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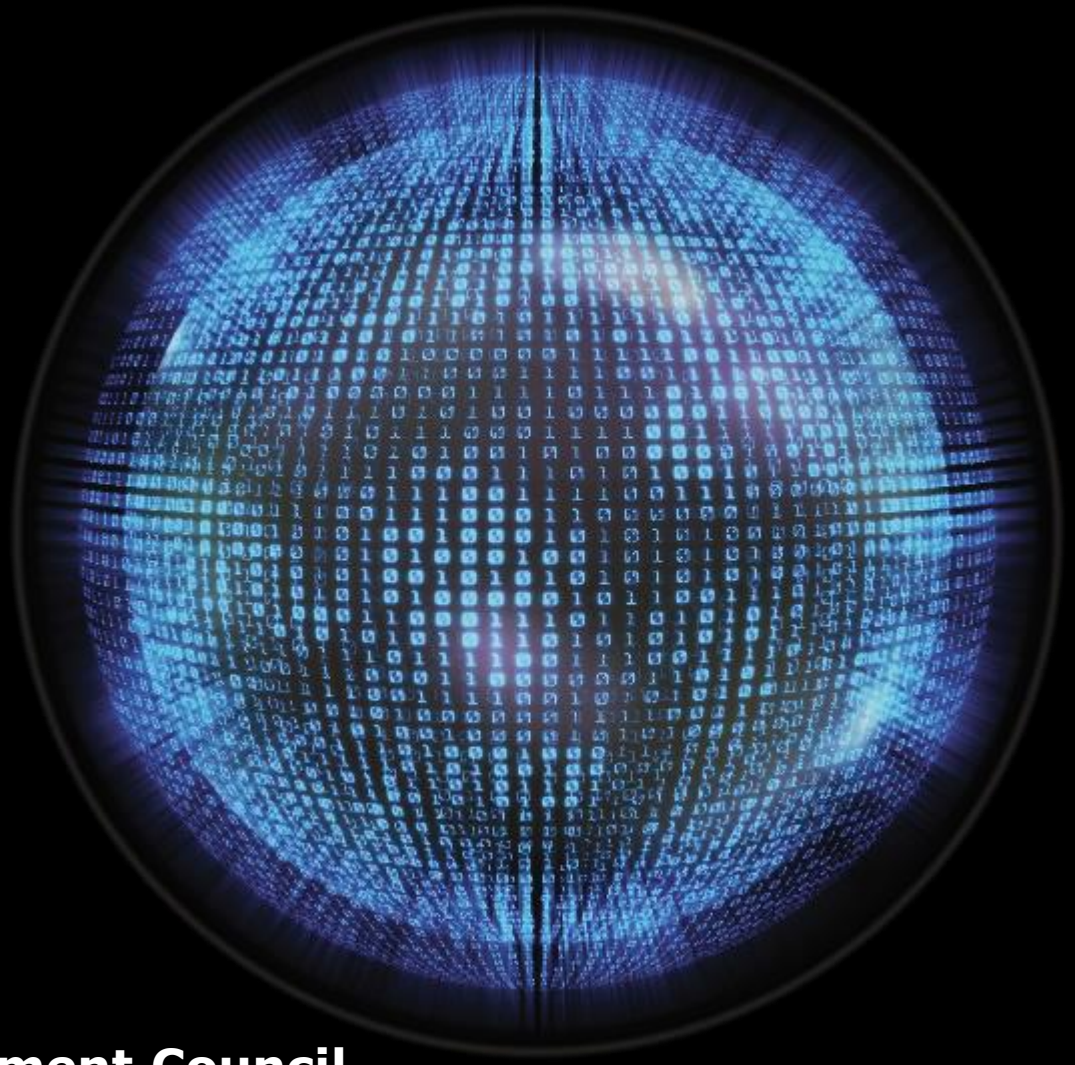
德勤



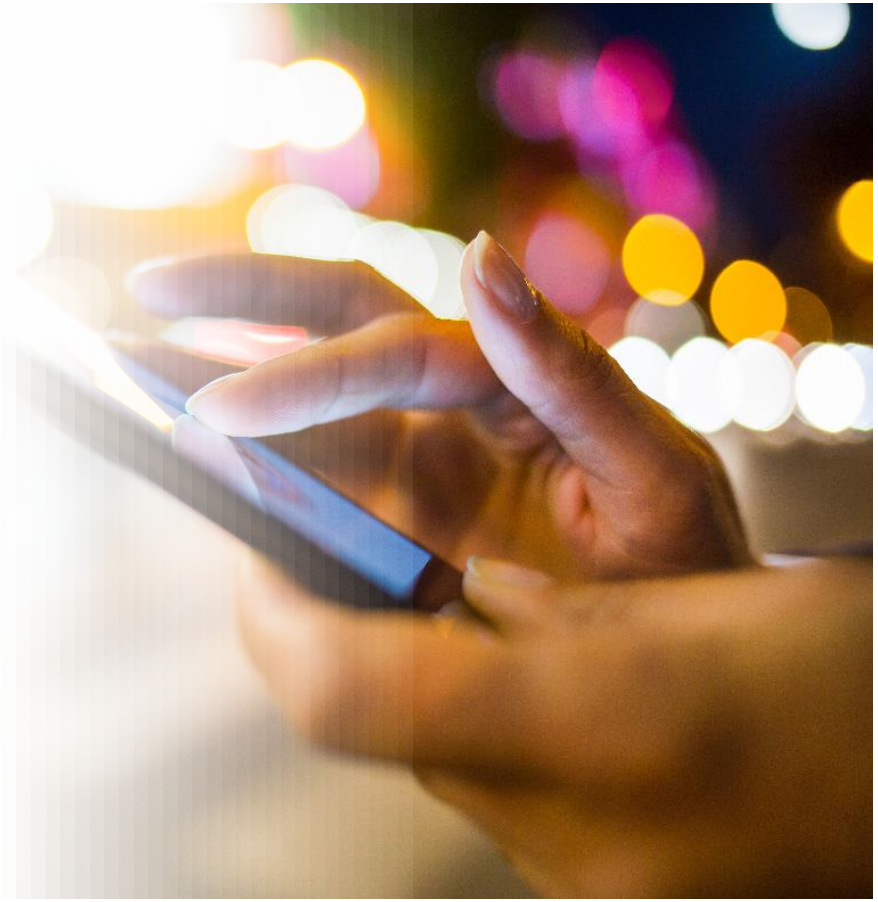
Hong Kong Trade Development Council

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



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Asset Additions

Process Mass Additions from AP

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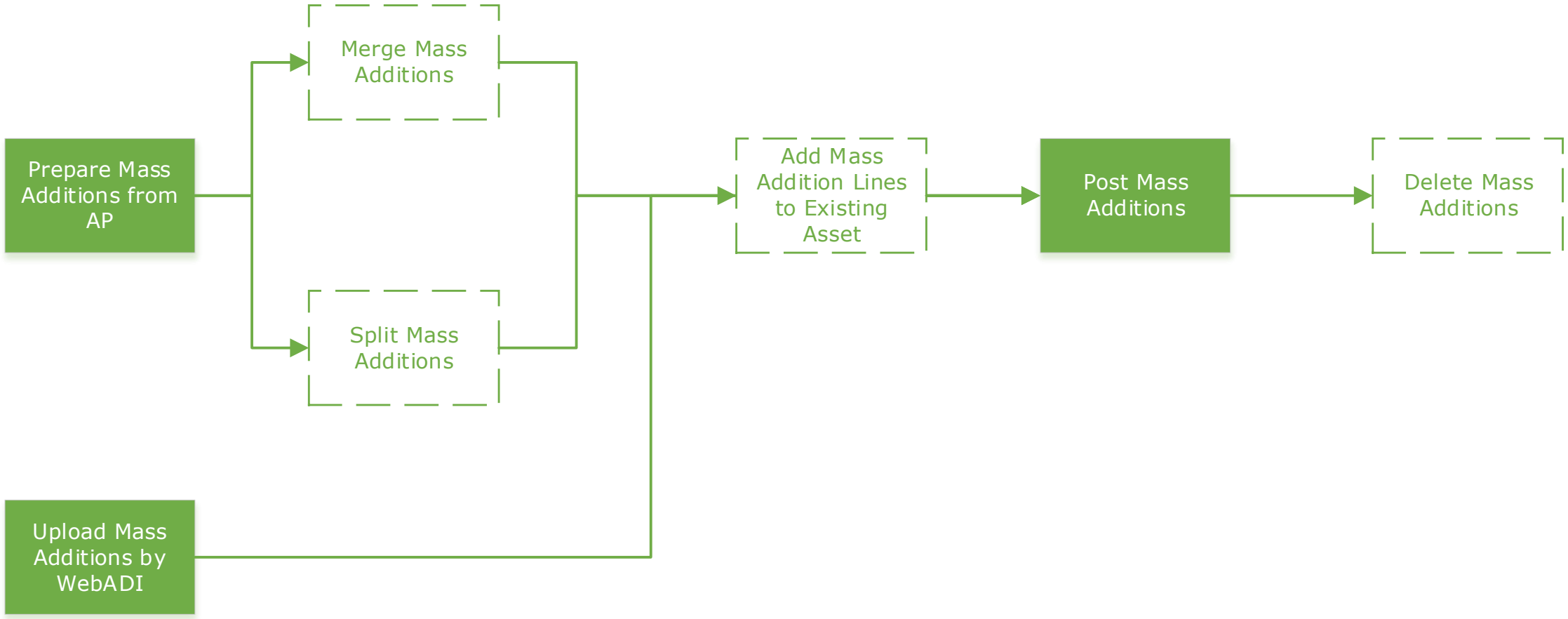
Mass Addition Process



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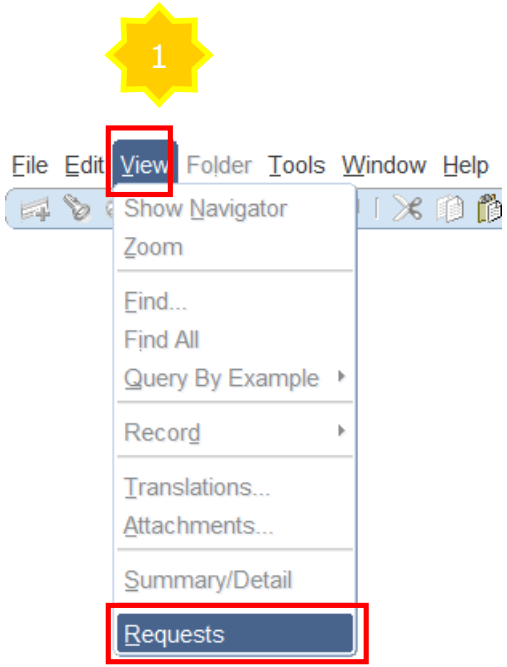
Asset Additions

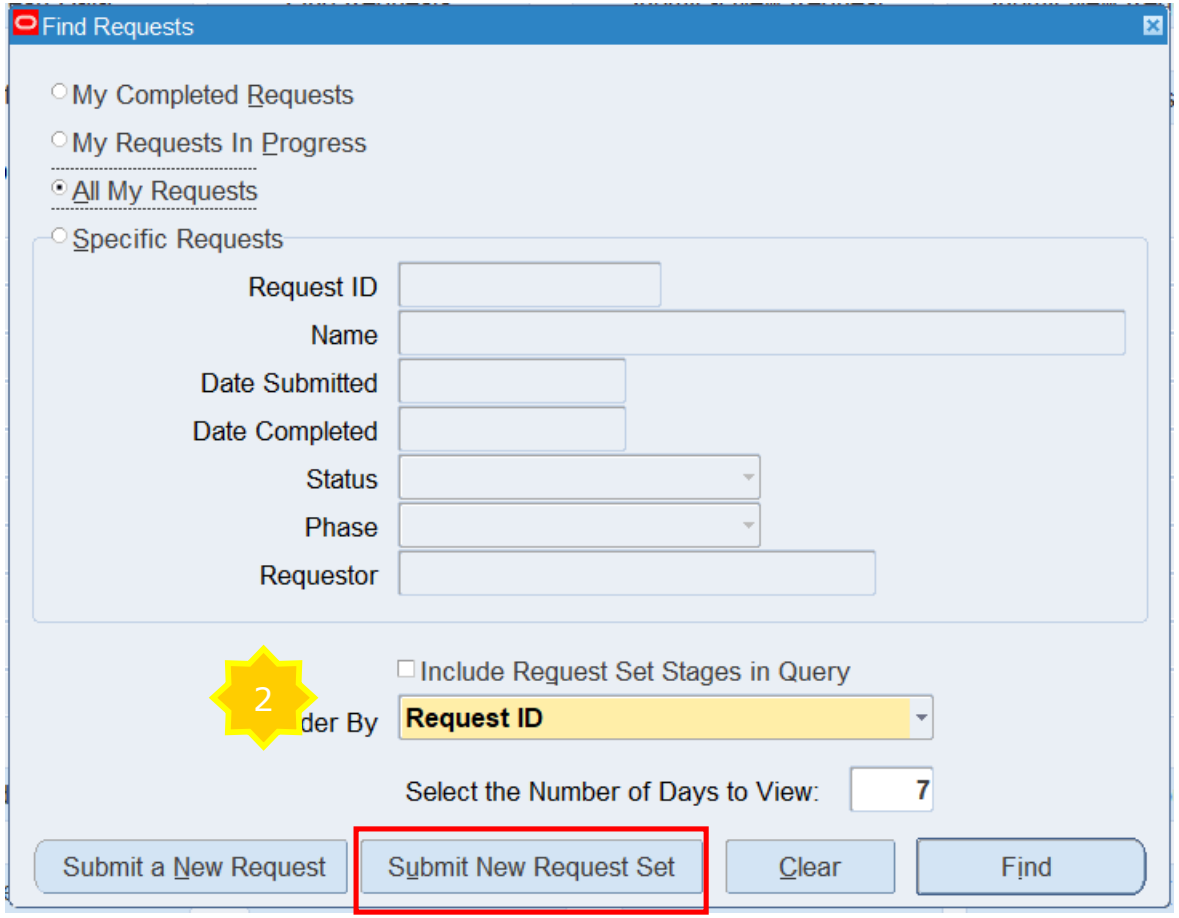
Process Mass Additions from AP (1/12)

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.





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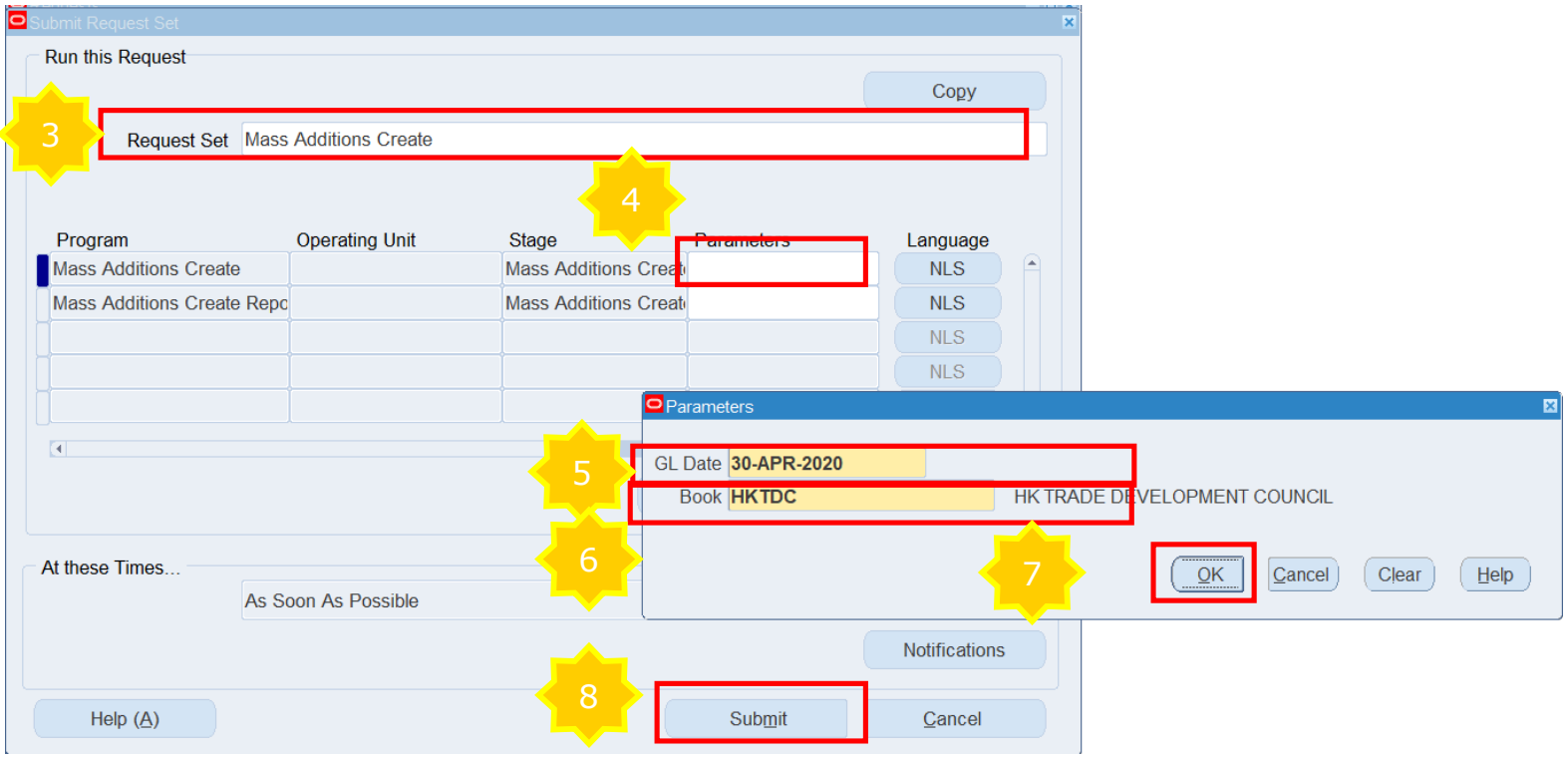
Asset Additions

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”.



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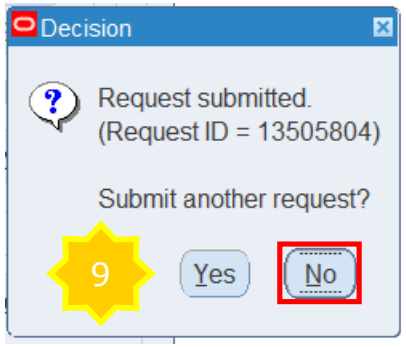
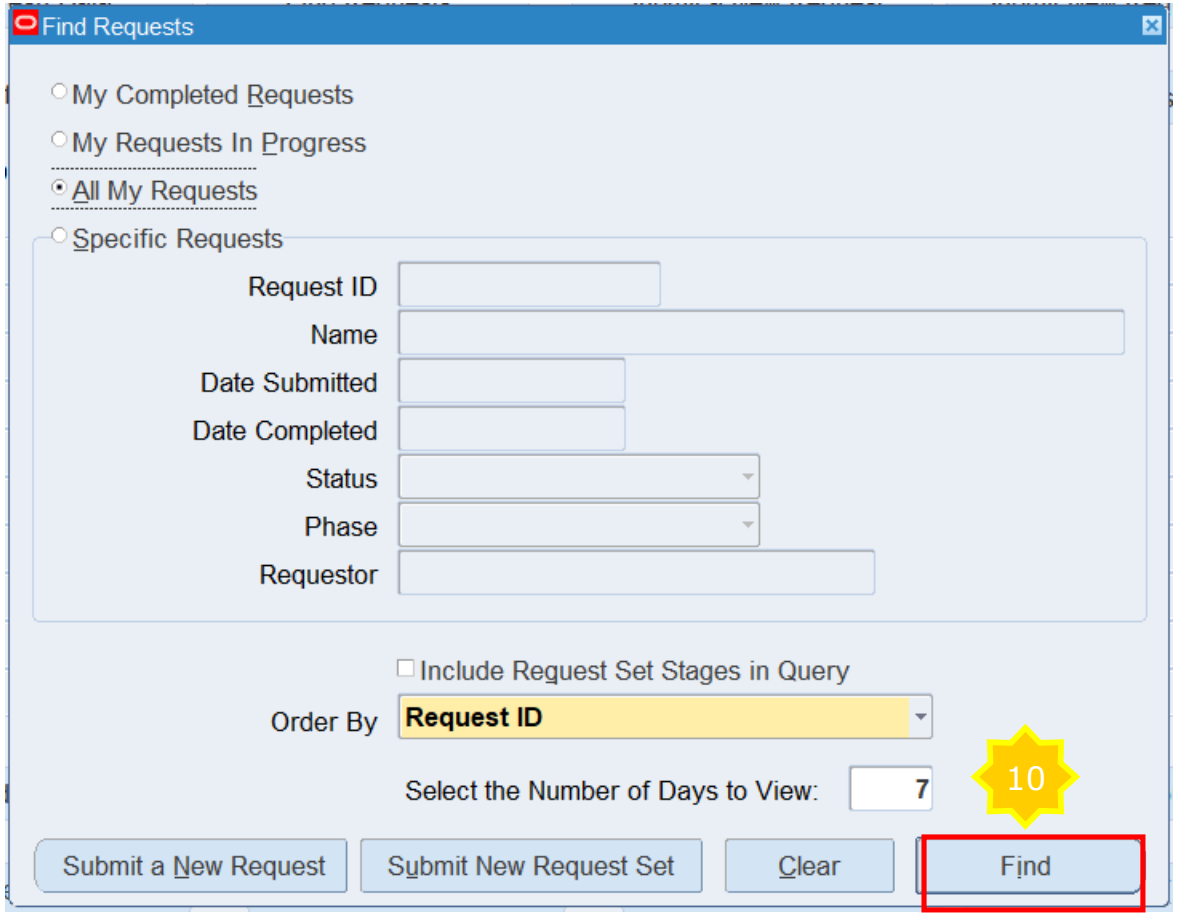
Asset Additions

Process Mass Additions from AP (3/12)

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





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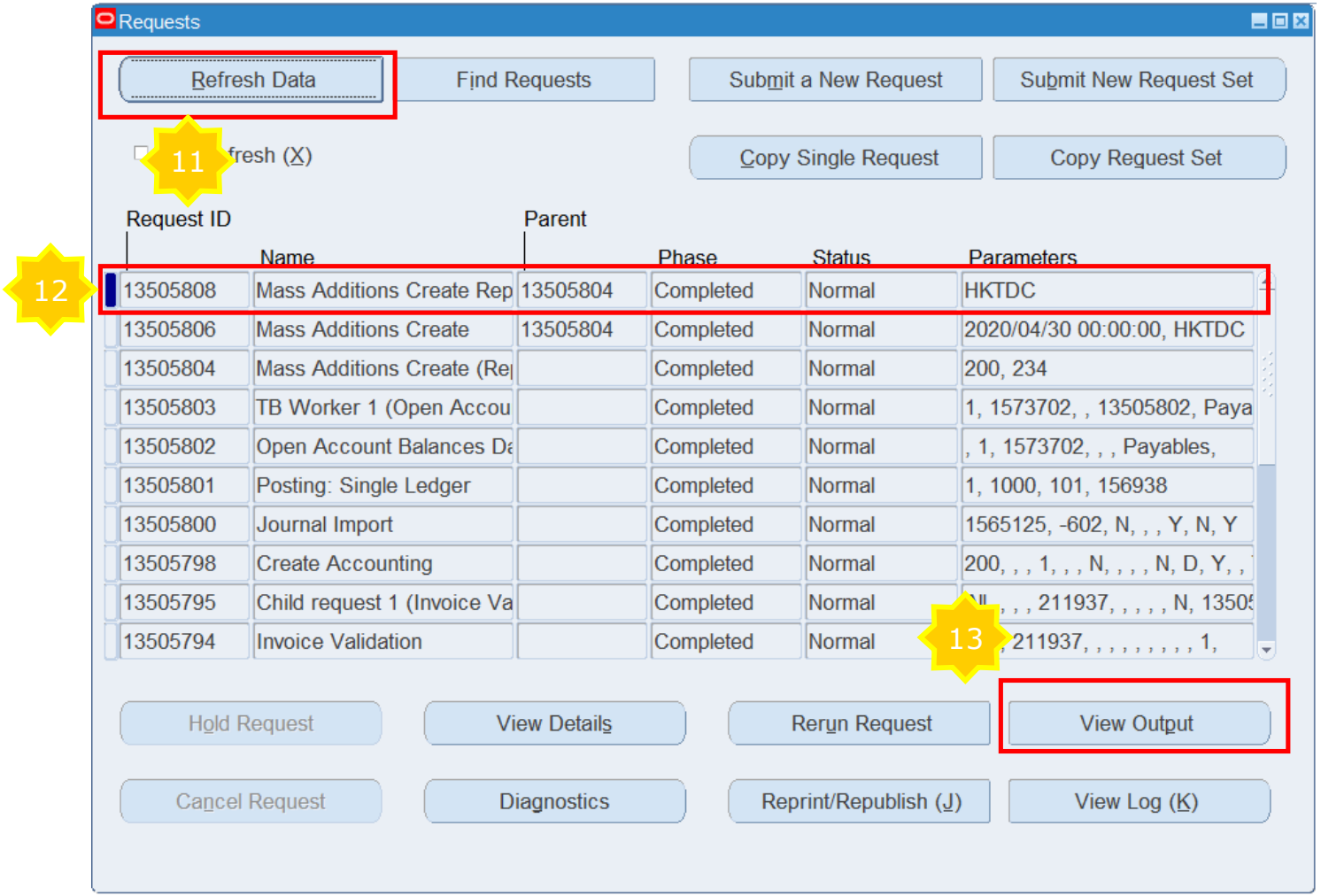
Asset Additions

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"



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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 — Mass Additions Create Report — Report Date: 21-APR-2020 19:10
Book: HKTDC — Page: 1 of 2
Request Id: 13505806
Foreign Currency Code: HKD

AP OFF	Asset Account	DEPT	Vendor Number - Name	Invoice Number	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 - Assets Control (Major) - Current Year - (Office Fittings)	50,000.00	
			DEPARTMENT 00 Totals:						50,000.00	
		Asset Acount 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 Acount 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 Acount 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 Acount 12112 Totals:							100,000.00	

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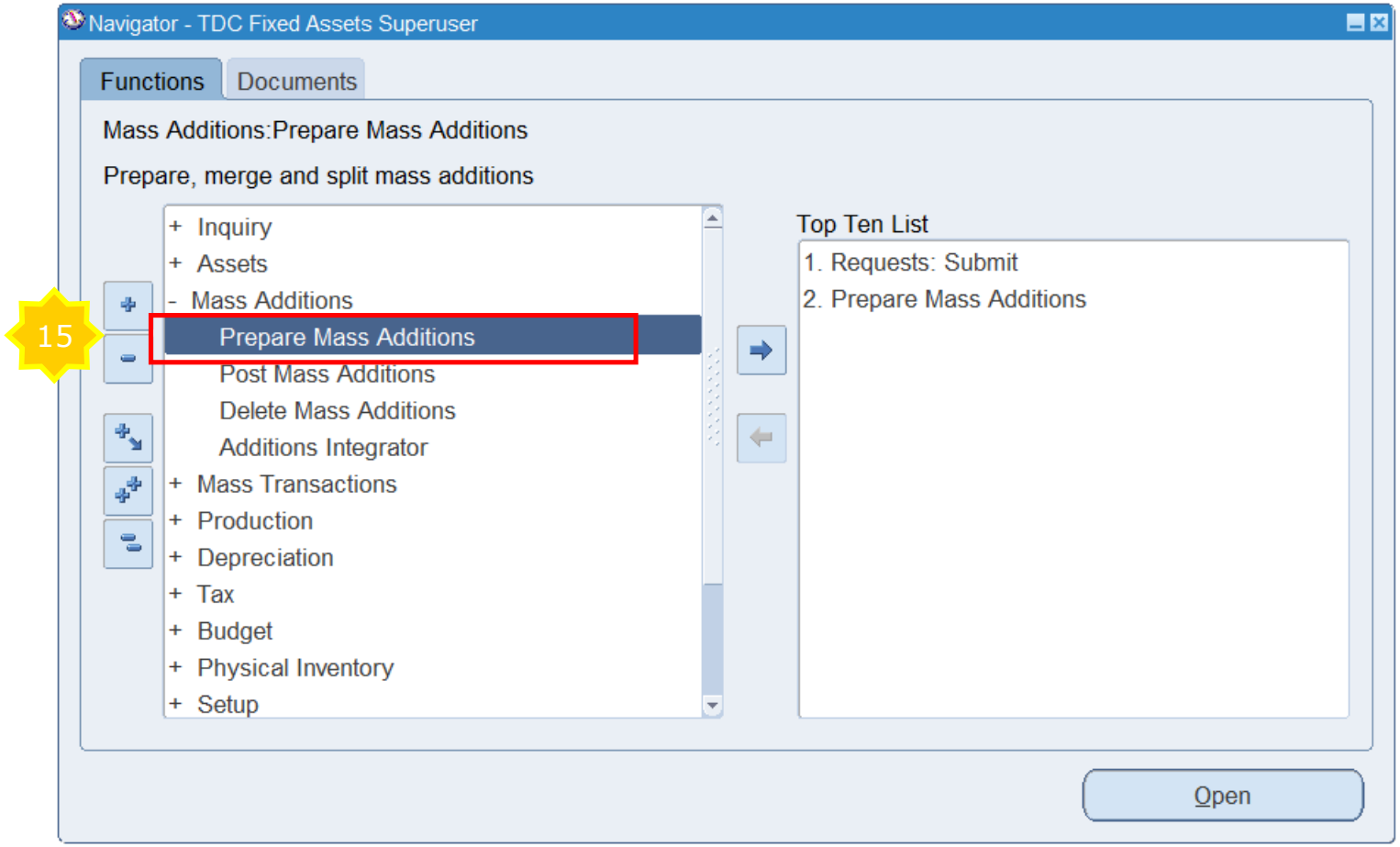
Asset Additions

Process Mass Additions from AP (6/12)

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



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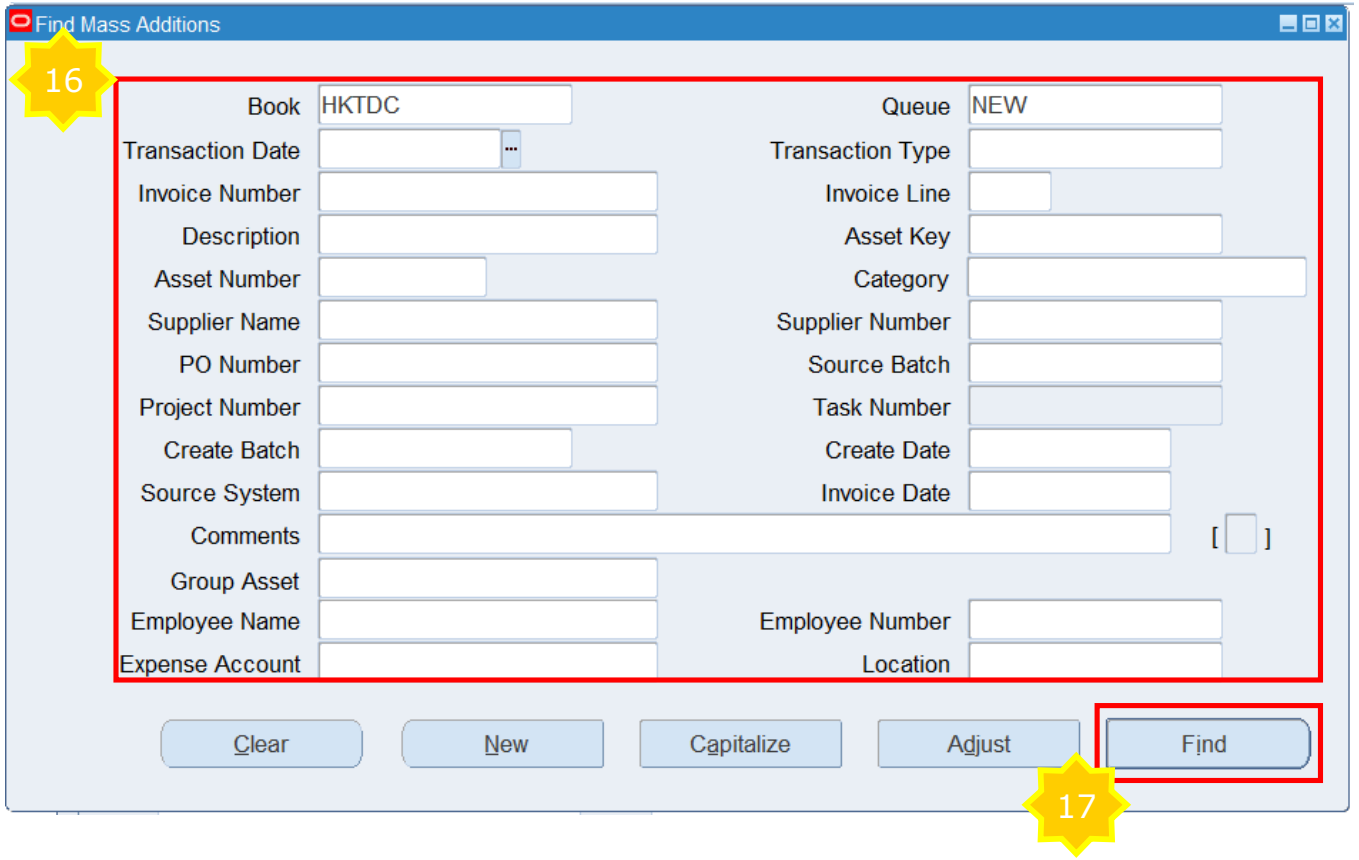
Asset Additions

Process Mass Additions from AP (7/12)

16. Enter any search criteria to search for the mass addition lines.
17. Click "Find".



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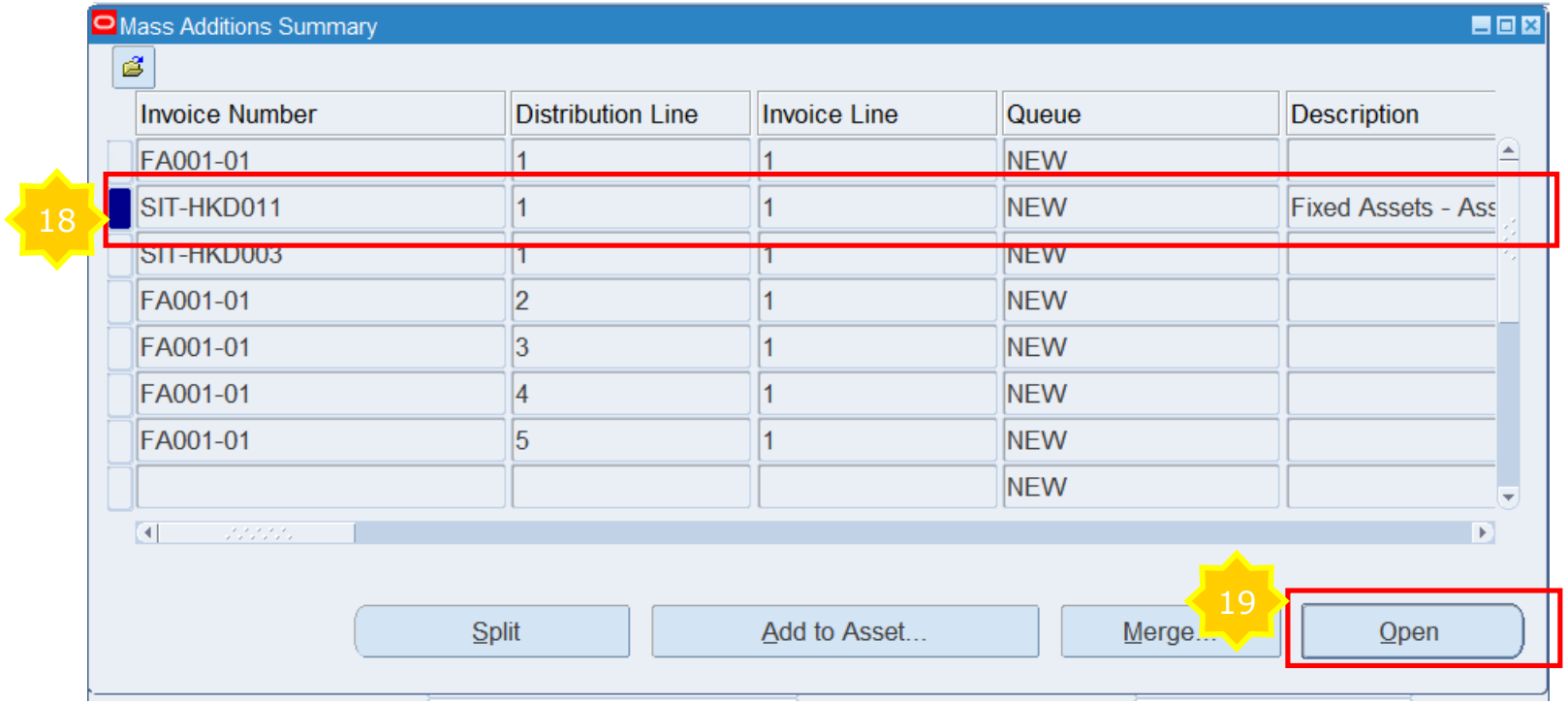
Asset Additions

Process Mass Additions from AP (8/12)

18. Select a mass addition line.
19. Click “Open”.



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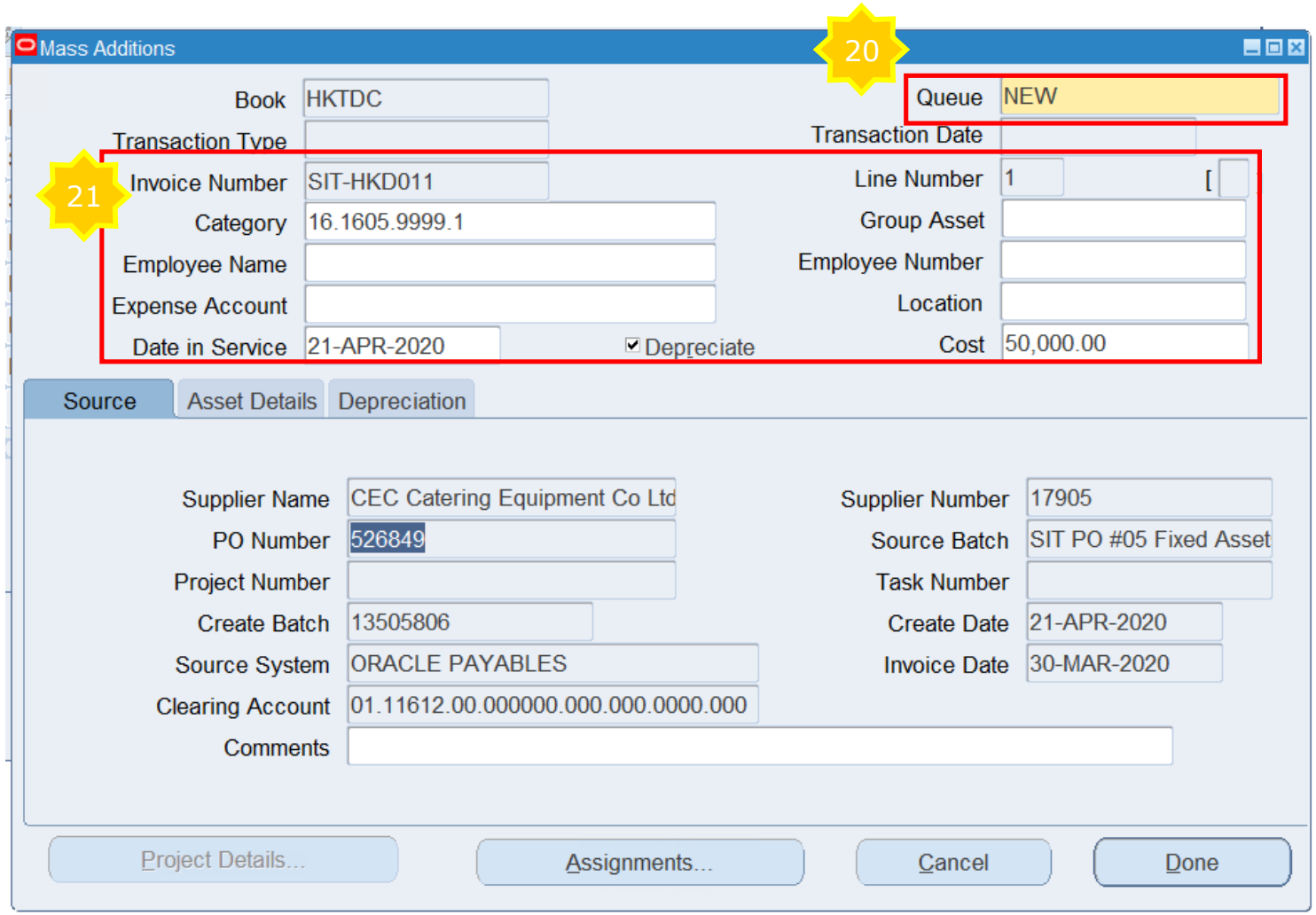
Asset Additions

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. *<u>Note</u>: 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.*



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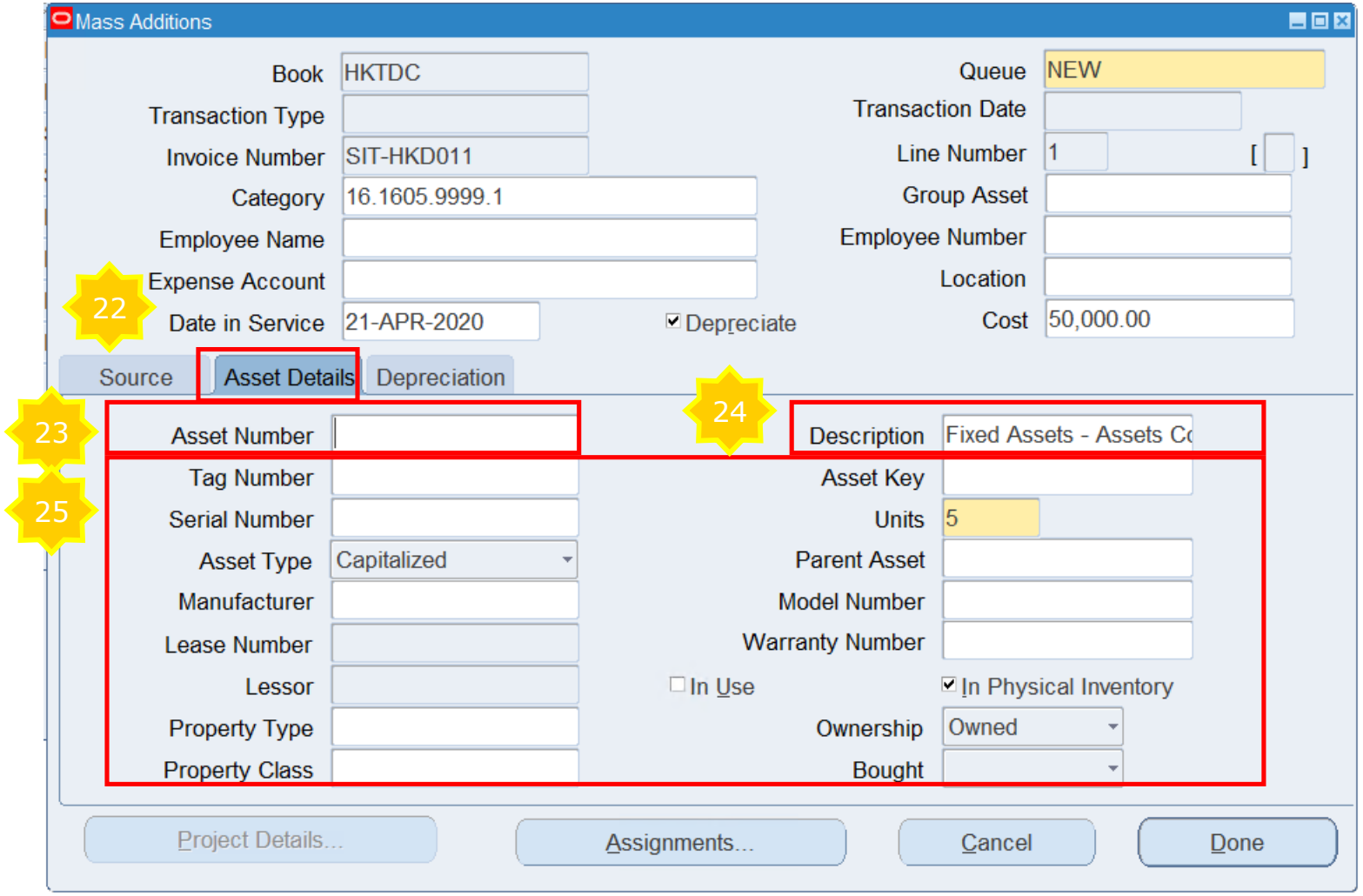
Asset Additions

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.



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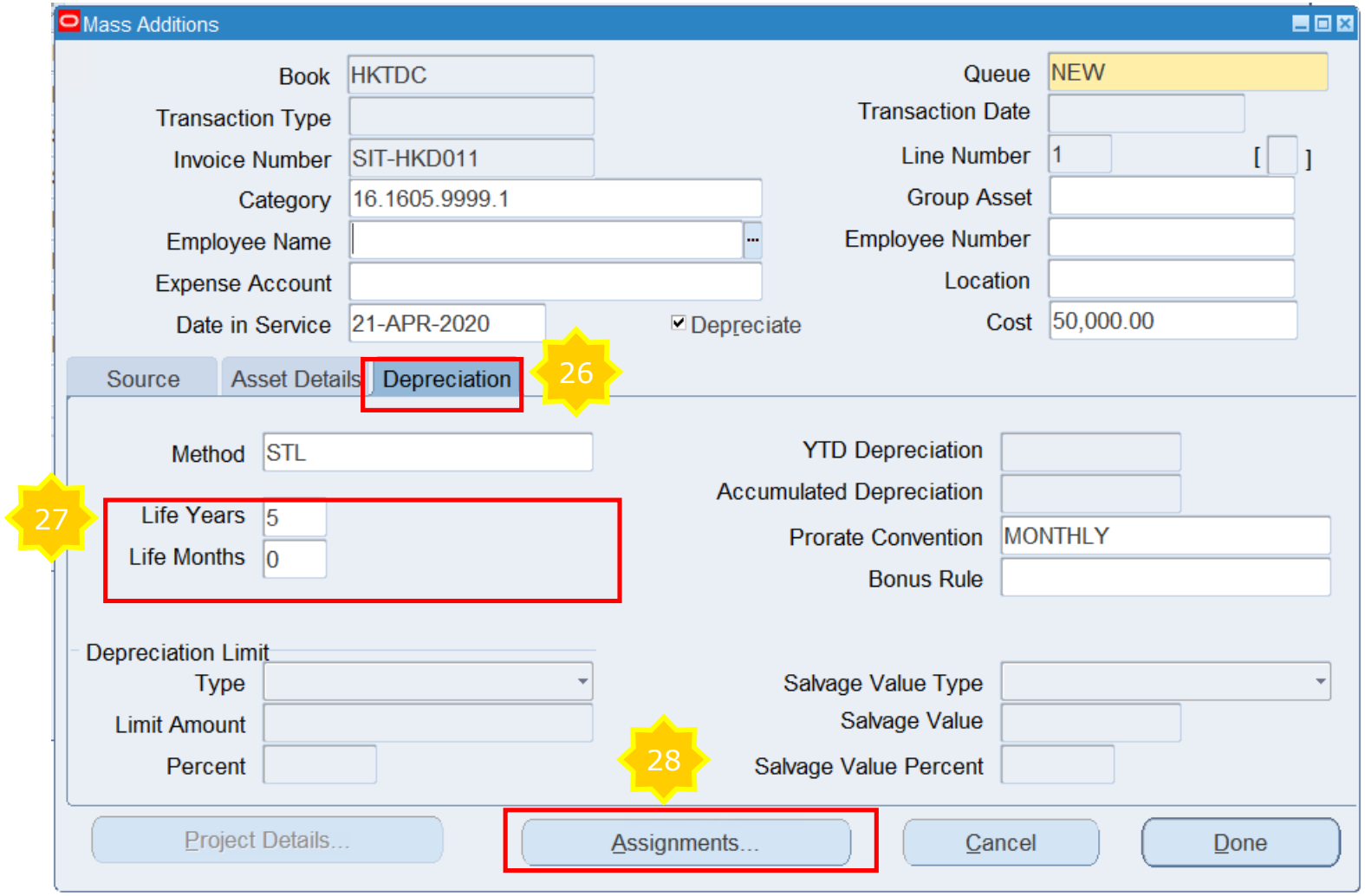
Asset Additions

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 calculated the depreciation expense.
28. Click the "Assignments" button.



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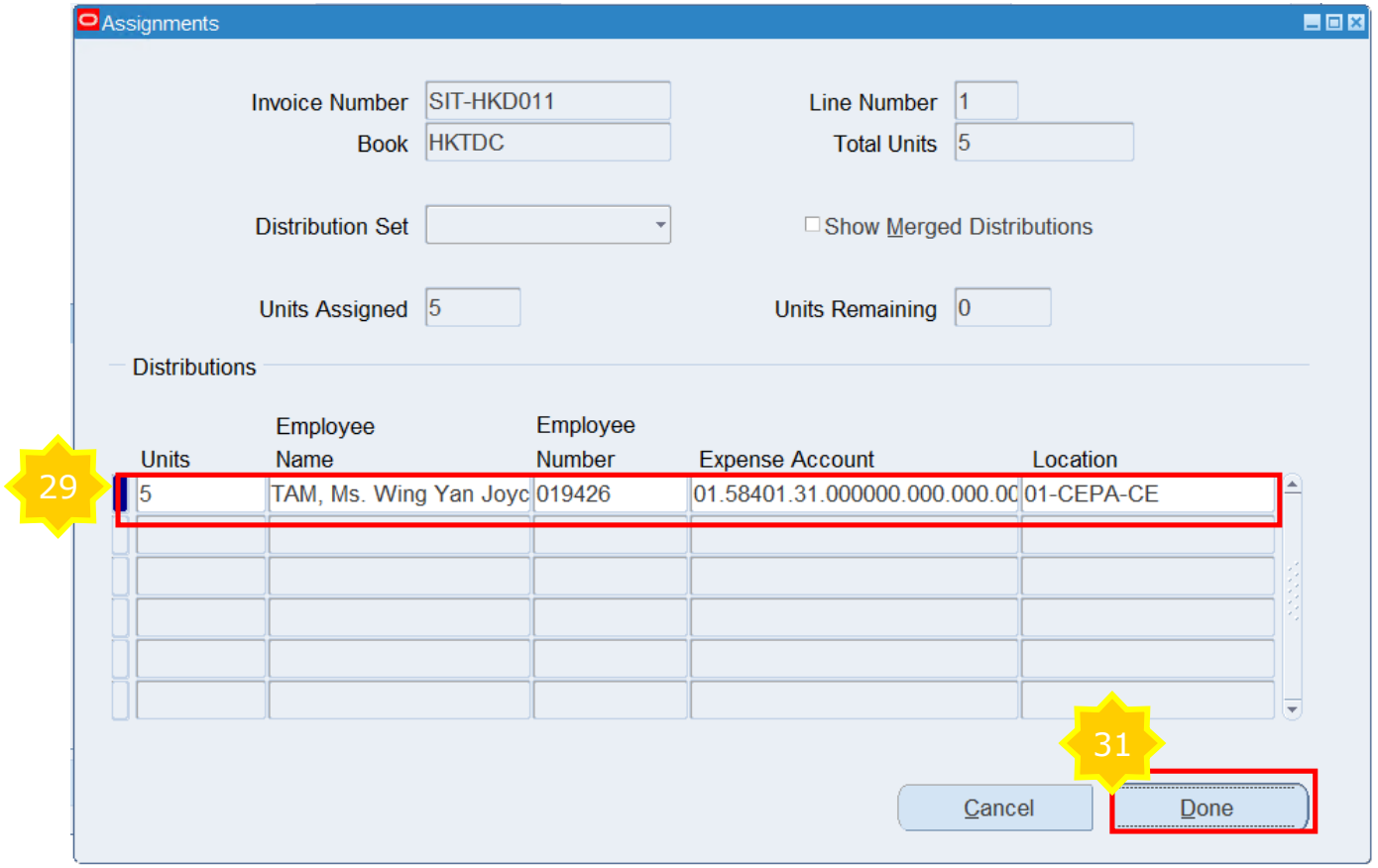
Asset Additions

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.



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Asset Additions

Merge Mass Additions

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Asset Additions

Merge Mass Additions (1/4)

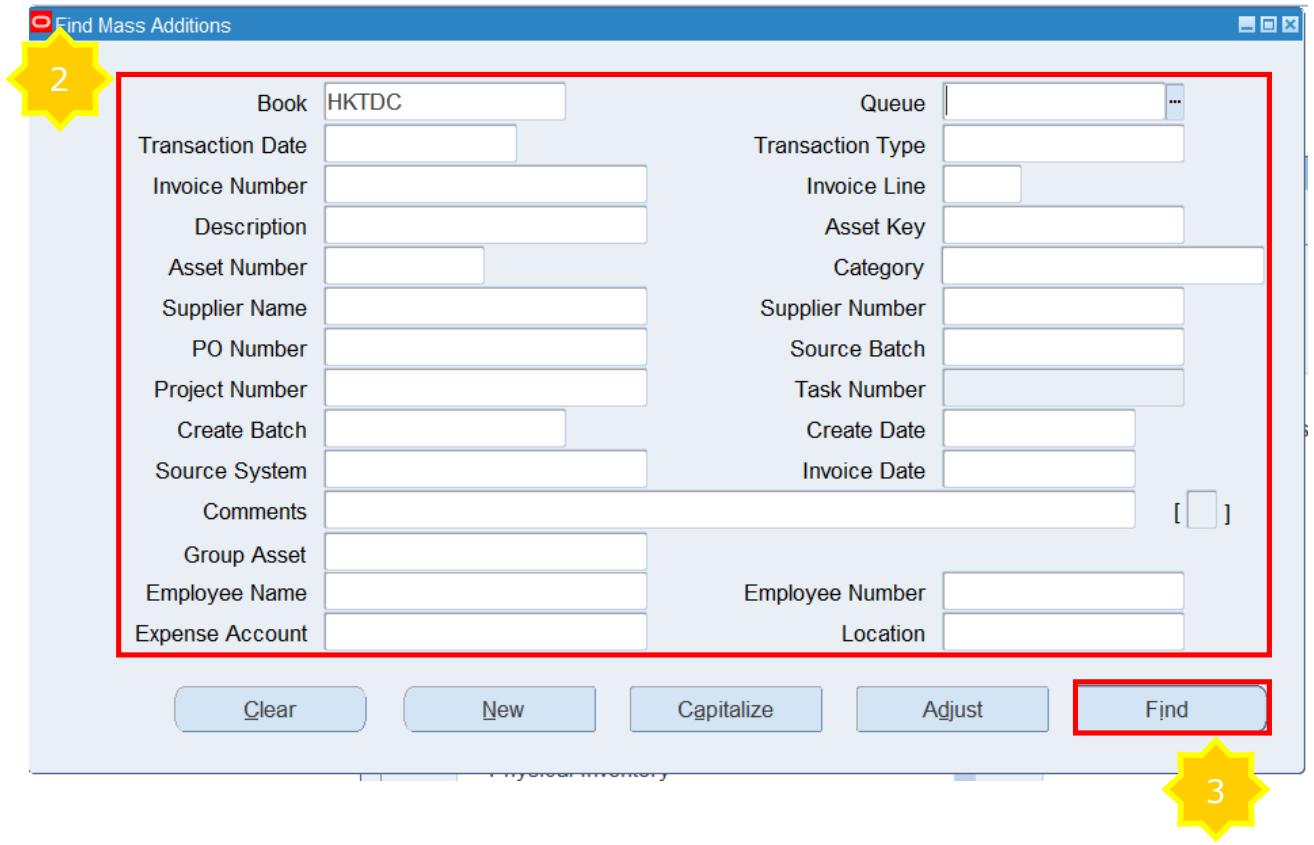
Responsibility:

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".



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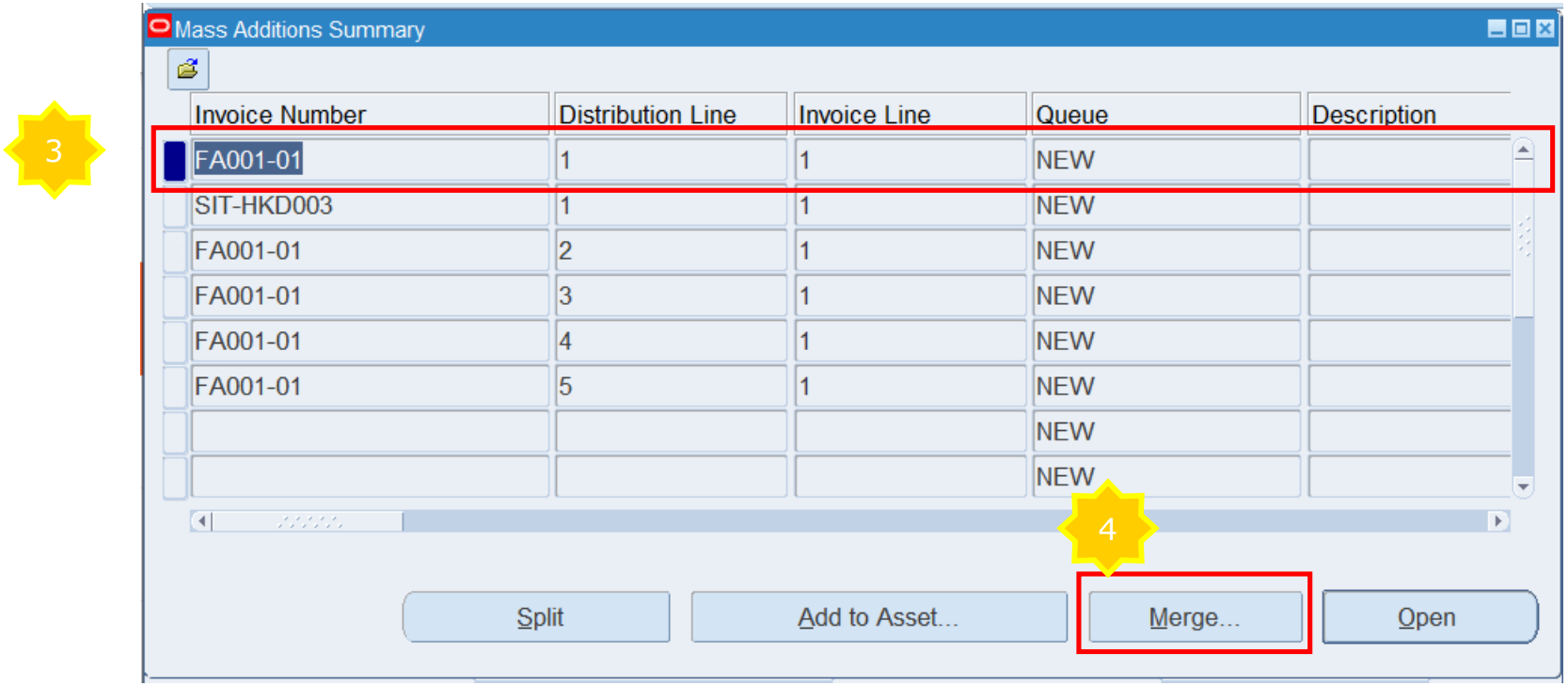
Asset Additions

1.

Merge Mass Additions (2/4)

3. Select a mass addition line.
4. Click “Merge”.



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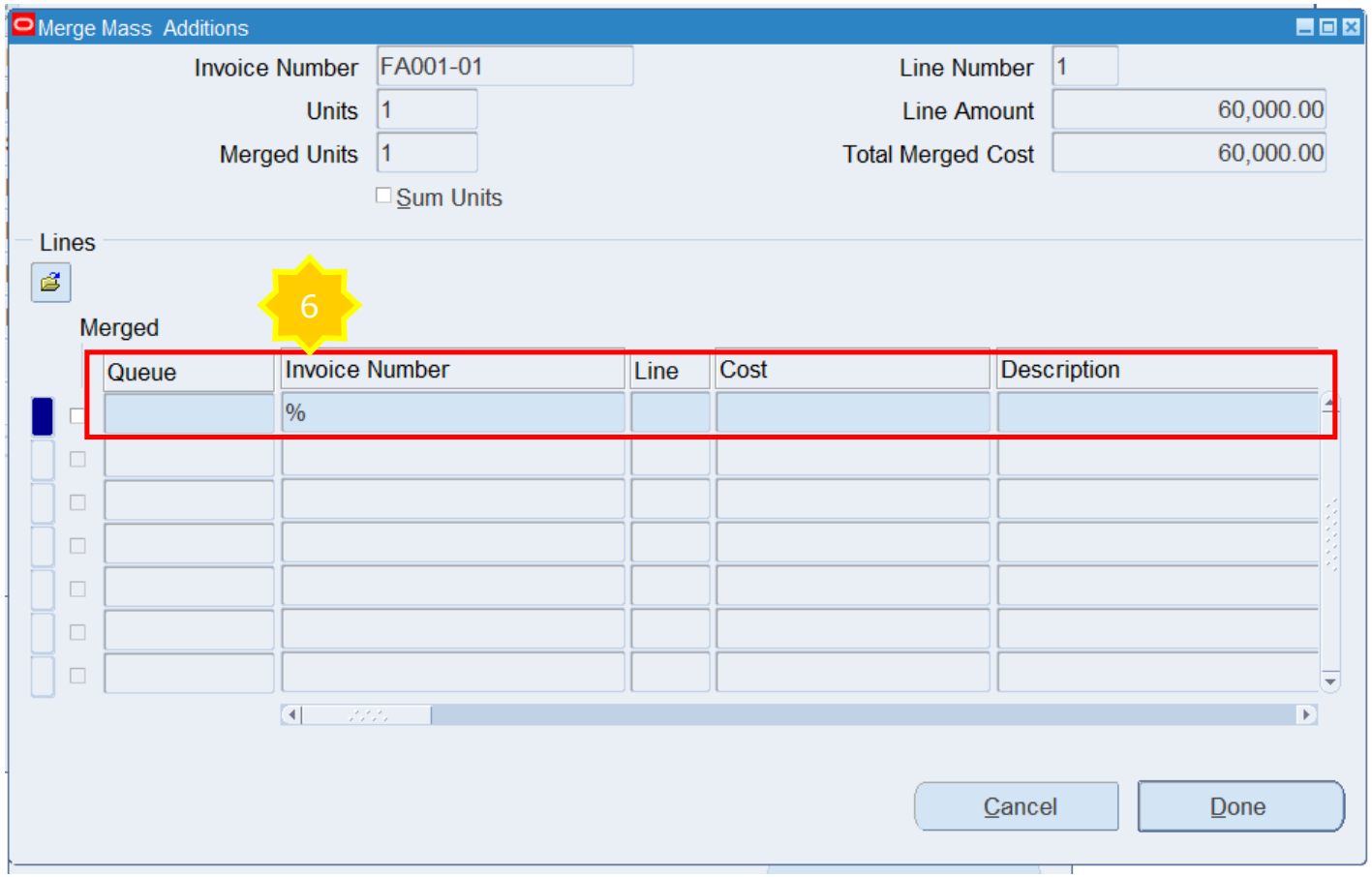
Asset Additions

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.



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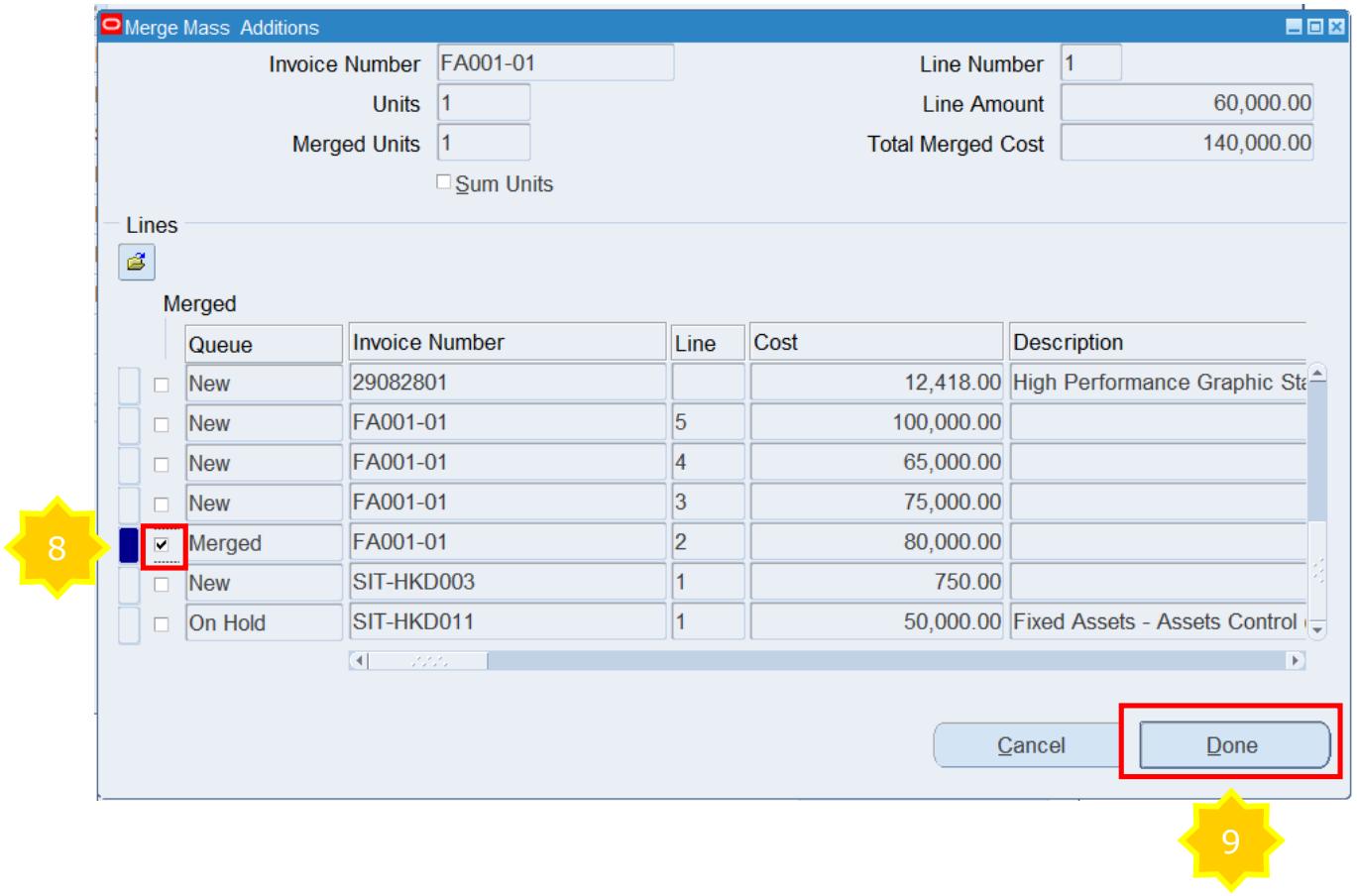
Asset Additions

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.

<u>Note</u>: 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.



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Asset Additions

Split Mass Additions

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Asset Additions

Split Mass Additions (1/12)

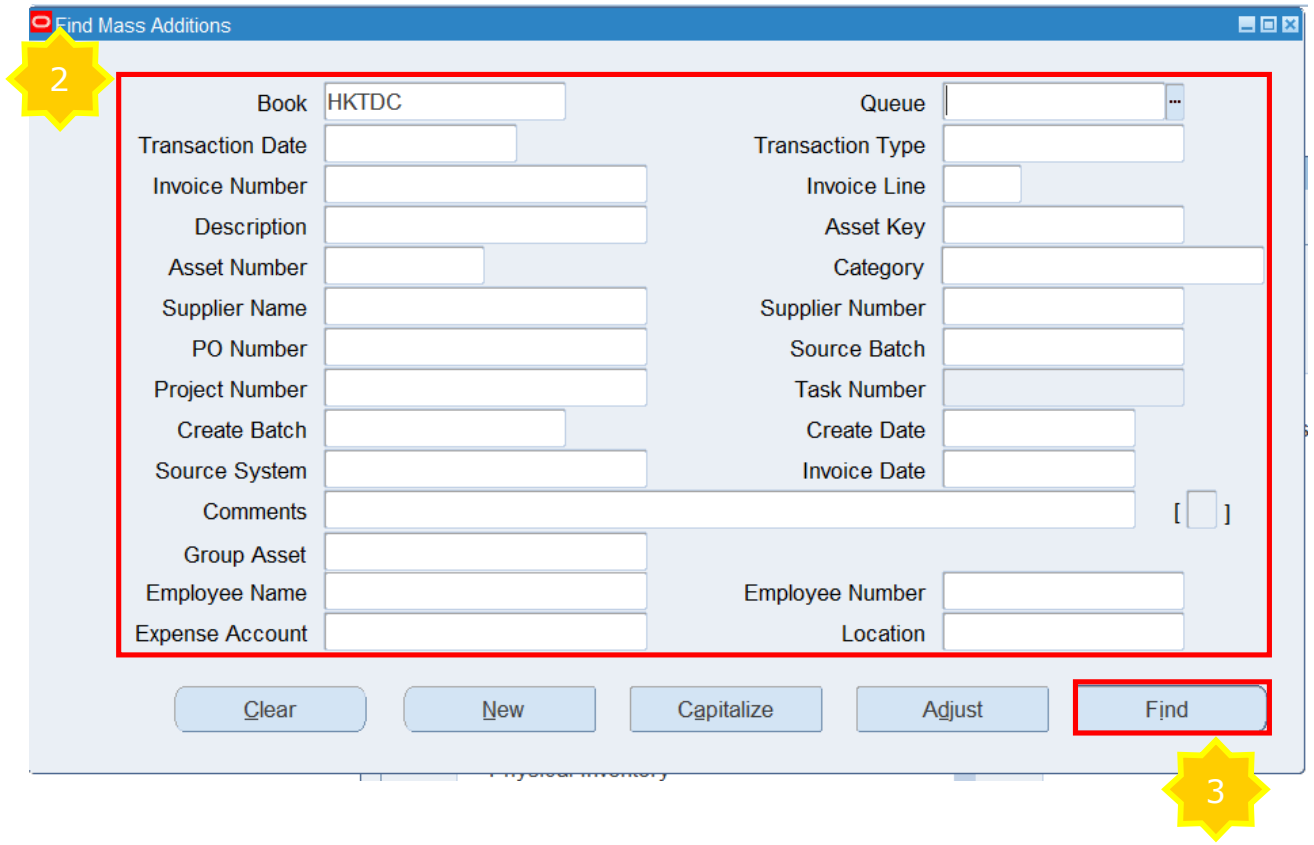
Responsibility:

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".



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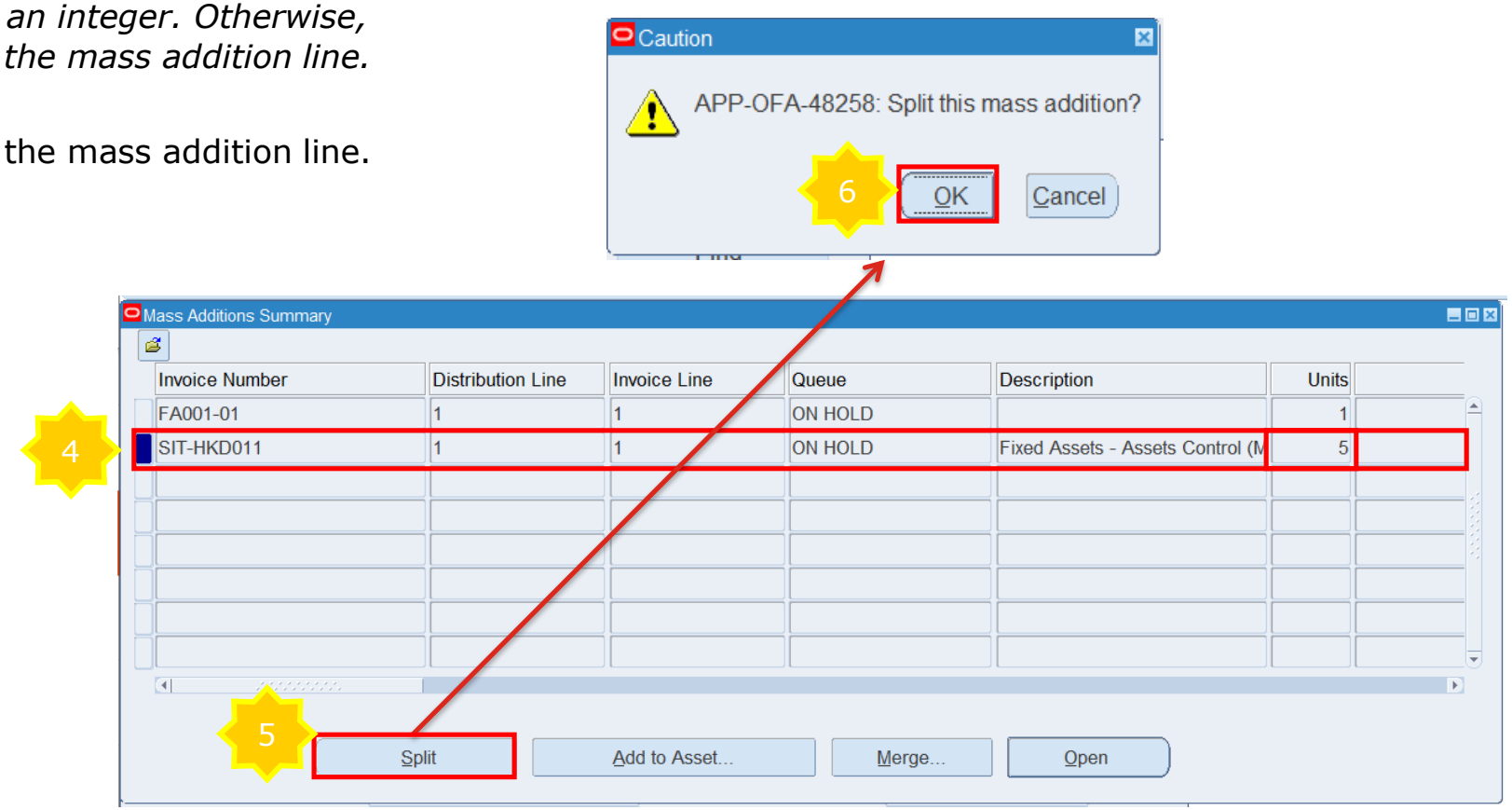
Asset Additions

Split Mass Additions (2/3)

4. Select a multiple-unit mass addition line.
   <u>Note:</u> 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.



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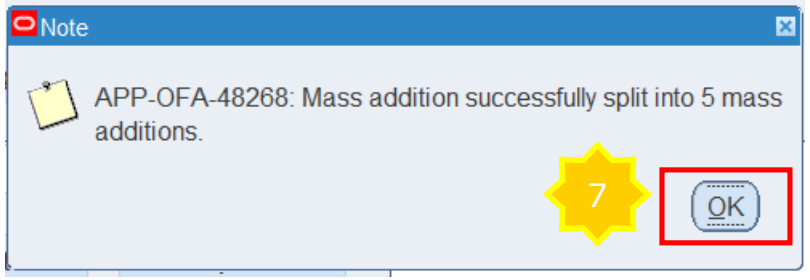
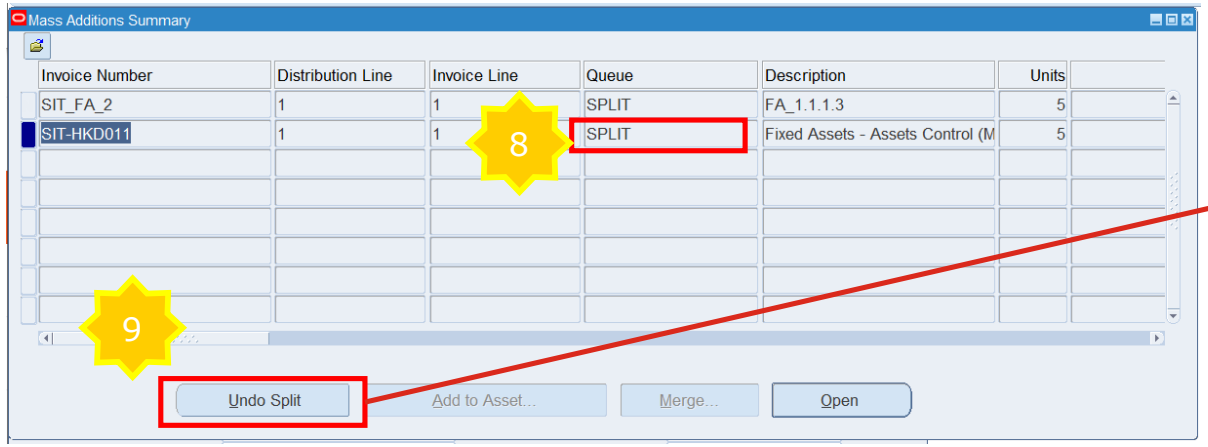
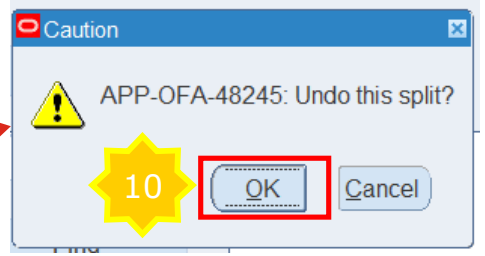
Split Mass Addition (3/3)

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.





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Asset Additions

Add Mass Addition Lines to Existing Asset

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Asset Additions

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

Responsibility:

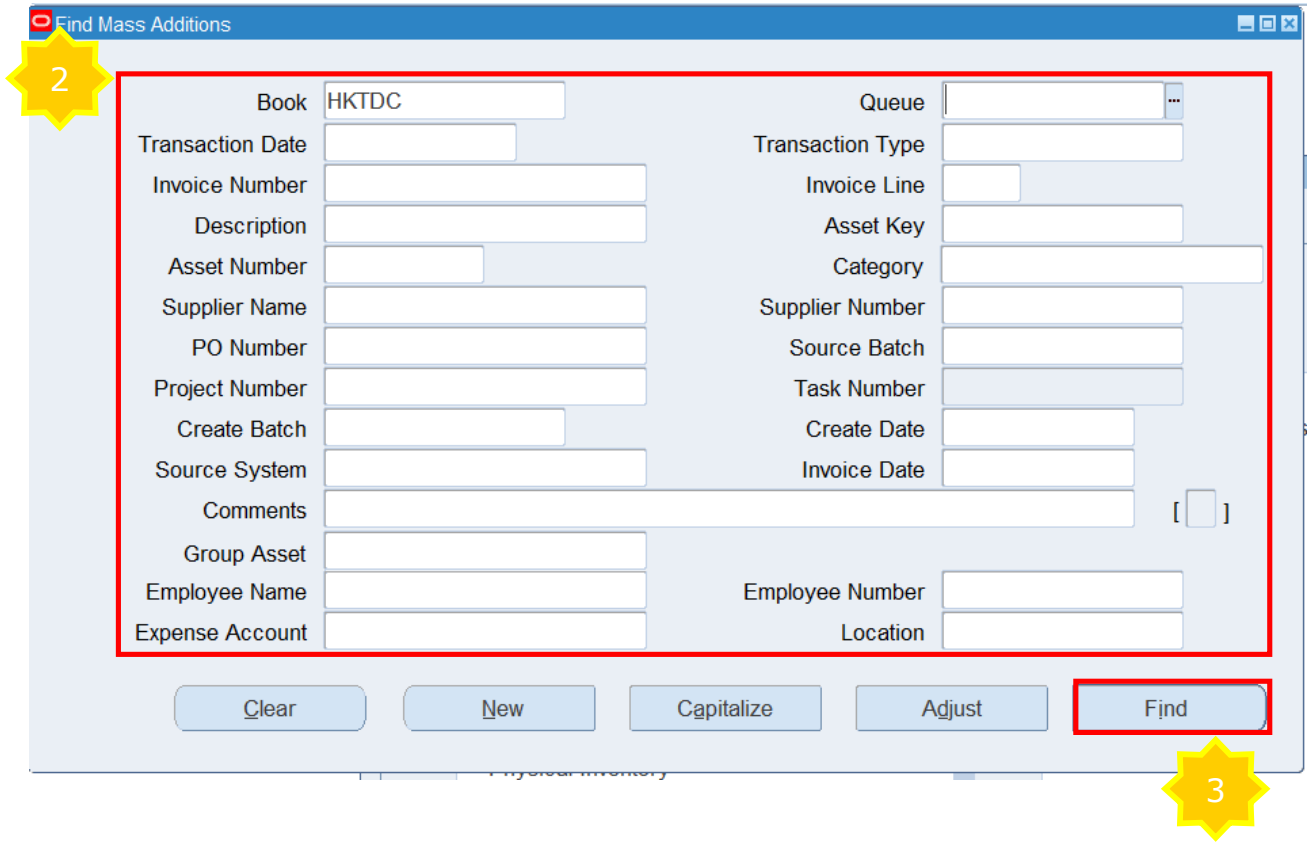
TDC Fixed Assets Operator

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



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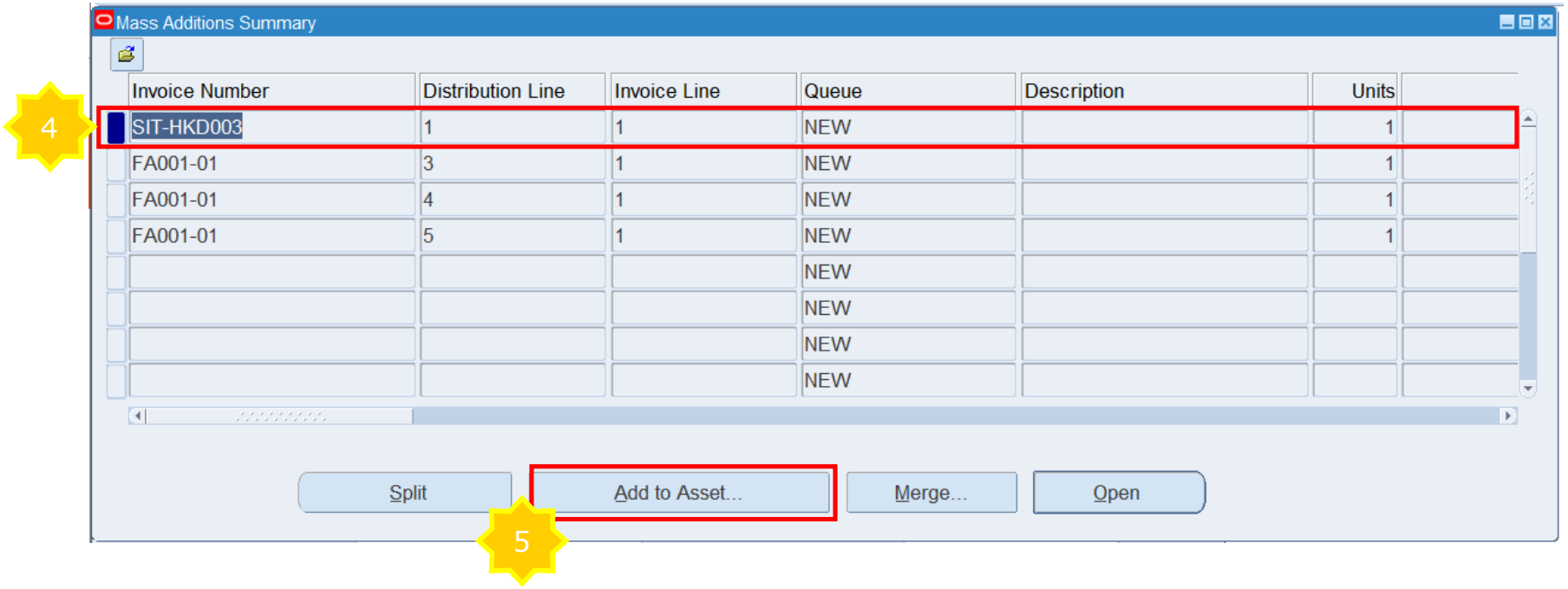
Asset Additions

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

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



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		

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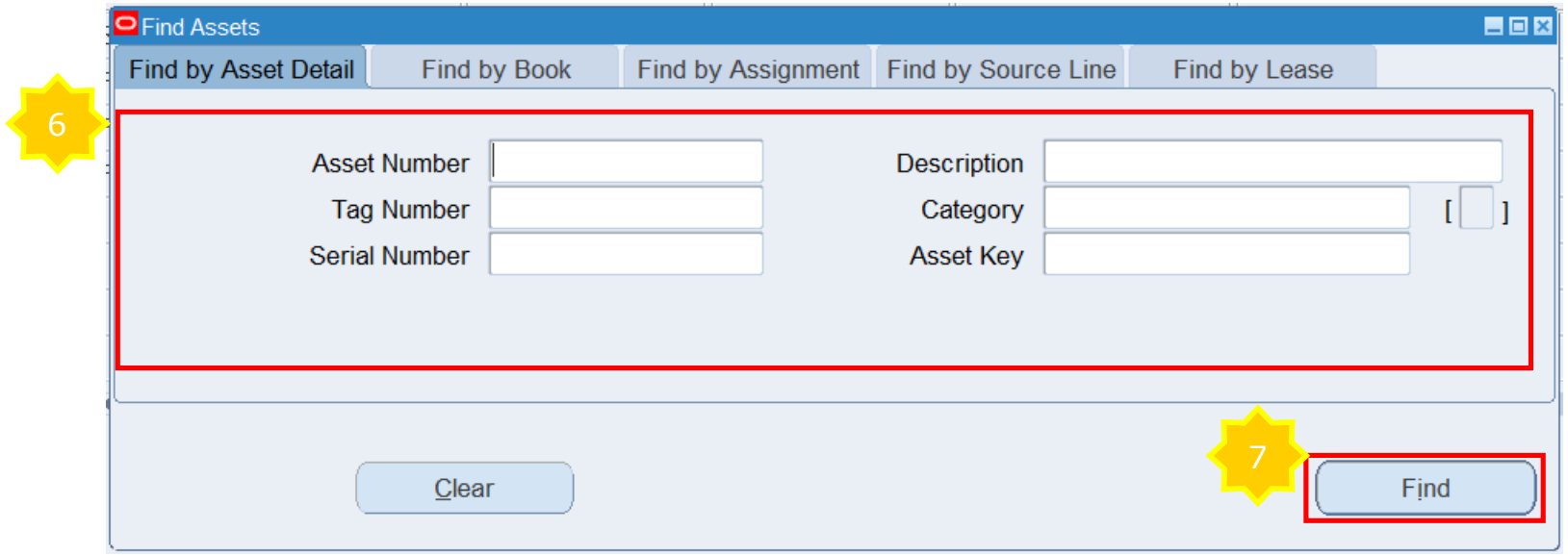
Asset Additions

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".



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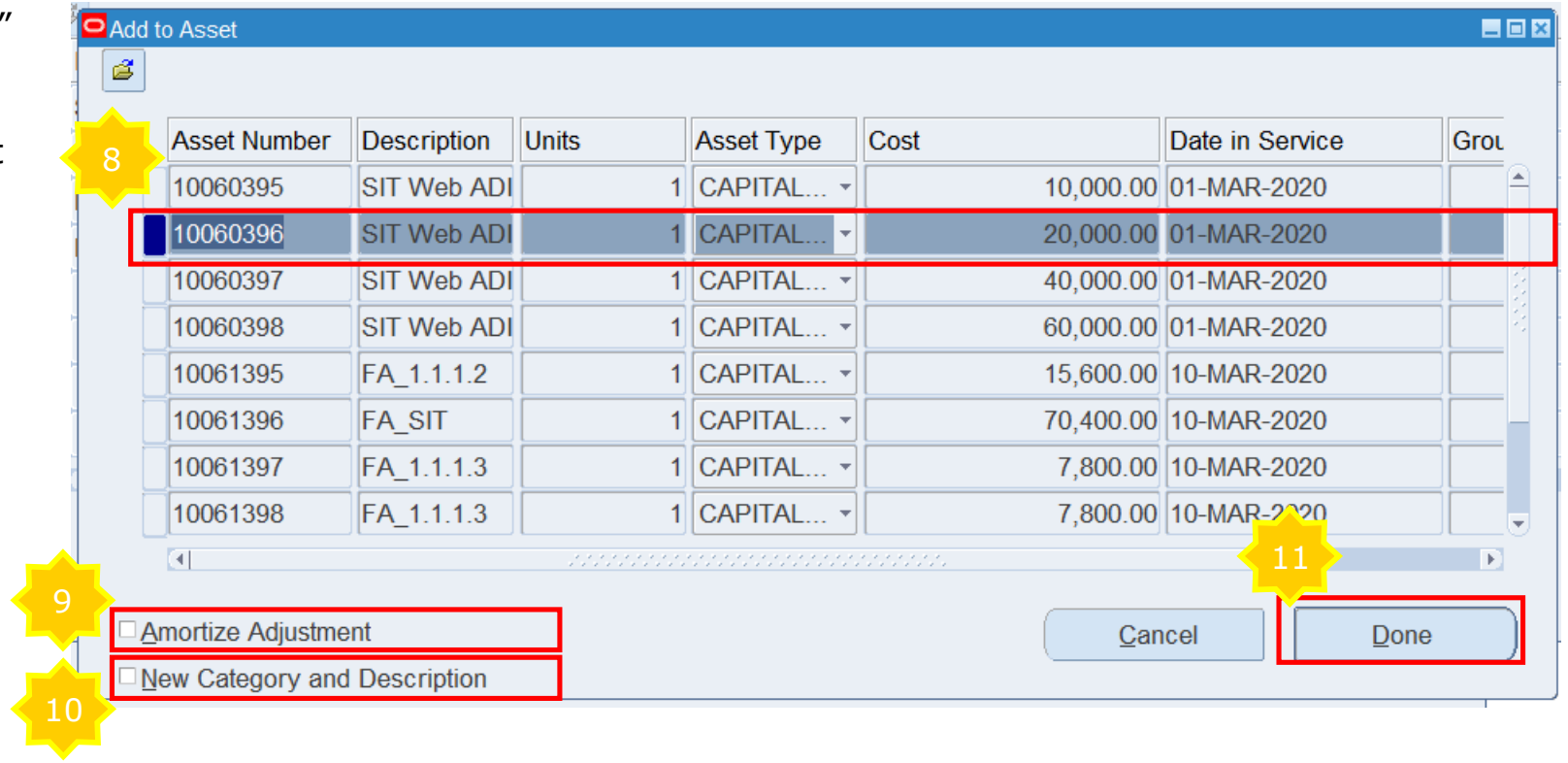
Asset Additions

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.



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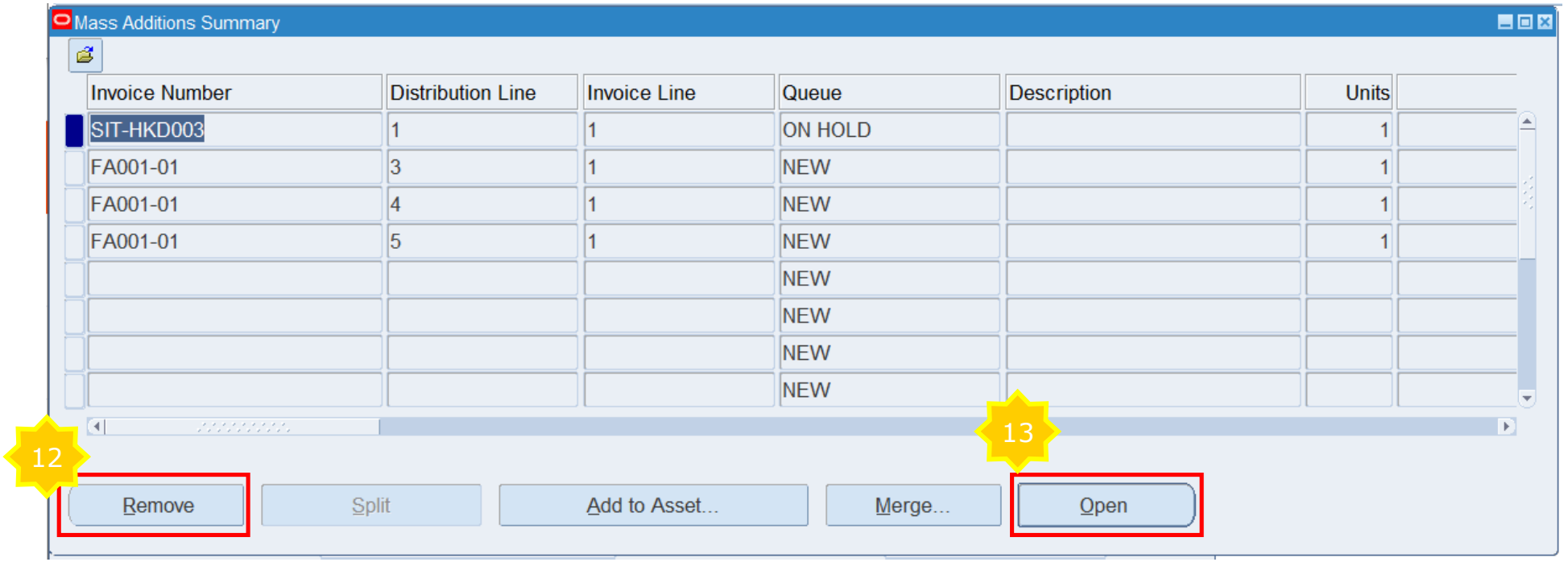
Asset Additions

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”.



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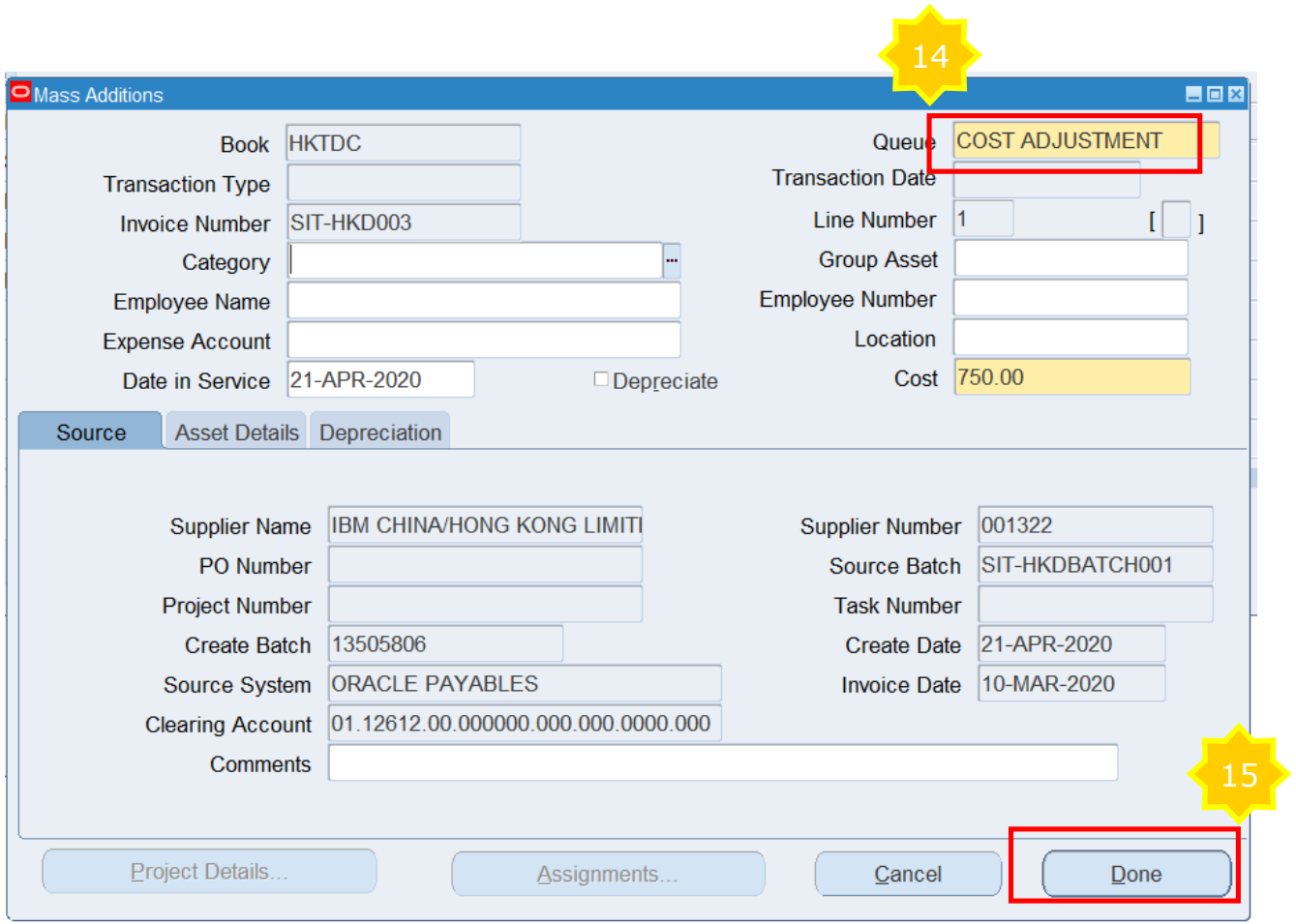
Asset Additions

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.



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Asset Additions

Upload Mass Additions by WebADI

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Asset Additions

Upload Mass Additions by WebADI (1/12)

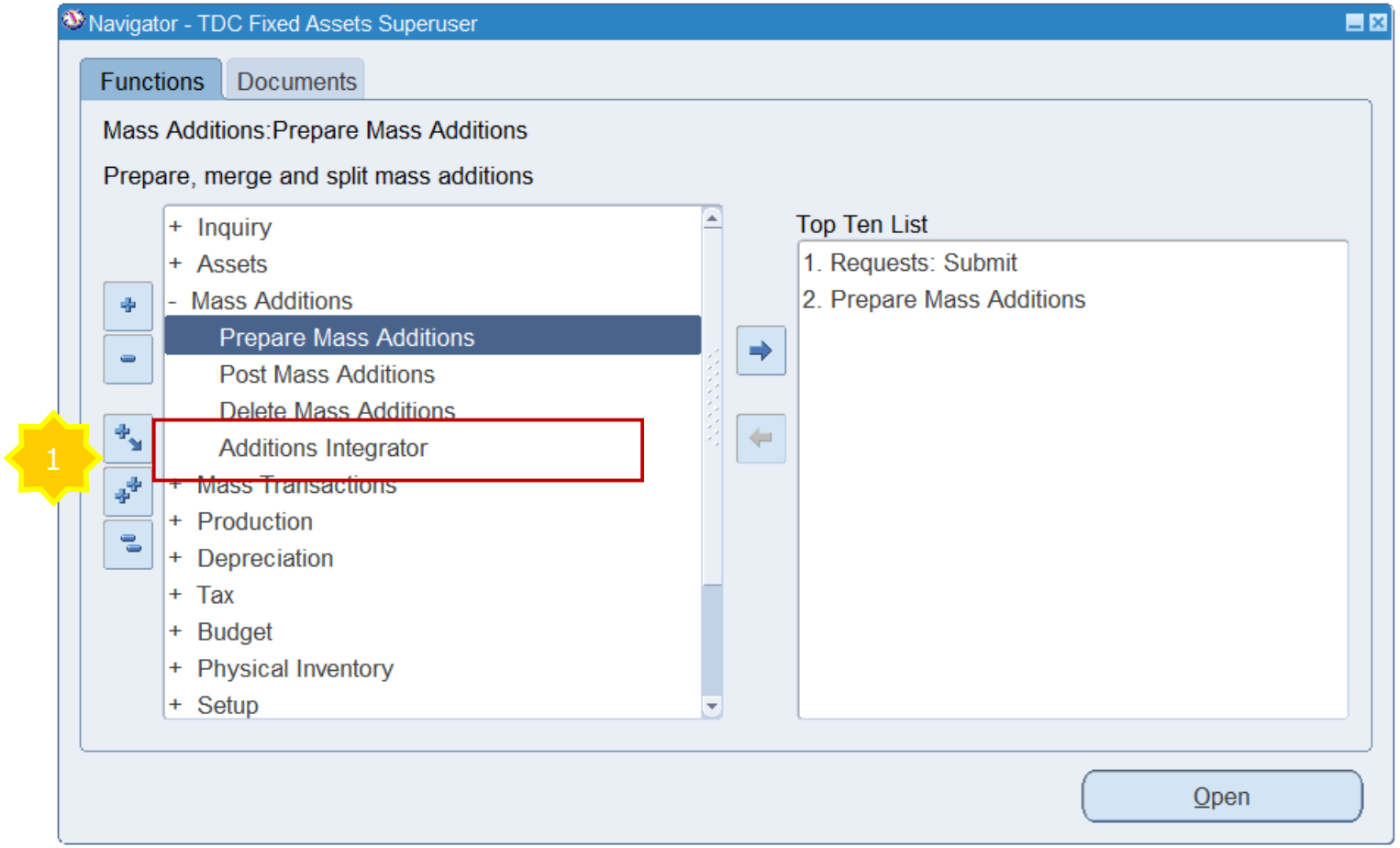
Responsibility:

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



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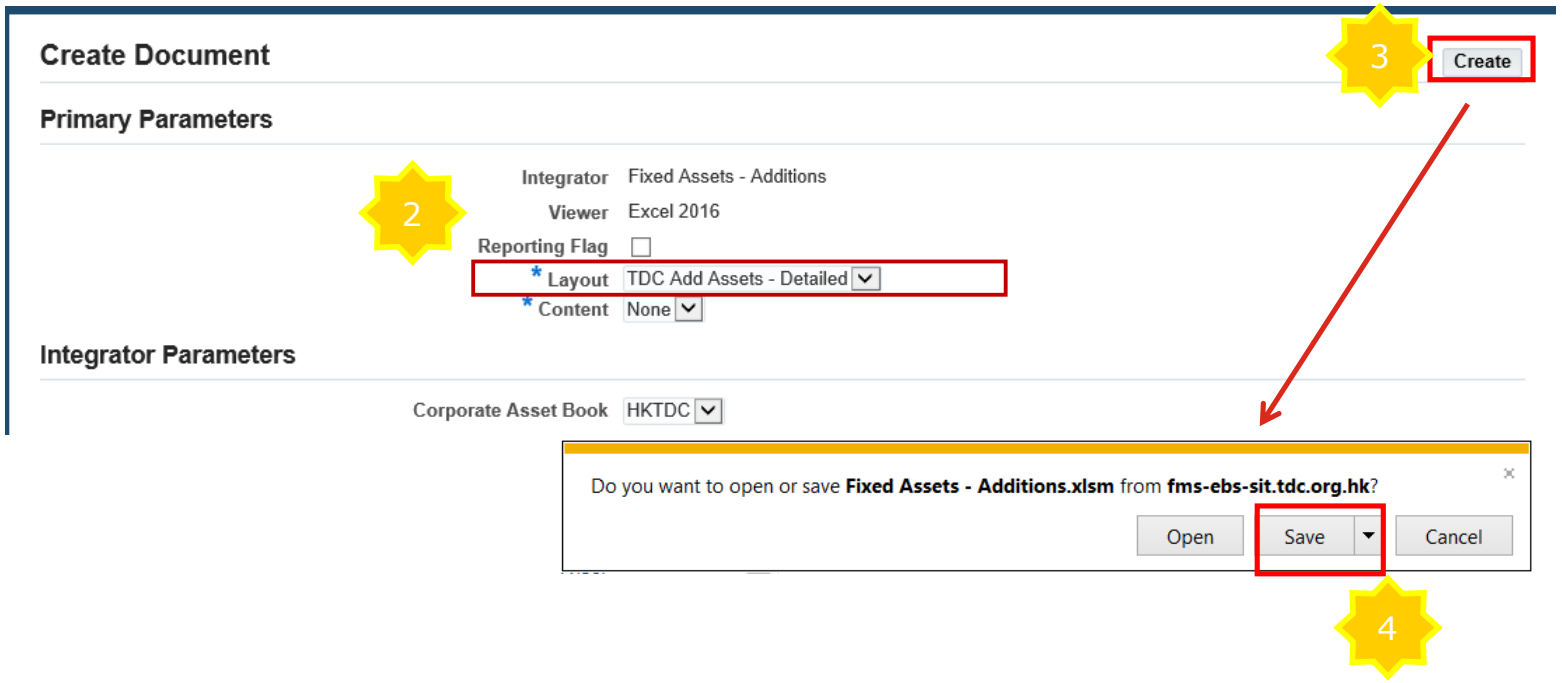
Asset Additions

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.



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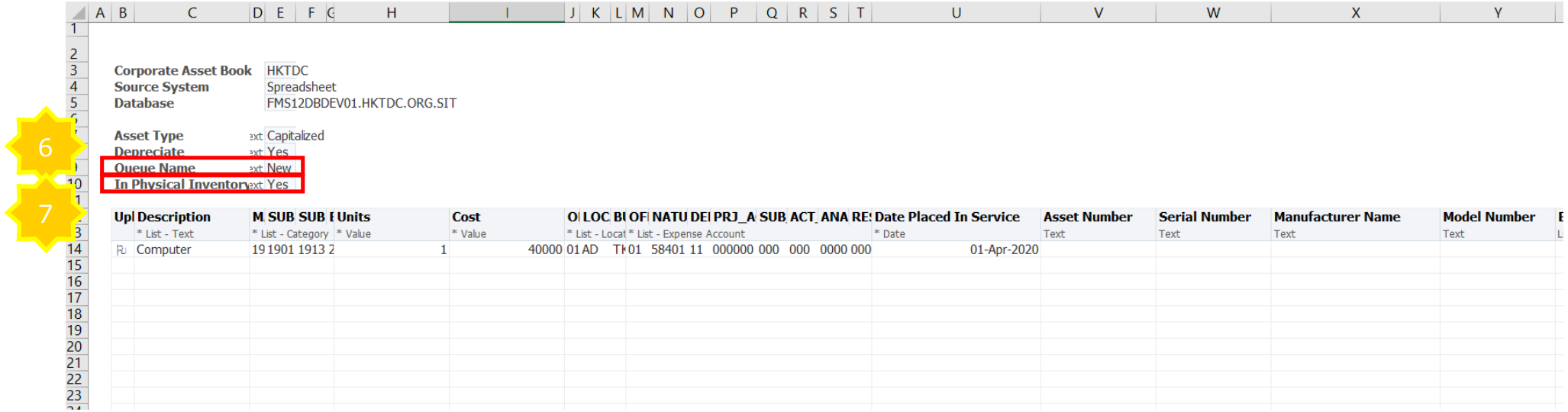
Asset Additions

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



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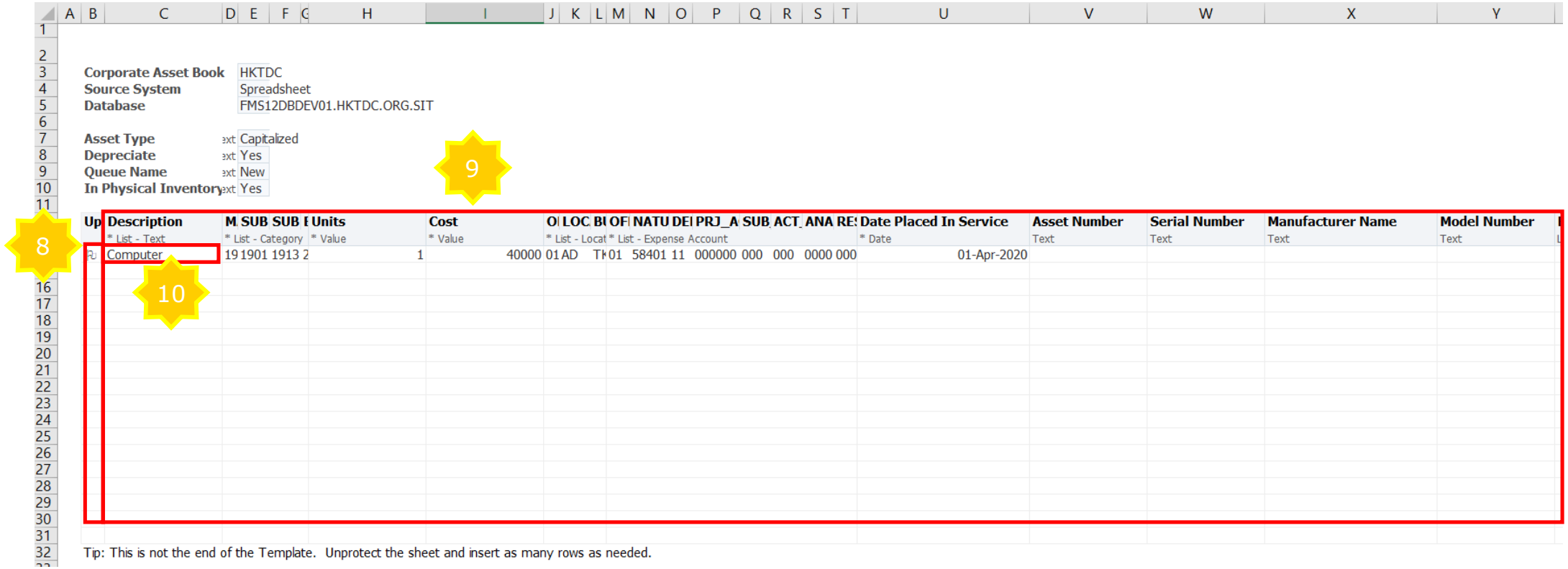
Asset Additions

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.



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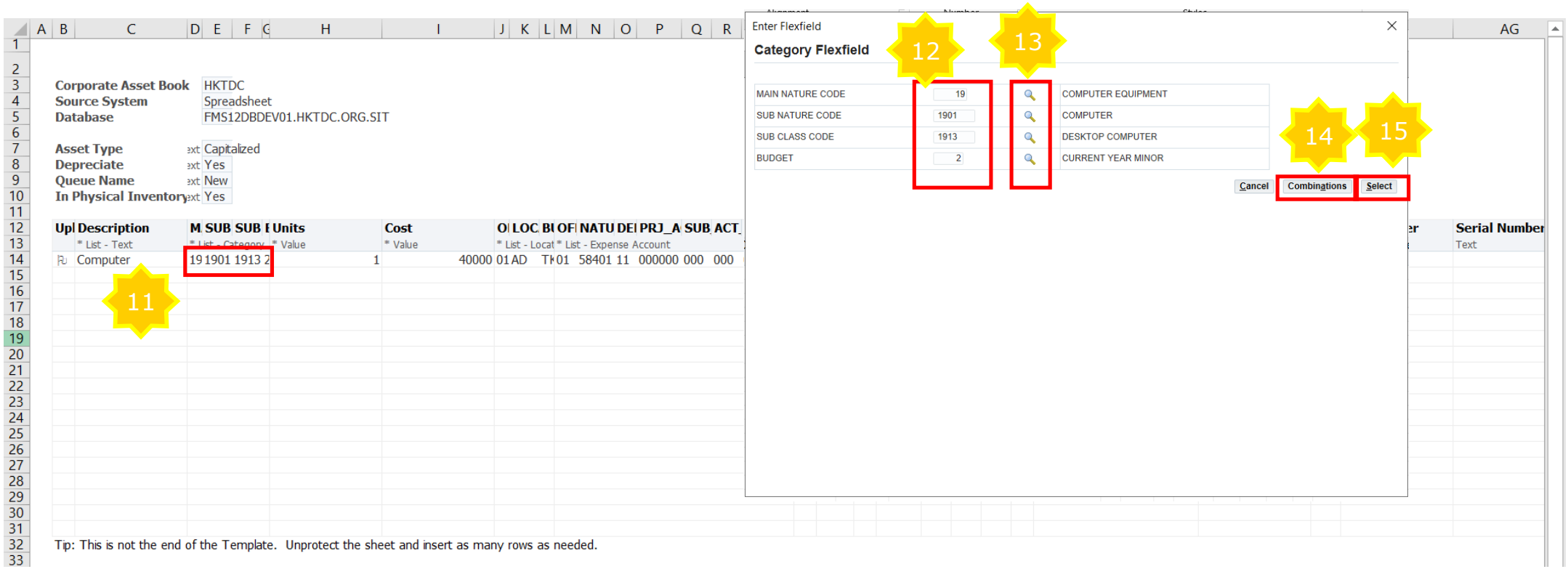
Asset Additions

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.



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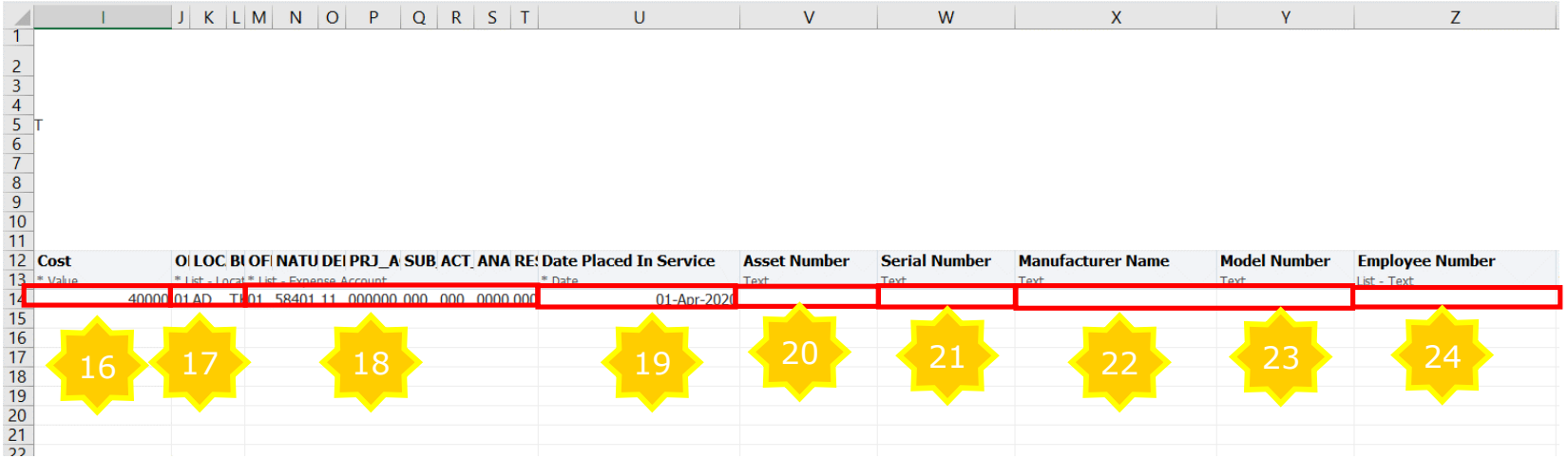
Asset Additions

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.



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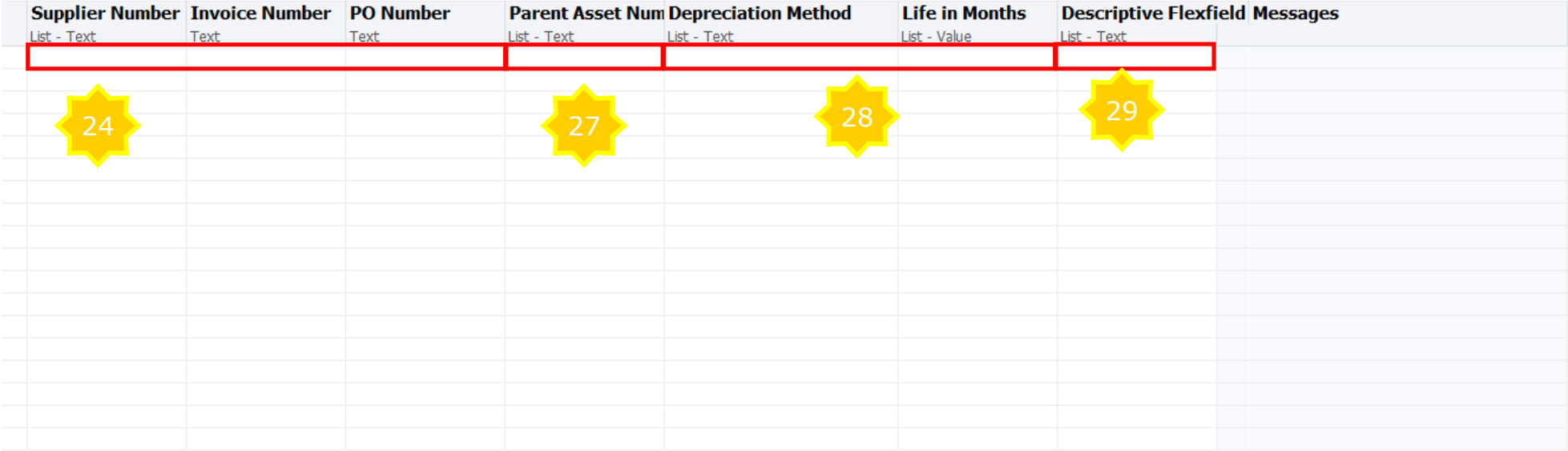
Asset Additions

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.



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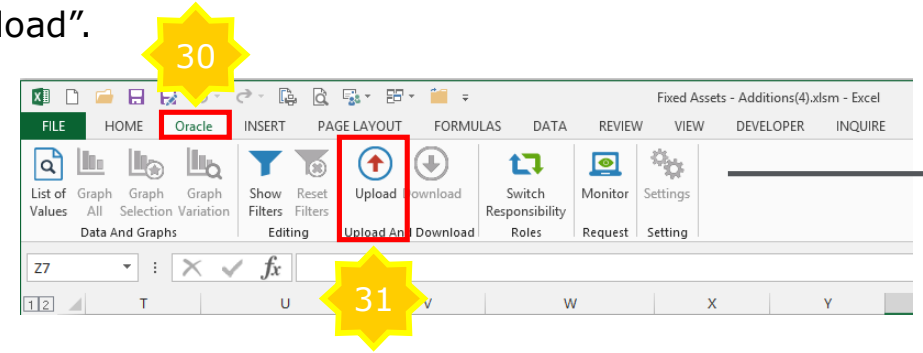
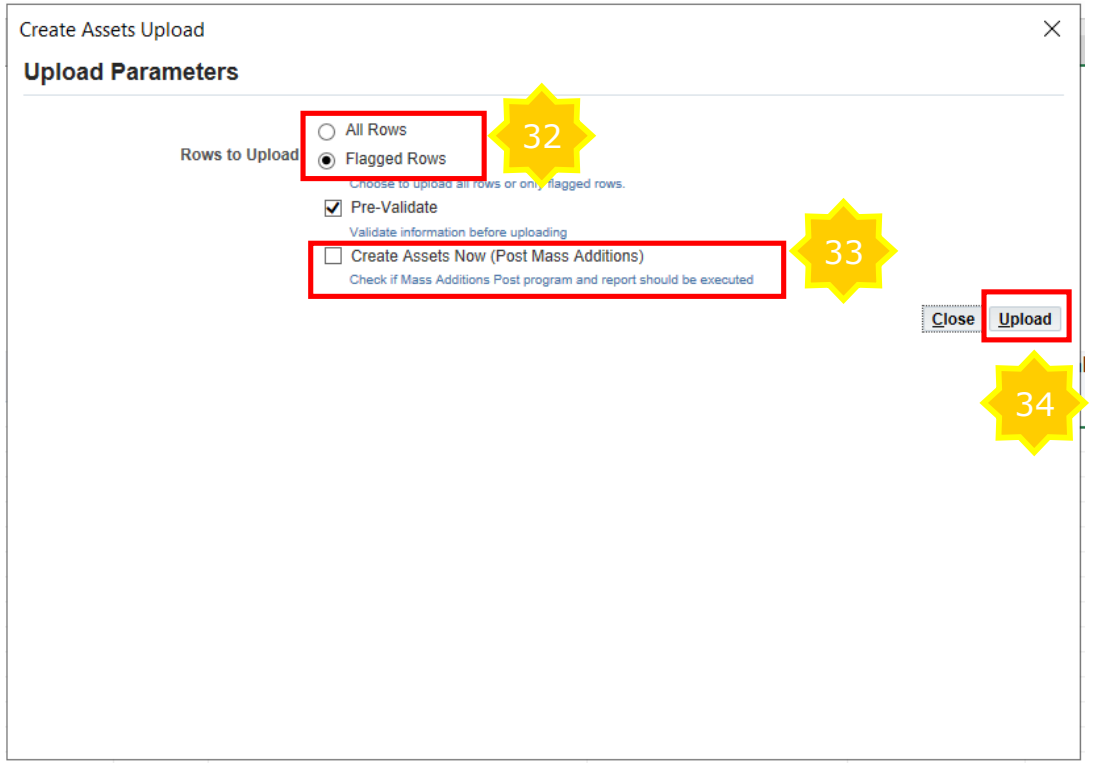
Asset Additions

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”.





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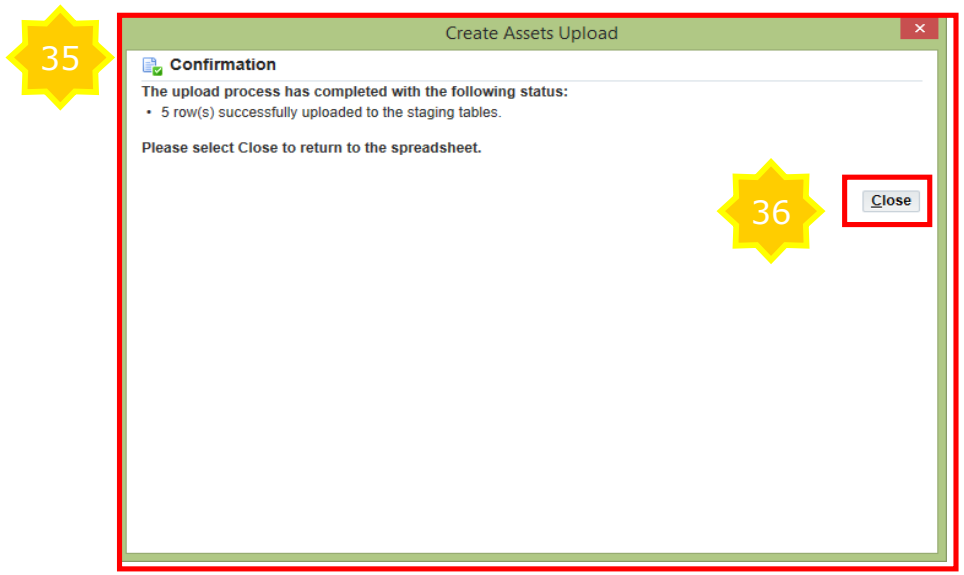
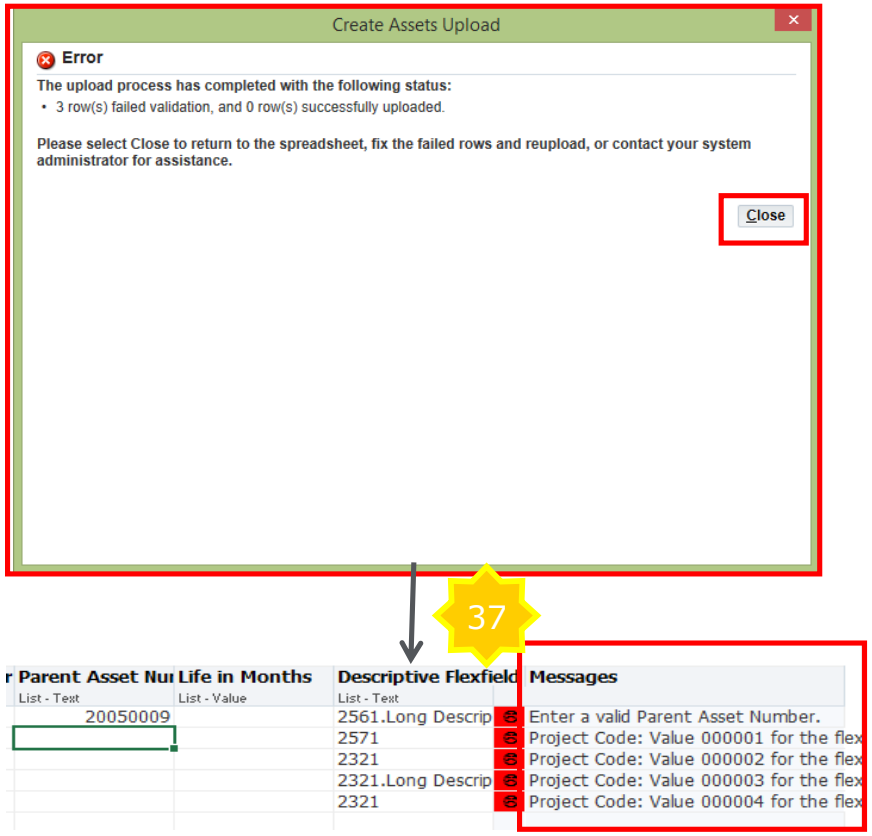
Asset Additions

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.





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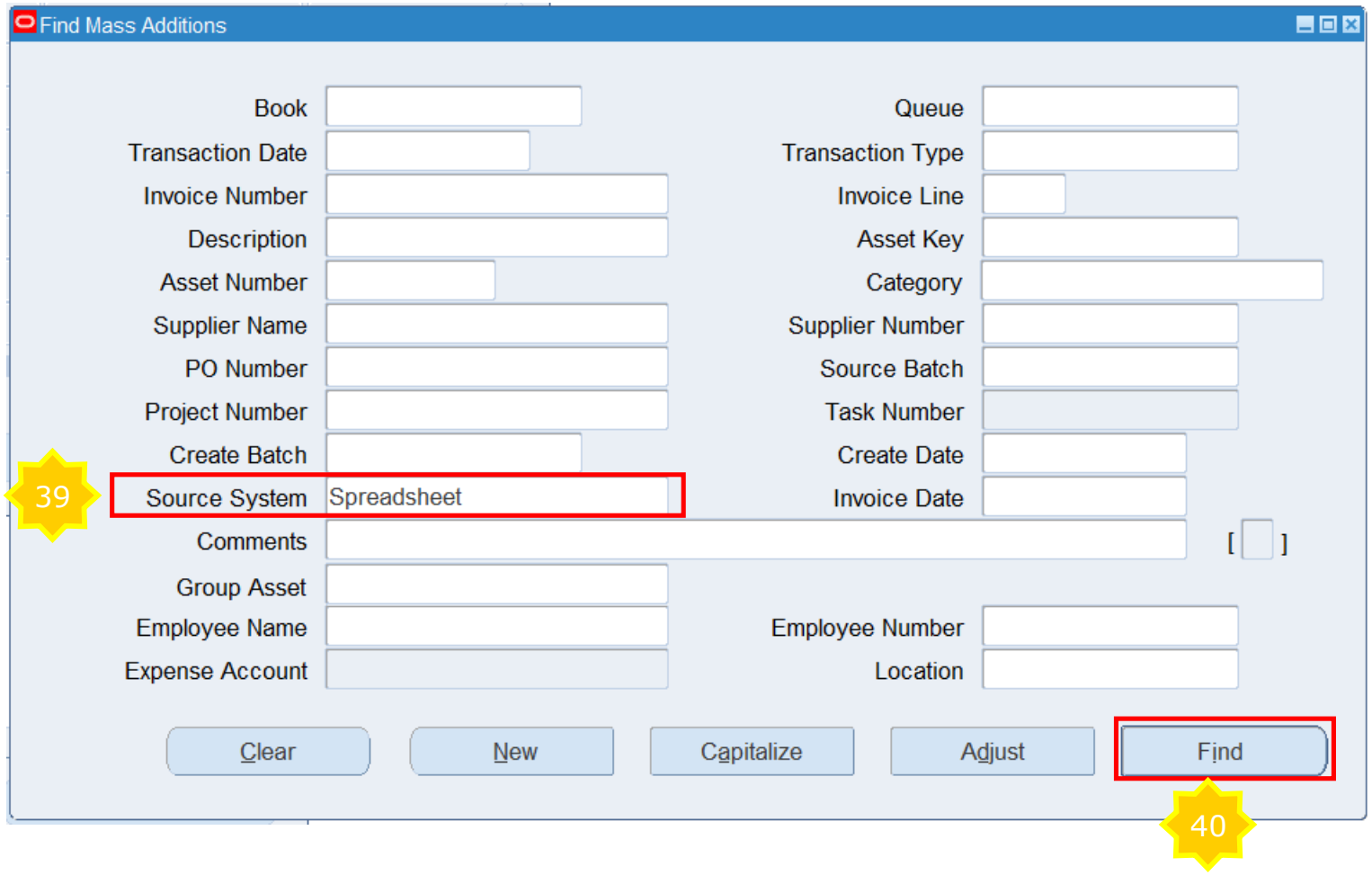
Asset Additions

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".



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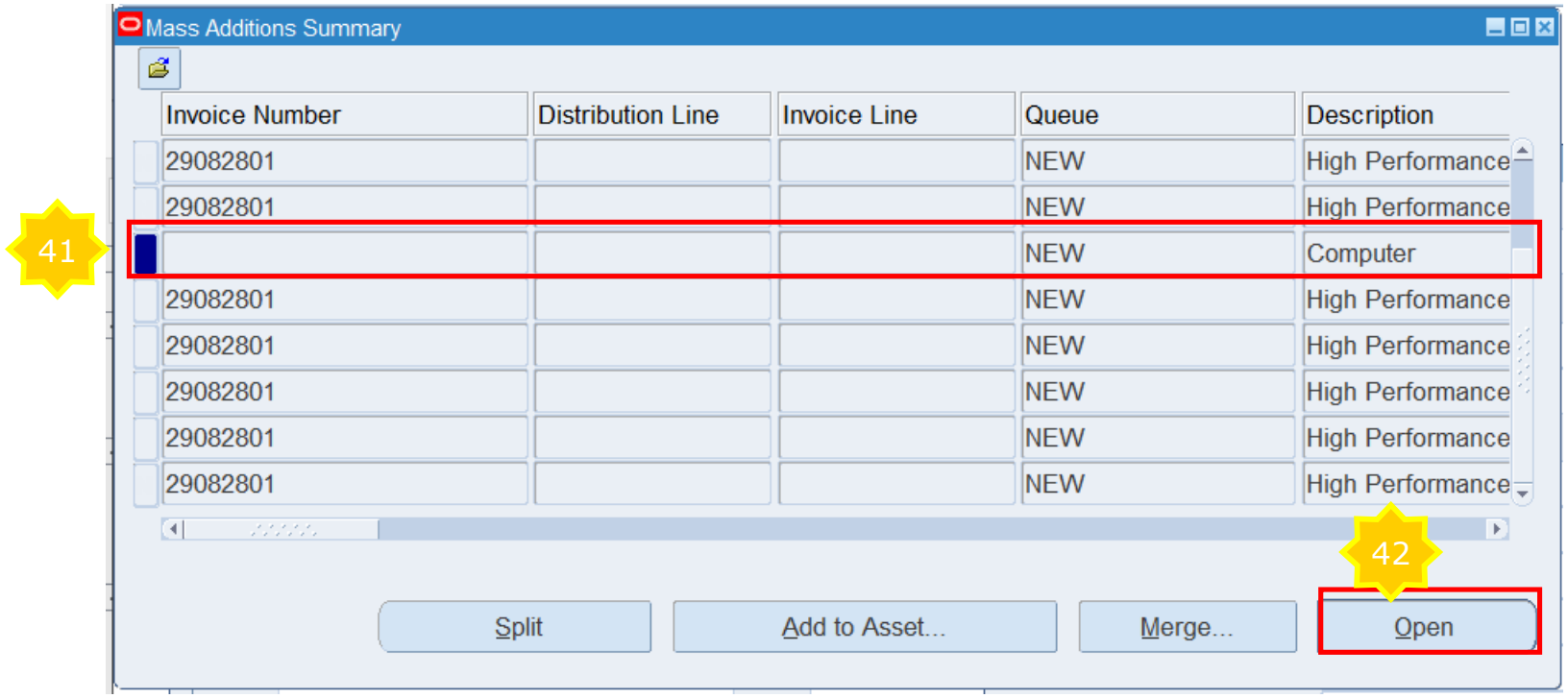
Asset Additions

Upload Mass Additions by WebADI (11/12)

41. Select a mass addition line.
42. Click “Open”.



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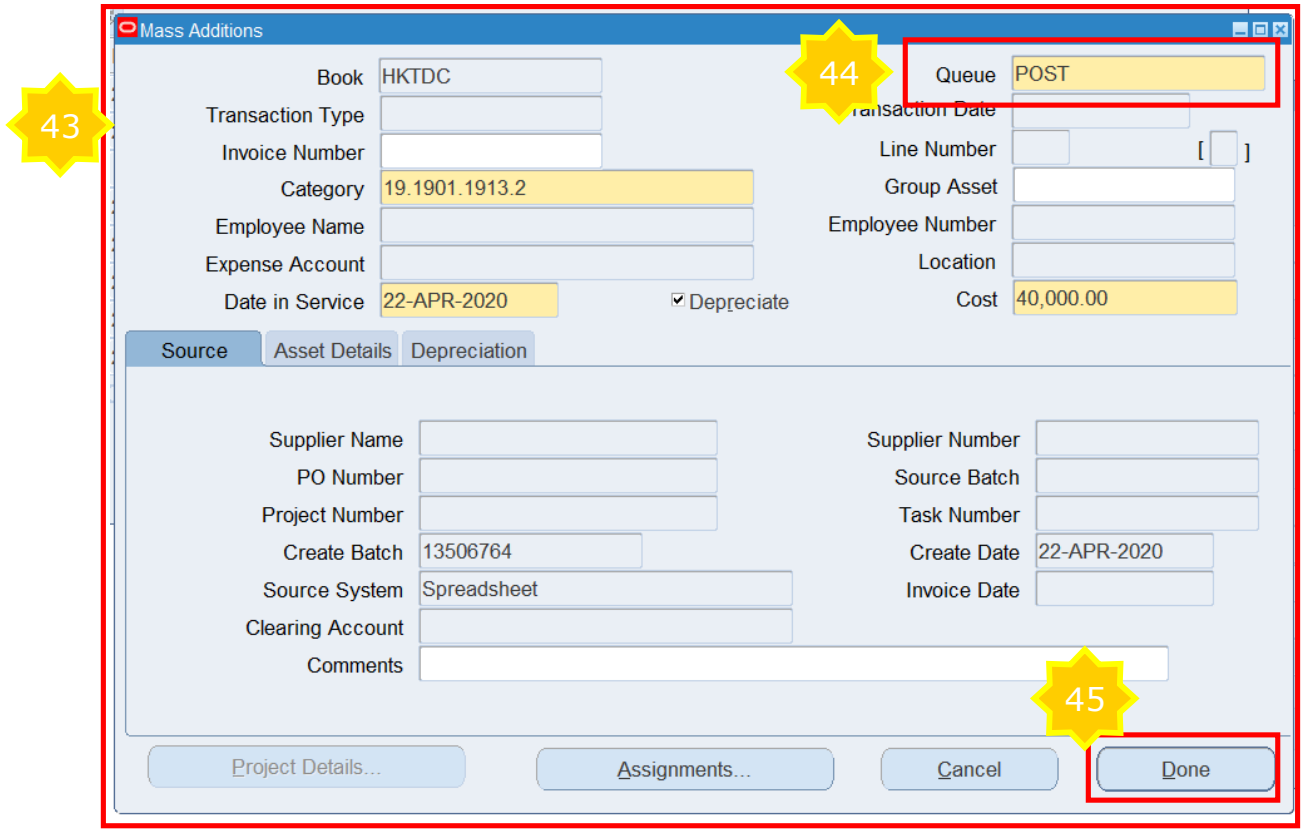
Asset Additions

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.



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Asset Additions

Post Mass Additions

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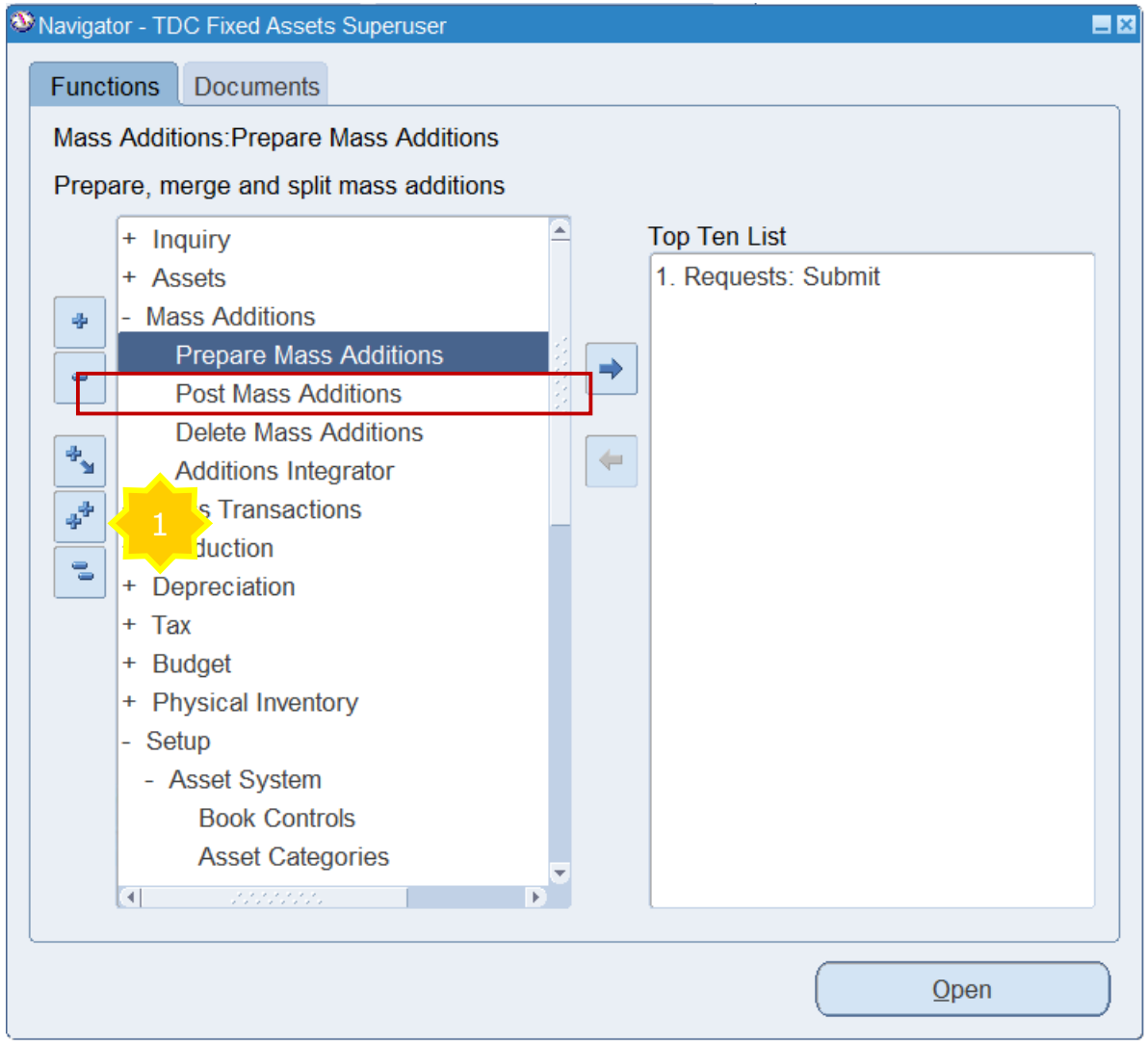
Asset Additions

Post Mass Additions (1/5)

Responsibility:

TDC Fixed Asset Superuser

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



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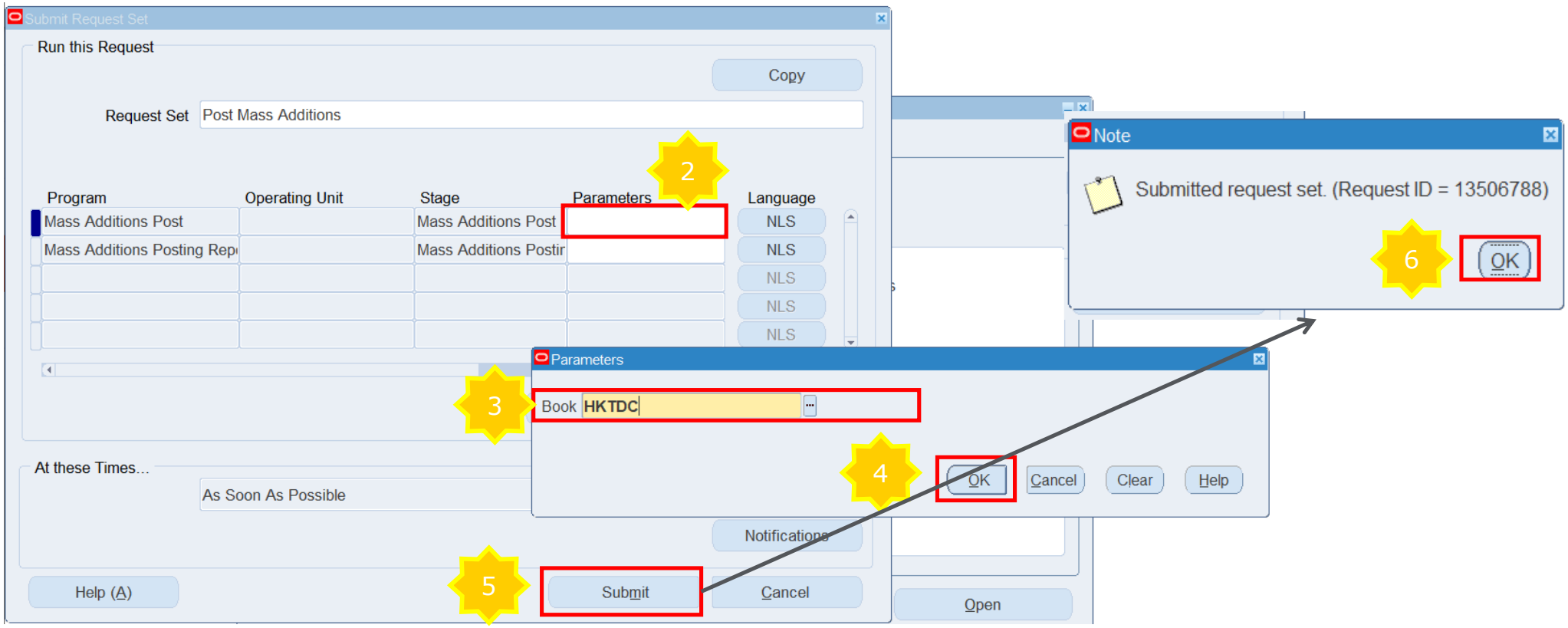
Asset Additions

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".



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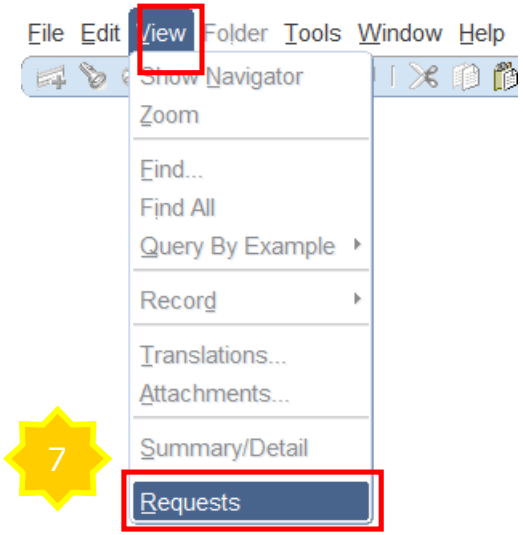
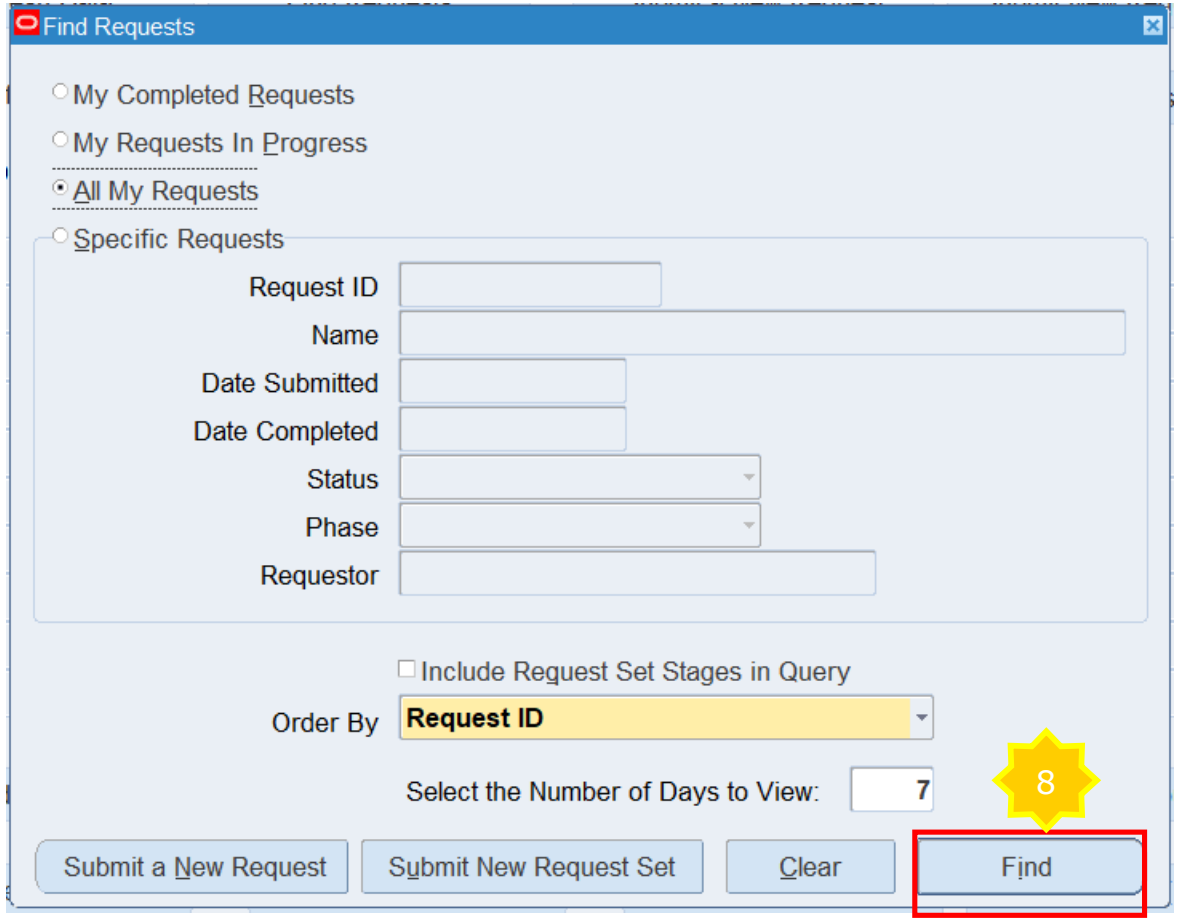
Asset Additions

Post Mass Additions (3/5)

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





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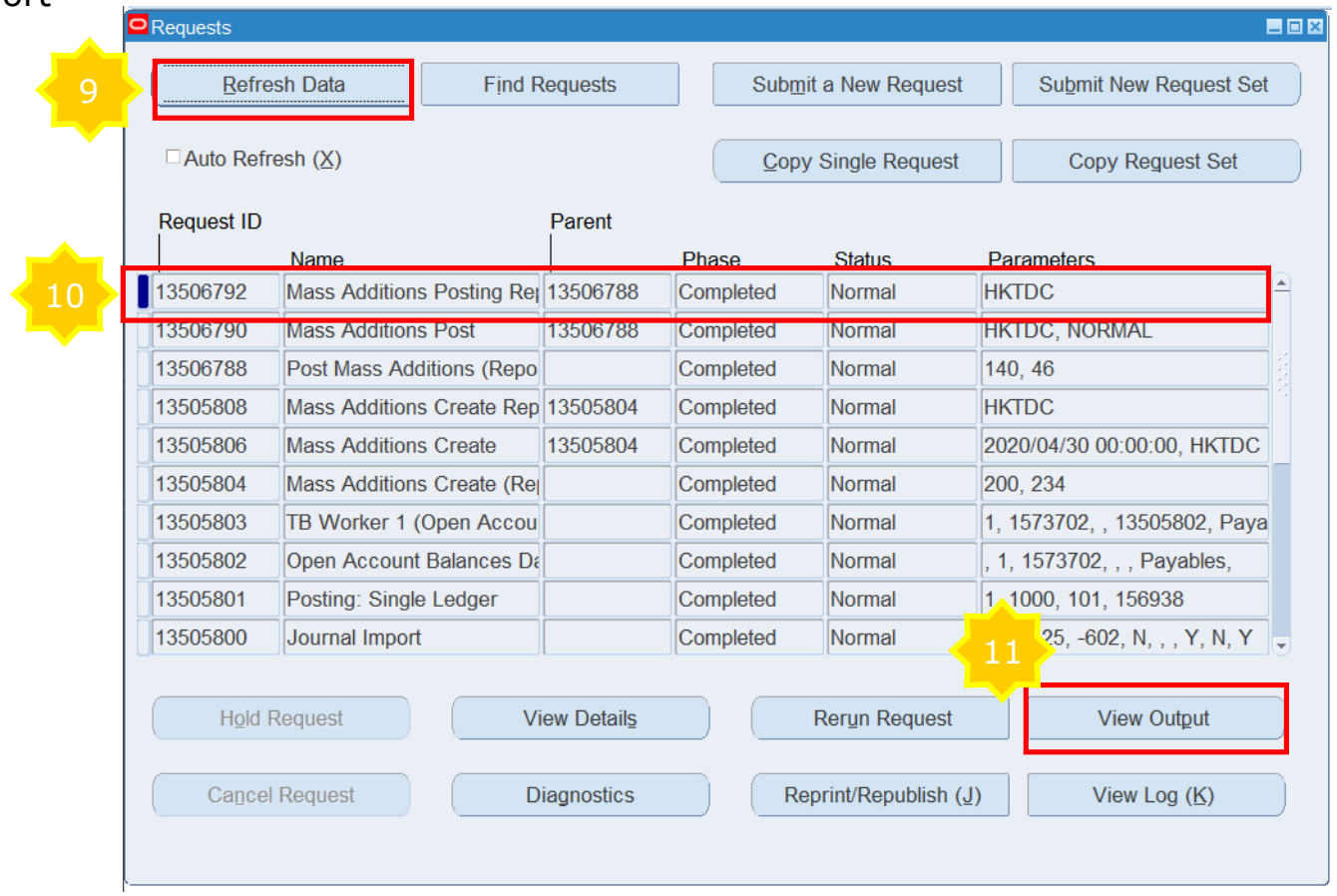
Asset Additions

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"



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Asset Additions

Post Mass Additions (5/5)

12. The mass addition lines posted to the fixed asset register will be shown for review.

HK TRADE DEVELOPMENT COUNCIL — Mass Additions Posting Report — Report Date: 16-MAR-2020 10:51
Book: HKTDC — Page: 1 of 2
Request ID: 13453030
Transaction Type: Additions

Asset Number	Description	OFF	DEPT	Asset Account	Cost	Comments
10061395	FA_1.1.1.2	01	11	11803	4,680.00	
10061395	FA_1.1.1.2	01	19	11803	3,120.00	
10061395	FA_1.1.1.2	01	40	11803	7,800.00	
10061396	FA_SIT	01	00	11607	8,000.00	
10061396				11607	23,400.00	
10061396				11607	39,000.00	
10061397	FA_1.1.1.3	01	00	11603	7,800.00	
10061398	FA_1.1.1.3	01	00	11603	7,800.00	
10061399	FA_1.1.1.3	01	00	11603	7,800.00	
10061400	FA_1.1.1.3	01	00	11603	7,800.00	
10061401	FA_1.1.1.3	01	00	11603	7,800.00	

Transaction Type Additions Total: 125,000.00

HK TRADE DEVELOPMENT COUNCIL — Mass Additions Posting Report — Report Date: 16-MAR-2020 10:51
Book: HKTDC — Page: 2 of 2
Request ID: 13453030
Transaction Type: Adjustments

Asset Number	Description	OFF	DEPT	Asset Account	Cost	Comments
10058031				11903	83,511.52	

Transaction Type Adjustments Total: 83,511.52

Report Total: 208,511.52

Total Lines Posted: 12

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Asset Additions

Delete Mass Additions

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Asset Additions

Delete Mass Additions (1/4)

Responsibility:

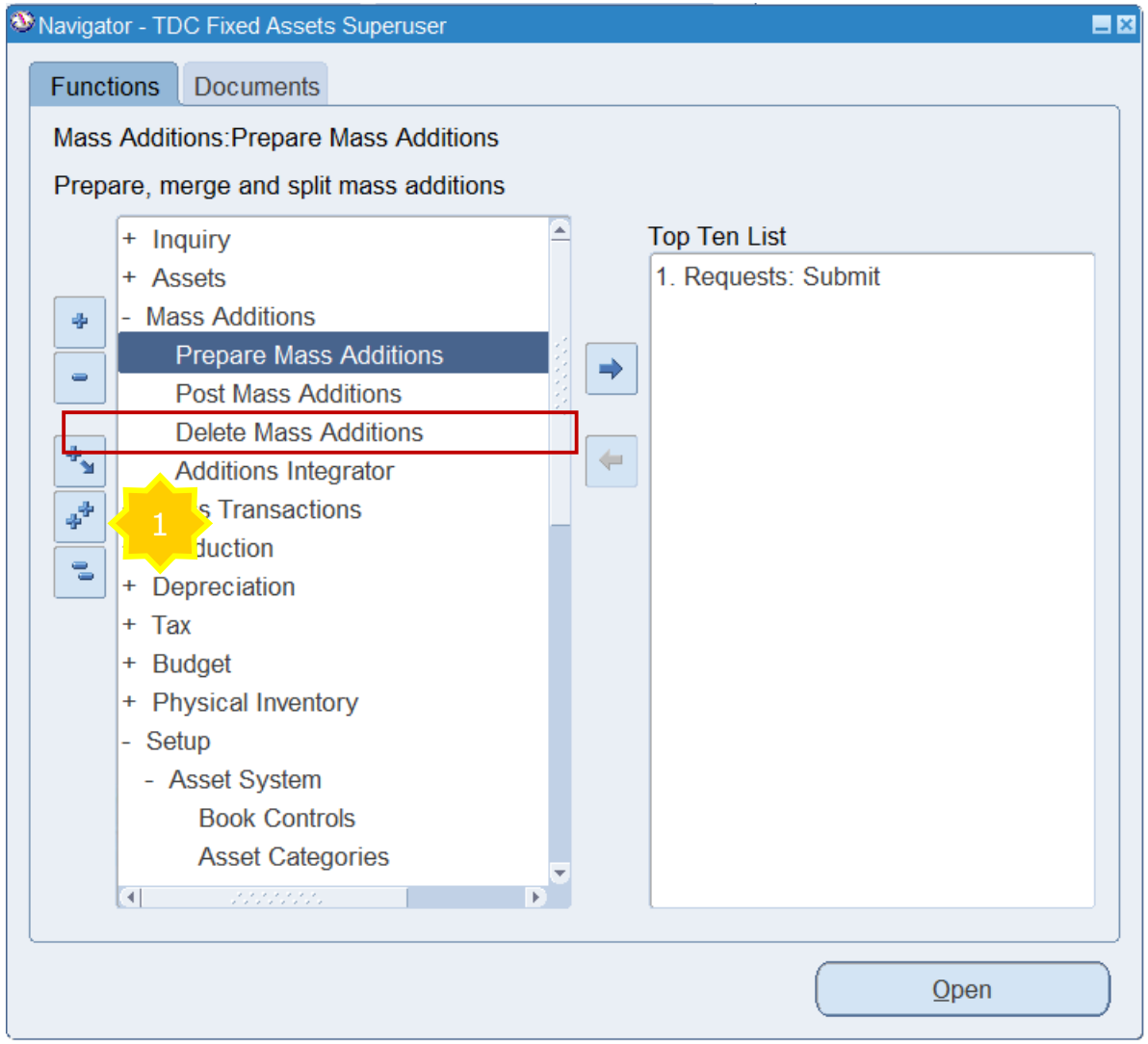
TDC Fixed Asset Operator/

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.



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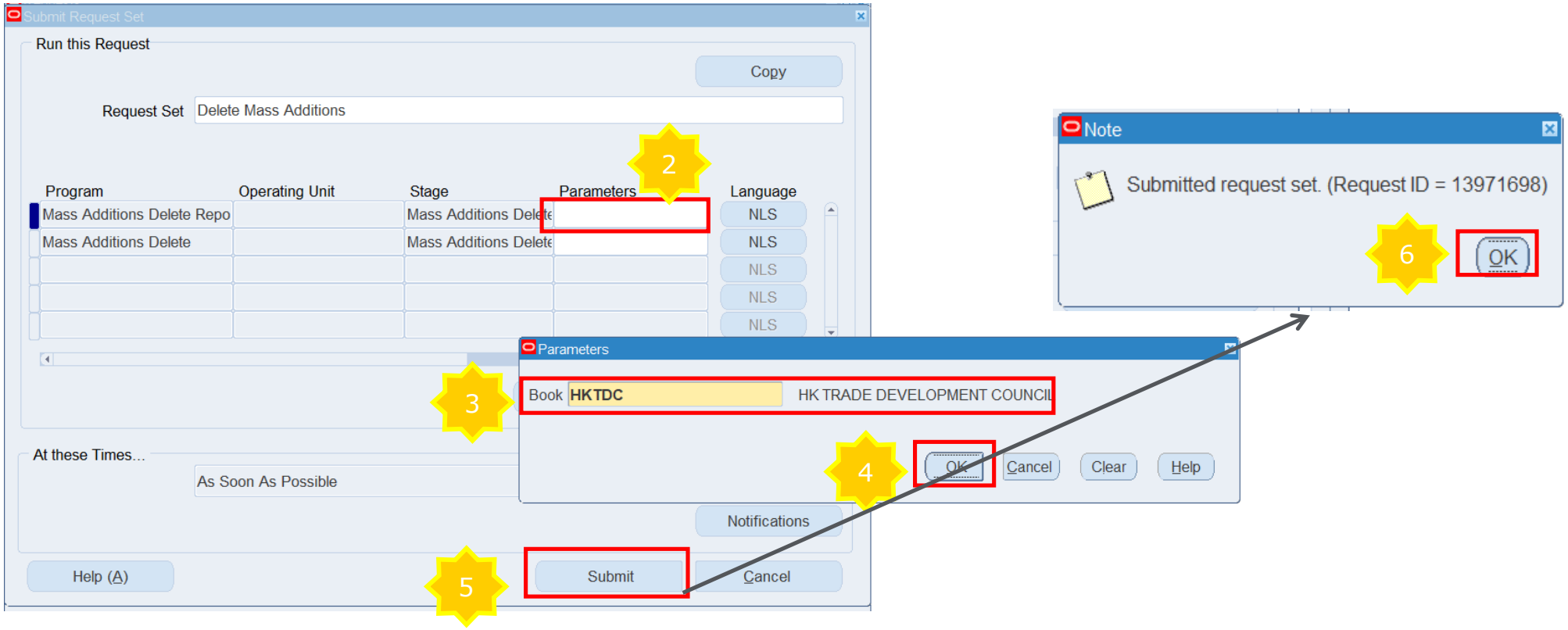
Asset Additions

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".



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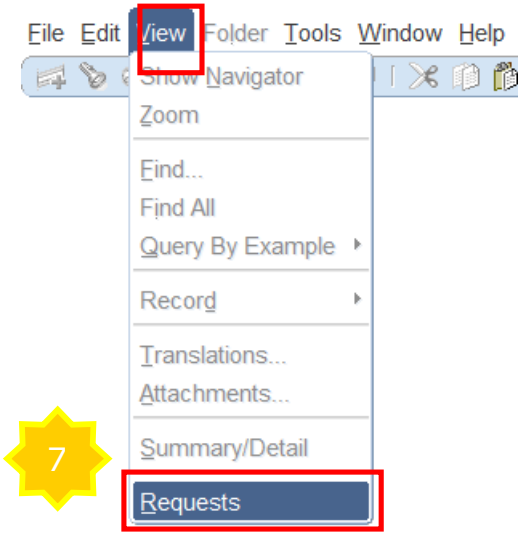
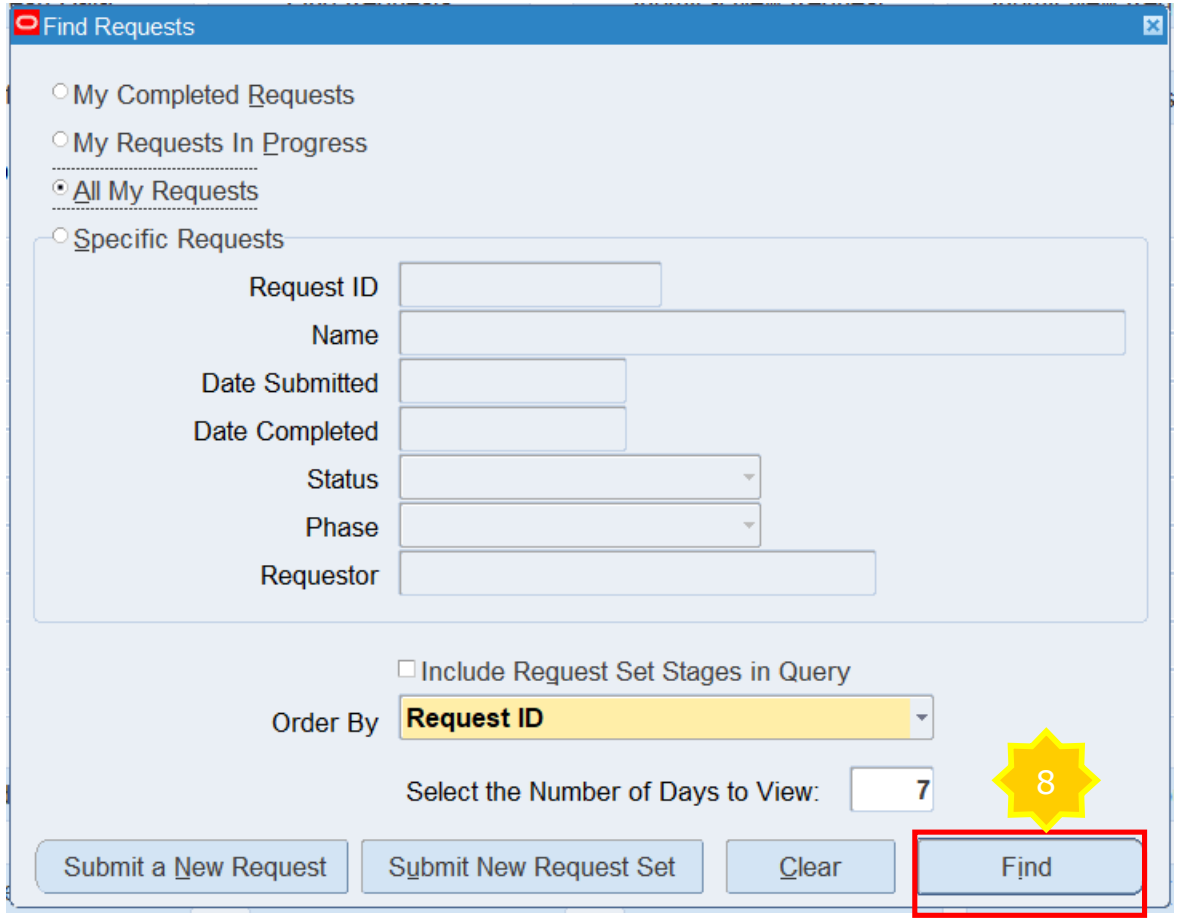
Asset Additions

Delete Mass Additions (3/5)

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





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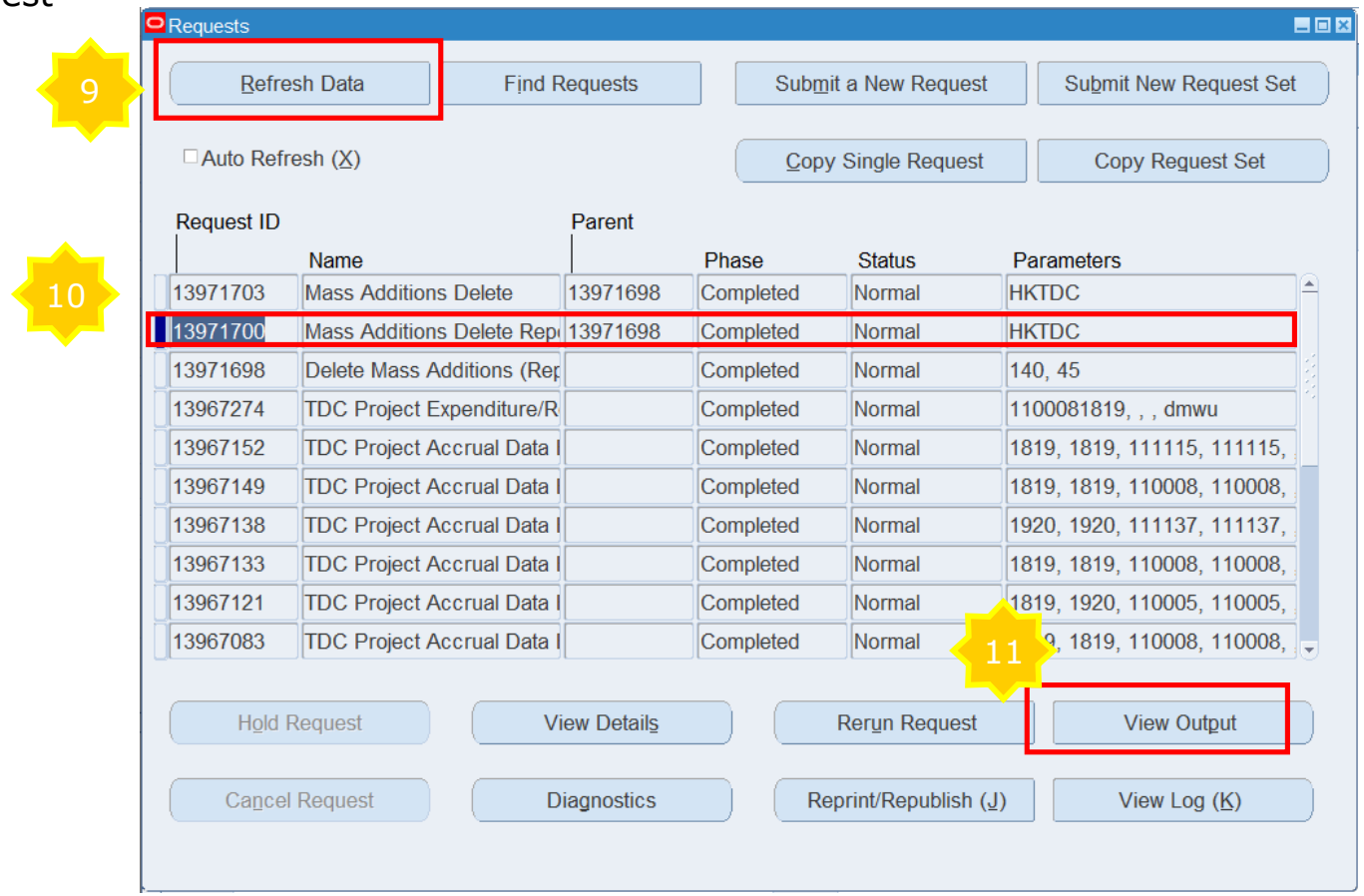
Asset Additions

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"



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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	

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Asset Additions

Print Asset Barcode

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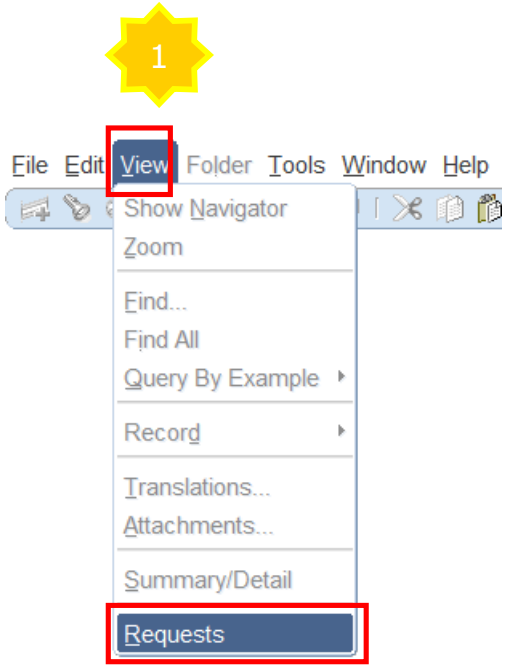
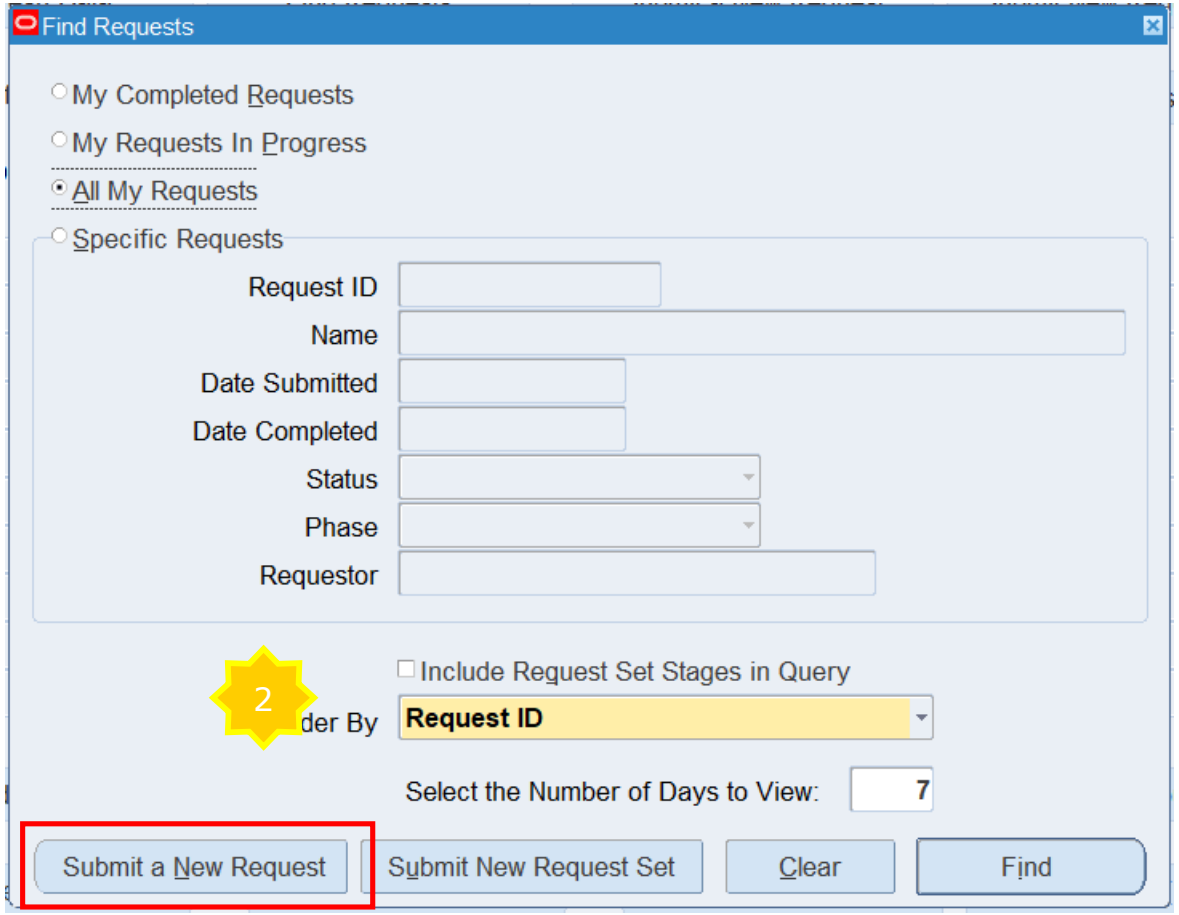
Asset Additions

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.





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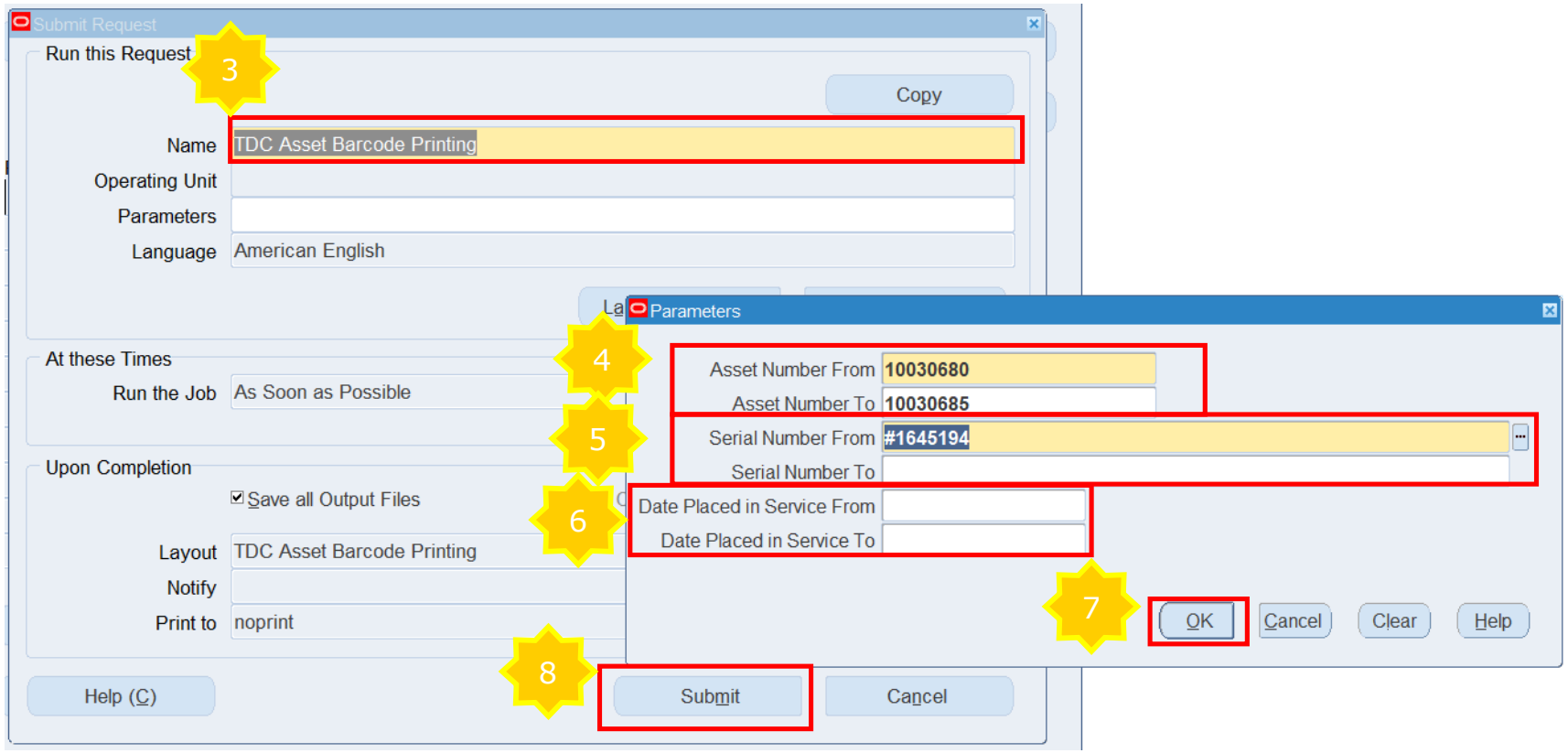
Asset Additions

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".



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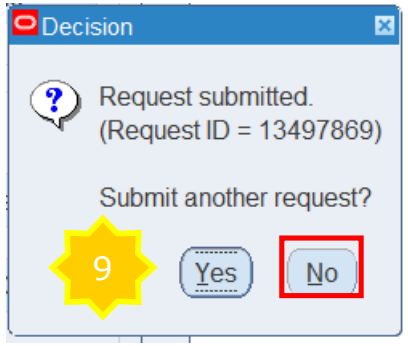
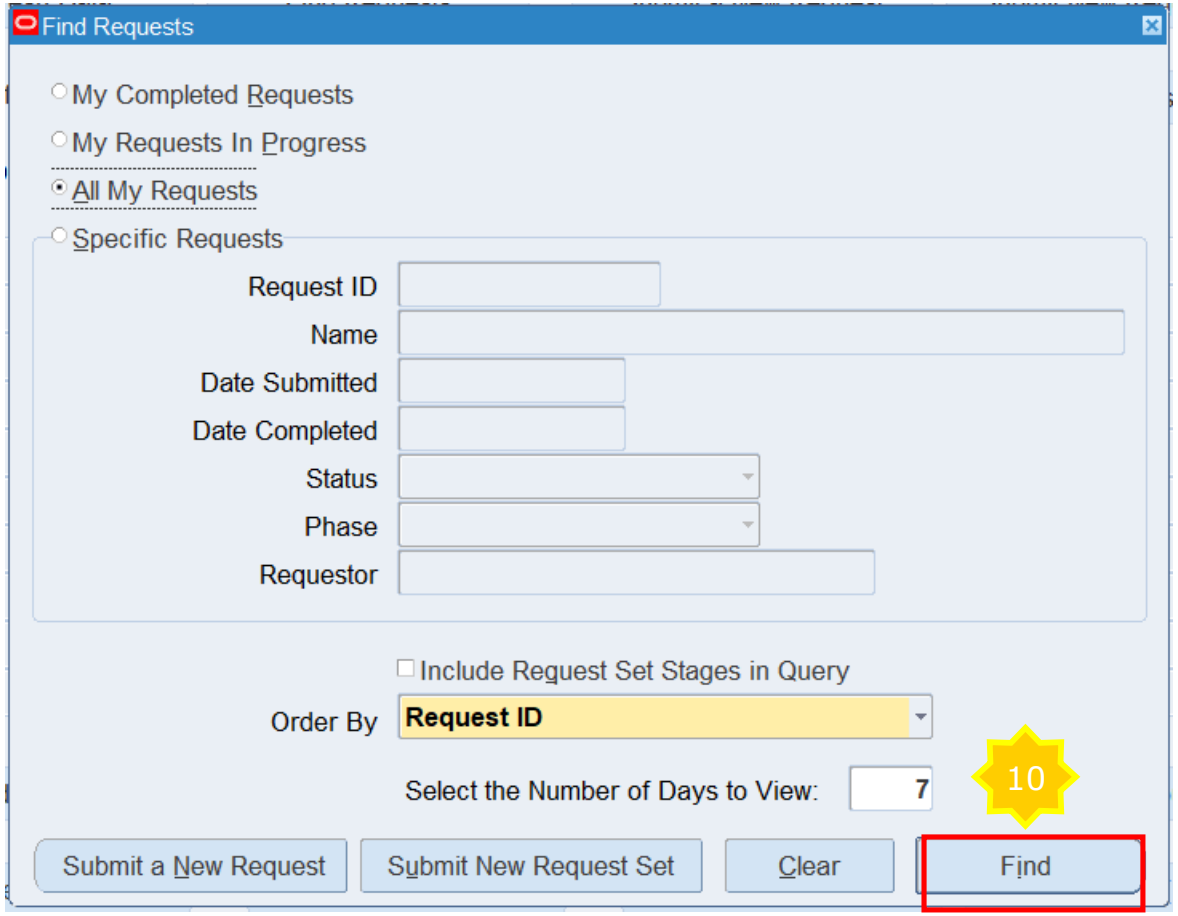
Asset Additions

Print Asset Barcode (3/4)

9. Click “No” for only submitting this request.
10. Click “Find”.





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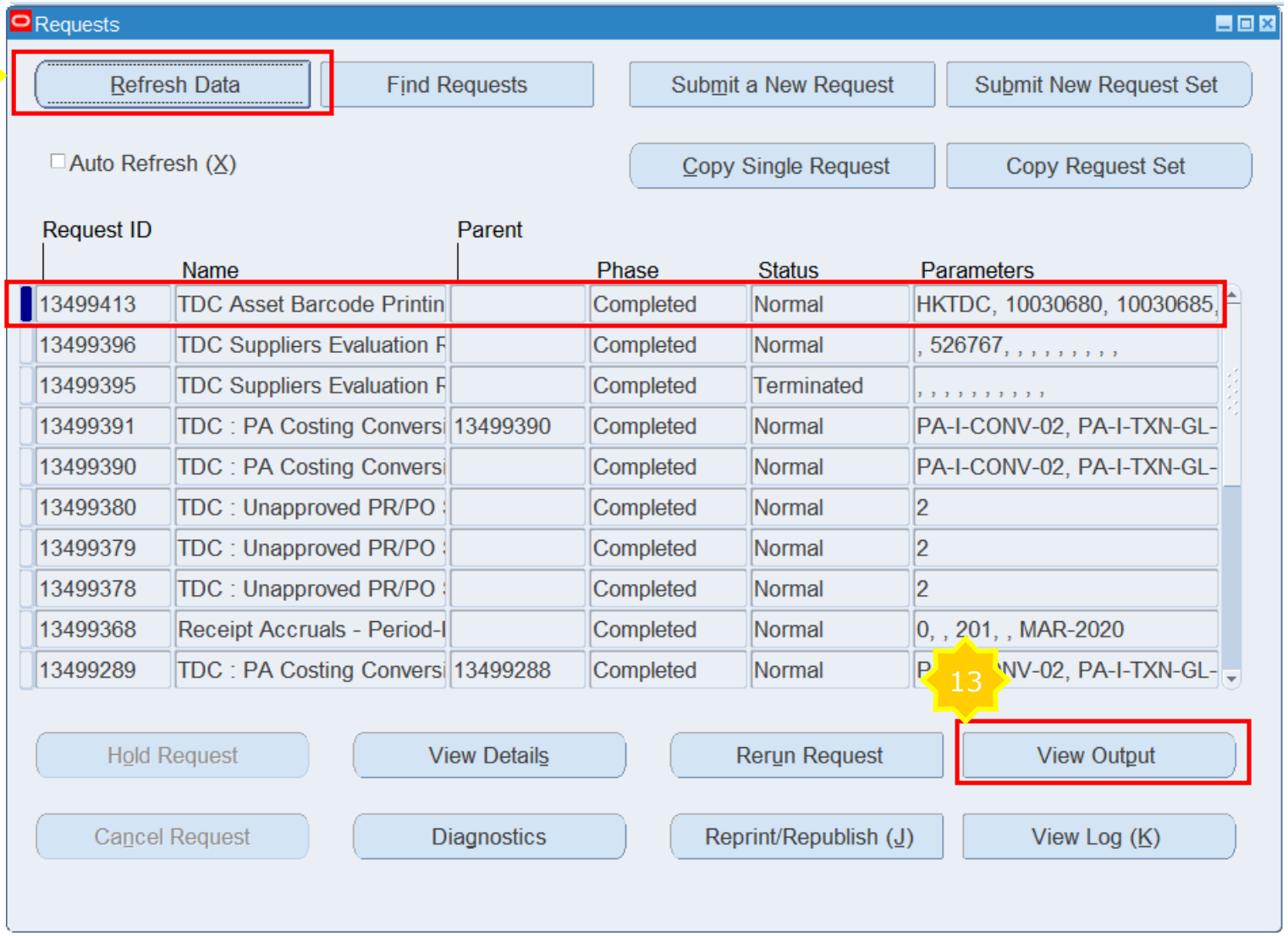
Asset Additions

Print Asset Barcode (4/4)

11. Click “Refresh Data” until the “TDC Asset Barcode Printing” request completes normally.
12. Select the Mass Additions Create Report.
13. Click “View Output”.



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Month End Process

Run Depreciation

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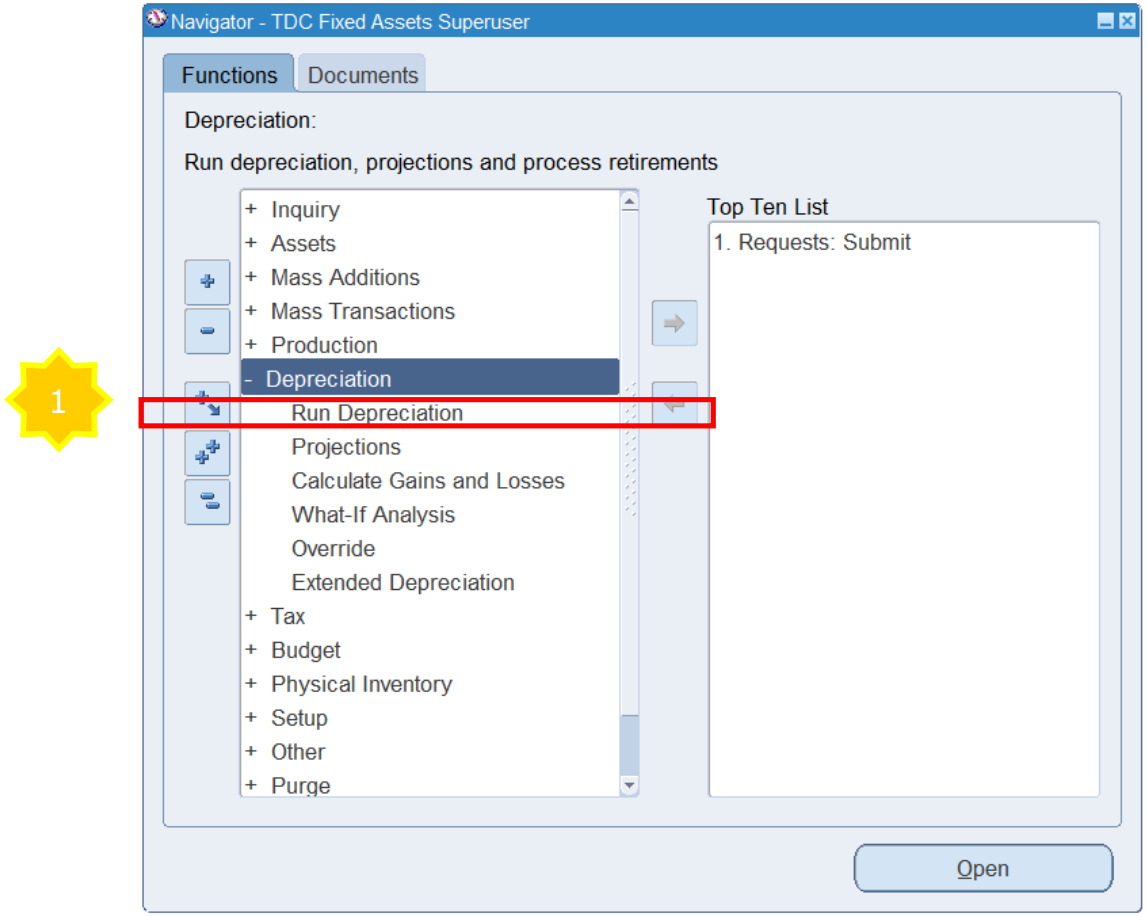
Month End Process

Run Depreciation (1/4)

Responsibility:

TDC Fixed Asset Superuser

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



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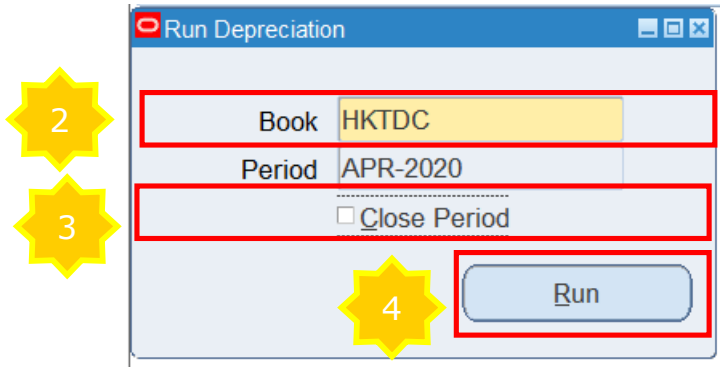
Month End Process

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”.



<u>Note:</u> FA period CANNOT be re-opened once closed.
AP period should be closed before FA.

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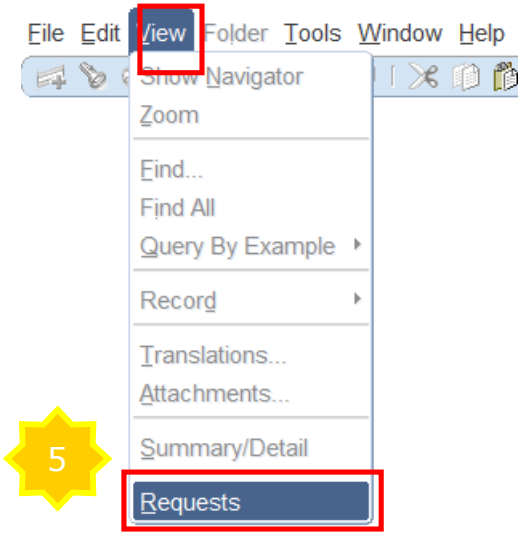
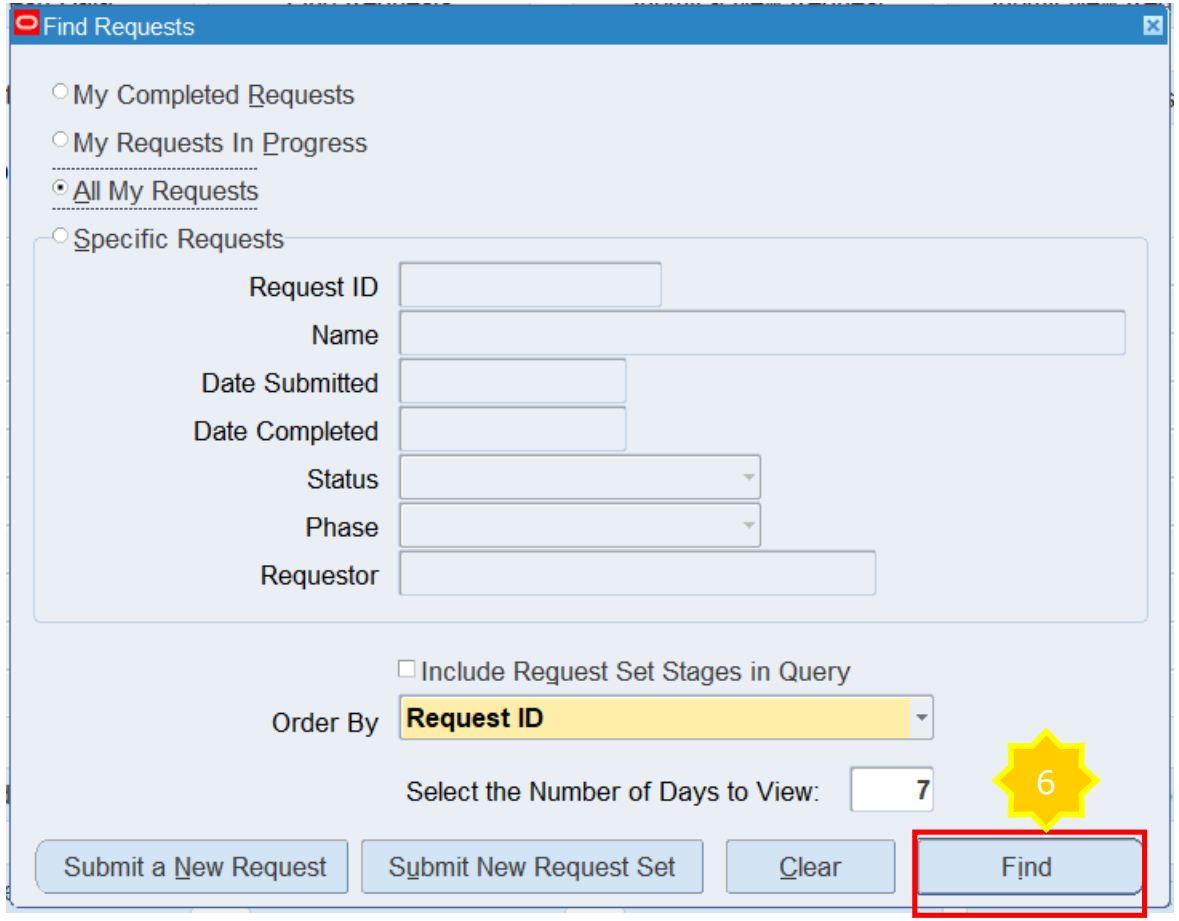
Month End Process

Run Depreciation (3/4)

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





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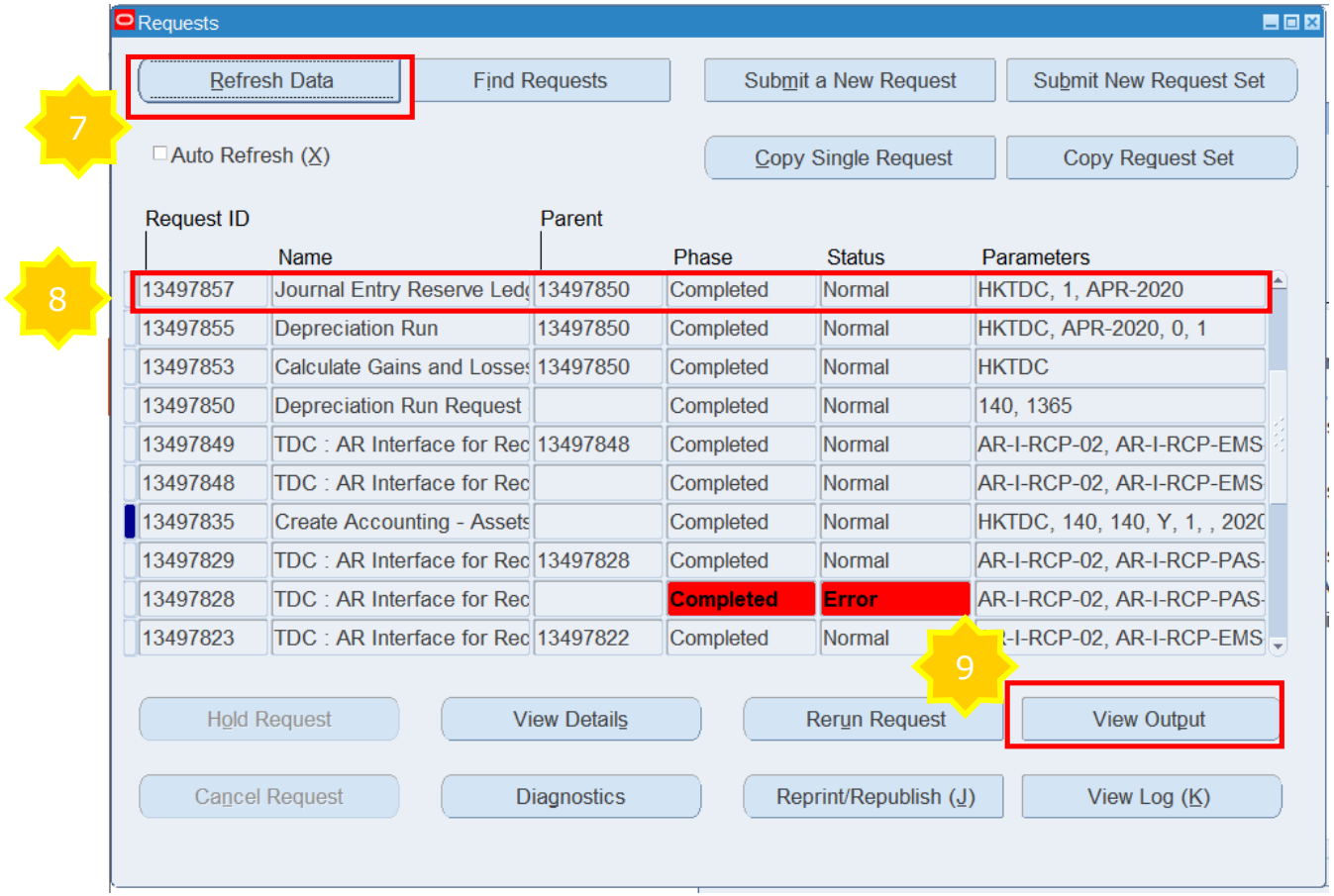
Month End Process

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.



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Month End Process

Create Accounting

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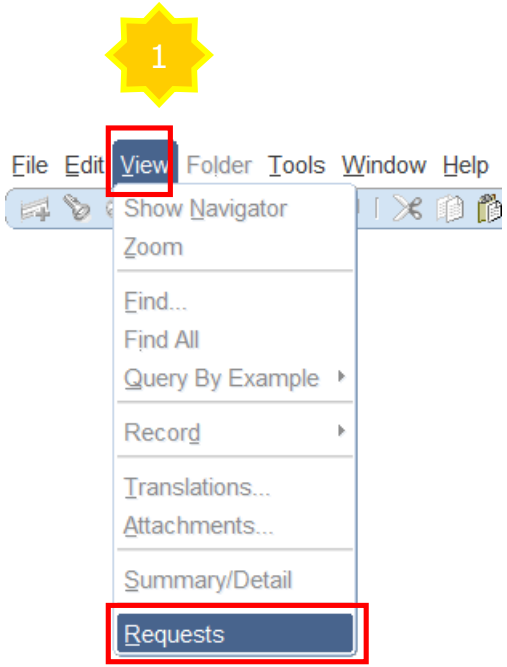
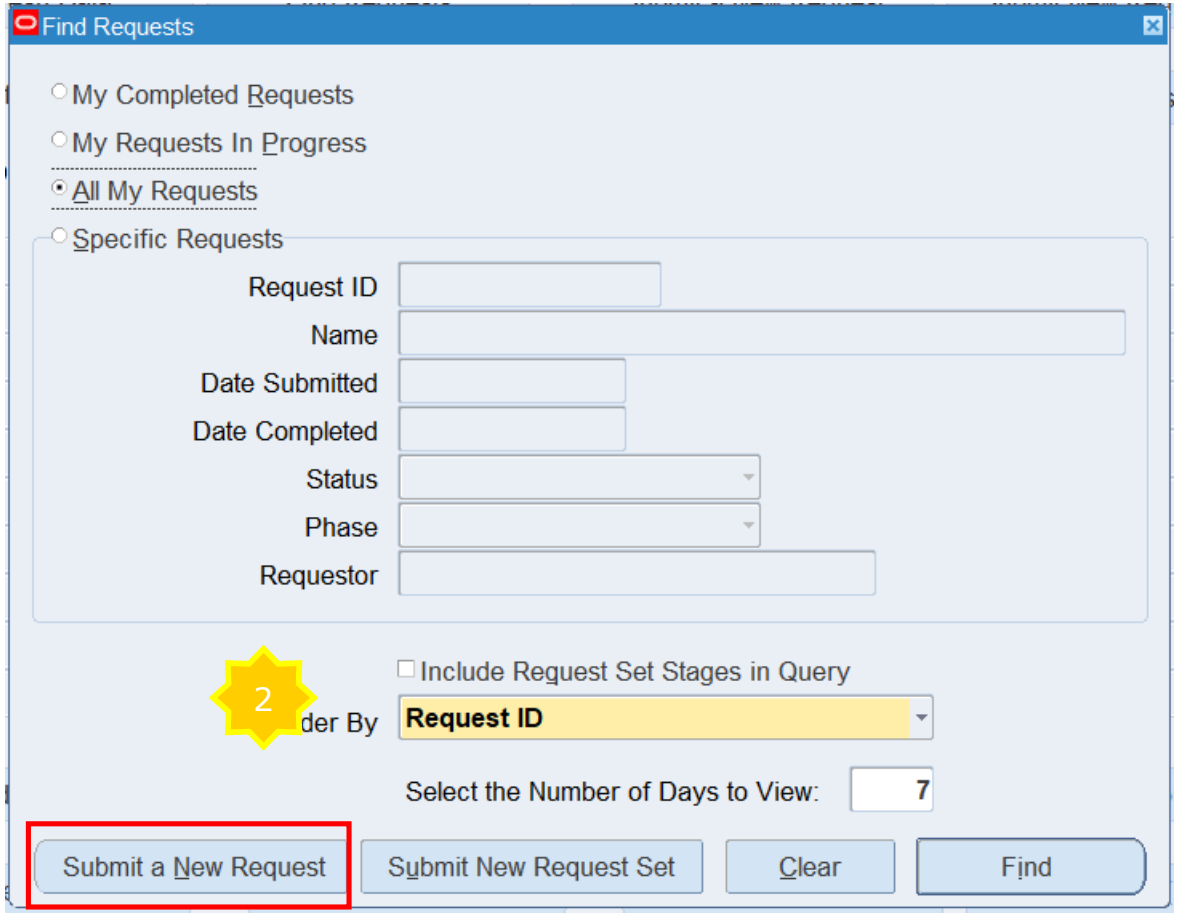
Month End Process

Create Accounting (1/3)

Responsibility:
TDC Fixed Asset Superuser

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





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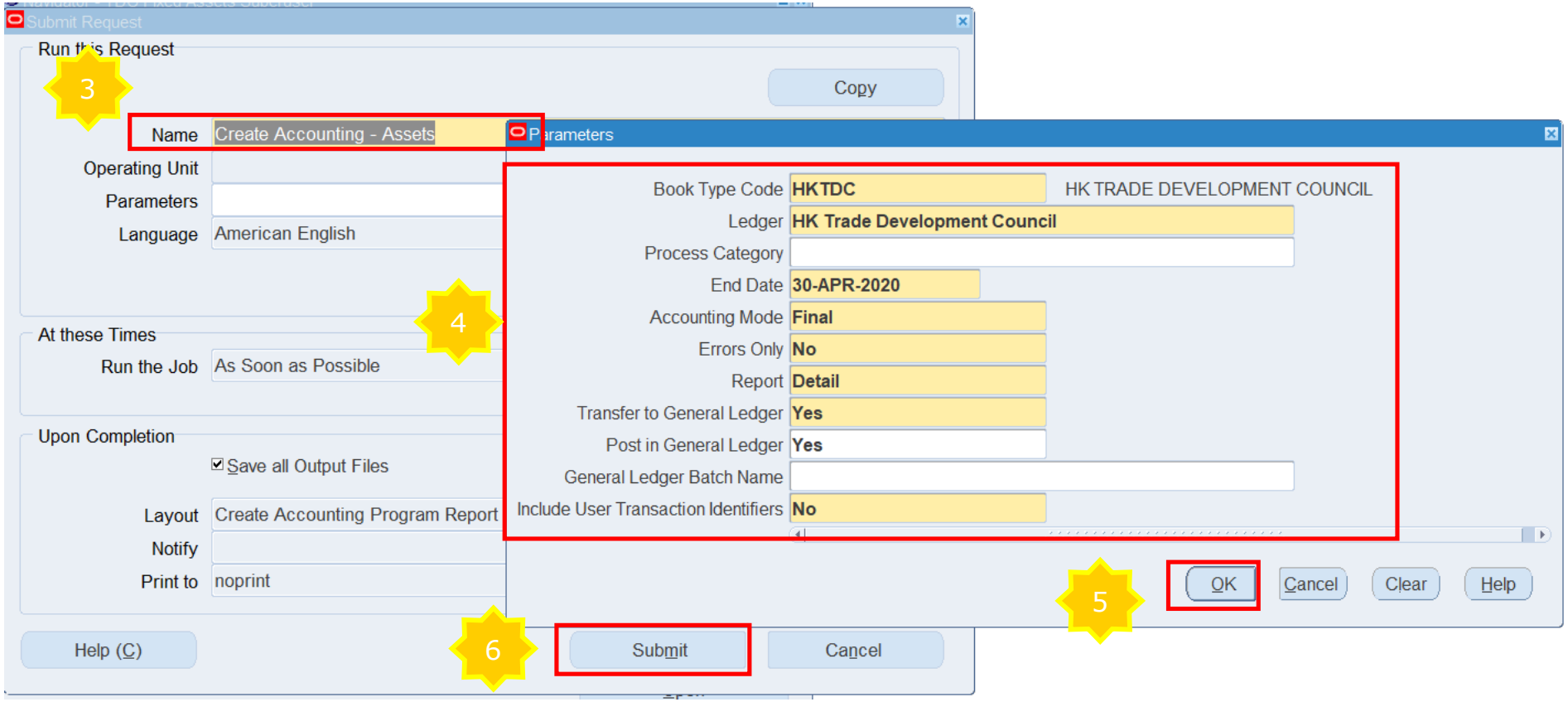
Month End Process

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"



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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.

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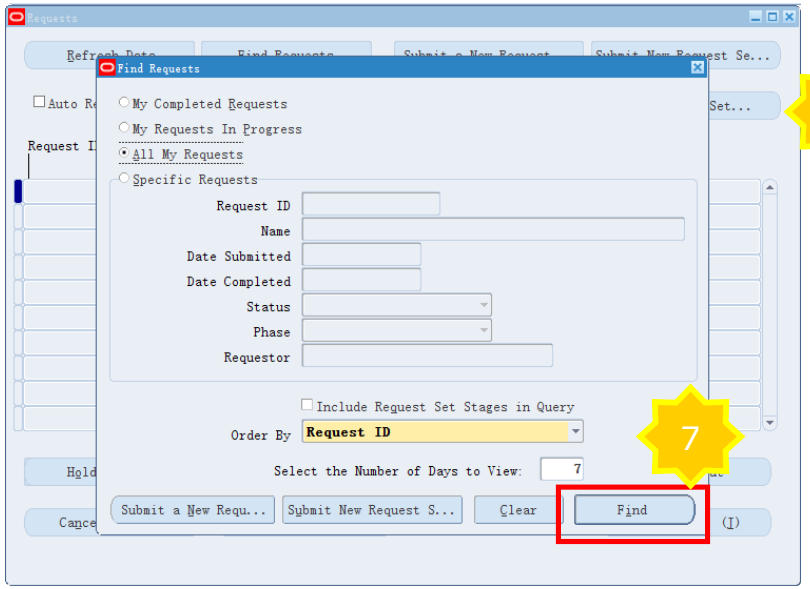
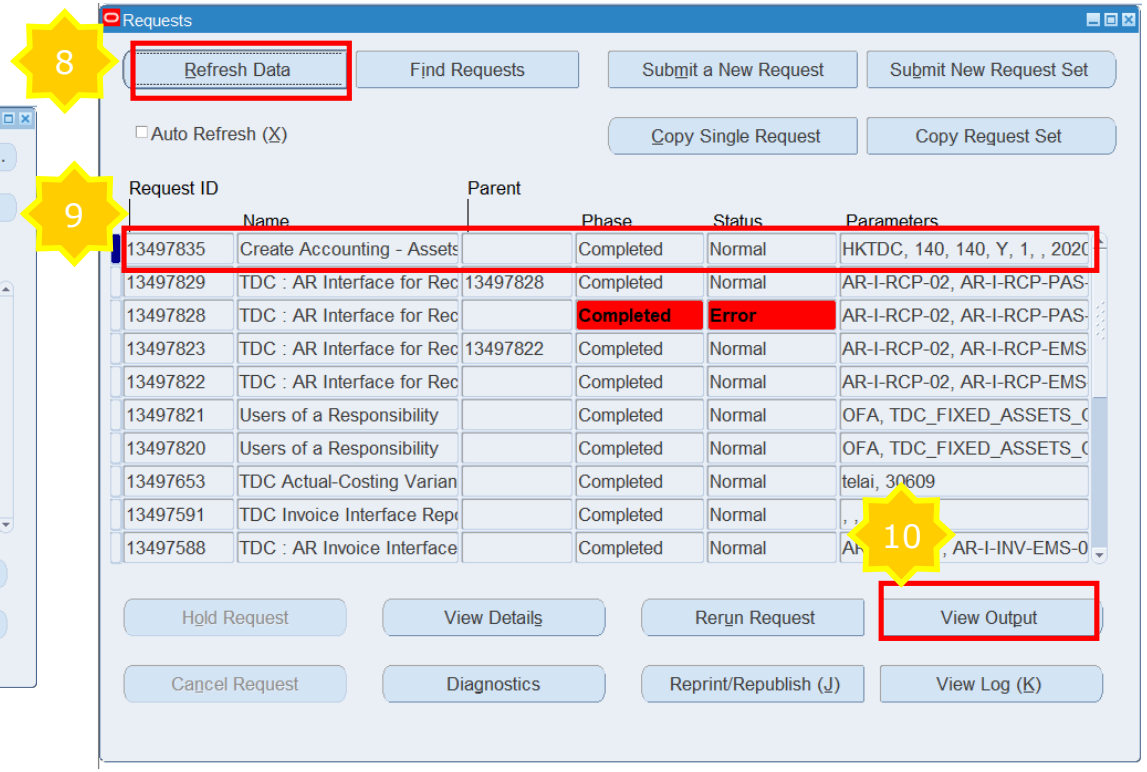
Month End Process

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.





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Q&A

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