

VISTA Conversion Instructions for Fixed Assets Inventory

These instructions outline the procedure for converting the Microsoft Access Fixed Assets Inventory to Vista. If assistance is needed, contact Mary Ann Horvath, 314 516-6153.

Existing Fixed Assets Users – perform all 4 steps.


First-Time Fixed Assets Users


If you do not have an existing Fixed Assets database, then..

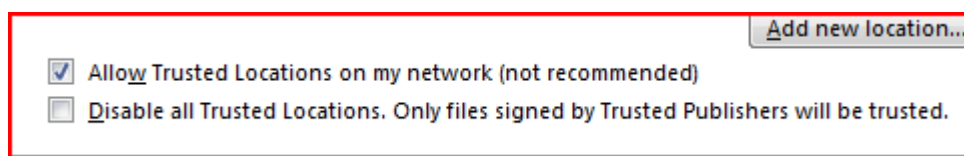
- ✚ Copy and paste the Fixed Assets Database file from **S:\ECRegion\Fixed Assets Inventory** to a folder on your **Q: or C: drive**. Write down the drive and folder path. You will browse to this location under Step 1.
- ✚ Perform Steps 1 and 3. **Skip Steps 2 and 4**. This file already has been converted to VISTA format.

Step 1. Modify the Security Warning (one time adjustment)

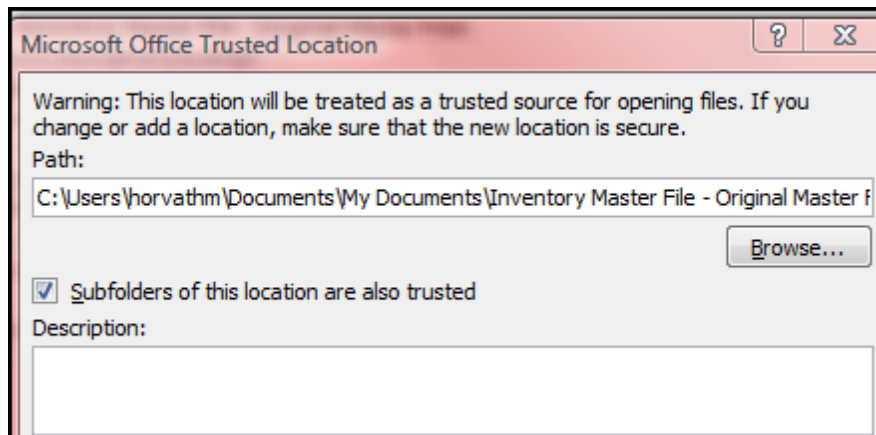
Open Microsoft Access from the Task Bar or the Start Button and modify the Security Warning.

- Click the Microsoft **Access icon** (the one with the key),  on the task bar (at bottom of monitor).
-or-
- Click the **Start** Button, Select **All Programs**, Scroll down and select **Microsoft Office**, Select **Microsoft Access 2007**.

- Click the **Microsoft Office ball** on top left corner of screen. 
- Select **Access Option** at bottom right of the new screen.
- On the left side bar, select **Trust Center**.
- On the right side, select **Trust Center Settings**.
- On the top left side, select **Trusted Locations**.
- At bottom of screen, place a checkmark preceding **"Allow Trusted Locations on my network"**.
- Select **Add New Location button**.



- Select the **Browse button** and navigate to the **drive and folder path** where your Fixed Assets database is stored.
- Select the folder. Be sure the **folder name** appears in the Folder Name field at the bottom of the Browse screen.
- Click **OK**.
- Place a checkmark preceding **“Subfolders of this location are also trusted.”**

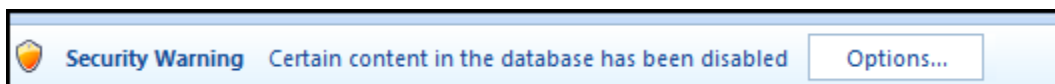


Your drive and folder path will be different than the sample screen.

- Click 3 **OK** buttons.
- Close Microsoft Access

Step 2. Open the Existing Fixed Assets File and Convert the file to Vista Format

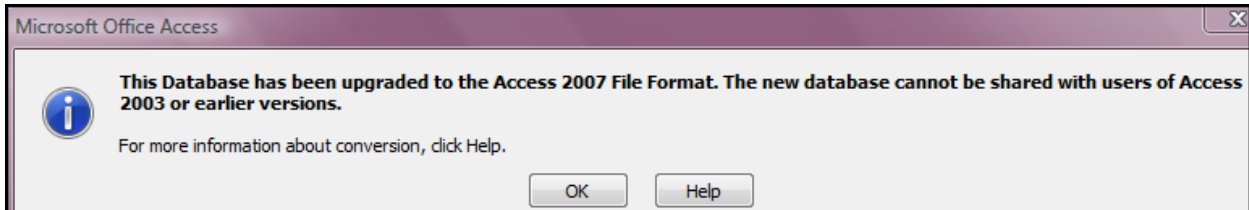
- Navigate to the drive and folder path where your Fixed Assets file is located. The pre-vista file ends with **.mdb** (The Vista-formatted file will end with **.accdb**.)
- Open the Fixed Assets file (file ends with **.mdb**)
 - If the below warning message displays in the middle of the Fixed Assets screen, this means in Step 1 you did not specify the correct drive and folder path where this file is located.



- If this message appears
 - Close the Fixed Assets file and **return to Step 1**.
 - Follow the steps to the browse button and specify the correct drive and folder path where your Fixed Assets file is located.
- Otherwise, proceed to convert the Fixed Assets file.
 - Close any opened data entry forms.
 - With the Fixed Assets File opened, select the **Microsoft Office ball** at the top left corner of screen.
 - Select **Convert**.
 - In the **Save As** screen, navigate to the **drive and folder path that you specified under Step 1 above** (where your fixed assets file is located).



- Select the folder. Be sure the **folder name appears in the Save As field** at the top of the window.
- In the File name, add the word **CONVERTED, before the .accdb**
For example, the file name might be Fixed Assets CONVERTED.accdb
- Click the **Save** button.
- The following message will display indicating that your file successfully was converted.



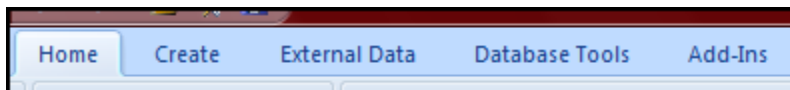
- Click **OK**.
- Close the Fixed Assets file.

Step 3. Create a Desktop Shortcut for the Fixed Assets Database

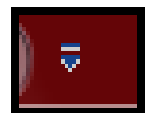
- Open Computer or Windows Explorer and navigate to the drive and folder path where the Fixed Assets Database file is stored.
- Right click on your **converted** Fixed Assets Database file. Filename ends with **.accdb**
- Left Click on **Send To**
- Left Click on **Desktop (Create Shortcut)**

Step 4. Configure the menu bar options (optional)

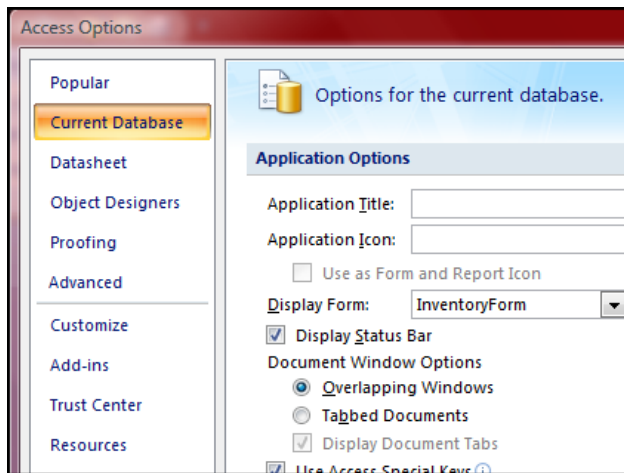
- Locate the Fixed Assets Shortcut on your desktop.
- Open the file.
- The menu bar will display the following features.



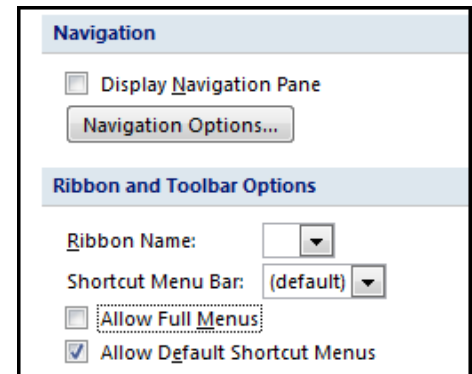
- **Remove the Create, External Data, and Database Tools Features**
 - Click the **Customize Quick Access Toolbar button** located above the word, "Create" at the top of the screen. The icon is a short horizontal line with a down arrow below it.
 - Select **More Commands**.



- In the Access Options Window, select **Current Database**.



- Scroll down and under **Ribbon and Toolbar Options**, unselect **Allow full Menus**.
- Click **OK**.
- You will be prompted to close and reopen the file to save the change. Click **OK**.
- **Wait 10 seconds before reopening the file.** Opening the file immediately after closing it may cause the file to lock up.



- When you reopen the file, the menu bar will display only the Home and Add-In tabs.
- Select the **Add-In Tab** to display the Fixed Assets buttons.

Delete Original Fixed Assets Shortcut and Database file

- Locate the **original** Fixed Assets shortcut on the desktop and delete it.
- After you successfully convert your existing database file to vista format and you are certain all records are present, you can **delete the original Fixed Assets file. This file ends with .mdb**

Revised instructions for using the Fixed Assets Inventory database, in a VISTA format, is located at <http://extension.missouri.edu/acctmanual/assets.shtml>