Bloomberg Tax

BNA FIXED ASSETS™ DATAVIEW FOR EXCEL

INSTALLATION GUIDE

February 2018

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INSTALLING BNA FIXED ASSETS DATAVIEW FOR EXCEL

Congratulations on purchasing BNA Fixed Assets DataView for Excel. This document is designed to help you install your product.

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 or via e-mail at **bnas_support@bna.com**.

SYSTEM REQUIREMENTS

At a minimum, you will need:

- Windows 7 SP1, Windows 8, Windows 8.1, or Windows 10.
- 32-bit version of Excel 2007 SP3, 2010, 2013, or 2016.
- Microsoft .NET Framework 4.5.2 (Provided in the install).
- Visual Studio 2010 Tools for Office Runtime (Provided in the install).
- 2GB RAM.
- 4GB of free disk space.
- Internet Access.

Excel 2007 Users. Please note that in order to install BNA Fixed Assets DataView for Excel, you must have Excel 2007, Service Pack 3. If you do not have the service pack installed, please click the link below to install it. You **cannot** install FA DataView for Excel without installing the service pack first.

https://www.microsoft.com/en-ca/download/details.aspx?id=27838

DOWNLOADING YOUR PROGRAM FROM THE ELECTRONIC FULFILLMENT CENTER

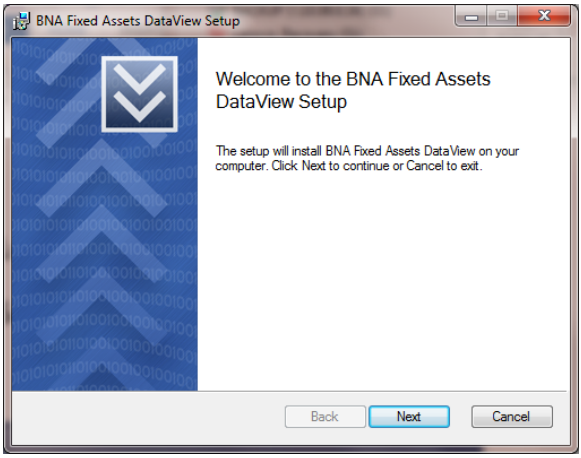
1. Before you begin this process, please add **Product_Delivery@bloombergtax.com** to your email safe senders list so that you will be able to receive the download link email.
2. You will be required to enter your **Customer ID** and **Access Code**. This information was sent through a letter and/or email to the primary contact on the account.
3. Access the Electronic Fulfillment Center by opening a browser to:

   tax.bnasoftware.com/ElectronicFulfillment
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.

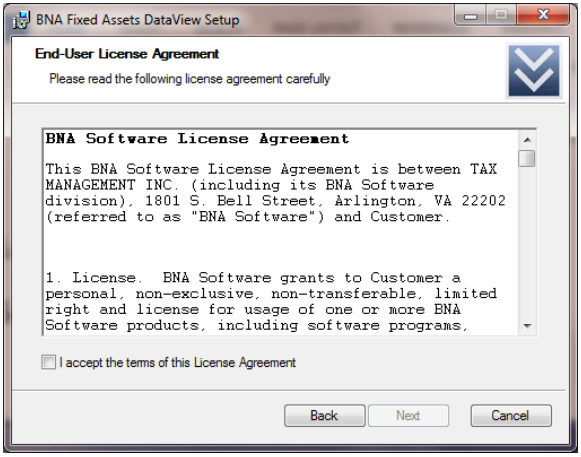
Once the download is complete you can install the software.

INSTALLING YOUR PROGRAM

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 **BNAFixedAssetsExcelDataView.exe** file to begin the Single-User Installation setup. The **Welcome panel** opens.



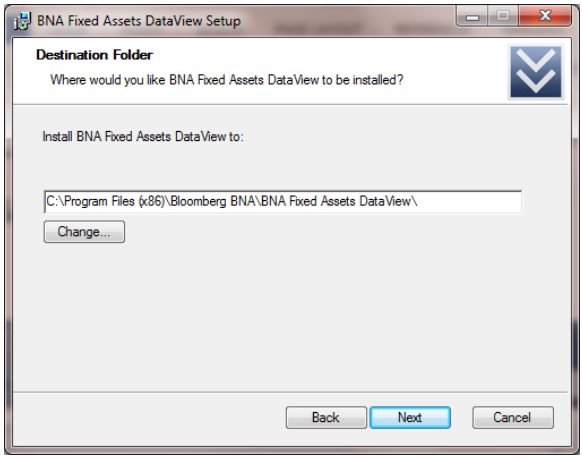
3. After you have read the **Welcome panel**, click **Next** to continue. The **BNA Software License Agreement** is displayed in a scrolling window.



4. Read through the License Agreement. If you agree with the terms, click **Yes** to accept the terms of the agreement and continue with the **Setup** program**.**

   (You cannot install **BNA Fixed Assets DataView for Excel** if you don't accept the terms of the agreement. If you click **No**, the Exit Setup message opens.)

The **Select the Destination Folder** panel opens.



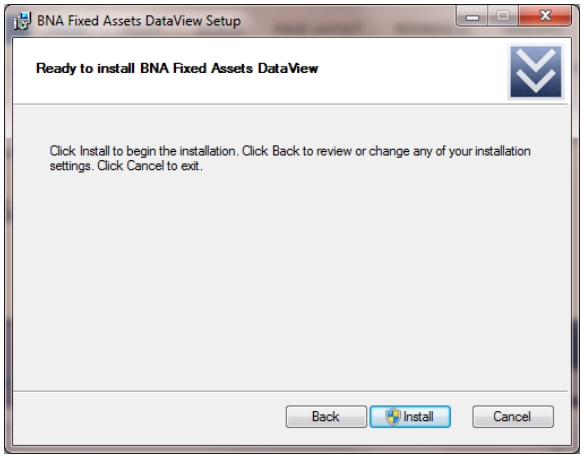
We strongly suggest that you install the program to the default path:

C:\Program Files (x86) Bloomberg BNA\BNA Fixed Assets DataView

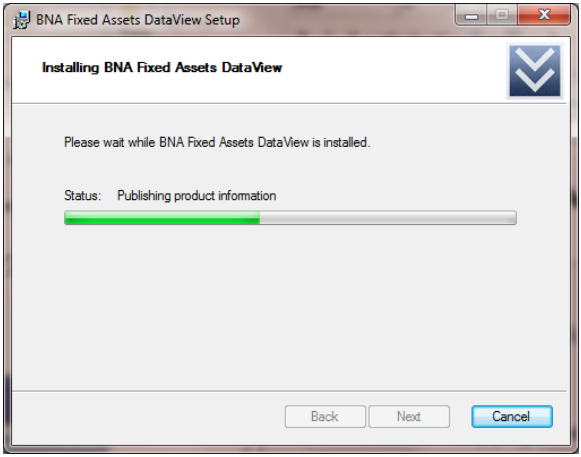
5. Click **Next** to accept the default destination.

   Alternatively, click **Browse** to choose a different location. The Choose Folder dialog opens, displaying a list of available folders. Select a drive and folder (you may enter a new folder name, if you wish). Click **OK**. The focus returns to the Select Destination Folder panel. Click **Next**.

   The **Ready to Install** panel opens.

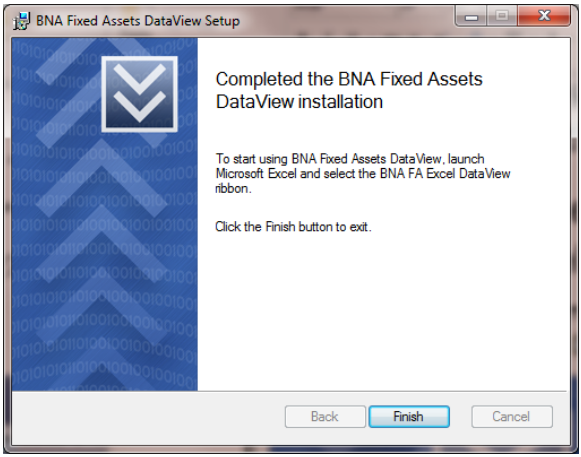


6. Click **Install** to begin the installation (or click Back to edit your responses to the previous panels).The **Installing** panel opens and shows the status as the program adds necessary files to the registry, installs the program files, and creates the program icons.



A progress bar displays the status of the current installation. If you would like to stop the installation, click **Cancel**.

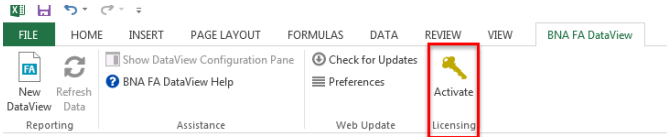
The **Finished** panel opens to let you know that **BNA Fixed Assets DataView for Excel** installation is complete.



7. Click **Finish** to exit the setup.

ENTERING YOUR LICENSE CODE

When you open the application for the first time, you will notice that a gold-colored key appears on the menu bar.



Click the gold-colored key to enter the license code that you were provided with your initial mailing.

Note. If you do **not** activate the license, you will begin a 30-day trial period. Once the trial period expires, you will no longer be able to use the program.

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