MFG/PRO®

Installation Guide

FIXED ASSETS

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MFG/PRO Version 9.0
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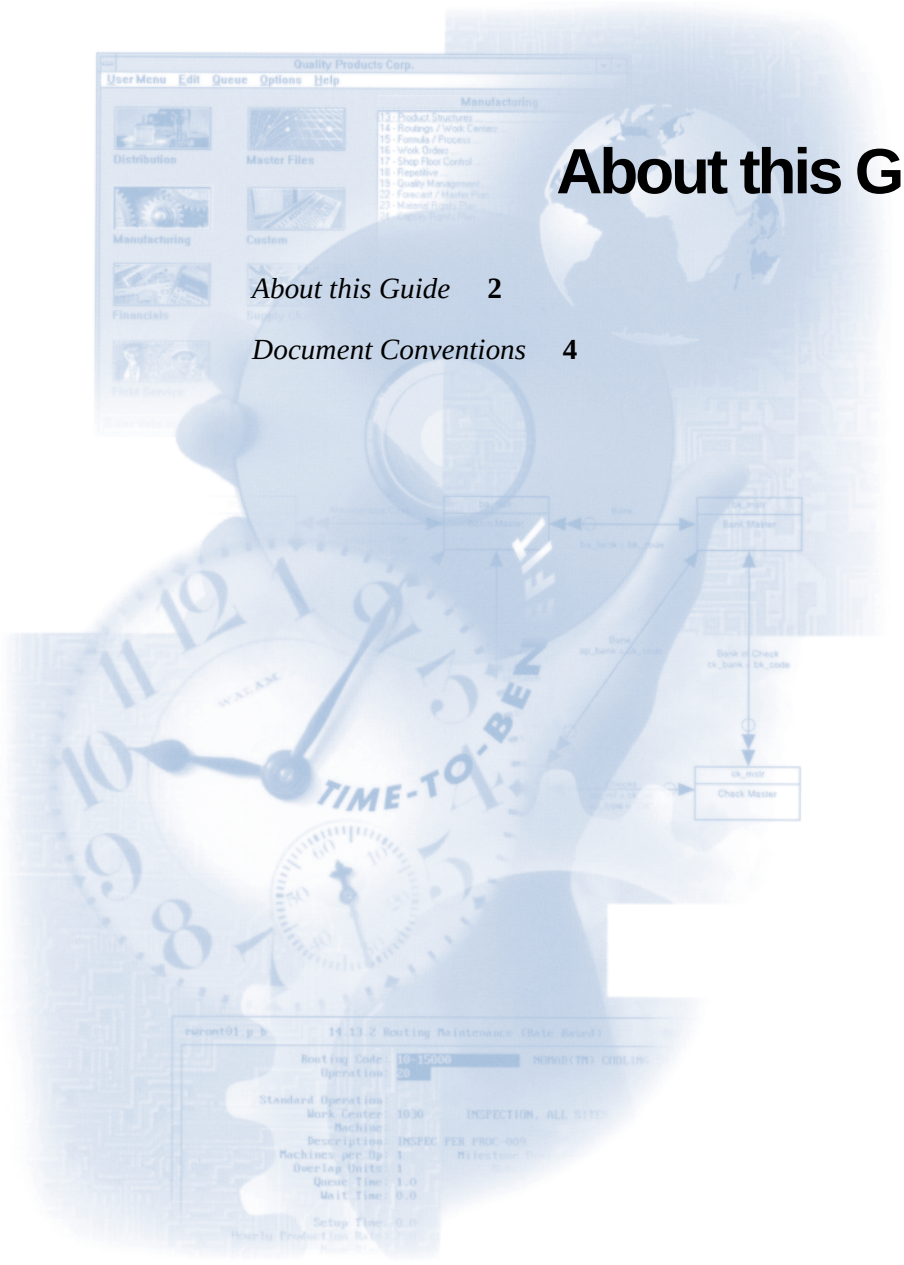
Contents



About this Guide

About this Guide

Use the instructions in this guide to install the enhanced Fixed Assets module for MFG/PRO 9.0 on either UNIX or Windows NT servers. The Fixed Assets module functions in both ORACLE and PROGRESS database environments.

Enhanced Fixed Assets on ORACLE

This guide does not contain instructions for implementing the enhanced Fixed Assets module for MFG/PRO 9.0 in an ORACLE database environment. To accomplish this implementation, contact the QAD Global Support Services organization.

Audience

These instructions are for MFG/PRO system administrators who manage the MFG/PRO database and are familiar with the UNIX or Windows NT environments, networking, PROGRESS, and ORACLE.

Installation Errata

In addition to these instructions, you may receive a supplementary errata sheet with changes and additional instructions. Check your product package.

QAD Web Site

For MFG/PRO users with a QAD Web account, MFG/PRO documentation is available for viewing or downloading at:

http://support.qad.com/documentation/

To obtain a QAD Web account, go to:

http://support.qad.com/

The QAD Web site also has information about training classes and other services that can help you learn about MFG/PRO.

Fixed Assets Documentation

For technical references and information on using the enhanced Fixed Assets module, refer to the *Fixed Assets User Guide*.

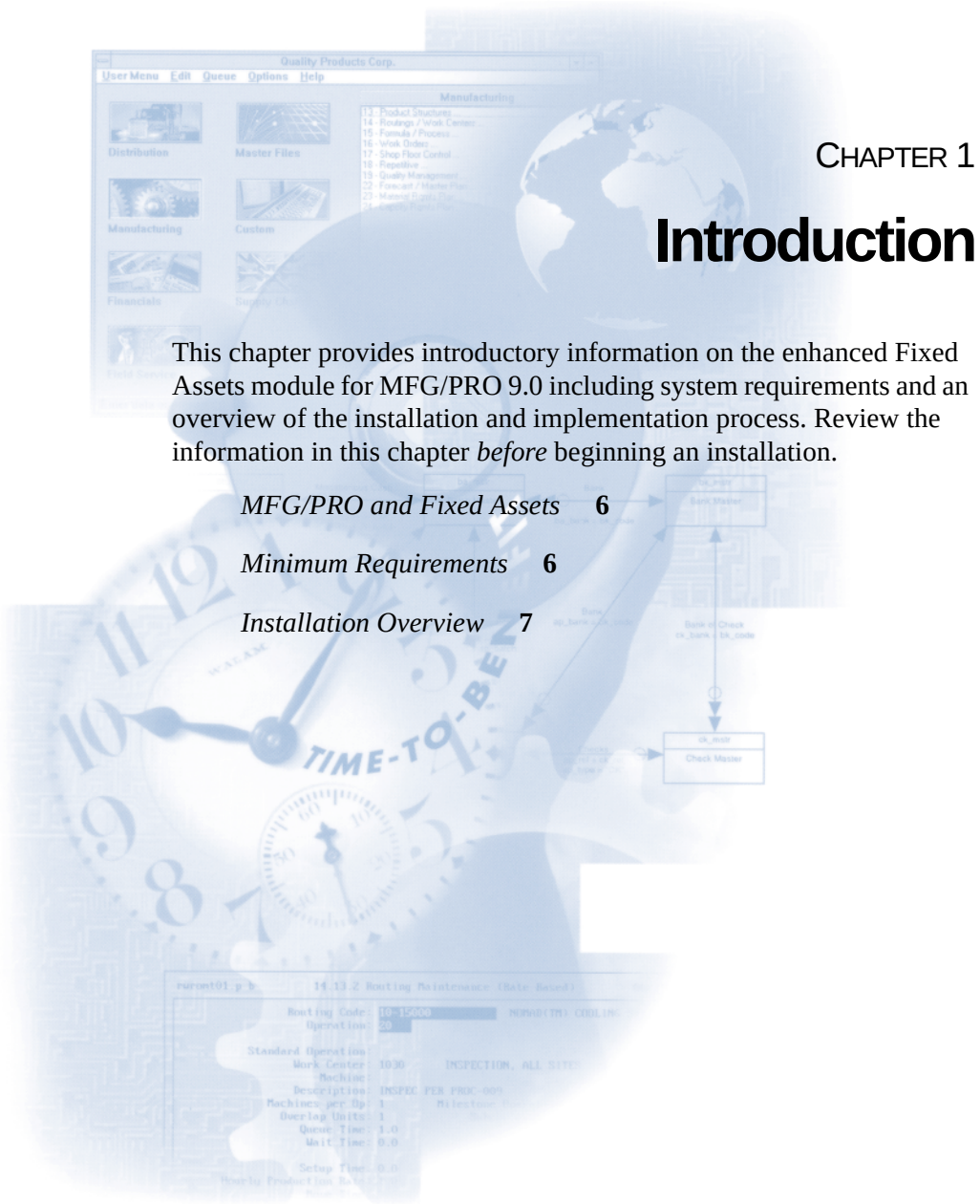
Other MFG/PRO 9.0 Documentation

- For an overview of new features and software updates, see the *Release Bulletin*.
- For instructions on installing or converting to MFG/PRO 9.0, see the *Installation Guides*.
- For instructions on installing QAD's Network User Interface (NetUI), see the *Network User Interface (NetUI) Installation Guide*.
- For instructions on navigating the MFG/PRO environment, refer to the *User Interface Guide*.
- For instructions on navigating QAD's Network User Interface (NetUI), refer to the *Network User Interface Guide*.
- For information on using MFG/PRO, refer to the *User Guides*.
- For technical details, refer to the *File Relationships* and *Database Definitions*.
- For system administration information, see the *System Administration Reference Guide*.
- To view documents online in PDF format, see the *Documents on CD*.

Document Conventions

This guide uses the conventions listed in the following table.

If you see:	It means:
`monospaced text`	A command or file name.
`italicized monospaced text`	A variable name for a value you enter as part of an operating system command. For example, *`YourCDROMDir`*.
`indented command line`	A long UNIX command that you enter as one line (although it appears in the text as two lines).
Italicized text	Emphasizes a word or sets of words.
Note	Provides additional information about functions, features, and process steps.
Warning	Used in situations where you can overwrite or corrupt data unless you follow the instructions.
Important	Used to highlight important information about a function, feature, or process step.



CHAPTER 1

Introduction

This chapter provides introductory information on the enhanced Fixed Assets module for MFG/PRO 9.0 including system requirements and an overview of the installation and implementation process. Review the information in this chapter *before* beginning an installation.

MFG/PRO and Fixed Assets

The enhanced Fixed Assets module replaces the Fixed Assets module shipped with previous versions of MFG/PRO. The enhanced module is integrated with the General Ledger module and is used to set up, maintain, transfer, and retire a company's fixed assets.

Minimum Requirements

Table 1.1 lists the minimum system requirements specific to the enhanced Fixed Assets module. For the MFG/PRO Version 9.0 minimum requirements, refer to the *MFG/PRO 9.0 Installation Guide* for your system.

Table 1.1
Database Server Requirements

Requirement	Description
PROGRESS	Version 8.3. Contact your PROGRESS or MFG/PRO sales representative for the specific 8.3 release best suited to your hardware.
	At least one license of PROGRESS 4GL® or ProVISION®.
MFG/PRO	Version 9.0, installed and configured.
Disk Space	The installation program verifies that at least 5MB of space exists on the selected file system.

Installation Overview

Fixed Assets CD-ROM

The enhanced Fixed Assets module is implemented into an MFG/PRO 9.0 system using the Fixed Assets CD-ROM. Table 1.2 provides brief descriptions of the directories on the Fixed Assets CD-ROM.

Table 1.2 Fixed Assets CD-ROM Directories

Directory	Description
nt	This directory contains the enhanced Fixed Assets module's database server files for Windows NT servers.
unix	This directory contains the enhanced Fixed Assets module's database server files for UNIX servers.
gui	This directory contains the enhanced Fixed Assets module's graphical user interface (GUI) client files.
netui	This directory contains the enhanced Fixed Assets module's Network User Interface (NetUI) client files.

Installation Milestones

The major milestones involved in installing the enhanced Fixed Assets module are listed below.

- Using the instructions appropriate for your database server's operating system, install the database server files into the MFG/PRO directory.
- Install the client files for the user interfaces in your MFG/PRO environment. These include the Network User Interface (NetUI) and the graphical user interface (GUI).

Note The client files for the character user interface are automatically installed with the database server files as they are in an MFG/PRO installation.

See the MFG/PRO installation guide for your system.

- Run the Fixed Assets Initial Load utility to update the database schema and load the enhanced Fixed Assets module's files.

  Before loading the enhanced Fixed Assets module's files, this utility removes the existing MFG/PRO 9.0 Fixed Assets module's menus (all menu 32 entries). If you have made custom changes to this menu, be aware that they will be overwritten and must be reentered.

- If you have legacy fixed assets data in your MFG/PRO 9.0 system, you can migrate this data to the enhanced Fixed Assets module using the Fixed Assets Migration Utility (32.25.2).

Note The Fixed Assets Migration Utility migrates data from MFG/PRO 9.0 only. You must convert to MFG/PRO 9.0 before migrating data to the enhanced Fixed Assets module. If you are using another company's software to maintain fixed assets information, contact QAD's Global Support Services organization for assistance in converting your data to the enhanced Fixed Assets module.

CHAPTER 2

Installing Fixed Assets

This chapter explains the steps required to install the enhanced Fixed Assets module for MFG/PRO 9.0.

Prerequisites

Perform the following tasks before beginning the installation.

1 If you are migrating from an MFG/PRO version previous to 9.0, use the *MFG/PRO Installation Guide* to convert to MFG/PRO 9.0.

Note You can only implement the enhanced Fixed Assets module on an MFG/PRO 9.0 system. Additionally, you can only migrate legacy data from an MFG/PRO 9.0 system to the enhanced Fixed Assets module.

2 Shut down the MFG/PRO databases and servers.

Installing Fixed Assets Server Files on UNIX

Mounting the CD-ROM

Follow these steps to mount the Fixed Assets CD-ROM.

1 Log on as the root user ID.

2 Create a CD-ROM directory if one does not already exist. These instructions refer to this directory as *`YourCDROMDir`*.

3 Mount the CD-ROM. The mount command differs from system to system. Table 2.1 lists sample mount commands.

Table 2.1 CD-ROM Mount Commands

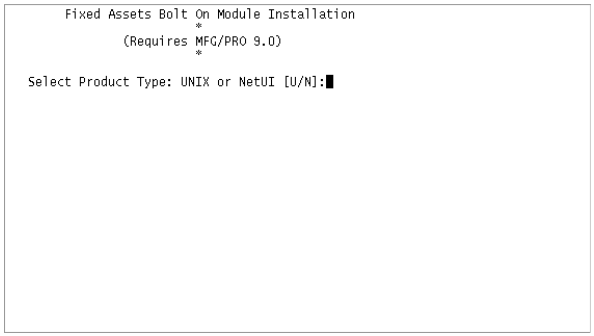
Hardware	Mount Command
Sun	`volcheck cdrom`
HP	`mount /dev/dsk/`*`YourcdDevice`*` /cdrom`
DEC	`mount -t cdfs `*`YourcdDevice`*` /cdrom`
All others	Refer to your hardware system documentation or vendor for requirements for mounting a CD-ROM. You might be able to type man mount to determine the correct command.

Installing the Fixed Assets Server Files

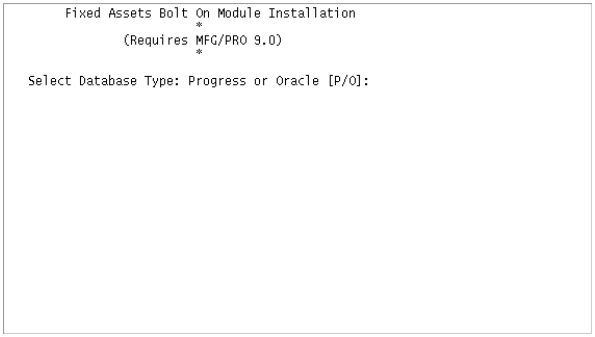
1 From the CD-ROM directory, run the installation script.

```
./install
```

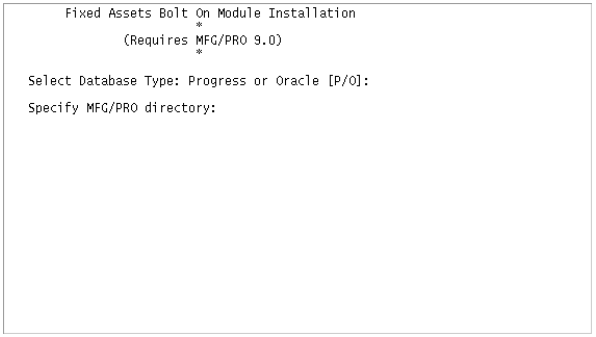
2 At the following screen, specify `UNIX` and press Enter.



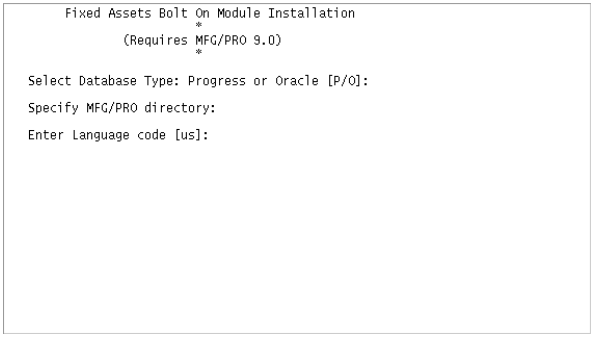
3 At the following screen, specify the type of MFG/PRO database you are using and press Enter.



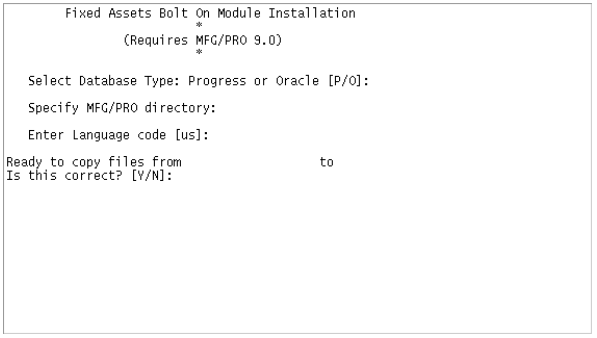
4 At the following screen, enter the full path to your MFG/PRO database server directory and press Enter.



5 At the following screen, enter the language code for your MFG/PRO environment and press Enter.



6 At the following screen, verify that the installation information is correct. Choose Yes and press Enter to begin copying Fixed Assets files, or choose No and press Enter to correct one of the previous prompts.



Fixed Assets Database Server Files

The enhanced Fixed Assets database server files are copied from the installation CD-ROM into the following subdirectories under the MFG/PRO database server directory.

fadata

The enhanced Fixed Assets installation routine creates a `fadata` subdirectory under your two-letter language code directory. For example, for a US English installation the data files are copied to: *`MFGPRODir`*`/us/fadata`.

The Fixed Assets data definition file (extension `.df`) is copied to the `fadata` subdirectory. This file is used to update the main MFG/PRO database schema or schema holder to enable the enhanced Fixed Assets module.

Tip
You do not need to update the gui, help, or cfg schema or schema holders.

Data files (extension `.d`) for the following types of Fixed Assets default data are also copied into the `fadata` subdirectory.

- Language details
- Menus
- Messages
- Browses
- Standard depreciation methods

Once these files are copied and you have installed the client files for your MFG/PRO environment, run the Fixed Assets Initial Load utilities, `fald90.p` and `fald90a.p`, to load the Fixed Assets data files into the updated MFG/PRO database structure.

xrc

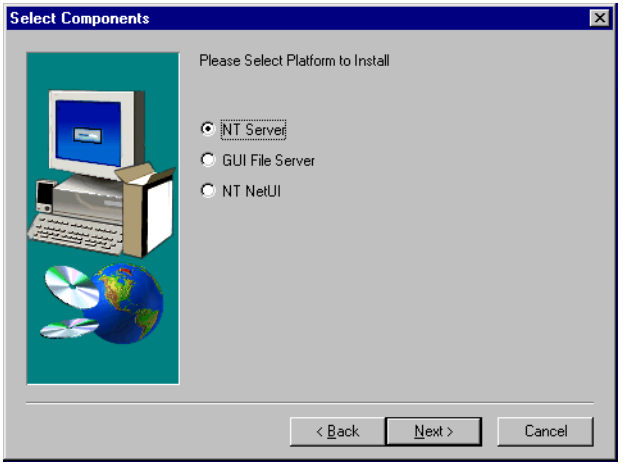
The encrypted source code for the enhanced Fixed Assets module programs is copied to the `xrc` subdirectory.

src

If you purchased unencrypted source code, the unencrypted source code for the enhanced Fixed Assets module programs is copied to the `src` subdirectory.

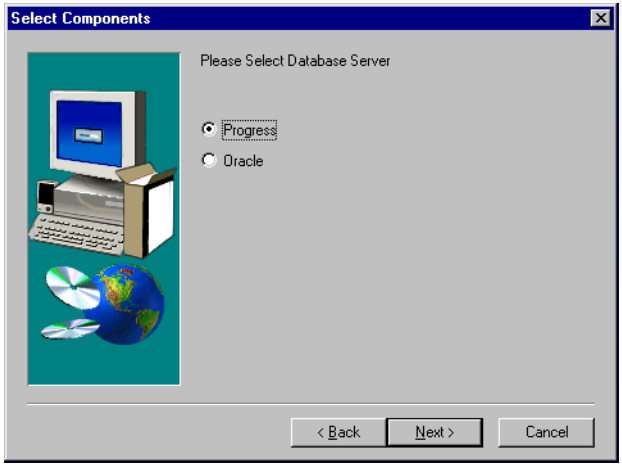
Installing Fixed Assets Server Files on Windows NT

1. Insert the Fixed Assets CD-ROM into the CD-ROM drive.
2. Using File Manager or Explorer, access the CD-ROM drive and double-click `setup.exe`.
3. In the Select Components window, select the NT Server component and click Next.



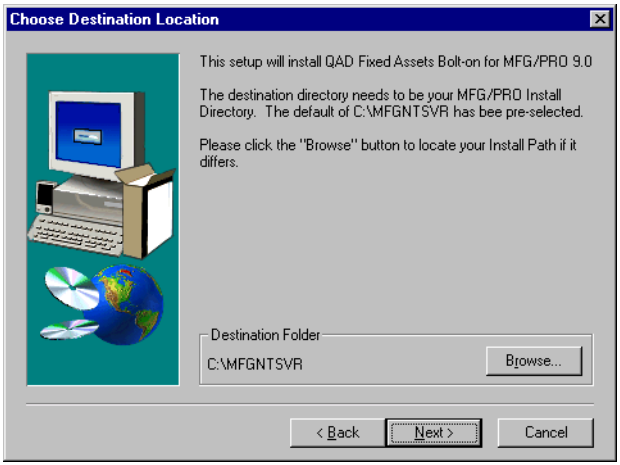
4 In the following window, select the type of MFG/PRO database you are using and click Next.

Note The following example is for a PROGRESS database. The directions and screens are identical for an ORACLE database.

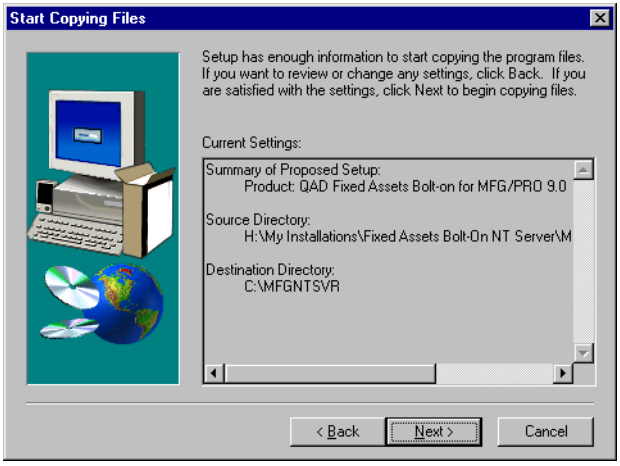


5 At the Welcome window, click Next.

6 In the Choose Destination Location window, use the Browse button to specify the full path to your MFG/PRO database server directory. These instructions use the MFG/PRO default directory, `MFGNTSVR`. Click Next when ready.



7 At the Start Copying Files window, verify that the information is correct. If the information is correct, click Next to begin copying the Fixed Assets database server files to your MFG/PRO database server directory. If the information is incorrect, click back.



8 Once the files have been copied, click Finish to exit the installation.

Fixed Assets Database Server Files

The enhanced Fixed Assets database server files are copied from the installation CD-ROM into the following subdirectories under the MFG/PRO database server directory.

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- Standard depreciation methods

Once these files are copied and you have installed the client files for your MFG/PRO environment, run the Fixed Assets Initial Load utilities, `fald90.p` and `fald90a.p`, to load the Fixed Assets data files into the updated MFG/PRO database structure.

xrc

The encrypted source code for the enhanced Fixed Assets module programs is copied to the `xrc` subdirectory.

src

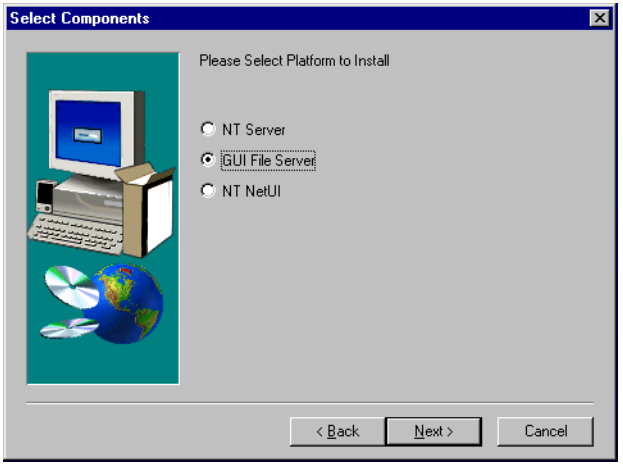
If you purchased unencrypted source code, the unencrypted source code for the enhanced Fixed Assets module programs is copied to the `src` subdirectory.

Installing the Fixed Assets GUI Files

For details on MFG/PRO client configuration, see the *MFG/PRO 9.0 Installation Guide*.

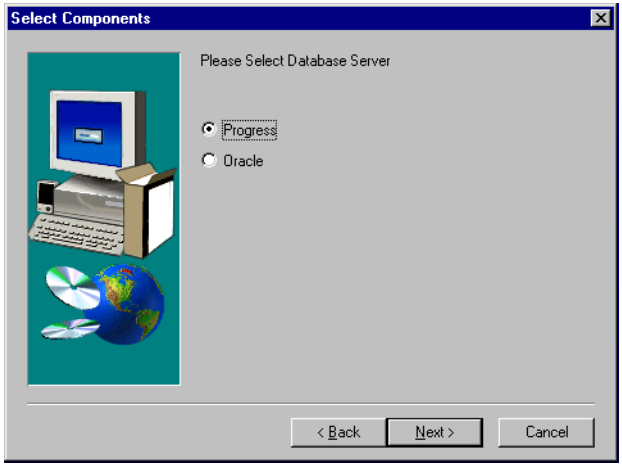
If your MFG/PRO environment includes graphical user interface (GUI) clients, complete the following instructions to install the Fixed Assets files on either the file server or each client machine depending upon your MFG/PRO client configuration.

1. Insert the Fixed Assets CD-ROM into the CD-ROM drive.
2. Using File Manager or Explorer, access the CD-ROM drive and double-click `setup.exe`.
3. In the Select Components window, select the GUI File Server component and click Next.

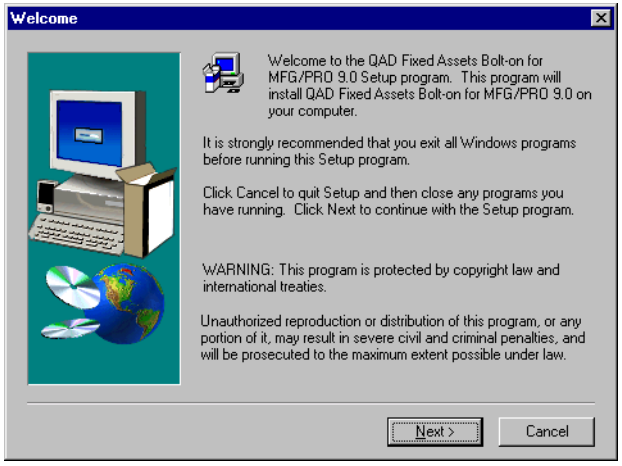


4 In the following window, select the type of MFG/PRO database you are using and click Next.

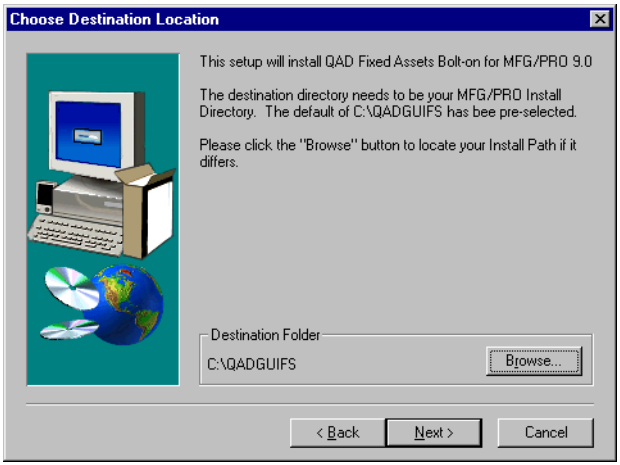
Note The following example is for a PROGRESS database. The directions and screens are identical for an ORACLE database.



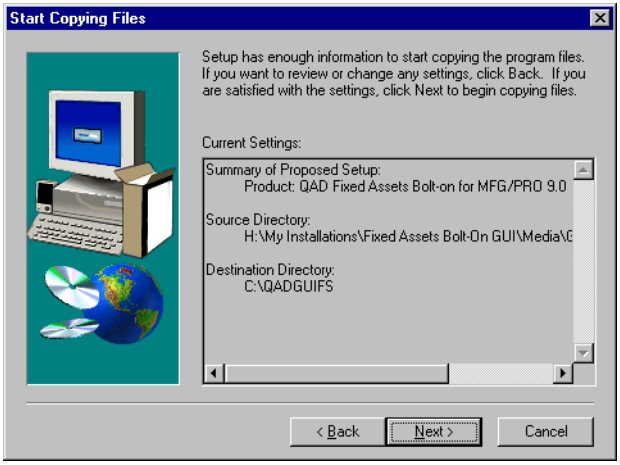
5 At the Welcome window, click Next.



6 In the Choose Destination Location window, use the Browse button to specify the path to the directory where your MFG/PRO GUI files are located. These instructions use the MFG/PRO default directory, `QADGUIFS`. Click Next when ready.



7 At the Start Copying Files window, verify that the information is correct. If the information is correct, click Next to begin copying the Fixed Assets GUI client files to your MFG/PRO GUI client directory. If the information is incorrect, click back.



8 Once the files have been copied, click Finish to exit the installation.

Installing the Fixed Assets NetUI Files

If your MFG/PRO environment includes Network User Interface (NetUI) clients, complete the following instructions to install the WebSpeed-compiled Fixed Assets files on either a server or each client machine depending upon your NetUI configuration.

For details on MFG/PRO NetUI configuration, see the *Network User Interface Installation Guide*.

Use the instructions appropriate to the operating system of the machine where your WebSpeed-compiled code resides.

Installing Fixed Assets NetUI Files on UNIX

Mounting the CD-ROM

Follow these steps to mount the Fixed Assets CD-ROM.

1. Log on as the root user ID.
2. Create a CD-ROM directory if one does not already exist. These instructions refer to this directory as *`YourCDROMDir`*.
3. Mount the CD-ROM. The mount command differs from system to system. Table 2.1 lists sample mount commands.

Table 2.2 CD-ROM Mount Commands

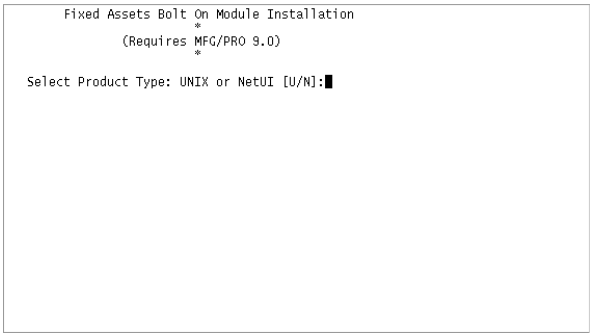
Hardware	Mount Command
Sun	`volcheck cdrom`
HP	`mount /dev/dsk/`*`YourcdDevice`* `/cdrom`
DEC	`mount -t cdfs` *`YourcdDevice`* `/cdrom`
All others	Refer to your hardware system documentation or vendor for requirements for mounting a CD-ROM. You might be able to type man mount to determine the correct command.

Installing the Files

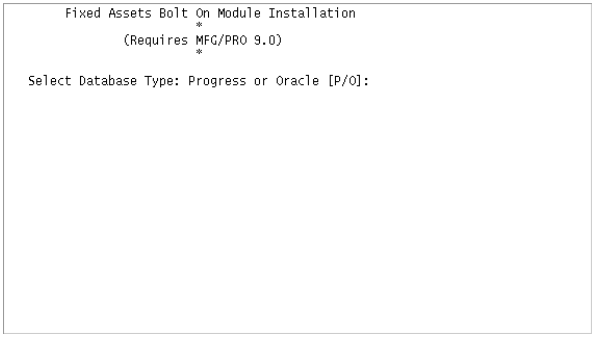
1 From the CD-ROM directory, run the installation script.

```
./install
```

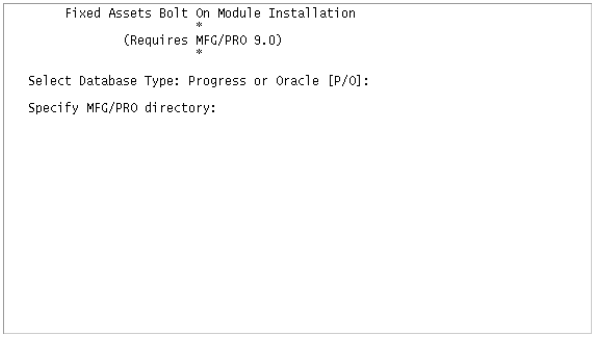
2 At the following screen, specify `NetUI` and press Enter.



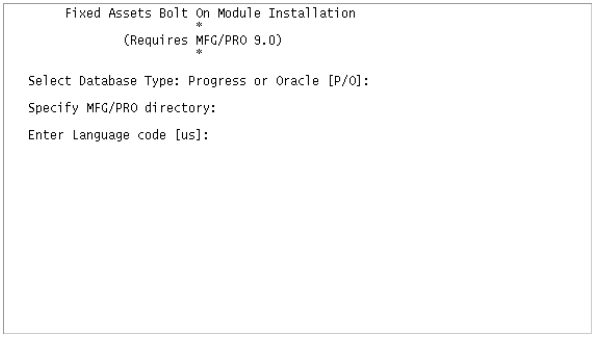
3 At the following screen, specify the type of MFG/PRO database you are using and press Enter.



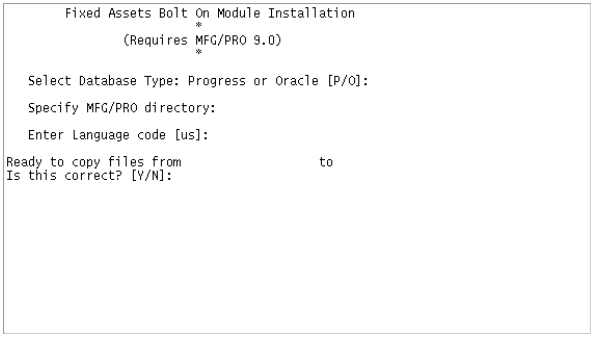
4 At the following screen, enter the full path to your MFG/PRO WebSpeed-compiled code directory and press Enter.



5 At the following screen, enter the language code for your MFG/PRO environment and press Enter.

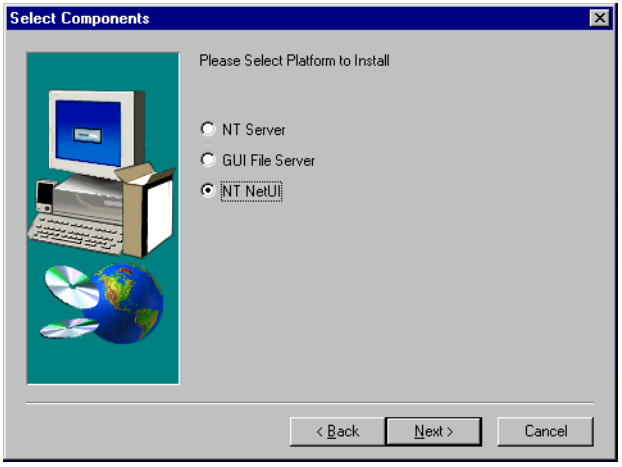


6 At the following screen, verify that the installation information is correct. Choose Yes and press Enter to begin copying Fixed Assets files, or choose No and press Enter to correct one of the previous prompts.



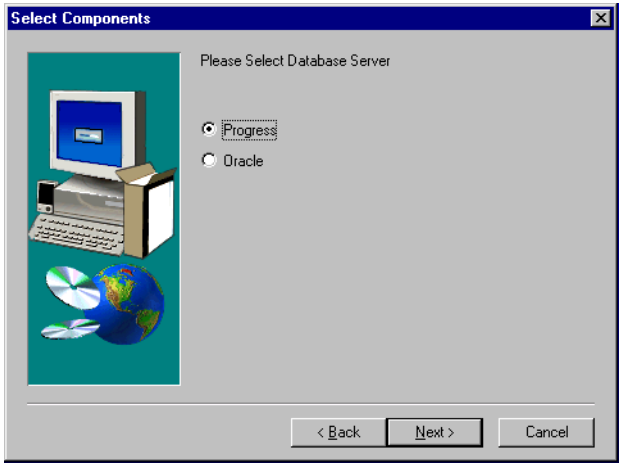
Installing Fixed Assets NetUI Files on Windows NT

1. Insert the Fixed Assets CD-ROM into the CD-ROM drive.
2. Using File Manager or Explorer, access the CD-ROM drive and double-click `setup.exe`.
3. In the Select Components window, select the NT NetUI component and click Next.

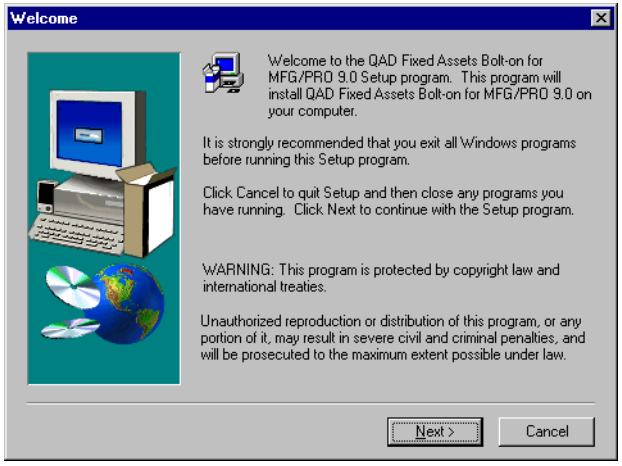


4 In the following window, select the type of MFG/PRO database you are using and click Next.

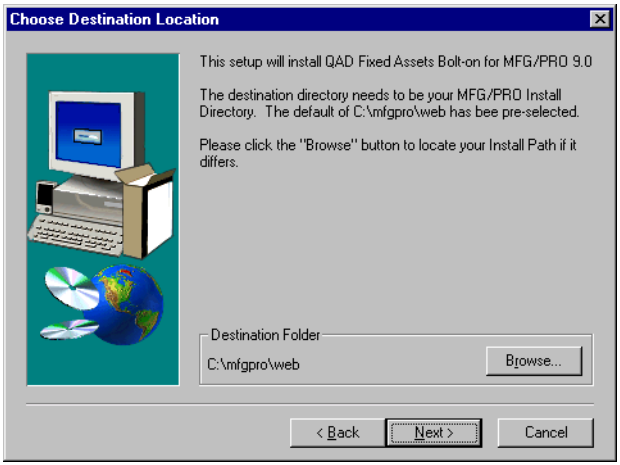
Note The following example is for a PROGRESS database. The directions and screens are identical for an ORACLE database.



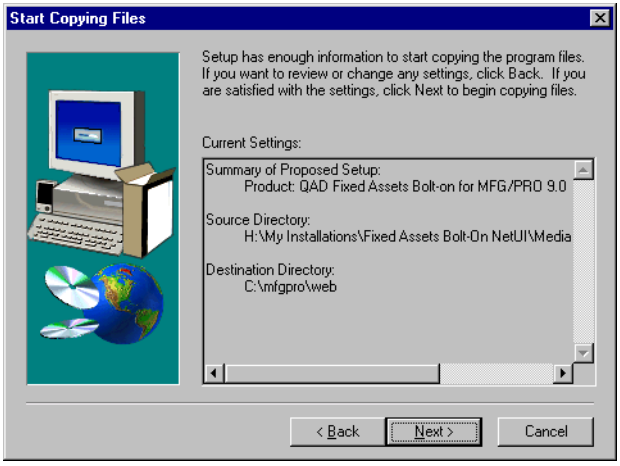
5 At the Welcome window, click Next.



6 In the Choose Destination Location window, use the Browse button to specify the path to the directory containing your MFG/PRO WebSpeed-compiled code. These instructions use the default directory, `web`. Click Next when ready.



7 At the Start Copying Files window, verify that the information is correct. If the information is correct, click Next to begin copying the Fixed Assets WebSpeed-compiled files to your MFG/PRO WebSpeed directory. If the information is incorrect, click back.



8 Once the files have been copied, click Finish to exit the installation.

Loading the Fixed Assets Files

Complete the following instructions to load the Fixed Assets files into your MFG/PRO environment.

1 Start an MFG/PRO session.

2 Run the Fixed Assets Initial Load utility by entering `fald90.p` at any menu-level prompt and pressing Go. At the confirmation prompt, choose Yes to start the utility.

The Fixed Assets load utility completes the following tasks.

- Updates the main database schema for the database set to which you are connected. For example, if you are running an MFG/PRO session for the Production database set, the production database schema is updated.
- Loads the enhanced Fixed Assets module data files into the updated MFG/PRO database structure.

Warning If you have created custom browses or messages that do not conform to the naming conventions for MFG/PRO customizations, they may be overwritten by the Fixed Assets Initial Load utility.

3 Once you have run `fald90.p`, exit the MFG/PRO session. Then start a new MFG/PRO session and enter `fald90a.p` at any menu-level prompt. This utility loads the QAD standard depreciation methods into Fixed Asset Method Master (`famt_mstr`) table.

Warning To avoid errors, you must exit MFG/PRO after running `fald90.p` and begin a new session before running `fald90a.p`.

4 Use the following steps to load the enhanced Fixed Assets module's field and procedure help.

a Open Field Help Load (36.4.19).

b In the Language field, enter the two-letter language code for your installation.

c Leaving the other fields blank, skip to the Load File field and enter the full path to the `fieldhlp.hld` file in the `fadata` directory. The following example is for an English language UNIX installation.

`us/fadata/fieldhlp.hld`.

d Press Go to begin the load.

5 Repeat the steps 1 through 3 for each MFG/PRO environment where you want to implement the enhanced Fixed Assets module. Depending upon your MFG/PRO environment, you may also need to repeat step 4.

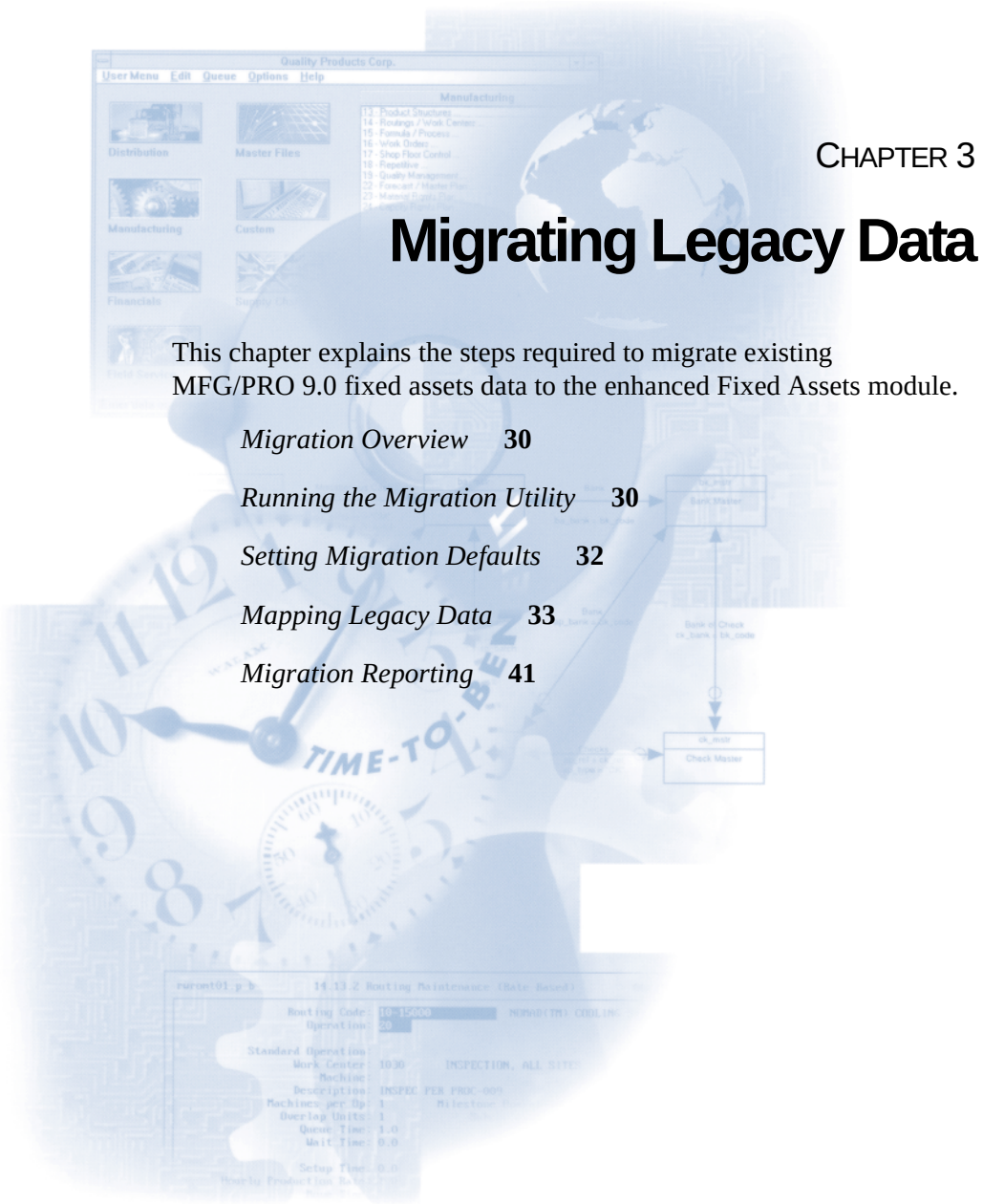
For example, to create a training environment that includes the enhanced Fixed Assets module, start an MFG/PRO training session and enter `fald90.p` at any menu-level prompt. Then exit MFG/PRO and start a new MFG/PRO training session. At any menu-level prompt enter `fald90a.p`. If the training environment contains its own help database, run Field Help Load (36.4.19) to load the Fixed Assets help file.

6 If you have legacy fixed assets data, run Fixed Assets Legacy Dump Data (32.25.1). This program dumps the legacy data from the existing MFG/PRO 9.0 fixed assets tables into a file in the directory of your choice. By default the Fixed Assets Legacy Dump Data program creates a `fa_dump.dat` file in the directory from which the MFG/PRO session was launched. If you do not want to use this default, specify a different path and file and record this information for use when running the Fixed Assets Migration Utility (35.25.2).

Once you have dumped your legacy data, use the instructions in Chapter 3, “Migrating Legacy Data,” on page 29 to migrate your legacy data to the enhanced Fixed Assets module.

Enhanced Fixed Assets Module Help

If you have Windows GUI clients on MFG/PRO 9.0, make sure WinHelp is deactivated because it is not available for Fixed Assets. Open User Interface Profile (36.20.4), choose a particular user or blank for all users, and turn off the WinHelp option (the toggle box should be blank).



CHAPTER 3

Migrating Legacy Data

This chapter explains the steps required to migrate existing MFG/PRO 9.0 fixed assets data to the enhanced Fixed Assets module.

Migration Overview

Fixed Assets Migration Utility (32.25.2) lets you migrate legacy data to the enhanced Fixed Assets module. Use this utility to perform the following functions.

- Migrate legacy data from the fixed-assets dump file to the enhanced Fixed Assets module
- Resolve any discrepancies between the legacy data model and the enhanced model

You can use the Fixed Assets Migration Report (32.25.3) to generate a report summarizing the migrated fixed-asset data. The report shows the migrated data from the legacy system and the newly mapped data for the new system.

You can choose to include books, methods, locations, classes, and exceptions in the report.

Running the Migration Utility

The following sections describe the Fixed Assets Migration Utility. Use this information to map the legacy data model to the enhanced model and to resolve discrepancies. When ready, use the Create button on the Fixed Assets Migration Utility screen to load the data into the enhanced Fixed Assets module.

Fixed Assets Migration Utility (32.25.2) tracks milestones of the migration process. It also lets you map the individual migration data types—methods, books, locations, and classes—in stages and then save these intermediate stages to a migration file. After you have mapped all of the legacy data to the enhanced data model, use the Create button to load the data from the migration file into the enhanced Fixed Assets module.

Important This update can only be done once.

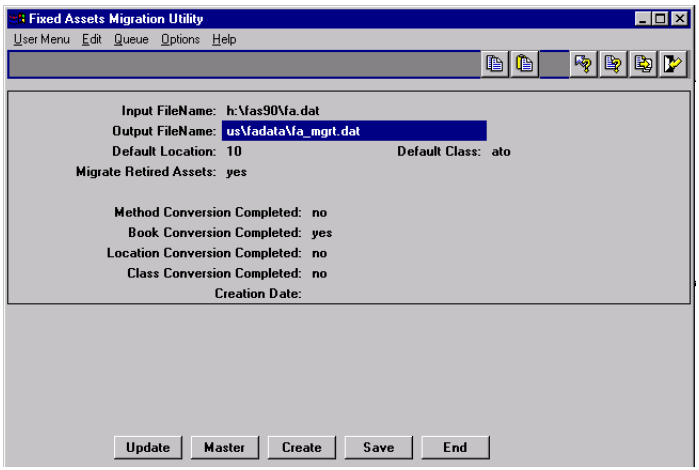


Fig. 3.1
Fixed Assets Migration Utility (32.25.2)

Most of the fields in the Fixed Asset Migration Utility header cannot be updated. They display current mappings set in detail menus and screens. Use the buttons at the bottom to access the detail menus and screens. These are described in the following sections.

Buttons

Update. Use this button to update the Output FileName, Default Location, Default Class, and the Migrate Retired Assets flag.

Master. Use this button to access the Master Files Migration screen.

Create. Use this button to load legacy data into the enhanced Fixed Assets module after all the data has been mapped to the enhanced model. This function can only be run once.

Save. Use this button to save the completed work to the file specified in the Output FileName field.

End. Use this button to end a migration utility session. All work is saved to the file specified in the Output FileName field.

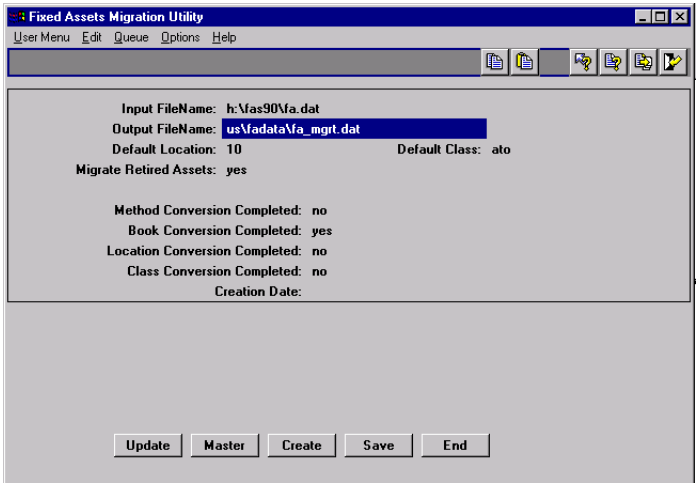
Setting Migration Defaults

Choose update to set up the default parameters for your migration.

Use the Default Location and Default Class fields to specify a legacy location and class to default for legacy assets that do not already have this information. The location and class must be part of legacy data. You can run the Fixed Assets Migration Report (32.25.3) to generate a list of your legacy classes and locations.

Set the Migrate Retired Assets flag to Yes to migrate retired legacy asset data. Set the flag to No to exclude retired assets from the migration.

Fig. 3.2 Fixed Assets Migration Utility (32.25.2)



1. Choose the Update button.

See Chapter 2, “Loading the Fixed Assets Files,” on page 27.

2. The Input FileName field defaults to the `fa_dump.dat` file created by Fixed Assets Dump Legacy Data (32.25.1). If you have moved this file, you must specify the full path, including the file name, to this new location. Otherwise, accept the default.

3. In the Output FileName field, specify the full path, including the file name, to the location where you want to store your migration file. Use this file to store your work as you map the legacy data to the new fixed assets model. The default file name is fa_mgrt.dat.

4 In the Default Location field, enter a default legacy location ID. Fixed asset location IDs refer to the accounting location of the fixed asset. This location does not necessarily have to be the physical location of the fixed asset.

◗ For details, see the *Fixed Assets User Guide*.

5 In the Default Class field, enter a default legacy class ID.

◗ For details, see the *Fixed Assets User Guide*.

Classes group similar fixed assets together and define:

- GL accounts
- Depreciation books
- Service lives for calculating depreciation
- Depreciation methods

6 In the Migrate Retired Assets field, enter Yes if you want to migrate retired assets to the new system. Enter No if you do not want to migrate retired assets.

Mapping Legacy Data

To migrate legacy data to the enhanced module, the existing data models must be mapped to the new data models. Use the Master Files Migration screen to monitor the conversion of the legacy data models. Master Files Migration also provides access to the maintenance programs for each data model. These programs let you map legacy models to enhanced models.

◗ For information on the new fixed-assets data models, see the *Fixed Assets User Guide*.

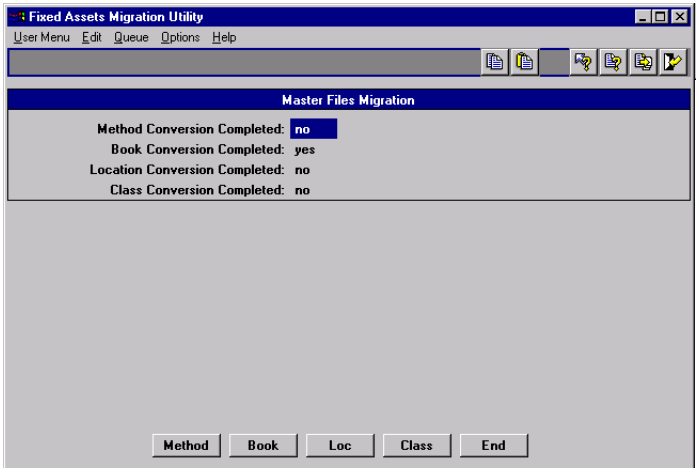


Fig. 3.3
Master Files Migration

Access the maintenance program for each data model using the buttons at the bottom of Master Files Migration.

Buttons

Method. Use this button to access Method Migration.

Book. Use this button to access Book Migration.

Loc. Use this button to access Location Migration.

Class. Use this button to access Class Migration.

End. Use this button to end a Master Files Migration session and return to Fixed Asset Migration Utility.

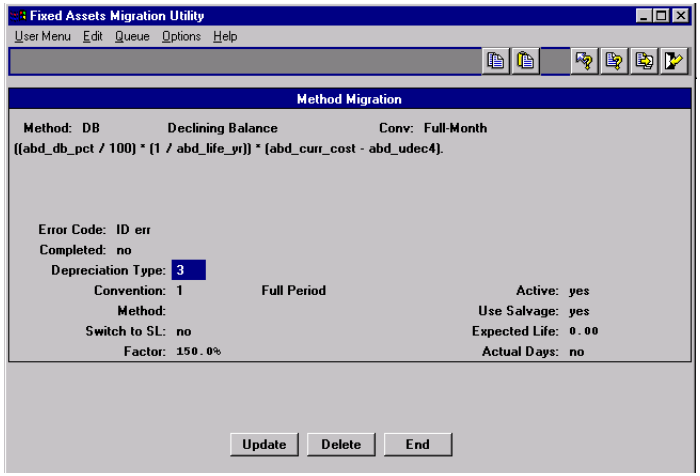
Converting Methods

For details, see the set-up chapter of the *Fixed Assets User Guide*.

Use Method Migration to convert legacy depreciation methods to the depreciation methods supplied with the enhanced Fixed Assets module.

To convert legacy methods, use the following figure and instructions.

Fig. 3.4
Method Migration



1. Use the arrow keys to scroll through the legacy methods. The legacy method, description, convention, and equation display.
2. If this method is not used by an asset, choose the Delete button to delete it. The system checks that the method is not used, then prompts for confirmation to delete the method.
3. To convert the legacy method, choose the Update button.
4. In the Depreciation Type field, select the enhanced depreciation method that most closely resembles the legacy method. The following depreciation methods are supplied with the enhanced module.
   - 1: Straight Line
   - 2: Units of Production
   - 3: Declining Balance
   - 4: Sum of the Years' Digits
   - 5: Flat Rate
   - 6: Custom Table
5. To modify the standard depreciation methods supplied with the enhanced Fixed Assets module, complete the following fields.
   - Convention
   - Method ID
   - Switch to SL
   - Factor
   - Active
   - Use Salvage
   - Expected Life
   - Actual Days

Note If you are using the custom-table depreciation method, you must define a custom table in Method Maintenance (32.1.1) before mapping it to a legacy method. Use the same method ID from Method Maintenance for the method in Method Migration.

For details, see the *Fixed Assets User Guide*.

6. If an error exists with the new method, the Error Code field displays one of the following tables.
   - `ID err`: An error exists with the new method ID. For example, the method ID is missing or there is a duplicate method ID.
   - `type err`: An error exists with the new method description. For example, the method is not supported by the enhanced module.

- `conv err`: An error exists with the new convention. For example, the convention is missing or the convention is not compatible with the method.
- `table err`: An error exist with the new table method. The following are examples of possible errors:

  The corresponding method defined in Method Maintenance is not a custom-table method.

  There is a discrepancy with the estimated life.

  Table detail is not defined in Method Maintenance.
- `life err`: An error exists with the new life. For example, the method is a custom table and the new life is zero.

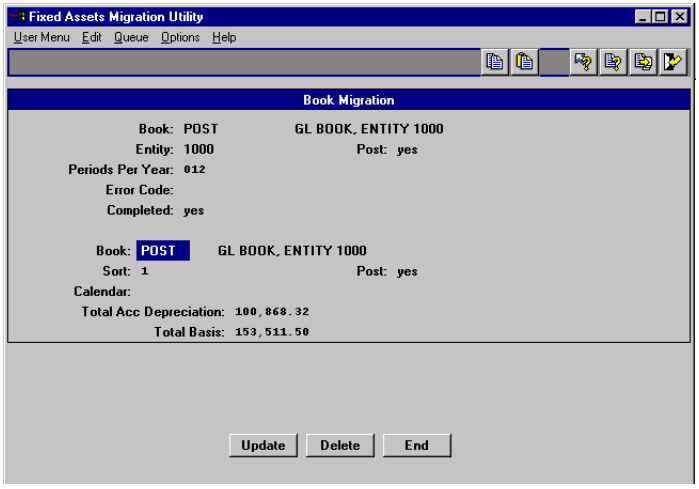
7 After you correct any errors, the Completed field is updated to Yes for the converted method.

8 Repeat steps 1 through 7 for each of the legacy methods.

Converting Books

Use Book Migration to convert legacy books to books used in the enhanced Fixed Assets module. To convert legacy books, use the following figure and instructions. In the legacy system, asset cost is associated with depreciation books; therefore, if an asset contains multiple books, the asset cost comes from the posting book.

Fig. 3.5
Book Migration



1. Use the arrow keys to scroll through the legacy books. The legacy book ID, description, entity, and post flag display.
2. If this book is not used by an asset, choose the Delete button to delete it. The system checks that the book is not used, then prompts for confirmation to delete the book.

Note Any legacy asset books that use a depreciation type of none are not created in the new fixed asset system.

3. To convert the legacy book, choose the Update button.
4. Complete the following fields.
   - Book
   - Description
   - Sort Code
   - Post
   - Calendar

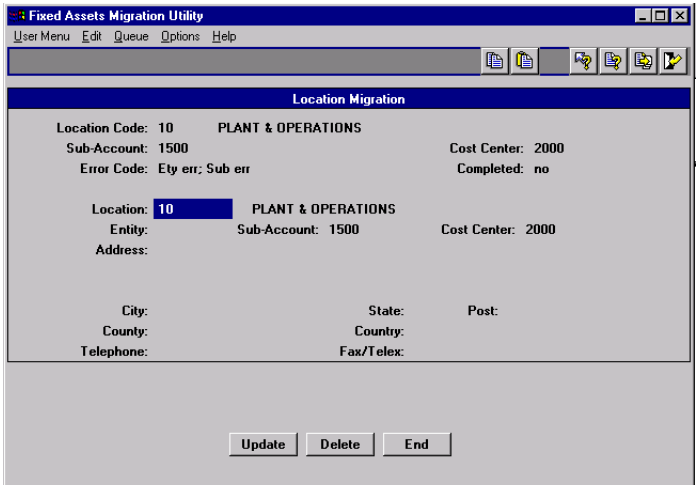
Note You can have only one posting book in the system. If the book was not a posting book in the legacy system, you cannot change it to a posting book for the new system.

5. Total Accumulated Depreciation and Total Basis are automatically calculated. Total Accumulated Depreciation displays the total accumulated depreciation for the legacy book. Total Basis displays the total basis for all of the fixed assets use the legacy book.
6. If there are duplicate book IDs, the Error Code field displays `Duplicate ID`.
7. After you correct any errors, the Completed field is updated to Yes for the converted book.
8. Repeat steps 1 through 7 for each of the legacy books.

Converting Locations

Use Location Migration to convert legacy locations to locations used in the enhanced Fixed Assets module. To convert legacy locations, use the following figure and instructions.

Fig. 3.6
Location Migration



1. Use the arrow keys to scroll through the legacy locations. The legacy location code, description, sub-account, and cost center display. For each legacy location, the location ID is automatically filled in with the legacy location ID.
2. If this location is not used by an asset, choose the Delete button to delete it. The system checks that the location is not used, then prompts for confirmation to delete the location.
3. To convert the legacy location, choose the Update button.
4. Complete the following fields.
   - Location ID
   - Description
   - Entity
   - Sub-Account
   - Cost Center
   - Address and Telephone information

5 If an error exists with the new location, the Error Code field displays one of the following codes.

- `ID err`: An error exists with the new ID. For example, the location ID is used by another module and you must set up a new ID.
- `en err`: An error exists with the new entity. For example, the entity code is not defined in Entity Code Maintenance (25.3.1).
- `sub err`: An error exists with the new sub-account. For example, the sub-account is not defined in Sub-Account Code Maintenance (25.3.17).
- `cc err`: An error exists with the new cost center. For example, the cost center is not defined in Cost Center Code Maintenance (25.3.20).

6 After you correct any errors, the Completed field is updated to Yes for the converted location.

7 Repeat steps 1 through 6 for each of the legacy locations.

Converting Classes

Use Class Migration to convert legacy classes to classes used in the enhanced Fixed Assets module and set up default GL accounts. To convert legacy classes, use the following figure and instructions.

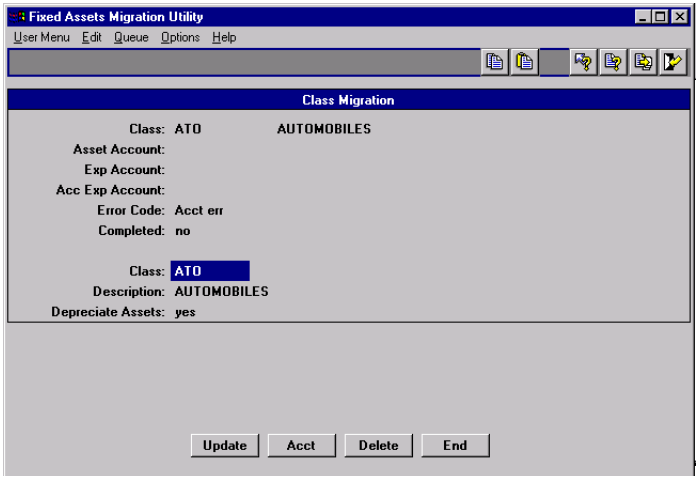


Fig. 3.7
Class Migration

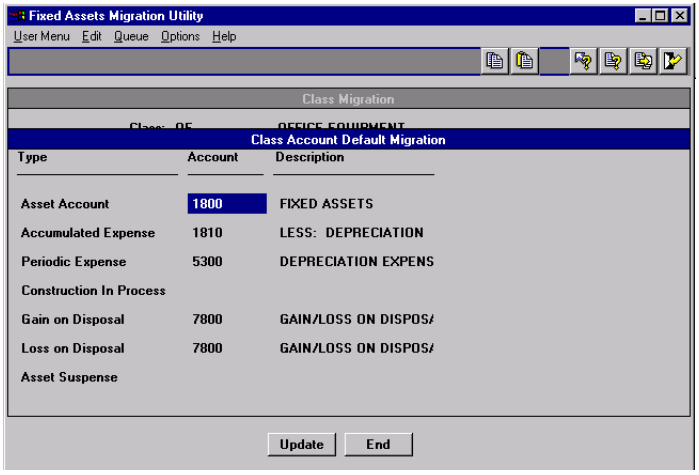
1 Use the arrow keys to scroll through the legacy classes. The legacy class ID, description, asset account, accumulated depreciation account, and depreciation expense account display. For each legacy class, the class ID and description are automatically filled in with the legacy data.

2 If this class is not used by an asset, choose the Delete button to delete it. The system checks that the class is not used, then prompts for confirmation to delete the class.

3 To convert the legacy class, choose Update and enter whether this fixed-asset class is depreciated.

4 Choose the Acct button to modify the default GL accounts for the fixed-asset class.

Fig. 3.8
Class Account Default Migration



5 For each class, you must specify a GL account for the following accounts:

- Asset Account
- Accumulated Expense
- Periodic Expense
- Construction In Process
- Gain on Disposal
- Loss on Disposal

- Asset Suspense

6 If any fixed-asset accounts are not defined, the Error Code field displays `acct err`.

7 After you correct any errors, the Completed field is updated to Yes for the converted class.

8 Repeat steps 1 through 7 for each of the legacy classes.

Migration Reporting

Use Fixed Assets Migration Report (32.25.3) to generate a report that provides a summary of the migrated fixed-asset data. The report shows the migrated data from the legacy system and the newly mapped data for the new system.

You can choose to include books, methods, locations, classes, and exceptions in the report.

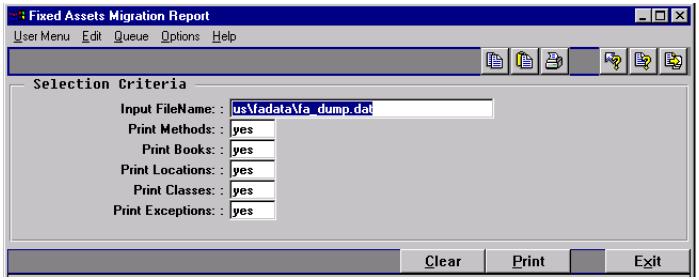


Fig. 3.9 Fixed Assets Migration Report (32.25.3)

1 In the Print Books field, enter Yes to include migrated book data from the legacy system and the newly mapped book data in the report. Enter No to exclude book data.

2 In the Print Methods field, enter Yes to include migrated method data from the legacy system and the newly mapped method data in the report. Enter No to exclude method data.

3 In the Print Locations field, enter Yes to include migrated location data from the legacy system and the newly mapped location data in the report. Enter No to exclude location data.

4 In the Print Classes field, enter Yes to include migrated class data from the legacy system and the newly mapped class data in the report. Enter No to exclude class data.

5 In the Print Exceptions field, enter Yes to include exceptions for your data. Enter no to exclude the exceptions.