

Sage 100 Standard, Advanced, and Premium Link

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Important: This chapter is only applicable to Sage Fixed Assets-Lite Depreciation, Sage Fixed Assets-Depreciation Standard, and Sage Fixed Assets-Depreciation Network users. If you are using Sage Fixed Assets-Depreciation Premier, see [page 4-1](#).

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

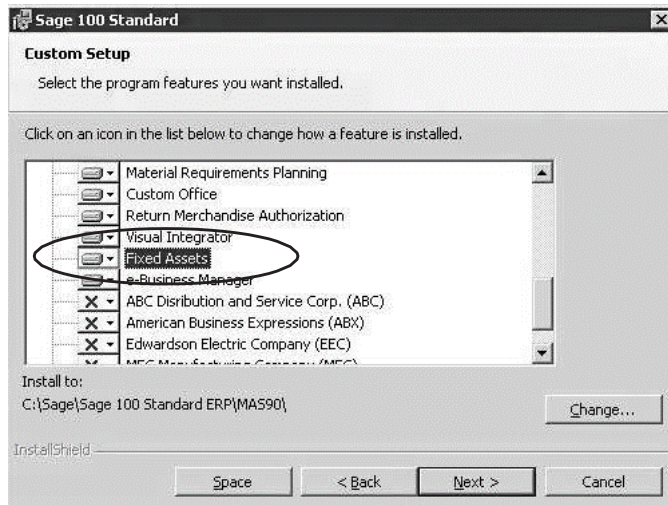
Note: We refer to Sage Fixed Assets-Depreciation, and Sage Fixed Assets-Lite Depreciation as "Sage Fixed Assets." In this chapter, "Sage Fixed Assets" does not include Sage Fixed Assets-Tracking or Sage Fixed Assets- Planning.

Installing and Configuring the Fixed Assets Module

Step 1: Installing the Fixed Assets Module

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

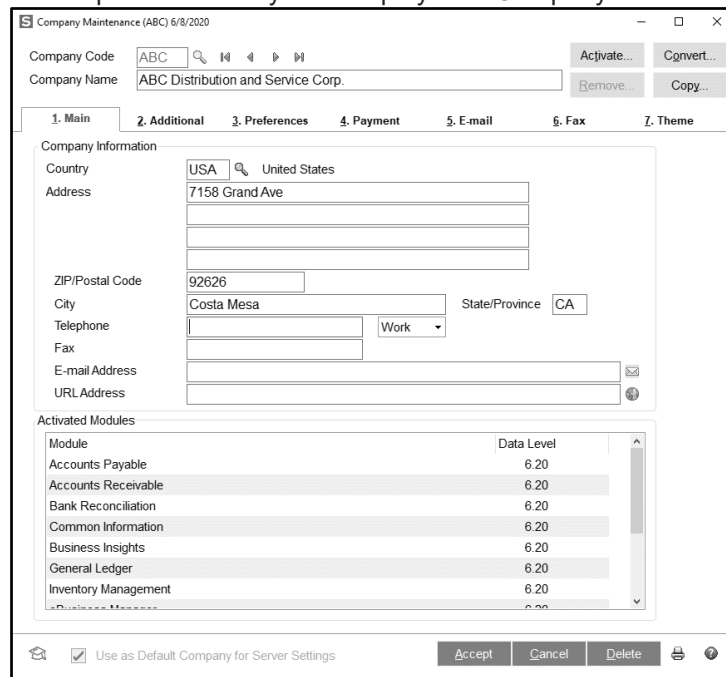
1. Make sure the Fixed Assets module has been installed. Select the Modules menu; Fixed Assets should appear as a command on the Modules menu. If Fixed Assets does not appear on the Modules menu, reinstall the Sage 100 program, and make sure you select the Fixed Assets check box on the Custom Setup dialog.



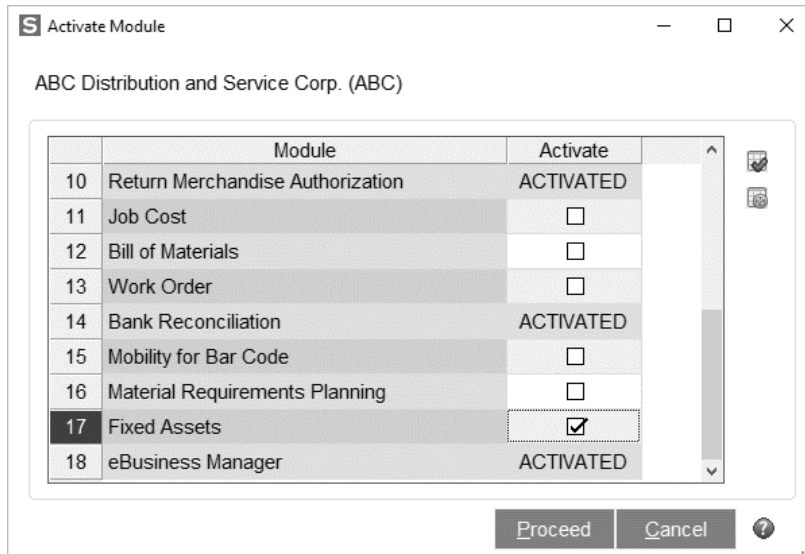
Step 2: Activating the Fixed Assets Module

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

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



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



4. Scroll down until you see Fixed Assets, and then select the Activate check box.
5. Click 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 Fixed Assets

You must make sure that all the 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.

et List - Westfields Bakery - Trng [Training]

System Number: Go

Group: <All Complete Assets >

Sys No		NBV*	Acquired Value*	G/L Expense Acct	G/L Asset Acct	G/L Accum Acct	Department	Class
1		mos \$1,225,000.00	\$1,225,000.00	None	150-00-100	None	Facilities	LD
2		mos \$0.00	\$675,000.00	700-00-100	151-00-100	151-50-100	Facilities	BD
3		mos \$0.00	\$2,210.00	700-00-100	151-00-100	151-50-100	Facilities	LI
4		mos \$0.00	\$2,075.00	700-00-100	153-00-100	153-50-100	Mfg Operations	BU
5		mos \$0.00	\$1,650.00	700-00-100	153-00-100	153-50-100	Mfg Operations	MF

2. Make sure that all the 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 May 2025.

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 will calculate depreciation for the month prior to the date that we want to post (that is, April).

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

The screenshot shows the 'Sage Fixed Assets - Depreciation' dialog box. It has a title bar with a close button. Below the title bar is the word 'Depreciate' in bold. Underneath is the instruction: 'Select a group, book(s), and run date to which depreciation calculations will be updated.' There are four main sections: 'Group', 'Books', 'Date', and 'Run Options'. The 'Group' list includes '<All Complete Assets>', 'Active Assets', 'Current Assets', 'Disposed Assets', 'Images', 'Inactive Assets', 'Store #1', and 'Subject to Prop Tax'. The 'Books' list includes 'Tax', 'Internal' (checked), 'State', 'AMT', 'ACE', 'Budget 1', and 'Budget 2'. The 'Date' section has a dropdown menu showing '04/2025'. The 'Run Options' section includes 'Force recalculation' (unchecked), 'Update current reporting period' (checked), 'Choose Report:' (set to 'Depreciation Expense'), and 'Send To:' (with 'Window' checked and 'Printer' unchecked). At the bottom are 'OK' and 'Cancel' buttons, and a help link: '> How do I depreciate for a specific period?'

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 **04/2025** 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. Click 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 **05/2025**.

This screenshot is similar to the first one, but the 'Date' dropdown menu now shows '05/2025'. All other settings, including the selected 'Internal' book and the 'Update current reporting period' checkbox, remain the same.

7. Select the Window check box.
8. Click OK. The system calculates depreciation and displays the Depreciation Expense report.

Westfields Bakery - Ting													
Depreciation Expense Report													
As of May 31, 2025													
Book = Internal													
FYE Month = December													
Sys No	Ext	In Svc Date	Acquired Value	P Depr T Meth	Est Life	Salv/168 Allow Sec 179	Depreciable Basis	Prior Thru	Prior Accum Depreciation	Depreciation This Run	Current YTD Depreciation	Current Accum Depreciation	Key Code
000440	000	04/09/19	36,100.00	A SLFM	08 00	0.00	36,100.00	04/30/25	25,946.88	376.04	1,880.20	27,827.08	
000441	000	05/14/19	7,500.00	P SLFM	15 00	0.00	7,500.00	04/30/25	2,833.33	41.67	208.33	3,041.66	
000442	000	06/11/19	32,000.00	P SLFM	15 00	0.00	32,000.00	04/30/25	11,911.10	177.77	888.88	12,799.98	
000443	000	06/11/19	8,890.00	P SLFM	15 00	0.00	8,890.00	04/30/25	3,309.07	49.39	246.94	3,556.01	
000444	000	07/18/19	6,600.00	P SLFM	05 00	0.00	6,600.00	04/30/25	6,600.00	0.00	0.00	6,600.00	
000445	000	08/15/19	5,500.00	P SLFM	05 00	0.00	5,500.00	04/30/25	5,500.00	0.00	0.00	5,500.00	
000446	000	01/11/12	1,267.85	P SLFM	05 00	0.00	1,267.85	04/30/25	1,267.85	0.00	0.00	1,267.85	
000447	000	11/14/19	1,549.00	P NoDep	00 00	0.00	1,549.00	04/30/25	0.00	0.00	0.00	0.00	
000448	000	10/15/19	34,550.00	P SLFM	10 00	0.00	34,550.00	04/30/25	18,138.75	287.92	1,439.58	19,578.33	
000449	000	09/12/19	1,549.00	P NoDep	00 00	0.00	1,549.00	04/30/25	0.00	0.00	0.00	0.00	
Grand Total			7,428,780.15			127,700.00	7,298,305.15		4,922,923.98	13,469.77	67,419.69	4,990,343.67	
Less disposals and transfers			0.00			0.00	0.00		0.00			0.00	
Count = 0													
Net Grand Total			<u>7,428,780.15</u>			<u>127,700.00</u>	<u>7,298,305.15</u>		<u>4,922,923.98</u>	<u>13,469.77</u>	<u>67,419.69</u>	<u>4,990,343.67</u>	
Count = 381													

The Depreciation This Run column shows the amount of depreciation that was calculated between the next-to-last depreciation calculation (on April 30, 2025, which is shown in the Prior Through column) and the last depreciation calculation (on May 31, 2025, which is shown in the heading of the report).

Note the amount of \$13,469.77 in the Depreciation This Run column. This is the total amount that Sage Fixed Assets sends to Sage 100, so you will need to check this number to make sure that the link worked correctly.

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.

Sage Fixed Assets - Depreciation

Report Definition

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

Report Name:

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

Setup Report | Format Report | View Report Layout

Group:
In-use by Sage Fixed Assets - Depreciation

Books:

- Tax
- Internal
- State
- AMT
- ACE
- Budget 1
- Budget 2

Date:

Run for depreciation calculated through:

Current reporting period:
5/31/2025

Other date:

Configuration

Journal Number:

Send To: Window Printer

Add report to Favorites

2. Make sure that General Ledger Posting appears in the Report field.
3. Select the Internal book check box.
4. Make sure that the Current Reporting Period is May 31, 2025.
5. Click the Run Report button. The system displays the General Ledger Posting report.

Westfields Bakery - Ting
General Ledger Posting Report
(Includes Sec. 168 Allowance and Sec. 179 amounts)

Book = Internal
FYE Month = December

Journal Entry Number
Journal Entry

General Ledger Account Number	Account Name	Debit	Credit
To record depreciation expense run through 05/31/2025			
700-00-100	Depreciation Expense	\$ 3,656.94	
700-00-200	Depreciation Expense	1,206.52	
700-00-300	Depreciation Expense	636.15	
700-00-400	Depreciation Expense	586.87	
700-00-500	Depreciation Expense	3,801.14	
700-00-600	Depreciation Expense	3,448.82	
702-50-100	Depreciation Expense	133.33	
151-50-100	Accumulated Depreciation		\$ 606.87
151-50-200	Accumulated Depreciation		397.80
151-50-300	Accumulated Depreciation		565.32
151-50-400	Accumulated Depreciation		386.98
151-50-500	Accumulated Depreciation		264.01
151-50-600	Accumulated Depreciation		3,052.98
152-50-100	Accumulated Depreciation		577.78
152-50-200	Accumulated Depreciation		200.00
152-50-400	Accumulated Depreciation		107.39
152-50-500	Accumulated Depreciation		133.33
152-50-600	Accumulated Depreciation		166.87
153-50-100	Accumulated Depreciation		2,192.50
153-50-200	Accumulated Depreciation		296.74
153-50-300	Accumulated Depreciation		70.83
153-50-400	Accumulated Depreciation		70.83
153-50-500	Accumulated Depreciation		2,682.96
153-50-600	Accumulated Depreciation		229.17
154-50-100	Accumulated Depreciation		58.75
157-50-100	Accumulated Depreciation		376.04
157-50-200	Accumulated Depreciation		311.98
157-50-500	Accumulated Depreciation		287.92
158-00-500	Accumulated Depreciation		432.92
Grand Total		\$ 13,469.77	\$ 13,469.77

Note that the Grand Total amounts of \$13,469.77 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 May 2025.

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. Click 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. Click Yes to proceed. The Fixed Assets Options dialog appears.

The screenshot shows the 'Fixed Assets Options (WES) 5/31/2025' dialog box. It has two tabs: '1. Main' and '2. Additional'. The '2. Additional' tab is selected. The dialog contains the following fields and options:

- Database:** Training (dropdown)
- SFA Company:** Westfields Bakery - Trng (dropdown)
- Book Definition Field:** None (dropdown)
- Current Fiscal Year:** 2025 (dropdown)
- Current Period:** 05 (dropdown)
- Default Posting Book:** Internal (dropdown)
- Post to General Ledger in Detail:**
- Integrate with:**
 - Accounts Payable:
 - Purchase Order:
- Require Template to Create Assets from A/P and P/O:**

At the bottom right, there are three buttons: 'OK', a printer icon, and a help icon.

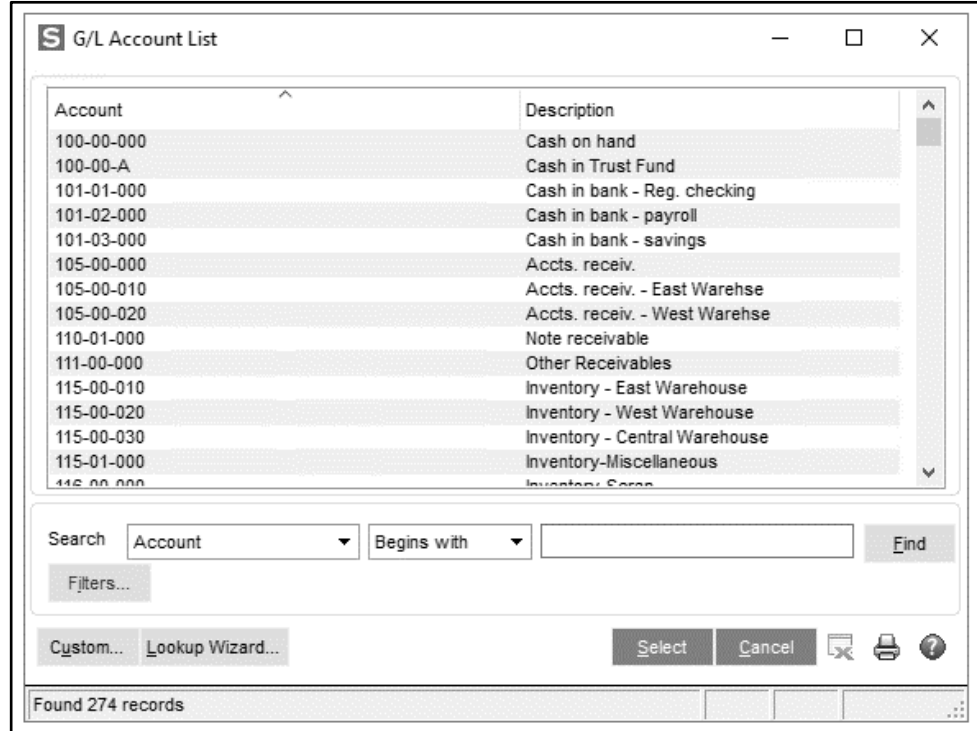
3. Click the browse button to the right of the Database Name and Path field to locate the Sage Fixed Assets database.
4. Select the company from the drop-down list.
5. Click the Select button. The system returns to the Fixed Assets Options dialog.
6. Select the correct book in the Default Posting Book 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 **2025** and **05** for May 2025.
8. Select the Post Registers in General Ledger in Detail check box.
9. Click 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.

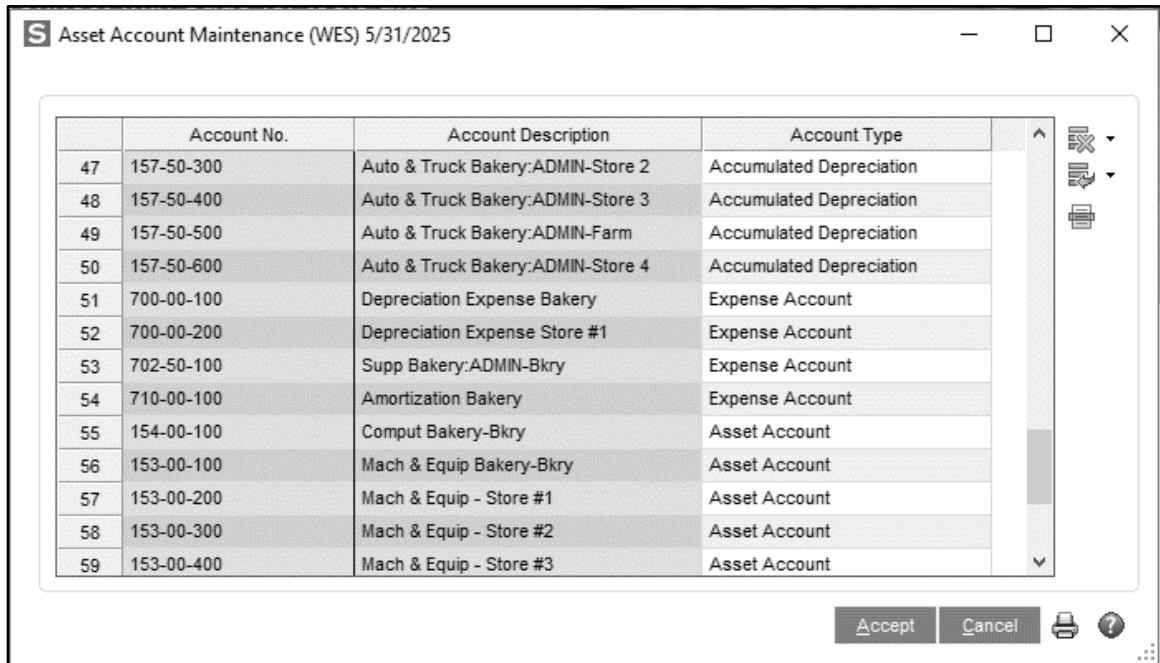
1. Select Modules/Fixed Assets/Main/Asset Account Maintenance. The Asset Account Maintenance dialog appears.

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



- Select the G/L Asset Account numbers used in Sage Fixed Assets by double-clicking on them.

4. In the Account Type field, select Asset Account to add it to the list box.
5. Continue adding asset accounts, expense accounts and depreciation accounts.



6. Click the Accept button to close the dialog.

Step 3: Processing the Period-End

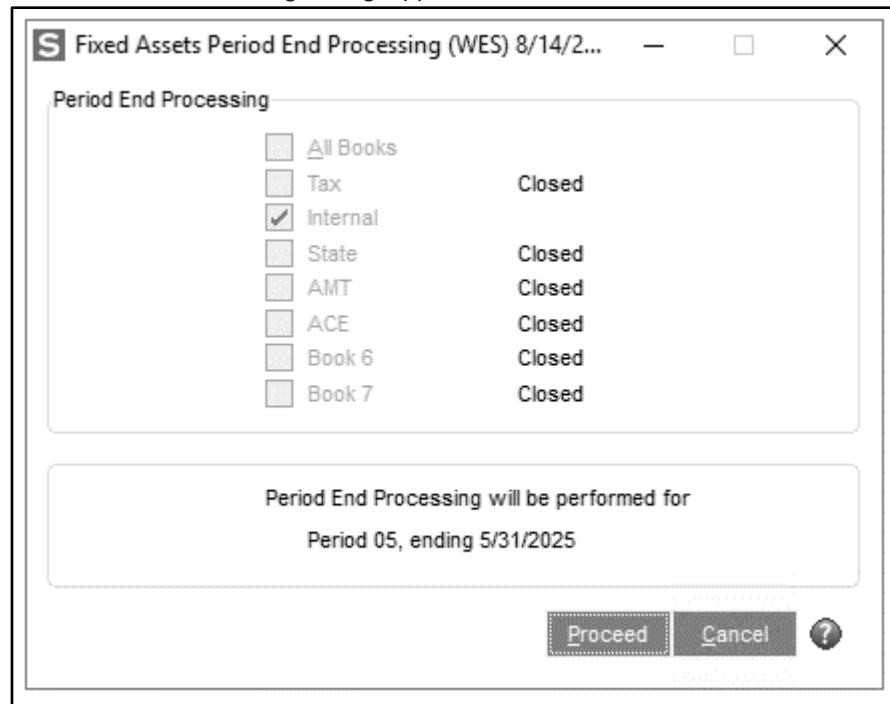
The final step is to perform the period-end processing to transfer the calculated depreciation postings from Sage Fixed Assets to the Sage 100 general ledger. The process includes validating all your assets and generating and updating a Fixed Assets Journal.

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. Click the Proceed button. The Fixed Assets Journal dialog appears.

Fixed Assets Journal

Register Number: FL-000002

Closing Date: 5/31/2025

Journal Posting Date: 5/31/2025

Posted From: INTERNAL BOOK

		Westfield Bakery (WES)
		Depreciation This Period
Asset Number/Description: 0000000430	Porte Cochere	153.84
Asset Account: 151-00-200		
Expense Account: 700-00-200		
Accumulated Depreciation: 151-50-200		
Asset Number/Description: 0000000432	Walk-In Freezer	62.50
Asset Account: 153-00-600		
Expense Account: 700-00-600		
Accumulated Depreciation: 153-50-600		
Asset Number/Description: 0000000434	Cow - Miss October	45.83
Asset Account: 158-00-500		
Expense Account: 700-00-500		
Accumulated Depreciation: 158-00-500		
Asset Number/Description: 0000000437	Milking Machine	22.92
Asset Account: 153-00-500		
Expense Account: 700-00-500		
Accumulated Depreciation: 153-50-500		
Asset Number/Description: 0000000439	Toyota Camry	311.98
Asset Account: 157-00-200		
Expense Account: 700-00-200		
Accumulated Depreciation: 157-50-200		
Asset Number/Description: 0000000440	Ford Cargo Van	376.04
Asset Account: 157-00-100		
Expense Account: 700-00-100		
Accumulated Depreciation: 157-50-100		
Asset Number/Description: 0000000441	Parking Lot Repaved	41.67
Asset Account: 151-00-200		
Expense Account: 700-00-200		
Accumulated Depreciation: 151-50-200		
Asset Number/Description: 0000000442	Parking Lot	177.77
Asset Account: 151-00-400		
Expense Account: 700-00-400		
Accumulated Depreciation: 151-50-400		
Asset Number/Description: 0000000443	Parking Lot Flood Lights + Security Cameras	49.39
Asset Account: 151-00-400		
Expense Account: 700-00-400		
Accumulated Depreciation: 152-50-400		
Asset Number/Description: 0000000448	John Deere Compact Tractor (i)	287.92
Asset Account: 157-00-500		
Expense Account: 700-00-500		
Accumulated Depreciation: 157-50-500		
Total Depreciation this Period:		13,469.77

Fixed Assets Journal (WES) 8/14/2020

Current General Ledger Period: 05 Ending: 5/31/2025

Fixed Assets Posting Date: 5/31/2025

Microsoft Print to PDF

Print Preview Setup

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

Posting Exception Report

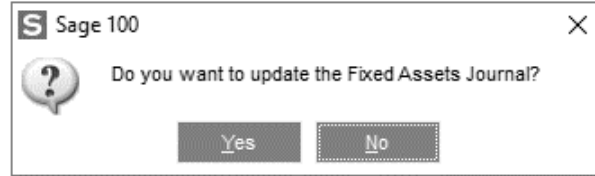
FIXED ASSETS POSTING EXCEPTION REPORT

\\wahvmprn1\WAHFAS1

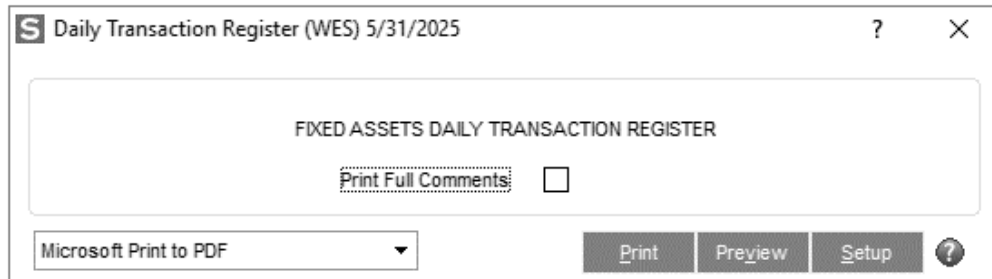
Print Preview Printer Setup...

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

5. 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.
6. The Fixed Assets Posting Recap will appear. After viewing it, close the report
7. A message appears asking if you want to update the Fixed Assets Journal.



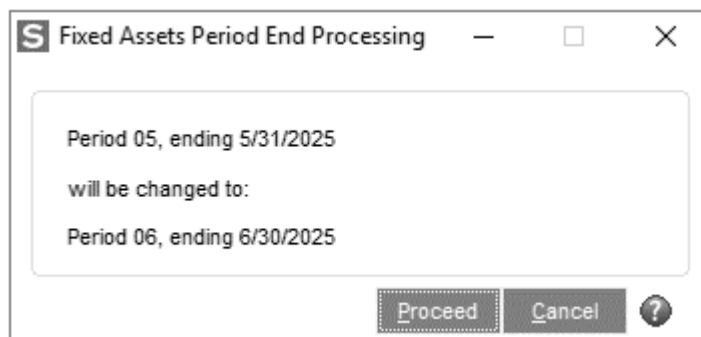
8. Click the Yes button.
9. The Daily Transaction Register dialog appears. Preview or print the report.



10. Close the report. You will then be prompted to update the Daily Transaction Register. Select Yes.



11. The Fixed Assets Period Processing dialog box will appear. This will close the current period and change the current period. In the example, period 5 will be closed and the current period will be now be period 6



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.

S General Ledger Detail by Source Report (WES) 5/31/2025

Report Setting: STANDARD Save

Description: General Ledger Detail by Source Report

Setting Options

Type: Public Print Report Settings: Number of Copies: 1

Default Report: Three Hole Punch: Collated:

Options

Source Type: All Print Comments: Partial

Selections

Select Field	Operand	Value
Source Journal	All	
Journal/Register Number	All	
Posting Date	All	
Source Module	All	

Microsoft Print to PDF Keep Window Open After Print Preview Print Preview Setup

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

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

In this chapter:

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Preparing the Company in Sage Fixed Assets.....	5-1
Setting Up the Fixed Assets Module in Sage 100 Standard/Advanced.....	5-2
Creating the Asset	5-7

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)

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 1-1](#). In this chapter, "Sage Fixed Assets" does not include Sage Fixed Assets-Tracking or Sage Fixed Assets- Planning.

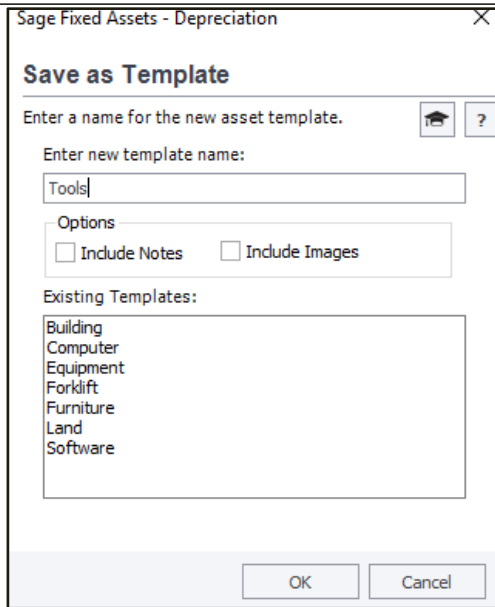
Installing the Link

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.



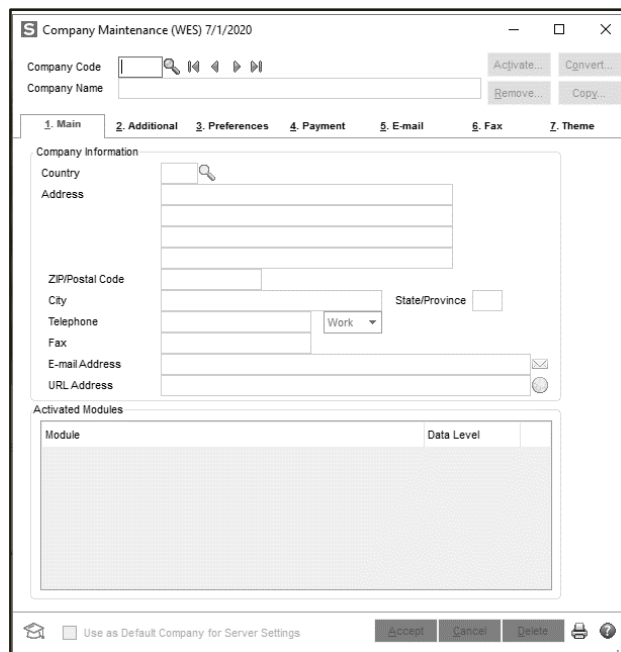
3. Enter a name for the template you are creating, and then click OK.

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

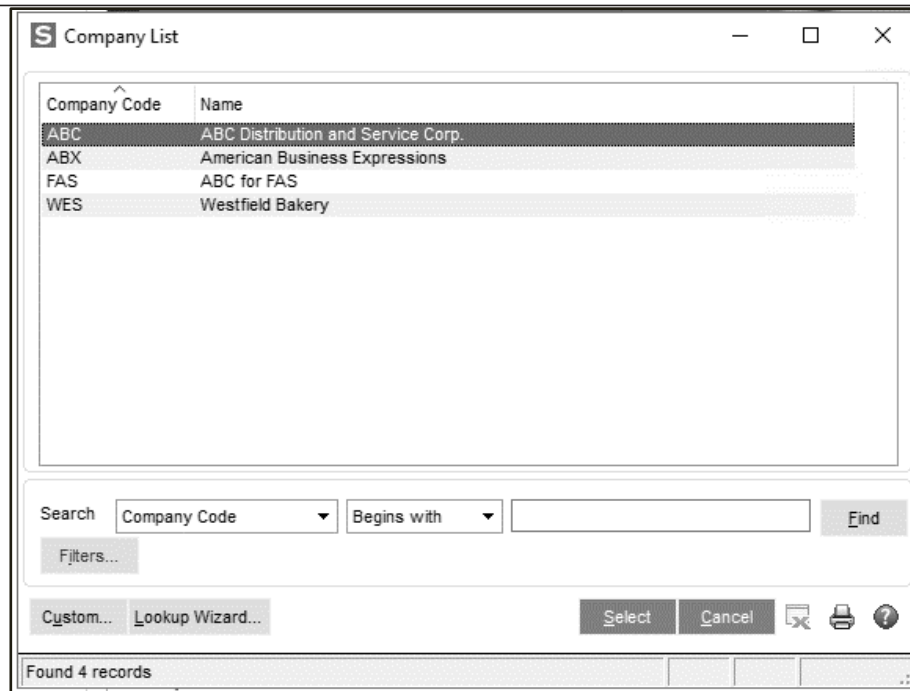
This section describes the steps for setting up the Fixed Assets module in Sage 100 Standard/Advanced. You need to perform the steps in this section only once.

Step 1: Activating the Fixed Assets Module

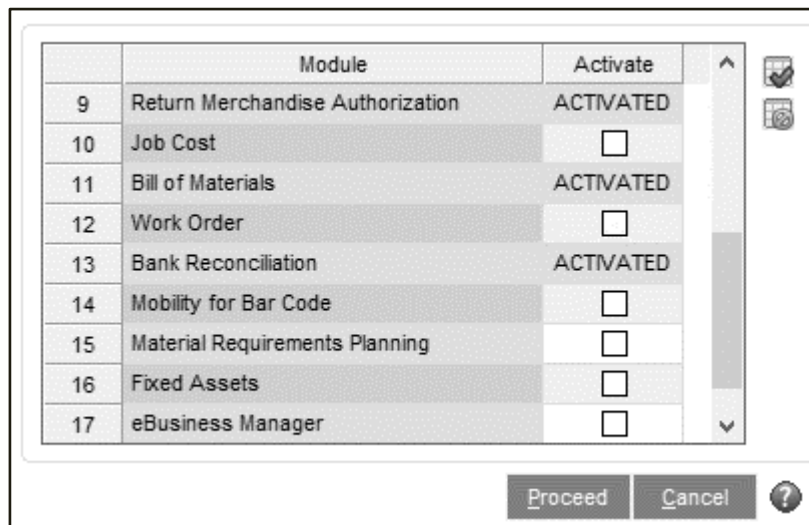
1. Select Modules/Library Master/Main/Company Maintenance. The Company Maintenance dialog appears.



2. Click 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 click the Select button. The system returns to the Company Maintenance dialog.
4. Click the Activate button. The Activate Module dialog appears.



5. Select the Activate check box for the Fixed Assets module.
6. Click the Proceed button to return to the Company Maintenance dialog.
7. Click 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. Click the Yes button. The Fixed Assets Options dialog appears.

The screenshot shows the 'Fixed Assets Options (WES) 5/31/2025' dialog box with the 'Additional' tab selected. The dialog is divided into two sections: '1. Main' and '2. Additional'. The '2. Additional' section contains the following fields and options:

- Database:** Training (dropdown)
- SFA Company:** Westfields Bakery - Trng (dropdown)
- Book Definition Field:** None (dropdown)
- Current Fiscal Year:** 2025 (dropdown)
- Current Period:** 05 (dropdown)
- Default Posting Book:** Internal (dropdown)
- Post to General Ledger in Detail:**
- Integrate with:**
 - Accounts Payable:
 - Purchase Order:
- Require Template to Create Assets from A/P and P/O:**

At the bottom right, there are buttons for 'OK', a printer icon, and a help icon.

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 click 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. Click 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.

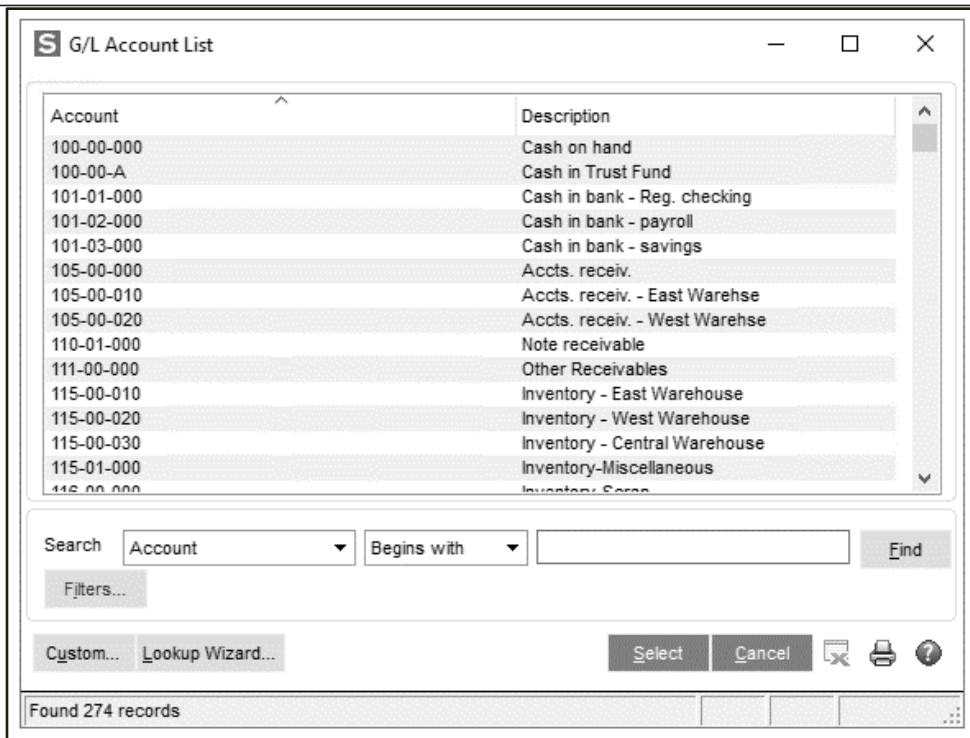
1. Select Modules/Fixed Assets/Setup, and then double-click the Refresh Asset Templates option.

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

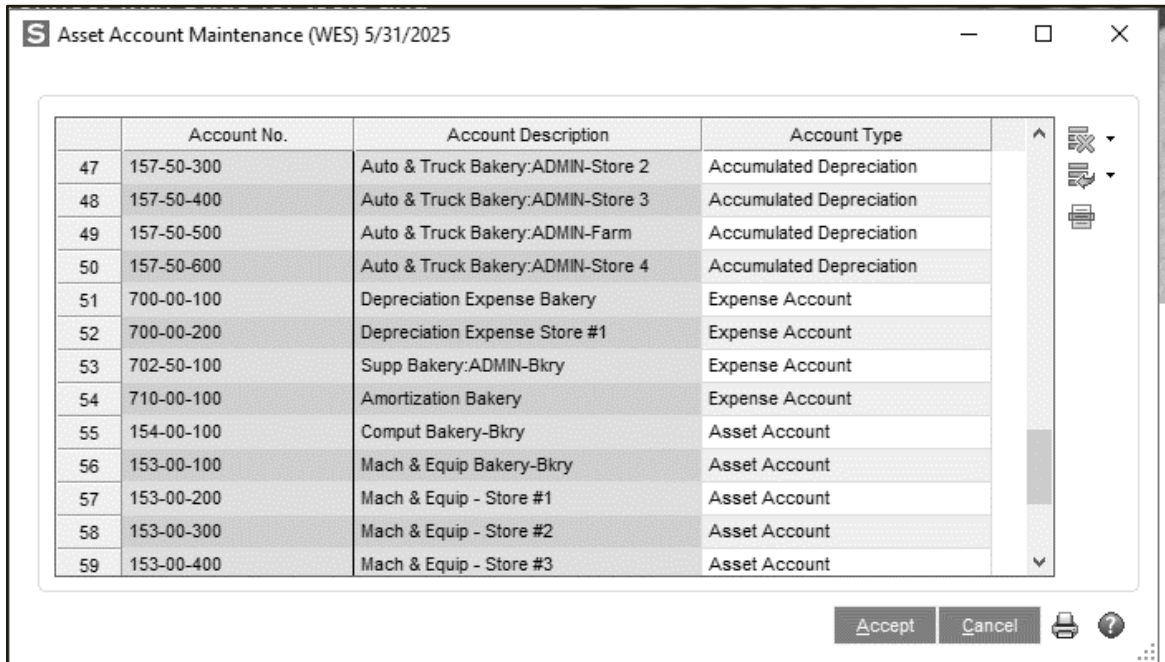
Step 4: Selecting the G/L Account Numbers

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

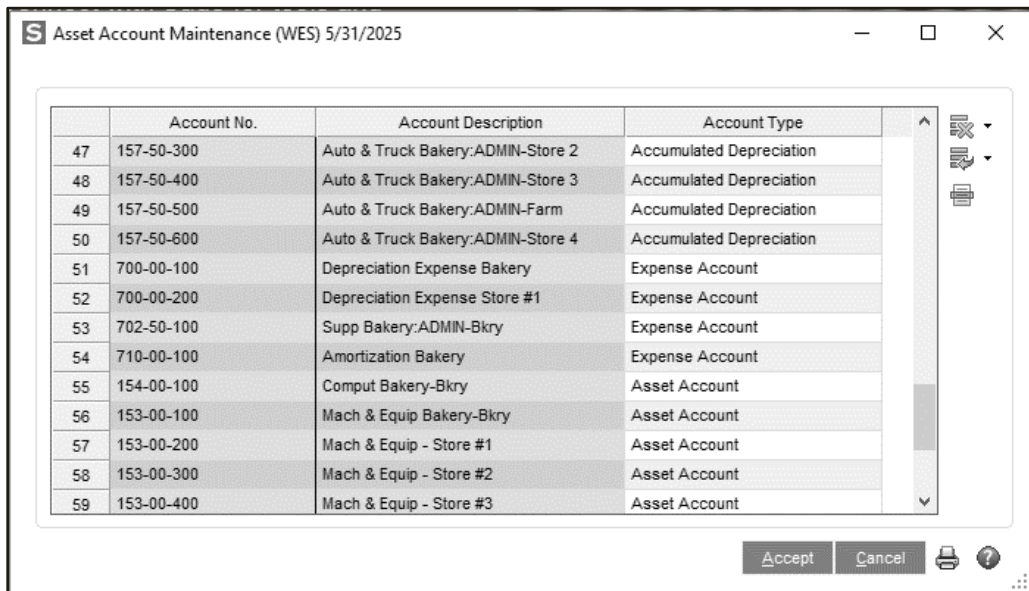
1. Select Modules/Fixed Assets/Main/Asset Account Maintenance. The Asset Account Maintenance dialog appears.



2. Click 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 click the Select button. The system returns to the Asset Account Maintenance dialog.



4. In the Account Type field, select **Asset Account**.
5. Click OK to add the G/L Account Number to the list box.
6. Click the Accept button.

Creating the Asset

You follow the steps in this section every time you create an asset in Sage Fixed Assets. Assets can be created using either the Accounts Payable module or the Purchase Order module.

Step 1: Entering an Invoice in Accounts Payable

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. Click 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.

A/P Invoice Data Entry (WES) 5/31/2025

Vendor No. 01-A1EQUIP

Name A1 Equipment Sales

Invoice No. 357984

1. Header 2. Lines

Quick Row 1

	G/L Account	Amount	Comment
1	153-00-100	20,000.00	
2		.00	

Description Mach & Equip Bakery-Bkry

Asset Template

Exp Dist Percent 0.000%

Distribution Balance 0.00 Total 20,000.00

Accept Cancel Delete

6. If the G/L Account number is incorrect or there is no G/L Account number, click the Lookup icon for the G/L Account field. The G/L Account List dialog appears.

G/L Account List

Account	Description
100-00-000	Cash on hand
100-00-A	Cash in Trust Fund
101-01-000	Cash in bank - Reg. checking
101-02-000	Cash in bank - payroll
101-03-000	Cash in bank - savings
105-00-000	Accts. receiv.
105-00-010	Accts. receiv. - East Warehouse
105-00-020	Accts. receiv. - West Warehouse
110-01-000	Note receivable
111-00-000	Other Receivables
115-00-010	Inventory - East Warehouse
115-00-020	Inventory - West Warehouse
115-00-030	Inventory - Central Warehouse
115-01-000	Inventory-Miscellaneous
115-00-000	Inventory-Sage

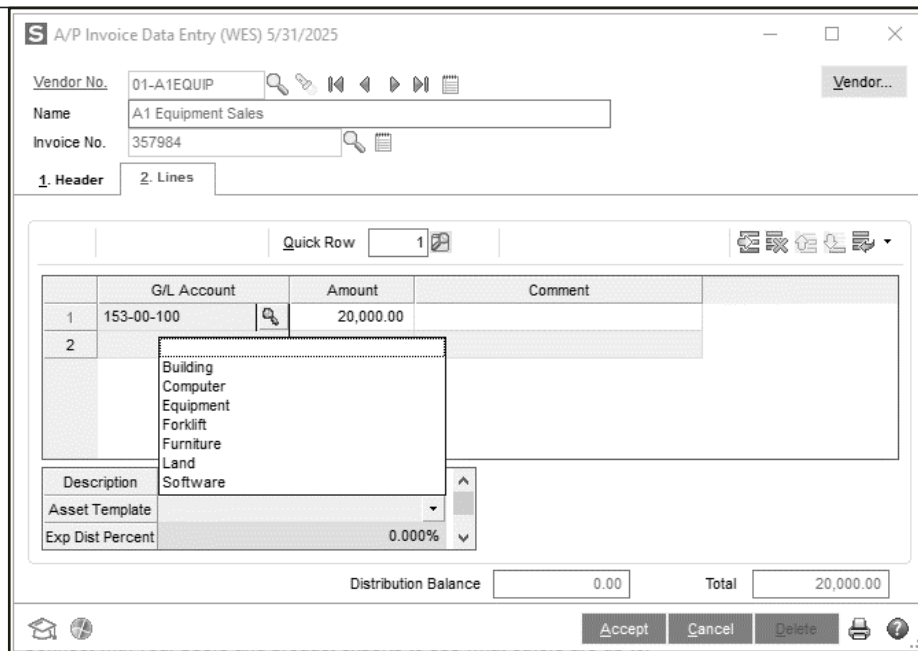
Search Account Begins with Find

Filters...

Custom... Lookup Wizard... Select Cancel

Found 274 records

7. Select the desired G/L Account number, and then click 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, click the drop-down arrow to select the Sage Fixed Assets Asset Template you want to apply to the asset.

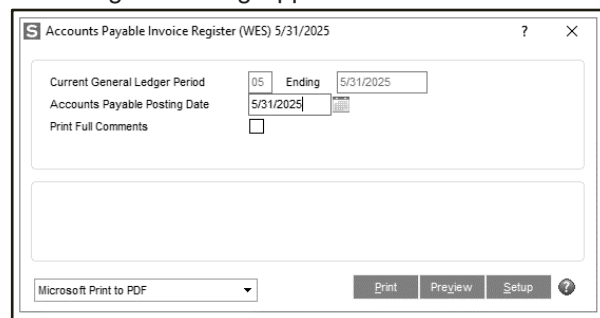


10. Repeat steps 6 through 9 for each line item. NOTE: Each line represents one asset.
11. Click the Accept button.
12. Close the NP Invoice Data Entry dialog when finished.

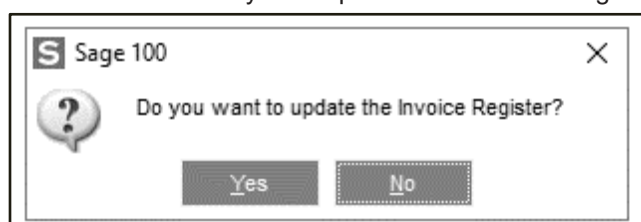
Step 2: Printing the Invoice Register

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. Click the Print button. Review the reports for accuracy. A message asks if you want to update the Invoice Register.
3. Click the Yes button. The system updates the Invoice Register and sends the Invoice Register to the default printer.



Accounts Payable Invoice Register
Journal Posting Date: 5/31/2025
Register Number: AP-000018

Westfield Bakery (WES)

Division Number: 01 TRADE ACCOUNTS PAYABLE

Vendor Number/ Invoice Number	Dates		Discount	Invoice Amount	Discount	Distribution Amount
	Invoice	Due				
A1EQUIP 357984	A1 EquipmentSales			20,000.00	0.00	20,000.00
	5/31/2025	5/31/2025				
	G/L Account: 153-00-100			Mach & Equip Bakery-Bkry		
STEV 5677	Stevens Supply			10,000.00	200.00	10,000.00
	5/31/2025	5/30/2025	5/30/2025			
	G/L Account: 153-00-100			Mach & Equip Bakery-Bkry		
Division 01 Total:				30,000.00	200.00	30,000.00
Report Total:				30,000.00	200.00	30,000.00
					Prepaid Amount:	0.00
					Prepaid Amount:	0.00

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

Fixed Assets Import Status Report
Fixed Assets Company Name: Westfields Bakery - Trng
Module: A/P
Source: AP-000018
Posting Date: 5/31/2025

Westfield Bakery (WES)

Invoice Number	Vendor Number	Vendor Name	System	Unit Cost	Acquired Date	Landed Cost	Total Cost	Asset Created
357984	01-A1EQUIP	A1 Equipment Sales			5/31/2025			
Forklift		Forklift	462	20,000.00		0.00	20,000.00	Yes
5677	01-STEVE	Stevens Supply			5/31/2025			
Forklift		Forklift	463	10,000.00		0.00	10,000.00	Yes
Number of Assets Created:								2
Value of Assets Created:								30,000.00
Number of Assets Not Created:								0
Value of Assets Not Created:								0.00

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

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

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

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

All	Sys No			Status	Asset ID	Description
	424			Active	118120	Dairy Cow - Mable
	425			Active	118130	Dairy Cow - Nadine
	426			Active	118140	Dairy Cow - Ophelia
	427			Disposed	118150	Cow - Miss January
	428			Active	118160	Stainless Steel Twin Automatic Coffee Brewer
	429			Active	118170	Cow - Miss April
	430			Active	118180	Porte Cochere
	431			Active	118190	Stainless Steel Twin Automatic Coffee Brewer
	432			Active	118200	Walk-In Freezer
	433			Active	118210	iPhone
	434			Active	118220	Cow - Miss October
	435			Active	118230	Dodge Ram 2500 Laramie
	436			Active	118240	Trailer
	437			Active	119000	Milking Machine
	438			Active	119010	Toyota Camry
	439			Active	119020	Toyota Camry
	440			Active	119030	Ford Cargo Van
	441			Active	119040	Parking Lot Repaved
	442			Active	119050	Parking Lot
	443			Active	119060	Parking Lot Flood Lights + Security Cameras
	444			Active	119070	Interior Decor
	445			Active	119080	Interior Decor
	446			Active	103998	60-inch HDTV
	447			Active	119090	65-inch Smart TV
	448			Active	119100	John Deere Compact Tractor (i)
	449			Active	119110	65-inch Smart TV
	454			Active		Forklift
	455			Active		Forklift
	456			Active		Forklift

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

Creating an Asset using Purchase Order

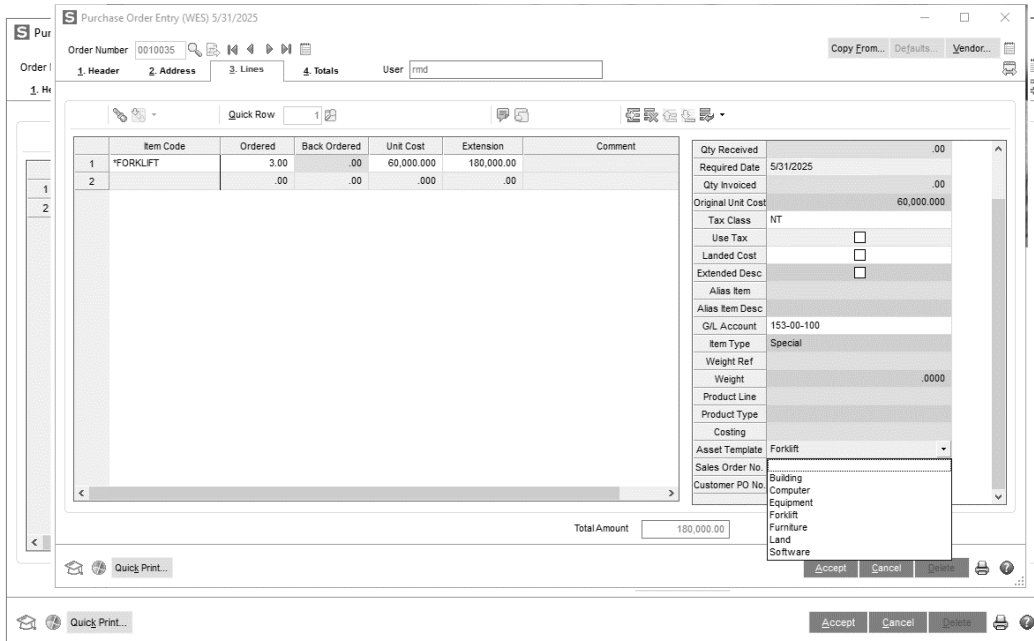
Step 1: Entering a Purchase Order and Receiving the Invoice in Purchase Order

In this step, you will enter a purchase order and receive an invoice. During the purchase order 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 creating a purchase order, you can have any quantity on the line and that number of assets will be created. When the applicable register is updated, the Fixed Assets Import Status report is printed, which you can use to verify the assets created.

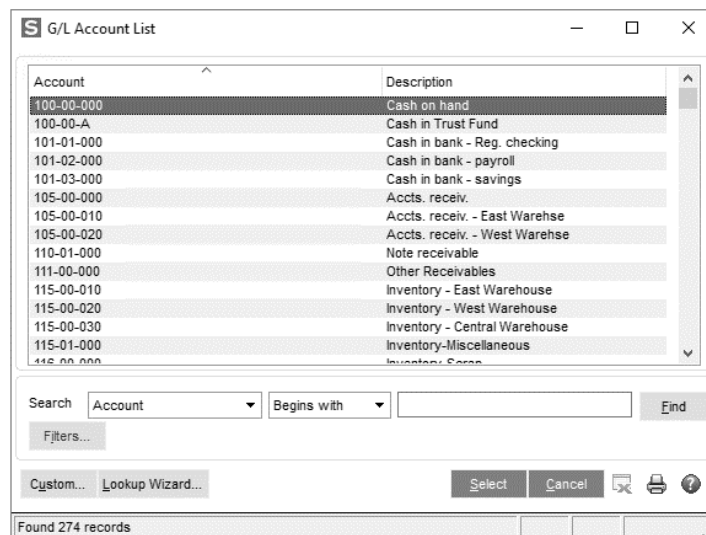
1. Select Modules/Purchase Order/Main/Purchase Order Entry. The Purchase Order Entry dialog appears. Select or enter the Order Number

The screenshot shows the 'Purchase Order Entry' dialog box. At the top, it displays the title 'Purchase Order Entry (WES) 5/31/2025' and the user 'rmd'. Below this, there are tabs for '1. Header', '2. Address', '3. Lines', and '4. Totals'. The 'Header' tab is active, showing fields for 'Order Number' (0010035), 'Order Date' (5/31/2025), 'Order Type' (Standard Order), and 'Master/Repeat PO'. The 'Vendor No.' is 01-A1EQUIP, and the 'Name' is A1 Equipment Sales. The 'Purchase Address' section includes 'Ship-To Address' (0000 ABC Distributing Company), 'Terms Code' (00 NO TERMS), 'Ship Via' (000 CENTRAL WAREHOUSE), and 'Warehouse' (000 CENTRAL WAREHOUSE). The 'Sales Tax' section shows 'Schedule' (NONTAX) and 'Use Tax' (unchecked). The 'Confirm To' section includes 'E-mail', 'Telephone', 'Fax', and 'Comment' fields, along with 'On Hold' (unchecked) and 'Print Order' (checked) checkboxes. At the bottom, there are buttons for 'Accept', 'Cancel', and 'Defaults', along with a 'Quick Print...' button.

2. Click the Lookup icon for the Vendor No. field to select the desired vendor for this invoice.
3. Complete the remaining fields on the dialog, as needed.
4. Select the Lines tab.



5. Select your item code.
6. If the G/L Account number is incorrect or there is no G/L Account number, click the Lookup icon for the G/L Account field. The G/L Account List dialog appears.



7. Select the desired G/L Account number.
8. From the Asset Template field, click the drop-down arrow to select the Sage Fixed Assets Asset Template you want to apply to the asset.
9. Repeat steps 6 through 8 for each line item. NOTE: Each line represents a different type of asset.
10. Click the Totals tab.
11. Review Totals and make any entries as needed.

12. Click Accept.
13. Close the Purchase Order Entry dialog when finished.

Step 2: Receiving the invoice

In this step you will receive the invoice, which will put the asset into service.

1. Select Modules/Purchase Order/Main/Receipt of Invoice Entry. The Receipt of Invoice Entry dialog appears
2. Select or enter the next Receipt Number.
3. Select the Purchase Order of the procured asset.
4. Enter the Invoice Number and complete any other fields as needed.

5. Select the Lines tab.
6. Select Yes to invoice the complete purchase order.

Item Code	Ordered	Invoiced	Unit Cost	Extension	Comm
*FORKLIFT	3.00	3.00	60,000.00	180,000.00	
2	.00	.00	.000	.00	

7. Make any adjustments needed.
8. Select Totals tab. Complete any fields as needed.
9. Click Accept and close window.

Step 3: Printing the Daily Receipt Registers

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

4. Select Modules/Purchase Order/Main/Daily Receipt Registers/Update. The Purchase Order Daily Receipt Registers dialog appears.

5. Click the Print button. Review the reports for accuracy. A message asks if you want to update the Daily Receipt Registers.

6. Click the Yes button. The system updates the Daily Receipts Registers.
 The system also sends the Fixed Assets Import Status report to the default printer.

Fixed Assets Import Status Report
Fixed Assets Company Name: Westfields Bakery - Trng
Module:
Source: PO-000009
Posting Date: 5/31/2025

Westfield Bakery (WES)

Invoice Number	Purchase Order Number	Vendor Number	Vendor Name	System	Unit Cost	Acquired Date	Landed Cost	Total Cost	Asset Created
987456									
	0010035	01-A1EQUIP	A1 Equipment Sales			5/31/2025			
	Forklift	Forklift		464	60,000.00		0.00	60,000.00	Yes
				465	60,000.00		0.00	60,000.00	Yes
				466	60,000.00		0.00	60,000.00	Yes
Number of Assets Created:									3
Value of Assets Created:									180,000.00
Number of Assets Not Created:									0
Value of Assets Not Created:									0.00

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