

Fixed Assets Operations and Reporting in Oracle ERP - User Manual

Table of Contents

1. Introduction
2. System Requirements
3. Installation Guide
4. Getting Started
5. Features Overview
6. User Interface Guide
7. How to Perform Tasks
 - Adding an Asset
 - Managing Depreciation
 - Retiring Assets
 - Period-End Closing
8. Troubleshooting
9. FAQ
10. Contact Support

1. Introduction

This user manual provides an overview of how to manage the lifecycle of fixed assets using Oracle ERP. It includes step-by-step instructions for asset additions, depreciation, transfers, retirements, and period-end closing. The goal is to improve asset management and improve financial reporting accuracy.

2. System Requirements

- **Operating System:** Windows Server .
- **Database:** Oracle Database
- **RAM:** 16GB
- **Processor:** Intel i5 gen 6
- **Oracle ERP Version:** Minimum Oracle EBS R12
- **Internet Connection:** Required for software updates and online support.

3. Installation Guide

Refer to your system administrator for installing Oracle ERP. You will need access to the Fixed Assets Module, which is part of the Oracle E-Business Suite.

4. Getting Started

1. **Logging In** Use your Oracle ERP username and password to access the system. Navigate to the **Fixed Assets Module** from the main menu.
2. **Initial Setup:** Ensure that asset categories, locations, and asset key flexfield are defined as per the organization's requirements.

5. Features Overview

- **Asset Management:** Add, Adjustment, and categorize fixed assets.
- **Depreciation Management:** Calculate gain and loss, post-asset depreciation.
- **Mass Additions:** Integration between AP and FA.
- **Retirement of Assets:** Handle both manual and mass retirement of assets.
- **Reporting and Reconciliation:** Generate reports and reconcile fixed assets with the General Ledger.

6. User Interface Guide

- **Main Menu:** Access the Fixed Assets Module from the ERP's responsibilities.
- **Asset Workbench:** Allow adding, Open, Book, Financial information, assignment, Source Line, Retirement.
- **Reports:** Generate asset-related financial reports, including depreciation, calculate gain and loss reports, and journal entry reserve reports.
- **Inquiry:** Query for financial and transaction history.

7. How to Perform Tasks

Task 1: Adding an Asset

1. Navigate to **Assets Workbench > Additions**.
2. Fill in asset details, including Book Name, Current Cost, Depreciation Method, Life Years, and Date in Service.
3. Select **Asset Type** (capitalized).
4. Continue to add expense account and location.
5. Save the asset.

Task 2: Running Depreciation

1. Go to **Depreciation > Run Depreciation**.
2. Review depreciation details for each asset.
3. Submit the depreciation process and view the output report.

4. Verify the journal entries for depreciation in the General Ledger.

Task 3: Retiring an Asset

1. From **Asset Workbench**, select the asset to retire.
2. Go to **Retirement > Create Retirement**.
3. Confirm the retirement details, including gain/loss calculations.
4. Run the **Calculate Gains and Losses** program to finalize the retirement.

Task 4: Period-End Closing

1. From **Depreciation**, select the **Close Period** checkbox.
2. Run the **Close Period** process. If successful, the system will automatically open the next period.
3. Reconcile the asset ledger with the General Ledger by running the **Create Accounting** process.

8. Troubleshooting

- **Issue:** Depreciation not running successfully.

Solution: Check that all assets are set up with correct depreciation methods and service dates. Ensure no pending transactions exist for those assets.

- **Issue:** Asset retirement error.

Solution: Verify that the asset has no pending transactions and that the correct financial periods are open.

9. FAQ

- **Q: How do I modify an asset's depreciation method?**

A: Navigate to the **Assets Workbench > Financial Information** and update the depreciation method.

- **Q: How do I generate a report for retired assets?**

A: Go to **Reports > Retirement Report** to view all retired assets and their financial details.

10. Contact Support

For further assistance, contact the Oracle ERP support team at:

- **Website:** support.oracle.com
- **Phone:** +1 737-867-1000