Sage MIP Fund Accounting Link

The integration between Sage MIP Fund Accounting, FAS Gov Asset Accounting and FAS Nonprofit Asset Accounting works two ways:

- **Sage MIP to Sage FAS:** When entering purchase information in Sage MIP’s A/P Invoice Entry, Cash Disbursement, or Write Checks forms, you can easily and quickly identify the purchase as a fixed asset by selecting a toolbar button to access the FAS Asset Quick Entry screen. Then at the end of the period you can send all purchases identified as fixed assets over to the Sage FAS system as active assets. The information that you entered in Sage MIP appears when you view the asset in Sage FAS. (See Section II. on page 97 and Section III. on page 102.)

- **Sage FAS to Sage MIP:** You can send a depreciation expense journal entry directly from Sage FAS to Sage MIP as an unposted journal entry. The system uses the account offset feature in Sage MIP to create the depreciation expense journal entry, as well as distribution codes to allocate depreciation across the appropriate expense accounts, if necessary.

In addition to the above integration points, in the Sage FAS system you can import Distribution Codes from Sage MIP, launch Sage MIP, and map a Sage FAS company to a Sage MIP database.

**Note:** We refer to FAS Nonprofit Asset Accounting and FAS Gov Asset Accounting as “Sage FAS.” In this chapter, “Sage FAS” does not include FAS Nonprofit Asset Inventory, FAS Gov Asset Inventory, or FAS Construction in Progress Accounting. We refer to Sage MIP Fund Accounting as “Sage MIP.”

I. Installing the Link

The Sage MIP Fund Accounting Link is preinstalled; the system installs the link when you install FAS Gov Asset Accounting or FAS Nonprofit Asset Accounting.

II. Setting Up Sage MIP to Link with Sage FAS

Before you can begin to enter fixed asset information in the A/P Invoice Entry, Cash Disbursement, or Write Checks modules, you must complete a one-time setup process for each Sage MIP Organization that will integrate with Sage FAS.
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**Step 1: Enabling FAS Asset Quick Entry**

Perform the following steps in Sage MIP.

1. In the Administration module, select Organization/Organization Preferences from the menu bar. The system displays a screen that allows you to enter preferences for your organizations.

2. In the Database field, select the Sage FAS database containing the organization to which you want to send assets.

   **Note:** This field is not enabled unless Sage FAS version 2003.1 or higher is properly installed.

3. In the Organization Unit field, select the default Sage FAS organization to which you want to send assets.

   Note that this field is only a default setting. You can select a different organization during the transfer to Sage FAS process.

4. Click OK to close the screen.
Step 2: Setting Up Offsets for the Journal Vouchers

1. In the Accounting module, select Maintain/Offset Account Assignments from the menu bar. The system displays a screen similar to the one shown below.

2. Click the Wizard button at the top left of the screen. The system displays the first wizard screen.

3. In the Transaction field, select JV.
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4. Click the Next button. The system displays the second wizard screen.

5. In the Fund field, select a fund to which you will be posting depreciation.

6. In the GL list box, select the account or accounts to which you will be posting depreciation.

7. Click the Move button to move the selected GL codes to the Selected Items list box.

8. Click the Next button. The system displays the third wizard screen.
9. In the Fund field, select the fund to which the depreciation expense offset should be posted.

10. In the GL field, select the account to which accumulated depreciation will be posted.

11. Click the Next button. The system displays the fourth wizard screen.

12. Click the Finish button. The system returns to the main screen.

**Hint:** You can use the copy icon to set up the offsets for other funds.
III. Monthly Processing in Sage MIP

Once the setup is complete you can begin processing fixed asset information. The Sage MIP system includes a new FAS Asset Quick Entry screen that allows you to enter fixed asset information about a purchase so that assets can be properly created in the Sage FAS system. This form is available in Sage MIP from the A/P Invoice Entry, Cash Disbursement, or Write Checks forms. Each form includes a toolbar icon to access the FAS Asset Quick Entry screen. For example purposes, we will use the A/P Invoices form.

Step 1: Entering A/P Invoices

1. In the Accounting module, select Transactions/Enter A/P Invoices from the menu bar. The system displays a screen that allows you to enter A/P invoices.

2. Enter the appropriate Session ID, Status Description, and Date.

3. Click the Start button. The system displays a screen that allows you to enter the invoice details.
4. Complete the information on this screen for the selected invoice. After you select a vendor ID, the system enables the FAS toolbar button at the top of the screen.

5. Click the FAS button to display the FAS Asset Quick Entry screen.

6. Enter as much information for the asset as possible:

   - **Placed in Service Date**: The date on which the system will begin to calculate depreciation.
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- **Acquired Value**: The value of the asset prior to any basis reductions.
- **Asset Template**: The FAS template to be applied to the asset when it's created.
- **Description**: The description of the fixed asset.
- **Asset GL Account**: The balance sheet account to which the acquired value was originally posted.
- **Accumulated Depreciation GL Account**: The balance sheet account to which accumulated depreciation will be posted.
- **Depreciation Expense GL Account**: The general ledger account to which the depreciation expense will be posted.
- **Depreciation Distribution Code**: The Sage MIP distribution code used to allocate depreciation expense.
- **Tag Number**: An internal identifier typically used for inventory or tracking purposes.

**Note**: The general information entered in the FAS Asset Quick Entry form will overwrite any information already saved in the FAS asset template. For example, the GL Expense Account entered in the FAS Asset Quick Entry form will overwrite any GL Account saved with the template. If no template is selected, the asset will be created with a Property Type of “P” and a depreciation method of “No.”

23. Click OK. The information is now saved within the Sage MIP accounting system.

**Step 2: Sending Assets to Sage FAS**

1. In the Accounting module, select Activities/Transfer Assets to FAS. The system displays a screen similar to the one shown below.
2. Select the check box for the record that you want to send.

3. Click OK. The system displays the Select Organization Unit dialog box.

4. Select the Sage FAS organization to which you want to send the asset.

5. Click OK. The system displays a message indicating that the transfer to Sage FAS was successful.
6. Click OK to close the message.

**Step 3: Viewing the Asset in Sage FAS**

1. In the Sage FAS program, open the organization to which you sent the asset.

2. Make sure the asset appears in Group View.

**IV. Setting Up Sage FAS to Link with Sage MIP**

Before you can send a depreciation expense journal entry from Sage FAS to Sage MIP, there is a one-time setup process for each Sage FAS organization that will link to a Sage MIP database. You must map the Sage FAS organization to a Sage MIP database and import the Sage MIP distribution codes.
Note: Before you can perform the setup process in Sage FAS, you must first install Sage MIP version 7.0.0.0 or later.

Step 1: Mapping the Sage FAS Organization to Sage MIP

In order to send depreciation to Sage MIP, you must map each Sage FAS organization to a Sage MIP Organization.

1. To complete the mapping process, do one of the following:
   - If you have already created the organization in Sage FAS, open that organization and select File/Edit Organization from the menu bar.
   - If you are creating a new organization, select File/New Organization from the menu bar.

   The system displays either the Edit Organization or the New Organization dialog box.

2. Click the Map to Sage MIP button. The system displays the Map to Sage MIP dialog box.
3. Select the Sage MIP database to which you want to send the depreciation expense journal entry, and then click OK. The system returns to the New (or Edit) Organization dialog box.

4. Click OK to close the New (or Edit) Organization dialog box.

**Step 2: Importing Distribution Codes from Sage MIP**

If you plan to allocate depreciation expense across general ledger accounts, you will need to associate each Sage FAS asset with a Sage MIP distribution code. To facilitate this process, you can import the distribution codes directly from Sage MIP.

**Note:** The system will import the distribution codes from the Sage MIP organization to which you mapped the Sage FAS organization in Step 1.

1. Select Customize/Import Distribution Codes from the menu bar. The system displays the Logon to Sage MIP Fund Accounting dialog box.

2. Enter your Sage MIP user name and password, and then click OK. The system displays a message indicating the Sage MIP distribution codes have been imported.
3. Click OK to close the message box. The system renames User Field 10 to “Distribution Code.” You can now select a distribution code for each asset by selecting the distribution code from a SmartList in Detail View, or use the Replace function to globally set the distribution code for groups of assets.

Step 3: Entering the G/L Expense Account Numbers and Distribution Codes for Existing Assets

1. In Group View, scroll to the right to view the G/L Account Numbers.

2. Make sure that all of the assets contain the correct G/L Expense Account number.

3. Scroll to the right again and make sure that all of the assets contain the correct Distribution Codes.

If you find existing assets that contain the wrong information, you can use the Replace feature to globally replace G/L Account numbers. For information on using the Replace feature, see your Sage FAS online user’s guide or online Help.
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V. Monthly Processing in Sage FAS

Once the setup is complete you can begin processing your monthly depreciation expense. Remember as you add new assets to the system during the month you will need to ensure they have a valid GL Expense Account Number and Distribution Code.

Step 1: Depreciate Assets in Sage FAS

The next step is to calculate depreciation in Sage FAS for the period for which you want to post depreciation. In our example, we want to post depreciation for December 2005.

If you post depreciation expense on a monthly basis, then we need to make sure that the Depreciation This Run column on the Depreciation Expense report represents only the depreciation for one month. First, we’ll calculate depreciation for the month prior to the date that we want to post (that is, November).

1. Select Depreciation/Depreciate from the menu bar. The system displays the Depreciate dialog box.

2. Select the group of assets and the book for which you want to calculate depreciation, and then enter the date in the Calculate Depreciation Through field. For this example, enter 11/2005 in the date field.

3. Clear the Send to Window option because you do not need to view the Depreciation Expense report at this time.

4. In the Choose Report field, leave the default selection of Depreciation Expense.
5. Click the Execute button. The system calculates depreciation for November.

Next, we will calculate depreciation for the period for which we want to post depreciation.

6. On the Depreciate dialog box, make sure the book and group of assets for which you want to calculate depreciation are still selected, and then enter the new date in the Calculate Depreciation Through field. This time, enter **12/2005**.

7. Select the Update Current Reporting Period for Selected Books check box.

8. Select the Send to Window check box.

9. In the Choose Report field, leave the default selection of Depreciation Expense.

10. Click the Execute button. The system calculates depreciation and displays the Depreciation Expense report.

   ![Pro Social Service Agency Depreciation Expense Report](image)

   Note the amount of **$476.20** in the Depreciation This Run column. This is the total amount that Sage FAS sends to the Sage MIP accounting program, so you'll need to remember this number to make sure that the link worked correctly.

   The Depreciation This Run column shows the amount of depreciation that was calculated between the next-to-last depreciation calculation (on November 31, 2005, which is shown in the Prior Thru column) and the last depreciation calculation (on December 31, 2005, which is shown in the heading of the report).
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**Step 2: Sending Depreciation to Sage MIP**

1. Select Depreciation/Send Depreciation to Sage MIP from the menu bar. The system displays the Logon to Sage MIP Fund Accounting dialog box.

![Logon to Sage MIP Fund Accounting](image)

2. Enter your Sage MIP user name and password, and then click OK. The system displays the Send Depreciation to Sage MIP Fund Accounting dialog box.

![Send Depreciation to Sage MIP Fund Accounting](image)

3. Select the same asset group and book for which you calculated depreciation.

4. In the FAS Through Date field, select the same date for which you last calculated depreciation.

5. Enter the Document Effective Date. The default date is today’s date, but you can change this date if desired.

6. Enter a J/V Document Number.

7. Click the Preview button. The system displays the General Ledger Link Report and enables the Send button.
24. Make sure that the Grand Total on the report is the same as the Depreciation This Run amount on the Depreciation Expense report.

25. On the Send Depreciation to Sage MIP Fund Accounting dialog box, click the Send button. The system displays a message indicating that the depreciation was sent successfully.

8. Click OK to close the message box. The system returns to the Send Depreciation to Sage MIP Fund Accounting dialog box.

9. Click the Close button.
Step 3: Viewing the Depreciation in Sage MIP

1. In the Accounting module, select Reports/Transaction Reports/Unposted General Ledger Transactions from the menu bar. The system displays a screen that allows you to run the report.

2. In the Report Name field, select Unposted Transactions in Entry Order.

3. Select the Print to Screen button to view the report on your computer’s screen.
4. Verify that the depreciation expense journal entry appears on the report.

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