

# Countdown to Webinar!



5 min	4½ min	4 min	3½ min	3 min	2½ min
2 min	1½ min	1 min	45 sec	30 sec	10 sec

Starting the Webinar now . . . . and  
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Broadcast at 11 minutes prior to start.

# The Custom Import, Database Creation & Company Archiving

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Hello everyone. In this webinar today we will be presenting the import process, how it can be used to suggest several databases, and finally how archiving information can help you recover data and print reports from a prior period.

I am Paul Lentz, one of the 4 Fixed Assets instructors and have worked with Sage since 2000, making this my 20<sup>th</sup> year teaching this software.



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**[ID Instructions:**

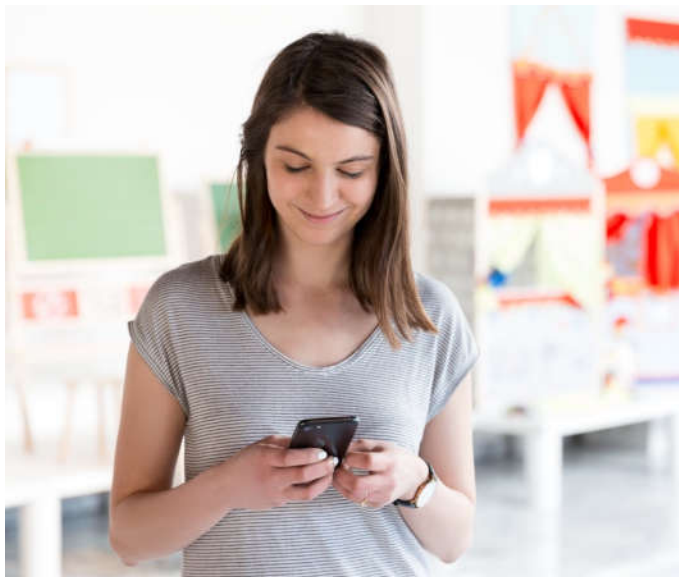
- Keep this disclaimer slide immediately following the title slide. **This slide is required.**
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# Agenda



- ⦿ Custom Import
- ⦿ Create a database file
- ⦿ Copy a company onto an archival database file

These are the three topics we will be covering today.  
I will be offering a poll question at the end of each of these topics to make sure I have been able to communicate an important aspect of this training.



## Custom Import

A custom import can be used to quickly get a lot of fixed asset data from another source into our program.



## Advantages of importing

But there are more advantages to the import process.

## Advantages of importing

- Initially fill Sage Fixed Assets with your asset data
- Take advantage of spreadsheets of asset data created by other programs
- Quickly create multiple asset records using the same process that you used to initially enter data.


We encourage you to take advantage of our Product Services which can make your assets available to you in our program when it is first installed.

However, if you decide to fill an empty Sage Fixed Assets company with your data, you may want to import that data in bulk rather than create each asset record manually.

Before using Sage Fixed Assets many companies were using programs which can create spreadsheets of their asset data or they already have that data in spreadsheets.

Once the import process is perfected it can be used to add assets in bulk whenever that would be easier than manually one-at-a-time.

# Rules to Create New Asset Records

- You must import at least one book per asset record.
- For each book imported, the 5 critical fields must be included: 
  1. Property Type
  2. Placed-in-Service Date
  3. Acquisition Value
  4. Depreciation Method
  5. Estimated Life

Generally speaking, it would be best to include more than one book,  
for example: Tax books + Internal book, etc.

Generally speaking, it would also be best to include more than the 5 critical fields,  
for example: a Description field, G/L account fields, Beginning fields, etc.



# The Value of the Import Map



- You will be importing your data from a spreadsheet.
- The columns of the spreadsheet can be in any order, but you must identify or map the columns in the spreadsheet to the appropriate field in the SFA Depreciation program.
  - If another program creates a spreadsheet that you can use, you don't have to map every column -- only what you want to include on the asset record in SFA.
  - If there is information in the spreadsheet that can be used more than once in Sage Fixed Assets fields, such as the same acquired value in all your books, you may map a single column in your spreadsheet to multiple fields in SFA.
- Though creating the map is tedious work, it can be saved and used again in subsequent imports of a spreadsheet with the same layout, saving you valuable time.

Before conducting an import, you will be creating an import map which links columns from a spreadsheet to fields in Sage Fixed Assets.

Double – triple mapping

This map can then be used to quickly import multiple asset data at a later time.

If performing an ad hoc custom import, there's no need to save the map.

# Data Validation



- We recommend and the import process will ask you to validate the data before completing the import.
- The validation will produce an Exceptions Report. Exceptions may be one of 2 types:
  - Errors.
    - These are serious. Decide how you intend to handle these. You have two options:
      - Let the process omit the row from the import (which means you don't create the asset), or
      - Try to eliminate the error, edit the spreadsheet, & re-validate.  
(You may need to do this several times before fixing all the errors.)
  - Warnings.
    - These are advisory.



During the import process we recommend that you validate your data to be sure that it is in a form which Sage Fixed Assets can work with.

A validation report will tell you if a row of asset data is in error and cannot be imported or if it is just data that is unusual to the program or may be truncated because it doesn't fit in the size allowed for a field in Sage Fixed Assets. Warnings do not stop the import of a row.

Following this slide, open the Depreciation program & demonstrate a Custom Import.

# Polling Question #1



Are critical fields required when importing asset records?

Yes or No.

Yes. The PIS is one of the 5 critical fields required in the import.

# Polling Question #1



Are critical fields required when importing asset records?

Yes or No.

The answer is Yes.

Yes. The PIS is one of the 5 critical fields required in the import.



## Create a new database file

Some key bullet points follow.

## Advantages of creating multiple databases

- Having a testing option
- Having an archive of dated information
- Another reason for creating multiple databases is because some companies are very large and running depreciation may be faster if they can split into multiple companies

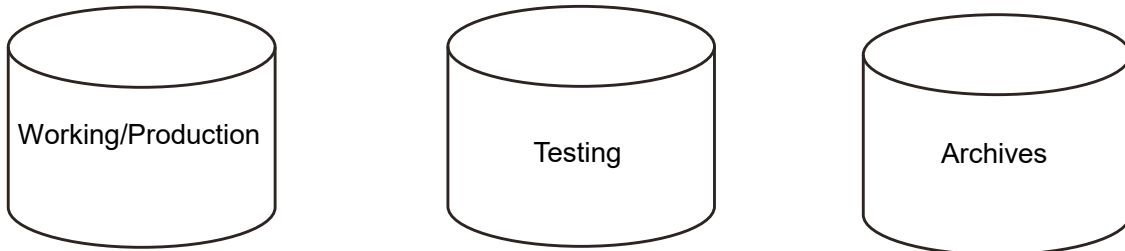
There will be times when it will be necessary to test an action on your data before you are satisfied with the results.

This can best be done on a copy of your working data in a database separate from your working database.

Another database may be used just to hold data that was current sometime in the past so that you can run reports on that data or just check what its status was in a previous period.



Very large companies or many working companies in one database can cause the calculation of depreciation to slow down.

# Why Create an Extra Database File?



We recommend you should have a minimum of 3 database files, at least one Production DB for your active company (or companies) and one for Testing. But consider the value of adding an Archival DB. At the end of each period, you could copy your active company onto the Archive DB giving it a name that represents the period it is from. Follow this slide by demonstrating in SFA how to create a DB file.

# Naming the Database File

- Two names are given to every database file:
  - One name includes the file extension and may be seen when using the File Explorer.
  - The other name is used to identify it in the SFA program. 
- Who can create the database file? This depends on the SFA program:
  - Lite, Standard or Standard Networking Depreciation.
    - Anyone with appropriate permissions.
    - You can use the Database List Manager.
  - Premier Depreciation.
    - Your Database Administrator will login and use the Database Administration Utility. 

For each Database file you must have a file name and a logical name that will be used in Sage Fixed Assets. We recommend that you use the same name for both. When working with Premier Depreciation, the Databases are maintained by a Database Administrator who will probably be someone in the IT department. If you don't know who your Data Base Administrator is, find out, and make them a friend.

OPEN THE PROGRAM



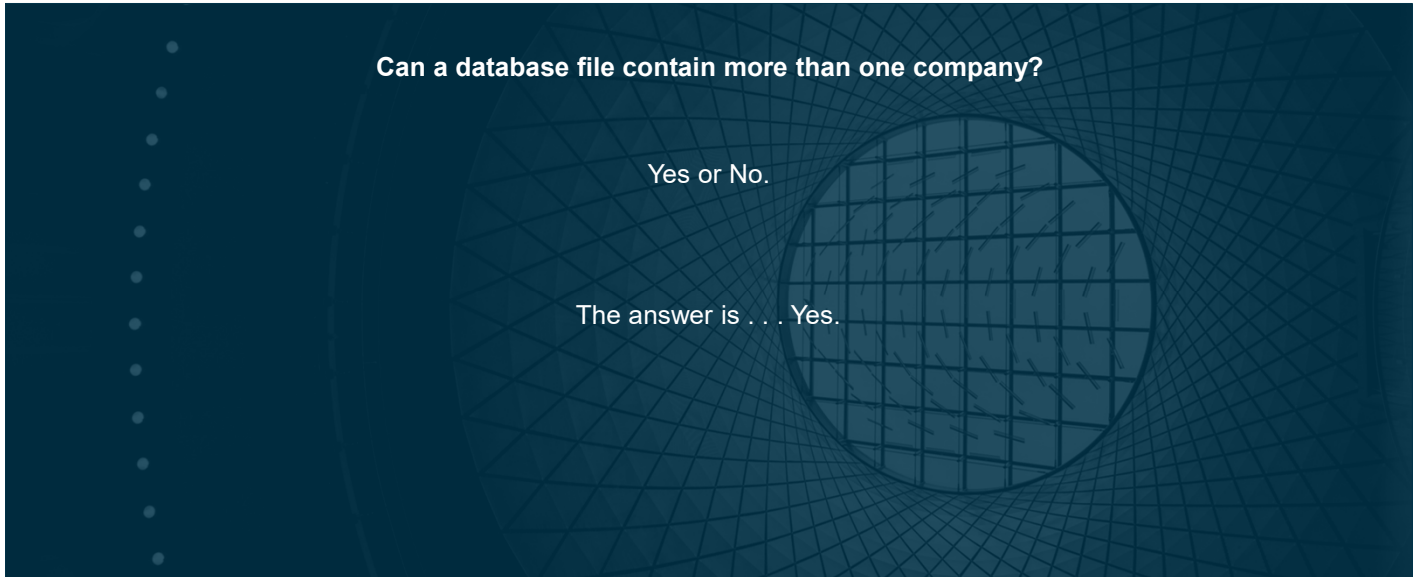
# Polling Question #2

Can a database file contain more than one company?

Yes or No.

Yes. In fact, there is no structural limit to how many companies may be put onto one database file although the processing performance on the DB may potentially be impacted.

# Polling Question #2



Yes. In fact, there is no structural limit to how many companies may be put onto one database file although the processing performance on the DB may potentially be impacted.

# Copy a company into a database



## Advantages of copying a company into a database

- Having a testing option
- Having an archive of dated information



There will be times when it will be necessary to test an action on your data before you are satisfied with the results.

This can best be done on a copy of your working data in a database separate from your working database.

Another database may be used just to hold data that was current sometime in the past so that you can run reports on that data or just check what its status was in a previous period.

Very large companies or many working companies in one database can cause the calculation of depreciation to slow down.

**OPEN THE PROGRAM**

# Polling Question #3

Can a Backup file be added directly to an existing company?

Yes or No.

The correct answer is No. The Copy Company is used to create a new company, and cannot be used to merge data into an existing company.

# Polling Question #3

Can a Backup file be added directly to an existing company?

Yes or No.

The answer is . . . No.

The correct answer is No. The Copy Company is used to create a new company, and cannot be used to merge data into an existing company.

# Review



- Custom Import
- Create a database file
- Copy a company into a database file

Today we demonstrated how to:  
perform a custom import  
create a database file  
and create a copy of a company

# Questions?



On the control panel you have question mark icon that can be used to enter questions or comments.

Please enter any questions or comments that you may have at this time and we will try to address them now.

Also please make any recommendations for topics that you would like to see covered in these webinars.



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