



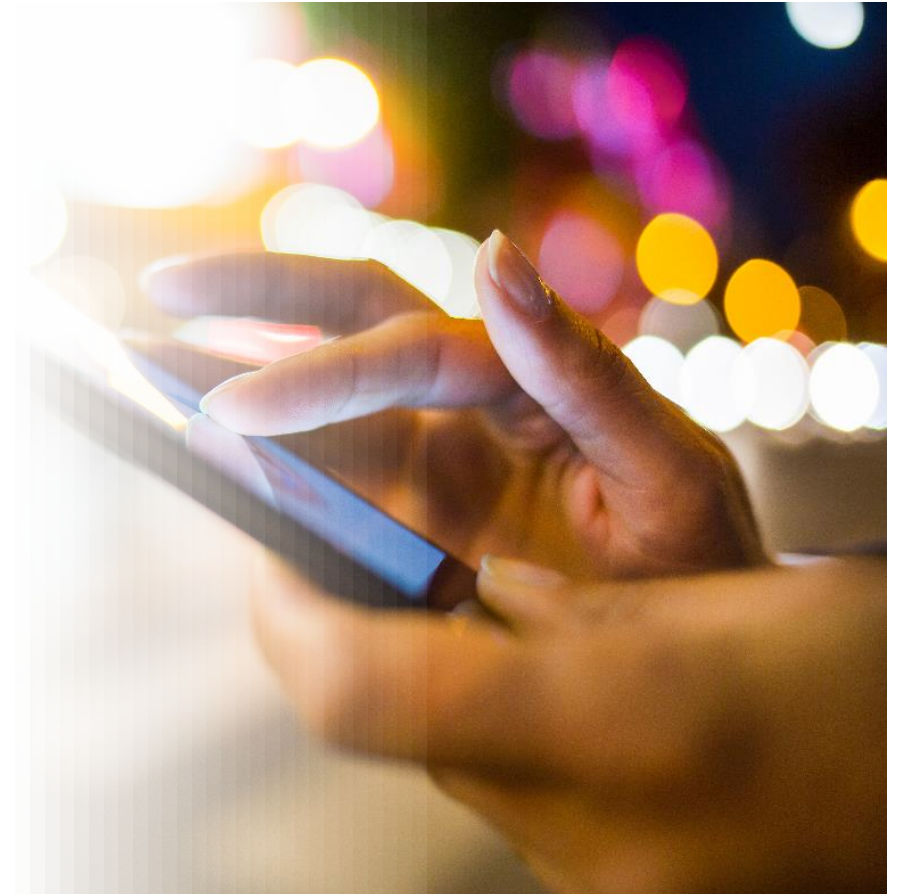
**Hong Kong Trade Development Council**

**UAT Training – Fixed Assets**

27 AUG 2020

# Agenda

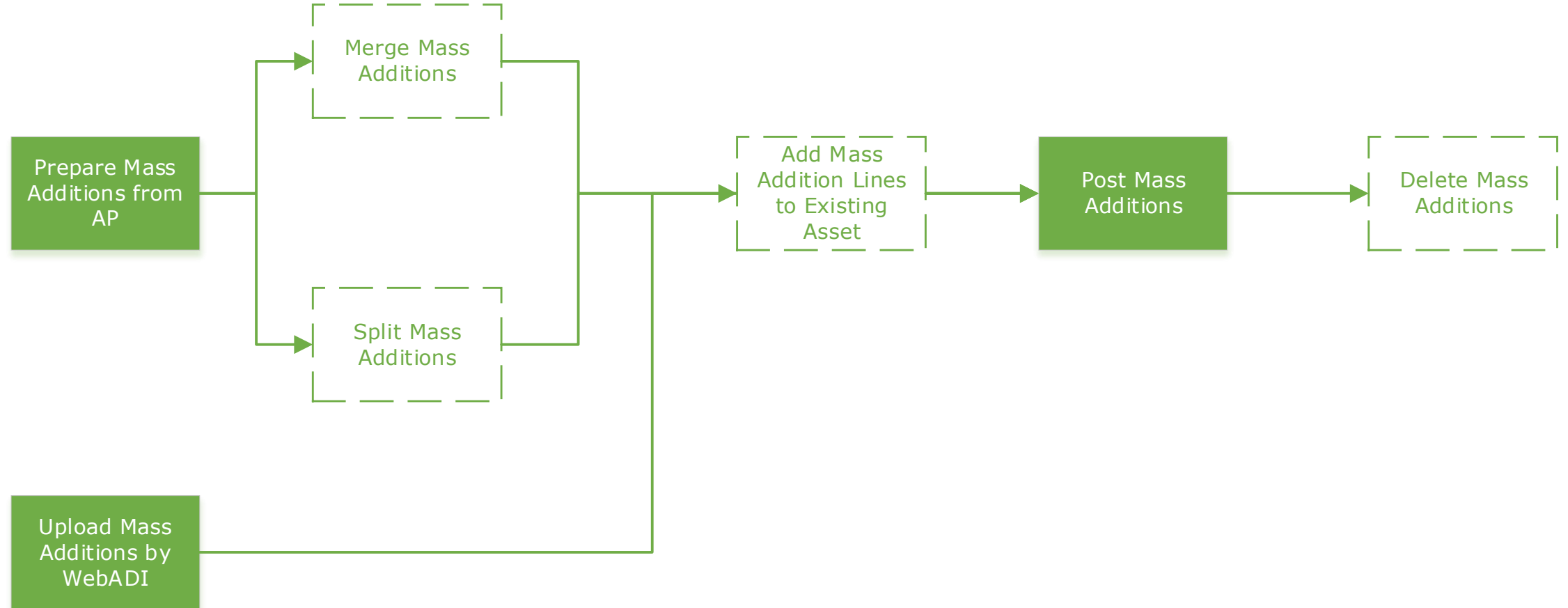
- Asset Additions
  - Process Mass Additions from AP
  - Merge Mass Additions
  - Split Mass Additions
  - Add Mass Additions from AP to Existing Asset
  - Upload Mass Additions by WebADI
  - Post Mass Additions
  - Delete Mass Additions
  - Print Asset Barcode
- Month-end Process
  - Run Depreciation
  - Create Accounting
- Q&A



# Asset Additions

Process Mass Additions from AP

# Mass Addition Process



# Asset Additions

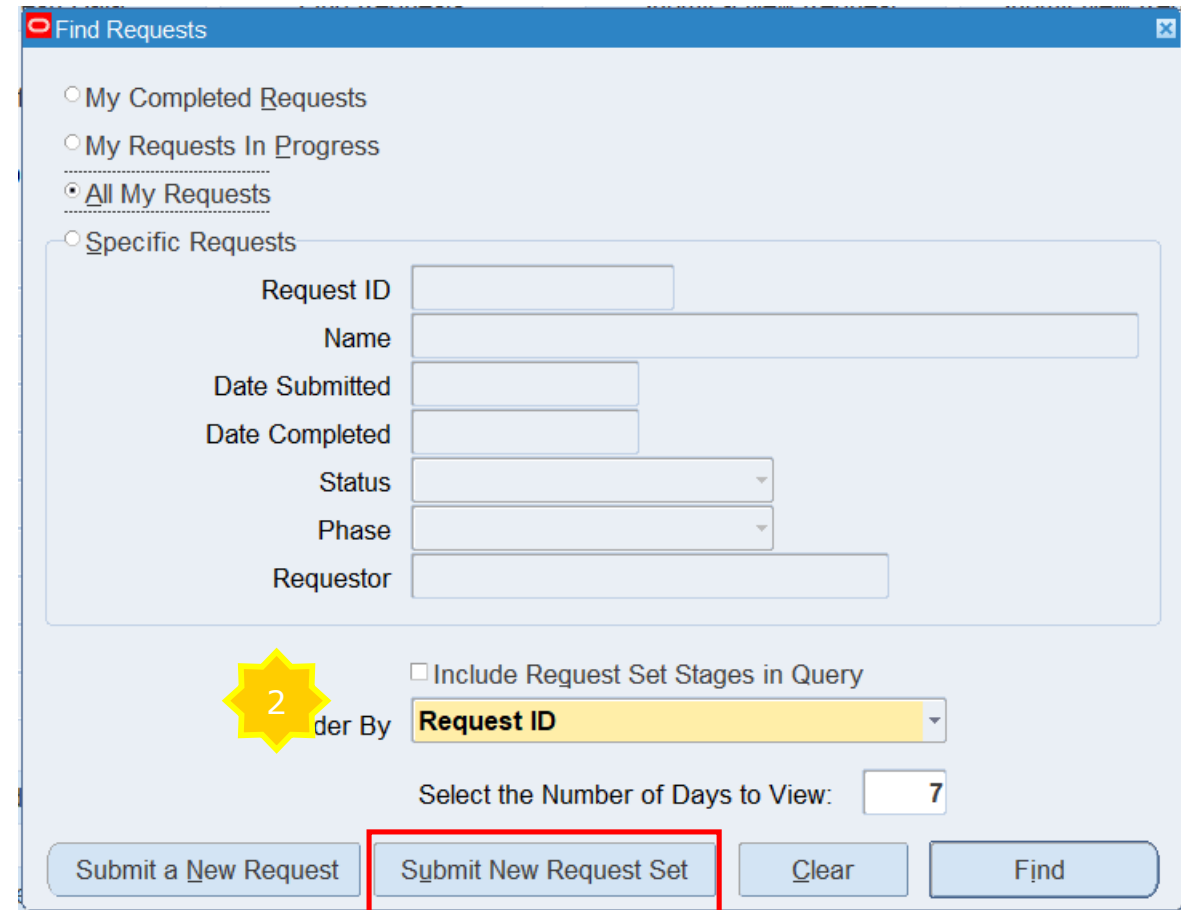
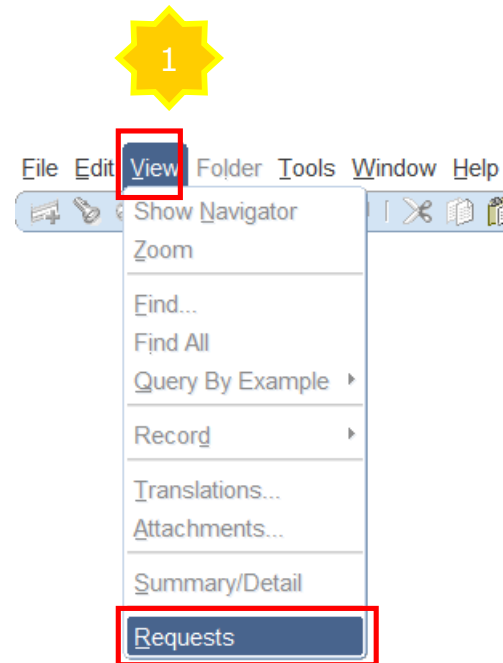
## Process Mass Additions from AP (1/12)

### **Responsibility:**

TDC Fixed Asset Operator/  
TDC Fixed Asset Superuser

1. Choose "Requests" function.  
(Menu) View > Requests
2. Click "Submit New Request Set."

*Note: Only AP invoices charging to Asset Clearing nature code and posted to GL will be transferred to FA. Each invoice distribution will become one single mass addition line.*



# Asset Additions

## Process Mass Additions from AP (2/12)

3. Select the "Mass Additions Create" request set to transfer the invoice distribution lines from AP to FA.
4. Click on the Parameters field.
5. Enter the last GL Date. Invoice distribution lines with GL date before the entered date will be transferred from AP to FA. You should select a date before the last date of the current FA period.
6. Select the "HKTDC" Book.
7. Click "OK".
8. Click "Submit".

The screenshot displays two overlapping windows from a software application. The background window is titled 'Submit Request Set' and contains a 'Run this Request' section with a 'Copy' button. Below this is a table with columns: Program, Operating Unit, Stage, Parameters, and Language. The foreground window is titled 'Parameters' and contains fields for 'GL Date' (set to 30-APR-2020) and 'Book' (set to HKTDC). Both windows have 'OK', 'Cancel', 'Clear', and 'Help' buttons at the bottom. Eight yellow star-shaped callouts with numbers 3 through 8 are overlaid on the image to indicate the sequence of actions: 3 points to the 'Request Set' dropdown in the 'Submit Request Set' window; 4 points to the 'Parameters' field in the same window; 5 points to the 'GL Date' field in the 'Parameters' window; 6 points to the 'Book' field in the 'Parameters' window; 7 points to the 'OK' button in the 'Parameters' window; 8 points to the 'Submit' button in the 'Submit Request Set' window.

Program	Operating Unit	Stage	Parameters	Language
Mass Additions Create		Mass Additions Create		NLS
Mass Additions Create Repc		Mass Additions Create		NLS
				NLS
				NLS

At these Times... As Soon As Possible

Help (A)

Submit Cancel

Notifications

Parameters

GL Date 30-APR-2020

Book HKTDC HK TRADE DEVELOPMENT COUNCIL

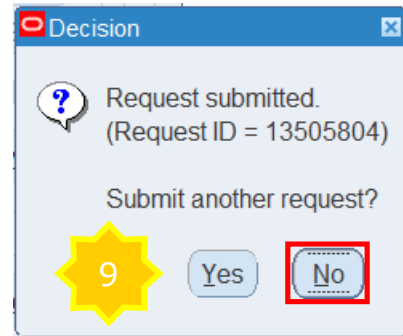
OK Cancel Clear Help

# Asset Additions

## Process Mass Additions from AP (3/12)

9. Click "No" for only submitting this request.

10. Click "Find".



A "Find Requests" dialog box with a blue header and a close button. It contains several radio buttons for filtering requests: "My Completed Requests", "My Requests In Progress", "All My Requests" (selected), and "Specific Requests". Below these are input fields for "Request ID", "Name", "Date Submitted", "Date Completed", "Status" (dropdown), "Phase" (dropdown), and "Requestor". There is a checkbox for "Include Request Set Stages in Query" and an "Order By" dropdown set to "Request ID". A "Select the Number of Days to View:" field is set to "7". At the bottom, there are four buttons: "Submit a New Request", "Submit New Request Set", "Clear", and "Find". The "Find" button is highlighted with a red border and a yellow star with the number 10.

# Asset Additions

## Process Mass Additions from AP (4/12)

11. Click "Refresh Data" until the Mass Additions Create Report request completes normally.
12. Select the Mass Additions Create Report.
13. Click "View Output"

Requests

Refresh Data Find Requests Submit a New Request Submit New Request Set

Copy Single Request Copy Request Set

Refresh (X)

Request ID	Name	Parent	Phase	Status	Parameters
13505808	Mass Additions Create Rep	13505804	Completed	Normal	HKTDC
13505806	Mass Additions Create	13505804	Completed	Normal	2020/04/30 00:00:00, HKTDC
13505804	Mass Additions Create (Rep		Completed	Normal	200, 234
13505803	TB Worker 1 (Open Accou		Completed	Normal	1, 1573702, , 13505802, Paya
13505802	Open Account Balances De		Completed	Normal	, 1, 1573702, , , Payables,
13505801	Posting: Single Ledger		Completed	Normal	1, 1000, 101, 156938
13505800	Journal Import		Completed	Normal	1565125, -602, N, , , Y, N, Y
13505798	Create Accounting		Completed	Normal	200, , , 1, , , N, , , N, D, Y, ,
13505795	Child request 1 (Invoice Va		Completed	Normal	, , , 211937, , , , N, 1350
13505794	Invoice Validation		Completed	Normal	, 211937, , , , , 1,

Hold Request View Details Rerun Request View Output

Cancel Request Diagnostics Reprint/Republish (J) View Log (K)



# Asset Additions

## Process Mass Additions from AP (5/12)

14. Review the Mass Additions Create Report to review mass addition lines just transferred from AP.

HK TRADE DEVELOPMENT COUNCIL

Book: HKTDC

Request Id: 13505806

Foreign Currency Code: HKD

Mass Additions Create Report

Report Date: 21-APR-2020 19:10

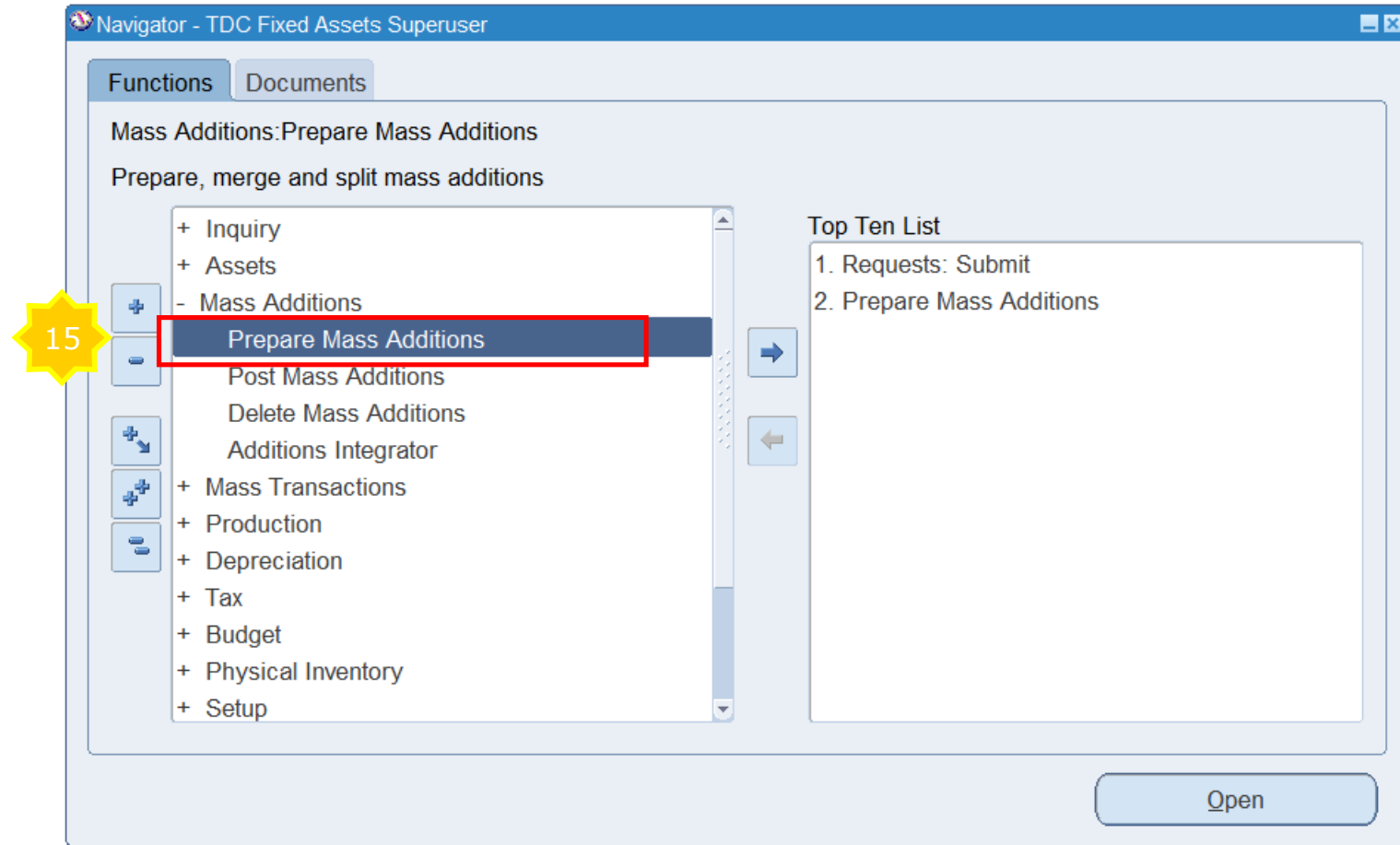
Page: 1 of 2

AP OFF	Asset Account	DEPT	Vendor Number - Name	Invoice Number	Invoice Line	Invoice Date	Payables Batch Name	Asset Description	Cost (HKD)	Foreign Currency Amount (HKD)
01	11612	00	17905 - CEC Catering Equipment Co Ltd	SIT-HKD011	1 - 1	30-MAR-2020	SIT PO #05 Fixed Assets	Fixed Assets - Control (Major) - Current Year - (Office Fittings)	50,000.00	
DEPARTMENT 00 Totals:									50,000.00	
Asset Account 11612 Totals:									50,000.00	
	11813	00	0011329 - 3M Hong Kong Ltd	FA001-01	1 - 1	21-APR-2020	FA001		60,000.00	
DEPARTMENT 00 Totals:									60,000.00	
Asset Account 11813 Totals:									60,000.00	
	11912	00	0011329 - 3M Hong Kong Ltd	FA001-01	1 - 3	21-APR-2020	FA001		75,000.00	
			0011329 - 3M Hong Kong Ltd	FA001-01	1 - 4	21-APR-2020	FA001		65,000.00	
DEPARTMENT 00 Totals:									140,000.00	
Asset Account 11912 Totals:									140,000.00	
	12112	00	0011329 - 3M Hong Kong Ltd	FA001-01	1 - 5	21-APR-2020	FA001		100,000.00	
DEPARTMENT 00 Totals:									100,000.00	
Asset Account 12112 Totals:									100,000.00	

# Asset Additions

## Process Mass Additions from AP (6/12)

15. FA - (N) > Mass Additions >  
Prepare Mass Additions.



# Asset Additions

## Process Mass Additions from AP (7/12)

16. Enter any search criteria to search for the mass addition lines.

17. Click "Find".

The screenshot shows a software window titled "Find Mass Additions". It contains a grid of input fields for search criteria. A red rectangle highlights the entire grid of fields. A yellow star with the number "16" is placed over the "Book" field, which contains the text "HKTDC". Another yellow star with the number "17" is placed over the "Find" button at the bottom right of the window. The "Find" button is also enclosed in a red rectangle. Below the grid of fields are five buttons: "Clear", "New", "Capitalize", "Adjust", and "Find".

Book	HKTDC	Queue	NEW
Transaction Date		Transaction Type	
Invoice Number		Invoice Line	
Description		Asset Key	
Asset Number		Category	
Supplier Name		Supplier Number	
PO Number		Source Batch	
Project Number		Task Number	
Create Batch		Create Date	
Source System		Invoice Date	
Comments	[ ]		
Group Asset		Employee Number	
Employee Name		Location	
Expense Account			

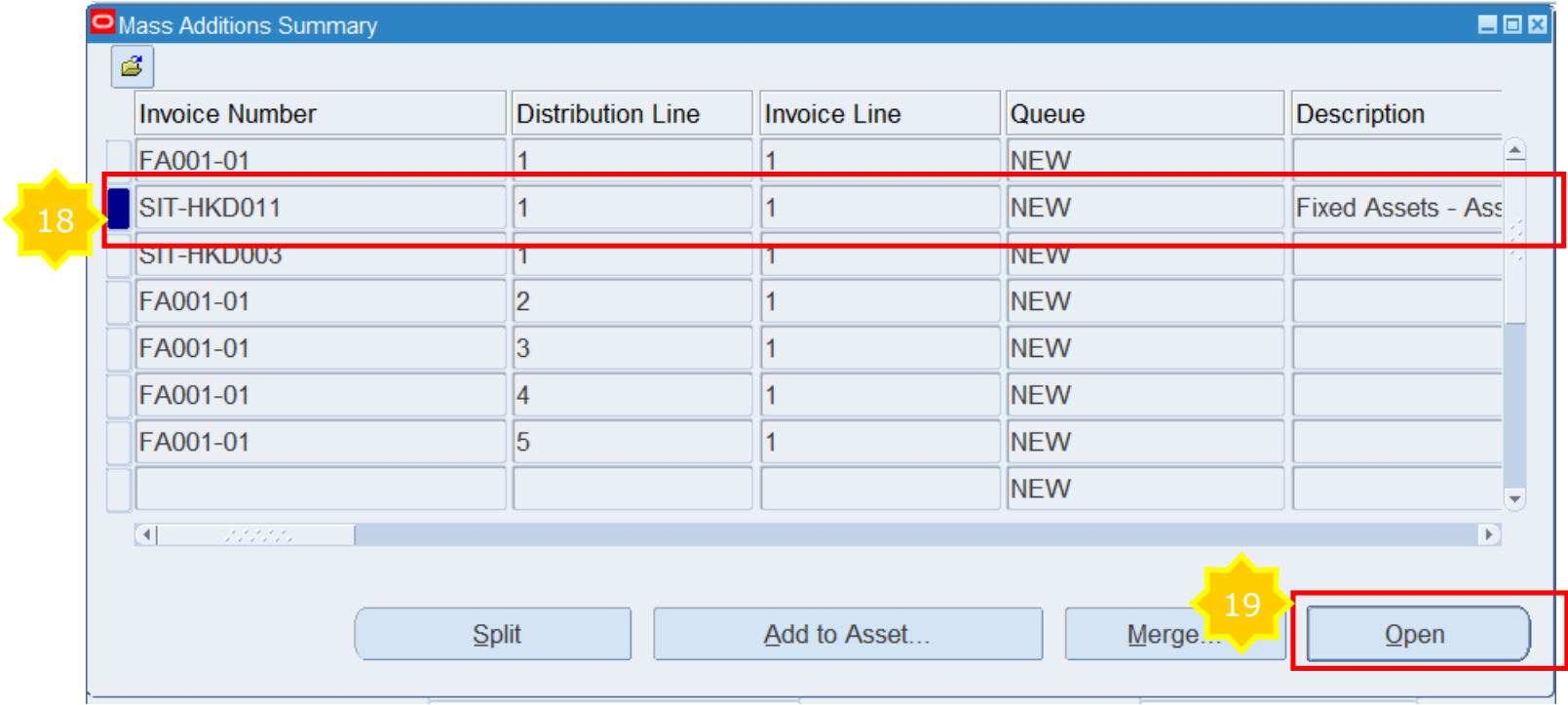
Buttons: Clear, New, Capitalize, Adjust, Find

# Asset Additions

## Process Mass Additions from AP (8/12)

18. Select a mass addition line.

19. Click "Open".



# Asset Additions

## Process Mass Additions from AP (9/12)

### 20. Update the Queue name if appropriate.

- POST: Mass addition line ready to be posted
- ON HOLD: Mass addition line updated or put on hold by user
- DELETE: Mass addition line to be deleted

### 21. Enter the Asset Category, Date In Service, Cost and Descriptive Flexfield [ ] if appropriate.

*Note: If user overwrites the asset cost, the user must make sure the total cost of the same asset clearing account must be same as the corresponding invoice distribution lines.*

The screenshot displays the 'Mass Additions' window with various input fields. A yellow star labeled '20' points to the 'Queue' field, which is set to 'NEW'. Another yellow star labeled '21' points to the 'Invoice Number' field, which is 'SIT-HKD011'. A red box highlights the area containing the 'Invoice Number', 'Category', 'Employee Name', 'Expense Account', 'Date in Service', 'Line Number', 'Group Asset', 'Employee Number', 'Location', 'Cost', and a 'Depreciate' checkbox.

Field	Value
Book	HKTDC
Queue	NEW
Transaction Type	
Transaction Date	
Invoice Number	SIT-HKD011
Line Number	1
Category	16.1605.9999.1
Group Asset	
Employee Name	
Employee Number	
Expense Account	
Location	
Date in Service	21-APR-2020
Depreciate	<input checked="" type="checkbox"/>
Cost	50,000.00

Below the main form, there are tabs for 'Source', 'Asset Details', and 'Depreciation'. The 'Source' tab is active, showing fields for 'Supplier Name' (CEC Catering Equipment Co Ltd), 'Supplier Number' (17905), 'PO Number' (526849), 'Source Batch' (SIT PO #05 Fixed Asset), 'Project Number', 'Task Number', 'Create Batch' (13505806), 'Create Date' (21-APR-2020), 'Source System' (ORACLE PAYABLES), 'Invoice Date' (30-MAR-2020), 'Clearing Account' (01.11612.00.000000.000.000.0000.000), and 'Comments'.

At the bottom, there are buttons for 'Project Details...', 'Assignments...', 'Cancel', and 'Done'.

# Asset Additions

## Process Mass Additions from AP (10/12)

- 22. Click the "Asset Details" tab.
- 23. Optionally enter an Asset Number. If it is left blank, an asset number will be automatically generated by the system.
- 24. Update the Description. The default asset description comes from the invoice distribution description if entered.
- 25. Enter other asset information if required.

The screenshot shows the 'Mass Additions' window with the following fields and values:

Field	Value
Book	HKTDC
Transaction Type	
Invoice Number	SIT-HKD011
Category	16.1605.9999.1
Employee Name	
Expense Account	
Date in Service	21-APR-2020
Queue	NEW
Transaction Date	
Line Number	1
Group Asset	
Employee Number	
Location	
Cost	50,000.00
Depreciate	<input checked="" type="checkbox"/>

Below the main fields are three tabs: 'Source', 'Asset Details' (selected), and 'Depreciation'.

The 'Asset Details' section contains the following fields:

Field	Value
Asset Number	
Tag Number	
Serial Number	
Asset Type	Capitalized
Manufacturer	
Lease Number	
Lessor	
Property Type	
Property Class	
Description	Fixed Assets - Assets Co
Asset Key	
Units	5
Parent Asset	
Model Number	
Warranty Number	
In Use	<input type="checkbox"/>
In Physical Inventory	<input checked="" type="checkbox"/>
Ownership	Owned
Bought	

At the bottom of the window are four buttons: 'Project Details...', 'Assignments...', 'Cancel', and 'Done'.

# Asset Additions

## Process Mass Additions from AP (11/12)

26. Click the "Depreciation" tab.

27. Update the Life Years and Months to change the useful life used to calculate the depreciation expense.

28. Click the "Assignments" button.

**Mass Additions**

Book	HKTDC	Queue	NEW
Transaction Type		Transaction Date	
Invoice Number	SIT-HKD011	Line Number	1 [ ]
Category	16.1605.9999.1	Group Asset	
Employee Name		Employee Number	
Expense Account		Location	
Date in Service	21-APR-2020	Cost	50,000.00
<input checked="" type="checkbox"/> Depreciate			


Source Asset Details **Depreciation**

Method	STL	YTD Depreciation	
Life Years	5	Accumulated Depreciation	
Life Months	0	Prorate Convention	MONTHLY
		Bonus Rule	
Depreciation Limit Type		Salvage Value Type	
Limit Amount		Salvage Value	
Percent		Salvage Value Percent	

Project Details... **Assignments...** Cancel Done

# Asset Additions

## Process Mass Additions from AP (12/12)

- 29. Update the Unit, Employee Name/Number (optional), Expense Account and Location of the existing assignment if appropriate. The PR requester name will be the default value for the employee name.
- 30. Click  to add more assignments if required. Make sure the total units of all assignments equal to the unit of the asset.
- 31. Click "Done" to save. The Queue name will be changed to "ON HOLD" automatically if it is not updated manually.

Assignments

Invoice NumberSIT-HKD011

Line Number1

BookHKTDC

Total Units5

Distribution Set

Show Merged Distributions

Units Assigned5

Units Remaining0

Distributions

Units	Employee Name	Employee Number	Expense Account	Location
5	TAM, Ms. Wing Yan Joyc	019426	01.58401.31.000000.000.000.00	01-CEPA-CE

29

31

Cancel

Done



# Asset Additions

## Merge Mass Additions

# Asset Additions

## Merge Mass Additions (1/4)

### **Responsibility:**

TDC Fixed Asset Operator/

TDC Fixed Asset Superuser

If you would like to merge multiple mass addition lines to become one single asset, follow the steps in this section.

1. FA - (N) > Mass Additions > Prepare Mass Additions.
2. Enter any search criteria to search for the mass addition lines.
3. Click "Find".

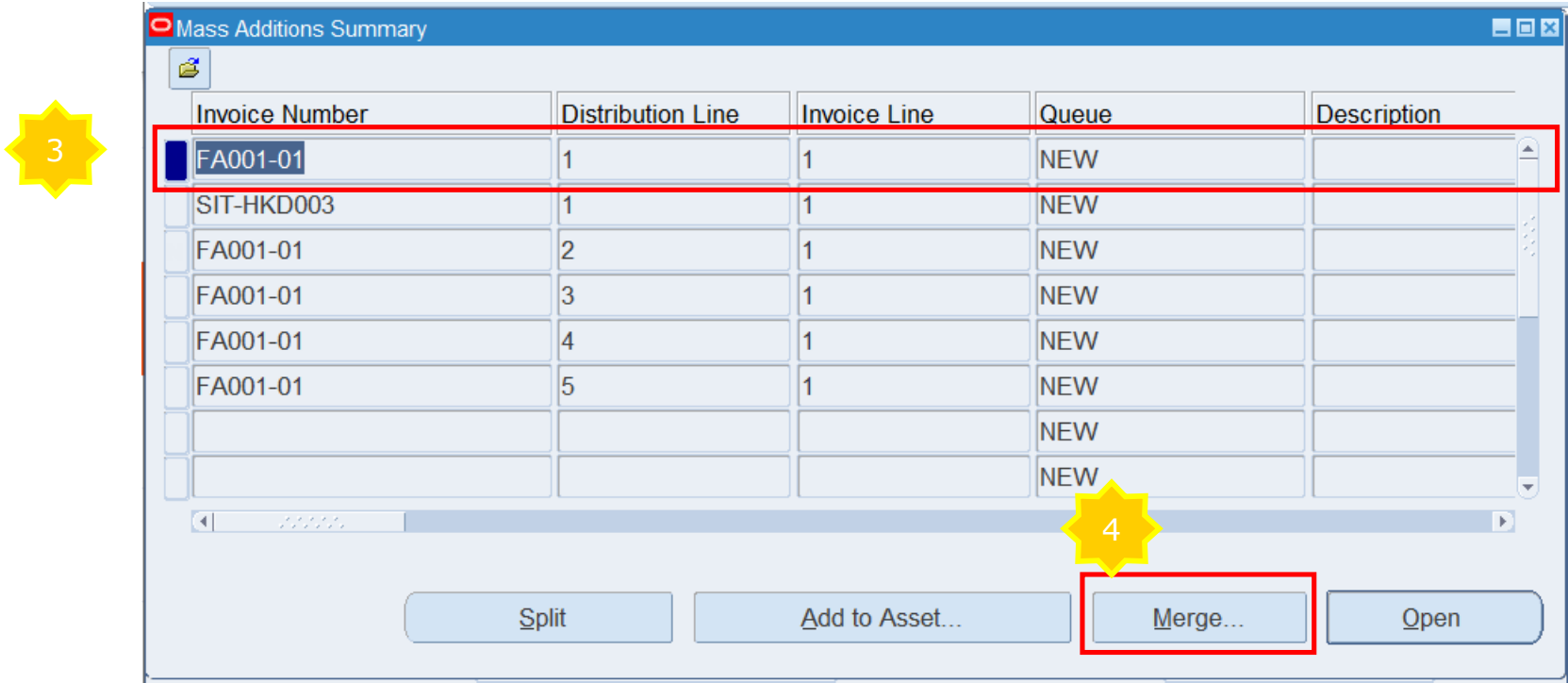
The screenshot shows a software window titled "Find Mass Additions". A red rectangle highlights the search criteria fields, which include: Book (HKTDC), Queue, Transaction Date, Transaction Type, Invoice Number, Invoice Line, Description, Asset Key, Asset Number, Category, Supplier Name, Supplier Number, PO Number, Source Batch, Project Number, Task Number, Create Batch, Create Date, Source System, Invoice Date, Comments, Group Asset, Employee Name, Employee Number, Expense Account, and Location. A yellow star with the number "2" is placed over the search criteria fields. At the bottom of the window, there are buttons for "Clear", "New", "Capitalize", "Adjust", and "Find". The "Find" button is highlighted with a red rectangle, and a yellow star with the number "3" is placed over it.

# Asset Additions

1.

## Merge Mass Additions (2/4)

- 3. Select a mass addition line.
- 4. Click "Merge".



# Asset Additions

## Merge Mass Additions (3/4)

5. Press F11 to enter query mode.
6. Enter the criteria to search for the mass addition lines to be merged into this line. Alternatively, enter “%” in the Invoice Number field to show all lines.
7. Press F11 to perform the query.

### Note:

Only unmerged and unposted mass addition lines can be merged into another line.

Invoice Number: FA001-01  
Units: 1  
Merged Units: 1  
Line Number: 1  
Line Amount: 60,000.00  
Total Merged Cost: 60,000.00  
☐ Sum Units

Lines

Merged

Queue	Invoice Number	Line	Cost	Description
<input type="checkbox"/>	%			
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Cancel Done

# Asset Additions

## Merge the Mass Additions (4/4)

8. All mass addition lines matching the search criteria will be shown.
- Check the Merged checkbox to merge the selected mass addition line.
  - Uncheck the Merged checkbox to unmerged the selected line
9. Click “Done” when finish merging all the lines.

*Note: The assignments (depreciation expense accounts & locations) of the merged lines will NOT be added to the parent asset. Manually update the assignments of the asset if appropriate.*

Invoice Number: FA001-01  
Units: 1  
Merged Units: 1  
Line Number: 1  
Line Amount: 60,000.00  
Total Merged Cost: 140,000.00  
☐ Sum Units

Lines

Merged

Queue	Invoice Number	Line	Cost	Description
<input type="checkbox"/> New	29082801		12,418.00	High Performance Graphic Str
<input type="checkbox"/> New	FA001-01	5	100,000.00	
<input type="checkbox"/> New	FA001-01	4	65,000.00	
<input type="checkbox"/> New	FA001-01	3	75,000.00	
<input checked="" type="checkbox"/> Merged	FA001-01	2	80,000.00	
<input type="checkbox"/> New	SIT-HKD003	1	750.00	
<input type="checkbox"/> On Hold	SIT-HKD011	1	50,000.00	Fixed Assets - Assets Control

Cancel Done

# Asset Additions

## Split Mass Additions

# Asset Additions

## Split Mass Additions (1/12)

### **Responsibility:**

TDC Fixed Asset Operator/

TDC Fixed Asset Superuser

If you would like to split a mass addition line into multiple line by the number of units, follow the steps in this section.

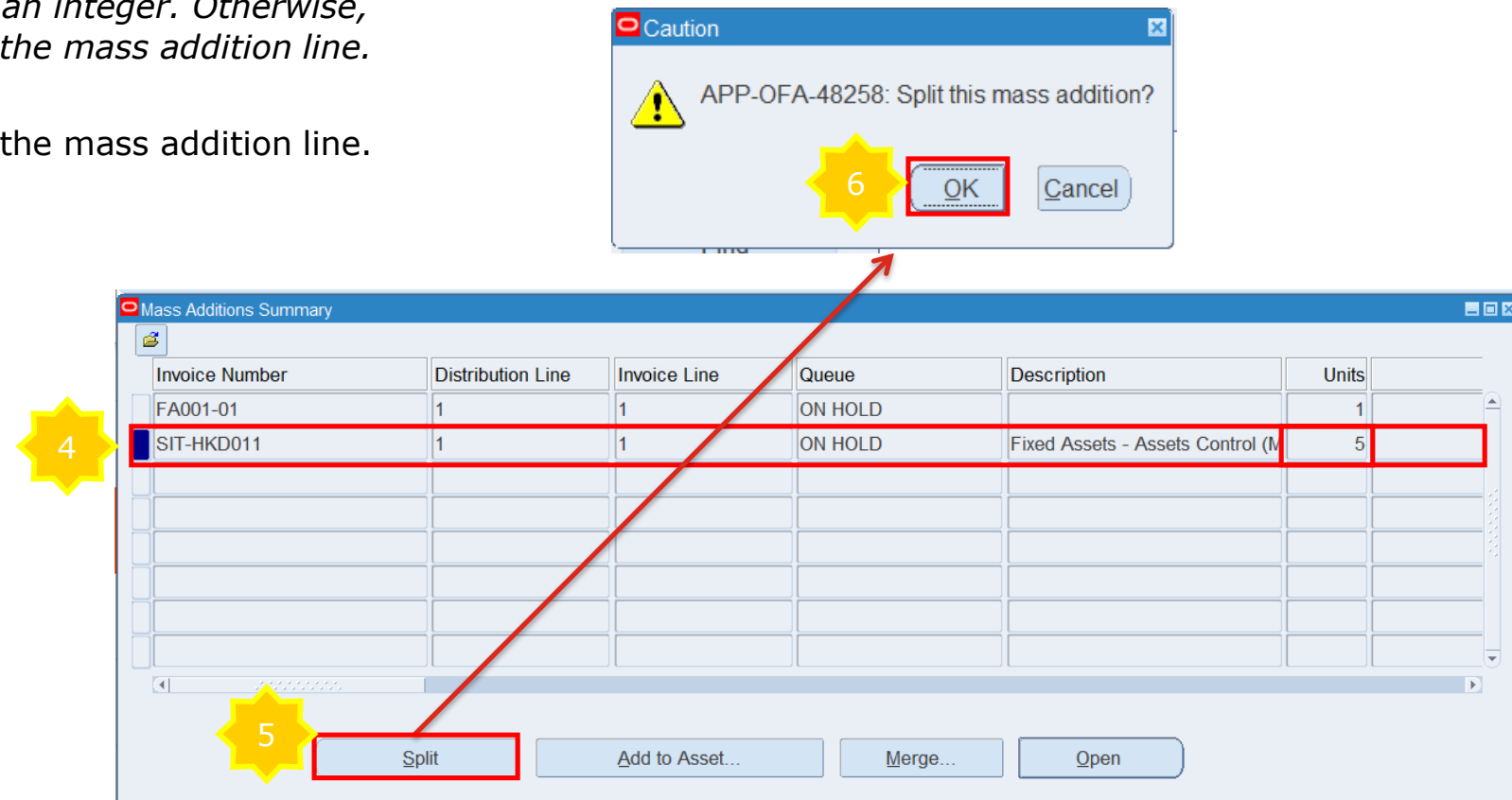
1. FA - (N) > Mass Additions > Prepare Mass Additions.
2. Enter any search criteria to search for the mass addition lines.
3. Click "Find".

The screenshot shows the 'Find Mass Additions' window. A red box highlights the search criteria fields, which include: Book (HKTDC), Queue, Transaction Date, Transaction Type, Invoice Number, Invoice Line, Description, Asset Key, Asset Number, Category, Supplier Name, Supplier Number, PO Number, Source Batch, Project Number, Task Number, Create Batch, Create Date, Source System, Invoice Date, Comments, Group Asset, Employee Name, Employee Number, Expense Account, and Location. A yellow star with the number '2' is placed over the search criteria fields. A red box also highlights the 'Find' button at the bottom right, with a yellow star with the number '3' placed over it.

# Asset Additions

## Split Mass Additions (2/3)

4. Select a multiple-unit mass addition line.  
*Note: Unit are copied from PO-matched invoices only and the unit invoiced must be an integer. Otherwise, Oracle defaults an unit = 1 to the mass addition line.*
5. Click "Split".
6. Click "OK" to confirm splitting the mass addition line.

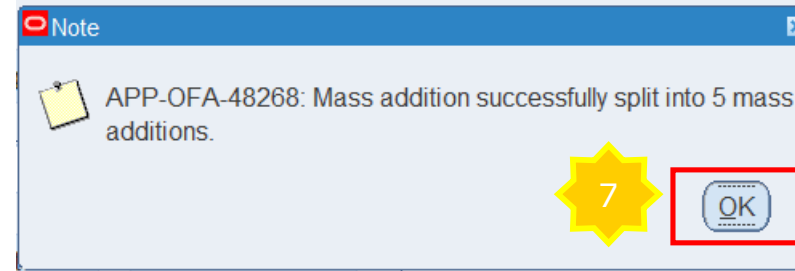




# Asset Additions

## Split Mass Addition (3/3)

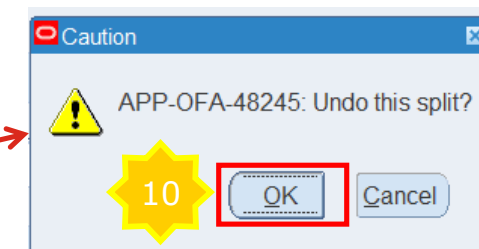
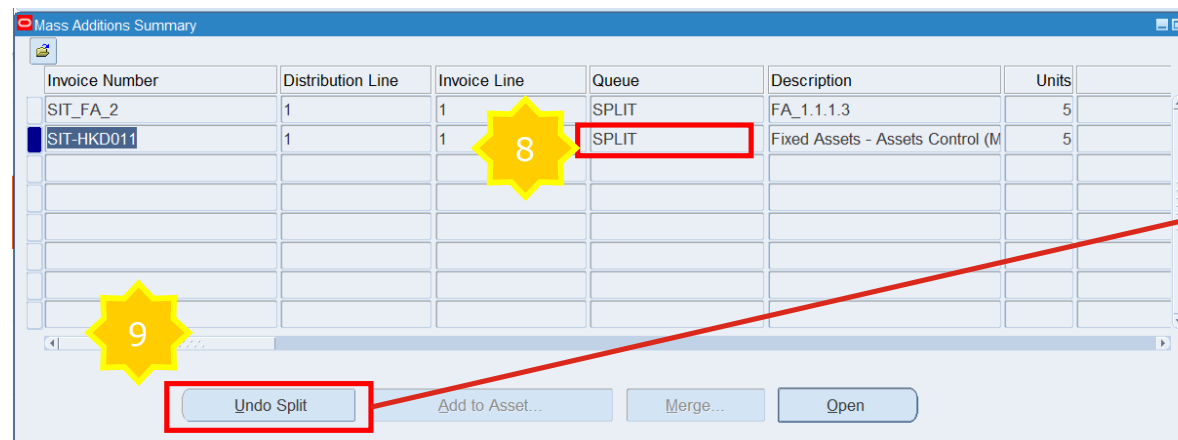
7. A pop up will be shown to confirm that the mass addition line was split. Click "OK" to acknowledge.



8. To unsplit a mass addition line, query the mass addition line in "SPLIT" queue.

9. Click "Undo Split".

10. Click "OK" to confirm to undo the split.



# Asset Additions

Add Mass Addition Lines to Existing Asset

# Asset Additions

## Add Mass Addition Lines to Existing Asset (1/12)

### Responsibility:

TDC Fixed Assets Operator

TDC Fixed Assets Superuser

If you would like to add a mass addition line to an existing asset in the asset register to increase the cost of the asset, follow the steps in this section.

1. FA - (N) > Mass Additions > Prepare Mass Additions.
2. Enter any search criteria to search for the mass addition lines.
3. Click "Find".

Note: Lines in POST queue cannot be added to an existing asset

The screenshot shows the 'Find Mass Additions' window. A red box highlights the search criteria fields, which include: Book (HKTDC), Queue, Transaction Date, Transaction Type, Invoice Number, Invoice Line, Description, Asset Key, Asset Number, Category, Supplier Name, Supplier Number, PO Number, Source Batch, Project Number, Task Number, Create Batch, Create Date, Source System, Invoice Date, Comments, Group Asset, Employee Name, Employee Number, Expense Account, and Location. A yellow star with the number '2' is placed next to the search criteria fields. At the bottom of the window, there are buttons for Clear, New, Capitalize, Adjust, and Find. The 'Find' button is highlighted with a red box, and a yellow star with the number '3' is placed next to it.

# Asset Additions

## Add Mass Addition Lines to Existing Asset (2/6)

4. Select a mass addition line.
5. Click "Add to Asset".

The screenshot shows a window titled "Mass Additions Summary" with a table of mass addition lines. The table has columns: Invoice Number, Distribution Line, Invoice Line, Queue, Description, and Units. The first row is highlighted with a red border and a yellow star with the number 4. The "Add to Asset..." button at the bottom is also highlighted with a red border and a yellow star with the number 5.

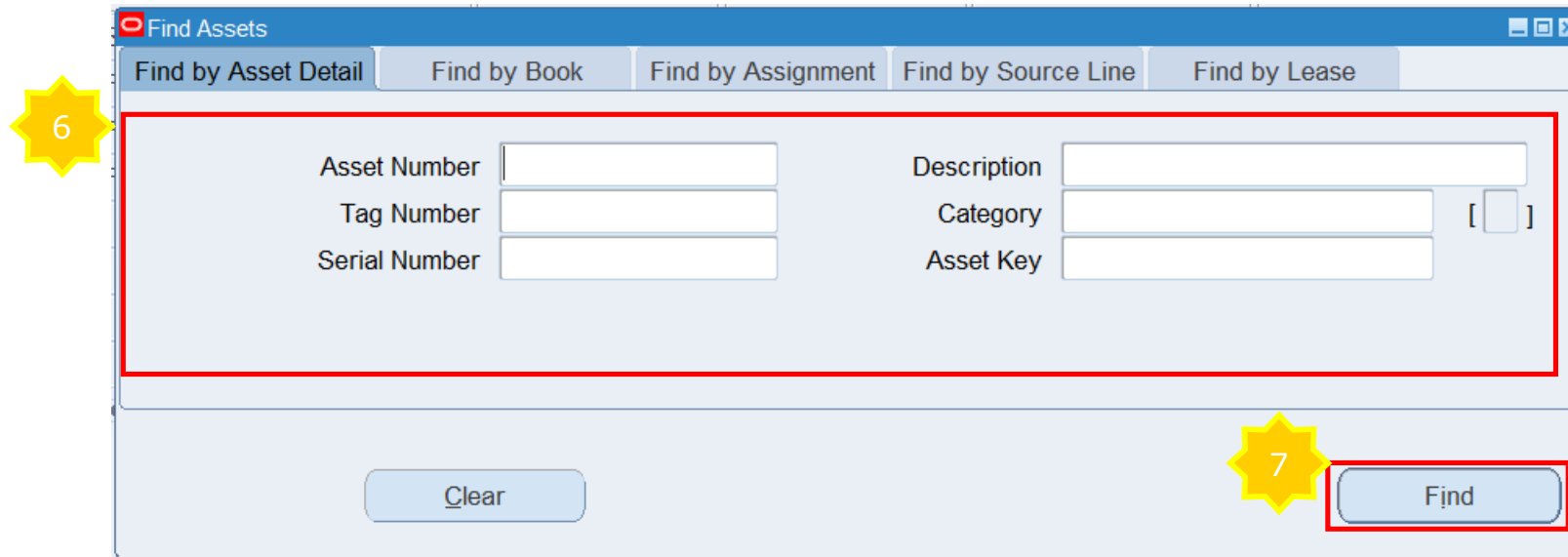
Invoice Number	Distribution Line	Invoice Line	Queue	Description	Units
SIT-HKD003	1	1	NEW		1
FA001-01	3	1	NEW		1
FA001-01	4	1	NEW		1
FA001-01	5	1	NEW		1
			NEW		
			NEW		
			NEW		
			NEW		

Buttons: Split, Add to Asset..., Merge..., Open

# Asset Additions

## Add Mass Addition Lines to Existing Asset (3/6)

6. Enter the search criteria to find the asset to which the mass addition line will be added.
7. Click "Find".



The screenshot shows a 'Find Assets' dialog box with a blue title bar and five tabs: 'Find by Asset Detail', 'Find by Book', 'Find by Assignment', 'Find by Source Line', and 'Find by Lease'. The 'Find by Asset Detail' tab is selected. A red rectangle highlights the search criteria fields, which include 'Asset Number', 'Tag Number', 'Serial Number', 'Description', 'Category', and 'Asset Key'. A yellow star with the number '6' is placed to the left of this area. At the bottom, there are 'Clear' and 'Find' buttons. A yellow star with the number '7' is placed to the left of the 'Find' button, which is also enclosed in a red rectangle.

Find Assets

Find by Asset Detail Find by Book Find by Assignment Find by Source Line Find by Lease

Asset Number

Tag Number

Serial Number

Description

Category  [  ]

Asset Key

Clear Find

# Asset Additions

## Add Mass Addition Lines to Existing Asset (4/6)

8. Select the asset to which the mass addition line will be added.
9. Optionally check the "Amortize Adjustment" checkbox to start calculating the depreciation expense in the current period by dividing new net book value of the asset by the remaining of the asset.
10. Optionally check the "New Category and Description" checkbox to change the category and description of the existing asset to those of the mass addition line.
11. Click "Done" to confirm.

The screenshot shows the 'Add to Asset' dialog box. It contains a table with columns: Asset Number, Description, Units, Asset Type, Cost, Date in Service, and Group. The table lists several assets, with the row for Asset Number 10060396 highlighted in blue. A red rectangle highlights the row for Asset Number 10060396. Below the table, there are two checkboxes: 'Amortize Adjustment' and 'New Category and Description'. A red rectangle highlights the 'Amortize Adjustment' checkbox. Another red rectangle highlights the 'Done' button. The 'Cancel' button is also visible. Numbered callouts 8 through 11 are placed over the dialog box to indicate the steps: 8 points to the table, 9 points to the 'Amortize Adjustment' checkbox, 10 points to the 'New Category and Description' checkbox, and 11 points to the 'Done' button.

Asset Number	Description	Units	Asset Type	Cost	Date in Service	Group
10060395	SIT Web ADI	1	CAPITAL...	10,000.00	01-MAR-2020	
10060396	SIT Web ADI	1	CAPITAL...	20,000.00	01-MAR-2020	
10060397	SIT Web ADI	1	CAPITAL...	40,000.00	01-MAR-2020	
10060398	SIT Web ADI	1	CAPITAL...	60,000.00	01-MAR-2020	
10061395	FA_1.1.1.2	1	CAPITAL...	15,600.00	10-MAR-2020	
10061396	FA_SIT	1	CAPITAL...	70,400.00	10-MAR-2020	
10061397	FA_1.1.1.3	1	CAPITAL...	7,800.00	10-MAR-2020	
10061398	FA_1.1.1.3	1	CAPITAL...	7,800.00	10-MAR-2020	

☐ Amortize Adjustment

☐ New Category and Description

Cancel Done

# Asset Additions

## Add Mass Addition Lines to Existing Asset (5/6)

12. The "Add to Asset" action can be undone by clicking the "Remove" button.

13. To post "Add to Asset" action to the asset register, click "Open".

The screenshot shows a window titled "Mass Additions Summary" with a table of asset additions. The table has columns for Invoice Number, Distribution Line, Invoice Line, Queue, Description, and Units. The first row is selected, showing "SIT-HKD003" with Distribution Line 1, Invoice Line 1, and Queue "ON HOLD". Below this are four rows with "FA001-01" and Distribution Lines 3, 4, 5, and 1, all with Queue "NEW". There are also four empty rows with Queue "NEW". At the bottom of the window, there are five buttons: "Remove", "Split", "Add to Asset...", "Merge...", and "Open". The "Remove" and "Open" buttons are highlighted with red rectangles. A yellow star with the number "12" is next to the "Remove" button, and a yellow star with the number "13" is next to the "Open" button.

Invoice Number	Distribution Line	Invoice Line	Queue	Description	Units
SIT-HKD003	1	1	ON HOLD		1
FA001-01	3	1	NEW		1
FA001-01	4	1	NEW		1
FA001-01	5	1	NEW		1
			NEW		
			NEW		
			NEW		
			NEW		

Buttons: Remove, Split, Add to Asset..., Merge..., Open

# Asset Additions

## Add Mass Addition Lines to Existing Asset (6/6)

14. Update the Queue to "POST" to mark this line as ready to be posted. System automatically changes the Queue to "COST ADJUSTMENT" to identify that this mass addition line will be added to an existing asset.
15. Click "Done" to save.

The screenshot shows the 'Mass Additions' window with the following fields and values:

Field	Value
Book	HKTDC
Transaction Type	
Invoice Number	SIT-HKD003
Category	
Employee Name	
Expense Account	
Date in Service	21-APR-2020
Depreciate	<input type="checkbox"/>
Queue	COST ADJUSTMENT
Transaction Date	
Line Number	1
Group Asset	
Employee Number	
Location	
Cost	750.00

Below the main form, there are tabs for 'Source', 'Asset Details', and 'Depreciation'. The 'Source' tab is selected, showing the following fields:

Field	Value
Supplier Name	IBM CHINA/HONG KONG LIMIT
Supplier Number	001322
PO Number	
Source Batch	SIT-HKDBATCH001
Project Number	
Task Number	
Create Batch	13505806
Create Date	21-APR-2020
Source System	ORACLE PAYABLES
Invoice Date	10-MAR-2020
Clearing Account	01.12612.00.000000.000.000.0000.000
Comments	

At the bottom of the window, there are four buttons: 'Project Details...', 'Assignments...', 'Cancel', and 'Done'. The 'Done' button is highlighted with a red box.



# Asset Additions

## Upload Mass Additions by WebADI

# Asset Additions

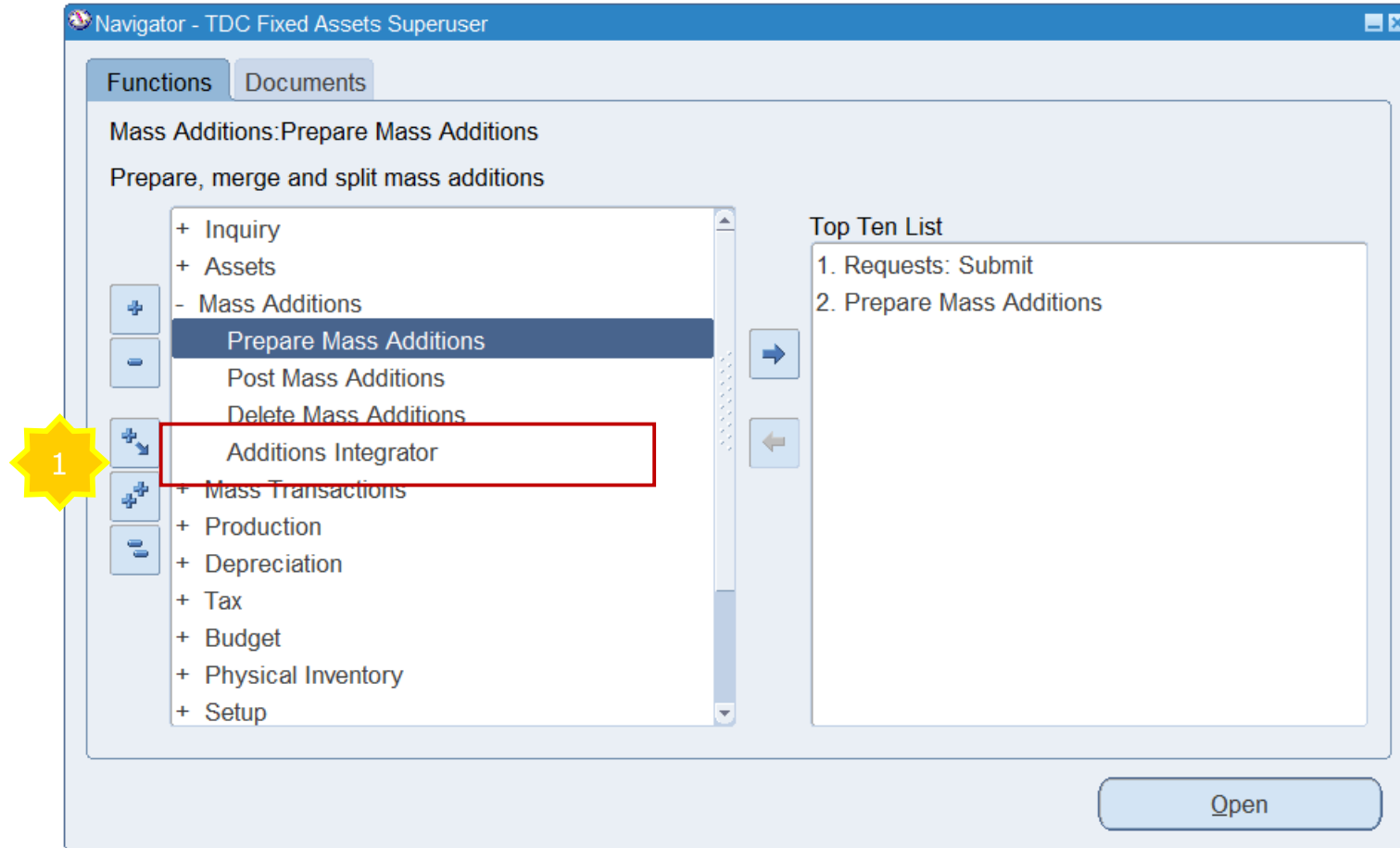
## Upload Mass Additions by WebADI (1/12)

### **Responsibility:**

TDC Fixed Asset Operator/  
TDC Fixed Asset Superuser

1. FA - (N) > Mass Additions >  
Additions Integrator

*Note: Assets uploaded through WebADI can have one assignment and one source line only*



# Asset Additions

## Upload Mass Additions by WebADI (2/12)

2. Select the "TDC Add Assets – Detailed" layout.
3. Click "Create".
4. Save the Excel file generated to your PC.

The screenshot shows the 'Create Document' interface for 'Fixed Assets - Additions'. The 'Primary Parameters' section includes fields for 'Integrator' (Fixed Assets - Additions), 'Viewer' (Excel 2016), 'Reporting Flag' (checkbox), 'Layout' (dropdown menu set to 'TDC Add Assets - Detailed'), and 'Content' (dropdown menu set to 'None'). The 'Integrator Parameters' section includes 'Corporate Asset Book' (dropdown menu set to 'HKTDC'). A red box highlights the 'Create' button in the top right corner, with a yellow star and the number '3' next to it. A red arrow points from the 'Create' button to a file save dialog box. The dialog box asks 'Do you want to open or save Fixed Assets - Additions.xlsx from fms-ebs-sit.tdc.org.hk?' and has buttons for 'Open', 'Save', and 'Cancel'. The 'Save' button is highlighted with a red box and a yellow star with the number '4' next to it. A yellow star with the number '2' is placed next to the 'Layout' dropdown menu.

# Asset Additions

## Upload Mass Additions by WebADI (3/12)

- 5. Open the Excel File downloaded with Macro enabled.
- 6. Select whether the assets will be depreciated.
- 7. Select the Mass Addition Queue Name:
  - NEW: New mass addition line
  - POST: Mass addition line ready to be posted
  - ON HOLD: Mass addition line updated or put on hold by user
  - DELETE: Mass addition line to be deleted

6

7

Corporate Asset Book	HKTDC
Source System	Spreadsheet
Database	FMS12DBDEV01.HKTDC.ORG.SIT
Asset Type	ext: Capitalized
Depreciate	ext: Yes
Queue Name	ext: New
In Physical Inventory	ext: Yes

Up	Description	M SUB	SUB	Units	Cost	O	LOC	BI	OF	NATU	DE	PRJ_A	SUB	ACT	ANA	RE	Date Placed In Service	Asset Number	Serial Number	Manufacturer Name	Model Number	E
	* List - Text	* List - Category		* Value	* Value		* List - Locat	* List - Expense Account									* Date	Text	Text	Text	Text	L
13	Computer	191901	1913	2	1	40000	01AD	T	01	58401	11	000000	000	000	0000	000	01-Apr-2020					
14																						
15																						
16																						
17																						
18																						
19																						
20																						
21																						
22																						
23																						
24																						

# Asset Additions

## Upload Mass Additions by WebADI (4/12)

- 8. Double click on column B to flag or unflag a row for uploading.
- 9. Enter the asset details. If the field has list of values attached to it, double click on the field to see the available values. Mandatory fields are marked with an asterisk (\*).
- 10. Enter the Asset Description.

1

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U

V

W

X

Y

Corporate Asset Book

Source System

Database

Asset Type

Depreciate

Queue Name

In Physical Inventory

HKTDC

Spreadsheet

FMS12DBDEV01.HKTDC.ORG.SIT

Capitalized

Yes

New

Yes

9

8


10

Up	Description	M	SUB	SUB	I	Units	Cost	O	LOC	B	O	F	NATU	DE	PRJ_A	SUB	ACT	ANA	RE	Date Placed In Service	Asset Number	Serial Number	Manufacturer Name	Model Number
	* List - Text	* List - Category				* Value	* Value		* List - Locat				* List - Expense Account							* Date	Text	Text	Text	Text
1	Computer	19	1901	1913	2		1	40000	01	AD			TH	01	58401	11	000000	000	000	0000	000			01-Apr-2020

Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed.

# Asset Additions

## Upload Mass Additions by WebADI (5/12)

- 11. Select the Asset Category. Double click on the field to open the List of Values.
- 12. Enter the value for each segment.
- 13. Click on the  icon to show the possible values of each segment.
- 14. Click "Combinations" to show the possible combinations based on the segment values selected
- 15. Click "Select" to validate and fill in the entered combination.

Corporate Asset Book

HKTDC

Source System

Spreadsheet

Database

FMS12DBDEV01.HKTDC.ORG.SIT

Asset Type

ext: Capitalized

Depreciate

ext: Yes

Queue Name

ext: New

In Physical Inventory

ext: Yes

Upl Description	M	SUB	SUB	I	Units	Cost	O	LOC	BI	OF	NATU	DE	PRJ_A	SUB	ACT
* List - Text	* List - Category	* Value	* Value		* Value	* Value	* List - Locat	* List - Expense Account							
Computer	19	1901	1913	2	1	40000	01AD	T01	58401	11	000000	000	000		

11

Enter Flexfield

Category Flexfield

12

13

MAIN NATURE CODE

19

COMPUTER EQUIPMENT

SUB NATURE CODE

1901

COMPUTER

SUB CLASS CODE

1913

DESKTOP COMPUTER

BUDGET

2

CURRENT YEAR MINOR

14

15

Cancel

Combinations

Select

Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed.

# Asset Additions

## Upload Mass Additions by WebADI (6/12)

- 16. Scroll to the right to see more columns in the WebADI template.
- 17. Enter the Asset Cost.
- 18. Select the Asset Location.
- 19. Select the Depreciation Expense account.
- 20. Enter the asset date placed in service. System will start depreciating the asset from the entered date and catch-up any missed depreciation expense in the current period.
- 21. Optionally enter an Asset Number. If it is left blank, an asset number will be automatically generated by the system.
- 22. Optionally enter the Serial Number.
- 23. Optionally enter the Manufacturer and Model of this new asset.
- 24. Optionally select the employee to which this asset is assigned.

	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12	Cost	O	LOC	BI	OF	NATU	DE	PRJ_A	SUB	ACT	ANA	RE	Date Placed In Service	Asset Number	Serial Number	Manufacturer Name	Model Number	Employee Number
13	* Value	* List	* Local	* List	* Expense Account								* Date	Text	Text	Text	Text	List - Text
14	40000	01	AD	T	01	58401	11	000000	000	000	0000	000	01-Apr-2020					
15																		
16																		
17																		
18																		
19																		
20																		
21																		
22																		

## Asset Additions

## Upload Mass Additions by WebADI (7/12)

25. Scroll to the right to see more columns in the WebADI template.
26. Optionally enter the Supplier Number, Invoice Number and PO Number related to this new asset.
27. Optionally select a Parent Asset of this new asset.
28. Optionally select "STL" as the Depreciation Method and enter a Life in Months to override the default useful life from the selected asset category.
29. Double click on the Descriptive Flexfield column and enter the Descriptive Flexfields.

Supplier Number	Invoice Number	PO Number	Parent Asset Num	Depreciation Method	Life in Months	Descriptive Flexfield	Messages
List - Text	Text	Text	List - Text	List - Text	List - Value	List - Text	
24			27		28	29	



# Asset Additions

## Upload Mass Additions by WebADI (8/12)

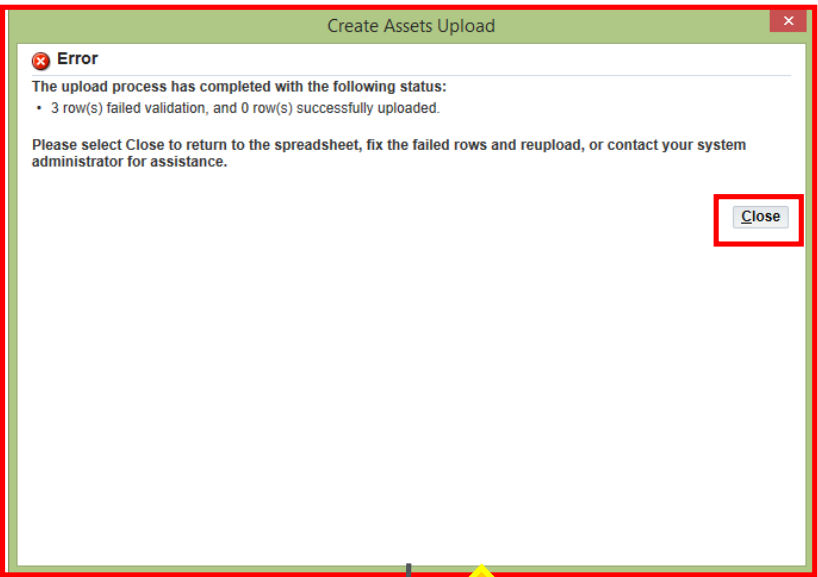
- 30. On the Excel menu, select the Oracle tab.
- 31. Click "Upload".
- 32. Select whether to upload all or only the flagged rows.
- 33. Select whether to run the "Post Mass Additions" request to post the asset immediately.
- 34. Click "Upload".



# Asset Additions

## Upload Mass Additions by WebADI (9/12)

- 35. Wait until the upload process is completed.
- 36. Click "Close".
- 37. If there is any row with error, refer to the Messages column for the error messages. Fix the issue and re-uploaded the records.



↓

Parent Asset Number		Descriptive Flexfield Messages	
List - Text	List - Value	List - Text	List - Value
20050009		2561.Long Descrip	Enter a valid Parent Asset Number.
		2571	Project Code: Value 000001 for the flex
		2321	Project Code: Value 000002 for the flex
		2321.Long Descrip	Project Code: Value 000003 for the flex
		2321	Project Code: Value 000004 for the flex

# Asset Additions

## Upload Mass Additions by WebADI (10/12)

38. FA - (N) > Mass Additions > Prepare Mass Additions

39. In the Find Mass Additions window, specify "Spreadsheet" for the Source System to find mass addition lines uploaded from WebADI.

40. Click "Find".

Find Mass Additions

Book

Transaction Date

Invoice Number

Description

Asset Number

Supplier Name

PO Number

Project Number

Create Batch

Source System

Comments

Group Asset

Employee Name

Expense Account

Queue

Transaction Type

Invoice Line

Asset Key

Category

Supplier Number

Source Batch

Task Number

Create Date

Invoice Date

Employee Number

Location

Spreadsheet

Clear

New

Capitalize

Adjust

Find

# Asset Additions

## Upload Mass Additions by WebADI (11/12)

- 41. Select a mass addition line.
- 42. Click "Open".

41

Invoice Number	Distribution Line	Invoice Line	Queue	Description
29082801			NEW	High Performance
29082801			NEW	High Performance
			NEW	Computer
29082801			NEW	High Performance
29082801			NEW	High Performance
29082801			NEW	High Performance
29082801			NEW	High Performance
29082801			NEW	High Performance

42

SplitAdd to Asset...Merge...Open

# Asset Additions

## Upload Mass Additions by WebADI (12/12)

- 43. Review details of the mass addition lines uploaded.
- 44. Update the Queue to "POST" after confirming the mass addition line details.
- 45. Click "Done" to save.

*Note: The mass addition line will become an asset in the asset register only after the post mass addition process.*

The screenshot shows the 'Mass Additions' web application interface. The window title is 'Mass Additions'. The interface is divided into two main sections: 'Source' (selected) and 'Asset Details'. The 'Source' section contains fields for 'Supplier Name', 'PO Number', 'Project Number', 'Create Batch' (13506764), 'Source System' (Spreadsheet), 'Clearing Account', and 'Comments'. The 'Asset Details' section contains fields for 'Book' (HKTDC), 'Transaction Type', 'Invoice Number', 'Category' (19.1901.1913.2), 'Employee Name', 'Expense Account', 'Date in Service' (22-APR-2020), 'Queue' (POST), 'Transaction Date', 'Line Number', 'Group Asset', 'Employee Number', 'Location', 'Cost' (40,000.00), and a 'Depreciate' checkbox (checked). The 'Queue' field is highlighted with a red box and a yellow star labeled 44. The 'Done' button at the bottom right is highlighted with a red box and a yellow star labeled 45. A yellow star labeled 43 is positioned to the left of the 'Asset Details' section.

# Asset Additions

## Post Mass Additions

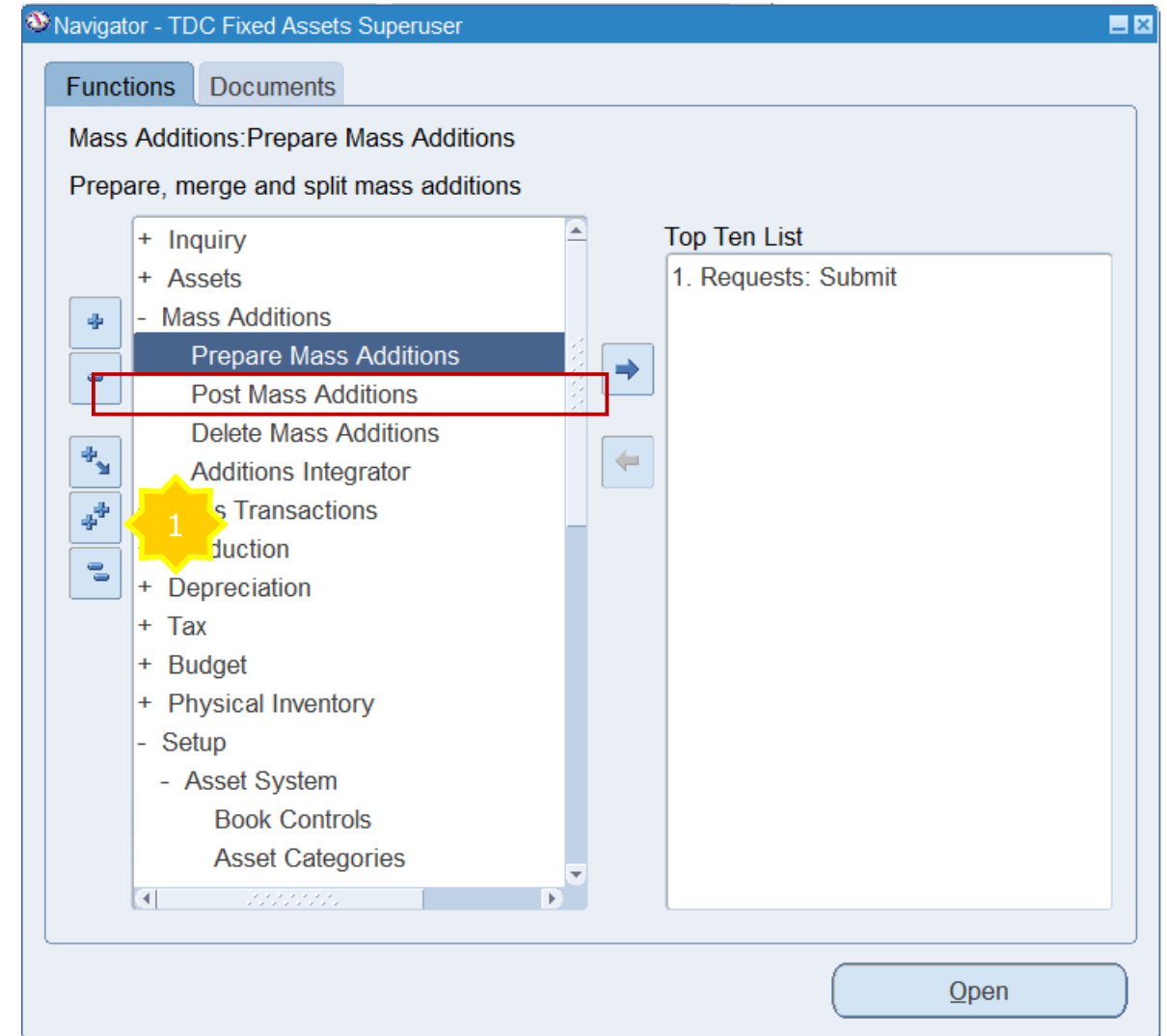
# Asset Additions

## Post Mass Additions (1/5)

### **Responsibility:**

TDC Fixed Asset Superuser

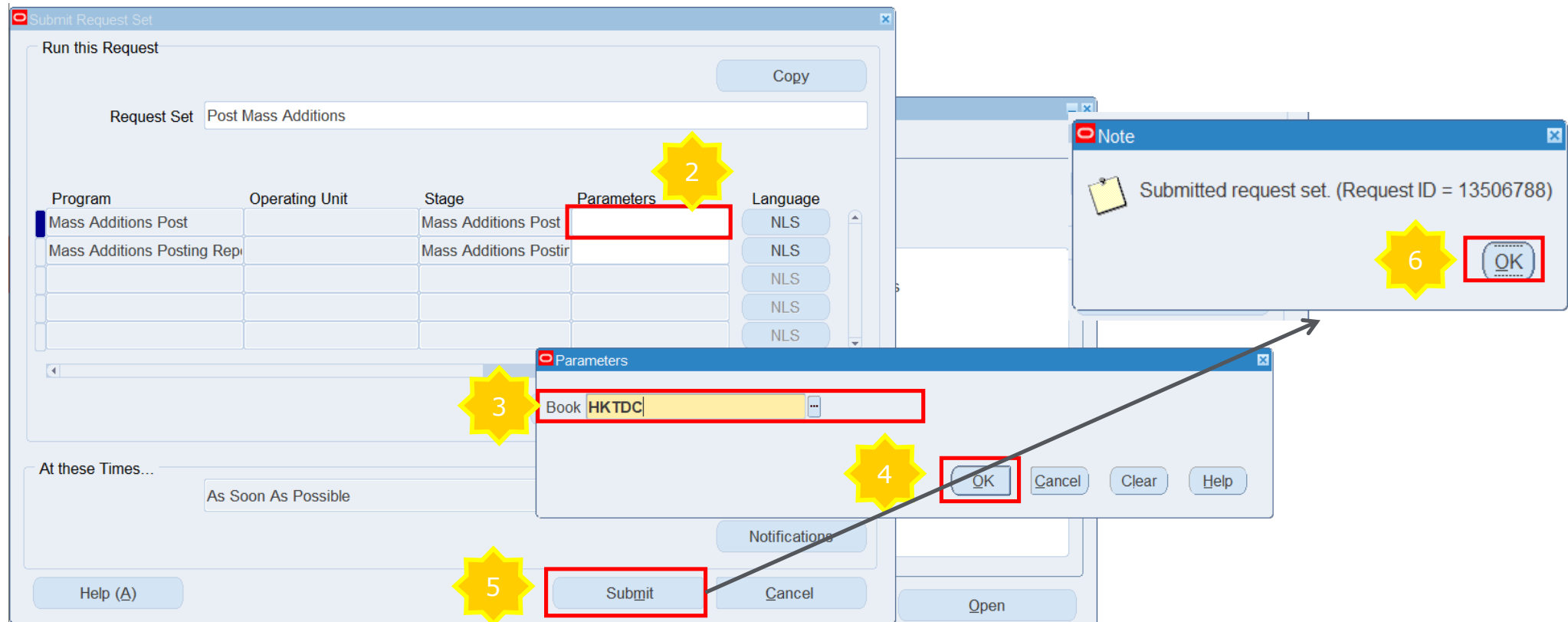
1. FA - (N) > Mass Additions > Post Mass Additions



# Asset Additions

## Post Mass Additions (2/5)

2. Click on the Parameters field.
3. Select the "HKTDC" Book.
4. Click "OK".
5. Click "Submit".
6. Click "OK".

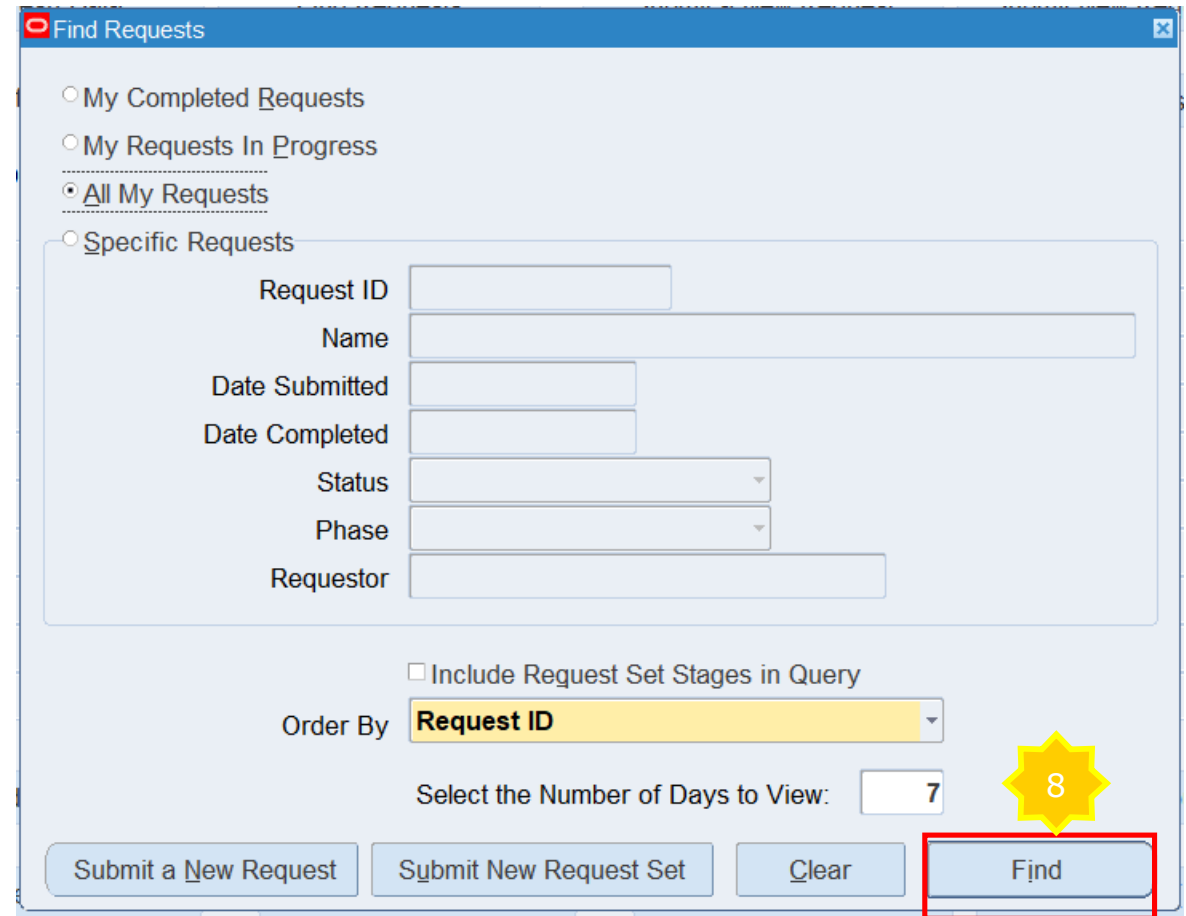
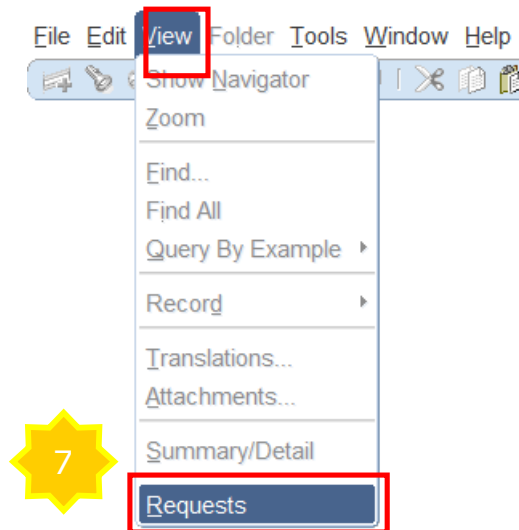




# Asset Additions

## Post Mass Additions (3/5)

7. Choose "Requests" function.  
(Menu) View > Requests
7. Click "Find".



# Asset Additions

## Post Mass Additions (4/5)

9. Click "Refresh Data" until the Mass Additions Posting Report request completes normally.
10. Select the Mass Additions Posting Report.
11. Click "View Output"

The screenshot shows the 'Requests' window with the following table of requests:

Request ID	Name	Parent	Phase	Status	Parameters
13506792	Mass Additions Posting Report	13506788	Completed	Normal	HKTDC
13506790	Mass Additions Post	13506788	Completed	Normal	HKTDC, NORMAL
13506788	Post Mass Additions (Report)		Completed	Normal	140, 46
13505808	Mass Additions Create Report	13505804	Completed	Normal	HKTDC
13505806	Mass Additions Create	13505804	Completed	Normal	2020/04/30 00:00:00, HKTDC
13505804	Mass Additions Create (Report)		Completed	Normal	200, 234
13505803	TB Worker 1 (Open Account)		Completed	Normal	1, 1573702, , 13505802, Payables,
13505802	Open Account Balances Debit		Completed	Normal	, 1, 1573702, , , Payables,
13505801	Posting: Single Ledger		Completed	Normal	1, 1000, 101, 156938
13505800	Journal Import		Completed	Normal	25, -602, N, , , Y, N, Y



# **Asset Additions**

## Delete Mass Additions

# Asset Additions

## Delete Mass Additions (1/4)

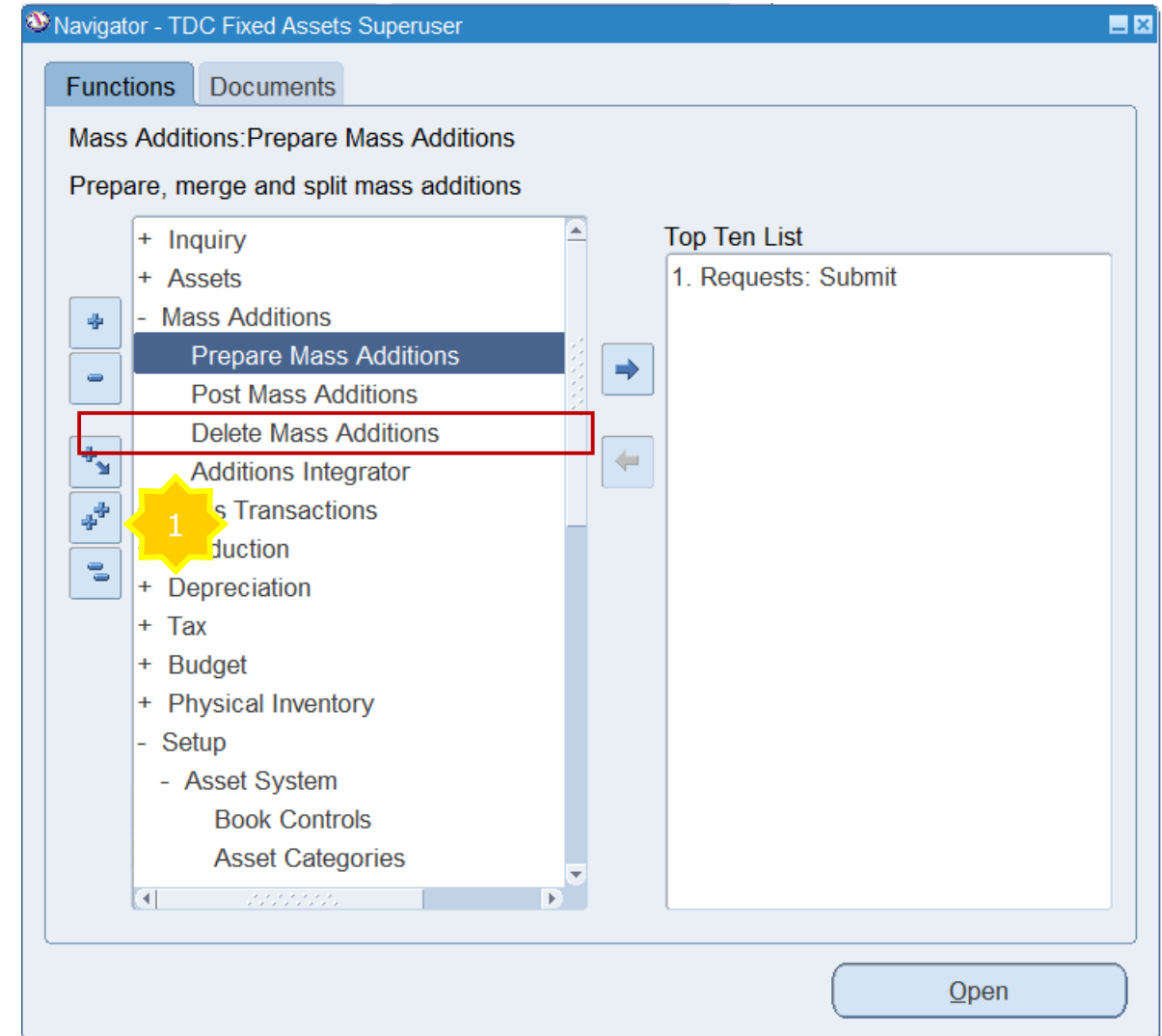
### **Responsibility:**

TDC Fixed Asset Operator/  
TDC Fixed Asset Superuser

If you would like to delete mass addition lines in the Queue "Delete" or those already posted to the fixed asset register, following the steps in this section.

1. FA - (N) > Mass Additions >  
Delete Mass Additions

*Note: Deleted mass addition lines cannot be recovered.*



# Asset Additions

## Delete Mass Additions (2/6)

2. Click on the Parameters field.
3. Select the "HKTDC" Book.
4. Click "OK".
5. Click "Submit".
6. Click "OK".

The screenshot shows the 'Submit Request Set' dialog box with the following elements and callouts:

- Callout 2:** Points to the 'Parameters' column header in the table.
- Callout 3:** Points to the 'Book' field in the 'Parameters' dialog, which is set to 'HKTDC'.
- Callout 4:** Points to the 'OK' button in the 'Parameters' dialog.
- Callout 5:** Points to the 'Submit' button in the 'Submit Request Set' dialog.
- Callout 6:** Points to the 'OK' button in the 'Note' dialog box.

The 'Submit Request Set' dialog box contains the following information:

- Run this Request:** Copy button
- Request Set:** Delete Mass Additions
- Table:**

Program	Operating Unit	Stage	Parameters	Language
Mass Additions Delete Repo		Mass Additions Delete		NLS
Mass Additions Delete		Mass Additions Delete		NLS
				NLS
				NLS
				NLS

**At these Times...** As Soon As Possible

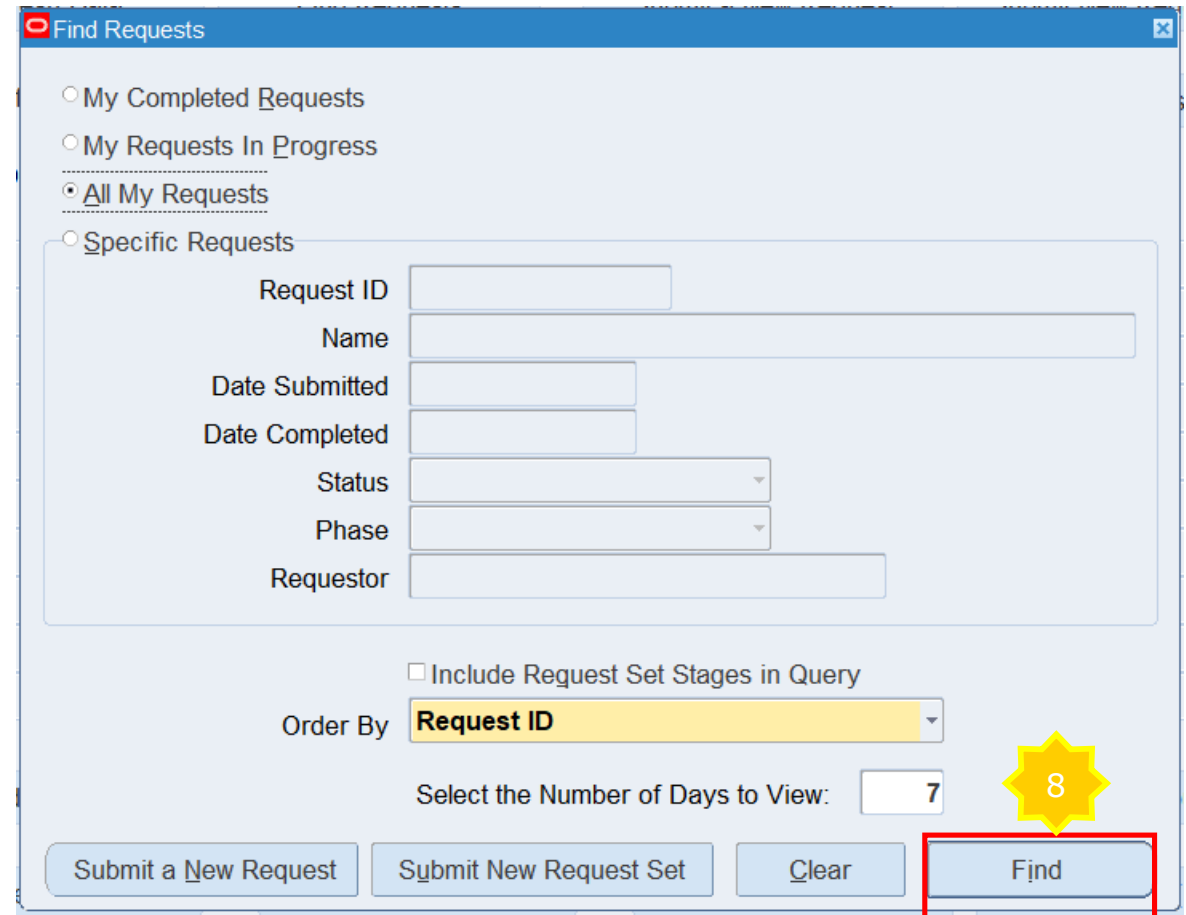
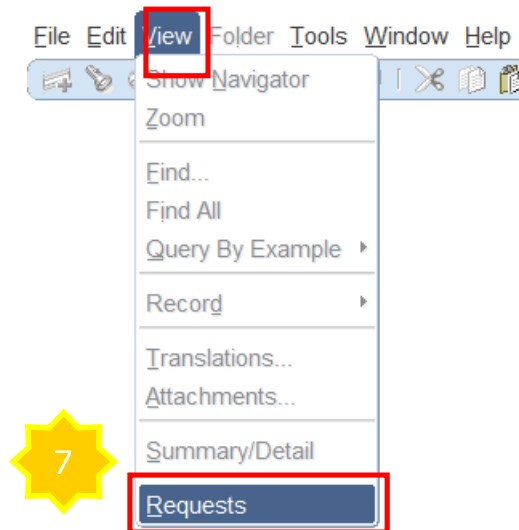
**Buttons:** Help (A), Submit, Cancel, Notifications, Clear, Help

**Note Dialog:** Submitted request set. (Request ID = 13971698) OK

# Asset Additions

## Delete Mass Additions (3/5)

7. Choose "Requests" function.  
(Menu) View > Requests
8. Click "Find".



# Asset Additions

## Delete Mass Additions (4/5)

- 9. Click "Refresh Data" until the Mass Additions Delete request completes normally.
- 10. Select the Mass Additions Delete Report.
- 11. Click "View Output"

9

10

11

Requests

Refresh Data

Find Requests

Submit a New Request

Submit New Request Set

☐ Auto Refresh (X)

Copy Single Request

Copy Request Set

Request ID	Name	Parent	Phase	Status	Parameters
13971703	Mass Additions Delete	13971698	Completed	Normal	HKTDC
13971700	Mass Additions Delete Rep	13971698	Completed	Normal	HKTDC
13971698	Delete Mass Additions (Rep		Completed	Normal	140, 45
13967274	TDC Project Expenditure/R		Completed	Normal	1100081819, , , dmwu
13967152	TDC Project Accrual Data I		Completed	Normal	1819, 1819, 111115, 111115,
13967149	TDC Project Accrual Data I		Completed	Normal	1819, 1819, 110008, 110008,
13967138	TDC Project Accrual Data I		Completed	Normal	1920, 1920, 111137, 111137,
13967133	TDC Project Accrual Data I		Completed	Normal	1819, 1819, 110008, 110008,
13967121	TDC Project Accrual Data I		Completed	Normal	1819, 1920, 110005, 110005,
13967083	TDC Project Accrual Data I		Completed	Normal	9, 1819, 110008, 110008,

Hold Request

View Details

Rerun Request

View Output

Cancel Request

Diagnostics

Reprint/Republish (J)

View Log (K)



# Asset Additions

## Delete Mass Additions (5/5)

12. The mass addition lines deleted will be shown for review.

HK TRADE DEVELOPMENT COUNCIL		Mass Additions Delete Report	Report Date: 22-APR-2020 14:11
Book: HKTDC			Page: 1 of 2
Mass Addition ID	Description	Cost	Comments
23228	IBM THINKPAD T23 SERIES 1.2GHZ 256MB PC133 (FOR	27,523.31	
23229	IBM THINKPAD T23 SERIES 1.2GHZ 256MB PC133 (FOR	27,523.31	
23230	IBM THINKPAD T23 SERIES 1.2GHZ 256MB PC133 (FOR	27,523.31	
24536	FUJITSU FI-4120C COLOR SCANNER	7,240.00	
24540	REFURBISH HALLER SYSTEM CABINETS AND RELOCATE TD	32,199.25	
25219	SHELF FOR MM2 JUNE WENG	12,830.99	
25423	ASMI-51MODEM FOR DDN UPGRADE - CEPA	9,500.00	
25732	PLASMA PIONEER 43 INCHES PDP-434 HDG	47,000.00	
25733	CART PIONEER PDG-5014	6,800.00	
25734	FAX SAGEM 3410	5,061.94	
38054	ADDITIONAL 8 NOS. EXTRA TELEPHONE LINE & DISPAY	73,995.10	
42372		0.00	
42374		0.00	
42376		0.00	
42378		0.00	
42380		0.00	
42382		0.00	
42384		0.00	
42386		0.00	
42388		0.00	
42390		0.00	
42392		0.00	
42394		0.00	
42396		0.00	
42398		0.00	
42400		0.00	
42402		0.00	
42404		0.00	
42406		0.00	
42408		0.00	
42410		0.00	
42412		0.00	
42414		0.00	
42416		0.00	
42418		0.00	
42420		0.00	
42422		0.00	
42424		0.00	
42426		0.00	
42428		0.00	
42430		0.00	
42432		0.00	
42434		0.00	
42436		0.00	

# Asset Additions

## Print Asset Barcode

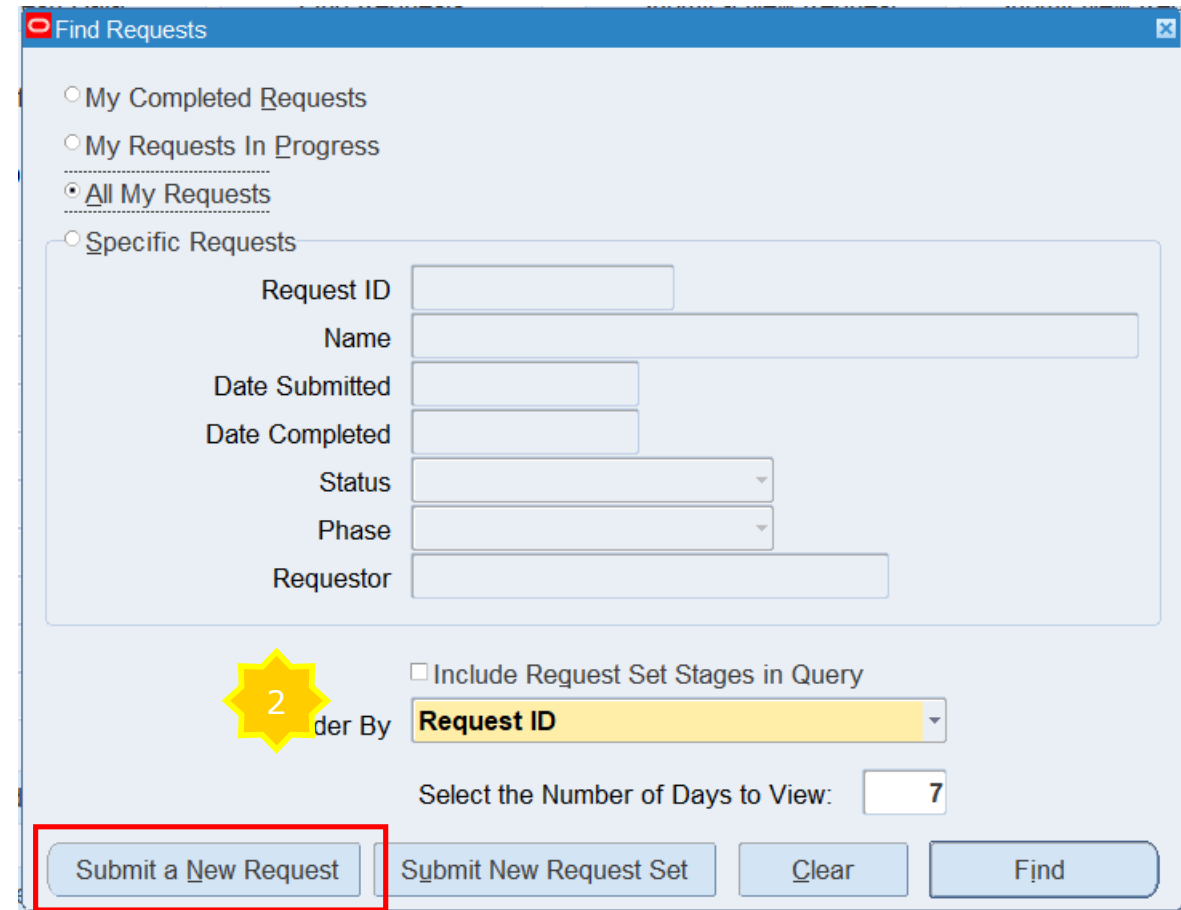
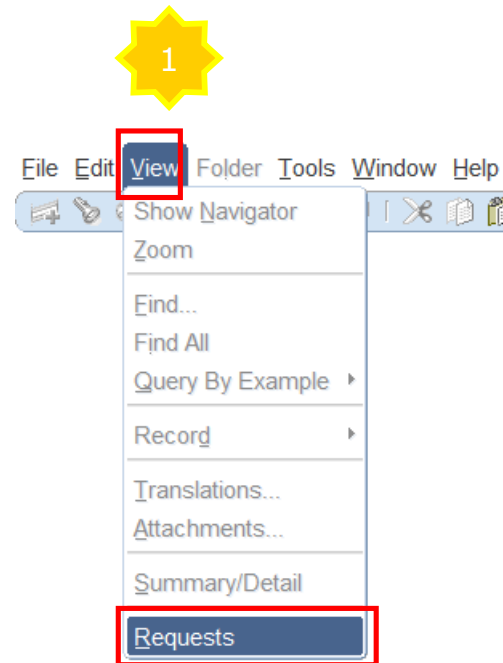
# Asset Additions

## Print Asset Barcode (1/4)

### **Responsibility:**

TDC Fixed Asset Operator/  
TDC Fixed Asset Superuser

1. Choose "Requests" function.  
(Menu) View > Requests
2. Click "Submit a New Request."



# Asset Additions

## Print Asset Barcode (2/4)

3. Choose the "TDC Asset Barcode Printing"
4. Select the Asset Number range for which barcodes should be generated.
5. Select the Serial Number range for which barcodes should be generated.  
Assets without serial numbers will always be included regardless of the serial number range.
6. Optionally further limit the assets included by selecting a range of Date Placed in Service.
7. Click "OK".
8. Click "Submit".

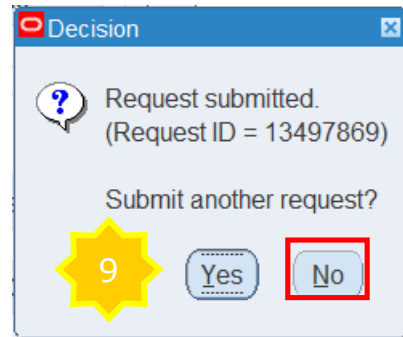
The screenshot displays two overlapping windows from a software application. The background window is titled 'Submit Request' and contains fields for 'Name' (set to 'TDC Asset Barcode Printing'), 'Operating Unit', 'Parameters', and 'Language' (set to 'American English'). Below these are sections for 'At these Times' (Run the Job: As Soon as Possible) and 'Upon Completion' (Save all Output Files: checked, Layout: TDC Asset Barcode Printing, Notify: empty, Print to: noprint). The foreground window is titled 'Parameters' and contains fields for 'Asset Number From' (10030680), 'Asset Number To' (10030685), 'Serial Number From' (#1645194), and 'Serial Number To' (empty). It also has fields for 'Date Placed in Service From' and 'Date Placed in Service To'. At the bottom of the 'Parameters' window are buttons for 'OK', 'Cancel', 'Clear', and 'Help'. The 'Submit' button is located at the bottom of the 'Submit Request' window. Eight yellow star-shaped callouts with numbers 3 through 8 are overlaid on the image: 3 points to the 'Name' field; 4 points to the 'Asset Number From' field; 5 points to the 'Serial Number From' field; 6 points to the 'Layout' field; 7 points to the 'OK' button; 8 points to the 'Submit' button; and two additional callouts (4 and 5) point to the 'Asset Number To' and 'Serial Number To' fields respectively.

# Asset Additions

## Print Asset Barcode (3/4)

9. Click "No" for only submitting this request.

10. Click "Find".



A "Find Requests" dialog box with a blue header bar. It contains several radio buttons for filtering: "My Completed Requests", "My Requests In Progress", "All My Requests" (selected), and "Specific Requests". Below these are input fields for "Request ID", "Name", "Date Submitted", "Date Completed", "Status", "Phase", and "Requestor". There is a checkbox for "Include Request Set Stages in Query" and a dropdown for "Order By" set to "Request ID". A text input for "Select the Number of Days to View:" is set to "7". At the bottom, there are four buttons: "Submit a New Request", "Submit New Request Set", "Clear", and "Find". The "Find" button is highlighted with a red border and a yellow star with the number 10.

## Print Asset Barcode (4/4)

12. Select the Mass Additions Create Report.

13. Click “View Output”.

# Month End Process

## Run Depreciation

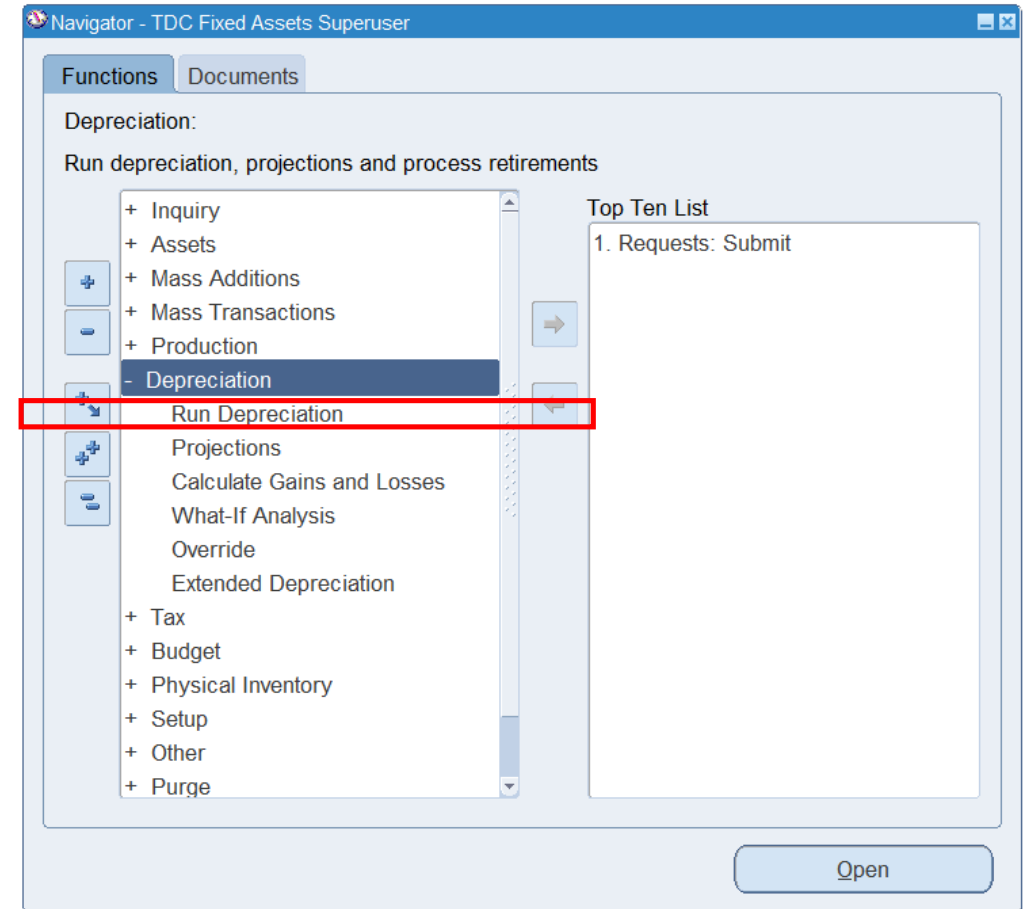
# Month End Process

## Run Depreciation (1/4)

### Responsibility:

TDC Fixed Asset Superuser

1. FA - (N) > Depreciation > Run Depreciation.



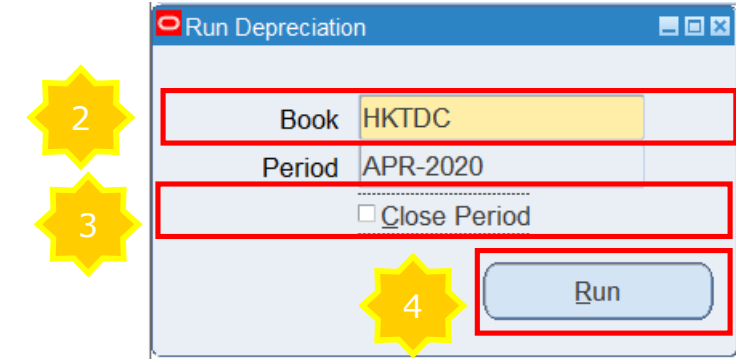


# Month End Process

## Run Depreciation (2/4)

2. Select the "HKTDC" Book.
3. Select the Close Period checkbox to close the current FA period and open the next period.
4. Click "Run".

*Note: FA period CANNOT be re-opened once closed.  
AP period should be closed before FA.*



The screenshot shows a 'Run Depreciation' dialog box with the following fields and controls:

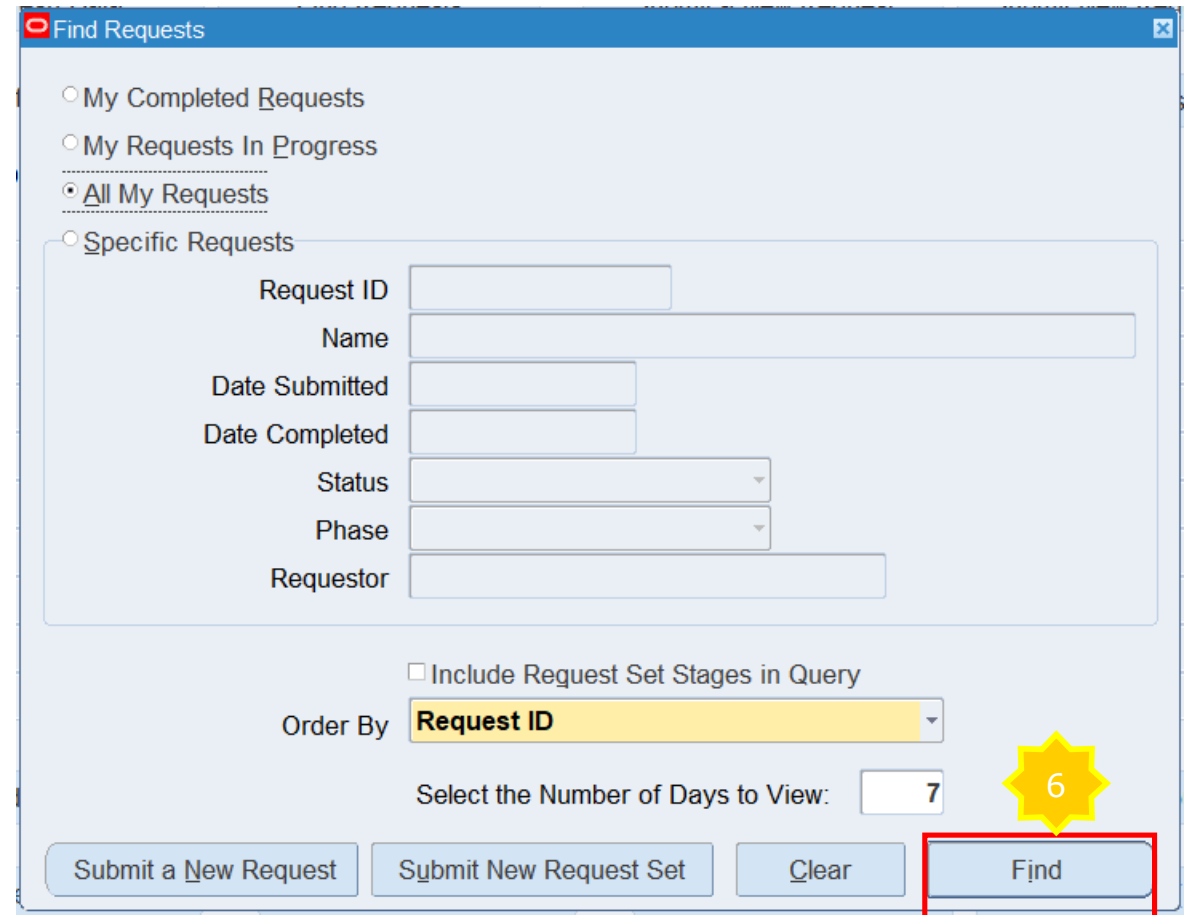
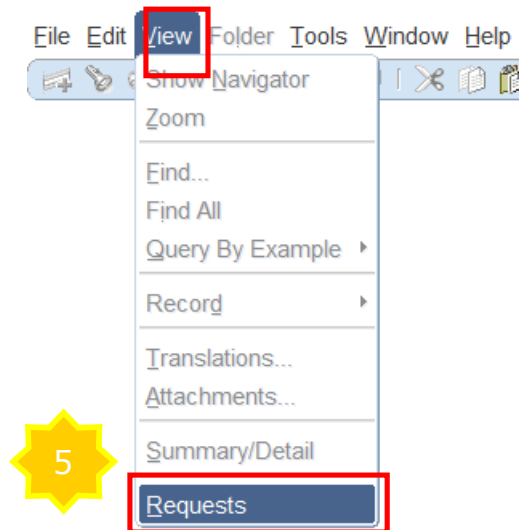
- Book:** A text field containing 'HKTDC', highlighted with a yellow star labeled '2'.
- Period:** A text field containing 'APR-2020'.
- Close Period:** A checkbox that is currently unchecked, highlighted with a yellow star labeled '3'.
- Run:** A button labeled 'Run', highlighted with a yellow star labeled '4'.

Red rectangular boxes are drawn around the 'Book' and 'Period' fields, the 'Close Period' checkbox, and the 'Run' button.

# Month End Process

## Run Depreciation (3/4)

5. Choose "Requests" function.  
(Menu) View > Requests
6. Click "Find".



# Month End Process

## Run Depreciation (4/4)

7. Click "Refresh Data" until the all requests complete normally.
8. Select the "Journal Entry Reserve Ledger Report".
9. Click "View Output" to open a report showing the depreciation expense calculated for each asset.

Requests

Refresh Data Find Requests Submit a New Request Submit New Request Set

☐ Auto Refresh (X) Copy Single Request Copy Request Set

Request ID	Name	Parent	Phase	Status	Parameters
13497857	Journal Entry Reserve Ledger	13497850	Completed	Normal	HKTDC, 1, APR-2020
13497855	Depreciation Run	13497850	Completed	Normal	HKTDC, APR-2020, 0, 1
13497853	Calculate Gains and Losses	13497850	Completed	Normal	HKTDC
13497850	Depreciation Run Request		Completed	Normal	140, 1365
13497849	TDC : AR Interface for Rec	13497848	Completed	Normal	AR-I-RCP-02, AR-I-RCP-EMS
13497848	TDC : AR Interface for Rec		Completed	Normal	AR-I-RCP-02, AR-I-RCP-EMS
13497835	Create Accounting - Assets		Completed	Normal	HKTDC, 140, 140, Y, 1, , 2020
13497829	TDC : AR Interface for Rec	13497828	Completed	Normal	AR-I-RCP-02, AR-I-RCP-PAS
13497828	TDC : AR Interface for Rec		Completed	Error	AR-I-RCP-02, AR-I-RCP-PAS
13497823	TDC : AR Interface for Rec	13497822	Completed	Normal	AR-I-RCP-02, AR-I-RCP-EMS

Hold Request View Details Rerun Request View Output

Cancel Request Diagnostics Reprint/Republish (J) View Log (K)

# Month End Process

## Create Accounting

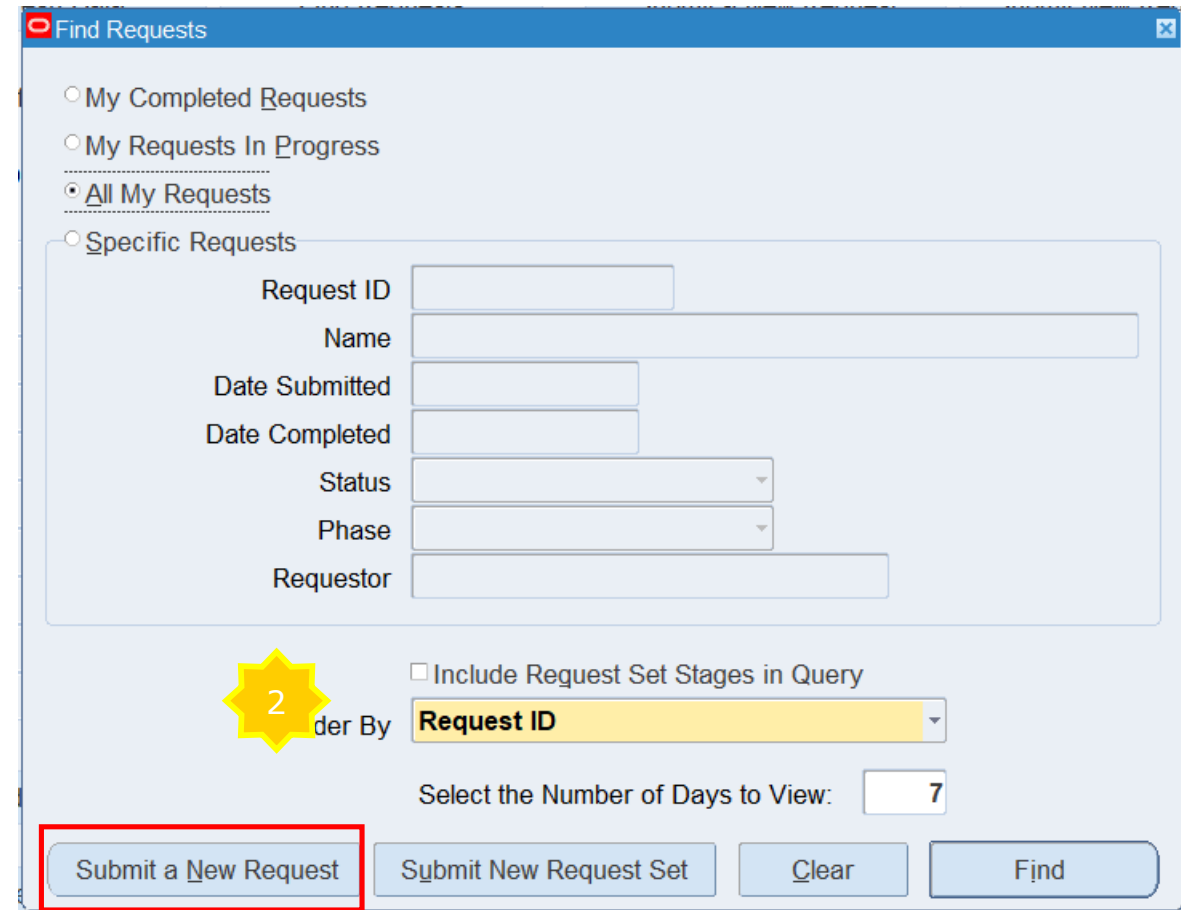
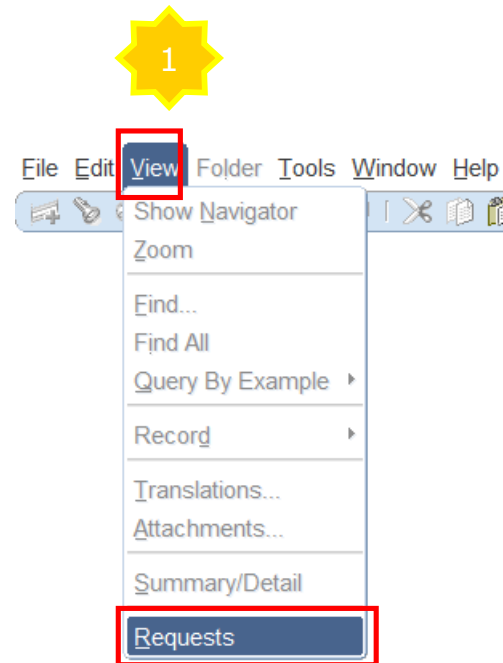
# Month End Process

## Create Accounting (1/3)

### **Responsibility:**

TDC Fixed Asset Superuser

1. Choose "Requests" function.  
(Menu) View > Requests
2. Click "Submit a New Request".



# Month End Process

## Create Accounting (2/3)

3. Select the "Create Accounting – Assets" request.
4. Fill in the parameters (refer to the next slide for details).
5. Click "OK".
6. Click "Submit"

The screenshot shows the 'Submit Request' dialog box with the following fields and annotations:

- Run this Request:**
  - Name:** Create Accounting - Assets (Annotated with a yellow star labeled 3 and a red box).
  - Operating Unit:** (Empty)
  - Parameters:** (Empty)
  - Language:** American English
- At these Times:**
  - Run the Job:** As Soon as Possible (Annotated with a yellow star labeled 4).
- Upon Completion:**
  - ☒ Save all Output Files
  - Layout:** Create Accounting Program Report
  - Notify:** (Empty)
  - Print to:** noprint
- Parameters (Annotated with a red box):**
  - Book Type Code:** HKTDC
  - Ledger:** HK Trade Development Council
  - Process Category:** (Empty)
  - End Date:** 30-APR-2020
  - Accounting Mode:** Final
  - Errors Only:** No
  - Report:** Detail
  - Transfer to General Ledger:** Yes
  - Post in General Ledger:** Yes
  - General Ledger Batch Name:** (Empty)
  - Include User Transaction Identifiers:** No
- Buttons:**
  - OK:** (Annotated with a yellow star labeled 5 and a red box).
  - Submit:** (Annotated with a yellow star labeled 6 and a red box).
  - Cancel:** (Two instances)
  - Clear:** (One instance)
  - Help:** (One instance)

# Month End Process

Parameter	Description
Book Type Code (for FA only)	Asset Book Value. The Asset Book to be processed.
Ledger	The GL Ledger that journals will be transferred to
Process Category	Event Category that want to be specified such as Additions, Adjustment
End Date	The accounting event before the selected date will be selected into current batch
Accounting Mode	Draft or Final. Draft mode act as a preliminary run of the create accounting and would NOT transfer journals to GL while Final will create journals.
Error Only	If 'Y' is chose, only the journal creation error out in last run will be processed
Report	Detail, Summary or No Report. It control the create account report layout.
Transfer to General Ledger	If Yes, journals created will transfer to GL. Otherwise, it will park in Subledger and wait for the Transfer to GL concurrent program to transfer it to GL.
Post in General Ledger	If Yes, posting will be submitted in GL after the journals transferred to GL.
General Ledger Batch Name	The journal batch name will include this value as prefix of journal batch name.
Inventory Organization	The Inventory Organization to be processed
Include User Transaction Identifiers	If Yes, Asset Number will be provided in Create Accounting Report which will facilitate user to troubleshoot create accounting issue.

# Month End Process

## Create Accounting (2/3)

7. Click "Find".
8. Click "Refresh Data" until all request complete normally.
9. Select "Create Accounting – Assets" and
10. Click "View Output" to review the journal entries generated.

The screenshot displays the 'Requests' application interface. On the left, the 'Find Requests' dialog is open, showing search criteria and a 'Find' button highlighted with a yellow starburst labeled 7. The main window shows a table of requests with columns: Request ID, Name, Parent, Phase, Status, and Parameters. The first row, '13497835 Create Accounting - Assets', is highlighted with a red box and a yellow starburst labeled 9. The 'Refresh Data' button at the top is highlighted with a red box and a yellow starburst labeled 8. The 'View Output' button at the bottom right is highlighted with a red box and a yellow starburst labeled 10.

Request ID	Name	Parent	Phase	Status	Parameters
13497835	Create Accounting - Assets		Completed	Normal	HKTDC, 140, 140, Y, 1, , 2020
13497829	TDC : AR Interface for Rec	13497828	Completed	Normal	AR-I-RCP-02, AR-I-RCP-PAS-
13497828	TDC : AR Interface for Rec		Completed	Error	AR-I-RCP-02, AR-I-RCP-PAS-
13497823	TDC : AR Interface for Rec	13497822	Completed	Normal	AR-I-RCP-02, AR-I-RCP-EMS
13497822	TDC : AR Interface for Rec		Completed	Normal	AR-I-RCP-02, AR-I-RCP-EMS
13497821	Users of a Responsibility		Completed	Normal	OFA, TDC_FIXED_ASSETS_C
13497820	Users of a Responsibility		Completed	Normal	OFA, TDC_FIXED_ASSETS_C
13497653	TDC Actual-Costing Varian		Completed	Normal	telai, 30609
13497591	TDC Invoice Interface Rep		Completed	Normal	
13497588	TDC : AR Invoice Interface		Completed	Normal	AR-I-INV-EMS-0



# Q&A





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