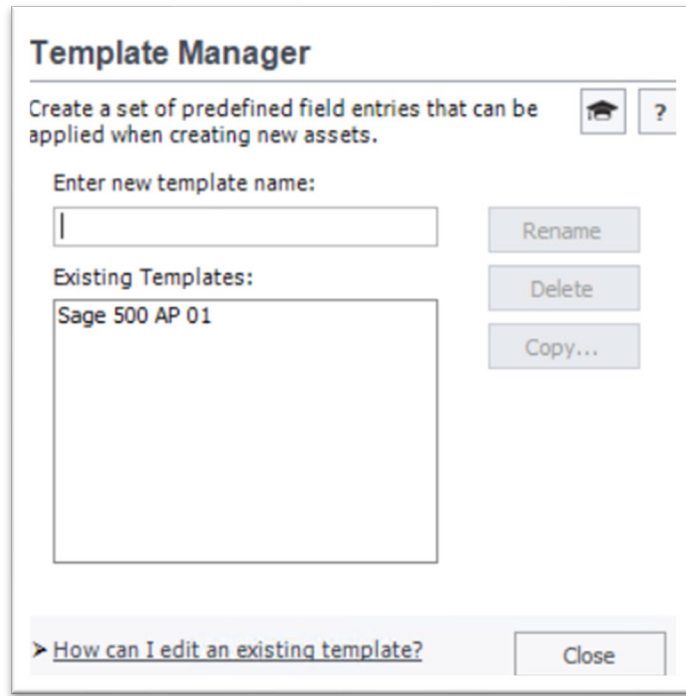
### Installing the Link

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.

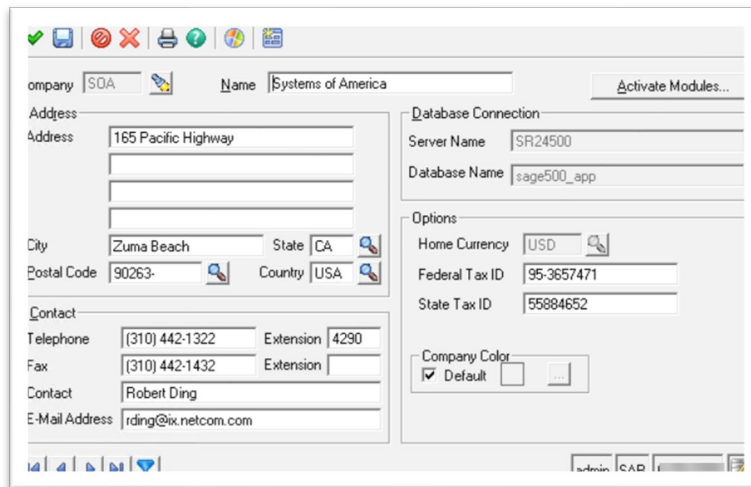


3. Enter a name for the template you are creating, and then select OK.

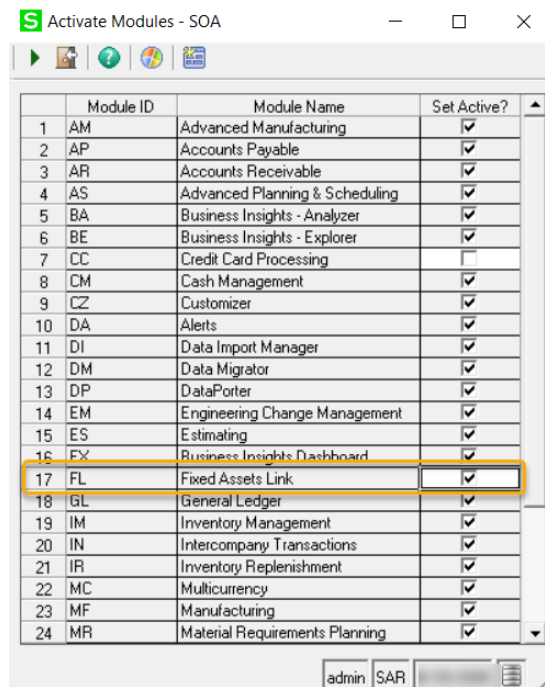
## Setting Up the Link in Sage 500 ERP

### 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.



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 dialog appears.

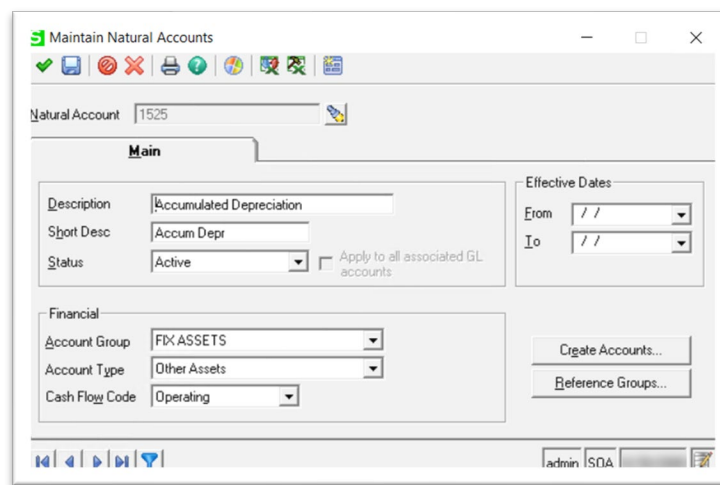


5. For the FL - Fixed Asset Link, select the check box in the Set Active column.
6. Select the Proceed button and then close the dialog. The system returns to the Maintain Companies dialog.
7. Select the Save button to save your changes.
8. Select the Finish button and then close the Maintain Companies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

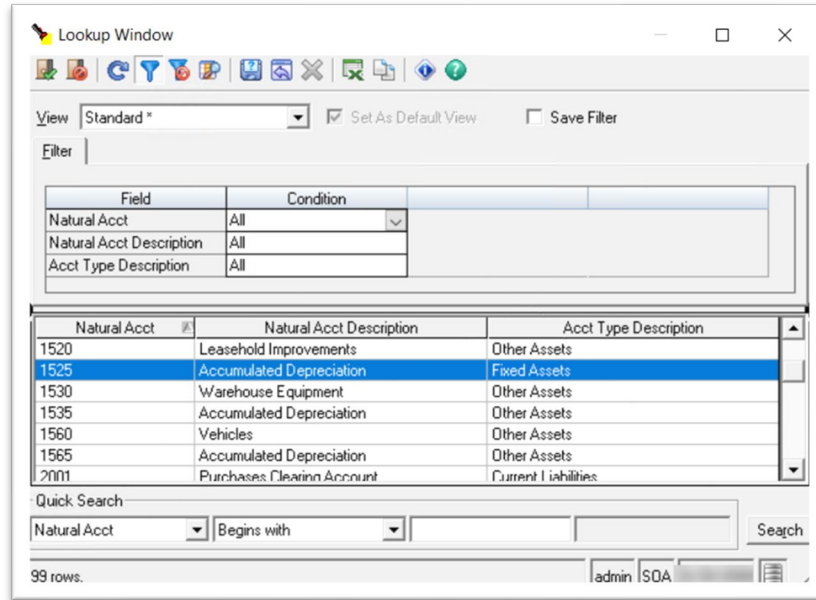
## Step 2: Selecting the Fixed Assets Account Type

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.



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

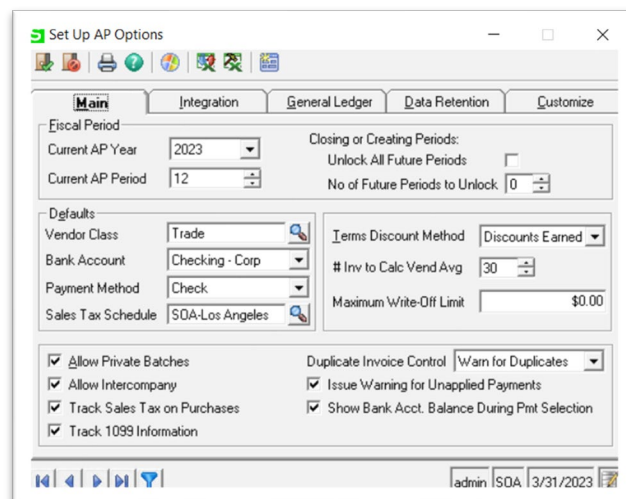


3. Select a natural account number that contains “Fixed Assets” in the Account Type Description column.
4. Select Finish and Exit button to close the dialog. The system returns to the Maintain Natural Accounts dialog.
5. In the Account Type field, select Fixed Assets, and then select the Save button.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

### Step 3: Selecting the Sage Fixed Assets Company

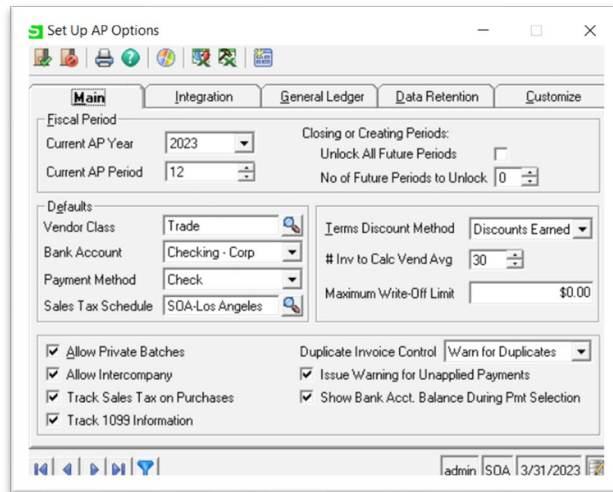
In this step, you select the Sage Fixed Assets company to which you want to link.

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





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

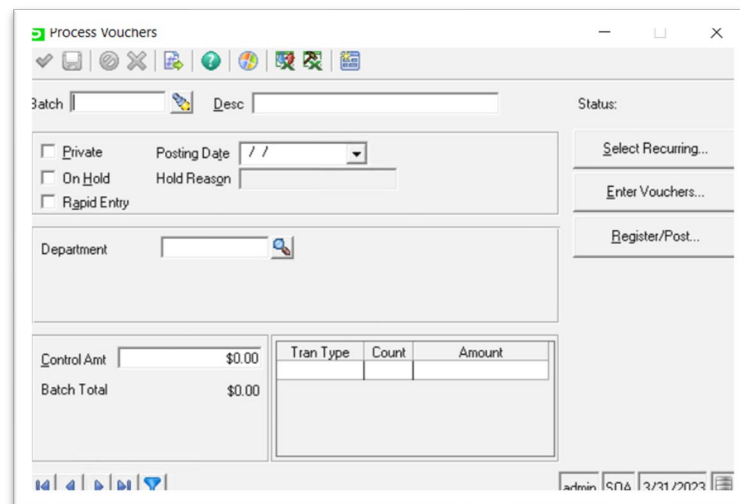


3. Select the Fixed Asset Accounting checkbox.
4. Select the Require Asset Template with Purchase if you want the system to require users to assign an asset template to line items with a fixed asset account. The asset template enables the line item to be added automatically to Sage FixedAssets.
5. Select the Sage Fixed Assets database containing the company to which you want to 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

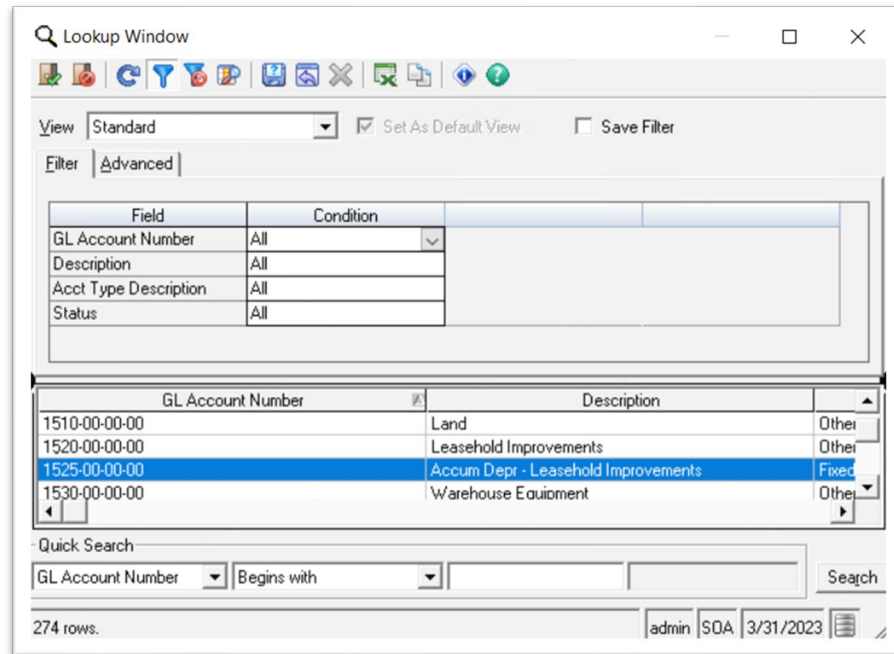
1. Select Accounts Payable/Activities/Process Vouchers. The Process Vouchers dialog appears.



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

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

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



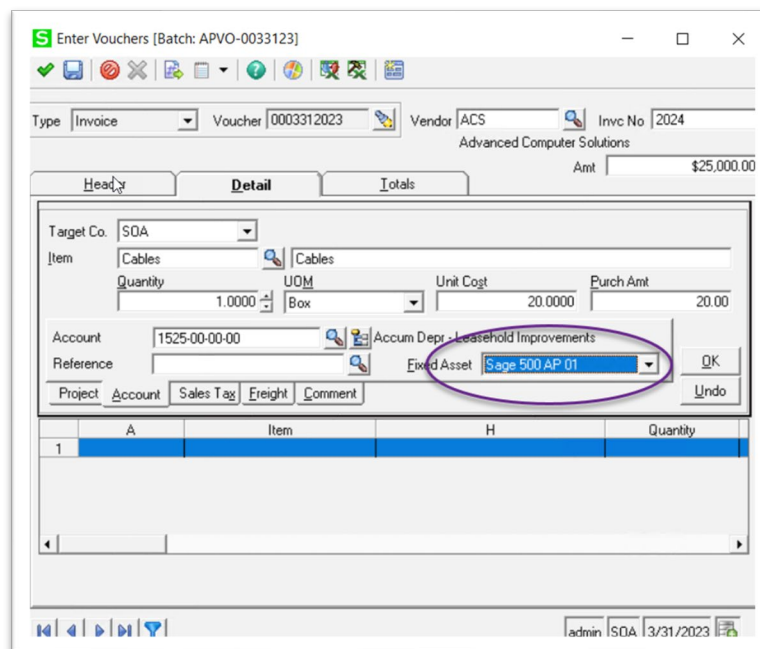
10. Select an account number that contains “Fixed Assets” in the Account Type Description column.

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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 “Fixed Assets.”

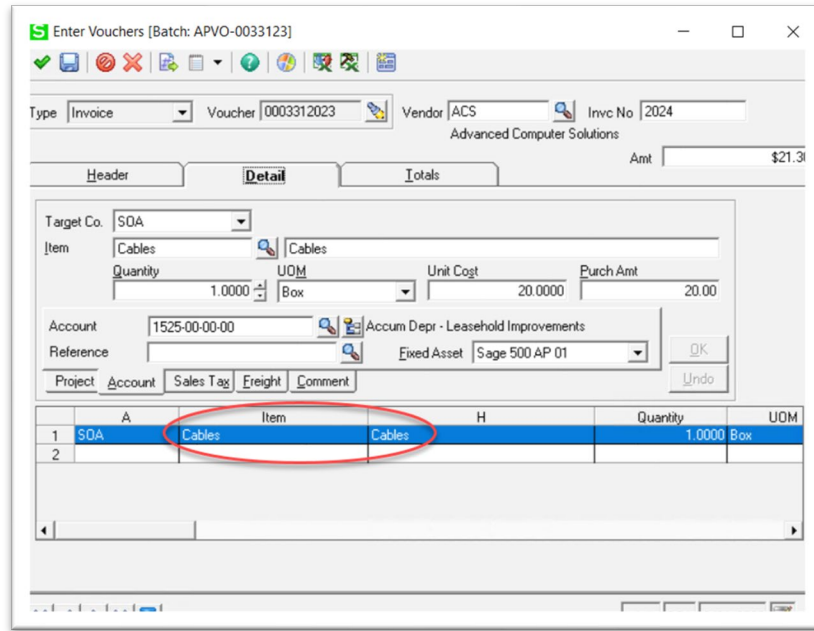
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11. Select the Finish and Exit button to close the dialog. The system returns to the Enter Vouchers dialog.



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

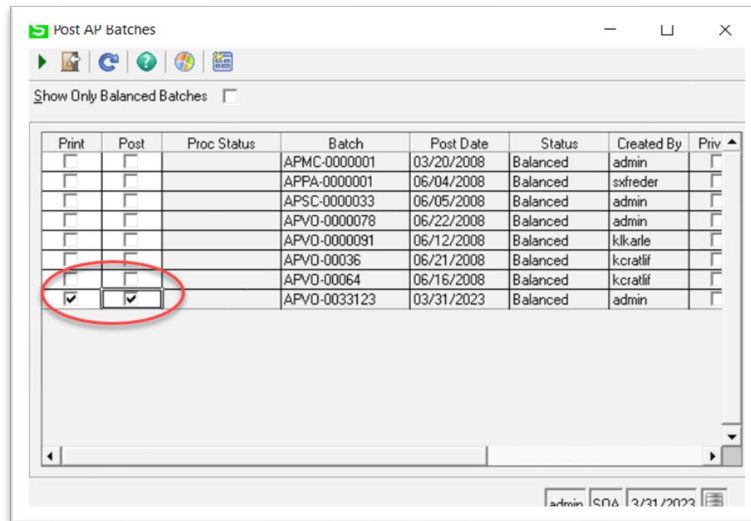
13. Select OK to add the voucher to the list box at the bottom of the dialog.



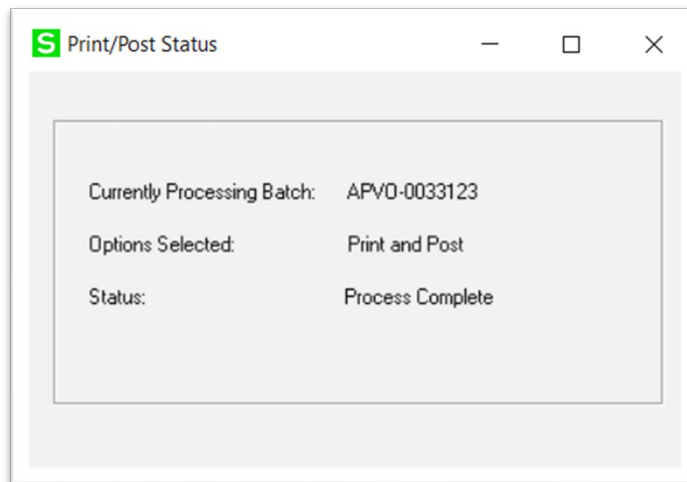
14. Select the Save button to save your changes.
15. Select the Finish button and then close the Enter Vouchers dialog. The system returns to the Process Vouchers dialog.
16. Select the Finish button to save your changes in the Process Vouchers dialog.

## Step 2: Posting AP Batches

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



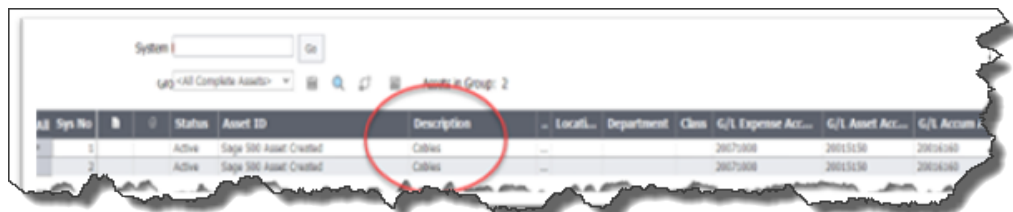
2. Select the check boxes in the Print and Post columns for the desired batch.
3. Select the Proceed button. The system displays a message indicating that the batch has been posted.



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 500ERP.
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.

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**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.

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### 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 Fixed Assets.

#### 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 | Entry Dates | Session | Document Number

Processing Mode

Batch

On-Line

Combined

Enable Document ID Control

Summarize Transaction Entries

Account Code Combinations

Options

No Account Combinations

Valid Account Combinations

Invalid Account Combinations

Verify Account Code Combinations during Setup, Transaction Entry, and Processing.

Segments:

GL

Fund

Transfer to Sage Fixed Assets

Enable Sage Fixed Assets Quick Entry

Database: SRABila

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.

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

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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.

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

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



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.

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.

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

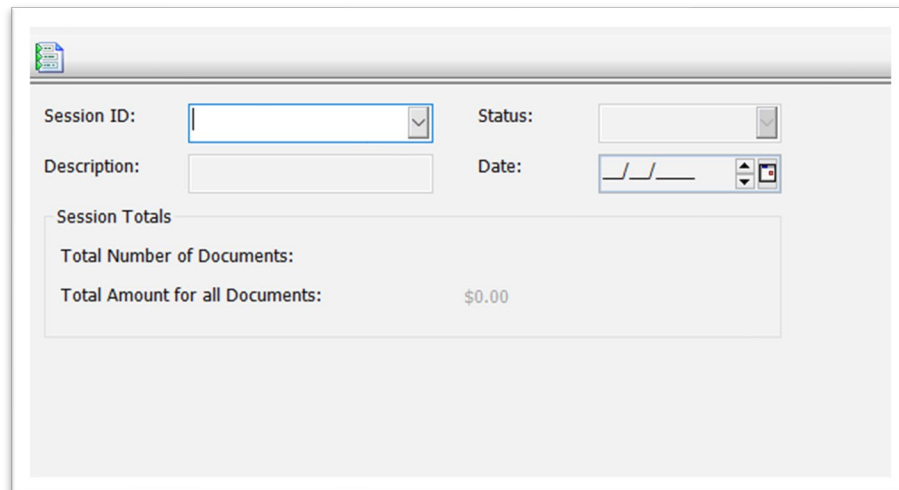
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## Monthly Processing in Abila MIP

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 Invoices form.

### Step 1: Entering A/P Invoices

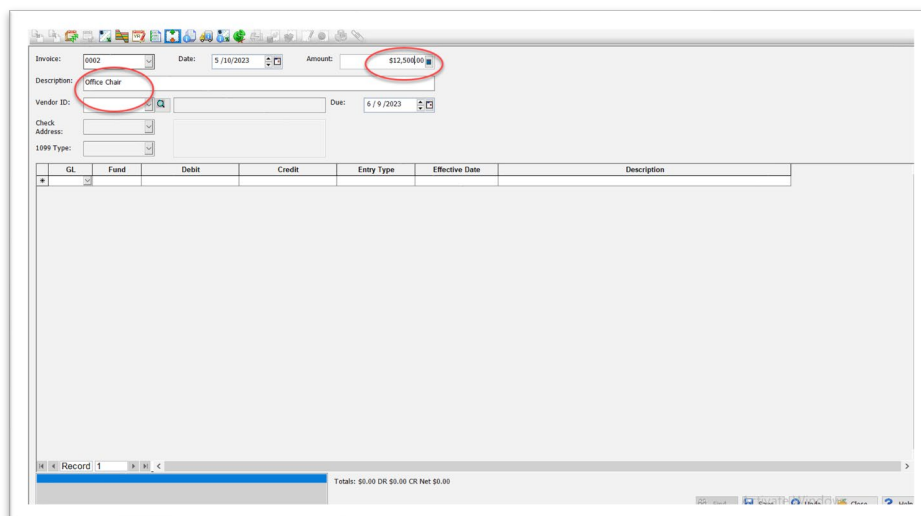
1. In the Accounting module, select Transactions/Enter A/P Invoices from the menubar. A dialog that allows you to enter A/P invoices appears.



The screenshot shows a dialog box for entering A/P invoices. It contains the following fields and sections:

- Session ID:** A dropdown menu.
- Status:** A dropdown menu.
- Description:** A text input field.
- Date:** A date picker.
- Session Totals:** A section containing:
  - Total Number of Documents:** (empty)
  - 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.



The screenshot shows a more detailed dialog box for entering invoice details. It includes the following fields and sections:

- Invoice:** 0002
- Date:** 5/10/2023
- Amount:** \$12,500.00 (circled in red)
- Description:** Office Chair
- Vendor ID:** (circled in red)
- Due:** 6/9/2023
- Check Address:** (empty)
- 1099 Type:** (empty)
- Table:** A table with columns: GL, Fund, Debit, Credit, Entry Type, Effective Date, and Description.
- Record:** 1
- Total:** \$0.00 DR \$0.00 CR Net \$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 Service Date	Acquired Value	Asset Tem ^
	5/31/2022	5,000.00	
*			

Record 1

OK Cancel Help

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."

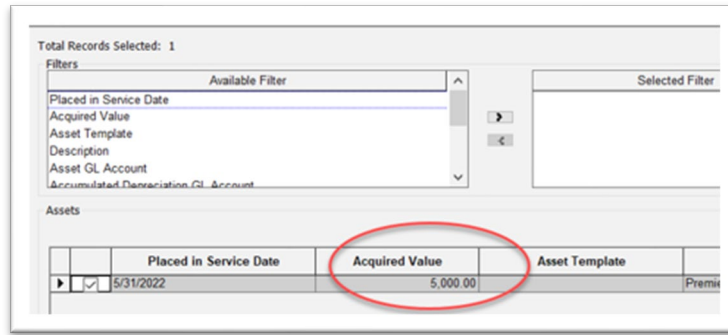
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7. Select OK. The information is now saved within the Abila MIP accounting system.

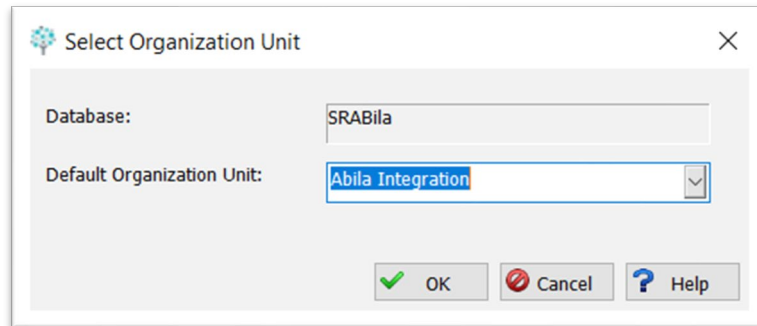
## Step 2: Sending Assets to Sage Fixed Assets

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

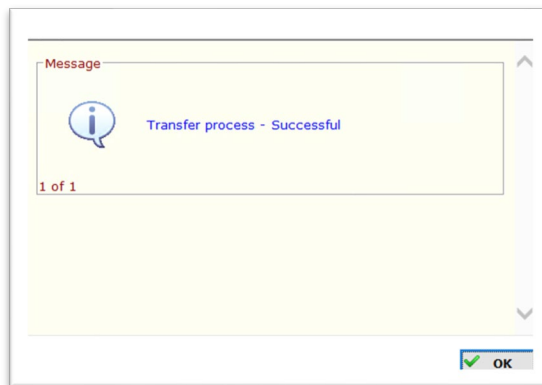
Assets to Sage FAS. A dialog similar to the one shown below appears.



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



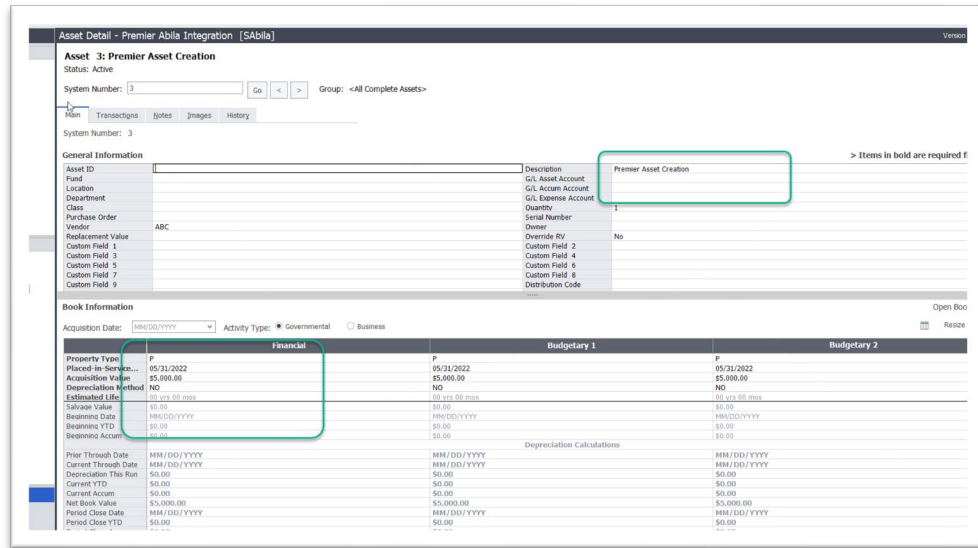
4. Select the Sage Fixed Assets organization to which you want to send the asset.
5. Select OK. A message indicating that the transfer was successful appears.



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.



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 Fixed Assets, 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.

Sage Fixed Assets - Premier Depreciation

### Edit Organization - Abila Integration

Enter new information or change the existing information about the organization.

Name:

Setup Information

Start Date:

Starting System Number:

Transfer By:

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

Database: SRABila

> Will changing organization settings require me to recalculate depreciation?

2. Select the Map to Abila MIP button. The Map to Abila MIP dialog appears.

Map to Abila MIP

Select the Abila MIP database to which the current open Organization will send depreciation information.

Abila MIP Organization:

Abila\_Test

NTO

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.

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.

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 Account numbers.

All	Sys No	Status	Acquisition Date	Fund	Loc...	D...	Class	G/L Expense Account	G/L Asset Account	G/L Acc
	1	Active	01/02/2022					60-100	30-145	30-145
	2	Active	01/02/2022					60-100	30-145	30-145
	3	Active	01/02/2022					60-100	30-145	30-145
	4	Active	01/02/2022					60-100	30-145	30-145
	5	Active	01/02/2022					60-100	30-145	30-145

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

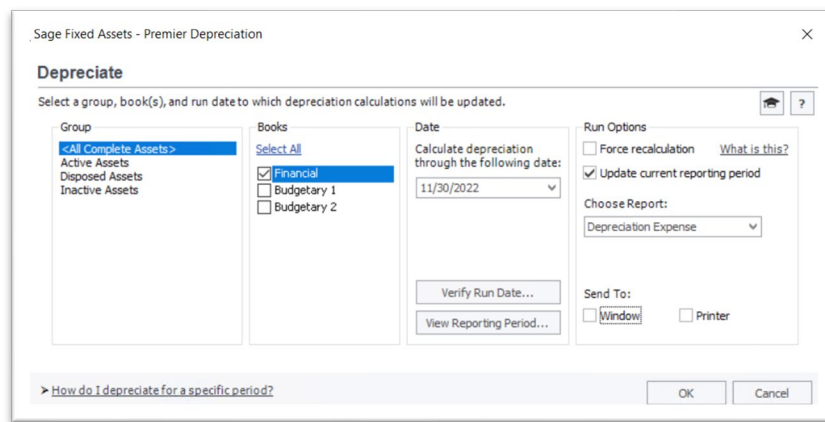
Once the setup is complete you can begin processing your monthly depreciation expense. Remember as you add new assets to the system during the month you will need to ensure they have a valid G/L Expense Account Number and Distribution Code.

### 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.



2. 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.



System No.	Ext.	Date	Depn. Meth.	Est. Life	Acquired Value	Prior Thru	Prior Accum. Depreciation	Depreciation This Run	Current YTD Depreciation	Current Accum. Depreciation	Pct. Alloc.	Key Code
000001	000	D 01/16/22	SLMM	07 00	250,000.00		0.00	32,738.10	32,738.10	32,738.10	100.000	
<b>Grand Total</b>					250,000.00		0.00	32,738.10	32,738.10	32,738.10		
Less disposals and transfers					0.00		0.00					
Count = 0												
<b>Net Grand Total</b>					250,000.00		0.00	32,738.10	32,738.10	32,738.10		
Count = 1												

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.

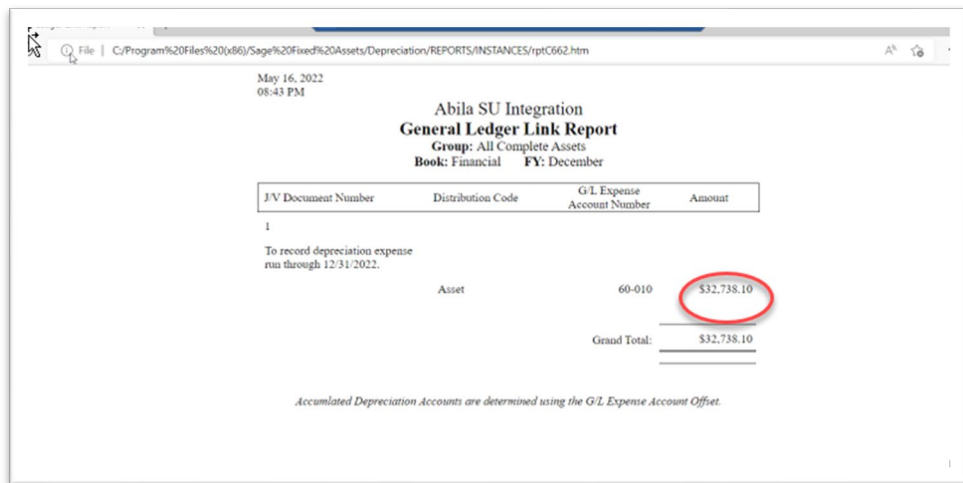
The Depreciation This Run column shows the amount of depreciation that was calculated between the next-to-last depreciation calculation (on November 31, 2022, which is shown in the Prior Thru column) and the last depreciation calculation (on December 31, 2022, which is shown in the heading of the report).

## Step 2: Sending Depreciation to Abila MIP

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

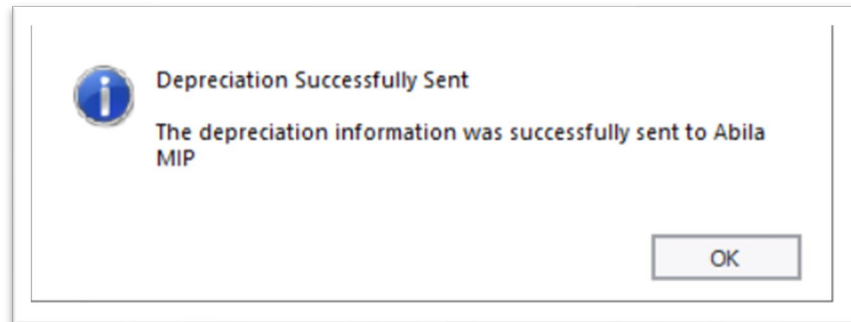
2. Enter your Abila MIP user name and password, and then select OK. The Send Depreciation to Abila MIP dialog appears.

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.



J/V Document Number	Distribution Code	G/L Expense Account Number	Amount
1			
To record depreciation expense run through 12/31/2022.			
	Asset	60-010	\$32,738.10
Grand Total:			\$32,738.10

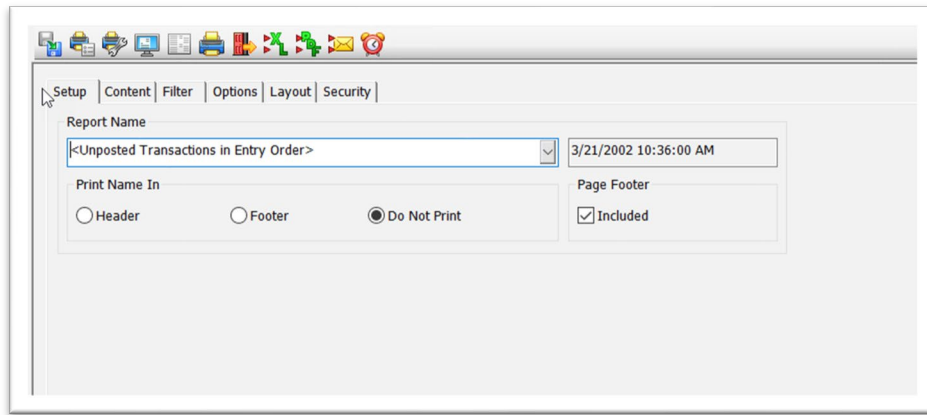
8. Make sure that the Grand Total on the report is the same as the Depreciation This Run amount on the Depreciation Expense report.
9. On the Send Depreciation to Abila MIP dialog, select the Send button. The system displays a message indicating that the depreciation was sent successfully.



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.



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.

The screenshot shows a report window with a toolbar at the top. The report title is 'SFA2023TEST Unposted General Ledger Transactions'. Below the title, it says 'JV BS' and '003 - Depr Expense: Period End 12/31/2022'. The report contains a table with columns for Document N..., En..., GL Code, Debit, and Credit. The 'Total BS' row shows a debit of 32,738.10 and a credit of 32,738.10. The 'Report Total' row shows a debit of 50,469.05 and a credit of 50,469.05. The credit value for 'Total BS' is circled in red.

Document N...	En...	GL Code	Debit	Credit
SU23	1	60-010	32,738.10	
SU23	2	11-111		32,738.10
Total BS			32,738.10	32,738.10
Report Total			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. The Abila MIP dialog appears.

Sage Fixed Assets - Premier Depreciation

### Abila MIP

Post depreciation information to an output file that you can import into your general ledger program. ?

**Step 1: Select the company from which you want to post the journal entry**

Database: SRABila Company: Abila Integration

**Step 2: Choose the options to generate the journal entry**

Group: Active Assets Period Posting Date: 12/31/2022  
 Book: Financial Journal Entry Date: 12/31/2022  
 Reference Number: Dec2022

**Step 3: Enter the name and location of the file containing the journal entry**

Link File: C:\PROGRAM FILES (X86)\SAGE FIXED ASSETS\GL\_LINK\FASDEPR. Browse...

**Step 4: Preview and post the journal entry**

First preview the journal entry to validate and then post. Preview Post

> Which date is used to post to my general ledger? Close

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.

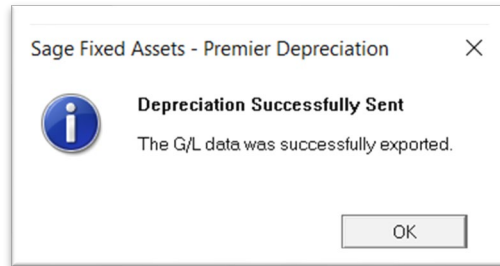
May 16, 2022  
09:32 PM

**Premier Abila Integration  
General Ledger Posting Preview**  
For the period ended 12/31/2022  
Summary Journal Entry

Book: Financial Group: Active Assets  
FYE: December Reference Number: FU1

Account Number	Account Name	Debit	Credit
60-020	Depreciation Expense	16,801.19	
60-030	Depreciation Expense	64,642.86	
30-015	Accumulated Depreciation		16,801.19
30-016	Accumulated Depreciation		64,642.86
Grand Total:		81,444.05	81,444.05

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.

```

FASDEPR.def - Notepad
File Edit Format View Help
:SESSION_DESCRIPTION,,Import from Sage Fixed Assets (PT)
:SESSION_SESSIONDATE,1,,mm/dd/yy
:SESSION_TRANSOURCEID,,JV
:NDCONTEXT

:ONTEXT,TRANSENTRY,HEADER,HDOC
:EDOC_SESSION
:EDOC_TRANSOURCE,,JV
:EDOC_DOCNUM,2
:EDOC_DESCRIPTION,5
:EDOC_DOCDATE,1,,mm/dd/yy
:NDCONTEXT

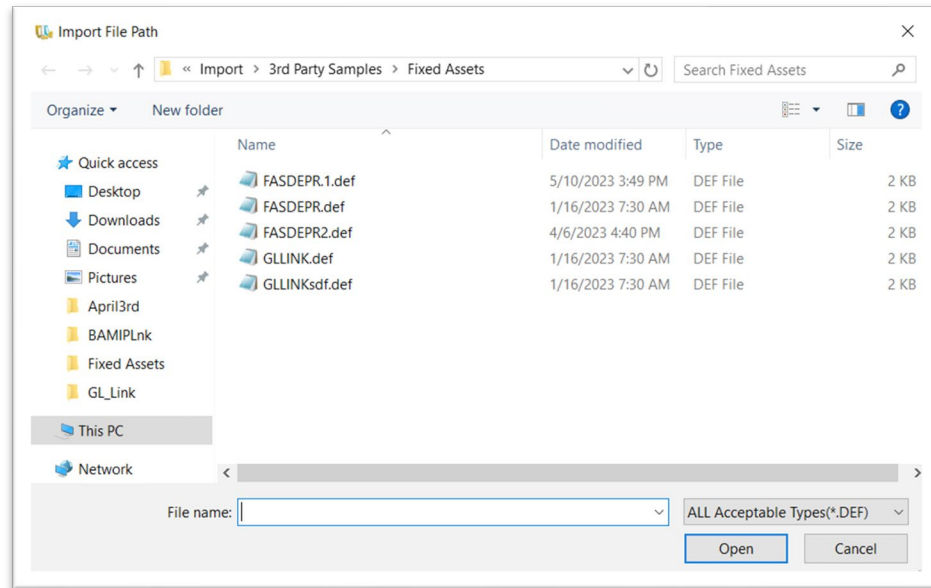
:ONTEXT,TRANSENTRY,DETAIL,DDOC
:ETRANS_SESSIONNUMID
:ETRANS_DOCNUM,2
:ETRANS_DESCRIPTION,5
:ETRANS_ENTRY_TYPE,,N
:ETRANS_EFFECTIVEDATE,1,,mm/dd/yy
:ETRANS_SEGMENT_GL,4,,8,5
:ETRANS_SEGMENT_Fund,4,,1,2
:ETRANS_SEGMENT_Grant,4,,4,3
:ETRANS_SEGMENT_Progr,4,,14,3
:ETRANS_SEGMENT_Dept,4,,18,3
:ETRANS_SEGMENT_117,4,,22,1
:ETRANS_DEBIT,6,0,,0
:ETRANS_CREDIT,6,0,,0
:NDCONTEXT
  
```

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.

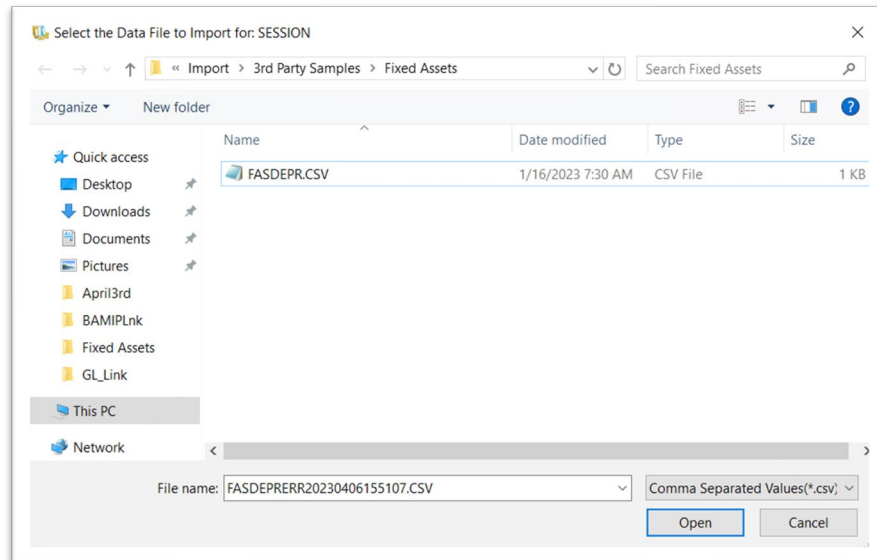
For complete instructions on editing this file, see your Abila MIP online documentation.

### 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.



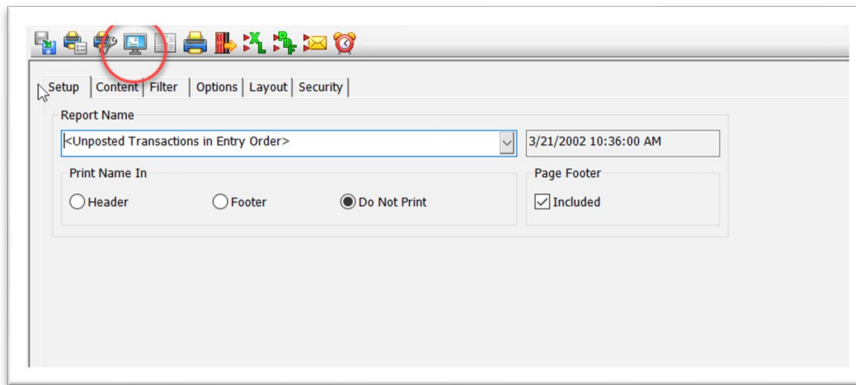
2. Select the import definition file, and then select the Open button. The Select the Data File to Import dialog appears.



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.

The screenshot shows the Sage Fixed Assets software interface displaying the 'Unposted General Ledger Transactions' report. The report title is 'SFA2023TEST' and the report content is 'Unposted General Ledger Transactions'. The report shows a table with columns for Document N..., En..., GL Code, Debit, and Credit. The report totals are 16,801.19 for Debit and 64,642.86 for Credit. The report is titled '004 - Import from Sage Fixed Assets (PT)'. The report is displayed in a window with a toolbar and a menu bar.

Document N...	En...	GL Code	Debit	Credit
PU1	1	30-015		16,801.19
PU1	2	30-016		64,642.86
PU1	3	60-020	16,801.19	
PU1	4	60-030	64,642.86	
			<u>16,801.19</u>	<u>64,642.86</u>

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.



Sage Fixed Assets - Lite Depreciation for Sage 50

### New Company

Enter information about the new company that you are creating.

Name:  Identification Number (EIN):

Setup Information

Business Start Date: 01/1920  Round Tax Reports and Worksheets to whole dollars?  
 Starting System Number: 000001  Include Sec. 168 Allowance and Sec. 179 in expense

Book Defaults	Short Years	Book Overrides	Contact Information	Notes	Tax (Tax)	Internal (Internal)	State (State)	AMT (AMT)	ACE (ACE)	Book 6 (Book 06)	Book 7 (Book 07)
Open Book					Yes	Yes	Yes	Yes	Yes	Yes	Yes
Book Title					Tax	Internal	State	AMT	ACE	Book 6	Book 7
Fiscal Year End					December	December	December	December	December	December	December
Emulate Book					N/A	None	Tax	N/A	None	None	None
Default Method					N/A	SL	N/A	N/A	NO	SL	SL
Enable Begin Fields					Yes	Yes	Yes	Yes	Yes	Yes	Yes
Delete Book					N/A	N/A	N/A	N/A	N/A	N/A	N/A

Database: <DEFAULT>

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

Link to Sage 50 Company

C:\Sage\Peachtree\Company\

Company Name	Last Modified	Directory
Test 550 Link	3/24/2023 10:40 AM	C:\Sage\Peachtree\Company\testlink
Interplanetary Cafe	3/24/2023 10:40 AM	C:\Sage\Peachtree\Company\intcafe
Test Lite 550 Link	3/23/2023 11:31 AM	C:\Sage\Peachtree\Company\testlitsl
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
Bellwether Garden Supply	3/25/2022 3:02 AM	C:\Sage\Peachtree\Company\Sample\PTX\BCS

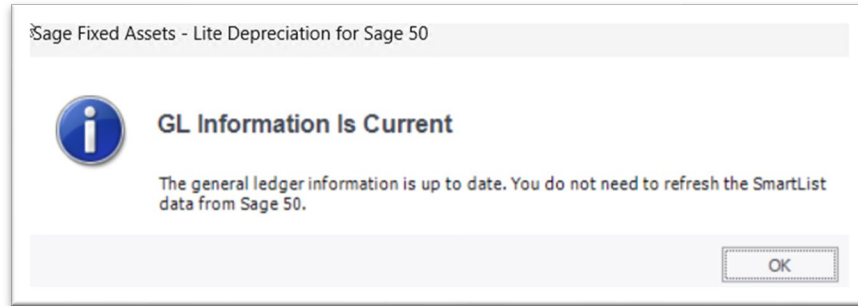
4. Select the Sage 50 Accounting company to which you want to send the depreciation journal entry, and then select OK. The system returns to the New Company dialog.
5. Complete the New Company dialog, and then select OK.

## 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.

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

All	Sys No	Class	G/L Expense Acct	G/L Asset Acct	G/L Accum Acct	Description
	1	LD	01-100-8000	01-100-1400	01-100-2000	Land
	2	LI	01-100-8050	01-100-1450	01-100-2050	Sidewalk
	3	IP	01-100-7900	01-100-1300	01-100-1900	US Patent # 5
	4	BE	01-100-7750	01-100-1150	01-100-1750	Parking Lot L
	5	LI	02-100-8000	02-100-1400	02-100-2000	Irrigation System
	6	EQ	02-600-7900	02-600-1300	02-600-1750	Manufacturing P
	7	EQ	02-600-7900	02-600-1300	02-600-1750	Acme 5000

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

---

**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.

**Depreciate**

Select a group, book(s), and run date to which depreciation calculations will be updated.

Group

- <All Complete Assets>
- Active Assets
- Disposed Assets
- Inactive Assets

Books

Select All

- Tax
- Internal
- State
- AMT
- ACE
- Book 6
- Book 7

Date

Calculate depreciation through the following date:

02/2023

View Reporting Period...

Run Options

Force recalculation [What is this?](#)

Update current reporting period

Send To:

Window  Printer

> How do I depreciate for a specific period?

OK Cancel

2. 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.

**Test Lite S50Link**  
Depreciation Expense Report  
As of March 31, 2023

Book = Internal Group = All Complete Assets  
FYE Month = December

Sys No	In Svc Date	Acquired Value	P Dpr T 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	02/12/23	27,888.19	P SLMM	10 00	0.00	27,888.19	02/28/23	0.00	232.40	464.80	464.80	
000003	03/17/23	57,232.19	T SLMM	05 00	0.00	57,232.19		0.00	0.00	0.00	0.00	
<b>Grand Total</b>		85,120.38			0.00	85,120.38		0.00	232.40	464.80	464.80	
Less disposals and transfers		0.00			0.00	0.00		0.00			0.00	
Count = 0												
Net Grand Total		85,120.38			0.00	85,120.38		0.00	232.40	464.80	464.80	
Count = 2												

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.

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.

March 29, 2023  
10:03 AM

**Test Lite S50Link**  
**General Ledger Posting Preview**  
For the period ended 3/31/2023  
Summary Journal Entry

Book: Internal  
FYE: December

Group: Active Assets  
Reference Number: March23

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.

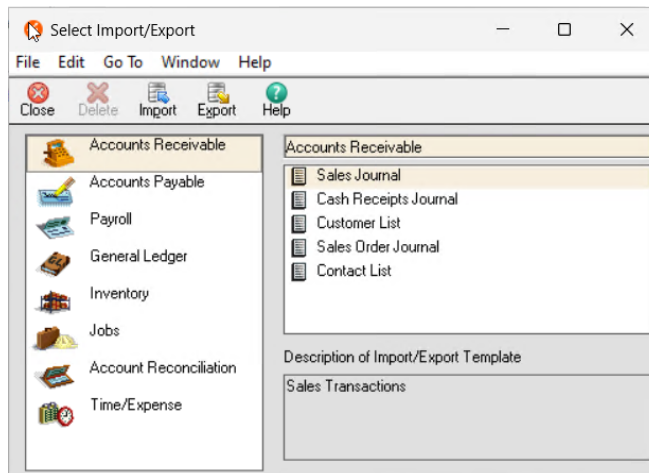
5. On the Sage 50 link dialog, select the Post button. The system displays a message indicating that the depreciation journal entry was created successfully.



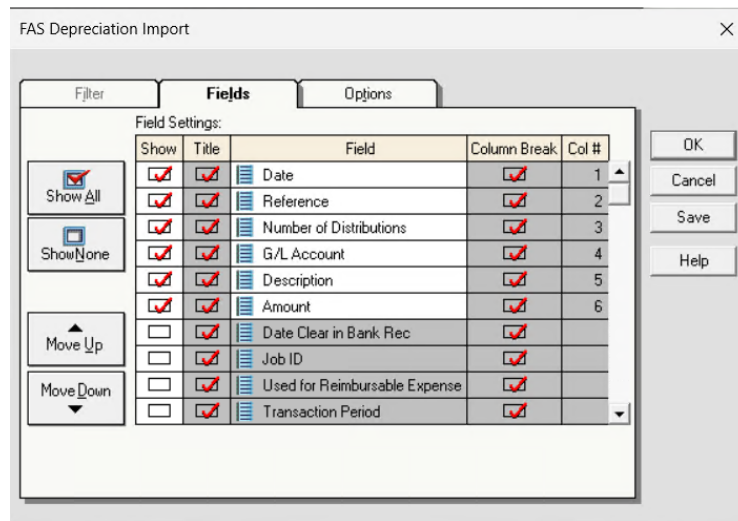
You are now ready to import this CSV file into your Sage 50 Accounting program.

### Step 1: Importing the File

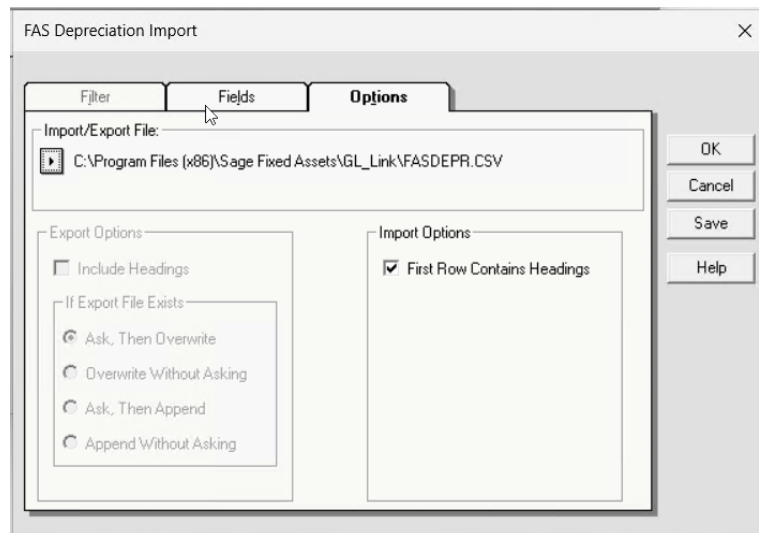
1. In the Sage 50 Accounting program, open the desired company.
2. From the File menu, choose the Select Import/Export command. The Select Import/Export dialog appears.



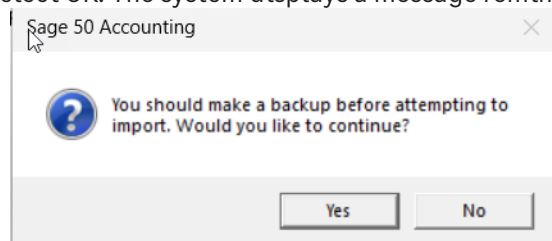
3. On the left side, select General Ledger.
4. On the right side, select FAS Depreciation Import. The depreciation import map has already been created to match the CSV file exported from your Sage Fixed Assets system.
5. At the top of the dialog, select the Import icon. The FAS Depreciation Import dialog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



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



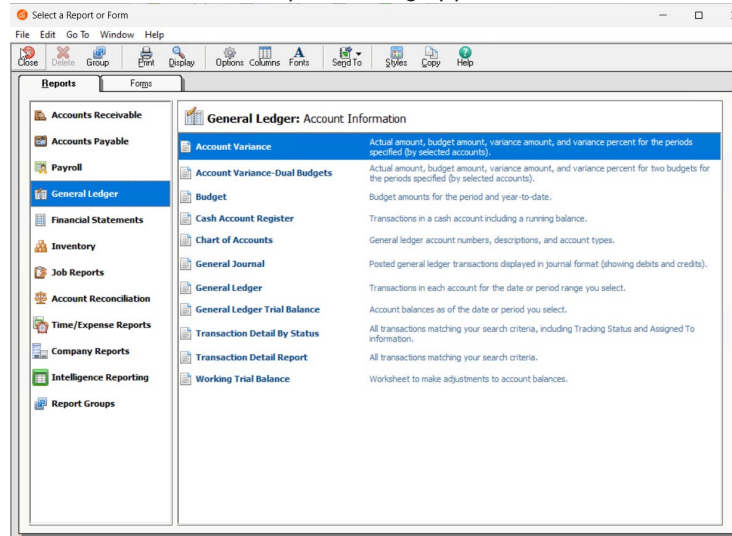
7. Select the Browse button (it looks like an arrowhead) to locate the CSV file that you exported from Sage Fixed Assets. (The default name of the file is FASDEPR.CSV, and its default location is in the root of your computer's C: drive.)
8. Select the First Row Contains Headings check box.
9. Select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



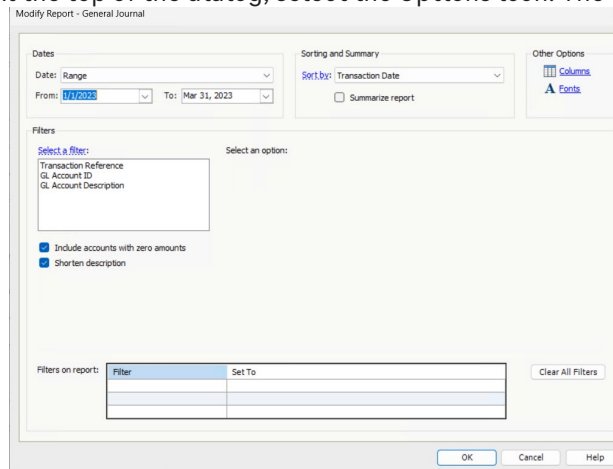
10. Select the Yes button to continue. The system imports the CSV file and returns to the Select Import/Export dialog.

## 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.



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

Date	Account ID	Reference	Trans Description	Debit Amt	Credit Amt
3/31/23	1900	March23	Depreciation Exp Period Ended 03/3		232.40
	7050		Depreciation Exp Period Ended 03/3	232.40	
		Total		232.40	232.40

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:

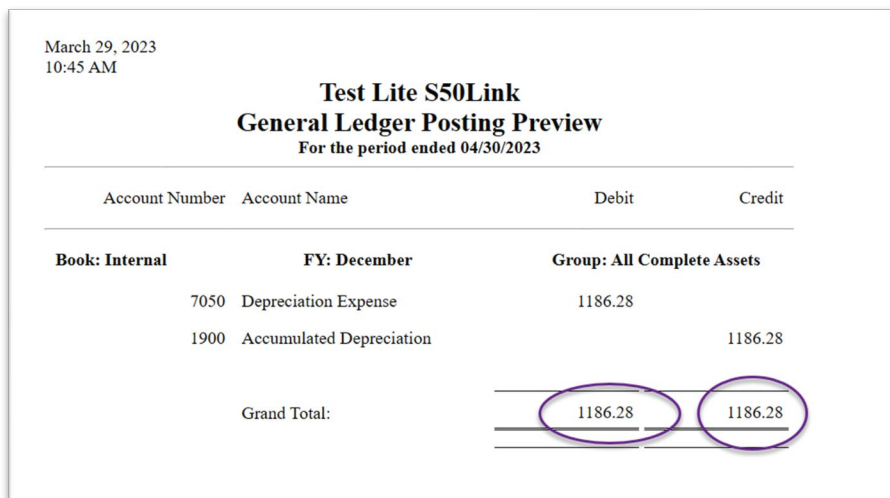
- Sage Fixed Assets—Lite Depreciation for Sage 50 or
- Sage 50 Fixed Assets.

### Posting Depreciation

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



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.



Account Number	Account Name	Debit	Credit
<b>Book: Internal</b>			
<b>FY: December</b>			
<b>Group: All Complete Assets</b>			
7050	Depreciation Expense	1186.28	
1900	Accumulated Depreciation		1186.28
Grand Total:		1186.28	1186.28



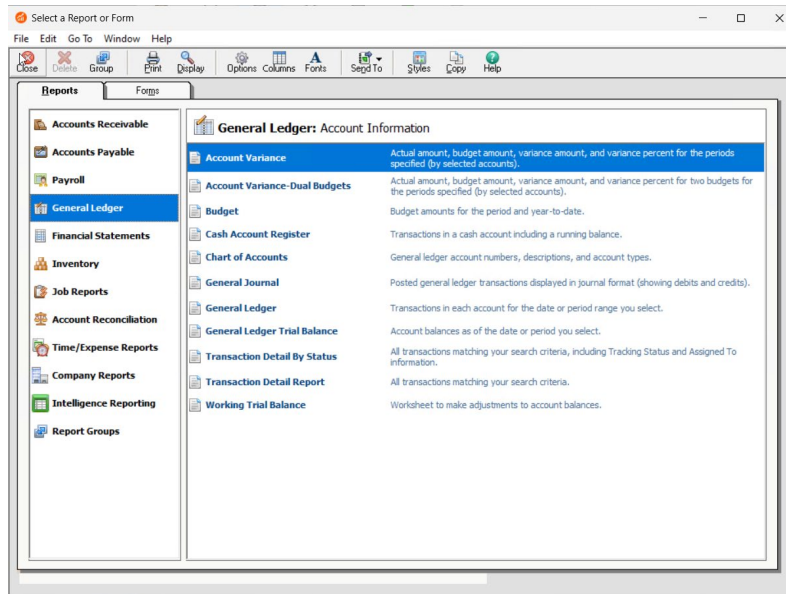
Notice that the Grand Total amounts for the Debit and Credit columns (\$1186.28) match the total amount in the Depreciation This Run column on the Depreciation Expense report.

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

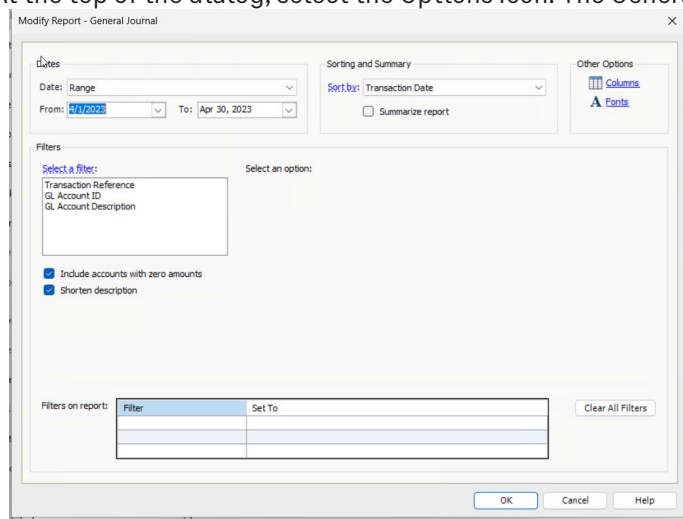
## Viewing the Journal Entry in Sage 50 Accounting

### Running the General Ledger Report

1. In the Sage 50 Accounting 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.



- Enter the desired date range in the From and To fields, and then select OK. The General Journal report appears.

General Journal

File Edit Go To Window Help

Close Save Print Options Columns Fonts Setup Hide E-mail Excel PDF Find Help Refresh

Test S50 Link  
General Journal  
For the Period From Apr 1, 2023 to Apr 30, 2023

Filter Criteria includes: Report order is by Date. Report is printed with Accounts having Zero Amounts and with shortened descriptions and in Detail Format.

Date	Account ID	Reference	Trans Description	Debit Amt	Credit Amt
4/30/23	7050	FAS post 04/	Depr Expense: Period Ending 04/23	1,186.28	
	1900		Depr Expense: Period Ending 04/23		1,186.28
		Total		<u>1,186.28</u>	<u>1,186.28</u>

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.



Asset	Class	G/L Expense Acct	G/L Asset Acct	G/L Accum Acct	Purchase Order
	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 Account numbers and G/L Accumulated Account numbers.

---

**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.

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.

**Depreciation Expense Report**  
As of December 31, 2023

Book = Internal Group = All Complete Assets  
FYE Month = December

Sys No	Ext	In Svc Date	Acquired Value	P T 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	000	03/23/23	56,000.00	P	SLMM	10 00	0.00	56,000.00	0.00	4,200.00	4,200.00	4,200.00	
000002	000	02/21/23	850,000.00	R	SLMM	40 00	0.00	850,000.00	0.00	17,708.33	17,708.33	17,708.33	
<b>Grand Total</b>			906,000.00			0.00	906,000.00		0.00	21,908.33	21,908.33	21,908.33	
Less disposals and transfers			0.00			0.00	0.00		0.00			0.00	
Count = 0													
<b>Net Grand Total</b>			906,000.00			0.00	906,000.00		0.00	21,908.33	21,908.33	21,908.33	
Count = 2													

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.

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.

General Ledger Posting Preview				
For the period ended 12/31/2023				
Summary Journal Entry				
Book: Internal		Group: Active Assets		
FYE: December		Reference Number: Dec23		
Account Number	Account Name	Debit	Credit	
5660	Depreciation Expense	21,908.33		
1825	Accumulated Depreciation		4,200.00	
1865	Accumulated Depreciation		17,708.33	
Grand Total:		21,908.33	21,908.33	

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.

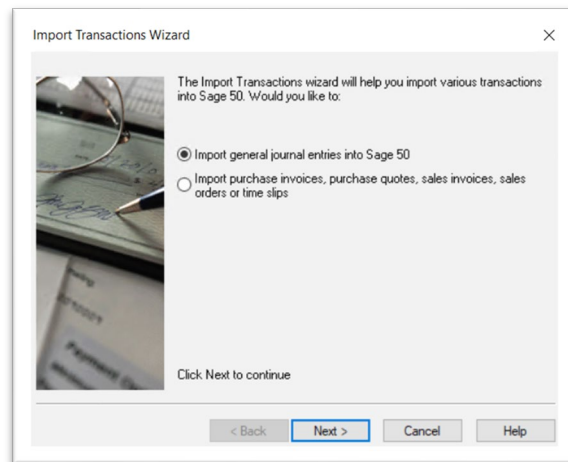
The TXT file is now ready to be imported into your Sage 50 Accounting—Canadian Edition program.

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

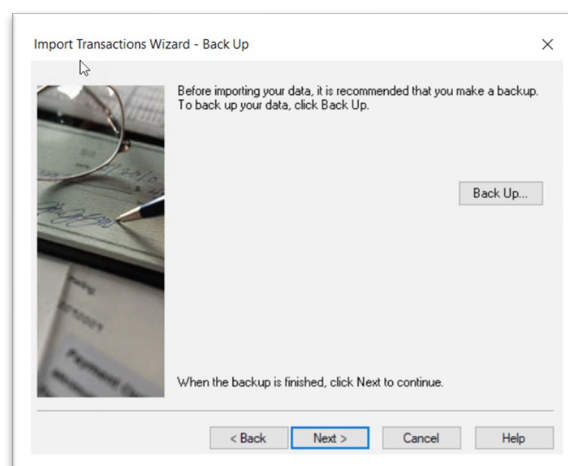
### Step 1: Importing the G/L Link File

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

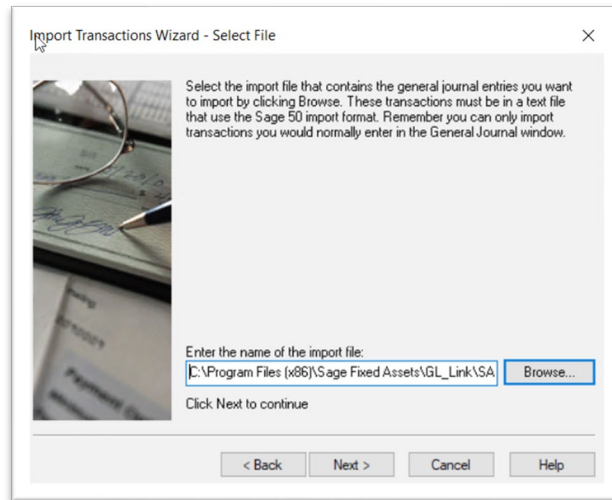
1. From the File menu, select Import/Export, and then select Import Transactions. The Import Transactions Wizard dialog appears.



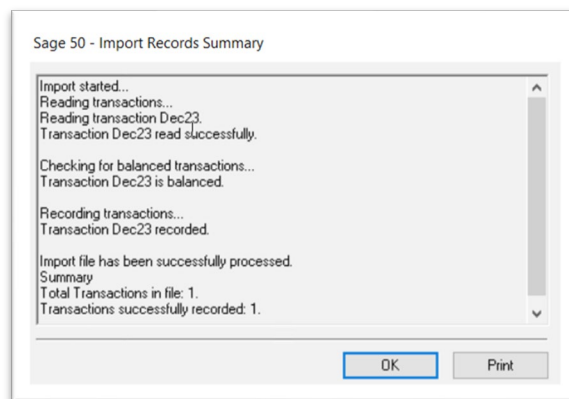
2. Select the Import General Journal Entries into Sage 50 option button.
3. Select the Next button. The Import Transactions Wizard - Backup dialog appears.



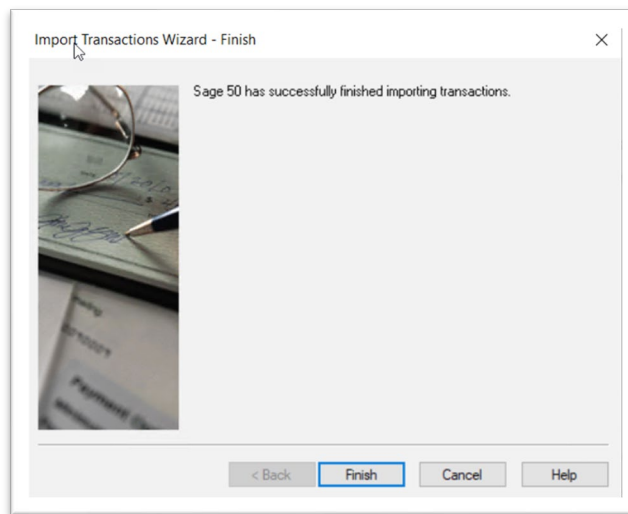
4. Select the Backup button to back up your data if desired.
5. Select the Next button. The Import Transactions Wizard - Select File dialog appears.



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 dialog appears.



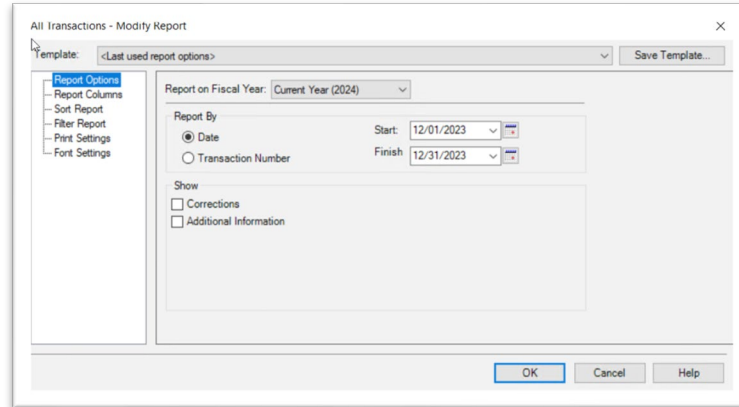


9. Select the Finish button to close the Import Transactions Wizard - Finish dialog.

## 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.



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.

All Transactions 12/01/2023 to 12/31/2023					
		Account Number	Account Description	Debits	Credits
12/31/2023	J2	Dec23, Depr for the period ended 12/31/2023			
		1826	Accum. Amort. -Furn. & Equip.	-	4,200.00
		1866	Accum. Amort. -Building	-	17,708.33
		5660	Amortization Expense	21,908.33	-
				21,908.33	21,908.33

Generated On: 03/30/2023

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.

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### Installing the Link

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

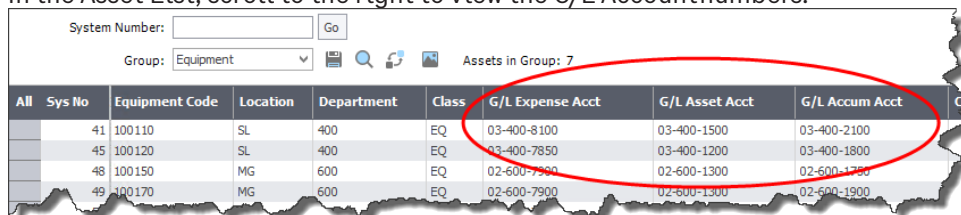
### Preparing the Data in Sage Fixed Assets

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 Account numbers.



All	Sys No	Equipment Code	Location	Department	Class	G/L Expense Acct	G/L Asset Acct	G/L Accum Acct	C
	41	100110	SL	400	EQ	03-400-8100	03-400-1500	03-400-2100	
	45	100120	SL	400	EQ	03-400-7850	03-400-1200	03-400-1800	
	48	100150	MG	600	EQ	02-600-7900	02-600-1300	02-600-1700	
	49	100170	MG	600	EQ	02-600-7900	02-600-1500	02-600-1900	

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

---

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.

Sage Fixed Assets - Premier Depreciation

### Customize Fields

Select the field customizations to apply when entering general asset information.

Asset Field:

- Asset ID
- Class
- Custom Date 1
- Custom Date 2
- Custom Field 1
- Custom Field 2
- Custom Field 3
- Custom Field 4
- Custom Field 5
- Custom Field 6
- Custom Field 7
- Custom Field 8
- Custom Field 9
- Custom Field 10
- Department
- Description
- G/L Accum Account
- G/L Asset Account
- G/L Expense Account
- Invoice
- Location
- Maint Actual Cost
- Maint Completed Date
- Maint Date 1

Asset ID Field Attributes

View: Allow Entry

Title: Asset ID

Entry Mask: (Width is 5 of 50 characters) XXXXX

Default:

Message: Enter an asset number assigned by your company.

Entry Order: 1st

Activate SmartList? SmartList Manager...

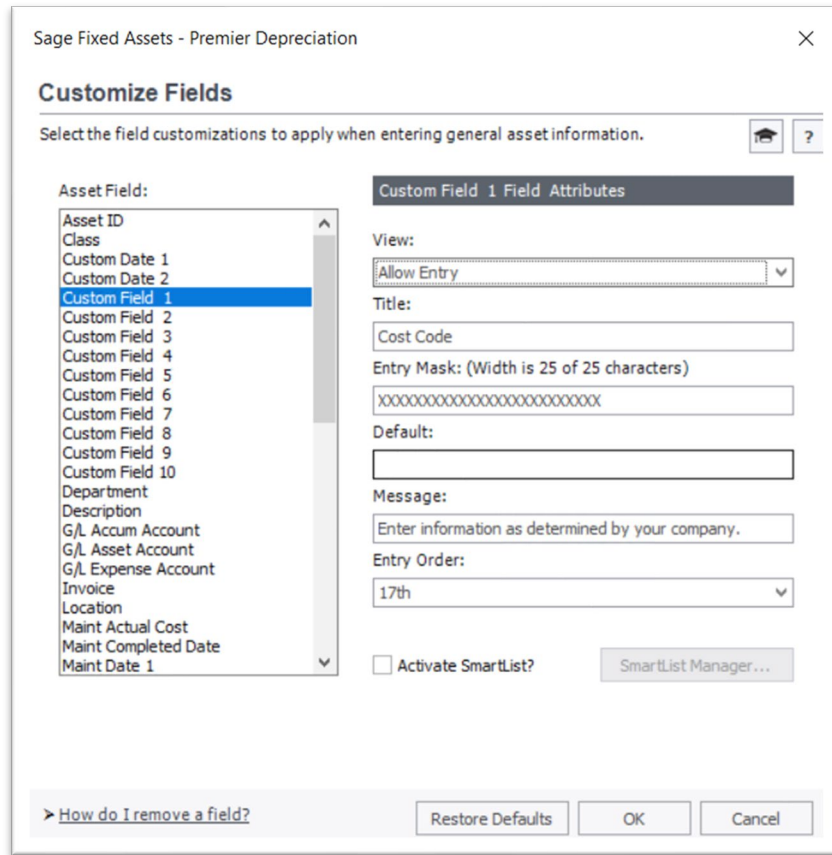
> How do I remove a field? Restore Defaults OK Cancel

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

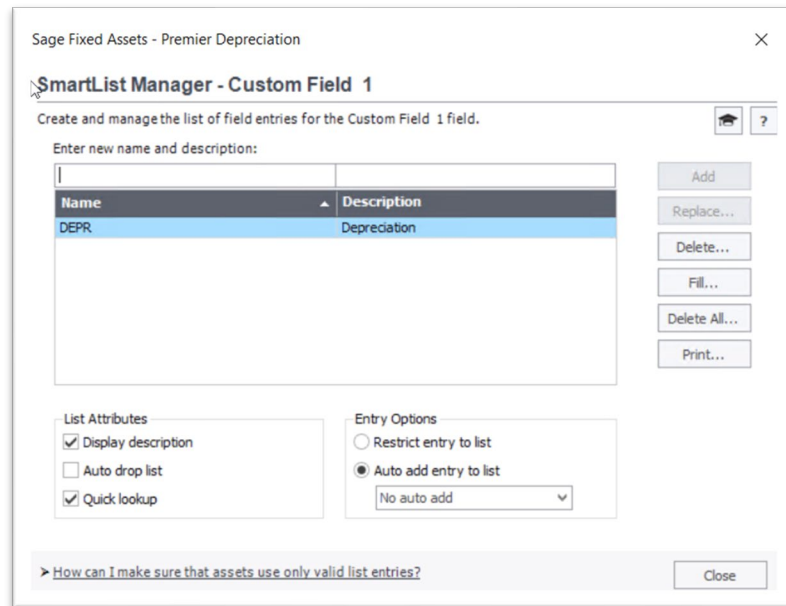
## Step 3: Customizing User Field 1

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.



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.



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.

All	Sys No	Status	Asset ID	Description	Acquisition Date	Equipment Code	Location
	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	100150	MG

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

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
	49	600	EQ	02-600-7900	02-600-1300	02-600-1900	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.

**Depreciate**

Select a group, book(s), and run date to which depreciation calculations will be updated.

**Group:** <All Complete Assets>  
Active Assets  
Disposed Assets  
Inactive Assets

**Books:** Select All  
 Tax  
 Internal  
 State  
 AMT  
 ACE  
 Book: 6  
 Book: 7  
 TEXAS

**Date:** Calculate depreciation through the following date: 04/2023

**Run Options:**  
 Force recalculation  
 Update current reporting period  
Choose Report: Depreciation Expense  
Send To:  Window  Printer

> How do I depreciate for a specific 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 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													
Book = Internal										Group = All Complete Assets			
FYE Month = December													
Sys No	In Svc	Acquired	P	Depr	Est	Salv/168 Allow	Depreciable	Prior	Prior Accum	Depreciation	Current YTD	Current Accum	Key
Ext	Date	Value	T	Meth	Life	Sec 179	Basis	Thru	Depreciation	This Run	Depreciation	Depreciation	Code
300001	000	01/02/22	118,000.00	P	SLMM	10 00	0.00	118,000.00	04/30/23	11,800.00	983.34	4,916.67	16,716.67
300002	000	01/03/21	75,000.00	P	SLMM	10 00	0.00	75,000.00	04/30/23	15,000.00	625.00	3,125.00	18,125.00
300003	000	03/02/22	98,203.00	P	SLMM	10 00	0.00	98,203.00	04/30/23	8,183.58	818.36	4,091.79	12,275.37
<b>Grand Total</b>		291,203.00				0.00	291,203.00		34,983.58	2,426.70	12,133.46	47,117.04	
Less disposals and transfers		0.00				0.00	0.00		0.00			0.00	
Count = 0													
<b>Net Grand Total</b>		<u>291,203.00</u>				<u>0.00</u>	<u>291,203.00</u>		<u>34,983.58</u>	<u>2,426.70</u>	<u>12,133.46</u>	<u>47,117.04</u>	
Count = 3													

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.

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 you run the link.

---

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



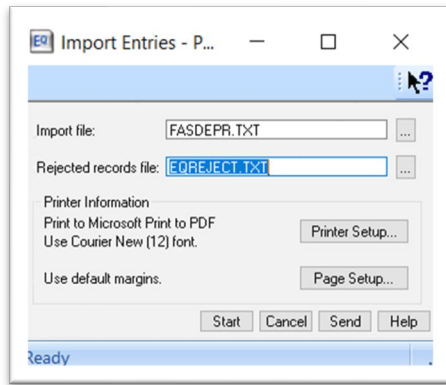
6. Select OK to close the message box.

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

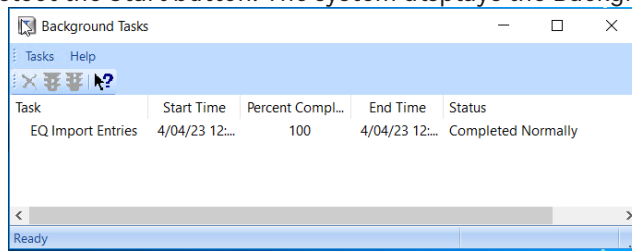
## Importing Depreciation Expense in Sage 300 Construction

### 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.

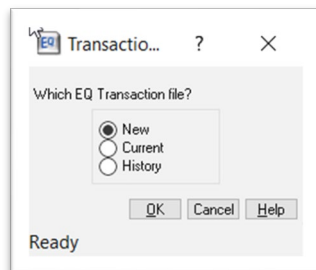


3. Use the browse button to select the import file. The default location and name for the import file is C:\FASDEPR.TXT.
4. Use the browse button to select the Rejected Records file. The default location and name for the file is C:\EQREJECT.TXT.
5. Select the Start button. The system displays the Background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

Appl	Batch	Source Description	Batch Date	Total Entries	Batch Totals
30	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.

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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 Account numbers.

All	Sys No	Status	Asset ID	Description	Acquisition D...	Locati...	Department	Class	G/L Expense Acc...	G/L Asset Acc...	G/L Accum Acc...
	1	Active			01/02/2022				100-71000	100-15150	100-15150
	2	Active			02/01/2022				200-71000	200-15150	200-15150

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

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.

Sage Fixed Assets - Depreciate

**Depreciate**

Select a group, book(s), and run date to which depreciation calculations will be updated.

Group: <All Complete Assets>, Active Assets, Disposed Assets, Inactive Assets

Books: Tax, Internal (checked), State, AMT, ACE, Book 6, Book 7, TEXAS

Date: Calculate depreciation through t following date: 04/2023

Run Options: Force recalculation, Update current reporting period (checked)

Choose Report: Depreciation Expense

Send To: Window, Printer

OK Cancel

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.

Depreciation Timbeline Office														
Depreciation Expense Report														
As of May 31, 2023														
Book = Internal										Group = All Complete Assets				
FYE Month = December														
Sys No	Ext	In Svc Date	Acquired Value	P T	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	000	01/02/22	82,000.00	P	SLMM	10 00	0.00	82,000.00	04/30/23	8,200.00	683.33	3,416.66	11,616.66	
000002	000	02/01/22	125,000.00	P	SLMM	10 00	0.00	125,000.00	04/30/23	11,458.33	1,041.67	5,208.33	16,666.66	
<b>Grand Total</b>			207,000.00				0.00	207,000.00		19,658.33	1,725.00	8,624.99	28,283.32	
Less disposals and transfers			0.00				0.00	0.00		0.00			0.00	
Count = 0														
Net Grand Total			207,000.00				0.00	207,000.00		19,658.33	1,725.00	8,624.99	28,283.32	
Count = 2														

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.

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.

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
<b>Grand Total:</b>		<b>1,725.00</b>	<b>1,725.00</b>

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 Construction link dialog, select the Post button. The second link dialog appears.

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.

- To select the correct company, choose the Select Data Folder button. The Select Data Folder dialog appears.

Name	Description	Location
CRE Test		C:\ProgramData\Sage\TIMBERLINE OFFICE\Data\

- Select the company to which you want to send depreciation, and then select OK. The system returns to the Sage 300 Construction link dialog.
- 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 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.

The screenshot shows a dialog box titled "Sage Fixed Assets - Premier Depreciation" with a "Sage 300 Construction" section. The section contains the following fields and options:

- Post depreciation information to an output file that you can import into your general ledger** (with a help icon ?)
- Step 1: Select the company from which you want to post the journal entry**
  - Database: SR300CRE (dropdown)
  - Company: Timberline EQ Integrat (dropdown)
- Step 2: Choose the options to generate the journal entry**
  - Group: Active Assets (dropdown)
  - Book: Internal (dropdown)
  - Period Posting Date: 05/11/2023 (dropdown)
  - Journal Entry Date: 05/11/2023 (dropdown)
  - Reference Number: May23 (text input)
- Step 3: Preview and post the journal entry**
  - Text: "First preview the journal entry to validate and then post."
  - Buttons: Preview, Post
- Footer: [Which date is used to post to my general](#) (with a right arrow) and a Close button.

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.

- Select the Preview button. The Depreciation Posting report appears.

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
<b>Grand Total:</b>		<b>1,725.00</b>	<b>1,725.00</b>

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 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.

- Select the appropriate accounting method, and then select OK. The system displays a message indicating that the G/L data was exported successfully.

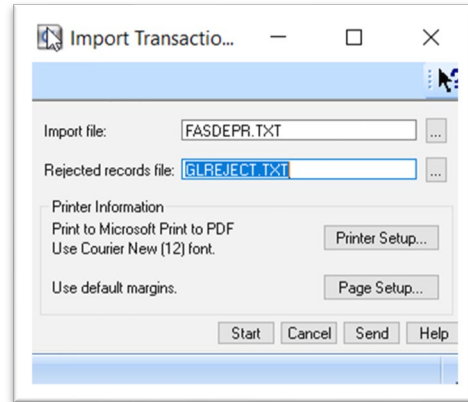
- Select OK to close the message box.



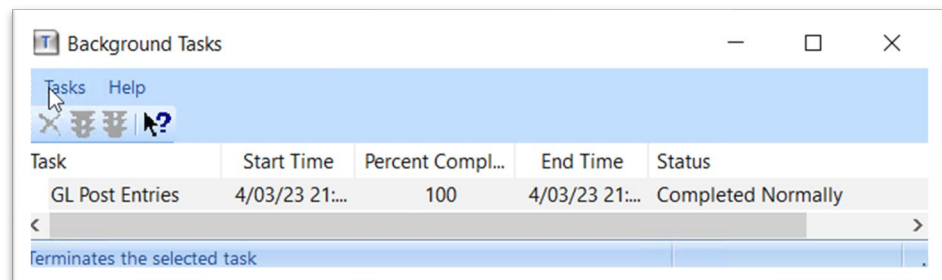
## Part 2: Posting the Journal Entry in Sage 300 Construction

### 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.

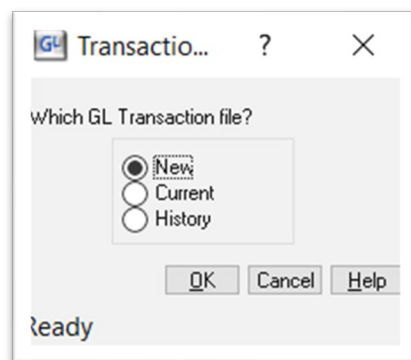


3. Use the browse button to select the import file. The default location and name for the import file is C:\FASDEPR.TXT.
4. Use the browse button to select the Rejected Records file. The default location and name for the file is C:\GLREJECT.TXT.
5. Select the Start button. The Background Tasks dialog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

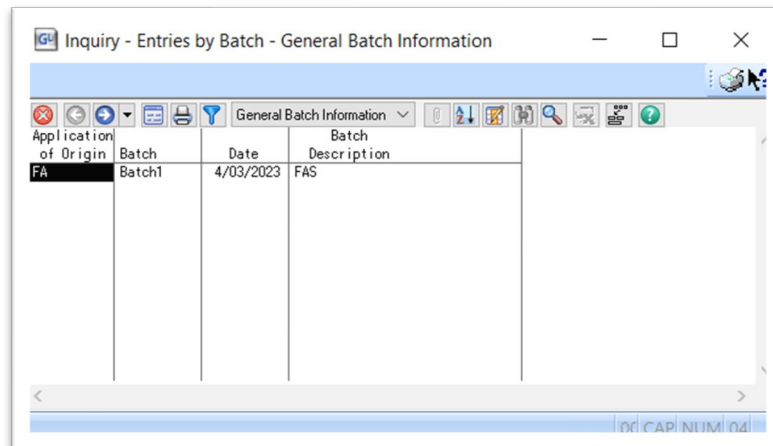


### Step 2: Viewing the Journal Entry

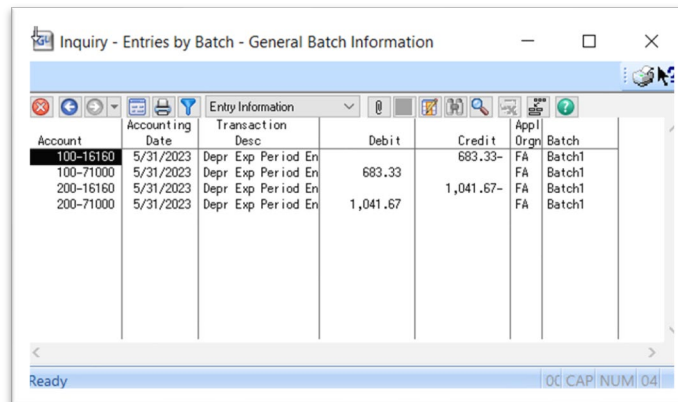
1. Select Inquiry/Entries by Batch from the menu bar. The Transactions File Selection dialog appears.



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



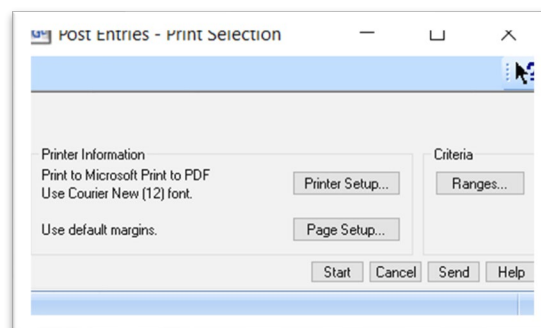
3. Double-select the desired batch. The Inquiry – Entries by Batch – Entry Information dialog appears.



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

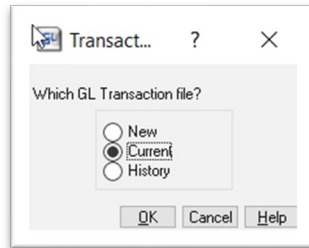
1. In the Sage 300 Construction program, select Tasks/Post Entries from the menu bar. The Post Entries – Print Selection dialog appears.



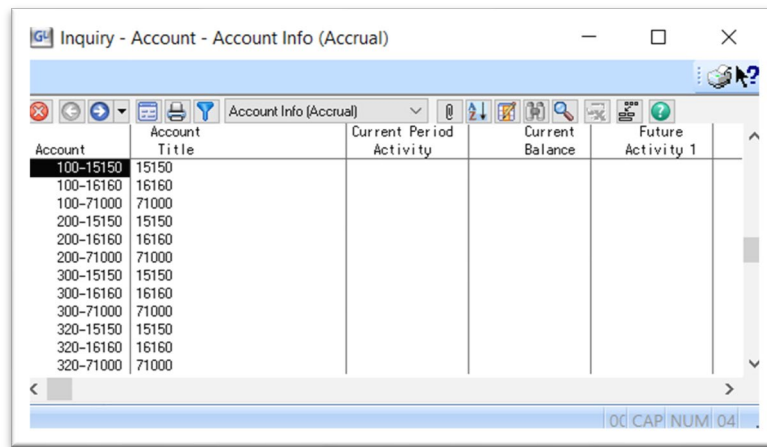
2. Select the Start button to post and print the journal entries. The system prints the General Ledger Post Entries report.

#### 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.

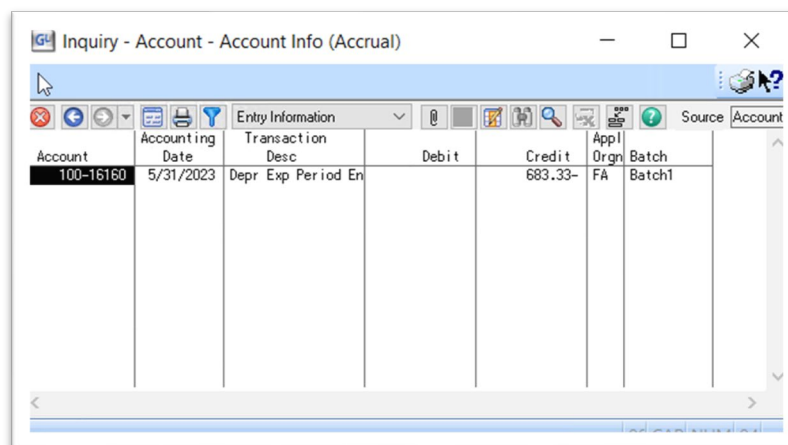


2. Select the Current option button, and then select OK. The Inquiry – Account – Account Information dialog appears.



Account	Account Title	Current Period Activity	Current Balance	Future 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.



Account	Accounting Date	Transaction Desc	Debit	Credit	Appl Orgn	Batch	Source	Account
100-16160	5/31/2023	Depr Exp Period En		683.33-	FA	Batch1		

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.

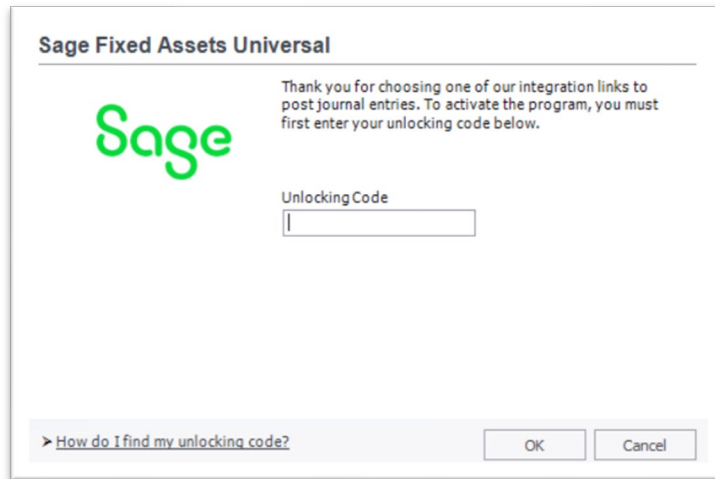
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We refer to all versions of Sage Fixed Assets—Depreciation that are compatible with this link as “Sage Fixed Assets.” For a list of products that work with this link, see the chart on [page 5](#). In this chapter, “Sage Fixed Assets” does not include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

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### 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.



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 Account numbers.

All	Sys No	Status	Asset ...	Description	Acquisition D...	Location	Dep...	Class	G/L Expense Acct	G/L Asset Acct	G/L Accum Acct
	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 # D599546	09/01/2006	HQ	100	IP	01-100-7900	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	01-200-2150
	10	Active	100010	Conference Chair	04/28/2012	HQ	200	OE	01-200-8150	01-200-1550	01-200-2150
	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	01-100-1400	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
	17	Active	100017	Full-Size Van	05/31/2013	HQ	200	MV	01-100-7750	01-100-1155	01-100-1750

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

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.

Sage Fixed Assets - Premier Depreciation

**Depreciate**

Select a group, book(s), and run date to which depreciation calculations will be updated.

Group: <All Complete Assets>

Books:  Tax,  Internal,  State,  AMT,  ACE,  Custom 1,  Custom 2

Date: Calculate depreciation through the following date: 03/31/2023

Run Options:  Force recalculation,  Update current reporting period

Choose Report: Depreciation Expense

Send To:  Window,  Printer

> How do I depreciate for a specific 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 **03/2023**.

- Clear the Window check box because you do not need to view the Depreciation Expense report at this time.
  - In the Choose Report field, leave the default selection of Depreciation Expense.
  - 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.
- 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**.
  - Select the Window check box.
  - Select the Update Current Reporting Period for Selected Books check box.
  - Select the Execute button. The system calculates depreciation and displays the Depreciation Expense report.

**Depreciation Expense Report**  
As of April 30, 2023

Book = Internal Group = All Complete Assets  
FYE Month = December

Sys No	In Svc	Acquired	P	Depr	Est	Salv/168	Allow	Depreciable	Prior	Prior Accum	Depreciation	Current YTD	Current Accum	Key
Ed	Date	Value	T	Meth	Life	Sec 179		Basis	Thru	Depreciation	This Run	Depreciation	Depreciation	Code
300060	000	01/06/18	80,000.00	A	SLFM	05	00	0.00	80,000.00	03/31/23	80,000.00	0.00	0.00	80,000.00
300061	000	12/31/17	5,000.00	P	SLFM	05	00	0.00	5,000.00	03/31/23	5,000.00	0.00	0.00	5,000.00
300062	000	04/12/18	500.00	P	SLFM	05	00	0.00	500.00	03/31/23	475.00	0.00	25.00	500.00
300063	000	05/28/18	286.00	P	SLFM	05	00	0.00	286.00	03/31/23	266.93	4.77	19.07	286.00
300064	000	05/29/18	320.00	P	SLFM	05	00	0.00	320.00	03/31/23	298.67	5.33	21.33	320.00
300065	000	06/04/18	1,200.00	P	SLFM	05	00	0.00	1,200.00	03/31/23	1,100.00	20.00	80.00	1,180.00
300066	000	06/04/18	4,000,000.00	R	SLFM	40	00	0.00	4,000,000.00	03/31/23	458,333.33	8,333.33	33,333.33	491,666.66
300067	000	06/04/18	15,000.00	Z	SLFM	05	00	0.00	15,000.00	03/31/23	13,750.00	250.00	1,000.00	14,750.00
300068	000	10/06/18	99,447.00	A	SLFM	05	00	0.00	99,447.00	03/31/23	84,529.95	1,657.45	6,629.80	91,159.75
300070	002	06/23/19	9,000.00	R	SLFM	39	00	0.00	9,000.00	03/31/23	826.93	19.23	76.92	903.85
300071	000	07/03/19	2,000.00	R	SLFM	40	00	0.00	2,000.00	03/31/23	175.00	4.17	16.67	191.67
300072	000	08/16/19	5,000.00	P	SLFM	05	00	0.00	5,000.00	03/31/23	3,416.67	83.33	333.33	3,750.00
300073	000	08/16/19	13,000.00	R	SLFM	40	00	0.00	13,000.00	03/31/23	1,110.42	27.08	108.33	1,216.75
300074	000	08/16/19	5,000.00	P	SLFM	05	00	0.00	5,000.00	03/31/23	3,416.67	83.33	333.33	3,750.00
300075	000	08/16/19	8,500.00	P	SLFM	07	00	0.00	8,500.00	03/31/23	4,148.82	101.19	404.76	4,553.58
300076	000	08/16/19	75,000.00	Z	SLFM	05	00	0.00	75,000.00	03/31/23	51,250.00	1,250.00	5,000.00	56,250.00
300077	000	08/16/19	5,000.00	P	SLFM	05	00	0.00	5,000.00	03/31/23	3,416.67	83.33	333.33	3,750.00
300078	000	11/04/19	45,000.00	T	SLFM	05	00	0.00	45,000.00	03/31/23	28,500.00	750.00	3,000.00	31,500.00
300079	000	07/31/20	35,000.00	P	SLFM	17	06	0.00	35,000.00	03/31/23	5,000.00	166.67	666.67	5,666.67
300080	000	08/19/20	2,100.00	P	SLFM	05	00	0.00	2,100.00	03/31/23	1,015.00	35.00	140.00	1,155.00
300081	000	10/25/20	22,000.00	P	SLFM	07	00	0.00	22,000.00	03/31/23	7,071.44	261.90	1,047.62	8,119.06
300082	000	10/25/20	8,000.00	P	SLFM	07	00	0.00	8,000.00	03/31/23	2,571.44	95.23	380.95	2,952.39
300083	000	10/31/20	2,000.00	P	SLFM	07	00	0.00	2,000.00	03/31/23	642.87	23.81	95.24	738.11
300084	000	10/31/20	5,000.00	P	SLFM	10	00	0.00	5,000.00	03/31/23	1,125.00	41.67	166.67	1,291.67
300085	000	10/31/20	20,000.00	Z	SLFM	05	00	0.00	20,000.00	03/31/23	9,000.00	333.33	1,333.33	10,333.33
300086	000	01/23/21	620.00	P	SLFM	05	00	0.00	620.00	03/31/23	248.00	10.33	41.33	289.33
300087	000	01/23/21	800.00	P	SLFM	07	00	0.00	800.00	03/31/23	228.58	9.53	38.10	266.68
300088	000	02/06/21	15,000.00	P	SLFM	05	00	0.00	15,000.00	03/31/23	5,750.00	250.00	1,000.00	6,750.00
300090	000	04/04/21	300.00	P	SLFM	05	00	0.00	300.00	03/31/23	105.00	5.00	20.00	125.00
300091	000	04/04/21	3,600.00	P	SLFM	05	00	0.00	3,600.00	03/31/23	1,260.00	60.00	240.00	1,500.00
300092	000	04/06/21	600.00	P	SLFM	05	00	0.00	600.00	03/31/23	210.00	10.00	40.00	250.00
300093	000	09/30/21	750.00	P	SLFM	05	00	0.00	750.00	03/31/23	200.00	12.50	50.00	250.00
300096	000	10/04/21	5,300.00	P	SLFM	05	00	0.00	5,300.00	03/31/23	1,325.00	88.33	353.33	1,678.33
300097	000	05/06/19	25,000.00	P	SLFM	10	00	0.00	25,000.00	03/31/23	9,166.67	208.33	833.33	10,000.00
300098	000	10/04/21	5,300.00	P	SLFM	05	00	0.00	5,300.00	03/31/23	1,325.00	88.33	353.33	1,678.33
300099	000	07/31/17	2,500.00	P	SLFM	05	00	0.00	2,500.00	03/31/23	2,500.00	0.00	0.00	2,500.00
<b>Grand Total</b>			<b>9,139,495.00</b>					<b>0.00</b>	<b>9,116,995.00</b>		<b>2,874,168.41</b>	<b>25,569.27</b>	<b>105,302.16</b>	<b>2,979,470.57</b>
Less disposals and transfers			0.00					0.00	0.00		0.00	0.00	0.00	0.00
Count = 0														
<b>Net Grand Total</b>			<b>9,139,495.00</b>					<b>0.00</b>	<b>9,116,995.00</b>		<b>2,874,168.41</b>	<b>25,569.27</b>	<b>105,302.16</b>	<b>2,979,470.57</b>

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.

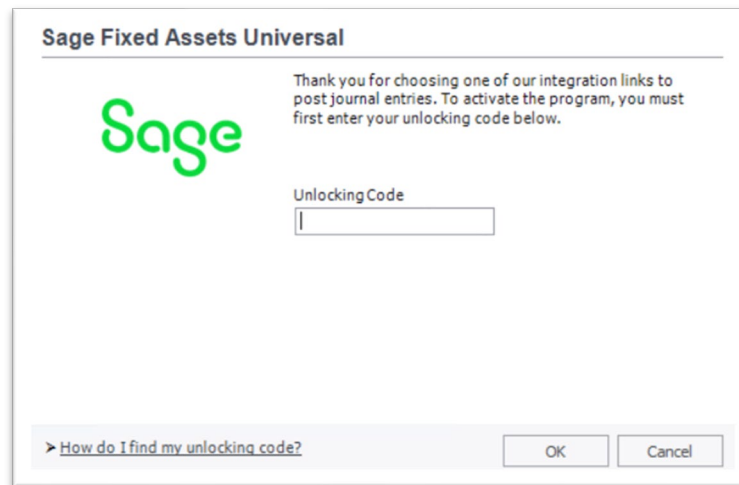
The Depreciation This Run column shows the amount of depreciation that was calculated between the next-to-last depreciation calculation (on March 31, 2023, which is shown in the Prior Thru column) and the last depreciation calculation (on April 30, 2023, which is shown in the heading of the report).

## Running the Sage Fixed Assets Universal Link

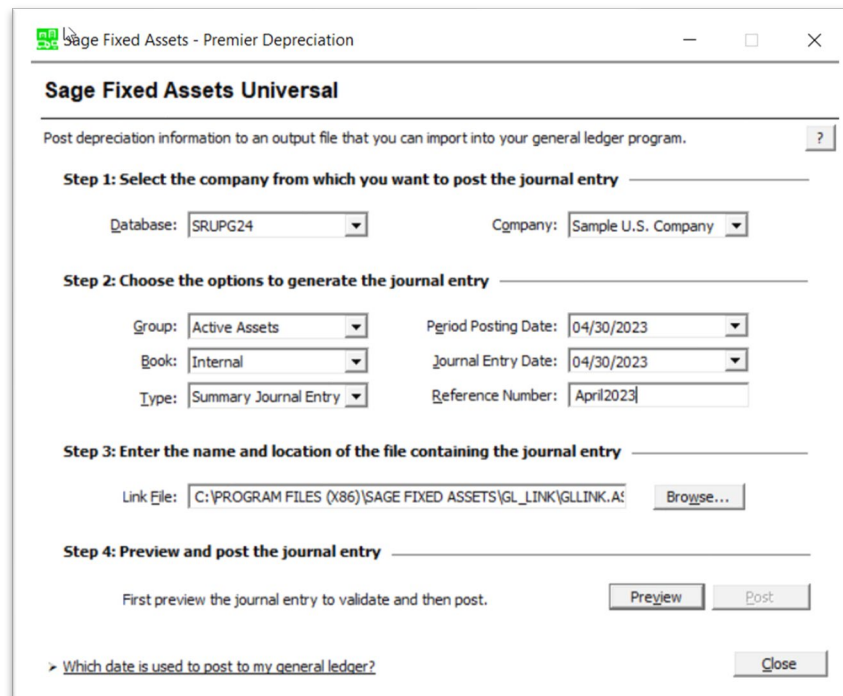
### Step 1: Running the Link in Sage Fixed Assets

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.



3. Enter your unlocking code, and then select OK. The Sage Fixed Assets Universal dialog appears.



4. Make sure that you select the correct database and company.





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.

- On the Sage Fixed Assets Universal dialog, select the Post button. The system displays a message indicating the depreciation journal entry was created successfully.



- 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*.

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In Sage Fixed Assets—Lite Depreciation, the extension is always .000.

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**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 Assets program.
- 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 Assets program.

**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.