



Sage Fixed Assets – Exporting Data

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Contents



● Depreciation & Tracking programs

- From the Asset List view.
- Using the Custom Export Helper.
- From a report.

● Planning program

- Line items.
- Transactions.

● Crystal Reports

A photograph of two men in a warehouse. The man on the left is wearing a striped shirt and an orange safety vest, holding a tablet. The man on the right is wearing a white shirt and a yellow safety vest, also holding a tablet. They are standing in front of high industrial shelving units filled with cardboard boxes. A dark teal semi-transparent box is overlaid on the left side of the image, containing the text "SFA — Depreciation" and "SFA — Tracking".

SFA — Depreciation
SFA — Tracking

From the Asset List View

- Export into Microsoft Excel.
- Export assets from any selected group:
 - All assets, or
 - Only selected assets.
- By customizing the Asset List, you could:
 - Include up to 12 book information fields.
 - But all fields must belong to the same book.
 - Along with the general information fields you want displayed.

From the Asset List View



Sage Fixed Assets - Depreciation

File Edit View Asset Depreciation Reports Customize Links Window Help

Assets Asset List - Westfields Bakery - Trng [Training1] Version 2021.1

Tasks

- Add an Asset
- Import Assets
- Calculate Depreciation
- Dispose an Asset
- Transfer an Asset
- Post Depreciation J/E
- Reset Depreciation
- Bulk Dispose Assets
- Bulk Transfer Assets
- Print Asset Detail
- Run Audit Advisor

Customize

- Create/Edit a Group
- Customize a Field
- Create a SmartList
- Change User Preferences
- Customize Asset List

Assets

Reports

System Administration

Assistance Center

System Number: Go

Group: <<All Complete Assets

*Internal Book Assets in Group: 466

All	Sys No			Status	Asset ID	Description	Acquisition Date	Location	Department	Class	G/L Expense Acct
	1			Active	100100	Land - 410 E. Main St.	06/15/1982	Bakery	Facilities	LD	None
	2			Active	100110	Building - 410 E. Main St.	04/12/1983	Bakery	Facilities	BD	70000-100
	3			Active	100120	Clearing and Grading	09/14/1999	Bakery	Facilities	LI	70000-100
	4			Active	100130	Thermojaw Bag Heat Sealer (1)	01/28/2000	Bakery	Mfg Operations	BU	70000-100
	5			Active	100140	Conveyor Belt	02/02/2000	Bakery	Mfg Operations	ME	70000-100
	6			Active	100150	Donut Cutter	01/28/2000	Bakery	Mfg Operations	BU	70000-100
	7					Moulder (1)	01/15/2000	Bakery	Mfg Operations	ME	70000-100
	8			Active	100170	Doughnut Glazer	02/18/2000	Bakery	Mfg Operations	ME	70000-100
	9			Active	100180	Doughnut Fryer	02/20/2000	Bakery	Mfg Operations	ME	70000-100
	10			Active	100190	Doughnut Tumbler	02/21/2000	Bakery	Mfg Operations	ME	70000-100
	11			Disposed	100200	Donut Filler	02/28/2000	Bakery	Mfg Operations	BU	70000-100
	12			Disposed	100210	Dough Roller (1)	03/04/2000	Bakery	Mfg Operations	ME	70000-100
	13			Active	100220	Parking Lot	04/12/2000	Store #1	Facilities	LI	70000-200
	14			Active	100230	Parking Lot Flood Lights	04/18/2000	Store #1	Facilities	LI	70000-200
	15			Active	100240	Sidewalk	05/03/2000	Store #1	Facilities	LI	70000-200
	16			Disposed	100250	Stainless Steel Work Tables	05/05/2000	Bakery	Mfg Operations	FF	70250-100
	17			Active	100260	Fire Alarm System	07/12/2000	Bakery	Facilities	BI	70000-100
	18			Active	100270	Ventilation System	08/15/2000	Bakery	Facilities	BI	70000-100
	19			Disposed	100280	Quart Mixer	01/04/2001	Bakery	Mfg Operations	ME	70000-100
	20			Disposed	100290	Executive Desk Chair	02/08/2001	Bakery	Corporate Off...	FF	70250-100

Record 1 of 466

Asset Detail Print Asset List **Export to Excel** Row height: Include font size Help



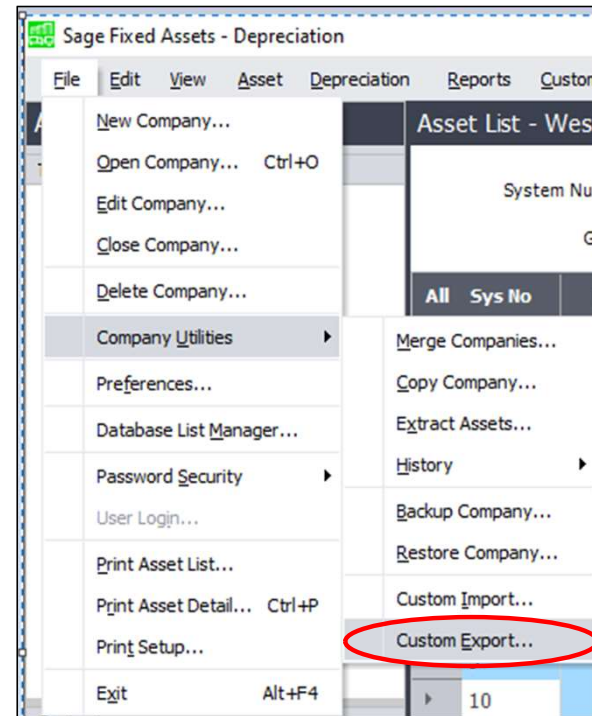
Custom Export Helper



- This is a Wizard that walks you through the steps on screen.
 - You will be required to close any open company.
 - You will advance through the screens, selecting the:
 - Company, Group, and Book (only one of each).
 - Fields (with an option to save the map).
- The data is exported into an ASCII csv file.
 - Technically, this is not the same as an Excel file, but
 - You can open it in Excel, and using the Save As feature, change the file type to xlsx or whatever you prefer in order to build things like pivot tables & charts.

Custom Export Helper

- Available on the File pull-down menu.



- Also available in the System Administration function, in the working area, top left quadrant.



Polling Question #1



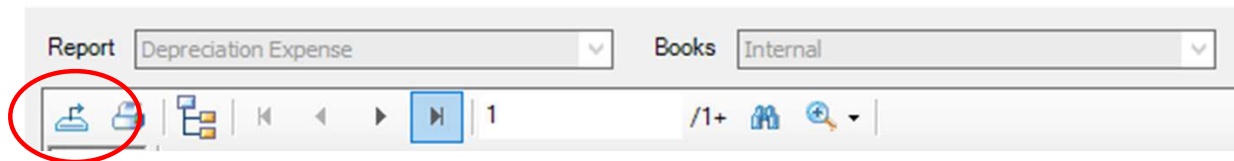
Can I include information from more than one book in one export?

Yes or No.

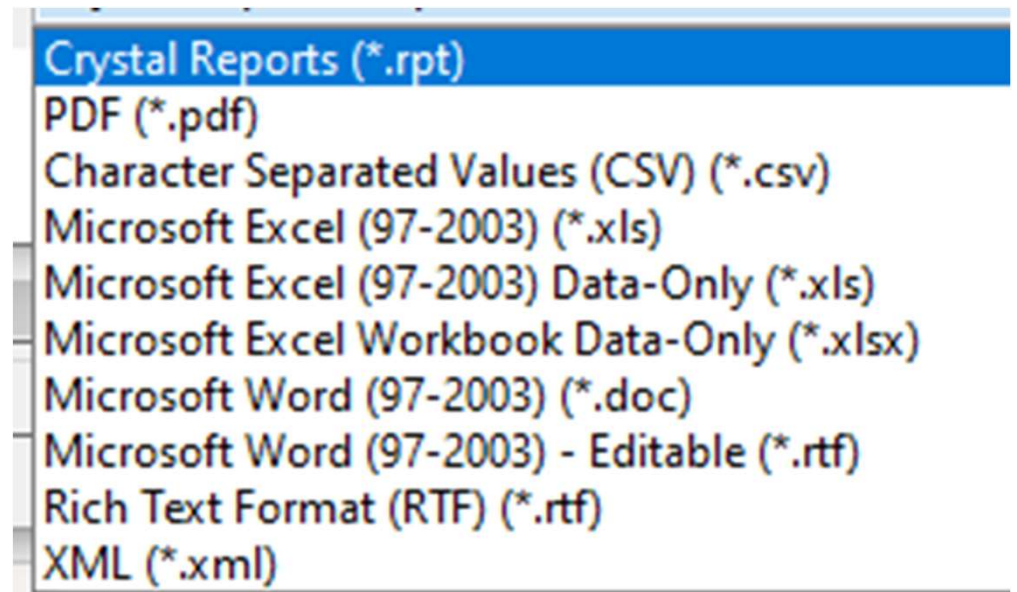
The answer is . . . No.

Export Report

- The icon is found on the left hand side of the toolbar on the top of a report.



- Data can be exported from the:
 - Preview tab.
 - Any opened drill-down tab.
- File format:
 - Defaults to a Crystal report.
 - But menu of options are available.



Popular File Format Options

- MS Excel – three options:
 - Two options into .xls. One option into .xlsx.
 - Two options indicate “Data Only.”
 - MS Excel (97-2003) (.xls) = **Page-based** formatting.
 - MS Excel (.xls & .xlsx) Data Only = **Record-based** formatting.
- PDF.
 - Provides a screenshot of the report.

Export a Report



As you probably know, the program always holds the depreciation figures for the last depreciation run. However, it does not save the numbers from prior runs.

- Recommendation: When you run the Depreciation Expense report:
 - Export the report using your favorite file type.
 - Save the file in an archived folder where you can access it later if necessary.



Polling Question #2



If you select a file format indicating Microsoft Excel Data Only, will it produce a file with the report headers?

Yes or No.

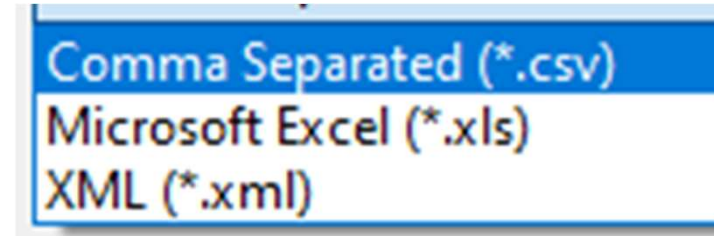
The answer is . . . No.



SFA--Planning

Exporting Line Items From the Group View

- Export into one of three file formats.
 - Defaults to CSV. But options include:
- Export line items from any selected group:
 - All line items, or
 - Only selected line items.
- You can apply a hierarchical sort and the export will include the applied sorting.



Exporting Line Items From the Group View



Group View

Line Items Group: <All Line Items>

Drag a column header here to group by that column

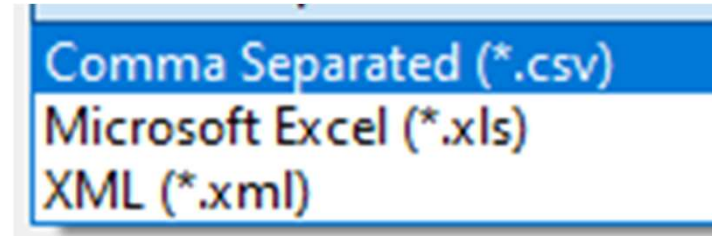
Line Item ID	Description	Status	Type	GL CIP Acct No	Start Date	End Date	Last Trans Date	Original Budget	Actual	# of Trans	Original vs. Actual	Original % Complete	Complete?
9999	PENDING TRANSACTIONS...	A	P		1/1/2011	12/31/2011		\$0.00	\$0.00	0	\$0.00	0.00%	N
1	Building Expansion	S	C	01-200-5500	1/1/2012	6/30/2013	6/22/2013	\$1,100,000.00	\$1,169,015.01	27	(\$69,015.01)	106.27%	Y
2	Land	S	C	01-100-5500	1/1/2012	3/31/2012	2/19/2012	\$490,000.00	\$440,000.00	1	\$50,000.00	89.80%	Y
3	Signs (4)	C	C	01-200-5500	6/30/2012	7/15/2012	7/14/2012	\$25,000.00	\$23,937.15	2	\$1,062.85	95.75%	Y
4	HVAC	C	C	01-200-5500	2/1/2012	6/30/2012	2/17/2012	\$75,000.00	\$72,948.12	1	\$2,151.88	97.13%	Y
5	Light Fixtures	C	C	01-200-5500	3/15/2012	5/30/2012	5/3/2012	\$14,000.00	\$14,118.40	3	(\$118.40)	100.85%	Y
6	Security System	C	C	01-200-5500	4/1/2012	5/30/2012	5/22/2012	\$9,000.00	\$8,575.30	2	\$424.70	95.28%	Y
7	Landscaping	A	E	01-100-5500	3/1/2012	7/15/2012	6/5/2012	\$3,500.00	\$3,435.00	3	\$65.00	98.14%	N
8	Door & Window Accessories	A	C	01-200-5500	1/15/2013	2/20/2013	2/1/2013	\$2,000.00	\$1,974.23	1	\$25.77	98.71%	N
9	Cutting Assembly	A	C	01-500-5500	11/1/2012	4/30/2013	11/23/2012	\$55,000.00	\$45,873.96	1	\$9,126.04	83.41%	N
10	Stamping Machine	A	C	01-500-5500	7/1/2012	4/30/2013	7/28/2012	\$26,500.00	\$24,587.41	1	\$1,912.59	92.78%	N
11	Lathes (2)	A	C	01-500-5500	2/1/2013	4/30/2013	2/15/2013	\$14,000.00	\$14,235.77	1	(\$235.77)	101.68%	N
12	Main Assembly Unit	A	C	01-500-5500	7/1/2012	1/30/2013	7/15/2012	\$38,000.00	\$25,684.33	1	\$12,315.67	67.59%	N
13	Conveyor Section	A	C	01-500-5500	9/1/2012	10/30/2012		\$25,000.00	\$0.00	0	\$25,000.00	0.00%	N
14	Storage Equipment	A	C	01-400-5500	3/1/2013	6/30/2013		\$7,000.00	\$0.00	0	\$7,000.00	0.00%	N
15	Shelving	A	C	01-400-5500	3/1/2013	6/30/2013		\$3,000.00	\$0.00	0	\$3,000.00	0.00%	N
16	Desks (3)	A	C	01-400-5500	4/1/2013	6/30/2013		\$8,000.00	\$0.00	0	\$8,000.00	0.00%	N
17	Restroom Accessories	A	C	01-100-5500	9/1/2012	10/30/2012		\$4,500.00	\$0.00	0	\$4,500.00	0.00%	N
18	Restroom Partitions	A	C	01-100-5500	9/1/2012	10/30/2012		\$4,000.00	\$0.00	0	\$4,000.00	0.00%	N
19	Breakroom Accessories	A	C	01-100-5500	6/1/2013	6/30/2013		\$11,500.00	\$0.00	0	\$11,500.00	0.00%	N
20	Telephone Equipment	A	C	01-100-5500	2/1/2013	4/30/2013		\$15,500.00	\$0.00	0	\$15,500.00	0.00%	N
21	Desktop Computers (3)	A	C	01-200-5500	5/1/2013	6/30/2013		\$6,000.00	\$0.00	0	\$6,000.00	0.00%	N
22	Wireless Network	A	C	01-100-5500	5/1/2013	5/30/2013		\$12,500.00	\$0.00	0	\$12,500.00	0.00%	N
23	Printer	A	C	01-200-5500	5/1/2013	6/30/2013		\$1,000.00	\$0.00	0	\$1,000.00	0.00%	N
24	Office Furniture	A	C	01-300-5500	3/1/2013	5/30/2013		\$15,000.00	\$0.00	0	\$15,000.00	0.00%	N
25	Tools	A	C	01-500-5500	3/1/2013	6/30/2013		\$8,500.00	\$0.00	0	\$8,500.00	0.00%	N
26	Fork Lift	A	C	01-400-5500	5/1/2013	6/30/2013		\$25,000.00	\$0.00	0	\$25,000.00	0.00%	N

< New Line Item | **Export** | Detail View



Exporting Transactions From the Detail View

- Export into one of three file formats.
 - Defaults to CSV.
 - Same options as Line Items:



- Export transactions from the Transactions tab in the Detail view:
 - All transactions, or
 - Only selected transactions.

Exporting Transactions From the Detail View



Detail View

Line Item ID: 1 Description: Building Expansion

Line Item Information Transactions Asset Information

Display Transactions Posted From: 01/01/2012 Through: 07/30/2013 All Refresh Total: \$1,169,015.01
Count: 27 of 27

Trans ID	Description	Date Posted	Trans Date	Invoice No.	Journal	Vendor	Amount	Created Date
6	Land Survey	1/31/2012	1/1/2012	11005	GL	DB Surveyors	\$350.00	11/14/2011 1:15:
7	Progress Billing	1/31/2012	1/15/2012	44980	AP	Smith Construction Co.	\$37,955.23	11/14/2011 1:15:
8	Progress Billing	1/31/2012	1/15/2012	44980	AP	Smith Construction Co.	\$54,236.78	11/14/2011 1:15:
9	Architectural Fees	1/30/2012	4/17/2012	4530	PO	Levin Bradley Archit...	\$16,269.00	11/14/2011 1:15:
10	Landscape Architect	2/28/2012	2/20/2012	5498-2	AP	Urban Landscaping I...	\$4,600.00	11/14/2011 1:15:
11	Legal Fees	2/28/2012	2/1/2012	2004	AP	David Meyer & Assoc.	\$4,500.00	11/14/2011 1:15:
12	Building Permit	1/31/2012	1/12/2012	936	GL	Fairfax County	\$56.00	11/14/2011 1:15:
13	Electrical Permit	1/31/2012	1/12/2012	937	GL	Fairfax County	\$56.00	11/14/2011 1:15:
14	Mechanical Permit	1/31/2012	1/12/2012	938	GL	Fairfax County	\$56.00	11/14/2011 1:15:
15	Plumbing Permit	1/31/2012	1/12/2012	939	GL	Fairfax County	\$56.00	11/14/2011 1:15:
16	Legal Fees	1/31/2012	1/12/2012	2004	AP	David Meyer & Assoc.	\$5,000.00	11/14/2011 1:15:
17	Progress Billing	4/30/2012	4/12/2012	45102	AP	Smith Construction Co.	\$50,000.00	11/14/2011 1:15:
18	Demolition Fees	5/31/2012	5/14/2012	6623102	PO	M & D Demolition Se...	\$12,275.00	11/14/2011 1:15:
19	Progress Billing	5/31/2012	5/12/2012	45290	AP	Smith Construction Co.	\$22,000.00	11/14/2011 1:15:
20	Progress Billing	5/31/2012	5/12/2012	45290	AP	Smith Construction Co.	\$28,000.00	11/14/2011 1:15:
21	Progress Billing	6/30/2012	6/12/2012	45313	AP	Smith Construction Co.	\$58,000.00	11/14/2011 1:15:
22	Progress Billing	6/30/2012	6/12/2012	45313	AP	Smith Construction Co.	\$57,000.00	11/14/2011 1:15:
23	Progress Billing	9/30/2012	9/24/2012	45522	AP	Smith Construction Co.	\$200,000.00	11/14/2011 1:15:
24	Progress Billing	11/30/2012	11/18/2012	45601	AP	Smith Construction Co.	\$45,500.00	11/14/2011 1:15:
25	Progress Billing	12/31/2012	12/2/2012	45675	AP	Smith Construction Co.	\$100,000.00	11/14/2011 1:15:
26	Progress Billing	1/31/2013	1/2/2013	45710	AP	Smith Construction Co.	\$75,000.00	11/14/2011 1:15:
27	Progress Billing	2/28/2013	2/12/2013	45760	AP	Smith Construction Co.	\$100,000.00	11/14/2011 1:15:
28	Progress Billing	1/31/2013	1/18/2013	46112	AP	Smith Construction Co.	\$120,000.00	11/14/2011 1:15:
29	Progress Billing	4/30/2013	4/22/2013	46982	AP	Smith Construction Co.	\$80,000.00	11/14/2011 1:15:



Exporting Transactions From the Detail View



	A	B	C	D	E	F	G	H	I
1	Trans ID	Description	Date Posted	Trans Date	Invoice No.	Journal	Vendor	Amount	Created Date
2	6	Land Survey	1/31/2012	1/1/2012	11005	GL	DB Surveyors	\$350.00	11/14/2011 1:
3	7	Progress Billing	1/31/2012	1/15/2012	44980	AP	Smith Construction Co.	\$37,955.23	11/14/2011 1:
4	8	Progress Billing	1/31/2012	1/15/2012	44980	AP	Smith Construction Co.	\$54,236.78	11/14/2011 1:
5	9	Architectural Fees	1/30/2012	4/17/2012	4530	PO	Levin Bradley Architects	\$16,269.00	11/14/2011 1:
6	10	Landscape Architect	2/28/2012	2/20/2012	5498-2	AP	Urban Landscaping Inc.	\$4,600.00	11/14/2011 1:
7	11	Legal Fees	2/28/2012	2/1/2012	2004	AP	David Meyer & Assoc.	\$4,500.00	11/14/2011 1:
8	12	Building Permit	1/31/2012	1/12/2012	936	GL	Fairfax County	\$56.00	11/14/2011 1:
9	13	Electrical Permit	1/31/2012	1/12/2012	937	GL	Fairfax County	\$56.00	11/14/2011 1:
10	14	Mechanical Permit	1/31/2012	1/12/2012	938	GL	Fairfax County	\$56.00	11/14/2011 1:
11	15	Plumbing Permit	1/31/2012	1/12/2012	939	GL	Fairfax County	\$56.00	11/14/2011 1:
12	16	Legal Fees	1/31/2012	1/12/2012	2004	AP	David Meyer & Assoc.	\$5,000.00	11/14/2011 1:
13	17	Progress Billing	4/30/2012	4/12/2012	45102	AP	Smith Construction Co.	\$50,000.00	11/14/2011 1:
14	18	Demolition Fees	5/31/2012	5/14/2012	6623102	PO	M & D Demolition Servic	\$12,275.00	11/14/2011 1:
15	19	Progress Billing	5/31/2012	5/12/2012	45290	AP	Smith Construction Co.	\$22,000.00	11/14/2011 1:
16	20	Progress Billing	5/31/2012	5/12/2012	45290	AP	Smith Construction Co.	\$28,000.00	11/14/2011 1:
17	21	Progress Billing	6/30/2012	6/12/2012	45313	AP	Smith Construction Co.	\$58,000.00	11/14/2011 1:
18	22	Progress Billing	6/30/2012	6/12/2012	45313	AP	Smith Construction Co.	\$57,000.00	11/14/2011 1:
19	23	Progress Billing	9/30/2012	9/24/2012	45522	AP	Smith Construction Co.	\$200,000.00	11/14/2011 1:
20	24	Progress Billing	11/30/2012	11/18/2012	45601	AP	Smith Construction Co.	\$45,500.00	11/14/2011 1:
21	25	Progress Billing	12/31/2012	12/2/2012	45675	AP	Smith Construction Co.	\$100,000.00	11/14/2011 1:
22	26	Progress Billing	1/31/2013	1/2/2013	45710	AP	Smith Construction Co	\$75,000.00	11/14/2011 1:
23	27	Progress Billing	2/28/2013	2/12/2013	45760	AP	Smith Construction Co	\$100,000.00	11/14/2011 1:

Polling Question #3



Can you export all transactions recorded for a line item into an Excel spreadsheet?

Yes or No.

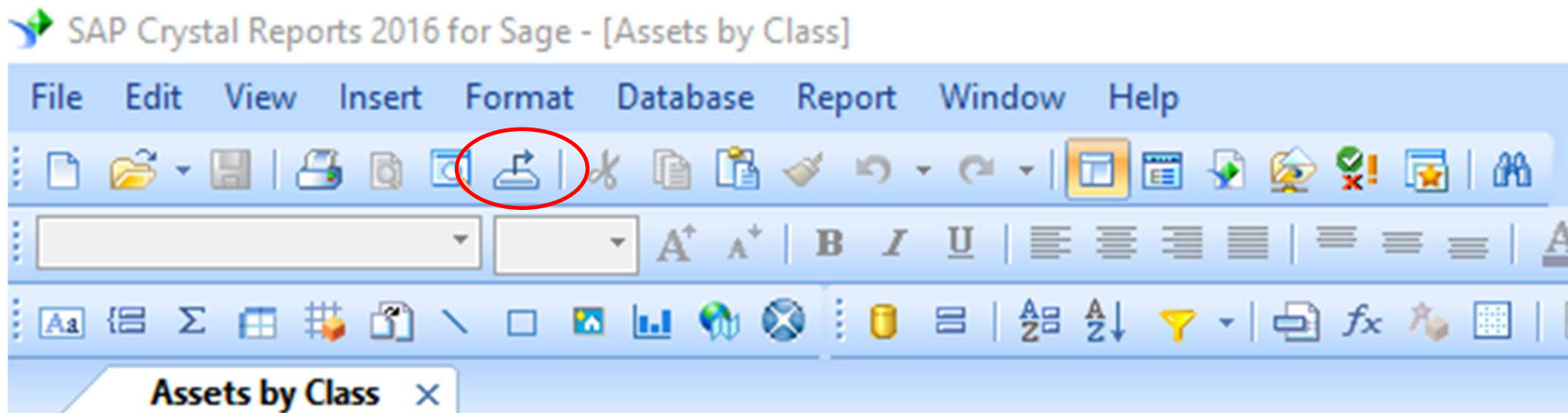
The answer is . . . Yes.

Crystal Report



Export Report

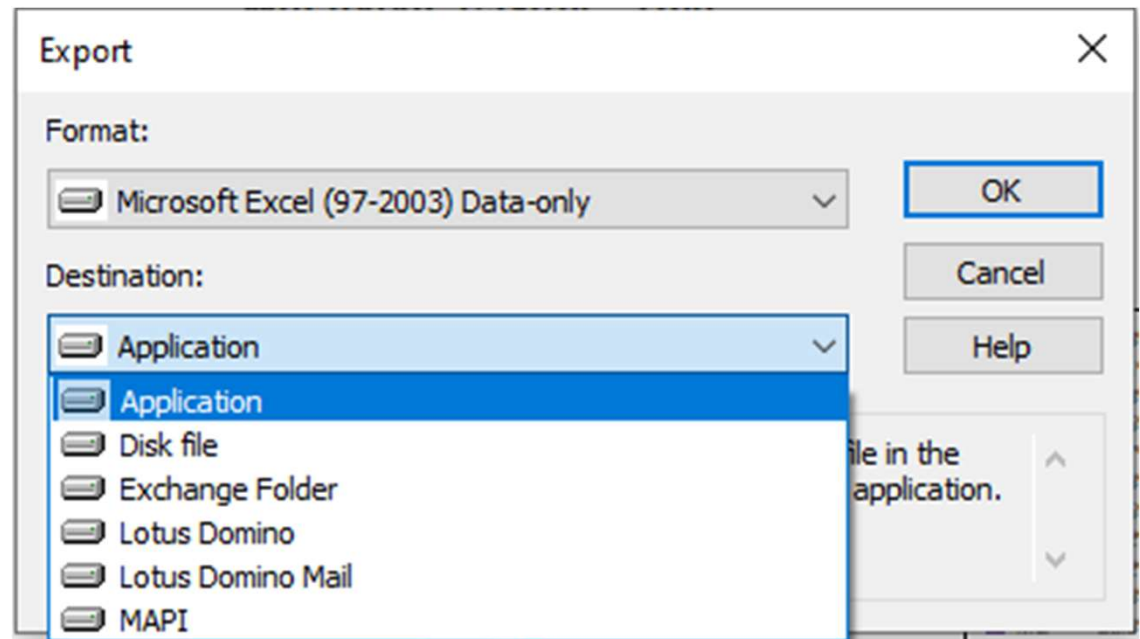
The same icon available on the toolbar for Sage Fixed Assets reports is also found on the standard toolbar when working in the Crystal application.



Export Report

But a dialog opens, giving us more options than we saw before.

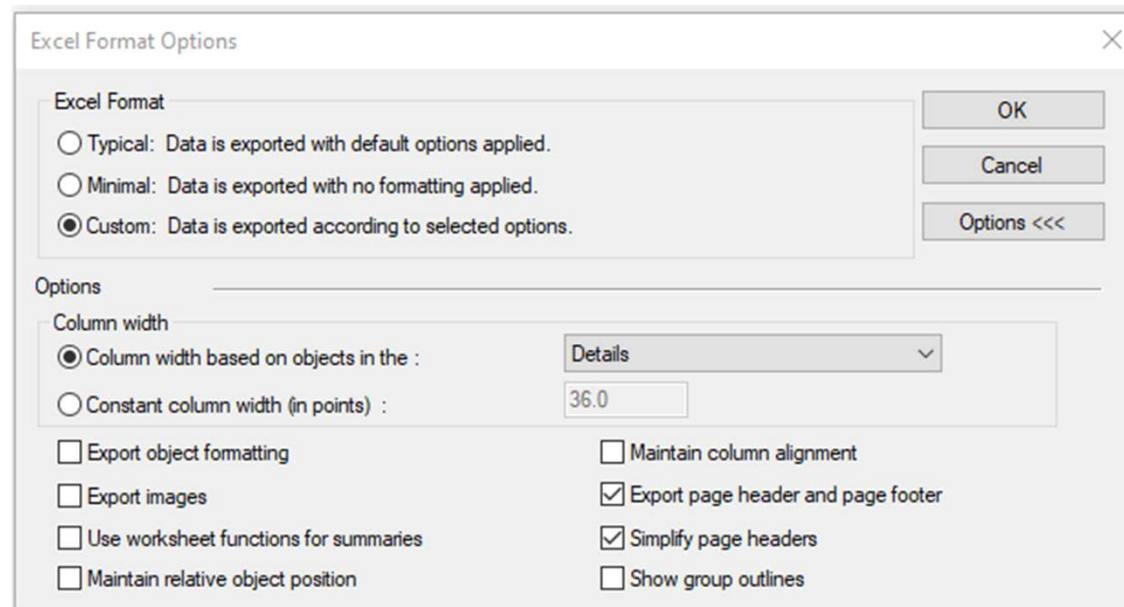
- More file format options.
- And destination options



Export Report

And depending on the file format selected, an additional dialog window may appear giving you further options in the display of the content and data.

- Here's a screenshot of the dialog after selecting the Excel Data Only file format:



Data Dump into Excel using Crystal



One more thing: you can create a Crystal report and will add many DB fields such as:

Common	Tax Book	Internal Book
System number	PIS date	PIS date
Extension number	Acquisition value	Acquisition value
Asset Id	Depr Method	Depr Method
Acq Date	Est Life	Est Life
Description	Curr Thru Date	Curr Thru Date
Prop Type	Curr YTD	Curr YTD
	Curr Accum	Curr Accum
	Curr NBV	Curr NBV

Data Dump into Excel using Crystal



- When creating a report in Crystal, we typically “pretty it up.”
- But if our objective is to export the DB fields into an Excel spreadsheet, we really don’t care how pretty the report looks.
 - We can even stack fields on top of each other because after we export into Excel, the fields will be neatly arrayed, only one per column.

Data Dump into Excel using Crystal

Tip: Change the Page Setup (available on the File pull-down menu).

- Put a check to dissociate from printing (because your intention is not to print).
- Select “user defined.”
- Enter an outrageous number for the horizontal (25 inches in this screenshot).

Page Options

Dissociate Formatting Page Size and Printer Paper Size

User Defined Size

Unit

Pixels

Inches

Centimeters

Horizontal: 25.000

Vertical: 8.500

Orientation

Portrait

Landscape



Review



◎ Depreciation & Tracking programs

- From the Asset List view.
- Using the Custom Export Helper.
- From a report.

◎ Planning program

- Line items.
- Transactions.

◎ Crystal Report

Training opportunities



Instructor-led

Many different topics related to our Fixed Assets features are covered in our Basic and Intermediate Depreciation class as well as Basic Reporting and Advanced Reporting. Live instructors can answer your questions about real world scenarios

Anytime Learning

Recordings for some classes can be viewed on SageU at your convenience

Talk to our sales team about adding features you may have seen here that are not available to you, like Crystal reports.

<https://www.sage.com/en-us/cp/sagefixedassetswebinars/>

Questions?

<https://www.sagecity.com/global-resources>

Learn from the experts, and become one yourself.

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To log in to Sage U: www.sageu.com

To review classes: www.sageu.com/fixeddassets

Promo Code:
TRNAnTho10

Upcoming Webinars



When?	Subject
May	Standard Reports – What’s best to use?
June	Different Ways to View Your Assets

Thank you

sage