Where's your stuff?
Keep track of the everyday items you use to run your organization.

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Seriously, where is your stuff?

Imagine coming home from a vacation and finding your home had been burglarized. Big screen TV(s), surround sound, computer(s), game systems, jewelry (perhaps even some that you're still making payments on), even family heirlooms: all gone.

So you would just shrug and say, "Gee, that's too bad?" Of course not! You would be frantically searching for every receipt, credit card statement, photos—anything you could find to make an insurance or tax claim. And of course, all that information—proof, if you will—is safely stored in one central, easily accessible location, right?

Look at your business the same way. Keeping accurate tabs on all items—large and small—your organization owns is essential to the immediate and long-term health and profitability of your business.
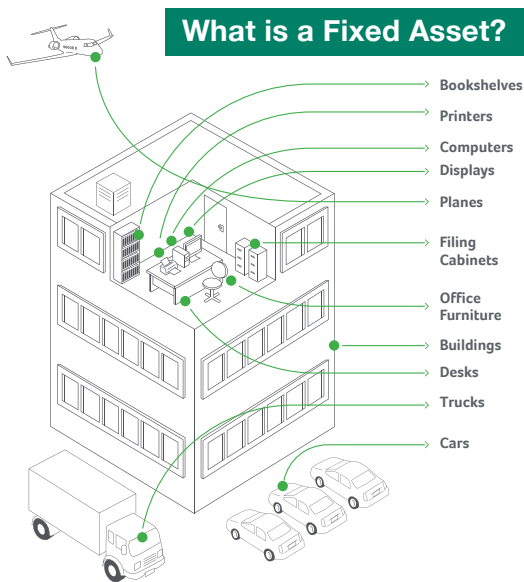
Big stuff

Natural disasters such as hurricanes, earthquakes, tornadoes, floods, storms, or blizzards could wipe out whole facilities, including equipment and access to your records. And accidental disasters like office fires (and resulting water damage), HVAC failures, power outages, or construction damage can do the same. You need to know how many and what kind of items you have (had), as well as the insurance and replacement values. Meanwhile, operations, including government-mandated ones, must continue.

Little stuff

Maybe you know where every truck your company owns is parked, and misplacing one smartphone, computer, or desk chair isn't a big deal. But those small losses, due to oversight or theft, could snowball until you're looking at a huge mess. Plus, you may be paying taxes or insurance on a lot of items that no longer exist (known as "ghost assets"), or not taking advantage of tax breaks or depreciation on those you still do.
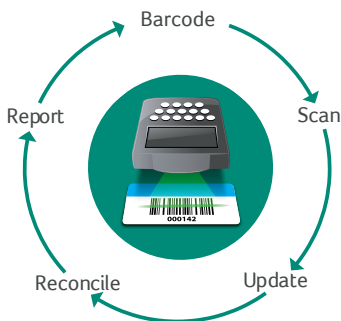
In other words, "little" stuff can quickly become "big" stuff.

What is a Fixed Asset?

- Bookshelves
- Printers
- Computers
- Displays
- Planes
- Filing Cabinets
- Office Furniture
- Buildings
- Desks
- Trucks
- Cars

Big stuff. Little stuff. It all adds up.

Where to begin?

If the task of assessing and managing a physical inventory of your "stuff" seems daunting, that's because it can be! There are quite a few things to do and know on an ongoing basis, including: what stuff you have now (you may have a list of everything you've ever bought, but what do you still own?), what new stuff you get (if you're like most companies, you plan to grow, and having control over everything that adds value to your company is important), and what stuff you don't have any more (no one wants to overpay on taxes and insurance, but you could be doing just that). Consider Sage Inventory Services as a starting point. We can help you get this overdue project completed—including working with you in conducting the first physical inventory and data reconciliation to help ensure your books are accurate as well as advise you on the initial steps towards building an inventory control policy so you are prepared to handle the tracking process yourself going forward once and for all—and within your budget.

Let Sage do—or at least help do—the heavy lifting

Sage offers a wide range of fixed asset inventory management-related services and solutions that can be customized for your organization. We do everything from conducting physical inventories and providing leading-edge software, consulting, training, and assessment down to supplying barcode readers and labels.

Whether you want us to tag and conduct an initial baseline inventory or just need more barcode labels, we have you covered. And because costs are contingent on the amount and type of services you choose, you won't end up paying for something you don't need.

As an *unbiased* entity performing fixed asset inventory and data reconciliation, Sage can help:

• Identify exactly what items you own, their condition and location, as well as note other important information that may be specific to your industry.

• Streamline the tracking process.

• Save you—and your staff's—time and resources.

• Ensure you are paying the right amount of taxes and insurance.

• Reduce duplicate purchases.

• Eliminate inaccuracy.

• Decrease the stress of an audit.

We can also help build a solid bridge between IT and accounting. No more separate lists of items that may not correspond with each other and thus undermine your company's actual worth. In addition, we can help you gain—and maintain—control of items residing with offsite employees.

How can we help you?

We can help you simply begin the process or complete the whole project. You decide, based on your needs and your budget.

Consulting

Put our experts to work for you. Our team listens to what you think you may or may not need and advises what's best, based on your unique situation. Because we are committed to meeting your various challenges and requirements, we'll create a proposal that is customized to your goals, timeline, and budget. And we have a multitude of options including individual services or components.

Physical fixed asset inventory assessment

Get started right—right away. We'll conduct a room-to-room physical inspection of your inventory and in the process tag and document any new assets, record changes for existing assets (such as condition, location, or other attributes), and reconcile your updated inventory to your current records.

The cost of not knowing what you own

An example

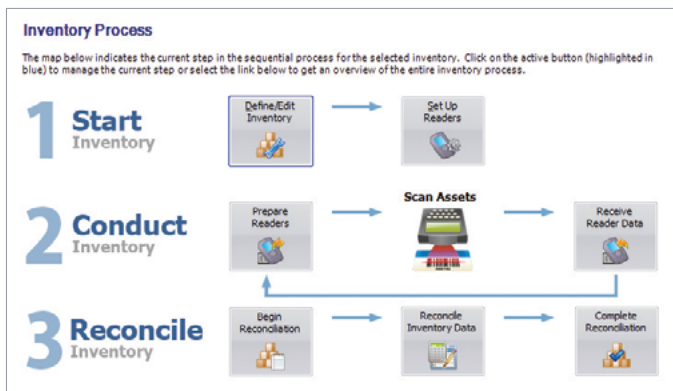| Total Cost of Depreciable Fixed Assets	
Total Cost of Fixed Assets Number of fixed assets you currently track, not including any land, buildings, or large assets since these would not be lost, stolen, or unusable.	**$1,500,000**
Percentage of Ghost Assets Ghost assets are those fixed assets that are lost, stolen, or rendered unusable but still remain on a company's books. Our research has found this is 15% to 30% for the average company.	**15%**
Remaining Value Percentage When looking at all the fixed assets a company owns, we find on average 40% of the value remaining.	**40%**
Total Cost of Ghost Assets The total cost of ghost assets is calculated as the total cost of your fixed assets times the percentage of ghost assets.	**$225,000**
Remaining Value of Ghost Assets Seeing the actual remaining cost of the estimated ghost assets is helpful and simplifies the following calculations.	**$90,000**

Calculations	Average Rate	
Potential U.S. Federal Overpayment (Average Federal Tax Rate of 30%)	**30%**	**$27,000**
Potential State Overpayment (Average State Tax Rate of 6%)	**6%**	**$5,400**
Potential Personal Property Tax Overpayment (Average Property Tax Rate of 3.4%)	**3.40%**	**$3,060**
Potential Insurance Overpayment (Average Insurance Rate of 0.01 per $1)	**0.01**	**$2,250**
Total Potential Yearly Overpayment		**$37,710**

**See for yourself! Visit: www.SageFixedAssets.com/ROI
and plug in your own numbers.**

Software

The Tracking and Depreciation applications of Sage Fixed Assets solutions not only integrate with one another, but with many of your other systems as well, for example, your ERP and general ledger, so data flows seamlessly between departments. Now everyone is working with the same numbers for more effective reconciliation and management.

We can verify what you have on the floor (or out the door) and help accurately calculate departmental or tax credits based on up-to-date information. Sage Fixed Assets applications share the same database, so there's no tedious, error-prone duplicate data entry. And if you already own tracking software, we can help you integrate with our software so you can take advantage of our depreciation solution.

Valuation services

We can help provide unbiased, independent appraisals that can help reduce tax payments, adjust insurance premiums, and comply with financial reporting standards required by the IRS, IFRS, GAAP, SOX, GASB, CCA, and T2S8. Trust us to perform real estate, intangible asset, and business valuations; machinery, insurance, and equipment appraisals; and more.

Cost segregation studies

Separating shorter-lived personal property components from long-lived property (for example, ones that have been recently acquired, expanded, or improved) can facilitate depreciation estimates and significantly improve cash flow. By performing a cost segregation study, our experts can identify building components eligible for accelerated depreciation under current tax regulations.

Training

Learn the best techniques to put your plan into action. We can help train your staff on best practices including how to conduct a physical inventory so you are ready to take over the tracking process going forward. In addition, we offer hands-on Sage Fixed Assets software classroom training from a Sage expert for a variety of one-, two-, and three-day workshops, virtually, onsite, or at an offsite location near you—whatever works best.

Barcode readers

Sage is proud to offer state-of-the-art barcode readers, supported by Sage customer support, to simplify the procedure of tracking your inventory items. Verify and update records in the field, warehouse, truck, or wherever your items are located. Once you've updated the information on your items (for example, added images or serial numbers), all you have to do is reconcile the changes against your records. And if you elect to use Sage Fixed Assets software, it's automatic and as simple as connecting the barcode reader back to your computer, eliminating the need for manual data entry. To see all of our barcode readers and determine which is right for you, visit: **www.SageFixedAssets.com/Hardware**

Need custom labels?

Order special sizes and colors—even add your logo—to meet your unique environment, like heavy-duty metal labels suitable for riveting to construction equipment! To view and order any of our high-quality barcode labels, visit us online at: **www.SageLabels.com**

Barcode labels

Further automate the process of keeping track of and reconciling your stuff with our full line of adhesive barcode labels. Not simply "stickers," these labels can accommodate a variety of environments both indoors and out (including extreme heat and cold), as well as security.

Foil labels are suitable for indoor and outdoor use; they offer high resistance to scuffing, cleaning agents, most chemicals, and heat.

Polyester labels have an overlaminate coating to prevent scuffing, scraping, and resistance to most mild chemicals. Use on indoor items like office furniture, fixtures, and computers.

Destructible vinyl labels, with low to moderate resistance to heat, scuffing, and chemicals, provide the highest level of security possible for indoor items with labels that fracture if tampered with.

Void patterned polyester labels are suitable for indoor and outdoor use and reveal a permanent "void" pattern if they are removed.

Sage Inventory Services:

The complete inventory management solution

Everyday items are essential to run your organization smoothly. Don't wait to put them in order—you may not know what you're missing! Wherever you are on the spectrum of managing your items, from start to completion, Sage can help you quickly gain control and visibility and stay in control easily.

Ready to buy or get more information?

We're here to answer questions and help get you started!

Call us at: 800-368-2405

Visit: **www.SageFixedAssets.com**

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About The Sage Group plc

The Sage Group plc is a leading global provider of business management software to small and medium sized companies, creating greater freedom for them to succeed. Sage understands how and why each business is unique. We provide products and services that suit varying needs, are a pleasure to use and are secure and efficient. Formed in 1981, Sage was floated on the London Stock Exchange in 1989 and entered the FTSE 100 in 1999. Sage has over 6 million customers and more than 13,380 employees in 24 countries covering the UK & Ireland, mainland Europe, North America, South Africa, Australia, Asia, and Brazil. For further information please visit www.sage.com.

For more information about Sage in North America, please visit the company website at **NA.Sage.com**. Follow Sage North America on Facebook, **Facebook.com/Sage**, and Twitter, **Twitter.com/SageNAmerica**.