



Fixed Assets Admin Guide



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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

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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**

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Scroll down and enter Comments

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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**

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Click Manage All Books

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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**

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



Click Refresh

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Actions v Vew v Schedule New Process Resubmit Put On Hold Cancel Process Release Process View Log			
Name	Process ID	Status Scheduled Time	Submission Time
ESS job to run Bulk ingest to OSCS	5493582	Wait 5/23/23 7:38 PM UTC	5/23/23 6:48 PM UTC
Ingesting attachments to OSCS	5493581	Wait 5/23/23 6:58 PM UTC	5/23/23 6:48 PM UTC
ESS process to check Search Cloud Service availability	5493580	Wait 5/23/23 6:53 PM UTC	5/23/23 6:48 PM UTC
Offline Tasks Executor	5493579	Wait 5/23/23 7:45 PM UTC	5/23/23 6:45 PM UTC

Lastly, confirm the Calculate Depreciation process is Succeeded

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Prepare What-If Depreciation Analysis	5280661	Succeeded	2/20/23 10:08 AM UTC	2/20/23 10:08 AM UTC
Calculate Depreciation	5280645	Succeeded	2/20/23 9:53 AM UTC	2/20/23 9:53 AM UTC
Confirm Succee	ded			

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

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Click Add Assets in Spreadsheet

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Select the Book and Asset Type. Click Go

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Enter the required fields with information: Interface Line Number, Asset Book, Asset Type, Queue Name, Description, Major Category, Date Place in Service, Cost, Units, Asset Location, and State, City, County, Address, and Depreciation Expense Account

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

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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**

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Next, click **Assets**



Click Tasks

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Click Prepare Source Lines

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Select Book and for Queue, click New. Click Search



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

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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**

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Next, click **Assets**



Click Tasks

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Click Prepare Source Lines

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	4	00.00 1/3/21 E	UILDING-OFFICE			283783	Error			Manage All Books
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Select Book and for Queue, click New. Click Search



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

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Once complete, click Save and Close

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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**

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Rebuild Learning Item Stop Word Index	5495883	Succeeded	5/24/23 1:40 PM UTC	5/24/23 1:40 PM UTC	
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From the drop down, click Search

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Type Post Mass Additions and click Search

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

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ESS process to check Search Cloud Service availability	* Boot US CORP	5496361	Wait	5/24/23 5:43 PM UTC	5/24/23 5:38 PM UTC
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Click Refresh until process is Succeeded

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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**

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Type **Delete Mass Additions** and click **Search**

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

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Click Schedule tab and select the applicable Run

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

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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**

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Next, click Assets



Click Tasks

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	4	1/3/21 B	UILDING-OFFICE			283783	Error		
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Click Prepare Source Lines

ons Incomplete Exceptions Ready to Post	Adjustments 1 Incomplete	Transfers 4 Incomplete	Retirements 32 Incomplete 2 Exceptions 0 Ready to Post	MAY-22		Click Pre	pare Source	Lines	Prepare Source Lines Adjust Assets Adjust Assets in Spreadsheet Capitalize CIP Assets Impair Assets Revalue Assets
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	4	00.00 1/3/21 BL	ILDING-OFFICE		1	283783	Error		Manage All Books
	1	75.00 1/1/21 BL	ILDING-OFFICE		1	283781	Error		Manage Units of Production

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



Next, click Ctrl and highlight the rows

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A2		1,755.00	1/2/21	BUILDING-OFFICE		1		283782	Error		
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Click Merge

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A3		400.00	1/3/21	BUILDING-OFFICE		1			283783	Error					
A1		175.00	1/1/21	BUILDING-OFFICE		1			283781	Error					

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

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Δ	INC_0809	1.00 6/12/2	3		1			New	6/6/23	
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Δ	IN_0706_0004	View 🔻 Set Pa	arent	Highlight Row				New	6/7/23	
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		New	IN_1205_0001	Rotted Fruit		2	46.00			
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A	INC_0809	1.00	6/12/23			1			New	6/6/23
A	IN_0606_0005	1.00	6/12/23			1			New	6/6/23
A	IN_0606_0005	-1.00	6/12/23			1			New	6/6/23
	IN_0706_0004	Preview Merge						×	New	6/7/23
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Δ	IN_0706_0004 -	-60.00 6/12/23		1		New 6/7/23	

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

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From home screen, click **Fixed Assets**

Next, click Assets



Click Tasks

	Adjustments	Transfers	Retirements	Depreciation					
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Click Prepare Source Lines

ons Incomplete Exceptions Ready to Post	Adjustments 1 Incomplete	Transfers 4 Incomplete	Retirements 32 Incomplete 2 Exceptions 0 Ready to Post	Depreciation MAY-22		Click Pre	pare Source	E Lines	Prepare Source Lines • Adjust Assets • Adjust Assets in Spreadsheet • Capitalize CIP Assets • Impair Assets • Revalue Assets • Transfer Assets • Transfer Assets • Revalue Assets
s • View • 3 Hescription	Detach Prepare	All Merge Add to Asset m/d/yy 0℃ ▲▼ In Service Date C	Split Change Book	PO Number Units	Comments Project Numb	er Asset Number	Queue	m/d/yy 6	Retire Assets in Spreadsheet Reinstate Assets Update Descriptive Details Manage Leases Accounting
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5	1,	100.00 1/5/21 Bi 400.00 1/3/21 Bi	JILDING-OFFICE JILDING-OFFICE			283785 283783	Error		General Inquire Assets Perform What-If Analysis Manage All Books
		175.00 1/1/21 BI	JILDING-OFFICE			283781	Error		Manage Units of Production Manage Physical Inventory

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.

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4	Rotted Fruit	IN_1206_0001	46.00	6/12/23		22	2		On hold	6/12/23	
Δ		INC_0809	1.00	6/12/23		Highlight Dow	1		New	6/6/23	
A		IN_0606_0005	1.00	6/12/23		Highlight Row	1		New	6/6/23	
A		IN_0606_0005	-1.00	6/12/23			1		New	6/6/23	
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Click Yes

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A	INC_0809	1.00 6/12/23			1		New	6/6/23
A	IN_0606_0005	1.00 6/12/23			1		New	6/6/23
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Click **OK**

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Rotted Fruit	IN_1206_0001	23.00	6/12/23	22	1		On hold	6/12/23
	INC_0809	1.00	6/12/23		1		New	6/6/23
	IN_0606_0005	1.00	6/12/23		1		New	6/6/23
	IN_0606_0005	-1.00	6/12/23		1		New	6/6/23
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				Click OK				

Click View then Query By Example

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A	Goery by Example	IN_0706_0004	-60.00 6/12/23		1	D	New 6/7/23	

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**

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Next, click Assets

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Click Tasks

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	1,7	55.00 1/2/21	BUILDING-OFFICE			283782	Error		
	1,4	90.00 1/4/21	BUILDING-OFFICE			263780	Error		
	1,1	00.00 1/5/21	BUILDING-OFFICE			283785	Error		
	4	00.00 1/3/21	BUILDING-OFFICE			283783	Error		
	1	75.00 1/1/21	BUILDING-OFFICE			283781	Error		

Click Prepare Source Lines

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Assets 🕐 🛛 us co	IRP-USD 💌										Transactions
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A2	1,75	55.00 1/2/21 B	UILDING-OFFICE		1		283782	Error			Accounting Create Accounting
A6	1,4	11.71 1/6/21 B	UILDING-OFFICE		1		283785	Error			Create Adjustment Journal
A4	1,19	0.00 1/4/21 B	UILDING-OFFICE		1		283784	Error			Review Journal Entries
AS	1,1	00.00 1/5/21 B	UILDING-OFFICE		1		283785	Error			Inquire Assets
A3	4	00.00 1/3/21 B	UILDING-OFFICE		1		283783	Error			Perform What-if Analysis
A1	17	75.00 1/1/21 B	UILDING-OFFICE		1		283781	Error			Manage Units of Production
4											Manage Physical Inventory

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.

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	A6		1,411.71	1/6/21	BUILDING-OFFICE		1			283786
	A4		1,190.00	1/4/21	BUILDING-OFFICE		1			283784
	A5		1,100.00	1/5/21	BUILDING-OFFICE		1			283785
	A3		400.00	1/3/21	BUILDING-OFFICE		1			283783
	A1		175.00	1/1/21	BUILDING-OFFICE		1			283781

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

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Category Equipment Tag Number MACIP1			
Asset Number 111148 Serial Number			
Description Employee Name			
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Click Preview Add to Asset

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

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Next, we have to run the Post Mass Additions Process. Next, click Post All then OK

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	A6		1,411.71	1/6/21	BUILDING-OFFICE			1		283786					
	A4		1,190.00	1/4/21	BUILDING-OFFICE			1		283784					
P	A5		1,100.00	1/5/21	BUILDING-OFFICE		G	1		283785					
	A3		400.00	1/3/21	BUILDING-OFFICE			1		283783					
	A1		175.00	1/1/21	BUILDING-OFFICE			1		283781					_

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**

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Click Adjust Assets

≡ VISIO Assets © US COP	N RP-USD 🖬									Q 🗅 ☆ Þ 🔎 🧐 Transactions - Add Asset
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Select the **Book** and under **Asset Type**, click **Capitalized** then enter the **Category**, **Asset Number**, and **Tag Number**. Click **Search**

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Asset Number Description No search conducted.	Category	Asset Type Asset Ney Tag Number Senal Number

Highlight the row and click Transfer Source Lines

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111148 Manufacturing Assembly Line 2 in Miami	EQUIPMENT-MANUFACTURIN	3 CIP	MACIP1	
Highlight the row				

Click Transfer Amount field and enter the Transfer Amount

Tra	insfer ancy = US	Source Lines: Asset 111148 ⑦ ¤										Transfer Cancel
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Scroll down and enter the destination asset **Category**, **Asset Number**, and **Tag Number**. Click **Search**

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Highlight the row of the Destination Asset and click Transfer

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10009	96 E	ell Laptop						COMPUTER-HAR	DWARE CAPITALIZ	ED	3,525.00		

Enter Comments and click Submit

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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

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Next, click Assets

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Click Tasks

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Click Adjust Assets

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A6 A4 A5 A3	1,41 1,19 1,10 40	1.71 1/6/21 Bi 0.00 1/4/21 Bi 0.00 1/5/21 Bi 0.00 1/3/21 Bi	UILDING-OFFICE UILDING-OFFICE UILDING-OFFICE UILDING-OFFICE		1 1 1		283786 283784 283785 283783	Error Error Error Error		Create Adjustment Journal Review Journal Entries General Inquire Assets Perform What-If Analysis
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Select the **Book** and under **Asset Type**, click **Capitalized** then enter the **Category**, **Asset Number**, and **Tag Number**. Click **Search**

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** Asset Number 111148	Serial Number	
Description	Employee Name	•
		Search Reset Save
Actions View		Click Search
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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

≡ Ad Curr	VI Id Sot	SION arce Lines: Ass	set 111148 (?)	Book US CORP Asset Type CIP						Ca Open	legory EQUIPM Period MAY-22	Click S	Q ∩ ☆ submit	F Cancel
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Sou A Vi	rce Lir sset Co ew 🔻	e Details st 882,570.00 + 😨 Detach Invoice Number	New Asset Cost	907.570.00 Description	Enter the Distribution Line	below info	Supplier Name	Supplier Number	PO Number	Project Number	Task Number	Source Batch	Material Indicator	Meaning
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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**

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Next, click **Assets**



Click Tasks

	Adjustments	Transfers	Retirements	Depreciation					
	1	4	32 Incomplete	MAV 22					
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°.	_	_	-						Click Task
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		1/3/21 B	UILDING-OFFICE			283783	Error		
-						283781	Error		

Click Adjust Assets

titions Incomplete Exceptions Ready to Post	Adjustments 1 Incomplete	Transfers 4 Incomplete	Retirements 32 Incomplete 2 Exceptions 0 Ready to Post	Depreciation MAY-22				Click Adjust	Assets	Add Assets in Spreadsheet Prepare Source Lines Adjust Assets Adjust Assets Capitalize CIP Assets Impar Assets Revalue Assets Transfer Assets Transfer Assets
s ▼ View ▼ 3 Description I	NVOICE Number Cost 4	Merge Add to Asset m/d/yy Co To Service Date C	Split Change Book	PO Number Unit	s Comments Pr	oject Number	Asset Number	Queue	m/d/yy Ø Invoice Accounting Date	Retre Assets Retre Assets Retre Assets Retreate Assets Update Descriptive Details Manage Leases Accounting Cowee Accounting
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Select the **Book** and under **Asset Type**, click **Capitalized** then enter the **Category**, **Asset Number**, and **Tag Number**. Click **Search**

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** Asset Number 111148	Serial Number	
Description	Employee Name	
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Actons V View V Exy Change Financial Details Transfer Source Lines Change Category Asset Number Description	Category	Click Search y Asset Type Asset vey Tag Number Serial Number
No search conducted.		
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Highlight the row and click Actions then Manage Source Lines then Change

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Del	elete Asset			Click Ch	ange					COMPUTER-HARDWARE	Capitalized			
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111	1099	Company Cars								VEHICLE-STANDARD	Capitalized			
111	1155	Laptops								COMPUTER-HARDWARE	Capitalized			
111	1157	Photocopier								EQUIPMENT-OFFICE	Capitalized			
111	1116	Company Cars								VEHICLE-STANDARD	Capitalized			
111	1119	Company Cars								VEHICLE-STANDARD	Capitalized			
111	1122	Company Cars								VEHICLE-STANDARD	Capitalized			
111	1123	Company Cars								VEHICLE-STANDARD	Capitalized			

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.

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	nang	e Source Lines:	: Asset 11102	50												
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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**

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Next, click Assets

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	1,11	0.00 1/3/21	BUILDING-OFFICE				283783	Error					
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Click Adjust Assets

≡ VISIO Assets © US COP	N RP-USD 🖬									Q 🗅 ☆ Þ 🔎 🧐 Transactions - Add Asset
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A6 A4 A5 A3	1,41 1,19 1,10 40	1.71 1/6/21 Bi 0.00 1/4/21 Bi 0.00 1/5/21 Bi 0.00 1/3/21 Bi	UILDING-OFFICE UILDING-OFFICE UILDING-OFFICE UILDING-OFFICE		1 1 1		283786 283784 283785 283783	Error Error Error Error		Create Adjustment Journal Review Journal Entries General Inquire Assets Perform What-If Analysis
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Select the **Book** and under **Asset Type**, click **Capitalized** then enter the **Category**, **Asset Number**, and **Tag Number**. Click **Search**

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Asset Number 111148	Senai Number	
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Highlight the row and click **Change Category**

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100046	Del Laptop	COMPUTER-HARDWARE	Capitalized			
100096	Del Laptop	COMPUTER-HARDWARE	Capitalized			
111025	SAN Disk Array	COMPUTER-NETWORK	Capitalized			
111236	Laptops	COMPUTER-HARDWARE	Capitalized			
111237	Laptops	COMPUTER-HARDWARE	Capitalized			
111246	Laptops	COMPUTER-HARDWARE	Capitalized			
111155	Laptops	COMPUTER-HARDWARE	Capitalized			
111207	Laptops	COMPUTER-HARDWARE	Capitalized			
111547	Laptops	COMPUTER-HARDWARE	Capitalized			
111602	Laptop	COMPUTER-HARDWARE	Capitalized			
111598	HP Pavilion Desktop Elite	COMPUTER-HARDWARE	Capitalized			
111720	Laptops	COMPUTER-HARDWARE	Capitalized			
111741	Laptops	COMPUTER-HARDWARE	Capitalized			
111631	Laptops	COMPUTER-HARDWARE	Capitalized			
111634	Laptops	COMPUTER-HARDWARE	Capitalized			
111635	Laptops	COMPUTER-HARDWARE	Capitalized			
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111817	Laptops	COMPUTER-HARDWARE	Capitalized			
111819	Laptops	COMPUTER-HARDWARE	Capitalized			

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

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Change Category: Asset 100037 ⑦		Sub <u>mit</u>
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Transaction Details	Comments Category Update	xte 5/31/22
	Context Valk	ue 🗸
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Enter the New Category information and click OK

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Asset	Type Capitalized	Open Period MAY-22	
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Click Submit

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Change Category: Asset 100037 ⑦		
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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**

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Next, click Assets



Click Tasks

	Adjustments	Transfers	Retirements	Depreciation					
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ititions Incomplete Exceptions Ready to Post	Adjustments 1 Incomplete	Transfers 4 Incomplete	Retirements 32 Incomplete 2 Exceptions 0 Ready to Post	Depreciation MAY-22				Click Adjust .	Assets	Add Assets in Spreadheet Prepare Source Lines Adjust Assets Capitalize CIP Assets Impar Assets Revalue Assets Transfer Assets Transfer Assets
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Select the **Book** and under **Asset Type**, click **Capitalized** then enter the **Category**, **Asset Number**, and **Tag Number**. Click **Search**

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Description	Employee Name	•
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Actions View Transfer Source Lines Change Category		Click Search
Asset Number Description No search conducted.	Category	Asset Type Asset Key Tag Number Serial Number
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Highlight the row and click Actions then Enter Unplanned Depreciation

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Change Category	Highlight Row	COMPUTER-HARDWARE	Capitalized
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Enter Unplanned	spreciation	COMPUTER-NETWORK	Capitalized
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		COMPUTER-HARDWARE	Capitalized
111155	Laptops	COMPUTER-HARDWARE	Capitalized
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111547	Laptops	COMPUTER-HARDWARE	Capitalized
111602	Laptop	COMPUTER-HARDWARE	Capitalized
111598	HP Pavilion Desktop Elite	COMPUTER-HARDWARE	Capitalized
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111635	Laptops	COMPUTER-HARDWARE	Capitalized
111816	Laptops	COMPUTER-HARDWARE	Capitalized
111817	Laptops	COMPUTER-HARDWARE	Capitalized
111819	Laptops	COMPUTER-HARDWARE	Capitalized

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

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Enter Unplanned Depreciation: Asset 100037 ⑦			Submit Cancel
Currency = USD			
Book	US CORP.	Category C	Click Submit
Asset Type	Capitalized	Enter the below information Open Period	WY-22
Transaction Details			
Comments	Updated Depreciation Amount	Context Value	2
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Unplanned Depreciation Details			
* Amount	5,000.00	Reason In	itial code for unplanned depreciation \mathbf{v}
* Depreciation Expense Account	101.10.68160.000.000		
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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**

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Next, click Assets

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	1,19	90.00 1/4/21	BUILDING-OFFICE				283784	Error					
	1,11	0.00 1/3/21	BUILDING-OFFICE				283783	Error					
	1	75.00 1/1/21	BUILDING-OFFICE				283781	Error					

Click Adjust Assets

≡ VISIO Assets © US COP	N RP-USD 🖬									Q 🗅 ☆ Þ 🔎 🧐 Transactions - Add Asset
Additions 0 Incomplete 6 Exceptions 1 Ready to Post	Adjustments 1 Incomplete	Transfers 4 Incomplete	Retirements 32 Incomplete 2 Exceptions 0 Ready to Post	Depreciation MAY-22				Click Adjust	Assets [Add Assets in Spreadbaset Prevest Source Lines Adder Assets Adder Assets Adder Assets Impact Assets Impact Assets Transfer Acest Transfer Acest Transfer Acest Reint Acest
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A1	175	5.00 1/1/21 BI	UILDING-OFFICE		1		283781	Error		Manage All Books Manage Units of Production Manage Physical Inventory
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Select the **Book** and under **Asset Type**, click **Capitalized** then enter the **Category**, **Asset Number**, and **Tag Number**. Click **Search**

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Adjust Assets ⑦		Dgene
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Highlight the row and click Change Financial Details

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Adjust As	ssets ②									Done
Basic Mass	5									
▶ Searce	ch		Click Change Financia	Details				Basic Manage	Watchlist Saved Se	arch All Assets_1 🗸
Actions 🔻	View 🔻	Change Financial De15	Transfer Source Lines Change Category							
Asset	Number	Description				Category	Asset Type	Asset Key	Tag Number	Serial Number
100037	7	SAN Disk Array				COMPUTER-NETWORK	Capitalized			A
100046	6	Dell Laptop	Highlight the row			COMPUTER-HARDWARE	Capitalized			
100096	6	Dell Laptop		Q		COMPUTER-HARDWARE	Capitalized			
111025	5	SAN Disk Array				COMPUTER-NETWORK	Capitalized			
111236	8	Laptops				COMPUTER-HARDWARE	Capitalized			
111237	7	Laptops				COMPUTER-HARDWARE	Capitalized			
111246	5	Laptops				COMPUTER-HARDWARE	Capitalized			
111155	5	Laptops				COMPUTER-HARDWARE	Capitalized			
111207	7	Laptops				COMPUTER-HARDWARE	Capitalized			
111547	7	Laptops				COMPUTER-HARDWARE	Capitalized			
111602	2	Laptop				COMPUTER-HARDWARE	Capitalized			
111598	3	HP Pavilion Desktop Elite				COMPUTER-HARDWARE	Capitalized			
111720)	Laptops				COMPUTER-HARDWARE	Capitalized			
111741		Laptops				COMPUTER-HARDWARE	Capitalized			
111631		Laptops				COMPUTER-HARDWARE	Capitalized			
111634	1	Laptops				COMPUTER-HARDWARE	Capitalized			
111635	5	Laptops				COMPUTER-HARDWARE	Capitalized			
111816	3	Laptops				COMPUTER-HARDWARE	Capitalized			
111817	r	Laptops				COMPUTER-HARDWARE	Capitalized			
111819)	Laptops				COMPUTER-HARDWARE	Capitalized			

Update the applicable details and click Submit

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Change Financial Details: Asset 100037 ②				Submit Cancel
Currency = USD			Click Sub	mit
Book	US CORP	Category	COMPUTER-NETWORK	
Asset Type	Capitalized	Open Period	MAY-22	
Transaction Details		Enter Comments		
Comments		Amortization Start Date	m/d/yy	
		Context Value	~	
	Amortize	Regional Information	•	
	_			
Financial Details		Update the applicable information		
General Advanced Rules Revaluation Regional Information				
" Cost	230,000.00		Fully depreciate in current period	
Salvage Value Type	Amount 🗸	Bonus Rule	*	
Salvage Value Type Salvage Value Amount	Amount •	Bonus Rule Cash Generating Unit	✓	
Salvage Value Type Salvage Value Amount Salvage Value Percent	Amount •	Bonus Rute Cash Genrating Unit Depreciation Ceiling	•	
Salvage Value Type Salvage Value Amount Salvage Value Percent Depreciation Factor	Amount •	Bonas Rate Cash Generating Unit Depreciation YTD Depreciation	• • •	
Sahaga Yaba Type Sahaga Yaba Ancouri Sahaga Yaba Parcent Departiciation Factor " Departiciation Method	Amount v 0.00	Booss Rate Cath Generating Unit Depreciation Cetting YTD Depreciation Depreciation Reserve	▼ ▼ 0.00 230,000.00	
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Satrage Value Provent Satrage Value Arrown Satrage Value Arrown Depreciation Factor * Depreciation Method * Life in Yoon * Life in Yoon * Life in Yoon	Amount ▼ 0.00 0.00 STL ▼ 3 ▼ 0 ▼ 7/1015 6%	Bonas Rate Cash Generating Unit Depresistion Cetting VYID Depresistion Depresistion Reserve VYIB Sonus Depresistion Bonus Depresistion Bonus Depresistion Bonus Depresistion		
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Sahaga Value Type Sahaga Value Ancourt Sahaga Value Ancourt Depreciation Method * Life in Years * Life in Montha * In Sarvice Data * Procelar Convention Procelar Data	Anout • 0.00 0.00 STL • 3 • 6 • 7/1/1 © 7/1/1 © 7/1/1 © 7/1/1 © 7/1/1 ©	Bons Rea Cath Generating Unit Depreciation TVID Depreciation Oppreciation Reserve VTD Donus Depreciation Bonus Depreciation Reserve VTD Impairment Bioplanment Bio	▼ 220,000 20 220,000 20 0.00 0.00 0.00 0.00 230,000 00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	_

Capitalize CIP Assets

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

From home screen, click **Fixed Assets**

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Joi for Maria	Good afternoon, Ca	sey Brown	!				
	Cash Management			Configuration			
	Click Fixed Assets	APPS					
	Add Absence	R	0 C	Å	Ø	俞	
0,0000	Contact Info	Personal Information	Directory				
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No. 1	9 Your Benefits	Personal Brand	Volunteering	습 ⁷ 습 Social	Report Virus and Safety Incidents	Web Clock	
	හිනු, My Compensation	රුම	剞		+		

Next, click Assets



Click Tasks

complete coeptions	Adjustments Ti	ransfers	Retirements	Description					
Ready to Post	Incomplete	4 Incomplete	32 Incomplete 2 Exceptions 0 Ready to Post	MAY-22					Click Tasks
View ▼	Detach Prepare All	Merge Add to Asse m/d/yy 6	t Split Change Book	PO Number Unit	Comments Project Number	Asset Number	Queue	Invoice Accounting Date	
	1,755.00	0 1/2/21 E	BUILDING-OFFICE			283782	Error		
	1,190.00) 1/4/21 E	BUILDING-OFFICE			283784	Error		
	1,100.00	0 1/5/21 E	UILDING-OFFICE			283785	Error		
	400.00) 1/3/21 E	UILDING-OFFICE			283783	Error		
1	175.00	0 1/1/21 E	BUILDING-OFFICE			283781	Error		

Click Capitalize CIP Assets

ions Incomplete Exceptions Ready to Post	Adjustments 1 Incomplete	Transfers 4 Incomplete	Retirements 32 Incomplete 2 Exceptions 0 Ready to Post	Depreciation MAY-22			Click C	apitalize CII	Assets	Prepare Source Lines Adjust Assets Adjust Assets Adjust Assets Sophalze CIP Assets Impair Assets Tensfer Assets Tansfer Assets
is ▼ View ▼ 3 Description Ir	E Detach Prepare	All Merge Add to Asset m/d/yy the △▼ In Service Date Ca	Split Change Book	PO Number Uni	s Comments Proj	ject Number As	set Numkar⊽	Queue	m/d/yy B	Iranster Assets in Spreadsheet Ratire Assets Ratire Assets in Spreadsheet Reinstate Assets Update Descriptive Details Manage Leases
A2	1,7	55.00 1/2/21 BL	ILDING-OFFICE		1 Enter comment info	28	1782	Cost adjustment		Accounting Create Accounting Create Adjustment Journal
A6	1,4	11.71 1/6/21 BL	ILDING-OFFICE		1	28	1786	Error		Review Journal Entries
5	1,1	90.00 1/5/21 BL	ILDING-OFFICE		1	28	1785	Error		General Inquire Assets
	4	00.00 1/3/21 BL	ILDING-OFFICE		1	28	1783	Error		Perform What-if Analysis
	1	75.00 1/1/21 BL	ILDING-OFFICE		1	28	1781	Error		Manage An books Manage Units of Production
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Select the **Book**. For **Asset Type**, select **CIP** and click **Search**

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Capitalize CIP Assets	0			Done
✓ Search	Select Book		Select Asset Ty	pe bed Saved Search All Assets_1 •
	Book US CORP V	Asset Type CIP	2 •	Required
	Category	Tag Number		
	Asset Number	Serial Number		
	Description	Employee Name	•	
				Search Reset Save
View - Reverse Capitalize	Er 🔄 Detach			
Asset Number Des	cription	△▼ Category	Cost () Click Search	Key Date Placed in Service
100037 SAN	I Disk Array	COMPUTER-NETW	230,000.00	7/1/11
100046 Dell	Laptop	COMPUTER-HARD	3,235.00	8/1/11
100090 MFD	D - Copier	EQUIPMENT-OFFIC	28,500.00	5/1/11
100091 MFD	D - Copier	EQUIPMENT-OFFIC	28,500.00	5/1/11
100096 Dell	Laptop	COMPUTER-HARD	3,525.00	5/1/11
100101 Merc	cedes-Benz	VEHICLE-STANDAF	92,000.00	7/1/11
100117 Subu	urban	VEHICLE-STANDAF	69,875.00	9/1/11
100119 Mac	tine	EQUIPMENT-MANU	1,970,000.00	9/12/11
101001 Subu	urban	VEHICLE-STANDAF	20,348.00	1/31/12
111025 SAN	I Disk Array	COMPUTER-NETW	76,932.00	5/1/14
111168 Com	tpany Cars	VEHICLE-STANDAF	27,375.00	4/19/15
111096 Com	rpany Cars	VEHICLE-STANDAF	24,090.00	10/17/14
111150 Phot	tocopier	EQUIPMENT-OFFIC	1,642.50	2/11/15
111099 Com	rpany Cars	VEHICLE-STANDAF	24,090.00	10/23/14
111155 Lapte	lops	COMPUTER-HARD	1,642.50	2/11/15

Highlight the row and click **Capitalize**

= VISIO Capitalize CIP A	N ssets @ Click Capitalize				Q 🗋	☆ 戸 🔑 🔮 Dane ved Search AllAssets_1 マ
View - Capitalize	Er Detach 🖡					
Asset Number	Description		Category	Cost () Tag Number	Asset Key	Date Placed in Service
111148	Manufacturing Assembly Line 2 in Miami		EQUIPMENT-MANU	882,570.00 MACIP1		1/12/15
111861	Office Equipment	Highlight the your	EQUIPMENT-OFFIC	3,243,892.61		8/31/16
111873	Equipment Manufacturing	Highlight the row	EQUIPMENT-MANU	897,900.00		11/30/16
111874	Equipment Office		EQUIPMENT-OFFIC	558,450.00		11/30/16
111149	Manufacturing Assembly Line Miami 1		EQUIPMENT-MANU	942,795.00		1/26/15
111870	Office Equipment		EQUIPMENT-OFFIC	393,433.50		10/31/16

Enter the Date Placed in Service and click OK

E VISIO Capitalize CIP As Search View Capitalize	N seets @				Q 🖒	☆ 戸 🔑 🔮 Dgne wed Search All Assets_1 ✓
Asset Number	Description		Category	Cost () Tag Number	Asset Key	Date Placed in Service
111148	Manufacturing Assembly Line 2 in Miami		EQUIPMENT-MANU	882,570.00 MACIP1		1/12/15
111861	Office Equipment		EQUIPMENT-OFFIC	3,243,892.61		8/31/16
111873	Equipment Manufacturing		EQUIPMENT-MANU	897,900.00		11/30/16
111874	Equipment Office		EQUIPMENT-OFFIC	558,450.00		11/30/16
111149	Manufacturing Assembly Line Miami 1		EQUIPMENT-MANU	942,795.00		1/26/15
		New Date Placed in Service 53/32	Select Date Placed in t	Service		

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

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0 0	My Paysips						
	Your Benefits	B	Î	е <u></u> е		٢	
	Existing Absences		Volunteering		Report Virus and Safety Incidents	Web Clock	
	國。 My Compensation		Яп	G			
	Current Time Card	<u>ර</u> ුලා _{Goals}	Performance	Expenses	+ /		

Next, click Assets

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Lei Bei	Good afternoon, Casey Brown!	
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	Things to Finish	
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Click Tasks

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	1	1	32 Incomplete								
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In	voice Number Cost	▲ In Service Date C	Category	PO Number Uni	its Comments	Project Number	Asset Number	Queue	Invoice Accounting	Date	
	1,7	55.00 1/2/21 E	BUILDING-OFFICE		1		283782	Error			
	1,4	31.71 1/6/21 E	BUILDING-OFFICE		1		283786	Error			
	1,1	90.00 1/4/21 E	BUILDING-OFFICE		1		283784	Error			
					1		283785	Error			
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Click Capitalize CIP Assets

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Additions 0 Incomplete 6 Exceptions 1 Ready to Pos	Adjustments 1 Incomplete	Transfers 4 Incomplete	Retirements 32 Incomplete 2 Exceptions 0 Ready to Post	Depreciation MAY-22			Click C	apitalize CI	P Assets	Add Asset Add Asset Add Asset Add Asset Proper Source Lines Adjust Asset Adjust Asset Adjust Asset Coloxize OF Asset IncarAsset Revealure Asset Revealure Assets Transformation
Actions • View • 5	Invoice Number	All Merge Add to Asset mid/yy fto ▲▼ In Service Date Co 55.00 1/2/21 BI	Split Change Book	PO Number Unit	Comments Free comment info	Project Number	Asset Number	Queue Cost adjustment	midyy fig Invoice Accounting Date	Transfer Acases in Spreadtheet Transfer Acases in Spreadtheet Refer Acases in Spreadtheet RefersAcases in Spreadtheet RefersAcases Update Descriptive Details Manage Lease Accounting Create Accounting
A6 A4 A5	1,4	11.71 1/8/21 BI 90.00 1/4/21 BI 00.00 1/5/21 BI	UILDING-OFFICE UILDING-OFFICE UILDING-OFFICE		1		283788 283784 283785	Error Error Error		Create Adjustment Journal Review Journal Entries General Inquire Assets Perform What-If Analysis
A3 A1	41	00.00 1/3/21 BI 75.00 1/1/21 BI	UILDING-OFFICE		1		283783 283781	Error		Manage All Books Manage Units of Production Manage Physical Inventory
4										

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

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Capitalize CIP As	ssets 🕐			Done
✓ Search	Select Book		Select Asset Type	vanced Saved Search AllAssets_1 ~
	Book US CORP	Asset Type Ca	pitalized 🗸	
	Category	Tag Number		
	Asset Number	Serial Number		
	Description	Employee Name	•	
				Search Reset Save
View Reverse Cap	sitalize 🕞 🖓 Detach			
Asset Number	Description	Category	Click Search	et Key Date Placed in Service
100037	SAN Disk Array	COMPUTER-NETW	230,000.00	7/1/11
100046	Dell Laptop	COMPUTER-HARD	3,235.00	8/1/11
100090	MFD - Copier	EQUIPMENT-OFFIC	28,500.00	5/1/11
100091	MFD - Copier	EQUIPMENT-OFFIC	28,500.00	5/1/11
100096	Dell Laptop	COMPUTER-HARD	3,525.00	5/1/11
100101	Mercedes-Benz	VEHICLE-STANDAF	92,000.00	7/1/11
100119	Machine	EQUIPMENT-MANU	1,970,000.00	9/12/11
111025	SAN Disk Array	COMPUTER-NETW	76,932.00	5/1/14
111217	Company Cars	VEHICLE-STANDAF	24,637.50	7/25/15
111221	Company Cars	VEHICLE-STANDAF	24,637.50	7/21/15
111227	Company Cars	VEHICLE-STANDAF	24,637.50	7/15/15
111236	Laptops	COMPUTER-HARD	2,190.00	7/15/15
111237	Laptops	COMPUTER-HARD	2,190.00	7/17/15
111246	Laptops	COMPUTER-HARD	2,190.00	7/29/15
111116	Company Cars	VEHICLE-STANDAF	29,200.00	11/1/14

Highlight the row and click **Reverse Capitalize**

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Capitalize CIP A	ssets (2)			Done
	Click Reverse Capitalize			
Search				Advanced Saved Search All Assets_1 🗸
View 👻 Reverse Ca	stalize 🔤 🗁 🔐 Detach			
Asset Number	Description	Category	Cost () Tag Number	Asset Key Date Placed in Service
111724	Laptops	COMPUTER-HARD	0.00	1/31/16
111732	Laptops	COMPUTER-HARD	0.00	1/31/16
111736	Laptops	COMPUTER-HARD	0.00	1/31/16
111740	Laptops	COMPUTER-HARD	60.00	1/31/16
111742	Laptops	COMPUTER-HARD	0.00	1/31/16
111748	Laptops	COMPUTER-HARD	0.00	1/31/16
111628	Laptops	COMPUTER-HARD	60.00	1/31/16
111633	Laptops	COMPUTER-HARD	0.00	1/31/16
111861	Office Equipment	EQUIPMENT-OFFIC	3,243,892.61	5/31/22
111625	Laptop Ut at the second s	COMPUTER-HARD	16,425.00	8/1/15
111652	Laptops Hignlight the row	COMPUTER-HARD	130.00	1/31/16
111658	Laptops	COMPUTER-HARD	2,190.00	1/5/16
111669	Laptops	COMPUTER-HARD	2,190.00	1/5/16
111757	Laptops	COMPUTER-HARD	130.00	1/31/16
111760	Laptops	COMPUTER-HARD	130.00	1/31/16
				•••
l				

Click Yes

Asset Number	Description		Category	Cost () Tag Number	Asset Key Date Placed in Serv
11724	Laptops		COMPUTER-HARD	0.00	1/31/16
11732	Laptops		COMPUTER-HARD	0.00	1/31/16
11736	Laptops		COMPUTER-HARD	0.00	1/31/16
11740	Laptops		COMPUTER-HARD	60.00	1/31/16
11742	Laptops		COMPUTER-HARD	0.00	1/31/16
11748	Laptops		COMPUTER-HARD	0.00	1/31/16
11628	Laptops	🔺 Warning 🛛 🗙	COMPUTER-HARD	60.00	1/31/16
11633	Laptops	The capitalization of the selected asset will be reversed. Do you want to continue?	COMPUTER-HARD	0.00	1/31/16
11861	Office Equipment	Yes No	EQUIPMENT-OFFIC	3,243,892.61	5/31/22
11625	Laptop		COMPUTER-HARD	16,425.00	8/1/15
11652	Laptops	Click Tes	COMPUTER-HARD	130.00	1/31/16
11658	Laptops		COMPUTER-HARD	2,190.00	1/5/16
11669	Laptops		COMPUTER-HARD	2,190.00	1/5/18
11757	Laptops		COMPUTER-HARD	130.00	1/31/16
11760	Laptops		COMPUTER-HARD	130.00	1/31/16

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**

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-00,50	Good afternoon, C	asey Brown	!				4.
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	Click Fixed Assets	APPS					0 0 0 0 0
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	(Contact Info)	Personal Information					
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	Existing Absences	Personal Brand	Volunteering	Social	Report Virus and Safety Incidents	Web Clock	
	🚱 My Compensation	20	61		+		
ALC: NO DECEMBER		Goals	Performance	Expenses			

Next, click Assets

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Click Depreciation

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Assets ⊘ us corp - usp 💌				
Additions O Incomplete 6 Exceptions 1 Ready to Post	Transfers 4 Incomplete •	nents Incomplete Exceptions Ready to Post	Click Depreciation	Е Ш
Period Details Period Close Date 5/1/22 Book UD CoRP Book Class Corporate Ledger US Primary La	Complete Oppere Gger Last Last Create M	Calculate Depresation		

Next from the Calculate Depreciation dropdown, select Close Period

≡ VISION Assets ⊘ US CORP	- USD 🗖						Q () ☆ P (. 🚳
Additions 0 Incomplete 6 Exceptions 1 Ready to Post	Adjustments	Transfers 4 Incomplete	Retirements 32 Incomplete 2 Exceptions 0 Ready to Post	Depreciation MAY-22	Click drop down			= <u>hl.</u>
Period Details Period C Bo	ose Date 5/31/22 Book US CORP ek Class Corporate Ledger US Primary Ledger		Completed Additions 4 Completed Retirements 0 Last Depreciation 5/24 Last Create Mass Additions	Calculate Depreciation Calculate Lease Expenses Close Period /23 4:30 PM	Click Close Period	4		
								F

Click Yes

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Additions O Incomplete 6 Exceptions 1 Ready to Post	Adjustments 1 Incomplete	Transfers 4 Incomplete	Retirements 32 Incomplete 2 Exceptions 0 Ready to Post	Depreciation MAY-22		E HL
Period Details Period C	ose Date 5/31/2 Book UB CORP ok Class Coporate Ledger US Primary Ledger		Completed Additions 4 Completed Retrements Last Depreciation Last Create Mass Addition	Catalate Depreciation	e period and you can't requere it. Do you want to contruent you you you you you you you you you you	
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Next, run the **Calculate Depreciation** process through **Scheduled Processes.** From the home screen, under **Tools**, click **Scheduled Processes**

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Line Part	Good afternoon, Ca	lsey Brown	!	Click	Tools				
	Cash Management Fixed Assets	Cash Management Fixed Assets Expenses My Enterprise Tools Configuration Others							10 50
		APPS				Click Sched	uled Processes) ⁰ (
	č≦ Habry	Set Preferences	Approvals	Reports and Analytics	Scheduled Processes	Security Console			000
		Sales and Service Access Management	File Import and Export	Transaction Console	Collaboration Messaging	Data Visualization			
0		Period Close Process	Enterprise Data						
	Things to Finish								

Click Schedule New Process

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Overview ⊘ ▶ Search			Saved Search	Last hour
Search Results Very Fat Lit Herarchy Click Schedule New Process Actors Very Schedule New Process Results Plut On Hold Cancel Process				
Name	Process ID	Status	Scheduled Time	Submission Time
Rebuild Learning Item Stop Word Index	5499615	Wait	5/25/23 8:05 PM UTC	5/25/23 8:00 PM UTC
Aggregate Service Requests	5499614	Wait	5/25/23 9:00 PM UTC	5/25/23 8:00 PM UTC
Learn Migration	5499613	Wait	5/25/23 9:00 PM UTC	5/25/23 8:00 PM UTC
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Click **Refresh** and ensure the Status is **Succeeded**

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Check Status				

Suspend Depreciation

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

From home screen, click Fixed Assets

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Click Tasks

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

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Highlight the row and click Actions then Suspend Depreciation

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100096	Dell Laptop	COMPUTER-HARDWARE	Capitalized			
100101	Mercedes-Benz	VEHICLE-STANDARD	Capitalized			
100117	Suburban	Confirmation × -STANDARD	Capitalized			
100119	Machine	The suspend depreciation transaction for asset 100090 has been submitted for processing with process ID 5513752. ENT-MANUFACTURING	3 Capitalized			
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111157	Photocopier	EQUIPMENT-OFFICE	Capitalized			
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111246	Laptops	COMPUTER-HARDWARE	Capitalized			-

Resume Depreciation

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

From home screen, click **Fixed Assets**

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

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Highlight the row and click Actions then Resume Depreciation

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100096	Dell Laptop	-	Enter Commonte	COMPUTER-HARDWARE	Capitalized			
100101	Mercedes-Benz	Resume Depreciation: Asset 100090	Enter Comments	VEHICLE-STANDARD	Capitalized			
100117	Suburban	Comments	Context Value 🗸	VEHICLE-STANDARD	Capitalized			
100119	Machine		Regional Information 🗸	EQUIPMENT-MANUFACTURING	Capitalized			
101001	Suburban			VEHICLE-STANDARD	Capitalized			
111025	SAN Disk Array			COMPUTER-NETWORK	Capitalized			
111168	Company Cars		OK Cancel	VEHICLE-STANDARD	Capitalized			
111096	Company Cars	Click OK		VEHICLE-STANDARD	Capitalized			
111150	Photocopier			EQUIPMENT-OFFICE	Capitalized			
111099	Company Cars			VEHICLE-STANDARD	Capitalized			
111155	Laptops			COMPUTER-HARDWARE	Capitalized			
111157	Photocopier			EQUIPMENT-OFFICE	Capitalized			
111116	Company Cars			VEHICLE-STANDARD	Capitalized			
111119	Company Cars			VEHICLE-STANDARD	Capitalized			
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Click OK

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100101	Mercedes-Benz		VEHICLE-STANDARD	Capitalized			
100117	Suburban		VEHICLE-STANDARD	Capitalized			
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111099	Company Cars		VEHICLE-STANDARD	Capitalized			
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111157	Photocopier		EQUIPMENT-OFFICE	Capitalized			
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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

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Click Perform What-if Analysis

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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.

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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

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Next, click Assets



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

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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

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Adjusting Units

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

From home screen, click **Fixed Assets**

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Next, click **Assets**



Click Tasks

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

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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**

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Next, click Assets



Click Tasks

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Click Update Descriptive Details

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

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View	Click Search
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Highlight the row and click **Change Descriptive Details**

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earch: Assets	e Descriptive Devails					A	vanced Manage	Watchlist Saved S	earch All Assets_1
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(00011	Suburban				VEHICLE-STANDARD	Capitalized			
00015	Suburban	Highlight the row			VEHICLE-STANDARD	Capitalized			
00016	Suburban				VEHICLE-STANDARD	Capitalized			
00063	South Tower				BUILDING-OFFICE	Capitalized			
100069	Cubicle Partitions				FURNITURE-OFFICE	Capitalized			
100079	CVC Furniture				FURNITURE-OFFICE	Capitalized			
100091	MFD - Copier				EQUIPMENT-OFFICE	Capitalized			
100095	Dell Laptop				COMPUTER-HARDWARE	Capitalized			
100101	Mercedes-Benz				VEHICLE-STANDARD	Capitalized			
00101	Mercedes-Benz				VEHICLE-STANDARD	Capitalized			

Update the applicable details and click Save and Close

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Book	US CORP		Click Save and Close	
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Perform A Cost Retirement

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

From home screen, click Fixed Assets

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Next, click Assets

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Click Retire Asset

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

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ons 🕶 View 💌 📴 📄 Detach	Retire Cost Retire Units		Click Search	
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Highlight the row and click **Retire Cost**

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100101 Merode-Benz VEHICLE STANDARD	Capitalized
10017 Suburban Q VEHICLE STANDARD	Capitalized
10019 Machine EGUIPHENT-MANUFACTUF	Capitalized
101001 Suburban VEHICLE STANDARD	Capitalized
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11198 Company Cers VEHICLE STANDARD	Capitalized
11096 Company Cers VEHICLE STANDARD	Capitalized
11150 Philosopier EQUIPMENT-OFFICE	Capitalized
111099 Company Cars VEHICLE STANDARD	Capitalized
11155 Laptops COMPUTER-HARDWARE	Capitalized
11157 Photocopier EQUIPMENT-OFFICE	Capitalized
11116 Company Cars VEHICLE-STANDARD	Capitalized
11119 Company Cars VEHICLE-STANDARD	Capitalized

Enter the applicable details and click **Submit**

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Retire Cost: Asset 100091 ⑦			Save and Close Submit Cancel
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Retirement Details			
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Retirement Convention	AL MONTH V		
Cost	28,500.00		
			P

Perform A Unit Retirement

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

From home screen, click **Fixed Assets**

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Next, click Assets



Click Tasks

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Click Retire Asset

tions	Adjustments	Transfers	Retirements	Depreciation				Add Asset Add Assets in Spreadsheet Prepare Source Lines
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Select the **Book** from the drop down then, click **Search**

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Highlight the row and click Retire Units

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100119	Machine		EQUIPMENT-MANUFACT	TUF .		Capitalized	I.
101001	Suburban		VEHICLE-STANDARD			Capitalized	1
111025	SAN Disk Array		COMPUTER-NETWORK			Capitalized	1
111168	Company Cars		VEHICLE-STANDARD			Capitalized	1
111096	Company Cars		VEHICLE-STANDARD			Capitalized	1
111150	Photocopier		EQUIPMENT-OFFICE			Capitalized	1
111099	Company Cars		VEHICLE-STANDARD			Capitalized	1
111155	Laptops		COMPUTER-HARDWARE			Capitalized	
111157	Photocopier		EQUIPMENT-OFFICE			Capitalized	L
111116	Company Cars		VEHICLE-STANDARD			Capitalized	
111119	Company Cars		VEHICLE-STANDARD			Capitalized	*
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Enter the applicable details and click Submit

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Retire Units: Asset 100091 ②		Save and Close Submit Cancel
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		Click Submit
Asset Type	Capitalized	Open Period JUN-22
Transaction Details	Enter the below information	
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* Retire Date	6/30/22 06	
Context Value	v	
Assignment Details view ▼		
* Retired Units Units Employee Name Employee	Number Depreciation Expense Location Account	
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Total 1 1		
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Cost Retired	28,500.00	
Cost	28,500.00	
Trade in Asset		<u>μ</u>

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

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Next, click Assets

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Click Retire Asset

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

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No search conducted.				
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Highlight the row and click Actions, then Retire Source Lines

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Enter the applicable information and click Submit

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Retire Source Line: Asset 100091		<u>Save an</u>	d Close Submit Cancel
Currency = USD		Click Submi	t
Book	US CORP	Category EQUIPMENT-OFFICE	-
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Perform A Mass Retirement

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

From home screen, click **Fixed Assets**

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Next, click **Assets**



Click Tasks

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Click Retire Asset

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A5	1,10	00.00 1/5/21 B	UILDING-OFFICE	1		283785	Error		General
A3	4	00.00 1/3/21 B	UILDING-OFFICE	1		283783	Error		Perform What-if Analysis
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									Manage Physical Inventory

Select the Mass tab

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Select the Book and Transaction Type then click Next

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Enter the below information and click **Submit**

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Enter Mass Retirement		Save Submit Cancel
Currency = USD		
		Click Submit
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✓ Retirement Details		
Retirement Reference Number		Asset Sold To
Retirement Reason	×	Proceeds of Sale
Retirement Convention	~	Cost of Removal

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**

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Next, click Assets



Click Tasks

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Click Reinstate Assets

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s • View • 3 =	Image: Second system Prepare and a system nvoice Number Cost a	All Merge Add to Asset m/d/yy the The In Service Date Co	Split Change Book	PO Number Units	uments Project Nuzdos7 As	Click Reinstate Assets	Transfer Assets in Spreadsi Retre Assets Retre Assets in Spreadshe Reinstate Assets Update Descripture Details Manage Leases Accounting
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ete	12	20.00 6/30/22 C	OMPUTER-NETWORK		25053	New	Manage All BOOKS Manage Units of Production
							Manage Physical Inventory

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

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Reinstate Assets ③	Dgee
Select Book	Agvanced Manage Watchlist Saved Search All Retirements v
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Highlight the row and click **Reinstate**

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View 🗸 🕞	Reinstate	-							
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Click Yes

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	111585	Laptop	210303	336522	2/2/22	Extraordinary	-591.30	2	3,942.00
	112528	FURNITURE-OFFICE	211303	339630	3/1/22		0.00	25	27,375.00
	112555	VEHICLE-STANDARD	211313	339700	4/1/22		0.00	2	33,945.00
			Anter 1993 will be reinstated. Click Yes	e you wurd to carlina?					

Create Accounting For Assets

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

From home screen, click **Fixed Assets**

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Next, click Assets

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	Austs Accel trayary	
	Click Assets	
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Click Tasks

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Click Create Accounting

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										Manage Physical Inventory

Enter the below information and click **Submit**

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(i) This process will be queued up for submission at position 1			
	Ente	r the below information	Process Options Advanced Submit Cancel
Name Create Accounting for Assets			Click Submit
Description Creates subledger journal entries for Oracle Fu		Notify me when this process ends	
Schedule As soon as possible		Submission Notes	
Basic Options Parameters	l≽		
Book US CORP	~		
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* End Date 6/30/22 10			
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* Report Style Summary	~		
* Transfer to General Ledger Yes 🗸			
* Post in General Ledger Yes 👻			
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Include User Transaction Identifiers No 🗸			
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Inquire On A Transaction

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

From home screen, click **Fixed Assets**

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Next, click Assets



Click Tasks

	Adjustments	Transfers	Retirements	Depreciation					
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	1,	11.71 1/6/21 B	UILDING-OFFICE			283786	Error		
	1,	90.00 1/4/21 B	UILDING-OFFICE			283784	Error		
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		1/3/21 B	UILDING-OFFICE			283783	Error		
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Click Inquire Assets

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A4	1,15	90.00 1/4/21 B	UILDING-OFFICE			283784	Error		Create Adjustment Journal Review Journal Entries
A5	1,10	00.00 1/5/21 B	UILDING-OFFICE			283785	Error		General
A3	40	00.00 1/3/21 B	UILDING-OFFICE			283783	Error		Inquire Assets
A1	17	75.00 1/1/21 B	UILDING-OFFICE			283781			Perform What-If Analysis Manane All Books
wete	12	20.00 6/30/22 C	OMPUTER-NETWORK			25053	Click Inquire A	Assets	Manage Units of Production
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Click Transaction tab. Select the Book then click Search

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Transaction Number Transaction Type Related Transactions Asset Number	Description Period Name Effective Period Amortize Start Date Transaction Date Comments
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We can view the accounting for a variety of transactions types. Highlight the row and click **View Accounting**

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+	345518	Reinstatement		101003	Fixed Asset Cleaning		JUN-22	JUN-22	No	6/3	0/22	
+	345516	Adjustment		Highligh	t the row		JUN-22	JUN-22	No	6/3	0/22	
+	345514	Adjustment		100090	MFD - Copier		JUN-22	JUN-22	No	6/3	0/22	
+	344542	Adjustment		100037	SAN Disk Array		JUN-22	JUN-22	No	6/3	0/22	
+	344539	Transfer in		25054	Testinigdf		JUN-22	JUN-22	No	6/3	0/22	
+	344538	CIP addition		25054	Testinigdf		JUN-22	JUN-22	No	6/3	0/22	
+	344536	Reclassification		100046	Dell Laptop		JUN-22	JUN-22	No	6/3	0/22	
+	344533	Transfer in		27052	Test2		JUN-22	JUN-22	No	6/3	0/22	
+	344532	Addition		27052	Test2		JUN-22	JUN-22	No	6/3	0/22	
+	344529	Transfer in		27051	Test		JUN-22	JUN-22	No	6/3	0/22	
3455 iew v	18: Transaction D	etails										
	Retirement Number	Fiscal Year	Current Cost (USD) Units	Retire Date	Retired Cost (USD) Units Retired	Net Book Value Retired (USD)	Gain or Loss Amount (U	JSD) Proceeds of	f Sale (USD)	Cost of Removal (USE)) Revaluation Rese	ve Retired (USD)
	209307	2022	0.00 1	1/31/22	468,960.00 1	0.00		0.00	0.00	0.0	0	0.00

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•	2207	A	Addition		7		Event	Account			Class	Acco	unted (USD)			3/31/23		
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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

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Click Tasks

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Click Inquire Assets

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Assets ⑦ us co	RP-USD 🔽										Transactions Add Asset
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Select the Book and the Category, Asset Number, and/or Tag Number. Click Search

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∡ Search	Enter, the below, search, details
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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.

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			Asset Type	Category		Tag Number	Serial Number	Asset Key	Attachments
			Capitalized	EQUIPMENT-MAN	UFACTURING	MACIP1			None
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	Corporate	Capitalized	EQUIPMEN	IT-MANUFA	884,325.00	884,325.00	7,369.3	876,955.62	7,369.38 Primary Ledger
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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

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Next, click Asset Inquiry



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

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Click the **Depreciation** Tab

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Asset Number Description				Asset Type	Category		Tag Number	Serial Number	Asset Key	Attachments	
111148 Manufacturing Assembly Line 2 in	Miami			Capitalized	EQUIPMENT-MAN	UFACTURING	MACIP1			None	
✓ Asset 111148: Books										Currency USD - US Dollar	~
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US CORP		Corporate	Capitalized	EQUIPMEN	IT-MANUFA	884,325.00	884,325.00	7,369.38	876,955.62	7,369.38 Primary Ledge	er
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Click View Accounting

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Asset 111148: Bo	oks										Currency USD - US Dollar
new ≠ 3≈				Book Class	Asset Type	Category	Cost	Recoverable Cost	Depreciation Reserve	Net Book Value	YTD Depreciation Ledger Type
CORP				Corporate	Capitalized	EQUIPMENT-MANUFA	884,325.00	884,325.00	7,369.38	876,955.62	7,369.38 Primary Ledge
6 FEDERAL				Tax	CIP	EQUIPMENT-MANUFA	882,570.00	882,570.00	0.00	882,570.00	0.00 Primary Ledge
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Click View T-Accounts

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Asset Number	> Description					Asset Type	Category	Tag Nu	mber	Serial Number	Asset Key	Attachments	
00078	PAINTING, WALLS, CABINET	S, HEATING SYSTEM				Capitalized	Building Improvements.Gener	al			3640	None	
00122	3RD FLOOR OFFICES					Capitalized	Building Improvements Gener	əl			AC-01 - OLD	None	
00073	BURNERS					Capitalized	Building Equipment Kitchen				5490	None	
00214	FIRE ALARM AT GRACE HA	ш				Capitalized	Building Improvements Alarms	1			AC-01 - OLD	None	
00327	FLOORING- 1ST FLOOR		_			Capitalized	Ruilding Improvements Floorin	a		1	AC-02 - OLD	None	
00616	RECONCILING OBJECT		Accounting	Lines: 00078 May	-2023				×		1100	None	
00617	RECONCILING OBJECT		Ledger YCS	OPERATING	Click	View T-Account	S	Status Final			1100	None	
00491	FURNITURE				A DECEMBER OF						3783	None	
00524	FIRE ALARM SYSTEM		View 🔻	30 View 1-Accourt	tts the lettern	Override Account					3782	None	
00439	BATHROOM		Line	Event	Account		Class	Accounted (USD			AC-02 - OLD	None	
Asset 00078: I ww ▼	Books		1 → 2 →	Periodic Deprecia	01.68201.1100.0000	00.00.0000	Depreciation	43.62	43.62	unable Cont	Descelation Descent	Currency USD - US Dol	lar
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Apr-2023	43.62	43.62		0.00	0.00								0.

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

Asset Number	Description				Asset Type C	ategory	Tag Number	Serial Number	Asset Key	Attachments
00078	PAINTING, WALLS, CABINETS, HEATING SYST	EM							3640	None
00122	3RD FLOOR OFFICES	T-Accounts :	OPERATING	Review	the below in	formation		×	AC-01 - OLD	None
00073	BURNERS	Transactio	n Number 51						5490	None
00214	FIRE ALARM AT GRACE HALL			01.15200.0000.000000.0	0.0000 (ACCUMULATED	DEPRECIATION - UNRESTRICT	ED)		AC-01 - OLD	None
00327	FLOORING- 1ST FLOOR	Line 1	5/31/23	0.00 USD	0.00	43.62 USD	43.62		AC-02 - OLD	None
00516	RECONCILING OBJECT								1100	None
00617	RECONCILING OBJECT		Net Activity		0.00	43.62USD	43.62		1100	None
00491	FURNITURE			01.68201.1100	.000000.00.0000 (UNRES	TRICTED DEPRECIATION)			3783	None
00524	EIDE ALARM SYSTEM	Line	5/31/23	Entered 43.62 USD	USD 43.62	Entered	USD		2792	None
00420	PATHPOOM	· ·	5151125	43.02 000	43.02	0.00 000	0.00		3102 40.02 01 D	None
Asset 00078: I lew ▼	Books		Entry Total		43.62		43.62			Currency USD - US Dollar
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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**

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Reports

Journal Entry Reserve Ledger

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

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Next, click Scheduled Processes



Click Schedule New Process

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		Apply Missing Conversion Rates				
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Type Journal Entry Reserve Ledger and click Search

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Asset Cost Adjustment Report

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

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Type Asset Cost Adjustment Report and click Search

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Asset Cost Detail Report

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

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Asset Cost Summary Report

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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 <u>learn@camptratech.com</u>

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