



2024

Fixed Assets Admin Guide



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V1

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1/1/2024

Guide Usage and Disclosures	3
Guide Information	3
How To Use This Guide	3
Overall Process Flow.....	3
Glossary of Terms	4
Day to Day Operations Guide	6
Add A Capitalized Asset.....	6
Using The Asset Account Dashboard	9
Add Asset In Spreadsheet.....	14
Prepare Source Lines.....	20
Prepare Mass Additions.....	24
Post Mass Additions	28
Delete Mass Additions	33
Edit Source Lines.....	39
Merge Source Lines	44
Split Source Lines.....	49
Add Source Lines to Asset.....	54
Transfer Source Lines.....	58
Maintain Source Lines	63
Change Source Line	67
Change Asset Category.....	70
Enter Unplanned Depreciation	75
Change Financial Details.....	78
Capitalize CIP Assets.....	82
Reverse Capitalization of an Asset	85
Process Depreciation	89
Suspend Depreciation	95
Resume Depreciation	99
Perform What-if Depreciation Analysis.....	103
Perform Hypothetical Asset Analysis.....	106
Transfer Assets	109
Adjusting Units.....	115

Change Asset Descriptive Information	120
Perform A Cost Retirement.....	123
Perform A Unit Retirement	127
Perform A Source Line Retirement.....	130
Perform A Mass Retirement.....	134
Reinstate An Asset.....	138
Create Accounting For Assets.....	141
Inquire On A Transaction.....	144
Inquire On An Asset	147
View Depreciation Accounting Entries	150
View Transaction Account Entries	154
Reports.....	157
Journal Entry Reserve Ledger	157
Asset Cost Adjustment Report.....	163
Asset Cost Detail Report	168
Asset Cost Summary Report.....	174
Reserve Detail Report.....	179
Reserve Summary Report	185

Guide Usage and Disclosures

Guide Information

This guide is designed based on the Oracle Cloud HCM delivered setups; some fields may differ from your instance configurations. For example, some fields may be required in this guide that are not required in your instance. Additionally, some of the training topics discussed in this guide may not apply to your organization, but we know you'll find it helpful. If you would like a custom guide for your organization, please contact our Training team at learn@camptratech.com.

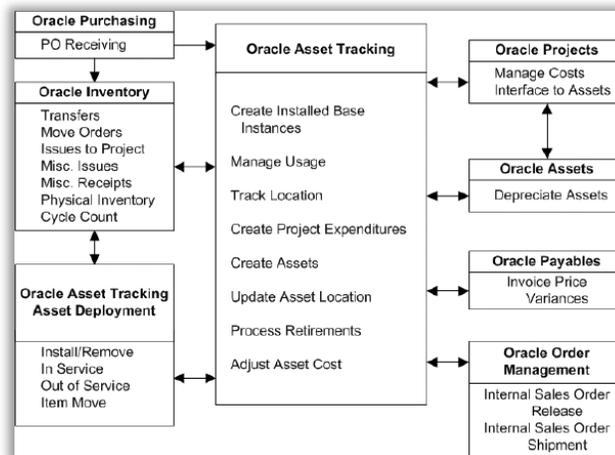
How To Use This Guide

This guide is intended to assist Admin users with their day-to-day tasks in Oracle Cloud. A few notes before you begin:

- ❖ Any fields with an asterisk are required fields.
- ❖ Based on your configurations, approval workflows may be in place for the training topics below; those tasks would need to be approved before the additions or updates are visible in your instance.
- ❖ You may have specific flexfields in your instance that require inputs; this guide is a generic tool and will not include those specific flexfields. You will see those fields as a context segment or not visible at all in our Oracle instance.

Overall Process Flow

Before we begin with the training content, It's important to understand the overall process flow of information in Oracle Cloud for the Fixed Assets module.



Glossary of Terms

Here we've included common terms associated to the Fixed Assets module. Please review the terms below to familiarize yourself with the Oracle Cloud terms used throughout this guide.

Accumulated Depreciation

- ❖ The total depreciation taken for an asset since it was placed in use. Also known as life-to-date depreciation and depreciation reserve.

Asset Account

- ❖ A general ledger account to which you charge the cost of an asset when we purchase it. We must define an account as an asset account.

Automatic Asset Numbering

- ❖ A feature that automatically numbers our assets if we do not enter an asset number.

Capitalized Assets

- ❖ Capitalized assets are assets that we depreciate (spread the cost expense over time). The Asset Type for these assets is capitalized.

Chart of Accounts Structure

- ❖ A classification of account segment values that assigns a particular range of values a common characteristic. For example, 1 to 999 might be the range of segment values for assets in the account segment of our accounting flexfield.

Depreciation Book

- ❖ A book to store financial information for a group of assets. A depreciation book can be corporate, tax, or budget. In Oracle, this is referred to as a book.

Expensed Asset

- ❖ An asset that we do not depreciate but charge the entire cost in a single period. Oracle Assets does not depreciate an expensed asset or create any journal entries for it. However, use Oracle Assets to track expensed assets. The Asset Type for these assets is expensed.

Fixed Asset Unit

- ❖ A measure for the number of asset parts tracked in Oracle Assets. We can assign one or more units to a distribution line.

Intangible Asset

- ❖ A long-term asset with no physical substance, such as a patent, copyright, trademark, leasehold, and formula. We can depreciate intangible assets using Oracle Assets.

Mass Additions

- ❖ An Oracle Assets feature that allows us to copy asset information from another system, such as Oracle Payables. Create Mass Additions for Oracle Assets creates mass addition lines for potential assets. We can review these mass addition lines in the Prepare Mass Additions window, and actually create an asset from the mass addition line by posting it to Oracle Assets.

Parent Asset

- ❖ A parent asset has one or more subcomponent assets. To begin, we add the parent asset. Then, we add the subcomponent asset and assign it to the parent asset in the Additions form. We can change parent/subcomponent relationships at any time.

Prorate Convention

- ❖ Oracle Assets uses the prorate convention to determine how much depreciation to take in the first and last year of an asset's life based on when we place the asset in service. If we retire an asset before it is fully reserved, Oracle Assets uses the retirement convention to determine how much depreciation to take in the last year of life based on the retirement date. Our tax department determines our proration and retirement conventions.

Quick Codes

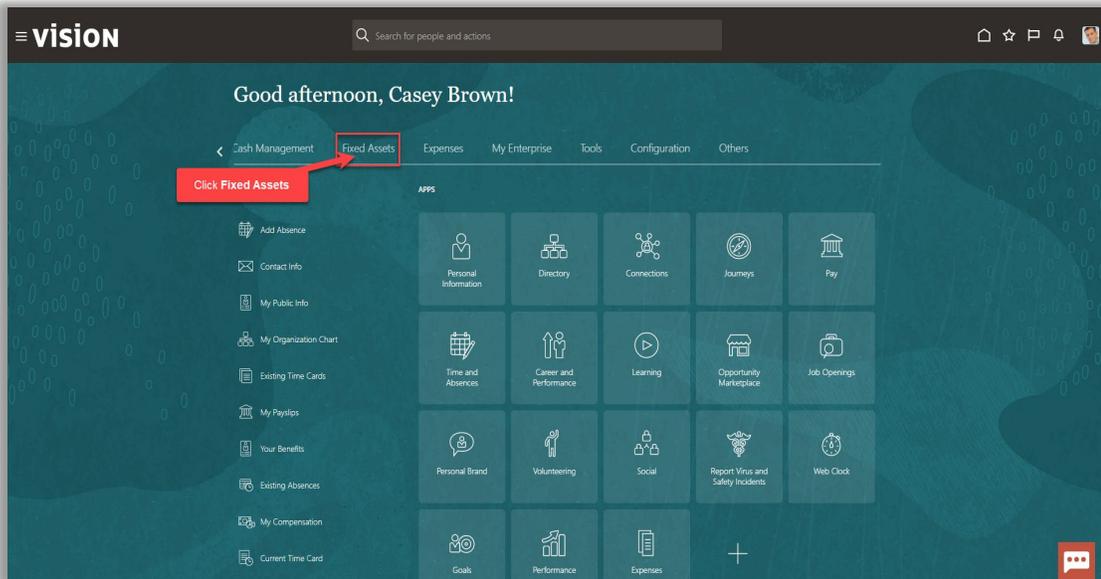
- ❖ An Oracle Assets feature that allows us to enter standard descriptions for our business. We can enter QuickCode values for your Property Types, Retirement Types, Asset Descriptions, Journal Entries, and Mass Additions Queue Names.

Day to Day Operations Guide

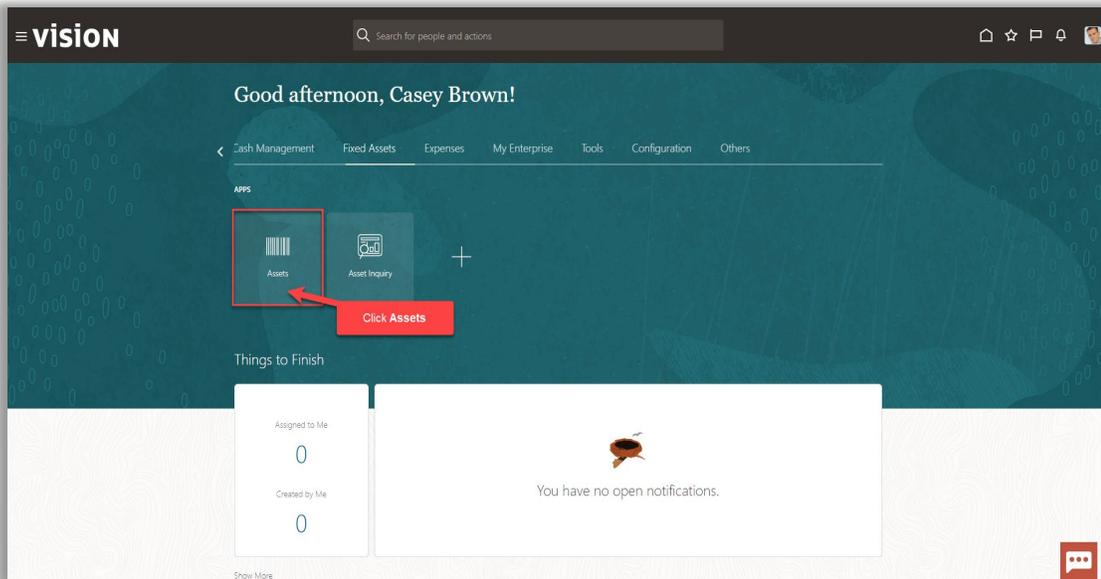
Add A Capitalized Asset

Navigation: Home>Fixed Assets>Assets>Tasks>Add Assets>Enter Details>Save and Close

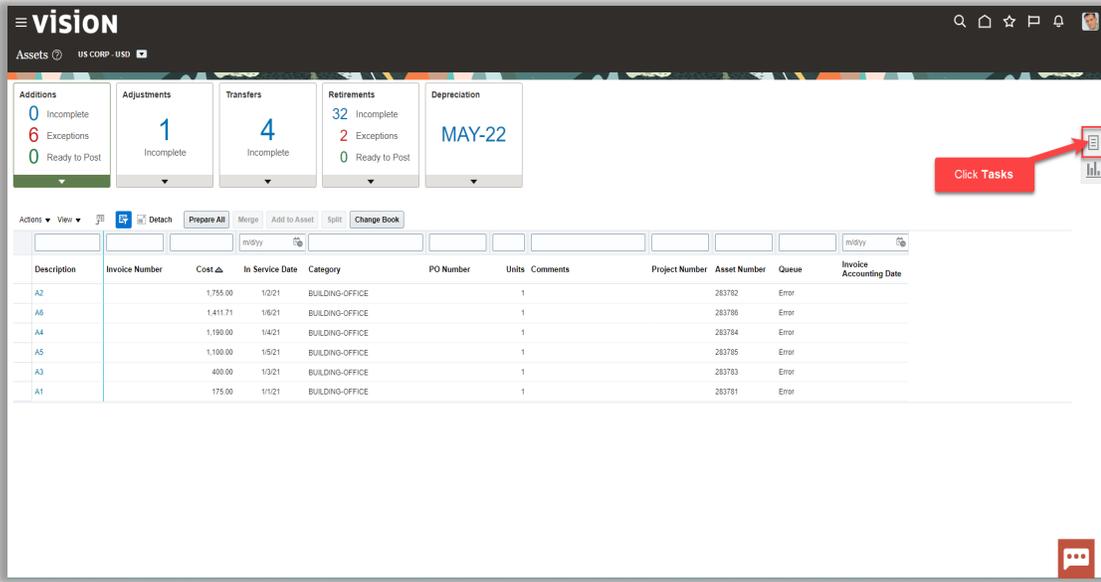
From home screen, click **Fixed Assets**



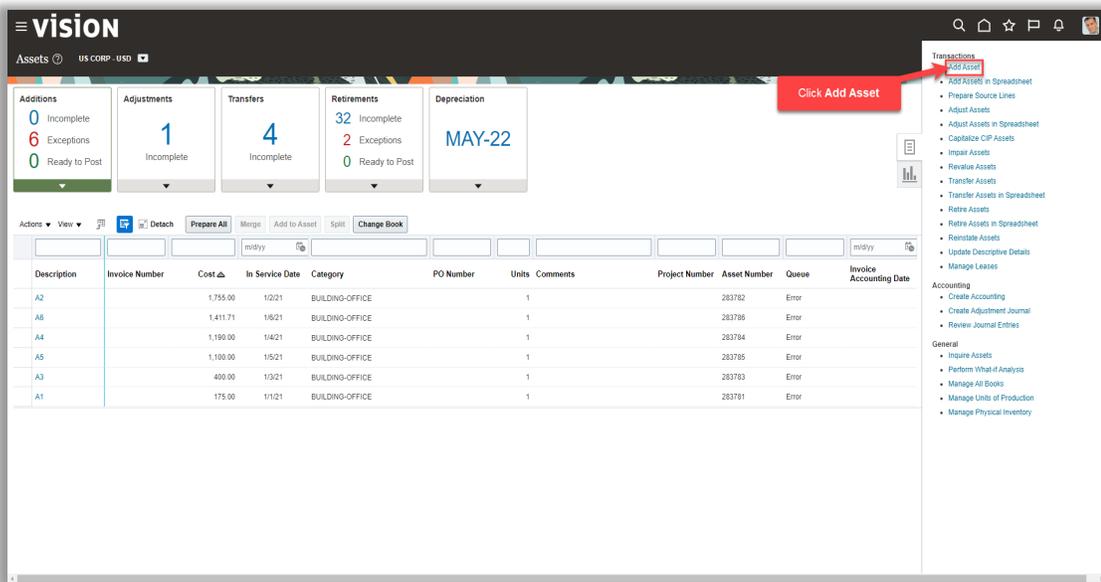
Next, click **Assets**



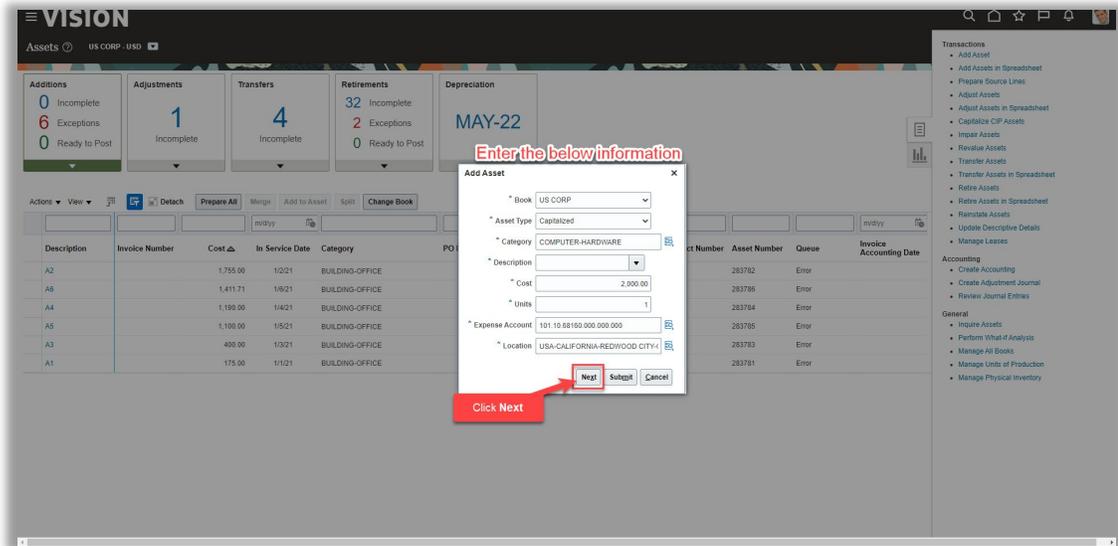
Click **Tasks**



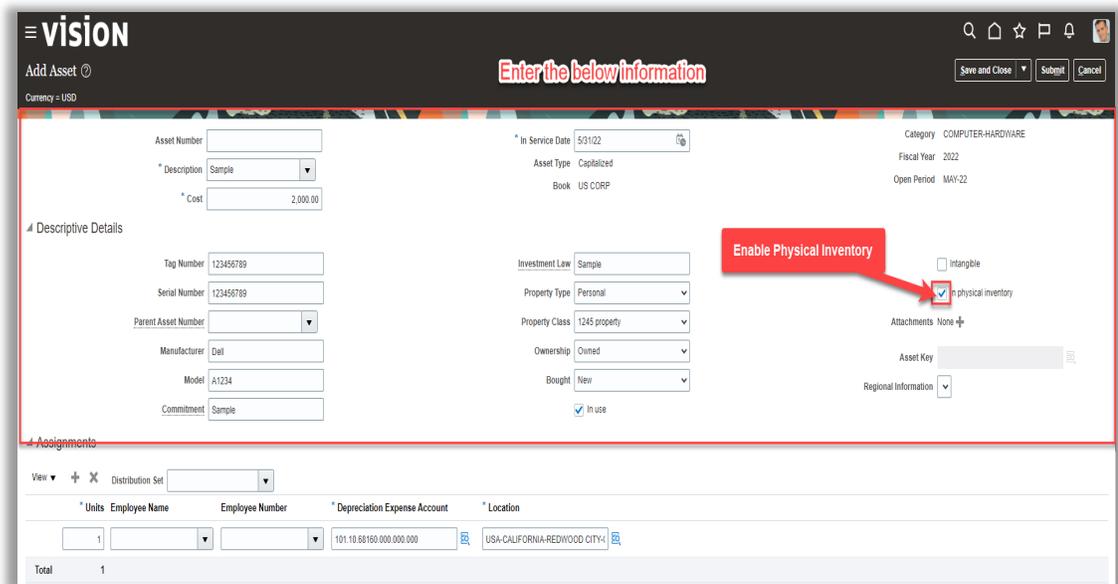
Click Add Asset



Enter the Add Asset details and click Next



Enter the Add Asset details



Scroll down and enter Comments

Add Asset Currency = USD Save and Close Submit Cancel

Assignments

View + ✕ Distribution Set ▼

* Units 1 Employee Name ▼ Employee Number ▼ * Depreciation Expense Account 101.10.00160.000.000.000 * Location USA-CALIFORNIA-REDWOOD CITY

Total 1

Financial Details

General Advanced Rules Revaluation Source Lines Regional Information

Salvage Value Type Percent Prorate Date 5/1/22 YTD Bonus Depreciation 0.00

Salvage Value Amount 300.00 YTD Depreciation 0.00 Bonus Depreciation Reserve 0.00

Salvage Value Percent 15 Depreciation Reserve 0.00 YTD Impairment 0.00

Depreciation Factor ▼ Group Asset Number ▼ Impairment Reserve 0.00

* Depreciation Method STL Group Asset Description ▼ Original Cost 0.00

* Life in Years 3 Reduction Rate Percent ▼ Net Book Value 0.00

* Life in Months 0 Cash Generating Unit ▼ Recoverable Cost 1,700.00

Depreciate Fully depreciate in current period Bonus Rate ▼ Lease Number ▼

* Prorate Convention CAL MONTH

Transaction Details

Comments Enter Comments Amortize Context Value ▼

Amortization Start Date 5/1/22 Regional Information ▼

Click **Submit**

Add Asset Currency = USD Save and Close Submit Cancel

Assignments

View + ✕ Distribution Set ▼

* Units 1 Employee Name ▼ Employee Number ▼ * Depreciation Expense Account 101.10.00160.000.000.000 * Location USA-CALIFORNIA-REDWOOD CITY

Total 1

Financial Details

General Advanced Rules Revaluation Source Lines Regional Information

Salvage Value Type Percent Prorate Date 5/1/22 YTD Bonus Depreciation 0.00

Salvage Value Amount 300.00 YTD Depreciation 0.00 Bonus Depreciation Reserve 0.00

Salvage Value Percent 15 Depreciation Reserve 0.00 YTD Impairment 0.00

Depreciation Factor ▼ Group Asset Number ▼ Impairment Reserve 0.00

* Depreciation Method STL Group Asset Description ▼ Original Cost 0.00

* Life in Years 3 Reduction Rate Percent ▼ Net Book Value 0.00

* Life in Months 0 Cash Generating Unit ▼ Recoverable Cost 1,700.00

Depreciate Fully depreciate in current period Bonus Rate ▼ Lease Number ▼

* Prorate Convention CAL MONTH

Transaction Details

Comments Amortize Context Value ▼

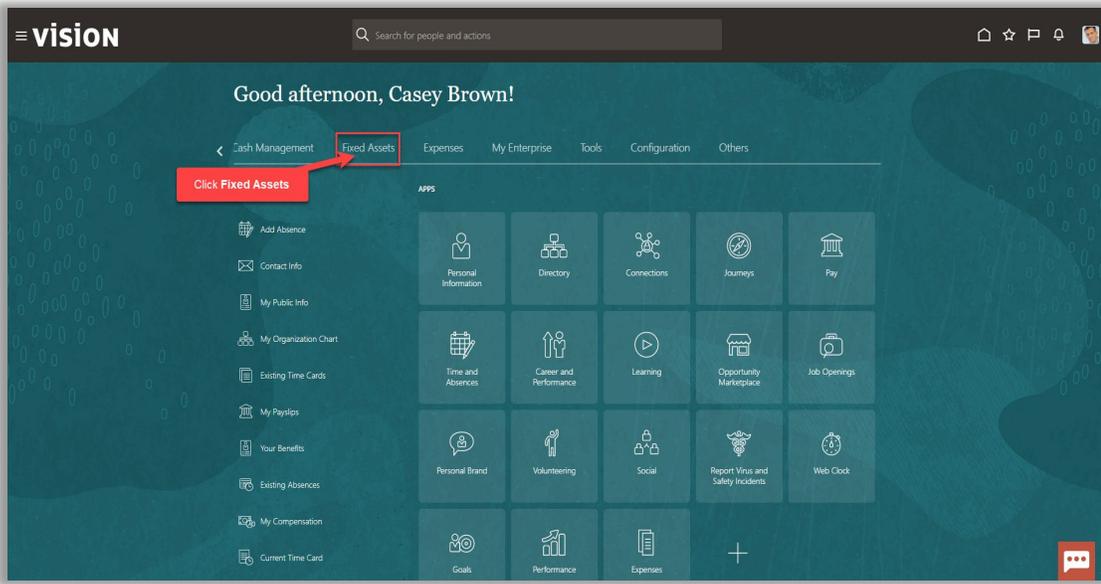
Amortization Start Date 5/1/22 Regional Information ▼

Click Submit

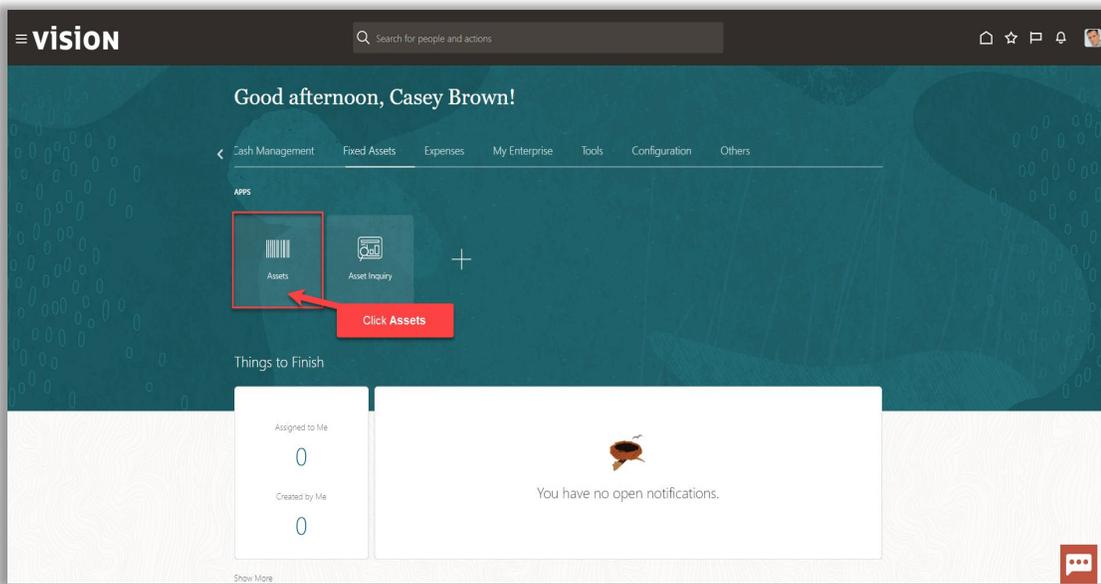
Using The Asset Account Dashboard

Navigation: Home>Fixed Assets>Assets>Select Book>Open Asset>Review Details>Tasks>Manage All Books>View Details>Home>Scheduled Processes>Refresh>Review Succeeded

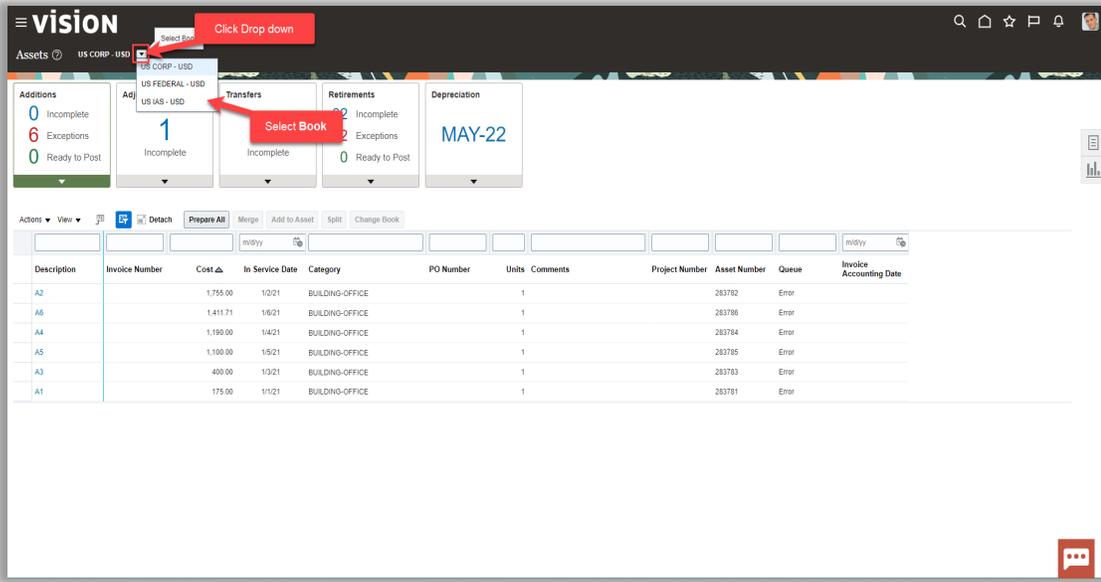
From home screen, click **Fixed Assets**



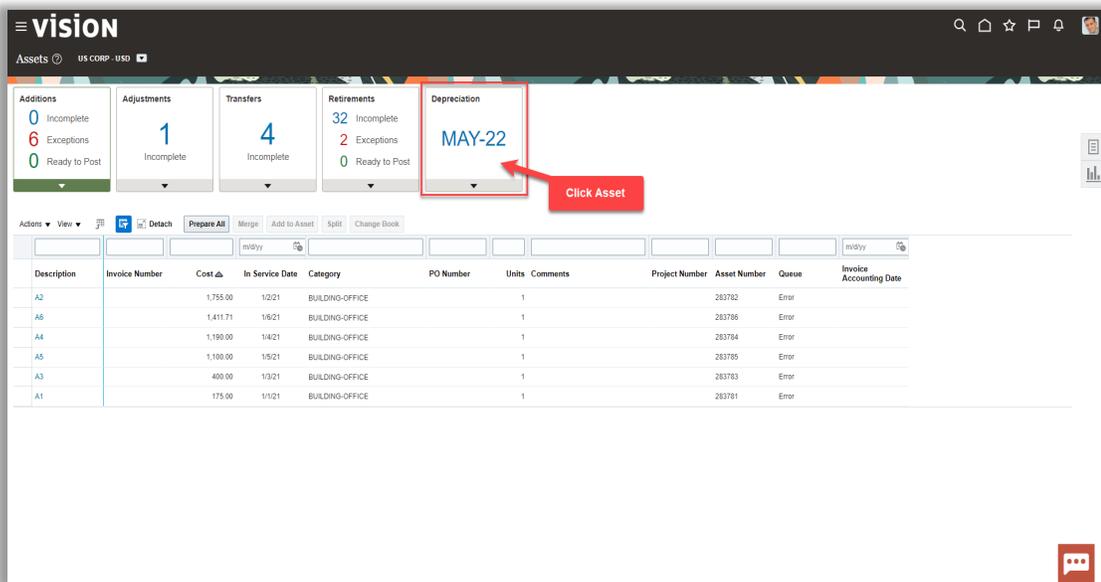
Next, click **Assets**



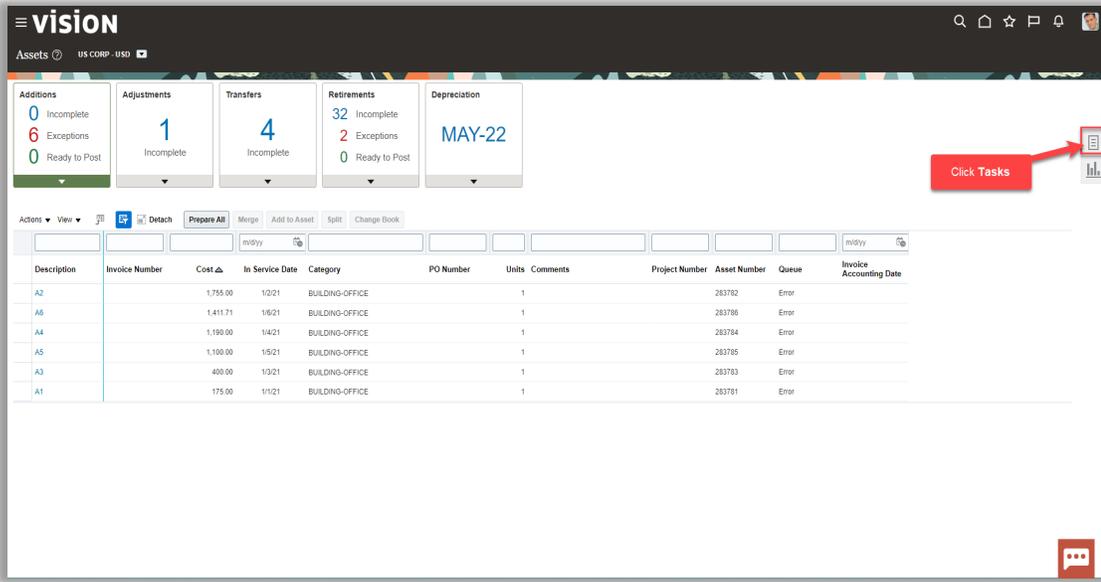
Select **Book** from the drop down



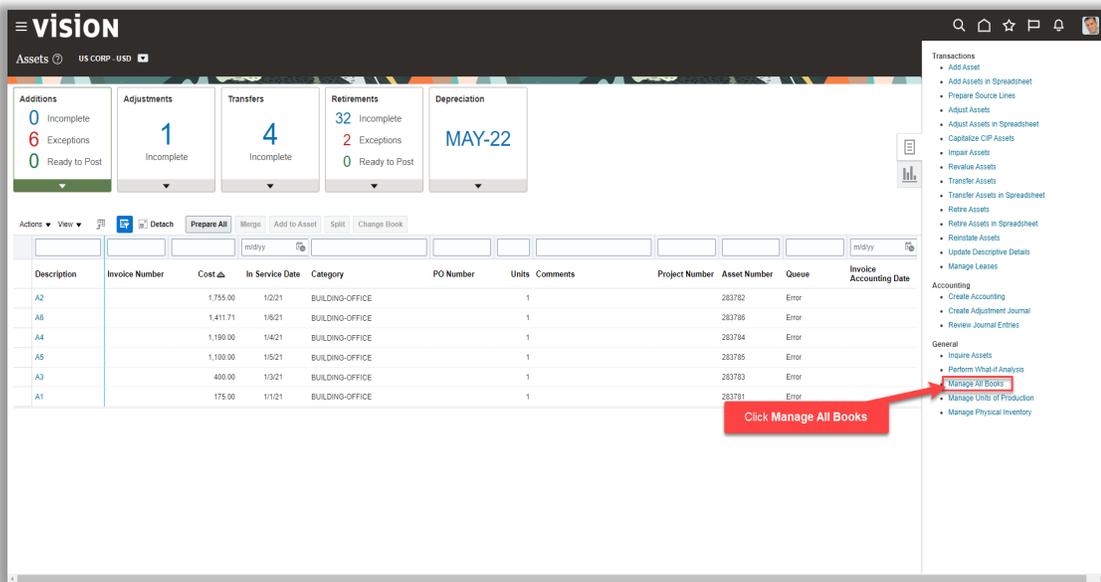
Click Asset to open Asset details



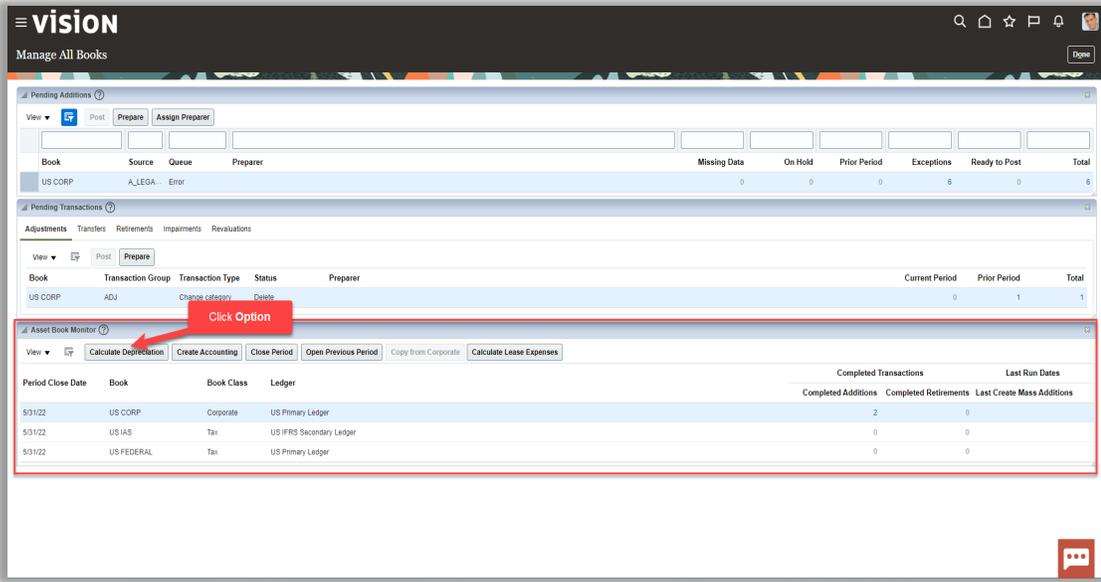
Click Tasks



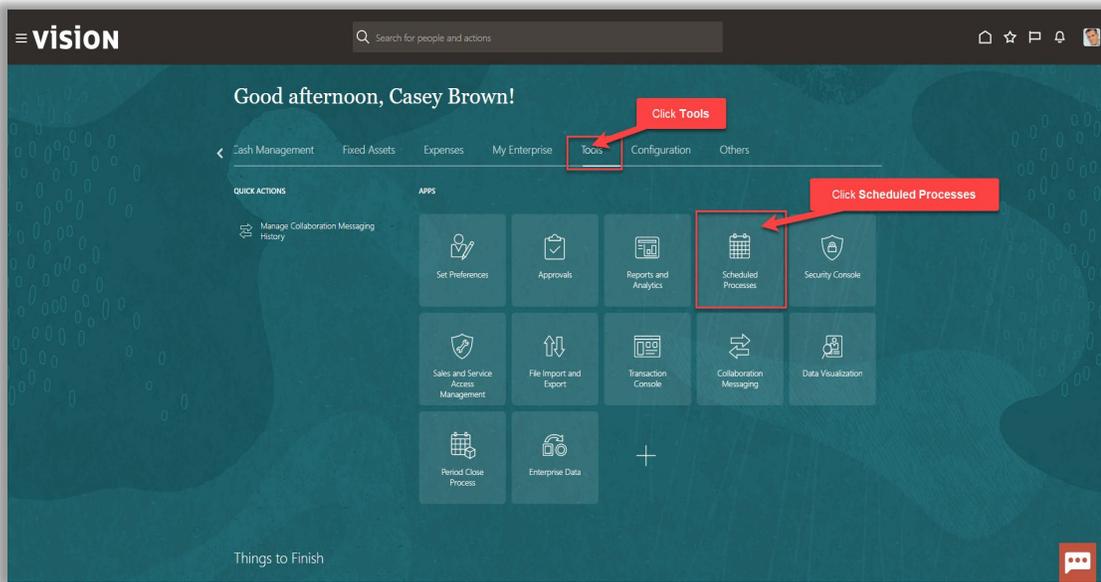
Click Manage All Books



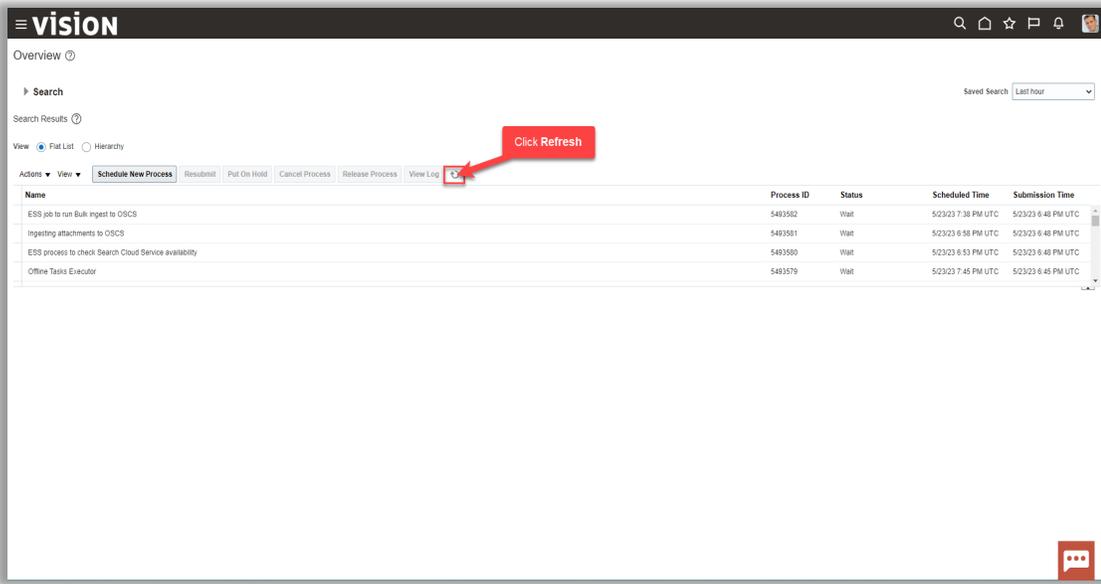
Note: Use the Asset Book Monitor region to review information about each asset book such as the current period. We can also run depreciation and close the asset period. We will use the Asset Book Monitor to calculate depreciation and close the period for the desired book. Click **Option** under **Asset Book Monitor**



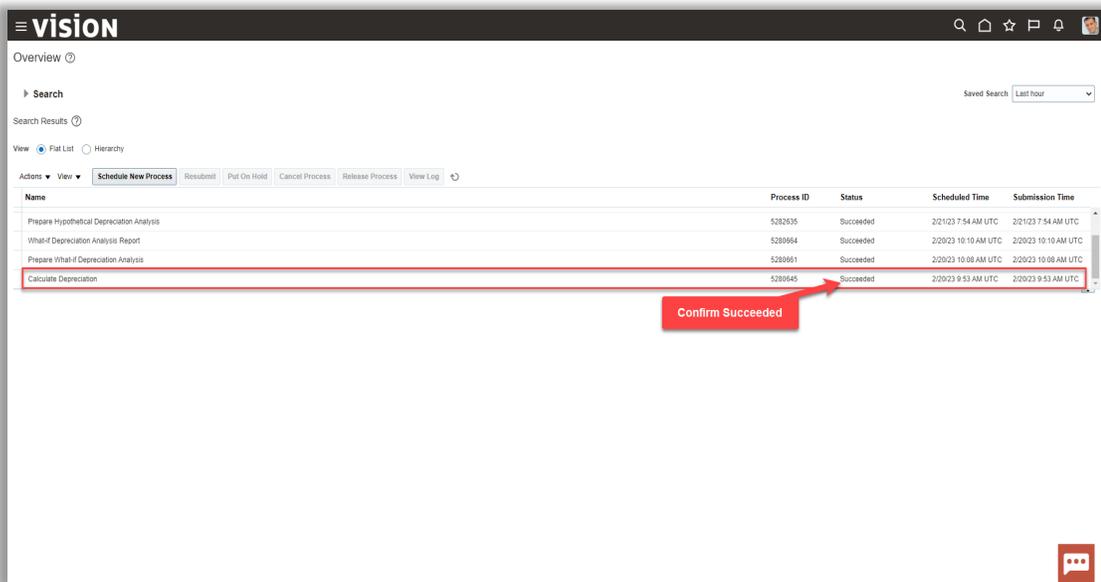
Next, navigate to **Scheduled Processes**. First, click Home  from the Global Header. Under Tools, click **Scheduled Processes**



Click **Refresh**



Lastly, confirm the **Calculate Depreciation** process is **Succeeded**

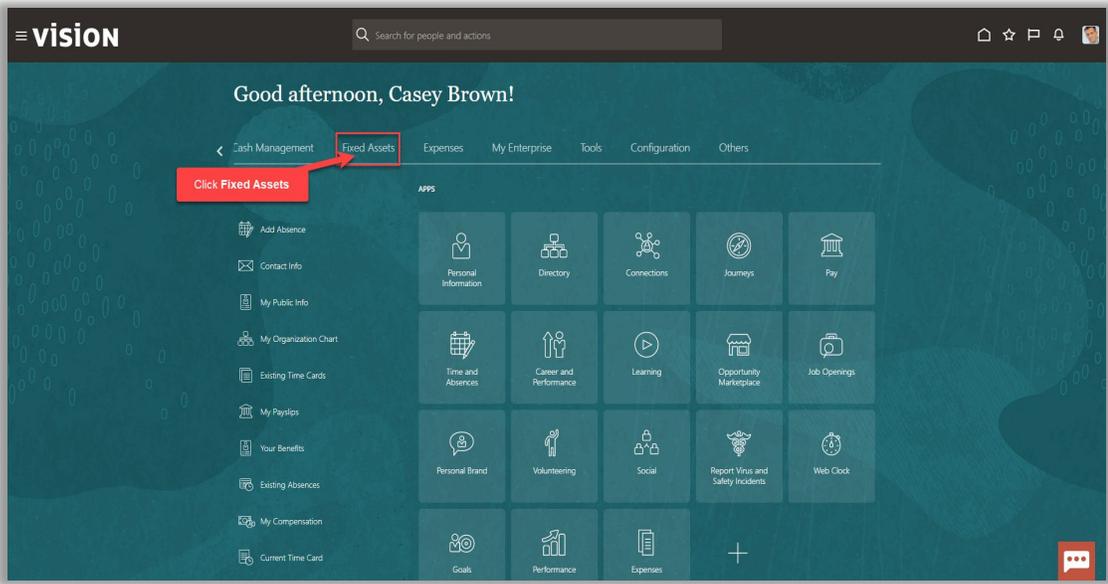


Add Asset In Spreadsheet

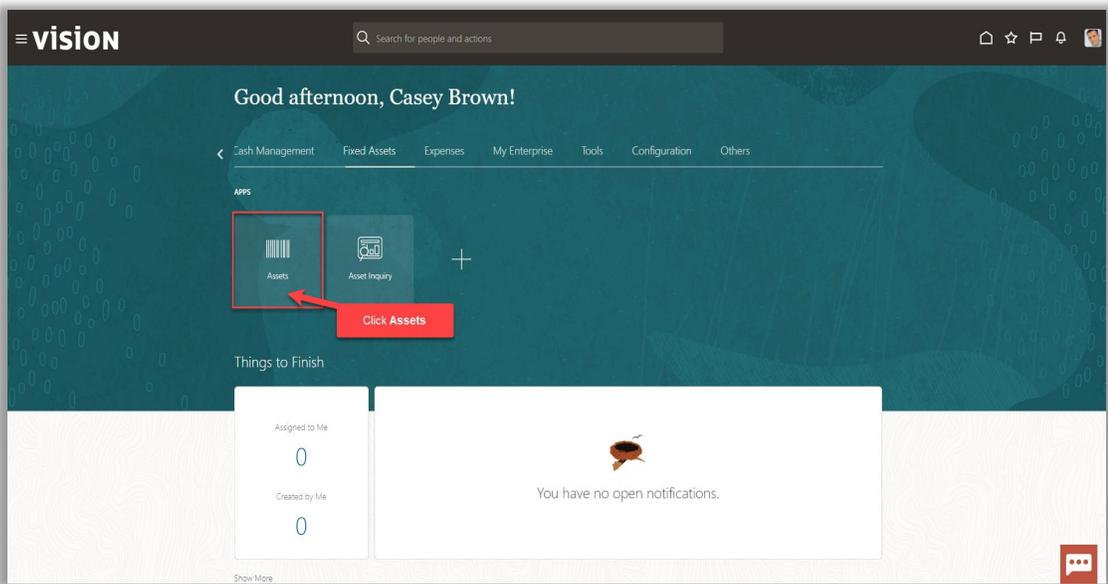
Navigation: Home>Fixed Assets>Assets>Tasks>Add Assets in Spreadsheet>Select Book>Enter Details>Submit

Note: We must download the **Oracle ADF Desktop Integration** for this process.

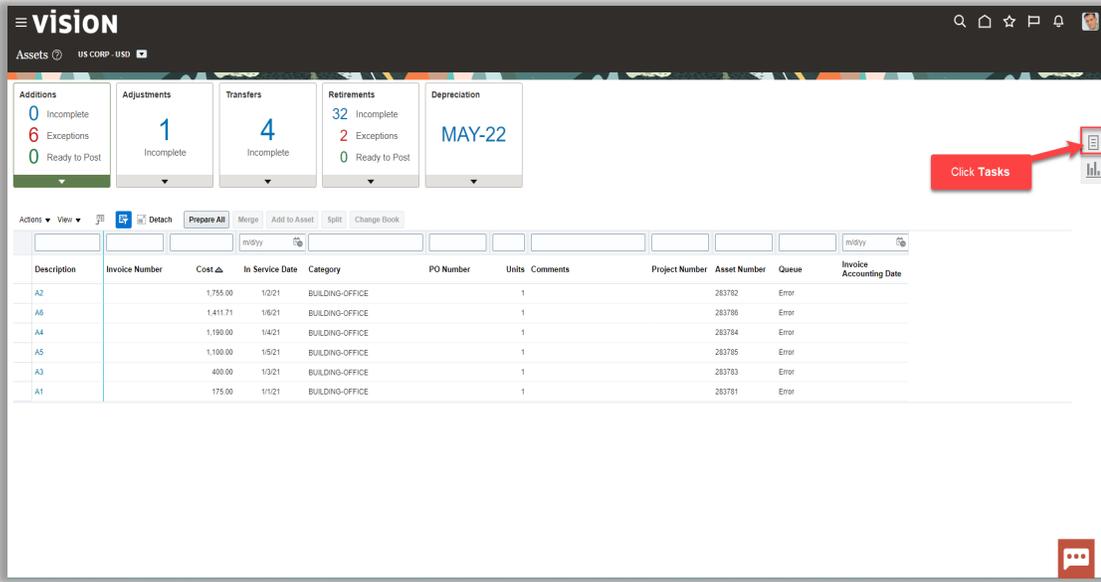
From home screen, click **Fixed Assets**



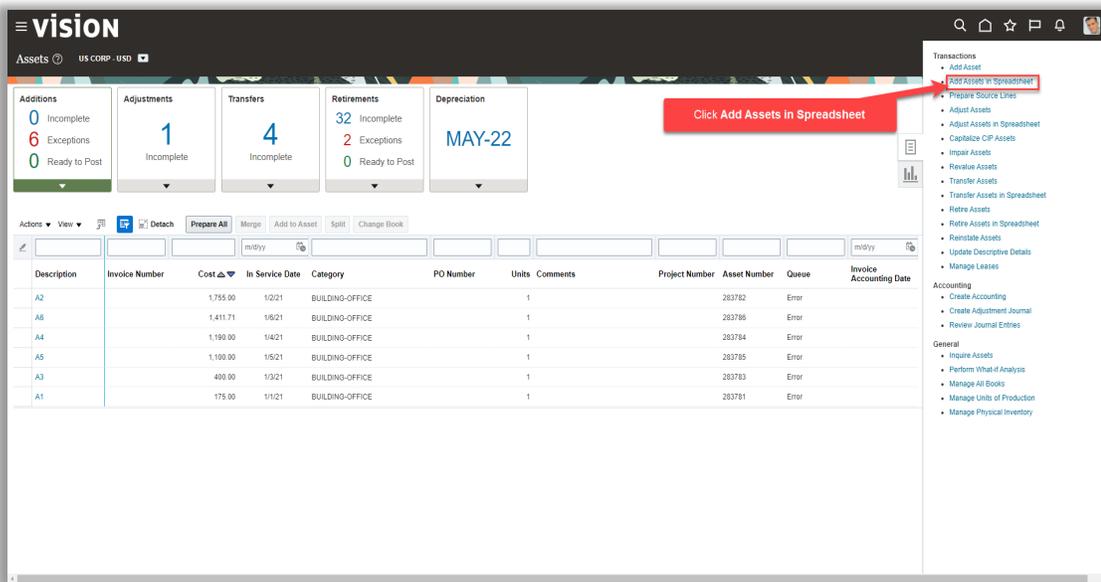
Next, click **Assets**



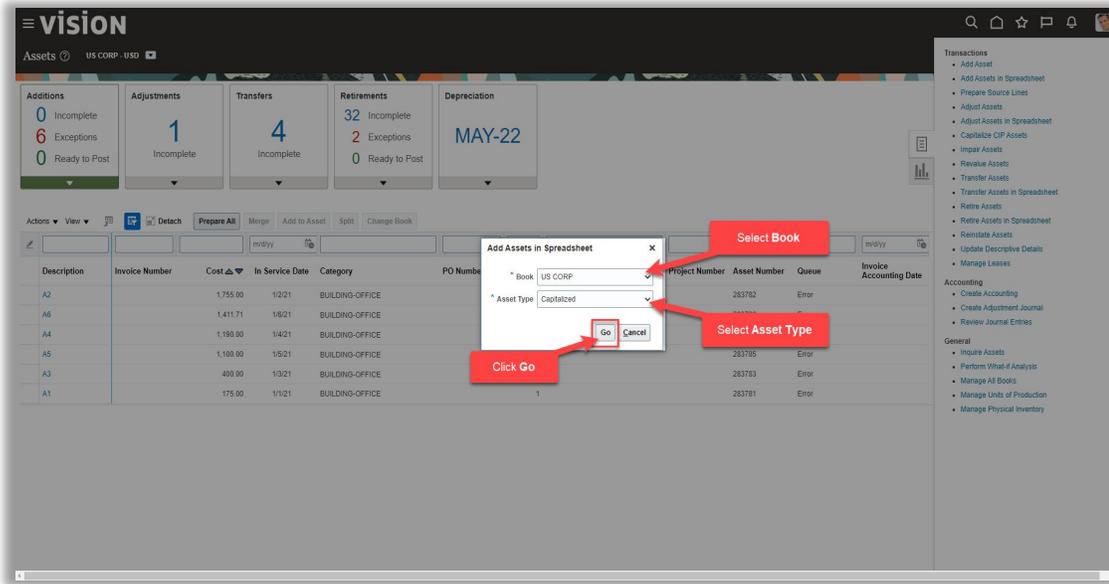
Click **Tasks**



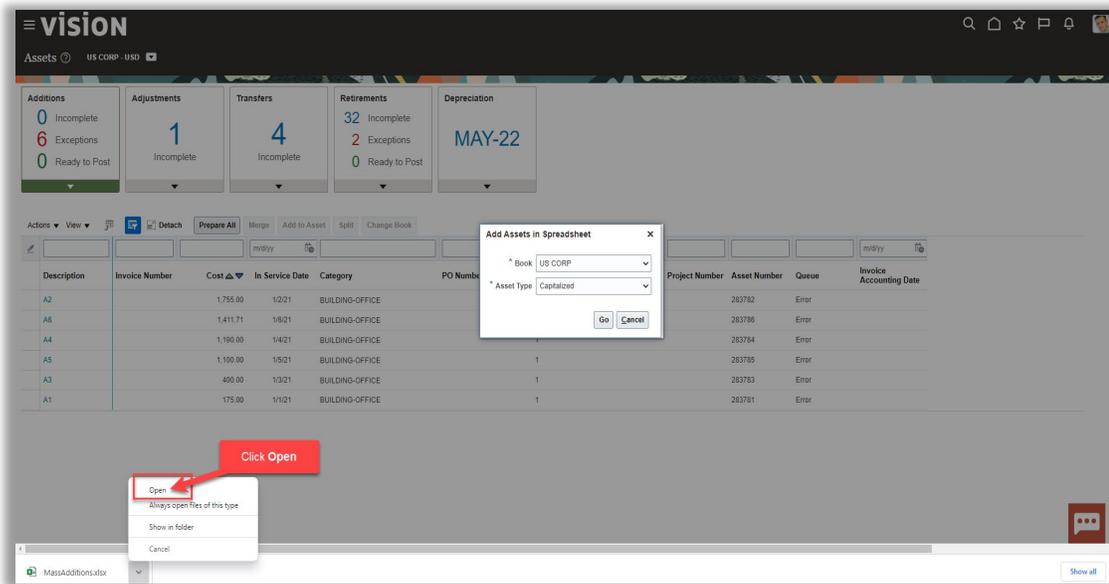
Click Add Assets in Spreadsheet



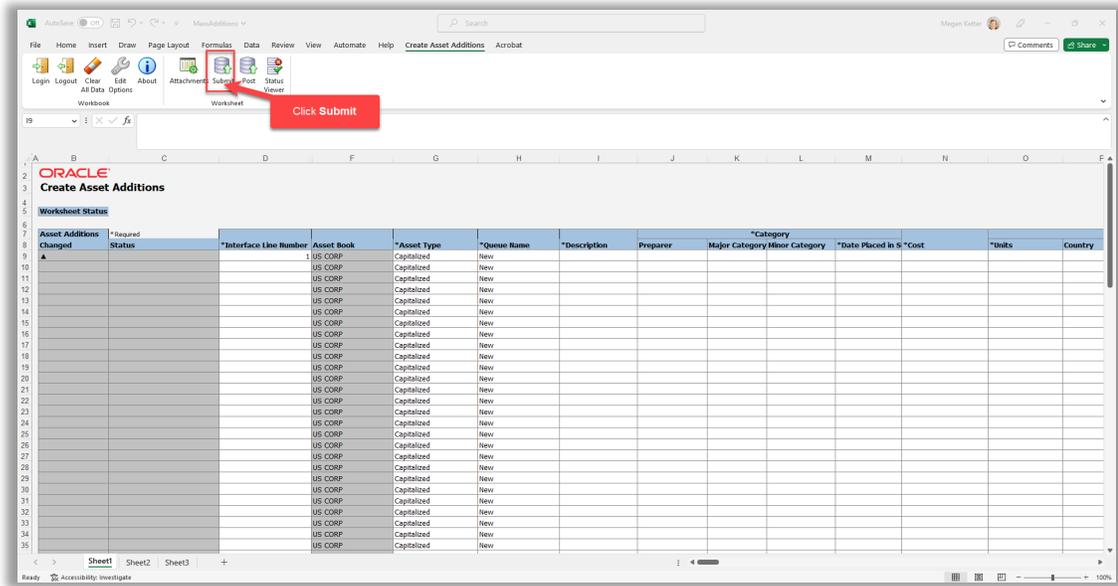
Select the **Book** and **Asset Type**. Click **Go**



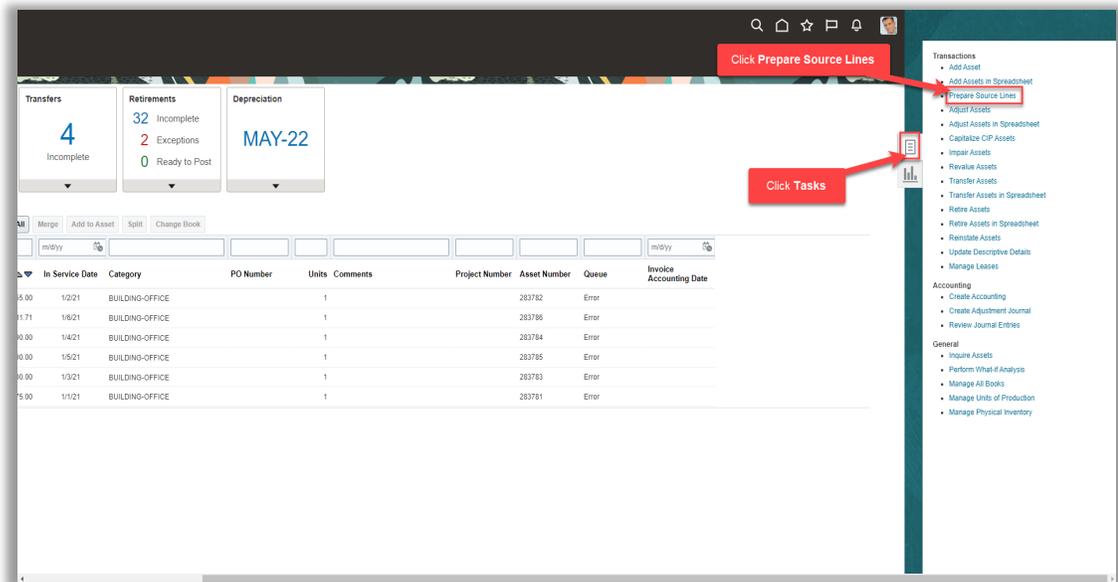
Click **Open** to Open the Spreadsheet



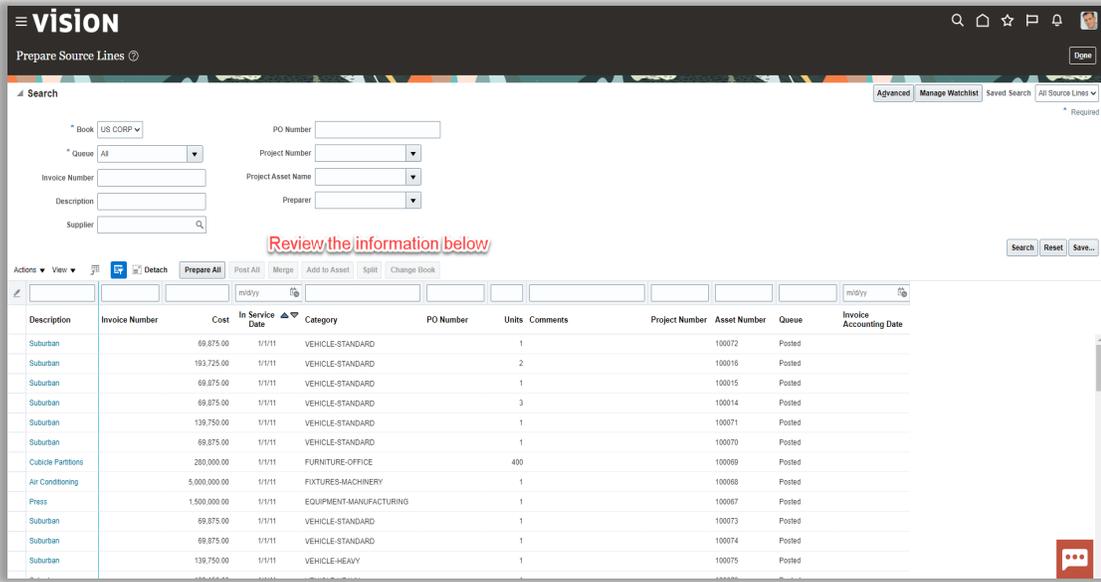
Log into Oracle Cloud



Next, click **Tasks** then **Prepare Source Lines**



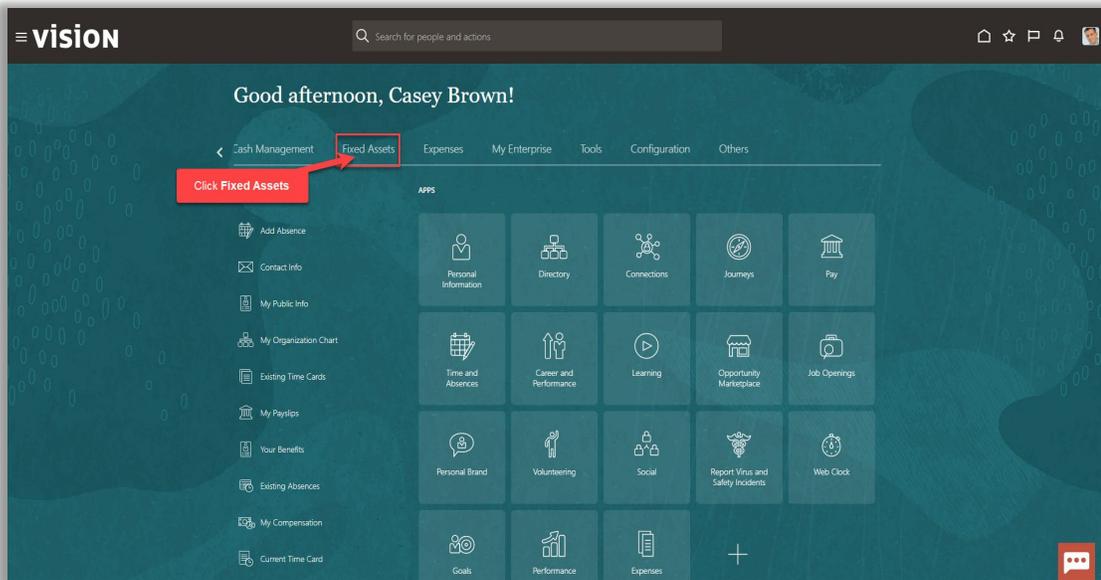
Select the **Book** then **Queue**. Click **Search** to view the new **Source Line** has been created



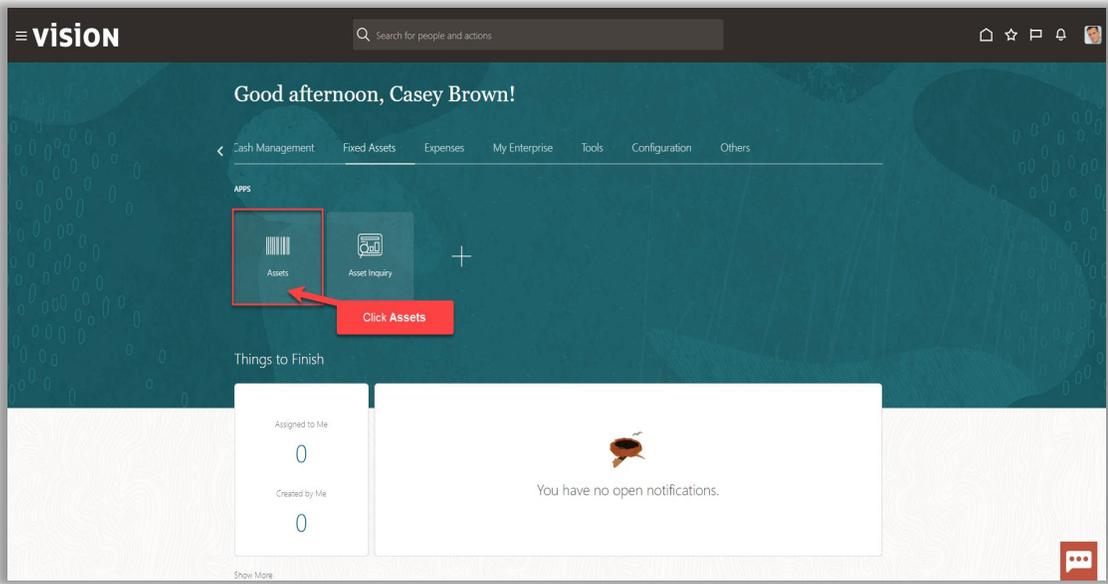
Prepare Source Lines

Navigation: Home>Fixed Assets>Assets>Tasks>Prepare Source Lines>Select Book>Enter Search Criteria>Search>Edit Details>Save and Close

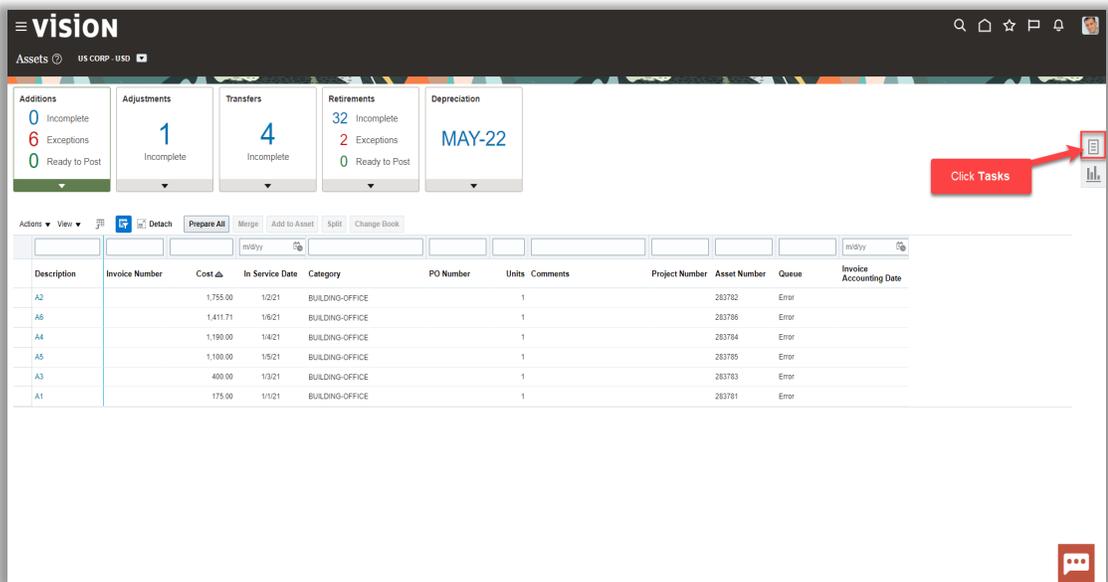
From home screen, click **Fixed Assets**



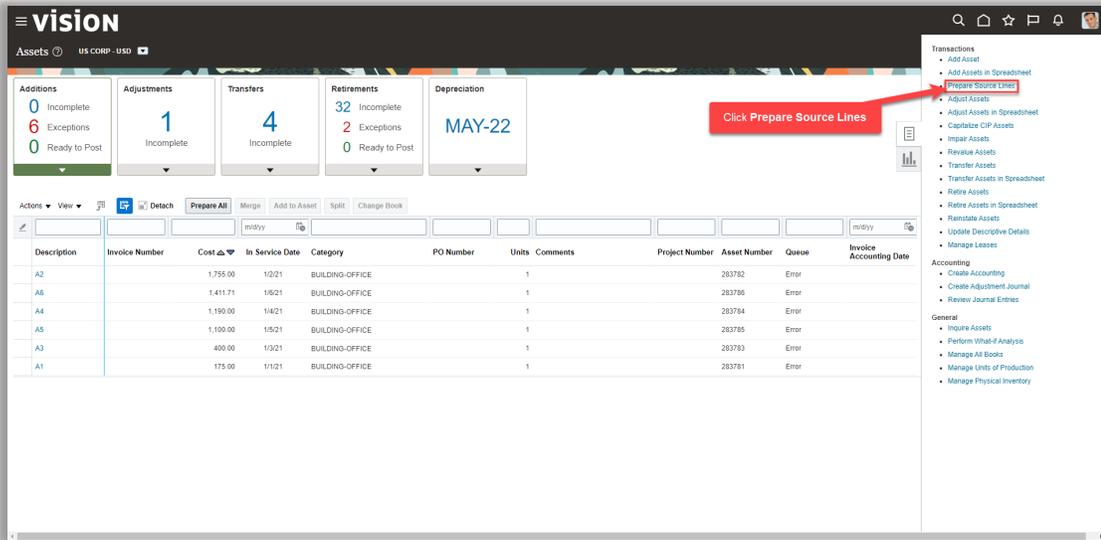
Next, click **Assets**



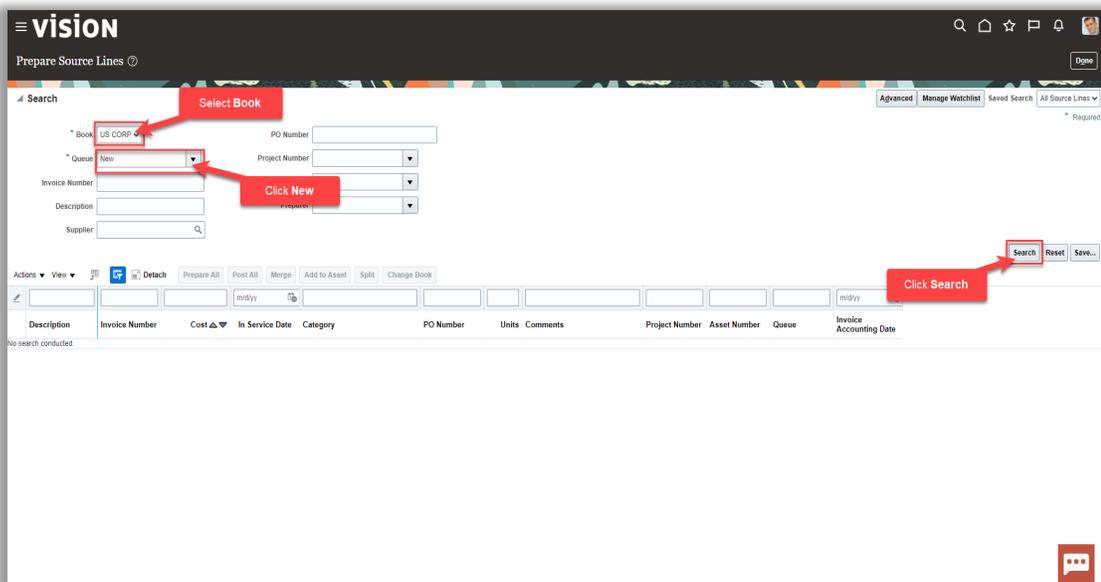
Click Tasks



Click Prepare Source Lines



Select **Book** and for **Queue**, click **New**. Click **Search**



Highlight the row of the Asset, then click **Actions** then **Edit**

VISION
Prepare Source Lines

Search

Actions View Detach Prepare All Post All Merge Add to Asset Split Change Book

Export to Excel

Click Actions

Click Edit

	Number	Cost	In Service Date	Category	PO Number	Units	Comments	Project Number	Asset Number
Merge		6,384.00	9/9/19	COMPUTER-HARDWARE	163671	1			
Add to Asset		6,384.00	9/9/19	COMPUTER-HARDWARE	163671	1			
Undo Add to Asset	94...	6,384.00	9/9/19	COMPUTER-HARDWARE	163671	1			
Prepare All	94...	6,384.00	9/9/19	COMPUTER-HARDWARE	163671	1			
Prepare Additions Automatically	94...	6,384.00	9/9/19	COMPUTER-HARDWARE	163671	1			
Undo Merge	94...	5,472.00	9/9/19	COMPUTER-HARDWARE	163671	1			
Split		1,755.00	1/2/21	BUILDING-OFFICE		1			283782
Undo Split		1,411.71	1/6/21	BUILDING-OFFICE		1			283786
View Invoice		1,190.00	1/4/21	BUILDING-OFFICE		1			283784
Change Book		1,100.00	1/5/21	BUILDING-OFFICE		1			283785
Expense Software	ERS-51341-294...	921.00	9/9/19	COMPUTER-HARDWARE	163667	1			
Contractor Expense	ERS-51328-294...	912.00	9/9/19	COMPUTER-HARDWARE	163671	1			
Expense Software	ERS-51341-294...	690.00	9/9/19	COMPUTER-HARDWARE	163667	1			
Expense Software	ERS-51341-294...	460.00	9/9/19	COMPUTER-HARDWARE	163667	1			
Expense Software	ERS-51341-294...	460.00	9/9/19	COMPUTER-HARDWARE	163667	1			
Expense Software	ERS-51341-294...	422.00	9/9/19	COMPUTER-HARDWARE	163667	1			
A3		400.00	1/3/21	BUILDING-OFFICE		1			283783
Expense Software	ERS-51341-294...	345.00	9/9/19	COMPUTER-HARDWARE	163667	1			
Expense Software	ERS-51341-294...	307.00	9/9/19	COMPUTER-HARDWARE	163667	1			

Edit the applicable information

Edit Source Line
Currency: USD

Save and Close Cancel

Update the applicable information

Exception

* Queue: Error

Asset Number: []

* Description: Contractor Expense

* Cost: 6,384.00

* In Service Date: 9/9/19

Preparer: []

* Asset Type: Expensed

Category: COMPUTER-HARDWARE

Book: US CORP

Fiscal Year: 2022

Open Period: MAY-22

Capitalization threshold evaluated

ERS-51328-294378: Descriptive Details

Tag Number: []

Serial Number: []

Parent Asset Number: []

Manufacturer: []

Model: []

Commitment: []

Investment Law: []

Property Type: Personal

Property Class: []

Ownership: Owned

Bought: New

Intangible

In physical inventory

Attachments: None

Asset Key: []

Regional Information: []

ERS-51328-294378: Assignments

View: [] Distribution Set: []

* Units	Employee Name	Employee Number	* Depreciation Expense Account	* Location
1	[]	[]	101.10.68160.000.000.000	USA-CALIFORNIA-LOS ANGELES
Total 1				

ERS-51328-294378: Financial Details

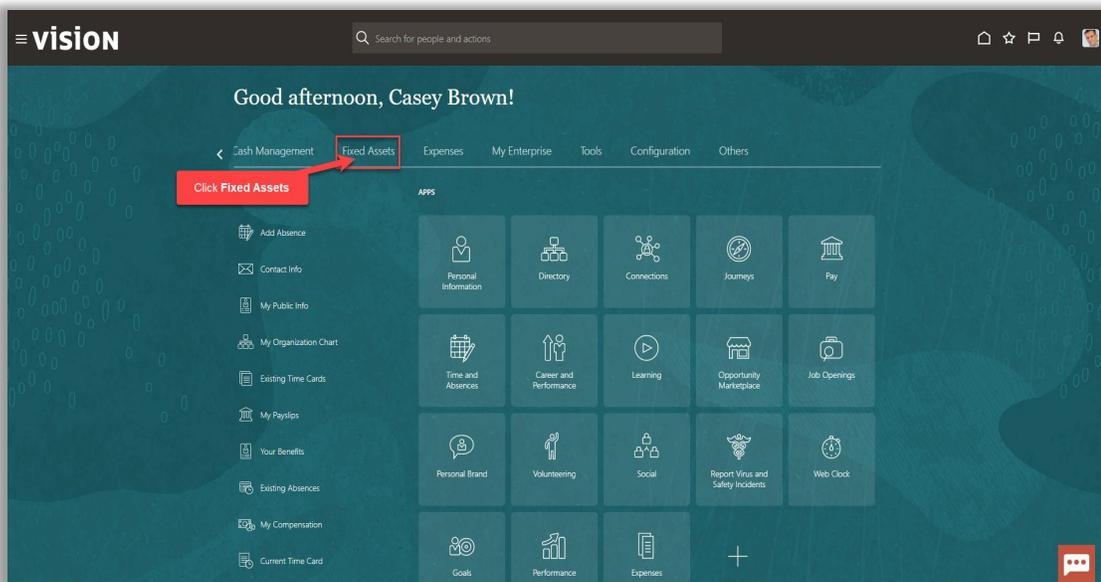
General Advanced Rules Revaluation Source Information Regional Information

Once complete, click Save and Close

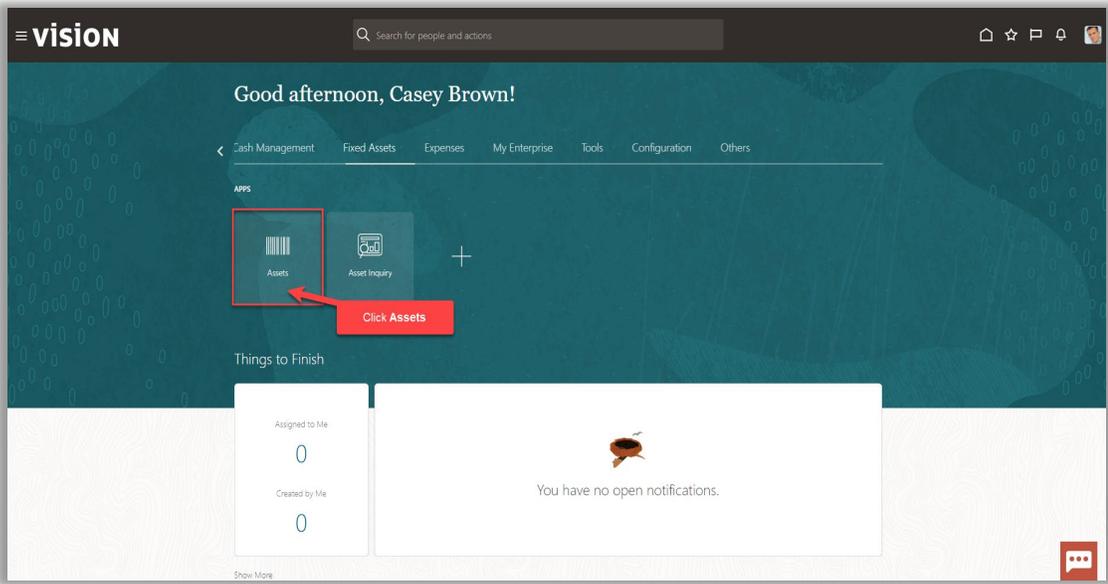
Prepare Mass Additions

Navigation: Home>Fixed Assets>Assets>Tasks>Prepare Source Lines>Select Book>Enter Search Criteria>Search>Edit Details>Save and Close

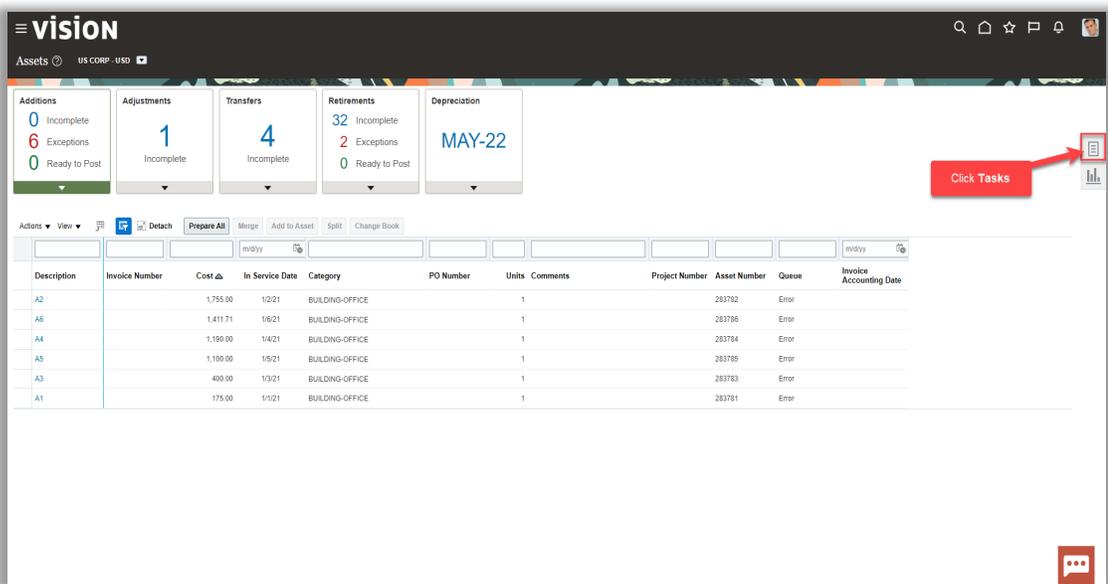
From home screen, click **Fixed Assets**



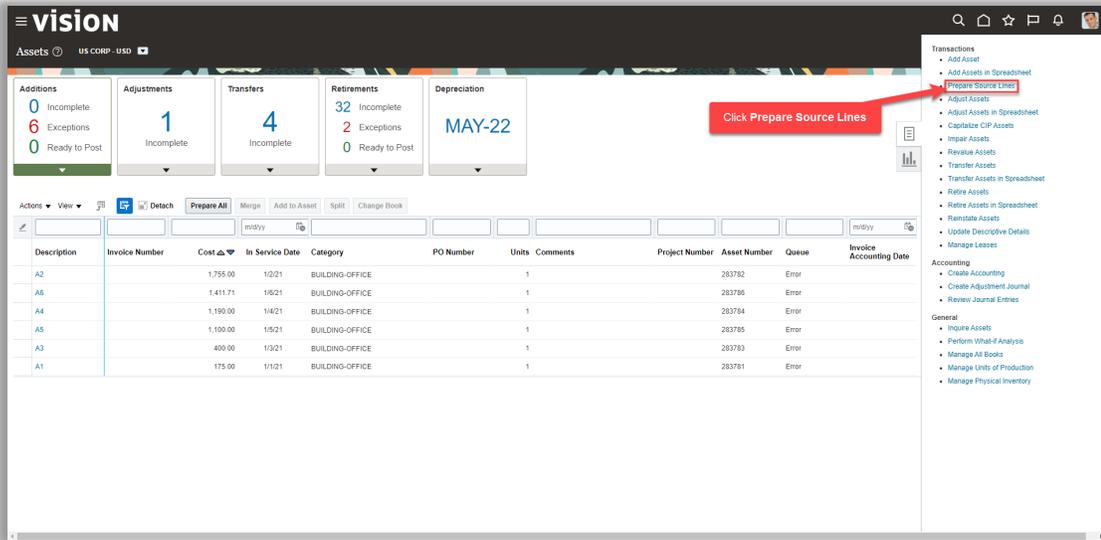
Next, click **Assets**



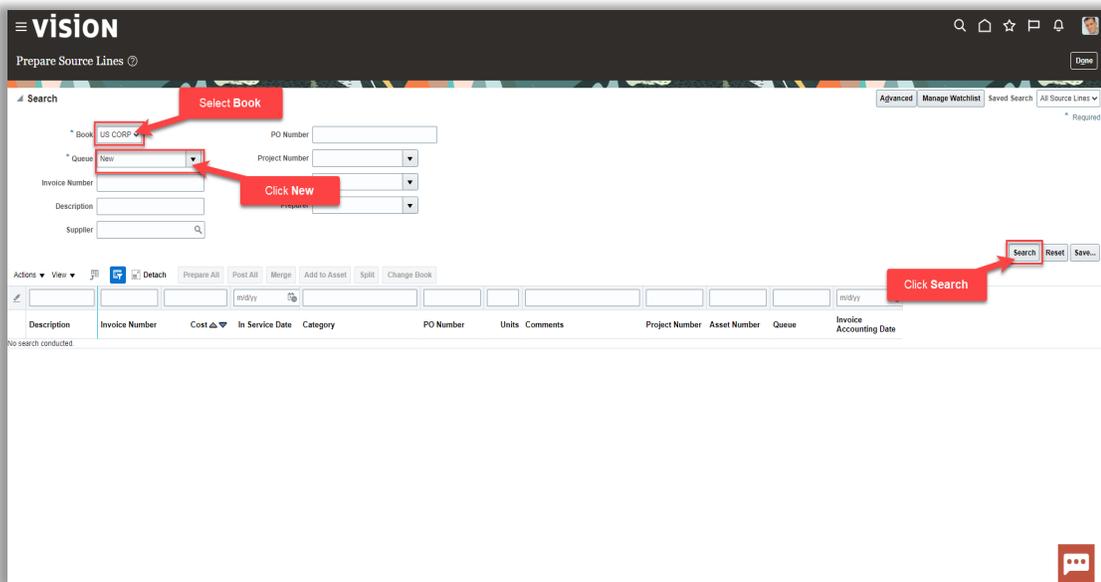
Click Tasks



Click Prepare Source Lines



Select **Book** and for **Queue**, click **New**. Click **Search**



Highlight the row of the Asset, then click **Actions** then **Edit**

VISION
Prepare Source Lines

Search

Actions View Detach Prepare All Post All Merge Add to Asset Split Change Book

Export to Excel

Click Actions

Click Edit

	Number	Cost	In Service Date	Category	PO Number	Units	Comments	Project Number	Asset Number
Merge		6,384.00	9/9/19	COMPUTER-HARDWARE	163671	1			
Add to Asset		6,384.00	9/9/19	COMPUTER-HARDWARE	163671	1			
Undo Add to Asset	94...	6,384.00	9/9/19	COMPUTER-HARDWARE	163671	1			
Prepare All	94...	6,384.00	9/9/19	COMPUTER-HARDWARE	163671	1			
Prepare Additions Automatically	94...	6,384.00	9/9/19	COMPUTER-HARDWARE	163671	1			
Undo Merge	94...	5,472.00	9/9/19	COMPUTER-HARDWARE	163671	1			
Split		1,755.00	1/2/21	BUILDING-OFFICE		1			283782
Undo Split		1,411.71	1/6/21	BUILDING-OFFICE		1			283786
View Invoice		1,190.00	1/4/21	BUILDING-OFFICE		1			283784
Change Book		1,100.00	1/5/21	BUILDING-OFFICE		1			283785
Expense Software	ERS-51341-294...	921.00	9/9/19	COMPUTER-HARDWARE	163667	1			
Contractor Expense	ERS-51328-294...	912.00	9/9/19	COMPUTER-HARDWARE	163671	1			
Expense Software	ERS-51341-294...	690.00	9/9/19	COMPUTER-HARDWARE	163667	1			
Expense Software	ERS-51341-294...	460.00	9/9/19	COMPUTER-HARDWARE	163667	1			
Expense Software	ERS-51341-294...	460.00	9/9/19	COMPUTER-HARDWARE	163667	1			
Expense Software	ERS-51341-294...	422.00	9/9/19	COMPUTER-HARDWARE	163667	1			
A3		400.00	1/3/21	BUILDING-OFFICE		1			283783
Expense Software	ERS-51341-294...	345.00	9/9/19	COMPUTER-HARDWARE	163667	1			
Expense Software	ERS-51341-294...	307.00	9/9/19	COMPUTER-HARDWARE	163667	1			

Edit the applicable information

Edit Source Line
Currency: USD

Save and Close Cancel

Update the applicable information

Exception

* Queue: Error

Asset Number: []

* Description: Contractor Expense

* Cost: 6,384.00

* In Service Date: 9/9/19

Preparer: []

* Asset Type: Expensed

Category: COMPUTER-HARDWARE

Book: US CORP

Fiscal Year: 2022

Open Period: MAY-22

Capitalization threshold evaluated

ERS-51328-294378: Descriptive Details

Tag Number: []

Serial Number: []

Parent Asset Number: []

Manufacturer: []

Model: []

Commitment: []

Investment Law: []

Property Type: Personal

Property Class: []

Ownership: Owned

Bought: New

Intangible

In physical inventory

Attachments: None

Asset Key: []

Regional Information: []

ERS-51328-294378: Assignments

View: [] Distribution Set: []

* Units	Employee Name	Employee Number	* Depreciation Expense Account	* Location
1	[]	[]	101.10.68160.000.000.000	USA-CALIFORNIA-LOS ANGELES
Total 1				

ERS-51328-294378: Financial Details

General Advanced Rules Revaluation Source Information Regional Information

Once complete, click Save and Close

Edit Source Line
Currency: USD

ERS-51328-294378

Exception

* Queue: Error

Asset Number: []

* Description: Contractor Expense

* Cost: 6,384.00

* In Service Date: 9/9/19

Preparer: []

* Asset Type: Expensed

Category: COMPUTER-HARDWARE

Book: US CORP

Fiscal Year: 2022

Open Period: MAY-22

Capitalization threshold evaluated: [x]

ERS-51328-294378: Descriptive Details

Tap Number: []

Serial Number: []

Parent Asset Number: []

Manufacturer: []

Model: []

Commitment: []

Investment Law: []

Property Type: Personal

Property Class: []

Ownership: Owned

Bought: New

Intangible

In physical inventory

Attachments: None

Asset Key: []

Regional Information: []

ERS-51328-294378: Assignments

Units	Employee Name	Employee Number	Depreciation Expense Account	Location
1			101.10.00100.000.000.000	USA-CALIFORNIA-LOS ANGELES
Total	1			

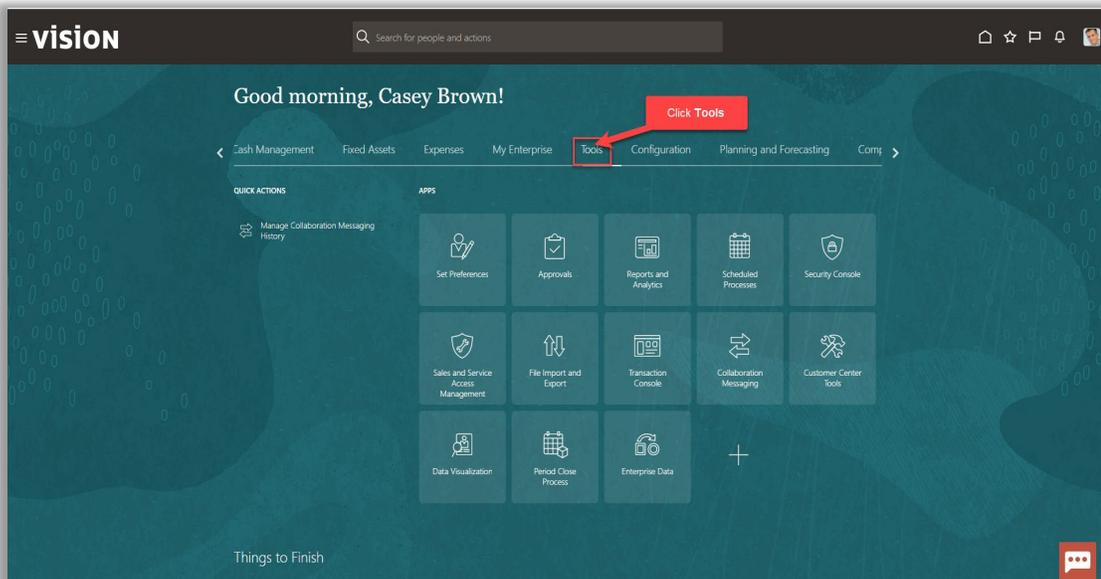
ERS-51328-294378: Financial Details

General | Advanced Rules | Revaluation | Source Information | Regional Information

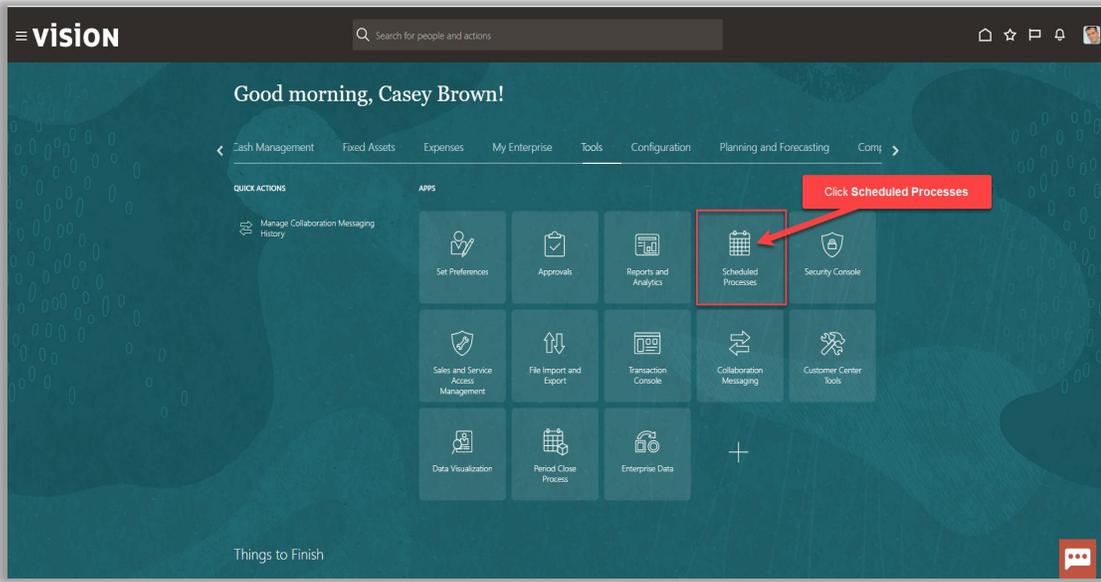
Post Mass Additions

Navigation: Home>Fixed Assets>Assets>Additions>Click Ready to Post>Post All or Home>Tools>Scheduled Processes>Schedule New Process>Post Mass Additions>Select Book>Submit>Continue>OK>Check Status has Succeeded

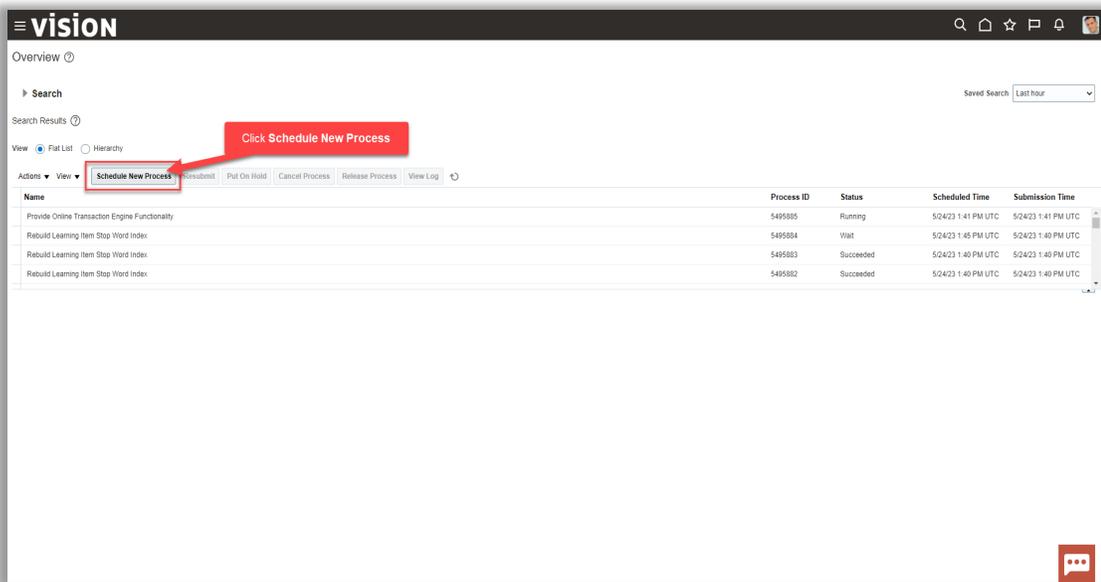
From home screen, click **Tools**



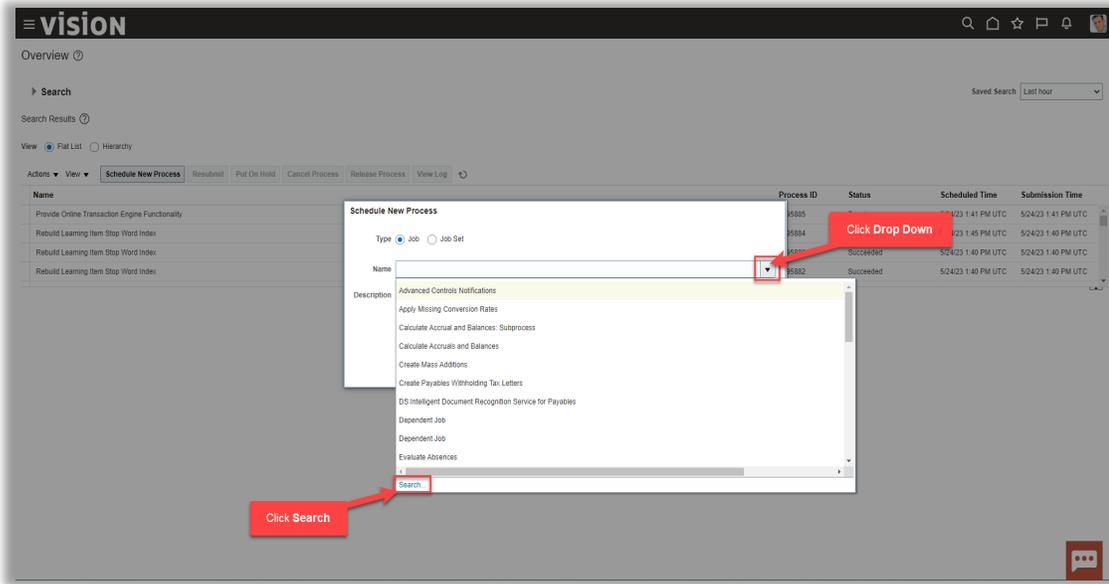
Next, click **Scheduled Processes**



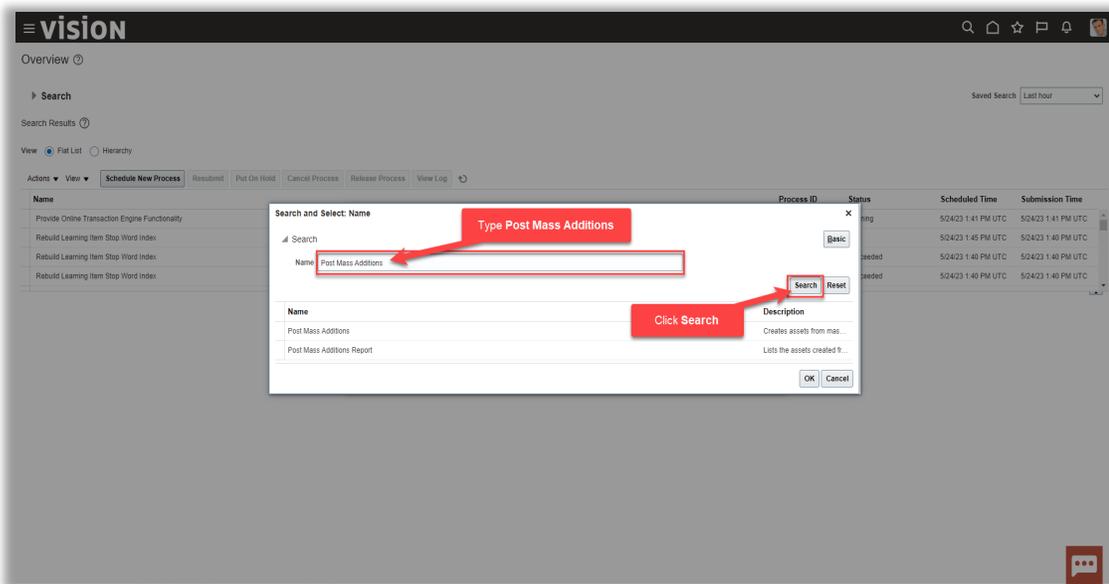
Click Schedule New Process



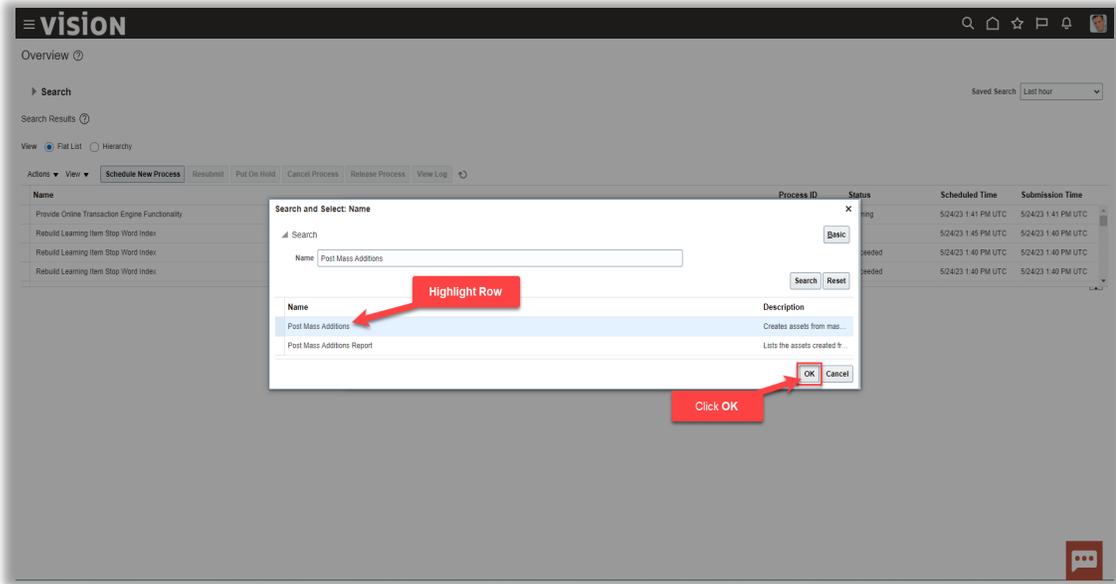
From the drop down, click Search



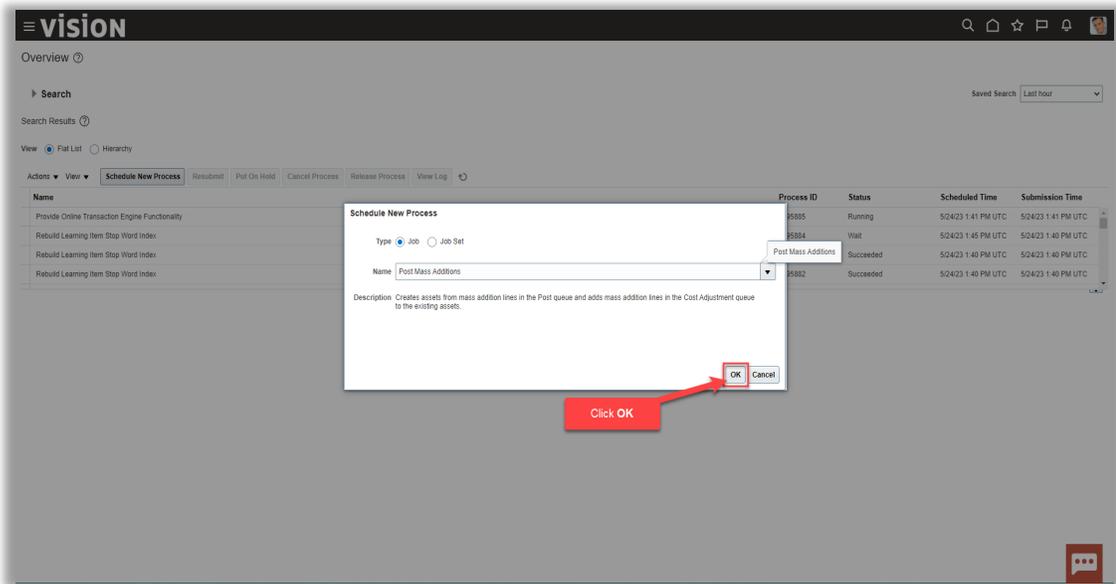
Type Post Mass Additions and click Search



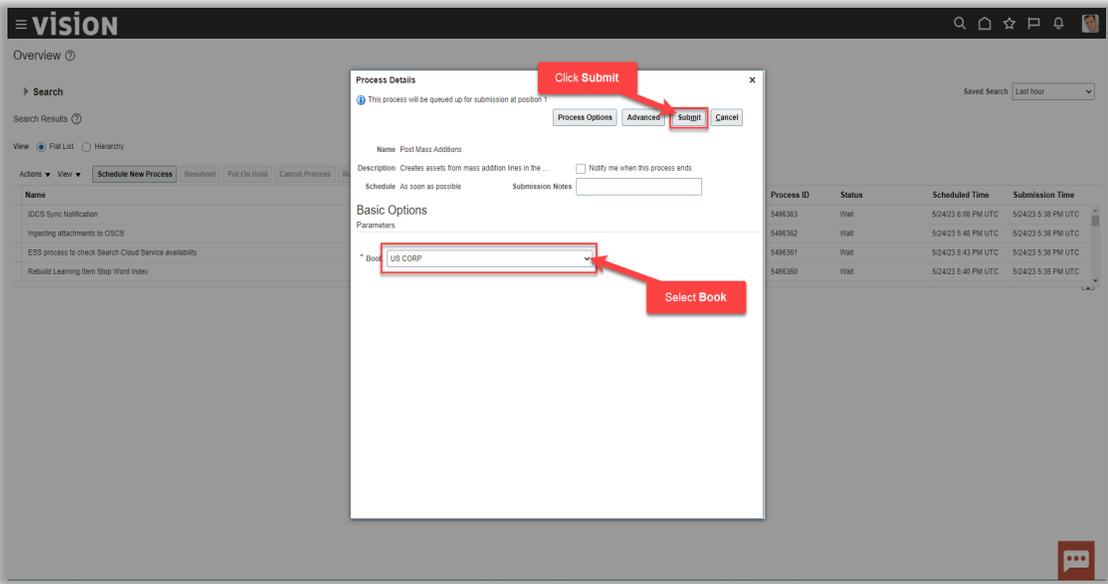
Highlight the row and click OK



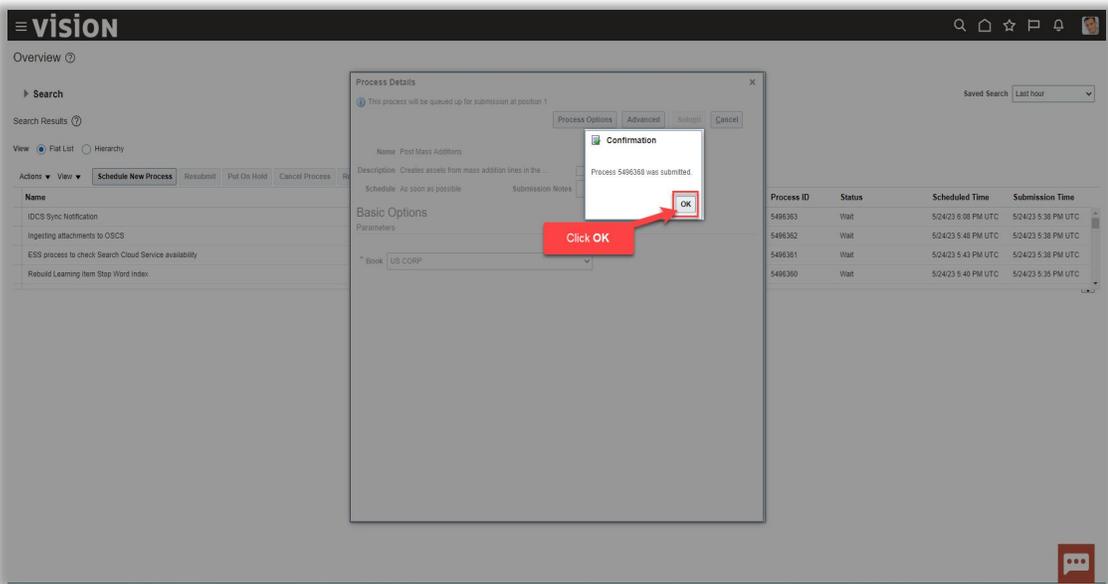
Click OK



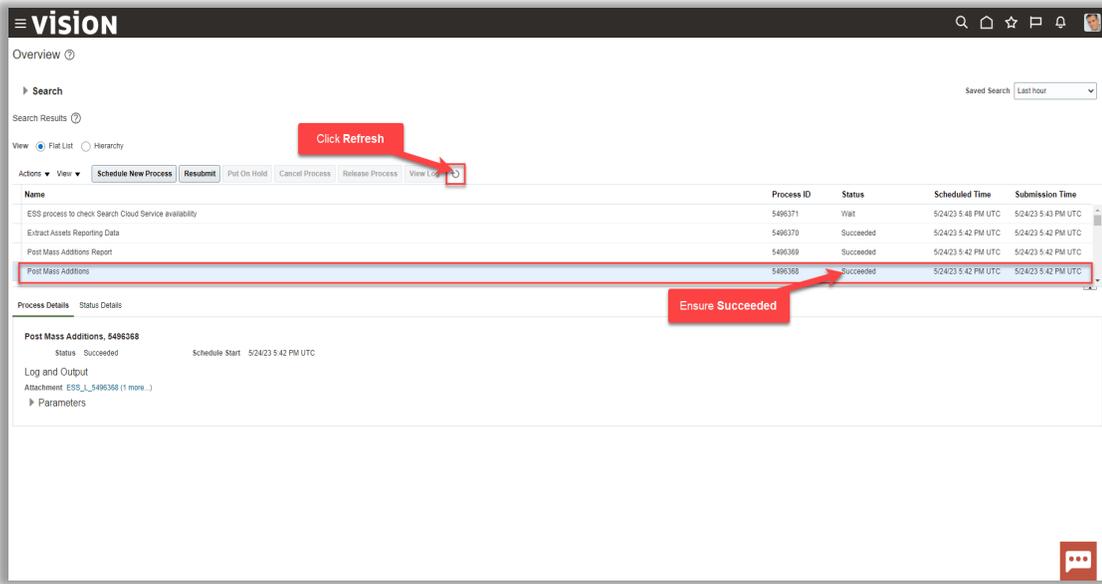
Select the **Book** and click **Submit**



Click OK



Click Refresh until process is Succeeded

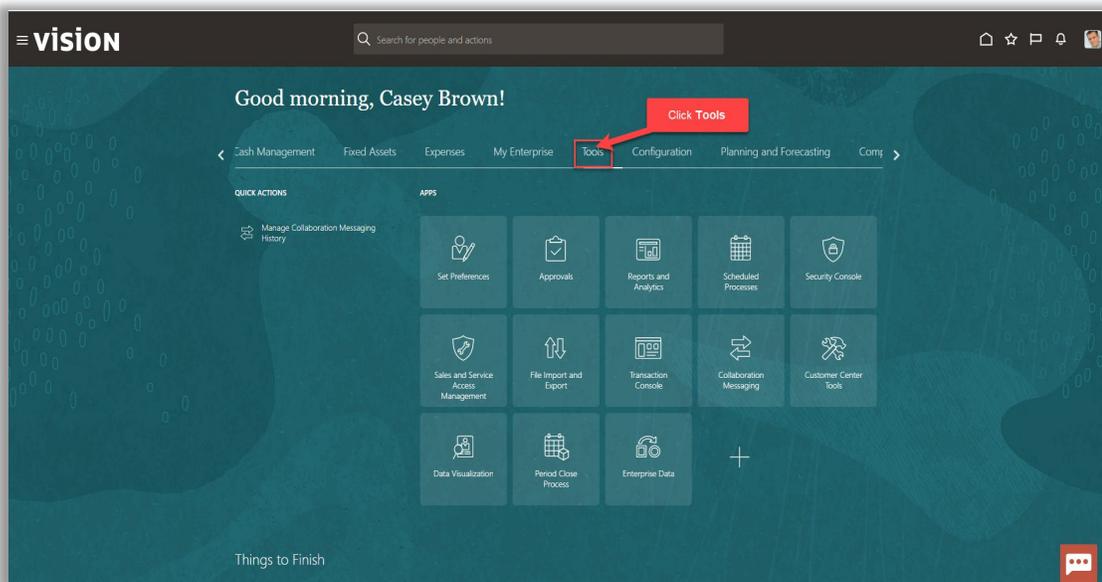


Delete Mass Additions

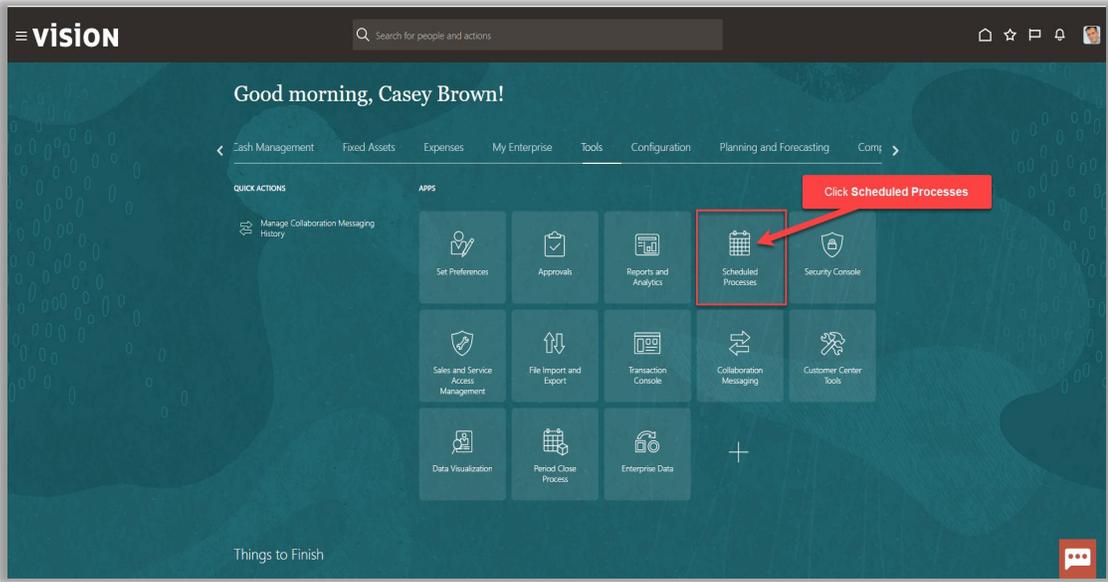
Navigation: Home>Fixed Assets>Assets>Additions>Click Ready to Post>Post All or Home>Tools>Scheduled Processes>Schedule New Process>Post Mass Additions>Select Book>Submit>Continue>OK>Check Status has Succeeded

Note: This will remove any items in the Delete queue in Mass Additions. Once mass additions have been updated to Posted status, they will need the queue updated to Delete in order to be deleted.

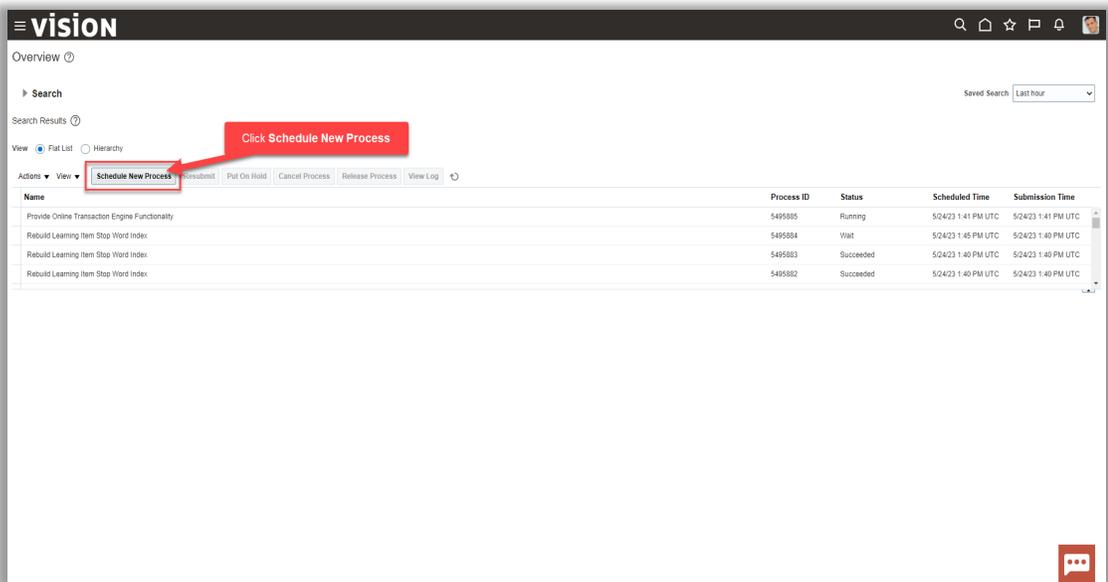
From home screen, click **Tools**



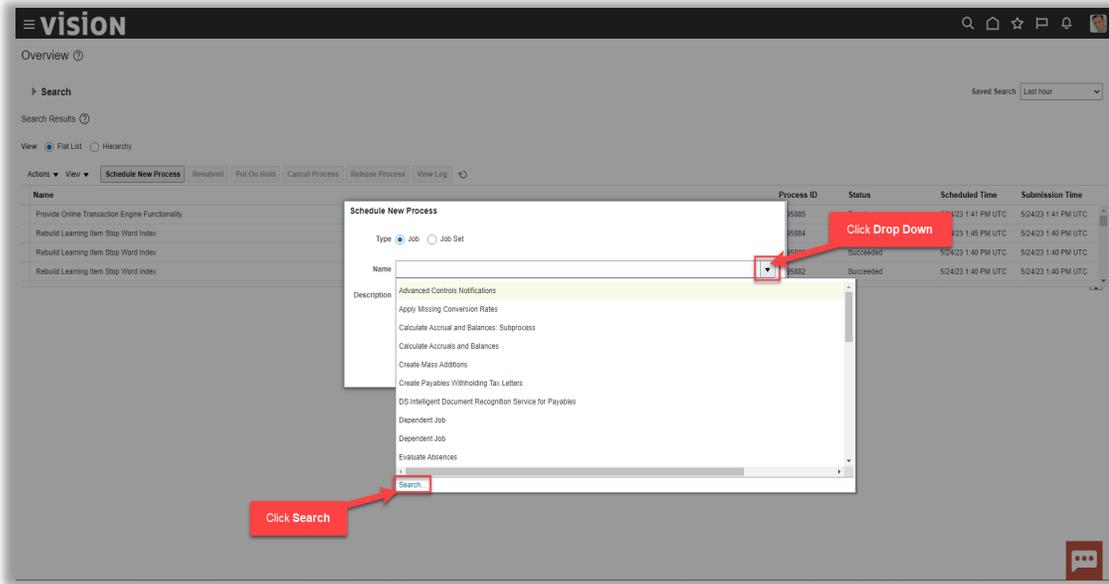
Next, click **Scheduled Processes**



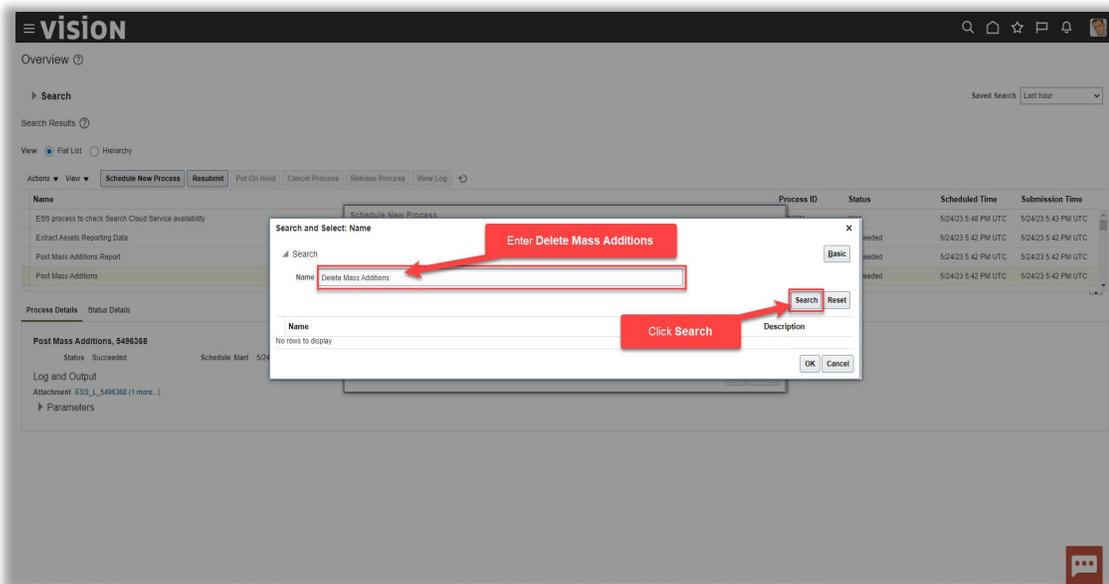
Click Schedule New Process



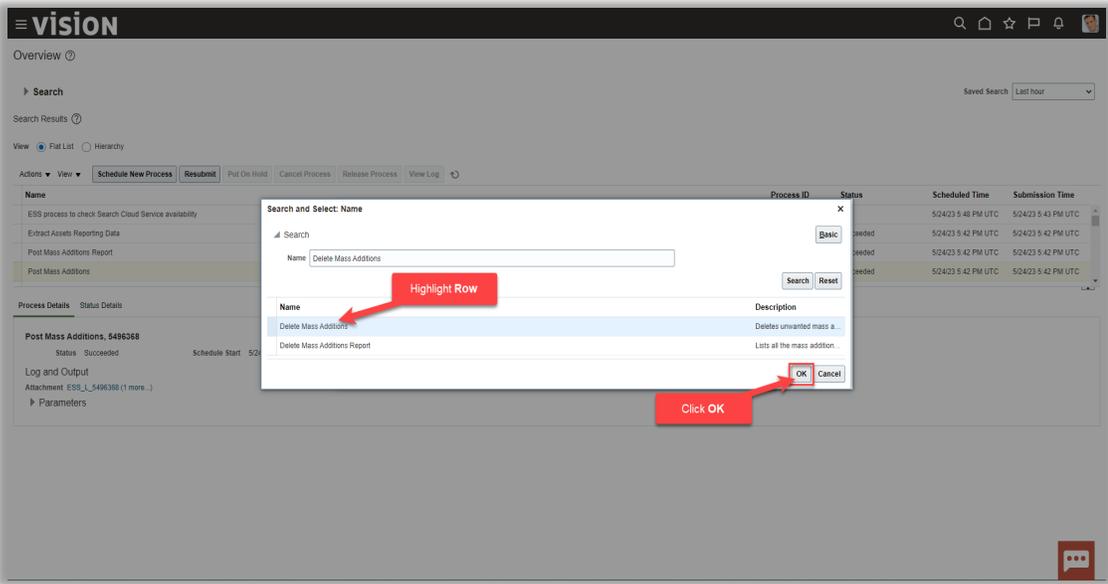
From the drop down, click Search



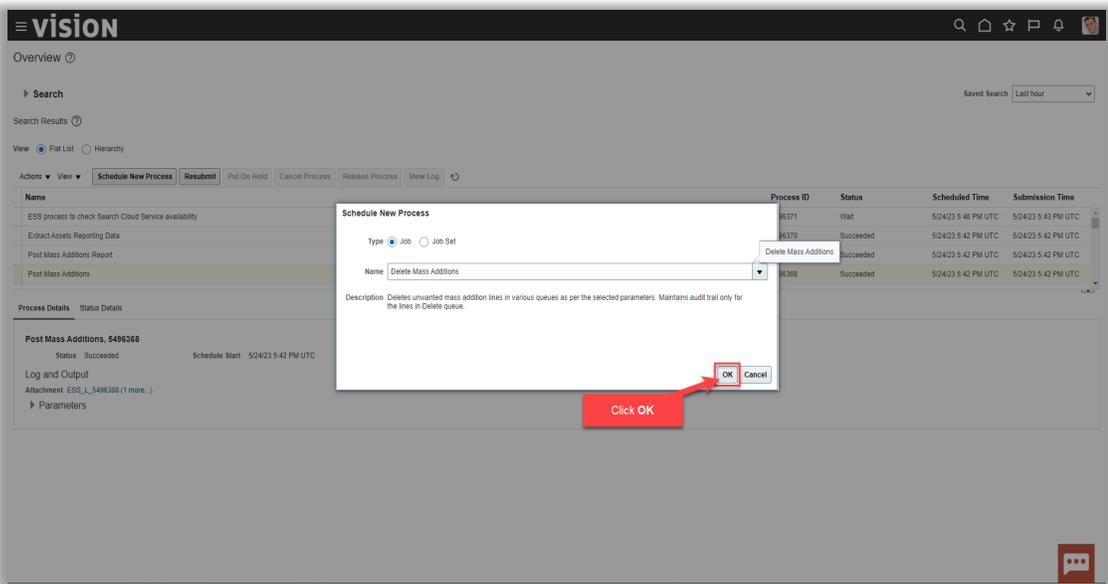
Type Delete Mass Additions and click Search



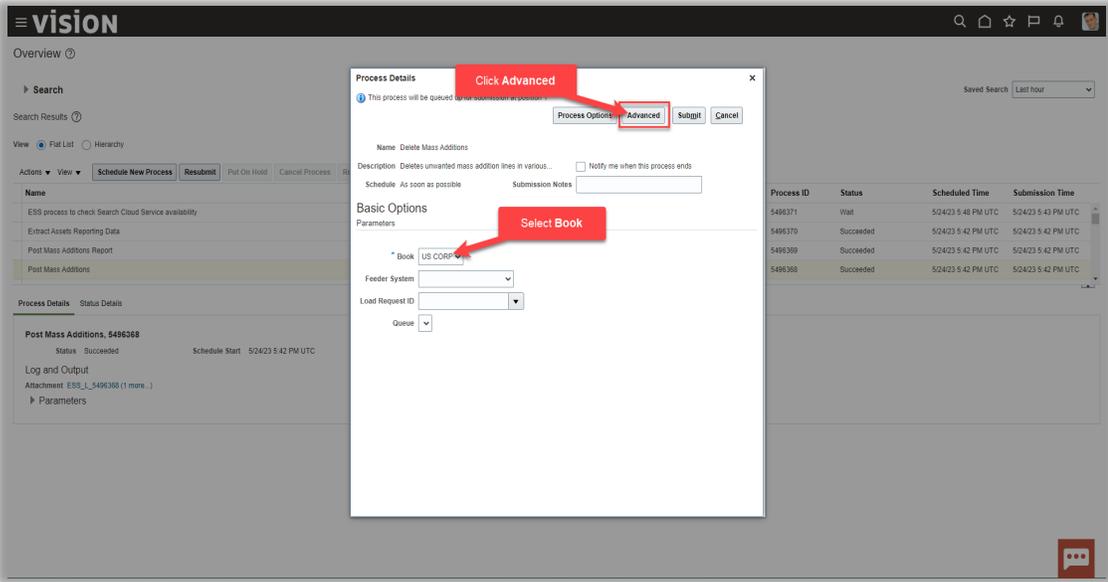
Highlight the row and click OK



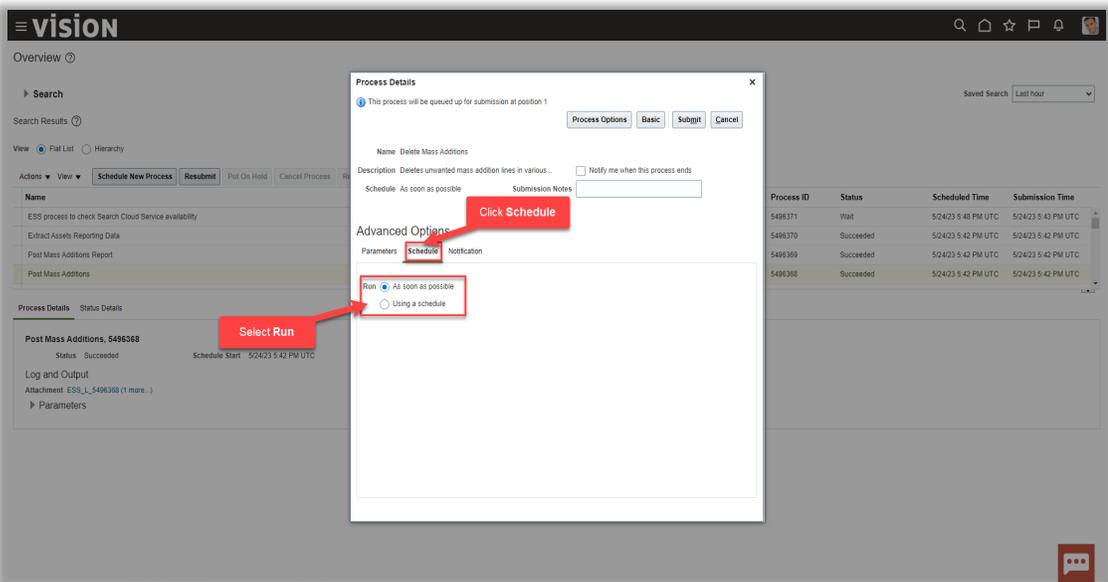
Click OK



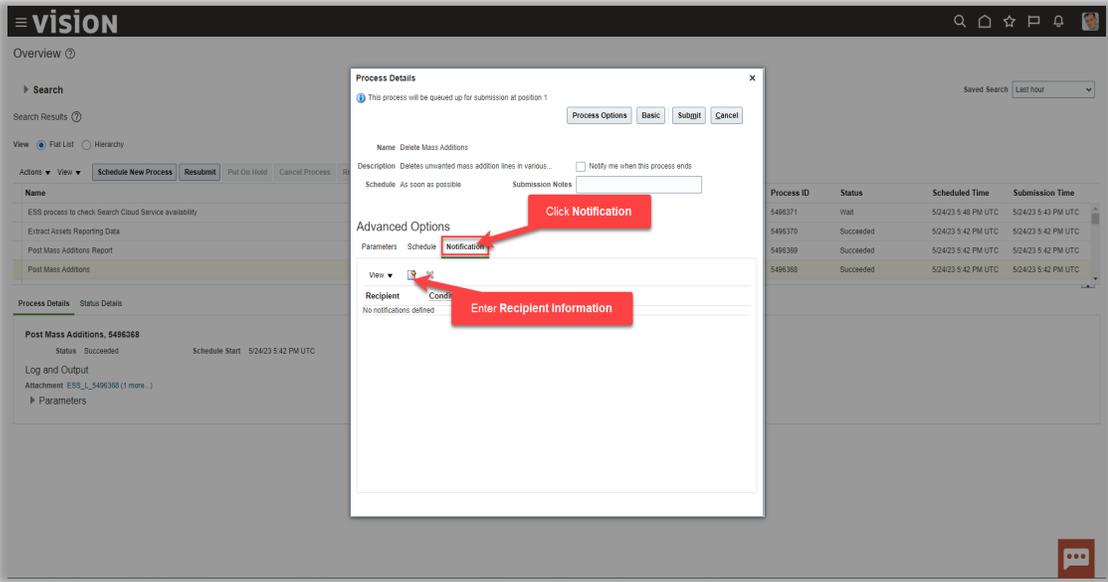
Select the **Book** and click **Advanced** tab



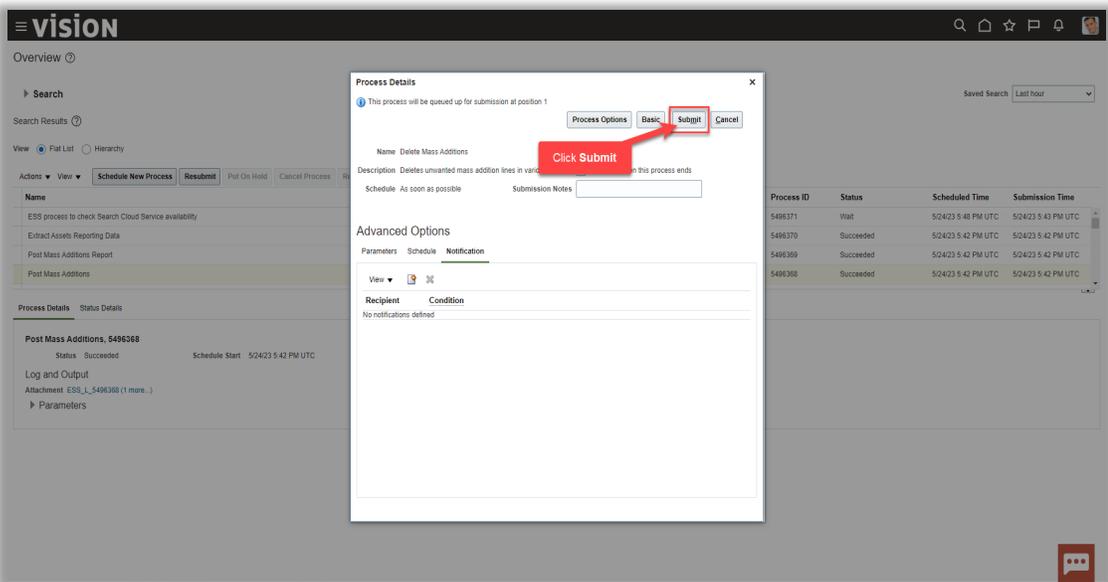
Click **Schedule** tab and select the applicable **Run**



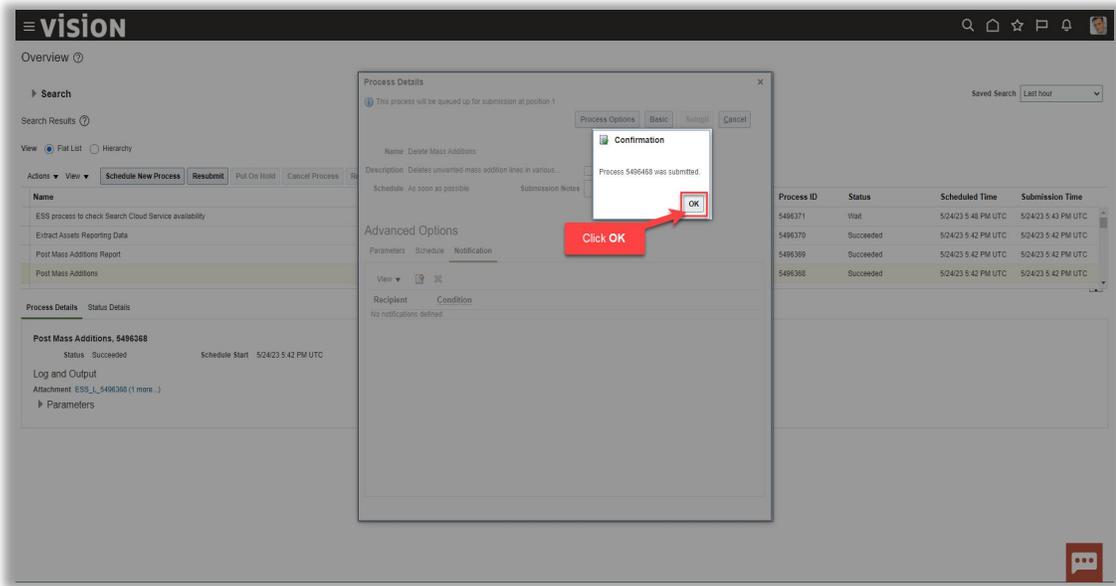
Next, click **Notification** tab and enter Recipient and Notification Condition criteria, if applicable



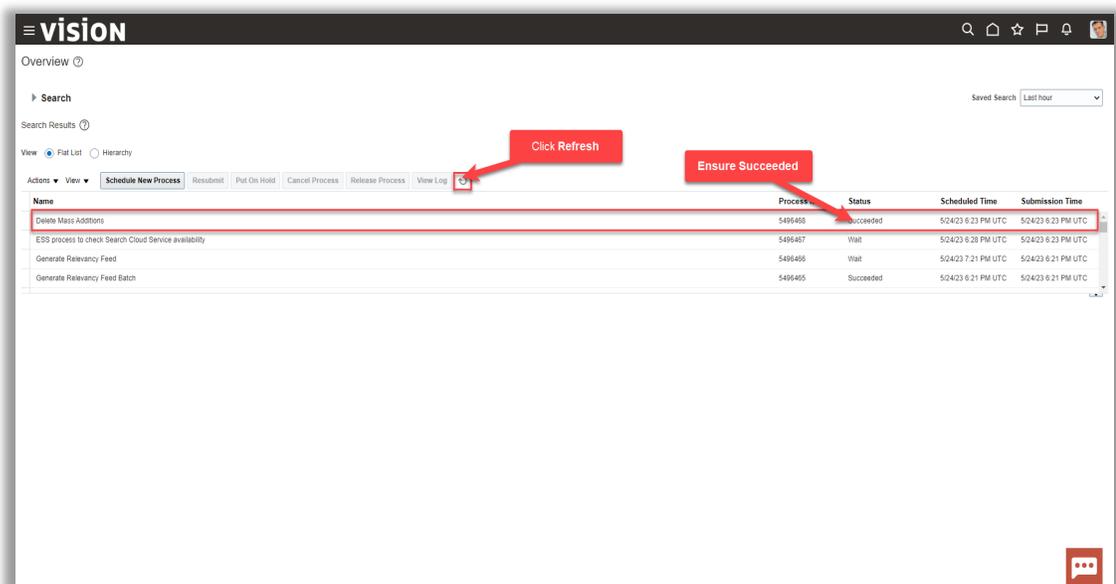
Click Submit



Click OK



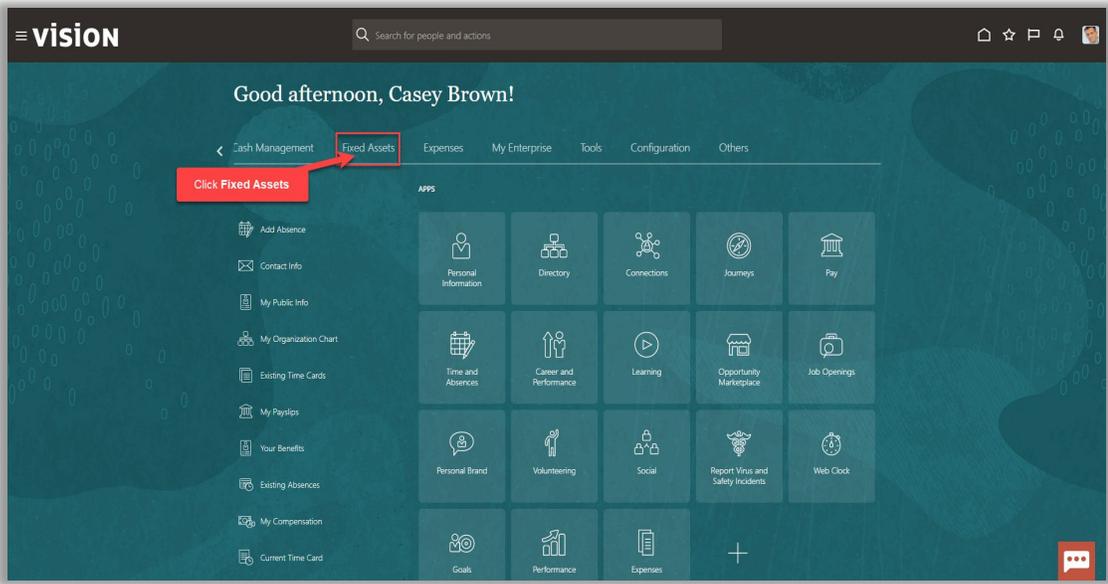
Click **Refresh** until process is **Succeeded**



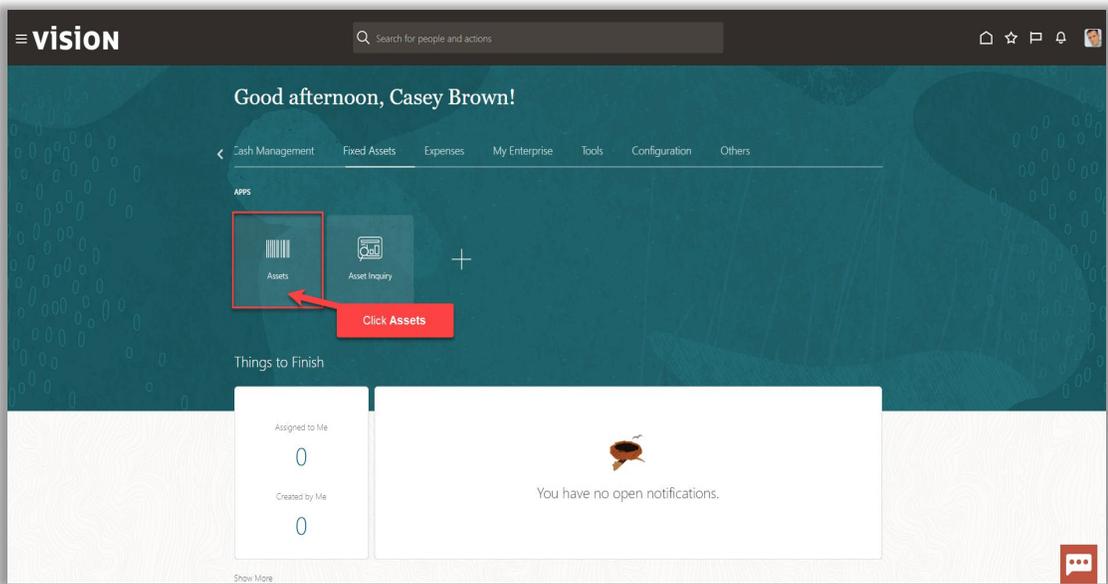
Edit Source Lines

Navigation: Home>Fixed Assets>Assets>Tasks>Prepare Source Lines>Enter Details>Click Post>OK>Refresh

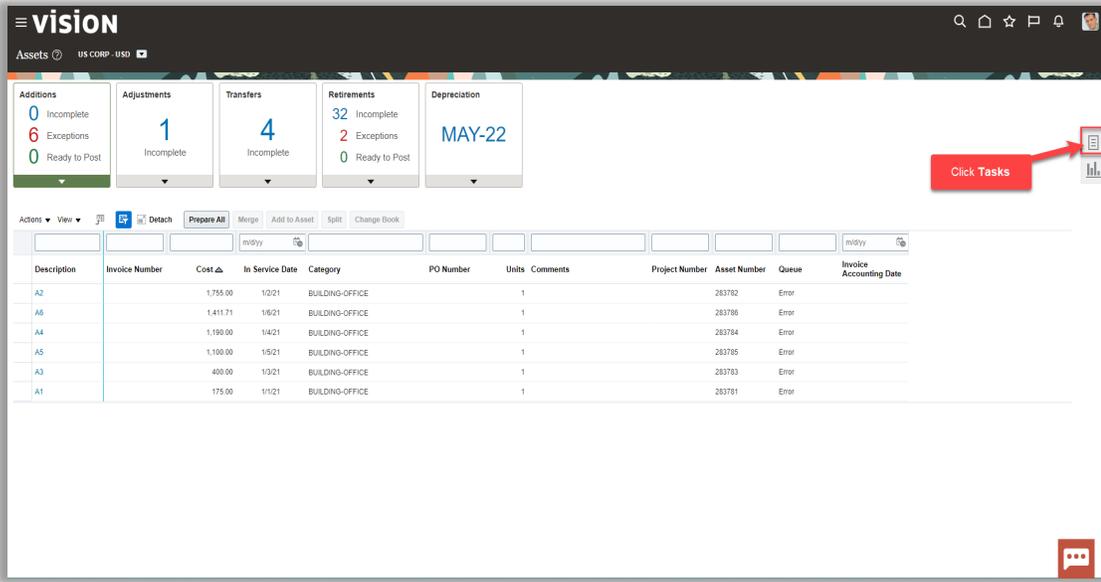
From home screen, click **Fixed Assets**



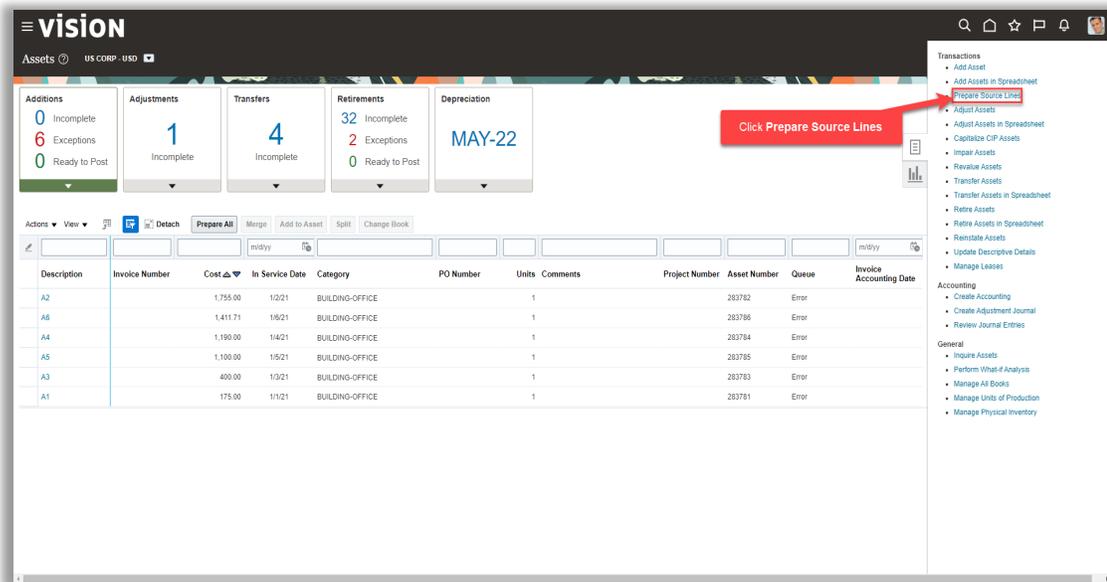
Next, click **Assets**



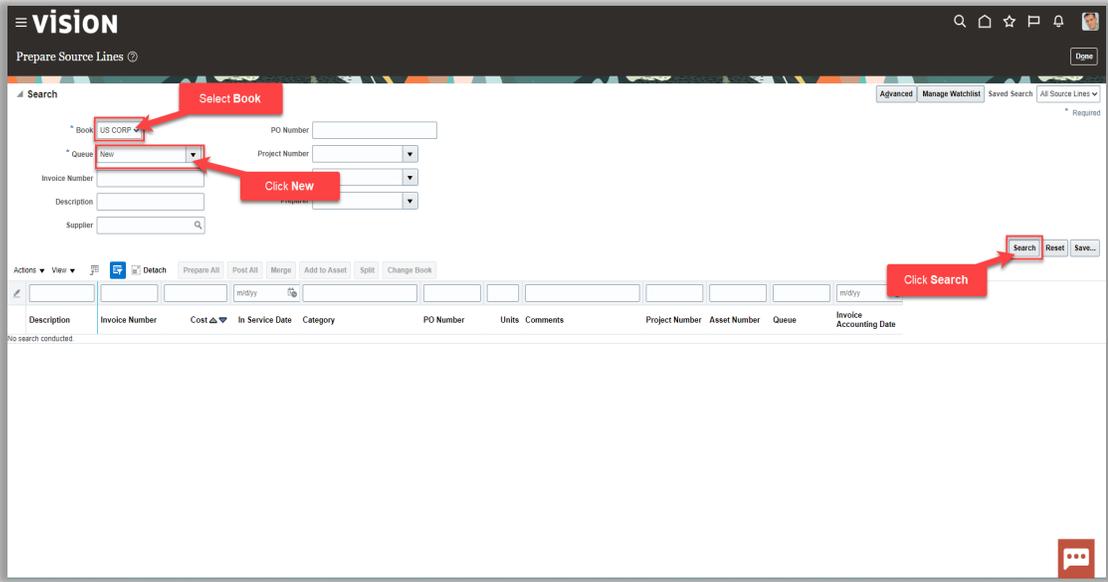
Click **Tasks**



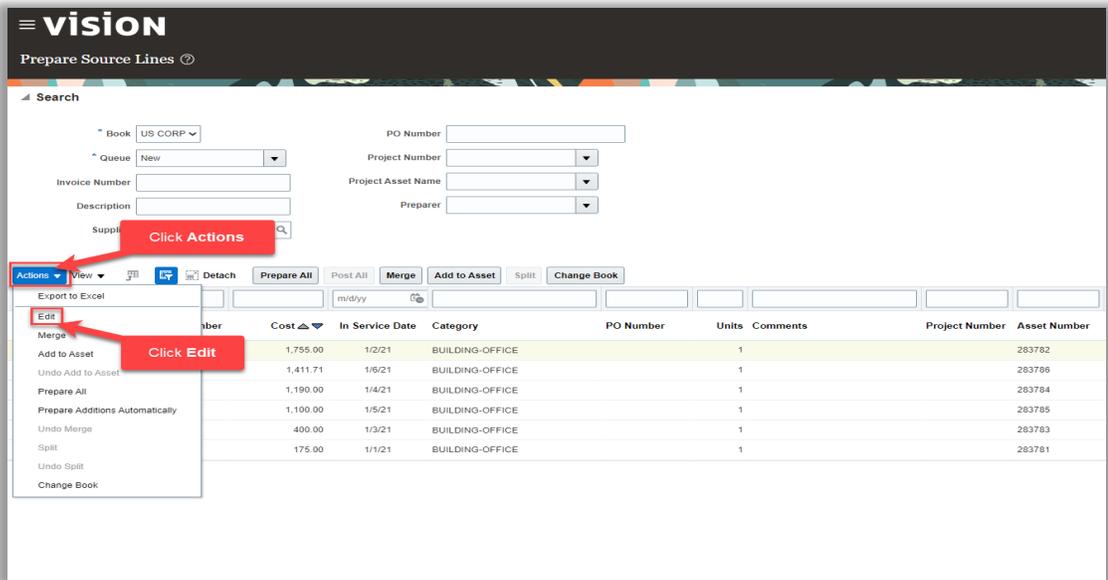
Click Prepare Source Lines



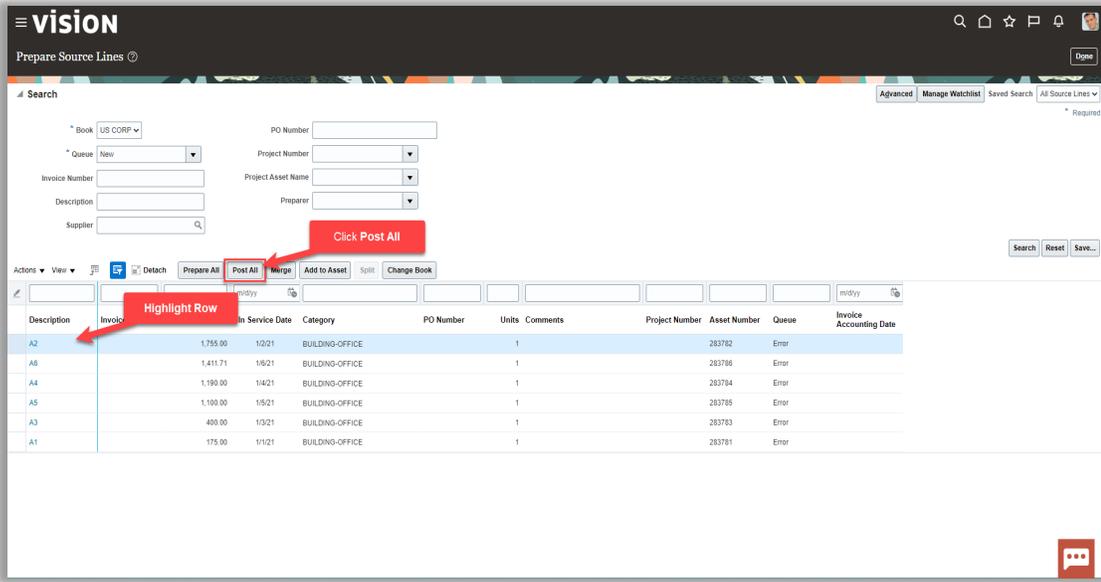
Select the **Book** and in Queue, click **New** then click **Search**



Next, click **Actions** then **Edit**



Enter the below details and click **Save and Close**

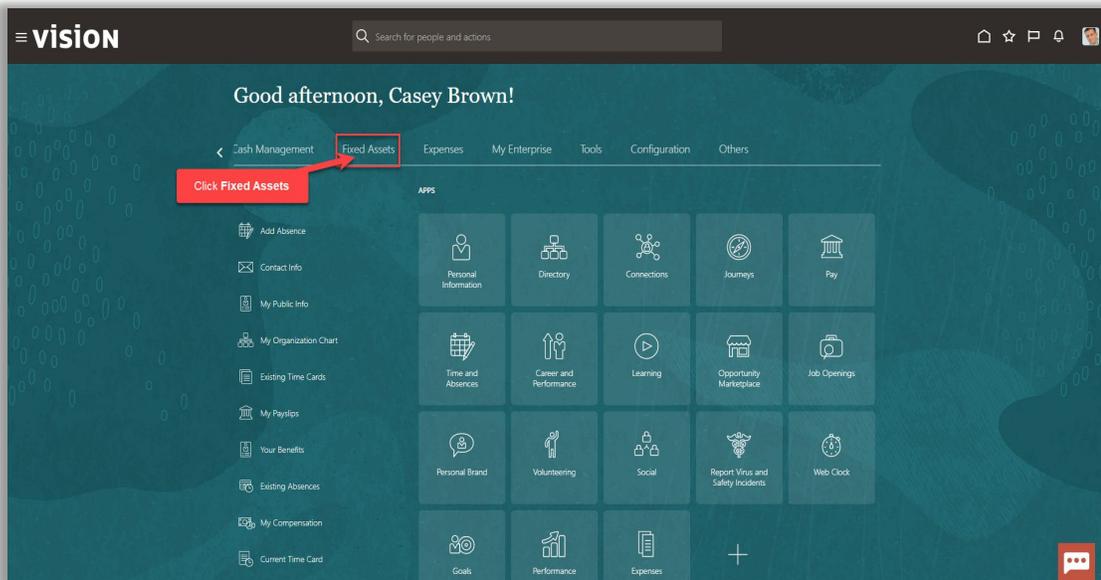


Merge Source Lines

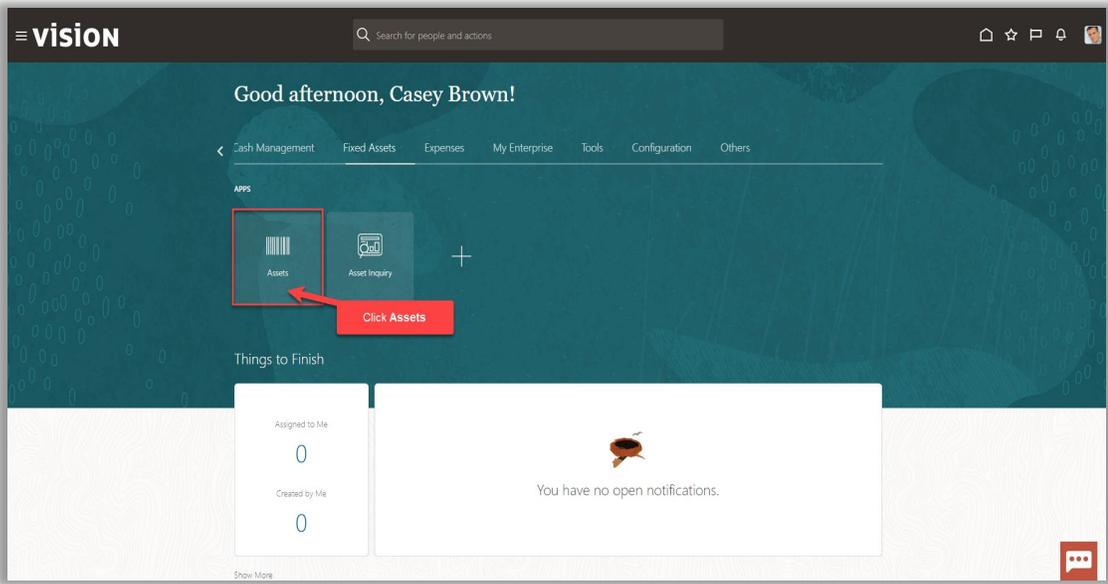
Navigation: Home>Fixed Assets>Assets>Tasks>Prepare Source Lines>Search>Select Asset>Click Merge>Set Parent>Preview>Submit>Done

Note: We can only Merge Assets with **New** or **On Hold** status for source lines that have not been split previously. We also cannot merge CIP assets with expensed assets or asset source line with CIP or capitalized assets.

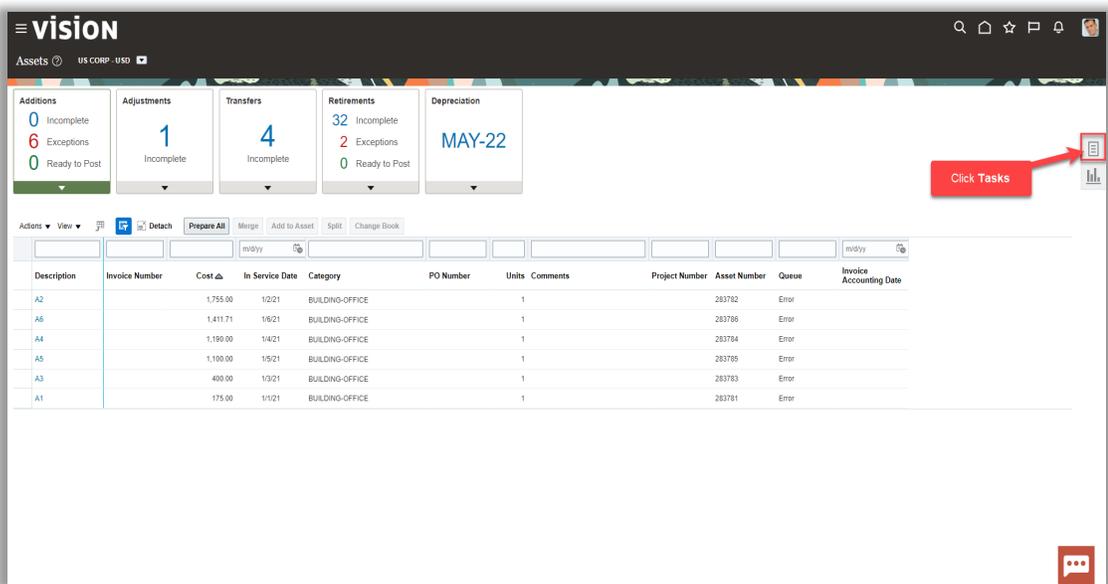
From home screen, click **Fixed Assets**



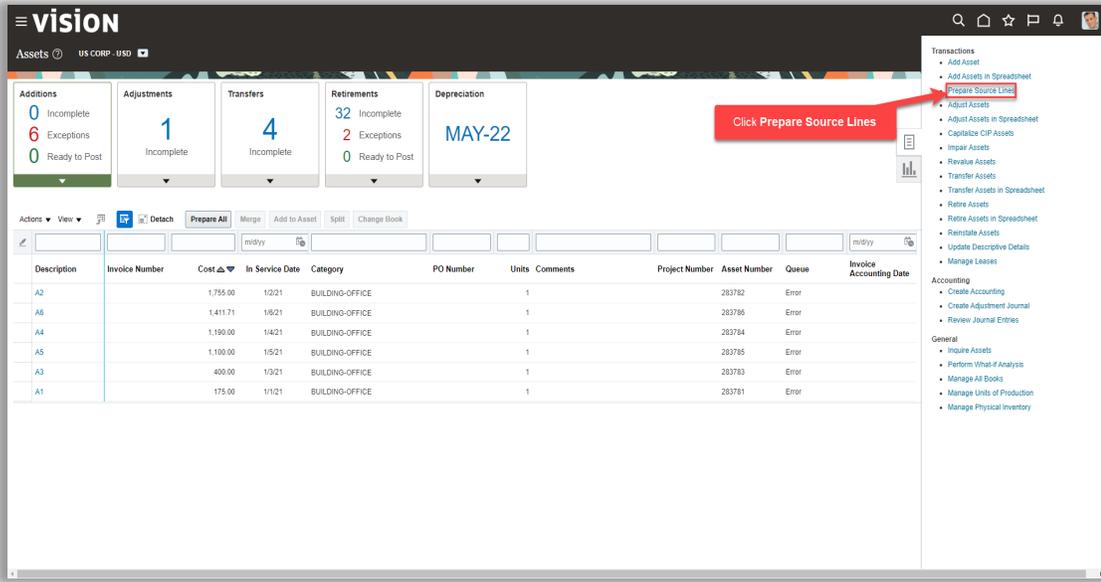
Next, click **Assets**



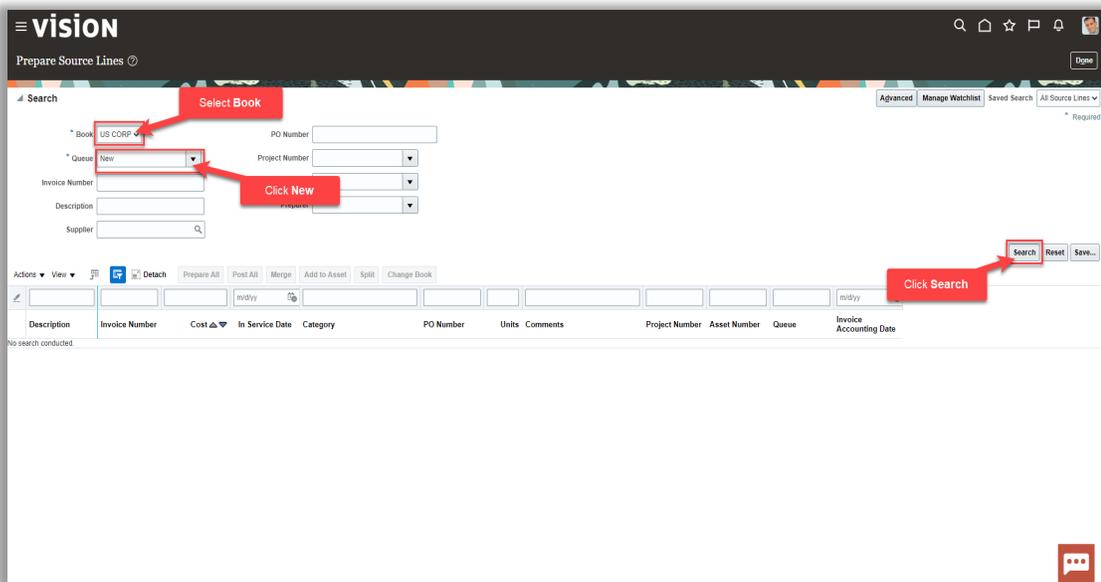
Click Tasks



Click Prepare Source Lines



Select the **Book** and in Queue, click **New** or **On Hold** then click **Search**



Next, click **Ctrl** and highlight the rows

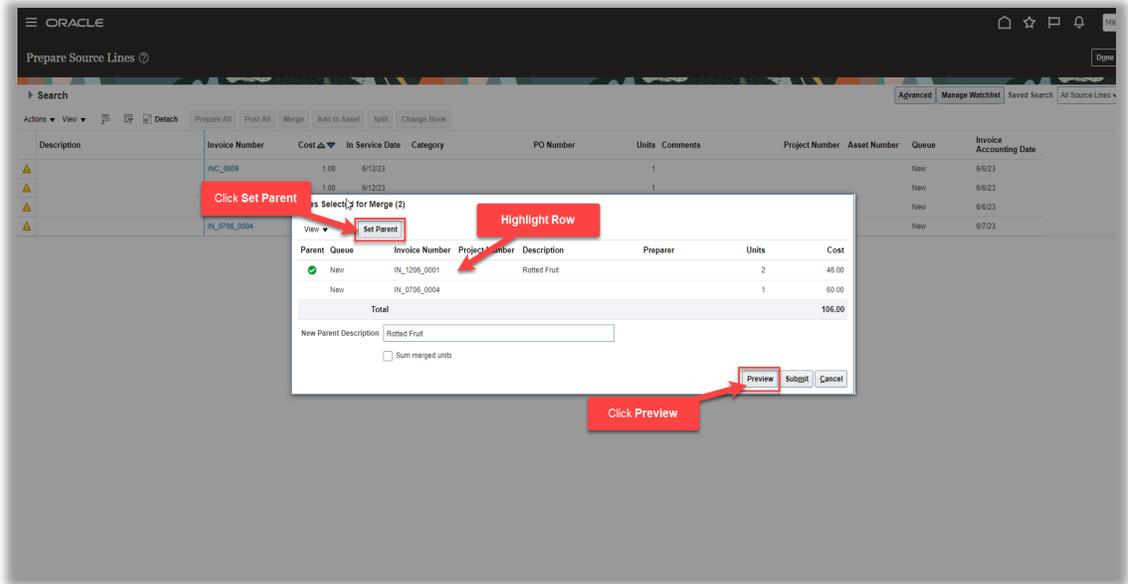
Click Ctrl to highlight the rows

Description	Invoice Number	Cost	In Service Date	Category	PO Number	Units	Comments	Project Number	Asset Number	Queue	Invoice Accounting Date
A2		1,755.00	1/2/21	BUILDING-OFFICE		1			263782	Error	
A6		1,411.71	1/6/21	BUILDING-OFFICE		1			263786	Error	
A4		1,190.00	1/4/21	BUILDING-OFFICE		1			263784	Error	
A5		1,100.00	1/5/21	BUILDING-OFFICE		1			263785	Error	
A3		400.00	1/3/21	BUILDING-OFFICE		1			263783	Error	
A1		175.00	1/1/21	BUILDING-OFFICE		1			263781	Error	

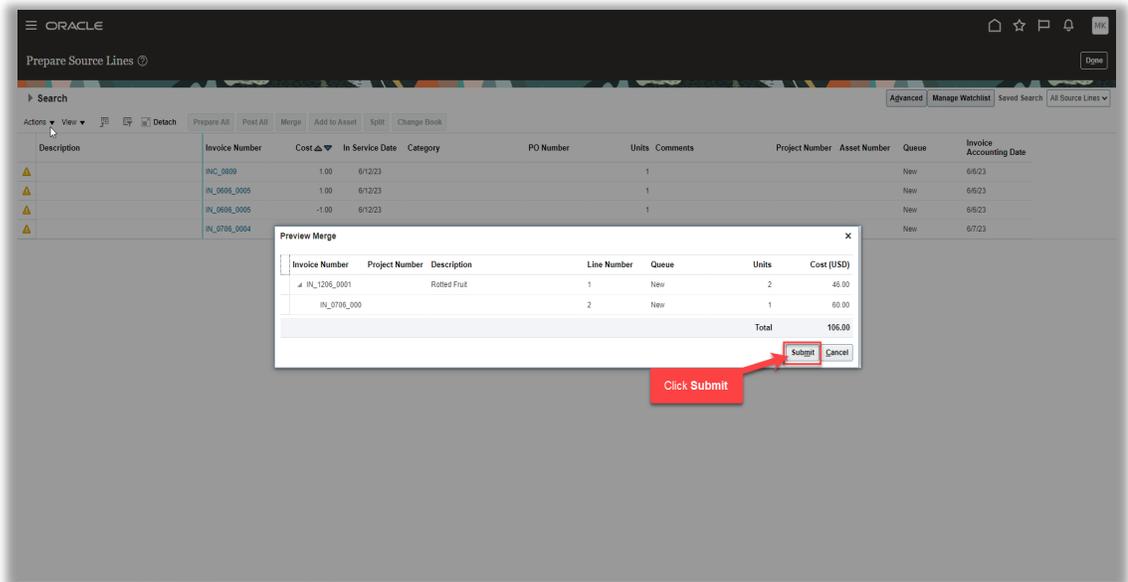
Click Merge

Click Merge

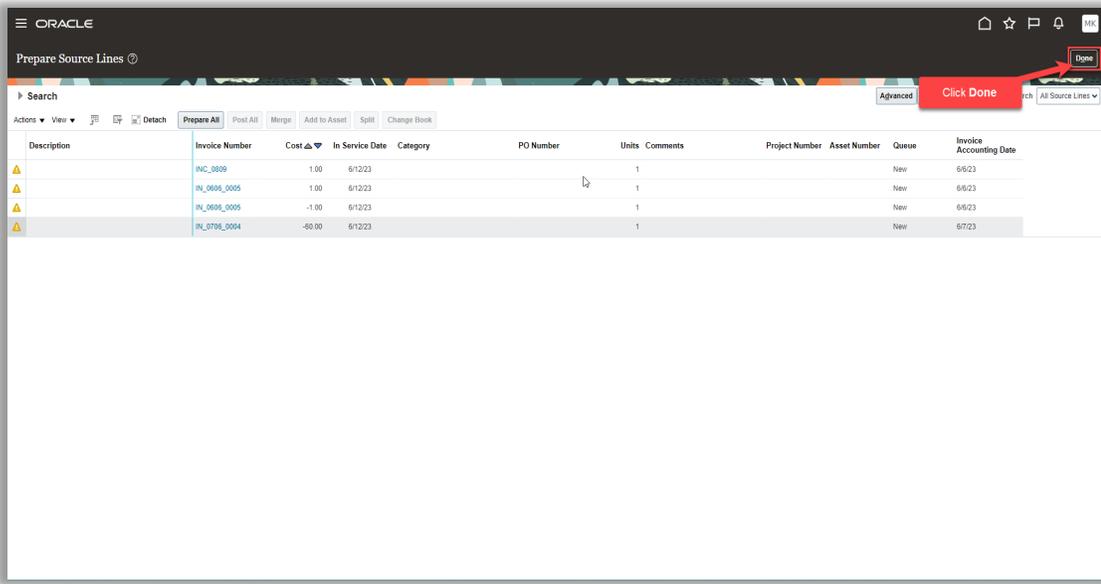
Highlight the row and click **Set Parent** to designate the Parent row and click **Preview**



Click Submit



Click Done

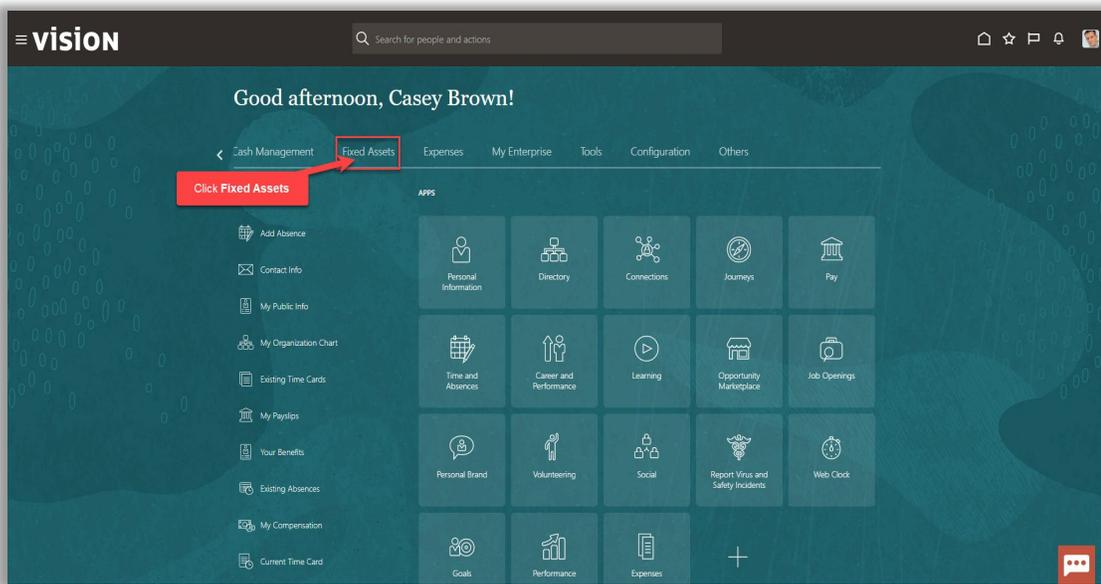


To undo the Merge, highlight the row and click **Undo Merge**.

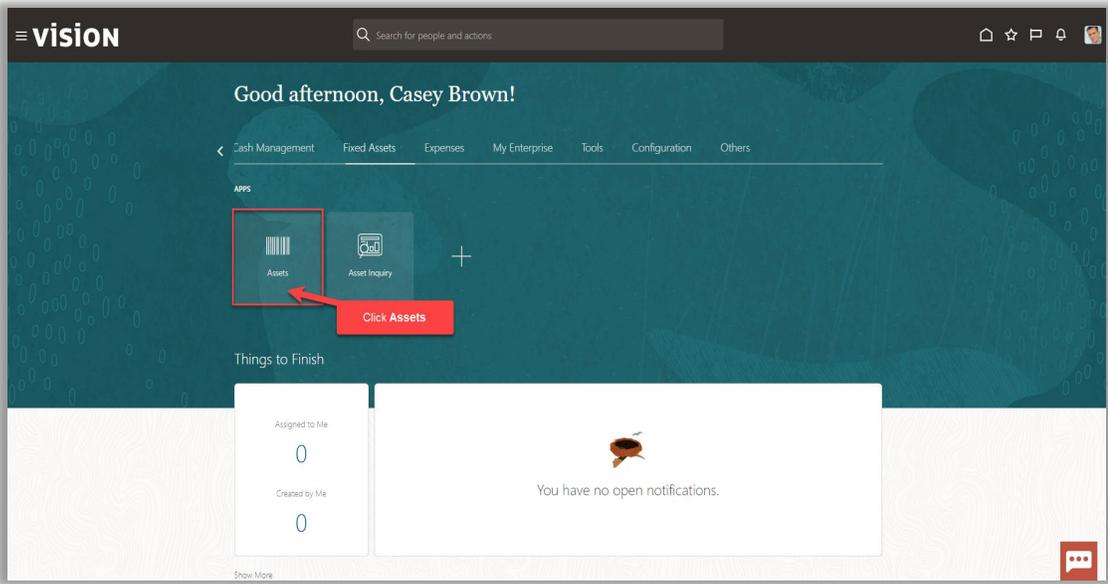
Split Source Lines

Navigation: Home>Fixed Assets>Assets>Tasks>Prepare Source Lines>Search Asset>Select Asset>Click Split>Yes>OK>Enter Invoice Number

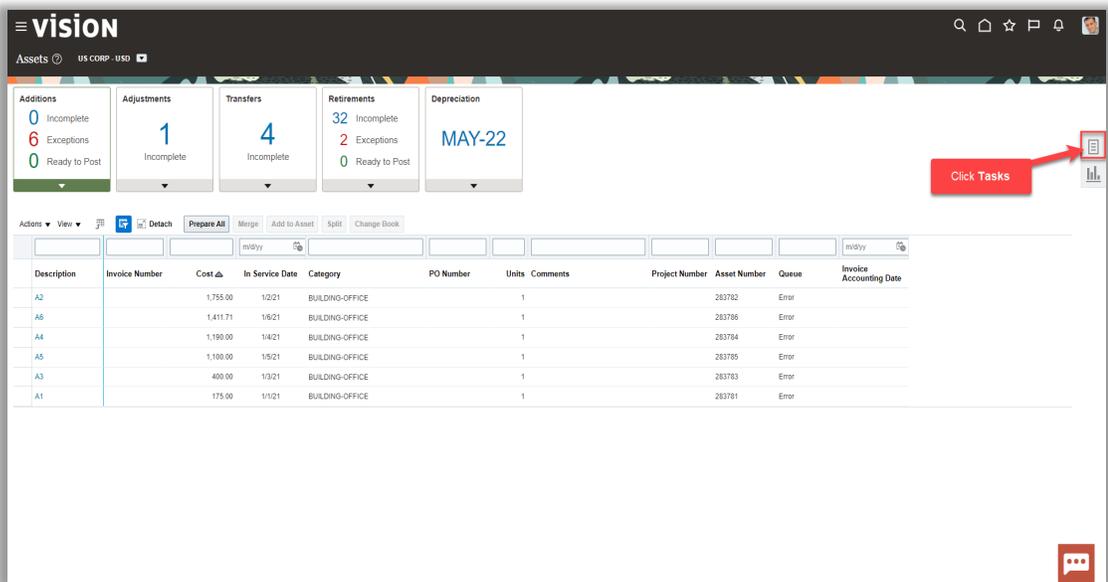
From home screen, click **Fixed Assets**



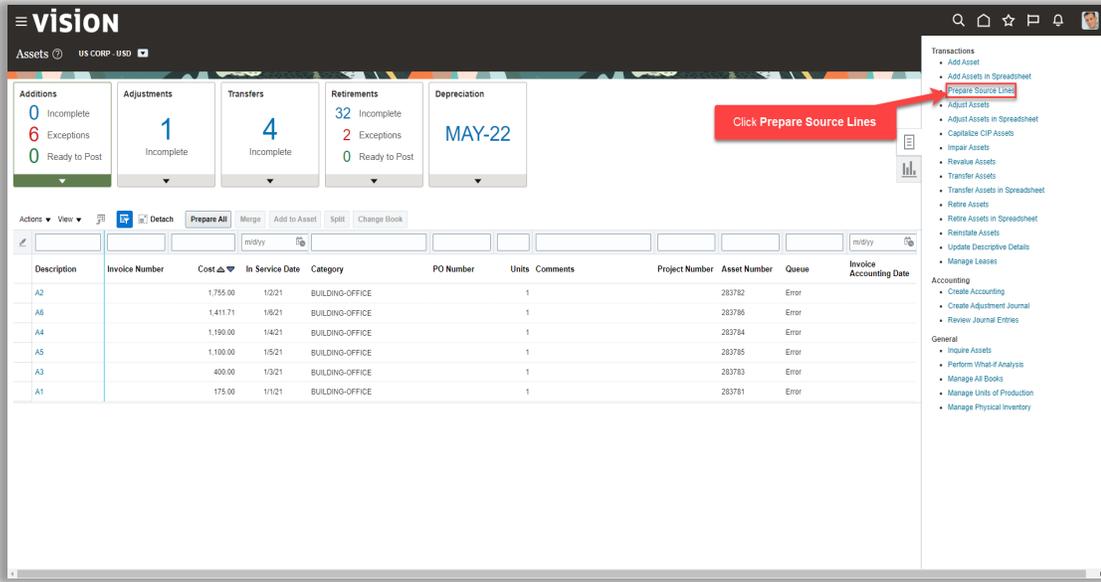
Next, click **Assets**



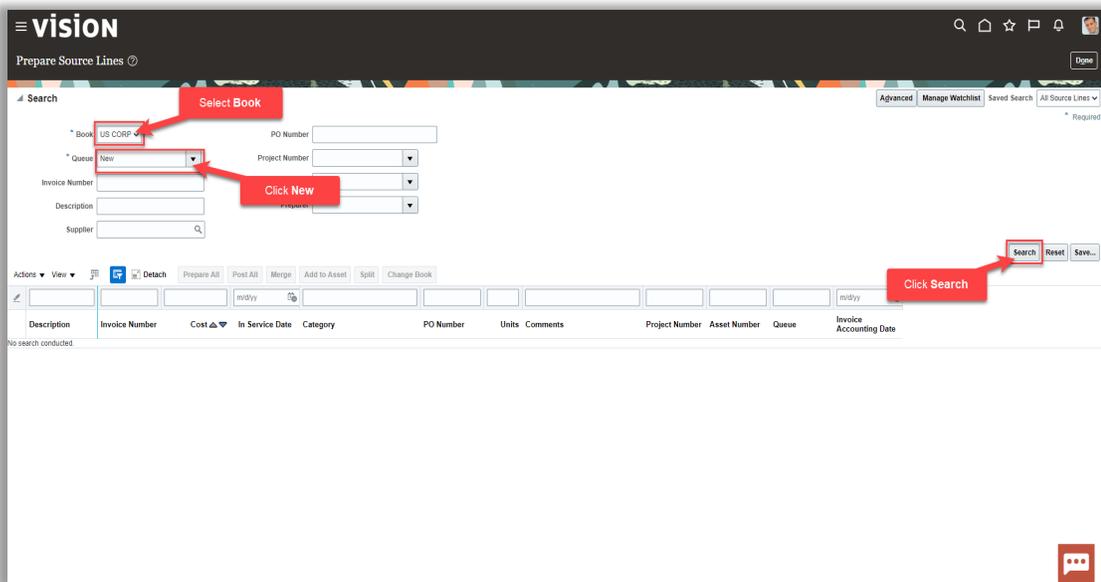
Click Tasks



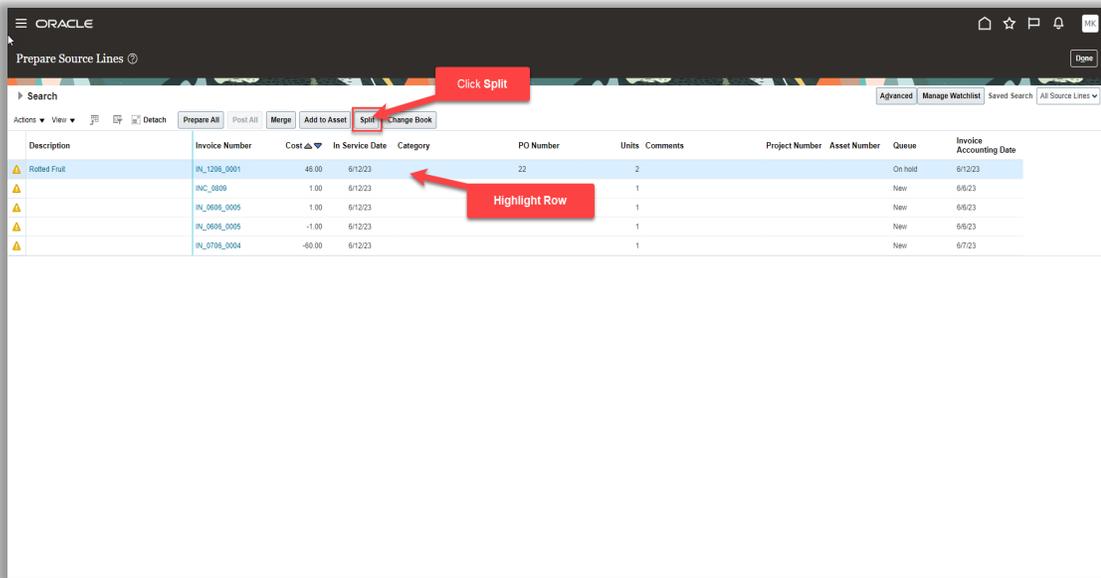
Click Prepare Source Lines



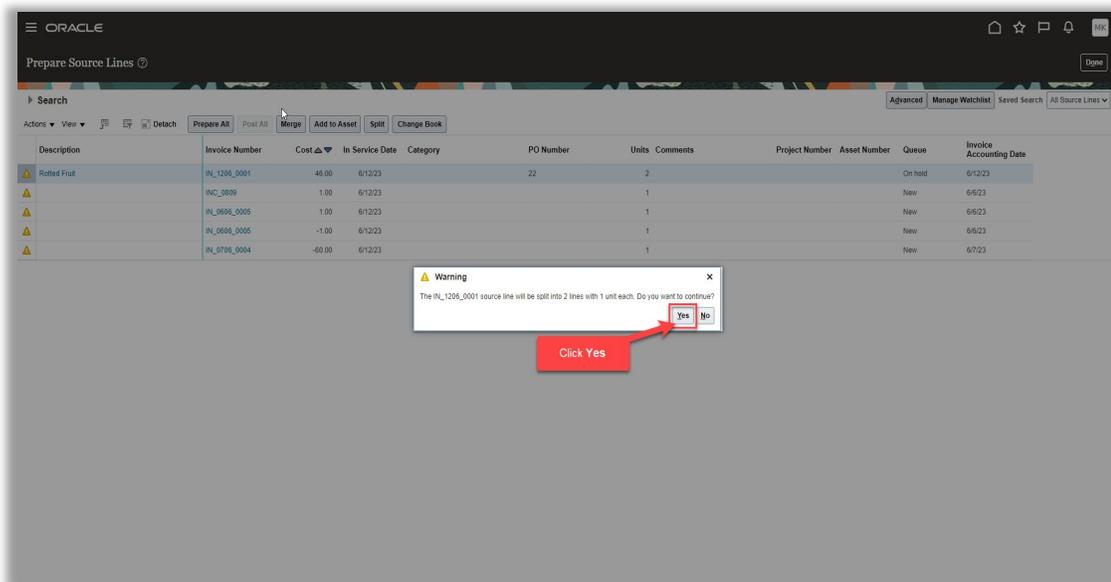
Select the **Book** and in Queue, click **New** or **On Hold** then click **Search**



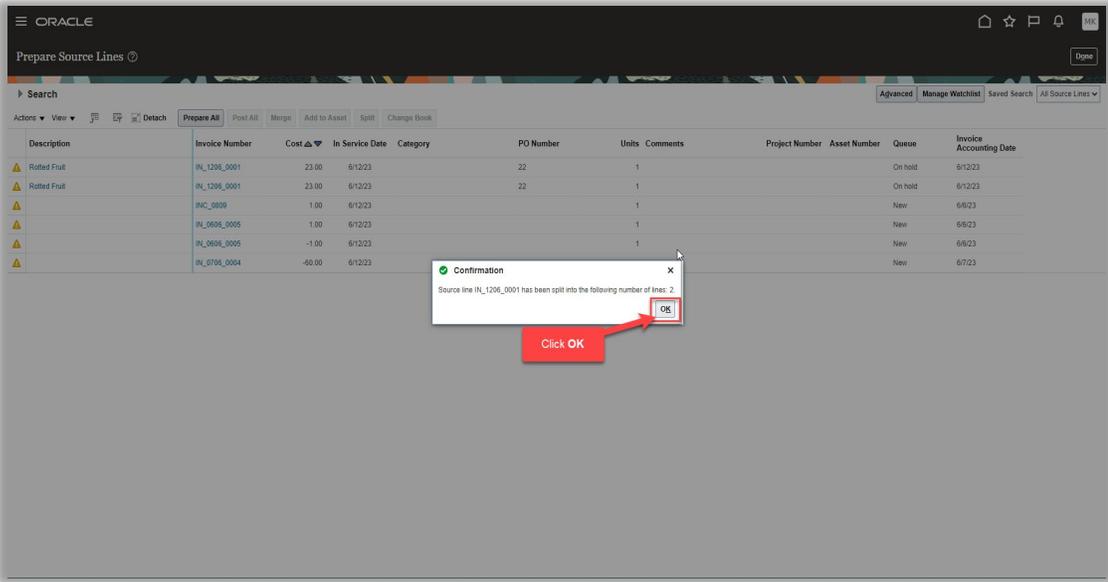
Next, highlight the row and click **Split**. Note: We can only split assets that have more than 1 unit.



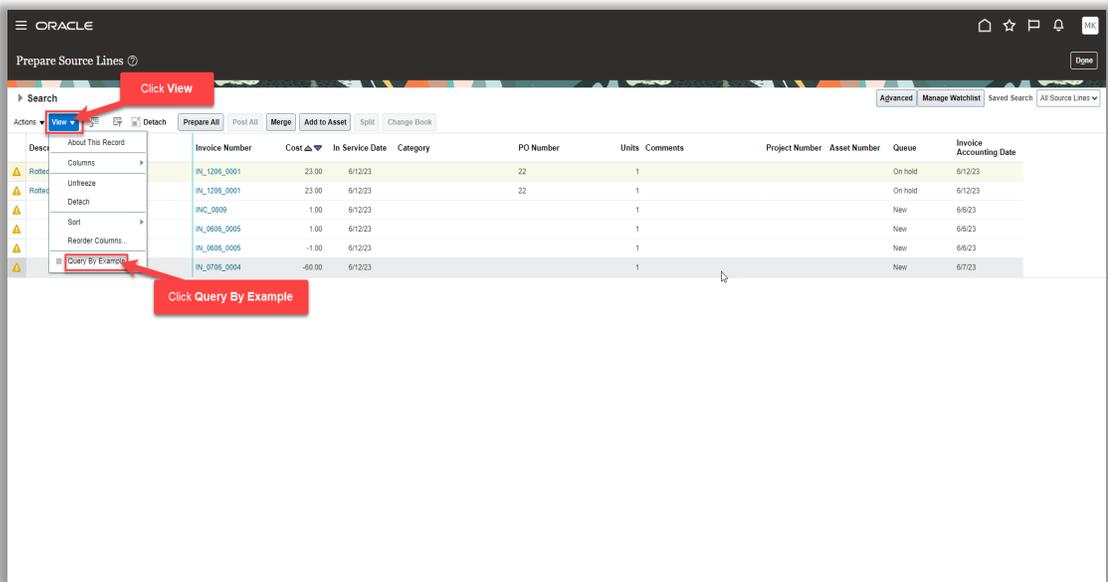
Click Yes



Click OK



Click **View** then **Query By Example**



Click the invoice field and enter the **Invoice Number** and click enter on your keyboard

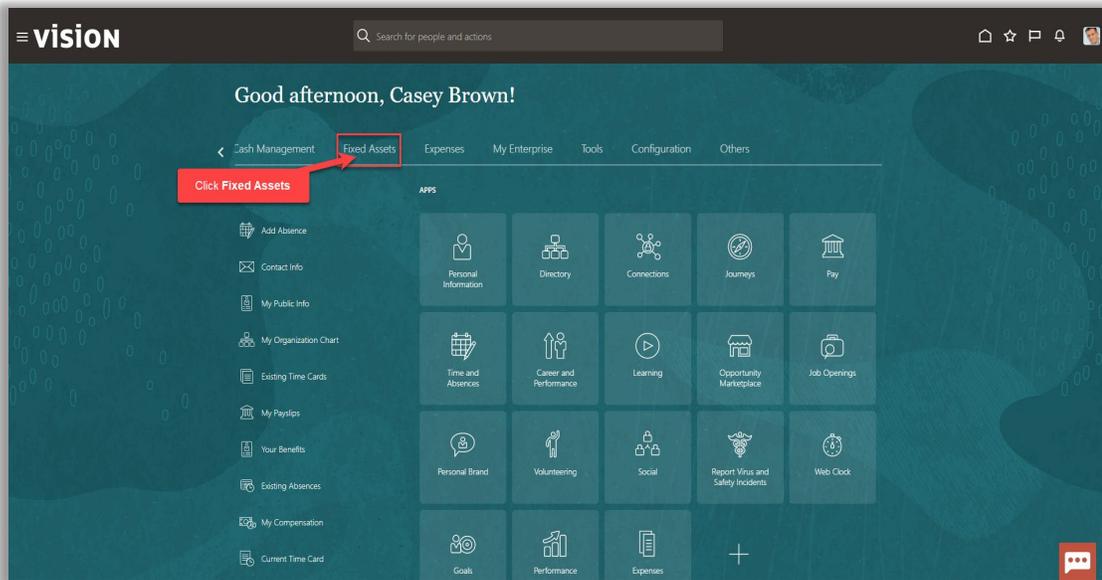
Note: The Search Results shows the original source line appears in the Split queue. The split source lines appear as individual source lines each with a single unit and on hold queue. To undo the Split, click Actions and Undo Split.

Add Source Lines to Asset

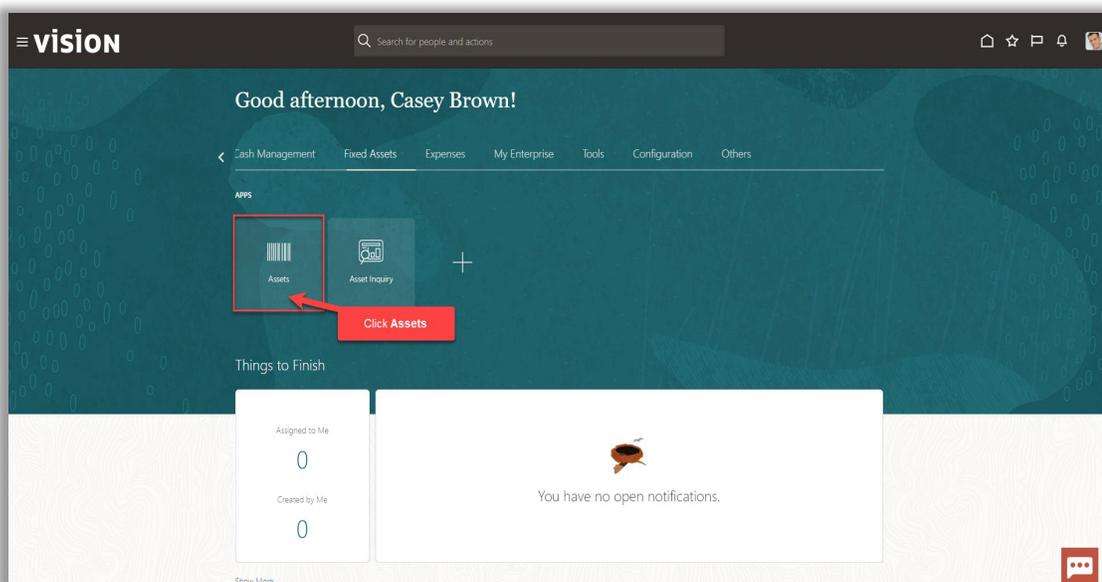
Navigation: Home>Fixed Assets>Assets>Tasks>Prepare Source Lines>Enter Details>Click Add to Asset>Search>Preview Add to Asset>Click Add to Asset>Enter Cost Adjustment for Queue>Search>Done

Note: Once the Asset has been added, we have to run the Post Mass Additions Process through Scheduled Processes.

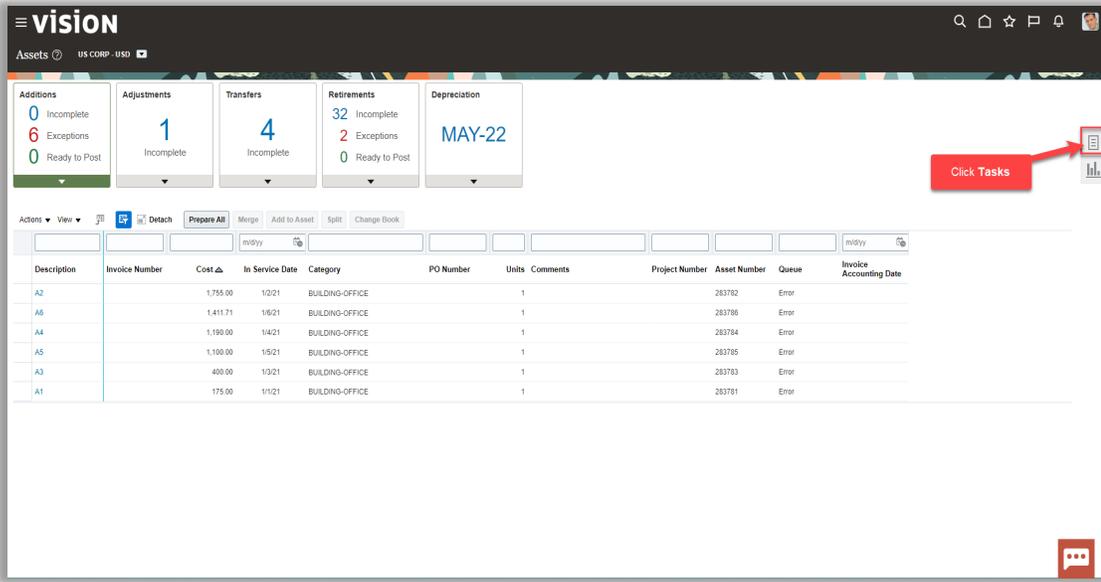
From home screen, click **Fixed Assets**



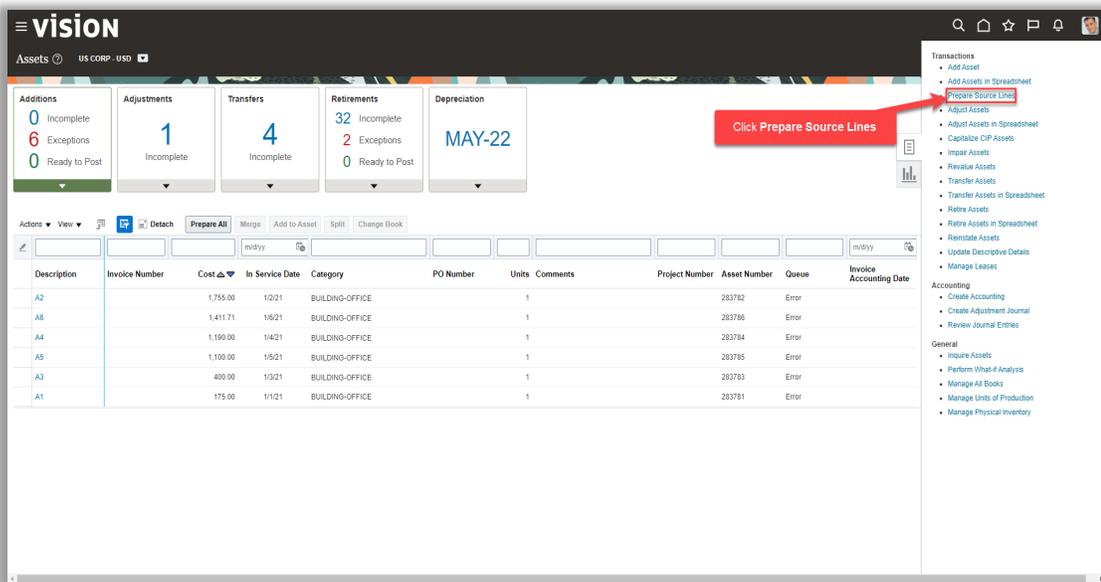
Next, click **Assets**



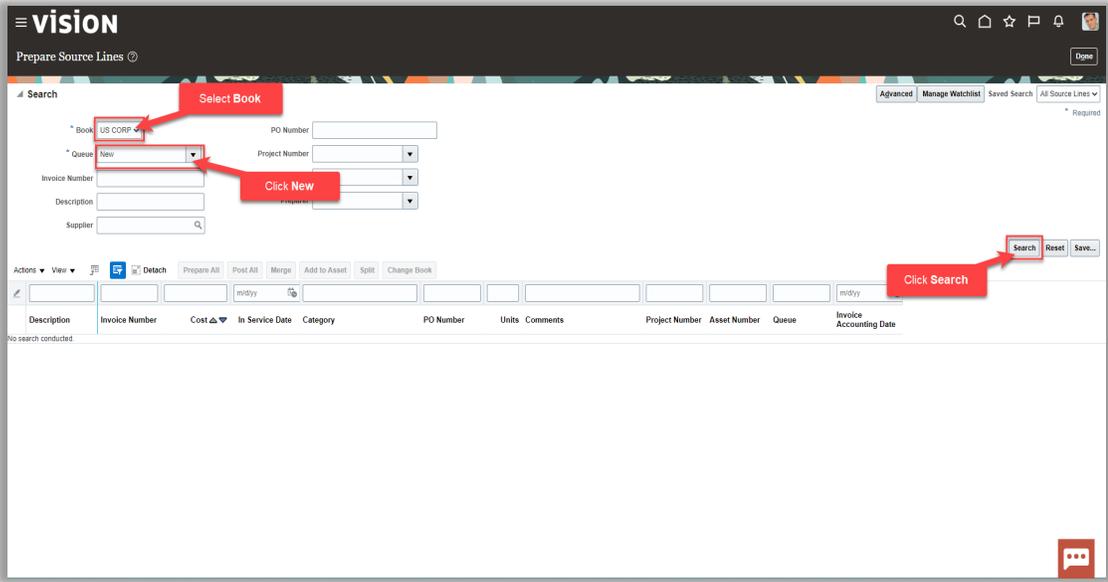
Click **Tasks**



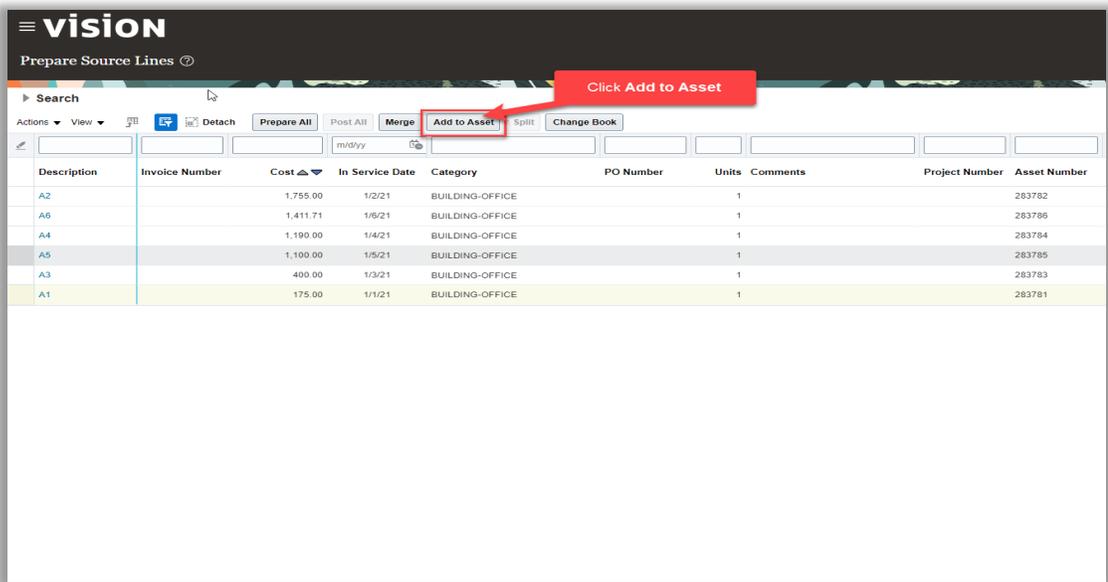
Click Prepare Source Lines



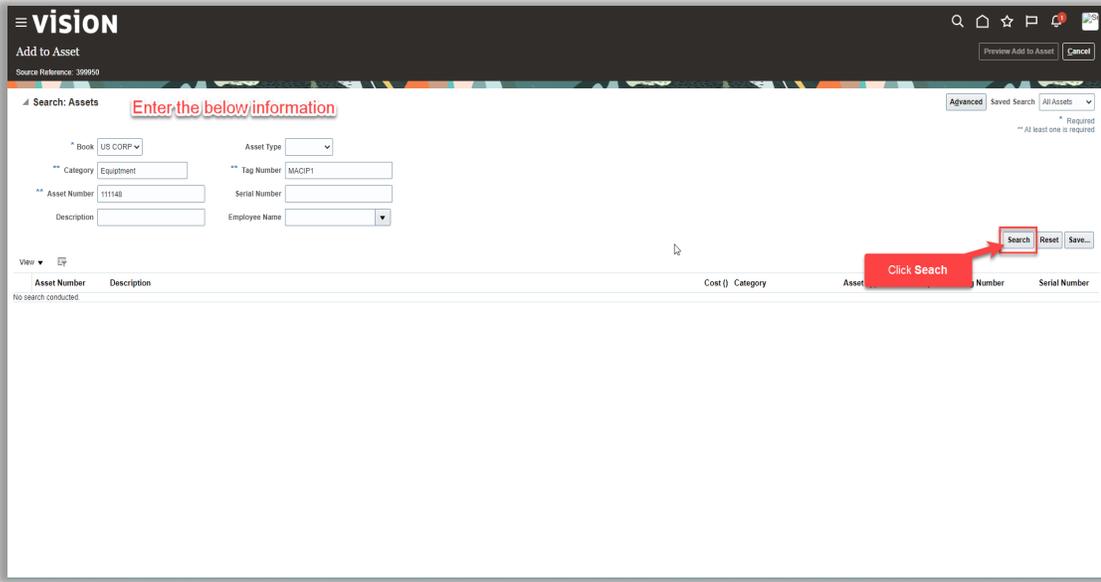
Select the **Book** and in Queue, click **New** then, click **Search**. Note: The Search Results region displays new source lines that originate from another source system.



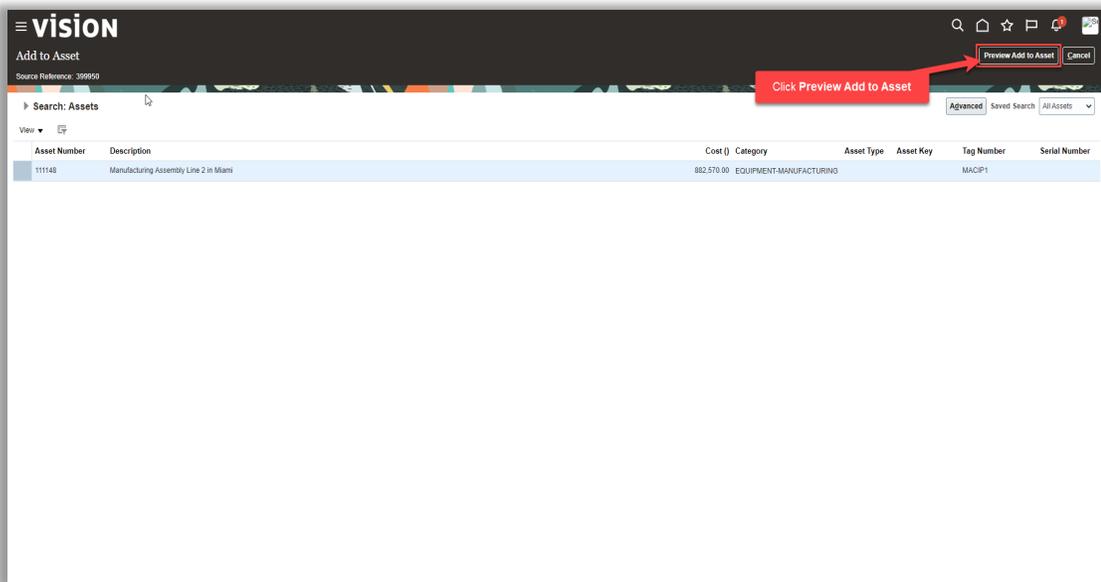
Next, click **Add to Asset**



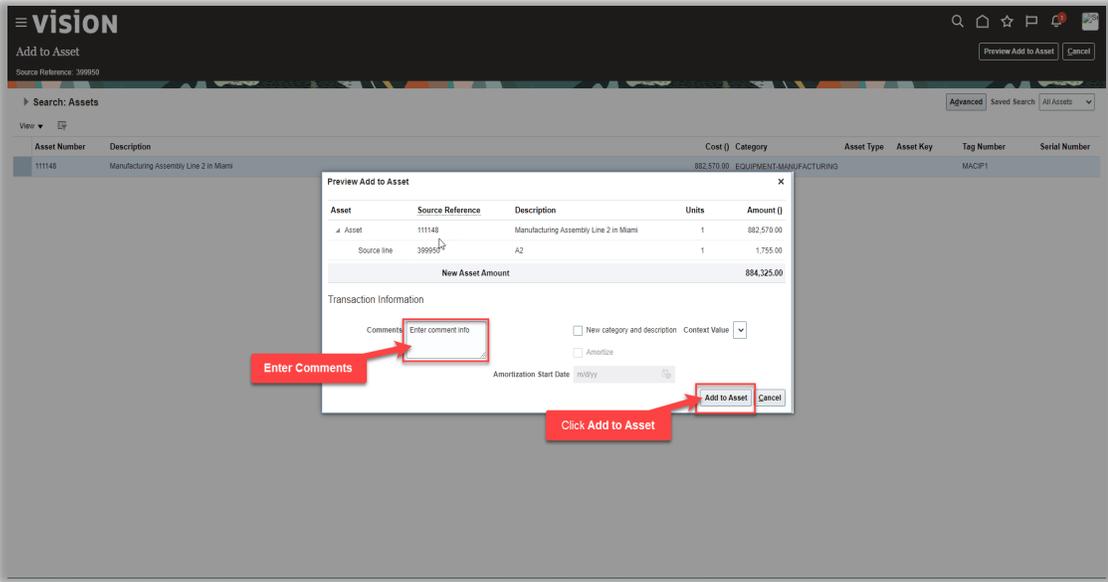
Select the **Book** and then enter the **Category**, **Asset Number**, and **Tag Number**. Click **Search**



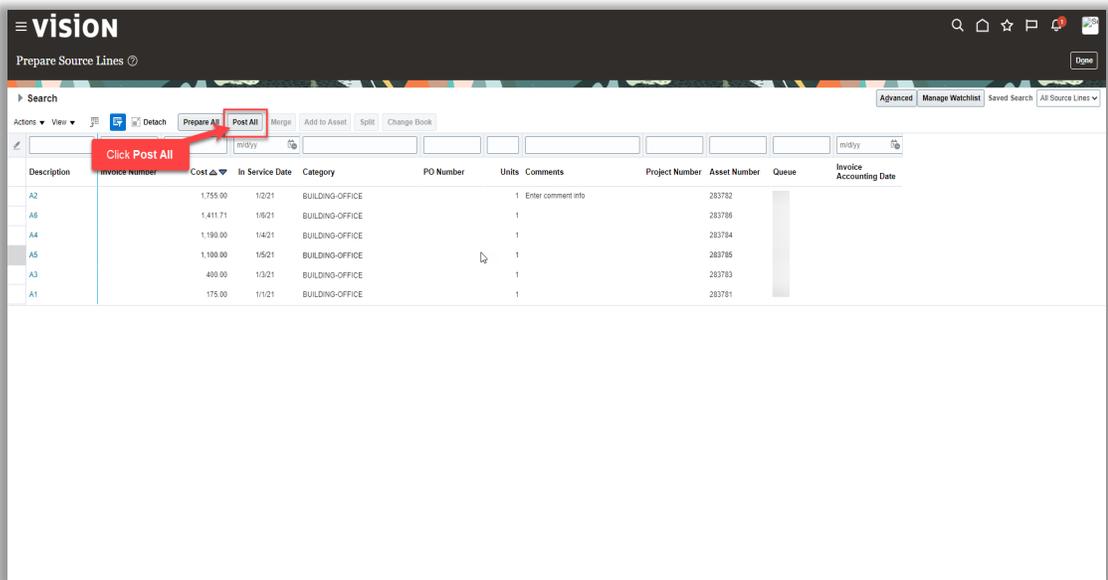
Click Preview Add to Asset



Next, enter a **Comment** to include the details of the addition. Then, click **Add to Asset**



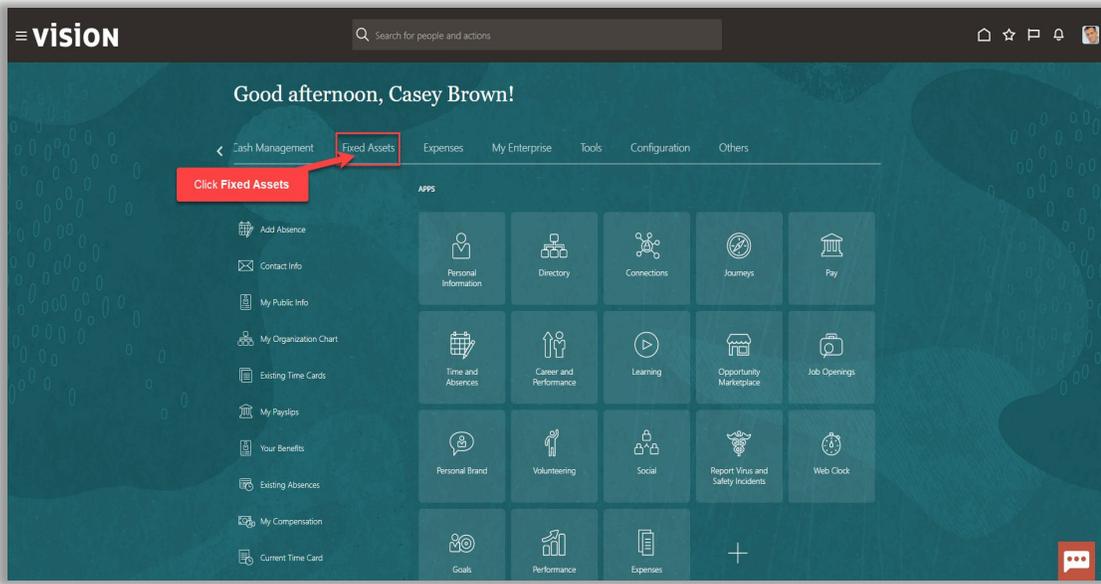
Next, we have to run the [Post Mass Additions Process](#). Next, click **Post All** then **OK**



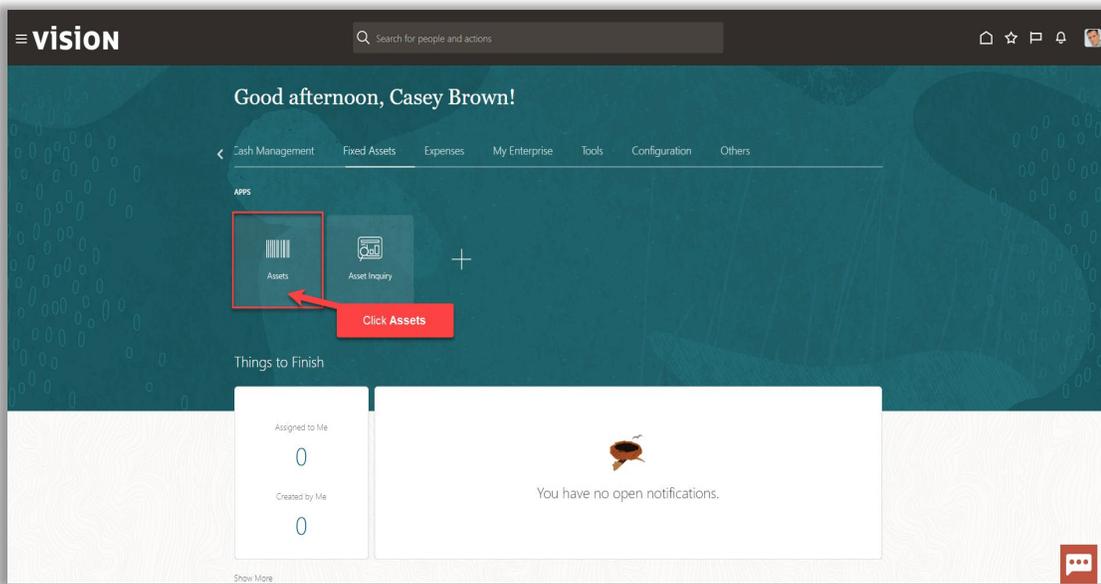
Transfer Source Lines

Navigation: Home>Fixed Assets>Assets>Tasks>Adjust Assets>Search>Transfer Source Lines>Transfer Amount Field>Search>Transfer>Submit>OK>Done

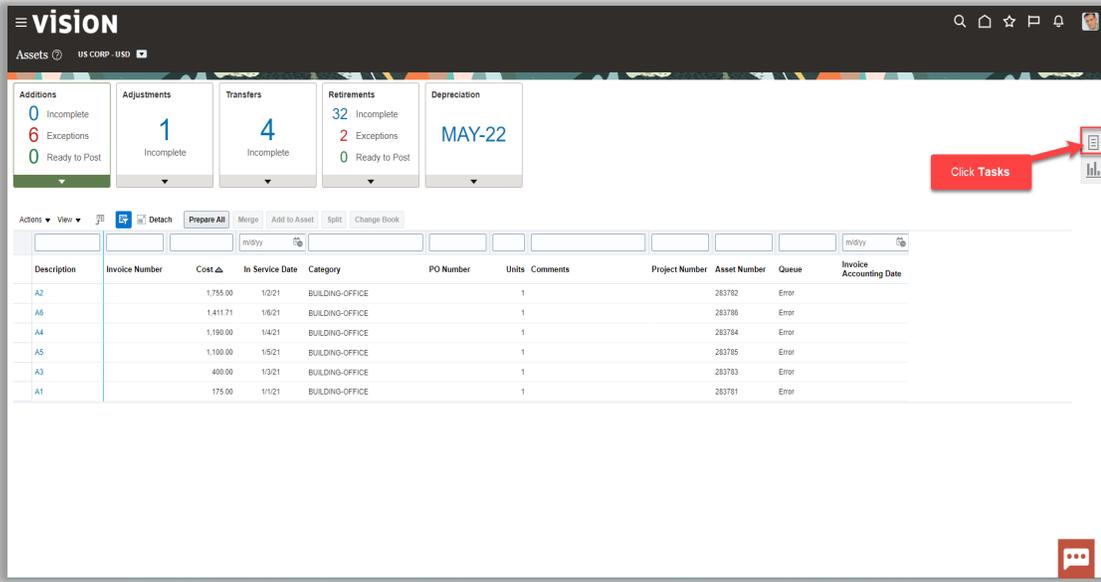
From home screen, click **Fixed Assets**



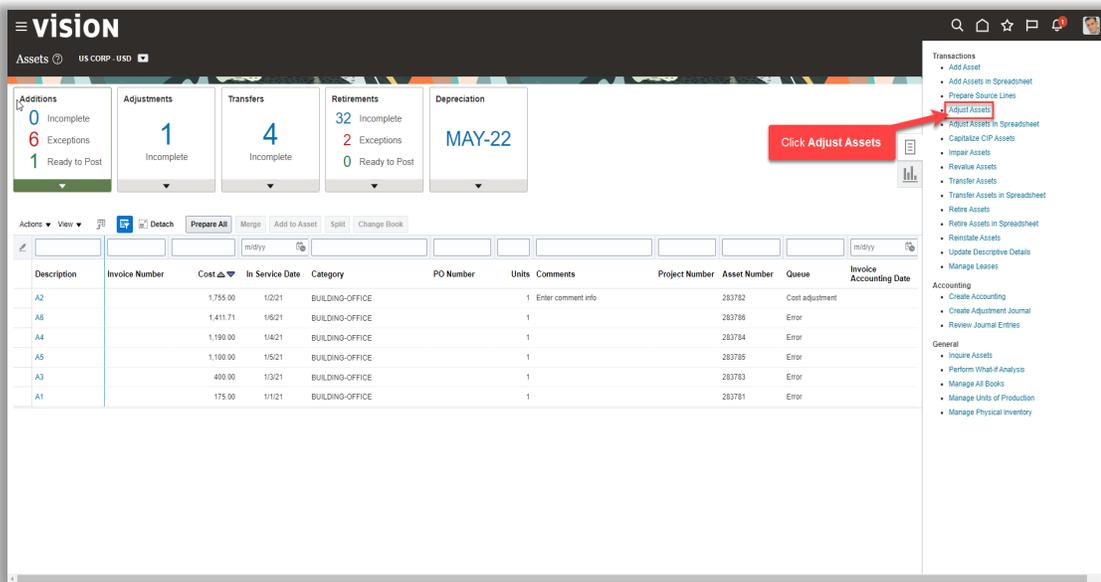
Next, click **Assets**



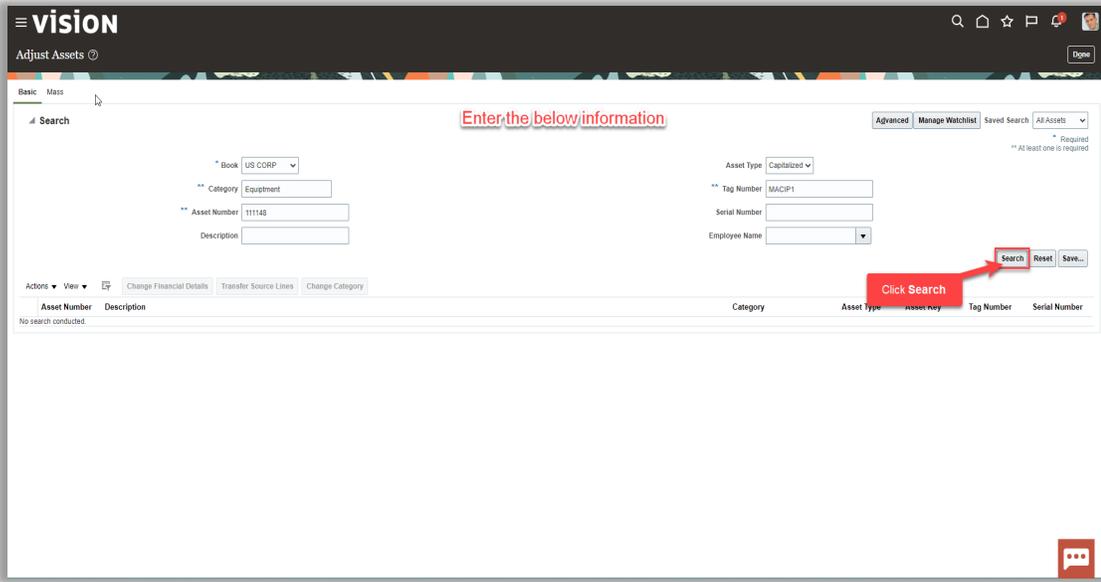
Click **Tasks**



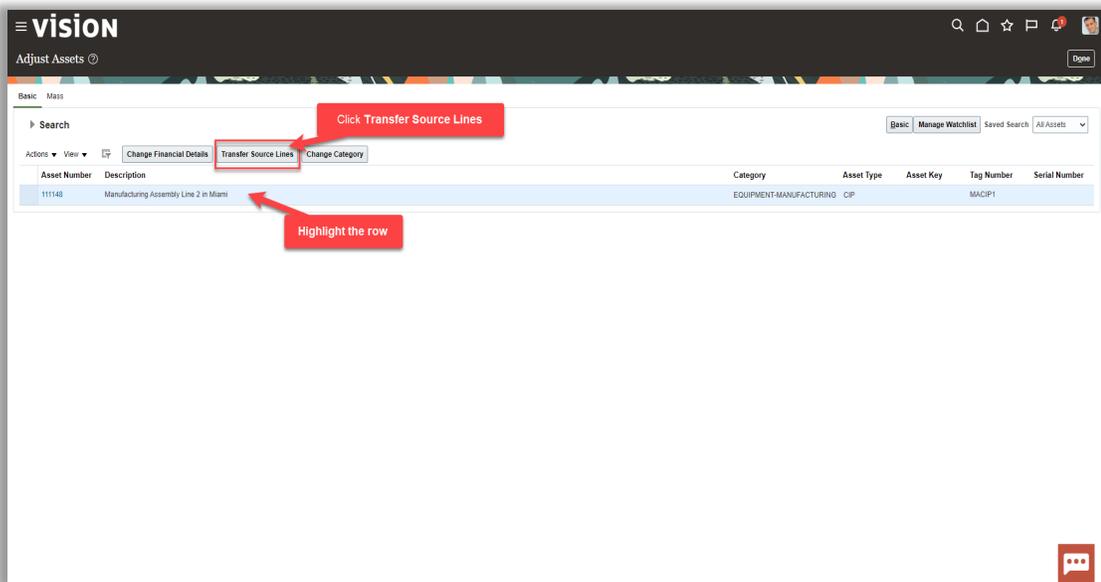
Click Adjust Assets



Select the **Book** and under **Asset Type**, click **Capitalized** then enter the **Category**, **Asset Number**, and **Tag Number**. Click **Search**



Highlight the row and click **Transfer Source Lines**



Click **Transfer Amount** field and enter the **Transfer Amount**

Transfer Source Lines: Asset 111148

Currency = USD

Book: US CORP Category: EQUIPMENT-MANUFACTURING
 Asset Type: CIP Open Period: MAR-22

Source Lines

Asset Cost: 882,570.00 New Asset Cost: 857,570.00

Transfer Amount	Line	Invoice Number	Invoice Line	Description	Distribution Line	Supplier Name	Supplier Number	PO Number	Project Number	Task Number	Source Batch
25,000.00	124,500.00	GEICIPJAN01	1		1	FGE	1261				
3,735.00		GEICIPJAN01	2	US SALES AND USE TAX - CITY	1	FGE	1261				
8,092.50		GEICIPJAN01	4	US SALES AND USE TAX - STATE	1	FGE	1261				
0.00		GEICIPJAN01	3	US SALES AND USE TAX - COUNTY	1	FGE	1261				
32,000.00		AMCIAug1506	1	Plant & Machinery	1	Failed Manufact...	1265				
960.00		AMCIAug1506	2	Plant & Machinery	1	Failed Manufact...	1265				
2,080.00		AMCIAug1506	4	Plant & Machinery	1	Failed Manufact...	1265				
0.00		AMCIAug1506	3	Plant & Machinery	1	Failed Manufact...	1265				
40,000.00		AMCIDec1505	1	Plant & Machinery	1	Failed Manufact...	1265				
1,200.00		AMCIDec1505	2	Plant & Machinery	1	Failed Manufact...	1265				

Search: Destination Assets

Book: US CORP Tag Number:

Category: Serial Number:

Asset Number: Employee Name:

Buttons: Advanced, Saved Search, All Assets

Scroll down and enter the destination asset **Category**, **Asset Number**, and **Tag Number**. Click **Search**

Transfer Source Lines: Asset 111148

Currency = USD

Book: US CORP Category: EQUIPMENT-MANUFACTURING
 Asset Type: CIP Open Period: MAR-22

Source Lines

Asset Cost: 882,570.00 New Asset Cost: 857,570.00

Transfer Amount	Line	Invoice Number	Invoice Line	Description	Distribution Line	Supplier Name	Supplier Number	PO Number	Project Number	Task Number	Source Batch
25,000.00	124,500.00	GEICIPJAN01	1		1	FGE	1261				
3,735.00		GEICIPJAN01	2	US SALES AND USE TAX - CITY	1	FGE	1261				
8,092.50		GEICIPJAN01	4	US SALES AND USE TAX - STATE	1	FGE	1261				
0.00		GEICIPJAN01	3	US SALES AND USE TAX - COUNTY	1	FGE	1261				
32,000.00		AMCIAug1506	1	Plant & Machinery	1	Failed Manufact...	1265				
960.00		AMCIAug1506	2	Plant & Machinery	1	Failed Manufact...	1265				
2,080.00		AMCIAug1506	4	Plant & Machinery	1	Failed Manufact...	1265				
0.00		AMCIAug1506	3	Plant & Machinery	1	Failed Manufact...	1265				
40,000.00		AMCIDec1505	1	Plant & Machinery	1	Failed Manufact...	1265				
1,200.00		AMCIDec1505	2	Plant & Machinery	1	Failed Manufact...	1265				

Search: Destination Assets

Book: US CORP Tag Number: MACIP1

Category: EQUIPMENT-MANUFACTL Serial Number:

Asset Number: 111148 Employee Name:

Description: Asset Type:

Buttons: Advanced, Saved Search, All Assets

Buttons: Search, Reset, Save...

Click Search

Highlight the row of the Destination Asset and click **Transfer**

Transfer Source Lines: Asset 111148

Currency: USD

Asset Cost 882,570.00 New Asset Cost 857,570.00

View

Transfer Amount	Line Amount	Invoice Number	Invoice Line	Description	Distribution Line	Supplier Name	Supplier Number	PO Number	Project Number	Task Number	Source Batch
25,000.00	124,500.00	GECPJAN01	1		1	FGE	1281				
	3,735.00	GECPJAN01	2	US SALES AND USE TAX - CITY	1	FGE	1281				
	8,092.50	GECPJAN01	4	US SALES AND USE TAX - STATE	1	FGE	1281				
	0.00	GECPJAN01	3	US SALES AND USE TAX - COUNTY	1	FGE	1281				
	32,000.00	AMCIAug1506	1	Plant & Machinery	1	Failed Manufact...	1265				
	960.00	AMCIAug1506	2	Plant & Machinery	1	Failed Manufact...	1265				
	2,080.00	AMCIAug1506	4	Plant & Machinery	1	Failed Manufact...	1265				
	0.00	AMCIAug1506	3	Plant & Machinery	1	Failed Manufact...	1265				
	40,000.00	AMCIDec1505	1	Plant & Machinery	1	Failed Manufact...	1265				
	1,200.00	AMCIDec1505	2	Plant & Machinery	1	Failed Manufact...	1265				

Search: Destination Assets

Advanced | Saved Search | All Assets_1

Asset Number	Description	Category	Asset Type	Cost	Asset Key	Tag Number	Serial Number
100037	SAN Disk Array	COMPUTER-NETWORK	CAPITALIZED	230,000.00			
100046	Dell Laptop	COMPUTER-HARDWARE	CAPITALIZED	3,225.00			
100090	MFD - Copier	EQUIPMENT-OFFICE	CAPITALIZED	28,500.00			
100091	MFD - Copier	EQUIPMENT-OFFICE	CAPITALIZED	28,500.00			
100096	Dell Laptop	COMPUTER-HARDWARE	CAPITALIZED	3,525.00			

Enter Comments and click Submit

vision

Transfer Source Lines: Asset 111148

Currency: USD

Book: US CORP Asset Type: CIP Category: EQUIPMENT-MANUFACTURING Open Period: MAY-22

Source Lines

Asset Cost 882,570.00 New Asset Cost 857,570.00

View

Transfer Amount	Line Amount	Invoice Number	Invoice Line	Description	Supplier Number	PO Number	Project Number	Task Number	Source Batch
25,000.00	124,500.00	GECPJAN01	1		1281				
	3,735.00	GECPJAN01	2	US SALES AND USE TAX - CITY	1281				
	8,092.50	GECPJAN01	4	US SALES AND USE TAX - STATE	1281				
	0.00	GECPJAN01	3	US SALES AND USE TAX - COUNTY	1281				
	32,000.00	AMCIAug1506	1	Plant & Machinery	Failed Manufact...				
	960.00	AMCIAug1506	2	Plant & Machinery	Failed Manufact...				
	2,080.00	AMCIAug1506	4	Plant & Machinery	Failed Manufact...				
	0.00	AMCIAug1506	3	Plant & Machinery	Failed Manufact...				
	40,000.00	AMCIDec1505	1	Plant & Machinery	Failed Manufact...				
	1,200.00	AMCIDec1505	2	Plant & Machinery	Failed Manufact...				

Transaction Details

Comments: Transferring due to XYZ

Amortize source asset:

Amortize destination asset:

Amortization Start Date: mid/yy

Context Value: [Dropdown]

Submit Cancel

Search: Destination Assets

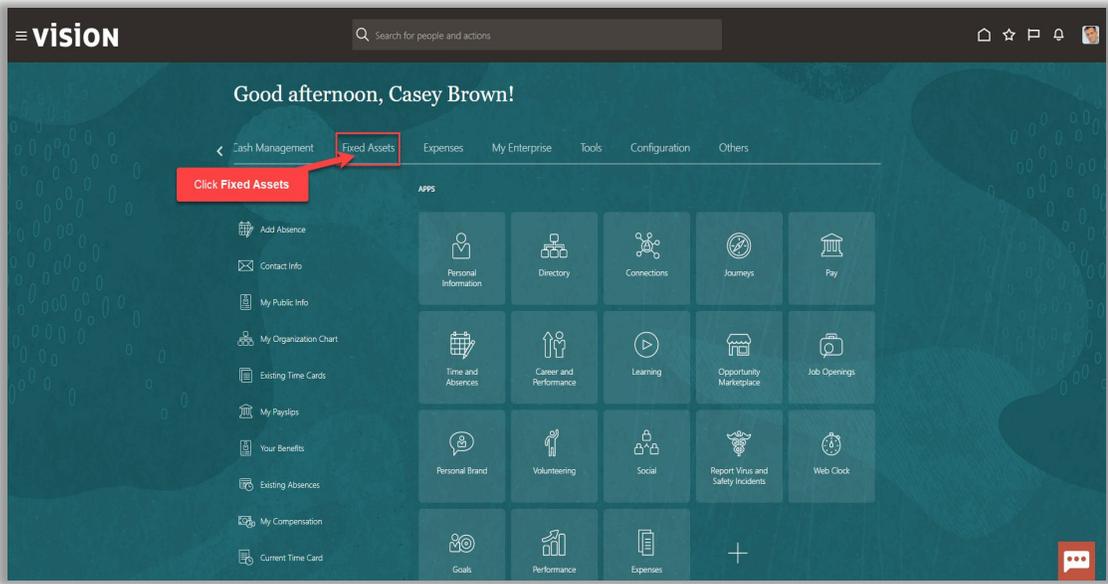
Advanced | Saved Search | All Assets_1

Asset Number	Description	Category	Asset Type	Cost	Asset Key	Tag Number	Serial Number
100037	SAN Disk Array	COMPUTER-NETWORK	CAPITALIZED	230,000.00			

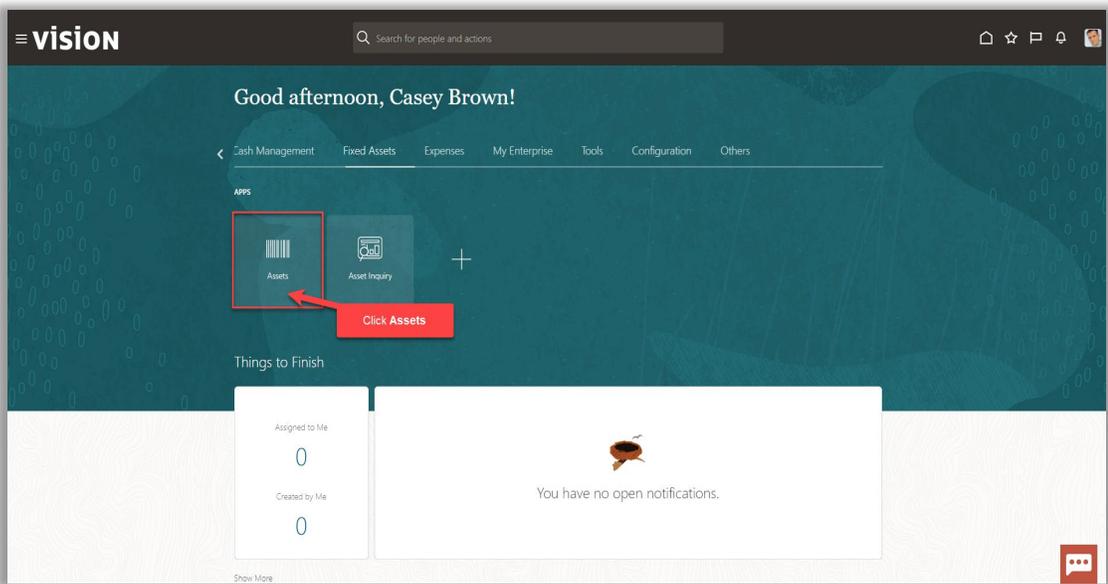
Maintain Source Lines

Navigation: Home>Fixed Assets>Assets>Tasks>Adjust Assets>Search>Select Source Line>Actions>Manage Source Lines>Add>Enter Information>Submit

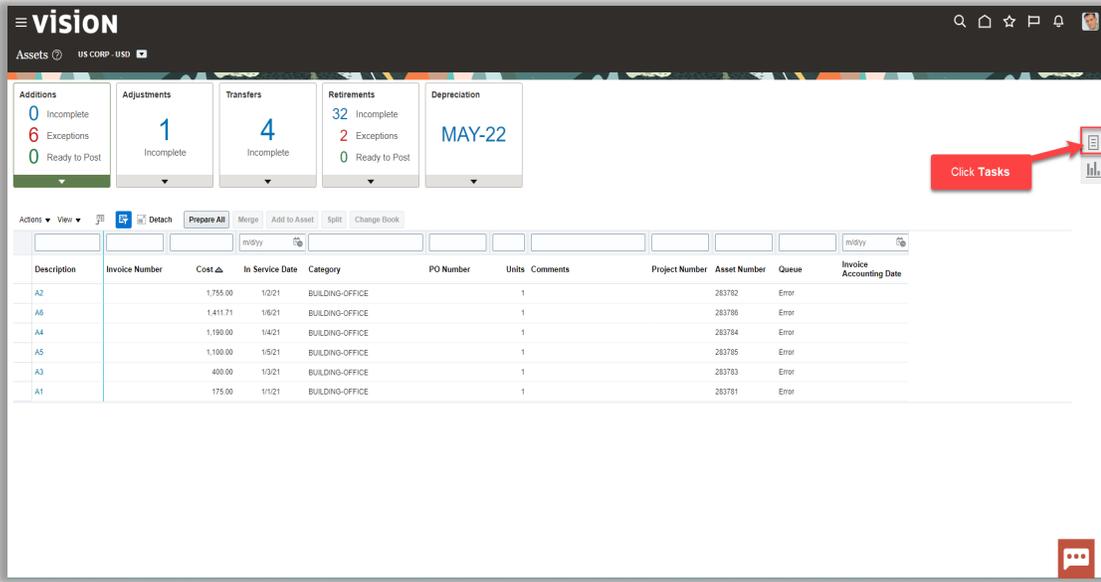
From home screen, click **Fixed Assets**



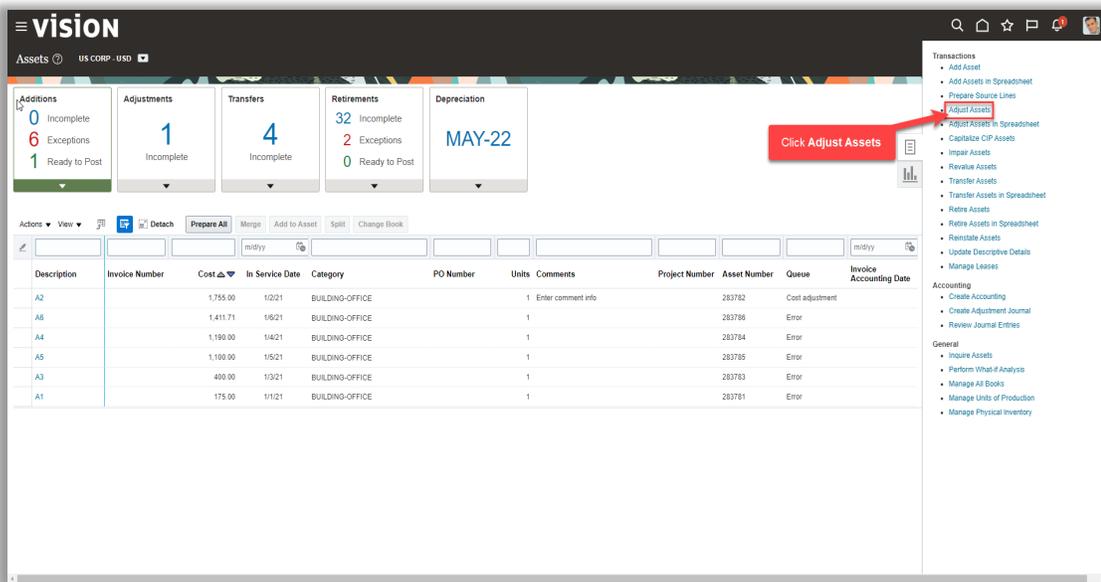
Next, click **Assets**



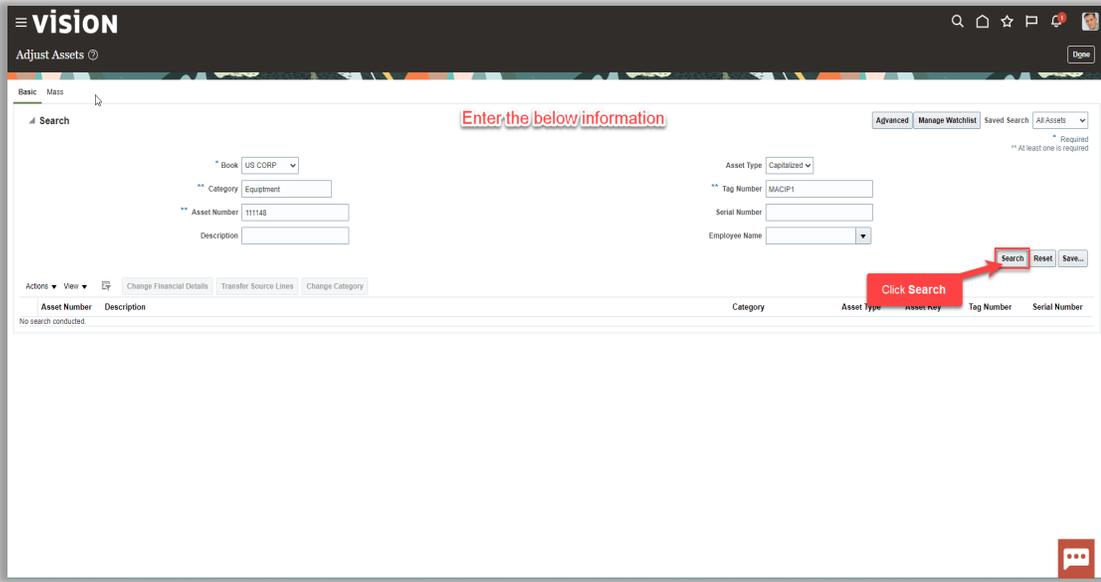
Click **Tasks**



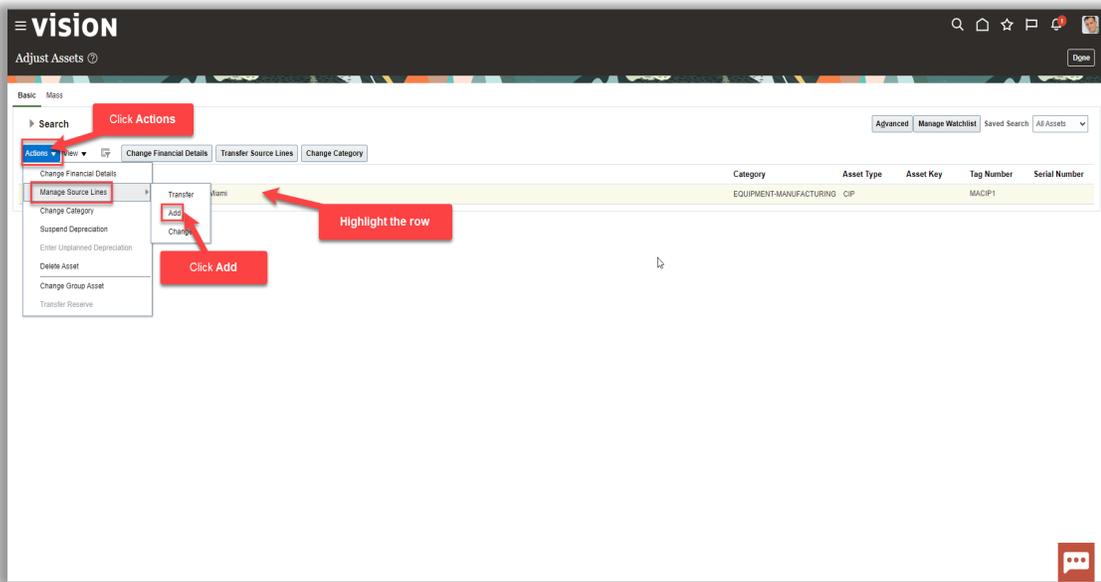
Click Adjust Assets



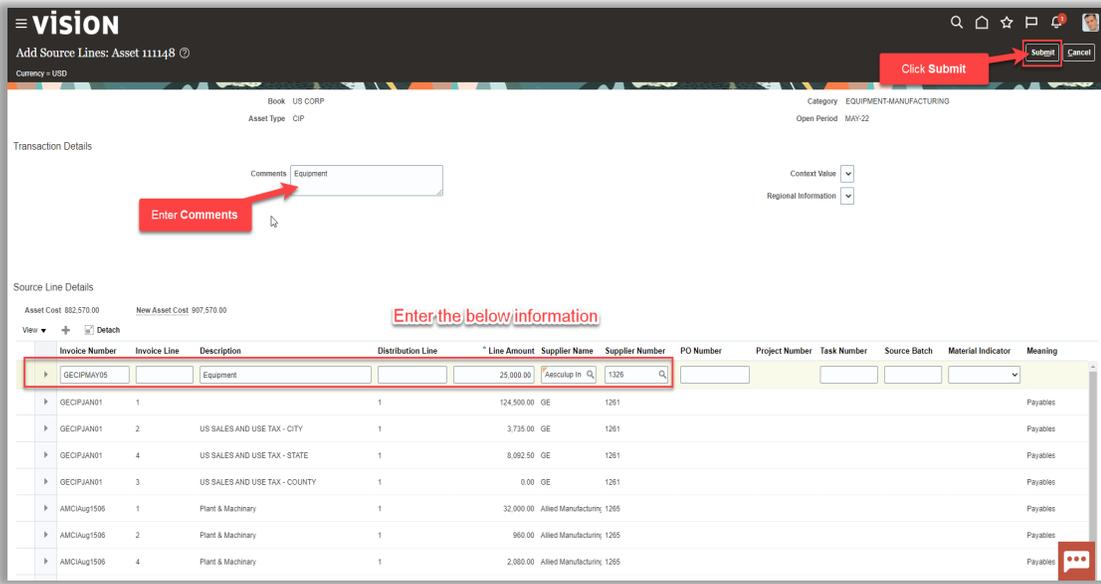
Select the **Book** and under **Asset Type**, click **Capitalized** then enter the **Category**, **Asset Number**, and **Tag Number**. Click **Search**



Highlight the row and click **Actions** then **Manage Source Lines** then **Add**



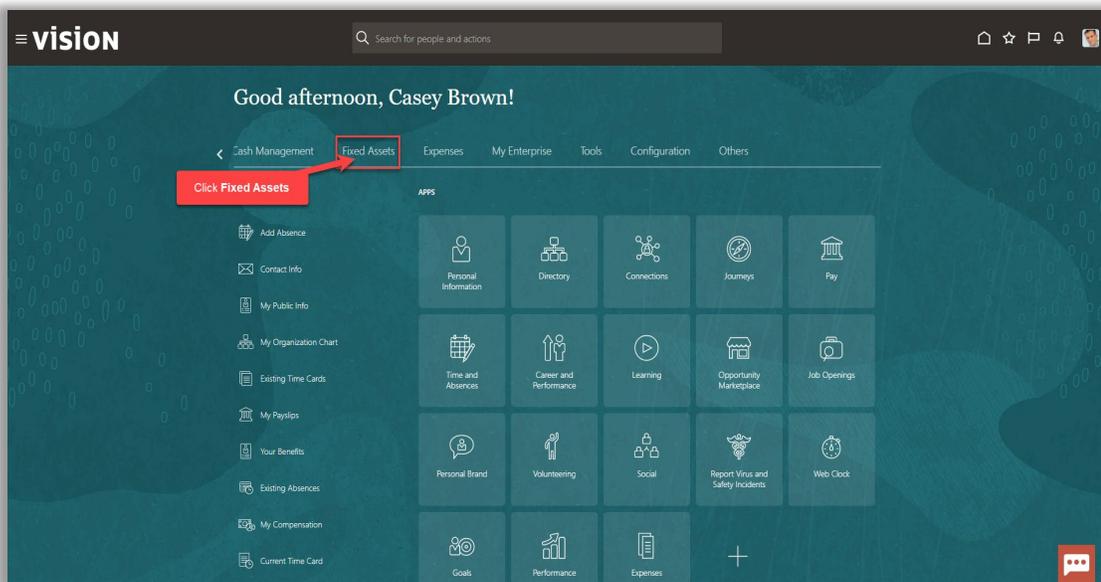
Enter the **Invoice Number**, **Description**, **Comments**, **Line Amount**, and **Supplier Name** and click **Submit**



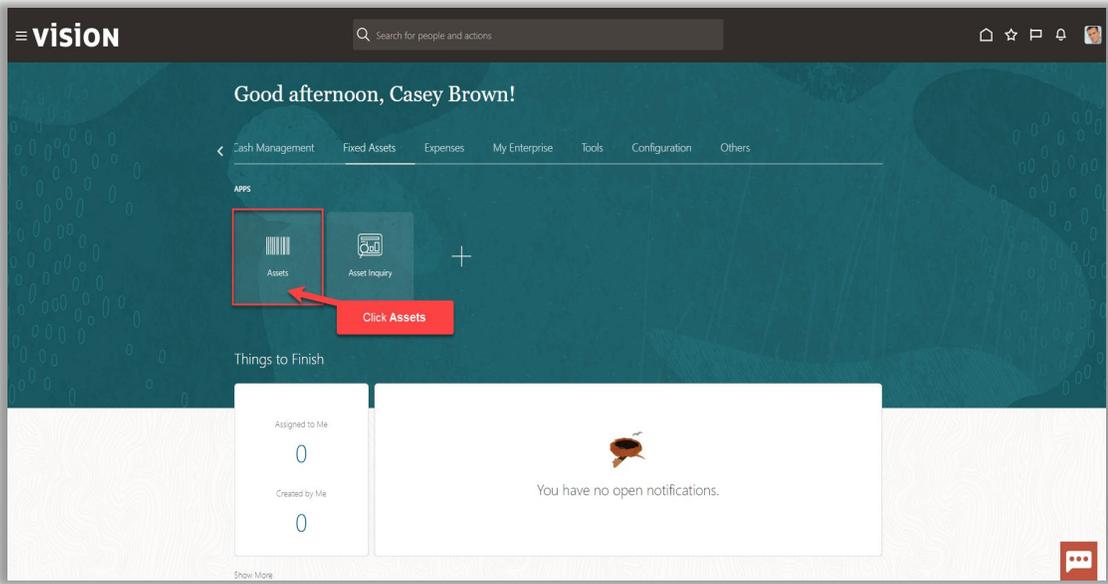
Change Source Line

Navigation: Home>Fixed Assets>Assets>Tasks>Adjust Assets>Search>Select Source Line>Actions>Change Source Lines>Change>Enter Information>Submit

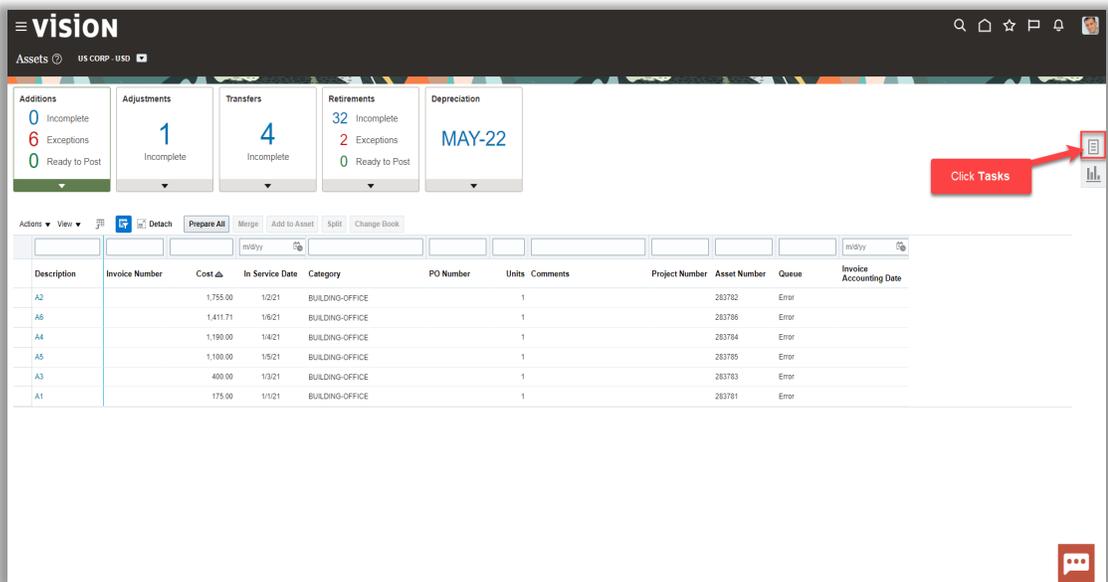
From home screen, click **Fixed Assets**



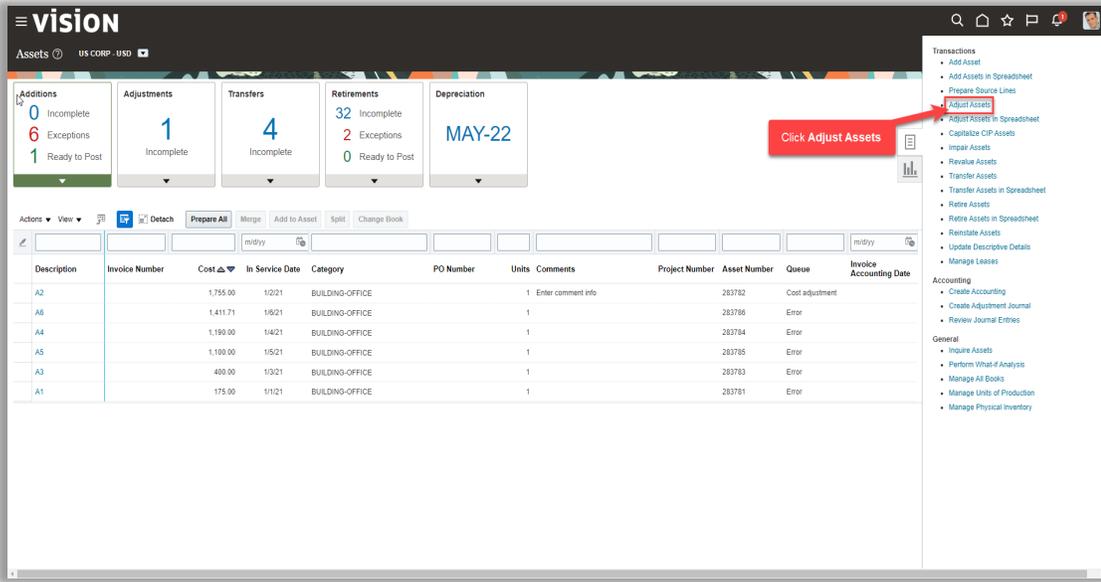
Next, click **Assets**



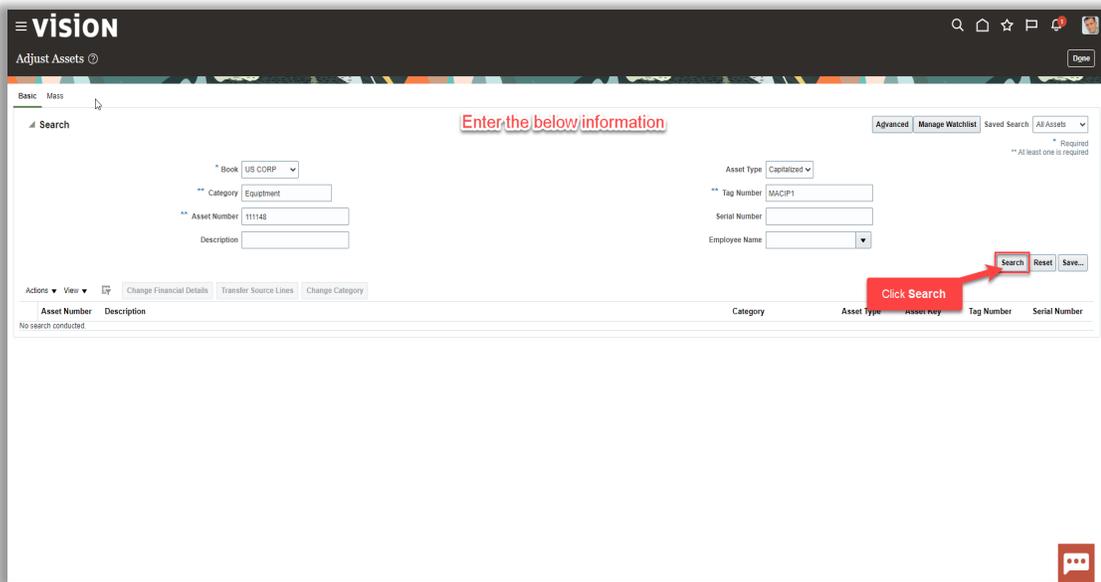
Click Tasks



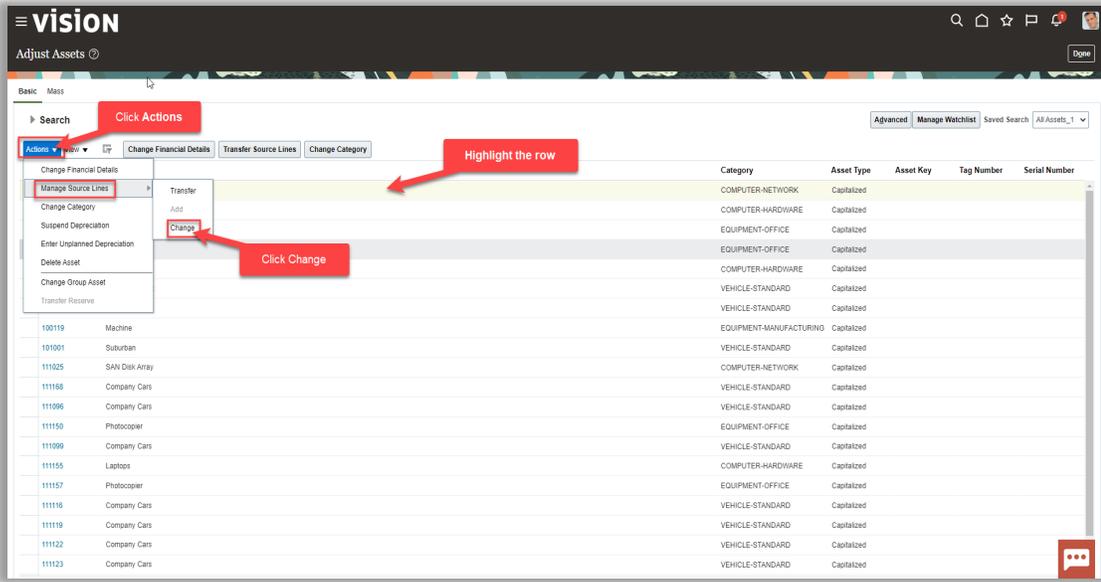
Click Adjust Assets



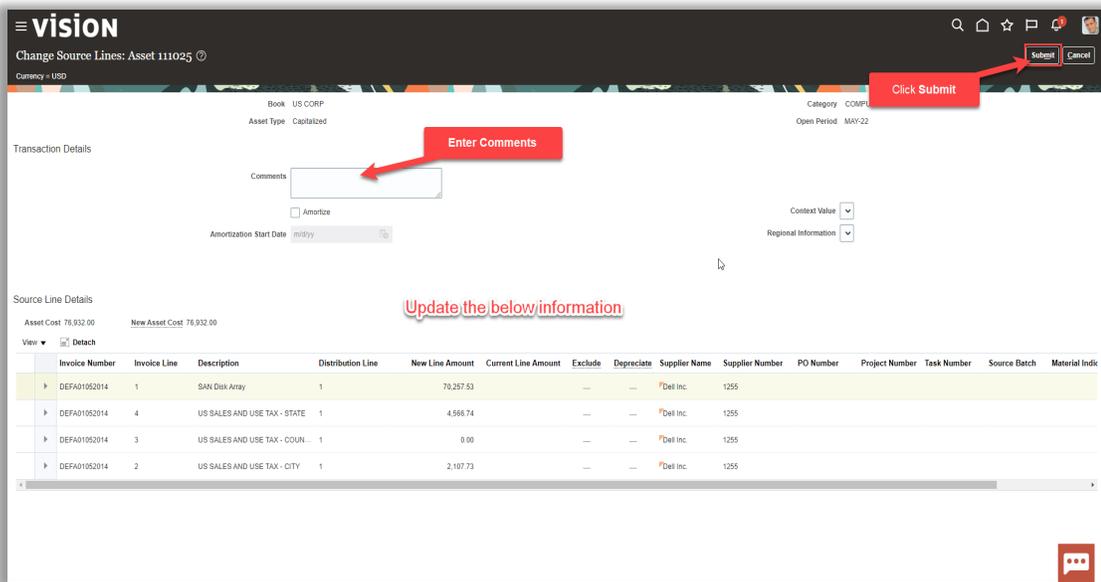
Select the **Book** and under **Asset Type**, click **Capitalized** then enter the **Category**, **Asset Number**, and **Tag Number**. Click **Search**



Highlight the row and click **Actions** then **Manage Source Lines** then **Change**



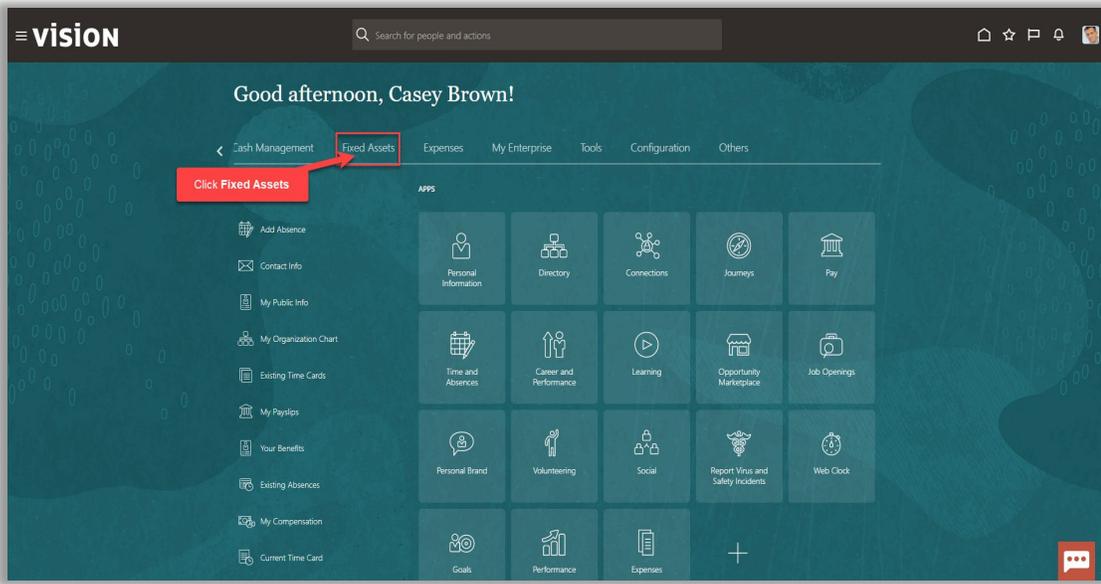
Enter the **Description**, **Comments**, **New Line Amount**, and click **Submit**. Note: Only Oracle Manual Lines can be updated. We cannot update feeder system source lines.



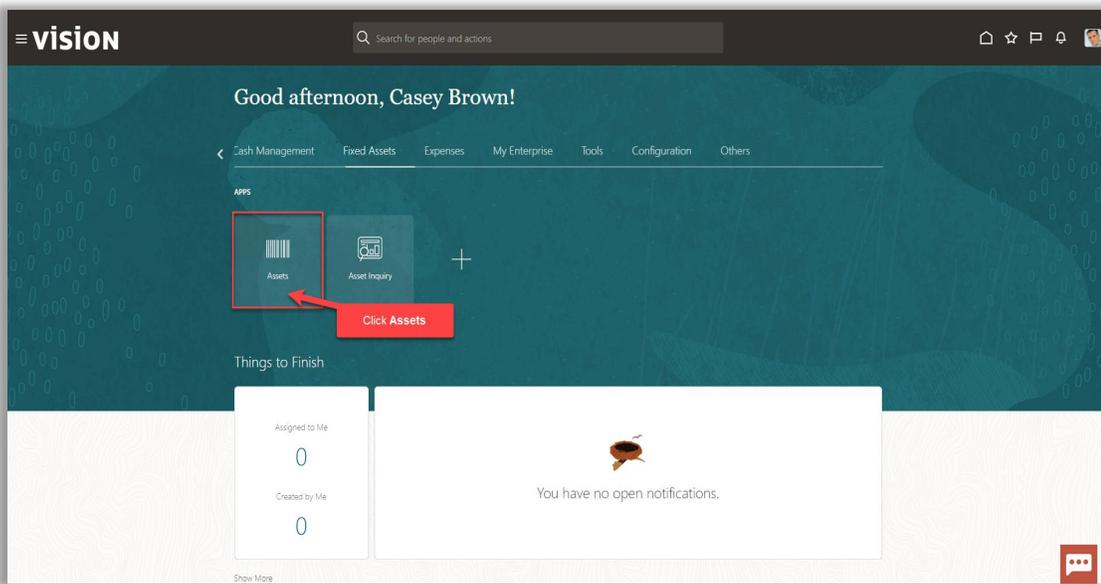
Change Asset Category

Navigation: Home>Fixed Assets>Assets>Tasks>Adjust Assets>Search>Select Source Line>Change Category>Enter Information>Submit

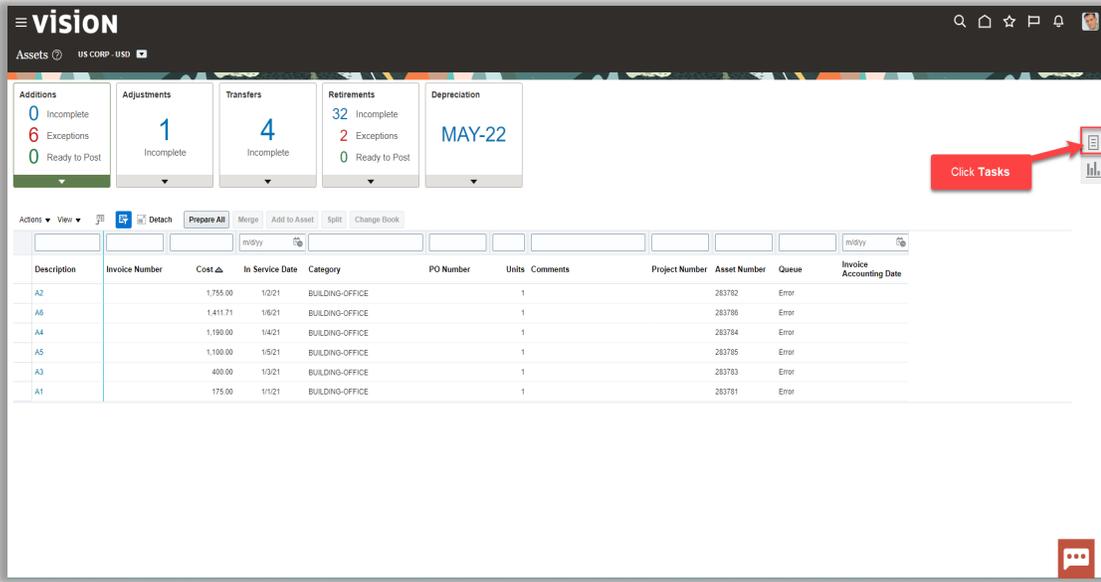
From home screen, click **Fixed Assets**



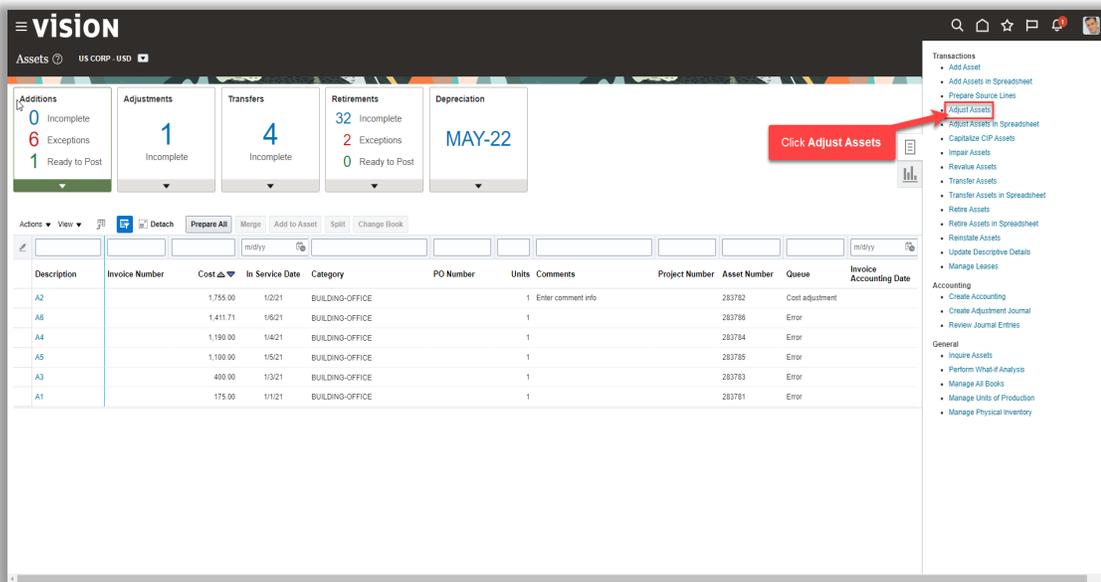
Next, click **Assets**



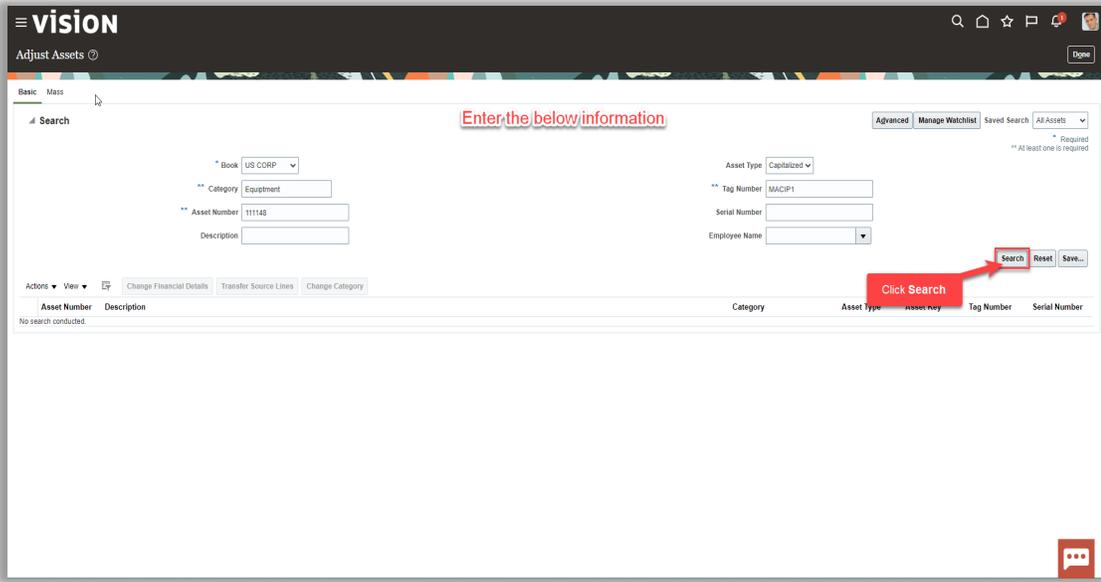
Click **Tasks**



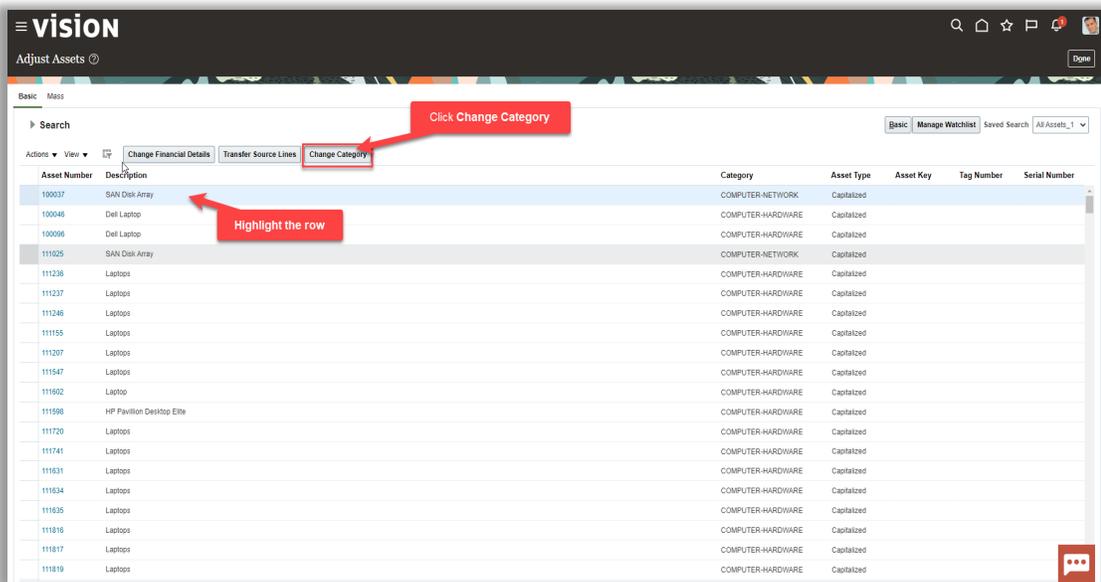
Click Adjust Assets



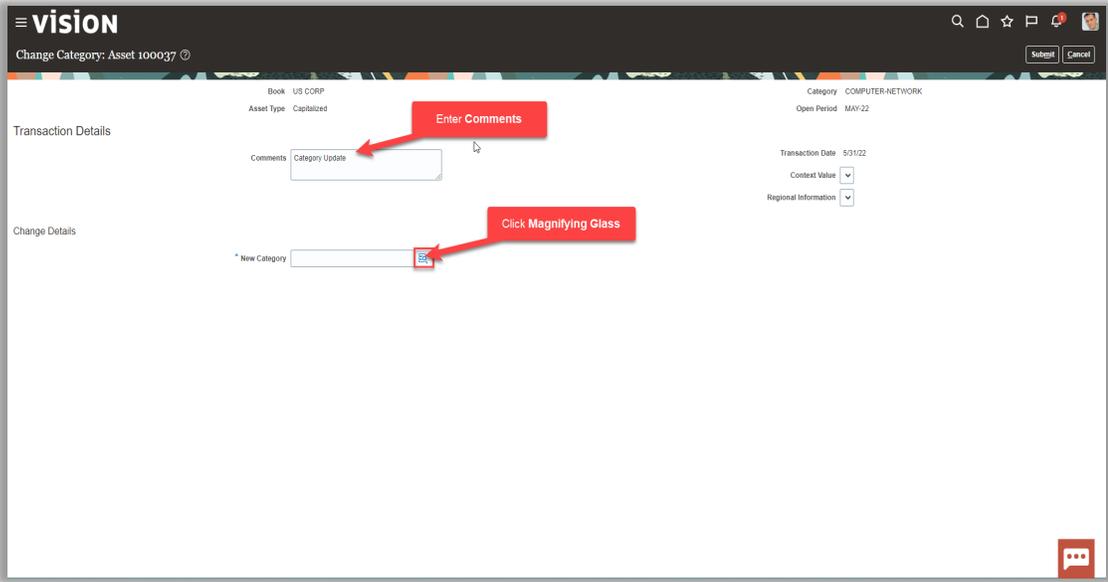
Select the **Book** and under **Asset Type**, click **Capitalized** then enter the **Category**, **Asset Number**, and **Tag Number**. Click **Search**



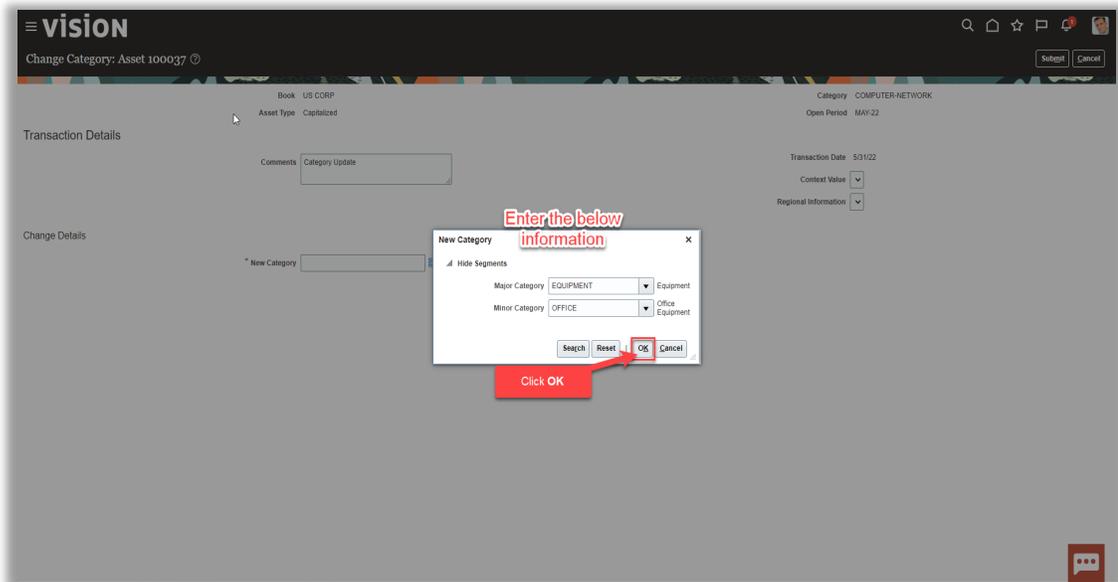
Highlight the row and click **Change Category**



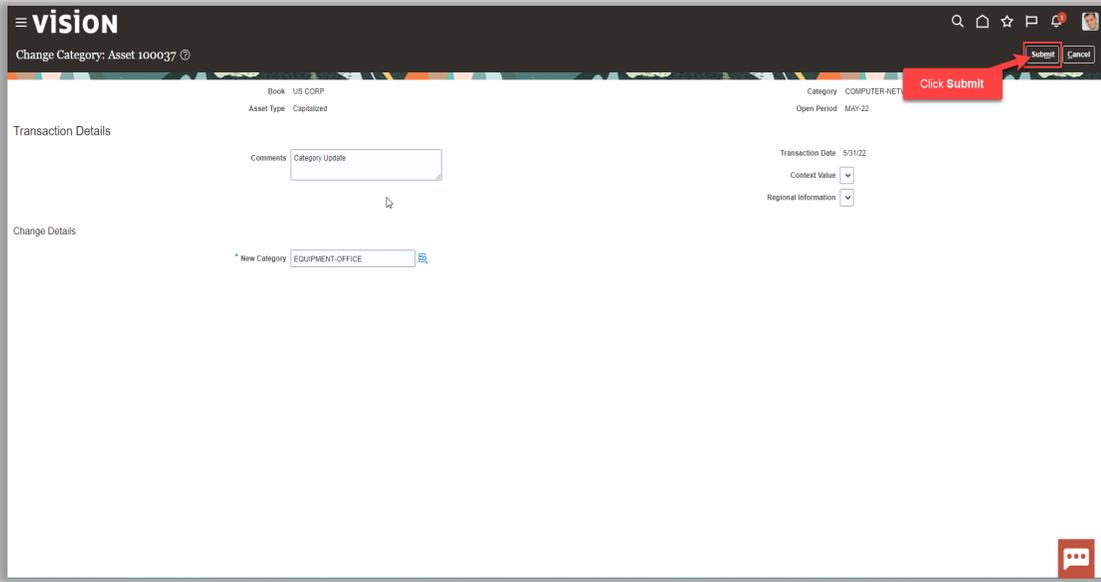
Enter Comments and click the magnifying glass beside **New Category** 



Enter the **New Category** information and click **OK**



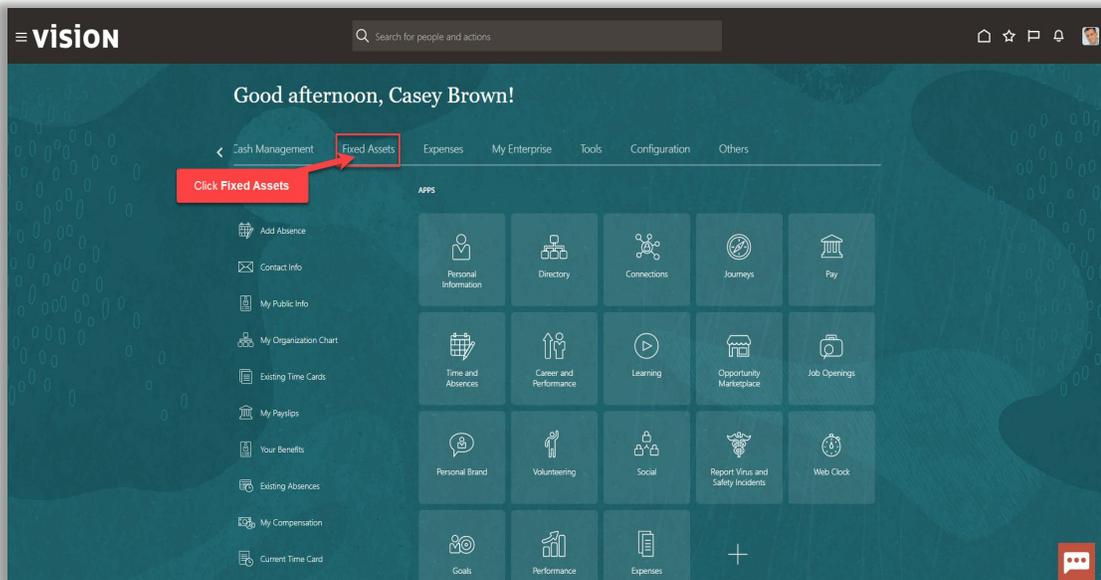
Click **Submit**



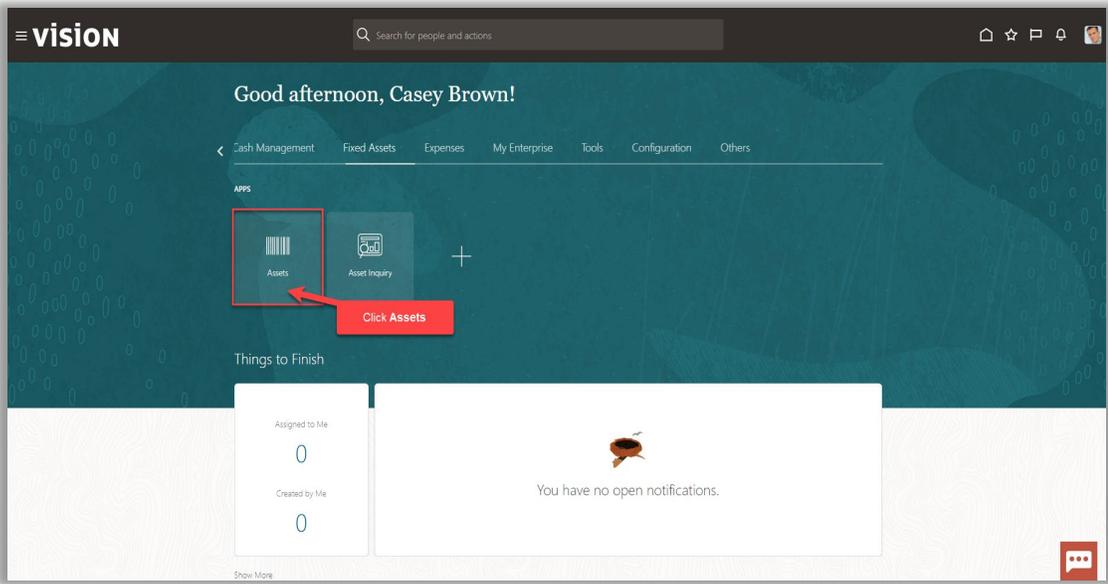
Enter Unplanned Depreciation

Navigation: Home>Fixed Assets>Assets>Tasks>Adjust Assets>Search>Highlight Row>Actions>Enter Unplanned Depreciation>Enter Information>Submit

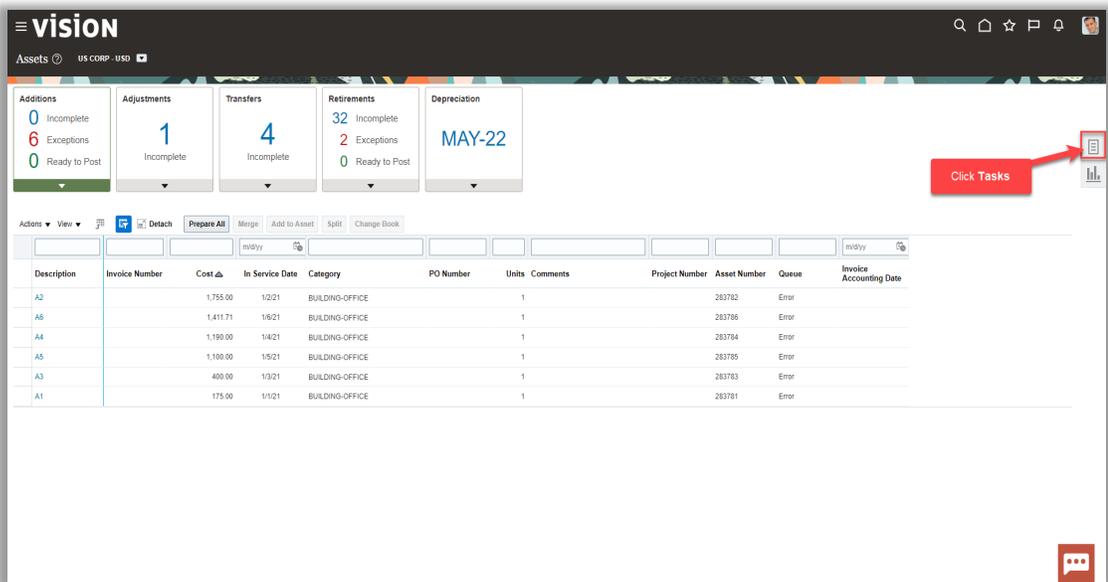
From home screen, click **Fixed Assets**



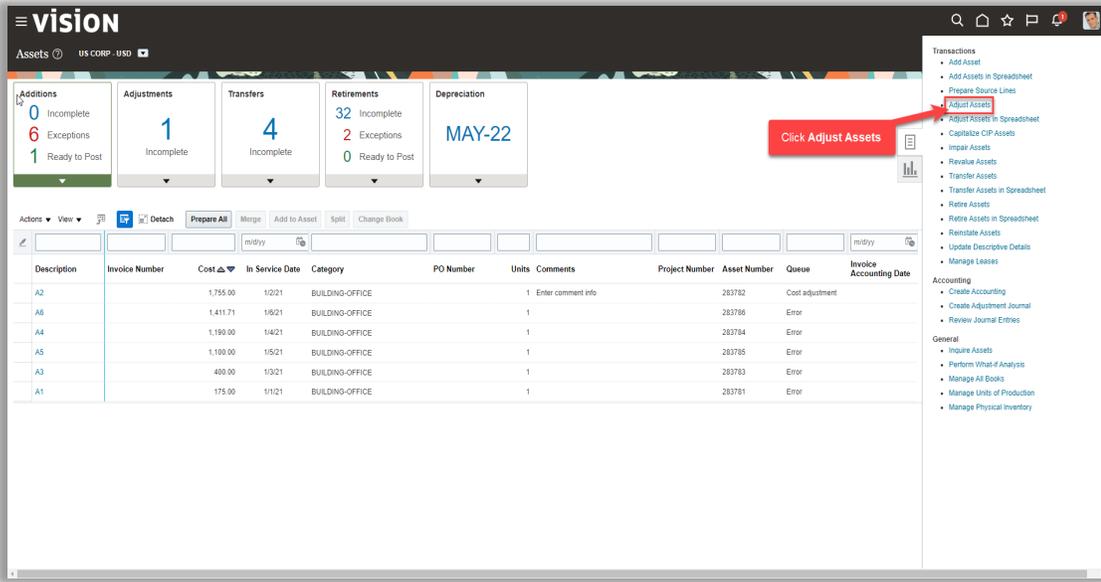
Next, click **Assets**



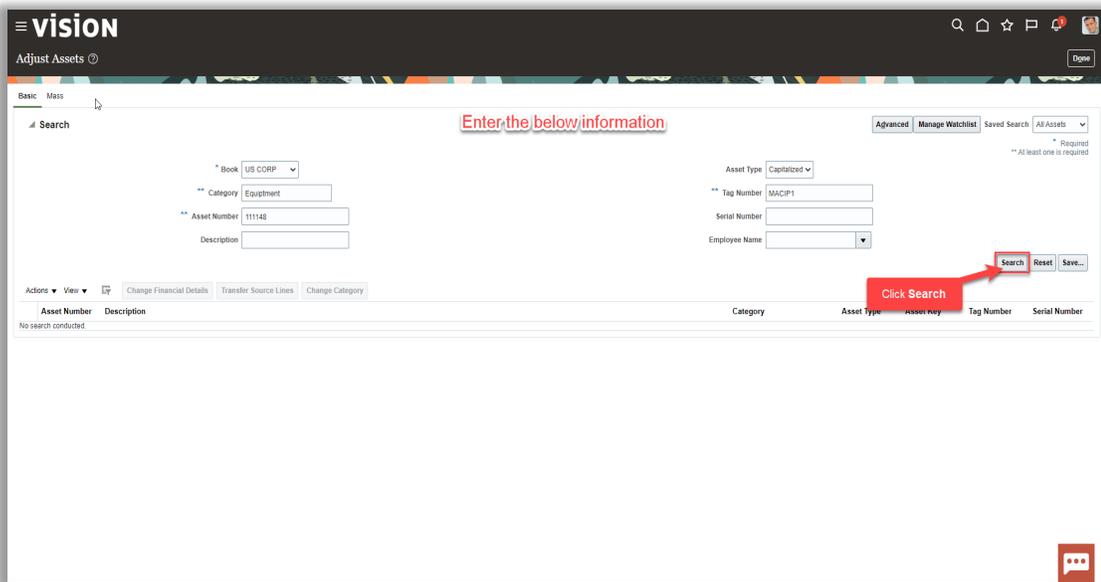
Click Tasks



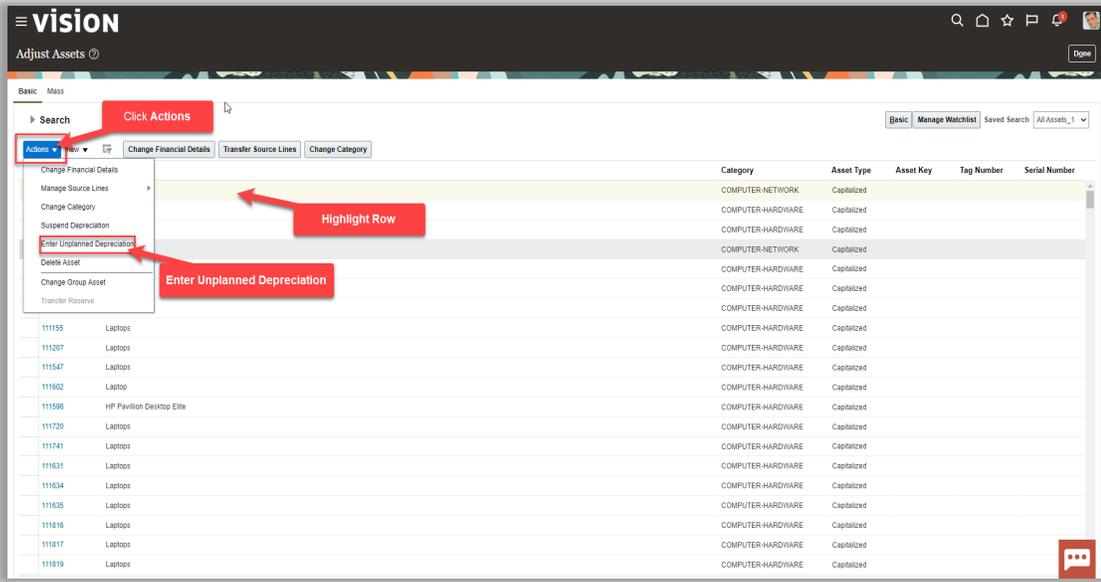
Click Adjust Assets



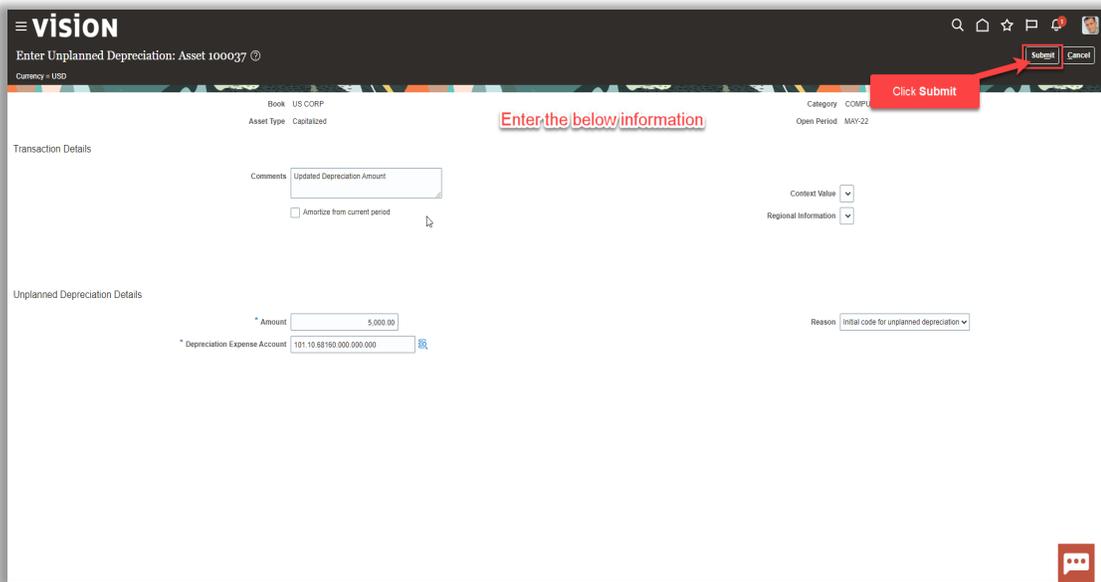
Select the **Book** and under **Asset Type**, click **Capitalized** then enter the **Category**, **Asset Number**, and **Tag Number**. Click **Search**



Highlight the row and click **Actions** then **Enter Unplanned Depreciation**



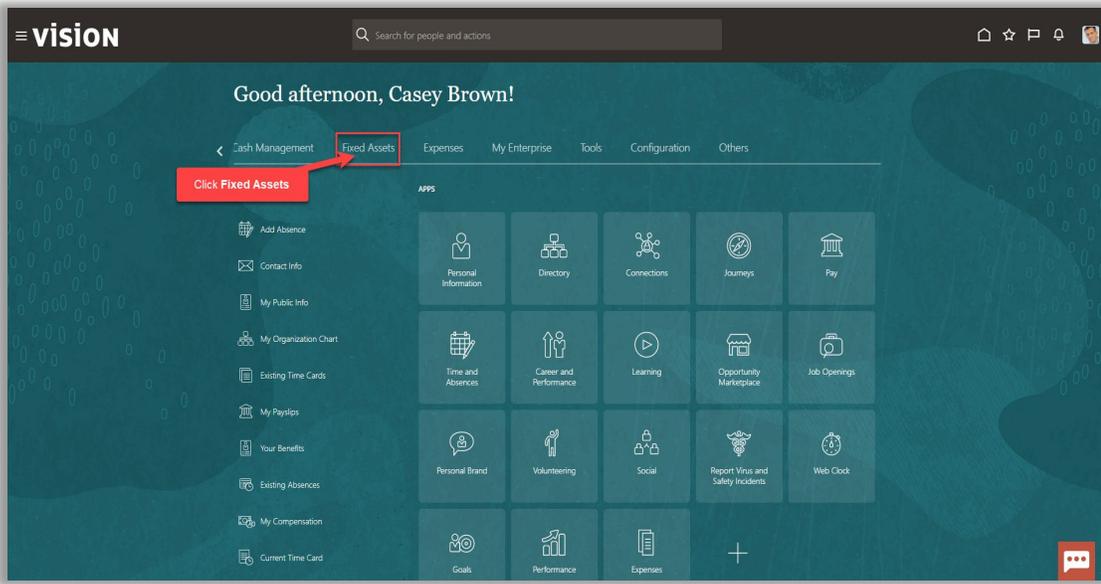
Enter Comments, the Amount, and Reason. We can update the Depreciation Expense Account, if applicable. Click Submit



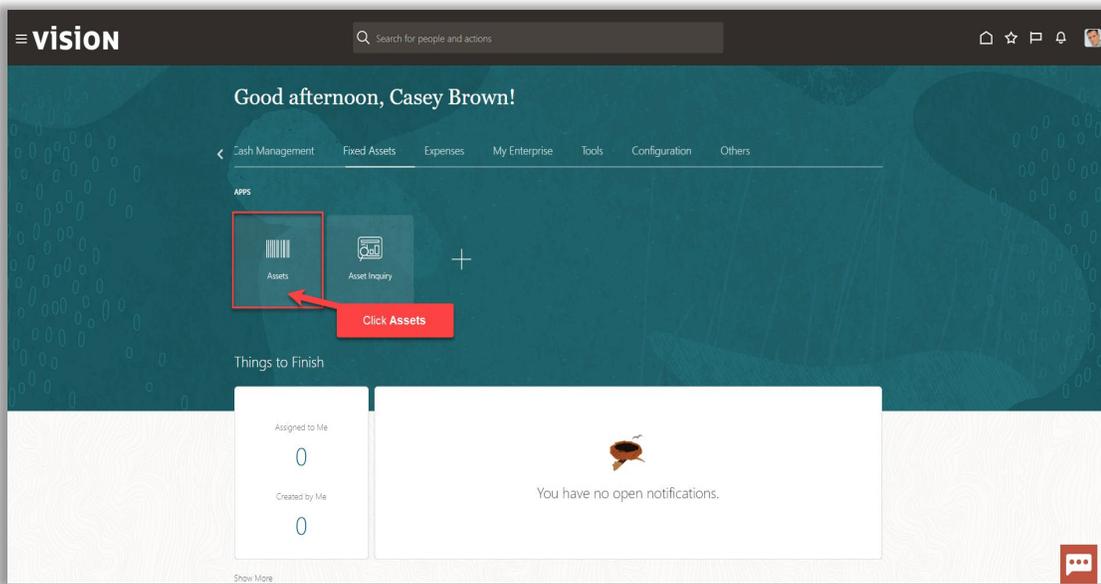
Change Financial Details

Navigation: Home>Fixed Assets>Assets>Tasks>Adjust Assets>Search>Select Source Line>Change Financial Details>Enter Information>Submit

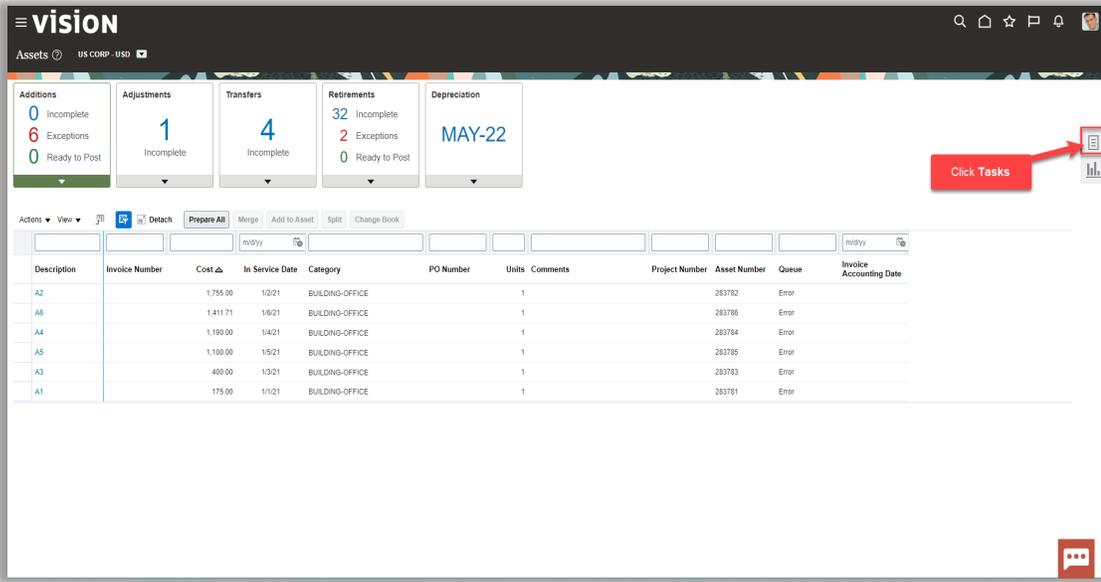
From home screen, click **Fixed Assets**



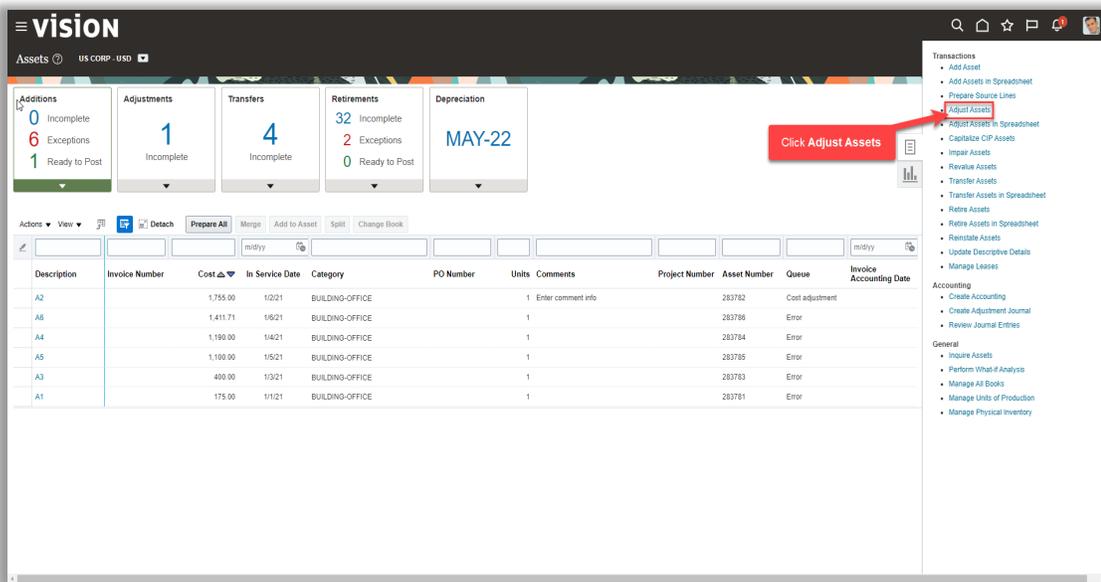
Next, click **Assets**



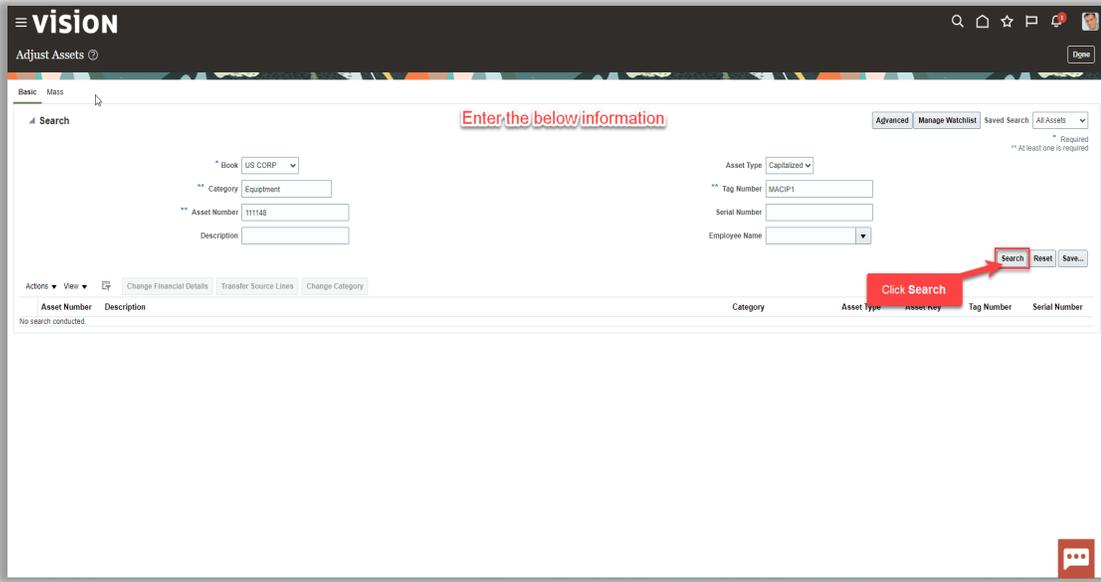
Click **Tasks**



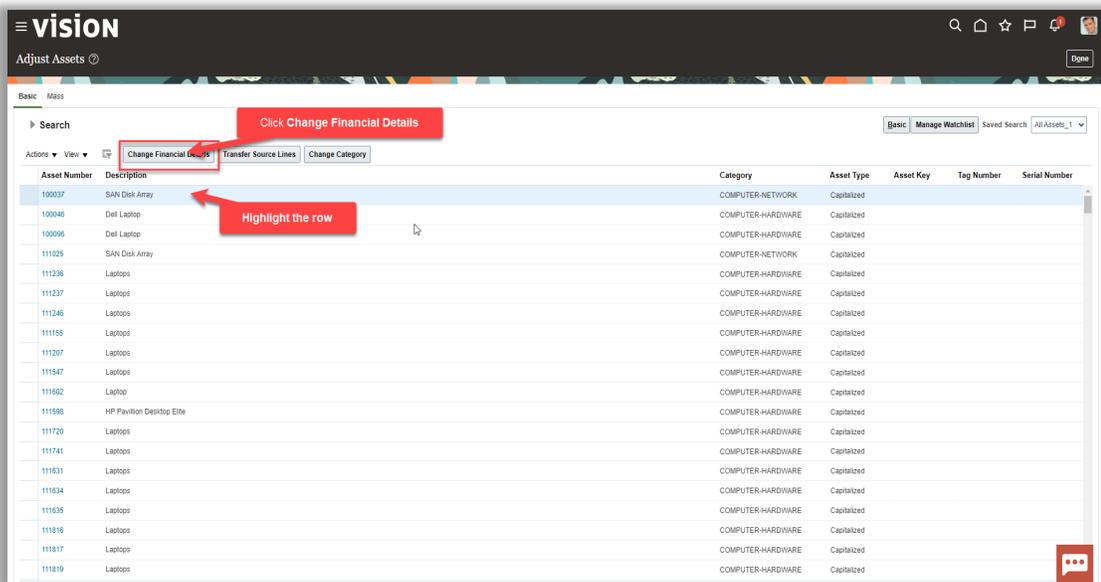
Click Adjust Assets



Select the **Book** and under **Asset Type**, click **Capitalized** then enter the **Category**, **Asset Number**, and **Tag Number**. Click **Search**



Highlight the row and click **Change Financial Details**



Update the applicable details and click **Submit**

VISION
Change Financial Details: Asset 100037
Currency: USD

Book: US CORP
Asset Type: Capitalized
Category: COMPUTER-NETWORK
Open Period: MAY-22

Transaction Details

Comments:

Financial Details

General | Advanced Rules | Revaluation | Regional Information

* Cost: 230,000.00
Salvage Value Type: Amount
Salvage Value Amount: 0.00
Salvage Value Percent:
Depreciation Factor:
* Depreciation Method: STL
* Life in Years: 3
* Life in Months: 0
* In Service Date: 7/1/11
* Prorate Convention: CAL MONTH
Prorate Date: 7/1/11
 Depreciate

Amortization Start Date: mid/yy
Contract Value:
Regional Information:

— Fully depreciate in current period

Bonus Rule:
Cash Generating Unit:
Depreciation Ceiling:
YTD Depreciation: 0.00
Depreciation Reserve: 230,000.00
YTD Bonus Depreciation: 0.00
Bonus Depreciation Reserve: 0.00
YTD Impairment: 0.00
Impairment Reserve: 0.00
Recoverable Cost: 230,000.00
Net Book Value: 0.00

Click Submit | Submit | Cancel

Enter Comments

Update the applicable information

Capitalize CIP Assets

Navigation: Home>Fixed Assets>Assets>Tasks>Capitalize CIP Assets>Search>Capitalize>OK>Done

From home screen, click **Fixed Assets**

VISION
Search for people and actions

Good afternoon, Casey Brown!

Cash Management | **Fixed Assets** | Expenses | My Enterprise | Tools | Configuration | Others

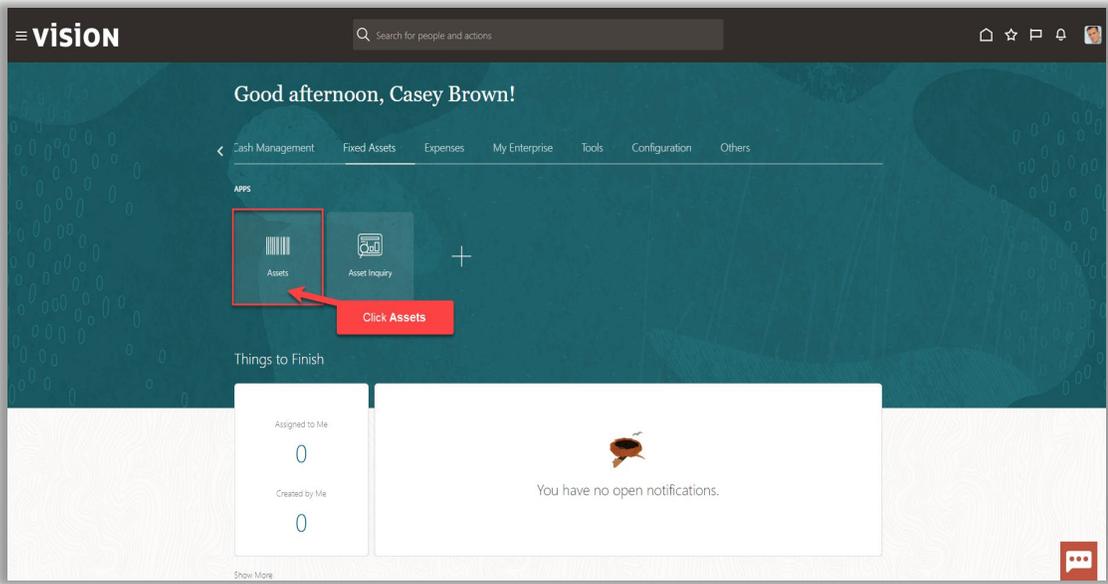
Click Fixed Assets

APPS

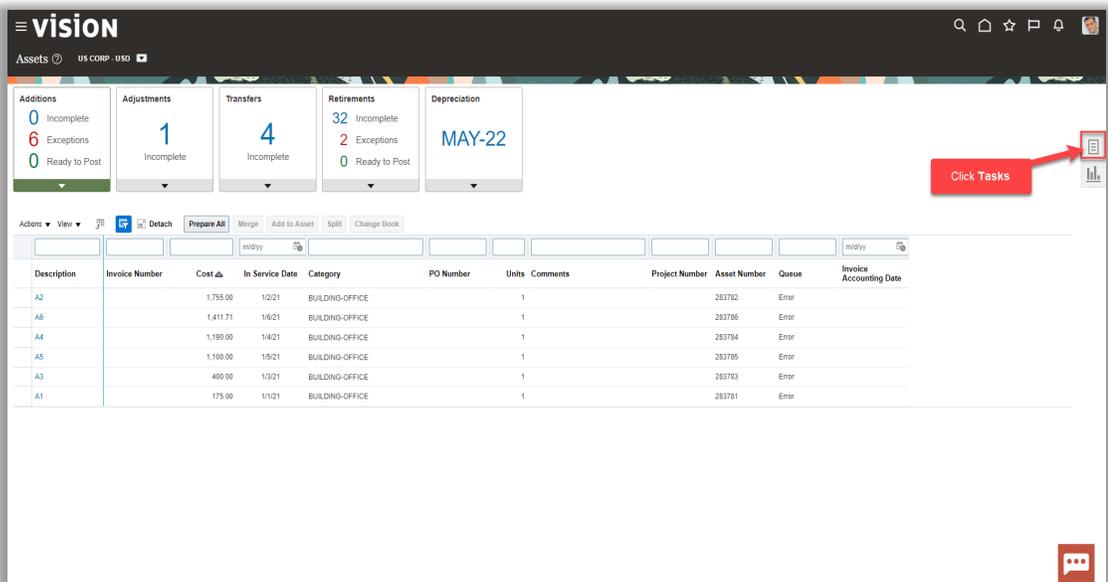
Add Absence
Contact Info
My Public Info
My Organization Chart
Existing Time Cards
My Payslips
Your Benefits
Existing Absences
My Compensation
Current Time Card

Personal Information
Directory
Connections
Journeys
Pay
Time and Absences
Career and Performance
Learning
Opportunity Marketplace
Job Openings
Personal Brand
Volunteering
Social
Report Visits and Safety Incidents
Web Clock
Goals
Performance
Expenses

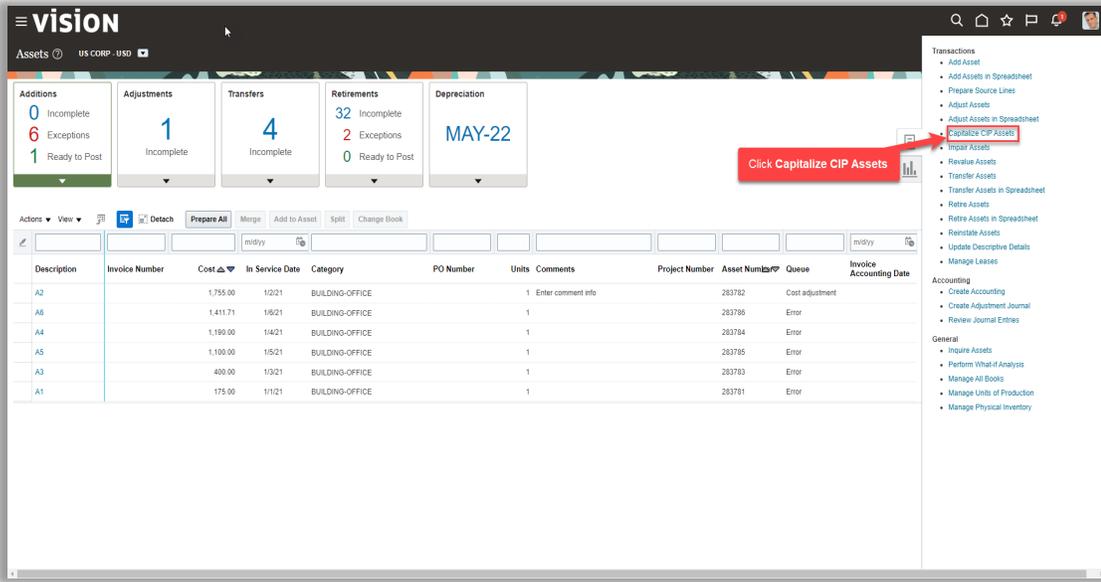
Next, click **Assets**



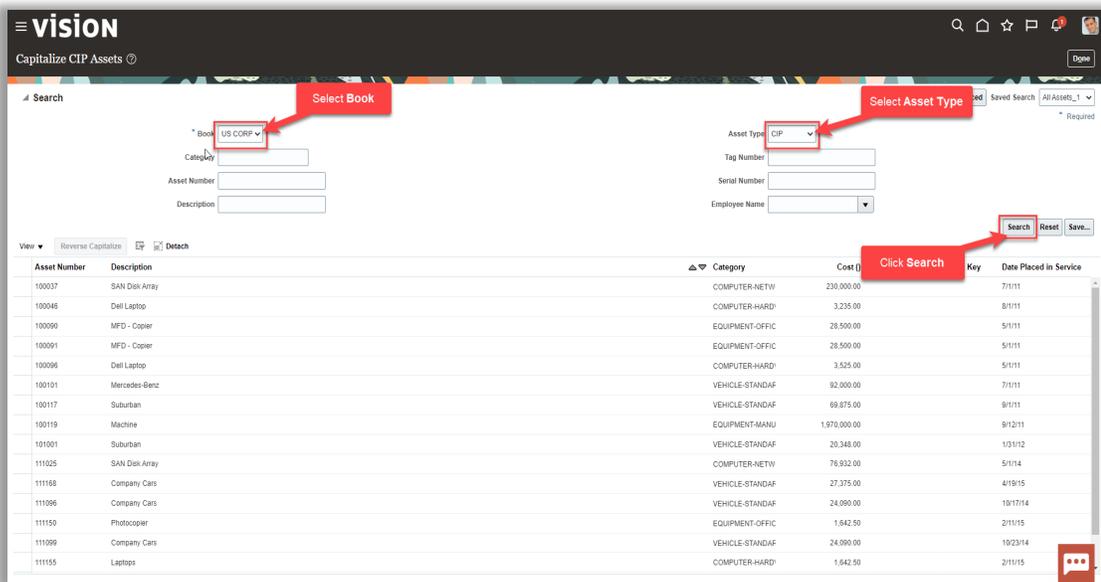
Click Tasks



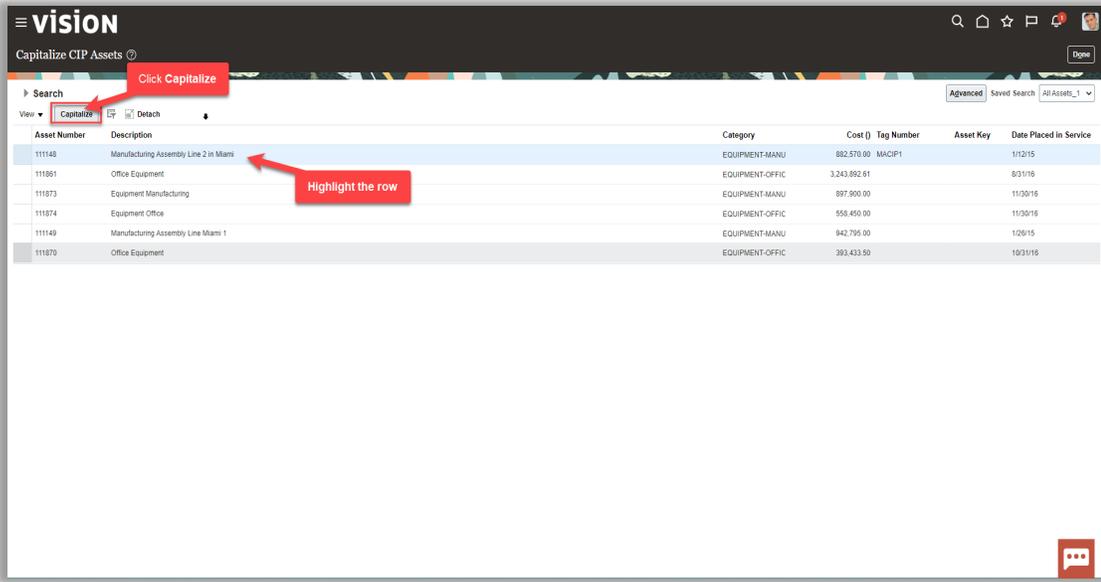
Click Capitalize CIP Assets



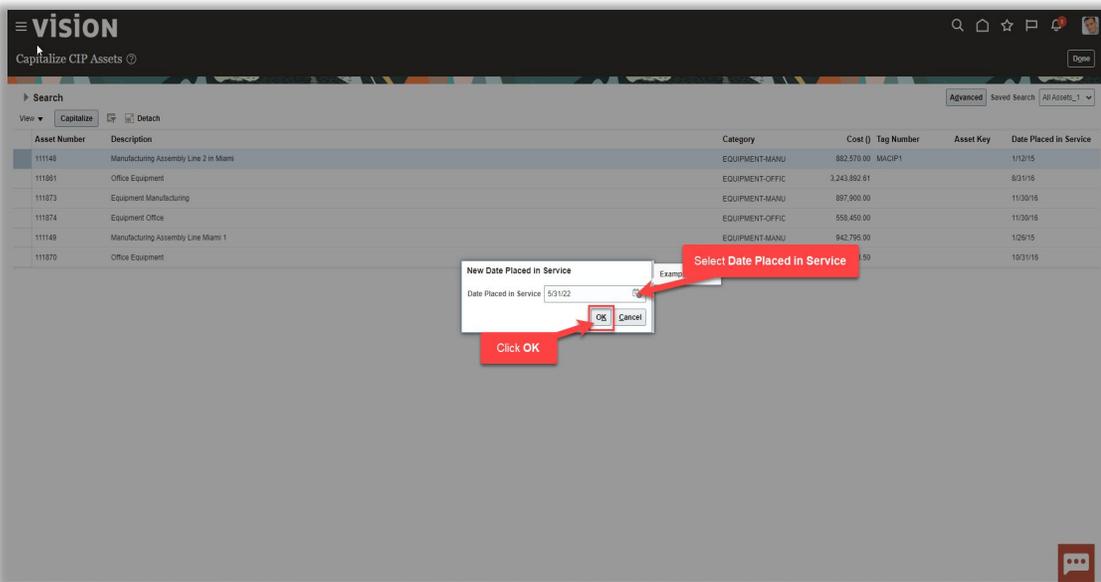
Select the **Book**. For **Asset Type**, select **CIP** and click **Search**



Highlight the row and click **Capitalize**



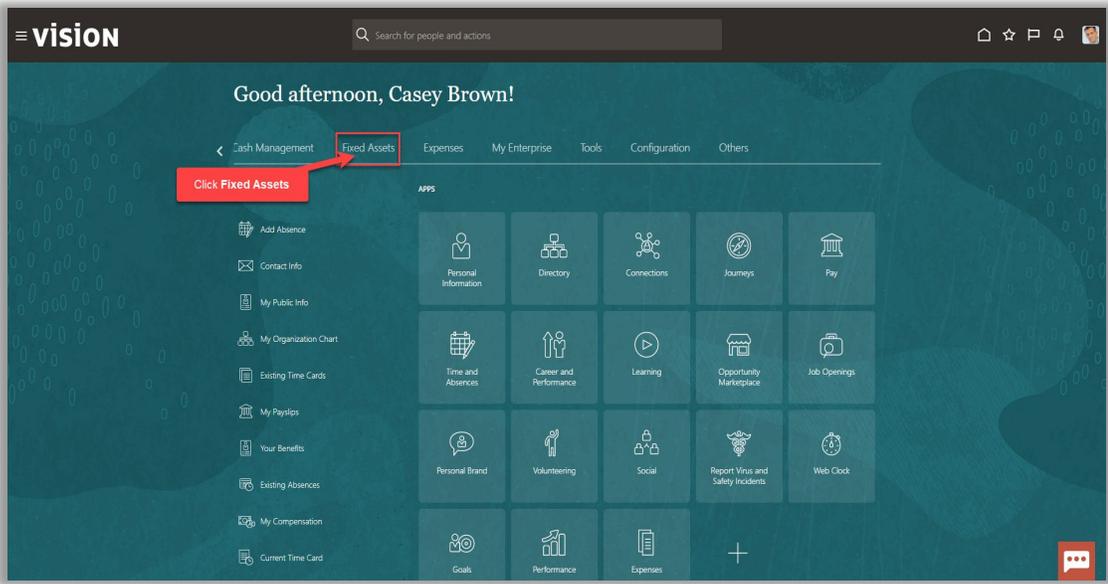
Enter the **Date Placed in Service** and click **OK**



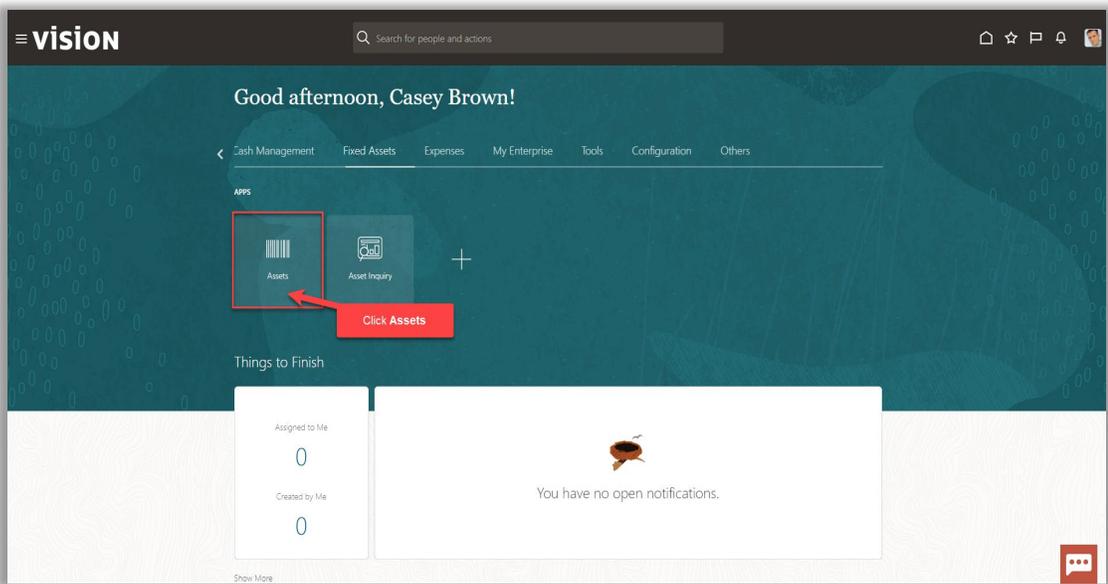
Reverse Capitalization of an Asset

Navigation: Home>Fixed Assets>Assets>Tasks>Capitalize CIP Assets>Click Capitalized Search>Reverse Capitalize>OK>Done

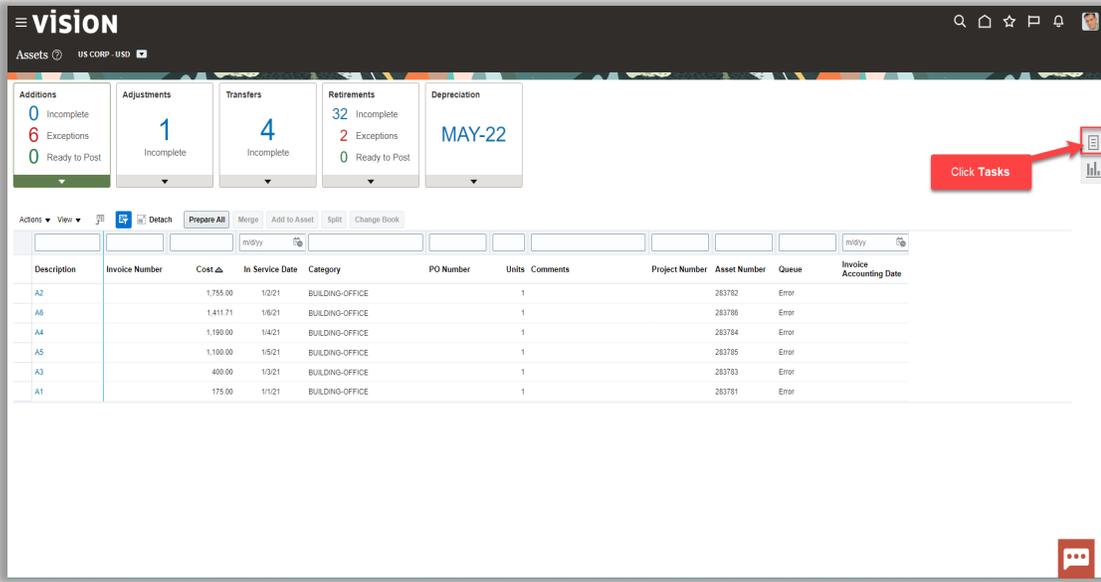
From home screen, click **Fixed Assets**



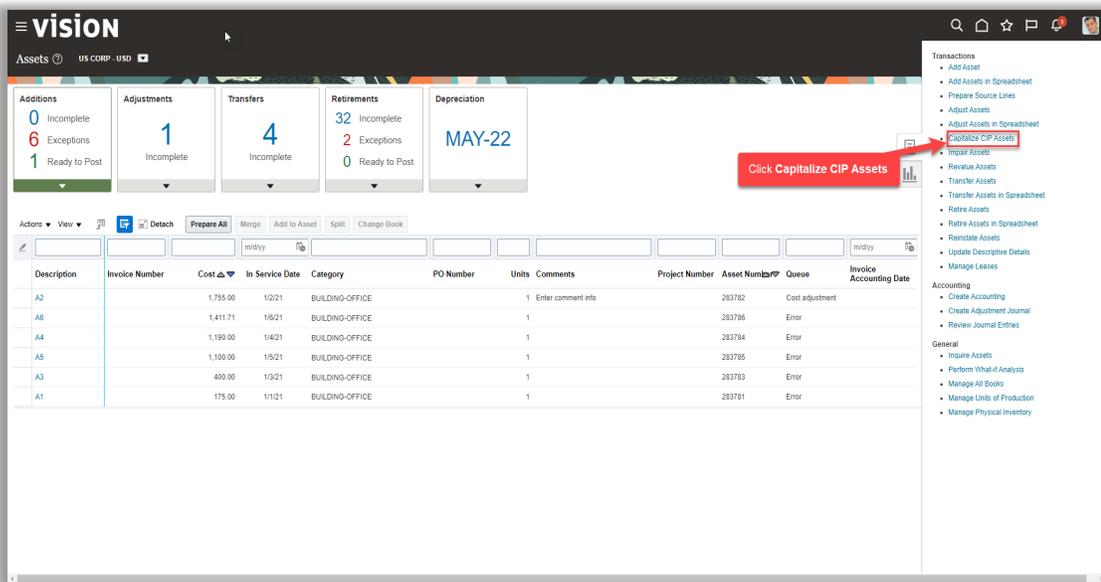
Next, click **Assets**



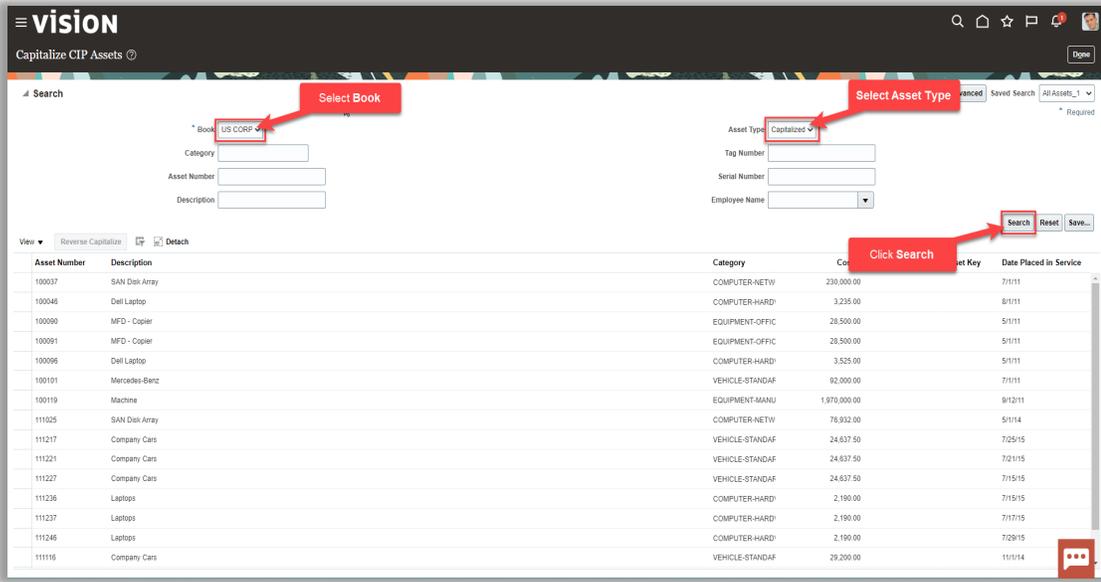
Click **Tasks**



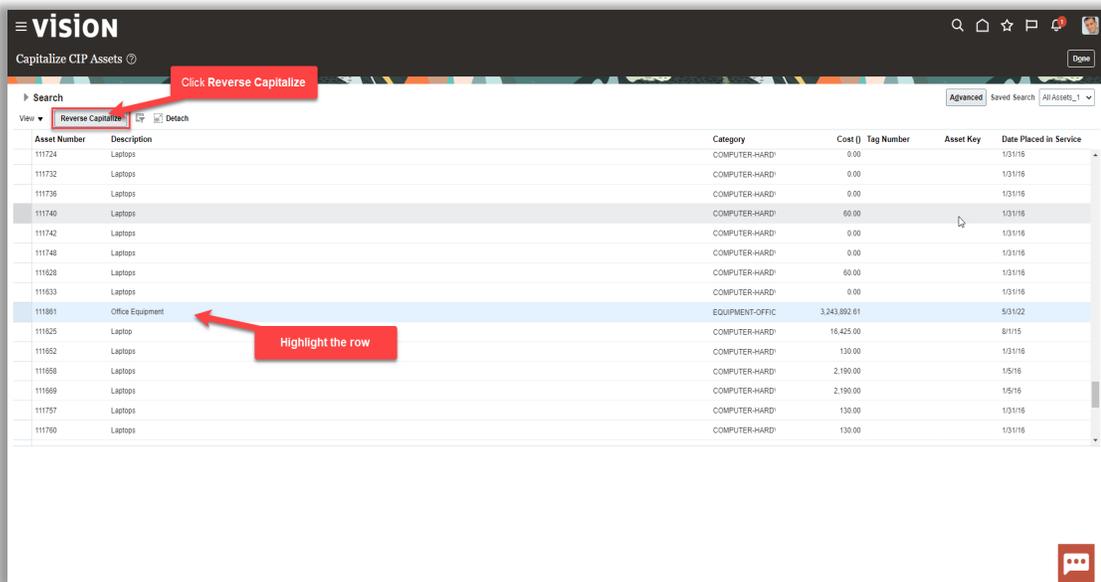
Click Capitalize CIP Assets



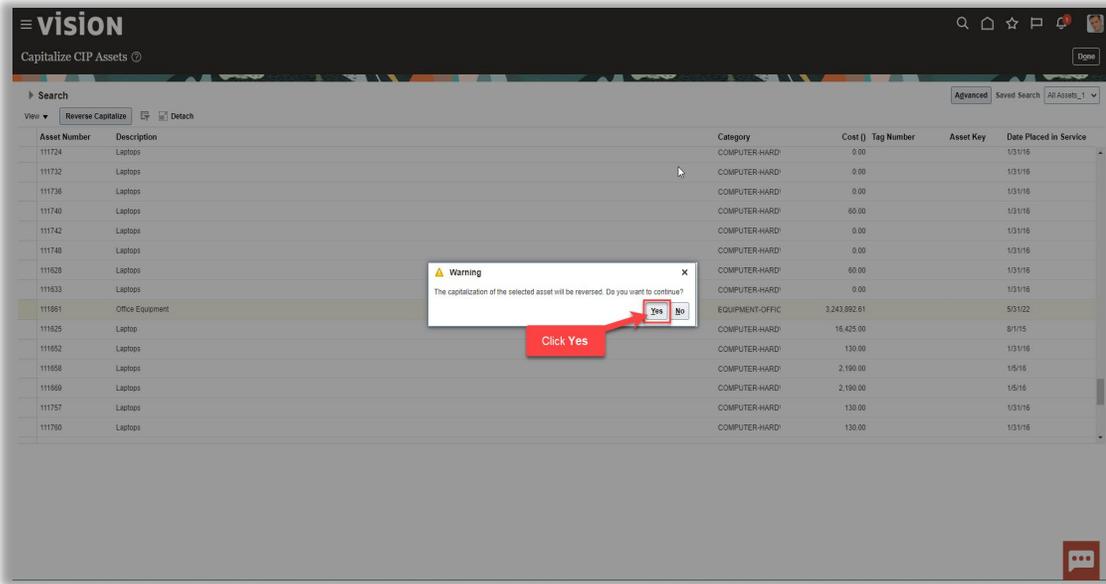
Select the **Book**. For **Asset Type**, select **Capitalized** and click **Search**



Highlight the row and click **Reverse Capitalize**



Click **Yes**

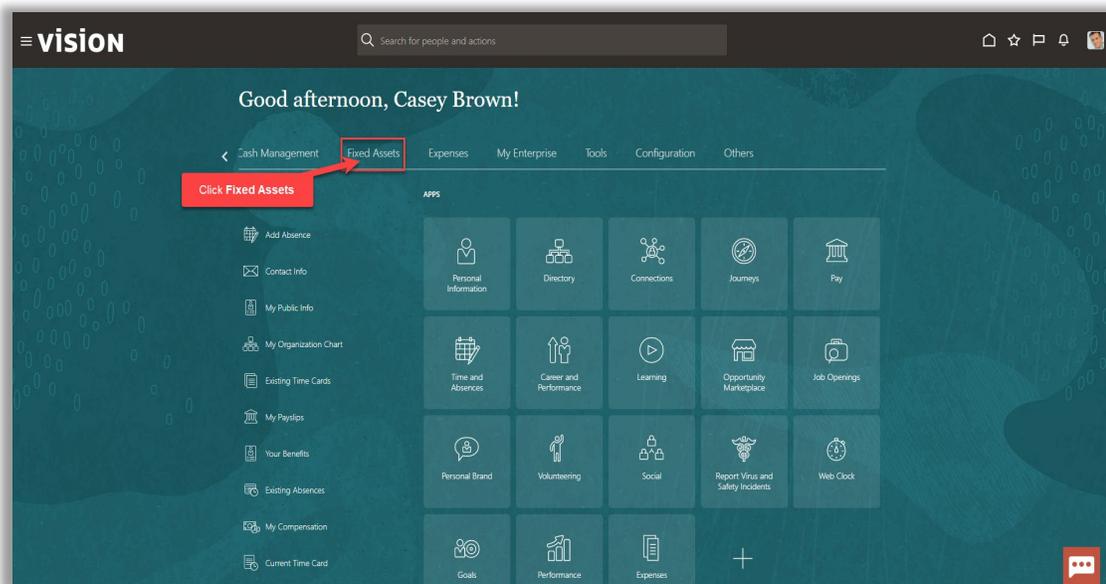


Process Depreciation

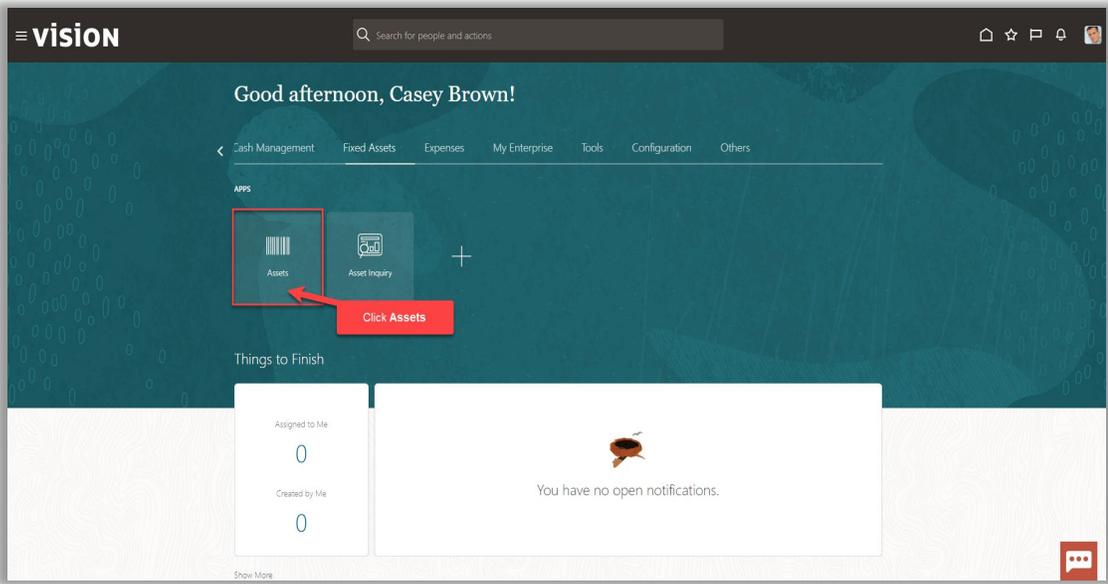
Navigation: Home>Fixed Assets>Assets>Depreciation>Calculate Depreciation>Enter Details>Submit

Note: After we click Submit, we need to run the **Calculate Depreciation Process** through Scheduled Processes

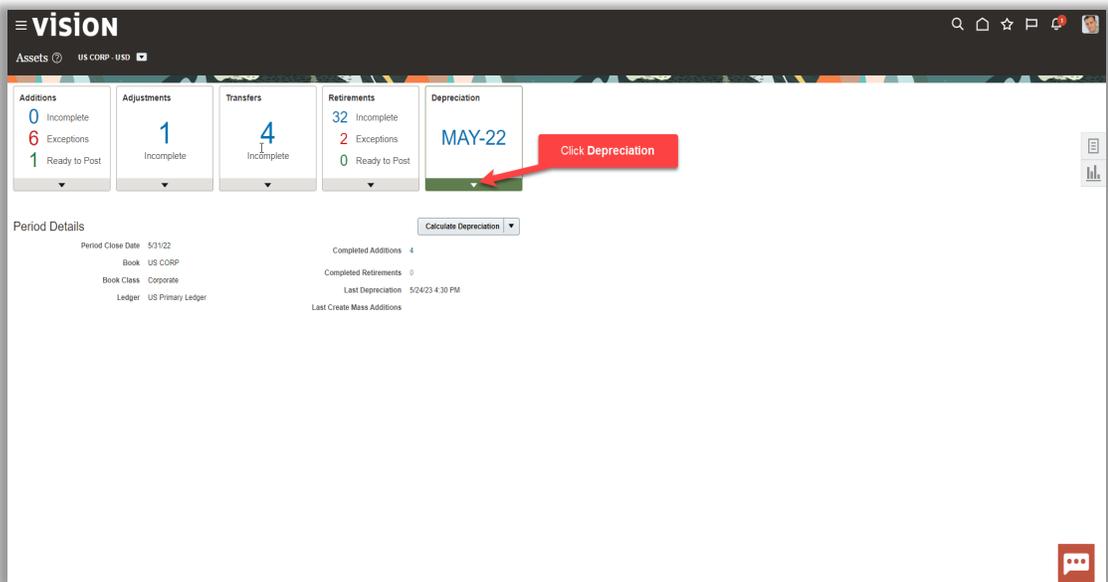
From home screen, click **Fixed Assets**



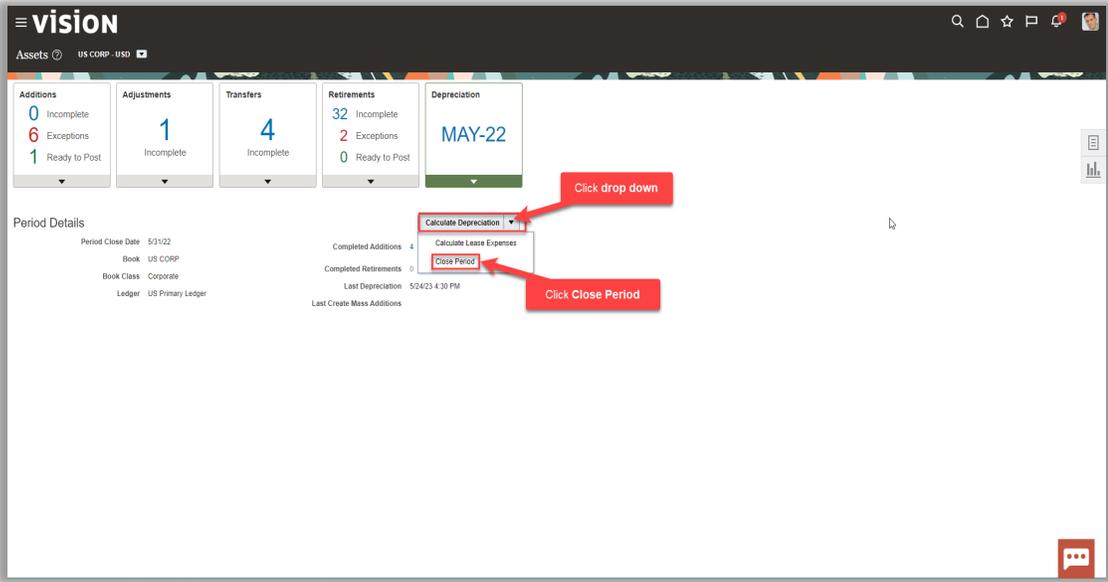
Next, click **Assets**



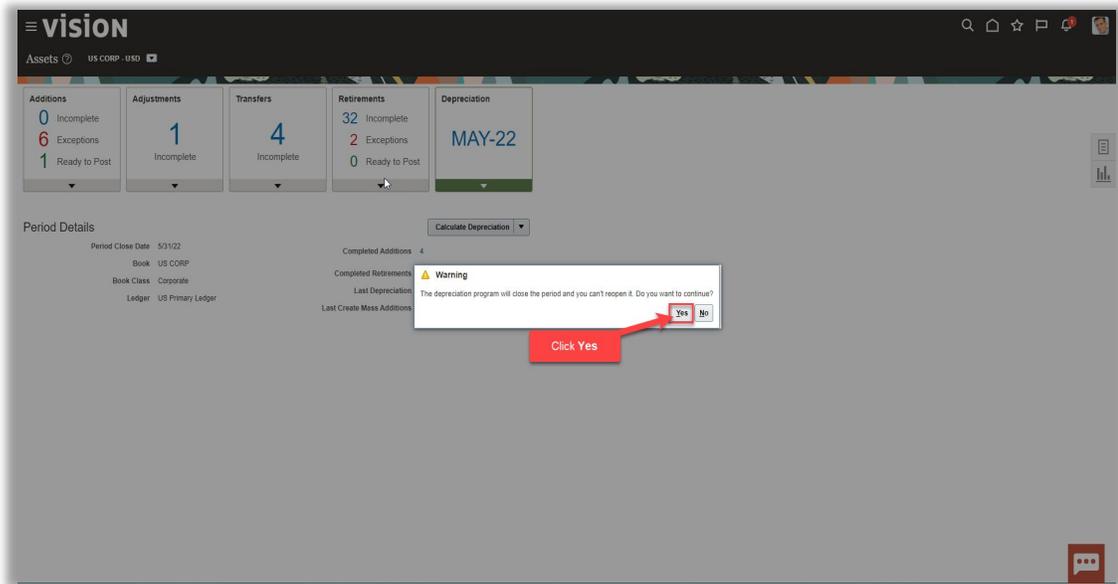
Click Depreciation



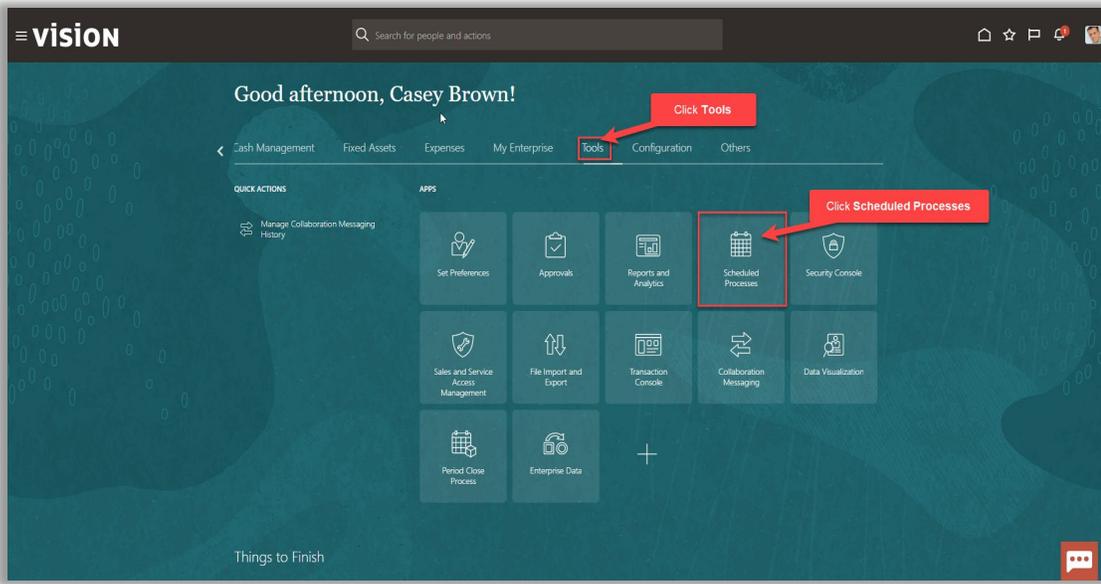
Next from the **Calculate Depreciation** dropdown, select **Close Period**



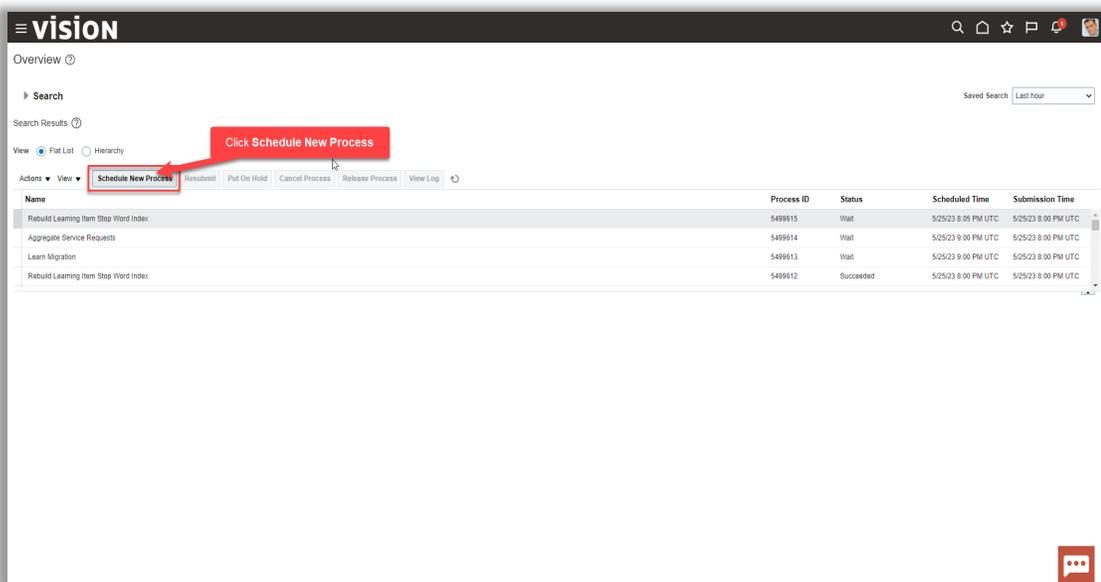
Click Yes



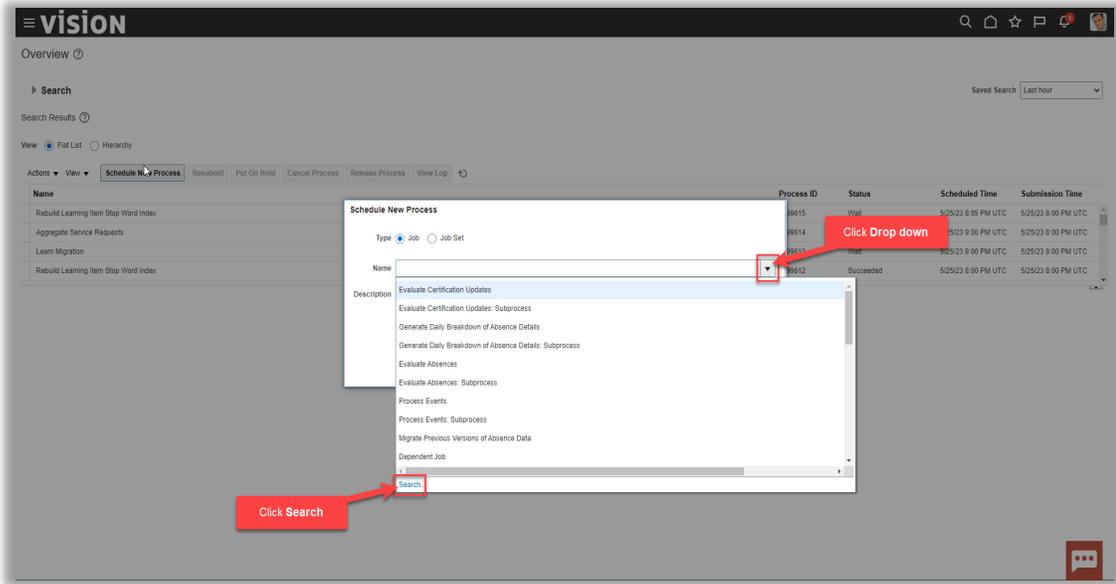
Next, run the **Calculate Depreciation** process through **Scheduled Processes**. From the home screen, under **Tools**, click **Scheduled Processes**



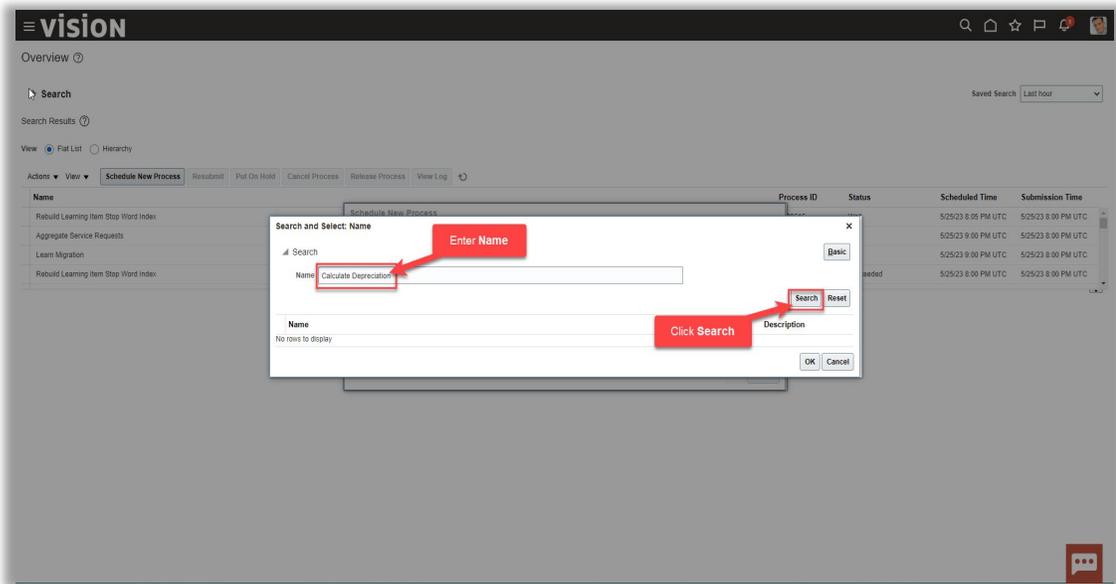
Click Schedule New Process



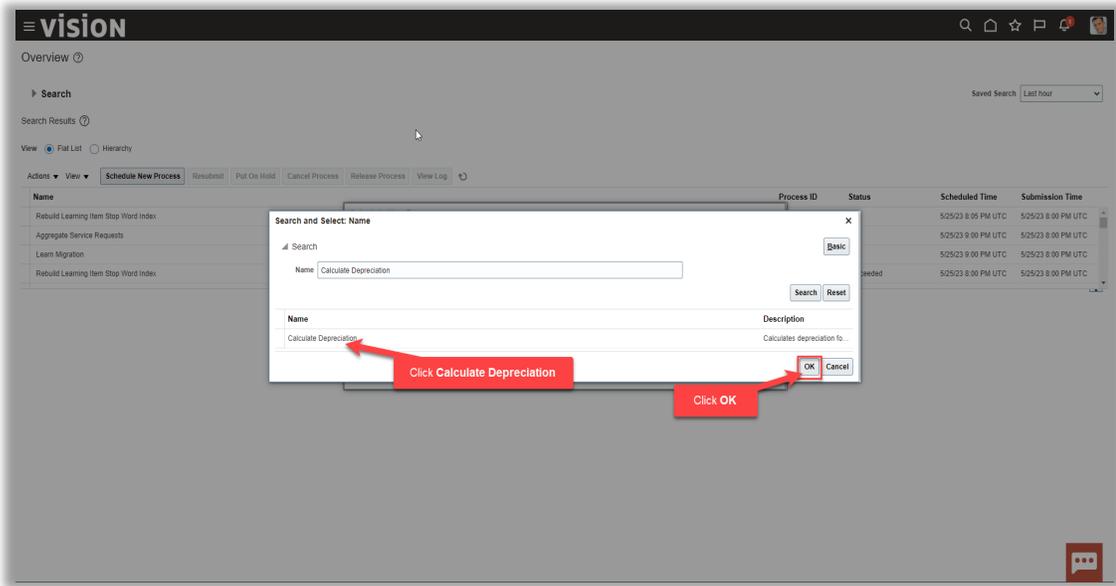
From the drop down, click Search



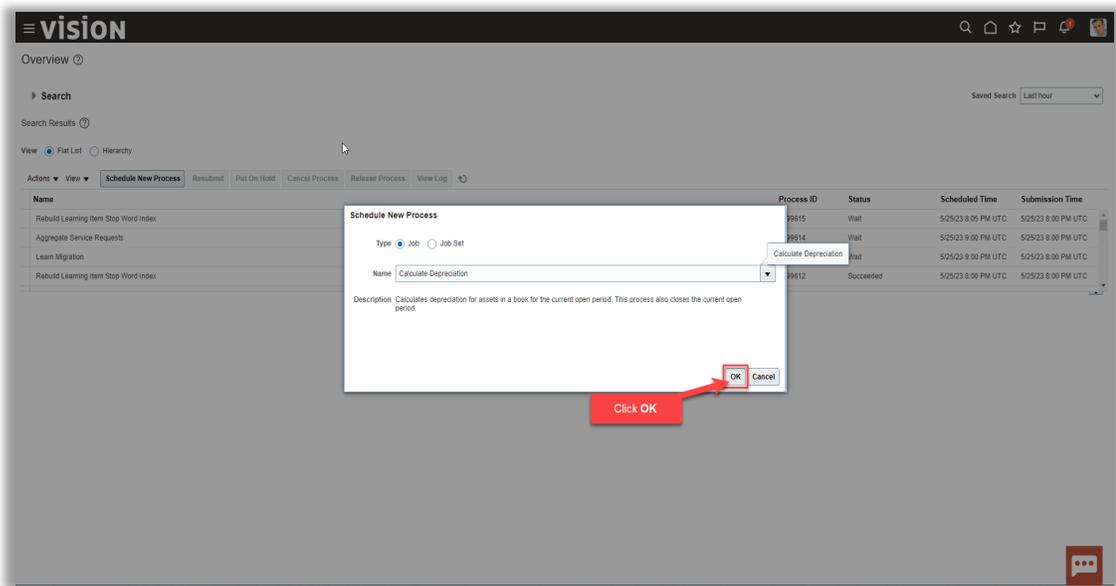
Enter Calculate Depreciation then Search



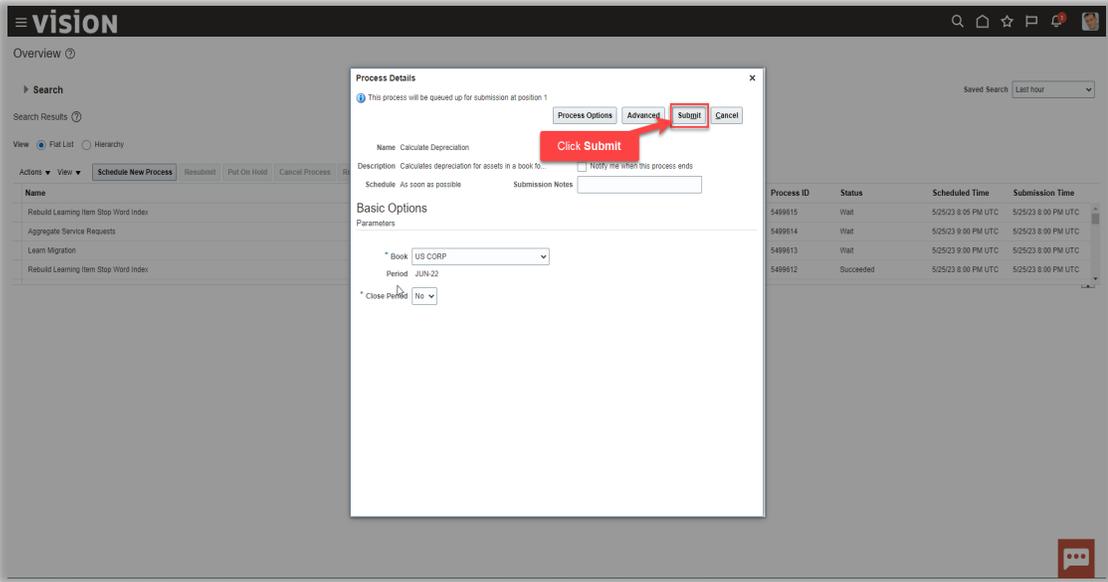
Click Calculate Depreciation and click OK



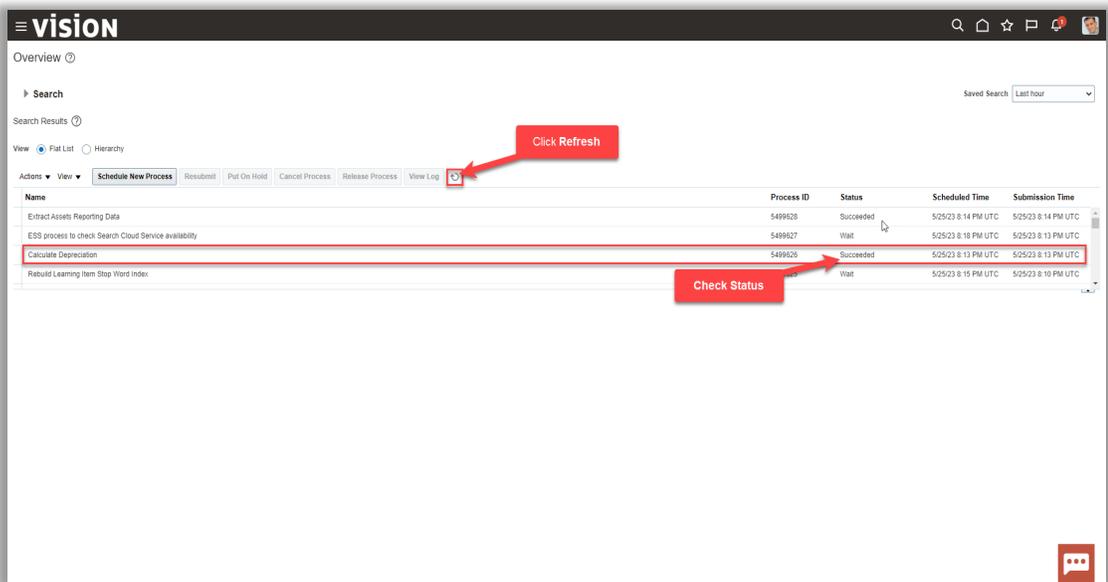
Click OK



Click **Submit** then click **OK**



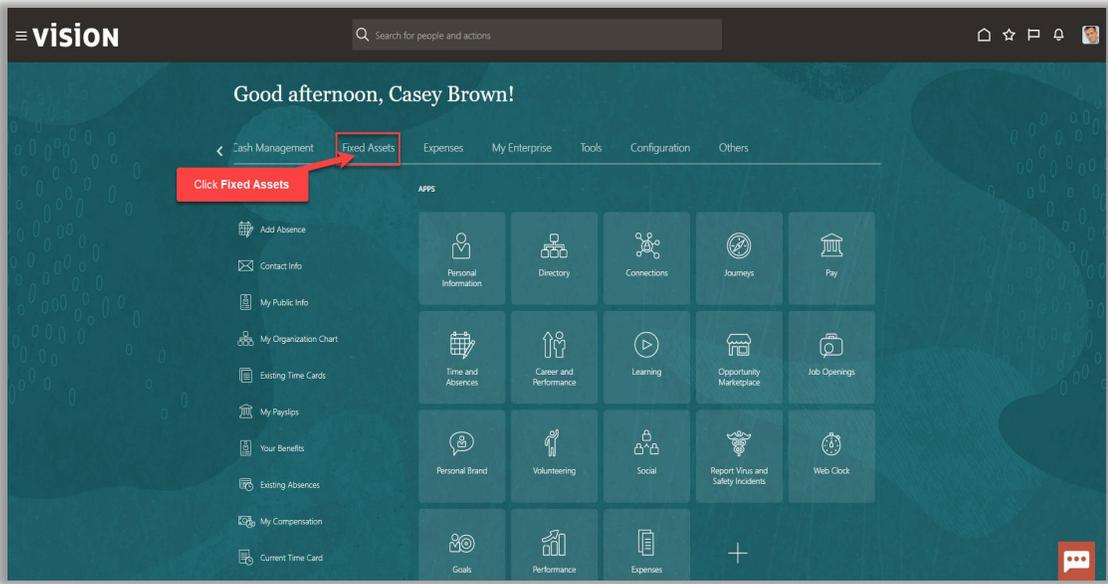
Click **Refresh** and ensure the Status is **Succeeded**



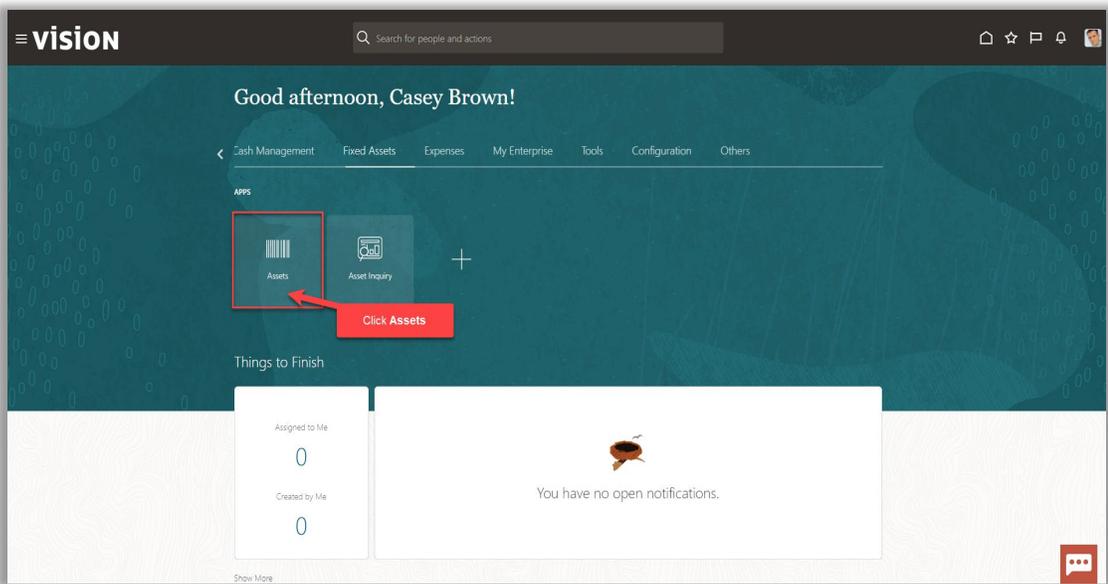
Suspend Depreciation

Navigation: Home>Fixed Assets>Assets>Tasks>Adjust Assets>Actions>Suspend Depreciation>Enter Details>OK>Done

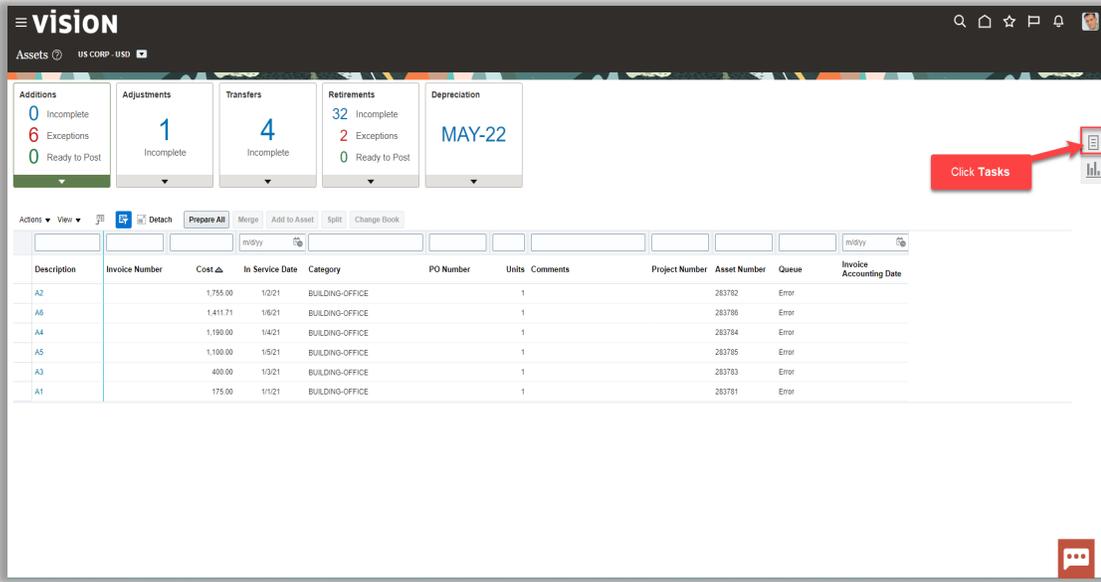
From home screen, click **Fixed Assets**



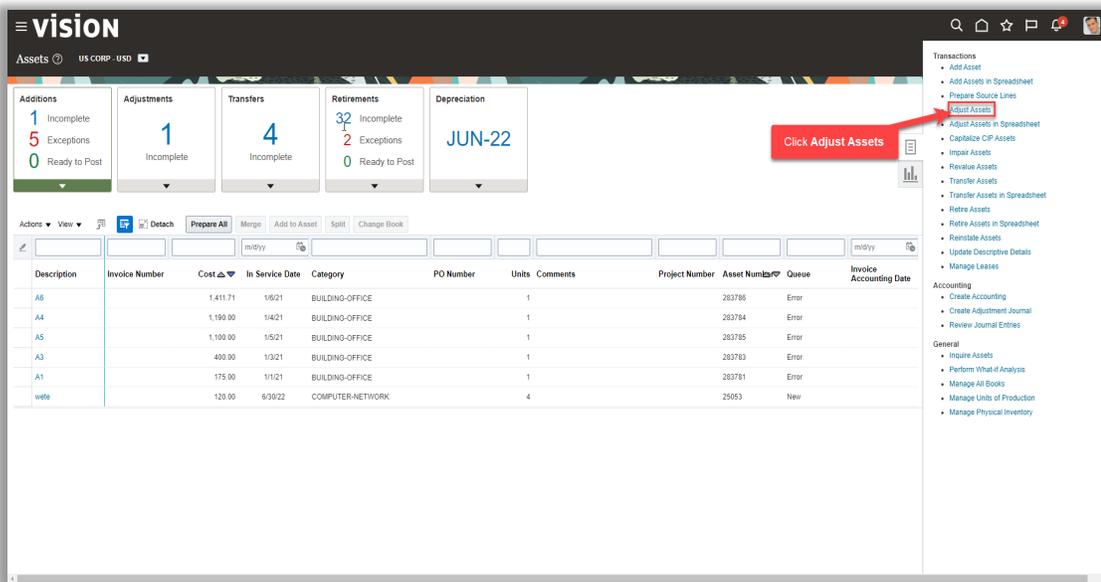
Next, click **Assets**



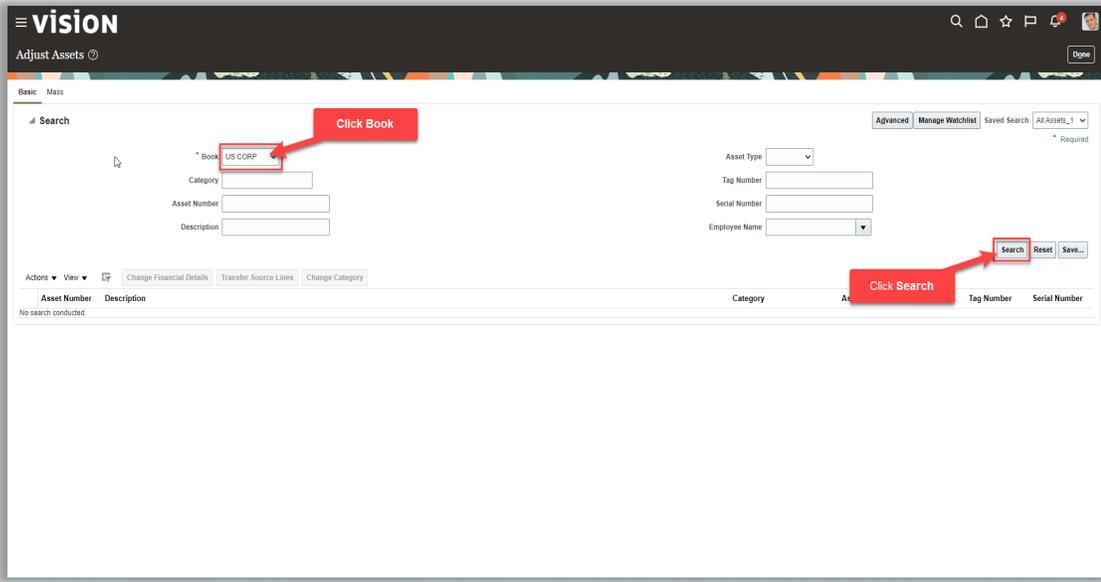
Click **Tasks**



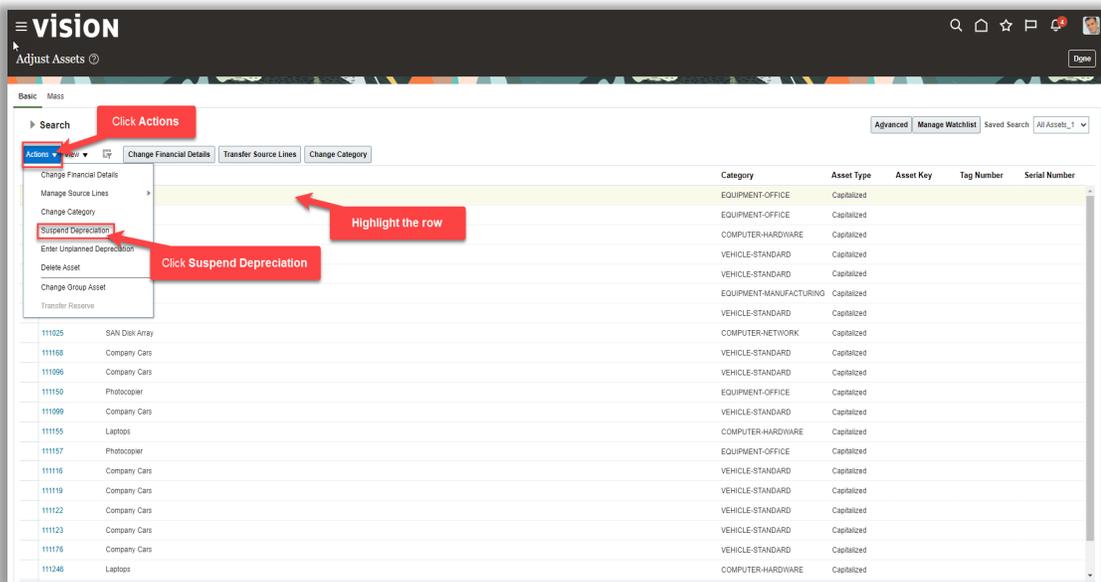
Click Adjust Assets



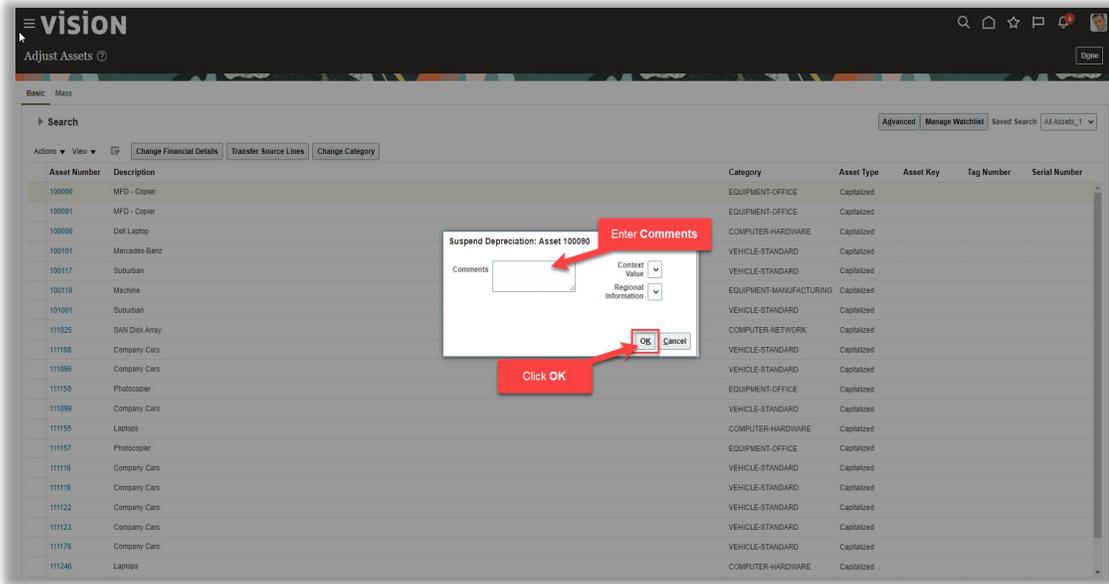
Select the **Book** and click **Search**



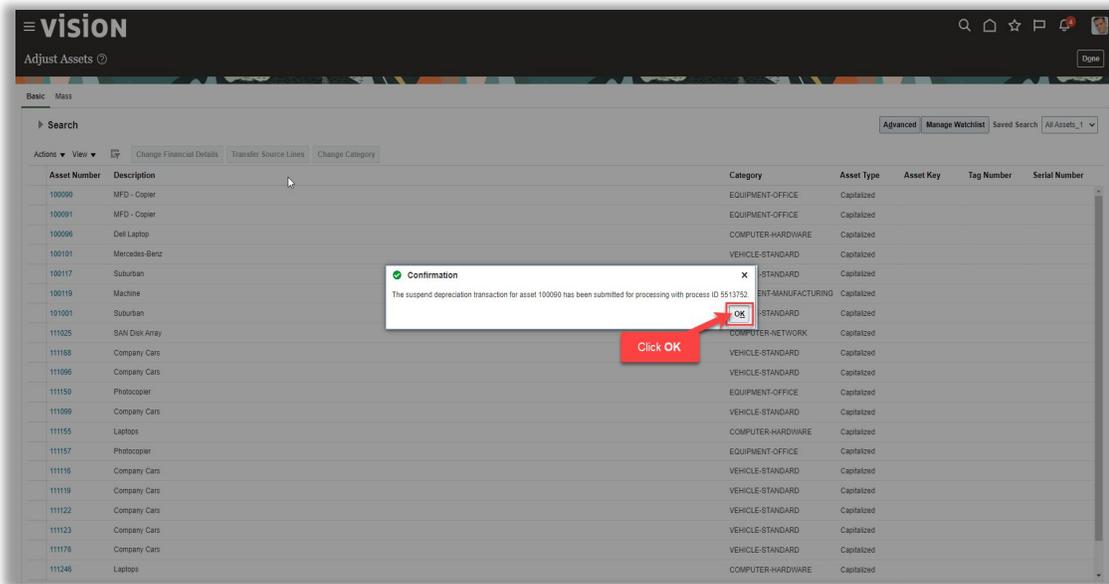
Highlight the row and click **Actions** then **Suspend Depreciation**



Enter **Comments** and click **OK**



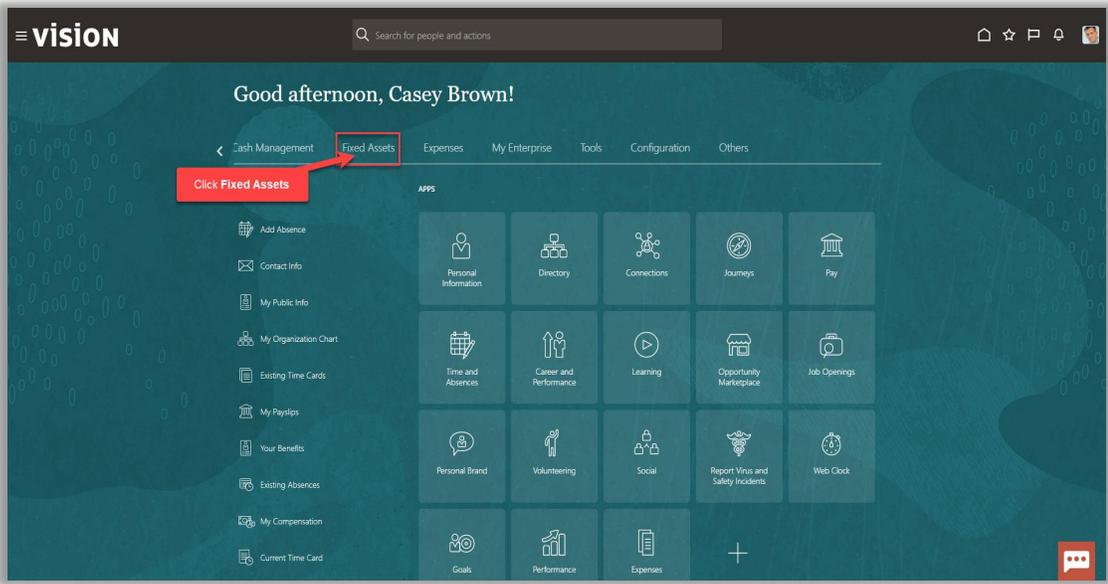
Click OK



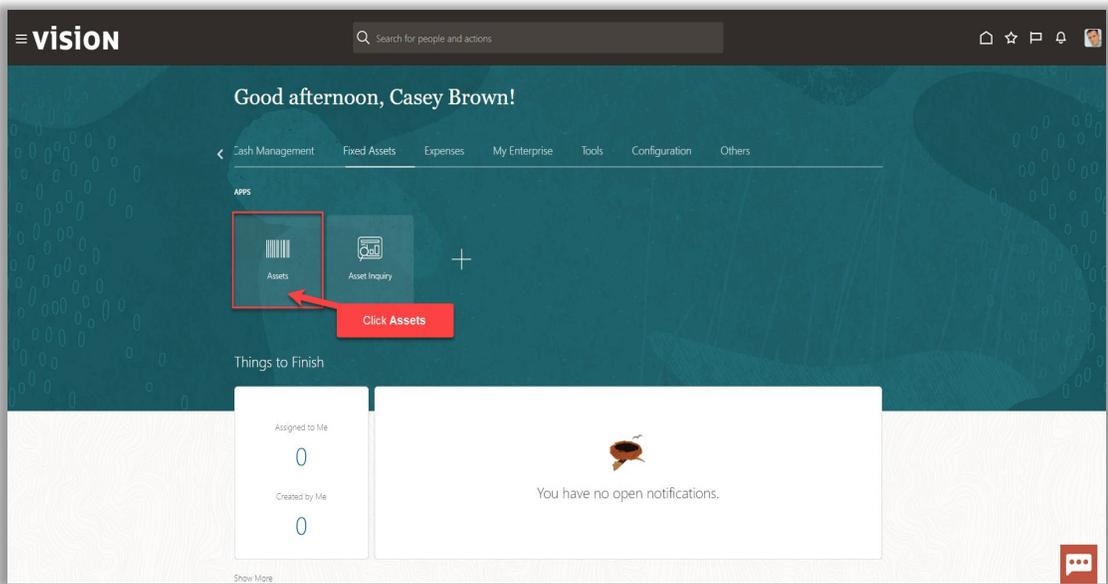
Resume Depreciation

Navigation: Home>Fixed Assets>Assets>Tasks>Adjust Assets>Actions>Resume Depreciation>Enter Details>OK>Done

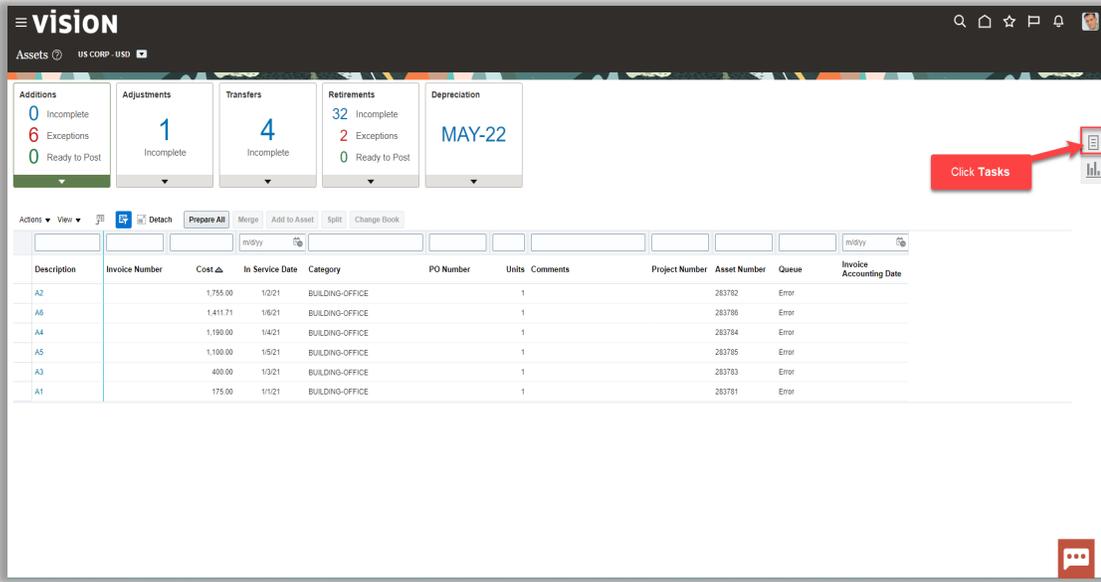
From home screen, click **Fixed Assets**



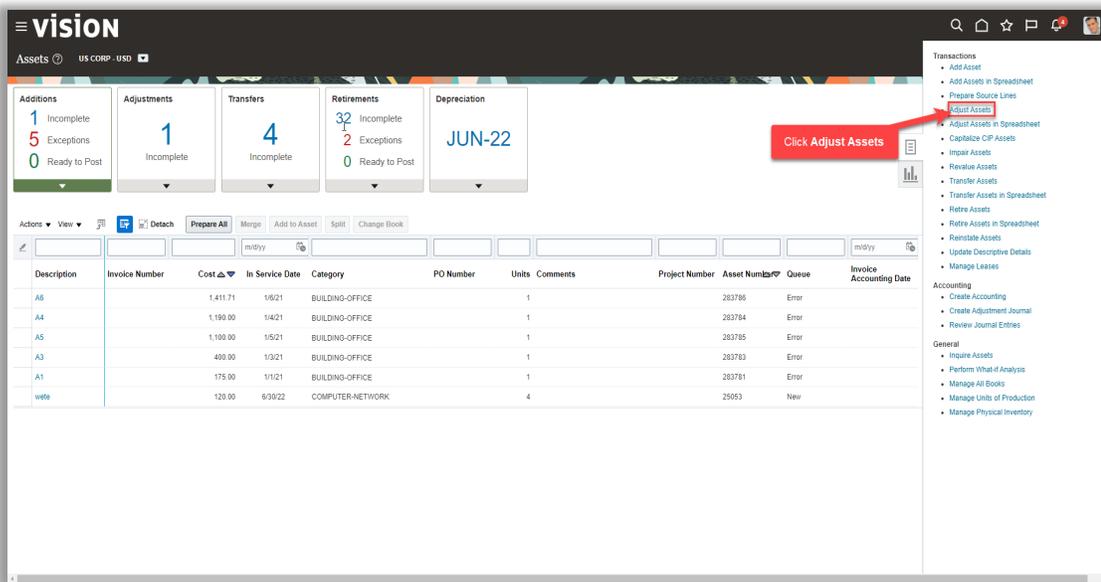
Next, click **Assets**



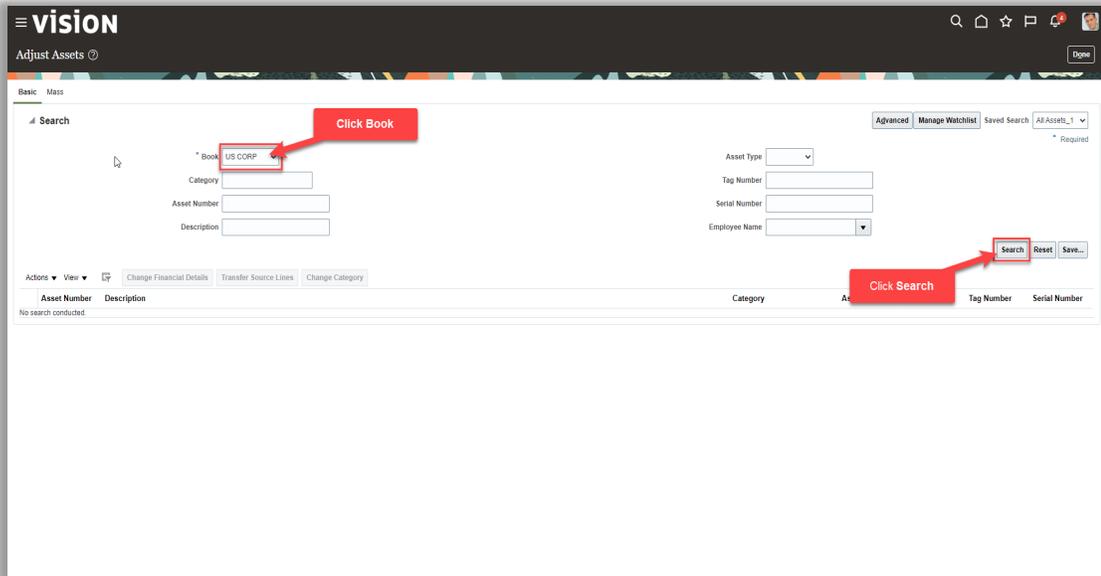
Click **Tasks**



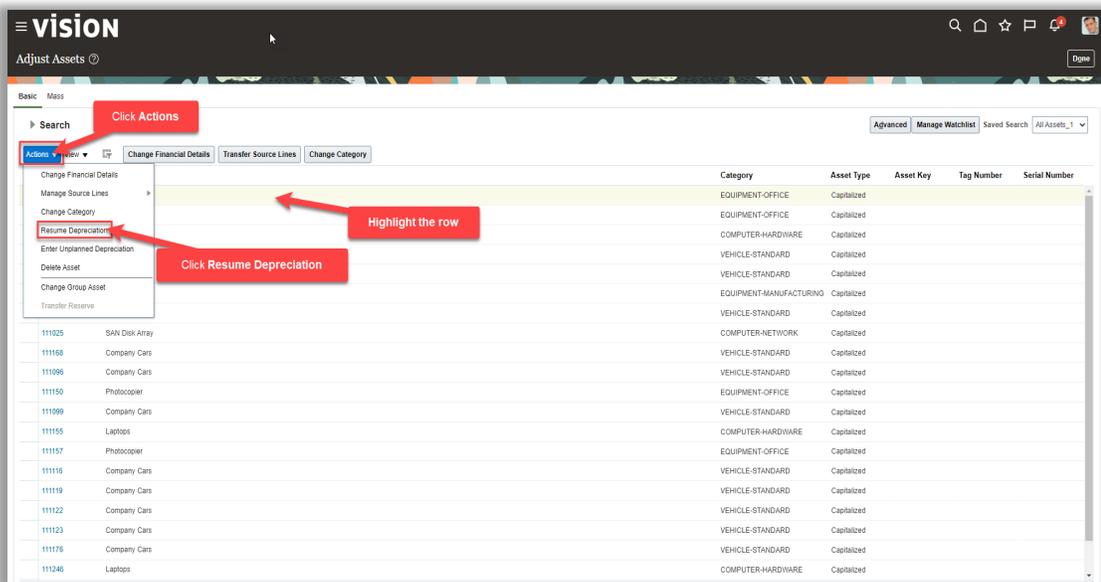
Click Adjust Assets



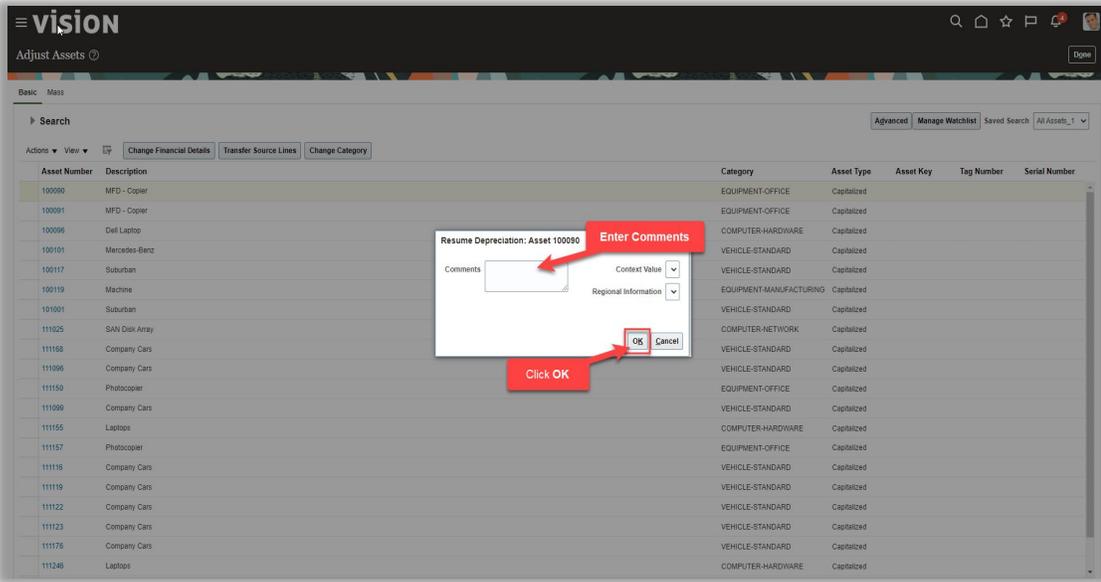
Select the **Book** and click **Search**



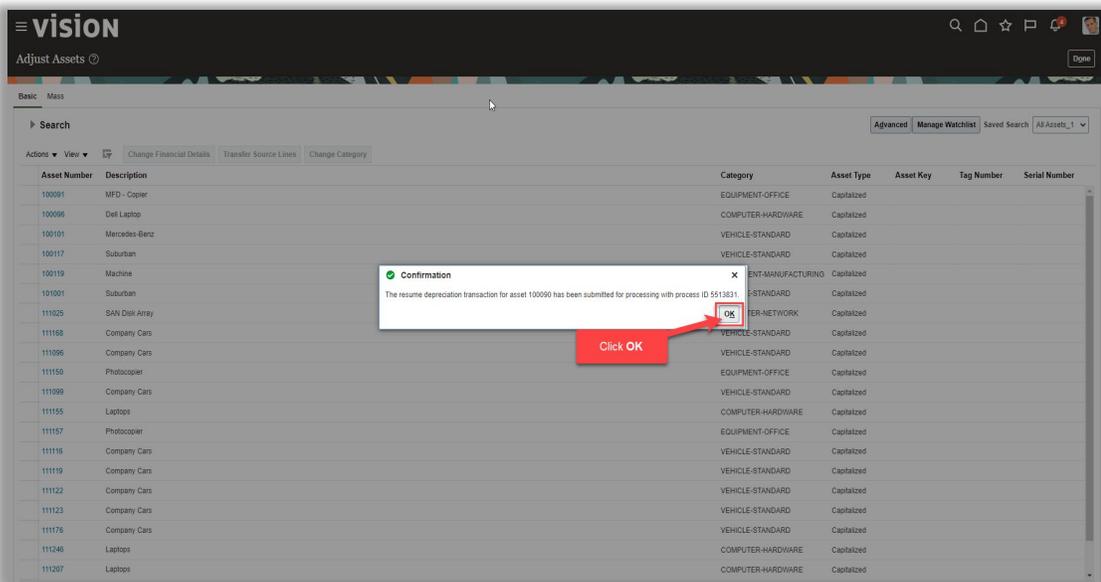
Highlight the row and click **Actions** then **Resume Depreciation**



Enter **Comments** and click **OK**



Click OK

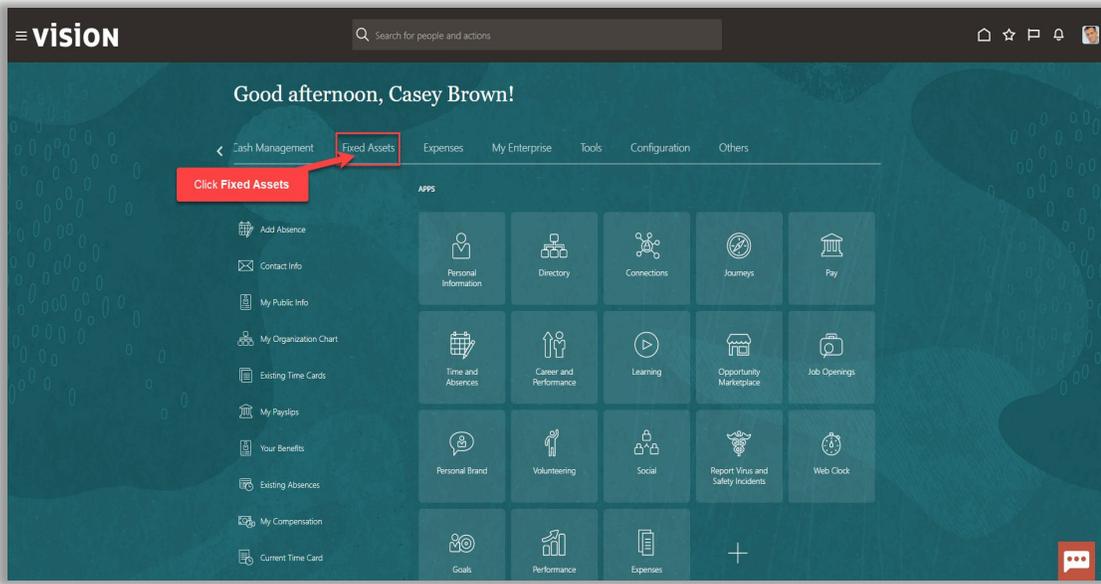


Perform What-if Depreciation Analysis

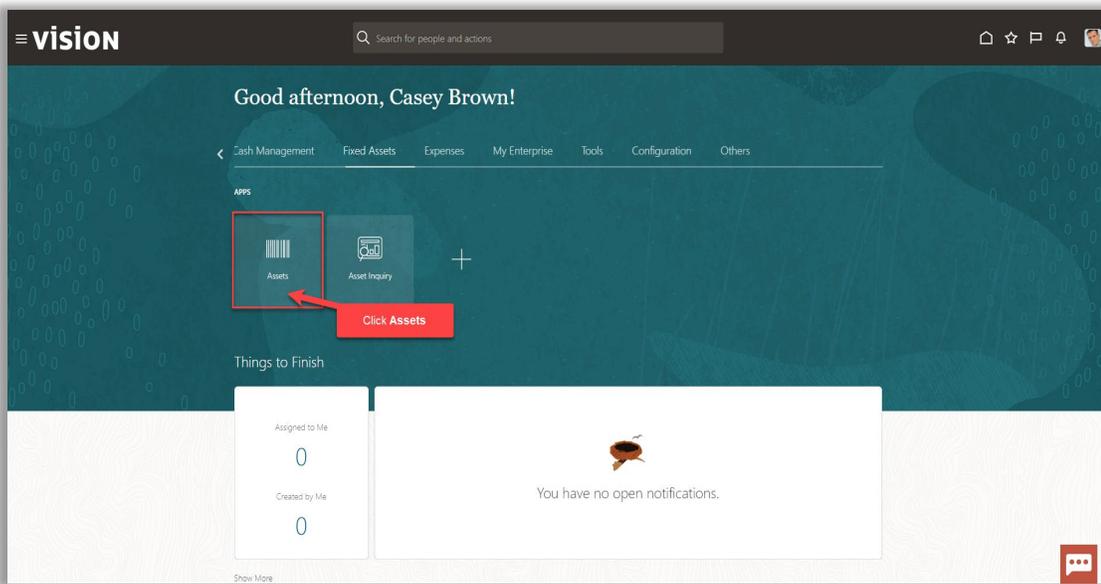
Navigation: Home>Fixed Assets>Assets>Tasks>Perform What-if Analysis>Enter Details>Submit

Note: After running the first part of the process, we must run the **What-if Depreciation Analysis Report** through Scheduled Processes

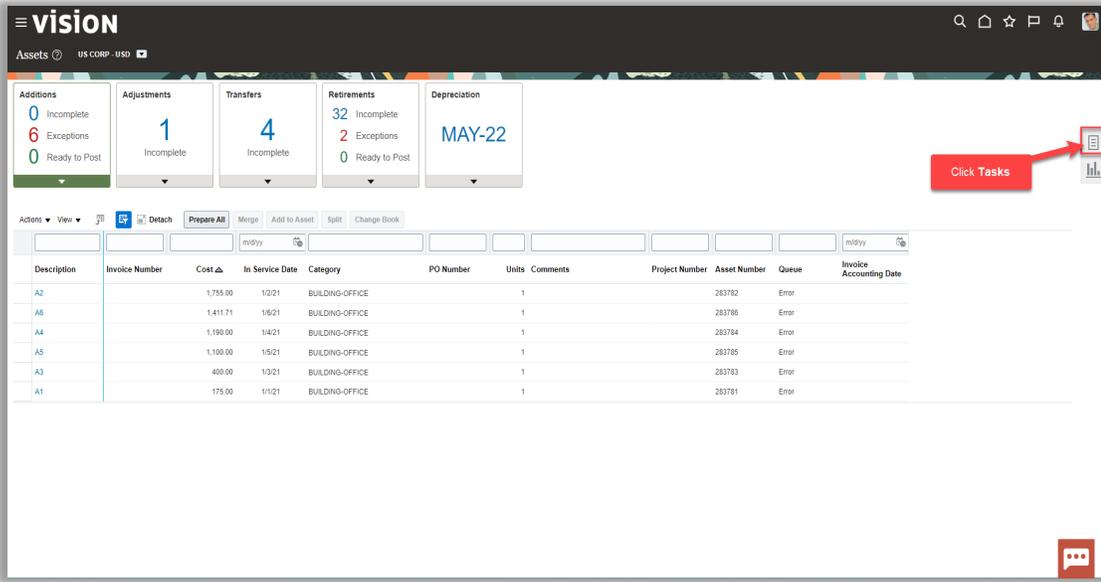
From home screen, click **Fixed Assets**



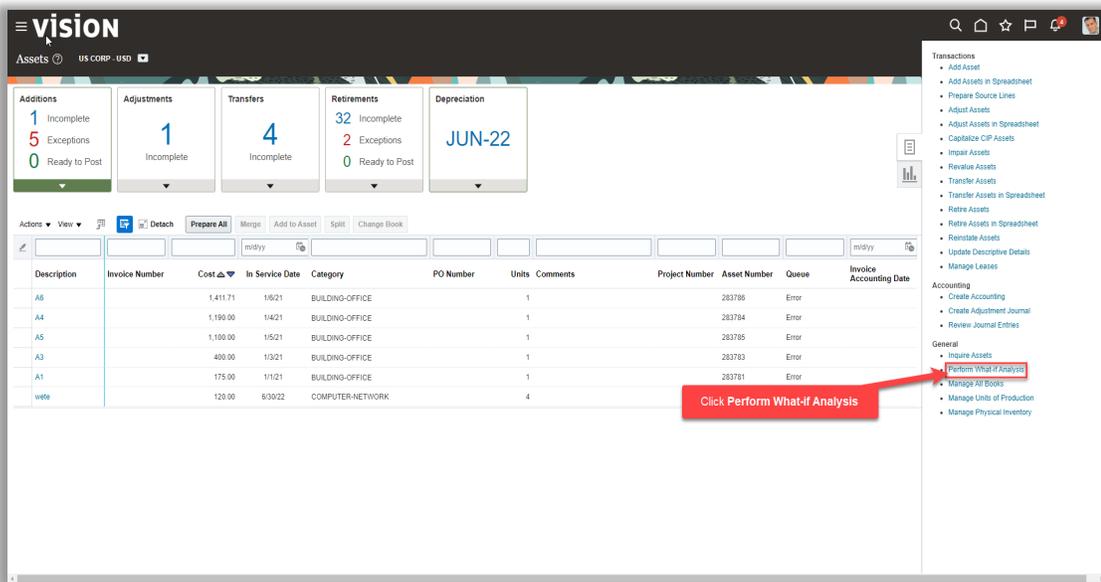
Next, click **Assets**



Click **Tasks**



Click Perform What-if Analysis



Enter the applicable information and click **Submit**

Note: Use the Assets to Analyze tab to enter specific criteria about assets to be analyzed. If you want all assets in a book to be analyzed, leave all fields in the tab region blank.

Note: Use the Depreciation Scenario region to enter the depreciation information that will be used in your analysis. You can run What-If Depreciation multiple times using different depreciation scenarios.

Note: Optionally enter new information on the Perform What-If Analysis page to perform additional analysis.

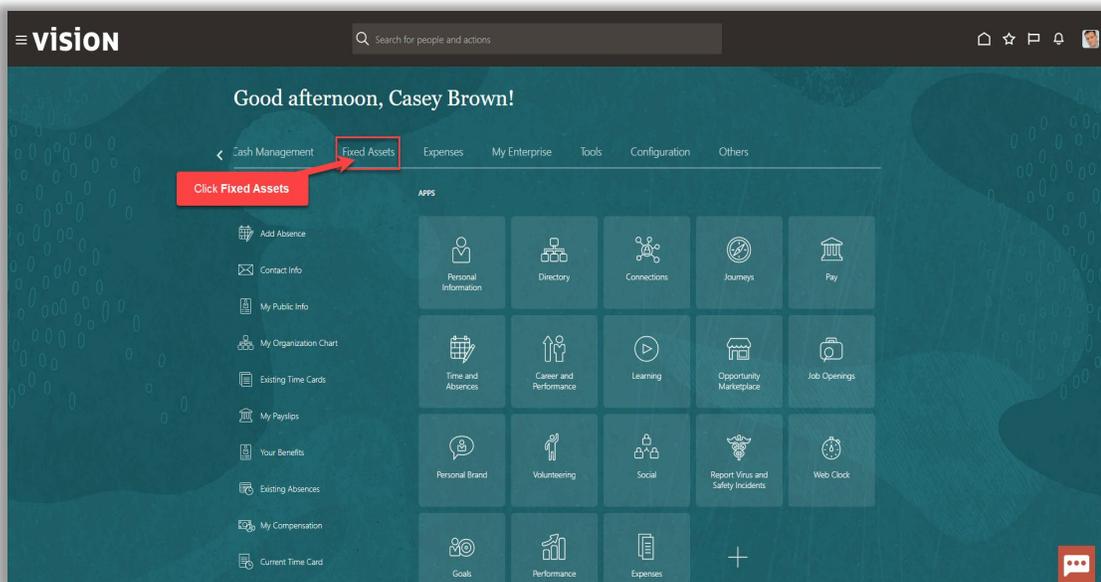
Lastly, navigate to Scheduled Processes and run the process **What-if Depreciation Analysis Report**

Perform Hypothetical Asset Analysis

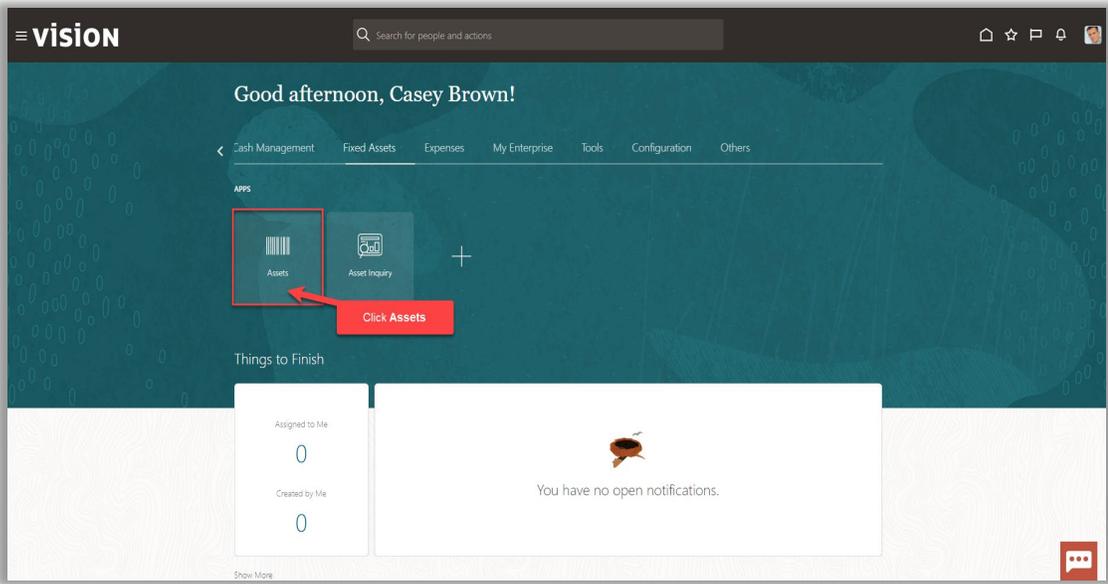
Navigation: Home>Fixed Assets>Assets>Tasks>Perform What-if Analysis>Enter Details>Submit

Note: After running the first part of the process, we must run the **Hypothetical Depreciation Analysis Report** through Scheduled Processes

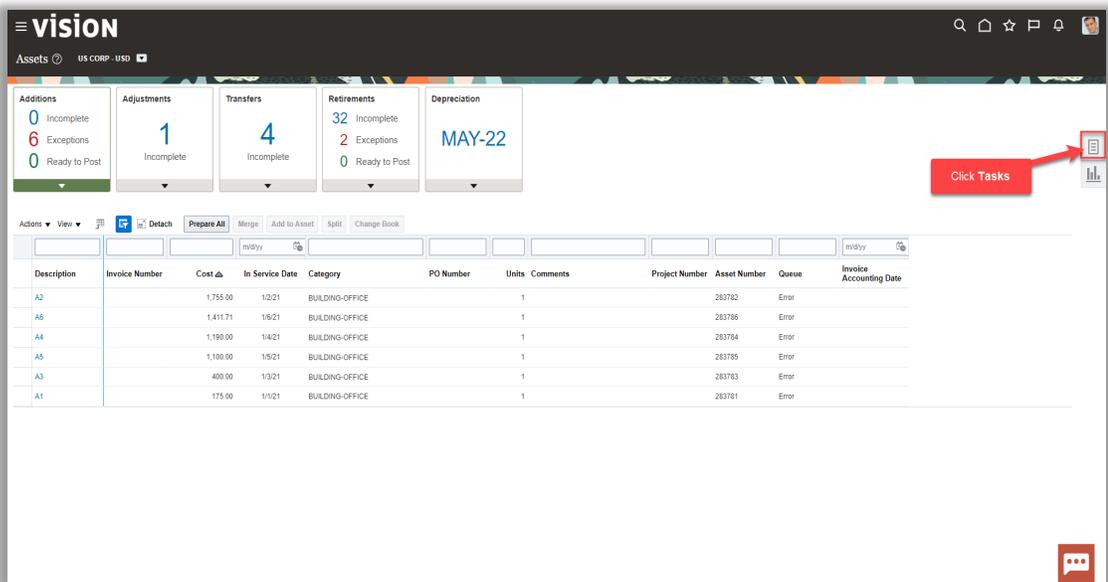
From home screen, click **Fixed Assets**



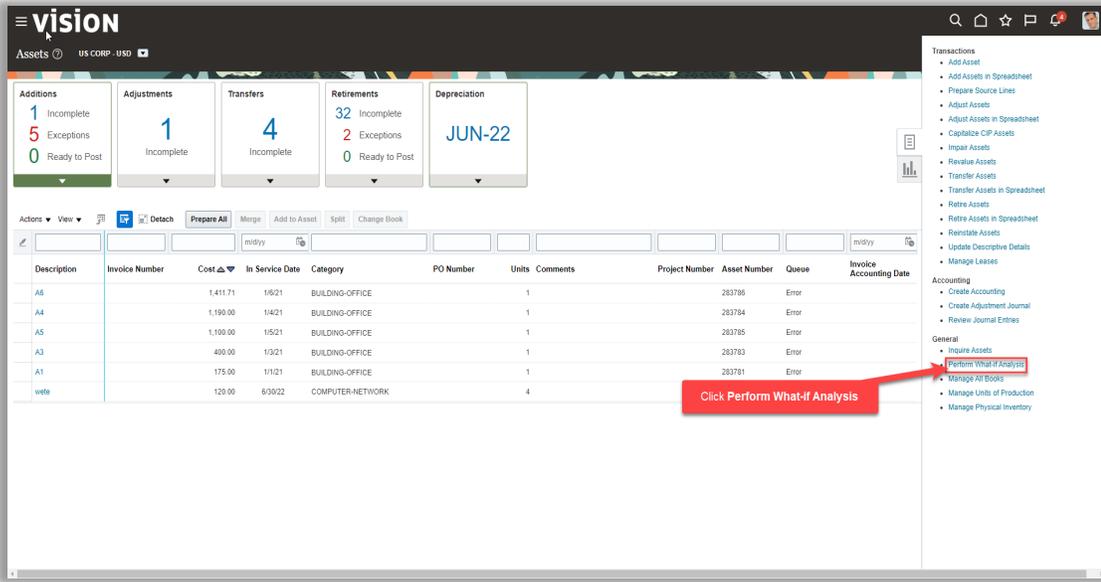
Next, click **Assets**



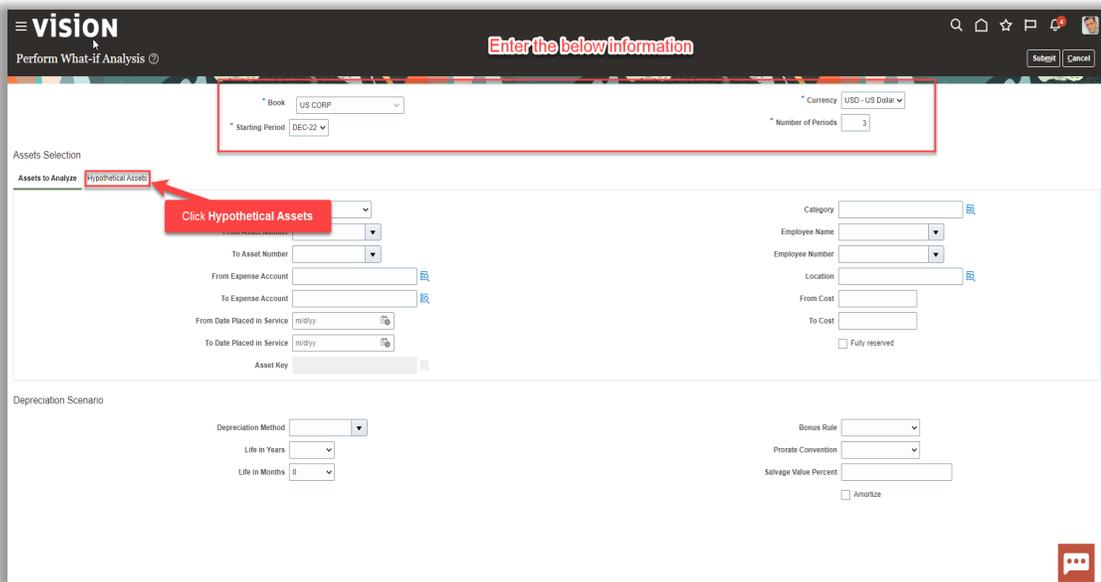
Click Tasks



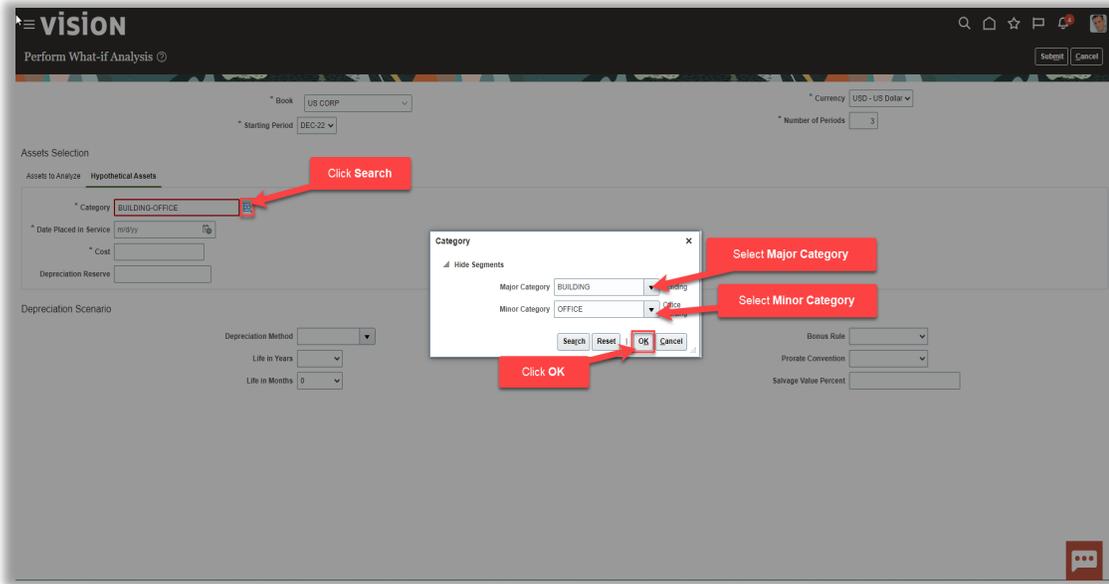
Click Perform What-if Analysis



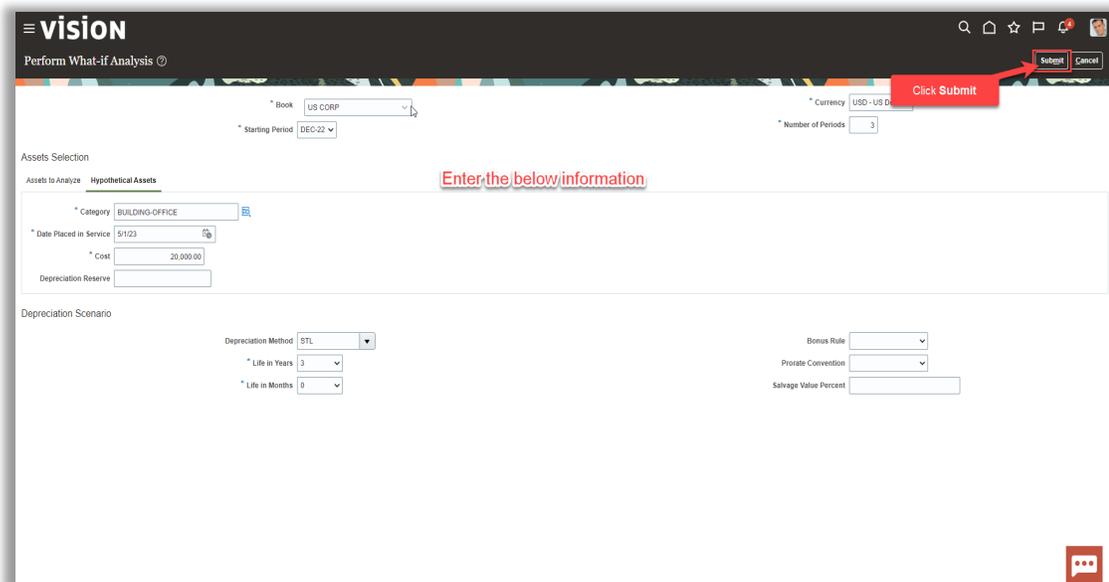
Enter the **Book, Currency, Starting Period, and Number of Periods**. Then, click **Hypothetical Assets** tab



Next, enter the **Category** by clicking  to select the **Major Category** and **Minor Category**. Click **OK**



Enter the below information and click **Submit**

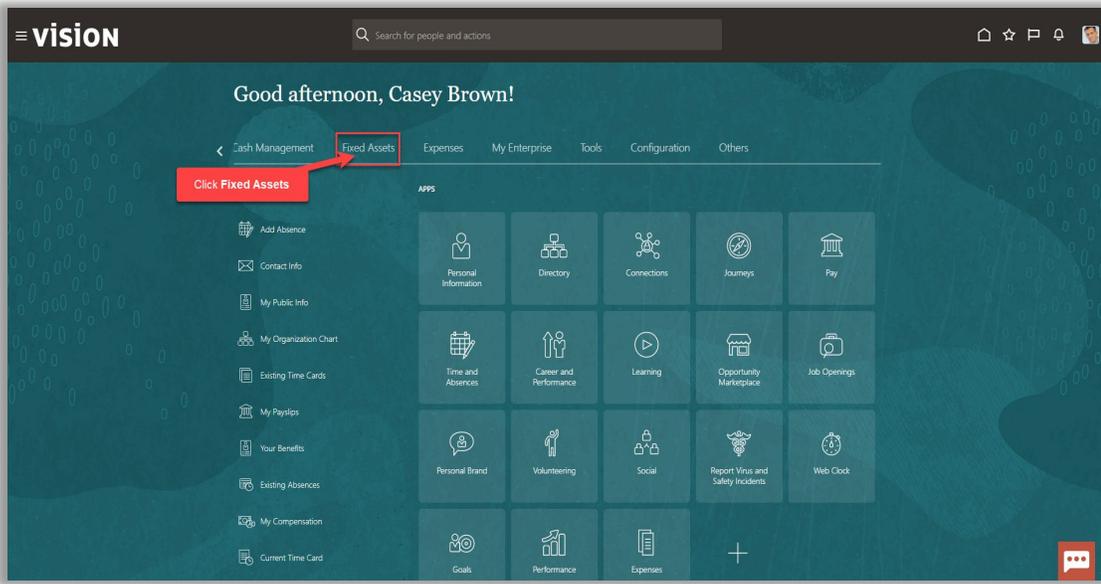


Lastly, navigate to Scheduled Processes and run the process **Hypothetical Depreciation Analysis Report**

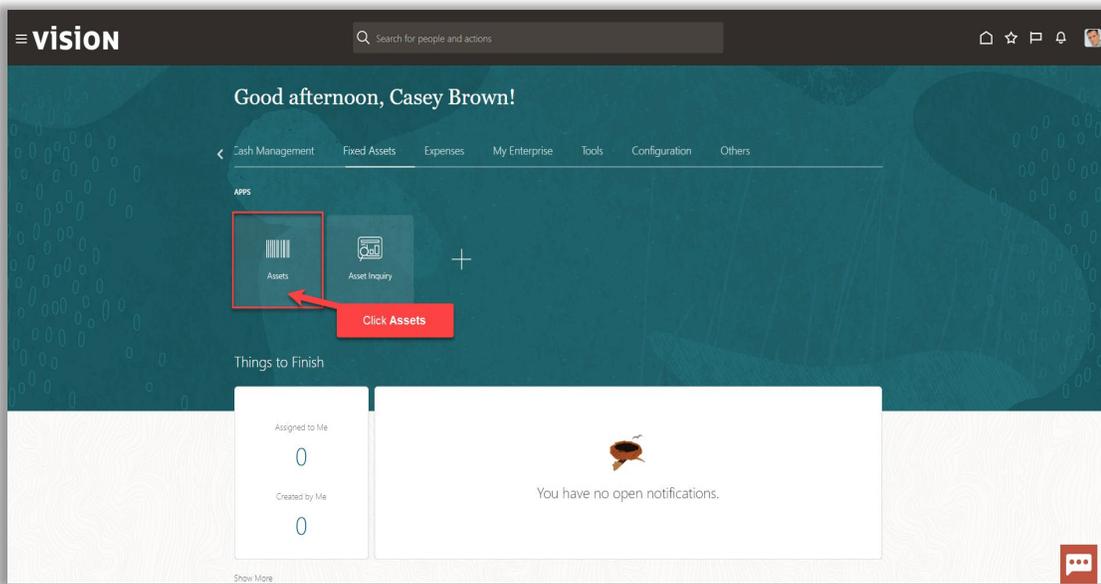
Transfer Assets

Navigation: Home>Fixed Assets>Assets>Tasks>Transfer Assets>Enter Details>Submit

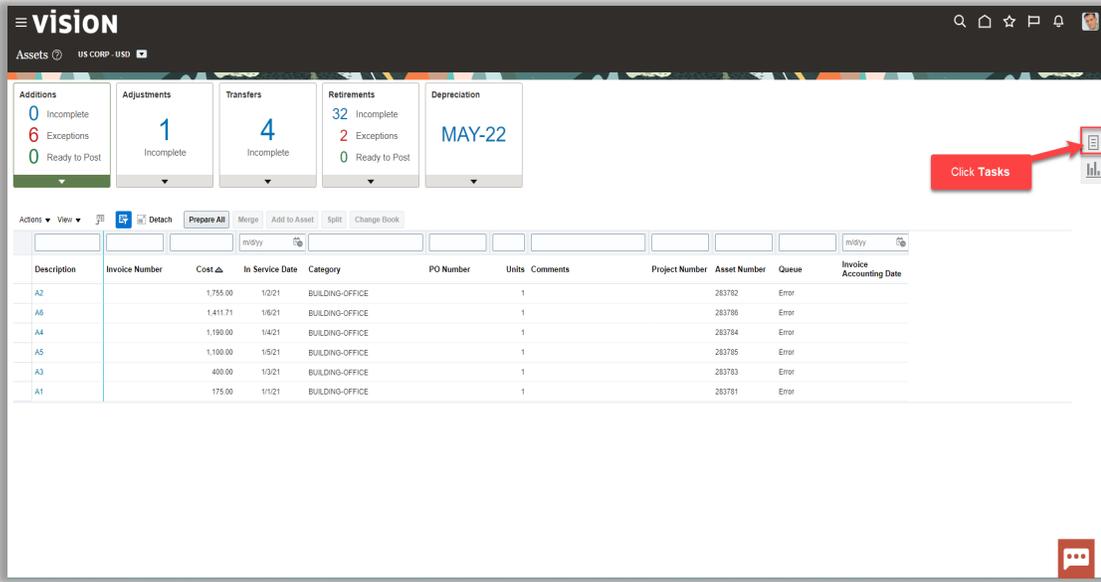
From home screen, click **Fixed Assets**



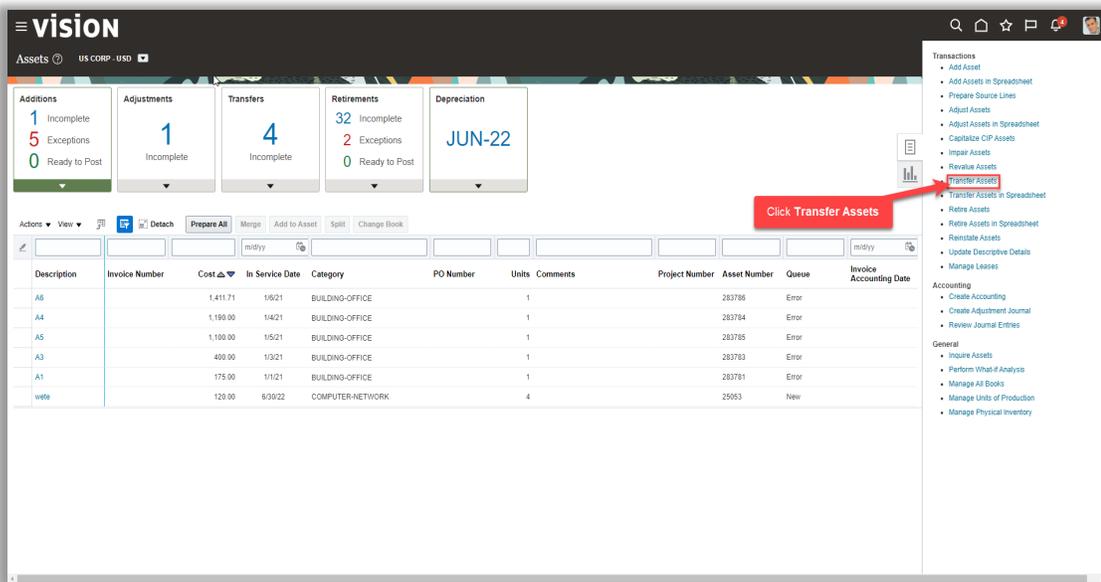
Next, click **Assets**



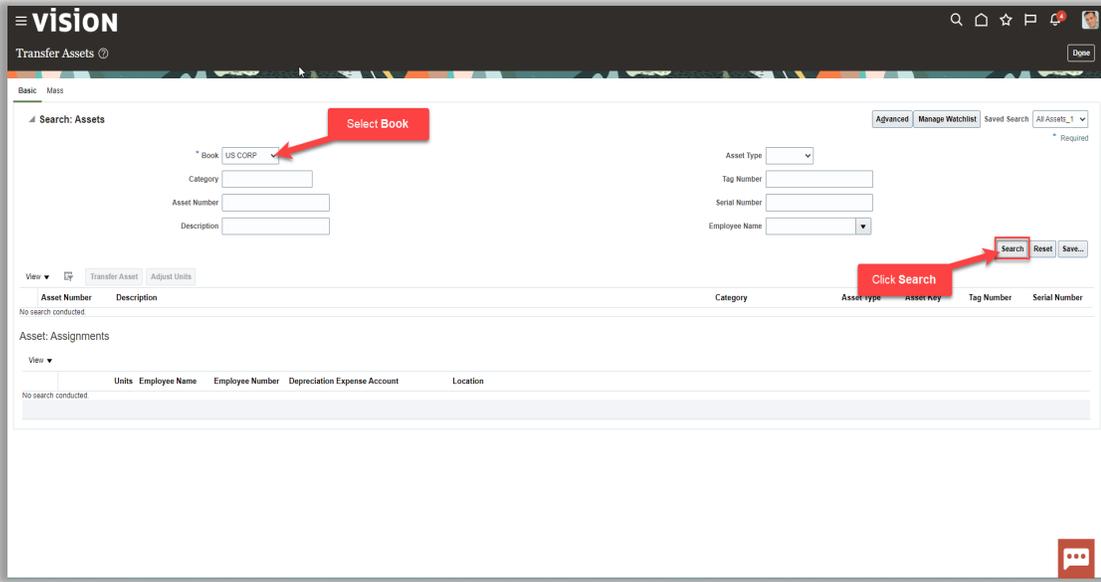
Click **Tasks**



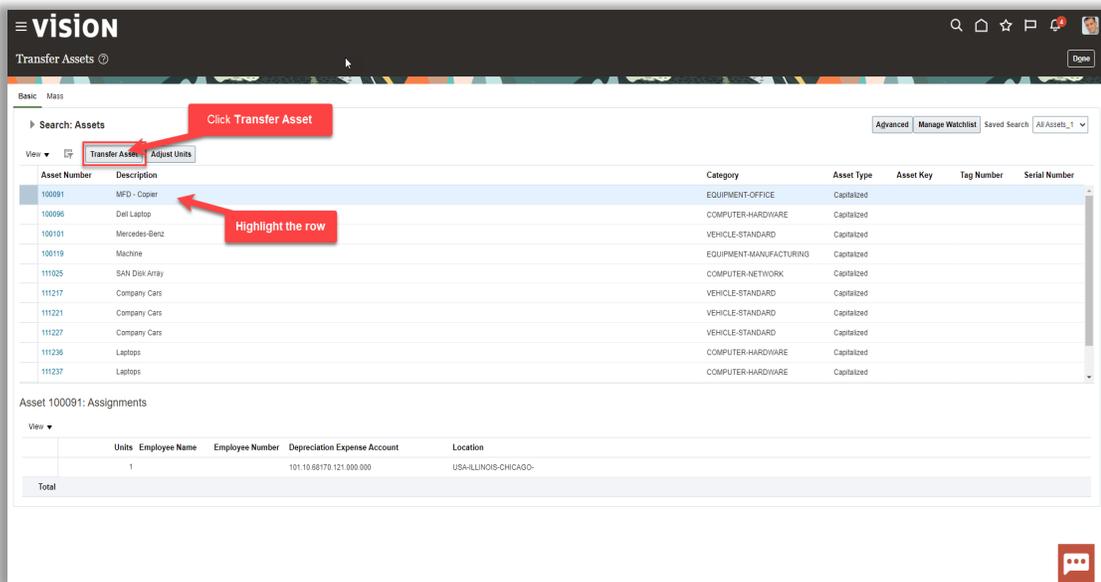
Click Transfer Assets



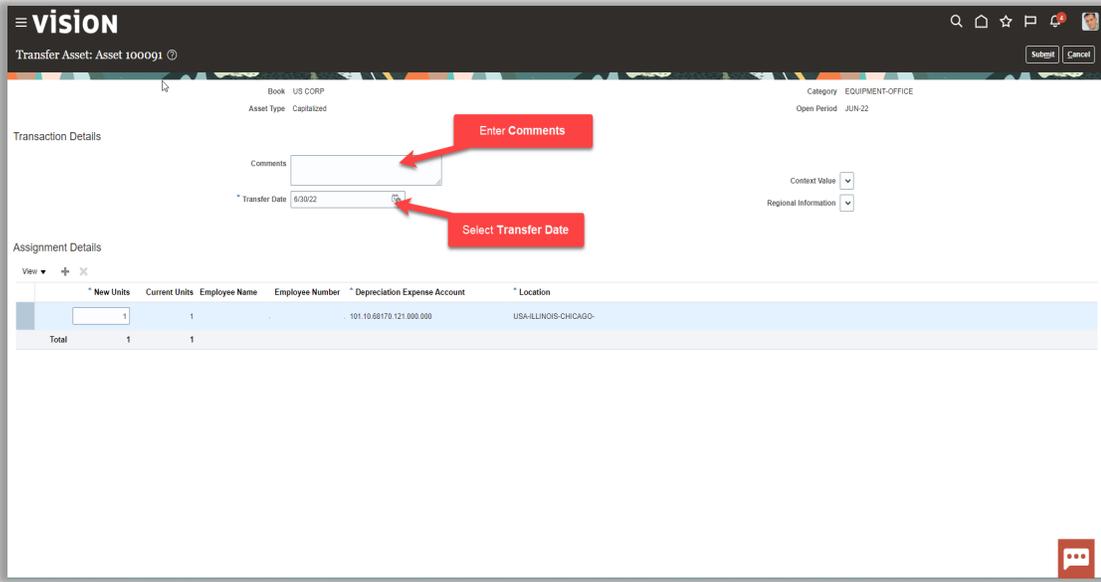
Select the **Book** and click **Search**



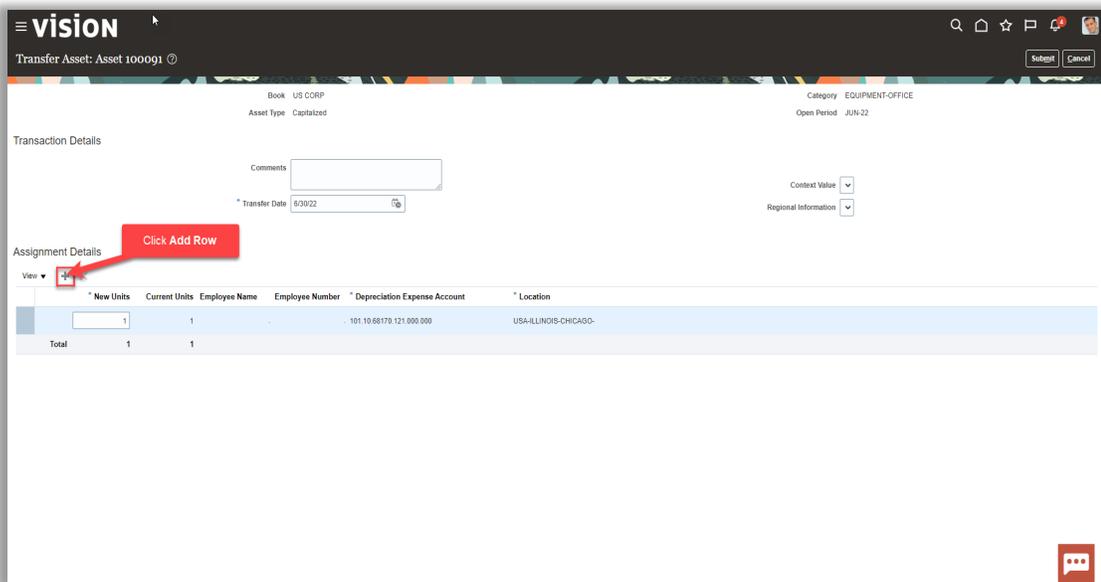
Highlight the row and click **Transfer Assets**



Enter **Comments** and the **Transfer Date**



Next, click **Add Row**



Enter the **New Units, Employee Name, Employee Number, Depreciation Expense Account, and Location**

VISION
Transfer Asset: Asset 100091

Book: US CORP
Asset Type: Capitalized
Category: EQUIPMENT-OFFICE
Open Period: JUN 22

Transaction Details

Comments:

* Transfer Date: 6/30/22

Contract Value:

Regional Information:

Assignment Details

Enter the below information

New Units	Current Units	Employee Name	Employee Number	Depreciation Expense Account	Location
<input type="text" value="2"/>		Johnson, Charlie	720	101.10.68170.120.000.000	USA-CALIFORNIA-REDWOOD CITY
<input type="text" value="1"/>	1			101.10.68170.121.000.000	USA-ILLINOIS-CHICAGO
Total	3	1			

Next, click the original asset line item New Units field. We need to reduce the **New Units** field by the same number as entered in the **New Units** field above so the unit count remains same

VISION
Transfer Asset: Asset 100091

Book: US CORP
Asset Type: Capitalized
Category: EQUIPMENT-OFFICE
Open Period: JUN 22

Transaction Details

Comments:

* Transfer Date: 6/30/22

Contract Value:

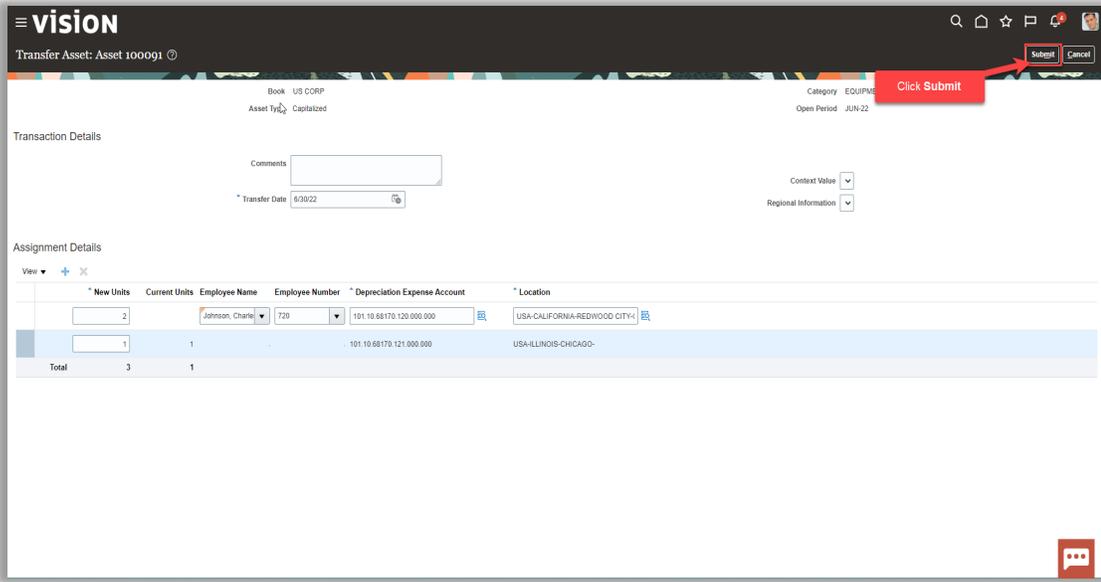
Regional Information:

Assignment Details

Update Original Units

New Units	Current Units	Employee Name	Employee Number	Depreciation Expense Account	Location
<input type="text" value="2"/>		Johnson, Charlie	720	101.10.68170.120.000.000	USA-CALIFORNIA-REDWOOD CITY
<input style="border: 2px solid red;" type="text" value="1"/>	1			101.10.68170.121.000.000	USA-ILLINOIS-CHICAGO
Total	3	1			

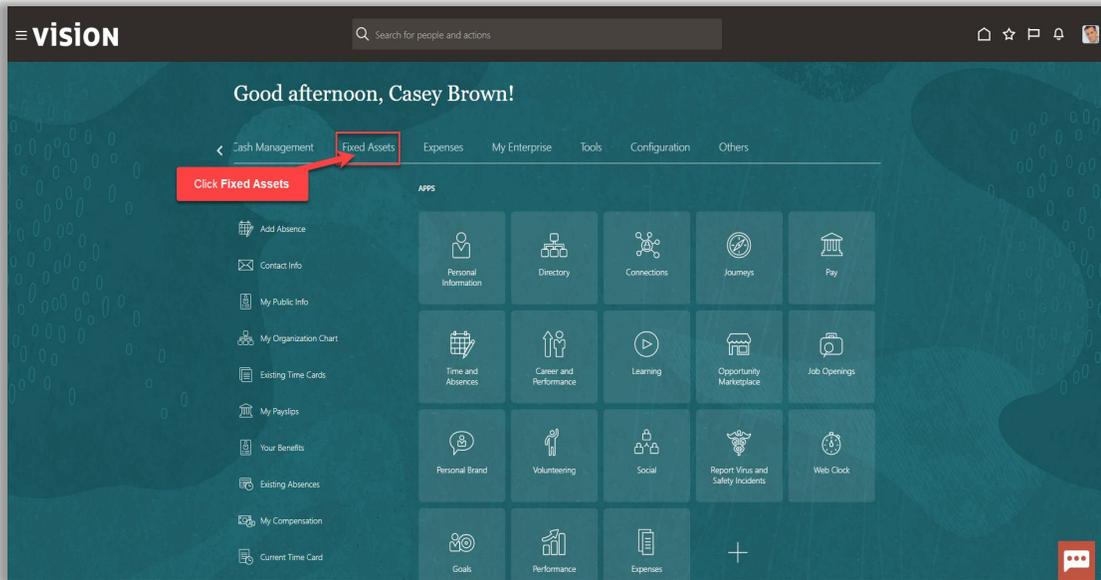
Click **Submit**



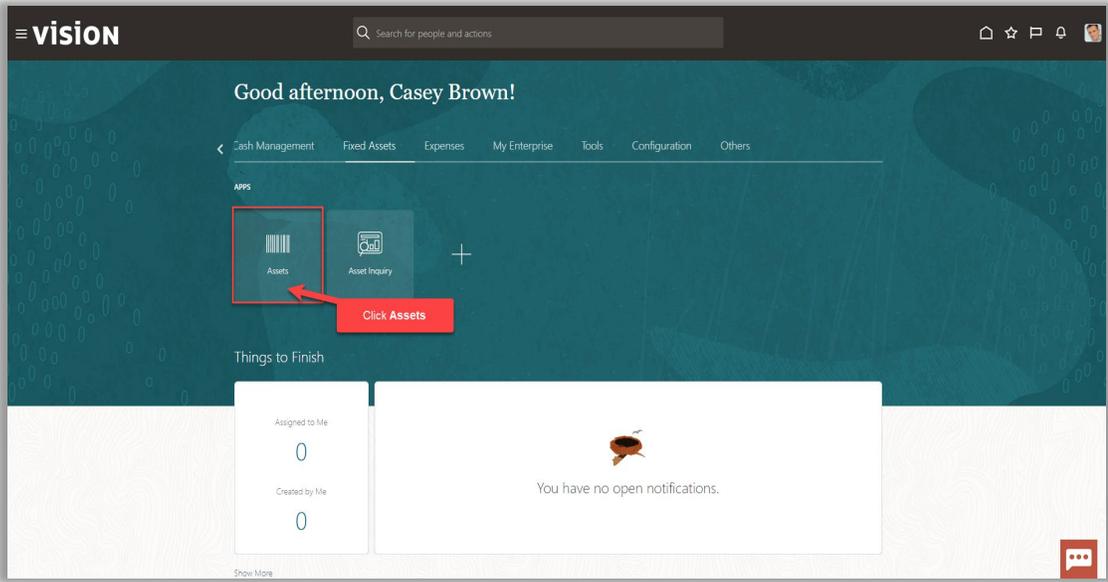
Adjusting Units

Navigation: Home>Fixed Assets>Assets>Tasks>Transfer Assets>Enter Details>Submit

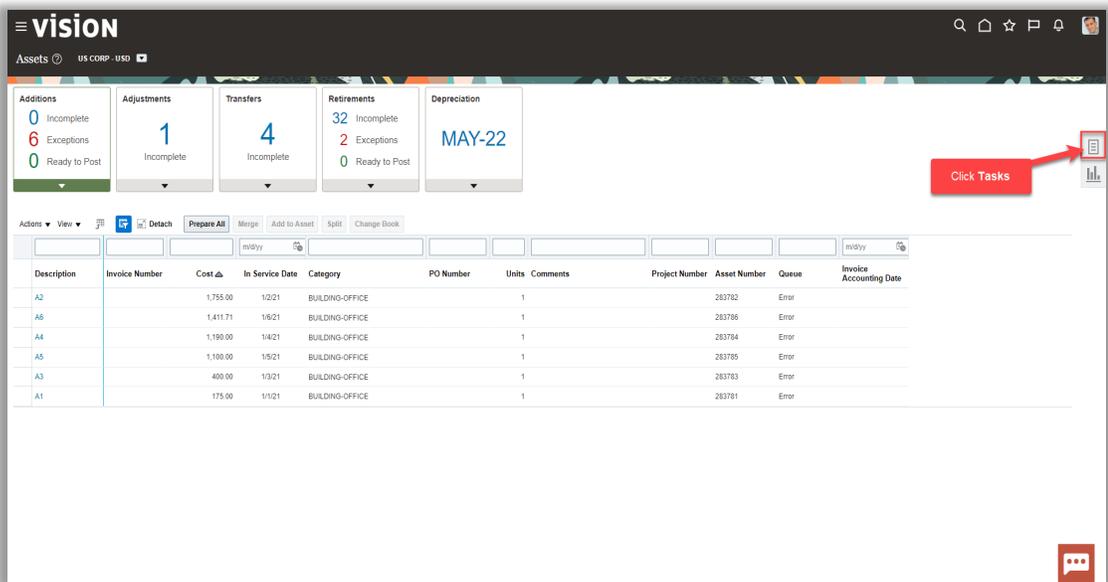
From home screen, click **Fixed Assets**



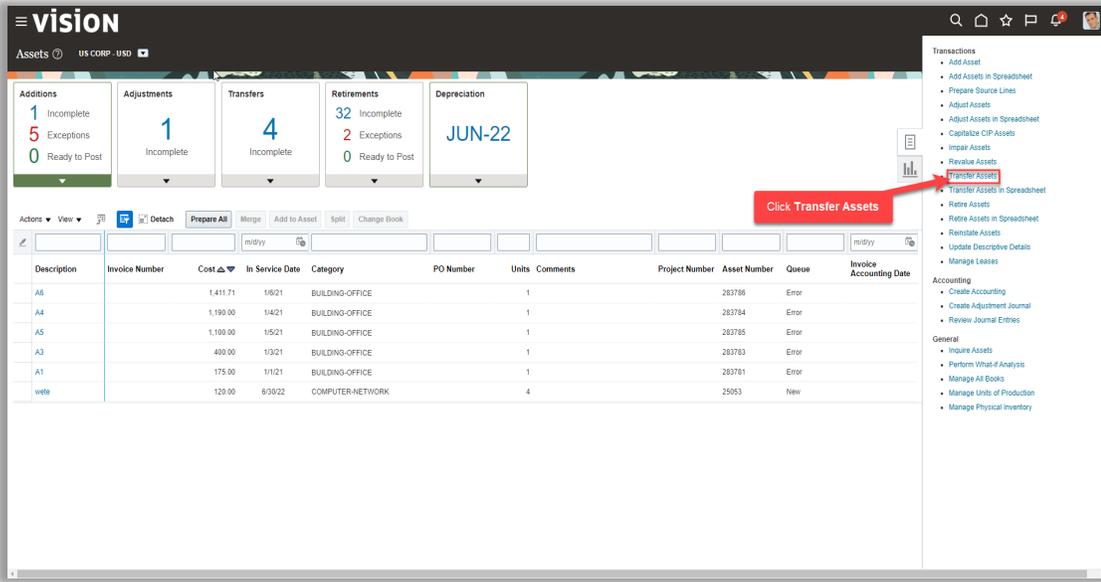
Next, click **Assets**



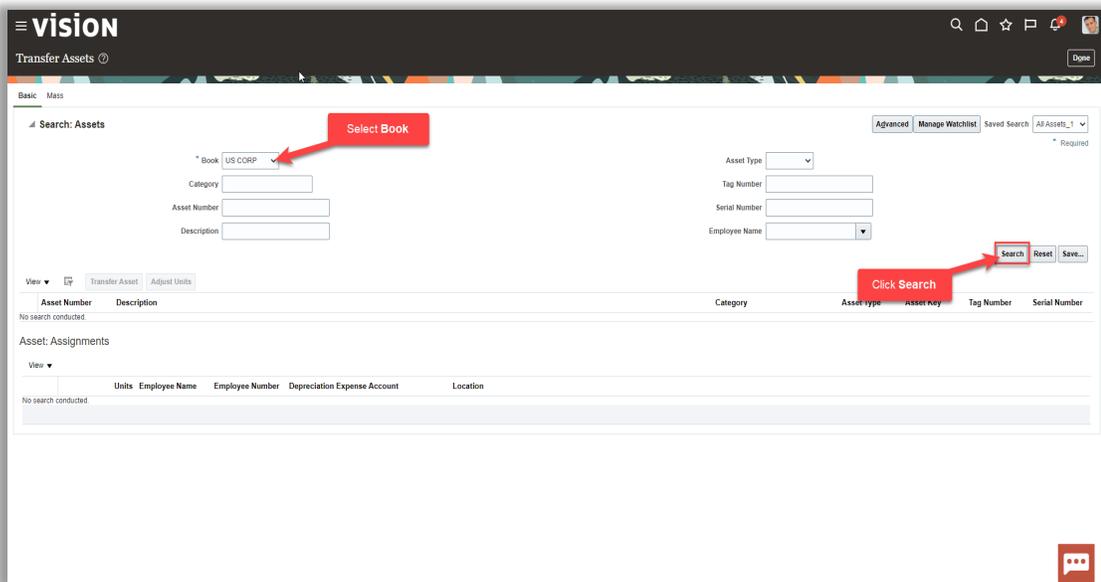
Click Tasks



Click Transfer Assets



Select the **Book** and click **Search**



Highlight the row and click **Adjust Units**

Basic: Mass

Search: Assets

View: [Dropdown] [Transfer Asset] [Adjust Units] [Advanced] [Manage Watchlist] [Saved Search] [All Assets_1]

Asset Number	Description	Category	Asset Type	Asset Key	Tag Number	Serial Number
100091	MFD - Copier	EQUIPMENT-OFFICE	Capitalized			
100096	Dell Laptop	COMPUTER-HARDWARE	Capitalized			
100101	Mercedes-Benz	VEHICLE-STANDARD	Capitalized			
100117	Suburban	VEHICLE-STANDARD	Capitalized			
100119	Machine	EQUIPMENT-MANUFACTURING	Capitalized			
101001	Suburban	VEHICLE-STANDARD	Capitalized			
111025	SAN Disk Array	COMPUTER-NETWORK	Capitalized			
111188	Company Cars	VEHICLE-STANDARD	Capitalized			
111096	Company Cars	VEHICLE-STANDARD	Capitalized			
111150	Photocopier	EQUIPMENT-OFFICE	Capitalized			

Asset 100091: Assignments

Units	Employee Name	Employee Number	Depreciation Expense Account	Location
1			101.10.68170.121.000.000	USA-ILLINOIS-CHICAGO-
Total				

Enter Comments

Adjust Units: Asset 100091

Book: US CORP | Asset Type: Capitalized | Category: EQUIPMENT-OFFICE | Open Period: JUN-22

Transaction Details

Comments:

Transfer Date: 8/30/22

Context Value: [Dropdown] | Regional Information: [Dropdown]

Unit Details

	* New Units	Current Units	Employee Name	Employee Number	* Depreciation Expense Account	* Location
	1	1			101.10.68170.121.000.000	USA-ILLINOIS-CHICAGO-
Total	1	1				

Next, click Add Row

VISION
Adjust Units: Asset 100091

Book US CORP
Asset Type Capitalized
Category EQUIPMENT-OFFICE
Open Period JUN 22

Transaction Details

Comments
Transfer Date 6/30/22
Contract Value
Regional Information

Unit Details

View **+**

New Units	Current Units	Employee Name	Employee Number	Depreciation Expense Account	Location
<input type="text" value="1"/>	1			101.10.68170.121.000.000	USA-ILLINOIS-CHICAGO-
Total	1	1			

Enter the **New Units**, **Employee Name**, **Employee Number**, **Depreciation Expense Account**, and **Location**. Click the  for **Depreciation Expense Account** and **Location** to select the values

VISION
Adjust Units: Asset 100091

Book US CORP
Asset Type Capitalized
Category EQUIPMENT-OFFICE
Open Period JUN 22

Transaction Details

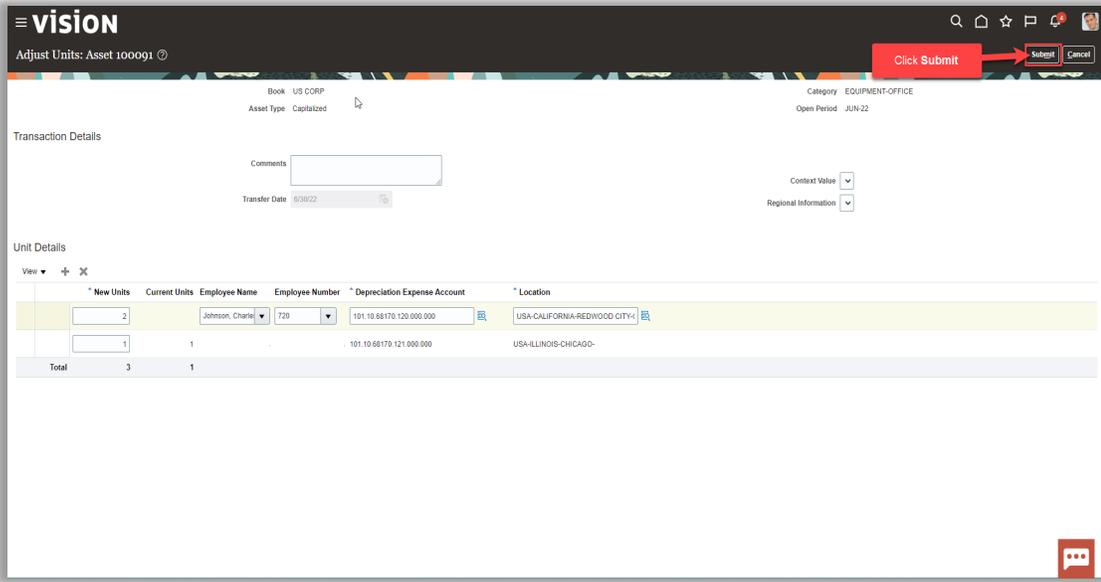
Comments
Transfer Date 6/30/22
Contract Value
Regional Information

Unit Details

Enter the below information

New Units	Current Units	Employee Name	Employee Number	Depreciation Expense Account	Location
<input type="text" value="2"/>		Johnson, Charle	720	101.10.68170.120.000.000	USA-CALIFORNIA-REDWOOD CITY-
<input type="text" value="1"/>	1			101.10.68170.121.000.000	USA-ILLINOIS-CHICAGO-
Total	3	1			

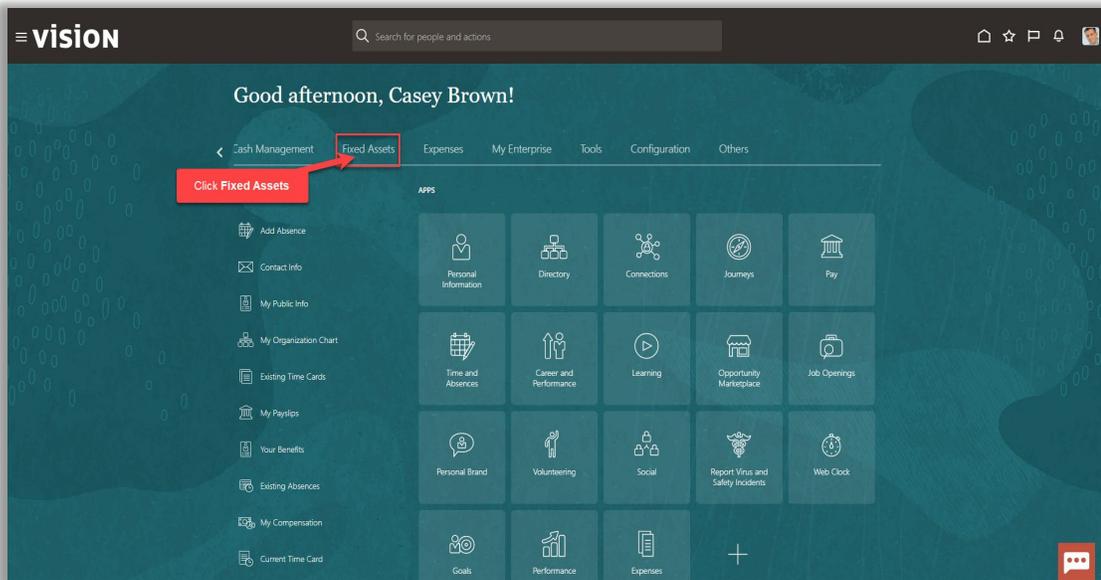
Click **Submit**



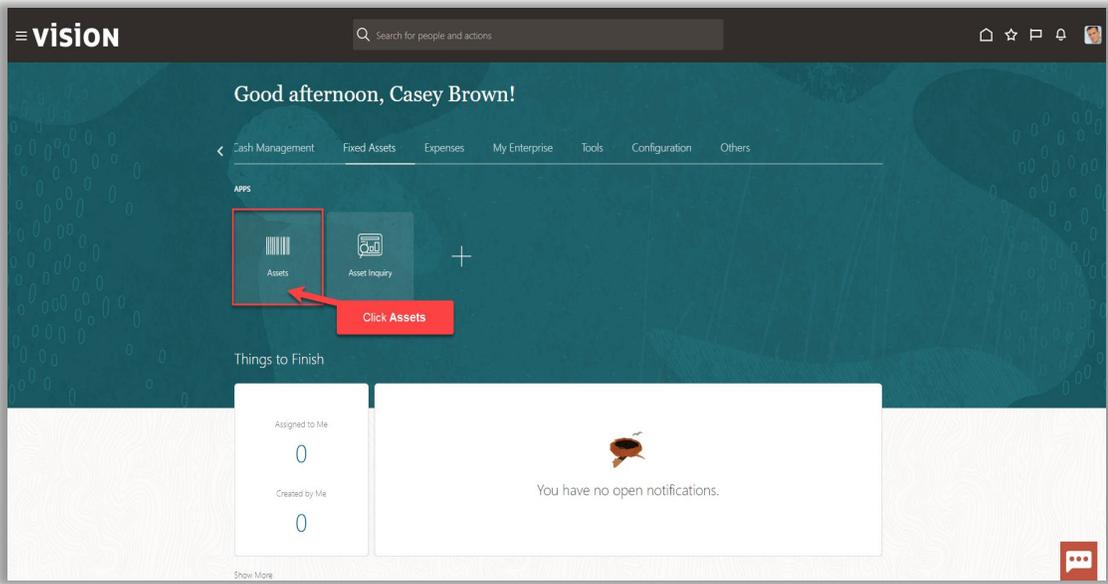
Change Asset Descriptive Information

Navigation: Home>Fixed Assets>Assets>Tasks>Update Descriptive Details>Search>Change Descriptive Details>Update Details>Save and Close

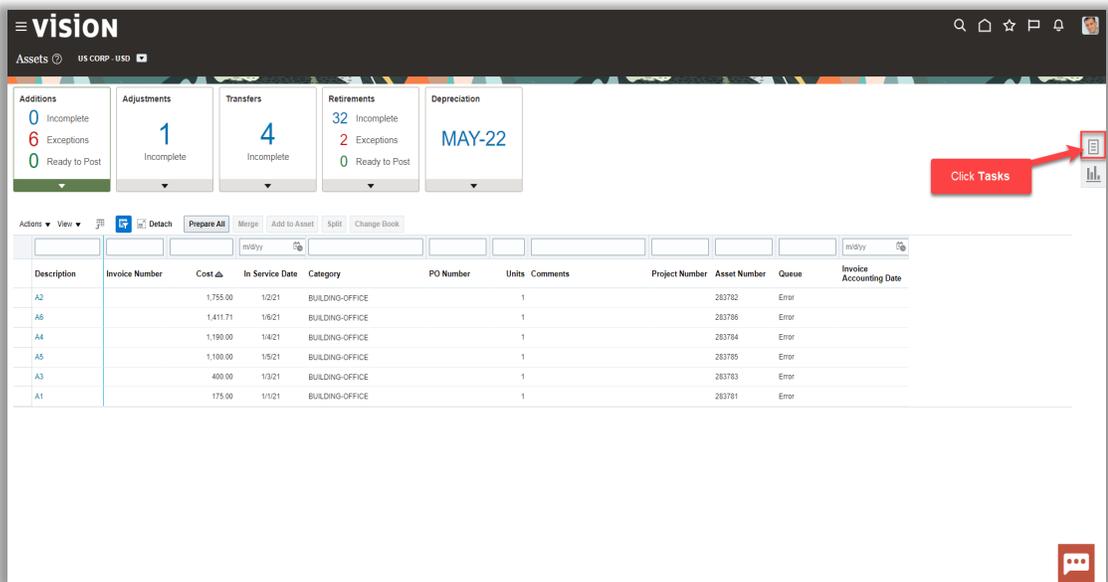
From home screen, click **Fixed Assets**



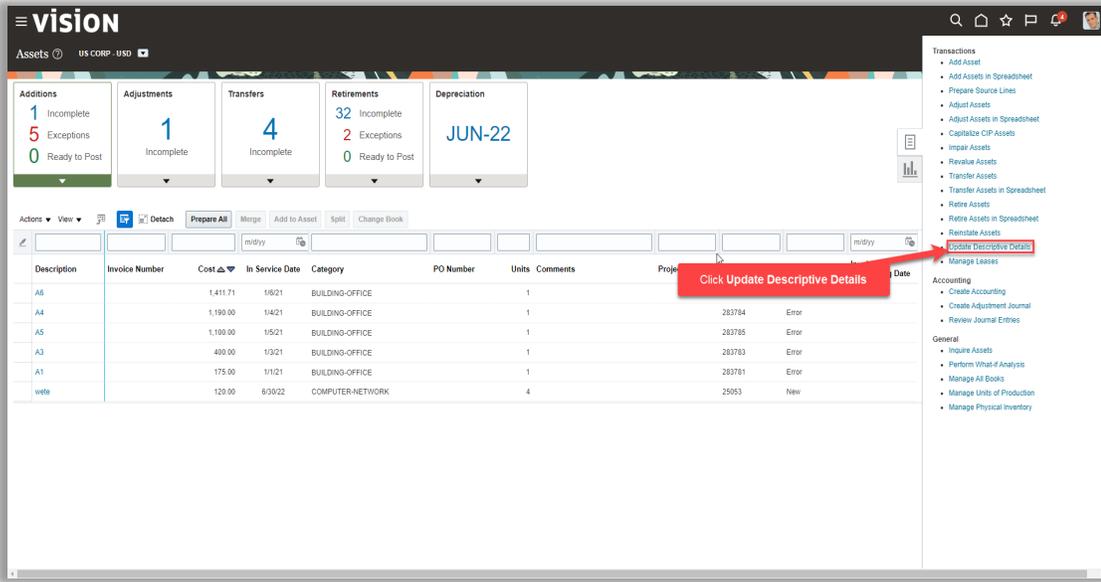
Next, click **Assets**



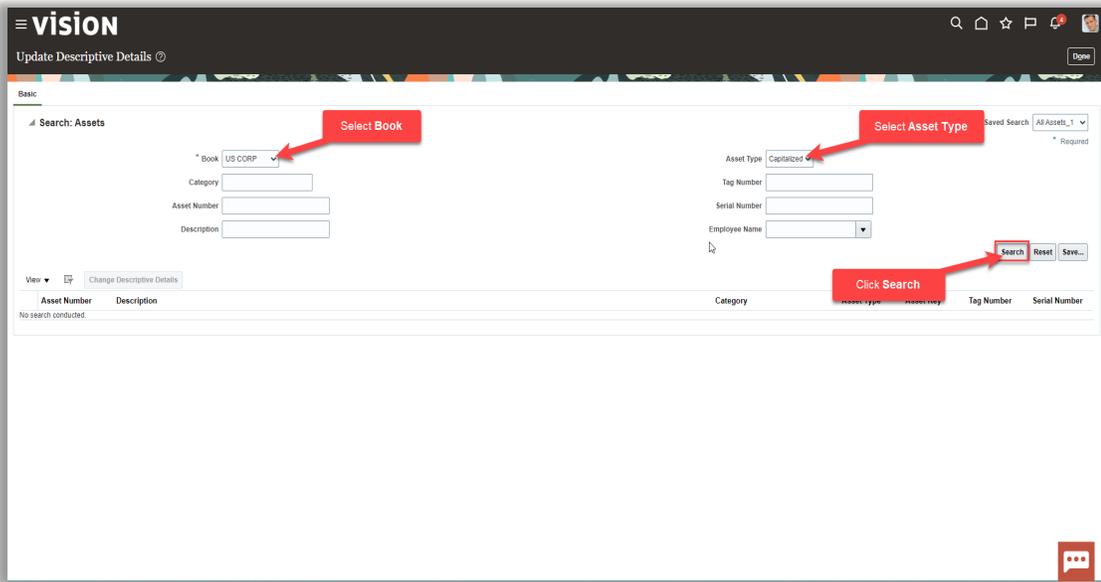
Click Tasks



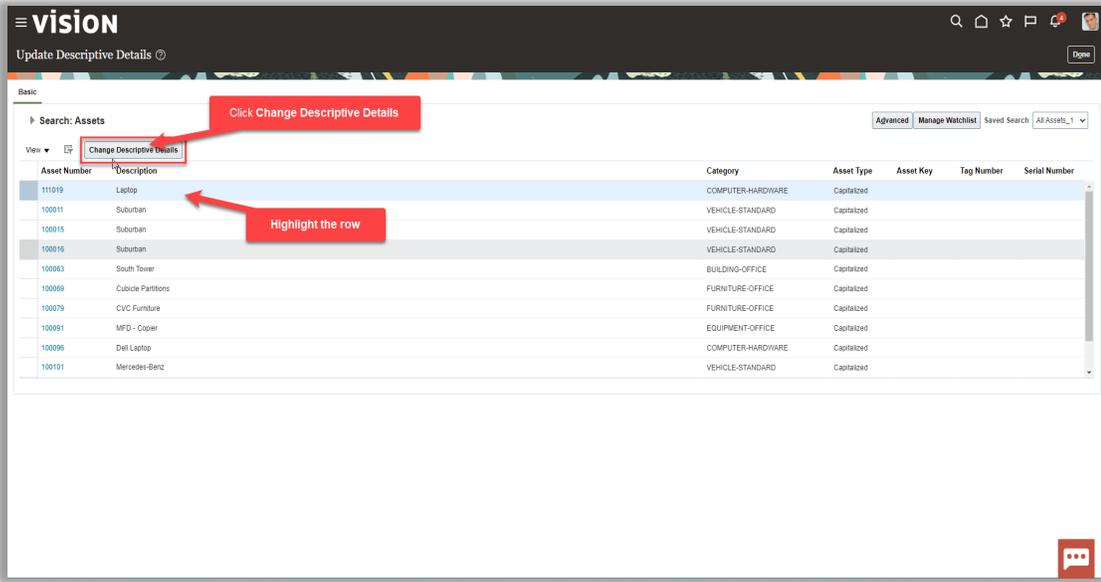
Click Update Descriptive Details



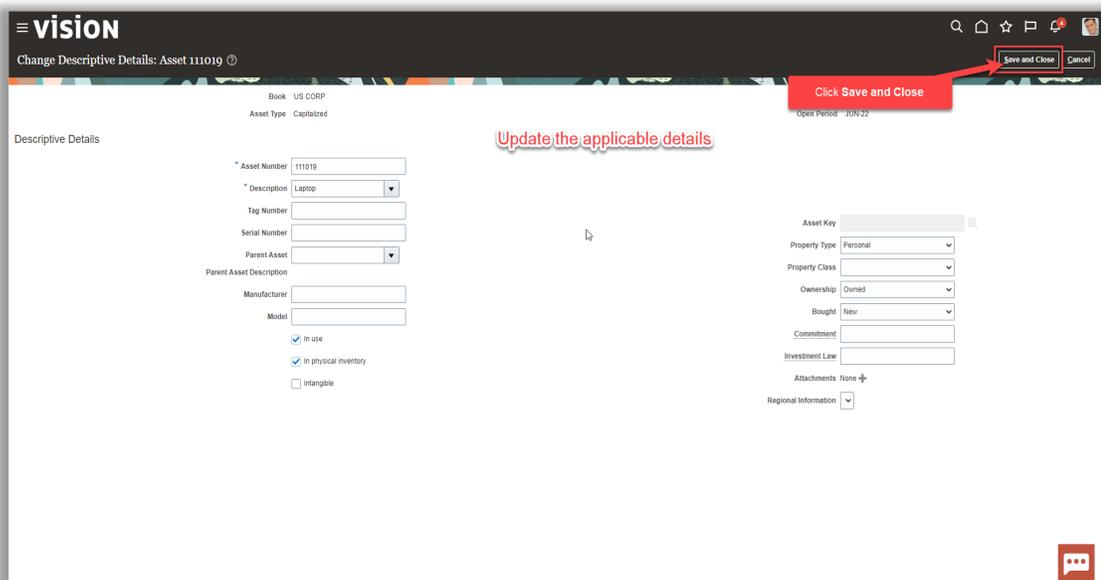
Select the **Book** from the drop down. Next, select the **Asset Type**, Capitalized, then click **Search**



Highlight the row and click **Change Descriptive Details**



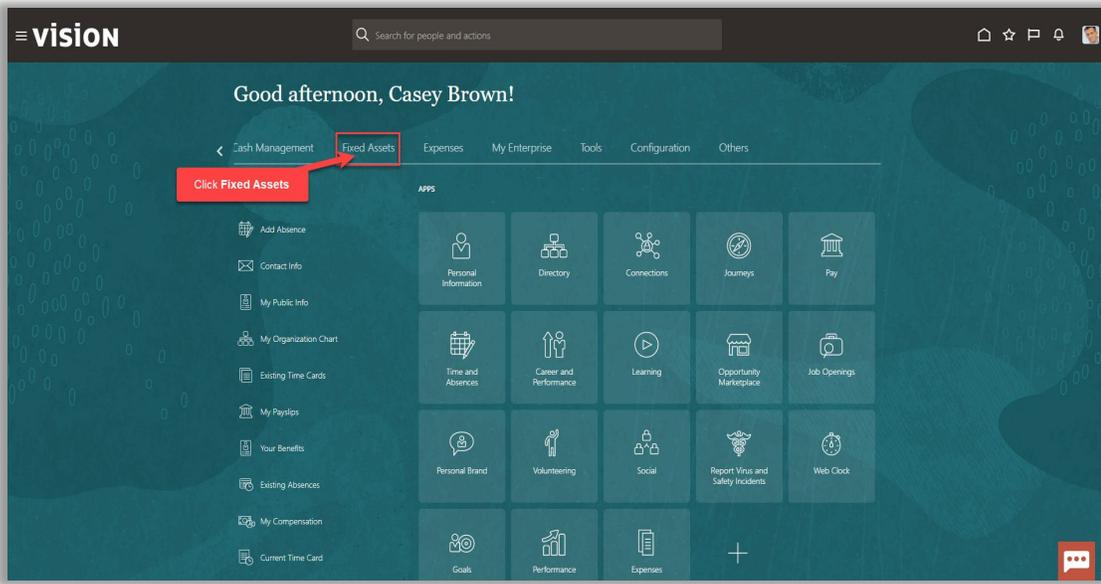
Update the applicable details and click **Save and Close**



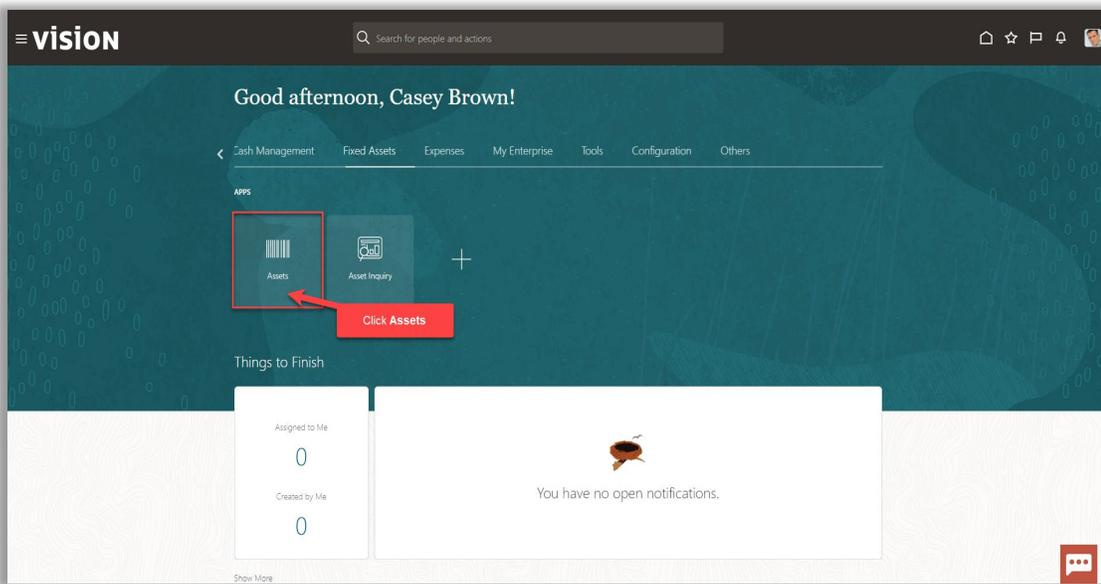
Perform A Cost Retirement

Navigation: Home>Fixed Assets>Assets>Tasks>Retire Asset>Search>Retire Cost>Enter Details>Submit

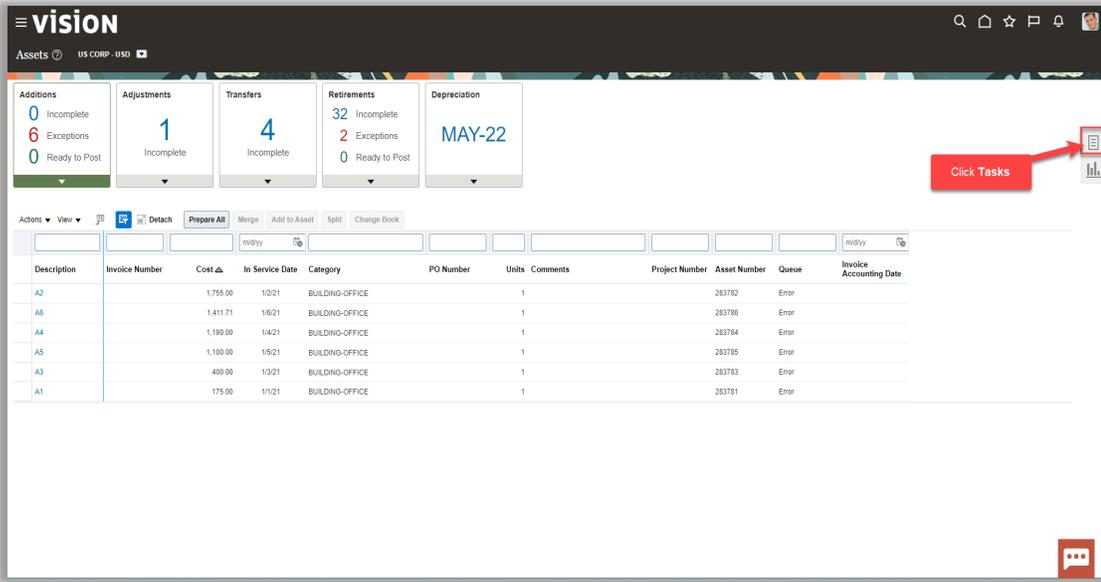
From home screen, click **Fixed Assets**



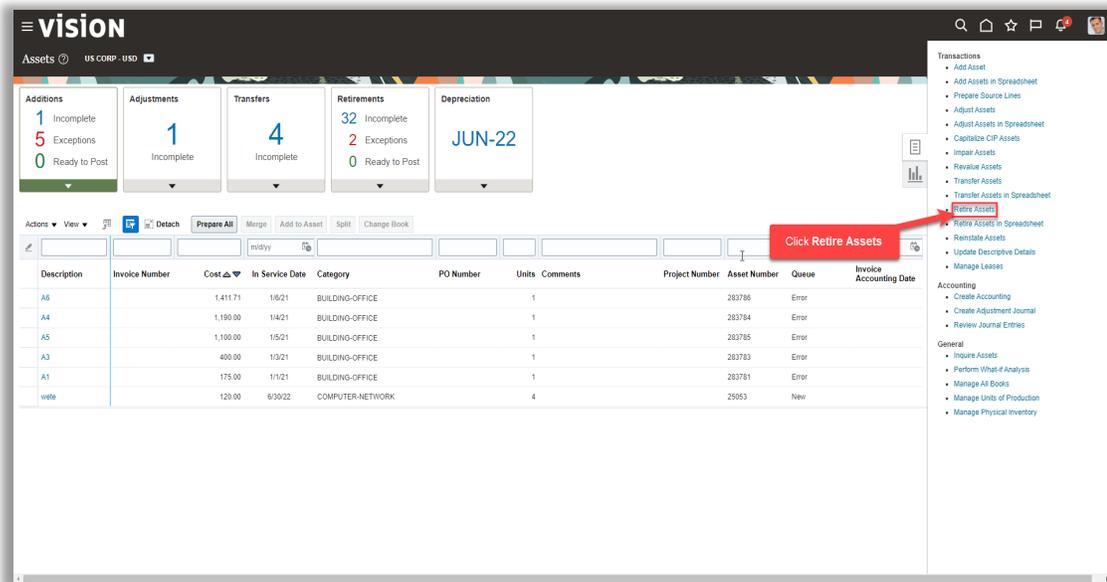
Next, click **Assets**



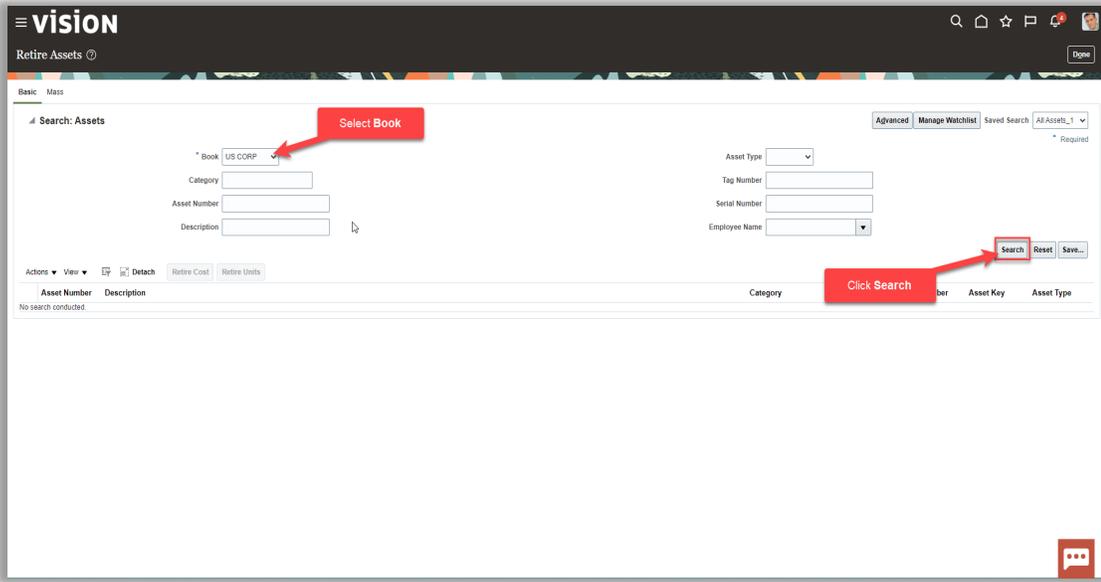
Click **Tasks**



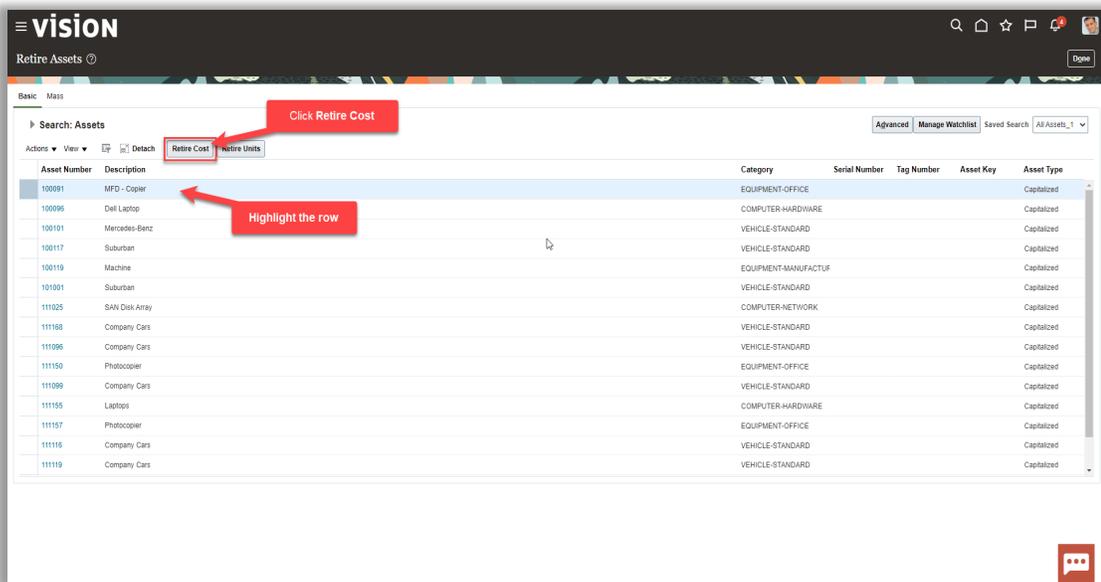
Click Retire Asset



Select the **Book** from the drop down then, click **Search**



Highlight the row and click **Retire Cost**



Enter the applicable details and click **Submit**

VISION
Retire Cost: Asset 100091
Currency: USD

Book: US CORP
Asset Type: Capitalized
Category: EQUIP
Open Period: JUN-22

Transaction Details

Comments:

* Retire Date:

Context Value:

Regional Information:

Retirement Details

* Cost Retired:

Proceeds of Sale:

Cost of Removal:

Retirement Reason:

Retirement Convention:

Cost: 28,500.00

Trade in Asset:

Check or Invoice Number:

Sold To:

Context Value:

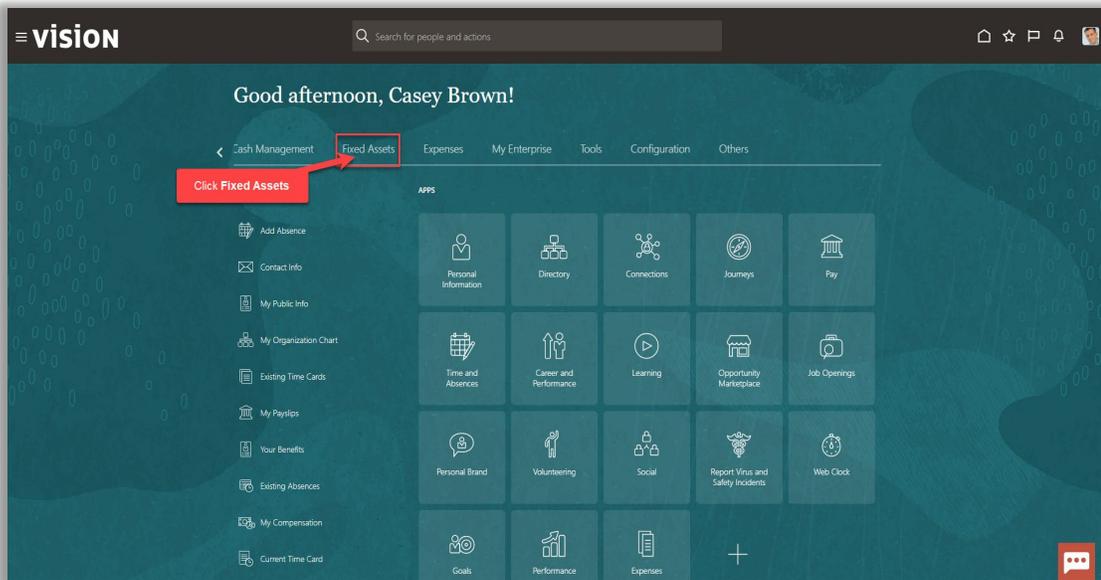
Click Submit

Enter the below information

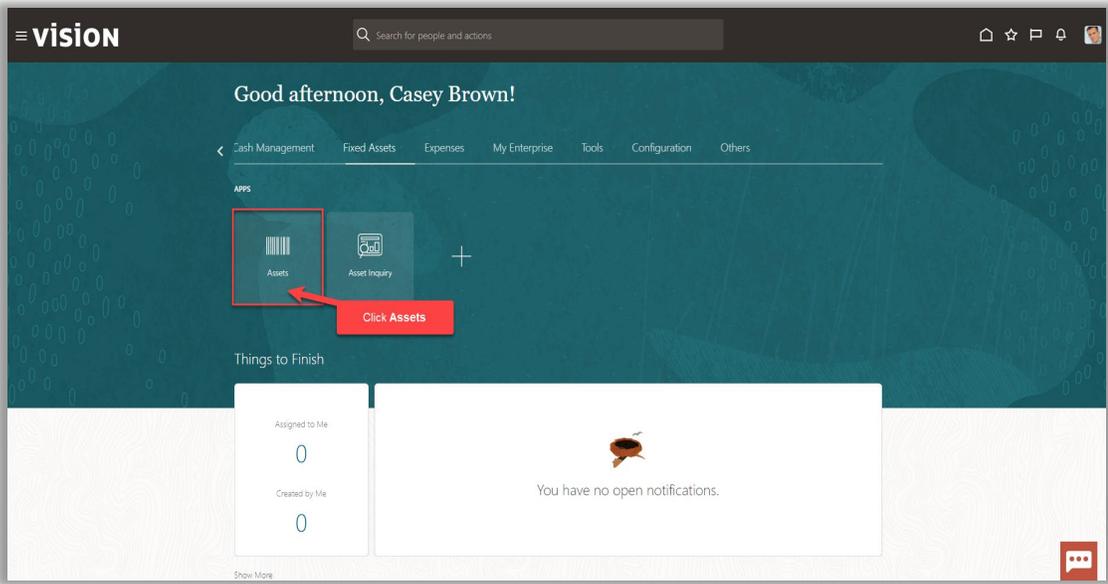
Perform A Unit Retirement

Navigation: Home>Fixed Assets>Assets>Tasks>Retire Asset>Search>Retire Units>Enter Details>Submit

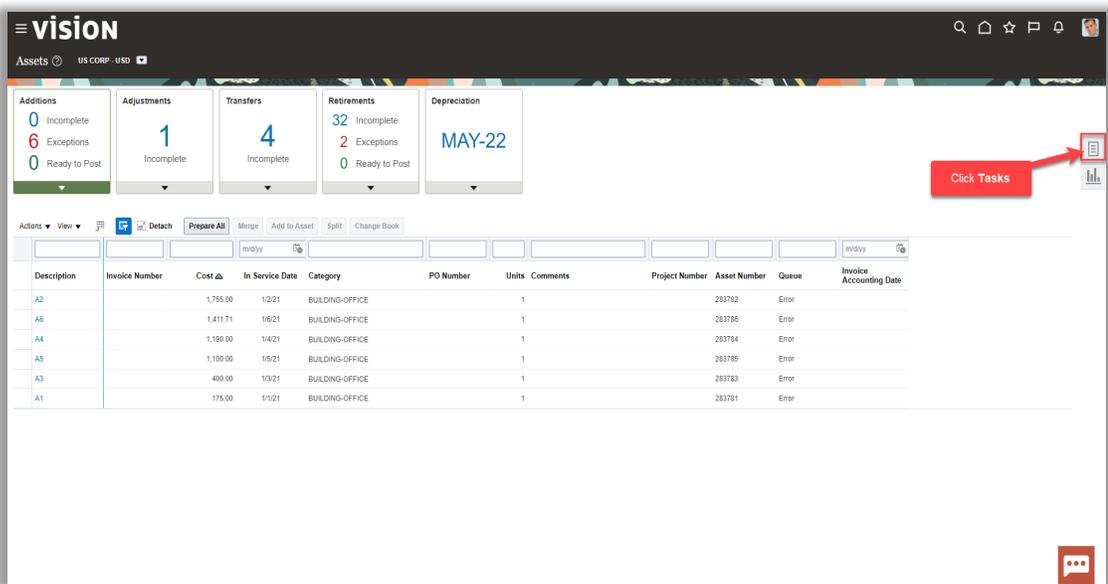
From home screen, click **Fixed Assets**



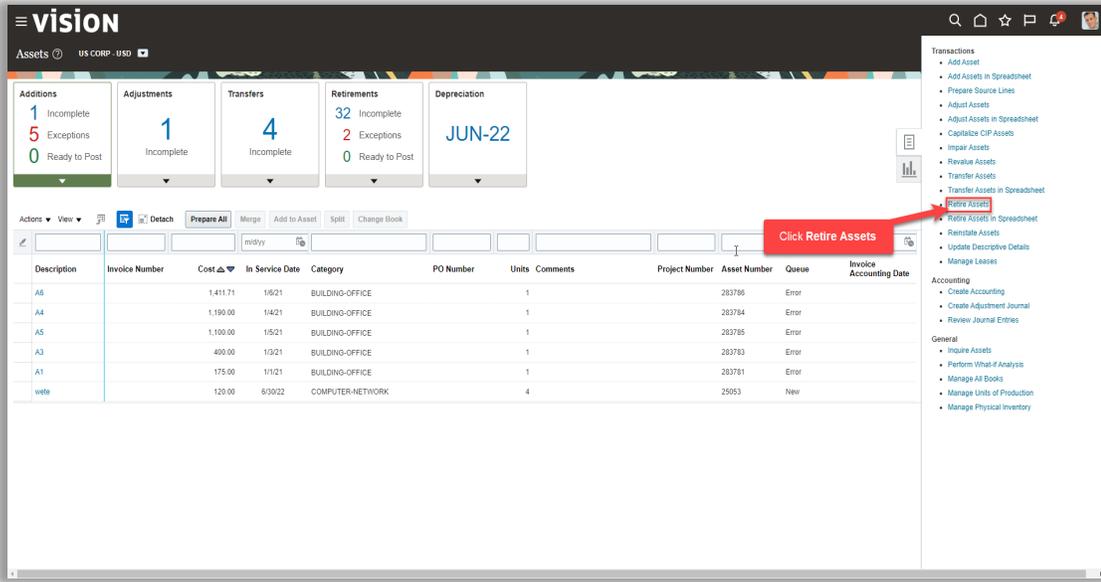
Next, click **Assets**



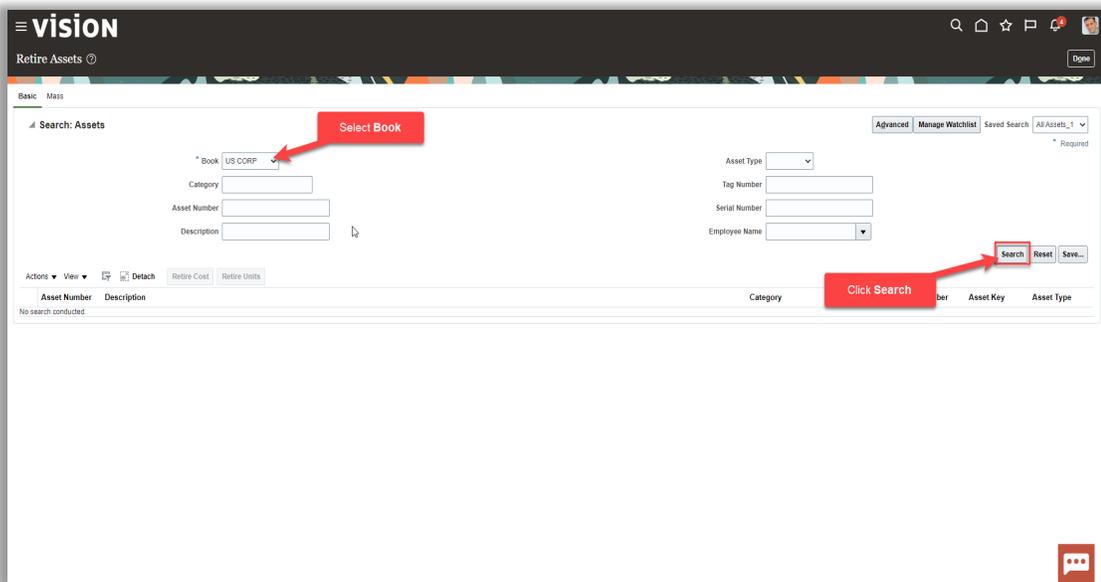
Click Tasks



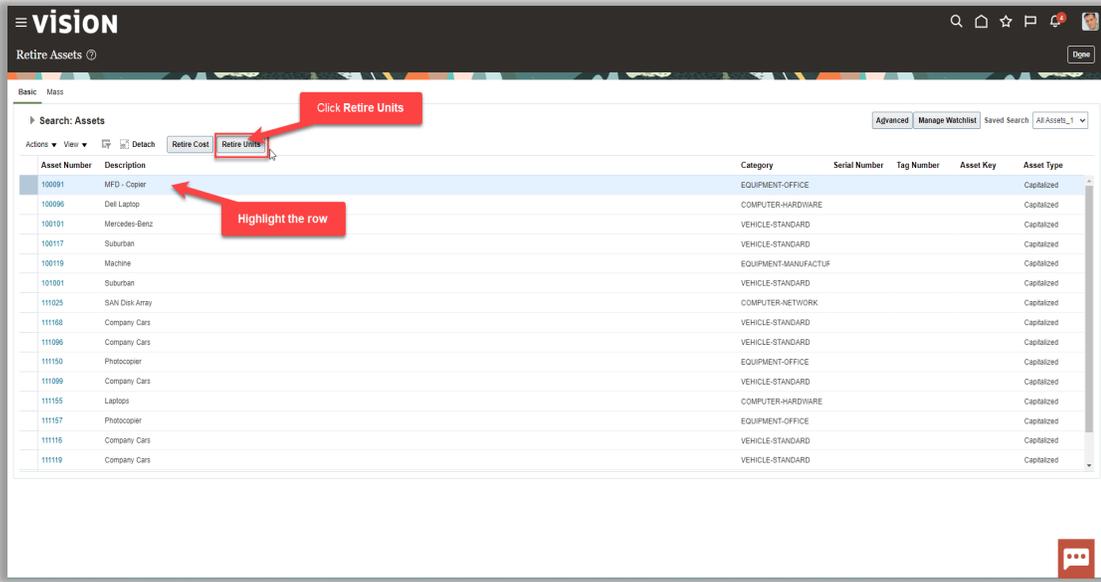
Click Retire Asset



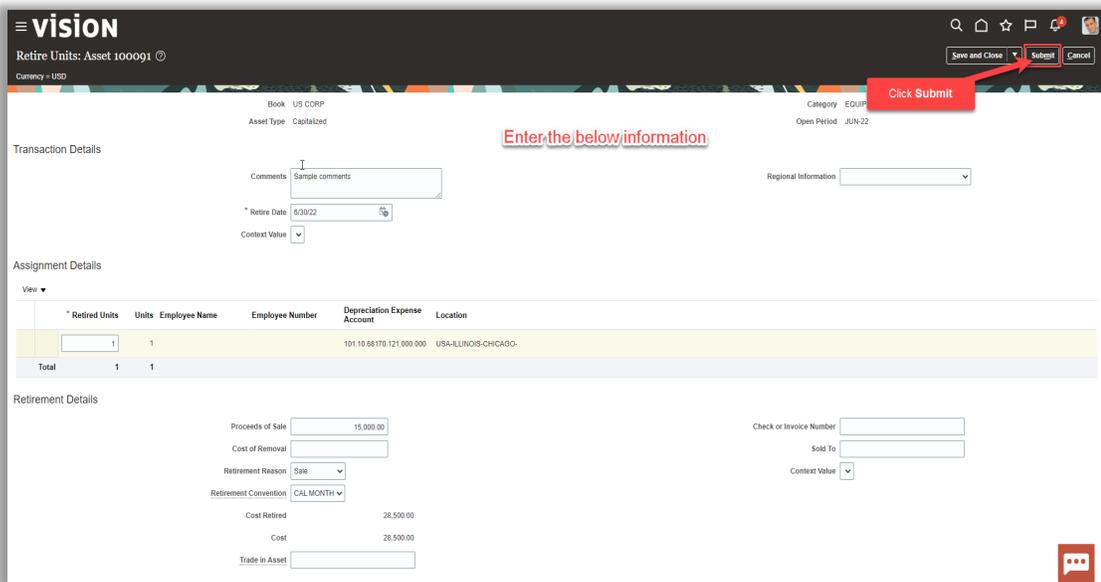
Select the **Book** from the drop down then, click **Search**



Highlight the row and click **Retire Units**



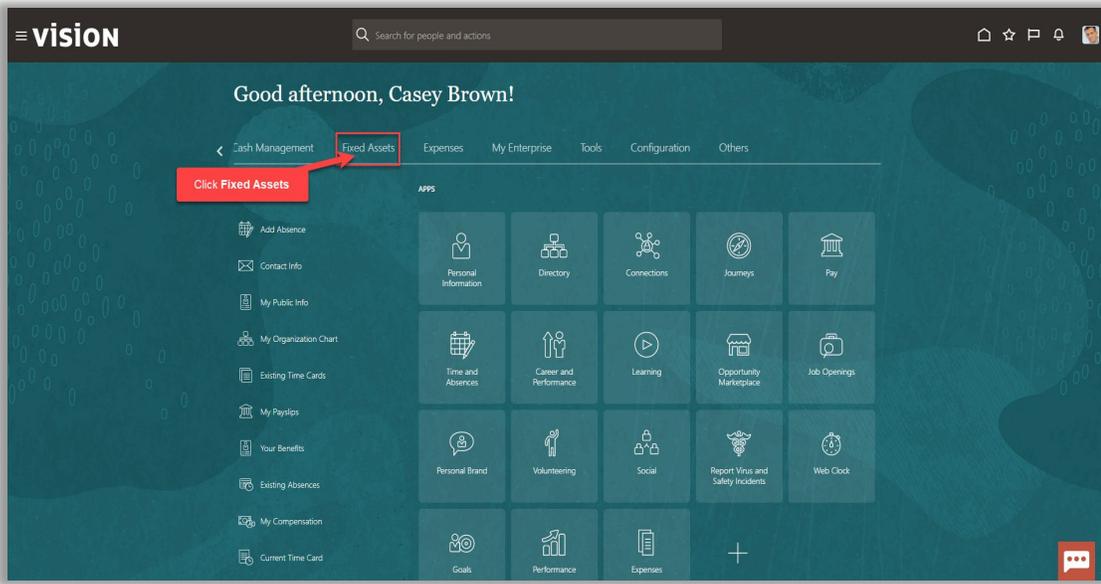
Enter the applicable details and click **Submit**



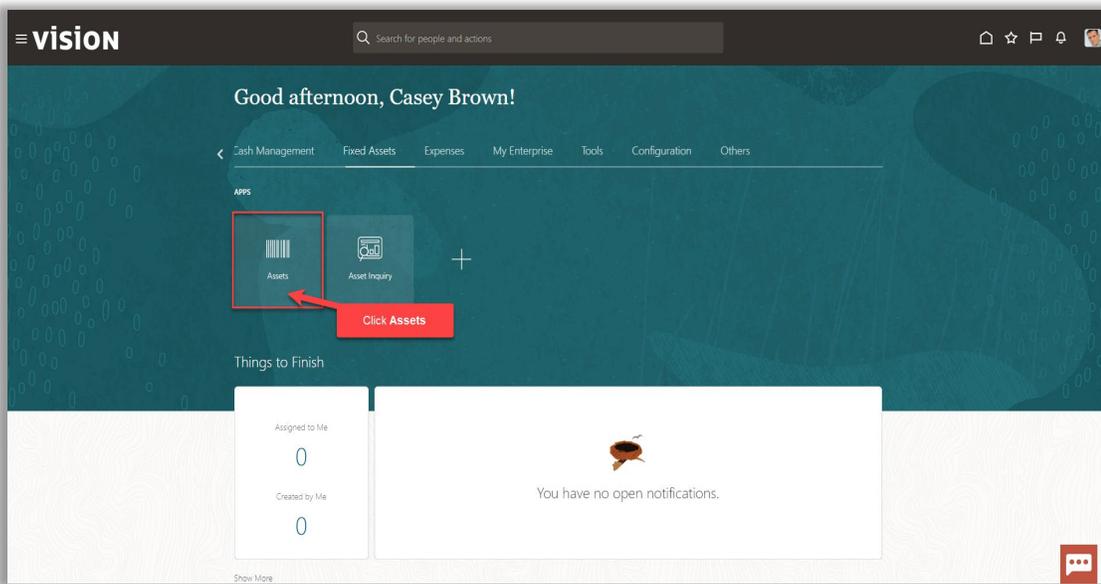
Perform A Source Line Retirement

Navigation: Home>Fixed Assets>Assets>Tasks>Retire Asset>Search>Actions>Retire Source Lines>Enter Details>Submit

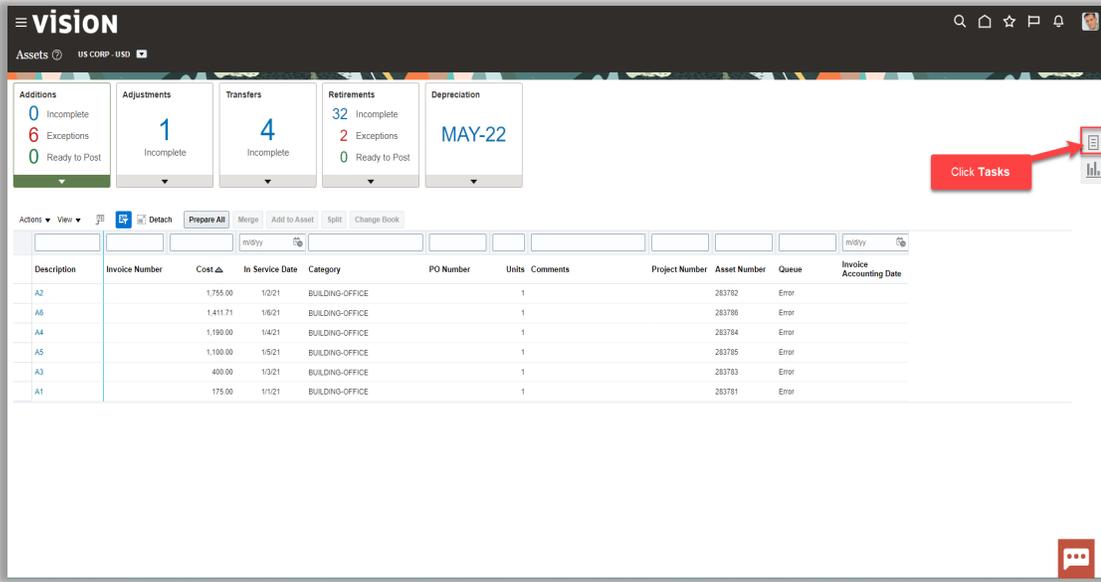
From home screen, click **Fixed Assets**



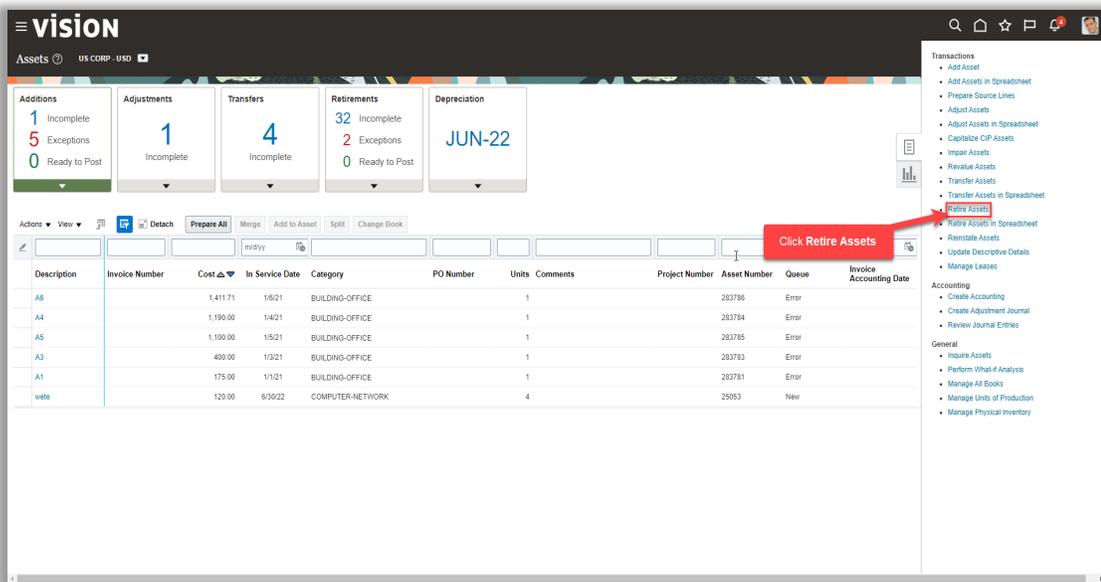
Next, click **Assets**



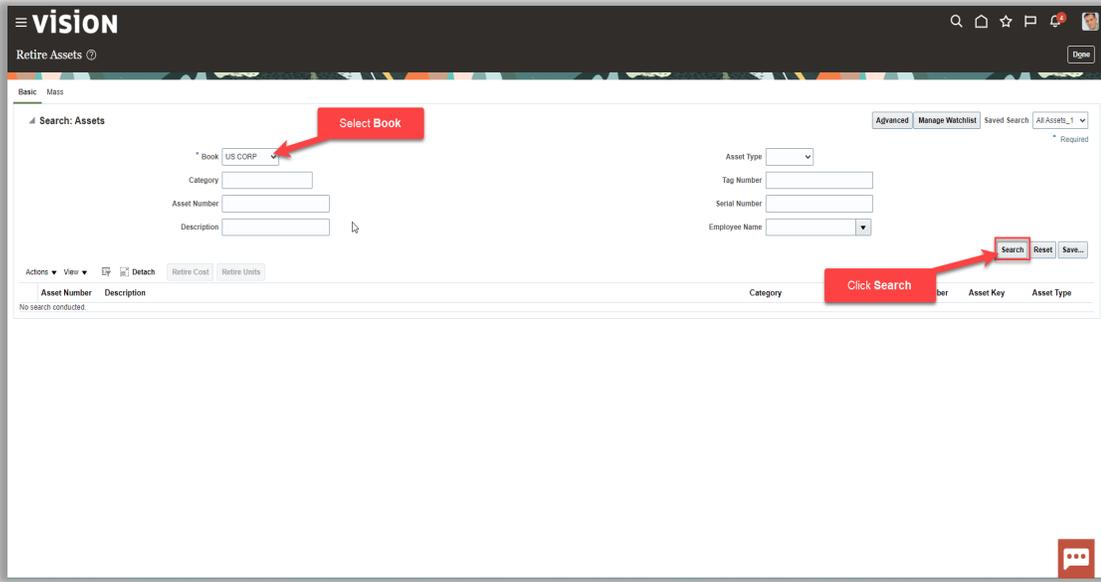
Click **Tasks**



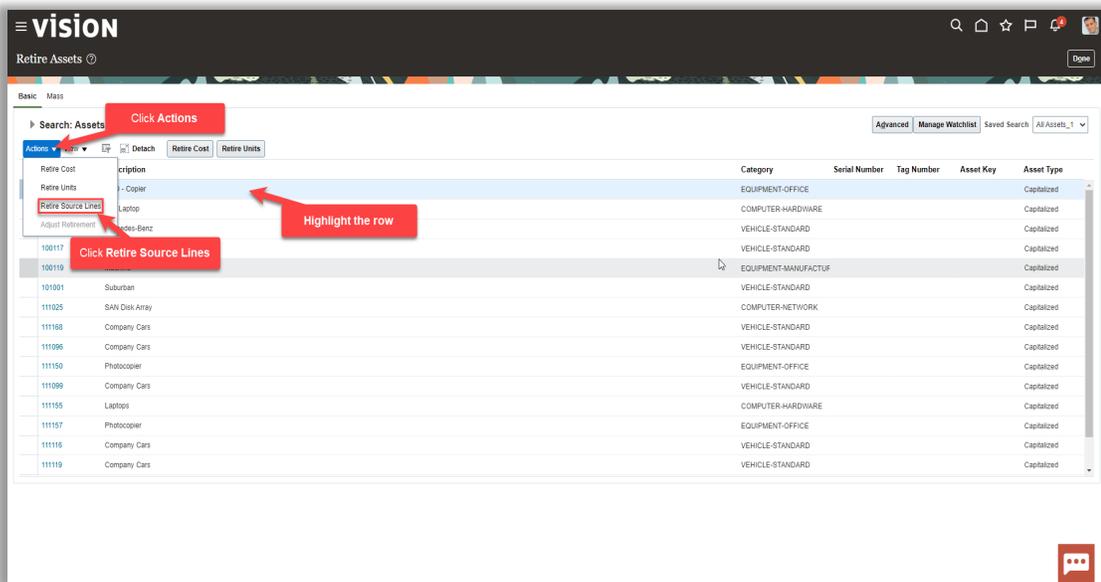
Click Retire Asset



Select the **Book** from the drop down then, click **Search**



Highlight the row and click **Actions**, then **Retire Source Lines**



Enter the applicable information and click **Submit**

Book: US CORP, Category: EQUIPMENT-OFFICE, Asset Type: Capitalized, Open Period: JUN-22

Transaction Details: Comments: Sample, Retire Date: 6/30/22, Context Value: [dropdown]

Source Line Details:

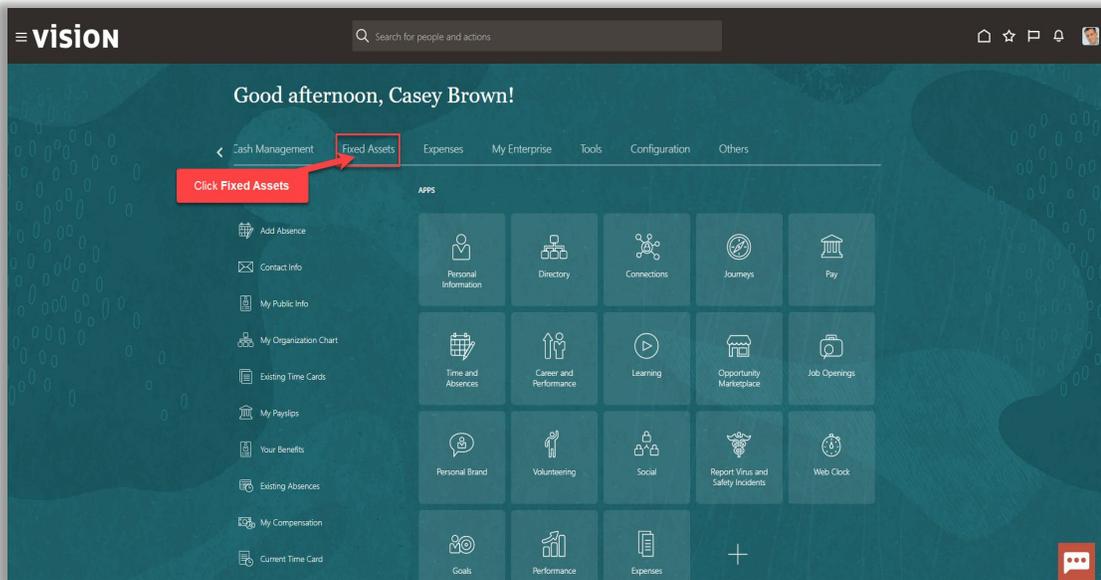
View	Amount Retired	Line Amount	Invoice Number	Invoice Line	Description	Distribution Line	Supplier Name
	10,000.00	28,500.00			MFD - Copier		
Total	10,000.00	28,500.00					

Retirement Details: Proceeds of Sale, Cost of Removal, Retirement Reason, Retirement Convention: CAL MONTH, Cost Retired: 10,000.00, Cost: 28,500.00, Trade in Asset, Check of Invoice Number, Sold To, Context Value

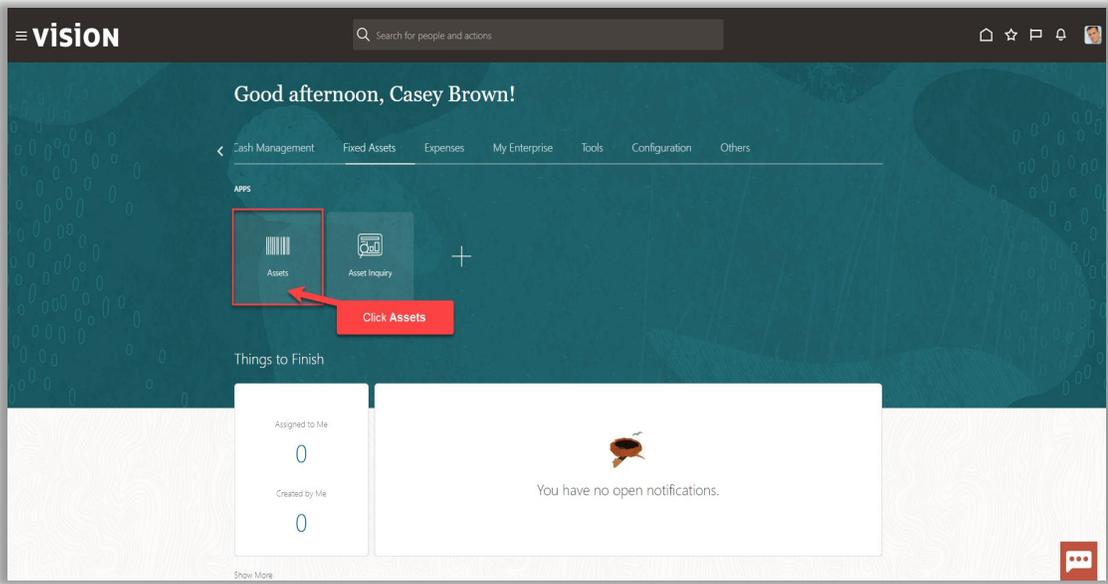
Perform A Mass Retirement

Navigation: Home>Fixed Assets>Assets>Tasks>Retire Asset>Mass>Create>Enter Details>Submit

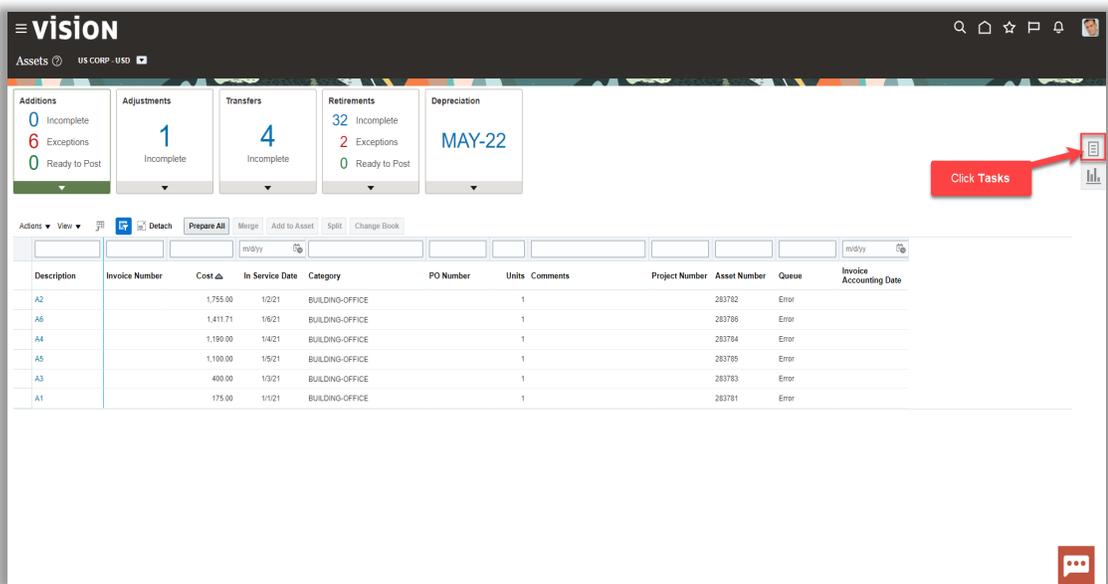
From home screen, click **Fixed Assets**



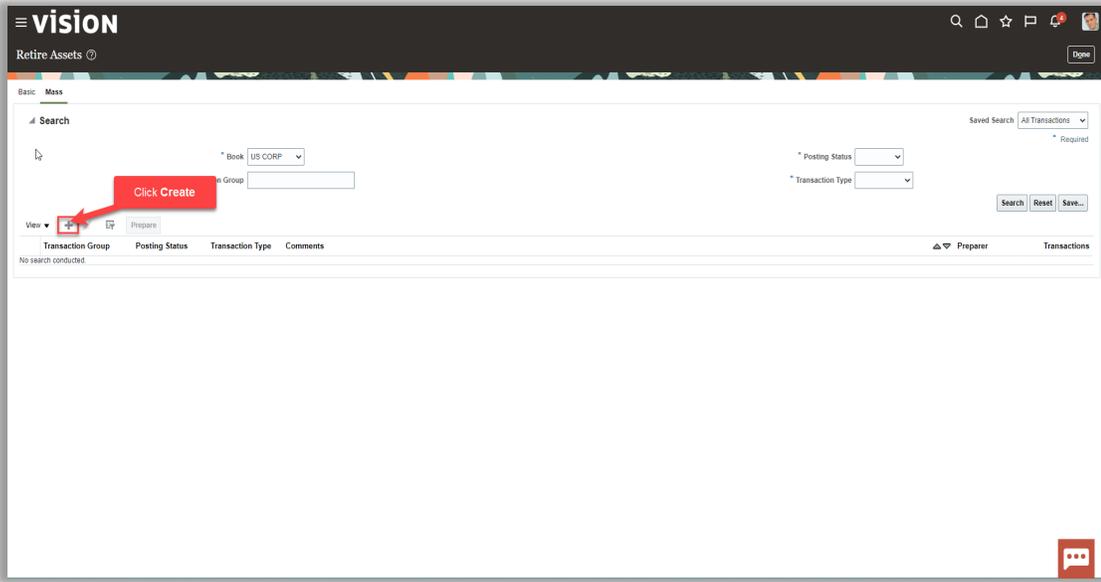
Next, click **Assets**



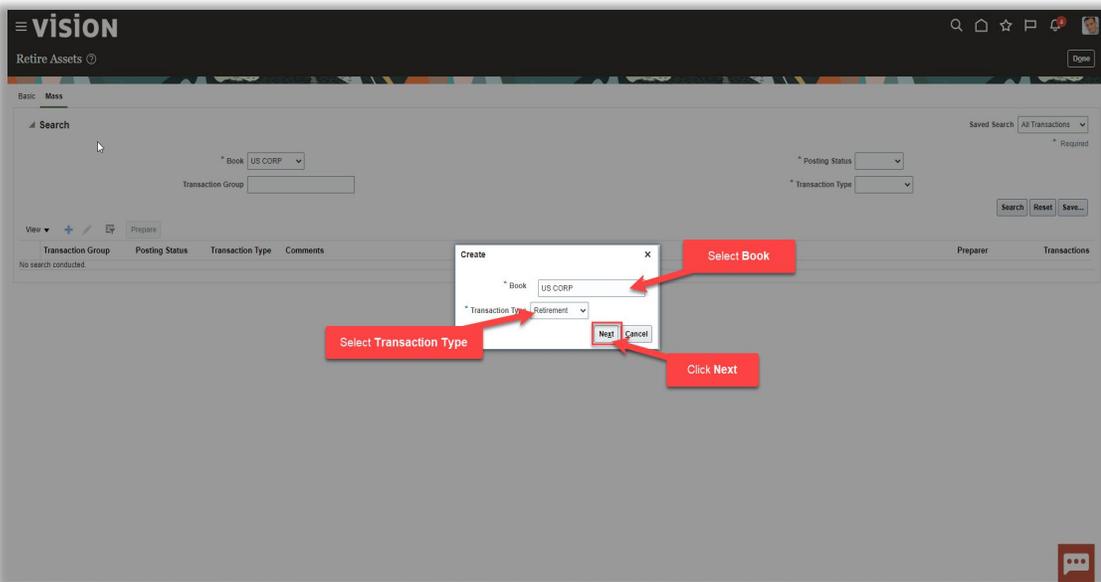
Click Tasks



Click Retire Asset



Select the **Book** and **Transaction Type** then click **Next**



Enter the below information and click **Submit**

vision
Enter Mass Retirement
Currency - USD

Book: US CORP
Open Period: JUN-22

* Transaction Group: Sample Retirement Name
Posting Status: New
Mass Transaction Number: 30000257510400

Transaction Details
Comments: [Text Field]
* Retire Date: 6/30/22

Asset Selection Criteria
General | Additional

Asset Type: Capitalized
From Asset Number: [Text Field]
To Asset Number: [Text Field]
From Date Placed in Service: m/d/yyyy
To Date Placed in Service: m/d/yyyy
Prorate Convention: [Dropdown]
Depreciation Method: [Dropdown]
Life in Years: [Dropdown]
Life in Months: [Dropdown]

Employee Name: [Dropdown]
Employee Number: [Dropdown]
Expense Account Filter: 0 Filter Conditions Defined
Asset Key Filter: 0 Filter Conditions Defined
Location Filter: 0 Filter Conditions Defined
Category Filter: 0 Filter Conditions Defined

Retirement Details
Retirement Reference Number: [Text Field]
Retirement Reason: [Dropdown]
Retirement Convention: [Dropdown]
Asset Sold To: [Text Field]
Proceeds of Sale: [Text Field]
Cost of Removal: [Text Field]

Buttons: Save, **Submit**, Cancel

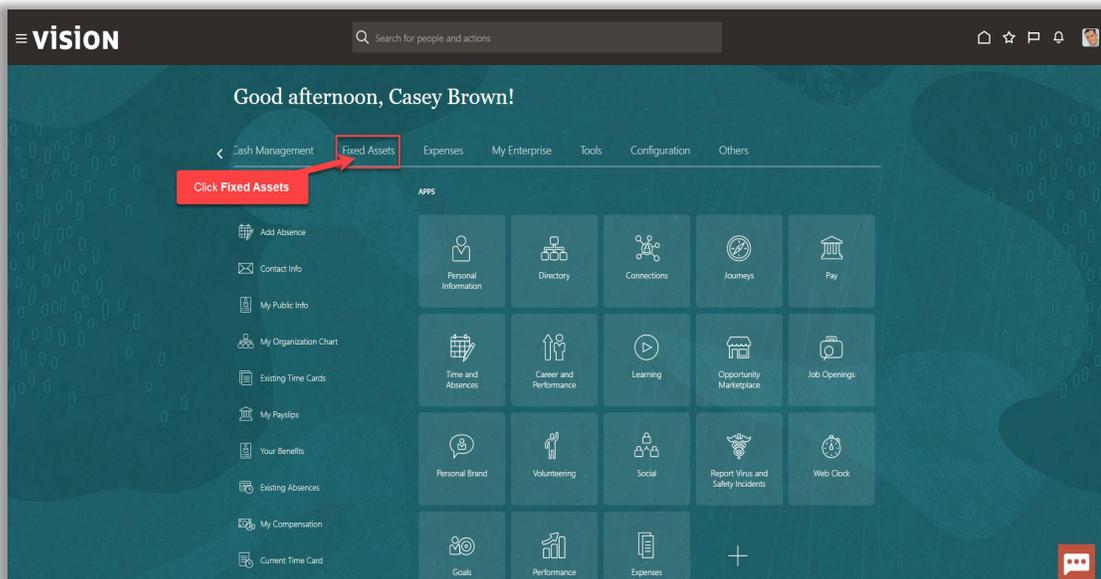
Annotation: Enter the below information

Note: Confirm the selected Assets for Mass Transactions completed successfully through Scheduled Processes by clicking the output to confirm number of records successfully mass retired.

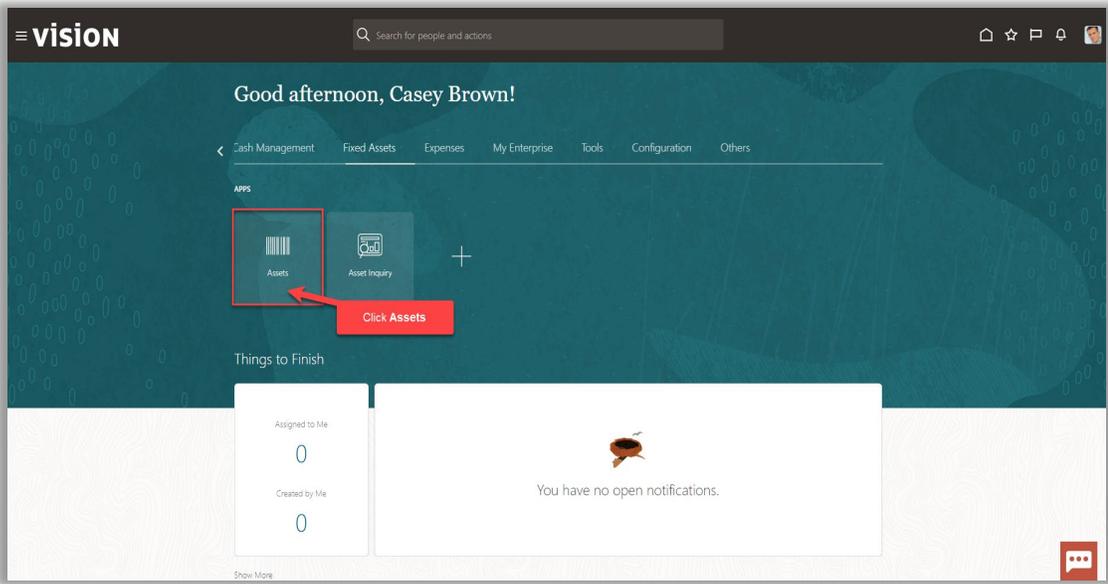
Reinstate An Asset

Navigation: Home>Fixed Assets>Assets>Tasks>Reinstate Assets>Search>Reinstate>OK

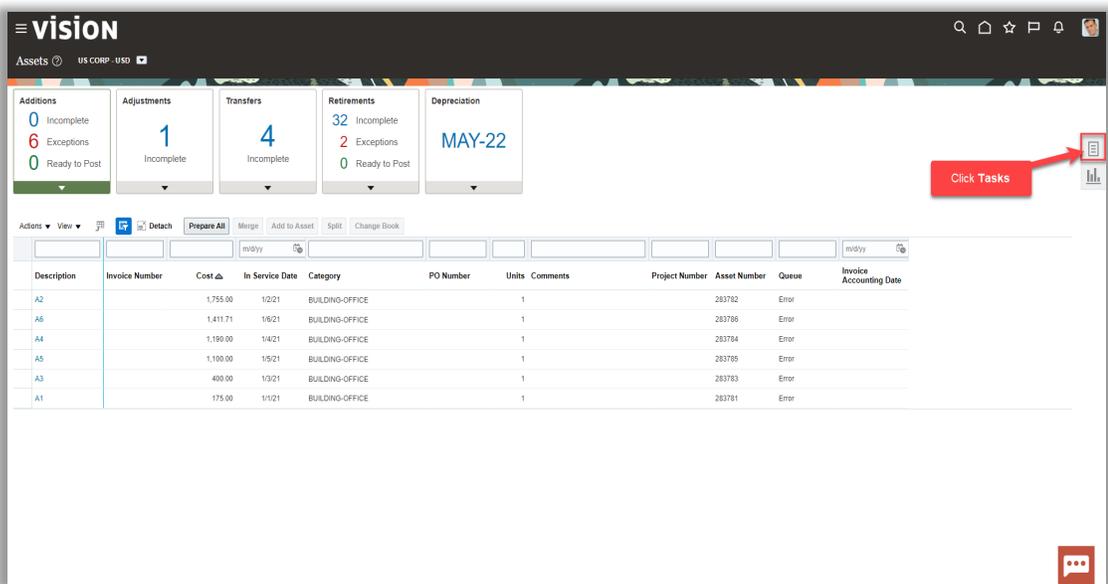
From home screen, click **Fixed Assets**



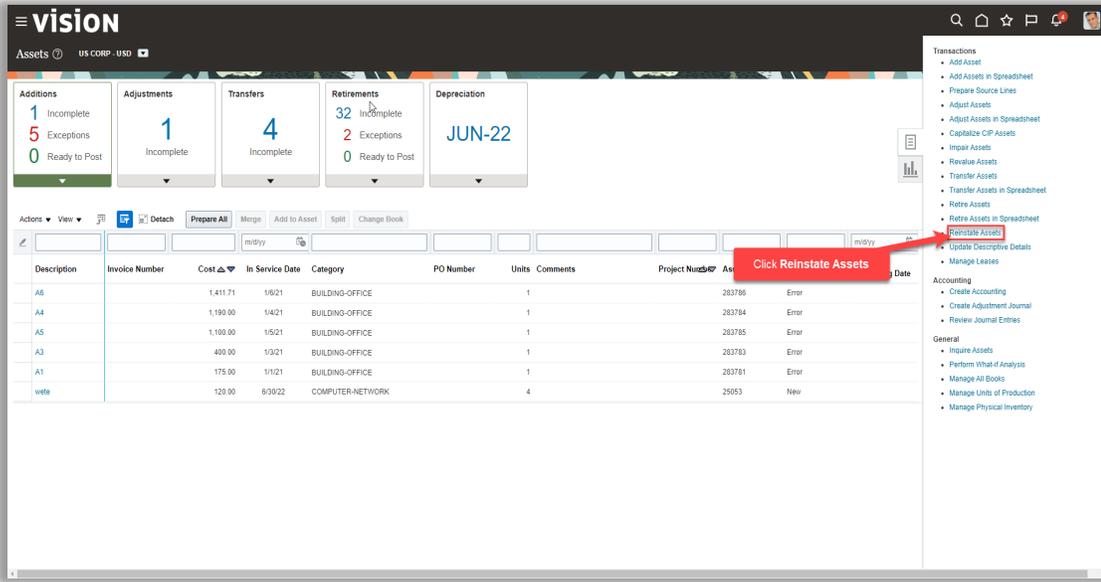
Next, click **Assets**



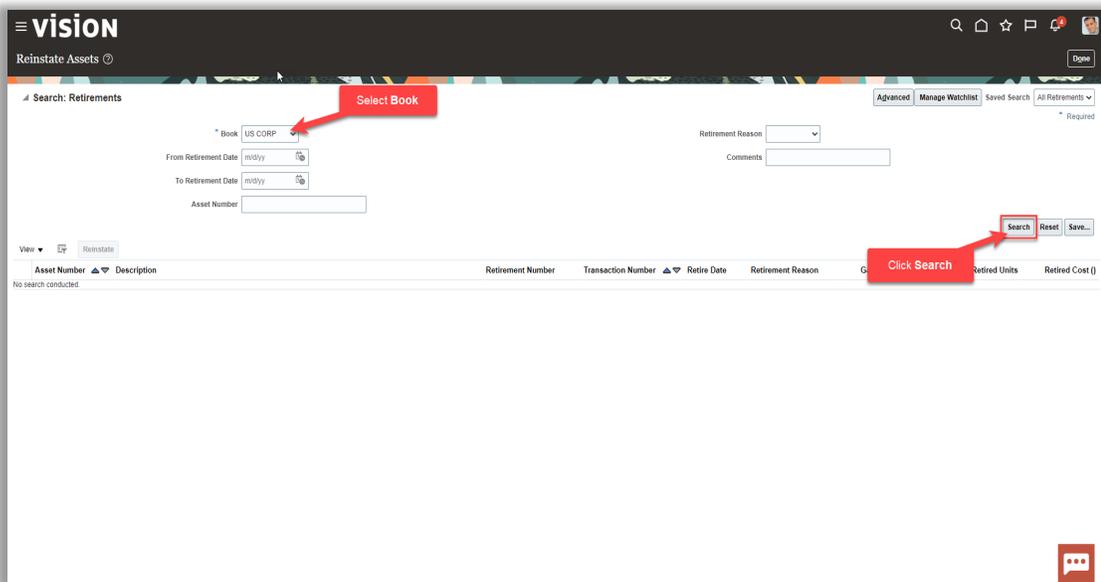
Click Tasks



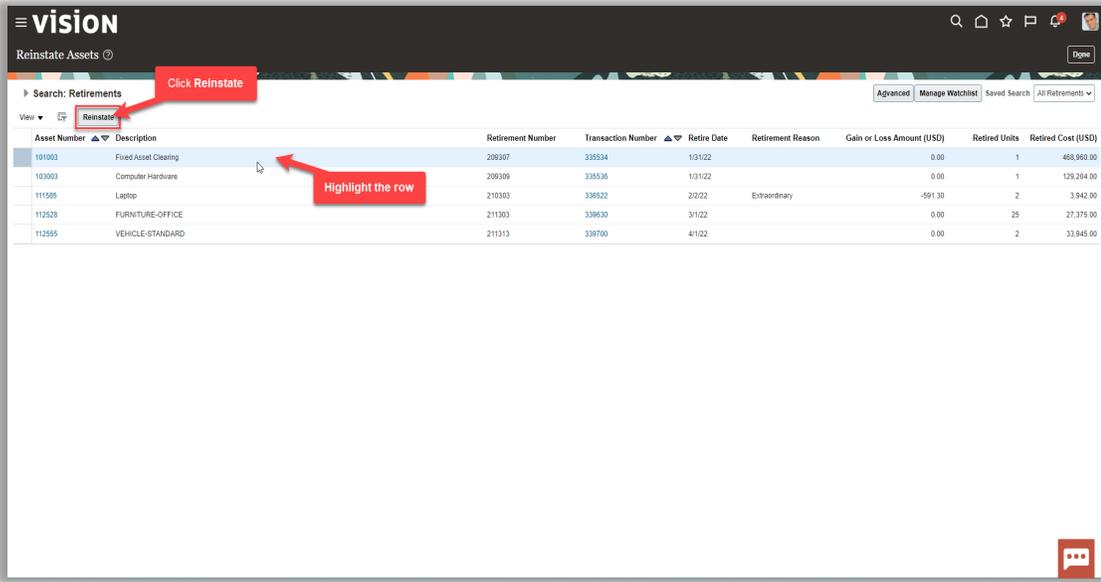
Click Reinstate Assets



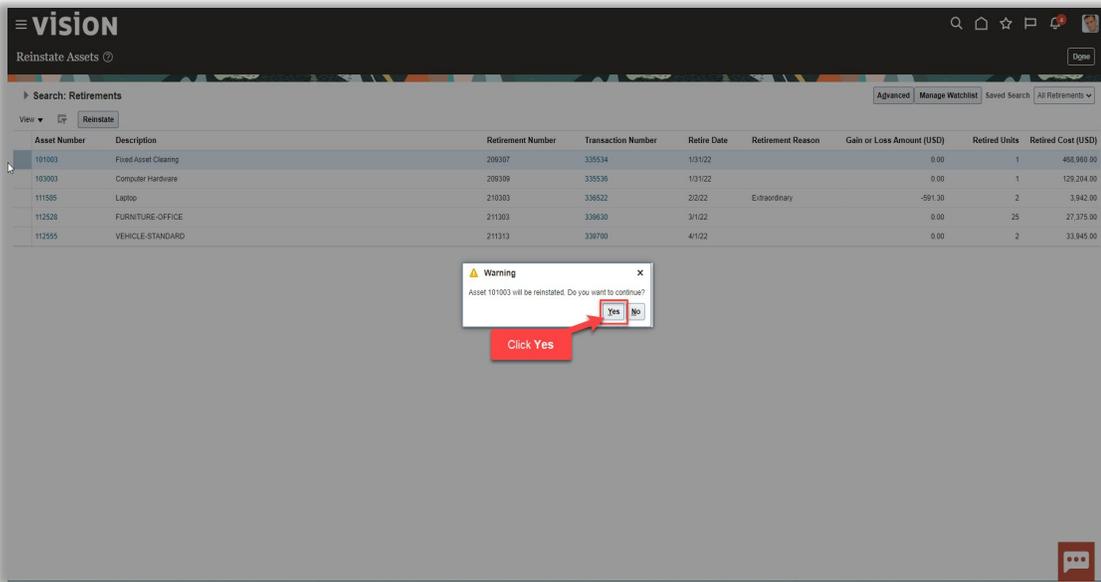
Select the **Book** and click **Search**



Highlight the row and click **Reinstate**



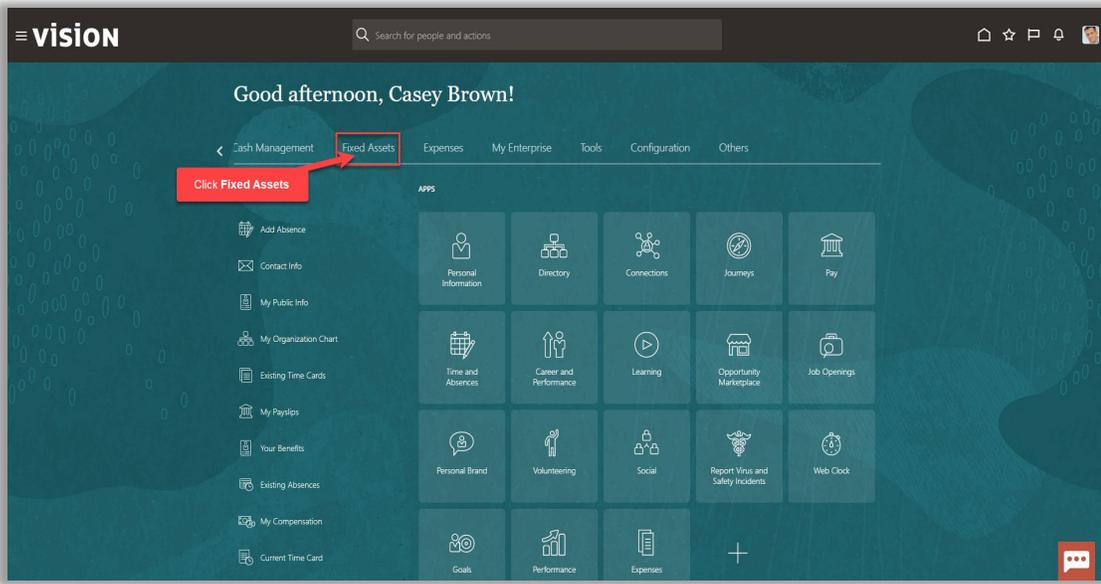
Click Yes



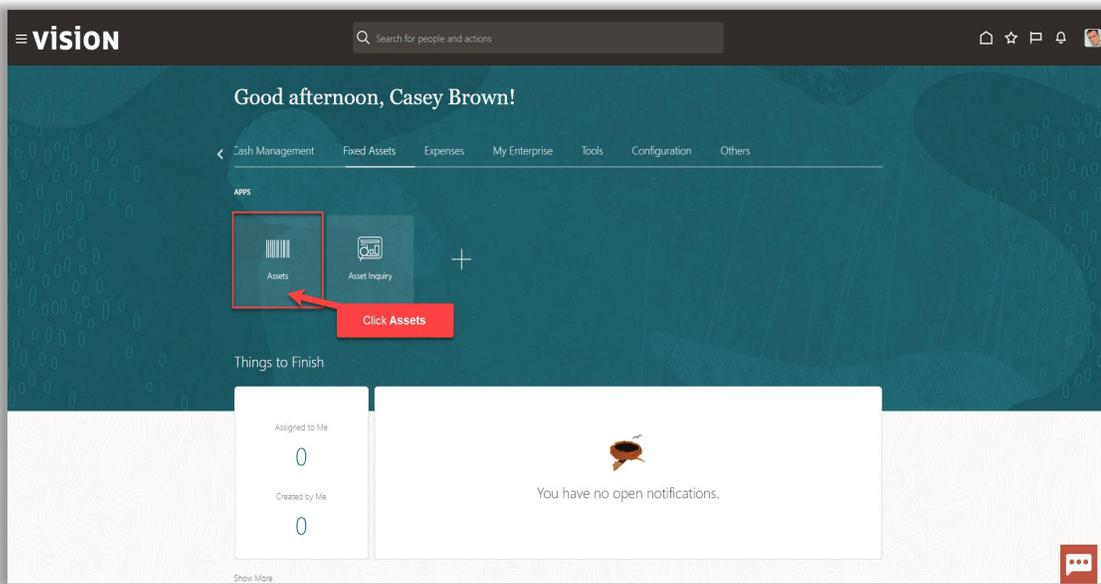
Create Accounting For Assets

Navigation: Home>Fixed Assets>Assets>Tasks>Create Accounting>Enter Details>Submit

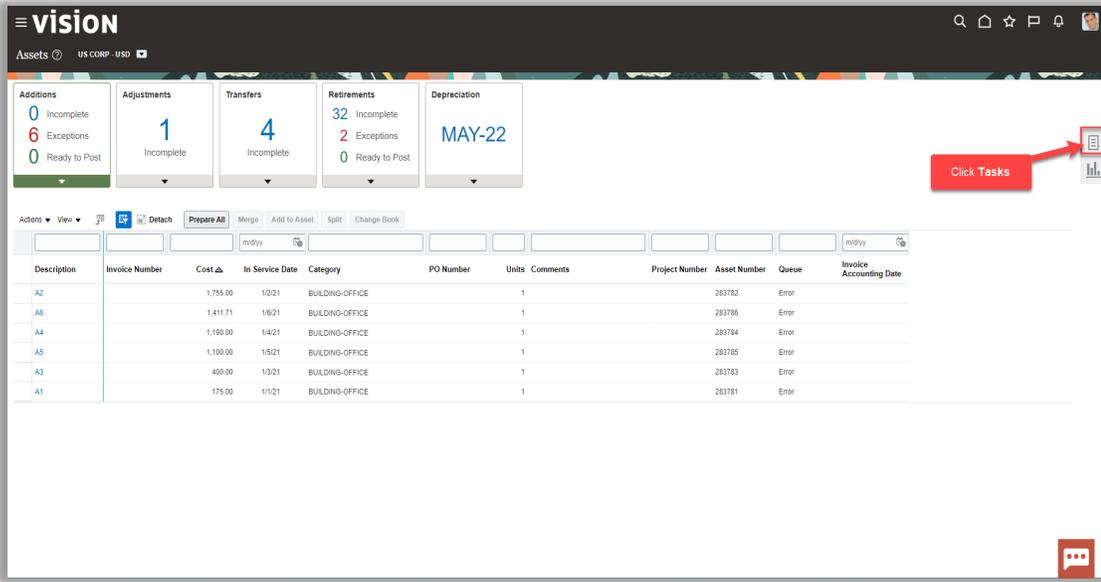
From home screen, click **Fixed Assets**



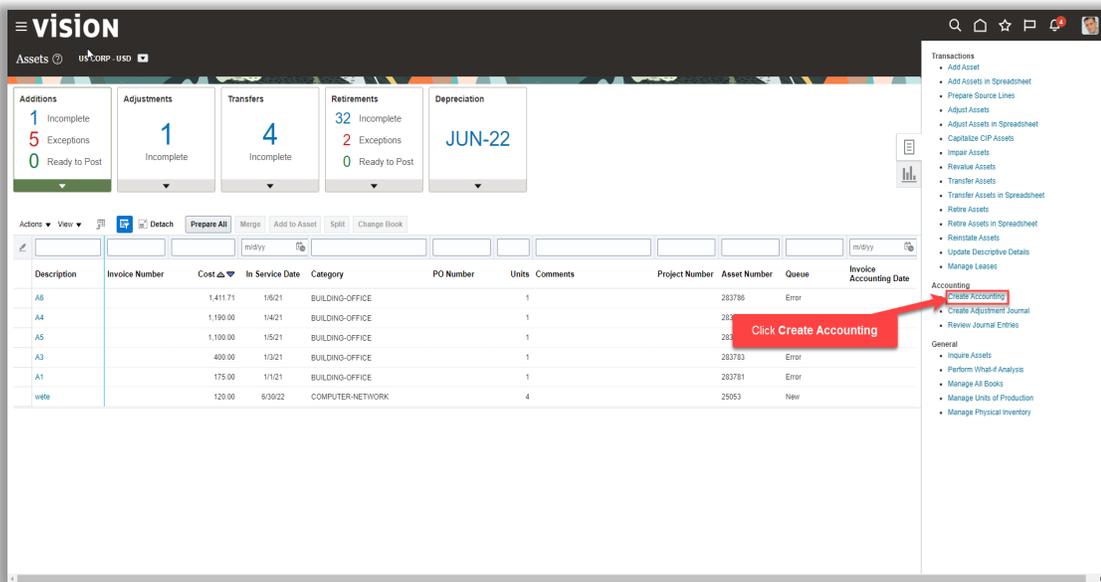
Next, click **Assets**



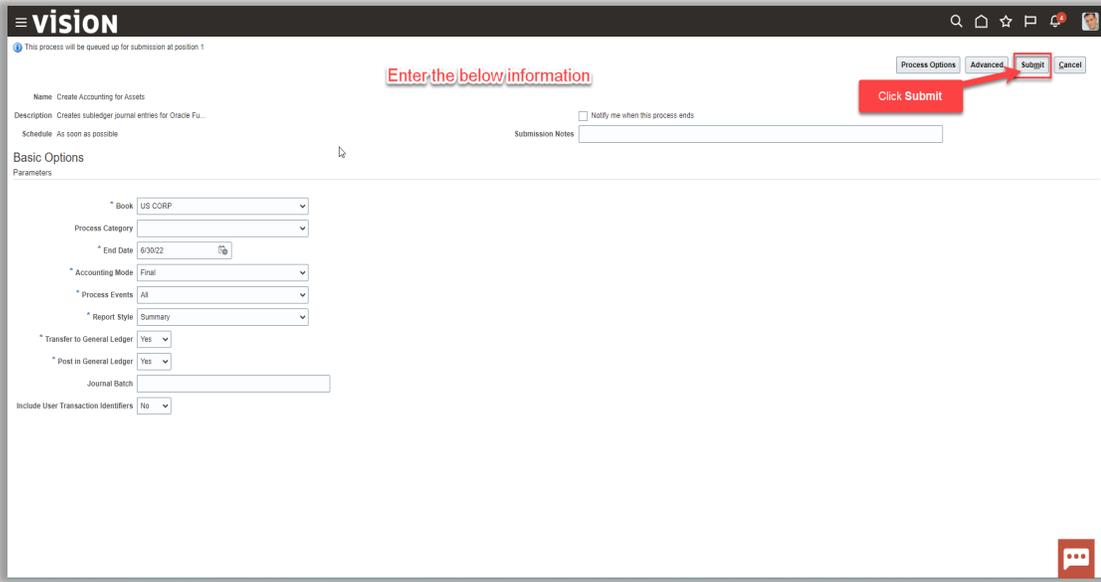
Click **Tasks**



Click Create Accounting



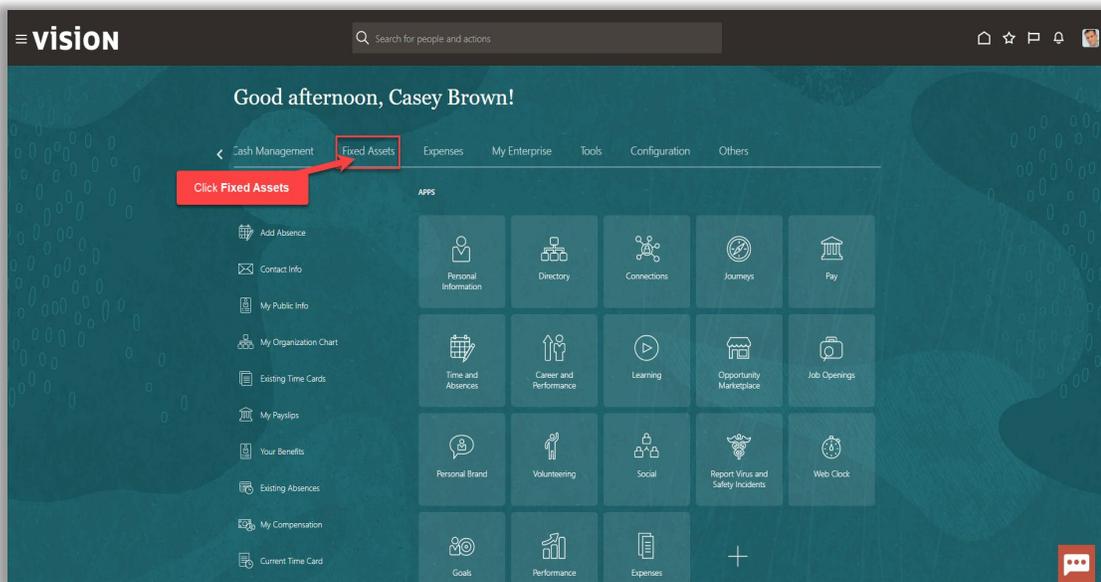
Enter the below information and click **Submit**



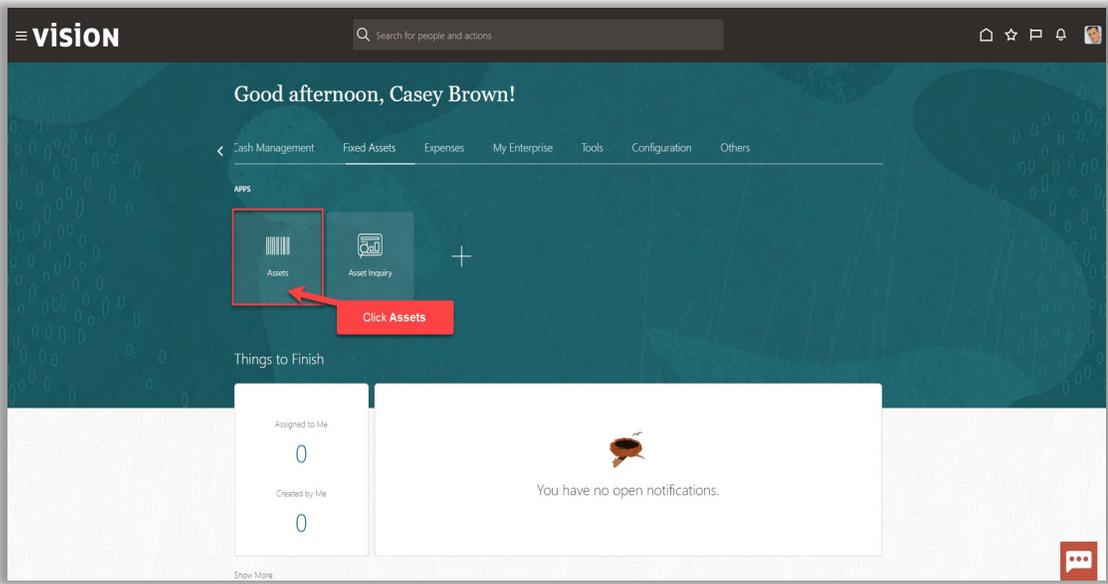
Inquire On A Transaction

Navigation: Home>Fixed Assets>Assets>Tasks>Inquire Asset>Transactions>Search>View Accounting>Done

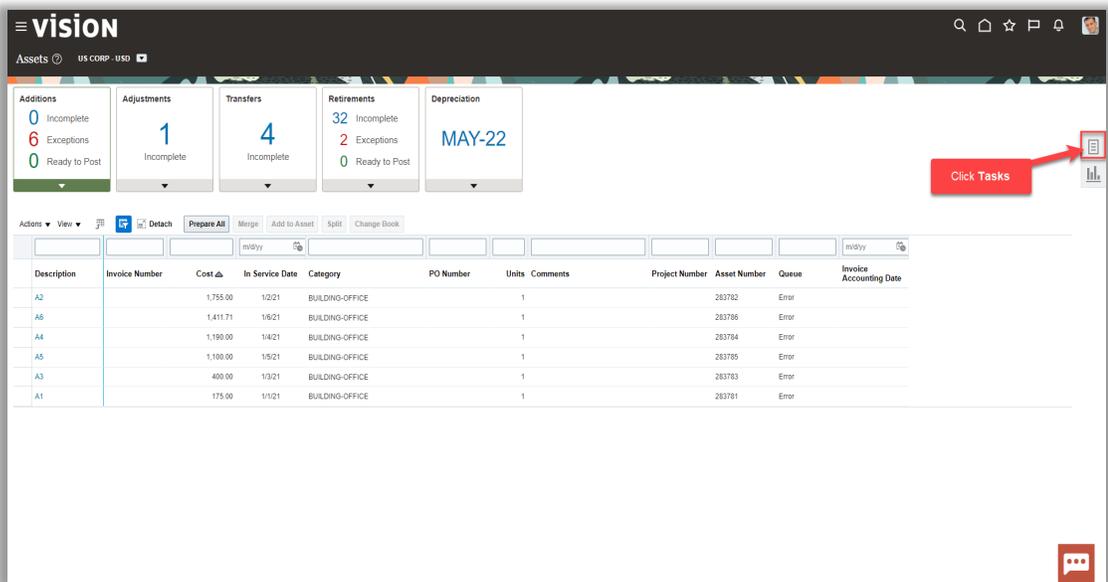
From home screen, click **Fixed Assets**



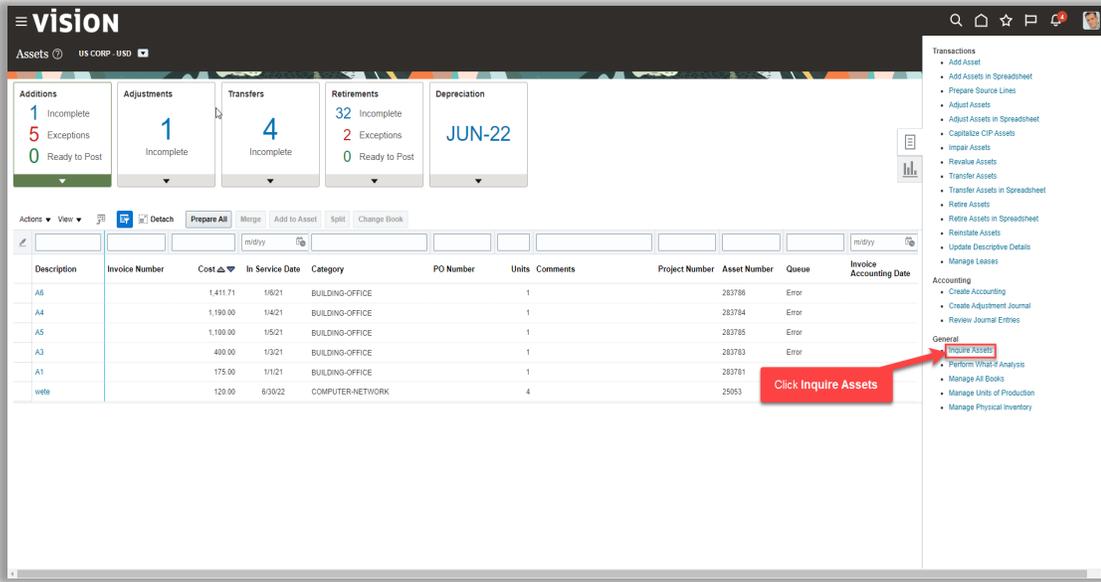
Next, click **Assets**



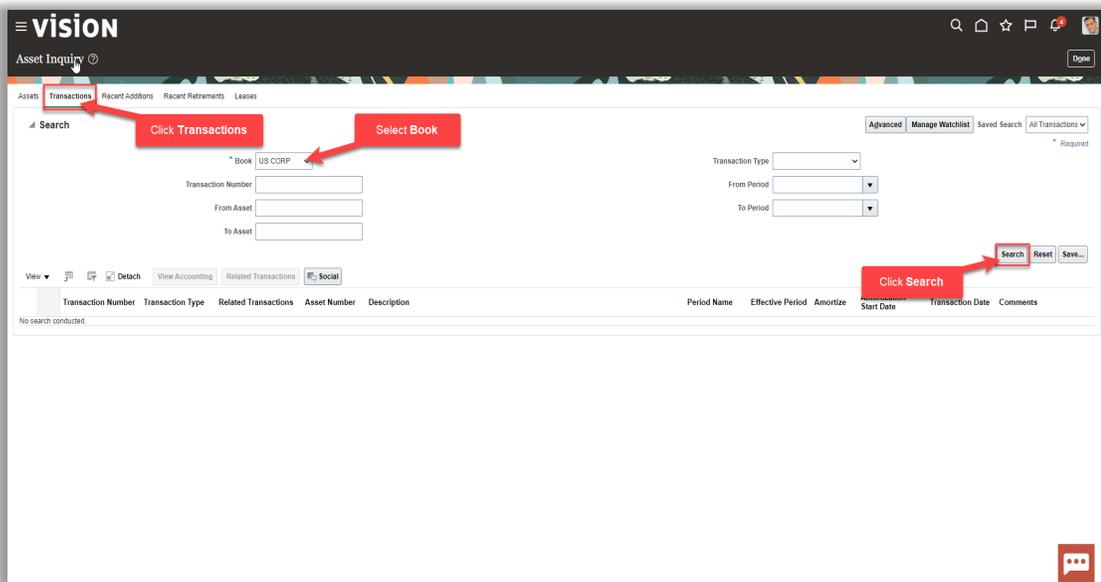
Click Tasks



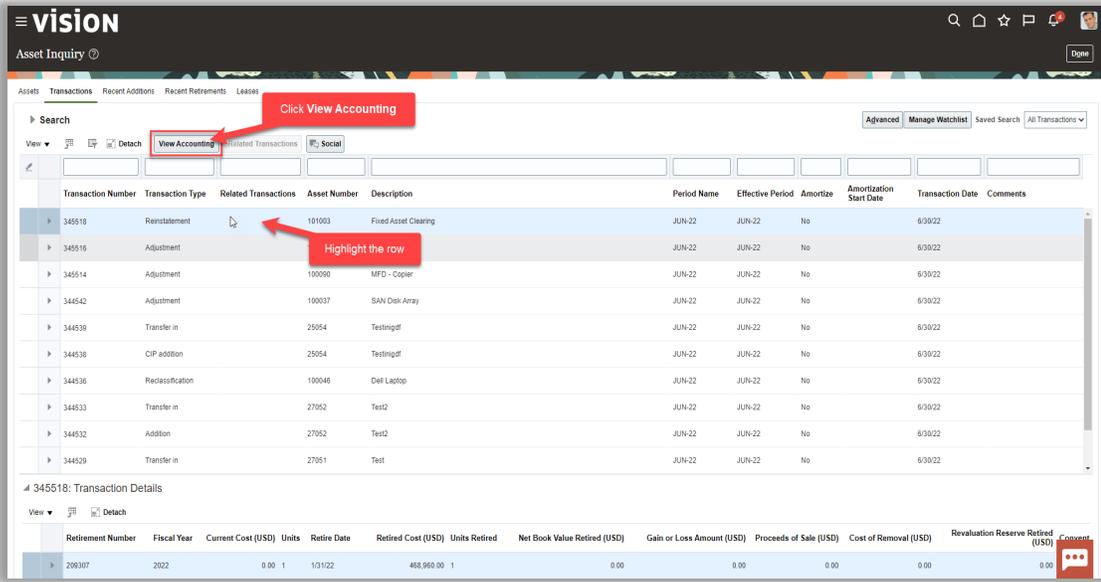
Click Inquire Assets



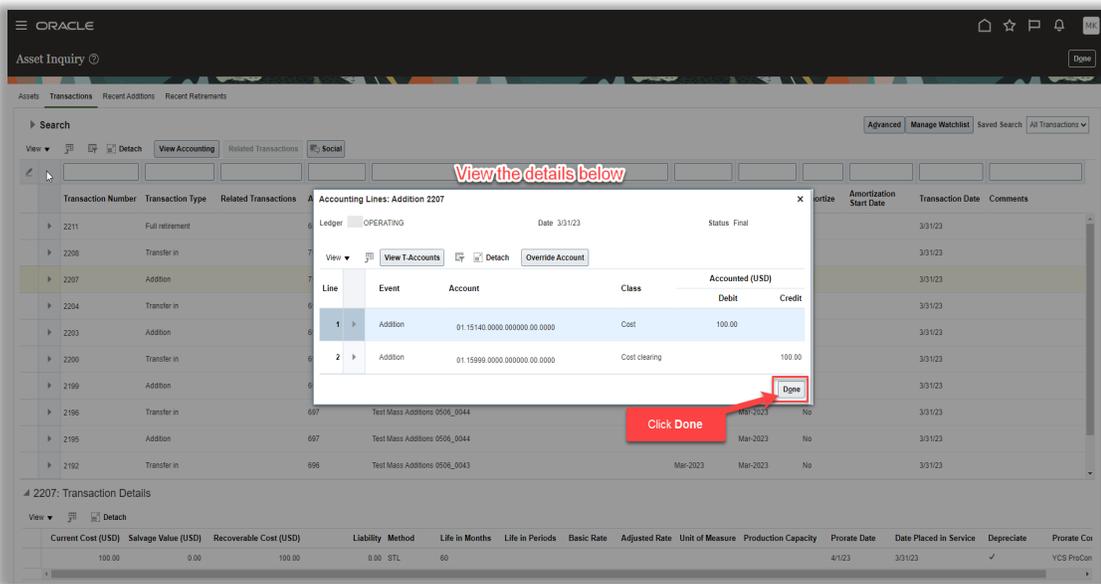
Click Transaction tab. Select the Book then click Search



We can view the accounting for a variety of transactions types. Highlight the row and click View Accounting



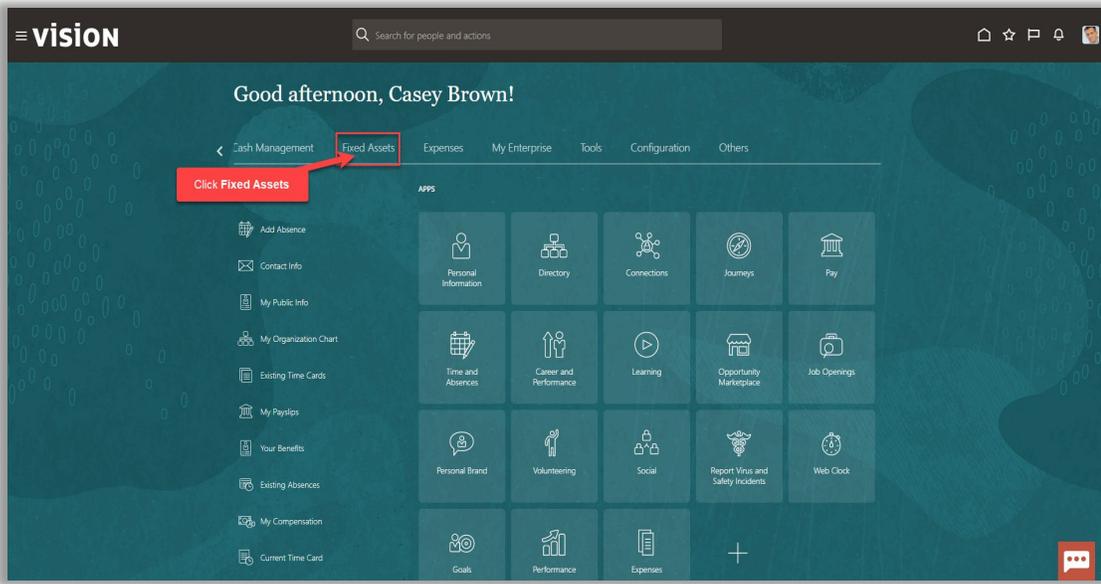
Here we can view the details and click Done



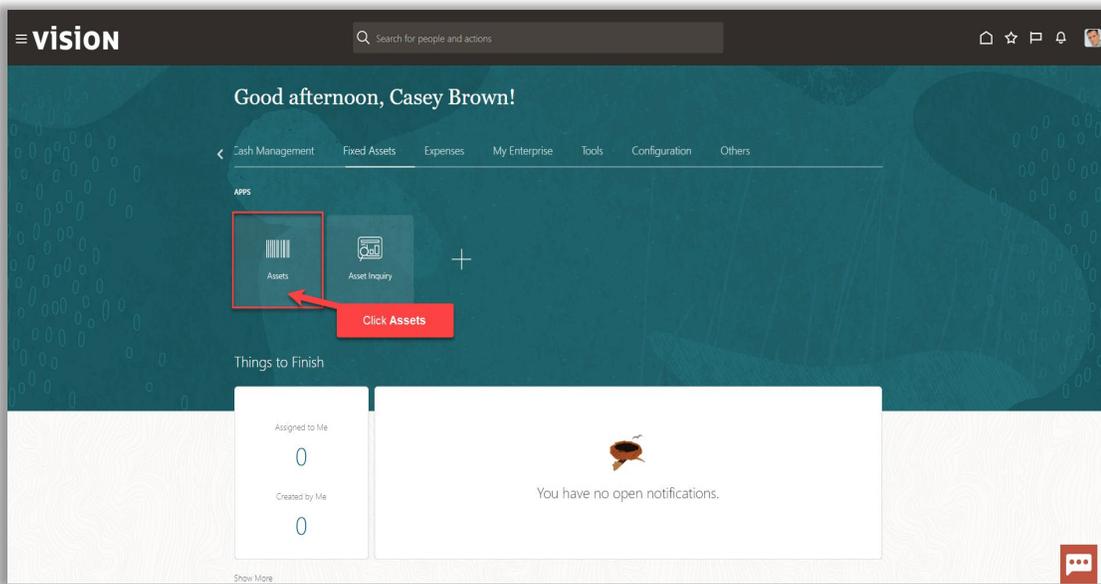
Inquire On An Asset

Navigation: Home>Fixed Assets>Assets>Tasks>Inquire Asset>Enter the Category, Asset Number, or Tag Number>Search View Details

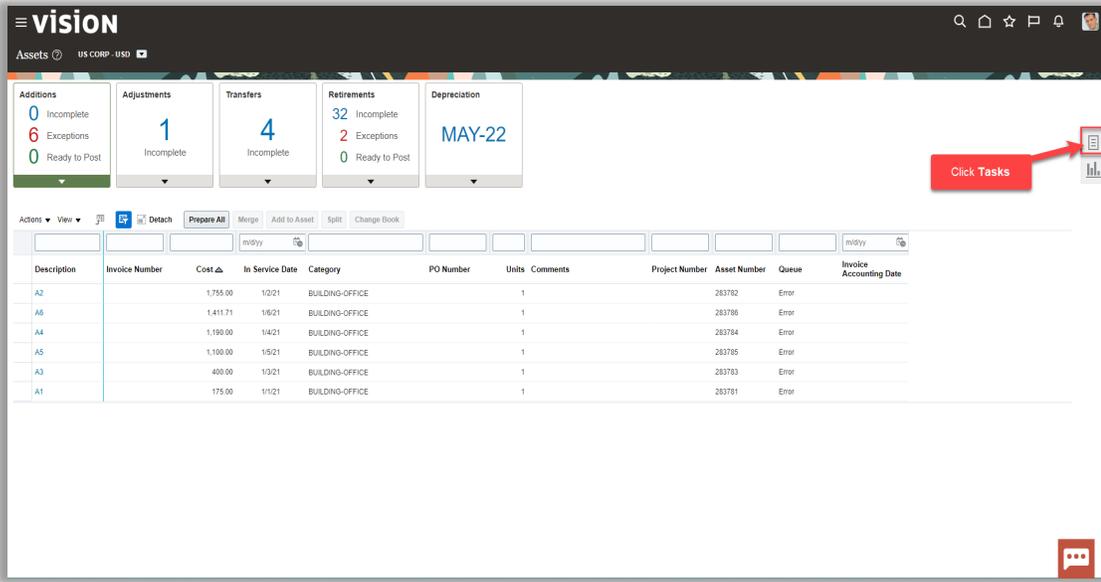
From home screen, click **Fixed Assets**



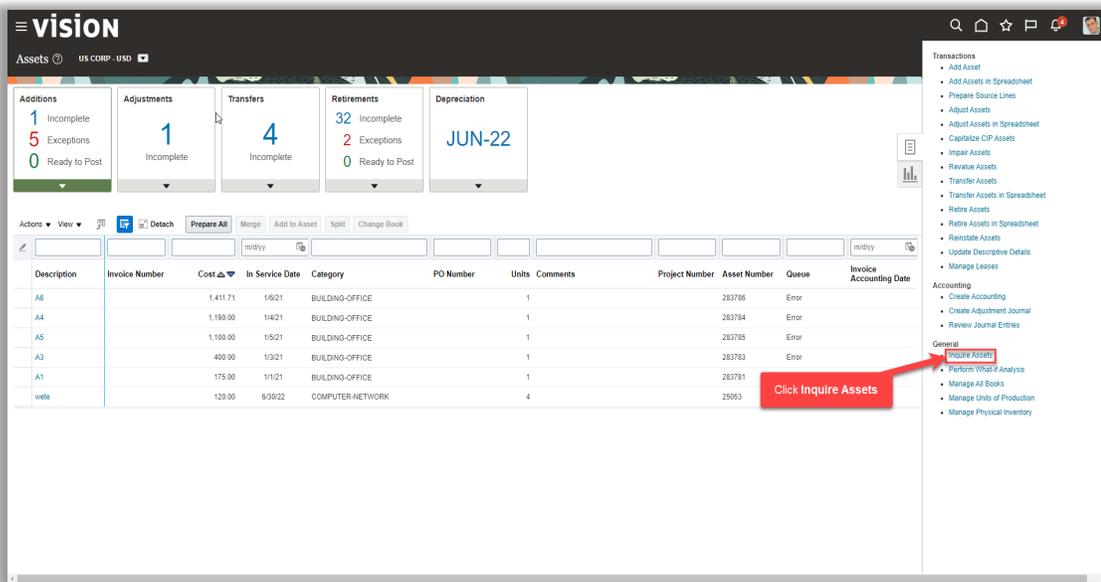
Next, click **Assets**



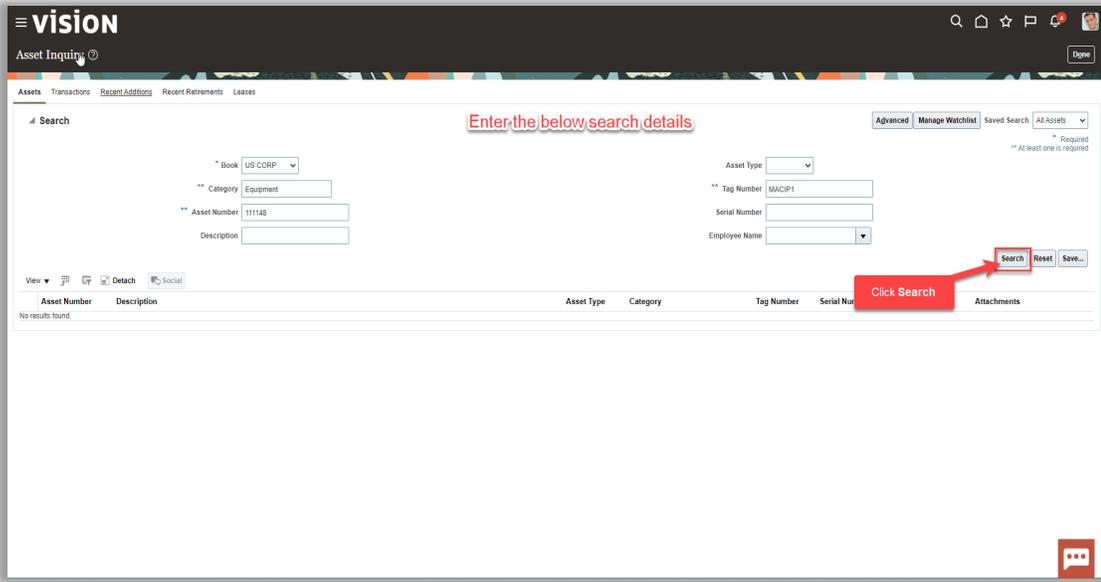
Click **Tasks**



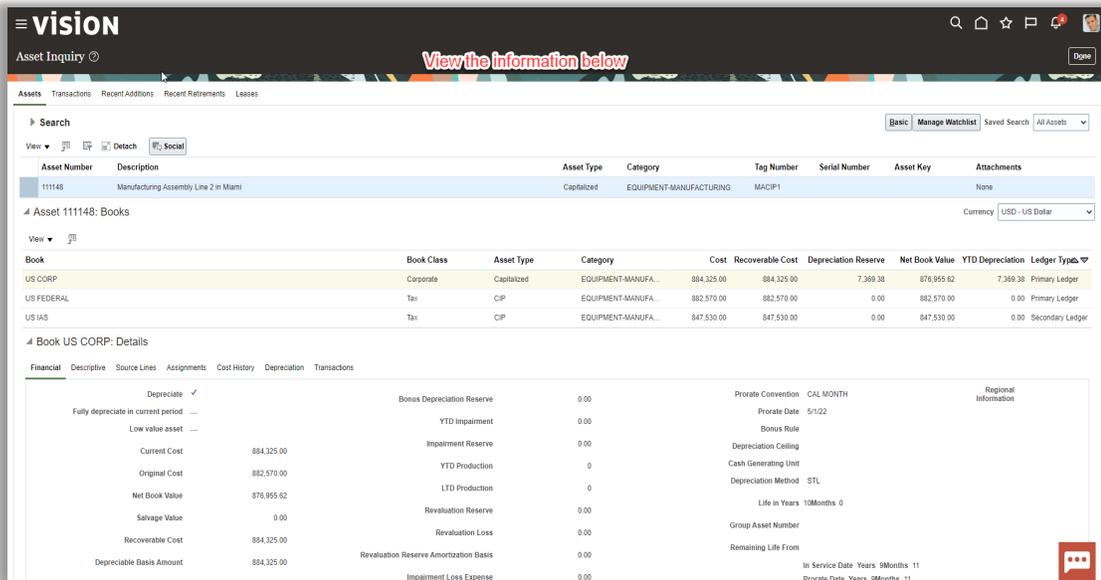
Click Inquire Assets



Select the **Book** and the **Category**, **Asset Number**, and/or **Tag Number**. Click **Search**



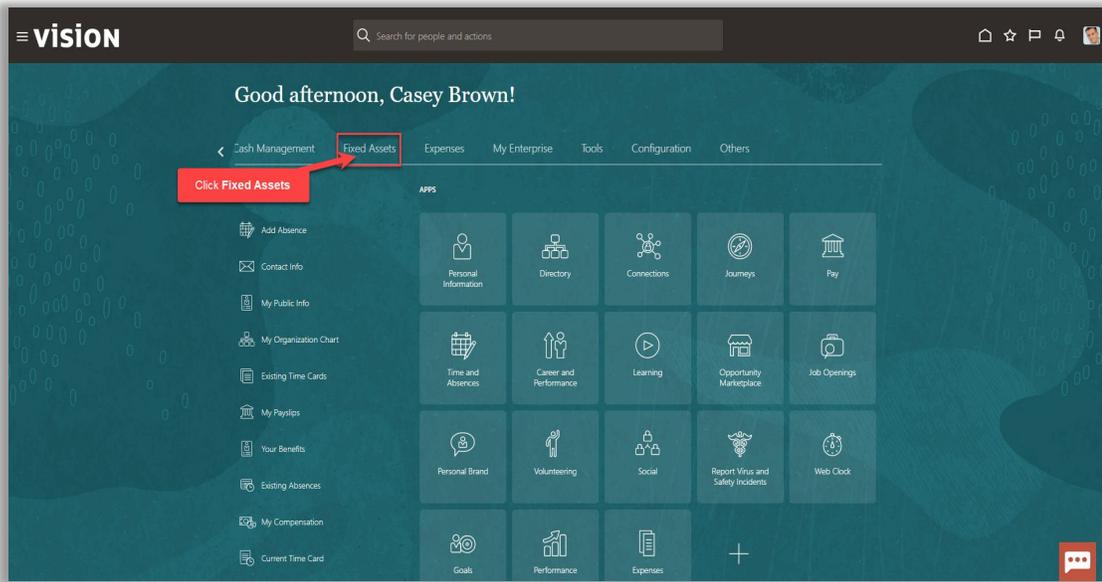
Note: Use the Books region to view book information. Use the Source Lines region to view source line information for an asset. Use the Assignments region to view assignment information for an asset. Use the Cost History region to view the original cost, the current cost, the recoverable cost, and the adjusted recoverable cost for an asset. Use the Depreciation Details region to view depreciation amounts for each period. You can also view detailed depreciation accounting information. Use the Transactions region to view a list of transactions that were made to the asset. We can also view detailed accounting information for each transaction.



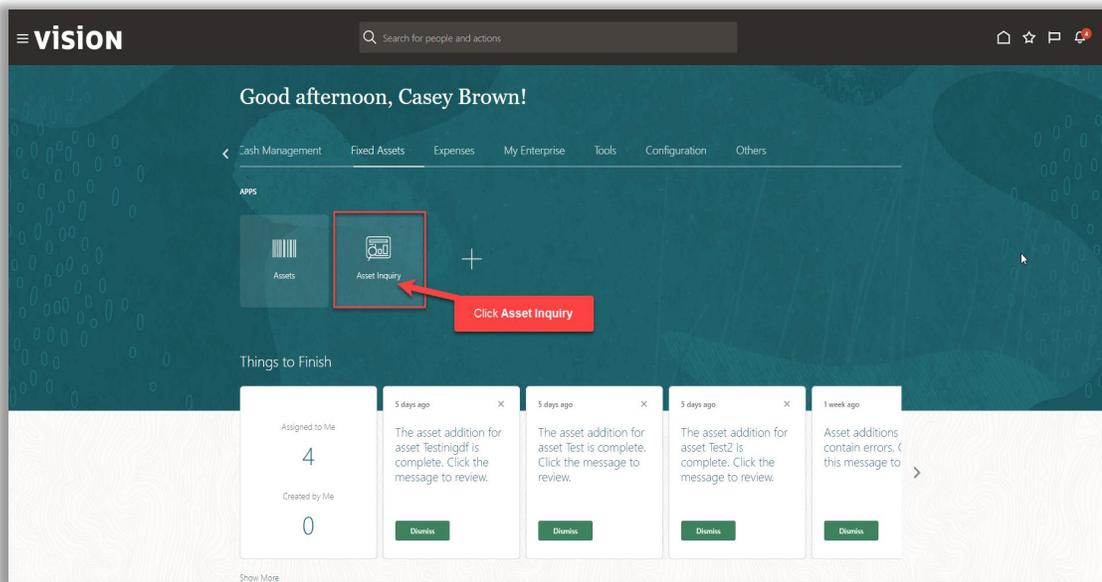
View Depreciation Accounting Entries

Navigation: Home>Fixed Assets>Asset Inquiry>Enter the Category, Asset Number, or Tag Number>Search>Click Depreciation Tab>Click View Accounting>Click View T-Accounts

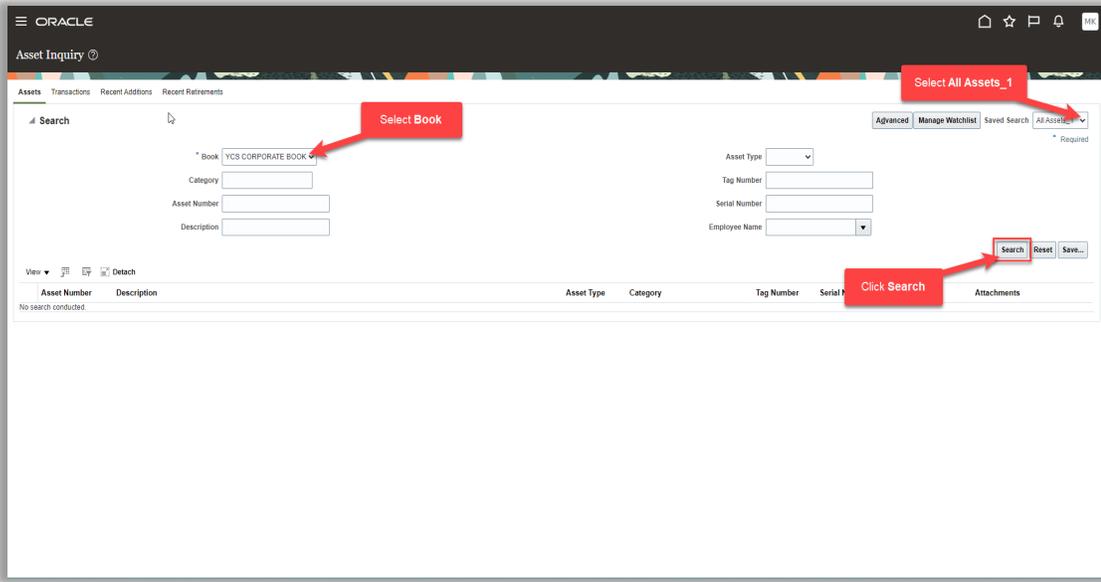
From home screen, click **Fixed Assets**



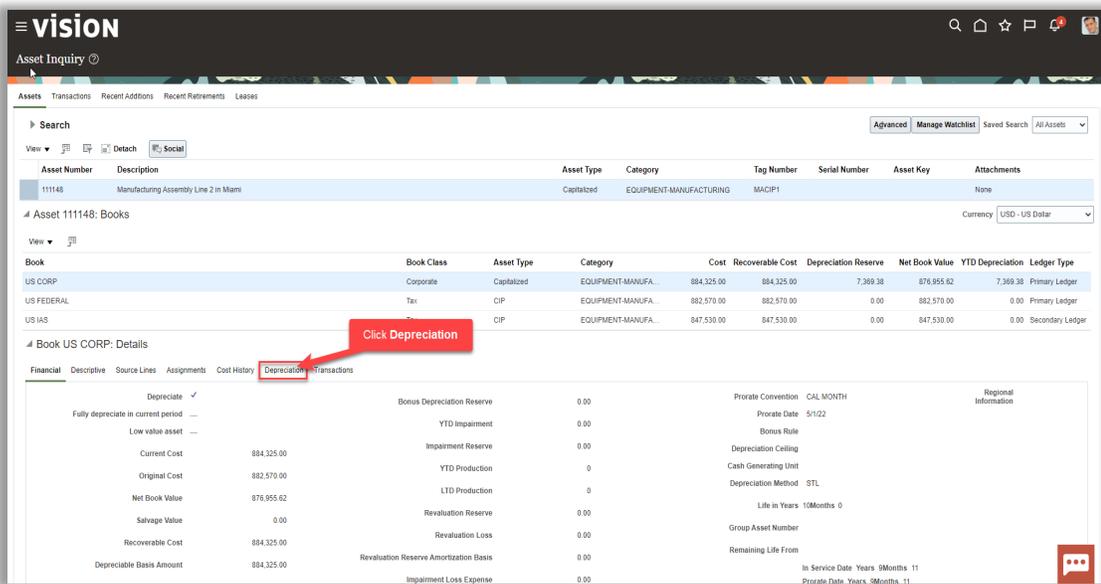
Next, click **Asset Inquiry**



Select the **Book** and from the Saved Searches, click **All Assets_1** to bypass the required fields and click **Search**



Click the Depreciation Tab



Click View Accounting

Asset Inquiry

Search

View [Print] [Detach] [Social]

Asset Number	Description	Asset Type	Category	Tag Number	Serial Number	Asset Key	Attachments
111148	Manufacturing Assembly Line 2 in Miami	Capitalized	EQUIPMENT-MANUFACTURING	MACIPI			None

Asset 111148: Books

Currency: USD - US Dollar

Book	Book Class	Asset Type	Category	Cost	Recoverable Cost	Depreciation Reserve	Net Book Value	YTD Depreciation	Ledger Type
US CORP	Corporate	Capitalized	EQUIPMENT-MANUFA...	884,325.00	884,325.00	7,369.38	876,955.62	7,369.38	Primary Ledger
US FEDERAL	Tax	CIP	EQUIPMENT-MANUFA...	882,570.00	882,570.00	0.00	882,570.00	0.00	Primary Ledger
US IAS	Tax	CIP	EQUIPMENT-MANUFA...	847,530.00	847,530.00	0.00	847,530.00	0.00	Secondary Ledger

Book US CORP: Details

Financial Descriptive Source Lines Assignments

Click View Accounting

View [Print] [Detach] [Social]

View	Period	Total Amount	Depreciation Amount	Depreciation Adjustment Amount	Bonus Depreciation Amount	Bonus Depreciation Adjustment Amount	Revaluation Reserve Amortization Amount	Revaluation Reserve Amortization Adjustment Amount
	MAY-22	7,354.75	7,354.75	0.00	0.00	0.00	0.00	0.00
	JAN-16	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	DEC-15	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	NOV-15	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	OCT-15	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	AUG-15	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	JUL-15	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	JUN-15	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	MAR-15	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	FEB-15	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	JAN-15	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Click View T-Accounts

Asset Inquiry

View [Print] [Detach] [Social]

Asset Number	Description	Asset Type	Category	Tag Number	Serial Number	Asset Key	Attachments
09078	PAINTING WALLS, CABINETS, HEATING SYSTEM	Capitalized	Building Improvements: General			3840	None
09122	3RD FLOOR OFFICES	Capitalized	Building Improvements: General			AC-01 - OLD	None
09073	BURNERS	Capitalized	Building Equipment: Kitchen			5490	None
09214	FIRE ALARM AT GRACE HALL	Capitalized	Building Improvements: Alarms			AC-01 - OLD	None
09027	FLOORING- 1ST FLOOR	Capitalized	Building Improvements: Flooring			AC-02 - OLD	None
09016	RECONCILING OBJECT					1100	None
09017	RECONCILING OBJECT					1100	None
09491	FURNITURE					3783	None
09524	FIRE ALARM SYSTEM					3782	None
09439	BATHROOM					AC-02 - OLD	None

Asset 09078: Books

Currency: USD - US Dollar

Book	Recoverable Cost	Depreciation Reserve	Net Book Value	YTD Depreciation
YCS CORPORATE BOOK	20,935.87	12,239.00	8,696.87	654.26

Book YCS CORPORATE BOOK: Details

Financial Descriptive Source Lines Assignments Cost History Depreciation Transactions

Accounting Lines: 09078 May-2023

Ledger: YCS OPERATING Status: Final

View [Print] [Detach] [Social] [Override Account]

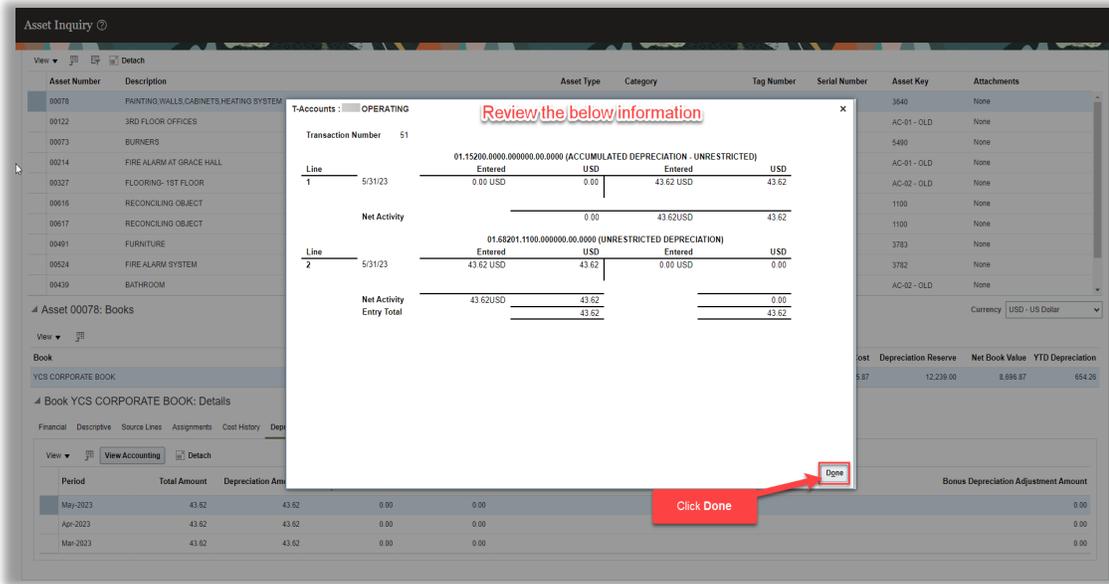
Click View T-Accounts

Line	Event	Account	Class	Accounted (USD)	Debit	Credit
1	Periodic Deprecia...	01.88201.1100.000000.00.0000	Depreciation ...	43.82		
2	Periodic Deprecia...	01.15200.0000.000000.00.0000	Accumulated ...			43.82

Done

View	Period	Total Amount	Depreciation Amount	Depreciation Adjustment Amount	Bonus Depreciation Amount	Bonus Depreciation Adjustment Amount
	May-2023	43.82	43.82	0.00	0.00	0.00
	Apr-2023	43.82	43.82	0.00	0.00	0.00
	Mar-2023	43.82	43.82	0.00	0.00	0.00

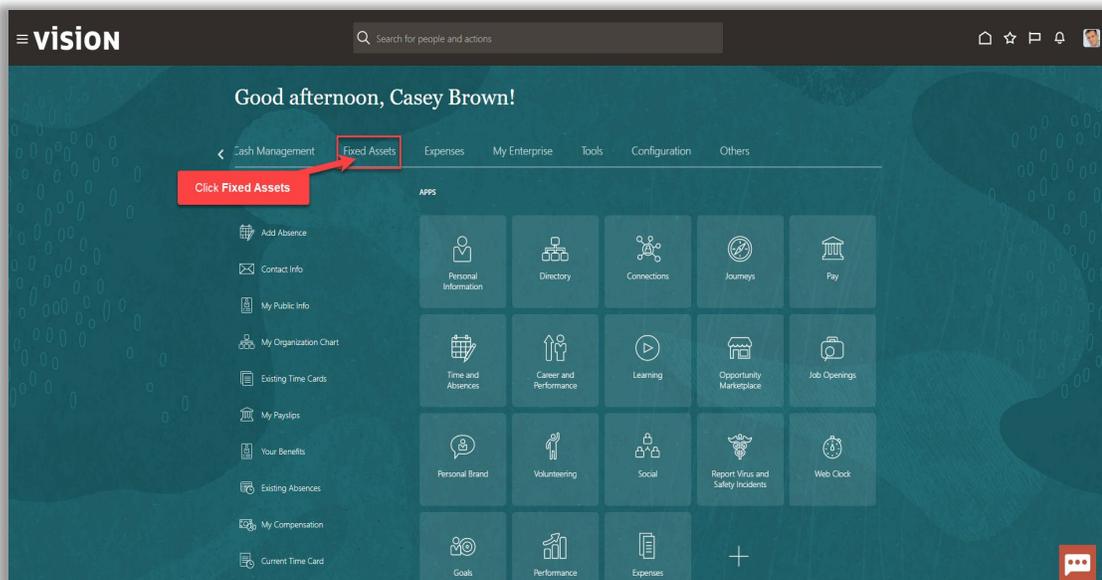
Here we can view the **Depreciation** Information. Once our review is complete, click **Done**



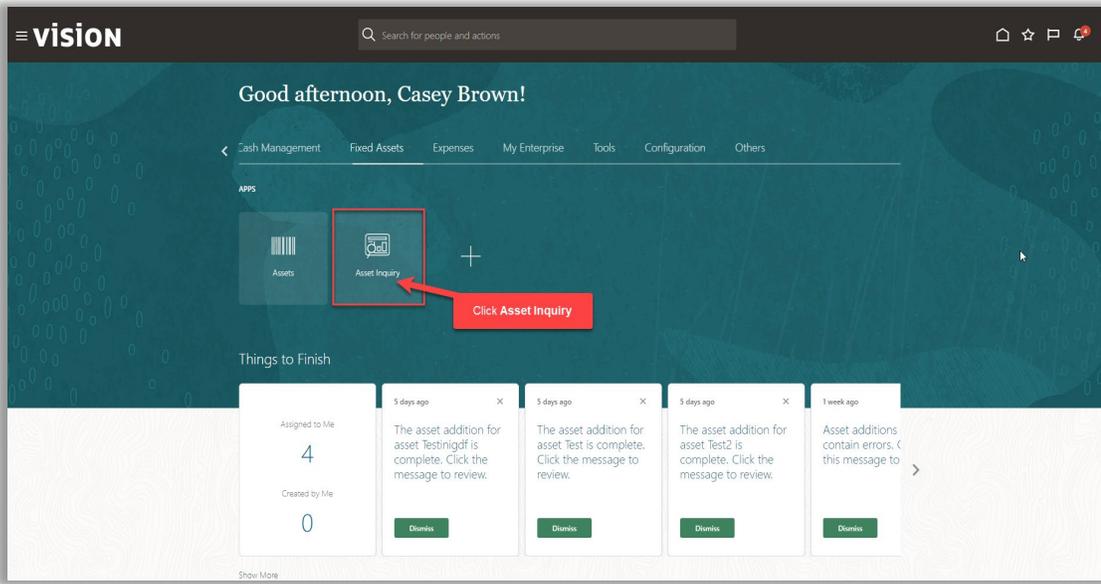
View Transaction Account Entries

Navigation: Home>Fixed Assets>Asset Inquiry> Click Transaction Tab>Search>Click View Accounting>Click View T-Accounts

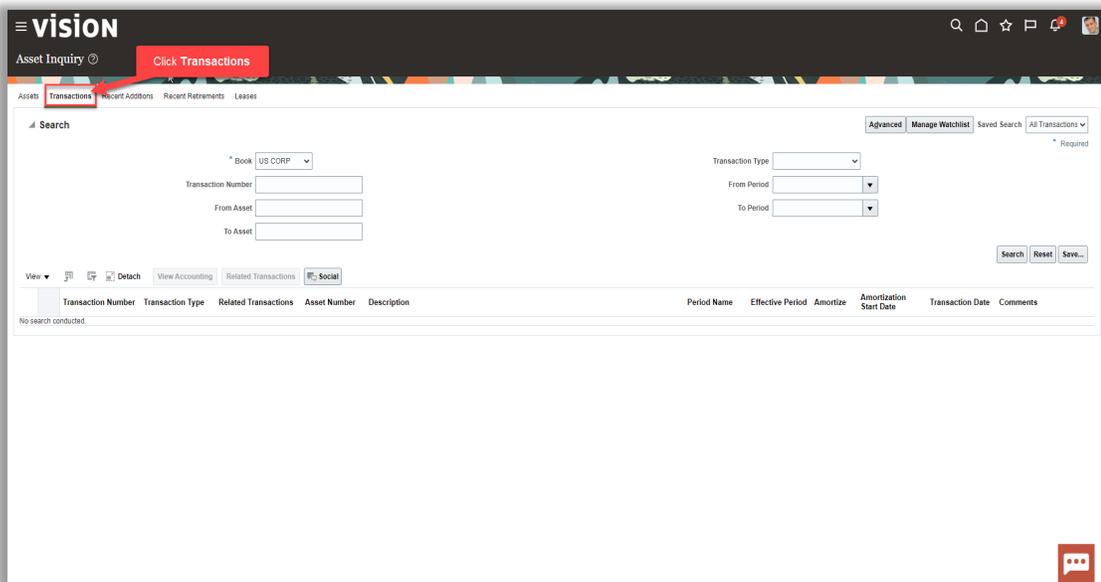
From home screen, click **Fixed Assets**



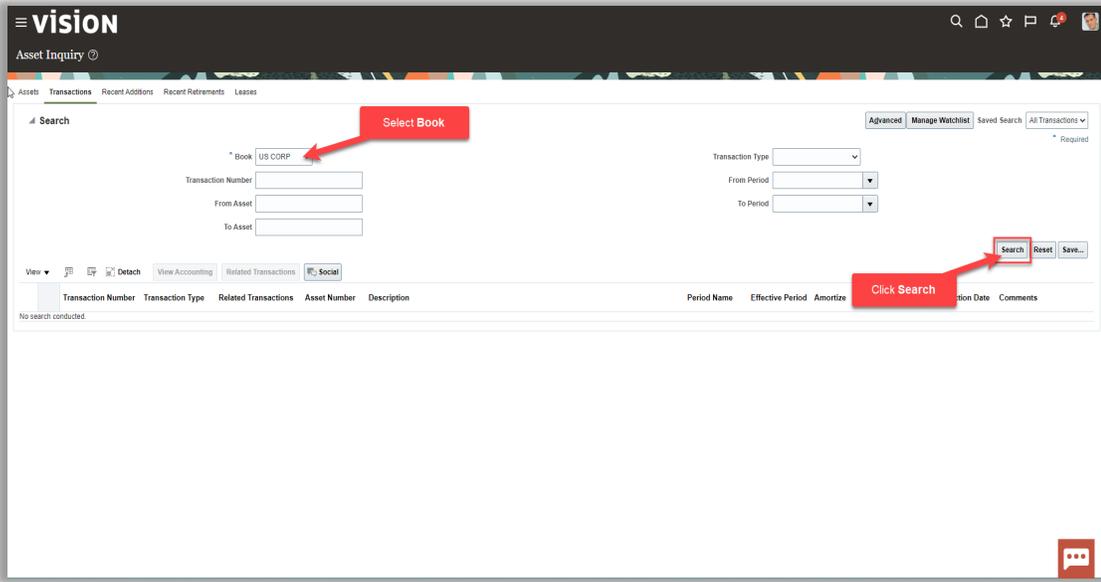
Next, click **Asset Inquiry**



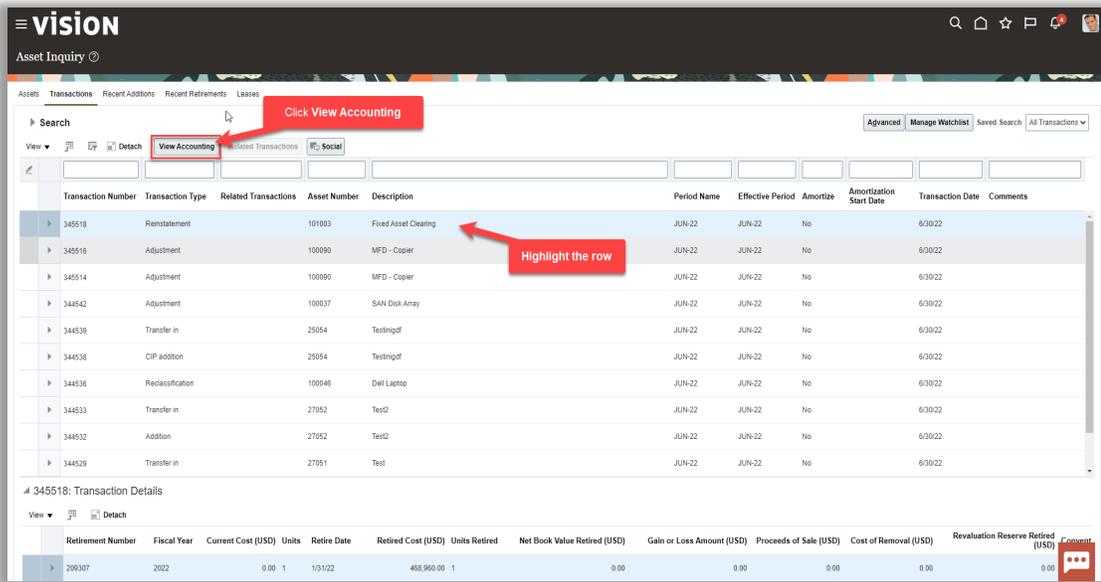
Click the Transactions tab



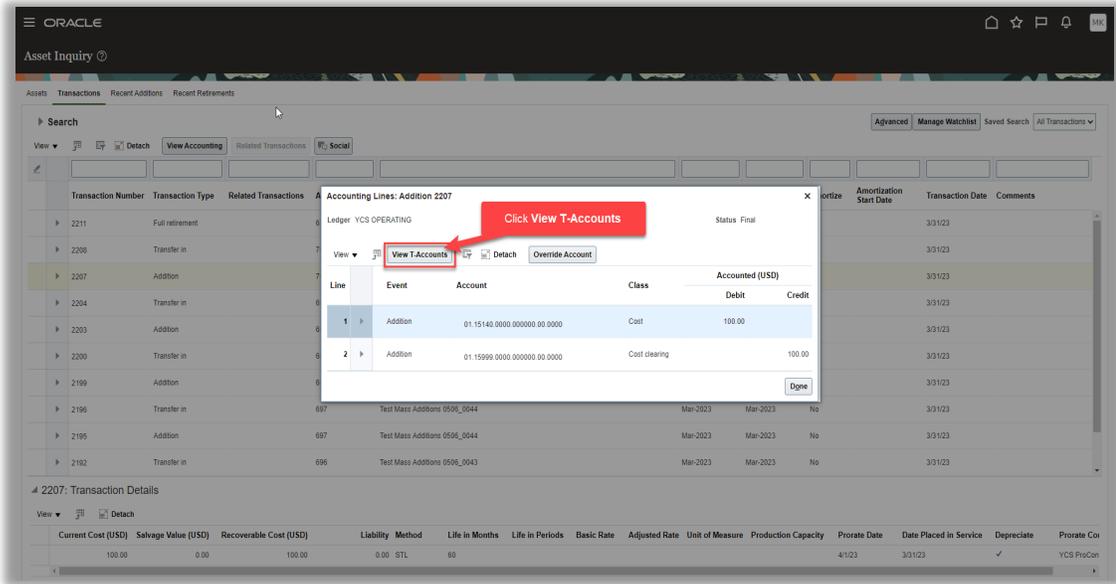
Select the Book and click Search



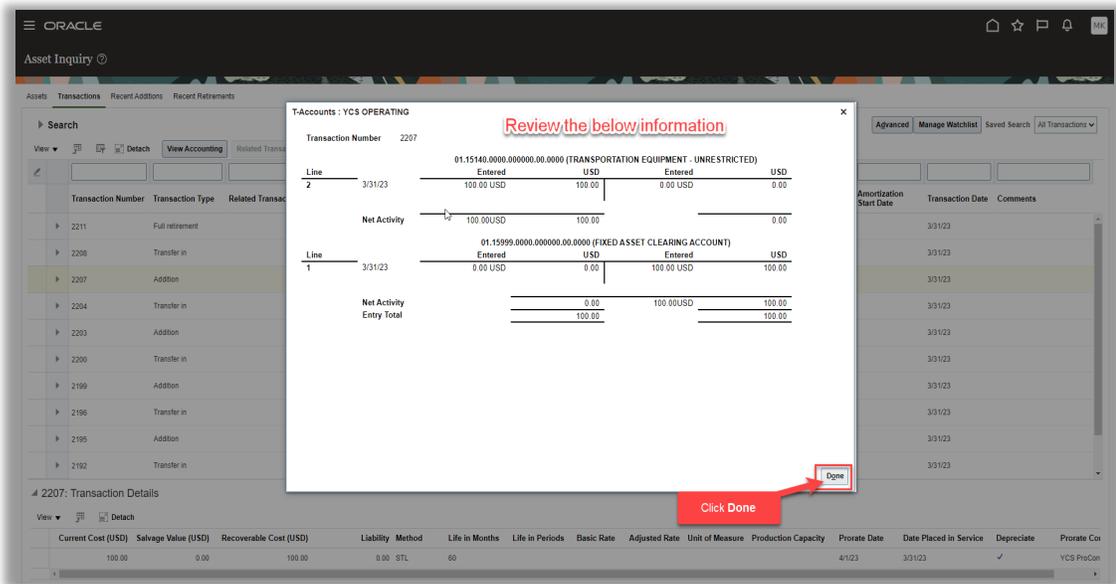
Highlight the row and click **View Accounting**



Click **View T-Accounts**



Here we can view the **Transactions Information**. Once our review is complete, click **Done**

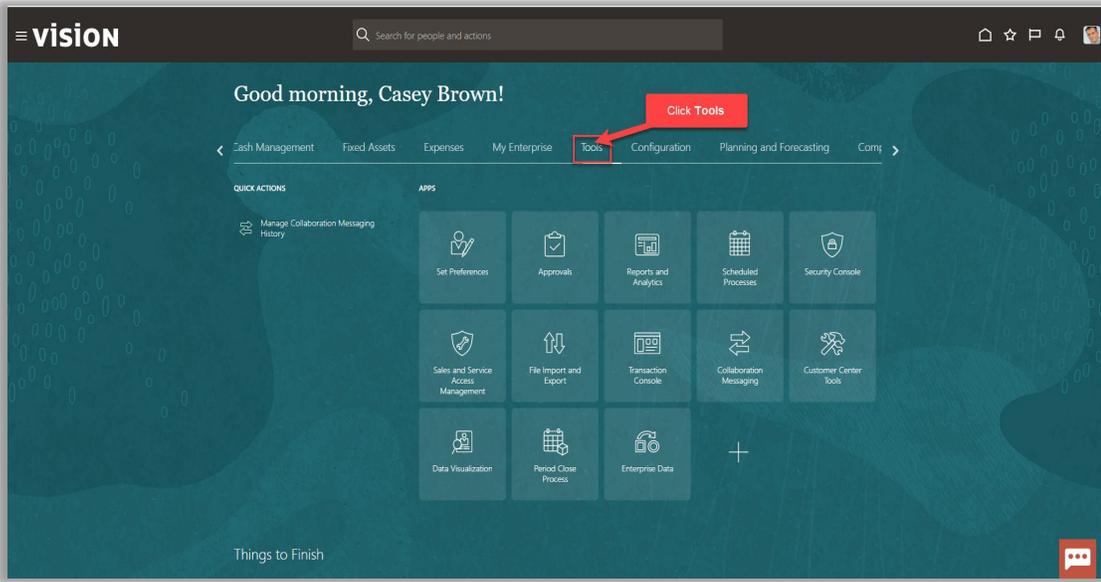


Reports

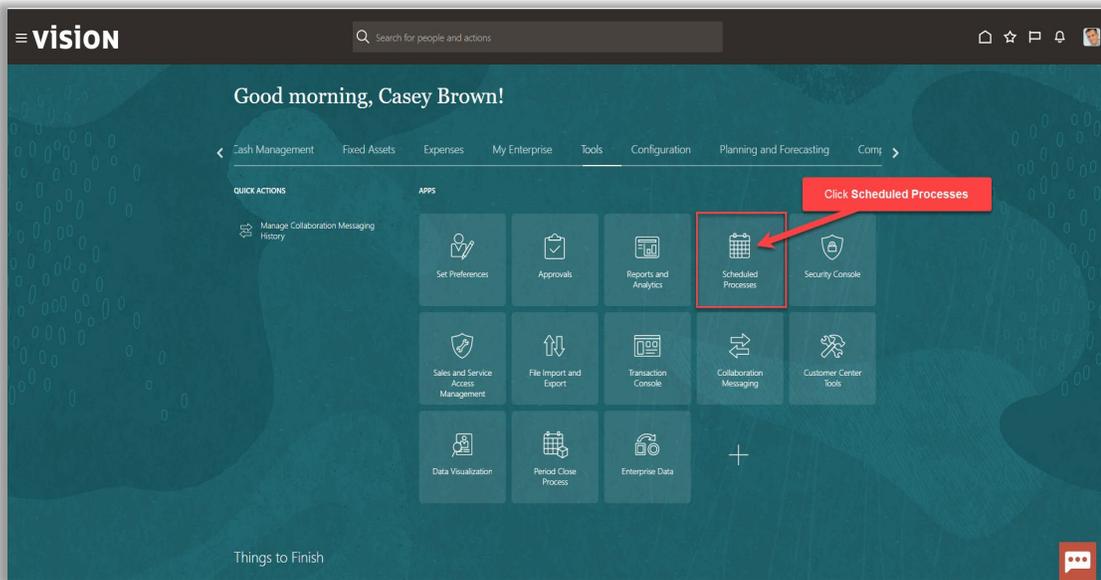
Journal Entry Reserve Ledger

Navigation: Home>Tools>Scheduled Processes>Enter Process Name>Submit>View Report Output

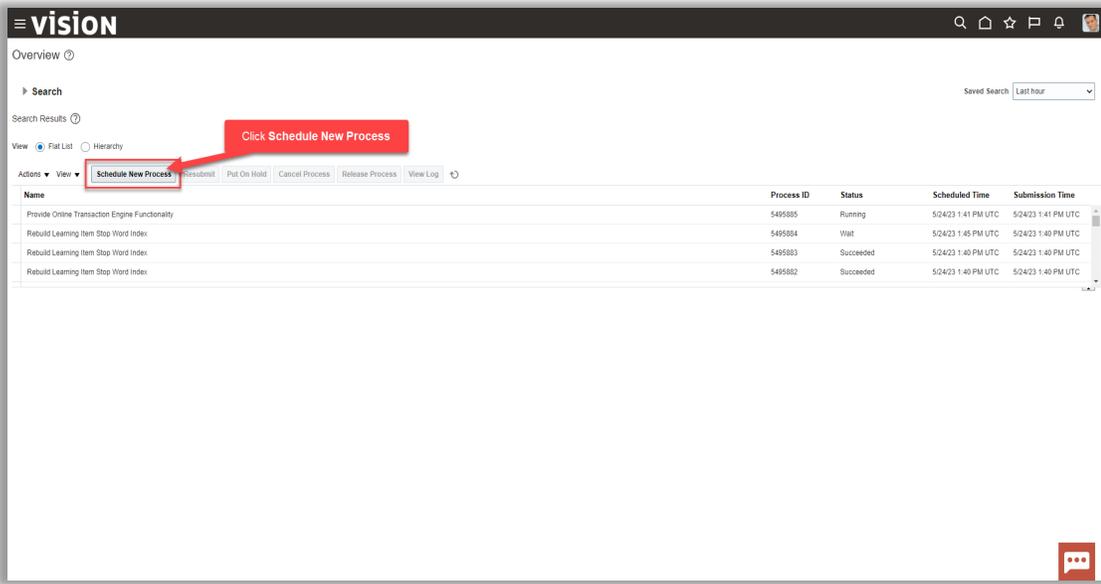
From home screen, click **Tools**



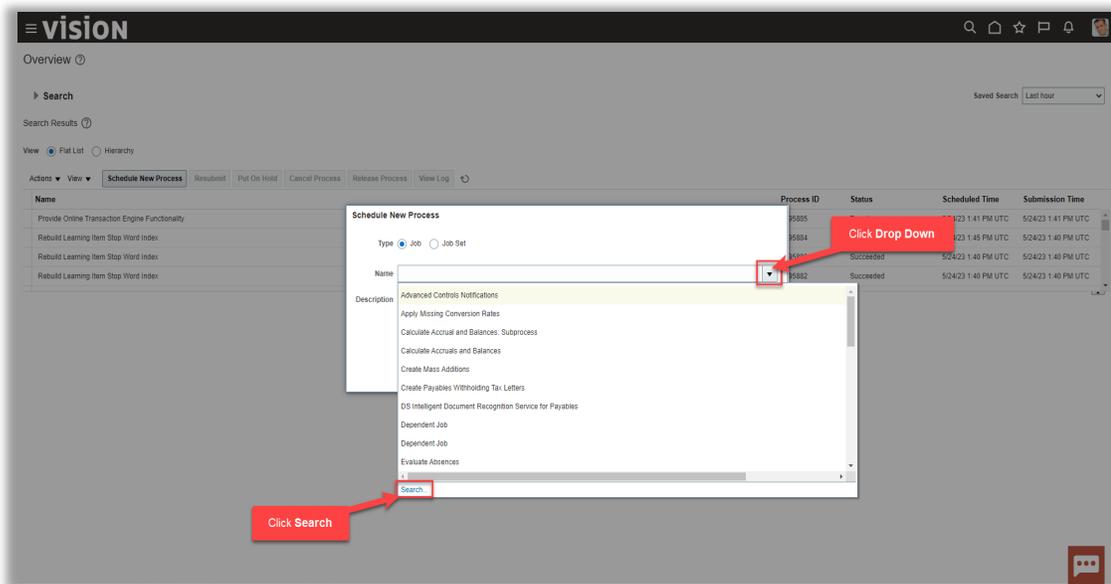
Next, click **Scheduled Processes**



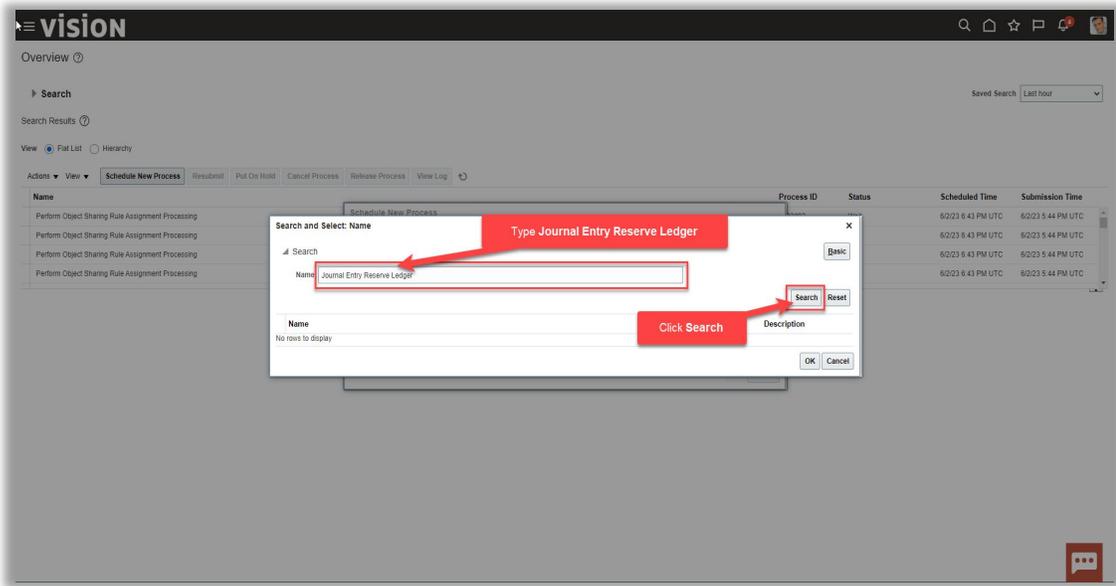
Click **Schedule New Process**



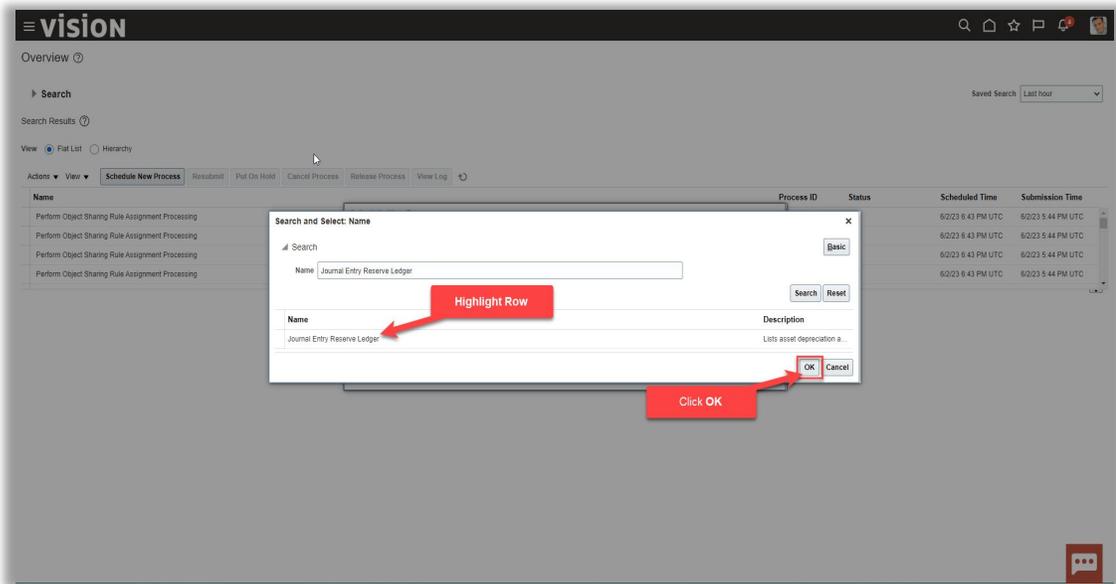
From the drop down, click **Search**



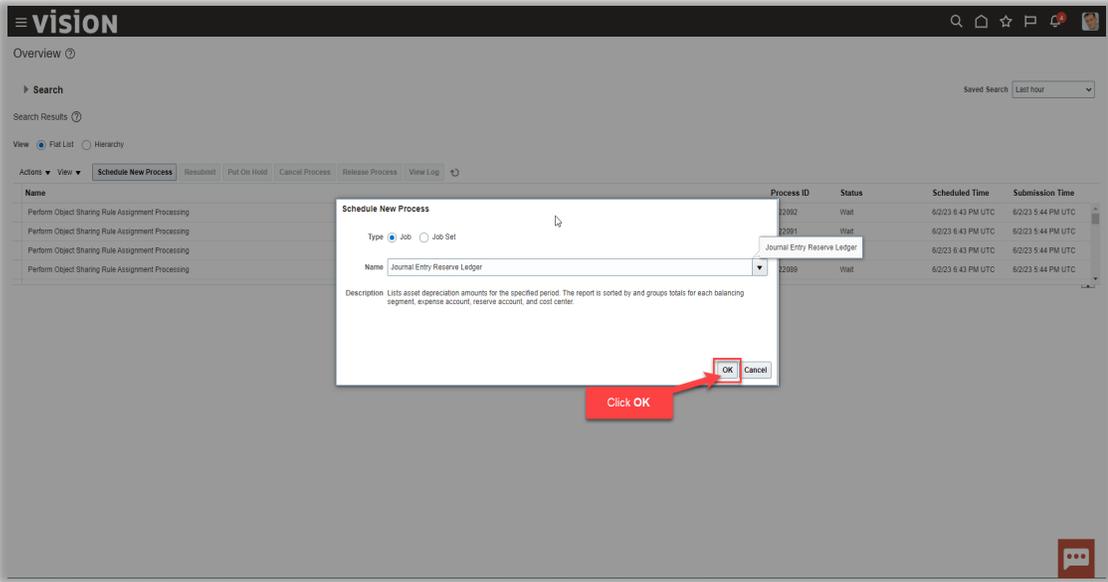
Type **Journal Entry Reserve Ledger** and click **Search**



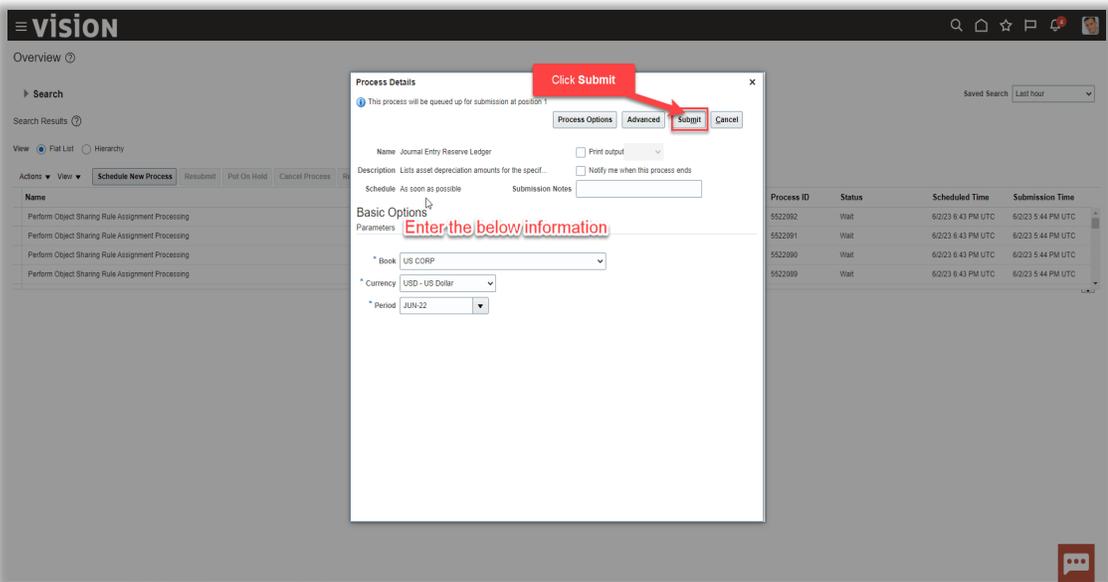
Highlight the row and click OK



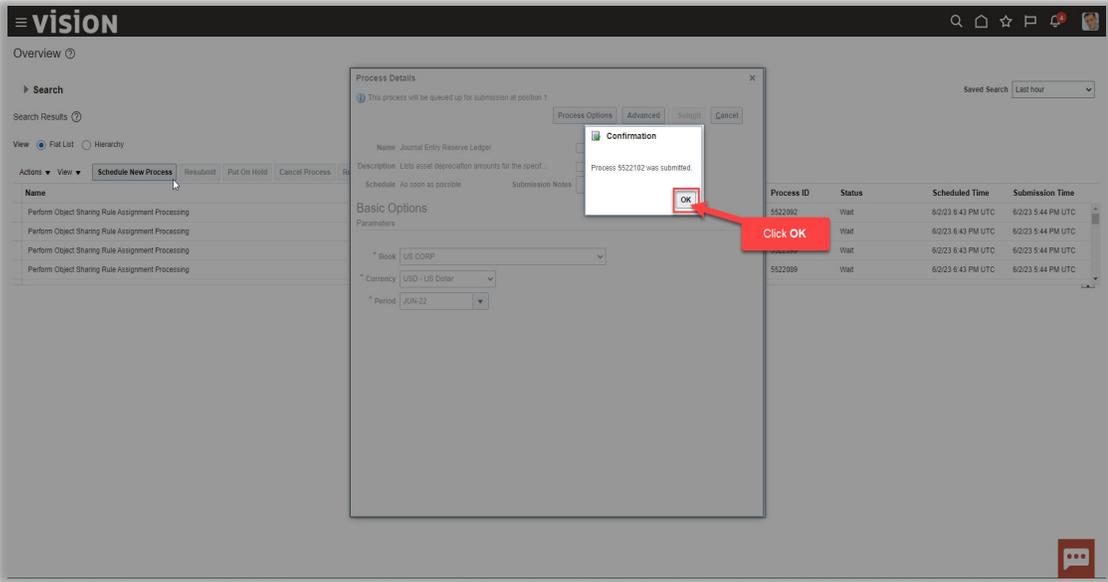
Click OK



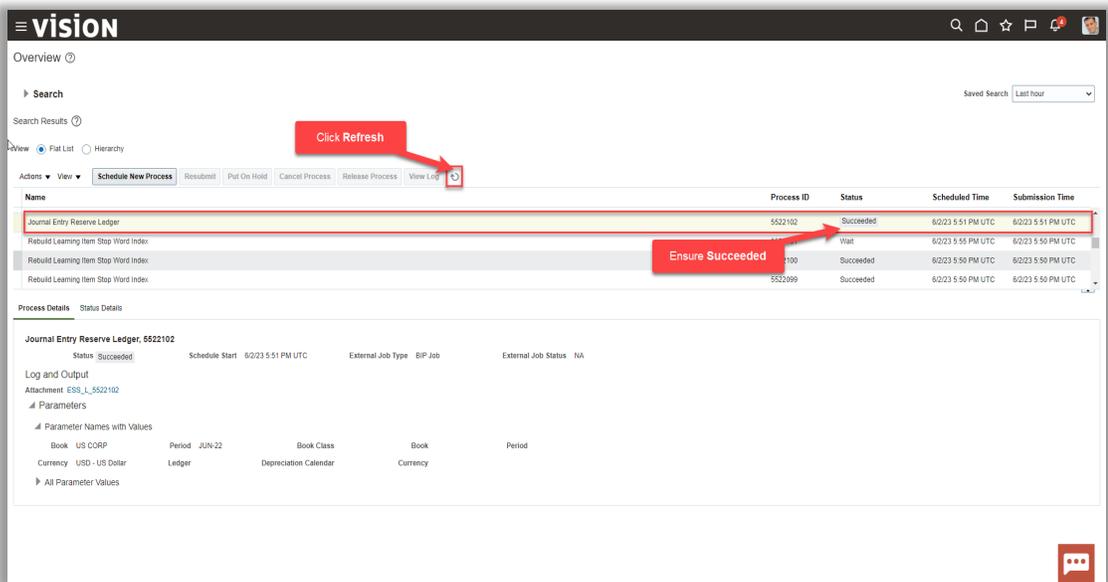
Select the **Book**, **Currency**, and **Period**. Click **Submit**



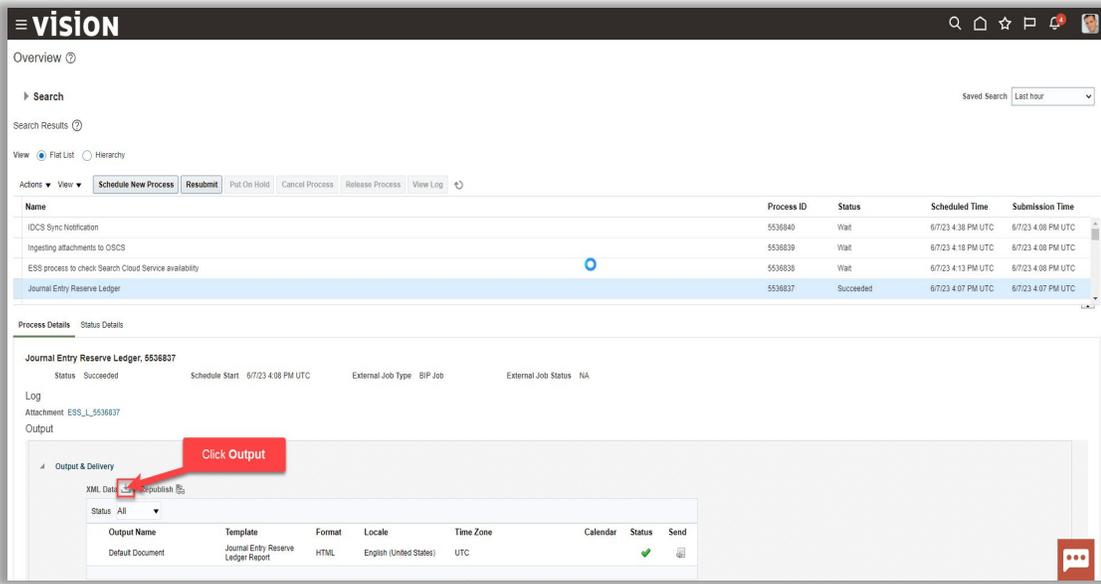
Click **OK**



Click Refresh until process is Succeeded



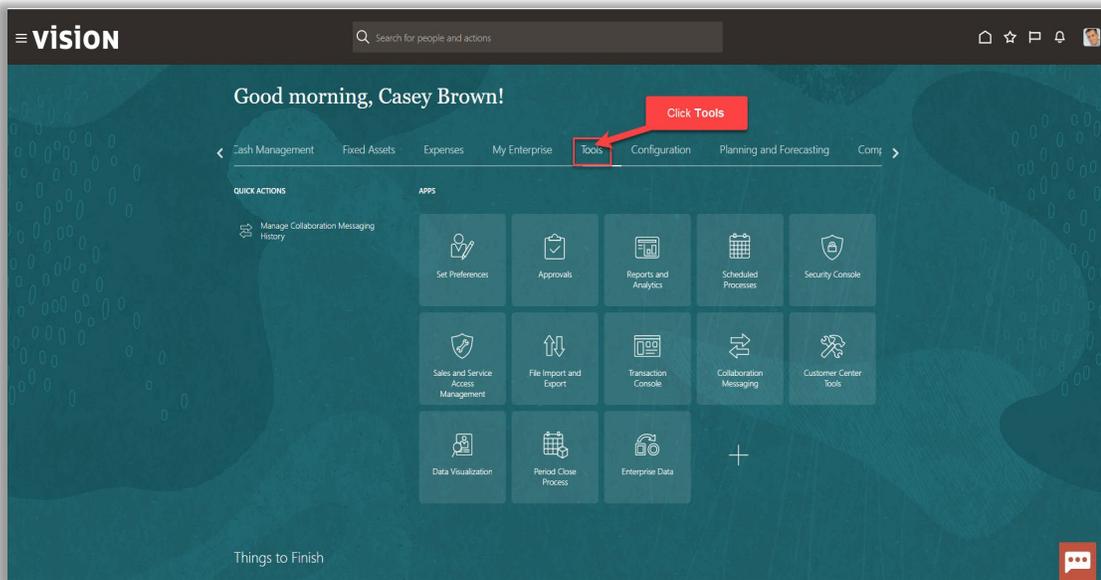
Scroll down and click the **Output Report File** to view the Report details



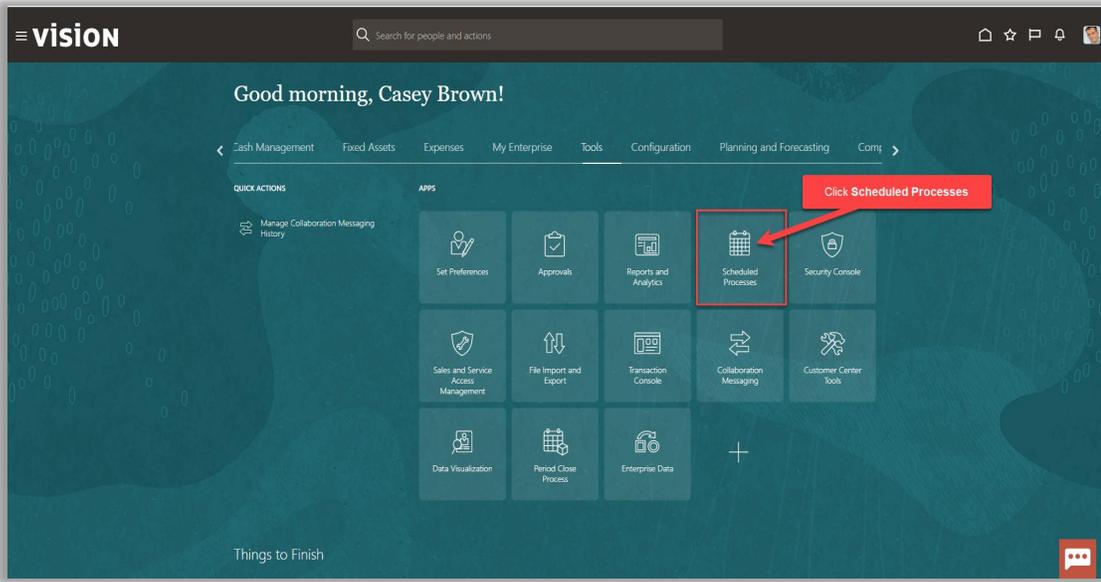
Asset Cost Adjustment Report

Navigation: Home>Tools>Scheduled Processes>Enter Process Name>Submit>View Report Output

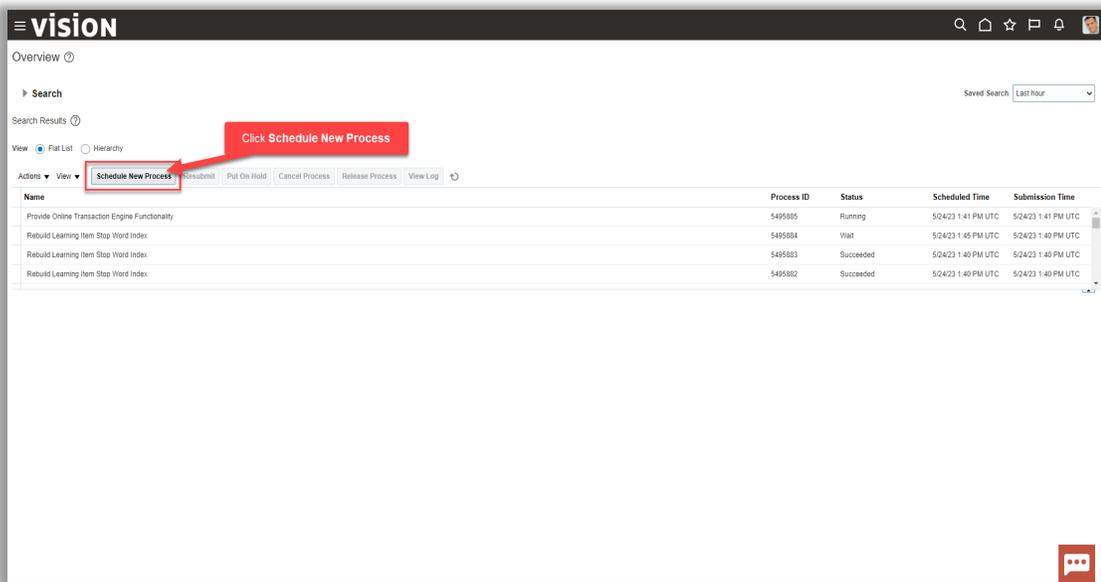
From home screen, click **Tools**



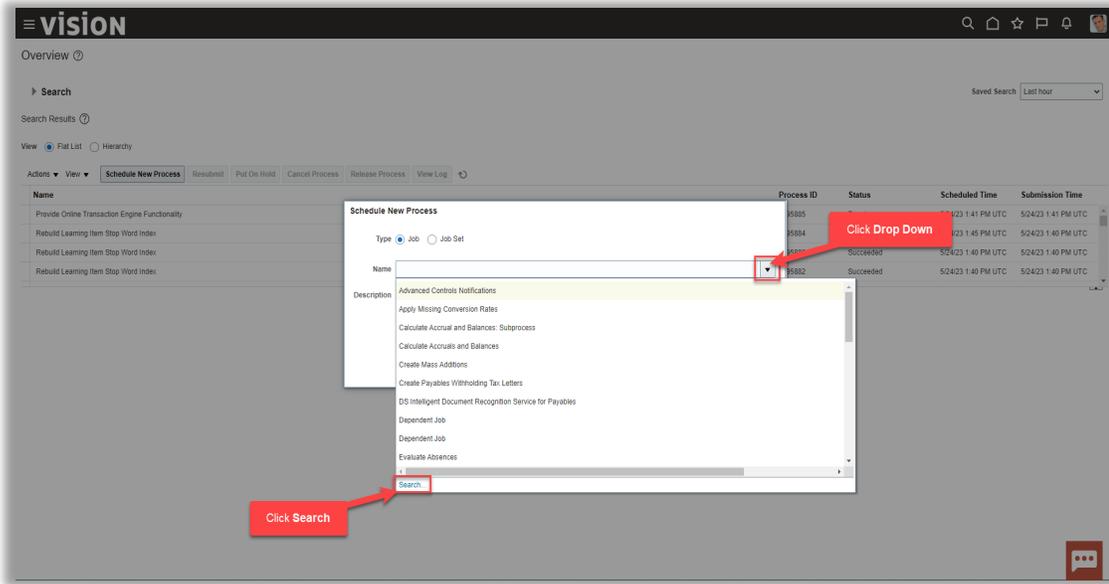
Next, click **Scheduled Processes**



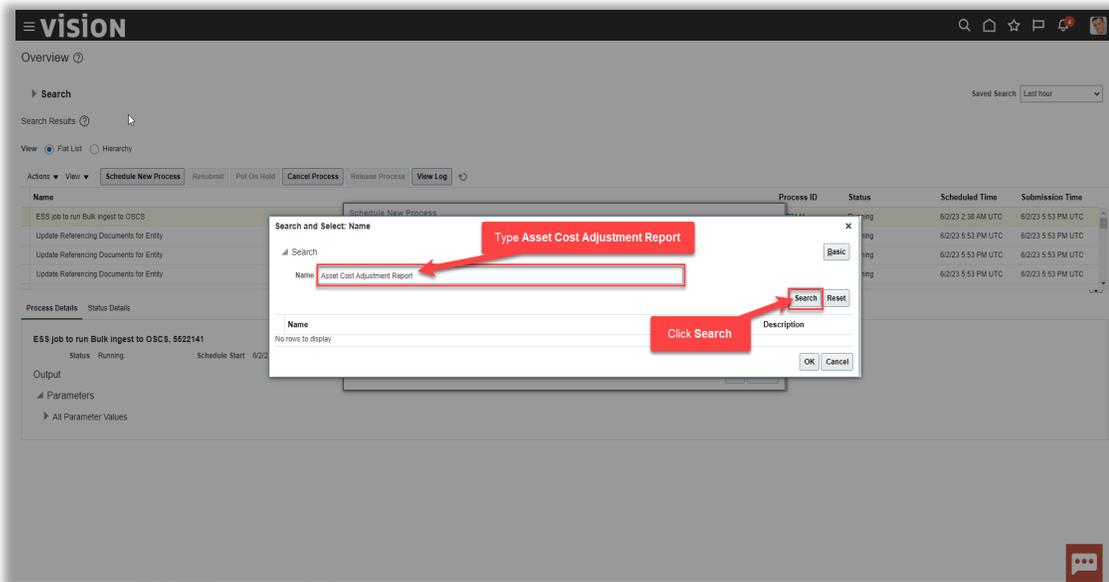
Click Schedule New Process



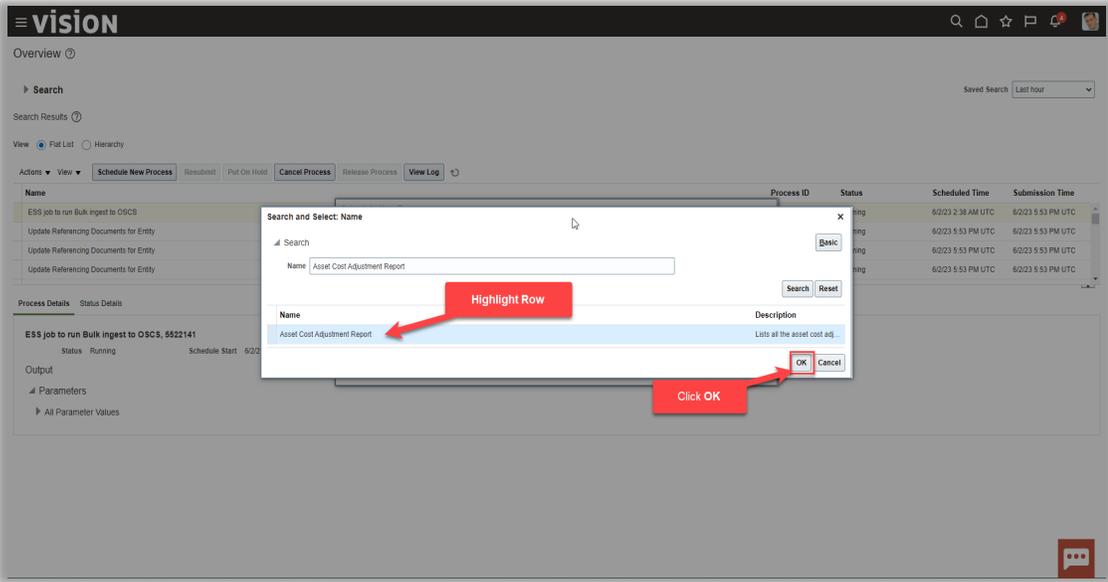
From the drop down, click Search



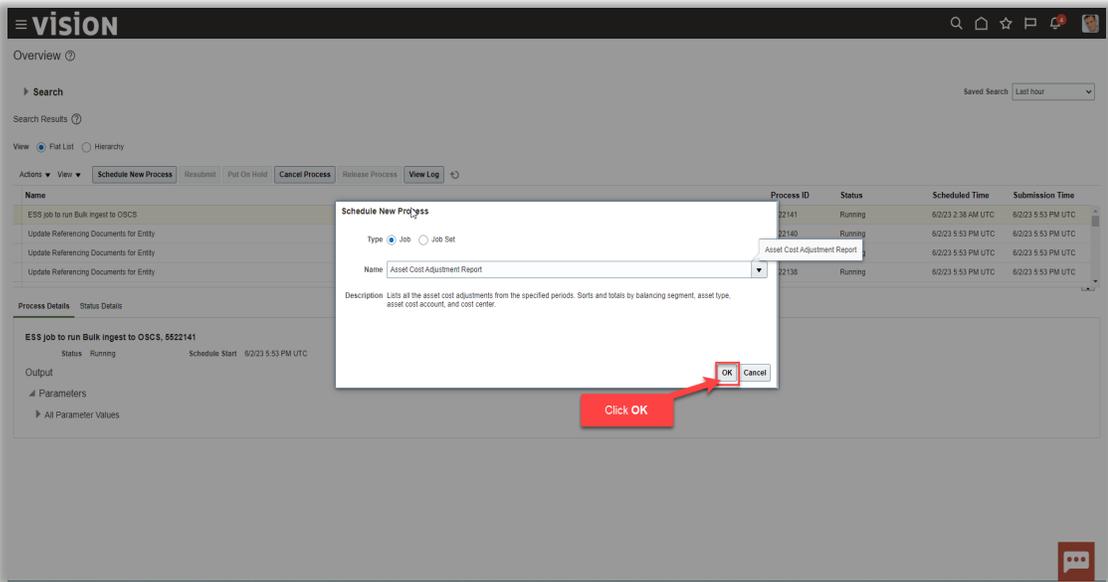
Type Asset Cost Adjustment Report and click Search



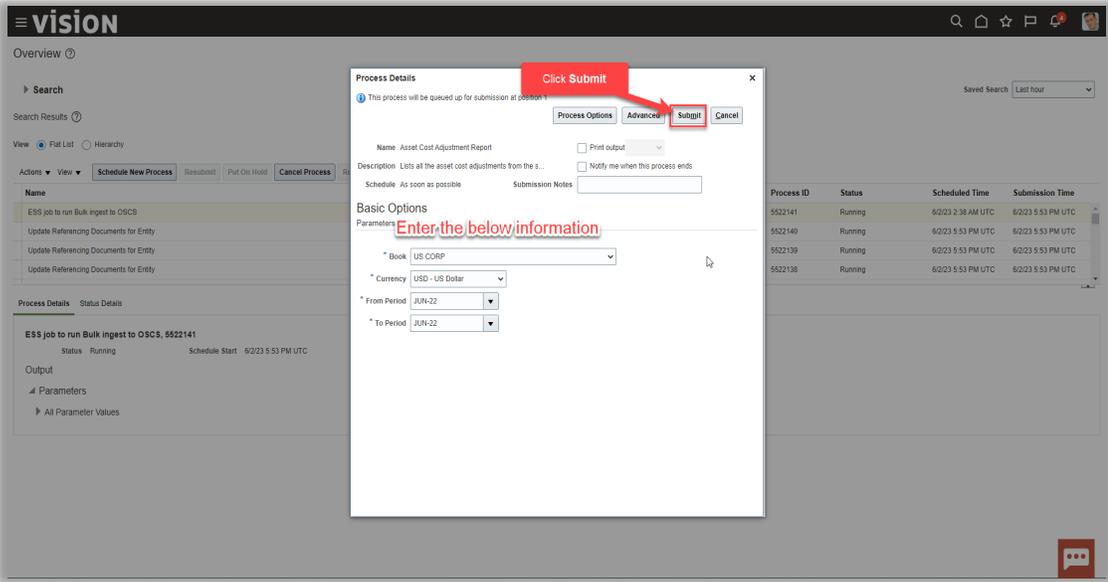
Highlight the row and click OK



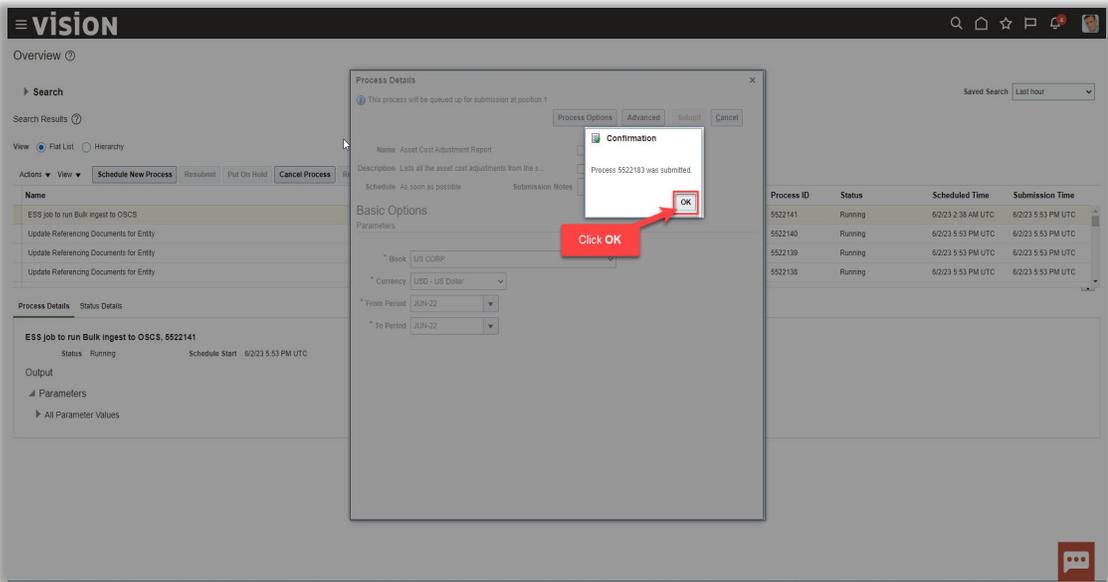
Click OK



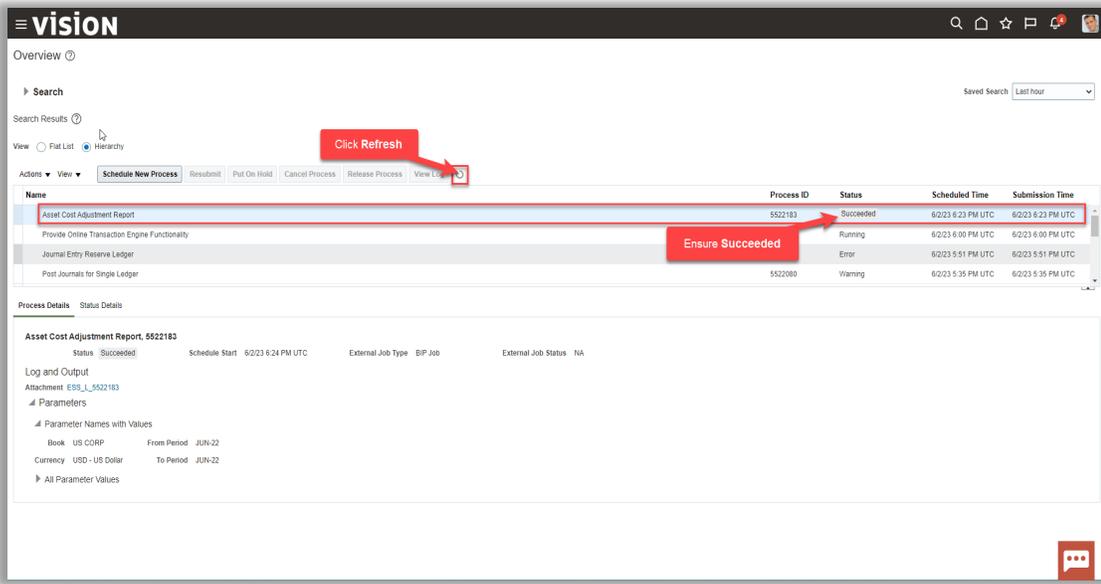
Select the **Book, Currency, and Period Information**. Click **Submit**



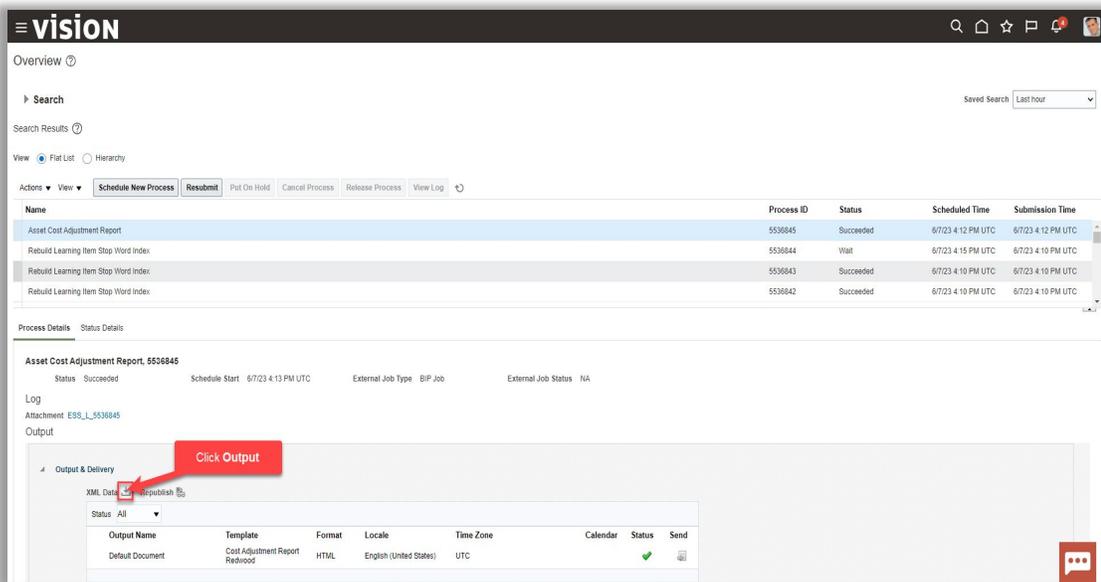
Click OK



Click Refresh until process is Succeeded



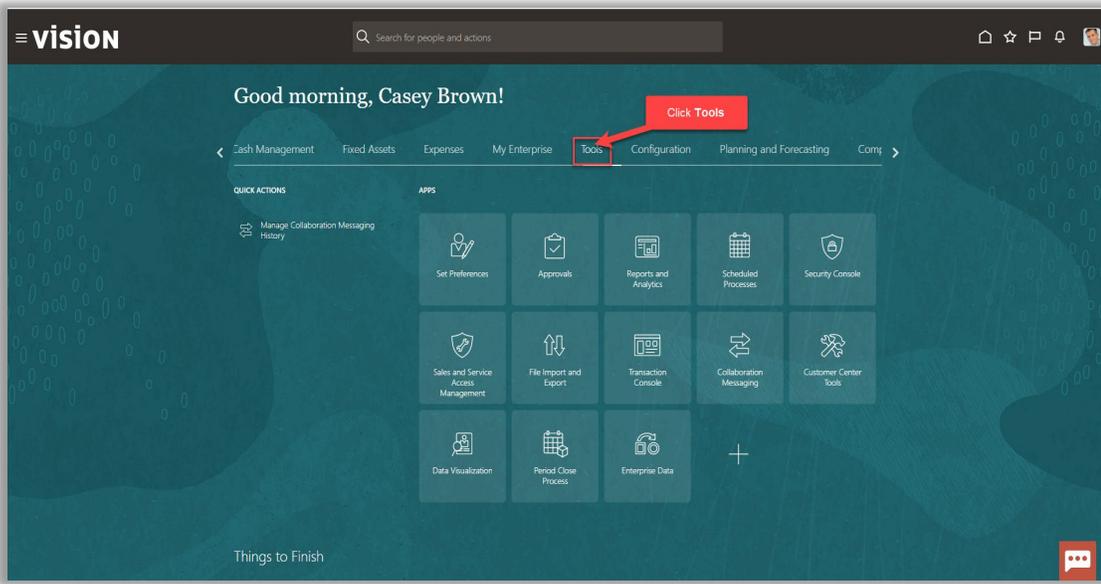
Scroll down and click the **Output Report File** to view the Report details



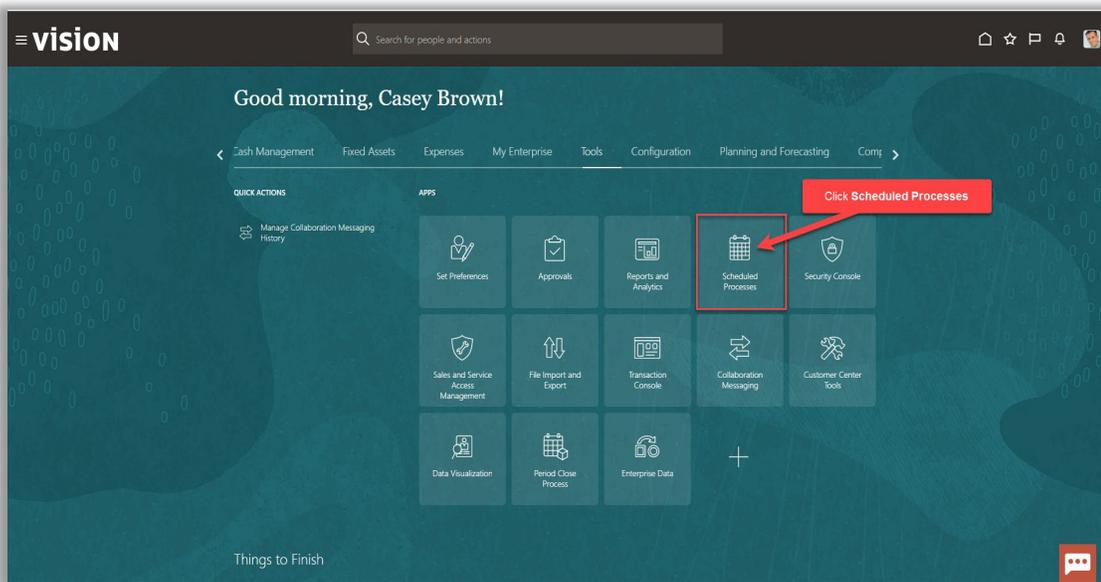
Asset Cost Detail Report

Navigation: Home>Tools>Scheduled Processes>Enter Process Name>Submit>View Report Output

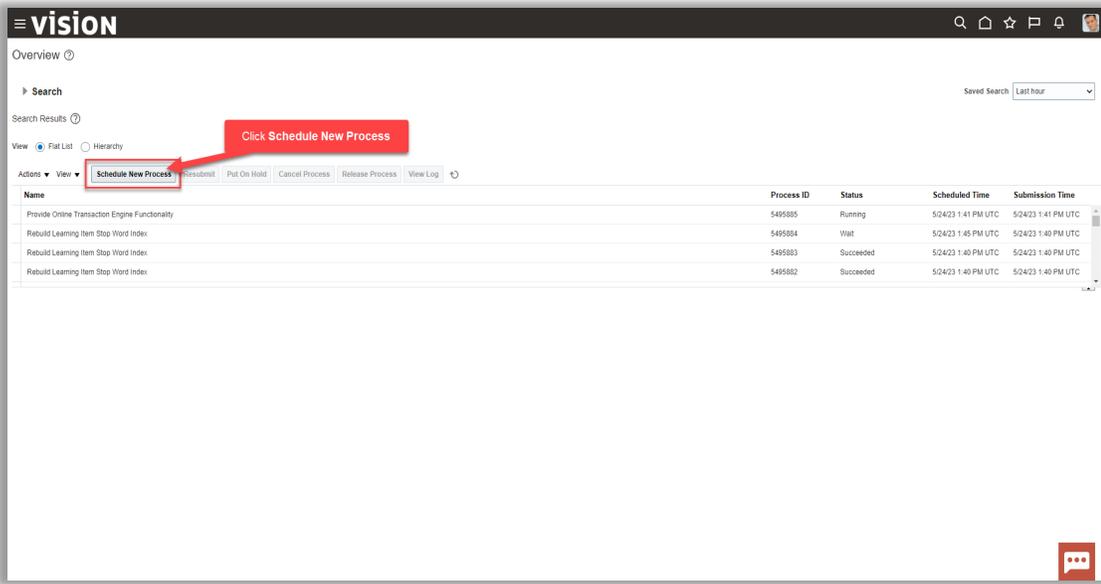
From home screen, click **Tools**



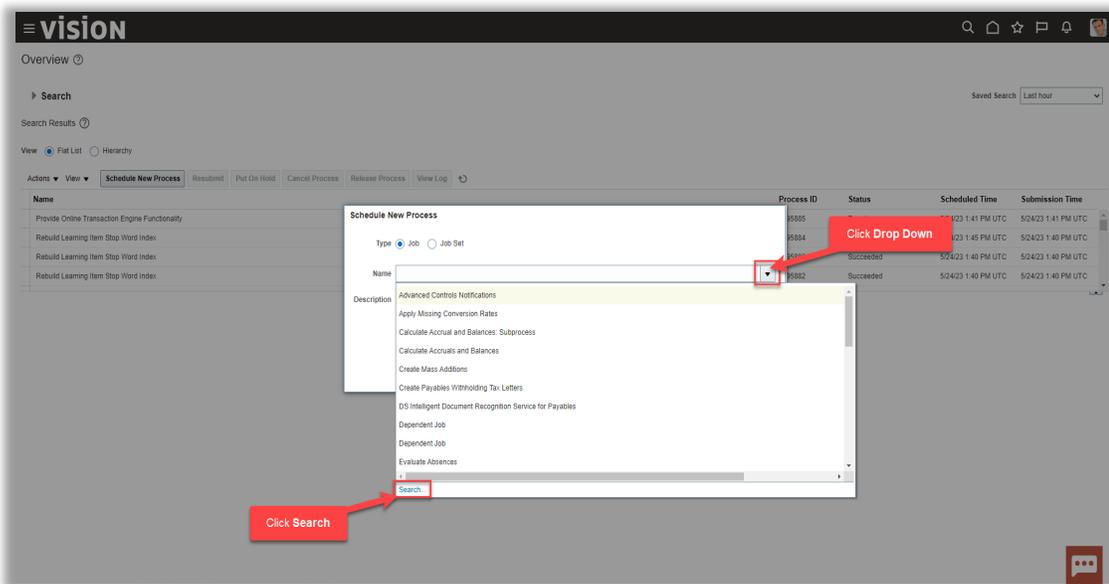
Next, click **Scheduled Processes**



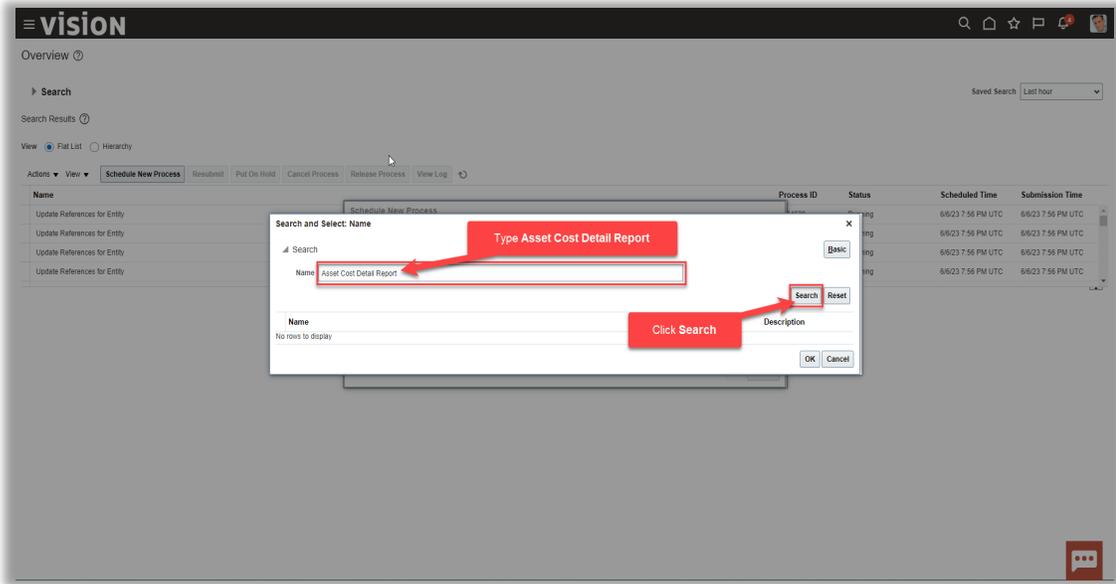
Click **Schedule New Process**



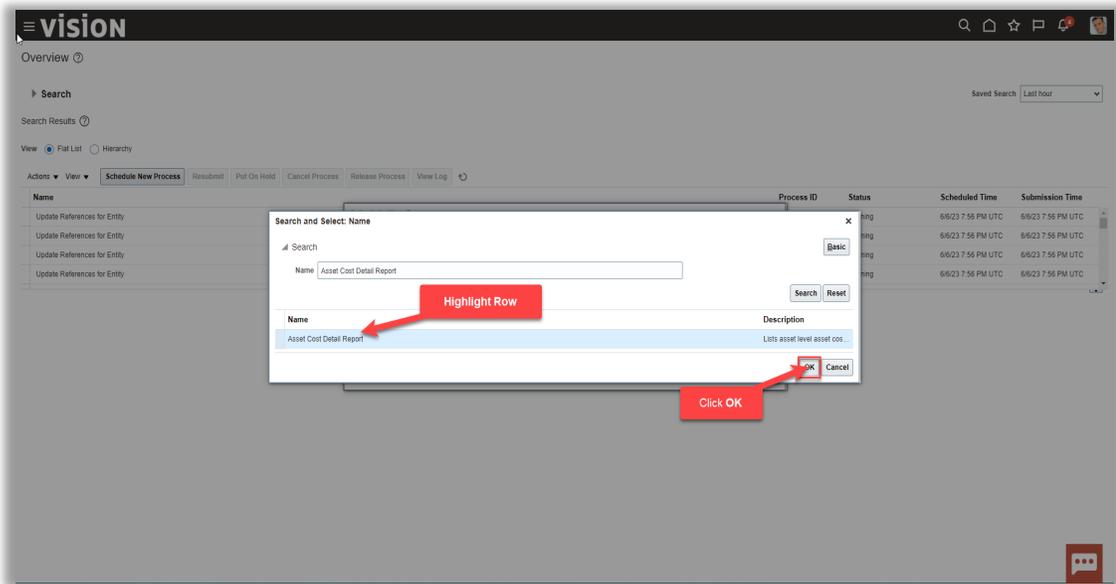
From the drop down, click **Search**



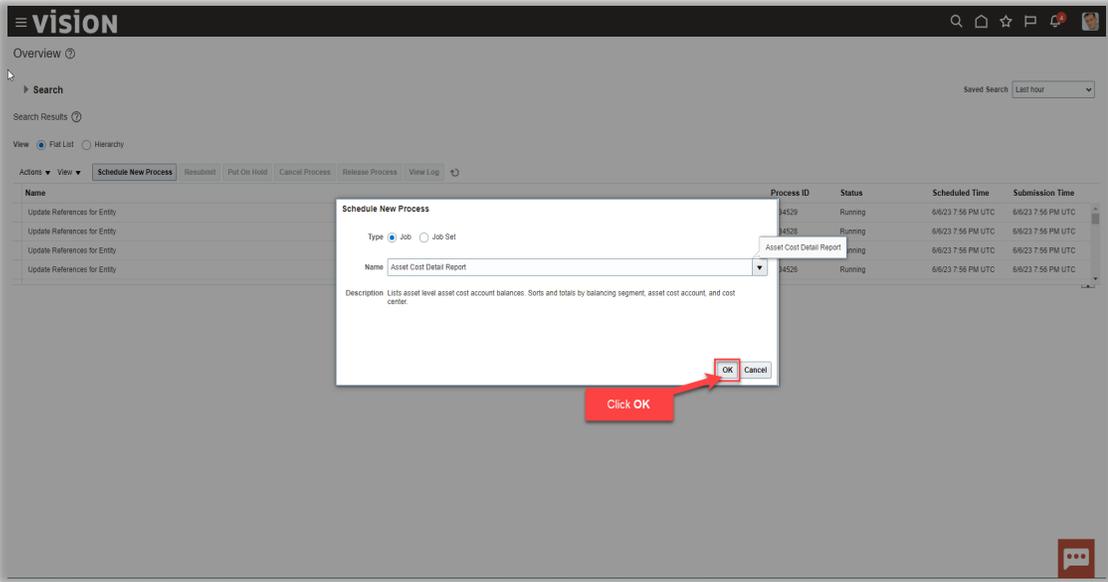
Type **Asset Cost Detail Report** and click **Search**



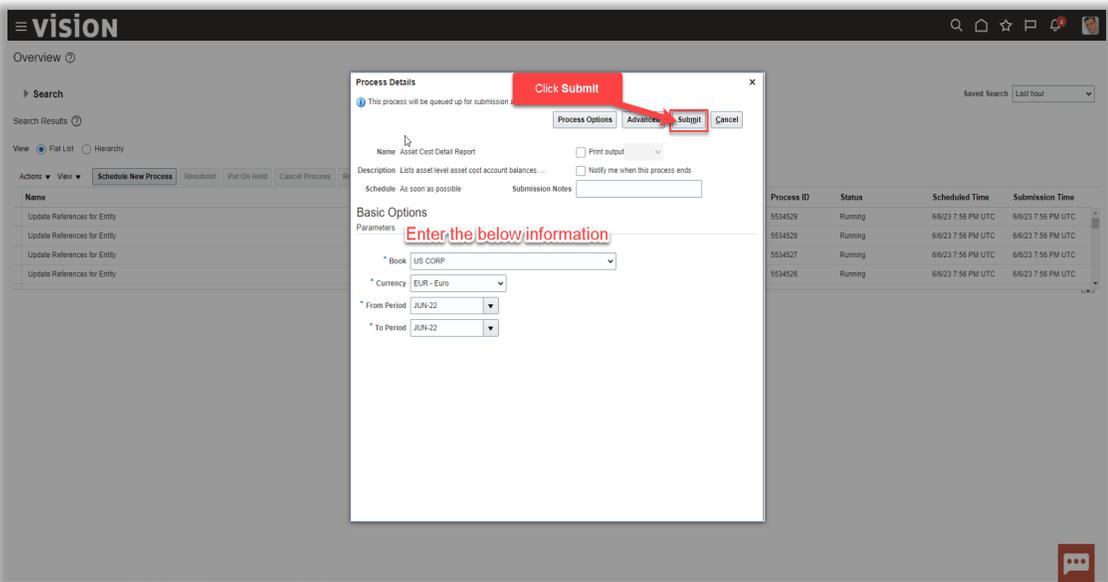
Highlight the row and click OK



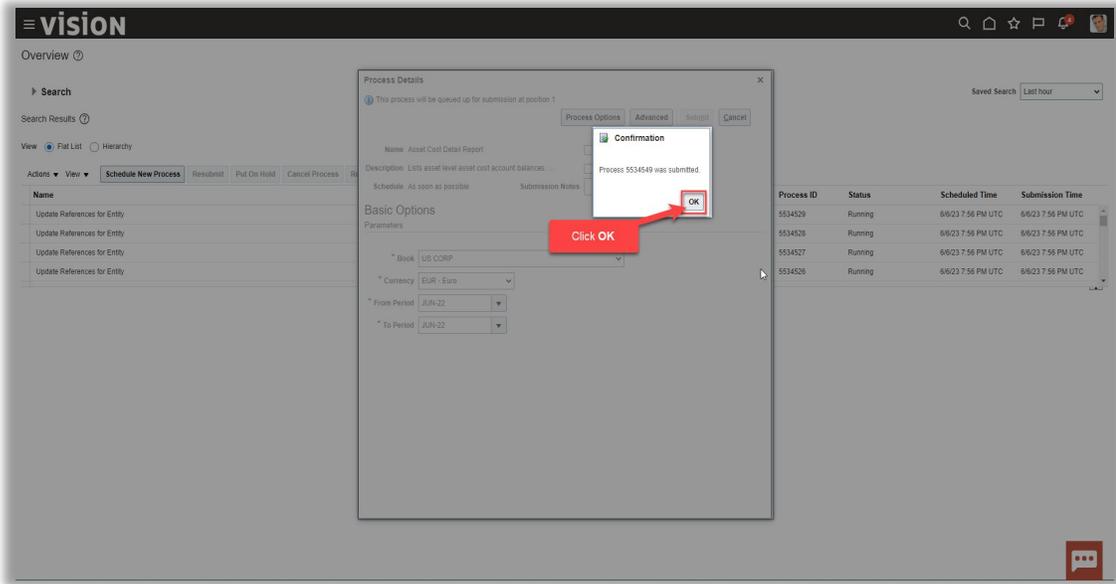
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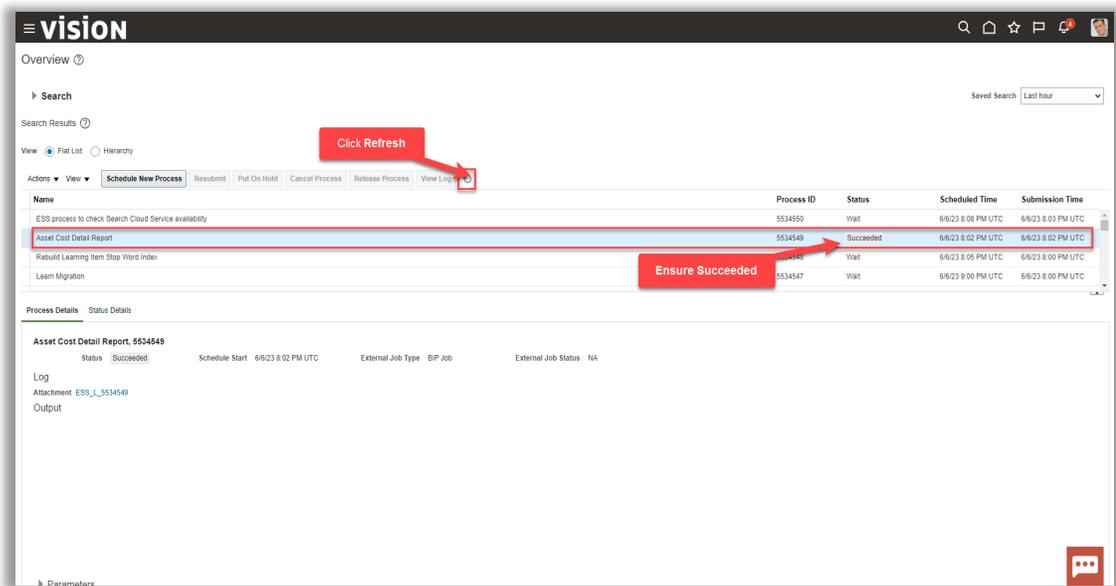
Select the **Book, Currency, and Period Information**. Click **Submit**



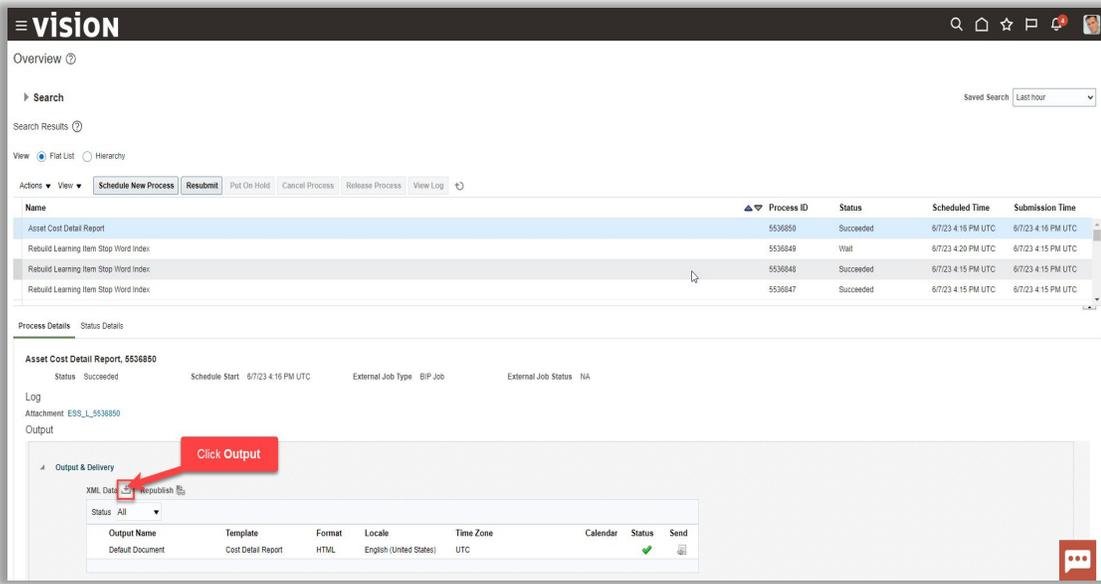
Click **OK**



Click Refresh until process is Succeeded



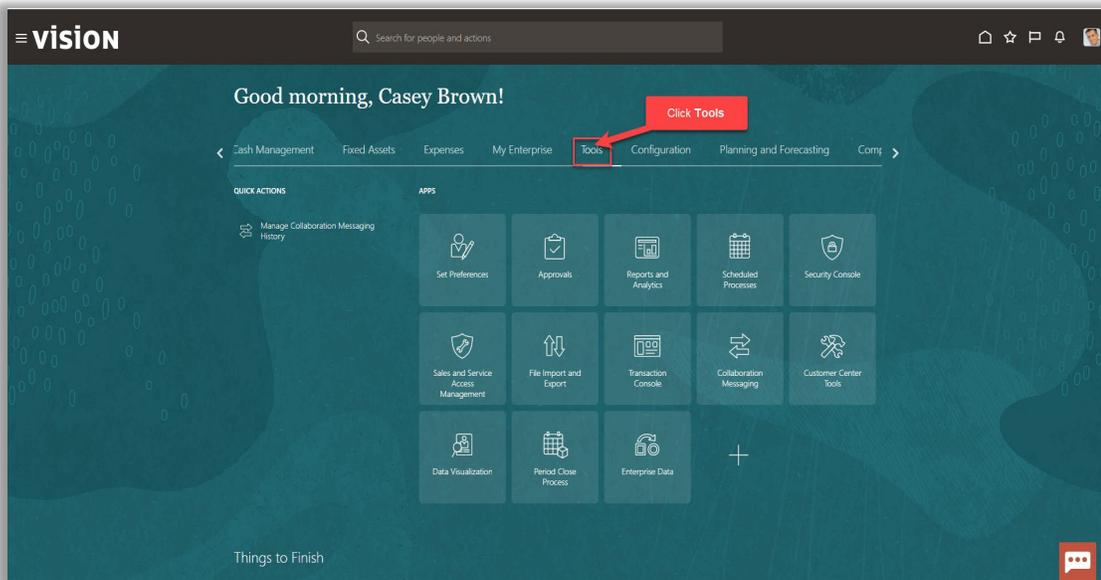
Scroll down and click the **Output Report File** to view the Report details



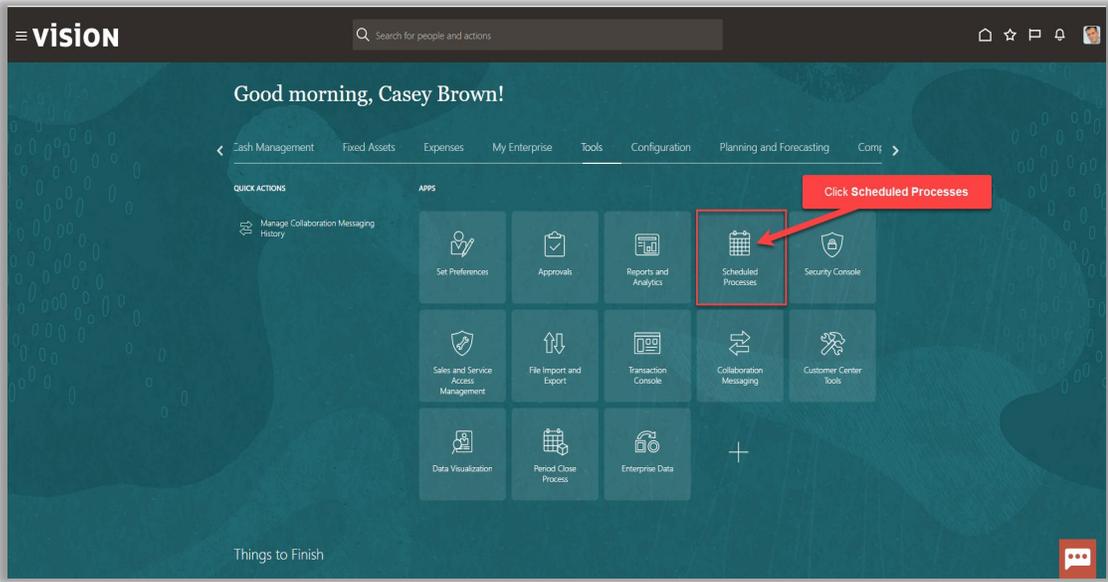
Asset Cost Summary Report

Navigation: Home>Tools>Scheduled Processes>Enter Process Name>Submit>View Report Output

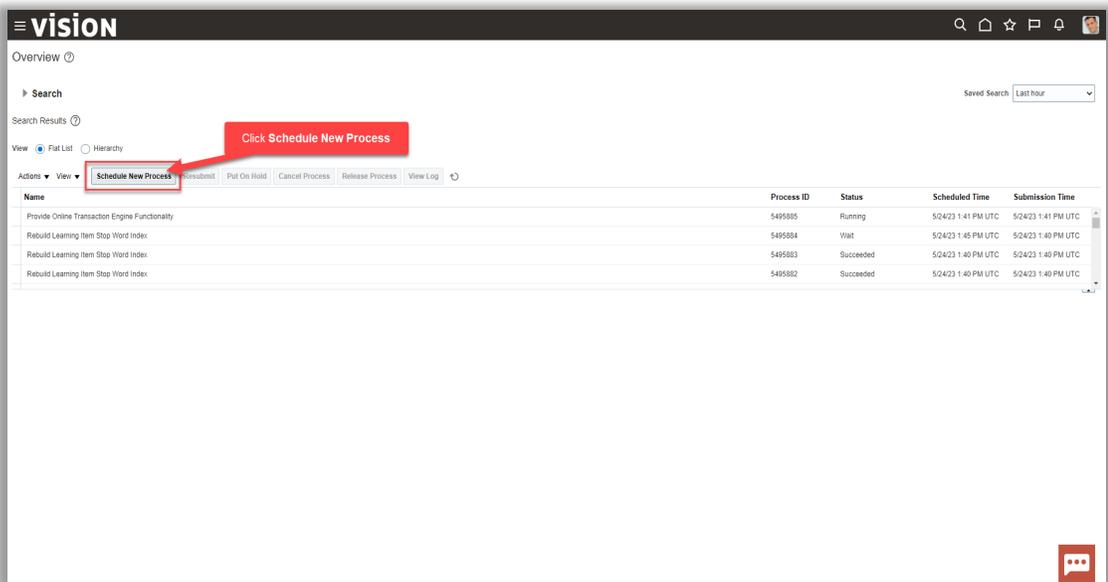
From home screen, click **Tools**



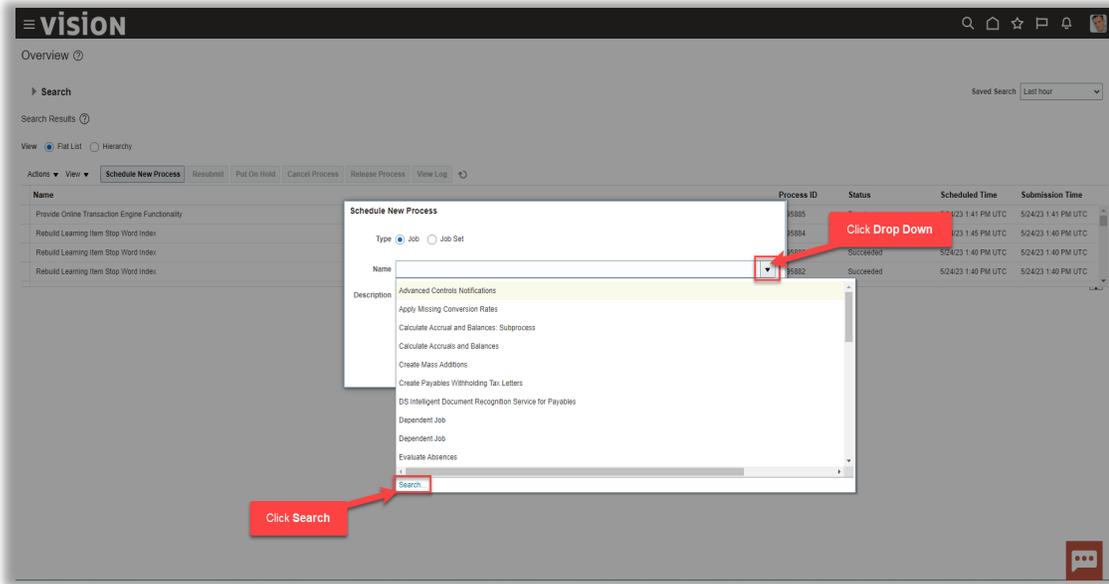
Next, click **Scheduled Processes**



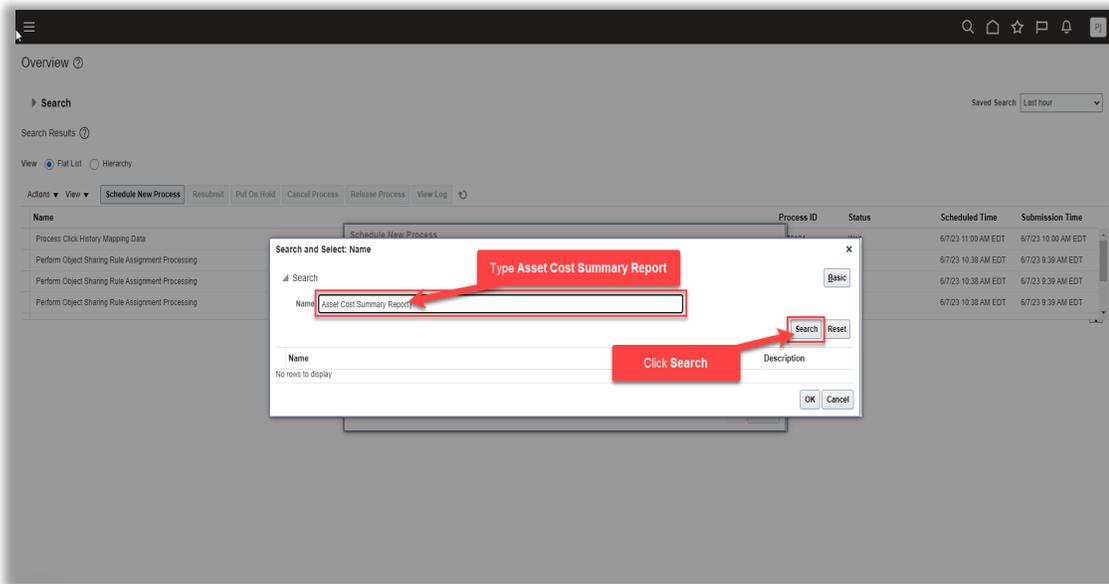
Click Schedule New Process



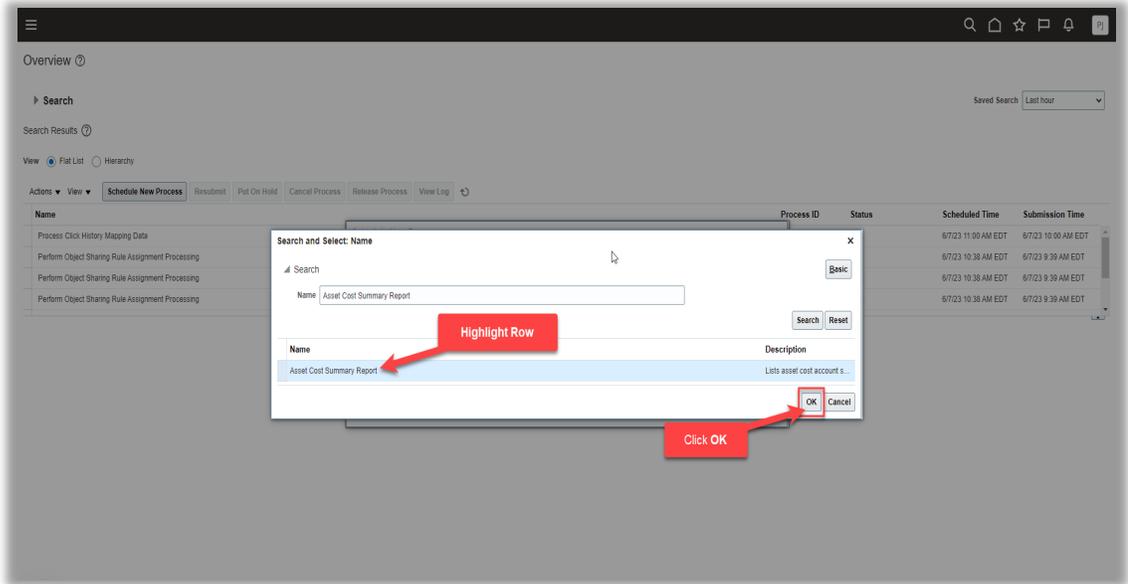
From the drop down, click Search



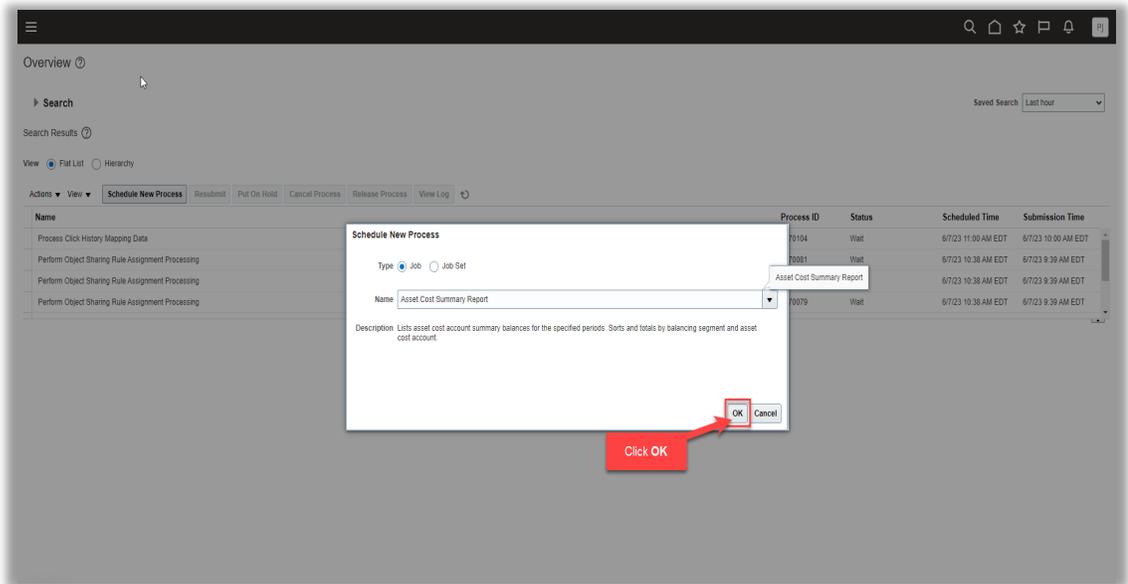
Type Asset Cost Summary Report and click Search



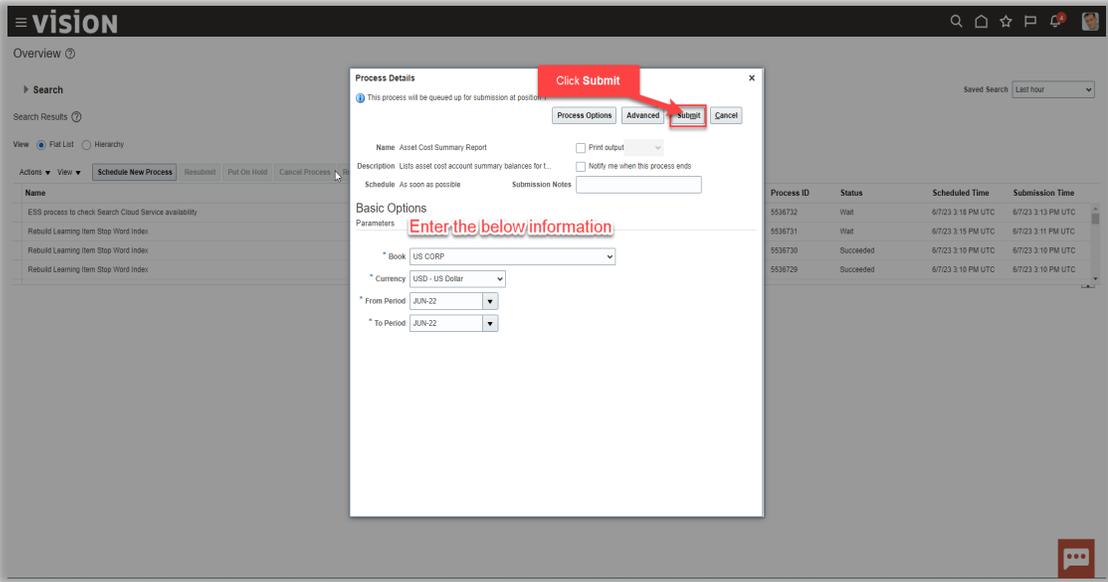
Highlight the row and click OK



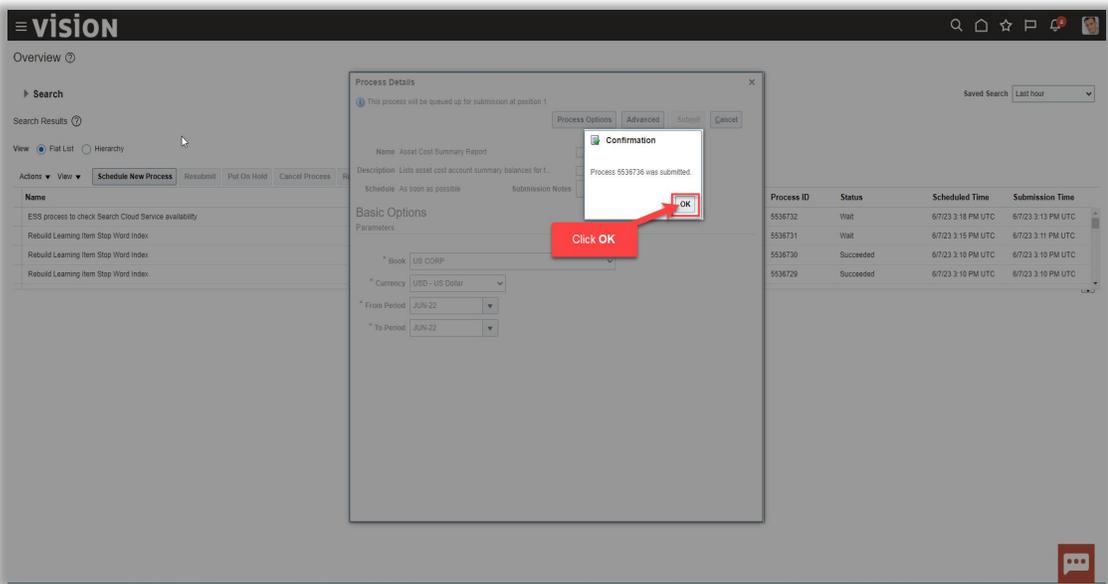
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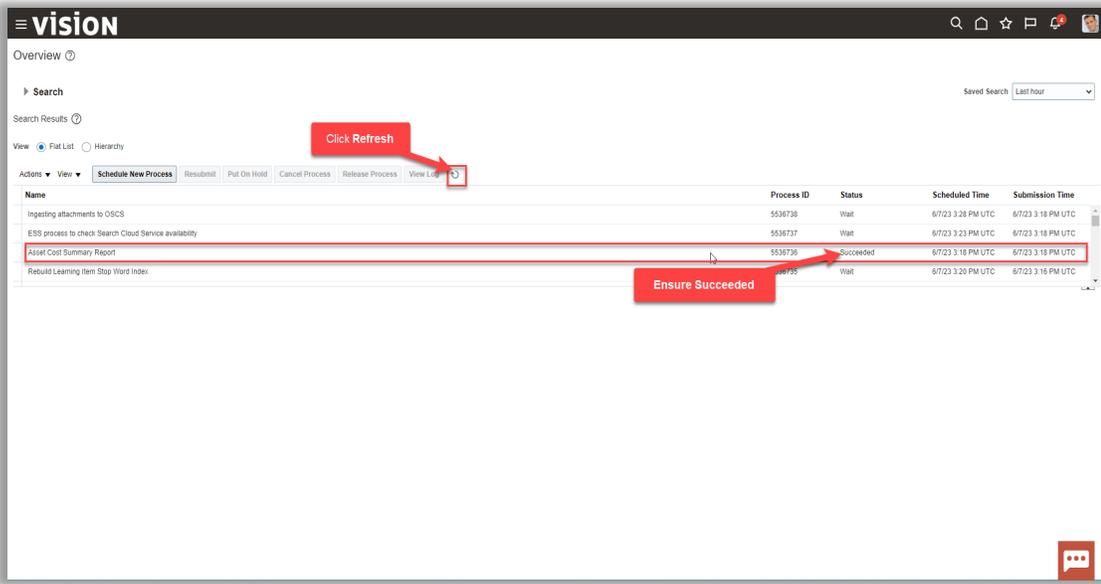
Select the **Book, Currency, and Period Information**. Click **Submit**



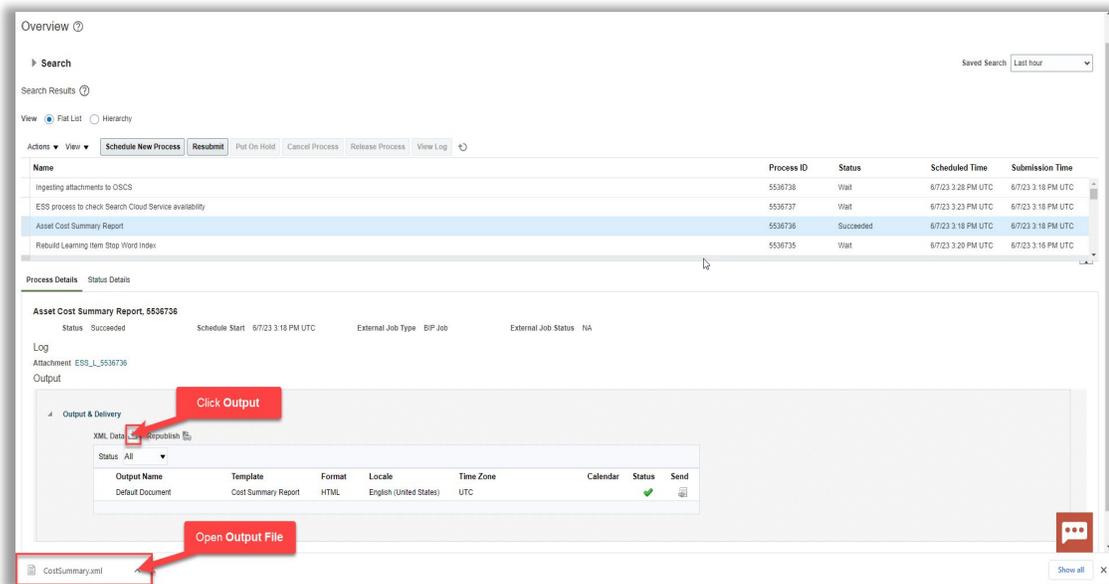
Click OK



Click Refresh until process is Succeeded



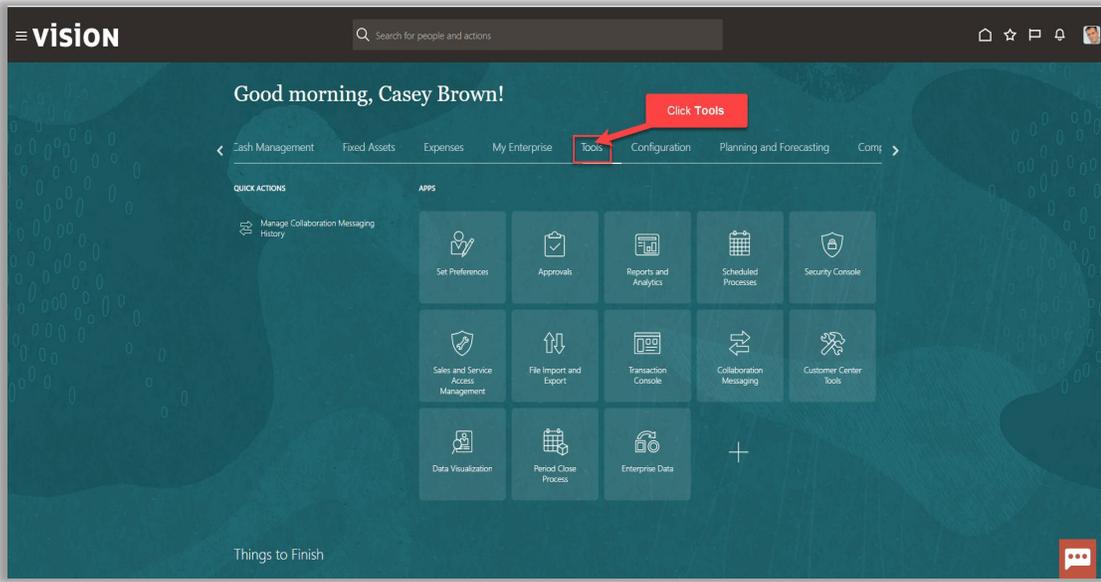
Scroll down and click the **Output Report File** to open the Report details



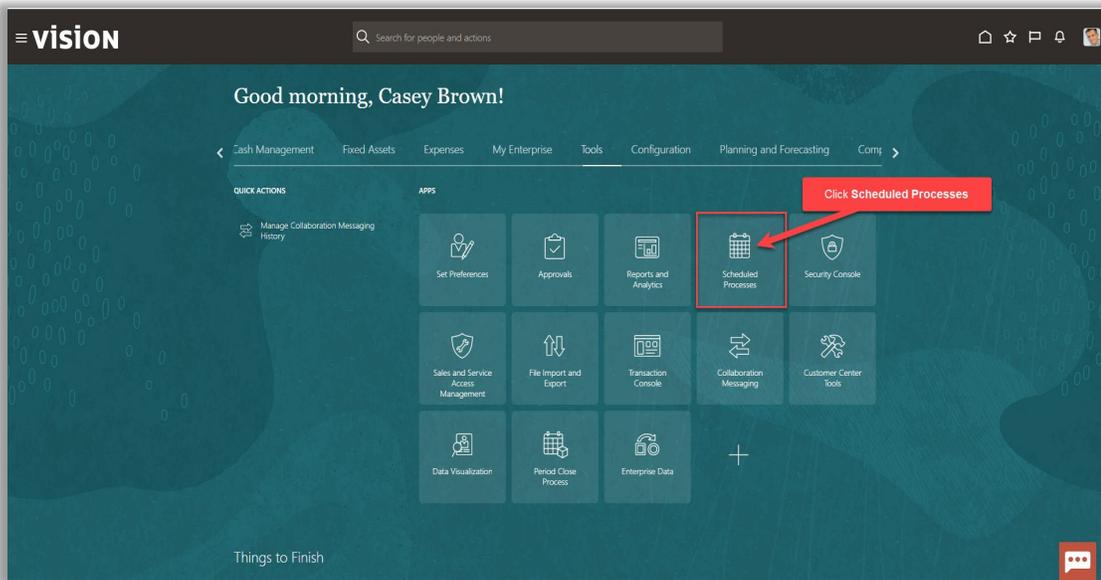
Reserve Detail Report

Navigation: Home>Tools>Scheduled Processes>Enter Process Name>Submit>View Report Output

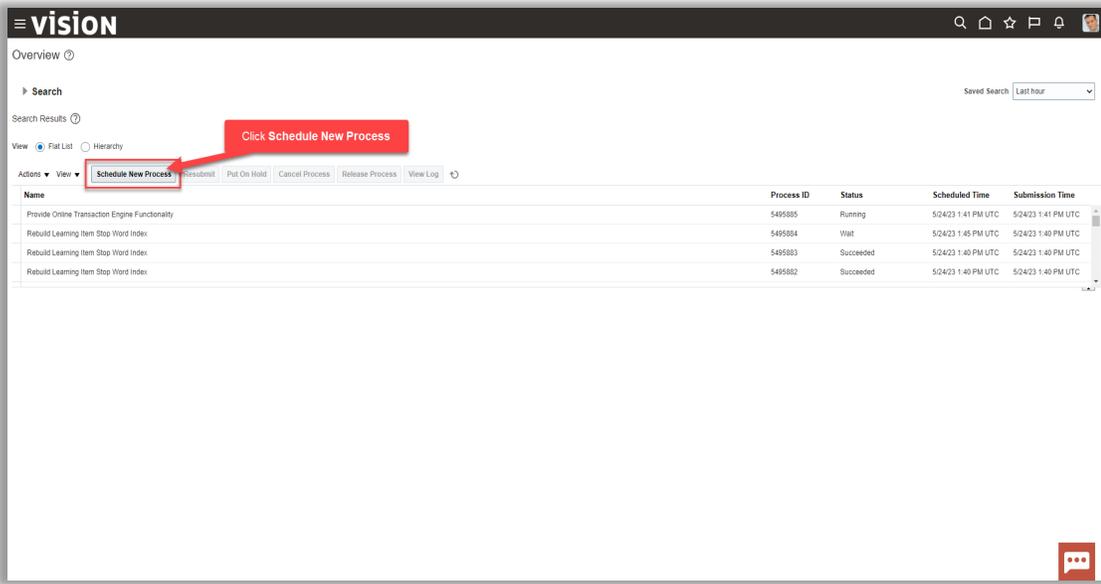
From home screen, click **Tools**



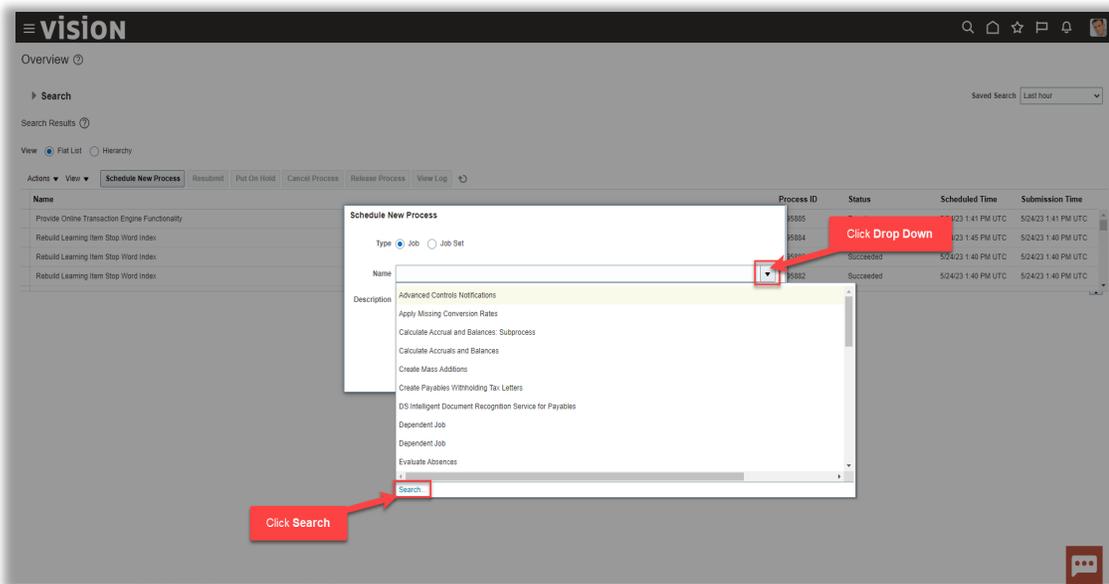
Next, click **Scheduled Processes**



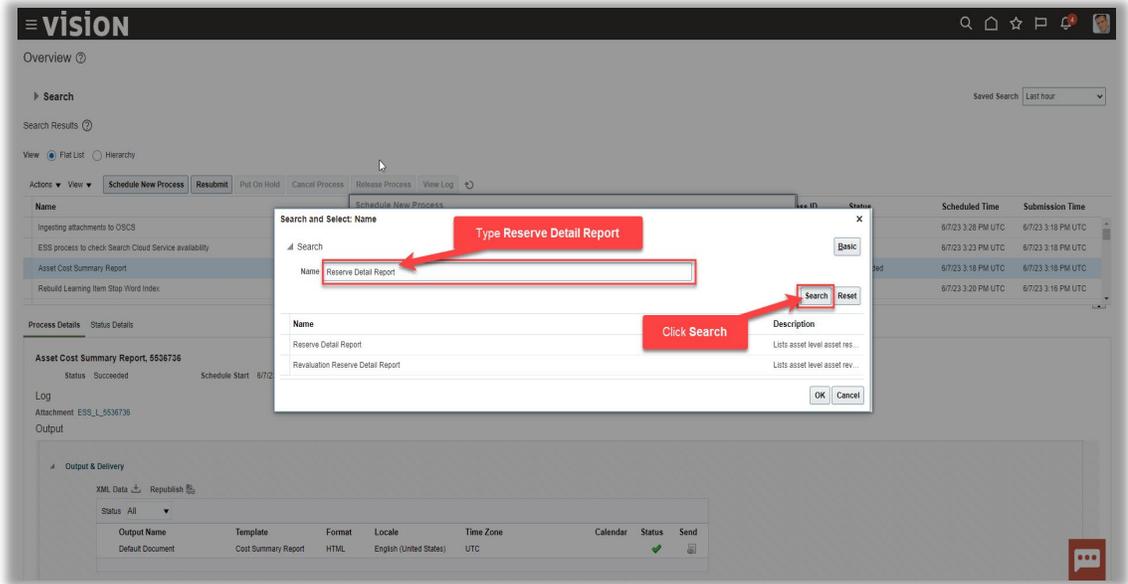
Click **Schedule New Process**



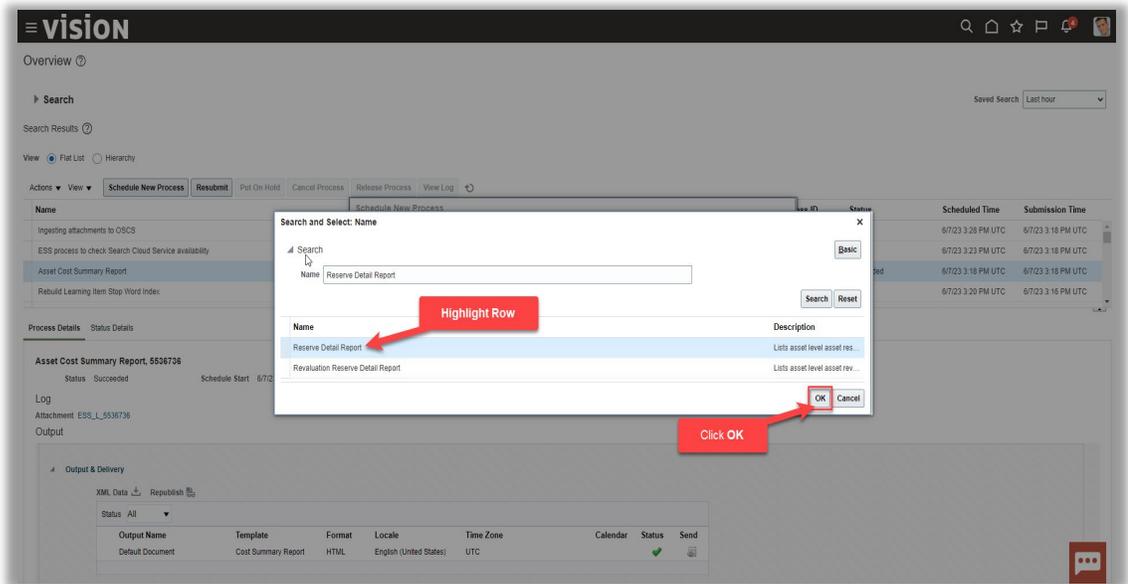
From the drop down, click **Search**



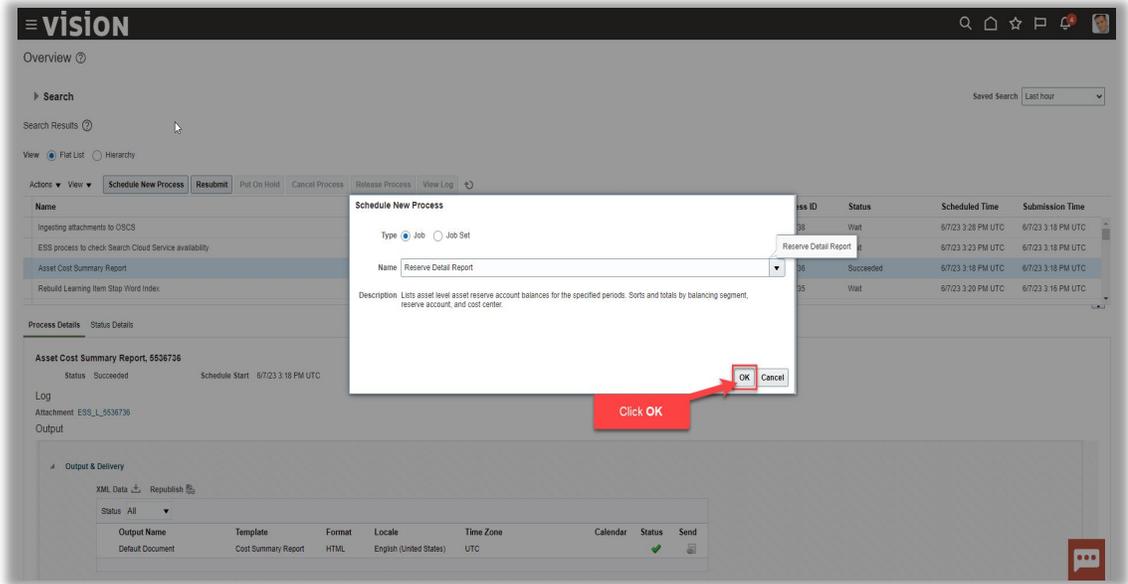
Type **Reserve Detail Report** and click **Search**



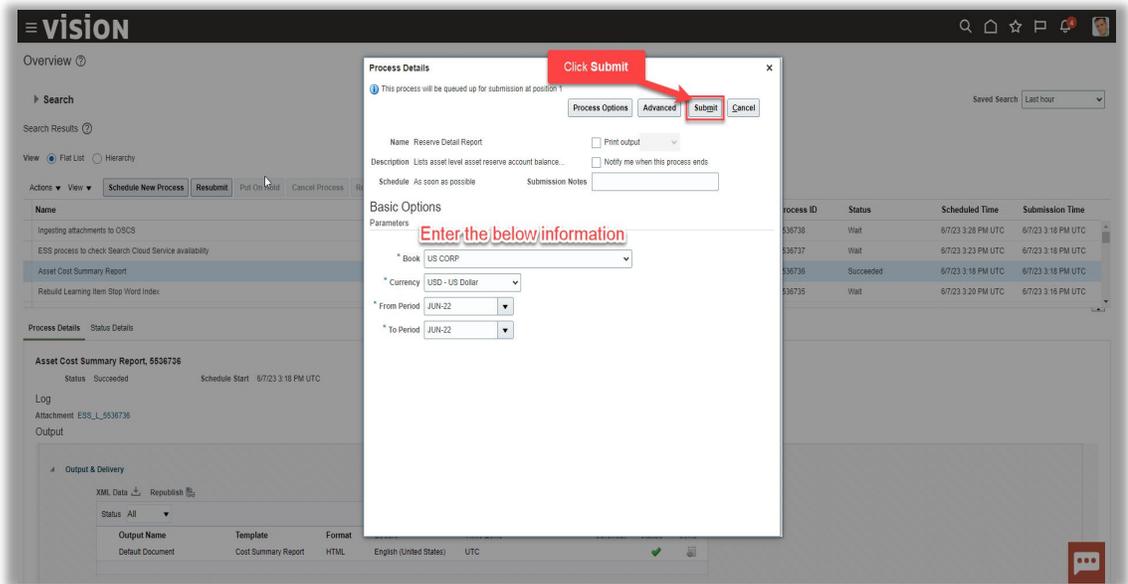
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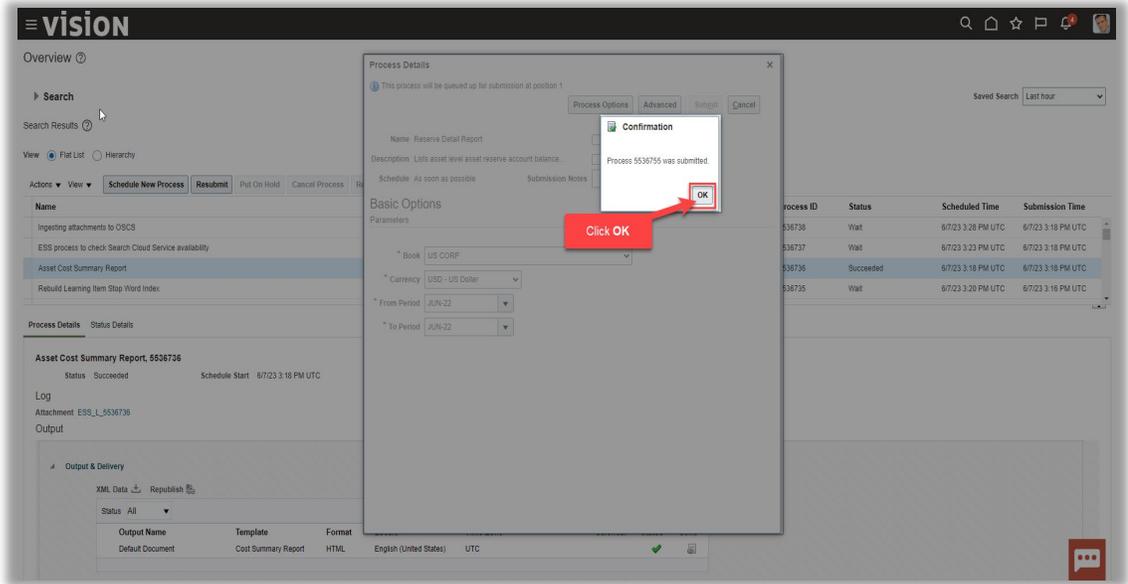
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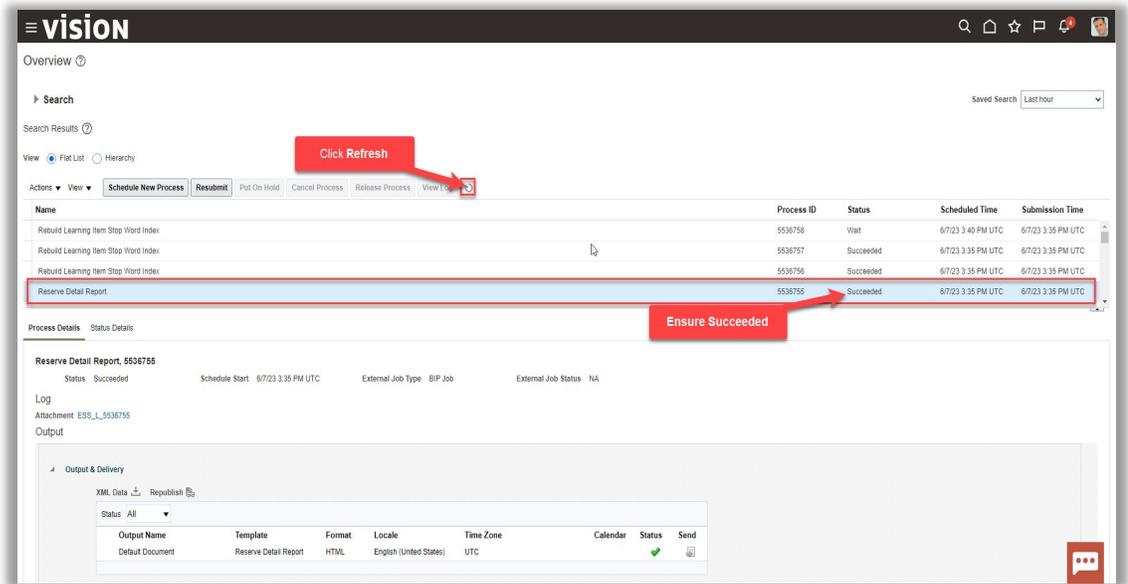
Select the **Book**, **Currency**, and **Period Information**. Click **Submit**



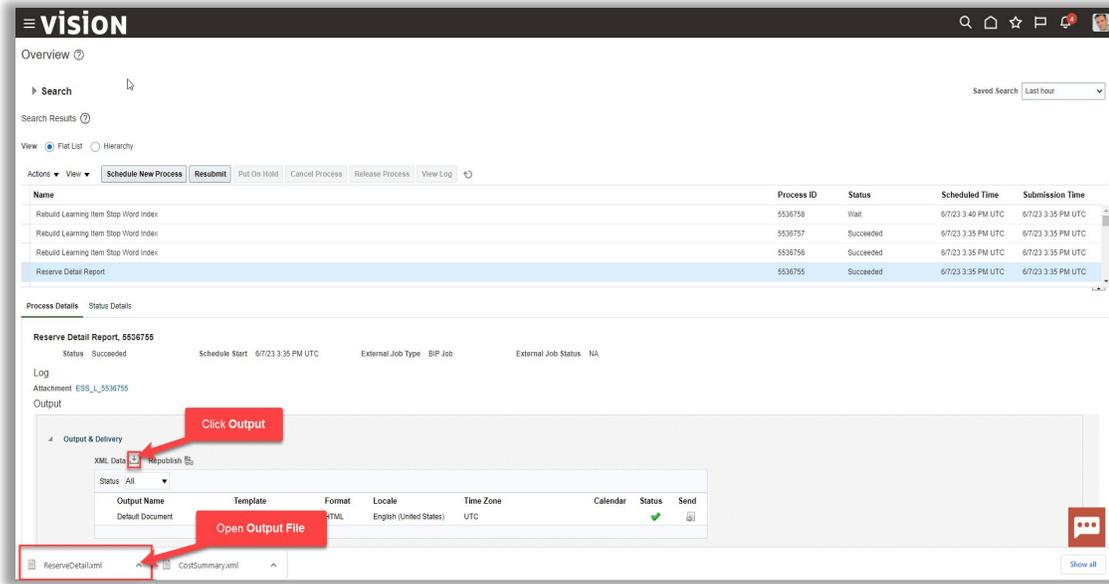
Click **OK**



Click Refresh until process is Succeeded



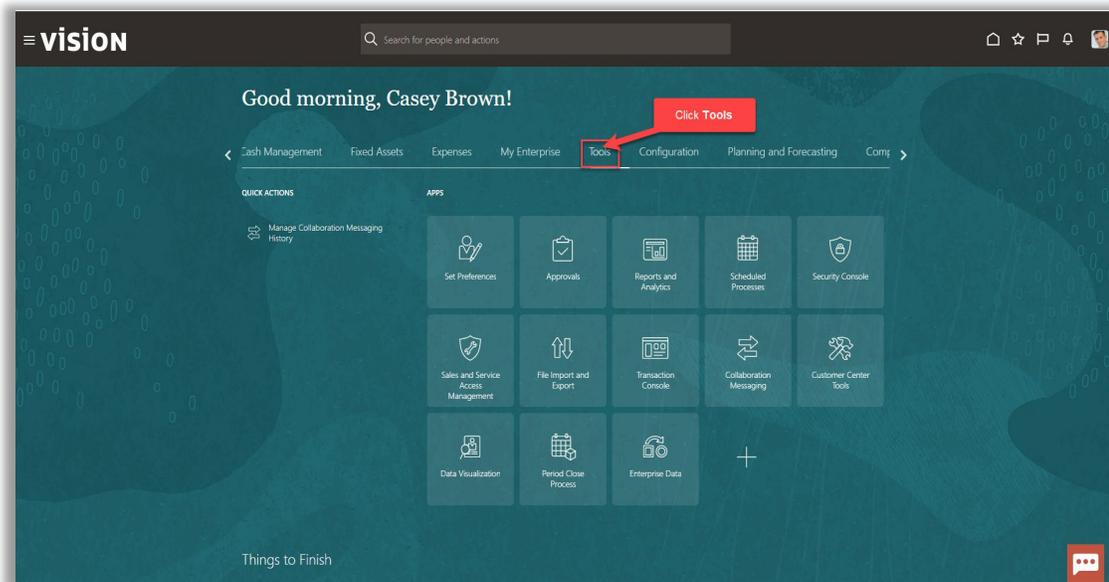
Scroll down and click the **Output Report File** to open the Report details



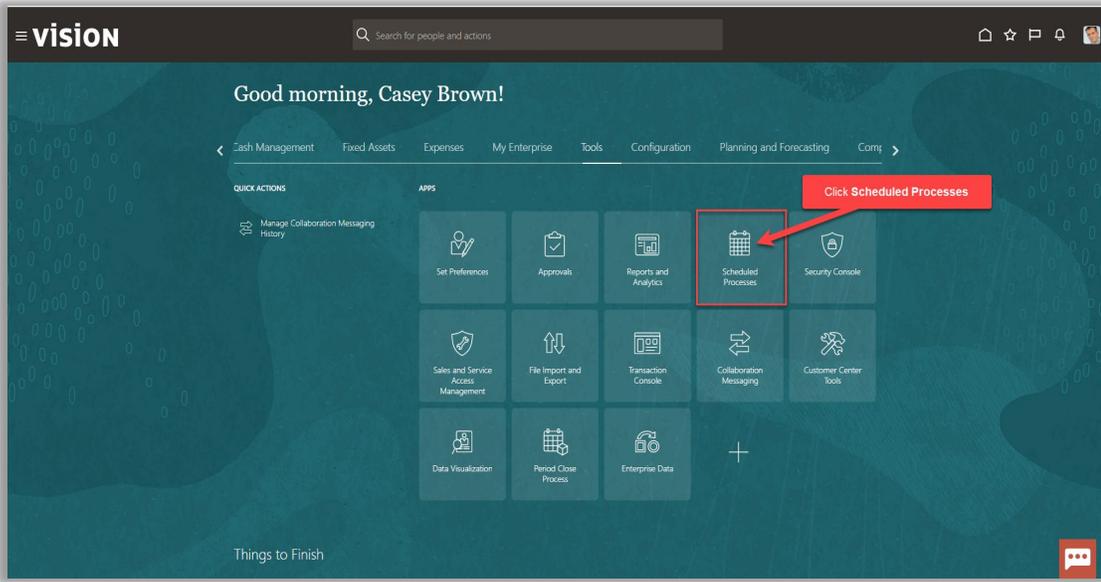
Reserve Summary Report

Navigation: Home>Tools>Scheduled Processes>Enter Process Name>Submit>View Report Output

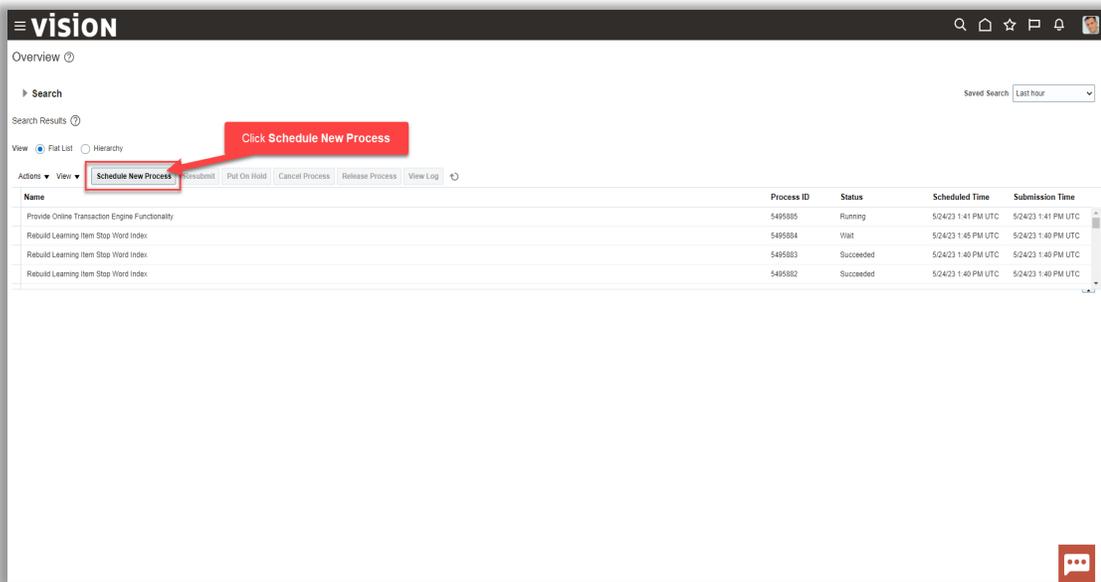
From home screen, click **Tools**



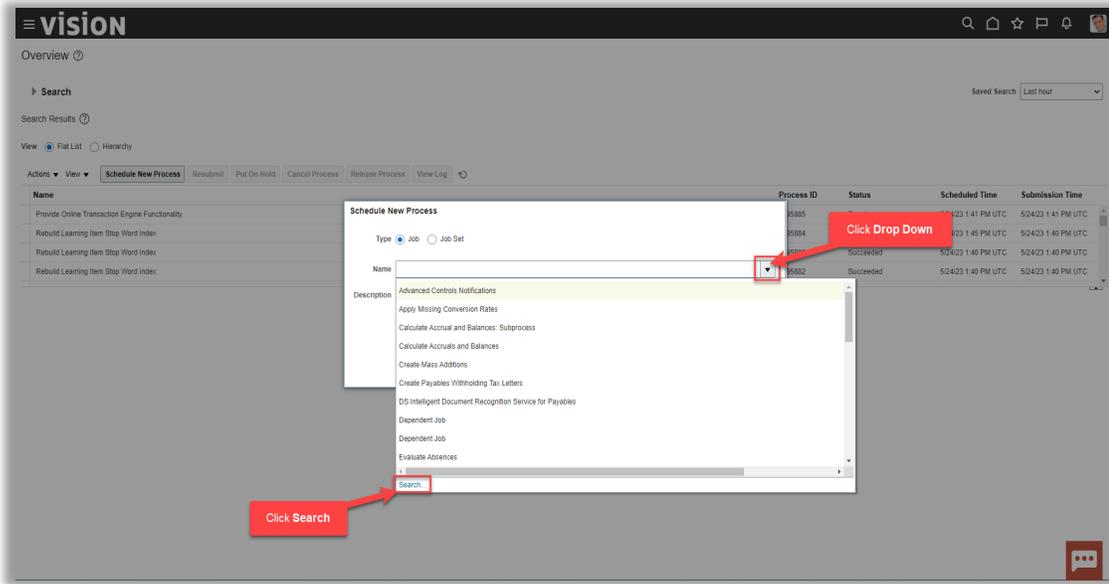
Next, click **Scheduled Processes**



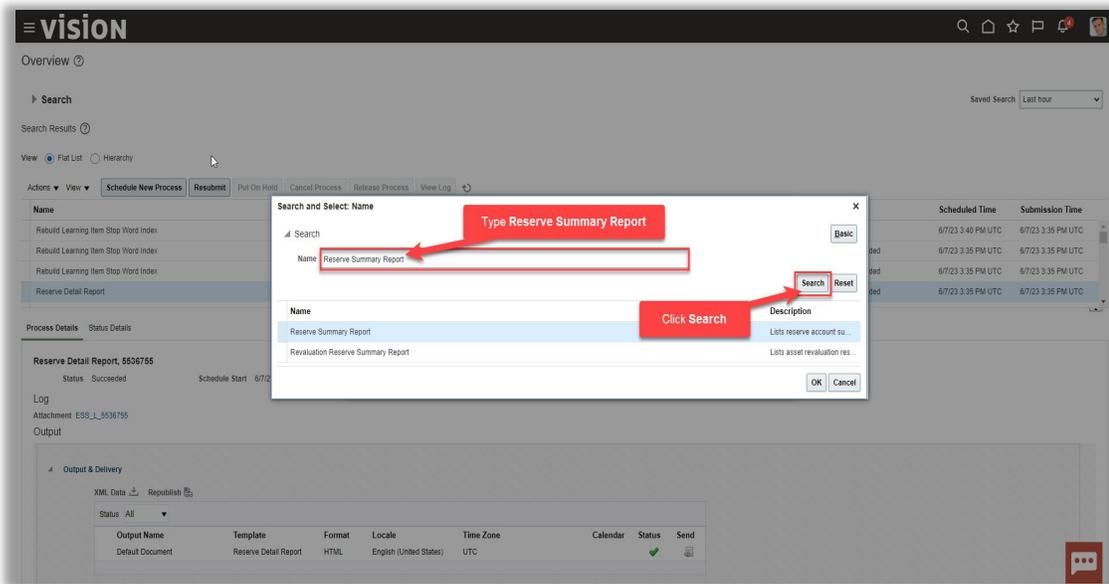
Click Schedule New Process



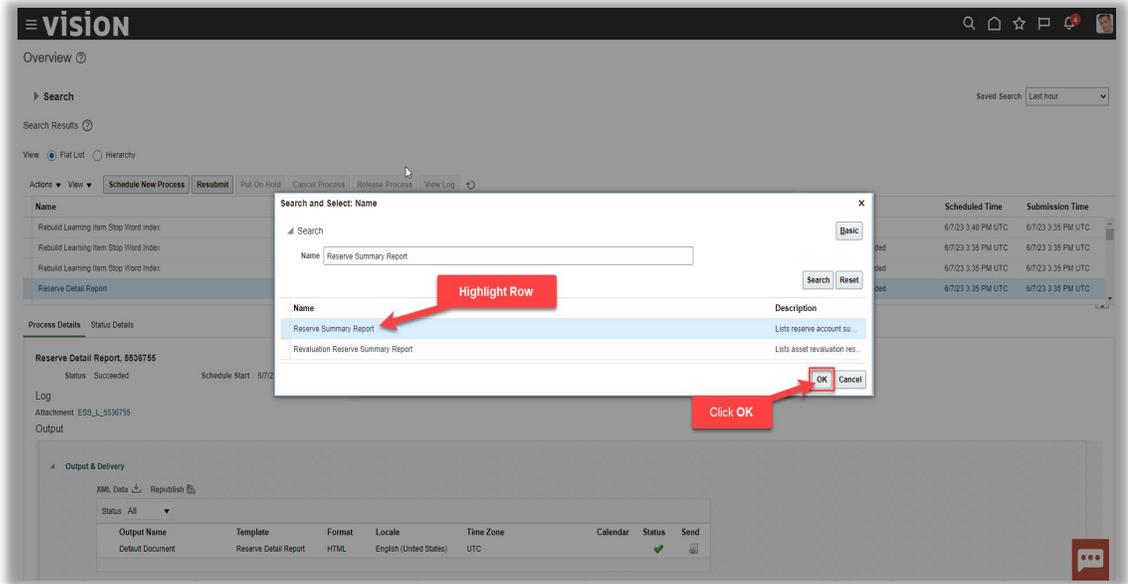
From the drop down, click Search



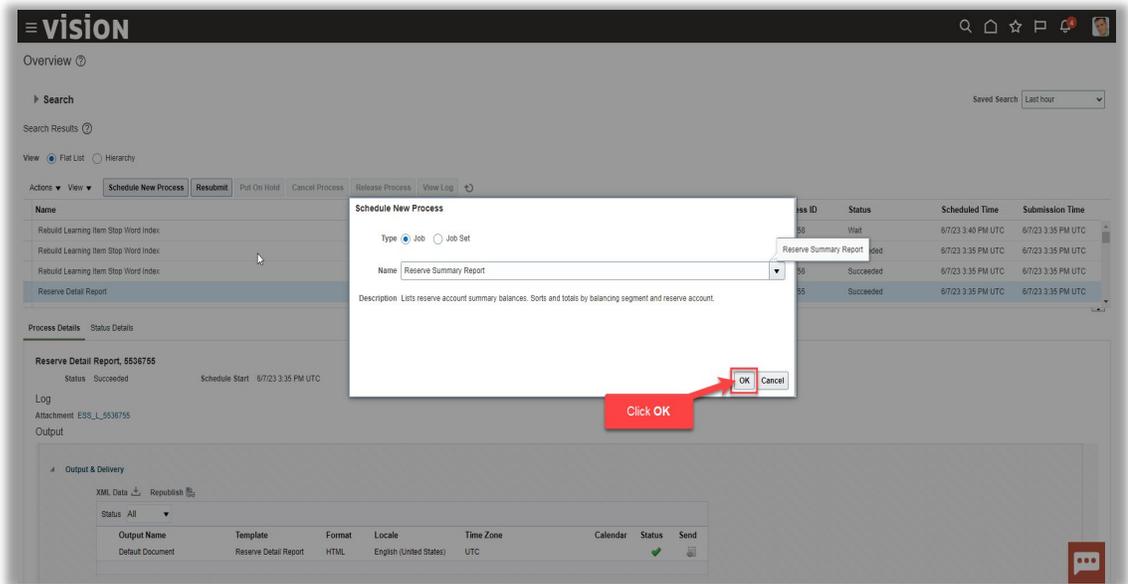
Type Reserve Summary Report and click Search



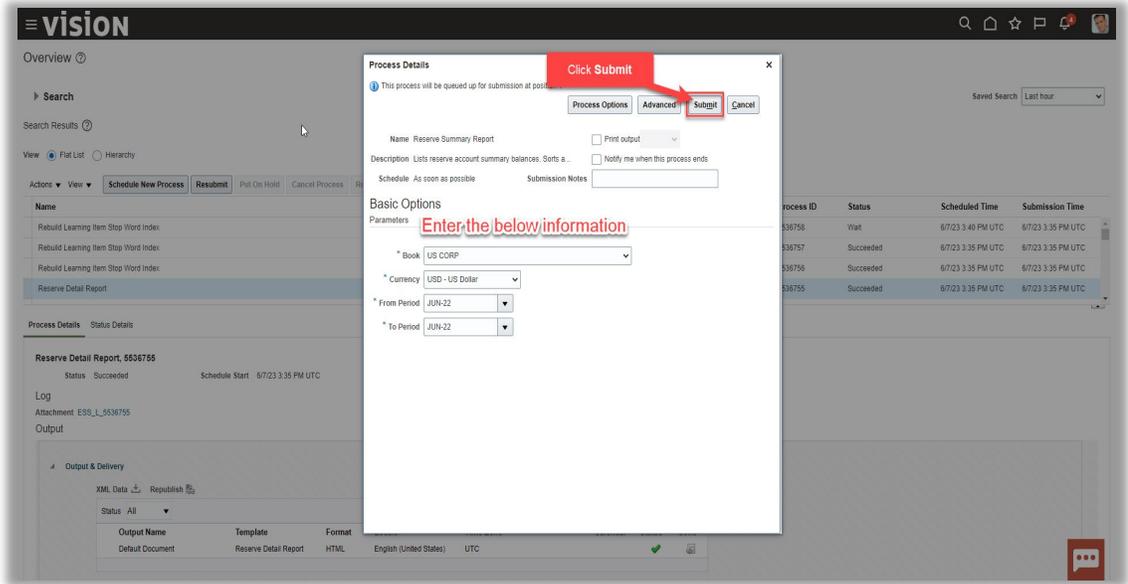
Highlight the row and click OK



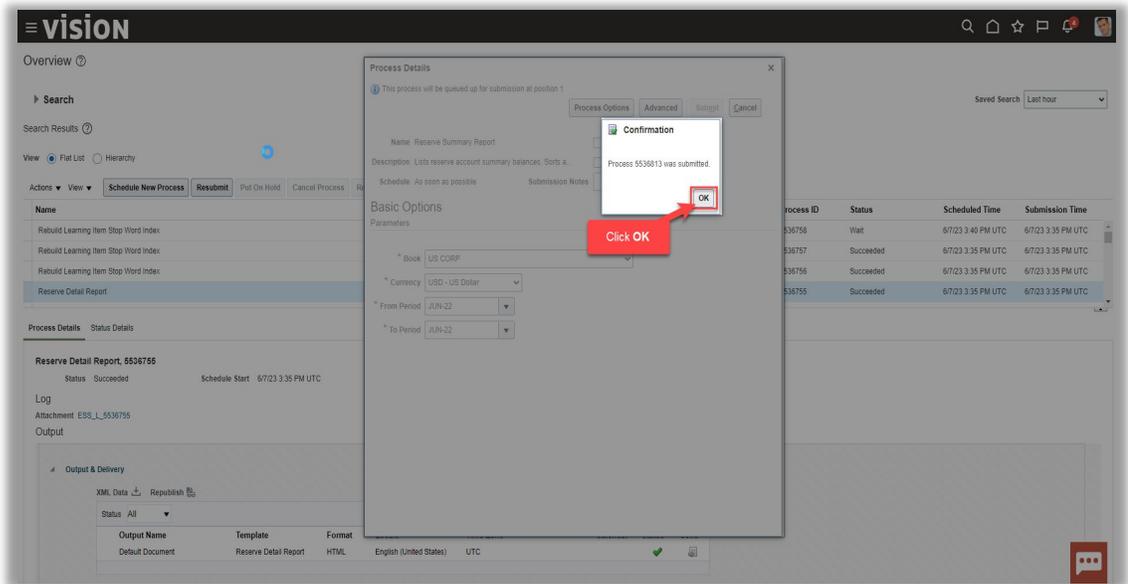
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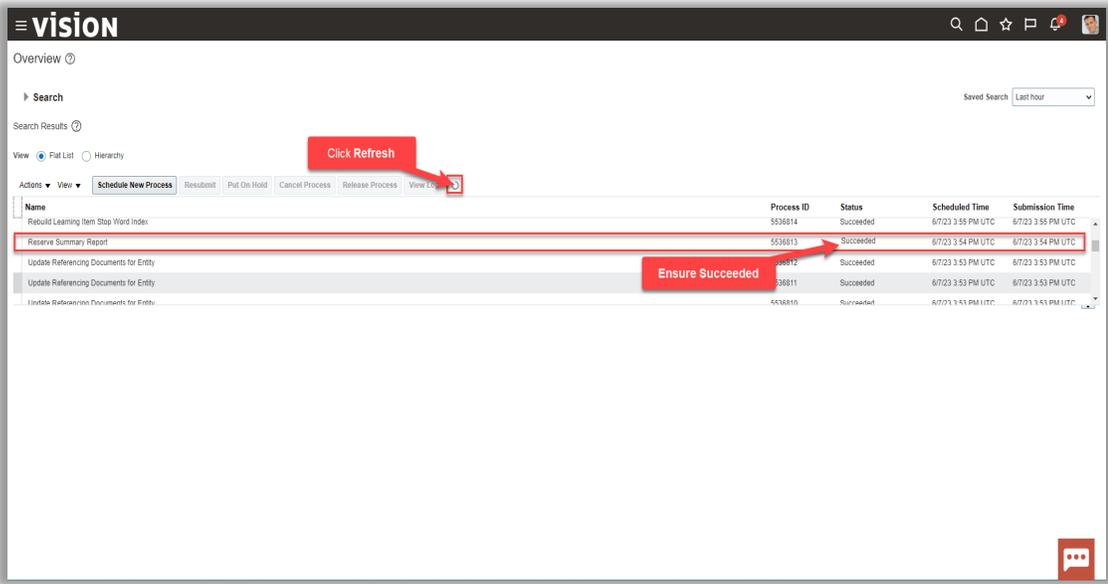
Select the **Book, Currency, and Period Information**. Click **Submit**



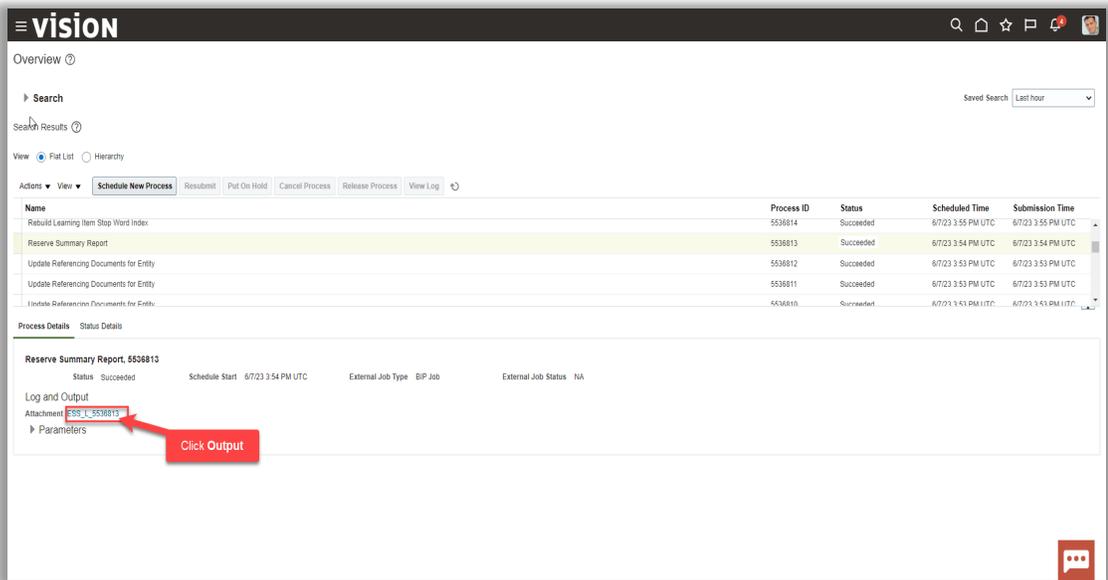
Click OK



Click Refresh until process is Succeeded



Scroll down and click the **Output Report File** to open the Report details



Thank you for reviewing and using our guide; we hope you have found it helpful. If you have any questions on the content included in this guide, please contact our Training & Learning team at learn@camptratech.com

Version History	Revision Date	Author	Changes
Version 1.0		Megan Ketter	Initial Version