

# **LABUAN SHIPYARD & ENGINEERING SDN BHD**

## **Oracle Financial Cloud**

### **User Manual**

#### Fixed Assets

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## 1 INTRODUCTION

This section provides start-up instructions for the Oracle Cloud Applications.

### 1.1 Sign-On to Cloud Applications

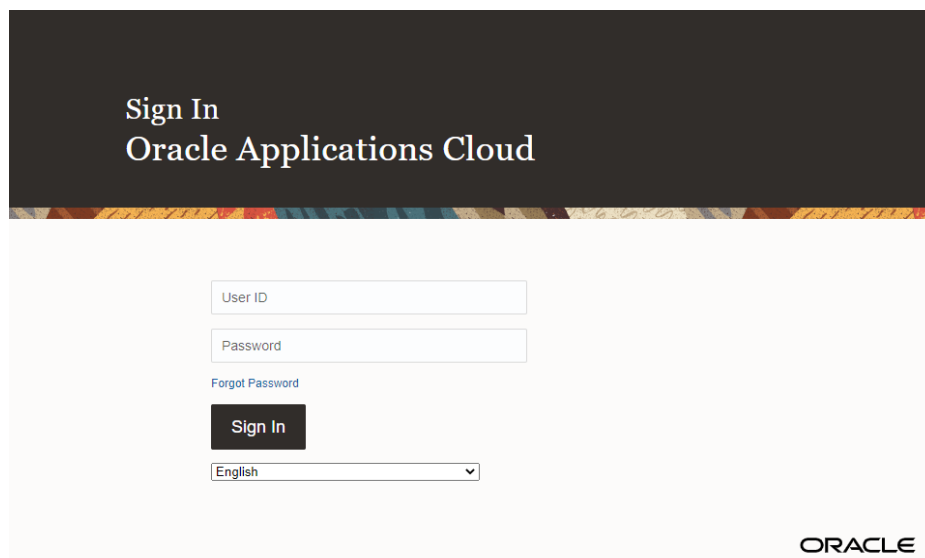
To log into the application:

1. Open internet browser window. Any browser can be used to access Cloud Application.
2. Enter the URL below:

No.	URL Type	URL Link
1.	TEST	<a href="https://fa-etei-test-saasfaprod1.fa.ocs.oraclecloud.com/">https://fa-etei-test-saasfaprod1.fa.ocs.oraclecloud.com/</a>
2.	PROD	<a href="https://fa-etei-saasfaprod1.fa.ocs.oraclecloud.com/">https://fa-etei-saasfaprod1.fa.ocs.oraclecloud.com/</a>

**Table 1: Direct Login URL**

3. The Sign In page appears. Enter your **User ID** and **Password**.



**Figure 1: Oracle Cloud Sign-In Page**

4. Your user ID and Password are case sensitive. Passwords always appear as asterisks in the display as you enter them.
5. Tab to or Click the **Sign In** button to sign in.
6. Personal Homepage dashboard screen appears with CLOUD privilege access.

## 1.2 Navigating from Personal Home Page to Applications

After you log in to Oracle Applications, your Oracle Financial Cloud Home page is displayed. All the functionality within the Oracle Cloud applications revolves around homepage which you can personalize. From here you can:

1. Get a quick glance at your work-related conversations and announcements.
2. Use the Application Link icons to navigate the pages and dashboards to perform your day-to-day activities.
3. Access the Navigator to access any additional applications that are not available in the application section on the home page.
4. Favourite list of quick actions to quickly perform some key tasks.

Note:

The exact appearance of your windows may vary depending on your personalization and roles that is assign to you.

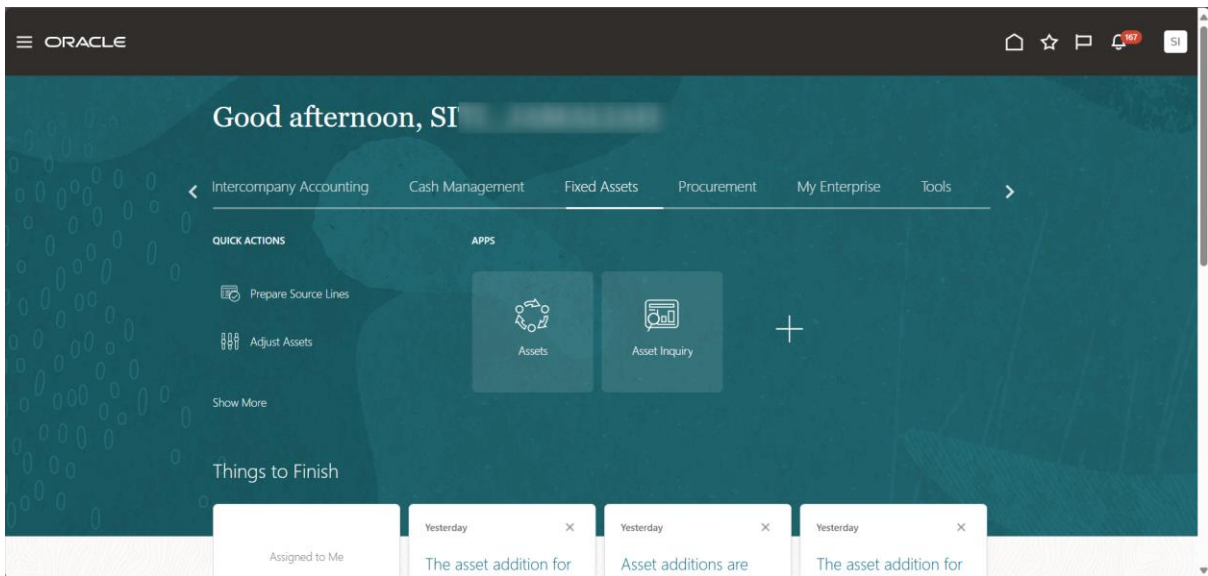


Figure 2: Personal Home Page



Figure 3: Navigation Tools in the Global Area of the Home Page


Once you have set your homepage as the Newsfeed Home Page, then it will come with different sections.

### **Apps Section**



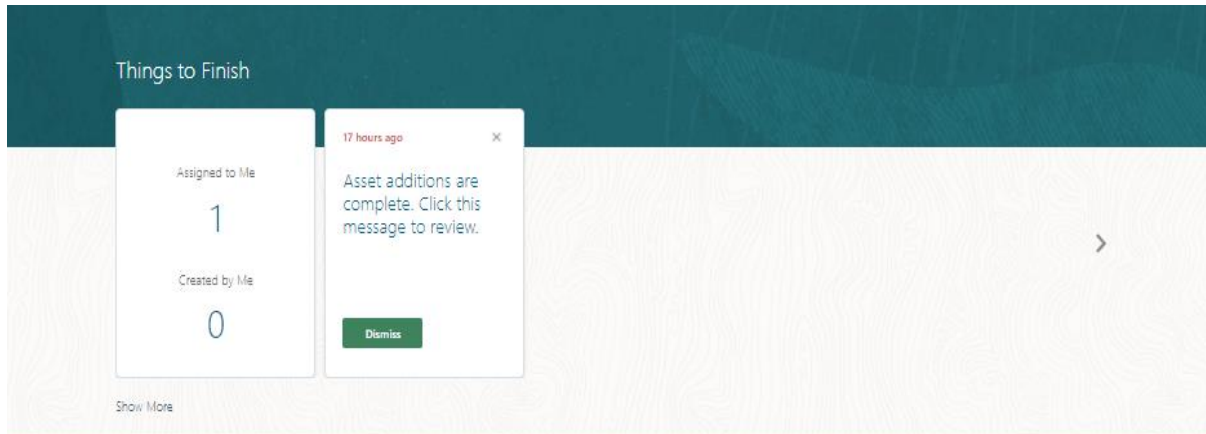
**Figure 4: Apps Section**

Within the Apps section, you have various icons that can be used to start navigating into the different work areas of an application. For example, if you would like to navigate to the Assets work area within Fixed Assets, you will select your application as Fixed Assets and you will choose Assets in the Apps section. When you select Assets, the system takes you to the Assets work area, where you can perform various activities, such as asset creation, managing assets, generating accounting for your assets, etc. Once your work has been completed, you can go back to the home page by using the home icon.

You can also access the apps via the Navigator. 

Here, the access is granted to various work areas based on the roles that have been given to your user account. You have the flexibility to personalize the App section. You can decide what you want to show within these springboard icons and what you want to hide. If you are an order regular visitor to the Fixed Assets work area, you mostly work with Assets, you can hide other apps. So, it will not be shown in the Apps icon but only accessible through the Navigator.

## Things to Finish section



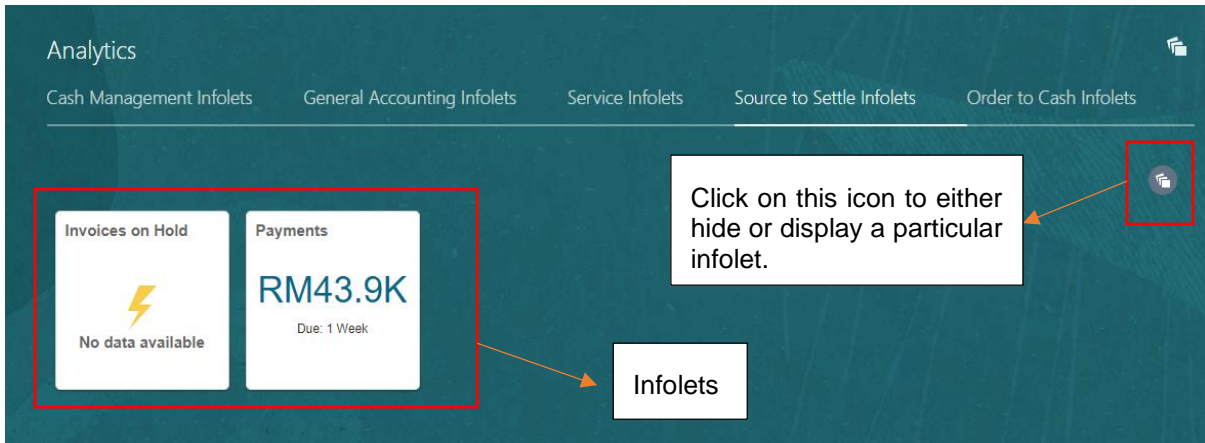
**Figure 5: Things to Finish Section**

The Things to Finish section provides you with a count of any pending notifications that are assigned to you and may require an action from you. Account Link named Created by Me list the approval requests that you have created. You can click the link to navigate to a full list of notifications pertaining to that account. Then the items listed in the Things to Finish section are same as the notifications that are listed in the global header.

The same information is available when you click on notifications icon. You can access the same number of notifications from here, as well as from the Things to Finish section. The list displays the latest notification first and allows you to scroll horizontally to view more notifications.

You can clear a notification from the list by clicking the Close icon. When you clear a notification, the count does not change, since no action is taken on that notification. If you click on numbers of Assigned to Me or Created by Me, you will get a listing of all the notifications that show the notifications that require an action from you. When you click on the any list of items, it opens the notification, and you can get the details of the notification. If you are satisfied, you can either approve it or you can either reject it. Once the notification is read then the count will change.

**Analytics section**



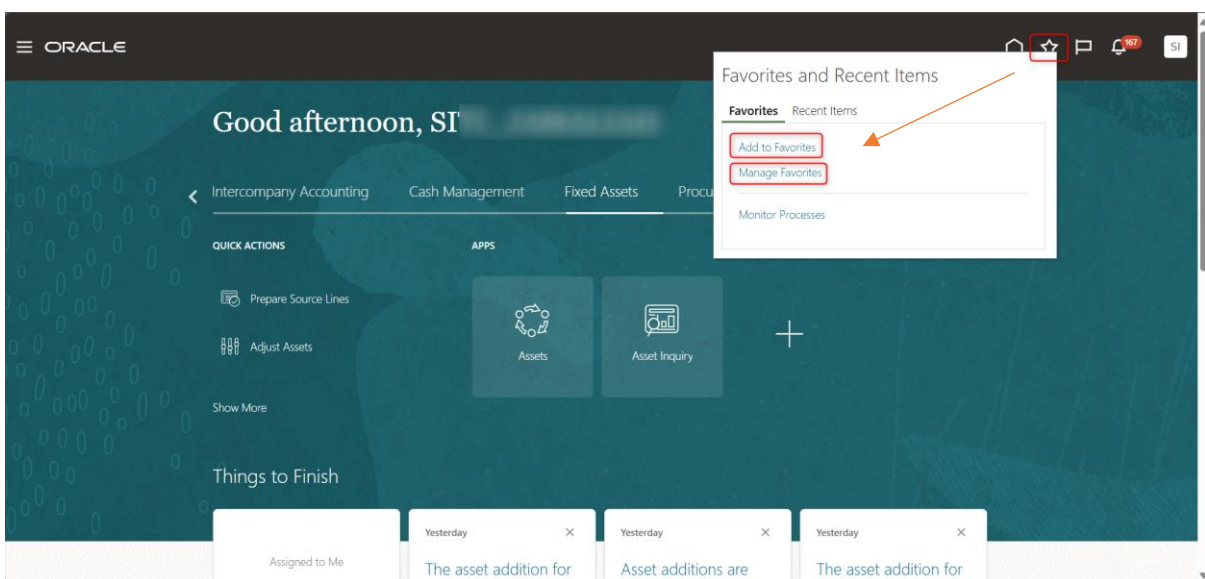
**Figure 6: Analytics Section**

As far as financials is concerned, there are currently 5 choices of analytics display and they are Cash Management Infolets, General Accounting Infolets, Service Infolets, Source to Settle Infolets, and Order to Cash Infolets. You can personalize the Analytics section and decide which Infolets should be visible, which should not be visible.

**1.3 Creating Favorites and Setting Preferences**

**Creating Favorites**

Each user has their own favorites and adding favorites is easy in cloud. Just go to your favorite work area or task page. Click on the favorite icon and click Add to Favorites. By this you get to your favorite pages directly and easily when you click the favorite icon. You can remove unwanted pages by clicking Manage Favorites.



**Figure 7: Creating and Managing Favorites**

### Set Preferences

Select Preferences to set personal options such as regional, language, accessibility setting, watchlist and etc as shown in the list of Figure 8. You can also reset your password from the Preferences page. To get into set preferences, click on setting and action dropdown menu click on Set Preferences.

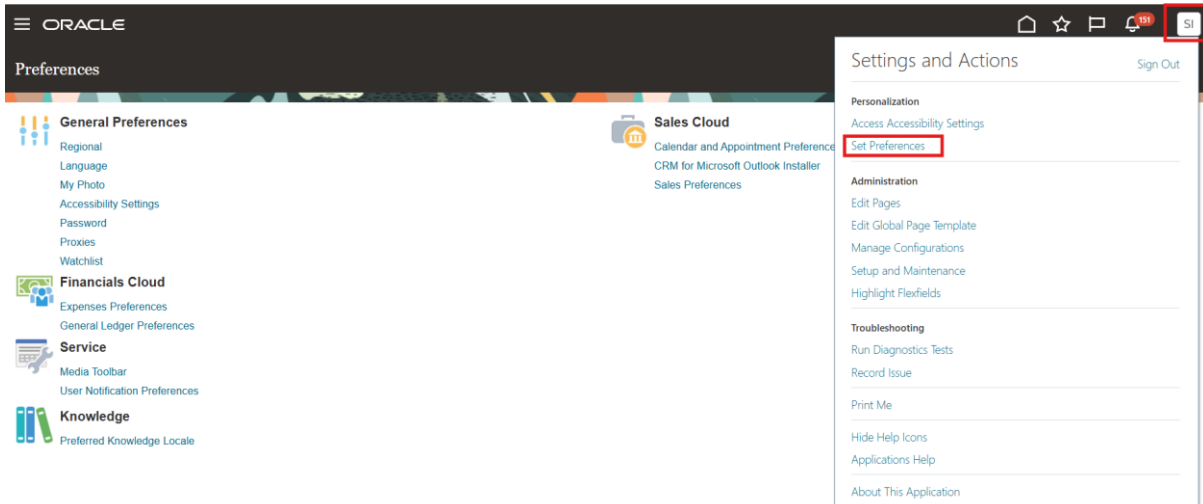


Figure 8: Set Preferences

### 1.4 Overview of Using Work Areas to Streamline Business Processes

Use work areas to gain instant insight into your business and identify potential problems with processing transactions.

Work areas can include the following:

- Infotiles
- Content Area
- Actions Toolbar
- Tasks Panel Tab
- Reports and Analytics Panel Tab

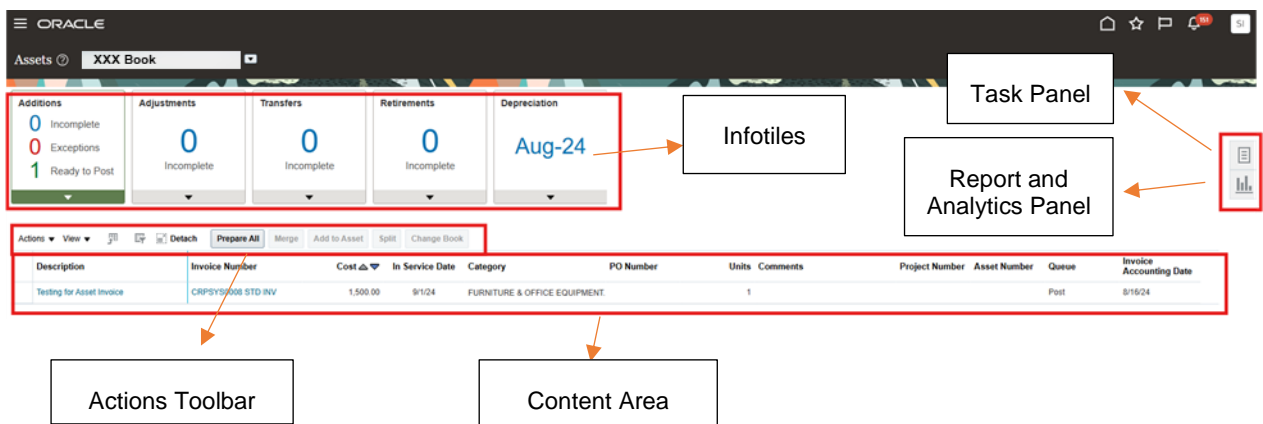


Figure 9: Assets Work Area

### **Infotiles**

Summarize a high volume of transactional information. You can quickly identify potential problems and prioritize your daily activities by scanning the infotiles and accessing transaction details.

For example, select an infotile to display corresponding transactional information in the content area. You can also click links in the infotile to filter the records in greater detail in the content area.

### **Content Area**

The content area displays transactional information related to the infotile you select. You can review the detailed information and take the necessary action.

For example, click the item link in the table to drill down to transaction-level information. You can perform multiple actions on the transaction, such as edit, submit or save the assets.

### **Actions Toolbar**

Use the actions toolbar to perform a range of activities on one or more rows you select in the content area.

For example, select a transaction row and use the View menu to view the transaction in more detail. You can export the data to an Excel worksheet, Detach the Pane, Prepare, Merge, Add to Asset, Split or Change Book.

### **Tasks Panel Tab**

The Tasks panel includes tasks that are related to the work area and that you have access to perform.

For example: Add, Adjust, Impair, Transfer, Retire, Reinstatement, or Update Assets as well as Create Accounting or Adjustment Journal. You may also view all created assets by navigating to Inquire Assets.

### **Reports and Analytics Panel Tab**

The Reports and Analytics panel tab contains predefined reports as well as a folder for you to set up your own reports.

For example, use the predefined reports to perform a deeper analysis on Assets. You can also access reports that you have copied and modified and stored in your own folder.

## 1.5 Scheduled Processes

Scheduled processes do tasks that are too complex or time-consuming to do manually, for example importing data or updating many records. You can run scheduled processes on a recurring schedule and send notifications based on how the process ends. Some scheduled processes give you printable output. Those processes might have Report in their name.

### Jobs

Each scheduled process that you run is based on a job. The job is the executable that controls what the process can do and what parameters and other options you have for the process. A job set contains multiple jobs.

Job definitions can be set on Oracle Business Intelligence Publisher reports so that people can run the reports as scheduled processes.

### Process Sets

A process set is a scheduled process that is based on a job set. So, when you submit a process set, you are running more than one job.

Note: When you submit certain scheduled processes, the job logic causes other processes to automatically run. But in this case, you are not submitting a process set that includes those other processes.

### Submission

When you submit a scheduled process, you can use its parameters to control which records are processed and how. Some scheduled processes do not have parameters.

As part of the submission, you can also set up a schedule for the process, for example to run once a week for two months. Every time a process runs, there is a unique process ID.

### Output

Some scheduled processes provide output in PDF, HTML, and other formats. For example, a process can import records and produce output with details about those records. There are many types of output, for example a tax document or a list of transactions.

### Process Sets

A process set is a type of scheduled process that is based on a job set and contains at least two processes. So, you can run many processes in one go, for a specific purpose. These processes run in a certain order, in serial or parallel, or by some other logic.

Process sets can have any number of individual scheduled processes and even other process sets.

## To Submit Scheduled Processes

Click **Navigator > Tools > Scheduled Processes**.

Overview ⓘ

▶ Search Saved Search

Search Results ⓘ

View  Flat List  Hierarchy

Actions ▼ View ▼ **Schedule New Process** Resubmit Put On Hold Cancel Process Release Process View Log ↻

Name	Process ID	Status	Scheduled Time	Submission Time
Rebuild Learning Item Stop Word Index	2902348	Wait	8/25/24 8:35 AM UTC	8/25/24 8:30 AM UTC
Rebuild Learning Item Stop Word Index	2902347	Succeeded	8/25/24 8:30 AM UTC	8/25/24 8:30 AM UTC
Rebuild Learning Item Stop Word Index	2902346	Succeeded	8/25/24 8:30 AM UTC	8/25/24 8:30 AM UTC
ESS process to check Search Cloud Service availability	2902345	Wait	8/25/24 8:35 AM UTC	8/25/24 8:30 AM UTC

**Figure 10: Scheduled Processes Overview Page**

1. On the **Scheduled Processes Overview** page, click **Schedule New Process**.
2. Leave the type as **Job**, enter the process that you want to submit, and click **OK**.
3. In the **Process Details dialog box**, enter at least the required parameters, if any.

Some processes have no parameters at all. Some parameters depend on other parameters. For example, date range parameters might appear only after you select By Date for another parameter.

4. Click the **Advanced button** if you want to define the schedule, notifications, or output.
5. Continue to the next steps. You may skip Step 4 and Step 5.
6. Click **Submit**, to run the process once as soon as possible with the default output.

### Define the Schedule

Set up a schedule to run the process on a recurring basis or at a specific time. Use the Process Details dialog box in Advanced mode.

1. Open the Schedule tab and select Using a schedule for the Run option.
2. Select a frequency.
3. Select **User-Defined** if you want to enter the exact dates and times to run the process.
4. You can select **Use a Saved Schedule** to use an existing schedule if there are any.
5. Depending on the frequency, define when the process should run.

## **Define the Output**

You can choose the layout, format, and destination for your output. Use the Process Details dialog box in Advanced mode.

1. Open the **Output** tab, if available.
2. Click **Add Output Document**.
3. Change the name if you want. The name identifies this output document when you go to view output later.
4. Select a layout if you have more than one to choose from.
5. Select a format, for example one of these:

**PDF** : Is the best option if you want to print the output.

**Excel** : Supports embedded images, such as charts and logos, but can be opened only in Excel 2003 or higher.

**Data** : Gives you report data in an XML file, which is used mainly for editing the report layout.

6. Click **Add Destination** to send the output somewhere, for example to a printer or email address. You can add many destinations and send the output to all of them at the same time.

Tip: You can also print the output as part of the steps for finishing the submission, instead of adding a printer destination here.

To add more output documents, repeat steps 2 to 6.

## **Set Up Notifications**

You can have notifications sent out depending on how the process ends. Use the Process Details dialog box in Advanced mode to set that up.

1. Open the **Notification** tab.
2. Click **Create Notification**.
3. In the Recipient field, enter the **user ID** of the person you want to send the notification to.
4. In the Condition list, select when to send the notification, for example when the process ends in error.
5. Click **OK**.

To send notifications to more people, repeat steps 2 to 5.

### **Finish the Submission**

Follow these steps in the Process Details dialog box:

1. Click the **Process Options** button if you want to define settings that affect the data to be processed.
2. If the process gives you output and you want to print it, select the **Print output** check box and a printer.
3. Select the **Notify me when this process ends** check box if you want to get an email notification.
4. Enter submission notes to capture any information that you want to associate with this submission. You can use your notes to find this submission later.
5. Click **Submit**.
6. Click **OK** to confirm.

Tip: Note down the process ID for your submission so you can easily find it later. For example, you set the process to run once a week. Later, if you want to cancel all runs on this schedule, you need to cancel this original submission with this process ID.

### **To Submit Process Sets**

To submit a process set from the Scheduled Processes Overview page:

1. Proceed with the steps that you would follow to submit any scheduled process, but select **Job Set** for the Type option.
2. In the Process details dialog box, set parameters for individual processes in the set. A process set itself does not have parameters.
  - a. Select a process on the Processes tab.
  - b. Enter parameters for that process, if any.
  - c. Repeat for other processes in the set.
3. Define the schedule, output, and notifications for the process set, as you would do for any scheduled process.
4. Set any other options and click **Submit**.

### To Check Status

1. Click **Navigator > Tools > Scheduled Processes**.  
The Search Results table shows processes that match the default saved search, **Last 24 hours**.
  - The table might be blank if nothing was submitted.
  - If submission notes were entered when submitting the process, you can use the Submission Notes column to help identify the process.
2. If you don't see the process, click the Refresh icon or use the Search section.
3. Do any of these tasks to check on the progress of the process:
  - For more details about the status, click the status link. For example, if a process is in the Ready status, you can click the Ready link in the Status column to see where the process is in the submission queue.
  - Check the Start Time column to see if the process has started running yet.
  - In the Search Results table, find the This Job's Items Processed / Errors / Total column. For some scheduled processes, this column shows what's getting processed and how things are going.
  - Click the View Log button, especially if your process has a blank This Job's Items Processed / Errors / Total column. The type of information in the log varies, depending on the process. You can open the log from here only if the process is currently running. When the process is done, you might want to also take a look at the final log, if any, from the Details section.

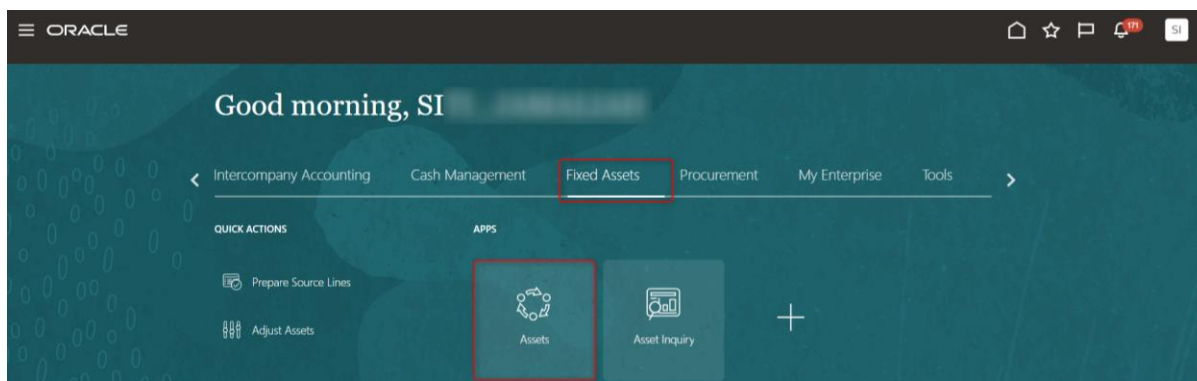
### To View Output from Scheduled Processes

1. Click **Navigator > Tools > Scheduled Process**.
2. Find your scheduled process and, if you need to, refresh the search results to see the latest status.
3. Select the scheduled process.
4. Go to the Output subsection in the Details section.
5. Click the link in the Output Name column to view or download the output, which you can then print.
6. To view or export the output in a different format:
  - a. Click the **Republish** button.
  - b. Click the **Actions** icon.
  - c. Select **Export**, and then select a format.

## 2 ASSETS INFOTILES

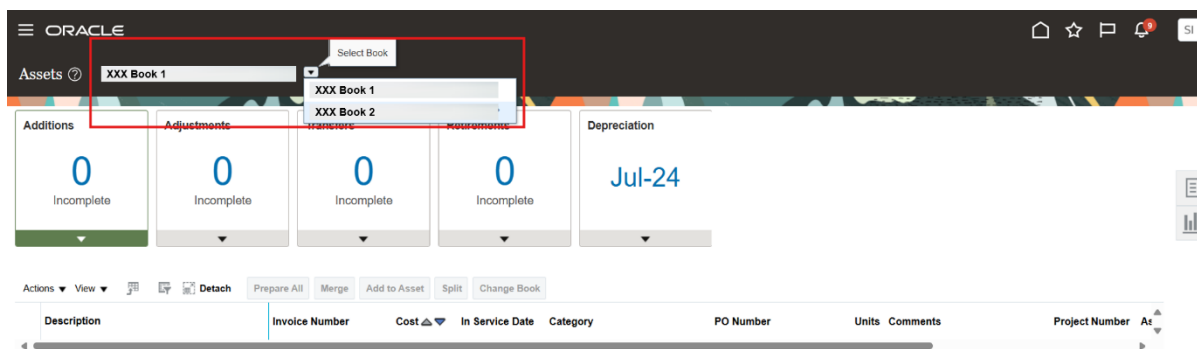
The new Assets page provides a quick overview of your key fixed asset transactions like additions, transfers, adjustments, and retirements, allowing you to focus right away on what needs your attention. All of your transaction data is conveniently summarized into infotiles, providing you the option to drill into more details for further analysis and quick actions. The infotiles for Assets push critical information to enable you to take action to resolve exceptions and complete processing of asset data to ensure accuracy prior to period close.

1. Access the Assets Page by clicking on the Fixed Assets icon on the springboard, then selecting the Assets icon.



**Figure 11: Personal Home Page**

2. The Assets page allows you to focus on a single asset book at a time. You can use the list of values to filter and review data for any specific Fixed Assets Book.



**Figure 12: Select Book Navigation**

## 2.1 Additions Infotile

You can quickly scan the asset additions information coming from payables invoices using the **Additions Infotile**. Apart from the data coming from other subledgers, this infotile will also contain manually added assets.

Use the **Incomplete Count** to review summary information of all incomplete addition lines requiring your attention. This information includes the count of incomplete additions with missing asset category, depreciation expense account and/or location, or even lines that are not yet set to the **Post** status. You can click the warning icon on the left of the addition line to see the recommended action.



Use the **Exceptions count** for timely review of addition lines with warnings or errors. This will allow you to resolve the exceptions in a timely manner.

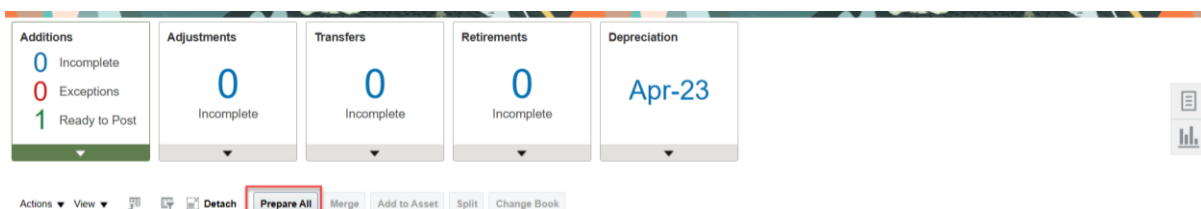
Use the **Ready to Post count** to view the addition lines that are pending posting. Once posted, these lines will be created as assets.

The corresponding detail table lets you view and prepare addition lines, correct errors and exceptions.

You can merge the addition lines to create an asset or split one addition line to create multiple assets.

You can add an addition line to an existing asset using the **Add to Asset** action.

**Prepare All** launches a spreadsheet which allows you to quickly fill out the required information, and even post these lines to create assets. You can also deal with any posting exceptions or errors on this page.




**Figure 13: Additions Infotile**

By default, and based on context, some columns are hidden. Use the View menu to show, hide or reorder columns.

## 2.2 Adjustments Infotile

Use the **Adjustments Infotile** to view and prepare the incomplete mass adjustment transactions including, but not limited to, cost adjustments, book adjustments, reclassifications, revaluations, impairments, suspension and continuation of depreciation, etc.

You can complete the adjustment transactions from the corresponding detail table. You can complete your adjustment transactions in the spreadsheet by clicking on the **Prepare** button or, you can adjust each asset individually by clicking on the Transaction Type hyperlink. You can view the former details by clicking on the  icon.

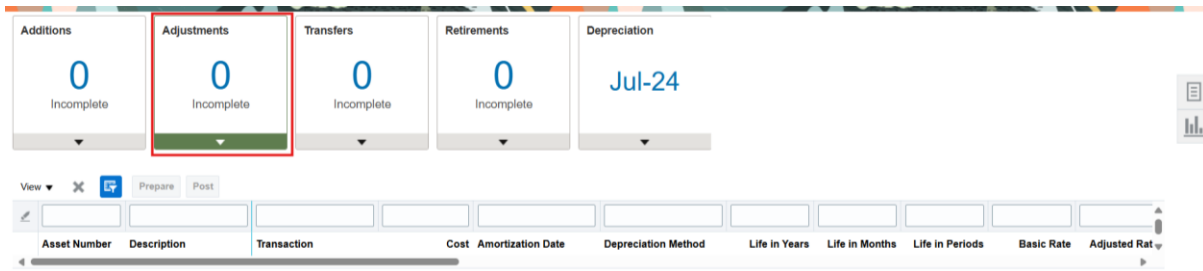
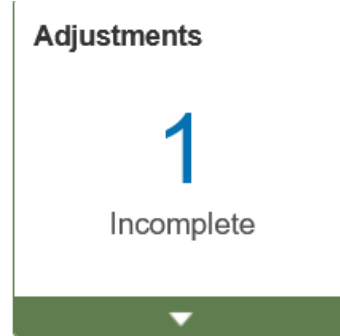

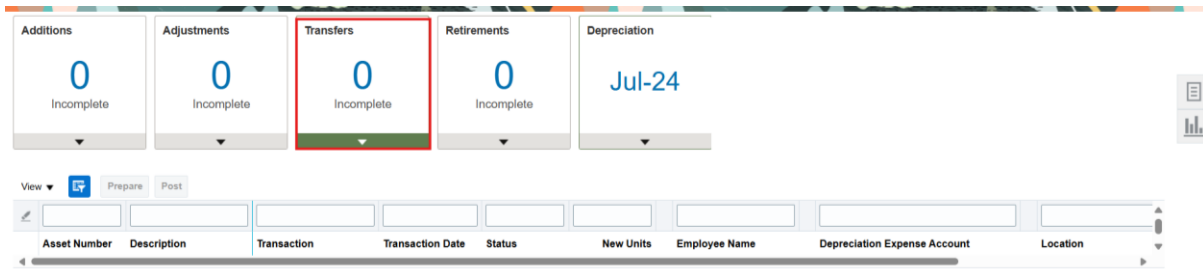
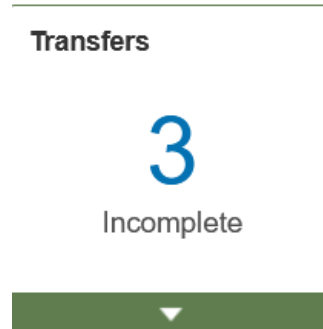


Figure 14: Adjustments Infotile

### 2.3 Transfers Infotile

You can use the **Transfers Infotile** to view the incomplete mass transfers. You can use the corresponding detail table to prepare the transfer transactions for finalization.

You can complete the transfer of transactions from its corresponding detail table. You can complete the transfer of transactions in the spreadsheet by clicking on the **Prepare** button or, you can transfer each asset individually by clicking on the Transfer hyperlink. You can view the old assignments by clicking on the  icon. Clicking on the blue dot will give you specific information about the old depreciation expense account.

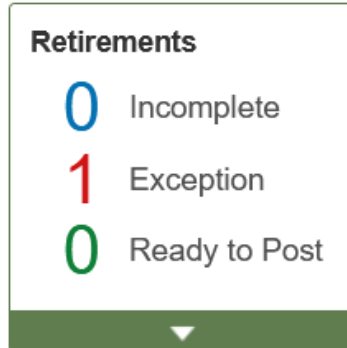


**Figure 15: Transfers Infotile**

## 2.4 Retirements Infotile

Use the **Retirements Infotile** to review all of your pending retirement transactions.

Use the **Incomplete count** to review summary information of all of your incomplete retirement transactions including your mass retirements. Use the **Exceptions count** to view all retirements with warnings or errors for a quick and timely resolution. Use the **Ready to Post count** to view the retirements that are pending posting.



Use the corresponding detail table to view all the information regarding the retirement cost, proceeds, and other details. You can prepare the lines online or in the spreadsheet and finally post them to finalize your retirement transaction.

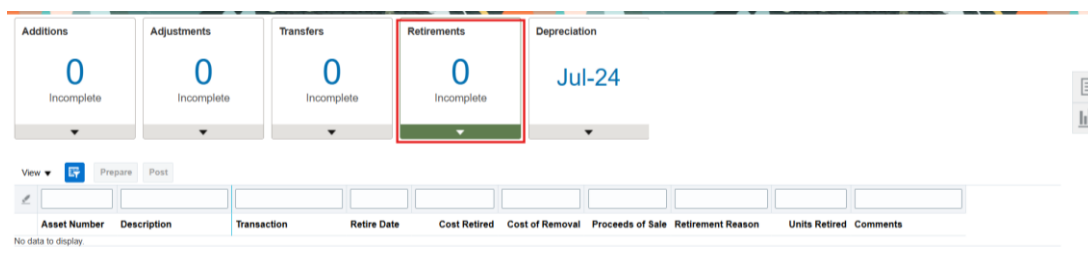


Figure 16: Retirements Infotile

## 2.5 Depreciation Infotile

You can use the Depreciation Infotile to calculate depreciation and close your period for the Fixed Asset Subledger. You can also view the counts of completed additions and retirements, and even drill down to view the details of the completed additions and retirements from this page.

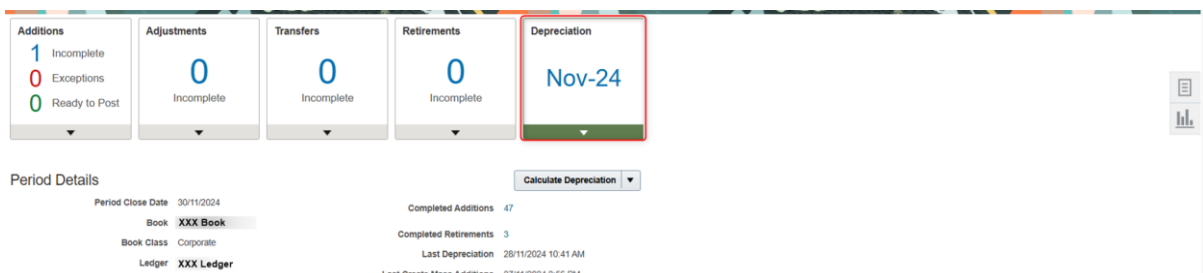
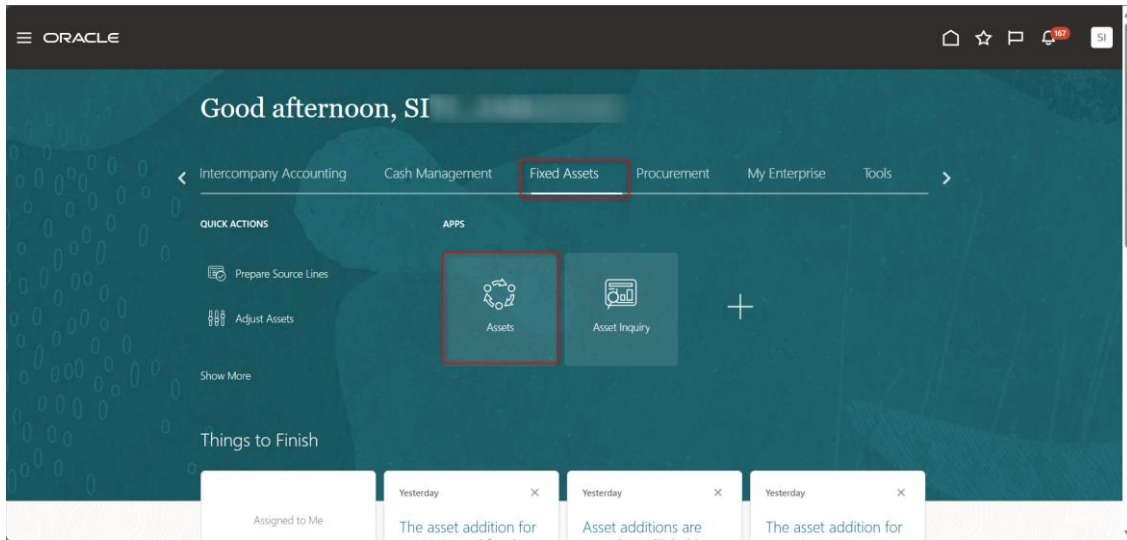


Figure 17: Depreciation Infotile

### 3 FIXED ASSET WORKBENCH AREA

Once logged in, you will land on the home page. Access the Fixed Assets work area by clicking the Fixed Assets icon on the springboard, then select Assets.



**Figure 18: Personal Home Page**

### 3.1 Create Mass Additions

#### Prerequisites

- ✓ User must have Account Payables roles.
- ✓ Invoice should be Validated & Accounted. For manual invoice creation, the designated Asset Clearing A/C of the Asset Category should be used as the distribution Code at the Invoice.
- ✓ Track as Asset Checkbox should be enabled

#### Process Flow:

1. Go to Payables > Invoice.

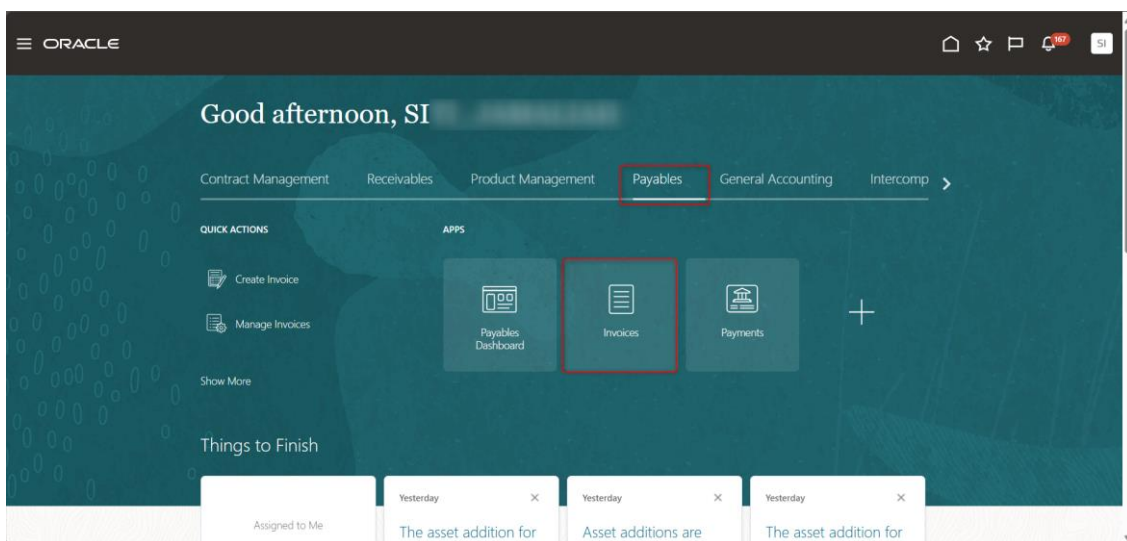


Figure 19: Personal Home Page

2. Click on **Create Mass Addition** task from the Task panel for transferring Qualified Asset Invoices to Fixed Asset Module from the Payables module.

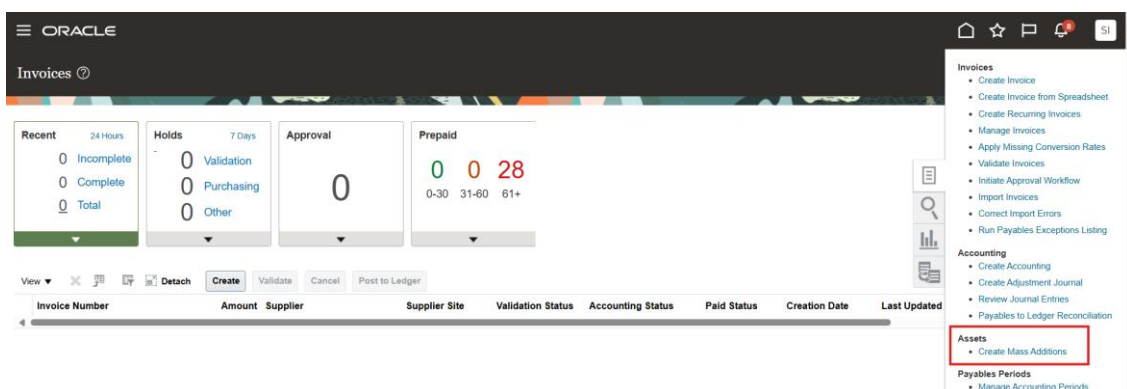
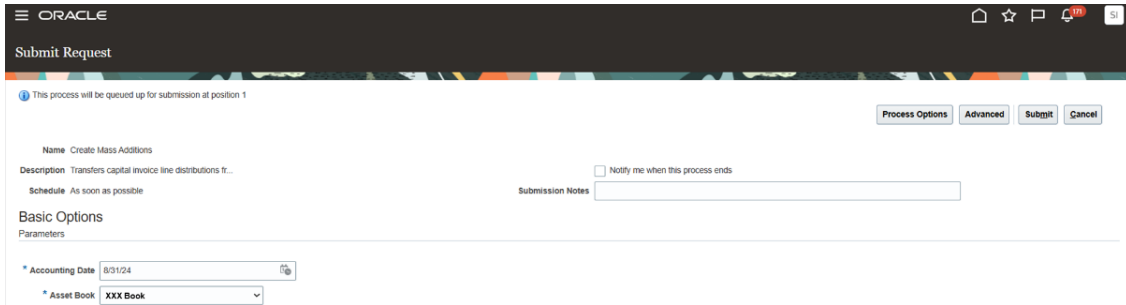


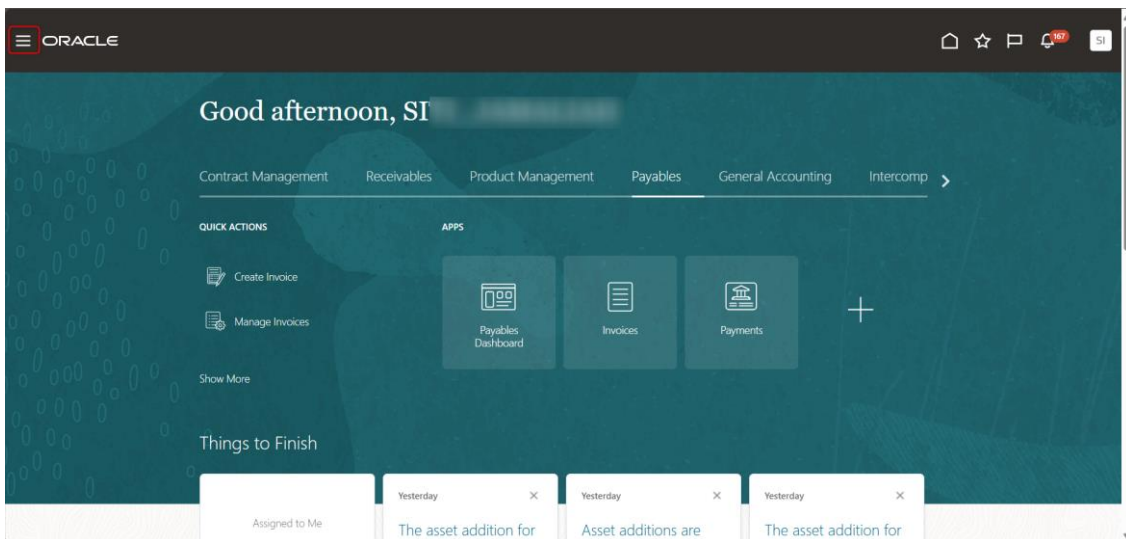
Figure 20: Tasks Sidebar in Invoices Work Area

3. Enter information for Invoice Accounting Date and Book Name. Then click on **Submit** button.



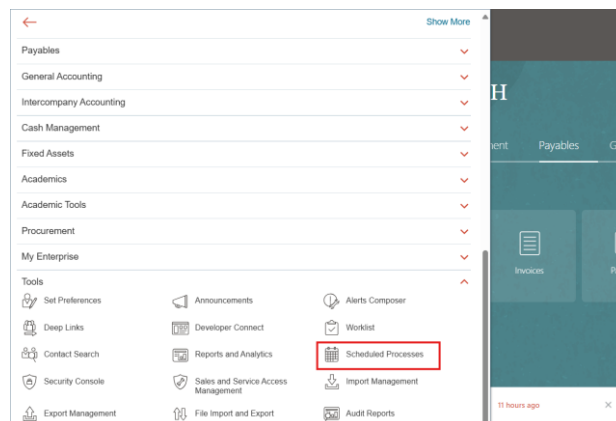
**Figure 21: Submit Request Page**

4. Then review the program and report in the scheduled processes. Go to Homepage, click on Navigator Icon at the top left.



**Figure 22: Personal Home Page**

5. Go to Tools > Schedule Process.



**Figure 23: Navigator**

6. Choose the Create Mass Additions Report.

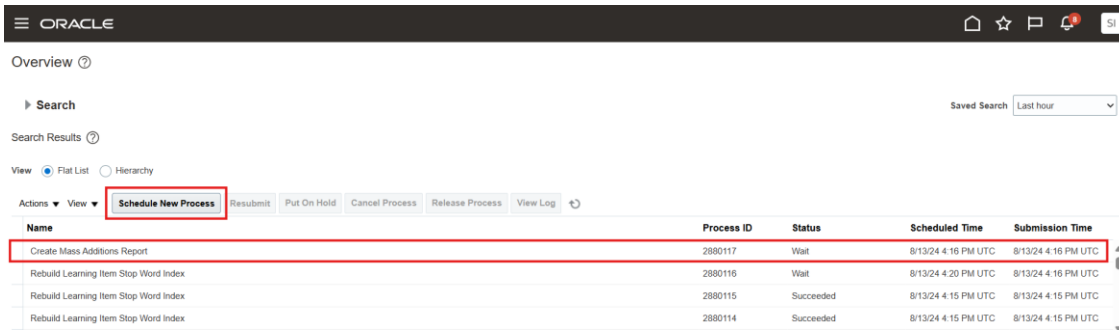


Figure 24: Scheduled Processes Page

7. Click the Output Name.

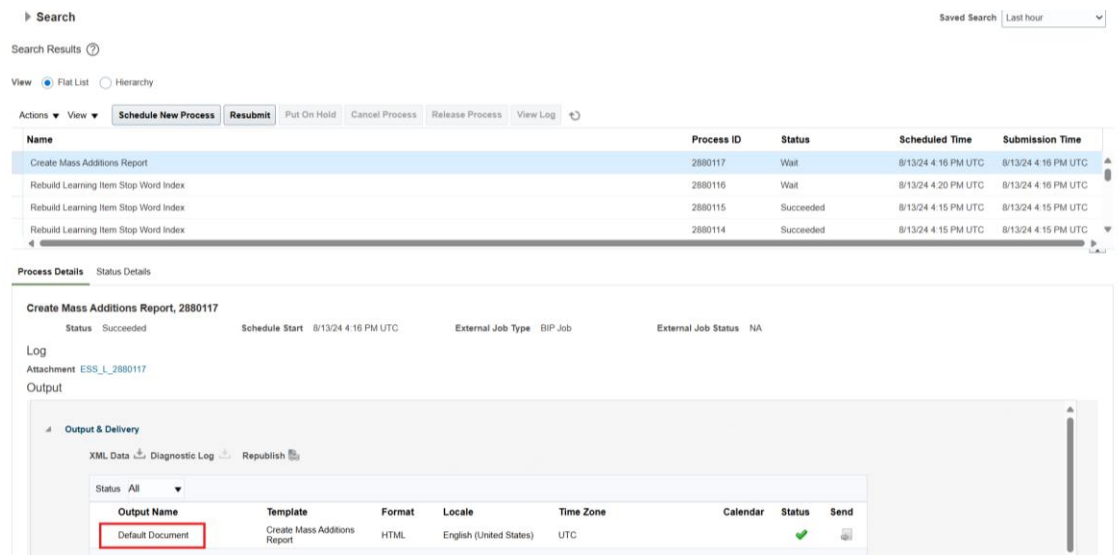


Figure 25: Create Mass Additions Report Log & Output

8. Here the same sample report.

Supplier Number and Name		Invoice Number	Line	Invoice Date	Payables Batch Name	Asset Description	Cost (MYR)	Foreign Currency Amount (MYR)
10748 -		CRPINV2711-4	1 - 1	27/11/2024		Maint of Machinery-OH Crane	26,000.00	0.00
10748 -		CRPINV2711-4	3 - 1	27/11/2024		Maint of Machinery-OH Crane	0.00	0.00
000133 -		CRPINV2711-3	1 - 1	27/11/2024		Total Machinery & Equipment	60,000.00	0.00
<b>Cost Centre 00000 Total</b>							<b>86,000.00</b>	<b>0.00</b>
<b>Asset Account 105400 Total</b>							<b>86,000.00</b>	<b>0.00</b>
<b>AP Company 30 Total</b>							<b>86,000.00</b>	<b>0.00</b>
<b>Currency Code MYR Total</b>							<b>86,000.00</b>	<b>0.00</b>
<b>Report Total</b>							<b>86,000.00</b>	<b>0.00</b>

Figure 26: Create Mass Additions Report

## 3.2 Asset Creation from Mass Additions

### Prerequisites

- ✓ Assets Books and Categories are defined.
- ✓ User has a role to access the relevant Asset Books.
- ✓ Create Mass Additions Process is run to transfer Asset Invoices to the Fixed Assets Module

### Process Summary

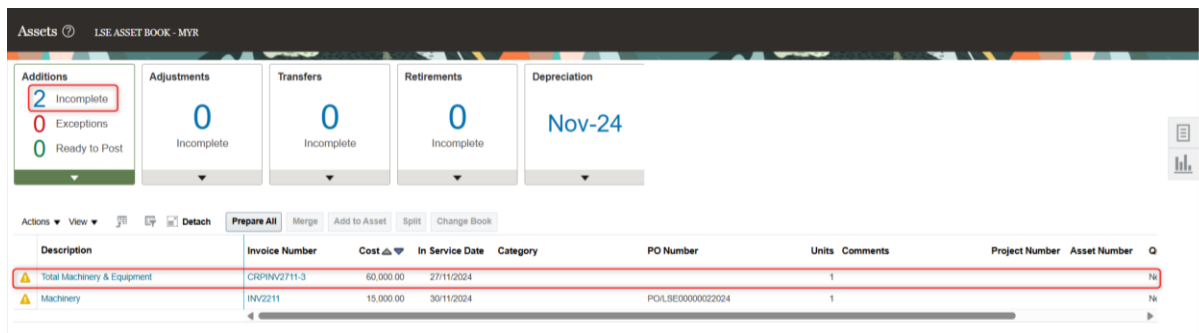
Manually add assets to the Fixed Assets Register by entering all required information and any optional information directly using:

- ✓ Add Asset Screen (generally used to enter a single asset)
- ✓ Spreadsheet (generally used to enter multiple assets)

### 3.2.1 Post Mass Additions by Screen

This process can be followed when an asset needs to be added from an Asset Invoice that has been transferred to the Fixed Assets Module for Asset Creation. For a single asset creation, the following steps can be followed in the **Add Asset** Form.

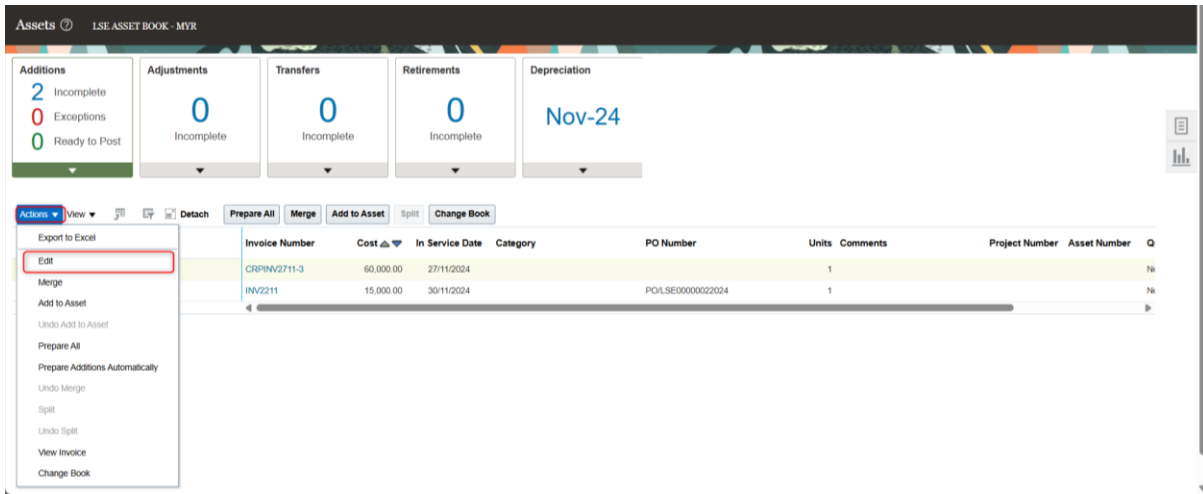
1. In the Asset Addition Infotile, under the Incomplete section, you will be able to see the Asset Invoices that have been transferred into the Asset Module from the Payables Module (after running the Create Mass Additions process).



Description	Invoice Number	Cost	In Service Date	Category	PO Number	Units	Comments	Project Number	Asset Number
⚠ Total Machinery & Equipment	CRPINV2711-3	60,000.00	27/11/2024			1			NA
⚠ Machinery	INV2211	15,000.00	30/11/2024		POLSE0000022024	1			NA

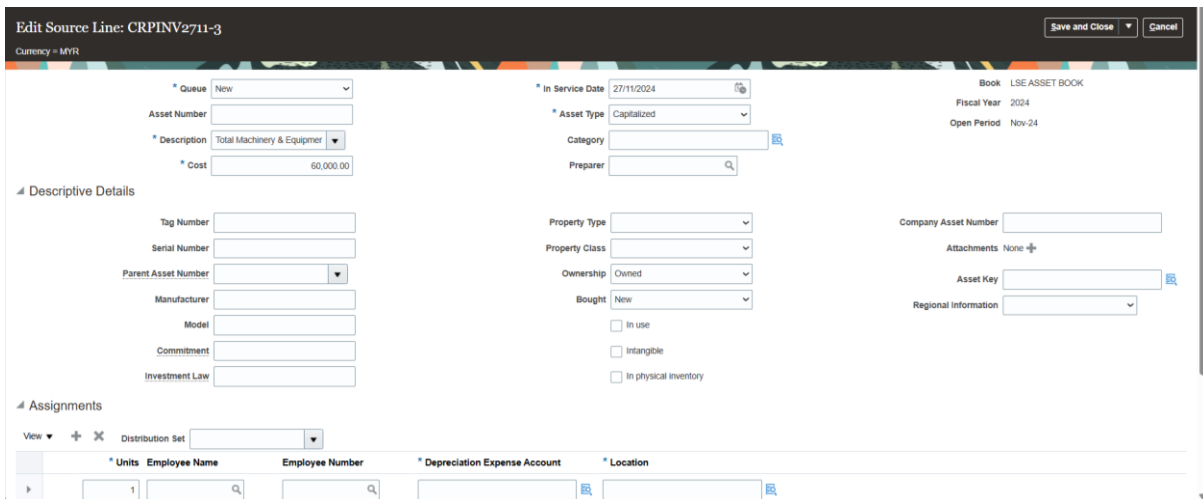
**Figure 27: List of Incomplete in Assets Work Area**

2. Select the Line of the Payables Invoice that you wish to add as Asset. Click on **Actions** button and select **Edit**.



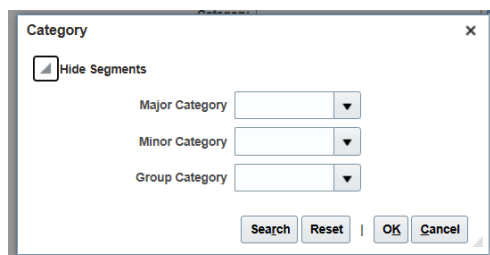
**Figure 28: Actions Dropdown List in Assets Work Area**

3. System will navigate into the below mentioned page.



**Figure 29: Edit Source Line Page**

4. Select an appropriate Asset Category.
  - Choose the major category,
  - Then click search to view all the available combinations



**Figure 30: Category Box**

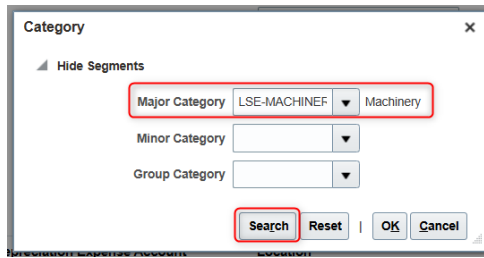


Figure 31: Major Category Search in Category Box

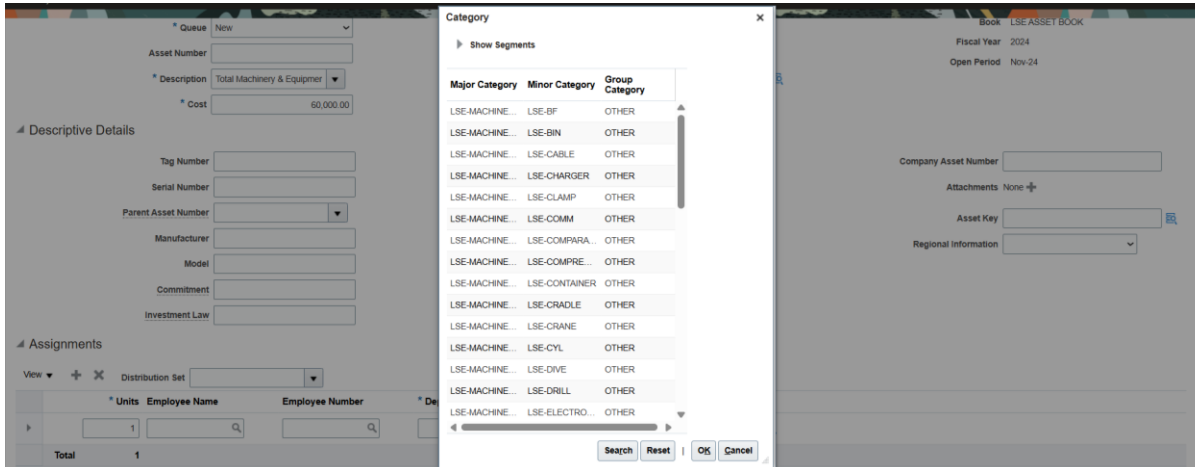


Figure 32: List of Major and Minor Category in Category Box

5. Enter the necessary details like:
  - a. In-Service Date (Should be in open period)
  - b. Description
  - c. Category
  - d. Tag Number
  - e. Serial Number
  - f. Company Asset Number
  - g. Asset Key

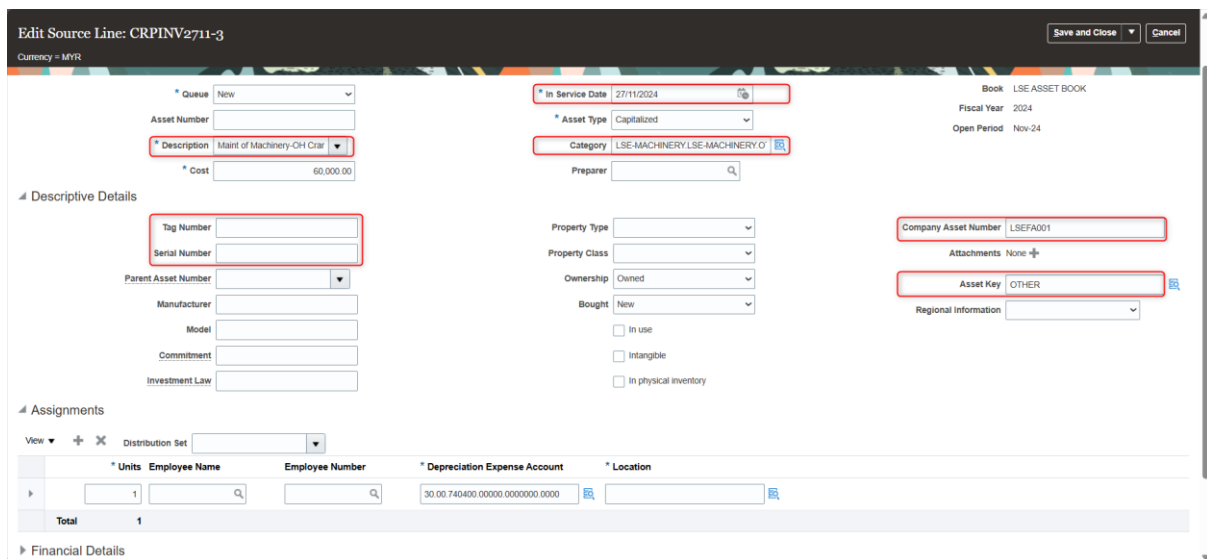
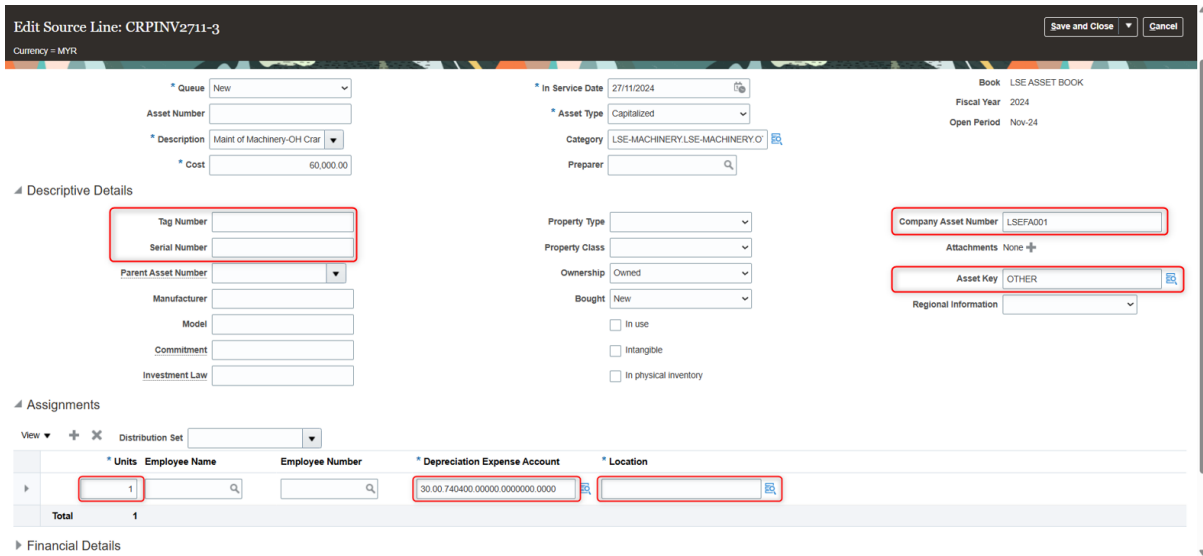


Figure 33: Descriptive Details Section

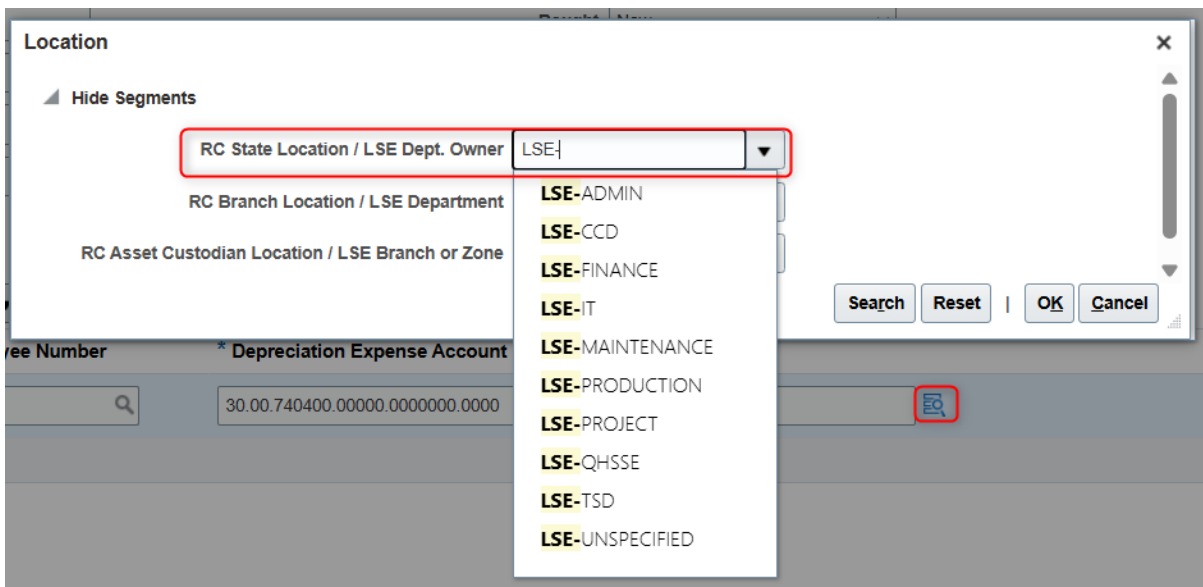
6. Enter Asset Key field as **OTHER** to avoid any Error upon submission.
7. In the Assignments section, mention necessary details like Number of Units, Depreciation Expense Account and Location.



**Figure 34: Assignments Section**

Note that Oracle Fusion only auto generates the Depreciation Expense Account as default value based on Asset Categories Setup or you may manually change it accordingly.

8. Next, please choose the Location.



**Figure 35: Location Box**

9. Expand the Financial Details section and review the necessary details defaulted from the Asset Category selected:

**Figure 36: General Tab in Financial Details Section**

Review Details like:

- Depreciation Method
- Life of Asset
 

**Note:** Life of an Asset is defaulted from Asset Categories Setup. However, you need to review life of an asset once before posting an asset.
- Depreciation Checkbox (whether to calculate depreciation on this asset or not)
- Prorate Convention
- Prorate Date (date start depreciation)



### REMINDER

As per agreed in the Implementation Session, for any Prorate Convention field, you need to select 'LSE\_HALFMO'. Setup Prorate stated as below:

- Purchase from 1st to 15th, depreciation start will become "**Current Month**"
- Purchase from 16th to end month, depreciation start will become "**Following Month**"

10. Next you can go to Source Information tab, here you can review the invoice that purchased asset.

**Figure 37: Source Information Tab in Financial Details Section**

11. After reviewing the necessary details, change the Queue Status of this record to Post and click on Save and Close.

**Figure 38: Edit Source Line Page**

12. The Asset Addition Record will be moved to the Ready to Post section of Additions Infotile. Click on Post All and the asset will be created in your Fixed Assets Register.

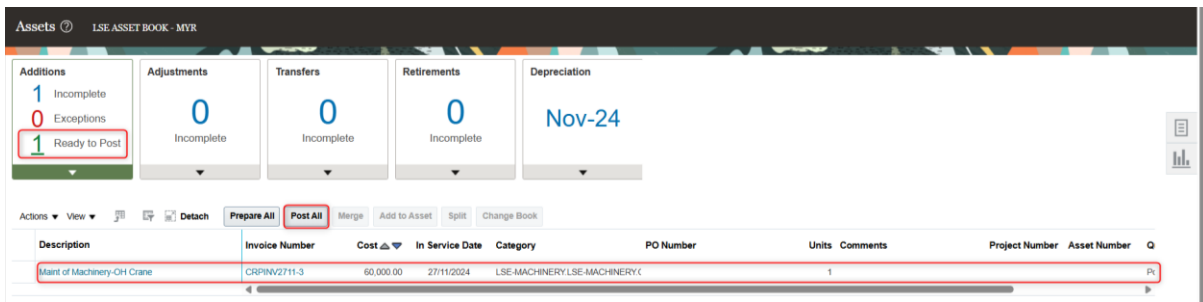


Figure 39: List of Ready to Post in Assets Work Area

13. Next you may review the program status at schedule process. From the report, you can view the asset number generated by the system.

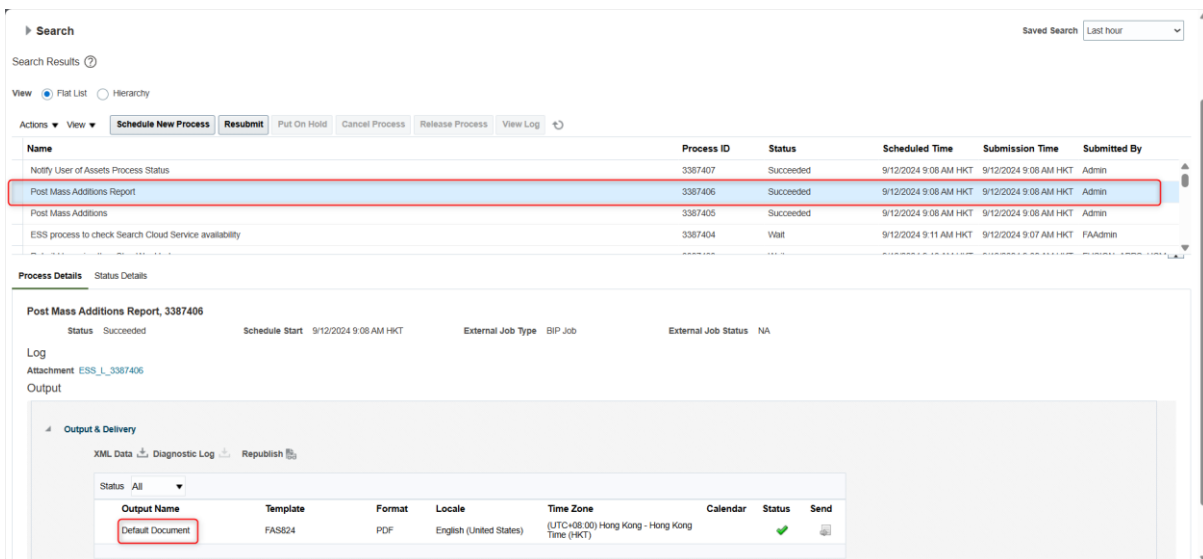


Figure 40: Post Mass Additions Report Log & Output

**ORACLE** Post Mass Additions Report Report Date 9/12/2024 9:12 AM  
Page 1 of 1

Transaction Type Additions

Asset Number	Description	Company	Cost Centre	Asset Account	Cost	Comments
505594	Maint of Machinery-OH Crane	30	00000	101400	60,000.00	
<b>Total for Transaction Type Additions</b>					<b>60,000.00</b>	
<b>Total Cost for Report</b>					<b>60,000.00</b>	
<b>Total Lines Posted for Report</b>					<b>1</b>	

Figure 41: Post Mass Additions Report

Once the process of Post Assets succeeds, you can view this asset in the Inquire Assets Dashboard.

### 3.2.2 Post Mass Additions by Spreadsheet

This process can be used when **multiple asset units need to be added from an Asset Invoice** (or from multiple asset invoices) that has/have been transferred to the Fixed Assets Module for Asset Creation. For multiple asset creation in one go, the following steps can be followed in the FA Module and **Spreadsheet**.

Oracle will credit Asset Clearing account (for Manual Payables Invoice Creation) at the time of adding the asset using Spreadsheet function of Fixed Asset addition.

1. Click on **Prepare All** button to prepare these assets in a Spreadsheet.

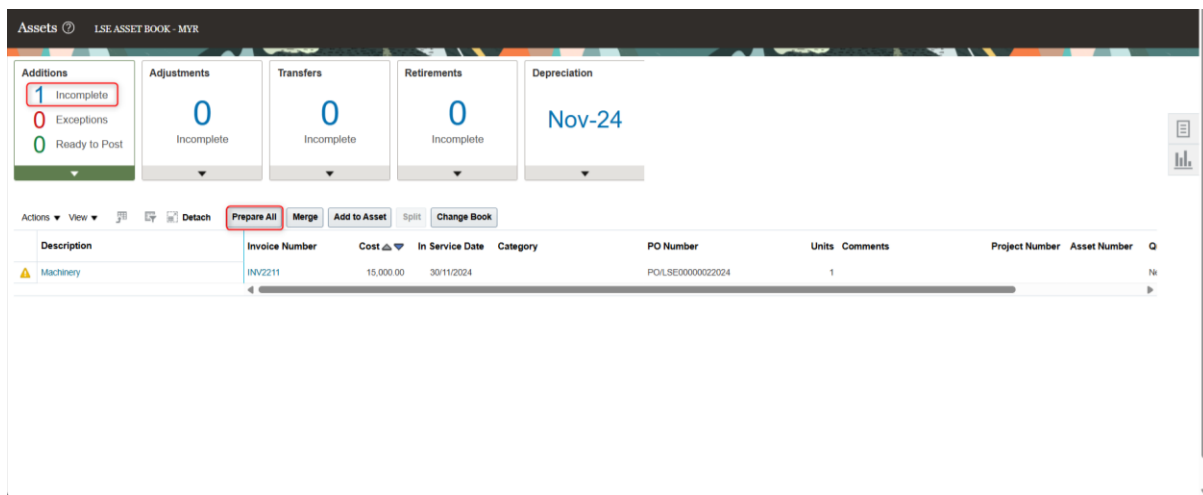


Figure 42: Prepare All Navigation in Assets Work Area

- It will download a spreadsheet for Mass Addition. Connect to Oracle ERP and sign in with your user account.

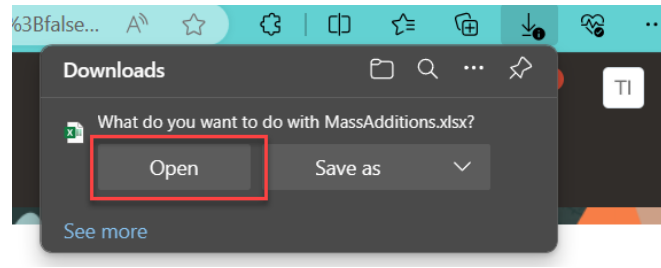


Figure 43: Excel Template Download

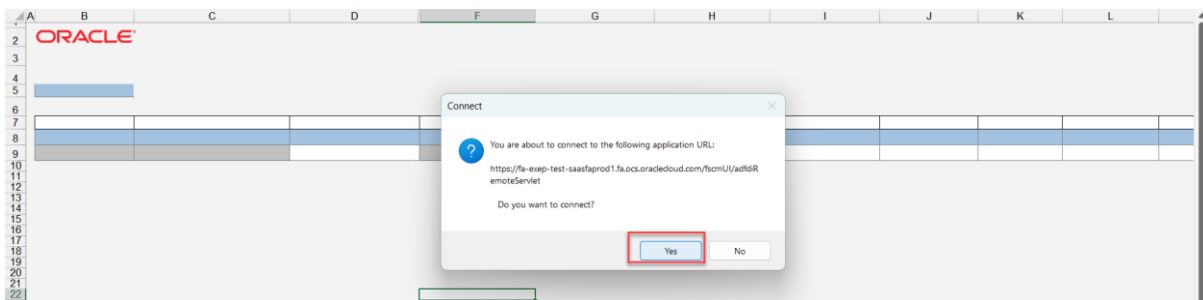


Figure 44: Connect Prompt Box

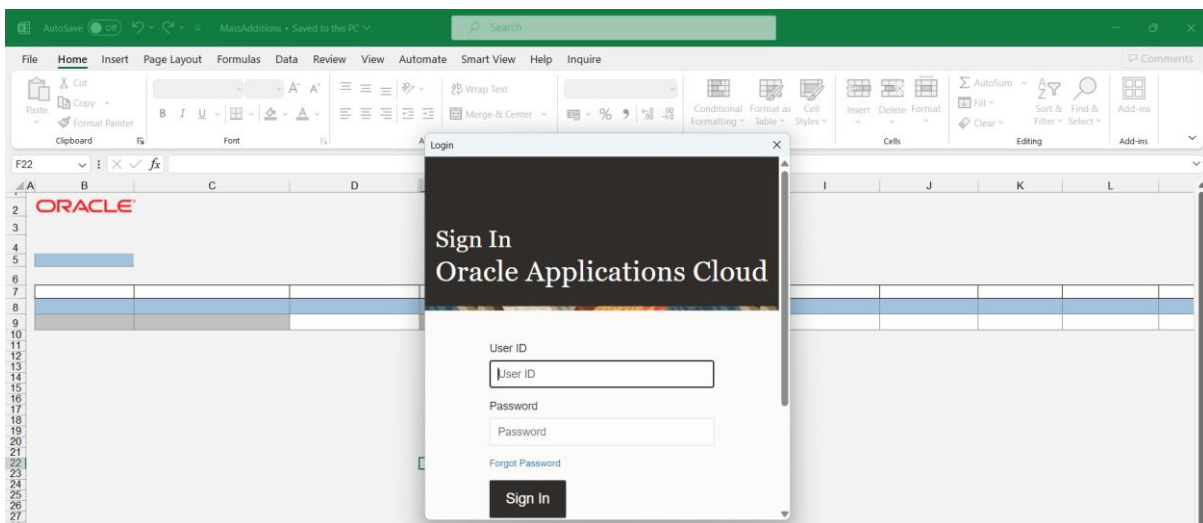


Figure 45: Login Page

3. It will retrieve a spreadsheet with details of all Asset Invoices that have come into the FA Module for Addition.  
Enter the details as per below manually
  - Queue Name = Post
  - Major, Minor and Group Category
 You can double click to have the List of Value (LOV).

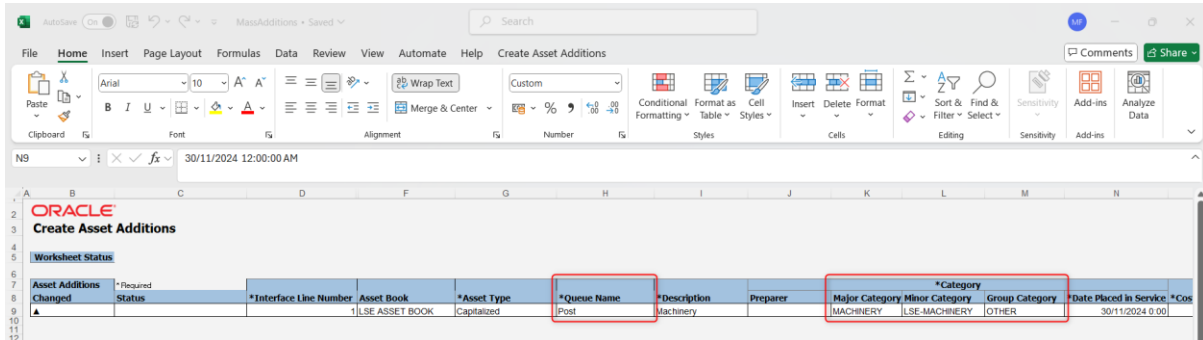


Figure 46: Queue Name and Category Columns

- Asset Location
- Depreciation Expense Account
- Asset Key

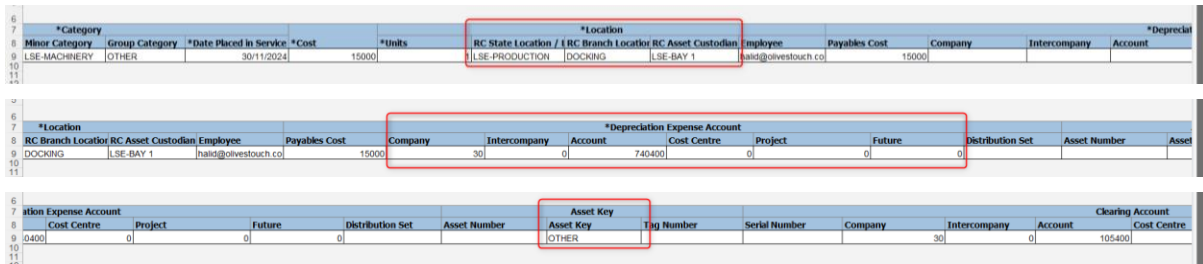


Figure 47: Locations, Depreciation Expense, Asset Key Columns

4. For useful life, and depreciation method will follow the Asset Categories Setup. However, you may change if required.
  - Depreciation Method
  - Life in Years
  - Life in Months



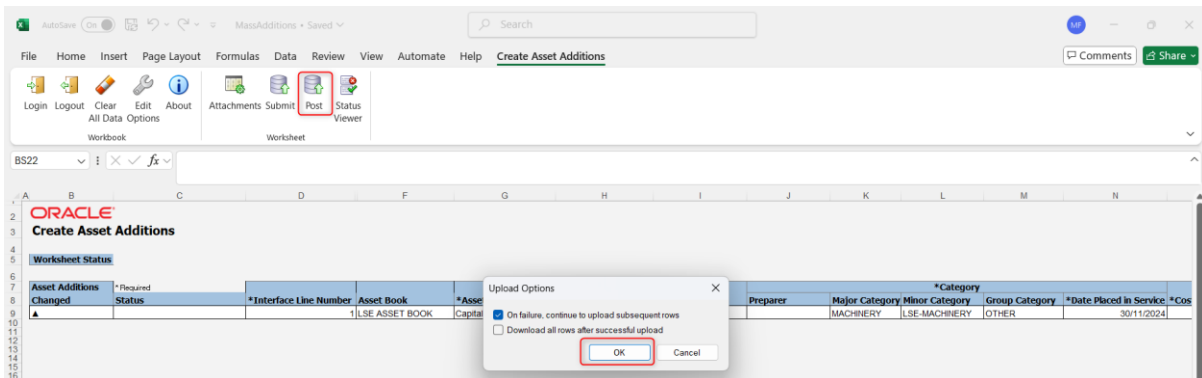
Figure 48: Depreciation Method, Life in Years, Life in Months Columns

5. Enter Salvage Value, this will impact the Net Book Value at the end of useful life period.
  - Salvage Type = Amount
  - Salvage Value Amount = 1

6								
7	Bonus Rule	Cash Generating Unit	Salvage Type	Salvage Value Amount	Salvage Value Percent	Depreciation Limit Type	Depreciation Limit Amount	Depreciation Limit Percent
8			Amount	1				Short year
9								
10								
11								

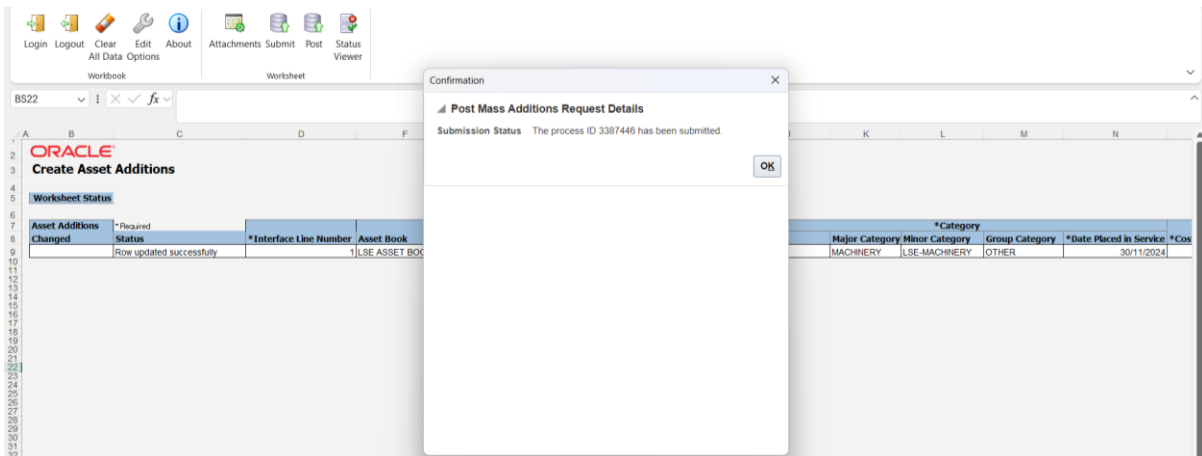
**Figure 49: Salvage Type and Salvage Value Amount Focused Columns**

6. You able to check other information related to Invoice and Purchase Order through:
  - Invoice Number
  - PO Number
  - Supplier Number
  - Supplier Name
  - Invoice Date
  - Invoice Line Description
7. After that, Click on **Post**.
  - You can choose the post option
  - Then, click OK button to proceed



**Figure 50: Upload Options Prompt Box**

Oracle will run a program for Post Mass Additions.



**Figure 51: Confirmation Prompt Box**

8. Then you may review the program status in the schedule process.

**Process Details** Status Details

**Post Mass Additions Report, 3387467**

Status: Succeeded Schedule Start: 9/12/2024 9:46 AM HKT External Job Type: BIP Job External Job Status: NA

Log  
Attachment: ESS\_I\_3387467  
Output

**Output & Delivery**

XML Data Diagnostic Log Republish

Output Name	Template	Format	Locale	Time Zone	Calendar	Status	Send
Default Document	FAS824	PDF	English (United States)	(UTC+08:00) Hong Kong - Hong Kong Time (HKT)		✓	

Figure 52: Post Mass Additions Report Log & Output

9. Here is the sample report.

**ORACLE** **Post Mass Additions Report** Report Date: 9/12/2024 9:50 AM  
Page: 1 of 1

Transaction Type: Additions

Asset Number	Description	Company	Cost Centre	Asset Account	Cost	Comments
505595	Machinery	30	00000	101400	15,000.00	
<b>Total for Transaction Type Additions</b>					15,000.00	
<b>Total Cost for Report</b>					15,000.00	
<b>Total Lines Posted for Report</b>					1	

End of Report

Figure 53: Post Mass Additions Report

### 3.2.3 Asset Split using Split Function

For purchasing assets from Payables that contained more than 1 unit, and required to split as single unit, you may use Split Function. This function will split the assets equally into 1 for each line.

1. Select the asset line, go to Action > Edit.

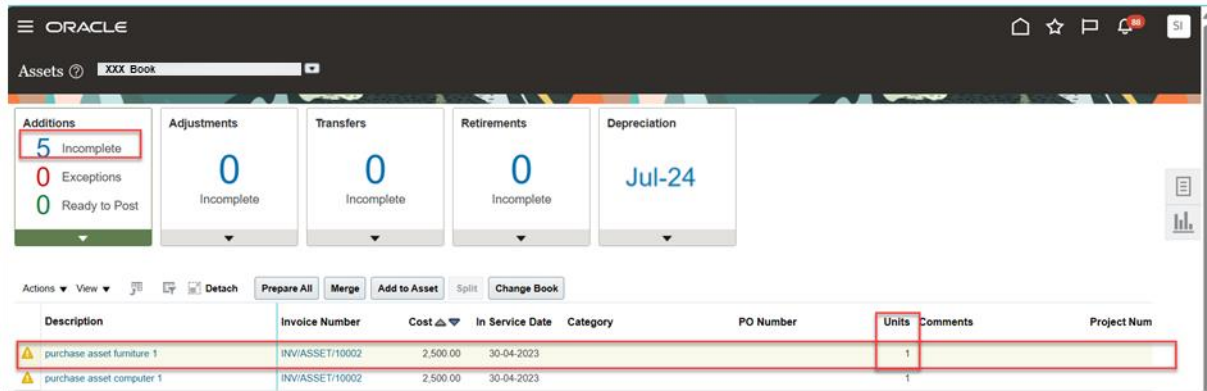


Figure 54: List of Incomplete in Assets Work Area

2. Click the **Split** button.

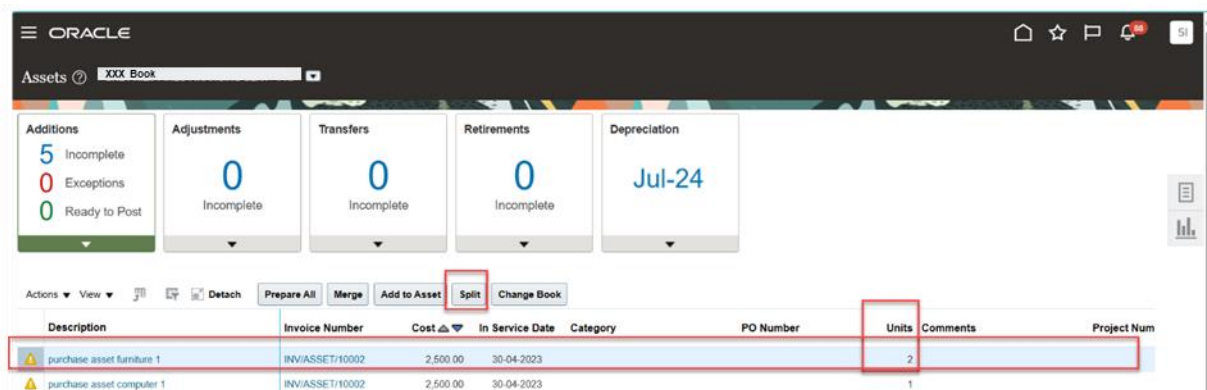


Figure 55: Split Asset Navigation in Asset Work Area

3. There will be warning message to confirm the split. Click **Yes** button to proceed.

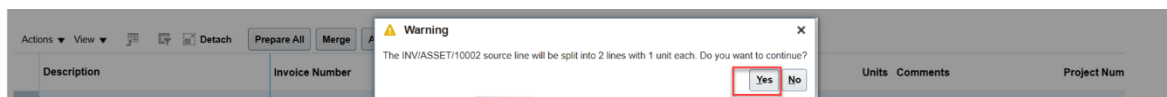


Figure 56: Warning Box

4. The split has been successful.



Figure 57: Confirmation Box

5. Then you may proceed to enter the relevant information and post the asset.

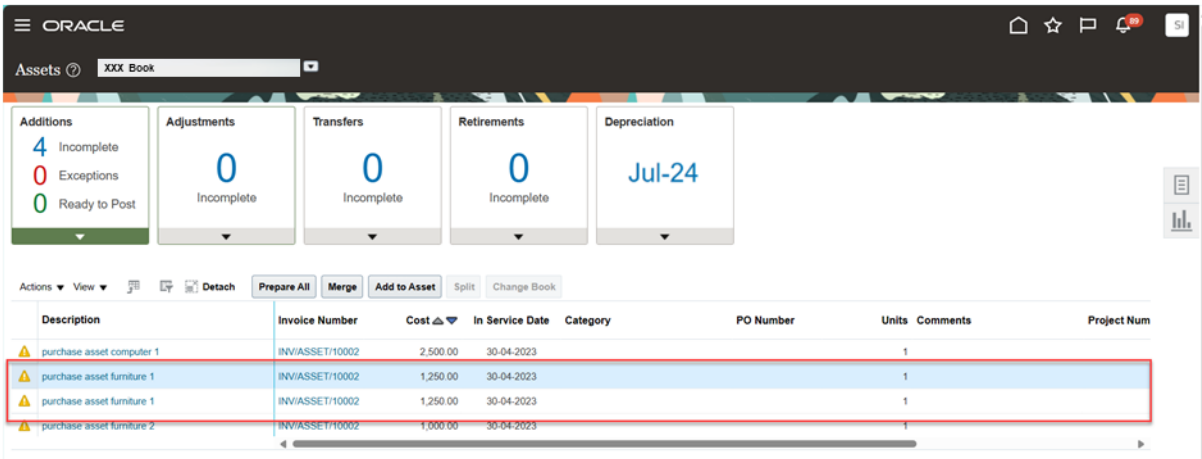


Figure 58: List of Incomplete in Assets Work Area

### 3.2.4 Increase Existing Asset using Add to Asset Function

This function allows any user to Add the Cost into existing assets.

1. Choose the asset lines and click **Add to Asset** button.

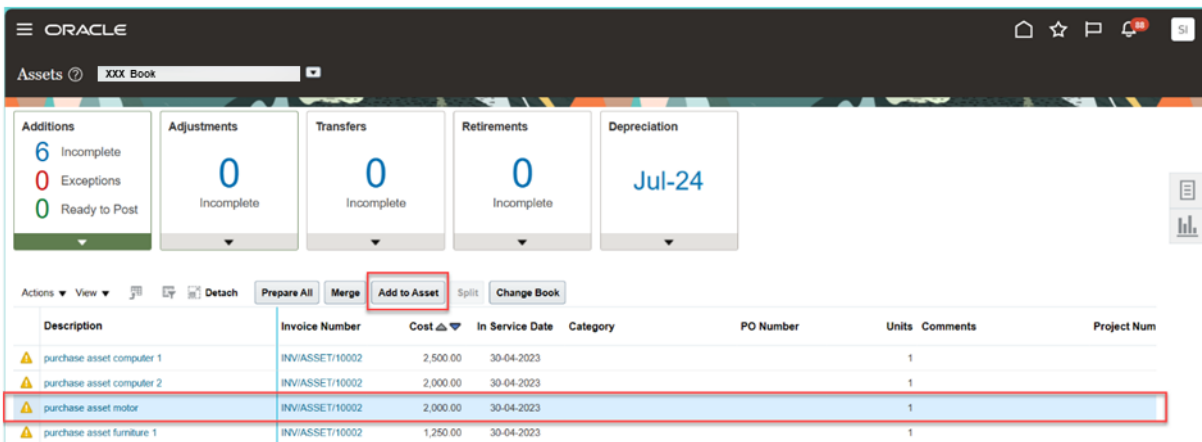


Figure 59: Add to Asset Navigation in Assets Work Area

2. Then search for the existing asset that requires additional cost.
3. Next, click Preview Add to Asset button.

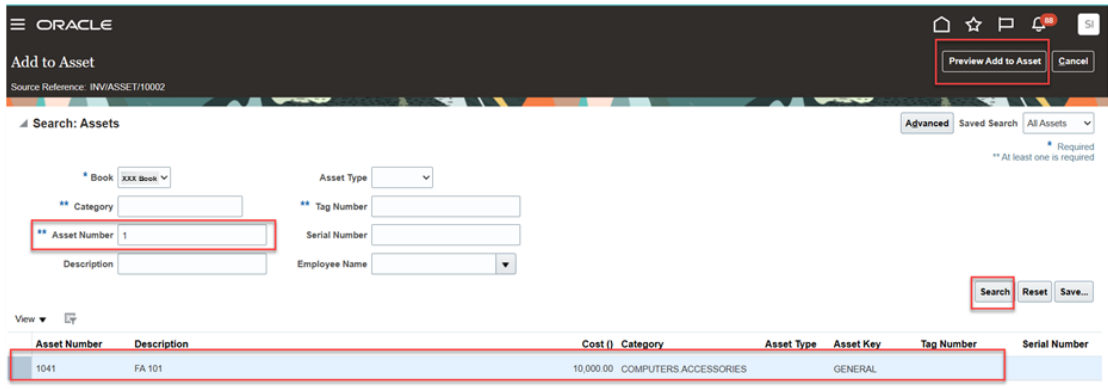


Figure 60: Add to Asset Page

4. Review the result.
5. Then click Add to Asset button to proceed.

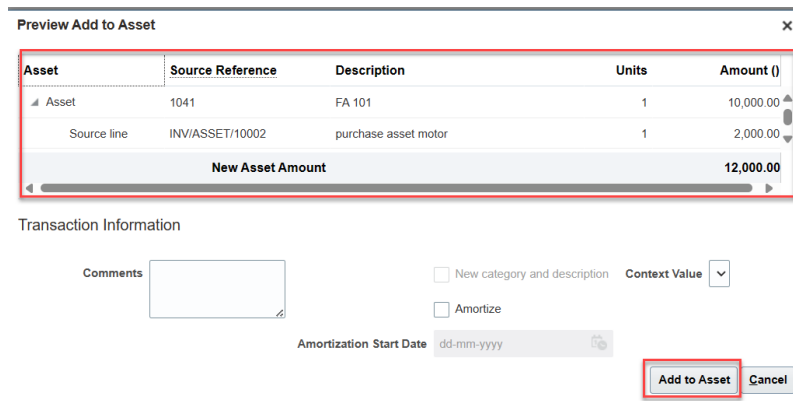


Figure 61: Preview Add to Asset Box

6. The asset line will be ready to post. Go to Ready to Post and click Post All.

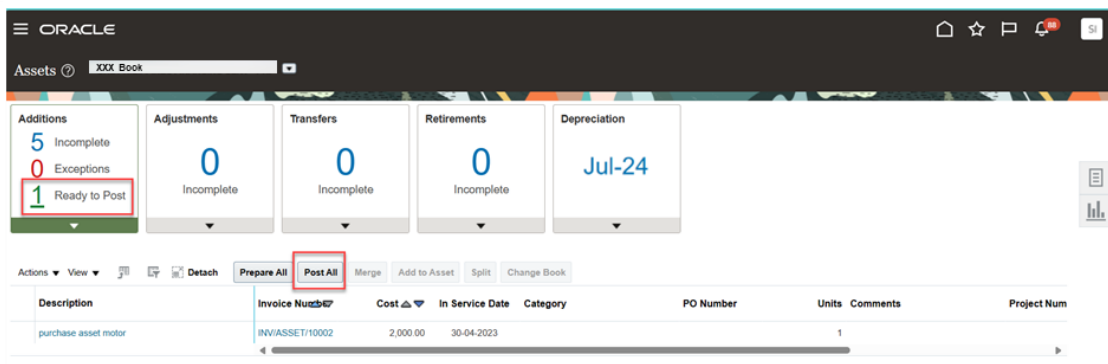
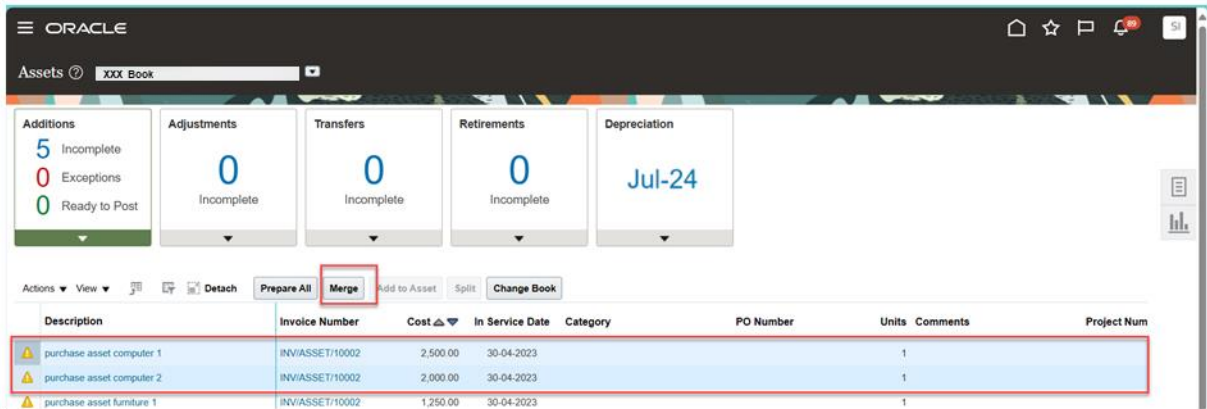


Figure 62: List of Ready to Post and Post All Navigation in Assets Work Area

### 3.2.5 Combine Multiple Lines using Merge Function

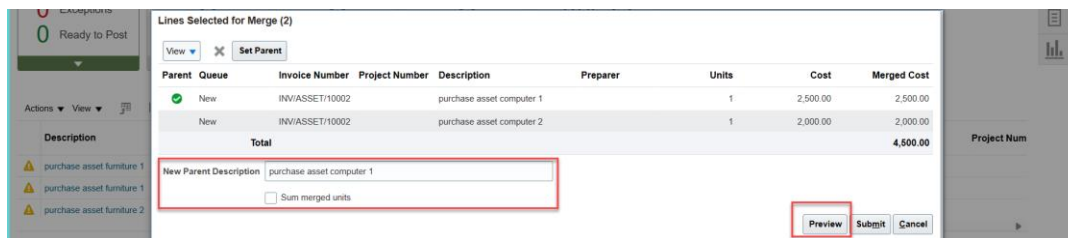
This function allows any user to merge the assets line into 1 asset.

1. Click the asset lines that require to merge.
2. Then click the **Merge** button.



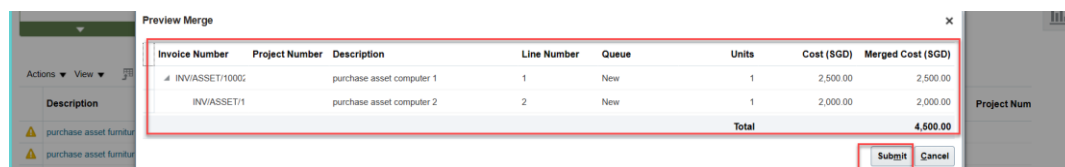
**Figure 63: Merge Navigation in Assets Work Area**

3. It will show the preview result from the merge. You can change the description and tick the sum merged unit if you want to have 2 unit for the asset.
4. Click the Preview button.



**Figure 64: Lines Selected for Merge Box**

5. It will show the final result. Then click the **Submit** button to proceed.



**Figure 65: Preview Merge Box**

6. After that, you may proceed to enter all the relevant information and post the asset.

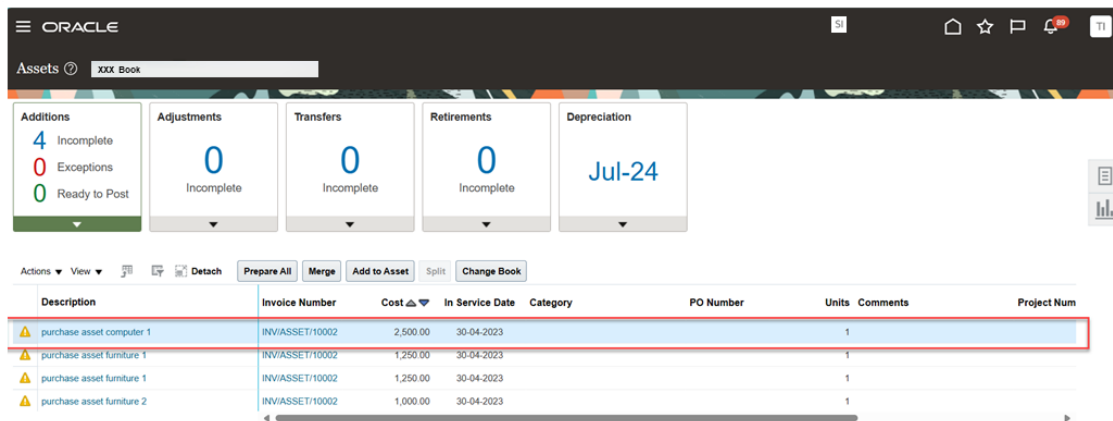


Figure 66: List of Incomplete in Assets Work Area

### 3.2.6 Undo Process for Split, Merge and Add to Asset Function

1. Go to Task > Prepare Source Lines.

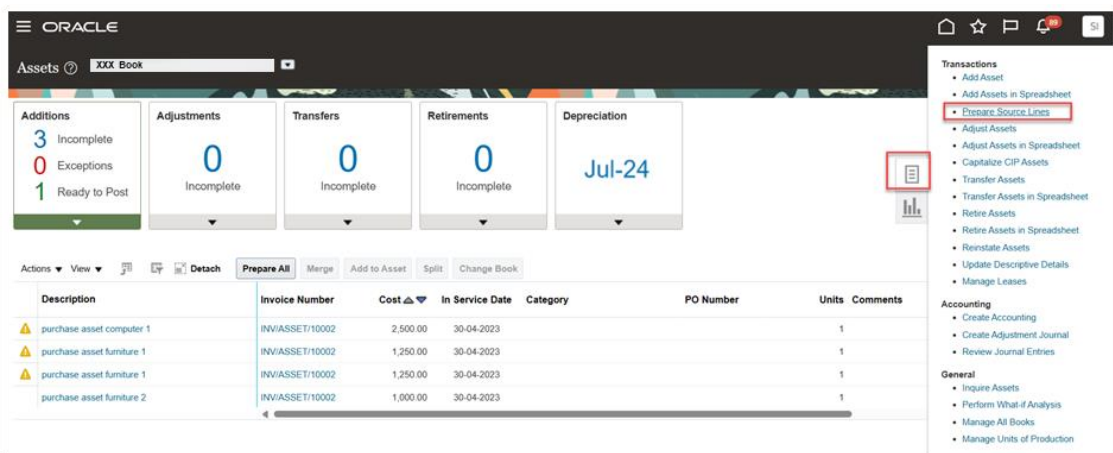


Figure 67: Task Sidebar in Assets Work Area

2. Undo Split.  
Search Queue = Split

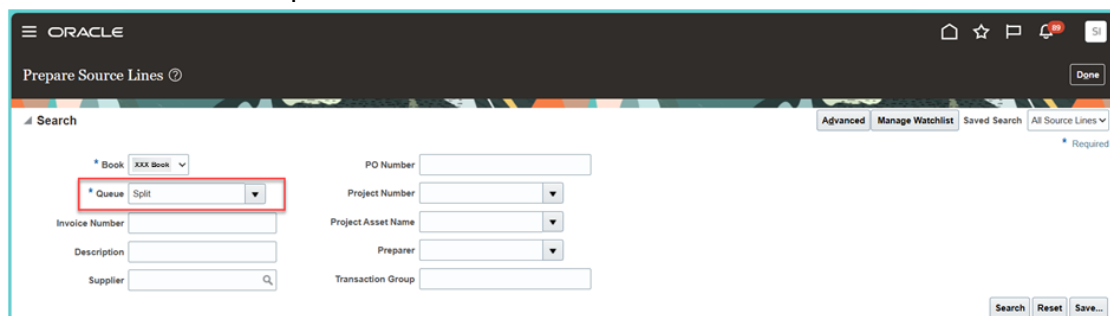


Figure 68: Prepare Source Line Page

3. Choose the asset line, then go to Action > Undo Split.

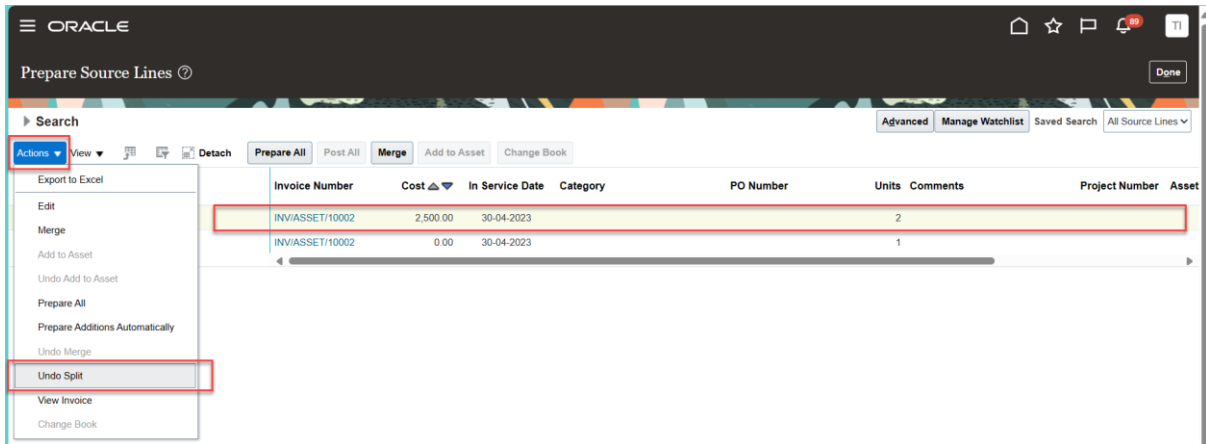


Figure 69: Undo Split Navigation

4. Undo Merge.  
Search Queue = Merged

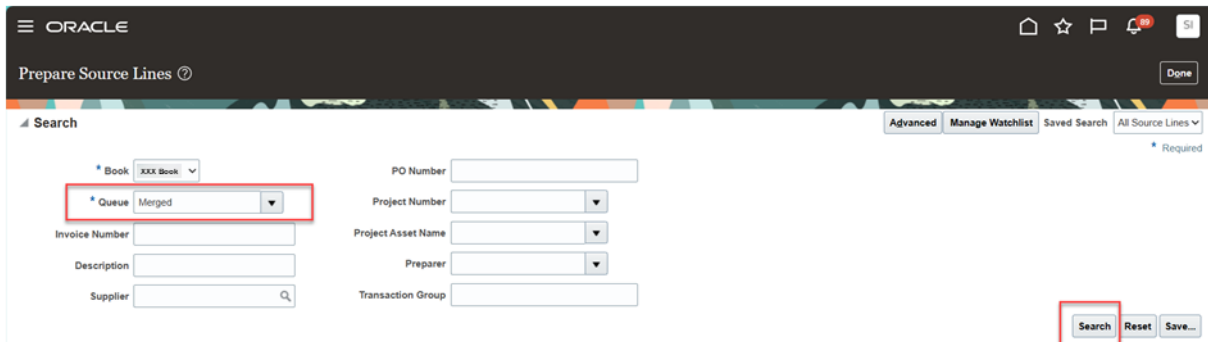


Figure 70: Search Section in Prepare Source Line Page

5. Choose the asset line.  
Then go to Action > Undo Merge.

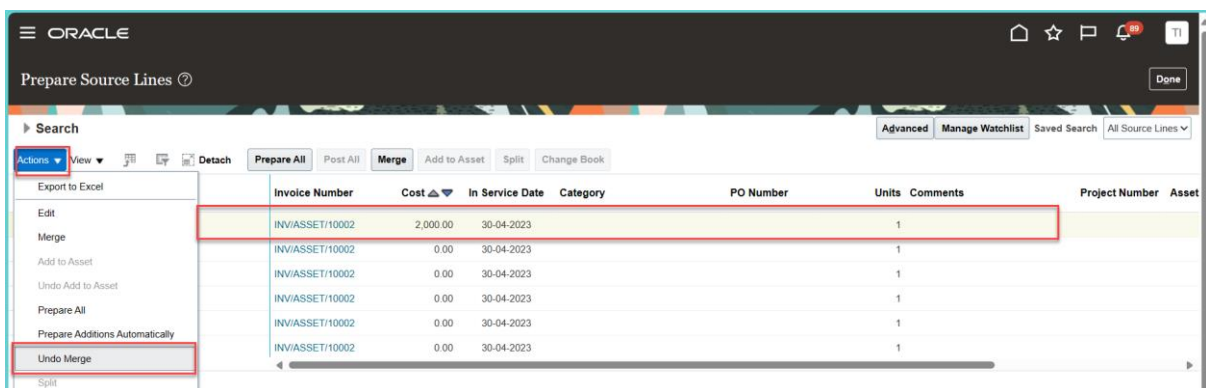


Figure 71: Undo Merge Navigation

- Undo Add to Asset.  
Search Queue = Cost Adjustment

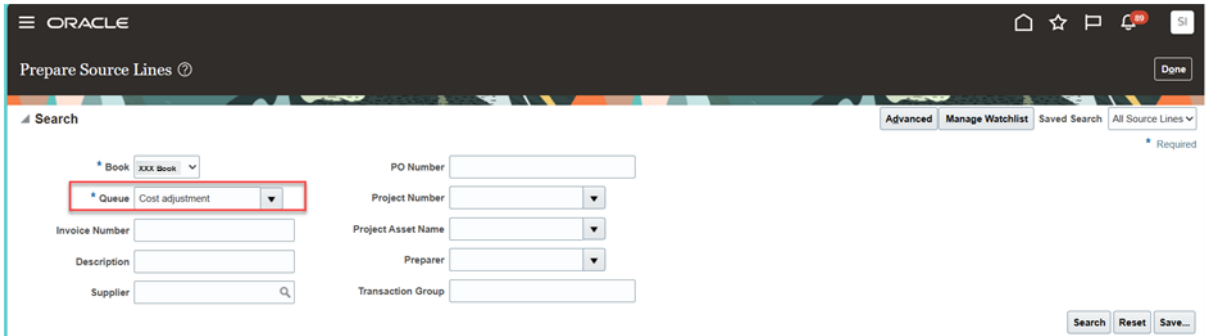


Figure 72: Prepare Source Lines Page

- Choose the asset line.  
Then go to Action > Undo Add to Asset

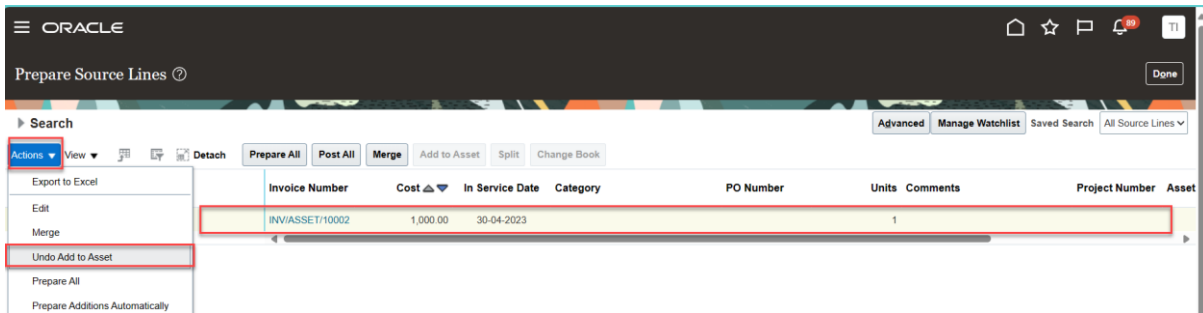


Figure 73: Undo Add to Asset Navigation

### 3.3 Manual Asset Creation

Manual addition process to directly enter ordinary assets without interfering with other modules such as Procurement and Payables.

#### Prerequisites

- ✓ Assets Books and Categories are defined.
- ✓ User has a role to access the relevant Asset Books.

#### Process Summary

Manually add assets to the Fixed Assets Register by entering all required information and any optional information directly using:

- ✓ Add Asset Screen (generally used to enter a single asset)
- ✓ Spreadsheet (generally used to enter multiple assets)

#### 3.3.1 Create Asset by Screen

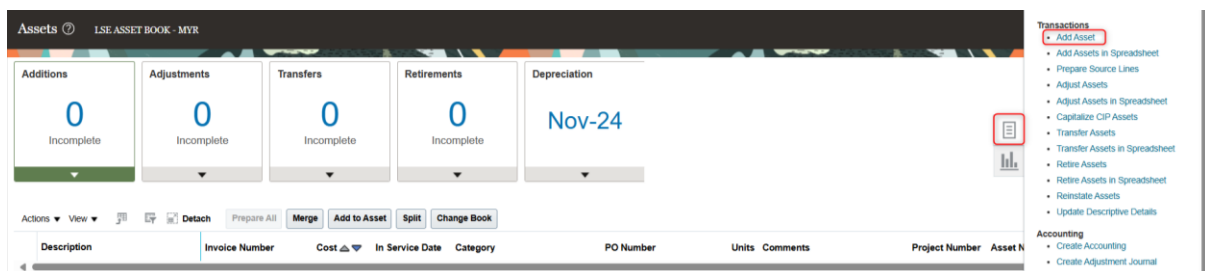
This process can be followed where there is no AP Invoice for an asset or adding existing assets which could not be identified during migrating assets from existing system to Oracle.

Assets will be created manually in Fixed Asset module. Accounting entry will be as follows:

No	Scenario	Module	No.	Accounting Entry	Comments
1.	Manual Asset Addition	Fixed Assets	1.	DR Asset Cost Account	Asset Cost and Asset Clearing Account is fetched from the Asset Category setup
				CR Asset Clearing Account	

**Table 2: Accounting Entry of Manual Asset Addition**

1. Navigate to Fixed Assets > Assets > Task > Add Assets.



**Figure 74: Task Sidebar in Assets Work Area**

2. Enter information in the fields like Book name, Assets type as Capitalized/Expensed, Category, Description, Cost, Unit, Location assignment. Expense Account will auto generate based on Asset Categories Setup,

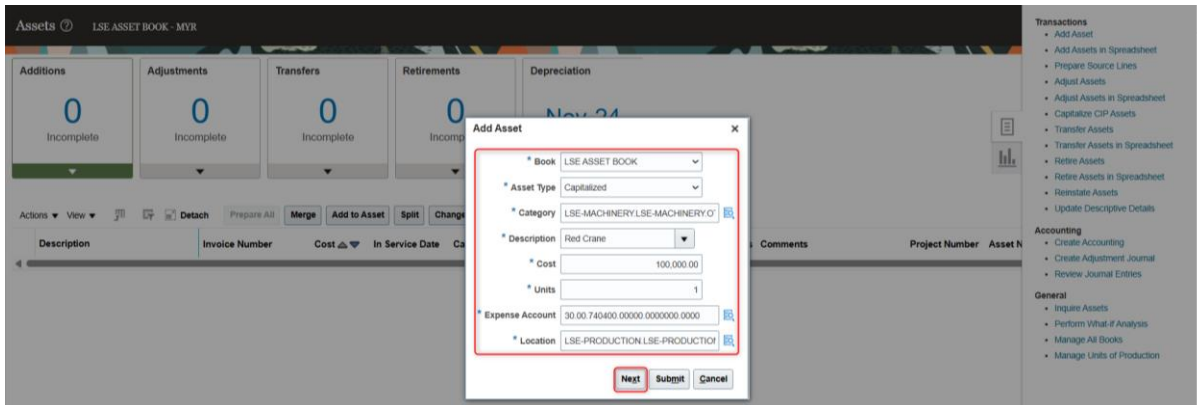


Figure 75: Add Asset Box

3. Enter the information in mandatory fields and optional fields on the basis of requirement like Header, Descriptive Details, Assignment and Financial Details.

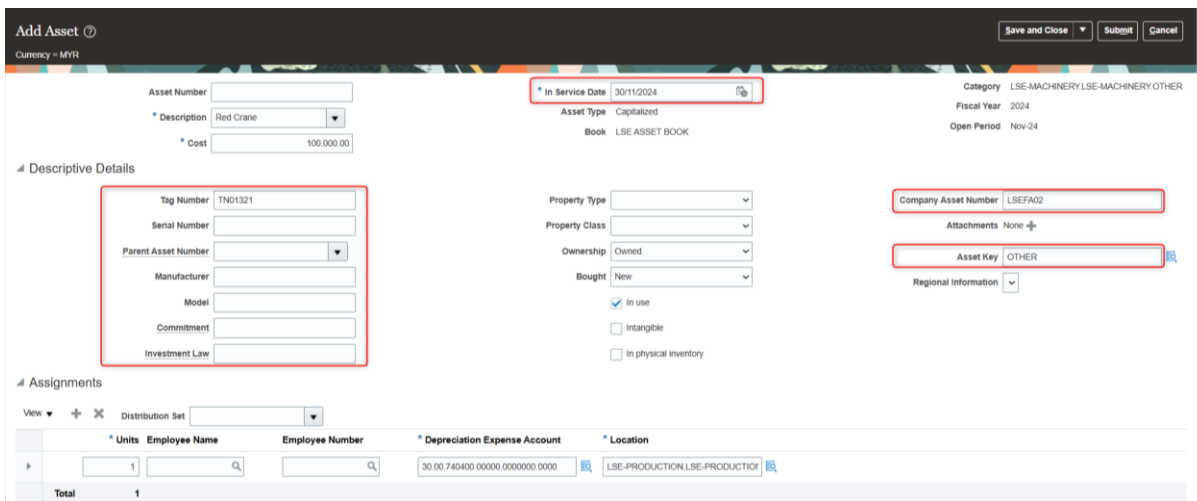


Figure 76: Add Asset Page

- Expand the Financial Details. Enter financial details which consist of General Information Salvage Value (if any).

The Depreciation Method, and Life of Asset will auto populate based on the asset category. However, you may change if required.

Figure 77: General Tab in Financial Details Section

- Click on **Submit** button to proceed.

Figure 78: Submit Navigation in Add Asset Page

- Asset will be moved to the Ready to Post section of Additions Infotile. Click on Post All and the asset will be created in your Fixed Assets Register.

Figure 79: List of Ready to Post in Assets Work Area

### 3.3.2 Create Asset by Spreadsheet

This process can be used when **multiple asset units need to be added manually**.

This process could also be used for migrating assets from existing system to Oracle. All existing assets will be loaded using spreadsheet along with details of this year's Depreciation details (YTD Depreciation), Accumulated Depreciation till date (Depreciation Reserve) etc.

1. Navigate to Fixed Assets > Assets > Task > Add Assets in Spreadsheet.

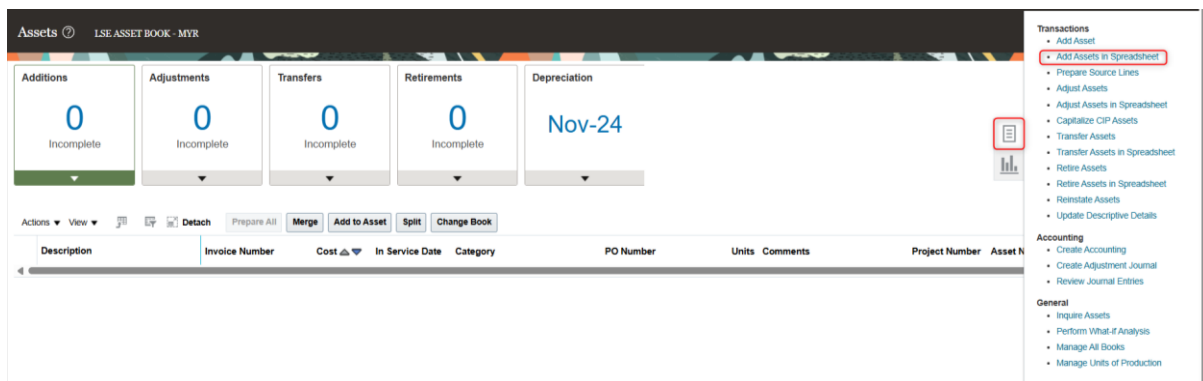


Figure 80: Task Sidebar in Assets Work Area

2. It will download a spreadsheet for Mass Addition. Connect to Oracle ERP and sign in with your user account.

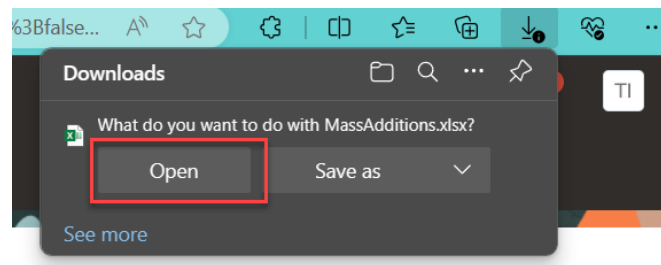


Figure 81: Excel Template Download

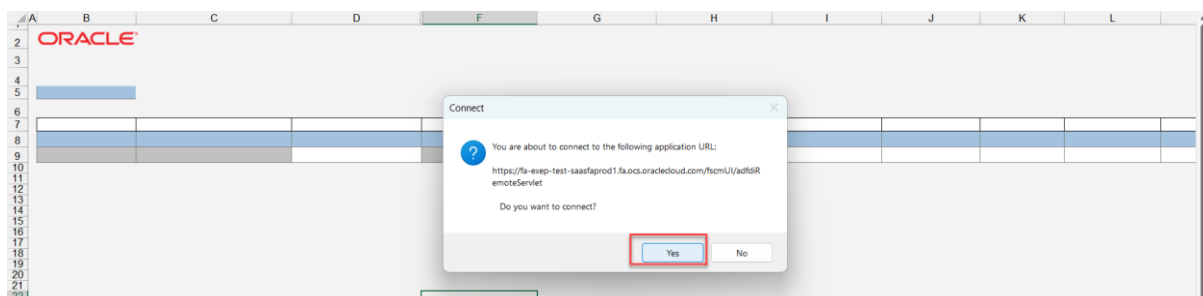


Figure 82: Connect Prompt Box

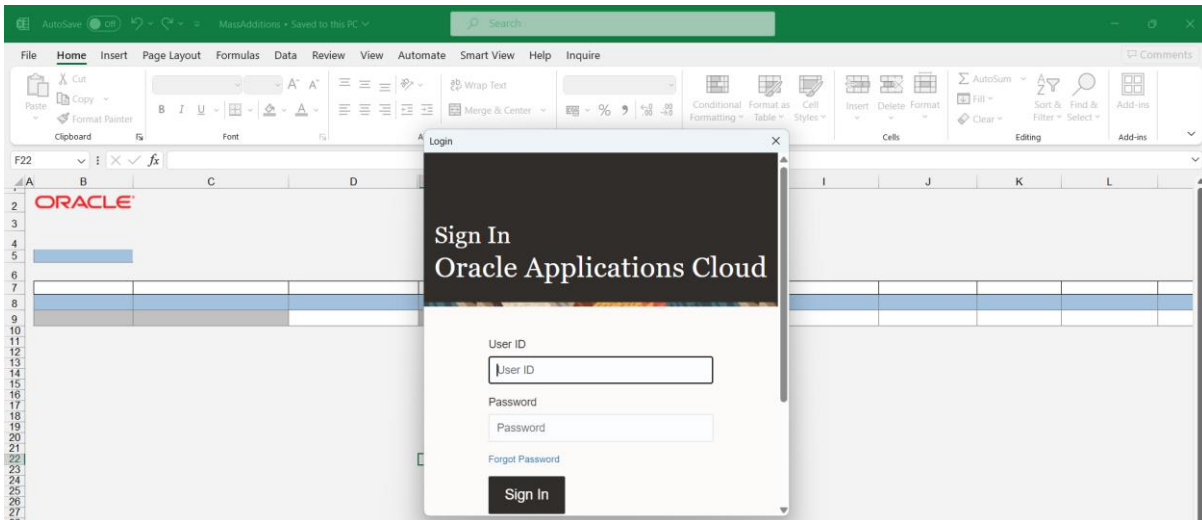


Figure 83: Login Page

3. It will retrieve a spreadsheet with details of all Asset Invoices that have come into the FA Module for Addition.

Enter the details as per below manually

- Interface Line Number = Ascending Numbering (1,2,3,...)
- Asset Type = Capitalized or Expensed
- Queue Name = Post
- Description
- Major, Minor and Group Category

You can double click to have the List of Value (LOV)

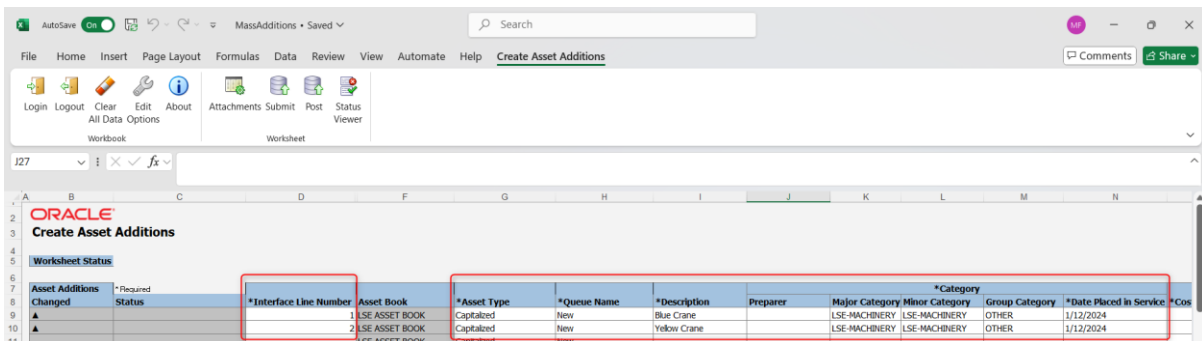


Figure 84: Excel Focused Columns

- Date Placed in Service
- Cost
- Units
- Asset Location
- Depreciation Expense Account
- Asset Key

*Cost	*Units	*Location				Payables Cost	Company	Intercompany	*Depreciation Expense Account			
		RC State Location / I	RC Branch Location/ RC	Asset Custodian	Employee				Account	Cost Centre	Project	Future
100,000.00		1 LSE-PRODUCTION	LSE-PRODUCTION-D LSE-BAY 1			50	00	740400	000000	00000000		0000
100,000.00		1 LSE-PRODUCTION	LSE-PRODUCTION-D LSE-BAY 1			50	00	740400	000000	00000000		0000

Asset Number	Asset Key	Tag Number	Serial Number	Company	Intercompany	Account	Clearing Account			Manufacturer Name	Model Number
							Cost Centre	Project	Future		
	OTHER										
	OTHER										

Figure 85: Excel Focused Columns

4. For useful life, and depreciation method will follow the Asset Categories Setup. However, you may change if required.
  - Depreciation Method
  - Life in Years
  - Life in Months

Bonus YTD Depreciation	Bonus Depreciation Reserve	YTD Impairment	Impairment Reserve	Depreciation Method	Life in Years	Life in Months	Life in Periods	Basic Rate	Adjusted R
				STL	5	0			
				STL	5	0			

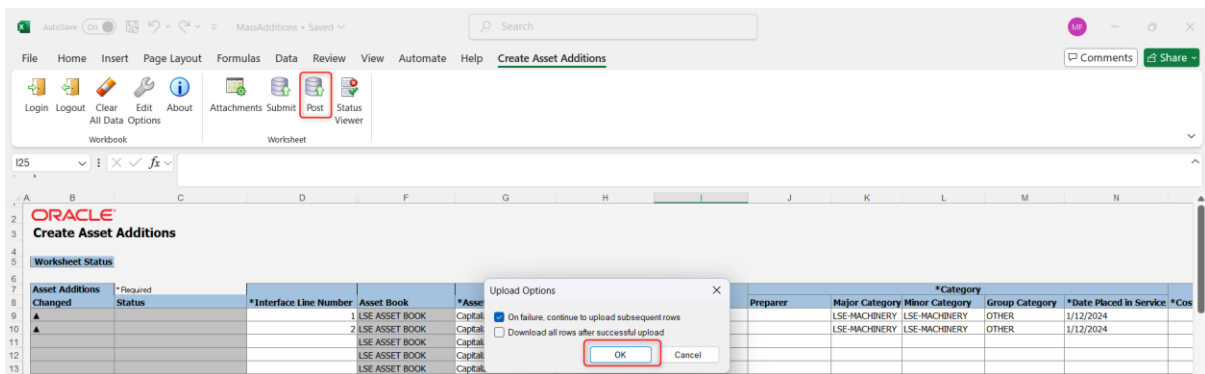
**Figure 86: Depreciation Method, Life in Years, Life in Months Columns**

5. Enter Salvage Value, this will impact the Net Book Value at the end of useful life period.
  - Salvage Type = Amount
  - Salvage Value Amount = 1

Prorate Convention	Bonus Rule	Cash Generating Unit	Salvage Type	Salvage Value Amount	Salvage Value Percent	Depreciation Limit Type	Depreciation Limit Amount	Depreciation Limit Percent
			Amount	1				
			Amount	1				

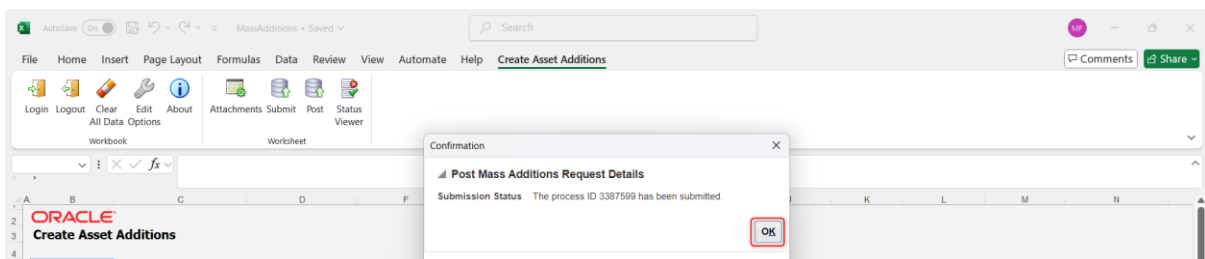
**Figure 87: Salvage Type and Salvage Value Amount Columns**

6. After that, Click on **Post**.
  - You can choose the post option
  - Then, click OK button to proceed



**Figure 88: Upload Options Prompt Box**

Oracle will run a program for Post Mass Additions.



**Figure 89: Confirmation Prompt Box**

- Asset will be moved to the Ready to Post section of Additions Infotile. Click on Post All and the asset will be created in your Fixed Assets Register.

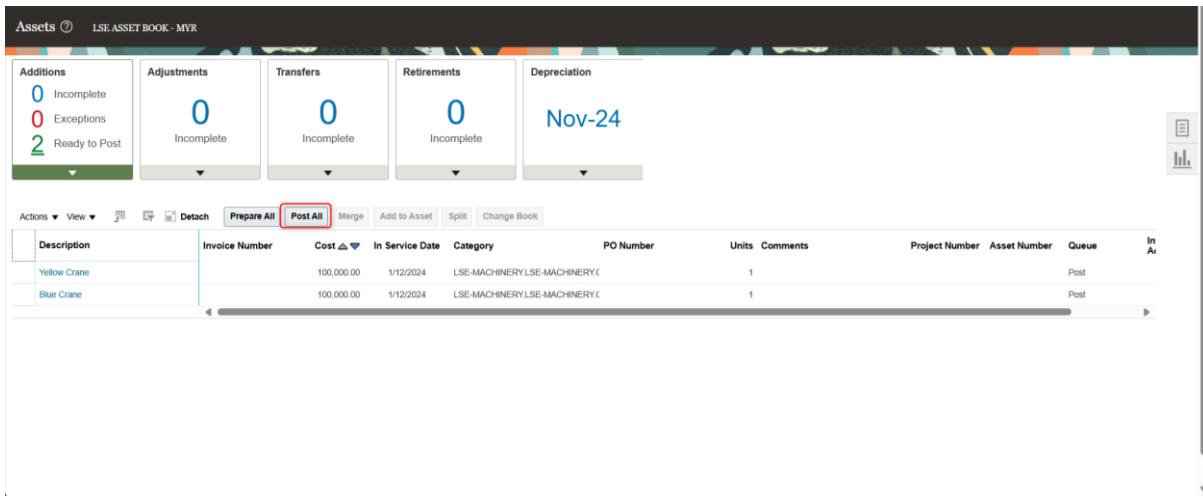


Figure 90: List of Ready to Post in Assets Work Area

## 4 ASSETS ADJUSTMENT

Asset adjustment includes:

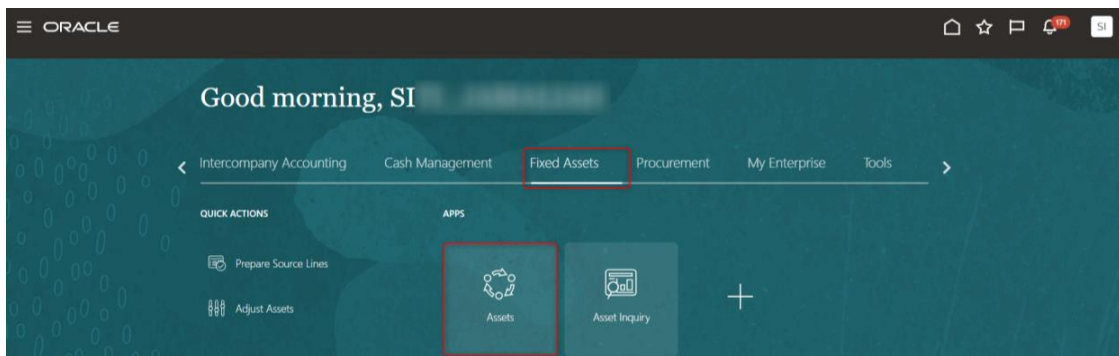
1. Financial Impact: Influences monetary information through journal creation including changes in cost, depreciation amount, useful life
2. Non-Financial Impact: Changes of descriptive information like asset number, serial number, model name.

### 4.1 Change Financial Details

#### Process Summary

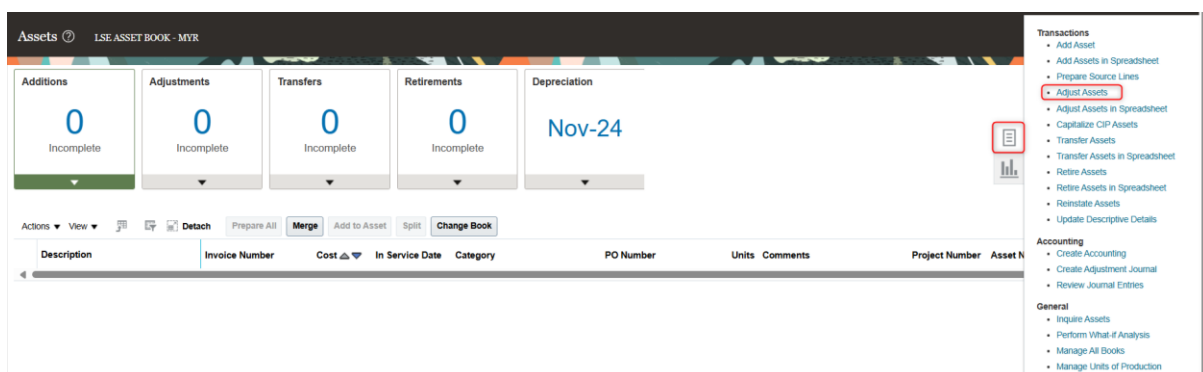
✓ Changes in financial information like cost, useful life, date in service and etc.

1. Click on the Assets menu under Fixed Assets.



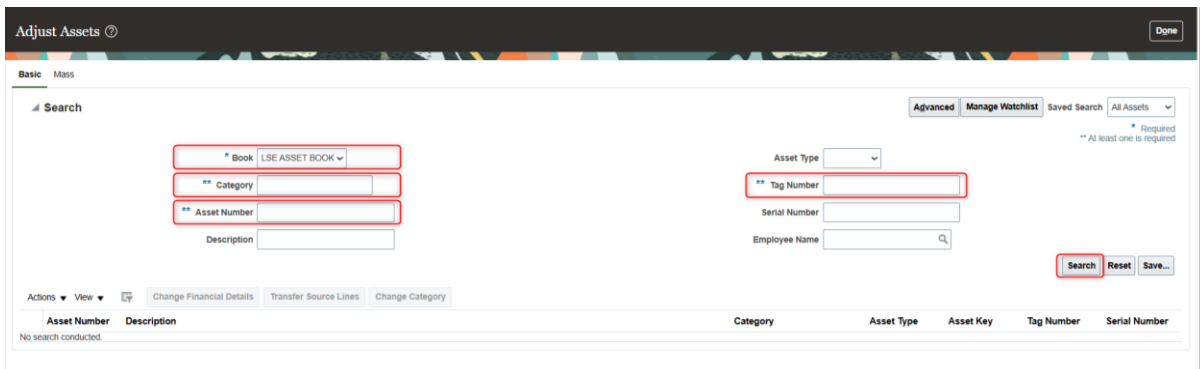
**Figure 91: Personal Home Page**

2. Click on Adjust Asset task from the Task list.



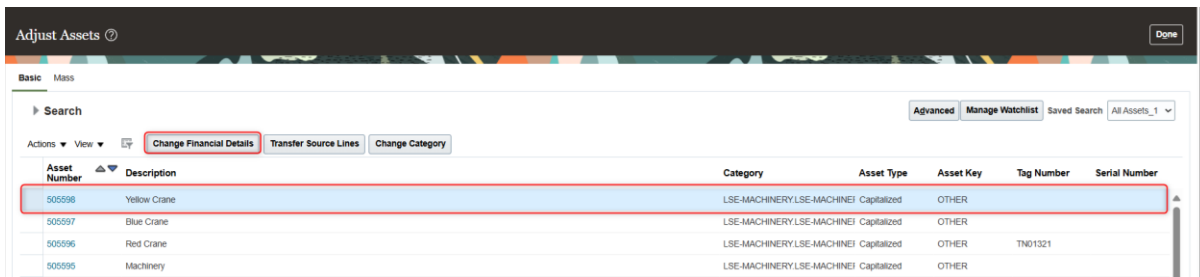
**Figure 92: Tasks Sidebar in Assets Work Area**

3. Select the Book and enter the relevant search criteria. Then click on **Search** button.



**Figure 93: Adjust Assets Page**

4. Select the Asset, click on the **Change Financial Details** button.



**Figure 94: Change Financial Details Navigation in Adjust Assets Page**

5. Once the system navigates into the Change Financial Details page.

There are Amortize checkbox:

- You need to check Amortize check box if adjustment needs to be spread over the remaining useful life of the assets
- Else, system will auto recalculate the adjustment from the date starts depreciate



**Figure 95: Change Financial Details Page**

- Go to Financial Details then General section.  
From here you can change the financial data for the asset.

**Figure 96: General Tab in Financial Details Section**

**Note:** if you are changing the asset cost, there will be accounting entries generated.

No.		Dr	Cr
1.	Increase cost	Asset Cost Account	Asset Clearing Account
2.	Decrease cost	Asset Clearing Account	Asset Cost Account

**Table 3: Asset Cost Journal Entries**

- After all the data is entered, click on **Submit** button to complete the adjustment.

**Figure 97: Submit Navigation in Change Financial Details Page**

## 4.2 Transfer Source Lines

### Process Summary

- ✓ Transfer cost between assets.

1. Click on the Assets menu under Fixed Assets.

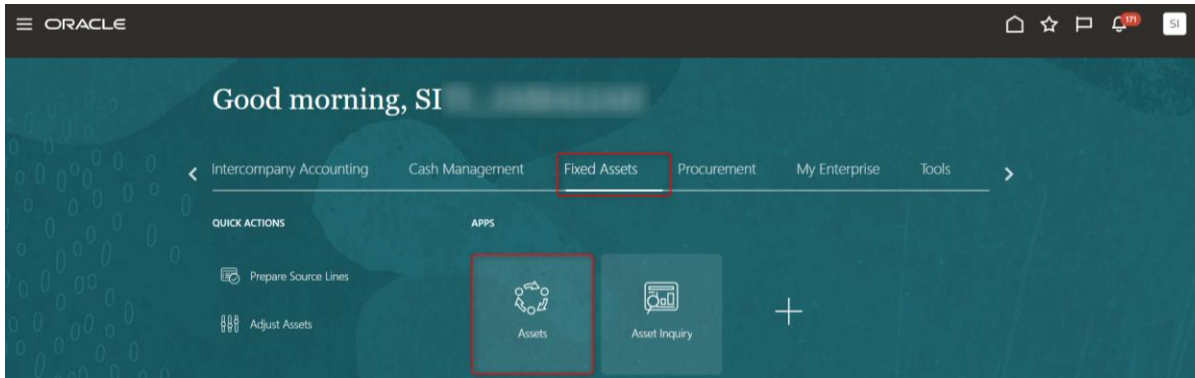


Figure 98: Personal Home Page

2. Click on Adjust Asset task from the Task list.

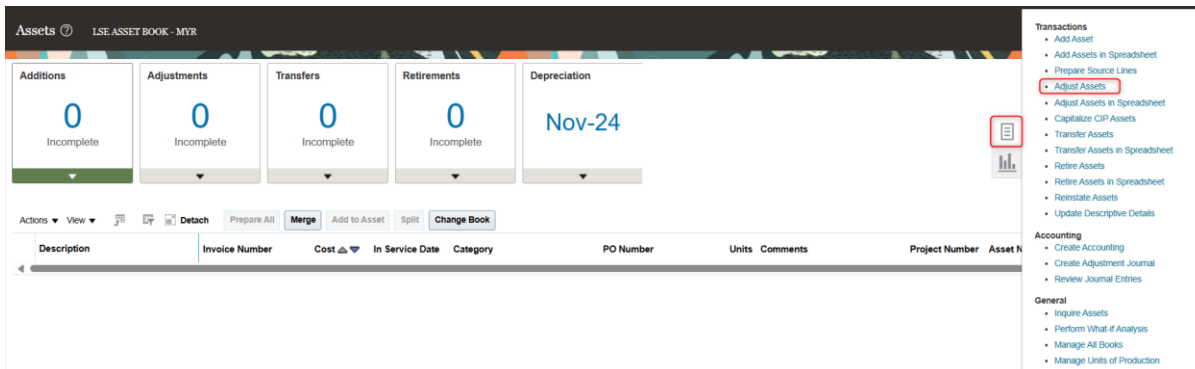


Figure 99: Task Sidebar in Assets Work Area

3. Select the Book and enter the relevant search criteria. Then click on **Search** button.

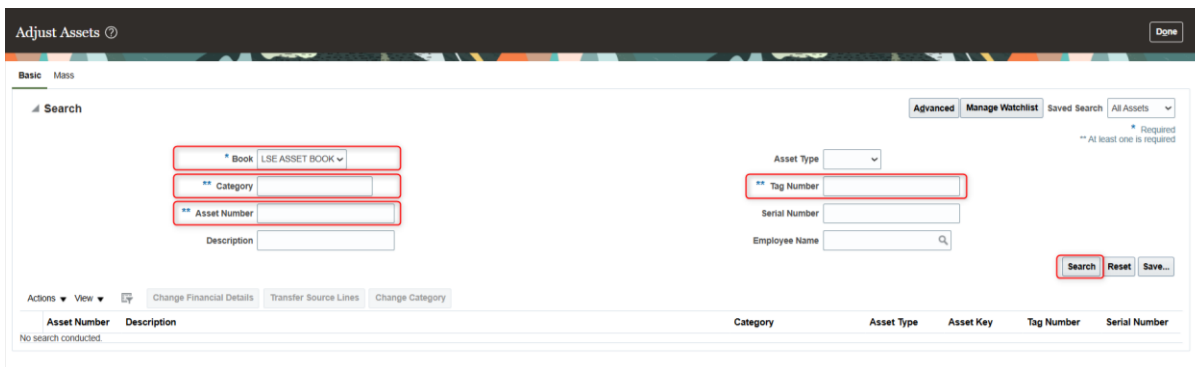


Figure 100: Adjust Assets Page

- Select the asset.  
Click on **Transfer Source Lines** button.

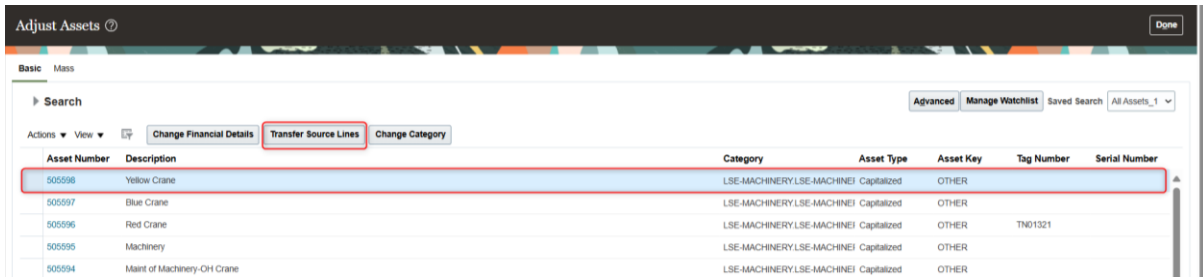


Figure 101: Transfer Source Line in Adjust Assets Page

- Enter the Transfer Amount from the asset.  
The system will show the new asset cost after transfer.

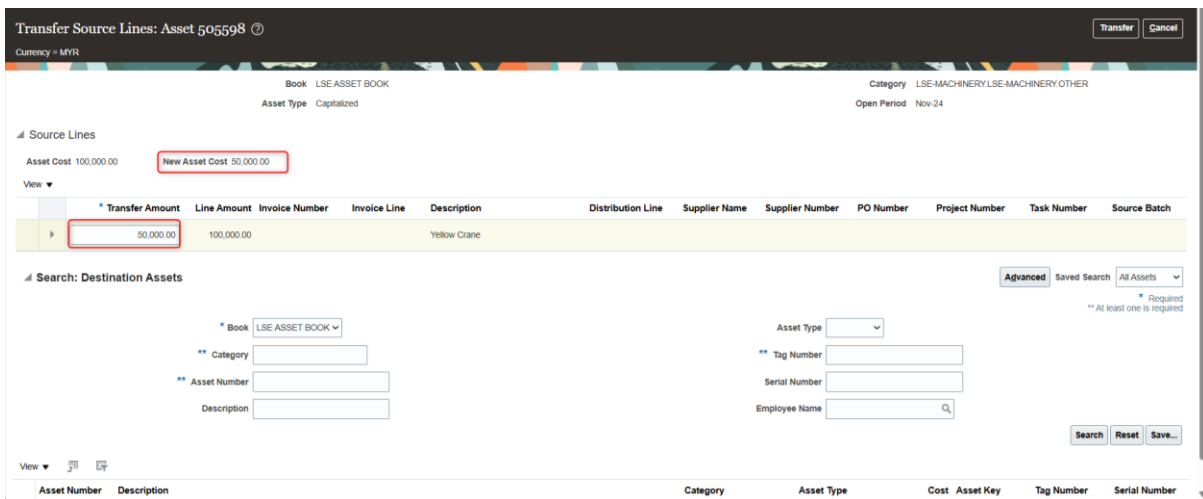


Figure 102: Transfer Source Lines Page

- Then, search for the Destination Assets that are being transferred to.  
Click on Search button.

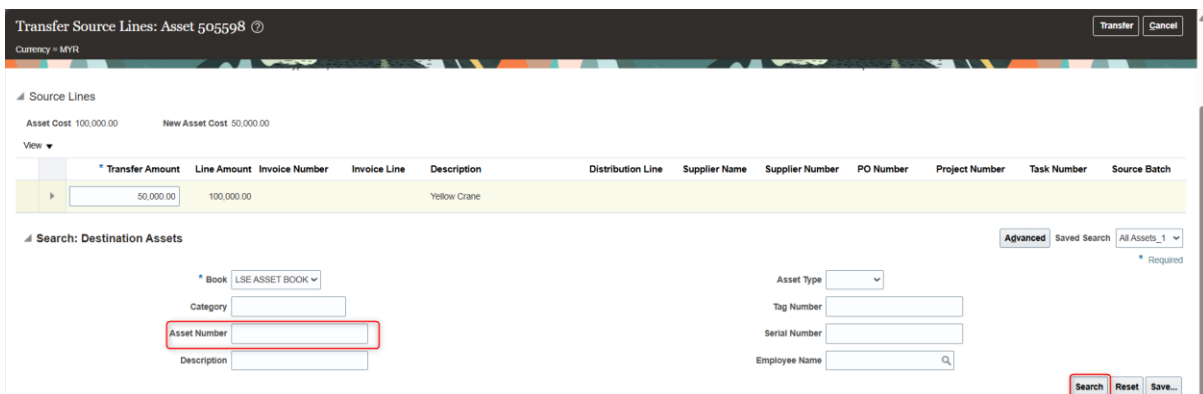


Figure 103: Search: Destination Assets Section

7. Choose the desired asset.

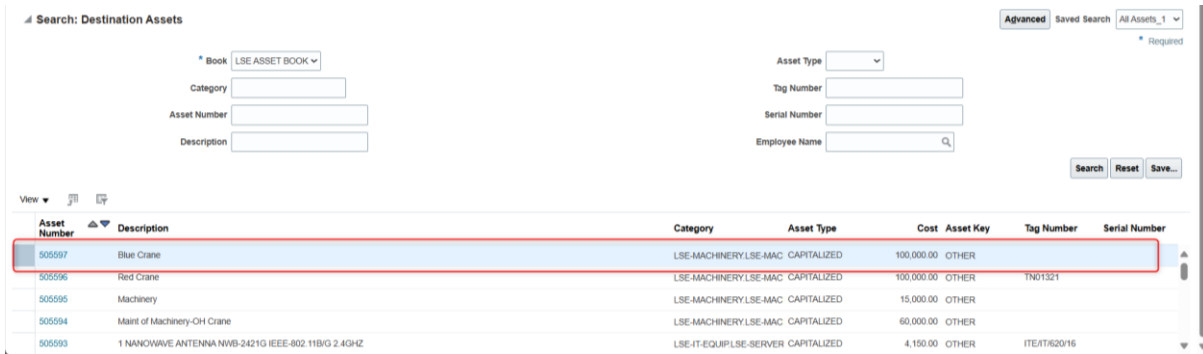


Figure 104: List of Asset Number in Search: Destination Assets Section

8. Finally, click on **Transfer** button at the top right to complete the transaction.

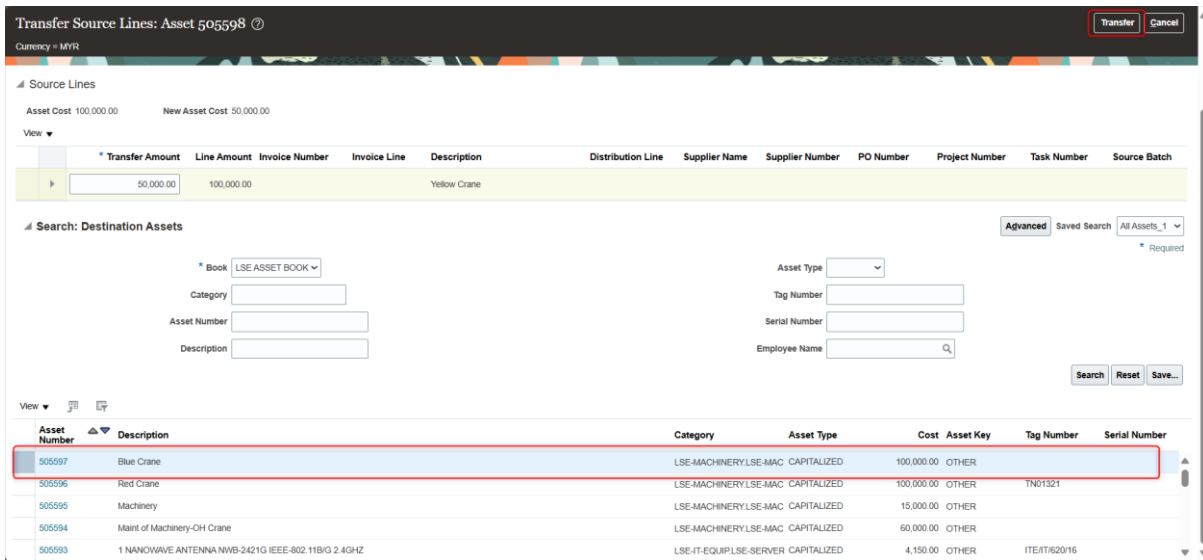


Figure 105: Transfer Navigation in Transfer Source Lines Page

### 4.3 Change Category

#### Process Summary

✓ Reclassification of an asset is simply changing the category of an asset.

1. Click on the Assets menu under Fixed Assets.

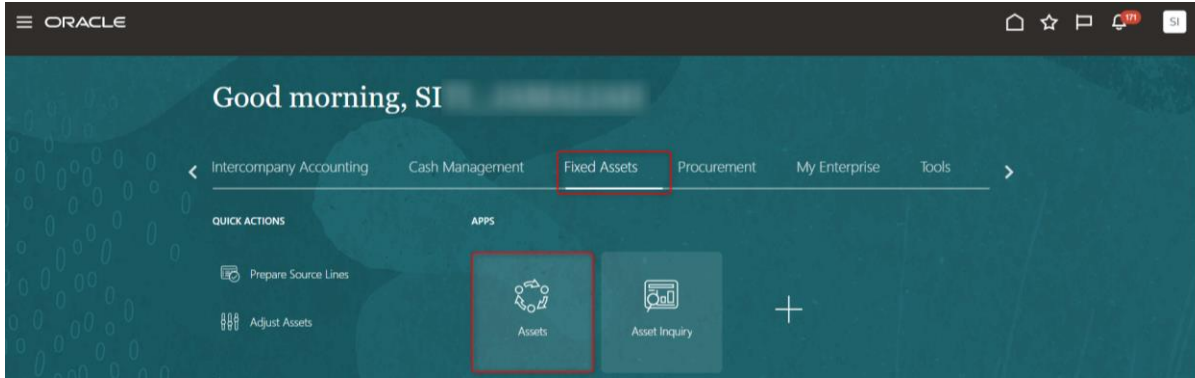


Figure 106: Personal Home Page

2. Click on Adjust Asset task from the Task list.

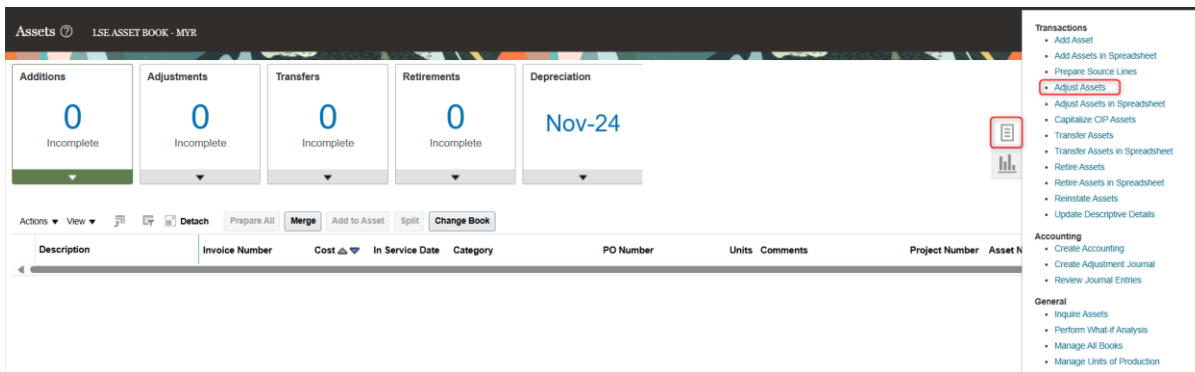


Figure 107: Task Sidebar in Assets Work Area

3. Select the Book and enter the relevant search criteria. Then click on **Search** button.

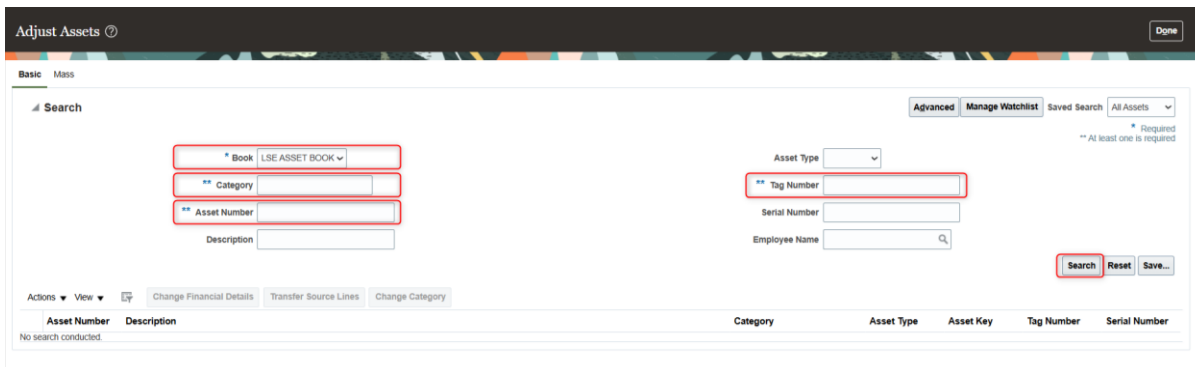


Figure 108: Adjust Assets Page

- Select Asset which you want to reclassify.  
Click on **Change Category** button.

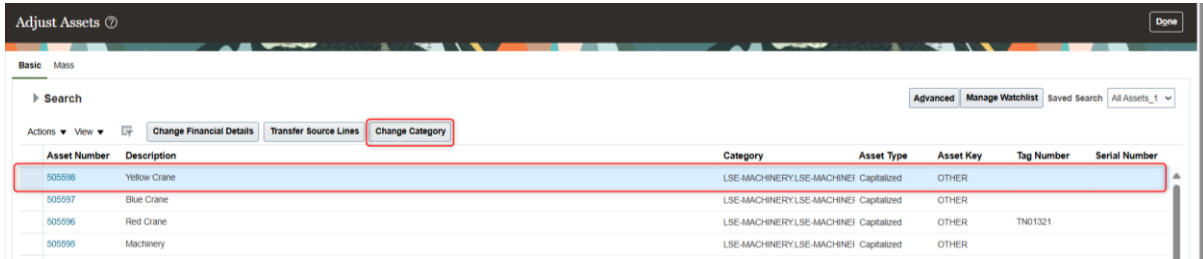


Figure 109: Change Category Navigation in Adjust Assets Page

- Enter New category in which you want to reclassify Asset.  
Then click on **Submit** button to complete.

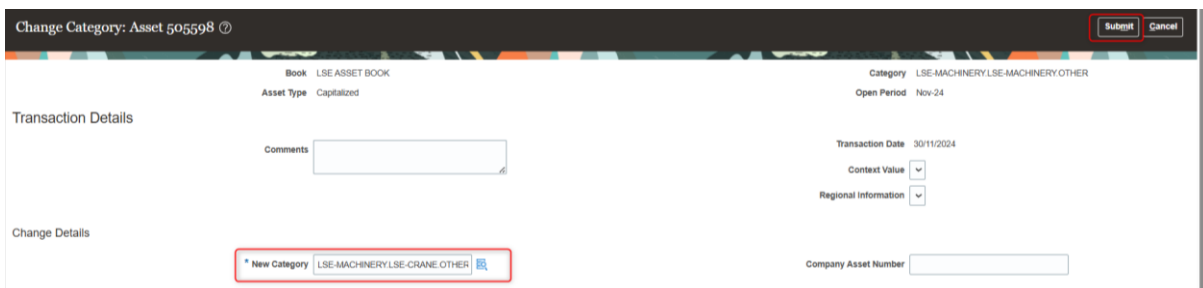
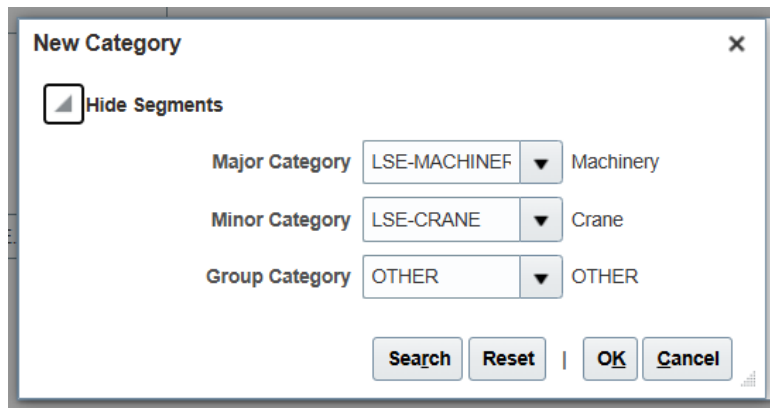
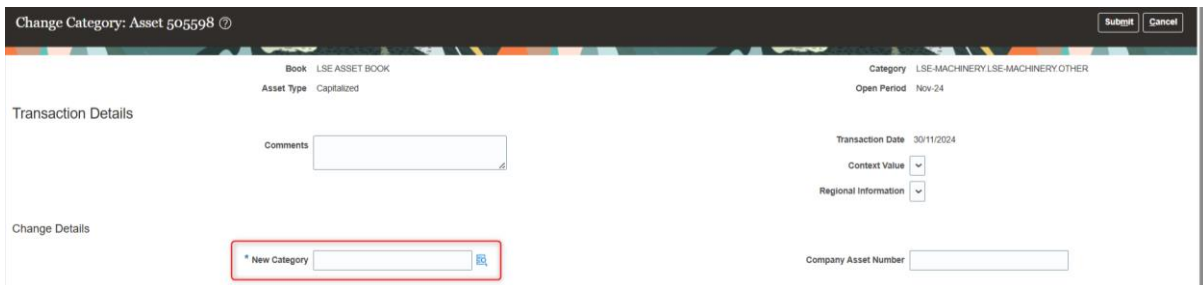


Figure 110: Change Category Page

## 4.4 Update Descriptive Details

### Process Summary

- ✓ Changes in non-financial information like Asset Number, Description, Tag Number etc.

1. Click on the Asset menu under Fixed Assets.

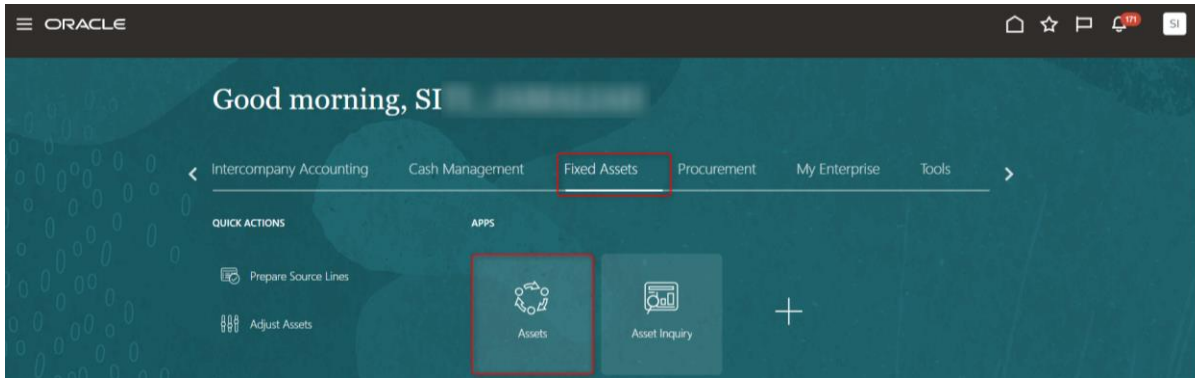


Figure 111: Personal Home Page

2. Click on Update Descriptive Details task from the Task list.

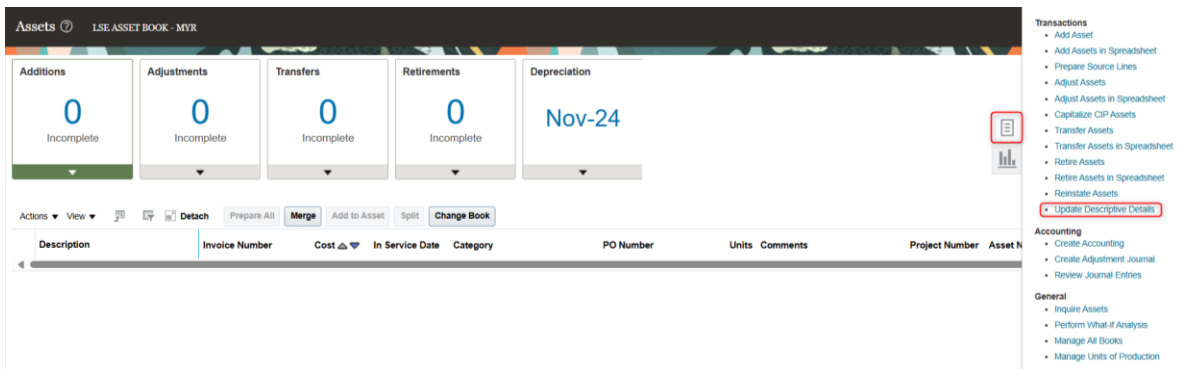


Figure 112: Task Sidebar in Assets Work Area

3. Select the Book and enter the relevant search criteria.  
Then click on **Search** Button.

The screenshot shows the 'Update Descriptive Details' page with a search form. The form includes fields for 'Book' (set to 'LSE ASSET BOOK'), 'Category', 'Asset Number', 'Description', 'Asset Type', 'Tag Number', 'Serial Number', and 'Employee Name'. A 'Search' button is highlighted with a red box. Below the form is a table with columns: Asset Number, Description, Category, Asset Type, Asset Key, Tag Number, and Serial Number. The table currently shows 'No search conducted'.

Figure 113: Update Descriptive Details Page

4. Select the Asset, click on the **Change Descriptive Details** button.

The screenshot shows the 'Update Descriptive Details' page with a table of assets. The 'Change Descriptive Details' button is highlighted with a red box. The table has columns: Asset Number, Description, Category, Asset Type, Asset Key, Tag Number, and Serial Number. The first row is highlighted with a red box.

Asset Number	Description	Category	Asset Type	Asset Key	Tag Number	Serial Number
505596	Yellow Crane	LSE-MACHINERY.LSE-MACHINERY.OT	Capitalized	OTHER		
505597	Blue Crane	LSE-MACHINERY.LSE-MACHINERY.OT	Capitalized	OTHER		
505596	Red Crane	LSE-MACHINERY.LSE-MACHINERY.OT	Capitalized	OTHER	TN01321	
505595	Machinery	LSE-MACHINERY.LSE-MACHINERY.OT	Capitalized	OTHER		
505594	Maint of Machinery-OH Crane	LSE-MACHINERY.LSE-MACHINERY.OT	Capitalized	OTHER		
505593	1 NANOWAVE ANTENNA NWS-2421G IEEE-802.11B/G 2.4GHZ	LSE-IT-EQUIP.LSE-SERVER.OTHER	Capitalized	OTHER	ITE/IT/620/16	
505592	1 NANOWAVE ANTENNA NWS-2421G IEEE-802.11B/G 2.4GHZ	LSE-IT-EQUIP.LSE-SERVER.OTHER	Capitalized	OTHER	ITE/IT/620/15	
505591	1 EXCHANGE SERVER 2003 ENGLISH OLP NL PIN 312-02766	LSE-IT-EQUIP.LSE-SERVER.OTHER	Capitalized	OTHER	ITE/IT/620/14	
505590	1 WINDOWS SERVER ENT 2003 R2 ENGLISH OLP NL PIN P72-01972	LSE-IT-EQUIP.LSE-SERVER.OTHER	Capitalized	OTHER	ITE/IT/620/13	
505589	1 WINDOWS SERVER ENT 2003 R2 ENGLISH OLP NL PIN P72-01972	LSE-IT-EQUIP.LSE-SERVER.OTHER	Capitalized	OTHER	ITE/IT/620/12	

Figure 114: Change Descriptive Details Navigation

- Once the system navigates into Change Descriptive Details page. From here you can change the non-financial data for the assets.

**Figure 115: Descriptive Details Section**

- After all the data is entered, click on **Save and Close** button to complete the adjustment.

**Figure 116: Save and Close Navigation**

## 5 ASSETS TRANSFER

Transfer of fixed assets including transferring between locations and units.

### Prerequisites

- ✓ Change the transfer date to a date in a prior period for a particular transfer, but the transfer must occur within the current fiscal year
- ✓ Amend the transfer date of an asset to a prior period only once per asset.
- ✓ Cannot transfer an asset to a future period.

### 5.1 Transfer Asset

#### Process Summary

- ✓ This function shows you how to transfer asset from one location to another location.

1. Click on the Assets menu under Fixed Assets.

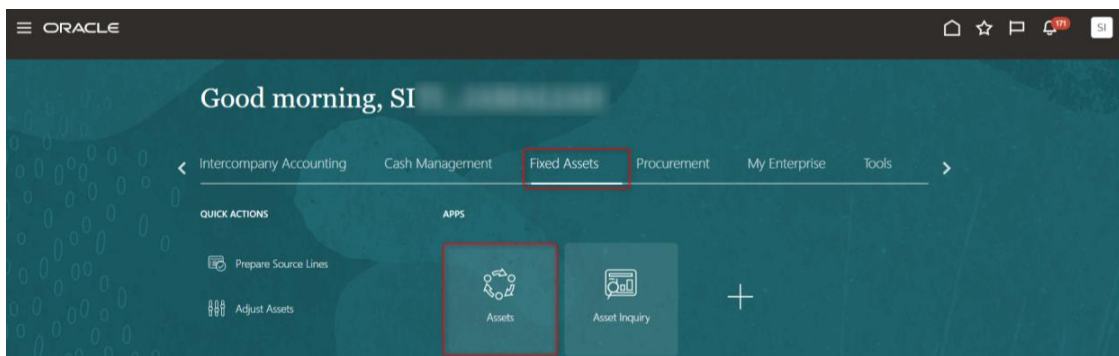


Figure 117: Personal Home Page

2. Click on Transfer Asset under Task.

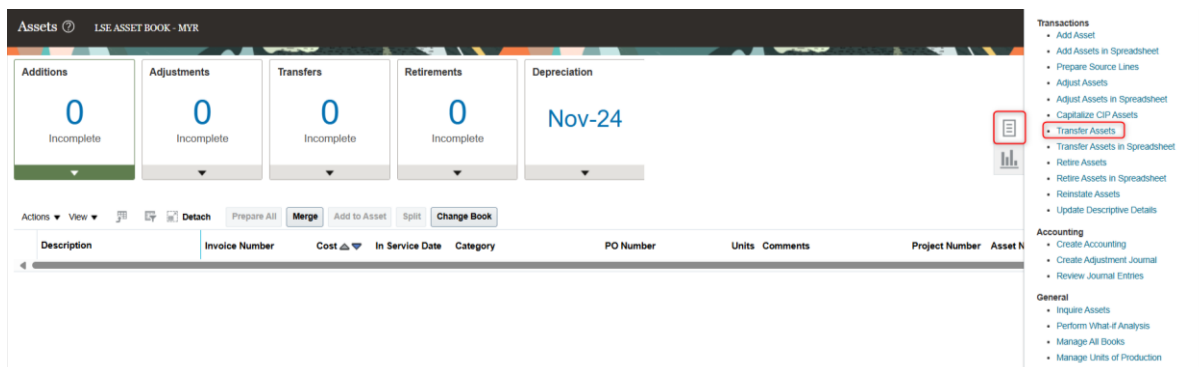


Figure 118: Tasks Sidebar in Assets Work Area

3. Select the Book and enter the relevant search criteria. Then click on **Search** button.

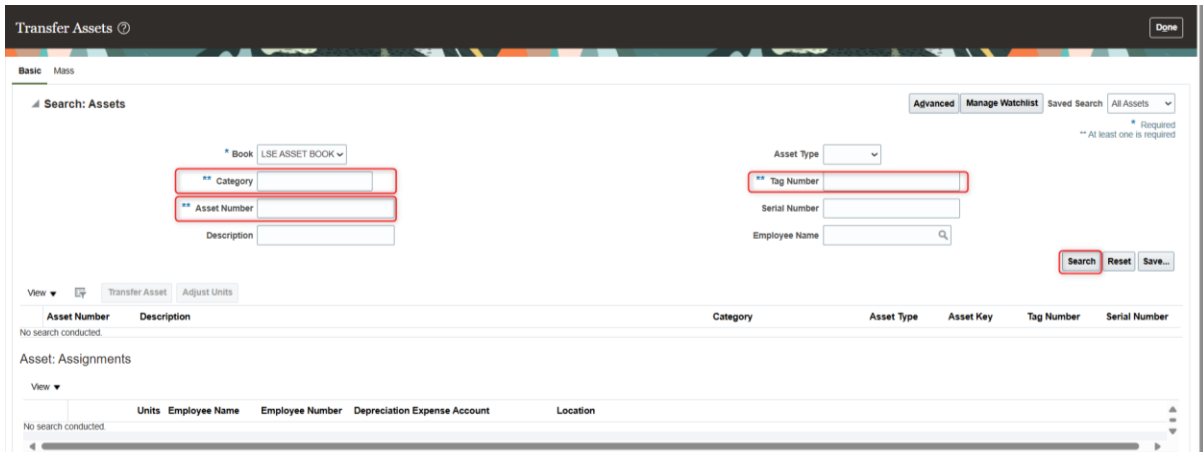


Figure 119: Transfer Assets Page

4. Select the Asset, then, you will see the Assignment section, it shows the existing information of the asset.
5. Click on the **Transfer Asset** button to proceed.

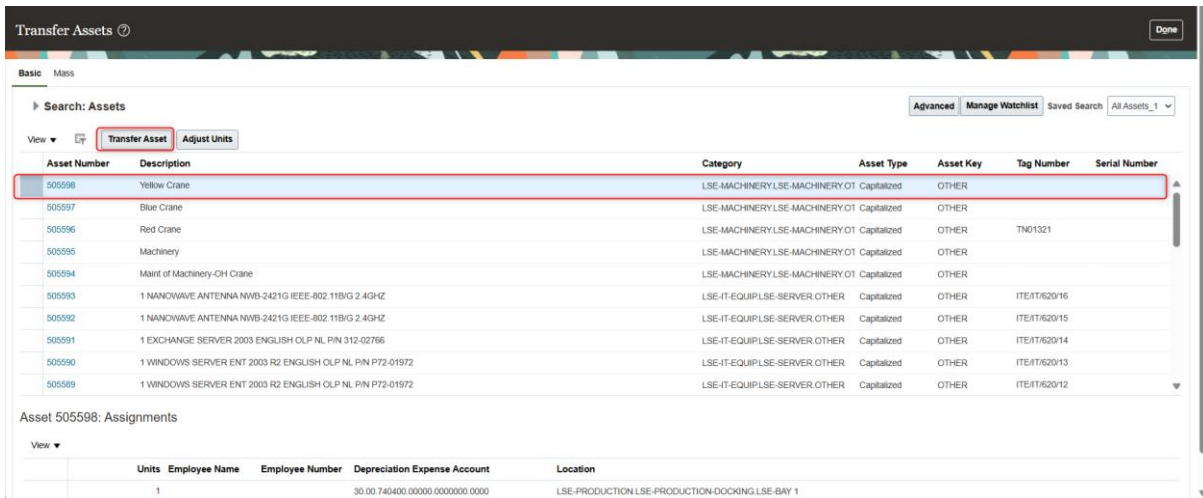


Figure 120: Adjust Units Navigation in Transfer Assets Page

6. Click **+** button and system will add a new line with empty field.

7. Insert:

- New Units = Number
- Depreciation Expense Account = Same account
- Location = New location

Transfer Asset: Asset 505598

Book: LSE ASSET BOOK, Asset Type: Capitalized, Category: LSE-MACHINERY\LSE-MACHINERY OTHER, Open Period: Nov-24

Transaction Details: Comments, Transfer Date: 30/11/2024, Context Value, Regional Information

Assignment Details

	* New Units	Current Units	Employee Name	Employee Number	* Depreciation Expense Account	* Location
	1				30.00.740400.00000.00000000.0000	LSE-PRODUCTION\LSE-PRODUCTION\
	0	1			30.00.740400.00000.00000000.0000	LSE-PRODUCTION\LSE-PRODUCTION-DOCKING\LSE-BAY 1
<b>Total</b>	<b>1</b>	<b>1</b>				

8. Change units of previous line accordingly.

9. Then, Click on Submit button to complete the transaction.

Transfer Asset: Asset 505598

Book: LSE ASSET BOOK, Asset Type: Capitalized, Category: LSE-MACHINERY\LSE-MACHINERY OTHER, Open Period: Nov-24

Transaction Details: Comments, Transfer Date: 30/11/2024, Context Value, Regional Information

Assignment Details

	* New Units	Current Units	Employee Name	Employee Number	* Depreciation Expense Account	* Location
	0				30.00.740400.00000.00000000.0000	LSE-PRODUCTION\LSE-PRODUCTION\
	1	1			30.00.740400.00000.00000000.0000	LSE-PRODUCTION\LSE-PRODUCTION-DOCKING\LSE-BAY 1
<b>Total</b>	<b>1</b>	<b>1</b>				

Figure 121: Adjust Units Page

## 5.2 Adjust Unit

### Process Summary

✓ This function shows you how to adjust unit of the asset.

1. Click on the Assets menu under Fixed Assets.

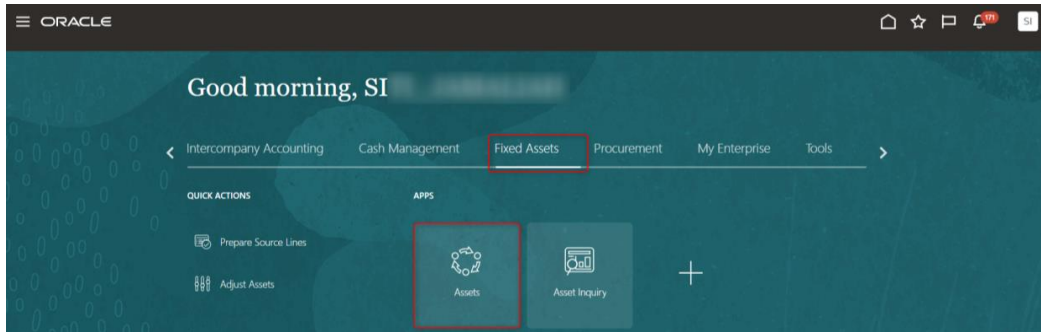


Figure 122: Personal Home Page

2. Click on Transfer Asset under Task.

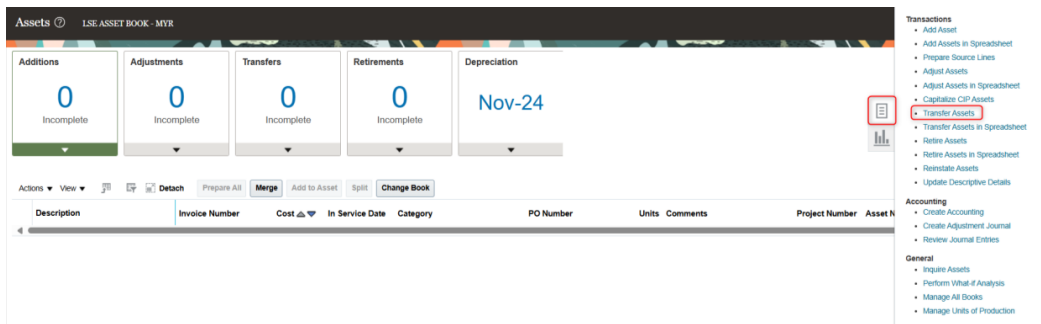


Figure 123: Tasks Sidebar in Assets Work Area

3. Select the Book and enter the relevant search criteria. Then click on **Search** button.

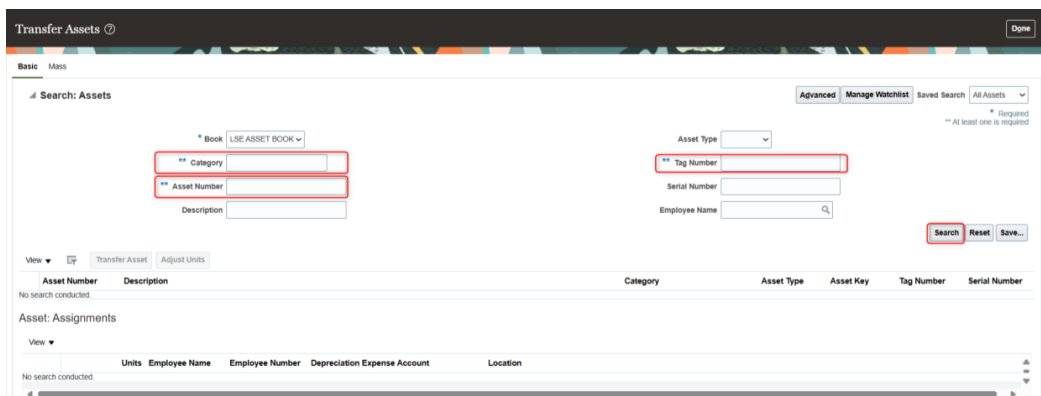


Figure 124: Transfer Assets Page

- Select the Asset, then, you will see the Assignment section, it shows the existing information of the asset.
- Click on the Adjust Units button to proceed.

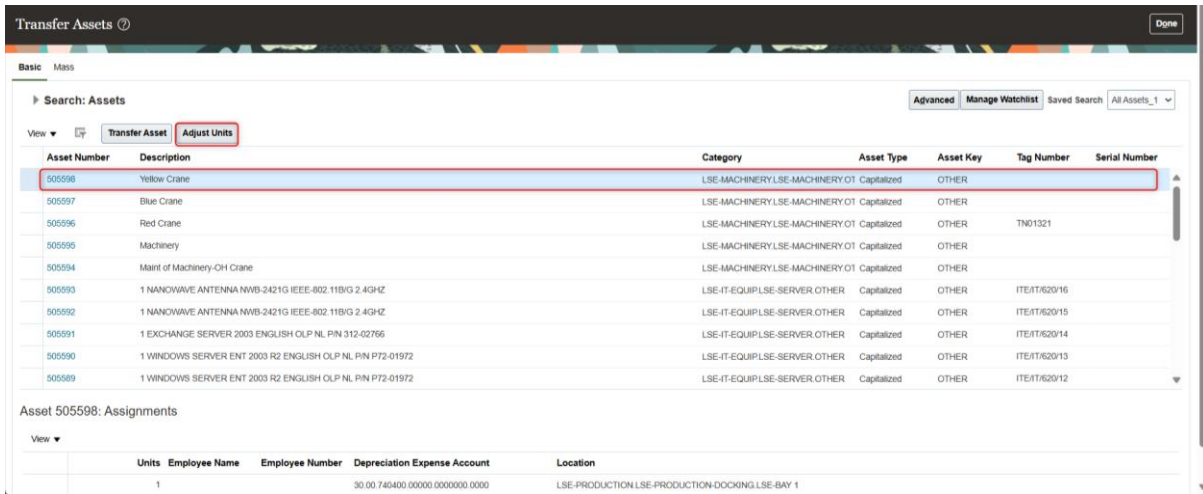


Figure 125: Adjust Units Navigation in Transfer Assets Page

- Enter the New Units of the asset.  
Then, Click on **Submit** button to complete the transaction.

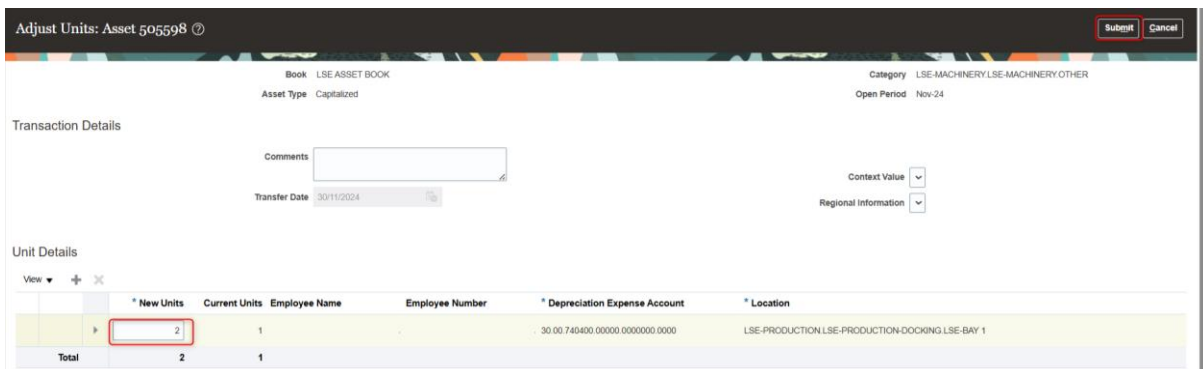


Figure 126: Adjust Units Page

## 6 ASSETS RETIREMENT AND REINSTATEMENT

### Process Summary

You retire an asset fully or partially when it is lost, stolen, damaged, sold, returned, or for any other reason that causes you to stop using it:

- a. Retire assets by cost or units.
- b. Reinstate retired assets within certain limits.
- c. Perform current and prior period retirements and reinstatements within the same fiscal year.

### 6.1 Asset Retirement and Disposal Process Flow

Oracle Fixed Assets module will automatically calculate gain/loss on asset retirement or disposal once you perform retirement process. Accounting entries will be as follows:

No	Scenario	Module	Accounting Entry	Comments
1.	Asset Retirement	Fixed Assets Module	DR Fixed Asset Disposal - Clearing <i>(*Proceeds of Sale Clearing)</i>	Asset Retirement Entry
			DR Accumulated Depreciation	
			DR Cost of Removal	
			DR NBV Retired	
			CR Proceeds of Sale	
			CR Cost	
			CR Fixed Asset Disposal - Clearing <i>(*Cost of Removal Clearing)</i>	

**Table 4: Asset Retirement Entry**

For retirement with sale, the system will generate the 'Proceeds of Sale Clearing' and 'Cost of Removal Clearing' accordingly based on the net book value and the sale of the asset. You may perform manual journal entry to offset this clearing account upon cash receipt:

No	Scenario	Module	Accounting Entry	Comments
1.	Asset Retirement	Fixed Assets Module	DR Cash	Apply Cash Receipt to offset clearing account
			CR Fixed Asset Disposal - Clearing Acc	

**Table 5: Cash Receipt Entry**

### 6.1.1 Retire by Cost

1. Click on Assets under Fixed Assets springboard.

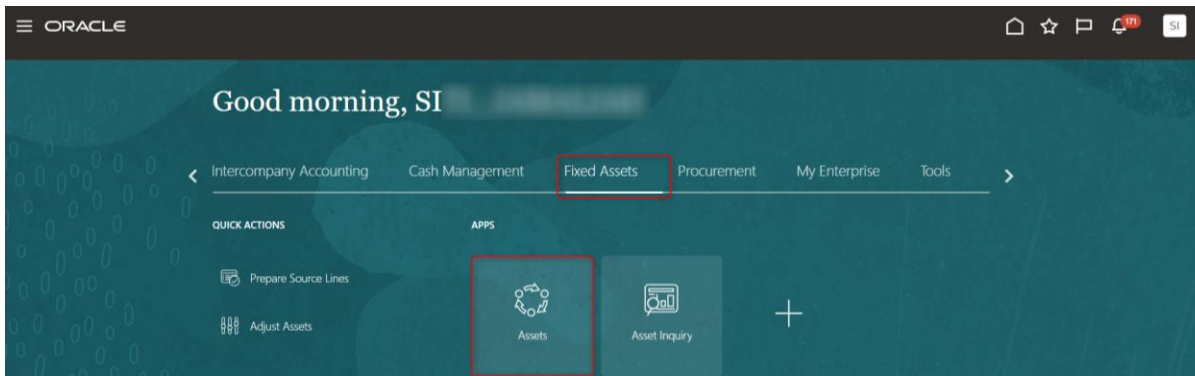


Figure 127: Personal Home Page

2. Click on Task > Retire Assets.

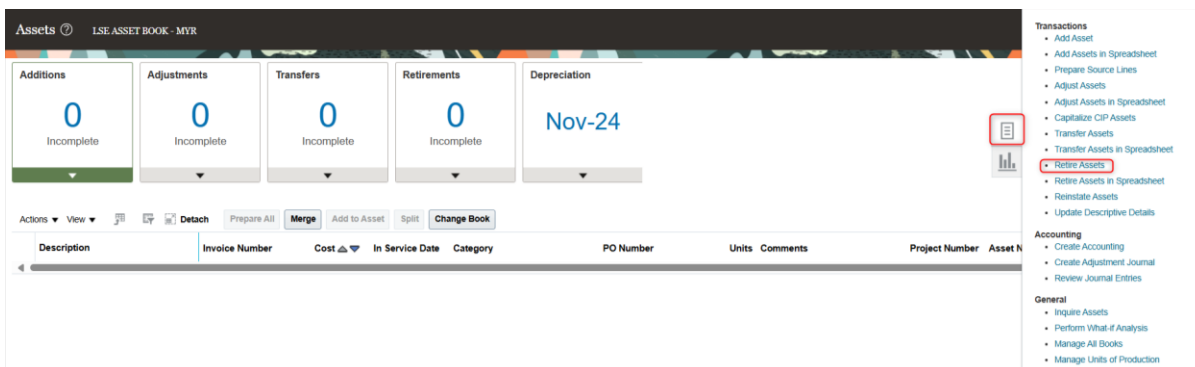


Figure 128: Task Sidebar in Assets Work Area

3. Enter the Book name and other details then click on the **Search** button.

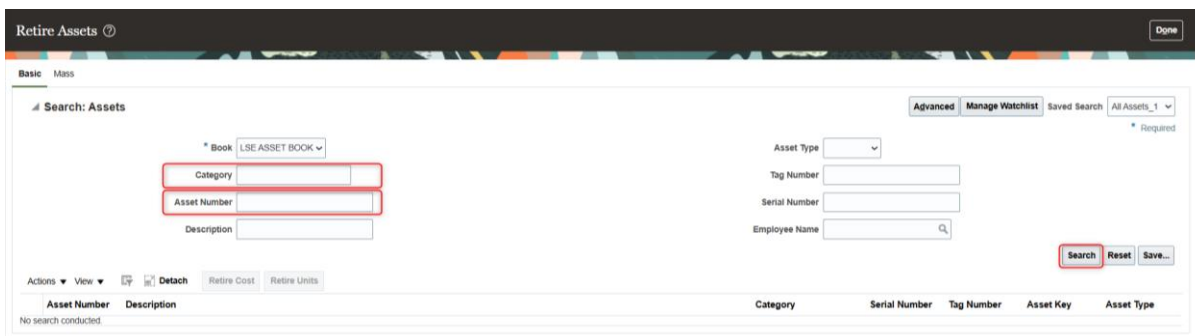


Figure 129: Retire Assets Page

4. Select the Assets which you want to retire then click on **Retire Cost** button.

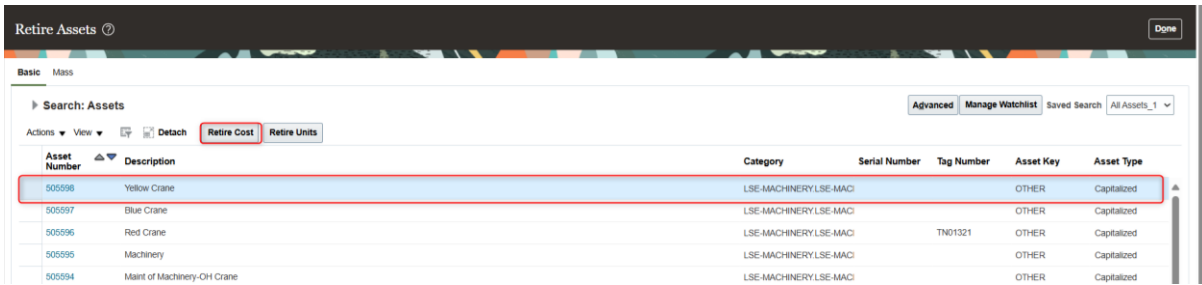


Figure 130: Retire Cost Navigation in Retire Assets Page

5. Enter the Required information like Cost of Assets you want to Retire, Proceed of Sales, Cost of Removal if any. Select the Retirement Reason on the List of Values.
6. Click on the **Submit** button to complete the retirement.

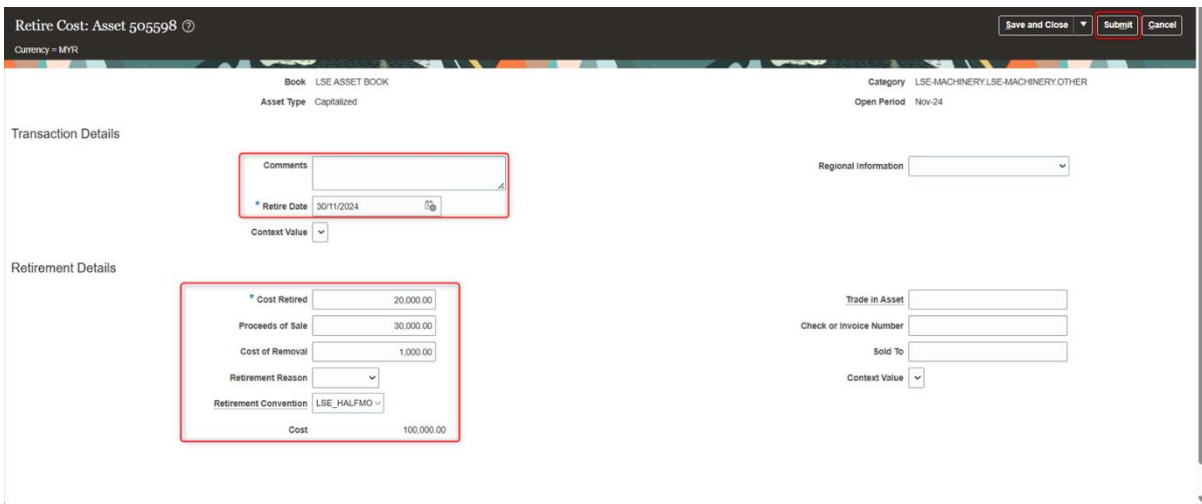


Figure 131: Retire Cost Page

### 6.1.2 Retire by Units

1. In this Case, after selecting the Asset which you want to retire, click on the **Retire Units** button.

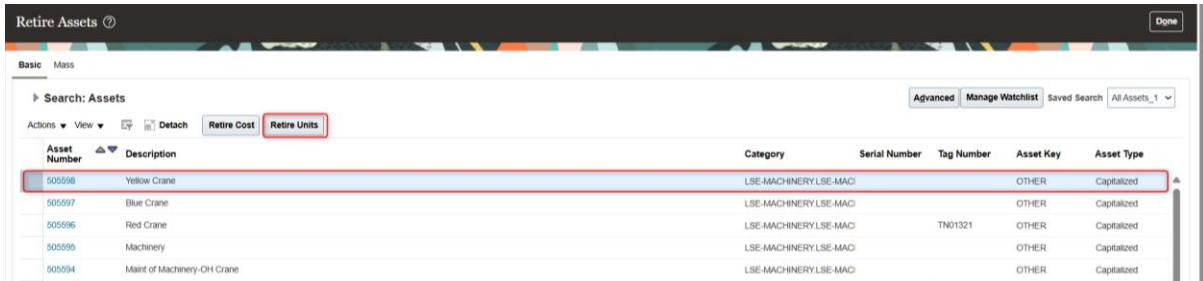


Figure 132: Retire Units Navigation in Retire Assets Page

2. On the Retire Units page, you need to write the unit in the Retired Units Column for units which you want to retire.

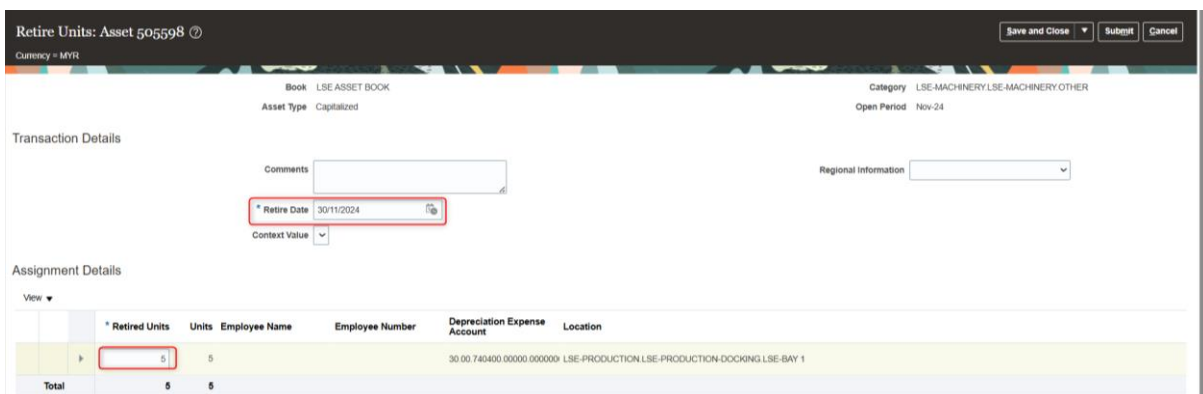


Figure 133: Retire Units Page

3. As soon as we enter the Units to be retired, the system automatically calculates the cost to be retired. Thereafter, enter information like comments as for the reason of retirement, sale proceeds, cost of removal etc.



Figure 134: Retirement Details Section

4. Then, click on the **Submit** button at the top right of the screen to complete.

Retire Units: Asset 505598 Save and Close Submit Cancel

Currency = MYR

Book: LSE ASSET BOOK  
Asset Type: Capitalized  
Category: LSE-MACHINERY LSE-MACHINERY OTHER  
Open Period: Nov-24

Transaction Details

Comments:

\* Retire Date: 30/11/2024

Context Value:

Regional Information:

Assignment Details

View

	* Retired Units	Units	Employee Name	Employee Number	Depreciation Expense Account	Location
	5	5			30 00 740400 000000 000000	LSE-PRODUCTION LSE-PRODUCTION-DOCKING LSE-BAY 1
<b>Total</b>	<b>5</b>	<b>5</b>				

**Figure 135: Submit Navigation in Retire Units Page**

## 6.2 Asset Reinstatement

### Prerequisites

You may reinstate any asset which is still in use but accidentally retired.

### Process Summary

Reinstatements are reversals of retirements, which correct retirement errors by undoing the retirement of an asset and reinstating it.

1. Click on assets under Fixed Assets springboard.

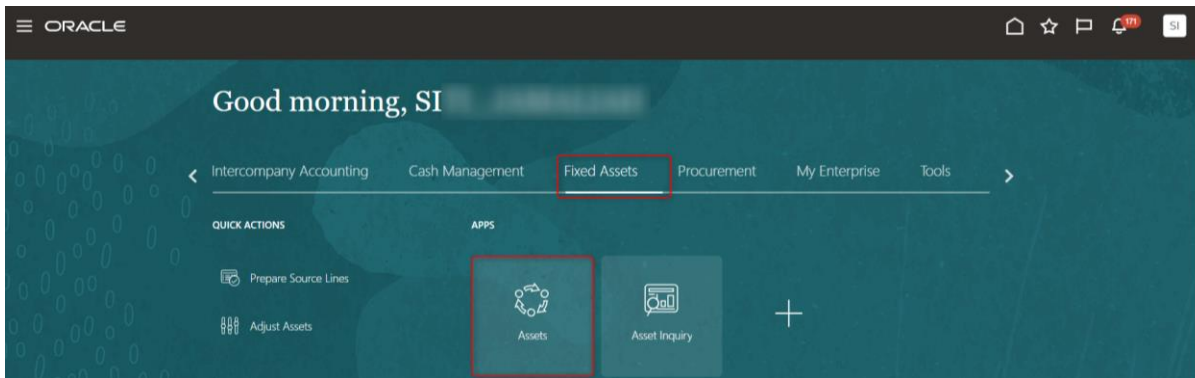


Figure 136: Personal Home Page

2. Click on Task > Reinstate Assets.

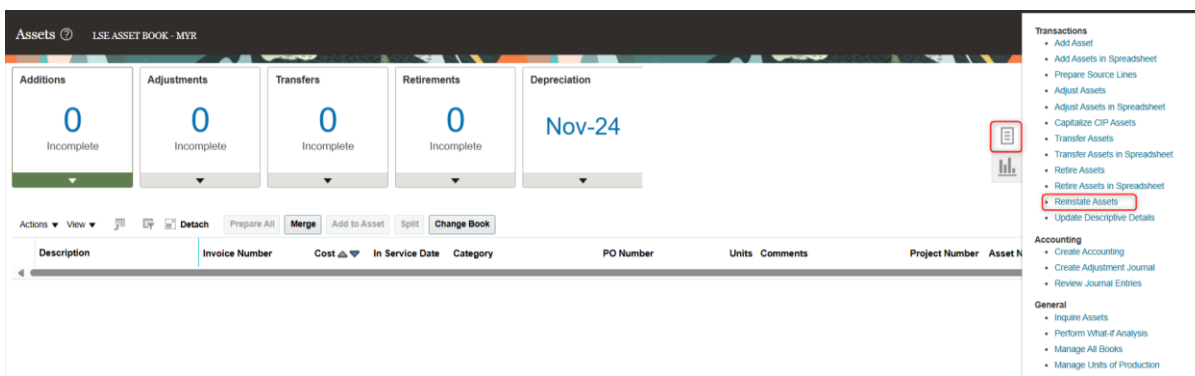
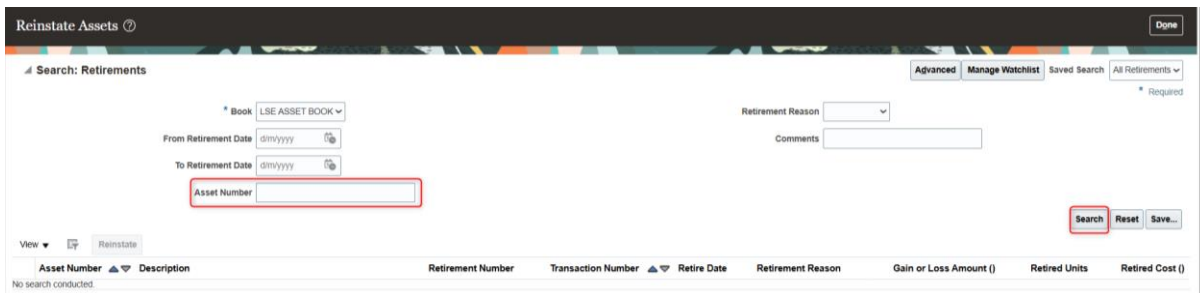


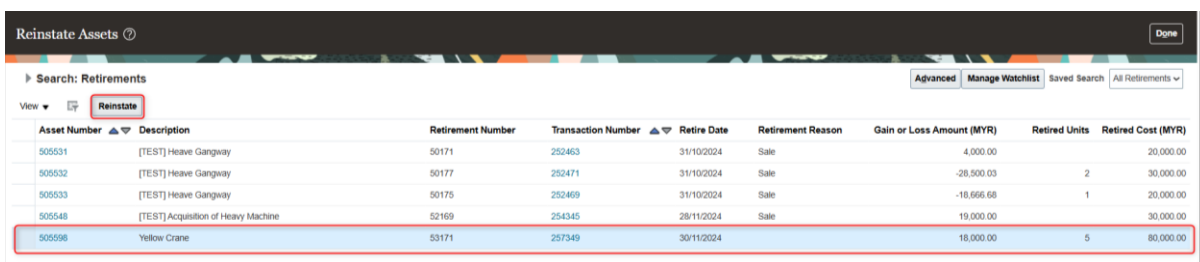
Figure 137: Task Sidebar in Assets Work Area

3. Query the Asset you wish to reinstate.



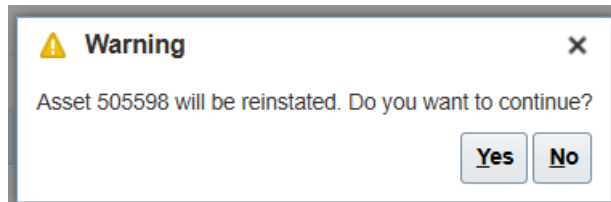
**Figure 138: Reinstatement Assets Page**

4. Select that Asset line from the search results and click on **Reinstatement** button.



**Figure 139: Reinstatement Navigation in Reinstatement Assets Page**

5. A warning message will be shown by the system but just click on **Yes** to proceed.



**Figure 140: Warning Box**

**Note on Reinstatement:** Even after retiring the asset several months ago, Reinstatement have the effect of computing depreciation for the missed months as a result of asset retirement.

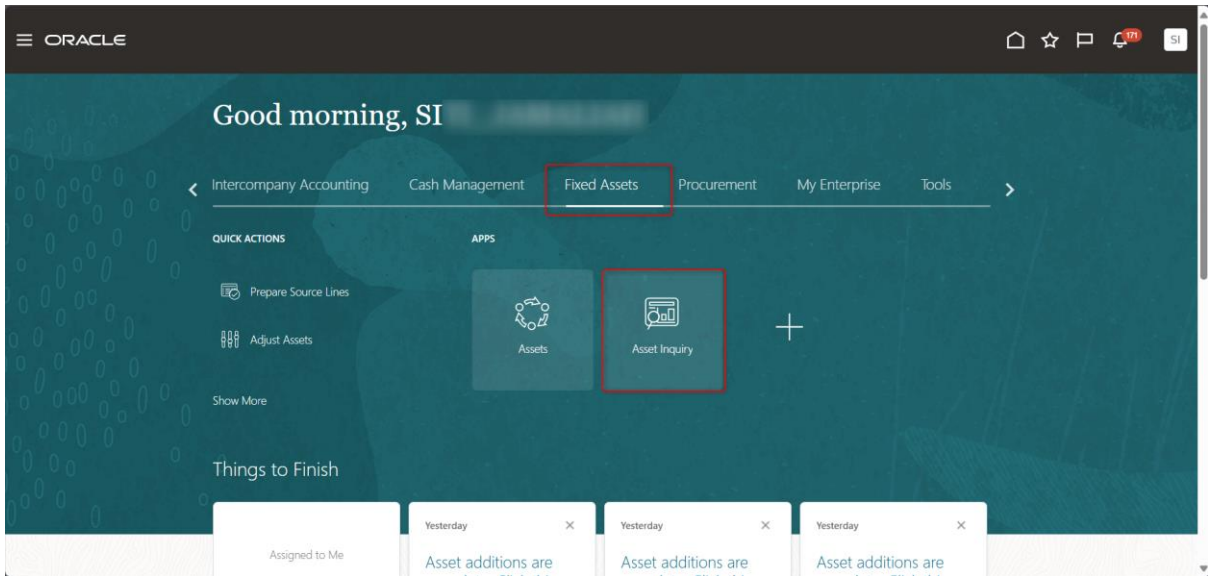
As an example, let’s say assets have been retired in the month of February and reinstated on the Month of April. Reinstatement effect will be from the month of February, which is the retirement date.

## 7 ASSETS INQUIRY

### 7.1 Asset Inquiry Overview

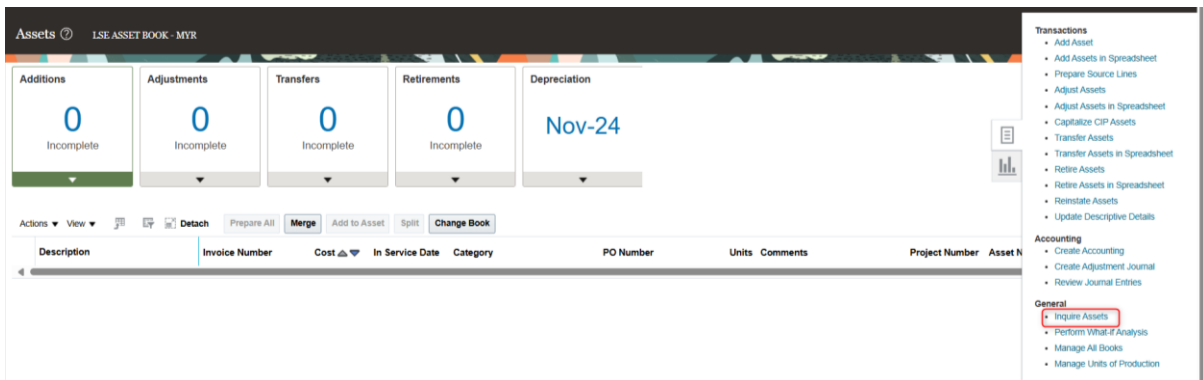
The Asset Inquiry function allows users to quickly search, view, and analyze detailed information about fixed assets. It provides real-time visibility into asset transactions, depreciation, and assignments, enabling efficient asset management and decision-making.

1. Click on Asset Inquiry under Fixed assets springboard.



**Figure 141: Personal Home Page**

Or at the Asset Page, go to Task > Inquire Assets.



**Figure 142: Task Sidebar in Assets Area Work**

2. Search the assets by available fields below.

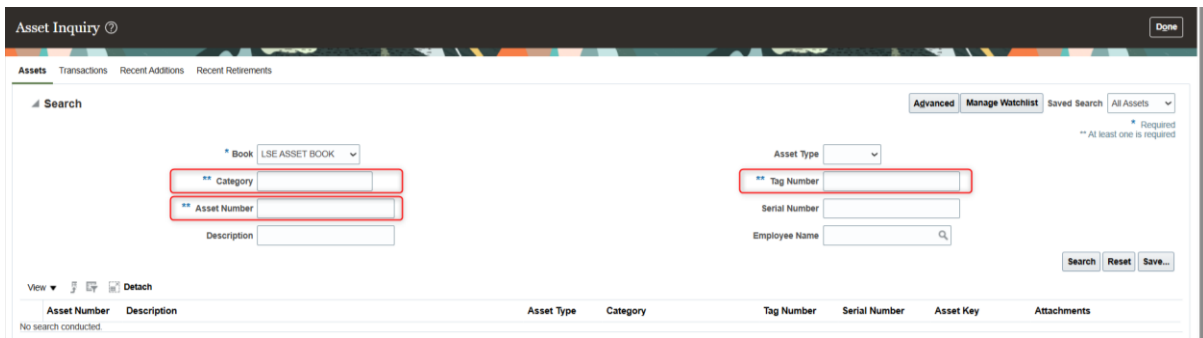


Figure 143: Assets Tab in Asset Inquiry Page

3. Enter the search parameter to inquire the asset.  
Additional fields in searching for an asset can be done by selecting the Advanced tab.

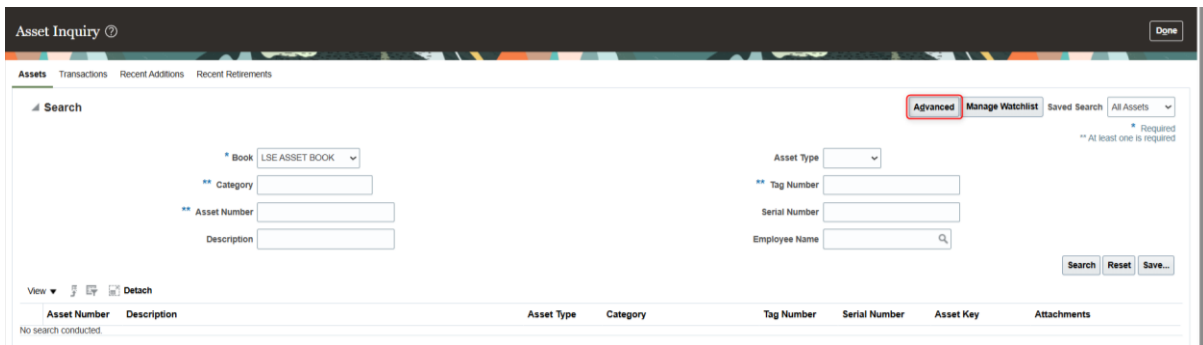


Figure 144: Advanced Navigation in Search Section

4. Then you can Add Field for searching criteria.

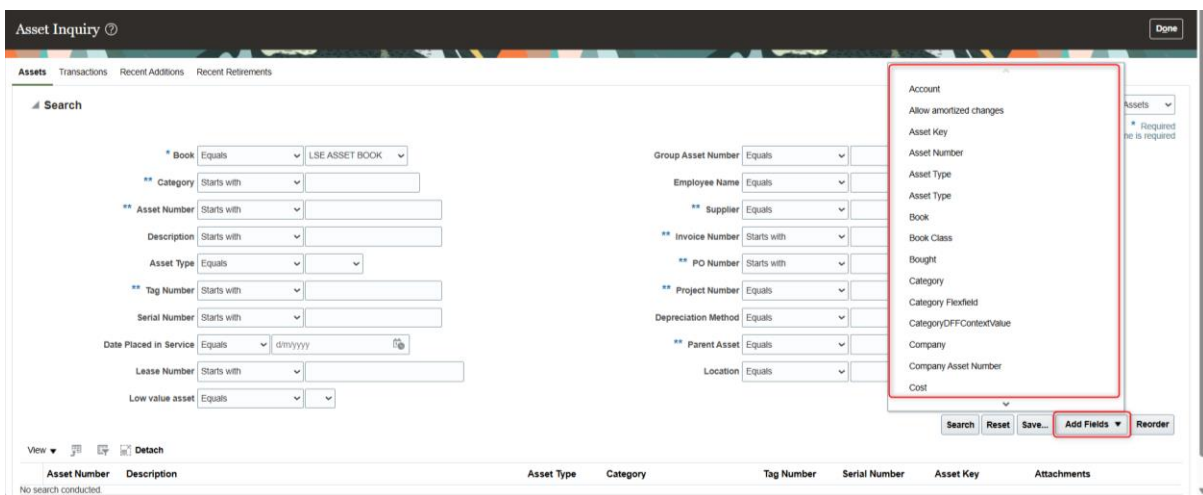


Figure 145: Add Fields Navigation in Search Section

- 5. You are also able to save the search criteria for future use.
- 6. Click the Save button and enter the name.

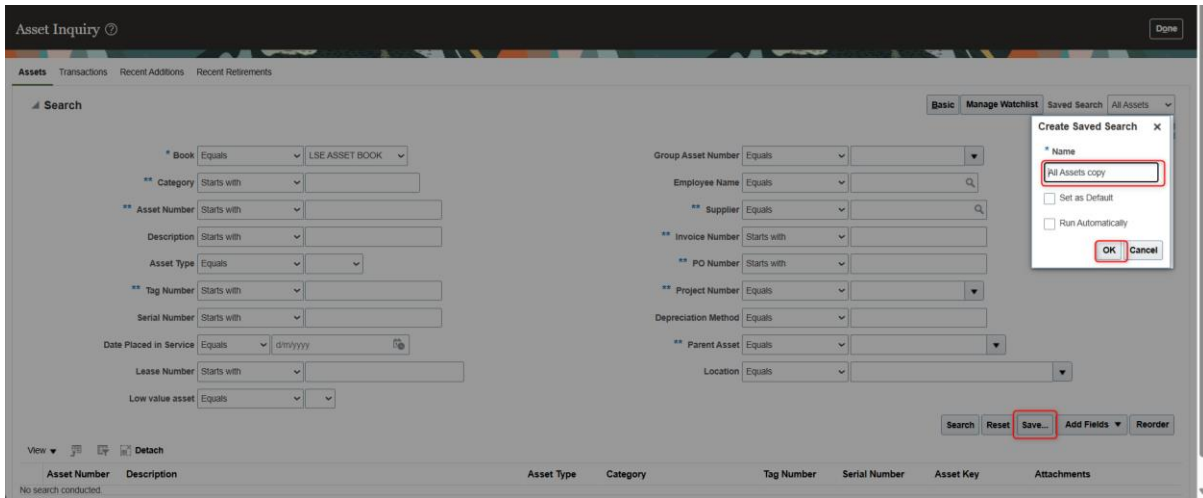


Figure 146: Create Save Search Navigation

- 7. Then it will appear in the Saved Search List of Values (LOV).

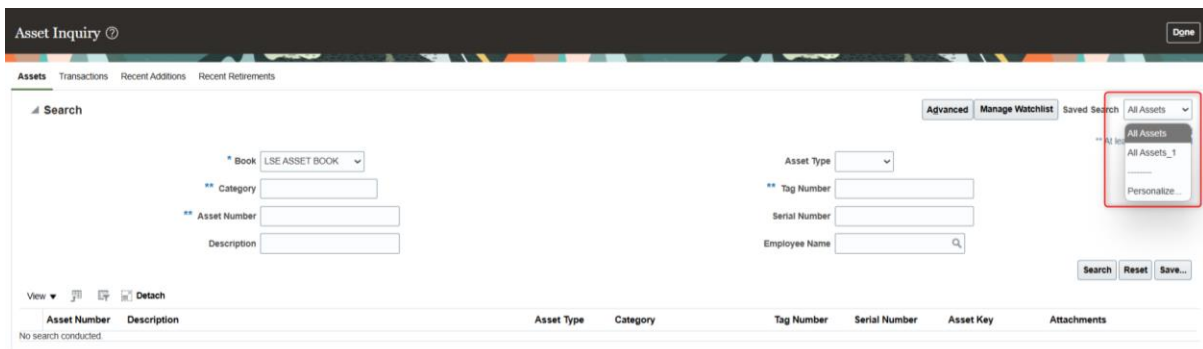


Figure 147: List of Save Search

- System also provide inquiry based on transaction made, recent addition and recent retirement for the period.

Transaction Number	Transaction Type	Related Transactions	Asset Number	Description	Period Name	Effective Period	Amortize	Amortization Start Date	Transaction Date	Comments
257351	Reinstatement		505598	Yellow Crane	Nov-24	Nov-24	No		30/11/2024	
257349	Full retirement		505598	Yellow Crane	Nov-24	Nov-24	No		30/11/2024	
257347	Partial retirement		505598	Yellow Crane	Nov-24	Nov-24	No		30/11/2024	
257345	Unit adjustment		505598	Yellow Crane	Nov-24	Nov-24	No		30/11/2024	
257342	Transfer in		505598	Yellow Crane	Nov-24	Nov-24	No		30/11/2024	
257341	Addition		505598	Yellow Crane	Nov-24	Nov-24	No		30/11/2024	
257338	Transfer in		505597	Blue Crane	Nov-24	Nov-24	No		30/11/2024	
257337	Addition		505597	Blue Crane	Nov-24	Nov-24	No		30/11/2024	
257334	Transfer in		505596	Red Crane	Nov-24	Nov-24	No		30/11/2024	
257333	Addition		505596	Red Crane	Nov-24	Nov-24	No		30/11/2024	

Figure 148: Transactions Tab in Asset Inquiry Page

Asset Number	Description	Cost	Salvage Value	Recoverable Cost	In Service Date	Category
505598	Yellow Crane	100,000.00	1.00	99,999.00	30/11/2024	LSE-MACHINERY\LSE-MAC
505597	Blue Crane	100,000.00	1.00	99,999.00	30/11/2024	LSE-MACHINERY\LSE-MAC
505596	Red Crane	100,000.00	1.00	99,999.00	30/11/2024	LSE-MACHINERY\LSE-MAC
505595	Machinery	15,000.00	1.00	14,999.00	30/11/2024	LSE-MACHINERY\LSE-MAC
505594	Maint of Machinery-OH Crane	60,000.00	1.00	59,999.00	27/11/2024	LSE-MACHINERY\LSE-MAC

Figure 149: Recent Additions Tab in Asset Inquiry Page

Asset Number	Description	Retirement Date	Retirement Reason	Retired Cost	Units Retired	Gain or Loss Amount
505598	Yellow Crane	30/11/2024		80,000.00	5	18,000.00
505596	Yellow Crane	30/11/2024		80,000.00	5	18,000.00
505598	Yellow Crane	30/11/2024		20,000.00		9,000.00
505514	[TEST] Crawler Crane	28/11/2024		500,000.00	1	-491,666.68
505514	[TEST] Crawler Crane	28/11/2024		500,000.00	1	-491,666.68
505548	[TEST] Acquisition of Heavy Machine	28/11/2024	Sale	30,000.00		19,000.00

Figure 150: Recent Retirement Tab in Asset Inquiry Page

## 7.2 Asset Inquiry Details

Next, we go to the information that can be gathered from the asset inquiry page.

1. Search for the asset.

**Figure 151: Search Section**

2. At the top header, it will show the Main information of the assets.
3. Then, at the Books section, system show which FA Book for the asset, and the other information such as Asset Type, Category, Cost and Net Book Value.

Asset Number	Description	Asset Type	Category	Tag Number	Serial Number	Asset Key	Attachments
505517	[TEST] Red Container	Capitalized	LSE-MACHINERYLSE-CONTAINER OT	TN002		OTHER	None
505528	[TEST] Heavy Crane	Capitalized	LSE-MACHINERYLSE-CRANE OTHER			OTHER	None
505515	[TEST] Small Machine	Expensed	LSE-MINOR LSE-MINOR-MACHINERY			OTHER	None
505536	[TEST] Green Container	Capitalized	LSE-MACHINERYLSE-CONTAINER OT			OTHER	None
505547	[TEST] Maint of Machinery-OH Crane	Capitalized	LSE-MACHINERYLSE-TEST OTHER	TN2701-01		OTHER	None
505555	1 WORKSTATION	Capitalized	LSE-FF.LSE-MOVEABLE OTHER	FF/FC210/09		OTHER	None
505558	AUTO BARRIER GATE SYSTEMAT GATE 1	Capitalized	LSE-OFF-EQUIPLSE-DEVICE OTHER	OE/GAA/8115003		OTHER	None
505559	AUTO BARRIER GATE SYSTEMAT GATE 3	Capitalized	LSE-OFF-EQUIPLSE-DEVICE OTHER	OE/GAA/8115004		OTHER	None
505567	1 ST-118 W CUPBOARD	Capitalized	LSE-OFF-EQUIPLSE-OFFICE OTHER	OE/CVL/810/01		OTHER	None
505581	1 POWER CNOECT 3448-48 PORT 10/100 ETHERNE 1+2 PORT GIGABIT ETHERNET SWITCH	Capitalized	LSE-IT-EQUIPLSE-SWITCH OTHER	ITE/IT/620/04		OTHER	None

Book	Book Class	Asset Type	Category	Cost	Recoverable Cost	Depreciation Reserve	Net Book Value	YTD Depreciation
LSE ASSET BOOK	Corporate	Capitalized	LSE-MACHINERYLSE-...	3,000.00	2,999.00	99.96	2,900.04	99.96

**Figure 152: List of Search Section**

4. Next, under Books Detail section, there are several tabs:
  - a. The Financial tab will show the financial information of the asset.

Book LSE ASSET BOOK: Details

Financial Descriptive Source Lines Assignments Cost History Depreciation Transactions

Depreciate <input checked="" type="checkbox"/>	Bonus Depreciation Reserve	0.00	Depreciation Ceiling	Regional Information
Fully depreciate in current period <input type="checkbox"/>	YTD Impairment	0.00	Cash Generating Unit	
Current Cost 3,000.00	Impairment Reserve	0.00	Depreciation Method STL	
Original Cost 3,000.00	YTD Production	0	Life in Years 5Months 0	
Net Book Value 2,900.04	LTD Production	0	Group Asset Number	
Salvage Value 1.00	Fair Value		Remaining Life From	
Recoverable Cost 2,999.00	In Service Date 1/9/2024		In Service Date Years 4Months 10	
Depreciable Basis Amount 2,999.00	Prorate Convention LSE_HALFMO		Prorate Date Years 4Months 11	
YTD Depreciation 99.96	Prorate Date 1/10/2024			
Depreciation Reserve 99.96	Bonus Rule			
YTD Bonus Depreciation 0.00				

Figure 153: Financial Tab in Details Section

- b. The Descriptive tab will show the non-financial information of the asset.

Book LSE ASSET BOOK: Details

Financial Descriptive Source Lines Assignments Cost History Depreciation Transactions

Parent Asset	Model	Attachments None	Company Asset Number LSE003	Regional Information
Parent Asset Description	Bought New	<input checked="" type="checkbox"/> In use		
Property Type	Ownership Owned	<input type="checkbox"/> In physical inventory		
Manufacturer	Commitment	<input type="checkbox"/> Intangible		
Property Class	Investment Law			

Figure 154: Descriptive Tab in Details Section

- c. The Source Lines tab will show the source of the asset.

Book LSE ASSET BOOK: Details

Financial Descriptive Source Lines Assignments Cost History Depreciation Transactions

View   Detach

Invoice Number	Description	Invoice Line	Line Amount	Supplier Name	Supplier Number	Purchase Order Number	Project Number	Task Number	Source
CRPINV2711-3	Maint of Machinery-OH Crane	1	60,000.00	OLIVESTOUCH TECHNOLOGIE...	C00133				ORACLE PAYA...

Figure 155: Source Lines Tab in Details Section

- d. The Assignments tab will show the unit, Depreciation account and location of the asset.

Book LSE ASSET BOOK: Details

Financial Descriptive Source Lines Assignments Cost History Depreciation Transactions

View   Detach

Distribution Identifier	Current Units	Employee Name	Employee Number	Depreciation Expense Account	Location	Inventory Taken Date
149004	1			30.00 740400 00000 000000 0000	LSE-UNSPECIFIED LSE-UNSPECIFIED L:	
Total	1					

Figure 156: Assignment Tab in Details Section

- e. The Cost History tab able to illustrate the movement between Current Cost and Original Cost.

Fiscal Year	Cost	Original Cost	Recoverable Cost	Adjusted Recoverable Cost	Period Effective	Transaction Date
2024	3,000.00	3,000.00	2,999.00	2,999.00	Sep-24	1/9/2024

Figure 157: Cost History Tab in Details Section

- f. The Depreciation tab will show the amount depreciate monthly by period.

Period	Total Amount	Depreciation Amount	Depreciation Adjustment Amount	Bonus Depreciation Amount	Bonus Depreciation Adjustment Amount
Nov-24	49.98	49.98	0.00	0.00	0.00
Oct-24	49.98	49.98	0.00	0.00	0.00

Figure 158: Depreciation Tab in Details Section

- g. The Transaction tab will show the transaction performed to the asset.

Transaction Number	Transaction Type	Transaction Date	Amortization Start Date	Entered Period	Effective Period	Amortize	Mass Reference Number
252340	Transfer in	1/9/2024		Oct-24	Sep-24	No	3353632
252339	Addition	1/9/2024		Oct-24	Sep-24	No	3353632

Status	Current Cost	Original Cost	Salvage Value	Recoverable Cost	Depreciation Method	Life in Months	Life in Periods	Basic Rate	Adjusted Rate	Unit of Measure	Production Capacity
Alter	3,000.00	3,000.00	1.00	2,999.00	STL	60					

Figure 159: Transactions Tab in Details Section

Accounting Lines: 252339

Ledger LSE MY Date 1/10/2024 Status Final

View View T-Accounts Detach Override Account

Line	Type	Event	Legal Entity Name	Account	Class
1	Actual	Addition		30.00.101400.00000.0000000.0000	Cost
2	Actual	Addition		30.00.105400.00000.0000000.0000	Cost clearing

Done

Figure 160: Accounting Lines Box

## 8 ASSET LEASES

Process for Leases Accounting treatment includes tracking, accounting, and monitoring lease activities. You can manage lease activities such as asset creation, monthly installment, interest expenses, depreciation and reclassification.

### Process Summary

- ✓ Prepare Lease Agreement
- ✓ Define Payment Schedule
- ✓ Prepare Lease Schedule
- ✓ Create Asset
- ✓ Examine Depreciation Amount
- ✓ Monthly Installment, Interest Expenses
- ✓ Reclassification of Lease Liability



### REMINDER

As per agreed in the Implementation Session, currently lease accounting practices maintained through a manual process. Moving forward, these practices will be upheld while integrating into the Oracle Fusion system. This approach will combine **Manual Processes** with **System-based Automation**.

### 8.1 Create Asset Lease

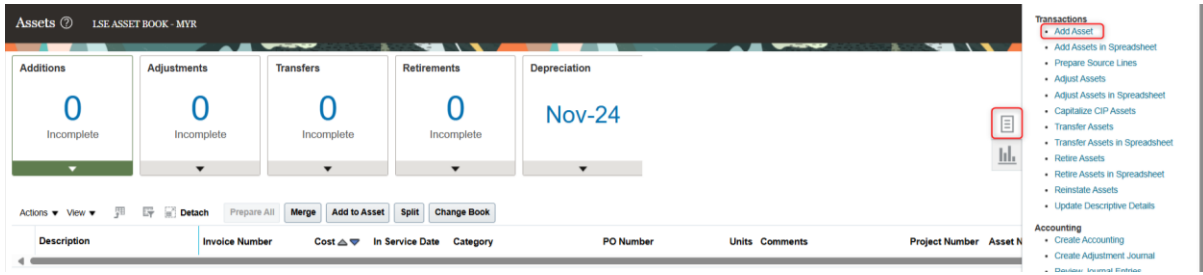
In the Create Asset Lease process, you can manually input all lease-related details directly into the Fixed Assets module without requiring an invoice number.

1. Manually prepare Lease Schedule (Excel file) containing range of date, interest expense, monthly installation, asset cost and monthly depreciation.

LABUAN SHIPYARD & ENGINEERING										LRE200	
AUDIT FOR THE YEAR ENDED 31 DECEMBER 2022											
RIGHT-OF-USE ASSET & LEASE LIABILITY SCHEDULE											
Premises	LSE										
Lessor	MOF										
Lessee	Labuan Shipyard										
Date	18-Mar-22										15
Lease term	15 years	180 months									
<b>Interest rate &lt;LRE120&gt;:</b>											
3.58% IIR											10-year MGS rate
0.30% Monthly IIR											
No.	Period Start	Period End	No. of Days	Opening balance	Interest	Lease liability	Monthly Installment	Closing Balance	Right of use	ROU	
1	1-Nov-24	30-Nov-24	30	58,793,391	175,498	(8,375)	167,123	58,801,766	326,629.95	58,793,391	
2	1-Dec-24	31-Dec-24	31	58,801,766	175,523	157,810	333,333	58,643,955	326,629.95	58,645,880	
3	1-Jan-25	31-Jan-25	31	58,643,955	175,052	158,281	333,333	58,485,674	326,629.95	58,319,250	
4	1-Feb-25	28-Feb-25	28	58,485,674	174,580	158,754	333,333	58,326,921	326,629.95	57,992,620	
5	1-Mar-25	31-Mar-25	31	58,326,921	174,106	159,227	333,333	58,167,693	326,629.95	57,665,990	
6	1-Apr-25	30-Apr-25	30	58,167,693	173,631	159,703	333,333	58,007,991	326,629.95	57,339,361	
7	1-May-25	31-May-25	31	58,007,991	173,154	160,179	333,333	57,847,811	326,629.95	57,012,731	
8	1-Jun-25	30-Jun-25	30	57,847,811	172,676	160,658	333,333	57,687,153	326,629.95	56,686,101	
9	1-Jul-25	31-Jul-25	31	57,687,153	172,196	161,137	333,333	57,526,016	326,629.95	56,359,471	
10	1-Aug-25	31-Aug-25	31	57,526,016	171,715	161,618	333,333	57,364,398	326,629.95	56,032,841	
11	1-Sep-25	30-Sep-25	30	57,364,398	171,233	162,101	333,333	57,202,297	326,629.95	55,706,211	
12	1-Oct-25	31-Oct-25	31	57,202,297	170,749	162,584	333,333	57,039,713	326,629.95	55,379,581	
13	1-Nov-25	30-Nov-25	30	57,039,713	170,264	163,070	333,333	56,876,643	326,629.95	55,052,951	
14	1-Dec-25	31-Dec-25	31	56,876,643	169,777	163,557	333,333	56,713,087	326,629.95	54,726,321	
15	1-Jan-26	31-Jan-26	31	56,713,087	169,289	164,045	333,333	56,549,042	326,629.95	54,399,691	
16	1-Feb-26	28-Feb-26	28	56,549,042	168,799	164,534	333,333	56,384,507	326,629.95	54,073,061	
17	1-Mar-26	31-Mar-26	31	56,384,507	168,308	165,026	333,333	56,219,482	326,629.95	53,746,431	
18	1-Apr-26	30-Apr-26	30	56,219,482	167,815	165,518	333,333	56,053,964	326,629.95	53,419,801	
19	1-May-26	31-May-26	31	56,053,964	167,321	166,012	333,333	55,887,951	326,629.95	53,093,171	
20	1-Jun-26	30-Jun-26	30	55,887,951	166,826	166,508	333,333	55,721,444	326,629.95	52,766,541	
21	1-Jul-26	31-Jul-26	31	55,721,444	166,329	167,005	333,333	55,554,439	326,629.95	52,439,911	

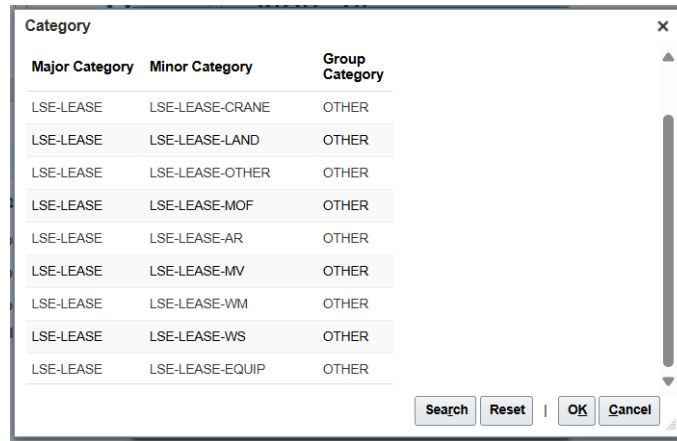
Figure 161: Example of Lease Schedule

2. Login to Oracle system.  
Navigate to Fixed Assets > Assets > Task > Add Assets.



**Figure 162: Task Sidebar in Assets Work Area**

3. Enter information in the fields:
  - Book name = Defaulted to LSE Asset Book
  - Asset Type = Capitalized/Expensed
  - Category = Choose Category under LSE-LEASE



**Figure 163: Asset Categories for Leases**

- Description = Any description
- Cost = Total Cost of Lease
- Unit = Total Units of Lease
- Expense Account = Auto generate based on Asset Categories Setup
- Location = Any available location

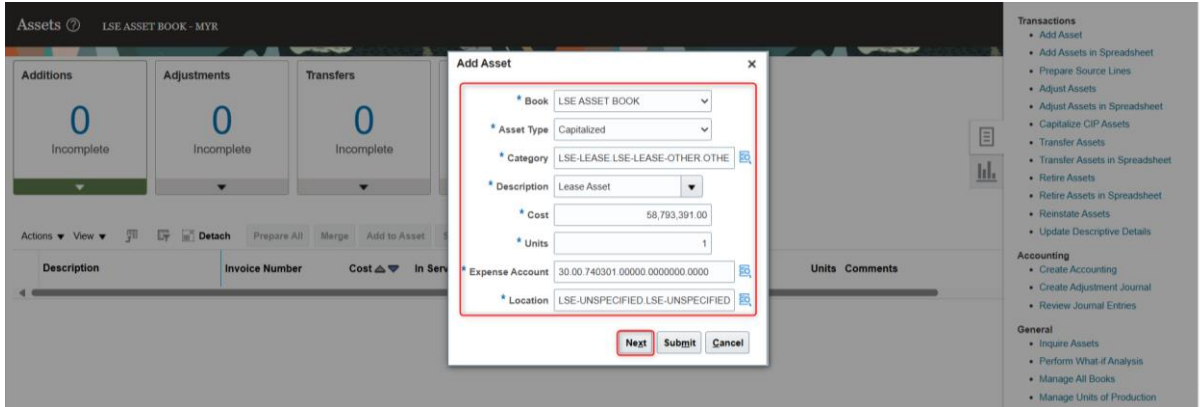


Figure 164: Add Asset Box

4. Enter the information in mandatory fields and optional fields on the basis of requirement:

- In Service Date = First period of Contract Start
- Tag Number, Serial Number, Manufacturer, Model = Non-monetary information
- Attachment = Advisable to attach Lease Schedule or Contract
- Asset Key = Insert 'OTHER'

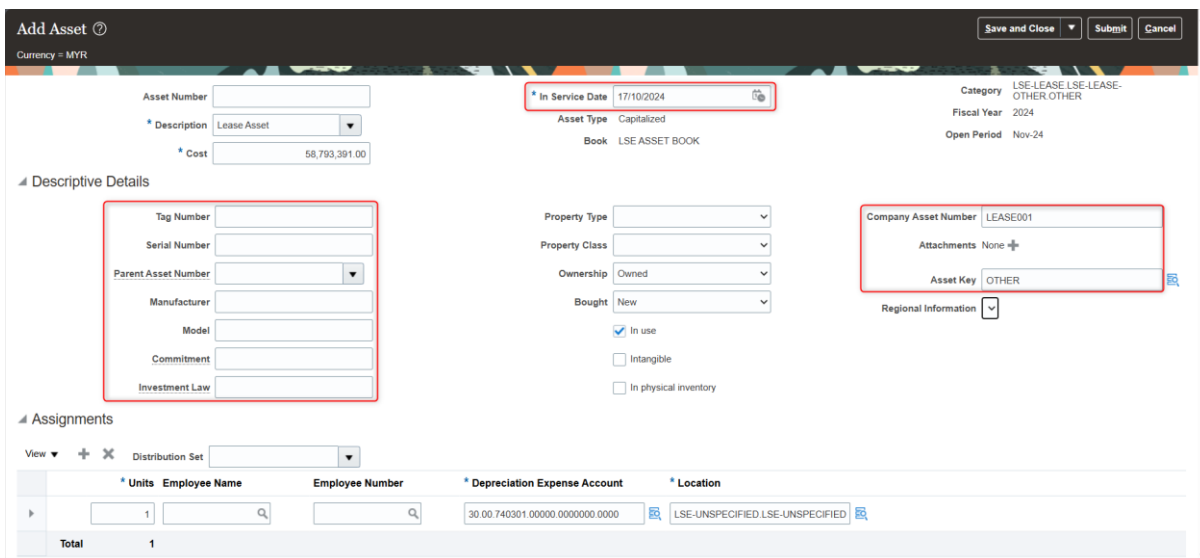


Figure 165: Add Asset Page

- Expand the Financial Details and Enter financial details which consist of:
  - Depreciation Method
  - Life in Years
  - Life in Months
  - Prorate Convention

The Depreciation Method, and Life of Asset will auto populate based on the asset category. However, you may change if required.

Financial Details

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

Salvage Value Type: Percent

Salvage Value Amount: 0.00

Salvage Value Percent: 0

Depreciation Factor:

\* Depreciation Method: STL

\* Life in Years: 15

\* Life in Months: 0

Depreciate

Fully depreciate in current period

\* Prorate Convention: LSE\_HALFMO

Prorate Date: 1/11/2024

YTD Depreciation: 0.00

Depreciation Reserve: 0.00

Group Asset Number:

Group Asset Description:

Reduction Rate Percent:

Cash Generating Unit:

Bonus Rule:

YTD Bonus Depreciation: 0.00

Bonus Depreciation Reserve: 0.00

YTD Impairment:

Impairment Reserve:

Original Cost:

Net Book Value: 0.00

Recoverable Cost: 58,793,391.00

Lease Number:

Figure 166: General Tab in Financial Details Section

- Click on **Submit** button to proceed and it will auto post.

Add Asset

Currency - MYR

Save and Close | **Submit** | Cancel

Asset Number:

\* Description: Lease Asset

\* Cost: 58,793,391.00

\* In Service Date: 17/10/2024

Asset Type: Capitalized

Book: LSE ASSET BOOK

Category: LSE-LEASE-LSE-LEASE-OTHER-OTHER

Fiscal Year: 2024

Open Period: Nov-24

Descriptive Details

Tag Number:

Serial Number:

Parent Asset Number:

Manufacturer:

Model:

Commitment:

Investment Law:

Property Type:

Property Class:

Ownership: Owned

Bought: New

In use

Intangible

In physical inventory

Company Asset Number: LEASE001

Attachments: None

Asset Key: OTHER

Regional Information:

Figure 167: Submit Navigation in Add Asset Page

- Asset will be moved to the Ready to Post section of Additions Infotile. Click on **Post All** and the asset will be created in your Fixed Assets Register.

Assets | LSE ASSET BOOK - MYR

Additions: 0 Incomplete, 0 Exceptions, 1 Ready to Post

Adjustments: 0 Incomplete

Transfers: 0 Incomplete

Retirements: 0 Incomplete

Depreciation: Nov-24

Actions: View | **Post All** | Merge | Add to Asset | Split | Change Book

Description	Invoice Number	Cost	In Service Date	Category	PO Number	Units	Comments	Project Number	Asset Num
Lease Asset		58,793,391.00	17/10/2024	LSE-LEASE LSE-LEASE-OTHER-OTI-		1			

Figure 168: List of Ready to Post in Assets Work Area

## 8.2 Asset Clearing by Create Manual Journal

Journal entry is generated when creating an asset lease manually:

No	Scenario	Module	Accounting Entry	Comments
1.	Create Lease Asset	Fixed Assets Module	DR Asset Cost CR Asset Clearing	Manual Asset Creation

**Table 6: Create Asset Lease Entry**

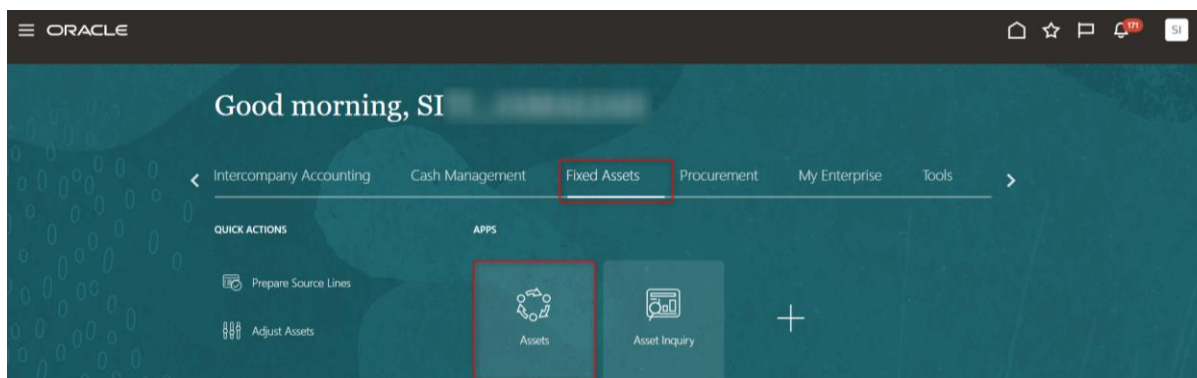
Since this process does not involve the Payables module, the balance remains in the Asset Clearing account. To clear this balance, you can create a manual journal and set off the clearing amount with Lease Liability:

No	Scenario	Module	Accounting Entry	Comments
1.	Asset Clearing	Fixed Assets Module	DR Asset Clearing CR Lease Liabilities - Long Term	Manual Journal Creation

**Table 7: Asset Clearing Entry**

You may follow below steps to achieve those process:

1. Click on Assets under Fixed Assets on the home page.



**Figure 169: Personal Home Page**

2. Go to task > Create Accounting.

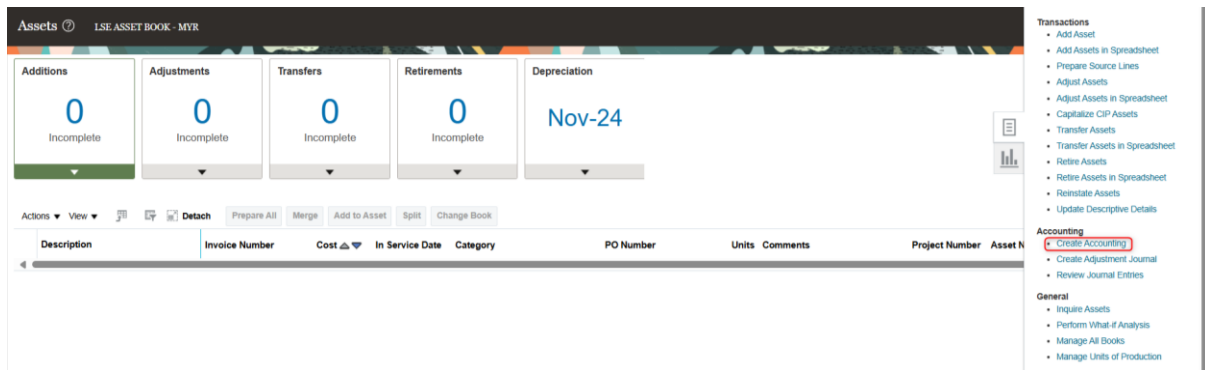


Figure 170: Task Sidebar in Assets Work Area

3. Enter the asset book, fill up the fields below and click on the **Submit** button to proceed.

- Book = *Assigned book*
- Process Category = *Leave it blank*
- End Date = *End of Month*
- Account Mode = *Select Draft*
- Process Events = *Select All*
- Report Style = *Select Detail*

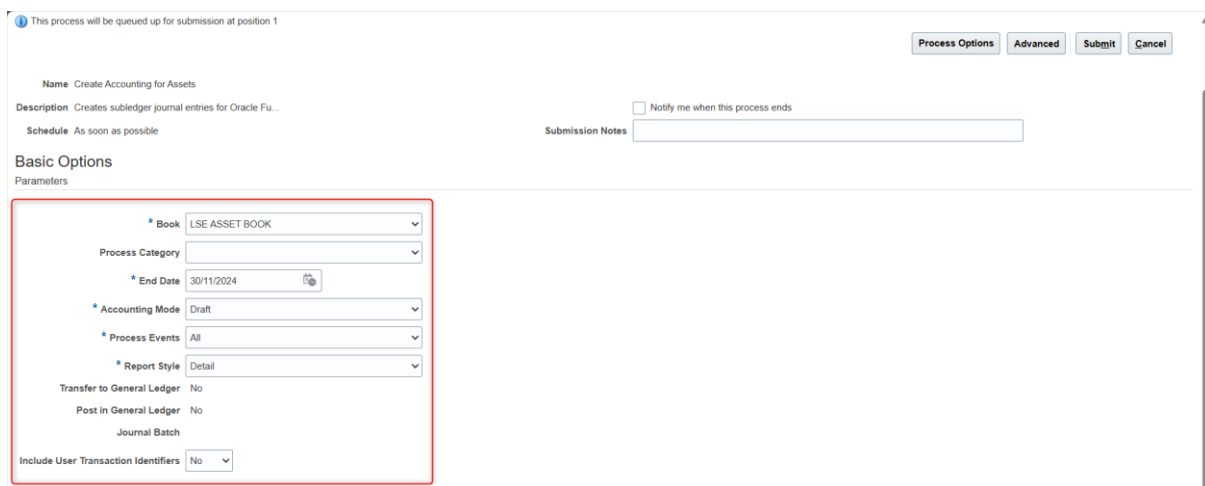


Figure 171: Create Accounting Page

4. Navigate to Fixed Assets > Asset Inquiry.

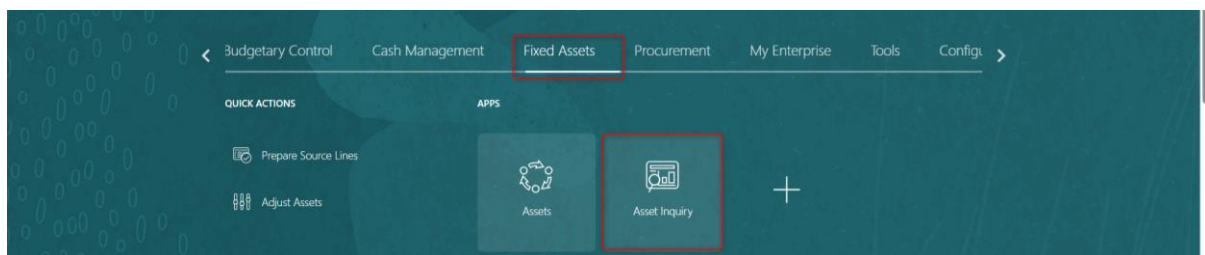


Figure 172: Personal Home Page

5. Search Recent Lease Creation.

Asset Inquiry

Assets Transactions Recent Additions Recent Retirements

Search [Advanced] [Manage Watchlist] [Saved Search] [All Assets\_1]

Asset Number	Description	Asset Type	Category	Tag Number	Serial Number	Asset Key	Attachments
505601	Lease Asset	Capitalized	LSE-LEASE LSE-LEASE-OTHER OTHE			OTHER	None
505600	Green Container	Capitalized	LSE-MACHINERY LSE-MACHINERY OT			OTHER	None
505599	Lease Motor Vehicle	Capitalized	LSE-LEASE LSE-LEASE-MV OTHER		VLH1913	OTHER	None
505598	Yellow Crane	Capitalized	LSE-MACHINERY LSE-MACHINERY OT			OTHER	None
505597	Blue Crane	Capitalized	LSE-MACHINERY LSE-MACHINERY OT			OTHER	None
505596	Red Crane	Capitalized	LSE-MACHINERY LSE-MACHINERY OT TNO1321			OTHER	None
505595	Machinery	Capitalized	LSE-MACHINERY LSE-MACHINERY OT			OTHER	None
505594	Maint of Machinery-OH Crane	Capitalized	LSE-MACHINERY LSE-MACHINERY OT			OTHER	None
505593	1 NANOWAVE ANTENNA NWB-2421G IEEE-802 11B/G 2.4GHZ	Capitalized	LSE-IT-EQUIP LSE-SERVER OTHER		ITE/IT/62016	OTHER	None
505592	1 NANOWAVE ANTENNA NWB-2421G IEEE-802 11B/G 2.4GHZ	Capitalized	LSE-IT-EQUIP LSE-SERVER OTHER		ITE/IT/62015	OTHER	None

Asset 505601: Books Currency MYR - Malaysian Ringgit

Figure 173: Asset Inquiry Page

- Navigate to Detail Section > Transaction Tab  
Select Transaction Type 'Addition' > Click **View Accounting** button  
Take note on Account Combination and Amount.

Accounting Lines: 257361

Ledger LSE MY Date 1/11/2024 Status Draft

View [View T-Accounts] [Detach]

Entity	Account	Class	Accounted (MYR)		Journal Line N
			Debit	Credit	
	30.00.101301.00000.0000000.0000	Cost	58,793,391.00		1
	30.00.105301.00000.0000000.0000	Cost clearing		58,793,391.00	2

Done

Figure 174: Accounting Lines Box

- Go the General Accounting > Journals.

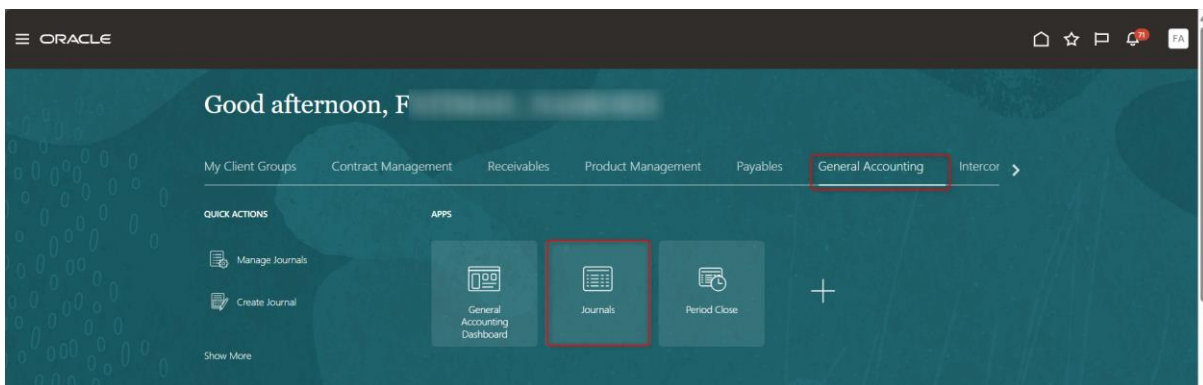


Figure 175: General Accounting Homepage

8. Go the Task > Create Journals.

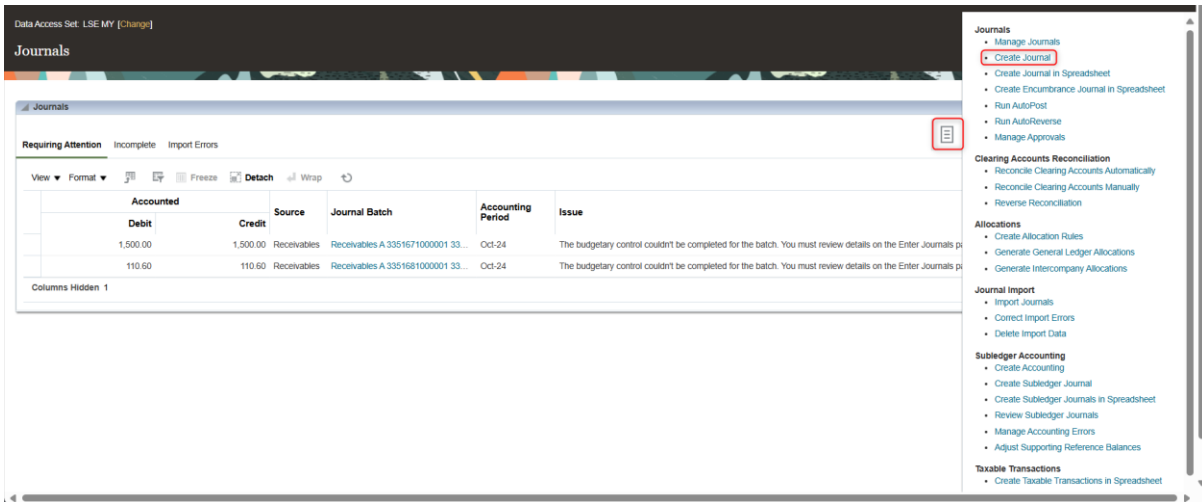


Figure 176: Journal Work Area

9. Enter all the required information.

- Enter Journal Batch and Description
- Choose Accounting Period
- Enter Journal and Description
- Enter Accounting Date
- Choose Journal Category
- Choose Currency, if you need to create journal with other than reporting currency for the ledger

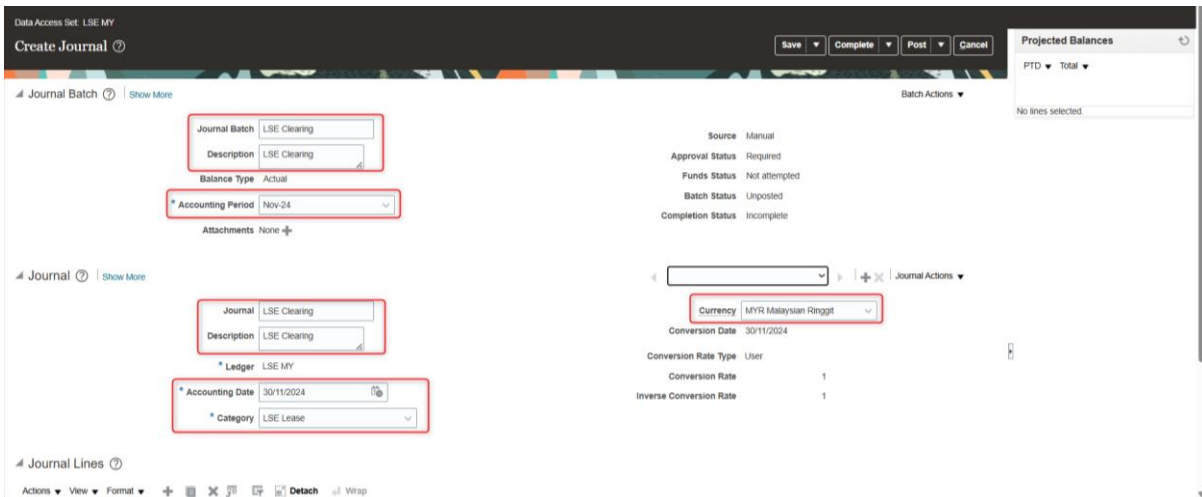


Figure 177: Create Journal Page (Journal Batch and Journal Section)

10. Then enter fields in the Journal Lines section
  - Account Code Combination = *Decided by client*
  - Amount of Debit or Credit = Based on Lease Schedule
  - Enter the Line Description = *Decided by client*

Line	Account	Currency	Entered (MYR)		Description	Accounted (MYR)
			Debit	Credit		Debit
1	30.00.105301.00000.00000000.0000	MYR Malaysian Ringgit	58,793,391.00		Asset Number Clearing for 505601	58,793,391.00
2	30.00.410500.00000.00000000.0000	MYR Malaysian Ringgit		58,793,391.00	Asset Number Clearing for 505601	
<b>Total</b>			<b>58,793,391.00</b>	<b>58,793,391.00</b>		<b>58,793,391.00</b>

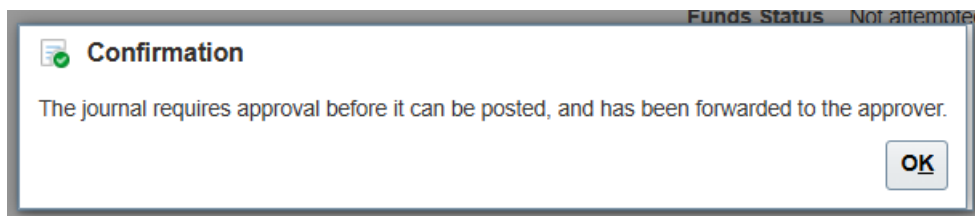
**Figure 178: Create Journal Page (Journal Lines Section)**

11. After completed editing your Journal Entry details, you may click Save button, Complete button or Post button.

**Save** = It will only save the journal with status incomplete.  
**Complete** = Complete the journal and ready to be posted.  
**Post** = Complete and post the journal.

**Figure 179: Create Journal Page (Save, Complete, Post, Cancel Navigation)**

12. After completing the Journal Entry details by clicking the Post button you will get confirmation popup and the journal requires approval before it can be posted. Then, Click **OK** button.



**Figure 180: Message Box (Confirmation of Approval Process)**

### 8.3 Run Depreciation to Check on Depreciation Expenses Amount

Process calculates the monthly depreciation for the lease asset based on the details entered during asset creation. This step ensures that the system-generated depreciation aligns with the Lease Schedule.

1. Click on Assets under Fixed Assets springboard.

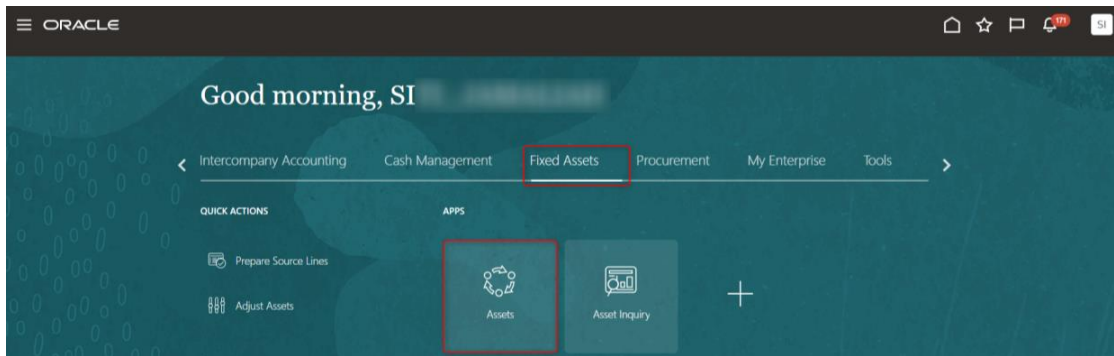


Figure 181: Personal Home Page

2. Click on **Calculate Depreciation** under Depreciation infotile.

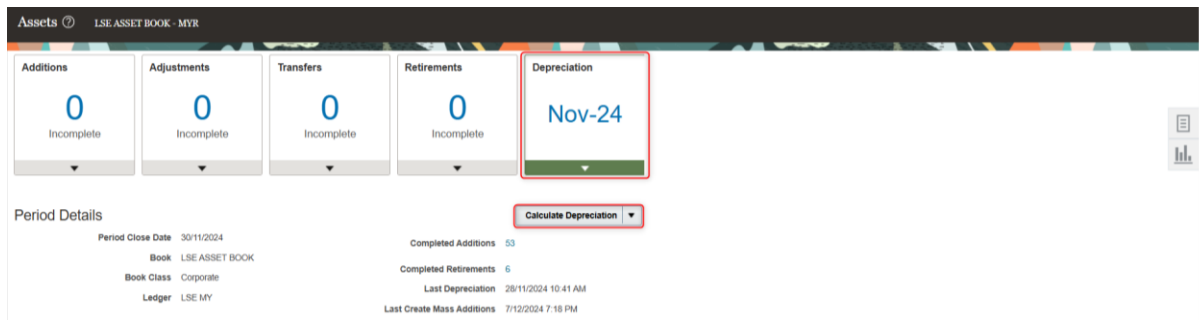


Figure 182: Depreciation Infotile in Assets Work Area

3. The following pop-up message will appear



Figure 183: Asset Depreciation Popup Box

- You can view the Depreciation status. Click on Schedule Processes under Tools springboard.

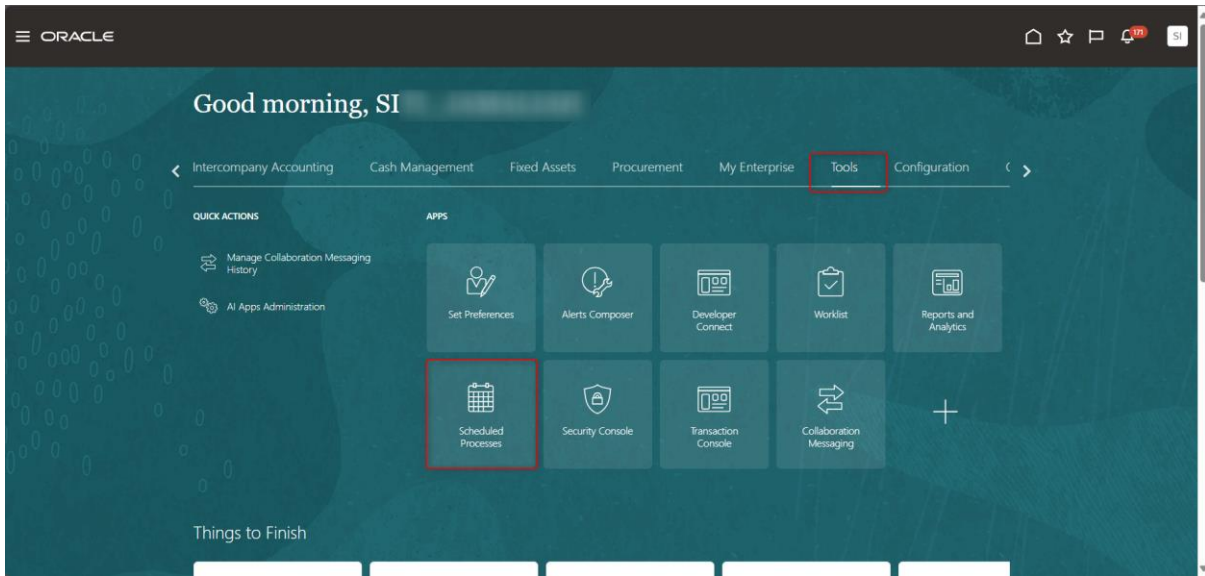


Figure 184: Personal Home Page

- Search Calculate Depreciation.

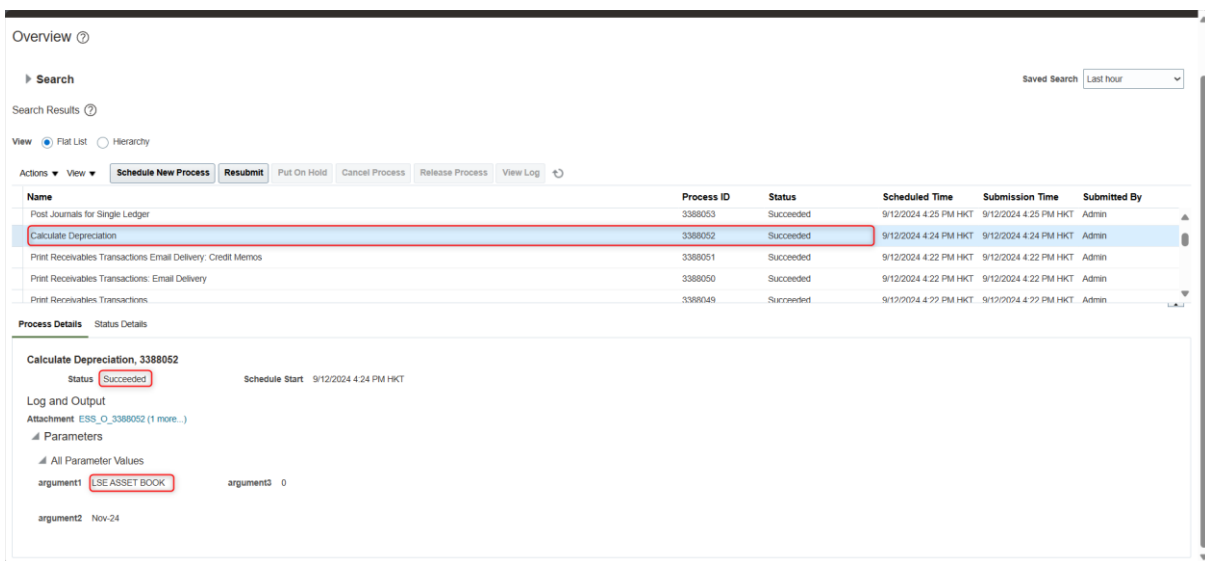


Figure 185: Calculate Depreciation Navigation in Scheduled Processes Page

6. To see the depreciation calculated on each Asset, navigate to the Asset Inquiry.

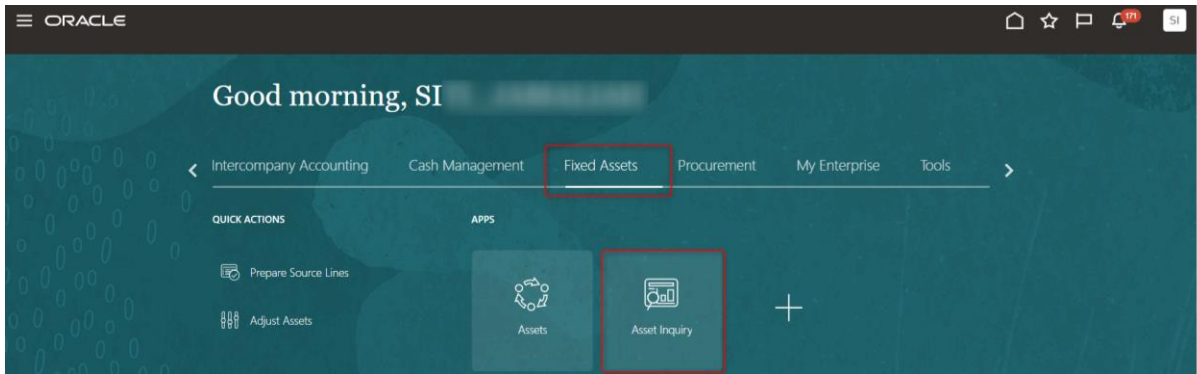


Figure 186: Personal Home Page

7. Enter relevant Information and search for the Asset whose depreciation you wish to view.

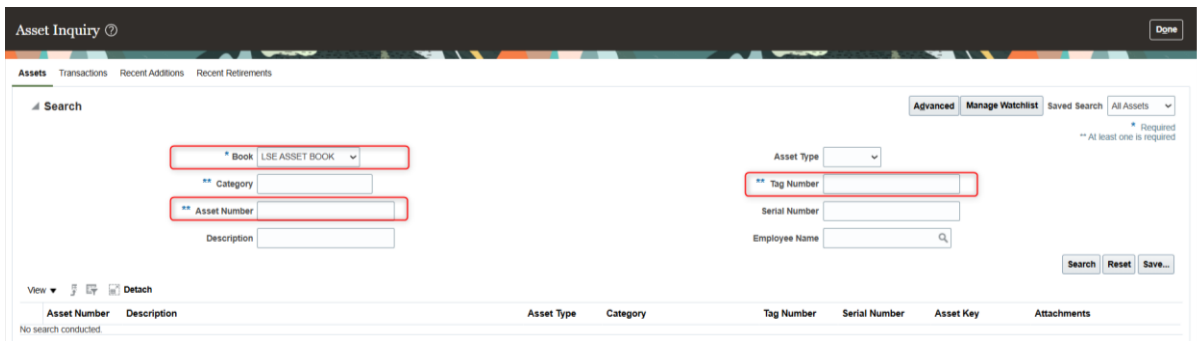


Figure 187: Asset Inquiry Page

8. Click on Asset number.



Figure 188: Asset Inquiry Page

- Click on the Depreciation Tab to view the Depreciation that system has calculated for the period.

The screenshot displays the 'Depreciation' tab in the Asset Inquiry Page. It includes search filters and three data tables. The 'Depreciation' table at the bottom shows the following data:

Period	Total Amount	Depreciation Amount	Depreciation Adjustment Amount	Bonus Depreciation Amount	Bonus Depreciation Adjustment Amount
Nov-24	326,629.95	326,629.95	0.00	0.00	0.00

Figure 189: Depreciation Tab in Asset Inquiry Page

### 8.4 Monthly Installment, Interest Expenses by Create Manual Journal

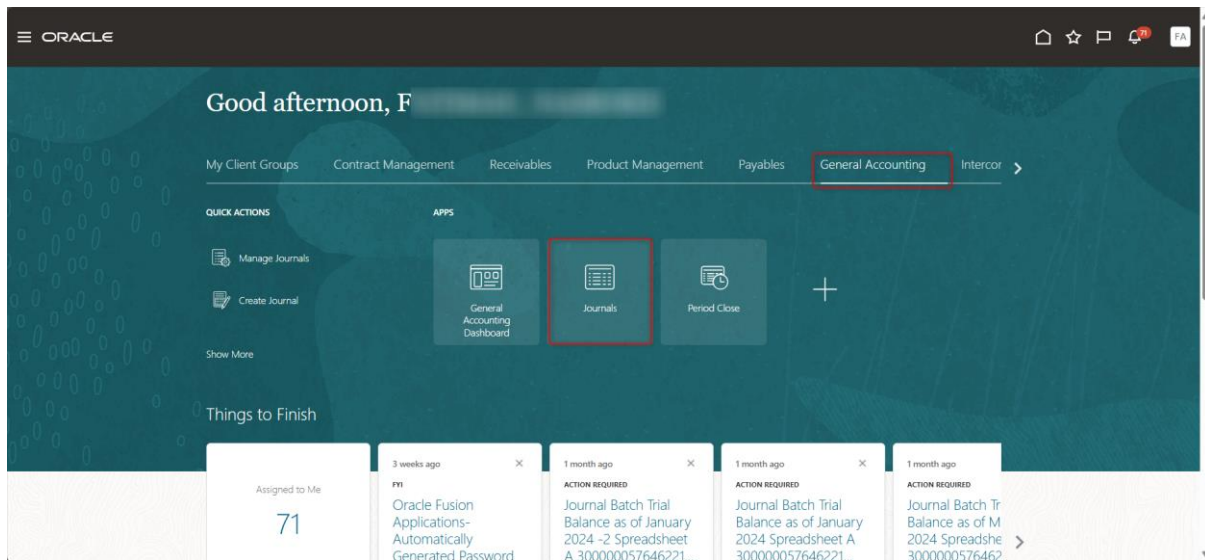
For each monthly lease installment, a manual journal entry is required to record the payment and allocate the interest expense. The entry typically involves:

No	Scenario	Module	Accounting Entry	Comments
1.	Monthly Installment	Fixed Assets Module	DR Finance Lease Payable – Current DR Interest Expense CR Amount Due to Group Company	Manual Journal Creation

**Table 8: Monthly Installment, Interest Expenses Entry**

You may follow below steps to achieve those process:

1. Go the General Accounting > Journals.



**Figure 190: General Accounting Homepage**

2. Go the Task > Create Journals.

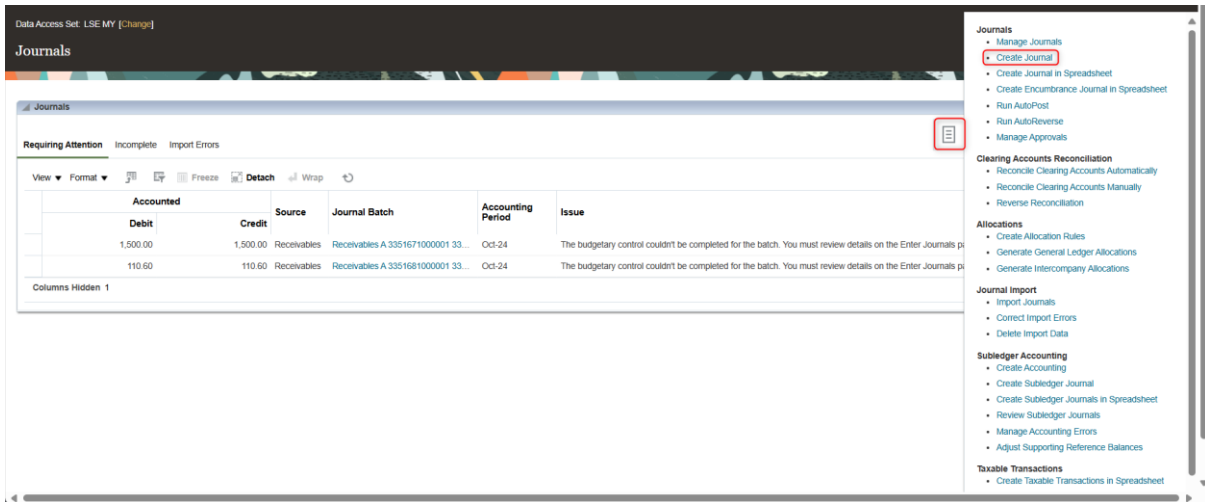


Figure 191: Journal Work Area

3. Enter all the required information.

- Enter Journal Batch and Description
- Choose Accounting Period
- Enter Journal and Description
- Enter Accounting Date
- Choose Journal Category
- Choose Currency, if you need to create journal with other than reporting currency for the ledger

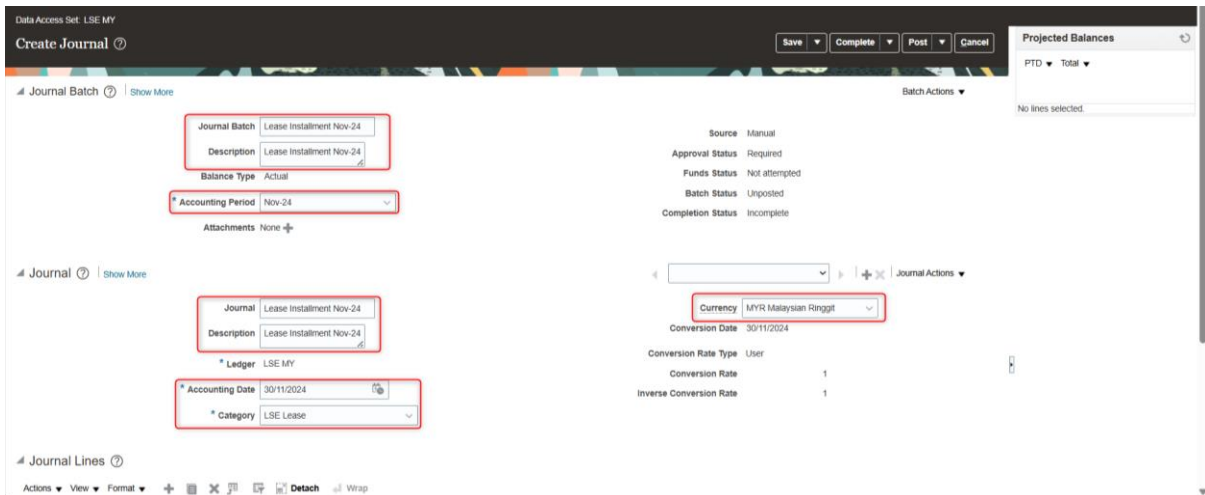
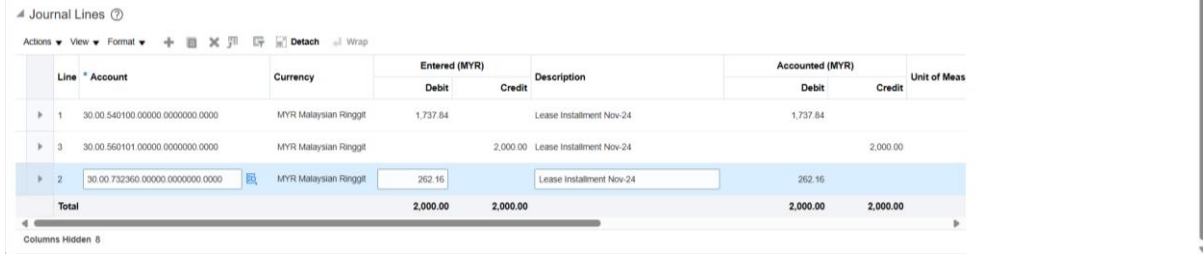


Figure 192: Create Journal Page (Journal Batch and Journal Section)

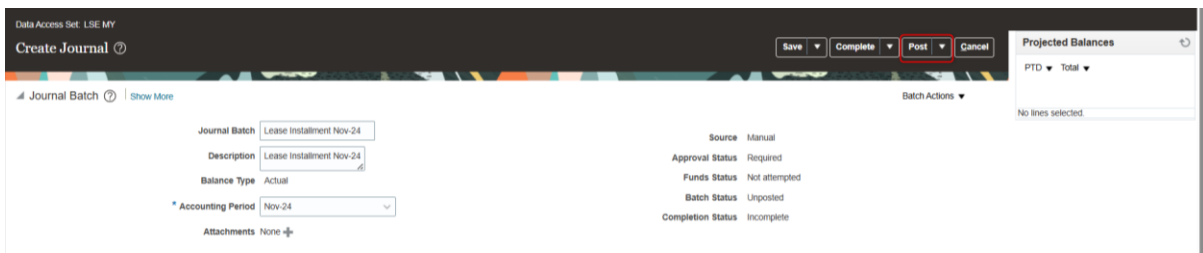
4. Then enter fields in the Journal Lines section
  - Account Code Combination
  - Amount of Debit or Credit.
  - Enter the Line Description.



**Figure 193: Create Journal Page (Journal Lines Section)**

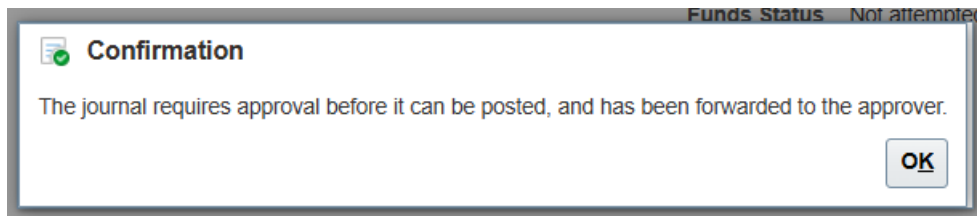
5. After completed editing your Journal Entry details, you may click Save button, Complete button or Post button.

**Save** = It will only save the journal with status incomplete.  
**Complete** = Complete the journal and ready to be posted.  
**Post** = Complete and post the journal.



**Figure 194: Create Journal Page (Save, Complete, Post, Cancel Navigation)**

6. After completing the Journal Entry details by clicking the Post button you will get confirmation popup and the journal requires approval before it can be posted. Then, Click OK button.



**Figure 195: Message Box (Confirmation of Approval Process)**

### 8.5 Reclassification of Lease Liability by Create Manual Journal

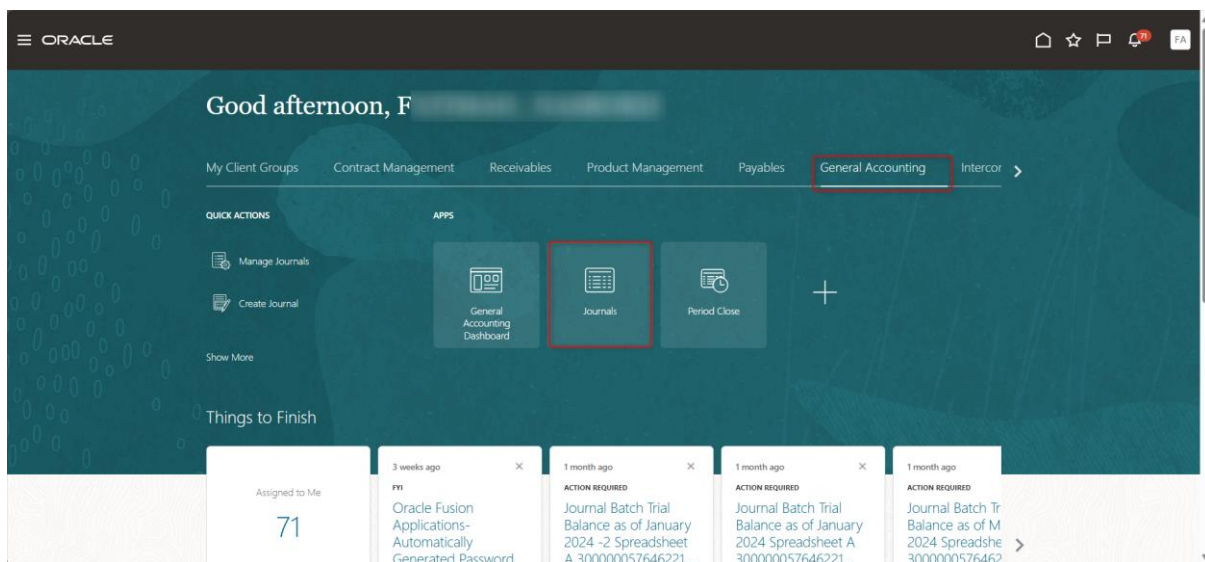
One-time annual process to adjust the classification of lease liabilities. This involves creating a manual journal entry to transfer the portion of the liability due within the next 12 months:

No	Scenario	Module	Accounting Entry	Comments
1.	Reclass	Fixed Assets Module	DR Lease Liabilities - Long Term CR Finance Lease Payable - Current	Manual Journal Creation

**Table 9: Reclassification of Lease Liability Entry**

You may follow below steps to achieve those process:

1. Go the General Accounting > Journals.



**Figure 196: General Accounting Homepage**

2. Go the Task > Create Journals.

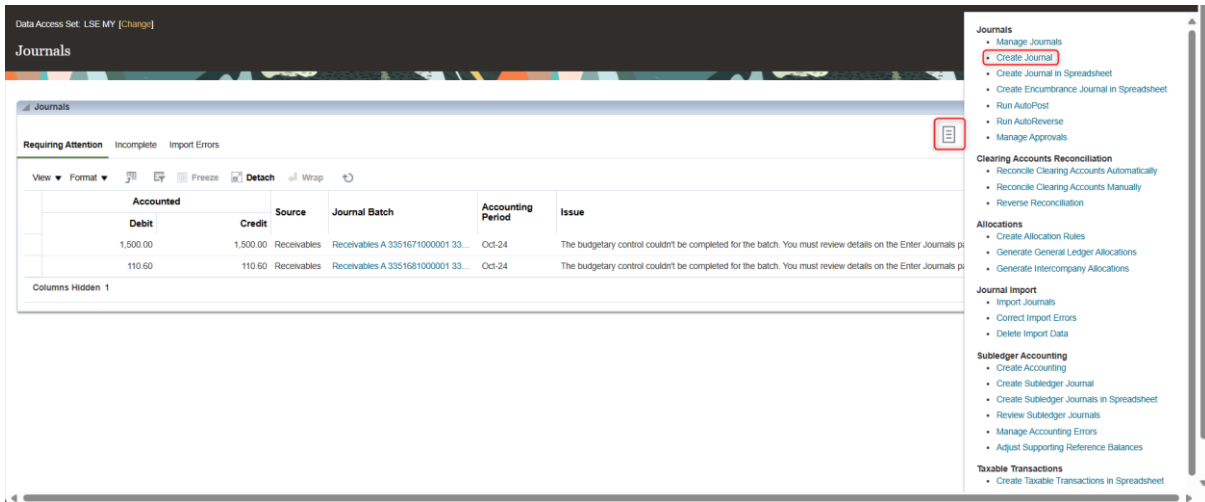


Figure 197: Journal Work Area

3. Enter all the required information.

- Enter Journal Batch and Description
- Choose Accounting Period
- Enter Journal and Description
- Enter Accounting Date
- Choose Journal Category
- Choose Currency, if you need to create journal with other than reporting currency for the ledger

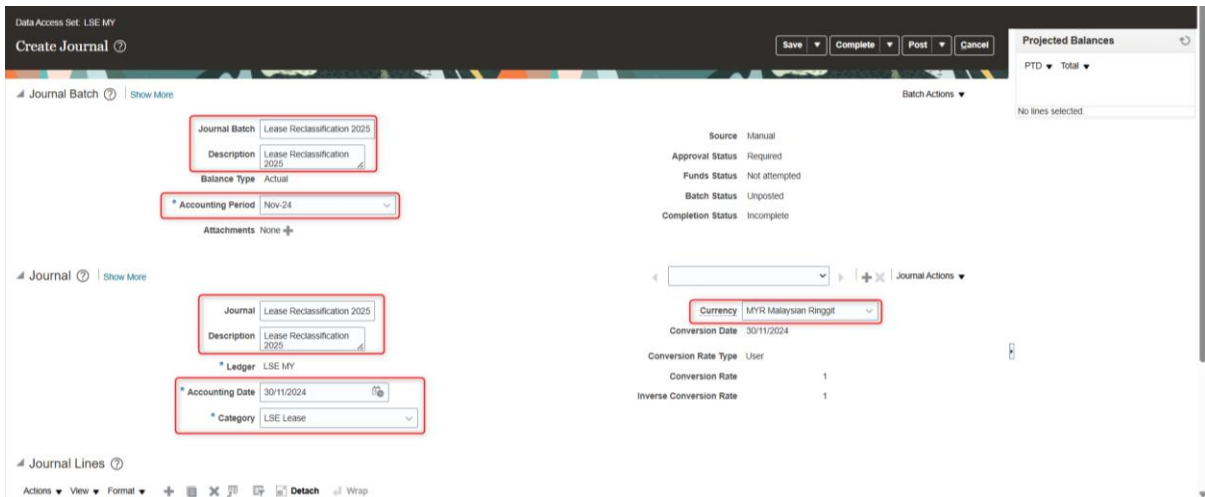
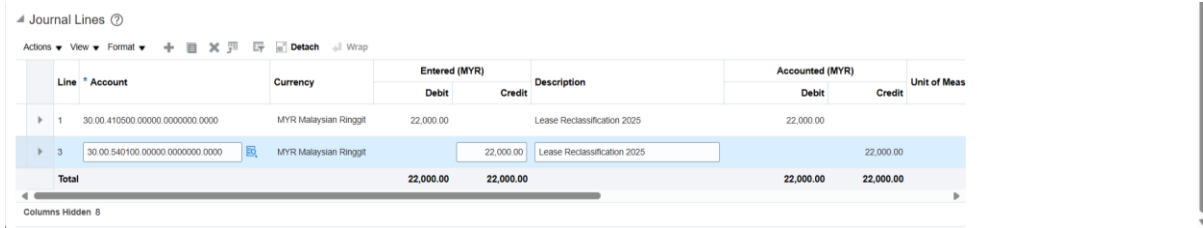


Figure 198: Create Journal Page (Journal Batch and Journal Section)

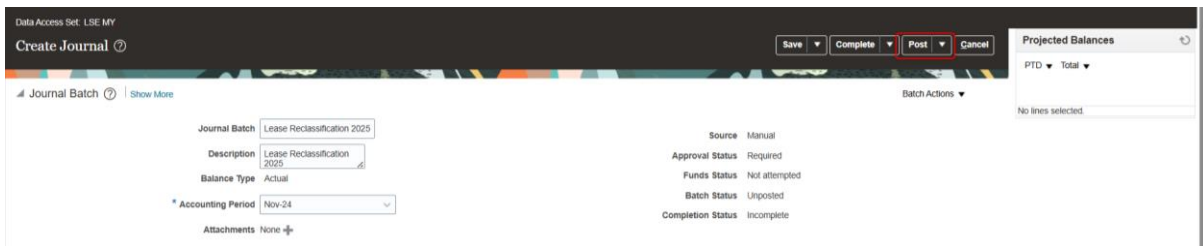
4. Then enter fields in the Journal Lines section
  - Account Code Combination
  - Amount of Debit or Credit.
  - Enter the Line Description.



**Figure 199: Create Journal Page (Journal Lines Section)**

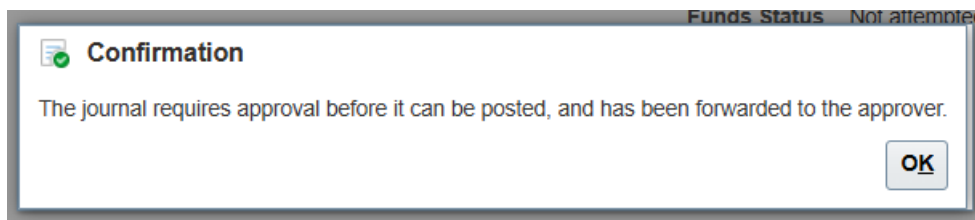
5. After completed editing your Journal Entry details, you may click Save button, Complete button or Post button.

**Save** = It will only save the journal with status incomplete.  
**Complete** = Complete the journal and ready to be posted.  
**Post** = Complete and post the journal.



**Figure 200: Create Journal Page (Save, Complete, Post, Cancel Navigation)**

6. After completing the Journal Entry details by clicking the Post button you will get confirmation popup and the journal requires approval before it can be posted. Then, Click OK button.



**Figure 201: Message Box (Confirmation of Approval Process)**

## 9 MONTH END CLOSING ACTIVITIES

### 9.1 Depreciation

#### Prerequisites

- ✓ Depreciation Calculation is to be done at period end.
- ✓ Period is to be closed for Asset module.

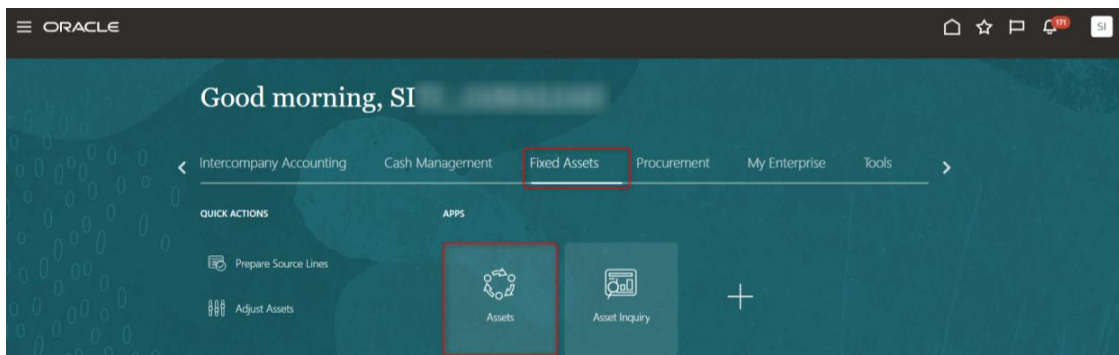
#### Process Summary

Run the Calculate Depreciation process to calculate depreciation for all assets in a book for a period. If depreciation is not calculated successfully for any assets, the log file created by Oracle Fusion Assets for the depreciation process request lists these assets and the reason that depreciation failed.

When you run depreciation, Assets Module gives you the option to close the current period automatically after running depreciation. If all your assets depreciate successfully, Assets closes the period and opens the next period. If you do not choose the close period option, the period remains open.

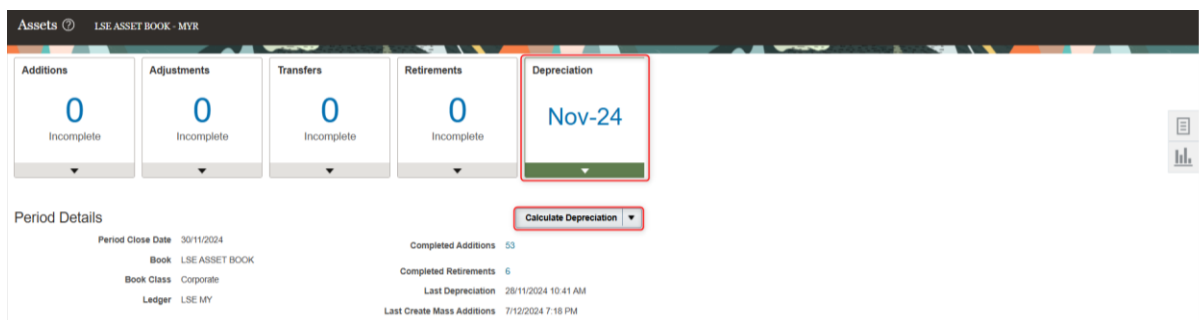
**Note:** Depreciation period once closed cannot be reopened

1. Click on Assets under Fixed Assets springboard.



**Figure 202: Personal Home Page**

2. Click on **Calculate Depreciation** under Depreciation infotile.



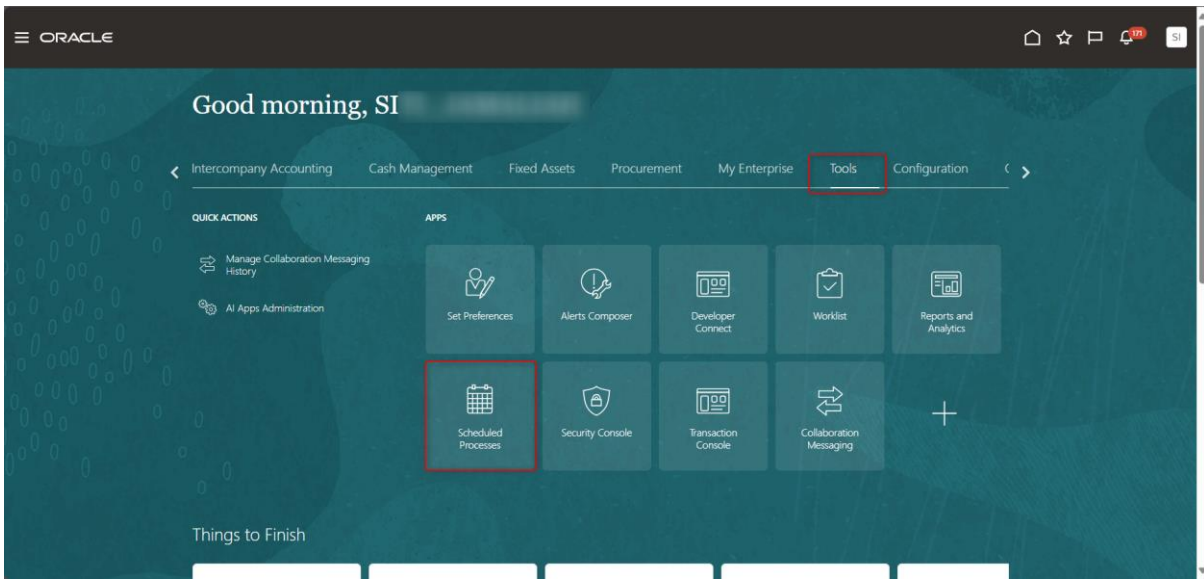
**Figure 203: Depreciation Infotile in Assets Work Area**

3. The following pop-up message will appear



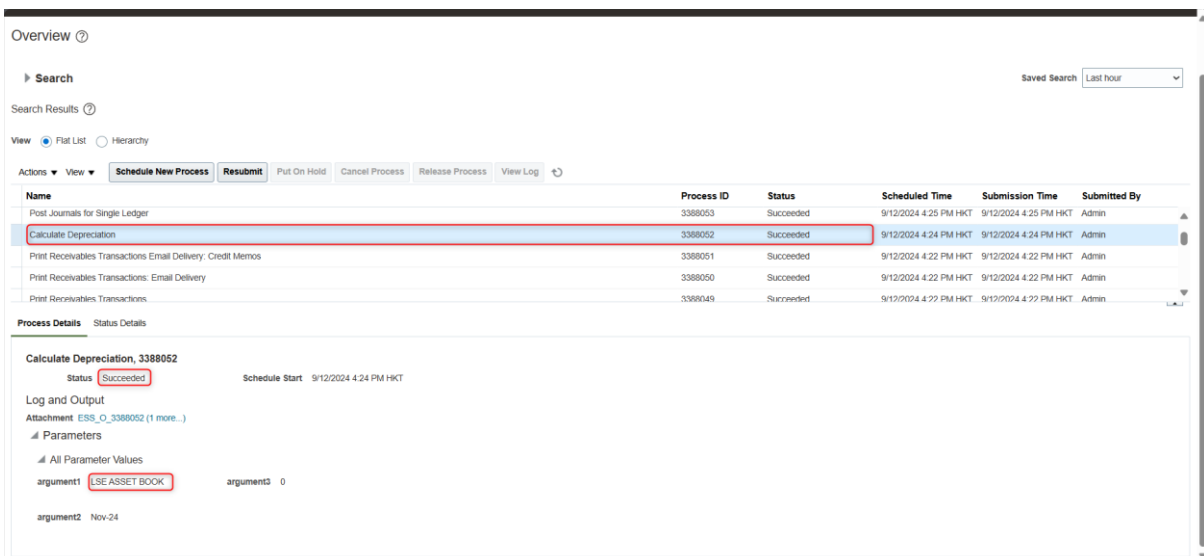
**Figure 204: Asset Depreciation Popup Box**

4. You can view the Depreciation status. Click on Schedule Processes under Tools springboard.



**Figure 205: Personal Home Page**

5. Search Calculate Depreciation.



**Figure 206: Calculate Depreciation Navigation in Scheduled Processes Page**

6. To see the depreciation calculated on each Asset, navigate to the Asset Inquiry.

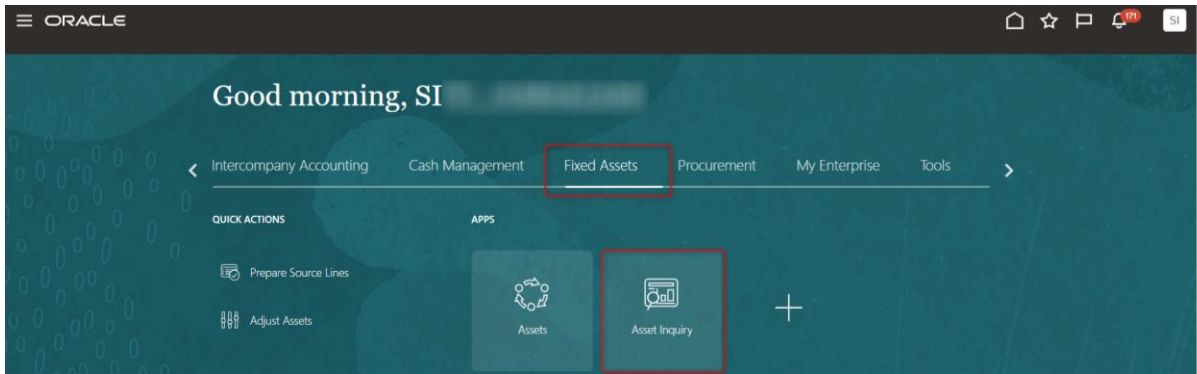


Figure 207: Personal Home Page

7. Enter relevant Information and search for the Asset whose depreciation you wish to view.

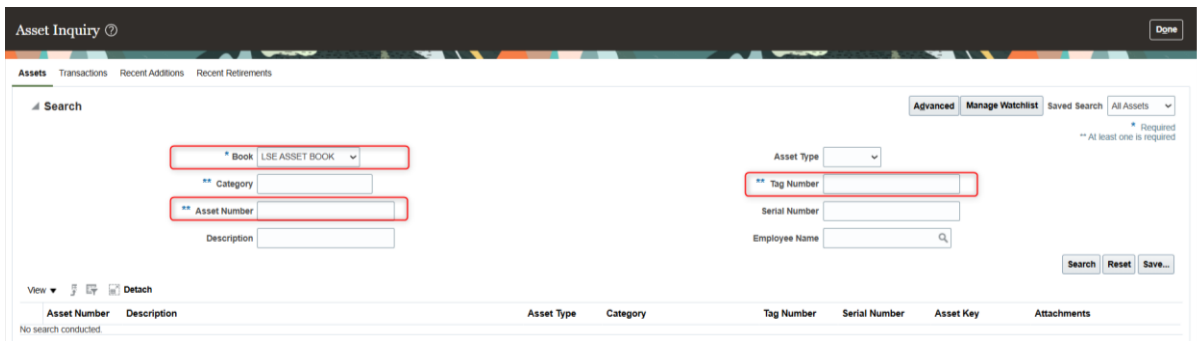


Figure 208: Asset Inquiry Page

8. Click on Asset number.



- Click on the Depreciation Tab to view the Depreciation that system has calculated for the period.

Book	Book Class	Asset Type	Category	Cost	Recoverable Cost	Depreciation Reserve	Net Book Value	YTD Depreciation
LSE ASSET BOOK	Corporate	Capitalized	LSE-LEASE.LSE-LEAS...	120,000.00	119,999.00	999.99	119,000.01	999.99

Period	Total Amount	Depreciation Amount	Depreciation Adjustment Amount	Bonus Depreciation Amount	Bonus Depreciation Adjustment Amount
Nov-24	999.99	999.99	0.00	0.00	0.00

**Figure 209: Depreciation Tab in Asset Inquiry Page**

## 9.2 Create Accounting for Transfer Transaction to General Ledger

### Prerequisites

- ✓ General Ledger (GL) period is open.
- ✓ Depreciation Calculation is to be done.
- ✓ Transactions have been completed.

### Process Summary

Run the Create Accounting process after all the transactions have been completed for the period. This program will create subledger journal and transfer to GL Module.

1. Click on Assets under Fixed Assets on the home page.

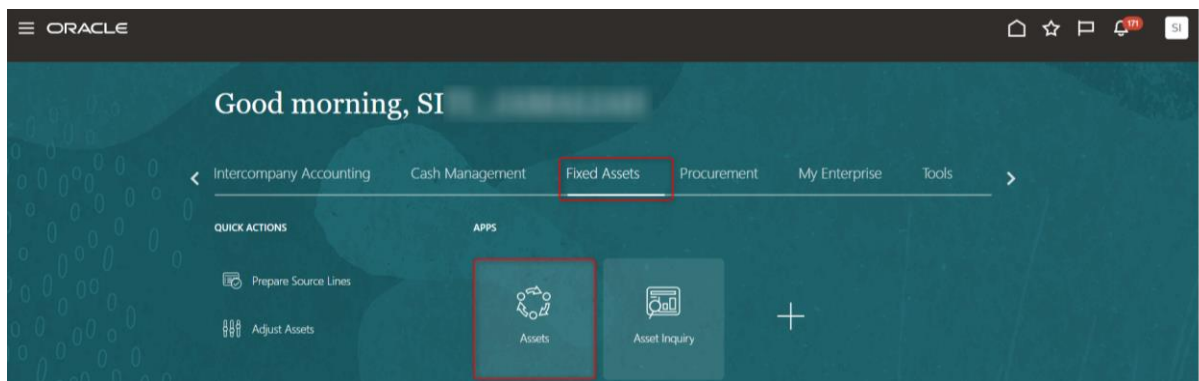


Figure 210: Personal Home Page

2. Go to task > Create Accounting.

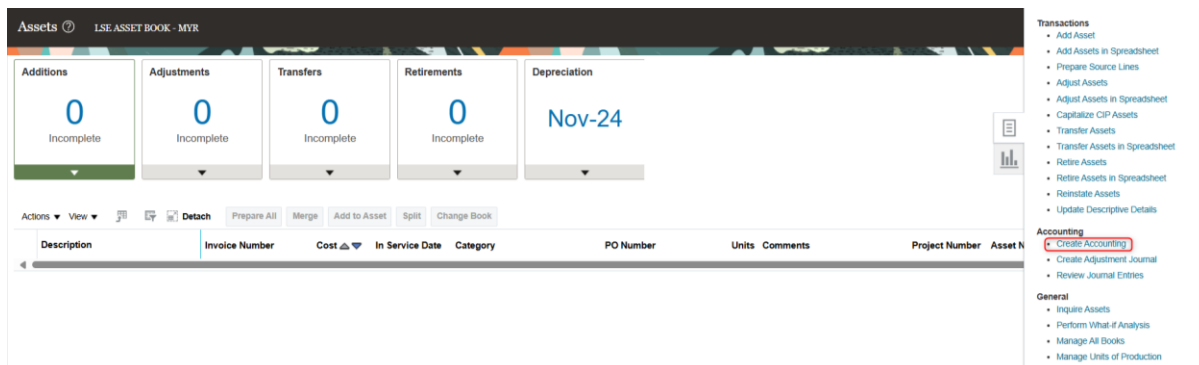


Figure 211: Task Sidebar in Assets Work Area



### REMINDER

As per agreed in the Implementation Session, Create Accounting Program will Auto Process by the end of every month.

3. Enter the asset book, fill up the fields below and field click on the **Submit** button.

This process will be queued up for submission at position 1

Process Options: **Advanced** | Submit | Cancel

Name: Create Accounting for Assets  
 Description: Creates subledger journal entries for Oracle Fu...  
 Schedule: As soon as possible

Notification:  Notify me when this process ends

Submission Notes:

Basic Options  
Parameters

\* Book: LSE ASSET BOOK  
 Process Category:   
 \* End Date: 30/11/2024  
 \* Accounting Mode: Final  
 \* Process Events: All  
 \* Report Style: Detail  
 \* Transfer to General Ledger: Yes  
 \* Post in General Ledger: Yes  
 Journal Batch:   
 Include User Transaction Identifiers: No

Figure 212: Create Accounting Page

4. Navigate to Tools > Scheduled Processes.  
Ensure Create Accounting for Assets, Status: Succeeded

Overview

Search:  Saved Search: Last hour

Search Results

View: Flat List | Hierarchy

Actions: Schedule New Process | Resubmit | Put On Hold | Cancel Process | Release Process | View Log

Name	Status	Process ID	Scheduled Time	Submission
Create Accounting Execution Report	Succeeded	3393392	12/12/2024 11:19 AM ...	12/12/2024 1...

Figure 213: Scheduled Processes Page

5. Click on Create Accounting Execution Report program.  
You may view the report in the Process Details tab.

Name	Status	Process ID	Scheduled Time	Submission
Create Accounting Execution Report	Succeeded	3393392	12/12/2024 11:19 AM ...	12/12/2024 1...
Create Accounting - Subprocess	Succeeded	3393391	12/12/2024 11:19 AM ...	12/12/2024 1...
Create Accounting for Assets	Succeeded	3393390	12/12/2024 11:19 AM ...	12/12/2024 1...
ESS process to check Search Cloud Service availability	Succeeded	3393389	12/12/2024 11:21 AM ...	12/12/2024 1...

Process Details: Status Details

Create Accounting Execution Report, 3393392  
 Status: Succeeded | Schedule Start: 12/12/2024 11:19 AM HKT | External Job Type: BIP Job | External Job Status: NA

Log  
Attachment: ESS\_L\_3393392

Output

ORACLE LSE MY  
Create Accounting Execution Report  
Report Date: 12/12/2024 11:19 AM

Report Parameters	
Subledger Application	Assets
Process Category	
End Date	30/11/2024
Accounting Mode	Draft
Process Events	All
Transfer to General Ledger	No

Figure 214: Create Accounting Execution Report Output

### 9.3 Close Period

#### Prerequisites

- ✓ Ensure all transactions for the period are completed.
- ✓ Depreciation has been run and reviewed.
- ✓ Create Accounting process has been completed and journals are transferred to the General Ledger.

#### Process Summary

The Close Period process is performed after all asset transactions for the period are finalized. This action locks the period, preventing further changes, and ensures the data is ready for financial reporting.

1. Click on Assets under Fixed Assets on the springboard.

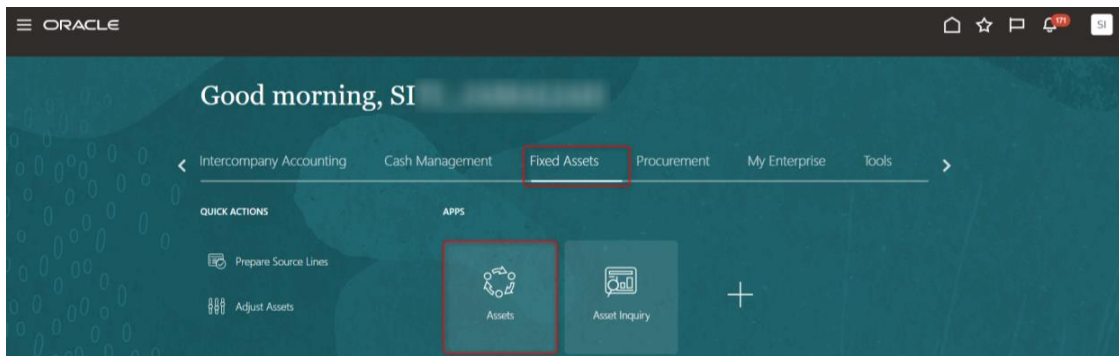


Figure 215: Personal Home Page

2. Click on **Close Period** under Depreciation infotile.

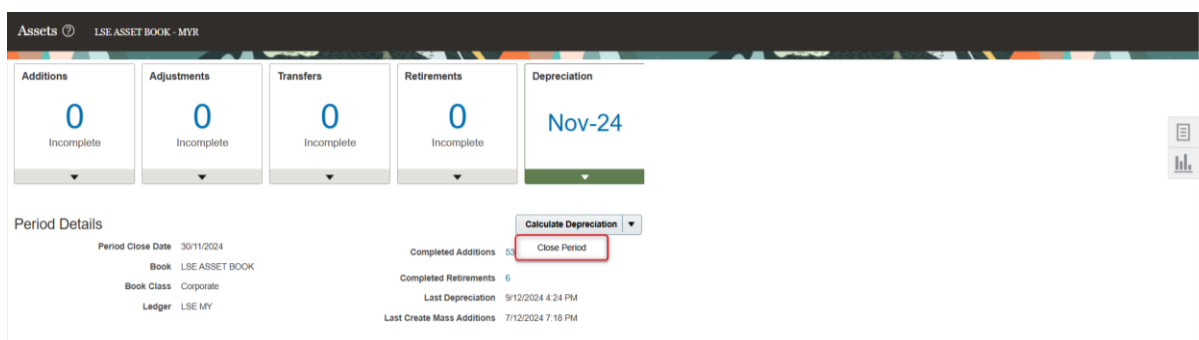
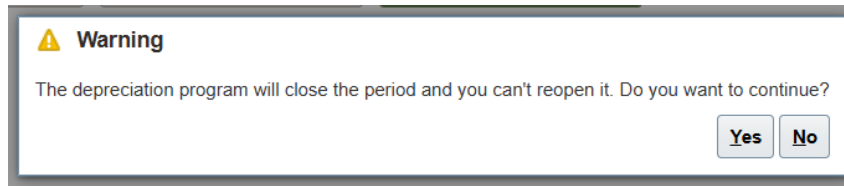


Figure 216: Depreciation Infotile in Assets Work Area

- Warning box prompt, make sure all transactions for Fixed Assets complete then click **Yes** button.



**Figure 217: Close Period Warning Box**

- The following pop-up message will appear.



**Figure 218: Asset Depreciation Pop-up Box**

- You may check the Month under Depreciation Infotile will change to the next month.

## 10 REPORT SUBMISSION

### 10.1 Standard Report

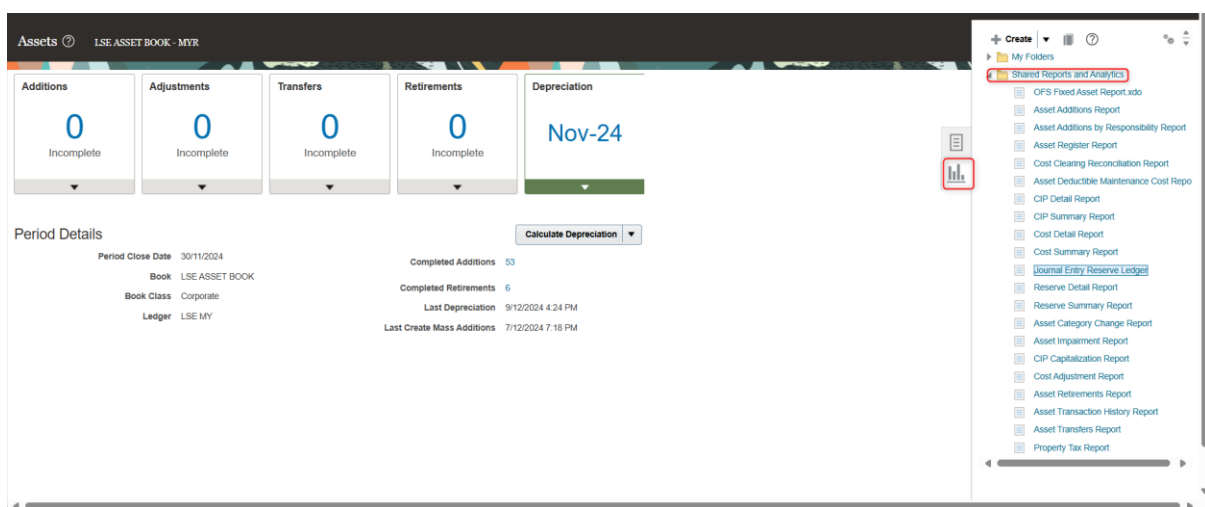
Oracle Fusion Fixed Assets provides predefined reports that cover the following areas:

- Transaction Reports
- Mass Additions Reports
- Reconciliation Reports

You can schedule and run reports from the Scheduled Processes work area.

Alternatively, you can access the reports from here:

1. Click on Reports and Analytics, drilldown the Shared Reports and Analytics.




**Figure 219: Reports and Analytics Sidebar in Assets Work Area**

2. Click on any Standard Report such as Journal Entry Reserve Ledger and system will prompt report action screen box.



**Figure 220: Report Action Screen Box**

3. Click  button to run new schedule process.

- The system will direct to Basic Option page before running the schedule process.

This process will be queued up for submission at position 4

Process Options   Advanced   **Submit**   Cancel

Name Journal Entry Reserve Ledger    Print output

Description Lists asset depreciation amounts for the specif...    Notify me when this process ends

Schedule As soon as possible   Submission Notes

Basic Options

Parameters

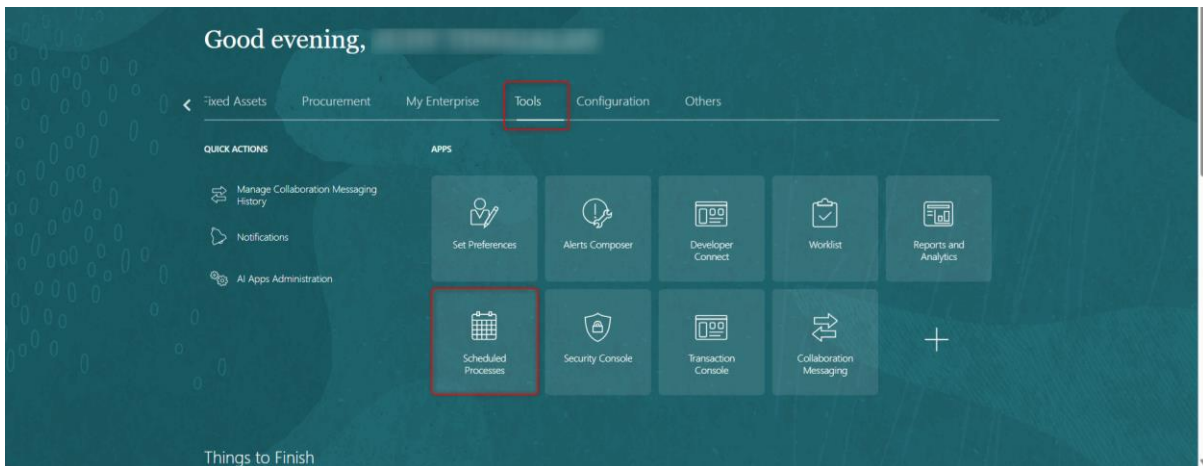
\* Book LSE ASSET BOOK

\* Currency MYR - Malaysian Ringgit

\* Period Nov-24

**Figure 221: Basic Option Page**

- Fill up the required field.
- Click **Submit** button and system will schedule new process for this report.
- To check report status, you need to navigate to Tools > Scheduled Processes.



**Figure 222: Schedules Processes Navigator**

8. System will direct to Scheduled Processes page.

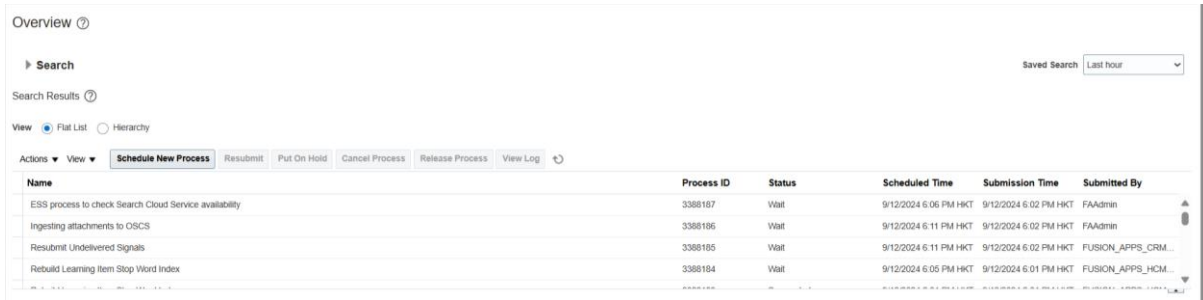



Figure 223: Scheduled Processes Page

9. Click  button to refresh the program.

10. Ensure the status is Succeeded. Click on the Report and Details section appear.

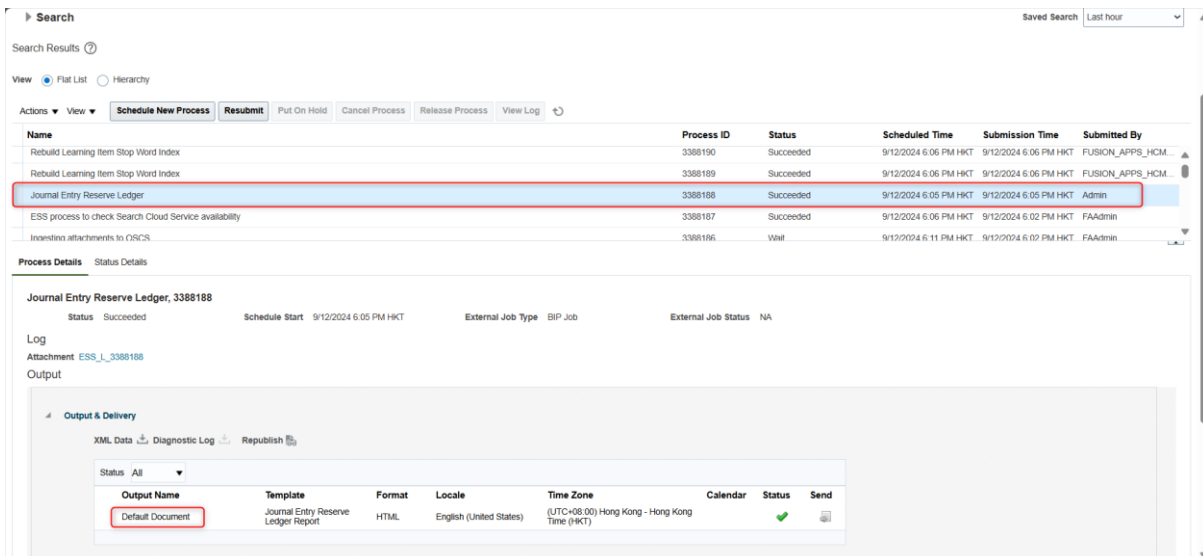


Figure 224: Scheduled Processes Page (Detail Section)

11. Click on Output Name to display the report.



**Journal Entry Reserve Ledger**

Report Date 9/12/2024 6:12 PM  
Page 1 of 9

Company 30  
Expense Account 740400  
Reserve Account 102400  
Cost Centre 00000

Asset	Date Placed in Service	Depreciation Method	Life	Cost	Depreciation Amount	YTD Depreciation	Depreciation Reserve	NBV at Period End	Units	Percent
1 10 METER GANGWAY (C/06/001) [505543]	13/10/2006	STL	180	2,100.00	0.00	2,099.00	2,099.00	1.00	1	100
1 20FT CONTAINER C/W AIRCOND - SITE OFFICE [505538]	10/6/2013	STL	120	34,000.00	0.00	33,999.00	33,999.00	1.00	1	100
1 20FT CONTAINER C/W AIRCOND - SITE OFFICE [505539]	10/6/2013	STL	120	34,000.00	0.00	33,999.00	33,999.00	1.00	1	100
1 20FT CONTAINER C/W AIRCOND - SITE OFFICE [505540]	10/6/2013	STL	120	34,000.00	0.00	33,999.00	33,999.00	1.00	1	100
1 604-300 TERITSCOPE FMP30 FOR BLOCK FABRICATION HALL BAY 2 [505542]	30/11/2012	STL	180	0.00	0.00	2,022.30	0.00	0.00	1	0T
1 604-300 TERITSCOPE FMP30 FOR BLOCK FABRICATION HALL BAY 2 [505542]	30/11/2012	STL	180	21,646.26	120.25	120.25	2,142.55	19,503.71	1	100
1 CONTAINER CABIN 20' X 10' X 8' [505537]	31/3/2012	STL	120	15,000.00	0.00	14,999.00	14,999.00	1.00	1	100
500M POWER CABLE H07RN-F FOR ELECTRICAL POWER SUPPLY [505541]	30/11/2012	STL	180	72,500.00	402.77	7,176.10	7,176.10	65,323.90	1	100

**Figure 225: Journal Entry Reserve Ledger Report**

12. User may click on button to export report in other format such as XML, ODF, RFT, Excel or CSV.

13. Repeat the same steps for other reports

**Transaction Reports**

Display Name	Description
Asset Additions Report	Lists all the assets added or capitalized during the specified periods. Sorted by and groups totals for each balancing segment, asset type, asset account, cost center, and reserve account.
Additions by Source Report	Lists all the assets added or capitalized during the specified periods. Shows the details of associated invoice lines. Sorts and totals by source, balancing segment, asset type, asset account, cost center and asset number.

Asset Retirements Report	Lists all the asset retirements performed during the specified periods. Sorted by and groups totals for each balancing segment, asset type, asset account, and cost center.
Asset Transaction History Report	Lists all transactions performed on selected assets. Sorted by asset number.
Asset Transfers Report	Lists all asset transfers performed during the specified period. Sorted by asset number.
CIP Capitalization Report	Lists all the CIP assets capitalized during the specified periods. Sorted by and groups totals for each balancing segment, CIP cost account, cost center, and asset cost account.
Cost Adjustment Report	Lists all the asset cost adjustments made during the specified periods. Sorted by and groups totals for each balancing segment, asset type, asset cost account, and cost center.
Cost Adjustments by Source Report	Lists all the asset cost adjustments made during the specified periods. Shows the details of associated invoice lines. Sorts and totals by source, balancing segment, asset type, asset account, cost center, and asset number.
Asset Category Change Report	Lists all the assets for which the asset category is changed during the specified period. Sorted by and groups totals for each balancing segment, asset account, and asset number.
Asset Impairment Report	Lists the impact of impairment transactions. Displays cost, new net book value, net selling price, value in use, and impairment loss amount for all the impaired assets in the given book and depreciation period. Sorted by asset number.

**Table 10: List of Transaction Reports**

**Mass Additions Reports**

Display Name	Description
Create Mass Additions Report	Lists all invoice and discount lines processed by the last run of the Create Mass Additions process. Sorted by and groups totals for each foreign currency, balancing segment, asset clearing account, and cost center. Generated every time the Create Mass Additions process is run.
Delete Mass Additions Report	Lists all the mass addition lines in the Delete queue that are ready to be processed by the Delete Mass Additions process.
Post Mass Additions Report	Lists all the asset additions and cost adjustments processed by the Post Mass Additions process. Sorted by transaction type. Generated every time the Post Mass Additions process is run.

**Table 11: List of Mass Additions Reports****Reconciliation Reports**

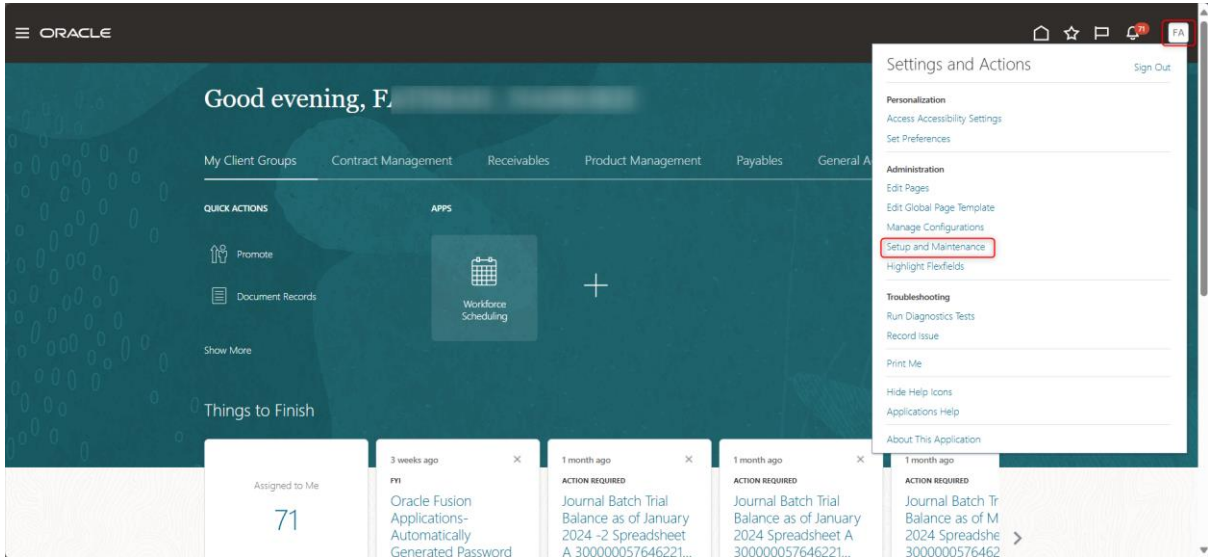
Display Name	Description
Cost Clearing Reconciliation Report	Lists all asset additions and cost adjustments performed during the specified period for which accounting entries are created for cost clearing accounts. Sorted by and groups totals for each transaction type, balancing segment, and clearing account.
Cost Detail Report	Lists asset level asset cost account balances for the specified periods. Sorted by and groups totals for each balancing segment, asset cost account, and cost center.
Cost Summary Report	Lists asset cost account summary balances for the specified periods. Sorted by and groups totals for each balancing segment and asset cost account.
Journal Entry Reserve Ledger	Lists asset depreciation amounts for the specified period. Sorted by and groups totals for each balancing segment, expense account, reserve account, and cost center.
CIP Detail Report	Lists asset level CIP cost account balances for the specified periods. Sorted by and groups totals for each balancing segment, CIP cost account, and cost center.
CIP Summary Report	Lists CIP cost account summary balances for the specified periods. Sorted by and groups totals for each balancing segment and CIP cost account.

Reserve Detail Report	Lists asset level asset reserve account balances for the specified periods. Sorted by and groups totals for each balancing segment, reserve account, and cost center.
Reserve Summary Report	Lists reserve account summary balances for the specified periods. Sorted by and groups totals for each balancing segment and reserve account.
Revaluation Reserve Detail Report	Lists asset revaluation reserve account balances for a specified period for an asset level. Sorted by and groups totals for each balancing segment, asset cost account, and cost center.
Revaluation Reserve Summary Report	Lists asset level revaluation reserve account balances for the specified periods. Sorted by and groups totals for each balancing segment, reserve account, and cost center.
Asset Balances Register Report	Lists initial costs, current reserve, year-to-date amounts, depreciation rules, and retirements for a range of assets for the specified corporate book and for each associated tax book. Sorts the data by asset number.
Asset Register Report	Lists the cost-related details, current activity, and retirements for every asset within the selected asset category. Lists all transactions that impact asset cost during the chosen period.
Asset Leases Expense Report	Lists asset lease interest and expense amounts for the specified period. Sorted by and groups totals for each balancing segment, expense account, and cost center.
Asset Leases Liability Report	Lists asset lease liability for the specified period. Sorts by and groups totals for each balancing segment, liability account, and cost center.
Asset Cost and Reserve Report	Lists the asset cost and depreciation reserve balances at the asset or cost center level. Sorts and totals by category, asset type, asset cost account, and cost center. You can run the report only for closed periods.

**Table 12: List of Reconciliation Report**

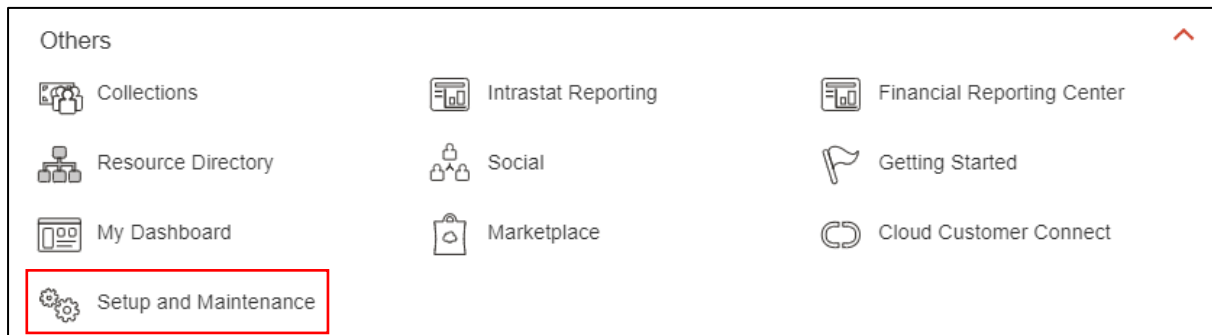
## 11 FIXED ASSETS MAINTENANCE SETUP

The maintenance setup can be performed by using Setup and Maintenance. In this Chapter, we will be discussing on setup and maintenance for asset category, asset location and asset key.



**Figure 226: Setting and Actions**

Setup and maintenance work area can be accessed from Settings and Actions. It can also be accessed by using Others from navigator.



**Figure 227: Setup and Maintenance Navigator**

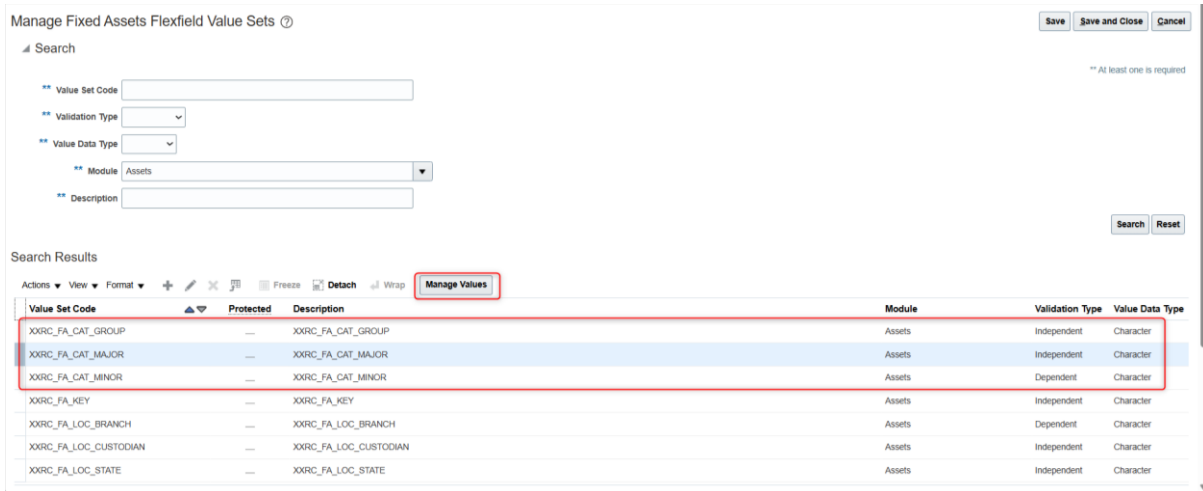
### 11.1 Maintain Asset Categories

Step 1: You need to check the value set for Fixed Assets Category

No.	Page Name	Navigation
1.	Manage Asset Category	Settings And Actions > Setup and Maintenance > Fixed Assets > Manage Fixed Assets Flexfield Value Sets

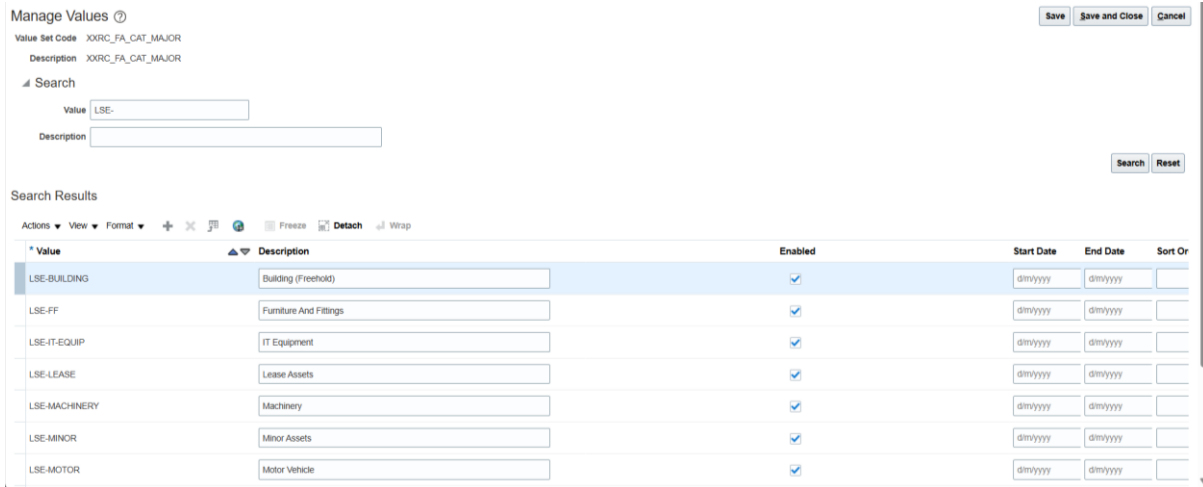
**Table 13: Manage Fixed Assets Flexfield Value Sets Navigation**

1. Choose Module: Assets // Application // FA



**Figure 228: Manage Fixed Assets Flexfield Value Sets**

- Click either XXRC\_FA\_CAT\_MAJOR or XXRC\_FA\_CAT\_MINOR. Then click **Manage Values** button.



**Figure 229: Manage Value**

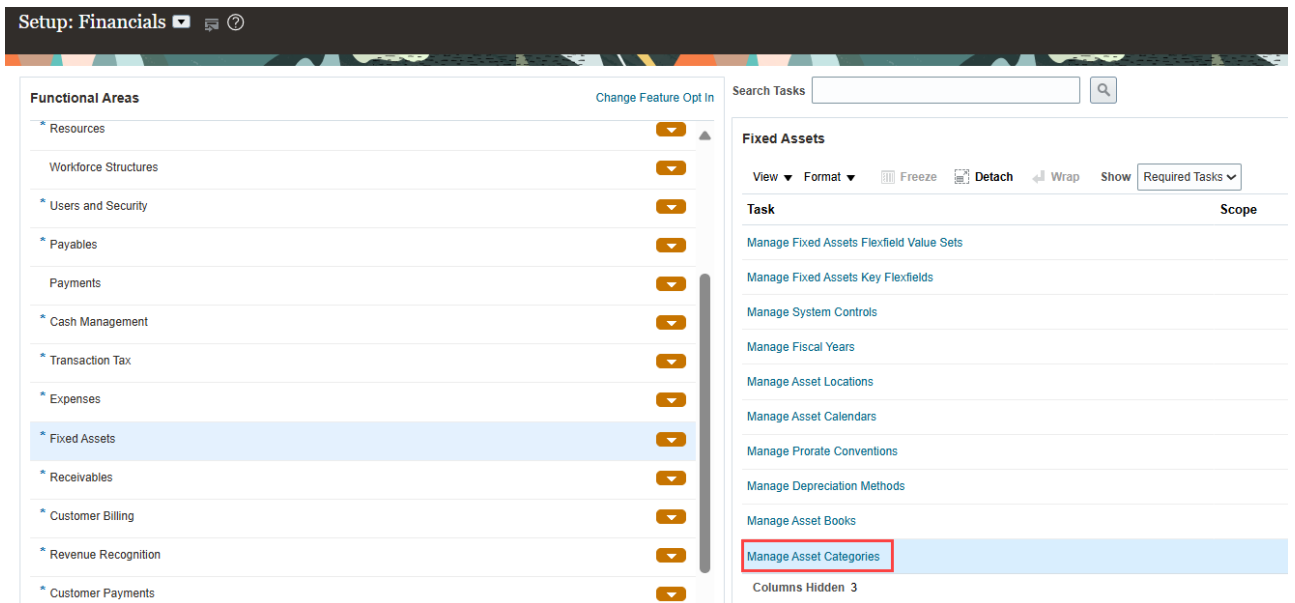
- Click **Search** button to view all the values. If your desired value is not included in the list, you can click **+** button to add.
- Then, enter the Value and Description.
- Click on **Save and Close** button

Step 2: Uses this page to setup and maintain asset category combinations

No.	Page Name	Navigation
1.	Manage Asset Categories	Settings And Actions > Setup and Maintenance > Fixed Assets > Manage Asset Categories

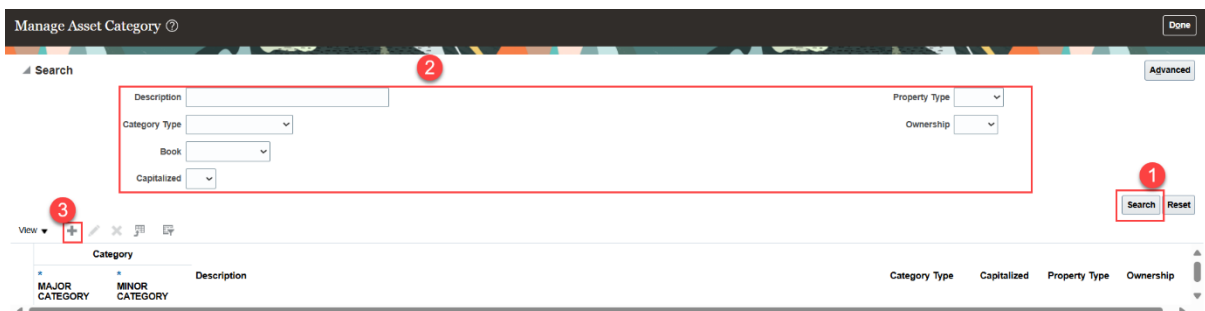
**Table 14: Manage Asset Category Navigation**

- Navigate to setup and maintenance work area.
- In Fixed Assets functional area, search Manage Asset Categories Tasks.
- System will direct to Manage Asset Categories Activities page



**Figure 230: Setup and Maintenance**

4. The navigation will go to the below screen:



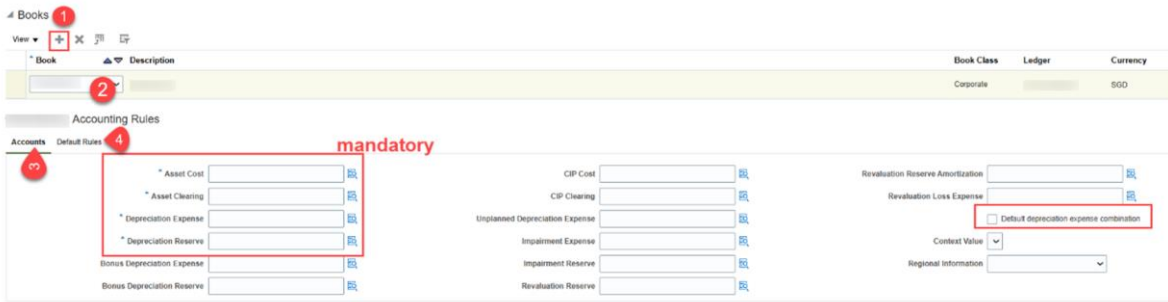
**Figure 231: Manage Asset Category**

If you don't have any indicator and wants to see all the categories setup, you can just click Search button (1) OR if you have any field to search in specific keywords, you can enter in any field on (2) then click Search button (1).

If you already have the major and minor category set up, but not yet defined in your asset's book. Below are the steps that you should follow:

**Scenario 1: Add new asset book to the existing asset categories**

Assign Book to the new category Setup:

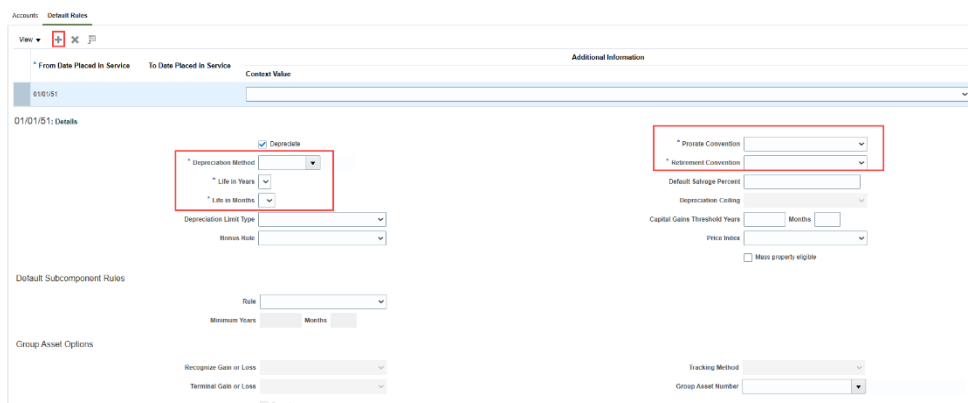


**Figure 232: Edit Category | Accounts Tab**

Click Add button (1) then, choose the book (2). Fill in the mandatory information in tab (3).

You are advised to tick “Default depreciation expense combination” to enable auto populate set of account that already define in the mandatory field during creating new asset. This account will be populated after you already assign the major and minor asset category.

Then, click on Default Rules (4).

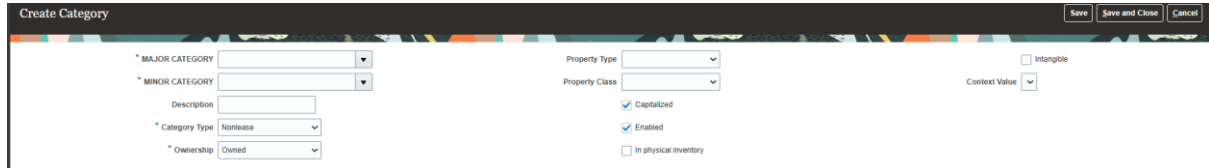


**Figure 233: Edit Category | Default Rules**

Fill in the depreciation method and useful life. The useful life and month, by default it will be appeared during creation new asset, but you still can amend if the asset depreciation years different from the default one. Then, choose the appropriate Convention for the asset, this will determine on the depreciation calculation soon.

If the category is not in the list, you can click **Add** button to proceed with new categories creation.

### **Scenario 2: New Category Setup**



The screenshot shows the 'Create Category' form with the following fields and values:

- MAJOR CATEGORY: [Dropdown]
- MINOR CATEGORY: [Dropdown]
- Description: [Text Field]
- Category Type: Nonlease
- Ownership: Owned
- Property Type: [Dropdown]
- Property Class: [Dropdown]
- Context Value: [Dropdown]
- Intangible:
- Capitalized:
- Enabled:
- In physical inventory:

**Figure 234: Create Category**

Enter Details:

**Mandatory** = Major Category, Minor Category, Group Category, Category Type, Ownership

**Optional** = Description, Property Type, Property Class, Capitalized, Enabled, In physical inventory, Intangible

Then follow the step in Scenario 1.

## 11.2 Maintain Asset Locations

Step 1: You need to check the value set for Fixed Assets Locations.

No.	Page Name	Navigation
1.	Manage Asset Locations	Settings And Actions > Setup and Maintenance > Fixed Assets > Manage Fixed Assets Flexfield Value Sets

**Table 15: Manage Fixed Assets Flexfield Value Sets Navigation**

1. Choose Module: Assets // Application // FA

Manage Fixed Assets Flexfield Value Sets

Search

\*\* Value Set Code

\*\* Validation Type

\*\* Value Data Type

\*\* Module

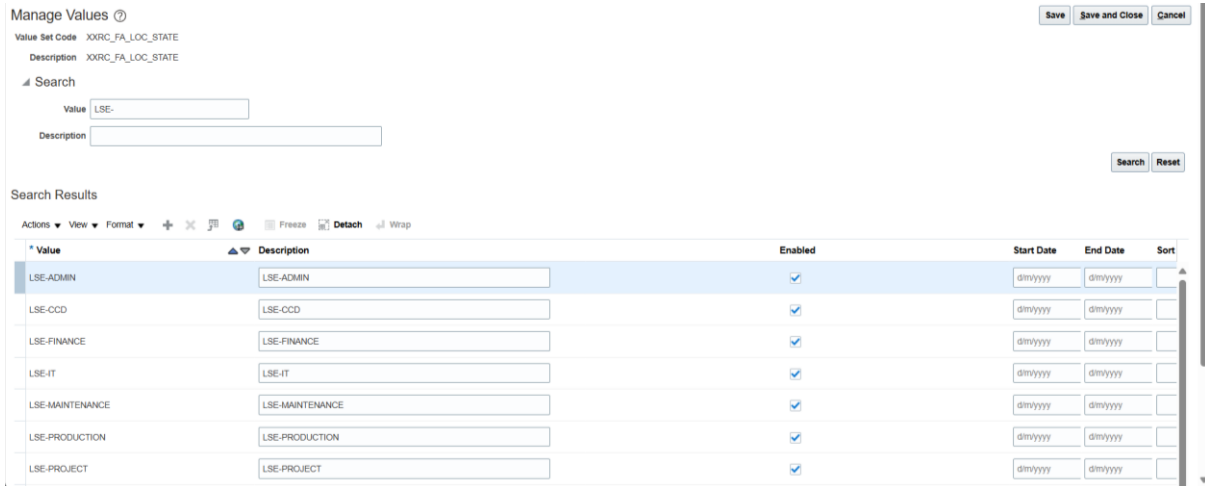
\*\* Description

Search Results

Value Set Code	Protected	Description	Module	Validation Type	Value Data Type
XXRC_FA_CAT_GROUP	—	XXRC_FA_CAT_GROUP	Assets	Independent	Character
XXRC_FA_CAT_MAJOR	—	XXRC_FA_CAT_MAJOR	Assets	Independent	Character
XXRC_FA_CAT_MINOR	—	XXRC_FA_CAT_MINOR	Assets	Dependent	Character
XXRC_FA_KEY	—	XXRC_FA_KEY	Assets	Independent	Character
XXRC_FA_LOC_BRANCH	—	XXRC_FA_LOC_BRANCH	Assets	Dependent	Character
XXRC_FA_LOC_CUSTODIAN	—	XXRC_FA_LOC_CUSTODIAN	Assets	Independent	Character
XXRC_FA_LOC_STATE	—	XXRC_FA_LOC_STATE	Assets	Independent	Character

**Figure 235: Manage Fixed Assets Flexfield Value Sets**

2. Click either:
  - XXRC\_FA\_LOC\_STATE = Location Value for Department Owner
  - XXRC\_FA\_LOC\_BRANCH = Location Value for Department
  - XXRC\_FA\_LOC\_CUSTODIAN = Location Value for Branch or Zone
3. Then click Manage Values button.



**Figure 236: Manage Values**

4. Click **Search** button to view all the values. If your desired value is not included in the list, you can click (+) button to add.

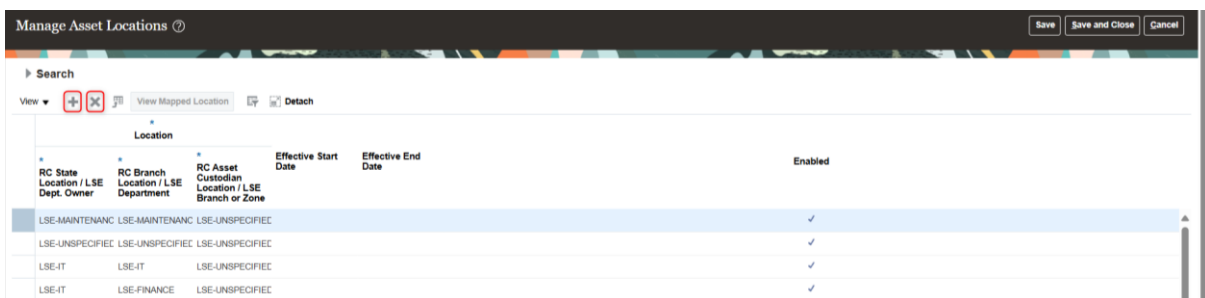
Step 2: Set up combinations for Asset Locations Value.

Uses this page to setup and maintain asset location combination.

No.	Page Name	Navigation
1.	Manage Asset Locations	Settings And Actions > Setup and Maintenance > Fixed Assets > Manage Asset Locations

**Table 16: Manage Asset Locations Navigation**

1. Click **Search** button to view all the values.



**Figure 237: Manage Asset Locations**

2. Click **+** button to add new location combinations. Optional to put the effective start date. DON'T for get to enable the new listed location.
3. You also can delete the listing that you are not used anymore, by clicking **X** button after selecting the row.

**End of Documents**