

# Oracle<sup>®</sup> Assets User Guide

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Oracle® Assets User Guide Release 11i

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**Glossary**

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# Preface

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## Audience for This Guide

Welcome to Release 11i of the *Oracle Assets User Guide*.

This user guide includes the information you need to work with Oracle Assets effectively. It contains detailed information about the following:

- Overview and reference information
- Oracle Assets implementation suggestions
- Specific tasks you can accomplish using Oracle Assets
- How to use Oracle Assets forms and windows
- Oracle Assets programs, reports, and listings
- Oracle Assets functions and features
- Oracle Assets system setup

See Other Information Sources for more information about Oracle Applications product information.

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## How To Use This Guide

This guide contains the information you need to understand and use Oracle<sup>®</sup> Assets.

This preface explains how this user guide is organized and introduces other sources of information that can help you. This guide contains the following chapters:

- Chapter 1 provides a brief introduction to the graphical user interface (GUI) available with this release of Oracle Assets. It also explains the Assets, Mass Additions, and Tax workbenches and how you use them to add assets, review, merge, split, and remove mass additions, assign investment tax credits, and perform reserve adjustments.
- Chapter 2 describes key information Oracle Assets stores about each asset, and explains how to add them to the system.
- Chapters 3 and 4 explain the concepts and tasks related to maintaining and retiring assets in the system.
- Chapter 5 provides information about depreciation, depreciation projections, what-if depreciation, and depreciation and transaction data archive and purge feature.

- Chapters 6 and 7 contain detailed information about asset accounting, including journal entry examples for each type of asset transaction, and explains the tax accounting features available in Oracle Assets.
- Chapter 8 includes information about capital budgeting and the budget interface.
- Chapter 9 tells you how to set up your Oracle Assets system.
- Chapter 10 explains how you can view assets and transactions online.
- Chapter 11 explains how to submit a report request, and briefly describes each report and listing.
- Finally, appendices A, B, and C include information about menu paths, profile options, and function security in Oracle Assets.

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## Finding Out What's New

From the HTML help window for Oracle® Assets, choose the section that describes new features or what's new from the expandable menu. This section describes:

- New features in 11*i*. This information is updated for each new release of Oracle® Assets.
- Information about any features that were not yet available when this user guide was printed. For example, if your system administrator has installed software from a mini pack as an upgrade, this document describes the new features.

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## Other Information Sources

You can choose from many sources of information, including online documentation, training, and support services, to increase your knowledge and understanding of Oracle® Assets.

If this guide refers you to other Oracle Applications documentation, use only the Release 11*i* versions of those guides unless we specify otherwise.

## Online Documentation

All Oracle Applications documentation is available online (HTML and PDF). The technical reference guides are available in paper format only. Note that the HTML documentation is translated into over twenty languages.

The HTML version of this guide is optimized for onscreen reading, and you can use it to follow hypertext links for easy access to other HTML guides in the library. When you have an HTML window open, you can use the features on the left side of the window to navigate freely throughout all Oracle Applications documentation.

- You can use the Search feature to search by words or phrases.
- You can use the expandable menu to search for topics in the menu structure we provide. The Library option on the menu expands to show all Oracle Applications HTML documentation.

You can view HTML help in the following ways:

- From an application window, use the help icon or the help menu to open a new Web browser and display help about that window.
- Use the documentation CD.
- Use a URL provided by your system administrator.

Your HTML help may contain information that was not available when this guide was printed.

## Related User Guides

Oracle<sup>®</sup> Assets shares business and setup information with other Oracle Applications products. Therefore, you may want to refer to other user guides when you set up and use Oracle<sup>®</sup> Assets.

You can read the guides online by choosing Library from the expandable menu on your HTML help window, by reading from the Oracle Applications Document Library CD included in your media pack, or by using a Web browser with a URL that your system administrator provides.

If you require printed guides, you can purchase them from the Oracle store at <http://oraclestore.oracle.com>.

## User Guides Related to All Products

### **Oracle Applications User Guide**

This guide explains how to navigate the system, enter data, and query information, and introduces other basic features of the GUI available with this release of Oracle® Assets (and any other Oracle Applications product).

You can also access this user guide online by choosing “Getting Started and Using Oracle Applications” from the Oracle Applications help system.

### **Oracle Applications Implementation Wizard User Guide**

If you are implementing more than one Oracle product, you can use the Oracle Applications Implementation Wizard to coordinate your setup activities. This guide describes how to use the wizard.

### **Oracle Applications Developer’s Guide**

This guide contains the coding standards followed by the Oracle Applications development staff. It describes the Oracle Application Object Library components needed to implement the Oracle Applications user interface described in the *Oracle Applications User Interface Standards*. It also provides information to help you build your custom Oracle Developer forms so that they integrate with Oracle Applications.

### **Oracle Applications User Interface Standards**

This guide contains the user interface (UI) standards followed by the Oracle Applications development staff. It describes the UI for the Oracle Applications products and how to apply this UI to the design of an application built by using Oracle Forms.

## User Guides Related to This Product

### **Oracle General Ledger User Guide**

Use this manual when you plan and define your chart of accounts, accounting period types and accounting calendar, functional currency, and set of books. It also describes how to define journal entry sources and categories so you can create journal entries for your general ledger.

If you use Multiple Reporting Currencies, use this manual when you define reporting sets of books, additional rate types, and enter daily rates

### **Oracle Payables User Guide**

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This manual explains how to define your suppliers, and how to specify supplier and employee numbering schemes. You can also read this manual to learn how to use the Create Mass Additions for Oracle Assets program to create mass additions for Oracle Assets from invoice line distributions in Payables invoices.

### **Oracle Projects User Guide**

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In Oracle Projects, you can build capital assets, place them in service as asset lines, and then use the Interface Assets program to send them to Oracle Assets as mass addition lines. Read this manual to learn how to use Oracle Projects and its Interface Assets program.

### **Oracle Workflow Guide**

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This manual explains how to define new workflow business processes as well as customize existing Oracle Applications–embedded workflow processes. You also use this guide to complete the setup steps necessary for any Oracle Applications product that includes workflow–enabled processes.

### **Country–Specific Manuals**

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Use these manuals to meet statutory requirements and common business practices in your country or region. They also describe additional features added to Oracle Assets to meet those requirements. Look for a User’s Guide appropriate to your country; for example, see the *Oracle Financials for the Czech Republic User’s Guide* for more information about using this software in the Czech Republic.

### **Multiple Reporting Currencies in Oracle Applications**

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If you use the Multiple Reporting Currencies feature to report and maintain accounting records in more than one currency, use this manual before implementing Oracle Assets. The manual details additional steps and setup considerations for implementing Oracle Assets with this feature.

## **Implementing Oracle HRMS**

This user guide explains the setup procedures you need to do in order to successfully implement Oracle HRMS in your enterprise.

## **Oracle Business Intelligence System Implementation Guide**

This guide provides information about implementing Oracle Business Intelligence (BIS) in your environment.

## **BIS 11i User Guide Online Help**

This guide is provided as online help only from the BIS application and includes information about intelligence reports, Discoverer workbooks, and the Performance Management Framework.

## **Oracle Applications Flexfields Guide**

This guide provides flexfields planning, setup, and reference information for the Oracle® Assets implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This guide also provides information on creating custom reports on flexfields data.

# **Installation and System Administration Guides**

## **Oracle Applications Concepts**

This guide provides an introduction to the concepts, features, technology stack, architecture, and terminology for Oracle Applications Release 11i. It provides a useful first book to read before an installation of Oracle Applications. This guide also introduces the concepts behind, and major issues, for Applications-wide features such as Business Intelligence (BIS), languages and character sets, and self-service applications.

## **Installing Oracle Applications**

This guide provides instructions for managing the installation of Oracle Applications products. In Release 11i, much of the installation process is handled using Oracle One-Hour Install, which minimizes the time it takes to install Oracle Applications and the Oracle 8i Server technology stack by automating many of the required steps. This guide contains instructions for using Oracle One-Hour Install and lists the tasks you need to perform to finish your installation. You should use this guide

in conjunction with individual product user guides and implementation guides.

### **Upgrading Oracle Applications**

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Refer to this guide if you are upgrading your Oracle Applications Release 10.7 or Release 11.0 products to Release 11*i*. This guide describes the upgrade process in general and lists database upgrade and product-specific upgrade tasks. You must be at either Release 10.7 (NCA, SmartClient, or character mode) or Release 11.0 to upgrade to Release 11*i*. You cannot upgrade to Release 11*i* directly from releases prior to 10.7.

### **Using the AD Utilities**

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Use this guide to help you run the various AD utilities, such as AutoInstall, AutoPatch, AD Administration, AD Controller, Relink, and others. It contains how-to steps, screenshots, and other information that you need to run the AD utilities.

### **Oracle Applications Product Update Notes**

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Use this guide as a reference if you are responsible for upgrading an installation of Oracle Applications. It provides a history of the changes to individual Oracle Applications products between Release 11.0 and Release 11*i*. It includes new features and enhancements and changes made to database objects, profile options, and seed data for this interval.

### **Oracle Applications System Administrator's Guide**

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This guide provides planning and reference information for the Oracle Applications System Administrator. It contains information on how to define security, customize menus and online help, and manage processing.

### **Oracle Assets Technical Reference Manual**

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The *Oracle Assets Technical Reference Manual* contains database diagrams and a detailed description of Oracle Assets and related applications database tables, forms, reports, and programs. This information helps you convert data from your existing applications, integrate Oracle Assets with non-Oracle applications, and write custom reports for Oracle Assets.

You can order a technical reference guide for any product you have licensed. Technical reference guides are available in paper format only.

### **Oracle Workflow Guide**

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This guide explains how to define new workflow business processes as well as customize existing Oracle Applications–embedded workflow processes. You also use this guide to complete the setup steps necessary for any Oracle Applications product that includes workflow–enabled processes.

## **Training and Support**

### **Training**

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We offer a complete set of training courses to help you and your staff master Oracle Applications. We can help you develop a training plan that provides thorough training for both your project team and your end users. We will work with you to organize courses appropriate to your job or area of responsibility.

Training professionals can show you how to plan your training throughout the implementation process so that the right amount of information is delivered to key people when they need it the most. You can attend courses at any one of our many Educational Centers, or you can arrange for our trainers to teach at your facility. We also offer Net classes, where training is delivered over the Internet, and many multimedia–based courses on CD. In addition, we can tailor standard courses or develop custom courses to meet your needs.

### **Support**

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From on–site support to central support, our team of experienced professionals provides the help and information you need to keep Oracle® Assets working for you. This team includes your Technical Representative, Account Manager, and Oracle’s large staff of consultants and support specialists with expertise in your business area, managing an Oracle server, and your hardware and software environment.

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## Do Not Use Database Tools to Modify Oracle Applications Data

*We STRONGLY RECOMMEND that you never use SQL\*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications tables, unless we tell you to do so in our guides.*

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL\*Plus to modify Oracle Applications data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle Applications tables are interrelated, any change you make using an Oracle Applications form can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications forms, you might change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

When you use Oracle Applications forms to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. But, if you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL\*Plus and other database tools do not keep a record of changes.

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## About Oracle

Oracle Corporation develops and markets an integrated line of software products for database management, applications development, decision support and office automation, as well as Oracle Applications. Oracle Applications provides the E-business Suite, a fully integrated suite of more than 70 software modules for financial management, Internet procurement, business intelligence, supply chain management, manufacturing, project systems, human resources and sales and service management.

Oracle products are available for mainframes, minicomputers, personal computers, network computers, and personal digital assistants, enabling organizations to integrate different computers, different operating systems, different networks, and even different database

management systems, into a single, unified computing and information resource.

Oracle is the world's leading supplier of software for information management, and the world's second largest software company. Oracle offers its database, tools, and application products, along with related consulting, education and support services, in over 145 countries around the world.

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## Your Feedback

Thank you for using Oracle® Assets and this user guide.

We value your comments and feedback. This guide contains a Reader's Comment Form you can use to explain what you like or dislike about Oracle® Assets or this user guide. Mail your comments to the following address or call us directly at (650) 506-7000.

Oracle Applications Documentation Manager  
Oracle Corporation  
500 Oracle Parkway  
Redwood Shores, CA 94065  
U.S.A.

Or, send electronic mail to [appsdoc@us.oracle.com](mailto:appsdoc@us.oracle.com).



CHAPTER

# 1

## Overview of Oracle Assets

**T**his chapter provides a short introduction to the graphical user interface (GUI) available with Oracle Assets, and describes the three Oracle Assets workbenches, multi-window forms that let you find critical information in a flexible way, see the results in your defined format, and selectively take appropriate action.

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## Graphical User Interface

Oracle Assets has a highly responsive, multi-window graphical user interface (GUI) with full point-and-click capability. You can use your mouse or keyboard to operate graphical controls such as pull-down menus, buttons, poplists, check boxes, or tabbed regions.

You can read more about the basic characteristics of the user interface in the *Oracle Applications User's Guide*.

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## Oracle Assets Workbenches

Oracle Assets workbenches let you find critical information in a flexible way, see the results in your defined format, and selectively take appropriate action. For example, in the Assets Workbench, you can find your assets based on asset detail, assignment, invoice, or lease information. Then, for that asset, you can review financial, assignment, and other detailed asset information, perform transfers, review the purchasing or other source information, or retire the asset. All the windows you need are accessible from just one form; you can query an asset then perform several transactions without having to find it again.

You can perform most of your transactions in Oracle Assets using just three windows: the Assets Workbench, Mass Additions Workbench, and Tax Workbench.

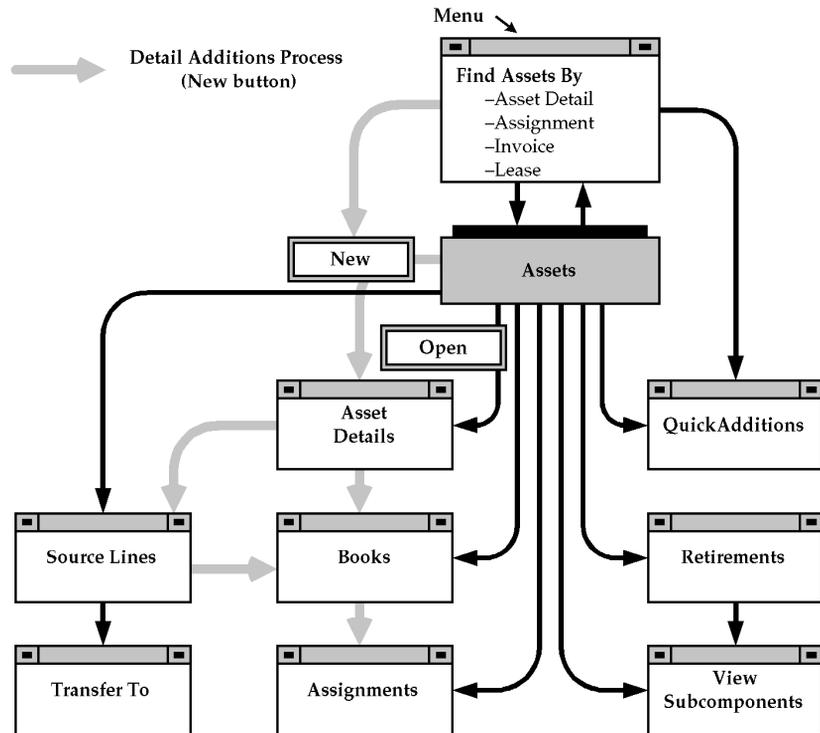
Oracle  
Assets

Asset Number	Description	Tag Number	Category
100051	BMW 850I test		VEHICLE-OWNED LUXURY
100071	LAND		LAND-OCCUPIED
100072	OFFICE BUILDING		BUILDING-OFFICE
100073	MANUFACTURING BUILDING		BUILDING-MANUFACTURING
100074	MACK TRUCK		VEHICLE-OWNED HEAVY
100075	LEASED VEHICLE		VEHICLE-LEASED STANDARD
100076	PERSONAL COMPUTER		COMPUTER-PC
100077	DESK		FURNITURE-DESKS

## Assets Workbench

Use the Assets Workbench windows to add new assets to the system, and to perform transactions, such as retirements, adjustments, source line adjustments, and transfers. You can also review asset detail, financial, and assignment information using this workbench.

The Assets Workbench has the following windows:



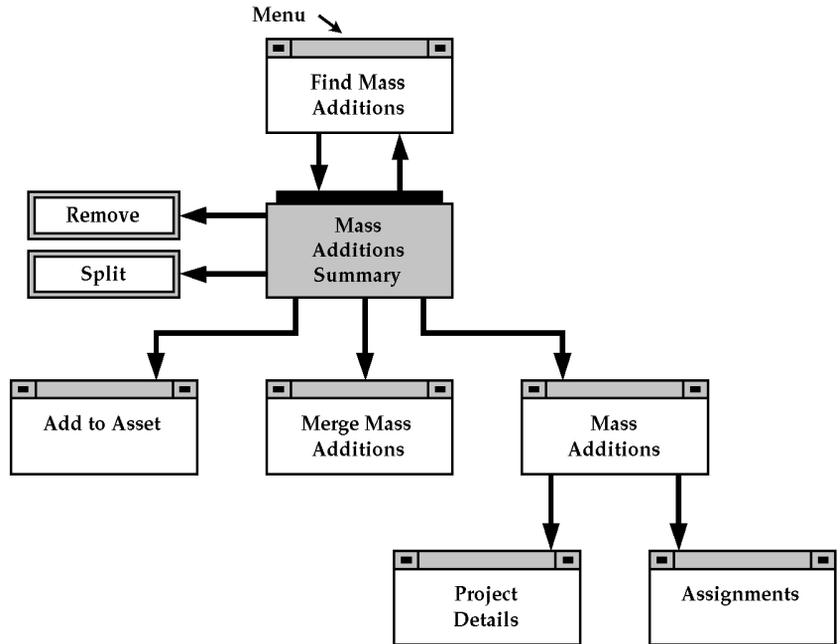
For example, to transfer an asset using the Assets Workbench:

- Choose Assets:Assets Workbench from the Navigator window
- Find the asset you want to transfer using the Find Assets window
- Choose the asset in the Assets window
- Choose the Assignments button to open the Assignments window

## Mass Additions Workbench

Use the Mass Additions workbench windows to review, merge, split, and remove mass additions.

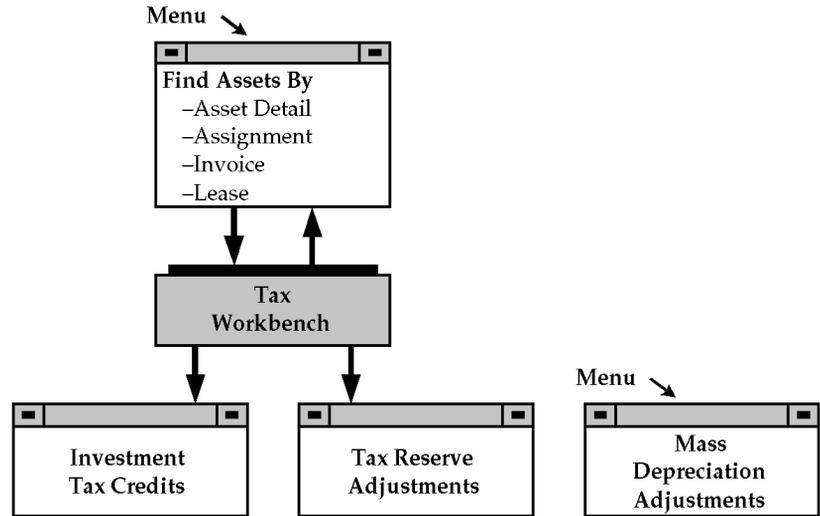
The Mass Additions workbench has the following windows:



## Tax Workbench

Use the Tax Workbench to assign investment tax credits and to perform reserve adjustments.

The Tax Workbench has the following windows:



# Asset Setup

**T**his chapter describes the basic information Oracle Assets stores about each asset, such as descriptive details, depreciation rules, assignments, and source lines. It also includes information about building construction-in-process (CIP) assets. In addition, this chapter explains the three asset setup processes, including the Mass Additions interface, and how to manually and automatically add assets to the system.

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## Asset Setup Information

This section includes everything you need to know about asset setup:

- Asset Descriptive Details
- Depreciation Rules (Books)
- Assignments
- Source Lines
- Construction-In-Process (CIP) Assets

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### Asset Descriptive Details

This section describes selected fields on the Asset Details window.

#### Asset Number

An asset number uniquely identifies each asset. When you add an asset, you can enter the asset number, or leave the field blank to use automatic asset numbering. If you enter an asset number, it must be unique and not in the range of numbers reserved for automatic asset numbering. You can enter any number that is less than the number in the Starting Asset Number field in the System Controls window, or you can enter any non-numeric value.

#### Description

Use list of values to choose a standard description you defined in the QuickCodes window, or enter your own.

#### Tag Number

If you enter a tag number, it must be unique. A tag number uniquely identifies each asset. For example, use the tag number to track asset barcodes, if you use them.

#### Asset Category

Oracle Assets defaults depreciation rules based on the category, book, and date placed in service. All assets in a category share the same asset cost accounts and depreciation accounts for each depreciation book.

## Category Descriptive Flexfield

Descriptive flexfields allow you to collect and store additional information about your assets. For each asset category, you can set up a descriptive flexfield to prompt you for additional information based on the asset category you enter. For example, you might want to track the license number for automobiles, but the square footage for buildings. When you specify a category for a new asset, you can enter your information in a descriptive flexfield.

## Asset Key

The asset key allows you to group assets or identify groups of assets quickly. It does not have financial impact; rather it can be used to track a group of assets in a different way than the asset category. For example, use an asset key to group assets by project.

## Asset Type

Valid asset types are:

- **Capitalized:** Assets included on the company balance sheet. Capitalized assets usually depreciate. Charged to an asset cost clearing account.
- **CIP (Construction–In–Process):** Unfinished assets being built, not yet in use and not yet depreciating. Once you capitalize a CIP asset, Oracle Assets begins depreciating it. Charged to a construction–in–process clearing account.
- **Expensed:** Items that do NOT depreciate; the entire cost is charged in a single period to an expense account. Oracle Assets tracks expensed items, but does not create journal entries for them. Oracle Assets does not depreciate expensed assets, even if the Depreciate check box in the Books and Mass Additions Prepare windows is checked for that asset.

## Units

The number of units represents the number of components included as part of an asset. Use units to group together identical assets. For example, you might add an asset that is composed of ten separate but identical chairs. If you are adding an asset, accept the default value of one, or enter a different number of units.

## Parent Asset

You can separately track and manage detachable asset components, while still automatically grouping them to their parent asset. For example, a monitor can be tracked as a subcomponent of its parent asset, a computer. You can specify a rule in the Asset Categories window by which Oracle Assets defaults the life for a subcomponent asset based on the category and the parent asset life.

Enter the parent asset to which your asset belongs if you are adding a subcomponent asset. The parent asset must be in the same corporate book. If you are adding a leasehold improvement, enter the asset number of the leased asset. To properly default the subcomponent life, add the parent asset before the subcomponent.

You must set up the depreciation method for the subcomponent asset life before you can use the method for that life. If your subcomponent asset uses a depreciation method of type Calculated, Oracle Assets sets up the depreciation method for you. If the depreciation method is not Calculated and if it is not already set up for the subcomponent life rule default, Oracle Assets uses the asset category default life.

Oracle Assets does not automatically perform the same transaction on a subcomponent asset when you perform it on the parent asset. Use the Parent Asset Transactions Report to review the transactions that you have performed on parent assets during a period.

## Warranty Number

You can set up and track manufacturer and supplier warranties online. Each warranty has a unique warranty number. Use the list of values or enter a previously defined warranty number to assign the asset to the coinciding warranty.

## Lease Information

You can enter lease information only for an asset assigned to a leased asset category. You must define the lessor as a valid supplier in the Suppliers window, and define leases in the Lease Details window, before you can attach a lease to an asset you are adding in the Asset Details window.

If you are entering a leasehold improvement and you completed the Parent Asset field in the Asset Details window, Oracle Assets displays the related lease information from the parent asset. You cannot provide separate lease information for the leasehold improvement.

## Ownership

You can track **Owned** and **Leased** assets. Choosing the value Leased from the Ownership list does not automatically allow you to enter lease information. You can enter lease information only if you assign the asset to a leased asset category.

## In Use

The In Use check box is for your reference only. It indicates whether the asset is in use. For example, a computer in storage still depreciates because it becomes obsolete over time whether or not it is in use. Use this check box to track that it is not in use.

## In Physical Inventory

When you check the In Physical Inventory check box, it indicates that this asset will be included when you run the Physical Inventory comparison. When you set up categories, you define whether assets in a particular category should be included in physical inventory. You can use the In Physical Inventory check box in the Asset Details window to override the default.

## See Also

Asset Setup Processes (Additions): page 2 – 18

Changing Asset Details: page 3 – 2

Entering Leases: page 9 – 109

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## Depreciation Rules (Books)

This section describes selected fields on the Books window.

### Book

An asset can belong to any number of depreciation books, but must belong to only one corporate depreciation book. You must assign a new asset to a corporate depreciation book before you can assign it to

any tax books. You can only assign the asset to a book for which you defined the asset category. Oracle Assets defaults financial information from the asset category, book, and date placed in service.

Each book can have independent accounts, an independent calendar, and independent depreciation rules. You can specify for which general ledger set of books a depreciation book creates journal entries.

The asset can also have different financial information in each book. For example, you can make the asset cost in your tax book different from the cost in your financial reporting book. The depreciation books are independent, so you can run depreciation for each book on a different schedule.

You can change financial and depreciation information for an asset in a book. You can choose whether to amortize or expense the adjustment. See: Amortized and Expensed Adjustments: page 6 – 13.

You can add an asset to a tax book using the Books window. To copy a group of assets to a tax book, use Mass Copy. See: Tax Book Maintenance: page 7 – 2.

## Cost

### Current Cost

The current cost can be positive, zero, or negative. Oracle Assets defaults a cost of zero for construction-in-process (CIP) assets and you cannot change it. Oracle Assets automatically updates the cost to the sum of the invoice line costs after you add invoice lines to a CIP asset using the Mass Additions process. You can also change the cost of a CIP asset manually by entering non-invoiced items or transferring invoice lines between assets in the Source Lines window.

If this is a capitalized leased asset, and you previously calculated the cost to capitalize for the lease in the Lease Payments window and you have not override the result of the capitalization test, Oracle Assets automatically enters the Cost to Capitalize amount in the Current Cost field, and you can change it.

### Original Cost

Oracle Assets displays the original cost of the asset and updates it if you make a cost adjustment in the period you added the asset. After the first period, Oracle Assets does not update the original cost.

## Recoverable Cost

The recoverable cost is the portion of the current cost that can be depreciated. It is the current cost less the salvage value less the Investment Tax Credit basis reduction amount. If you specify a depreciation cost ceiling, and if the recoverable cost is greater than that ceiling, Oracle Assets uses the cost ceiling instead.

## Depreciation Amounts

### Depreciation

You normally enter zero accumulated depreciation for new capitalized assets. If you are adding an asset that you have already depreciated, you can enter the accumulated depreciation as of the last depreciation run date for this book, or let Oracle Assets calculate it for you. If you enter a value other than zero, Oracle Assets uses that amount as the accumulated depreciation as of the last depreciation run date.

If you enter too little accumulated depreciation, Oracle Assets adjusts depreciation to the correct amount for the current fiscal year. If you enter too much accumulated depreciation, the asset becomes fully reserved before the end of its life.

If you enter zero accumulated depreciation, Oracle Assets calculates the accumulated depreciation for you based on the date placed in service. You can have a different accumulated depreciation for each depreciation book.

Enter the amount of depreciation taken in the current fiscal year, if any, for the year-to-date depreciation. If the asset is placed in service in the current fiscal year, the accumulated depreciation amount and the year-to-date depreciation amount must be the same.

For Oracle Assets to recognize an asset as fully reserved when you add it, enter an accumulated depreciation amount equal to the recoverable cost.

You cannot change the accumulated depreciation after the period in which you added the asset. You can, however, change the depreciation taken for prior fiscal years in your tax books using the Tax Reserve Adjustments window.

You cannot enter year-to-date or life-to-date depreciation when you add a units of production asset. Instead, enter the asset with zero accumulated depreciation, and enter the total life-to-date production as production for the current period to catch up depreciation.

## Depreciation Ceiling

You can enter a ceiling only for assets in tax depreciation books for which you allow ceilings. Allow ceilings for a tax book in the Book Controls window. Valid depreciation ceiling types are:

- **Expense Ceilings:** Limit the annual depreciation expense that Oracle Assets takes on an asset.
- **Cost Ceilings:** Limit the recoverable cost used to calculate annual depreciation expense.

## Salvage Value

The salvage value cannot exceed the asset cost, and you cannot enter a salvage value for credit (negative cost) assets.

## Investment Tax Credit

The Investment Tax Credit (ITC) check box displays whether you claimed an ITC on an asset. You cannot claim an Investment Tax Credit on an asset unless it is using a life-based depreciation method. Allow ITC for a tax book in the Book Controls window and the category in the Asset Categories window. Assign ITC to an asset in a tax book in the Investment Tax Credits window.

## Net Book Value

The net book value is defined as:

$$\text{Net Book Value} = \text{Current Cost} - \text{Accumulated Depreciation}$$

## Revaluation Amounts

You can only enter revaluation amounts if you allow revaluation in the Book Controls window.

### Revaluation Reserve

If you are adding an asset, enter the revaluation reserve, if any. You cannot update the revaluation reserve after the period you added the asset. After that, Oracle Assets updates the revaluation reserve when you perform revaluations.

$$\text{Revaluation Reserve} = \text{Existing Revaluation Reserve} + \text{Change in Net Book Value due to current revaluation}$$

## Revaluation Ceiling

If you try to revalue the asset cost above the ceiling, Oracle Assets uses the revaluation ceiling instead.

## Depreciation Method

The depreciation method you choose determines the way in which Oracle Assets spreads the cost of the asset over the time it is in use. You specify default depreciation rules for a category and book in the Asset Categories window. You can use predefined Calculated, Table, units of Production, or Flat-rate type methods, or define your own in the Methods window.

Depending on the type of depreciation method you enter in the Books window, Oracle Assets provides additional fields so you can enter related depreciation information. For example, if you enter a Calculated or Table depreciation method, you must also enter a life for the asset. In contrast, for a units of production depreciation method, you must enter a unit of measure and capacity. The table below illustrates information related to the depreciation types:

Method Type	Related Fields
Calculated or Table	Life in Years and Months
Flat-Rate	Basic Rate
	Adjusted Rate
	Bonus Rule – tax only
Units of Production	Unit of Measure
	Capacity
	Year-to-Date Production – display only
	Life-to-Date Production – display only

Table 2 – 1 (Page 1 of 1)

Calculated and table methods must be set up with the same number of prorate periods per year as the prorate calendar for the book. The depreciation method must already be defined for the life you enter.

You cannot choose a units of production depreciation method in a tax book if the asset does not use a units of production method in the associated corporate book.

## **Date Placed In Service**

If the current date is in the current open period, the default date placed in service is the calendar date you enter the asset. If the calendar date is before the current open period, the default date is the first day of the open period. If the calendar date is after the current open period, the default date is the last day of the open period. Accept this date, or enter a different date placed in service in the current accounting period or any prior period. You cannot enter a date placed in service before the oldest date placed in service you specified in the System Controls window.

You can change the date placed in service at any time. If you change the date placed in service after depreciation has been processed for an asset, Oracle Assets treats it as a financial adjustment, and the accumulated depreciation is recalculated accordingly.

The asset category, book, and date placed in service determine which default depreciation rules Oracle Assets uses. If the asset category you entered is set up for more than one date placed in service range for this book, the date placed in service determines which rules to use.

If you enter a date placed in service in a prior period and zero accumulated depreciation, Oracle Assets automatically calculates catchup depreciation when you run depreciation, and expenses the catchup depreciation in the current period.

The date placed in service for CIP assets is for your reference only. Oracle Assets automatically updates this field to the date you specify when you capitalize the asset using the Capitalize CIP Assets window.

## **Prorate Convention and Prorate Date**

Oracle Assets uses the prorate convention to determine how much depreciation to take in the first and last years of asset life.

Oracle Assets determines the prorate date from the date placed in service and the prorate convention. It uses this date to determine how much depreciation to take during the first and last years of asset life.

## Amortization Start Date

When you choose to amortize an adjustment, Oracle Assets uses the Amortization Start Date to determine the amount of catchup depreciation to take in the current open period. The remaining depreciation is spread over the remaining life of the asset.

The amortization start date defaults according to the rules described for the Date Placed in Service. You can change the default date to another date in the current period or a previous period.

## See Also

Entering Financial Information: page 2 – 23

Defining Depreciation Books: page 9 – 65

Defining Additional Depreciation Methods: page 9 – 71

Setting Up Asset Categories: page 9 – 93

Adjusting Accounting Information: page 3 – 7

Amortized and Expensed Adjustments: page 6 – 13

Updating a Tax Book with Assets and Transactions: page 7 – 12

Assigning Tax Credits: page 7 – 22

Adjusting Tax Book Accumulated Depreciation: page 7 – 50

Depreciation Calculation: page 5 – 8

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## Assignments

Assign assets to employees, general ledger depreciation expense accounts, and locations. You can share your assets among several assignment lines. You can automatically assign distributions to an asset by choosing a predefined Distribution Set.

You can transfer an asset between employees, expense accounts, and locations. Changing the expense account has a financial impact, since

Oracle Assets creates journal entries for depreciation expense to the general ledger using the account. Changing the location or employee information, however, has no financial impact because Oracle Assets uses them solely for property tax and responsibility reporting.

When you run a transaction report or create journal entries for a tax book, Oracle Assets uses the current assignment information from the associated corporate book.

The following are some of the fields that appear on the Assignments window:

## **Transfer Date**

You can enter a date in the current or a prior accounting period. You cannot back-date transfers before the start of your current fiscal year, or before the date of the last transaction you performed on the asset. You also cannot enter a date that is after the last day of the current accounting period.

When you back-date a transfer, the depreciation program automatically adjusts the accumulated depreciation and year-to-date depreciation amounts for the affected general ledger accounts.

## **Distribution Set**

You can use the Distribution Set poplist to choose a predefined distribution set for an asset. A distribution set allows you to automatically assign a predefined set of one or more distributions to an asset. When you choose a distribution set, Oracle Assets automatically enters the distributions for you.

## **Show Merged Distributions (Mass Additions only)**

The Show Merged Distributions check box appears in the Assignments window for a mass addition line only. You can only view the distribution for a merged parent or a merged child one at a time, unless you check the Show Merged Distributions check box.

## **Total Units**

Oracle Assets displays the total of the number of units for the asset.

## Units to Assign

Oracle Assets displays the number of units you must assign. For a two-sided transfer, the Units to Assign starts at zero. For one-sided transfers (additions, partial unit retirements, and unit adjustments) the Units to Assign starts at the number of units added, retired, or adjusted. The Units to Assign value automatically updates to reflect the assignment you enter or update. It must be equal to zero before you can save your work.

## Unit Change

The Units field displays the number of units assigned to that assignment. You can transfer units between existing assignment lines or to a new assignment line. You can enter whole or fractional units. The number of units that you enter tells the depreciation program what fraction of depreciation expense to charge to that account.

You can transfer units out of only one assignment line in a single transaction, but you can transfer units into as many lines as you want. To transfer units out of an assignment, enter a negative number. To transfer units into an assignment, on a new line, enter a positive number.

## Employee

Assign assets to the owner or person responsible for that asset. You must enter a valid, current employee you created in the Enter Person window.

## Expense Account

Assign assets to depreciation expense accounts.

Oracle Assets charges depreciation expense to the asset using the expense account and runs Responsibility Reports using the cost center information.

## Location

Enter the physical location of the asset. Oracle Assets uses location information for Property Tax reports.

## See Also

Transferring Assets between Depreciation Expense Accounts: page 3 – 10

Moving Assets Between Employees and Locations: page 3 – 10

Defining Locations: page 9 – 53

Defining Distribution Sets: page 9 – 100

Entering a New Person (*Oracle HRMS Documentation Set*)

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## Source Lines

You can track information about where assets came from, including sources such as invoice lines from your accounts payable system and capital assets from Oracle Projects.

Each source line that came from another system through Mass Additions may include the following information:

- Invoice Number
- Line
- Description
- Supplier
- Purchase Order Number
- Source Batch
- Cost
- Project Number
- Task Number

You change invoice information for a line using the Source Lines window only if you manually added the source line. For example, you can manually add a line, adjust the cost of an existing line, or delete a line for a CIP asset. You also can transfer lines between assets.

You cannot change invoice information if the line came from another system through Mass Additions.

If the source of the line is Oracle Projects, choose the Project Details button to view detail project information for the line in the Asset Line Details window.

## See Also

Changing Invoice Information for an Asset: page 3 – 12

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## Construction-in-Process (CIP) Assets

A construction-in-process (CIP) asset is an asset you construct over a period of time. You create and maintain your CIP assets as you spend money for raw materials and labor to construct them. Since a CIP asset is not yet in use, it does not depreciate. When you finish building the CIP asset, you can place it in service and begin depreciating it.

You can track CIP assets in Oracle Assets, or you can track detailed information about your CIP assets in Oracle Projects. If you use Oracle Projects to track CIP assets, you do not need to track them in Oracle Assets.

See: Create Mass Additions from Capital Assets in Oracle Projects: page 2 – 38.

## Use the Asset Key to Track CIP Projects

The asset key is a set of key identifying information, such as project name and project number, that you define for each CIP asset. Use the asset key to group and track your CIP assets with common key words so you can find them easily for inquiry or transactions.

## Acquire and Build CIP Assets

Create CIP assets using Mass Additions or manual additions.

Oracle Assets identifies invoices with distributions to CIP clearing accounts in Oracle Payables, and creates mass additions from them. You can create new CIP assets from your mass additions, or add them to existing assets. You can also add non-invoiced expenses, such as labor cost, to your CIP assets. You can perform transfers or adjustments on your CIP assets if necessary.

## Automatically Adding CIP Assets to Tax Books

You can set up Oracle Assets to automatically copy CIP assets to a tax book when a CIP asset is added to the corporate book.

### ► To enable CIP assets to be automatically added to a tax book:

1. Navigate to the Book Controls window.
2. Query the tax book to which you want CIP assets copied.
3. Choose Accounting Rules from the poplist in the Book Controls window.
4. In the Tax Rules region, check the Allow CIP Assets check box.
5. Save your work.

### Conditions When CIP Assets are Copied to Tax Books

After you set up Oracle Assets to automatically add CIP assets to your tax book, all CIP assets you add to your corporate book will automatically be added to your tax book at the same time. When you capitalize these CIP assets in your corporate book, the same assets will automatically be capitalized in your tax book, even if the corporate and tax books are in different accounting periods.



**Attention:** If your corporate and tax books' accounting periods are not in the same fiscal year, and you add and capitalize a CIP asset in the corporate book, the same CIP asset may be added and capitalized in a different fiscal year in the tax book.

If you checked Allow CIP Assets and later you uncheck it, you may have CIP assets that were automatically added to the tax book while Allow CIP Assets was checked. Although Allow CIP Assets is no longer checked, those CIP assets in the tax book will be automatically capitalized when the same assets are capitalized in the corporate book.

### Performing Transactions on CIP Assets

Although CIP assets can now appear in your tax books, you cannot perform any transactions directly to CIP assets in tax books. You can only perform transactions on CIP assets in your corporate book, and these transactions will automatically be replicated to the tax book.

**Note:** You cannot view CIP assets in tax books from the Asset Workbench. You can view this information in the View Financial Information window.

## Place Finished Assets in Service

You capitalize CIP assets when you are ready to place them in service. You can capitalize or reverse capitalize a single asset or a group of assets.

When you capitalize an asset, Oracle Assets changes the asset type from CIP to Capitalized, changes the date placed in service to the date you enter, sets the cost to the sum of all source lines for the asset, and re-defaults the depreciation rules from the asset category. Oracle Assets creates an Addition transaction for an asset you added in a prior period or changes the CIP Addition transaction to an Addition for an asset you added in the current period.

When you reverse a capitalization, Oracle Assets changes the asset type from Capitalized back to CIP and leaves the date placed in service unchanged. It changes the Addition transaction to an Addition/Void for an asset you added in a prior period or changes the Addition transaction to a CIP Addition for an asset you added in the current period. It also creates a CIP Reverse transaction for assets you capitalized in a prior period.

## See Also

Placing CIP Assets in Service (Capitalizing a CIP Asset): page 3 – 14

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## Asset Setup Processes (Additions)

You can use one of the following processes to enter new assets:

### QuickAdditions

Use the QuickAdditions process to quickly enter ordinary assets when you must enter them manually. You can enter minimal information in the QuickAdditions window, and the remaining asset information defaults from the asset category, book, and the date placed in service.

### Detail Additions

Use the Detail Additions process to manually add complex assets which the QuickAdditions process does not handle:

- Assets that have a salvage value
- Assets with more than one assignment
- Assets with more than one source line
- Assets to which the category default depreciation rules do not apply
- Subcomponent assets
- Leased assets and leasehold improvements

### Mass Additions

Use the Mass Additions process to add assets automatically from an external source. Create assets from one or more invoice distribution lines in Oracle Payables, CIP asset lines in Oracle Projects, asset information from another assets system, or information from any other feeder system using the interface. You must prepare the mass additions to become assets before you post them to Oracle Assets.

## See Also

Adding an Asset Accepting Defaults (QuickAdditions): page 2 – 19

Adding an Asset Specifying Detail (Detail Additions): page 2 – 21

Adding an Asset Automatically from an External Source (Mass Additions): page 2 – 41

Overview of the Mass Additions Process: page 2 – 28

## Adding an Asset Accepting Defaults (QuickAdditions)

**QuickAdditions**

Asset Number: 812  
Tag Number:   
Serial Number:   
Asset Type: Capitalized  
Supplier Name:   
Invoice Number:   
Description: OFFICE FURNITURE  
Category: FURNITURE.DESKS  
Asset Key:   
Units: 1  
Supplier Number:   
PO Number:   
Book: OPS CORP  
Cost: 200.00  
Date in Service: 31/MAY/2000  
Assignment  
Employee Name:   
Expense Account: 01.110.7340.0000.000  
Employee Number:   
Location: USA.NY.NEW YORK...  
Done Cancel

- ▶ **To add an asset quickly accepting default information:**
  1. Choose Assets > Asset Workbench from the Navigator window.
  2. Choose QuickAdditions from the Find Assets window.
  3. Enter a Description of the asset.
  4. Enter the asset Category.
  5. Assign your asset to a corporate depreciation Book.
  6. Enter the current Cost.
  7. Optionally update the Date Placed In Service.
  8. Assign the asset to an Employee Name (optional), a general ledger depreciation Expense Account, and a Location.
  9. Save your work.

## See Also

- Asset Descriptive Details: page 2 – 2
- Depreciation Rules (Books): page 2 – 5
- Setting Up Asset Categories: page 9 – 93
- Defining Distribution Sets: page 9 – 100
- Correcting Current Period Addition Errors: page 2 – 27

## Adding an Asset Specifying Details (Detail Additions)

The screenshot shows the 'Asset Details' window with the following fields and values:

Asset Number	100051	Description	BMW 850i test
Tag Number		Category	VEHICLE-OWNED LUXURY [BI]
Serial Number	BMW3384140	Asset Key	
Asset Type	Capitalized	Units	1
Parent Asset		Description	
Manufacturer	BMW	Model	850i
Warranty Number		Description	
Lease Number		<input checked="" type="checkbox"/> In Use	
Lessor		<input checked="" type="checkbox"/> In Physical Inventory	
Property Type	PERSONAL	Ownership	Owned
Property Class	1245	Bought	Used

Buttons: Done, Cancel

Use the Detail Additions process to manually add complex assets that the QuickAdditions process does not handle.

Override default depreciation rules if necessary.

► **To add an asset specifying detail information:**

1. Choose Assets > Asset Workbench from the Navigator window.
2. Choose New.
3. In the Asset Details window, enter a Description of the asset.
4. Enter the asset Category.
5. Enter the number of Units.
6. If you are adding a subcomponent asset, enter the Parent Asset number. If you are adding a leasehold improvement, enter the leased asset number.
7. Enter the Manufacturer and Model of your asset.
8. Enter the Warranty Number if you want to assign a pre-defined warranty to an asset.

9. Use the list of values to choose a lease number if you are adding a leased asset in a leased asset category.
10. Choose whether to include the asset in physical inventory comparisons. By default, the In Physical Inventory check box is set according to the asset category you specified, but you can override that value here.
11. Enter additional information, such as Property Type and Class, and whether the asset is **Owned** or **Leased** and **New** or **Used**.
12. Optionally choose Source Lines to enter purchasing information such as the Supplier Name and Purchase Order Number for the asset.
13. Choose Continue to continue adding your asset. See: Entering Financial Information (Detail Additions Continued): page 2 – 23.



**Attention:** The Detail Additions process requires you to provide descriptive, financial, and assignment information in the Asset Details, Books, and Assignments windows.

## See Also

Asset Descriptive Details: page 2 – 2

Source Lines: page 2 – 14

Asset Setup Processes (Additions): page 2 – 18

Correcting Current Period Addition Errors: page 2 – 27

## Entering Financial Information (Detail Additions Continued)

Asset Number	100051	Reference Number	
Book	OPS CORP	<input type="checkbox"/> Amortize Adjustment	
Comments			[ ]
<b>Depreciation</b>			
Current Cost	30,000.00	YTD Depreciation	0.00
Original Cost	80,000.00	Accumulated Depr	80,000.00
Salvage Value	0.00	Ceiling	
Recoverable Cost	80,000.00	Revaluation Ceiling	
Net Book Value	0.00	Revaluation Reserve	0.00
<b>Method</b>		<input checked="" type="checkbox"/> Depreciate	
Method	STL	Date in Service	01/JAN/1996
Life Years	4	Prorate Convention	MID-MONTH
Months	0	Prorate Date	01/JAN/1996
		Amortization Start Date	
		<input type="checkbox"/> Short Fiscal Year	
		Conversion Date	
		Original Depr Start Date	
		<input type="button" value="Unplanned Depreciation"/>	<input type="button" value="Done"/>
			<input type="button" value="Cancel"/>

To continue adding your asset using the Detail Additions process, you must enter financial information in the Books window.

You can also use this window to add an asset to a tax book.



**Suggestion:** You can use Mass Copy to copy groups of assets to a tax book. See: Tax Book Maintenance: page 7 – 2.

### Prerequisites

- Enter descriptive information for a new asset in the Asset Details window. See: Adding an Asset Specifying Details (Detail Additions): page 2 – 21
- Optionally enter the purchasing information for the new asset in the Source Lines window.

## Continue Adding your Asset

### ► To enter financial information for a new asset:

1. Assign your asset to a corporate depreciation Book.
2. Enter the current Cost.

**Note:** If this is a leased asset, and you previously calculated the cost to capitalize for the lease in the Lease Payments window and you have not overridden the result of the capitalization test, Oracle Assets automatically enters the Cost to Capitalize amount in the Current Cost field, and you can change it.

3. Enter the Salvage Value.
4. Specify the asset's Date In Service.
5. Indicate whether you want to Depreciate the asset.
6. If necessary, override the Depreciation Method and associated depreciation information defaulted from the category. See: Changing Financial and Depreciation Information: page 3 – 7.
7. Choose Continue to continue adding your asset. See: Assigning an Asset (Detail Additions Continued): page 2 – 25.



**Attention:** The Detail Additions process requires you to provide descriptive, financial, and assignment information in the Asset Details, Books, and Assignments windows.

## Add an Individual Asset to Your Tax Book

### ► To add an asset to a tax book:

1. Choose Assets:Asset Workbench from the Navigator window.
2. Find the asset you want to add to a tax book.
3. Choose the Books button.
4. Enter the tax Book to which you want to assign the asset and tab to the Current Cost field.

Oracle Assets automatically copies the date placed in service from the corporate book; however, if the date placed in service in the corporate book falls in a future period in the tax book, Oracle Assets defaults the date placed in service for the asset in the tax book to the last day of the current tax period.

5. You can change the financial information defaulted from the corporate book, such as cost, date placed in service, depreciation method, life, rate, prorate convention, ceiling, and bonus rule.
6. Save your work.

## See Also

Depreciation Rules (Books): page 2 – 5

Changing Financial and Depreciation Information: page 3 – 7

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## Assigning an Asset (Detail Additions Continued)

Asset Number: 100071      Reference Number: [ ]

Book: OPS CORP      Transfer Date: 31/AUG/2000

Comments: [ ]

Distribution Set: [ ]      Unit of Measure: [ ]

Total Units: 1      Units to Assign: 0 [ ]

— Employee —

Unit Change	Units	Name	Number	Expense Account	Location
<input type="checkbox"/>	1			01.740.7740.0000.000	USA.CA.SAN FRANCIS
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Done      Cancel

To continue adding your asset using the Detail Additions process, you must assign your new asset to an employee, depreciation expense account, and location in the Assignments window. You can manually

enter the distribution(s), or choose a predefined distribution set to automatically assign the appropriate distribution(s) to the asset.

### **Prerequisites**

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- Enter descriptive information for a new asset in the Asset Details window. See: Adding an Asset Specifying Details (Detail Additions): page 2 – 21.
- Optionally enter purchasing information for the new asset in the Source Lines window.
- Enter financial information in the Books window. See: Entering Financial Information (Detail Additions Continued): page 2 – 23.

### **Continue Adding your Asset**

- ▶ **To assign your asset to an employee, depreciation expense account, and location:**



**Suggestion:** Choose a predefined distribution set from the Distribution Set poplist to automatically assign the appropriate distribution(s) to your new asset.

1. Optionally enter the Employee Name or Number of the person responsible for the asset.
2. Enter the default Expense Account to which you want to charge depreciation.  
  
Oracle Assets defaults the natural account segment from the category and the book.
3. Enter the physical Location of the asset.
4. Choose Done to save your work.

### **See Also**

Assignments: page 2 – 11

Transferring Assets: page 3 – 10

Defining Distribution Sets: page 9 – 100

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## Correcting Current Period Addition Errors

If you incorrectly added an asset, you can delete it from the system. You can only delete assets added in the current period.

► **To delete an asset you added in the current period:**

1. Choose Assets > Asset Workbench from the Navigator window.
2. Find the asset you want to delete.

**Note:** For best performance, query by asset number or tag number since they are unique values.

3. Choose Open.
4. From the menu, select Edit, Delete Record.
5. Save your change to delete the asset from the system.

► **To change descriptive, financial, or assignment information for an asset you added in the current period:**

- Correct any information for an asset added in the current period in any of the following windows: Asset Details, Source Lines, Books, and Assignments.

## Overview of the Mass Additions Process

The mass additions process lets you add new assets or cost adjustments from other systems to your system automatically without reentering the data. For example, you can add new assets from invoice lines brought over to Oracle Assets from Oracle Payables, or from CIP asset lines sent from Oracle Projects.

<b>Mass Additions Process</b>		
Step 1	Create	Enter invoices in Oracle Payables, or source information in any other feeder system
		Run Create Mass Additions for Oracle Assets in Oracle Payables, the Interface Assets process in Oracle Projects, or use the interface to convert data from other systems
Step 2	Review	Review mass additions to become assets
		Add mass addition lines to existing assets
		Split, merge, or adjust mass additions
Step 3	Post	Post your mass additions to Oracle Assets
Step 4	Clean up	Delete unnecessary and posted mass additions
		Purge deleted mass addition lines from Oracle Assets

Table 2 – 2 (Page 1 of 1)

### Mass Addition Queues

Each mass addition belongs to a queue that describes its status, and the queue name changes according to the transactions you perform on the mass addition. You can define your own mass additions hold queues in the QuickCodes window. The following table describes each Oracle Assets mass addition queue name:

Queue Name	Definition	Set by
NEW	New mass addition line created but not yet reviewed	Set by Oracle Assets after line is brought over from an external source
ON HOLD, or user-defined hold queue	Mass addition line updated or put on hold by you, or a new single unit line created by a SPLIT	Set by you. Also set by Oracle Assets after any update to a NEW mass addition line
SPLIT	Mass addition line already split into multiple lines	Set by Oracle Assets when splitting a multi-unit mass addition line
MERGED	Mass addition line already merged into another line	Set by Oracle Assets when merging a line into another line
COST ADJUSTMENT	Mass addition line to be added to an existing asset; ready for posting	Set by Oracle Assets after you have put line in the POST queue
POST	Mass addition line ready to become an asset	Set by you
POSTED	Mass addition line already posted	Set by Post Mass Additions to Oracle Assets
DELETE	Mass addition line to be deleted	Set by you

Table 2 – 3 (Page 1 of 1)

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## Review Mass Additions

Review newly created mass addition lines before posting them to Oracle Assets. Enter additional mass addition source, descriptive, and depreciation information in the Mass Additions window. Assign the mass addition to one or more distributions, or change existing distributions, in the Assignments window. If the mass addition is not an asset, or if it was created in error, you can delete it.

Once you have verified that the mass addition is ready to become an asset, change the queue to POST. The next time you Post Mass Additions to Oracle Assets this mass addition becomes an asset. The Mass Additions post program defaults depreciation rules from the asset category, book, and date placed in service. You can override the depreciation rules in the Books window if necessary.

## Add to Existing Asset

You can add a mass addition line to an existing asset as a cost adjustment. Choose whether to change the category and description of the existing asset to those of the mass addition. Oracle Assets reclassifies the destination asset to the category and updates its description to that of the mass addition when you Post Mass Additions to Oracle Assets. Also choose whether to amortize or expense the cost adjustment.

When you change the queue name to POST for a mass addition line you are adding to an existing asset, Oracle Assets automatically changes the queue name to COST ADJUSTMENT. This makes it easy to differentiate between adding a new asset or adjusting an existing asset.

## Merge Mass Additions

You can merge separate mass addition lines into a single mass addition line with a single cost. The mass addition line becomes a single asset when you Post Mass Additions to Oracle Assets.

For example, merge tax lines into the main invoice line distribution to maintain proper asset descriptions; merge a discount line with its appropriate mass addition line; or combine individual mass additions from different invoices into a single line and amount.

You can only merge mass additions in the NEW, ON HOLD, or user-defined hold queues. Choose whether to sum the number of units.

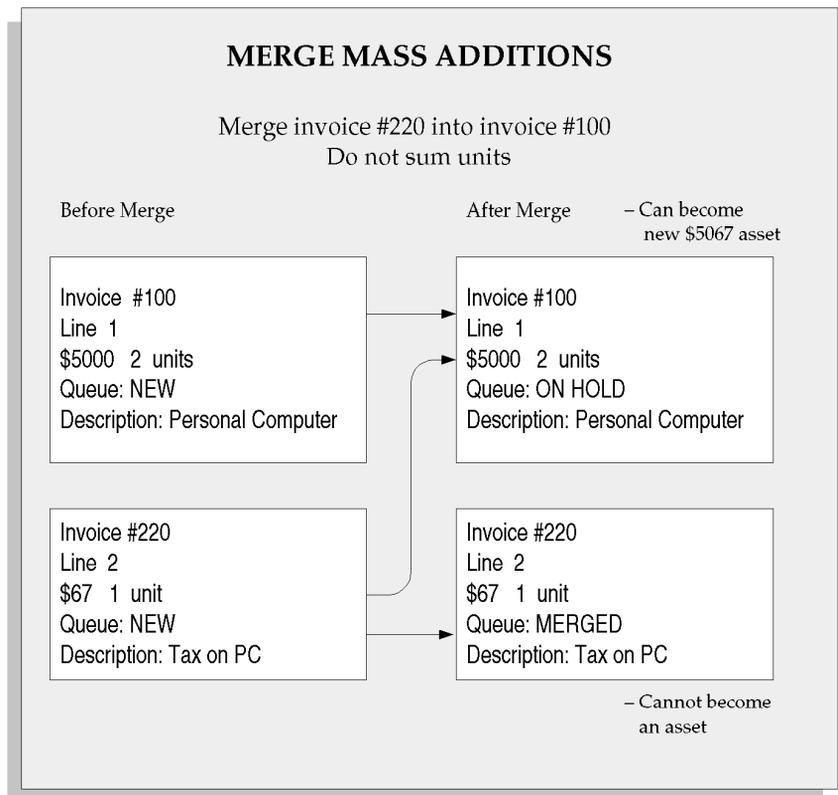
As an audit trail after the merge, the original cost of the invoice line distribution remains on the line. When you post the merged line, the asset cost is the total merged cost.

If you undo a merge, the mass addition lines appear as they did before the merge.



**Attention:** You cannot merge split mass addition lines. For example, if you split a mass addition line with 5 units into five

separate mass additions, you cannot merge two of the new lines together. You can, however, post one of the lines to create a new asset, and then add the second mass addition line to the existing asset as a cost adjustment.



## Split Mass Additions

You can split a mass addition line with multiple units into several single unit lines. You can split a previously merged mass addition line.

If you split a mass addition, the original line is put in the SPLIT queue as an audit trail of the split. The resulting split mass additions appear with one unit each, and with the same existing information from the source system. Each split child is now in the ON HOLD queue. You can review each line to become a separate asset.

If you undo a split, Oracle Assets places the original multiple unit mass addition line in the ON HOLD queue and deletes the single unit lines.

## SPLIT MASS ADDITIONS

Split invoice #2000  
into three mass addition lines

Before Split

After Split

Invoice #2000  
Line 1  
\$3000 3 units  
Queue: NEW

Invoice #2000  
Line 1  
\$1000 1 unit  
Queue: ON HOLD

Invoice #2000  
Line 1  
\$1000 1 unit  
Queue: ON HOLD

Invoice #2000  
Line 1  
\$1000 1 unit  
Queue: ON HOLD

Invoice #2000  
Line 1  
\$3000 3 units  
Queue: SPLIT

Can become 3  
separate assets

- Cannot become an  
asset

---

## Post Mass Additions to Oracle Assets

Use the Post Mass Additions to Oracle Assets program to create assets from mass addition lines in the POST queue using the data you entered in the Mass Additions window. It also adds mass additions in the COST ADJUSTMENT queue to existing assets. You can run this program as often as you want during a period.

If you post many mass additions, you can set up Oracle Assets to run more than one process in parallel. For information on the FA: Number Mass Addition Parallel Requests profile option, see: Overview of User Profile Options: page C - 3.

Queue Name Before Post	Effect of Post Mass Additions	Queue Name After Post
POST	Creates new asset from mass addition line	POSTED
COST ADJUSTMENT	Adds mass addition line to existing asset	POSTED
MERGED	Mass Addition line already merged	POSTED
SPLIT	Mass Addition line already split; post does not affect	SPLIT
NEW	New mass addition line; post does not affect	NEW
ON HOLD or user-defined queue name	Mass addition line on hold; post does not affect	ON HOLD
DELETE	Mass Addition line awaiting deletion; post does not affect	DELETE

Table 2 – 4 (Page 1 of 1)

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## Clean Up Mass Additions

### Delete unwanted mass addition lines

The Delete Mass Additions program removes mass addition lines in the following queues:

- Mass additions in the SPLIT queue for which you have already posted the child mass addition lines created by the split
- Mass additions in the POSTED queue that have already become assets
- Mass additions in the DELETE queue. Note that Oracle Assets does not create a journal entry to clear the clearing account, since the line does not become an asset

Oracle Assets maintains an audit trail by moving lines in the DELETE queue to the interim table FA\_DELETED\_MASS\_ADDITIONS. After you run Delete Mass Additions, these lines no longer appear in the Mass Additions window.

### **Removing The Audit Trail For Deleted Mass Additions**

The Purge Mass Additions from Oracle Assets program removes mass additions from the interim table FA\_DELETED\_MASS\_ADDITIONS. The items in the interim table are the audit trail from the mass addition lines you marked DELETE and removed using Delete Mass Additions. When you purge the interim table, you lose your audit trail. For security, the Purge Mass Additions from Oracle Assets program can only be accessed through the Fixed Assets Administrator standard responsibility.

## **See Also**

Create Mass Additions for Oracle Assets Program (*Oracle Payables User's Guide*)

Reviewing Mass Addition Lines: page 2 – 41

Posting Mass Additions to Oracle Assets: page 2 – 50

Deleting Mass Additions from Oracle Assets: page 2 – 51

About the Mass Additions Interface: page 2 – 53

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## **Create Mass Additions from Invoice Distributions in Payables**

Mass Additions lets you add assets and cost adjustments directly into Oracle Assets from invoice information in Payables. The Create Mass Additions for Oracle Assets process sends valid invoice line distributions and associated discounts from Payables to an interface table in Oracle Assets. Then you review them in Oracle Assets and determine whether to create assets from the lines.

## Register your Accounts

### Account Type Must Be Asset

You must register the clearing accounts you want to use as Asset accounts in the Segment Values window. The create mass additions process selects Payables invoice line distributions charged to clearing accounts with the type of Asset.

### Define Valid Clearing Accounts in Oracle Assets

For each asset category in Oracle Assets for which you want to import invoice line distributions from Payables, define valid asset clearing and construction-in-process clearing accounts. These accounts must be of type Asset. The create mass additions process only imports lines charged to accounts that are already set up in your asset categories.

### Using Multiple Sets Of Books

Payables must be tied to the same general ledger set of books as the corporate book for which you want to create mass additions in Oracle Assets. If you use the multiple organization feature and have multiple corporate books in Oracle Assets, ensure that you create mass additions for the correct Oracle Assets corporate book. You cannot create mass additions for tax books.

## Define Items with Asset Categories

You can define a default asset category for an item in Purchasing or Inventory. Then when you purchase and pay for one of these items using Purchasing and Payables, the mass additions process defaults this asset category. This is the only time Oracle Assets defaults an asset category for a new mass addition line.

If you want mass addition lines for an item to appear in Oracle Assets with an asset category, you must:

- Define a default asset category for an item in the Item window in Purchasing or Inventory
- Create a purchase order for that item
- Receive the item in either Purchasing or Inventory
- Enter an invoice in Payables and match it to the outstanding purchase order
- Approve the invoice
- Post the invoice to General Ledger

After you run create mass additions, the mass addition line appears with the asset category you specified for the item.

## Enter Invoices in Payables

When you enter a new invoice in Payables, if you want the invoice line to be imported to Oracle Assets, you must charge the distribution to a clearing account that is already assigned to an asset category. The line amount can be either positive or negative.

### Invoice Description Field

Any additional information you enter in the Description field in the Invoices Summary window in Payables appears in the Description field in the Mass Additions window in Oracle Assets.

Discount line distributions brought over to Oracle Assets automatically have a description of DISCOUNT.

### Units

If you enter a purchase order in Purchasing with multiple units and match it completely to an invoice in Payables, the Create Mass Additions process uses the number of units specified by the original purchase order for the mass addition line. Mass addition lines created from invoices entered directly into Payables without matching to a purchase order default to one unit. You can update the number of units in the Mass Additions window.

After you approve and post the invoice in Payables, run the Create Mass Additions for Oracle Assets process to send valid invoice line distributions to Oracle Assets.

## Handle Returns

You can easily process and track returns using mass additions. For example, you receive an invoice, post it, and create an asset using mass additions. You then discover that the asset is defective and you must return it.

First you reverse the invoice in Payables, charging the credit invoice line distribution to the same asset clearing account. Then you run mass additions to bring over the credit line. Add this line to the existing asset to bring the asset cost to zero. Now you can retire the asset. The asset does not affect your balance sheet, but its audit trail remains intact.

## Conditions For Asset Invoice Line Distributions To Be Imported

For the mass additions create process to import an invoice line distribution to Oracle Assets, these specific conditions must be met:

- The line is charged to an account set up as an Asset account
- The account is set up for an existing asset category as either the asset clearing account or the CIP clearing account
- The Track As Asset check box is checked. (It is automatically checked if the account is an Asset account)
- The invoice is approved
- The invoice line distribution is posted to Oracle General Ledger from Payables
- The general ledger date on the invoice line distribution is on or before the date you specify for the create program
- If you use the multiple organization feature, your Payables operating unit must be tied to the same general ledger set of books as the corporate book for which you want to create mass additions.

## Conditions For Expensed Invoice Line Distributions To Be Imported

You can create expensed items from expensed invoice line distributions in Oracle Payables. Oracle Assets does not depreciate or create journal entries for expensed items. You cannot change an expensed item to a capitalized or CIP asset.

The create mass additions process imports an expensed line only if:

- The invoice line distribution is charged to an Expense account
- Track as Asset is checked
- The invoice is approved
- The invoice line distribution is posted to Oracle General Ledger from Payables
- The general ledger date on the invoice line distribution is on or before the date you specify for the create program
- Your installation of Payables must be tied to the same general ledger set of books as the corporate book for which you want to create mass additions

## Running the Create Mass Additions For Oracle Assets Program in Payables

You can run Create Mass Additions for Oracle Assets as many times as you like during a period. Each time it sends potential asset invoice line distributions and any associated discount lines to Oracle Assets. Payables ensures that it does not bring over the same line twice.



**Attention:** Verify that you are creating mass additions for the correct corporate book in Oracle Assets, because you cannot undo the process and resend them to a different book.

Payables sends line amounts entered in foreign currencies to Oracle Assets in the converted functional currency. Since Oracle Assets creates journal entries for the functional currency amount, you must clear any foreign currency invoices manually in your general ledger. Review the Mass Additions Create Report to see both foreign and functional currency amounts.

After you create mass additions, review them in the Mass Additions window.

### See Also

About the Mass Additions Interface: page 2 – 53

Entering Standard Invoices (*Oracle Payables User's Guide*)

Create Mass Additions for Oracle Assets Program (*Oracle Payables User's Guide*)

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## Create Mass Additions from Capital Assets in Oracle Projects

You can collect CIP costs for capital assets you are building in Oracle Projects. When you finish building your CIP asset, you can capitalize the associated costs as asset lines in Oracle Projects and send them to Oracle Assets as mass addition lines. When you run the Interface Assets process, Oracle Projects sends valid capital asset lines to the Mass Additions interface table in Oracle Assets. You review these mass addition lines in Oracle Assets and determine whether to create assets from them.

If you use Oracle Projects to build CIP assets, you do not need to create CIP assets in Oracle Assets. For costs that originate in Oracle Payables,

you should send CIP costs to Oracle Projects, and capitalized costs to Oracle Assets.

## **Build Capital Assets in Oracle Projects**

You define and build capital assets in Oracle Projects using information specified in the project work breakdown structure (WBS). You define and assign the grouping method and levels for CIP costs to summarize them for capitalization. You can review and adjust the summarized CIP costs if necessary. You also can adjust capital project costs before and after capitalization.

When your CIP asset is built and ready to be placed in service, you can capitalize and send the associated costs as asset lines to Oracle Assets. Oracle Assets places these imported mass addition lines in a holding area, where you can post the capitalized costs to become assets. Now you can begin using and depreciating your assets. You can review detail project transactions associated with the asset lines in both Oracle Projects and Oracle Assets.

## **Conditions for Project Information to Be Imported**

For Oracle Projects to send asset lines to Oracle Assets, the asset line must meet these specific conditions:

- The actual date in service must fall in the current or a prior Oracle Assets accounting period
- The CIP costs for summarized asset lines must be interfaced to Oracle General Ledger
- The CIP costs for supplier invoice adjustments must be interfaced to Oracle Payables
- A CIP asset must be associated with the asset line

## **Interface Assets Process**

You run the Interface Assets process in Oracle Projects to send asset lines to Oracle Assets. This process creates a mass addition line for each asset line in Oracle Projects. It then merges all mass additions for one asset into a single parent mass addition line. All of the mass additions appear in the Prepare Mass Additions window. The merged children have a status of MERGED.

Oracle Assets places the parent mass addition in the POST queue if you completely defined the asset in Oracle Projects, and it is ready for

posting. Oracle Assets places the parent mass addition in the NEW queue if the asset definition is not complete; you must enter additional information for the mass addition in the Prepare Mass Additions window, and then update the queue status to POST. You do not need to change the queue status for lines with a status of MERGED.

You can query mass additions by source, project number, and task number in the Mass Additions Summary window. Choose the Project Details button from the Mass Additions window to view detail project information for the mass addition. You can view detail information only for mass additions or assets that have a project number assigned to them. You also can query by source and view project information for the assets created from these mass additions in the Assets, View Assets, Source Lines, View Source Lines, and Tax Workbench windows. You can query by source in the Add to Asset window as well.

## See Also

About the Mass Additions Interface: page 2 – 53

Reviewing Mass Addition Lines: page 2 – 41

Overview of Capital Projects (*Oracle Projects User's Guide*)

Creating and Preparing Asset Lines for Oracle Assets (*Oracle Projects User's Guide*)

Creating a Capital Asset in Oracle Projects (*Oracle Projects User's Guide*)

Sending Asset Lines to Oracle Assets (*Oracle Projects User's Guide*)

Adjusting Assets After Interface (*Oracle Projects User's Guide*)

Accounting for CIP and Asset Costs in Oracle Projects and Oracle Assets (*Oracle Projects User's Guide*)

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## Adding an Asset Automatically from an External Source (Mass Additions)

Use the Mass Additions process to add an asset automatically from an external source. Review new mass addition lines created from external sources before posting them to Oracle Assets. You can also delete unwanted mass addition lines to clean up the system. See: Overview of the Mass Additions Process: page 2 – 28.

You can also load data into Oracle Assets using the Create Assets Feature in the Applications Desktop Integrator (ADI), which allows you to import data from an Excel spreadsheet.

Create Assets Feature (*Oracle Applications Desktop Integrator User's Guide*)

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## Reviewing Mass Addition Lines

You must review newly created mass addition lines before you can post them to Oracle Assets to become assets. You can place a group of mass additions in the POST, ON HOLD, or DELETE queues all at once. You can also perform a split, merge, or cost adjustment on mass additions before you post them. You can continue to review a mass addition until you post it. To review mass additions that have not yet been posted, run the Unposted Mass Additions or Mass Additions Status Report.

**Note:** If you want to find mass additions by Invoice Number, PO Number, or Supplier Number in the Find Mass Additions window, your search criteria must match exactly, including capitalization.

---

### Prerequisite

- ❑ Create mass additions from external sources. See: Create Mass Additions for Oracle Assets Program (*Oracle Payables User's Guide*), Sending Asset Lines to Oracle Assets (*Oracle Projects User's Guide*), and About the Mass Additions Interface: page 2 – 53.

► **To review a mass addition line:**

1. Choose Mass Additions > Prepare Mass Additions from the Navigator window.
2. Find mass additions with the queue name NEW, ON HOLD, or user-defined hold queue in the Find Mass Additions window.
 

**Note:** If you want to find mass additions by Invoice Number, PO Number, or Supplier Number, your search criteria must match exactly, including capitalization.
3. Choose the mass addition line you want to review, and choose Open.
4. Optionally enter additional mass addition source, descriptive, and depreciation information.
5. If this mass addition was created from Oracle Projects, you can choose the Project Details button to review associated project information.

**Assignments**

Invoice Number  Line Number   
 Book  Total Units   
 Distribution Set   Show Merged Distributions  
 Units Assigned  Units Remaining

— Distributions —

Units	Employee Name	Employee Number	Expense Account	Location
4	Stock, Ms. Pat	24	01.410.7340.0000.000	USA.CA.SAN FRANCISCO

- If you want to assign this mass addition to multiple distributions, or you want to review or change existing distributions, choose the Assignments button.

**Note:** You can only view the distribution for a merged parent or a merged child one at a time in the Assignments window; however, if you check Show Merged Distributions, Oracle Assets displays all the distributions of both the parent and children.

In the Assignments window, manually enter or change the distribution(s) for the mass addition line. To automatically assign a predefined distribution set to your mass addition line, use the Distribution Set poplist. See: Assignments: page 2 – 11.

Choose Done to save your work and return to the Mass Additions window.

- Change the queue name.

If you are ready to turn a mass addition line into an asset, change the queue name to POST. While you are processing, you can put a mass addition line in the ON HOLD or a user-defined queue. If you want to delete an unwanted line, assign it to the DELETE queue.

8. Save your work.

► **To place a group of mass additions in the POST, ON HOLD, or DELETE queue:**

1. Choose Mass Additions > Prepare Mass Additions from the Navigator window.
2. Use the Find Mass Additions window to query the group of mass additions you want to place in the POST, ON HOLD, or DELETE queue. Oracle Assets displays the mass additions that meet your search criteria in the Mass Additions Summary window.
3. From the menu, choose Special, Post All, Hold All, or Delete All.

**Caution:** Oracle Assets places EACH mass addition that meets your search criteria into the queue you specify.

**Post All:** Oracle Assets checks each mass addition, ensures that it is prepared for posting, and places it in the POST queue. If it encounters a problem with a mass addition, Oracle Assets alerts you with an error message and terminates the Post All process. Note that this mass addition and all other subsequent mass additions are **not** yet in the POST queue.

For example, if you choose to Post All, and Oracle Assets alerts you that a mass addition is incomplete, you can supply the missing information for it in the Mass Additions window, save your work, return to the Mass Additions Summary window, and choose Special, Post All from the menu to resume the process.

If you receive an error message and you want to omit a mass addition from the Post All process, you can use Edit, Clear Record from the menu to clear the mass addition from the Mass Additions Summary window. Choose Special, Post All from the menu to resume the process.

**Delete All:** You may want to review the mass additions you query in the Mass Additions Summary window **before** you choose Delete All, since this process automatically places each mass addition that meets your search criteria in the DELETE queue.



► **To undo an addition to an existing asset:**

1. Choose Mass Additions > Prepare Mass Additions from the Navigator window.
2. Find the mass addition(s) for this transaction in the Find Mass Additions window.
3. Choose the cost adjustment you want to undo in the Mass Additions window.
4. Choose Remove from Asset.
5. Save your work.

Invoice Number 123456 Line Number 1  
Units 5 Line Amount 12,500.00  
Merged Units 5 Total Merged Cost 37,500.00  
 Sum Units

Lines

Merged

Queue	Invoice Number	Line	Cost	Description
<input checked="" type="checkbox"/> MERGED	123456	2	25,000.00	DESK - CAPITALIZABLE, TA
<input type="checkbox"/>				

Cancel Done

► **To merge mass addition lines:**



**Attention:** You can only merge mass additions in the NEW, ON HOLD, or POST queues.

1. Choose Mass Additions > Prepare Mass Additions from the Navigator window.

2. Find the mass addition(s) for this transaction in the Find Mass Additions window.
3. Choose the mass addition line **into** which you want to merge other lines (the merged parent).
4. Choose Merge.
5. Choose whether to sum the number of units or keep the original number of units for the line. The Units field shows the total units for the new merged mass addition, depending on the value of the Sum Units check box. The Merged Units field displays the sum of children's units only.

If you are merging a **multi-distributed** mass addition, and you do not check the Sum Units check box, Oracle Assets uses the distribution of the merged parent for the new merged mass addition line. If you check the Sum Units check box, Oracle Assets uses BOTH the merged parent and child distributions for the new merged mass addition line.

If you are adjusting the cost of a parent mass addition, and Sum Units is checked, you are cost adjusting the SUM. Otherwise, the adjustment difference is applied to the parent line only.

6. In the Merged Lines block, choose the line(s) you want to merge into the merged parent. If you want to merge **all** the lines, choose Special, Merge All from the menu.

Oracle Assets assigns the line(s) to the MERGED queue.

**Note:** If you use the default query or blind query, only the other lines in the same invoice are shown. Use Query – Run with a % in any field to bring up all potential invoice lines for the same book.

7. Save your work.

► **To undo a merge:**

1. Choose Mass Additions > Prepare Mass Additions from the Navigator window.
2. Find the mass addition(s) for this transaction in the Find Mass Additions window.
3. Choose the merged parent(s) you want to undo.
4. Choose Merge.

5. Uncheck the line(s) for which you want to undo the merge. If you want to unmerge **all** the lines, choose Special, Unmerge All from the menu.
6. Save your work. Oracle Assets changes the queue name for the unmerged lines to the original queue name before the merge.

► **To split a mass addition line:**

1. Choose Mass Additions > Prepare Mass Additions from the Navigator window.
2. Find the mass addition(s) for this transaction in the Find Mass Additions window.
3. Choose the mass addition line that you want to split.
4. Choose Split. Oracle Assets splits the line into multiple single-unit mass addition lines. Review the new lines in the Mass Additions window.

**Note:** This also splits any merged children on the line, and keeps them merged into the split child.

**Note:** If you split a multi-distributed mass addition line, Oracle Assets proportionately divides each split child's unit between all of the parent's distributions.

► **To undo a previously split mass addition line:**

- Choose the split mass addition line you want to undo in the Mass Additions window. Choose Undo Split. You can undo a split only before posting the split children.

## See Also

Overview of the Mass Additions Process: page 2 – 28

Asset Descriptive Details: page 2 – 2

Financial Information (Books): page 2 – 5

Assignments: page 2 – 11

Defining Distribution Sets: page 9 – 100

Recoverable Cost Adjustments (Journal Entry Examples): page 6 – 15

Create Mass Additions from Invoice Distribution Lines in Oracle Payables: page 2 – 34

Create Mass Additions from Capital Assets in Oracle Projects: page 2 – 38

Sending Asset Lines to Oracle Assets (from Oracle Projects) *Oracle Projects User's Guide*

Create Mass Additions for Oracle Assets Program (*Oracle Payables User's Guide*)

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## Posting Mass Addition Lines to Oracle Assets

When you post mass additions, Oracle Assets creates assets from your mass additions in the POST queue and adds mass additions in the COST ADJUSTMENT queue to existing assets.

### Prerequisites

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- Create mass additions from external sources. See: Mass Additions Create Program (*Oracle Payables User's Guide*), Sending Asset Lines to Oracle Assets (*Oracle Projects User's Guide*), and About the Mass Additions Interface: page 2 – 53.
- Review mass additions. See: Reviewing Mass Addition Lines: page 2 – 41.

► **To post mass addition lines to Oracle Assets:**

1. Choose Mass Additions > Post Mass Additions from the Navigator.
2. In the Parameters window, specify the corporate book for which you want to post your mass additions.
3. Choose Submit to submit a concurrent process to post your mass additions to Oracle Assets.

When the program completes successfully, Oracle Assets automatically runs the Mass Additions Posting Report, which gives you an audit trail of the processed mass additions.

4. Review the log file and report after the request completes.

## See Also

Mass Additions Posting Report: page 11 – 93

Unposted Mass Additions Report: page 11 – 94

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## Deleting Mass Additions from Oracle Assets

The Delete Mass Additions program removes mass additions in the DELETE and POSTED queues. It also removes SPLIT parents if the split children have been posted or deleted. The program archives mass additions in the DELETE queue only to an audit trail table, FA\_DELETED\_MASS\_ADDITIONS.

**Note:** Lines assigned to the DELETE queue do not get journal entries; you must clear them manually.

### Prerequisites

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- Change queue name to DELETE for unwanted or erroneous mass addition lines in the Mass Additions window. See: Reviewing Mass Addition Lines: page 2 – 41.
- Run the Delete Mass Additions Preview Report.

#### ► To delete mass additions from Oracle Assets:

1. Choose Mass Additions > Delete Mass Additions from the Navigator.
2. In the Parameters window, specify the corporate book for which you want to clean up mass additions.
3. Choose Submit to submit a concurrent process to remove the lines.  
When the program completes successfully, Oracle Assets automatically runs the Mass Additions Delete Report, which gives you an audit trail of the processed mass addition lines.
4. Review the log file and report after the request completes.

#### ► To purge the audit trail for deleted mass additions:

1. Change Responsibilities to Fixed Assets Administrator.
2. Choose Purge > Mass Additions from the Navigator.

3. Enter the Batch Number of the Create Mass Additions batch associated with the deleted mass additions for which you want to purge the audit trail from Oracle Assets. The create batch number is on the Mass Additions window and the Create Mass Additions Report.
4. Choose Submit to submit a concurrent process that removes archived lines from the audit trail table for deleted mass additions.  
  
When the program completes successfully, Oracle Assets automatically runs the Mass Additions Purge Report, which lists the mass addition lines you purged.
5. Review the log file and report after the request completes.

## See Also

Mass Additions Queues: page 2 – 28

Delete Mass Additions Preview Report: page 11 – 90

Mass Additions Delete Report: page 11 – 90

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## About the Mass Additions Interface

You can create assets automatically from information in any other system using Mass Additions. Oracle Assets is already integrated with Oracle Payables; you can easily integrate it with other payables systems. You can also use the mass additions process to convert your assets from an outside system to Oracle Assets.



**Attention:** Plan your conversion carefully and thoroughly, since you cannot undo it.

### Create Assets From Oracle Payables

The Create Mass Additions program creates mass additions from invoice information in Oracle Payables. The concurrent process places the new mass additions in a holding area (the table FA\_MASS\_ADDITIONS) that is separate from the main Oracle Assets tables, so that you can review and approve the mass additions before they become asset additions.

### Create Asset Additions From Another Payables System

To integrate Oracle Assets with another system, develop your own program to add mass additions to the FA\_MASS\_ADDITIONS table. Also, you may want to add another window to the Oracle Assets menu to run your concurrent process. A description of the columns in the FA\_MASS\_ADDITIONS table is included later in this essay.

### Convert From Other Systems

Oracle Assets lets you convert from your previous asset system using mass additions. Instead of loading your asset information into multiple Oracle Assets tables, load your information into the FA\_MASS\_ADDITIONS table and use the mass additions process to simplify your work.

## Use Mass Additions to Import Your Asset Data

The Mass Additions feature of Oracle Assets is normally used to import asset information from Oracle Payables. Mass Additions automatically populates the many Oracle Assets tables from the relatively simple FA\_MASS\_ADDITIONS table. By placing your data in this table, you can use the power of the Post Mass Additions to Oracle Assets program to perform the bulk of your import.

Mass Additions has three main components:

- **Create:** finds potential new assets in Oracle Payables and brings them into the FA\_MASS\_ADDITIONS table
- **Prepare:** allows you to review potential new assets and enter additional information
- **Post:** creates assets by importing asset information from the FA\_MASS\_ADDITIONS table into several Oracle Assets tables

To import asset information from another payables system, load the FA\_MASS\_ADDITIONS table and then use Prepare and Post to add your assets to Oracle Assets.

To convert assets from another assets system, use only the Post component to move the asset information you store in the FA\_MASS\_ADDITIONS table into Oracle Assets.

## Data Import Checklist

Complete these steps to import your asset data into Oracle Assets.

1. Plan your import. See: Planning Your Import: page 2 – 54.
2. Define your Oracle Assets setup information and perform the Oracle Assets setup process. See: Defining Oracle Assets for Mass Additions: page 2 – 55.
3. Load your asset data into an interim table or file you define. See: Loading Your Asset Data: page 2 – 60.
4. Import or load your asset data from the interim table or file into FA\_MASS\_ADDITIONS. See: Importing Your Asset Information: page 2 – 72.
5. Reconcile your Oracle Assets data with your old asset information. See: Finishing Your Import: page 2 – 77.

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## Planning Your Import

You must plan each step of the import process. Prepare a complete step-by-step procedure to follow, with distinct checkpoints.

1. Decide when to begin your import project. Schedule it when you are able to devote enough time to complete the entire import process.

2. Determine who, if not you, can make the decisions required to complete the definition phase found in the next section. Ensure that you have the correct person available to make these decisions.
3. Schedule and confirm the computer resources you need, well in advance. Specifically, ensure that you have:
  - Disk space sufficient to handle multiple copies of your asset data
  - Access to a terminal
  - Access to a media drive (if required)
  - Sufficient CPU and memory to handle the database operations you perform as part of the import
  - Access to operating system documentation
4. Know the status of your Oracle Assets installation.

Oracle Assets must be installed and confirmed before your import. If you plan an install, consult your Oracle Applications Installation Manual for complete installation instructions. Determine if you are using Oracle General Ledger and if it is installed and set up.
5. Know in what form the other system stores its data, and what tools are available to convert that data, so you can plan the conversion of the existing asset data into a form that SQL\*Loader can read.
6. Know the number of assets, categories, locations, and exceptions in your data. You need these numbers to estimate the amount of time required for the import.
7. Define an import schedule and procedure.

Estimate how long it will take you to complete your import. Base your schedule on the information you gained in the preceding steps. Try to include a buffer in your schedule in case you have difficulty during the import.
8. Ensure that all parties agree on the schedule.
9. Complete your schedule documentation. It should clearly state the start and end dates for each major step, and the amount of time for each detail step.

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## Defining Oracle Assets for Mass Additions

Defining Oracle Assets is the most important phase of a conversion, so take sufficient care to make decisions that you can live with in the long

term. Complete the following steps to define Oracle Assets before you begin importing your asset data:

During this phase, make important business decisions about how to define Oracle Assets and then actually perform the setup process.

**1. Define your Account structure.**

Most sites do not run Oracle Assets as a stand-alone system, so an account flexfield may already exist for your Oracle General Ledger. If you plan to run Oracle Assets as a stand-alone system, you need to define the account.

**2. Define your location flexfield.**

Most companies plan to do business internationally, if they do not already, so the location flexfield must begin with the country. State, possibly county, city, and site are the typical segments of a location flexfield. Many companies find it useful to pinpoint the exact building and room for some assets, for example, for barcoding. Add these segments if needed.

**3. Define your category flexfield.**

Most companies prefer to set up categories which match their chart of accounts. Each chart account defines a major category. Usually the first segment, or major category, corresponds to the asset accounts in the company's chart of accounts. Define at least one subcategory segment to allow for distinctions within a major category. You can define up to seven segments if necessary.

You probably want to set up no more than 3 category segments due to maintenance issues, and limited reporting space on Oracle Assets reports.

Potential uses for a subcategory segment include such information as personal/real, capitalized/expensed, owned/leased, project numbers, foreign, and luxury items.

**4. Define your asset key flexfield.**

A company may have a system for grouping similar assets. Many companies find it useful to group assets associated with a specific project, department, or location. For example, you can use the asset key flexfield to track your construction-in-process assets. Define an asset key flexfield that describes asset groups in your organization.

If you do not choose to track assets using the asset key, define a one segment asset key flexfield without validation. Then, when you navigate to the asset key flexfield on a window, the flexfield

window does not open and you can return through the field. You can define up to ten segments for the asset key flexfield if required.

5. **Define default locations, cost centers, asset key flexfield combinations and suppliers.**

If you track this information electronically, set up each location, expense code combination, asset key flexfield combination, and supplier before import. If you do not already track this information, define default values. The defaults you define are used in place of actual values until the actual value is known.

- **Default Location**

Many companies do not currently track asset location. If you do not, then set up a default location to be used in the import. Once the assets are imported, you can locate the assets by performing an asset inventory and then transfer the assets from the default location to the actual location. If you already track location, then set up each location before import.

- **Default Cost Center**

Some companies do not track assets on a cost center level. If you do not, then set up a default cost center for your incoming assets. To define the default cost center, create a code combination in each depreciation expense account for the default cost center. When you start tracking assets by cost center, you can transfer each asset from the default cost center the actual one. If you already track assets by cost center, create each expense account code combination.

- **Default Asset Key Flexfield Combination**

Some companies do not use the asset key flexfield. If you do not, then define a default combination to be used for incoming assets. Give the default combination an 'inactive date' so you do not use the combination accidentally at a future time. If you start using the asset key flexfield, you can change the combination from the default combination to the actual one. If you already use the asset key flexfield, create each asset key flexfield combination.

- **Default Suppliers**

Many companies do not track suppliers on an asset level. If you do not, then define a default supplier to be used for incoming assets. Give the default supplier an 'inactive date' so you do not use the supplier name accidentally at a future time. When you start tracking asset suppliers, you can change the supplier from the default supplier to the actual one. If you already track asset

suppliers, then enter all suppliers for all incoming assets. If you use Oracle Payables or Oracle Purchasing, your suppliers are already defined there and Oracle Assets shares the information.

#### **6. Define when to perform the initial depreciation run.**

Typically, the best time for the initial depreciation run after a conversion is the end of the fiscal year just before the current one. This year provides accumulated depreciation numbers that you can reconcile with your company's financial statements. It also ensures that the year-to-date numbers on your reports are correct during the current fiscal year.

Decide whether to enter assets with accumulated depreciation, or enter them without accumulated depreciation and let Oracle Assets calculate it for you. If you do not enter accumulated depreciation, Oracle Assets calculates the accumulated depreciation and revaluation reserve if necessary the first time you run depreciation. If you enter your assets with accumulated depreciation, Oracle Assets does not recalculate it, unless you make an adjustment to that asset. You must enter the correct accumulated depreciation.

Year-to-date numbers are important because the Depreciation program expenses all the catchup depreciation to the period in which it is run. If you enter your assets without accumulated depreciation, the first time you run depreciation, the depreciation expense is equal to the accumulated depreciation. The first period absorbs that one-time expense and, since the result from that period is not be posted to the general ledger, the general ledger is not affected and your year-to-date numbers in the next year are correct in Oracle Assets.

When you want to use the values for accumulated depreciation from the old assets system, you should start with the first period of the current fiscal year. Otherwise, your year-to-date values will not include the year-to-date depreciation you specify in the FA\_MASS\_ADDITIONS table.

You determine the initial depreciation period when you set up your books using the Book Controls window. Enter the period of your initial depreciation period in the Current Period Name field.

#### **7. Define your asset numbering scheme.**

Determine if you want to use your own asset numbering system, or if you want to use Oracle Assets automatic numbering system. In either case you must choose a starting value for automatic numbering in the System Controls window. Even if you do not use automatic numbering for the conversion, Oracle Assets uses the

value internally as the ASSET\_ID, so you must still choose the starting value carefully. You must use a value that is large enough to leave sufficient asset numbers unclaimed by automatic numbering. However, you cannot use asset numbers larger than 2,000,000,000.

If you do use automatic numbering, enter a value on the System Controls window that is the starting value you want to use plus the number of assets you are converting. By entering a value larger than you use for any conversion asset, you ensure that Oracle Assets does not try to assign an existing asset ASSET\_ID to a newly added asset after the conversion. Using specific ranges of numbers for groups of assets makes it easier to keep track of related items.

**8. Define your depreciation methods for all assets in all books.**

Determine the depreciation methods for all assets in all books. Oracle Assets seeds most depreciation methods, but you must enter any customized method. Decide what depreciation method, prorate convention, and other depreciation rules will be used for each asset in each book. You must set up the depreciation methods and rates, depreciation ceilings, investment tax credit rates, prorate conventions, and price indexes you will need before you can define your categories.

**9. Define your asset categories.**

Use category names that match the corresponding chart asset account. Define subcategories so that all the assets in a subcategory have the same depreciation method, prorate convention, and other depreciation rules. For assets in your tax books that you acquired under different, past tax laws, you can set up the asset category with different depreciation rule defaults for different date placed in service ranges. The asset category and date placed in service determine the depreciation rule defaults for an asset.

You need to set up categories because the Mass Additions Posting program gets depreciation method information for each asset from the defaults defined in the Asset Categories window.

If you have only a few assets that use a particular depreciation method, you do not necessarily need to define a separate category for them. Instead, you can place them in another category and then manually change the depreciation information using the Books window before you run depreciation for the first time. Note that you should place these assets in a compatible category because the asset and reserve accounts are determined by your category choice,

and the capitalize flag and the category type cannot be changed on the Books window.

For each book, create a plan to give all assets the correct depreciation information. Most assets should receive the correct information from the category books values. You can change the depreciation information for individual exceptions. Create your categories to minimize the number of individual transactions.

Try to keep the major category names short, ideally less than 20 characters, since Oracle Assets reports print only a limited number of characters for the category.

#### 10. Define your Oracle Assets installation.

Complete the standard setup procedure with the information you obtained in the previous steps.

#### 11. Define your asset key values.

Define values for your Asset Key flexfield that describe the different groups of assets within the company. Many companies find it useful to group assets associated with a specific project, department, or location. You can use the asset key flexfield to track your construction-in-process assets.

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## Loading Your Asset Data

This section describes how to define, load, and confirm your interim asset table. In many cases you have to load asset information into the Oracle7 tables from a non-Oracle file system. This section shows you how to use SQL\*Loader to import your information. Complete the following steps to load your asset data:

**Note:** If you are using Multiple Reporting Currencies (MRC), when loading the FA\_MASS\_ADDITIONS table with data from a legacy system (a feeder system other than Oracle Payables or Oracle Projects), you must also load the FA\_MC\_MASS\_RATES table. For each mass addition line in FA\_MASS\_ADDITIONS, you need to provide exchange rate information in the FA\_MC\_MASS\_RATES table for each reporting set of books associated with the corporate book into which the assets will be added.

#### 1. Define your interim table in the Oracle database.

Use a single interim table if possible. You can use multiple tables if the data exists in multiple tables or files in the old asset system. In

either case, you must eventually place the data in a single table, the FA\_MASS\_ADDITIONS table.

If you wish, you may load data directly into FA\_MASS\_ADDITIONS, but it is more difficult due to the complexity of the table.

2. **Load your interim table (Using SQL\*Loader if asset data is external).**

Use SQL\*Loader to import information from outside your Oracle database. SQL\*Loader accepts a number of input file formats and loads your old asset data into your interim table.

If the data already resides within an Oracle database, there is no need to use SQL\*Loader. Simply consolidate the asset information in your interim table using SQL\*Plus or import, and go directly to Step 3.

Follow these steps if you plan to use SQL\*Loader:

- **Get the asset information in text form**

Most database or file systems can output data in text form. Usually you can generate a variable or fixed format data file containing comma or space delimiters from the existing system. If you can't find a way to produce clean text data, try generating a report to disk, using a text editor to format your data. Another option is to have SQL\*Loader eliminate unnecessary information during its run. If there is a large volume of information, or if the information is difficult to get in a loadable format, you can write your own import program. Construct your program to generate a SQL\*Loader readable text file.

- **Create the SQL\*Loader control file**

In addition to the actual data text file, you must write a SQL\*Loader control file. The control file tells SQL\*Loader how to import the data into your interim table. Be sure to specify a discard file if you are planning to use SQL\*Loader to filter your data.

- **Run SQL\*Loader to import your asset data**

Once you have created your asset data file and SQL\*Loader control file, run SQL\*Loader to import your data. SQL\*Loader produces a log file with statistics about the import, a bad file containing records that could not be imported due to errors, and a discard file containing all the records which were filtered out of the import by commands placed in the control file.

### 3. Compare record counts and check the SQL\*Loader files.

Check the number of rows in the interim table against the number of records in your original asset data file or table to ensure that all asset records are imported.

The log file shows if records were rejected during the load, and the bad file shows which records were rejected. Fix and re-import the records in the bad file.

### 4. Spot check interim table.

Check several records throughout the interim table and compare them to the corresponding records in the original asset data file or table. Look for missing or invalid data. This step ensures that your data was imported into the correct columns and that all columns were imported.

---

## FA\_MASS\_ADDITIONS Interface Table

The database definition of the FA\_MASS\_ADDITIONS table does not require that you provide values for any columns, but in order for the Mass Additions Posting program to work properly, you must follow the rules in the following list of column descriptions. The Mass Additions Posting program uses some of the columns in the FA\_MASS\_ADDITIONS table, so these columns are marked NULL. Do not import your data into columns marked NULL. You must fill columns marked REQUIRED before you run Mass Additions Post.

You can either load the column directly from your other system, or you can fill in some values in the Mass Additions window before you post. Columns marked OPTIONAL are for optional asset information that you can track if you want. VARCHAR2 columns are case sensitive.

For columns marked PREP you can either import information into the column directly or enter it in the Mass Additions window before you post.

<u>ACCOUNTING_DATE</u>	<u>DATE</u>	<u>REQUIRED</u>
------------------------	-------------	-----------------

Use this column for the accounting date of the invoice. The Unposted Mass Additions Report reports on this date.

<u>ADD_TO_ASSET_ID</u>	<u>NUMBER(15)</u>	<u>NULL</u>
------------------------	-------------------	-------------

Do not use this column.

**AMORTIZE\_FLAG**                      **VARCHAR2(3)**                      **NULL**

---

Do not use this column.

**AP\_DISTRIBUTION\_**  
**LINE\_NUMBER**                      **NUMBER(15)**                      **OPTIONAL**

---

Use this column for the distribution line number. The value must be a valid in the AP\_DISTRIBUTION\_LINE\_NUMBER column on the table AP\_INVOICE\_DISTRIBUTIONS, and tied to the INVOICE\_ID given above.

**ASSET\_CATEGORY\_ID**                      **NUMBER(15)**                      **REQUIRED PREP**

---

Use this column for the category id that corresponds with the asset category of the asset. See: Importing Your Asset Information Step 3: page 2 – 73.

**ASSET\_KEY\_CCID**                      **NUMBER(15)**                      **OPTIONAL PREP**

---

Use this column for the code combination id that corresponds to the asset key. Use an enabled value from the CODE\_COMBINATION\_ID column of the FA\_ASSET\_KEYWORDS table.

**ASSET\_NUMBER**                      **VARCHAR2(15)**                      **OPTIONAL PREP**

---

This column is a unique external identifier for assets. If you enter a value in this column it is used for asset numbering. The numbers you supply must be unique. It identifies the asset in Oracle Assets windows and reports. If you leave this column blank Oracle Assets assigns an asset number using automatic numbering, in which case the asset number is the same as the asset id.

**ASSET\_TYPE**                      **VARCHAR2(11)**                      **REQUIRED PREP**

---

Use this column for the asset type of the asset. Enter one of the following values:

<b>CAPITALIZED</b>	For your capitalized assets
<b>CIP</b>	For your construction-in-process (CIP) assets.
<b>EXPENSED</b>	For your expensed assets.

**ASSIGNED\_TO**                      **NUMBER(15)**                      **OPTIONAL PREP**

---

Use this column for the employee id of the employee responsible for this asset. Use a value from the EMPLOYEE\_ID column in FA\_EMPLOYEES. Note that EMPLOYEE\_ID is the unique internal identifier, and not the same as the external identifier EMPLOYEE\_NUMBER.

**ATTRIBUTE\_**  
**CATEGORY\_CODE**                      **VARCHAR2(30)**                      **NULL**

---

Do not use this column.

**ATTRIBUTE1**  
**through ATTRIBUTE30**                      **VARCHAR2(150)**                      **NULL**

---

Use these columns to copy the Asset Workbench descriptive flexfield segments setup on the Asset Workbench. To access these values in the Asset Workbench, you need to define the descriptive flexfield on the Asset Workbench. The values stored in Attribute1 through Attribute30 are copied to the columns in FA\_ADDITIONS.

**BEGINNING\_NBV**                      **NUMBER**                      **OPTIONAL**

---

Do not use this column.

**BOOK\_TYPE\_CODE**                      **VARCHAR2(15)**                      **REQUIRED**

---

Use this column for the book to which you want to assign the asset. You must choose a book that you have set up in the Book Controls window, and the book class must be CORPORATE. Values in this column must be in upper case.

**CONTEXT**                      **VARCHAR2(210)**                      **NULL**

---

Use this column for the date you load this asset into the FA\_MASS\_ADDITIONS table.

**CREATE\_BATCH\_DATE**                      **DATE**                      **OPTIONAL**

---

Use this column for the date you load this asset into the FA\_MASS\_ADDITIONS table.

**CREATE\_BATCH\_ID**                      **NUMBER(15)**                      **OPTIONAL**

Use the value 1 for this column to distinguish it from subsequent Mass Additions for a conversion, or use the same number for all mass additions from your payables system that you load at once.

**CREATED\_BY**                      **NUMBER(15)**                      **REQUIRED**

Use the value 1 in this column, or the specific user id of the person working on the import.

**CREATION\_DATE**                      **DATE**                      **REQUIRED**

Use this column for the date you load this asset into the FA\_MASS\_ADDITIONS table.

**DATE\_PLACED\_IN\_SERVICE**                      **DATE**                      **REQUIRED PREP**

Use this column for the date you placed the asset in service.

**DEPRECIATE\_FLAG**                      **VARCHAR2(3)**                      **REQUIRED PREP**

Use this column to indicate if you want Oracle Assets to depreciate this asset. If you want to calculate depreciation on this asset, enter YES in this column. If you do not want to calculate depreciation, enter NO.

**DEPRN\_RESERVE**                      **NUMBER**                      **OPTIONAL**

Use this column for the accumulated depreciation of the asset as it currently appears in your general ledger. You can enter a value, or have Oracle Assets calculate it.

**DESCRIPTION**                      **VARCHAR2(80)**                      **REQUIRED PREP**

Use this column for a description of the asset.

**DIST\_NAME**                      **VARCHAR2(25)**                      **OPTIONAL PREP**

Use this column to indicate the name of the distribution set.

**EXPENSE\_CODE\_**  
**COMBINATION\_ID**                      **NUMBER(15)**                      **REQUIRED PREP**

---

Use this column for the code combination id of the general ledger account to which depreciation expense should be charged. See: Importing Your Asset Information Step 2: page 2 – 73.

**FEEDER\_**  
**SYSTEM\_NAME**                      **VARCHAR2(40)**                      **OPTIONAL**

---

Use this column to note that this asset came from a import process. Use a word like CONVERSION or PAYABLES to denote the nature of the import.

**FIXED\_ASSETS\_COST**                      **NUMBER**                      **REQUIRED PREP**

---

Use this column for the cost of the asset as it currently appears in your general ledger.

**FIXED\_ASSETS\_UNITS**                      **NUMBER(15)**                      **REQUIRED PREP**

---

Use this column for the number of units that make up the asset. You must use a positive integer value.

**FULLY\_RSVD\_**  
**REVALS\_COUNTER**                      **NUMBER**                      **OPTIONAL**

---

Use this column for the number of times you have revalued this asset as fully reserved. If you do not revalue your assets, do not use this column.

**GLOBAL\_ATTRIBUTE1–30****VARCHAR2(150)**                      **NULL**

---

Do not use this column.

**INVENTORIAL**                      **VARCHAR2(3)**                      **REQUIRED**

---

Use this column to indicate whether an asset should be included in physical inventory. The value is defaulted from the category but can be overridden.

**INVOICE\_CREATED\_BY**                      **NUMBER(15)**                      **NULL**

---

Do not use this column.

<u>INVOICE_DATE</u>	<u>DATE</u>	<u>NULL</u>
---------------------	-------------	-------------

Do not use this column.

<u>INVOICE_ID</u>	<u>NUMBER(15)</u>	<u>OPTIONAL</u>
-------------------	-------------------	-----------------

Use this column for the invoice id, if available. Use the appropriate value from the INVOICE\_ID column of the AP\_INVOICES table. Note that INVOICE\_ID is the unique internal identifier, and not the same as the external identifier INVOICE\_NUMBER.

<u>INVOICE_NUMBER</u>	<u>VARCHAR2(15)</u>	<u>OPTIONAL</u>
-----------------------	---------------------	-----------------

Use this column for the invoice number for this asset, if available.

<u>INVOICE_UPDATED_BY</u>	<u>NUMBER(15)</u>	<u>NULL</u>
---------------------------	-------------------	-------------

Do not use this column.

<u>LAST_UPDATE_DATE</u>	<u>DATE</u>	<u>REQUIRED</u>
-------------------------	-------------	-----------------

Use this column for the date you load this asset into the FA\_MASS\_ADDITIONS table.

<u>LAST_UPDATE_LOGIN</u>	<u>NUMBER(15)</u>	<u>REQUIRED</u>
--------------------------	-------------------	-----------------

Use the value 1 in this column, or the specific user id of the person working on the import.

<u>LAST_UPDATED_BY</u>	<u>NUMBER</u>	<u>REQUIRED</u>
------------------------	---------------	-----------------

Use the value 1 in this column, or the specific user id of the person working on the import.

<u>LOCATION_ID</u>	<u>NUMBER(15)</u>	<u>REQUIRED PREP</u>
--------------------	-------------------	----------------------

Use this column for the location id that corresponds with the location of the asset. See: Importing Your Asset Information Step 4: page 2 – 74.

<u>MASS_ADDITION_ID</u>	<u>NUMBER(15)</u>	<u>REQUIRED</u>
-------------------------	-------------------	-----------------

Oracle Assets uses this column as a unique identifier for mass additions. The values in MASS\_ADDITION\_ID are generally sequential. You can use a sequence generator to populate this column.

<b>MANUFACTURER_</b>		
<b>NAME</b>	<b>VARCHAR2(30)</b>	<b>OPTIONAL PREP</b>

Use this column for the name of the manufacturer of the asset.

<b>MERGE_</b>		
<b>INVOICE_NUMBER</b>	<b>VARCHAR2(50)</b>	<b>OPTIONAL</b>

Optionally set this column to INVOICE\_NUMBER for unmerged lines.

<b>MERGE_PARENT</b>		
<b>MASS_ADDITIONS_ID</b>	<b>NUMBER(15)</b>	<b>NULL</b>

Do not use this column.

<b>MERGE_</b>		
<b>VENDOR_NUMBER</b>	<b>VARCHAR2(30)</b>	<b>OPTIONAL</b>

Optionally set this column to VENDOR\_NUMBER for unmerged lines.

<b>MERGED_CODE</b>	<b>VARCHAR2(3)</b>	<b>NULL</b>
--------------------	--------------------	-------------

Do not use this column.

<b>MODEL_NUMBER</b>	<b>VARCHAR2(40)</b>	<b>OPTIONAL PREP</b>
---------------------	---------------------	----------------------

Use this column for the model number of the asset.

<b>NEW_MASTER_FLAG</b>	<b>VARCHAR2(3)</b>	<b>NULL</b>
------------------------	--------------------	-------------

Do not use this column.

<b>PARENT_ASSET_ID</b>	<b>NUMBER(15)</b>	<b>OPTIONAL</b>
------------------------	-------------------	-----------------

If you are importing asset information from another payables system, use this column for the asset id of the parent asset if this asset is a subcomponent of another asset. The parent asset must be an existing asset. Note that ASSET\_ID is the unique internal identifier, and not the same as the external identifier ASSET\_NUMBER.

For a conversion, do not use this column. If an asset is a subcomponent, you can enter this relationship in the Subcomponents window after you post.

<b>PARENT_</b>		
<b>MASS_ADDITION_ID</b>	<b>NUMBER(15)</b>	<b>NULL</b>

Do not use this column.

<b>PAYABLES_</b>		
<b>BATCH_NAME</b>	<b>VARCHAR2(50)</b>	<b>NULL</b>

Do not use this column.

<b>PAYABLES_CODE_</b>		
<b>COMBINATION_ID</b>	<b>NUMBER(15)</b>	<b>REQUIRED</b>

Use this column for the code combination id of the asset clearing account you assigned to the asset category. See: Importing Your Asset Information Step 2: page 2 – 73.

<b>PAYABLES_COST</b>	<b>NUMBER</b>	<b>REQUIRED</b>
----------------------	---------------	-----------------

Use this column for the original cost of the asset. If you do not have the original cost of the asset, use the asset cost as it appears in the general ledger.

<b>PAYABLES_UNITS</b>	<b>NUMBER</b>	<b>REQUIRED</b>
-----------------------	---------------	-----------------

Use this column for the number of units that make up the asset. You must use a positive integer value. Use the same value in this column that you use in the **FIXED\_ASSETS\_UNITS** column.

<b>PO_NUMBER</b>	<b>VARCHAR2(15)</b>	<b>OPTIONAL PREP</b>
------------------	---------------------	----------------------

Use this column for the purchase order number for this asset, if available.

<b>PO_VENDOR_ID</b>	<b>NUMBER(15)</b>	<b>OPTIONAL</b>
---------------------	-------------------	-----------------

Use this column for the supplier id. See: Importing Your Asset Information Step 5: page 2 – 75.

<b>POST_BATCH_ID</b>	<b>NUMBER(15)</b>	<b>NULL</b>
----------------------	-------------------	-------------

Do not use this column.

**POSTING\_STATUS**                      **VARCHAR2(15)**                      **REQUIRED**

---

To import asset information from another payables system, use the value NEW or ON HOLD for this column if you want to review this asset in the Mass Additions window.

Use the value POST for this column if you are entering all required information and want to post the asset immediately, such as for a conversion.

**PRODUCTION\_CAPACITY**    **NUMBER**                      **OPTIONAL**

---

Use this column for the capacity of a units of production asset. If you do not enter a capacity, Oracle Assets uses the capacity from the asset category. If this asset is not a units of production asset, do not use this column.

**PROJECT\_ASSET\_LINE\_ID** **NUMBER(15)**                      **NULL**

---

Do not use this column.

**PROJECT\_ID**                      **NUMBER(15)**                      **NULL**

---

Do not use this column.

**QUEUE\_NAME**                      **VARCHAR2(15)**                      **REQUIRED**

---

Use the same value you entered into the POSTING\_STATUS column (e.g. NEW, ON HOLD, POST).

**REVAL\_**  
**AMORTIZATION\_BASIS**    **NUMBER**                      **OPTIONAL**

---

Use this column for the basis for amortization of revaluation reserve for a revalued asset, usually the current revaluation reserve. If you do not revalue your assets, do not use this column.

**REVAL\_RESERVE**                      **NUMBER**                      **OPTIONAL**

---

Use this column for the revaluation reserve of a revalued asset. If you do not revalue your assets, do not use this column.

<b>REVIEWER_</b>		
<b>COMMENTS</b>	<b>VARCHAR2(60)</b>	<b>OPTIONAL</b>

Use this column to note that this asset came from a import process and any other details about this asset.

<b>SALVAGE_VALUE</b>	<b>NUMBER</b>	<b>OPTIONAL</b>
----------------------	---------------	-----------------

Use this column for the salvage value of the asset, if available.

<b>SERIAL_NUMBER</b>	<b>VARCHAR2(35)</b>	<b>OPTIONAL PREP</b>
----------------------	---------------------	----------------------

Use this column for the serial number of the asset.

<b>SPLIT_CODE</b>	<b>VARCHAR2(3)</b>	<b>NULL</b>
-------------------	--------------------	-------------

Do not use this column.

<b>SPLIT_MERGED_CODE</b>	<b>VARCHAR2(3)</b>	<b>NULL</b>
--------------------------	--------------------	-------------

Do not use this column.

<b>SPLIT_PARENT_</b>		
<b>MASS_ADDITIONS_ID</b>	<b>NUMBER(15)</b>	<b>NULL</b>

Do not use this column.

<b>SUM_UNITS</b>	<b>VARCHAR2(3)</b>	<b>NULL</b>
------------------	--------------------	-------------

Do not use this column.

<b>TAG_NUMBER</b>	<b>VARCHAR2(15)</b>	<b>OPTIONAL PREP</b>
-------------------	---------------------	----------------------

Use this column for the asset tag number if required. You can use this column for barcode values if you track assets by barcodes. Oracle Assets allows no duplicate values except null.

<b>UNIT_OF_MEASURE</b>	<b>VARCHAR2(25)</b>	<b>OPTIONAL</b>
------------------------	---------------------	-----------------

Use this column for the unit of measure for a units of production asset. If you do not enter a unit of measure, Oracle Assets uses the unit of measure from the asset category. If this asset is not a units of production asset, do not use this column.

<b>UNREVALUED_COST</b>	<b>NUMBER</b>	<b>OPTIONAL</b>
------------------------	---------------	-----------------

Use this column for the cost without regard to any revaluations of a revalued asset. If you do not revalue your assets, do not use this column.

<b>VENDOR_NUMBER</b>	<b>VARCHAR2(15)</b>	<b>NULL</b>
----------------------	---------------------	-------------

Do not use this column.

<b>YTD_DEPRN</b>	<b>NUMBER</b>	<b>OPTIONAL</b>
------------------	---------------	-----------------

Use this column for the year-to-date depreciation of the asset as it currently appears in your general ledger. You can enter a value, or have Oracle Assets calculate it for an asset with a date placed in service in a prior period.

<b>YTD_REVAL_DEPRN_EXPENSE</b>	<b>NUMBER</b>	<b>OPTIONAL</b>
--------------------------------	---------------	-----------------

Use this column for the year-to-date depreciation expense due to revaluation of a revalued asset. If you do not revalue your assets, do not use this column.

---

## Importing Your Asset Information

During this phase, use SQL\*Plus to move your asset data into the FA\_MASS\_ADDITIONS table. Run the Mass Additions Status Report and the Unposted Mass Additions Report to check your data. Then prepare the assets using Prepare Mass Additions if necessary and post them using Mass Additions Post.

Once you have set up Oracle Assets, you are ready to import your asset information.

If you are importing asset information from another payables system, load the FA\_MASS\_ADDITIONS table directly. Then use Prepare Mass Additions and Mass Additions Post to add your assets to Oracle Assets.

If you are converting asset information from another assets system, use SQL\*Plus to move the asset information from the interim table into the FA\_MASS\_ADDITIONS table. After you load and confirm the FA\_MASS\_ADDITIONS table, run Mass Additions Post to post your assets to Oracle Assets.

### 1. Load you asset data into the FA\_MASS\_ADDITIONS table.

You use SQL\*Plus to load your asset information into the FA\_MASS\_ADDITIONS table from the interim table. Be sure to check the table after each SQL\*Plus script to ensure that the script updated the table correctly. Also load the LAST\_UPDATE\_DATE column and all the other columns that are the same for all your assets.



**Suggestion:** Load your data into the FA\_MASS\_ADDITIONS table in stages, posting and cleaning the table, to avoid exceeding tablespace allocations.

### 2. Load expense code combination IDs.

Use SQL\*Plus to match expense account information in your interim table with the correct segments of the GL\_CODE\_COMBINATIONS table. To do this, you must first determine the mapping between segment numbers and segment names. Find the name of your chart of accounts using the Define Set of Books window to query on the set of books that you entered for the depreciation book in the Book Controls window. When you know the chart of accounts, perform the following SQL\*Plus script:

#### Example:

```
select segment_name, application_column_name
  from fnd_id_flex_segments
  where id_flex_code = 'GL#'
  and enabled_flag = 'Y'
  and id_flex_num in (
    select id_flex_num
    from fnd_id_flex_structures
    where id_flex_structure_name =
           Your Chart of Accounts Name
    and id_flex_code = 'GL#')
```

Match the information you have in the interim table with the appropriate segments to determine the correct code combination id for each asset. You might have only an account in your interim table, or you might have a company, division, and cost center that you need to match with segments in the GL\_CODE\_COMBINATIONS table. Make certain that your SQL\*Plus script selects only one code combination id for each asset.

You can create the combinations you need using the Account Flexfield Combinations window.

### 3. Load category IDs.

The asset category determines many of the accounts to which each asset belongs. The category and date placed in service also determine the depreciation method, prorate convention, and other depreciation rules for the asset based on default values you defined for each category. Unless the interim table contains explicit information about the category to which each asset belongs, you must use all the information you have about each asset to determine its category. Asset account and reserve account are often useful in determining an asset's major category.

You need to determine the name of the category flexfield structure using the System Controls window. When you know the name of the category flexfield, perform the following SQL\*Plus script:

**Example:**

```
select segment_name, application_column_name
  from fnd_id_flex_segments
  where id_flex_code = 'CAT#'
  and enabled_flag = 'Y'
  and id_flex_num in (
    select id_flex_num
  from fnd_id_flex_structures
  where id_flex_structure_name =
        Your Category Flexfield Name
  and id_flex_code = 'CAT#')
```

Match the information you have with the corresponding columns in the FA\_CATEGORIES table, the FA\_CATEGORY\_BOOKS table, and the FA\_CATEGORY\_BOOK\_DEFAULTS table. These tables join using the CATEGORY\_ID column in each. The FA\_CATEGORY\_BOOKS table contains information about a category that is specific to a book, e.g. accounts. The FA\_CATEGORY\_BOOK\_DEFAULTS table contains information about a category that is specific to a book and date placed in service range, e.g. depreciation method. The FA\_CATEGORIES table contains information about a category that is common for all books, including the category flexfield segment values. You can match on segments the same way you do for the Expense Code Combination ID if you have enough information in the interim table.

You can set up categories using the Asset Categories window.

**4. Load location IDs.**

Use SQL\*Plus to match location information in your interim table with the location segments in the FA\_LOCATIONS table. To do this, you need to determine the mapping between segment names

and segment numbers. Determine the name of the location flexfield structure you defined on the System Controls window and then perform the following SQL\*Plus script:

**Example:**

```
select segment_name, application_column_name
  from fnd_id_flex_segments
 where id_flex_code = 'LOC#'
 and enabled_flag = 'Y'
 and id_flex_num in (
    select id_flex_num
    from fnd_id_flex_structures
   where id_flex_structure_name =
          Your Location Flexfield Name
   and id_flex_code = 'LOC#')
```

Match the location information in your interim table with the location segments in the FA\_LOCATIONS table. Load the LOCATION\_ID of the matching location record into the FA\_MASS\_ADDITIONS table. Be certain you select only one location id for each asset.

You can set up locations using the Locations window.

**5. Load supplier information.**

If you have supplier information for your assets, use SQL\*Plus to match the supplier name in the interim table with the PO\_VENDOR\_NAME column in the PO\_VENDORS table. Load the PO\_VENDOR\_ID of the matching record into the FA\_MASS\_ADDITIONS table.

You need to set up suppliers in the Suppliers window if you are not using Oracle Payables or Oracle Purchasing. Note that PO\_VENDOR\_ID is the unique internal identifier, and not the same as the external identifier supplier number.

**6. Prepare mass additions for posting.**

Once the FA\_MASS\_ADDITIONS table is loaded, you must change the POSTING\_STATUS column to HOLD for any assets that have a date placed in service after the end of the conversion period. For most conversions, the conversion period is the last period of the previous fiscal year.

When you are ready to post the FA\_MASS\_ADDITIONS table, use the Send Mass Additions to Oracle Asset program to run Mass Additions Post. This program moves your assets into Oracle Assets.

Run the Mass Additions Status Report to see the results. Compare this report with the expected results, and investigate missing or incomplete items. Check the PERIOD\_FULLY\_RESERVED column in FA\_BOOKS for fully reserved assets.

For assets that you placed in service after the conversion period, you can run Mass Additions Post after you have opened the appropriate period. For example, if your fiscal year ends December 31, December is your conversion period. If you have some assets that you placed in service in January, set the posting status to ON HOLD for the January assets while you post the first time. After you run depreciation for December, then you set the posting status of the January assets to POST and run Mass Additions Post again.

## 7. Fix exceptions.

During this step you fix all the exceptions which were not properly imported using Mass Additions. You only need to perform these steps if they apply to your import:

- Assets With Multiple Distributions:

If you want some of your assets to have multiple distribution lines, then you need to use the Assignments window to correct the distribution information for each of these assets.

- Assets With Investment Tax Credits:

After you have posted your assets with Mass Additions, use the Assign Investment Tax Credit window to add ITC information.

- Leased Assets And Leasehold Improvements:

After you have posted your assets with Mass Additions Post, use the Asset Details window to add leasing information for your leased assets and your leasehold improvements. Verify that the life of your leasehold improvements is correct when you run depreciation.

- Assets With Parent Or Child Assets:

After you have posted your assets using Mass Additions Post, use the Asset Details to add parent asset information to each child asset.

- Units of Production Assets:

You cannot load units of production assets with accumulated depreciation. For more information about this restriction, see Assets Depreciating Under Units of Production: page 5 – 27.

If you want to load a large number of units of production assets, please use the production interface instead of the mass additions interface. See: Using the Production Interface: page 5 – 31

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## Finishing Your Import

When you have all your asset information moved into Oracle Assets, you need to verify that the financial information matches your records. Once you are satisfied that the value of your assets is correct, you can run depreciation and then verify that the accumulated depreciation matches your records. When you are satisfied that your corporate book is correct, you can copy the assets into your tax books. You reconcile each tax book using a similar procedure.

If some of the assets in the FA\_MASS\_ADDITIONS table have dates placed in service after the import, you need to bring these assets into Oracle Assets in the correct period.

Complete the following steps to finish your import:

1. **Verify your assets.**

Before you run depreciation you should run the Asset Additions Report. Use this report to verify that each asset has the correct depreciation method, life, and date placed in service. Also verify that each asset has the correct cost and accumulated depreciation and that the totals for each asset account are correct. If you find any errors, make adjustments using the Books window and reclassifications using the Asset Details window.

For additional verification, project depreciation to the asset and cost center level to see that the expense projections agree with your estimates, and that the assets appear properly.

2. **Run Depreciation.**

When you are satisfied that your assets are correct, run depreciation for the conversion period. After depreciation completes, Oracle Assets automatically runs the Journal Entry Reserve Ledger report.

3. **Reconcile depreciation amounts.**

Use the Journal Entry Reserve Ledger Report from Step 2 to verify that the depreciation amounts are correct. If Oracle Assets calculated depreciation for you, verify that the calculated amount is correct. If you find any errors, make adjustments using the Books window and reclassifications using the Asset Details window.

4. **Run Mass Additions for post-dated assets.**

If necessary, run Mass Additions to add assets into the periods following your import period. Add any other new assets and perform any transactions that you made during the period. Verify all these transactions and run depreciation again. Repeat this procedure until you have caught up to the current period.

5. **Copy assets to your tax books using Mass Copy.**

When you are satisfied that your corporate book is correct, use Mass Copy to copy your assets into your tax books. You should set up your tax books so that the first period starts at the same time as the associated corporate book. If your import period is the last period of the previous fiscal year, use Initial Mass Copy. If your import is the first period of the current fiscal year, use Periodic Mass Copy since there is no historical data in Oracle Assets.

6. **Reconcile your tax books.**

Reconcile your tax books the same way you did your corporate book, but use the Tax Reserve Ledger Report in place of the Journal Entry Reserve Ledger Report.

Run Periodic Mass Copy each period to bring over any new assets, cost adjustments, retirements, and reinstatements from the corporate book.

7. **Clean up the Mass Additions holding area.**

After you have successfully imported a group of assets, you should remove them from the mass additions holding area. First, run the Unposted Mass Additions Report and verify the status of any unposted mass additions. Afterward, use the Delete Mass Additions window, and the Purge Mass Additions window if necessary.

---

## Adding Assets in Short Tax Years

When assets are acquired as a result of a merger, in the first year during which the assets are acquired, these assets are usually depreciated during a shorter than normal tax year. It is essential that the acquiring company is able to depreciate the acquired assets correctly during the short tax year.

When you add assets in a short tax year, you identify the asset as a short tax year asset. When you add short tax year assets, you must use either the detail additions process or the mass additions process. You cannot use the quick additions process to add short tax year assets.

You can define custom depreciation formulas to help you to properly depreciate newly acquired assets in a short tax year. See: Defining Formula-Based Depreciation Methods: page 9 – 74.

---

### Adding a Single Asset in a Short Tax Year

- ▶ **To add an asset to the corporate book in a short tax year:**
  1. Follow the steps to add an asset using the detail additions process. See: Adding an Asset Specifying Details: page 2 – 21.
  2. While in the Books window, check the Short Fiscal Year check box to indicate the current year is a short tax year.
  3. Enter the conversion date. This is the date the short tax year asset begins depreciating in Oracle Assets in the acquiring company.
  4. Enter the original depreciation start date of the acquired assets. This is the date when the assets began depreciating in the acquired company.
  5. Continue adding the asset.

---

### Adding Multiple Assets in a Short Tax Year

- ▶ **To add multiple assets in a short tax year:**
  1. Add assets using the mass additions process. See: Overview of the Mass Additions Process: page 2 – 28.

**Note:** In the period you added short tax year assets, we recommend that you run depreciation without closing the period, verify the depreciation amounts, then close the period. See: Rolling Back Depreciation: page 5 – 4.

2. Use the mass copy process to copy the asset information into your tax books. See: Tax Book Maintenance: page 7 – 2.
3. Upload depreciation information for tax books to the interim table FA\_SHORT\_TAX\_RESERVES. See: Uploading Tax Book Depreciation Information: page 2 – 81.
4. Run the Upload Short Tax Year Reserves concurrent program to update reserve in your tax book.

**Note:** You should run this program after running mass copy.

---

## Uploading Tax Book Depreciation Information

When you use the mass copy process to copy asset information into your tax books, no depreciation or depreciation reserve amounts are copied into the tax books. After running mass copy, you use the FA\_SHORT\_TAX\_RESERVES table and Upload Short Tax Year Reserves program to update depreciation information for the short tax year assets in your tax books.

You use SQL\*Loader to load the FA\_SHORT\_TAX\_RESERVES table, using the same procedure you used to load the FA\_MASS\_ADDITIONS table when you created mass additions. See: Loading Your Asset Data: page 2 – 60.

### FA\_SHORT\_TAX\_RESERVES Interim Table

The FA\_SHORT\_TAX\_RESERVES table allows you to provide correct accumulated depreciation and year to date depreciation amounts for assets added to your tax books in short fiscal years.

<u>ASSET_NUMBER</u>	<u>VARCHAR2(15)</u>	<u>REQUIRED</u>
---------------------	---------------------	-----------------

Enter the assigned asset number of the short tax year assets.

<u>DATE_PLACED_IN_SERVICE</u>	<u>DATE</u>	<u>OPTIONAL</u>
-------------------------------	-------------	-----------------

Enter the date the asset was placed in service.

<u>DEPRN_METHOD_CODE</u>	<u>VARCHAR2(10)</u>	<u>OPTIONAL</u>
--------------------------	---------------------	-----------------

Enter the depreciation method.

<u>DEPRN_RESERVE</u>	<u>NUMBER</u>	<u>REQUIRED</u>
----------------------	---------------	-----------------

Enter the total depreciation taken from the beginning of the asset's life to the conversion date. The depreciation reserve amount must be greater than zero. Any assets that have not been depreciated prior to the conversion date are not qualified to be short tax year assets. You must add these assets to the Oracle Assets system as new assets.

<u>TAX_BOOK</u>	<u>VARCHAR2(15)</u>	<u>REQUIRED</u>
-----------------	---------------------	-----------------

Enter the name of the tax book to which you will upload this information.

LIFE\_IN\_MONTHS                      NUMBER(4)                      OPTIONAL

Enter the asset life in months.

ORIGINAL\_DEPRN\_START\_DATE                      DATE                      OPTIONAL

Enter the original depreciation start date. This is the date when the asset began depreciating in the acquired company.

PRORATE\_CONVENTION\_CODE                      VARCHAR2(10)                      OPTIONAL

Enter the prorate convention.

YTD\_DEPRN                      NUMBER                      OPTIONAL

Enter the year-to-date depreciation amount

---

## How Oracle Assets Calculates Depreciation in a Short Tax Year

To depreciate assets properly in a short tax year, Oracle Assets needs to account for the acquired assets up to the date on which the assets are converted to the acquiring company's Oracle Assets system. When adding assets that will depreciate in a short tax year, you must enter a conversion date and original depreciation start date, and check the Short Fiscal Year check box on the Books window.

**Note:** The prorate date is determined by the date placed in service and the prorate convention. If the original prorate convention is different from that in the acquiring company, you may need to set up a new prorate convention for the converted assets to map the prorate date correctly.

The conversion date is the date an asset begins depreciating under the acquiring company's Oracle Assets system. Therefore, the year-to-date depreciation is zero at that time. The conversion date enables Oracle Assets to calculate the remaining life of the asset. You should choose a conversion date in the current open period of the corporate and tax books. Otherwise, the depreciation calculations may be incorrect. You cannot enter a conversion date in a past fiscal year or in future periods.

**Note:** Oracle Assets does not calculate any depreciation before the conversion date. You must enter the total depreciation taken (depreciation reserve) up to the conversion date.

Depreciation in a short tax year is calculated as follows:

**Depreciable Basis \* Annual Rate \* No. of Months in Short Tax Year /  
No. of Months in the Full Tax Year**

If the depreciation method has a calculation basis of NBV, the value of the depreciable basis is the net book value (NBV) as of the conversion date. The NBV is derived from the depreciation reserve.

## **MACRS Deductions in a Short Tax Year**

You can define a formula-based MACRS depreciation method to calculate depreciation in a short tax year. For example, you could define a MACRS method with a straight-line switch as follows:

**Greatest (2/Life, Decode (Short Year, 1, 1/Remaining Life 1, 0, 1/  
Remaining Life 2))**

In this example, Decode means the following: if the current year is a short tax year, then use Remaining Life 1. Otherwise, use Remaining Life 2.

- Remaining Life 1

Oracle Assets calculates the remaining life of the asset as of the conversion date or prorate date, whichever is later. If the prorate date is later than the conversion date, Oracle Assets calculates the remaining life based on the prorate date to avoid over-depreciating the asset.

- Remaining Life 2

Oracle Assets calculates the remaining life of the asset as of the first day of the fiscal year of the acquiring company, after the conversion date.

**Note:** Remaining Life 1 and Remaining Life 2 are expressed in years. Both values are truncated and then added to one. For example, a Remaining Life1 of 3.4 will be expressed as 4. Remaining Life 1 and 2 are used only for calculating depreciation rates. The values are stored in FA\_BOOKS.

## **Adjustments and Revaluation**

You cannot revalue short tax year assets or perform financial adjustments on short tax year assets.

## Retiring Assets

Oracle Assets may take additional depreciation or reverse depreciation expense when you retire an asset. These amounts are controlled by the asset's retirement convention, date retired, and depreciation method. You may need to retire a short tax year asset during the short tax year in which it was acquired. You may want to set up special retirement conventions specifically for this scenario.

For example, your company has a short tax year that starts in May 1998 and ends in December 1998. You set up a half-year retirement convention with a prorate date in the mid-point of the short tax year (September 1). If you retire a short tax year asset in November 1998 using that half-year retirement convention, Oracle Assets backs out depreciation expense taken in September and October.

---

### Short Tax Year Example

XYZ has a fiscal year that begins on August 1 and ends on July 31. XYZ has assets that were placed in service during XYZ's fiscal year 1996, using a half-year prorate convention. The prorate date is February 1, 1996.

At Work has a fiscal year that begins January 1 and ends December 31. In 1997, ABC acquired XYZ and decided to begin depreciating the acquired assets in Oracle Assets on April 1, 1997.

### Defining a MACRS Depreciation Formula

Because ABC acquired XYZ and its assets in the middle of ABC's fiscal year, the asset manager at ABC needs to add assets as short tax year assets. For assets depreciating under MACRS with a 5-year life, the asset manager defines a formula-based depreciation method:

Depreciation method	5YRMACRS – STY
Calculation basis rule	NBV
Depreciate in year retired	Yes

The asset manager defines the following depreciation formula:

**Greatest (2/Life, Decode (Short Year, 1, 1/Remaining Life 1, 0, 1/Remaining Life 2))**

The acquired assets depreciate under a 5-year MACRS depreciation method, with a half-year prorate convention. The depreciation basis is net book value.

## Adding Acquired Assets

ABC adds the acquired assets to its books on April 1, 1997. The asset manager specifies a conversion date of 4/1/97 and enters the cost (\$10,000) and accumulated depreciation (\$4133.30) for the assets. In the Books window, the asset manager checks the Short Fiscal Year check box. The original depreciation start date is 2/1/96. The asset manager uses the mass copy feature to copy the assets to the tax book, and uploads the reserves accordingly.

## Calculating Depreciation

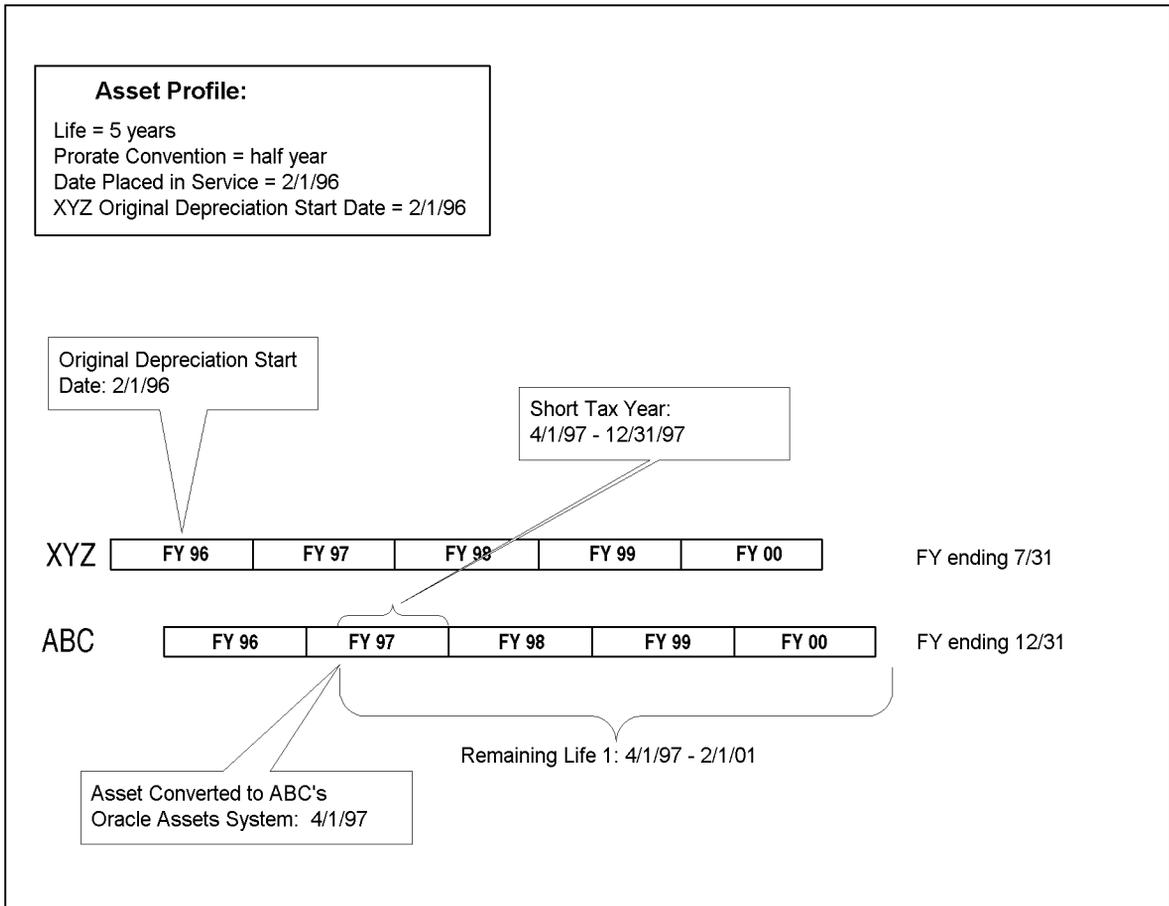
When the asset manager runs depreciation for the acquired assets, Oracle Assets uses the defined formula to derive the rates during the short tax year and in the following years.

The following table illustrates how depreciation is taken throughout the remaining life of the acquired assets, which were placed in service in XYZ's fiscal year 1996 with a half-year prorate convention. The rates in boldface indicate which rate is used for each fiscal year. Note that the rate switches from declining balance to straight-line in fiscal year 1999:

Company	Declining Balance Rate (2/Life)	Straight-Line Rate (1/ Remaining Life 1 or 1/ Remaining Life 2)	Depreciation	Year End Net Book Value
ABC Short Tax Year 1997 (4/1/97-12/31/98)	0.40000	0.26000	1760.01	4106.69
ABC FYR 1998	0.40000	0.32000	1642.68	2464.01
ABC FYR 1999	0.40000	<b>0.48000</b>	1182.73	1281.29
ABC FYR 2000	0.40000	<b>0.92308</b>	1182.73	98.56
ABC FYR 2001	0.40000	<b>12.00000</b>	98.56	0.00

Table 2 – 5

The following illustrates the acquisition of XYZ Company by ABC Corporation, and how Oracle Assets determines the short tax year and the Remaining Life 1.



CHAPTER

# 3

## Asset Maintenance

**T**his chapter explains how to change asset details, adjust accounting information, place construction-in-process (CIP) assets in service, and revalue assets.

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## Changing Asset Details

You can change descriptive information for an asset at any time. Changing asset descriptive information other than category and units has no financial impact on the asset.

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## Reclassifying Assets

Reclassify assets to update information, correct data entry errors, or when consolidating categories. You cannot reclassify fully retired assets.

**Note:** When you reclassify an asset in a period after the period you entered it, Oracle Assets creates journal entries to transfer the cost and accumulated depreciation to the asset cost and accumulated depreciation accounts of the new asset category. This occurs when you create journal entries for your general ledger.

## Reclassifying an Asset to Another Category

► **To reclassify an asset to another category:**

1. Choose Asset > Asset Workbench from the Navigator window.
2. Find the asset you want to reclassify.



**Suggestion:** For best performance, query by asset number or tag number since they are unique values.

3. Choose Open.
4. Enter the new category.
5. Save your changes.



**Attention:** Reclassification does not redefault the depreciation rules to the default rules from the new category. Manually change the depreciation rules in the Books or Mass Change windows if necessary.

## See Also

Asset Descriptive Details: page 2 – 2

## Reclassifying a Group of Assets

You can reclassify a group of assets using the Mass Reclassifications window. In addition to reclassifying assets to a new category, when you run the Mass Reclassification process, you have the option to have assets inherit the depreciation rules of the new category. If you choose to have the reclassified assets inherit depreciation rules, you can also choose to either amortize or expense the resulting depreciation adjustments. See: Depreciation Rules (Books): page 2 – 5.

When you run the Mass Reclassification process, Oracle Assets first reclassifies the assets (changes the assets from one category to another), then changes the depreciation rules, if you have chosen to have the reclassified assets inherit the depreciation rules of the new category. Oracle Assets reclassifies assets to a new category, even if inheriting depreciation rules fails. However, if reclassification fails (assets are not changed to the new category), assets will not inherit the depreciation rules of the new category.

### Reclassification

Reclassification is done at the asset level. If an asset cannot be reclassified in one book, the asset will not be reclassified in any of the books to which it belongs.

If you attempt to reclassify assets to the same category (for example, you have a group of assets assigned to category PC, and you run the Mass Reclassification process to reclassify the assets to category PC), the assets will not be reclassified and will not inherit depreciation rules.

You cannot reclassify an asset in a prior period.

### Inheriting Depreciation Rules

Inheriting depreciation rules is performed at the book level, meaning that if assets do not inherit depreciation rules in one book to which the assets belong, it will not prevent assets from successfully inheriting depreciation rules in other books to which they belong.

When you choose to have assets inherit the depreciation rules of the new category, you can choose to have all rules inherited by checking the Inherit Depreciation Rules of New Category check box on the Mass Reclassifications window, or no rules by ensuring the check box is not checked. You cannot choose to have assets inherit only specified depreciation rules.

When you choose to have assets inherit depreciation rules, you can also choose to amortize the resulting adjustments by checking the Amortize Adjustments check box on the Mass Reclassifications window. If you do not check the Amortize Adjustments check box, adjustments will be expensed. Note that if you choose to expense adjustments on the Mass Reclassifications window (the Amortize Adjustments check box is not checked), reclassification will fail for any assets for which you have previously amortized an adjustment.

**Note:** Depreciation rules are inherited in both the corporate and tax books. The rules set up for the category in the corporate book are inherited in the corporate book and the rules set up for the category in the tax book are inherited in the tax book. Depreciation rules are not copied from the corporate book to the tax book. Therefore, you do not need to check the Allow Mass Copy – Copy Adjustments check box in the Accounting Rules tabbed region of the Books Controls window.

### **Setting Up Assets to Depreciate**

If the Depreciate check box on the Books window is checked for an asset before the asset is reclassified, the check box will remain checked after reclassification. If the Depreciate check box is not checked for an asset before the asset is reclassified, that asset will inherit the depreciation rules of the new category, but the Depreciate check box will remain unchecked.

See: Entering Financial Information: page 2 – 23

### **Allowing Mass Changes**

If you check the Inherit Depreciation Rules of New Category check box, you must also ensure you have checked the Allow Mass Changes check box in the Accounting Rules region of the Book Controls window, for any assets that you want to inherit depreciation rules. If the Allow Mass Changes check box is not checked, reclassified assets will not inherit depreciation rules, even though you checked the Inherit Depreciation Rules of New Category check box on the Mass Reclassifications window.

See: Entering Accounting Rules for a Book: page 9 – 67

### **Copying Descriptive Flexfield Information**

You can choose to copy descriptive flexfield information to the new category by checking the Copy Category Descriptive Flexfield to New Category check box on the Mass Reclassifications window. Descriptive flexfield information will be copied only if assets are being reclassified within the same major category. The descriptive flexfields should be set up with the same segments in both the old and the new category.

Otherwise, descriptive flexfield information in the old category may be copied incorrectly into an incorrect segment in the new category. If a segment in the old category and a corresponding segment in the new category have different formats (for example, segment 1 in the old category is alphanumeric and segment 1 in the new category is in date format), the information will be copied, but you will need to correct the descriptive information in that segment.

**Note:** If you do not choose to copy category descriptive flexfield information to the new category, the category descriptive flexfield information from the old category will be deleted.

### **Previewing Your Mass Reclassifications**

You can run the Mass Reclassification Preview Report before submitting the Mass Reclassifications process. The report allows you to preview the changes before actually submitting them. The report lists all the assets that the mass reclassification process will reclassify.

See: Mass Reclassification Preview and Review Reports: page 11 – 112

### **Running the Mass Reclassification Process**

After reviewing the Mass Reclassification Preview Report, run the mass reclassification process. If reclassification fails for any of the assets, the mass reclassification process completes with a warning. You need to review the log file to determine the reasons the assets were not reclassified.

To review the changes to category and depreciation rules, run the Mass Reclassification Review Report.

See: Mass Reclassification Preview and Review Reports: page 11 – 112

**Note:** You can run the Mass Reclassification Review Report from either Oracle Assets or the ADI Request Center.

#### **► To reclassify a group of assets:**

1. Choose Mass Transactions > Reclassifications from the Navigator window.
2. Find the assets you want to reclassify.
3. Specify the corporate book on which you want to run reclassification.
4. Optionally specify other asset selection criteria, such as asset number and asset type.
5. Enter the new category.

6. Specify if you want the current category descriptive flexfield information copied to the new category.  
If you do not choose to copy the flexfield information, the current category descriptive flexfield information will be deleted.
7. Specify whether to inherit the depreciation rules of the new category.
8. If you choose to inherit the depreciation rules of the new category, specify whether to amortize the changes.
9. Choose Preview to run the Mass Reclassification Preview report.
10. Query the Mass Transaction number and choose Run to submit the Mass Reclassification concurrent process.

---

## Adjusting Units for an Asset

► **To adjust the number of units for an asset:**

1. Choose Asset > Asset Workbench from the Navigator window.
2. Find the asset whose units you want to adjust.



**Suggestion:** For best performance, query by asset number or tag number since they are unique values.

3. Choose Open.
4. Change the number of Units.
5. Update assignment information to reflect the new number of units in the Assignments window. See: Assigning an Asset (Detail Additions Continued): page 2 – 25.
6. Save your work.

## See Also

Unit Adjustment Journal Entry: page 6 – 31

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## Adjusting Accounting Information

You can adjust financial, depreciation, distribution, and invoice information for an asset.

---

### Changing Financial and Depreciation Information

Correct an error or update financial and depreciation information for a single asset or a group of assets. You can also override depreciation information for an asset while adding it using the Detail Additions process. See: Asset Setup Processes (Additions): page 2 – 18.

**Before** running depreciation (in the period in which you added the asset), you can change any field.

**After** you have run depreciation (in any period after the one in which you added the asset), you can change asset cost, salvage value, prorate convention, depreciation method, life, capacity and unit of measure (in the corporate book), rate, bonus rule, depreciation ceiling, and revaluation ceiling.

If the asset is fully reserved, you can adjust the same fields as for an asset for which you have run depreciation. If the asset is fully retired, you cannot change any fields.

You can choose whether to amortize or expense the adjustment. See: Amortized and Expensed Adjustments: page 6 – 13.

### Changing Financial Information for a Single Asset

► **To change financial information for a single asset:**

1. Choose Asset > Asset Workbench from the Navigator window.
2. Find the asset for which you want to change financial information.



**Suggestion:** For best performance, query by asset number or tag number since they are unique values.

3. Choose Books.
4. Choose the Book to which the asset belongs.
5. Choose whether to Amortize Adjustment or expense it in the current period.
6. Enter the new financial information for the asset.

-  **Attention:** You can change the depreciation method from units of production to a flat-rate or life-based method if the asset is not depreciating by units of production in any associated tax book.
  -  **Attention:** You can only change the depreciation method from life-based or flat-rate to units of production in the period you added the asset.
7. Save your work.

## Changing Financial Information for a Group of Assets (Mass Change)

**Note:** CIP assets, retired assets, and assets with amortized adjustments are excluded from the mass change transaction.

### ► To change financial information for a GROUP of assets

1. Choose Mass Transactions > Changes from the Navigator window.
2. Enter the Book to which the assets belong.
3. Select the assets you want to change. Specify the asset numbers, dates placed in service, and category for which the Mass Change applies.

You can use the Before and After fields as either information to change or as a selection criterion without changing the information. When you enter the same value for the Before and After fields, the mass change affects only assets that match that information.

4. Choose whether to Change Fully Reserved Assets.
5. Specify the new financial information for these assets in the After column.
6. Choose whether to amortize the adjustment or expense it in the current period.
7. Choose Preview to run the Mass Change Preview report. Use this report to preview what effects to expect from the Mass Change before you perform it. If necessary, update the definition and run the preview report again.

The mass change status determines what action to perform next.

Status	Definition	Possible Action
New	Newly created mass change definition	Preview
Preview	Preview report currently running	None
Previewed	Preview report completed successfully	Run
Updated	Mass change definition updated after previewing	Preview
Running	Mass change currently running	None
Completed	Mass Change completed successfully	Review Copy
Error	Preview report or mass change completed in error	Preview or Run, whichever failed

**Table 3 – 1 (Page 1 of 1)**

8. To perform the mass change, query the definition and choose Run. Oracle Assets submits a concurrent process to perform the change.
9. To review a completed mass change, query the definition and choose Review. Oracle Assets runs the Mass Change Review report.
10. Review the log file and report after the request completes.

## See Also

Depreciation Rules (Books): page 2 – 5

Journal Entries for Adjustments: page 6 – 13

Amortized and Expensed Adjustments: page 6 – 13

Depreciation Calculation: page 5 – 8

Mass Change Preview and Review Reports: page 11 – 109

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## Transferring Assets

You can transfer assets between employees, depreciation expense accounts, and locations. When transferring assets, you should consider the following:

- You can change the transfer date to a date in a prior period for a particular transfer, but the transfer must occur within the current fiscal year
- You can change the transfer date of an asset to a prior period only once per asset.
- You cannot transfer an asset to a future period.
- You cannot transfer an asset after its normal life is completed.

### Transferring a Single Asset

► **To transfer an asset between employees, expense accounts, and locations:**

1. Choose Asset > Asset Workbench from the Navigator window.
2. Find the asset you want to transfer between employees, expense accounts, and/or locations.



**Suggestion:** For best performance, query by asset number or tag number since they are unique values.

3. Choose Assignments.
4. Optionally update the Transfer Date.

**Note:** If you transfer an asset during the period in which it was added, the Transfer Date automatically defaults to the asset's date placed in service and you cannot change it.

5. In the Units Change field, enter a negative number for the assignment line **from** which you want to transfer the asset.
6. Create one or more new lines, entering a positive number in the Units Change field for the assignment lines **to** which you want to transfer the asset.
7. Enter the new Employee Name, Expense Account, and/or Location for the new distribution.
8. Save your changes.

## Transferring a Group of Assets

Oracle Assets allows you to transfer multiple assets with one transaction. You use the Transfer From and Transfer To fields to identify the assets to be transferred.

You can enter an Expense Account range in the Transfer From fields indicating the assets to be transferred to the specified Expense Account. You can also transfer between locations, employees, and employee numbers. By selecting any combination of these criteria, you can further restrict the range of assets to be transferred. For example:

Transfer From	Transfer To
Expense Accounts: 1 – 100	Expense Account: 10000
Location: New York	Location: Dallas
Employee Name: Robert Smith	Employee Name: Janet Jones

The above transfer affects all assets that are assigned to Robert Smith in New York with an expense account in the range of 1 through 100. An asset must satisfy all three criteria to be transferred to Janet Jones in Dallas with an expense account of 10000.

► **To transfer a GROUP of assets between employees, expense accounts, and locations:**

1. Choose Mass Transactions > Transfers from the Navigator window.
2. Choose the corporate depreciation Book for the assets you want to transfer.
3. Optionally update the Transfer Date.  
You can change the transfer date to a prior period date. You cannot change the date to a future period date.
4. Enter one or more selection criteria for the mass transfer in the Transfer From and Transfer To fields.
5. Choose Preview to run the Mass Transfers Preview report. Use this report to preview the expected effects of the Mass Transfer before you perform it. If necessary, update the definition and run the preview report again.
6. To perform the Mass Transfer, query the mass transfer and choose Run. Oracle Assets submits a concurrent process to perform the transfer.

7. Review the log file after the request completes.

## Transferring Invoice Lines Between Assets

1. Choose Asset > Asset Workbench from the Navigator window.
2. Find the asset whose invoice information you want to change.



**Suggestion:** For best performance, query by asset number or tag number since they are unique values.

3. Choose Source Lines.
4. Choose the line(s) you want to transfer.  
To transfer the entire amount, check the check box to the left of the source line. Otherwise, enter a partial amount.
5. Choose Transfer To.
6. In the Transfer To window, query the destination asset to which you want to transfer the line.
7. Save your work.

## See Also

Assignments: page 2 – 11

Source Lines: page 2 – 14

Journal Entries for Transfers and Reclassifications: page 6 – 28

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## Changing Invoice Information for an Asset

If you brought over mass addition lines from invoices or discounts in your payables system, use the Source Lines window to change invoice information for an asset. You can:

- Add a new invoice line to an asset
- Change the cost of a invoice line
- Delete an invoice line from an asset
- Transfer invoice lines between assets: page 3 – 12

► **To change invoice information for an asset**

1. Choose Asset > Asset Workbench from the Navigator window.
2. Find the asset whose invoice information you want to change.



**Suggestion:** For best performance, query by asset number or tag number since they are unique values.

3. Choose Source Lines.
  - Enter a description and cost to manually add a new invoice line to the asset.
  - Change the cost of a line for a CIP asset if necessary.
  - To delete an invoice line, uncheck Active.
4. Save your changes.

## See Also

Source Lines: page 2 – 14

Reviewing Mass Addition Lines: page 2 – 41

## Placing Construction–In–Process (CIP) Assets in Service

Capitalize finished assets that are ready to be placed in service. You can capitalize a single asset or a group of assets in a transaction. If you erroneously capitalize a CIP asset, you can reverse the capitalization.

**Note:** If you have CIP assets in both your corporate book and your tax book, you capitalize the CIP assets in your corporate book, and they are automatically capitalized in the tax book. See: Automatically Adding CIP Assets to Tax Books: page 2 – 16.

### Prerequisites

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- Create CIP assets using Mass Additions or manual additions. See: Asset Setup Processes (Additions): page 2 – 18.
- Build CIP assets as you spend money for raw materials and labor to construct them.

#### ► To capitalize a CIP asset:

1. Navigate to the Capitalize CIP Assets window.
2. Find assets with asset type CIP.
3. Enter the date you placed the asset in service. Oracle Assets uses this date to begin calculating depreciation for the assets you are placing in service.
4. Choose the CIP asset(s) you want to capitalize. Choose Special, Check All if you want to capitalize all the assets in the Capitalize CIP Assets window.
5. Choose Capitalize.
6. Override the depreciation rules re–defaulted from the asset category if necessary. See: Changing Financial and Depreciation Information: page 3 – 7.

#### ► To reverse capitalize an asset:

1. Navigate to the Capitalize CIP Assets window.
2. Query assets with type Capitalized.
3. Choose the asset(s) you want to reverse capitalize. Choose Special, Check All to reverse capitalize all the assets in the Capitalize CIP Assets window.

 **Attention:** You can reverse capitalize an asset only in the period you capitalized it, and only if you did not perform any transactions on it.

4. Choose Reverse.

## See Also

Construction-In-Process (CIP) Assets: page 2 – 15

Capitalization Journal Entry Example: page 6 – 10

## Revaluing Assets

Revalue assets to adjust the value of your capitalized assets in a highly inflationary economy. You can revalue all categories in a book, all assets in a category, or individual assets.

The Mass Revaluation process includes the following steps:

- Create Mass Revaluation Definition
- Preview Revaluation
- Run Revaluation
- Optionally Review Revaluation



**Suggestion:** To obtain a value for replacement cost for insurance purposes, run the Mass Revaluation Preview Report without performing the revaluation.

### Prerequisites

---

- Set up your Revaluation Rules and Accounts. See: Defining Depreciation Books: page 9 – 65.

#### ► To revalue all assets in a category:

1. Navigate to the Mass Revaluation window.
2. Enter the Book for which you want to revalue assets.
3. Enter a Description of the revaluation definition.
4. Specify revaluation rules. See: Asset Management In a Highly Inflationary Economy (Revaluation): page 3 – 19.
5. Enter the category you want to revalue.
6. Enter the revaluation percentage rate to revalue your assets. Enter either a positive or negative number.
7. Override revaluation rules if necessary.
8. Choose Preview.

Oracle Assets runs the Mass Revaluation Preview Report so you can preview what effect this revaluation will have when you perform it. If necessary, update the definition and run the preview report again.



**Attention:** You must preview the revaluation definition before you perform it.

9. Find the revaluation definition using the Mass Transaction Number.
10. Choose Run. Oracle Assets begins a concurrent process to perform the revaluation.
11. Review the log file after the request completes.

► **To revalue an individual asset:**

- Enter the asset number you want to revalue instead of a category. If you revalue a single asset in a category which is also being revalued, the rate you enter for the asset overrides the category rate.

► **To review the effects of a revaluation:**

1. Navigate to the Mass Revaluations window.
2. Find the revaluation definition you want to review.
3. Choose Review to run the Mass Revaluation Review Report.
4. Review the log file and report after the request completes.

► **To copy an existing revaluation definition:**

1. Navigate to the Mass Revaluations window.
2. Query the revaluation definition you want to copy.
3. Choose Special, Copy Definition from the menu.
4. Specify your rates and override any of the copied information in your new definition.
5. Save your work.

## See Also

Asset Management in a Highly Inflationary Economy (Revaluation):  
page 3 – 19

Journal Entries for Revaluations: page 6 – 42

Mass Revaluation Preview and Review Reports: page 11 – 111

Revaluation Reserve Detail and Summary Reports: page 11 – 62

Revaluation Reserve Balance Report: page 11 – 62

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## Asset Management in a Highly Inflationary Economy (Revaluation)

Oracle Assets allows you to periodically adjust the value of your capitalized assets due to inflation or deflation, according to rates you enter. This process is known as revaluation. The rules for revaluation often differ from country to country. Oracle Assets has the flexibility to handle your specific requirements.

Oracle Assets multiplies the asset cost by the revaluation rate you enter in the Mass Revaluations window to determine the adjustment to the asset cost.

A revaluation only affects assets added in a prior period. It does not process:

- Assets added in the current open period
- Fully retired assets
- Assets with pending retirements



**Suggestion:** Since Oracle Assets does not Mass Copy revaluations, when you perform a revaluation in your corporate book, also perform it in each tax book associated with that corporate book.

### Set Up Revaluation Accounts

You must set up the following revaluation accounts before you can perform a revaluation:

- Revaluation reserve account and revaluation amortization account for each category in the Asset Categories window
- Revaluation reserve retired gain and loss accounts in the Book Controls window

### Specify Default Revaluation Rules

Allow revaluation and specify default revaluation rules for a book in the Book Controls window. If necessary, you can override these rules when creating a revaluation definition in the Mass Revaluations window.

## **Revalue Accumulated Depreciation**

If you decide to revalue accumulated depreciation, Oracle Assets revalues the accumulated depreciation by the same rate by which you revalue your asset cost. Then it determines the change in net book value and transfers the difference to the revaluation reserve account. Oracle Assets calculates current depreciation expense based on the net book value after revaluation, salvage value, and the remaining life.

### **Change In Net Book Value = Change In Asset Cost – Change In Accumulated Depreciation**

If you decide not to revalue accumulated depreciation, Oracle Assets transfers the current accumulated depreciation to revaluation reserve. In this case, Oracle Assets calculates current depreciation expense based on the recoverable cost after revaluation and the remaining life.

If you do not amortize the revaluation reserve, the amount remains in the revaluation reserve account until you retire the asset.

## **Retire Revaluation Reserve**

If you want to retire revaluation reserve, Oracle Assets creates journal entries for the remaining reserve to the revaluation reserve retired gain or loss accounts when you retire assets.

## **Revalue Fully Reserved Assets**

You can revalue fully reserved assets that are depreciating under a life-based method. If you choose to revalue fully reserved assets, Oracle Assets also requires you to enter a life extension factor to extend the asset life.

Oracle Assets does not revalue fully retired assets. So if you retire an asset, revalue its category, and reinstate it, the asset is reinstated without being revalued. You can revalue it individually if necessary.

## **Maximum Fully Reserved Revaluations**

You can limit the number of times an asset can be revalued as fully reserved. If you allow revaluation of fully reserved assets, Oracle Assets does not revalue a fully reserved asset if the revaluation exceeds the maximum number of times you can revalue an asset as fully reserved.

## **Life Extension Factor**

When you revalue a fully reserved asset, you must extend the asset life so its revalued cost can be depreciated over one or more periods. To determine the new asset life, Oracle Assets multiplies the original asset life by the life extension factor.

## Life Extension Ceiling

The life extension ceiling limits the amount of depreciation you can back out when you revalue fully reserved assets. If your life extension factor is greater than the life extension ceiling, Oracle Assets uses the life extension ceiling to calculate the new accumulated depreciation and the depreciation adjustment. It uses the life extension factor to calculate the new asset life regardless of whether a life extension ceiling exists.

## Revaluation Ceiling

Use the ceiling to prevent revaluation above the fair market value. Enter the revaluation ceiling in the Books window.

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## Control Your Revaluation

Use the status to track your revaluation. The revaluation status determines what action to perform next.

Status	Definition	Possible Action
New	Newly created mass depreciation definition	Preview
Preview	Preview report currently running	None
Previewed	Preview report completed successfully	Run
Updated	Revaluation definition updated after previewing	Preview
Running	Revaluation currently running	None
Completed	Revaluation completed successfully	Review Copy
Error	Preview report or revaluation completed in error	Preview or Run, whichever failed

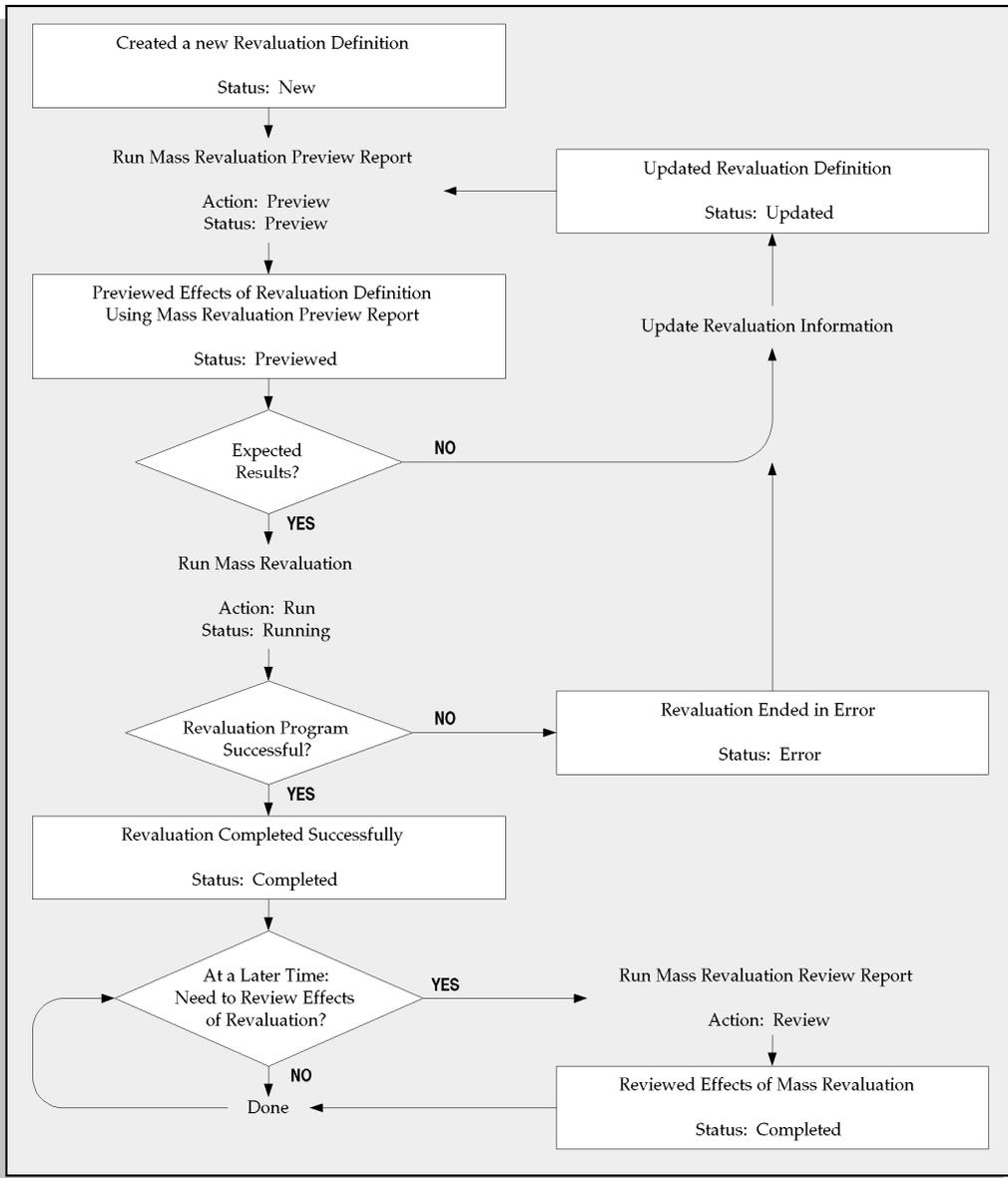
Table 3 – 2 (Page 1 of 1)

## Use Mass Transaction Number to Track Your Revaluation Definition

When you save a new definition, Oracle Assets gives it a unique Mass Transaction Number. Use this number to find your revaluation definition when you want to perform the next stage in the transaction cycle.

## Mass Revaluation Process

The following graphic illustrates the Mass Revaluation process.



## See Also

Defining Depreciation Books: page 9 – 65

Setting Up Asset Categories: page 9 – 93

Revaluing Assets: page 3 – 16

Mass Revaluation Preview and Review Reports: page 11 – 111

Revaluation Reserve Detail and Summary Reports: page 11 – 62

Revaluation Reserve Balance Report: page 11 – 62

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## Physical Inventory

Physical inventory is the process of ensuring that the assets a company has listed in its production system match the assets it actually has in inventory. A company takes physical inventory by manually looking at all assets to ensure they exist as recorded, are in the appropriate locations, and consist of the recorded number of units.

A person taking physical inventory can collect physical inventory data in a number of ways, such as by writing down information about the asset manually, or by using a barcode scanner to automatically scan asset information into a file such as an Excel spreadsheet. After this information is collected, any discrepancies need to be reconciled. For example, if a computer is located in Room 549 according to your production data, but is actually in Room 346, you need to either change the record to reflect the true location of the computer, or move it to Room 549.

---

### About Physical Inventory

The Physical Inventory feature in Oracle Assets assists you in comparing and reconciling your physical inventory data. To use the Physical Inventory feature, you must first take physical inventory of your assets. You need to include the following information about your assets:

- A unique identifier, which can be either the asset number, tag number, or serial number
- The location
- The number of units

You can include other information that may make it easier for you to keep track of the assets you are comparing, such as a description of each asset, but only the information listed above is required.

You load your physical inventory data into Oracle Assets using the Physical Inventory Entries window, or you can use the Record Physical Inventory process in the Applications Desktop Integrator (ADI), which allows you to import data from an Excel spreadsheet. You can also use SQL\*Loader to import physical inventory data from a non-Oracle file system.

When you finish entering physical inventory data into Oracle Assets, you run the Physical Inventory comparison program, which highlights

the differences between the asset information in Oracle Assets and the actual assets in physical inventory. This program compares your physical inventory data with your Oracle Assets data for all assets that have the In Physical Inventory check box checked.

You can view the results of the comparison online in the Physical Inventory Comparison window, or by running the Physical Inventory Comparison Report. The comparison results highlight differences between the assets in your production system and those in physical inventory. You can reconcile the differences between physical inventory and the information in your database by updating each asset manually, or you can use the mass additions process to add assets that are missing from the production system.

When you have completed your physical inventory, you can run the Missing Assets Report, which lists all assets that have not been accounted for in the physical inventory process.

### **Prerequisites**

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- Ensure that the In Physical Inventory check box is checked for all assets in Oracle Assets that you want included in the physical inventory comparison program. See: *Setting Up Oracle Assets Data to be Included in Physical Inventory: page 3 – 26.*

#### **► To gather and reconcile physical inventory information:**

1. Take physical inventory of your assets by using a barcode scanner (if your assets are set up with barcodes) or by manually noting the location, number of units, and a unique identifier.
2. Navigate to the Physical Inventory window.
3. Enter the inventory name (for example, Q2 Physical Inventory USA) and the start date. Entering an end date indicates that the physical inventory is complete, so you should not enter an end date until you have completed all physical inventory tasks.
4. Save your changes.
5. Load the physical inventory data into Oracle Assets using the Physical Inventory window, the Record Physical Inventory process in ADI, or SQL\*Loader. See: *Loading Physical Inventory Data: page 3 – 27.*
6. Run the Physical Inventory Comparison program. See: *Physical Inventory Comparison Program: page 3 – 34.*

7. Run the Physical Inventory Comparison Report or review the results online using the Find Physical Inventory Comparison window. See: Viewing Comparison Results: page 3 – 36.
8. Analyze the report results.
9. Change Oracle Assets data to reconcile with the physical inventory data and ensure you have accounted for all assets. See: Reconciliation: page 3 – 37.
10. Run the Missing Assets Report. See: Missing Assets: page 3 – 38
11. Purge the physical inventory data. See: Purging Physical Inventory Data: page 3 – 38.

## See Also

Overview of the Mass Additions Process: page 2 – 28

Setting Up Asset Categories: page 9 – 93

Adding an Asset Specifying Details (Detail Additions): page 2 – 21

Record Physical Inventory Feature (*Oracle Applications Desktop Integrator User's Guide*)

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## Setting Up Oracle Assets Data to be Included in Physical Inventory

Assets listed in Oracle Assets will be compared by the Physical Inventory Comparison program only if the In Physical Inventory check box is checked for those assets. If the In Physical Inventory check box is not checked for a particular asset, that asset will be ignored in the comparison.

The In Physical Inventory check box allows you to determine which assets are included in the physical inventory process. For example, you may have several buildings that you track as assets in Oracle Assets, but you do not want the buildings included in the physical inventory process.

## Mass Additions

You can designate a group of assets to be included in the physical inventory process by checking the In Physical Inventory check box in the Mass Additions window.

## Asset Categories

When you set up asset categories in the Asset Categories window, the In Physical Inventory check box is checked by default. If you do not want assets in a particular category to be included in physical inventory, you can uncheck the In Physical Inventory check box when you set up the category. For example, you may set up a category called BUILDING, which includes all of the buildings owned by your company. You may not want your buildings included in the physical inventory process, so you can uncheck the In Physical Inventory check box so that all assets with a category of BUILDING will not be included in physical inventory.

After setting up categories, you can override the value of the In Physical Inventory check box for individual assets using the Asset Details window.

## Asset Details

You can use the Asset Details window to override the value of the In Physical Inventory check box. For example, you may have assets with a category of COMPUTER designated to be included in the physical inventory process. You may also have a particular asset with a category of COMPUTER that you do not want included in the physical inventory process. You can open the Asset Details window for that particular asset and uncheck the In Physical Inventory check box.

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## Loading Physical Inventory Data

To use the Physical Inventory feature in Oracle Assets, you must load physical inventory data that you have collected into the FA\_INV\_INTERFACE table in Oracle Assets. The Usage column in the following table indicates whether a field is required, optional, or system-generated.

Column Name	Type	Description	Usage
INVENTORY	VARCHAR2 (80)	The user-defined inventory identification number to which this entry belongs.	Required
ASSET_ID	NUMBER (15)	The system-generated asset identification number.	System-generated
ASSET_NUMBER	VARCHAR2 (15)	The unique asset number assigned by either the user or Oracle Assets during asset setup. Although this field is not required, it is recommended, because it is the first field compared by the Physical Inventory Comparison program when it attempts to match an asset in physical inventory with one in the production system.	Conditionally required. When you enter physical inventory data in the Physical Inventory window, either the asset number, tag number, or serial number is required.
ASSET_KEY_CCID	NUMBER (15)	The asset key flexfield combination.	Optional
TAG_NUMBER	VARCHAR2 (15)	The tag number of the asset. The Physical Inventory Comparison program uses the tag number to uniquely identify an asset if it was unable to do so using the asset number, because it was not provided.	Conditionally required. When you enter physical inventory data in the Physical Inventory window, either the asset number, tag number, or serial number is required.
DESCRIPTION	VARCHAR2 (80)	The description of the asset.	Optional
MODEL_NUMBER	VARCHAR2 (40)	The model number of the asset.	Optional
SERIAL_NUMBER	VARCHAR2 (35)	The serial number of the asset. The Physical Inventory Comparison program uses the serial number to uniquely identify an asset if it was unable to do so using the asset number or tag number, because neither was provided.	Conditionally required. When you enter physical inventory data in the Physical Inventory window, either the asset number, tag number, or serial number is required.
MANUFACTURER_NAME	VARCHAR2 (30)	The name of the manufacturer that made the asset.	Optional
ASSET_CATEGORY_ID	NUMBER (15)	The category to which the asset belongs.	Optional
UNITS	NUMBER	The number of units in physical inventory for the asset.	Required

**Table 3-3 (Page 1 of 3) FA\_INV\_INTERFACE Table**

Column Name	Type	Description	Usage
LOCATION_ID	NUMBER (15)	The location ID that corresponds to the location of the asset.	Required
STATUS	VARCHAR2 (15)	The status of the asset will be one of the following: NEW TO RECONCILE RECONCILED DIFFERENCE NO ASSET NUMBER NON-INVENTORIAL NOT UNIQUE See the status codes table: page 3 – 31.	Initially system-generated, but can be manually changed by the user.
UNIT_ADJ	VARCHAR2 (1)	Indicates whether this entry needs a location adjustment. A NULL value indicates that this physical inventory entry has not been compared.	System-generated
UNIT_RECONCILE_MTH	VARCHAR2 (20)	The unit adjustment reconciliation method must be one of the following: NONE ADDITION UP – UNIT ADJUSTMENT DOWN – UNIT ADJUSTMENT REINSTATEMENT FULL RETIREMENT PARTIAL RETIREMENT See the unit reconciliation table: page 3 – 32.	System-generated
LOCATION_ADJ	VARCHAR2 (1)	Indicates whether this entry needs a location adjustment. If there is no value in this field, it indicates that this physical inventory entry has not been compared.	System-generated
LOC_RECONCILE_MTH	VARCHAR2 (20)	The location adjustment reconciliation method: NONE TRANSFER	System-generated
CREATED_BY	NUMBER (15)	Standard who columns. Typically, the username or user ID of the person running Physical Inventory.	System-generated

Table 3 – 3 (Page 2 of 3) FA\_INV\_INTERFACE Table

Column Name	Type	Description	Usage
CREATION_DATE	DATE	Standard who columns. The date when the physical inventory was opened.	System-generated
LAST_UPDATE_DATE	DATE	Standard who columns. This date corresponds to the last date a user entered physical inventory information.	System-generated
LAST_UPDATED_BY	NUMBER (15)	Standard who columns. The user ID of the last user to update physical inventory information.	System-generated
LAST_UPDATE_LOGIN	NUMBER (15)	Standard who columns. The user ID of the last user to update physical inventory information.	System-generated

Table 3 – 3 (Page 3 of 3) FA\_INV\_INTERFACE Table

## Status Codes

After you have loaded your physical inventory data and run the Physical Inventory comparison program, Oracle Assets generates a status code based on the information it has stored about an asset and the information you provided during the physical inventory process. The following table contains descriptions of these codes.

Status Code	Description	Set by
DIFFERENCE	During the comparison, Oracle Assets identified a difference in the location or number of units for this asset.	Oracle Assets
NEW	When you enter a new physical inventory entry, the status is automatically set to NEW. A status of NEW indicates the entry has not been compared. After an entry has been compared, you also have the option to reset the status to NEW, so that it will be compared again.	Oracle Assets/User
NO ASSET NUMBER	The comparison program could not locate the asset number in Oracle Assets.	Oracle Assets

Table 3 – 4 (Page 1 of 2) Status Codes in the FA\_INV\_INTERFACE Table

Status Code	Description	Set by
NON-INVENTORIAL	The asset associated with the physical inventory entry is not designated to be included in physical inventory (the In Physical Inventory check box is not checked).	Oracle Assets
NOT UNIQUE	During the comparison, more than one asset listed in Oracle Assets matched a single physical inventory entry.	Oracle Assets
RECONCILED	The asset is the same in Oracle Assets and in physical inventory, and is automatically set to a status of RECONCILED.	User/Oracle Assets
TO RECONCILE	When a difference is identified in the comparison, you change the status to TO RECONCILE to indicate that the entry is ready to be reconciled.	User

Table 3 – 4 (Page 2 of 2) Status Codes in the FA\_INV\_INTERFACE Table

## Unit Reconciliation Methods

When you run the Physical Inventory Comparison program, Oracle Assets updates the UNIT\_RECONCILE\_MTH field in the FA\_INV\_INTERFACE table with one of the codes shown in Table 3 – 5. The code indicates whether the asset needs an adjustment in the number of units stored in Oracle Assets, and if so, the type of unit adjustment needed.

Code	Description
ADDITION	An asset was found in physical inventory that is not in Oracle Assets. The asset needs to be added to Oracle Assets.
DOWN – UNIT ADJUSTMENT	For a particular asset, more units are listed in Oracle Assets than are found in physical inventory. The number of units needs to be adjusted down in Oracle Assets.
FULL RETIREMENT	An asset needs to be fully retired, because it is listed in Oracle Assets but not found in physical inventory.
NONE	No unit adjustment is necessary.

Table 3 – 5 (Page 1 of 2) Codes in the UNIT\_RECONCILE\_MTH Field

Code	Description
PARTIAL RETIREMENT	An asset needs to be partially retired. Usually, you would do this when for a particular asset, you found less units in physical inventory than are listed in Oracle Assets.
REINSTATEMENT	An asset needs to be reinstated. Although it was retired, during the physical inventory process, it was found that the asset was still being used.
UP – UNIT ADJUSTMENT	For a particular asset, less units are listed in Oracle Assets than are found in physical inventory. The number of units needs to be adjusted up in Oracle Assets.

Table 3 – 5 (Page 2 of 2) Codes in the UNIT\_RECONCILE\_MTH Field

## Methods for Loading Physical Inventory Data

You can load physical inventory data into Oracle Assets using several different methods. You can:

- Import data from an Excel spreadsheet using ADI
- Enter data in the Physical Inventory Entries window
- Import data from a non–Oracle system using SQL\*Loader

### Import data from an Excel spreadsheet using the ADI

You can use ADI to load your physical inventory data into an Excel spreadsheet and import the data into Oracle Assets.

See: *Uploading Physical Inventory Data into Oracle Assets (Oracle Applications Desktop Integrator User's Guide)*

### Enter data using the Physical Inventory Entries window

You can enter data for each asset directly into Oracle Assets using the Physical Inventory Entries window. Keep in mind that you can only enter data for one asset at a time when using this method.

### Import data from a non–Oracle system using SQL\*Loader

You can use SQL\*Loader to import physical inventory data by completing the following steps:

## 1. Define your interim table in the Oracle database.

Use a single interim table if possible. You can use multiple tables if the data exists in multiple tables or files in the system from which you are loading data. In either case, you must eventually place the data in a single table, the FA\_INV\_INTERFACE table.

If you prefer, you can load data directly into the FA\_INV\_INTERFACE table, but it is more difficult due to the complexity of the table.

## 2. Load your interim table using SQL\*Loader.

Use SQL\*Loader to import information from outside your Oracle database. SQL\*Loader accepts a number of input file formats and loads your physical inventory data into your interim table.

If the data already resides within an Oracle database, there is no need to use SQL\*Loader. Simply consolidate the physical inventory information in your interim table using SQL\*Plus or import, and go directly to .

- **Convert the physical inventory information into text form.**

Most database or file systems can output data in text form. Usually you can generate a variable or fixed format data file containing comma or space delimiters from the existing system. If you cannot find a way to produce clean text data, try generating a report to disk, using a text editor to format your data. Another option is to have SQL\*Loader eliminate unnecessary information during its run. If there is a large volume of information, or if the information is difficult to convert into a loadable format, you can write your own import program. Construct your program to generate a SQL\*Loader readable text file.

- **Create the SQL\*Loader control file.**

In addition to the actual data text file, you must write a SQL\*Loader control file. The control file tells SQL\*Loader how to import the data into your interim table. Be sure to specify a discard file if you are planning to use SQL\*Loader to filter your data.

- **Run SQL\*Loader to import your physical inventory data.**

Once you have created your physical inventory data file and SQL\*Loader control file, run SQL\*Loader to import your data. SQL\*Loader produces a log file with statistics about the import, a bad file containing records that could not be imported due to

errors, and a discard file containing all the records that were filtered out of the import by commands placed in the control file.

3. **Compare record counts and check the SQL\*Loader files.**

Check the number of rows in the interim table against the number of records in your original physical inventory data file or table to ensure that all physical inventory records were imported.

The log file shows if records were rejected during the load, and the bad file shows which records were rejected. Fix and re-import the records in the bad file.

4. **Spot check the interim table.**

Check several records throughout the interim table and compare them to the corresponding records in the original physical data file or table. Look for missing or invalid data. This step ensures that your data was imported into the correct columns and that all columns were imported.

---

## Physical Inventory Comparison Program

To run the Physical Inventory Comparison program, navigate to the Run Comparison window. You must enter the name of the physical inventory being compared. You can also enter either the location, the category, or both, if you want to narrow the search criteria. If you do not enter either of these parameters, the comparison program compares all assets in the physical inventory with the assets in your production system.

**Note:** The Physical Inventory Comparison program only compares physical inventory entries with a status of NEW. If an entry has been compared and you want it to be compared again, you must change the status of that entry back to NEW.

During the comparison, the comparison program attempts to match each asset in the physical inventory data to an asset in the production system. It begins the comparison by searching for matching unique identifiers. The matching unique identifier can be either the asset number, tag number, or serial number.

The program first determines whether the physical inventory data includes an asset number. If an asset number has been provided, the comparison program searches the Oracle Assets production system for a matching asset number. If it finds a matching asset number, the program continues the comparison by determining whether the

location and number of units match. If they do not match, the program updates the status of that asset to DIFFERENCE. See: Status Codes: page 3 – 30.

If the program cannot find a matching asset number in the Oracle Asset production system, it terminates the comparison for that asset and continues on to the next asset.

If an asset number has not been recorded as part of the physical inventory, the program next determines whether the physical inventory data includes a tag number. If there is a tag number, the program searches the Oracle Assets production system for a matching tag number. Similarly, if the physical inventory data includes neither an asset number nor a tag number, the program determines whether a serial number has been recorded for the asset. If so, it searches the Oracle Assets production system for a matching serial number. In both cases, if the program finds a match, it will continue the comparison to determine whether the location and number of units match. If they do not match, the program updates the status of that asset to DIFFERENCE. See: Status Codes: page 3 – 30.

In both cases, if the program cannot find a matching identifier in the Oracle Assets production system, it terminates the comparison for that asset and continues on to the next asset.

If none of the three unique identifiers are present for that asset, the program attempts to match the asset using other criteria, such as description and asset key CCID.

**Note:** When the program attempts to match assets using criteria other than the three unique identifiers, the matching criteria may not be unique and the program may not be able to uniquely identify an asset. Therefore, we strongly recommend that when bringing physical inventory data into Oracle Assets using any method other than the Physical Inventory window (which does not allow you to save your changes unless you have entered an asset number, tag number, or serial number), that you include at least one of the three unique identifiers for each asset in physical inventory.

After completing the comparison, the comparison program updates the FA\_INV\_INTERFACE table, indicating the assets in physical inventory that cannot be reconciled with the assets in Oracle Assets, and, if necessary, the type of adjustment that needs to be made (either a unit adjustment or location adjustment). If there are no differences between the Oracle Assets data and the physical inventory data for a particular asset, and the asset meets the other requirements for inclusion in the physical inventory process, the asset will automatically have a status of

RECONCILED. If there are differences between the Oracle Assets data and the physical inventory data for a particular asset, or the asset does not meet the requirements for inclusion in the physical inventory process, one of the other status codes described in Table 3 – 5 will be assigned to the asset. You can view the comparison data online using the Find Physical Inventory Comparison window, or by running the Physical Inventory Comparison Report.

---

## Viewing Comparison Results

There are two ways to view the results of the Physical Inventory Comparison.

- Physical Inventory Comparison window
- Physical Inventory Comparison Report

### Physical Inventory Comparison Window

You can view the results of the comparison online on the Physical Inventory Comparison window. The Physical Inventory Comparison window displays the asset number, location, and number of units for each asset in your Oracle Assets production system, and the corresponding asset number in physical inventory, along with its location and number of units. If the location or number of units differs, the comparison highlights the differences in the comparison results. It also indicates when it cannot find a corresponding asset number in the production system, and when it finds duplicate assets.

**Note:** Assets with a status of New or Not Unique are not included on the Physical Inventory Comparison window.

► **To view the results of the Physical Inventory Comparison online:**

1. Navigate to the Find Physical Inventory Comparison window.
2. Enter the name of the physical inventory to view the results for the entire physical inventory. If you want to narrow the search criteria, you can enter additional parameters, such as category or location.
3. Choose Find.

## Physical Inventory Comparison Report

Similar to the Physical Inventory Comparison window, the Physical Inventory Comparison Report displays information on each asset in your production system, along with the corresponding asset number in physical inventory. This report displays all assets, including those with a status of New and Not Unique.

This report is a standard variable format report, which you must run from the Applications Desktop Integrator (ADI) Request Center. The Request Center allows you to manipulate data in the desktop application of your choice.

### See Also

Request Center (*Oracle Applications Desktop Integrator User's Guide*)

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## Reconciliation

After you finish running physical inventory and generating reports, you need to reconcile your physical inventory data with your Oracle Assets data.

- ▶ **To reconcile your physical inventory with stored asset information:**
  1. Analyze your reports to determine the assets that need to be reconciled.
  2. Obtain proper approval to change assets that need to be reconciled.
  3. Change the asset information by using the Asset Workbench or the Mass Change window.

### See Also

Changing Financial and Depreciation Information: page 3 – 7

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## Missing Assets

When you are finished with reconciling your physical inventory, you can run the Physical Inventory Missing Assets Report to determine if there are any assets in your production system that could not be found during the physical inventory process.

This report is a standard variable format report, which you must run from the ADI Request Center. The Request Center allows you to manipulate data in the desktop application of your choice.

### See Also

Request Center (*Oracle Applications Desktop Integrator User's Guide*)

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## Purging Physical Inventory Data

After you close your physical inventory, you can purge the physical inventory data. Oracle Assets will not allow you to purge the data unless the physical inventory is closed. You close the physical inventory by entering an end date in the Physical Inventory window.

- ▶ **To purge physical inventory data:**
  1. Navigate to the Physical Inventory window.
  2. Choose the Purge button.

---

## Scheduling Asset Maintenance

Oracle Assets allows you to schedule repair and service events for your long-term capital assets, to help ensure you maintain your long-term assets in a timely manner. You can plan for maintenance to occur at appropriate times, such as seasonal downtime. You can also schedule maintenance to occur at specific intervals, for example, monthly. Using Oracle Assets to schedule your asset maintenance also allows you to record the maintenance history of assets, in addition to scheduling future maintenance events.

► **To schedule asset maintenance:**

1. Navigate to the Schedule Maintenance Events window.
2. Enter the Start Date and End Date.
3. Enter the depreciation book containing the assets for which maintenance will be scheduled.
4. Optionally enter additional selection criteria, such as asset numbers, date placed in service, and category.
5. Enter event information, such as the Event name and Description of the event.
6. Choose Run to schedule maintenance events.

► **To view maintenance schedules:**

1. Navigate to the Maintenance Details window.
2. Query the asset for the maintenance event you want to view.
3. Optionally enter changes.
4. Save your work.

► **To purge maintenance schedules:**

1. Navigate to the Purge Maintenance Schedules window.
2. Enter the selection criteria to select the maintenance schedules that need to be purged, such as Schedule ID, Asset Number, or Maintenance Date.
3. Choose Purge.

---

## Schedule Maintenance Events Window Reference

**Schedule ID.** The unique identification number assigned to the transaction.

**Status.** Status of the concurrent request (NEW, ERROR, or COMPLETED).

### Maintenance Period Region

You can schedule maintenance events during a particular range of dates. For example, if you want to schedule maintenance yearly, you might enter a Start Date of January 1 and an End Date of December 31.

**Start Date.** Enter the date the maintenance event will begin.

**End Date.** Enter the date the maintenance event will end.

### Selection Criteria Region

**Book.** Enter the depreciation book containing the asset for which you are scheduling maintenance. This field is required.

**Currency.** The currency of the depreciation book displays automatically when you enter the name of the depreciation book.

**Asset Number.** You can enter the asset number or a range of asset numbers for which you want to schedule maintenance events. This field is optional.

**Date Placed in Service.** Enter the date the asset was placed in service. This field is optional.

**Category.** Enter the category of the assets for which you want to schedule maintenance events. This field is optional.

**Location.** Enter the location of the assets for which you want to schedule maintenance events. This field is optional.

**Asset Key.** Enter the asset key of the asset for which you want to schedule maintenance events. This field is optional.

### Events Region

**Event.** Enter the name of the maintenance event, for example, tire rotation, or oil change. This field is required.

**Description.** Enter a description of the maintenance event. This field is required.

**Frequency in Days.** Enter the frequency (in days) at which the event should occur. For example, for a monthly service, you would enter 30. This field is required if no date is specified.

**Date.** Enter the date the service event will occur. This field is required if no frequency is specified.

**Cost.** Enter the cost per event. This field is optional.

**Supplier Number.** Enter the number of the supplier who will perform the maintenance. This field is optional.

**Supplier Name.** Enter the name of the supplier who will perform the maintenance. This field is optional.

**Contact Number.** Enter the contact number of the person responsible for the maintenance task.

**Contact Name.** Enter the name of the person responsible for the maintenance task.

## Buttons

**Run.** Choose this button to schedule maintenance events.

---

## Maintenance Details Window Reference

Use the Maintenance Details Window to query assets and review maintenance events that have been scheduled for those assets.

## Selection Criteria Region

Use the Selection Criteria region to select the assets for which you want to view maintenance details.

**Book.** Enter the depreciation book containing the asset for which you want to view maintenance details.

**Asset Number.** You can enter the asset number as selection criteria for assets for which you want to view maintenance events. This field is optional.

**Description.** You can enter an asset description as selection criteria for assets for which you want to view maintenance events. This field is optional.

**Tag Number.** You can enter an asset tag number as selection criteria for assets for which you want to view maintenance events. This field is optional.

**Category.** You can enter the category of the assets for which you want to view maintenance events. This field is optional.

**Serial Number.** You can enter the serial number of the assets for which you want to view maintenance events. This field is optional.

**Asset Key.** You can enter the asset key of the assets for which you want to view maintenance events. This field is optional.

## Events Region

This region displays details of the maintenance schedule you queried. You cannot create maintenance events here, but you can modify certain values in an existing event.

**Event.** The name of the maintenance event, for example, tire rotation, or oil change.

**Description.** The description of the maintenance event. This field is required.

**Maintenance Due Date.** The frequency (in days) at which the event should occur. You can update the maintenance due date in this window.

**Status.** The status of the event, either NEW, COMPLETED, or ERROR. You can update the status in this window.

**Cost.** The cost per event. You can update the cost in this window.

**Supplier Number.** The number of the supplier who will perform the maintenance. You can update the supplier number in this window.

**Supplier Name.** The name of the supplier who will perform the maintenance. You can update the supplier name in this window.

**Contact Number.** The contact number of the person responsible for the maintenance task. You can update the contact number in this window.

**Contact Name.** The name of the person responsible for the maintenance task. You can update the contact name in this window.

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## Purge Maintenance Schedules Window Reference

Use this window to specify the selection criteria for maintenance schedules that should be purged.

**Book Name.** Enter the name of the depreciation book. This field is optional.

**Asset Number.** Enter a range of assets for which maintenance schedules need to be purged. This field is optional.

**Maintenance Date.** Enter the range of maintenance dates for which maintenance schedules need to be purged. This field is optional.

**Category.** Enter the category of the assets for which you want to purge maintenance events. This field is optional.

**Status.** Enter the status of the assets for which you want to purge maintenance events. This field is optional.



CHAPTER

# 4

## Asset Retirements

**T**his chapter provides an overview of retirements, and explains how to retire and reinstate assets, and how to calculate gains and losses for these transactions.

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## About Retirements

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

### Full and Partial Retirements by Units or Cost

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

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

#### Restrictions

You cannot retire assets by units in your tax books; you can only perform partial and full cost retirements in a tax book. Also, you can only perform full retirements on CIP assets; you cannot retire them by units, or retire them partially by cost.

If you perform multiple partial retirements on an asset within a period, you must run the calculate gains and losses program between transactions.

**Gain/Loss = Proceeds of Sale – Cost of Removal – Net Book Value Retired + Revaluation Reserve Retired**

If you partially retire a units of production asset, you must manually adjust the capacity to reflect the portion retired.

### Full Retirement for a Group of Assets (Mass Retirement)

Use the Mass Retirements window to retire a group of assets at one time. You specify selection criteria, including asset category, asset key, location, depreciation expense account segments, employee, asset number range, and date placed in service range, to select the assets you want to retire. You can also elect to automatically retire subcomponents along with the parent asset.

When you define a mass retirement, you can choose to immediately submit the concurrent request to retire the selected assets, or you can save the mass retirement definition for future submission. You can change the details of any mass retirement before you submit the concurrent request.

When you submit a mass retirement, Oracle Assets automatically runs the Mass Retirements Report and the Mass Retirements Exception

Report. You can review these reports, perform a mass reinstatement, or adjust an individual retirement transaction if necessary.

### **Exceptions**

Oracle Assets does not retire the following types of assets, even if they are selected as part of a mass retirements transaction:

- Assets added in the current period
- Assets with transactions dated after the retirement date you enter
- Assets that are multiply distributed and one or more values do not meet the mass retirement selection criteria
- For reinstatements, assets retired during a prior fiscal year

## **Independence Across Depreciation Books**

You can retire an asset or a group of assets from any depreciation book without affecting other books. To retire an asset from all books, retire it from each book separately, or set up Mass Copy to copy retirements to the other books in the Book Controls window.

## **Retirement and Reinstatement Statuses**

Each retirement transaction has a status. A new retirement receives the status PENDING. After you run depreciation or calculate gains and losses, the status changes to PROCESSED.

When you reinstate a PENDING retirement, Oracle Assets deletes the retirement transaction and the asset is immediately reinstated. If you reinstate a PROCESSED retirement, Oracle Assets changes the status to REINSTATE, and you must rerun the Calculate Gains and Losses program or run depreciation to process the reinstatement.

When you perform a mass retirement, Oracle Assets creates PENDING retirement transactions. If you submit a mass reinstatement before running the Calculate Gains and Losses program, Oracle Assets immediately reinstates these assets. If you submit a mass reinstatement to reinstate PROCESSED retirements, you must rerun the Calculate Gains and Losses program or run depreciation to process the reinstatements.

## **ITC Recapture**

If you retire an asset for which you took an investment tax credit (ITC) and the ITC recapture applies, Oracle Assets automatically calculates it.

## Correct Retirement Errors

You can undo asset retirement transactions, and Oracle Assets creates all the necessary journal entries for your general ledger to catch up any missed depreciation expense. You can reinstate an individual or mass retirement transaction. For multiple partial retirements, you can reinstate only the most recent partial retirement. You cannot reinstate an asset retired in a previous fiscal year. You can only reinstate assets retired in the current fiscal year.

## Retirement Conventions

Oracle Assets lets you use a different prorate convention when you retire an asset than when you added it. The retirement convention in the Retirements window and the Mass Retirements window defaults from the retirement convention you set up in the Asset Categories window. You can change the retirement convention for an individual asset in the Retirements window before running the Calculate Gains and Losses program.

## Per Diem Retirements

If you set up a book to divide depreciation by days and to use both a daily prorate convention and a daily prorate calendar, and if you retire an asset in that book in the current period, Oracle Assets takes depreciation expense for the number of days up to, but not including, the date of retirement. If you perform a prior period retirement, Oracle Assets backs out the depreciation expense through the date of retirement. If you reinstate the asset, Oracle Assets catches up depreciation expense through the end of the current period.

## Retirement Transactions

### **For assets added in the current accounting period:**

You cannot retire an asset if you added it in the current period. Instead, you must enter your retirement as a prior period retirement after you run depreciation. Or if you do not want to create any journal entries, use Edit, Delete Record from the menu in the Asset Details window to delete the asset any time in the current period.

### **For prior-period retirement dates:**

You can retire retroactively only in the current fiscal year, and only after the most recent transaction date.

You cannot perform prior period retirements to assets having unplanned depreciation amounts. See: Unplanned Depreciation: page 5 – 52.

## Proceeds of Sale and Cost of Removal

You can enter proceeds of sale and cost of removal amounts when you perform a retirement or mass retirement. For a mass retirement, you enter the *total* proceeds of sale and/or the *total* cost of removal amounts, and Oracle Assets prorates the total amounts over the assets being retired according to each asset's current cost.

Oracle Assets uses the following formula to prorate the **proceeds of sale** amount across the assets you select:

**Proceeds of Sale (per asset) = Current cost of asset/Total current cost of all selected assets X Proceeds of Sale**

Oracle Assets uses the following formula to prorate the **cost of removal** amount across the assets you select:

**Cost of removal (per asset) = Current cost of asset/Total current cost of all selected assets X Cost of Removal**

## See Also

Retiring Assets: page 4 – 6

Correcting Retirement Errors (Reinstatements): page 4 – 10

Calculating Gains and Losses for Retirements: page 4 – 12

Journal Entries for Retirements and Reinstatements: page 6 – 34

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## Retiring Assets

You can retire an individual asset in the Retirements window. You can retire a group of assets in the Mass Retirements window.

### Partially or fully retiring an asset

Partially or fully retire an asset by cost or units.

► **To FULLY retire an asset:**

1. Choose Assets > Asset Workbench from the Navigator window.
2. Find the asset you want to retire.



**Suggestion:** For best performance, query by asset number or tag number since they are unique values.

3. Choose Retirements.
4. Select the depreciation Book from which you want to retire the asset.
5. Enter the date of the retirement. It must be in the current fiscal year, and cannot be before any other transaction on the asset.
6. To fully retire the asset, enter all the units or the entire cost.
7. If you are retiring an asset before it is fully reserved, enter the Retirement Convention.
8. Enter the Retirement Type.
9. If you are retiring an asset with a 1250 property class in a tax book:  
Select the Straight Line Method and life you want Oracle Assets to use for the Form 4797 – Gain from Disposition of 1250 Property Report.
10. If you are retiring a parent asset, choose Subcomponents to view the subcomponents asset(s) affected by the retirement transaction. You can separately retire these subcomponents if necessary.
11. Save your work.  
  
Oracle Assets assigns each retirement transaction a unique Reference Number that you can use to track the retirement.
12. Optionally calculate gains and losses to change the status of the retirement transaction from PENDING to PROCESSED. See: Calculating Gains and Losses for Retirements: page 4 – 12.

► **To PARTIALLY retire an asset:**

- Enter the number of units or cost you want to retire.



**Attention:** If you partially retire **by units**, you must choose Continue to specify which units to retire in the Assignments window.

## Retiring a group of assets

You can retire a group of assets at one time. You enter selection criteria in the Mass Retirements window to choose the group of assets you want to retire.

When you define a mass retirement, you can choose to immediately submit the concurrent request to retire the selected assets, or you can save the mass retirement definition for future submission. You can change the details of any mass retirement before you submit the concurrent request.

You can also reinstate a mass retirement transaction. See: Correcting Retirement Errors (Reinstatements): page 4 – 10.

**Note:** When you perform a mass retirement, Oracle Assets creates PENDING transactions that are not PROCESSED until you run the Calculate Gains and Losses program.

► **To retire a GROUP of assets:**

1. Navigate to Mass Retirements window.
2. Enter the Book from which you want to retire the group of assets.
3. Enter the date for the mass retirement. You can back date retirements to a prior period in the same fiscal year, or enter a date in the current open period. You cannot enter a date in a future period.
4. Enter the Retirement Type, or reason for this mass retirement. The type you enter applies to all the assets that meet your selection criteria.
5. Enter the total Proceeds of Sale and the total Cost of Removal for the mass retirement, if any. Oracle Assets prorates these amounts across the assets you select for the mass retirement according to each asset's cost.
6. Choose whether to retire all levels of subcomponents of all parent assets that meet your mass retirement selection criteria.

7. In the Retirements region, use the Asset Type poplist to indicate whether you want to retire CIP, Capitalized, or Expensed assets. Choose the blank option to retire CIP, Capitalized, and Expensed assets.
8. Choose whether to:
  - Retire only fully reserved assets (check the Fully Reserved – Yes check box)
  - Retire only assets that are not fully reserved (check the Fully Reserved – No check box)
  - Retire all assets specified in the window ( do not check either of the Fully Reserved check boxes)
9. Enter one or more of the following selection criteria for your mass retirement:
  - General Ledger Depreciation Expense Account range
  - Location
  - Employee Name and Number
  - Asset Category
  - Asset Key
  - Cost Range
  - Asset Number range
  - Dates in Service range

If you enter a value in more than one field, Oracle Assets includes only those assets that meet all the selection criteria in the mass retirement. For example, if you enter a location and employee, Oracle Assets includes all assets assigned to that employee AND location. Oracle Assets does not include assets in that location which are not assigned to the employee.

**Note:** Oracle Assets selection criteria is based on an alphabetical sort. For example, if you enter an asset number range of 100 to 200, asset numbers such as 1044 or 100234 are included in the selection.

10. Choose Retire. Oracle Assets automatically runs the Mass Retirements Report and the Mass Retirements Exception Report. Choose Save if you want to save the mass retirement transaction for future submission.
11. Review the reports.

If necessary, you can adjust a resulting individual retirement transaction in the Retirements window, or reinstate the mass retirement transaction in the Mass Retirements window.

12. When you are ready to process the pending mass retirement transaction, run the Calculate Gains and Losses program. See: Calculating Gains and Losses: page 4 – 12

## **See Also**

Correcting Retirement Errors (Reinstatements): page 4 – 10

About Retirements: page 4 – 2

Journal Entries for Retirements and Reinstatements: page 6 – 34

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## Correcting Retirement Errors (Reinstatements)

You cannot reinstate assets retired in the previous fiscal year. You can reinstate only the most recent partial retirement. You can reinstate both individual and mass retirement transactions.

▶ **To correct a retirement error:**

1. Choose Assets > Asset Workbench from the Navigator window.
2. Find the asset you want to reinstate.



**Suggestion:** For best performance, query by asset number or tag number since they are unique values.

3. Choose Retirements.
4. Query the retirement transaction you want to undo.
5. If the retirement has a status of PROCESSED, choose Reinstare. If it is PENDING, choose Undo Retirement.
6. If the retirement has a status of PROCESSED, calculate gains and losses to reinstate the asset. If it is PENDING, Oracle Assets deletes the retirement transaction.

▶ **To correct a reinstatement error:**

- Query the reinstatement transaction in the Retirements window and choose the Undo Reinstatement button.

▶ **To reinstate a mass retirement transaction:**

1. Navigate to the Mass Retirements window.
2. Use the mass transaction number to query the mass retirement transaction you want to reinstate.
3. Choose Reinstare. Oracle Assets reverses the mass retirement.

**Note:** If you reinstate a mass retirement after you have run the Calculate Gains and Losses program, you must rerun the Calculate Gains and Losses program to process the mass reinstatement.

## See Also

Retiring Assets: page 4 – 6

Calculating Gains and Losses for Retirements: page 4 – 12

About Retirements: page 4 – 2

Journal Entries for Retirements and Reinstatements: page 6 – 34

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## Calculating Gains and Losses for Retirements

Run the calculate gains and losses program to:

- Calculate gains and losses resulting from retirements
- Correct the accumulated depreciation for reinstated assets
- Calculate Investment Tax Credit recapture for retired assets in a tax book, if necessary



**Suggestion:** Although the depreciation program automatically processes retirements, you can run the Calculate Gains and Losses program several times during the period to reduce period end processing time.

► **To calculate gains and losses for retirements:**

**Note:** If you are using Multiple Reporting Currencies (MRC), you can run the Calculate Gains and Losses program only from your standard Fixed Assets responsibility. You cannot calculate gains and losses from an MRC reporting responsibility. Consequently, when you run depreciation from an MRC reporting responsibility, the Calculate Gains and Losses program does not run automatically, as it does when you run depreciation from your standard Fixed Assets responsibility. See: *Multiple Reporting Currencies in Oracle Applications*.

1. Choose Depreciation > Calculate Gains and Losses from the Navigator window.
2. In the Parameters window, enter the Book for which you want to calculate gains and losses.
3. Choose Submit to submit a concurrent process to calculate gains and losses.
4. Review the log file after the request completes.

### See Also

About Retirements: page 4 – 2

Depreciation Calculation: page 5 – 8

CHAPTER

# 5

## Depreciation

**T**his chapter explains how Oracle Assets calculates depreciation for assets using the flat-rate, table, calculated, and units of production depreciation methods. It also describes how to project depreciation expense to estimate future amounts, and how to archive and purge transaction and depreciation data to release disk space for current data.

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## Running Depreciation

Run depreciation to process all assets in a book for a period. If you have assets that have not depreciated successfully, these assets are listed in the log file created by Oracle Assets when you run depreciation.

### Closing a Depreciation Period

When you run depreciation, Oracle Assets gives you the option of closing the current period if you check the Close Period check box on the Run Depreciation window. If all of your assets depreciate successfully, Oracle Assets automatically closes the period and opens the next period for the book. If you do not check the Close Period check box when you run depreciation, Oracle Assets does not close the period.

Once depreciation has been processed for an asset in the current open period, you cannot perform any transactions on those assets unless depreciation is rolled back or the current period is closed. See: Rolling Back Depreciation: page 5 – 4.



**Attention:** Ensure that you have entered all transactions for the period before you run depreciation. Once the program closes the period, you cannot reopen it.

### Multiple Reporting Currencies

If you are using Multiple Reporting Currencies (MRC), you must first run depreciation for each MRC reporting responsibility associated with an asset depreciation book, before running depreciation for your standard Fixed Assets responsibility. Note that when you run depreciation in an MRC reporting responsibility, the Calculate Gains and Losses program does not run automatically, since you cannot run the Calculate Gains and Losses program in an MRC reporting responsibility. See: *Multiple Reporting Currencies in Oracle Applications*.

#### Prerequisites

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- Run the Assets Not Assigned to Any Cost Centers Listing and the Assets Not Assigned to Any Books Listing to ensure that all assets are assigned to expense accounts and books. See: Assets Not Assigned to Any Books Listing/Assets Not Assigned to any Cost Centers Listing: page 11 – 34.

- ❑ Optionally process retirements regularly throughout the period.  
See: Calculating Gains and Losses for Retirements: page 4 – 12.

► **To run depreciation:**

1. Open the Run Depreciation window.
2. Choose the Book for which you want to run depreciation.
3. Choose whether you want Oracle Assets to close the period after successfully depreciating all assets.
4. Choose Run to submit concurrent requests to run the calculate gains and losses, depreciation, and reporting programs.



**Attention:** You cannot enter transactions for the book while depreciation is running.

Oracle Assets automatically runs the Journal Entry Reserve Ledger report when you run the depreciation program for a corporate book, and the Tax Reserve Ledger report for a tax book, so you can review the depreciation calculated.

5. Review the log files and report after the request completes.
6. If the log file lists assets that did not depreciate successfully, correct the errors and re-run depreciation.

## See Also

Creating Journal Entries for the General Ledger: page 6 – 2

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## Rolling Back Depreciation

If you have run depreciation for a particular period, you can use the Rollback Depreciation feature to restore assets to their state prior to running depreciation. For example, you may have outstanding adjustments or transactions that you need to process for a period. However, you have already run depreciation for that period. If the Close Period check box was not checked when you ran depreciation, you can roll back depreciation to include these outstanding transactions.

You must run depreciation with the Close Period check box checked to open the next period.

**Note:** You can roll back depreciation only for the current open period.

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### Prerequisites

- You must have run depreciation for the period for which you want to roll back depreciation without checking the Close Period check box. See: Running Depreciation: page 5 – 2.

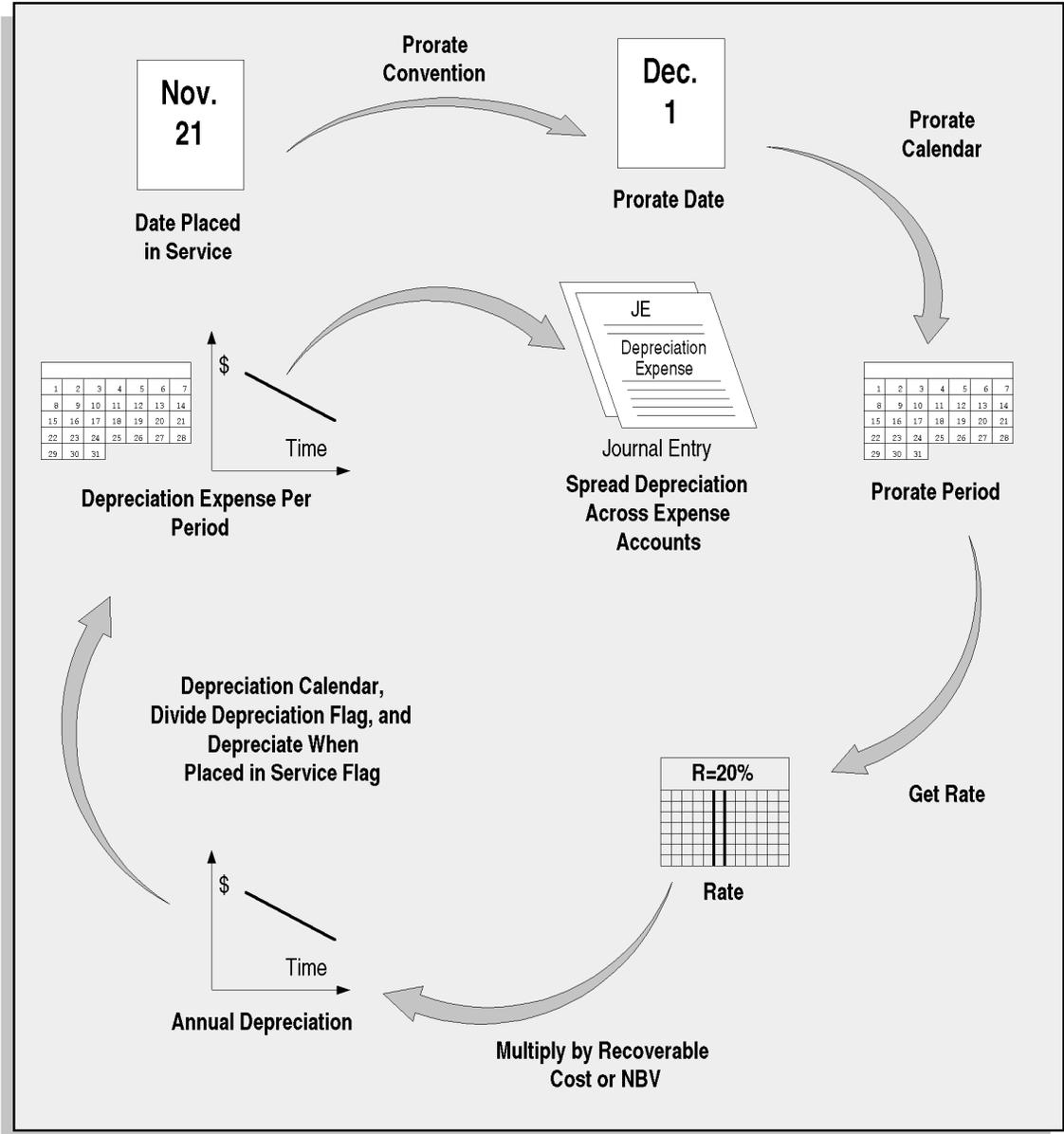
► **To roll back depreciation:**

1. Select Rollback Depreciation from the navigator menu to open the Submit Requests window and the parameters window.
2. On the Parameters window, specify the book for which you want to roll back depreciation. The period automatically defaults to the current open period.
3. Choose Submit Request to roll back the depreciation.

### See Also

Creating Journal Entries for the General Ledger: page 6 – 2

# Basic Depreciation Calculation



## Prorate Date

Oracle Assets prorates the depreciation taken for an asset in its first fiscal year of life according to the prorate date. Oracle Assets calculates the prorate date when you initially enter an asset. The prorate date is based on the date placed in service and the asset prorate convention. For example, if you use the half-year prorate convention, the prorate date of all assets using that convention is simply the mid-point of your fiscal year. So assets acquired in the same fiscal year take the same amount (half a year's worth) of depreciation in the first year. If however, you use the following month prorate convention, the prorate date is the beginning of the month following the month placed in service, so the amount of depreciation taken for assets acquired in the same fiscal year varies according to the month they were placed in service.

Your reporting authority's depreciation regulations determine the amount of depreciation to take in the asset's first year of life. For example, some governments require that you prorate depreciation according to the number of months you hold an asset in its first fiscal year of life. In this case, your prorate convention has twelve rate periods—one for each month of the year. Other reporting authorities require that you prorate depreciation according to the number of days that you hold an asset in its first year of life. This means that the fiscal year depreciation amount would vary depending on the day you added the asset. Thus, your prorate convention contains 365 prorate periods—one for each day of the year.

## Depreciation Rate

### Calculation Basis

Oracle Assets calculates depreciation using either the recoverable cost or the recoverable net book value as a basis. If the depreciation method uses the asset cost, Oracle Assets calculates the fiscal year depreciation by multiplying the recoverable cost by the rate.

If the depreciation method uses the asset net book value, Oracle Assets calculates the fiscal year depreciation by multiplying the recoverable net book value as of the beginning of the fiscal year, or after the latest amortized adjustment or revaluation, by the rate.

### Determining the Prorate Period

Oracle Assets uses the prorate date to choose a prorate period from the prorate calendar.

For life-based methods, the prorated period and asset age then determine which rate Oracle Assets selects from the rate table. The depreciation program calculates asset age from the date placed in service as the number of fiscal years that you have held the asset. If two assets are placed in service at different times, but have the same depreciation method and life, Oracle Assets uses the same rate table, but may choose a different rate from a different column and row in the table.

Flat-rate methods use a fixed rate and do not use a rate table.

### **Determining the Depreciation Rate**

For life-based depreciation methods, Oracle Assets uses the depreciation method and life to determine which rate table to use. Then, it uses the prorated period and year of life to determine which of the rates in the table to use. Note that the life of an asset has more fiscal years than its asset calendar life if it is placed in service during a fiscal year.

Flat-rate depreciation methods determine the depreciation rate using fixed rates, including the basic rate, adjusting rate, and bonus rate.

## **Calculate Annual Depreciation**

Calculated and table-based methods calculate annual depreciation by multiplying the depreciation rate by the recoverable cost or net book value as of the beginning of the fiscal year.

Flat-rate methods calculate annual depreciation as the depreciation rate multiplied by the recoverable cost or net book value, multiplied by the fraction of year the asset was held.

## **Allocate Annual Depreciation Across Periods**

After calculating the annual depreciation amount, Oracle Assets uses your depreciation calendar, the divide depreciation flag, and the depreciate when placed in service flag to determine how much of the fiscal year depreciation to allocate to the period for which you ran depreciation.

If you choose to allocate depreciation evenly to each of your accounting periods, Oracle Assets divides the annual depreciation by the number of depreciation periods in your fiscal year to get the depreciation per period. If, however, you choose to allocate it according to the number of days in each period, Oracle Assets divides the annual depreciation by the number of days the asset depreciates in the fiscal year and multiplies the result by the number of days in the appropriate accounting period.

## Spreading Depreciation Across Expense Accounts

Finally, Oracle Assets allocates the periodic depreciation to the assignments to which you have assigned the asset. Oracle Assets does this according to the fraction of the asset units that is assigned to each depreciation expense account in the Assignments window.

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## Depreciation Calculation

Run the depreciation program independently for each of your depreciation books. The depreciation program calculates depreciation expense and adjustments, and updates the accumulated depreciation and year-to-date depreciation.

When you run depreciation, the depreciation program submits three separate requests to:

- Calculate gains and losses for retired assets and catch up depreciation for retired and reinstated assets
- Calculate depreciation expense and adjustments for the period, and close the current period
- Run the reserve ledger report

Depreciation expense is calculated as follows:

**Depreciation Expense = (Current Cost – Recoverable Cost) \* Basic Rate**

## Depreciation Calendar

The depreciation calendar determines the number of accounting periods in your fiscal year.

## Prorate Calendar

The prorate calendar determines what rate Oracle Assets uses to calculate annual depreciation by mapping each date to a prorate period, which corresponds to a set of rates in the rate table.

## Period Close

Oracle Assets automatically closes the book's current period and opens the next when you run the depreciation program. You cannot have more than one open period for a given depreciation book.

## Year-End Processing

You can close the year independently in each depreciation book. The depreciation program automatically resets year-to-date amounts on a book the first time the depreciation program is run on that book in a fiscal year. Oracle Assets automatically creates the depreciation and prorate periods for your new year when you run depreciation for the last period of the previous fiscal year.



**Attention:** Verify the depreciation and prorate periods that Oracle Assets creates before you enter transactions in the new year.

## Suspend Depreciation

You can suspend depreciation by unchecking Depreciate in the Books window. If you suspend depreciation of an asset when you add the asset, Oracle Assets expenses the missed depreciation in the period you start depreciating the asset.

For table and calculated methods, Oracle Assets calculates depreciation expense for the asset based on an asset life that includes the periods you did not depreciate it. If you suspend depreciation after an asset has started depreciating, Oracle Assets catches up the missed depreciation expense in the last period of life.

For flat-rate methods, Oracle Assets continues calculating depreciation expense for the asset based on the flat-rate. For flat-rate methods that use net book value, Oracle Assets uses the asset net book value at the beginning of the fiscal year in which you resume depreciation. The asset continues depreciating until it becomes fully reserved.

## Recoverable Cost

For depreciation methods with a calculation basis of cost, Oracle Assets calculates depreciation using the recoverable cost. The recoverable cost is calculated as the lesser of either the cost less the salvage value less the investment tax credit basis reduction amount, or the cost ceiling. Oracle Assets depreciates the asset until the accumulated depreciation equals the recoverable cost.

## Adjustments

The following are some examples of financial adjustments you can expense or amortize:

- Recoverable Cost Adjustments
- Depreciation Method Adjustments
- Life Adjustments
- Rate Adjustments
- Capacity Adjustments

For more information about amortized and expensed adjustments and how they affect depreciation calculation, see Amortized and Expensed Adjustments: page 6 – 13.

## Prior Period Transactions

### Prior Period Additions

If you enter an asset with a date placed in service before the current accounting period, Oracle Assets automatically calculates the missed depreciation and adjusts the accumulated depreciation on the next depreciation run.

If you provide accumulated depreciation when you add the asset, Oracle Assets does not recalculate the accumulated depreciation. It accepts the amount you entered.

For table and calculated methods, even if the entered accumulated depreciation differs from what Oracle Assets would have calculated, Oracle Assets does not depreciate the asset beyond the recoverable cost. If the accumulated depreciation is too low, Oracle Assets takes additional depreciation in the last period of the asset's life so that the asset becomes fully reserved. If the asset's accumulated depreciation is too high, Oracle Assets stops depreciating the asset when it becomes fully reserved, effectively shortening the asset life.

### Prior Period Transfers

If you back date an asset transfer, Oracle Assets automatically reallocates depreciation expense by reversing some of the depreciation charged to the "from" account, and redistributing it proportionally to the "to" accounts. Retroactive transfers do not impact the total depreciation. You cannot backdate a transfer to a prior fiscal year.

### **Prior Period Retirements / Reinstatements**

If you back date a retirement, Oracle Assets automatically adjusts the depreciation for the year by the appropriate amount, resulting in a one-time adjustment in depreciation expense for the period. Oracle Assets then computes the gain or loss using the resulting net book value. You cannot backdate a retirement to a previous fiscal year, nor can you reinstate a retirement performed in a previous fiscal year.

### **Prior Period Amortized Adjustments**

If you back date an amortized adjustment, Oracle Assets automatically calculates depreciation from the retroactive amortization start date, and adds the retroactive depreciation to the current period.

## **Credit Assets**

You can enter a credit asset as an asset with a negative cost, and Oracle Assets credits depreciation expense and debits accumulated depreciation each period for the life of the asset.

## **Depreciation Projections**

Oracle Assets estimates depreciation expense for the periods for which you project depreciation based on the financial information for your existing assets at the start of that period. The projection includes additions, transfers, and reclassification transactions you perform in the current period. It ignores other asset transactions you make in the current period, such as the depreciation adjustment for retroactive additions and retroactive transfers you enter in the current period. The program also ignores fully reserved and fully retired assets.

If you do not start your projection beyond the current period, the projection does not include your most recent transactions. For example, if the current period in your corporate book is JUL-92, and you request an annual projection starting with JAN-92, Oracle Assets projects depreciation expense based on the financial information for your existing assets as of the start of January 1992. The projection does not include some of the transactions you entered between January and June 1992. If instead you request an annual projection starting with JAN-93, Oracle Assets projects depreciation expense based on the financial information for your existing assets as of the start of July 1992.

## See Also

Defining Additional Depreciation Methods: page 9 – 71

Running Depreciation: page 5 – 2

Projecting Depreciation Expense: page 5 – 35

Asset Accounting: page 6 – 4

Depreciation Rules (Books): page 2 – 5

Depreciation Calculation for Flat-Rate Methods: page 5 – 13

Depreciation Calculation for Table and Calculated Methods: page 5 – 18

Depreciation Calculation for the Units of Production Method: page 5 – 24

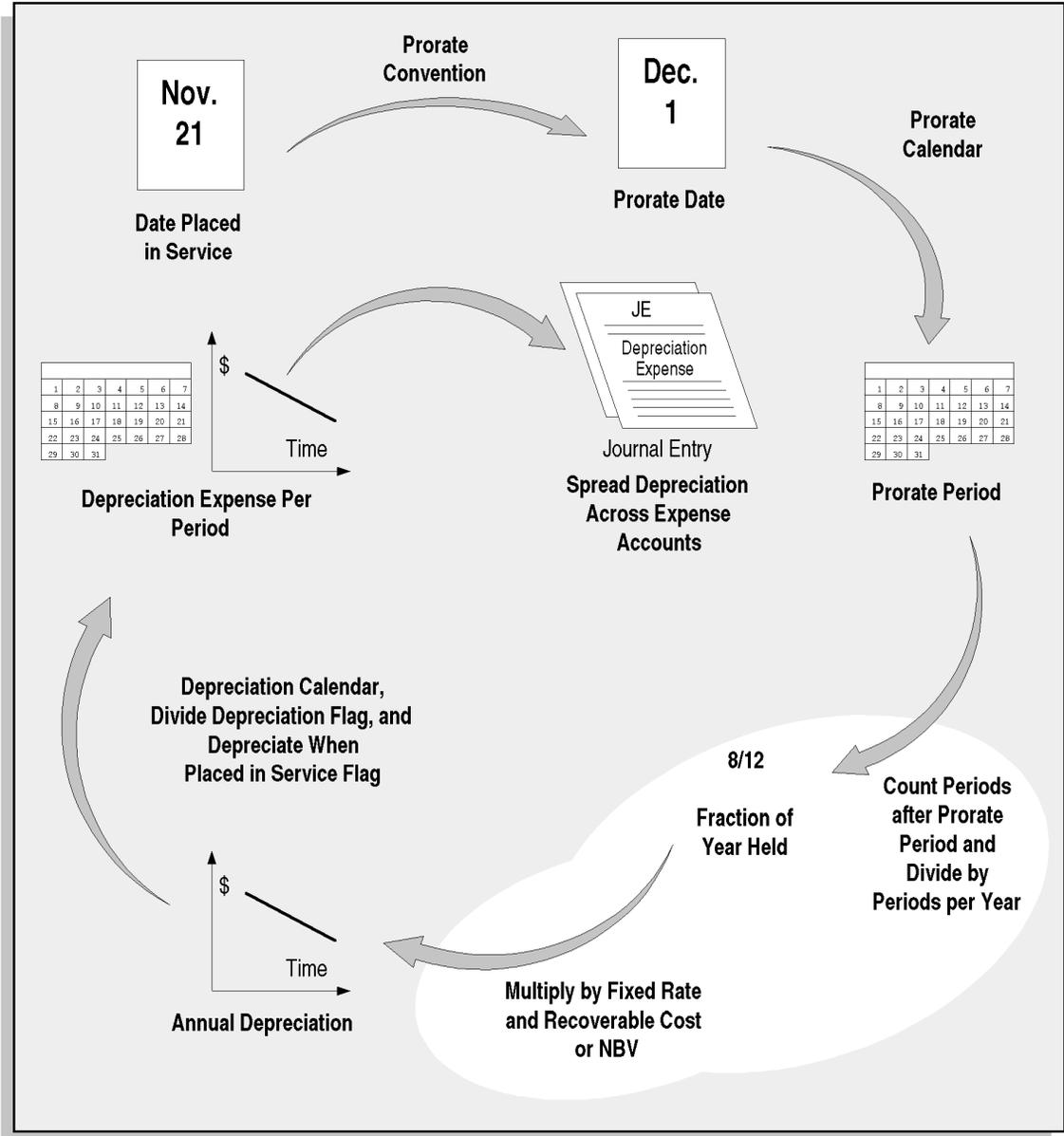
Overview of User Profile Options): page C – 3

Depreciation for Retirements: page 6 – 34

Depreciation for Reinstatements: page 6 – 35

Amortized and Expensed Adjustments: page 6 – 13

# Depreciation Calculation for Flat-Rate Methods



Use a flat-rate method to depreciate the asset over time using a fixed rate.

Oracle Assets uses a flat-rate and either the recoverable cost or the recoverable net book value as of the beginning of the fiscal year to calculate depreciation using a flat-rate depreciation method. The asset continues to depreciate until its recoverable cost and accumulated depreciation are the same.

## Depreciation in the First Year of Life

An asset's prorate convention and depreciation method control when Oracle Assets starts to depreciate new assets. For assets using flat-rate methods, depreciation starts in the accounting period that either the date placed in service or the prorate date falls into, depending on the depreciate when placed in service flag. Oracle Assets allocates the first year's depreciation to the accounting periods remaining in the fiscal year.

### Example

Suppose your fiscal year ends in May, you have a monthly (12 period) depreciation calendar, and you want to allocate depreciation evenly to each period in the year. You place a \$10,000 asset in service in the third period of your fiscal year (AUG-92) using a half-year prorate convention. The rate for the diminishing value (calculation basis of NBV) depreciation method is 20%.

Since the asset is using a half-year prorate convention, the prorate date is in December—the mid-point of your fiscal year. For assets that have a prorate date at the mid-point of the fiscal year, depreciation expense for the first fiscal year of life is 50% of the amount for a full fiscal year. For the asset in our example, a full fiscal year depreciation amount is \$2,000 (20% of \$10,000), so the depreciation for the first year (fiscal 1993) is \$1,000.

You can specify whether to start taking depreciation in the period of the date placed in service or the prorate date using the depreciate when placed in service flag for the prorate convention. If you elect to start depreciation in the accounting period corresponding to the date placed in service, Oracle Assets starts to depreciate the asset in AUG-92, and the depreciation for each period is \$100 (\$1000 divided by 10—the number of periods from August to May).

If you elect to start depreciation on the prorate date, Oracle Assets does not start to depreciate the asset until December. The depreciation for each period from DEC-92 to MAY-93 is \$166.67 (\$1,000 divided by 6—the number of periods from December to May).

## Depreciation in the Remaining Years of Life

For methods using the net book value, you use the flat-rate and the recoverable net book value at the beginning of each fiscal year to calculate the annual depreciation. In the second year of the asset life (fiscal 1994), the net book value as of the beginning of the fiscal year is \$9,000. Applying the 20% rate yields an annual depreciation amount of \$1,800. Oracle Assets divides this amount evenly across all twelve accounting periods in the year, so depreciation expense for each period is \$150.

Similarly, the net book value at the beginning of the 1995 fiscal year is \$7,200. Oracle Assets calculates annual depreciation of \$1,440 and divides this amount evenly to get the depreciation amount for each period. Oracle Assets repeats this process until the asset is fully depreciated or retired.

## Calculation Basis

Flat-rate methods use a calculation basis of either the recoverable cost or recoverable net book value to calculate annual depreciation. Assets depreciating under flat-rate methods with a calculation basis of recoverable net book value do not become fully reserved. Rather, the annual depreciation expense becomes smaller and smaller over time.

## Reset Recoverable Net Book Value

At the beginning of each fiscal year, Oracle Assets automatically resets each asset's year-to-date depreciation expense to zero and recalculates the recoverable net book value as of the beginning of the fiscal year. Oracle Assets also recalculates the recoverable net book value by which to multiply the flat-rate when you perform an amortized adjustment or revalue an asset.

## Adjusting Rates

In some countries, the flat-rate consists of a basic rate and an adjusting rate, or loading factor. These rates vary according to your reporting authority's depreciation regulations.

When you add an asset, you can select a basic rate and an adjusting rate. Oracle Assets increases the basic rate by the adjusting rate to give you the adjusted rate. This is your flat-rate for the fiscal year.

**Depreciation Rate = Basic Rate x (1 + Adjusting Rate) + Bonus Rate**

**Annual Depreciation Amount = Depreciation Rate x Depreciation Calculation Basis x Fraction of Year Held**

Basic Flat-Rate	Adjusting Rate	Adjusted Rate
10%	10%	11%
10%	20%	12%
10%	25%	12.5%
10%	40%	14%

**Table 5 – 1 (Page 1 of 1)**

## Bonus Depreciation

For reporting authorities that allow additional depreciation in the early fiscal years of an asset life, you can assign an additional bonus rate on top of the flat-rate. Oracle Assets adds the bonus rate to the adjusted rate to give you the flat-rate for the fiscal year.

Fiscal Year	Adjusted Rate	Bonus Rate	Flat-Rate for Fiscal Year
1	20%	10%	30%
2	20%	7%	27%
3	20%	5%	25%

**Table 5 – 2 (Page 1 of 1)**

In this example, starting with year four, there is no bonus rate so the adjusted rate is the normal 20%. From fiscal year four until the asset is fully reserved, the flat-rate for each fiscal year is 20%.

## See Also

Defining Additional Depreciation Methods: page 9 – 71

Specifying Dates for Prorate Conventions: page 9 – 83

Running Depreciation: page 5 – 2

Defining Bonus Depreciation Rules: page 9 – 79

Asset Accounting: page 6 – 4

About Prorate and Retirement Conventions: page 9 – 84

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## Depreciation Calculation for Table and Calculated Methods

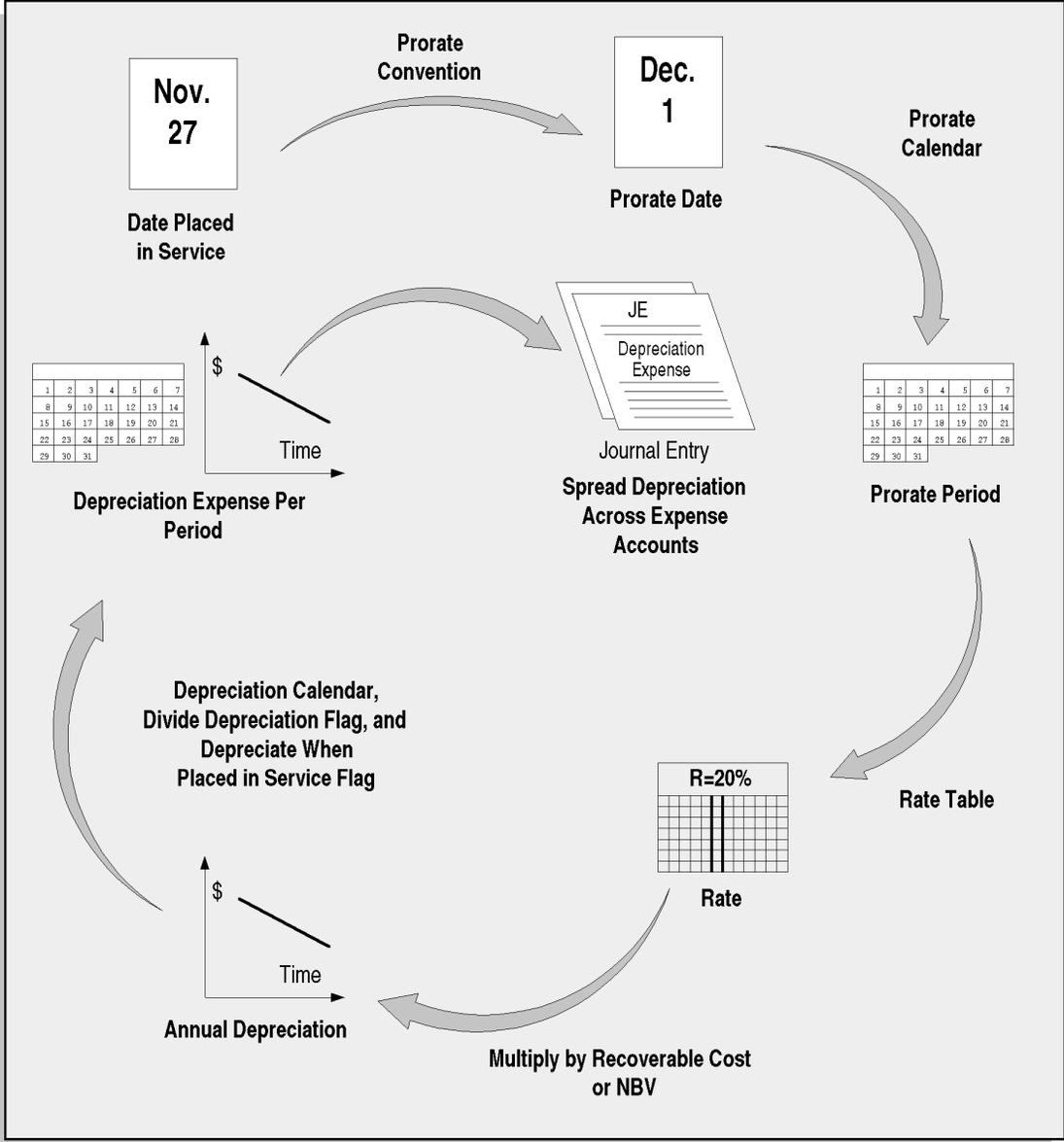
Use a life-based method to depreciate the asset over a fixed time using specified rates. There are two types of life-based methods:

**Table:** Oracle Assets gets the annual depreciation rate from a rate table.

**Calculated:** For straight-line depreciation, the depreciation program calculates the annual depreciation rate by dividing the life (in years) into one. Calculated methods spread the asset value evenly over the life.

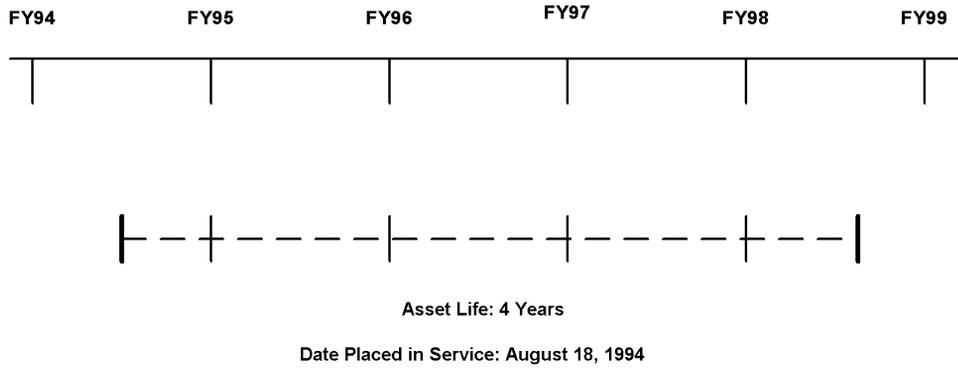
You can accommodate new depreciation methods using rate tables instead of formulas. Add the appropriate rates to create a new method at any time.

Oracle Assets uses asset recoverable cost or net book value, salvage value, date placed in service, prorate convention, depreciation method, and life to calculate depreciation for life-based methods. Oracle Assets, using rates from a table or calculated rates, depreciates assets with life-based depreciation methods to be fully reserved at the end of a fixed lifetime.



## Determining the Depreciation Rate

The rate tables contain annual rates for each fiscal year of asset life. The annual rate varies according to your reporting authority's depreciation regulations.



For example, some reporting authorities require that you prorate depreciation according to the number of months you hold an asset in its first fiscal year of life. In this case, your prorate calendar has 12 prorate periods and your rate table has 12 rates (one for each month of the year) per year of life. Other governments require that you prorate depreciation according to the number of days that you hold an asset in its first fiscal year of life. This means that there is a different depreciation rate for each day of the year. Thus, the number of rates in your rate table is a factor of 365. For example, the rate table would have 1825 rates for an asset with a 4 year life ( $365 \times 5$ ). This means that your prorate calendar must contain 365 prorate periods and correspondingly, your rate table must have 365 rates (one for each day of the year) for each year of life.

To determine the rates, calculate an annual depreciation rate for each fiscal year of an asset's life, for each period in your prorate calendar. This rate is the annual rate for the year for an asset where the prorate date falls into this prorate period. You do not need to calculate the depreciation rate for each depreciation period in each year of the asset life. You only enter annual depreciation rates in the Annual Rate field of the Rates window. The depreciation program uses this annual depreciation rate to determine the fraction of an asset cost or net book value to allocate to this fiscal year. It then uses the depreciation calendar and divide depreciation flag to spread the annual depreciation over the depreciation periods of the fiscal year.

**Annual Depreciation Amount = Depreciation Rate x Depreciation Calculation Basis x Fraction of Year Held**

Oracle Assets standard rate tables contain 12 rates per year of life. If your government requires daily rates, set up the appropriate rates using the Depreciation Methods window.

**Depreciation in the first year of life**

An asset prorate convention and depreciation method control when Oracle Assets starts to depreciate new assets. For assets using the straight-line method, depreciation starts in the first accounting period that the prorate date falls into. For assets using other life-based depreciation methods, depreciation starts in the first accounting period that either the date placed in service or the prorate date falls into, depending on whether Depreciate When Placed In Service is checked for the prorate convention. In both cases, Oracle Assets allocates the first year's depreciation to the depreciation periods remaining in the fiscal year.

**Example**

Suppose your fiscal year ends in May, you have monthly (12 period) depreciation and prorate calendars, and you want to allocate depreciation evenly to each period in the year. You place a \$10,000 asset in service in the third period of your fiscal year (AUG-95) using the half-year prorate convention. Its life is 5 years and the depreciation method is 200% declining balance with a straight-line switch and a calculation basis rule of cost. Since the asset is using the half-year prorate convention, the prorate date is in December (the mid-point of your fiscal year) which corresponds to prorate period 7 in your prorate calendar shown in Table 5 - 3.

<b>Prorate Calendar</b>			
<b>Period Number</b>	<b>Period Name</b>	<b>From Date</b>	<b>To Date</b>
1	JUN-95	01-JUN-95	30-JUN-95
2	JUL-95	01-JUL-95	31-JUL-95
3	AUG-95	01-AUG-95	31-AUG-95
4	SEP-95	01-SEP-95	30-SEP-95

Table 5 - 3 (Page 1 of 2)

Period Number	Period Name	From Date	To Date
5	OCT-95	01-OCT-95	31-OCT-95
6	NOV-95	01-NOV-95	30-NOV-95
7	DEC-95	01-DEC-95	31-DEC-95
8	JAN-96	01-JAN-96	31-JAN-96
9	FEB-96	01-FEB-96	28-FEB-96
10	MAR-96	01-MAR-96	31-MAR-96
11	APR-96	01-APR-96	30-APR-96
12	MAY-96	01-MAY-96	31-MAY-96

**Table 5 – 3 (Page 2 of 2)**

For assets that have a prorate period of 7, the rate table in Table 5 – 4 shows a 20% annual depreciation rate for the first year of life. If, however, you had used a prorate convention that resulted in a prorate period at the beginning of your fiscal year, Oracle Assets would have used the full rate for the year (40%).

Prorate Periods												
Year	1	2	3	4	5	6	7	8	9	10	11	12
1	.40000	.36667	.33333	.30000	.26667	.23333	<b>.20000</b>	.16667	.13333	.10000	.06667	.03333
2	.24000	.25333	.26667	.28000	.29333	.30667	.32000	.33333	.34667	.36000	.37333	.32667
3	.14400	.15200	.16000	.16200	.17600	.18400	.19200	.20000	.20800	.21600	.22400	.23200
4	.10200	.10944	.11077	.11200	.11314	.11421	.11520	.12000	.12480	.12960	.13440	.13920
5	.10200	.10944	.11077	.11200	.11315	.11420	.11520	.11362	.11232	.11109	.10996	.10894
6	.00000	.00912	.01846	.02800	.03771	.04759	.05760	.06632	.07488	.08331	.09164	.09986
Total	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000

**Table 5 – 4 (Page 1 of 1)**

For the asset in this example, Oracle Assets uses a rate of 20%, so the depreciation for fiscal 1996 is \$2,000 (20% of \$10,000).

You can specify whether to start taking depreciation in the period of the date placed in service or the prorate date using the Depreciate When

Placed In Service flag for the prorate convention. If you elect to start depreciation in the period corresponding to the date placed in service, Oracle Assets starts to depreciate the asset in AUG-95, and the depreciation for each period is \$200 (\$2,000 divided by 10—the number of periods from August to May).

If you elect to start depreciation in the period corresponding to the prorate date, Oracle Assets does not start to depreciate the asset until DEC-95, and the depreciation for each period from DEC-95 to MAY-96 is \$333.33 (\$2,000 divided by 6—the number of periods from December to May).

## **Depreciation In The Middle Years Of Life**

For the rest of the asset life, you use annual depreciation rates that correspond to the asset's prorate period in the rate table. Thus, in the second fiscal year of the asset's life (fiscal 1996), Oracle Assets uses a 32% annual depreciation rate (prorate period 7, year 2.). This yields a depreciation amount of \$3,200. Oracle Assets divides this amount evenly across all the accounting periods in the year, so depreciation expense for each period is \$266.67.

Similarly, the rates for 1995, 1996, and 1997 are 19.20%, 11.52%, and 11.52% respectively. Oracle Assets calculates annual depreciation for these years as \$1,920, \$1,152, and \$1,152 and divides these amounts evenly across all the accounting periods in the appropriate fiscal years.

## **Depreciation In The Last Year Of Life**

In the asset's final year of life (fiscal 1998), the rate is 5.76%, so the final year's depreciation is \$576. This amount is divided evenly across the number of periods remaining in the asset's life (in this case 6), to yield a depreciation amount of \$96 per period.

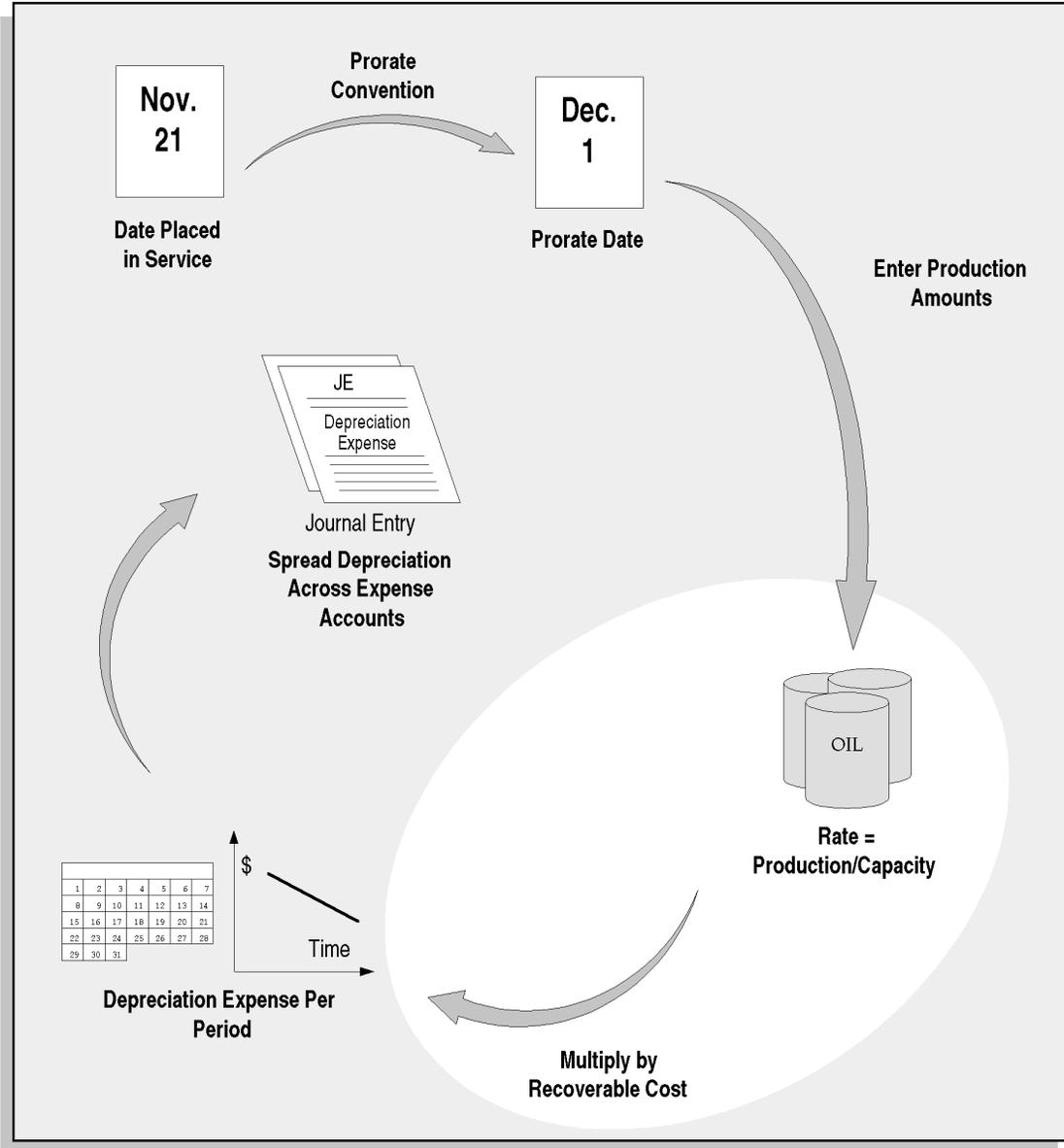
## **See Also**

Defining Additional Depreciation Methods: page 9 – 71

Running Depreciation: page 5 – 2

Asset Accounting: page 6 – 4

# Depreciation Calculation for the Units of Production Method



Units of production methods depreciate the asset cost based on actual use or production each period.

Units of production depreciation differs from other methods because it bases depreciation only on how much you use the asset. While methods such as straight-line divide depreciation over the asset life regardless of use, units of production disregards the passage of time.

Units of production depreciation is used for assets for which it is better to measure the life in terms of the quantity of the resource you expect to extract from them, such as mines or wells. For example, the production capacity of an oil well is the number of barrels of oil you expect to extract from it. For machinery or equipment, you measure the production capacity in terms of the expected total hours of use.

You can enter the production capacity as the expected total production or expected total use. First, you enter the units of production depreciation method, production capacity, and unit of measure. You then enter the production each period to depreciate the asset according to actual use that period.

## Basic Depreciation Calculation

For a units of production depreciation method, Oracle Assets uses asset cost, cost ceiling, salvage value, capacity, and production entered for the period to calculate depreciation. It depreciates assets according to the actual production you enter. Oracle Assets calculates the period depreciation rate by dividing the production for the period by the capacity. The depreciation for the period is the depreciation rate multiplied by the recoverable cost.

**Depreciation Expense = (Production for the Period / Capacity) X Recoverable Cost**

Oracle Assets then allocates the period depreciation to the depreciation expense accounts to which you have assigned the asset. Notice that for units of production depreciation there is no annual depreciation amount.

## Depreciation Based on Actual Production

The units of production method does not use depreciation expense ceilings. Also, since depreciation for these assets is calculated on actual production, if you resume depreciation for an asset, reinstate the asset, or perform a prior period transaction, there is no missed depreciation.

## See Also

Assets Depreciating Under Units of Production: page 5 – 27

Units of Production Interface: page 5 – 31

Entering Production Amounts: page 5 – 34

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## Assets Depreciating Under Units of Production

You can use the units of production method to allocate the cost of an asset by the quantity of resource extracted or used each period. You can automatically or manually enter production amounts for the asset, and project future production amounts if necessary. There are some restrictions when using the units of production depreciation method. For example, since Oracle Assets only stores production amounts for an asset in the corporate book, there are some restrictions on changing depreciation information in corporate or tax books.

### Production Interface

You can load production automatically each period using the production interface. You also can enter or update production manually in the Periodic Production window.

### Production Amount

The start date and end date you enter to which production amounts apply must fall within a single depreciation period in Oracle Assets.

You cannot enter production for dates before the asset's prorate date in the corporate book or for a period for which you have already run depreciation.

You cannot enter production for periods prior to the current open period in your corporate book.

You also cannot enter production for date ranges which overlap. For example, if you enter production for 01-JUN-1995 through 15-JUN-1995, you cannot enter production for 15-JUN-1995 through 30-JUN-1995. You can enter production for 16-JUN-1995 through 30-JUN-1995.

### Projected Production Information

You can enter production for dates in the future to calculate depreciation projections for future periods. You can update the projected amounts when you know the actual production for the period and want to actually depreciate the asset.

## Retirements

If you have entered production information for future periods to project depreciation expense, you may have to remove this projected production information before you retire a units of production asset. Oracle Assets uses all of the production amounts you entered for dates before the retirement prorate date to calculate depreciation expense. If your retirement prorate date is after the retirement date, you may have to remove projected production to avoid using it to calculate actual depreciation expense.

When you partially retire a units of production asset, you must manually adjust the capacity in the Books window. Adjust the capacity to reflect the decrease only for production not already taken, since you already entered the actual production amounts.

If you accidentally enter too much production causing the asset to become fully reserved, you can enter negative production amounts to correct the error.

If you continue to use an asset after it is fully reserved, Oracle Assets ignores the production information you enter.

## Prior Period Transactions

If you enter a retroactive addition or reinstatement, you must enter the missed production information so Oracle Assets can calculate depreciation. If you enter a retroactive retirement, Oracle Assets reverses the depreciation taken since the date of the retirement.

## Category Defaults

You can specify a production capacity and unit of measure that you usually use for assets in a category. When you enter an asset in this category, Oracle Assets defaults the capacity and unit of measure. You can override the default values for an individual asset if necessary.

## Restrictions

You cannot enter production for a construction-in-process (CIP) asset before you capitalize it. Similarly, you cannot enter production for an asset before its prorate date. If you use a prorate convention such as actual months, you can enter production for the period you added the asset.

You cannot enter or upload units of production assets with accumulated depreciation. Instead, add the asset with zero accumulated depreciation, and then provide the life-to-date production amount for the asset in the Books window for the current period. Oracle Assets uses the production amount you enter to calculate the catchup depreciation.

### **Changing the Depreciation Method**

You can change the method from calculated, table, or flat-rate to production only in the period you add the asset.

Since Oracle Assets only stores production amounts for an asset in the corporate book, there are some restrictions on changing depreciation information in corporate or tax books.

An asset can have a production method in the tax book only if it has a production method in the corporate book. You can change the depreciation method from production to calculated, table, or flat-rate type in the corporate book only if the asset does not use a production method in any associated tax book. An asset can have any kind of method in the tax book and a production method in the corporate book.

### **Changing the Capacity**

The capacity must be the same in all books in which the asset uses a production method. You can change the capacity for the asset in the corporate book only. Use Mass Copy to copy the capacity adjustment to each tax book.

## **Mass Copy**

Use Mass Copy to copy adjustments to your tax books. If you use a units of production method in a tax book, you must Mass Copy from the associated corporate book each period to ensure that the capacity is up-to-date.

Mass Copy always copies capacity adjustments for your units of production assets, regardless of the Mass Copy rules you specified for the book. If you do not allow amortized adjustments in your tax book, Mass Copy copies an amortized capacity adjustment as an expensed adjustment.

## See Also

Depreciation Calculation for the Units of Production Method: page 5 – 24

Using the Production Interface: page 5 – 31

Production History Report: page 11 – 59

About Prorate and Retirement Conventions: page 9 – 84

Specifying Dates for Prorate Conventions: page 9 – 83

Entering Production Amounts: page 5 – 34

Defining Depreciation Books: page 9 – 65

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## Using the Production Interface

You can enter production information manually, or you can maintain your production information in another system and upload the information using the production interface. Prepare and analyze your production information on any feeder system and then automatically transfer your production information into Oracle Assets. Oracle Assets uses that information to calculate depreciation for your units of production assets.

► **To import production information to Oracle Assets:**

1. Use an import program or utility to export data from your feeder system and populate the FA\_PRODUCTION\_INTERFACE table.
2. Run the Upload Production program to move your production information into Oracle Assets.
3. Run the Production History report to review the status of all imported items.
4. Use the Periodic Production window to review or change your production information.

---

### Assigning Values to Required Columns in the FA\_PRODUCTION\_INTERFACE Table

FA\_PRODUCTION\_INTERFACE, the production interface table, is organized into columns in which Oracle Assets stores production information. Enter values for the following required columns:

**ASSET\_NUMBER:** Alphanumeric column. The asset number of the units of production asset for which you want to enter production.

**PRODUCTION:** Numeric column. The production amount for the asset between Start\_Date and End\_Date.

**START\_DATE:** Date column. The first date to which this production amount applies.

**END\_DATE:** Date column. The last date to which this production applies

---

## Customize the Production Interface SQL\*Loader Script

Listed below are a sample SQL\*Loader script (filename: *production\_information.ctl*) and production information data file (filename: *production\_information.dat*) that Oracle Assets uses for units of production depreciation. You can easily modify this script to load your production information into the production interface.

### Sample SQL\*Loader script

```
LOAD DATA
INFILE production_information.dat
INTO TABLE FA_PRODUCTION_INTERFACE
FIELDS TERMINATED BY WHITESPACE

(ASSET_NUMBER,
PRODUCTION,
START_DATE DATE "DD-MON-YYYY" ,
END_DATE DATE "DD-MON-YYYY")
```

### Sample Production Information data file

321456	10000	01-JUL-1995	31-JUL-1995
322345	1100	01-AUG-1995	05-AUG-1995
322534	1200	16-AUG-1995	26-AUG-1995
323242	1300	24-AUG-1995	31-AUG-1995
334261	1400	01-SEP-1995	30-SEP-1995
433251	1500	01-OCT-1995	13-NOV-1995

### Production Information

For each asset and date range for which you want to enter a production amount, you must specify the following information in the SQL\*Loader script:

- Asset Number
- Production Amount
- Start Date
- End Date

 **Attention:** You must enter the start and end dates in your data file in the same format which you specify in the SQL\*Loader script.

Remember that you must enter the asset number exactly as it appears in Oracle Assets. For example, do not to enter the asset number 'uopasset1' in the script file when your asset number is actually 'UOPASSET1'.

### Running SQL\*Loader

To execute the SQL\*Loader script and load your production data into the production interface, type the following at the system prompt:

```
$ sqlload <account_name/password>  
control = production_information.ctl
```

---

## Uploading Production into Oracle Assets

### Prerequisites

---

- Load production information into the production interface table FA\_PRODUCTION\_INTERFACE.

► **To upload production to Oracle Assets:**

1. Choose Production:Upload from the Navigator window.
2. Enter the corporate depreciation Book for which you want to upload production information in the Parameters window.

If you have not yet run depreciation for a period, you can update or reload production amounts for the same date ranges. Oracle Assets overwrites the production amounts with the new production if you reload.

3. Choose Submit to upload the production.
4. Review and update uploaded production amounts in the Enter Production window. See: Entering Production Amounts: page 5 – 34.

---

## Entering Production Amounts

You can enter or update production amounts for assets depreciating under units of production. You can enter production information online, or you can load it automatically from a feeder system using the Upload Periodic Production program. Enter production more than once a period if necessary.

▶ **To enter production amounts:**

1. Open the Periodic Production window.
2. Find assets within a corporate Book for which you want to enter production information.
3. Enter the from and to date and the total Production for an asset.  
Optionally enter production for multiple non-overlapping date ranges within a single period.
4. Save your work.

▶ **To update production amounts**

- If you have not yet run depreciation for a period, you can update production amounts if necessary.

### See Also

Using the Production Interface: page 5 – 31

Depreciation Calculation for the Units of Production Method: page 5 – 24

Assets Depreciating Under Units of Production: page 5 – 27

Production History Report: page 11 – 59

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# Projecting Depreciation Expense

Depreciation projections are estimates of actual depreciation expense. You can project depreciation expense for any depreciation book.

You can run depreciation projection only for the current depreciation parameters set up in your system. If you need to project depreciation for scenarios other than your current setup, you can run what-if depreciation using parameters that are not yet set up in your system. See: Forecasting Depreciation: page 5 – 37.

**Note:** You cannot run depreciation projections using the unit of production depreciation method on budget books.

---

## Prerequisites

- Define fiscal years, depreciation and prorate calendars, and prorate conventions for the periods for which you want to run the projection. See: Creating Fiscal Years: page 9 – 57, Specifying Dates for Calendar Periods: page 9 – 58, and Specifying Dates for Prorate Conventions: page 9 – 83.
- If you want to project depreciation for assets depreciating under the units of production method, enter production amounts for the periods for which you want to run the projection. See: Entering Production Amounts: page 5 – 34.

► **To project depreciation expense:**

1. Navigate to the Depreciation Projections window.
2. Enter the Projection Calendar to specify how you want to summarize the projection.  
  
You can summarize the results by year, quarter, month, or any other interval. For example, you can choose a monthly or quarterly calendar.
3. Enter the Number of Periods for which you want to project depreciation. You can project depreciation expense for any number of future periods, on up to four depreciation books at once.
4. Enter the Starting Period for your projection.
5. Check Cost Center Detail to print a separate depreciation projection amount for each cost center. Otherwise, Oracle Assets prints a consolidated projection report for each expense account without cost center detail.

6. Check Asset Detail to print a separate depreciation amount for each asset. Otherwise, Oracle Assets prints a consolidated projection report without asset detail.
7. Enter the Book(s) that you want to include in your projection. You can enter a maximum of four books, and all of them must use the same Account structure. The fiscal year name for the Calendar and each Book must be the same.
8. Save your work.  
  
Oracle Assets submits a concurrent process to calculate the projection, and automatically runs the Depreciation Projection Report.

## See Also

Depreciation Projections (Depreciation Calculation): page 5 – 11

Depreciation Projection Report: page 11 – 48

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## Forecasting Depreciation

You can use what-if depreciation analysis to forecast depreciation for groups of assets in different scenarios without making changes to your Oracle Assets data. You can run what-if depreciation analysis on assets defined in your Oracle Assets system or on hypothetical assets that are not defined in Oracle Assets.

What-if depreciation analysis differs from depreciation projections in that what-if depreciation analysis allows you to forecast depreciation for many different scenarios without changing your Oracle Assets data. Depreciation projection allows projection only for the parameters set up in Oracle Assets. See: Projecting Depreciation Expense: page 5 – 35.

To perform what-if depreciation analysis in Oracle Assets, you enter different combinations of parameters for a set of assets in the What-If Depreciation Analysis window. When you run what-if analysis based on the parameters you entered, Oracle Assets automatically launches a report, from which you can review the results of the analysis. You can run what-if analysis for as many scenarios as you like. Each time you run what-if analysis, Oracle Assets launches a separate report.

If you are satisfied with the results of your analysis, you can enter the new parameters in the Mass Changes window to update your assets according to the parameters you specified in the what-if analysis.

You may want to run what-if depreciation analysis for several different scenarios for comparison purposes. You can run what-if depreciation analysis for any number of scenarios. The results of an analysis will not overwrite the results of previous analyses.

► **To forecast depreciation using what-if depreciation analysis:**

1. Navigate to the What-If Depreciation Analysis window in Oracle Assets.
2. Enter the book containing the assets for which you want to run what-if analysis.
3. In the Assets to Analyze tabbed region, enter the parameters you want to use to identify the set of assets for which you want to run what-if depreciation analysis.

OR

In the Hypothetical Assets tabbed region, enter the parameters to identify the hypothetical asset for which you want to run what-if depreciation analysis.

See: Parameters: page 5 – 39.

4. Enter the Depreciation Scenario parameters to identify the depreciation rules to be used in the analysis.  
See: Depreciation Scenario Parameters: page 5 – 42.
5. Choose Run to run what-if depreciation analysis.
6. Review the results of the What-If Depreciation Report or the Hypothetical What-If Report by navigating to the View My Requests window.
7. Update your assets according to the specified parameters in the Mass Changes window.

OR

Repeat this procedure using different parameters.

► **To forecast depreciation using the Request Center:**

1. From the Request Center, navigate to the Report Submission and Publishing window.
2. Choose Standard (Variable Format).
3. In the Report field, choose What-If Depreciation Analysis from the list of values and choose the Submission button.
4. Enter the book containing the assets for which you want to run what-if analysis.
5. Enter the begin period and the number of periods.
6. Enter the Assets to Analyze parameters to identify the set of assets for which you want to run what-if depreciation analysis.  
See: Assets to Analyze Parameters: page 5 – 39.
7. Enter the Depreciation Scenario parameters to identify the depreciation rules to be used in the analysis.  
See: Depreciation Scenario Parameters: page 5 – 42.
8. Submit the What-If Depreciation Analysis report from the Request Center.
9. Review the results of the What-If Depreciation Analysis Report.
10. Update your assets according to the specified parameters in the Mass Changes window

OR

Repeat this procedure using different parameters.

---

## Parameters

You run what-if depreciation analysis based on parameters you specify in the What-If Depreciation Analysis window in Oracle Assets. You enter these parameters for purposes of analysis only. The parameters you enter in these windows do not affect depreciation of your Oracle Assets data.

### **Assets to Analyze Parameters**

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Use the Assets to Analyze tabbed region when you want to perform what-if depreciation analysis on assets that exist in your Oracle Assets system. You use this group of parameters to tell Oracle Assets on which assets to perform what-if analysis. If you leave the optional fields blank, Oracle Assets defaults to performing analysis on all possible assets.

Parameter	Usage	Explanation
Asset Number	Optional	You can enter a beginning range, and ending range, or both. If both fields are blank, Oracle Assets performs analysis on all assets in the specified book. If only the beginning asset number is specified, Oracle Assets performs analysis on all assets including and following the beginning asset number. Similarly, if only the ending asset number is specified, Oracle Assets performs analysis on all assets up to and including the ending asset number.
Dates in Service	Optional	You can enter a beginning range, and ending range, or both. Similar to the Asset Number field, if you leave both fields blank, Oracle Assets will perform analysis on all assets in the specified book, or on all assets preceding or following the beginning or ending date.
Description	Optional	If you only want assets of a particular description included in your analysis, enter the description.
Category	Optional	If you only want assets of a particular category included in your analysis, enter the category.
Analyze Fully Reserved Assets	Optional	Check the Analyze Fully Reserved Assets check box to include fully reserved assets in your analysis.

**Table 5 – 5 (Page 1 of 1)**

## **Hypothetical Assets Parameters**

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Use the Hypothetical Assets tabbed region when you want to perform what-if depreciation analysis on assets that have not been defined in your Oracle Assets system.

<b>Parameter</b>	<b>Usage</b>	<b>Explanation</b>
Category	Required	Enter the category of the hypothetical asset.
Date in Service	Required	Enter a hypothetical date placed in service.
Cost	Required	Enter a hypothetical asset cost.
Accumulated Depreciation	Optional	Enter hypothetical accumulated depreciation.

**Table 5 – 6 (Page 1 of 1)**

## Depreciation Scenario Parameters

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Use this group of parameters to indicate the depreciation rules you want applied in the analysis. If you leave any of the fields blank, Oracle Assets applies the rules already set up in Oracle Assets. You can enter any combination of parameters. No specific parameters are required, but you must enter at least one parameter.

Parameter	Explanation
Method	Enter the depreciation method, for example, flat-rate. This field is not required, however, if you do enter a depreciation method in this field, it affects other fields you can enter, depending on the value you entered in the Method field. If you enter a life-based method, the Life field appears where you can enter the life of the asset. If you enter a rate-based method, the Rate field appears where you can enter the rate.
Life	Enter the life of the asset in years and months. If you entered a value in the Method field, it must be a life-based method for the Life field to be valid.
Rate	Enter the depreciation rate. If you entered a value in the Method field, it must be a rate-based method for the Rate field to be valid.
Prorate Convention	Enter the prorate convention you want applied to the assets in the what-if analysis.
Salvage Value %	Enter the percentage of the cost of your assets that should be equivalent to the salvage value, based on the following formula:  $\text{Salvage Value} = \text{Cost} \times \text{Default Percentage}$
Amortize Adjustments	Check the Amortize Adjustments check box if you want your adjustments to be amortized in your analysis. If you do not check the check box, adjustments will be expensed on the analysis.

Table 5 – 7 (Page 1 of 1)

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## Process

After you have entered the parameters you want used in your analysis, select the Run button to launch the What-if Depreciation Report or the Hypothetical What-If Report.

For every asset you specified, Oracle Assets will compute depreciation data for the number of periods you specified.

**Note:** You cannot run the What-if Depreciation Report and the Hypothetical What-If Report from the Submit Request window. You must enter specified parameters in the What-if Depreciation Analysis window and choose the Run button to automatically launch the reports.

## See Also

What-If Depreciation Report: page 11 – 50

Hypothetical What-If Report: page 11 – 48

Request Center (*Oracle Applications Desktop Integrator User's Guide*)

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## Data Archive and Purge

Archive and purge transaction and depreciation data for the book and fiscal year you specify to release disk space for current data.

If you do not need to run reports for previous fiscal years, you can copy the data onto tape or any storage device, and then delete it from your system. If you later need these records online, you can reload them into Oracle Assets.

### What the Purge Program Removes

The purge program removes the depreciation expense and adjustment transaction records for the book and year you specify. However, it does **not** remove the asset identification, financial, and assignment information for your assets, including assets you retired or that became fully reserved during that fiscal year.

### Maintain Audit Trail of Purge Transactions

Oracle Assets maintains an audit trail of which fiscal years you have archived, purged, and restored, and how many records were processed. If your system fails during a purge, you can safely resubmit it. Oracle Assets only processes those records which it has not yet processed.

### Purge Fiscal Years in Chronological Order

You must purge fiscal years in chronological order. Before you purge a fiscal year, you must archive and purge all earlier fiscal years. You cannot purge periods in the current fiscal year. If your current period is the first period of a new fiscal year, you cannot purge the previous period. You can only restore the most recently purged fiscal year, so you must restore fiscal years in reverse chronological order. You cannot archive and purge the period prior to the current period.

### Purge Security

You must allow purge for the depreciation book you want to purge in the Book Controls window. To prevent accidental purge, leave Allow Purge unchecked for your books, and check it only just before you perform a purge.

You submit archive, purge, and restore in the Archive and Purge window. Oracle Assets provides this window only under the standard

Fixed Assets Administrator responsibility. You should limit access to this responsibility to only users who require it.

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## Resizing the Archive Tables

If you are archiving a large number of records for a fiscal year, you can update the FA:Archive Table Sizing Factor to specify the size of the temporary tables created by an archive. Specifically, if the number of rows Oracle Assets will archive multiplied by the average rowsize of that table for all three tables is very different from 100,000 bytes, you may want to adjust the FA: Archive Table Sizing Factor.

Contact your Database Administrator to find out if you need to update this factor. You can tell your Database Administrator that the Sizing Factor specifies how many kilobytes of storage to reserve for the initial extent. The default value is 100.

You can determine approximately how many rows Oracle Assets will archive for a fiscal year using the following SQL script. You can expect to have about six FA\_ADJUSTMENTS rows per transaction performed that year, and one FA\_DEPRN\_DETAIL row and one FA\_DEPRN\_SUMMARY row for each asset for each period in each book.

To find out about how many FA\_ADJUSTMENTS rows Oracle Assets will archive:

```
select count (ADJ.ASSET_ID)
      from FA_ADJUSTMENTS ADJ,
           FA_DEPRN_PERIODS DP,
           FA_FISCAL_YEAR FY
where
      FY.FISCAL_YEAR = Fiscal Year To Archive and
      DP.CALENDAR_PERIOD_OPEN_DATE >= FY.START_DATE and
      DP.CALENDAR_PERIOD_CLOSE_DATE <= FY.END_DATE and
      ADJ.PERIOD_COUNTER_CREATED = DP.PERIOD_COUNTER;
```

To find out about how many FA\_DEPRN\_DETAIL rows Oracle Assets will archive:

```
select count (DD.ASSET_ID)
      from FA_DEPRN_DETAIL DD,
           FA_DEPRN_PERIODS DP,
           FA_FISCAL_YEAR FY
where
      FY.FISCAL_YEAR = Fiscal Year To Archive and
```

```
DP.CALENDAR_PERIOD_OPEN_DATE >= FY.START_DATE and
DP.CALENDAR_PERIOD_CLOSE_DATE <= FY.END_DATE and
DD.PERIOD_COUNTER = DP.PERIOD_COUNTER;
```

To find out about how many FA\_DEPRN\_SUMMARY rows Oracle Assets will archive:

```
select count(DS.ASSET_ID)
      from FA_DEPRN_SUMMARY DS,
           FA_DEPRN_PERIODS DP,
           FA_FISCAL_YEAR FY
where
      FY.FISCAL_YEAR = Fiscal Year To Archive and
      DP.CALENDAR_PERIOD_OPEN_DATE >= FY.START_DATE and
      DP.CALENDAR_PERIOD_CLOSE_DATE <= FY.END_DATE and
      DS.PERIOD_COUNTER = DP.PERIOD_COUNTER;
```

You can determine the average rowsize for each table using something like the following SQL script. You can expect each row to be about 50 bytes.

```
select avg(nvl(vsize(column_1),0)) +
       avg(nvl(vsize(column_2),0)) +
       . . .
       avg(nvl(vsize(column_N),0))
      from table_name;
```

## See Also

User Profiles in Oracle Assets: page C – 2

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## Archive, Purge, and Restore Process

There are several steps to archive, purge, and restore a fiscal year. Some of these steps you can do using the Mass Purge window. Others you should ask your Database Administrator to perform. To archive and purge a fiscal year, you need to:

1. Archive and purge all earlier fiscal years.
2. Update FA: Archive Table Sizing Factor if necessary (Database Administrator).

3. Run Archive (Fixed Assets Administrator).
4. Export temporary archive tables to storage device (Database Administrator).
5. Run Purge (Fixed Assets Administrator).
6. Drop temporary archive tables (Database Administrator).
7. Export current data from tables from which you purged (Database Administrator).
8. Drop tables from which you purged (Database Administrator).
9. Recreate tables from which you purged (Database Administrator).
10. Import current data into tables from which you purged (Database Administrator).
11. Verify tables and indexes (Database Administrator).

If you later need the data online, you can restore it. To restore a fiscal year you need to:

12. Restore all later fiscal years.
13. Import temporary archive tables from storage device (Database Administrator).
14. Run Restore (Fixed Assets Administrator).

## Archiving Data

When you perform the archive, Oracle Assets assigns a reference number to it and copies the depreciation expense and adjustment transaction records to three temporary tables:

- FA\_ARCHIVE\_SUMMARY\_<Archive\_Number>
- FA\_ARCHIVE\_DETAIL\_<Archive\_Number>
- FA\_ARCHIVE\_ADJUSTMENT\_<Archive\_Number>

You can export the temporary archive tables onto tape or any storage device. If you need these records again, you can restore them. You must archive records before you can purge them, and Oracle Assets prevents you from running purge if these tables do not exist. You should not drop the tables until after you have exported the tables and run purge.

## Purging Data

Oracle Assets prevents you from running purge if the temporary archive tables from the archive transaction do not exist. Since the archive number is part of the temporary table name, Oracle Assets purges only the records that were archived during the archive you specify.

### Recreate Database Objects From Which You Purge

After you purge your database, contact your Database Administrator to export, drop, and recreate the tables from which you purged data. By recreating these objects, you can reduce the memory each object occupies in your tablespace and perhaps increase the performance of your system.

You can tell your Database Administrator that you purged from the FA\_DEPRN\_SUMMARY, FA\_DEPRN\_DETAIL, and FA\_ADJUSTMENTS tables. After recreating the tables and importing the data, check that all the appropriate indexes were recreated. The *Oracle Assets Technical Reference Manual* provides information on which indexes each database table requires.

## Restoring Data

To restore records that you have purged from Oracle Assets, you must first import the tables from your archive, then perform the restore. You do not need to archive the records before you purge them again.

Since the archive number is part of the temporary table name, Oracle Assets restores only the records that were archived during that archive you specify.

## Controlling Your Archive

Use the Status field to determine the next possible action.

Status	Definition	Possible Action
New	Newly created archive definition	Archive
Archived	Archive completed successfully	Purge
Purged	Purge completed successfully	Restore
Restored	Restoration completed successfully	Purge

Table 5 – 8 (Page 1 of 1)

## See Also

Archiving and Purging Transaction and Depreciation Data: page 5 – 50

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## Archiving and Purging Transaction and Depreciation Data

If you no longer need to run reports for previous fiscal years, you can archive and purge historical data to free hardware resources. You can only restore the most recently purged fiscal year, so you must restore fiscal years in reverse chronological order.

### Prerequisites

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- If necessary, update the FA:Archive Table Sizing Factor profile option. See: Overview of User Profile Options: page C – 3.
- Allow Purge for the book in the Book Controls window before you perform the purge. See: Defining Depreciation Books: page 9 – 65.

#### ► To archive and purge transaction and depreciation data:

1. Change Responsibilities to Fixed Assets Administrator.
2. Open the Archive and Purge window.
3. Enter the Book and Fiscal Year you want to archive. You must archive and purge in chronological order.
4. Choose Archive to submit a concurrent request that changes the status from New to Archived and creates temporary archive tables with the data to be purged.

Oracle Assets automatically assigns an Archive Number when you save your work.

**Note:** The temporary table name includes a five-digit archive number.

5. Export the archive tables to a storage device.
6. Return to the Archive and Purge window and use the Archive Number to find the archive you want to purge.
7. Choose Purge to submit a concurrent request that changes the status from Archived to Purged and removes the archived data from Oracle Assets tables. Now your database administrator can drop the temporary archive tables.

You can only purge definitions with a status of Archived or Restored.

#### ► To restore archived data to Oracle Assets:

1. Import the archive tables from your storage device.

2. Open the Archive and Purge window under the standard Fixed Assets Administrator responsibility.
3. Use the Archive Number to query the archive you want to restore.
4. Choose Restore to submit a concurrent process that changes the status from Purged to Restored and inserts the previously purged data into Oracle Assets tables.

You can purge the restored data again if necessary.

## See Also

Data Archive and Purge: page 5 – 44

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## Unplanned Depreciation

Unplanned depreciation is a feature used primarily to comply with special depreciation accounting rules in Germany and the Netherlands. However, you also can use this feature to handle unusual accounting situations in which you need to adjust the net book value and accumulated depreciation amounts for an asset without affecting its cost.

For more specific information about using the unplanned depreciation feature to satisfy statutory requirements in Germany, see: Unplanned Depreciation Report: page 11 – 49.

You can enter unplanned depreciation amounts by asset and book for any current period during the useful life of an asset. You can enter unplanned depreciation for an asset in both the corporate and/or tax books. When you enter unplanned depreciation, Oracle Assets immediately updates the year-to-date and life-to-date depreciation, and the net book value of the asset.

The unplanned depreciation expense you enter must not exceed the current net book value (cost – salvage value – accumulated depreciation) of the asset. If necessary, you can enter multiple unplanned depreciation amounts, both positive and negative, in a single period, provided that the net amount does not exceed the current net book value of the asset. Thus, it is possible to enter unplanned amounts that back out depreciation taken in prior periods, including previously entered unplanned depreciation amounts.

When you enter unplanned depreciation expense, you can choose in which period to begin amortization of the asset's remaining net book value. You can begin amortization in the current or a subsequent period, or you can choose not to amortize the remaining net book value. Note that if you do not amortize the unplanned depreciation or make an amortized adjustment in a subsequent period, the asset will be fully reserved before the end of the useful life. If you choose to amortize in a subsequent period, simply enter an unplanned depreciation amount of zero, and check the Amortize from Current Period check box. Oracle Assets will begin to amortize the remaining net book value as of that period.

Oracle Assets uses the unplanned depreciation amount, in addition to regular depreciation, to calculate depreciation for the period in which you entered the unplanned depreciation. When you create journal entries for the general ledger, Oracle Assets posts the expense due to unplanned depreciation to the account you selected when you entered the unplanned depreciation for the asset.

## **Enable Function Security**

You can enable or disable unplanned depreciation entry by responsibility if you want to allow or restrict user access to this function. See: Function Security in Oracle Assets: page D – 2.

## **View Unplanned Depreciation Amounts**

You can use the Financial Information inquiry windows to view the effects of the unplanned depreciation amounts you enter. Oracle Assets includes unplanned depreciation amounts in the current and prior period accumulated depreciation, year-to-date depreciation, and net book value amounts of the asset. The View Depreciation History window includes unplanned depreciation amounts in the depreciation expense per period for each asset and book. Note that unplanned depreciation amounts appear as ADJUSTMENT transactions.

If you want to view unplanned depreciation amounts separately, use the Transaction Detail window. In this window, you can view the unplanned depreciation type and the unplanned depreciation expense account for each unplanned amount.

## **Restrictions**

You cannot enter unplanned depreciation for assets shared between balancing segments. In other words, you cannot allocate unplanned depreciation amounts to specific distributions of an asset. Oracle Assets posts the unplanned depreciation expense only to the depreciation expense account you enter in the Unplanned Depreciation window.

You cannot enter unplanned depreciation for assets depreciating under table-based methods. If you need to enter unplanned depreciation for an asset depreciating under a table-based method, you must first change the depreciation method to a method that is not table-based.

You cannot make expensed adjustments to assets for which you have previously entered unplanned depreciation and have since amortized the amount. You may, however, perform expensed adjustments to the asset until you choose to amortize the unplanned depreciation amount. In addition, you cannot perform prior period retirements to assets having unplanned depreciation amounts. In addition, you cannot perform a mass change for assets that have unplanned depreciation.

## Examples

### Example 1: Unplanned Depreciation

You place an asset in service with a life of five years, and a cost of 120,000 DEM. The depreciation method is straight-line. There is no salvage value. The calendar has four periods per year.

Year of Life	Net Book Value (Start of period)	Depreciation Expense	Unplanned Depreciation	Accumulated Depreciation
Yr 1, Q1	120,000	6,000	0	6,000
Yr 1, Q2	114,000	6,000	0	12,000
Yr 1, Q3	108,000	6,000	0	18,000
Yr 1, Q4	102,000	6,000	0	24,000
Yr 2, Q1	96,000	6,000	0	30,000
Yr 2, Q2	90,000	6,000	0	36,000
Yr 2, Q3	84,000	6,000	0	42,000

In Year 2, Quarter 4 you enter an unplanned depreciation amount of 10,000 DEM. You choose NOT to amortize the unplanned amount this period. Oracle Assets continues depreciating the asset taking the regular depreciation expense in subsequent periods until you choose to amortize the unplanned depreciation or make an amortized adjustment.

If you do not amortize the unplanned depreciation or make an amortized adjustment in a subsequent period, the asset will be fully reserved before the end of the useful life.

Year of Life	Net Book Value (Start of period)	Depreciation Expense	Unplanned Depreciation	Accumulated Depreciation
Yr 2, Q4	78,000	6,000	10,000	58,000
Yr 3, Q1	62,000	6,000	0	64,000
Yr 3, Q2	56,000	6,000	0	70,000
Yr 3, Q3	50,000	6,000	0	76,000
Yr 3, Q4	44,000	6,000	0	82,000
Yr 4, Q1	38,000	6,000	0	88,000
Yr 4, Q2	32,000	6,000	0	94,000
Yr 4, Q3	26,000	6,000	0	100,000
Yr 4, Q4	20,000	6,000	0	106,000
Yr 5, Q1	14,000	6,000	0	112,000
Yr 5, Q2	8,000	6,000	0	118,000
Yr 5, Q3	2,000	2,000	0	120,000

## Example 2: Unplanned Depreciation Amortized from Following Period

You place an asset in service with a life of five years, and a cost of 120,000 DEM. The depreciation method is straight-line. There is no salvage value. The calendar has four periods per year.

You enter an unplanned depreciation of 10,000 DEM in Year 2, Quarter 4, but you choose to amortize the unplanned depreciation expense over the remaining life of the asset, starting in the period following the unplanned depreciation.

Year of Life	Net Book Value (Start of period)	Depreciation Expense	Unplanned Depreciation	Accumulated Depreciation
Yr 2, Q1	96,000	6,000	0	30,000
Yr 2, Q2	90,000	6,000	0	36,000
Yr 2, Q3	84,000	6,000	0	42,000
Yr 2, Q4	78,000	6,000	10,000	58,000
Yr 3, Q1	62,000	*5,167	0	63,167
Yr 3, Q2	56,833	5,167	0	68,334
Yr 3, Q3	51,666	5,167	0	73,501
Yr 3, Q4	46,499	5,166	0	78,667
Yr 4, Q1	41,333	5,167	0	83,834
Yr 4, Q2	36,166	5,167	0	89,001
Yr 4, Q3	30,999	5,167	0	94,168
Yr 4, Q4	25,832	5,166	0	99,334
Yr 5, Q1	20,666	5,167	0	104,501
Yr 5, Q2	15,499	5,167	0	109,668
Yr 5, Q3	10,332	5,167	0	114,835
Yr 5, Q4	5,165	5,165	0	120,000

### \* Depreciation Expense Per Period = Net Book Value / Remaining Periods in Life

For Year 3, Quarter 1 = 62,000 / 12 = 5,167 DEM

The asset is fully reserved at the end of the useful life.

### Example 3: Upward and Downward Unplanned Depreciation

Using the asset from the previous example, you enter another unplanned depreciation of -5,000 DEM in Year 4, Quarter 4, which partially reverses the previous unplanned depreciation. Oracle Assets amortizes the unplanned depreciation amount from the current period since you chose to amortize the unplanned depreciation from Year 2, Quarter 4 (See Example 2) for the same asset.

Year of Life	Net Book Value (Start of period)	Depreciation Expense	Unplanned Depreciation	Accumulated Depreciation
Yr 4, Q1	41,333	5,167	0	83,834
Yr 4, Q2	36,166	5,167	0	89,001
Yr 4, Q3	30,999	5,167	0	94,168
Yr 4, Q4	25,832	*6,166	<5,000>	95,334
Yr 5, Q1	24,666	6,167	0	101,501
Yr 5, Q2	18,499	6,167	0	107,668
Yr 5, Q3	12,332	6,167	0	113,835
Yr 5, Q4	6,165	6,165	0	120,000

**\* Depreciation Expense Per Period = Net Book Value / Remaining Periods in Life**

For Year 5, Quarter 1 = 24,666 / 4 = 6,167 DEM

The asset is fully reserved at the end of the useful life.

### Example 4: Amortized Adjustment after Unplanned Depreciation

You place an asset in service with a life of five years, and a cost of 120,000 DEM. The depreciation method is straight-line. There is no salvage value. The calendar has four periods per year.

You enter an unplanned depreciation in Year 1, Quarter 3, which you amortize from the following period, and then perform an amortized cost adjustment of 30,000 DEM in Year 2, Quarter 1. The new cost is 150,000 DEM and there is no catchup depreciation since this is an amortized adjustment.

Year of Life	Net Book Value (Start of period)	Depreciation Expense	Unplanned Depreciation	Accumulated Depreciation
Yr 1, Q1	120,000	6,000	0	6,000
Yr 1, Q2	114,000	6,000	0	12,000
Yr 1, Q3	108,000	6,000	10,000	28,000
Yr 1, Q4	92,000	**5,412	0	33,412
Yr 2, Q1	*116,588	***7,287	0	40,699
Yr 2, Q2	109,301	7,287	0	47,986
Yr 2, Q3	102,014	7,287	0	55,273
Yr 2, Q4	94,727	7,286	0	62,560
Yr 3, Q4	65,580	7,286	0	91,708
Yr 4, Q4	36,433	7,286	0	120,856
Yr 5, Q4	7,286	7,286	0	150,000

**\* Cost adjustment of 30,000 DEM; new cost is 150,000 DEM**

**\*\* Depreciation Expense Per Period = Net Book Value / Remaining Periods in Life**

For Year 1, Quarter 4, the depreciation expense per period is 92,000 / 17 = 5,412 DEM

**\*\*\* Depreciation Expense = (New Cost – Accumulated Depreciation) / Remaining Periods in Life**

For Year 2, Quarter 1, the new depreciation expense is (150,000 – 33,412) / 16 = 7,287 DEM

Oracle Assets includes the unplanned depreciation amount when it calculates the accumulated depreciation.

**Note:** If you choose to amortize unplanned depreciation in the current period, and then perform a cost adjustment on the same asset in the same book, Oracle Assets automatically amortizes the cost adjustment as well as the unplanned depreciation amount. You cannot expense the cost adjustment.

**Note:** If you choose to expense an unplanned depreciation amount, and then perform an expensed cost adjustment, Oracle Assets will override the unplanned depreciation amount to expense the cost adjustment. You can re-enter the unplanned depreciation for the asset later if necessary.

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## Entering Unplanned Depreciation for an Asset

You can enter unplanned depreciation expense for an asset to comply with your country's accounting rules, or to handle an unusual accounting situation. When you enter unplanned depreciation, you can choose in which period to begin amortization of the asset's remaining net book value.

► **To enter unplanned depreciation for an asset:**

1. Navigate to the Asset Workbench.
2. Find the asset for which you want to enter unplanned depreciation, and choose the Books button.
3. In the Books window, enter a Book. You can enter unplanned depreciation for an asset in a corporate or tax book.

**Note:** You cannot mass copy unplanned depreciation amounts from the corporate to the tax book. If you want to enter the same unplanned depreciation in the tax book, you must enter it manually.
4. Optionally enter a reason for the unplanned depreciation in the Comments field. You can use this field to find the transaction later if necessary.
5. Choose the Unplanned Depr button to open the Unplanned Depreciation window.
6. Choose the unplanned depreciation Type. See: Entering QuickCodes: page 9 – 55.
7. Enter the amount of unplanned depreciation expense as a positive or negative currency amount. Unless you are entering unplanned depreciation for a credit asset, the unplanned depreciation amount cannot exceed the net book value of the asset.
8. Enter the complete unplanned depreciation expense account.
9. Check the Amortize From Current Period check box to amortize the unplanned depreciation starting in the current period.

Alternatively, leave the check box unchecked if you want to amortize the remaining net book value in a subsequent period. Then, in the period you want amortization to start, enter an unplanned depreciation amount of zero for the same asset and expense account, and check the Amortize From Current Period check box. Oracle Assets amortizes the net book value starting in the period you perform this change.



**Attention:** The value of this check box overrides the value of the Amortize Adjustment check box in the Books window.



**Attention:** If you make **any amortized** adjustment, for example a cost or life adjustment, to the asset after entering an expensed or amortized unplanned depreciation, Oracle Assets begins amortizing the remaining net book value, which includes the unplanned depreciation amount, from the period you make the amortized adjustment.

10. Choose Done to save your work.

## See Also

Unplanned Depreciation Report: page 11 – 49

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## Defaulting Asset Salvage Value as a Percentage of Cost

You can default the salvage value of your assets as a percentage of cost, according to percentages you define for each category and book. Oracle Assets uses the defaults whether you add assets manually, automatically, or using Mass Additions. You can override the default value using the Detail Additions process. You also can adjust the default salvage value after an asset has been added. The following transactions affect salvage value:

- Additions: page 5 – 61
- Adjustments: page 5 – 62
- Mass Copy: page 5 – 62

Transfers, retirements, and reclassifications do not affect asset salvage value.

You define a default salvage value percentage for a particular category, book, and range of dates placed in service in the Asset Categories window. See: *Entering Default Depreciation Rules for a Category*: page 9 – 96.

When you perform transactions that affect asset cost, Oracle Assets uses this default percentage to calculate the salvage value according to the following formula:

$$\text{Salvage Value} = \text{Cost} \times \text{Default Percentage}$$

### Additions

When you add an asset using Mass Additions or QuickAdditions, Oracle Assets calculates the default salvage value using the cost you enter and the default salvage value percentage. If you do not specify a default percentage, Oracle Assets uses a default salvage value of zero. To change the salvage value, make a salvage value adjustment in the Books window of the Asset Workbench. See: *Changing Financial and Depreciation Information*: page 3 – 7.

You can override the default salvage value when you add the asset during Detail Additions. Oracle Assets displays the calculated salvage value, and you can change it to a different amount if necessary.

For example, you define the AUTO.LUXURY category as follows:

- Book: US CORP
- Dates Placed in Service: 01–JAN–1990 until 31–DEC–1999
- Default Salvage Value Percentage = 5%

You then add a luxury automobile to the US CORP book:

- Category: AUTO.LUXURY
- Date Placed in Service: 16-DEC-1995
- Cost: 50,000 USD

The default salvage value is  $50,000 \times 5\% = 2,500$  USD.

## Adjustments

If you adjust the cost of an asset or perform another transaction which affects asset cost, such as adding an invoice line, Oracle Assets recalculates the salvage value using the new cost.

For example, in 1997 you buy a new radio for the luxury automobile you added to the US CORP book. To record this cost, you add an invoice of 500 USD. The adjusted cost is 50,500 USD, and the new salvage value is  $50,500 \times 5\% = 2525$  USD.

## Mass Copy

When you Mass Copy additions, cost adjustments, or salvage value adjustments to a tax book, there are three strategies by which you can affect asset salvage value in your tax book. You must choose one of these strategies when you enable Mass Copy for a book in the Book Controls window. You can choose one of the following options from the Salvage Value poplist: Copy, Do Not Copy, and Use Default Percent. See: Entering Accounting Rules for a Book: page 9 – 67.

In Example 1, 2, and 3, the following rules apply for the US TAX book:

- Category: AUTO.LUXURY
- Dates Placed in Service: 01-JAN-1990 until 31-DEC-1999
- Default Salvage Value Percentage = 10%

### Example 1: Mass Copying an Addition

In Q1-95, you add a luxury automobile to the US CORP book. The cost is 100,000 USD, and the salvage value is 15,000 USD. You mass copy this transaction to the US TAX book in the same quarter.

If You Use This Mass Copy Strategy...	The New Salvage Value in US TAX Is...
Copy	15,000 USD
Do Not Copy	0 USD
Use Default %	$100,000 \times 10\% = 10,000$ USD

### Example 2: Mass Copying a Cost Adjustment

You place an asset in service in the US CORP and US TAX books as follows:

	US CORP	US TAX
Category	AUTO.LUXURY	AUTO.LUXURY
Date in Service	16-DEC-1995	16-DEC-1995
Cost	25,000 USD	25,000 USD
Salvage Value	2500 USD	1250 USD

You adjust the asset cost in the US CORP book to 20,000 USD, leaving the salvage value at 2500 USD. You then Mass Copy the cost adjustment to the US TAX book.

If You Use This Mass Copy Strategy...	The New Salvage Value in US TAX Is...
Copy	2500 USD
Do Not Copy	1250 USD
Use Default %	$20,000 \times 10\% = 2000$ USD

**Note:** Oracle Assets only mass copies the cost adjustment if the cost is the same in both books before the adjustment.

### Example 3: Mass Copying a Salvage Value Adjustment

You place an asset in service in the US CORP and US TAX books as follows:

	US CORP	US TAX
Category	AUTO.LUXURY	AUTO.LUXURY
Date in Service	16-DEC-1995	16-DEC-1995
Cost	25,000 USD	25,000 USD
Salvage Value	1250 USD	1250 USD

You adjust the salvage value in the US CORP book to 1000 USD (cost remains 25,000 USD). You Mass Copy the salvage value adjustment to the US TAX book.

If You Use This Mass Copy Strategy...	The New Salvage Value in US TAX Is...
Copy	1000 USD
Do Not Copy	1250 USD
Use Default %	$25,000 \times 10\% = 2500$ USD

**Note:** Oracle Assets only mass copies the adjustment if the salvage value is the same in both books before the adjustment.

### See Also

Entering Accounting Rules for a Book: page 9 – 67

Entering Default Depreciation Rules for a Category: page 9 – 96

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## Depreciating Assets Beyond the Useful Life

You can depreciate an asset in the years following its useful life if the asset uses a straight–line or flat–rate depreciation method. You must specify a depreciation limit, defined as a flat amount or as a percentage. Oracle Assets depreciates the asset up to the salvage value during the normal useful life. Then Oracle Assets continues to depreciate it, up to the depreciation limit you choose, in periods after the useful life has ended.

You can set up a default limit for each asset category, book, and range of dates in service in the Asset Categories window. See: *Entering Default Depreciation Rules for a Category*: page 9 – 96.

For assets using a straight–line depreciation method, you can use the Set Extended Life window to control the amount of depreciation expense taken for each period. If you do not specify an extended life in years, Oracle Assets continues to depreciate the asset at the same rate it depreciated during the last fiscal year of the asset’s normal useful life.

### Additions

When you add an asset to a book, category, and date placed in service range for which you set up a default depreciation limit as an **amount**, Oracle Assets calculates the recoverable cost using the following formula:

$$\text{Recoverable Cost} = \text{Cost} - \text{Default Depreciation Limit}$$

For example, an asset cost of 100,000 yen with a depreciation limit of 1 yen has a recoverable cost of  $100,000 - 1 = 99,999$  yen.

When you add an asset for which you set up a default depreciation limit **percentage**, Oracle Assets calculates the recoverable cost using the following formula:

$$\text{Recoverable Cost} = \text{Cost} \times \text{Default Depreciation Limit}$$

For example, an asset cost of 100,000 yen with a depreciation limit of 95% has a recoverable cost of  $100,000 \times 95\% = 95,000$  yen.

If you add the asset using Detail Additions, Oracle Assets shows the recoverable cost in the Books window. You can override this value if necessary. If you add the asset using QuickAdditions or Mass Additions, Oracle Assets automatically calculates the recoverable cost for the asset. You can adjust the recoverable cost at any time during the normal useful life of the asset. This does not affect the depreciation

expense during the normal useful life, unless the recoverable cost is less than the cost less the salvage value.

**Note:** You cannot adjust the recoverable cost for assets that do not depreciate using the special depreciation limits. For these assets, the recoverable cost must equal (cost – salvage value).

## Depreciation

### Depreciation Methods

If you define a depreciation limit, you must use a straight–line or flat–rate depreciation method for the asset.

### Depreciation During Normal Useful Life

During the normal useful life of the asset, the amount of depreciation taken per fiscal year depends solely on the cost less the salvage value. For example, you place in service an asset with a cost of 100,000 yen and a salvage value of 1000 yen. The asset depreciates using a straight–line method and a nine year life. Regardless of the depreciation limit, the depreciation expense for this asset is  $(100,000 - 1000) / 9 = 11,000$  yen per year for the first nine years.

### Depreciation During Extended Life

In the years following the useful life, Oracle Assets continues to depreciate the asset until accumulated depreciation equals recoverable cost. Note that recoverable cost is calculated by (cost – depreciation limit amount) or (cost × depreciation percent limit). By default, the amount of depreciation taken per period is the minimum of the following:

- Depreciation expense per period in the last fiscal year of the useful life
- Recoverable cost less the life–to–date depreciation

For assets depreciating under a straight–line method, the corresponding formula is:

$$\text{Depreciation per period} = \min ( (\text{recoverable cost} - \text{life-to-date depreciation}), (\text{cost} - \text{salvage value}) / \text{life in periods} )$$

For assets using a straight–line depreciation method, you can control the depreciation expense taken per period in the extended life. To do this, specify the length of the extended life in years in the Set Extended Life window.

Depreciation per period =

$$\frac{1}{\# \text{ periods/year}} \times \frac{\text{Salvage Value}}{\text{Extended Life (years)}}$$

**Example 1**

You place an asset in service as follows:

- Cost = 100,000 yen
- Salvage value = 10,000 yen
- Depreciation limit = 1 yen
- Useful life = 10 years
- Depreciation method = Straight Line

Year of Life	Annual Depreciation (Yen)	Accumulated Depreciation (Yen)
1	9000	9000
2	9000	18,000
:	:	:
9	9000	81,000
10	9000	90,000 = (cost – salvage value)
11	9000 = less of (9000, 9999)	99,000
12	999 = less of (9000, 999)	99,999

Table 5 – 9 (Page 1 of 1)

Recoverable cost is  $(100,000 - 1) = 99,999$  yen.

For the first ten years, Oracle Assets takes an annual depreciation expense of  $(100,000 - 10,000) / 10 = 9000$  yen. If there are four periods per year and you are dividing depreciation evenly, Oracle Assets takes a depreciation expense of 2250 yen per period.

In the 11th year, depreciation expense is also 9000 yen for the year, or 2250 yen per period.

In the 12th year, the depreciation expense is 999 yen. Thus Oracle Assets fully reserves the asset in the first period of this year. Note that in the final year, Oracle Assets does not divide the remaining

recoverable cost evenly among the periods in the fiscal year. The depreciation expense per period remains the same in all but the last period of life, when it is equal to the amount necessary to fully reserve the asset.

### Example 2

You place another asset in service as follows:

- Cost = 500,000 yen
- Salvage Value = 50,000 yen
- Depreciation percent limit = 95%
- Useful life = 5 years
- Depreciation method = Straight Line

Year of Life	Annual Depreciation (Yen)	Accumulated Depreciation (Yen)
1	90,000	90,000
2	90,000	180,000
3	90,000	270,000
4	90,000	360,000
5	90,000	450,000 = (cost – salvage value)
6	25,000	475,000

Table 5 – 10 (Page 1 of 1)

Recoverable cost is  $(500,000 \times 95\%) = 475,000$  yen.

For the first five years, Oracle Assets takes an annual depreciation expense of  $(500,000 - 50,000) / 5 = 90,000$  yen. If there are 12 periods per year and you divide depreciation evenly, Oracle Assets takes depreciation expense of 7500 yen per period.

In the sixth year, the depreciation expense is 25,000 yen for the year. Depreciation expense is 7500 yen per month for the first three months, and 2500 yen in the fourth month.

### Example 3

You place a third asset in service as follows:

- Cost = 4,000,000 won

- Useful life = 4 years
- Salvage value = 400,000 won
- Depreciation limit = 1,000

Based on this information, the depreciable basis (4,000,000 – 400,000) is 3,600,000. The recoverable cost (4,000,000 – 1,000) is 3,999,000. The annual depreciation amount (3,600,000/4) is 900,000.

The depreciation over the useful life of the asset would be as follows:

Year	Cost (Won)	Salvage Value	Deprn Basis	Annual Deprn.	NBV
1	4,000,000	400,000	3,600,000	900,000	3,100,000
2	4,000,000	400,000	3,600,000	900,000	2,200,000
3	4,000,000	400,000	3,600,000	900,000	1,300,000
4	4,000,000	400,000	3,600,000	900,000	400,000

Table 5 – 11 (Page 1 of 1)

When the asset has completed its useful life, you query the asset in the Set Extended Life window. You enter the number of years to depreciate the salvage value, for example, three years.

The depreciation over the extended life of the asset would be as follows:

Year	Cost (Won)	Salvage Value	Deprn Basis	Annual Deprn.	NBV
5	4,000,000	400,000	400,000	133,333	266,667
6	4,000,000	400,000	400,000	133,333	133,334
7	4,000,000	400,000	400,000	132,334	1,000

Table 5 – 12 (Page 1 of 1)

► **To set the extended life of an asset:**

1. Navigate to the Set Extended Life window.

2. Query the asset for which you want to set the extended life by asset number or description.
3. Navigate to the Books field.  
A list of values window appears containing the books in which you can set the extended life of the asset.
4. Select the applicable book.
5. Enter the number of years over which you want to depreciate the salvage value.
6. Save your work.

## Restrictions

You cannot perform the following transactions on an asset that is beyond its normal useful life:

- Cost Adjustments
- Life Adjustments
- Salvage Value Adjustments
- Revaluations
- Prior Period Transfers
- Invoice Transfers
- Addition of a Mass Addition to an Existing Asset
- Date Placed In Service Change
- Prorate Convention Change
- Depreciation Method Change
- Invoice Adjustments
- Prior-Period Retirements

CHAPTER

# 6

## Accounting

**T**his chapter describes asset accounting in Oracle Assets. It explains how to create journal entries, including an overview of the Account Generator. In addition, this chapter provides an overview of accounting in Oracle Assets, plus detailed journal entry examples for each type of asset transaction.

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## Creating Journal Entries for the General Ledger

Oracle Assets creates journal entries for depreciation expense, asset cost, and other accounts. Oracle Assets automatically creates transaction journal entries for your general ledger, if you have set up the journal entry category for that transaction type for that book. Oracle Assets creates journal entries that summarize the activity for each account for each transaction type.

### Prerequisite

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- Run the depreciation program for your depreciation book for this period. See *Running Depreciation*: page 5 – 2.

► **To create journal entries for the general ledger:**

**Note:** If you are using Multiple Reporting Currencies (MRC), you must first create journal entries for your reporting sets of books before creating journal entries for your primary set of books. See: *Multiple Reporting Currencies in Oracle Applications*.



**Attention:** The general ledger period for which you want to create journal entries must be open.

1. Choose Journal Entries > Standard from the Navigator.
2. Enter the Book and the Period for which you want to create journal entries in the Parameters window.
3. Choose Submit to submit a concurrent process to create journal entries for your general ledger.
4. Review the log file after the request completes.

### See Also

Asset Accounting: page 6 – 4

Using the Account Generator to Generate Account Combinations: page 6 – 3

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## Using the Account Generator to Generate Account Combinations

Oracle Assets uses the Account Generator to generate accounting flexfield combinations for which to create journal entries to your general ledger. The Account Generator allows you to designate a specific source for each segment in the account for which Oracle Assets creates a journal entry. The Account Generator gives you the flexibility to create journal entries according to your requirements. You can specify to what detail to create journal entries, and you can specify the detail level for each book and account type.

By default, Oracle Assets creates journal entries without cost center level detail, except for depreciation expense. Using the default assignments, it creates journal entries using the balancing segment from the distribution line in the Assignments window and the account segment from the asset category or book, depending on the account type. The Account Generator gets the other segments from the default segment values you entered for the book. You can modify the default Account Generator process so that Oracle Assets creates journal entries to a different detail level.

### See Also

Using the Account Generator in Oracle Assets: page 9 – 28

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## Asset Accounting

Creating journal entries is a two step process:

1. At the end of each accounting period, run the depreciation program for each of your books. Running the depreciation program closes the current period and opens the next period.
2. Run the Create Journal Entries program to create journal entries to your general ledger. Run it once for each period in each book for which you allow posting to the general ledger. You can create journal entries for any period for which you have run depreciation for which you have not already created journal entries.

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## Journal Entries

The create journal entries process creates journal entries for the appropriate general ledger set of books. You can review these journal entries in the general ledger and post them.

## Adjusting Journal Entries

### Prior Period Transactions

Oracle Assets creates adjusting journal entries to depreciation expense and accumulated depreciation accounts when you enter prior period additions, transfers, or retirements:

- For a prior period addition, Oracle Assets creates journal entries for the missed depreciation
- For a prior period transfer, Oracle Assets reverses a portion of the depreciation expense posted to the "from" depreciation expense account and posts it to the "to" depreciation expense account
- For prior period retirements, Oracle Assets creates journal entries that reverse the depreciation taken for periods after the retirement prorate date

## Depreciation Adjustments

Oracle Assets creates separate journal entries for adjustments to depreciation expense and current period depreciation. You can review the effect of your adjustment transaction and your current period depreciation expense separately in the general ledger.

## Any General Ledger

You can create journal entries for any general ledger. If you do not use Oracle General Ledger, you can copy the journal entry information from the GL tables.

## Oracle Assets Accounts

Oracle Assets creates journal entries for the following general ledger accounts:

- Accumulated Depreciation
- Asset Clearing
- Asset Cost
- CIP Clearing
- CIP Cost
- Cost of Removal Gain, Loss, and Clearing
- Deferred Accumulated Depreciation
- Deferred Depreciation Expense
- Depreciation Adjustment
- Depreciation Expense
- Intercompany Payables
- Intercompany Receivables
- Net Book Value Retired Gain and Loss
- Proceeds of Sale Gain, Loss, and Clearing
- Revaluation Amortization
- Revaluation Reserve
- Revaluation Reserve Retired Gain and Loss

**Debit (Dr.)** A debit to the asset cost, asset clearing, CIP cost, CIP clearing, depreciation expense, proceeds of sale clearing, or

intercompany receivables account is an addition to the account. A debit to the accumulated depreciation, cost of removal clearing, or intercompany payables account is a subtraction from the account. In the journal entry examples, debits are in the left column.

**Credit (Cr.)** A credit to the accumulated depreciation, cost of removal clearing, or intercompany payables account is an addition to the account. A credit to the asset cost, asset clearing, CIP cost, CIP clearing, depreciation expense, proceeds of sale clearing, or intercompany receivables account is a subtraction from the account. In the journal entry examples, credits are in the right column.

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## Reviewing Journal Entries

After sending journal entries from Oracle Assets to your general ledger, you can review or modify journal entries in your general ledger before posting them.

If you integrate Oracle Assets with Oracle General Ledger, use the Enter Journals window in Oracle General Ledger to review, change or correct your entries.

If you use a different general ledger, you can review or change entries in that general ledger.

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## Journal Entry Examples

This guide contains examples of asset transactions you can perform and the journal entries that Oracle Assets creates.

The journal entries are for the period that the asset transaction was entered into Oracle Assets. Oracle Assets creates these journal entries when you run the Create Journal Entries program.

The asset cost, accumulated depreciation, and year-to-date depreciation numbers in the following tables are end of quarter balances. The depreciation expense numbers are per period.

### Journal Entry Transaction Examples:

- Depreciation: page 6 – 8
- Additions and Capitalizations: page 6 – 9
- Adjustments: page 6 – 13

- Transfers and Reclassifications: page 6 – 28
- Revaluations: page 6 – 42
- Retirements and Reinstatements: page 6 – 34
- Tax Accumulated Depreciation Adjustments: page 6 – 58

## See Also

Running Depreciation: page 5 – 2

Creating Journal Entries for the General Ledger: page 6 – 2

Entering Journals (*Oracle General Ledger User's Guide*)

Using the Account Generator to Generate Account Combinations: page 6 – 3

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## Journal Entries for Depreciation

When you run depreciation, Oracle Assets creates journal entries for your accumulated depreciation accounts and your depreciation expense accounts. Oracle Assets creates separate journal entries for current period depreciation expense and for adjustments to depreciation expense for prior period transactions and changes to financial information.

Oracle Assets creates the following journal entries for a current period depreciation charge of \$200:

Dr.	Depreciation Expense	200.00	
	Cr.	Accumulated Depreciation	200.00

Oracle Assets

### See Also

Depreciation Calculation: page 5 – 8

Running Depreciation: page 5 – 2

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## Journal Entries for Additions and Capitalizations

For manual additions, Oracle Assets gets the clearing account from the category. For mass additions, the clearing account comes from your source system.

**Example:** The recoverable cost is \$4,000 and the method is straight-line 4 years.

### Current and Prior Period Addition

You purchase and place the asset into service in Year 1, Quarter 1.

Dr.	Asset Clearing	4,000.00	
	Cr.	Accounts Payable Liability	4,000.00

Payables System

Dr.	Asset Cost	4,000.00	
Dr.	Depreciation Expense	250.00	
	Cr.	Asset Clearing	4,000.00
	Cr.	Accumulated Depreciation	250.00

Oracle Assets – CURRENT PERIOD ADDITION

You place an asset in service in Year 1, Quarter 1, but you do not enter it into Oracle Assets until Year 2, Quarter 2. Your payables system creates the same journal entries to asset clearing and accounts payable liability as for a current period addition.

Dr.	Asset Cost	4,000.00	
Dr.	Depreciation Expense	250.00	
Dr.	Depreciation Expense (adjustment)	1250.00	
	Cr.	Asset Clearing	4,000.00
	Cr.	Accumulated Depreciation	1500.00

Oracle Assets – PRIOR PERIOD ADDITION

### Merge Mass Additions

When you merge two mass additions, Oracle Assets adds the asset cost of the mass addition that you are merging to the asset account of the mass addition you are merging into. Oracle Assets records the merge when you perform the transaction. Oracle Assets does not change the

asset clearing account journal entries it creates for each line, so each of the appropriate clearing accounts clears separately.

As an audit trail after the merge, the original cost of the invoice line remains on each line. When you create an asset from the merged line, the asset cost is the total merged cost.

Oracle Assets creates journal entries for the asset cost account for the mass addition into which the others were merged. Oracle Assets creates journal entries for each asset clearing account. For example, you merge mass addition #1 into mass addition #2, so Oracle Assets creates the following journal entries:

Dr.	Asset Cost (mass addition #2 asset cost account)	4,000.00	
	Cr.	Asset Clearing (mass addition #1 accounts payables clearing account)	3,000.00
	Cr.	Asset Clearing (mass addition #2 accounts payables clearing account)	1,000.00

Payables System

## Construction-In-Process (CIP) Addition

You add a CIP asset. (CIP assets do not depreciate)

Dr.	CIP Cost	4,000.00	
	Cr.	CIP Clearing	4,000.00

Oracle Assets

## Deleted Mass Additions

Oracle Assets creates no journal entries for deleted mass additions and does not clear the asset clearing accounts credited by accounts payable. You clear the accounts by either reversing the invoice in your payables system, or creating manual journal entries in your general ledger.

## Capitalization

A capitalization transaction is similar to an addition transaction: you place the asset in service so you can begin depreciating it. When you capitalize an asset in the period you added it, Oracle Assets creates the following journal entries:

Dr.	CIP Clearing	4,000.00	
	Cr.	Accounts Payable Liability	4,000.00

Payables System

Dr.	Asset Cost	4,000.00	
Dr.	Depreciation Expense	250.00	
	Cr.	CIP Clearing	4,000.00
	Cr.	Accumulated Depreciation	250.00

Oracle Assets – CAPITALIZED IN PERIOD ADDED

When you capitalize an asset in a period after the period you added it, Oracle Assets creates journal entries that transfer the cost from the CIP cost account to the asset cost account. The clearing account has already been cleared.

Dr.	Asset Cost	4,000.00	
Dr.	Depreciation Expense	250.00	
	Cr.	CIP Cost	4,000.00
	Cr.	Accumulated Depreciation	250.00

Oracle Assets – CAPITALIZED AFTER PERIOD ADDED

## Asset Type Adjustments

If you change the asset type from capitalized to CIP, Oracle Assets creates journal entries to debit the CIP cost account and credit the asset clearing account. Oracle Assets does not create capitalization or reverse capitalization journal entries for CIP reverse transactions.

Dr.	CIP Cost	4,000.00	
	Cr.	Asset Clearing	4,000.00

Oracle Assets – CHANGE TYPE FROM CAPITALIZED TO CIP (CURRENT PERIOD)

## See Also

Asset Setup Processes (Additions): page 2 – 18

Construction–In–Process (CIP) Assets: page 2 – 15

Cost Adjustment by Adding a Mass Addition to an Existing Asset:  
page 6 – 21

Placing Construction–In–Process (CIP) Assets in Service: page 3 – 14

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## Journal Entries for Adjustments

Refer to the following sections for examples of different types of adjustments:

Recoverable Cost Adjustments: page 6 – 15

Depreciation Method Adjustments: page 6 – 23

Life Adjustments: page 6 – 24

Rate Adjustments – Flat-Rate Depreciation Method: page 6 – 25

Rate Adjustments – Diminishing Value Depreciation Method: page 6 – 25

Capacity Adjustments: page 6 – 27

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## Amortized and Expensed Adjustments

In the period you add an asset or for CIP assets, changing financial information does not adjust depreciation, since no depreciation has been taken. If you change financial information after you have run depreciation, you must choose whether to expense or amortize the adjustment:

### Expensed Adjustment

For expensed adjustments, Oracle Assets recalculates depreciation using the new information and expenses the entire adjustment amount in the current period. Expensing the adjustment results in a one-time adjusting journal entry.

### Amortized Adjustment

For amortized adjustments, Oracle Assets spreads the adjustment amount over the remaining life or remaining capacity of the asset. For flat-rate methods, Oracle Assets starts depreciating the asset using the new information. You can set up your amortized adjustments to have a retroactive start date by changing the default amortization start date (usually the system date) to a date in a previous period. Any adjustment amount missed since the amortization start date is taken in the current period.

If you amortize an adjustment for an asset, you cannot expense any future adjustments for that asset in that book.

You can allow an amortized adjustment for the book in the Book Controls window.

- **Method Adjustments:** For amortized method changes, Oracle Assets does not recalculate accumulated depreciation, but uses the new information for the remaining time the asset is in service.
  - For table and calculated methods, Oracle Assets depreciates the recoverable net book value over the remaining life of the asset.
  - For diminishing value methods, Oracle Assets calculates depreciation based on the recoverable net book value of the asset as of the period you make the change.
  - If, instead, your depreciation method multiplies the flat-rate by the cost, Oracle Assets begins using the new information to calculate depreciation.

## See Also

Changing Financial and Depreciation Information: page 3 – 7

Depreciation Rules (Books): page 2 – 5

Defining Depreciation Books: page 9 – 65

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## Recoverable Cost Adjustments

A cost adjustment includes any adjustment that affects the recoverable cost, including a change in cost, salvage value, depreciation, and cost, depreciation expense, or ITC ceilings. You can manually perform a cost adjustment in the Books window or in the Source Lines window. You can automatically perform a cost adjustment by adding a mass addition to an existing asset using Mass Additions.

You can choose to expense or amortize the adjustment. See: Amortized and Expensed Adjustments: page 6 – 13

### Cost Adjustment Examples

This section illustrates the following types of cost adjustments:

- Cost Adjustments to Assets Using a Life-Based Depreciation Method: page 6 – 16
- Cost Adjustments to Assets Using a Flat-Rate Depreciation Method: page 6 – 17
- Cost Adjustments to Assets Using a Diminishing Value Depreciation Method: page 6 – 18
- Cost Adjustments to Assets Depreciating Under a Units of Production Depreciation Method: page 6 – 19
- Cost Adjustments to Capitalized and CIP Source Lines: page 6 – 20
- Cost Adjustment by Adding a Mass Addition to an Existing Asset: page 6 – 21

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## Cost Adjustments to Assets Using a Life-Based Depreciation Method

**Example:** You place an asset in service in Year 1, Quarter 1. The recoverable cost is \$4,000. The life of your asset is 4 years, and you are using straight-line depreciation. In Year 1, Quarter 4, you receive an additional invoice for the asset and change the recoverable cost to \$4,800.

Dr.	Asset Clearing	800.00	
	Cr.	Accounts Payable Liability	800.00

Payables System

Dr.	Asset Cost	800.00	
	Cr.	Asset Clearing	800.00

Oracle Assets

### Expensed

Dr.	Depreciation Expense	300.00	
Dr.	Depreciation Expense (adjustment)	150.00	
	Cr.	Accumulated Depreciation	450.00

Oracle Assets – EXPENSED

### Amortized

Dr.	Depreciation Expense	311.53	
	Cr.	Accumulated Depreciation	311.53

Oracle Assets – AMORTIZED

---

## Cost Adjustments to Assets Using a Flat-Rate Depreciation Method

**Example:** You place an asset in service in Year 1, Quarter 1. The recoverable cost is \$4,000. You are depreciating the asset cost at a 20% flat-rate. In Year 1, Quarter 4, you change the recoverable cost to \$4,800.

Dr.	Asset Clearing	800.00	
	Cr.	Accounts Payable Liability	800.00

Payables System

Dr.	Asset Cost	800.00	
	Cr.	Asset Clearing	800.00

Oracle Assets

### Expensed

Dr.	Depreciation Expense	240.00	
Dr.	Depreciation Expense (adjustment)	120.00	
	Cr.	Accumulated Depreciation	360.00

Oracle Assets – EXPENSED

### Amortized

Dr.	Depreciation Expense	240.00	
	Cr.	Accumulated Depreciation	240.00

Oracle Assets – AMORTIZED

---

## Cost Adjustments to Assets Using a Diminishing Value Depreciation Method

**Example:** You place an asset in service in Year 1, Quarter 1. The recoverable cost is \$4,000. You are using a 20% flat-rate that you apply to the beginning of year net book value. In Year 2, Quarter 1, you change the recoverable cost to \$4,800.

Dr.	Asset Clearing	800.00	
	Cr.	Accounts Payable Liability	800.00

Payables System

Dr.	Asset Cost	800.00	
	Cr.	Asset Clearing	800.00

Oracle Assets

### Expensed

Dr.	Depreciation Expense	192.00	
Dr.	Depreciation Expense (adjustment)	160.00	
	Cr.	Accumulated Depreciation	352.00

Oracle Assets – EXPENSED

### Amortized

Dr.	Depreciation Expense	200.00	
	Cr.	Accumulated Depreciation	200.00

Oracle Assets – AMORTIZED

## Cost Adjustments to Assets Depreciating Under a Units of Production Method

**Example:** You purchase an oil well for \$10,000. You expect to extract 10,000 barrels of oil from this well. Each quarter you extract 2,000 barrels of oil. In Year 1, Quarter 3, you realize that you entered the wrong asset cost. You adjust the recoverable cost to \$15,000.

Dr.	Asset Clearing	5,000.00	
	Cr.	Accounts Payable Liability	5,000.00

Payables System

Dr.	Asset Cost	5,000.00	
	Cr.	Asset Clearing	5,000.00

Oracle Assets

### Expensed

Dr.	Depreciation Expense	3,000.00	
Dr.	Depreciation Expense (adjustment)	2,000.00	
	Cr.	Accumulated Depreciation	5,000.00

Oracle Assets – EXPENSED

### Amortized

Dr.	Depreciation Expense	3,666.67	
	Cr.	Accumulated Depreciation	3,666.67

Oracle Assets – AMORTIZED

## Cost Adjustments to Capitalized and CIP Source Lines

When you transfer source lines you adjust the recoverable cost of an asset. Because CIP assets do not depreciate, Oracle Assets does not need to reverse depreciation expense when you transfer invoice lines between CIP assets. If you transfer source lines from CIP to capitalized assets, Oracle Assets takes catchup depreciation as for any cost adjustment transaction. If you transfer source lines from capitalized to CIP assets, Oracle Assets must back out some of the depreciation from the capitalized asset.

### Transfer Source Lines Between Assets (Prior Period)

Oracle Assets creates the following journal entries for an source line transfer between capitalized assets added in a prior period.

Dr.	Asset Cost (from asset #2 category)	400.00	
	Cr.	Asset Cost (from asset #1 category)	400.00

Oracle Assets – TRANSFER LINE FROM ASSET #1 TO ASSET #2

Dr.	Accumulated Depreciation (from asset #1 category)	70.00	
	Cr.	Depreciation Expense	70.00

Oracle Assets – ADJUST DEPRECIATION ON ASSET #1

Dr.	Depreciation Expense	55.00	
Dr.	Depreciation Expense (adjustment)	70.00	
	Cr.	Accumulated Depreciation (from asset #2 category)	125.00

Oracle Assets – ADJUST DEPRECIATION ON ASSET #2

### Transfer Source Lines Between Assets (Current Period)

Oracle Assets creates the following journal entries for an source line transfer between assets added in the current period:

Dr.	Asset Cost (from asset #2 category)	300.00	
	Cr.	Asset Clearing (from accounts payable for asset #1)	300.00

Oracle Assets – TRANSFER LINE FROM ASSET #1 TO ASSET #2

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## Cost Adjustment by Adding a Mass Addition to an Existing Asset

If you add a mass addition to an asset, Oracle Assets creates a journal entry to the asset cost account of the existing asset. Oracle Assets also credits the clearing account you assigned to the invoice distribution line in accounts payable to net it to zero.

If you want the existing asset to assume the asset category and description of the mass addition, Oracle Assets creates a journal entry for the new total asset cost to the asset cost account of the mass addition's category. It also creates journal entries for the clearing account you assigned to the invoice line in accounts payable, and for the clearing or cost account of the original addition category.

Oracle Assets creates the following journal entries for a capitalized \$2,000 mass addition added to a new, manually added \$500 asset, where the asset uses the category of the mass addition:

Dr.	Asset Cost (from asset category of mass addition)	2,500.00	
	Cr.	Asset Clearing (from original asset category)	500.00
	Cr.	Asset Clearing (from accounts payable)	2,000.00

Oracle Assets – ADD MASS ADDITION TO AN EXISTING ASSET

### See Also

Changing Financial and Depreciation Information: page 3 – 7

Amortized and Expensed Adjustments: page 6 – 13

Depreciation Rules (Books): page 2 – 5

Changing Invoice Information for an Asset: page 3 – 12

Reviewing Mass Addition Lines: page 2 – 41

## Amortized Adjustments Using a Retroactive Start Date

**Example:** You place an asset in service in Year 1, Quarter 1. The recoverable cost is \$4,000. The life of your asset is four years, and you are using straight-line depreciation. In Year 2, Quarter 2, you receive an additional invoice for the asset and change the recoverable cost to \$4,800. Since, the invoice date is in Year 1, Quarter 4, you want to amortize the change from that period.

Dr.	Asset Clearing	800.00	
	Cr.	Accounts Payable Liability	800.00

Payables System

Dr.	Asset Cost	800.00	
	Cr.	Asset Clearing	800.00

Oracle Assets

Dr.	Depreciation Expense	311.53	
Dr.	Depreciation Expense (adjustment)	123.06	
	Cr.	Accumulated Depreciation	434.59

Oracle Assets – Year 2, Quarter 2

Dr.	Depreciation Expense	311.53	
	Cr.	Accumulated Depreciation	311.53

Oracle Assets – Subsequent Periods

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## Depreciation Method Adjustments

**Example:** You place an asset in service in Year 1, Quarter 1. The recoverable cost is \$4,000, the life is 4 years, and you are using the 200 declining balance depreciation method. In Year 2, Quarter 1, you change the depreciation method to straight-line.

### Expensed

Dr.	Depreciation Expense	250.00	
Dr.	Accumulated Depreciation	750.00	
	Cr.	Depreciation Expense (adjustment)	1,000.00

Oracle Assets – EXPENSED

### Amortized

Dr.	Depreciation Expense	166.67	
	Cr.	Accumulated Depreciation	166.67

Oracle Assets – AMORTIZED

### See Also

Depreciation Rules (Books): page 2 – 5

Changing Financial and Depreciation Information: page 3 – 7

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## Life Adjustments

**Example:** You place an asset in service in Year 1, Quarter 1. The asset cost is \$4,000, the life is 4 years, and you are using straight-line depreciation. In Year 2, Quarter 2, you change the asset life to 5 years.

### Expensed

Dr.	Depreciation Expense	200.00	
Dr.	Accumulated Depreciation	50.00	
	Cr.	Depreciation Expense (adjustment)	250.00

Oracle Assets – EXPENSED

### Amortized

Dr.	Depreciation Expense	183.33	
	Cr.	Accumulated Depreciation	183.33

Oracle Assets – AMORTIZED

### See Also

Depreciation Rules (Books): page 2 – 5

Changing Financial and Depreciation Information: page 3 – 7

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## Rate Adjustments

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### Rate Adjustments – Flat–Rate Depreciation Method

**Example:** You place an asset in service in Year 1, Quarter 1. The recoverable cost is \$4,000 and you are depreciating the asset cost at a 20% flat–rate. In Year 2, Quarter 3, you change the flat–rate to 25%.

#### Expensed

Dr.	Depreciation Expense	250.00	
Dr.	Depreciation Expense (adjustment)	300.00	
	Cr.	Accumulated Depreciation	550.00

Oracle Assets – EXPENSED

#### Amortized

Dr.	Depreciation Expense	250.00	
	Cr.	Accumulated Depreciation	250.00

Oracle Assets – AMORTIZED

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### Rate Adjustments – Diminishing Value Depreciation Method

**Example:** You place an asset in service in Year 1, Quarter 1. The recoverable cost is \$4,000 and you are using a 20% flat–rate that you apply to the beginning of year net book value. In Year 2, Quarter 3, you change the flat–rate to 25%.

#### Expensed

Dr.	Depreciation Expense	187.50	
Dr.	Depreciation Expense (adjustment)	255.00	
	Cr.	Accumulated Depreciation	442.50

Oracle Assets – EXPENSED

## Amortized

Dr.	Depreciation Expense	200.00	
	Cr.	Accumulated Depreciation	200.00

Oracle Assets – AMORTIZED

## See Also

Depreciation Calculation: page 5 – 8

Depreciation Rules (Books): page 2 – 5

Changing Financial and Depreciation Information: page 3 – 7

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## Capacity Adjustments

**Example:** You purchase an oil well for \$10,000. You expect to extract 10,000 barrels of oil from this well. Each quarter you extract 2,000 barrels of oil. In Year 1, Quarter 4 you discover that you entered the wrong capacity. You increase the production capacity to 50,000 barrels.

### Expensed

Dr.	Depreciation Expense	400.00	
Dr.	Accumulated Depreciation	4,400.00	
	Cr.	Depreciation Expense (adjustment)	4,800.00

Oracle Assets – EXPENSED

### Amortized

Dr.	Depreciation Expense	181.82	
	Cr.	Accumulated Depreciation	181.82

Oracle Assets – AMORTIZED

### See Also

Assets Depreciating Under Units of Production: page 5 – 27

Amortized and Expensed Adjustments: page 6 – 13

Changing Financial and Depreciation Information: page 3 – 7

Entering Production Amounts: page 5 – 34

## Journal Entries for Transfers and Reclassifications

**Example:** You place an asset in service in Year 1, Quarter 1. The recoverable cost is \$4,000, the life is 4 years, and you are using straight-line depreciation.

This section illustrates the following journal entry examples:

- Current Period Transfer Between Cost Centers: page 6 – 28
- Prior Period Transfer Between Cost Centers: page 6 – 29
- Current Period Transfer Between Balancing Segments: page 6 – 30
- Prior Period Transfer Between Balancing Segments: page 6 – 30
- Unit Adjustment: page 6 – 31
- Reclassification: page 6 – 32

### Current Period Transfer Between Cost Centers

In Year 2, Quarter 2, you transfer the asset from cost center 100 to cost center 200 in the current period.

Cost Center 100			
Dr.	Accumulated Depreciation	1,250.00	
	Cr.	Asset Cost	4,000.00
Cost Center 200			
Dr.	Asset Cost	4,000.00	
Dr.	Depreciation Expense	250.00	
	Cr.	Accumulated Depreciation	1,500.00

Oracle Assets – TRANSFER ASSET / CHARGE DEPRECIATION

## Prior Period Transfer Between Cost Centers

In Year 3, Quarter 4, you discover that an asset was transferred in Year 3, Quarter 3, from cost center 100 to cost center 200.

	Period (Yr., Qtr.)	Asset Cost	Accum. Deprn.	Yr-to-Date Deprn.	Deprn. Expense
<u>Cost Center 100</u>	Yr3, Q1	\$ 4,000.00	\$ 2,250.00	\$ 250.00	\$ 250.00
	Q2	\$ 4,000.00	\$ 2,500.00	\$ 500.00	\$ 250.00
	Q3	\$ 4,000.00	\$ 2,750.00	\$ 750.00	\$ 250.00
	Q4	\$ 0.00	\$ 0.00	\$ 500.00	\$ -250.00*
<u>Cost Center 200</u>	Yr3, Q1	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	Q2	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	Q3	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	Q4	\$ 4,000.00	\$ 3,000.00	\$ 500.00	\$ 500.00*

Cost Center 100		
Dr.	Accumulated Depreciation	2,750.00
Cr.	Asset Cost	4,000.00
Cr.	Depreciation Expense (adjustment)	250.00
Cost Center 200		
Dr.	Asset Cost	4,000.00
Dr.	Depreciation Expense	250.00
Dr.	Depreciation Expense (adjustment)	250.00
Cr.	Accumulated Depreciation	3,000.00

Oracle Assets – TRANSFER ASSET / ADJUST AND CHARGE DEPRECIATION

## Current Period Transfer Between Balancing Segments

In Year 3, Quarter 4, you transfer the asset from the ABC Manufacturing Company to the XYZ Distribution Company.

ABC Manufacturing			
Dr.	Accumulated Depreciation	2,750.00	
Dr.	Intercompany Receivables	1,250.00	
	Cr. Asset Cost		4,000.00
XYZ Distribution			
Dr.	Asset Cost	4,000.00	
Dr.	Depreciation Expense	250.00	
	Cr. Accumulated Depreciation		3,000.00
	Cr. Intercompany Payables		1,250.00

Oracle Assets – TRANSFER ASSET

## Prior Period Transfer Between Balancing Segments

In Year 3, Quarter 4, you discover that the asset was transferred in Year 3, Quarter 3, from the ABC Manufacturing Company to the XYZ Distribution Company.

	Period (Yr., Qtr.)	Asset Cost	Accum. Deprn.	Yr-to-Date Deprn.	Deprn. Expense
<b><u>ABC Manufacturing</u></b>	Yr3, Q1	\$ 4,000.00	\$ 2,250.00	\$ 250.00	\$ 250.00
	Q2	\$ 4,000.00	\$ 2,500.00	\$ 500.00	\$ 250.00
	Q3	\$ 4,000.00	\$ 2,750.00	\$ 750.00	\$ 250.00
	Q4	\$ 0.00	\$ 0.00	\$ 500.00	\$ -250.00*
<b><u>XYZ Distribution</u></b>	Yr3, Q1	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	Q2	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	Q3	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	Q4	\$ 4,000.00	\$ 3,000.00	\$ 500.00	\$ 500.00*

ABC Manufacturing			
Dr.	Accumulated Depreciation	2,750.00	
Dr.	Intercompany Receivables	1,500.00	
	Cr.	Asset Cost	4,000.00
	Cr.	Depreciation Expense (adjustment)	250.00
XYZ Distribution			
Dr.	Asset Cost	4,000.00	
Dr.	Depreciation Expense	250.00	
Dr.	Depreciation Expense (adjustment)	250.00	
	Cr.	Accumulated Depreciation	3,000.00
	Cr.	Intercompany Payables	1,500.00

Oracle Assets – ADJUST AND CHARGE DEPRECIATION

## Unit Adjustment

A unit adjustment is similar to a transfer, since you must update assignment information when you change the number of units for an asset. For example, you place the same \$4,000 asset in service with two units assigned to cost center 100. In Year 2, Quarter 3, you realize the asset actually has four units, two of which belong to cost center 200.

Cost Center 100			
Dr.	Accumulated Depreciation	750.00	
	Cr.	Asset Cost	2,000.00
Cost Center 200			
Dr.	Asset Cost	2,000.00	
	Cr.	Accumulated Depreciation	750.00

Oracle Assets – ADJUST UNITS

**Note:** If all units remain in the original cost center, Oracle Assets does not create any journal entries.

## Reclassification

**Example:** You reclassify an asset from office equipment to computers in Year 1, Quarter 3. The asset cost is \$4,000, the life is 4 years, and you are using straight-line depreciation.

When you reclassify an asset in a period after the period you entered it, Oracle Assets creates journal entries to transfer the cost and accumulated depreciation to the asset and accumulated depreciation accounts of the new asset category. This occurs when you create journal entries for your general ledger. Oracle Assets also changes the depreciation expense account to the default depreciation expense account for the new category, but does not adjust for prior period expense.

	Period (Yr., Qtr.)	Asset Cost	Accum. Deprn.	Yr-to-Date Deprn.	Deprn. Expense
<u>Office Equipment</u>	Yr1, Q1	\$ 4,000.00	\$ 250.00	\$ 250.00	\$ 250.00
	Q2	\$ 4,000.00	\$ 500.00	\$ 500.00	\$ 250.00
	Q3	\$ 0.00	\$ 0.00	\$ 500.00	\$ 0.00*
	Q4	\$ 0.00	\$ 0.00	\$ 500.00	\$ 0.00
<u>Computers</u>	Yr1, Q1	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	Q2	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	Q3	\$ 4,000.00	\$ 750.00	\$ 250.00	\$ 250.00*
	Q4	\$ 4,000.00	\$ 1,000.00	\$ 500.00	\$ 250.00

Office Equipment		
Dr.	Accumulated Depreciation	500.00
Cr.	Asset Cost	4,000.00
Computers		
Dr.	Asset Cost	4,000.00
Dr.	Depreciation Expense	250.00
Cr.	Accumulated Depreciation	750.00

Oracle Assets – TRANSFER COST AND ACCUMULATED DEPRECIATION

## See Also

Assignments: page 2 – 11

Transferring Assets: page 3 – 10

Reclassifying an Asset to Another Category: page 3 – 2

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## Journal Entries for Retirements and Reinstatements

When you retire an asset and create journal entries for that period, Oracle Assets creates journal entries for your general ledger for each component of the gain/loss amount. Oracle Assets creates journal entries for either the gain or the loss accounts for the following components: proceeds of sale, cost of removal, net book value retired, and revaluation reserve retired. Oracle Assets also creates journal entries to clear the proceeds of sale and cost of removal.

Oracle Assets creates journal entries for the retirement accounts you set up in the Book Controls window. If you enter distinct gain and loss accounts for each component of the gain/loss amount, Oracle Assets creates multiple journal entries for these accounts. You can enter different sets of retirement accounts for retirements that result in a gain and retirements that result in a loss.

### Depreciation for Retirements

The retirement convention, date retired, and depreciation method control how much depreciation Oracle Assets takes when you retire an asset.

Oracle Assets reverses the year-to-date depreciation if the asset's depreciation method does not depreciate it in the year of retirement. In this case, when you perform a full retirement, Oracle Assets reverses the year-to-date depreciation of the asset, and computes the gain or loss using the resulting net book value. For partial retirements, Oracle Assets reverses the appropriate fraction of the year-to-date depreciation and computes the gain or loss using the appropriate fraction of the resulting net book value.

If the depreciation method takes depreciation in the year of retirement, Oracle Assets uses your retirement convention to determine whether the asset is eligible for additional depreciation in that year or whether some of that year's depreciation must be reversed.

When you perform a partial retirement, Oracle Assets depreciates the portion of the asset you did not retire based on the method you use. If your depreciation method multiplies a flat-rate by the cost, Oracle Assets depreciates the asset's cost remaining after a partial retirement. For assets that use a diminishing value method, Oracle Assets depreciates the remaining fraction of the asset's net book value as of the beginning of the fiscal year.

## Depreciation for Reinstatements

The retirement convention, date retired, and period in which you reinstate an asset control how much depreciation Oracle Assets calculates when you reinstate an asset.

When you reinstate a retired asset, Oracle Assets usually calculates some additional depreciation expense in the period in which you perform the reinstatement, unless you perform it in the same period that you retired the asset. This additional depreciation is the depreciation that would have been taken if you had not retired the asset.

Sometimes, however, a reinstatement results in a reversal of depreciation. This occurs if the retirement convention caused some additional depreciation when you retired the asset, and then you reinstate the asset before the retirement prorate date. Then Oracle Assets reverses the extra depreciation that it took at retirement, and waits until the appropriate accounting periods to take it.

## Current Period Retirements

**Example:** You place an asset in service in Year 1, Quarter 1. The asset cost is \$4,000, the life is 4 years, and you are using straight-line depreciation. In Year 3, Quarter 3, you sell the asset for \$2,000. The cost to remove the asset is \$500. The asset uses a retirement convention and depreciation method which take depreciation in the period of retirement. You retire revaluation reserve in this book.

Dr.	Accounts Receivable	2,000.00	
	Cr.	Proceeds of Sale Clearing	2,000.00

Receivables System

Dr.	Cost of Removal Clearing	500.00	
	Cr.	Accounts Payable	500.00

Payables System

Dr.	Accumulated Depreciation	2,500.00	
Dr.	Proceeds of Sale Clearing	2,000.00	
Dr.	Cost of Removal Gain	500.00	
Dr.	Revaluation Reserve	600.00	
Dr.	Net Book Value Retired Gain	1,500.00	
	Cr.	Asset Cost	4,000.00
	Cr.	Proceeds of Sale Gain	2,000.00
	Cr.	Cost of Removal Clearing	500.00
	Cr.	Revaluation Reserve Retired Gain	600.00

Oracle Assets – MULTIPLE GAIN/LOSS ACCOUNTS

If you enter the same account for each gain and loss account, Oracle Assets creates a single journal entry for the net gain or loss.

Book Controls window:

Accounts	Gain	Loss
Proceeds of Sale	1000	1000
Cost of Removal	1000	1000
Net Book Value Retired	1000	1000
Revaluation Reserve Retired	1000	1000

Dr.	Accumulated Depreciation	2,500.00	
Dr.	Proceeds of Sale Clearing	2,000.00	
Dr.	Revaluation Reserve	600.00	
	Cr.	Asset Cost	4,000.00
	Cr.	Cost of Removal Clearing	500.00
	Cr.	Gain/Loss	600.00

Oracle Assets – SINGLE GAIN/LOSS ACCOUNT

## Prior Period Retirement

**Example:** You place an asset in service in Year 1, Quarter 1. The asset cost is \$4,000, the life is 4 years, and you are using straight-line depreciation. In Year 3, Quarter 3, you discover that the asset was sold in Year 3, Quarter 1, for \$2,000. The removal cost was \$500. The asset uses a retirement convention and depreciation method which allow you to take depreciation in the period of retirement.

Dr.	Accounts Receivable	2,000.00	
	Cr.	Proceeds of Sale Clearing	2,000.00

Receivables System

Dr.	Cost of Removal Clearing	500.00	
	Cr.	Accounts Payable	500.00

Payables System

Dr.	Accumulated Depreciation	2,500.00	
Dr.	Proceeds of Sale Clearing	2,000.00	
Dr.	Cost of Removal Loss	500.00	
Dr.	Net Book Value Retired Loss	1,750.00	
	Cr.	Proceeds of Sale Loss	2,000.00
	Cr.	Cost of Removal Clearing	500.00
	Cr.	Asset Cost	4,000.00
	Cr.	Depreciation Expense	250.00

Oracle Assets

## Current Period Reinstatement

**Example:** You discover that you retired the wrong asset. Oracle Assets creates journal entries for the reinstatement to debit asset cost, credit accumulated depreciation, and reverse the gain or loss you recognized for the retirement. Oracle Assets reverses the journal entries for proceeds of sale, cost of removal, net book value retired, and revaluation reserve retired. Oracle Assets also reverses the journal entries you made to clear the proceeds of sale and cost of removal.

Oracle Assets also creates journal entries to recover the depreciation not charged to the asset and for the current period depreciation expense.

Dr.	Asset Cost	4,000.00	
Dr.	Cost of Removal Clearing	500.00	
Dr.	Gain / Loss	600.00	
Dr.	Depreciation Expense	250.00	
	Cr.	Accumulated Depreciation	2,750.00
	Cr.	Proceeds of Sale Clearing	2,000.00
	Cr.	Revaluation Reserve	600.00

Oracle Assets

## Prior Period Reinstatement

**Example:** You place an asset in service in Year 1, Quarter 1. The asset cost is \$4,000, the life is 4 years, and you are using straight-line depreciation. In Year 2, Quarter 1, you retire the asset. In Year 2, Quarter 4, you realize that you retired the wrong asset so you reinstate it.

Dr.	Asset Cost	4,000.00	
Dr.	Cost of Removal Clearing	500.00	
Dr.	Proceeds of Sale Loss	2,000.00	
Dr.	Depreciation Expense	250.00	
Dr.	Depreciation Expense (adjustment)	500.00	
	Cr.	Net Book Value Retired Loss	2,750.00
	Cr.	Cost of Removal Loss	500.00
	Cr.	Proceeds of Sale Clearing	2,000.00
	Cr.	Accumulated Depreciation	2,000.00

Oracle Assets

## **Assets Fully Reserved Upon Addition**

If you add an asset with an accumulated depreciation equal to the recoverable cost, it is fully reserved upon addition. When you retire it, Oracle Assets does not back out any depreciation, even if you assigned the asset a depreciation method that backs out all depreciation in the year of retirement. However, it creates all the other journal entries associated with retiring a capitalized asset.

## **Non-Depreciated Capitalized/Construction-In-Process (CIP) Assets**

A non-depreciated capitalized asset or a CIP asset has no accumulated depreciation. Therefore, Oracle Assets does not create journal entries to catch up depreciation to the retirement prorate date, and does not remove the accumulated depreciation. However, Oracle Assets creates all other journal entries associated with retiring a capitalized asset.

## **Reinstatement Transactions**

### **PENDING Asset Retirement**

When you reinstate an asset retired in the current accounting period that the calculate gains and losses program has not yet processed, the retirement transaction is deleted, and the asset is immediately reinstated. No journal entries are created.

### **PROCESSED Asset Retirement**

When you reinstate an asset retired in a previous accounting period or already processed in the current period, the existing retirement transaction gets a new Status REINSTATE, and the asset is reinstated when you process retirements. Oracle Assets creates journal entries to catch up any missed depreciation expense.

## **See Also**

About Retirements: page 4 – 2

Retiring Assets: page 4 – 6

Correcting Retirement Errors (Reinstatements): page 4 – 10

Calculating Gains and Losses for Retirements: page 4 – 12

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## Journal Entries for Revaluations

The following examples illustrate the effect on your assets and your accounts when you specify different revaluation rules.

### Revalue Accumulated Depreciation

**Example 1:** You place an asset in service in Year 1, Quarter 1. The asset cost is \$10,000, the life is 5 years, and you are using straight-line depreciation.

In Year 2, Quarter 1 you revalue the asset using a revaluation rate of 5%. Then in Year 4, Quarter 1 you revalue the asset again using a revaluation rate of -10%.

Revaluation Rules:

- Revalue Accumulated Depreciation = Yes
- Amortize Revaluation Reserve = No
- Retire Revaluation Reserve = No

Oracle Assets bases the new depreciation expense on the revalued remaining net book value.

In Year 5, Quarter 4, at the end of the asset's life, you retire the asset with no proceeds of sale or cost of removal.

The effects of the revaluations are illustrated in the following table:

Period (Yr, Qtr.)	Asset Cost	Deprn. Expense	Accum. Deprn.	Reval. Reserve
Yr1, Q1	\$ 10,000.00	\$ 500.00	\$ 500.00	\$ 0.00
Q2	\$ 10,000.00	\$ 500.00	\$ 1,000.00	\$ 0.00
Q3	\$ 10,000.00	\$ 500.00	\$ 1,500.00	\$ 0.00
Q4	\$ 10,000.00	\$ 500.00	\$ 2,000.00	\$ 0.00
Reval. 1 5%	\$ 10,500.00	\$ 0.00	\$ *2,100.00	\$ **400.00
Yr2, Q1	\$ 10,500.00	\$ 525.00	\$ 2,625.00	\$ 400.00
Q2	\$ 10,500.00	\$ 525.00	\$ 3,150.00	\$ 400.00
Q3	\$ 10,500.00	\$ 525.00	\$ 3,675.00	\$ 400.00
Q4	\$ 10,500.00	\$ 525.00	\$ 4,200.00	\$ 400.00
Yr3, Q1	\$ 10,500.00	\$ 525.00	\$ 4,725.00	\$ 400.00
Q2	\$ 10,500.00	\$ 525.00	\$ 5,250.00	\$ 400.00
Q3	\$ 10,500.00	\$ 525.00	\$ 5,775.00	\$ 400.00
Q4	\$ 10,500.00	\$ 525.00	\$ 6,300.00	\$ 400.00
Reval. 2 -10%	\$ 9,450.00	\$ 0.00	\$ *5,670.00	\$ ** -20.00
Yr4, Q1	\$ 9,450.00	\$ 472.50	\$ 6,142.50	\$ -20.00
Q2	\$ 9,450.00	\$ 472.50	\$ 6,615.00	\$ -20.00
Q3	\$ 9,450.00	\$ 472.50	\$ 7,087.50	\$ -20.00
Q4	\$ 9,450.00	\$ 472.50	\$ 7,560.00	\$ -20.00
Yr5, Q1	\$ 9,450.00	\$ 472.50	\$ 8,032.50	\$ -20.00
Q2	\$ 9,450.00	\$ 472.50	\$ 8,505.00	\$ -20.00
Q3	\$ 9,450.00	\$ 472.50	\$ 8,977.50	\$ -20.00
Q4	\$ 9,450.00	\$ 472.50	\$ 9,450.00	\$ -20.00
Retirement	\$ 0.00	\$ 0.00	\$ 0.00	\$ -20.00

## REVALUATION 1

Year 2, Quarter 1, 5% revaluation

<b>*Accumulated Depreciation = Existing Accumulated Depreciation + [Existing Accumulated Depreciation x (Revaluation Rate / 100)]</b>
$2,000 + [2,000 \times (5/100)] = 2,100$

<b>**Revaluation Reserve = Existing Revaluation Reserve + Change in Net Book Value</b>
$0 + (8,400 - 8,000) = 400$

Dr.	Asset Cost	500.00	
	Cr.	Revaluation Reserve	400.00
	Cr.	Accumulated Depreciation	100.00

Oracle Assets – REVALUATION

## REVALUATION 2

-10% revaluation in Year 4, Quarter 1:

Dr.	Revaluation Reserve	420.00	
Dr.	Accumulated Depreciation	630.00	
	Cr.	Asset Cost	1,050.00

Oracle Assets – REVALUATION

Retirement in Year 5, Quarter 4:

Dr.	Accumulated Depreciation	9,450.00	
	Cr.	Asset Cost	9,450.00

Oracle Assets – RETIREMENT

## Accumulated Depreciation Not Revalued

**Example 2:** You place an asset in service in Year 1, Quarter 1. The asset cost is \$10,000, the life is 5 years, and you are using straight-line depreciation.

In Year 2, Quarter 1 you revalue the asset using a revaluation rate of 5%. Then in Year 4, Quarter 1 you revalue the asset again using a revaluation rate of -10%.

Revaluation Rules:

- Revalue Accumulated Depreciation = No
- Amortize Revaluation Reserve = No
- Retire Revaluation Reserve = Yes

For the first revaluation, the asset's new revalued cost is \$10,500. Since you do not revalue the accumulated depreciation, Oracle Assets transfers the balance to the revaluation reserve in addition to the change in cost.

Since you are also not amortizing the revaluation reserve, this amount remains in the revaluation reserve account until you retire the asset, when Oracle Assets transfers it to the appropriate revaluation reserve retired account. Oracle Assets bases the new depreciation expense on the revalued net book value.

For the second revaluation, the asset's revalued cost is \$9,450. Again, since you do not revalue the accumulated depreciation, Oracle Assets transfers the balance to the revaluation reserve along with the change in cost.

You retire the asset in Year 5, Quarter 4, with no proceeds of sale or cost of removal.

The effects of the revaluations are illustrated in the following table:

Period (Yr, Qtr.)	Asset Cost	Deprn. Expense	Accum. Deprn.	Reval. Reserve
Yr1, Q1	\$ 10,000.00	\$ 500.00	\$ 500.00	\$ 0.00
Q2	\$ 10,000.00	\$ 500.00	\$ 1,000.00	\$ 0.00
Q3	\$ 10,000.00	\$ 500.00	\$ 1,500.00	\$ 0.00
Q4	\$ 10,000.00	\$ 500.00	\$ 2,000.00	\$ 0.00
Reval. 1 5%	\$ 10,500.00	\$ 0.00	\$ 0.00	\$ *2,500.00
Yr2, Q1	\$ 10,500.00	\$ **656.25	\$ 6,56.25	\$ 2,500.00
Q2	\$ 10,500.00	\$ 656.25	\$ 1,312.50	\$ 2,500.00
Q3	\$ 10,500.00	\$ 656.25	\$ 1,968.75	\$ 2,500.00
Q4	\$ 10,500.00	\$ 656.25	\$ 2,625.00	\$ 2,500.00
Yr3, Q1	\$ 10,500.00	\$ 656.25	\$ 3,281.25	\$ 2,500.00
Q2	\$ 10,500.00	\$ 656.25	\$ 3,937.50	\$ 2,500.00
Q3	\$ 10,500.00	\$ 656.25	\$ 4,593.75	\$ 2,500.00
Q4	\$ 10,500.00	\$ 656.25	\$ 5,250.00	\$ 2,500.00
Reval. 2 -10%	\$ 9,450.00	\$ 0.00	\$ 0.00	\$ *6,700.00
Yr4, Q1	\$ 9,450.00	\$ **1,181.25	\$ 1,181.25	\$ 6,700.00
Q2	\$ 9,450.00	\$ 1,181.25	\$ 2,362.50	\$ 6,700.00
Q3	\$ 9,450.00	\$ 1,181.25	\$ 3,543.75	\$ 6,700.00
Q4	\$ 9,450.00	\$ 1,181.25	\$ 4,725.00	\$ 6,700.00
Yr5, Q1	\$ 9,450.00	\$ 1,181.25	\$ 5,906.25	\$ 6,700.00
Q2	\$ 9,450.00	\$ 1,181.25	\$ 7,087.50	\$ 6,700.00
Q3	\$ 9,450.00	\$ 1,181.25	\$ 8,268.75	\$ 6,700.00
Q4	\$ 9,450.00	\$ 1,181.25	\$ 9,450.00	\$ 6,700.00

## REVALUATION 1

5% revaluation in Year 2, Quarter 1:

Dr.	Asset Cost	500.00	
Dr.	Accumulated Depreciation	2,000.00	
	Cr.	Revaluation Reserve	2,500.00

Oracle Assets – REVALUATION

## REVALUATION 2

-10% revaluation in Year 4, Quarter 1:

Dr.	Accumulated Depreciation	5,250.00	
	Cr.	Asset Cost	1,050.00
	Cr.	Revaluation Reserve	4,200.00

Oracle Assets – REVALUATION

Retirement in Year 5, Quarter 4:

Dr.	Accumulated Depreciation	9,450.00	
Dr.	Revaluation Reserve	6,700.00	
	Cr.	Revaluation Reserve Retired Gain	6,700.00
	Cr.	Asset Cost	9,450.00

Oracle Assets – REVALUATION

## Amortizing Revaluation Reserve

**Example 3:** You place an asset in service in Year 1, Quarter 1. The asset cost is \$10,000, the life is 5 years, and you are using straight-line depreciation.

In Year 2, Quarter 1 you revalue the asset using a rate of 5%. Then in Year 4, Quarter 1 you revalue the asset again using a rate of -10%.

Revaluation Rules:

- Revalue Accumulated Depreciation = No
- Amortize Revaluation Reserve = Yes

For the first revaluation, the asset's new revalued cost is \$10,500. Since you do not revalue the accumulated depreciation, Oracle Assets transfers the entire amount to the revaluation reserve. Since you are amortizing the revaluation reserve, Oracle Assets calculates the revaluation amortization amount for each period using the asset's depreciation method. Oracle Assets also bases the new depreciation expense on the revalued net book value.

For the second revaluation, the asset's revalued cost is \$9,450. Again, since you do not revalue the accumulated depreciation, Oracle Assets transfers the entire amount to the revaluation reserve.

The effects of the revaluations are illustrated in the following table:

Period (Yr, Qtr.)	Asset Cost	Deprn. Expense	Accum. Deprn.	Reval. Amortize	Reval. Reserve
Yr1, Q1	\$ 10,000.00	\$ 500.00	\$ 500.00	\$ 0.00	\$ 0.00
Q2	\$ 10,000.00	\$ 500.00	\$ 1,000.00	\$ 0.00	\$ 0.00
Q3	\$ 10,000.00	\$ 500.00	\$ 1,500.00	\$ 0.00	\$ 0.00
Q4	\$ 10,000.00	\$ 500.00	\$ 2,000.00	\$ 0.00	\$ 0.00
Reval. 1 5%	\$ 10,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ *2,500.00
Yr2, Q1	\$ 10,500.00	\$ **656.25	\$ 656.25	\$ ***156.25	\$ 2,343.75
Q2	\$ 10,500.00	\$ 656.25	\$ 1,312.50	\$ 156.25	\$ 2,187.50
Q3	\$ 10,500.00	\$ 656.25	\$ 1,968.75	\$ 156.25	\$ 2,031.25
Q4	\$ 10,500.00	\$ 656.25	\$ 2,625.00	\$ 156.25	\$ 1,875.00
Yr3, Q1	\$ 10,500.00	\$ 656.25	\$ 3,281.25	\$ 156.25	\$ 1,718.75
Q2	\$ 10,500.00	\$ 656.25	\$ 3,937.50	\$ 156.25	\$ 1,562.50
Q3	\$ 10,500.00	\$ 656.25	\$ 4,593.75	\$ 156.25	\$ 1,406.25
Q4	\$ 10,500.00	\$ 656.25	\$ 5,250.00	\$ 156.25	\$ 1,250.00
Reval. 2 -10%	\$ 9,450.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ *5,450.00
Yr4, Q1	\$ 9,450.00	\$ **1,181.25	\$ 1,181.25	\$ **681.25	\$ 4,768.75
Q2	\$ 9,450.00	\$ 1,181.25	\$ 2,362.50	\$ 681.25	\$ 4,087.50
Q3	\$ 9,450.00	\$ 1,181.25	\$ 3,543.75	\$ 681.25	\$ 3,406.25
Q4	\$ 9,450.00	\$ 1,181.25	\$ 4,725.00	\$ 681.25	\$ 2,725.00
Yr5, Q1	\$ 9,450.00	\$ 1,181.25	\$ 5,906.25	\$ 681.25	\$ 2,043.75
Q2	\$ 9,450.00	\$ 1,181.25	\$ 7,087.50	\$ 681.25	\$ 1,362.50
Q3	\$ 9,450.00	\$ 1,181.25	\$ 8,268.75	\$ 681.25	\$ 681.25
Q4	\$ 9,450.00	\$ 1,181.25	\$ 9,450.00	\$ 681.25	\$ 0.00

## REVALUATION 1

Year 2, quarter 1, 5% revaluation

Dr.	Asset Cost	500.00	
Dr.	Accumulated Depreciation	2,000.00	
	Cr.	Revaluation Reserve	2,500.00

Oracle Assets – REVALUATION

Oracle Assets creates the following journal entries each period to amortize the revaluation reserve:

Dr.	Revaluation Reserve	156.25	
	Cr.	Revaluation Amortization	156.25

Oracle Assets – REVALUATION

## REVALUATION 2

Year 4, quarter 1, -10% revaluation

Dr.	Accumulated Depreciation	5,250.00	
	Cr.	Asset Cost	1,050.00
	Cr.	Revaluation Reserve	4,200.00

Oracle Assets – REVALUATION

Oracle Assets creates the following journal entries each period to amortize the revaluation reserve:

Dr.	Revaluation Reserve	681.25	
	Cr.	Revaluation Amortization	681.25

Oracle Assets – REVALUATION

## Revaluation of a Fully Reserved Asset

**Example 4:** You place an asset in service in Year 1, Quarter 1. The asset cost is \$10,000, the life is 5 years, and you are using straight-line depreciation. The asset's life extension factor is 2 and the maximum fully reserved revaluations allowed for this book is 3.

In year 5, quarter 4 the asset is fully reserved. In Year 9, Quarter 1 you want to revalue the asset with a revaluation rate of 5%.

Revaluation Rules:

- Revalue Accumulated Depreciation = Yes
- Amortize Revaluation Reserve = No

First, Oracle Assets checks whether this fully reserved asset has been previously revalued as fully reserved, and that the maximum number of times is not exceeded by this revaluation. Since this asset has not been previously revalued as fully reserved, this revaluation is allowed.

The asset's new revalued cost is \$10,500. The life extension factor for this asset is 2, so the asset's new life is  $2 \times 5$  years = 10 years. Oracle Assets calculates depreciation expense over its new life of 10 years. Oracle Assets calculates the depreciation adjustment of \$2,000 using the new 10 year asset life. It transfers the change in net book value to the revaluation reserve account.

Oracle Assets revalues the accumulated depreciation using the 5% revaluation rate. The change in net book value is transferred to the revaluation reserve account. Since you do not amortize the revaluation reserve, the amount remains in the revaluation reserve account.

The effect of the revaluation is illustrated in the following table:

Period (Yr, Qtr.)	Asset Cost	Deprn. Expense	Accum. Deprn.	Reval. Reserve
Yr1 to Yr4				
Yr5, Q1	\$ 10,000.00	\$ 500.00	\$ 8,500.00	\$ 0.00
Q2	\$ 10,000.00	\$ 500.00	\$ 9,000.00	\$ 0.00
Q3	\$ 10,000.00	\$ 500.00	\$ 9,500.00	\$ 0.00
Q4	\$ 10,000.00	\$ 500.00	\$ 10,000.00	\$ 0.00
Reval. 5%	\$ 10,500.00	\$ 0.00	\$ *8,400.00	\$ **2,100.00
Yr9, Q1	\$ 10,500.00	\$ ***262.50	\$ 8,662.50	\$ 2,100.00
Q2	\$ 10,500.00	\$ 262.50	\$ 8,925.00	\$ 2,100.00
Q3	\$ 10,500.00	\$ 262.50	\$ 9,187.50	\$ 2,100.00
Q4	\$ 10,500.00	\$ 262.50	\$ 9,450.00	\$ 2,100.00
Yr10, Q1	\$ 10,500.00	\$ 262.50	\$ 9,712.50	\$ 2,100.00
Q2	\$ 10,500.00	\$ 262.50	\$ 9,975.00	\$ 2,100.00
Q3	\$ 10,500.00	\$ 262.50	\$ 10,237.50	\$ 2,100.00
Q4	\$ 10,500.00	\$ 262.50	\$ 10,500.00	\$ 2,100.00

Dr.	Asset Cost	500.00	
Dr.	Accumulated Depreciation	1,600.00	
	Cr.	Revaluation Reserve	2,100.00

Oracle Assets – REVALUATION

## Revaluation with Life Extension Ceiling

**Example 5:** You place an asset in service in Year 1, Quarter 1. The asset cost is \$10,000, the life is 5 years, and you are using straight-line depreciation. The asset's life extension factor is 3.0 and its life extension ceiling is 2.

In Year 5, Quarter 4 the asset is fully reserved. In year 9, quarter 1 you want to revalue the asset with a revaluation rate of 5%.

Revaluation Rules:

- Revalue Accumulated Depreciation = Yes
- Amortize Revaluation Reserve = No

To determine the depreciation adjustment, Oracle Assets uses the smaller of the life extension factor and the life extension ceiling. Since the life extension ceiling is smaller than the life extension factor, Oracle Assets uses the ceiling to calculate the depreciation adjustment. The new life used to calculate the depreciation adjustment is  $2 \times 5$  years = 10 years, the life extension ceiling of 2 multiplied by the original 5 year life of the asset.

Oracle Assets calculates the asset's depreciation expense under the new life of 10 years up to the revaluation period, and moves the difference between this value and the existing accumulated depreciation from accumulated depreciation to revaluation reserve.

Oracle Assets then determines the new asset cost using the revaluation rate of 5% and revalues the accumulated depreciation with the same rate. Oracle Assets calculates the asset's new life by multiplying the current life by the life extension factor. The asset's new life is  $3 \times 5$  years = 15 years. Oracle Assets bases the new depreciation expense on the revalued net book value and the new 15 year life.

The effect of the revaluation is illustrated in the following table:

Period (Yr, Qtr.)	Asset Cost	Deprn. Expense	Accum. Deprn.	Reval. Reserve
Yr1 to Yr4				
Yr5, Q1	\$ 10,000.00	\$ 500.00	\$ 8500.00	\$ 0.00
Q2	\$ 10,000.00	\$ 500.00	\$ 9000.00	\$ 0.00
Q3	\$ 10,000.00	\$ 500.00	\$ 9,500.00	\$ 0.00
Q4	\$ 10,000.00	\$ 500.00	\$ 10,000.00	\$ 0.00
Reval. 5%	\$ 10,500.00	\$ 0.00	\$ *8,400.00	\$ **2,100.00
Yr9, Q1				
Q2	\$ 10,500.00	\$ ***75.00	\$ 8,475.00	\$ 2,100.00
Q3	\$ 10,500.00	\$ 75.00	\$ 8,550.00	\$ 2,100.00
Q4	\$ 10,500.00	\$ 75.00	\$ 8,625.00	\$ 2,100.00
Yr10 to Yr15				

Depreciation Adjustment (calculated using life extension **ceiling**)=  
2,000

Dr.	Asset Cost	500.00	
Dr.	Accumulated Depreciation	1,600.00	
	Cr.	Revaluation Reserve	2,100.00

Oracle Assets – REVALUATION

## Revaluation with a Revaluation Ceiling

**Example 6:** You own an asset which has been damaged during its life. You placed the asset in service in Year 1, quarter 1. The asset cost is \$10,000, the life is 5 years, and you are using straight-line depreciation. You entered a revaluation ceiling of \$10,300 for the asset.

In year 3, quarter 3 you revalue the asset's category with a revaluation rate of 5%.

Revaluation Rules:

- Revalue Accumulated Depreciation = No
- Amortize Revaluation Reserve = Yes

If Oracle Assets applied the new revaluation rate of 5%, the asset's new cost would be higher than the revaluation ceiling for this asset, so instead Oracle Assets uses the ceiling as the new cost. The ceiling creates the same effect as revaluing the asset at a rate of 3%. Oracle Assets bases the asset's new depreciation expense on the revalued asset cost.

The effect of the revaluation is illustrated in the following table:

Period (Yr, Qtr.)	Asset Cost	Deprn. Expense	Accum. Deprn.	Reval. Amortize	Reval. Reserve
Yr1 to Yr 2					
Yr3, Q1	\$ 10,000.00	\$ 500.00	\$ 4,500.00	\$ 0.00	\$ 0.00
Q2	\$ 10,000.00	\$ 500.00	\$ 5,000.00	\$ 0.00	\$ 0.00
Reval. *3%	\$ 10,300.00	\$ 0.00	\$ 0.00	\$ 0.00	**5,300.00
Q3	\$ 10,300.00	\$ ***1,030.00	\$ 1,030.00	\$ ****530.00	\$ 4,770.00
Q4	\$ 10,300.00	\$ 1,030.00	\$ 2,060.00	\$ 530.00	\$ 4,240.00
Yr4, Q1	\$ 10,300.00	\$ 1,030.00	\$ 3,090.00	\$ 530.00	\$ 3,710.00
Q2	\$ 10,300.00	\$ 1,030.00	\$ 4,120.00	\$ 530.00	\$ 3,180.00
Q3	\$ 10,300.00	\$ 1,030.00	\$ 5,150.00	\$ 530.00	\$ 2,650.00
Q4	\$ 10,300.00	\$ 1,030.00	\$ 6,180.00	\$ 530.00	\$ 2,120.00
Yr5, Q1	\$ 10,300.00	\$ 1,030.00	\$ 7,210.00	\$ 530.00	\$ 1,590.00
Q2	\$ 10,300.00	\$ 1,030.00	\$ 8,240.00	\$ 530.00	\$ 1,060.00
Q3	\$ 10,300.00	\$ 1,030.00	\$ 9,270.00	\$ 530.00	\$ 530.00
Q4	\$ 10,300.00	\$ 1,030.00	\$ 10,300.00	\$ 530.00	\$ 0.00

Dr.	Asset Cost	300.00	
Dr.	Accumulated Depreciation	5,000.00	
	Cr.	Revaluation Reserve	5,300.00

Oracle Assets – REVALUATION

Oracle Assets creates the following journal entries each period to amortize the revaluation reserve:

Dr.	Revaluation Reserve	530.00	
	Cr.	Revaluation Amortization	530.00

Oracle Assets – REVALUATION

## See Also

Asset Management in a Highly Inflationary Economy (Revaluation):  
page 3 – 19

Revaluing Assets: page 3 – 16

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## Journal Entries for Tax Accumulated Depreciation Adjustments

**Example:** You place an asset in service in Year 1, Quarter 1. The asset cost is \$4,000, the life is 4 years, and you are using straight-line depreciation. In Year 4, Quarter 1, your tax authority requests that you change the depreciation taken in Year 2 from \$1000 to \$800.

Oracle Assets creates the following journal entries for the reserve adjustment:

Dr.	Accumulated Depreciation	200.00	
	Cr.	Depreciation Adjustment	200.00

Oracle Assets

### See Also

Depreciation Calculation: page 5 – 8

Running Depreciation: page 5 – 2

CHAPTER

# 7

## Tax Accounting

**T**his chapter explains tax accounting in Oracle Assets. It explains how to update a tax book with assets and transactions, determine deferred income tax liability, update an Adjusted Current Earnings (ACE) book, and adjust tax book accumulated depreciation.

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## Tax Book Maintenance

You can copy your assets and transactions from your corporate book to your tax books automatically using Mass Copy. You can create as many tax books as you need, maintain your asset information in your corporate book, and then update your tax books with assets and transactions from your corporate book.

You must allow Mass Copy and choose whether to copy additions, cost adjustments, retirements, and salvage value for your tax book in the Book Controls window before you can run mass copy. You also specify which corporate book mass copy uses as the source. You cannot copy assets from one corporate book into another corporate book.

If you choose to copy adjustments, Oracle Assets copies cost adjustments from the associated corporate book if the unrevalued cost in the corporate book before the adjustment matches the unrevalued cost in the tax book. It copies both adjustments that are ADJUSTMENT type in the tax book and adjustment transactions that create a new ADDITION type and update the ADDITION/VOID in the tax book.

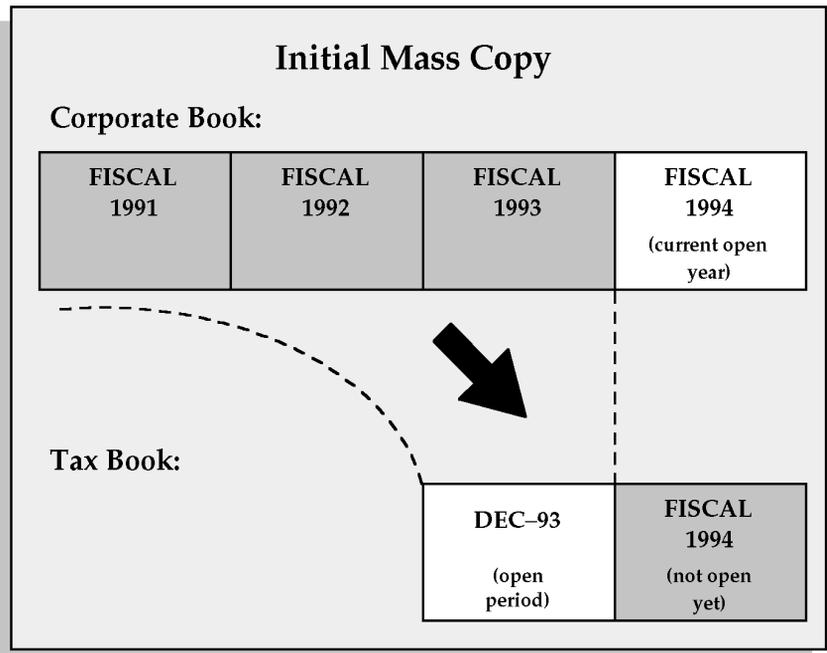
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## How Initial Mass Copy Works

Use Initial Mass Copy to initially populate your tax book by adding existing assets to a tax book.

Initial Mass Copy copies all the assets added to your corporate book before the end of the current tax fiscal year into the open accounting period in your tax book. The following graphic illustrates the Initial Mass Copy process. In the following example, your fiscal year is from January to December. Your corporate book open accounting period is February 1994 and your tax book open period is December 1993.

When using Initial Mass Copy for the first time in your tax book, you can run it as many times as necessary for the first period to copy all existing assets. When you rerun the process, Initial Mass Copy only looks at assets which it did not copy into the tax book during previous attempts, so no data is duplicated.



## What Gets Copied

The current fiscal year in your tax book determines which assets Initial Mass Copy copies into your tax book. If the current fiscal year of your tax book is 1994, Initial Mass Copy copies all assets into your tax book as they appeared at the end of 1994 in your corporate book, even if 1995 is the current fiscal year of your corporate book. The fiscal year must be closed in the corporate book. Only run Initial Mass Copy for the first period of your tax book. For following periods in your tax book, run Periodic Mass Copy.

Initial Mass Copy does not copy assets retired before the end of that year or assets added after the end of that year. You do not need to copy any adjustments or partial retirements you performed before the end of the fiscal year. When you close this initial period, Oracle Assets calculates the net book value of your assets that have zero accumulated depreciation in the tax book, and opens the next period.

When the Initial Mass Copy program copies an asset into a tax book, the following basic financial information comes from the corporate book:

- Cost

- Original Cost
- Units
- Date Placed in Service
- Capacity and unit of measure, for units of production assets
- Salvage Value, if you choose to Copy Salvage Value for the tax book in the Book Controls window

The remaining depreciation information comes from the default category information for your tax book according to the asset category and the date placed in service. You must set up your asset categories with default information for your tax book before you run Initial Mass Copy.

Since tax books share the category and assignments with their associated corporate book, you do not need to copy reclassifications or transfers from one book to another. Tax books also share production amounts with their associated corporate books for assets depreciating under units of production. Initial Mass Copy does not copy any transactions on CIP assets or expensed items. Finally, it does not copy revaluations.

For subcomponent assets, copy the parent asset first. Then copy the subcomponent asset, defaulting the asset life according to the subcomponent life rule you defined for the tax category and the parent asset life. You must set up the depreciation method for the subcomponent asset life before you can use the method and life. If your subcomponent asset uses straight-line depreciation, Oracle Assets sets up the depreciation method for the calculated life for you. If the depreciation method is not straight-line, and not already set up for the subcomponent life rule default, Oracle Assets uses the asset category default life.

---

## Initial Mass Copy Example

You add an asset to your CORP book in the AUTO.DELIVERY category on 01-OCT-1994. You then continue depreciating your CORP book. You run initial mass copy for OCT-94 to your FEDERAL book. Notice that the asset has not yet been depreciated in the FEDERAL book.

	CORP	FED
Cost	12,000.00	12,000.00
Net Book Value	10,000.00	10,000.00

	CORP book	FEDERAL book
<i>Open Period</i>	APR-94	Q4-93
<i>Depreciation Method</i>	STL	MACRS HY
<i>Life</i>	3 years	3 years
<i>Prorate Convention</i>	Current Month	Half Year

**Table 7 – 1 (Page 1 of 1)**

### **Choose the first period for your tax book**

Choose the period you begin your tax book carefully. For example, assume that 1994 is the current fiscal year in your corporate book, and you want to calculate your federal taxes for 1994. Also, assume you use a monthly calendar in your corporate book and a quarterly calendar in your tax book. If you start your new tax book for the end of the last quarter of 1993, you can reconcile your new book with the audited results from the accounting system you previously used to calculate your tax depreciation. This provides you with a verified starting point.

Use the Book Controls window to create a new federal tax book with Q4-93 as the Current Period Name. Enter 1993 as the current fiscal year for your tax book. When you run Initial Mass Copy, it copies all active assets from your corporate book, as of the end of 1993, into the Q4-93 period in your federal tax book. When you run the depreciation program, it calculates the net book value of each asset in your tax book using the depreciation method you specified in the Asset Categories window for the tax book. Reconcile these results with those of your previous tax system.

### **Verifying Initial Mass Copy**

To verify that all assets were processed successfully, review the log file for your initial mass copy concurrent request. The log file lists the assets and transactions that did not copy into your tax book, the reasons why, and the actions you must take to resolve the problem.

After you run the program, run the Tax Additions Report to verify that initial mass copy added all the assets to the tax book. When you are satisfied with the information copied into your tax book, run depreciation to close the initial period and open the first period of the next fiscal year, 1993.

Now you can run Periodic Mass Copy. Since the corporate book uses a calendar fiscal year, run Periodic Mass Copy for JAN-93, FEB-93, and MAR-93 for the tax book while Q1-93 is open.

**Note:** You can use Periodic Mass Copy to populate a new tax book only if you added all your assets to your corporate book in the period for which you are running Mass Copy.

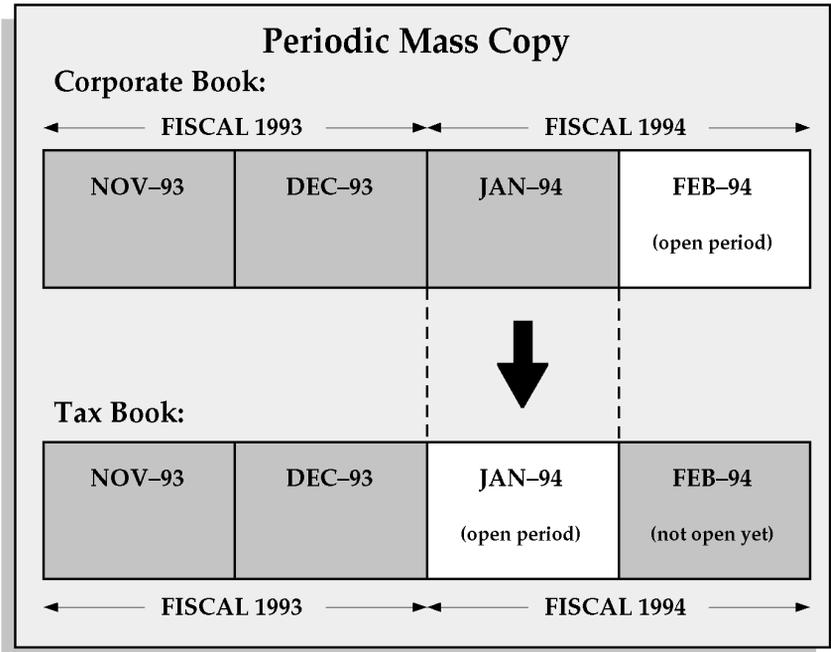
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## How Periodic Mass Copy Works

Use Periodic Mass Copy each period to keep your tax book up to date with your corporate book.

Oracle Assets copies new assets and transactions you made in your corporate book during one accounting period in the current fiscal year into the open period of your tax book. You can run periodic mass copy on each tax book after you close each period in the corporate book.

The following graphic illustrates the Periodic Mass Copy process. In the following example, your fiscal year is from January to December. Your corporate book open accounting period is February 1994 and your tax book open period is January 1994.



## What Gets Copied

The Periodic Mass Copy program copies addition, adjustment, retirement, and reinstatement transactions to your tax book from the current period in the associated corporate book.

**Note:** You can use Periodic Mass Copy to populate a new tax book if you added all your assets to your corporate book in the period for which you are running Mass Copy.

Periodic Mass Copy copies all qualifying transactions for an asset one at a time. It does not combine transactions, and only copies transactions from a closed accounting period in the associated corporate book.

Since tax books share the category and assignments with their associated corporate book, you do not need to copy reclassifications or transfers from your corporate book to your tax books. Tax books also share production information with their associated corporate book for your units of production assets. Periodic Mass Copy does not copy any transactions on CIP assets or expensed items. Finally, it does not copy revaluations.

When you use the same calendar in both the tax and the corporate book, Periodic Mass Copy copies asset transactions into your tax book just as they appear in your corporate book. If two transactions that fall into separate corporate periods fall into the same tax period, Periodic Mass Copy may copy the transactions differently.

The corporate book period must be closed before you can copy the information to your tax book. The Book Controls window displays the last mass copy period that you copied for that tax book.

### **Addition Transactions**

Oracle Assets copies additions from your corporate book to your tax book if you chose to Copy Additions in the Book Controls window.

If you add an asset in one period and adjust it several times in the following period in your corporate book, and these two periods fall into the same tax book period, Oracle Assets modifies the transactions in your tax book. Oracle Assets changes the addition transaction and all the adjustments, except the last one, to addition/void transactions. The last adjustment transaction in the corporate book becomes the addition transaction in the tax book.

**Example:** You use the periodic mass copy program to copy an addition to your quarterly tax book. The next month in your corporate book, you adjust the cost of the asset. When you run periodic mass copy Oracle Assets voids the addition and creates a new addition transaction that reflects the cost adjustment.

If you use different calendars in the tax and the corporate books, some **prior period additions** in your corporate book might be current period additions in your tax book. Oracle Assets treats an addition in your tax book as prior period only if the asset's date placed in service is before the first day of the current tax book accounting period.

When your tax book period spans several corporate book periods, and you add an asset and then retire the asset in the same tax book period, Oracle Assets copies the addition transaction but not the retirement transaction. If the retirement transaction is a partial retirement, Oracle Assets skips any following transactions for the asset. This is because Oracle Assets does not allow an addition and a retirement in the same period. You must wait until the following period in your tax book and perform a prior period retirement manually.

Continuing with the above example, if you retire the asset in your corporate book in the third month of the quarter, Oracle Assets does not copy the retirement transaction when you run Periodic Mass Copy for the third month.

## Capitalizations

The Periodic Mass Copy program treats CIP asset capitalization transactions exactly the same way it treats addition transactions, since the CIP asset is not already in the tax book.

## Adjustments

Oracle Assets always copies capacity adjustments and unit of measure changes for your units of production assets, regardless of what you enter for the Copy Adjustments flag in the Book Controls window. If you do not allow amortized adjustments in your tax book, Mass Copy copies an amortized capacity adjustment as an expensed adjustment.

Oracle Assets copies other adjustments from your corporate book to your tax book if you check Copy Adjustments in the Book Controls window. Oracle Assets copies all adjustments, whether your tax book periods are the same as your corporate book periods or longer. It only copies cost adjustments if the unrevalued cost before the adjustment in the corporate book and the unrevalued cost in the tax book are the same. It copies both adjustments that are ADJUSTMENT type in the tax book and adjustment transactions that create a new ADDITION type and update the ADDITION/VOID in the tax book.

Oracle Assets copies salvage value adjustments if you chose Copy Salvage Value in the Book Controls window. It only copies adjustments if the salvage value before the adjustment in the corporate book and the current salvage value in the tax book are the same.

## Retirements

Oracle Assets copies retirement (partial and full) and reinstatement transactions from your corporate book to your tax books if you check Copy Retirements in the Book Controls window.

Oracle Assets does not allow partial unit retirements in tax books, so Oracle Assets translates partial unit retirements in the corporate book into partial cost retirements for your tax books.

For partial cost retirements, if the asset cost is not the same in the two books, Oracle Assets retires an amount from the tax book that is proportional to the cost retired in the corporate book, using this formula:

$$\text{Tax Cost Retired} = (\text{Corporate Cost Retired} / \text{Total Corporate Cost}) \times \text{Total Tax Cost}$$

Oracle Assets copies full retirements, even when the cost is different in the tax book. If you have fully retired an asset in your tax book, Oracle

Assets does not copy over any more transactions for the asset, unless you reinstate it.

Oracle Assets copies reinstatement transactions into your tax book, unless you already performed the reinstatement in your tax book.

Oracle Assets treats a retirement in your tax book as prior period only if the asset's retirement date is before the first day of the current tax book accounting period.

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## Periodic Mass Copy Example

You adjust the cost of an asset on 15-APR-94. The new asset cost is \$15,000.00, and you expense the adjustment.

	CORP	FED
Cost	15,000.00	15,000.00
Net Book Value	12,500.00	8,333.31

	CORP book	FEDERAL book
<i>Open Period</i>	APR-94	Q2-94
<i>Depreciation Method</i>	STL	MACRS HY
<i>Life</i>	3 years	3 years
<i>Prorate Convention</i>	Current Month	Half Year

Table 7 – 2 (Page 1 of 1)

## Verifying Periodic Mass Copy

To verify that all assets were processed successfully, review the log file for your periodic mass copy concurrent request. The log file lists the assets and transactions that did not copy into your tax book, the reasons why, and the actions you must take to resolve the problem.

Next, run the Tax Additions Report, Financial Adjustments Report, and Tax Retirements Report on your tax book to view all the transactions that Oracle Assets copied to the tax book.

## See Also

Tax Additions Report: page 11 – 78

Financial Adjustments Report: page 11 – 98

Tax Retirements Report: page 11 – 79

Defining Depreciation Books: page 9 – 65

Updating a Tax Book with Assets and Transactions: page 7 – 12

## Updating a Tax Book with Assets and Transactions

Use Initial Mass Copy once to set up your tax book with assets from your corporate book. Then use Periodic Mass Copy each period to update the tax book with new assets and transactions. You also can manually add a single asset to a tax book.

Oracle Assets defaults the depreciation rules you defined for the category and date placed in service in the tax book. For assets depreciating under the units of production method, Oracle Assets automatically copies the cost, date placed in service, and capacity from the corporate book.

### **Prerequisites for Initial Mass Copy**

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- Specify Mass Copy rules, and Allow Mass Copy for the tax book in the Book Controls window. See: Defining Depreciation Books: page 9 – 65.
- Set up your asset categories for the tax book in the Asset Categories window. See: Setting Up Asset Categories: page 9 – 93.
- Set up your prorate calendar for the tax book for the first tax period. See: Specifying Dates for Calendar Periods: page 9 – 58.

#### ► **To initially populate a new tax book with assets and transactions:**

1. Choose Tax > Initial Mass Copy from the Navigator window.
2. In the Parameters window, enter the name of the tax depreciation Book to which you want to copy your corporate book assets and transactions.
3. Choose Submit to submit a concurrent process that copies assets and transactions into your new tax book.
4. Review the log file and correct any errors.
5. Run the Initial Mass Copy program again if necessary.
6. Review the log file after the request completes.

#### ► **To periodically update a tax book with assets and transactions:**



**Attention:** Ensure that you have run Initial Mass Copy for your tax book if you added assets to the corporate book before this period. You also must close the appropriate period in the corporate book before copying assets and transactions to a tax book.

- Choose Tax:Periodic Mass Copy from the Navigator window. Enter the Book and Corporate Period from which you want to copy assets and transactions for the period. Review the log file and correct any errors.
  
- ▶ **To manually add a single asset to a tax book:**
  1. Choose Assets > Asset Workbench from the Navigator window.
  2. Find the asset you want to add to a tax book.
  3. Choose Books.
  4. Enter the name of the tax Book to which you want to add the asset.
  5. Review the depreciation rules.
  6. Save your work.

## See Also

Tax Book Maintenance: page 7 – 2

Depreciation Rules (Books): page 2 – 5

Tax Additions Report: page 11 – 78

Tax Retirements Report: page 11 – 79

Financial Adjustments Report: page 11 – 98

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## Deferred Income Tax Liability

Your tax authority determines how you account for temporary differences in expenses between the corporate book and the tax book. One of the largest temporary differences is depreciation expense. For example, in the corporate book, you may depreciate assets using a straight-line method. For tax purposes, however, you can often use an accelerated depreciation method to take more depreciation in the early years of an asset's life and less in the later years. The higher depreciation expense in the early years reduces your taxes at that time. Your tax authority may require that you create a liability on your balance sheet to account for the tax payment delay. Deferred depreciation, the temporary difference in depreciation expense between the corporate book and the tax book, is a part of this liability.

To determine the depreciation contribution to your tax liability, calculate the two types of depreciation differences that exist between the corporate book and the tax book. Some differences are **temporary**; they occur when you use different depreciation methods in the corporate and the tax books. The depreciation calculation reduces, and eventually eliminates, the temporary difference as the asset becomes fully reserved.

**Permanent** differences occur when you define different recoverable costs for an asset in the corporate book and the tax book. Permanent differences arise from differences in cost or salvage value, or the effect of investment tax credit basis reductions. The difference is permanent because you never eliminate it through depreciation. The following equations describe how permanent differences affect the recoverable cost in the corporate book and the tax book:

**Corporate Recoverable Cost = Corporate Cost – Corporate Salvage Value**

**Tax Recoverable Cost = the lesser of (Tax Cost – Tax Salvage Value – ITC Basis Reduction Amount) or Depreciation Cost Ceiling, if any**

You can use these calculations to determine your FASB 109 tax liability under United States tax law.

## Determine Your Future Income Tax Liability

You can determine the contribution that depreciation makes to your tax liability by projecting depreciation expense for future years and then adjusting depreciation expense for permanent differences. To determine your future income tax liability, you can:

1. Project annual depreciation expense in the corporate and tax books.
2. Determine the recoverable cost in the corporate and tax books as of the end of the fiscal year.
3. Adjust the depreciation projection values to account for the permanent differences in depreciation.

For each projected year, you need three values: corporate depreciation expense, tax depreciation expense, and adjusted tax depreciation expense. You take the corporate and tax depreciation expense values directly from the Depreciation Projection Report. To determine the adjusted tax depreciation expense, you calculate the ratio of the corporate recoverable cost to the tax recoverable cost. You take the corporate and tax recoverable cost values directly from the Recoverable Cost Report. You then multiply the ratio by the tax depreciation expense.

**Adjusted Tax Depreciation Expense = Tax Depreciation Expense X (Corporate Recoverable Cost/Tax Recoverable Cost)**

You can use the difference between the corporate depreciation expense and the adjusted tax depreciation expense for each projection year as the net amount in your tax liability calculations.

Use this information to determine the tax liability depreciation contribution net of the permanent differences.

### Example: Future Income Tax Liability Calculation

You have closed your corporate and tax books for your 1992 fiscal year. You run the Depreciation Projections program to project depreciation for five years, beginning with fiscal year 1993. The Depreciation Projection Report prints the following results:

<u>Year</u>	<u>Corporate Depreciation Expense</u>	<u>Tax Depreciation Expense</u>
1993	15,000	25,000
1994	15,000	20,000
1995	15,000	15,000
1996	10,000	10,000
1997	10,000	5,000

Next, you run the Recoverable Cost Report for the last period of your 1992 fiscal year to determine the recoverable cost in both depreciation books.

Corporate Recoverable Cost = 65,000

Tax Recoverable Cost = 75,000

You then calculate the ratio of the corporate recoverable cost to the tax recoverable cost.

Corporate Recoverable Cost/Tax Recoverable Cost

= 65,000/75,000

= 0.867

Now you have the information you need to adjust the tax depreciation projections. Using the ratio 0.867, you can calculate the adjusted tax depreciation expense:

<u>Year</u>	<u>Tax Depreciation Expense</u>	<u>Adjusted Tax Depreciation Expense</u>
1993	25,000	21,675
1994	20,000	17,340
1995	15,000	13,005
1996	10,000	8,670
1997	5,000	4,335

You now can determine the tax liability depreciation contribution net of the permanent differences:

<u>Year</u>	<u>Corporate</u>	<u>Adjusted Tax</u>	<u>Net Taxable (Deductible)</u>
1993	15,000	21,675	(6,675)
1994	15,000	17,340	(2,340)
1995	15,000	13,005	1,995
1996	10,000	8,670	1,330
1997	10,000	4,335	5,665

You can use the net taxable (deductible) amount in your tax liability calculations for each projection year in your financial statement.

## **See Also**

Determining Deferred Income Tax Liability: page 7 – 18

Projecting Depreciation Expense: page 5 – 35

Depreciation Projection Report: page 11 – 48

## Determining Deferred Income Tax Liability

You can determine either actual income tax liability or future deferred income tax liability. You can calculate deferred depreciation and create deferred depreciation journal entries for your general ledger. Deferred depreciation is the difference in depreciation expense taken for an asset between a tax book and its associated corporate book. You can also project depreciation expense and use those values to determine future income tax liability.

Your tax book and associated corporate book must use the same number of periods per fiscal year. The general ledger period for which you want to create journal entries must be open.

### Prerequisite

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- Run the Depreciation program for your corporate and tax books for this period. See: Running Depreciation: page 5 – 2.

#### ► To calculate journal entries for **ACTUAL** income tax liability:

1. Choose Journal Entries > Deferred from the Navigator window.
2. Enter the tax book from which you want to create journal entries for your general ledger.
3. Enter the period in your tax book from which you want to create journal entries.
4. Choose Submit to submit a concurrent process to create deferred depreciation journal entries.
5. Review the log file after the request completes.

#### ► To calculate **FUTURE** income tax liability:

1. Project annual depreciation expense in the corporate book and the tax book. See: Projecting Depreciation Expense: page 5 – 35.

You can project depreciation expense for future periods based on the asset's current financial information. To calculate your tax liability, run depreciation projections as soon as you close your corporate and tax books for the fiscal year. You project depreciation expense for several years, beginning with the next fiscal year. When you wait until the end of a fiscal year to project depreciation, Oracle Assets calculates depreciation expense using financial information from the entire previous fiscal year.

2. Run the Recoverable Cost Report for the last period of the fiscal year you just closed to determine the recoverable cost in the corporate and the tax book as of the end of the fiscal year.
3. Adjust the depreciation projection values to account for the permanent differences in depreciation between the two books.

## **See Also**

Deferred Income Tax Liability: page 7 – 14

Recoverable Cost Report: page 11 – 75

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## Tax Credits

You can automatically calculate an asset's Investment Tax Credit (ITC). You can use investment tax credit as specified in United States tax law that affects assets placed in service before 1987. Oracle Assets calculates the ITC amount and basis reduction amount and reduces the asset's depreciable basis.

An asset is eligible for ITC only if both the book and the category allow ITC. ITC only applies to assets depreciating under life-based depreciation methods.

### Enter an asset's ITC

ITC rates vary according to asset life. You choose a rate from a list of rates that are defined for the asset life and date placed in service. After you enter the ITC Rate for your asset, Oracle Assets automatically calculates and displays the ITC Amount and the Recoverable Cost.

### Calculate ITC

Oracle Assets calculates the ITC for an asset. The ITC Basis for an asset is the lesser of its original cost and the ITC Ceiling, if one is used.

**ITC Basis Reduction Amount = ITC Basis X Basis Reduction Rate**

**ITC Amount = ITC Basis X ITC Rate**

When you retire an asset for which you have claimed an Investment Tax Credit, Oracle Assets checks if the retirement is premature. If you retire an asset before it is fully reserved, the Calculate Gains and Losses program calculates the recapture amount.

**ITC Recapture = ITC Amount X ITC Recapture Rate X (Cost Retired / Current Cost)**

## See Also

Assigning Tax Credits: page 7 – 22

Defining Investment Tax Credit Rates: page 9 – 81

Defining Depreciation Books: page 9 – 65

Setting Up Asset Categories: page 9 – 93

Investment Tax Credit Report: page 11 – 72

# Assigning Tax Credits

You can assign an Investment Tax Credit to an asset in a tax book only if you allow ITC for that tax book and category, and if it is depreciating using a life-based method.

You can assign an ITC for an asset in as many tax books as you want. For each tax book, Oracle Assets shows you the current cost and the recoverable cost, which is reduced by the basis reduction amount.

## Prerequisites

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- Allow ITC for the book and the category. See: Defining Depreciation Books: page 9 – 65.
- Set up investment tax credit rates and ceilings. See: Defining Investment Tax Credit Rates: page 9 – 81.
- Add your assets to your tax book. See: Updating a Tax Book with Assets and Transactions: page 7 – 12.

### ► To assign tax credit rates for an asset:

1. Choose Tax > Tax Workbench from the Navigator window.
2. Find your asset.
3. Choose Investment Tax Credits.
4. Scroll to the record to which you want to assign tax credit rates.
5. Specify the ITC rate and the Basis Reduction Rate for the asset.

Note the new recoverable cost of the asset. Oracle Assets calculates the ITC basis, ITC amount, and the recoverable cost automatically.

6. Save your work

### ► To cancel ITC for an asset:



**Attention:** You can cancel ITC for assets added in the current period only.

- Erase the rate and save your change.

### ► To change a previously assigned ITC rate for an asset:

- Change the rate and save your change.

You cannot change any ITC information if retirements are pending or if the asset is fully reserved or fully retired.

## **See Also**

Tax Credits: page 7 – 20

Investment Tax Credit Report: page 11 – 72

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## Adjusted Current Earnings

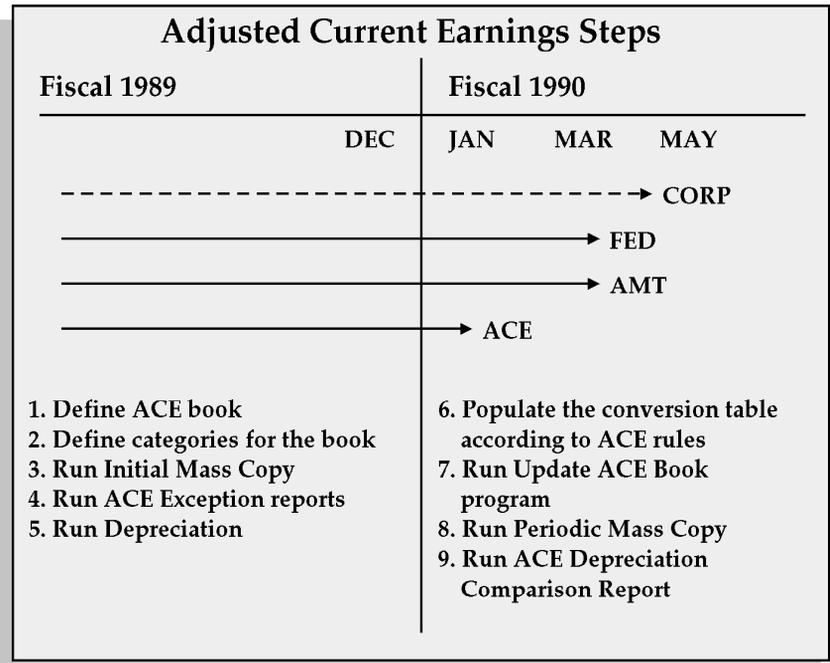
United States tax law defines the Adjusted Current Earnings (ACE) depreciation rules. You can update your ACE book according to ACE rules automatically.

To provide sufficient ACE information for your tax purposes, you must create a separate ACE book for your existing assets. Assign each asset a depreciation method, life, and prorate convention according to ACE rules. Oracle Assets converts your assets to the new depreciation methods automatically when you update the ACE book. Oracle Assets also provides two exception reports that list the assets that Oracle Assets cannot update in the ACE book.

To implement ACE, you must define the initial open period of your corporate, ACE, federal, and Alternate Minimum Tax (AMT) books as a period on or before the last period in the last tax year beginning before 1990. Each book must also use the same depreciation calendar

**Note:** If you have ACE accumulated depreciation information from a previous assets system, you can set up your books for the last period for which you have the information and upload it using the ACE conversion table.

You must set up the ACE book, mass copy your assets into the ACE book, and then update the ACE book according to ACE rules.



## ACE Depreciation Rules

The ACE depreciation rules require you to depreciate your assets using specific methods, lives, and prorate conventions. The ACE rules for depreciation focus on assets you depreciate in the federal tax book under ACRS and MACRS methods. In some cases, the ACE rules require you to use the asset's net book value, not the cost, as the depreciable basis.

According to ACE rules, you calculate ACE depreciation beginning with your fiscal year that begins in 1990. Thus, the first open period in the ACE book is the last period of the last fiscal year beginning before 1990. When you copy your assets into this period, ACE rules determine the depreciable basis, depreciation method, and other financial information for each asset.

Oracle Assets looks at the asset's financial information in either the AMT or the federal book to determine new ACE information. If an asset is depreciating in the federal tax book using ACRS, Oracle Assets uses the federal book information. If the asset is depreciating in the federal book using MACRS, Oracle Assets uses the AMT book information. Oracle Assets automatically updates your assets when you run the Update ACE Book program.

The following table summarizes the ACE rules:

Federal Book Depreciation Method	ACE Book Depreciation Method	ACE Book Asset Life	ACE Book Prorate Convention	ACE Book Depreciable Basis
ACRS	STL	Remaining Life	New	Federal NBV at the start of 1990
MACRS before 1990	STL	Remaining Life	New	AMT NBV at the start of 1990
All after 1989 (including MACRS)	STL	Whole Life	New	Federal Book Cost
All Others	Federal Book	Remaining Life	Old	Federal NBV at the start of 1990

**Table 7 – 3 (Page 1 of 1)**

**Note:** Oracle Assets does not change the asset cost or life in your ACE book. Instead, it uses an internal factor to adjust the depreciation rates to depreciate the net book value over the remaining life.

**Note:** Assets placed in service after December 31, 1993 are not subject to ACE depreciation rules.

## See Also

Tax Book Maintenance: page 7 – 2

About the ACE Interface: page 7 – 30

Updating a Tax Book with Assets and Transactions: page 7 – 12

Updating an ACE Book with Accumulated Depreciation: page 7 – 27

Defining Depreciation Books: page 9 – 65

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## Updating an ACE Book with Accumulated Depreciation

If you are providing historical information for Oracle Assets to calculate ACE information for you, set up and update your book as described in the steps below.

**Note:** If you have calculated ACE information already, define the initial period of your ACE book as the last period of the last fiscal year you completed on your previous system. Then load the accumulated depreciation for your ACE assets using the ACE interface and update the ACE book with the information.

### Prerequisites

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- Create your ACE book using the Book Controls window; define the initial open period on or before the last period in the last tax year beginning before 1990. See: Defining Depreciation Books: page 9 – 65.
- Set up asset categories for your ACE book with the appropriate depreciation methods, lives, and prorate conventions using the Asset Categories window. See: Setting Up Asset Categories: page 9 – 93.
- Run the Initial Mass Copy program to copy assets from the corporate book into the ACE book. See: Updating a Tax Book with Assets and Transactions: page 7 – 12.

### ► To update the ACE book to the current period:

1. Run the ACE exception reports (ACE Unrecognized Depreciation Method Code Exception Report and the ACE Non-Depreciating Assets Exception Report). See: To run the ACE reports: page 7 – 28.  

The reports evaluate the financial information in your federal tax book as of the end date of the open period in your ACE book and list the assets that Oracle Assets cannot update in the ACE book. Manually update these assets in the federal book according to ACE rules.
2. Run depreciation on your ACE book to close the period. See: Running Depreciation: page 5 – 2.
3. Run the Populate ACE Interface program to automatically insert information into the ACE conversion table for your assets according to ACE rules. See: To populate the ACE interface table: page 7 – 28.

4. Run the Update ACE Book program to update the financial information in your ACE book as of the end date of the most recent closed period. Update your ACE book in the first period of a fiscal year, before you enter any transactions. See: To update the ACE book from an interface: page 7 – 28.
5. Run depreciation and periodic mass copy to update the ACE book to the current period if necessary. To prevent assets added after December 31, 1993 from being copied to your tax book, uncheck Copy Additions after that date in the Book Controls window.

**Note:** If you run the balances reports for the first period of your ACE book, expect the report to be out of balance. Oracle Assets only updates the accumulated depreciation, not the depreciation expense, when you update an ACE book.

6. Run the ACE Depreciation Comparison Report to review a list of differences in depreciation between your ACE, federal, and AMT books. You can use this information in your tax calculations. See: To run the ACE reports: page 7 – 28.

► **To run the ACE reports:**

1. Choose Tax > Adjusted Current Earnings > Run Exception Reports from the Navigator window.
2. In the Parameters window, enter the ACE Book and Federal Book.
3. Choose Submit.
4. Review the reports after the request completes.

► **To populate the ACE interface table:**

1. Choose Tax > Adjusted Current Earnings > Populate ACE Interface from the Navigator window.
2. In the Parameters window, enter the ACE Book you want to populate. The ACE book must use the same associated corporate book as the federal tax book and the AMT book.
3. Choose Submit.
4. Review the log file after the request completes.

► **To update the ACE book from an interface:**

1. Choose Tax > Adjusted Current Earnings > Update ACE Book from the Navigator window.

2. In the Parameters window, enter the ACE Book you want to update.
3. Choose Submit.
4. Review the log file after the request completes.

## **See Also**

Adjusted Current Earnings: page 7 – 24

About the ACE Interface: page 7 – 30

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## About the ACE Interface

You can either have Oracle Assets calculate ACE information for you, or enter it yourself. If you want Oracle Assets to calculate ACE accumulated depreciation for you, enter historical asset information beginning no later than the last period of fiscal 1989. Start your depreciation books in Oracle Assets before the end of fiscal 1989, and enter asset transactions through the current period.

If you have ACE information from another asset system, you can load it into Oracle Assets using the ACE interface. Define the initial open period of your ACE book as the last period of the last fiscal year you completed on your previous system. Then load the accumulated depreciation for your ACE assets using this interface.

### ACE Update Process Using the ACE Interface

1. Create an ACE tax book with ACE depreciation rules. Copy your assets into the ACE book from the corporate book.
2. Populate the ACE conversion table. Either use the Populate ACE Interface Table program, or load the table manually with the ACE information from your previous system.
3. Update the ACE book with the information in the ACE conversion table.

## ACE Conversion Table

FA\_ACE\_BOOKS, the ACE conversion table, is organized into the following columns which store ACE information:

Column Name	Type	Description
ASSET_ID	Numeric	Asset identification number
MLC_UPDATE_FLAG	Alphanumeric	YES if update ACE book program needs to update the depreciation method, life, prorate convention, and rate adjustment factor with the values in this table
COST	Numeric	Current asset cost
ADJUSTED_COST	Numeric	Depreciable basis of the asset, calculated as recoverable cost for cost-based depreciation methods, less the accumulated depreciation for NBV-based methods
DEPRN_METHOD_CODE	Alphanumeric	Depreciation method for the asset
LIFE_IN_MONTHS	Numeric	Whole life of the asset in months
PRORATE_CONVENTION_CODE	Alphanumeric	Prorate convention for the asset
RATE_ADJUSTMENT_FACTOR	Numeric	Internal factor used to adjust depreciation rates to depreciate the net book value over the remaining life
YTD_DEPRN	Numeric	Not currently used
DEPRN_RESERVE	Numeric	Starting accumulated depreciation for the asset
PRODUCTION_CAPACITY	Numeric	Production capacity for assets that use a units of production method
ADJUSTED_CAPACITY	Numeric	Remaining capacity to use for depreciation for assets that use a units of production method
LTD_PRODUCTION	Numeric	Life-to-date production for assets that use a units of production method
ADJUSTED_RATE	Numeric	Not currently used
BASIC_RATE	Numeric	Not currently used

Table 7 – 4 (Page 1 of 1) FA\_ACE\_BOOKS table

## Automatically Populate the ACE Conversion Table

The Populate ACE Interface Table program uses the existing asset information in your federal and AMT tax books to load the table. Cost, depreciation rule, and rate adjustment factor information comes from the FA\_BOOKS row that was active for the source tax book at the beginning of fiscal 1990. Accumulated depreciation information comes from the FA\_DEPRN\_SUMMARY row for the source tax book for the last period in fiscal 1989.

The program creates a row in the table for each asset in the ACE book that you placed in service before the end of fiscal 1989.

<b>For All Assets Placed In Service Before Fiscal 1981 Or Assets With Depreciation Methods Other Than ACRS And MACRS:</b>		
Column	Value	Source Tax Book
ASSET_ID	Asset Identification Number	Federal Book
MLC_UPDATE_FLAG	YES	
COST	Current Cost	Federal Book
ADJUSTED_COST	Adjusted Cost	Federal Book
DEPRN_METHOD_CODE	Depreciation Method	Federal Book
LIFE_IN_MONTHS	Life	Federal Book
PRORATE_CONVENTION_CODE	Prorate Convention	Federal Book
RATE_ADJUSTMENT_FACTOR	Rate Adjustment Factor	Federal Book
DEPRN_RESERVE	Accumulated Depreciation	Federal Book at end of fiscal 1989

**Table 7 – 5 (Page 1 of 1)**

<b>For All Assets Depreciating Under ACRS:</b>		
<b>Column</b>	<b>Value</b>	<b>Source Tax Book</b>
ASSET_ID	Asset Identification Number	Federal Book
MLC_UPDATE_FLAG	NO	
COST	Current Cost	Federal Book
ADJUSTED_COST	Recoverable Cost – Accumulated Depreciation	Federal Book
DEPRN_METHOD_CODE	NULL	
LIFE_IN_MONTHS	NULL	
PRORATE_CONVENTION_CODE	NULL	
RATE_ADJUSTMENT_FACTOR	Remaining Life in Months / Whole Life in Months	Federal Book
DEPRN_RESERVE	Accumulated Depreciation	Federal Book at end of fiscal 1989

**Table 7 – 6 (Page 1 of 1)**

<b>For All Assets Depreciating Under MACRS Placed In Service Before Fiscal 1990:</b>		
<b>Column</b>	<b>Value</b>	<b>Source Tax Book</b>
ASSET_ID	Asset Identification Number	AMT Book
MLC_UPDATE_FLAG	NO	
COST	Current Cost	AMT Book
ADJUSTED_COST	Recoverable Cost – Accumulated Depreciation	AMT Book
DEPRN_METHOD_CODE	NULL	
LIFE_IN_MONTHS	NULL	
PRORATE_CONVENTION_CODE	NULL	
RATE_ADJUSTMENT_FACTOR	Remaining Life in Months / Whole Life in Months	AMT Book
DEPRN_RESERVE	Accumulated Depreciation	AMT Book at end of fiscal 1989

**Table 7 – 7 (Page 1 of 1)**

## Manually Load the ACE Conversion Table

When you manually load the ACE conversion table, you must enter the existing ACE information for all assets that you placed in service before fiscal 1990.

For All Assets Placed In Service Before Fiscal 1981 Or Assets With Unrecognized Depreciation Methods:		
Column	Value	Source Tax Book
ASSET_ID	Asset Identification Number	Federal Book
MLC_UPDATE_FLAG	YES	
COST	Current Cost	Federal Book
ADJUSTED_COST	Adjusted Cost	Federal Book
DEPRN_METHOD_CODE	Depreciation Method	Federal Book
LIFE_IN_MONTHS	Life	Federal Book
PRORATE_CONVENTION_CODE	Prorate Convention	Federal Book
RATE_ADJUSTMENT_FACTOR	Rate Adjustment Factor	Federal Book
DEPRN_RESERVE	Accumulated Depreciation	Federal Book at end of conversion period

Table 7 – 8 (Page 1 of 1)

For all assets placed in service before fiscal 1981 and assets that are not using ACRS or MACRS methods, load asset information from the federal book as of the end of the conversion period. The conversion period is the first period of your ACE book in Oracle Assets.

If you have not performed any amortized adjustments or revaluations on the asset, the adjusted cost is the same as the current cost, and the rate adjustment factor is 1. Otherwise, the adjusted cost is the recoverable cost less the accumulated depreciation and the rate adjustment factor is the remaining life divided by the whole life at the time of the adjustment.

<b>For All Assets Depreciating Under ACRS Or MACRS Placed In Service Before Fiscal 1994:</b>		
Column	Value	Source Tax Book
ASSET_ID	Asset Identification Number	Federal Book
MLC_UPDATE_FLAG	NO	
COST	Current Cost	Federal Book
ADJUSTED_COST	Recoverable Cost – Accumulated Depreciation	Calculated
DEPRN_METHOD_CODE	NULL	
LIFE_IN_MONTHS	NULL	
PRORATE_CONVENTION_CODE	NULL	
RATE_ADJUSTMENT_FACTOR	Remaining Life in Months / Whole Life in Months	Calculated
DEPRN_RESERVE	Accumulated Depreciation	Entered

**Table 7 – 9 (Page 1 of 1)**

For all assets depreciating under ACRS or MACRS that you placed in service before fiscal 1994, load accumulated depreciation and cost information from your old ACE system as of the end of the conversion period. The conversion period is the first period of your ACE book in Oracle Assets.

## See Also

Adjusted Current Earnings: page 7 – 24

Updating a Tax Book with Accumulated Depreciation: page 7 – 27

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## Handle Tax Audits

You can adjust the depreciation taken for one or all assets for a previous fiscal year in a tax book. Use the Reserve Adjustments window to adjust the tax book accumulated depreciation for a single asset. Use Mass Depreciation Adjustments to adjust the depreciation expense taken for all the assets in a tax book. Some tax authorities allow you to prorate the depreciation expense you recognize, such as for French Fiscal Depreciation.

You can adjust tax book depreciation between minimum and maximum depreciation expense amounts according to a factor you enter. The minimum and maximum amounts are determined by comparing the accumulated depreciation in your tax book, in a control tax book, and in the associated corporate book.

### Prepare for a Mass Depreciation Adjustment

You must define your corporate, tax, and control tax books before performing a mass depreciation adjustment. The adjusted tax book and control tax book must be associated with the same corporate book.

In addition, the fiscal year must be closed in all three books to run a mass depreciation adjustment. You must be in the first period of your fiscal year immediately following the closed year you are adjusting. You can only adjust the previous fiscal year in your tax book.

You cannot adjust depreciation if you have performed any transactions in the **tax** book in the current period. You also cannot adjust depreciation if you have performed any transactions in the **corporate** book that affect the distribution, units, or category of the assets in the current period, such as transfers, reclassifications, unit adjustments, or partial retirements.

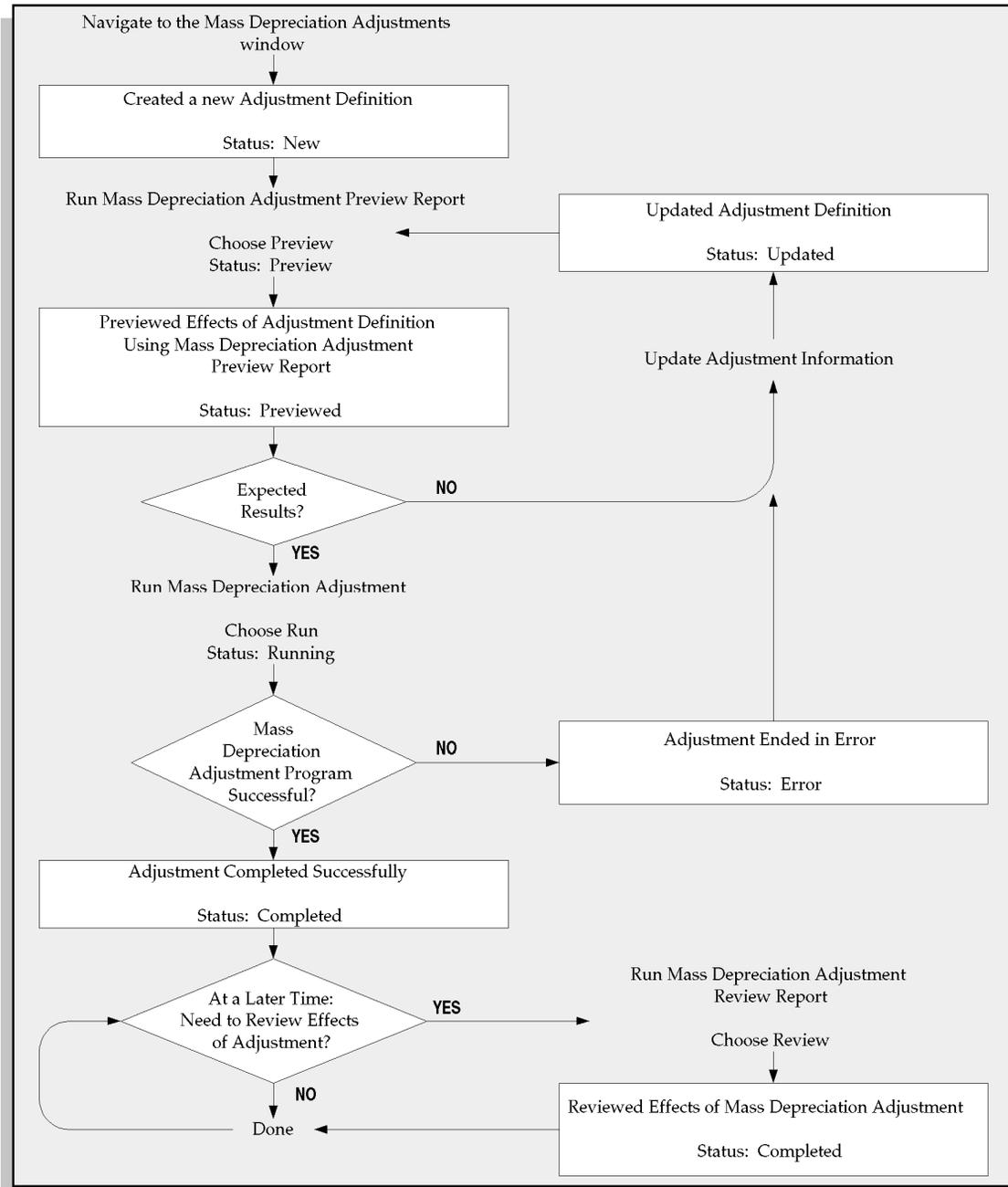
You cannot adjust the depreciation expense taken in a previous fiscal year for assets that use a units of production depreciation method in the adjusted tax book. Oracle Assets does not adjust depreciation for assets where the cost at the end of the fiscal year is not the same in all three books, or where there was an asset retirement during the fiscal year. The log file for the mass depreciation adjustment concurrent request lists assets that the program did not adjust and the reasons why.

## Control Your Mass Depreciation Adjustment

Use the Status field to see the current status of the adjustment and to determine the next possible action. Each adjustment definition has a unique Mass Transaction Number that you can use to find your adjustment definition when you want to perform the next step.

Status	Definition	Possible Action
New	Newly created mass depreciation definition	Preview
Preview	Preview report currently running	None
Previewed	Preview report completed successfully	Run
Updated	Adjustment definition updated after previewing	Preview
Running	Adjustment currently running	None
Completed	Adjustment completed successfully	Review
Error	Preview report or adjustment completed in error	Preview or Run, whichever failed

Table 7 – 10 (Page 1 of 1)



## Determine Adjusted Accumulated Depreciation

Minimum Accumulated Depreciation	Maximum Accumulated Depreciation
<b>Is the Greatest of Accumulated Depreciation in...</b>	
1. the adjusted tax book at the <i>beginning</i> of the fiscal year,	1. the adjusted tax book at the <i>end</i> of the fiscal year,
2. the control tax book at the end of the fiscal year, or	
3. the corporate book at the end of the fiscal year.	

Table 7 – 11 (Page 1 of 1)

The Mass Depreciation Adjustment program calculates the minimum depreciation expense as follows:

**Minimum Depreciation Expense = Minimum Accumulated Depreciation – Accumulated Depreciation in the Adjusted Book at the Beginning of the Fiscal Year**

The Mass Depreciation Adjustment program calculates the maximum depreciation expense as follows:

**Maximum Depreciation Expense = Maximum Accumulated Depreciation – Accumulated Depreciation in the Adjusted Book at the Beginning of the Fiscal Year**

The minimum and maximum depreciation expense amounts are the depreciation amounts necessary to bring the accumulated depreciation in the adjusted tax book at the beginning of the fiscal year to the minimum and maximum amounts that have been calculated for accumulated depreciation at the end of the fiscal year.

Oracle Assets modifies the depreciation expense for all assets in your tax book according to the depreciation adjustment factor you enter.

The Mass Depreciation Adjustment program calculates the adjusted depreciation expense as follows:

**Adjusted Depreciation Expense = Minimum Depreciation Expense + Depreciation Adjustment Factor × (Maximum Depreciation Expense – Minimum Depreciation Expense)**

Mass Depreciation Adjustment does not adjust fully retired assets. However, it adjusts the depreciation expense for credit (negative cost) assets between the minimum (least negative) and maximum (most negative) depreciation expense.

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## Mass Depreciation Adjustment Examples

### Example 1

Before the adjustment, the accumulated depreciation for each book is as follows:

- Adjusted tax book at beginning of year = 4000
- Adjusted tax book at end of year = 6400
- Corporate book at end of year = 4000
- Control book at end of year = 4300

Oracle Assets calculates the minimum and maximum accumulated depreciation as:

- Minimum = 4300 (control book at end of year)
- Maximum = 6400 (adjusted tax book at end of year)

Oracle Assets calculates the minimum and maximum depreciation expense as:

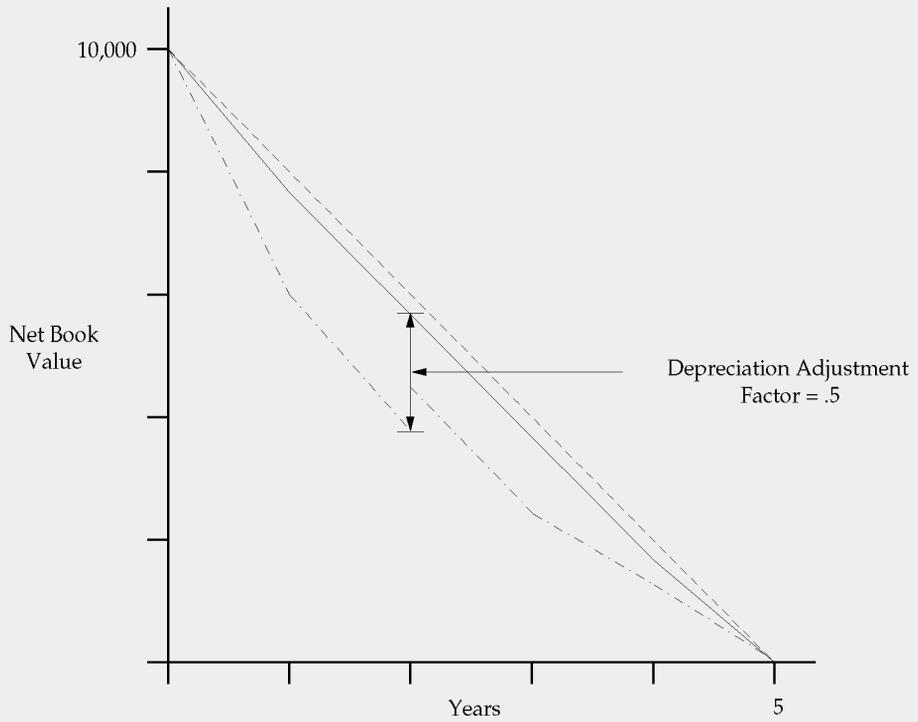
- Minimum = 300 (control book at end of year)
- Maximum = 2400 (adjusted tax book at end of year)

So, with a depreciation adjustment factor of .5, the adjusted depreciation is:

- Adjusted depreciation expense = 1350

The effect of this adjustment is shown in the following graph of net book value over time.

**EXAMPLE 1**



LEGEND	
-----	Corporate Book (Straight-Line)
—————	Control Book (20% Flat-Rate with 3% Bonus Rate in the first year)
- - - - -	Adjusted Tax Book (DMV with STL switch)

## Example 2

Before the adjustment, the accumulated depreciation for each book is as follows:

- Adjusted tax book at beginning of year = 6400
- Adjusted tax book at end of year = 7840
- Corporate book at end of year = 6000
- Control book at end of year = 6300

Oracle Assets calculates the minimum and maximum accumulated depreciation as:

- Minimum = 6400 (adjusted tax book at beginning of year)
- Maximum = 7840 (adjusted tax book at end of year)

Oracle Assets calculates the minimum and maximum depreciation expense as:

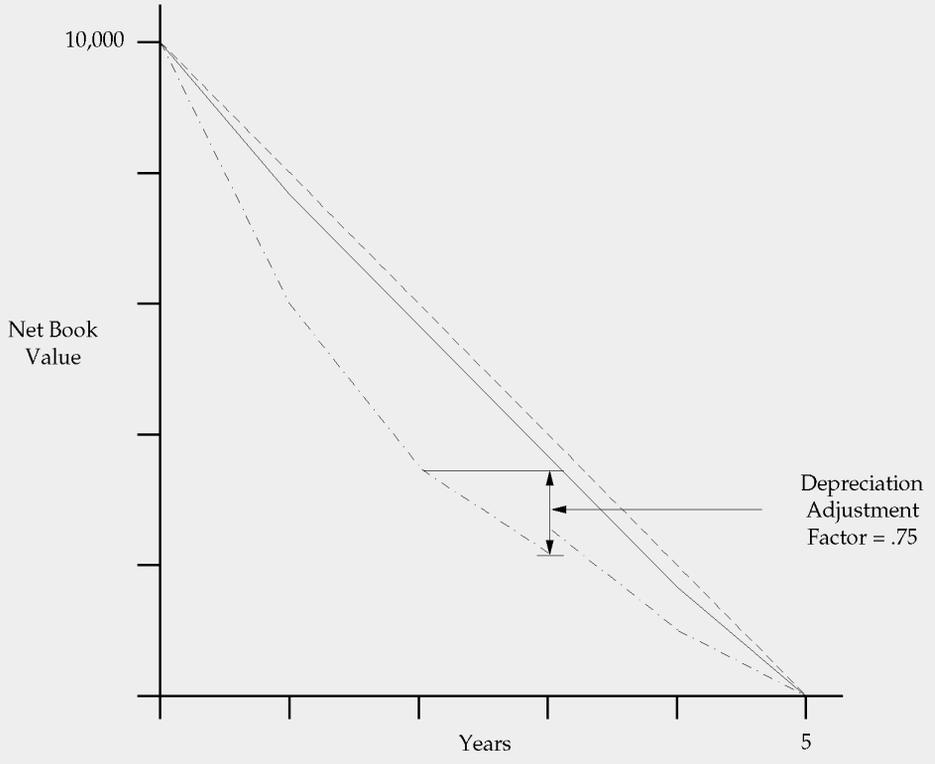
- Minimum = 0 (adjusted tax book at beginning of year)
- Maximum = 1440 (adjusted tax book at end of year)

So, with a depreciation adjustment factor of .75, the adjusted depreciation is:

- Adjusted depreciation expense = 1140

The effect of this adjustment is shown in the following graph of net book value over time.

**EXAMPLE 2**



LEGEND	
-----	Corporate Book (Straight-Line)
————	Control Book (20% Flat-Rate with 3% Bonus Rate in the first year)
- · - · - ·	Adjusted Tax Book (DMV with STL switch)

### Example 3

Before the adjustment, the accumulated depreciation for each book is as follows:

- Adjusted tax book at beginning of year = 7840
- Adjusted tax book at end of year = 8704
- Corporate book at end of year = 8000
- Control book at end of year = 9500

Oracle Assets calculates the minimum and maximum accumulated depreciation as:

- Minimum = 9500 (control book at end of year)
- Maximum = 9500 (control book at end of year)

Oracle Assets calculates the minimum and maximum depreciation expense as:

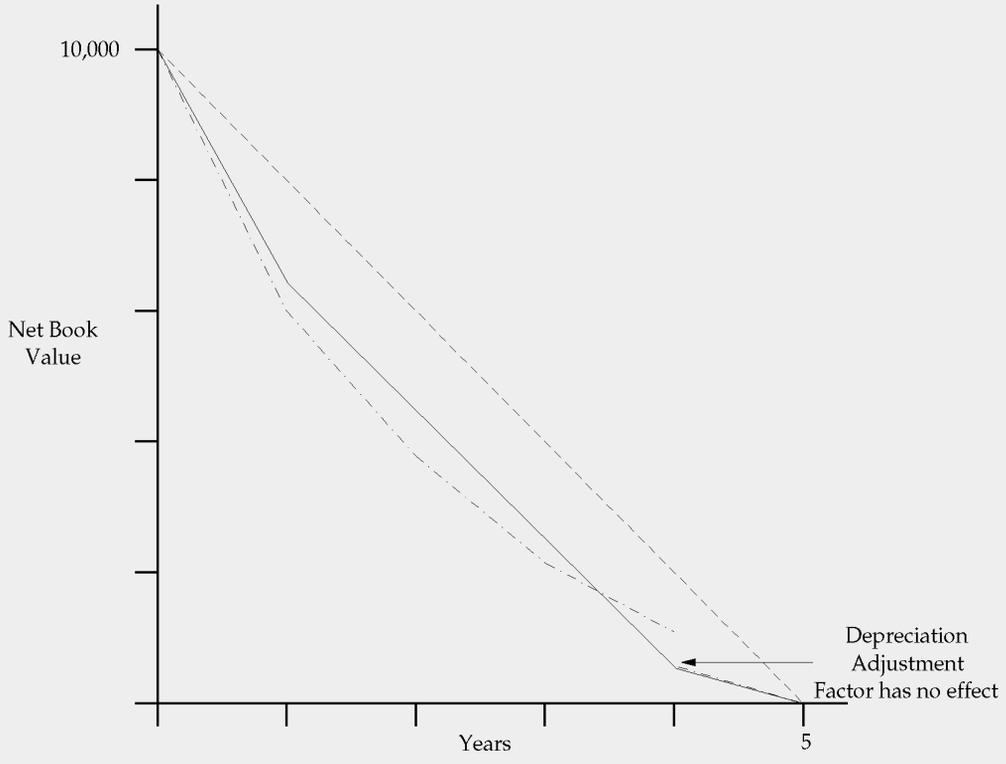
- Minimum = 1660 (control book at end of year)
- Maximum = 1660 (control book at end of year)

Notice that both the minimum and maximum amounts are the control book accumulated depreciation. Since the minimum and maximum depreciation expense are the same, the depreciation adjustment factor has no effect and the adjusted depreciation is:

- Adjusted depreciation expense = 1660

The effect of this adjustment is shown in the following graph of net book value over time.

**EXAMPLE 3**



LEGEND	
-----	Corporate Book (Straight-Line)
—————	Control Book (20% Flat-Rate with 15% Bonus Rate in the first year)
- - - - -	Adjusted Tax Book (DMV with STL switch)

#### Example 4

Before the adjustment, the accumulated depreciation for each book is as follows:

- Adjusted tax book at beginning of year = 0
- Adjusted tax book at end of year = 4000
- Corporate book at end of year = 3334
- Control book at end of year = 2300

Oracle Assets calculates the minimum and maximum accumulated depreciation as:

- Minimum = 3334 (corporate book at end of year)
- Maximum = 4000 (adjusted tax book at end of year)

Oracle Assets calculates the minimum and maximum depreciation expense as:

- Minimum = 3334 (corporate book at end of year)
- Maximum = 4000 (adjusted tax book at end of year)

So, with a depreciation adjustment factor of .67, the adjusted depreciation is:

- Adjusted depreciation expense = 3778

#### Example 5

Before the adjustment, the accumulated depreciation for each book is as follows:

- Adjusted tax book at beginning of year = 6267
- Adjusted tax book at end of year = 7760
- Corporate book at end of year = 7996
- Control book at end of year = 6300

Oracle Assets calculates the minimum and maximum accumulated depreciation as:

- Minimum = 7996 (corporate book at end of year)
- Maximum = 7996 (corporate book at end of year)

Oracle Assets calculates the minimum and maximum depreciation expense as:

- Minimum = 1729 (corporate book at end of year)
- Maximum = 1729 (corporate book at end of year)

Notice that both the minimum and maximum amounts are the corporate book accumulated depreciation. Since the minimum and maximum depreciation expense are the same, the depreciation adjustment factor has no effect and the adjusted depreciation is:

- Adjusted depreciation expense = 1729

### Example 6

Before the adjustment, the accumulated depreciation for each book is as follows:

- Adjusted tax book at beginning of year = 7996
- Adjusted tax book at end of year = 8798
- Corporate book at end of year = 9333
- Control book at end of year = 8300

Oracle Assets calculates the minimum and maximum accumulated depreciation as:

- Minimum = 9333 (corporate book at end of year)
- Maximum = 9333 (corporate book at end of year)

Oracle Assets calculates the minimum and maximum depreciation expense as:

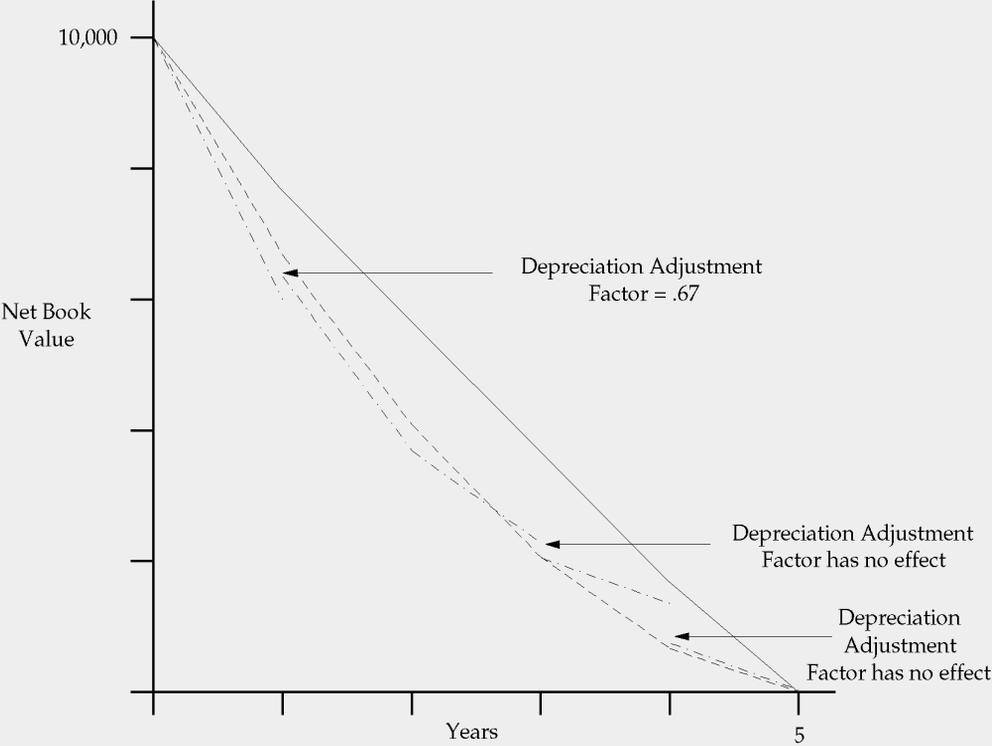
- Minimum = 1337 (corporate book at end of year)
- Maximum = 1337 (corporate book at end of year)

Notice that both the minimum and maximum amounts are the corporate book accumulated depreciation. Since the minimum and maximum depreciation expense are the same, the depreciation adjustment factor has no effect and the adjusted depreciation is:

- Adjusted depreciation expense = 1337

The effect of these three adjustments is shown in the following graph of net book value over time.

**EXAMPLE 4, 5, and 6**



LEGEND	
-----	Corporate Book (Sum of the Years-Digits)
—————	Control Book (20% Flat-Rate with 3% Bonus Rate in the first year)
- - - - -	Adjusted Tax Book (DMV with STL switch)

## See Also

Adjusting Tax Book Accumulated Depreciation: page 7 – 50

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## Adjusting Tax Book Accumulated Depreciation

If your tax authority requires you to change the depreciation taken for an asset in a previous fiscal year, you can adjust the depreciation for one or more assets for that year in your tax book. When you perform the change, Oracle Assets adjusts the depreciation for the year you make the change and all subsequent years up to the current fiscal year.

If you make an expensed adjustment to an asset after you perform a reserve adjustment on it, Oracle Assets recalculates the asset's depreciation using the depreciation limitations created by the reserve adjustment. For assets using the flat-rate method, Oracle Assets recalculates depreciation expense for each year the asset was in service except the year in which you made the reserve adjustment. For that year, depreciation remains the same.

You can review depreciation reserve adjustments to previous fiscal years using the Adjusted Form 4562 – Depreciation and Amortization Report or the Adjusted Form 4626 – AMT Detail or Summary Reports.

### See Also

Adjusted Form 4562 – Depreciation and Amortization Reports: page 11 – 68

Adjusted Form 4626 – AMT Detail Report: page 11 – 68

Adjusted Form 4626 – AMT Summary Report: page 11 – 68

### Prerequisites

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- Allow Reserve Adjustments for the tax book. See: Defining Depreciation Books: page 9 – 65
- Add your assets to your tax book using Mass Copy. See: Updating a Tax Book with Assets and Transactions: page 7 – 12
- Close the fiscal year you want to adjust.

► **To adjust tax book depreciation for a single asset:**

1. Choose Tax > Tax Workbench from the Navigator window.

2. Find the asset for which you want to adjust the depreciation expense.
3. Choose the Reserve Adjustments button.
4. Enter the tax Book in which you want to make the adjustment.
5. Enter the Fiscal Year for which you want to adjust depreciation.
6. Enter the asset's new depreciation expense for the fiscal year you are adjusting.



**Attention:** You cannot adjust the depreciation taken in a previous fiscal year for assets using a units of production depreciation method.



**Attention:** You also cannot adjust the depreciation for assets on which you have performed an amortized cost adjustment since the end of the fiscal year you are adjusting.

7. Save your work to automatically adjust the asset's accumulated depreciation for that year and all subsequent years up to the current fiscal year.

► **To adjust tax book depreciation for a group of assets:**

**Note:** Ensure that you have run depreciation to close the previous fiscal year for the tax book you want to adjust, its associated corporate book, and the control tax book.

1. Choose Tax > Mass Depreciation Adjustments from the Navigator window.
2. Enter the Adjusted tax Book for which you want to adjust depreciation. The open period of the book must be the first period of the following fiscal year with no transactions entered.
3. Enter the name of the Control Book that holds the minimum accumulated depreciation control.

Oracle Assets does not adjust the depreciation for each asset in the adjusted book to be less than the depreciation in the control book. The control book must have the same associated corporate book as the adjusted book.

4. Enter the factor by which you want to adjust depreciation above the minimum. Oracle Assets adjusts the previous year's depreciation expense in the adjusted book according to this formula:

**Adjusted Depreciation Expense = Minimum Depreciation + Depreciation Adjustment Factor × (Maximum Depreciation – Minimum Depreciation)**

5. Choose Preview. You must preview the effects of the adjustment in the Mass Depreciation Adjustment Preview Report before you perform it. If necessary, modify the adjustment definition and run preview again.
6. Find the definition you want to perform using the Mass Transaction Number.
7. Choose Run to perform the adjustment.
8. Review the log file after the request completes.
9. Optionally choose Review to run the review report to show the effects of the adjustment.

## See Also

Adjusted Form 4562 – Depreciation and Amortization Reports: page 11 – 68

Adjusted Form 4626 – AMT Detail and Summary Reports: page 11 – 68

Mass Depreciation Adjustment Preview and Review Reports: page 11 – 73

Journal Entries for Tax Accumulated Depreciation Adjustments: page 6 – 58

CHAPTER

# 8

# Capital Budgeting

**T**his chapter includes an overview of capital budgeting and the budget interface, and explains how to budget for asset acquisition.

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## Capital Budgeting

You can enter budget information manually, or you can maintain your budget information in another system and upload the information using the budget interface. You prepare and analyze your budget information on any feeder system and then automatically transfer it into Oracle Assets. You can use this information to project depreciation expense for your capital budgets and compare actual and planned capital spending in Oracle Assets.

After you create a budget book and budget assets, you can run budget reports and project depreciation expense for amounts budgeted to each category.

You can project depreciation expense on any of your budget books. You can enter budget information and create budget assets for each category from the information. Then you project depreciation for the budget assets in the budget book using the category default depreciation rules from the associated corporate book.

### Compare Actual to Budgeted Spending to Plan Purchases

You can compare the cost of the assets you actually acquired in a period to the cost you budgeted for that period using the Budget-to-Actual Report. This report lists the actual and budgeted amounts for each category, and the percent variance between the two amounts. It also shows you how much you spent for each category for which you did not enter a budget amount.

Enter budget information either at the major category level, or for each full category flexfield combination. Enter a budget amount for each period.

You can create an asset in the budget book for each budget amount, category, and general ledger depreciation expense account you enter. The budget asset is placed in service in the period for which you specified the budget amount. The budget book depreciation calendar must be the same as the associated corporate book and can have up to twelve periods.

When you project depreciation, Oracle Assets projects depreciation for these budget assets, to the detail entered. It projects on a budget book based on the budget amounts you enter for each period. So, if you have entered budget amounts for a year in advance, the projection includes projected depreciation for additions during all twelve periods.

To run the Capital Spending Report, Oracle Assets requires full category flexfield combinations. However, when you compare spending using the Budget-to-Actual Report, Oracle Assets reports on the major category and cost center for each company, regardless of the budget information detail. The report compares budgeted and actual amounts for all categories for which there exists a budget, and it sums them by major category. It also sums the actual expenditures for non-budgeted categories by major category.

If you enter budget amounts for each major category, Oracle Assets projects depreciation expense using the depreciation rules from the major category where the other segments have a value such as NONE. To enter major category budget amounts for the purposes of depreciation projection, set up a category combination for the associated corporate book for each major category. Define the category using the major category value and a value such as NONE for the other segments. Specify the general depreciation rules for assets in this major category.

**Note:** The value NONE is an example of a dummy category; Oracle Assets does not compare budget amounts entered for this dummy category with actual expenditures in other categories with the same major category.

If you entered a budget amount for each full category combination, the depreciation program projects depreciation expense for each category using the depreciation rules from that category.

## See Also

Budget Open Interface: page 8 – 6

Budgeting for Asset Acquisition: page 8 – 4

Projecting Depreciation Expense: page 5 – 35

Budget Report: page 11 – 23

Budget-to-Actual Report: page 11 – 23

Capital Spending Report: page 11 – 24

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## Budgeting for Asset Acquisition

After you create a budget book, you can enter or upload capital budget information. You can change the budget amounts for your existing budget assets at any time. You must delete the existing budget before uploading a new capital budget from a spreadsheet.

You can enter budget information for each full category combination, or for each major category. Then you can project depreciation expense for each category you entered. Use the budget reports to review your capital budgets.

▶ **To prepare the budget book for budget information:**

- Open the Upload Capital Budgets window and enter a new budget Book name.



**Attention:** The budget book must use the same calendar as its associated corporate book so you can compare actual and budgeted spending.

▶ **To delete a budget:**

1. Open the Upload Capital Budgets window.
2. Enter the name of your budget Book.
3. Choose Delete Existing Budget.
4. Save your work.

▶ **To manually enter or update a budget:**

1. Open the Capital Budgets window.
2. Choose the budget Book, asset Category, and general ledger Expense Account for which you want to budget.
3. Enter or update the budget amounts for this period. The budget amount is the amount you plan to spend on new assets in this category in this period for this expense account.
4. Save your work.
5. Review the capital budget for the year using the Budget Report.

▶ **To automatically upload a budget:**

1. Open the Upload Capital Budget window.
2. Enter the name of your budget Book.

3. Choose Delete Existing Budget to remove your old budget.
4. Save your work.
5. Load your budget information into the budget interface from a feeder system.
6. Return to the Upload Capital Budgets window and choose Upload Capital Budget.
7. Save your work.

► **To create budget assets in a budget book:**

1. Open the Upload Capital Budget window.
2. Enter the name of your budget Book.
3. Choose Create Budget Assets.

Oracle Assets creates a budget asset for each category, expense account, and budget amount you enter for each period in the Capital Budgets window. The period is determined by the calendar you assigned to the budget book.

4. Save your work.

## See Also

Projecting Depreciation Expense: page 5 – 35

Capital Budgeting: page 8 – 2

Budget Open Interface: page 8 – 6

Budget Report: page 11 – 23

Budget-To-Actual Report: page 11 – 23

Capital Spending Report: page 11 – 24

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# Budget Open Interface

## Capital Budgeting Process

If you maintain your budget information in a spreadsheet, you can upload it to Oracle Assets using the budget interface. You can transfer budget data from any software package that prints to an ASCII file, and then use SQL\*Loader to load the FA\_BUDGET\_INTERFACE table.

## Flow of the Capital Budgeting Process

Develop your budget  
in the environment you prefer

Budget Feeder System

Transfer your budget data from the system  
where you maintain your budget to the system  
where you have Oracle Assets

Oracle Assets System

Use SQL \*Loader to move your  
budget data into the budget interface

Budget Interface

Use the Upload Capital Budget window  
to move your budget into the budget worksheet

Budget Worksheet

Use the Upload Capital Budget window  
to move your budget into a budget book

Budget Book

Run depreciation projections  
and other reports on your budget book

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## Upload Budget Process

Uploading budgets from other systems (such as a spreadsheet on a personal computer) into Oracle Assets is a five step process.

1. Use a file transfer program to upload your ASCII budget file from your personal computer to the computer where you have Oracle Assets.
2. Use SQL\*Loader to move your budget into the Budget Interface. See: Customize the SQL\*Loader Script: page 8 – 9.
3. Use the Upload Capital Budget window to move your budget into the Budget Worksheet. Check Delete Existing Budget if you are replacing an existing budget.
4. Use the Capital Budgets window to review or change your budget.
5. Use the Upload Capital Budget window to move your budget into a budget book.

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## Budget Interface Table

FA\_BUDGET\_INTERFACE, the budget interface table, is organized into columns in which Oracle Assets stores budget information. It contains the following columns:

Column Name	Type – Description
BOOK_TYPE_CODE	Alphanumeric – The name of the budget book
PERIOD1_AMOUNT through PERIOD12_AMOUNT	Numeric – The budget amount you allocate to an asset category and cost center for one period in your fiscal year. For a budget book, you allocate the annual budget over up to 12 periods.
ACCT_SEGMENT1 through ACCT_SEGMENT30	Numeric – Segment of your accounting flexfield.
CAT_SEGMENT1 through CAT_SEGMENT7	Alphanumeric – Segment of your category flexfield.

## Customize the SQL\*Loader Script

Figure 1 is a sample SQL\*Loader script (filename: **budget.ctl**) and Figure 2 is a budget information data file (filename: **budget.dat**). You can easily modify the SQL\*Loader script to load your budget into the Budget Interface. This script only expects the company, cost center, and major category. Modify it to accept whatever detail you provide.

Figure 1 Sample SQL\*Loader script

```

LOAD DATA
INFILE budget.dat
INTO TABLE FA_BUDGET_INTERFACE
FIELDS TERMINATED BY WHITESPACE

(BOOK_TYPE_CODE CONSTANT 'FY90',

PERIOD1_AMOUNT,
PERIOD2_AMOUNT,
PERIOD3_AMOUNT,
PERIOD4_AMOUNT,
PERIOD5_AMOUNT,
PERIOD5_AMOUNT,
PERIOD6_AMOUNT,
PERIOD7_AMOUNT,
PERIOD8_AMOUNT,
PERIOD9_AMOUNT,
PERIOD10_AMOUNT,
PERIOD11_AMOUNT,
PERIOD12_AMOUNT,

ACCT_SEGMENT1,
ACCT_SEGMENT2,
ACCT_SEGMENT3 CONSTANT '0000',
ACCT_SEGMENT4 CONSTANT '000',
ACCT_SEGMENT5 CONSTANT '000',
ACCT_SEGMENT6 CONSTANT '0000',

CAT_SEGMENT1,
CAT_SEGMENT2 CONSTANT 'NONE')

```

Company Code (nn)	<b>Accounting Flexfield Structure</b>
Cost Center (nnn)	
Account (nnnn)	
Product (nnn)	
Product Line (nnn)	
Sub-Account (nnnn)	
Primary Category	<b>Category Flexfield Structure</b>
Subcategory	

**Figure 2 Sample budget data file**

```
12000 15000 15000 15000 36000 20000 20000 20000 20000 20000 15000 15000 01 100 COMPUTER
15000 12000 17500 25000 28000 28000 28000 28000 15000 15000 15000 20000 01 200 AUTO
```

The SQL\*Loader script reads in three kinds of data: budget amounts, general ledger numbers, and categories.

## Budget Amounts

You must define a PERIOD#\_AMOUNT in the SQL\*Loader script for each period of your corporate calendar.

Therefore, edit the SQL\*Loader script to:

- Reflect the number of periods in your company's corporate calendar

## General Ledger Number

You must define an ACCT\_SEGMENT# in the SQL\*Loader script for each segment in your accounting flexfield. In this case, only the company and cost center are specified in the data file. The other ACCT\_SEGMENT#s are held constant in the control file with values such as zeros as place holders.

Therefore, edit the SQL\*Loader script to:

- Reflect the number of segments in your company's accounting flexfield
- Reflect the position of each segment in your company's accounting flexfield

When creating your budget data file, make sure that each segment value has the correct number of digits. For example, if your cost center consists of three digits, you must enter cost centers 5 and 25 as 005 and 025.

## Categories

You must define a CAT\_SEGMENT# in the SQL\*Loader script for each segment in your category flexfield. In this example, only the major category is specified in the data file. The other CAT\_SEGMENT#s are held constant in the control file with the word NONE. Note that each asset category must be defined with subcategory NONE for the corporate book.

Therefore, edit the SQL\*Loader script to:

- Reflect the number of segments used in your company's category flexfield
- Reflect the position of each segment used in your company's category flexfield

For your SQL\*Loader script to work properly, you must define your segments as one word. For instance, you could define the asset category name Leasehold Improvements as LImprove or Lease\_Improvement. For information on how to change the SQL\*Loader script to accept asset category names of more than one word, consult the SQL\*Loader manual.

You must also change the name of the data file, budget book, and company number in the SQL\*Loader script (see italicized words in script). Remember that you must enter names exactly as they appear in Oracle Assets. Thus, do not enter the budget book name *fy90* in the script file when your budget book name is actually *FY90*.

To execute the SQL\*Loader script and load your budget data into the Budget Interface, type the following at the system prompt:

```
sqlload <account_name/password> control=budget.ctl
```



CHAPTER

# 9

## System Setup

**T**his chapter illustrates the setup steps you need to perform to set up Oracle Assets, including information about setting up Oracle Assets with multiple sets of books. It also explains how to perform each setup step.

---

## Overview of Setting Up

This section contains a brief overview of each task you need to complete to set up Oracle Assets.

### **Oracle Applications Implementation Wizard**

---

If you are implementing more than one Oracle Applications product, we recommend that you use the Oracle Applications Implementation Wizard to coordinate your setup activities. The Implementation Wizard guides you through the setup steps for the applications you have installed, suggesting a logical sequence that satisfies cross-product implementation dependencies and reduces redundant setup steps.

You can use the Implementation Wizard to see a graphical overview of setup steps, read online help for a setup activity, and open the appropriate setup window. You can also document your implementation, for further reference and review, by using the Wizard to record comments for each step.

### See Also

*Oracle Applications Implementation Wizard User's Guide*

---

## Related Product Setup Steps

You may need to perform the following steps to implement Oracle Assets. These steps are discussed in detail in the Setting Up sections of other Oracle product user's guides. The following table lists steps and a reference to their location within the Applications Implementation Wizard (AIW).

### **Set Up Underlying Oracle Applications Technology**

---

The Implementation Wizard guides you through the entire Oracle Applications setup, including system administration and flexfields setup. However, if you do not use the Wizard, you need to complete several other setup steps, including:

- performing system-wide setup tasks such as configuring concurrent managers and printers
- managing data security, which includes setting up responsibilities to allow access to a specific set of business data and complete a specific set of transactions, and assigning individual users to one or more of these responsibilities.
- setting up Oracle Workflow

## See Also

*Oracle Applications Implementation Wizard User's Guide*

*Oracle Applications System Administrator's Guide*

*Oracle Workflow Guide*

## General Ledger Setup Steps

---

Use the Setting Up General Ledger section in the *General Ledger User's Guide* for help in completing the following setup steps.

Step	AIW Reference
<p>Define Your Set of Books See: Defining Sets of Books (<i>Oracle General Ledger User's Guide</i>) Note: If you are not implementing Oracle General Ledger, you can use the Set of Books window in Oracle Assets to define your set of books.</p>	Common Applications
<p>Define Additional Journal Entry Sources See: Defining Journal Sources (<i>Oracle General Ledger User's Guide</i>) Note: If you are not implementing Oracle General Ledger, you can use the Journal Entry Sources window in Oracle Assets to define journal entry sources.</p>	Common Financial
<p>Define Additional Journal Entry Categories See: Defining Journal Categories (<i>Oracle General Ledger User's Guide</i>) Note: If you are not implementing Oracle General Ledger, you can use the Journal Entry Categories window in Oracle Assets to define journal entry categories.</p>	Common Financial

## Oracle Inventory Setup Steps

---

Use the Setting Up Oracle Inventory section in the *Oracle Inventory User's Guide* for help in completing the following setup steps.

Step	AIW Reference
Define Your Unit of Measure Classes See: Defining Units of Measure Classes ( <i>Oracle Inventory User's Guide</i> ) Note: If you are not implementing Oracle Inventory, you can use the Unit of Measure Classes window in Oracle Assets to define your unit of measure classes.	Common Applications
Define Your Units of Measure See: Defining Units of Measure ( <i>Oracle Inventory User's Guide</i> ) Note: If you are not implementing Oracle Inventory, you can use the Units of Measure window in Oracle Assets to define your units of measure.	Common Applications

## Oracle Human Resources Setup Steps

---

Use the Setting Up Oracle Human Resources section in the *Oracle Human Resources User's Guide* for help in completing the following setup steps.

Step	AIW Reference
Define Your Employees See: Enter Person ( <i>Oracle Human Resources Management System User's Guide</i> ) Note: If you are not implementing Oracle Human Resources, you can use the Enter Person window in Oracle Assets to define your employees.	Common Applications

## Oracle Payables Setup Steps

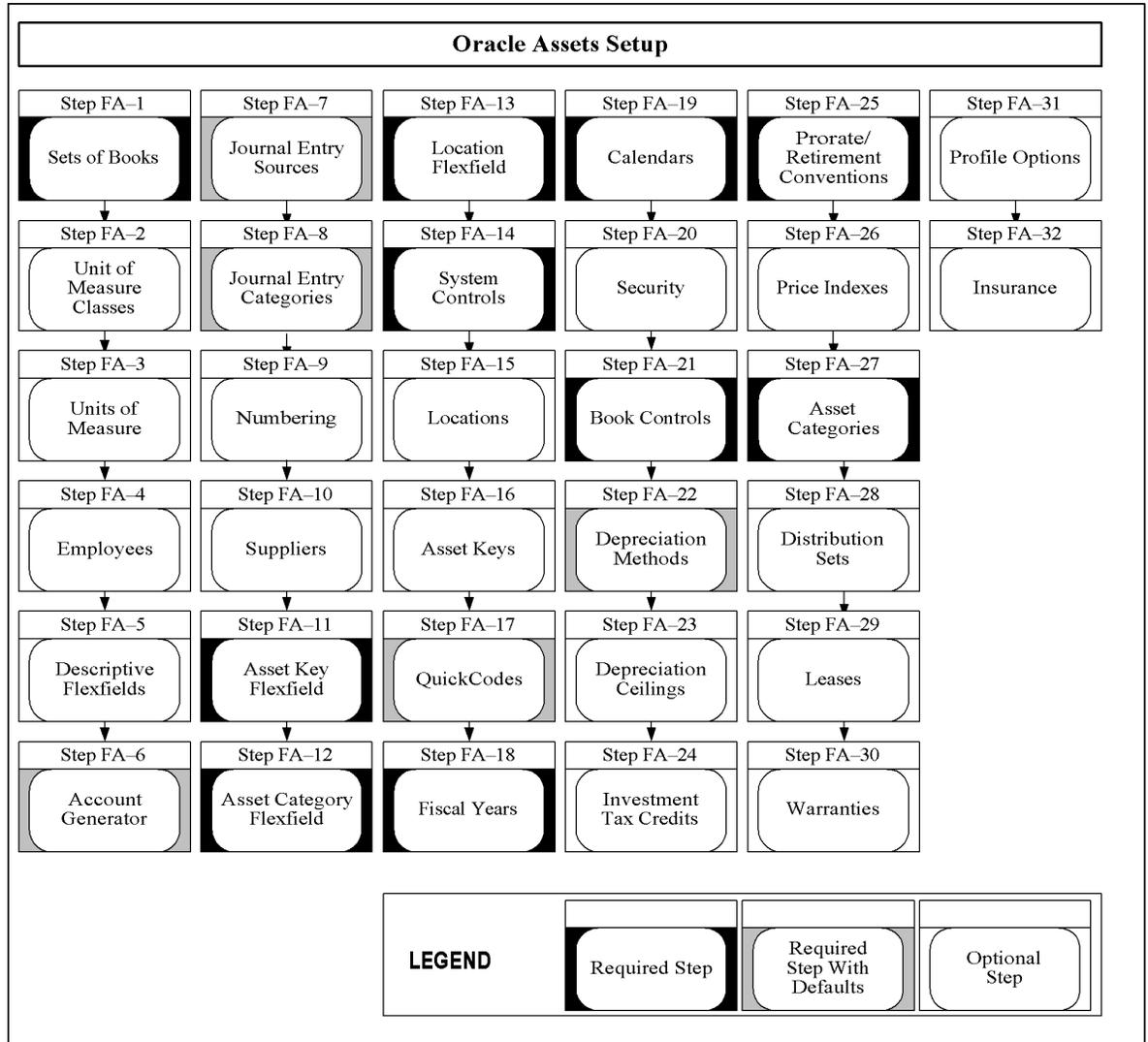
---

Use the Setting Up Oracle Payables section in the *Oracle Payables User's Guide* for help in completing the following setup steps.

Step	AIW Reference
Define Your Supplier and Employee Numbering Schemes See: Defining Financials Options ( <i>Oracle Payables User's Guide</i> ). Note: If you are not implementing Oracle Payables, you can use the Financial Options window in Oracle Assets to define your supplier and employee numbering schemes.	Common Financial
Define Your Suppliers See: Entering Suppliers ( <i>Oracle Payables User's Guide</i> ). Note: If you are not implementing Oracle Payables, you can use the Suppliers window in Oracle Assets to define your suppliers.	Common Financial

# Setup Flowchart

Some of the steps outlined in this flowchart and setup checklist are Required and some are Optional. Required step with Defaults refers to setup functionality that comes with pre-seeded, default values in the database; however, you should review those defaults and decide whether to change them to suit your business needs. If you want or need to change them, you should perform that setup step. You need to perform Optional steps only if you plan to use the related feature or complete certain business functions.



## Setup Checklist

The following table lists Oracle Assets setup steps and includes a reference to each step's location within the Applications Implementation Wizard (AIW) and whether the step is optional or required. After you log on to Oracle Applications, complete these steps to implement Oracle Assets:

Step No.	Required	Step	AIW Reference
Step 1	Required	Define Your Sets of Books: page 9 – 10	Common Applications
Step 2	Optional	Define Your Unit of Measure Classes: page 9 – 10	Common Applications
Step 3	Optional	Define Your Units of Measure: page 9 – 11	Common Applications
Step 4	Optional	Define Your Employees: page 9 – 11	Common Applications
Step 5	Optional	Define Your Descriptive Flexfields: page 9 – 12	Common Applications
Step 6	Required with defaults	Decide How to Use the Account Generator: page 9 – 12	Common Applications
Step 7	Required with defaults	Define Additional Journal Entry Sources: page 9 – 13	Common Financial
Step 8	Required with defaults	Define Additional Journal Entry Categories: page 9 – 13	Common Financial
Step 9	Optional	Define Your Supplier and Employee Numbering Schemes: page 9 – 13	Common Financial
Step 10	Optional	Define Your Suppliers: page 9 – 14	Common Financial
Step 11	Required	Define Your Asset Key Flexfield: page 9 – 14	Oracle Assets
Step 12	Required	Define Your Asset Category Flexfield: page 9 – 14	Oracle Assets
Step 13	Required	Define Your Location Flexfield: page 9 – 15	Oracle Assets
Step 14	Required	Define Your System Controls: page 9 – 15	Oracle Assets
Step 15	Optional	Define Your Locations: page 9 – 15	Oracle Assets
Step 16	Optional	Define Your Asset Keys: page 9 – 16	Oracle Assets

Step No.	Required	Step	AIW Reference
Step 17	Required with defaults	Define Your Standard Asset Descriptions and Other QuickCode Values: page 9 – 16	Oracle Assets
Step 18	Required	Define Your Fiscal Years: page 9 – 17	Oracle Assets
Step 19	Required	Define Your Calendars: page 9 – 17	Oracle Assets
Step 20	Optional	Set Up Security by Book: page 9 – 18	Oracle Assets
Step 21	Required	Define Your Book Controls: page 9 – 18	Oracle Assets
Step 22	Required with defaults	Define Additional Depreciation Methods and Rates: page 9 – 19	Oracle Assets
Step 23	Optional	Define Your Depreciation Ceilings: page 9 – 20	Oracle Assets
Step 24	Optional	Define Your Investment Tax Credits: page 9 – 20	Oracle Assets
Step 25	Required	Define Your Prorate and Retirement Conventions: page 9 – 21	Oracle Assets
Step 26	Optional	Define Your Price Indexes: page 9 – 21	Oracle Assets
Step 27	Required	Define Your Asset Categories: page 9 – 22	Oracle Assets
Step 28	Optional	Define Distribution Sets: page 9 – 22	Oracle Assets
Step 29	Optional	Enter Leases: page 9 – 22	Oracle Assets
Step 30	Optional	Define Warranties: page 9 – 23	Oracle Assets
Step 31	Optional	Set Profile Options: page 9 – 23	Oracle Assets
Step 32	Optional	Define Asset Insurance: page 9 – 23	Oracle Assets

---

## Setup Steps

For each step, we include a Context section that indicates whether you need to repeat the step for each set of tasks, set of books, inventory organization, HR organization, or other operating unit under Multiple Organizations.

### Step 1 Define Your Set of Books

You need to define at least one set of books before you can implement and use Oracle Assets.

A set of books includes an accounting calendar, a functional currency, and an account structure. The account defines the structure of your general ledger accounts. If you have not defined your account while setting up a set of books, you need to set the account to match your accounting structure and provide valid values for expense, cash, and accounts payable liability accounts.

If you previously defined your set of books while setting up a different Oracle Financials product, proceed to the next step.

You can use Oracle Assets with multiple sets of books within a single installation. See: Oracle Assets with Multiple Sets of Books: page 9 – 25.

**Default** – This is a required step. If you skip this step, you will not be able to use Oracle Assets.

**Context:** You need to perform this step only once per installation.

See: Defining Sets of Books (*Oracle General Ledger User's Guide*)

### Step 2 Define Your Unit of Measure Classes (optional)

If you do not install Oracle Inventory or Oracle Purchasing, use the Unit of Measure Classes window in Oracle Assets to define your unit of measure classes. You can define classes for the units you use to measure production for your units of production assets.

If you previously defined your unit of measure classes while setting up a different Oracle Applications product, proceed to the next step.



**Attention:** You must set up an organization before you can define units of measure classes. See: Creating an Organization (*Oracle Human Resources Management System User's Guide*).



**Attention:** You must define the profile option HR:User Type before you can set up an organization. See: Setting User Profile Options (*Oracle Applications System Administrator's Guide*).

**Default** – If you skip this step, Oracle Assets will use the defaults set up in Oracle Inventory or Oracle Purchasing. If neither Oracle Inventory nor Oracle Purchasing are installed, you will not be able to use unit of measure classes.

**Context:** Perform this step once for each Inventory organization.

See: Defining Units of Measure Classes (*Oracle Inventory User's Guide*)

### Step 3 **Define Your Units of Measure (optional)**

If you do not install Oracle Inventory or Oracle Purchasing, use the Units of Measure window in Oracle Assets to define your units of measure. You can define the units you use to measure production for your units of production assets.



**Attention:** You must set up an organization before you can define units of measure. See: Creating an Organization (*Oracle Human Resources Management System User's Guide*).



**Attention:** You must define the profile option HR:User Type before you can set up an organization. See: Setting User Profile Options (*Oracle Applications System Administrator's Guide*).

If you previously defined your units of measure while setting up a different Oracle Applications product, proceed to the next step.

**Default** – If you skip this step, Oracle Assets will use the defaults set up in Oracle Inventory or Oracle Purchasing. If neither Oracle Inventory nor Oracle Purchasing are installed, you will not be able to use units of measure.

**Context:** Perform this step once for each Inventory organization.

See: Defining Units of Measure (*Oracle Inventory User's Guide*)

### Step 4 **Define Your Employees (optional)**

If you do not install Oracle Personnel, Oracle Payroll, Oracle Purchasing, or Oracle Payables, use the Enter Person window in Oracle Assets to define employees. You must enter an employee before you can assign an asset to the employee. Oracle Assets only uses the employee name, number, and termination date.

If you previously defined your employees while setting up a different Oracle Applications product, proceed to the next step.

**Default** – If you skip this step, you will not be able to track assets by employee name.

**Context:** Perform this step once for each business group.

See: Enter Person (*Oracle Human Resources Management System User's Guide*)

## **Step 5 Define Your Descriptive Flexfields (optional)**

You can set up descriptive flexfields to track additional information. For example, you can set up a descriptive flexfield for each asset category to collect information relevant to your business. For example, you might want to track the license number for cars, but the square footage for buildings. Then, when you assign a new asset to a category, you can enter the additional information.

There are many other descriptive flexfields in Oracle Assets. For example, you can set up a descriptive flexfield to store additional information about your transactions.

**Note:** To set up the Leases GUI descriptive flexfield or the Retirements GUI descriptive flexfield, see: *Defining Descriptive Flexfield Structures (Oracle Applications Flexfields Guide)*

**Default** – If you skip this step, you will not be able to enter additional descriptive information to track assets.

**Context:** You need to perform this step only once per installation.

See: *Defining the Asset Category Descriptive Flexfield: page 9 – 27 and Defining Descriptive Flexfields (Oracle Applications System Administrator's Guide)*.

## **Step 6 Decide How to Use the Account Generator (required with defaults)**

Oracle Assets uses the Account Generator to generate accounting flexfield combinations for journal entries. You must review the default process that Oracle Assets uses to see if it meets your accounting requirements. You can optionally customize the Account Generator for each set of books that you have defined. Note that you must set up Oracle Workflow in order to use the Account Generator.

**Default** – If you skip this step, Oracle Assets will use the default Account Generator settings to build accounting flexfield code combinations.

**Context:** Perform this step once for each (entity) i.e. organization operating unit, business group, or legal entity.

See: *Using the Account Generator in Oracle Assets: page 9 – 28*

### **Step 7 Define Additional Journal Entry Sources (required with defaults)**

If you do not install Oracle General Ledger, use the Journal Entry Sources window in Oracle Assets to define additional journal entry sources. Journal entry sources are used to identify the origin of your journal entry transactions.

If you previously defined your journal entry sources while setting up Oracle General Ledger, proceed to the next step.

**Default** – If you skip this step, Oracle Assets will use the journal entry sources set up in Oracle General Ledger.

**Context:** Perform this step once for each operating unit.

See: Defining Journal Sources (*Oracle General Ledger User's Guide*).

### **Step 8 Define Additional Journal Entry Categories (required with defaults)**

If you do not install Oracle General Ledger, use the Journal Entry Categories window in Oracle Assets to define additional journal entry categories. Journal entry categories describe the purpose or type of your journal entries.

If you previously defined your journal entry categories while setting up Oracle General Ledger, proceed to the next step.

**Default** – If you skip this step, Oracle Assets will use the journal entry categories set up in Oracle General Ledger.

**Context:** Perform this step once for each operating unit.

See: Defining Journal Categories (*Oracle General Ledger User's Guide*).

### **Step 9 Define Your Supplier and Employee Numbering Schemes (optional)**

If you do not install Oracle Purchasing or Oracle Payables, use the Financials Options window in Oracle Assets to define your supplier and employee numbering schemes. You need to specify how to number your suppliers and employees before you can enter suppliers or employees.

If you previously defined your supplier and employee numbering schemes while setting up a different Oracle Applications product, proceed to the next step.

**Default** – If you skip this step, you will not be able to track asset assignments against employees and assignments.

**Context:** Perform this step once for each operating unit.

See: Defining Financials Options (*Oracle Payables User's Guide*).

### **Step 10 Define Your Suppliers (optional)**

If you do not install Oracle Purchasing or Oracle Payables, use the Suppliers window in Oracle Assets to define your suppliers. You must enter a supplier before you can enter assets or bring over mass additions purchased from that supplier. Oracle Assets only uses the supplier name, number, and inactive date.

If you previously defined your suppliers while setting up a different Oracle Applications product, proceed to the next step.

**Default** – If you skip this step, you will not be able to track assets assigned to specific suppliers.

**Context:** Perform this step once for each operating unit.

See: Entering Suppliers (*Oracle Payables User's Guide*).

### **Step 11 Define Your Asset Key Flexfield**

The asset key flexfield allows you to define asset keys that let you name and group your assets so you do not need an asset number to find them. The asset key is similar to the asset category in that it allows you to group assets. However, the asset key has no financial impact.

This flexfield lets you assign the same name to many assets so you can find similar assets. You can provide additional descriptive data to group assets by project or other functional group. You can use this flexfield to track your CIP assets. You use the same setup windows to create your asset key flexfield as you do for your other key flexfields.

**Default** – This is a required step. If you skip this step, you will not be able to use Oracle Assets.

**Context:** Perform this step once per set of books.

See: Asset Key Flexfield: page 9 – 38.

### **Step 12 Define Your Asset Category Flexfield**

The asset category flexfield allows you to define asset categories and subcategories. For example, you can create an asset category for your computer equipment. You can then create subcategories for personal computers, terminals, printers, and software. You must assign the major category segment qualifier to one segment of your category flexfield. The major category segment facilitates capital budgeting. All other segments are optional. You use the same setup windows to

create your asset category flexfield as you do for your other key flexfields. See: Category Flexfield: page 9 – 41

**Default** – This is a required step. If you skip this step, you will not be able to use Oracle Assets.

**Context:** Perform this step once per set of books.

See: Category Flexfield: page 9 – 41

### **Step 13 Define Your Location Flexfield**

The location flexfield allows you to specify and track the exact location of your assets. You must assign the state segment qualifier to one segment of your location flexfield. The state segment facilitates property tax reporting. All other segments are optional. You use the same setup windows to create your location flexfield as you do for your other key flexfields.

**Default** – This is a required step. If you skip this step, you will not be able to use Oracle Assets.

**Context:** Perform this step once per set of books.

See: Location Flexfield: page 9 – 47

### **Step 14 Define Your System Controls**

Set up your system controls. You specify your enterprise name, asset numbering scheme, and key flexfield structures in the System Controls window. You also specify the oldest date placed in service of your assets.

**Default** – This is a required step. If you skip this step, you will not be able to use Oracle Assets.

**Context:** Perform this step once per set of books.

See: Specifying System Controls: page 9 – 51.

### **Step 15 Define Your Locations (optional)**

Define valid locations. Your location flexfield combinations tell Oracle Assets what locations are valid for your company. Oracle Assets uses location for tracking assets and for property tax reporting.

If your location flexfield has dynamic insertion turned off, this is the only place you can define valid combinations. If dynamic insertion is turned on, Oracle Assets automatically updates the Locations window with the values you enter in the Assignments window.

**Default** – This is a required step. If you skip this step, you will not be able to use Oracle Assets.

**Context:** Perform this step once per set of books.

See: Defining Locations: page 9 – 53.

#### **Step 16 Define Your Asset Keys (optional)**

Define valid asset keys. You can use the list of values to choose these combinations for your assets when you enter them.

If dynamic insertion is disabled for your asset key flexfield, Asset Keys is the only window where you can define valid combinations. If dynamic insertion is enabled, Oracle Assets automatically updates the Define Asset Keys window with the values you enter when you add assets.

**Default** – This is a required step. If you skip this step, you will not be able to use Oracle Assets.

**Context:** Perform this step once per set of books.

See: Defining Asset Keys: page 9 – 54.

#### **Step 17 Define Your Standard Asset Descriptions and Other QuickCode Values (required with defaults)**

QuickCode values are values that you can choose from a list of values when you enter and maintain assets. You can define the QuickCode values that you want for the following items:

- Standard Asset Descriptions
- Journal Entries
- Mass Additions Queue Names
- Property Type
- Retirement
- Asset Category
- Asset Subcategory

**Default** – If you skip this step, the list of values you receive for maintaining assets will be the seeded defaults.

**Context:** Perform this step once per set of books.

See: Entering QuickCodes: page 9 – 55.

## Step 18 Define Your Fiscal Years

Use the Fiscal Years window to define the beginning and end of each fiscal year since the start of your company.

Your fiscal year groups your accounting periods. You must define the start and end date of each fiscal year since the oldest date placed in service. If you are using a 4-4-5 calendar, your start and end dates change every year. When you run the depreciation program for the last period in your fiscal year, Oracle Assets automatically generates the dates for your next fiscal year,

**Default** – This is a required step. If you skip this step, you will not be able to use Oracle Assets.

**Context:** Perform this step once per set of books.

See: Creating Fiscal Years: page 9 – 57.

## Step 19 Define Your Calendars

Use the Calendars window to set up as many depreciation and prorate calendars as you need. Calendars break down your fiscal year into accounting periods. Define your calendars with as many periods as you need.

Define a prorate calendar and a depreciation calendar for each depreciation book. Depreciation books can share a calendar, and you can use the same calendar for your depreciation calendar and prorate calendar if appropriate.

**Depreciation Calendar** Determines, with the divide depreciation flag, what fraction of the annual depreciation amount to take each period.

**Prorate Calendar** Determines, with the date placed in service, which depreciation rate to select from the rate table.

You can set up different calendars for each depreciation book. For example, you might set up a monthly calendar for financial reporting and a quarterly calendar for tax reporting.

**Default** – This is a required step. If you skip this step, you will not be able to use Oracle Assets.

**Context:** Perform this step once per set of books.

See: Specifying Dates for Calendar Periods: page 9 – 58.

## Step 20 Set Up Security by Book (optional)

If you have multiple depreciation books, you may need to set up security for each book. For example, you may have operations in the U.S., Europe, and Asia, and may have sets of books and associated depreciation books set up for each country, according to that country's currency and tax laws. For a variety of reasons, you may prefer that the staff at the different sites are unable to view depreciation information for another site.

Oracle Assets allows you to limit access to each book so that only certain individuals can view the information. You do this by creating asset organizations and organization hierarchies that determine which organizations have access to a specific depreciation book.

**Default** – If you skip this step, all asset depreciation books will be accessible to all users.

**Context:** Perform this step once per set of books.

## Step 21 Define Your Book Controls

Use the Book Controls window to set up your depreciation books. You can set up an unlimited number of independent depreciation books. Each book has its own set of accounting rules and accounts so you can organize and implement your fixed assets accounting policies.

When you define a tax book, you must specify an associated corporate book. You can mass copy assets and transactions from the source book into your tax book. You specify the current open period, and Initial Mass Copy copies each asset into the tax book from the corporate book as of the end of that fiscal year in the corporate book.

**Default** – This is a required step. If you skip this step, you will not be able to use Oracle Assets.

**Context:** Perform this step once per set of books.

To set up security for your sets of books, you need to complete the following steps:

- Define organizations. See: Asset Organizations Overview: page 9 – 60
- Define organizations hierarchies. See: Organization Hierarchies in Oracle Assets: page 9 – 62
- Define security profiles. See: Security Profiles: page 9 – 63
- Run the Security List Maintenance process. See: Security List Maintenance Process: page 9 – 63

- Define responsibilities. See: Defining Responsibilities. See: Defining Responsibilities: page 9 – 63
- Assign responsibilities to users. See: Assigning Responsibilities to Users: page 9 – 64
- Set up the FA: Security Profile profile option. See: Setting Up FA: Security Profile: page 9 – 64

See: Defining Depreciation Books: page 9 – 65.

## Step 22 **Define Additional Depreciation Methods and Rates (required with defaults)**

Depreciation methods specify how to spread the asset cost. Oracle Assets includes many standard depreciation methods, and you can define additional methods in the Methods window, if necessary.

<b>Life-Based Depreciation Method</b>	Oracle Assets includes standard life-based depreciation methods and rates. However, you can define additional life-based methods.
<b>Flat-Rate Depreciation Method</b>	*You can define additional flat-rate methods, such as Diminishing Value. You can define your methods to calculate depreciation using either the net book value or the cost of the asset.
<b>Bonus Depreciation Rules</b>	Use the Bonus Depreciation Rules window to enter bonus rates for your flat-rate depreciation methods. Bonus rules allow you to take additional depreciation in the early years of an asset's life.
<b>Units Of Production</b>	You can define a units of production method so you can calculate depreciation for an asset based on actual production or use for the period.
<b>Formula-Based Depreciation</b>	You can define specific formulas to derive annual depreciation rates for your assets. You can use these user-defined depreciation formulas in lieu of table-based, flat rate, calculated, or units of measure depreciation methods.

**Default** – If you skip this step, you will be able to use only the standard depreciation methods included in Oracle Assets.

**Context:** Perform this step once per set of books.

See: Defining Additional Depreciation Methods: page 9 – 71, Defining Formula-Based Depreciation Methods: page 9 – 74 and Defining Bonus Depreciation Rules: page 9 – 79.

## Step 23 Define Your Depreciation Ceilings (optional)

Depreciation ceilings limit the depreciation expense you can take for an asset. Set up depreciation expense ceilings to limit the annual amount of depreciation expense you can take on an asset. Or set up depreciation cost ceilings to limit the recoverable cost of an asset.

**Depreciation Expense Ceilings** Use the Ceilings window to define your depreciation expense ceilings. If you are subject to United States tax law, you must set up depreciation ceilings for luxury automobiles.

**Depreciation Cost Ceilings** If you do business in a country which requires cost ceilings, such as Australia, you can limit the cost Oracle Assets uses to calculate depreciation. When you use a cost ceiling, Oracle Assets bases depreciation expense on the lesser of the cost ceiling and the asset cost.

**Default** – If you skip this step, depreciation expense will not be limited by depreciation ceilings.

**Context:** Perform this step once per set of books.

See: Setting Up Depreciation Ceilings: page 9 – 80.

## Step 24 Define Your Investment Tax Credits (optional)

Set up your Investment Tax Credit (ITC) rates, recapture rates, and ceilings. Investment tax credits (ITC) allow you to reduce the recoverable cost of an asset.

**ITC Rates** Oracle Assets allows you to set up ITC rates for assets that are eligible for Investment Tax Credit. ITC rates determine the amount of ITC for an asset.

**ITC Recapture Rates** Oracle Assets allows you to set up ITC recapture rates for assets with Investment Tax Credits. ITC recapture rates determine the portion of the investment tax credit that must be recaptured if you retire the asset prematurely.

See: Defining Investment Tax Credit Rates: page 9 – 81.

**ITC Ceilings** Oracle Assets allows you to define Investment Tax Credit (ITC) ceilings. ITC ceilings limit the amount of ITC for an asset. If you are subject to United States tax law, you must set up ITC ceilings for luxury automobiles.

**Default** – If you skip this step, you will not be able to use investment tax credits.

**Context:** Perform this step once per set of books.

See: Setting Up Depreciation Ceilings: page 9 – 80.

## **Step 25 Define Your Prorate and Retirement Conventions**

Use the Prorate Conventions window to set up your prorate and retirement conventions. Prorate and retirement conventions determine how much depreciation expense to take in the first and last year of life, based on when you place the asset in service. Oracle Assets lets you set up as many prorate and retirement conventions as you need.

**Prorate Conventions** Determines how much depreciation expense to take in the first year of life.

**Retirement Conventions** If you do business in a country that requires you to use a different prorate convention for retirements than for additions, set up retirement conventions to determine how much depreciation to take in the last year of life, based on the retirement date.

You must set up your prorate conventions for the entire year. When you run the depreciation program for the last period in your fiscal year, Oracle Assets automatically generates the dates for your next fiscal year.

**Default** – This is a required step. If you skip this step, you will not be able to use Oracle Assets.

**Context:** Perform this step once per set of books.

See: Specifying Dates for Prorate Conventions: page 9 – 83.

## **Step 26 Define Your Price Indexes (optional)**

A price index lets you calculate gains and losses for retirements using current value rather than historical cost. If you do business in a country that requires you to base gains and losses on current value rather than historical cost, Oracle Assets lets you set up price indexes to calculate the gains and losses for your asset upon retirement. When you retire an asset assigned to a category and book for which you have defined a price index, you can run the Revalued Asset Retirements Report which uses the revalued asset cost in calculating gains and losses.

You can use a different index for each asset category or the same index for all categories. You associate an index with an asset category by

entering the name of the price index in the Price Index field on the Asset Categories window.

**Default** – If you skip this step, you will not be able to use price indexes with features such as retirements and insurance.

**Context:** Perform this step once per set of books.

See: Defining Price Indexes: page 9 – 92.

## **Step 27 Define Your Asset Categories**

Asset categories let you define information that is common to all assets in a category, such as depreciation method and prorate convention. Oracle Assets uses this information to provide default values to help speed asset entry.

**Default** – This is a required step. If you skip this step, you will not be able to use Oracle Assets.

**Context:** Perform this step once per set of books.

See: Setting Up Asset Categories: page 9 – 93.

## **Step 28 Define Distribution Sets (optional)**

Distribution sets let you automatically assign distributions to a new asset or mass addition quickly and accurately by using a predefined distribution set. Default distribution sets appear in the Distribution Set poplist in the Assignments window.

**Default** – If you skip this step, you will not be able to use distribution sets to automatically assign distributions to new asset additions.

**Context:** Perform this step once per set of books.

See: Defining Distribution Sets: page 9 – 100.

## **Step 29 Enter Leases (optional)**

Define leases in the Lease Details window. You can assign leases to one or more assets in the Asset Details window. You can also test your leases in accordance with generally accepted accounting principles in the Lease Details window, and you can analyze alternate leasing strategies using the Lease Payments window.

**Default** – If you skip this step, you will not be able to assign a lease to an asset.

**Context:** Perform this step once per set of books.

See: Entering Leases: page 9 – 109 and Lease Analysis: page 9 – 102.

### **Step 30 Define Warranties (optional)**

Define and track descriptive information on manufacturer and vendor warranties. You define the warranty information in the Asset Warranties window. You can then assign assets to these previously defined warranties in the Asset Details window. You can assign any number of assets to the same warranty.

**Default** – If you skip this step, you will not be able to track descriptive information on manufacturer and vendor warranties.

**Context:** Perform this step once per set of books.

See: Defining Asset Warranties: page 9 – 113.

### **Step 31 Set Profile Options (optional)**

Profile options specify how Oracle Assets controls access to and processes data. In general, profile options can be set at one or more of the following levels: site, application, responsibility, and user.

Oracle Assets users use the Personal Profile Values window to set profile options only at the user level. System administrators use the Update System Profile Options window to set profile options at the site, application, responsibility, and user levels.

You can set or view the following profile options in Oracle Assets. The table also includes profile options from other applications that are used by Oracle Assets.

**Default** – If you skip this step, you will not be able to control access to and process data optimally in Oracle Assets.

**Context:** Perform this step once per set of books.

See: Overview of User Profiles and Setting User Profile Options (*Oracle Applications System Administrator's Guide*).

### **Step 32 Define Asset Insurance (optional)**

You can use the Fixed Asset Insurance window to define insurance information for your assets, such as insurance policy information and calculation methods. You can enter multiple insurance policies for an asset for different categories of insurance. Oracle Assets uses the insurance information that you enter here to calculate the current insurance value of the asset.

**Default** – If you skip this step, you will not be able to track insurance information for assets.

**Context:** Perform this step once per set of books.

See: Overview of Asset Insurance: page 9 – 114.

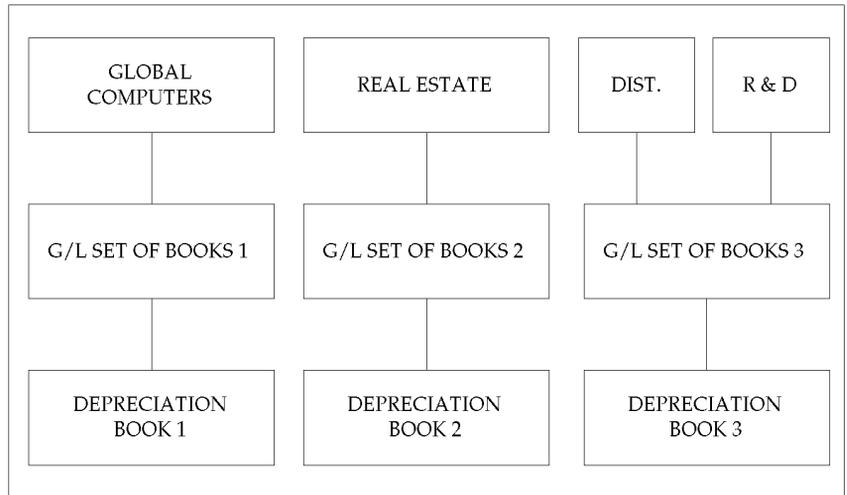
## Oracle Assets With Multiple Sets of Books

You can use Oracle Assets with multiple sets of books, within a single Oracle Assets installation.

You can handle multiple companies in two different ways. You can have multiple companies within one general ledger set of books, or you can have multiple companies each with its own general ledger set of books. Regardless of the way you choose, you create at least one depreciation book for each set of books that you want to use.

**Example:** Global Computers is a parent company with three subsidiaries. They are:

Global Computers	G/L set of books 1
Real Estate	G/L set of books 2
Research & Development	G/L set of books 3
Distribution	G/L set of books 3



Since Global Computers and the Real Estate subsidiary are in different sets of books, they must be in different depreciation books. The Research & Development and Distribution subsidiaries are in the same set of books so you can either set up one depreciation book for both, or a separate depreciation book for each.

## Implementation

You need only one copy of Oracle Assets to implement multiple sets of books. Use AutoInstall to install the single copy.

Once you install Oracle Assets, use the Book Controls window to set up as many depreciation books as you need. For each depreciation book, you choose to create journal entries to the appropriate set of books.

Remember that before you use the Book Controls window to set up your depreciation books, you must:

- Set up the Account structure (chart of accounts) associated with each general ledger sets of books
- Use Oracle General Ledger to set up the general ledger sets of books you need. If you do not have Oracle General Ledger, you can set up your sets of books using the Set of Books window in Oracle Assets

## Limitations

Implementing multiple sets of books in Oracle Assets has the following limitations:

- If you want to transfer assets that are in different corporate depreciation books, you must retire the asset from one depreciation book and add it to the other.
- You can run depreciation projections for several books at once if all books have the same Account flexfield structure. If they have different structures, you must project them separately.

## See Also

Oracle Assets System Setup: page 9 – 2

Defining Sets of Books (*Oracle General Ledger User's Guide*)

Defining Depreciation Books: page 9 – 65

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## Defining the Asset Category Descriptive Flexfield

You can set up the Asset Category descriptive flexfield to store additional information based on the asset category. The Asset Category descriptive flexfield appears in both the Additions and Quick Additions forms.

Enter `ATTRIBUTE_CATEGORY_CODE` as the reference field to base the descriptive flexfield structure on the value of your Category Flexfield (key flexfield). See: *Category Flexfield*: page 9 – 41.

You define your context field values (structure names) to exactly match your concatenated Category Flexfield combinations. For example, if you have a Major Category value of `BUILDING`, and a Minor Category of `OFFICE`, your Category Flexfield combination is `BUILDING.OFFICE`, so you would define `BUILDING.OFFICE` as your context value (structure name). Similarly, you could define another context value as `VEHICLE.DELIVERY`. Note that the segment separator, spelling and case must exactly match your Category Flexfield combination.

You need not define a descriptive flexfield structure for each combination of your Category Flexfield; define structures only for those categories where you want to capture additional information (such as license number, insurance policy number, and so on).

Note that you may want to “share” segment names (not necessarily the same as your segment prompts) among different structures of context-sensitive segments if you plan to use flexfield views for reporting.

See:

Overview of Flexfield Views (*Oracle Applications Flexfields Guide*)

Segment Naming Conventions (*Oracle Applications Flexfields Guide*)

Descriptive Flexfield View Example (*Oracle Applications Flexfields Guide*)

---

## Using the Account Generator in Oracle Assets

This essay describes how to use and customize the default Account Generator process in Oracle Assets.

The Account Generator in Oracle Assets utilizes Oracle Workflow. You can view and customize Account Generator processes through the Oracle Workflow Builder. See: *Oracle Workflow Guide*.

Oracle Assets uses the Account Generator to generate accounting flexfield combinations for journal entries. The Account Generator allows you to designate a specific source for each segment in the account for which Oracle Assets creates a journal entry. The Account Generator gives you the flexibility to create journal entries according to your requirements. You can specify to what detail to create journal entries, and you can specify the detail level for each book and account type.

For example, when creating journal entries for asset cost, you can specify that the cost center segment comes from the depreciation expense account of the distribution line you entered for the asset in the Assignments window. Or, you can specify that the cost center comes from the default value you defined for the depreciation book.

Oracle Assets sets up the Account Generator to create journal entries using default assignments when you set up a depreciation book.

By default, Oracle Assets creates journal entries without cost center level detail, except for depreciation expense. Using the default assignments, it creates journal entries using the balancing segment from the distribution line in the Assignments window and the account segment from the asset category or book, depending on the account type. The Account Generator gets the other segments from the default segment values you entered for the book. You can modify the default Account Generator process so that Oracle Assets creates journal entries to a different detail level.



**Suggestion:** You only need to read this essay and modify the default process if you want to use the Account Generator to post to a different level of detail.



**Attention:** Notice that the default process is different for the depreciation expense account. Using the default process, Oracle Assets creates full detail journal entries for depreciation expense. Oracle Assets creates journal entries for depreciation expense using all the segments from the distribution line you enter for the asset in the Assignments window.

## See Also

Overview of the Account Generator: (*Oracle Applications Flexfields Guide*)

---

## Decide How to Use the Account Generator

In Release 10, several Oracle Applications products used FlexBuilder to derive account code combinations for certain account transactions. In Release 11, FlexBuilder is replaced by the Account Generator to provide implementation teams with even greater flexibility and a better user interface with Oracle Workflow.

**If you are upgrading from Release 10 and used FlexBuilder**, then you should perform the equivalent of this setup step as part of your upgrade. See the FlexBuilder chapter of the *Oracle Applications Upgrade Preparation Manual*.

**If you are implementing Oracle Assets for the first time**, then you need to review how Assets uses the Account Generator to build Accounting Flexfield code combinations. Consider whether the default Account Generator process is appropriate for each set of books that uses a unique Accounting Flexfield structure. For each structure and set of books, you can choose one of the following:

- Use the default Account Generator process
  - Generate Default Account
- Customize the default Account Generator process

This decision determines which setup steps your implementation team needs to perform.

**Note:** You cannot create a new Account Generator process. However, you can customize the default Account Generator process, as stated above.

---

### Prerequisites to Using the Account Generator

Before using the Account Generator on a production database in Oracle Assets to generate accounting flexfield combinations, you must:

- Define your Accounting Flexfield structure for each General Ledger set of books.
- Define flexfield segment values and validation rules.

- Set up Oracle Workflow (*Oracle Workflow Guide*)
- Choose whether you want to use the default Account Generator process, or if you need to customize it to meet your accounting needs.
- Do one of the following for each set of books:
  - Choose to use the default Account Generator process.
  - Customize the default Account Generator process, test your customizations, and choose the process for a flexfield structure, if necessary.

## See Also

The Default Account Generator Process for Oracle Assets: page 9 – 30

Customizing the Account Generator for Oracle Assets: page 9 – 34

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## The Default Account Generator Process for Oracle Assets

Evaluate whether the default Account Generator process meets your accounting requirements. No setup steps are required to use the default. The default process can also be updated later as your needs change. You can make minor changes to the default process without changing the name.

**Note:** If you used FlexBuilder in Release 10 but did not customize the default configuration, you can use the default Account Generator process in Release 11, which gives you the same result as the default assignments in FlexBuilder.

Each Account Generator workflow is called an *item type*. Oracle Assets comes with the following Account Generator item type:

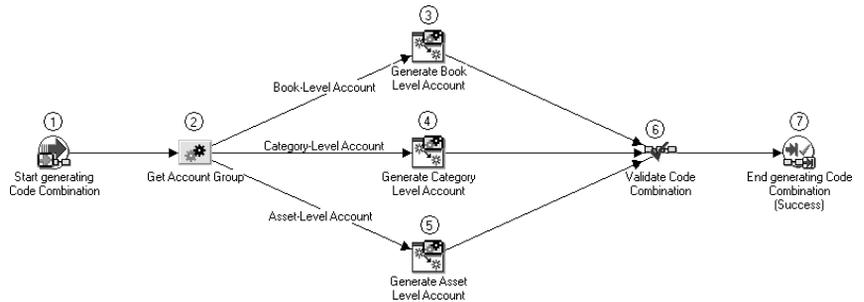
- FA Account Generator

The FA Account Generator contains the following workflow processes:

- Generate Default Account
- Generate Account Using FlexBuilder Rules

## Generate Default Account Process

Use the Generate Default Account process to generate asset-level, book-level, and category-level accounts. You can use the default settings or customize it as required.



### Start Generating Code Combination (Node 1)

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This is a standard activity that marks the start of the process.

### Get Account Group (Node 2)

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This function returns the group to which the account belongs, either book level, category level, or asset level.

### Generate Book Level Account (Node 3)

---

This activity generates the code combination ID (CCID) for a book-level account. The FA Account Generator finds the name of the account for which it is generating code combinations. Possible account names are:

- Cost of Removal Clearing
- Cost of Removal Gain
- Cost of Removal Loss
- Deferred Depreciation Expense
- Deferred Depreciation Reserve
- Depreciation Adjustment
- Intercompany Accounts Payable
- Intercompany Accounts Receivable
- Net Book Value Retired Gain

- Net Book Value Retired Loss
- Proceeds of Sale Clearing
- Proceeds of Sale Gain
- Proceeds of Sale Loss
- Revaluation Reserve Retired Gain
- Revaluation Reserve Retired Loss

#### **Generate Category Level Account (Node 4)**

This activity generates the code combination ID (CCID) for a category-level account. The FA Account Generator finds the name of the account for which it is generating code combinations. Possible account names are:

- Asset Clearing
- Asset Cost
- Construction-In-Process Clearing
- Construction-In-Process Cost
- Depreciation Reserve
- Revaluation Amortization
- Revaluation Reserve

#### **Generate Asset Level Account (Node 5)**

This activity generates the code combination ID (CCID) for an asset-level account. The FA Account Generator finds the name of the account for which it is generating code combinations. Possible account names are:

- Depreciation Expense

#### **Validate Code Combination (Node 6)**

The FA Account Generator validates the generated code combination.

#### **End Generating Code Combination (Node 7)**

It is always the End function for an Account Generator process.

## Generate Account Using FlexBuilder Rules Process

If you used FlexBuilder in a previous release to generate account combinations, you can use the Generate Account Using FlexBuilder Rules process to replicate your FlexBuilder setup automatically, without changing any of your predefined FlexBuilder Rules, and without customizing the Account Generator. The Generate Account Using FlexBuilder Rules process includes a function generated during your upgrade from Release 10 to Release 11.

If you are upgrading from Release 10, follow the guidelines in the FlexBuilder chapter of the *Oracle Applications Upgrade Preparation Manual*.

---

## Exceptions

In a few special cases, Oracle Assets does not use the Account Generator to determine for which account to create journal entries. These special cases are for the clearing account for an asset added using mass additions, and for the depreciation expense account after a reclassification.

When you add an asset using mass additions, Oracle Assets clears the asset clearing or CIP clearing account to which your payables system charged the asset in your corporate book, without using the Account Generator.

When you reclassify an asset, Oracle Assets changes the depreciation expense account segment for all books to that of the new asset category, without using the Account Generator, or the account segment from the distribution you specified for the asset in the Assignments window.

## See Also

Defining Depreciation Books: page 9 – 65

Setting Up Asset Categories: page 9 – 93

Assigning an Asset: page 2 – 25

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## Customizing the Account Generator for Oracle Assets

Oracle Assets provides a default Account Generator process for you to use. If the default does not satisfy your accounting requirements, you can use the Oracle Workflow Builder to customize the default process or create a new one.

If you want to create a new process to meet your company's needs, use the Oracle Workflow Builder to create a new process, or copy the existing default and change the name before making extensive changes to it.

### See Also

Customization Guidelines: page 9 – 34

Customizing the Account Generator  
(*Oracle Applications Flexfields Guide*)

*Oracle Workflow Guide*

### Customization Guidelines

You can define to what level of detail Oracle Assets creates journal entries by specifying how the Account Generator generates the account combination. You can indicate the source in Oracle Assets for the value of each segment in the account combination.



**Attention:** If you create journal entries to the detail level for segments without qualifiers, the Journal Entry Reserve Ledger Report does not directly reconcile with the general ledger. Most Oracle Assets reports do not report to unqualified segment detail. Only the Drill Down Report and Account Drill Down Report provide this detail. Use these reports to see the detail level posted to the general ledger. See: Drill Down and Account Drill Down Reports: page 11 – 57.

**Note:** Oracle Assets standard reports show the balancing segment from the distribution line, and the cost center and natural account from the asset category or book. They show these values even if you modify the Account Generator process to create journal entries using different segment values.

## Functions

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In addition to the functions used in the default processes, the FA Account Generator contains several unique functions, which you can use along with the Standard and Standard Flexfield Workflow functions to customize the FA Account Generator.

**Note:** You cannot delete or modify any of the functions listed in this section.

**Get Book Account Name.** This function returns only one of the book level accounts.

**Get Book Class.** This function determines the book class of the book, either corporate, tax, or budget.

**Get Book Type Code.** This function returns the book type code to be used in the workflow process. To use this function in a process, you must do the following:

- Define a new lookup type called Books.
- Add the lookup codes you have defined to the lookup type Books. The lookup codes should be valid book type codes you defined in the Book Controls window, for example, MYCORP or MYTAX.
- In the Get Book Type Code properties, enter Books in the Result Type field.

## Oracle Assets Default Account Generator Assignments

ACCOUNT STRUCTURE	
Segment Name	Default Segment Sources
Company	Distribution CCID
Cost Center	Default CCID
Account	Account Segment Value
Product	Default CCID
Sub-Account	Default CCID

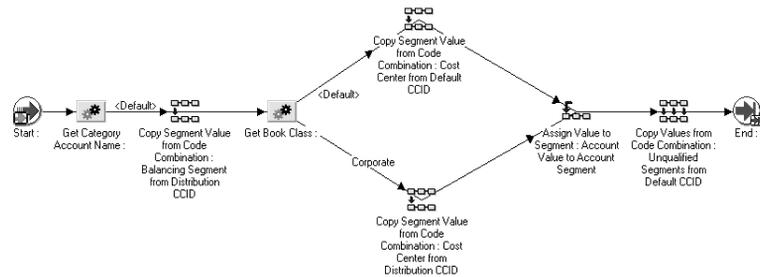
Table 9 – 1 (Page 1 of 1)

## Customization Example

The Account Generator uses several sources to fill in the account combination for which to create a journal entry.

### Example 1: Cost Center Detail

To create journal entries to the cost center level for all your category-level accounts in your Corporate book, you specify that the Account Generator uses the cost center segment value in the distribution line attribute.



Using these attributes, Oracle Assets creates journal entries using the balancing and cost center segments from the distribution line. The account segment still comes from the asset category, and the other segments still come from the defaults you entered for the book.

## Testing a Customized Account Generator Process

You must test any modified Account Generator process before using it on a production database.

You can test the supplier invoice account generation process by running the SQL script **faxagtst.sql**. At the system prompt, type:

```
$FA_TOP/admin/sql/faxagtst.sql
```

The script prompts you to enter a value for the following parameters:

- `account_type` (for example, `asset_cost` or `asset_cost_clearing`)

- book
- distribution\_ccid
- account\_segment
- default\_ccid
- account\_ccid

## Implementing a Customized Account Generator Process

If you have customized your Account Generator process for the FA Account Generator item type and assigned a new name to it, use the Account Generator Processes window to associate the new process name with the appropriate Accounting Flexfield structure and item type.

If you made customizations to the default process, but did not change the name of it, you do not need to perform this step.

### Choosing the Process for a Flexfield Structure

---

1. Navigate to the Account Generator Processes window.

In the System Administrator responsibility, this window is under the navigation path Application > Flexfield > Key > Accounts. In your Oracle Assets responsibility, it is under Setup > Flexfields > Key > Accounts.

2. Select the structure to which you want to assign a process. You can choose the application, flexfield title, structure, and description from the row list of values.
3. Specify the FA Account Generator item type.
4. Specify the process you want to use to generate the accounts.

The Generate Default Account process will default in. If you want to use a different process, enter the name of the process you want to use.

## Asset Key Flexfield

Oracle Assets uses the asset key flexfield to group your assets by non-financial information. You design your asset key flexfield to record the information you want. Then you group your assets by asset key so you can find them without an asset number.



**Warning:** Plan your flexfield carefully. Once you have started entering assets using the flexfield, you cannot change it.

Asset Key Flexfield	
Owner	Oracle Assets
Flexfield Code	KEY#
Table Name	FA_ASSET_KEYWORDS
Number of Columns	10
Width of Columns	30
Dynamic Inserts Possible	Yes
Unique ID Column	CODE_COMBINATION_ID
Structure Column	None

Table 9 – 2 (Page 1 of 1)

### Group Assets According To Your Needs

---

Use the asset key flexfield to group your assets. Group your assets according to non-financial information. You can assign the same asset key to many assets to easily find similar assets. All Oracle Assets transaction forms allow you to query using the asset key, and help you find your assets without an asset number.

### Asset Key Flexfield Structure

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You define your asset key flexfield structure to fit the specific needs of your organization. You choose the number of segments, the length of each segment, and the name and order of each segment in your asset key flexfield. You can define up to ten asset key segments. This key flexfield supports only one structure.

## **Not Using The Asset Key Flexfield**

If you choose not to track assets using the asset key, you must define at least one segment asset key flexfield without validation.

## **Determine Your Needs**

### **Asset Key Structure**

Consider the way you group and query your assets. You need to decide how many levels (segments) your asset key structure needs.

### **Value Sets**

Each segment of your asset key structure needs a value set. The terms you used to group your assets are the values you enter for these value sets.



**Suggestion:** The asset key name (all segments concatenated) appears on forms and reports which display only a limited number of characters. You may want to abbreviate some asset key segment values.

## **Define Your Asset Key Flexfield**

### **Create A Value Set For Each Segment**

Create a value set for each segment using the Value Set windows. If you want to set up a segment which is dependent on another segment, create an independent value set for the segment which the user enters first, and a dependent value set for the segment which depends on the value entered. See: Value Set Windows (*Oracle Applications Flexfields Guide*).

Alternatively you can set up cascading dependencies for your category flexfield value sets.

### **Enable Each Segment For Your Asset Asset Key Flexfield**

Define new asset key segments using the Define Key Segments form. Remember, you must log into Oracle Assets again before you add assets after you recompile your key flexfield.

If you want to define all valid combinations and prevent users from creating additional combinations while entering assets, uncheck Allow

Dynamic Inserts. If you do not need to limit valid combinations, check Allow Dynamic Inserts. You can define valid combinations in the Define Asset Key Flexfield Combinations form. See: Key Flexfield Segments (*Oracle Applications Flexfields Guide*).

### **Define Values For Each Segment**

---

Create a list of valid values for each segment using the Segment Values Window. Since Oracle Assets only displays a limited number of characters of the asset key flexfield on forms and reports, you may want to keep the values short. See: Segment Values Window (*Oracle Applications Flexfields Guide*).

### **Create Asset Key Flexfield Combinations**

---

Use the Define Asset Key Flexfield Combinations form to enter the combination using the segments you defined. You do not need to use this form to define combinations if you checked Allow Dynamic Inserts.

See: Defining Asset Keys: page 9 – 54

## **Example**

You decide to use a two segment asset key flexfield. A typical asset key combination might be JET 10.ENGINE. To set up your asset key flexfield you must set up value sets, enable your segments, and enter valid segment values.

First, use the Value Set windows to set up a value set for each segment. For example, you create the value sets Project and Component.

Then use the Key Flexfield Segments window to enable your segments. Enter each segment and the value set for validation in the Segments window.

Now use the Segment Values windows to enter the valid values for each asset key segment. For example, you enter JET 10 as a valid value for the Project segment.

Now, when you enter an asset, you can specify JET 10.ENGINE as the asset key. Since you checked Allow Dynamic Inserts, Oracle Assets creates the combination for you if it doesn't already exist. Or you can create the combination explicitly in the Define Asset Key Flexfield Combinations form.

---

## Category Flexfield

Oracle Assets uses the category flexfield to group your assets by financial information. You design your category flexfield to record the information you want. Then you group your assets by category and provide default information that is usually the same for assets in that category.



**Warning:** Plan your flexfield carefully. Once you have started entering assets using the flexfield, you cannot change it.

Category Flexfield	
Owner	Oracle Assets
Flexfield Code	CAT#
Table Name	FA_CATEGORIES
Number of Columns	7
Width of Columns	30
Dynamic Inserts Possible	No
Unique ID Column	CATEGORY_ID
Structure Column	None

Table 9 – 3 (Page 1 of 1)

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### Group Assets According To Your Needs

Define the category flexfield to fit the way you group your assets. Use the category flexfield to group your assets. Group your assets according to depreciation rules. By standardizing category names, you can more easily track your assets.

---

### Category Flexfield Structure

You define your category flexfield structure to fit the specific needs of your organization. You must define a major category segment and you can also define up to six subcategory segments. This key flexfield supports only one structure.



**Warning:** The combination of segment values plus segment value separators must be 30 characters or less, since the combination is used as a context field value for the Asset Category descriptive flexfield. An example of a valid

combination is VEHICLE.DELIVERY, which contains 16 characters including the segment separator.

### **Category Hierarchy**

---

You can set up your category flexfield so that the valid values for the subcategory segment are dependent on the major category value entered. Then, if you have a dependent segment, only the valid values appear in the list of values for that segment.

### **Category Default Depreciation Rules**

---

You can default asset financial information for new assets based on the asset category. You can enter default depreciation rules for each category flexfield combination for each book. When you add an asset to a book, Oracle Assets defaults the depreciation rules from the asset category. If necessary, you can specify different depreciation rule defaults for different date placed in service ranges.

### **Category Budget**

---

You can track actual spending versus budgeted amounts for each category. Enter budgeting information based on asset category. Enter budget amounts for each category for each period and then run depreciation projections for your budgeted additions. You can also run reports that compare budgeted and actual spending or show asset additions to categories for which you did not enter budget amounts.

### **Descriptive Flexfield Based on the Asset Category**

---

You can set up a descriptive flexfield that stores additional information based on the asset category. Enter the asset category flexfield as the reference field, and the concatenated category segments as the context field value for that descriptive flexfield structure.

See:

Asset Category Descriptive Flexfield in Oracle Assets: page 9 – 27

Descriptive Flexfield Segments (*Oracle Applications Flexfields Guide*)

## Determine Your Needs

### Category Structure

---

Consider the way you group your assets. Determine which assets share depreciation information such as prorate convention and depreciation method. You also need to decide how many levels (segments) your category structure needs. Decide which is the top level (major category segment).

You may want to set up your categories to match your chart of accounts. Each chart account defines a major category. You can define at least one subcategory segment to allow for distinctions within a major category.



**Suggestion:** You can define up to seven segments for your asset category flexfield. Since Oracle Assets only displays a limited number of characters on its forms and reports, you may wish to use only two or three segments so they can be displayed. Also, since you must define depreciation rules for each category flexfield combination, more segments require more setup and maintenance effort.

### Value Sets

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Each segment of your category structure needs a value set. The terms you used to group your assets are the values you enter for these value sets.



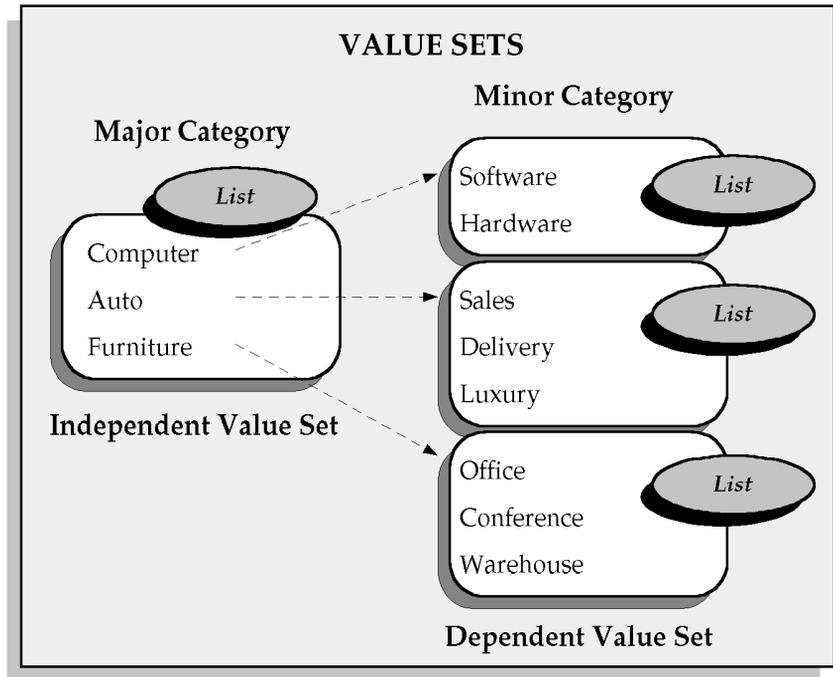
**Suggestion:** The category name (all segments concatenated) appears on forms and reports which only display a limited number of characters. You may want to abbreviate some category segment values.

### Dependent Segments

---

To set up a subcategory segment for which the valid values are dependent on the value of a previously entered segment, create a dependent value set. Create an independent value set for the first segment using the Value Set windows. Then create a dependent value

set for the dependent segment. Enter the name of the independent value set, and specify the value which must be entered for the dependent value set to be valid.



The valid values for the minor category segment are dependent on the value of the major category segment.

Alternatively you can set up cascading dependencies for your category flexfield value sets. See: .

### **Major Category Qualifier**

You must define exactly one Major Category segment when setting up your category flexfield. Specify which segment is your major category segment by entering Yes for the Major Category qualifier in the Define Key Segments form. You can enter capital budgeting information for your major categories.

## Define Your Category Flexfield

### Create A Value Set For Each Segment

Create a value set for each segment using the Value Set windows. If you want to set up a segment which is dependent on another segment, create an independent value set for the segment which the user enters first, and a dependent value set for the segment which depends on the value entered. See: Value Set Windows (*Oracle Applications Flexfields Guide*).

### Enable Each Segment For Your Asset Category Flexfield

Define new asset category segments using the Define Key Segments form. For your major category segment, check Enabled for the Major Category qualifier. Remember, you must log into Oracle Assets again to add assets after you recompile your key flexfield.

Notice that since you must enter default depreciation rules for each asset category, you should uncheck Allow Dynamic Inserts. You define valid category flexfield combinations in the Asset Categories form. See: Key Flexfield Segments (*Oracle Applications Flexfields Guide*).

### Define Values For Each Segment

Create a list of valid values for each segment using the Segment Values Window. Since Oracle Assets only displays a limited number of characters of the asset category flexfield on forms and reports, you may want to keep the values short. See: Segment Value Window (*Oracle Applications Flexfields Guide*).



**Suggestion:** If you are setting up the descriptive flexfield on forms where you add assets to reference the asset category, you may want to enter all values in uppercase. Then, when you enter the concatenated category flexfield segments value for which the descriptive flexfield structure applies, you can just enter the segment values in all uppercase separated by your segment separator.

### Create Asset Categories

Use the Asset Categories form to enter the asset category name using the segments you defined. Also enter the asset category default information. You must define your category for a book using the Asset Categories form before you can enter assets in that category and book.

## Example

You decide to use a two segment category flexfield with a dependent segment. A typical category combination might be COMPUTER.HARDWARE, where HARDWARE is a valid value for the second segment only if the value of the first segment is COMPUTER. To set up your category flexfield you must set up value sets, enable your segments, enter valid segment values, and set up the category.

First, use the Value Set windows to set up a value set for each segment. For example, you create the value sets Major, and Minor Computer. Since you want the Minor Computer value set to be dependent on the Major value set, create an independent value set for Major and a dependent value set for Minor Computer. The Independent Value Set on which Minor Computer depends is Major, and the Dependent Default Value is COMPUTER.

Then use the Key Flexfield Segments windows to enable your segments. Enter each segment and the value set for validation in the Segments window. For the major category segment, check Enabled for the Major Category qualifier.

Now use the Segment Values windows to enter the valid values for each subcategory segment. For example, you enter HARDWARE as a valid value for the Minor segment.

Finally, use the Asset Categories window to enter the asset category name and information.

## Flexfield Qualifiers

### **Major Category**

---

You must have exactly one Major Category segment in your Category Flexfield. Oracle Assets uses the Major Category segment for capital budgeting.

---

## Location Flexfield

Oracle Assets uses the location flexfield to group your assets by physical location. You design your location flexfield to record the information you want. Then you can report on your assets by location. You can also transfer assets that share location information as a group, such as when you move an office to a new location.



**Warning:** Plan your flexfield carefully. Once you have started entering assets using the flexfield, you cannot change it.

Location Flexfield	
Owner	Oracle Assets
Flexfield Code	LOC#
Table Name	FA_LOCATIONS
Number of Columns	7
Width of Columns	30
Dynamic Inserts Possible	Yes
Unique ID Column	LOCATION_ID
Structure Column	None

Table 9 – 4 (Page 1 of 1)

---

### Track Asset Location According To Your Needs

Define the location flexfield to fit the way you track your asset locations. Use the location flexfield to track the physical location of your assets. For example, if you do business internationally (or plan to do so in the future), you may want to track the country an asset is in. Other segments you may want include are state, city, and site. If you track asset location to more detail, such as for barcoding, you can also add segments for building and room number.

---

### Location Flexfield Structure

You define your location flexfield structure to fit the specific needs of your organization. You choose the number of segments, the length of each segment, and the name and order of each segment in your location flexfield. You must define a state segment and you can also define up to six other location segments.

## **Property Tax Reporting**

---

You can run the Property Tax Report for your states. The Property Tax Report sorts your assets by the location segment with the state qualifier set to Yes.

See: Property Tax Report: page 11 – 74

## **Mass Transfer By Location**

---

You can transfer assets that share location information as a group. Or you can use the location as a criterion to select assets to transfer between employees or general ledger expense accounts.

See: Transferring Assets: page 3 – 10

## **Determine Your Needs**

### **Location Structure**

---

Consider the way you track asset location. You need to decide how many levels (segments) your location structure needs. Also decide which is the state segment.

### **Value Sets**

---

Each segment of your location structure needs a value set. The terms you used to describe your asset locations are the values you enter for these value sets.



**Suggestion:** The location name (all segments concatenated) appears on forms and reports which only display a limited number of characters. You may want to abbreviate some location segment values.

### **State Qualifier**

---

You must define exactly one State segment when setting up your location flexfield. Specify which segment is your state segment by checking Enabled for the State qualifier in the Segments window. You can run the Property Tax Report for your states.

## Define Your Location Flexfield

### **Create A Value Set For Each Segment**

---

Create a value set for each segment using the Value Set windows. If you want to set up a segment which is dependent on another segment, create an independent value set for the segment which the user enters first, and a dependent value set for the segment which depends on the value entered. See: Value Set Windows (*Oracle Applications Flexfields Guide*).

Alternatively you can set up cascading dependencies for your category flexfield value sets.

### **Enable Each Segment For Your Location Flexfield**

---

Define new location segments using the Define Key Segments form. For your state segment, check Enabled for the State qualifier. Remember, you must log into Oracle Assets again to add assets after you recompile your key flexfield.

If you want to define all valid locations and prevent users from creating additional location flexfield combinations while entering assets, uncheck Allow Dynamic Inserts. If you do not need to limit valid locations, check Allow Dynamic Inserts. You can define valid location flexfield combinations in the Locations form.

If you want to define shorthand aliases for your location flexfield, check Enable Shorthand Flexfield Entry. You can then set up aliases to represent your locations in the Shorthand Aliases window. See: Key Flexfield Segments and Shorthand Aliases (*Oracle Applications Flexfields Guide*).

### **Define Values For Each Segment**

---

Create a list of valid values for each segment using the Segment Values form. Since Oracle Assets only displays a limited number of characters of the location flexfield on forms and reports, you may want to keep the values short. See: Segment Value Window (*Oracle Applications Flexfields Guide*).

### **Create Locations**

---

Use the Locations form to enter the location name using the segments you defined. You do not need to use this form to define locations if you checked Allow Dynamic Inserts.

See: Defining Locations: page 9 – 53

You decide to use a three segment location flexfield. A typical location combination might be UK.OXFORDSHIRE.BDG3. To set up your location flexfield you must set up value sets, enable your segments, enter valid segment values, and set up the location.

First, use the Value Set windows to set up a value set for each segment. For example, you create the value sets Country, District Council, and Site.

Then use the Key Flexfield Segments windows to enable your segments. Enter each segment and the value set for validation in the Segments window. For the District Council segment, enable the State qualifier.

Now use the Segment Values windows to enter the valid values for each segment. For example, you enter UK as a valid value for the Country segment.

Finally, use the Locations window to enter the location flexfield combination UK.OXFORDSHIRE.BDG3.

## Flexfield Qualifiers

### **State**

---

You must have exactly one State segment in your Location Flexfield. Oracle Assets uses the State segment for property tax reporting.

# Specifying System Controls

Use this form to specify your company name, asset numbering scheme, and key flexfield structures.

## Prerequisites

---

- Set up your Category, Location, and Asset Key Flexfields. See: Setting Up the Asset Category Flexfield: page 9 – 41, Setting Up the Asset Key Flexfield: page 9 – 38, and Setting Up the Location Flexfield: page 9 – 47.

### ► To specify system controls:

1. Open the System Controls window.
2. Enter the enterprise name as you want it to appear on reports.
3. Enter the Oldest Date Placed In Service, which controls what dates are valid to place assets in service and on what date to begin your calendars.

If you change this field, you do not affect the assets already in the system. However, you cannot place new assets in service before the new date.



**Attention:** You can only update the Oldest Date Placed in Service *before* you assign any calendars to depreciation books.

4. Enter the Starting Number at which you want Oracle Assets to begin automatically numbering your assets. Note that some asset numbers may be skipped.



**Suggestion:** If you are converting from another system, enter a starting number greater than the number of assets you want to convert so converted assets keep the same number from the previous system. For example, if you are converting 75,000 assets, you may want to enter 100,000 as the Starting Number to reserve the numbers 1 to 100,000 for manual asset numbering. Note that adding the 75,000 assets will increment the automatic numbering sequence by 75,000 (automatically numbered assets will begin at 175,001).

Note that asset numbers with a letter in them are not reserved for automatic asset numbering, since the automatic numbers are a numerical sequence.



**Attention:** Oracle Assets does not support asset numbers that exceed 2,000,000,000.

5. Enter the Location, Category, and Asset Key Flexfield structures you want to use.
6. Save your work.

---

## Defining Locations

If you chose to Allow Dynamic Inserts in the Define Key Segments form, you do not need to define valid locations, since you automatically create locations when you assign assets to assignment.

### **Prerequisite**

---

- Specify the location flexfield structure you want to use. See: Specifying System Controls: page 9 – 51.

► **To define location flexfield combinations:**

1. Open the Locations window.
2. Enter valid location flexfield combinations.
3. Choose whether to Enable the combination.
4. Save your work.

### **See Also**

Setting Up the Location Flexfield: page 9 – 47

---

## Defining Asset Keys

If you chose to Allow Dynamic Inserts in the Define Key Segments form, you do not need to define valid asset keys.

### Prerequisite

---

Specify the asset key flexfield structure you want to use. See: Specifying System Controls: page 9 – 51.

► **To define location flexfield combinations:**

1. Open the Asset Keys window.
2. Enter valid asset key flexfield combinations.
3. Choose whether to Enable the combination.
4. Save your work.

### See Also

Setting Up the Asset Key Flexfield: page 9 – 38

---

## Entering QuickCodes

Use this window to enter QuickCode values in addition to those provided. These values appear in Lists of Values throughout Oracle Assets.

► **To enter QuickCode values:**

1. Open the QuickCodes window.
2. Query the QuickCode Name for which you want to define values.
3. Enter a Value for the QuickCode type.

<b>QuickCode Type</b>	<b>QuickCode Values</b>
<b>Asset Description</b>	Enter values such as PERSONAL COMPUTER and DELIVERY VEHICLE to standardize asset descriptions.
<b>Journal Entries</b>	You cannot enter new Journal Entry values, but you can change the descriptions.
<b>Queue Name</b>	Enter values such as ACCOUNT HOLD, or LOCATION HOLD to describe your hold queues for Mass Additions. You cannot change values DELETE, ON HOLD, and POST.
<b>Property Type</b>	Enter values such as PERSONAL, REAL, or RESIDENTIAL to describe your property.
<b>Retirement</b>	Enter values such as EXTRAORDINARY and SALE to describe your retirements.
<b>Asset Category</b>	Enter values such as AUTO and COMPUTER to describe your major asset categories. You enter major category values in the QuickCodes window if you are using table-based validation for your asset categories.
<b>Asset Subcategory</b>	Enter values such as SALES and DELIVERY to describe your asset subcategories. For example, you can use these values to create AUTO.SALES and AUTO.DELIVERY asset categories. You enter minor category values in the QuickCodes window if you are using table-based validation for your asset categories.
<b>Unplanned Depreciation Type</b>	You can enter values in addition to UNPLANNED DEPRN to describe different types of unplanned depreciation adjustments.

<b>Lease Frequency</b>	The possible values for Lease Compounding Frequency are: Monthly, Quarterly, Semi-Annually, and Annually. You cannot alter existing or enter new Lease Frequency values, but you can change the existing descriptions.
<b>Lease Payment Type</b>	You can enter lease payment types in addition to Annuity, Balloon Payment, Bargain Purchase Option, and Bargain Renewal Option.



**Suggestion:** If you want to create hierarchical asset category flexfield segment values, use the Define Value Set, Define Key Segment, and Define Key Segment Value windows to define your asset category flexfield. Then, to set up the value of the minor segment to be dependent on the value of the major segment, define the Value Set for the minor segment to be dependent on the value of the major segment.

If you create hierarchical asset category values, you do not need to enter category and subcategory QuickCode values.



**Suggestion:** The values you enter appear in List of Values windows which allow no more than 12 spaces. You may want to limit your values to 12 characters.

4. Enter a description of your QuickCode value.
5. Optionally enter a Disable Date after which this value no longer appears in Lists of Values.
6. Save your work.

## See Also

Setting Up the Asset Category Flexfield: page 9 – 41

---

## Creating Fiscal Years

Specify the start and end dates of each fiscal year for a fiscal year name. Define fiscal years from the oldest date placed in service through the current fiscal year. At the end of each fiscal year, the depreciation program automatically generates the dates for the following fiscal year and calendars.

You can set up multiple fiscal years in this window. You can assign different fiscal years to your different corporate books. The calendar for a tax book must use the same fiscal year name as the calendar for the associated tax book.

### Prerequisite

---

- Specify the Oldest Date Placed in Service. See: Specifying System Controls: page 9 – 51.

► **To create a fiscal year:**

1. Open the Asset Fiscal Years window.
2. Enter a Fiscal Year Name and Description. You can set up multiple fiscal years with different names.



**Suggestion:** The name you enter appears in List of Values windows which allow no more than 15 spaces. You may want to limit your name to 15 characters.

3. Enter the start and end date of each fiscal year.
4. Enter the Fiscal Year you are defining.
5. Save your work.

---

## Specifying Dates for Calendar Periods

You can set up as many calendars as you need. Each book you set up requires a depreciation calendar and a prorate calendar. The depreciation calendar determines the number of accounting periods in a fiscal year, and the prorate calendar determines the number of prorate periods in your fiscal year. You can use one calendar for multiple depreciation books, and as both the depreciation and prorate calendar for a book.

Your corporate books can share the same calendar. A tax book can have a different calendar than its associated corporate book. The calendar for a tax book must use the same fiscal year name as the calendar for the associated tax book.

The depreciation program uses the prorate calendar to determine the prorate period which is used to choose the depreciation rate. The depreciation program uses the depreciation calendar and divide depreciation flag to determine what fraction of the annual depreciation expense to take each period. For example, if you have a quarterly depreciation calendar, Oracle Assets calculates one-fourth of the annual depreciation each time you run depreciation.

You must initially set up all calendar periods from the period corresponding to the oldest date placed in service to the current period. You must set up at least one period before the current period. At the end of each fiscal year, Oracle Assets automatically sets up the periods for the next fiscal year.



**Attention:** If you use this depreciation calendar in a depreciation book from which you create journal entries for your general ledger, you must make the period names identical to the periods you have set up in your general ledger.

You can define your calendar however you want. For example, to define a 4-4-5 calendar, set up your fiscal years, depreciation calendar, and prorate calendar with different start and end dates, and fill in the uneven periods. To divide annual depreciation proportionately according to the number of days in each period, enter By Days in the Divide Depreciation field in the Book Controls window.

---

### Prerequisites

- Set up your Oldest Date Placed in Service. See: Specifying System Controls: page 9 – 51.
- Set up your fiscal years. See: Creating Fiscal Years: page 9 – 57.

► **To specify dates for calendar periods:**

1. Open the Asset Calendars window.
2. Enter the name of your Calendar.



**Suggestion:** The name you enter appears in List of Values windows which allow no more than 15 spaces. You may want to limit your name to 15 characters.

3. Choose Fiscal or Calendar to append either the fiscal or calendar year to get the accounting period name. If you do not want the fiscal or calendar year automatically appended, choose None.

For example, if your fiscal year runs from June 1 to May 31, and the current date is July 15, 1995, you are in calendar 1995 and fiscal 1996. If you specify FISCAL, your period name is JUL-96. If you specify CALENDAR, your period name is JUL-95.

4. Enter the Fiscal Year Name you want to use for this calendar.
5. Enter the number of periods in the fiscal year for this calendar.

**Note:** You cannot enter more than 365 periods per year.

6. Enter the Name of this period.

If your periods include the year, such as JAN-1995, and you are using the hyphen (-) as the suffix delimiter, you must use either a two or four-digit year suffix. Oracle Assets automatically adds a four-digit year to the end of the period name if you do not enter a year. Otherwise, you can enter a two-digit year suffix.

If you use this depreciation calendar in a depreciation book from which you create journal entries for your general ledger, you must make the period names identical to the periods you have set up in your general ledger.

7. Enter the start and end dates of this period.
8. Save your work.

## See Also

Calendar Listing: page 11 – 42

Defining Calendars (*Oracle General Ledger User's Guide*)

---

## Setting Up Security by Book

Oracle Assets shares organization and hierarchy information with Oracle Human Resources. If your business does not currently use Oracle Human Resources, you define this data using the Oracle Human Resources windows provided with Oracle Assets.

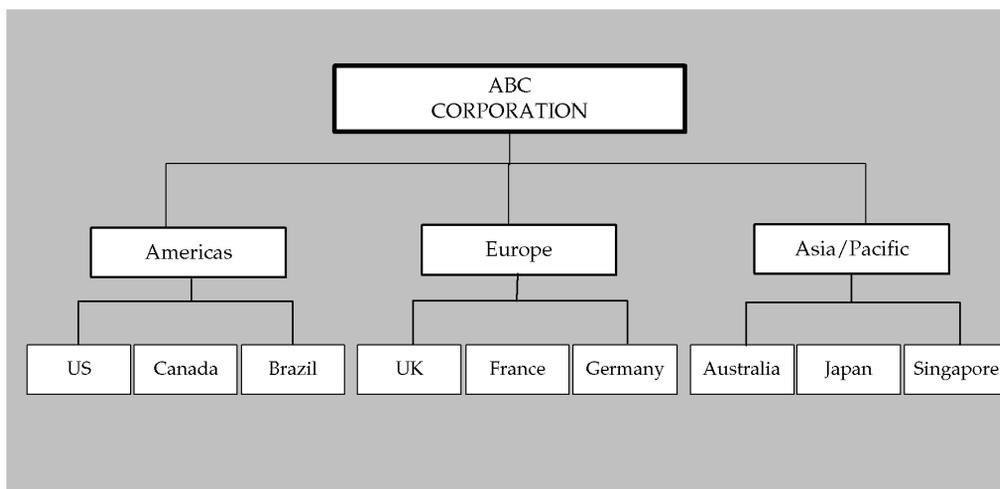
If you have already implemented Oracle Human Resources, you can skip many of the steps included in this section. Ensure that the organizations and hierarchies you defined in Oracle Human Resources corresponds to the data you want to use with Oracle Assets.

---

### Asset Organization Overview

Organizations are departments, sections, divisions, companies, or other organizational units in your business.

The illustration below depicts ABC Corporation's organization structure. There are three levels of organizations. ABC Corporation, the top-level organization, has three child organizations Americas, Europe, and Asia/Pacific. Each of these organizations also has several child organizations. For example, the Americas organization has the following child organizations: US, Canada, and Brazil.



ABC Corporation uses the following information to define its default reporting organization hierarchy:

Name	Oracle Assets
Version	1
Organization Name	ABC Corporation

## Business Groups

A business group is the highest level of organization and the largest grouping of employees across which you may report.

Oracle Human Resources includes a predefined organization named *Setup Business Group*. We recommend that you modify the definition of this predefined business group rather than defining a new one. If you define a new business group instead of modifying the predefined *Setup Business Group*, you need to set the *HR: Security Profile* profile option to point to the security profile for the new business group. Oracle Human Resources automatically creates a security profile with the business group name when you define a new business group. Oracle Human Resources incorporates all other organizations you specify into the business group you define. See: Security (*Oracle Human Resources User's Guide*).

You use the Organization window to retrieve the predefined *Setup Business Group*. Then, you can create your own business group by changing the name of the Setup Business Group. The business group you define here appears in the list of values when you set up the *HR: Security Profile* profile option.

**Note:** If you already use Oracle Human Resources, we recommend that you continue using the same business group you defined in Human Resources. If you are using a shared installation of Human Resources, we recommend you use the pre-defined Setup Business Group.

A business group is a special classification of an organization, so you also need to specify its organization type, location, and whether it is an internal or external organization. It is also essential to select the correct legislation code for a business group for correct functioning of Oracle Human Resources. You cannot change the legislation code after entering employees in a business group. See also: Entering Business Group Information (*Oracle Human Resources User's Guide*).



**Attention:** Employees, organizations, and other entities are partitioned by business group. If you set up more than one business group, your data will be partitioned accordingly. In addition, classifying an organization as a business group is not

reversible. Be sure to plan your business group setup carefully. For more information, refer to the *Oracle Human Resources User's Guide*.

## Organization Window

You use the Organization window in Oracle Assets or Oracle Human Resources to specify all the organizations within your company. By choosing the Others button on this window, you can then set up the corporate and tax book information for that particular organization.

## Organization Classifications

Oracle Human Resources uses organization classifications to determine the type of organizations being set up. To flag an organization for use in Oracle Assets, you enable the Asset Organization classification.

An asset organization is an organization that allows you to perform asset-related activities for specific Oracle Assets corporate depreciation books. Oracle Assets uses only organizations designated as asset organizations.

If you require other types of organization classifications, see the *Oracle Human Resources User's Guide*.

## See Also

Creating an Organization *Oracle Human Resources User's Guide*

---

## Organization Hierarchies in Oracle Assets

Organization hierarchies show reporting lines and other hierarchical relationships among the organizations in your business.

You use the Organization Hierarchy window to specify your organization hierarchy.

You need to define the top organization in the hierarchy and at least one organization subordinate to it.

## See Also

Organization Hierarchies *Oracle Human Resources User's Guide*

---

## Security Profiles

A security profile allows you to control access to Oracle Assets through responsibilities that you create and assign to users of the system. Users can sign on to Oracle Assets only through the responsibilities that you give them. Their responsibilities control what they can see and do in the system.

A responsibility always includes a security profile, which you associate with a work structure such as an organization hierarchy.

See: Security Profiles (*Oracle Human Resources User's Guide*)

---

## Security List Maintenance Process

This process maintains the lists of organizations, positions, employees, and applicants that security profile holders can access. You should schedule it to run every night to take account of changes made during the day. If a disruption, such as a power outage, occurs while the process is running, you can manually restart it from the Submit Requests window.

See: Security Processes (*Oracle Human Resources User's Guide*)

---

## Defining Responsibilities

A responsibility is a level of authority in Oracle Applications that allows users to access only those Oracle Applications functions and data appropriate to their roles in an organization. Each responsibility allows access to specific applications, sets of books, windows, functions, and reports.

## See Also

Defining a Responsibility (*Oracle Applications System Administrator Guide*)

Overview of Oracle Applications Security (*Oracle Applications System Administrator Guide*)

---

## Assigning Responsibilities to Users

When defining Applications users, you need to assign each user to a responsibility. You do this by navigating to the the Users Window in the System Administration responsibility.

See: User's Window (*Oracle Applications System Administrator Guide*)

---

## Setting Up FA: Security Profile

The FA: Security Profile profile option restricts access to the organizations defined in the security profile. The options available for the FA: Security Profile are the previously defined security profile values.

For example, you may want to set up the security profiles for the ABC Corporation. Since there is a one to one correspondence between an organization and a security profile, a logical naming standard for the security profile value would include the organization name and the organization identification number. In this case, the organization ABC Corporation might have a security profile value of ABC\_Corporation\_100, the organization Americas might have a profile value of Americas\_200, and so forth.

## See Also

Overview of User Profile Options: page C – 3

Setting User Profile Options (*Oracle Applications System Administrator Guide*)

---

# Defining Depreciation Books

You can define corporate, tax, and budget depreciation books. You must set up your depreciation books before you can add assets to them. You can set up multiple corporate books that create journal entries for different general ledger sets of books, or to the same set of books. In either case, you must both run depreciation and create journal entries for each depreciation book. For each corporate book, you can set up multiple tax and budget books that are associated with it.

## Prerequisites

---

- Specify system controls. See: *Specifying System Controls: page 9 – 51.*
- Define your calendars. See: *Specifying Dates for Calendar Periods: page 9 – 58.*
- Set up your Account segment values and combinations. See: *Defining Accounts (Oracle General Ledger User's Guide)*
- Set up your journal entry formats. See: *Defining Journal Sources and Defining Journal Categories (Oracle General Ledger User's Guide)*

► **To define a depreciation book:**

1. Open the Book Controls window.
2. Enter the name of the book you want to define.

The book name cannot contain any special characters, and must not begin with a number.



**Suggestion:** The name you enter appears in List of Values windows which allow no more than 12 spaces. You may want to limit your name to 12 characters.

3. Enter a brief, unique description of the book.
4. Choose a Corporate, Tax, or Budget book class.
5. Enter calendar information for your book: page 9 – 66.
6. Enter accounting rules for your book: page 9 – 67.
7. Enter natural accounts for your book: page 9 – 69.
8. Enter journal categories for your book: page 9 – 70.
9. Save your work.

## See Also

Setting Up Asset Categories: page 9 – 93

Using the Account Generator to Generate Account Combinations: page 6 – 3

Depreciation Rules (Books): page 2 – 5

---

## Entering Calendar Information for a Book

1. Choose Calendar from the poplist in the Book Controls window.
2. Optionally enter a disable date for the depreciation book.
3. Choose whether to Allow Purge for the book.
4. Enter the general ledger set of books for which you want to create journal entries. Allow GL Posting if you want to create journal entries for this book. You cannot allow general ledger posting for your budget books

Your tax book must have the same account structure, general ledger calendar, and functional currency as the associated corporate book. If you want to create journal entries from your tax book, you must enter a different set of books for your tax book and the associated corporate book. You can then Allow G/L Posting.

5. Enter the name of the Depreciation Calendar you want to use for this book.
6. Enter the name of the Prorate Calendar that you want to use for this book.

Use the prorate calendar with the smallest period size or resolution you need for determining your depreciation rate. For example, you may want to use a monthly prorate calendar in a tax book that uses a quarterly depreciation calendar to allow finer control of the annual depreciation amount for some monthly prorate/method combinations.

7. Enter the current open period name for this book.



**Attention:** You must set up the depreciation calendar for at least one period before the current period. See: Specifying Dates for Calendar Periods: page 9 – 58.

8. Enter the method for dividing the annual depreciation amount over the periods in your fiscal year for this book.
  - Choose Evenly to divide depreciation evenly to each period
  - Choose By Days to divide it proportionally based on the number of days in each period
9. Choose whether to depreciate assets in this book that are retired in their first year of life.
10. Enter the date on which you last calculated depreciation for this book. Oracle Assets updates this date when you run depreciation.
11. Enter accounting rules for your book: page 9 – 67.

## See Also

Defining Sets of Books (*Oracle General Ledger User's Guide*)

Specifying Dates for Calendar Periods: page 9 – 58.

---

## Entering Accounting Rules for a Book

1. Choose Accounting Rules from the poplist in the Book Controls window.
2. Check the Allow Amortized Changes check box to allow amortized changes in this book.
3. Choose Allow Mass Changes to allow mass changes in this book.

**Note:** Oracle Assets does not allow mass change to assets for which you have entered unplanned depreciation. See: Unplanned Depreciation: page 5 – 52.
4. Enter the minimum time you must hold an asset for Oracle Assets to report it as a capital gain when you retire it. If you want Oracle Assets to report a capital gain for all assets when you retire them, enter zero for the threshold.

If you hold the asset for less than the threshold, Oracle Assets reports it as ordinary income.
5. If you choose to Allow Revaluation, specify revaluation rules:

**Revalue Accumulated Depreciation** If you do not revalue accumulated depreciation, Oracle Assets transfers the accumulated depreciation to the revaluation reserve account upon revaluation.

**Revalue YTD Depreciation** Check this check box to revalue year-to-date depreciation.

**Retire Revaluation Reserve** Check this check box to retire revaluation reserve.

**Amortize Revaluation Reserve** Check this check box to allow revaluation reserve to be amortized in this book. See: Asset Management in a Highly Inflationary Economy (Revaluation): page 3 – 19.

**Revalue Fully Reserved Assets** Check this check box to revalue fully reserved assets.

**Maximum Revaluations** Enter the maximum number of times an asset in this book can be revalued as fully reserved. If you leave this field blank, Oracle Assets does not limit the number of times you can revalue an asset as fully reserved.

**Life Extension Factor** Enter the life extension factor for fully reserved assets in this book. Oracle Assets multiplies the life extension factor by the asset original life to determine the asset's new, extended life.

**Life Extension Ceiling** The life extension ceiling limits the depreciation adjustment when revaluing fully reserved assets.

**Revalue Salvage Value** Specify whether to recalculate the salvage value when you revalue the asset cost in this book.

6. Specify Tax Rules.

Check **Allow Reserve Adjustments** if you want to allow changes to the accumulated depreciation in your tax book.

You can **Allow Cost/Expense Ceilings** in a depreciation book; however, you cannot apply a cost ceiling and an expense ceiling to the same asset in a depreciation book.

7. Check Allow CIP Assets if you want to be able to automatically add CIP assets to your tax book when you add them to your corporate book.

8. If you choose to Allow Mass Copy into this tax book, choose whether to copy additions, adjustments, retirements, and/or salvage value.

9. Enter natural accounts for your book: page 9 – 69.

## See Also

Entering Default Depreciation Rules for a Category: page 9 – 96.

Depreciation Rules (Books): page 2 – 5

Determine Adjusted Accumulated Depreciation: page 7 – 39

Tax Credits: page 7 – 20

Tax Book Maintenance: page 7 – 2

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## Entering Natural Accounts for a Book

1. Choose Natural Accounts from the poplist in the Book Controls window.
2. Enter Retirement Accounts.  

You can set up your gain and loss accounts so that Oracle Assets creates individual journal entries for each component of the gain/loss amount to separate accounts, or to a single account for the net gain or loss.
3. Enter Intercompany Receivables and Payables clearing account numbers.
4. Enter Deferred Depreciation Reserve and Deferred Depreciation Expense accounts.
5. Enter the general ledger account that you want to use as an offset account for the entry against accumulated depreciation when you perform reserve adjustments.
6. Enter the Account Generator default segment values for this book's journal entries.  

By default, Oracle Assets creates journal entries without cost center level detail for all accounts except the depreciation expense account. Using the default assignments, it creates journal entries using the balancing segment from the expense account in the Assignments window and the account segment from the asset category or book, depending on the account type. The Account Generator uses the other segments from the default segment values you enter for the book in this field.
7. Enter journal categories for your book: page 9 – 70.

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## Entering Journal Entry Categories for a Book

1. Choose Journal Categories from the poplist in the Book Controls window.
2. Enter the Journal Source of your general ledger entries. This source labels the journal entries that come from Oracle Assets.
3. Enter the general ledger category you want to use for capitalized and CIP journal entries.
4. Save your work.

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## Defining Additional Depreciation Methods

Once you start using a method you cannot update it. Enter another method if you need different rates.

► **To define a calculated depreciation method:**

1. Navigate to the Depreciation Methods window.
2. Enter a depreciation Method name and Description.
3. Select Calculated from the Method Type poplist.
4. Choose whether this depreciation method allows you to depreciate an asset in the year it is retired.
5. Choose whether to use Cost or NBV as the basis for calculating depreciation from the Calculation Basis poplist.
6. Choose the Exclude Salvage Value check box if you want this method to exclude the salvage value from the depreciable basis.
7. Enter the number of Years and Months of asset life.
8. Save your work.

► **To define a table-based depreciation method:**

1. Navigate to the Depreciation Methods window.
2. Enter a depreciation Method name and Description.
3. Select Table from the Method Type poplist.
4. Choose whether this depreciation method allows you to depreciate an asset in the year it is retired.
5. Choose whether to use Cost or NBV as the basis for calculating depreciation from the Calculation Basis poplist.
6. Choose the Exclude Salvage Value check box if you want this method to exclude the salvage value from the depreciable basis.
7. Choose whether this method is a straight-line method.
8. Enter the number of Years and Months of asset life.
9. Enter the number of Prorate Periods Per Year this method uses.
10. Choose the Rates button to enter rates in the Depreciation Rates window.
11. Enter annual depreciation rates.

You must enter rates that fully depreciate an asset over its life. If you specify a calculation basis rule of Cost, the sum of all the years' rates for each period must be one. If you specify a calculation basis rule of NBV, the rate for the last year of life for each period must be one and all the other rates must be between zero and one.



**Attention:** For table methods, the annual rate you enter for each prorate period must reflect the fraction of the fiscal year the asset was in service. The rate must be prorated based on the number of periods in the year and on the prorate convention.

12. Save your work.

► **To define a units of production depreciation method:**

1. Navigate to the Depreciation Methods window.
2. Enter a depreciation Method name and Description.
3. Select Production from the Method Type poplist.
4. Choose whether to use Cost or NBV as the basis for calculating depreciation from the Calculation Basis Rule poplist.
5. Choose the Exclude Salvage Value check box if you want this method to exclude the salvage value from the depreciable basis.
6. Save your work.

► **To define a flat-rate depreciation method:**

1. Navigate to the Depreciation Methods window.
2. Enter a depreciation Method name and Description.
3. Select Flat from the Method Type poplist.
4. Choose whether this depreciation method allows you to depreciate an asset in the year it is retired.
5. Choose whether to use Cost or NBV as the basis for calculating depreciation from the Calculation Basis Rule poplist.
6. Choose the Exclude Salvage Value check box if you want this method to exclude the salvage value from the depreciable basis. You can exclude salvage value only if you have a flat-rate method that uses NBV as the calculation basis.
7. Choose the Rates button to enter rates in the Depreciation Rates window.
8. Enter basic rates.

9. Enter the adjusting rate, or loading factor.
10. Save your work.

## See Also

Depreciation Calculation for Flat-Rate Methods: page 5 – 13

Depreciation Calculation for Table and Calculated Methods: page 5 – 18

Depreciation Calculation for the Units of Production Method: page  
5 – 24

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## Defining Formula–Based Depreciation Methods

Oracle Assets allows you to define depreciation formulas to calculate annual depreciation rates.

You use the Depreciation Formula window to define depreciation formulas. When you are finished defining your formula, we recommend you test your formula using the Test Formula tabbed region.

**Note:** Defining depreciation formulas requires some knowledge of SQL. See: *Oracle 8i SQL Reference*.

► **To define a depreciation formula:**

1. Navigate to the Depreciation Methods window.
2. Enter a depreciation Method name and Description.
3. Select Formula from the Method Type poplist.
4. Choose whether this depreciation method allows you to depreciate an asset in the year it is retired.
5. Choose whether to use Cost or NBV as the basis for calculating depreciation from the Calculation Basis Rule poplist.
6. Choose whether this depreciation method allows you to depreciate an asset in the year it is retired.
7. Choose the Exclude Salvage Value check box if you want this method to exclude the salvage value from the depreciable basis. You can exclude salvage value only if you have a flat–rate method that uses NBV as the calculation basis.
8. Choose whether this method is a straight–line method.
9. Enter the life in years and months.
10. Choose the Formula button to define depreciation formulas in the Depreciation Formula window.
11. While in the Define Formula tabbed region, enter a formula by clicking buttons to insert elements into the formula.
12. Optionally test the formula by choosing the Test Formula tab.
13. Save the formula.

► **To test a depreciation formula:**

1. In the Depreciation Formula window, go to the Test Formula tabbed region.
2. Optionally enter parameters, such as Life in Years or Salvage Value.
3. Make sure that the test results indicate that your assets will depreciate properly.
4. Save the formula.

## Using the Calculator to Define a Formula

The Depreciation Formula window contains a calculator with buttons that you click to insert elements into the formula.



**Attention:** You cannot enter the formula directly into the display field. You can update the formula only by clicking on the buttons.

In addition to the standard calculator keys, which insert constants and operators directly into the display, the Depreciation Formula: Method Name window contains the following special keys: Variables, Functions, and Formulas.

### Variables

Oracle Assets provides a poplist of variables. When you choose one of these variables, Oracle Assets inserts the value for the asset that is depreciating. For example, if you enter 1/<Salvage Value>, when you run depreciation for a particular asset using this formula, Oracle Assets will retrieve the salvage value of the asset when calculating depreciation.

See: How Oracle Assets Calculates Depreciation in a Short Tax Year: page 2 – 82.

### Functions

The Functions poplist contains SQL function operators, such as SIGN, ROUND, and DECODE.

### Formulas

Any formulas you defined previously appear in the Formulas poplist. Use the Formulas poplist to insert existing user-defined formulas into the display field.

## Changing the Depreciation Rate at a Specified Point in Time

For some companies, it may be advantageous to depreciate an asset at a certain rate, or at a specific point in time, to begin depreciating the asset at a different rate. Oracle Assets allows you to define depreciation formulas in which the depreciation rate changes at a specified point in time. To do this you define a formula that uses a combination of the SQL functions DECODE and SIGN.

For more information on SQL, see: *Oracle 8i SQL Reference*.

### Example 1

You have an asset with a life of 15 years. You want the asset to depreciate at a rate of 0.05 while the asset's remaining life is greater than 10 years. See: *How Oracle Assets Calculates Depreciation in a Short Tax Year*: page 2 – 82.

When the asset has a remaining life of 10 years, you want the asset to depreciate at 0.07. When the remaining life of the asset is less than 10 years, you want the asset to depreciate at a rate of 0.08. To accomplish this, you would enter the following formula in the Depreciation Formula window:

**DECODE(SIGN(<Remaining Life2> - 10), 1, 0.05, 0, 0.07, -1, 0.08)**

### Example 2

You can switch from one depreciation method to another, depending on the rate:

**GREATEST(1 / <Life> \* 2, 1 / <Remaining Life1>)**

The following table provides examples of how to use the available functions:

Function	Example	Result
Decode	Decode(Remaining Life 1, 3, 0.3, 2, 0.2, 0.1)	If Remaining Life 1 is 3, Oracle Assets returns the value 0.3; if Remaining Life 1 is 2, Oracle Assets returns the value 0.2; otherwise, Oracle Assets returns the value 0.1
Greatest	Greatest(2/Life, 0.5)	Oracle Assets returns the greater of 2 divided by the life or 0.5.
Least	Least(2/Life, 0.5)	Oracle Assets returns the smaller of 2 divided by the life or 0.5.

Table 9 – 5 (Page 1 of 2)

Function	Example	Result
Power	Power(0.5, 3)	Oracle Assets returns 0.5 to the power of 3 (0.125).
Round	Round(2.33333, 4)	Oracle Assets rounds to the fourth position and returns a value of 2.3333.
Sign	Sign(Life - 5)	If Life minus 5 is a positive number, Oracle Assets returns a value of 1; if Life minus 5 is zero, Oracle Assets returns a value of zero. Otherwise, Oracle Assets returns a value of -1.
Sqrt	Sqrt(25)	Oracle Assets returns the square root of 25 (5).

Table 9 – 5 (Page 2 of 2)

## Guidelines for Defining Depreciation Formulas

When you use formula-based depreciation, you have the flexibility to create custom depreciation methods to meet your specific needs. However, it is essential that you plan and thoroughly test your custom depreciation formulas to ensure that your assets will depreciate correctly. Poorly thought out depreciation formulas can cause unexpected and incorrect depreciation rates.

**Note:** Oracle Assets does not validate custom depreciation formulas.

The following is an example of a poorly thought out depreciation formula:

$$100 / \text{<Salvage Value>} + 0.01$$

If the salvage value of an asset is greater than 100, the asset depreciates at an expected rate (between 0 and 100). However, if the salvage value of the asset is less than 100, the asset actually appreciates over time.

Also, if the salvage value for an asset is zero, Oracle Assets automatically sets any amount you divide by the salvage value to zero ( $100 / 0 = 0$ ). In this case, the rate when you use the above depreciation formula would always equal 0.01.

Finally, if the salvage value is set to null for an asset, the value is automatically set to 0. Again, the rate when you use the above depreciation formula would always equal 0.01.

## See Also

Adding Assets in Short Tax Years: page 2 – 79

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## Defining Bonus Depreciation Rules

A bonus rule can have a different bonus rate for each year of the asset's life. Bonus rates let you increase the annual depreciation expense for assets using flat-rate depreciation methods.

► **To define your bonus rules:**

1. Open the Bonus Depreciation Rules window.
2. Enter a Bonus Rule name and Description.
3. Enter the fiscal year range of the asset life to which the bonus rate applies.
4. Enter the bonus rate for each fiscal year range.
5. Save your work.

### See Also

Depreciation Calculation for Flat-Rate Methods: page 5 – 13

Bonus Depreciation Rule Listing: page 11 – 41

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## Setting Up Depreciation Ceilings

You can set up or review expense, cost, and investment tax credit (ITC) ceilings. You can associate either an expense ceiling or a cost ceiling with an asset category. If you are subject to United States tax law, you must set up depreciation ceilings for your luxury automobiles.

► **To set up cost, expense, or investment tax credit ceilings:**

1. Open the Asset Ceilings window.
2. Choose the type of ceiling you want to set up: Cost, Expense, or ITC.
3. Enter a Name and Description of the ceiling
4. Enter the Currency for which you are defining the depreciation expense ceiling.
5. Enter Start and End dates for which the ceiling is effective. If you leave the End Date field blank, the ceiling is effective indefinitely.
6. If you are defining a depreciation **Expense** ceiling, enter the fiscal year of life of the asset to which the ceiling applies.
7. Enter a Ceiling amount:

**Expense:** Enter the maximum annual depreciation allowance for each year of the asset life. Oracle Assets uses the ceiling from the last year you set up for each year thereafter.

**Cost:** Enter the maximum recoverable cost Oracle Assets can use to calculate depreciation expense.

**Investment Tax Credit:** Enter the maximum cost that Oracle Assets can use to calculate ITC.

8. Save your work.

### See Also

Depreciation Rules (Books): page 2 – 5

Tax Credits: page 7 – 20

Ceiling Listing: page 11 – 42

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## Defining Investment Tax Credit Rates

You can set up and review your Investment Tax Credit (ITC) rates and recapture rates. Oracle Assets displays the rates in ascending order by year and life. Oracle Assets automatically recaptures a portion of the investment tax credit for assets with ITC that you retire before they are fully reserved. Once you set up your rates, you can claim ITC for an asset.

► **To define ITC rates:**

1. Open the Investment Tax Credit Rates window.
2. Enter the year the ITC rate is effective.  
You must set up ITC recapture rates for all tax years for which ITC recapture applies.
3. Enter the life for which this ITC rate applies.
4. Enter the ITC Amount Rate as a percentage. The ITC Basis for an asset is the lesser of its original cost and the ITC Ceiling, if one is used.
5. Enter the Basis Reduction Rate as a percentage. Oracle Assets uses the basis reduction rate to reduce the recoverable cost of the asset.
6. Save your work.

► **To define ITC recapture rates:**

1. Open the Investment Tax Credit Recapture Rates window.
2. Enter the Tax Year the recapture rate is effective.
3. Enter the Year and Month of life to which the recapture rate applies.
4. Enter the Year of Retirement to which the rate applies. If you retire an asset during this year of life, it is subject to this recapture rate.
5. Enter the recapture rate as a percentage. Oracle Assets uses this rate to determine the amount of investment tax credit to recapture upon retirement.
6. Save your work.

## See Also

Assigning Tax Credits: page 7 – 22

Tax Credits: page 7 – 20

Setting Up Depreciation (ITC) Ceilings: page 9 – 80

ITC Rates Listing: page 11 – 45

# Specifying Dates for Prorate Conventions

You can set up or review prorate and retirement conventions in the Prorate Conventions window.

You must initially set up all your prorate conventions from the convention period corresponding to the oldest date placed in service through the end of the current fiscal year. At the end of each fiscal year, Oracle Assets automatically sets up your prorate conventions for the next fiscal year.

## Prerequisites

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- Set up your Oldest Date Placed in Service. See: Specifying System Controls: page 9 – 51.
- Set up your fiscal years. See: Creating Fiscal Years: page 9 – 57.
- Set up your depreciation and prorate calendars. See: Specifying Dates for Calendar Periods: page 9 – 58.

### ► To specify dates for prorate conventions:

1. Open the Prorate Conventions window
2. Enter a Convention name and Description.
3. Enter the Fiscal Year Name for which you want to set up this convention.
4. Select the Depreciate When Placed in Service check box if you want to start taking depreciation in the accounting period that corresponds to the date placed in service, instead of the period that corresponds to the prorate date.

This option determines over how many periods to spread the annual depreciation amount. For assets that use a calculated (straight-line) method, Oracle Assets ignores this option and always starts taking depreciation in the accounting period that corresponds to the prorate date.

5. Enter date ranges and corresponding prorate dates for assets where the date placed in service is between the From Date and the To Date.



**Attention:** Your convention must include every date in your fiscal year; otherwise, Oracle Assets cannot calculate depreciation properly.

6. Save your work.

## See Also

About Prorate and Retirement Conventions: page 9 – 84

Prorate Convention Listing: page 11 – 47

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## About Prorate and Retirement Conventions

Oracle Assets uses the **prorate convention** to determine how much depreciation to take in the first and last year of an asset's life, based on when you place the asset in service. Since assets can be acquired at any time in a given period, there must be a convention for determining how much depreciation to take in each instance. The prorate convention and the date placed in service determine the prorate date.

**Note:** For assets to depreciate properly, prorate conventions must account for every date in the fiscal year.

Oracle Assets uses the prorate date to determine the prorate period in your prorate calendar. If you retire the asset before it is fully reserved, then Oracle Assets uses the prorate date from the retirement convention to determine how much depreciation to take in the asset's last year of life.

If you retire an asset before it is fully reserved, Oracle Assets uses the **retirement convention** to determine how much depreciation to take in the last year of life based on the retirement date.



**Attention:** Remember that the prorate convention, retirement convention, and depreciation method work together to produce the depreciation amounts. You must set up depreciation rates for each prorate period.

Oracle Assets seeds monthly, quarterly, and half-year prorate conventions. However, you can create any prorate calendar setup and prorate convention to suit your business needs.

## Seeded Monthly Conventions

Oracle Assets seeds the following monthly prorate conventions:

- **ACTUAL MONTHS CONVENTION** or **CURRENT MONTH:** Takes one month of depreciation for the month you acquire the asset. Does not take any depreciation for the month you retire

the asset. For a retirement convention, does not take depreciation in the month you retire the asset.

- **FOLLOWING MONTH CONVENTION:** Does not take any depreciation in the month you acquire the asset. Takes one month of depreciation in the last month of asset life. For a retirement convention, take one month of depreciation for the month you retire the asset.
- **MID-MONTH CONVENTION:** Takes half a month of depreciation in the month you acquire the asset. Takes half a month of depreciation in the last month of asset life. For a retirement convention, take half a month of depreciation in the month you retire the asset. An asset is considered retired on the midpoint of the retirement month.

The following table shows how an asset with a date placed in service of 13-JAN-1998 depreciates according to each prorate convention.

**Note:** Assets with a date placed in service in the latter half of the month have a prorate date of the last day of the period in which the asset was placed in service.

Prorate Convention	Period	Prorate Date	# of Prorate Periods
Current Month	01-JAN-1998 to 31-JAN-1998	31-JAN-1998	12
Following Month	01-JAN-1998 to 31-JAN-1998	01-FEB-1998	12
Mid-Month	01-JAN-1998 to 15-JAN-1998	15-JAN-1998	24
	16-JAN-1998 to 31-JAN-1998	31-JAN-1998	

Table 9 – 6 (Page 1 of 1)

## Seeded Quarterly Conventions

Oracle Assets seeds the following quarterly prorate convention:

- **MID-QUARTER CONVENTION:** Takes half a quarter of depreciation in the quarter you acquire the asset. Takes half a quarter of depreciation in the last quarter of asset life. For a retirement convention, take half a quarter of depreciation in the quarter you retire the asset. An asset is considered retired on the midpoint of the retirement quarter.

The following table shows how an asset with a date placed in service of 13-JAN-1998 depreciates according to this prorate convention.

Prorate Convention	Quarter	Prorate Date	# of Prorate Periods
Mid-Quarter	01-JAN-1998 to 31-MAR-1998	15-FEB-1998	4
	01-APR-1998 to 30-JUN-1998	15-MAY-1998	4

Table 9 – 7 (Page 1 of 1)

## Seeded Half-Year Conventions

Oracle Assets seeds the following half-year prorate convention:

- **HALF-YEAR CONVENTION:** Takes half a year of depreciation in the year you acquire the asset and in the last year of life. For a retirement convention, take half a year of depreciation in the year you retire the asset. The asset is considered retired on the midpoint of the year retired.
- **STANDARD MODIFIED HALF-YEAR CONVENTION:** Takes a full year of depreciation in the year you acquire the asset if you acquire it in the first half of the year. Does not take any depreciation if you acquire the asset in the second half of the year. For a retirement convention, take a full year of depreciation in the year you retire the asset if you retire it in the second half of the year. Does not take any depreciation if you retire the asset in the first half of the year.
- **ALTERNATE MODIFIED HALF-YEAR CONVENTION:** For a retirement convention, take one fourth of a year of depreciation in the year your retire the asset.
- **ACRS HALF-YEAR CONVENTION:** Takes a full year of depreciation in the year you acquire the asset. Does not take any depreciation in the last year of life. For a retirement convention, does not take any depreciation for the year you retire the asset.

The following table shows how an asset with a date placed in service of 13-JAN-1998 depreciates according to these prorate convention.

Prorate Convention	Period	Prorate Date	# of Prorate Periods
Half-Year (Current)	01-JAN-1998 to 30-JUN-1998	30-JUN-1998	2
Standard Modified Half-Year	01-JAN-1998 to 30-JUN-1998	30-JUN-1998	2
	01-JUL-1998 to 31-DEC-1998	N/A	
Alternate Modified Half-Year	01-JAN-1998 to 30-JUN-1998	30-JUN-1998	2
ACRS Half-Year	01-JAN-1998 to 30-JUN-1998	30-JUN-1998	2

Table 9 – 8 (Page 1 of 1)

## User-Defined Conventions

In addition to the seeded prorate conventions, Oracle Assets allows you to create your own prorate conventions.

### Example 1

In this example, you create a prorate convention called Half-Quarter, in which you divide each quarter into two periods. This prorate convention requires you to create a total of eight prorate periods (two per quarter):

Prorate Convention	Period	Prorate Date	# of Prorate Periods
Half-Quarter	01-JAN-1998 to 15-FEB-1998	15-FEB-1998	8
	16-FEB-1998 to 31-MAR-1998	31-MAR-1998	

### Example 2

In this example, you create a prorate convention called Following Half-Year, in which the prorate date is the first day of the following period:

Prorate Convention	Period	Prorate Date	# of Prorate Periods
Following Half Year	01-JAN-1998 to 30-JUN-1998	01-JUL-1998	2
	01-JUL-1998 to 31-DEC-1998	01-JAN-1999	

### Example 3

In this example, you create another half-year prorate convention called Mid-Half-Year, in which the prorate date falls at the half-way point of the period:

Prorate Convention	Period	Prorate Date	# of Prorate Periods
Mid-Half Year	01-JAN-1998 to 30-JUN-1998	31-MAR-1998	2
	01-JUL-1998 to 31-DEC-1998	30-SEP-1999	

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## Prorate Convention Setup Examples

### Month-to-Month

Month-to-month is the most common prorate convention and calendar setup. In this scenario:

- The depreciation calendar and the prorate calendar are identical: a standard 12-month calendar with each period corresponding to a different month.
  - An asset with a date placed in service any time in a given month will have a full month of depreciation taken for that period.
1. You set up your depreciation calendar on the Asset Calendars window. You enter one depreciation period for each month as follows:

Depreciation Period 1	01-JAN – 31 JAN
Depreciation Period 2	01 FEB – 28 FEB
Depreciation Period 3	01 MAR – 31 MAR
Depreciation Period 4	01-APR – 30-APR
...	...

- Next, you set up your prorate calendar. Since the prorate calendar and the depreciation calendar are the same, you can enter the same calendar name for both the depreciation calendar and the prorate calendar.
- When adding an asset, choose the Current Month prorate convention on the Books window.

In this case, the prorate date is the last day of the period. For example:

Period	Period Dates	Prorate Date
Period 1	01-JAN – 31 JAN	31-JAN
Period 2	01 FEB – 28 FEB	28-FEB
Period 3	01 MAR – 31 MAR	31-MAR
...	...	...

## Mid-Month

When you use a mid-month prorate convention, half a month of depreciation is taken in the first and last periods of an asset's life. For a mid-month prorate convention, you need to set up a prorate calendar with semi-monthly periods.

- Set up your depreciation calendar with monthly periods.
- Set up a prorate calendar with 24 semi-monthly periods. For example:

Prorate Period 1	01-JAN – 15-JAN
Prorate Period 2	16-JAN – 31-JAN
Prorate Period 3	01-FEB – 15-FEB
Prorate Period 4	16-FEB – 28-FEB
...	...

- Set up a prorate convention called Mid-Month with 24 semi-monthly periods.

Select the Depreciate When Placed in Service check box if you want to start taking depreciation in the accounting period that corresponds to the date placed in service, instead of the period that corresponds to the prorate date. This option determines over how many periods to spread the annual depreciation amount. For straight-line depreciating assets, Oracle Assets always starts taking depreciation in the accounting period that corresponds to the prorate date.

- When adding an asset, you want to override the default prorate convention for the category and use the Mid-Month prorate convention you set up. On the Default Depreciation Rules region of the Asset Categories window, change the prorate convention to Mid-Month.

Period	Period Dates	Prorate Date
Period 1	01-JAN - 15-JAN	15-JAN
Period 2	15-JAN - 31-JAN	31-JAN
Period 3	01-FEB - 15-FEB	15-FEB
Period 4	16-FEB - 28-FEB	28-FEB
Period 5	01-MAR - 15-MAR	15-MAR
...	...	...

In this example, if an asset has a date placed in service in the first half of January (for example, 04-JAN-1998), an entire month of depreciation is taken for the period of addition. The depreciation is charged for the first prorate period, 01-JAN-1998 through 15-JAN-1998, as well as the second prorate period, 16-JAN-1998.

If the asset is retired in the first half of a depreciation period, no depreciation is taken for the last depreciation period of its life. That is, if the asset is retired one year later on 04-JAN-1999, no depreciation is taken during the depreciation period January 1999. If the asset is retired in the second half of the last depreciation period of the asset's life, half a month of depreciation is taken. For instance, if the asset is retired on 18-JAN-1998, depreciation is taken for the prorate period 01-JAN-1998 through 15-JAN-1998, but not for the prorate period 16-JAN-1998 through 31-JAN-1998.

If an asset is placed in service in the second half of January, for example, 18-JAN-1998, a half month of depreciation is taken in the period of addition (16-JAN-1998 through 31-JAN-1998).

If the asset is retired in the first half of a depreciation period, no depreciation is taken for the last depreciation period of its life. That is, if the asset is retired on 04-JAN-1999, no depreciation is taken for the depreciation period January 1999. If the asset is retired in the second half of the last depreciation period of the asset's life, a half a month of depreciation is taken. For instance, if the asset is retired on 18-JAN-1999, depreciation is taken for the prorate period 01-JAN-1999 through 15-JAN-1999, but not for the prorate period 16-JAN-1999 through 31-JAN-1999.

## Daily

If you need to depreciate on a daily basis, you need to set up daily depreciation and prorate calendars (365 periods).

1. Set up your daily depreciation calendar as follows:

Depreciation Period 1	01-JAN - 01 JAN
Depreciation Period 2	02-JAN - 02 JAN
Depreciation Period 3	03-JAN - 03 JAN
Depreciation Period 4	04-JAN - 04 JAN
...	...

2. Set up a daily prorate calendar.
3. On the Prorate Conventions window, set up a prorate convention called Daily with the same daily periods as the prorate calendar you set up.
4. When adding assets that should use this prorate convention, choose the Daily prorate convention on the Books window.

---

## Defining Price Indexes

You must set up your price indexes before you can assign them to an asset category and book in the Asset Categories window. You can use one price index for several asset categories in the same or different books. Or you can have a different price index for each asset category in each depreciation book.

The Revalued Asset Retirement Report uses your price indexes to determine the revalued asset cost. It then uses this cost to calculate gains and losses for your retired assets. You can review all of the price indexes you defined by running the Price Index Listing.

If you want to actually revalue the cost of your assets in your books, you must revalue the asset or category.

► **To define price indexes:**

1. Open the Price Indexes window.
2. Enter the name of the Index you want to define.



**Suggestion:** The name you enter appears in list of values windows which allow no more than 16 spaces. You may want to limit your name to 16 characters.

3. Enter the index value as a percentage.
4. Enter the dates that this index value is effective. If you leave the To Date blank, the index is effective indefinitely.
5. Save your work.

### See Also

Setting Up Asset Categories: page 9 – 93

Revaluing Assets: page 3 – 16

Asset Management in a Highly Inflationary Economy (Revaluation):  
page 3 – 19

Revalued Asset Retirements Report: page 11 – 76

Price Index Listing: page 11 – 46

# Setting Up Asset Categories

Category information is common for a group of assets. Oracle Assets defaults these depreciation rules when you add an asset, to help you add assets quickly. If the default does not apply, you can override many of the defaults for an individual asset in the Asset Details or Books windows. You set up default values for each category in each book. The default depreciation rules that you set up for a category also depend upon the date placed in service ranges you specify.

## Prerequisites

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- Set up your Account segment values and combinations. See: *Defining Accounts (Oracle General Ledger User's Guide)*
- Set up your depreciation books. See: *Defining Depreciation Books: page 9 – 65.*
- Set up your QuickCode values. See: *Entering QuickCodes: page 9 – 55.*
- Set up your prorate conventions. See: *Specifying Dates for Prorate Conventions: page 9 – 83.*
- Set up your depreciation methods. See: *Defining Additional Depreciation Methods: page 9 – 71.*

► **To set up an asset category:**

1. Open the Asset Categories window.
2. Enter a Category name and Description to identify the asset category you want to set up.



**Suggestion:** The concatenated name you enter appears in fields which display 20 spaces. You may want to limit your name to 20 characters.

3. Check Enabled if you want to use this category.
4. Check Capitalize if you want to charge items in this category to an asset account when you pay for them and if you want to depreciate items in this category.
5. Check In Physical Inventory if you want assets in this category to be included in physical inventory comparisons.
6. Choose Lease, Leasehold Improvement, or Non-Lease from the Category Type poplist.

You can only enter lease information in the Asset Details window if you assign the asset to a Lease category type.

7. Choose Owned or Leased from the Ownership poplist.
8. Enter the Property Type and Class to which the assets in this category usually belong.

You set up your QuickCode values for Property Type in the QuickCodes window. If you have assets in the United States, enter 1245 for personal property and 1250 for real property.

9. Enter general ledger accounts. See: Entering General Ledger Accounts for the Category: page 9 – 94.
10. Enter default depreciation rules for each depreciation book for which the category is defined. See: Entering Default Depreciation Rules for a Category: page 9 – 96.
11. Save your work.

## See Also

Adding an Asset Accepting Defaults (QuickAdditions): page 2 – 19

Adding an Asset Specifying Details (Detail Additions): page 2 – 21

Adding an Asset Automatically from External Sources (Mass Additions): page 2 – 41

Asset Setup Processes (Additions): page 2 – 18

Asset Descriptive Details: page 2 – 2

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## Entering General Ledger Accounts for the Category



**Suggestion:** You may have to temporarily disable your cross-validation rules and allow dynamic insertion for the Account structure to be able to enter these accounts, since they may not be valid combinations.



**Attention:** If you want to create journal entries using other segments in addition to the natural account from the combination you enter in the Asset Categories window, you

must modify the default Account Generator values to fill in those segments from the category.

► **To enter general ledger accounts for a category:**

1. In the Asset Categories window, enter the Book for which you want to set up this asset category.
2. Enter the Asset Cost account for this category and book.  
Oracle Assets uses this account to reconcile asset costs to your general ledger. Oracle Assets creates journal entries for this account to reflect additions, retirements, cost changes, revaluations, transfers, reclassifications, and capitalizations.
3. Enter the Asset Clearing account for this category and book.  
For manual asset additions and cost adjustments, Oracle Assets uses this account to reconcile your payables system and Oracle Assets.  
  
For mass additions, it uses the complete Account combination that comes over with a mass addition line to reconcile the asset addition or cost adjustment with your payables system.
4. Enter the general ledger Depreciation Expense Segment to which you charge depreciation for assets in this category and book. This is the default value for the account segment of the depreciation expense account in the Assignment window.
5. Enter the Accumulated Depreciation account for this category and book. This account is the contra-account for the asset cost account for this category.
6. Enter the Revaluation Reserve account for this category and book. This account is used for the change in net book value due to revaluation, if you revalue accumulated depreciation.
7. Enter the Revaluation Amortization account for this category and book. This account is used to amortize the revaluation reserve over the remaining life of the asset after you revalue it, if you amortize revaluation reserve.
8. Enter the CIP Cost account for this category and book. This account is used to reconcile CIP asset costs to your general ledger.
9. Enter the CIP Clearing account for this category and book if you entered a CIP Cost account.

10. Enter default depreciation rules for each depreciation book for which the category is defined. See: Entering Default Depreciation Rules for a Category: page 9 – 96.

## See Also

Asset Accounting: page 6 – 4

Overview of the Mass Additions Process: page 2 – 28

Using the Account Generator to Generate Account Combinations: page 6 – 3

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## Entering Default Depreciation Rules for a Category

### ► To enter default depreciation rules for a category:

1. In the Default Depreciation Rules window, enter the date Placed in Service range for which these category defaults are effective. When you add an asset, the depreciation rules default according to the date placed in service of the asset, the category, and the book.

You can specify as many ranges of default depreciation rules as you wish. If you leave the end date blank, Oracle Assets uses that set of depreciation rules indefinitely. To add a new range of valid depreciation rules, terminate your current record by adding an end date, then choose Edit, New Record from the menu to add the new record.

2. Check Depreciate if you normally depreciate assets in this book and category.

**Note:** Oracle Assets does not depreciate EXPENSED assets, regardless of the default value you enter in this field.

3. Enter the depreciation Method that you normally use for assets in this book and category:

- If you enter a **life-based** method, you must enter the asset Life in Years and Months. The method you enter must have the same number of periods as the prorate calendar for this book.

- If you enter a **flat-rate** method, you must enter default values for the Basic Rate and Adjusted Rate that you normally use to depreciate assets in this book and category. If you are defining this category for a tax book, you also can enter a Bonus Rule.
  - If you enter a **units of production** method, you must enter the unit of measure (UOM) and production Capacity that you normally use to depreciate assets in this book and category. If you are defining this category a tax book, enter the UOM and capacity you entered for the corporate book.
4. Enter the Prorate Convention and Retirement Convention that you normally assign to assets in this book and category.
  5. If you chose Use Default Percent from the Salvage Value poplist in the Book Controls window for this book, you can enter a Default Salvage Value percentage for this category, book, and range of dates placed in service. See: Entering Accounting Rules for a Book: page 9 – 67 and Defaulting Asset Salvage Value as a Percentage of Cost: page 5 – 61.

For example, if you want the salvage value to default to 10% of the cost, enter 10 in this field. When you perform transactions affecting asset cost, Oracle Assets uses this default percentage to calculate the salvage value according to the following formula:

$$\text{Salvage Value} = \text{Cost} \times \text{Default Percentage}$$

6. If you are defining this category for a tax book, optionally enter either a depreciation expense or cost ceiling.
7. Enter a Price Index if you want to run reports that use the revalued asset cost to calculate gains and losses.
8. Enter a default subcomponent life Rule you want to use to determine the default life of the subcomponent asset based on the life of the parent asset.

Choose one of the following rules:

**None** (Leave field blank): There is no connection between the life of the subcomponent asset and the parent asset life. Oracle Assets defaults the subcomponent asset life from the asset category.

**Same End Date** (Without specifying a minimum life): The subcomponent asset becomes fully depreciated on the same day as the parent asset or at the end of the category default life, whichever is sooner. The default subcomponent asset life is based on the end of the parent asset life and the category default life. If the parent

asset is fully reserved, Oracle Assets gives the subcomponent asset a default life of one month.

**Same End Date** (Specifying a minimum life): The subcomponent asset becomes fully depreciated on the same day as the parent asset, unless the parent asset life is shorter than the minimum life you specify. The subcomponent asset's life is determined based on the end of the parent asset's life, the category default life, and the minimum life. If the parent asset's remaining life and the category default life are both less than the minimum life you enter, Oracle Assets uses the minimum life for the subcomponent asset. Otherwise, it uses the lesser of the parent asset's remaining life and the category default life.

**Same Life:** The subcomponent asset uses the same life as the parent asset. It depreciates for the same total number of periods. If the subcomponent asset is acquired after the parent asset, it depreciates beyond the end date of the parent asset life.

9. If you choose Same End Date for the subcomponent life rule, you also can specify a minimum life for the subcomponent asset.

If the parent asset's remaining life and the category default life are both less than the minimum life you enter, Oracle Assets uses the minimum life for the subcomponent asset. Otherwise, it uses the lesser of the parent asset's remaining life and the category default life.

10. Check Straight Line for Retirements if you are setting up an asset category with a 1250 property class in a tax book. Oracle Assets uses a straight-line depreciation method in determining the gain or loss resulting from the retirement of 1250 (real) property.

If you check Straight Line For Retirements, enter the straight-line depreciation Method and Life you want to use for the Gain From Disposition of 1250 Property Report. This is the default method for your asset in the Retirements window and in the tax book if you use mass copy.

11. Check the Use Depreciation Limit check box if you want to depreciate an asset beyond the recoverable cost in the years following the useful life of the asset. You can enter the default Depreciation Limit as a percentage or amount. See: *Depreciating Assets Beyond the Useful Life*: page 5 – 65.
12. Enter the minimum time you must hold an asset for Oracle Assets to report it as a capital gain when you retire it.

If you want Oracle Assets to report a capital gain for all assets in this category when you retire them, enter zero. If you want to report a capital gain for assets which you have held for at least one year, such as for United States federal tax form 4797, enter one in the Years field and zero in the Months field. If you need a different capital gains threshold for different dates placed in service, such as for United States federal tax form 4797, set up the asset category several times for the different date placed in service ranges.

13. If you are defining this category for a tax book, indicate whether assets in this category are eligible for Investment Tax Credit (ITC), and whether assets in this category Use ITC Ceilings.
14. Save your work.

## See Also

Defining Depreciation Books: page 9 – 65

Defining Additional Depreciation Methods: page 9 – 71

Defining Units of Measure (*Oracle Inventory User's Guide*)

Defining Depreciation Bonus Rules: page 9 – 79

Defining Price Indexes: page 9 – 92

Setting Up Depreciation Ceilings: page 9 – 80

Depreciation Rules (Books): page 2 – 5

Prorate and Retirement Conventions: page 9 – 84

Parent Asset Transactions Report: page 11 – 98

Form 4797 Reports: page 11 – 70

Asset Category Listing: page 11 – 41

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## Defining Distribution Sets

Use this window to define default distribution sets. Then, when you add a new asset using the Detail Additions or Mass Additions process, you can choose a predefined distribution set from a poplist in the Assignments window to quickly assign the appropriate distributions to a new asset.

You can define a distribution set to allocate percentages of asset units to different depreciation expense accounts, locations, and employees. You can define one or more distributions in a set. You can also change the distribution information for a distribution set at any time.



**Attention:** If you change the distribution information for a distribution set, note that it does not affect assets already assigned to that distribution set.

► **To define a distribution set:**

1. Navigate to the Distribution Sets window.
2. Enter a unique Name and a Description of the Distribution Set you want to define.
3. Enter the corporate Book for the distribution set.

**Note:** You cannot assign distribution sets to assets in tax or budget books.

4. Optionally enter the date placed in service range this distribution set is effective. You can leave the to date blank if you want the distribution set to be effective indefinitely.
5. For each distribution in the set, enter the Units Percent, Depreciation Expense Account, and Location. Optionally enter the Employee Name or Number.

**Units Percent:** Enter the percentage of the asset you want to assign to this distribution. You can enter 100% for one distribution, or break up the total percentage into several distributions. The total percentage for the set must equal 100%.

6. Save your work.

## See Also

Adding an Asset Specifying Details (Detail Additions): page 2 – 21

Reviewing Mass Addition Lines: page 2 – 41

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## Lease Analysis

Oracle Assets allows you to test leased assets in accordance with generally accepted accounting principles to determine whether to capitalize and depreciate your leased assets.

**Note:** The Financial Accounting Standards Board (FASB) has defined certain criteria used to determine whether a lease qualifies for capitalization. Many other countries use similar test criteria.

In addition, Oracle Assets lets you analyze alternate leasing strategies so you can structure your leases to best meet your business requirements.

## Lease Capitalization Test

Many countries require that a leased asset be capitalized and depreciated if any one of the following four criteria is met:

- The ownership of the asset transfers to the lessee at the end of the lease (Test 1)
- A bargain purchase option exists (Test 2)
- The term of the lease is more than 75% of the economic life of the leased asset (Test 3)
- The present value of the minimum lease payments exceeds 90% of the fair market value of the asset at lease inception (Test 4)

When you set up a lease, you can enter information that Oracle Assets uses to automatically calculate the present value of the payment schedule, and to determine if any of the tests listed above are met. If your lease meets one of the four tests, Oracle Assets defaults the lease type to Capitalized, and the asset cost to the lessor of the fair value or the present value of the payment schedule for any assets assigned to the lease.

## Payment Schedules

You can define and calculate the present value of a payment schedule. Oracle Assets can accommodate all types of lease payment structures and lease payment types. These include normal annuities, balloon payments, bargain purchase options, bargain renewal options, and guaranteed residual values, penalties, skipped payments, and overlapping payments.

## Amortization Schedules

You can create amortization schedules that allocate capital lease payments between principal and interest based on the effective interest rate implicit in the lease contract.

## Operating Leases

Oracle Assets tracks your payments under operating leases, or leases which do not meet any of the criteria, for informational purposes. You can use this information to create a schedule of future minimum payments under operating leases, information that may require disclosure in the footnotes of your financial statements.

## Lease Evaluation

Oracle Assets allows you to evaluate alternate leasing strategies by manipulating variables such as the periodic lease payment, balloon payments, payment dates, and the fair value of the asset.

## Example 1: Set Up Lease

Coastal Landscapes is entering a five year equipment lease with Marine Technologies on March 1, 1993. The fair value of the equipment is \$100,000. The lessee's incremental borrowing rate is 12%. The minimum lease payments consist of monthly payments of \$1,900 of which three payments are due at lease inception. The first regular payment is due on April 1, 1996. There is no bargain purchase option, and the title does not transfer to Coastal Landscapes at the end of the lease. The economic life of the asset is six years.

Before you add any of the assets to the lease, enter the following information in the Lease Details window to set up the lease:

<b>Lease Number</b>	325
<b>Description</b>	Equipment Lease
<b>Lessor</b>	Marine Technologies
<b>Payment Schedule</b>	Marine Lease
<b>Currency</b>	USD
<b>Transfer of Ownership</b>	No
<b>Bargain Purchase Option</b>	No

<b>Lease Type</b>	Capitalized
<b>Lease Term</b>	60
<b>Asset Life</b>	72
<b>Fair Value</b>	100,000

**Note:** You can choose a predefined payment schedule in the Lease Details window to attach to your lease.

If you have not already defined the lease's payment schedule, choose the Payment Schedule button from the Lease Details window to enter the payment schedule information for this asset and calculate the present value of the payment schedule. Enter the following Payment Schedule information:

<b>Payment Schedule</b>	Marine Lease
<b>Currency</b>	USD
<b>Present Value</b>	
<b>Lease (inception) Date</b>	3/1/93
<b>Interest Rate</b>	.12
<b>Compounding Frequency</b>	Monthly

**Lease Payments:**

<b>Start Date</b>	<b>Payment Amount</b>	<b>Number</b>	<b>Payment Type</b>	<b>End Date</b>
3/1/93	\$5,700	1		
4/1/93	\$1,900	57	Annuity	12/1/97

You can now choose the Calculate button to determine the present value of the payment schedule. The present value in this example is \$87,945.53. Since \$87,945.53 is less than \$100,000 (fair value), it is also the cost to capitalize if one of the four tests are met.

Oracle Assets updates your lease information after calculation as follows:

<b>Payment Schedule</b>	Marine Lease
<b>Present Value</b>	87,945.53

**Lease (inception) Date** 3/1/93

**Interest Rate** .12

**Lease Payments:**

<b>Start Date</b>	<b>Payment Amount</b>	<b>Number</b>	<b>Period</b>	<b>End Date</b>
3/1/93	\$5,700	1		
4/1/93	\$5,700	57	Monthly	12/1/97

Once you calculate the present value, you can create an amortization schedule by choosing the View Amortization button on the Lease Payments window. In this example, the present value of the payment schedule is \$87,945.53. The total amount to be paid under the lease is \$114,000. The difference of \$26,054.47 represents interest expense that must be recognized over the life of the lease:

<b>Start Date</b>	<b>Payment</b>	<b>Interest (12% yr.) Portion of Payment</b>	<b>Reduction of Principal</b>	<b>Lease Obligation</b>
		(a)	(b)	(c)
3/1/93				87,945.53
3/1/93	5,700.00	0	5,700.00	82,245.53
4/1/93	1,900.00	822.46	1,077.54	81,167.99
5/1/93	1,900.00	811.68	1,088.32	80,079.67
...	...	...	...	...
11/1/97	1,900.00	37.44	1,862.56	1,881.19
12/1/97	1,900.00	18.81	1,900.00	0
<b>Total:</b>	114,000	26,054.47	87,945.53	0

(a) The interest rate per period (in this example, 12%/12=1%) multiplied by the prior period lease obligation, except for the 3/1/93 payment; since no time has elapsed, no interest has accrued.

(b) The Payment amount less (a).

(c) Prior period amount (c) less current period amount (b).

For each period you make a payment, cash would be credited for the entire amount of the payment. The offsetting debit is split between liability and interest expense as calculated above.

When you save the payment schedule, Oracle Assets automatically returns to the Lease Details window, where you can attach the schedule you just defined to your lease.

Note that Oracle Assets defaults the Present Value field in the Lease Details window from the attached payment schedule. The 90% test has not been met. The lease still qualifies for capitalization, however, as the economic life test was met. The cost to capitalize is \$87,945.53, since this is the lesser of the present value of the payment schedule or the fair value. When you attach this lease to an asset, the Books window displays the cost to capitalize as the default value for current cost of the leased asset. You can change this value if necessary.

## Example 2: Set Up Payment Schedule

Fremont Corporation has entered a lease agreement dated January 1, 1990. The term of the lease is five years, requiring equal rental payments of \$20,000 at the beginning of each year. The equipment has a fair value of \$100,000 and an economic life of ten years. The lease contains a bargain purchase option for \$5,000. The lessee's incremental borrowing rate is 10%.

You would enter the following information in the Lease Payments window:

<b>Payment Schedule</b>	Schedule 1
<b>Present Value</b>	
<b>Lease (inception) Date</b>	1/1/90
<b>Interest Rate</b>	.10
<b>Compounding Frequency</b>	Annually

### Lease Payment:

<b>Start Date</b>	<b>Payment Amount</b>	<b>Number</b>	<b>Payment Type</b>	<b>End Date</b>
1/1/90	\$20,000	5	Annuity	1/1/94
1/1/95	\$5,000	1		

The present value of the payment schedule is \$86,501.92.

### Example 3: Analyze Lease to Maximize Use of Existing Funds

CDI Technology has set aside \$18,000 to finance the lease of chip manufacturing equipment. CDI wants to lease the equipment for four years. The money is currently deposited in an account that earns 10% interest compounded semi-annually. CDI wants the lease to commence immediately, with the first payment due six months from today (1/1/90). What is the maximum amount that CDI can pay in semi-annual lease payments over the next four years without exhausting the fund until the last payment?

You would enter the following information in the Lease Payments window:

<b>Payment Schedule</b>	Chip costs
<b>Currency</b>	USD
<b>Present Value</b>	\$18,000
<b>Lease (inception) Date</b>	1/1/90
<b>Interest Rate</b>	.10
<b>Compounding Frequency</b>	Semi-annually

**Lease Payment:**

<b>Start Date</b>	<b>Payment Amount</b>	<b>Number</b>	<b>Payment Type</b>	<b>End Date</b>
7/1/90	2,784.99	8	Annuity	1/1/94

Once Oracle Assets calculates the present value, you can create an amortization schedule for the projection by choosing the View Amortization button on the Lease Payments window. In this example, the present value of the payment schedule is \$18,000. The total amount to be paid under the lease is \$22,279.22. The difference of \$4,279.92 represents interest expense that must be recognized over the life of the lease.

<b>Start Date</b>	<b>Payment</b>	<b>Interest (10% yr.) Portion of Payment</b>	<b>Reduction of Principal</b>	<b>Lease Obligation</b>
		(a)	(b)	(c)
1/1/90				18,000.00
7/1/90	2,784.99	900.00	1,884.99	16,115.01
1/1/91	2,784.99	805.75	1,979.24	14,135.77

7/1/91	2,784.99	706.79	2,078.20	12,057.57
1/1/92	2,784.99	602.88	2,182.11	9,875.46
7/1/92	2,784.99	493.77	2,291.22	7,584.24
1/1/93	2,784.99	379.21	2,405.78	5,178.46
7/1/93	2,784.99	258.92	2,526.07	2,652.39
1/1/94	2,784.99	132.60	2,652.39	0
<b>Total:</b>	22,279.92	4,279.92	18,000.00	0

(a) The interest rate per period (in this example,  $10\%/2=5\%$ ) multiplied by the prior period lease obligation, except for the 3/1/93 payment; since no time has elapsed, no interest has accrued.

(b) The Payment amount less (a).

(c) Prior period amount (c) less current period amount (b).

## See Also

Entering Leases: page 9 – 109

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## Entering Leases

You can use the Lease Details window and the Lease Payments window to perform the following tasks:

- Enter a Lease
- Enter a Payment Schedule
- Create an Amortization Schedule

### Enter a Lease

Use the Lease Details window and Lease Payments window to define new leases. You cannot update or delete leases that are in use.

If you want Oracle Assets to test your lease to determine whether to capitalize and depreciate assets assigned to it, enter information in the Capitalization Test region of the Lease Details window. If you have already defined a payment schedule for your lease, attach it to the lease in the Lease Details window. Otherwise, you can navigate to the Lease Payments window to define a payment schedule and to calculate the present value of your lease payments. Oracle Assets depreciates Capitalized leased assets and expenses Operating leased assets. Oracle Assets will capitalize and depreciate leased assets if any one of the following criteria is met:

<b>Test 1</b>	The ownership of the asset transfers to the lessee at the end of the lease
<b>Test 2</b>	A bargain purchase option exists
<b>Test 3</b>	The term of the lease is more than 75% of the economic life of the leased asset
<b>Test 4</b>	The present value of the minimum lease payments exceeds 90% of the fair market value of the asset at lease inception

When you add leased assets using the Detail Additions process, you can attach the assets to leases you have previously defined. You can assign multiple assets to the same lease.

### Create a Payment Schedule

Use the Lease Payments window to enter information Oracle Assets uses to calculate the present value of a given set of lease payments, or to analyze alternative leasing structures. After saving a payment schedule, you can attach it to a lease defined in the Lease Details window.

## Create an Amortization Schedule

You create amortization schedules to allocate capital lease payments between principal and interest based on the effective interest rate implicit in the lease contract.

► **To define a lease:**

1. Open the Lease Details window.
2. Enter the Lease Number and a Description.
3. Enter the Lessor.
4. Choose a Lease Type of Capitalized or Operating. If you have already performed a capitalization test on this lease, you can use this field to manually override the test result displayed in the Test Determination field.
5. You can choose from a list of predefined Payment Schedules to attach to this lease, or leave this field blank and choose the Payment Schedule button to define a schedule for this lease. See: Defining a payment schedule: page 9 – 111.

**Note:** If, after the lease start date, you want to change existing lease payments, you must enter a new lease, or manually adjust the journal entries each period to change the existing lease.

6. Enter the Currency you are using for this lease.
7. If you want to test this lease for capitalization, enter the following information in the Capitalization Test region:

Check **Transfer of Ownership** if the lease transfers ownership of the asset to the lessee at the end of the lease.

Check **Bargain Purchase Option** if a bargain purchase option is included in this lease.

Enter the **Lease Term** and the **Asset Life** in months for the leased asset. The Criterion Met check box indicates whether the term of the lease exceeds 75% of the economic life of the leased asset.

Enter the **Fair Value** of the leased asset.

Optionally enter the **Present Value** of the leased asset if you have previously calculated it outside of Oracle Assets. Otherwise, Oracle Assets will automatically populate this field when you select a lease payment schedule for the lease. The Criterion Met check box indicates whether the present value of the minimum lease payments exceeds 90% of the fair market value.

8. If you need to define a payment schedule for this lease, choose the Payment Schedule button. See: Defining a payment schedule: page 9 – 111.

Oracle Assets displays the result of the capitalization test in the Test Determination field. If the lease qualifies for capitalization, Oracle Assets automatically populates the Cost to Capitalize field with the lesser of the fair value of the asset or the present value of the minimum lease payments. This amount also appears as the Current Cost for the asset in the Books window when you perform an asset addition.

9. Choose Done to save your work.

► **To define a payment schedule:**

1. If you are defining a new lease in the Lease Details window, choose the Payment Schedule button. Alternatively, open the Lease Payments window directly from the Navigator window.
2. Enter the date the lease begins. This date must coincide with the first day of the month.
3. Enter the Interest Rate. The interest rate is the lesser of the lessee's incremental borrowing rate or the rate implicit in the lease contract.
4. Enter the Currency you are using for this payment schedule.
5. Enter the Compounding Frequency you want to use. For annuity events, select monthly, quarterly, semi-annual, or annual payment periods.

**Note:** If you change the Compounding Frequency, Oracle Assets automatically recalculates the End Date for each payment line, but does not change the Start Date.

6. Enter one or more payment lines for your payment schedule. You can enter any combination of lump sum lease payments and annuities (homogeneous series of lease payments).

**Start Date:** Enter the date of this payment.

**Amount:** Enter the amount of the individual lease payment.

**Note:** You can leave this field blank for one of the payment lines, and allow Oracle Assets to calculate the amount for you. If you leave this field blank, you must specify a present value for the payment schedule in the Present Value field.

**Number:** Enter the number of payments you want to make as part of this event.

**Payment Type:** Choose a payment type of Annuity, Balloon Payment, Bargain Purchase Option, or Bargain Renewal Option.

**End Date:** The Compounding Frequency, Start Date, and Number of payments you enter determine the end date.

7. After you have defined the payment schedule, choose the Calculate button. Oracle Assets calculates the present value of the payment lines you entered.

When you save the payment schedule and return to the Lease Details window, attach the payment schedule to the lease. Once you attach a payment schedule to a lease, you cannot change it.

8. Save your work.

► **To create an amortization schedule:**

- Once you have calculated a lease payment schedule, choose the View Amortization button to create an amortization schedule for the lease. The difference between the present value of the minimum lease payments and the total amount to be paid under the lease represents the interest expense that must be recognized over the life of the asset.

## See Also

Lease Analysis: page 9 – 102

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## Defining Asset Warranties

You can define and track descriptive information on manufacturer and vendor warranties in Oracle Assets. You define the warranty information in the Asset Warranties window. You can then assign assets to these previously defined warranties in the Asset Details window. You can assign any number of assets to the same warranty. If a warranty has any assets assigned to it, you cannot update or delete the warranty. You can attach the asset to a different warranty at any time.

► **To define warranties in Oracle Assets:**

1. Navigate to the Asset Warranties window.
2. Enter a unique warranty number and a description of the warranty.
3. Optionally enter the start and end dates. If you enter one date, you must also enter the other date. If you specify start and end dates, any asset you assign to this warranty must have a date placed in service that falls between the specified start and end dates.
4. Enter the currency code. The currency code of the warranty must be the same as that of the asset you are assigning to the warranty.
5. Enter a cost of \$0 or greater.
6. Check the Renewable check box if you want the warranty to be renewable. The Renewable check box is unchecked by default. If you do not specify an end date, the Renewable check box is disabled.
7. Optionally enter employee information.
8. Enter supplier information.
9. Save your work.

► **To assign an asset to a previously defined warranty:**

1. Navigate to the Find Assets window.
2. Query the asset you are assigning to the warranty.
3. In the Asset Details window, enter a previously defined warranty number or select a warranty number from the list of values.
4. Save your work.

---

## Overview of Asset Insurance

Oracle Assets provides a window and reports to help you manage insurance values and other insurance information for your assets. You can view and enter insurance information for an asset and assign more than one type of insurance to an asset. Asset insurance information includes insurance categories, current insurance value, and optional updates that affect the insurance value, such as additions or retirements.

### Calculation Methods

Oracle Assets uses three methods to calculate the insurance value of an asset:

- **Value as New** – This method calculates the base insurance value of the asset, based on acquisition/production costs. This value can be indexed annually to give a current insurance value. It can also incorporate the indexed value of transactions that affect the asset value.
- **Market Value** – This method calculates the current market value of the asset. Oracle Assets automatically calculates the current value from the net book value of the asset, incorporating indexation factors and the indexed value of any transactions that affect the asset value.
- **Manual Value** – This method allows you to manually enter an insurance value for an asset, usually in agreement with the insurer. With this calculation method you can also manually enter updates to the asset insurance value. Oracle Assets only updates the current insurance value automatically if you enter an optional maintenance date for the asset.

If an asset is partially retired, the insurance calculation process reduces the insurance value of the asset in the same proportion as the current cost is reduced for the partial retirement.

For certain types of assets, such as buildings, the Swiss business practice is that the insurance value may occasionally be reassessed by the insurance company, and manually redefined. Indexation of the insurance value can then recommence from this point. The manual update of an automatically calculated insurance value will only be allowed for these special Swiss assets, which must be flagged in the Asset Insurance window.

## Reports

Oracle Assets provides two reports for reviewing asset insurance information. The Asset Insurance Data report lists all insurance policy data for an asset. The Asset Insurance Value report lists insurance values, current insurance amounts, and a calculation of the insurance coverage.

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## Entering Asset Insurance Information

Use the Fixed Asset Insurance window to enter insurance information for your assets, such as insurance policy information and calculation methods. You can enter multiple insurance policies for an asset for different categories of insurance. Oracle Assets uses the insurance information that you enter here to calculate the current insurance value of the asset.

### Prerequisites

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- Enter suppliers in Oracle Payables with a supplier type of Insurance Company.
- Set up Asset Price Indexes, if required.
- Set up Insurance Category QuickCodes, such as Fire, Storm, Theft. See: Fixed Asset Insurance Policy Lines Window Reference: page 9 – 120.
- Set up Hazard Class QuickCodes. See: Fixed Asset Insurance Policy Lines Window Reference: page 9 – 120.
- Set the profile option FA: Allow Swiss Special Assets to Yes if you are planning to enter Swiss special case assets, such as Swiss buildings.

► **To enter insurance information for an asset:**

1. Navigate to the Fixed Asset Insurance window.
2. Query the assets for which you want to enter insurance information.
3. In the Policy region, enter insurance information, such as Policy Number and Insurance Company.
4. Enter the Calculation Method to use for this asset insurance, either Value as New, Market Value, or Manual Value.

5. If the asset is a Swiss special–case asset, check the Special Swiss Asset check box.
6. In the Base Index Date field, enter the date that is used as the base date for indexation.
7. In the Insurance Index field, enter the name of the price index that is used to calculate the annual adjusted insurance value.
8. In the Base Insurance Value field, enter the base insurance value of the asset as defined in the insurance policy
9. If you chose the Manual Value calculation method or if you asset is flagged as a Swiss special–case asset, enter the current insurance value. Otherwise, this field displays the current insurance value of the asset, calculated automatically.
10. In the Insured Amount field, enter the amount for which the asset is insured under that policy.

► **To enter insurance policy information:**

1. From the Fixed Asset Insurance window, choose the Lines button to display insurance policy line information.
2. At the Fixed Asset Insurance Policy Lines window, enter insurance policy information, such as the insurance policy line number, the insurance category, and the hazard class..
3. Enter any additional comments in the Comments field.
4. Save your work.

► **To enter insurance policy maintenance information:**

1. From the Fixed Asset Insurance window, choose the Maintenance button.
2. In the Fixed Asset Insurance Policy Maintenance window, update any information that needs to be changed.
3. Save your changes.

---

## Fixed Asset Insurance Window Reference

### Assets Region

**Asset Number.** Contains the asset number of the asset on which you queried.

**Description.** Contains the description of the asset on which you queried.

**Tag Number.** Contains the tag number of the asset on which you queried.

**Asset Key.** Contains the asset key of the asset on which you queried.

**Asset Book.** Contains the asset depreciation book of the asset on which you queried.

### Policy Region

**Policy Number.** Enter the insurance policy number.

**Insurance Company.** Enter a valid insurance company name. The list of values for this field will only display suppliers that have been set up in Oracle Payables with a supplier type of Insurance Company.

**Supplier Site.** Enter the supplier site for the insurance company.

**Address.** The company address for the supplier site displays automatically.

**Calculation Method.** Enter the method of calculation to use for this asset insurance:

- Value as New – the base insurance value, which can be indexed annually.
- Market Value – the current market value, calculated as the base insurance value less depreciation, which can be indexed annually.
- Manual Value – a value you enter manually. This calculation method allows you to update the Current Value field.

**Note:** If you enter a duplicate policy to cover another asset with the same policy number and insurance company as an existing insurance record, the Calculation Method automatically defaults to the method that was defined on the existing policy. The Calculation Method must be the same for all occurrences of the same insurance policy.

**Special Swiss Asset.** If the asset is a Swiss special–case asset, check the Special Swiss Asset check box. This field will not be enabled unless you have set the profile option FA: Allow Swiss Special Assets to Yes. See: User Profiles in Oracle Assets: page C – 2.

If an asset is marked as a Swiss special asset, you will be able to update the Current Insurance Value, Insurance Index, and Base Index Date for the asset to reflect the reassessment of the insurance value by the insurance company.

The insurance company may provide a new series of indexation factors to be applied to the asset. You can record this by defining a new Price Index and then updating the Insurance Index field.

Record the new insurance value provided by the insurance company, by updating the Current Value field and recording the effective date for this new valuation in the Base Index Date field. If the Base Index Date is set to a date in the future, the insurance value will not be indexed again until that date is reached. The period up to this date represents a manual maintenance period for the asset. Any adjustments or retirements affecting the asset value during this period will not be incorporated into the new insurance value when the automatic insurance calculations begin again.

**Base Index Date.** Enter the date that is used as the base date for indexation. The Base Index Date must be one of the following:

- For new assets, enter the date the asset was placed in service.
- For assets purchased second–hand, enter the original date of construction of the asset.
- For the Manual Value calculation method, you can enter a maintenance date. This represents the date the optional indexation of the manual value begins.
- For updated Swiss assets, record the date on which automatic indexation of the insurance value will begin again. Until this date, you should maintain the insurance value manually

**Insurance Index.** Enter the name of the price index that is used to calculate the annual adjusted insurance value. If you want the Insurance Calculation process to automatically take account of cost adjustments, retirements, and so on, but you do not want indexation adjustment factors to be used, then enter a value in the Base Index Date field, but do not enter an Insurance Index.

**Base Insurance Value.** Enter the base insurance value of the asset as defined in the insurance policy. Enter one of the following:

- For new assets, Oracle Assets displays the current cost of the asset. For Value as New assets, you can overwrite this default with another value. For Current Market Value assets, the value is shown in this field but is disabled. The value is disabled because the Base Insurance Value is not used in this asset insurance calculation; instead, the insurance value is derived from the asset net book value. For Manual Value assets, the Base Insurance Value field is disabled because the Base Insurance Value is not used; instead, you can manually enter a Current Value.
- For assets purchased second-hand, enter the original construction cost of the asset.

**Current Value.** This field displays the current insurance value of the asset, calculated automatically, unless you chose the Manual Value calculation method or your asset is flagged as a Swiss special-case asset.

The value displayed depends upon the calculation method:

- For Value as New, the value displayed is the indexed base insurance value. This value will also be updated to account for transactions, such as adjustments or retirements, that affect the asset value.
- or Market Value, the value displayed is the indexed net book value of the asset (original cost less depreciation). This value will also be updated to account for transactions, such as adjustments or retirements, that affect the asset value.
- For Manual Value, the value displayed can be updated. If you enter a maintenance date for the asset in the Base Index Date field, indexation of the manual value begins with this date, and then follows the Value as New calculation method.
- For Swiss Assets with a calculation method of Value as New, the calculated value will be the same as for all other assets. For Swiss Assets with a calculation method of Current Market Value, the Current Value will calculate the insurance value following the Value as New calculation method and adjust this value using the fraction  $\text{Asset Remaining Life} / \text{Asset Total Life}$ . Also note that the calculated Current Value for Swiss Assets can be manually updated.

**Insured Amount.** Enter the amount for which the asset is insured under that policy. The information in this field is for reference only and is not used in the Oracle Assets calculations.

**Last Indexation Date.** This field displays the end date of the closed depreciation period for which the indexation process was last run.

## Buttons

**Maintenance.** Use the Maintenance button to launch the Fixed Asset Insurance Policy Maintenance window.

**Lines.** Use the Lines button to launch the Fixed Asset Insurance Policy Lines window

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## Fixed Asset Insurance Policy Lines Window Reference

**Line.** Enter the insurance policy line number for the category of insurance covered by the policy. The combination of policy number and policy line number must be unique. You cannot enter duplicate line numbers on the same policy, even if there are multiple occurrences of the same policy to cover a number of assets.

**Insurance Category.** Enter the insurance category in the Insurance Category field. Note that an asset can only be insured once for each category of insurance, even if it is covered by multiple insurance policies. You must have already defined your insurance category lookup values for the lookup type FA\_INS\_CATEGORY (Application Developer: Application > Validation > QuickCodes > Special).

**Hazard Class.** Enter the hazard class assigned to this policy line. You must have already defined your hazard class lookup values for the lookup type FA\_INS\_HAZARD (Application Developer: Application > Validation > QuickCodes > Special).

**Comments.** Enter any additional comments in the Comments field.

---

## Fixed Asset Insurance Policy Maintenance Window Reference

Use the Fixed Asset Insurance Policy Maintenance window to update the information for an insurance policy that covers more than one asset. The Fixed Asset Insurance Policy Maintenance window applies the policy information changes to all the assets covered by that policy.

**Policy Number.** This field defaults to the policy number for the current policy record. You can update the Insurance Company and Supplier Site for this policy. You can also update the Calculation Method, as long as the automatic calculation routine has not yet been run for any assets covered by this policy.

**Insurance Company.** This field displays the current insurance company for the policy number. In this window, you can update the Insurance Company.

**Supplier Site.** This field displays the current supplier site for the policy number. In this window, you can update the Supplier Site for this policy.

**Calculation Method.** This field displays the current calculation method for the policy number. From this window, you can update the Calculation Method, as long as the automatic calculation routine has not yet been run for any assets covered by this policy.

---

## Calculating Asset Insurance

Use the Insurance Calculation Routine program to automatically update the current insurance values of your assets. The Insurance Calculation Routine program takes into account indexation factors or transactions that affect the asset value, such as cost adjustments and retirements.

Normally, you should run the Insurance Calculation Routine program on a yearly basis to update all your asset insurance values.

If you run the program part way through a year, the calculation process will run up to the end of the last closed period in that year (i.e. the last period for which depreciation has been run). You can then run the process again later in the year, when it will incorporate any new cost adjustments, retirements, or reinstatements since the last run date, and it will also use a new indexation factor if the factor has changed since the last run date.

The Insurance Calculation Routine program does not produce any output. When the program finishes, the program updates the insurance values for all selected assets. You can review the new insurance values in the Asset Insurance window or by running the Asset Insurance Values report. See: Insurance Value Detail Report: page 11 – 45

### Prerequisites

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- Set up insurance policy details using the Asset Insurance window. See: Overview of Asset Insurance: page 9 – 114.
- Run depreciation for at least one period of the year for which you are running the process. See: Running Depreciation: page 5 – 2

- ❑ Set up indexation factors for the year for which you are running the process. If you do not define an index factor for that year, the process will use the latest available index factor. See: Defining Price Indexes: page 9 – 92.

► **To run the Insurance Calculation Routine program:**

1. Navigate to Assets > Insurance > Insurance Calculation Routine to open the Submit Request window.

See: Submitting a Request (*Oracle Applications User's Guide*)

2. In the Parameters window, enter the depreciation book.
3. Enter the fiscal year for the report.

If you run the process for a year where all the depreciation periods are not yet closed, the process will run up to the end of the last closed period within the year. Before running the insurance calculation process, you must run depreciation for at least one period in this year. You cannot run the process for years prior to the current open year.

4. Optionally enter the insurance company.

If you do not enter a value, the report includes assets insured by all insurance companies. The list of values for this field will display suppliers that have been set up in Oracle Payables with a supplier type of Insurance Company.

5. Optionally enter an asset number range.

---

## Reviewing Asset Insurance Information

Oracle Assets provides two reports to help you monitor your insurance information.

### Insurance Data Report

Use the Insurance Data report to review insurance details for assets and to verify that the assignments for insurance records are correct. The Insurance Data report prints all insurance details for the selected assets.

## See Also

Insurance Data Report: page 11 – 44

## Insurance Value Detail Report

Use the Insurance Value Detail Report to review calculations of insurance coverage for selected assets. The Insurance Value Detail Report prints all insurance amounts for the selected assets and displays totals at Balancing Segment level, Insurance Calculation Method level, Insurance Company level, and Insurance Policy Number level. The insurance coverage calculation indicates the differences between insured amounts and current insurance values.

## See Also

Calculating Asset Insurance: page 9 – 121

Insurance Data Report: page 11 – 44

Insurance Value Detail Report: page 11 – 45



CHAPTER

# 10

## Online Inquiries

**T**his chapter explains how to view assets and transactions online in Oracle Assets. You can view descriptive details, financial information, source lines, depreciation history, cost history, and transaction history for an asset.

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## Viewing Assets

Use the Financial Information windows to view descriptive and financial information for an asset. You can review the transactions, depreciation, and cost history of the asset you select.

► **To view descriptive and financial information for an asset:**

1. Choose Inquiry > Financial Information from the Navigator window.
2. In the Find Assets window, you can use the poplist to Find assets by Detail, Assignment, Invoice, Lease, or Project. You can enter search criteria in one or more tabbed regions.

**Find by Asset Detail:** Enter asset descriptive information, such as Asset Number, Description, and/or Category, or Warranty Number, as your search criteria.

**Note:** For best performance, query by asset number or tag number since they are unique values.

**Find by Assignment:** Enter assignment information as your search criteria. If you want to search using the Expense Account, you must enter a Book first.

**Find by Source Line:** Enter invoice information, such as Supplier and/or Invoice Number, or project information, such as Project Number and/or Task Number, as your search criteria.

**Find by Lease:** Enter lease information as your search criteria.

3. Choose the Find button to query the asset(s) you want to review.

Asset Number	Description	Tag Number	Category
100076	PERSONAL COMPUTER		COMPUTER-PC

Assignments      Source Lines      Books

The View Assets window shows you detail information for the asset(s) you query.

4. To view the current assignment(s) for an asset, click on the asset you want to review and choose the Assignments button.
5. Choose Source Lines to view source line information. If the asset was created from capital asset lines in Oracle Projects, Oracle Assets displays the Project Number and Task Number of the asset.

Choose the **Project Details** button to view detail project information about the asset. The Asset Line Details window includes the following project information for your asset: expenditure type, item date, employee, supplier, quantity, CIP cost, expenditure organization, non-labor resource, and non-labor organization.

6. Choose the Books button to view financial information for the asset.

**View Financial Information - 100076**

Book	Cost	Recoverable Cost	Net Book Value
OPS CORP	0.00	0.00	<1,500.00>
OPS ACE	26,000.00	26,000.00	26,000.00
OPS AMT	26,000.00	26,000.00	26,000.00

Original Cost	26,000.00	Depr Ceiling	
Salvage Value	0.00	Revaluation Ceiling	
<input type="checkbox"/> Investment Tax Credit		Revaluation Reserve	0.00
Date in Service	01/JAN/1996	<input checked="" type="checkbox"/> Depreciate	
Prorate Convention	MID-MONTH	Prorate Date	01/JAN/1996
Method	STL		
Life Years	3	Months	0
Remaining Life Years	0	Months	0
Basic Rate	%	Adjusted Rate	%
Bonus Rule		Capacity	
YTD Depreciation	0.00	YTD Production	
Accumulated Depr	1,500.00	LTD Production	

The View Financial Information window includes the asset you choose in the title, and lists, by depreciation book, financial information for the asset.

**Transaction History** Periods

Transaction Type	Asset Number - Description	Effective	Entered	[ ]
<input checked="" type="checkbox"/> ADDITION	100076 - PERSONAL COMPUTER	JAN-96	JAN-96	
<input type="checkbox"/> TRANSFER IN	100076 - PERSONAL COMPUTER	MAR-98	JAN-96	
<input type="checkbox"/> FULL RETIREMENT	100076 - PERSONAL COMPUTER	JAN-97	FEB-97	
<input type="checkbox"/> ADJUSTMENT	100076 - PERSONAL COMPUTER	MAR-98	MAR-98	
<input type="checkbox"/>				

Book

Reference Number   Amortized Adjustment

Comments

Choose **Transactions** to review transaction history of this asset in the Transaction History window. To view individual transaction details for this asset, check a transaction and choose Details to open the Transaction Detail window.

Period	Expense Account	Depreciation Amount	Revaluation Amortization
MAR-98	01.480.7360.0000.000	1,500.00	0.00
FEB-97	01.480.7360.0000.000	<722.22>	0.00
JAN-97	01.480.7360.0000.000	722.22	0.00
DEC-96	01.480.7360.0000.000	722.22	0.00
NOV-96	01.480.7360.0000.000	722.22	0.00
OCT-96	01.480.7360.0000.000	722.22	0.00
SEP-96	01.480.7360.0000.000	722.22	0.00
AUG-96	01.480.7360.0000.000	722.22	0.00
JUL-96	01.480.7360.0000.000	722.22	0.00
JUN-96	01.480.7360.0000.000	722.22	0.00
MAY-96	01.480.7360.0000.000	722.22	0.00
APR-96	01.480.7360.0000.000	722.22	0.00

Choose **Depreciation** to review depreciation history for this asset.

Reference Number	Transaction Type	Period Effective	Cost
329	FULL RETIREMENT	Feb-97	0.00
118	ADDITION	Jan-96	26,000.00

Choose **Cost History** to review cost history of this asset.

**Note:** If you change any information except cost for the asset in the period you added it, the Cost History window shows you the ADDITION/VOID transaction, not the ADDITION transaction.

**Note:** You can view the detail accounting lines for the transaction in the form of a balanced accounting entry (i.e., debits equal credits). You can also choose to view the detail accounting as t-accounts.

See: Viewing Accounting Lines: page 10 – 9

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## Performing a Transaction History Inquiry

Use the Transaction History windows to review all the transactions for any book, accounting period, transaction type, or range of assets.

► **To perform a transaction history inquiry:**

1. Choose Inquiry > Transaction History from the Navigator window.
2. In the Find Transactions window, enter search criteria for your inquiry. You must enter a Book and Reference Number or Asset Numbers to query a transaction history. You can optionally enter other search criteria, including Periods, Transaction Type, and Category.
3. Choose Find. You can see a summary of the transactions for the asset.
4. To view details, check an asset and then choose the Details button.

**Note:** You can view the detail accounting lines for the transaction in the form of a balanced accounting entry (i.e., debits equal credits). You can also choose to view the detail accounting as t-accounts.

See: Viewing Accounting Lines: page 10 – 9

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## Viewing Accounting Lines

When you query a invoice in Oracle Assets, you can choose to view the detail accounting lines for the queried transaction in the form of a balanced accounting entry (i.e., debits equal credits). You can also choose to view the detail accounting as t-accounts. Use these features to see how a transaction will affect the account balances in your general ledger.

► **To view accounting lines:**

1. Query the invoice for which you want to view accounting lines.
2. Choose View Accounting from the Tools menu.  
See: View Accounting Windows, below
3. (Optional) If your organization uses Multiple Reporting Currencies, choose the Alternate Currency button to view the accounting using an alternate currency. For example, if you are viewing the accounting in your primary functional currency (e.g., BEF), you can switch to EUR (reporting functional currency).

From the poplist that appears after you choose the Alternate Currency button, choose the primary or reporting set of books whose transactions you want to view. The View Invoice Accounting window will change to reflect amounts in the appropriate currency for the chosen set of books.

4. (Optional) To view the accounting detail as t-accounts, choose the T-Accounts button.

See: Viewing T-Accounts, *Oracle General Ledger User's Guide*

### View Accounting Windows

The first time you open the View Invoice Accounting window, the following information will be displayed for the detailed accounting lines:

Transaction Type	Reference Number
Line Type	Account
Debit	Credit

When you select a detailed accounting line, the system displays the following information at the bottom of the View Invoice Accounting window:

Account Description	Transaction Date
Accounting Date	Comments
Transferred to GL	

### **Customizing the View Accounting Window**

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The View Invoice Accounting window is a *folder*. You can easily customize the information that is displayed in the window, as described in the *Oracle Applications User's Guide*.

When customizing the View Invoice Accounting window, you can hide the columns that normally appear in the window and you can choose to display any additional columns that are available.

Following is a list of all the hidden columns that you can choose to display:

Account Description	Currency Conversion Rate
Accounting Date	Currency Conversion Type
Asset Book	Currency
Asset Category	Entered Debit
Asset Description	Entered Credit
Asset Key	Line Reference
Asset Number	Transaction Date
Comments	Transferred to GL
Currency Conversion Date	

---

## Drilling Down to Oracle Assets from Oracle General Ledger

From General Ledger, you can drill down to subledger details from the Account Inquiry, Enter Journals, or View Journals windows for journals that have specific journal sources assigned to them. For example, if a journal source is Assets, you can drill down to the transaction details in Oracle Assets.

When you drill down from General Ledger, the Payables Invoice Accounting window will open. The first time you open this window, the following information will be displayed:

Transaction Type	Reference Number
Transaction Date	Asset Number
Asset Description	Debit
Credit	Line Type

When you select a detailed accounting line, the system displays the following information at the bottom of the related window:

Asset Book	Asset Category
Accounting Date	Comments

---

### Customizing the Drilldown Windows

The drilldown window is a *folder*. You can easily customize the information that is displayed in the window, as described in the *Oracle Applications User's Guide*.

When customizing the drilldown window, you can hide the columns that normally appear in the window and you can choose to display any additional columns that are available.

Following is a list of all the hidden columns that you can choose to display:

Account	Currency Conversion Date
Account Description	Currency Conversion Rate
Accounting Date	Currency Conversion Type
Asset Book	Entered Debit
Asset Category	Entered Credit
Asset Key	Entered Currency
Comments	Line Reference

Comments

Transferred to GL

Currency Conversion Date

**Drilling Down Further** From the Payables Invoice Accounting window, you can drill down even further to view detail transactions or you can choose to view the underlying transaction accounting.

► **To drill down to detail transactions or to view transaction accounting:**

1. From the Payables Invoice Accounting window, select a detail accounting line.
2. Choose the Show Transaction button to view detail transactions.
3. Choose the Show Transaction Accounting button to view the transaction accounting.

**See Also**

Viewing Accounting Lines: page 10 – 9

CHAPTER

# 11

## Standard Reports and Listings

**T**his chapter explains how to submit a request and illustrates how you can use Oracle Assets reports and Report eXchange reports to reconcile to the general ledger. It also defines some report parameters and headings common to Oracle Assets and Report eXchange reports and listings, and describes each report and listing.

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## Running Standard Reports and Listings

Use Oracle Assets standard reports and listings to keep track of your assets, and to reconcile Oracle Assets to your general ledger.

Oracle Assets standard reports and listings include both standard fixed format reports and standard variable format reports. You run standard reports and listings from Oracle Assets or from the Application Desktop Integrator (ADI) Request Center.

### Running Standard Fixed Format Reports and Listings from Oracle Assets

You can run a single report, or submit a request set to submit several reports as a group.

► **To run a standard report, listing, or request set:**

1. Open the Submit Requests window.
2. Choose whether to run a request or request set, then choose the request or request set you want to run.
3. Enter the request parameters.
4. Choose Submit to submit your request.
5. Review the status of your request.

For information on running variable format reports, see: Variable Format Reports: page 11 – 3.

### See Also

Using Reports to Reconcile to the General Ledger: page 11 – 8

Defining Request Sets (*Oracle Applications User's Guide*)

Submitting a Request (*Oracle Applications User's Guide*)

Common Report Parameters: page 11 – 19

Request Center (*Oracle Applications Desktop Integrator User's Guide*)

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## Variable Format Reports

Many of the Oracle Assets reports are available as variable format reports, which means you can view and manipulate the report data in the desktop application of your choice. For example, you can download the information into Microsoft Excel and sort, analyze, and manipulate the report data using familiar spreadsheet features. You can also format the report as an HTML file and place it on your Web server or directly into the database for general access.

To create a variable format report, an attribute set that contains formatting instructions is applied to Oracle Assets report data. You also have a variety of options to publish your report.

In Oracle Applications, attribute sets are defined using the RXi Report Administration Tool. In Applications Desktop Integrator, you can apply ADI defined attribute sets to format and publish your report from the Request Center.

Each Oracle Assets variable format report has two submission options:

- **One-Step** – You generate, apply an attribute set, and publish your report, all in one step.

**Note:** In the list of values on the Submit Request window, for reports you run using the one-step process, the title of the report is followed by RXi. For example, Mass Additions Report: RXi.

- **Two-Step** – You can generate your report and note the concurrent request ID. Use this ID to apply an attribute set in:

**ADI** – apply an ADI defined attribute set using the Request Center to publish your report.

**Oracle Applications** – apply an attribute set defined by the RXi Report Administration Tool. Concurrent processing applies the attribute set to your generated report. Additional parameters are applied to publish your report.

**Note:** In the list of values on the Submit Request window, for reports you run using the two-step process, the title of the report is preceded by RX-only. For example, RX-only: Mass Additions Report.

► **To generate and publish a variable format report using the one-step process:**

1. Navigate to the Submit Request window and select the variable format report you want to run (report title is followed by RXi).

2. Enter the parameters in the Parameters window.
3. Choose OK.
4. Submit your request.

Your one-step report will be published automatically.

**Note:** Two concurrent request IDs are created: one initial ID to generate your report and a second ID to apply formatting and to publish your report.

► **To generate and publish a variable format report using the two-step process:**

1. Navigate to the Submit Request window and select the variable format report you want to run (report title is preceded by RX-only).
2. Enter the parameters in the Parameters window.
3. Choose OK.
4. Submit your request. Note the concurrent request ID for your request.
5. Navigate to the Submit Request window and select Publish RXi Report.

The Parameters window appears.

6. Enter the Request ID.
7. Specify the Attribute Set you want to apply to your report.
8. Specify the Output Format: Text, HTML, CSV, or Tab Delimited.  
Your report will be published as specified.

► **To publish a variable format report in ADI using the two-step process:**

1. Navigate to the Submit Request window and select the variable format report you want to run (report title is preceded by RX-only).
2. Complete the remaining parameters and submit your request.
3. Note the Concurrent Request ID for your report.
4. Launch the Request Center and log onto the database where your generated report is stored.

5. Select the report with your Request ID from the list under the Completed tab.
6. From the Request Center toolbar, choose the Publishing button. The Report Submission and Publishing window appears.
7. Apply an ADI defined attribute set and complete the remaining fields in the Report Submission and Publishing window.
8. Choose OK to publish your report.

## See Also

*Oracle Applications Desktop Integrator User's Guide*

*Oracle Financials RXi Report Administration Tool User's Guide*

---

## Comparing Variable Format and Fixed Format Reports

Many of the fixed format and variable format reports contain the same information.

Table 11 – 1 lists the standard variable format reports available in Oracle Assets and the corresponding standard fixed format reports. Note that many of the variable format reports include functionality of two or more fixed format reports.

Variable Format Report	Corresponding Fixed Format Reports
Accumulated Depreciation Balance Report	Reserve Detail Report Reserve Summary Report
Additions by Date Place in Service Report	Annual Additions Report
Additions by Period Report	Asset Additions Report
Additions by Responsibility Reports	Asset Additions Responsibility Report
Asset Cost Balance Report	Cost Detail Report Cost Summary Report
Asset Listing by Period Report	None
Capitalizations Report	CIP Capitalization Report

**Table 11 – 1 (Page 1 of 3)**

Variable Format Report	Corresponding Fixed Format Reports
CIP Cost Balance Report	CIP Detail Report CIP Summary Report
Cost Adjustments Report	Cost Adjustments by Source Report Cost Adjustments Report Financial Adjustments Report Parent Asset Transactions Report
Cost Clearing Reconciliation Report	Cost Clearing Reconciliation Report
Fixed Assets Book Report	None
Hypothetical What-if Report	None
Mass Additions Report	Delete Mass Additions Preview Report Mass Additions Delete Report Mass Additions Create Report Mass Additions Invoice Merge Report Mass Additions Invoice Split Report Mass Additions Posting Report Mass Additions Purge Report Mass Additions Status Report Unposted Mass Additions Report
Mass Reclassification Review Report	None
Physical Inventory Comparison Report	None
Physical Inventory Missing Assets Report	None
Property Tax Report	Property Tax Report
Reclassifications Report	Asset Reclassification Report Asset Reclassification Reconciliation Report
Reserve Ledger Report	Journal Entry Reserve Ledger Report
Retirements Report	Asset Retirements by Cost Center Report Asset Retirements Report Reinstated Assets Report
Revaluation Reserve Balance Report	Revaluation Reserve Detail Report Revaluation Reserve Summary Report

**Table 11 – 1 (Page 2 of 3)**

Variable Format Report	Corresponding Fixed Format Reports
Transfers Report	Asset Transfers Report Asset Transfer Reconciliation Report Asset Disposals Responsibility Report
What-If Depreciation Analysis Report	None

**Table 11 – 1 (Page 3 of 3)**

## See Also

*Oracle Applications Desktop Integrator User's Guide*

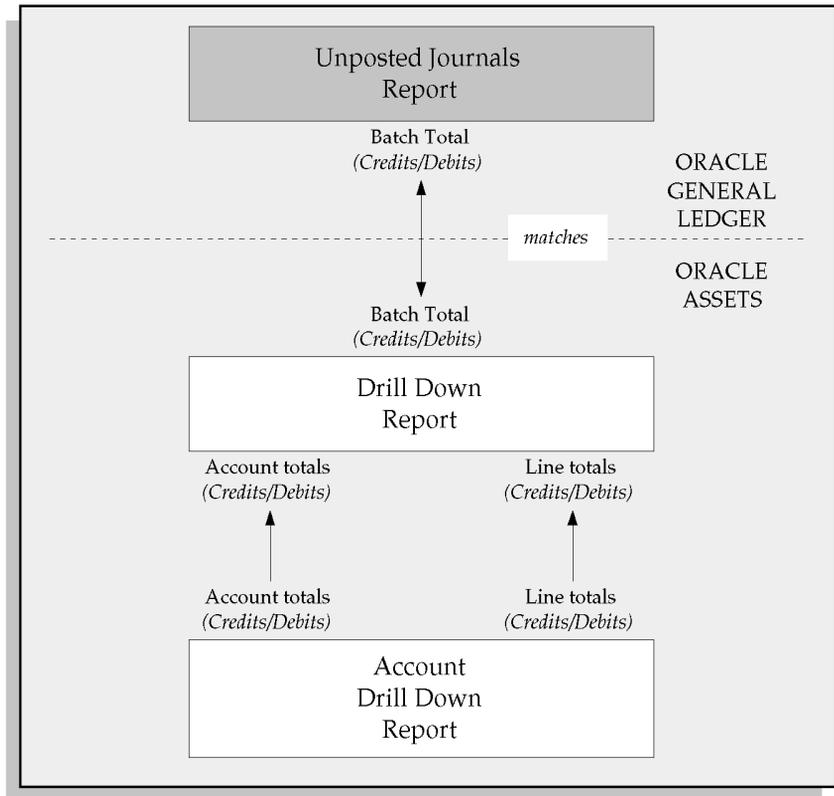
*Oracle Financials RXi Report Administration Tool User's Guide*

# Using Reports to Reconcile to the General Ledger

You can use reports to reconcile journal entries to your general ledger accounts. This section illustrates the relationships among Oracle Assets accounting reports.

## Reconciling Journal Entries to General Ledger Accounts

Use the following reports to reconcile journal entries to general ledger accounts:



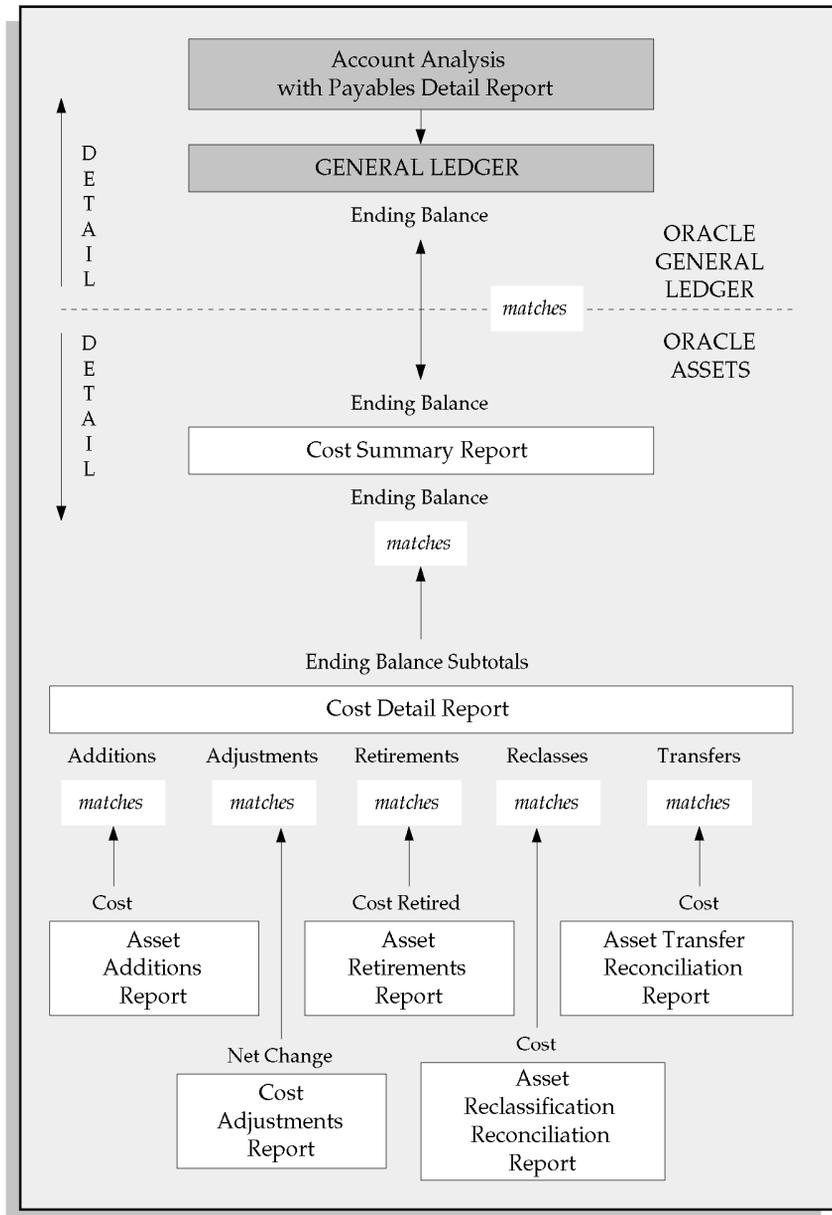
## See Also

Unposted Journals Report (*Oracle General Ledger User's Guide*)

Drill Down and Account Drill Down Reports: page 11 – 57

## Reconciling Asset Cost Accounts

Use the following reports to reconcile asset cost accounts:



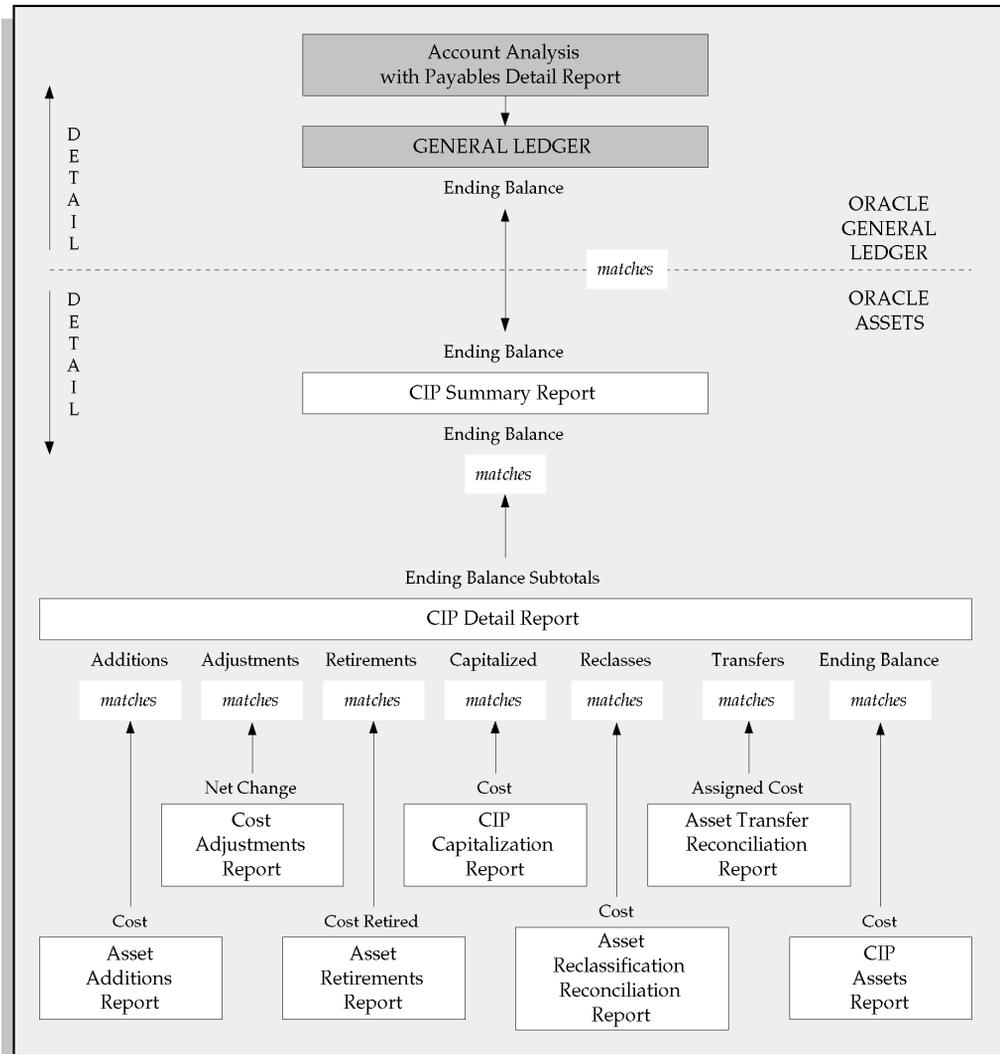
## See Also

Account Analysis with Payables Detail Report (*Oracle General Ledger User's Guide*)

Cost Summary and Detail Reports: page 11 – 54

# Reconciling CIP Cost Accounts

Use the following reports to reconcile CIP cost accounts:



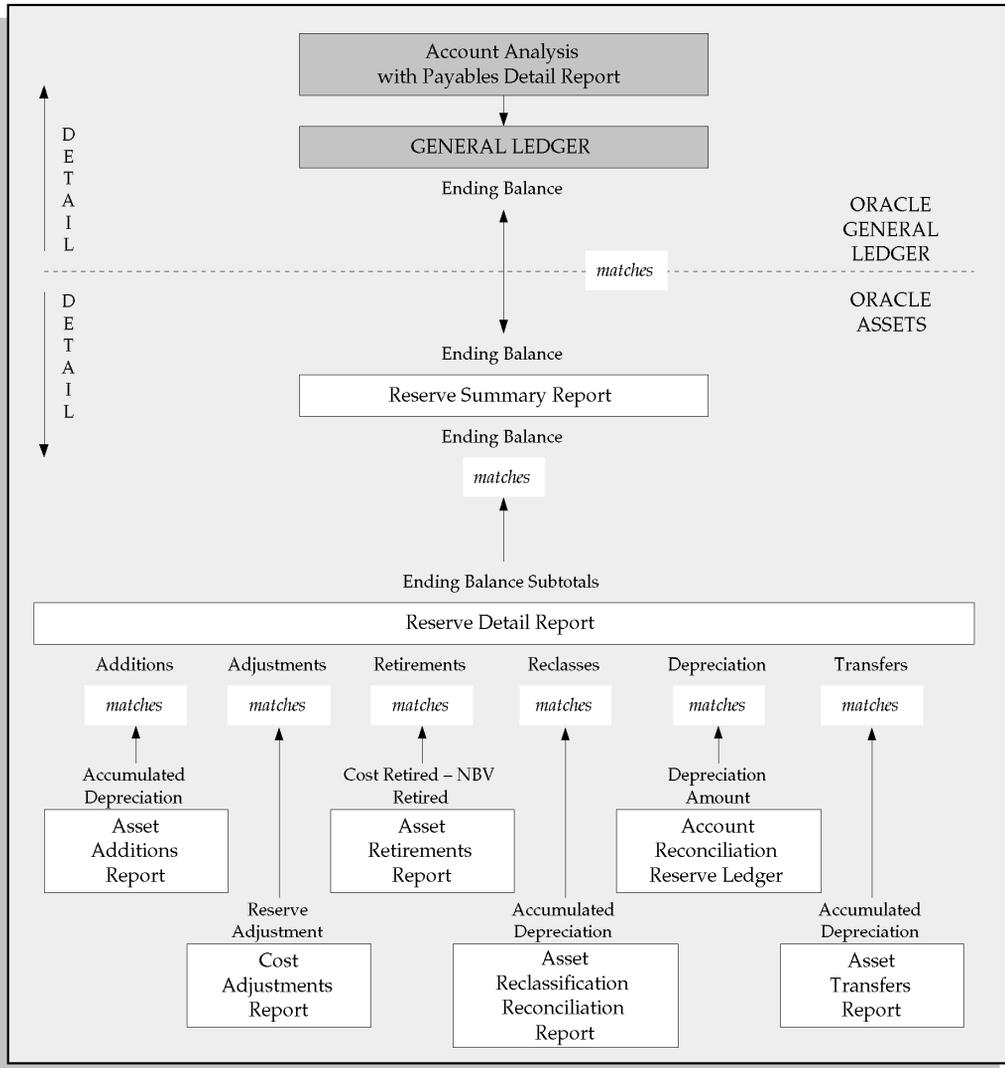
## See Also

Account Analysis with Payables Detail Report (*Oracle General Ledger User's Guide*)

CIP Summary and Detail Reports: page 11 – 54

# Reconciling Reserve Accounts

Use the following reports to reconcile reserve accounts:

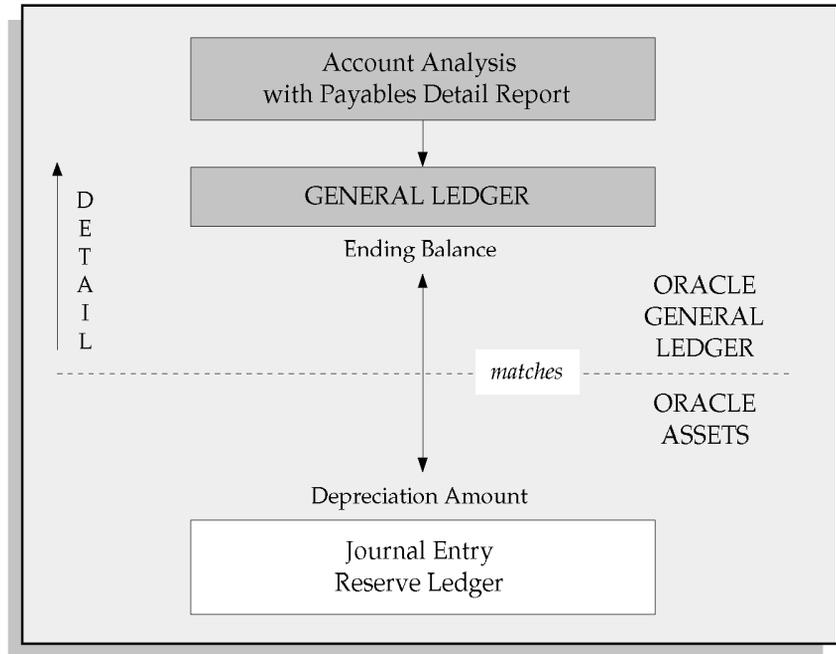


## See Also

Account Analysis with Payables Detail Report (*Oracle General Ledger User's Guide*)

Reserve Summary and Detail Reports: page 11 – 60

## Reconciling Depreciation Expense Accounts



Use the following reports to reconcile depreciation expense accounts:

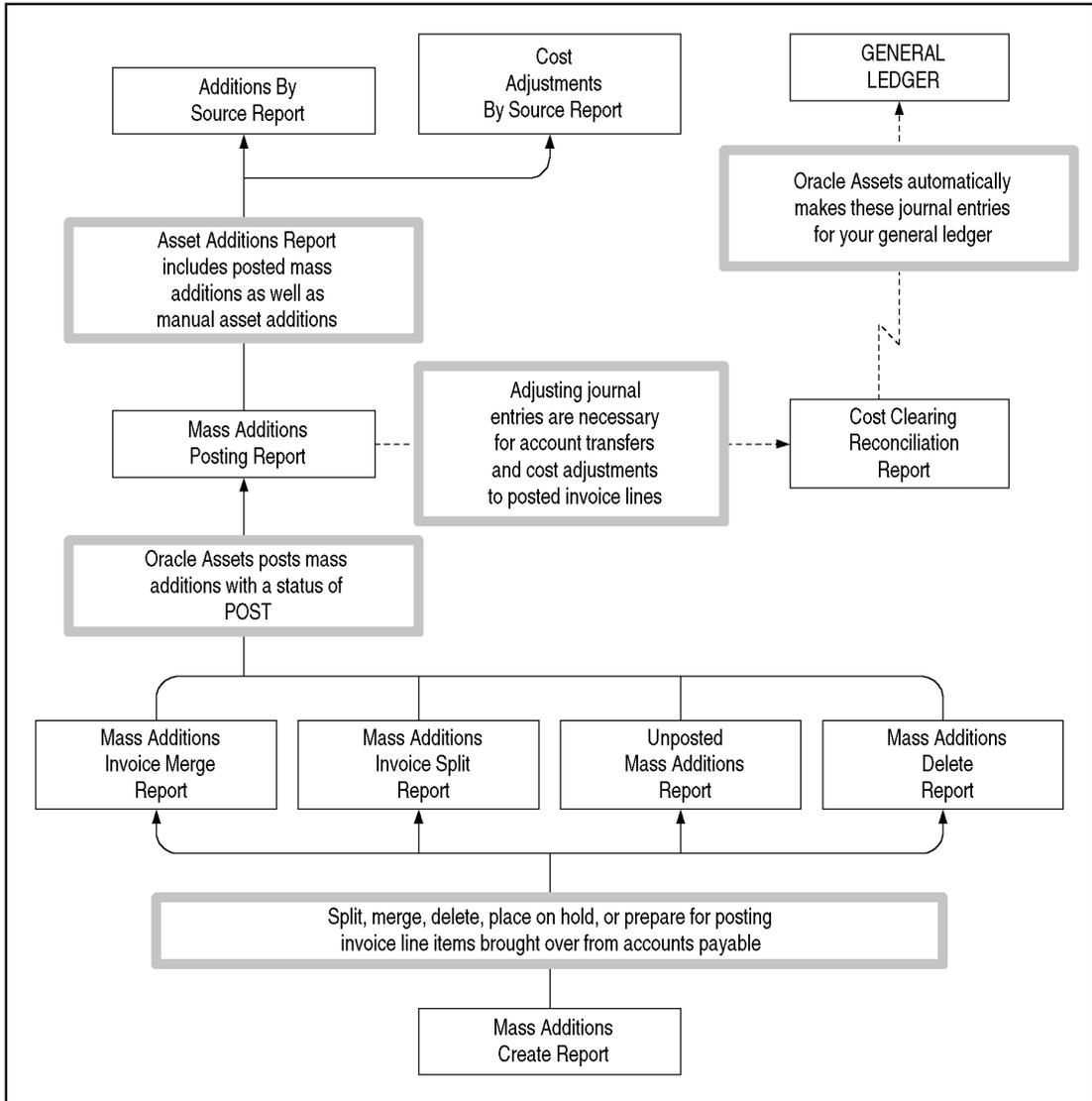
### See Also

*Account Analysis with Payables Detail Report (Oracle General Ledger User's Guide)*

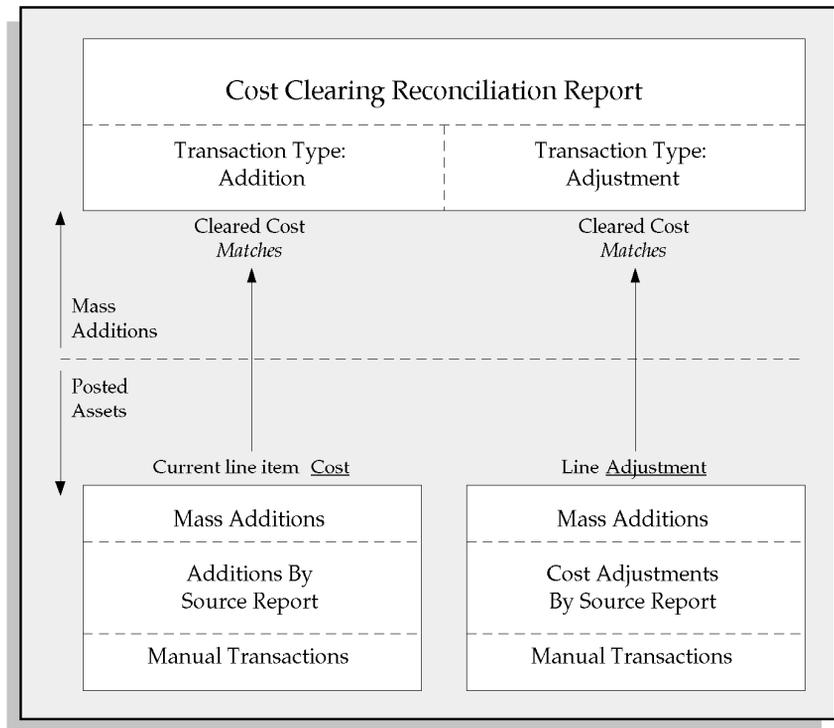
Journal Entry Reserve Ledger Report: page 11 – 58

## Tracking and Reconciling Mass Additions

You can use reports to track your mass additions from the time you bring them over from your accounts payable system to the time you post them into Oracle Assets:



You can use reports to reconcile your mass additions to your posted assets:



---

## Common Report Parameters

The following are report parameters common to many Oracle Assets reports:

**Book/ACE Book/AMT Book/Budget Book/Federal Book/Tax Book** Enter the depreciation book for which you want to run the report.

**Fiscal Year** Enter the fiscal year for which you want to run the report.

**Fiscal Year Name** Enter the fiscal year name for which you want to run the report.

**From/To Account** Enter the account range for which you want to run the report.

**From/To Asset Number** Enter the asset number range for which you want to run the report.

**Note:** Oracle Assets sorts asset numbers alphanumerically. Since an asset number can include characters and numbers, the report selects assets based on how the asset numbers compare alphanumerically, not numerically, to the range you selected. For example, this type of comparison places the asset number 100 between 1 and 5.

The lowest and highest values in a range depend on your operating system. The lowest value is either the character A or the number 0. If the lowest value is character A, then the highest value is the number 9. If the lowest value is the number 0, then the highest value is the character Z. You must determine which combination is correct for your computer system.

**From/To Cost Center** Enter the cost center range for which you want to run the report.

**From/To Date Placed In Service** Enter the date placed in service range for which you want to run the report.

**From/To Period** Enter the period range for which you want to run the report. For accounting reports, you must have run depreciation for this period.

**Period** Enter the period for which you want to run this report. For accounting reports, you must have run depreciation for the period.

## See Also

Running Standard Reports and Listings: page 11 – 2

---

## Common Report Headings

The following are report headings common to many Oracle Assets reports:

**Basis Reduction Amount:** ITC Basis X Basis Reduction Rate

**Comments:** Some Mass Additions reports print the comments you entered in the Prepare Mass Additions window.

**Company:** The balancing segment to which you assigned these assets. Assets that you share among different companies are included in several lines of the report.

**Cost:** The current cost of the asset.

**Cost Retired:** Total cost retired.

**Date Retired:** The date the retirement actually occurred, not the date you entered the transaction into Oracle Assets.

**Depreciation Amount:** The depreciation taken for the period you selected.

**Depreciation Reserve:** The total depreciation calculated for the asset (as of the accounting period you selected, if you entered a Period as a parameter for this report). Also known as accumulated depreciation.

**Expense Account:** The depreciation expense account number of the asset.

**Fiscal Year:** The fiscal year you placed the asset in service, if you placed the asset in service during the fiscal year you requested. For assets placed in service in years prior to the fiscal year you selected, the Form and Adjusted Form 4562 reports print "Previous".

**From/To Date:** The date range effective.

**Gain/Loss:** The gain or loss realized upon retirement. Oracle Assets prorates the gain or loss according to the number of units disposed from the cost center, location, and employee.

**Invoice Number:** The invoice number your accounts payable department used to pay for the asset. If you created this asset from Oracle Payables using Mass Additions, Oracle Assets prints the invoice number.

**ITC Basis:** The lesser of the current cost or the applicable ITC ceiling for the asset.

**ITC Amount:** ITC Basis X ITC Rate

**Life: Years and Months:** The life in years and months (for assets using life-based methods). For assets using flat-rate depreciation methods, the report prints the adjusted rate plus the bonus rate as a percentage.

**Mass Transaction Number:** Unique reference number of the revaluation definition.

**Net Book Value Retired:** The asset's net book value at retirement.

**Net Book Value = Recoverable Cost – Accumulated Depreciation**

**Original Cost:** Fraction of the cost assigned to this balancing segment when you added, mass copied, or capitalized the asset. Includes any adjustments before you depreciated the asset for the first time.

**Owner:** Name of the employee who is responsible for the asset.

**Payables Batch Name:** Invoice batch name that originated the mass addition.

**Period Name:** The period to which the depreciation expense or production amount applies.

**Period Number:** The number of the period. All periods within a calendar are numbered sequentially. The first period of the fiscal year is number 1.

**Proceeds of Sale:** Amount for which you sold the asset.

**Transaction Number:** The reference number that uniquely identifies this transaction.

**Vendor Name:** The name of the vendor whose invoice originated the asset or mass addition

---

## Budget Reports

Use the budget reports to review your capital budgets.

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### Budget Report

Use this report to review the annual capital budget by category for each of your cost centers. The report is sorted by company, cost center, and category. It prints totals for each category, cost center, and company.

You must enter a budget Book when you request this report.

### Selected Headings

**Cost:** The budget amount assigned for the period.

### See Also

Budget–To–Actual Report: page 11 – 23

Capital Spending Report: page 11 – 24

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

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### Budget–To–Actual Report

This report shows the difference between your budgeted purchases and actual asset purchases. It also separately lists categories to which you have added assets during the period, but for which you have not allocated a budget amount.

The report is sorted by addition type, company, and cost center. It prints totals for each cost center, company, and addition type.

You must enter a Budget Book and Corporate Period when you request this report.

## Selected Headings

**Type:** *Budgeted*, for additions to cost centers and categories with budget amounts, or *Non-Budgeted*, for additions without budget amounts.

**Period/Quarter/Year-To-Date Budget:** The budget amount for additions in this major category for the period, quarter, and year, if any.

**Period/Quarter/Year-To-Date Actual:** The total current cost of the assets you purchased in this major category placed in service for the period, quarter, and year.

**Period/Quarter/Year-To-Date Variance (%):** The percentage difference between your purchases and your budget for this period, quarter, and year, if you entered budget amounts. A negative number indicates that your purchases are more than your budget.

## See Also

Budget Report: page 11 – 23

Capital Spending Report: page 11 – 24

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## Capital Spending Report

This report compares the cost of your additions before the date you specify with the cost for the whole fiscal year. For actual additions, the report lists the original cost of assets placed in service during the whole fiscal year thus far, and compares it to the cost of assets placed in service before the date you specify. For budgeted additions, the report lists the cost of budget amounts for the whole fiscal year, and compares it to the budget amounts for periods that end before the date you specify. Notice that since the report compares the asset cost when you originally add an asset, it does not reflect any adjustments entered after the period you added the asset.



**Attention:** To list budgeted additions for each depreciation method, you must enter budget information for the full category flexfield combination. If you only enter major category budget information or do not enter any budget information, you can run this report without comparing a budget book.

The report also shows what percentage of your budgeted amount the actual additions for the fiscal year represent. The report sorts by and prints totals for each depreciation method and balancing segment.

For the United States, you can use this report to determine the percentage of asset cost added in the final quarter of your fiscal year. For the Mid-Quarter Convention Rule, if that percentage is greater than 40% of the total asset cost added in that year, all assets must use the mid-quarter convention. Use the Mass Changes window to change the prorate convention of the assets if necessary.

You must enter a Budget Book, Tax Book and Cut-Off Date when you request this report. Enter a date range start date as the cut-off date to compare the cost of assets added before this date to the cost of all additions for the fiscal year. Enter the last day in the third quarter as the cut-off date to determine the percentage of asset cost added in your final quarter.

## Selected Headings

**Depreciation Method:** The tax book depreciation method.

**Actual Additions: Cost:** The original cost of the assets added in the whole fiscal year.

**Actual Additions Before Date Range: Cost:** The original cost of the assets added in the fiscal year before the date you requested.

**Actual Additions Before Date Range: Percent of Actual:** The original cost of assets placed in service before the date you specified as a percentage of the cost for the whole fiscal year.

**Budgeted Additions: Cost:** The budgeted additions for the whole fiscal year.

**Budgeted Additions Before Date Range: Cost:** The cost of budgeted additions in the fiscal year before the date you requested.

**Budgeted Additions Before Date Range: Percent of Budget:** The cost of budget assets placed in service during the date range as a percentage of the cost budgeted for the fiscal year.

**Additions to Budget (%):** The percentage of actual additions for the fiscal year compared to the total budgeted additions.

## See Also

Capital Budgeting: page 8 – 2

Changing Financial and Depreciation Information (Mass Changes):  
page 3 – 7

Budget Report: page 11 – 23

Budget-To-Actual Report: page 11 – 23

Common Report Headings: page 11 – 21

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## CIP Reports

Use the CIP reports to view your CIP assets. To review CIP account information, see CIP Detail and Summary Reports: page 11 – 54.

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### Capitalizations Report

This report shows the CIP assets that you capitalized during a range of accounting periods

The Cost column on this report matches the Capitalizations column on the CIP Detail and CIP Cost Balance Report.

You must enter a Book and From/To Period range when you request this report.

**Note:** This report is a standard variable format report See: Variable Format Reports: page 11 – 3.

---

### CIP Assets Report

This report shows all the invoice line items and manually entered source line items for your CIP assets. Use this report to review your CIP assets at the end of each accounting period.

The report is sorted by balancing segment, CIP cost account, cost center, and asset number. For assets with multiple invoice lines, the report sorts by supplier number, invoice number, and invoice line number. The report prints totals for each asset if the asset has multiple source lines, and for each cost center, account, and balancing segment as well.

This report provides supporting detail for the CIP Detail Report.

You must enter a Book and Period when you request this report.

### Selected Headings

**Cost:** The Cost column on this report matches the Ending Balance column on the CIP Detail Report.

## See Also

CIP Capitalization Report: page 11 – 28

CIP Summary and Detail Reports: page 11 – 54

Common Report Parameters: page 11 – 19

---

## CIP Capitalization Report

This report shows the CIP assets that you capitalized during a range of accounting periods. The report is sorted by balancing segment, CIP cost account, cost center, and asset cost account. It prints totals for asset cost account, cost center, CIP cost account, and balancing segment.

The Cost column on this report matches the Capitalizations column on the CIP Detail Report.

You must enter a Book and From/To Period range when you request this report.

## Selected Headings

**Date Placed in Service:** The date you capitalized the CIP asset. Oracle Assets calculates depreciation using this date and the prorate convention.

**Reverse Capitalization:** An asterisk (\*) denotes a reverse capitalized asset.

## See Also

CIP Assets Report: page 11 – 27

CIP Summary and Detail Reports: page 11 – 54

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

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## Asset Listings

Use the asset listings to review assets and asset information. For example, you can review all the assets in an asset category, or all the leased assets you have entered for a book.

---

## Fixed Assets Book Report

This report allows you to print asset information, cost information, and depreciation information, as of a specified period, for a specified asset book, balancing segment, asset account, cost center, and asset type. Use this information to prepare corporate tax returns.

You can also report by minor category.

You must enter a book and period when you request this report. You can optionally enter the balancing segment, account, cost center, category information, and property type.

**Note:** This report is a standard variable format report. See: Variable Format Reports: page 11 – 3

## Selected Headings

**Units:** The number of units.

**Depreciation Method:** The depreciation method used for the asset.

**Date of Acquisition:** The date the asset was acquired.

**NBV at Beginning of Fiscal Year:** The net book value of the asset as of the beginning of the fiscal year.

**YTD Depreciation:** The year to date depreciation for the asset as of the month for which the report was run.

---

## Asset Description Listing

Use this listing to review the descriptions assigned to your assets. This helps you standardize your asset descriptions by helping you ensure that similar assets have similar descriptions.

---

## Asset Inventory Report

Use this report to ensure an accurate asset inventory. You can send it to each of your managers periodically to show them the assets under their control. Your managers can use the report as a turnaround document to inform your fixed asset manager of additions, transfers, retirements, and other changes. You can have your managers sign the report to provide you and your auditors with confirmation that your asset inventory is accurate.

The report is sorted by, and prints totals for the balancing segment, cost center, owner, and location.

You must enter a Book when you request this report. Optionally enter a From/To Cost Center range and a From/To Date Placed In Service range to limit the report output.

## Selected Headings

**Initials:** Space for your cost center managers to approve the report.

**Net Book Value:** The net book value of the asset as of the last time you ran depreciation.

**New:** "New" appears if you added this asset within the range of dates you selected.

**<Flag>:**

- **E:** Expensed item
- **C:** Construction-in-process asset

---

## Asset Listing by Period

This report lists assets according to status. Use this report to track assets for a specific period for internal management purposes and tax reporting purposes. You can list assets and cost information (and where applicable, depreciation information) for these assets, as of a specified period for a specified asset book, balancing segment, and cost center.

You can also report by minor category.

You must enter a book and period when you request this report. You can optionally enter the balancing segment, account, cost center,

category information, property type, net book value, and whether to list only assets that are fully reserved.

**Note:** This report is a standard variable format report See: Variable Format Reports: page 11 – 3.

## Selected Headings

**Depreciation Reserve:** The year to date depreciation for the asset as of the month for which the report was run.

**NBV at Period End:** The net book value of the asset as of the period for which the report was run.

---

## Asset Register Report

Use this report to get a snapshot of any asset. The report shows a line with asset information for the corporate book you specify and for each associated tax book. It provides information that is current as of the day you request the report. It does not provide historical information. The report is sorted by asset number.

You must enter a Book and From/To Asset Number range when you request this report.

## Selected Headings

**Parent Asset Number/Description:** Parent asset information appears if this asset is a subcomponent of another asset.

**Property Class:** 1245 (personal) or 1250 (real)

**Purchase Order Number:** The purchase order number that your purchasing department used to approve the purchase of this asset.

**Prorate Date:** The date the depreciation program uses to determine how much depreciation to take during the first and last years of the asset's life.

**Months of Depreciation in First Year:** The number of months of depreciation allowed for the asset in its first year of life according to the prorate convention.

**Depreciate:** Indicates whether you enabled the Depreciate flag in the Books window.

**Depreciate When Placed In Service:** Yes if Oracle Assets begins depreciating the asset on the date you placed the asset in service, or No if it begins depreciating on the prorate date. This is determined by the prorate convention.

**Adjusted Rate (%):** The adjusted rate (for assets using flat-rate methods). The basic rate and the adjusting rate determine the adjusted rate. The adjusted rate is used to calculate annual depreciation expense for flat-rate methods.

$$\text{Adjusted Rate} = \text{Basic Rate} \times (1 + \text{Adjusting Rate})$$

**Depreciate in Last Year:** Indicates whether the asset depreciates in the year you retire it. This is determined by the depreciation method.

**Period Reserved:** The depreciation period in which the asset became fully reserved.

**Period Retired:** The depreciation period in which the asset was fully retired.

**Revaluation Reserve:** The change in net book value that occurred due to revaluing the depreciation reserve. If you do not revalue depreciation reserve, Oracle Assets prints the depreciation reserve when you revalued the asset.

**Ceiling Name/Ceiling Type:** The name and type (depreciation cost, depreciation expense, or investment tax credit) of ceiling that you entered for the asset.

**Rate Adjustment Factor:** The depreciation rate adjustment factor resulting from any amortized adjustments or revaluations. The depreciation program uses this number to calculate depreciation for assets with amortized adjustments or revaluations.

**Cost:** It reflects any cost adjustments and revaluations.

**Recoverable Cost:** The portion of the current cost which may be depreciated. The recoverable cost is defined as:

$$\text{Recoverable Cost} = \text{Current Cost} - \text{Salvage Value} - \text{ITC Basis Reduction Amount}$$

**Depreciable Basis:** The depreciable basis that the depreciation program uses to calculate depreciation. The depreciable basis updates when you adjust financial information, revalue the asset, or enter retirements. It is also updated for assets in your tax book when you assign investment tax credits.

**Net Book Value:** The recoverable cost less the depreciation reserve.

**Year-To-Date Depreciation:** The fiscal year-to-date depreciation calculated through the last depreciation period.

## See Also

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

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## Asset Tag Listing

Use this listing to review the tag numbers assigned to your assets.

---

## Assets by Category Report

Use the Assets by Category Report to find and review all the assets in an asset category. The assets are sorted by balancing segment and category in this report. The report prints the total cost for each category and balancing segment.

You must enter a Book when you request this report. If you do not enter an Asset Category, all categories appear on this report.

**Note:** This report does not display fully retired assets.

---

## Assets Not Assigned To Any Books Listing and Assets Not Assigned To Any Cost Centers Listing

If you want to calculate depreciation for assets, you must add them to a depreciation book using the Books window, and assign them to the appropriate depreciation expense accounts using the Assignments window.

Use the Assets Not Assigned To Any **Books** Listing to find assets that you have not assigned to any depreciation books. The listing is sorted by asset number.

Use the Assets Not Assigned To Any **Cost Centers** Listing to find assets that you did not assign to any cost centers. The listing is sorted by book and asset number.

## See Also

Entering Financial Information: page 2 – 23

Assigning an Asset: page 2 – 25

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## Diminishing Value Report

This report shows all assets using a diminishing value depreciation method, a flat-rate method that uses the net book value as the calculation basis. This report is sorted by balancing segment, asset account, and asset number. It prints totals for each asset account and balancing segment.

You must enter a Book and Period when you request this report.

## Selected Headings

**Rate (%):** The adjusted rate you assigned to your asset as a percentage.

**Cost:** The asset cost, or zero if you retired the asset during the fiscal year; the asset appears on this report until the end of the fiscal year.

**Previous Years Depreciation:** The cumulative depreciation for the asset for all prior fiscal years, or zero if you added the asset during this fiscal year.

**Opening Net Book Value:** The net book value at the beginning of the current fiscal year, or zero if you added the asset during the fiscal year. The net book value updates if you perform an amortized adjustment or revaluation.

**Year-To-Date Depreciation:** As of the accounting period you select.

**Closing Net Book Value:** The net book value at the end of the current fiscal year, or zero if you retired the asset during the fiscal year; the asset appears on this report until the end of the fiscal year.

## See Also

Defining Additional (Flat-Rate) Depreciation Methods: page 9 – 71

Common Report Parameters: page 11 – 19

---

## Expensed Property Report

Use this report to find all your expensed assets. When you added these assets to Oracle Assets, you classified the assets under non-capitalized asset categories. The report is sorted by balancing segment, asset category, and asset number. It prints the current total cost for each category and balancing segment.

You must enter a Book when you request this report.

---

## Fully Reserved Assets Report

Use this report to find the assets that became fully depreciated in a range of accounting periods. The report is sorted by period, balancing segment, asset account, and asset number. It prints totals for each asset account, balancing segment, and period.

The report prints a line for each of the periods the asset is fully reserved which fall in the period range you requested. If you adjust a fully reserved asset, the report only shows the asset in the period you adjusted it if it again becomes fully reserved. If you run the report for a range of periods an asset may appear more than once on the report.

You must enter a Book and From/To Period range when you request this report.

## Selected Headings

**Depreciation Amount:** The depreciation taken in the period the asset became fully reserved.

**Year-To-Date Depreciation:** The depreciation taken during the current fiscal year.

## See Also

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

---

## Leased Assets Report

Use this report to find all your leased assets. This report is sorted by balancing segment, asset category, and lease number. It prints totals for each category and balancing segment.

You must enter a Book when you request this report.

## See Also

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

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## Non-Depreciating Property Report

Use this report to locate property that is not depreciating. For these assets, you unchecked the Depreciate check box in the Books window. The report is sorted by, and prints the total cost for each balancing segment, asset type, and asset category.

You must enter a Book when you request this report.

## See Also

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

---

## Parent Asset Report

Use the Parent Asset Report to review the parent–subcomponent relationships among your assets. You associate a parent with a subcomponent in the Asset Details window by entering a parent asset number for the subcomponent asset. Oracle Assets sorts the report by parent asset number.

You must enter a Book and From/To Asset Number range when you request this report.

### See Also

Adding an Asset Specifying Details (Detail Additions): page 2 – 21

Common Report Parameters: page 11 – 19

---

## Physical Inventory Comparison Report

Use the Physical Inventory Comparison Report to display the results of the Physical Inventory Comparison. The report shows discrepancies between the physical inventory data and the Oracle Assets production data, highlighting differences in the location and the number of units. The information in this report is the same as the information you receive when you choose Submit in the Physical Inventory Comparison window. You can run this report for the entire physical inventory, or specify only certain locations or categories.

**Note:** This report is a standard variable format report. See: Variable Format Reports: page 11 – 3.

### Selected Headings

**Inventory Name:** The name of the physical inventory from which you ran this report.

**Status:** Indicates the status of the asset after the comparison. If the asset has a status of NEW, it indicates the asset has not been compared.

**Unit Adjustment:** Indicates whether you need to adjust the number of units listed for the asset. If there is no value in this field, the entry has not been compared.

**Location Adjustment:** Indicates whether you need to change the location of the asset. If the value is NULL, the entry has not been compared.

## See Also

Physical Inventory: page 3 – 24

---

## Physical Inventory Missing Assets Report

This report lists all the assets in your Oracle Assets production system that have not been accounted for during physical inventory. Assets are listed on this report when all of the following conditions are true:

- The asset is listed in your production system, but could not be found during the physical inventory process.
- The In Physical Inventory check box is checked.
- The date the asset was placed in service is before the start of the physical inventory.

You must enter the name of the physical inventory for which you want to run this report.

**Note:** This report is a standard variable format report See: Variable Format Reports: page 11 – 3.

## Selected Headings

**Inventory Name:** The name of the physical inventory from which you ran this report.

## See Also

Physical Inventory: page 3 – 24

---

## Maintenance Reports

Use the maintenance reports to view maintenance schedules, warranty, cost, and supplier information for groups of assets.

---

### Asset Maintenance Report

Use this listing to view assets' maintenance schedules, warranty information, and cost and supplier information.

You must enter a book when you request this report. Optional parameters you can enter are the event name, maintenance date ranges, asset number ranges, date-placed-in-service ranges, and asset category.

### Selected Headings

**Event:** The name of the maintenance event, for example, Service or Inspection.

**Cost:** The cost of the maintenance event.

**Maintenance Date:** The date the maintenance event took place.

**Supplier:** The name of the supplier who performs the maintenance event.

**Warranty Number:** The unique warranty number assigned to the warranty when it was defined in Oracle Assets.

**Maintenance Contact:** The name of the person responsible for the maintenance task.

---

## Setup Data Listings

Use the setup data listings to view your Oracle Assets setup information. For example, you can review all the asset categories or prorate conventions you have set up.

---

### Asset Category Listing

Use this listing to review all your asset categories. This report prints the following default information for each category:

- Asset, reserve, and expense accounts
- Depreciation method and life (or adjusted rate plus the bonus rate for flat-rate methods)
- Prorate convention
- Price index name, if any

You must enter a Book when you request this report.

### Selected Headings

**Use Ceilings:** Yes if you use depreciation ceilings or investment tax credit ceilings for the asset category.

### See Also

Setting Up Asset Categories: page 9 – 93

---

### Bonus Depreciation Rule Listing

Use this listing to review the bonus rules you have set up. Bonus rules specify additional depreciation to take in the early years of an asset's life.

## Selected Headings

**From/To Year:** The fiscal year range during which the bonus rule is effective.

**Bonus Rate:** The rate allowed for an asset. For example, if you are using a flat-rate depreciation method of 20%, and you allow a 10% bonus rate for 1994 to 1995 and a bonus rate of 15% for 1996, Oracle Assets calculates your depreciation expense as 30% of the cost for 1994 and 1995, and 25% for 1996.

## See Also

Defining Bonus Depreciation Rules: page 9 – 79

---

## Calendar Listing

Use this listing to review your calendar periods by fiscal year. You must enter a Fiscal Year Name and Fiscal Year when you request this report.

## See Also

Specifying Dates for Calendar Periods: page 9 – 58

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

---

## Ceiling Listing

Use this listing to review the depreciation expense, cost, and investment tax credit ceilings you have set up, sorted by ceiling type.

## Selected Headings

**Ceiling Type:** Depreciation Expense, Depreciation Cost, or Investment Tax Credit

**Start/End Date:** The date range the ceiling is effective.

**Year of Life:** For depreciation expense ceilings, Oracle Assets prints the year of the asset's life to which the ceiling applies.

**Ceiling Amount:** The ceiling amount allowed for an asset.

## See Also

Setting Up Depreciation Ceilings: page 9 – 80

---

## Database Index Listing

Use the Database Index Listing to examine indexes for each Oracle Assets table, sorted by table name and index name. The listing includes all predefined indexes and any new indexes you create.

## Selected Headings

**Created:** The date the index was created.

**Modified:** The date the index was last modified.

**Unique:** Yes if the column is unique within the table, or No otherwise.

**Column Name:** The columns associated with the index.

---

## Depreciation Rate Listing

Use this listing to review the rates for your life-based depreciation methods. This listing only includes depreciation methods which have 12 prorate periods. Notice that, for methods that use a calculation basis of Cost, the sum of each column must equal one. The listing is sorted by depreciation method and prints the total for each period.

You must enter the short name of the depreciation Method Code and the Life in months for which you want to run the report.

## Selected Headings

**Straight-Line Method:** Yes if this is a straight-line depreciation method.

**Depreciate in Year Retired:** Yes if it calculates depreciation in the year you retire an asset that uses this depreciation method.

**Year:** The year of life for which the depreciation rate applies.

**Month Placed in Service:** The annual depreciation rate that applies to the prorate period.

## See Also

Defining Additional Depreciation Methods: page 9 – 71

---

## Insurance Data Report

Use the Insurance Data Report to review insurance details for assets and to verify that the assignments for insurance records are correct. The Insurance Data Report prints all insurance details for the selected assets.

## Selected Headings

**Insurance Company:** The name of the insurance company.

**Policy Number:** The insurance policy number.

**Calculation Method:** The calculation method for this asset's insurance valuation.

**Insurance Base Value:** The base value of the asset.

## See Also

Overview of Asset Insurance: page 9 – 114

Calculating Asset Insurance: page 9 – 121

---

## Insurance Value Detail Report

Use the Insurance Value report to review calculations of insurance coverage for selected assets. The Insurance Value report prints all insurance amounts for the selected assets and displays totals at Balancing Segment level, Insurance Calculation Method level, Insurance Company level, and Insurance Policy Number level. The insurance coverage calculation indicates the differences between insured amounts and current insurance values.

### Selected Headings

**Policy Number:** The insurance policy number.

**Date Last Indexed:** The last indexation date for the asset within the reported year.

**Insurance Base Value:** The base value of the asset.

**Insurance Value:** The current calculated insurance value.

**Insurance Amount:** The current insured amount.

**Coverage:** The value of the current insurance coverage (insured amount less current insurance value).

### See Also

Overview of Asset Insurance: page 9 – 114

Calculating Asset Insurance: page 9 – 121

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## ITC Rates Listing

Use this listing to review the Investment Tax Credit (ITC) rates and ITC recapture rates you have set up. The listing is sorted by tax year and life.

### Selected Headings

**Tax Year:** The tax year when the ITC rate becomes effective.

**ITC Rate:** The ITC rate that is valid for the asset life and tax year.

**Basis Reduction (%):** The basis reduction rate for the ITC rate. Oracle Assets reduces the recoverable cost of your asset by this rate.

**Year of Retirement:** The year of asset life for which the recapture rate applies. If you retire the asset in this year of life, Oracle Assets recaptures ITC using this recapture rate.

**Recapture Rate:** The recapture rate for the year of life that you retire an asset. Oracle Assets uses this rate to determine the amount of investment tax credit to recapture when you retire an asset.

## See Also

Defining Investment Tax Credit Rates: page 9 – 81

Common Report Headings: page 11 – 21

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## Price Index Listing

Use this listing to review the price indexes you have set up. The Revalued Asset Retirement Report uses your price indexes to determine the revalued asset cost, which is used to calculate gains and losses for your retired assets.

## Selected Headings

**From/To Date:** The date range the index value is effective.

**Index Value (%):** The index value that applies to the date range as a percentage.

## See Also

Defining Price Indexes: page 9 – 92

Revalued Asset Retirements Report: page 11 – 76

---

## Prorate Convention Listing

Use this listing to review the prorate and retirement conventions you have set up. You must enter the Fiscal Year Name and Fiscal Year when you request this report.

### Selected Headings

**Depreciate When Acquired:** Yes if assets begin depreciating in the accounting period you place them in service under this convention. No if assets begin depreciating in the accounting period that corresponds to the prorate date instead.

**From/To Date:** The date placed in service range for which this prorate date applies.

**Prorate Date:** The date the depreciation program uses to determine how much depreciation to take in the first and last year of an asset's life.

### See Also

Specifying Dates for Prorate Conventions: page 9 – 83

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

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## Depreciation Reports

Use the depreciation reports to review depreciation information for your assets.

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### Depreciation Projection Report

Use this report to review projected depreciation expense for your assets for each book you request. The report is sorted by, and prints the total depreciation for each balancing segment, cost center, and expense account. You can request report detail at the Cost Center and/or Asset level.

Use the Depreciation Projections window to submit this report.

### See Also

Projecting Depreciation Expense: page 5 – 35

Common Report Headings: page 11 – 21

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### Hypothetical What-if Report

Use the Hypothetical What-if Report to display and analyze the results of hypothetical what-if depreciation analysis. This report contains depreciation projection data based on depreciation parameters for hypothetical assets.

You must enter a category, date in service, and cost when you submit this report. You can optionally enter an accumulated depreciation amount.

**Note:** You must submit this report using the What-If Analysis window. You cannot submit this report using the Submit Request window.

## See Also

Forecasting Depreciation: page 5 – 37

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## Hypothetical What-if Report (Variable Format)

Use the Hypothetical What-if Report to display and analyze the results of hypothetical what-if depreciation analysis. This report contains depreciation projection data based on depreciation parameters for hypothetical assets.

You must enter a category, date in service, and cost when you submit this report. You can optionally enter an accumulated depreciation amount.

**Note:** This report is a standard variable format report. See: Variable Format Reports: page 11 – 3.

## See Also

Forecasting Depreciation: page 5 – 37

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## Unplanned Depreciation Report

Use the Unplanned Depreciation report to print details of the unplanned depreciation you enter in the Unplanned Depreciation Entry window. This report lists all unplanned depreciation entries for a specific depreciation book, unplanned depreciation type, and depreciation period.



**Attention:** You must manually adjust the life of the asset before you run the final depreciation formula for the current period. If you do not, the asset depreciates at the original amount. The formula for calculating the new life is printed at the end of the report.

If the resulting new life is the same as the original life, you still must change the life of the asset to calculate the expected future depreciation amount. Change the asset life to any other life, save the change, and requery the asset to change the life back to the original life. If you do

not make a change to the asset life, the depreciation amount is the same as before you entered unplanned depreciation.

You must enter the depreciation book name. You can optionally enter the unplanned depreciation type, and period start and end dates.

## Selected Headings

**Period Effective:** The current depreciation period for the asset.

**Unplanned Depreciation Type:** The type of unplanned depreciation as specified in the Unplanned Depreciation Entry window. This column is left blank for unplanned depreciation entered before the asset begins to depreciate.

**Unplanned Depreciation Amount:** The amount by which the asset is depreciated. If the unplanned depreciation is entered after the asset begins to depreciate, this amount is followed by DR or CR to indicate positive or negative depreciation.

**Unplanned Depreciation Expense Account:** The Accounting Flexfield to which the unplanned depreciation is assigned. This column is left blank for unplanned depreciation entered before the asset begins to depreciate.

---

## What-if Depreciation Report

Use the What-if Depreciation Report to display and analyze the results of what-if depreciation analysis. This report contains depreciation data based on depreciation parameters you entered for analysis purposes. The report also lists depreciation projections for your current depreciation parameters so that you can use the report to compare your current depreciation projections with the what-if depreciation projections.

You must enter a book, start period, and number of periods when you submit this report.

**Note:** You must submit this report using the What-If Analysis window. You cannot submit this report using the Submit Request window.

## Selected Headings

**Current Convention:** The prorated convention currently set up in your production system for this asset.

**Current Cost:** The cost of the asset.

**Current Method:** The method currently set up in your production system for this asset.

**Current Salvage Value:** The salvage value currently set up in your production system for this asset.

**New Depreciation:** The hypothetical depreciation for this asset based on what-if parameters.

## See Also

Forecasting Depreciation: page 5 – 37

---

## What-if Depreciation Report (Variable Format)

Use the What-if Depreciation Report to display and analyze the results of what-if depreciation analysis. This report contains depreciation data based on depreciation parameters you entered for analysis purposes. The report also lists depreciation projections for your current depreciation parameters so that you can use the report to compare your current depreciation projections with the what-if depreciation projections.

You must enter a book, start period, and number of periods when you submit this report.

**Note:** This report is a standard variable format report. See: Variable Format Reports: page 11 – 3.

## See Also

Forecasting Depreciation: page 5 – 37

---

## Accounting Reports

Use the accounting reports to review accounting information for your assets, and to reconcile to the general ledger. Refer to the following additional accounting reports for more information:

Asset Reclassification Reconciliation Report: page 11 – 104

Asset Retirements By Cost Center Report: page 11 – 106

Asset Transfer Reconciliation Report: page 11 – 100

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## Account Reconciliation Reserve Ledger Report

Use this report to review how much depreciation Oracle Assets charged to a depreciation reserve account in an accounting period. The report is sorted by, and prints totals for each balancing segment, asset account, reserve account, and cost center.

If you partially retire, reclassify, or transfer an asset, the report prints the asset's year-to-date depreciation as of the transaction date on a separate line and marks each line on the right side of the report. These lines show zero for cost and depreciation amount because Oracle Assets allocates depreciation expense only to the distribution lines which were active at the end of the report period.

You must enter a Book and Period when you request this report.

This report provides supporting detail for the Reserve Detail Report.

## Selected Headings

**Depreciation Amount:** This column matches the Depreciation Expense column on the Reserve Detail Report.

**Year-To-Date Depreciation:** The cost center fiscal year-to-date depreciation for the accounting period.

**Percent:** The percentage of the asset cost and depreciation allocated to the cost center.

**<Flag>:**

- **P:** partial retirement
- **F:** full retirement
- **N:** asset is not depreciating

- **T:** transfer, either to a new cost center, employee, or location

## See Also

Reconciling Reserve Accounts: page 11 – 14

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

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## Accumulated Depreciation Balance Report

Use the Accumulated Depreciation Balance Report to reconcile your reserve accounts to your general ledger.

You must enter a Book and From/To Period range when you request this report.

To reconcile with the general ledger, compare this report with the Account Analysis Report in General Ledger.

**Note:** This report is a standard variable format report See: Variable Format Reports: page 11 – 3.

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## Asset Cost Balance Report

Use the Asset Cost Balance Reports to reconcile your asset cost accounts to your general ledger.

You must enter a Book and From/To Period range when you request these reports.

**Note:** This report is a standard variable format report See: Variable Format Reports: page 11 – 3.

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## CIP Cost Balance Report

Use the CIP Cost Balance Reports to reconcile your CIP cost accounts to your general ledger.

You must enter a Book and From/To Period range when you request these reports.

**Note:** This report is a standard variable format report. See: Variable Format Reports: page 11 – 3.

---

## Cost and CIP Detail and Summary Reports

Use the **Cost Detail** and **Cost Summary** reports to reconcile your asset cost accounts to your general ledger. Use the **CIP Detail** and **CIP Summary** reports to reconcile your CIP cost accounts to your general ledger. To reconcile with Oracle General Ledger, compare the **Cost** or **CIP Summary** report with the Account Analysis Report.

The following reports provide supporting detail for both detail reports: Asset Additions Report, Cost Adjustments Report, Asset Retirements Report, Asset Reclassifications Reconciliation Report, and the Asset Transfer Reconciliation Report. In addition, the CIP Capitalization Report and the CIP Assets Report provide supporting detail for the CIP Detail Report. If you retired any CIP assets during the periods you requested, the Retirements column on the CIP Detail Report matches the Cost Retired column on the Asset Retirements Report.

The **detail** reports are sorted by balancing segment, asset or CIP cost account, cost center, and asset number, and print totals for each asset or CIP cost center, account, and balancing segment. Both **summary** reports are sorted by, and print totals for each balancing segment and asset or CIP account.

You must enter a Book and From/To Period range when you request these reports.

## Selected Headings

All four reports show the beginning balance, additions, adjustments, retirements, capitalizations, reclassifications, transfers, and ending balance for each asset or CIP account and cost center:

**Beginning Balance:** The asset or CIP cost account balance for each asset as of the beginning of the period range you requested. The sum of this column on the Detail Report matches the Beginning Balance column on the Summary Report for this account and cost center.

**Additions:** This column on the Cost Detail Report matches the Cost column on the Asset Additions Report for capitalized assets.

**Adjustments:** This column on the Detail Report matches the Net Change column on the Cost Adjustments Report.

**Retirements:** This column on the Detail Report matches the sum of the Cost Retired column on the Asset Retirements Report.

**Revaluation (Cost Detail and Summary Reports):** The net change to the asset account resulting from asset revaluations made during the period range you requested.

**Capitalizations (CIP Detail and Summary Reports):** The change to the CIP cost account resulting from CIP asset capitalizations made during the period range you requested. This column on the CIP Detail Report matches the sum of the Cost column on the CIP Capitalization Report.

**Reclassifications:** This column on the Detail Report matches the Cost column on the Asset Reclassification Reconciliation Report.

**Transfers:** The net change to the asset or CIP cost account resulting from interaccount transfers that move cost from one general ledger number to another. This column on the Detail Report matches the Cost column on the Asset Transfer Reconciliations Report.

**Ending Balance:** This column on the CIP Detail Report matches the Cost column on the CIP Assets Report. The sum of this column on the Detail Report matches the Ending Balance column on the Summary Report for this account.

**Out of Balance:** Oracle Assets compares an asset's actual ending balance with a calculated ending balance, and prints an asterisk (\*) in the column if they are different. If Oracle Assets finds any differences, your system is out of balance.

## See Also

CIP Assets Report: page 11 – 27

CIP Capitalization Report: page 11 – 28

Account Analysis with Payables Detail Report (*Oracle General Ledger User's Guide*)

Reconciling Asset Cost Accounts: page 11 – 10

Reconciling CIP Cost Accounts: page 11 – 12

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## Cost Clearing Reconciliation Report

This report shows all assets you created or adjusted during an accounting period for which Oracle Assets creates journal entries to asset clearing accounts. Use this report to reconcile your clearing accounts between your general ledger and Oracle Assets. The report is sorted by, and prints totals for each transaction type, balancing segment, clearing account, cost center, and asset number.

You must enter a Book and Period when you request this report.

### Selected Headings

#### Transaction Type:

- **(CIP) Additions** for (CIP) assets added during the accounting period
- **(CIP) Adjustments** for adjustments you made to (CIP) assets added before the accounting period

**Clearing Account:** The asset clearing account for your capitalized assets, or the CIP clearing account for your CIP assets.

**Cleared Cost:** The cleared cost of the asset for this cost center. This column is the amount posted to the cost center and clearing account. If asset costs are split among different cost centers, and if they clear to different clearing accounts, the asset may have lines on different pages of the report.

### See Also

Creating Journal Entries for the General Ledger: page 6 – 2

Tracking and Reconciling Mass Additions: page 11 – 17

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

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## Cost Clearing Reconciliation Report (Variable Format)

This report shows all assets you created or adjusted during an accounting period for which Oracle Assets creates journal entries to asset clearing accounts. Use this report to reconcile your clearing accounts between your general ledger and Oracle Assets.

You must enter a Book and Period when you request this report.

**Note:** This report is a standard variable format report. See: Variable Format Reports: page 11 – 3.

---

## Drill Down and Account Drill Down Reports

Use the drill down reports to reconcile journal entries to your general ledger and review activity for your general ledger accounts. Both reports print the total debits and credits for each line, batch, and account number. You can reconcile account activity with Oracle General Ledger using these reports and either the Unposted Journals Report or the Posted Journals Report.

The **Drill Down Report** lists all journal entry lines and gives detailed information on the asset transactions for a particular journal entry batch. It is sorted by journal entry batch name, journal entry category, account (from the lowest balancing segment value to the highest), journal entry line number, and asset number.

The **Account Drill Down Report** gives you detailed information on the asset transactions represented by a journal entry line. The report is sorted by account (from the lowest balancing segment value to the highest), journal entry batch name, journal entry category, journal entry line number, and asset number.

When you request either report, you must enter the Book and Period. If you enter a Batch Name, you must enter a journal entry Line number as well. You can enter the Account Number when you run the Account Drill Down Report, or leave it blank to print all accounts.

### Selected Headings

**JE Category:** The category name helps you identify the transaction associated with the journal.

## See Also

Creating Journal Entries for the General Ledger: page 6 – 2

Reconciling Journal Entries to General Ledger Accounts: page 11 – 8

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

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## Journal Entry Reserve Ledger Report

Use this report to find out how much depreciation expense Oracle Assets charged to a depreciation expense account for any accounting period. The report lists all active (not yet retired) capitalized assets, as well as any assets that you have retired in the period's fiscal year. The report is sorted by balancing segment, expense and reserve accounts, and cost center. It prints totals for each cost center, account, and balancing segment.

If you partially retire, reclassify, or transfer an asset, the report prints the asset's year-to-date depreciation as of the transaction date on a separate line, and marks the line on the right side of the report. These lines show zero for cost and depreciation amount because Oracle Assets allocates depreciation expense only to the distribution lines which were active at the end of the report period.

You can reconcile depreciation expense with your general ledger using this report and the Account Analysis Report in Oracle General Ledger.

You must enter a Book and Period when you request this report.

## Selected Headings

**Depreciation Amount:** This column matches the Debit or Credit column of the Account Analysis With Payables Detail Report in Oracle General Ledger.

**Year-To-Date Depreciation:** The cost center fiscal year-to-date depreciation for the accounting period you select.

**Percent:** The percentage of the asset cost and depreciation allocated to this general ledger account and cost center.

**<Flag>:**

- **P:** partial retirement
- **F:** full retirement
- **N:** asset is not depreciating
- **T:** transfer, either to a new cost center, employee, or location
- **R:** reclassification

## See Also

Account Analysis with Payables Detail Report (*Oracle General Ledger User's Guide*)

Reconciling Depreciation Expense Accounts: page 11 – 16

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

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## Production History Report

Use this report to review the production amounts for your units of production assets each period. The report sorts by unit of measure, asset number, and the production start date. It prints the total production for each unit of measure.

You must enter a Book and Period when you request this report.

## Selected Headings

**Production Start/End Date:** The date range for which the production amount applies.

**<Flag>:** The report prints an asterisk (\*) if the production has not been used to calculate depreciation. For example, if you enter production for future periods for depreciation projections, the report marks the future production with an asterisk (\*).

## See Also

Entering Production Amounts: page 5 – 34

Uploading Production to Oracle Assets: page 5 – 33

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

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## Reserve Detail and Summary Reports

Use the Reserve Detail and Summary reports to reconcile your reserve accounts to your general ledger. The **detail** report is sorted by balancing segment, depreciation reserve account, cost center, and asset number. It prints totals for cost center, account, and balancing segment. The **summary** report is sorted by, and prints totals for each balancing segment and depreciation reserve account.

The following reports provide supporting detail for the **detail** report: Asset Additions Report, Reserve Adjustments Report, Asset Retirements Report, Asset Reclassification Reconciliation Report, Account Reconciliation Reserve Ledger, and the Asset Transfers Report.

You must enter a Book and From/To Period range when you request these reports.

To reconcile with the general ledger, compare the **summary** report with the Account Analysis Report in General Ledger.

## Selected Headings

Both detail and summary reports show the beginning balance, transactions, and ending balance for each depreciation reserve account:

**Beginning Balance:** The sum of this column for the asset account on the detail report matches the Beginning Balance column on the summary report.

**Additions:** The change to the depreciation reserve account resulting from asset additions that you entered with a reserve during the period range you requested. This column on the detail report matches the Depreciation Reserve column of the Asset Additions Report. The sum

of this column for the asset account on the detail report matches the Additions column on the summary report.

**Depreciation:** The change to the depreciation reserve account resulting from depreciation expense calculated during the period range you requested. This column on the detail report matches the Depreciation Amount column of the Account Reconciliation Reserve Ledger. The sum of this column for the asset account on the detail report matches the Depreciation Expense column on the summary report.

**Adjustments:** The change to the depreciation reserve account resulting from tax reserve adjustments or revaluations performed during the period range you requested. These lines are marked on the right side of the report to distinguish tax adjustments from revaluations. For tax adjustments this column on the detail report matches the Reserve Adjustment column of the Reserve Adjustments Report. The sum of this column for the asset account on the detail report matches the Adjustments column on the summary report.

**Retirements:** This column on the detail report matches the difference between the Cost Retired and Net Book Value Retired columns of the Asset Retirements Report. The sum of this column for the asset account on the detail report matches the Retirements column on the summary report.

**Reclassifications:** This column on the detail report matches the Depreciation Reserve column of the Asset Reclassification Reconciliation Report. The sum of this column for the asset account on the detail report matches the Reclassifications column on the summary report.

**Transfers:** This column on the detail report matches the Depreciation Reserve column of the Asset Transfers Report. The sum of this column for the asset account on the detail report matches the Transfers column on the summary report.

**Ending Balance:** The sum of this column for the asset account on the detail report matches the Ending Balance column on the summary report.

**Out of Balance:** This report compares an asset's actual ending depreciation reserve balance with a calculated ending balance, and prints an asterisk (\*) in this column if they are different. If Oracle Assets finds any differences, your system is out of balance.

**<Flag>:**

- **R:** revaluation adjustment
- **T:** tax reserve adjustment

- **B:** both tax and revaluation adjustments have been made on this asset

## See Also

Account Analysis with Payables Detail Report (*Oracle General Ledger User's Guide*)

Reconciling Reserve Accounts: page 11 – 14

Common Report Parameters: page 11 – 19

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## Reserve Ledger Report

Use this report to find out how much depreciation expense Oracle Assets charged to a depreciation expense account for any accounting period. The report lists all active (not yet retired) capitalized assets, as well as any assets that you have retired in the period's fiscal year.

You must enter a Book and Period when you request this report.

**Note:** This report is a standard variable format report See: Variable Format Reports: page 11 – 3.

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## Revaluation Reserve Balance Report

Use the Revaluation Reserve Balance Report to reconcile your asset revaluation reserve accounts to your general ledger.

You must enter the Book and From/To Period range when you request this report.

**Note:** This report is a standard variable format report See: Variable Format Reports: page 11 – 3.

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## Revaluation Reserve Detail and Summary Reports

Use the Revaluation Reserve Detail and Summary reports to reconcile your asset revaluation reserve accounts to your general ledger. The

**detail** report prints totals for cost center, revaluation reserve account, and balancing segment. The **summary** report prints totals for revaluation reserve account and balancing segment. Both reports are sorted by balancing segment, revaluation reserve account, and cost center.

You must enter the Book and From/To Period range when you request this report.

## Selected Headings

Both detail and summary reports show the beginning balance, transactions, and ending balance for each revaluation reserve account:

**Beginning Balance:** This column in the summary report matches the total of the Beginning Balance column on the detail report for this account and balancing segment.

**Additions:** Change to the revaluation reserve account resulting from asset additions made during the period range you requested. This amount represents any revaluation reserve you entered when adding the asset.

**Amortization:** Change to the revaluation reserve account resulting from amortization of the revaluation reserve for this asset during the period range you requested.

**Revaluations:** Change to the revaluation reserve account due to revaluation of the asset during the period range you requested.

**Out of Balance:** Oracle Assets compares the asset's actual ending balance at the end of the period range you requested with a calculated ending balance and prints an asterisk (\*) in this column if they are different.

## See Also

Using Reports to Reconcile to the General Ledger: page 11 – 8

Common Report Parameters: page 11 – 19

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## Responsibility Reports

Use the responsibility reports to view depreciation expense, asset additions, and asset removals by balancing segment and cost center. Refer to the following additional responsibility reports for more information:

Asset Additions By Cost Center Report: page 11 – 87

Asset Additions Responsibility Report: page 11 – 88

Asset Disposals Responsibility Report: page 11 – 101

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## Responsibility Reserve Ledger Report

Use this report to find out how much depreciation expense Oracle Assets charged to a cost center in any depreciation period. The report is sorted by balancing segment, cost center, asset account, and asset number. It prints totals for each asset account, cost center, and balancing segment.

You must enter a Book and Period when you request this report. You can optionally enter a From/To Cost Center range to limit the output.

## Selected Headings

**Year–To–Date Depreciation:** The depreciation charged to the cost center during the current fiscal year as of the period you selected.

**Percent:** The percentage of the asset cost and depreciation allocated to the cost center and balancing segment.

**<Flag>:**

- **P** if you removed the asset through a partial retirement
- **F** if you removed the asset through a full retirement
- **N** if you do not depreciate the asset
- **T** if either you transferred the asset from the cost center, or you assigned a new employee or location to the asset

## See Also

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

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## Tax Reports

Use the tax reports to review tax accounting information for your assets.

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## Assets Update Report

Use this report to review the information that Oracle Assets compiled when you populated the ACE conversion table. You can also use it to review the information you have manually loaded into the ACE conversion table. If the Update Flag is Yes on this report, it prints the depreciation method, life, and prorate convention Oracle Assets will assign to your assets in the ACE book when you update the ACE book.

## Selected Headings

**Adjusted Cost:** The depreciable basis that the depreciation program uses to calculate depreciation. The depreciable basis is updated when you adjust financial information, revalue the asset, enter retirements, or assign investment tax credits.

**Rate Adjustment Factor:** The rate adjustment factor resulting from any amortized adjustments or revaluations. The depreciation program uses this number to calculate depreciation for assets with amortized adjustments or revaluations.

---

## ACE Depreciation Comparison Report

This report shows the difference in year-to-date depreciation between the federal, AMT, and ACE tax books through the period you specify. If an asset depreciates under an ACRS method, Oracle Assets lists the difference between the federal tax book and the ACE tax book as of the period you requested. If the asset depreciates under a MACRS method, the report lists the difference between the AMT tax book and the ACE tax book as of the period you requested.

The report compares year-to-date depreciation for the books through the End Period you select. You also must enter an ACE, Federal, and AMT Book to run this report.

The report is sorted by balancing segment, federal book depreciation method, category, and asset number. It prints totals for each category, depreciation method, and balancing segment.

## Selected Headings

**Use Book:** The book used to calculate the difference in year-to-date depreciation.

**Difference:** The difference in year-to-date depreciation between the ACE tax book and the book printed in the Use Book column.

---

## ACE Non-Depreciating Assets Exception Report

Use this report to review the assets that Oracle Assets cannot update according to the ACE rules because you do not depreciate the asset in the federal tax book.

---

## ACE Unrecognized Depreciation Method Code Exception Report

Use this report to review the assets that Oracle Assets cannot update according to ACE rules because the ACE program cannot recognize the asset's depreciation method code in the federal tax book. It cannot recognize methods that do not begin with ACRS or MACRS. This report only shows assets placed in service before the end of fiscal 1989.

## See Also

Updating an ACE Book with Accumulated Depreciation: page 7 – 27

Adjusted Current Earnings (ACE): page 7 – 24

About the ACE Interface: page 7 – 30

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## Form and Adjusted Form 4562 – Depreciation and Amortization Report

Use the **Form 4562 – Depreciation and Amortization Report** to review the depreciation taken for the fiscal year you specify.

Alternatively, use the **Adjusted Form 4562 – Depreciation and Amortization Report** to include the effects of any tax reserve adjustments you made for the fiscal year you specify.

Both reports are sorted by balancing segment, fiscal year added, depreciation method, asset category, and asset number. They print totals for each category, method, fiscal year added, and balancing segment.

To run a form 4562 report, you must enter a Book and Fiscal Year.

### Selected Headings

**Cost:** The fraction of the current cost assigned to this balancing segment.

### See Also

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

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## Form and Adjusted Form 4626 – AMT Detail and Summary Reports

Use the **Form 4626 – AMT Detail and Summary Reports** to review the difference in year-to-date depreciation between any tax book and an alternative minimum tax (AMT) book through the period you select.

You also can run the Form 4626 reports on a corporate book and a tax book to show the difference in depreciation between the two books if both books use the same depreciation calendar.

Use the **Adjusted Form 4626 – AMT Detail or Summary Reports** to see the effects of reserve adjustments of the period you select if you adjusted the accumulated depreciation for the fiscal year.

When you request these reports, the Federal Book and AMT Book you choose to compare must use the same depreciation calendar. You also

must enter the End Period for which you want to run the report. You can optionally enter an Asset Account range to limit output.

The **detail** reports are sorted by balancing segment, depreciation method, asset account, category, and asset number. They print totals for each category, asset account, method, and balancing segment.

The **summary** reports are sorted by balancing segment, depreciation method, asset account, and category. The reports show totals for each asset account, method, and balancing segment.

## Selected Headings

**Difference:** The difference between the year-to-date depreciation in your tax and AMT book as of the period you selected.

Difference = Tax Book Depreciation – AMT Book Depreciation

## See Also

Determine Adjusted Accumulated Depreciation: page 7 – 39

Adjusting Tax Book Accumulated Depreciation: page 7 – 50

Common Report Parameters: page 11 – 19

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## Form 4684 – Casualties and Thefts Report

This report shows asset retirements which have the retirement type you request, and whether you held this asset as a long or short term asset. For reinstated assets, the report shows one line for the retirement, and one for the reinstatement.

You must enter a Book and From/To Period range when you request this report. Do not enter a Retirement Type if you want the report to show all retirement types.

The report is sorted by balancing segment, term, asset category, and asset number. It prints totals for each asset term and balancing segment.

You define retirement types in the QuickCodes window, and then associate a retirement type with an asset retirement in the Retirements window.

## Selected Headings

### Asset Term:

- Long: for assets held more than one year
- Short: for assets held one year or less

**Cost:** The cost retired.

**<Flag>:** An asterisk (\*) indicates the asset has been reinstated.

## See Also

Entering QuickCodes: page 9 – 55

Retiring Assets: page 4 – 6

Common Report Parameters: page 11 – 19

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## Form 4797 Reports

When you request a 4797 report, you must enter the Book and From/To Period range.

## Gain From Disposition of 1245/1250 Property Reports

These reports calculate gain or loss amounts for sales of 1245 or 1250 property held longer than the capital gain threshold you entered for the book in the Book Controls form. Personal property is section 1245 or 1250 business property under United States tax law.

To use the 1245 or 1250 report, complete Part III of the United States federal tax form 4797 – Sales of Business Property and enter a capital gain threshold of one year. If you need different capital gains thresholds for different dates placed in service, such as the six month threshold for assets placed in service before January 1, 1988 in the

United States, set up your asset category for the different date placed in service ranges with different thresholds.

The reports only show assets that were sold, so assets without proceeds of sale do not appear. For items that were lost or stolen, run the Form 4684 – Casualties and Thefts Report.

The reports are sorted by balancing segment, into gains and losses, by asset account, and by asset number. The reports print totals for each asset account, for gains or losses, and for each balancing segment.

**Selected Headings of the 1245 Report:**

**Capital Gain:** The capital gain resulting from the sale of the asset as the amount by which the gain exceeds the depreciation reserve. Or zero if the gain does not exceed the depreciation reserve or if the sale results in a loss.

You can use this amount as your section 1231 gain for the form 4797.

**Ordinary Income:** The ordinary income resulting from the sale of the asset as the lesser of the gain amount or the depreciation reserve retired. Or zero if the sale results in a loss.

**Capital Loss:** The loss resulting from the sale as the loss amount. Or zero if the sale results in a gain.

**Selected Headings of the 1250 Report:**

**Gain Limitation:** The gain/loss amount, or zero if the sale results in a loss.

**Excess Depreciation:** For assets you held for more than a year, the excess depreciation is:

Revaluation Reserve Retired – STL Depreciation Amount

If you held the asset for less than one year, excess depreciation is the Depreciation Reserve Retired.

**Section 1231 Gain:** Gain Limitation – Ordinary Income + Recapture Gain

where:

Recapture Gain = (Reserve Retired – Excess Depreciation) x 20%

The report prints zero if the sale results in a loss.

**Ordinary Income:** The lesser of:

Gain Limitation + Recapture Gain

or:

Excess Depreciation + Recapture Gain

where:

Recapture Gain = (Reserve Retired – Excess Depreciation) x 20%

The report prints zero if the sale results in a loss.

**Section 1231 Loss:** The loss amount, or zero if the sale results in a gain.

## Ordinary Gains and Losses Report and Sales or Exchanges of Property Report

The **Ordinary Gains and Losses Report** calculates gain or loss amounts for sales of business property (both 1245 and 1250) held for **less time** than the capital gain threshold you entered for the book in the Book Controls form. The **Sales or Exchanges of Property Report** calculates amounts for sales held **longer** than the capital gain threshold you entered for the book in the Book Controls form.

Both reports are sorted by balancing segment (into gains and losses), by property class, asset account, and asset number. The reports print totals for each asset account, for each property class, for gains or losses, and for each balancing segment.

To use the Ordinary Gains and Losses Report, complete **Part II (Part I** for the Sales or Exchanges of Property Report) of the United States federal tax form 4797 – Sales of Business Property, enter a capital gain threshold of one year. If you need different capital gains thresholds for different dates placed in service, such as the six month threshold for assets placed in service before January 1, 1988 in the United States, you should set up your asset category for the different date placed in service ranges with different thresholds.

---

## Investment Tax Credit Report

This report shows the amount of investment tax credit (ITC) you can claim on the assets you add. The report is sorted by asset account and asset number. It prints totals for each asset account.

You must enter a tax Book when you request this report.

## Selected Headings

**Recoverable Cost:** Current Cost – Salvage Value – ITC Basis  
Reduction Amount

<**ITC Ceiling**>: An asterisk (\*) in this column indicates that the asset has an ITC ceiling. You can review the ceiling amount in the Ceilings form.

## See Also

Setting Up Depreciation Ceilings: page 9 – 80

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

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## Mass Depreciation Adjustment Preview and Review Reports

The Mass Depreciation Adjustment **Preview** Report shows you the effect the adjustment you specified will have on the year-to-date depreciation for assets in your adjusted tax book. You must submit this report to preview the effect of a mass depreciation adjustment before you can perform it. If you modify the adjustment definition, you must rerun the preview report before you perform the mass depreciation adjustment. You can only run this report if the current open period in your adjusted book is the first period of the fiscal year. Submit the Mass Depreciation Adjustment **Review** Report to review the effect of a mass depreciation adjustment after you run it.

Oracle Assets sorts the reports by, and prints totals for the reserve account.

To submit the Preview report, choose Preview from the Mass Depreciation Adjustment form for an adjustment definition with status New or Updated. To submit the Review Report, choose Review from the Mass Depreciation Adjustment form for an adjustment definition with status Completed.

## Selected Headings

**Old /New Year–To–Date Depreciation:** Oracle Assets prints the year–to–date depreciation amount prior to and after the depreciation adjustment.

**Depreciation Adjustment:** The amount by which the year–to–date depreciation will be adjusted.

## See Also

Determine Adjusted Accumulated Depreciation: page 7 – 39

Adjusting Tax Book Accumulated Depreciation: page 7 – 50

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## Property Tax Report

This report shows information for property tax forms. It lists the assets at a particular location as of the cut–off date you specify. The report is sorted by balancing segment, location, asset account, year acquired, and asset number. It prints the total cost for each year acquired, asset account, location, and balancing segment.

You must enter a Book and End Date Acquired. Optionally enter the State segment of the location flexfield to limit report output.

---

## Property Tax Report (Variable Format)

This report shows information for property tax forms. It lists the assets at a particular location as of the cut–off date you specify.

You must enter a Book and End Date Acquired. Optionally enter the State segment of the location flexfield to limit report output.

**Note:** This report is a standard variable format report. See: Variable Format Reports: page 11 – 3.

---

## Recoverable Cost Report

This report shows the recoverable cost for each asset in both the corporate book and a tax book for a specific accounting period. Use this report to calculate deferred depreciation. The report is sorted by balancing segment and asset number. The report prints totals for each balancing segment.

You must enter a Tax Book and Period when you request this report.

## Selected Headings

<Flag>: An asterisk (\*) indicates one of the following:

- The corporate recoverable cost does not equal the cost minus the salvage value
- The tax recoverable cost is not equal to the cost minus the salvage value minus the basis reduction amount

## See Also

Determining Deferred Income Tax Liability: page 7 – 18

Tax Credits: page 7 – 20

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## Reserve Adjustments Report

This report provides an audit trail of the adjustments you make to depreciation reserve. The report is sorted by, and prints the total reserve adjustment for each balancing segment, fiscal year, and reserve account.

You must enter a Book and From/To Period range when you request this report.

## See Also

Adjusting Tax Book Accumulated Depreciation: page 7 – 50

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

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## Retired Assets Without Property Classes Report and Retired Assets Without Retirement Types Report

The Retired Assets Without **Property Classes** Report shows retired assets without a 1245 or 1250 property class.

The Retired Assets Without **Retirement Types** Report shows retired assets to which you did not assign retirement types.

Both reports are sorted by balancing segment and asset account.

---

## Revalued Asset Retirements Report

This report shows asset retirements revalued according to a price index. Use this report to report gains and losses in accordance with Australian tax law. The report only selects assets placed in service after September 20, 1985. The report sorts your assets by balancing segment, asset account, and asset number and prints totals for each asset account and balancing segment.

If you want to actually revalue the cost of your assets in your books, use Mass Revaluation.

You must enter a Book and From/To Period range when you request this report.

## Selected Headings

**Actual Cost:** The retired cost of the asset before applying the price index. The actual cost does not include removal costs.

**Recoverable Cost:** The retired recoverable cost of the asset before applying the price index.

**Index Factor:** The index factor as the price index rate valid at the time of retirement divided by the index rate valid at the date placed in service.

In accordance with Australian tax law, if the ratio of price indexes is less than one, or if you held the asset for less than one year, the index factor defaults to one.

**Indexed Cost Base:** Indexed Cost Base = (Recoverable Cost X Index Factor) + Removal Cost

**Reduced Cost Base:** The greater of the proceeds of sale or reduced cost base:

Reduced Cost Base = Net Book Value + Removal Cost

However, the reduced cost base can never be greater than the actual cost plus the removal cost.

**Ordinary Income:** The lesser of depreciation reserve or ordinary income:

Ordinary Income = Proceeds of Sale – Removal Cost – Net Book Value  
where

Net Book Value = Recoverable Cost – Depreciation Reserve

Or zero if the sale results in a loss.

**Gain/Loss:** The greater of zero or the capital gain or loss:

Capital Gain/Loss = Proceeds of Sale – Indexed Cost Base

or, if the proceeds of sale are less than the reduced cost base:

Capital Gain/Loss = Proceeds of Sale – Reduced Cost Base

## See Also

Asset Management in a Highly Inflationary Economy: page 3 – 19

Revaluing Assets: page 3 – 16

Common Report Parameters: page 11 – 19

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## Tax Additions Report

This report shows your asset additions and capitalizations for the period range you select. The report is sorted by balancing segment, fiscal year added, asset account, and asset number. It prints totals for asset account, fiscal year, and balancing segment.

You must enter a Book and From/To Period range when you request this report.

### Selected Headings

**Cost:** The cost you entered for the asset when you added or capitalized it. It does not include adjustments made after the period you added or capitalized the asset.

**Depreciation Reserve:** The accumulated depreciation entered when the asset was added, if any.

### See Also

Asset Additions Report: page 11 – 87

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

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## Tax Preference Report

Use this report to compare the year-to-date depreciation between your federal and corporate books for a range of asset accounts. The report shows the difference in year-to-date depreciation between the tax book you specify and its associated corporate book through the period you select. If the corporate book year-to-date depreciation is greater than that of the tax book, the report prints zero in the Difference column.

The report compares tax depreciation as of the Tax Period you select with corporate depreciation as of the last corporate period ending before the end of this tax period. You must have run depreciation for the period in your tax book.

The report is sorted by balancing segment, tax depreciation method, asset account, category, and asset number. The report prints totals for category, asset account, depreciation method, and balancing segment.

You must enter a Book and Tax Period when you request this report. Optionally enter a From/To Account range to limit output.

---

## Tax Reserve Ledger Report

This report shows how much depreciation expense Oracle Assets calculated for the period you select. The report is sorted by balancing segment, fiscal year placed in service, asset account, and asset number. The report prints totals for asset account, year, and balancing segment.

Oracle Assets automatically runs the Tax Reserve Ledger Report when you use the Run Depreciation form for a tax book. You can also submit this report from the Submit Requests form.

You must enter a Book and Period when you submit this report.

## Selected Headings

**Year–To–Date Depreciation:** As of the accounting period you select.

## See Also

Using the Reports to Reconcile to the General Ledger: page 11 – 8

Running Depreciation: page 5 – 2

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

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## Tax Retirements Report

This report shows gain or loss and any ITC recapture for your asset retirements. The report is sorted by balancing segment, fiscal year placed in service, asset account, and asset number. The report prints totals for each year and balancing segment.

You must enter a Book and From/To Period range when you request this report.

## **Selected Headings**

**Net Book Value Retired:** Current Cost Retired – Depreciation Reserve Retired

## **See Also**

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

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# Transaction History Report

Use this report to review all the transactions that you performed on your assets for the Book and Asset Number range you choose. To get additional detail about any of the transactions, use the appropriate transaction reports. The report is sorted by asset number.

## Selected Headings

**Reference Number:** Uniquely identifies this transaction. This number appears on the transaction reports so that you can find additional detail about the transaction. You can also use the reference number to query the transaction in transaction or inquiry forms.

**Accounting Period:** The accounting period in which the transaction was effective. To get additional detail about any of the transactions, use this depreciation period when you request one of the transaction reports.

---

## Transaction Types

**ADDITION** The Books window, the QuickAdditions window, and the Mass Additions Post program create this transaction type when you add an asset. The Books window also creates this transaction type if you make changes to an asset's financial information in the period you added it. Also, the Capitalize CIP Assets window creates this transaction type when you capitalize a CIP asset.

If this transaction type appears without a TRANSFER IN, you did not set up the asset's general ledger depreciation expense account, location, and employee assignments.

**ADDITION/  
VOID** The Books window creates this transaction type when you make changes to an asset's financial information in the period you added it. The Mass Additions Post program creates this transaction type when you perform a cost adjustment by adding a mass addition line to an asset in the period you added it.

Oracle Assets voids the original ADDITION by

changing the transaction type to ADDITION/VOID and creating a new ADDITION transaction with the updated financial information.

**ADJUSTMENT** The Books and Mass Change windows create this transaction type when you make changes to an asset's financial information after the period you added it. The Mass Copy program creates this transaction type when copying adjustment transactions into a tax book. The Mass Additions Post program creates this transaction type when you perform cost adjustments by adding mass additions lines to existing assets.

**CIP ADDITION** The Books window, the QuickAdditions window, and the Mass Additions Post program create this transaction type when you add a CIP asset. The Mass Additions Post program creates this transaction type when you perform cost adjustments by adding mass additions lines to new CIP assets.

**CIP ADDITION/  
VOID** The Sources window creates this transaction type when you change the cost of a CIP asset in the period you added it. The Mass Additions Post program also creates this transaction type when you perform a cost adjustment to a CIP asset in the period you added it by adding a mass addition line.

Oracle Assets voids the original CIP ADDITION by changing its transaction type to CIP ADDITION/VOID and creating a new CIP ADDITION transaction with the updated financial information.

**CIP  
ADJUSTMENT** The Sources window creates this transaction type when you change the cost of a CIP asset in a period after the period you added the asset. The Mass Additions Post program creates this transaction type when you perform a cost adjustment to a CIP asset after the period you added it by adding mass additions lines.

**CIP REVERSE** The Capitalize CIP Assets form creates this transaction type when you reverse capitalize a CIP asset in the period you capitalized it.

<b>FULL RETIREMENT</b>	The Retirements window creates this transaction type when you fully retire an asset. The Mass Copy program creates this transaction type when copying retirement transactions into a tax book.
<b>PARTIAL RETIREMENT</b>	The Retirements window creates this transaction type when you do a partial retirement by units or cost. The Mass Copy program creates this transaction type when copying retirement transactions into a tax book.
<b>RECLASS</b>	The Asset Details window creates this transaction type when you change the category of an asset. The Mass Additions Post program creates this transaction type when you perform a cost adjustment by adding a mass addition line and change the asset category of the existing asset to the category you assigned to the mass addition.
<b>REINSTATE- MENT</b>	The Retirements window creates this transaction type when you reinstate a retired asset. The Mass Copy program creates this transaction type when copying reinstatement transactions into a tax book.
<b>RESERVE ADJUSTMENT</b>	The Tax Reserve Adjustments window creates this transaction type when you change an asset's depreciation reserve in a tax book.
<b>REVALUATION</b>	The Mass Revaluation program creates this transaction type when you revalue an asset.
<b>TRANSFER</b>	The Assignments window and Mass Transfers program create this transaction type when you transfer an asset.
<b>TRANSFER IN</b>	The Assignments window, the QuickAdditions window, and the Mass Additions Post program create this transaction type when you initially assign new assets to general ledger accounts, locations and employees.
<b>TRANSFER IN/ VOID</b>	The Assignments window creates this transaction type when you change general ledger accounts, locations, or employees in the period you added the asset.  It voids the original TRANSFER IN by changing the transaction type to TRANSFER IN/VOID and

creating a new TRANSFER IN transaction with the updated distribution information.

**TRANSFER OUT** The Assignments window creates this transaction type when you use it to complete a partial retirement by units.

**UNIT ADJUSTMENT** The Assignments window creates this transaction type when you use it to complete a change in the number of units of an asset.

## See Also

Asset Additions Report: page 11 – 87

Asset Transfers Report: page 11 – 100

Asset Retirements Report: page 11 – 106

Common Report Parameters: page 11 – 19

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## Additions Reports

Use the additions reports to review asset additions to Oracle Assets. To review asset additions in a tax book, see the Tax Additions Report: page 11 – 78.

---

### Additions by Date Placed in Service Report

This report shows all assets placed in service in the date range you specify.

You must enter the Book and From/To Date range when you request this report.

**Note:** This report is a standard variable format report See: Variable Format Reports: page 11 – 3.

---

### Additions by Period Report

The report lists all the assets you added to Oracle Assets or capitalized during the specified accounting periods.

You must enter a Book and From/To Period when you request this report.

**Note:** This report is a standard variable format report See: Variable Format Reports: page 11 – 3.

---

### Additions by Responsibility Report

This report shows assets that you added to your cost centers through additions, capitalizations, and transfers in the accounting period you specify. The report shows the owner and location of each unit.

You must enter a Book and Period when you request this report. Optionally enter a From/To Cost Center range to limit output.

**Note:** This report is a standard variable format report See: Variable Format Reports: page 11 – 3.

---

## Additions by Source Report

This report shows all assets added during an accounting period range and the invoice lines associated with that asset. The report groups the assets by source: Mass Additions or Manual Transactions.

The report is sorted by source, balancing segment, asset type, asset account, cost center, and asset number. For assets with multiple invoice lines, the report sorts by supplier number, invoice number, and invoice line number. The report prints totals for each asset if the asset has multiple invoice lines, and for each cost center, asset account, asset type, balancing segment, and source.

You must enter a Book and From/To Period when you request this report.

The Current Invoice Cost column for the assets added using Mass Additions matches the Cost column for the addition transactions on the Mass Additions Posting Report. This report also provides supporting detail for the Asset Additions Report by showing which line items were part of each addition transaction.

## Selected Headings

<Flag>: Additional information about your assets and source lines:

- **Asterisk (\*)**: For CIP assets, if the asset cost is not equal to the total of all the invoice line costs for that asset
- **M**: For invoice lines you manually added in the Sources window
- **A**: For invoice lines you adjusted in the period added
- **T**: For invoice lines you transferred in the period added
- **R**: For reinstated invoice lines

## See Also

Common Report Parameters: page 11 – 19

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## Annual Additions Report

This report shows all assets placed in service in the date range you specify. The report is sorted by balancing segment, asset account, and asset number, and prints totals for each asset account and balancing segment. You must enter the Book and From/To Date range when you request this report.

### See Also

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

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## Asset Additions by Cost Center Report

Use this report to review the assets you added to Oracle Assets or capitalized during any depreciation period. The report is sorted by, and prints totals for each balancing segment, asset type, cost center, asset account, and expense account.

You must enter a Book and Period when you request this report. Optionally enter a From/To Cost Center range to limit output.

### See Also

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

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## Asset Additions Report

Use this report to reconcile asset cost to your general ledger asset accounts. The report lists all the assets you added to Oracle Assets or capitalized during the specified accounting periods. The report is sorted by, and prints totals for each balancing segment, asset type, asset account, cost center, and reserve account.

You must enter a Book and From/To Period when you request this report.

The Asset Additions By Source Report provides supporting detail for this report by showing the invoicing information associated with your asset additions.

For your asset cost accounts, this report provides supporting detail for the Cost Detail Report and the Reserve Detail Report. For your CIP cost accounts, this report provides supporting detail for the CIP Detail Report.

## Selected Headings

**Cost:** This column matches the Additions column of the Cost Detail Report for your capitalized assets, and the Additions column of the CIP Detail report for your CIP assets.

**Depreciation Reserve:** The amounts in this column match the Additions column of the Reserve Detail Report for your capitalized assets.

## See Also

Additions By Source Report: page 11 – 86

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

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## Asset Additions Responsibility Report

This report shows assets that you added to your cost centers through additions, capitalizations, and transfers in the accounting period you specify. The report shows the owner and location of each unit. The report is sorted by balancing segment, cost center, owner, location, and asset number. It prints totals for each cost center and balancing segment.

You must enter a Book and Period when you request this report. Optionally enter a From/To Cost Center range to limit output.

## Selected Headings

**Cost:** Prorated according to the number of units assigned to the cost center, location, and employee. The total cost is the cost you entered when you added the asset.

$$\text{Assigned Cost} = \text{Total Cost} \times (\text{Units Assigned} / \text{Total Units})$$

**Net Book Value:** Prorated according to the number of units assigned to the cost center, location, and employee.

$$\text{Net Book Value} = (\text{Recoverable Cost} - \text{Depreciation Reserve}) \times (\text{Units Assigned} / \text{Total Units})$$

**<Flag>:** "T" denotes that you added the asset to the cost center as a result of a transfer. Oracle Assets prints nothing in this column if you added the asset as a result of an addition.

## See Also

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

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## Conversion Assets Report

Use this report to review the assets you entered with a depreciation reserve. The report is sorted by balancing segment, asset type, and asset account. The report prints totals for each account, asset type, and balancing segment.

You must enter a Book and From/To Period range when you request this report.

## See Also

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

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## Mass Additions Reports

Use the mass additions reports to view mass addition lines created from external sources.

**Note:** The variable format version of the Mass Additions Report is a composite of all the other reports listed in this section.

---

### Delete Mass Additions Preview Report

Use this report to review mass additions with a status of DELETE only and verify that you will delete the correct mass additions before you submit the Mass Additions Delete program. The report is sorted by, and prints the total cost for each book, source system, and supplier.

#### Selected Headings

**Source System:** Source of the mass addition.

**Updated By:** Name of the last person who changed the invoice line that originated this mass addition.

#### See Also

Deleting Mass Additions from Oracle Assets: page 2 – 51

Common Report Headings: page 11 – 21

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### Mass Additions Delete Report

This report provides an audit trail of the deleted mass additions.

**Note:** To submit this report, choose Mass Additions>Delete Mass Additions from the menu and enter the Book for which you want to run this report.

## See Also

Deleting Mass Addition Lines from Oracle Assets: page 2 – 51

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

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## Mass Additions Create Report

Use this report to review mass additions created from invoice distribution lines in Payables for the Book you choose. The report provides you with a complete audit trail of the mass additions created by Payables. Oracle Assets sorts the report by, and prints the total cost in both the functional and foreign currency for each currency, company, asset account, and cost center.

This report lists mass additions created for both functional and foreign currency invoices. The mass addition line is created in the functional currency only; however, the report lists the invoice in both the functional currency and the foreign currency, if applicable. Since Oracle Assets only creates journal entries in the functional currency, you can use this report to find and clear foreign currency mass additions in your general ledger.

This report prints automatically when you submit the Create Mass Additions for Oracle Assets program in Payables. You also can submit this report from the Submit Requests form; it shows the mass additions created by your last Create Mass Additions run.

## Selected Headings

**Accounting Date:** GL date you entered when you used the Create Mass Additions from Oracle Assets program.

**Asset Account:** Asset or CIP clearing account to which you assigned the invoice distribution line in your payables system.

**AP Company:** Balancing segment to which you assigned the invoice distribution line in your accounts payable system.

**Asset Description:** The invoice distribution line description becomes the asset description. If the mass addition is a discount line, the report prints 'DISCOUNT' as the asset description.

**Cost:** Mass addition cost in the functional currency.

## See Also

Create Mass Additions from Invoice Distribution Lines in Oracle Payables: page 2 – 34

Common Report Headings: page 11 – 21

---

## Mass Additions Invoice Merge and Split Reports

Use the Mass Additions Invoice **Merge** Report to review mass additions that you merged into a single asset.

Use the Mass Additions Invoice **Split** Report to review mass additions that you created by splitting multi-unit mass additions.

Both reports are sorted by asset number.

**Note:** The Mass Additions Invoice Merge and Split reports do not include mass additions added to existing assets.

**Note:** Any mass additions that you merged and then split only appear on the Mass Additions Invoice Split Report.

You must enter a Book and Period when you request these reports.

## Selected Headings

**Payable Account:** Asset account to which you charged the asset in your accounts payable system.

**Assets Account:** Asset account for the asset when you posted it to Oracle Assets.

**Payables Cost:** Asset cost you entered into Oracle Payables.

**Fixed Assets Cost:** Asset cost when you posted the asset to Oracle Assets.

## See Also

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

---

## Mass Additions Posting Report

For the Book you choose, this report gives you an audit trail of the assets that Oracle Assets created from your mass additions. The report sorts by transaction type and asset number.

The report divides your mass additions by transaction type: Additions are mass additions that became assets; Adjustments are mass additions that you added to existing assets. Oracle Assets prints the total cost for each transaction type. It also prints the total number of mass addition lines posted in the batch.

Oracle Assets automatically runs the Mass Additions Posting Report when you create assets from mass additions using the Send Mass Additions to Oracle Assets program. You must enter a Book if you submit this report from the Submit Requests form.

## See Also

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

---

## Mass Additions Purge Report

This report provides a list of the purged mass additions. The report is sorted by mass addition number.

Oracle Assets automatically prints this report when you run the Purge Mass Additions program. If you run this report from the Submit Requests form, you must enter the mass additions post Batch Number for which you want to purge the audit trail.

---

## Mass Additions Report

Use this report to review your mass additions by status (queue name).

Enter the Book and optionally enter the Queue Name to limit report output.

**Note:** This report is a standard variable format report. See: Variable Format Reports: page 11 – 3.

---

## Mass Additions Status Report

Use this report to review your mass additions by status (queue name). This report is sorted by asset account, accounts payable batch name, and invoice number. It prints the total cost for each asset account.

You must enter the Book and Queue Name for which you want to run the report.

## Selected Headings

**Asset Account:** Asset cost account for your capitalized assets, or the CIP cost account for your CIP assets.

## See Also

Mass Additions Queues: page 2 – 28

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

---

## Unposted Mass Additions Report

Use this report to review mass additions that you have not yet posted. An unposted mass addition appears under the date that the invoice distribution line was posted to the general ledger. Oracle Assets sorts this report by period, asset account, and status. It prints the total cost for each asset account and period. You must enter the Book when you request this report.

## Selected Headings

**Period:** An unposted mass addition appears under the period which includes the date that the invoice distribution line was posted to the general ledger.

**Clearing Account:** Asset clearing account for your capitalized assets, or the CIP clearing account for your CIP assets.

**Status:** Queue name of the unposted mass addition.

---

## Adjustments Reports

Use the adjustments reports to review cost adjustments, financial adjustments, and parent asset transactions.

**Note:** The variable format version of the Cost Adjustments Report is a composite of all the other reports listed in this section.

### See Also

CIP Capitalization Report: page 11 – 28

Mass Change Preview and Review Reports: page 11 – 109

---

## Cost Adjustments by Source Report

This report shows all the cost adjustments you made in the Book and during an accounting Period range you choose. It groups them by asset type and source: Mass Additions or Manual Transactions.

The report is sorted by source, balancing segment, asset type, asset account, cost center, and asset number. For assets with multiple source lines, the report sorts by supplier number, invoice number, and invoice line number. The report prints totals for each asset if the asset has multiple source lines, and for each cost center, asset account, asset type, balancing segment, and source.

The Invoice Adjustment column for the Mass Additions matches the Cost column for the adjustment transactions on the Mass Additions Posting Report. This report also provides supporting detail for the Cost Adjustments Report by showing which line items were part of each adjustment transaction.

### Selected Headings

**Invoice Adjustment:** Adjustment amount for the line item.

**Asset Adjustment:** Total adjustment for the asset.

**<Flag>:** Additional information about your source lines:

- **M:** invoice line you manually added to an asset

- **A:** invoice line adjustment
- **T:** invoice line transfer
- **D:** invoice line deletion
- **R:** invoice line reinstatement
- **Asterisk (\*):** For CIP assets, if the total Invoice Adjustment does not equal the Asset Adjustment

## See Also

Common Report Parameters: page 11 – 19

---

## Cost Adjustments Report

This report provides an audit trail of the cost adjustments that you made to your assets in the Book and during the accounting Period range you choose. It includes changes you made to the asset itself and changes you made to source lines. Oracle Assets sorts this report by balancing segment, asset type, asset cost account, cost center, and asset number. It prints totals for each cost center, account, asset type, and balancing segment.

For your asset cost accounts, this report provides supporting detail for the Cost Detail Report and the Reserve Detail Report. For your CIP cost accounts, this report provides supporting detail for the CIP Detail Report.

## Selected Headings

**Net Change:** The difference between the old cost and the new cost. This column matches the Adjustments column of the Cost Detail Report for your capitalized assets, and the Adjustments column of the CIP Detail Report for your CIP assets.

---

## Cost Adjustments Report (Variable Format)

This report provides an audit trail of the cost adjustments that you made to your assets in the Book and during the accounting Period

range you choose. It includes changes you made to the asset itself and changes you made to source lines.

**Note:** This report is a standard variable format report. See: Variable Format Reports: page 11 – 3.

---

## Financial Adjustments Report

Use this report to find all the adjustments you made to the financial information for your assets for the Book and Period you choose. The report is sorted by asset number and by when the transaction was effective.

### Selected Headings

**Transaction Type:** Expensed or Amortized adjustment.

**From/To:** Two lines for each adjustment:

- The From line shows the financial information before the adjustment
- The To line shows the financial information that has changed and the effect on the cost

**Depreciate:** Indicates whether the asset depreciates.

### See Also

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

---

## Parent Asset Transactions Report

Use this report to review transactions on parent assets for the Book and Period you choose. The report is sorted by transaction type and transaction number.

## See Also

Parent Asset Report: page 11 – 38

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

---

## Transfers Reports

Use the transfers reports to review transfer transactions for your assets.

**Note:** The variable format version of the Transfers Report is a composite of all the other reports listed in this section.

---

### Asset Transfers Report

Use this report to review asset transfers for the Book and Period you choose. For each transaction Oracle Assets lists the expense account, balancing segment, cost center, and location of the asset before and after the transfer. Oracle Assets sorts the report by asset number.

This report provides supporting detail for the Reserve Detail Report.

### Selected Headings

**From/To:** These lines describe where you transferred the asset from and to.

**Date of Transfer:** The date the transfer actually occurred, not the date you entered the transaction into Oracle Assets.

**Assigned Cost:** The fraction of asset cost allocated to this cost center.

**Depreciation Reserve:** The total depreciation charged to the cost center as of the transfer date.

**Units:** The number of units transferred.

---

### Asset Transfer Reconciliation Report

Run this report to view the transfer transactions for a corporate book. This report shows the transfers you made during an accounting period that affect a general ledger account. It shows the transfers for the Book and From/To Period range you choose. Transfers between employees and transfers between locations do not appear on this report since the general ledger number does not change. Oracle Assets sorts this report by balancing segment, asset type, asset account, and cost center. It prints the total cost for each cost center, asset account, asset type, and balancing segment.

For your asset cost accounts, this report provides supporting detail for the Cost Detail Report. For your CIP cost accounts, this report provides supporting detail for the CIP Detail Report.

## Selected Headings

**Date:** Date the transfer actually occurred, not the date you entered the transaction into Oracle Assets.

**In/Out:** Indicates whether you transferred the asset **into** or **out of** the asset account. Transfers out of an account have a negative assigned cost.

**Cost:** The amounts in this column match the Interaccount Transfers column on the Cost Detail Report for your capitalized assets, and the Interaccount Transfers column on the CIP Detail report for your CIP assets.

---

## Asset Disposals Responsibility Report

This report shows assets that you removed from your cost centers through retirements and transfers. It also shows the location of each unit. The report is sorted by, and prints totals for each balancing segment, cost center, and owner. You must enter a Book and Period when you request this report. Optionally enter a From/To Cost Center range to limit report output.

## Selected Headings

**Units:** Number of units disposed from this location, cost center, and employee.

**Cost Disposed:** Oracle Assets prorates the cost disposed according to the number of units disposed from the cost center, location, and employee.

**Net Book Value:** The net book value disposed prorated according to the number of units disposed from the cost center, location, and employee.

**Type:** Oracle Assets prints nothing in this column if you removed the asset as the result of a full retirement.

**T:** if you transferred the asset out of the cost center

**P:** if you removed the asset through a partial retirement

\* **(Asterisk):** if you reinstated the asset

## See Also

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

---

## Transfers Report

Use this report to review asset transfers for the Book and Period you choose. For each transaction Oracle Assets lists the expense account, balancing segment, cost center, and location of the asset before and after the transfer.

**Note:** This report is a standard variable format report. See: Variable Format Reports: page 11 – 3.

---

## Reclassification Reports

Use the reclassification reports to review reclassification transactions for your assets.

**Note:** The variable format version of the Reclassifications Report is a composite of all the other reports listed in this section.

---

### Asset Reclassification Report

Use this report to review the assets for which you changed the asset category. The report is sorted by balancing segment, asset account, and asset number. It prints totals for each asset account and balancing segment. You must enter a Book and From/To Period range when you request this report.

#### Selected Headings

**From/To Asset Account:** Asset cost account or CIP cost account for the asset before and after reclassification.

**From/To Reserve Account:** Reserve account for the asset before and after reclassification.

**From/To Category:** Category of the asset before and after reclassification.

**Cost:** Cost transferred to the new asset account.

**Depreciation Reserve:** Accumulated depreciation transferred to the new reserve account.

#### See Also

Reclassifying an Asset to Another Category: page 3 – 2

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

---

## Asset Reclassification Reconciliation Report

Use this report to reconcile Oracle Assets to your general ledger asset accounts. The report is sorted by, and prints totals for each balancing segment, asset type, asset account, and cost center.

You must enter a Book and From/To Period range when you request this report.

When you submit the Create Journal Entries program, Oracle Assets creates adjusting journal entries for the appropriate asset cost and reserve accounts in your general ledger to reflect the reclassification.

For your asset cost accounts, this report provides supporting detail for the Cost Detail Report and the Reserve Detail Report. For your CIP cost accounts, this report provides supporting detail for the CIP Detail Report.

### Selected Headings

**In/Out:** Indicates whether you reclassified the asset **into** or **out of** the asset account.

**Cost:** The cost transferred to the new asset account. This column matches the Reclassifications column on the Cost Detail Report for capitalized assets, and the CIP Detail report for CIP assets.

**Depreciation Reserve:** The accumulated depreciation transferred to the new depreciation reserve account. This column matches the Reclassifications column on the Reserve Detail Report.

**From/To Category:** Category of the asset before and after reclassification.

### See Also

Reclassifying an Asset to Another Category: page 3 – 2

Common Report Parameters: page 11 – 19

---

## Reclassifications Report

Use this report to review the assets for which you changed the asset category.

You must enter a Book and From/To Period range when you request this report.

**Note:** This report is a standard variable format report See: Variable Format Reports: page 11 – 3.

---

## Retirements Reports

Use the retirements reports to review retirement transactions for your assets. Refer to the following additional retirements reports for more information:

Asset Disposals Responsibility Report: page 11 – 101

Tax Retirements Report: page 11 – 79

Retired Assets Without Property Classes Report and Retired Assets Without Retirement Types Report: page 11 – 76

**Note:** The variable format version of the Retirements Report is a composite of all the other reports listed in this section.

---

## Asset Retirements by Cost Center Report

This report shows the asset retirements for each of your cost centers for the Book and during the Period you select. Optionally enter a Cost Center range to limit report output. The report is sorted by balancing segment, cost center, employee name, location, asset account, and asset number. It prints totals for each owner, cost center, and balancing segment. An asterisk (\*) appears on the report for reinstated assets.

### See Also

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

---

## Asset Retirements Report

Use this report to review the assets you retired for the Book and accounting Period range you choose. The report is sorted by balancing segment, asset type, asset account, cost center, and asset number. It prints totals for each cost center, account, asset type, and balancing segment.

For your asset cost accounts, this report provides supporting detail for the Cost Detail Report and the Reserve Detail Report. For your CIP

cost accounts, this report provides supporting detail for the CIP Detail Report. Retirements in the current period do not show up on this report until you use the Calculate Gains and Losses form to process retirements.

Use the Tax Retirements Report to review retirements in your tax books.

## Selected Headings

**Cost Retired:** This column matches the Retirements column on the Cost Detail Report.

**Net Book Value Retired:** The difference between Cost Retired and this column is the depreciation reserve retired, which matches the Retirements column of the Reserve Detail Report.

**Removal Cost:** Cost of removing the asset, if any.

**<Flag>:** An asterisk (\*) appears for reinstated assets.

## See Also

Tax Retirements Report: page 11 – 79

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

---

## Reinstated Assets Report

Use this report to review the retirements you reinstated for the Book and From/To Period range you choose. This report is sorted by balancing segment, asset type, asset account, cost center, and asset number. It prints totals for cost center, asset account, asset type, and balancing segment.

## Selected Headings

**Period Reinstated:** The depreciation period when you cancelled the retirement.

**ITC Recapture Reversed:** The amount of investment tax credit recapture from the retirement.

## See Also

About Retirements: page 4 – 2

Correcting Retirement Errors (Reinstatements): page 4 – 10

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

---

## Retirements Report

Use this report to review the assets you retired for the Book and accounting Period range you choose.

**Note:** This report is a standard variable format report See: Variable Format Reports: page 11 – 3.

---

## Mass Transaction Reports

Use the mass transaction reports to review mass change, mass transfer, mass retirement, and mass revaluation transactions for your assets.

---

## Mass Change Preview and Review Reports

This Mass Change **Preview** Report shows you the effect the mass change criteria you specified will have on your assets. You must run this report to preview a mass change before you perform it. If you modify the Mass Change definition, you must rerun the preview report. Use the Mass Change **Review** Report to review the effect of mass changes on your assets after Oracle Assets performs them. Both reports are sorted by asset number.

Submit the Mass Change **Preview** Report from the Mass Change form by choosing the Preview button for a definition with status New or Updated. The Mass Change **Review** Report is automatically submitted when you perform your mass change. You can also run this report for any completed Mass Change by querying the definition and choosing the Review button.

### See Also

Changing Financial and Depreciation Information: page 3 – 7

Depreciation Rules (Books): page 2 – 5

---

## Mass Transfers Preview Report

Use this report to preview the effect of your mass transfer definition before you perform it. It shows you the general ledger number, location, and employee your assets are assigned to before and after the Mass Transfer. This report is sorted by asset number, general ledger number, location, and employee number.

To submit the Mass Transfers Preview Report, choose the Preview button from the Mass Transfers form.

## See Also

Transferring Assets: page 3 – 10

Common Report Parameters: page 11 – 19

Common Report Headings: page 11 – 21

---

## Mass Retirements Report and Mass Retirements Exception Report

Use the **Mass Retirements Report** to review the effect of a mass retirement before you process it. If necessary, you can delete or make adjustments to an individual retirement transaction in the Retirements window before you calculate gains and losses. You can also reinstate the mass retirement transaction in the Mass Retirements window. This report sorts by balancing segment, asset type, and asset account. It prints totals for each cost center, account, asset type, and balancing segment.

Use the **Mass Retirements Exception Report** to identify exception assets that were not retired as part of the mass retirement transaction. Oracle Assets does not retire assets added in the current period or assets that have transactions dated after the retirement date you enter. Oracle Assets also does not retire assets that are assigned to multiple general ledger numbers, locations, or employees, where one or more of the values do not meet the selection criteria you entered for the mass retirement transaction. This report prints each exception asset, including its multiple distributions.

For example, if you mass retire all the assets held by a particular employee, the mass retirement might include assets shared among multiple employees. Oracle Assets does not retire assets which are multiply distributed and one or more of the values do not meet the selection criteria. You can use the Retirements window to fully or partially retire these exception assets.

Oracle Assets automatically runs the Mass Retirements Report and the Mass Retirements Exception Report when you choose the Retire button for a mass retirement transaction with a status of New or Error in the Mass Retirements form.

## See Also

About Retirements: page 4 – 2

Retiring Assets: page 4 – 6

Correcting Retirement Errors (Reinstatements): page 4 – 10

---

## Mass Revaluation Preview and Review Reports

Use the Mass Revaluation **Preview** Report to preview the effects of a mass revaluation before you perform it. You must run this report to preview the effect of a mass revaluation before you perform it. If you modify the revaluation definition, you must run this report again before you can run the revaluation. Use the Mass Revaluation **Review** Report to review the effect of a mass revaluation on your assets.

For assets revalued separately from their category, both reports print the revaluation rate used for the asset. For assets where you have chosen to override the default revaluation rules for the book, the reports print the rules you specified beneath the asset to which they apply. The rules which appear on this line are:

- Revaluation Rate for the category as a percentage
- Whether to Revalue Fully Reserved assets in this category
- Maximum Times you allow assets to be revalued as fully reserved in this category
- Life Extension Factor
- Life Extension Ceiling

Both reports print the Life, Revalued Cost, Depreciation Reserve, and Revaluation Reserve before and after the revaluation. Both reports are sorted by category and asset number.

You can submit the Mass Revaluation Preview Report from the Mass Revaluation form by choosing the **Preview** button for a revaluation definition with status New or Updated. You can submit the Mass Revaluation Review Report from the Mass Revaluation form by choosing the **Review** button for a revaluation definition with status Completed.

## Selected Headings

<**Flag**>: An asterisk (\*) appears if the new life for a fully reserved asset is not defined for the asset's depreciation method, and it did not create the life.

## See Also

Asset Management in a Highly Inflationary Economy (Revaluation):  
page 3 – 19

Revaluing Assets: page 3 – 16

Common Report Headings: page 11 – 21

---

## Mass Reclassification Preview and Review Reports

The Mass Reclassification **Preview** Report shows you the effect the mass reclassification criteria you specified will have on your assets. You must run this report to preview a mass reclassification before you perform it. If you modify the Mass Reclassification definition, you must rerun the preview report. Use the Mass Reclassification **Review** Report to review the effect of mass reclassifications on your assets after Oracle Assets performs them. Both reports are sorted by asset number.

Submit the Mass Reclassification Preview Report from the Mass Reclassification window by choosing the Preview button for a definition with status New, Updated, or Previewed. Submit the Mass Reclassification Review Report from the Mass Reclassification window by choosing the Review button after you have run mass reclassification.

**Note:** This report is a standard variable format report. See: Variable Format Reports: page 11 – 3.

APPENDIX

# A

## Oracle Assets Menu Paths

**T**his appendix describes the default navigator paths for each form on the Oracle Assets menu.

## Oracle Assets Navigator Paths

This section shows you the navigation path for each Oracle Assets form. In addition, we provide a page number reference for the description of each form in this manual, or a reference for the descriptions of forms that are located in other manuals.

You can find form descriptions for those forms used throughout Oracle Applications in the Oracle Applications User's Guide and the Oracle Applications Flexfields Guide.

<b>See XXX</b>	<b>Refer to this manual for a complete form description</b>
<i>Flex</i>	<i>Oracle Applications Flexfields Guide</i>
<i>GL</i>	<i>Oracle General Ledger User's Guide</i>
<i>SysAd</i>	<i>Oracle Applications System Administration User's Guide</i>
<i>User</i>	<i>Oracle Applications User's Guide</i>

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Oracle Assets Character Mode Forms and Corresponding GUI Windows: page B – 2



APPENDIX

# B

## Comparing Character Mode Forms and GUI Forms

**T**his appendix lists character mode forms and the corresponding GUI forms

# Oracle Assets Character Mode Forms and Corresponding GUI Windows

This table shows you Assets character mode forms mapped to the GUI windows or processes that have the same functionality.

Most windows are accessible when you use the Fixed Assets Manager responsibility. Unless otherwise specified, all navigation paths below assume you are using this responsibility.

Unless otherwise noted, refer to the *Oracle Assets User's Guide* for more information on GUI windows or processes.

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Additions \ Navigate Transactions Additions Detail	Asset Details window See: Adding an Asset Specifying Details (Detail Additions) Navigator: Assets > Asset Workbench. Choose the New button.
Asset Categories \ Navigate Setup Codes Categories	Asset Categories window See: Setting Up Asset Categories Navigator: Setup > Asset System > Asset Categories
Assign Descriptive Security Rules \ Navigate Setup Financials Flexfields Descriptive Security Assign	Assign Security Rules window ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Descriptive > Security > Assign. Enable Descriptive Flexfield, enter search criteria, and choose Find.
Assign Key Flexfield Security Rules \ Navigate Setup Financials Flexfields Key Security Assign	Assign Security Rules window ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Key > Security > Assign. Enable Key Flexfield, enter search criteria, and choose Find.
Assign Security Rules \ Navigate Setup Financials Flexfields Validation Security Assign	Assign Security Rules window ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Validation > Security > Assign. Enable Value Set, enter search criteria, and choose Find.

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Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Assignments \ Navigate Inquiry Assignments	View Assignments window See: Viewing Assets Navigator: Inquiry > Financial Information. Find your asset and choose the Assignments button.
Bonus Depreciation Rules \ Navigate Setup Depreciation Rates Bonus	Bonus Depreciation Rules window See: Defining Depreciation Bonus Rules Navigator: Setup > Depreciation > Bonus Rules
Book Controls \ Navigate Setup Options Book	Book Controls window See: Defining Depreciation Books Navigator: Setup > Asset System > Book Controls
Calculate Gains and Losses \ Navigate Run Gain/Loss	Request window See: Calculating Gains and Losses for Retirements Navigator: Depreciation > Calculate Gains and Losses or Navigator: Other > Requests > Run. Choose the Calculate Gains and Losses program.
Calendars \ Navigate Setup Options Calendar	Asset Calendars window See: Specifying Dates for Calendar Periods Navigator: Setup > Asset System > Calendars
Capitalize CIP Assets \ Navigate Transactions CIP Capitalize	Capitalize CIP Assets window See: Placing CIP Assets in Service Navigator: Assets > Capitalize CIP Assets
CIP Asset Adjustments \ Navigate Transactions CIP Adjustment	Source Lines window See: Changing Invoice Information for an Asset Navigator: Assets > Asset Workbench. Find the asset whose invoice lines you want to adjust, and choose Source Lines.
Concurrent Requests (Pop-up Window) \ Help Requests	Requests window See: Using the Requests window ( <i>Oracle Applications User's Guide</i> ) From any window, choose Requests from the View menu

Table 11 – 2 (Page 2 of 12)

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Cost Inquiry \ Navigate Inquiry Cost	Cost History window See: Viewing Assets Navigator: Inquiry > Financial Information. Find your asset, choose the Books button, and choose the Cost History button.
Create Deferred Depreciation Journal Entries \ Navigate Run Depreciation Journal Deferred	Request window See: Determining Deferred Income Tax Liability Navigator: Journal Entries > Deferred or Navigator: Other > Requests > Run and choose the Create Deferred Depreciation Journal Entries program.
Create Journal Entries \ Navigate Run Depreciation Journal Standard	Request window See: Creating Journal Entries for the General Ledger Navigator: Journal Entries > Standard or Navigator: Other > Requests > Run and choose the Create Journal Entries program.
Create Mass Additions for Oracle Assets \ Navigate Transactions Mass Additions Create	Request window in Payables See: Create Mass Additions for Oracle Assets Program ( <i>Oracle Payables User's Guide</i> ) Use Payables to run the Create Mass Additions for Oracle Assets process.
Define Accounting Flexfield Combination \ Navigate Setup Financials Options Combinations	GL Accounts window See: Defining Accounts ( <i>Oracle General Ledger User's Guide</i> ) Navigator: Setup > Financial > General Ledger > Combinations
Define Asset Key Flexfield Combinations \ Navigate Setup Codes AssetKeys	Asset Keys window See: Defining Asset Keys Navigator: Setup > Asset System > Asset Keys
Define Calendar \ Navigate Setup Financials Options Calendar Periods	Accounting Calendar window See: Defining Calendars ( <i>Oracle General Ledger User's Guide</i> ) Navigator: Setup > Financials > General Ledger > GL Calendar

Table 11 – 2 (Page 3 of 12)

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Define Cross-Validation Rule \ Navigate Setup Financials Flexfields Key Rules	Cross-Validation Rules window See: Cross-Validation Rules window ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Key > Rules
Define Currency \ Navigate Setup Financials Options Currency Define	Currencies window See: Currencies Window ( <i>Oracle General Ledger User's Guide</i> ) Navigator: Setup > Financials > General Ledger > Currencies
Define Descriptive Flexfield Segments \ Navigate Setup Financials Flexfields Descriptive Segments	Descriptive Flexfield Segments window See: Descriptive Flexfield Segments Window ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Descriptive > Segments
Define Descriptive Security Rule \ Navigate Setup Financials Flexfields Descriptive Security Define	Define Security Rules window See: Define Security Rules Window ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Descriptive > Security > Define. Enable Descriptive Flexfield, enter search criteria, and choose Find.
Define Descriptive Segment Values \ Navigate Setup Financials Flexfields Descriptive Values	Segment Values window See: Segment Values Window ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Descriptive > Values. Enter search criteria, and choose Find.
Define Financials Options \ Navigate Setup Financials Controls	Financials Options window See: Defining Financials Options ( <i>Oracle Payables User's Guide</i> ) Navigator: Setup > Financials > Financials System Options
Define Journal Entry Categories \ Navigate Setup Financials Options Journals Categories	Journal Categories window See: Defining Journal Categories ( <i>Oracle General Ledger User's Guide</i> ) Navigator: Setup > Financials > General Ledger > Journal Categories

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Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Define Journal Entry Sources \ Navigate Setup Financials Options Journals Sources	Journal Sources window See: Defining Journal Sources ( <i>Oracle General Ledger User's Guide</i> ) Navigator: Setup > Financials > General Ledger > Journal Sources
Define Key Flexfield Security Rule \ Navigate Setup Financials Flexfields Key Security Define	Define Security Rules window See: Define Security Rules Window ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Key > Security > Define. Enable Key Flexfield, enter search criteria, and choose Find.
Define Key Flexfield Segments \ Navigate Setup Financials Flexfields Key Segments	Key Flexfield Segments window See: Key Flexfield Segments Window ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Key > Segments
Define Key Segment Values \ Navigate Setup Financials Flexfields Key Values	Segment Values window See: Segment Values Window ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Key > Values. Enter search criteria and choose Find.
Define Period Types \ Navigate Setup Financials Options Calendar Types	Period Types window See: Defining Period Types ( <i>Oracle General Ledger User's Guide</i> ) Navigator: Setup > Financials > General Ledger > Period Types
Define Report Set \ Navigate Other Reports Set	Request Set window See: Defining Request Sets ( <i>Oracle Applications User's Guide</i> ) Navigator: Other > Requests > Set
Define Rollup Groups \ Navigate Setup Financials Flexfields Key Groups	Rollup Groups window See: Rollup Groups Window ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Key > Groups. Enter search criteria and choose Find.

Table 11 – 2 (Page 5 of 12)

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Define Security Rule \ Navigate Setup Financials Flexfields Validation Security Define	Define Security Rules window See: Define Security Rules Window ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Validation > Security > Define. Enable Value Set, enter search criteria, and choose Find.
Define Segment Values \ Navigate Setup Financials Flexfields Validation Values	Segment Values window See: Segment Values Window ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Validation > Values. Enter search criteria and choose Find.
Define Set of Books \ Navigate Setup Financials Options Books	Set of Books window See: Defining Sets of Books ( <i>Oracle General Ledger User's Guide</i> ) Navigator: Setup > Financials > General Ledger > Set of Books
Define Shorthand Aliases \ Navigate Setup Financials Flexfields Key Aliases	Shorthand Aliases window See: Shorthand Aliases Window ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Key > Aliases
Define Unit of Measure Classes \ Navigate Setup Financials UOM Classes	Units of Measure Classes window See: Defining Units of Measure Classes ( <i>Oracle Inventory User's Guide</i> ) Navigator: Setup > Units of Measure > Classes
Define Units of Measure \ Navigate Setup Financials UOM Units	Units of Measure window See: Defining Conversion Rate Types ( <i>Oracle Inventory User's Guide</i> ) Navigator: Setup > Units of Measure > Units of Measure
Define Value Set \ Navigate Setup Financials Flexfields Validation Sets	Value Sets window See: Value Set Windows ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Validation > Sets

Table 11 – 2 (Page 6 of 12)

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Delete Mass Additions \ Navigate Transactions Mass Additions Delete	Request window See: Deleting Mass Addition Lines from Oracle Assets Navigator: Mass Additions > Delete Mass Additions or Navigator: Other > Requests > Run. Choose the Delete Mass Additions program.
Depreciation Books \ Navigate Transactions Books	Books window See: Adjusting Accounting Information or Entering Financial Information (Detail Additions Continued) Navigator: Assets > Asset Workbench. Query the asset you want to adjust and choose the Books button. If this is a Detail Addition, choose Continue from the Asset Details window.
Depreciation Cost Ceilings \ Navigate Setup Depreciation Ceilings Cost	Asset Ceilings window See: Setting Up Depreciation Ceilings Navigator: Setup > Depreciation > Ceilings
Depreciation Expense Ceilings \ Navigate Setup Depreciation Ceilings Expense	Asset Ceilings window See: Setting Up Depreciation Ceilings Navigator: Setup > Depreciation > Ceilings
Depreciation Projections \ Navigate Run Depreciation Projection	Depreciation Projections window See: Projecting Depreciation Expense Navigator: Depreciation > Projections
Enter Capital Budget \ Navigate Budget Enter	Capital Budgets window See: Budgeting for Asset Acquisition Navigator: Budget > Enter
Enter Employee \ Navigate Setup Financials Employees	Employees window See: Entering a New Employee ( <i>Oracle Human Resources Management System User's Guide</i> ) Navigator: Setup > Financials > Employees
Enter Production \ Navigate Production Enter	Periodic Production window See: Entering Production Amounts Navigator: Production > Enter

Table 11 – 2 (Page 7 of 12)

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Enter Vendor \ Navigate Setup Financials Vendors	Suppliers window See: Entering Suppliers ( <i>Oracle Payables User's Guide</i> ) Navigator: Setup > Financials > Suppliers
Financial Inquiry \ Navigate Inquiry Financial	View Financial Information window See: Viewing Assets Navigator: Inquiry > Financial Information. Find your asset and choose the Books button.
Fiscal Years \ Navigate Setup Options Years	Asset Fiscal Years window See: Creating Fiscal Years Navigator: Setup > Asset System > Fiscal Years
Flat-Rate Depreciation Rates \ Navigate Setup Depreciation Rates Flat-Rate	Depreciation Methods window See: Defining Additional Depreciation Methods Navigator: Setup > Depreciation > Methods
Initial Mass Copy \ Navigate Transactions Mass Copy Initial	Request window See: Updating a Tax Book with Assets and Transactions Navigator: Tax > Initial Mass Copy or Navigator: Other > Requests > Run. Choose the Initial Mass Copy program.
Investment Tax Credit Ceilings \ Navigate Setup ITC Ceilings	Asset Ceilings window See: Setting Up Depreciation Ceilings Navigator: Setup > Depreciation > Ceilings
Investment Tax Credit Rates \ Navigate Setup ITC Rates	Investment Tax Credit Rates window See: Defining Investment Tax Credit Rates Navigator: Setup > Depreciation > ITC Rates
Investment Tax Credit Recapture Rates \ Navigate Setup ITC Recapture	Investment Tax Credit Recapture Rates window See: Defining Investment Tax Credit Rates Navigator: Setup > Depreciation > ITC Recapture Rates
Invoice Inquiry \ Navigate Inquiry Invoices	View Source Lines window See: Viewing Assets Navigator: Inquiry > Financial Information. Find your asset and choose the Source Lines button.

Table 11 – 2 (Page 8 of 12)

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Lease Inquiry \ Navigate Inquiry Leases	View Assets window See: Viewing Assets Navigator: Inquiry > Financial Information
Life-Based Depreciation Rates \ Navigate Setup Depreciation Rates Life-Based	Depreciation Methods window See: Defining Additional Depreciation Methods Navigator: Setup > Depreciation > Methods
Locations \ Navigate Setup Codes Location	Locations window See: Defining Locations Navigator: Setup > Asset System > Locations
Mass Change \ Navigate Transactions Mass Change	Mass Changes window See: Changing Financial and Depreciation Information Navigator: Mass Transactions > Changes
Mass Depreciation Adjustment \ Navigate Transactions Mass DeprnAdjust	Mass Depreciation Adjustments window See: Adjusting Tax Book Accumulated Depreciation Navigator: Tax > Mass Depreciation Adjustments
Mass Purge (System Administrator Responsibility only) \ Navigate Purge Depreciation	Archive and Purge window See: Archiving and Purging Transaction and Depreciation Data Fixed Assets Administrator responsibility Navigator: Purge > Depreciation
Mass Retirements \ Navigate Transactions Mass Retirements	Mass Retirements window See: Retiring Assets Navigator: Mass Transactions > Retirements
Mass Revaluation \ Navigate Transactions Mass Revaluation	Mass Revaluations window See: Revaluing Assets Navigator: Mass Transactions > Revaluations
Mass Transfers \ Navigate Transactions Mass Transfers	Mass Transfers window See: Transferring Assets Navigator: Mass Transactions > Transfers
Merge Mass Additions \ Navigate Transactions Mass Additions Merge	Merge Mass Additions window See: Reviewing Mass Addition Lines Navigator: Mass Additions > Prepare Mass Additions. Query the mass addition you want to merge and choose Merge.

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Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Periodic Mass Copy \ Navigate Transactions Mass Copy Periodic	Request window See: Updating a Tax Book with Assets and Transactions Navigator: Tax > Periodic Mass Copy or Navigator: Other > Requests > Run. Choose the Periodic Mass Copy program
Prepare Mass Additions \ Navigate Transactions Mass Additions Prepare	Mass Additions window See: Reviewing Mass Addition Lines Navigator: Mass Additions > Prepare Mass Additions. Query the mass addition you want to review and choose Open.
Prorate Conventions \ Navigate Setup Prorates	Prorate Conventions window See: Specifying Dates for Prorate Conventions Navigator: Setup > Asset System > Prorate Conventions
Purge Mass Additions from Oracle Assets (Fixed Assets Administrator Responsibility only) \ Navigate Purge MassAdditions	Request window See: Deleting Mass Additions from Oracle Assets Navigator: Purge > Mass Additions or Fixed Assets Administrator responsibility Navigator: Other > Requests > Run. Choose the Purge Mass Additions program.
QuickAdditions \ Navigate Transactions Additions Quick	QuickAdditions window See: Adding an Assets Accepting Defaults (QuickAdditions) Navigator: Assets > Asset Workbench. Choose the QuickAdditions button.
QuickCodes \ Navigate Setup Codes QuickCodes	QuickCodes window See: Entering QuickCodes Navigator: Setup > Asset System > QuickCodes
Retirements \ Navigate Transactions Retirements	Retirements window See: Retiring Assets or Correcting Retirement Errors (Reinstatements) Navigator: Assets > Asset Workbench. Query the asset you want to retire or reinstate and choose the Retirements button.

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Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Run Depreciation \ Navigate Run Depreciation Final	Run Depreciation window See: Running Depreciation Navigator: Depreciation > Run Depreciation
Run Reports \ Navigate Other Reports Run	Request window See: Submitting a Request ( <i>Oracle Applications User's Guide</i> ) Navigator: Other > Requests > Run
Send Mass Additions to Oracle Assets \ Navigate Transactions Mass Additions Post	Request window See: Posting Mass Addition Lines to Oracle Assets Navigator: Mass Additions > Post Mass Additions or Navigator: Other > Requests > Run. Choose the Post Mass Additions program.
System Controls \ Navigate Setup Options System	System Controls window See: Specifying System Controls Navigator: Setup > Asset System > System Controls
Transaction History \ Navigate Inquiry History	Transaction History and Transaction Detail windows See: Performing a Transaction History Inquiry Navigator: Inquiry > Transaction History
Transfer Invoice Lines \ Navigate Transactions CIP Transfer	Source Lines window See: Changing Invoice Information for an Asset Navigator: Assets > Asset Workbench. Find the asset whose invoice lines you want to transfer, and choose Source Lines.
Update Personal Profile Options \ Navigate Other Profile	Personal Profile Values window See: Setting User Profile Options ( <i>Oracle Applications System Administrator's Guide</i> ) Navigator: Other > Profile
Upload Asset Production \ Navigate Production Upload	Request window See: Uploading Production to Oracle Assets Navigator: Production > Upload or Navigator: Other > Requests > Run. Choose the Upload Production program.

Table 11 – 2 (Page 11 of 12)

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Upload Capital Budget \ Navigate Budget Upload	Upload Capital Budget window See: Budgeting for Asset Acquisition Navigator: Budget > Upload
View Reports \ Navigate Other Reports View	Requests window See: Requests Window ( <i>Oracle Applications User's Guide</i> ) Navigator: Other > Requests > View
View Requests \ Navigate Other Concurrent	Requests window See: Viewing Requests ( <i>Oracle Applications User's Guide</i> ) Navigator: Other > Concurrent. Choose the Open button to see the detail window. or Choose Requests from the View menu or Navigator: Other > Requests > View

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# C

## Oracle Assets Profile Options

**T**his appendix describes profile options that affect the operation of your Oracle Assets application. We provide a brief description of each profile option that you can view and/or set, and tell you at which levels to set the profile option. In addition, we provide descriptions of the Oracle Assets application profile options that are available only to your System Administrator.

---

## Profile Options in Oracle Assets

During your implementation, you set a value for each user profile option in Oracle Assets to specify how Oracle Assets controls access to and processes data.

You may also have additional user profile options on your system that are specific to applications other than Oracle Assets.

Generally, your system administrator sets and updates profile values. The *Oracle Applications System Administration Reference Manual* contains more information on profile options, including the internal names of each Oracle Assets profile option.

Oracle Assets allows you to govern the behavior of many of your forms using user profile options. Your system administrator sets many of these user profile option values for you at the Application, Responsibility, or User Level. The values that you enter for these options at the user level supersede the preset values that your system administrator has entered for you for these options.

---

### Setup Profile Options Summary

The table below indicates whether you (the "User") can view or update the profile option and at which System Administrator levels the profile options can be updated: at the user, responsibility, application, or site levels.

A "Required" profile option requires you to provide a value. An "Optional" profile option already provides a default value, so you only need to change it if you don't want to accept the default.

Profile Option	User	System Administrator				Requirements	
	User	User	Resp	App	Site	Required	Default Value
Account Generator: Purge Runtime Data	–					Optional	Yes
FA: Allow Swiss Special Assets	–					Optional	No Default
FA: Archive Table Sizing Factor	–		✓	✓		Optional	100 kilobytes
Key	✓	You can update the profile option.					
	–	You can view the profile option value but you cannot change it.					
	0	You cannot view or change the profile option value.					

Profile Option	User	System Administrator				Requirements	
	User	User	Resp	App	Site	Required	Default Value
FA: Cache Sizing Factor	–		✓	✓		Optional	25
FA: Deprn Single	–					Optional	No
FA: Generate Expense Account	–		✓	✓		Optional	No Default
FA: Large Rollback Segment Name	–		✓	✓		Optional	No Default
FA: Number Mass Addition Parallel Requests	–					Optional	2
FA: Number of Parallel Requests	–		✓	✓		Optional	No Default
FA: Print Debug		✓	✓	✓		Optional	No Default
FA: Print Timing Diagnostics		✓	✓	✓		Optional	No Default
FA: Security Profile						Optional	No Default
GL: Set of Books Name			✓	✓	✓	Required	No Default
Key	✓	You can update the profile option.					
	–	You can view the profile option value but you cannot change it.					
	0	You cannot view or change the profile option value.					

## Profile Options

This section lists each user profile option in Oracle Assets. For each user profile option, it gives a brief overview of how Oracle Assets uses that user profile, and tells you which level to use to set or update it.

### **Account Generator:Purge Runtime Data**

Setting this profile option to Yes ensures that the Oracle Workflow data used to generate accounting flexfield code combinations using the Account Generator is purged after the Account Generator has completed.

This profile option should always be set to Yes unless you are debugging the Account Generator. It is recommended to set it to No temporarily at the User level. Running the Account Generator with this profile option set to No fills up the workflow tables and slows performance.

Users can see and update this profile option.

This profile option is visible and updatable at all levels.

---

**FA: Allow Swiss Special Assets**

---

Controls whether you can use the Swiss insurance calculation method. If this profile option is set, when you add insurance details on the Fixed Asset Insurance window, you can check the Special Swiss Assets check box, which signifies that this asset will use the Swiss insurance calculation method.

---

**FA: Archive Table Sizing Factor**

---

Controls the space allotted for the temporary tables created when you archive and purge a book. The sizing factor specifies how many kilobytes of storage to reserve for the initial extent. The default value is 100 kilobytes. You can update this option if you are archiving a large number of records for a fiscal year.

This profile option is visible to the System Administrator and updatable at the application and responsibility levels. It is visible to, but not updatable by, the user.

---

**FA: Cache Sizing Factor**

---

Controls the amount of database information retained in concurrent program for performance improvement. The range is 0 to 25, and the default value is 25; you do not need to update this option.

This profile option is visible to the System Administrator and updatable at the application and responsibility levels. It is visible to, but not updatable by, the user.

---

**FA: Deprn Single**

---

This profile option controls the caching buffer used when you run depreciation. You can set the buffer to either No (20) or Yes (1). The default is No.

If you set FA: Deprn Single to No, the cache is reset after every 20 assets. If you set FA: Deprn Single to Yes, the cache is reset after every asset.

<b>Yes</b>	Cache is reset after every asset
<b>No</b>	Cache is reset after every 20 assets
<b>(No Value)</b>	Equivalent to No

This profile option should always be set to No, unless assets failed previously when running depreciation. In this case, you should set it to Yes temporarily, and rerun depreciation for any set of 20 assets that failed depreciation. When the profile option is set to Yes, the log file provides information on each asset so that you can determine which asset failed. When these assets have depreciated successfully, you should reset the profile option to No. Running depreciation with the profile option set to Yes can slow performance considerably.

---

**FA: Generate Expense Account**

---

This profile option allows you to generate the depreciation expense account based on Workflow rules. When you set this profile option to Yes, Generate Accounts reads the profile option and generates the expense account using Workflow rules. If you do not set this profile option or you set it to No, Generate Accounts uses the expense account entered for an asset in the Assignments window.

---

**FA: Large Rollback Segment Name**

---

Indicates the name of the rollback segment for Oracle Assets to use for programs that require large rollback space, such as Depreciation. If you do not specify a large rollback segment, Oracle Assets uses the first available rollback segment.

This profile option is visible to the System Administrator and updatable at the application and responsibility levels. It is visible to, but not updatable by, the user.

---

**FA: Number Mass Addition Parallel Requests**

---

Controls the number of requests the Mass Additions Post program will run in parallel. When you run the program, Oracle Assets spawns a parent process with several child processes. Note that the Parent ID number is identical to that of the Request ID in the View Concurrent Requests form.

Enter a number between 1 and 20 to specify the maximum number of parallel requests you want to allow. The parent process is not included in this number. The default setting is 2.

This profile option is visible to the System Administrator and updatable at the application and responsibility levels. It is visible to, but not updatable by, the user.

### **FA: Number of Parallel Requests**

---

Controls the number of requests you run in parallel for those Oracle Assets programs that can run in parallel. For example, use this profile option to run parallel depreciation processes. When you run the process, Oracle Assets spawns a parent process with several child processes. Note that the Parent ID number is identical to that of the Request ID in the View Concurrent Requests form.

Enter a number between 1 and 20 to specify the maximum number of parallel requests you want to allow. The parent process is not included in this number.

This profile option is visible to the System Administrator and updatable at the application and responsibility levels. It is visible to, but not updatable by, the user.

### **FA: Print Debug**

---

Indicates whether debug tracing messages are printed in concurrent program log files. This profile option is used by Support as a tool to identify a problem with the code.

<b>Yes</b>	Enables printing of debug messages
<b>No</b>	Disables printing of debug messages
<b>(No Value)</b>	Equivalent to No

This profile option is visible to the System Administrator and updatable at the application, responsibility, and user levels.

### **FA: Print Timing Diagnostics**

---

Indicates whether timing diagnostic messages are printed in concurrent program log files. This profile option is used by Support as a tool to identify a problem with the code.

<b>Yes</b>	Enables printing of timing information
<b>No</b>	Disables printing of timing information
<b>(No Value)</b>	Equivalent to No

This profile option is visible to the System Administrator and updatable at the application, responsibility, and user levels.

## **FA: Security Profile**

---

Restricts access to the organizations defined in the security profile. This option is seeded at the site level with the view-all security profile created for the Startup Business Group.

### **See Also**

Personal Profile Values Window (*Oracle Applications User's Guide*)

Overview of Setting User Profiles (*Oracle Applications System Administrator's Guide*)

Examples of User Profile Options (*Oracle Applications System Administrator's Guide*)



APPENDIX

# *D*

## Oracle Assets Function Security

**T**his appendix describes which Oracle Assets transactions and features are controlled by function security.

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## Function Security in Oracle Assets

Use function security to control user access to Oracle Assets functions. By default, access to Oracle Assets functionality is NOT restricted; you must ask your system administrator to customize your responsibilities to restrict access. Your system administrator customizes each responsibility at your site by including or excluding registered functions and menus of functions for a responsibility in the Responsibilities form.

For example, your system administrator creates a Fixed Assets Clerk responsibility that allows asset additions in the QuickAdditions form, but does not allow retirements. When you sign on, select the Fixed Assets Clerk responsibility, and open the Asset Workbench, the QuickAdditions button appears, but the Retirements button is hidden.

The following examples are common results that enforcing function security may produce:

- Form or menu does not appear in the Navigator window

**Note:** Some forms and menus, when excluded from a responsibility, may affect more than one window or function. For example, if you exclude the Depreciation menu, you also exclude the Run Depreciation, Depreciation Projections, and Calculate Gains and Losses windows. Similarly, if you exclude the Tax Workbench, you also exclude the Investment Tax Credits and Reserve Adjustments windows.
- Button is hidden

**Note:** Some buttons access more than one window or function. For example, use the 'New' button to perform a detail addition (Asset Details, Books, and Assignments windows).
- Field is not updateable

Use function security to control any of the following Oracle Assets functions:

User Function Name	Restriction(s)
Assets:Open	Change descriptive details in the Asset Details window.
Assets:New	Add assets using the Detail Additions process in the Asset Details, Books, and Assignments windows.  <b>NOTE:</b> You also can access these windows separately. So, if you allow detail additions (Assets:New) but not transfers (Assets:Assignments), you can access the Assignments window only when performing a detail addition.
Assets:QuickAdditions	Add assets using the QuickAdditions process in the Quick-Additions window
Assets:Assignments	Perform transfers in the Assignments window
Assets:Books	Perform financial adjustments in any book in the Books window
Assets:Source Lines	View and adjust source lines in the Source Lines window
Assets:Retirements	Retire an asset in the Retirements window
Assets:Reinstatements	Reinstate previous retirements, Undo Retirement, or Undo Reinstatement, depending on the status of the retirement transaction in the Retirements window
Assets:Subcomponents	View subcomponents in the Subcomponents window
Assets:Adjust Source Lines	Transfer or partially transfer lines or amounts in the Source Lines window
Assets:Transfer Source Lines	Transfer source lines between assets (Transfer To) in the Source Lines window
Assets:Manual Asset Numbers	Enter an asset number in the Asset Number field of the Detail and QuickAdditions, and Mass Additions windows. This function enforces automatic asset numbering
Assets:Change Number	Update asset number in the Asset Number field of the Asset Detail window
Assets:Change Description	Update asset description in the Description field of the Asset Detail window
Assets:Reclassifications	Perform reclassifications (change the category) in the Category field of the Asset Details window
Assets:Unit Adjustments	Adjust units in the Units field of the Asset Details window
Assets:Unplanned Depreciation	Enter unplanned depreciation for an asset in the Unplanned Depreciation window

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User Function Name	Restriction(s)
Mass Additions:Split	Split and unsplit mass additions in the Mass Additions window
Mass Additions:Add to Asset	Add mass additions to existing assets or remove mass additions from an asset in the Mass Additions window
Mass Additions:Merge	Merge or unmerge mass additions in the Mass Additions window
Mass Additions:Open	Prepare mass additions in the Prepare Mass Additions window
Tax Workbench:Assign ITC	Assign ITC to an asset in the Investment Tax Credits window
Tax Workbench:Adjust Reserve	Adjust tax book accumulated depreciation in the Reserve Adjustments window

**Table 11 – 3 (Page 2 of 2)**

## See Also

Overview of Function Security (*Oracle Applications System Administrator's Guide*)

How Function Security Works (*Oracle Applications System Administrator's Guide*)

Implementing Function Security (*Oracle Applications System Administrator's Guide*)

Defining a New Menu Structure (*Oracle Applications System Administrator's Guide*)

# Glossary

**Note:** Some terms appear more than once because they are shared by more than one Oracle Financial Applications product. These alternate definitions are provided so you can see how the same term or feature name is used in other applications.

**4-4-5 calendar** A depreciation calendar with 12 uneven periods: four cycles of a four-week period, followed by a four-week period, followed by a five-week period. Depreciation is usually divided by days for a 4-4-5 calendar. Since a 4-4-5 calendar has 364 days per year, it has different start and end dates for the fiscal year each year.

**24-hour format** A time format that uses a 24 hour clock instead of am and pm, so that 3:30 would be 3:30 am, 16:15 would be 4:15 pm, 19:42 would be 7:42 pm, etc.

**Account Generator** A feature that uses Oracle Workflow to provide various Oracle Applications with the ability to construct Accounting Flexfield combinations automatically using custom construction criteria. You define a group of steps that determine how to fill in your Accounting Flexfield segments. You can define additional processes and/or modify the default process(es), depending on the application. See also *activity, function, item type, lookup type, node, process, protection level, result type, transition, Workflow Engine*

**Account segment** One of up to 30 different sections of your Accounting Flexfield, which together make up your general ledger account code. Each segment is separated from the other segments by a symbol you choose (such as -, /, or \). Each segment typically represents an element of your business structure, such as Company, Cost Center or Account.

**Account segment value** A series of characters and a description that define a unique value for a particular value set.

**Accounting Flexfield** The code you use to identify a general ledger account in an Oracle Financials application. Each Accounting Flexfield segment value corresponds to a summary or rollup account within your chart of accounts.

**Accounting Flexfield structure** The account structure you define to fit the specific needs of your organization. You choose the number of segments, as well as the length, name, and order of each segment in your Accounting Flexfield structure.

**Accounting Flexfield value set** A group of values and attributes of the values. For example, the value length and value type that you assign to your account segment to identify a particular element of your business, such as Company, Division, Region, or Product.

**accounting period** In Oracle Assets, the periods that make up your fiscal year. You depreciate assets each period.

**accounting period** In Oracle Cash Management, a time period making up your fiscal year, used on financial statements. They can be of any length, but are usually a month, quarter, or year. Periods are defined in Oracle General Ledger.

**accumulated depreciation** The total depreciation taken for an asset since it was placed in service. Also known as **life-to-date depreciation** and **depreciation reserve**.

**ACE** See *adjusted current earnings*.

**ACE book** A tax book for Adjusted Current Earnings ("ACE") tax calculations.

**activity** In Oracle Workflow, a unit of work performed during a business process.

**activity** In Oracle Receivables, a name that you use to refer to a receivables activity such as a payment, credit memo, or adjustment. See also *activity attribute*, *function activity*, .

**activity attribute** A parameter for an Oracle Workflow function activity that controls how the function activity operates. You define an activity attribute by displaying the activity's Attributes properties page in the Activities window of Oracle Workflow Builder. You assign a value to an activity attribute by displaying the activity node's Attribute Values properties page in the Process window.

**adjusted current earnings ("ACE")** A set of depreciation rules defined by United States tax law. Oracle Assets supports the Adjusted Current Earnings tax rules.

**alert** An entity you define that checks your database for a specific condition and sends or prints messages based on the information found in your database.

**archive** To archive a fiscal year is to copy the depreciation expense and adjustment transaction data for that year to a storage device.

**archive table** copies your account balances from the Balances Table (GL\_BALANCES) to your Archive Table (GL\_ARCHIVE\_BALANCES). Oracle Assets copies your journal details from the Journal Entry tables (GL\_JE\_BATCHES, GL\_JE\_HEADERS, and GL\_JE\_LINES) to your archive tables (GL\_ARCHIVE\_BATCHES, GL\_ARCHIVE\_HEADERS, and GL\_ARCHIVE\_LINES).

**archive table** Oracle Assets copies depreciation expense and adjustment transaction data for a fiscal year to temporary tables called archive tables.

**archive tablespace** The tablespace where your archive table is stored. A tablespace is the area in which an Oracle database is divided to hold tables.

**asset** See *fixed asset*.

**asset account** A general ledger account to which you charge the cost of an asset when you purchase it. You must define an account as an asset account.

**Asset Key Flexfield** Oracle Assets lets you define additional ways to sort and categorize your assets without any financial impact. You use your Asset Key Flexfield to define how you want to keep the information.

**attribute** See *activity attribute, item type attribute*

**automatic asset numbering** A feature that automatically numbers your assets if you do not enter an asset number.

**AutoReduction** An Oracle Applications feature in the list window that allows you to shorten a list so that you must scan only a subset of values before choosing a final value. Just as AutoReduction incrementally reduces a list of values as you enter additional character(s), pressing [Backspace] incrementally expands a list.

**AutoSelection** A feature in the list window that allows you to choose a valid value from the list with a single keystroke. When you display the list window, you can type the first character of the choice you want in the window. If only one choice begins with the character you enter, AutoSelection selects the choice, closes the list window, and enters the value in the appropriate field.

**AutoSkip** A feature specific to flexfields where Oracle Applications automatically moves your cursor to the next segment as soon as you enter a valid value into a current flexfield segment. You can turn this feature on or off with the user profile option Flexfields:AutoSkip.

**balancing segment** An Accounting Flexfield segment that you define so that General Ledger automatically balances all journal entries for each value of this segment. For example, if your company segment is a balancing segment, General Ledger ensures that, within every journal entry, the total debits to company 01 equal the total credits to company 01.

**basis reduction rate** Each Investment Tax Credit Rate has a basis reduction rate associated with it. Oracle Assets applies the basis reduction rate to the ITC basis to determine the amount by which it will reduce the depreciable basis. Oracle Assets displays the basis reduction rate with its corresponding investment tax credit rate in the Assign Investment Tax Credit form so you can easily see whether the rate you choose will reduce the depreciable basis of the asset.

**book** See *depreciation book*.

**budget book** A book that you use to track planned capital expenditures.

**budget interface table** In Oracle General Ledger, a database table that stores information needed for budget upload.

**budget interface table** In Oracle Assets, the interface table from which Assets uploads budget information.

**budget upload** In Oracle General Ledger, the ability to transfer budget information from a spreadsheet to Oracle Assets. For example, with the spreadsheet interface you can upload budget information from your spreadsheet to Oracle Assets.

**budget upload** In Oracle Assets, the process by which Assets loads budget information from the Budget Interface table into the Budget worksheet. You can use the Budget Upload process to transfer budget information from a feeder system, such as a spreadsheet, to Oracle Assets.

**budget worksheet** Oracle Assets holds your budget in the budget worksheet so that you can review and change it before you load it into your budget book. Your budget must be in a budget book before you can run depreciation projections or reports.

**cache** A temporary storage area for holding information during processing.

**calculated depreciation method** A depreciation method that uses the straight-line method to calculate depreciation based on the asset life and the recoverable cost.

**capital gain threshold** The minimum time you must hold an asset for Oracle Assets to report it as a capital gain when you retire it. If you hold an asset for at least as long as the capital gain threshold, Oracle Assets reports it as a capital gain when you retire it. If you hold the asset for less than the threshold, Oracle Assets reports it as an ordinary income from the retirement.

**capitalized assets** Capitalized assets are assets that you depreciate (spread the cost expense over time). The Asset Type for these assets is "Capitalized".

**capital project** A project in which you build one or more depreciable fixed assets.

**category flexfield** Oracle Assets lets you group your assets and define what descriptive and financial information you want to keep about your asset categories. You use your Category Flexfield to define how you want to keep the information.

**chart of accounts structure** A classification of account segment values that assigns a particular range of values a common characteristic. For example, 1000 to 1999 might be the range of segment values for assets in the account segment of your accounting flexfield.

**CIP assets** See *construction-in-process assets*.

**clearing account** An account used to ensure that both sides of an accounting transaction are recorded. For example, when you purchase an asset, your payables group creates a journal entry to the asset clearing account. When your fixed assets group records the asset, they create another journal entry to the asset clearing account to balance the entry from the payables group.

**construction-in-process (CIP) asset** A depreciable fixed asset you plan to build during a capital project. The costs associated with building CIP assets are referred to as CIP costs. You construct CIP assets over a period of time rather than buying a finished asset. Oracle Assets lets you create, maintain, and add to your CIP assets as you spend money for material and labor to construct them. When you finish the assets and place them in service (capitalize them), Oracle Assets begins depreciating them.

**concurrent manager** A unique facility that manages many time-consuming, non-interactive tasks within Oracle Applications for you, so you do not have to wait for their completion. When you submit a request in Oracle Applications that does not require your interaction, such as releasing shipments or running a report, the Concurrent Manager does the work for you, enabling you to complete multiple tasks simultaneously.

**concurrent process** A non-interactive task that you request Oracle Applications to complete. Each time you submit a non-interactive task, you create a new concurrent process. A concurrent process runs simultaneously with other concurrent processes (and other interactive activities on your computer) to help you complete multiple tasks at once.

**concurrent queue** A list of concurrent requests awaiting completion by a concurrent manager. Each concurrent manager has a queue of requests waiting to be run. If your system administrator sets up your Oracle Application to have simultaneous queuing, your request can wait to run in more than one queue.

**concurrent request** A request to Oracle Applications to complete a non-interactive task for you. You issue a request whenever you submit a non-interactive task, such as releasing a shipment, posting a journal entry, or running a report. Once you submit a request, Oracle Applications automatically takes over for you, completing your request without further involvement from you or interruption of your work.

**control book** A tax book, used for mass depreciation adjustments, that holds the minimum accumulated depreciation for each asset.

**Corporate book** A depreciation book that you use to track financial information for your balance sheet.

**credit invoice** An invoice you receive from a supplier representing a credit amount that the supplier owes to you. A credit invoice can represent a quantity credit or a price reduction. You can create a mass addition line from a credit invoice and apply it to an asset.

**database table** A basic data storage structure in a relational database management system. A table consists of one or more units of information (rows), each of which contains the same kind of values (columns). Your application's programs and windows access the information in the tables for you.

**date placed in service** The calendar date on which you start using an asset.

**deferred depreciation** The difference between the depreciation expense for an asset in a tax book and its depreciation expense in the associated corporate book.

**dependent segment** An account segment in which the available values depend on values entered in a previous segment, called the independent segment. For example, the dependent segment Sub–Account 0001 might mean Bank of Alaska when combined with the independent segment Account 1100, Cash, but the same Sub–Account 0001 might mean Building #3 when combined with Account 1700, Fixed Assets.

**depreciable basis** The amount of your asset that is subject to depreciation, generally the cost minus the salvage value. Also known as **recoverable cost**.

**depreciate** To depreciate an asset is to spread its cost over the time you use it. You charge depreciation expense for the asset each period. The total depreciation taken for an asset is stored in the accumulated depreciation account.

**depreciation book** A book to store financial information for a group of assets. A depreciation book can be corporate, tax, or budget. Also known as **book**.

**depreciation calendar** The depreciation calendar determines the number of accounting periods in a fiscal year. It also determines, with the divide depreciation flag, what fraction of the annual depreciation amount to take each period. You must specify a depreciation calendar for each book.

**depreciation projection** The expected depreciation expense for specified future periods.

**depreciation reserve** See *accumulated depreciation*.

**descriptive flexfield** A field that your organization can extend to capture extra information not otherwise tracked by Oracle Applications. A descriptive flexfield appears in your window as a single character, unnamed field. Your organization can customize this field to capture additional information unique to your business.

**distribution line** In Oracle Payables and Oracle Projects, a line corresponding to an accounting transaction for an expenditure item on an invoice, or a liability on a payment.

**distribution line** In Oracle Assets, information such as employee, general ledger depreciation expense account, and location to which you have assigned an asset. You can create any number of distribution lines for each asset. Oracle Assets uses distribution lines to allocate depreciation expense and to produce your Property Tax and Responsibility Reports.

**expensed asset** An asset that you do not depreciate, but charge the entire cost in a single period. Oracle Assets does not depreciate an expensed asset, or create any journal entries for it. You can, however, use Oracle Assets to track expensed assets. The Asset Type for these assets is "Expensed".

**expensed item** Items that do NOT depreciate; the entire cost is charged in a single period to an expense account. Oracle Assets tracks expensed items, but does not create journal entries for them.

**feeder system** Another system from which you can pass information into Oracle Assets. For example, you can pass budget or production information from a spreadsheet into Oracle Assets.

**fiscal year** Any yearly accounting period without regard to its relationship to a calendar year.

**fixed asset** An item owned by your business and used for operations. Fixed assets generally have a life of more than one year, are acquired for use in the operation of the business, and are not intended for resale to customers. Assets differ from inventory items since you use them rather than sell them.

**fixed assets unit** A measure for the number of asset parts tracked in Oracle Assets. You can assign one or more units to a distribution line.

**flat-rate depreciation method** A depreciation method that calculates the depreciation for an asset based on a fixed rate each year. This method uses a constant rate which Oracle Assets multiplies by an asset's recoverable cost or net book value as of the beginning of each fiscal year.

**flexfield** An Oracle Applications field made up of segments. Each segment has an assigned name and a set of valid values. Oracle Applications uses flexfields to capture information about your organization. There are two types of flexfields: key flexfields and descriptive flexfields.

**flexfield segment** One of the sections of your key flexfield, separated from the other sections by a symbol that you define (such as -, /, or \). Each segment typically represents an element of your business, such as cost center, product, or account.

**folder** A flexible entry and display window in which you can choose the fields you want to see and where each appears in the window.

**foreign currency**

**foreign currency** In Oracle Assets, a currency that you define for your set of books to record and conduct accounting transactions in a currency other than your functional currency.

**function** A PL/SQL stored procedure referenced by an Oracle Workflow function activity that can enforce business rules, perform automated tasks within an application, or retrieve application information. The stored procedure accepts standard arguments and returns a completion result. See also *function activity*.

**function activity** An automated Oracle Workflow unit of work that is defined by a PL/SQL stored procedure. See also *function*.

**function security** An Oracle Applications feature that lets you control user access to certain functions and windows. By default, access to functionality is *not* restricted; your system administrator customizes each responsibility at your site by including or excluding functions and menus in the Responsibilities window.

**functional currency** In Oracle Assets, General Ledger, and Cash Management, the principal currency you use to record transactions and maintain accounting data within Oracle Assets. The functional currency is usually the currency in which you perform most of your business transactions. You specify the functional currency for each set of books in the Set of Books window.

**functional currency** In Oracle Payables and Receivables, the principal currency you use to record transactions and maintain your accounting data for your set of books. You define the functional currency for each set of books within your organization. When you enter and pay an invoice in a foreign currency, Oracle Assets automatically converts the foreign currency into your functional currency based on the exchange rate you define. Oracle Assets creates journal entries for your multiple currency invoices and payments in both your foreign and functional currencies.

**functional currency** In Oracle Projects, the principal currency you use to maintain accounting data in your General Ledger.

**gain / loss** The profit or loss resulting from the retirement of an asset.

**general ledger** The accounting system that tracks the journal entries that affect each account.

**import** A utility that enables you to bring data from an export file into an Oracle8 table. The import utility is part of the Oracle8 Relational Database Management System. This utility is used to restore archived data.

**inflation start date** The inflation start date for an asset specifies when inflation begins to impact an asset. The asset is adjusted for inflation from this date onward. The inflation start date is generally the same date as the date placed in service. You can, however, define an inflation start date that is different than the date placed in service. For example, if you enter an asset that is already in service and that has already been adjusted for inflation, you can set the inflation start date to an appropriate date to begin calculating new inflation adjustments in Oracle Assets.

**intangible asset** A long term asset with no physical substance, such as a patent, copyright, trademark, leasehold, and formula. You can depreciate intangible assets using Oracle Assets.

**intercompany account** A general ledger account that you define in an Accounting Flexfield to balance intercompany transactions. You can define multiple intercompany accounts for use with different types of accounts payable journal entries.

**investment tax credit (ITC)** A United States tax credit that is based on asset cost.

**invoice** In Oracle Receivables and Oracle Cash Management, a document that you create in Receivables that lists amounts owed for the purchases of goods or services. This document also lists any tax, freight charges, and payment terms.

**invoice** In Oracle Payables and Oracle Assets, a document you receive from a supplier that lists amounts owed to the supplier for purchased goods or services. In Payables, you create an invoice online using the information your supplier provides on the document. Payments, inquiries, adjustments and any other transactions relating to a supplier's invoice are based upon the invoice information you enter.

**invoice** In Oracle Projects, a summarized list of charges, including payment terms, invoice item information, and other information that is sent to a customer for payment.

**invoice date** In Oracle Assets and Oracle Projects, the date that appears on a customer invoice. This date is used to calculate the invoice due date, according to the customer's payment terms.

**invoice date** In Oracle Receivables, the date an invoice is created. This is also the date that Oracle Assets prints on each invoice. Oracle Assets also use this date to determine the payment due date based on the payment terms you specify on the invoice.

**invoice date** In Oracle Payables, the date you assign to an invoice you enter in Oracle Assets. Oracle Assets uses this date to calculate the invoice due date, according to the payment terms for the invoice. The invoice date can be the date the invoice was entered or it can be a different date you specify.

**invoice number** A number or combination of numbers and characters that uniquely identifies an invoice within your system. Usually generated automatically by your receivables system to avoid assigning duplicate numbers.

**ITC** See *investment tax credit*.

**ITC amount** The investment tax credit allowed on an asset. The ITC amount is based on a percentage of the asset cost. When you change an asset's cost in the accounting period you enter it, Oracle Assets automatically recalculates the ITC amount.

**ITC basis** The maximum cost that Oracle Assets can use to calculate an investment tax credit amount for your asset. If you enabled ITC ceilings for the asset category you assigned to an asset, the ITC basis is the lesser of the asset's original cost or the ITC ceiling.

**ITC ceiling** A limit on the maximum cost that Oracle Assets can use to calculate investment tax credit for an asset. You can use different ceilings depending on the asset's date placed in service.

**ITC rate** A rate used to calculate the investment tax credit amount. This percentage varies according to the expected life of the asset and the tax year.

**ITC recapture** If you retire an asset before the end of its useful life, Oracle Assets automatically calculates what fraction of the original investment tax credit must be repaid to the government. This amount is called the investment tax credit recapture.

**item** Anything you buy, sell, or handle in your business. An item may be a tangible item in your warehouse, such as a wrench or tractor, or an intangible item, such as a service.

**item type** A term used by Oracle Workflow to refer to a grouping of all items of a particular category that share the same set of item attributes, used as a high level grouping for processes. For example, each Account Generator item type (e.g. FA Account Generator) contains a group of processes for determining how an Accounting Flexfield code combination is created. See also *item type attribute*

**item type attribute** A feature of a particular Oracle Workflow item type, also known as an item attribute. An item type attribute is defined as a variable whose value can be looked up and set by the application that maintains the item. An item type attribute and its value is available to all activities in a process.

**journal details tables** Journal details are stored in the database tables GL\_JE\_BATCHES, GL\_JE\_HEADERS, and GL\_JE\_LINES.

**journal entry** A debit or credit to a general ledger account. See also manual journal entry.

**journal entry category** In Oracle Assets and Oracle Projects, a category used to indicate the purpose or nature of your journal entry. General Ledger associates each of your journal entry headers with a journal entry category. Journal entry categories specify what kind of transaction the journal entry represents.

**journal entry category** In Oracle Payables, a category used to indicate the purpose or nature of your journal entry. General Ledger associates each of your journal entry headers with a journal entry category. There are three journal entry categories in Oracle Assets if you use the accrual basis accounting method: Invoices, Payments, and All (both Invoices and Payments). If you use the cash basis accounting method, Oracle Assets only assigns the Payment journal entry category to your journal entries.

**journal entry category** In Oracle General Ledger, a category in which describes the purpose or type of journal entry. Standard journal entry categories include accruals, payments, and vouchers.

**journal entry source** In Oracle Assets, Oracle Payables, and Oracle Projects, an indicator from which feeder system your journal entries originate, such as Oracle Assets. General Ledger associates each of your journal entries with one journal entry source. This allows you to group related journal entry transactions for reporting and analysis in your general ledger.

**journal entry source** In Oracle General Ledger, the source by which Oracle Assets identifies and differentiates the origin of journal entries. Standard journal entry sources include payables, payroll, personnel, and receivables.

**key flexfield** In Oracle General Ledger, an Oracle Applications feature you use to build custom fields in which you can enter and display information relating to your business. The General Ledger Accounting Flexfield is a key flexfield.

**key flexfield** In Oracle Projects, an intelligent key that uniquely identifies an application entity. Each key flexfield segment has a name you assign, and a set of valid values you specify. Each value has a meaning you also specify. You use this Oracle Applications feature to build custom fields used for entering and displaying information relating to your business. The Accounting Flexfield in your Oracle General Ledger application is an example of a key flexfield used to uniquely identify a general ledger account. An Oracle Applications feature you use to build custom fields used for entering and displaying information relating to your business. Oracle Assets uses the following key flexfields:

- Accounting Flexfield
- Category Flexfield
- Location Flexfield
- Asset Key Flexfield

**key flexfield** In Oracle Payables, an Oracle Applications feature you use to build custom fields used for entering and displaying information relating to your business. Oracle Assets uses the following key flexfields:

- Accounting Flexfield
- System Items Flexfield

**key flexfield** In Oracle Receivables, an Oracle Applications feature you use to build custom fields used for entering and displaying information relating to your business. Oracle Assets uses the following key flexfields:

- Accounting Flexfield
- Sales Tax Location Flexfield
- System Items Flexfield
- Territory Flexfield

**lamp** A one–word message that Oracle Applications displays in the message line of any window to notify you that a particular feature is available for a particular field.

**leasehold improvement** An improvement to leased property or leasehold. Leasehold improvements are normally amortized over the service life or the life of the lease, whichever is shorter.

**life–based depreciation method** A depreciation method that spreads out the depreciation for an asset over a fixed life, usually using rates from a table.

**life-to-date depreciation** The total depreciation taken for an asset since it was placed in service. Also known as **accumulated depreciation**.

**location** In Oracle Receivables, a shorthand name for an address. Location appears in address list of values to let you select the correct address based on an intuitive name. For example, you may want to give the location name of 'Receiving Dock' to the Ship To business purpose of 100 Main Street.

**location** In Oracle Assets, a key flexfield combination specifying a particular place. You assign each asset to a location. Oracle Assets uses location information to produce Responsibility and Property Tax Reports.

**Location Flexfield** Oracle Assets lets you define what information you want to keep about the locations you use. You use your Location Flexfield to define how you want to keep the information.

**lookup code** The internal name of a value defined in an Oracle Workflow lookup type. See also *lookup type*.

**lookup type** An Oracle Workflow predefined list of values. Each value in a lookup type has an internal and a display name. See also *lookup code*.

**Mass Additions** In Oracle Assets, a feature that allows you to copy asset information from another system, such as Oracle Payables. Create Mass Additions for Oracle Assets creates mass addition lines for potential assets. You can review these mass addition lines in the Prepare Mass Additions window, and actually create an asset from the mass addition line by posting it to Oracle Assets.

**Mass Additions** In Oracle Payables, invoice distribution lines that you transfer to Oracle Assets for creating assets. Oracle Assets only creates mass additions for invoice distribution lines that are marked for asset tracking. Invoice distribution lines distributed to Asset Accounting Flexfields are automatically marked for asset tracking.

Oracle Assets does not convert the mass additions to assets until you complete all of the required information about the asset and post it in Oracle Assets.

**Mass Change** A feature that allows you to change the prorate convention, depreciation method, life, rate, or capacity for a group of assets in a single transaction.

**Mass Copy** A feature that allows you to copy a group of asset transactions from your corporate book to a tax book. Use Initial Mass Copy to create a new tax book. Then use Periodic Mass Copy each period to update the tax book with new assets and transactions.

**Mass Depreciation Adjustment** A feature that allows you to adjust the depreciation expense in the previous fiscal year for all assets in a tax book. Oracle Assets adjusts the depreciation expense between the minimum and maximum depreciation amounts by a depreciation adjustment factor you specify.

**Mass Purge** See *archive, purge, restore*.

**Mass Revaluation** See *revaluation*.

**Mass Transfers** A feature that allows you to transfer a group of assets between locations, employees, and general ledger depreciation expense accounts.

**maximum depreciation expense** The maximum possible depreciation expense for an asset in a mass depreciation adjustment. The maximum depreciation expense for an asset is the greatest of the depreciation actually taken in the tax book, the amount needed to bring the accumulated depreciation up to the accumulated depreciation in the corporate book, or the amount needed to bring the accumulated depreciation up to the accumulated depreciation in the control book.

**message distribution** A line at the bottom of the toolbar that displays helpful hints, warning messages, and basic data entry errors.

**message line** A line on the bottom of a window that displays helpful hints or warning messages when you encounter an error.

**minimum depreciation expense** The minimum possible depreciation expense for an asset in a mass depreciation adjustment. The minimum depreciation expense for an asset in a tax book is the amount needed to bring the accumulated depreciation up to the accumulated depreciation in the corporate book or control book, or zero, whichever is greater.

**multi-org** See *multiple organizations*.

**multiple organizations** The ability to define multiple organizations and the relationships among them within a single installation of Oracle Applications. These organizations can be sets of books, business groups, legal entities, operating units, or inventory organizations.

**Multiple Reporting Currencies** An Oracle General Ledger feature that allows you to report in your functional currency and in one or more foreign currencies.

**node** An instance of an activity in an Oracle Workflow process diagram as shown in the Process window of Oracle Workflow Builder. See also *process*.

**parent asset** A parent asset has one or more subcomponent assets. First you add the parent asset. Then, you add the subcomponent asset and assign it to the parent asset in the Additions form. You can change parent/subcomponent relationships at any time.

**partial retirement** A transaction that retires part of an asset. You can retire any number of units of a multiple unit asset or you can retire part of an asset cost. If you retire by units, Oracle Assets automatically calculates the cost retired.

**period type** In Oracle Assets, you use the general ledger accounting period types to define your general ledger calendar.

**period type** In Oracle General Ledger, you use accounting period types to define your accounting calendar.

**prior period addition** An addition is a prior period addition if you enter it in an accounting period that is after the period in which you placed the asset in service. Also known as **retroactive addition**.

**prior period reinstatement** A reinstatement is a prior period reinstatement if you enter it in an accounting period that is after the period in which the retirement took place. Also known as **retroactive reinstatement**.

**prior period retirement** A retirement is a prior period retirement if you enter it in an accounting period that is after the period in which you entered the retirement. Also known as **retroactive retirement**.

**prior period transfer** A transfer is a prior period transfer if you enter it in an accounting period that is after the period in which the transfer took place. Also known as **retroactive transfer**.

**process** A set of Oracle Workflow activities that need to be performed to accomplish a business goal. See also *Account Generator*, *process activity*, *process definition*.

**process activity** An Oracle Workflow process modelled as an activity so that it can be referenced by other processes; also known as a subprocess. See also *process*.

**process definition** An Oracle Workflow process as defined in the Oracle Workflow Builder. See also *process*.

**production depreciation method** See *units of production depreciation method*.

**production interface table** The table in which Oracle Assets stores the information you need to use the Production Interface. Information in the Production Interface table is stored in columns.

**production upload** The process by which Oracle Assets loads production information from the Production Interface table into Oracle Assets. You can use the Production Information Upload process to transfer production information from a feeder system, such as a spreadsheet, to Oracle Assets.

**prorate calendar** The prorate calendar determines the number of prorate periods in your fiscal year. It also determines, with the prorate or retirement convention, which depreciation rate to select from the rate table for your table-based depreciation methods. You must specify a prorate calendar for each book.

**prorate convention** Oracle Assets uses the prorate convention to determine how much depreciation to take in the first and last year of an asset's life based on when you place the asset in service. If you retire an asset before it is fully reserved, Oracle Assets uses the retirement convention to determine how much depreciation to take in the last year of life based on the retirement date. Your tax department determines your prorate and retirement conventions.

**prorate date** Oracle Assets uses the prorate date to calculate depreciation expense for the first and last year of an asset's life.

**protection level** In Oracle Workflow, a numeric value ranging from 0 to 1000 that represents who the data is protected from for modification. When workflow data is defined, it can either be set to customizable (1000), meaning anyone can modify it, or it can be assigned a protection level that is equal to the access level of the user defining the data. In the latter case, only users operating at an access level equal to or lower than the data's protection level can modify the data. See also *Account Generator*.

**purchase order (PO)** In Oracle General Ledger and Oracle Projects, a document used to buy and request delivery of goods or services from a supplier.

**purchase order (PO)** In Oracle Assets, the order on which the purchasing department approved a purchase.

**purge** To purge a fiscal year is to remove the depreciation expense and adjustment transaction records for that year from Oracle Assets. You must archive and purge all earlier fiscal years and archive this fiscal year before you can purge it.

**QuickCodes** An Oracle Assets feature that allows you to enter standard descriptions for your business. You can enter QuickCode values for your Property Types, Retirement Types, Asset Descriptions, Journal Entries, and Mass Additions Queue Names.

**recoverable cost** The lesser of the cost ceiling or the current asset cost less the salvage value and ITC basis reduction amount. Recoverable cost is the total amount of depreciation you are allowed to take on an asset throughout its life.

**report** In Oracle Assets, Oracle Payables, Oracle Receivables, and Oracle Projects, an organized display of Oracle Applications information. A report can be viewed online or sent to a printer. The content of information in a report can range from a summary to a complete listing of values.

**report** In Oracle General Ledger, a combination of at least a row set and column set, and optionally a content set, display group, row order, and runtime options, such as currency and override segment name, that you can define and name. When you request financial statements, you can enter this name, and Oracle Assets automatically enters the report components and runtime options for you. You simply specify the accounting period. Oracle Assets automatically enters the rest.

**report headings** In Oracle Assets, Oracle Payables, Oracle Receivables, and Oracle General Ledger, a descriptive section found at the top of each report giving general information about the contents of the report.

**report headings** In Oracle Payables, report headings also provide you with the name of the Set of Books selected for all Oracle Assets transactions and reports. Oracle Assets prints the name of your Set of Books in the heading of most reports.

**report option** See *report parameter*.

**report parameter** In Oracle Assets, Oracle General Ledger, and Oracle Receivables, options that let you sort, format, select, and summarize the information in your reports.

**report parameter** In Oracle Payables, a variable you use to restrict information in a report, or determine the format of the report. For example, you may want to limit your report to the current month, or display information by supplier number instead of supplier name. Most standard reports in Oracle Assets that you can submit manually have a set of report parameters.

**report set** A group of reports that you submit at the same time to run as one transaction. A report set allows you to submit the same set of reports regularly without having to specify each report individually. For example, you can define a report set that prints all of your regular month-end management reports.

**responsibility** In Oracle Projects, Oracle Payables, and Oracle Receivables, a level of authority in an application. Each responsibility lets you access a specific set of Oracle Applications windows, menus, reports, and data to fulfill your role in an organization. Several users can share the same responsibility, and a single user can have multiple responsibilities.

**responsibility** In Oracle Assets and Oracle General Ledger, a level of authority within Oracle Assets. Each responsibility provides a user with access to a menu and a set of books. You can assign one or more responsibilities to each user. Responsibilities let you control security in Oracle Assets.

**restore** To restore a fiscal year is to reload the depreciation expense and adjustment transaction records for that fiscal year into Oracle Assets from a storage device. You can only restore the most recently purged fiscal year.

**result code** In Oracle Workflow, the internal name of a result value, as defined by the result type. See also *result type*, *result value*.

**result type** In Oracle Workflow, the name of the lookup type that contains an activity's possible result values. See also *result code*, *result value*.

**result value** In Oracle Workflow, the value returned by a completed activity, such as *Approved*. See also *result code*, *result type*.

**retroactive addition** See *prior period addition*.

**retroactive reinstatement** See *prior period reinstatement*.

**retroactive retirement** See *prior period retirement*.

**retroactive transfer** See *prior period transfer*.

**revaluation** In Oracle Assets, a feature that allows you to adjust the cost of your assets by a revaluation rate. The cost adjustment is necessary due to inflation or deflation. You can define revaluation rules for accumulated depreciation, for amortization of revaluation reserve, and for revaluation ceilings.

**revaluation** In Oracle Receivables, a restatement of assets of liabilities denominated in a foreign currency using exchange rates that you enter. Fluctuations in exchange rates between the transaction and revaluation dates result in revaluation gains or losses.

**segment** A single sub-field within a flexfield. You define the structure and meaning of individual segments when customizing a flexfield.

**Shared use assets** When your accounting entities in the same corporate book share the use of an asset, you can apportion depreciation expense to each by percentage or units used.

**shorthand flexfield entry** A quick way to enter key flexfield data using shorthand aliases (names) that represent valid flexfield combinations or patterns of valid segment values. Your organization can specify flexfields that will use shorthand flexfield entry and define shorthand aliases for these flexfields that represent complete or partial sets of key flexfield segment values.

**Standard Request Submission** A standard interface in Oracle Applications in which you run and monitor your application's reports and other processes.

**status line** A status line appearing below the message line of a root window that displays status information about the current window or field. A status line can contain the following: ^ or v symbols indicate previous records before or additional records following the current record in the current block; **Enter Query** indicates that the current block is in Enter Query mode, so you can specify search criteria for a query; **Count** indicates how many records were retrieved or displayed by a query (this number increases with each new record you access but does not decrease when you return to a prior record); the **<Insert>** indicator or *lamp* informs you that the current window is in insert character mode; and the **<List>** *lamp* appears when a list of values is available for the current field.

**supplier** A business or individual that provides goods or services or both in return for payment.

**supplier number** A number or combination of numbers and characters that uniquely identifies a supplier within your system.

**table-based depreciation method** A depreciation method that uses the table-based method (rates) to calculate depreciation based on the asset life and the recoverable cost or net book value.

**tablespace** The area in which an Oracle database is divided to hold tables.

**Tax book** A depreciation book that you use to track financial information for your reporting authorities.

**transaction type** In Oracle Receivables, an invoice control feature that lets you specify default values for invoice printing, posting to the general ledger, and updating open receivable balances.

**transaction type** In Oracle Assets, the kind of action performed on an asset. Transaction types include addition, adjustment, transfer, and retirement.

**transaction type** In Oracle Cash Management, transaction types determine how Cash Management matches and accounts for transactions. Cash Management transaction types include Miscellaneous Receipt, Miscellaneous Payment, Non-Sufficient Funds (NSF), Payment, Receipt, Rejected, and Stopped.

**transition** In Oracle Workflow, the relationship that defines the completion of one activity and the activation of another activity within a process. In a process diagram, the arrow drawn between two activities represents a transition. See also *activity*, *Workflow Engine*.

**unit of measure** In Oracle Assets, a label for the production quantities for a units of production asset. The unit used to measure production amounts. Each unit of measure belongs to a unit of measure class.

**unit of measure** In Oracle Projects, a unit of measure records quantities or amounts of an expenditure item. For example, if you specify the unit *Miles* when you define an expenditure type for personal car use, Oracle Projects calculates the cost of using a personal car by mileage.

**unit of measure**

**unit of measure classes** Groups of units of measure with similar characteristics. Typical units of measure classes are Volume and Length.

**units of production depreciation method** A depreciation method that calculates the depreciation for an asset based on the actual production or use for that period. This method uses the asset's actual production for the period divided by the capacity of the asset to determine depreciation. Oracle Assets multiplies this fraction by the asset's recoverable cost.

**user profile** A set of changeable options that affect the way your applications run. You can change the value of a user profile option at any time.

**value** Data you enter in a parameter. A value can be a date, a name, or a code, depending on the parameter.

**value set** A group of values and related attributes you assign to an account segment or to a descriptive flexfield segment. Values in each value set have the same maximum length, validation type, alphanumeric option, and so on.

**vendor** See *supplier*.

**Workflow Engine** The Oracle Workflow component that implements a workflow process definition. The Workflow Engine manages the state of all activities, automatically executes functions, maintains a history of completed activities, and detects error conditions and starts error processes. The Workflow Engine is implemented in server PL/SQL and activated when a call to an engine API is made. See also *Account Generator, activity, function, item type*.

**year-to-date depreciation** The depreciation taken for an asset so far this fiscal year.

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