

# Bloomberg Tax

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## **BNA FIXED ASSETS™** **INSTALLATION GUIDE**

February 2018

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# INSTALLATION GUIDE

This guide provides instructions for installing and activating BNA Fixed Assets (Desktop, DesktopPro, and Server program editions) on single workstations and in network environments.

**Caution!** Close all programs before installing BNA Fixed Assets.

The Setup program will install all program files directly onto your hard disk or network file server. Your program can be downloaded from the BNA Electronic Fulfillment Center.

If you are using a computer or network drive designated by a drive letter other than **C**, substitute that drive letter for **C** in the following instructions. Also, if your hard drive is designated by a drive letter other than **D**, substitute that drive letter for **D** in the following instructions.

**Note.** We recommend that you use Windows drive letter mapping rather than a Universal/Uniform Naming Convention (UNC).

## CUSTOMER SUPPORT

If you have questions about using the program, please call our toll-free customer support hotline, **800.424.2938**, for assistance. Bloomberg Tax Technology, Customer Support is available during regular business hours, Monday through Friday, 9:00 am to 7:00 pm (ET) to answer any questions you may have. You can also contact Customer Support by submitting a form online at [www.bnasoftware.com/help](http://www.bnasoftware.com/help) or via e-mail at [bnas\\_support@bna.com](mailto:bnas_support@bna.com).

## SYSTEM REQUIREMENTS

The minimum requirements for **BNA Fixed Assets** are:

### **BNA Fixed Assets Desktop, DesktopPro, and Server**

- Windows 7 or higher (**BNA Fixed Assets Server is not compatible with Windows 10.**)
- 2 GB RAM
- 4 GB of free disk space

- Internet Access

## BNA Fixed Assets Server Component

- Microsoft SQL Server 2005, 2008, or 2008 (R2)

# DOWNLOADING YOUR PROGRAM FROM THE ELECTRONIC FULFILLMENT CENTER

1. Before you begin this process, please add **Product\_Delivery@bloombergtax.com** to your email safe senders list so that you will be able to receive the download link email.
2. You will be required to enter your **Customer ID and Access Code**. This information was sent through a letter and/or email to the primary contact on the account.
3. Access the Electronic Fulfillment center by opening a browser to:  
[tax.bnasoftware.com/ElectronicFulfillment](http://tax.bnasoftware.com/ElectronicFulfillment)
4. Enter your **Customer ID and Access Code** and click **Next**.
5. Verify or make changes to the **primary contact** to receive product information and updates. You will have the choice to send the email with the link to download the software to the primary contact or a different person.
6. Check email for an email sent from **Product\_Delivery@bloombergtax.com** with a link to download the software. In this email, **click on the link** to access the software download page.
7. On the software download page, click on the **Download** button to begin the download of the zip file.

Once the download is complete you can install the software using either the Single-User Installation Instructions or Network Installation Instructions below.

# INSTALLING YOUR PROGRAM

## BNA FIXED ASSETS DESKTOP/PRO

### STANDALONE WORKSTATION

<<Desktop and DesktopPro program editions only>>

Follow these steps to install **BNA Fixed Assets Desktop** or **BNA Fixed Assets DesktopPro** on a standalone workstation.

**Note.** For instructions on installing the program in network environment, follow the steps under **Network Environment** on page 8.

1. When the software download from the Electronic Fulfillment Center is complete, **open** the downloaded **.zip** file or run the downloaded **.exe** file to begin the installation of the software.
2. Double-click on the **filename.exe** file (where filename is either BNAFixedAssetsDesktop or BNAFixedAssetsDesktopPro, depending on which version of the application you are installing) to **run** the Single-User Installation setup.
3. On the **Welcome** panel, click **Next**.
4. After you have read the **License Agreement**, check the box if you agree with the terms and then click **Next**. (You must accept the terms of the license agreement to install the program.)
5. On the **Destination Folder** panel, choose where you want to install the program. We recommend that you accept the default drive and path (e.g., **C:\Program Files(x86)\Bloomberg BNA\BNA Fixed Assets Desktop[Pro]**). Click **Next** to accept the default folder (or click **Change** to specify a different folder), then click **Next**.
6. On the **Ready to Install** panel, click **Install** to begin the installation (or click **Back** to edit your responses to the previous panels). The **Installing** panel opens and shows the status as the program adds necessary files to the registry, installs the program files, and creates the program icons.
7. On the **Completed** panel, click **Finish** to exit the setup.

8. When you are prompted to restart your system, click **Yes**. This is important to ensure successful installation.

The first time you open the program, the Activation wizard launches. You now can do one of the following:

- Activate the program (recommended) — See **Activating the Program** on page 16.
- Use the program in trial mode for 30 days — See **Using the Program in Trial Mode** on page 14.

## NETWORK ENVIRONMENT

<<Desktop and DesktopPro program editions only>>

**Note.** For instructions on installing the BNA Fixed Assets Server program edition, see **BNA Fixed Assets Server** on page 11.

Installing BNA Fixed Assets Desktop or BNA Fixed Assets DesktopPro in a networked environment requires one installation on the network file server and an abbreviated installation at each licensed client workstation.

## INSTALLING ON THE NETWORK SERVER

1. When the software download from the Electronic Fulfillment Center is complete, **open** the downloaded **.zip** file or run the downloaded **.exe** file to begin the installation of the software.
2. Double-click on the **filename.exe** file (where filename is either BNAFixedAssetsDesktop or BNAFixedAssetsDesktopPro, depending on which version of the application you are installing) to **run** the Single-User Installation setup.
3. On the **Welcome** panel, click **Next**.
4. After you have read the **License Agreement**, check the box if you agree with the terms and then click **Next**. (You must accept the terms of the license agreement to install the program.)
5. On the **Network Location** panel, click **Install** to accept the default location (or click **Change** to specify a different location). By default, the program files will be installed in **c:/Program Files(x86)/Bloomberg BNA/BNA Fixed Assets Desktop[Pro]/NET/**.

6. On the **Completed** panel, click **Finish**.
7. In order for your individual client workstations to access the application, you need to share the Bloomberg BNA folder on your network server located at **c:/Program Files/Bloomberg BNA**.

Next, you will need to do a quick install at each individual user workstation, as described in the next section.

## INSTALLING ON THE CLIENT WORKSTATIONS

On each licensed client workstation, you will need to run a special setup program accessible from the network folder where the program is installed (see step 5 under **Installing on the Network Server**, above). This will update the program icons at the workstation and update the workstation's registry.

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**Note.** Make sure you have sufficient user rights on the workstation to install the program.

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1. Open Windows Explorer and browse to the Bloomberg BNA folder that was shared in the **Installing on the Network Server** section, above:  
**f:/Program Files (x86)/Bloomberg BNA/BNA Fixed Assets Desktop[Pro]/NET/**  
where **f:/Program Files(x86)/Bloomberg BNA/BNA Fixed Assets Desktop[Pro]/NET/** is the drive and path previously specified.
2. The **/NET** folder contains a file named **Setup.exe**. Double-click this file to install the client workstation component.
3. On the **Welcome** panel, click **Next**.
4. After you have read the **License Agreement**, check the box if you agree with the terms and then click **Next**. (You must accept the terms of the license agreement to install the program.)
5. On the **Destination Folder** panel, click **Next** to accept the default folder (or click **Change** to specify a different folder). Click **Next** to continue.
6. On the **Ready to Install** panel, click **Install**.

The **Setup Status** panel is displayed as the program adds necessary files to the registry, installs the program files, and creates the program icons.

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7. On the **Completed** panel, click **Finish**.
  8. When you are prompted to restart your system, click **Yes**. This is important to ensure successful installation.
  9. Repeat these steps at each licensed workstation.

The first time you open the program, the **Activation** wizard launches. You now can do one of the following:

- **Activate the program** (recommended) — See **Activating the Program** on page 16.
- **Use the program in trial mode for 30 days** — See **Using the Program in Trial Mode** on page 14.

# BNA FIXED ASSETS SERVER

## <<Server program edition only>>

**Note.** The installation programs write to disk the latest versions of all files required to run the program. Earlier versions of these files are overwritten. Therefore, the person installing the program must have full control rights to that folder. If the installer does not have these rights, the program cannot be properly installed. To perform the Server portion of the installation, the login name of the person installing the program must belong to the Administrators group.

## BEFORE INSTALLING

Installing BNA Fixed Assets Server requires one installation on the network server and additional installations for the client workstations.

Be sure you install the Server component directly to the server machine (instead of to a remote server). Also, if you previously installed BNA Fixed Assets Desktop or BNA Fixed Assets DesktopPro to your network drive or locally, do not install BNA Fixed Assets Server to the same folder.

Please note that if the server is running SQL Server 2008, you must also install the Microsoft SQL Server 2005 Backward Compatibility Components.

## INSTALLING THE SERVER COMPONENT

**Caution!** BNA Fixed Assets Server is not compatible with Windows 10.

1. When the software download from the Electronic Fulfillment Center is complete, **open** the downloaded **.zip** file or run the downloaded **.exe** file to begin the installation of the software.
2. Double-click on the **BNAFixedAssetsServerServer.exe** file.
3. On the **Welcome** panel, click **Next**.
4. After you have read the **License Agreement**, check the box if you agree with the terms and then click **Next**. (You must accept the terms of the license agreement to install the program.)

5. On the **Destination Folder** panel, choose where you want to install the program. We recommend that you accept the default drive and path (e.g., **C:\Program Files(x86)\Bloomberg BNA\BNA Fixed Assets Server**). Click **Next** to accept the default folder (or click **Change** to specify a different folder), then click **Next**.
6. On the **Ready to Install** panel, click **Install** to begin the installation (or click **Back** to edit your responses to the previous panels). The **Installing** panel opens and shows the status as the program adds necessary files to the registry, installs the program files, and creates the program icons.
7. When the installation is complete and the **Completed** panel opens, click **Finish** to exit the setup.
8. Now, you need to configure the server. To do this, from the **Start** button, click **All Programs > Bloomberg BNA > BNA Fixed Assets > BNA FA Server Config**.
9. After the program files have been installed, the **Select SQL Server Instances** panel opens. Select **Use SQL Server authentication**, then specify a Login Name and Password particular to your SQL Server.

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**Note.** As an alternative, subscribers may select **Use Windows authentication** to configure a SQL Server instance.

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After selecting an authentication method for your server, click **Next**.

10. The **Configuration Options** panel opens. By default, these options are selected: **Setup New Template** and **Setup Sample Database**. You may also select **Reset Administrator Password**. Click **Next**.

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**Note.** During the configuration procedure, you may see a message reminding you to stop the SQL Server (local) process. Click **OK** to close the warning box and stop the process manually.

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11. A log file opens to inform you that the SQL Server is successfully configured (likewise, if you encountered problems during configuration, these are detailed in the log file).

Click **Finish** to complete the configuration process. If you have additional SQL Servers to configure on the same PC, you may do so by clicking the **Back** button until you return to the panel described in step 10, above. Select the SQL Server you want to configure in Server window, and click **Configure**.

12. SQL Server configuration is complete. Proceed to **Installing the Client Component**, below.

## INSTALLING THE CLIENT COMPONENT

1. When the software download from the Electronic Fulfillment Center is complete, **open** the downloaded **.zip** file or run the downloaded **.exe** file to begin the installation of the software.
2. Double-click on the **BNAFixedAssetsServerClient.exe**.
3. On the **Welcome** panel, click **Next**.
4. After you have read the **License Agreement**, check the box if you agree with the terms and then click **Next**. (You must accept the terms of the license agreement to install the program.)
5. On the **Destination Folder** panel, click **Install** to accept the default location (or click **Change** to specify a different location). By default, the program files will be installed in  
**C:/Program Files(x86)/Bloomberg BNA/BNA Fixed Assets Server**.
6. On the **Ready to Install** panel, click **Install**.

The **Setup Status** panel is displayed as the program adds necessary files to the registry, installs the program files, and creates the program icons.

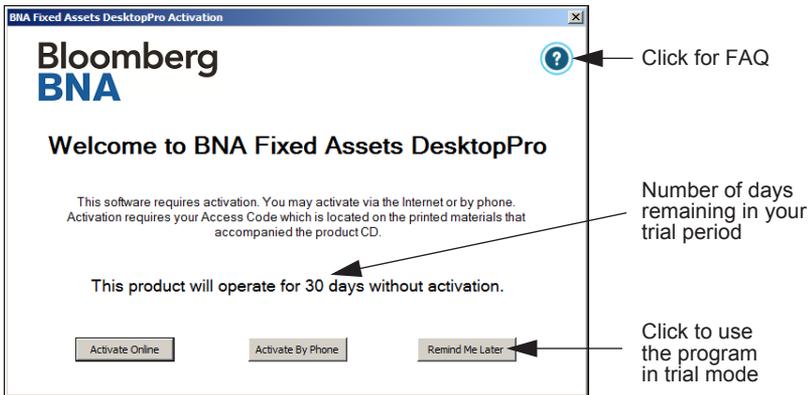
7. A progress bar displays as the program files are installed. Click **Next**.
8. The next panel informs you that the program setup is complete. Click **Finish**.
9. If you are prompted to restart your system, click **Yes**.
10. For initial installations of the client component, you must set the home server. To do this:
  - a. Open the program on the client workstation.

- b. When prompted to activate the program, click **Remind Me Later**.
- c. On the **Tools** menu, select **Home Server** to open the **Home Server Group** dialog.
- d. Make sure the server that houses your company databases appears in the list. If it is not listed, select the desired server from the Server Group List, then click **Add**. The server should now be listed in the Home Server Group.
- e. Click **OK**.

11. Repeat these steps at each licensed client workstation.

## USING THE PROGRAM IN TRIAL MODE

You may use the program — with all its features — in trial mode for 30 days. To initiate your 30-day trial period, click **Remind Me Later**.



Each time you start the program you will be shown the number of days remaining in your trial period. At the end of your trial period, you will have the option to extend your trial period for another 30 days (see **Extending the Trial Period**, below). After that, you must activate the program to continue using it. For information on purchasing licenses, call **Bloomberg Tax Technology Sales** at 800.424.2938.

# EXTENDING THE TRIAL PERIOD

If you start the program after your 30-day trial period has expired, the following panel opens:

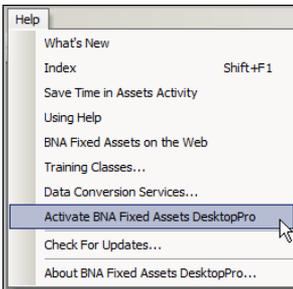


To extend your trial period for another 30 days, call **Bloomberg Tax Technology Sales** at 800.424.2938.

# ACTIVATING WHILE IN TRIAL MODE

**Note.** This activation method is available only if you are using the program in trial mode. At any point during your trial period you may activate the program. For information on purchasing licenses, call **Bloomberg Tax Technology Sales** at 800.424.2938.

1. From the **Help** menu, select **Activate BNA Fixed Assets [program edition]**.

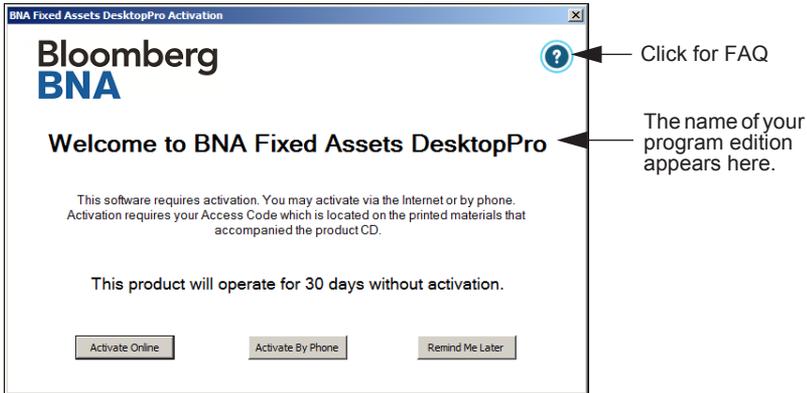


2. Then, follow the steps below.

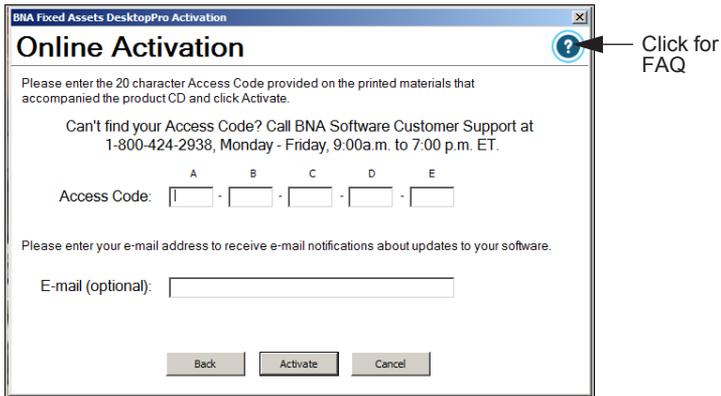
# ACTIVATING THE PROGRAM

**Note.** The activation process is the same for all program editions.

The first time you open the program, the **Activation** wizard launches:



1. This **Welcome** panel presents you with three options:
  - **Activate Online** — (Recommended) To activate online, click **Activate Online** and continue to the next step.
  - **Activate by Phone** — If you choose to activate by phone, click **Activate by Phone** and skip to step 3.
  - **Remind Me Later** — You can use program in trial mode for 30 days free of charge. Go to page 14 and follow the instruction for **Using the Program in Trial Mode**.
2. The system will check for Internet connectivity.
  - If no Internet access is detected, start your Internet service or go to step 3 to continue with the activation process by phone.
  - If Internet access is detected, the following panel opens:

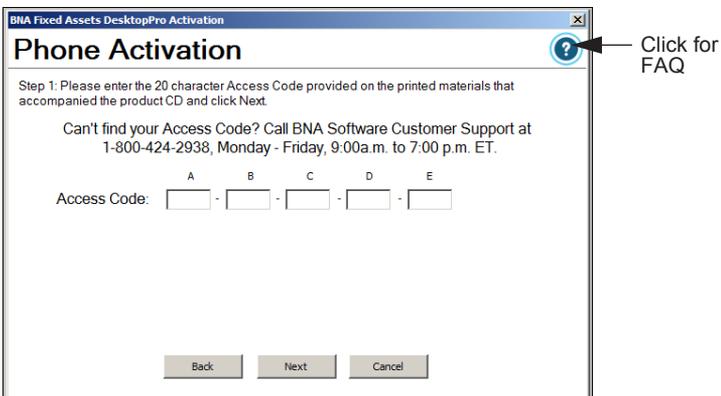


**Note.** Your access code is on the email that was sent to the primary contact on the account. If you can't find your access code, call **Bloomberg Tax Technology Customer Support** at 800.424.2938.

The program can be activated only for the corresponding number of licenses purchased. If you need to purchase additional licenses, call **Bloomberg Tax Technology Sales** at 800.424.2938.

Enter your access code, enter your e-mail address (optional, to help in managing multiple licenses), and then click **Activate**. To continue with online activation, skip to step 5 on page 19.

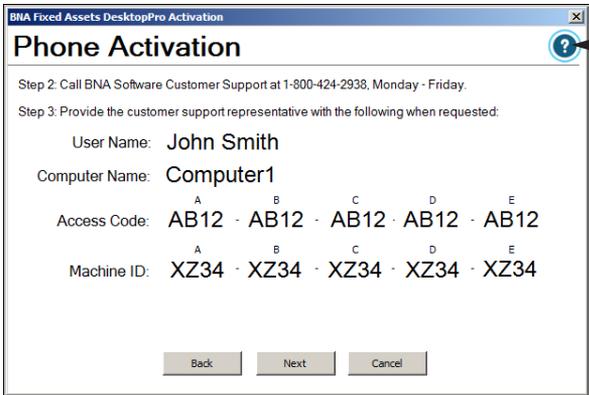
3. The **Phone Activation** panel opens:



**Note.** Your access code is on the email that was sent to the primary contact on the account. The program can only be activated for the corresponding number of licenses purchased. If you can't find your access code or if you need to purchase additional licenses, call **Bloomberg Tax Technology Customer Support** at 800.424.2938.

Enter your access code and then click **Next**.

4. A second **Phone Activation** panel opens:

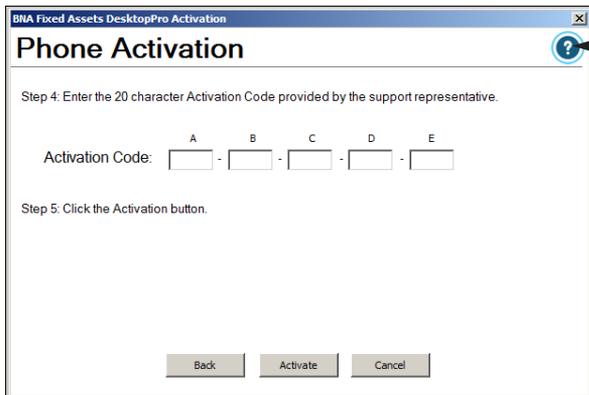


The screenshot shows a window titled "BNA Fixed Assets DesktopPro Activation" with a "Phone Activation" header. It contains the following text: "Step 2. Call BNA Software Customer Support at 1-800-424-2938, Monday - Friday." and "Step 3. Provide the customer support representative with the following when requested:". Below this, it lists "User Name: John Smith" and "Computer Name: Computer1". The "Access Code" is displayed as "AB12 · AB12 · AB12 · AB12 · AB12" with letters A, B, C, D, and E above each pair. The "Machine ID" is displayed as "XZ34 · XZ34 · XZ34 · XZ34 · XZ34" with letters A, B, C, D, and E above each pair. At the bottom are "Back", "Next", and "Cancel" buttons. A blue question mark icon in the top right corner is pointed to by an arrow with the text "Click for FAQ".

Follow the instructions on the panel to obtain your activation code, and then click **Next**.

**Note.** Your activation code is different from your access code.

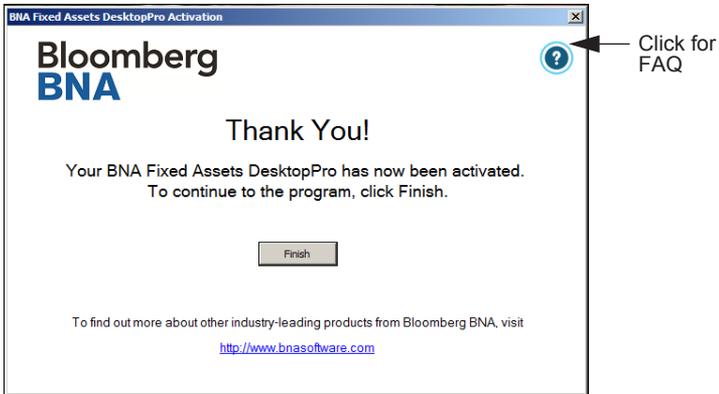
A third **Phone Activation** panel opens, prompting you for the activation code provided by Customer Support.



The screenshot shows a window titled "BNA Fixed Assets DesktopPro Activation" with a "Phone Activation" header. It contains the text: "Step 4: Enter the 20 character Activation Code provided by the support representative." Below this, the "Activation Code" field is shown as five boxes: "A" [ ] - "B" [ ] - "C" [ ] - "D" [ ] - "E" [ ]. Below the field is the instruction: "Step 5: Click the Activation button." At the bottom are "Back", "Activate", and "Cancel" buttons. A blue question mark icon in the top right corner is pointed to by an arrow with the text "Click for FAQ".

Once obtained, enter your Activation Code in the fields provided and click **Activate**.

5. The **Thank You** panel opens.



Click **Finish**.

## **AUTHORIZED WORKSTATION LIMIT**

**Caution:** Under the terms of your BNA Software License Agreement, the total number of workstations accessing and running the program must not exceed your specified number of licenses. If you exceed your authorized workstation limit, a **Bloomberg Tax Technology Sales** representative will contact you to assist you in purchasing the required number of additional licenses.

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