Sage

Sage Fixed Assets
Links and Integrations

User guide

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.

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

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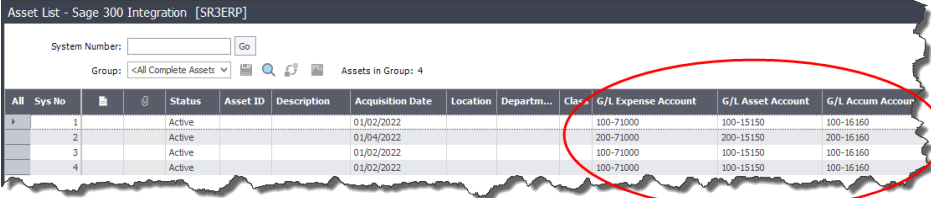
The Sage 300 Link is preinstalled; the system installs the link when you install Sage Fixed Assets.

Preparing the Data in Sage Fixed Assets

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

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

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

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

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

Step 2: Depreciate Assets in Sage Fixed Assets

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

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

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

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	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	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	SL-MM	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	
Grand Total			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	
Net Grand Total			484,000.00				0.00	484,000.00		62,626.78	5,410.11	64,921.42	127,548.20	
Count = 4														

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

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

Posting Depreciation in Sage Fixed Assets

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

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

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

3. Select the same asset group, book, and period posting date that you selected when you depreciated assets.

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

4. Enter a reference number if desired; it is not required.

5. Select the Preview button. The system displays the Posting Preview report.

```
                    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.

```
Sage 300 - Login                                              ×

Login

Enter a user name and password to login to Sage 300, then select the company to which      ?
depreciation will be sent.

   User Login

        User Name:  ADMIN

         Password:  ********

   Sage 300 Company

      Company Name:  Sarah 300 Test          ▼

                               OK        Cancel
```

6. Enter a Username and Password and select the Sage 300 company to which you are posting depreciation.

7. Select OK. The system displays the Sage 300 G/L Link Posting Parameters dialog.
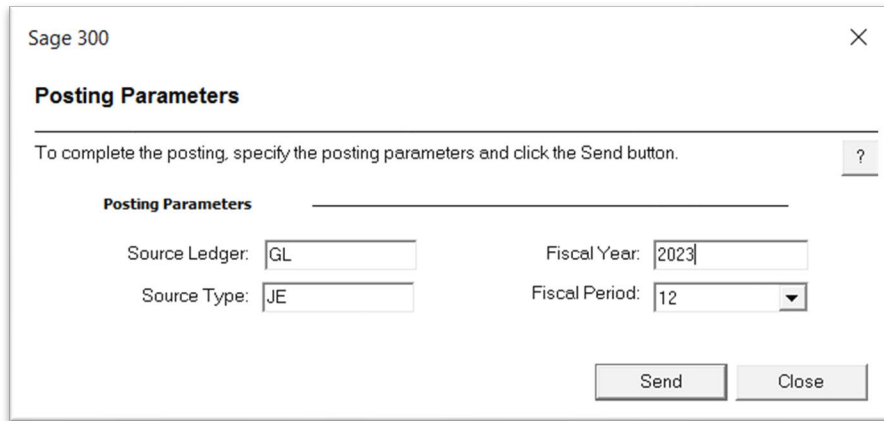
8. Enter the Source Ledger and the Source Type. The default Source Ledger is GL, and the default Source Type is JE.

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.
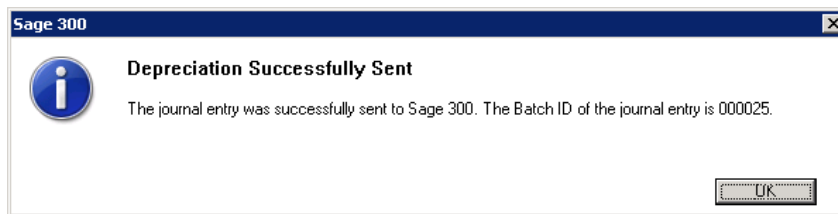
Posting the Journal Entry in Sage 300

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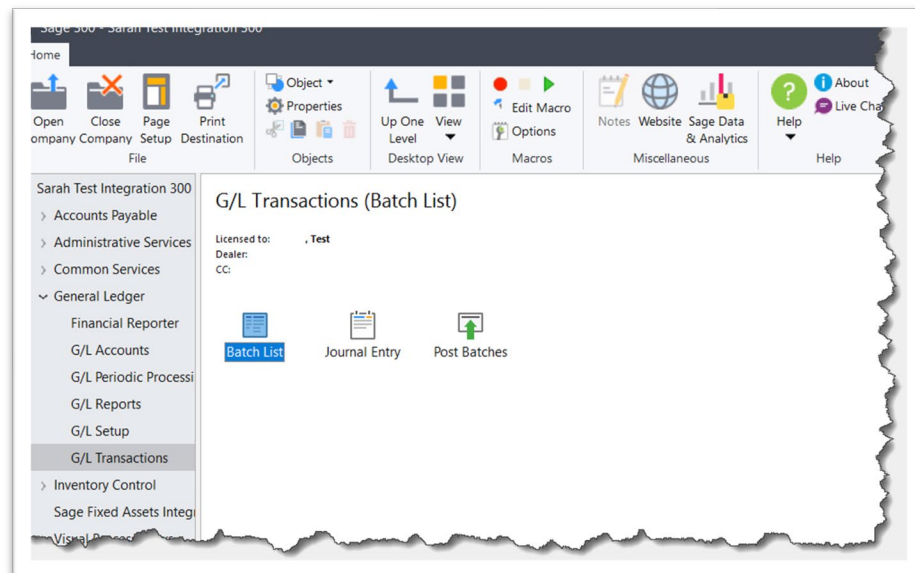
3. In the right-hand pane, double-click the Journal Entry icon. The Journal Entry dialog appears.

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

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

the G/L Journal Entry dialog.

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.
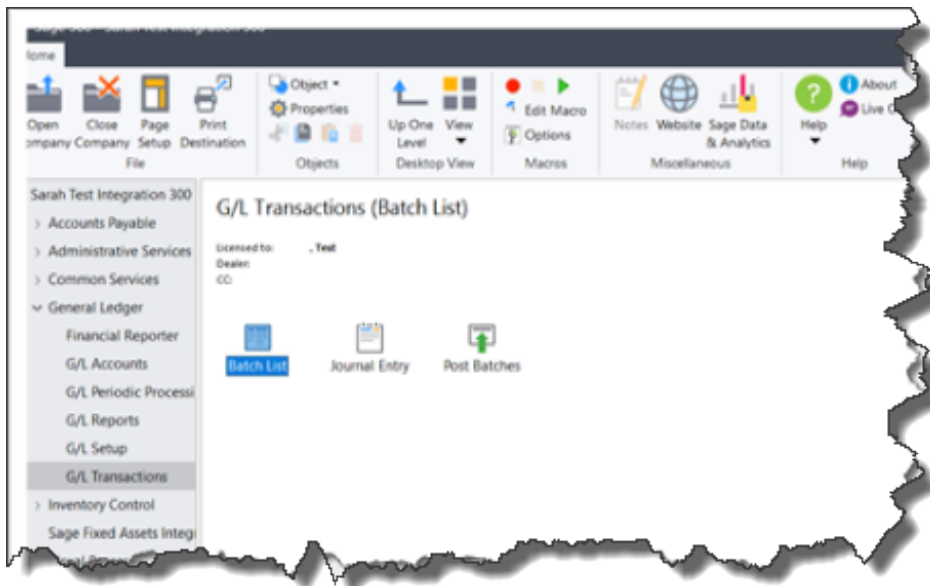
2. In the right-hand pane, double-click the Batch List icon. The system displays the G/L Batch List dialog.
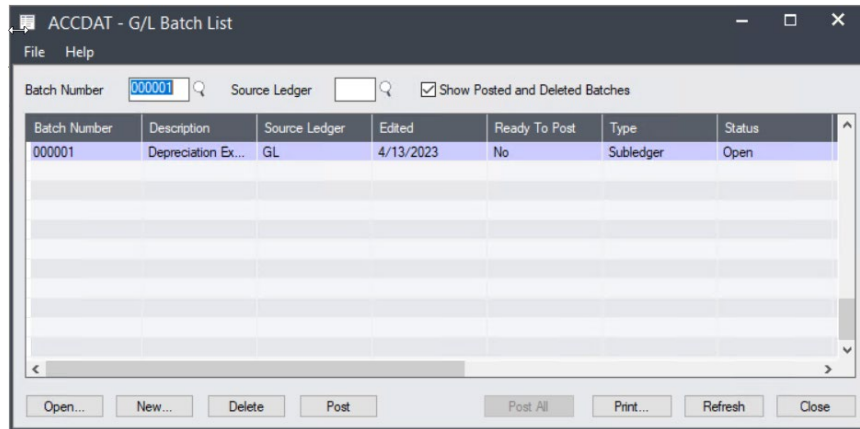
3. Highlight the batch that you want to post.

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.
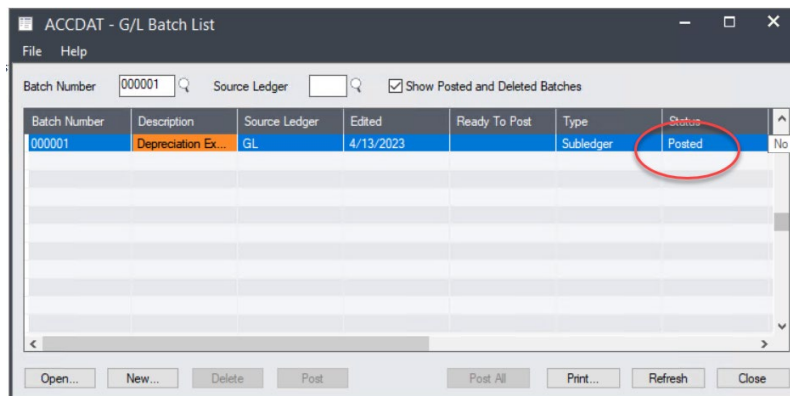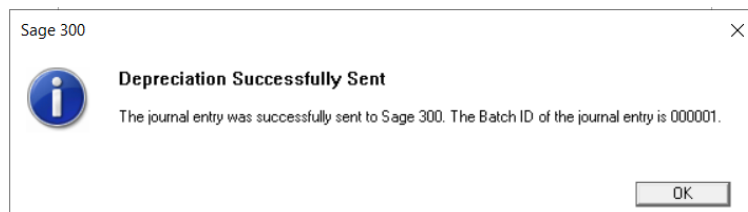
6. Select the Close button.

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.

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.

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

Installing the Link

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

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

- General Ledger and Subledger Services

- Accounts Payable

- Inventory Control

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

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

Preparing the Company in Sage Fixed Assets

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

1. In Sage Fixed Assets, enter a new asset that you want to save as a template.

2. Select Asset/Save as Template from the menu bar. The Save as Template dialog appears.
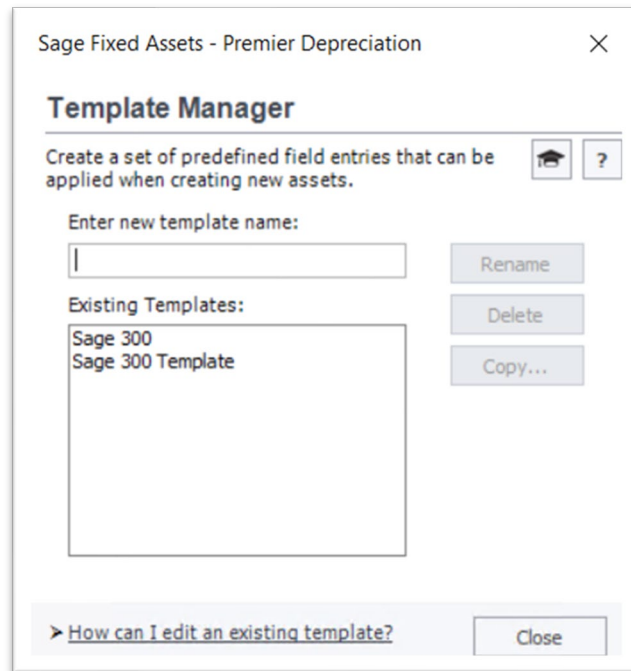
3. Enter a name for the template you are creating, and then select OK.

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 inF/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.

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

To set options for Sage Fixed Assets Integration

1. Double-click the Sage Fixed Assets Integration folder.
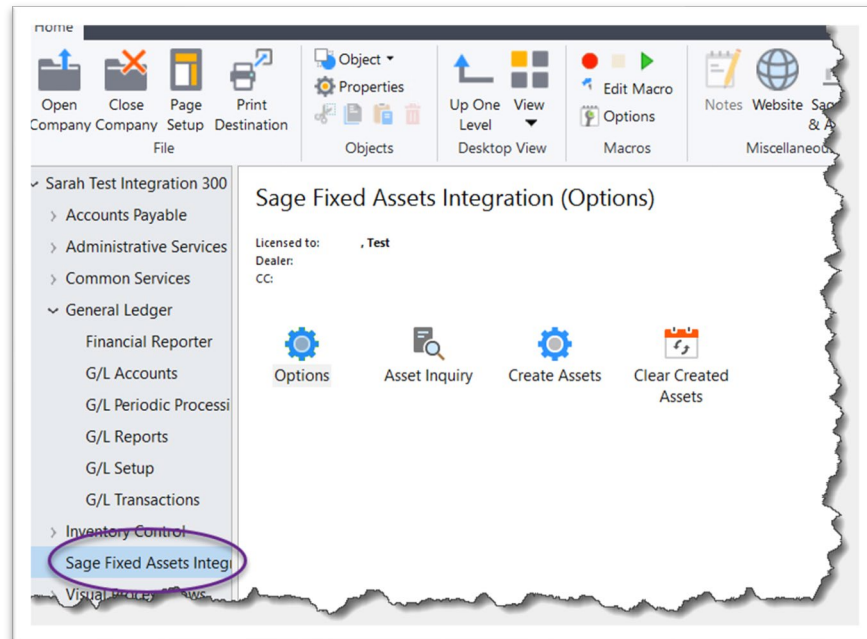
2. Double-click the Options icon. The F/A Options dialog appears.
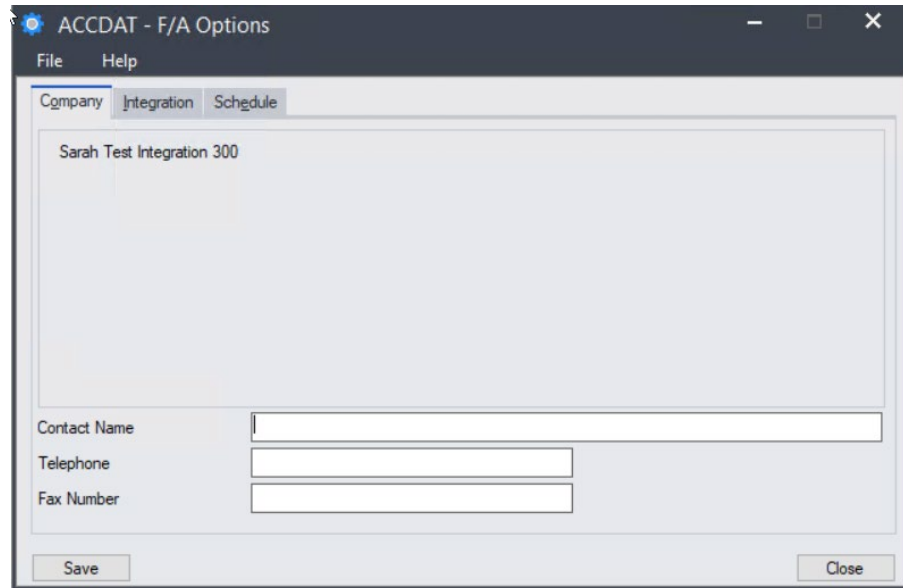
The Company tab displays information about the currently open Sage 300 company.

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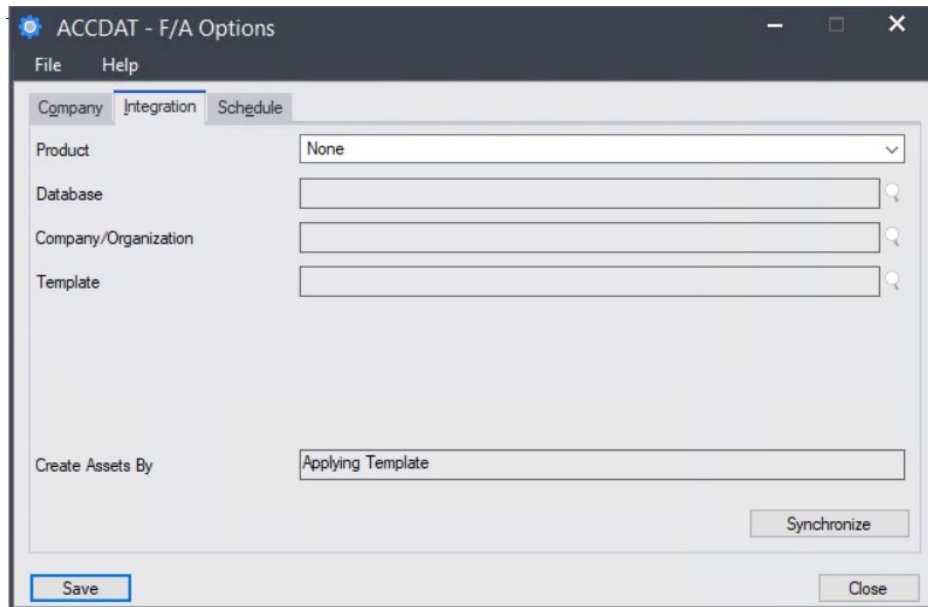
4. From the Product list, select the product with which you want to exchange asset data, and then select Save.

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

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

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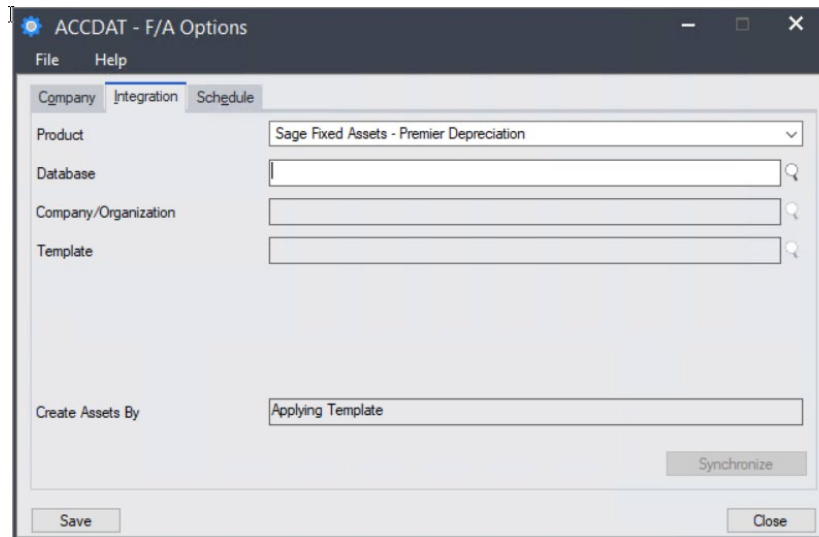
5. Select the Synchronize button to copy the Sage Fixed Assets database, company (or organization), and template information to Sage 300, which you can then select using the Finders on the Integration tab.

    A message indicates that the synchronization is complete.

6. Select the Close button to remove the message.

7. Use the Finder for the Database field to select the Sage Fixed Assets database you want to integrate with Sage 300.

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

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

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

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

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

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

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

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

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

Applying Template Then Forcing Book Defaults. Choose this option if you want the new records to use the general information from the asset template but use the book and system defaults in Sage Fixed Assets for the book information when creating the asset. This option is the recommended setting, especially if you want to enter data into the Internal (Financial) book, in addition to the Tax book. When Sage Fixed Assets Integration creates the asset records, it inserts data in the asset records in 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:
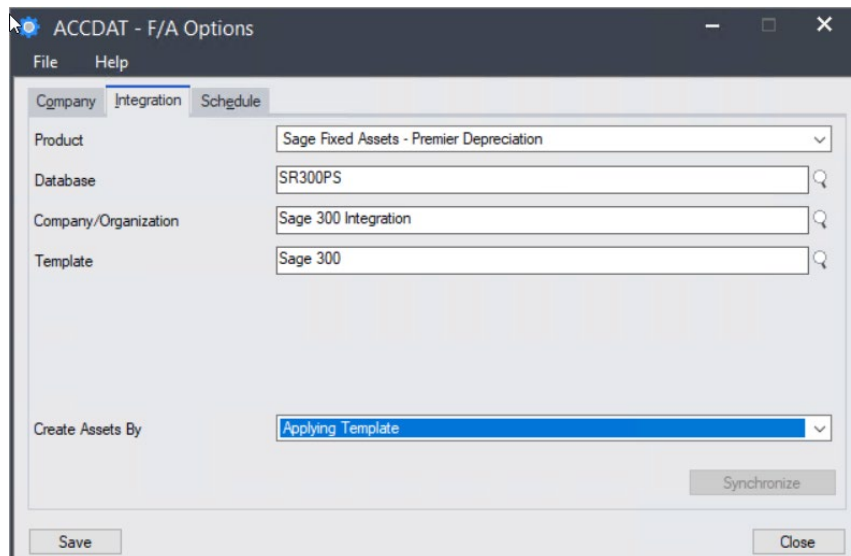
11. Select the Schedule tab.
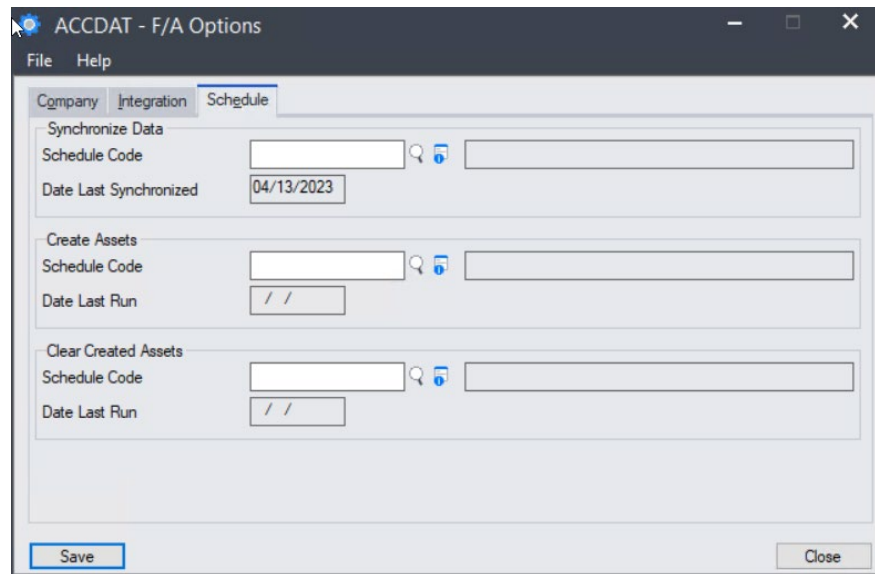
This tab allows you to select a schedule code if you want to run each of the following integration processes automatically from the Reminder List at regular intervals:

- **Synchronize Data.** You synchronize data to update the Sage Fixed Assets databases, companies (or organizations), and templates tables in Sage 300.

- **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


```
4/14/2023  9:52:58AM                        Sarah Test Integration 300                                Page 1
F/A Options (FAOPT)


Company

  Company Name:              Sarah Test Integration 300
  Address:                   2325 Dulles Corner Blvd
                             Suite 700
                             Herndon, VA 20171
                             USA


Integration

  Product:                   Sage Fixed Assets - Premier Depreciation
  Database:                  SR300PS
  Company/Organization:      Sage 300 Integration
  Template:                  Sage 300

  Create Assets By:          Applying Template

Schedule

  Synchronize Data
    Schedule Code:
    Date Last Syncrhonized:  4/13/2023
  Create Assets
    Schedule Code:
    Date Last Run:
  Clear Created Assets
    Schedule Code:
    Date Last Run:
```

Using Sage Fixed Assets Integration

In this section you will learn how to:

- Use Sage 300 Accounts Payable to enter fixed asset details for Sage Fixed Assets along with purchase transactions.

- Use Sage 300 Purchase Orders to enter fixed asset details for Sage Fixed Assets along with receipt transactions.

- Use Sage 300 Inventory Control to identify internal usage transactions that you want to track as fixed assets.

- Create asset records for Sage Fixed Assets.

- Clear asset details created for Sage Fixed Assets.

Step 1: Entering Fixed Asset Purchases for Sage Fixed Assets

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

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

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

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

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

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

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

To record the purchase of an asset for Sage Fixed Assets

1. In Accounts Payable, from the A/P Transactions folder, choose Invoice Entry.

2. Select or create a batch, create a new invoice, and enter header information as usual. (See the Sage 300 *Accounts Payable User Guide* if you need detailed instructions on entering invoices.)

3. Select the detail-entry grid, and then select the Account/Tax button or press the F9 key.

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.

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 Fixed Assets Integration does not contain the asset information.

Step 3: Creating Asset Records for Sage Fixed Assets

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

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

When you run Create Assets, the program:

- Selects asset transactions processed in Sage 300 for which no Sage Fixed Assets record has yet been created.

- Creates asset records in Sage Fixed Assets using the method you specified on the F/ A Options dialog. (Note that the unit of measure is not passed to Sage FixedAssets.)

To create Sage Fixed Assets asset records

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

   Assets. The F/A Create Assets dialog appears.
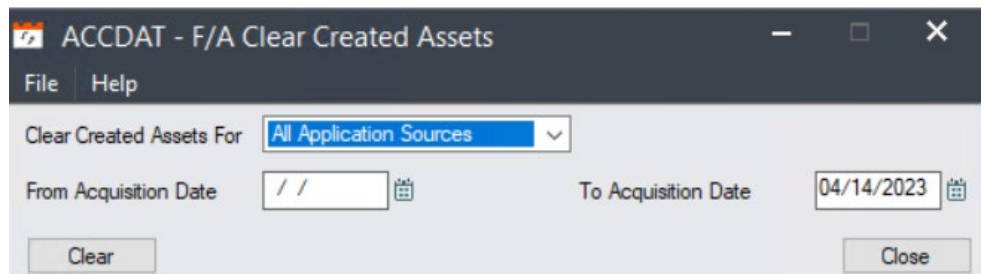
   You can create the assets in Sage Fixed Assets for fixed asset details processed in one Sage 300 program (for example, Accounts Payable) or for all programs.

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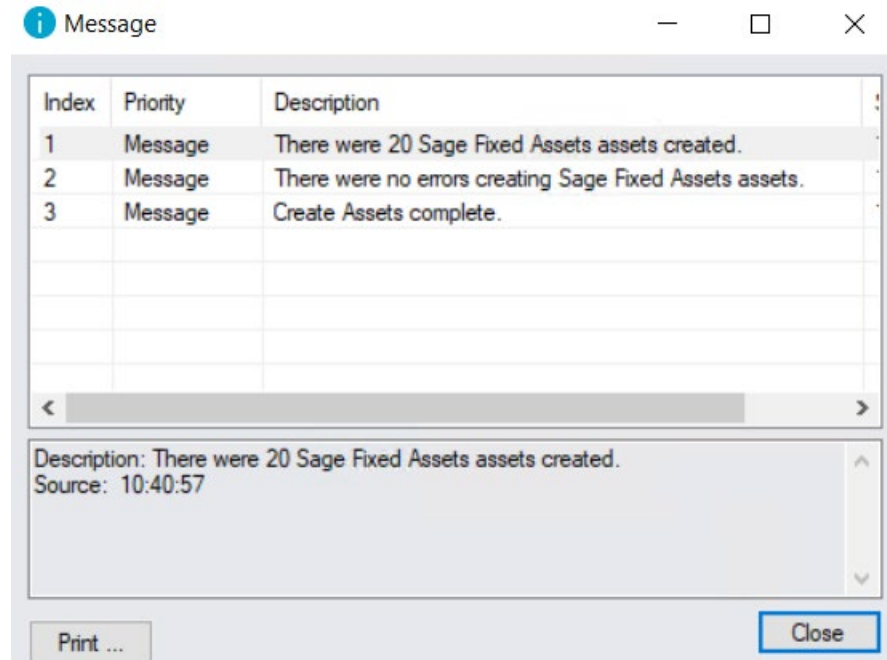
If the message tells you that some or all of the records were not created in Sage Fixed Assets, you must:

- Look up the error in the Asset Inquiry dialog.
- Correct the error on the Asset Inquiry dialog, as described in the section .
- 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.

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.
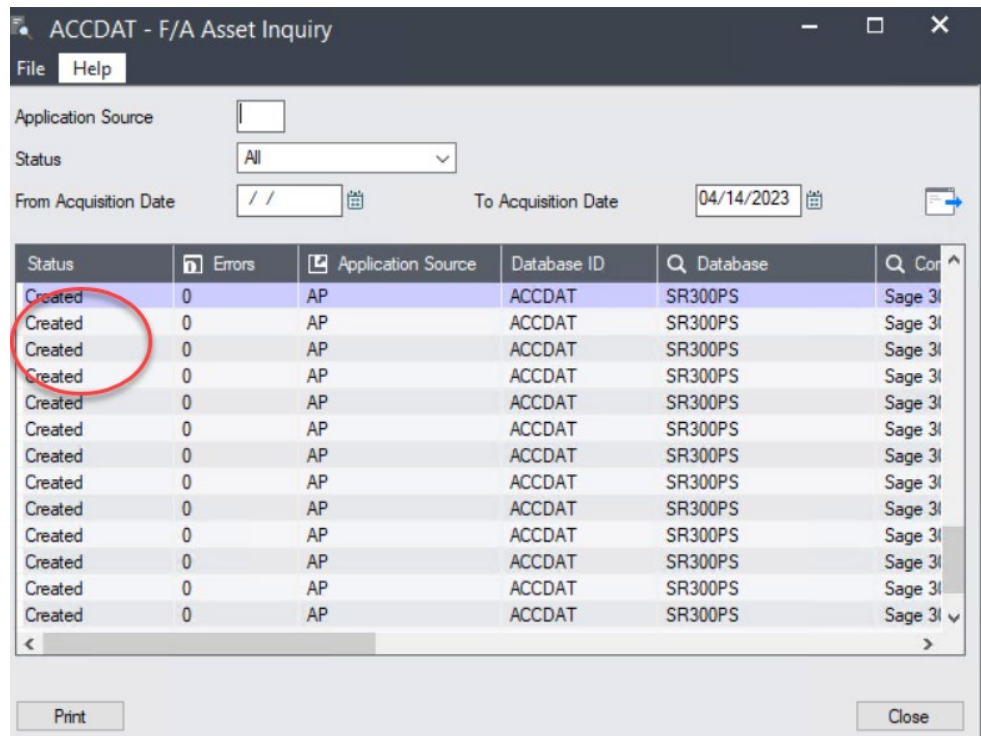
2. Fill in the selection fields at the top of the dialog if you want to limit the display to asset details that meet certain criteria, as follows:

    -   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 Datefields.

    -   Select Go.

    The program displays asset details that meet the specified criteria.

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

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

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

    The information provided for each asset includes:

- **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.
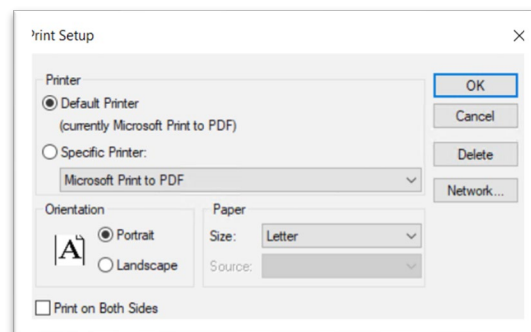
   • Select the printing options you want to use for this report, and then select OK.

6. On the File menu, select Print.

Sample F/A Assets Report

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.
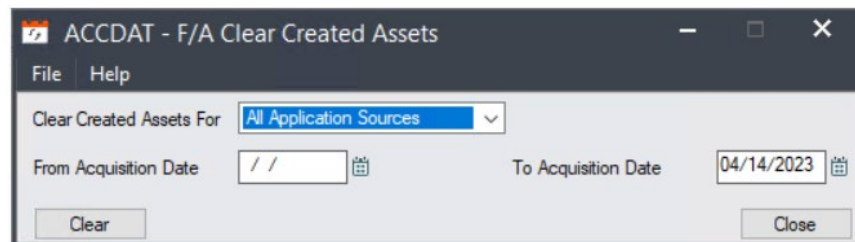
2. Use the drop-down list to specify how to clear assets. You can clear assets for a specific application or for all applications. If you select the option Clear Created Assets For One Application Source, specify in the adjacent field the source code for the Sage 300 application (for example, IC or AP).

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

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 FixedAssets—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.
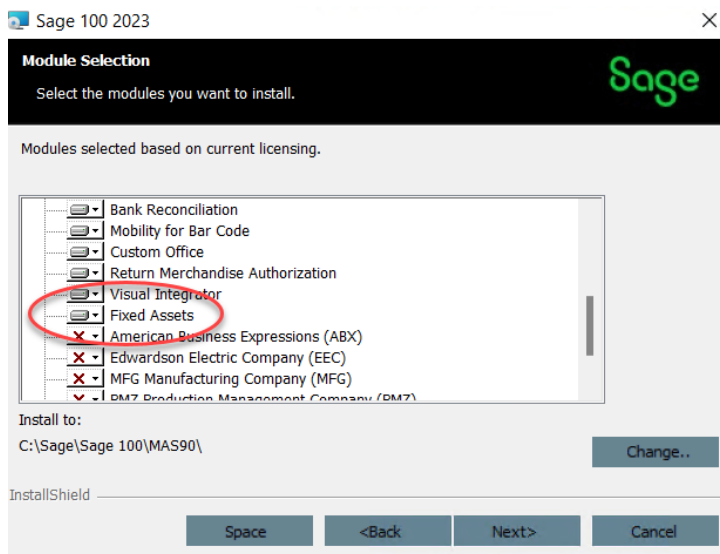
Step 2: Activating the Fixed Assets Module

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.

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

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.

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.

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.

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

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

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

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

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

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.

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.
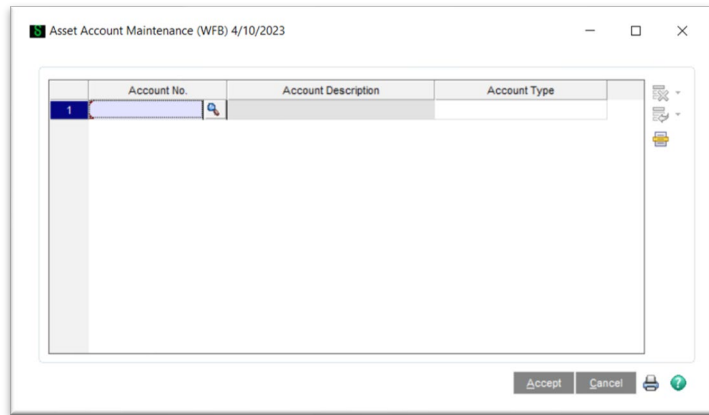
2. Select the lookup icon to the right of the Account Number field. The G/L Account List dialog appears.
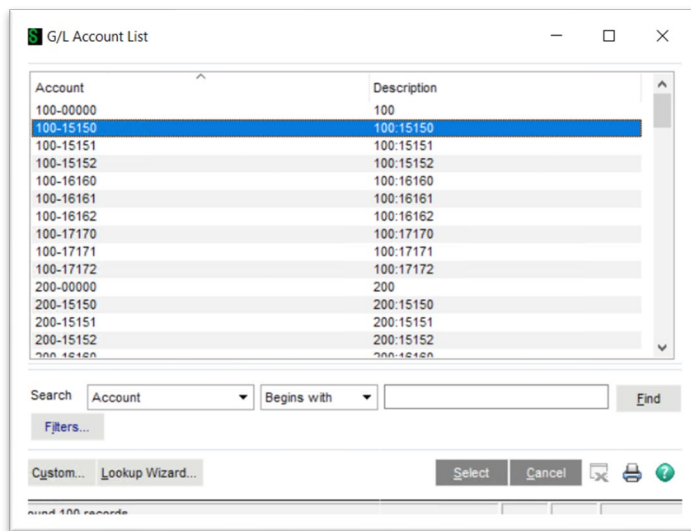
3. Select the G/L Asset Account numbers used in Sage Fixed Assets by double-clicking on them. For this example, we selected **100-15150**. When the system returns to the Asset Account Maintenance dialog, select OK to add the number to the listbox.
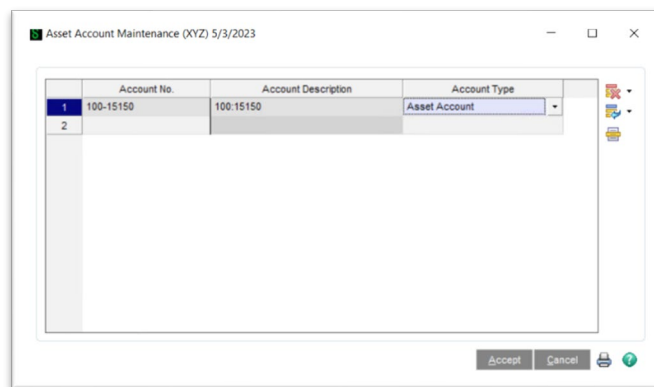
4. Select the Asset Account number used in Sage FixedAssets.

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
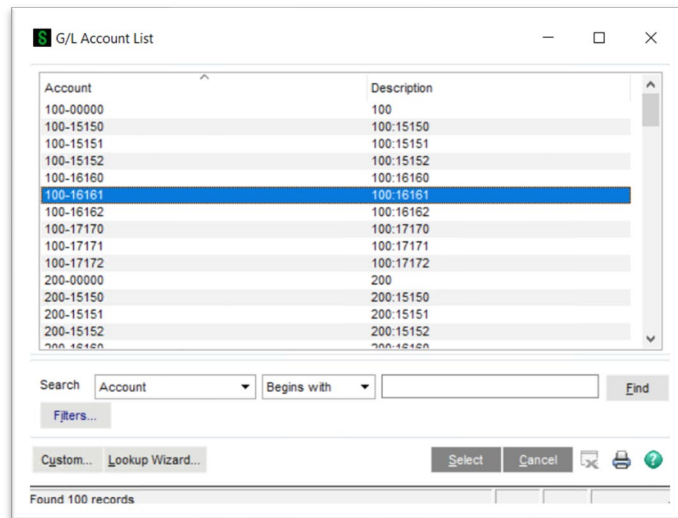
7. In the Account Type field, select Accumulated Depreciation, and select OK to add it to the list box. For this example, we selected **100-16161**

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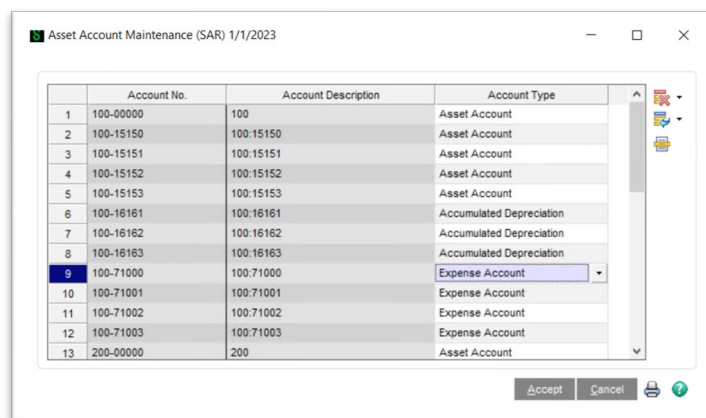
10. Repeat steps 2 through 7 until you have added all of the asset account numbers, accumulated depreciation account numbers, and expense account numbers in the Sage Fixed Assets company.
11. Select the Accept button to close the dialog.

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.
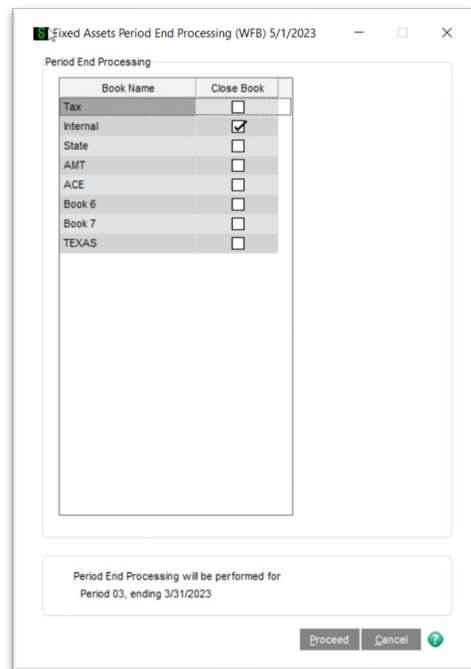
2. Make sure the period end processing will be performed for the correct period-end date.

3. Select the Proceed button. The Fixed Assets Journal dialog appears.

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

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

4. Select the Preview button to display the Fixed Assets Journal.

5. Close the Preview of the report. The Fixed Assets Journal report appears.

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.
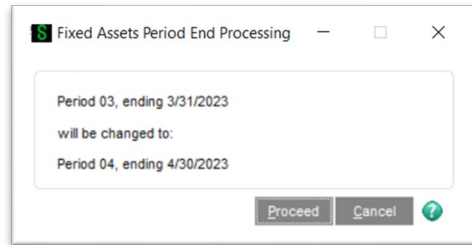
6. Select the Proceed button to update the period. In this example, the period is updated from **03** to **04**. A confirmation message indicates that period end processing is complete.

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.
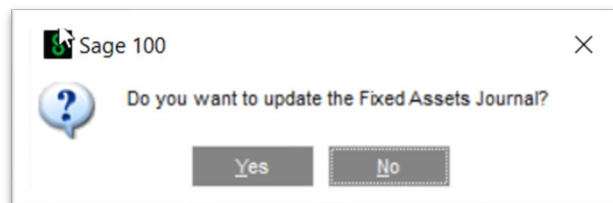
11. Select the Yes button.

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.

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

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

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

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

- Enter Vouchers (AP)

- Enter Receipt of Invoice (PO)

- Purchase Order Entry (PO)

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

Installing the Link

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

Preparing the Company in Sage Fixed Assets

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

1. In Sage Fixed Assets, enter a new asset that you want to save as a template.

2. Select Asset/Save as Template from the menu bar. The Save as Template dialog appears.
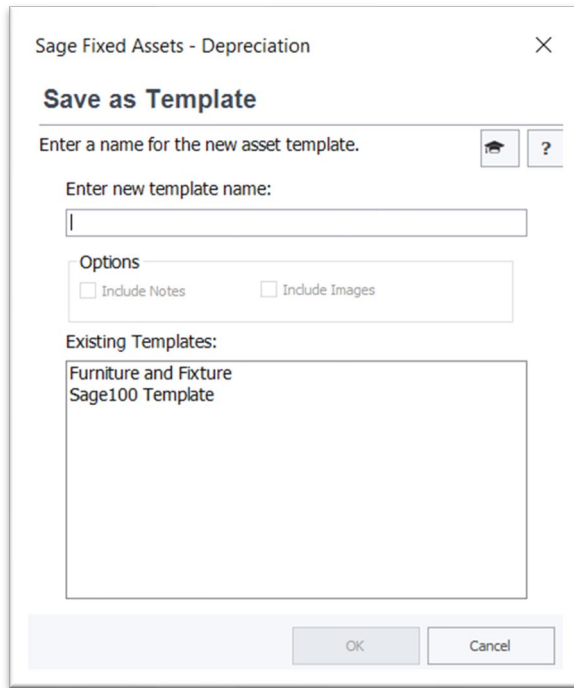
3. Enter a name for the template you are creating, and then select OK.

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.
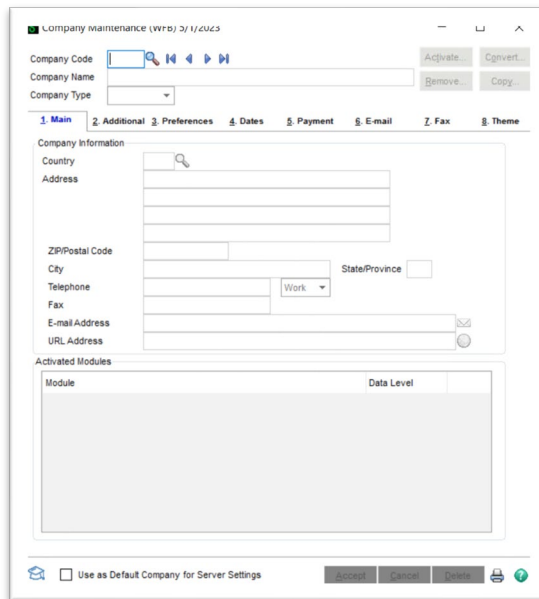
2. Select the Lookup icon for the Company Code field to select the company you want to link to Sage Fixed Assets. The Company List dialog appears.
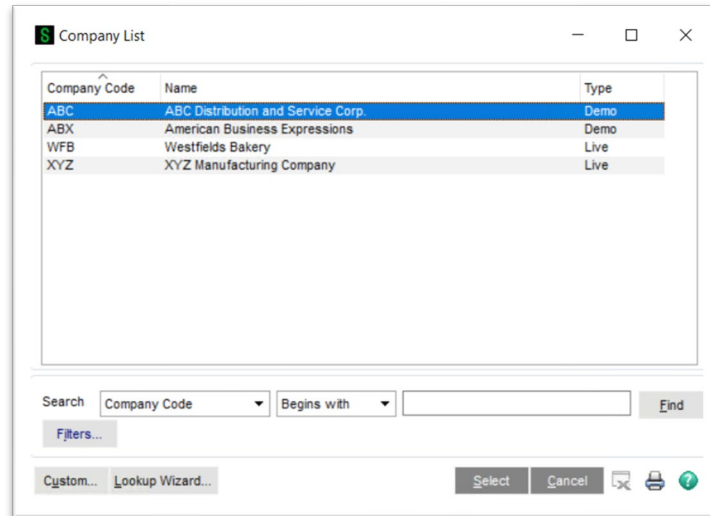
3. Select the desired company, and then choose the Select button. The system returns to the Company Maintenance dialog.

4. Select the Activate button. The Activate Module dialog appears.
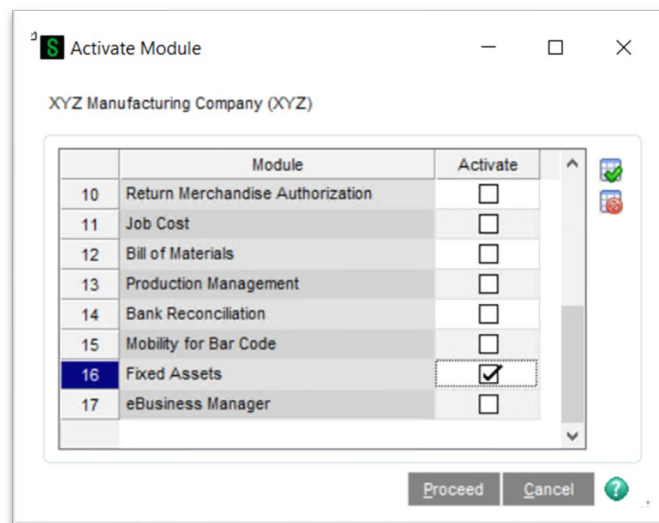
5. Select the Activate check box for the Fixed Assets module.

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.

Fixed Assets Options (WFB) 5/1/2023

1. Main   2. Additional

Database: TEST
SFA Company: Sage 100 Integration
Book Definition Field: None

Current Fiscal Year: 2023
Current Period: 04
Default Posting Book: Internal
Post to General Ledger in Detail: ☐

Integrate with
Accounts Payable: ☐
Purchase Order: ☐
Require Template to Create Assets from A/P and P/O: ☐

Accept   Cancel

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.
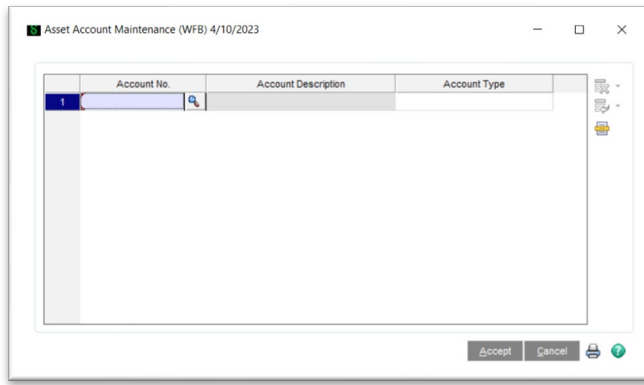
2. Select the Lookup icon for the Account No. field. The G/L Account List dialog appears.
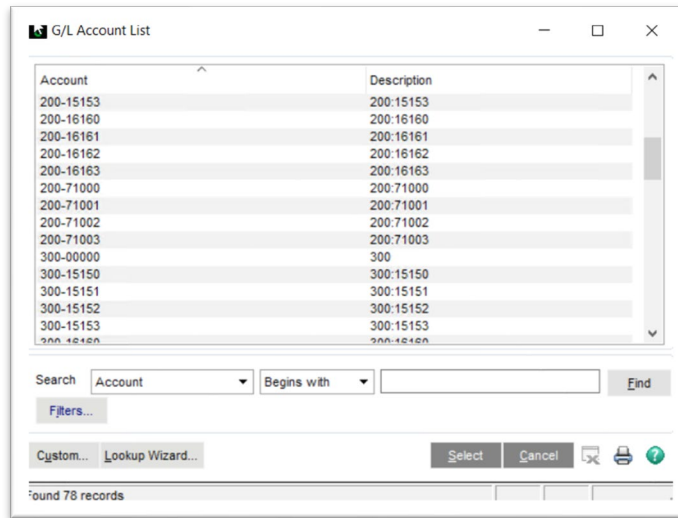
3. Select the desired G/L Account number, and then choose the Select button. The system returns to the Asset Account Maintenance dialog.

4. In the Account Type field, select **Asset Account**.

5. Select OK to add the G/L Account Number to the list box.
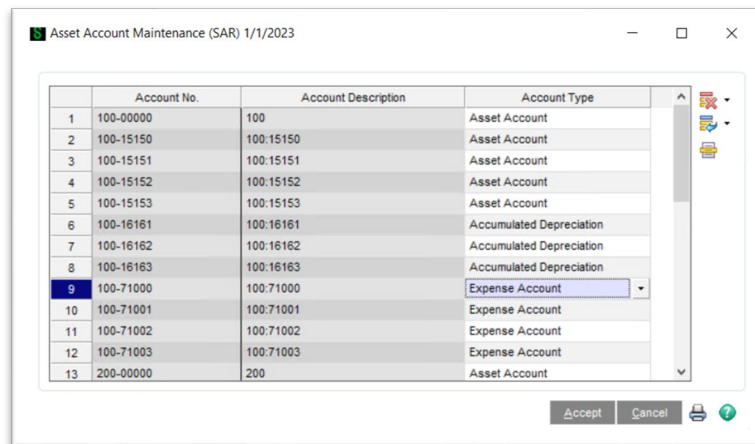
6. Select the Accept button.

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.

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.
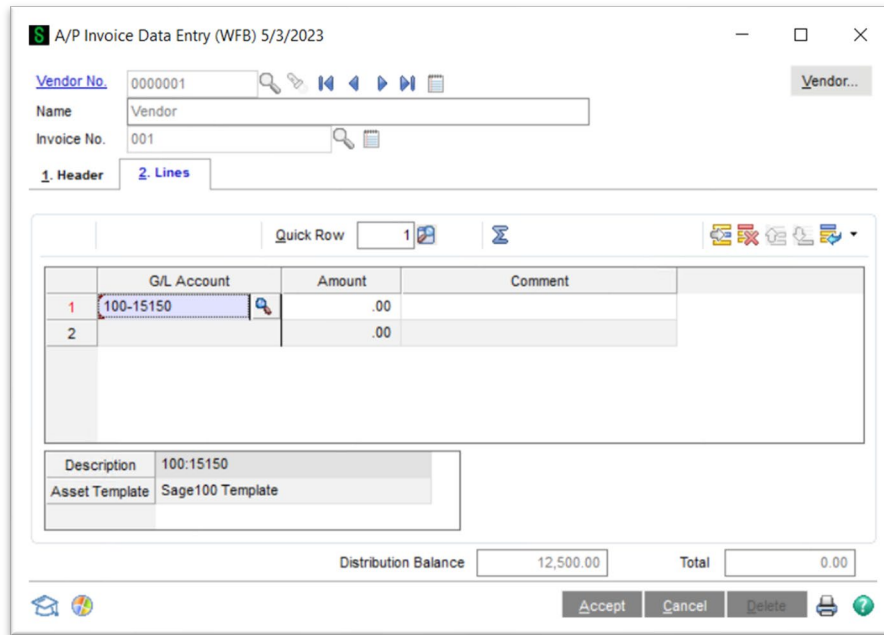
6. Select the Lookup icon for the G/L Account field. The G/L Account List dialog appears.
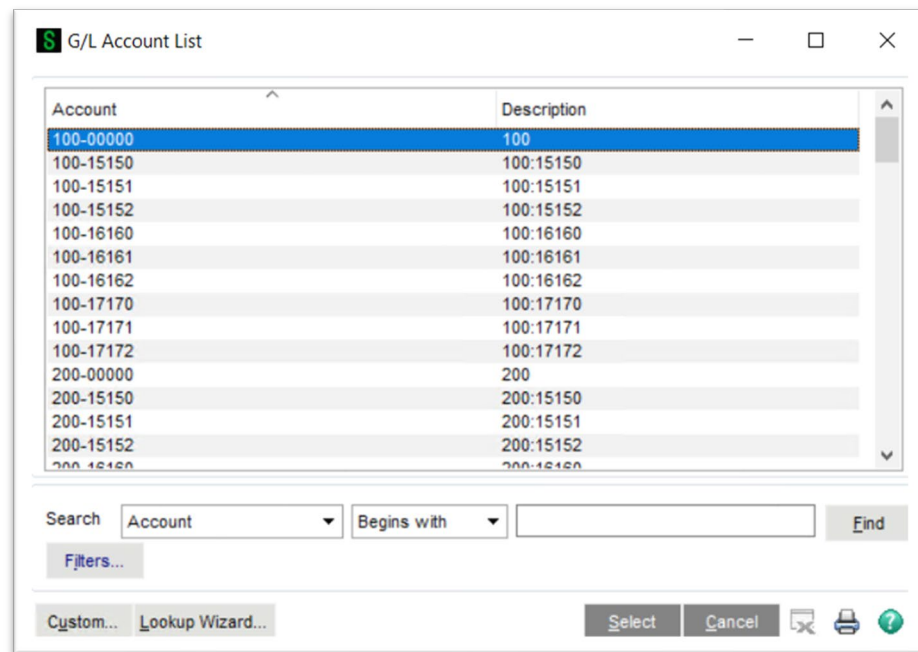
7. Select the desired G/L Account number, and then choose the Select button. The system returns to the A/P Invoice Data Entry dialog.

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.
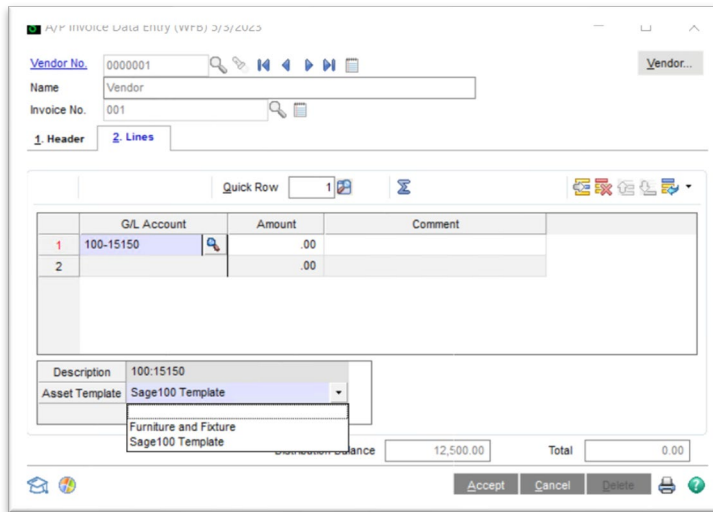
10. Repeat steps 6 through 9 for each line item.

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.
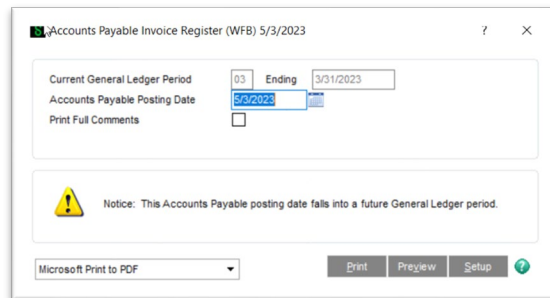
2. Select the Print button. A message asks if you want to update the Invoice Register.
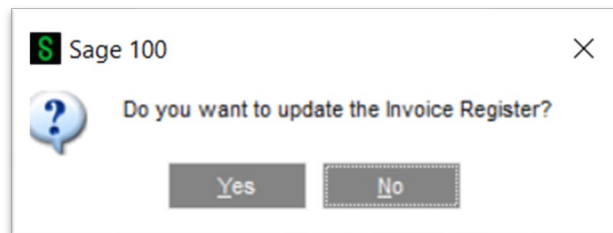
3. Select the Yes button. The system updates the Invoice Register and sends the Invoice Register to the default printer.

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

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.

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

Chapter 6
Sage 100 Premium Link (Premier users only)

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

We refer to all versions of Sage Fixed Assets—Depreciation that are compatible with this link as "Sage Fixed Assets." For a list of products that work with this link, see the chart on page 5. In this chapter, "Sage Fixed Assets" does not include Sage Fixed Assets— Tracking or Sage Fixed Assets—Planning.
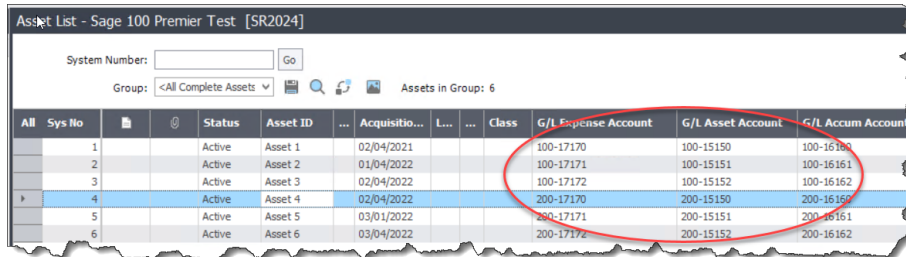
The Sage 100 Premium Link is installed with Sage Fixed Assets.

Preparing the Data in Sage Fixed Assets

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

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

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

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	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	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	

	Acquired Value		Salv/168	Depreciable Basis		Prior Accum Depreciation	Depreciation This Run	Current YTD Depreciation	Current Accum Depreciation
Grand Total	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                                   Group: Active Assets
FYE: December                                    Reference Number: Dec23


         Account Number  Account Name              Debit        Credit

              100-17170  Depreciation Expense     1,041.67
              100-17171  Depreciation Expense       816.67
              100-17172  Depreciation Expense       100.00
              200-17170  Depreciation Expense       208.33
              200-17171  Depreciation Expense        83.33
              200-17172  Depreciation Expense       625.00
              100-16160  Accumulated Depreciation              1,041.67
              100-16161  Accumulated Depreciation                816.67
              100-16162  Accumulated Depreciation                100.00
              200-16160  Accumulated Depreciation                208.33
              200-16161  Accumulated Depreciation                 83.33
              200-16162  Accumulated Depreciation                625.00


         Grand Total:                            2,875.00      2,875.00
```

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

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

10. Select OK to close the message box.

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

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.
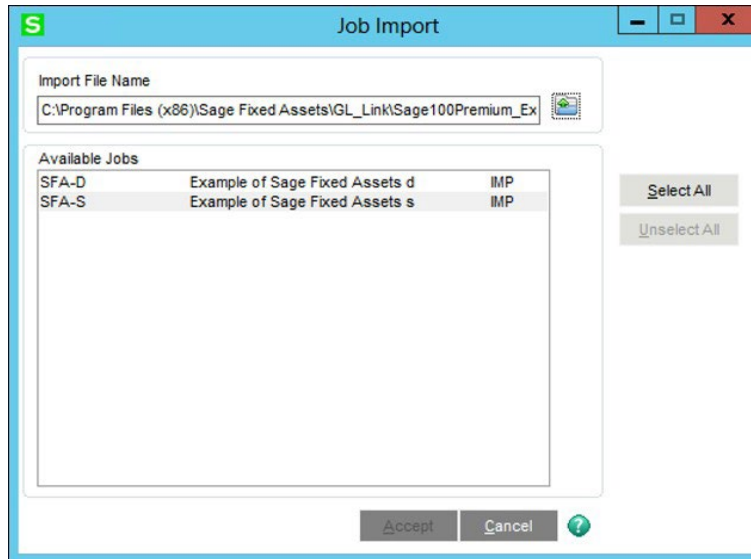
4. Select on Select All and Accept.

5. Select OK on the warning message that appears.

Step 2: Importing the Link File

1. Select Modules/Visual Integrator/Main/Job Select.
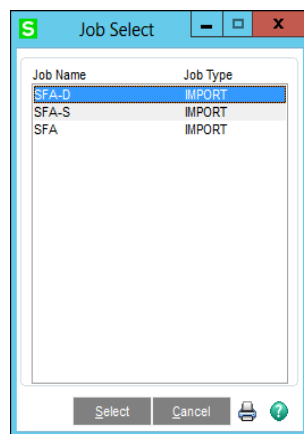
2. Select the import job you want to run and then the Select button. The system displaysa dialog that allows you to specify the location and name of the file in the Import File Name field.
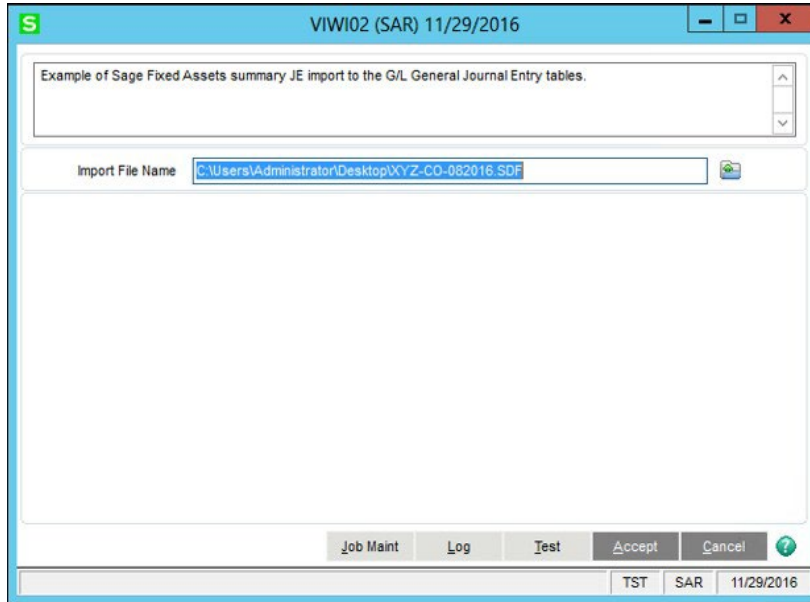
3. Use the browse button to locate the GLLINK.SDF file.
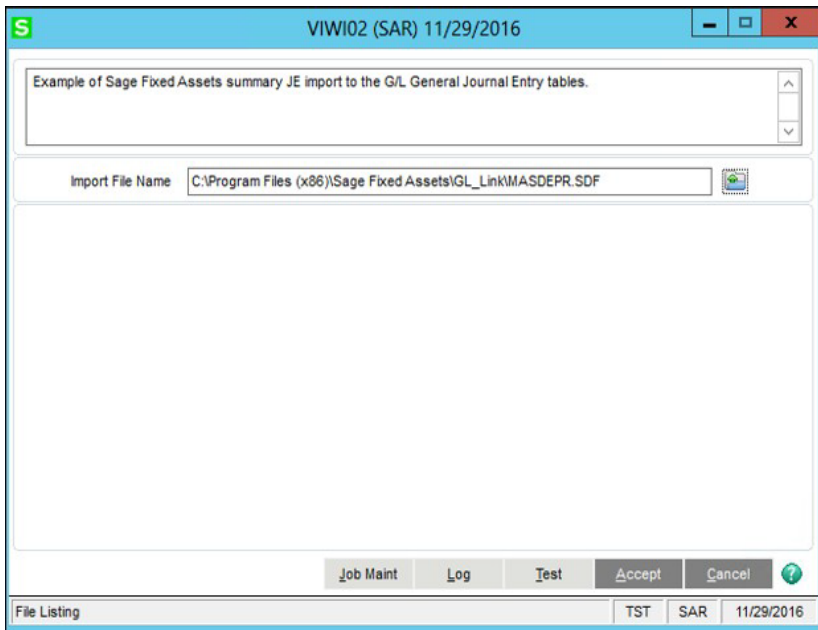
4. Select the Test button. The Job Test dialog appears.
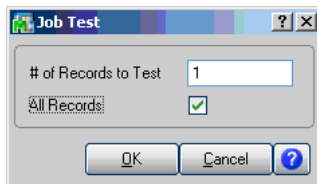
5. If you want to test all records in the file, then select the All Records checkbox.

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.
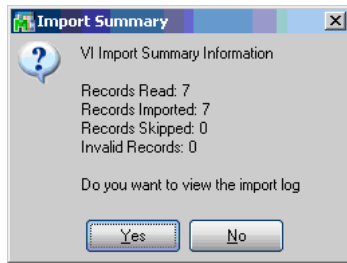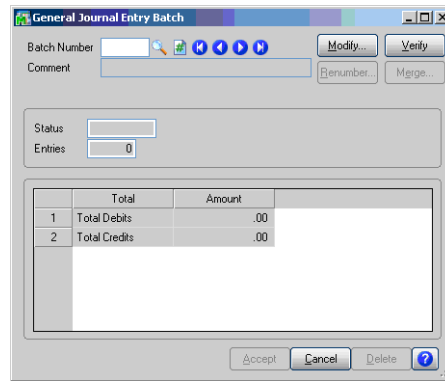
7. Select Yes to view the import log.
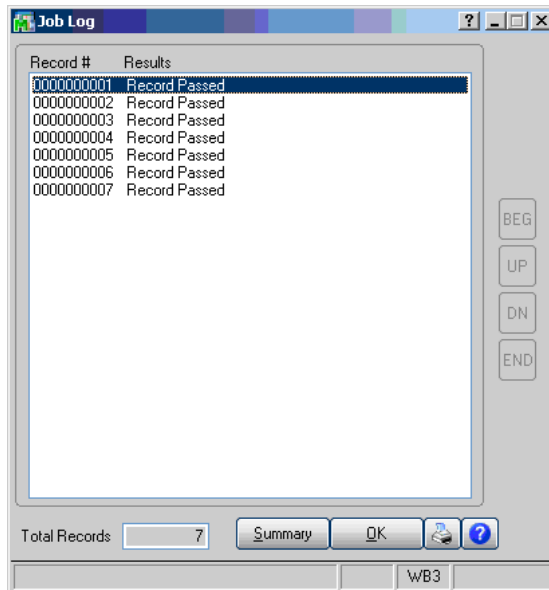
8. Select OK. The system returns to the import dialog.

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.
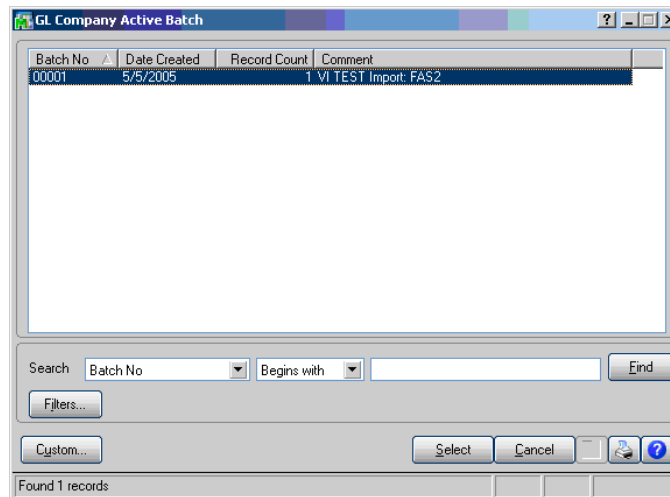
2. Select the Lookup icon next to the Batch Number field. The GL Company Active Batch dialog appears.
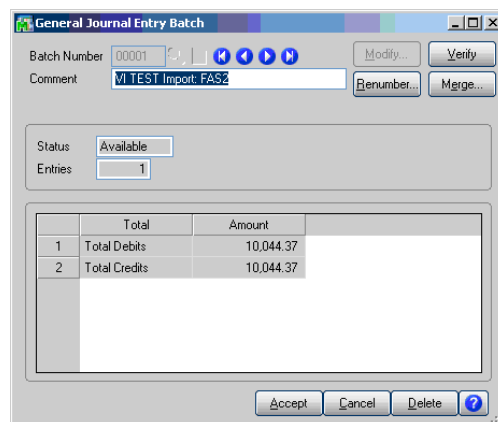
3. Select the batch that you have imported, and then the Select button. The system returns to the General Journal Entry Batch dialog.

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

Chapter 7
Sage 500 ERP Link

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

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

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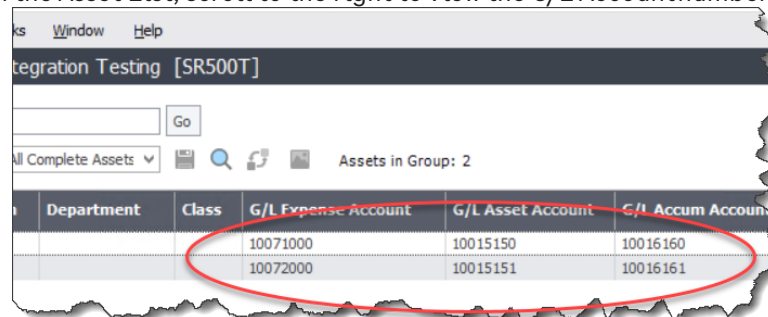
The Sage 500 ERP Link is preinstalled; the system installs the link when you install Sage Fixed Assets.

Preparing the Data in Sage Fixed Assets

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

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

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

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
FYE Month = December

Group = All Complete Assets

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	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	
		Grand Total	830,000.00				0.00	830,000.00		81,666.67	6,916.67	83,000.00	164,666.67	
		Less disposals and transfers Count = 0	0.00				0.00	0.00		0.00			0.00	
		Net Grand Total	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.

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.

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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.

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.

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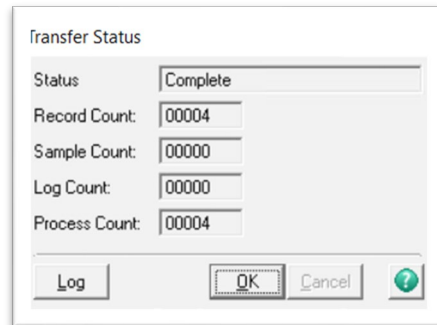
13. Wait until the Status field displays "Complete," and then select OK. The system displays a message indicating the G/L data was exported successfully.

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.
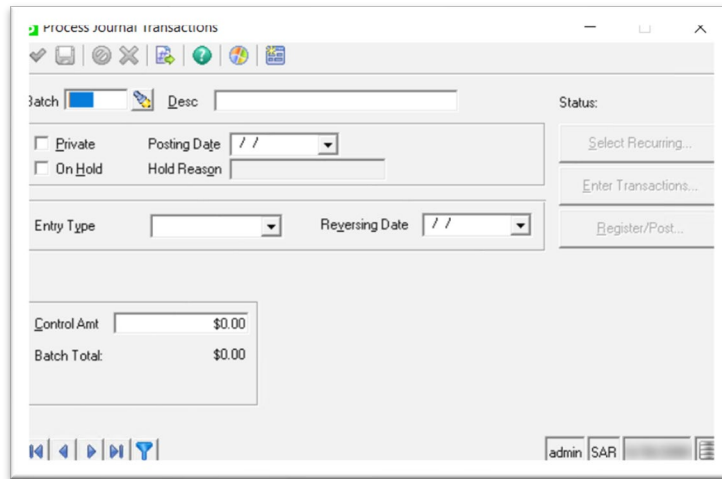
3. Select the flashlight icon to the right of the Batch field. The system displays the Lookup Window dialog that allows you to select the desired batch.
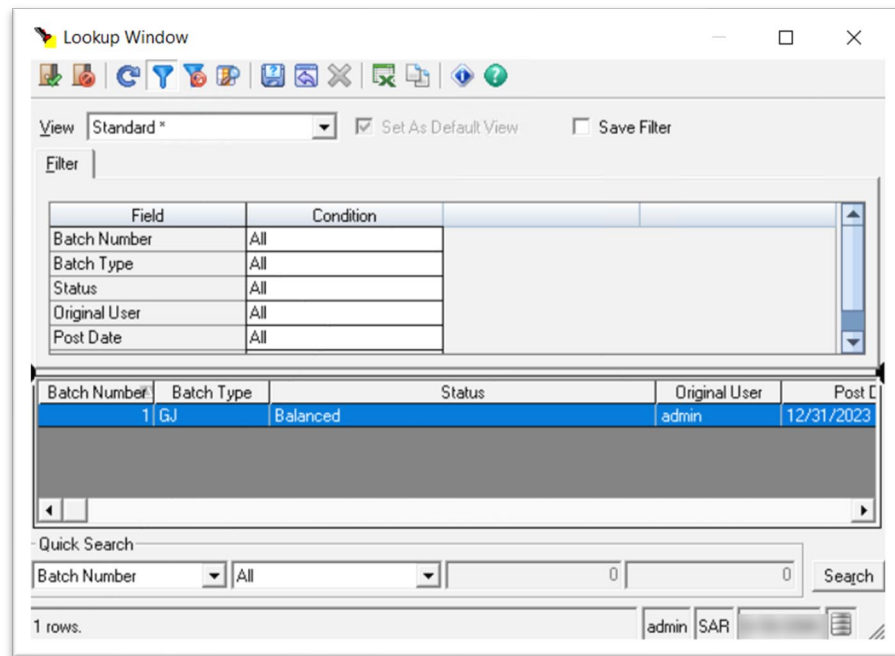
4. Scroll down until you see FixedAssets Transaction Import in the Batch Comment column.

5. Select (highlight) that line, and then select the Finish and Exit button. The system returns to the Process Journal Transactions dialog.
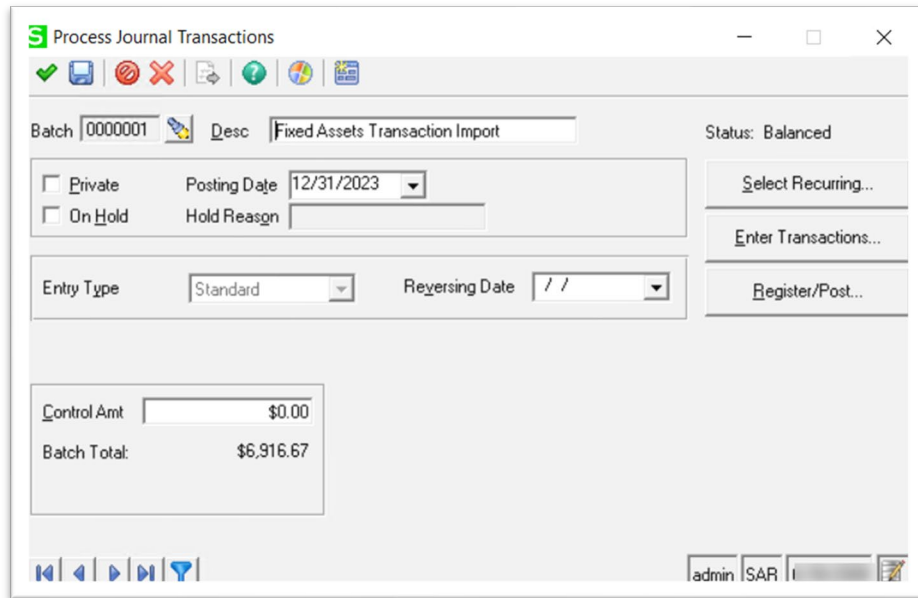
6. Enter the correct posting date in the Posting Date field. For this example, the posting date is **12/31/2023**.

Step 2: Verifying the Journal Entry

1. Select the Enter Transactions button. The Enter Journal Transactions dialog appears.
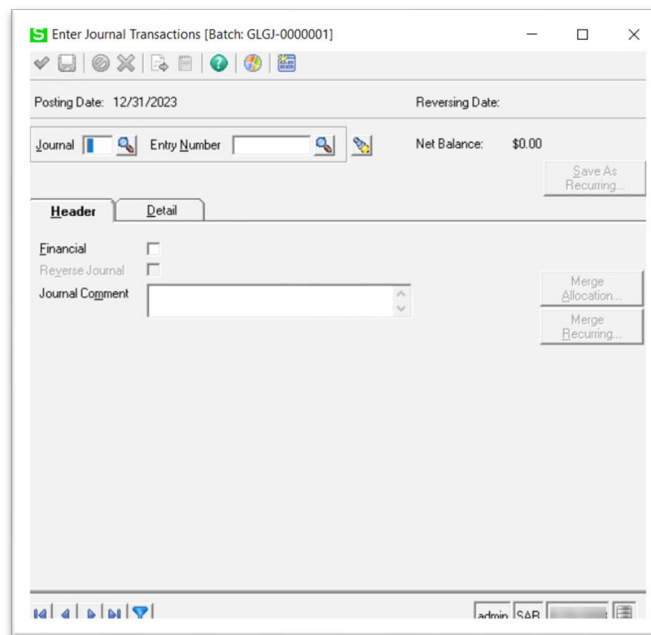
2. Select the Search icon (magnifying glass) to the right of the Journal field. The system displays the Lookup Window dialog that allows you to select the journal transaction.
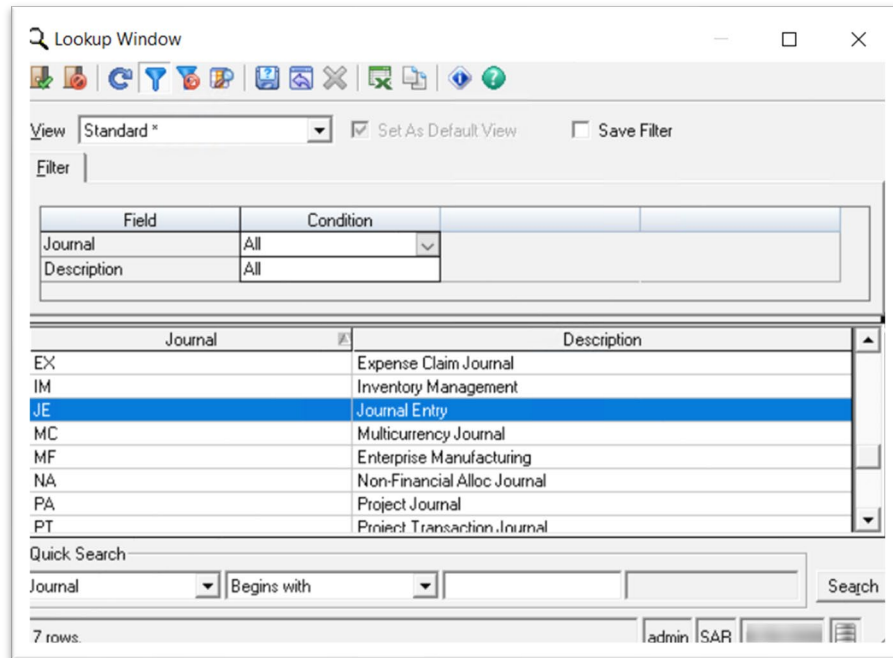
3. Scroll down until you see the JE Journal Entry, and double-click on that line. The system returns to the Enter Journal Transactions dialog.

4. Select the Search button (magnifying glass) to the right of the Entry Number field. The Lookup Window dialog appears.
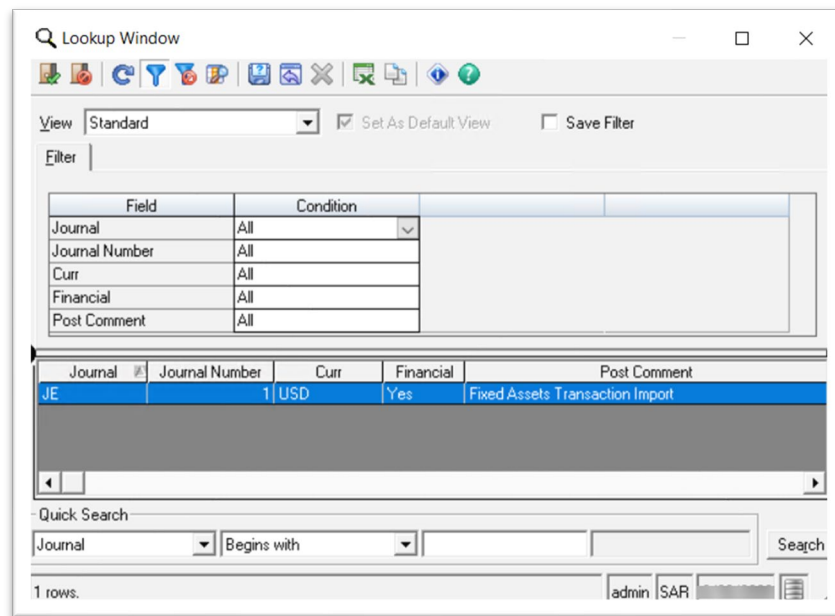
5. Double-click on the JE Journal Entry line. The system returns to the Enter Journal Transactions dialog.
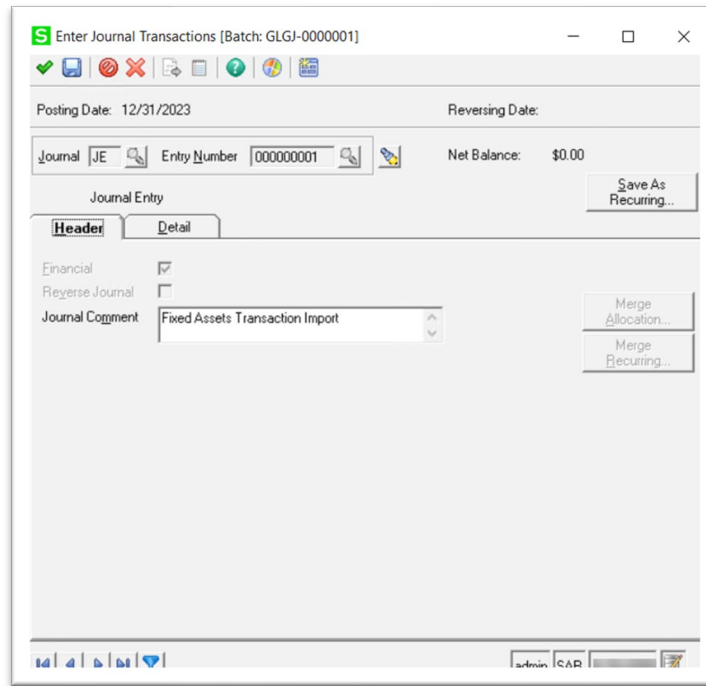
6. Select the Detail tab. The Detail page of the Enter Journal Transactions dialog appears.
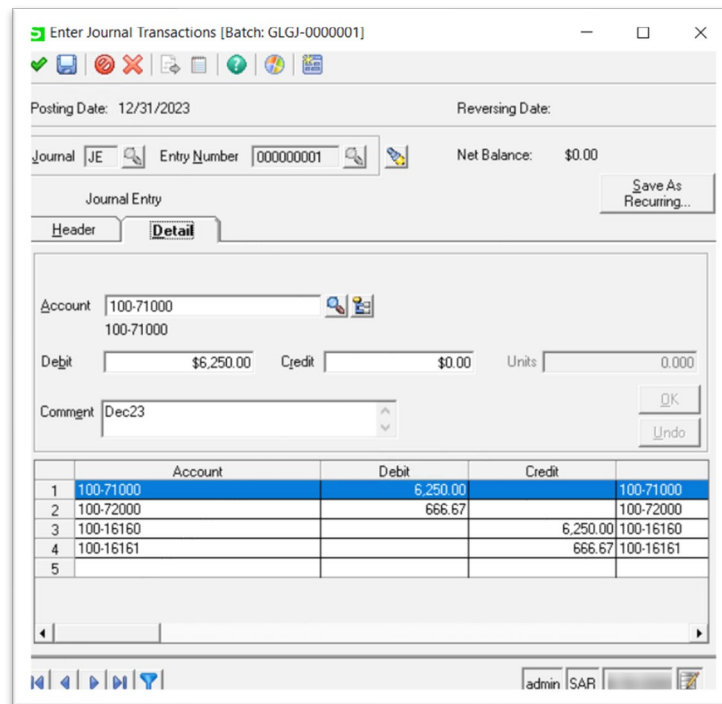
7. Verify the journal entry. The total amount of depreciation expense should match the grand total amount in the Debit and Credit columns on the General Ledger Posting report.

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)

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 . In this chapter, "Sage Fixed Assets" does not include Sage Fixed Assets— Tracking or Sage Fixed Assets—Planning.

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

Installing the Link

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

Preparing the Company in Sage Fixed Assets

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

1. In Sage Fixed Assets, enter a new asset that you want to save as a template.

2. Select Asset/Save as Template from the menu bar. The Save as Template dialog appears.
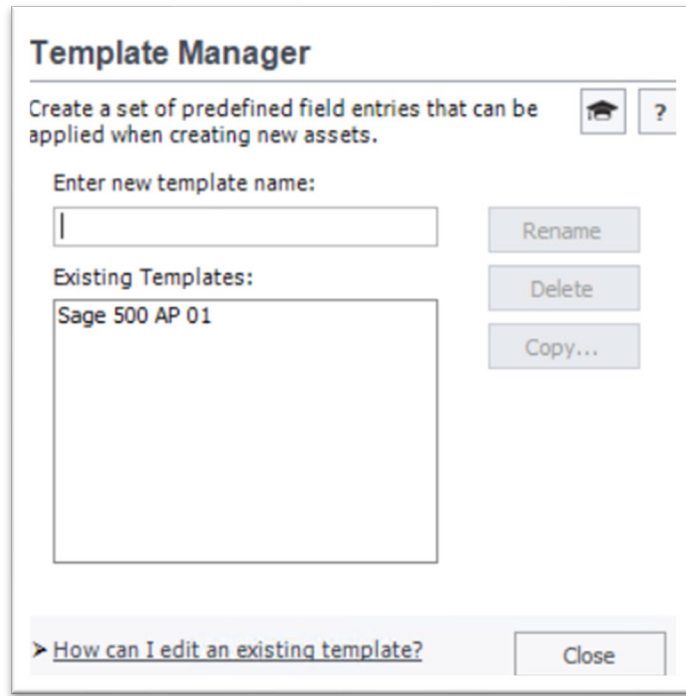
3. Enter a name for the template you are creating, and then select OK.

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.
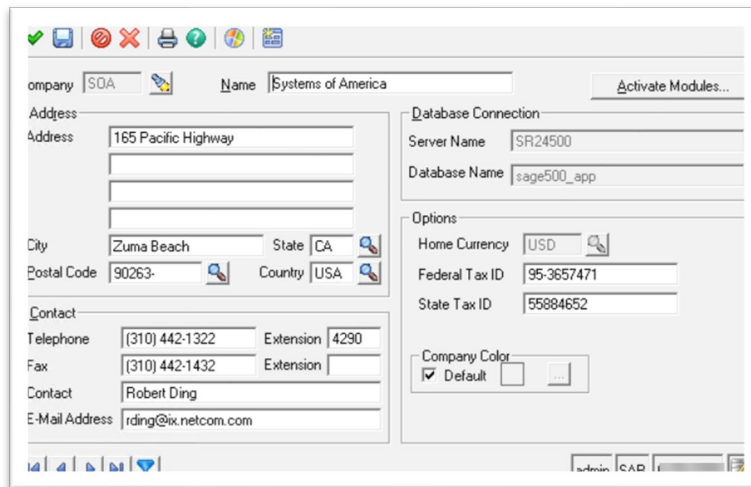
3. In the Company field, select the company that you want to link to Sage Fixed Assets.

4. Select the Activate Modules button. The Activate Modules dialog appears.
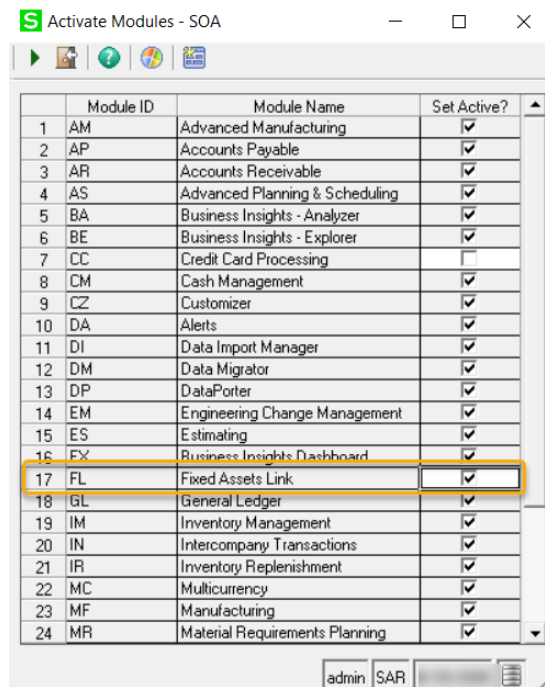
5. For the FL – Fixed Asset Link, select the check box in the Set Active column.

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.
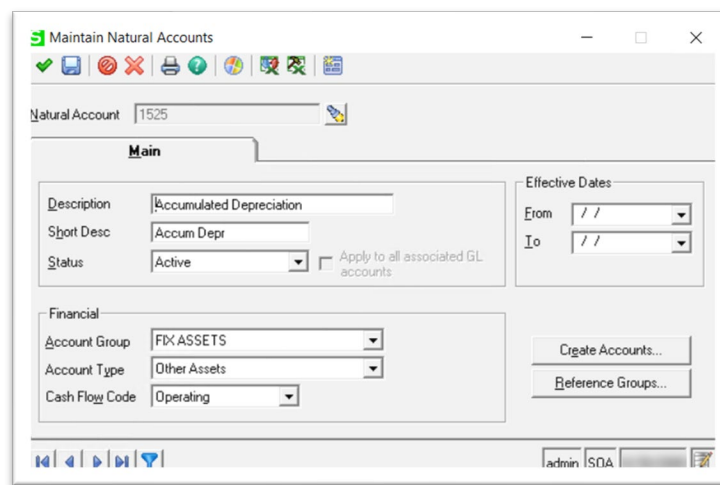
2. Select the Lookup button to the right of the Natural Account field. The Lookup Window dialog for the Natural Account field appears.
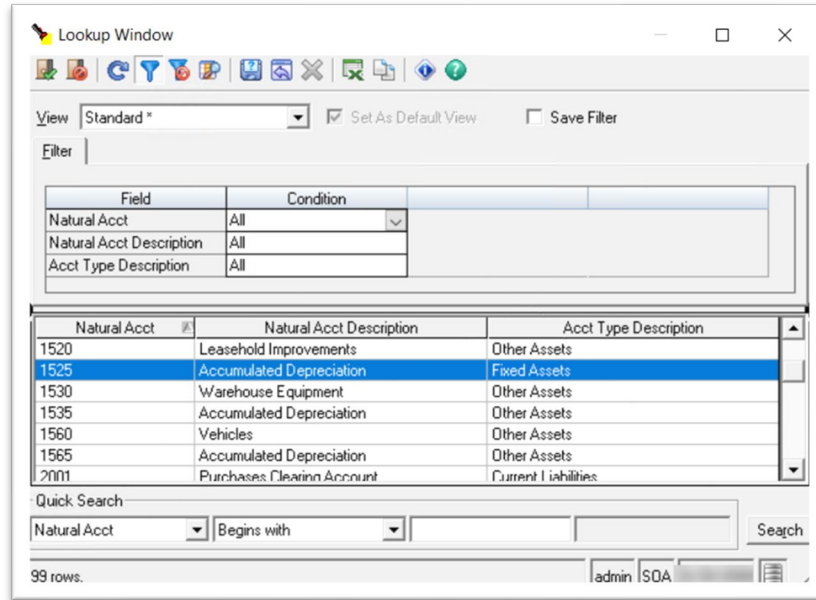
3. Select a natural account number that contains "Fixed Assets" in the Account Type Description column.

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.
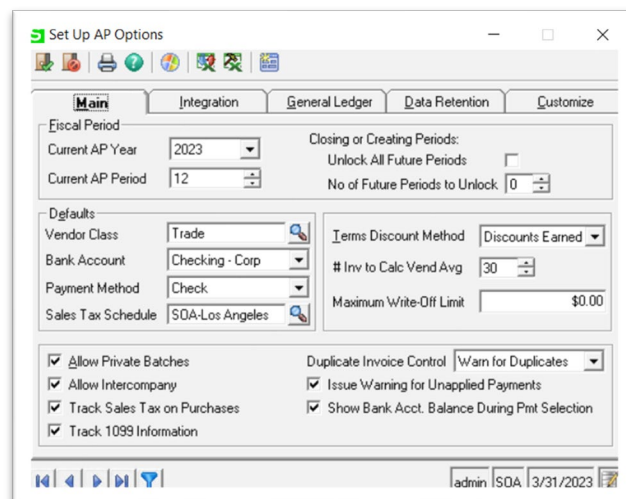
2. Select the Integration tab. The Integration page of the Setup AP Options dialog appears.
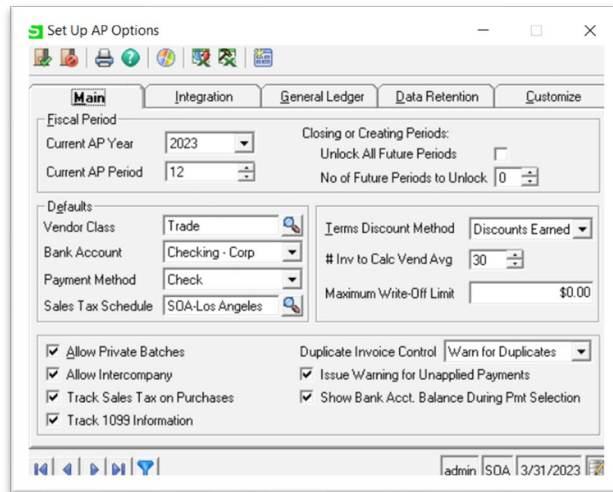
3. Select the Fixed Asset Accounting checkbox.

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 Fixed Assets.

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.
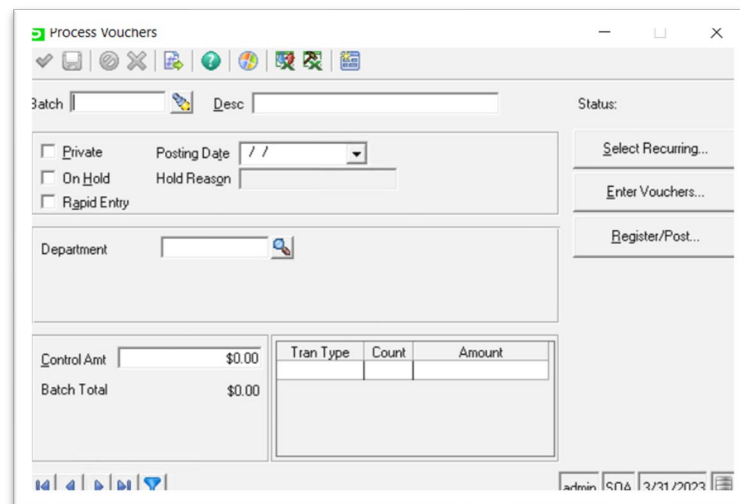
2. In the Batch field, enter a batch number.

3. Select the Enter Vouchers button. The Enter Vouchers dialog appears.

4. In the Voucher field, enter a voucher number.

5. Select a vendor and enter an invoice number and an amount.

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

7. In the Item field, select an item.

8. Select the Account tab. The system displays the Account fields.

9. Select the Lookup icon next to the Account field. The Lookup Window dialog appears.
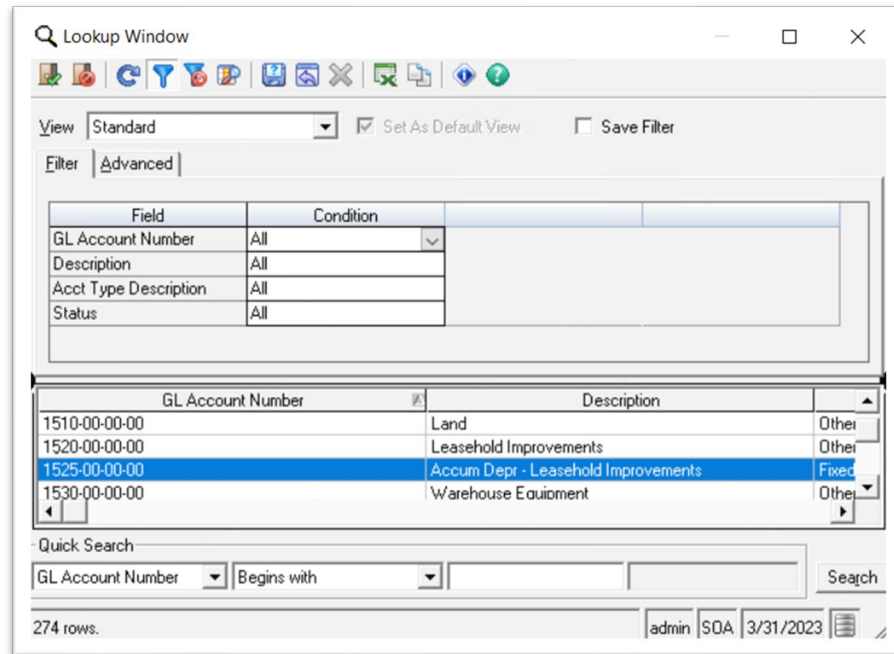
10. Select an account number that contains "Fixed Assets" in the Account Type Description column.

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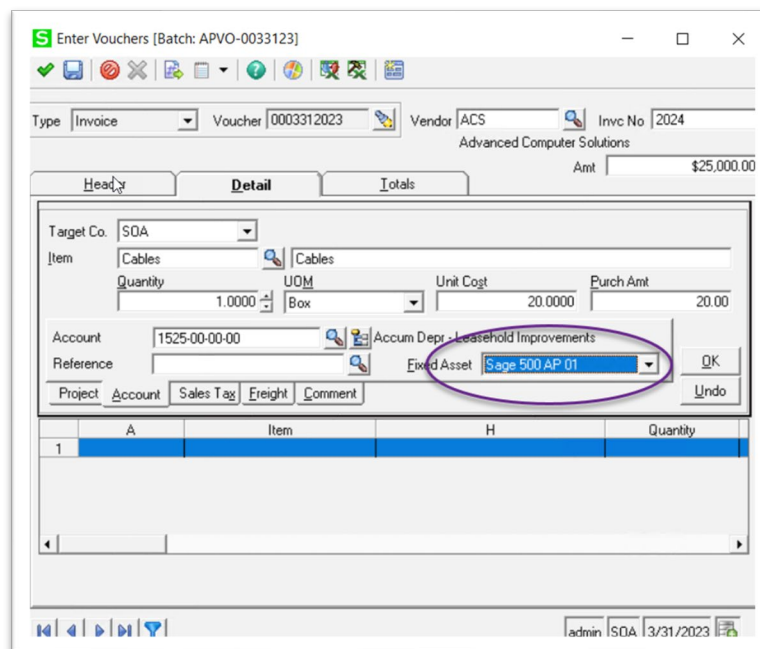
12. In the Fixed Asset field, select the desired Sage Fixed Assets template.

13. Select OK to add the voucher to the list box at the bottom of the dialog.
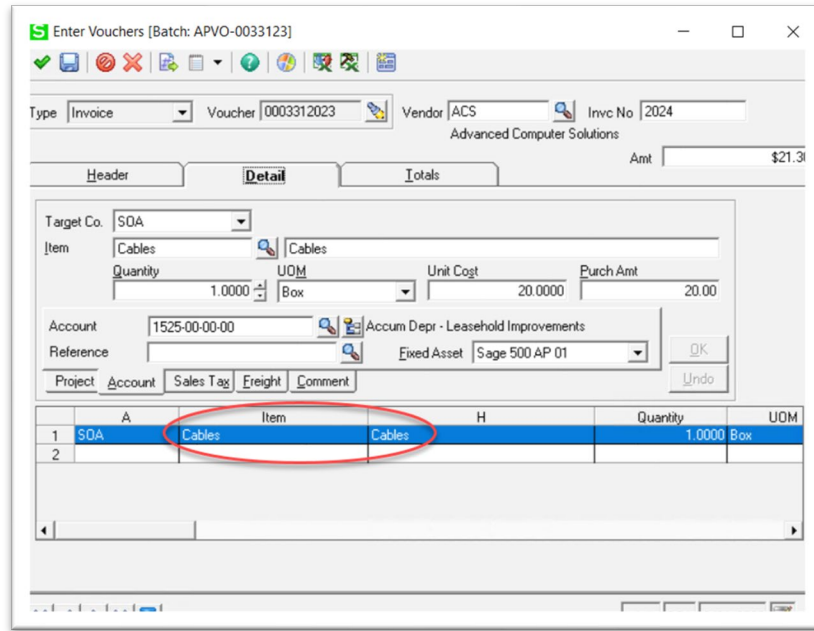
14. Select the Save button to save your changes.

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.
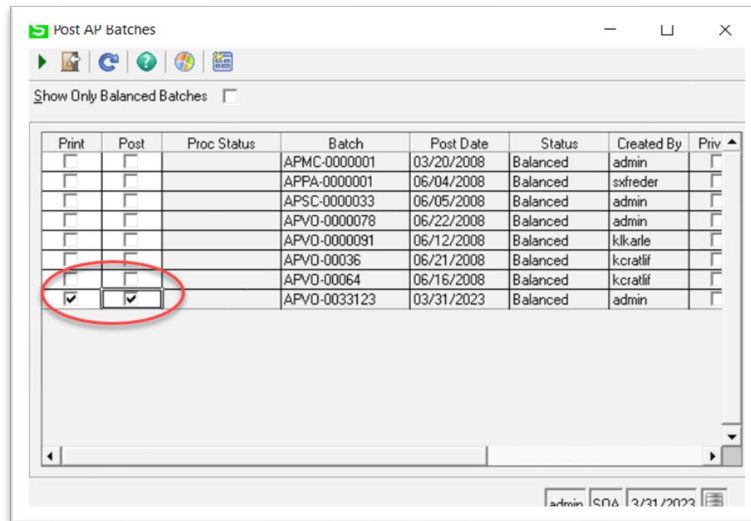
2. Select the check boxes in the Print and Post columns for the desired batch.

3. Select the Proceed button. The system displays a message indicating that the batch has been posted.
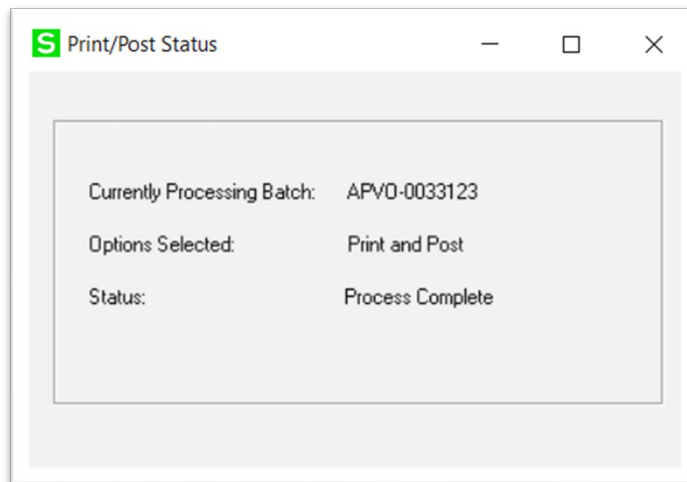
4. Select OK to close the message box. The system returns to the Post AP Batches dialog.

Viewing the Asset in Sage Fixed Assets

1. In the Sage Fixed Assets program, open the company that is linked to Sage 500 ERP.

2. In the Asset List, scroll down to the bottom of the page.
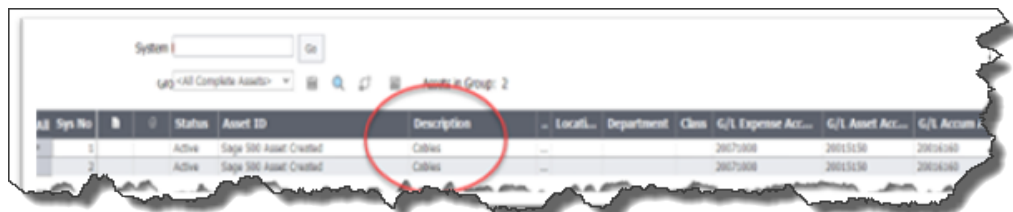
Note that the assets from Sage 500 ERP have been added to the list of assets.

Chapter 9
Abila MIP Link

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

- **Abila MIP to Sage Fixed Assets:** When entering purchase information in Abila MIP A/P Invoice Entry, Cash Disbursement, or Write Checks forms, you can easily and quickly identify the purchase as a fixed asset by selecting a toolbar button to access the FAS Asset Quick Entry dialog. Then at the end of the period you can send all purchases identified as fixed assets over to the Sage Fixed Assets system as active assets. The information that you entered in Abila MIP appears when you view the asset in Sage Fixed Assets. (See "Setting Up Abila MIP to Link with Sage Fixed Assets," page 86 and "Monthly Processing in Abila MIP," page 90.)

- **Sage Fixed Assets to Abila MIP:** You can send a depreciation expense journal entry directly from Sage Fixed Assets to Abila MIP as an unposted journal entry. The system uses the account offset feature in Abila MIP to create the depreciation expense journal entry, as well as distribution codes to allocate depreciation across the appropriate expense accounts, if necessary.

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

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

Installing the Link

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

Setting Up Abila MIP to Link with Sage Fixed Assets

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

2. Select the Enable Sage FAS Asset Quick Entry check box.

3. In the Database field, select the Sage Fixed Assets database containing the organization to which you want to send assets.

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

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

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

5. Select OK to close the dialog.

Step 2: Setting Up Offsets for the Journal Vouchers

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

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.

Offset Account Assignments Wizard

Now that you've specified the accounts you'll be inputting during transaction entry, what offset Fund and GL accounts should the system use to complete the transaction?

Fund: 0   0

GL: 11-111   11-111

< Back   Next >   Finish   Cancel   Help

9. In the Fund field, select the fund to which the depreciation expense offset should be posted.

10. In the GL field, select the account to which accumulated depreciation will be posted.

11. Select the Next button. The fourth wizard dialog.

Offset Account Assignments Wizard

The Offset Account Assignment Wizard will create

Offset Account Assignments: 1

Any Offset Account Assignments that already exist, or are invalid, will not be created by the wizard. The number of assignments to be created will be reduced by the number of duplicates and invalid assigments found.

Click on Finish to create the Offset Account Assignments, or on Back to review your selections. Click on Cancel to exit the wizard without creating any assignments.

< Back   Next >   Finish   Cancel   Help

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

Tip: You can use the copy icon to set up the offsets for other funds.
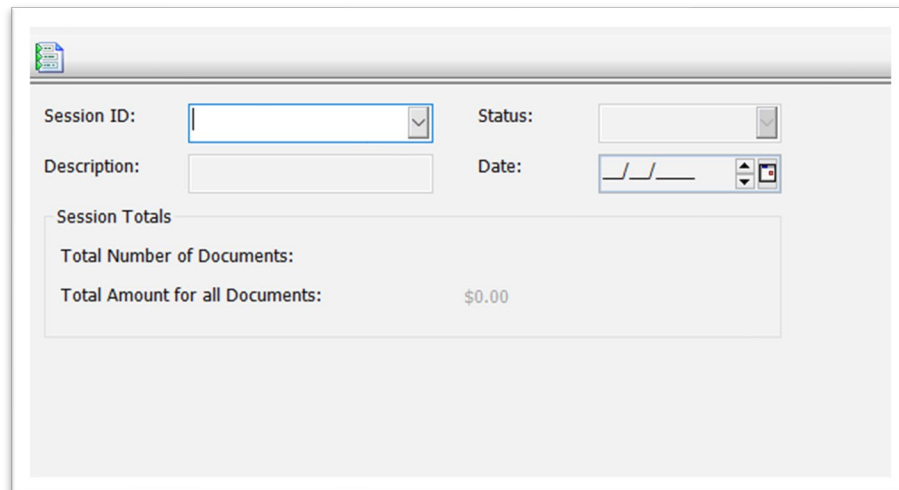
Monthly Processing in Abila MIP

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

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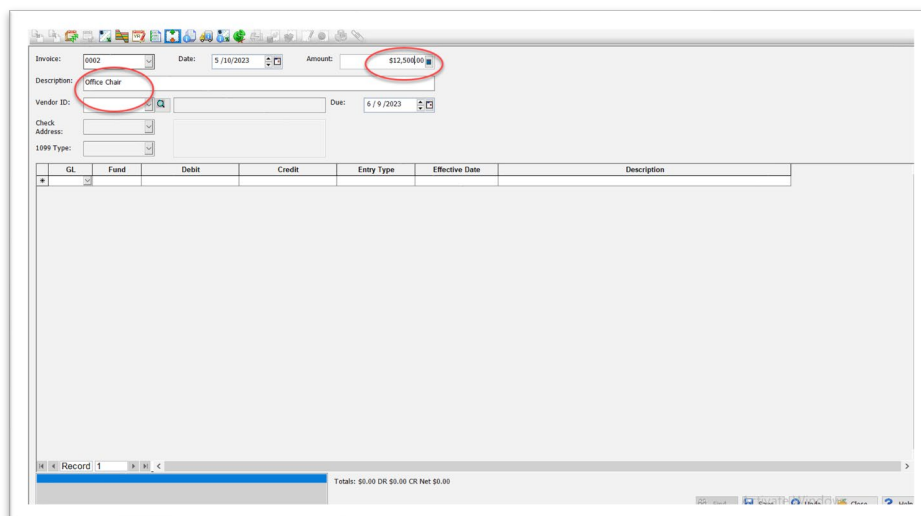
1. In the Accounting module, select Transactions/Enter A/P Invoices from the menubar. A dialog that allows you to enter A/P invoices appears.

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.

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.

6. Enter as much information for the asset as possible:

- **Placed in Service Date:** The date on which the system will begin to calculate depreciation.

- **Acquired Value:** The value of the asset prior to any basis reductions.

- **Asset Template:** The Sage Fixed Assets template to be applied to the asset when it's created.

- **Description:** The description of the fixed asset.

- **Asset GL Account:** The balance sheet account to which the acquired value was originally posted.

- **Accumulated Depreciation GL Account:** The balance sheet account to which accumulated depreciation will be posted.

- **Depreciation Expense GL Account:** The general ledger account to which the depreciation expense will be posted.

- **Depreciation Distribution Code:** The Abila MIP distribution code used to allocate depreciation expense.

- **Tag Number:** An internal identifier typically used for inventory or tracking purposes.

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

7. Select OK. The information is now saved within the Abila MIP 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.
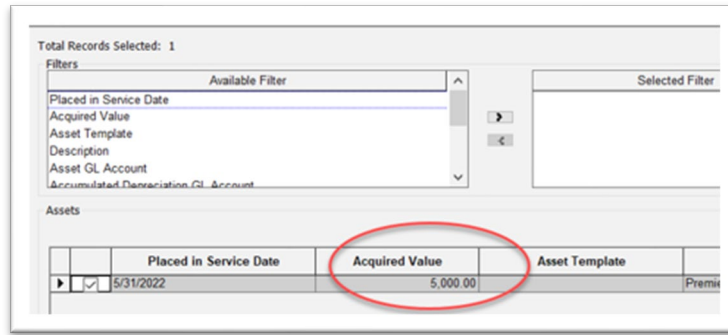
2. Select the check box for the record(s) that you want to send.

3. Select OK. The Select Organization Unit dialog appears.
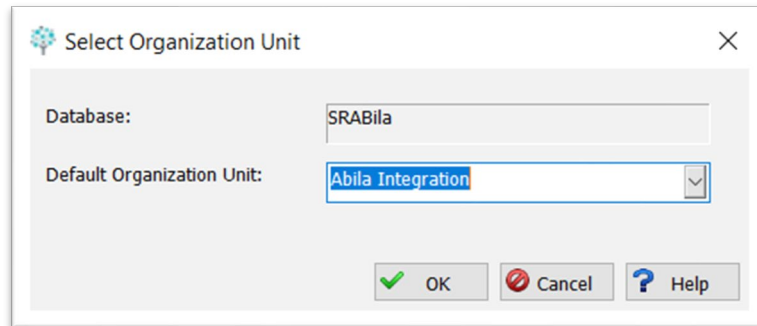
4. Select the Sage Fixed Assets organization to which you want to send the asset.

5. Select OK. A message indicating that the transfer was successful appears.
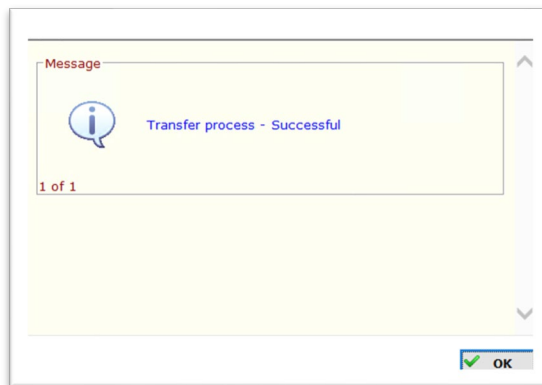
6. Select OK to close the message.

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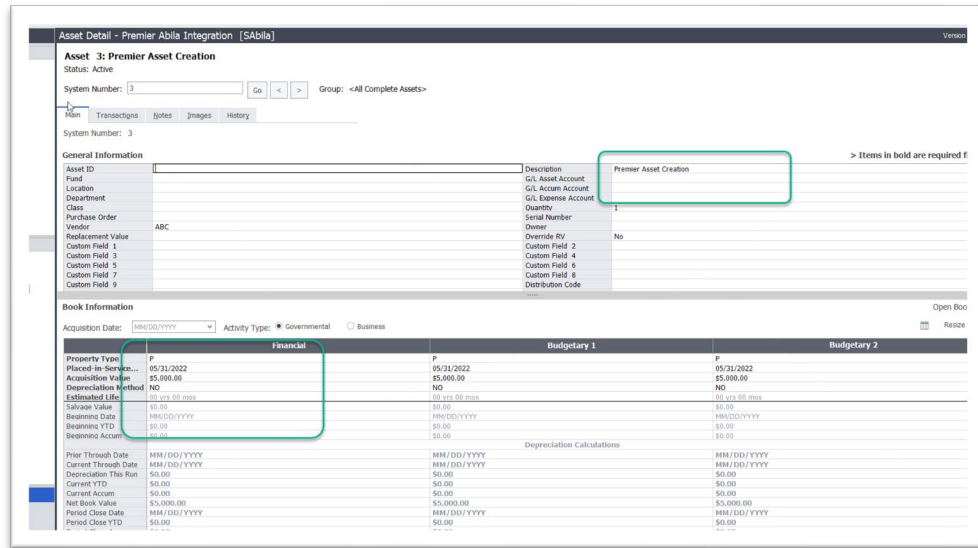
2. Make sure the asset appears in the Asset Detail.

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.

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

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.

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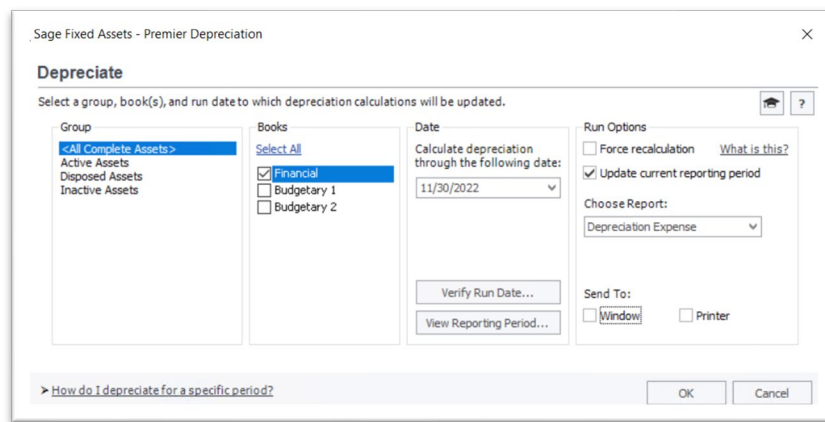
Once the setup is complete you can begin processing your monthly depreciation expense. Remember as you add new assets to the system during the month you will need to ensure they have a valid G/L Expense Account Number and Distribution Code.

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.

Note the amount of $32,738.10 in the Depreciation This Run column. This is the total amount that Sage Fixed Assets sends to the Abila MIP accounting program, so you'll need to remember this number to make sure that the link worked correctly.
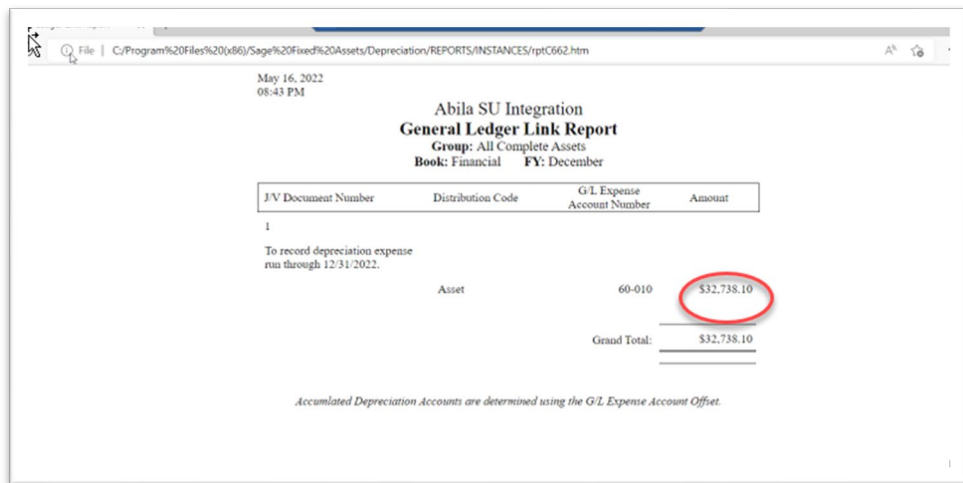
The Depreciation This Run column shows the amount of depreciation that was calculated between the next-to-last depreciation calculation (on November 31, 2022, which is shown in the Prior Thru column) and the last depreciation calculation (on December 31, 2022, which is shown in the heading of the report).

Step 2: Sending Depreciation to Abila MIP

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

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.

8. Make sure that the Grand Total on the report is the same as the Depreciation This Run amount on the Depreciation Expense report.

9. On the Send Depreciation toAbila MIP dialog, select the Send button. The system displays a message indicating that the depreciation was sent successfully.
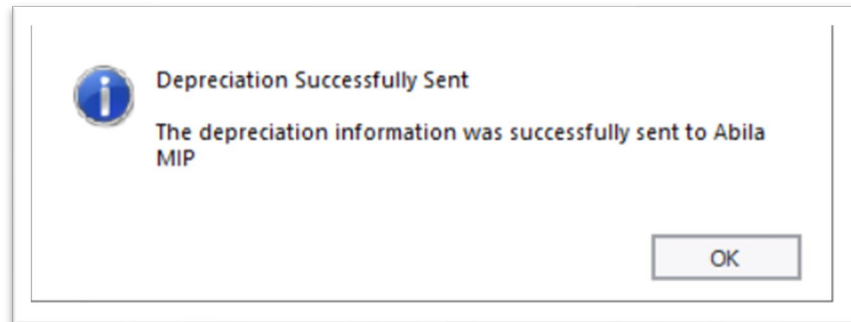
10. Select OK to close the message box. The system returns to the Send Depreciation to Abila MIP dialog.

11. Select the Close button.

Step 3: Viewing the Depreciation in Abila MIP

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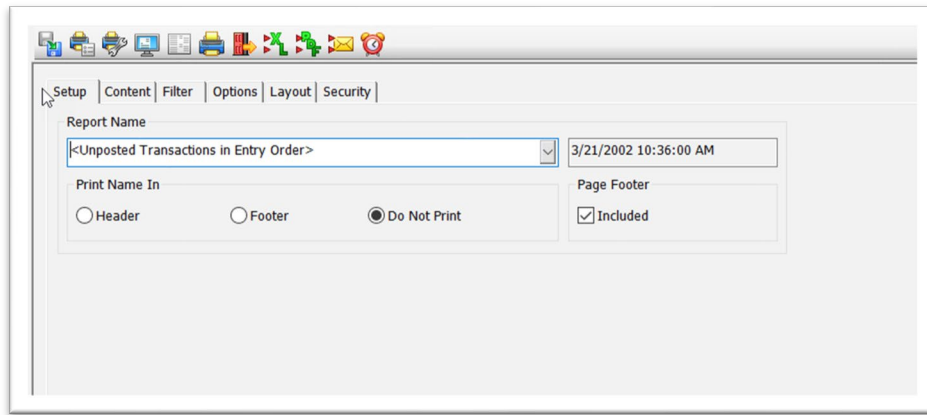
2.	In the Report Name field, select Unposted Transactions in Entry Order.

3.	Select the Print to Screen button to view the report on your computer's screen.

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.

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.

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4. Enter a reference number if desired; it is not required.

5. Make a note of the name and location of the file in the Link File field. You will need to know where this file is when you import it into the Abila MIP program.

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

7. Make sure the Grand Total amounts in the Debit and Credit Columns match the Grand Total amounts in the Depreciation This Run column on the Depreciation Expense report.

8. On the Abila MIP link dialog, select the Post button. A message indicates that the general ledger data was exported successfully.
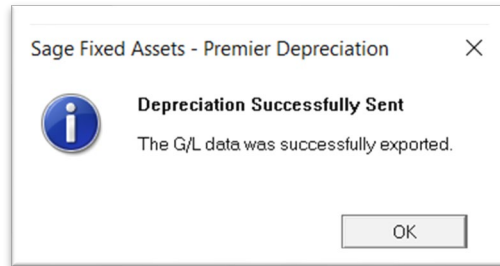
9. Select OK to close the message box.

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

Step 2: Editing the Import Definition File

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

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

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.
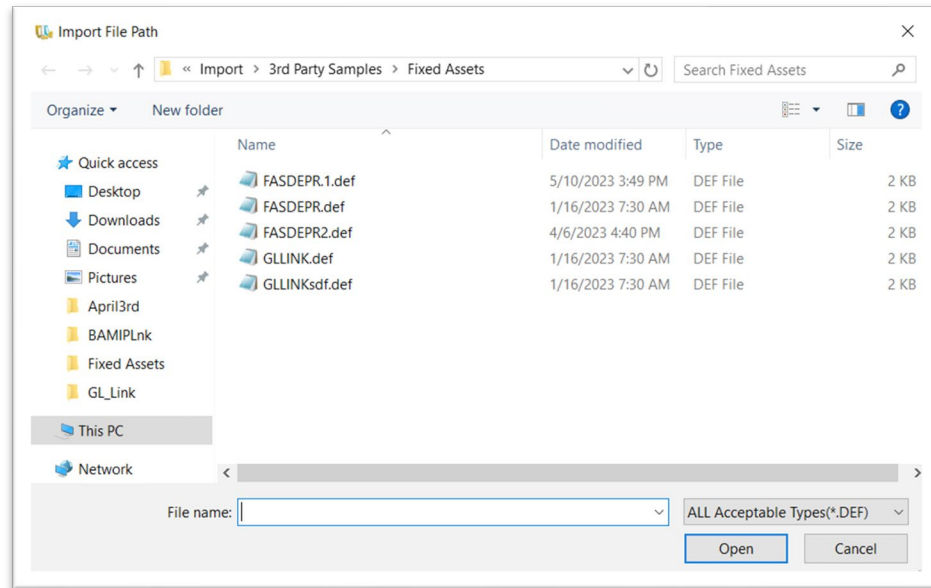
2. Select the import definition file, and then select the Open button. The Select the Data File to Import dialog appears.
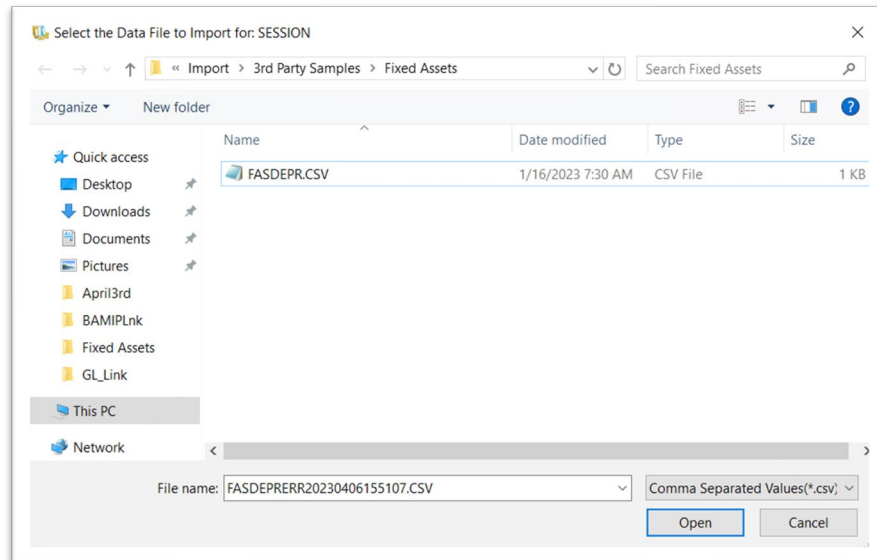
3. Select the GL Link file that you exported from Sage Fixed Assets, and then select the Open button.

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.
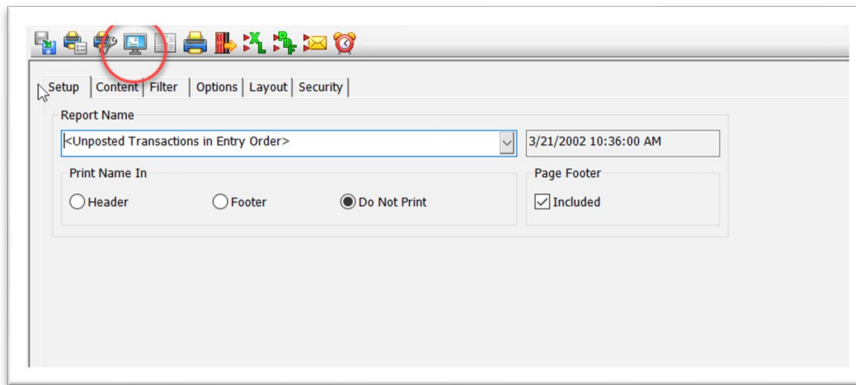
2. In the Report Name field, select Unposted Transactions in Entry Order from the drop-down list.

3. Select the Preview icon. The Unposted Transactions report appears.

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.

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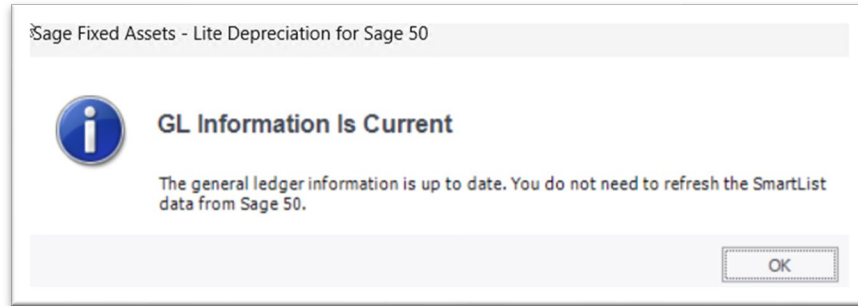

4. Select the Sage 50 Accounting company to which you want to send the depreciation journal entry, and then select OK. The system returns to the New Company dialog.

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 Accountnumbers.

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

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

Step 4: Depreciate Assets in Sage Fixed Assets

The next step is to calculate depreciation in Sage FixedAssets 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.

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.

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.

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.
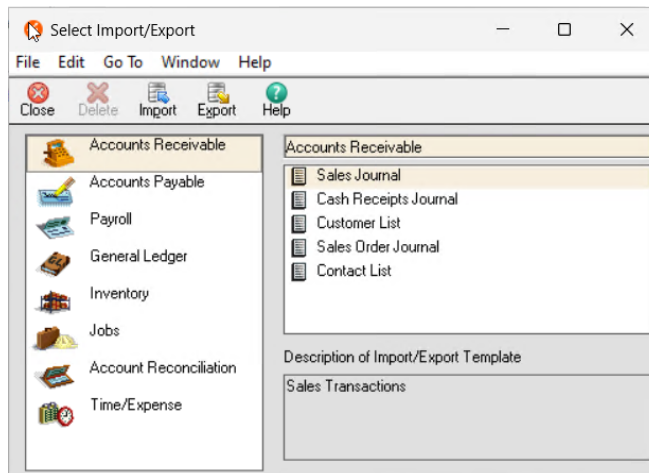
3. On the left side, select General Ledger.

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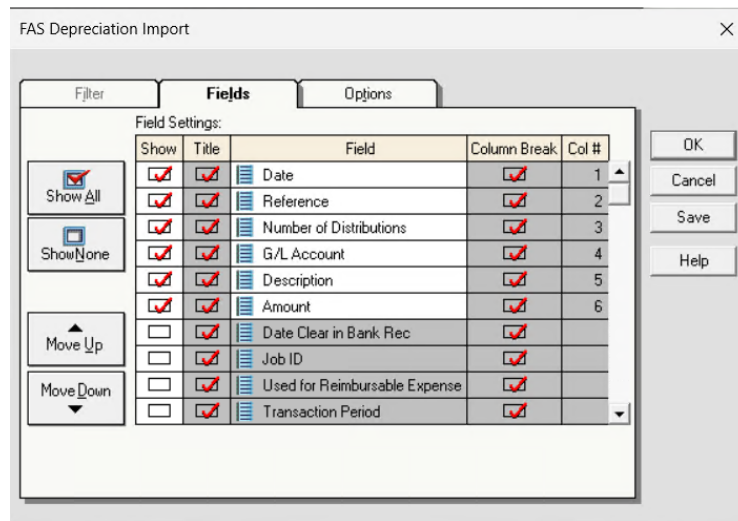
6. Select the Options tab. The Options tab of the FAS Depreciation Import dialog appears.
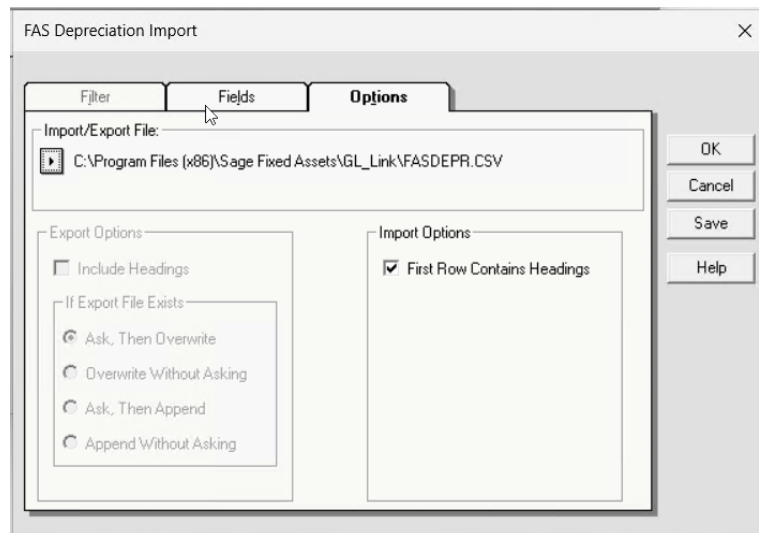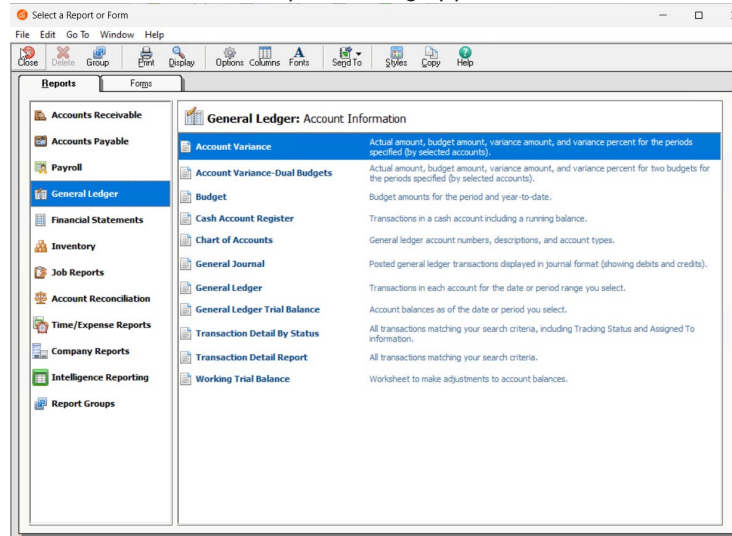

7. Select the Browse button (it looks like an arrowhead) to locate the CSV file that you exported from Sage Fixed Assets. (The default name of the file is FASDEPR.CSV, and its default location is in the root of your computer's C: drive.)

8. Select the First Row Contains Headings check box.

9. Select OK. The system displays a message reminding you to perform a backup.
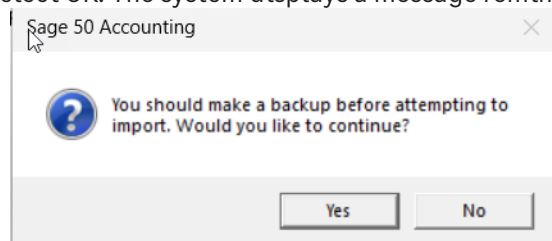
10. Select the Yes button to continue. The system imports the CSV file and returns to the Select Import/Export dialog.

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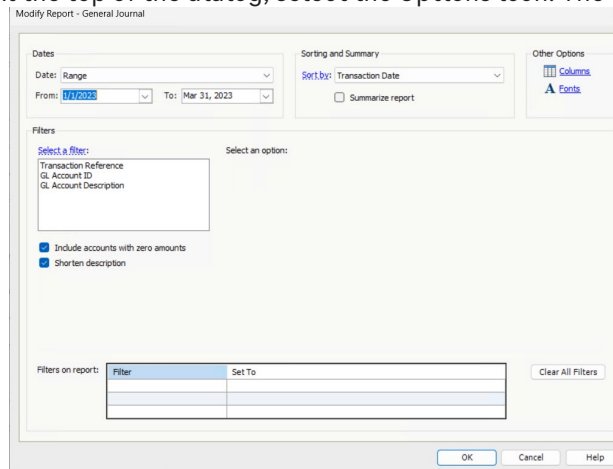
5. Enter the desired date range in the From and To fields, and then select OK. The General Journal report appears.

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

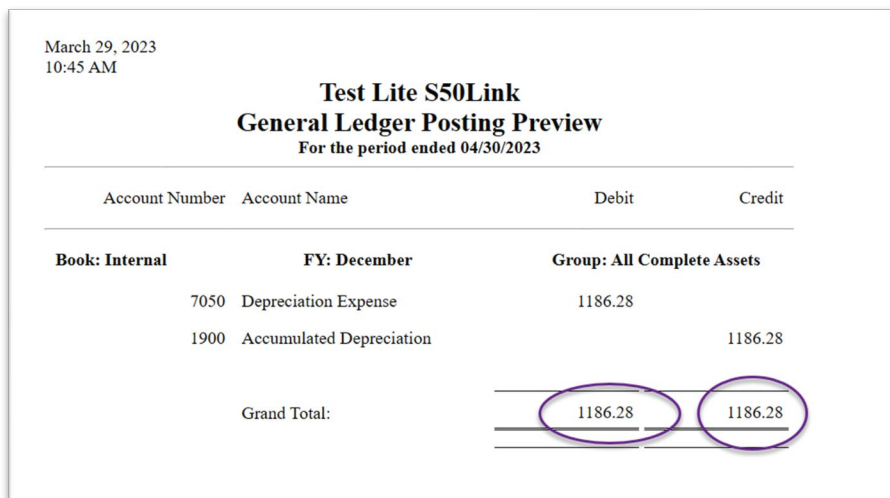In this step, you will send the journal entry directly to the Sage 50 Accounting program if you use:

- 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.

March 29, 2023
10:45 AM

Test Lite S50Link
General Ledger Posting Preview
For the period ended 04/30/2023

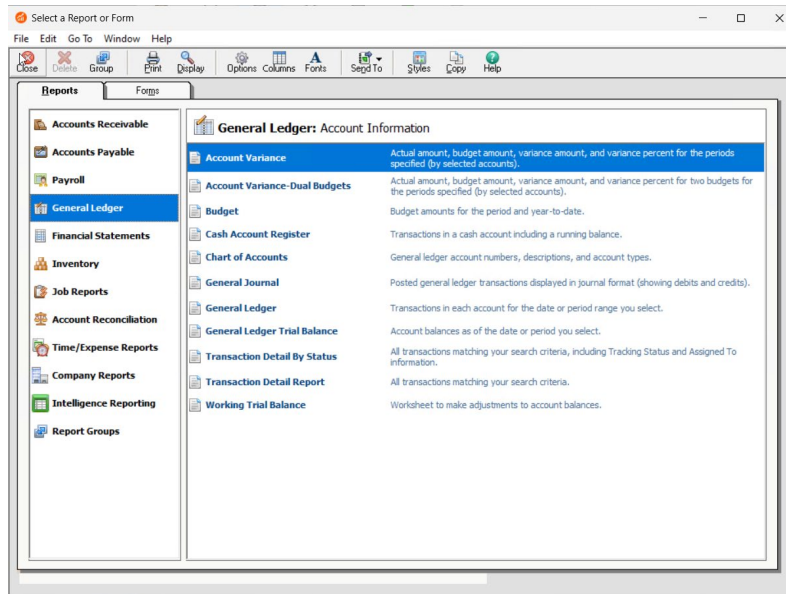| Account Number	Account Name	Debit	Credit
Book: Internal	**FY: December**	**Group: All Complete Assets**	
7050	Depreciation Expense	1186.28	
1900	Accumulated Depreciation		1186.28
	Grand Total:	1186.28	1186.28

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

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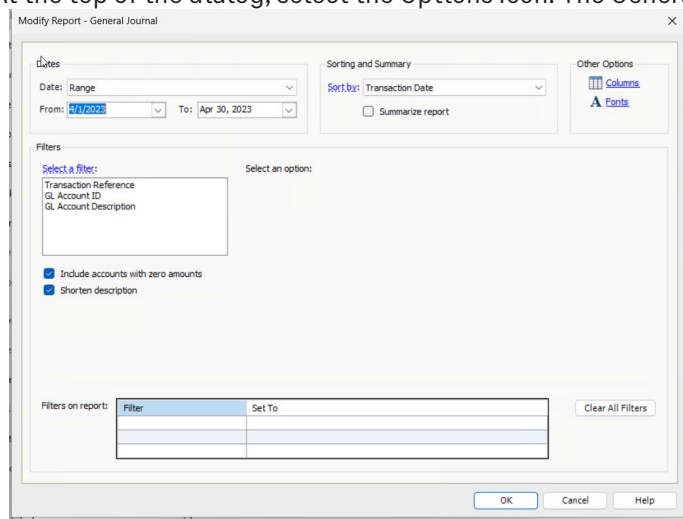
Viewing the Journal Entry in Sage 50 Accounting

Running the General Ledger Report

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

2. On the left side, select General Ledger.

3. On the right side, select General Journal.

4. At the top of the dialog, select the Options Icon. The General Journal dialog appears.

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

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.

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
FYE Month = December

Group = All Complete Assets

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	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	
Grand Total			906,000.00				0.00	906,000.00		0.00	21,908.33	21,908.33	21,908.33	
Less disposals and transfers Count = 0			0.00				0.00	0.00		0.00			0.00	
Net Grand Total Count = 2			906,000.00				0.00	906,000.00		0.00	21,908.33	21,908.33	21,908.33	

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

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

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

Posting Depreciation in Sage Fixed Assets

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

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

2. Select Yes to continue. The Sage 50—Canadian Edition dialog appears.

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.

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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
FYE: December

Group: Active Assets
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.
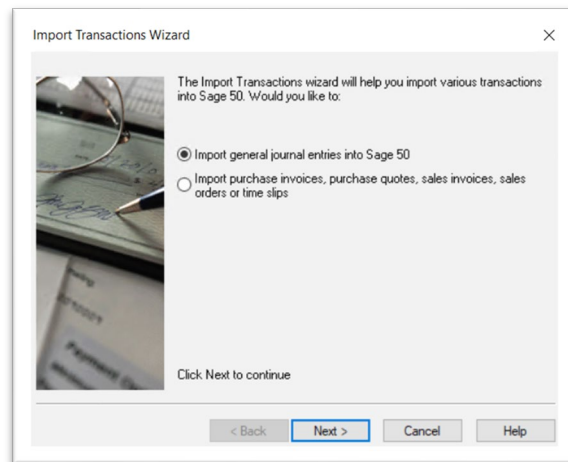

2. Select the Import General Journal Entries into Sage 50 option button.

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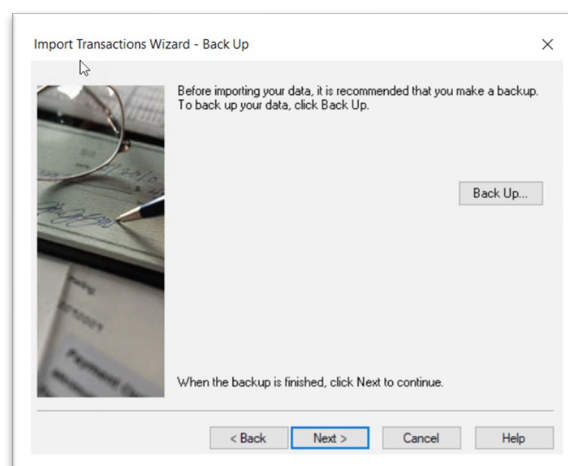
4. Select the Backup button to back up your data if desired.

5. Select the Next button. The Import Transactions Wizard – Select File dialog appears.
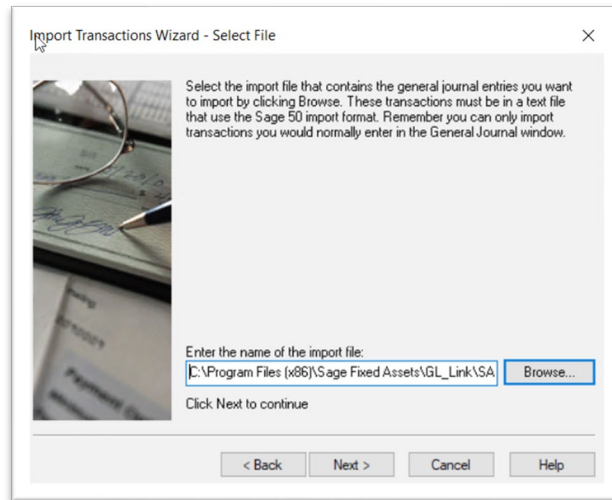
6. Select the Browse button to select the G/L Link file that you created when you ran the Sage 50—Canadian Edition Link in the Sage Fixed Assets program.

7. Select the Next button. The Import Records Summary dialog appears.
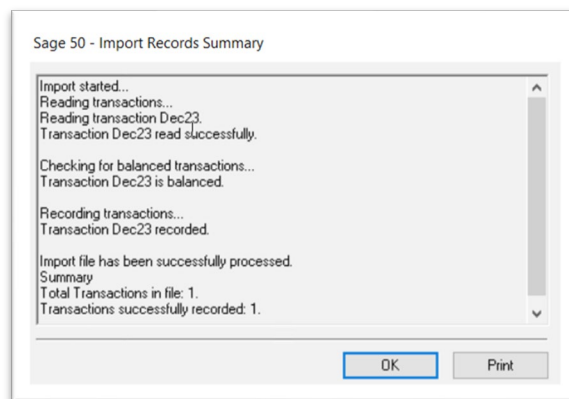
8. Select OK. The Import Transactions Wizard – Finish dialog appears.
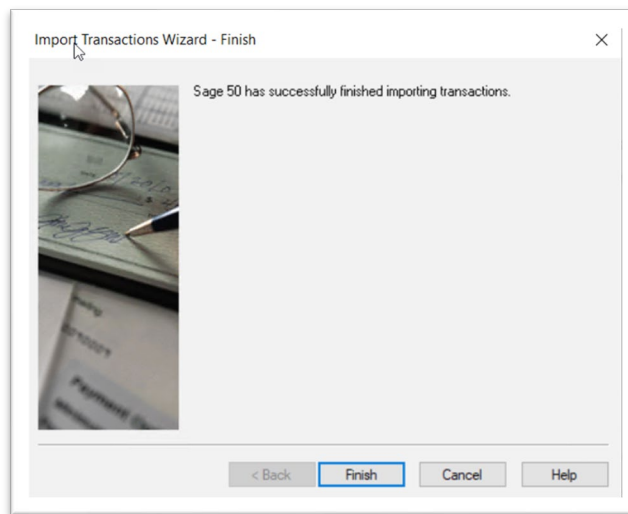
9. Select the Finish button to close the Import Transactions Wizard – Finish dialog.

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.
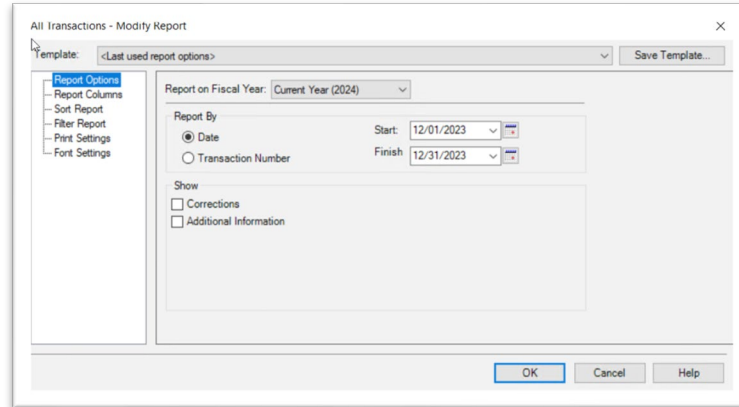
2. In the Report By field, select either the Date or Journal Number option button.

    *   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.

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

Chapter 12
Sage 300 Construction EQ Cost Link

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

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

Installing the Link

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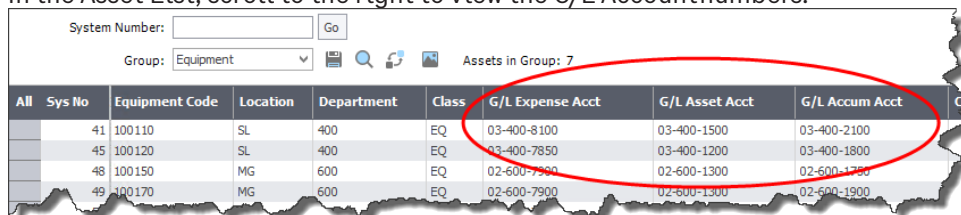
Preparing the Data in Sage Fixed Assets

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

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

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

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

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.

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.
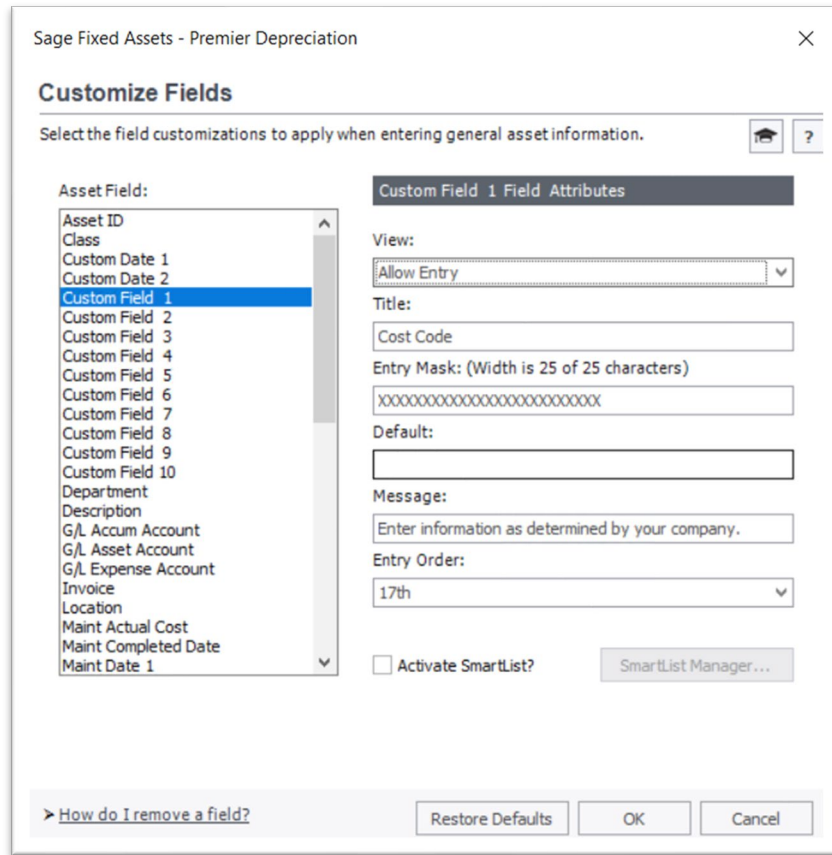
2. In the Asset Field list, select Custom Field 1.

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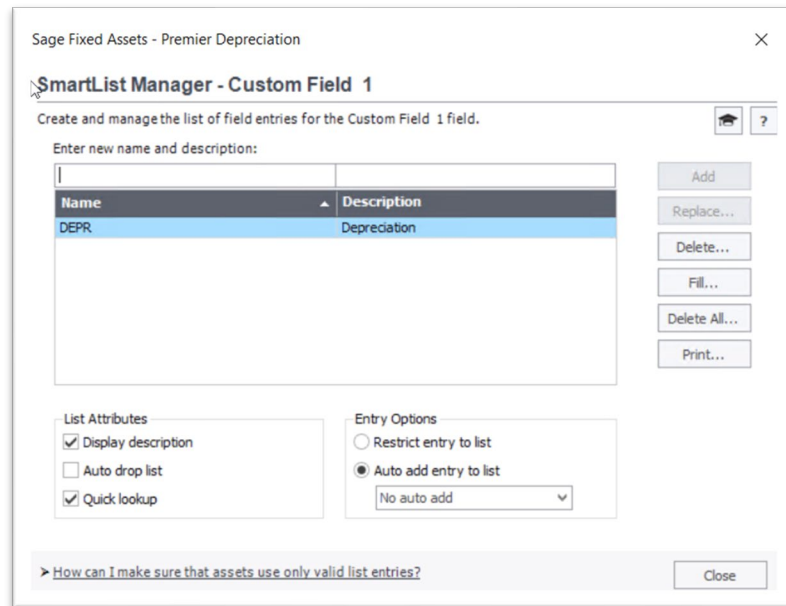
6. In the Enter New Name and Description field, enter the Cost Code number and its description.

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.

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

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.

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.

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 your run the link.

---

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

6. Select OK to close the message box.

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

Importing Depreciation Expense in Sage 300 Construction

Step 1: Importing the Journal Entry

1. In the Sage 300 Construction EQ Cost module, open the desired company.

2. Select Tools/Import Entries from the menu bar. The Import Entries dialog appears.
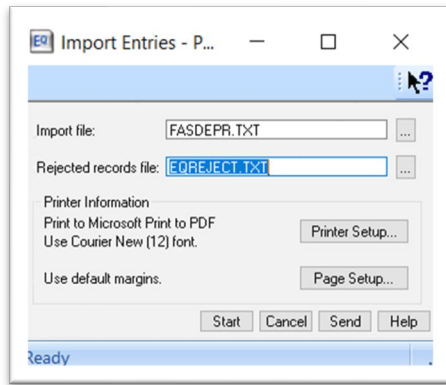
3. Use the browse button to select the import file. The default location and name for the import file is C:\FASDEPR.TXT.

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.
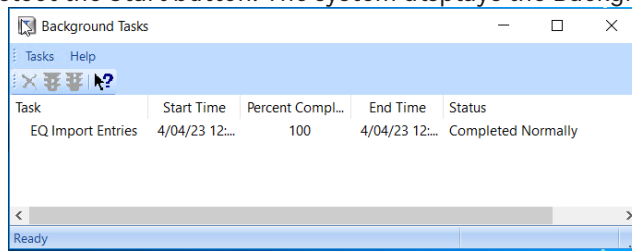
Step 2: Viewing the Journal Entry

1. Select Inquiry/Entries/Entries by Batch from the menu bar. The Transaction File Selection dialog appears.
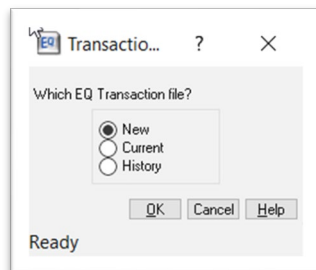
2. Select the New option button, and then select OK. The Inquiry – Entries by Batch – General Batch Information dialog appears.

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

Chapter 13
Sage 300 Construction Link

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

- **Sage 300 Construction Link - Direct Integration**: If you use version 9.1 or higher of Sage 300 Construction, then the Sage Fixed Assets integration is built into the Sage Fixed Assets program so that you can seamlessly post your journal entry directly into the Sage 300 Construction accounting program database. (See "Preparing the Data in Sage Fixed Assets," page 130 and "Sage 300 Construction Direct Integration," page 132.)

- **Sage 300 Construction Link – Export/Import Integration:** If you use a version of Sage 300 Construction prior to 9.1, then the depreciation expense journal entry is sent to Sage 300 Construction using an ASCII file that you can import into your Sage 300 Construction general ledger software. (See "Preparing the Data in Sage Fixed Assets," page 130 and "Sage 300 Construction Export/Import Integration," page 135.)

This chapter first describes how to prepare the data in order to send the depreciation expense journal entry. This process is the same no matter which integration method you use. Next the chapter discusses how to post depreciation from Sage Fixed Assets using the Direct Integration method for users of Sage 300 Construction version 9.1 or later.
Finally, the chapter instructs users of Sage 300 Construction versions earlier than 9.1 on how to post depreciation to a file from Sage Fixed Assets and then import the file into the Sage 300 Construction accounting program.

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

Installing the Link

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

Preparing the Data in Sage Fixed Assets

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

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

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

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.

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.

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.

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

6. On the Sage 300 Construction link dialog, select the Post button. The second link dialog appears.

This dialog collects information about the company to which you will be posting depreciation in Sage 300 Construction. After you select the company, the dialog will display the company name and data folder of the company to which depreciation will be posted.

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

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

9. Once you have selected the correct Sage 300 Construction company, you must enter a Batch ID and Journal number to which the journal entry will be recorded as an unposted journal entry. Once the Batch ID and Journal number have been entered, the Send button will be enabled.

10. 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.

11. Enter your User Name and Password to login to the Sage 300 Construction system, and then select OK.

12. The system validates the journal entry information and displays a confirmation message once the journal entry has been properly recorded in Sage 300 Construction.

If any errors exist in the journal entry (for example, an invalid journal entry number), then an error message will appear which allows you to view an Exceptions Report. The Exception Report will be displayed in your internet browser.

Sage 300 Construction Export/Import Integration

Part 1: Exporting Depreciation Expense

For users of Sage 300 Construction version 9.0 or earlier, follow the steps below to post depreciation from Sage Fixed Assets. The system creates an ASCII text file containing a depreciation journal entry for the selected period.

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

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

3. Select the same asset group, book, and period posting date that you selected when you depreciated assets.

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

4. Enter a reference number if desired; it is not required.

5. Make a note of the name and location of the file in the Link File field. You will need to know where this file is when you import it into your general ledger program.

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


```
April 3, 2023
05:30 PM
                    Depreciation Timbelrine Office
                    General Ledger Posting Preview
                        For the period ended 5/31/2023
                            Summary Journal Entry

Book: Internal                                    Group: Active Assets
FYE: December                                     Reference Number: May23


                Account Number  Account Name           Debit          Credit


                    100-71000   Depreciation Expense    683.33

                    200-71000   Depreciation Expense  1,041.67

                    100-16160   Accumulated Depreciation                683.33

                    200-16160   Accumulated Depreciation              1,041.67


                Grand Total:                          1,725.00        1,725.00
```

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

7. On the Sage 300 Construction link dialog, select the Post button. The system displays a message box asking you to select the accounting method used by the Sage 300 Construction company to which you are posting depreciation.


```
Timberline G/L Link

Select the accounting method used by the
Timberline destination company?

        ( ) Accrual
        ( ) Cash
        ( ) Both

            [ OK ]
```

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



```
Send                                      X

  (i)   Depreciation Successfully Sent
        The journal entry was successfully posted to Timberline.

                            [ OK ]
```
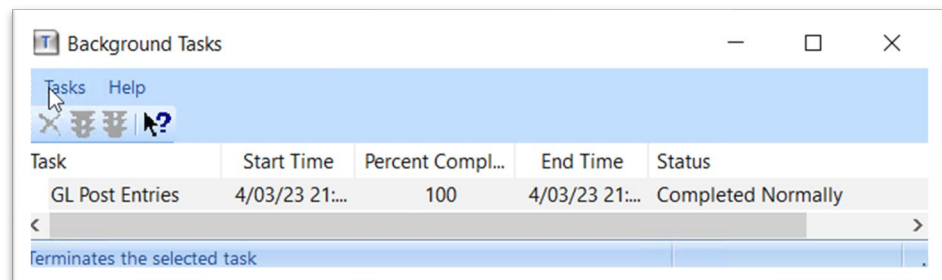
9. Select OK to close the message box.

Part 2: Posting the Journal Entry in Sage 300 Construction

Step 1: Importing the Journal Entry

1. In the Sage 300 Construction program, open the desired company.

2. Select Tools/Import Transactions from the menu bar. The Import Transactions dialog appears.
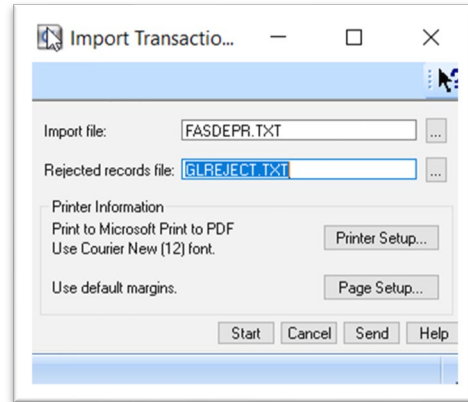
3. Use the browse button to select the import file. The default location and name for the import file is C:\FASDEPR.TXT.

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.
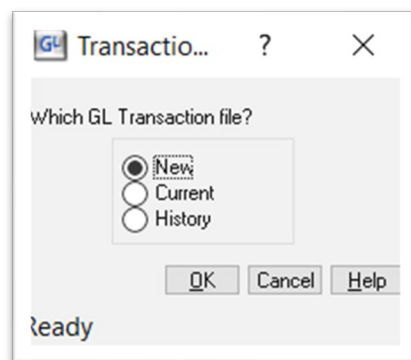
2. Select the New option button, and then select OK. The Inquiry – Entries by Batch– General Batch Information dialog appears.
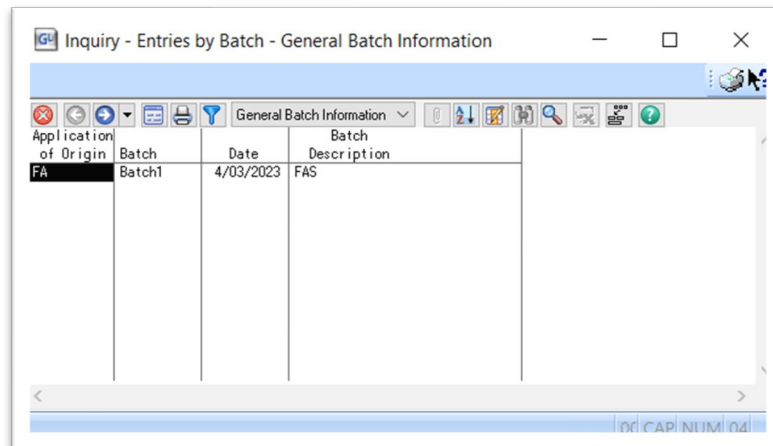
3. Double-select the desired batch. The Inquiry – Entries by Batch – Entry Information dialog appears.
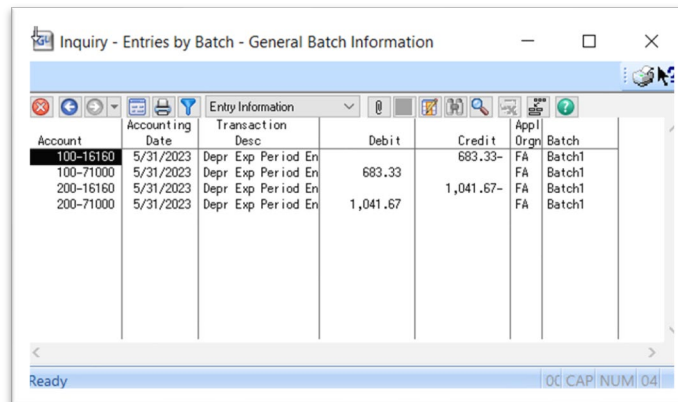
4. Make sure that the totals in the Debit and Credit columns match the totals on the General Ledger Posting report.

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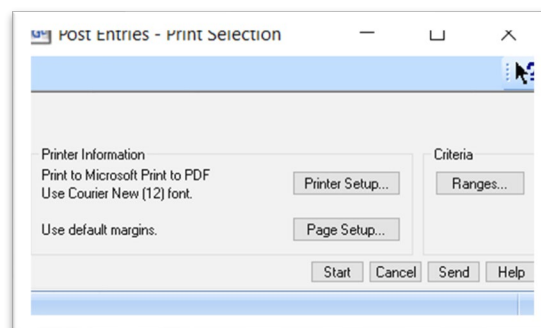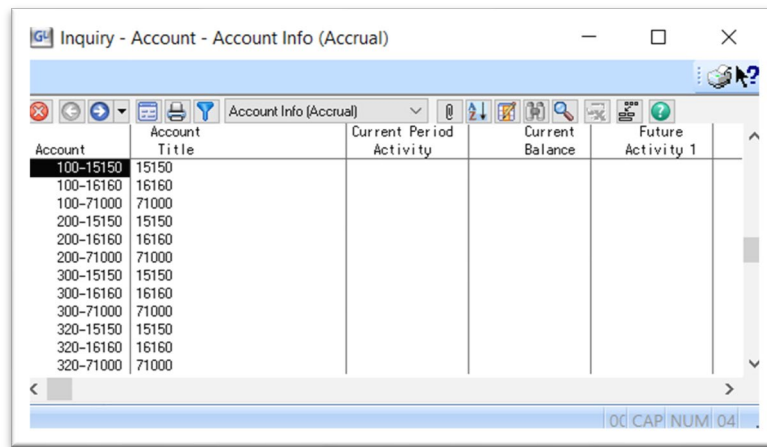
2. Select the Start button to post and print the journal entries. The system prints the General Ledger Post Entries report.

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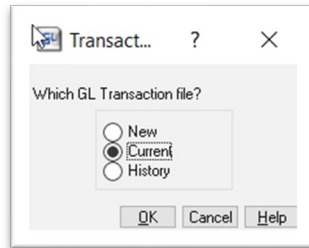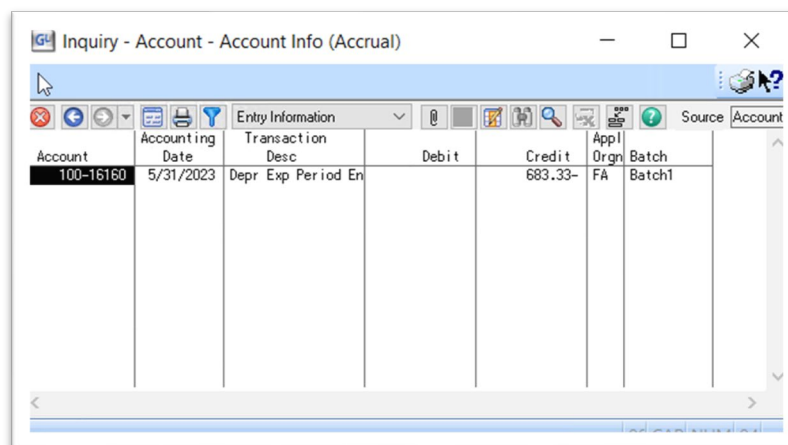
2. Select the Current option button, and then select OK. The Inquiry – Account – Account Information dialog appears.

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.

4. Verify that the expected entry has been posted.

5. Select the Cancel button to close the dialog.

6. Repeat the process for the other G/L account numbers displayed on the Depreciation Posting report.

Chapter 14
Sage Fixed Assets Universal Link

The Sage Fixed Assets Universal Link exports depreciation transactions for one Sage Fixed Assets company, or one group within a company, at a time. The depreciation transactions are exported in ASCII files that you can import into your general ledger software.

You have two options when you create the journal entry file:

- **Summary Journal Entry:** Includes only the total amounts for each expense account number and accumulated account number.

- **Detail Journal Entry:** Includes the expense amount for each asset. Each line of the journal entry includes a system number and extension, and an asset description for identification purposes.

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

Installing the Link

The Sage Fixed Assets Universal Link is preinstalled; the system installs the link when you install Sage Fixed Assets. However, the first time you open the link, you must enter an unlocking code to activate the program.
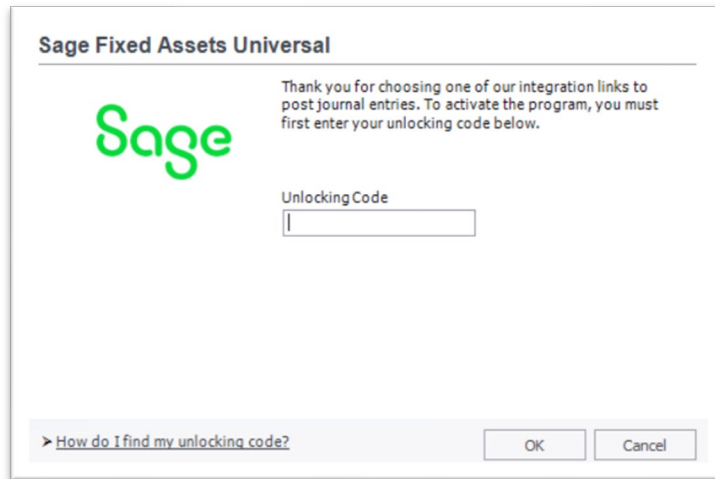
To obtain your unlocking code, call Sage Fixed Assets Customer Service at 800-368-2405.

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.

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.

2. Select the book and group of assets for which you want to calculate depreciation, and then enter the date in the Calculate Depreciation Through field. For this example, enter **03/2023**.

3. Clear the Window check box because you do not need to view the Depreciation Expense report at this time.

4. In the Choose Report field, leave the default selection of Depreciation Expense.

5. Select the Execute button. The system calculates depreciation for March.

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

6. On the Depreciate dialog, make sure the book and group of assets for which you want to calculate depreciation are still selected, and then enter the new date in the Calculate Depreciation Through field. This time, enter **04/2023**.

7. Select the Window check box.

8. Select the Update Current Reporting Period for Selected Books check box.

9. Select the Execute button. The system calculates depreciation and displays the Depreciation Expense report.

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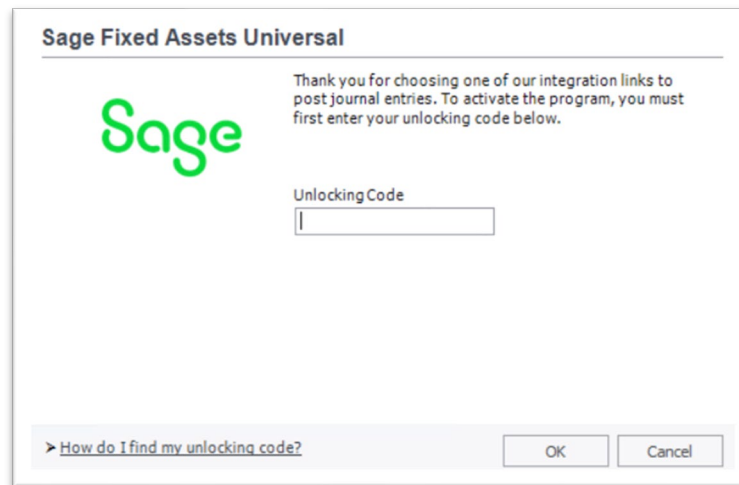
The Depreciation This Run column shows the amount of depreciation that was calculated between the next-to-last depreciation calculation (on March 31, 2023, which is shown in the Prior Thru column) and the last depreciation calculation (on April 30, 2023, which is shown in the heading of the report).

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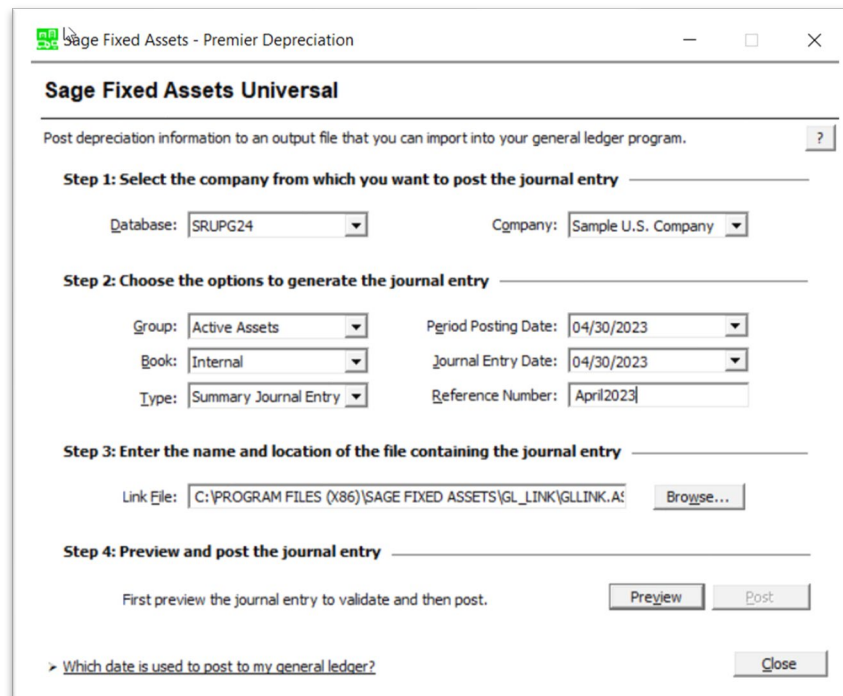
Step 1: Running the Link in Sage Fixed Assets

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.

5. Select the same asset group, book, and period posting date that you selected when you depreciated assets.

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

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6. In the Type field, select either Summary Journal Entry or Detail Journal Entry.

7. Enter a reference number if desired; it is not required.

8. Make a note of the name and location of the file in the Link File field. You will need to know where this file is when you import it into your general ledger program.

9. Select the **Preview** button. The system displays the Depreciation Posting report.

General Ledger Posting Preview

May 10, 2023
10:33 AM

Sample U.S. Company
General Ledger Posting Preview
For the period ended 4/30/2023
Summary Journal Entry

Book: Internal   Group: Active Assets
FYE: December   Reference Number: April2023

Account Number	Account Name	Debit	Credit
01-100-7700	Depreciation Expense	11,431.62	
01-100-7750	Depreciation Expense	190.18	
01-100-7755	Depreciation Expense	38.94	
01-100-7900	Depreciation Expense	1,250.00	
01-100-8050	Depreciation Expense	150.00	
01-200-7750	Depreciation Expense	186.66	
01-200-7950	Depreciation Expense	952.37	
01-200-8150	Depreciation Expense	209.02	
01-300-7950	Depreciation Expense	60.00	
02-100-7755	Depreciation Expense		

03-100-1750	Accumulated Depreciation	83.33	
03-200-2100	Accumulated Depreciation	1,657.45	
03-400-1850	Accumulated Depreciation	261.90	
03-400-1950	Accumulated Depreciation	250.00	
03-400-2100	Accumulated Depreciation	31.19	
03-400-2150	Accumulated Depreciation	45.10	

Grand Total: 25,569.27   25,569.27

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

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

11. Select OK to close the message box.

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

Standard Output File

The standard output comes in two file formats. Each format has its own file extension. The file extensions are as follows:

- **SDF**. The Standard Delimited File (SDF) is a comma-delimited file, which contains a comma between each field and double quotes around the text fields. The fields appear in the same order as the ASC file.

- **ASC**. The ASCII (ASC) text file stores the fields at predefined or fixed positions within the output file.

The following table shows the field positions and field lengths in the ASCII file:

Field No.	Field Name	Data Type	Field Length	Start Position
1	System No. & Extension	Alphanumeric	10	1
2	Description	Alphanumeric	80	11
3	G/L Account Number	Alphanumeric	100	91
4	Journal Entry Date	Numeric	10	191
5	Source	Alphanumeric	8	201
6	Period Posting Date	Numeric	10	209
7	Reference Number	Alphanumeric	10	219
8	Transaction Description	Alphanumeric	24	229
9	Path and File Name	Alphanumeric	260	253
10	Transaction Amount	Numeric	15	513
11	Credit/Debit Flag	Alphanumeric	1	528

System Number and Extension

The System Number and Asset Extension Number is a 10-character alphanumeric in the following format: *system number.extension.*

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

Description

The Description field is the same as the Description column in the Asset List.

G/L Account Number

- For debits, the G/L account number is the G/L Expense Account Number stored in the General Asset Information field of the Sage Fixed 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.