FIXED ASSET Khaled Ahmed

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- ⇒Add Asset
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- ⇒Transfer Asset
- **⇒Depreciate Asset**
- ⇒Retire Asset
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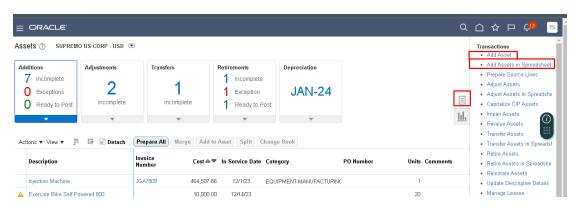
Fixed Assets:

1- Add Assets

Click Fixed Assets > Assets on the home page.



In the Assets landing page, click Create Asset.



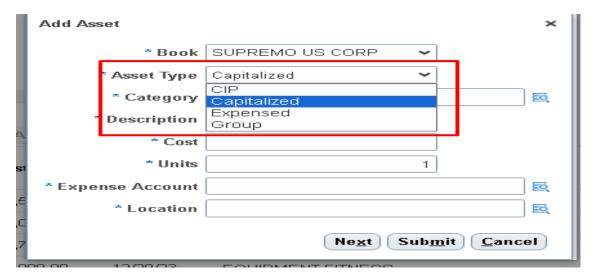
You can enter Assets manually or you can add a group of assets through spreadsheets.

After that you will fill the criteria of your Asset, such as

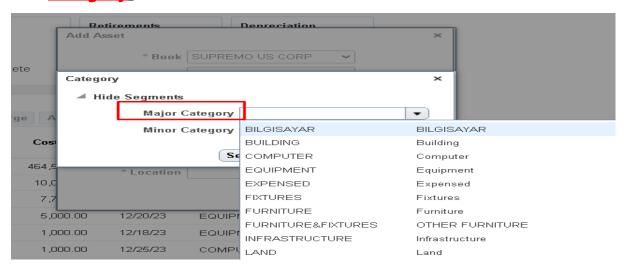
(Book – asset type – category – description – cost – units –

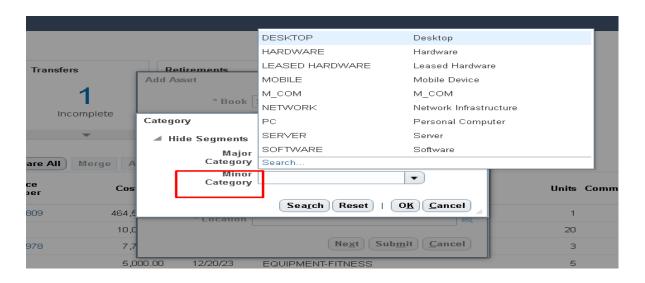
Expense account – Location)

Asset type

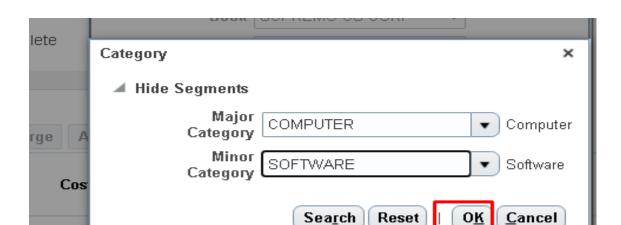


Category:





You will select the Major category "Computer", then select the Minor category "Software".



Description:

464,5

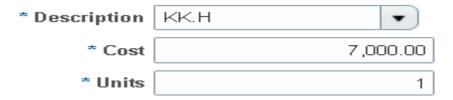
Click OK.

You can give the description you want.

Cost- Units:

You can enter your information.

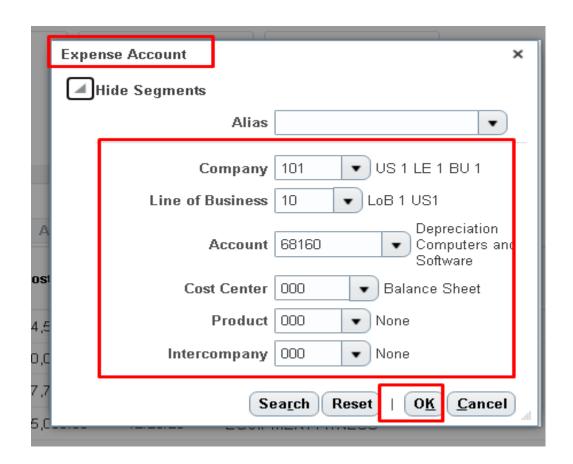
Location



Expense Account:

It such as code combination special for computers as our example, so you can check the balance/run depreciation of this account.

Click OK.

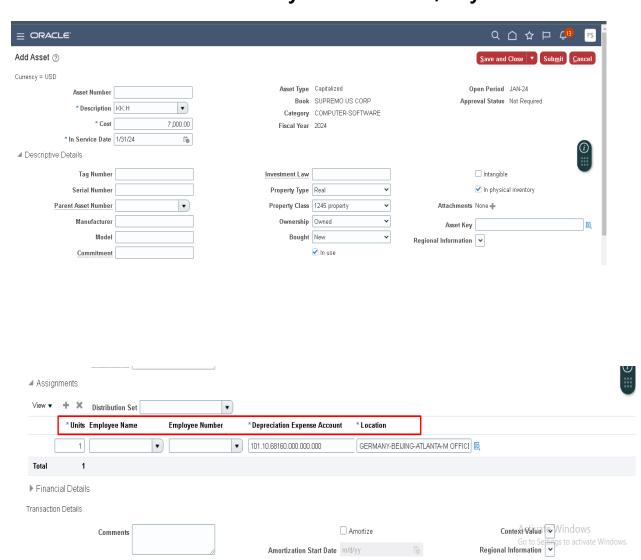




After that click OK and Next to go to another page to review your Assets.



This is all the information you enter before, so you can review

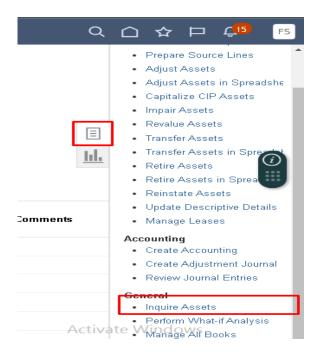




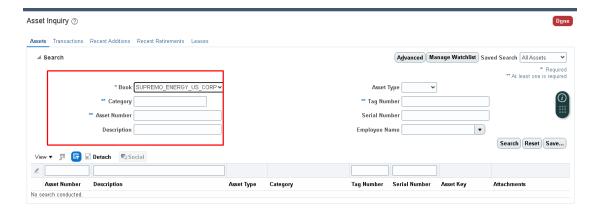
Now you already add an asset.

You can search for your asset to make a transaction on it from Inquiry Assets.

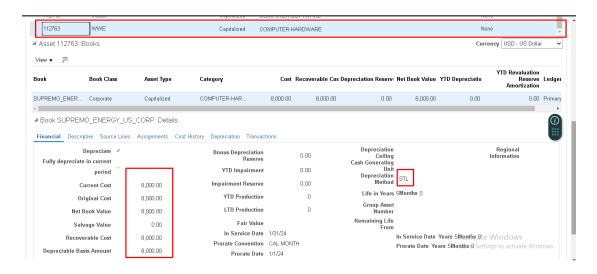
You can select it from the task list or from the landing page as you see above.



Fill in the criteria and do your search.



You can see all the information about your assets.



Every icon has information about Assets.

Financials view everything related to asset such as cost of asset and if we change asset value you will see it in this icon.

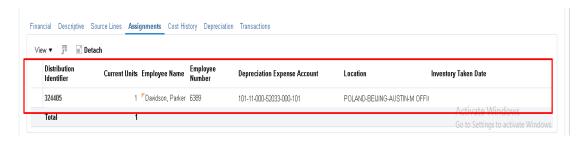


Descriptive related to describe asset status.



Source line if I purchase an asset in payables app and link it to Fixed Asset app.

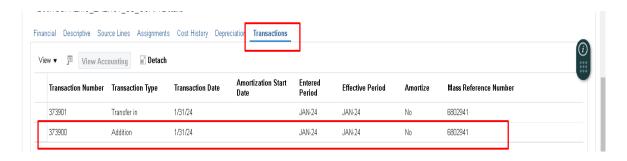
Assignment when I assign this asset to specific employees and If I transfer an asset from one to another it will be viewed.



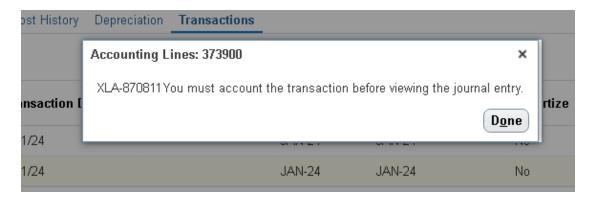
Cost history will show the history of cost related to this asset.

Depreciation is when run depreciation for this asset, it will be calculated and viewed.

Transactions is when we do and transaction on this asset like (transfer – Add – Adjust – Retirement)

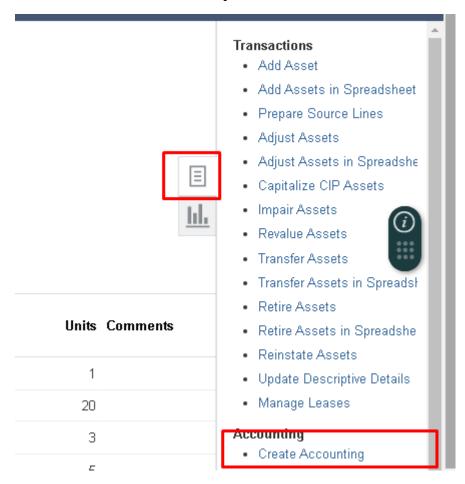


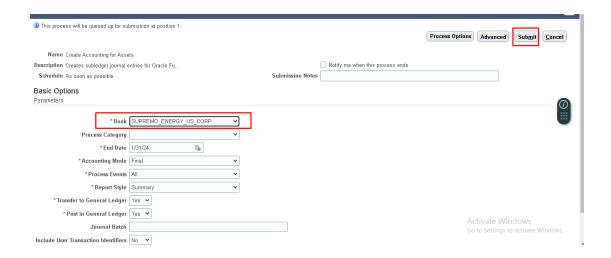
Now we will select the Addition transaction and view Accounting.

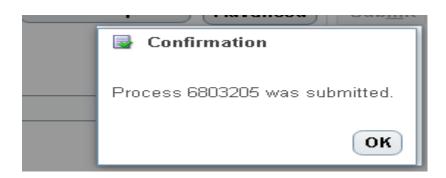


So, we must create Accounting from the task list and submit.

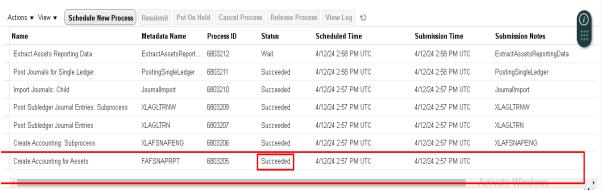
The process will be requested, and we make sure that is succeeded from scheduled process.







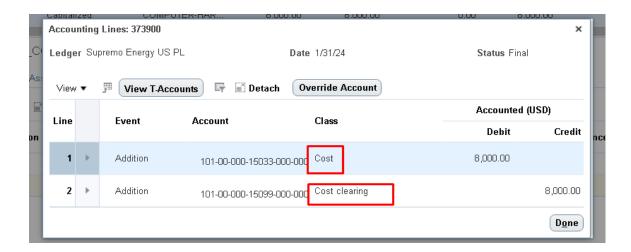
From navigator < tools < scheduled process.



Go to Settings to activate Windows.

Go back to inquire Asset.

And then you can view Accounting of the Addition transaction.



Important note:

You must create Accounting for each transaction you do on your asset and then the process request will be viewed and track it through the scheduled process " succeeded".

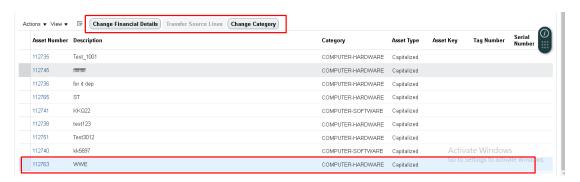
Go back to inquire asset, from transaction you will view accounting.

Adjustment:

From task list < adjust asset.



Search for your assets and select it.



You can change the financials and the category.

We will change the financials.

I change the cost from 8000 to 10000.

Useful years from 5 to 8.

Click submit.



Category COMPUTER-HARDWARE Open Period JAN-24

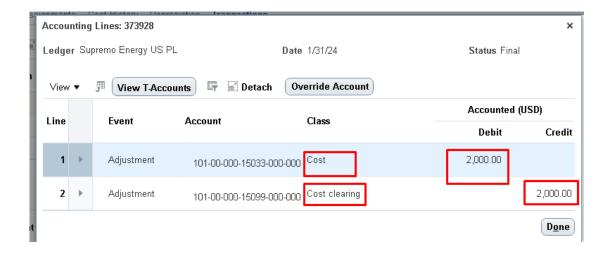
We will inquire about the asset to see the impact of the transaction.





But as we said before we can't view accounting unless create accounting and do as we do when we add the asset.

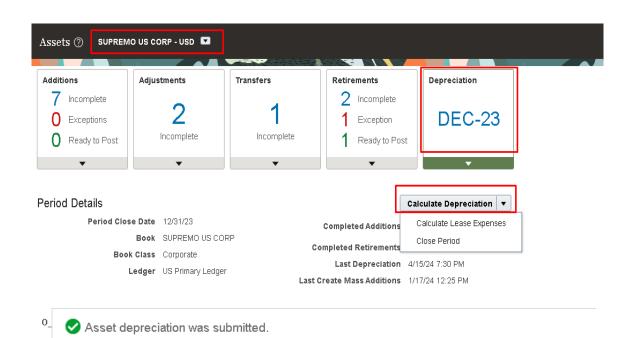
The entry will be with the difference between the original and the current cost.



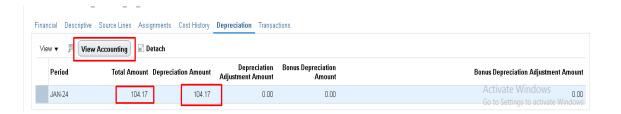
Depreciation:

Oracle Assets automatically closes the period and opens the next for the book after calculating depreciation. Run depreciation to process all assets in a book for a period.

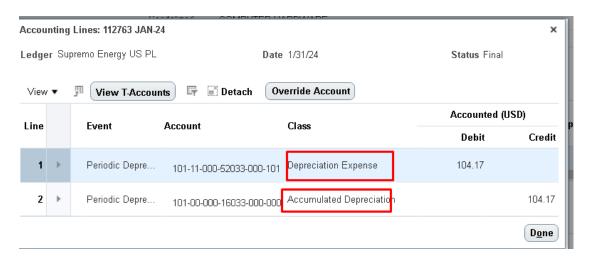
- 1 .Open the Run Depreciation window.
- 2 .Choose the Book for which you want to run depreciation.
- 3. Choose Run.



Go back to inquire asset and click on Depreciation icon to see the calculated depreciation.



Create Accounting to view accounting.



Retire Asset:

Retire an asset when it is no longer in service. For example, retire an asset that was stolen, lost, or damaged, or that you sold or returned.

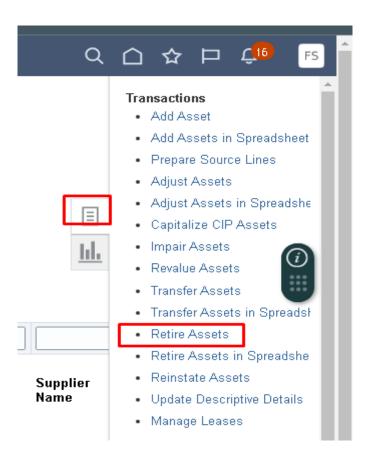
Full and Partial Retirements by Units or Cost

You can retire an entire asset, or you can partially retire an asset.

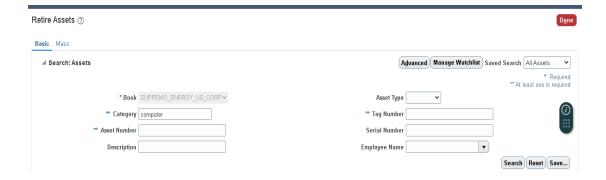
- When you retire an asset by units, Oracle Assets automatically calculates the fraction of the cost retired.
- When you retire an asset by cost, the units remain unchanged, and the cost retired is spread evenly among all assignment lines.

Fixed Assets > Asset Workbench from the Navigator window.

Task list < Retire asset.

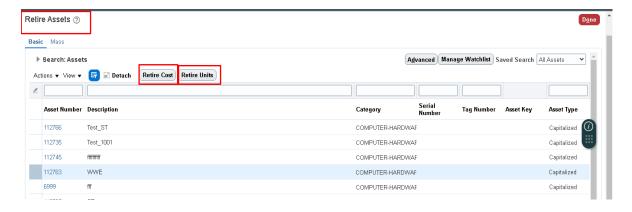


Find the asset you want to retire.

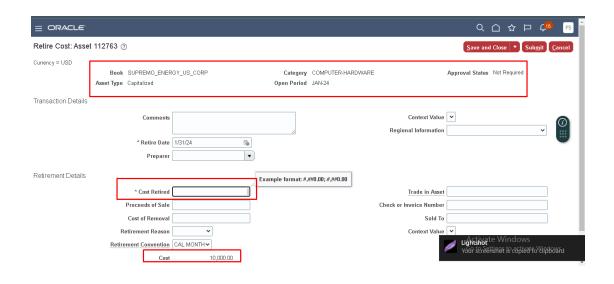


you can retire asset by cost / units.

I will retire by cost, the entire cost.

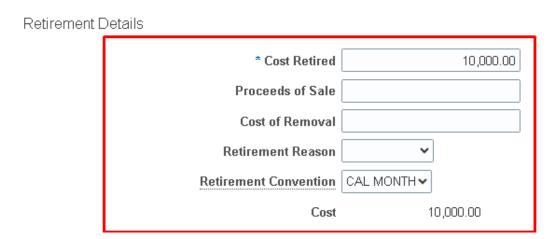


Click Retire cost.



You will see information about your asset such as (Type – category – Book)

You will sell the current cost of the asset, so you can retire the entire cost of the asset or part of it.

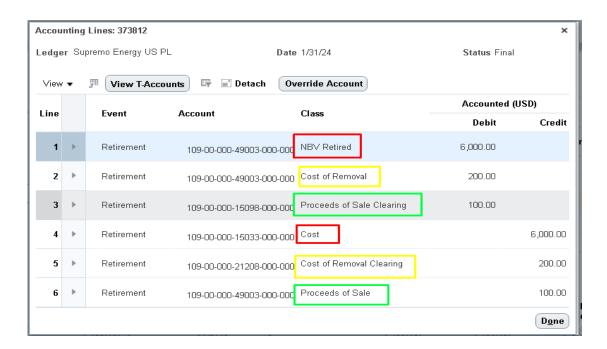


click save and submit.

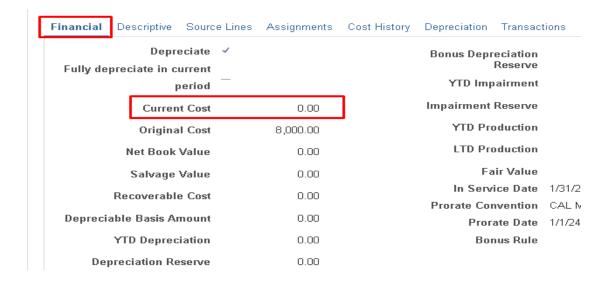


Go to inquire asset to see the transaction you did and then create Accounting to view accounting of the transaction.





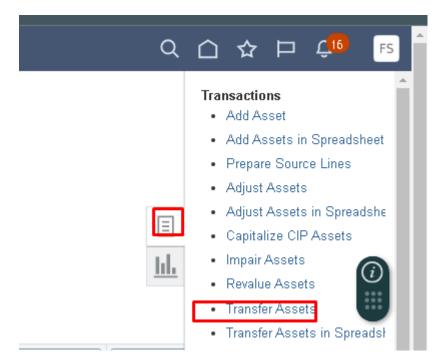
And when you go to the financials the current cost will be zero.



Transfer:

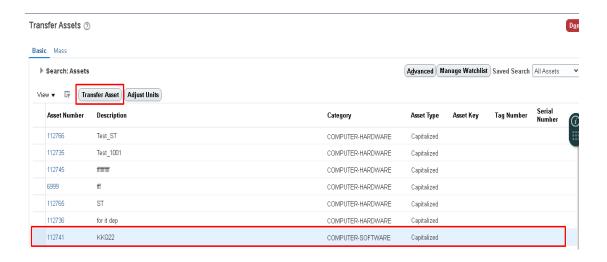
Landing page Fixed Assets < Asset

From task list < Transfer Asset

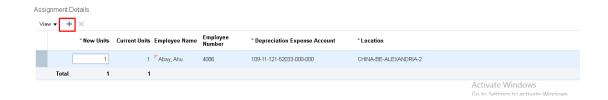


Find your Asset in your search.

Click Transfer Asset.



Click on " + " to select the employee you want to transfer.

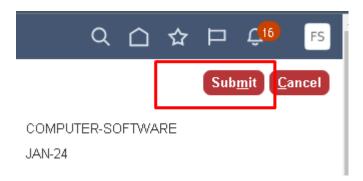


You will select the Depreciation expense account and the location.



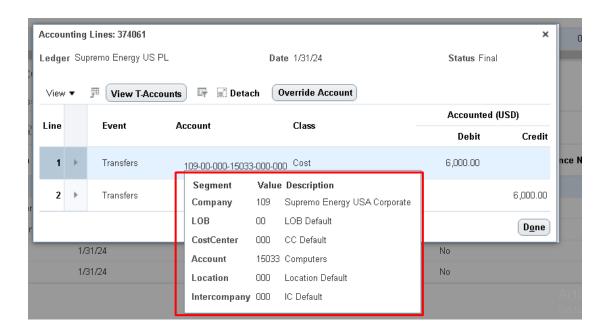
You will enter the unit of the new employee with 1 and the pervious one will be zero.

Click Submit.

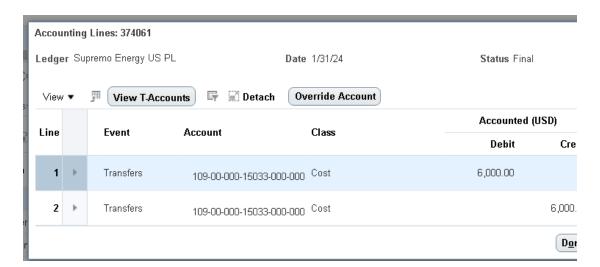


Then you will create Accounting and view the accounting of this transaction.





This cost account is specialized to computers.



This entry has no financial impact on the asset.

It just documents that the asset is transferred from one to another.

Reinstatement:

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

Landing page Fixed Assets < Asset

From task list < Reinstate Asset



Find the asset you want to reinstate.

Select it and click Reinstate.

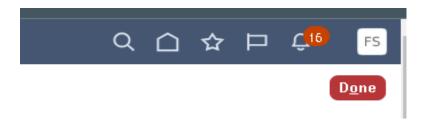
√iew ▼ 📭	To Retirement Date m/d/yy Asset Number	t ₀			<u>-</u>		Search	Reset Save
Asset Number	△♥ Description	Retirement Number	Transaction Number	▲♥ Retire Date	Retirement Reason	Gain or Loss Amount (USD)	Retired Units	Retired Cost (USD)
112746	guider	225353	373830	1/31/24		-9,950.00	1	10,000.00
112747	M_asset	225345	373800	1/31/24		-10,000.00	1	10,000.00
112750	Test3012	225355	373844	1/31/24		-500.00	1	1,000.00
112763	WWE	228343	374057	1/31/24		-10,000.00	1	10,000.00
						Activ	vate Windows	

The warning message will be viewed.

Click yes.



Then click Done.



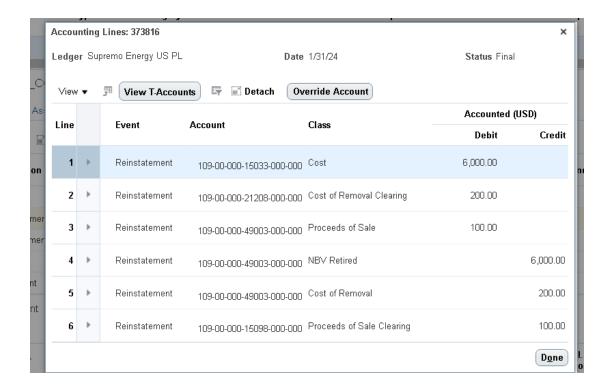
Go back and create an accounting.

Track your Request through scheduled process and make sure that is succeeded.

View accounting related to this transaction.



View Accounting.



As you see the entries of Retirement transaction are reversed.