

# Fixed Assets Operations and Reporting in Oracle ERP - User Manual.

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## 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 user and documents 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:

- **Email:** support@oracleerp.com
- **Phone:** +1 (800) 123-4567
- **Website:** www.oracleerp.com/support