



Fixed Asset Manager Installation & Setup Guide

Your Ultimate Solution to Seamless
Asset Management

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Fixed Asset Manager Installation Guide

Overview

Congratulations on downloading the DBS Fixed Asset Manager application, we are sure you will find it useful. In this Setup User Guide, we will guide you through the initial installation and setup procedures to download and install the software, SQL Server, Crystal Reports and create your first Asset Register.

SQL Server Express

The software we develop is based on Microsoft Database Technology. As part of the installation process, you will install the latest version of Microsoft SQL Server Express by clicking on a single button on the Setup screen and following the instructions, as shown below.

SQL Server Express provides the benefit of being free of charge and has no limit to the number of co-existing connections.

Crystal Reports

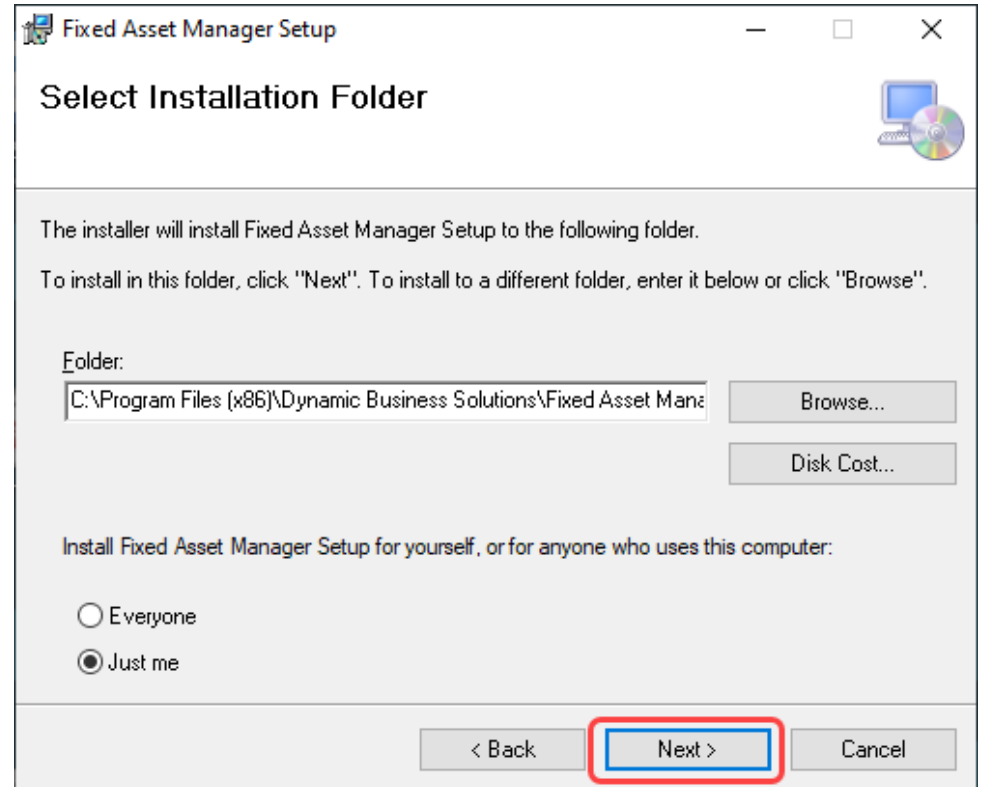
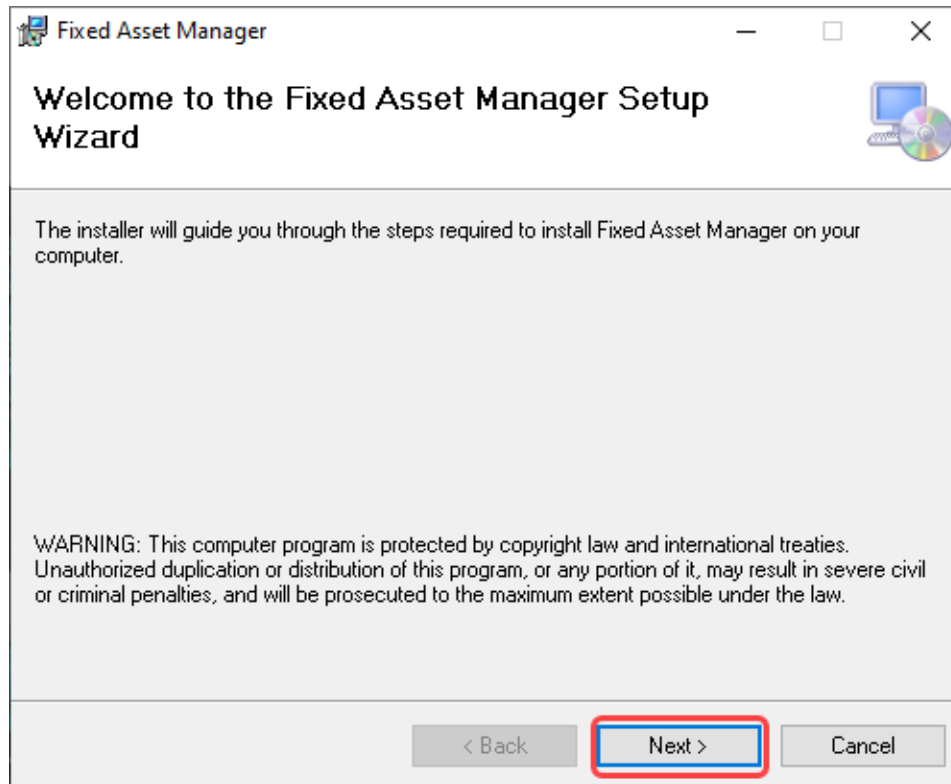
SAP Crystal Reports is a Windows-based business intelligence (BI) solution that allows users to generate various formatted reports, offering a way to analyse data for various business needs. This reporting tool is included with the Fixed Asset Register Application.

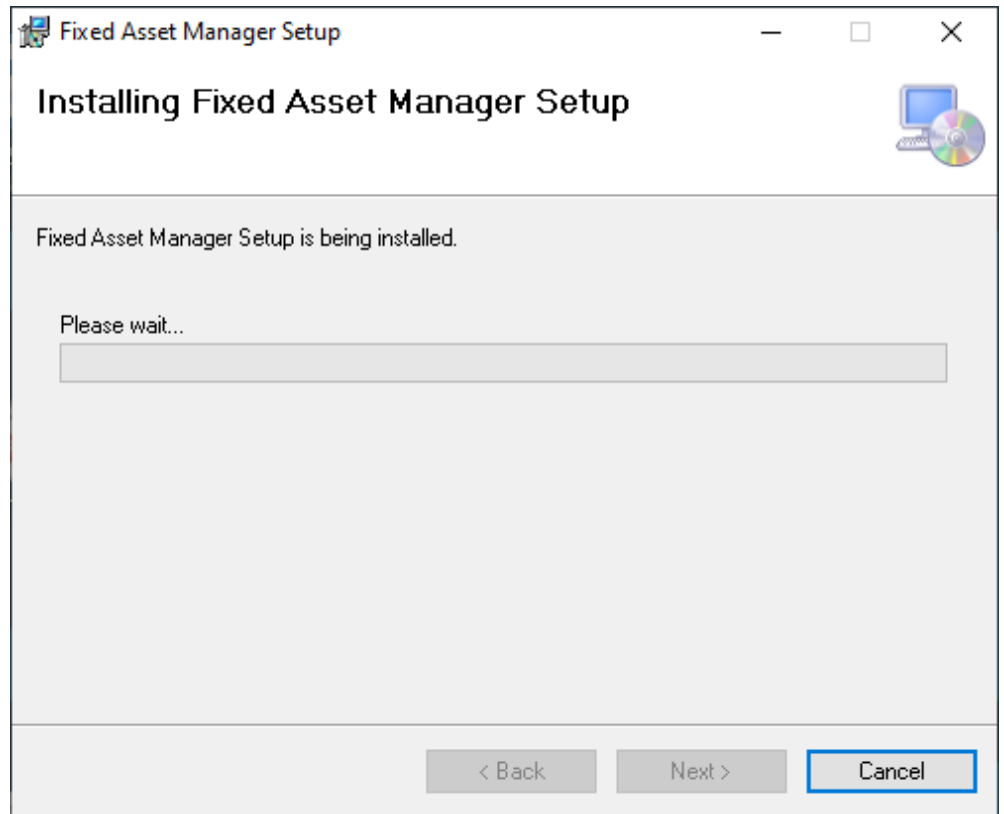
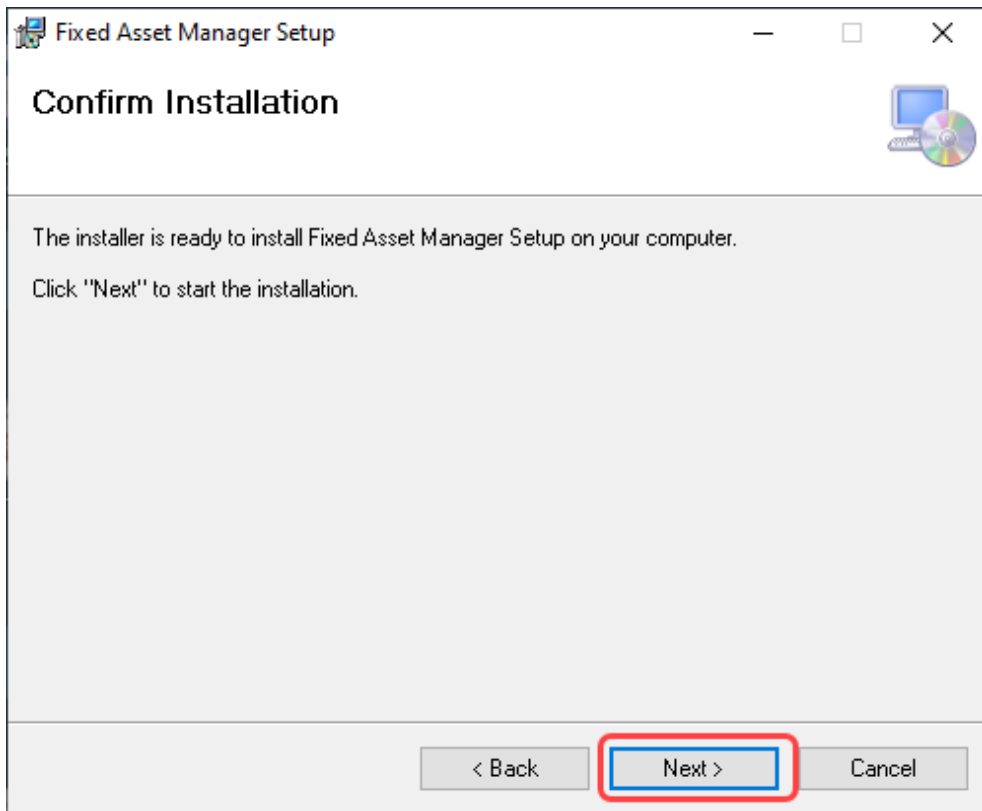
Crystal Reports can publish in a variety of formats including Microsoft Word and Excel, PDF, e-mail and over the Web. Advanced Web reporting allows all members of a workgroup to view and update shared reports inside a web browser.

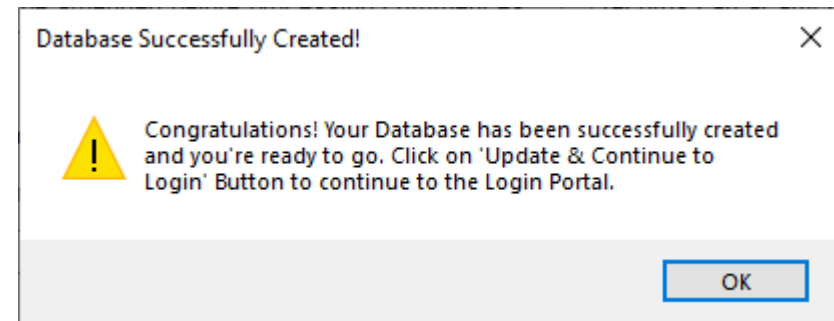
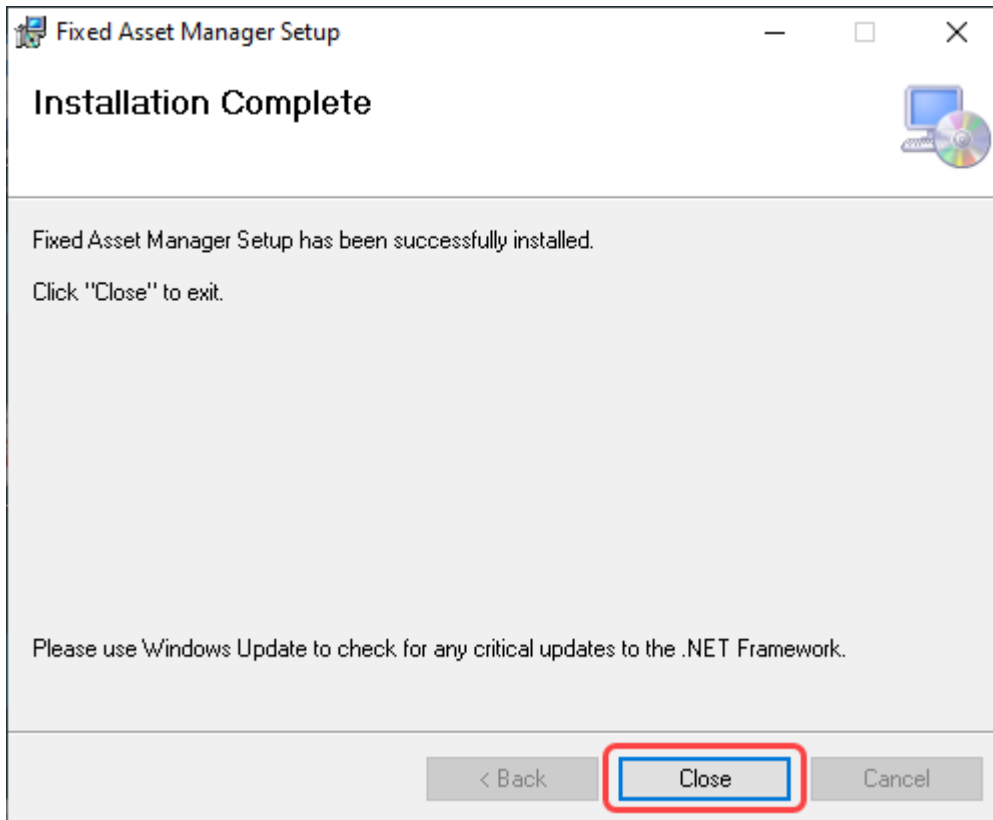
The set-up and installation is a once-off procedure, once you have downloaded and installed the applications, you're all set to start creating your Asset Registers.

Installing the Software

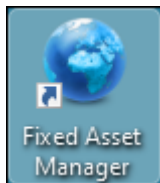
When downloading the Fixed Asset Manager software, you will see the following screens. Select **'Next'** on each screen to complete the installation:







Once you have installed the programme on your desktop, you will see the Fixed Asset Manager logo on your Home screen.



Click on the icon to begin the Database and Reporting installation.

Database and Reporting Installation

Installing SQL Server Express

When opening the Fixed Asset application for the first time, the screen below will appear. Click on **'Install SQL Server Express'**.

frmWelcomeScreen

Welcome to te DBS Fixed Asset Manager Installation Screen

South African Company Law requires that businesses keep a register of their fixed assets as part of their accounting records. Fixed assets are physical items such as desks, computers, cars and machinery which you acquire to run your business.

Managing your fixed assets includes tracking each asset's value, both from a tax and an accounting point of view, depreciating assets correctly using an appropriate depreciation rate and method, updating the replacement values of your fixed assets for insurance purposes, accurately recording any sale, disposal or loss of assets, and maintaining an accurate Fixed Assets Register which records information such as date of purchase, date of disposal purchase price, accumulated depreciation, net book value, profit or loss on sale etc.

The Fixed Asset Manager Application automates all these processes and manages your assets for you, leaving you to focus on growing your business.

SQL Server Express Installation

The Software we develop is based on Microsoft Database Technology. As part of the installation process, you will install the latest version of Microsoft SQL Server Express by clicking on a single button on the Setup screen and following the instructions, as shown below.

SQL Server Express provides the benefit of being free of charge and has no limit to the number of co-existing connections. The installation of both SQL Server Express and Crystal Reports is a once-off task. Once you have downloaded and installed both applications, you're all set to start creating your Asset Registers.

[View our SQL Server Installation Guide for further guidance](#)



 **Install SQL Server Express**  Test Database Connection

Crystal Reports Installation


SAP Crystal Reports is a Windows-based business intelligence (BI) solution that allows users to generate various formatted reports, offering a way to analyse data for various business needs. This reporting tool is included with the Fixed Asset Register Application.


Crystal Reports can publish in a variety of formats including Microsoft Word and Excel, PDF, e-mail and over the Web. Advanced Web reporting allows all members of a workgroup to view and update shared reports inside a web browser.

[View our Crystal Reports Installation Guide for further guidance](#)

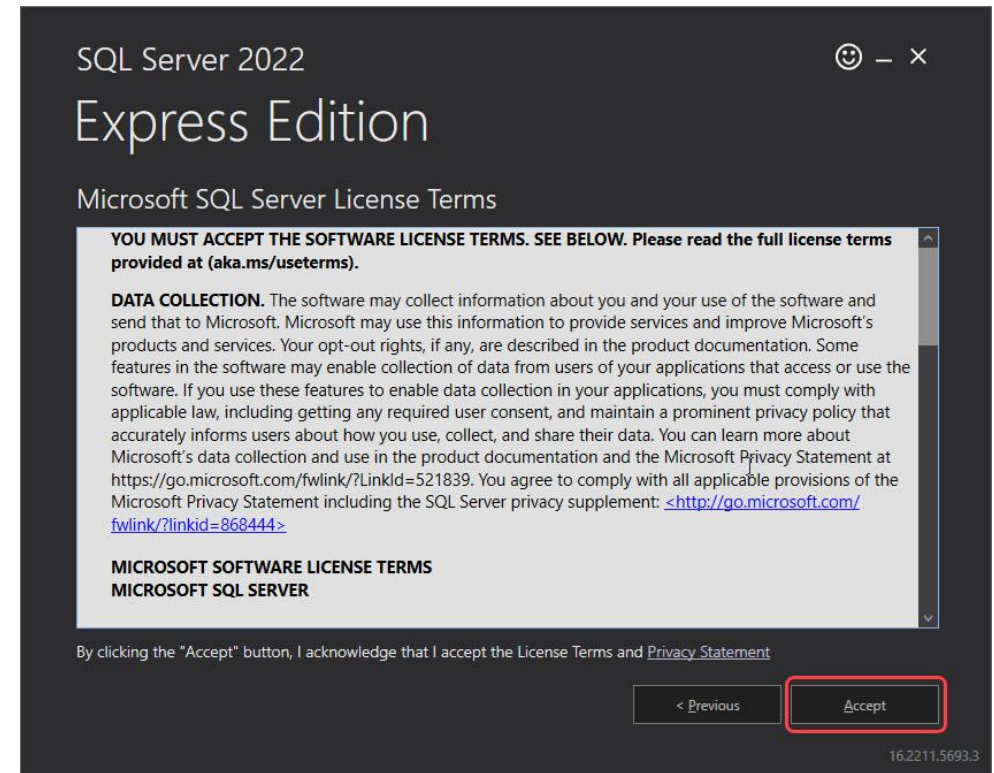
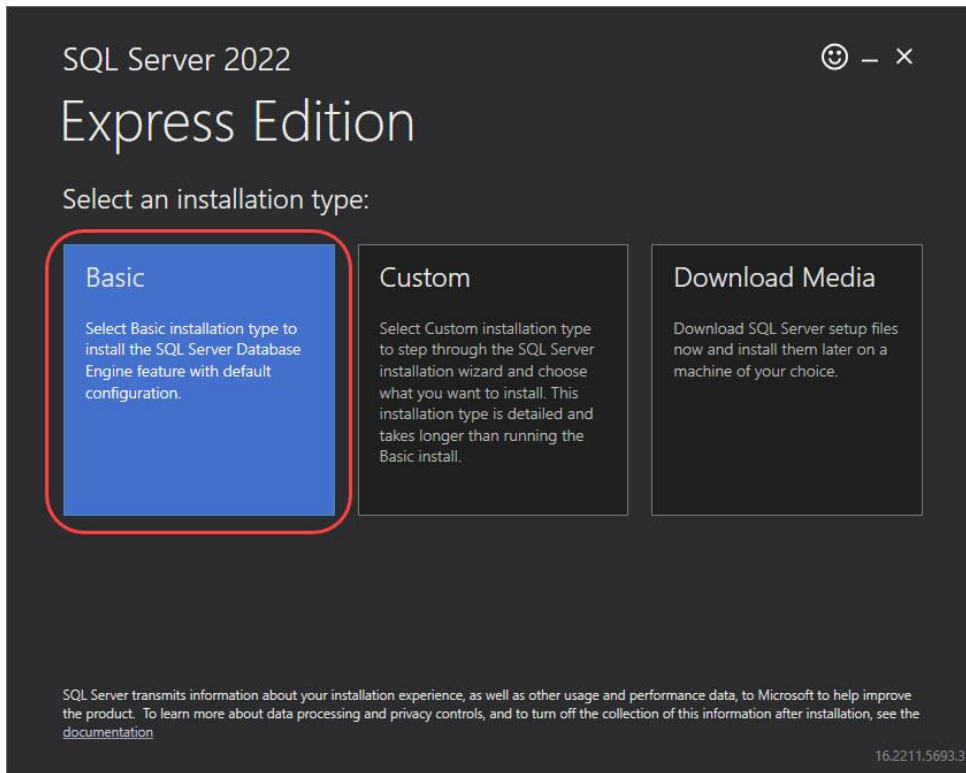
 **Install Crystal Reports Runtime**  Test for installation Status

SQL Server Database:

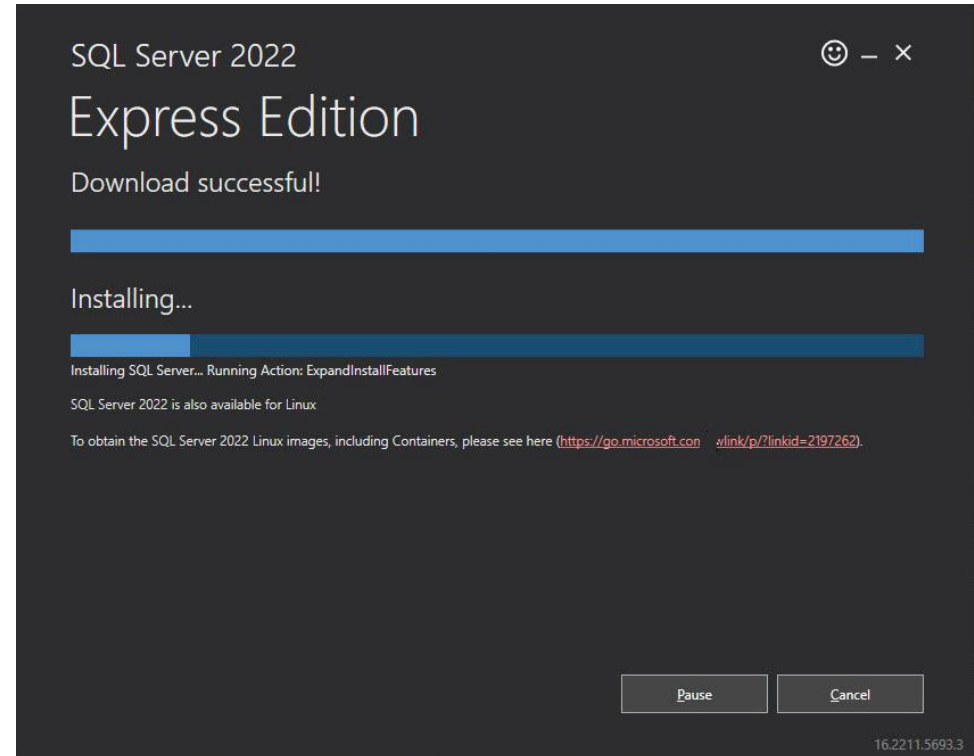
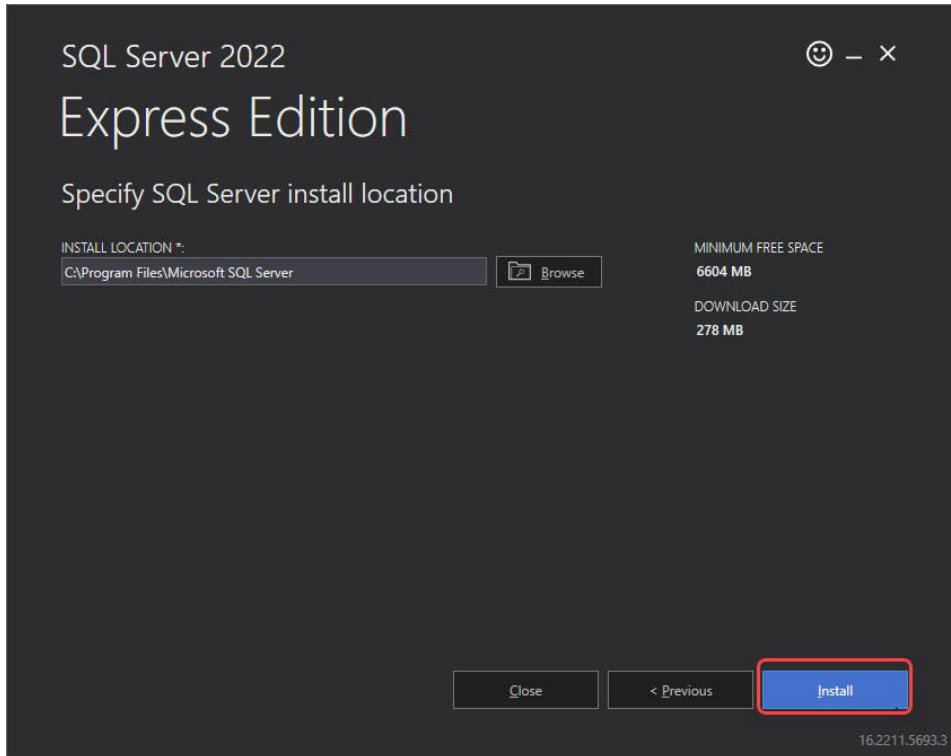
 Close & Exit Application  Continue to Startup Wizard

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Email: enquiries@dbsaccounting.co.za
Web: <https://www.dbsaccounting.co.za>

On the following screens, select the **Basic** Edition and accept the Terms and Conditions:



Select **'Install'**. The installation of SQL Server will begin.



When the installation is complete, you will return to the DBS Fixed Asset Manager installation screen.



Fixed Asset Manager

Your Ultimate Solution to
Seamless Asset
Management

Welcome to the DBS Fixed Asset Manager Installation Screen

South African Company Law requires that businesses keep a register of their fixed assets as part of their accounting records. Fixed assets are physical items such as desks, computers, cars and machinery which you acquire to run your business.

Managing your fixed assets includes tracking each asset's value, both from a tax and an accounting point of view, depreciating assets correctly using an appropriate depreciation rate and method, updating the replacement values of your fixed assets for insurance purposes, accurately recording any sale, disposal or loss of assets, and maintaining an accurate Fixed Assets Register which records information such as date of purchase, date of disposal purchase price, accumulated depreciation, net book value, profit or loss on sale etc.

The Fixed Asset Manager Application automates all these processes and manages your assets for you, leaving you to focus on growing your business.

SQL Server Express Installation

The Software we develop is based on Microsoft Database Technology. As part of the installation process, you will install the latest version of Microsoft SQL Server Express by clicking on a single button on the Setup screen and following the instructions, as shown below.



SQL Server Express provides the benefit of being free of charge and has no limit to the number of co-existing connections. The installation of both SQL Server Express and Crystal Reports is a once-off task. Once you have downloaded and installed both applications, you're all set to start creating your Asset Registers.

[View our SQL Server Installation Guide for further guidance](#)

SQL Install SQL Server Express **Test Database Connection**

Crystal Reports Installation

SAP Crystal Reports is a Windows-based business intelligence (BI) solution that allows users to generate various formatted reports, offering a way to analyse data for various business needs. This reporting tool is included with the Fixed Asset Register Application.



Crystal Reports can publish in a variety of formats including Microsoft Word and Excel, PDF, e-mail and over the Web. Advanced Web reporting allows all members of a workgroup to view and update shared reports inside a web browser.

[View our Crystal Reports Installation Guide for further guidance](#)

Install Crystal Reports Runtime Test for installation Status



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Web: <https://www.dbsaccounting.co.za>

SQL Server Database:


Click on **'Test Database Connection'**.

Once the successful installation has been confirmed, the installation of SQL Server is now complete.

Installing Crystal Reports

Once you have installed the SQL Server application, you can move onto the installation of Crystal Reports, the report generator for the Fixed Asset Manager application. Click on '**Install Crystal Reports Runtime**'.

frmWelcomeScreen



Fixed Asset Manager
Your Ultimate Solution to Seamless Asset Management

Welcome to the DBS Fixed Asset Manager Installation Screen


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[View our SQL Server Installation Guide for further guidance](#)


Crystal Reports Installation

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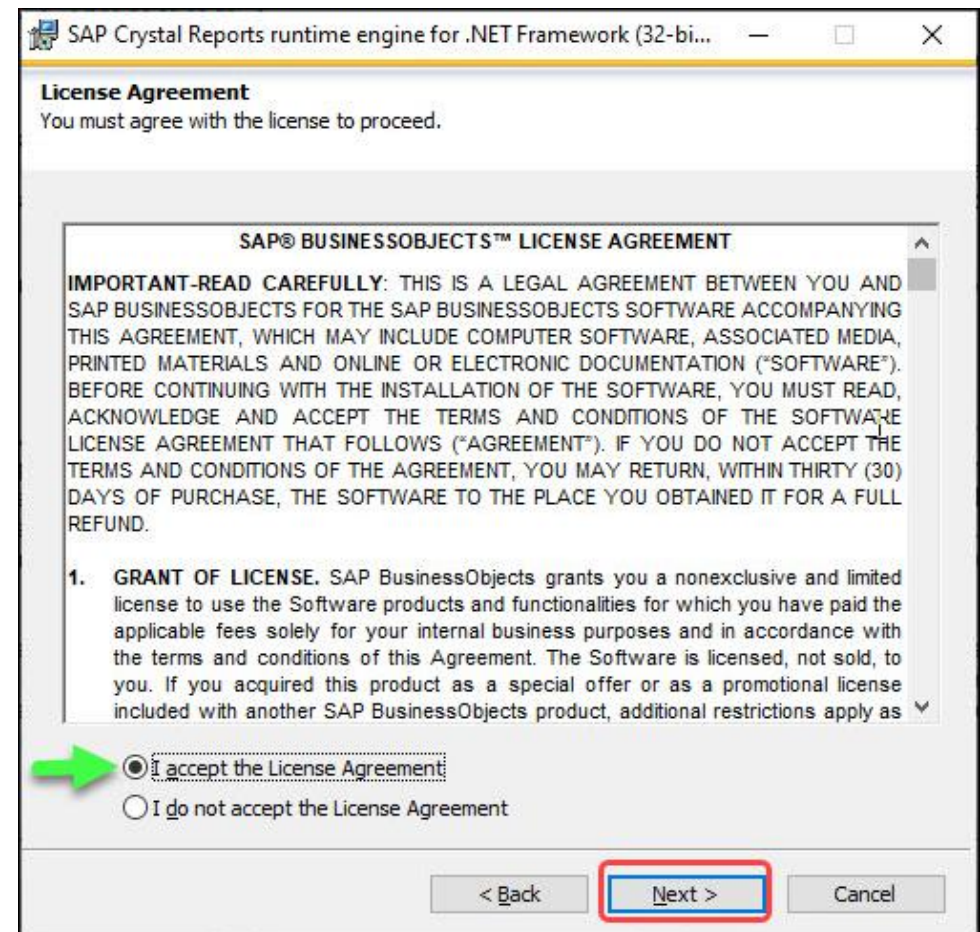
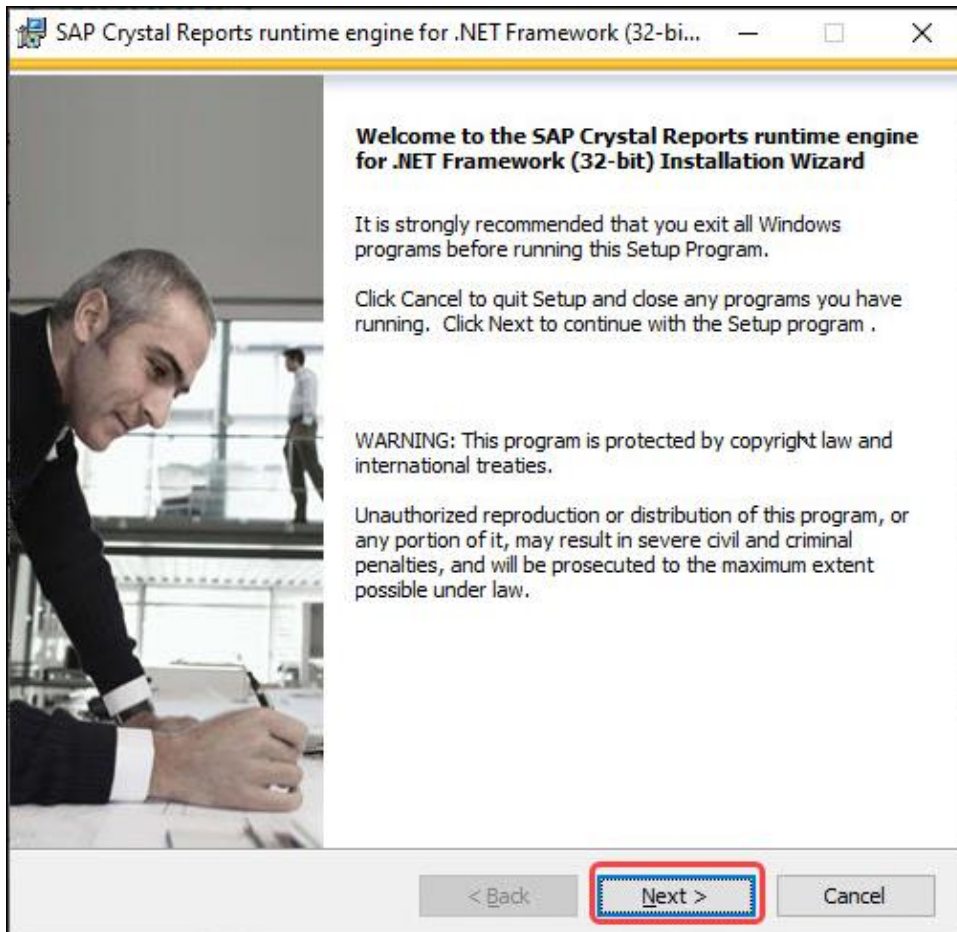
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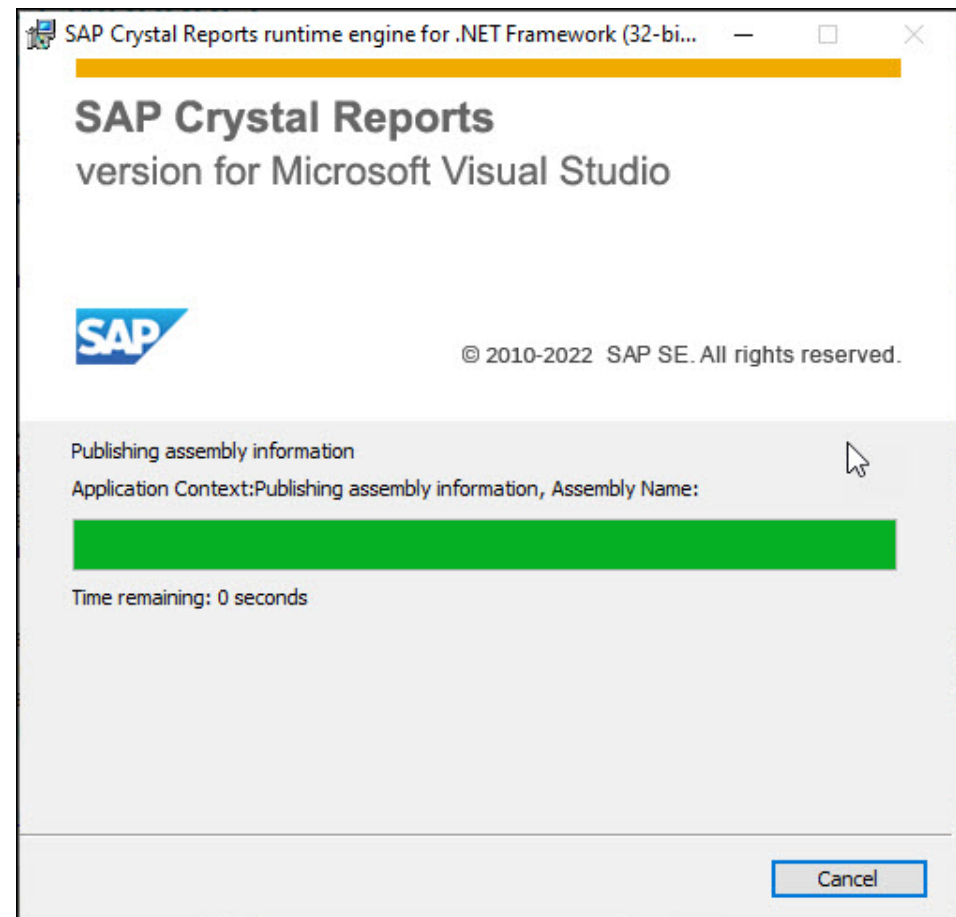
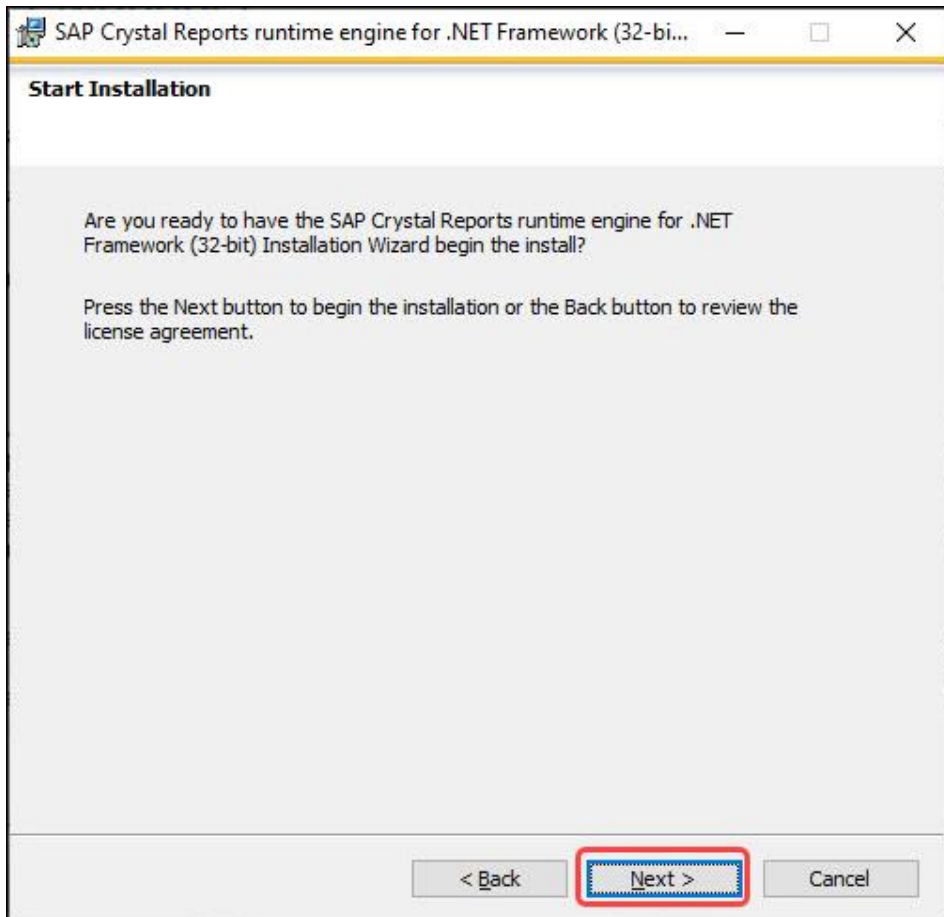
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Email: enquiries@dbsaccounting.co.za
Web: <https://www.dbsaccounting.co.za>

SQL Server Database:

On the following screens, select 'Next' to move to the next screen, accept the licence agreement and select 'Next' again.



Select 'Next'. The installation will begin. Do not press 'Cancel':



When the installation is complete, you will return to the DBS Fixed Asset Manager installation screen.



Fixed Asset Manager

Your Ultimate Solution to
Seamless Asset
Management

Welcome to the DBS Fixed Asset Manager Installation Screen

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[View our SQL Server Installation Guide for further guidance](#)

 Install SQL Server Express

 Test Database Connection



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Crystal Reports Installation


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Crystal Reports can publish in a variety of formats including Microsoft Word and Excel, PDF, e-mail and over the Web. Advanced Web reporting allows all members of a workgroup to view and update shared reports inside a web browser.


[View our Crystal Reports Installation Guide for further guidance](#)

 Install Crystal Reports

 Test for installation Status

SQL Server Database:

 Close & Exit Application

 Continue to Startup Wizard

Click on '**Test for Installation Status**'.

Once the required installations of SQL Server Express and Crystal Reports have been completed, click on '**Continue to Startup Wizard**'.

Asset Register Setup

Company Information

On this screen, you can enter the Company FYE and tax related information, if applicable. Remember, this is only for the demo Asset Register and any future registers you create will have their own information.

Asset Register Parameters

Initial Asset Register Setup

In the section below you are able to provide the application with various parameters relating to your preferences relating to the setup of your Asset Register. These can be amended before processing commences.

Preferences - Fixed Asset Register Setup

Next Company Financial Year-End:

Tax Related Information:

Company VAT No.: Tax Rate [%]:

Preferred Asset Code Allocation

Use Auto Allocation of Sequenced Asset Codes / Bar Codes. The application will Auto-allocated these Asset Codes:

I will provide my own Asset Codes / Barcodes:

[Visit our Website for more Information](#)

Initial Database Setup Preferences

In the section below you are able to select the options of having a typical Asset Register Structure created for you e.g. Asset Categories. These records can at any time be amended to better fit your Asset structure.

Select Option Below

I will create my own Category, Location and Cost Centre Structures:

Create Typical Category, Location and Cost Centre Structures:

Based on your Current Selection, no structure will be created in terms of Asset Categories, Locations or Cost Centres.

Preferences - Include the following Asset Register Structures

Asset Register Categories and Sub-categories:

Asset Register Cost Centers and Departments:

Asset Register Locations and Sub-locations:

Auto Allocation of Sequenced Asset Codes / Bar Codes

In the next section, you are able to provide the application with various parameter preferences for setting up your demo Asset Register. These can be amended before processing commences.

By selecting the Auto Allocation option as indicated below in the left-hand column, the application will automatically generate a 13-digit barcode for each Asset, which can be read by a standard barcode scanner. Alternatively, you can elect to provide your own Asset codes.

Asset Register Parameters

Initial Asset Register Setup

In the section below you are able to provide the application with various parameters relating to your preferences relating to the setup of your Asset Register. These can be amended before processing commences.

Preferences - Fixed Asset Register Setup

Next Company Financial Year-End:

Tax Related Information:

Company VAT No.: Tax Rate [%]:

Preferred Asset Code Allocation

Use Auto Allocation of Sequenced Asset Codes / Bar Codes.
The application will Auto-allocated these Asset Codes:

I will provide my own Asset Codes / Barcodes:

[Visit our Website for more Information](#)

Initial Database Setup Preferences

In the section below you are able to select the options of having a typical Asset Register Structure created for you e.g. Asset Categories. These records can at any time be amended to better fit your Asset structure.

Select Option Below

I will create my own Category, Location and Cost Centre Structures:

Create Typical Category, Location and Cost Centre Structures:

Based on your Current Selection, no structure will be created in terms of Asset Categories, Locations or Cost Centres.

Preferences - Include the following Asset Register Structures

Asset Register Categories and Sub-categories:

Asset Register Cost Centers and Departments:

Asset Register Locations and Sub-locations:

Initial Database Setup Preferences

In the right-hand column below, you are able to select various parameter preferences for setting up your demo Asset Register. You also have the choice to have a typical Asset Register Structure created for you. **Your selections only apply to the initial creation of the demo Asset Register.** It is suggested, therefore, that you select the full setup offered, which will give you a better indication of what the programme can offer in terms of flexibility. You can amend the structure at any time to better suit your unique requirements, and any future Asset Registers you create can either be cloned from the Demo structure, or you can create your own. This can save you time in the long run, and give you an idea of how to create a suitable structure.

Asset Register Parameters

Initial Asset Register Setup

In the section below you are able to provide the application with various parameters relating to your preferences relating to the setup of your Asset Register. These can be amended before processing commences.

Preferences - Fixed Asset Register Setup

Next Company Financial Year-End:

Tax Related Information:

Company VAT No.: Tax Rate [%]:

Preferred Asset Code Allocation

Use Auto Allocation of Sequenced Asset Codes / Bar Codes. The application will Auto-allocated these Asset Codes:

I will provide my own Asset Codes / Barcodes:

[Visit our Website for more Information](#)

Initial Database Setup Preferences

In the section below you are able to select the options of having a typical Asset Register Structure created for you e.g. Asset Categories. These records can at any time be amended to better fit your Asset structure.

Select Option Below

I will create my own Category, Location and Cost Centre Structures:

Create Typical Category, Location and Cost Centre Structures:

Based on your Current Selection, a typical Asset Register structure will be created in terms of Asset Categories, Locations, etc.

Preferences - Include the following Asset Register Structures

- Asset Register Categories and Sub-categories:
- Asset Register Cost Centers and Departments:
- Asset Register Locations and Sub-locations:

frmStartupWizard1

DBS Fixed Asset Manager Installation Setup

Please indicate your preferences relating to your initial Fixed Asset Manager Database Creation and Setup. The majority of these initial preferences can be amended once the Setup has been completed. By taking the time to make these selections, your experience in understanding and navigating the system can be substantially enhanced.

Asset Register Parameters

Initial Asset Register Setup

In the section below you are able to provide the application with various parameters relating to your preferences relating to the setup of your Asset Register. These can be amended before processing commences.

Preferences - Fixed Asset Register Setup

Next Company Financial Year-End: 31/03/2025

Tax Related Information:

Company VAT No.: 1234567890 Tax Rate [%]: 27

Preferred Asset Code Allocation

Use Auto Allocation of Sequenced Asset Codes / Bar Codes. The application will Auto-allocated these Asset Codes:

I will provide my own Asset Codes / Barcodes:

[Visit our Website for more Information](#)

Initial Database Setup Preferences

In the section below you are able to select the options of having a typical Asset Register Structure created for you e.g. Asset Categories. These records can at any time be amended to better fit your Asset structure.

Select Option Below

I will create my own Category, Location and Cost Centre Structures:

Create Typical Category, Location and Cost Centre Structures:

Based on your Current Selection, no structure will be created in terms of Asset Categories, Locations or Cost Centres.

Preferences - Include the following Asset Register Structures

- Asset Register Categories and Sub-categories:
- Asset Register Cost Centers and Departments:
- Asset Register Locations and Sub-locations:

Once you have made your initial selections, complete the setup by clicking on the '**Create your Database**' button and then the '**Update & Continue to Login**' button.

Note: The above screens will only appear during the initial setup process. Once you have completed the setup, the next time you log in to the system, you will be directed straight to the Login screen. The parameters can be changed at any time prior to processing, using the System Navigator.

Login Screen

Log in as the System Administrator: The user table default is an Administrator user which will give the user full rights to make any changes to the system in order to manage and administer the application.

Initial Password: The initial Administrator password has been set to Admin and it is recommended that the Administrator of the system changes the password at some point. The process of changing the password is covered in the next section:



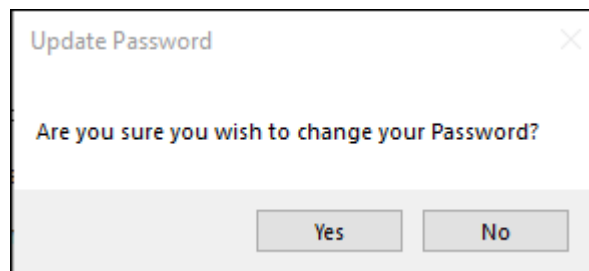
The screenshot shows the 'Fixed Asset Manager - User Validation' window. On the left, there is a dark sidebar with a globe icon and the text 'Fixed Asset Manager Your Ultimate Solution to Seamless Asset Management'. The main area features the title 'Fixed Asset Manager' and the 'DYNAMIC BUSINESS SOLUTIONS' logo. Below the title, it displays version information: 'Version No.: 1.0.1.4', 'Registered To: Demo Version', 'Activation Status: Not Activated', and 'Activation Code: Not Activated'. It also provides contact information: 'http://www.dbsaccounting.co.za' and 'eMail: enquiries@dbsaccounting.co.za'. The 'User Validation' section includes a dropdown menu for 'Login Name' (set to 'Administrator') and a 'Password' field with a 'Change' button. At the bottom, there are buttons for 'Show Installation Folder', 'Exit', and 'Login'.

Password Change

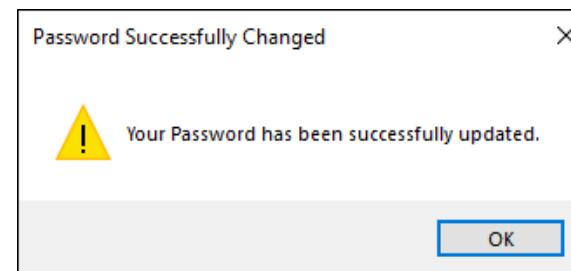
Changing the Password: Click on the **Change** button, enter the current password and change the password. Select '**Change Password**' and '**OK**' on the confirmation popup. Please note that once the password has been reset, the password should be noted as the application cannot be accessed without the stored password.



The screenshot shows the 'Fixed Asset Manager - Change Password' dialog box. It contains a lock icon and the following text: 'In order to change your Current Password, Please provide your Current Password as well as your New Password, the latter which has to be entered twice.' Below this text are three input fields: 'Current Password:', 'New Password:', and 'Re-Enter New Password:'. At the bottom of the dialog are two buttons: 'Close Form' (with a green arrow icon) and 'Change Password' (with a green padlock icon). The background shows the 'Fixed Asset Manager' login screen with the 'DYNAMIC BUSINESS SOLUTIONS' logo and a 'Change' button.



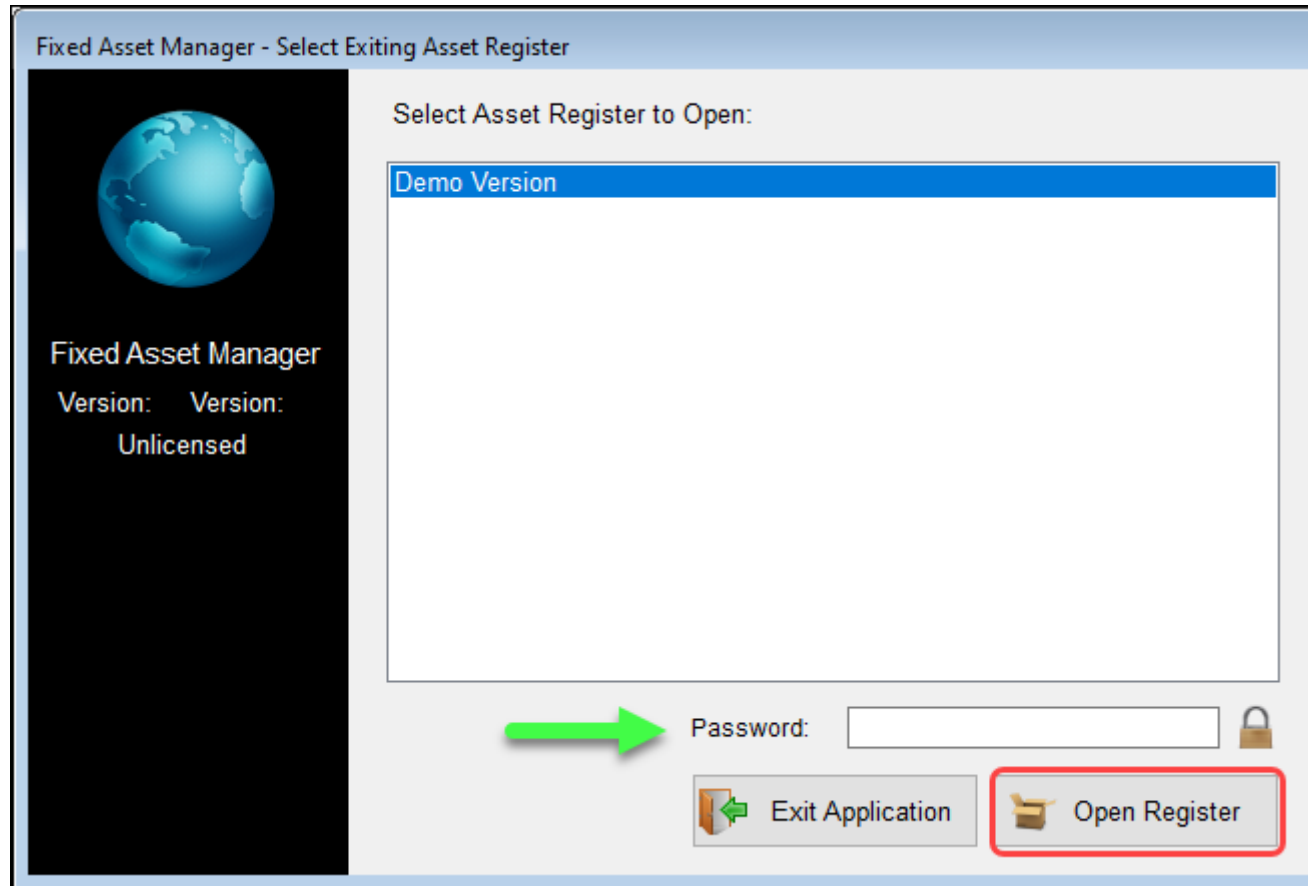
The screenshot shows the 'Update Password' dialog box. It contains the text: 'Are you sure you wish to change your Password?'. At the bottom are two buttons: 'Yes' and 'No'.



The screenshot shows the 'Password Successfully Changed' dialog box. It contains a yellow warning icon and the text: 'Your Password has been successfully updated.'. At the bottom is an 'OK' button.

Selecting an Asset Register

Once you have logged in successfully, the system will prompt you to select the required existing Asset Register. The initial Demo Asset Register has been created without a password, but a password to access additional Asset Registers can be entered in the section on '**Create, Amend & Delete Asset Registers**' which will be covered in the relevant section on the topic. If a password is required to access a Register, the password should be entered in the field provided, as illustrated below:



Select '**Open Register**'.

System Navigator

Once you have selected the required Asset Register, the System Navigator screen will be displayed, as illustrated below. You have the option to access the various applications either via this menu, or by navigating using the horizontal menu displayed at the top of the screen.

Fixed Asset Manager - System Navigator

Fixed Asset Manager - Demo Version

Fixed Asset Manager
Your Ultimate Solution to Seamless Asset Management

This Trial Version of Fixed Asset Manager will expire on:

[Purchase Product](#)

- Asset Register Maintenance**
[Create, Amend or Delete an Asset Register...](#)
Click here to create a new or additional Register, amend an existing Register, or delete one or more existing Registers...
- Cost Centre Maintenance**
[Create, Amend or Delete Cost Centres...](#)
Click here to create, amend or delete cost centres and/or departments...
- Asset Record Maintenance**
[Create, Amend or Delete an Asset Items...](#)
[Perform a Search on Asset Items...](#)
Click here to create a new Asset, amend existing Asset details, delete an existing Asset, or do a comprehensive Asset Search...
- Asset Disposals & Movements**
[Record Asset Disposals...](#)
[Record Asset Transfers...](#)
[Multiple Asset Field Value Changes...](#)
[Multiple Internal Asset Movements...](#)
- Asset Category Maintenance**
[Create, Amend or Delete Asset Categories...](#)
Click here to create, amend or delete Asset categories and/or Asset sub-categories...
- User Profile Management & Documentation Management**
[User Profile Maintenance...](#)
[User Level Maintenance...](#)
[User Profile Assignment...](#)
[User Movements...](#)
- Asset Location Maintenance**
[Create, Amend or Delete Asset Locations...](#)
Click here to create, amend or delete Asset locations and/or Sub-locations...
- Data Related Functions**
[Backup, Restore or Delete Database...](#)
[Import Data from Excel Datasource...](#)
[Delete and Re-Create Database...](#)
- Asset Disposal & Movements**
- Asset Register Maintenance**

Horizontal menu displayed at the top of the Screen

