



Asset  
Manager

# Uncover the full value of your assets

In many organisations, asset management is treated as a 'grudge' activity. Assets must be registered, of course, to meet legal and fiscal requirements. But that's as far as it goes, and asset management takes a low priority. After all, why invest time and energy in a task which brings so little return in terms of added business value and increased productivity?

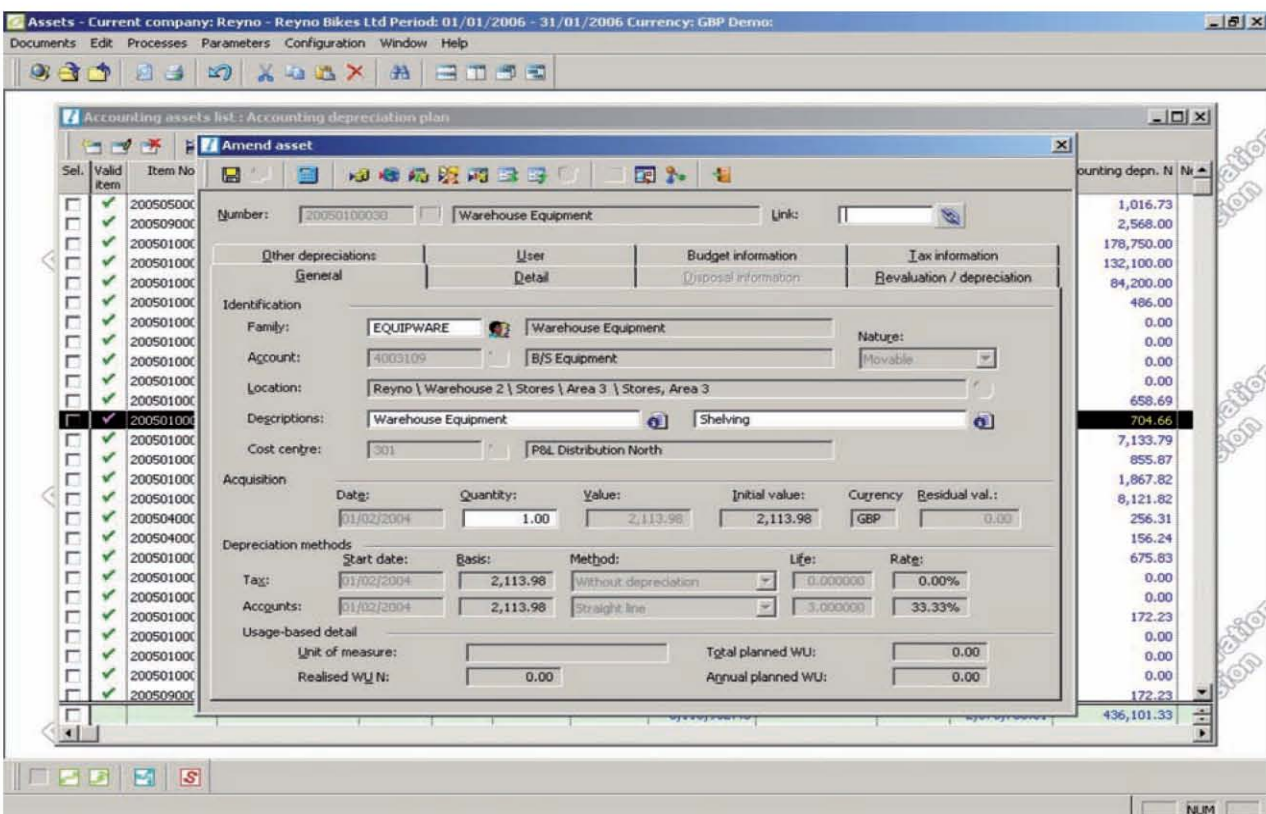
But by taking a more structured approach, you can transform asset management into a valuable business tool that improves administrative efficiency and makes the most of budgets. True asset management isn't simply about calculating depreciation and recording balance sheet value.

For full control, you need information at your fingertips on the assets acquired, with their

value, location and user details; total cost of ownership; and planned date of replacement.

Sage Asset Manager provides all this and more. Extremely intuitive and simple to use, it streamlines the processes involved in keeping tight control of your assets to facilitate strategic management of the complete asset lifecycle.

Sage Asset Manager is already successfully proving its worth in over 3,000 installations, at home and abroad. In buying from Sage, too, you have the reassurance of knowing that your software is backed up by a global organisation with the resources to ensure that your investment will bring long-term value to your business.



Sage Asset Manager makes it straightforward to manage all aspects of your fixed assets.

# Make your assets work harder

## Freeing Finance teams for higher level activities

Sage Asset Manager eases the audit burden by providing every support for the tasks of creating and maintaining an asset register with minimal resource and with the accuracy that helps you to fulfill your obligations.

A full history of events is kept, with a clear audit trail of assets that have been budgeted for, purchased, leased, reallocated, sold, recycled or disposed of. All history can be viewed through reports sorted and sub-divided by type of event, for instance cost centre transfers. You can produce a summary or detailed list of events and track the history of your assets, saving significant time in preparing yearend accounts and during audit.

You'd expect any asset register to deliver financial transactions such as entry of assets based on purchase invoices and calculation of depreciation. Sage Asset Manager goes much further by offering extensive facilities for actively managing assets. For example, maintenance costs on production equipment can be tracked, by linking invoices to the asset and making these details available on enquiry. This can help justify revaluations of refurbished assets to auditors, and avoid the need to prepare individual backup schedules. Again, the ability to collect costs, attaching the invoice records to a work-in-progress (WIP) asset until the project is complete and then activating the asset means one less spreadsheet to maintain. This simplifies the handling of capital projects, and once again, supports the auditing process.

## A more strategic approach

Sage Asset Manager helps you to view the 'big picture' on the assets owned and leased by your business. It builds a knowledge base from which you can forecast asset costs, anticipate outgoings that lie ahead, and budget appropriately. Information about leasing costs and contracts can be held alongside the asset record to simplify management and create a complete view on the total cost of an individual asset or groups of assets. Through the notes facility, employees' experience of which products work – or not – within the business can be collated, leading to better informed purchasing decisions.

Furthermore, by consistently applying a standardized process, Sage Asset Manager removes dependency on key personnel and makes all activities associated with asset management transparent across the business.

## "I know we've got one somewhere..."

Sage Asset Manager makes your assets work harder. How many times do staff order new goods when perfectly serviceable equipment is lying around unused elsewhere in the organization?

Departments know their own assets best and with Sage Asset Manager, they perform their own inventories, rather than offloading this task onto the finance function. This increases accuracy and by building a reliable and detailed knowledge base, you can progress to more effective asset management.

Assets can be rationalized across departments, with surplus asset lists of available resources being regularly circulated, on your intranet or by email. Staff can conduct their own searches and checks, too, before placing orders. You avoid prematurely disposing of assets that could still contribute to the business and any new purchases are based on genuine need.

As well as saving on the initial purchase cost, you reduce associated outgoings such as maintenance contracts, along with your insurance premiums, as these are now based accurately on the assets you own and use today.

## Fast startup for rapid return on investment

Sage Asset Manager will quickly start paying for itself. A set of data import tools enable the smooth transfer of data from existing Sage Line 100 and Sage Line 500 Fixed Asset Modules, or from other sources such as spreadsheets. Time spent on laboriously rekeying data, with the accompanying risk of errors, is minimized.

A familiar, industry-standard look-and-feel makes it easy for accounts teams and business users alike to learn with minimal training. A comprehensive query and reporting tool means anyone can quickly find an asset and its associated records. Users can swiftly update records and design and produce reports on demand.

However, ease of access does not compromise security. You can restrict and control the information available to individuals or groups.

## Flexes to suit your business

Great flexibility in scale and scope makes Sage Asset Manager a cornerstone for growing businesses. You can start with a single user and a few assets today and expand to multiple users and thousands of assets in the future, deploying more product features along the way.

The software can be tailored to suit your business and users: changing reports or onscreen enquiries, adding new fields, defining depreciation periods to match your financial year, applying different methods of depreciation...all these functions and more can be fully customized to match your working practices and preferences.

# Improve efficiency with Sage Asset Manager

## A solid platform for asset management

Sage Asset Manager can act as a stand-alone system or fully integrate with your other business management software. Information can be sent directly from Sage Asset Manager to Microsoft Office applications – for example to Microsoft Excel®. It can also be linked to third-party systems – for instance a factory maintenance system or a non-Sage finance system – via a powerful scripting tool.

When integrated with Sage MMS, Sage Line 500 or Sage 1000, Sage Asset Manager enables you to track assets and post depreciation information into your chosen financial system. This saves re-keying of complex journals. Conversely, record an invoice in your Sage financial system and the information will be automatically transferred to Sage Asset Manager to create an asset.

## Company-wide visibility of assets

Sage Asset Manager is multi-company and multi-currency. If your business spans country borders, it will provide streamlined control, with a single, reliable and comprehensive 360° view on every asset held within the business.

Sage Asset Manager also assists compliance with International Financial Reporting Standards (IFRS) on revaluing assets regularly and recording impairment adjustments. It supports the vital tasks of maintaining an audit trail of changes, including justification for the changes.

Sel.	Valid Item	Item No	Descr. 1	Asset type	Account	Cost centre	Acc. depn. start date	Accounting basis	Acc. depn. method	Acc. depn. life	Accounting depreciation b/f	Accounting depn. N	Net
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1996-00084	Site - Barcelona	Real	2115100	ADM	01/01/1996	228,673.53	Without depreciation	0.00	0.00	0.00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1998-00194	Site Belgium	Real	2115100	ADM	01/01/1998	190,561.28	Without depreciation	0.00	0.00	0.00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1999-00312	Site Paris North	Real	2115100	ADM	01/02/1999	389,507.25	Without depreciation	0.00	0.00	0.00	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1999-00451	Building A	Real	2131000	PREST	22/07/2000	27,440.82	Straight line				58.82
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1999-00450	Building B	Real	2131000	PROD	22/07/2000	18,293.88	Straight line				5.88
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1999-00449	Building C	Real	2135000	PROD	01/04/2000	69,425.28	Straight line				8.51
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1996-00001	Office fixtures - Barcelona	Real	2181000	ADM	12/03/1996	29,907.55	Straight line				0.76
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1996-00019	Office fixtures-Barcelona 1st floor	Real	2181000	ADM	12/03/1996	29,907.55	Straight line				0.76
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1996-00020	Office fixtures-Barcelona 2nd floor	Real	2181000	ADM	12/03/1996	29,907.55	Straight line				0.76
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1997-00085	Office Furniture Madrid	Real	2181000	ADM	02/02/1997	91,469.41	Straight line				6.94
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1998-00181	Office furniture - Brussels	Real	2181000	ADM	01/03/1998	60,979.61	Straight line				7.96
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1999-00298	Office Furniture - Paris north	Real	2181000	ADM	01/06/1999	114,336.77	Straight line				3.68
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1999-00448	Sundry fixtures	Real	2181000	PREST	10/04/2000	221.66	Straight line				4.33
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1996-00021	Barcelona office furniture	Real	2181100	ADM	12/03/1996	29,907.55	Straight line				0.76
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1996-00022	Barcelona Printers	Real	2181100	ADM	12/03/1996	29,907.55	Straight line				0.76
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1996-00023	Barcelona Coffee Machine	Real	2181100	ADM	12/03/1996	29,907.55	Straight line				0.76
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1996-00024	Barcelona photocopiers	Real	2181100	ADM	12/03/1996	29,907.55	Straight line				0.76
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1996-00025	Brussels Photocopier	Real	2181100	ADM	12/03/1996	29,907.55	Straight line				0.76
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1997-00099	SAFRANE V6 LIMOUSINE	Real	2182000	ADM	01/12/1997	47,066.50	Straight line				0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1996-00014	Peugeot 205	Real	2182000	COMM	01/07/1996	18,319.29	Straight line				0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1996-00015	Peugeot 205	Real	2182000	COMM	01/07/1996	18,319.29	Straight line				0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1996-00016	Peugeot 205	Real	2182000	COMM	01/07/1996	18,319.29	Straight line				0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1996-00017	Peugeot 205	Real	2182000	COMM	01/07/1996	18,319.29	Straight line				0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1996-00018	Peugeot 205	Real	2182000	COMM	01/07/1996	18,319.29	Straight line				0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1998-00193	FORD FIESTA DIESEL	Real	2182000	COMM	01/07/1998	13,720.41	Straight line				0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1998-00195	FORD FIESTA DIESEL	Real	2182000	COMM	01/07/1998	13,720.41	Straight line				0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1998-00196	FORD FIESTA DIESEL	Real	2182000	COMM	01/07/1998	13,720.41	Straight line				0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1998-00197	FORD FIESTA DIESEL	Real	2182000	COMM	01/07/1998	13,720.41	Straight line				0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1998-00198	FORD FIESTA DIESEL	Real	2182000	COMM	01/07/1998	13,720.41	Straight line				0.00
								4,725,441.43			3,159,026.64	186,729.26	1

User-friendly asset lists in Sage Asset Manager mean users can easily find and amend records

# Sage Asset Manager features -quick view

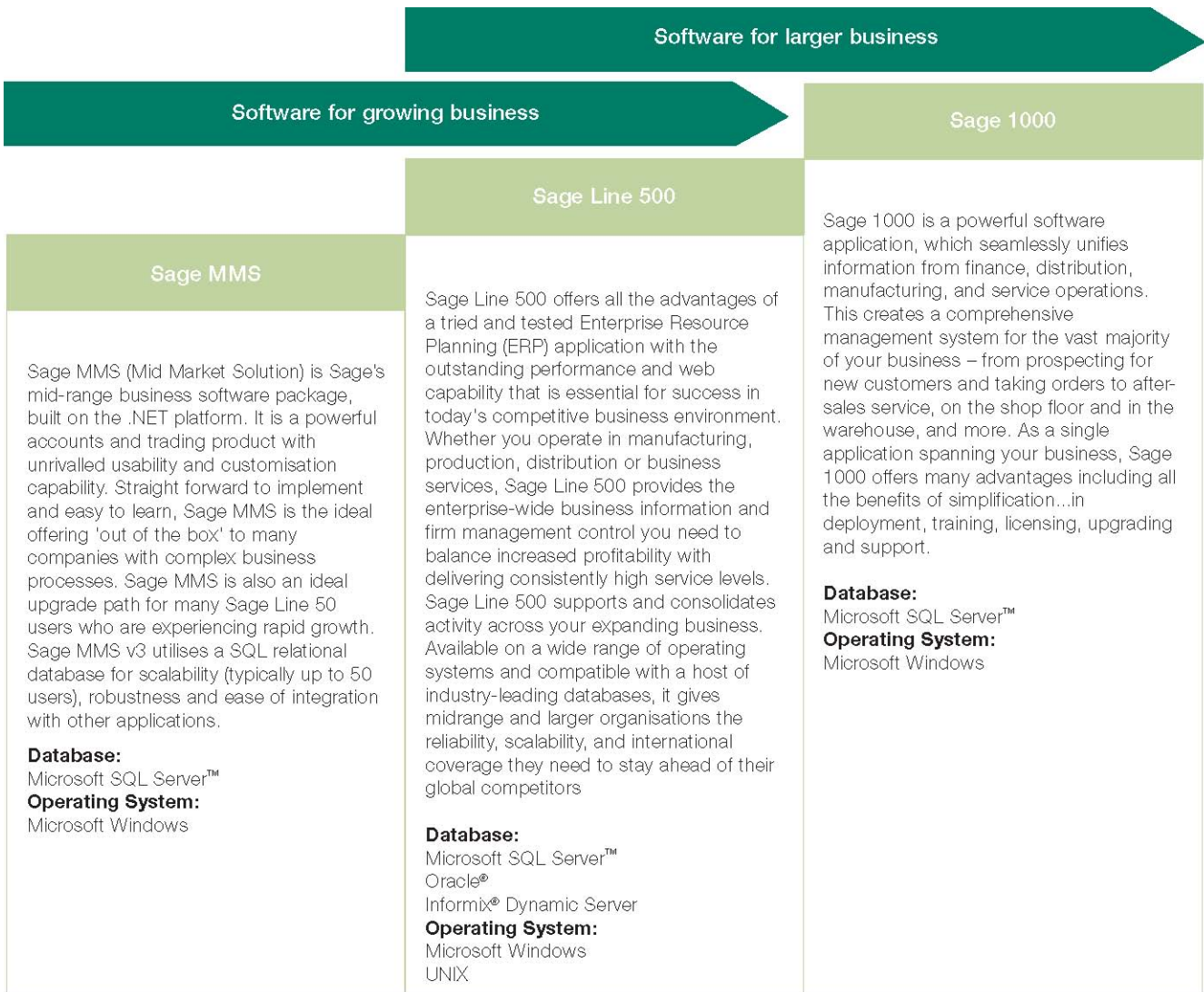
## Support for Finance

- Simple, but flexible, depreciation tool and management of core accounting data
- Wide range of depreciation methods, including user-definable rules, to suit your assets
- Tracking of purchased, leased, rented, non-capitalized and work-in-progress assets for easy analysis and reporting in line with IFRS rules
- Ability to split assets and manage part disposals to maintain a good audit trail; relief and revalue assets for flexibility in dealing with ageing assets; and record asset impairments in line with IFRS rules
- Comprehensive user-defined rules to create accounting journals for export to your finance software
- Full integration with Sage MMS, Sage Line 500 and Sage 1000, with automated transfer of asset-related invoices for review before creating an asset or attaching to an existing asset
- Linking of all asset-related invoices, for instance for maintenance costs, for clear auditing of costs and justification of revaluations of refurbished assets
- Support for flexible definition of accounting periods
- Multi-depreciation to track tax calculations or usage-based depreciation as well as standard management depreciation, and investigate alternative depreciation methods
- WIP costs tracked on capital projects, with the asset being automatically created once put into service
- Easy enquiry and reporting on current, previous and future time periods
- Full history kept of all asset-related events, saving time at year end and during audits
- Flexible transfer of asset data from your existing system, including from spreadsheets, and automated transfer of assets from Sage Line 500 and Sage Line 100
- All transactions and ledger postings can be reviewed and authorized before they are committed, for greater accuracy

## Support for the wider business

- All the benefits of a leading application which can scale to many tens of users and manage thousands of assets
- Full integration to Microsoft Office and use of an industry-standard interface ensure acceptability by all departments
- Listing of unused assets for reuse elsewhere, avoiding unnecessary purchases
- Powerful support for assessing your infrastructure and forecasting/budgeting for future purchases
- Reduced maintenance and insurance costs by identification of obsolete assets
- A single reliable and comprehensive view of every asset
- Electronic documents, descriptions and images all stored together and readily accessible
- Flexible searching and reporting through a comprehensive query and reporting tool, balanced with secure access control
- High level of customization (menus, screens and reports), and 30 user-definable analysis fields to store the information relevant to your company
- Bulk processing of items based on flexible lists; so, for example, groups of assets can be transferred and split in internal reorganizations

# Full integration with Sage MMS, Sage Line 500 and Sage 1000.



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