

What's  
New?



Sage FAS Fixed Assets

sage



# Welcome to the new Sage FAS!

Your Sage FAS software has undergone an extraordinary facelift over the past few years, resulting in a product that is easier to use than ever before. Sage FAS 2012 is a culmination of months of development and collaboration not just with the Sage development team but also with customers like you. Through extensive usability testing, we reached out to Sage FAS customers to ensure the new look and feel of Sage FAS 2012 is not just pretty, but also highly functional and intuitive. We hope you're as excited about it as we are and that you will be amazed at the sheer number of exciting new enhancements available in Sage FAS 2012!

This is our largest release ever with numerous exciting changes, including:

## FAS Asset Accounting and FAS Asset Inventory

- New easier to use layout that put the tasks you do most often right at your fingertips.
- Improved usability with more drag and dropping, easier customization, and instant access to information you need.
- Expanded search and replace capabilities with wildcard search capabilities.
- Numerous features to make it faster and easier to get your job done.
- Improved import feature lets you update general information field changes to assets.
- New Reports and System Administration areas let you focus on these important tasks.
- Informative new Assistance Center that goes beyond mere Help to give you best practices and advice from industry experts.

## FAS Asset Accounting

- New Global Task Manager feature lets you automate depreciation and reporting events across multiple companies. (FAS 500 Asset Accounting only)
- Informative cross-company utility reports give you instant insight into security settings, company/entity set-up, system customizations, asset history, and much more. (FAS 100 Asset Accounting and FAS 500 Asset Accounting only)
- Improved disposals and transfers processing with a new Transactions tab make processing even easier.

## FAS Asset Inventory

- Simple inventory process map walks you step-by-step through conducting a fixed asset inventory.
- Improved integration with FAS Asset Accounting to share more information and common ways to accomplish tasks.



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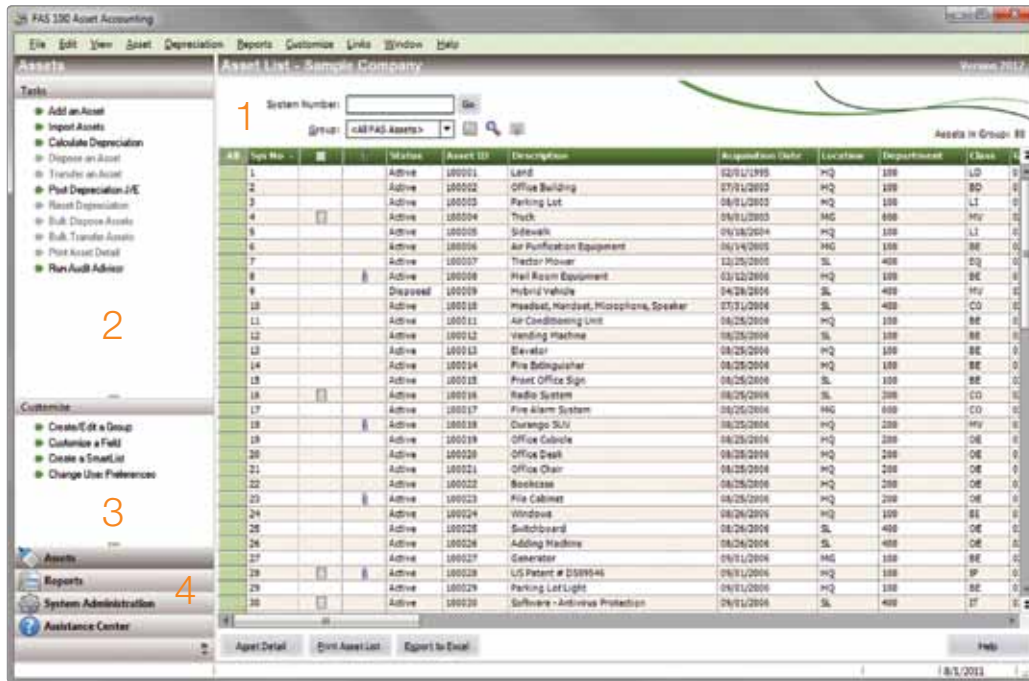
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# Navigating the New Sage FAS

The first thing that you will notice about the new FAS Asset Accounting and FAS Asset Inventory is that there is a completely new look and feel. Now the product is even easier and faster to use.



## New Screen Layout

1 I am sure you will notice is that there is a new Navigation pane to the left of the working area. This pane will contain many useful quick links to help perform tasks quicker and easier than ever before.

Let's start at the bottom of the Navigation pane with the main areas of the product—Assets, Reports, System Administration, and Assistance Center. In FAS Asset Inventory, you also have an Inventory area. Just click on any one of these to see an entire area designed around that function. Here's what each is for:

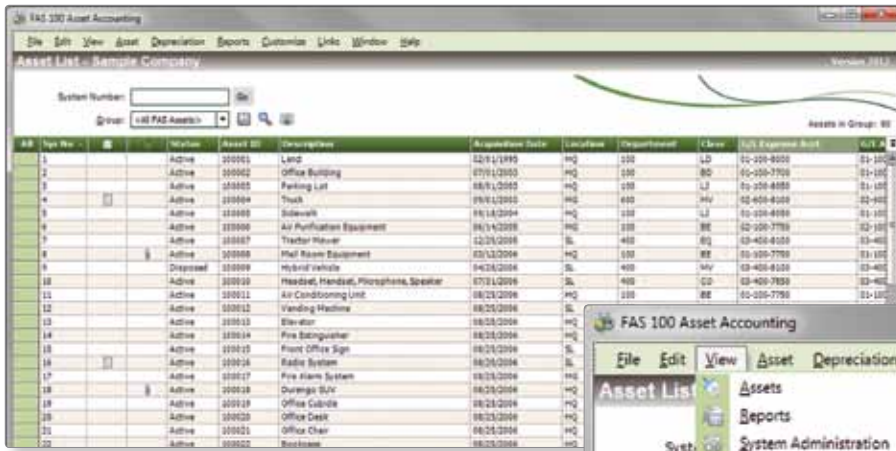
2 In the Tasks area you will find a list of the most commonly performed tasks for each screen. No more need to search through menus or find buttons because all your most frequent tasks are at your fingertips.

3 Customize is a collection of links to help you customize your Sage FAS product to suit your needs.

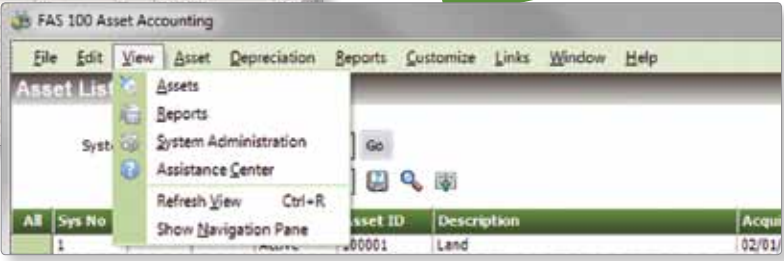
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Area	Purpose
Assets	Manage and edit your asset information
Reports	Report on assets you are tracking
Inventory	Conduct new or manage existing inventories (FAS Asset Inventory only)
System Administration	Manage your company/organization and security information
Assistance Center	Find answers and learn best practices to improve your fixed asset management

If you find that you do not wish to use this Navigation pane you can hide it to restore a more classic feel to your Sage FAS product.



To switch the area you are currently viewing simply click "View" then click on the area you wish to go.



### Just a Right-Click Away

In addition to using the new Tasks area or the old reliable menu bar, you can now simply right-click to select many of your most common tasks. When you are in any of the main working areas simply right-click to get a list of the most common tasks for that area.

- **Add Asset** takes you to a new Asset Detail screen to start entering your new asset.
- **Edit Asset** navigates you to the Asset Detail screen with the currently selected asset already loaded.
- **Print Asset List** will print the currently displayed list of assets.
- **Print Asset Detail** will print the detail for the currently selected asset.
- **Select All** will automatically select all assets currently displayed in the list.
- **Unselect All** will deselect all assets if you had more than one selected.
- **Freeze Column** will "freeze" the currently selected column and everything to the left of it so that when you scroll to the right to find additional information these columns will remain.
- **Unfreeze Column** will remove a freeze column if one was selected.
- **Sort By** will sort the list of assets on the column based on the current field selected.
- **Restore Group Sort** will remove any sorting previously applied and restore to the default sorting.
- **Restore Default View** will remove any customizations performed on the grid and restore the grid to its defaults.
- **Customize Fields** will launch the customizing fields dialog and allow you to customize the currently selected field within the product.
- **Refresh Asset List** is one of several ways you can refresh the data displayed.
- **Hide Navigation Pane** will hide the Tasks and Function panes on the left side to provide more viewing room for the grid.

### Quick Column Reordering

Reordering columns couldn't be easier—just drag and drop! Simply click on any column header in the Assets working area and drag it to a new position.

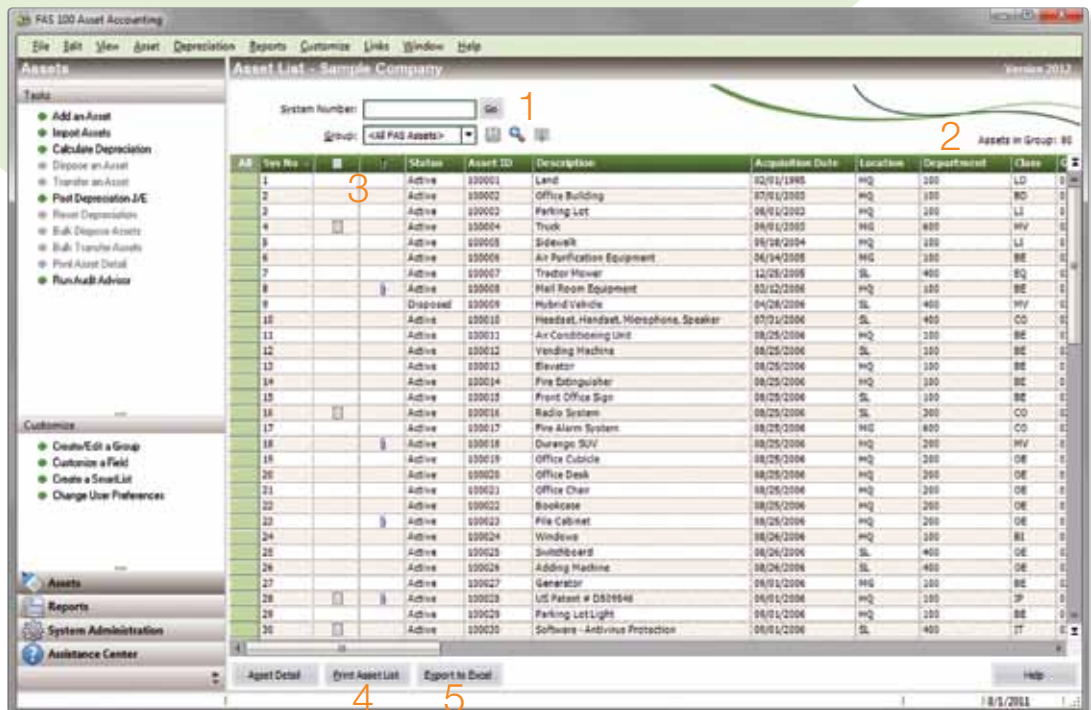
### Freeze/Unfreeze Columns

You can also now freeze and unfreeze columns, just like with a spreadsheet. Just click on a column header and then right-click and select Freeze Column. That column and everything to the left are now frozen in place. To remove it simply right-click again and select Unfreeze Column.

# Assets

## Asset List

The Asset List view is what was previously referred to as Group View and is simply the listing of all the assets or a grouping of assets you are tracking. You will notice this screen utilizes a familiar grid format for ease of data management. Now you can drag and drop columns to order them, as well as resize them, and freeze/unfreeze columns.



- 1 With the new Search and Replace functions finding and making changes to your assets will be a breeze, including the ability to do wildcard searches.
- 2 Ever wonder how many assets are in the group you are looking at? That's why we added a quick tally of the assets.
- 3 Looking for that image or the note? New icons will let you know if there is a note (notepad icon) or image (paperclip icon) attached.
- 4 Printing the Asset List just like you see on your screen can now be done with the click of the Print Asset List button. You can even select print options and add a header.
- 5 Maybe you don't just want a printed copy, you want the information you see in Asset List in Excel so you can make some changes. Just click on the Export to Excel button.

## Find and Replace

We have made major improvements to the Find and Replace feature. To start, just click on the Magnifying Glass icon next to the Group pull down menu. From here you will be able to choose the field you wish to search through and what entry you wish to search for.

With this redesigned feature you can now:

- Perform wildcard searches by using extended searching criteria. For example, looking for “System” and choosing “\*contains\*” will return Computer System and Security System Software.
- Forget about capitalization. Searches now work regardless of being uppercase or lowercase.
- Search and Replace fields support customized field masks and SmartLists.
- You can step through search results and make necessary changes without the results going away.
- Search on any of your book fields. (In FAS Asset Accounting only)
- See results in a temporary group based on the search criteria. This temporary group can even be saved as a new group.



In this example we are searching for assets that contain “System” in the title and that search produces the listing below.

The screenshot shows the main window of the FAS 100 Asset Accounting application. The title bar reads 'FAS 100 Asset Accounting'. The window contains a menu bar with options like 'File', 'Edit', 'View', 'Asset', 'Depreciation', 'Reports', 'Customize', 'Help', 'Window', and 'Help'. Below the menu bar, there is a 'Tasks' pane on the left with options like 'Add an Asset', 'Input Assets', 'Calculate Depreciation', etc. The main area displays a table of assets. The table has columns for 'Asset No.', 'Method', 'Record ID', 'Description', 'Acquisition Date', 'Total Cost', 'Depreciation', and 'Class'. The results show assets with descriptions like 'Radio System', 'Fire Alarm System', 'Cannerver System', 'Packaging System', 'Security System', 'Surveillance Camera System', and 'Audio Transferring System'. The table is grouped by 'Assets to Group: 7'.

Asset No.	Method	Record ID	Description	Acquisition Date	Total Cost	Depreciation	Class
18	Active	10010	Radio System	06/28/2006	150	200	02
27	Active	10017	Fire Alarm System	06/28/2006	150	400	02
39	Active	10020	Cannerver System	11/07/2006	150	400	02
42	Active	10043	Packaging System	11/07/2006	150	400	02
42	Active	10042	Security System	11/11/2007	150	400	02
51	Active	10071	Surveillance Camera System	12/11/2007	150	200	02
67	Active	10267	Audio Transferring System	10/25/2010	150	400	02

## Asset Detail

What previously called Detailed View is now simply Asset Detail and you're going to love it! It's even easier to use and we have refined and improved it to make getting the job done and finding the information you need even faster.

First, you will notice the list of your most common tasks has been updated in the Tasks area in the Navigation pane on the left. From here (or from the menu bar) you can run a quick projection, dispose of an asset, or calculate depreciation with just a click.

On the Main tab, you will notice you can resize the area you are working in for maximum visibility. Now any required field will be in bold, as well as the five critical depreciation fields.

In FAS Asset Accounting, you may notice some slight differences in the book fields as well. The Acquisition Date is now the book field area. All calculated fields will display in blue to help you find the numbers you are looking for quickly.

Two new custom date fields have been added.



## Transaction Tab

“Where are the Disposal and Transfer tabs?” We have combined them into a single tab now called the Transactions tab. In FAS Asset Accounting, this tab gives a much better view of the disposal and transfer transactions that your asset has gone through. It shows the transactions in a chronological format, giving you a complete timeline of partial and full disposals and transfers. You can also easily undo your last disposal or transfer transaction by clicking on the Delete Last Transaction button.

## History

The History tab has also been redesigned to make the information easier to read and find. Just click on any of the column headers to sort history by that field. By double-clicking on any line you can see any relevant detail, such as a field being changed from value A to value B.

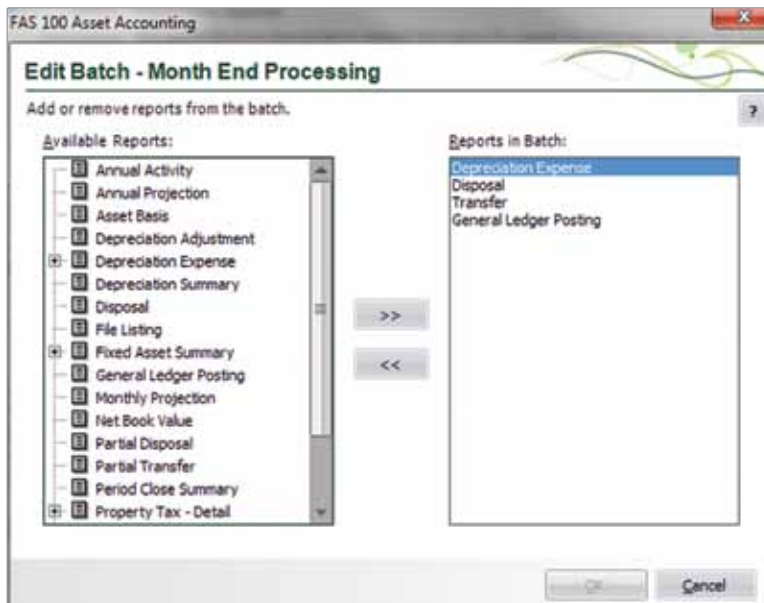
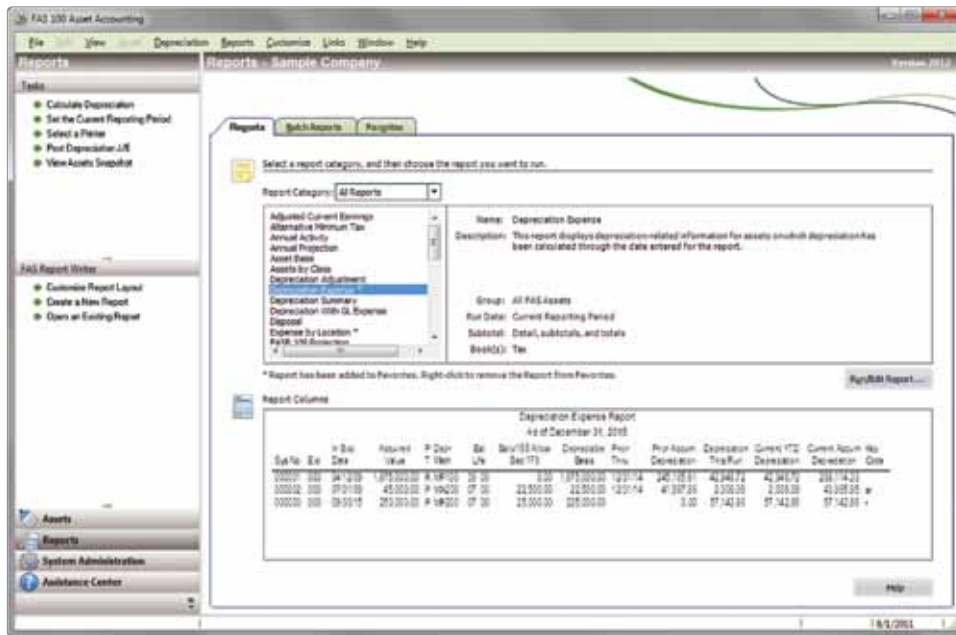
If you own both FAS Asset Accounting and FAS Asset Inventory you will notice that you can now see history information across both programs. And, we added a field in the History tab called Source Application that will show you in which product the history was changed.

## Notes

How could Notes get any better? Now they are secure. Once you enter a note you don't have to worry about someone else changing it. Notes are stored safely and securely in the database giving you a reliable audit trail.

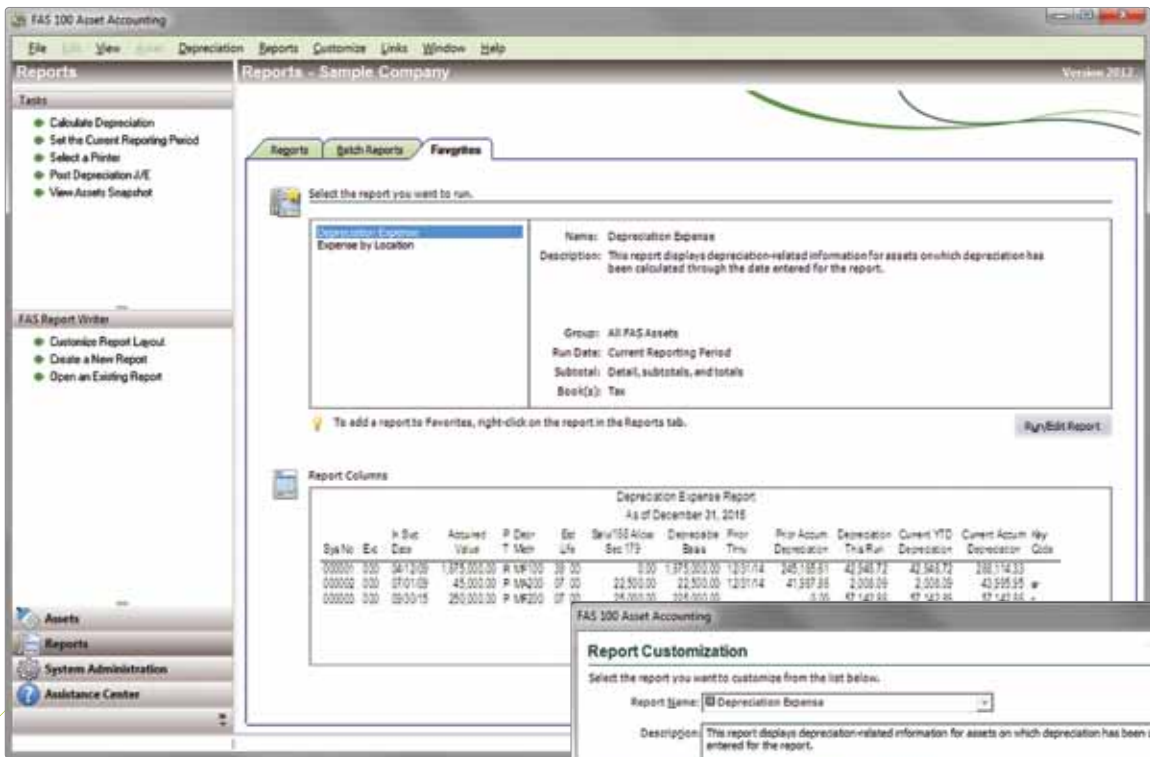
# Reports

Let's move on to the Reports area. Here, all the reports are in one convenient place where you can view, run, and edit the reports at your leisure, including Standard, Custom, and Batch reports.



## Batch Reports

With Batch Reporting you can create a bundle of reports that can be run daily, weekly or monthly together to save you time from having to run each report independently. Create batches of reports for your month-end close or end-year processing.



## Favorite Reports

Find yourself running the same reports frequently? Just mark it as a Favorite and you will always have it available at your fingertips. No more searching through lists of reports, just click on the new Favorites tab to see all your most commonly used reports.

# System Administration

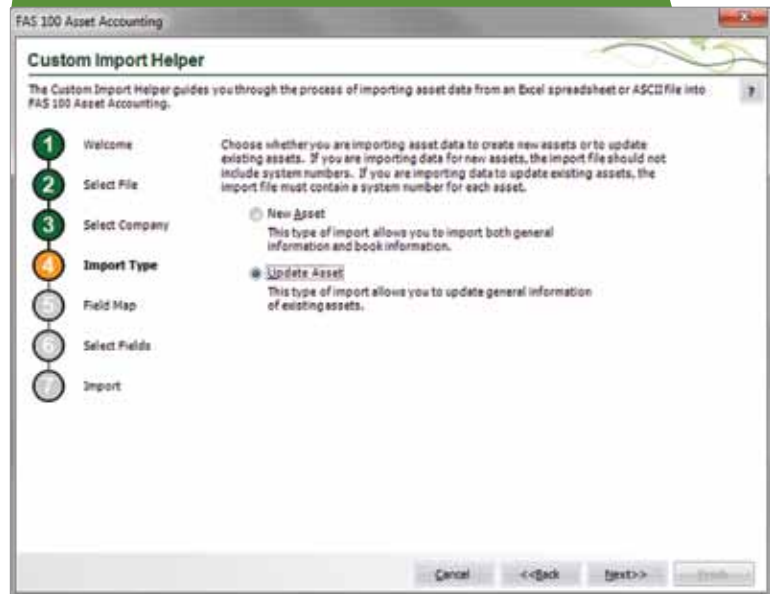
The new System Administration area allows for easier navigation and maintenance of the product. All administrative functionality is now available in one convenient location. From here you can quickly choose to backup your data or modify your security settings.



## Update Assets Via Import

Importing assets is even better and more powerful. In addition to adding new assets you can now update general information on existing assets. This is a fantastic new feature for making changes to general information fields on many assets at once that was previously only available in FAS Asset Inventory. But, please remember to make a back-up of your data first. This feature is so powerful you could change thousands of assets with a single import.

In the convenient import wizard you can now select the Import Type. New Asset is used to create new assets. Update Asset will modify the general information on an existing asset according to the import file based on System Number.

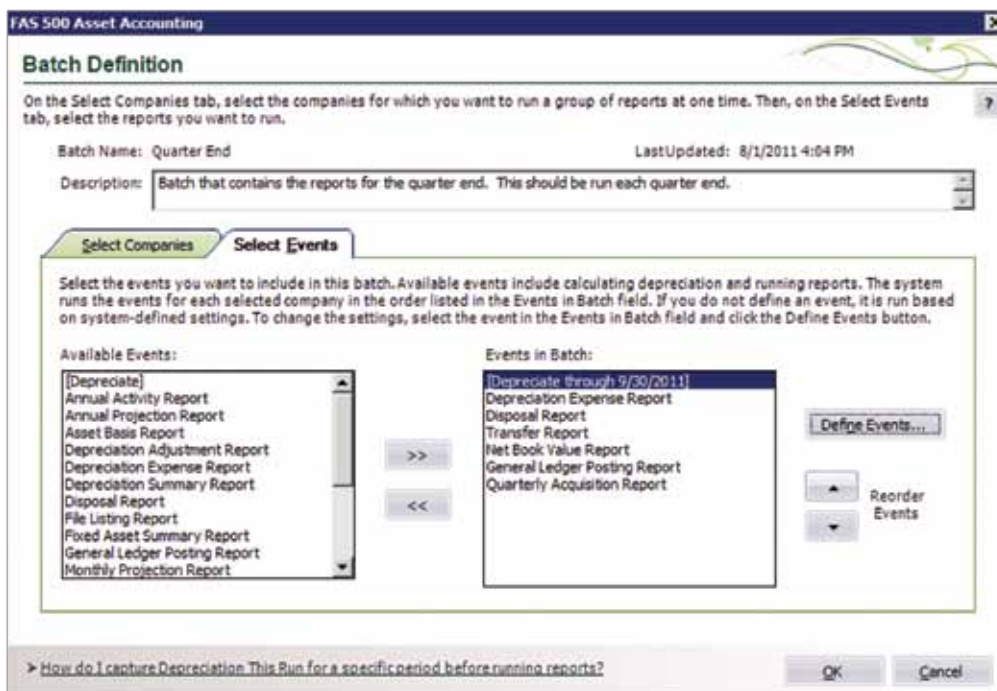


## New Global Task Manager

Do you have multiple companies/organizations in FAS Asset Accounting? FAS 500 Asset Accounting now has a great new time-saving feature that allows you to automatically calculate depreciation and generate reports across multiple companies/organizations, even when they are in different databases. Global Task Manager can change your month-end process from a laborious process to a single mouse click, potentially saving you hours of time.

Here's how it works. Global Task Manager allows you to define custom batch jobs where you select the events you want to occur and the order you want them to occur in. For example, you may want it to calculate depreciation, run the Depreciation Expense report, and then run the Disposal report. Next, you just select the companies/organizations that you want to run these events for. You can select one company/organization or hundreds of them in the same or different database.

When you're ready, a simple click of the mouse processes all of the events. You can go on to other work and let the system do the work for you. Reports will be sent to a printer and/or saved to Adobe Acrobat (.pdf) or Crystal Reports (.rpt) formats. When it's done a summary report is automatically displayed.



This feature is only available in Sage FAS 500 Asset Accounting.

Don't have Sage FAS 500?  
Contact your Sage FAS Sales Account Manager by phone at 800-368-2405 or email [FASSales@Sage.com](mailto:FASSales@Sage.com) for information on upgrading.

## Utility Reports

FAS Utility Reports, previously called FAS Compliance Advisor, includes some extremely useful product administration and security reports. The FAS Utility Reports, accessed from System Administration, are a series of reports that provide system configuration information. These reports are beneficial when there is a need to report on certain compliance standards whether it be security or audit related.

There are reports for almost everything! Need a list of who has access to your system and what privileges they've been given? Need to print history across multiple assets? Want to know how each of your companies/organizations is set up? These reports are available and much more, including:

### Asset Reports

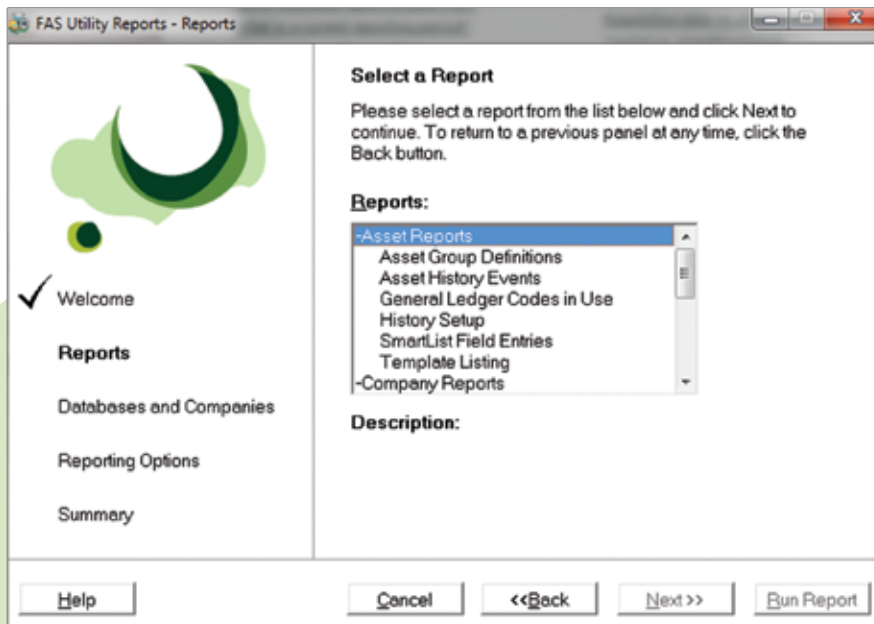
- Asset Group Definitions
- Asset History Events
- General Ledger Codes in Use
- History Setup
- SmartList Field Entries
- Template Listing

### Company Reports

- Company Setup
- Customized Reports
- Listing
- Database
- Company Summary

### Security Reports

- Company Access by User
- Company Profile
- Assignments
- Company Profile Definitions
- Security Status
- System Access by User
- System Profile
- Assignments
- System Profile Definitions



Running reports is fast and simple with the convenient FAS Utility Reports wizard. Just select which report you want to run and for which companies/organizations. It's that easy.

NOTE: If you previously installed FAS Compliance Advisor, please uninstall it to use the new FAS Utility Reports instead.

# Assistance Center

The new Assistance Center goes so far beyond mere Help it's like getting a fixed assets PHD. The Assistance Center doesn't just give you help with product functions but provides advice on industry terminology, best practices and reasons why you may want to choose one option over another. Within this new Assistance Center you can find additional Sage and industry resources as well as useful contact information. Visit the Assistance Center to see what is new and changing in FAS Asset Accounting and how to take full advantage of the many features and enhancements.

Having help when you need it is great. What's even better though is having the option for help and not having to go look for it. Your Sage FAS product now has help topic links listed on almost all of our menus and windows that we think will help guide you and answer the questions you may have.



Take the Depreciation function, for example:

Here you will see a help option for, "How do I depreciate for a specific period?" This is just one example of the many places these convenient links are now available.

# Inventory

Within FAS Asset Inventory you will now notice that you have an Inventory view option. This view will walk you through performing a physical inventory. We take you step by step through starting, conducting, and reconciling your inventory. Just follow the steps clicking on each task to complete it. What could be simpler than 1-2-3?

The screenshot shows the 'Inventory - Sample Company' window in the FAS 100 Asset Inventory software. The window title is 'Inventory - Sample Company' and it includes a menu bar with 'File', 'View', 'Inventory', 'Reports', 'Customize', 'Window', and 'Help'. A 'Tasks' list on the left includes: 'Create a New Inventory', 'Open a Company', 'Create/Edit a Group', 'Assign Numbers', 'Print Labels', and 'Buy Labels'. Below the tasks is a table with the following data:

Inventory Number	Status	Step Owner	Step Date	Type	Group	No. of Readers
Annual Inventory 1	In Progress	Jason Smith	8/1/2011	Dynamic	Department	1
Annual Inventory 2	In Progress	Kelly Clark	8/1/2011	Dynamic	Manufacturing	1

Below the table is the 'Inventory Process' section, which includes a flowchart illustrating the sequential process for the selected inventory. The process is divided into three main steps:

- 1 Start Inventory**: Includes 'Get the Edit Inventory' and 'Get Up Readers'.
- 2 Conduct Inventory**: Includes 'Prepare Readers', 'Scan Assets', and 'Receive Reader Data'.
- 3 Reconcile Inventory**: Includes 'High Reconciliation', 'Reconcile Inventory Data', and 'Complete Reconciliation'.

The flowchart shows the following sequence of steps: 'Get the Edit Inventory' leads to 'Get Up Readers'. 'Get Up Readers' leads to 'Prepare Readers'. 'Prepare Readers' leads to 'Scan Assets'. 'Scan Assets' leads to 'Receive Reader Data'. 'Receive Reader Data' leads to 'High Reconciliation'. 'High Reconciliation' leads to 'Reconcile Inventory Data'. 'Reconcile Inventory Data' leads to 'Complete Reconciliation'. The 'Start' step is highlighted in blue, indicating it is the current step.



