

# Sage Fixed Assets Lite Depreciation

Quick start guide

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# Contents

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- Chapter 1 Introduction .....4**
- System Requirements .....4
- Security Requirements .....4
- Contacting Us .....4
  
- Chapter 2 Installing Saged Fixed Assets – Lite Depreciation the first time .....5**
- Step 1: Installing the Latest Version .....5
- Step 2: Registering the Application .....6
- Using an Expired Subscription .....7
- Step 3: Starting the Application .....8
  
- Chapter 3 Installing Sage Fixed Assets – Lite Depreciation: Upgrading from a Prior Version .....9**
- Step 1: Backing Up Your Data .....9
- Step 2: Installing the Latest Version .....10
- Step 3: Converting Your Data .....11
- Step 4: Starting the Application .....17
  
- Chapter 4 Troubleshooting.....18**
- Moving and Reconfiguring Databases .....18

# Chapter 1

## Introduction

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This guide provides the information necessary for installing the Sage Fixed Assets—Lite Depreciation program. It contains information that will get your application up and running as quickly as possible. It includes information about installing the application for the first time, as well as upgrading from a previous version of the product.

## System Requirements

Before installing, review the [System Requirements: Sage Fixed Assets Lite Depreciation](#) article in the Sage Knowledgebase for the latest system requirements. As is true of most software programs, enhancing your hardware and system software may improve performance.

### Limit to Number of Assets

**Important:** The application allows you to enter up to 1,000 assets per company. The system does not allow you to enter new assets in a company after 1,000 assets have been created in that company.

## Security Requirements

The following rights are required to install the application properly.

### Installation

The person installing the program must have **Administrative** rights to the local computer.

## Contacting Us

Within Sage Fixed Assets, select Help/Sage Support to display a list of support options. Click to access the product Knowledgebase, find product downloads and updates, start a live chat session, or to submit a support ticket. Sage Support contact number: 800-331-8514.

# Chapter 2

## Installing Sage Fixed Assets—Lite Depreciation the First Time

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### In this chapter:

[Step 1: Installing the Latest Version](#)

[Step 2: Registering the Application](#)

[Step 3: Starting the Application](#)

This chapter provides instructions for users who have never installed Sage Fixed Assets—Lite Depreciation before. If you are currently using Sage Fixed Assets—Lite Depreciation, please see Chapter 3, “Installing Sage Fixed Assets—Lite Depreciation: Upgrading from a Prior Version.”

### Step 1: Installing the Latest Version

Before you begin to install the application, you should do the following:

- Close all other Windows programs.
- Close all tool bars on your computer’s desktop (such as the Microsoft Office tool bar).
- Close all programs that run in the background after you start your computer (such as virus-checking programs).
- Make sure you have **Administrative rights** to the local computer.

When installing the application, we recommend you accept the default options and directory locations the installation program provides. However, you can customize the installation to suit your needs by choosing the components you want to install.

#### ***To start the install program***

1. Sign in to [Sage Support](#).
2. Click My downloads in the top right-hand corner of the page.
3. Under Latest products, click the link for the latest version of the program.
4. Click the Run button when prompted to either Run or Save the file. The system displays the Sage Download Manager dialog.
5. Click OK. The system begins to download the file. The system prompts you to install Sage Advisor Update, Sage SBDDesktop, Microsoft .NET Framework, and Microsoft Visual C++ 2015 Redistributable if it is not already installed.
6. Click the Install button. The system installs the required components, and then displays the Welcome dialog. (You may need to restart your machine.)

7. Click the Next button. The Software License Agreement dialog appears. Read the license agreement, and then click the Yes button to accept the terms of the agreement. (If you do not accept the terms of the license agreement, click the No button. The system exits from the installation program.)
8. After you click the Yes button, the Choose Destination Location dialog appears.
9. Click the Next button. The system begins installing the software, and the Setup Status dialog appears.

When all of the files have been installed, the InstallShield Wizard Complete dialog appears.

If the installation program determines that you need to restart your computer before you use the program, it displays two options on the InstallShield Wizard Complete dialog. You can either allow the system to restart your computer immediately, or you can restart your computer at a later time.

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**Tip:** We recommend that you allow the system to restart your computer at this time if prompted to do so.

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10. Click the Finish button.

## Step 2: Registering the Application

Registering your application provides the following benefits:

- Simplifies the activation of your product which must be done before use.
- Automatically updates subscriptions, eliminating the need to manually enter registration codes.
- Provides immediate access to newly ordered products.

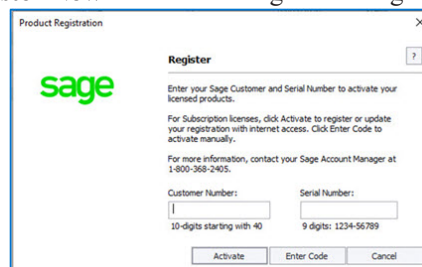
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**Note:** Sage recommends activating and registering your product within 30 days from the order date.

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### *To register the application*

1. Launch Sage Fixed Assets—Lite Depreciation by doing one of the following:
  - a. Double-click the Depreciation icon from your desktop.
  - b. Click the **Start** button (Windows icon) on the Windows taskbar and select the Sage Fixed Assets program group. Select the Lite Depreciation icon.
2. The product launches and a message appears indicating you have a 30-day Free Trial.
3. Click the **Register Now** button. The Register dialog opens.



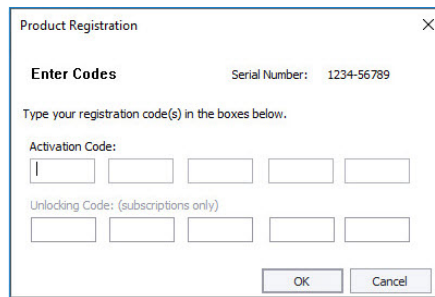
4. Enter your customer number in the **Customer Number** field and serial number in the **Serial Number** field.

5. To automatically register your product [internet connection required], click the **Activate** button. A Registration Succeeded message displays after a few moments.
6. To manually register your product, click **Enter Code** to manually register your product by entering your **Activation Code** and **Unlocking Code** (subscription only) using the Enter Codes dialog. Click OK.

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**Note:** If you are a subscription customer, the Unlocking Code field will become enabled after entering your Activation Code.

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7. The Registration Status dialogs displays showing your registration.
  - a. Subscription customers will see a status of “Subscribed” and the subscription expiration date at the bottom right-hand corner.
  - b. All other customers will see a status of “Purchased”.
8. Click the **Close**.
9. Complete the **Update User Information** form. Click OK.

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**Note:** If you cannot find your Customer Number, Serial Number, Activation Code or Unlocking Code (subscription only), contact your Sage Account Manager at 1-800-368-2405.

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## Using an Expired Subscription

If your subscription expires, a message displays when you open your product indicating that you have a 30-day grace period to continue to use all features in the program. After 30 days, the 120-day read-only period begins. For up to 120 days, you can continue to use these features: *Open Company*, *Custom Export*, *Excel Export*, *Open/Print Reports*, and *Print Asset List*. If you exceed the 120-day read-only period, a message displays when you open your product. Click **Renew Now** to open the Registration Status window, then click the **Register** button. Follow the steps in “To register the application” above to complete your registration.

## Step 3: Starting the Application

### *To start the application*

#### **Starting the licensed version:**

1. Launch Sage Fixed Assets—Lite Depreciation by doing one of the following:
  - a. Double-click the product icon from your desktop.
  - b. Click the **Start** button (Windows icon) on the Windows taskbar and select the **Sage Fixed Assets** program group. Select the **Lite Depreciation** icon.
2. The system opens the application and displays the main window.

#### **Starting the free trial version:**

1. Launch Sage Fixed Assets—Lite Depreciation by doing one of the following:
  - a. Double-click the product icon from your desktop.
  - b. Click the **Start** button (Windows icon) on the Windows taskbar and select the **Sage Fixed Assets** program group. Select the **Lite Depreciation** icon.
2. A message appears indicating you have 30 days to try the program.
3. Click the **Continue** button.
4. The system opens the application and displays the main window.

### *Finding your customer number*

Your customer number is available in several places:

- In the email from Sage confirming your Sage Fixed Assets order.
- On the invoice for your Sage Fixed Assets order.
- On the Register Window (Help > Registration > Register) if you have previously registered.
- From your Sage Account Manager at 800-368-2405.

After you have registered your product, your customer number can also be found at **Help > Update User Information**.

You will need your Customer Number when contacting Sage for assistance.



# Chapter 3

## Installing Sage Fixed Assets—Lite Depreciation: Upgrading from a Prior Version

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### In this chapter:

[Step 1: Backing Up Your Data](#)

[Step 2: Installing the Latest Version](#)

[Step 3: Converting Your Data](#)

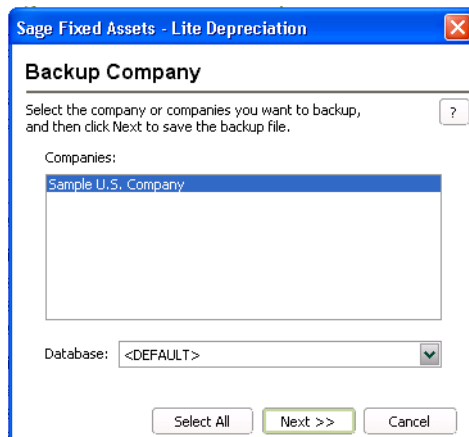
[Step 4: Starting the Application](#)

Note: You must be currently using the prior Midyear release or the prior Tax update release of Sage Fixed Assets to follow the steps in this chapter. If you are not, install prior releases in sequential order through the compatible version before you upgrade.

## Step 1: Backing Up Your Data

### *To back up your database*

1. Select File/Company Utilities/Backup Company from the menu bar. The system displays the Backup Company dialog.



2. Select the company that you want to back up, and click the Next button.
3. Designate the destination directory, enter a file name for the backup file, and then click the Backup button.
4. After the backup is complete, click the Cancel button to close the Backup Company dialog, or select another company to back up.

## Step 2: Installing the Latest Version

Before you begin to install the application, you should do the following:

- Close all other Windows programs.
- Close all tool bars on your computer's desktop (such as the Microsoft Office tool bar).
- Close all programs that run in the background after you start your computer (such as virus-checking programs).
- Make sure you have **Administrative** rights to the local computer.

When installing the application, we recommend you accept the default options and directory locations the installation program provides. However, you can customize the installation to suit your needs by choosing the components you want to install.

### ***To start the install program***

1. Sign in to [Sage Support](#).
2. Click My downloads in the top right-hand corner of the page.
3. Under Latest products, click the link for the latest version of the program.
4. Click the Run button when prompted to either Run or Save the file. The system displays the Sage Download Manager dialog.
5. Click OK. The system prompts you to install Sage Advisor Update, Sage SBDDesktop, Microsoft .NET Framework, and Microsoft Visual C ++ 2015 Redistributable if it is not already installed.
6. Click the Install button. The system installs the required components, and then displays the Welcome dialog. (You may need to restart your machine.)
7. Click the Next button. The Software License Agreement dialog appears. Read the license agreement, and then click the Yes button to accept the terms of the agreement. (If you do not accept the terms of the license agreement, click the No button. The system exits from the installation program.)
8. After you click the Yes button, a message appears indicating that a previous version of the program has been found on your computer.
9. Click Yes to remove the previous version of the application. The system begins installing the software, and the Setup Status dialog appears.

When all of the files have been installed, the InstallShield Wizard Complete dialog appears.

If the installation program determines that you need to restart your computer before you use the program, it displays two options on the InstallShield Wizard Complete dialog. You can either allow the system to restart your computer immediately, or you can restart your computer at a later time.

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**Tip:** We recommend that you allow the system to restart your computer at this time if prompted to do so.

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10. Click the Finish button.

## Step 3: Converting Your Data

As new features and enhancements are added to the program, the system requires additional information to support the new features. This requires that changes be made to your existing asset database so that the system can store the new information. To update your database, you perform a database conversion.

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**Note:** A database conversion may not be required for the current release. If the program launches and does not prompt you to perform the In-Place Database Conversion, a conversion is not needed for the current database. If it does prompt you for conversion, you can continue and convert the current database, or cancel to use the Database Conversion Utility to convert multiple databases.

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If a conversion is needed, you have two options for converting your databases.

- **Database Conversion Utility:** You can use the utility to convert two or more databases at a time. You run the utility from the Sage Fixed Assets program group.
- **In-place Database Conversion:** You perform this type of database conversion when you open a database. You can convert only one database at a time with this type of conversion.

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**Note:** A database conversion requires four times the size of each database of disk space for each database being converted.

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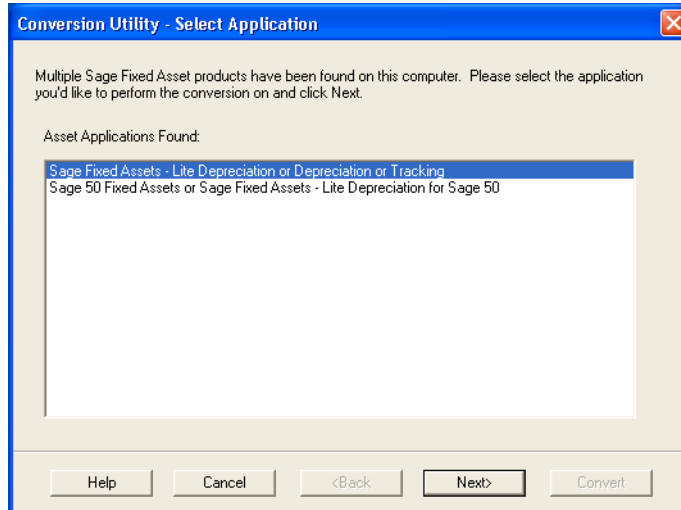
Converting a database is a time-consuming process. Please refer to the table below, which outlines the recommended conversion procedure:

Number of Databases	Number of Assets	Recommended Conversion Program
1	less than 3,000	In-place Database Conversion
1	3,000 or more	Fixed Assets Database Conversion Utility
more than 1	any number	Fixed Assets Database Conversion Utility

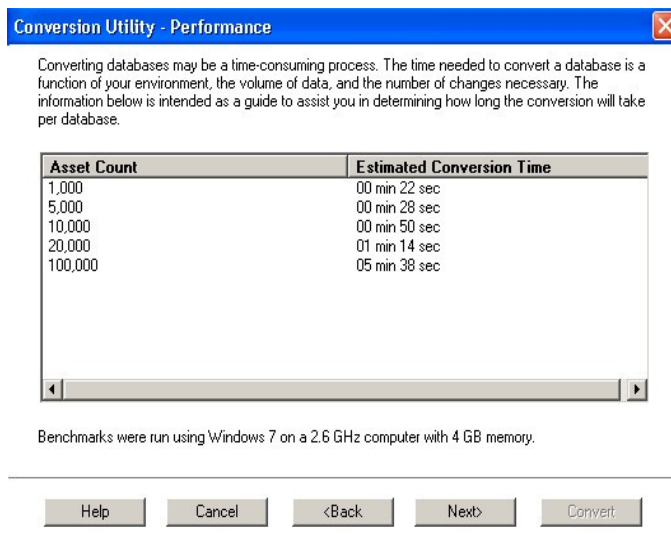
### ***To use the Database Conversion Utility to convert databases***

1. Click the Start button on the Windows taskbar, and then click Programs (or All Programs) on the Start submenu.
2. Select the Sage Fixed Assets program group.
3. Select the Tools program group.
4. Select the Conversion Utility icon.

If more than one Sage Fixed Assets program is installed on your machine, the Conversion Utility Select Application dialog appears.

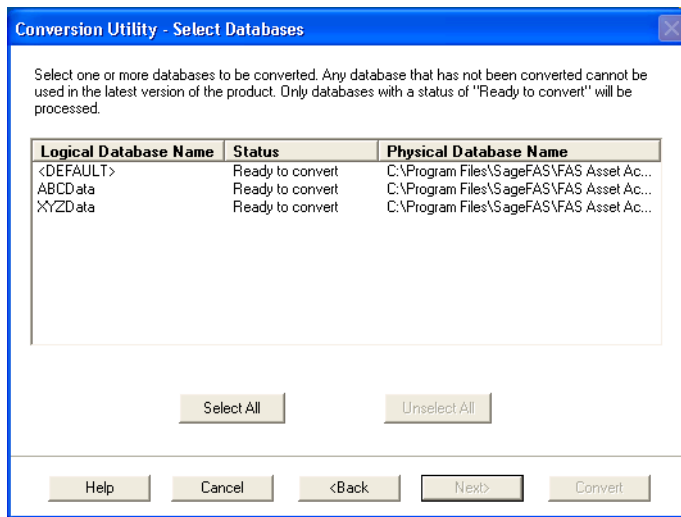


5. Select the Sage Fixed Assets program containing the database that you want to convert.
6. Click the Next button. The Conversion Utility Welcome dialog appears.
7. Click the Next button. The Conversion Utility Performance dialog appears.



8. Review the Conversion Utility Performance dialog to estimate how long the database conversion will take.

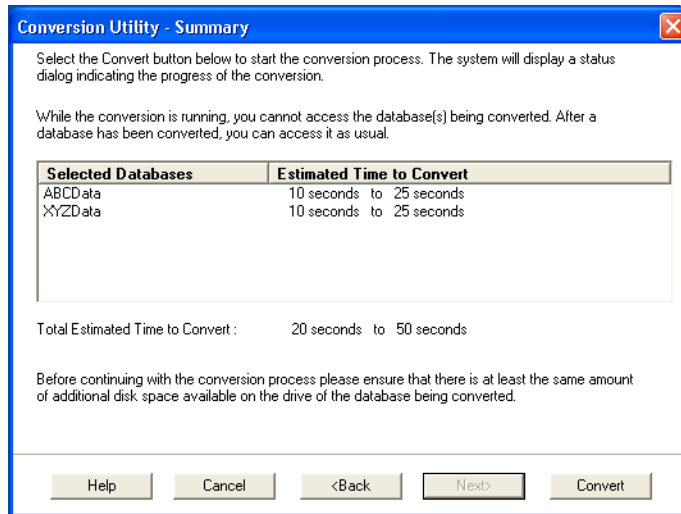
9. Click the Next button. The Conversion Utility Select Databases dialog appears.



This dialog displays the status of each database.

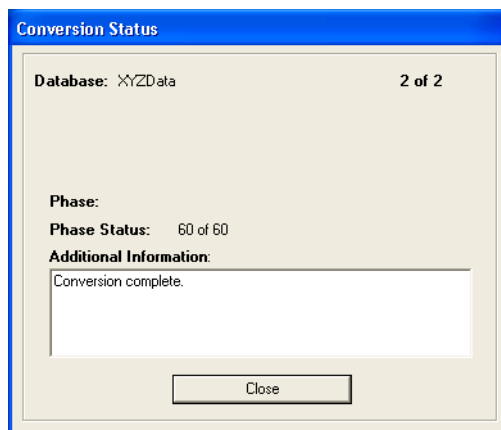
- **Conversion Complete**  
This status indicates that the database has already been converted to the latest version.
- **Ready to Convert**  
This status indicates that the database is ready to be converted to the latest version.
- **Incompatible Version**  
This status indicates that the database cannot be converted because the database version is incompatible with the latest version of the application. For assistance in converting your databases, please contact Sage Fixed Assets Customer Support.
- **Cannot Open**  
This status indicates that the database cannot be converted for an unknown reason. The database may have been moved and the system cannot locate it, or the database may be corrupted. For assistance in resolving the problem, please contact Sage Fixed Assets Customer Support.

10. Select the database(s) that you want to convert, and then click the Next button. The Conversion Utility Summary dialog appears.



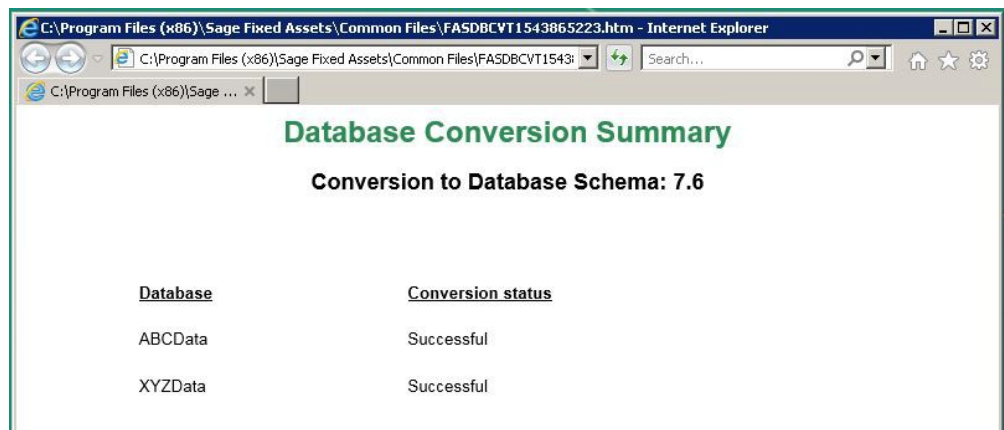
11. Review the Conversion Utility Summary dialog, and then click the Convert button.

The system checks your computer's disk space to make sure there is sufficient space to convert your data. The conversion requires three times the size of each database of disk space for each database being converted. If there is sufficient space for the conversion, it begins to convert the database(s) and displays the Conversion Status message box



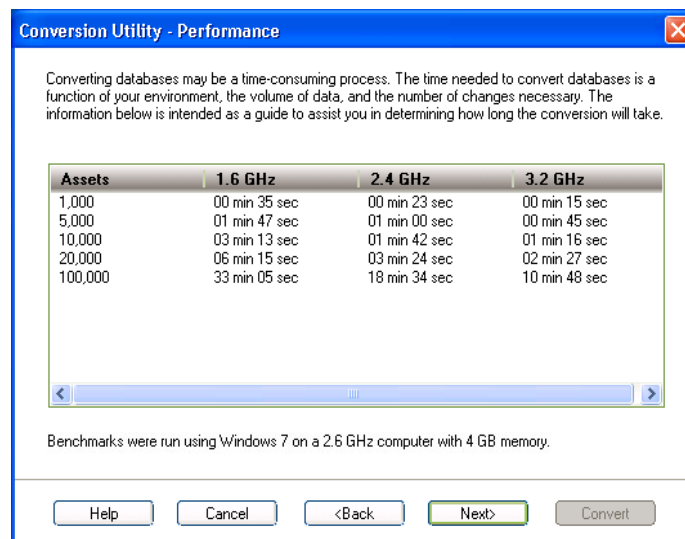
When the conversion is complete, a "Conversion Complete" message appears in the Additional Information text box.

- Click the Close button. The system displays the Database Conversion Summary report, which indicates whether the conversion was successful for each database.



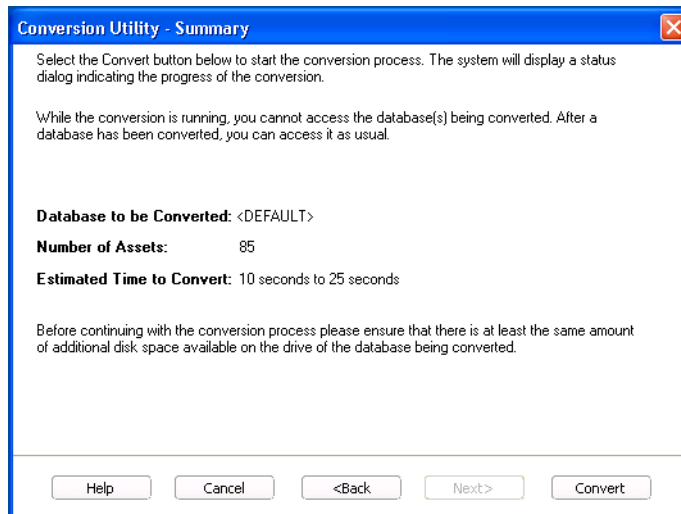
### ***To perform an in-place database conversion***

- Click the Start button on the Windows taskbar, and then click Programs (or All Programs) on the Start submenu.
- Select the Sage Fixed Assets program group.
- Select the Lite Depreciation icon. The application attempts to open a database that must be converted. The Conversion Utility Welcome dialog appears.
- Click the Next button. The Conversion Utility Performance dialog appears.



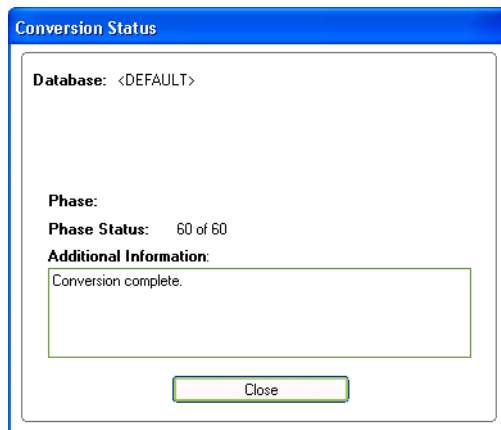
- Review the Conversion Utility Performance dialog to estimate how long the database conversion will take.

6. Click the Next button. The Conversion Utility Summary dialog appears.



7. Review the Conversion Utility Summary dialog, and then click the Convert button.

The application checks your computer's disk space to make sure there is sufficient space to convert your data. If there is sufficient space for the conversion, it begins to convert the database(s) and displays the Conversion Status message box.



When the conversion is complete, a "Conversion Complete" message appears in the Additional Information text box.



## Step 4: Starting the Application

The Lite Depreciation program icon appears in the Sage Fixed Assets program group by default.

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**Note:** You can also start the application by double-clicking the icon on your desktop.

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### ***To start the application***

1. Launch Sage Fixed Assets—Lite Depreciation by doing one of the following:
  - a. Double-click the product icon from your desktop.
  - b. Click the Start button (Windows icon) on the Windows taskbar and select the Sage Fixed Assets program group. Select the Lite Depreciation icon.
2. The system opens the application and displays the main window.

### ***Finding your customer number***

Your customer number is available in several places:

- In the email from Sage confirming your Sage Fixed Assets order.
- On the invoice for your Sage Fixed Assets order.
- On the Register Window (Help > Registration > Register) if you have previously registered.
- From your Sage Account Manager at 800-368-2405.

After you have registered your product, your customer number can also be found at **Help > Update User Information**.

You will need your Customer Number when contacting Sage for assistance.

# Chapter 4

## Troubleshooting

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### In this chapter:

Moving and Reconfiguring Databases

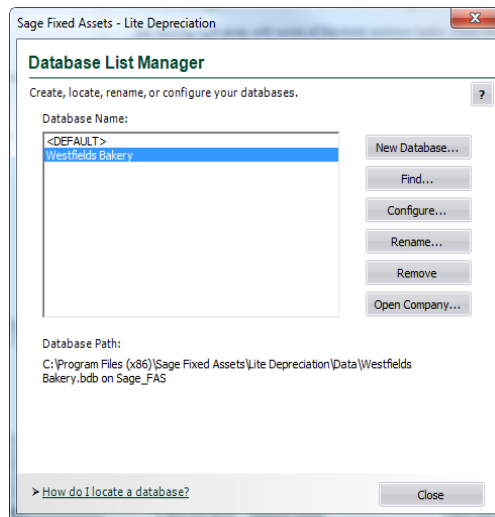
## Moving and Reconfiguring Databases

Due to changes in the Windows 7, Windows 8, and Windows 10 operating systems, you may have to change the location of your Sage Fixed Assets asset databases

If you have a database located in a virtualized location, you will need to move it to a new location and update the location information in Database List Manager. The virtualization feature occurs in the C:\Windows and C:\Program Files folders.

### *To determine if you need to move your databases*

1. Open your existing Sage Fixed Assets application and select File\Database List Manager from the menu bar.



2. Select each database and review the Database Path information to determine the location of the physical database file.
3. If the database file is located in C:\Program Files\Sage Fixed Assets or any other non-virtualized location outside of My Documents, then close the application. You are ready to install the latest version and operate the program under Windows 7, Windows 8, and Windows 10.
4. If the database is located in a virtualized location (i.e., C:\Windows or C:\Program Files), or a folder within My Documents, you will need to move the database. Close the application and continue with step 5 below.

**If databases are in an unsupported Windows 7, Windows 8, or Windows 10 location**

For any database located in a virtualized location, use Windows Explorer to move the physical files to a non-virtualized location. We recommend using the Data folder or any other subfolder created under the Sage Fixed Assets installation directory. For any databases previously located in the My Documents folder, you will need to confirm the current location of the physical database file under C:\Users.

5. Open your Sage Fixed Assets application and access Database List Manager.
6. Select the database that has been moved to a new location and click the Configure button.
7. Click the Browse button to locate the newly located database and update the Physical Database Name location.
8. Click the Next button to move to the second panel of the Configure wizard.
9. Click the Finish button to return to the Database List Manager dialog. Notice that the Database Path information has been updated.
10. Repeat this process for each database that has been moved to a new location.